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-customercare@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.