Unite Education Program v10.1
Job Aid: 5167

Export Person Search Results

In Unite, you can export a list of records from the *Search Results* grid to a .PDF or an .XLSX file. There is no limit to the number of records you can export to an .XLSX file. However, you can only export 1,500 records to a .PDF file. Only columns and data showing in the grid at the time you run the export appear on the list.

To export person search results

1. Open a browser and log on to Unite.

2. On the main menu, click PEOPLE.

3. Find and open the person records.

Note

   If you have a saved view, you may be able to skip the search and open the view on the *Search Results* tab

4. Organize the grid to show the records you want to export if needed.

Note

   You may need to sort, filter, or increase the items per page to see all the records on the grid.

5. On the grid toolbar, click ![Excel icon] to export the list of records to an .XLSX file; or click ![PDF icon] to export the list of records to a .PDF file.

6. Open and save the export file.

> **Note**
>
> The steps to open and save export files may vary depending on your browser settings for file downloads.

Related resources

- 5510 – About Person Searches

- 5433 – Perform a Person Search