

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**.

img

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.

img

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.

img

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:

Revision #4

Created 16 January 2024 15:08:22 by Alain Zoja

Updated 30 January 2024 11:43:12 by Alain Zoja