

### **KNOWLEDGE BASE ARTICLE**

# Export Filtered Data to Excel



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Vitextra List Filter Web Part for SharePoint makes it possible to export List data into a Microsoft Excel file. The exported file contains all the data no matter how many items are stored there.

## Precondition

Before using export functionality you need to activate **Vitextra: List Filter** Site Collection feature and add List Filter web part to list view or a page where the List presented. See Configure List Filter article for more information.

### **Export Feature**

To show the Export button click **Settings** on the filter panel, check **Excel** under Export heading, and click **Save**:

	🕼 Share 🕞 Fields 🚳 Settir
Filter settings	
<b>Diacritical variations</b> Prepare diacritical variations before filtering. It allows to find out the data regardless of using accented letters.	Prepare diacritical variations
Prevent data view until filtering Hide the data until the user set any or all required fields	Hide the data until filtering
Filtering	<ul> <li>AND. Display data that meets all the conditions</li> <li>OR. Display data that meets at least one condition</li> </ul>
Layout	Ilexible Grid
Export	Excel

### Export List Data

To Export List data to Excel just click **Export** on the filtering panel:

ID Apply Export -	Title
⊕ New ↑ Upload ♀ Sync	
All Documents ••• Find a file	Q
Expo	ort button

Columns in the exported file are the same as in the view:

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### **Note**

Vitextra List Filter exports all the data according to the view settings, user permissions and filters applied.