17.17. Exporting names

Choosing *Export names* from the *File* menu exports all the names (suppliers, patients, manufacturers, donors and customers etc.) in your data file in exactly the same way as for exporting items.

By default, Export Names does not include stores. If you want stores included, be sure to tick the 'Stores' tick-box as well as any other tick-box. If you only want to export the names that are stores, then you only need to tick the 'Stores' tick-box.

The field order of the exported file and the contents of the various fields are exactly the same as for importing names so please see the 17.03. Importing names page for details.

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