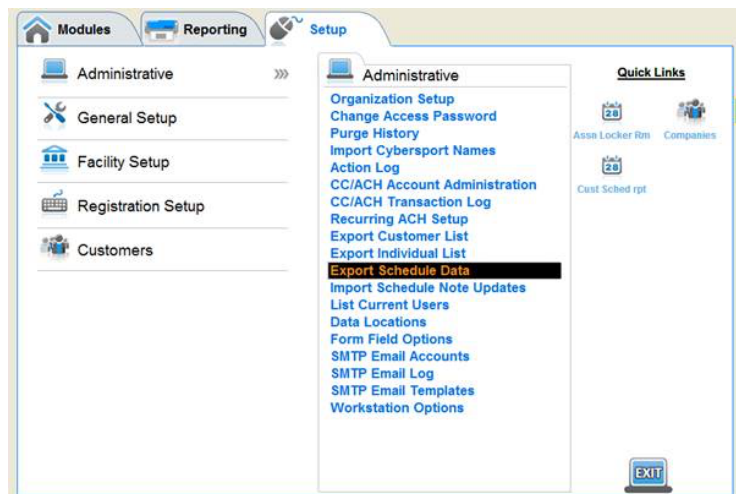


Max Enterprise Ice for Sale Export for Rinfinder

Exporting and Importing Facility Schedule Data

A. Export Schedule Data (to League Scheduler) B. Import Schedule Note Updates (from League Scheduler)

The MaxEnterprise Export / Import features are very beneficial for facility managers who export time slots to another organization, let someone else do the work of scheduling specific teams into the time slots, and then want to import the information back into the original schedule in order to have the information show up on facility reports (*MaxEnterprise*), on TV monitors (*MaxVideo Link*), or on a website (*MaxWeb Link*).



A. Complete the following steps to export schedule data:

1. **Schedule time slots** as necessary by using the Schedule Grid, or the Book Recurring Events feature.
2. **Important:** Schedule time slots Add an Hourly Rate if necessary.
3. Go to Administrative Setup/ **Export Schedule Data:**
 - a. **Export for** – select either Date Range or Permit Number.
 - b. **Export Information** – enter the following information:
 - i. **Date From** – use the calendar button to select a from date
 - ii. **Date Through** – use the calendar button to select a Through Date.
 - iii. **File Format** – select “Rinkfinder(csv)” from the pick list, or equivalent
 - iv. **Out File Name w/o ext.** – create a name for the export file.
 - v. **Output Path** – use the “...” button to designate the location where the file will be saved (Desktop).
 - c. **Customers** – choose single or multiple customers by using the pick lists and/or arrows.
 - d. Click the **Export** button. You will be notified how many records were exported. It could look like either one of these popups:

