

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.

Dashboard Filters Patient Incidents Reports Property Locate Transports Messages Juvenile Exchange [System Settings](#) [Help](#) [Contact](#)

Users & Devices

- Users
- Desktop Licenses
- Download EMTrack Lite

Providers

- Provider Facilities
- Mobile Providers
- Preferred Providers

Labels

View 1 labels

Users

New User Upload Users Bulk Edit Export [Search](#) Show ☒ Password users ☒ PIN Only users ☐ Inactive users

<input type="checkbox"/>	Full Name ↑	Default Location	Default Role	Username	Access Type	Last Login
<input type="checkbox"/>	<input checked="" type="checkbox"/> DaveTest User	Anywhere, USA (DEMO)	Regional Admin	drcanywhere	Password	Tue, 14 Jun 2011 11:2...
<input type="checkbox"/>	<input checked="" type="checkbox"/> DaveTest User	St. Thomas Hospital	ED-Admin	drcanyed	Password	Mon, 27 Jun 2011 08:...
<input type="checkbox"/>	<input checked="" type="checkbox"/> Diane X Scott	PMT Ambulance	Field EMS	dscott	Password	Tue, 18 Jun 2013 06:5...
<input type="checkbox"/>	<input checked="" type="checkbox"/> Disp R0le	1aMobileProvider1622...	Dispatch	DispRole	Password	Fri, 4 Jun 2021 14:50:...
<input type="checkbox"/>	<input checked="" type="checkbox"/> ed admin	Marshall County Hospital	ED-Admin	edadminMRL	Password	Fri, 25 Oct 2013 08:06...
<input type="checkbox"/>	<input checked="" type="checkbox"/> ED Normal	ACC 1	ED-Admin	ngu3	Password	Tue, 22 Jun 2021 21:5...
<input type="checkbox"/>	<input checked="" type="checkbox"/> ednormal user	ACC 1	ED-Normal	EDN	Password	Tue, 8 Jun 2021 02:01...

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.