

How to export your project timeline to CSV

Example 1 — SaaS Product Help Center: a customer-facing article for a project-management SaaS, written for an end user with no admin rights.

Audience: Customers, all plans

Owner: Support Content, Priya N.

Last reviewed: 2026-08-04

Article details

AUDIENCE	Customers, all plans
OWNER	Support Content, Priya N.
LAST REVIEWED	2026-08-04
APPLIES TO	Web app, all plans

BEFORE YOU START

You need view access to the project. Export is unavailable on shared read-only links.

Steps

- ☐ 1. Open the project and click Timeline.
- ☐ 2. Click the ... menu in the top right. *(screenshot)*
- ☐ 3. Select Export, then CSV. *(screenshot)*
- ☐ 4. Choose the date range.
- ☐ 5. Click Export and check your email for the download link.

Troubleshooting

PROBLEM	WHAT TO DO
No Export option	Your role is Viewer, ask a project admin to change it.
Email never arrives	Check spam, the sender is exports@[product].com.

Related articles

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☐ [Export limits by plan](#)

STILL STUCK

Contact support from the in-app help menu.