KNOWLEDGE BASE ARTICLE

Export Filtered Data to Excel

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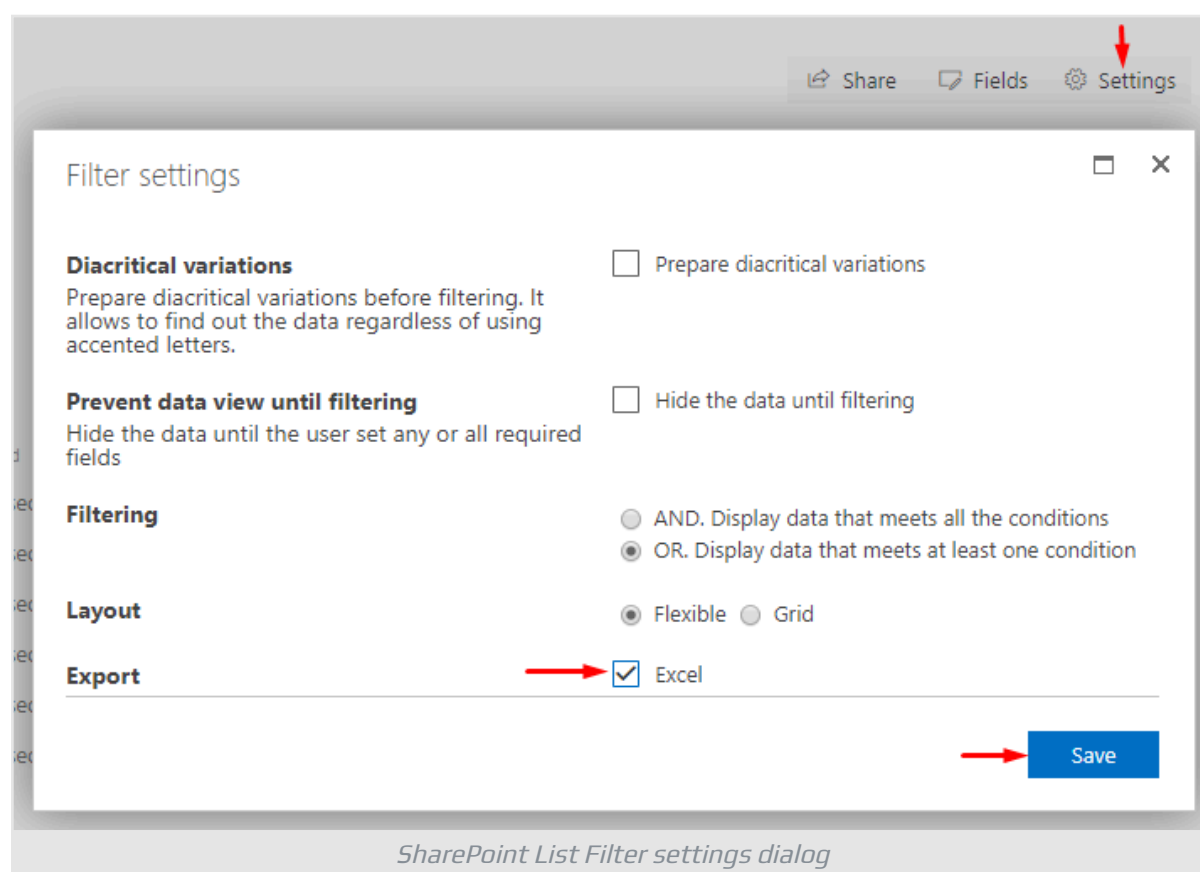
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Vitextra List Filter Web Part for SharePoint makes it possible to export List data into a Microsoft Excel file. The exported file contains all the data no matter how many items are stored there.

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.
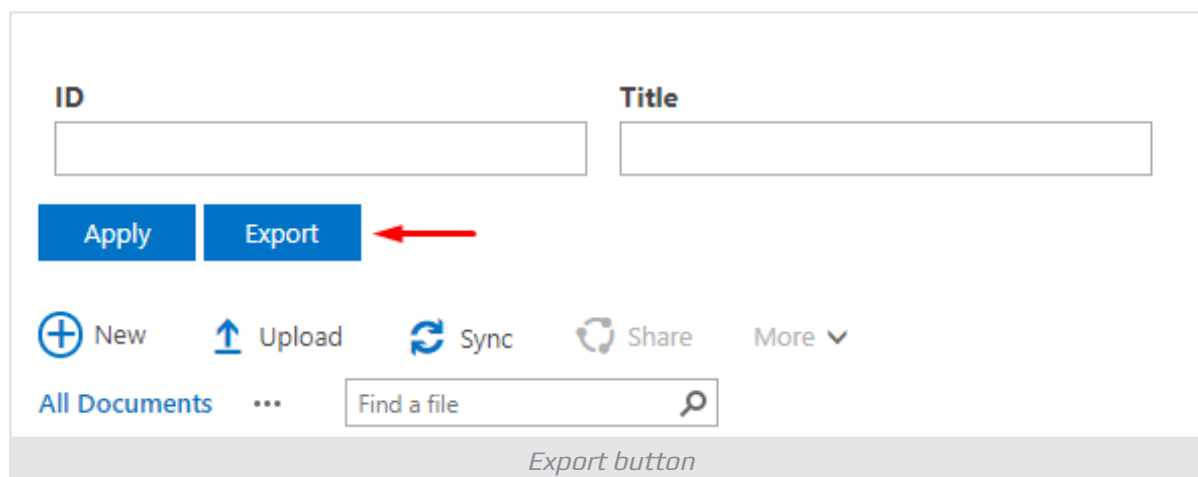
Export Feature

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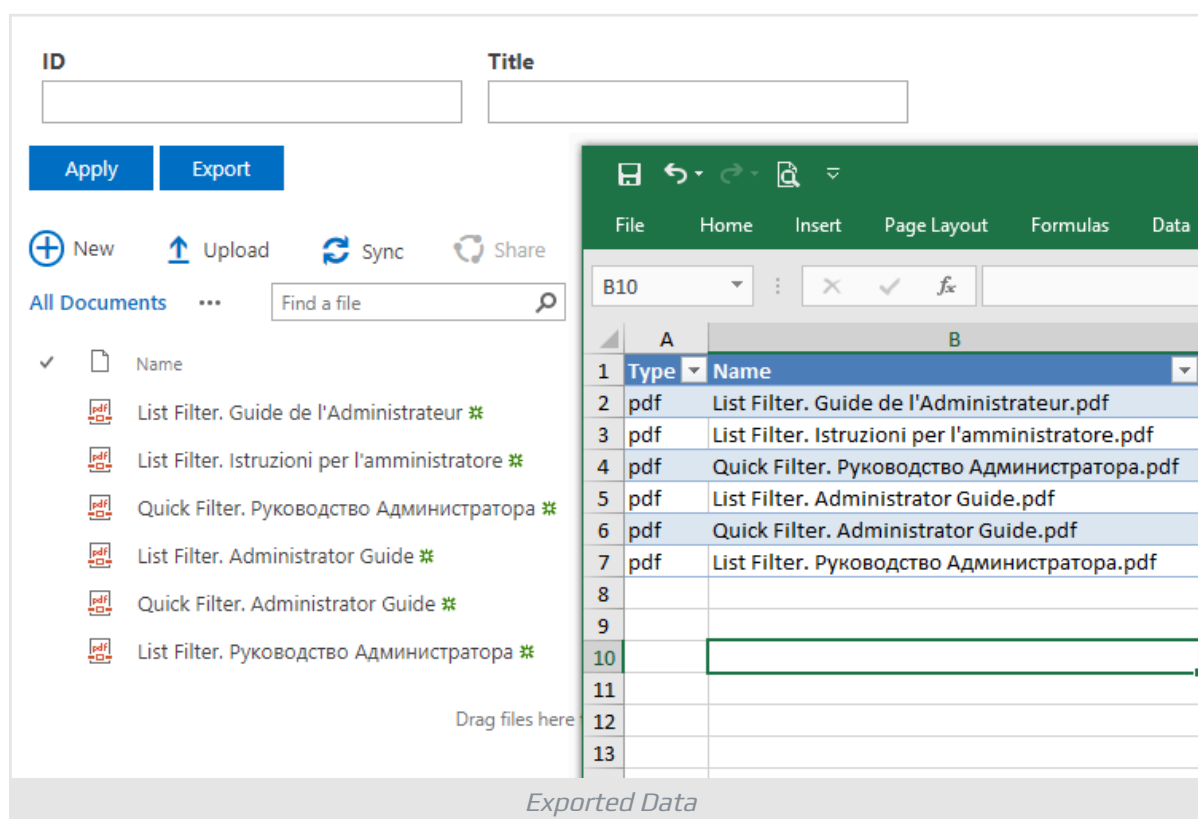

SharePoint List Filter settings dialog

Export List Data

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

Export button

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

Exported Data

📝 **Note**

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