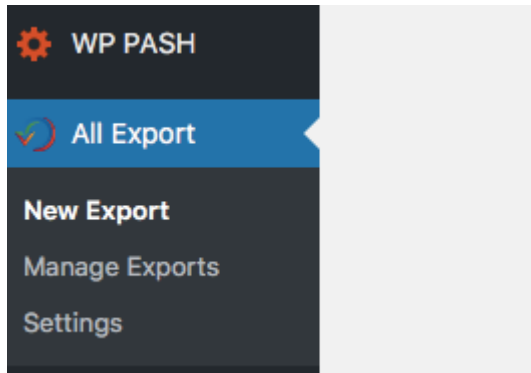


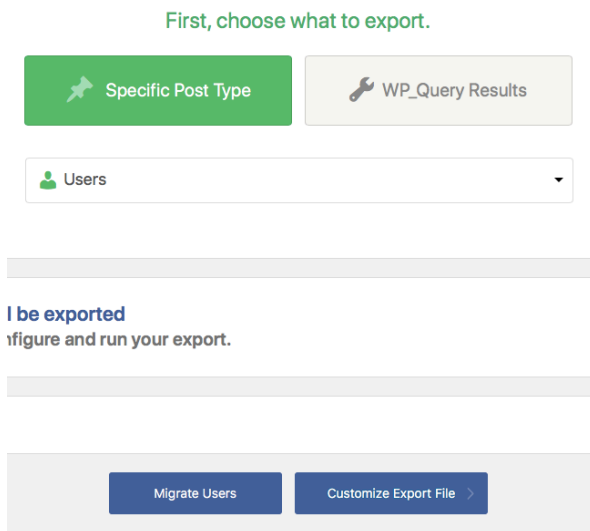
Steps for User Detail Export

Step 1: Login with Pash Admin Account

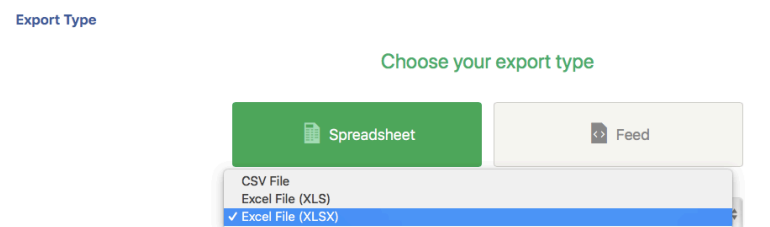
Step 2: Expand All Export in the Left Navigation and select New Export



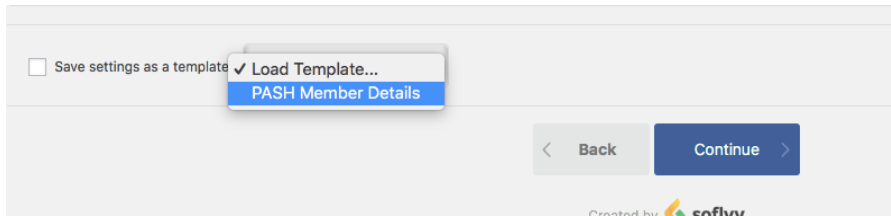
Step 3: Ensure “Specific Post Type” is selected and Choose “Users” from the drop down menu and select “Customize Export File” to continue.



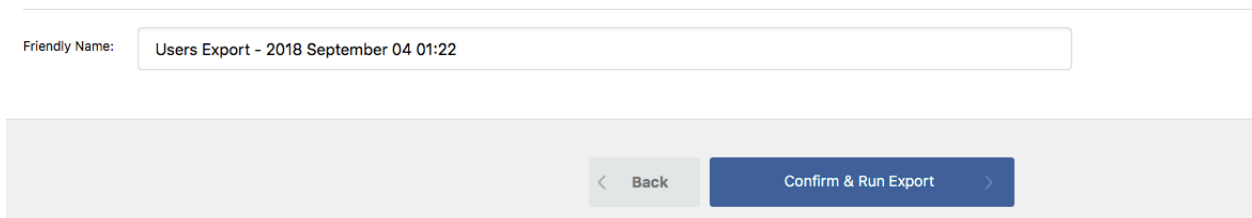
Step 4: Expand the “Export Type” toggle and select “Spreadsheet” and in the dropdown box select “Excel File (XLSX)”.



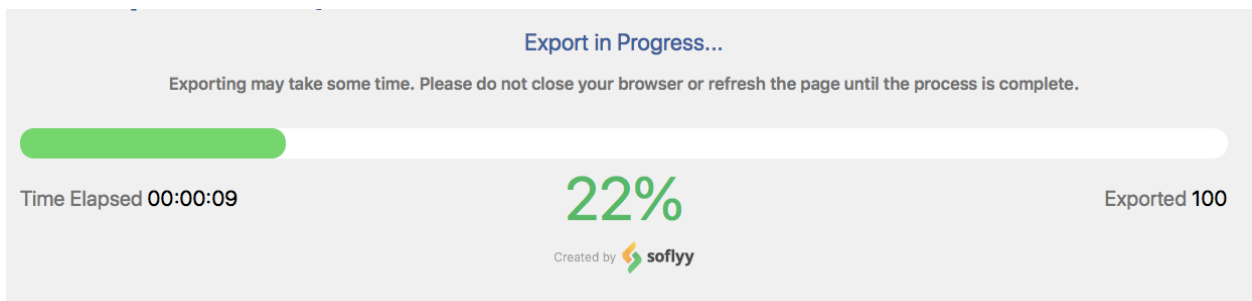
Step 5: From the “Load Template” drop down, select “PASH Member Details” and then click Continue once the appropriate fields appear in the top section of the page.



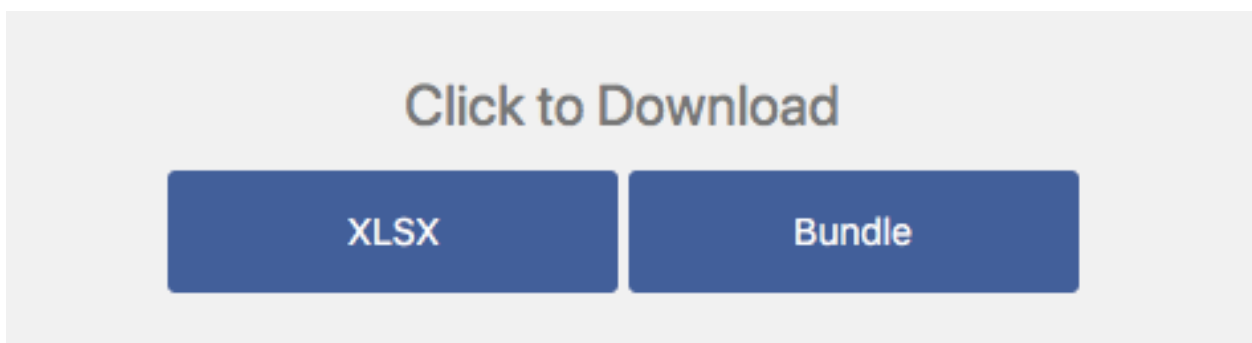
Step 6: Update the file name or accept the recommended file name and click “Confirm & Run Export” to continue.



Step 7: A progress indicator will appear on the next page.



Step 8: Once complete, select the “XLSX” button under the “Click to Download” section. You’re Excel document will now be downloaded to your computer.



PASH WordPress User Reporting Fields

The following fields are items that are mapped from quickbooks into the wordpress user, user meta, and wordpress tables in the wordpress backend.

WordPress Fields

ID
user_login (Same as Copas Id)
first_name
last_name
user_email

PASH Fields

wp_pash_qb_id (QuickBooks Reference Id)
wp_pash_copas_id

wp_pash_member_title
wp_pash_member_suffix
wp_pash_post_nomials
wp_pash_name_tag
wp_pash_mobile_phone

WooCommerce Fields

billing_company
billing_phone
billing_first_name
billing_last_name
billing_address_1
billing_city
billing_state
billing_postcode

shipping_company
shipping_first_name
shipping_last_name
shipping_address_1
shipping_city
shipping_state
shipping_postcode