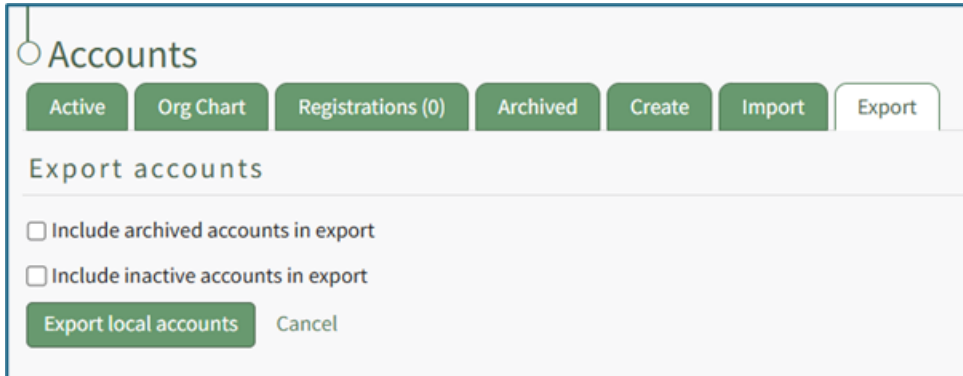


Accounts Page Export Tab

The Export Tab allows for the transfer of account information from KAStack to a CSV file. There are checkboxes that designate whether to include archived and/or inactive accounts within the export.

Only individuals with an Admin module level access will see the Export Tab.

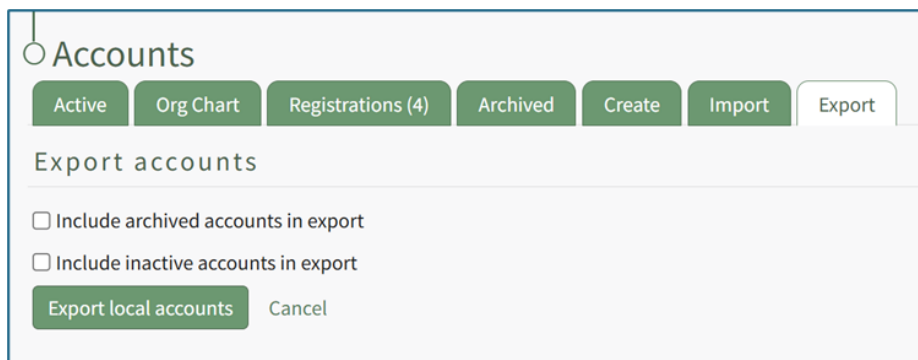


The screenshot shows the 'Accounts' page interface. At the top, there is a navigation bar with buttons for 'Active', 'Org Chart', 'Registrations (0)', 'Archived', 'Create', 'Import', and 'Export'. Below this, the 'Export accounts' section contains two checkboxes: 'Include archived accounts in export' and 'Include inactive accounts in export'. At the bottom of this section are two buttons: 'Export local accounts' and 'Cancel'.

If utilized, Export will create a CSV file with all possible fields in the KAStack system, even fields not being utilized by your organization.

How To: Export User Account Information

Open the Export Tab on the Accounts Page in the Accounts Module.



This screenshot is similar to the one above but shows 'Registrations (4)' instead of '(0)'. The 'Export' button is now highlighted with a white background and a green border, indicating it is the active tab.

There are two checkboxes that allow for customization of your export. Both or neither can be included.

Select "Include archived accounts in export" to include archived accounts in your export. Select "Include inactive accounts in export" to include inactive accounts in your export.

Click "Export local accounts" and a CSV file will automatically be downloaded to your personal device.

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