

Export registry records

Download the community's records as CSV, all of them or only the filtered ones, with details, consents and custom fields.

2 min · Available · 2026-09-26

Before you begin

- ✓ You need the View records permission.
- ✓ There must be at least one record in the registry.

1

STEP 1 OF 3 · 30 S

Open the records

Open **People** → **Records: Export** is in the top-right toolbar, above the list.

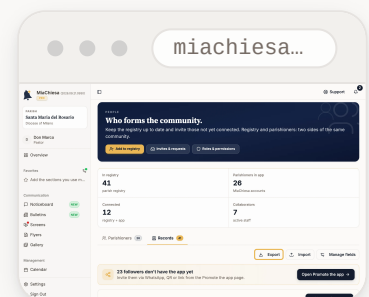


Fig. 1 Export downloads the registry as CSV.

2

STEP 2 OF 3 · 1 MIN

Filter, if needed

The export follows the active filters. Use the search, the **All**, **In app**, **Invited** and **Not connected** quick filters, or **Advanced filters**, where you choose **Age**, **Owner account** and **Missing privacy consents**.

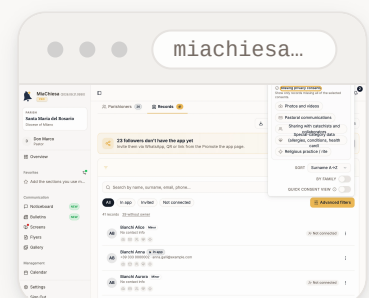


Fig. 2 To export everything, leave the filters empty.

3

STEP 3 OF 3 · 30 S

Export

Press **Export**: the browser downloads a CSV file named *anagrafica* followed by today's date. It contains every record matching the filters, not only those loaded on screen.

Columns include personal details, contacts, address, notes, allergy and condition notes, a Si/No column for each consent and the custom fields. Column headers are in Italian.

Personal data

The file contains personal and, where present, health data: store it somewhere safe and share it only as needed.

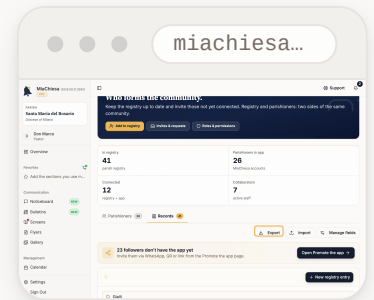


Fig. 3 Only what matches the filters is exported.

What you have achieved

- ✓ You have a CSV file with the selected records, ready for a spreadsheet.

Troubleshooting

I see "Export failed"



The file was not created: try again.

Export is disabled



The registry is empty or an export is already running.

Some people are missing from the file



The active filters exclude them: clear the search and filters and try again.