



Export Schedules

Export employee schedules in CSV or XLSX format and share schedules with your employees.

Sign in to Zoho Shifts using the registered email address and navigate to the **Schedule** tab.

1. Click **Schedule Editor**.
2. Navigate to **Tools** in the top-right corner. Using the drop-down, click **Export CSV** or **XLSX**. An *Export Shifts* window will appear.
3. Click **Export**. Protect the exported CSV and XLSX file with a password and keep the data secure.
4. Click **Export**.

The screenshot shows the Zoho Shifts 'Schedule' tab interface. At the top, there are navigation tabs: Shifts, Dashboard, Employees, Schedule (selected), Time Off, Reports, and Messages. Below these are filters for 'All Schedules', 'All Positions', 'All Job Sites', and 'Employee View'. A date range selector shows '4 Feb - 10 Feb'. A 'Tools' dropdown menu is open, listing options like 'Unpublish 57 Shifts', 'Copy Previous Week', 'Apply Template', 'Save as Template', 'Clear Shifts', 'Sync to Calendar', 'Export' (highlighted with a red box), and 'Print'. The main area is a grid of employee shifts for each day of the week. Employees listed include Amelia Chia, Benjamin Davis, Brad Harper, Gabriel Lewis, James Felch, Maria Joseph, Martin Tyler, Sarah Jackson, and Susan Bones. At the bottom, a summary table shows scheduled hours, labor cost, and employee counts for each day.

	Sun 4	Mon 5	Tue 6	Wed 7	Thu 8	Fri 9	Sat 10
Scheduled Hours	564 h	81 h	90 h	81 h	82 h	72 h	90 h
Labor Cost	\$ 7574.00	\$ 1098.00	\$ 1206.00	\$ 1071.00	\$ 1110.00	\$ 945.00	\$ 1206.00
Employees		8	9	8	8	7	9