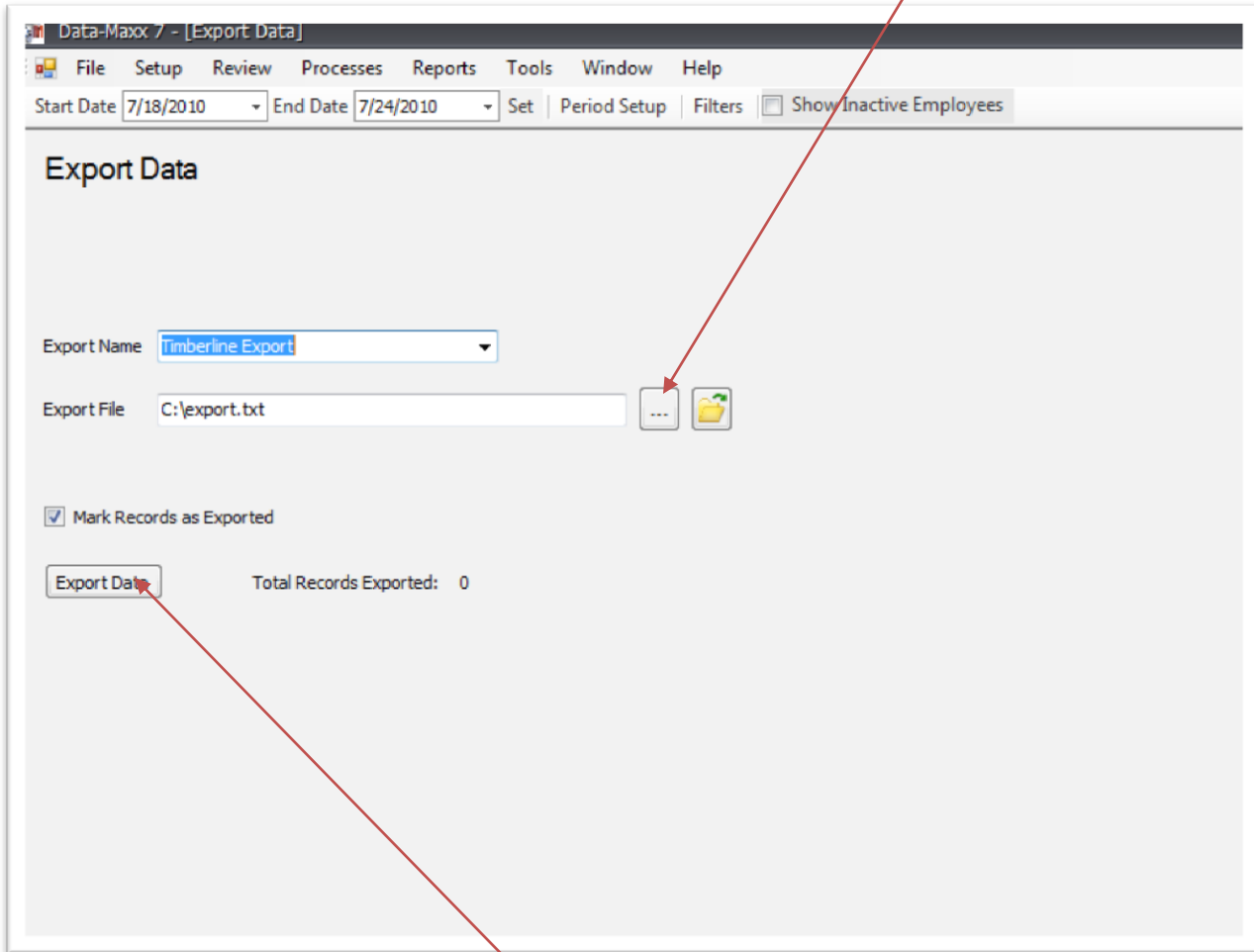1.   Make sure your date range is correct. Choose export name then click on the **...** to choose where you want the export to go or you can default it to c:\export.txt

2.   Make sure the "mark exports" is checked and click here. This will prevent you from re-exporting the same records. Uncheck to export the same records again.