Exporting Group Member Contact Lists

If you need to get a list of members in a group, it can be useful to export the list to Excel (XLS). Group Administration provides a convenient export option.



Prerequisite & Security Requirements

This process utilizes Series25 WebServices. You will need your institution's login. See **Finding Your WebServices URL and Login Credentials**.

If your user has access to the **Members** tab (such as <u>Administrative: 19.0</u> *Change Security Configurations*) when configuring groups, you will have access to this feature.

To Export Group Member Contact List

1. Configure Members for a Group

earch by Group	Find Group By Contact	~				
Enter Keyword X	Search for a Contact	•	Сору	Delete	Configure	
				Security		
Viewing 31 of 31 groups (1 selected)			Members			
Select or Deselect All Except Sys Admin Group	Select One or More G	Select One or More Groups		Event Fo	Event Form Presentation Default Security	
Group Name	Description	Description			Event Security	
Administrator - Functional	Copy of the Administrat No X25 admin rights.	Copy of the Administrator - System (-1) group without override No X25 admin rights.			Location Security	

Select a group on the home page of the application, then use the **Configure...** menu to choose the **Members** section.

2. Use the Export Members Action

Open the Actions menu, and choose Export Members.



3. Copy the Data URL

Export Members ?				
Download the User List - Excel report for the selected security group				
Run Report				
OR				
Use this URL to load the members of the security group into Excel.				
https://webservices.collegenet.com/r25ws/wrd/school/run/r25users. xml?security_group_id=1				
Copy URL				
Image: Run the report or copy the URL then follow the instruction in the WebServices help.				

You may use the Run Report button to download the "User List - Excel" report (see standard report reference).

Or, copy the URL that is generated for data retrieval using the **Copy URL** button. As referenced previously, you will need your WebServices login.

4. Use the WebServices Instructions to Save to Excel

Use the instructions on the Getting WebServices Data in Excel Format page to save the data in a format for Excel (XLS).