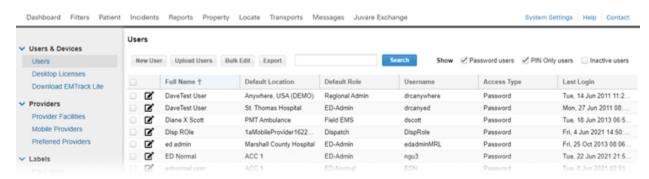
Export the User Report

Home > EMTrack > EMTrack User Accounts > Export the User Report



With appropriate permissions, the User Report is available through System Settings. The User Report offers information about users in the region, including details such as the username, first name, last name, organization, location, role, default location, and status of each user.

Note: The report is generated according to selected filters (such as searched words, Password users, PIN Only users, and Inactive users) on the Users page.



To export the User Report

- 1. On the upper right, click System Settings.
- 2. On the left, under Users & Devices, click Users. The Users page opens.
- 3. Above the table, use the Search, to locate specific users based on name, location, role, or username.
- 4. For Show, select or clear the Password users, PIN Only users, or Inactive users check boxes to identify which users you want to view.
- 5. Click **Export**. The report is downloaded according to your browser settings.