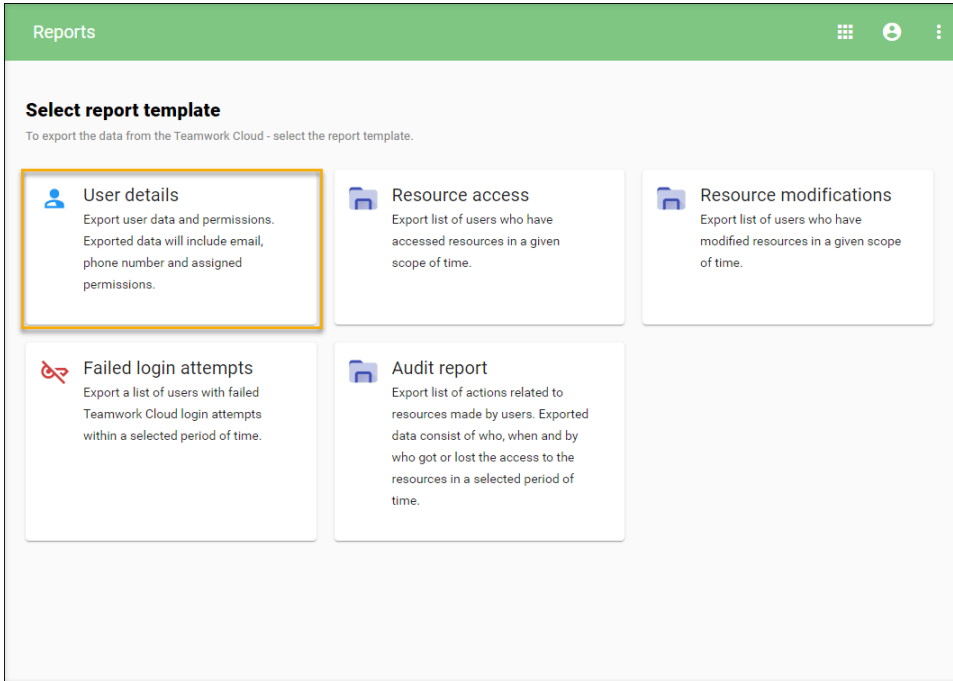


Generating a report

To generate a report

1. Open the [Reports](#) application.
2. Select the desired report template. In this example we use the User details report template:



3. Select the scope of users. You can select a single, multiple, or all users.
4. Click **Next**.

1

Scope

Properties

Select the user scope for the report. Choosing specific users displays information only about the selected users only.

User search

Unselect all (115 users selected)

☒

 AAE15

☒

 AAS5

☒

 ABE20

☒

 ABS8

☒

 ABV3

☒

 ACS10

☒

 Administrator

☒

 AGS6

CANCEL

NEXT

5. Next, select the format of the report and choose whether to include assigned roles in the reported data:

Scope

2

Properties

Format:

Options:

☒ XLSX

☐ CSV

☐ Include assigned roles

CANCEL

FINISH

6. Click **Finish** and **Save** to generate and save your report. Below is an example of a User details report file:

The screenshot displays the Microsoft Excel interface with the 'user-details.xlsx' file open. The 'Home' tab is active on the ribbon. The spreadsheet content is as follows:

Users details report						
Report generated: 06-05-2022 04:12 PM						
#	Username	Clearance	Full Name	Phone Number	Email	Department
1	john_smith	CP	John Smith			