


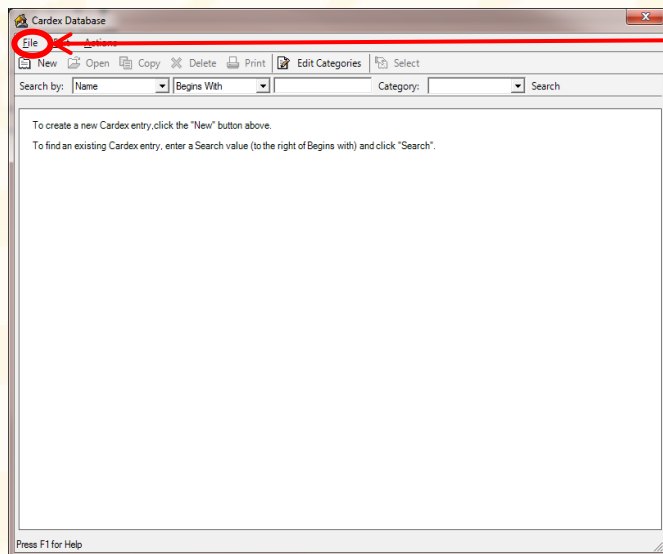


How to Export Cardex

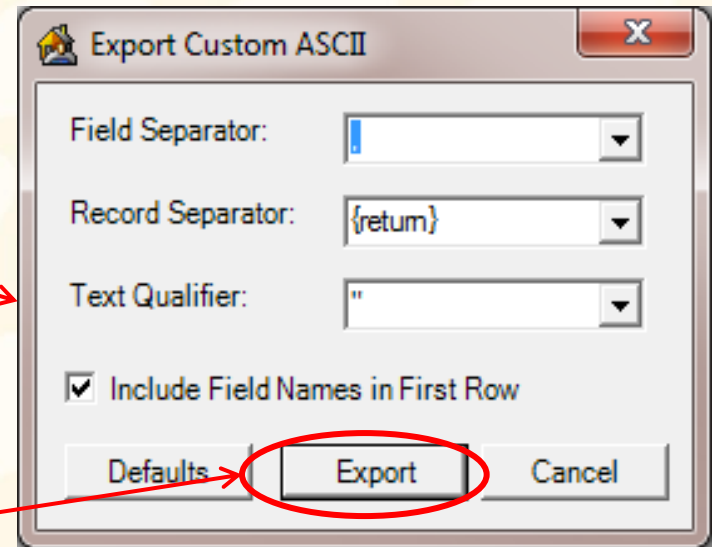
How to Export Cardex

To start, you will need to export two files and email them to your contact at FocusIT, so they can import your **Cardex**. To do that, follow the steps below:

1. Log into Calyx
2. Click on the icon at the top of your menu bar that looks like this  or click on "**Utilities**" and "**Cardex Database**"
3. You should get a screen that looks like this:



4. From that screen click on "**File**", then "**Export**" and this screen should appear. Leave the defaults and just click on "**Export**"



How to Export Cardex



5. You will be asked to save the file. Be sure to save it somewhere that you will be able to find it so that you can attach it to the email and please **DO NOT** change the name or extension.
6. Click on "**File**" again and now click on "**Export to Calyx PDS**"
7. At this point, you will be asked again to save the file and, again, be sure to save it somewhere that you will be able to find it when you attach it to the email and please **DO NOT** change the name or extension.



To reference the
Calyx Knowledge Base
for this topic,
use the link below.

[How to Export Cardex...](#)

Helpful Links



Below are some helpful links to help you find your way around focusIT and Calyx.

Support Request Form

<http://www.focusitinc.com/submit-a-case>

or call us at (480) 346-1299 option 1 or email us at support@focusitinc.com

Other Helpful Links

- focusIT Support - <http://www.focusitinc.com/support>
- focusIT Contact Page - <http://www.focusitinc.com/ContactUs>
- focusIT Solutions Page - <http://www.focusitinc.com/solutions.html>
- focusIT Self Help Page - <http://www.focusitinc.com/selfhelp>
- Calyx Support - <http://www.calyxsupport.com/contact>
- Calyx Training - <http://www.calyxsoftware.com/support/training.asp> or <http://www.calyxsupport.com/Training>
- MyCalyx Webinar - <http://www.calyxsoftware.com/downloads/mycalyxunveiled.wmv> or <http://www.calyxsupport.com/MyCalyx>
- Calyx Knowledge Base - <http://kb.calyxsupport.com/kb>
- Calyx Message Board - <http://messageboard.calyxsupport.com>
- Calyx User Guide/ Download Page - <http://www.calyxsupport.com/downloads/index.htm>

*System questions or issues, please email : support@focusitinc.com
or call 480-346-1299 Option 1 (Hours of Operation are 7 days a week from 5:00 AM to 10:00 PM PST)*

