Exporting the Jobs List

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Sometimes it may be required by the User to view all Jobs in their Jobs List in a single list without switching pages. If that is the case then they can use the "Export" function. "Export" allows the User to export the entire Jobs List to a CSV file. The "Export" option can be found on all Job Lists and to use it, select "Export" on any list of jobs and the list will be converted into CSV format. Select whether to save or open the file and click "OK" or click "Cancel" to cancel the export.

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