

# Creating a User List

Last Modified on 11/06/2024 1:45 pm EST

## Overview

You can export a user list using the **Export As CSV** button from the *User Management* screen, allowing an Administrator to download a user list consisting of all members in an Org.

The user list will exclude users with the following email domains:

- resolver.com
- coreqe.com
- kroll.com
- crispthinking.com

---

## User Account Requirements

The user must have Administrator or advanced permissions to access the *User Management* screen.

---

## Related Information/Setup

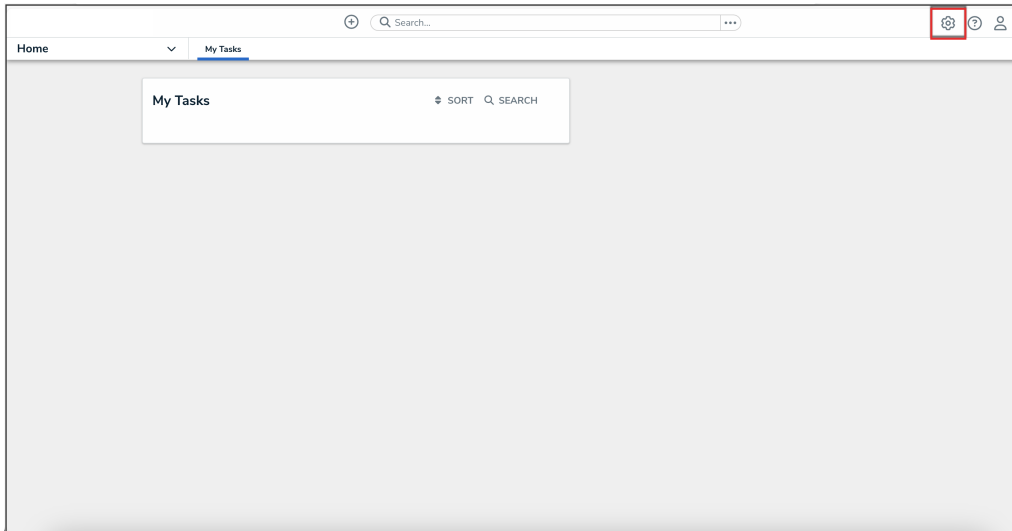
For more information on using the User Audit Trail, please refer to the [User Audit Trail Overview](#) and [User Audit Trail Events & Filters](#) articles.

For more information on exporting the User Audit Trail, please refer to the [Exporting the User Audit Trail](#) article.

---

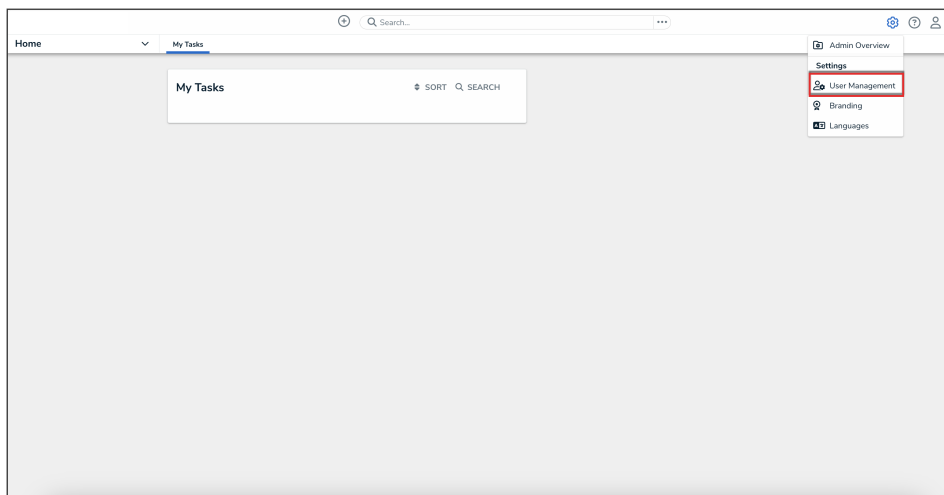
## Navigation

1. From the *Home* screen, click the **Administration** icon.



*Administration Icon*

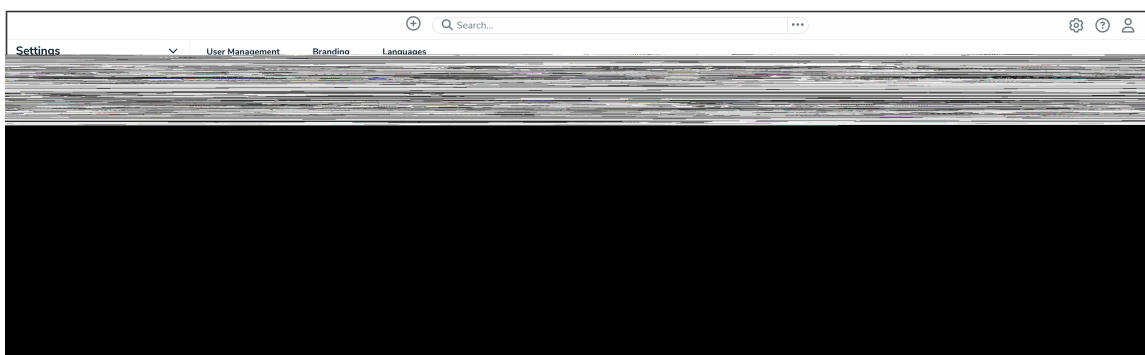
2. From the **Administrator Settings** menu, click **User Management**.



*Administrator Settings Menu*

## Creating a User List

1. From the **User Management** screen, click the **Export as CSV** button to export the user list.



*Export As CSV Button*

2. The user list will open using the PC's default spreadsheet application.
3. The following information will be included in the user list:
  - **Name:** The **Name** column lists the user's first and last name.
  - **Email:** The **Email** column lists the user's email address.
  - **Status:** The **Status** column lists the user's current account status (Active or Inactive)
  - **Last Login (UTC):** The **Last Login** lists the last date and time the user logged into Resolver.
  - **Roles:** The **Roles** column lists the Roles the user is assigned.
  - **User Groups:** The **User Groups** column lists the user groups the user is assigned.
  - **User type columns:** The **Admin, All Data Access, SSO Access, Advanced Permission - User Management, and Portal URL Access** columns will list 'Yes' or 'No' depending on what permissions that user has. For more information on what each of these user types are, please refer to the [Create a New User](#) article.
  - **Portal URLs:** The **Portal URLs** column will list any of the Portal URLs that a user is assigned to.