

# Persons export

From the Person administration you can export persons into a CSV file. In the **Administration panel > Persons** > click on the **Functions** button and select the option **Export**.

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Select the persons you wish to export and then click on the Export button. In the following pop-up you can select the language & coding preferences (MS-ANSI or UTF-8) for your file.

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Once you select your preferences from the dropdowns, click on Continue and select Download in the following dialog, saving the file to your preferred location.

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Of course you can make use of the extended search to filter the persons you export, which is our recommended procedure. Take a look at an example below:

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