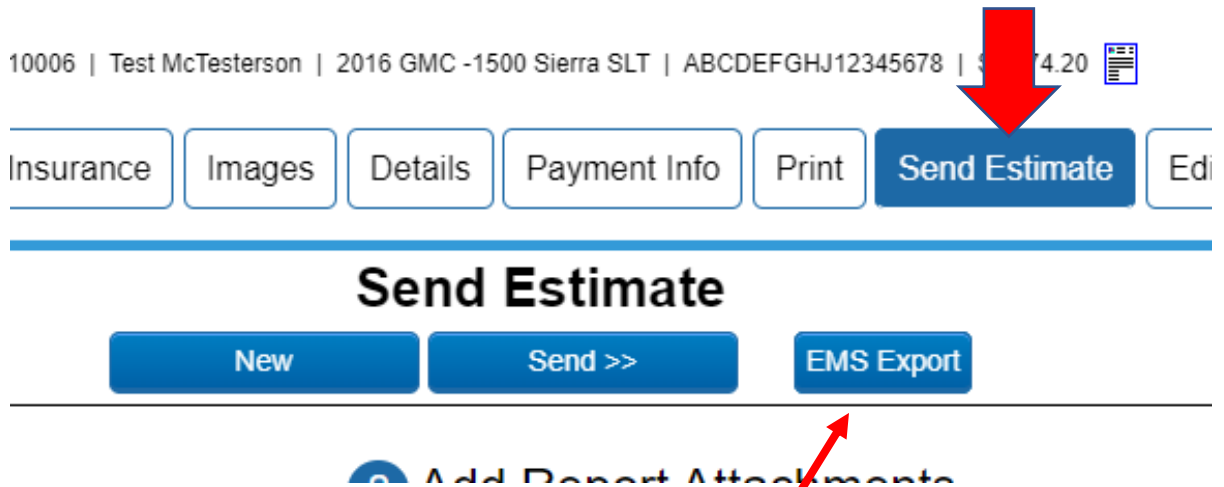


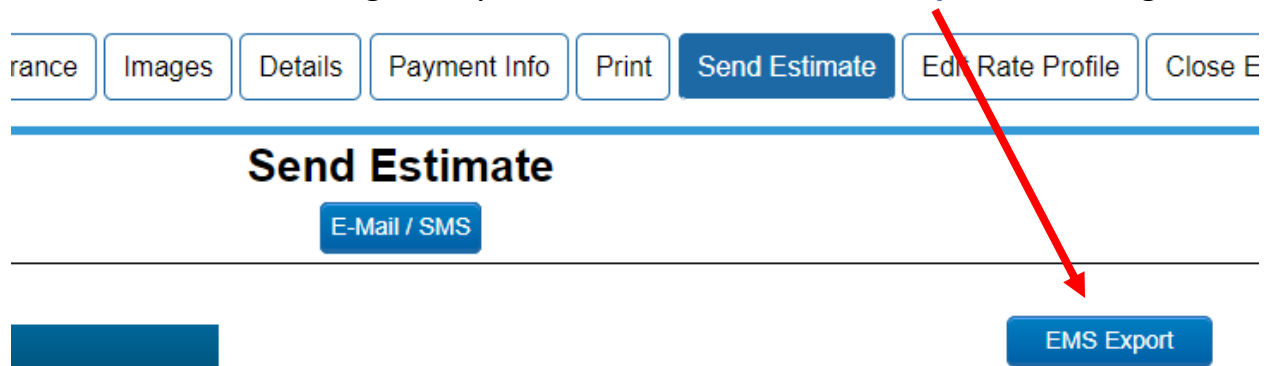
How to EMS Export

Open the estimate you need to export and select the [Send Estimate Tab](#).



Then click [EMS Export](#).

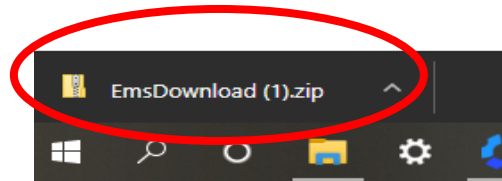
The screen will change and you will need to select [EMS Export](#) button again.



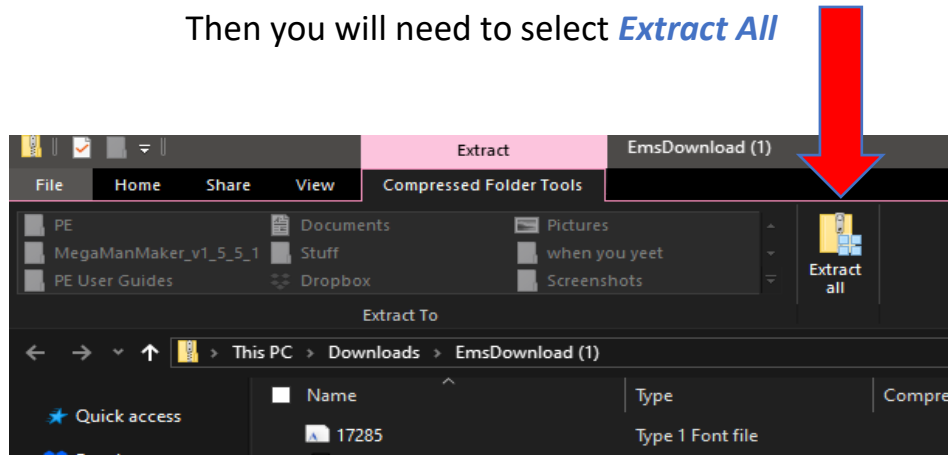
It will take just a few seconds and you will see the timestamp appear and then you can click on the [View Icon](#) to download the EMS files.



The files will begin downloading and you will see on the bottom left of your computer screen the EmsDownload.zip file. You will need to click on it to Open.



Then you will need to select *Extract All*



You will then get the prompt box to Select the folder you would like the Unzipped EMS files to go into. *You can use the Browse button to locate the correct folder.* Once the folder is selected click *Extract* to complete your EMS Export.

