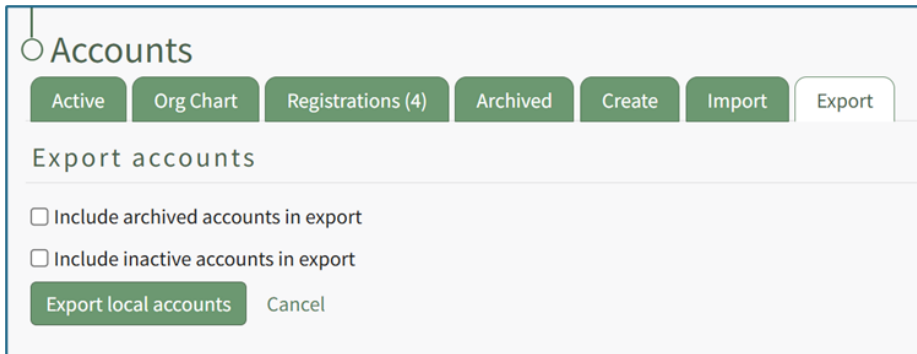


Export User Account Information

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



The screenshot shows the 'Accounts' module interface. At the top, there is a navigation bar with several tabs: 'Active', 'Org Chart', 'Registrations (4)', 'Archived', 'Create', 'Import', and 'Export'. The 'Export' tab is currently selected. Below the navigation bar, the heading 'Export accounts' is displayed. Underneath, there are two checkboxes: 'Include archived accounts in export' and 'Include inactive accounts in export', both of which are currently unchecked. At the bottom of the form, there are two buttons: 'Export local accounts' and 'Cancel'.

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.

Revision #4

Created 2025-11-23 22:48:13 UTC by Mitzi Orkus

Updated 2026-01-24 22:19:57 UTC by Mitzi Orkus