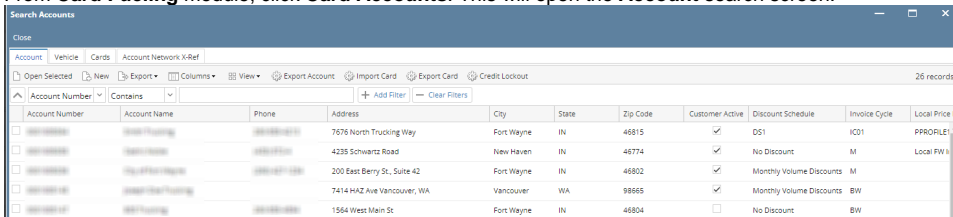


How to Export Card

1. From **Card Fueling** module, click **Card Accounts**. This will open the **Account** search screen.



Search Accounts

Close

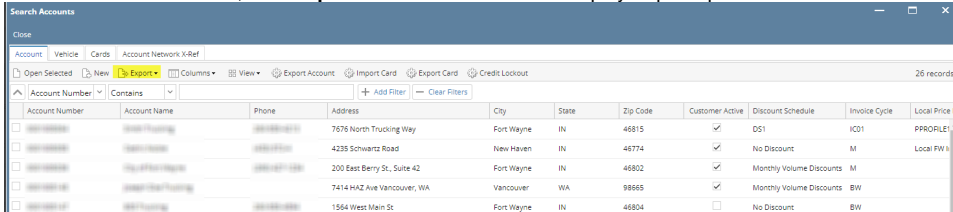
Account Vehicle Cards Account Network X-Ref

Open Selected New Export Columns View Export Account Import Card Export Card Credit Lockout 26 records

Account Number Contains Add Filter Clear Filters

Account Number	Account Name	Phone	Address	City	State	Zip Code	Customer Active	Discount Schedule	Invoice Cycle	Local Price Pr
100-1000000	Green Trucking	200-100-1000	7676 North Trucking Way	Fort Wayne	IN	46815	✓	DS1	IC01	PPROPRIET
100-1000000	Green Trucking	200-100-1000	4235 Schwartz Road	New Haven	IN	46774	✓	No Discount	M	Local PW in
100-1000000	City of Fort Wayne	200-100-1000	200 East Berry St, Suite 42	Fort Wayne	IN	46802	✓	Monthly Volume Discounts	M	Local PW in
100-1000000	Green Trucking	200-100-1000	7414 HAZ Ave Vancouver, WA	Vancouver	WA	98665	✓	Monthly Volume Discounts	BW	Local PW in
100-1000000	Green Trucking	200-100-1000	1564 West Main St	Fort Wayne	IN	46804	✓	No Discount	BW	Local PW in

2. In **Account** search screen, click **Export** toolbar button. this will display Export option.



Search Accounts

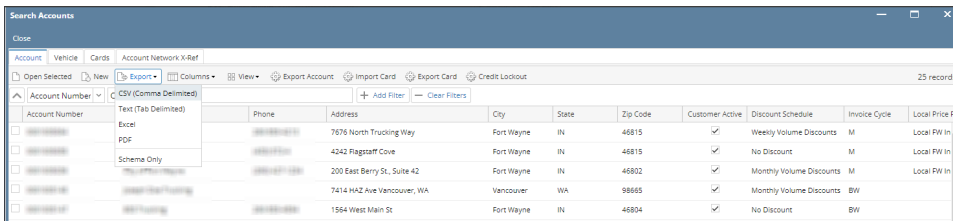
Close

Account Vehicle Cards Account Network X-Ref

Open Selected New Export Columns View Export Account Import Card Export Card Credit Lockout 26 records

Account Number Contains Add Filter Clear Filters

Account Number	Account Name	Phone	Address	City	State	Zip Code	Customer Active	Discount Schedule	Invoice Cycle	Local Price Pr
100-1000000	Green Trucking	200-100-1000	7676 North Trucking Way	Fort Wayne	IN	46815	✓	DS1	IC01	PPROPRIET
100-1000000	Green Trucking	200-100-1000	4235 Schwartz Road	New Haven	IN	46774	✓	No Discount	M	Local PW in
100-1000000	City of Fort Wayne	200-100-1000	200 East Berry St, Suite 42	Fort Wayne	IN	46802	✓	Monthly Volume Discounts	M	Local PW in
100-1000000	Green Trucking	200-100-1000	7414 HAZ Ave Vancouver, WA	Vancouver	WA	98665	✓	Monthly Volume Discounts	BW	Local PW in
100-1000000	Green Trucking	200-100-1000	1564 West Main St	Fort Wayne	IN	46804	✓	No Discount	BW	Local PW in



Search Accounts

Close

Account Vehicle Cards Account Network X-Ref

Open Selected New Export Columns View Export Account Import Card Export Card Credit Lockout 25 records

Account Number CSV (Comma Delimited) Add Filter Clear Filters

Account Number Account Name Phone Address City State Zip Code Customer Active Discount Schedule Invoice Cycle Local Price Pr

100-1000000 Excel 200-100-1000 7676 North Trucking Way Fort Wayne IN 46815 ✓ Weekly Volume Discounts M Local PW in

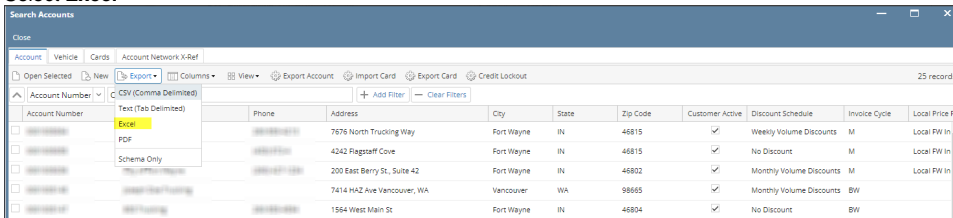
100-1000000 PDF 200-100-1000 4242 Flagstaff Cove Fort Wayne IN 46815 ✓ No Discount M Local PW in

100-1000000 Schema Only 200-100-1000 200 East Berry St, Suite 42 Fort Wayne IN 46802 ✓ Monthly Volume Discounts M Local PW in

100-1000000 Green Trucking 200-100-1000 7414 HAZ Ave Vancouver, WA Vancouver WA 98665 ✓ Monthly Volume Discounts BW Local PW in

100-1000000 Green Trucking 200-100-1000 1564 West Main St Fort Wayne IN 46804 ✓ No Discount BW Local PW in

3. Select **Excel**



Search Accounts

Close

Account Vehicle Cards Account Network X-Ref

Open Selected New Export Columns View Export Account Import Card Export Card Credit Lockout 25 records

Account Number CSV (Comma Delimited) Add Filter Clear Filters

Account Number Account Name Phone Address City State Zip Code Customer Active Discount Schedule Invoice Cycle Local Price Pr

100-1000000 Excel 200-100-1000 7676 North Trucking Way Fort Wayne IN 46815 ✓ Weekly Volume Discounts M Local PW in

100-1000000 PDF 200-100-1000 4242 Flagstaff Cove Fort Wayne IN 46815 ✓ No Discount M Local PW in

100-1000000 Schema Only 200-100-1000 200 East Berry St, Suite 42 Fort Wayne IN 46802 ✓ Monthly Volume Discounts M Local PW in

100-1000000 Green Trucking 200-100-1000 7414 HAZ Ave Vancouver, WA Vancouver WA 98665 ✓ Monthly Volume Discounts BW Local PW in

100-1000000 Green Trucking 200-100-1000 1564 West Main St Fort Wayne IN 46804 ✓ No Discount BW Local PW in

4. File will be downloaded with a file name of "Account <date> at <time>"