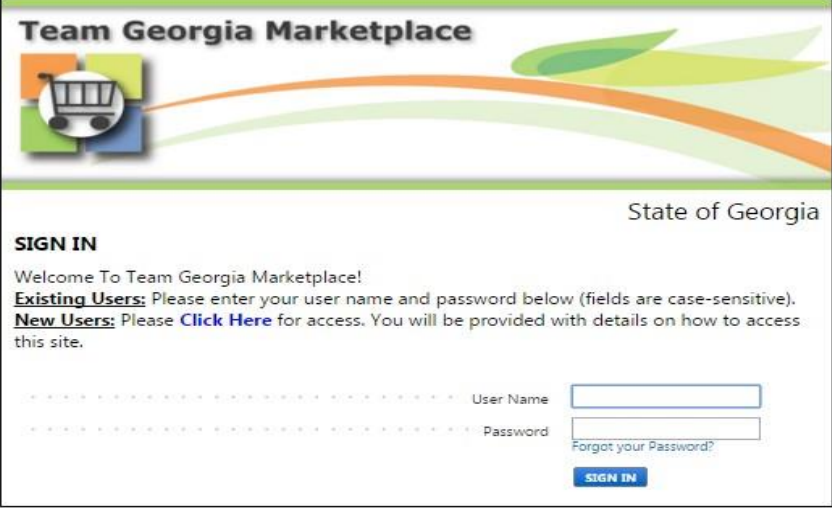
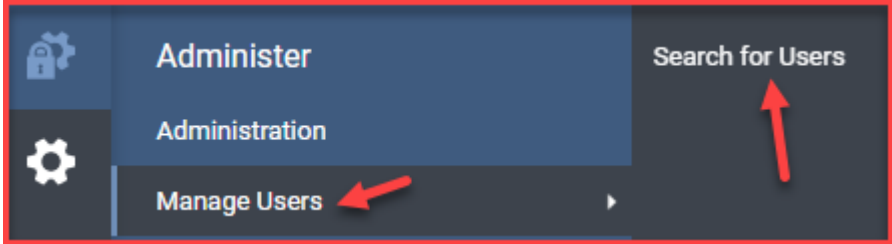
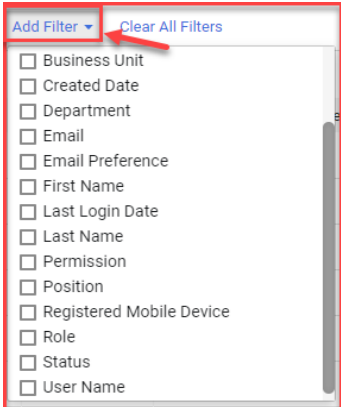
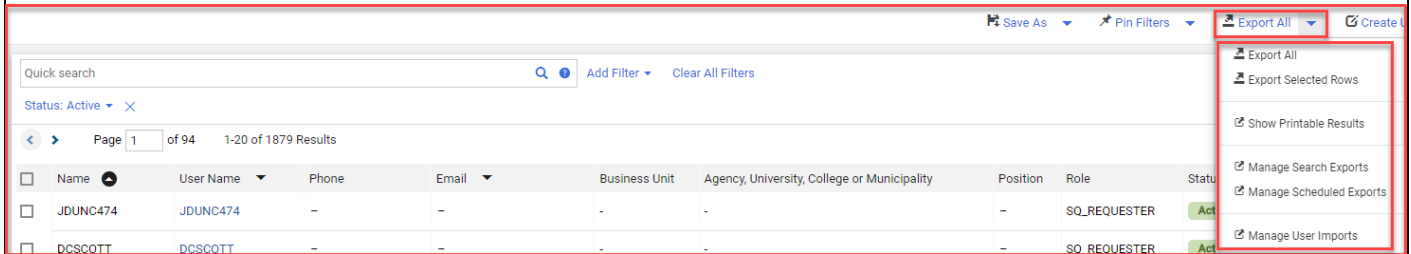


Export list of users per BU

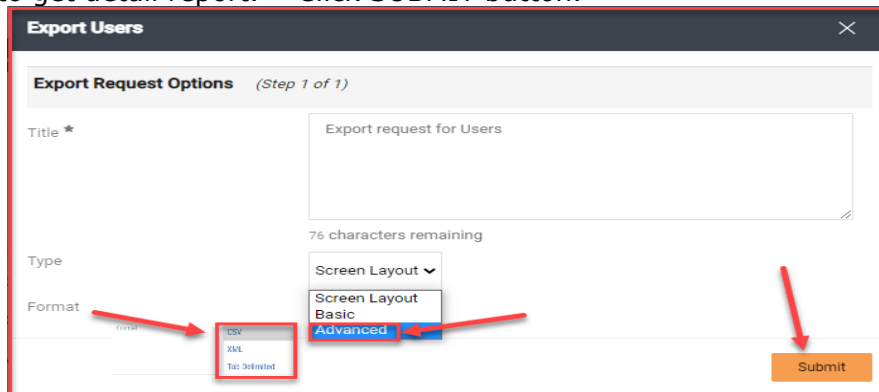
This document outlines the process for agency admins to export the list of users per business unit.

Step #	Action
1	<p>Sign into Team Georgia Marketplace as agency admin.</p> 
2	<p>Go to Site Administration > Manage Users > Search for Users.</p> 
3	<p>1. From the Add Filter Dropdown , Select the type of Users (Active, Inactive, Pending, or Rejected) , Select the Business Unit from the dropdown (Technical Schools your default Business Unit will be displayed) , Select the particular "Role", For All Roles leave selection "Blank". (Technical Schools Roles: Assign Cart BU, Assign Cart, and SQ Requesters). Search results will be displayed in the lower window.</p> 

4 Default Export Options are All Users or Selected Users. To select a specific group of users, select the check box next to the Status Column for each user you would like to export.



5 Enter a description for export in the Title Box. Here we will select "Advanced" and "CSV" as file format, to get detail report. Click SUBMIT button.



Export Types:

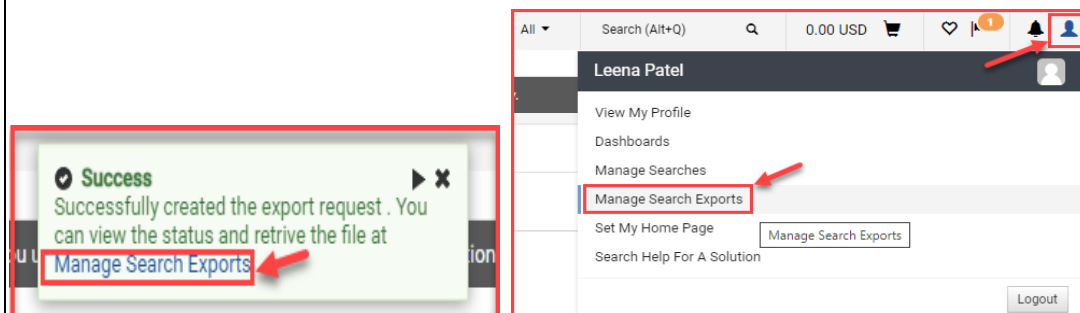
*Basic CSV Export – Export simple profile information such as first name, last name email, roles.

*Advanced CSV Export – Export full profile information including custom fields, permissions and more.

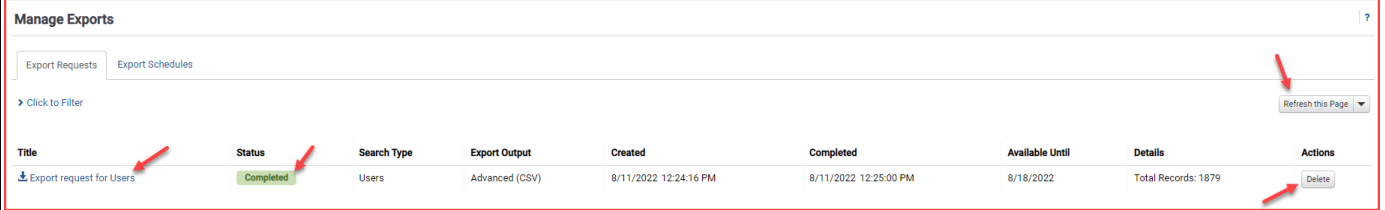
*XML Export – Export is based on the user import XML and primarily used as an edit method for reimporting user information *(Only to be used by SciQuest Administrator at State Level)*

*Tab Delimited Export – Export profile to make changes to the file and reimport.

6 You will get confirmation message. Click on Manage Search Export or the link available under profile.



- The status of your request can be seen from the "Export Results" Page. Completed Requests are displayed with "Completed". You can click "Refresh this Page" button if the report is still not in COMPLETED status.
- Select the hyperlink of the file to download file for viewing or to save export.
- Click DELETE button to delete the exported file.



Manage Exports ?

Export Requests | Export Schedules

> Click to Filter Refresh this Page

Title	Status	Search Type	Export Output	Created	Completed	Available Until	Details	Actions
Export request for Users	Completed	Users	Advanced (CSV)	8/11/2022 12:24:16 PM	8/11/2022 12:25:00 PM	8/18/2022	Total Records: 1879	Delete

End process.