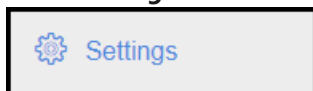# How to export Practice Management data

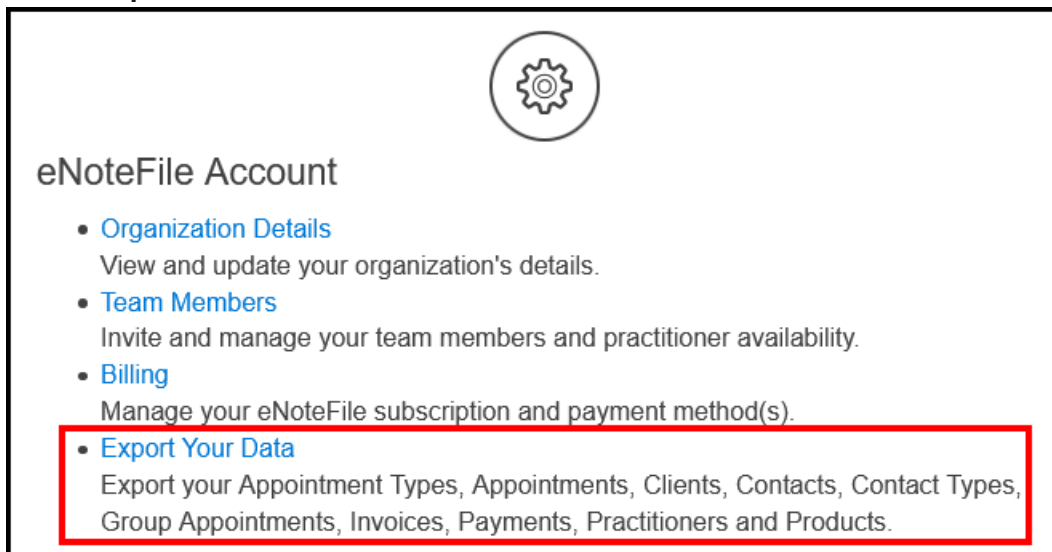Export your Clients, Appointments, Invoices, Payments and the rest of your practice management data to csv

You can export your Appointment Types, Appointments, Clients, Contacts, Contact Types, Group Appointments, Invoices, Payments, Practitioners and Products. Only users with the [Subscription Administrator Privilege](#) can export practice management data.

Steps to Export your data
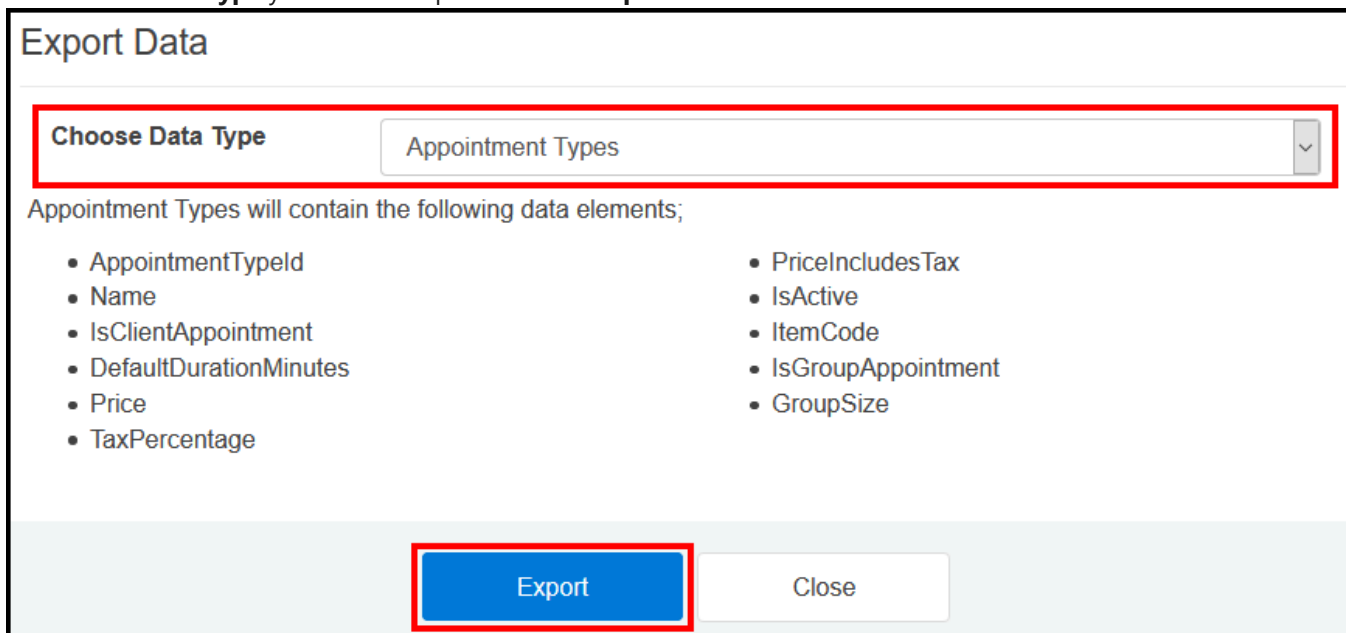
Go to **Settings** then **eNoteFile Account**

Click on **Export Your Data**

Choose the **Data Type** you want to export and click **Export**

Once your data has been exported, you'll be able to **download** the CSV file to your device.

Export Data

Your export has completed

Download

Close

NOTE: As with any further electronic use of your eNoteFile exported notes, attachments, and CSV file, no matter what alternative you choose, we recommend you engage your own IT support to ensure you always keep, maintain, backup and store a separate copy of your eNoteFile export securely as is, and only ever use a copy to integrate with another program.

#Export #Data #Bulk #Mass #Backup