Export User Information

You can export the Users List in an Excel file. The exported file contains all the information you see in the list, along with profile-specific details such as Active and Admin Comments.

> **Note**: To export a list with only certain users, select the corresponding criteria in the filters at the top of the list to identify the users you want to export.

In the exported user file, you see the Profile tab that contains the users' information, along with three additional tabs:

- **Notification Addresses**: List of notification addresses (for example, email, mobile, pager, or voice) associated with each user.
- **Roles**: List of roles associated with each user and whether they can assign other users to that role.

	A	B	C	D	E	F	G
1	Username	Last login	Display Name	Organization	Login Email	Active	Admin Comments
2	abaqua	01/13/2014 10:23	Azure B. Aqua	Springfield County	aaqua@email.com	Yes	
3	andemo	05/20/2016 12:00	Andy System	City Hospital	asystem@email.com	Yes	
4	abturquoise	04/21/2010 05:25	Azure B. Turquoise	County Hospital	aturquoise@email.com	Yes	
5	nborange	06/16/2017 14:35	Neon Bright Orange	Springfield County	norange@email.com	Yes	
6	rablue	10/02/2018 10:15	Royal A. Blue	County Hospital	rblue@email.com	Yes	

To export user information

1. In the main menu, click **Setup** and then click **Users**. The *Users List* opens.
2. If appropriate, filter the list of users to identify only those you want to export.
3. At the top, click **Export**. The file is downloaded according to your browser settings.