KNOWLEDGE BASE ARTICLE

Export Filtered Data to Excel

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The Vitextra List Filter web part for SharePoint lets you export list data to a Microsoft Excel file. The export always includes the complete list, no matter how many items it contains.

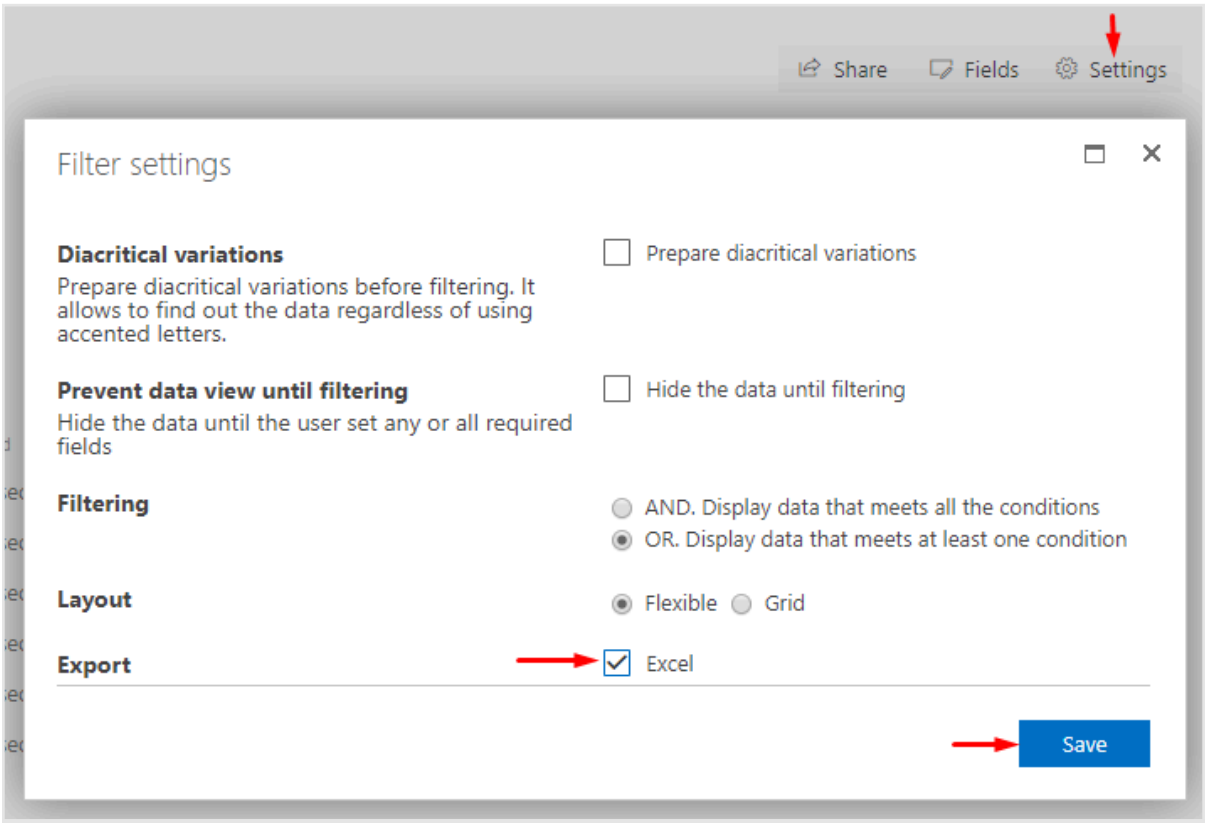
Prerequisites

Before you can export, activate the **Vitextra: List Filter** site collection feature and add the List Filter web part to the list view or the page where the list is displayed.

For details, see the Configure List Filter article.

Export Feature

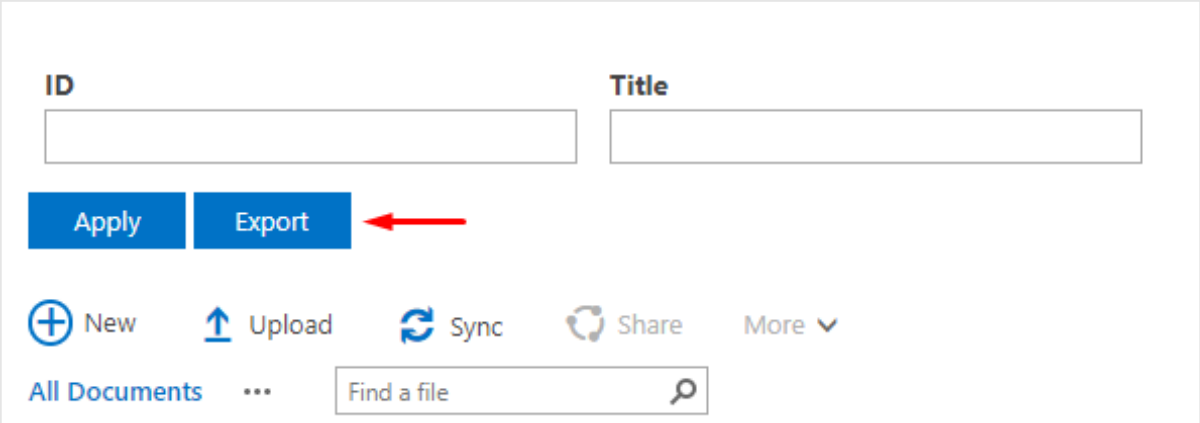
To show the Export button, click **Settings** on the filter panel, select **Excel** under the Export heading, and click **Save**:



SharePoint List Filter settings dialog

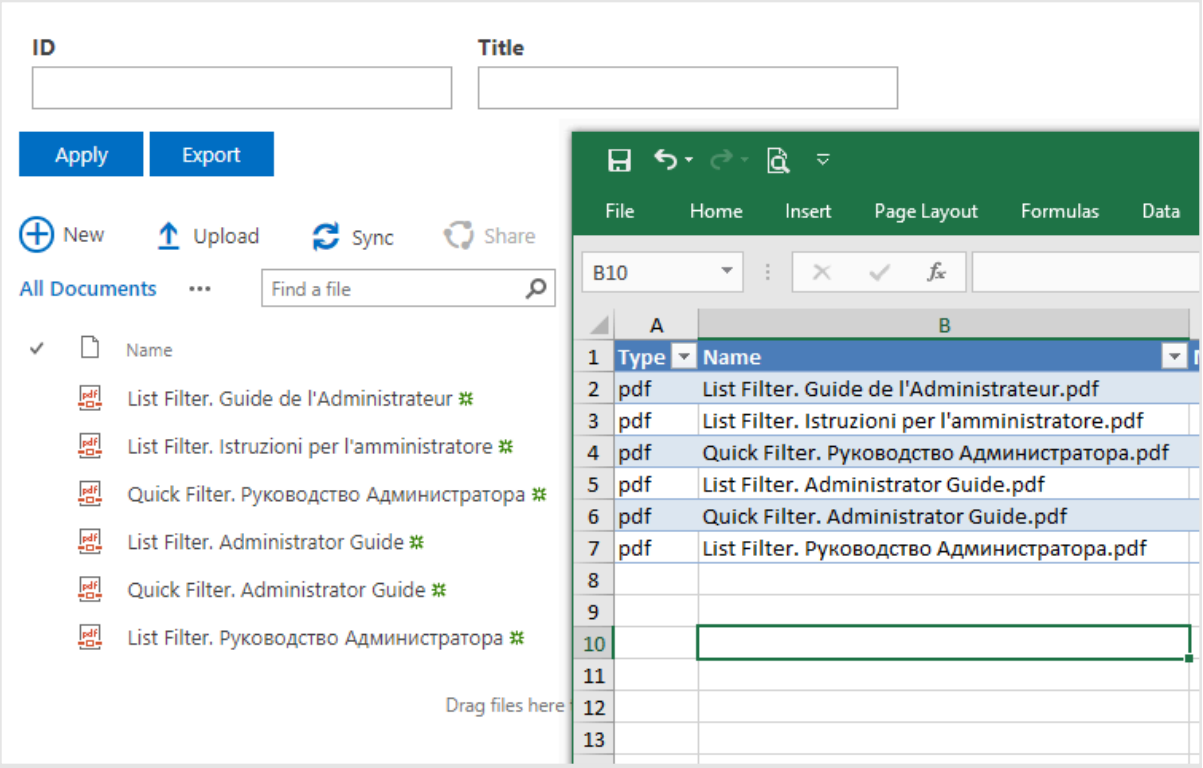
Export List Data

To export the list data to Excel, click **Export** on the filter panel:



Export button

The exported file contains the same columns as the current view:



Exported Data

Note

Vitextra List Filter exports data according to the view settings, the user's permissions, and any filters currently applied.