



The TimePilot system: E-mailing an extracted pay period

Occasionally, you may need to e-mail your pay period data to someone (for example, from a business' remote office to the home office or from your business to a TimePilot tech support specialist).

Here's how to do that:

1. Start Transaction Manager.
2. Open the pay period you wish to export. It can be your current transactions or an already-extracted pay period.
3. Click File > Import/Export Transaction Data > Export TimePilot Transactions.
3. The box to the right will pop up. The file will be saved to this location; if you want to save it someplace else (your desktop, for instance), indicate the correct location. Click the "Export" button.
4. The transactions or pay period will be exported into a separate file in the location you specified and you'll receive a message saying the transactions were exported successfully. Click OK to close the message and Close to close the Export Transactions box.
5. Now start your e-mail program, attach the file to an e-mail and send it.

