

Creating a User List

Last Modified on 06/13/2024 1:42 pm EDT

Overview

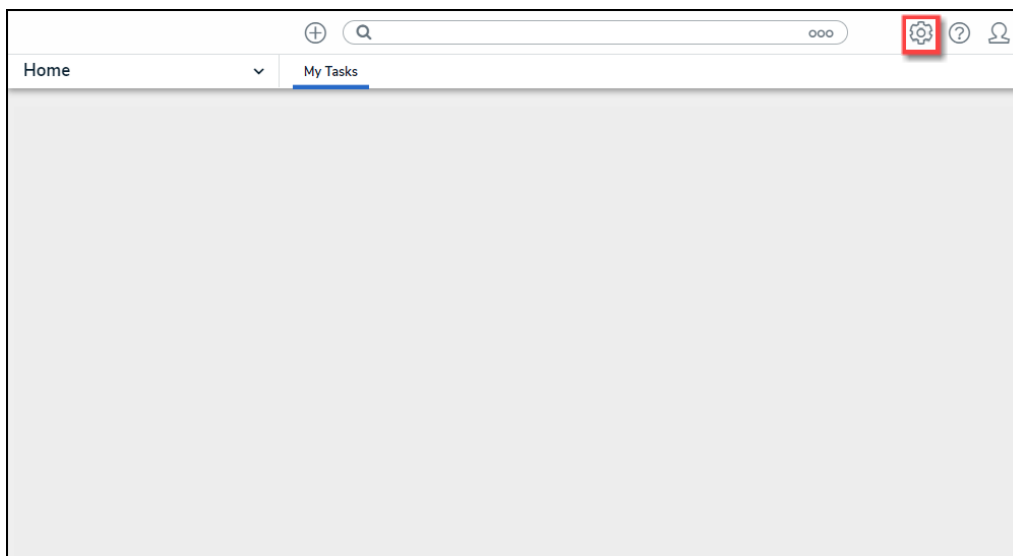
The Export User List feature adds an **Export As CSV** button to the **Users** screen, allowing an Administrator to download a User List consisting of all members in an Organization.

The User List will exclude users with the following email domains:

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

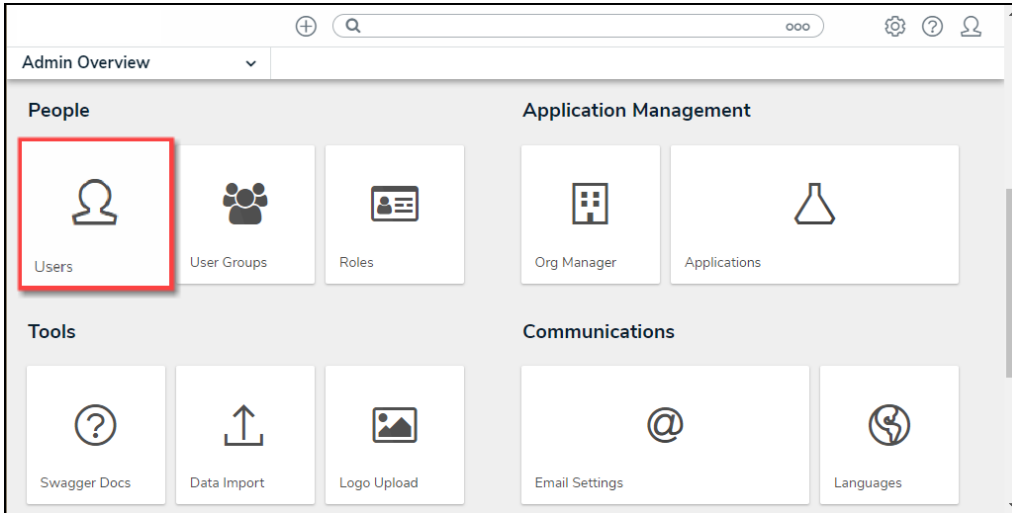
Navigation

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



Administration Icon

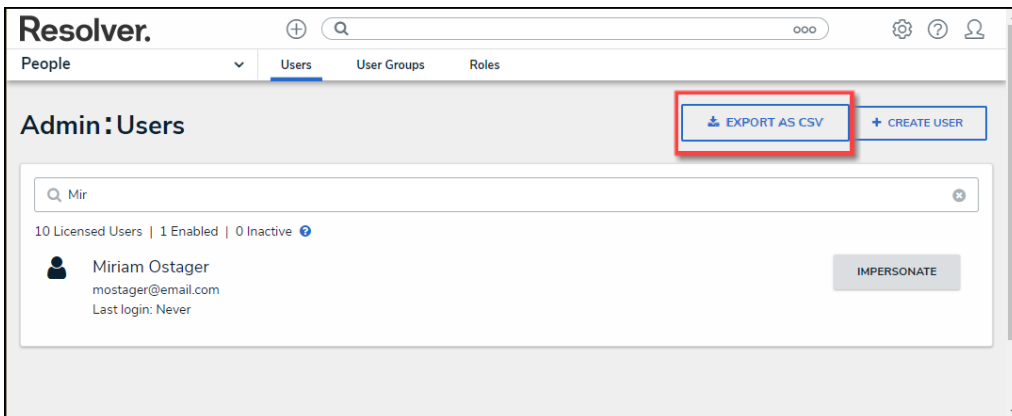
2. From the **Admin Overview** screen, click on the **Users** tile under the **People** section.



Users Tile

Creating a User List

1. From the **Users** screen, click the **Export As CSV** button to create the User List.



Export As CSV Button

2. The User List is 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.

	A	B	C	D	E	F
1	Name	Email	Status	Last Login (UTC)	Roles	User Groups
2	Miriam Ostager	mostager@email.com	Active	Never logged in	Activity Owner, Additional CC Access, All Master Records - IM, Task Assigned To	Activity Owner (Limited User)
3						
4						
5						

User List