

ADMIN CONSOLE > MANAGE SHARED ITEMS > EXPORT ORGANIZATION ITEMS

Export Organization Items

Export Organization Items

For organizations, exporting data and storing it in a secure location is a great way of ensuring access to a backup. Organizations can export data from the web app and CLI. Vault data is decrypted locally by the client before export, meaning no unencrypted data is transported over the internet when you create an export. There are two ways to export organization data:

- Organization members with the [Manage collection permission](#) can export item data from collections for which they have that permission by following [this process](#).
- Organization [admins, owners, and custom users with the correct permissions](#) can export all organization item data by using this instructions in this article.

Exports can be made in a few different formats, however Bitwarden recommends using an [encrypted .json option](#) for best security and a more complete export, as [.csv](#) files won't currently export cards or identities, and only [.json](#) exports include [stored passkeys](#) and [SSH keys](#). For a complete list of all the items and fields included in an organizations vault export, see this [JSON sample](#).

⇒Web app

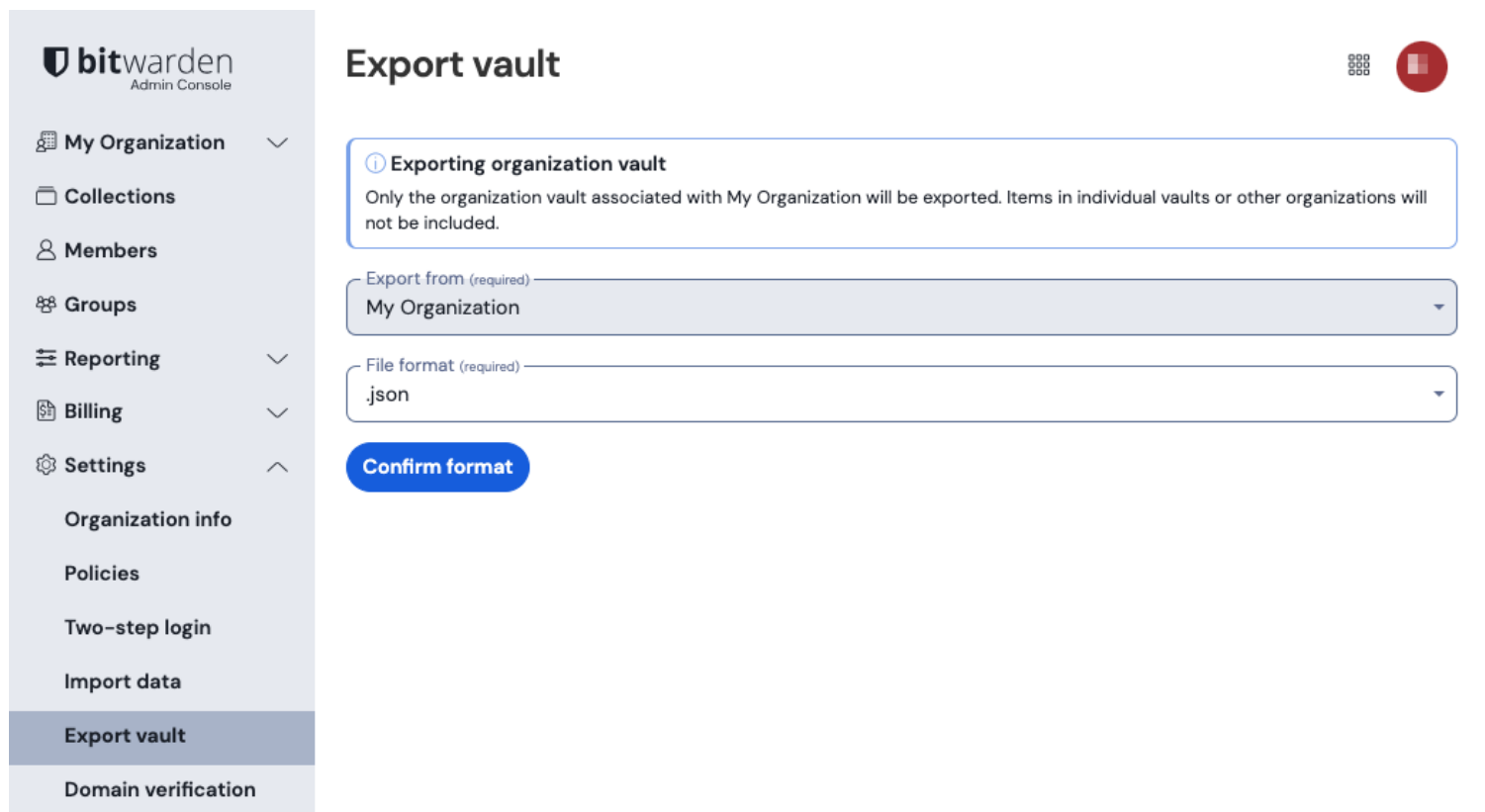
To export your organization data from the web app:

1. Open the **Admin Console** using the product switcher:

The screenshot displays the Bitwarden web application interface. On the left is a dark blue sidebar with navigation options: Password Manager, Vaults, Send, Tools, Reports, and Settings. Below these, a 'Product Manager' section contains three items: Password Manager, Secrets Manager, and Admin Console. A red box highlights the 'Admin Console' option, with a red arrow pointing to it from the 'Product switcher' label below. The main content area is titled 'All vaults' and features a 'FILTERS' sidebar on the left with search and category options. The main list shows four vaults: 'Company Credit Card' (owned by 'My Organiz...'), 'Personal Login' (owned by 'Me'), 'Secure Note' (owned by 'Me'), and 'Shared Login' (owned by 'My Organiz...'). Each vault entry includes a checkbox, an icon, the vault name, details, and the owner's name in a colored pill.

Product switcher

2. Select **Export** → **Export vault** from the navigation:



Export vault

Exporting organization vault
Only the organization vault associated with My Organization will be exported. Items in individual vaults or other organizations will not be included.

Export from (required)
My Organization

File format (required)
.json

Confirm format

Export organization vault

3. On the vault export page, choose a **File format** (**.json**, **.csv**, or **.json (Encrypted)**) and select the **Confirm format** button.

⚠ Warning

Unless you are using an [encrypted export](#), do not store or send the exported file over insecure channels, like email, and delete the file immediately after use.

4. Enter your master password and select the **Export vault** button.

📘 Note

Exporting an organization's vault data will be captured by event logs. [Learn more.](#)

⇒CLI

 Tip

Sync your vault with `bw sync` before exporting to ensure the most up-to-date information is included.

To export your organization data from the CLI, use the `export` command with the `--organizationid` option. By default, `export` will export your vault as a `.CSV` and save the file to the working directory, however this behavior can be altered using options:

Bash

```
bw export my-master-password --organizationid 7063feab-4b10-472e-b64c-785e2b870b92 --output /users/me/documents/ --format json --session my-session-key
```

 Tip

If you don't know your `organizationid` value off-hand, you can access it at the command-line using `bw list organizations`.

For more detail, see our [CLI documentation](#).

 Note

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