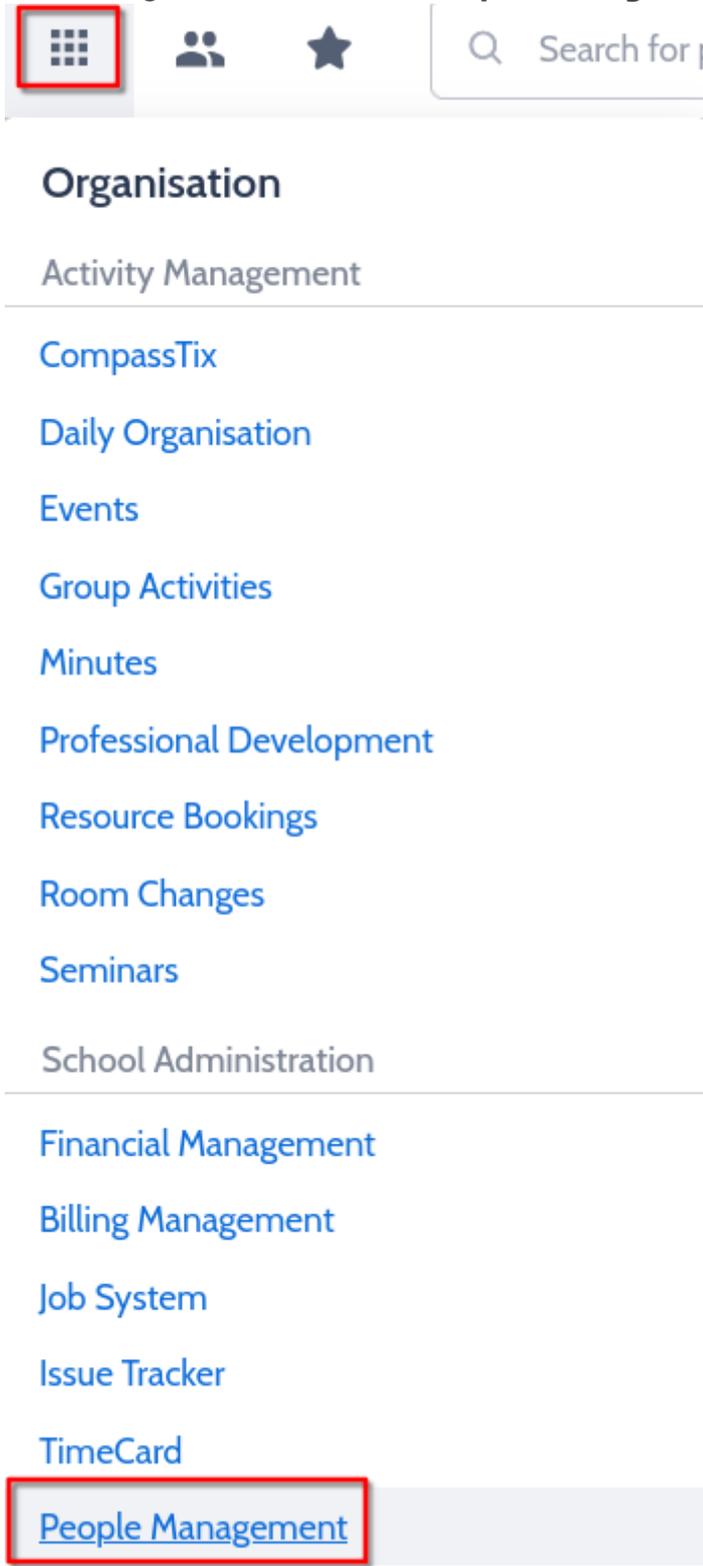


# How to Export Filtered Student Data from People Management

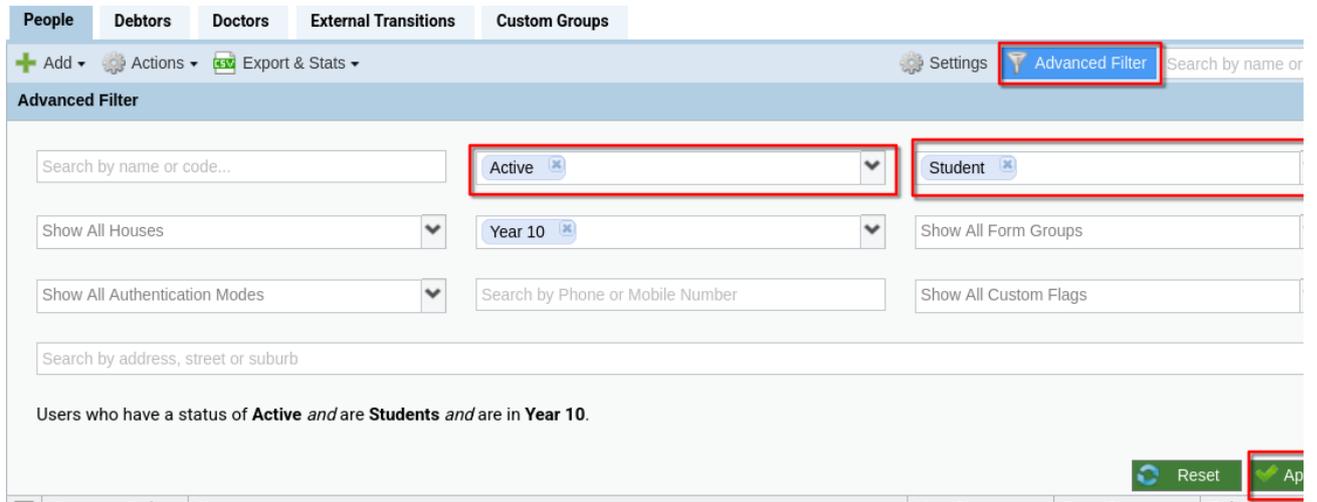
**Step 1: Open People Management**

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



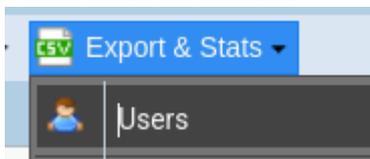
## Step 2: Apply Filters

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.



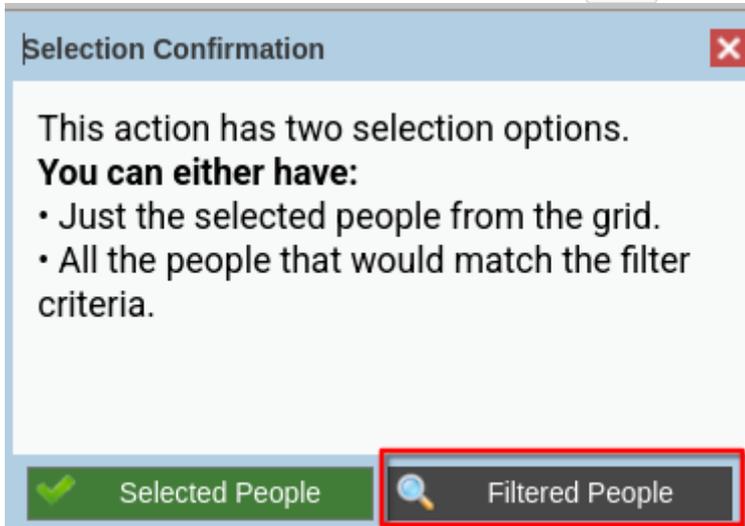
## Step 3: Export Users

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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