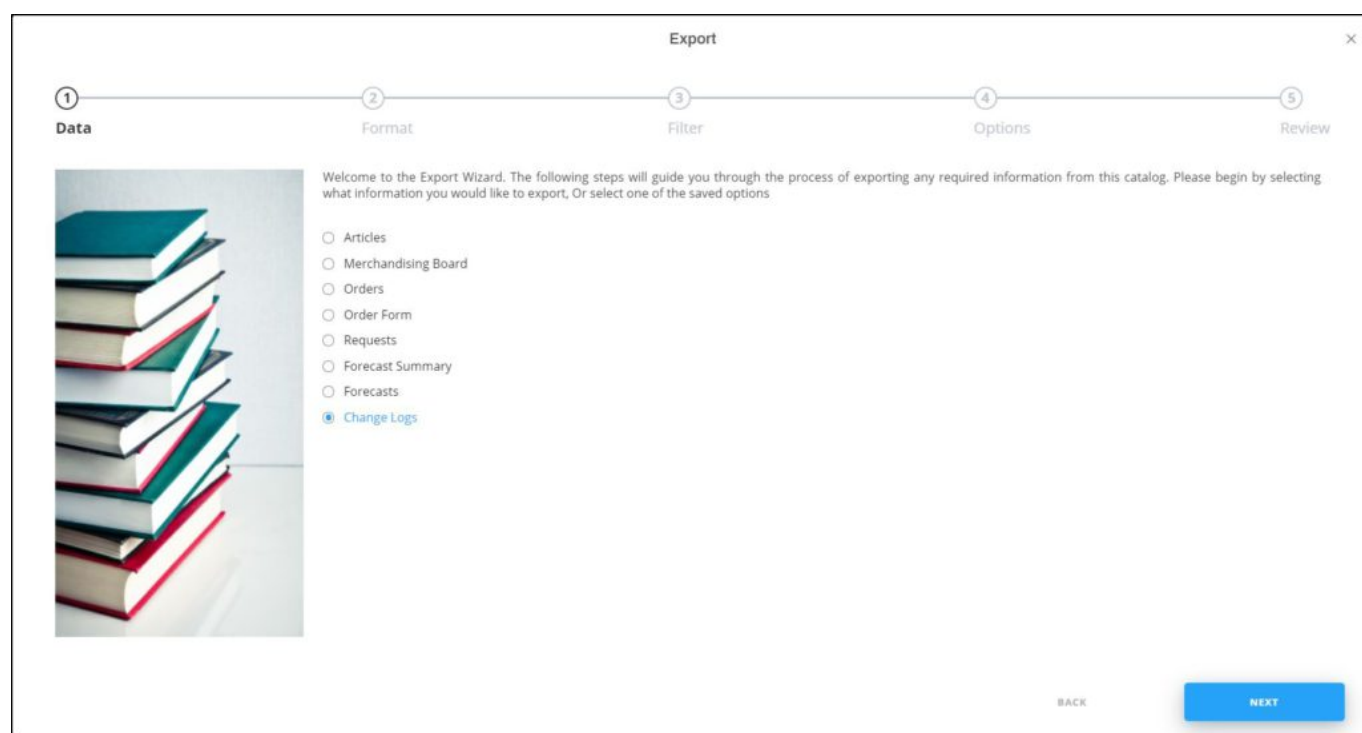# Export change logs

You can export change logs for changes done on articles, such as changes to article details and attribute values within the specified period into an Excel file. To export change logs, follow these steps:

1. Click **Export**, the following window appears:

If options are saved, a menu appears enabling you to select the export option you want as shown below:

Select the option you want, the **Format** window is skipped. You can delete any of the saved options by hovering the mouse over it then clicking the **Delete** icon.

2. Select "Change logs", then click **Next**, the following window appears:

3. Click **Next**, the following window appears:

4. Select the date range for which you want to export the changes, then click **Next**, the

following window appears:

5. Select whether you want to include changes or articles, requests, or both,
6. Click **Next**, the following window appears:
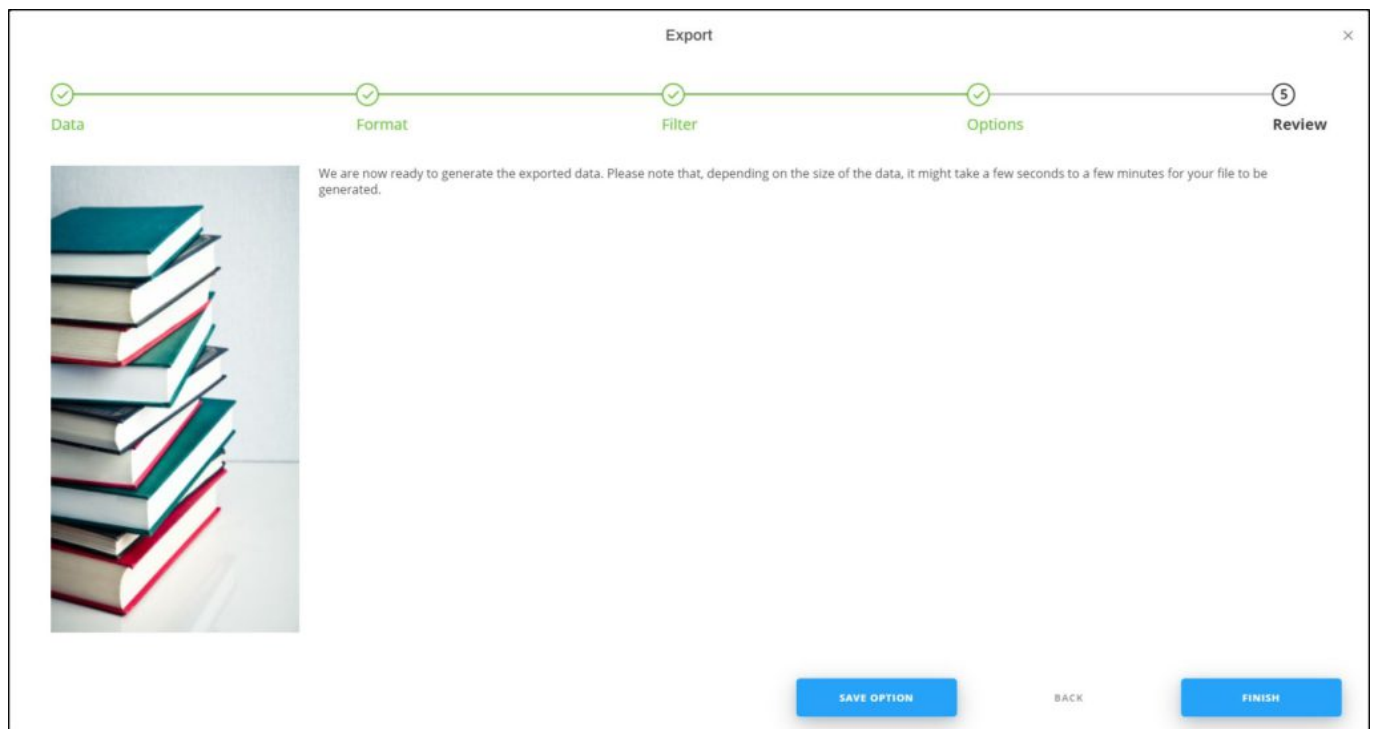
You can save the options you selected, if you want, by clicking **Save Option**, the following window appears:

Enter the name you want then click **Save**.

7. Click **Finish**, a window appears to enable you to enter the file name and the location where you want to store it.

The exported file appears as shown in the below example:

Id	Article Number	Article Name	Created Date	End Use Old	New	Season Old	New
12	11111	Article01	20/09/2021 14:01			[Blank]	S1
13	22222	Article02	20/09/2021 14:01			[Blank]	S2
14	33333	Article03	20/09/2021 14:01	Running	Training	[Blank]	S1
7	11777	Article07	20/09/2021 13:57	[Blank]	Football	S1	S2
8	11666	Article06	20/09/2021 13:57	[Blank]	Golf	[Blank]	S1
9	12121	Article09	20/09/2021 13:57	[Blank]	Football	S1	S2
11	11666	Article11	20/09/2021 13:58	[Blank]	Baseball	Basketball	S1

Article | Request