

# Export Staff Roster Information

You can export your staff roster information.

1. Locate the organization, then click **Export Grid**.
2. Select to open the file in Microsoft Excel, or the save the file to your computer.
3. Click **OK**.

1. Locate the organization.
2. Select the staff records you want to export.
3. Under **I want to**, select **Export to Excel**.
4. Select the fields you want to include in your report, then click **Export**.

## Related Topics

- [Print a Staff Directory](#)
- [Print Staff Mailing Labels](#)
- [Work with an Organization's Staff Records](#)
- [Locate an Organization](#)