



EXPORT CUSTOMERS

Easily export your customer information and create CSV or XLS data file. Select the data fields, filter the data and download it!

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I. INTRODUCTION

Managing an online store requires keeping systematic information on all your customers gathered in one place. These details can be used to keep in touch with them, for example, for sending news updates, seasonal catalogs, brochures, or promotions or study statistics to appropriately define your intended clientele.

Our free PrestaShop customer export module is used for bringing clients' data to a spreadsheet for easier and more convenient editing. You can select what exactly data fields to copy to your file or the format of the exported file.

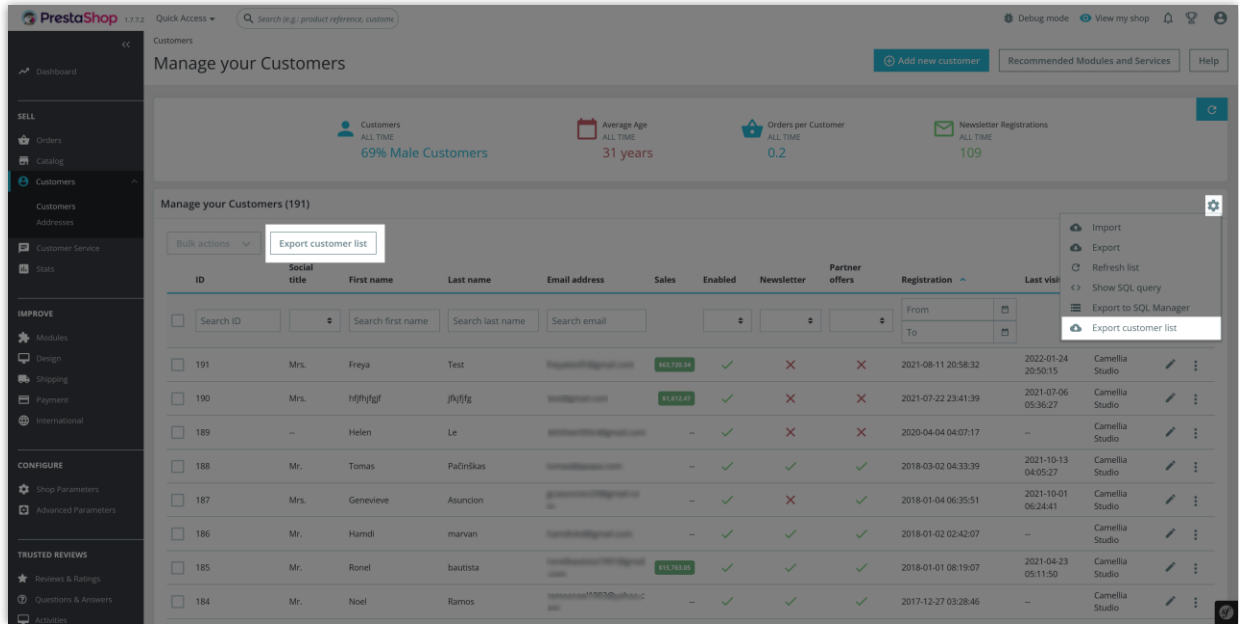
*"Export Customers" is compatible with PrestaShop 1.7.x

II. INSTALLATION

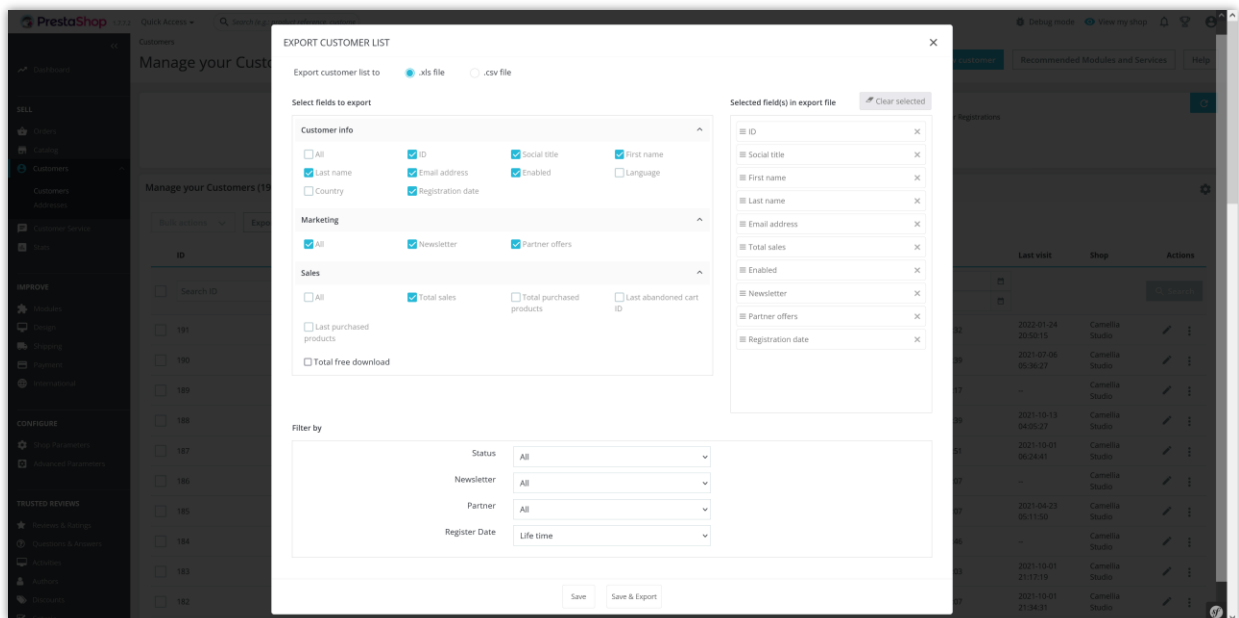
- Navigate to "**Modules / Modules Manager**" > click on "**Upload a module / Select file**".
- Select the module file "**ets_exportcustomer.zip**" from your computer then click on "**Open**" to install.
- Click on "**Configure**" button of the module you just installed to be navigated to "**Customers**" listing page.

III. CONFIGURATION

From your PrestaShop site back office, open the "**Customers**" listing page. You will see the "**Export customer list**" button on the top of customer list or "**Export customer list**" option on "**Settings**" drop-down menu.



Click on the button or the option to open **“Export customer list”** popup.



- Select the format for exported file. Our module supports 2 types of file format: XLS and CSV.
- Select data fields you want to export by checking on the check boxes. You can sort the selected fields order by dragging and dropping the field name on the right column.

- Filter by: select the condition(s) about *Status*, *Newsletter*, *Partner*, *Register Date* to get the customer data you want.

The screenshot shows the 'EXPORT CUSTOMER LIST' dialog box. The 'Export customer list to' section has radio buttons for '.xls file' (selected) and '.csv file'. The 'Select fields to export' section is divided into three categories: Customer info, Marketing, and Sales. The 'Filter by' section has dropdown menus for Status, Newsletter, Partner, and Register Date. The 'Partner' dropdown is open, showing 'All', 'Active', and 'Inactive' options. The 'Save & Export' button is visible at the bottom right.

This screenshot is similar to the one above, showing the 'EXPORT CUSTOMER LIST' dialog box. In this instance, the 'Partner' dropdown is open, showing 'All', 'Yes', and 'No' options. The 'Save & Export' button is visible at the bottom right.

EXPORT CUSTOMER LIST

Export customer list to .xls file .csv file

Select fields to export

Customer info

All ID Social title First name
 Last name Email address Enabled Language
 Country Registration date

Marketing

All Newsletter Partner offers

Sales

All Total sales Total purchased products Last abandoned cart ID
 Last purchased products Total free download

Selected field(s) in export file

- ID
- Social title
- First name
- Last name
- Email address
- Total sales
- Enabled
- Newsletter
- Partner offers
- Registration date

Filter by

Status: All

Newsletter: All

Partner: All

Register Date: All, Yes, No

EXPORT CUSTOMER LIST

Export customer list to .xls file .csv file

Select fields to export

Customer info

All ID Social title First name
 Last name Email address Enabled Language
 Country Registration date

Marketing

All Newsletter Partner offers

Sales

All Total sales Total purchased products Last abandoned cart ID
 Last purchased products Total free download

Selected field(s) in export file

- ID
- Social title
- First name
- Last name
- Email address
- Total sales
- Enabled
- Newsletter
- Partner offers
- Registration date

Filter by

Status: All

Newsletter: All

Partner: All

Register Date: Life time, Life time, This year, This month, From to

After finishing the configuration, click on “**Save and export**” button to export your customer data and download the exported file to your computer.

Below is an example of an exported customer data file:

ID	Social title	First name	Last name	Email address	Total sales	Enabled	Newsletter	Partner offers	Registration date
181	Mrs.	Freya	Tesi		\$63,720.34	Yes	No	No	8/11/2021
190	Mrs.	Hffh/fjff	jfkffjg		\$1,612.47	Yes	No	No	7/12/2021
189	-	Helen	Le			Yes	No	No	4/4/2020
188	Mr.	Tomas	Patinkas			Yes	Yes	Yes	3/2/2018
187	Mrs.	Genevieve	Asuncion			Yes	No	Yes	1/4/2018
186	Mr.	Hamdi	marvan			Yes	Yes	Yes	1/2/2018
185	Mr.	Ronel	bautista		\$15,763.05	Yes	Yes	Yes	1/1/2018
184	Mr.	Noel	Ramos			Yes	Yes	Yes	12/27/2017
183	Mrs.	Viane May	Dafos			Yes	Yes	No	12/20/2017
182	Mrs.	Remelyn	yonson			Yes	No	Yes	12/20/2017
181	Mr.	Gemma	Doriquez			Yes	No	No	12/11/2017
180	Mr.	Rodel	Taping			Yes	Yes	Yes	12/7/2017
179	Mrs.	Yeha	abas			Yes	Yes	No	12/7/2017
178	Mrs.	Liesel	remollo		\$4,975.00	Yes	Yes	Yes	12/5/2017
177	Mr.	Christian	Ybanez			Yes	No	Yes	12/3/2017
176	Mr.	Garry	sarsaba			Yes	Yes	Yes	12/1/2017
175	Mr.	Eptacio	Vallengin			Yes	Yes	No	11/30/2017
174	Mrs.	Dani	Nisma			Yes	Yes	Yes	11/29/2017
173	Mrs.	Shiela Mae	Endepenso			Yes	Yes	Yes	11/29/2017
172	Mrs.	Mary Ann	Linda			Yes	Yes	No	11/28/2017
171	Mr.	Roni	catuluna			Yes	No	Yes	11/28/2017
170	Mrs.	Erlinda	jural			Yes	Yes	No	11/28/2017
169	Mrs.	Karina	Maceda			Yes	Yes	Yes	11/28/2017
168	Mr.	Peter Paul	Bautista			Yes	No	No	11/28/2017
167	Mr.	Jerry Jr.	Goyenechea			Yes	No	Yes	11/28/2017
166	Mrs.	Jowelyn	macalad			Yes	No	No	11/28/2017
165	Mrs.	Deborah	Dela Torre			Yes	Yes	No	11/28/2017
164	Mrs.	Legarda	Macaranas			Yes	No	Yes	11/28/2017
163	-	Jinky	Veloria			Yes	No	No	11/28/2017
162	-	Asonie	Alexander			Yes	No	No	11/28/2017
161	Mrs.	Jhalalaine	cotongan			Yes	Yes	No	11/28/2017
160	Mr.	Alvin	Ybanez			Yes	Yes	Yes	11/28/2017
159	Mrs.	Crissa Lea	Balagona			Yes	Yes	No	11/28/2017
158	Mrs.	Dornalle	De la peña			Yes	Yes	Yes	11/28/2017
157	Mrs.	Jennifer	Arcilla			Yes	Yes	Yes	11/27/2017
156	Mr.	Reynaldo	Rapas			Yes	Yes	Yes	11/27/2017
155	Mrs.	Maria Joelyn	Armejo			Yes	No	Yes	11/27/2017
154	Mr.	Marlo Jay	Salem			Yes	Yes	Yes	11/27/2017

IV. THANK YOU

Thank you again for downloading our product and going through this documentation. We hope this document is helpful and efficient in the installation and usage of **Export Customers** module. If you do have any questions for which the answer is not available in this document, please feel free to contact us.