KNOWLEDGE BASE ARTICLE

Export the Employee List to an Excel Spreadsheet

2026 © Vitextra SIA. All rights reserved.

Disclaimer

For the purposes of this Disclaimer:

- **Company** (referred to as either "the Company", "We", "Us" or "Our" in this Disclaimer) refers to Vitextra SIA, LV-1009 Riga, Matise iela 61 - 25.
- **Document** refers to the Knowledgebase Article.
- **You** means the individual accessing the Document, or the company, or other legal entity on behalf of which such individual is accessing or using the Document, as applicable.
- **Website** refers to Vitextra, accessible from https://vitextra.com

Disclaimer

The information contained in the Document is for general information purposes only.

The Company assumes no responsibility for errors or omissions in the contents of the Document.

In no event shall the Company be liable for any special, direct, indirect, consequential, or incidental damages or any damages whatsoever, whether in an action of contract, negligence, or other torts, arising out of or in connection with the use of the contents of the Document. The Company reserves the right to make additions, deletions, or modifications to the contents in the Document at any time without prior notice.

Errors and Omissions Disclaimer

The information given by the Document is for general guidance on matters of interest only. Therefore, errors can occur even if the Company takes every precaution to ensure that the Document's content is current and accurate. Plus, given the changing nature of laws, rules, and regulations, there may be delays, omissions, or inaccuracies in the information contained in the Document.

The Company is not responsible for any errors or omissions, or for the results obtained from the use of this information.

Fair Use Disclaimer

The Company may use copyrighted material that the copyright owner has not explicitly authorized. The Company is making such material available for criticism, comment, news reporting, teaching, scholarship, or research.

The Company believes this constitutes a "fair use" of any such copyrighted material as provided for in section 107 of the United States Copyright law.

If You wish to use copyrighted material from the Document for your own purposes that go beyond fair use, You must obtain permission from the copyright owner.

"Use at Your Own Risk" Disclaimer

All information in the Document is provided "as is", with no guarantee of completeness, accuracy, timeliness or of the results obtained from the use of this information, and without warranty of any kind, express or implied, including, but not limited to warranties of performance, merchantability and fitness for a particular purpose.

The Company will not be liable to You or anyone else for any decision made or action taken in reliance on the information given by the Service or for any consequential, special or similar damages, even if advised of the possibility of such damages.

Contact Us

If you have any questions about this Disclaimer, You can contact Us by email: support@vitextra.com.

Table Of Contents

Web Part Settings 4

Columns 5

Export to Excel 5

The Vitextra Employee Directory lets you export search results — the list of employees — to a Microsoft Excel spreadsheet.

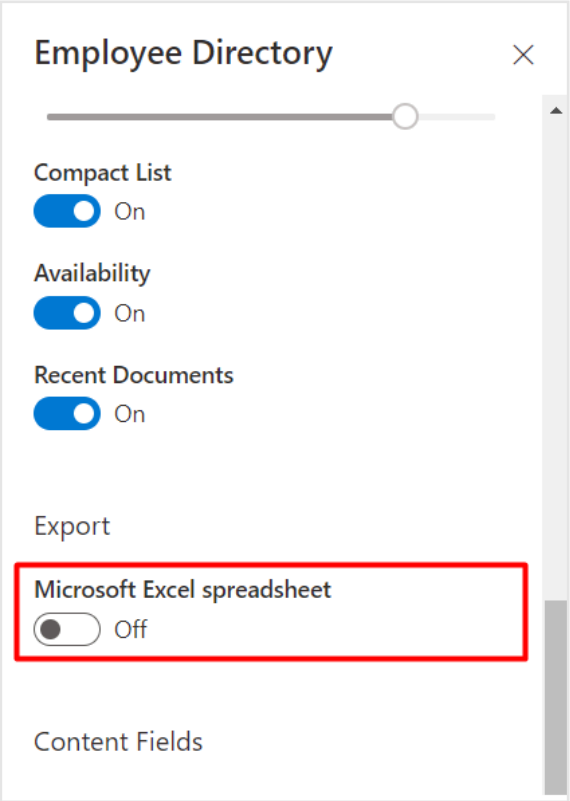
This article describes how to enable and set up this feature.

Warning

The export to Microsoft Excel feature is available only in Employee Directory version 4.0.0 and higher.

Web Part Settings

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



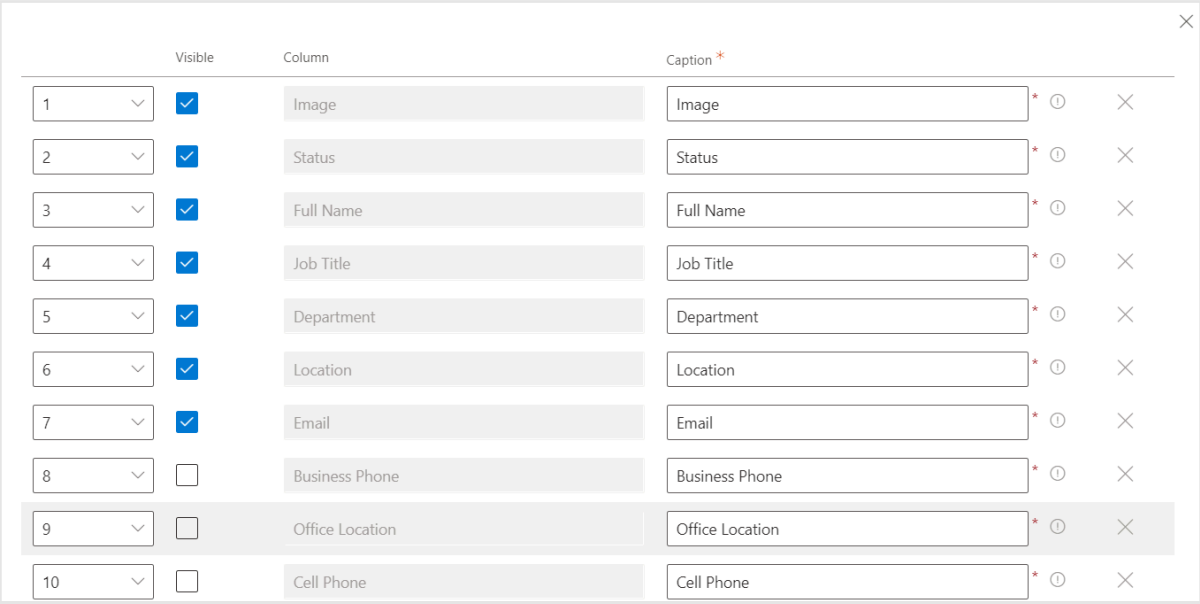
Employee Directory Web Part Settings

Note

Both the Employee Directory and Employee Directory (Entra ID) web parts have similar settings for custom user properties.

Columns

To choose which attributes appear in the exported spreadsheet, open the **Columns** options and mark the attributes as visible:



Columns Settings

The column order in the exported Excel file matches the column order specified in the web part settings. Custom attributes are also supported and appear after the built-in attributes.

Note

The columns in the exported spreadsheet are the same as those shown in the details view, except for **User Picture** and **Presence Status**, which are ignored during export.

Close the web part configuration pane and save your changes.

Export to Excel

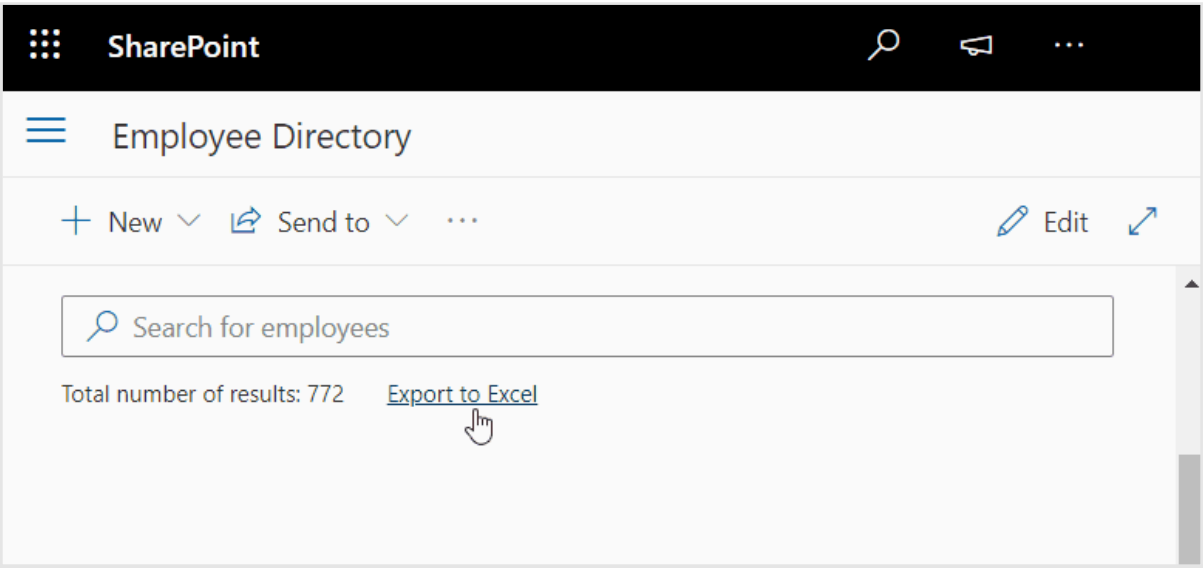
The export action link appears under the search box:



Export to Excel action link

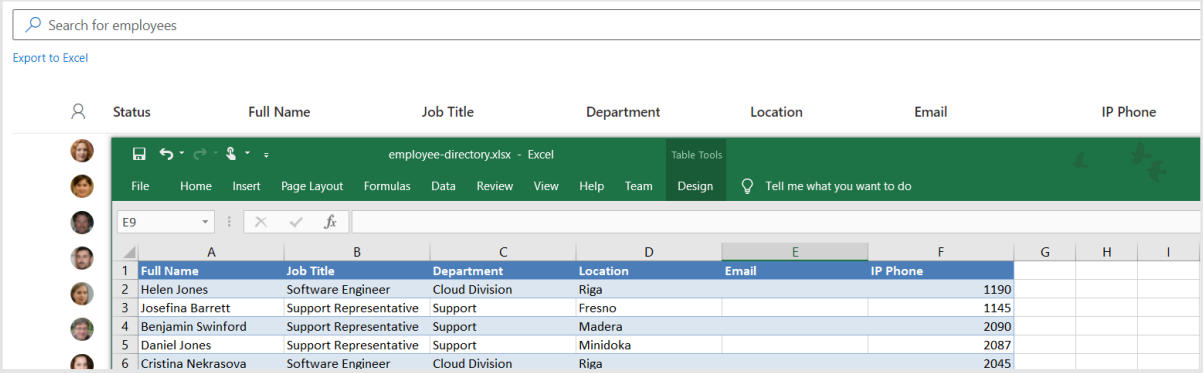
The Employee Directory can export data to Excel from both the User Profiles and Entra ID data sources.

For large result sets, the Employee Directory retrieves all records page by page and then generates the Excel file.



Export large number of records

The exported Excel file contains plain data, with no links back to the original data source.



Exported list of Employees

Note

The export has a few limitations: