



# Export Employee

In Zoho Shifts, you can export employee data as a CSV file.

## To export your employee details:

1. Click on the **Employee** tab.
2. Click the (...) icon on the right side of the employee's row.
3. Select **Export**.
4. Optionally, choose the **I want to protect this file with a password** option to password-protect the export file.
5. Click on **Export**.