

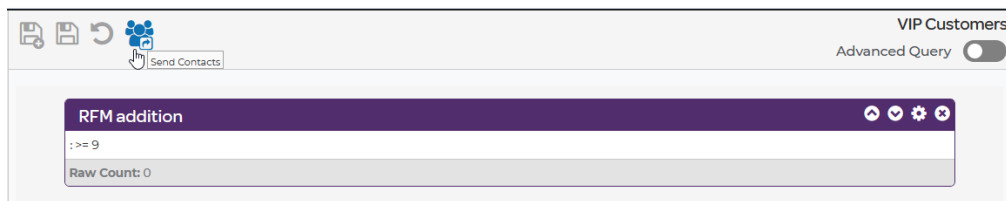
To view who's in a specific audience (or complex audience), you can export that data to a flat file. This export can be done 'ad hoc' (one-time) or can be scheduled to run on a cadence. Most users choose to do ad hoc exports to analyze or inspect who's in a particular audience.

In this article:

- [Exporting Contacts from Audience Builder](#)
- [Exporting Contacts in Complex Audience Builder](#)
- [Schedule Exports from Complex Audiences](#)

Exporting Contacts from Audience Builder

After creating or opening your desired audience, click the **Send Contacts** button on the top bar.



Then, select "file export".



A **Send Contacts** pop-up box will appear:

Send Contacts

I'd like to send contacts immediately
to

File export

Export to a File

named

One-Time Purchasers - 2022 YTD **Sample file name**

26\Shared **'File Management' location**

Select Folder

of the file type

Excel

After typing a name for your file, select the File Management location where the file will export to. The default location will be your personal folder. If you intend for other users to have access to the same file, export to the **Shared folder**. Click **Select Folder** to choose a new location.

Export to a File

named

Select Folder

After selecting a file type, you can export as-is or add additional "**output fields**". These are the fields you want to include for your audience. For example, for a "Recent Purchasers" audience you might want to know each person's lifetime spend (output field: "total spent lifetime").

If you don't choose additional output fields, the default fields are listed below:

Address	Last Name
City	Phone
Email Address	Postal Code
First Name	State
LTGID/AscentID (record ID)	UNIQUE EMAIL ID

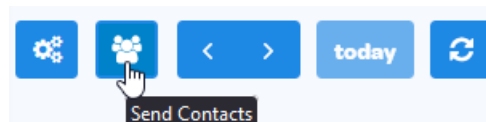
Once the output fields have been selected, click **Save Output Fields**.

Click **Send Now**. Your file should land in 1-5 minutes depending on file size.

[Need help navigating to File Manager?](#)

Exporting Contacts in Complex Audience Builder

To export the contacts from a Complex Audience, click into your complex audience and click the **Send Contacts** icon.



To export your file immediately, select **Send Immediately** from the first drop-down. To schedule your file export for a later date or time, skip to the section below (called "Schedule Exports from Complex Audiences").

Contact Export

I'd like to

Send Immediately

to

Select...

After naming your file, you'll have the option to configure the location within the file manager where the file will export to.

Follow the steps from the above section (where the  icon is)

Schedule Exports from Complex Audiences

To create an automated or scheduled audience export, select **Create New Schedule** from the Contact Export dropdown.

After configuring the output parameters, configure the schedule parameters by selecting **Create Schedule**.

Configure the name, date & time, and recurrence. Select **Create Schedule** to save your schedule.

Contact Export ✕

I'd like to

Create New Schedule

Enabled

Schedule Name

VIP Customers

Start Date & Time

8/30/2022



2



00



PM



Mountain Time

Send when data is available 

Recurrence

Daily



Stop Sending On

If **Send when data is available** is checked, the campaign schedule will only execute if data from the previous day

has refreshed within the portal. This ensures that counts are populated and accurate, but may cause the export to execute later than scheduled.