

KNOWLEDGE BASE ARTICLE

Export Employee List into Excel spreadsheet



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Vitextra [Employee Directory](#) makes it possible to export search results (list of employees) to an Excel spreadsheet.

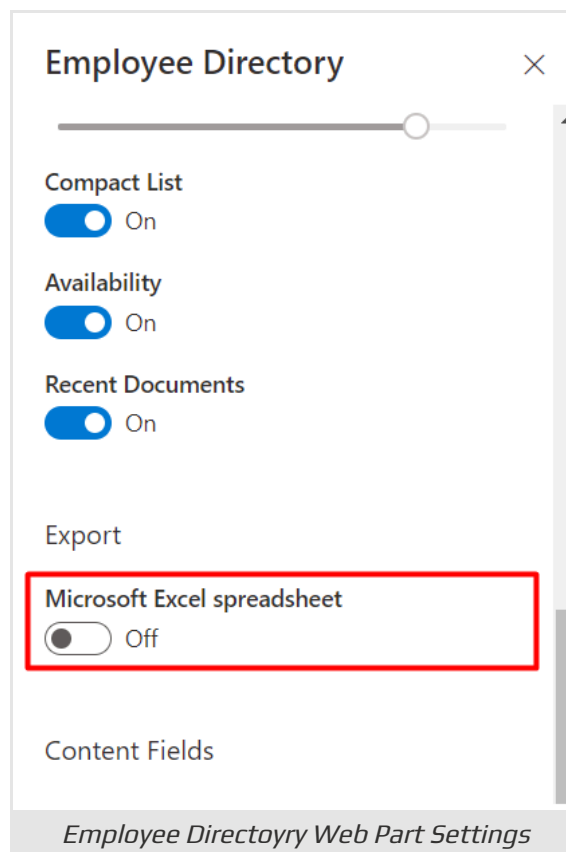
This article describes how to enable and set up this feature.

Warning

Export to MS Excel spreadsheet feature available only for Employee Directory version 4.0.0 and higher.

Web Part Settings

Open Employee Directory web part settings, scroll down to the Export section, and turn on **Microsoft Excel** toggle:

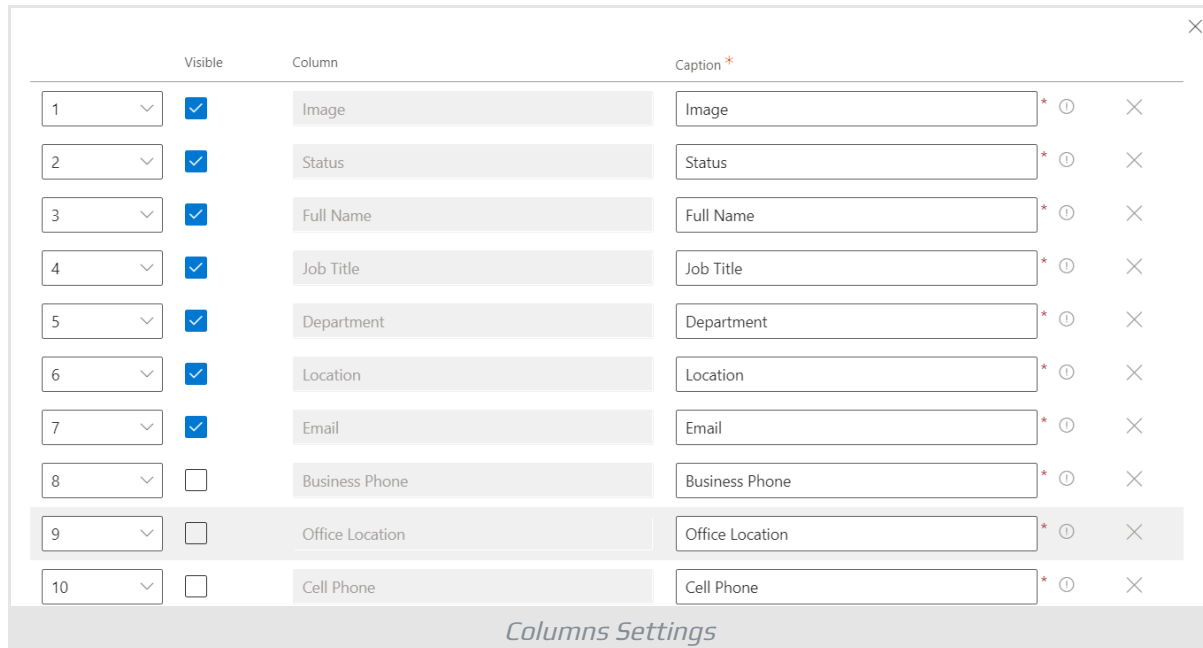


Note

Both Employee Directory and Employee Directory (Azure AD) web parts have similar settings according to custom user properties.

Columns

To choose attributes which will be presented in exported spreadsheet open **Columns** options and mark the attributes as visible:



The screenshot shows a 'Columns Settings' dialog box with a table of 10 columns. Each row has a dropdown menu, a 'Visible' checkbox, a 'Column' name, and a 'Caption' field. The 'Visible' checkboxes for columns 1 through 7 are checked, while for columns 8 through 10 they are unchecked. The 'Caption' field for each column contains the same text as the 'Column' name. The dialog box has a close button (X) in the top right corner.

	Visible	Column	Caption*
1	<input checked="" type="checkbox"/>	Image	Image
2	<input checked="" type="checkbox"/>	Status	Status
3	<input checked="" type="checkbox"/>	Full Name	Full Name
4	<input checked="" type="checkbox"/>	Job Title	Job Title
5	<input checked="" type="checkbox"/>	Department	Department
6	<input checked="" type="checkbox"/>	Location	Location
7	<input checked="" type="checkbox"/>	Email	Email
8	<input type="checkbox"/>	Business Phone	Business Phone
9	<input type="checkbox"/>	Office Location	Office Location
10	<input type="checkbox"/>	Cell Phone	Cell Phone

Columns Settings

The column order in the exported excel file corresponds to the column order specified in the web part settings. Custom attributes are also supported and displayed after the out-of-the-box attributes.

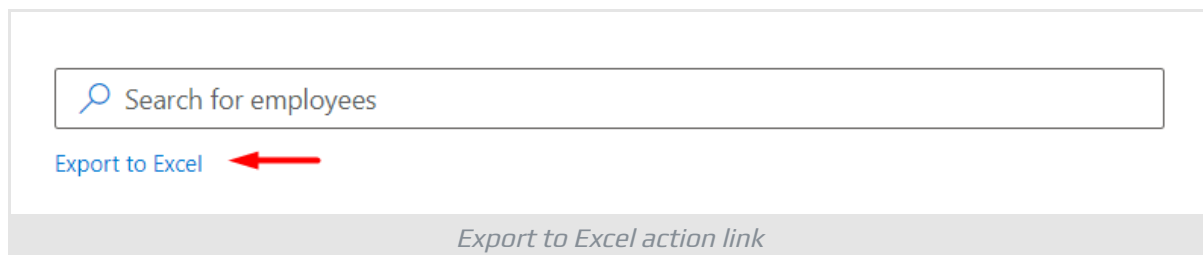
Note

Columns in an exported spreadsheet are the same as columns displayed in details view, except **User Picture** and **Presence Status**. These two columns are ignored when exporting.

Close the web part configuration pane and save changes.

Export to Excel

The export action link shows up under the search box:



The screenshot shows a search box with the placeholder text 'Search for employees'. Below the search box is a link labeled 'Export to Excel' with a red arrow pointing to it. The link is highlighted with a red box. The text 'Export to Excel action link' is written below the link.

Search for employees

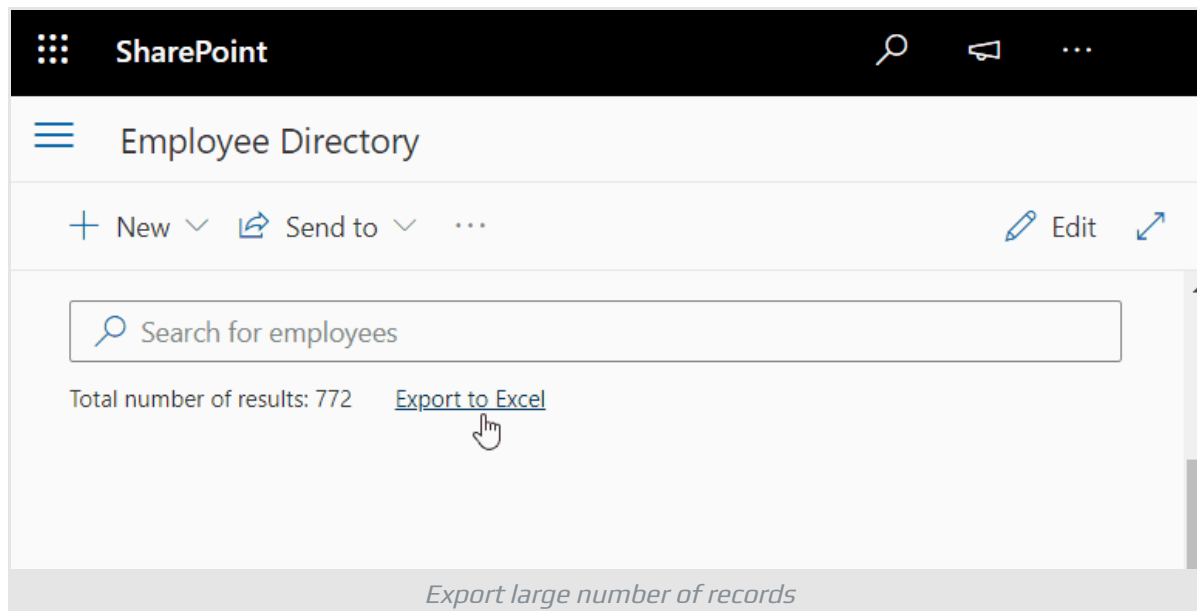
Export to Excel

Export to Excel action link

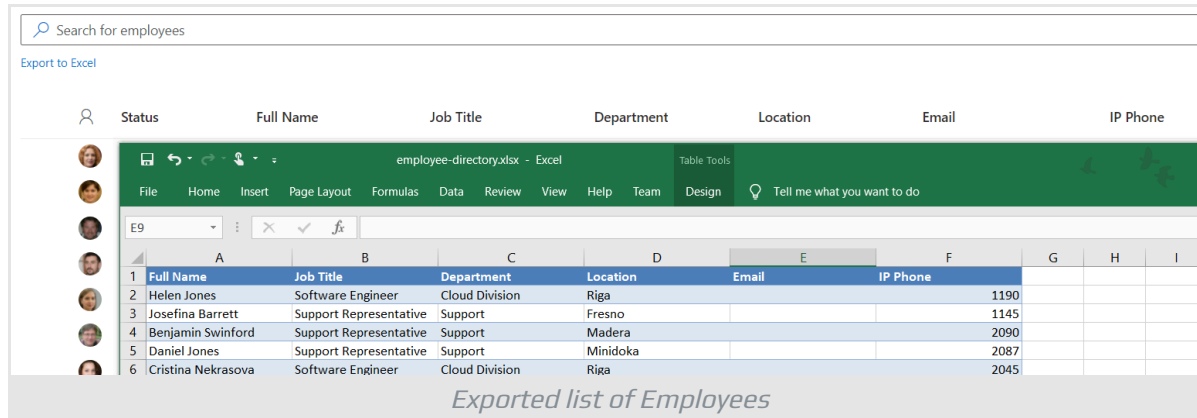
The Employee Directory supports both User Profiles and Azure AD data sources

for exporting data to Excel spreadsheets.

In case of a large number of records, Employee Directory extracts all records page by page and generates an Excel file.



Exported excel file contains data with no links to the original data source.



Note

There are some limitations of exporting functionality: