How to Run an Export from the Export Dashboard

How to · https://wpfactory.com/docs/export-dashboard-date-ranges/

To run an export in Export Products, Orders & Customers for WooCommerce, go to WooCommerce > Export, click the tab for the data you want, choose a date range such as All time or a custom range, then click Download CSV or Download XML. Field choices live separately under WPFactory > Export. The dashboard is free.

Open the dashboard

Go to **WooCommerce > Export**. The Dashboard tab lists every tool with an **Open Tool** and **Tool Settings** button. You can also reach a tool directly from its settings section by clicking **Open Tool**.

> **Note:** there are two "Export" entries in the admin. **WPFactory > Export** is the settings (choose fields). **WooCommerce > Export** is this dashboard (run the export). The Products and Customers from Orders sections also have their own inline Export buttons, so for those two you can skip the dashboard.

Step 1: pick a tool

Click the tab for the data you want: Export Customers, Export Customers from Orders, Export Orders, Export Orders Items, or Export Products.

Step 2: choose a date range

Select a predefined range or set a custom one:

- **All time** exports everything.
- Predefined links include **Year**, **Last month**, **This month**, and **Last 7 days**.
- **Custom:** enter a start and end date and click **Go**. Enable the Timepicker option in General if you need times as well as dates.

Step 3: download

Once a range is chosen, a preview table appears with two buttons:

- **Download CSV** writes a comma-separated file (opens in Excel, Google Sheets, or Numbers).
- **Download XML** writes an XML file for system-to-system transfers.

Filter the preview with Filter by All Fields



EXPORT WOOCOMMERCE

See every feature and the pricing on the Export WooCommerce plugin page.

View plugin →

The **Filter by All Fields** box narrows the on-screen results: type a term, click the filter button, and only rows containing that text remain. This is a quick way to check a specific order or customer before downloading. The match is case-sensitive and looks across every column.

Tips for large stores

- Export in smaller date ranges rather than all time.
- Lower Block Size and set a sensible Time Limit in General > Advanced Options.
- For product CSV, turn on Ajax Download so the file builds in the background with a progress bar.

Need a hand?

The Export dashboard is free in Export Products, Orders & Customers for WooCommerce. Our team answers every ticket on the Export WooCommerce support forum.

Related articles

- How to Control Who Can Export Your Store Data
- How to Export Your Store Data to XML
- How to Add Custom Meta Field Columns to Your Export
- How to Export WooCommerce Products, Orders, and Customers
- How to Export WooCommerce Customers to CSV or XML