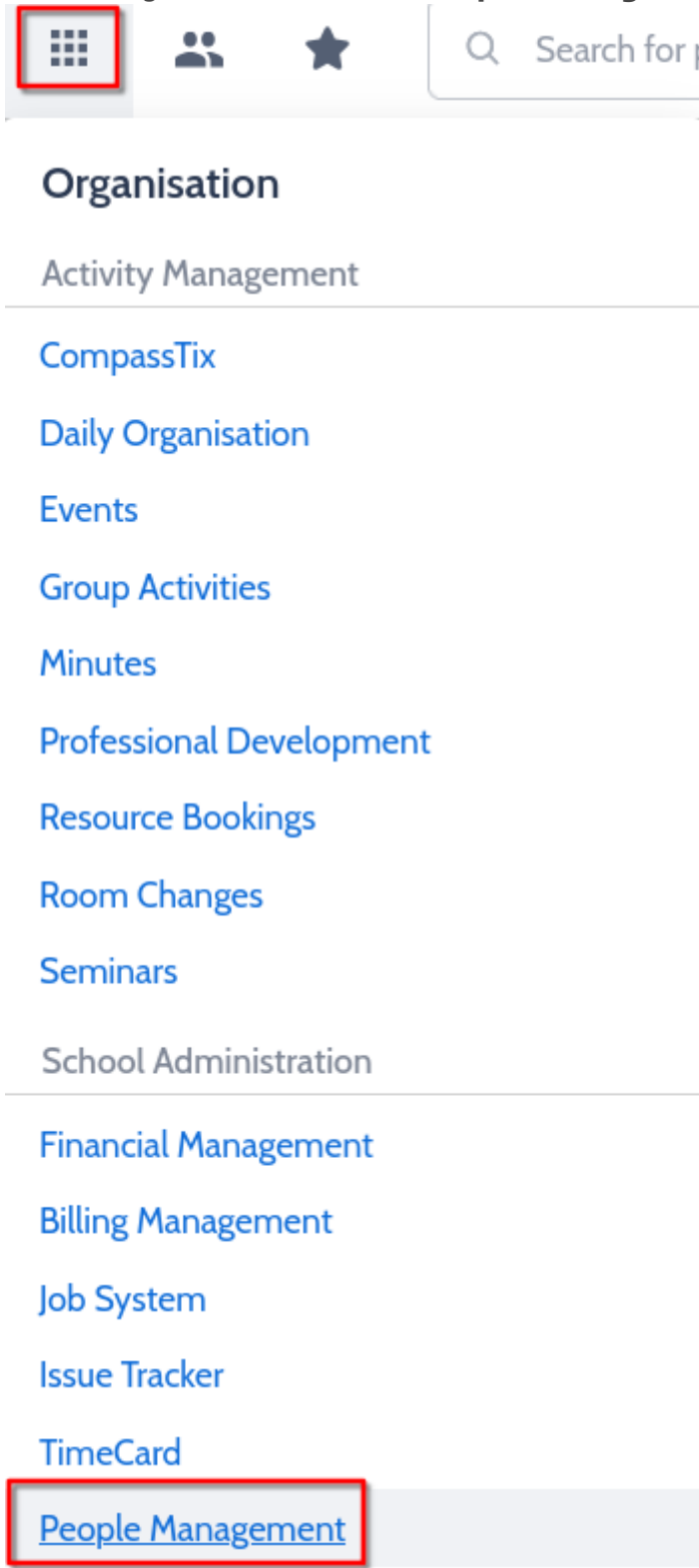


# How to Export Filtered Student Data from People Management

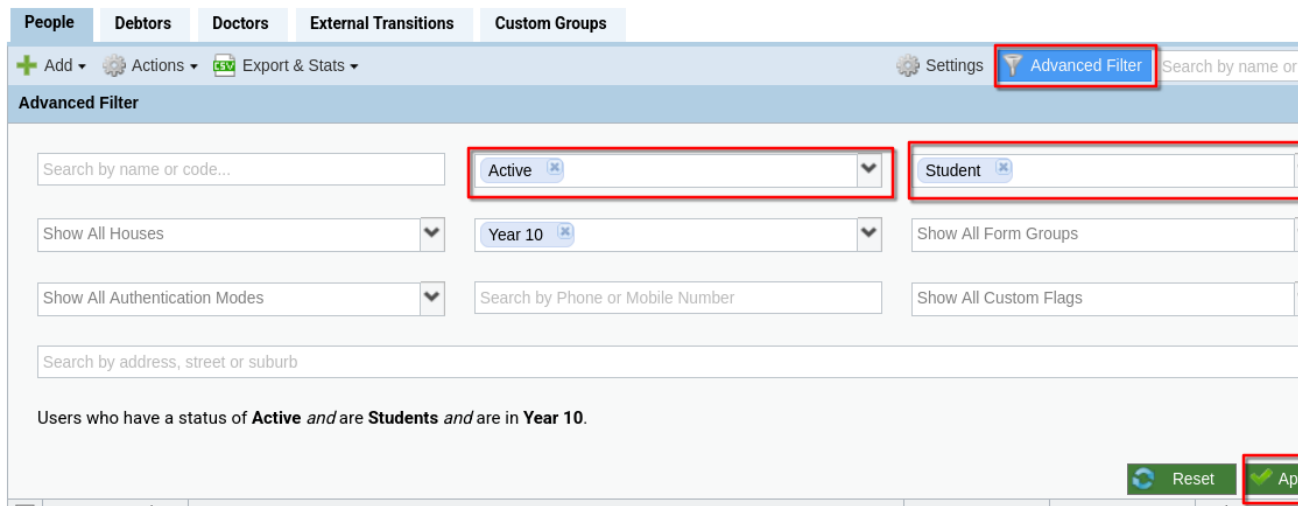
## **Step 1: Open People Management**

- From the grid menu, click on **People Management**.



## Step 2: Apply Filters

1. Click on **Advanced Filter**.
2. In the **Show All Statuses** dropdown, select **Active**.
3. In the **Show All Roles** dropdown, select **Student**.
4. (Optional) To filter by year level:
  - In the **Show All Year Levels** dropdown, select the year level(s) you need.



People Debtors Doctors External Transitions Custom Groups

+ Add Actions Export & Stats Settings **Advanced Filter** Search by name or code...

**Advanced Filter**

Search by name or code... Active Student

Show All Houses Year 10 Show All Form Groups

Show All Authentication Modes Search by Phone or Mobile Number Show All Custom Flags

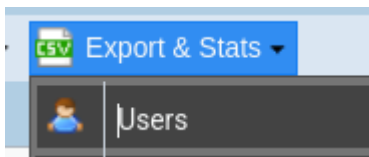
Search by address, street or suburb

Users who have a status of **Active** and are **Students** and are in **Year 10**.

Reset Apply

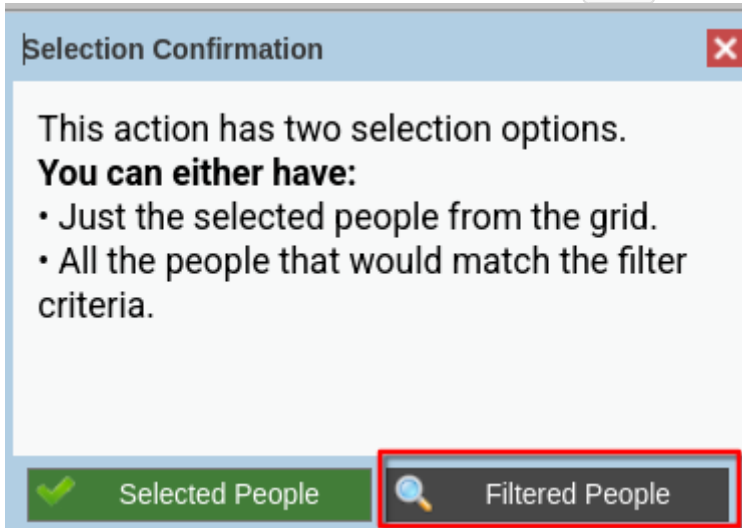
## Step 3: Export Users

1. Click on **Export & Stats**.
2. Then click on **Users**.



## Step 4: Download the File

- Click on **Filtered People** to download a .csv file containing the filtered data.



## Final Step: Clean Up the Data

- Open the downloaded .csv file.
- Remove any columns that you do not need.

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