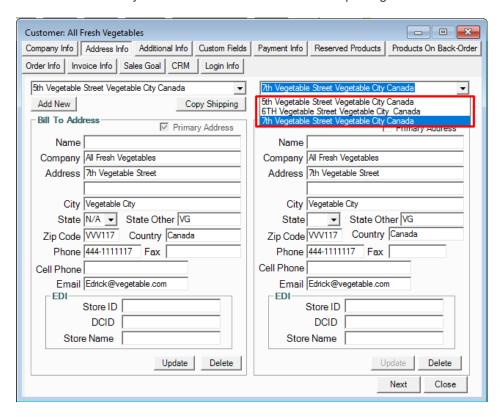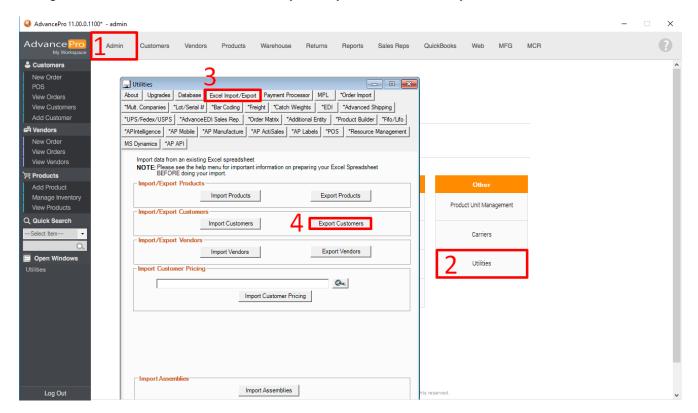# MULTIPLE ADDRESS EXPORT FOR CUSTOMERS

To use this feature you need to create a schema for exporting customers and all of the addresses for each.

First go to **Admin Switchboard >> Excel Import/Export** tab **>>** Click **Export Customers**
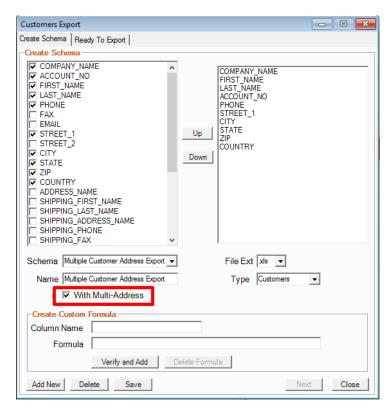
Next, **Customers Export** screen will show.
Select **Create Schema**

Note: COMPANY_NAME is already checked

To enable box for **Multiple Address** you can click on all options **_EXCEPT_** the following:

ACCOUNT_NO
FEDERAL_TAX_ID
RESELLER_NUMBER
CUSTOMER_FIELD_1
CUSTOMER_FIELD_2
CUSTOMER_FIELD_3

Next, create **Name** for schema
Select **File Extension**
Type should be **Customers**
Check the box for **Multi-Address**
Click on **Save**

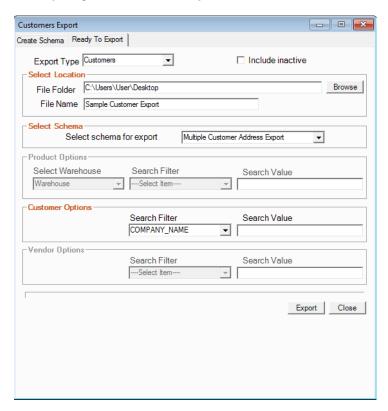Now that you have created a schema, you are now ready to export.

Note: Make sure that Export Type is CUSTOMERS

To export, on **Ready To Export** tab:
Select **File Folder** location
Create **File Name**
Select **Schema** created to export customers that would include all addresses for each
You may also select **Search Filter** according to what order the list will be placed
If everything is set, click on **Export**

SAMPLE RESULT: