

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.

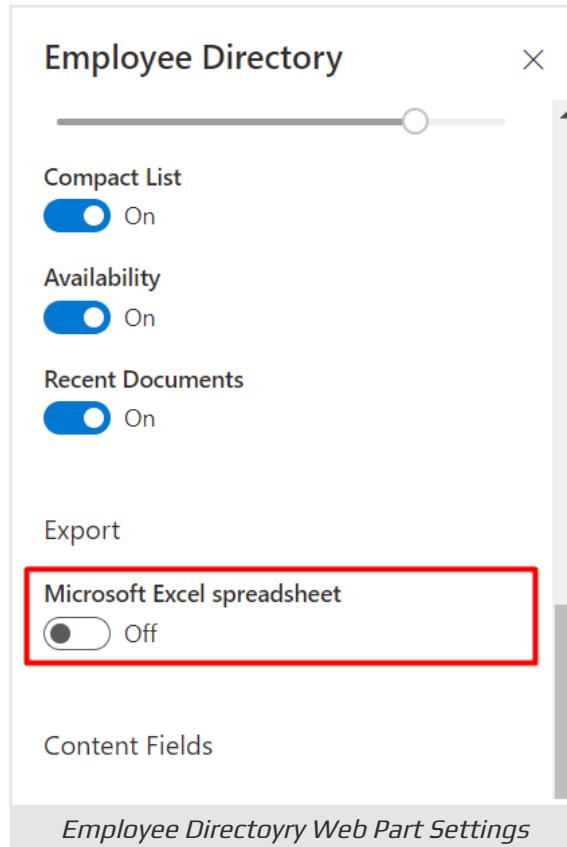
This article describes how to enable and set up this feature.

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 type="button" value="▼"/>	<input checked="" type="checkbox"/> Image	<input type="text" value="Image"/> Image	<small>* ⓘ ×</small>
2 <input type="button" value="▼"/>	<input checked="" type="checkbox"/> Status	<input type="text" value="Status"/> Status	<small>* ⓘ ×</small>
3 <input type="button" value="▼"/>	<input checked="" type="checkbox"/> Full Name	<input type="text" value="Full Name"/> Full Name	<small>* ⓘ ×</small>
4 <input type="button" value="▼"/>	<input checked="" type="checkbox"/> Job Title	<input type="text" value="Job Title"/> Job Title	<small>* ⓘ ×</small>
5 <input type="button" value="▼"/>	<input checked="" type="checkbox"/> Department	<input type="text" value="Department"/> Department	<small>* ⓘ ×</small>
6 <input type="button" value="▼"/>	<input checked="" type="checkbox"/> Location	<input type="text" value="Location"/> Location	<small>* ⓘ ×</small>
7 <input type="button" value="▼"/>	<input checked="" type="checkbox"/> Email	<input type="text" value="Email"/> Email	<small>* ⓘ ×</small>
8 <input type="button" value="▼"/>	<input type="checkbox"/> Business Phone	<input type="text" value="Business Phone"/> Business Phone	<small>* ⓘ ×</small>
9 <input type="button" value="▼"/>	<input type="checkbox"/> Office Location	<input type="text" value="Office Location"/> Office Location	<small>* ⓘ ×</small>
10 <input type="button" value="▼"/>	<input type="checkbox"/> Cell Phone	<input type="text" value="Cell Phone"/> Cell Phone	<small>* ⓘ ×</small>

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

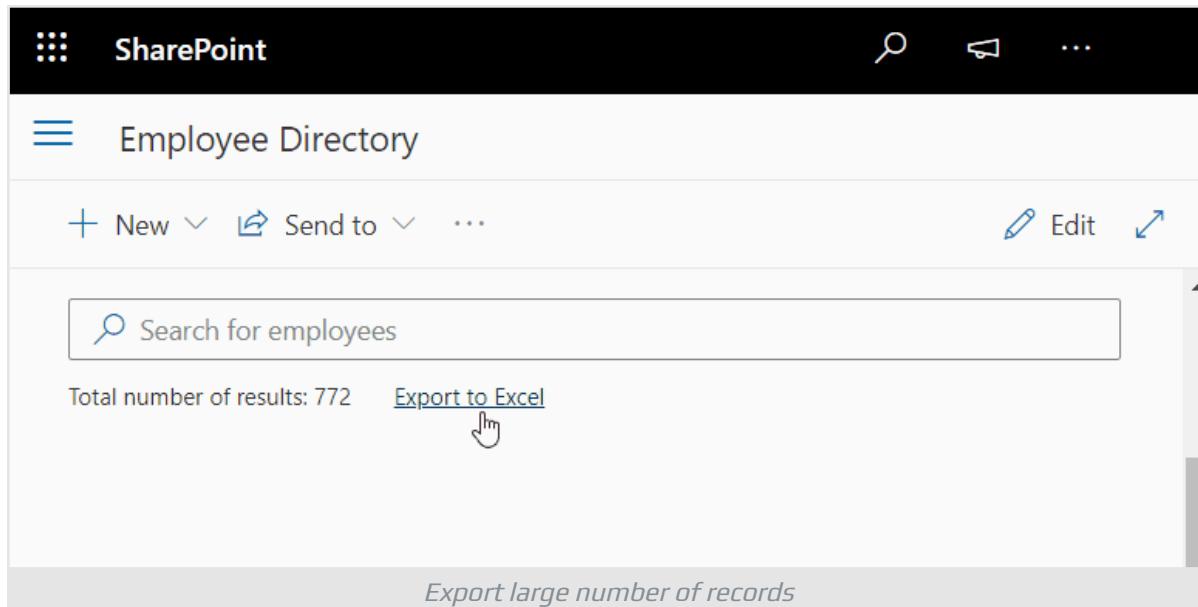
The export action link shows up under the search box:



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

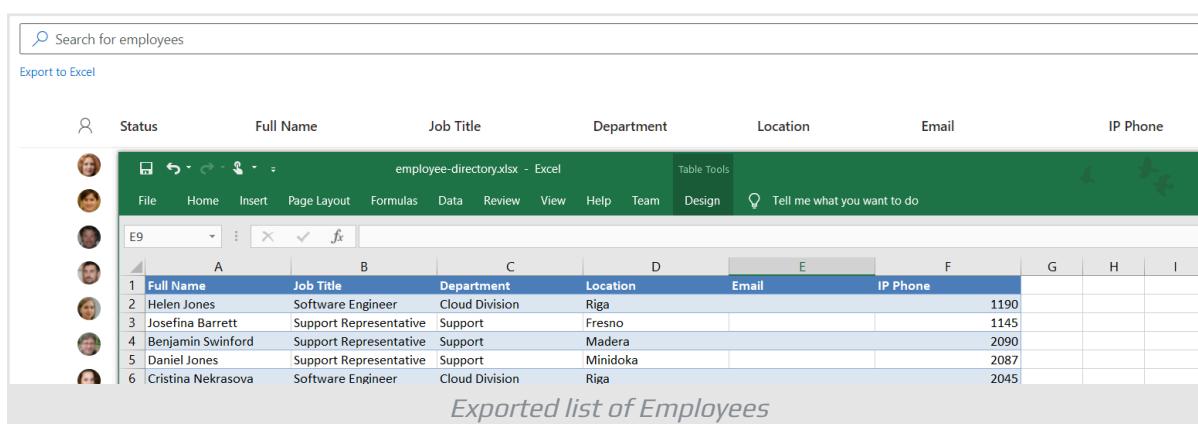
for exporting data to Excel spreadsheets.

In case of a large number of records, Employee Directory extracts all records page by page and generates an Excel file.



The screenshot shows the SharePoint Employee Directory page. At the top, there is a search bar and a '... More' button. Below the search bar, there is a 'New' button, a 'Send to' button, and an 'Edit' button. A search bar with the placeholder 'Search for employees' is present. Below the search bar, the text 'Total number of results: 772' is displayed, followed by a blue 'Export to Excel' button with a hand cursor icon pointing to it. A grey banner at the bottom of the page says 'Export large number of records'.

Exported excel file contains data with no links to the original data source.



The screenshot shows an Excel spreadsheet titled 'employee-directory.xlsx - Excel'. The spreadsheet has a header row with columns: Status, Full Name, Job Title, Department, Location, Email, and IP Phone. Below the header, there are six data rows. The data is as follows:

	Full Name	Job Title	Department	Location	Email	IP Phone
1	Helen Jones	Software Engineer	Cloud Division	Riga		1190
2	Josefina Barrett	Support Representative	Support	Fresno		1145
3	Benjamin Swinford	Support Representative	Support	Madera		2090
4	Daniel Jones	Support Representative	Support	Minidoka		2087
5	Cristina Nekrasova	Software Engineer	Cloud Division	Riga		2045

Below the table, the text 'Exported list of Employees' is displayed.

Note

There are some limitations of exporting functionality: