KNOWLEDGE BASE ARTICLE

Export the Employee List to an Excel Spreadsheet

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

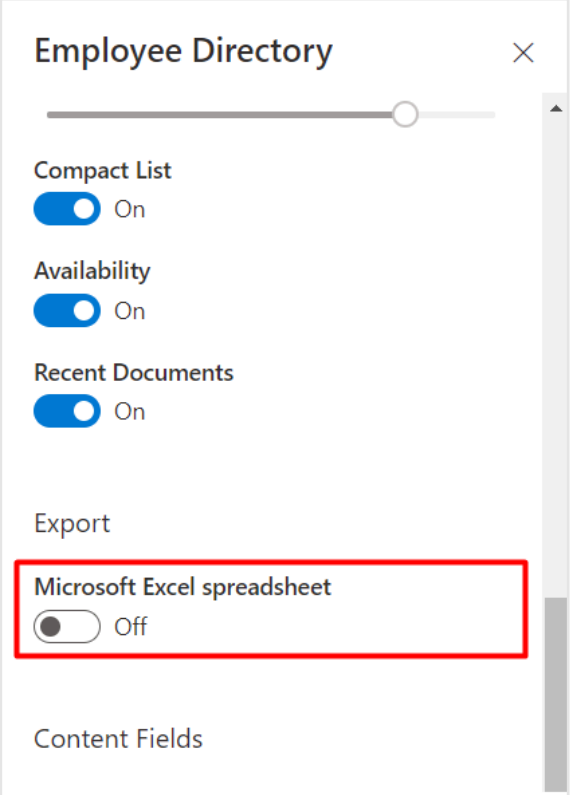
This article describes how to enable and set up this feature.

⚠ 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:



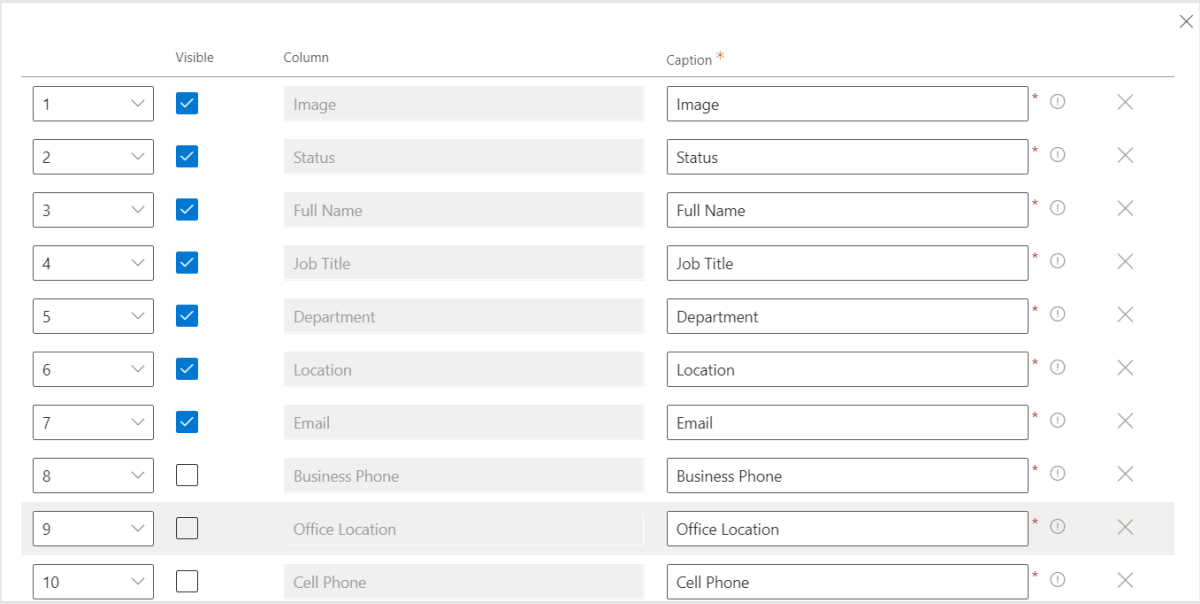
Employee Directory Web Part Settings

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.

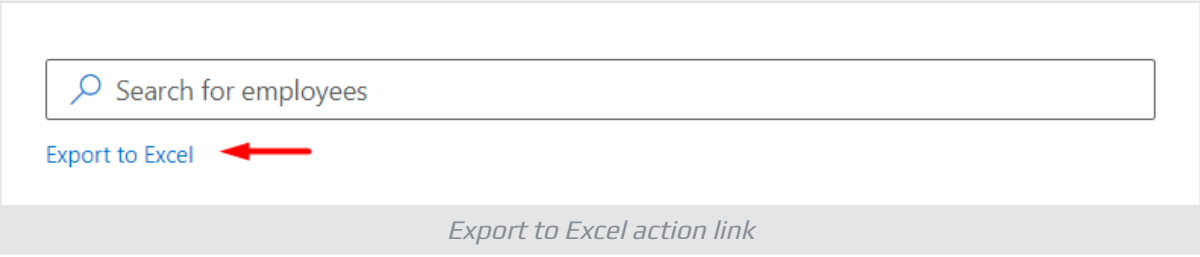
Note

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:

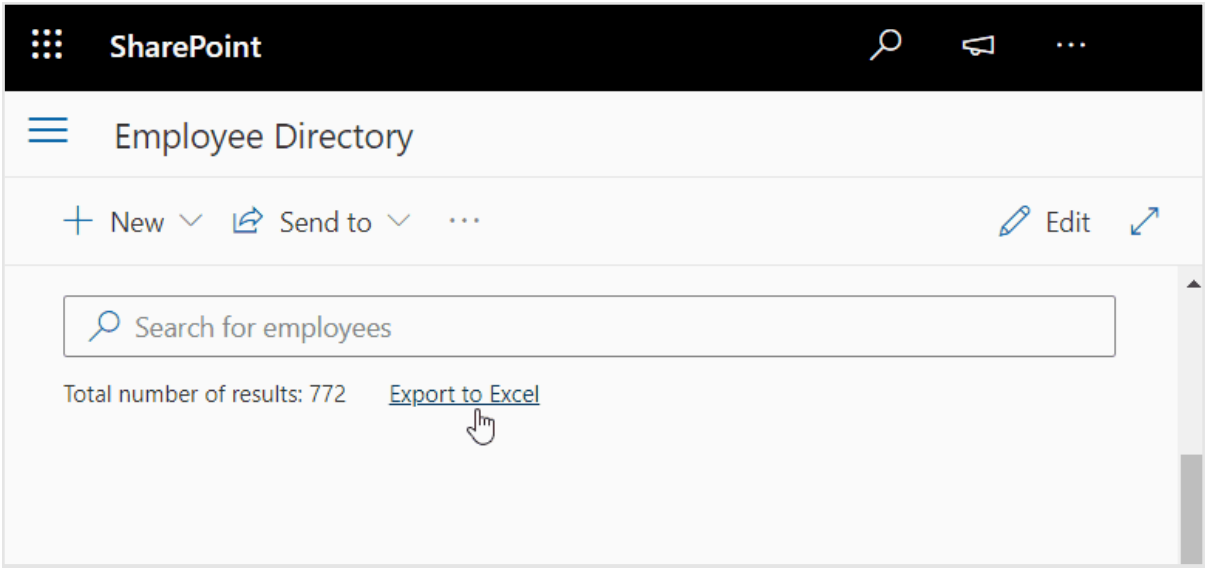


Export to Excel action link

The Employee Directory can export data to Excel from both the User Profiles and

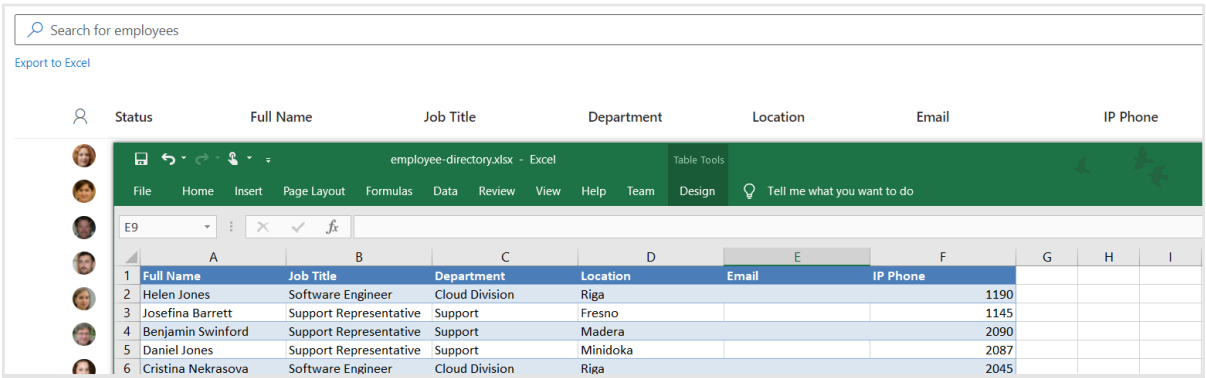
Entra ID data sources.

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: