## Page 1

## Exporting a workspace list to CSV

MSP administrators can export the workspace list to a CSV file from the **Manage Workspaces** page. You can then download the exported CSV file from the activity log.

To export a workspace list to a CSV file:

- 1. Access the Manage Workspaces portal.
- 2. Select ACTIONS:

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## 3. Select Export to CSV:

Create Channel Workspace	
Create Regular Workspace	
Export to CSV	

An export confirmation notification appears.

Note	
You can apply optional <b>Status</b> , <b>Modules</b> , and <b>Type</b> filters to the workspace list before exporting to CSV.	

After the export completes, you can download the CSV file from the activity log.

- 4. Select Control Panel > Activity Logs.
- 5. Locate the activity log entry and select **DOWNLOAD**: