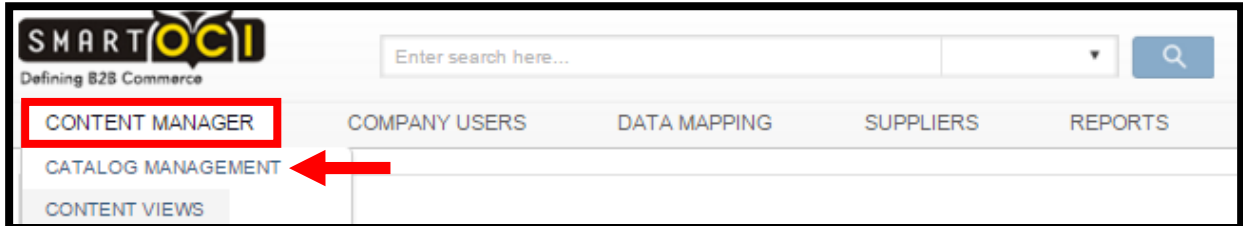


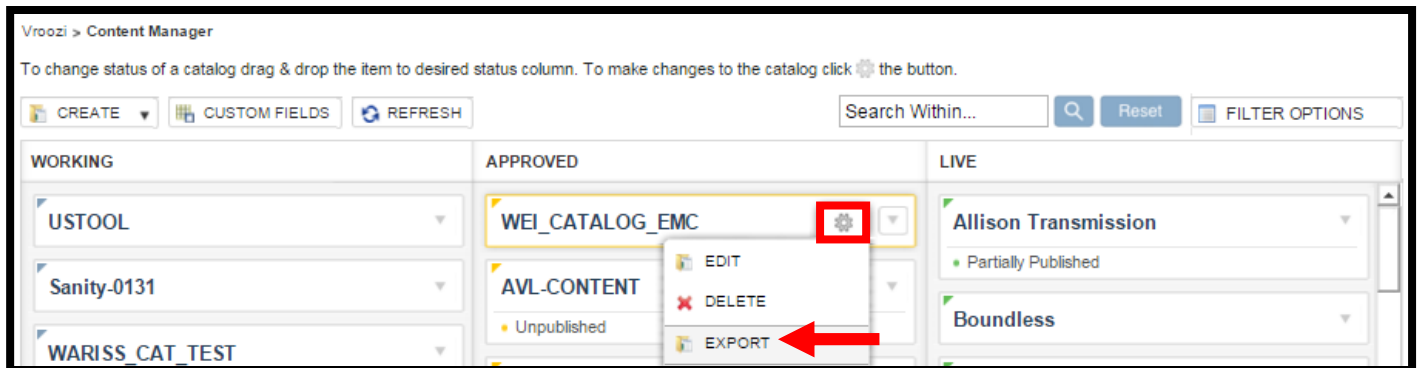
EXPORT CATALOG CONTENT

At any time, uploaded catalog items can be exported from the *Catalog Management* screen into CSV file. This section outlines how to perform an export in *smartOCI*.

1. Near the top the *Administrator Homepage*, hover over the *Content Manager* tab and select *Catalog Management*.



2. Find the catalog you would like to export. You may choose to use the *Search Within* and *Filter* functions to do this.
3. Hover over the catalog. Then, click the *Cog Wheel* icon and select the *Export* option.



TIP! A catalog doesn't have to be Live or Published to be exported. You can export catalogs in the Working and Approved columns too.

4. A notification will flash at the top of the screen to let you know the export is in progress.

Your export file is being prepared. You will be notified when it is ready.

5. An email will be sent to from notifications@vroozi.com. Open the email and click the *Download File* link. Alternatively, you can copy and paste the URL into your browser to begin the download.
6. Open the downloaded file to view and save it.

