KNOWLEDGE BASE ARTICLE

How to Export Employee Directory Results to Microsoft Excel

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

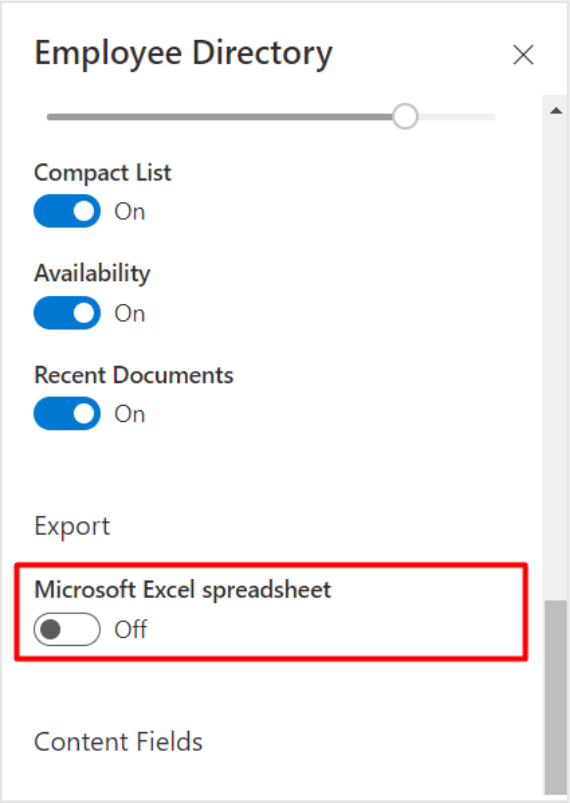
This article describes how to enable and set up this **feature**.

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:



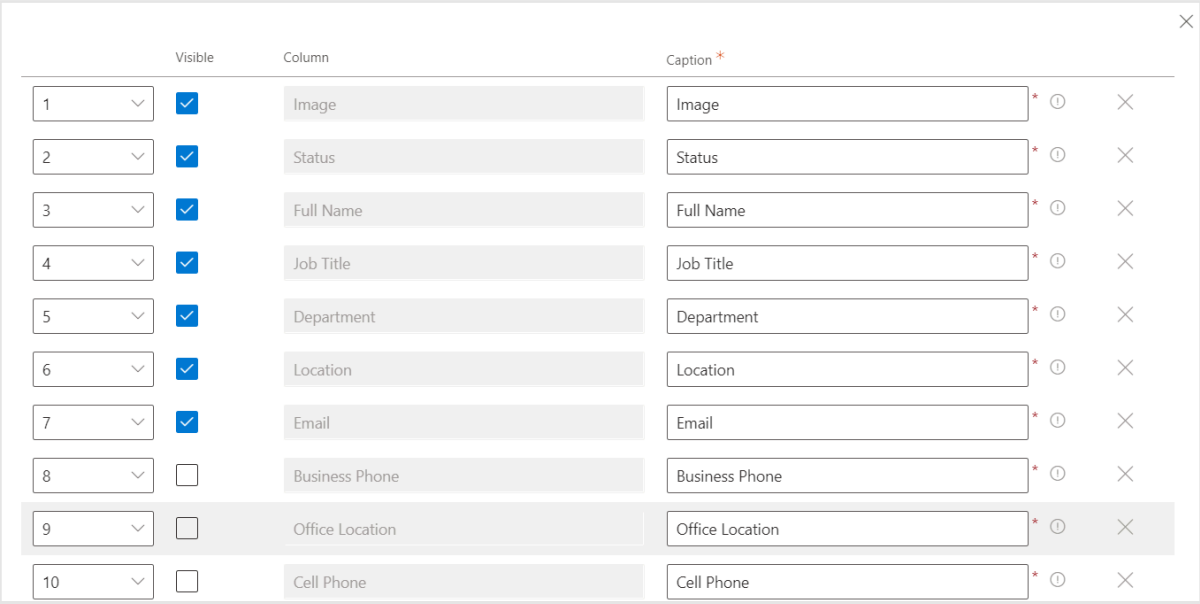
Employee Directory Web Part Settings

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

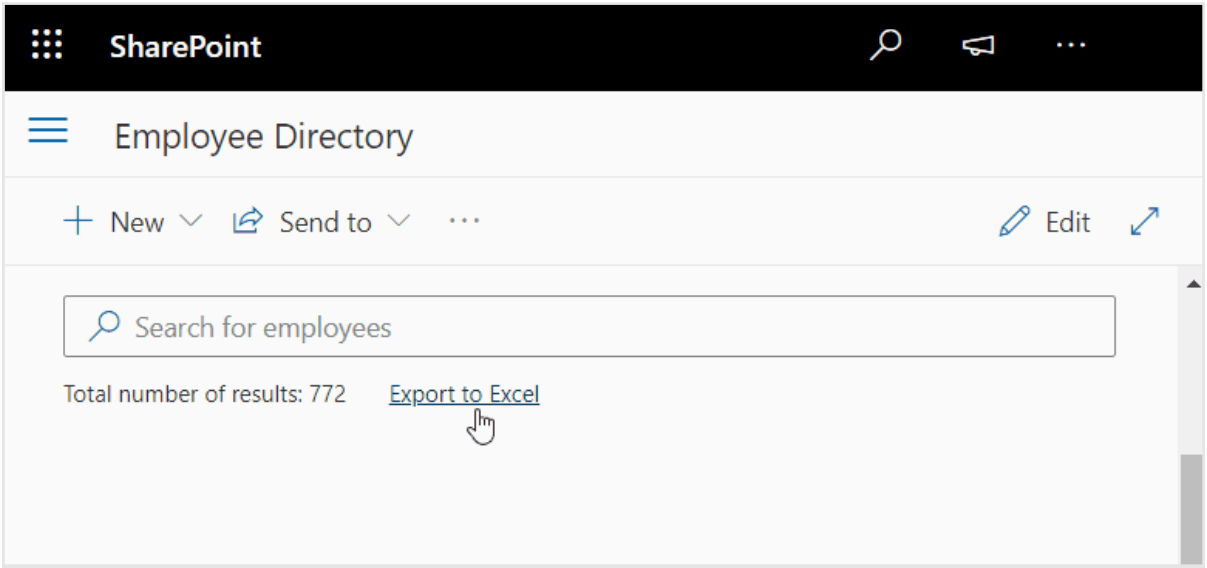
The export action link appears under the search box:



Export to Excel action link

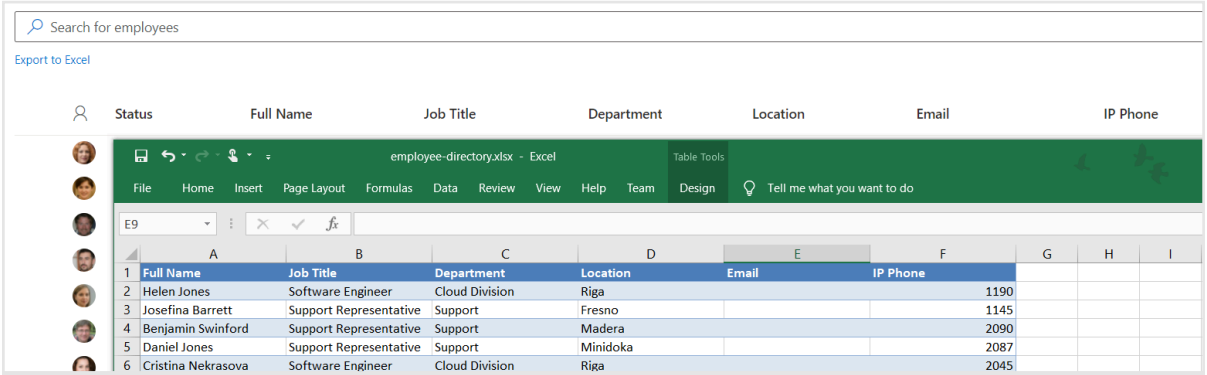
The Employee Directory can export data to Excel from both the User Profiles and Entra ID data sources.

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:

Terms

Feature
A feature is a set of SharePoint elements (artifacts), such as site columns, content types, web parts, application pages, custom actions, list templates, list instances, and others.

List
A list is a storage unit in SharePoint. A list can contain columns of different types, content types, and views. A document library is a special type of list and therefore inherits the functionality of a list.

View
A view is a saved configuration that determines which items of a list or library are displayed and how, including the columns, sorting, filtering, grouping, and layout. Views can be personal or public.

Web Part
A web part is a primary building block of functionality or content placed on a SharePoint page. Some web parts support customization, such as configuring the web part or changing its appearance.