

# **Creating a User List**

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#### **Overview**

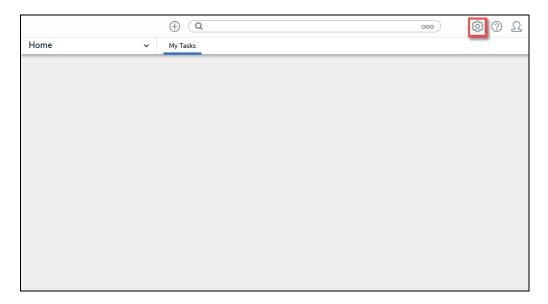
The Export User List feature adds an **Export As CSV** button to the **Users** screen, allowing an Administrator to download a User List consisting of all members in an Organization.

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

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

## **Navigation**

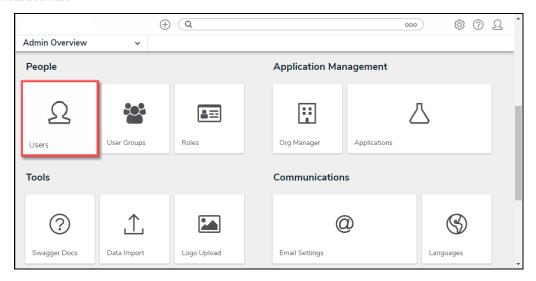
1. From the *Home* screen, click on the **System** icon.



System Icon

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

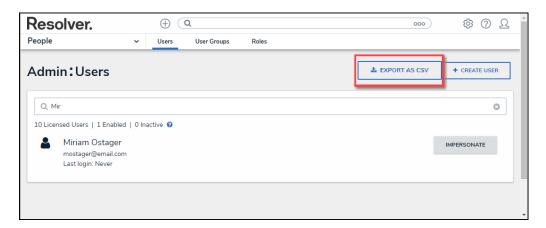




Users Tile

### **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 Statue 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 List