

**KNOWLEDGE BASE ARTICLE**

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# 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.

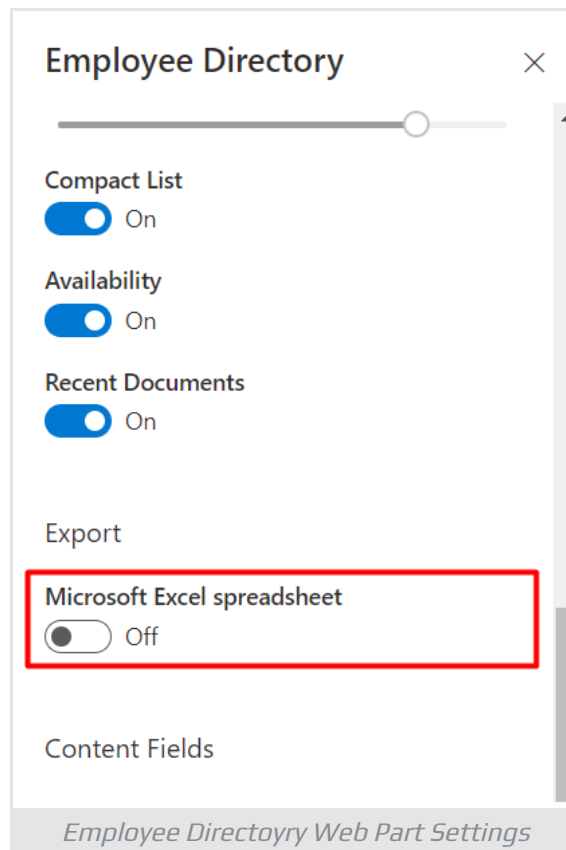
This article describes how to enable and set up this feature.

### **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:

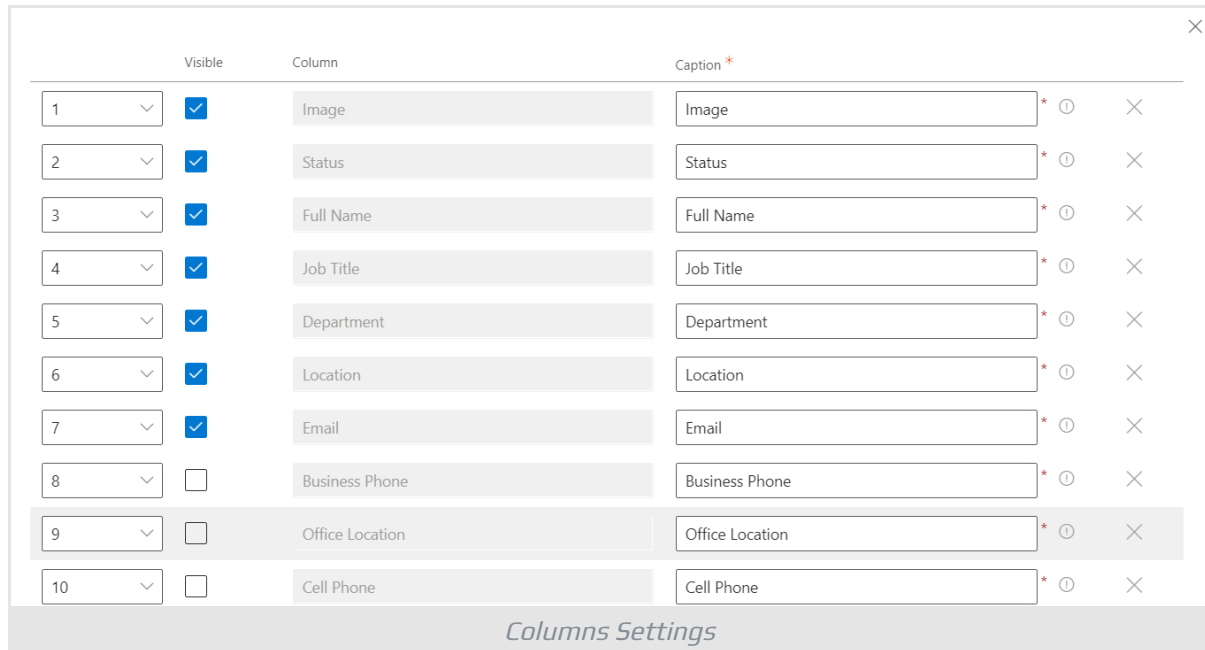


### **Note**


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 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

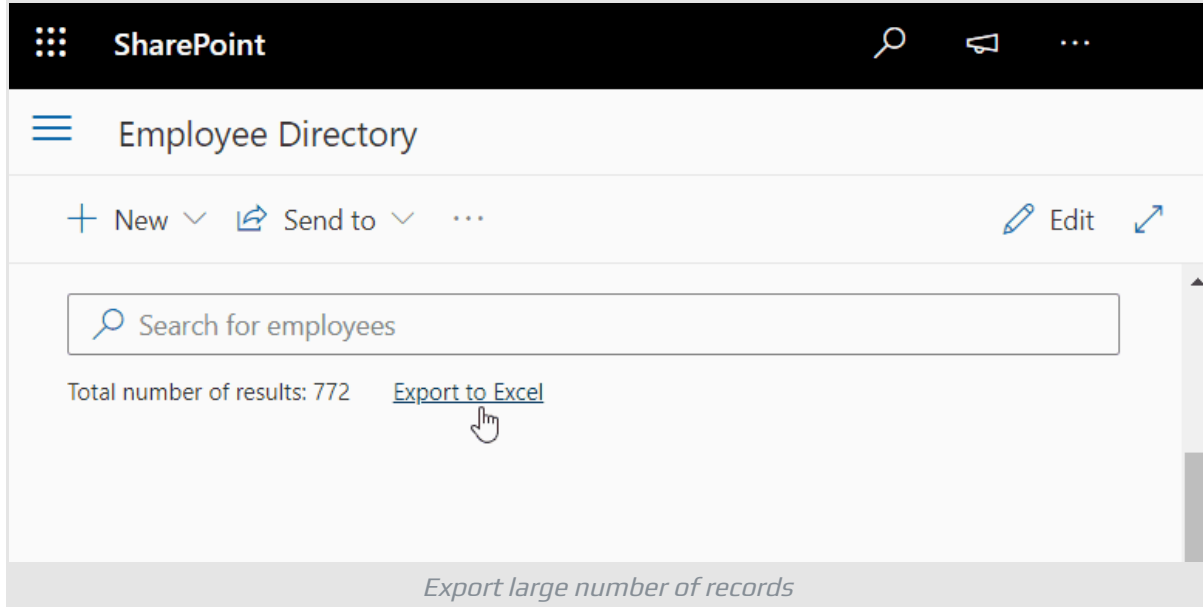
The export action link shows up under the search box:



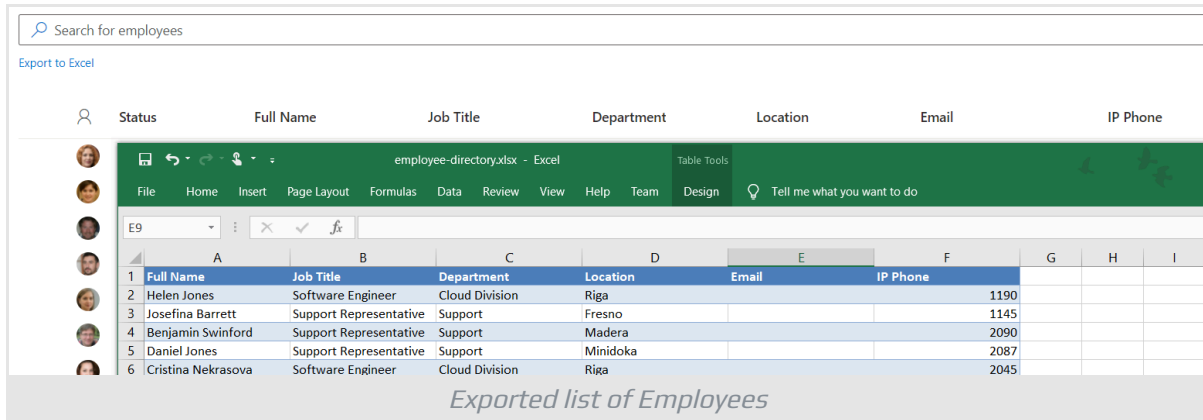
The Employee Directory supports both User Profiles and Azure AD data sources

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: