# Excel Export - Permissions

The Excel Export functionality allows you to export Archer record data to Excel, based on user role permissions. By default, the feature is not activated.

The user can only view and export records for which they have read access permission.

Currently this feature is only available for exporting Audit Workpaper records.

**Important:** The Audit Workpaper: Excel Export right only activates the Export to Excel option on Audit Workpapers, and does not control view or edit access to any of the referenced records or sub-forms within the Workpaper.

For more information on user access roles, see Access Roles.

## Record-level permissions

The Audit Workpaper: Excel Export access right works with existing rights that users have to different applications or records. If records are not visible when exporting Workpaper records, work with your administrator to gain access to the records.