

## Pivot-RP Admin: Exporting Profiles

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### Exporting Faculty Profiles

Pivot-RP administrators can export faculty profiles into a spreadsheet directly from the results page(s). Only administrators have access to this particular feature.

From the results page of any Profile search, select the profiles you'd like to export by either clicking on the individual check box to the left of the profile name, or by clicking the check box at the top of the results list, which will in turn check off all the profiles on that page.

When you make your selection, the **Export** button will appear at the top of the results set. Click Export and your profiles will be output into a .csv file, which will open in Excel. It will include only basic profile information—name, account ID, Email, and Affiliation.

If you have more than one page of results you'd like to export, you will need to select all the profiles on each page before clicking **Export**. Simply navigate to each page and click the topmost checkbox on each page to select every profile on each page. Once you've done so, you can click **Export** to view them in a .csv file.

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### Downloadable Profile Report

Pivot-RP also offers the ability for certain administrators to get a more detailed report of all of their users which includes profile information such as expertise statements, keywords, and more. See [Downloadable Profile Report](#) for details.

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