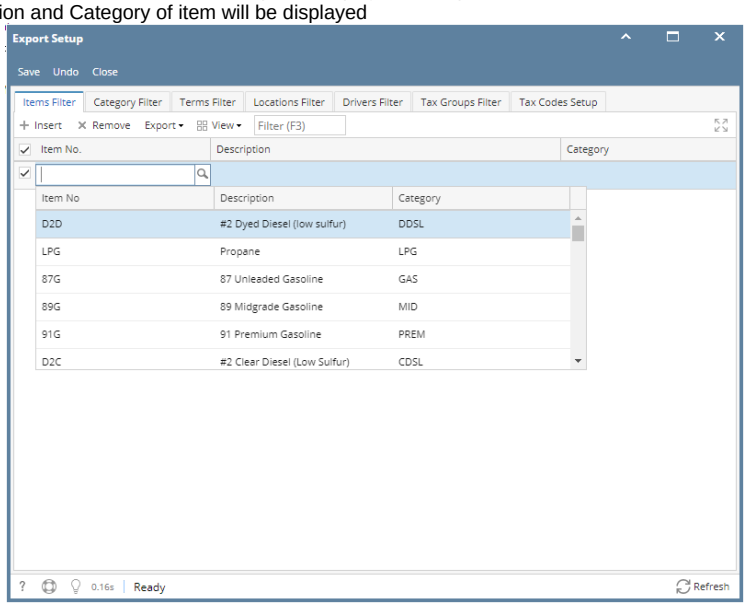
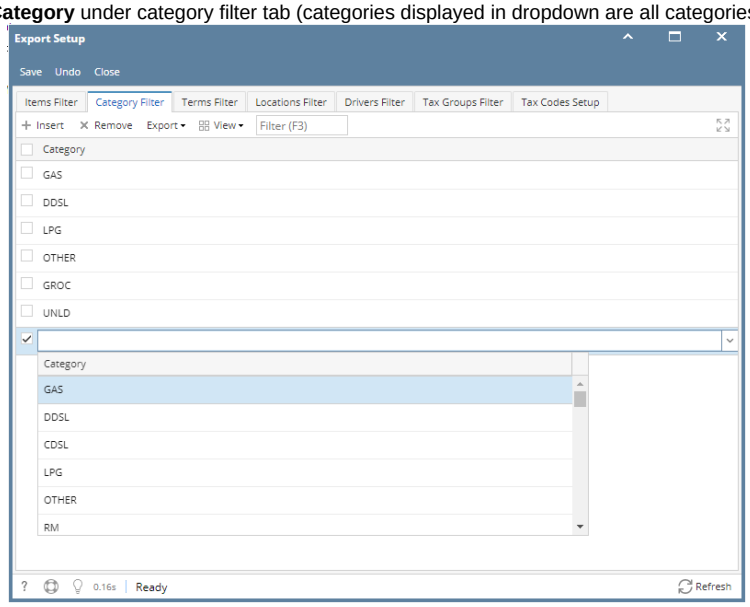
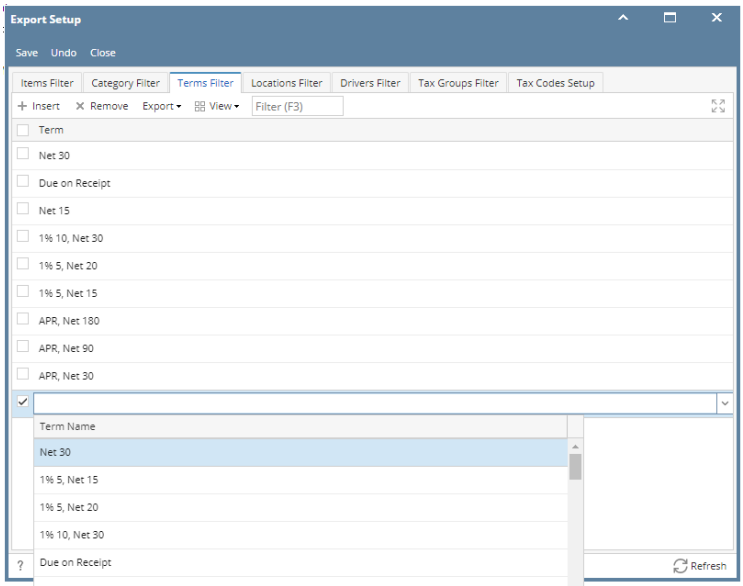
How to use Export Setup

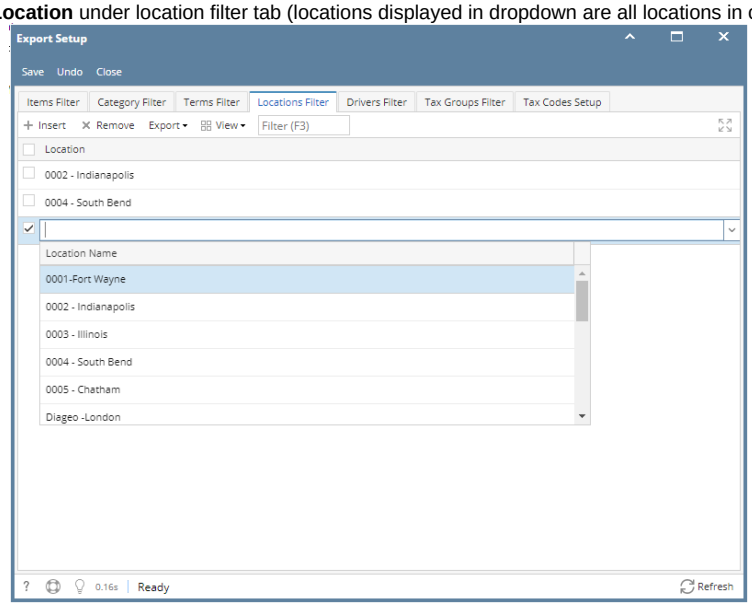
1. From Energy Track Module click **Export Setup**.
    a. Select **Item No.** under items filter tab (items displayed in dropdown are all items available in inventory) and upon item is selected, Description and Category of item will be displayed
        i. 

    b. Select **Category** under category filter tab (categories displayed in dropdown are all categories of item)
        i. 

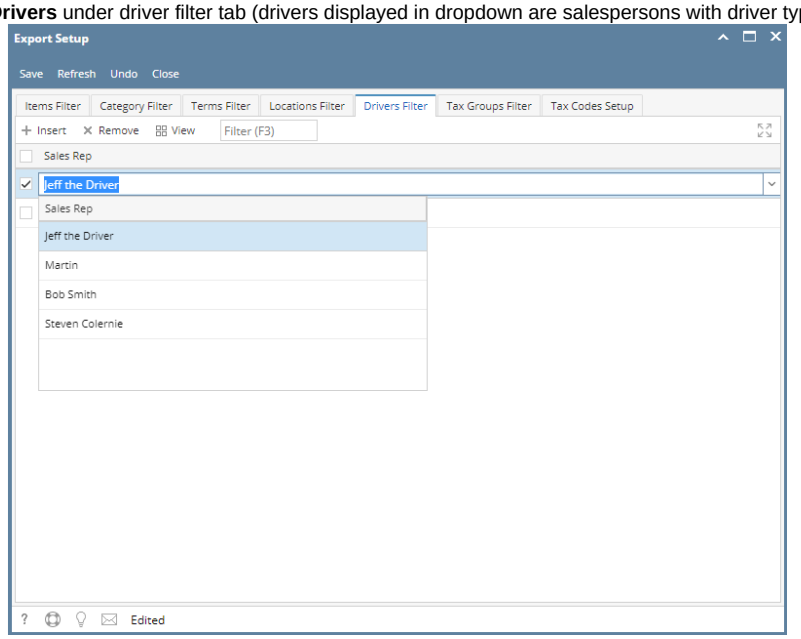
    c. Select **Terms** under terms filter tab (terms displayed in dropdown are all terms in common info > terms)

i. 

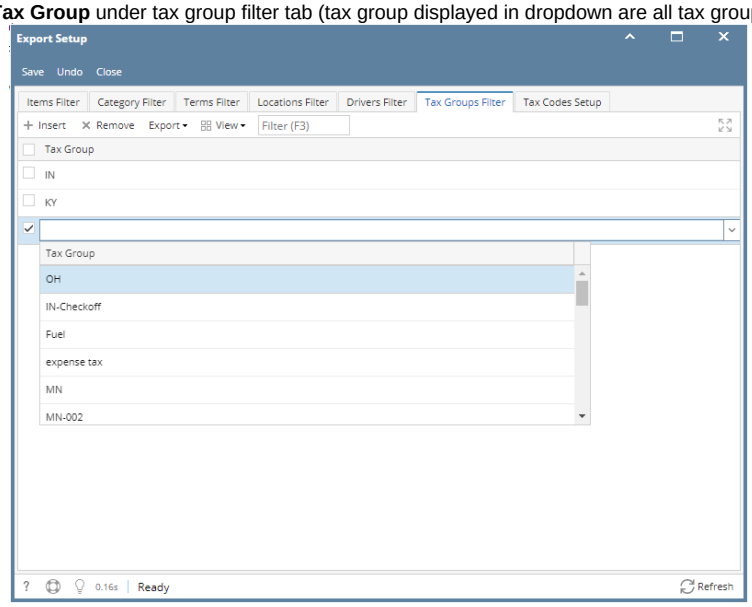
d. Select **Location** under location filter tab (locations displayed in dropdown are all locations in common info > Company Locations)

i. 

e. Select **Drivers** under driver filter tab (drivers displayed in dropdown are salespersons with driver type in sales)

i. 

f. Select **Tax Group** under tax group filter tab (tax group displayed in dropdown are all tax group under common info > tax group)

i. 

2. Click **Save** button and details will be saved.

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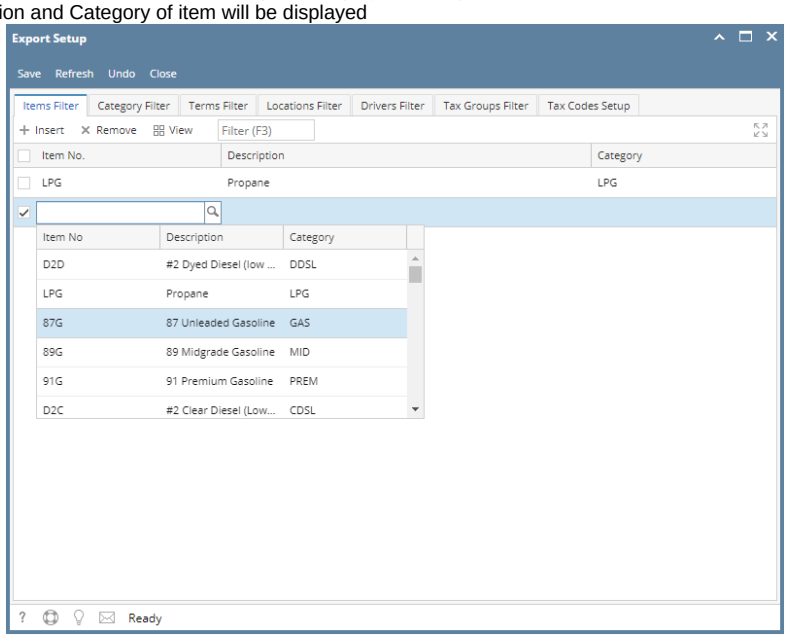
   i. 

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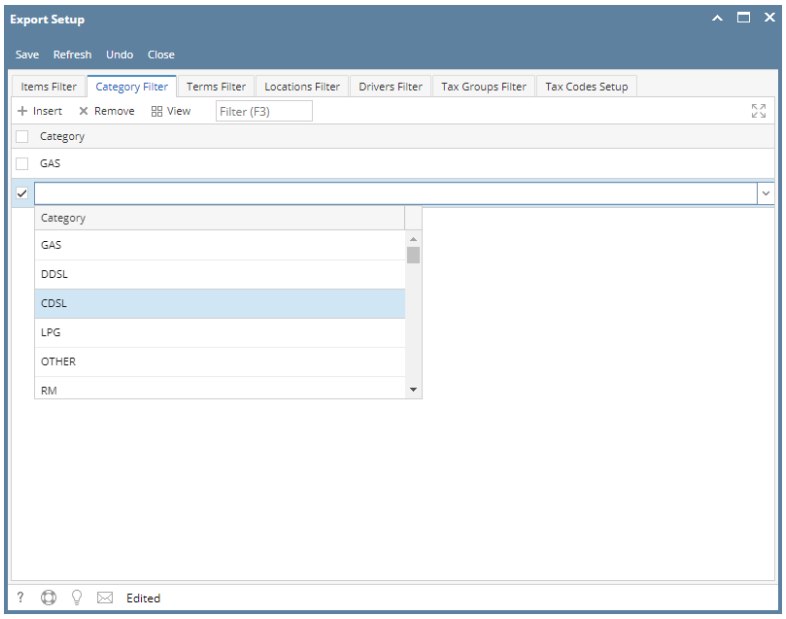
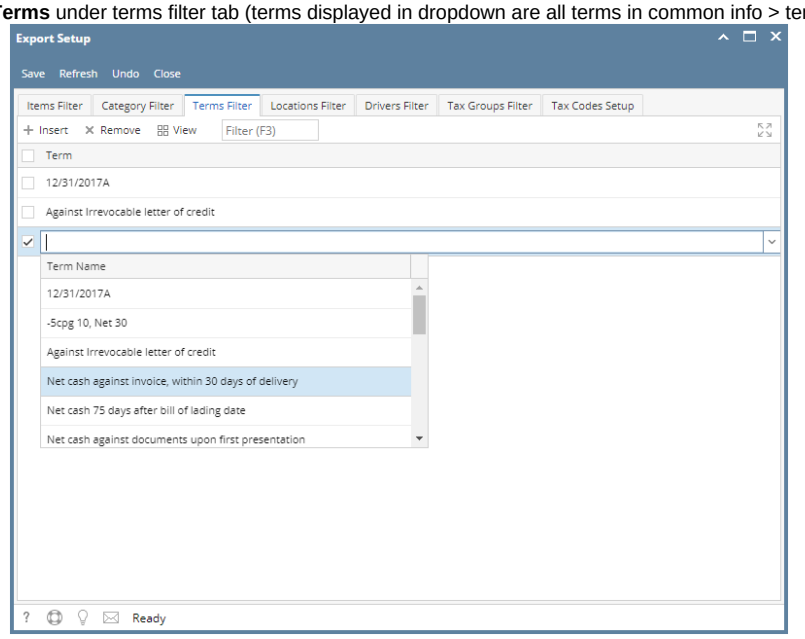
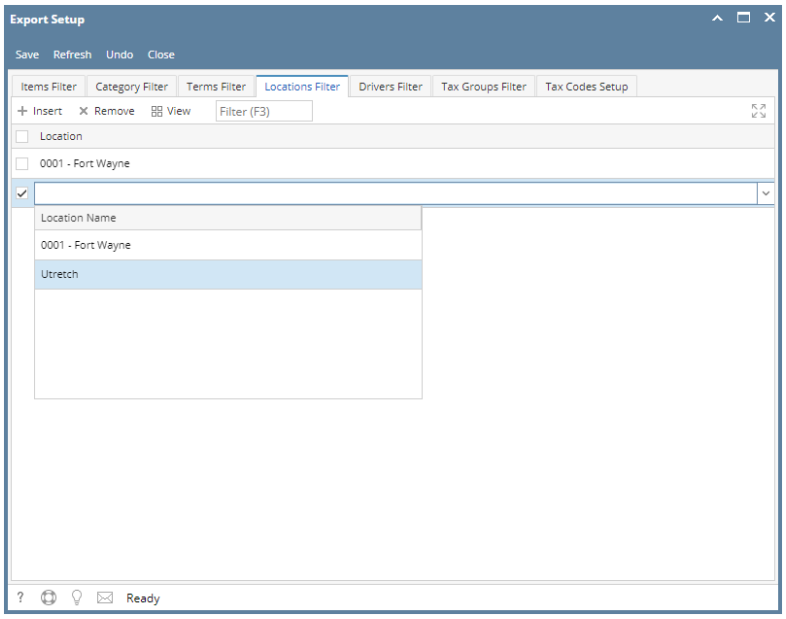
i. 

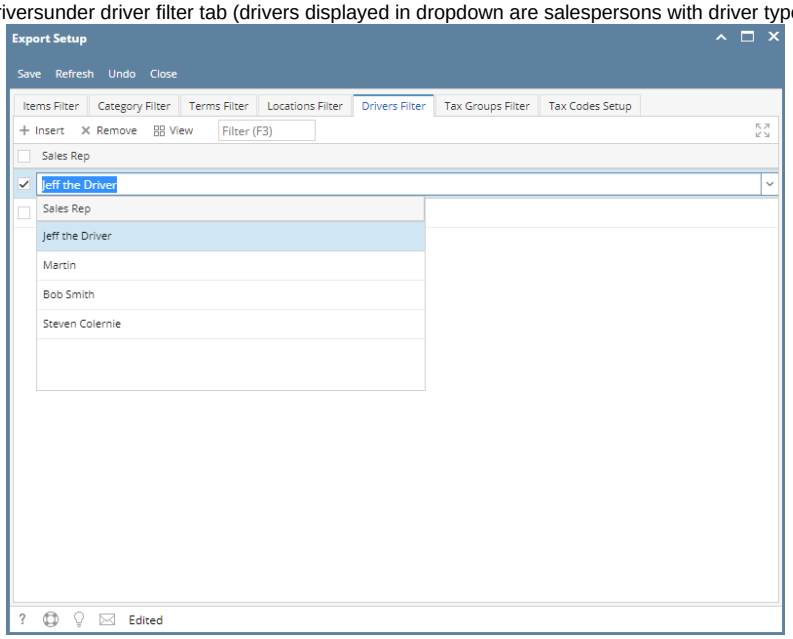
c. Select **Terms** under terms filter tab (terms displayed in dropdown are all terms in common info > terms)

i. 

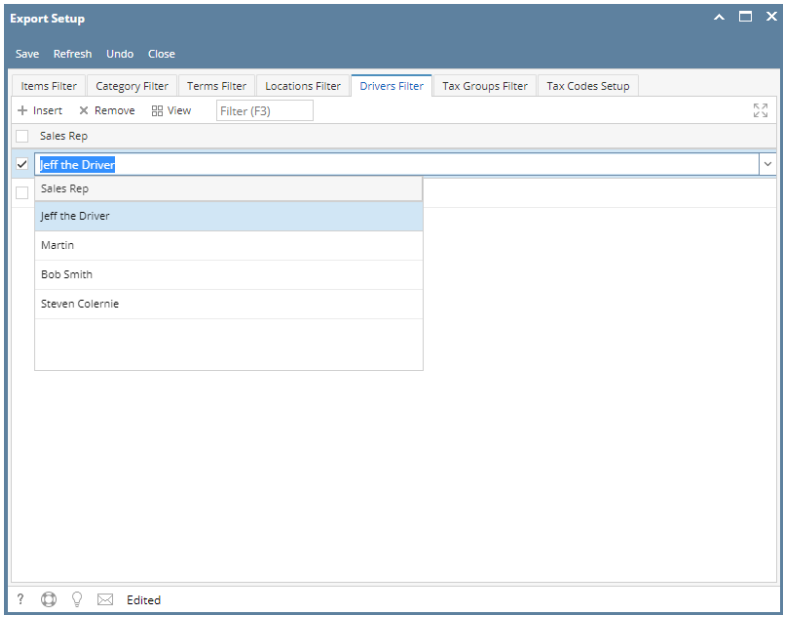
d. Select **Location** under location filter tab (locations displayed in dropdown are all locations in common info > Company Locations)

i. 

e. SelectDriversunder driver filter tab (drivers displayed in dropdown are salespersons with driver type in sales)

i. 

f. Select **Tax Group** under tax group filter tab (tax group displayed in dropdown are all tax group under common info > tax group)

i. 

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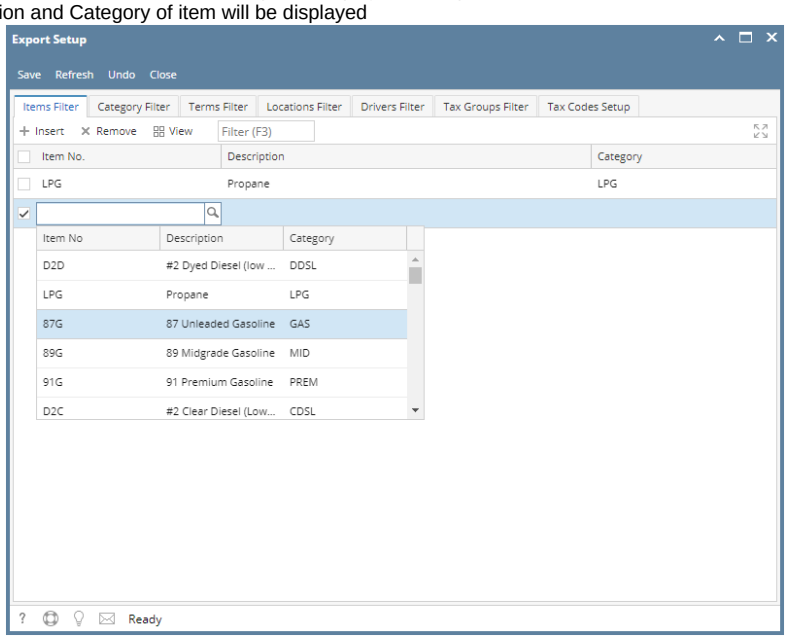
i. 

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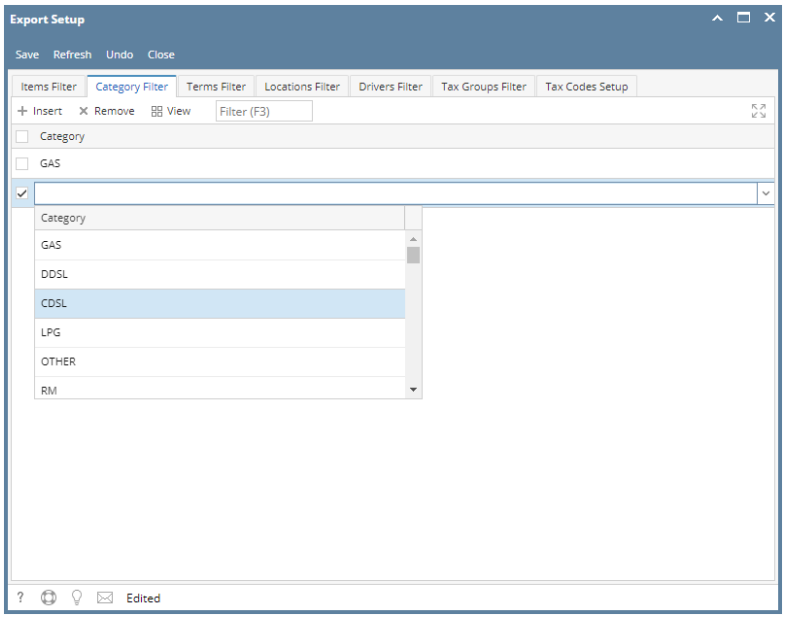
i. 

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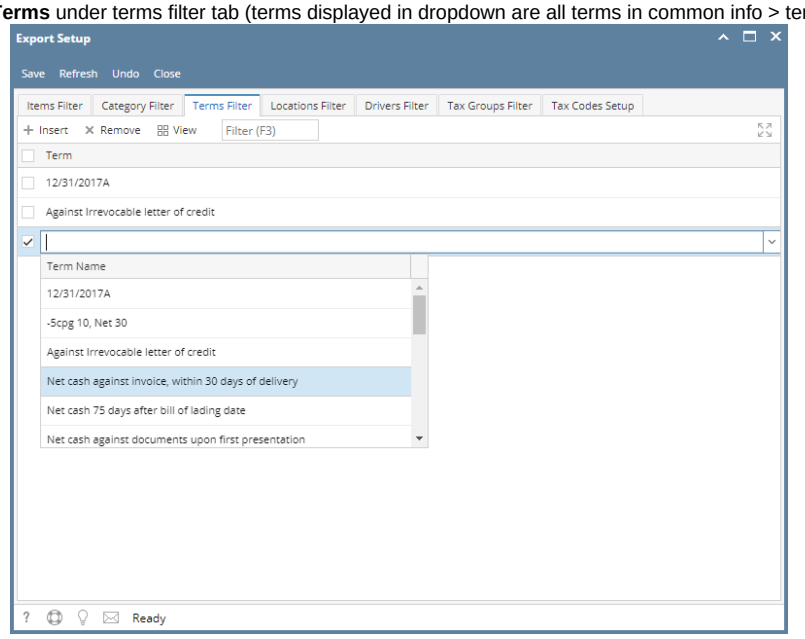
i. 

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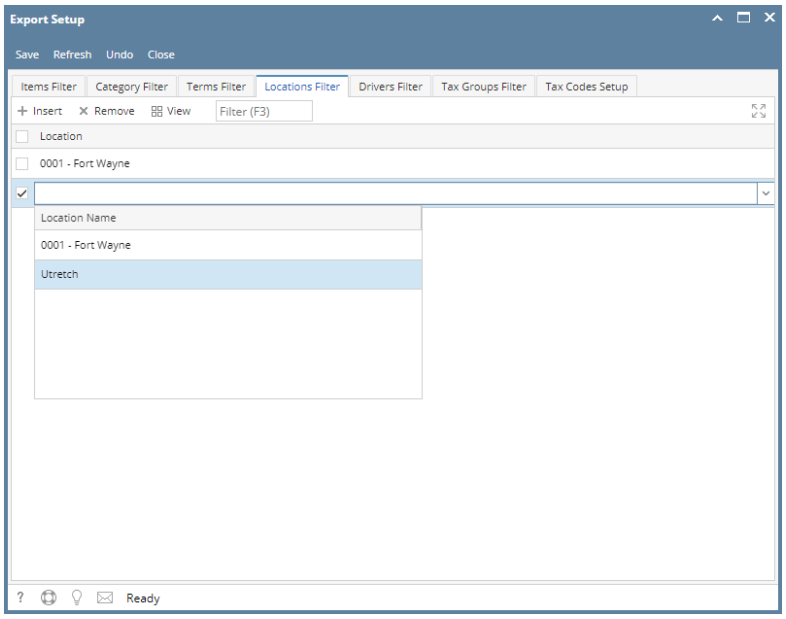
i. 

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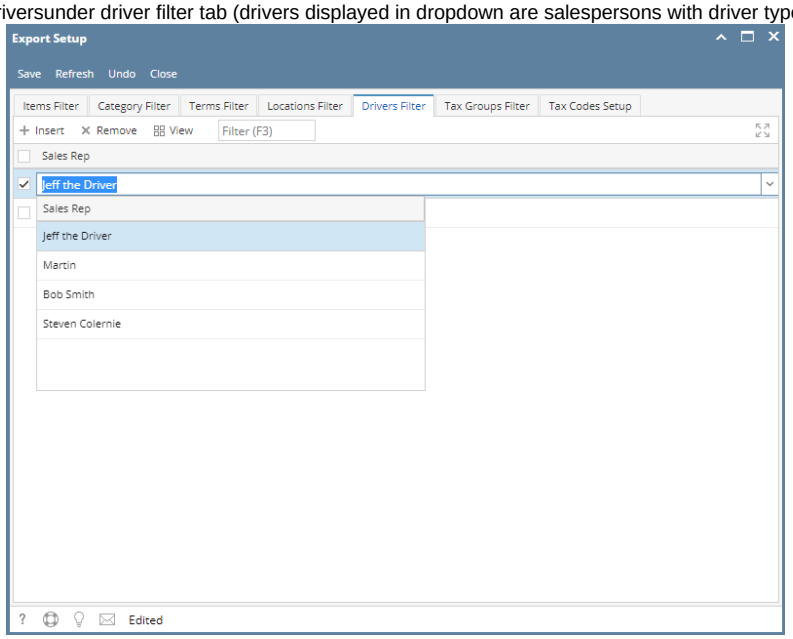
i. 

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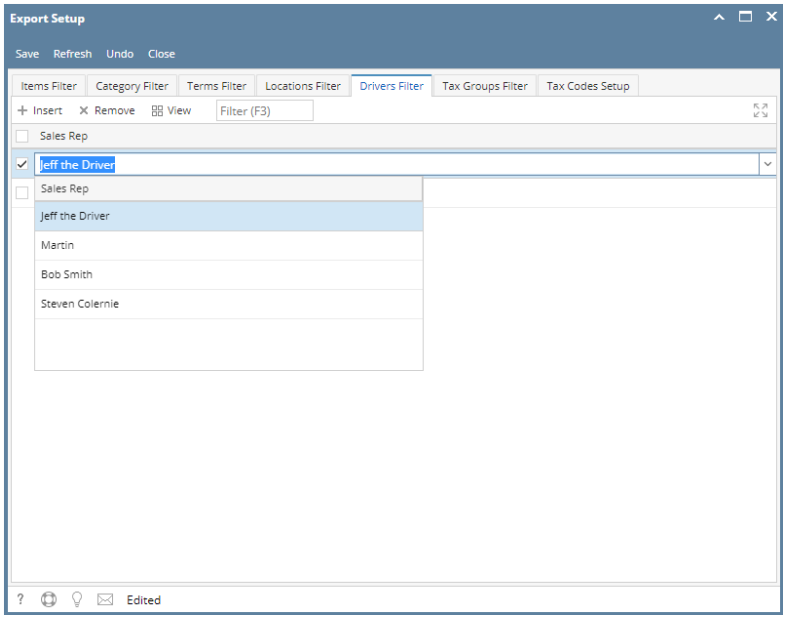
i. 

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