

Creating a User List

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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 permissions to create a user list.

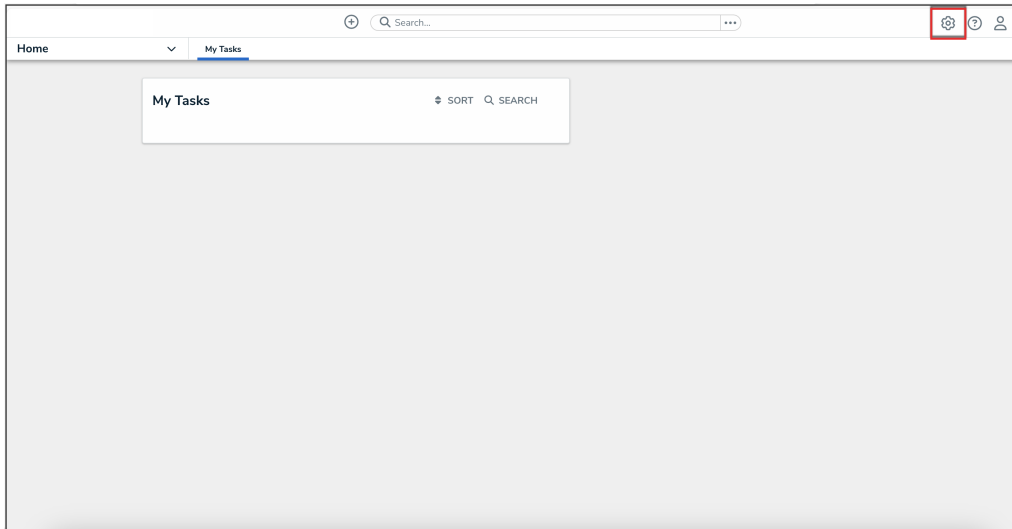
Related Information/Setup

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.

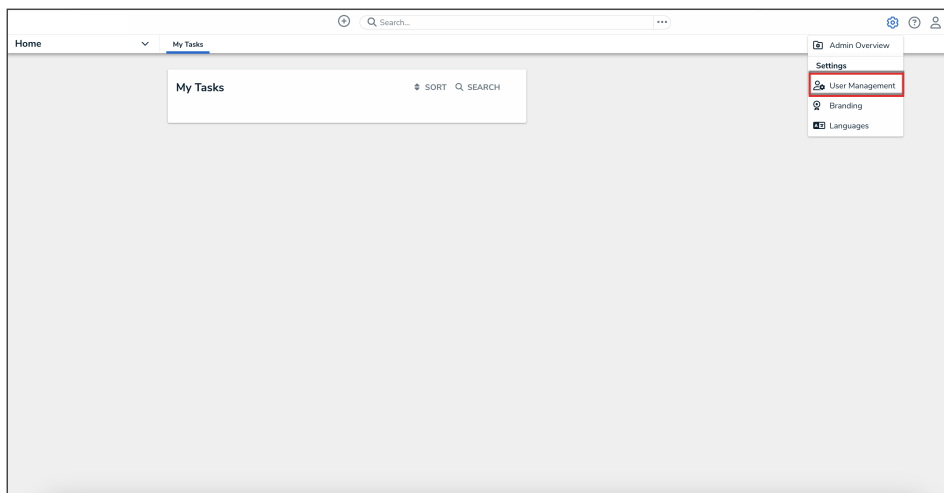
Navigation

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



Administration Icon

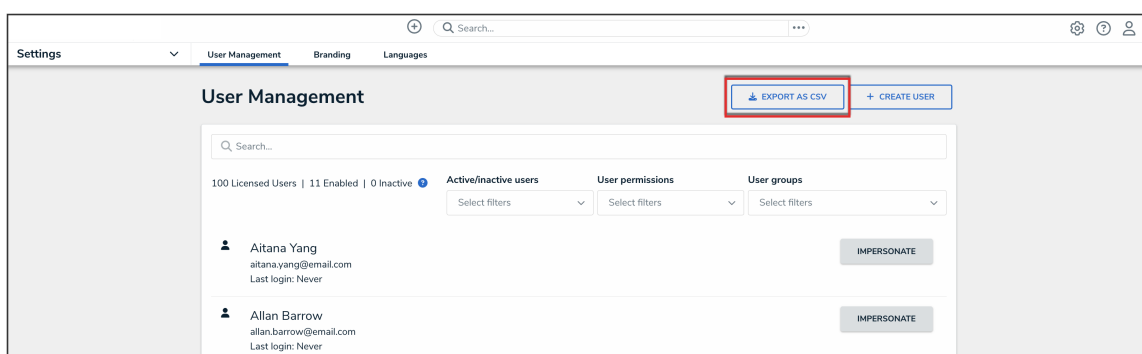
2. From the **Administrator Settings** menu, click **User Management**.



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.
 - **Advanced Permissions types:** **The Advanced Permission - User Management, Advanced Permission - Settings Management, and Advanced Permission - Data Management** columns will list 'Yes' or 'No' depending on what advanced permissions that user has. For more information on what each of these advanced permission types are, please refer to the [Advanced Permissions Types](#) article.
 - **Portal URLs:** The **Portal URLs** column will list any of the Portal URLs that a user is assigned to.