

Exporting Scheduled Tasks and Checklists

Learn the steps to export maintenance schedules and checklists from BIM 360 Ops. This document will cover the following topics:

[EXPORT SCHEDULED TASKS](#) (PAGE 2)

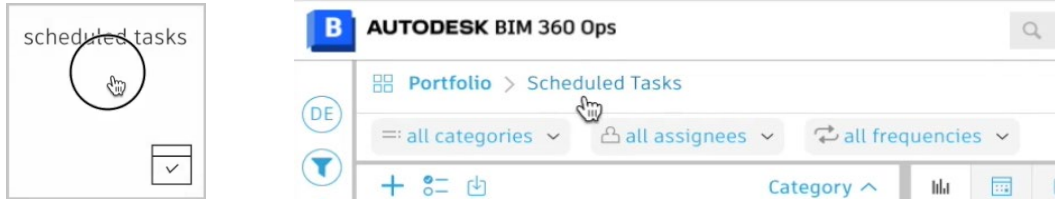
[EXPORT MAINTENANCE SCHEDULES](#) (PAGE 3)

[EXPORT CHECKLISTS](#) (PAGE 4)

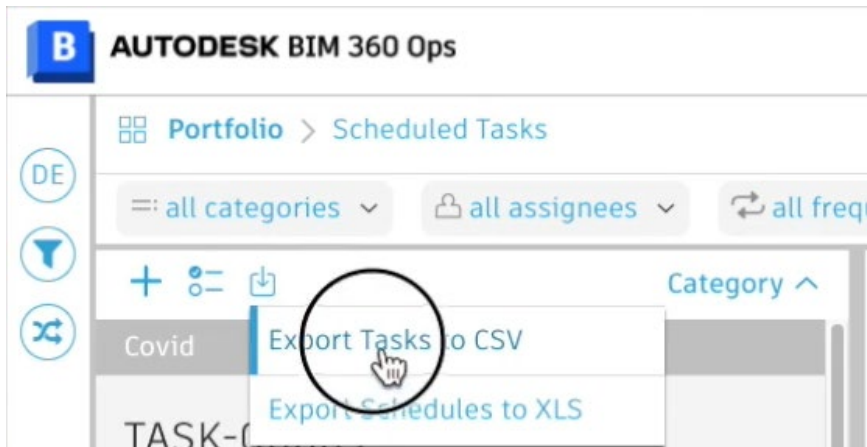
If you need additional assistance, reach out to our Customer Care Team directly at bim360ops-customer@autodesk.com

To Export Scheduled Tasks

Go to the Scheduled Tasks Dashboard



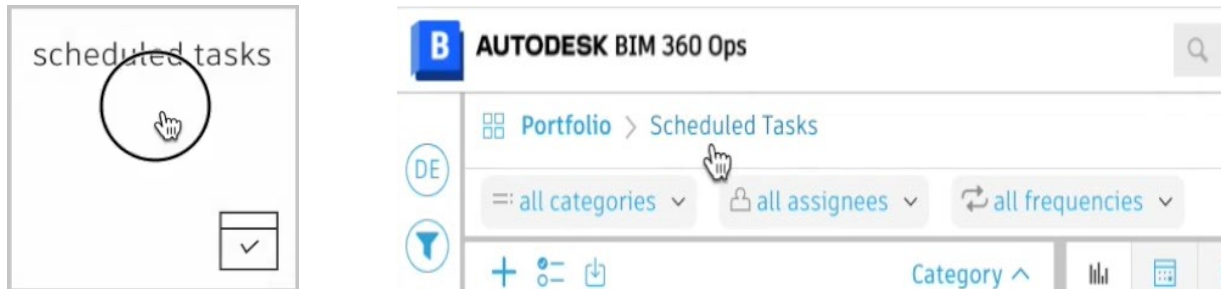
Click Export Tasks to CSV.



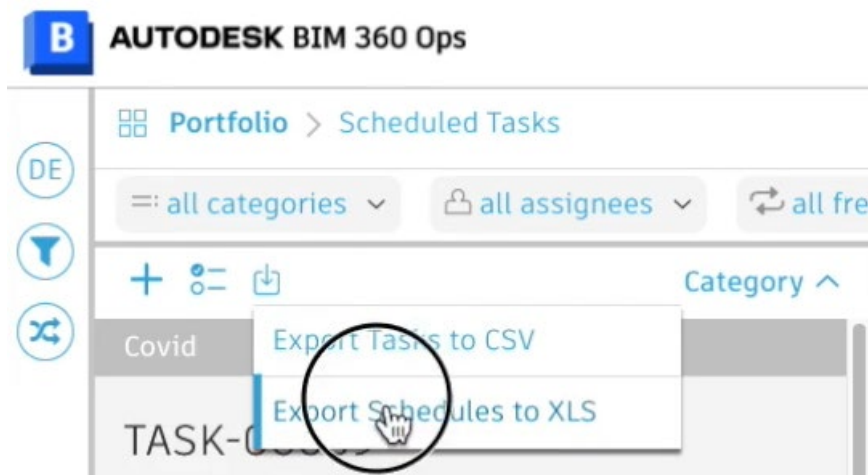
This will produce a spreadsheet of the scheduled tasks

To Export Schedules

Go to the Scheduled Tasks Dashboard



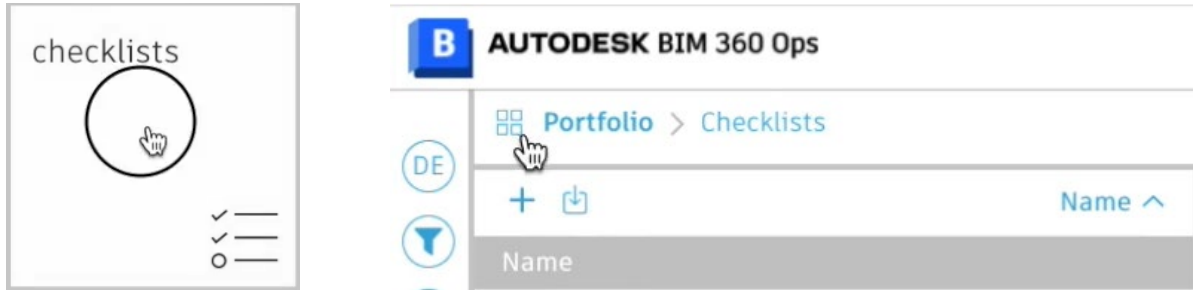
Click the Export Schedules to XLS.



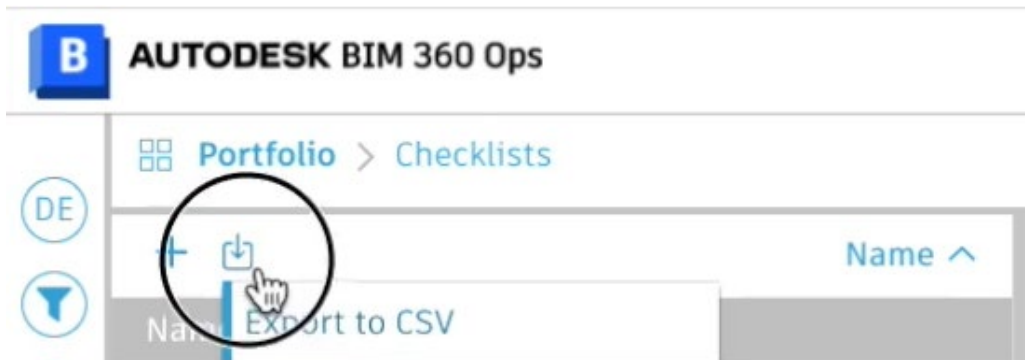
This will produce a spreadsheet of the maintenance schedules.

To Export Checklists

Go to the Checklists Dashboard



Click the Export Checklists to XLS.



This will produce a spreadsheet of the checklists.