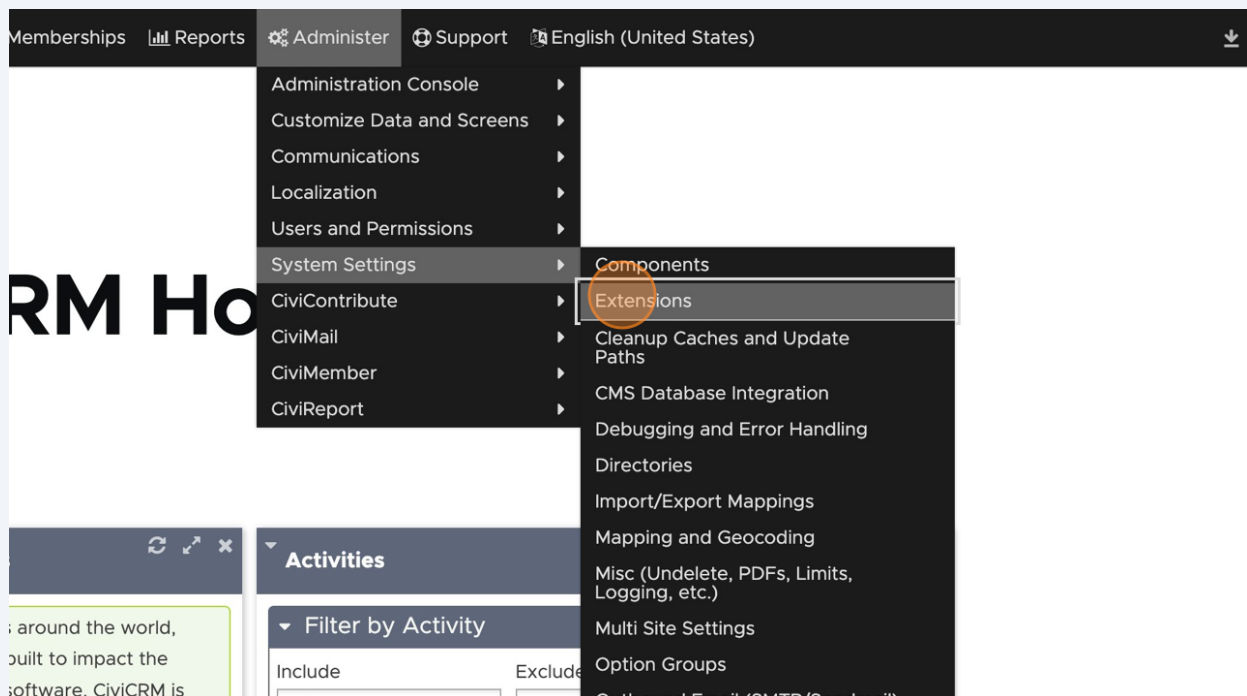


Print Contacts Summary from CiviCRM Extension

1 Navigate to <http://<your-domain>/civicrm/>

2 Click "Extensions"



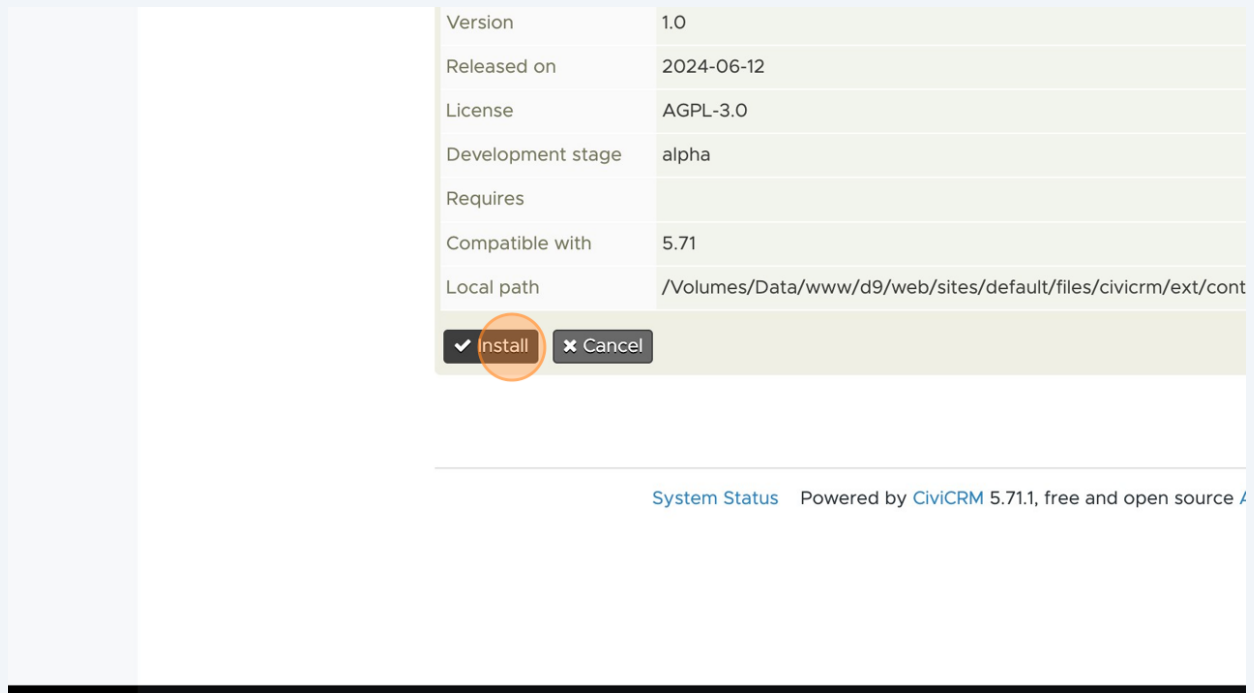
3 Click "Contacts Summary Print"

	Event Registration Barcode Generate Barcode for Event registration email	
	Event Calendar Show CiviCRM Events in Calendar	Enabled
	Worldline Payment Processor Payment processor for worldline payment.	
	Contacts Summary Print Summarize all contact details	
	Contribution cancel actions This extension cancels memberships, participation records when the related contribution is cancelled.	
	Elavon Payment Processor Elavon Payment Processor that used to ship within core	
	Event Check	

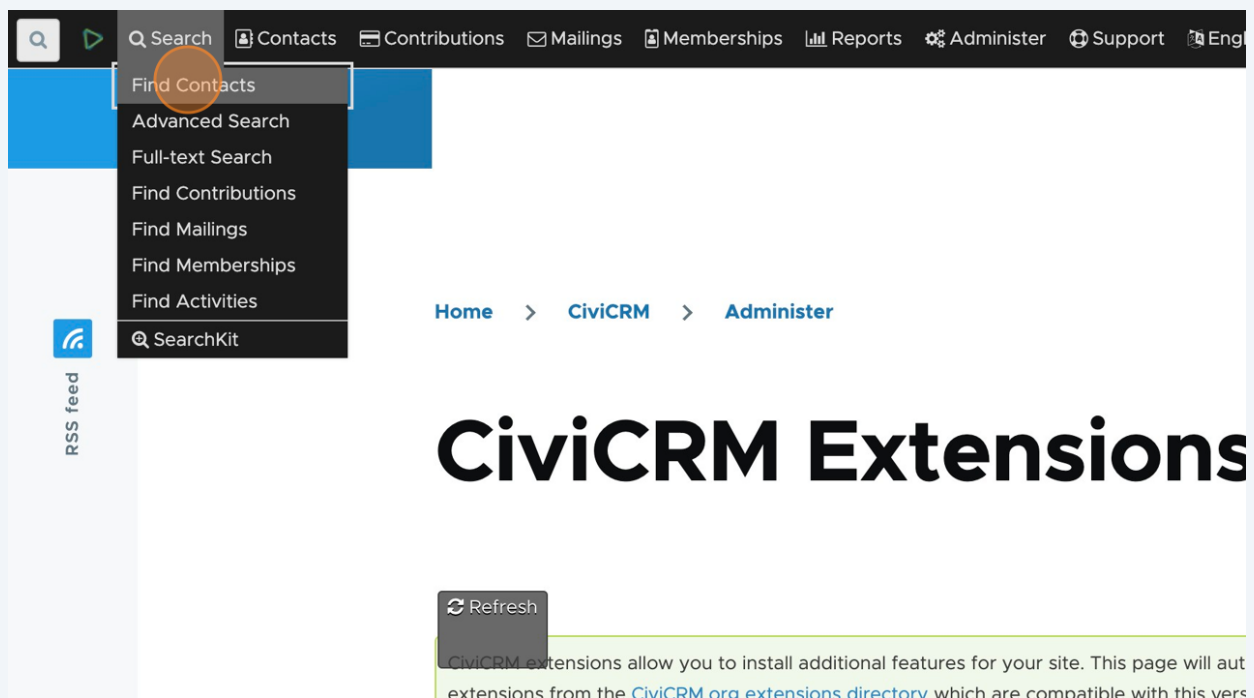
4 Click "Install"

by entry that can be added on activities.			
on Barcode r Event registration email		1.0	Install
s in Calendar		Enabled 4.4	Disable
nt Processor or worldline payment.		1.0	Install
ry Print ct details https://www.gnu.org/licenses/agpl-3.0.html seed (Maintainer; hello@osseed.com) : is a new, undeveloped module 4-06-12 'L-3.0 ia		1.0	Install

5 Click "Install" again



6 Click "Find Contacts"



7 Click "Search", You can add your filters as you need

▼ Edit Search Criteria

Name or Email

is...

in

with

✓ Search

[System Status](#) Powered by [CiviCRM 5.71.1](#), free and open source /

8 Click top checkbox to select all listed contacts

► Edit Search Criteria




7 Contacts

Select Records: ☐ All 7 records ☐ 0 Selected records only

⚙ Actions

A B C D E F G H I J K L M N O P Q R S T U

⊕ Reset all selections

	Name	Address	City	State	Postal	Country	Email
<input type="checkbox"/>	 Coleman and Bennett Trading	90 South White New ...	55 Rocky Old Parkway	CAB	558 Green Clarendon Drive	Angola	loteby@n
<input type="checkbox"/>	 Default Organization	351 Second Street	249 New Road	AB	564 Milton Parkway	Bahamas	fixme.dor
<input type="checkbox"/>	 Gawade,	241 Old	814 South	BR	78 Milton	India	vinay@os



- 9 Click "Actions" & search for "Print Contacts Summary" option

Find Contacts

▸ Edit Search Criteria






7 Contacts

Select Records: ☐ All 7 records ☒ 7 Selected records only

 Actions 

A B C D E F G H I J K L M N O P Q R S T U V W X Y

⊕ Reset all selections



	Name	Address	City	State	Postal	Country	Email	Phone
	 Coleman and Bennett Trading	90 South White New ...	55 Rocky Old Parkway	CAB	558 Green Clarendon Drive	Angola	loteby@mailina...	+1 (129) 659-3027
	 Default	351	249 New	AR	564	Bahamas	fixme.domainem	+1

- 10 Click "Print Contacts Summary"



▸ Edit Search Criteria

7 Contacts

Select Records: ☐ All 7 records ☒ 7 Selected records only

 Actions 

- Mailing labels - print
- Merge contacts
- Print Contacts Summary**
- Print selected rows
- Print/merge document
- Restore contacts from trash
- Tag - add to contacts

	Organization	Second Street	Road		Postal	Country	Email
					558	Angola	loteby@maili
					Green		
					Clarendon		
					Drive		
					564	Bahamas	fixme.domair
					Milton Parkway		
	 Gawade, Vinay	241 Old Street	814 South Fashion	BR	78 Milton Parkway	India	vinay@ossee

11 Now for download contact list in PDF file, Click "Download PDF"

Address 1: 32 Hague Avenue
Address 2: 68 North Hague Avenue
City: 24 Cowley Court
State: 05
Zip Code: 13 South First Avenue
Mobile Number: +1 (434) 534-4056

Number of selected contacts: 7

[View Selected Contacts](#)

✓ Download DOCX **✓ Download PDF** ✕ Cancel

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Address 1: 32 Hague Avenue
Address 2: 68 North Hague Avenue
City: 24 Cowley Court
State: 05
Zip Code: 13 South First Avenue
Mobile Number: +1 (434) 534-4056

Number of selected contacts: 7

[View Selected Contacts](#)

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