

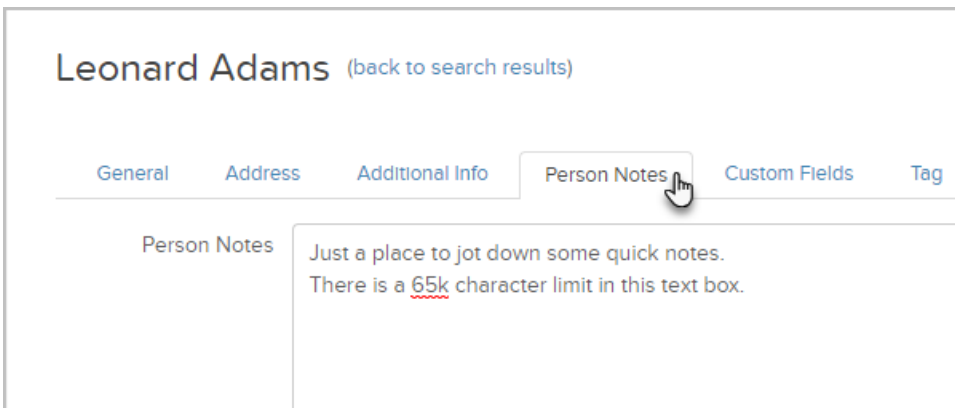
Exporting Contact Notes

This article applies to:

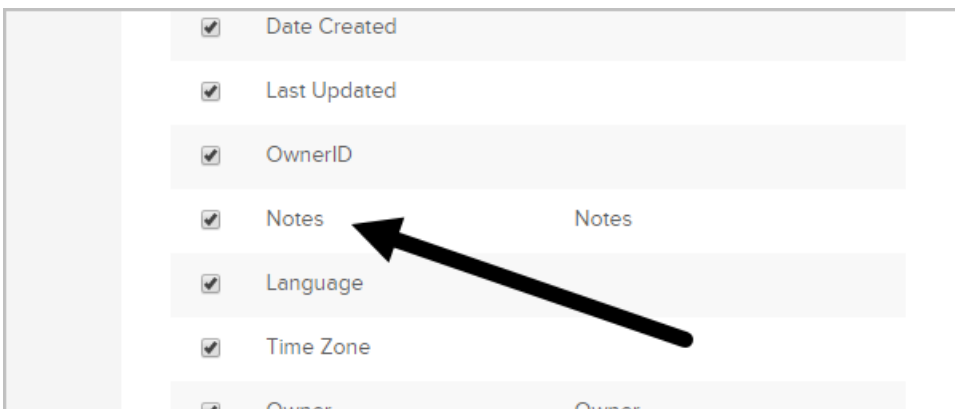
There are two types of Contact notes in Infusionsoft, **Person Notes**, which is simply a text box where you can add some quick information about a contact and **Task Notes**, which are actual date/time stamped notes on the contact record.

Export Person Notes

Person Notes is located at the top of the contact record under the **Person Notes** tab



To export **Person Notes**, you can perform a [contact search](#), choose the contacts that you want to [export](#) and make sure the **Notes** option is checked.

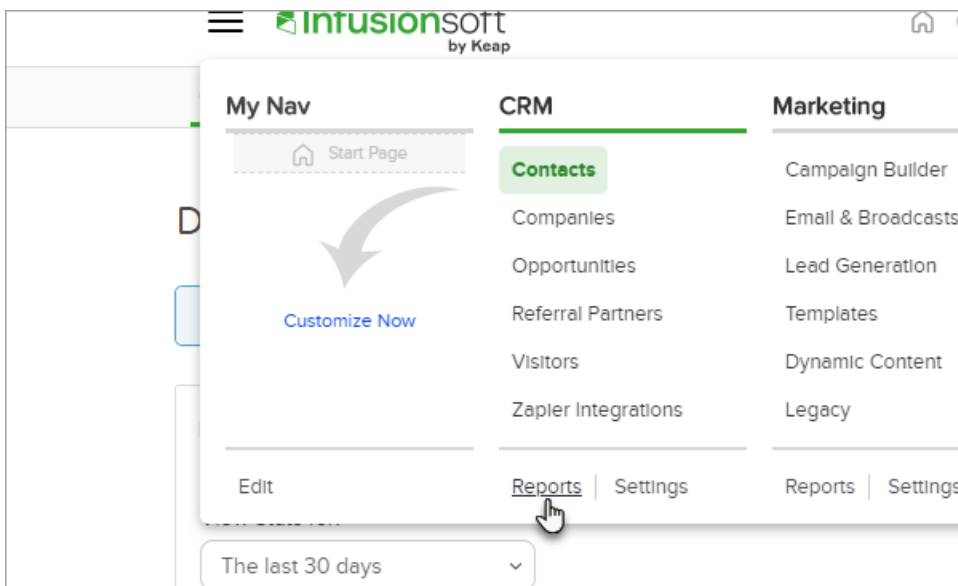


Export Task Notes

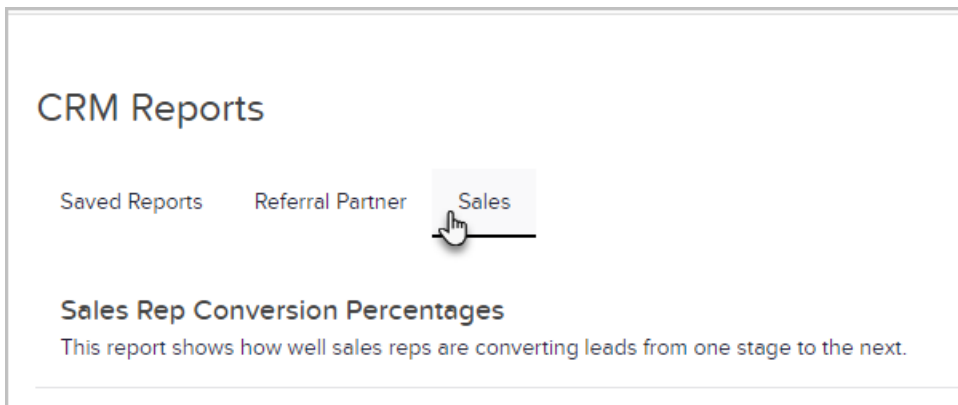
Notes View All | Note Template... | Add Note

| Updated | Assigned User | Description |
|-----------|---------------|---|
| 12/2/2019 | Martin Cash | Emailed Sent an email requesting more information |
| 12/2/2019 | Martin Cash | Conference Talked about attending conference |

1. To export Task Notes, got to CRM > Reports




2. Click on Sales



3. Open the Call Log Report

Call History Summary
View the total number of calls by rep.


Call Log Report
View all call details. 

Sales Pipeline Summary
View a summary of the number of leads that have moved into, and out of each sta

4. Export the report

Call Log Report

[Actions](#) [New Search](#) [Edit Criteria/Columns](#) [Save](#)

Export 

30 results

| Title | Contact |
|---------------------------------------|-------------|
| Watch Training Videos | Martin Cash |

NOTE: The Call Log Report does not export the description details of the notes.