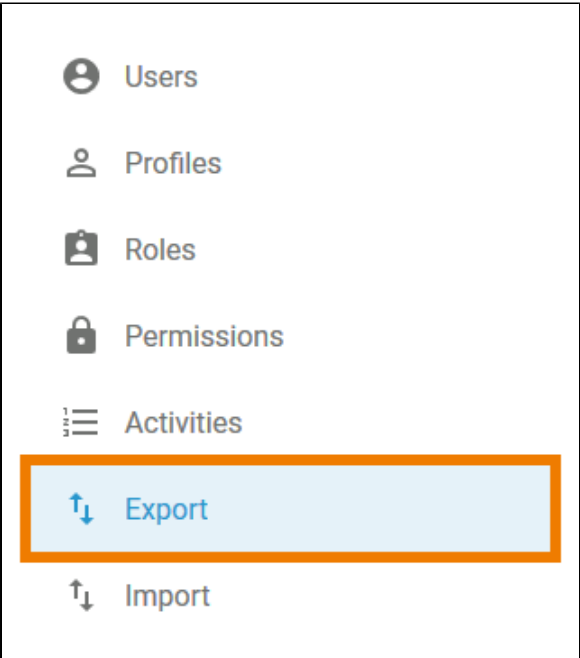


Export

Menu "Export"



Use menu **Export** to export data from your **Scheer PAS Administration**.

On this Page:

- [Menu "Export"](#)
 - [Configuring an Export](#)

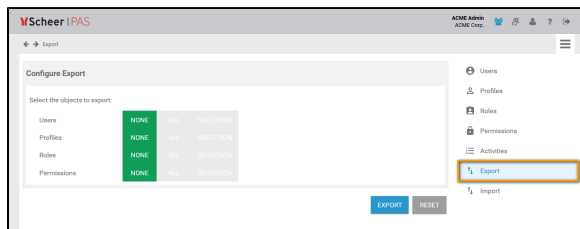
Related Pages:

- [Import](#)
- [Users](#)
- [Profiles](#)
- [Roles](#)
- [Permissions](#)

Administrators can configure the export according to their specific needs in window **Configure Export**.

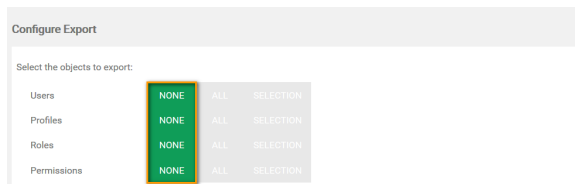
The following elements can be included in an export:

- **Users**
- **Profiles**
- **Roles**
- **Permissions**



Configuring an Export

If you open menu **Export**, no objects are selected. The buttons of all four elements are set to position **NO** **NE**:



To export all elements, set all four buttons to position **ALL**:

Configure Export

Select the objects to export:

Users	NONE	ALL	SELECTION
Profiles	NONE	ALL	SELECTION
Roles	NONE	ALL	SELECTION
Permissions	NONE	ALL	SELECTION

For every element, you can make a separate choice. To select the items of an element, click the corresponding **SELECTION** button:

Configure Export

Select the objects to export:

Users	NONE	ALL	SELECTION
Profiles	NONE	ALL	SELECTION
Roles	NONE	ALL	SELECTION
Permissions	NONE	ALL	SELECTION

A list of available items opens, our example shows the user list. Use the checkboxes to choose the items you want to include in the export. The chosen items are displayed in the footer of the list:

Users (10)

#	Last Name	First Name	Login	Company	Valid until	Activated
1	Adrien	ACME	adrien.adrien	ACME Corp.	12/31/2099	Yes
2	Adler	none	adler.adler	ACME Corp.	12/31/2099	Yes
3	Higgins	Henry	henry.higgins	ACME Corp.	12/31/2099	Yes
4	Doesthite	Eliza	eliza.doesthite	ACME Corp.	10/25/2019	Yes
5	Copperfield	David	david.copperfield	ACME Corp.	10/25/2019	Yes
6	Bloom	Leonard	B100349	ACME Corp.	10/25/2019	Yes
7	Cutfield	William	W100917	ACME Corp.	10/25/2019	Yes
8	Crowne	Lemna	L100408	ACME Corp.	10/25/2019	Yes
9	Deblaus	Stephan	S100111	ACME Corp.	10/25/2019	Yes
10	Delapier	Jane	J100402	ACME Corp.	10/25/2019	Yes

Export Import

david.copperfield eliza.doesthite henry.adler

APPLY CANCEL

Click **Apply** to save your selection. Using the **Cancel** button discards your choice and closes the list.

If all elements are configured, you can start the **Export** by clicking the Export button:

Export

Configure Export

Select the objects to export:

Users	NONE	ALL	SELECTION
Profiles	NONE	ALL	SELECTION
Roles	NONE	ALL	SELECTION
Permissions	NONE	ALL	SELECTION

Export Import

Click **Reset** to reset all configurations to position **NONE**:

Export

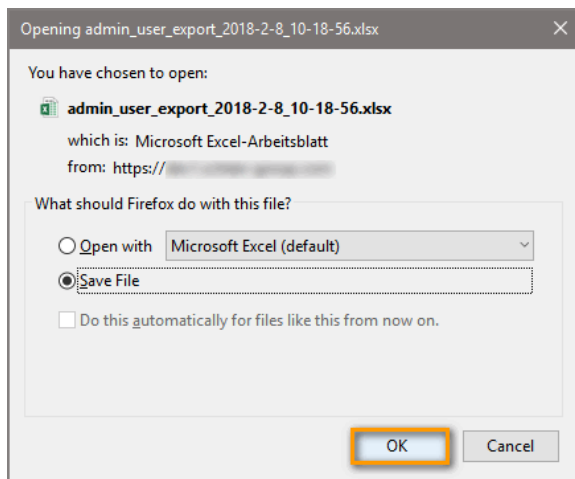
Configure Export

Select the objects to export:

Users	NONE	ALL	SELECTION
Profiles	NONE	ALL	SELECTION
Roles	NONE	ALL	SELECTION
Permissions	NONE	ALL	SELECTION

Export Import

The export creates an Excel file. You can open or save this file. Confirm your choice in the pop-up window:



The export file includes all selected elements and items:



For data protection reasons, passwords are not exported with the data. If you want to use an export file to import users to another system, use the empty column **password** to assign new passwords.

	A	B	C	D	E	F	G	H	I	J	K
		active	loginid	password	username	email	company	validfrom	validto	profile	roles
1	TRUE	irene.adler		adler	irene.adler@axeme-corp.com	AXEME Corp.	18.01.2019	31.12.2019	"42805a0b-ef6a-11e7-b11b-02408d020000"		
2	TRUE	vlad.aucuttin		aucuttin	vlad.aucuttin@axeme-corp.com	AXEME Corp.	23.01.2019	31.12.2019	"9338ba70-3d7c-11e7-b11b-02408d020000"		
3	TRUE	david.copperfield		Copperfield	david.copperfield@axeme-corp.com	AXEME Corp.	23.01.2019	31.12.2019			



On page [Import](#) you can find a preconfigured Excel template to import user data to your **Scheer PAS Administration**.