

KNOWLEDGE BASE ARTICLE

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.

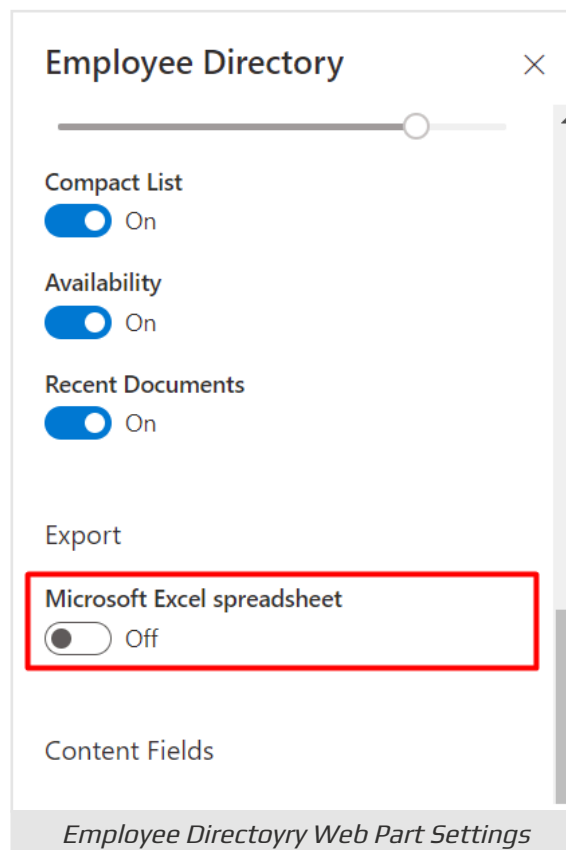
This article describes how to enable and set up this feature.

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:

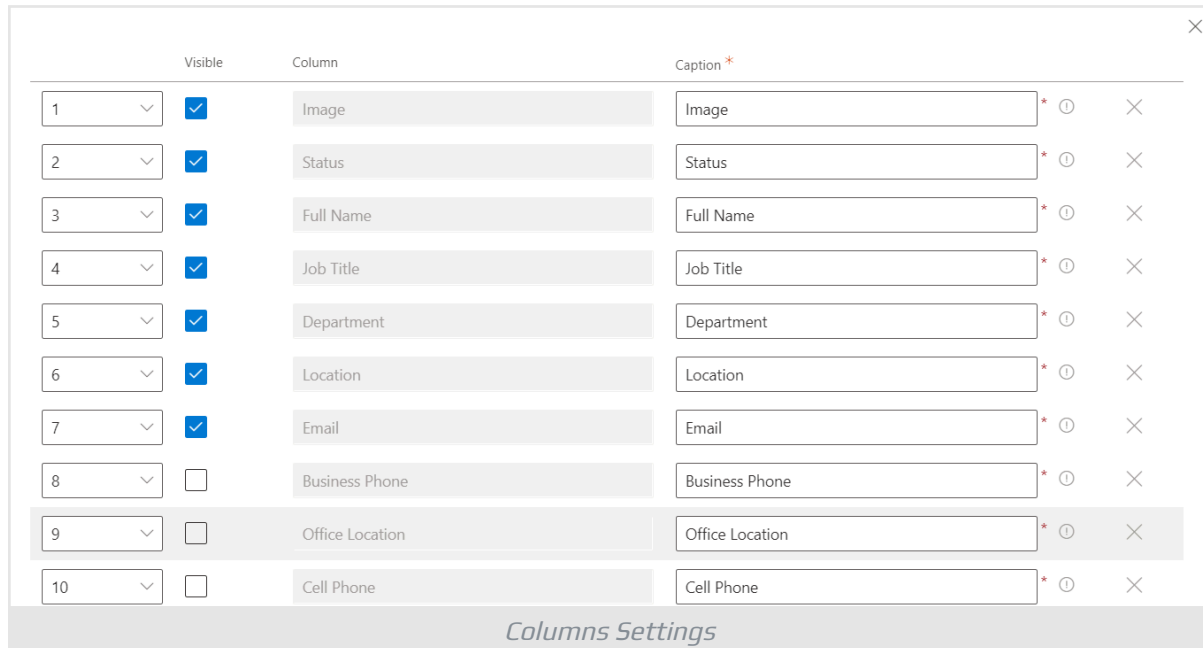


Note

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:



	Visible	Column	Caption*
1	<input checked="" type="checkbox"/>	Image	Image
2	<input checked="" type="checkbox"/>	Status	Status
3	<input checked="" type="checkbox"/>	Full Name	Full Name
4	<input checked="" type="checkbox"/>	Job Title	Job Title
5	<input checked="" type="checkbox"/>	Department	Department
6	<input checked="" type="checkbox"/>	Location	Location
7	<input checked="" type="checkbox"/>	Email	Email
8	<input type="checkbox"/>	Business Phone	Business Phone
9	<input type="checkbox"/>	Office Location	Office Location
10	<input type="checkbox"/>	Cell Phone	Cell Phone

Columns Settings

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:



 Search for employees

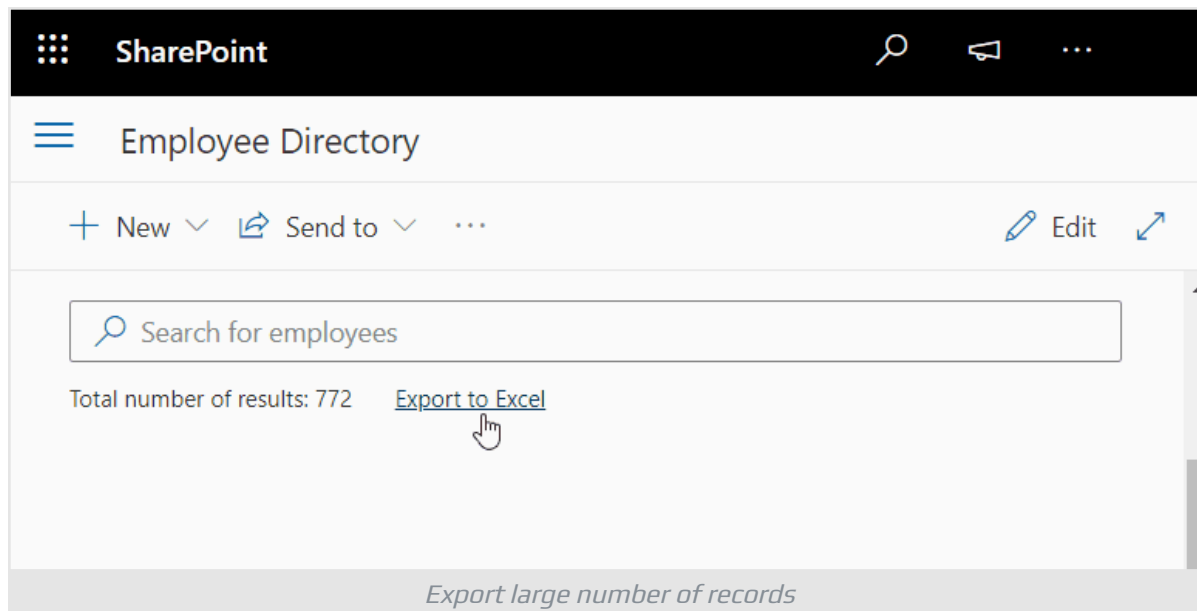
[Export to Excel](#)

Export to Excel action link

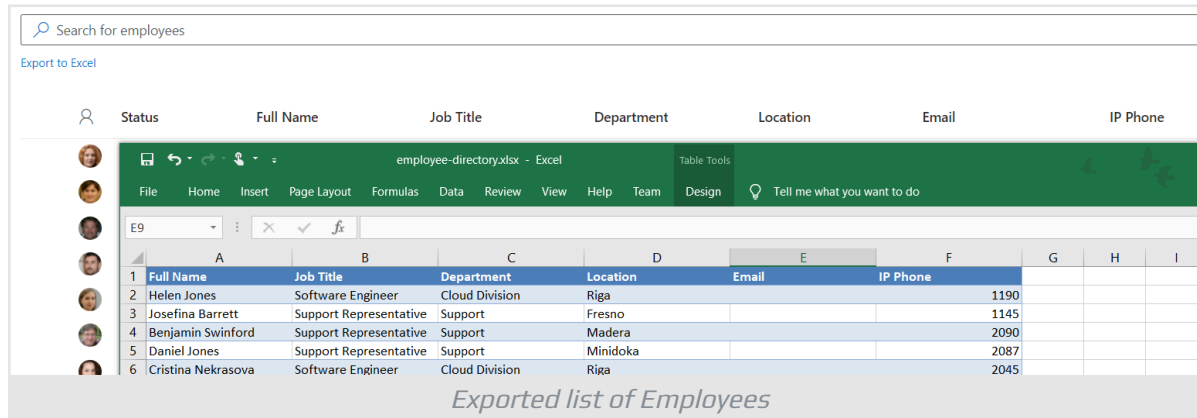
The Employee Directory supports both User Profiles and Azure AD data sources

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: