

# Exporting People

15 Steps [View most recent version](#) 

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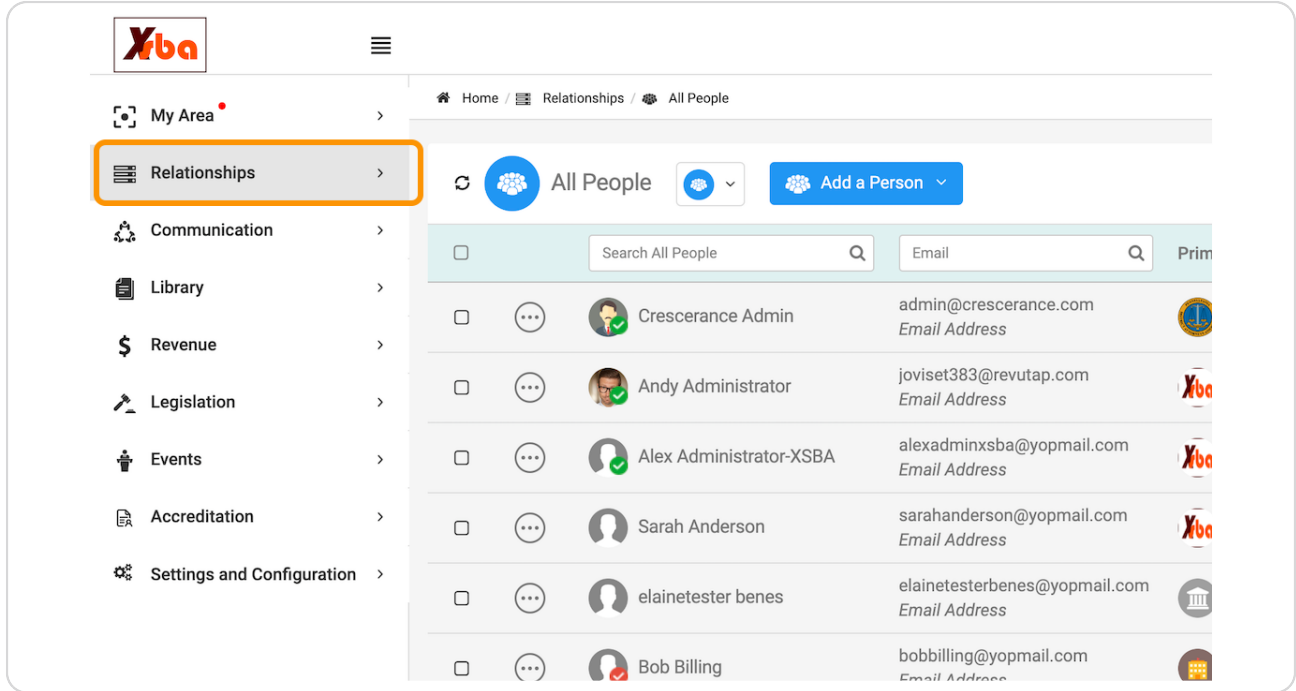
Created by  
Engagifii Inc.

Creation Date  
October 23, 2023

Last Updated  
October 23, 2023

## STEP 1

### Click on Relationships

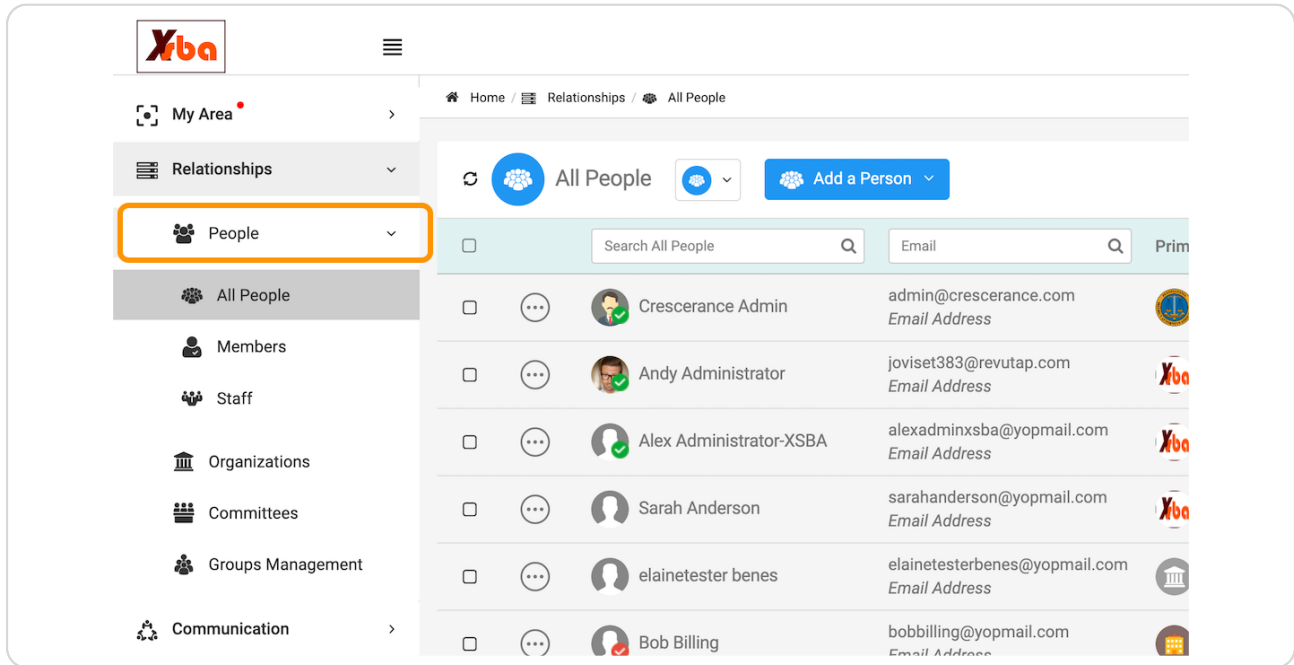


The screenshot shows the XSBA All People interface. On the left is a navigation menu with the following items: My Area, Relationships (highlighted with an orange box), Communication, Library, Revenue, Legislation, Events, Accreditation, and Settings and Configuration. The main content area shows the breadcrumb path: Home / Relationships / All People. Below this is a header for 'All People' with a refresh icon, a dropdown menu, and an 'Add a Person' button. A search bar is present with the text 'Search All People' and a magnifying glass icon. Below the search bar is a table of people with columns for checkboxes, profile icons, names, email addresses, and profile pictures.

<input type="checkbox"/>	<input type="text" value="Search All People"/>	<input type="text" value="Email"/>	Prim
<input type="checkbox"/>		Crescerance Admin admin@crescerance.com Email Address	
<input type="checkbox"/>		Andy Administrator joviset383@revutap.com Email Address	
<input type="checkbox"/>		Alex Administrator-XSBA alexadminxsba@yopmail.com Email Address	
<input type="checkbox"/>		Sarah Anderson sarahanderson@yopmail.com Email Address	
<input type="checkbox"/>		elainetester benes elainetesterbenes@yopmail.com Email Address	
<input type="checkbox"/>		Bob Billing bobbilling@yopmail.com Email Address	

## STEP 2

### Click on People

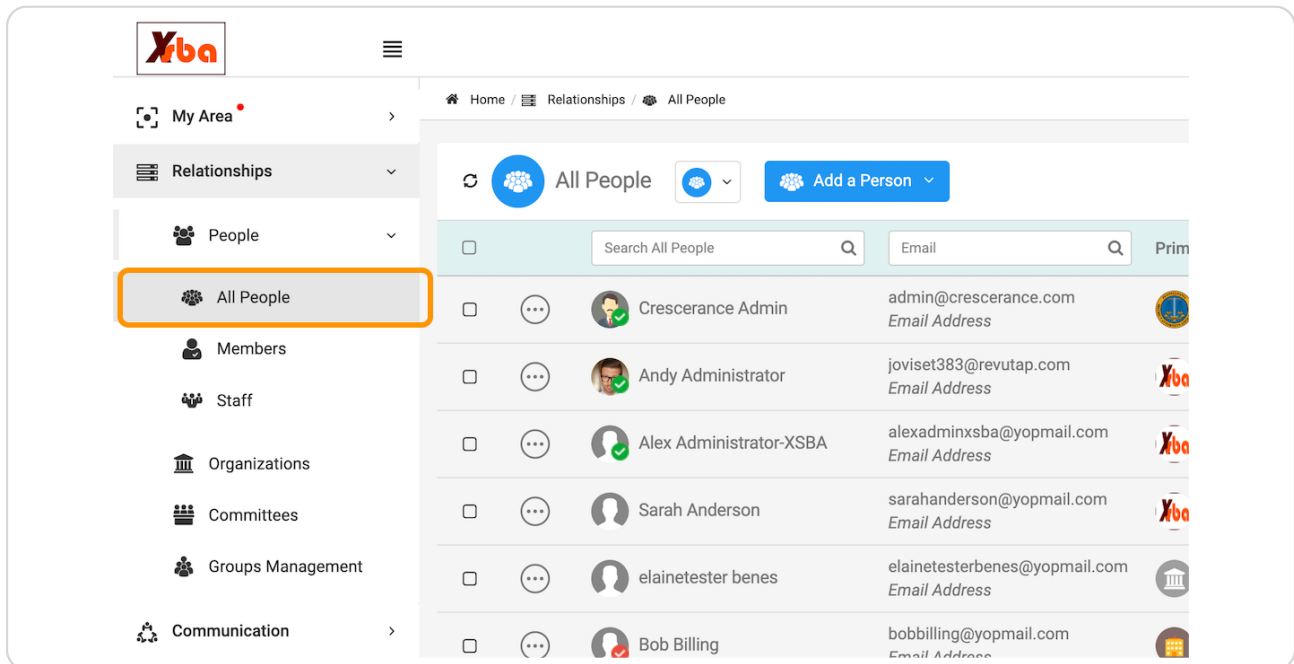


The screenshot shows the Xba system interface. The left sidebar contains a menu with the following items: My Area, Relationships, People (highlighted with an orange box), All People, Members, Staff, Organizations, Committees, Groups Management, and Communication. The main content area displays the 'All People' page, which includes a search bar, a list of people, and an 'Add a Person' button. The list of people includes:

<input type="checkbox"/>	...		Crescerance Admin	admin@crescerance.com <i>Email Address</i>	
<input type="checkbox"/>	...		Andy Administrator	joviset383@revutap.com <i>Email Address</i>	
<input type="checkbox"/>	...		Alex Administrator-XSBA	alexadminxsba@yopmail.com <i>Email Address</i>	
<input type="checkbox"/>	...		Sarah Anderson	sarahanderson@yopmail.com <i>Email Address</i>	
<input type="checkbox"/>	...		elainetester benes	elainetesterbenes@yopmail.com <i>Email Address</i>	
<input type="checkbox"/>	...		Bob Billing	bobbilling@yopmail.com <i>Email Address</i>	

## STEP 3

### Click on All People



The screenshot shows the Xba system interface. The left sidebar contains a menu with the following items: My Area, Relationships, People, All People (highlighted with an orange box), Members, Staff, Organizations, Committees, Groups Management, and Communication. The main content area displays the 'All People' page, which includes a search bar, a list of people, and an 'Add a Person' button. The list of people includes:

<input type="checkbox"/>	...		Crescerance Admin	admin@crescerance.com <i>Email Address</i>	
<input type="checkbox"/>	...		Andy Administrator	joviset383@revutap.com <i>Email Address</i>	
<input type="checkbox"/>	...		Alex Administrator-XSBA	alexadminxsba@yopmail.com <i>Email Address</i>	
<input type="checkbox"/>	...		Sarah Anderson	sarahanderson@yopmail.com <i>Email Address</i>	
<input type="checkbox"/>	...		elainetester benes	elainetesterbenes@yopmail.com <i>Email Address</i>	
<input type="checkbox"/>	...		Bob Billing	bobbilling@yopmail.com <i>Email Address</i>	

## STEP 4

### Check the select all box

The screenshot shows a web application interface. On the left is a sidebar with a navigation menu containing 'My Area', 'Relationships', 'People', 'All People' (selected), 'Members', 'Staff', 'Organizations', and 'Committees'. The main content area has a breadcrumb trail 'Home / Relationships / All People'. Below the breadcrumb is a header with a refresh icon, a group icon, the text 'All People', a dropdown menu, and a blue 'Add a Person' button. A search bar labeled 'Search All People' is present. Below the search bar is a table of people. The first row is highlighted, and a checkbox in the left margin is checked and highlighted with an orange border. The table rows are:

Check	More	Profile	Name	Email
<input checked="" type="checkbox"/>	⋮		Crescerance Admin	adm Ema
<input checked="" type="checkbox"/>	⋮		Andy Administrator	jovis Ema
<input checked="" type="checkbox"/>	⋮		Alex Administrator-XSBA	alex: Ema

## STEP 5

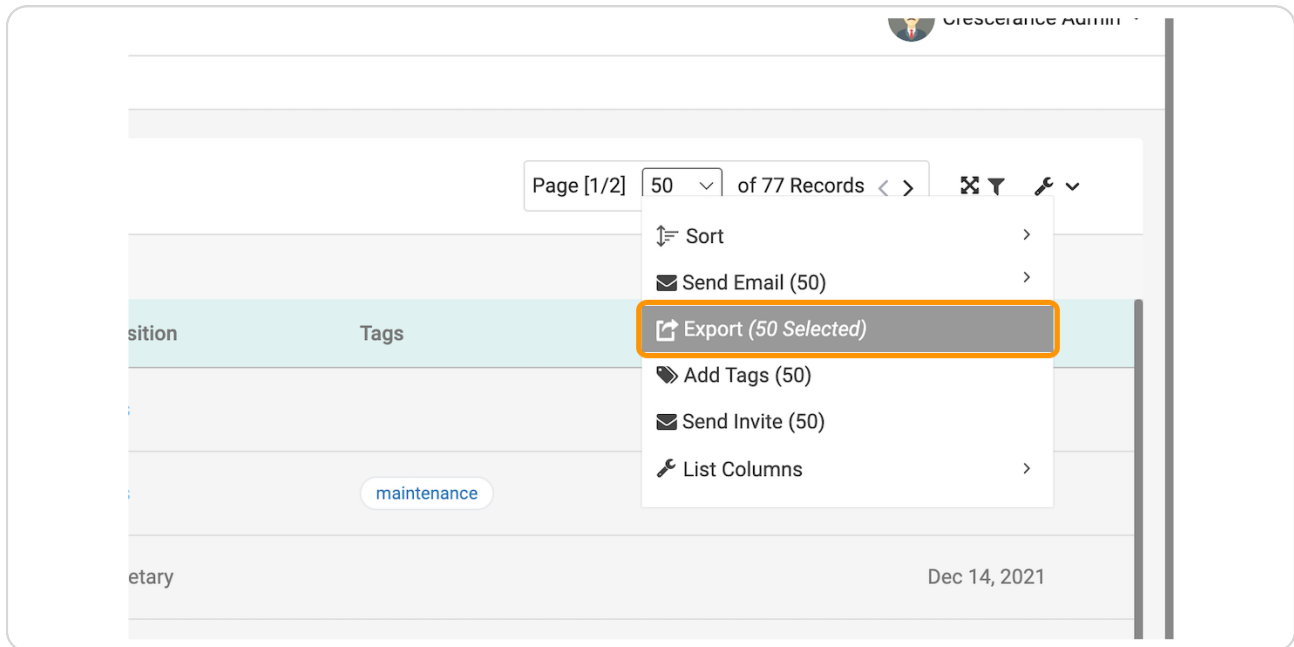
### Click on Settings

The screenshot shows the 'All People' page with a table of records. The user 'Crescerance Admin' is logged in. The table has columns for 'Tags', 'Total Time Worked', and 'Last Login'. A 'Settings' button is highlighted in the table's header area. The table rows are:

Tags	Total Time Worked	Last Login
	4 mos	Oct 23, 2023
<span>maintenance</span>		Dec 13, 2021
		Dec 14, 2021

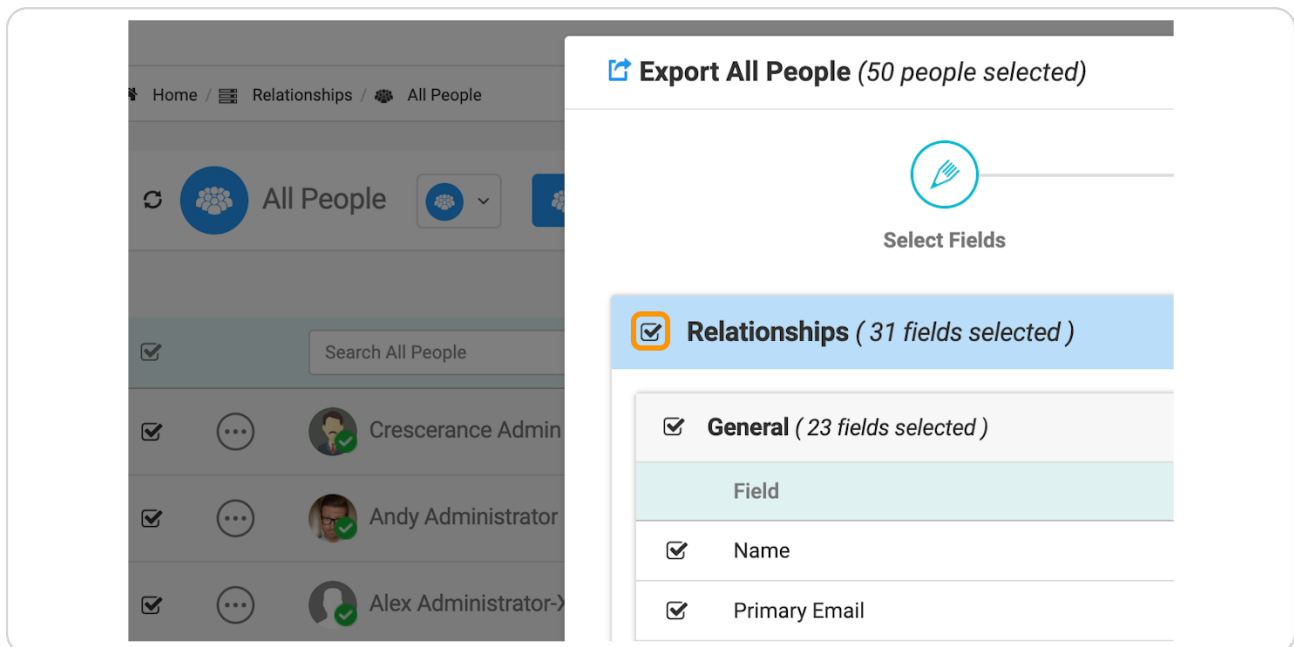
## STEP 6

### Click on Export



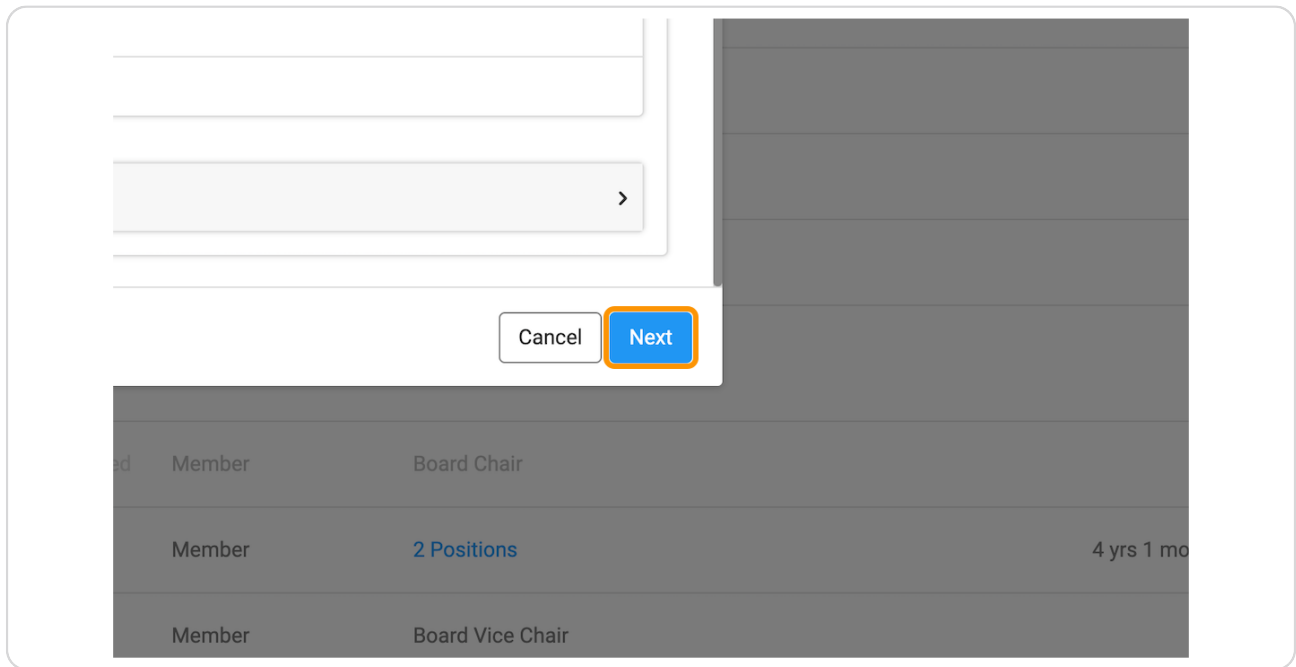
## STEP 7

### Check on the main tab fields to ensure all fields you wish to be added are there



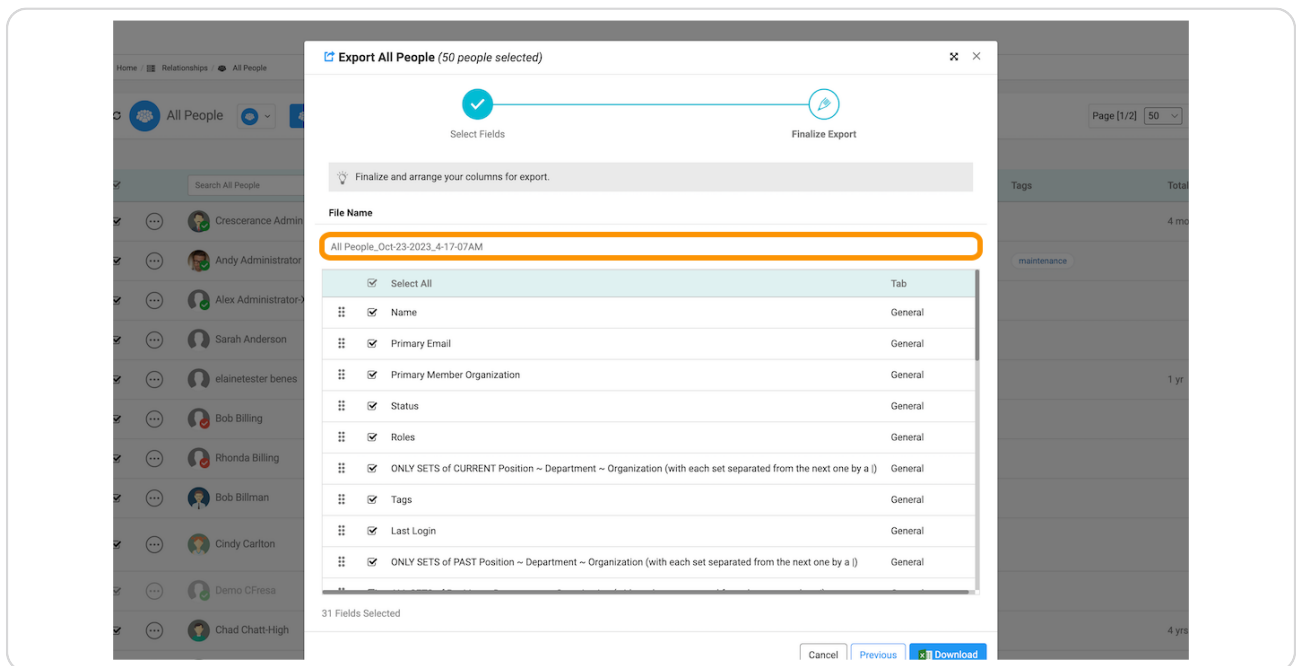
## STEP 8

Click on Next



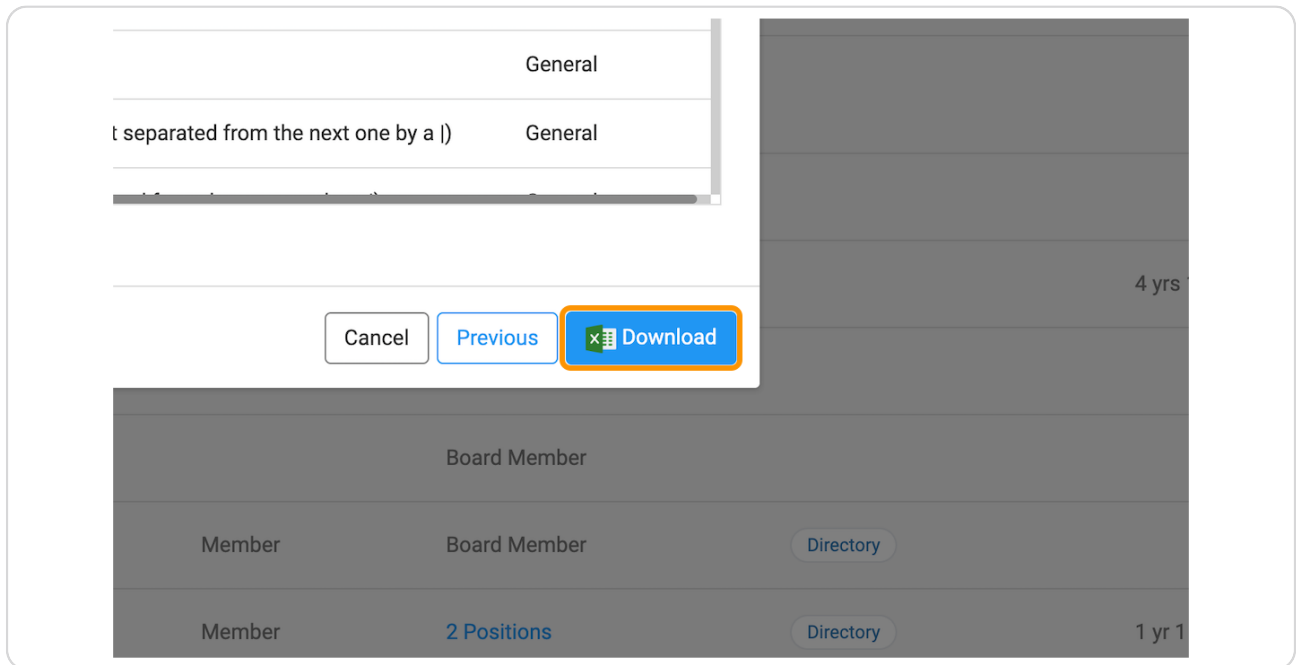
## STEP 9

Create a file name



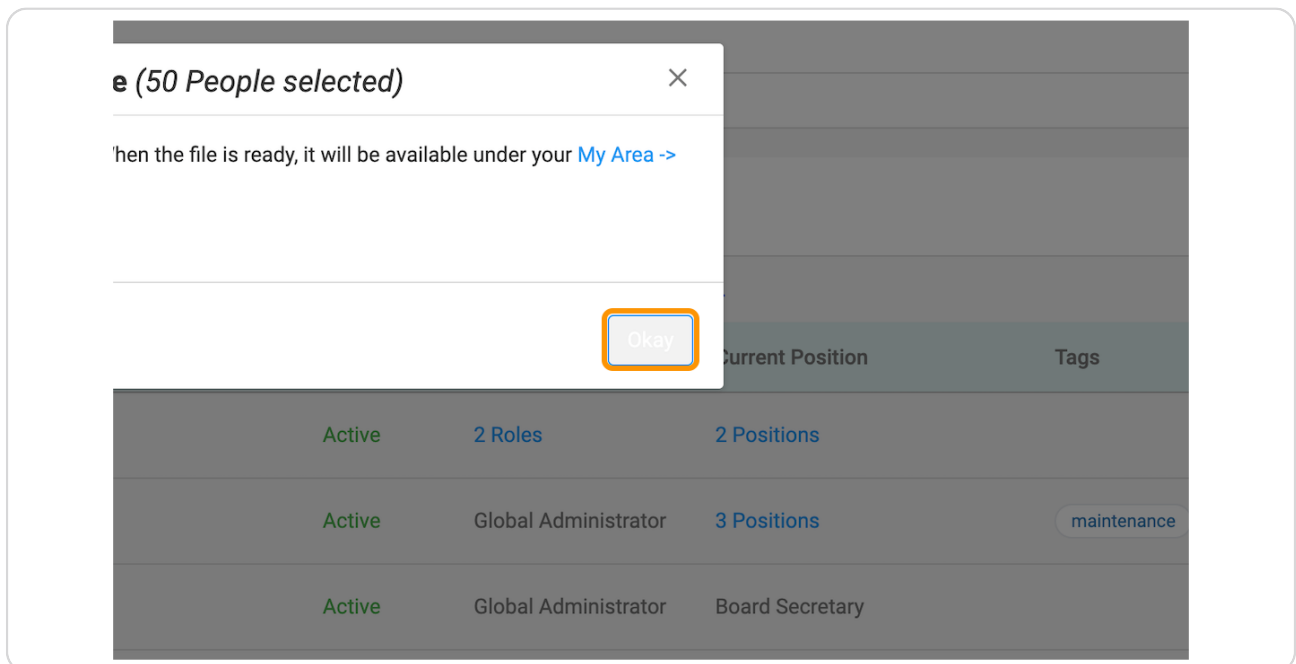
## STEP 10

### Click on Download



## STEP 11

### Click on Okay



## STEP 12

### Click on My Area

The screenshot shows the Xba system interface. The left sidebar contains a menu with the following items: My Area (highlighted with an orange box), Relationships, People, All People (selected), Members, Staff, Organizations, Committees, Groups Management, and Communication. The main content area displays the 'All People' page, which includes a search bar, a table of users, and an 'Add a Person' button. The breadcrumb trail at the top reads 'Home / Relationships / All People'.

	Search All People	Email	Prim
<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	
<input checked="" type="checkbox"/>	...	Crescerance Admin admin@crescerance.com Email Address	
<input checked="" type="checkbox"/>	...	Andy Administrator joviset383@revutap.com Email Address	
<input checked="" type="checkbox"/>	...	Alex Administrator-XSBA alexadminxsba@yopmail.com Email Address	
<input checked="" type="checkbox"/>	...	Sarah Anderson sarahanderson@yopmail.com Email Address	
<input checked="" type="checkbox"/>	...	elainetester benes elainetesterbenes@yopmail.com Email Address	

## STEP 13

### Click on My Downloads...

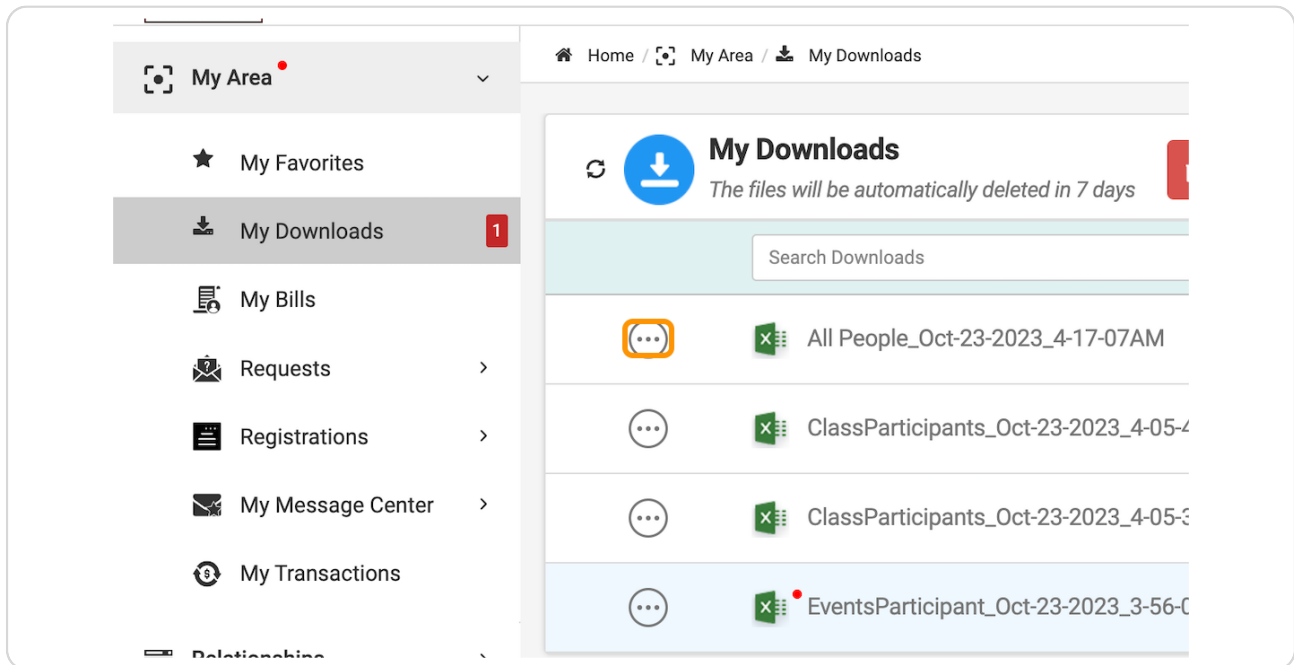
The screenshot shows the Xba system interface. The left sidebar contains a menu with the following items: My Area, My Favorites, My Downloads (highlighted with an orange box and a red '1' badge), My Bills, Requests, Registrations, My Message Center, My Transactions, Relationships, and Communication. The main content area displays the 'All People' page, which includes a search bar, a table of users, and an 'Add a Person' button. The breadcrumb trail at the top reads 'Home / Relationships / All People'.

	Search All People	Email	Prim
<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	
<input checked="" type="checkbox"/>	...	Crescerance Admin admin@crescerance.com Email Address	
<input checked="" type="checkbox"/>	...	Andy Administrator joviset383@revutap.com Email Address	
<input checked="" type="checkbox"/>	...	Alex Administrator-XSBA alexadminxsba@yopmail.com Email Address	
<input checked="" type="checkbox"/>	...	Sarah Anderson sarahanderson@yopmail.com Email Address	
<input checked="" type="checkbox"/>	...	elainetester benes elainetesterbenes@yopmail.com Email Address	



## STEP 14

Click on the button incase you wish to cancel the export



## STEP 15

Click on Clear

