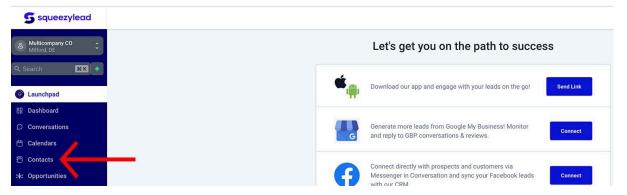


## Data backup / Export

We recommend exporting your data weekly. You can export contacts and opportunities by following these steps.

## How to export contacts

1. After logging in on app.squeezylead.com, click on "Contacts".



- 2. After logging in on app.squeezylead.com, click on "Contacts".
- 3. Make sure there are no filters set.
- 4. Select all contacts by clicking on the checkbox.



## 5. Click on the "Export Contacts" icon.

& Multicompany CO	Contacts Sma	art Lists Bulk Actions Restore Tasks Cor	mpany Man C) Click on the			
Milford, DE	All		Export Contacts icon to download	A) Make sure there are no filters set		
Launchpad	+ <b>T</b> @	B) Select all	them	(	Columns 🗸 🛛 Q. Quick search	More Filters 🗮
B Dashboard		contacts by clicking				
Conversations	You have selecte	on the checkbox				Total 1 records   1 of 1 Pages
Calendars		Phone 🕀	Email 🧅	Created 🖨	Last Activity ≑	Tags
Contacts	: 🛛	OJ Oliver Jones	Si oliverjones202100@gmail.com	Apr 23 2024 06:44 AM (PDT)		
Contacts						

## How to export opportunities

- 1) After logging in, click on "Opportunities".
- 2) Select the pipeline you want to export.
- 3) Remove any filters.

S squeezylead	Opportunities Opportunities Pipeline	A) Select the pipeline you want	to	B) Remove c	any	ت 🔺 😡
Q. Search	Marketing Audit Leads	export		Q Search Opportunities		+ Opportunity
<ul> <li>Launchpad</li> <li>Dashboard</li> </ul>	New Leads		Completed Survey	(	Bool () Restore Opport	nies Service
D Conversations	1 Leads \$0.00	0 Leads \$0.00	0 Leads \$0.00		O Lea ③ Additional Info	• 0 Leads
🛱 Calendars	Oliver Jones				lick on the	
<ul><li>Contacts</li><li>Opportunities</li></ul>					e dots and and "Export".	
Payments					0.0.000	

4) Click on the three dots and click on "Export".

Repeat this operation for <u>all pipelines</u> you want to export.