

Users Report

Published on 08/28/2020

The User Report allows you to review and update information on all users inside your account.

The screenshot shows the 'Q3-20 Users' report. It includes a sidebar with navigation options like 'My Reports', 'Shared With Me', and 'All Reports'. The main content area displays a table of users with the following data:

PEOPLE	USER STATUS	ROLE TYPE	ROLE	USER CREATED	LAST LOGIN	EMAIL ADDRESS	JOB TITLE
Christy Drucker	Active	System	Admin	5/03/2019	8/28/2020	christy@truesoap.co	Creative Director
Victoria Pratt	Active	System	Admin	5/03/2019	8/28/2020	victoria@truesoap.co	VP
Megan Diaz	Active	Team Member	Team Member	5/03/2019	8/28/2020	megan@truesoap.co	Marketing Director
Grace Deng	Active	Team Member	Team Member	5/03/2019	8/28/2020	grace@truesoap.co	Graphic Designer
Emily Sanchez	Active	Stakeholder	Reviewer	5/03/2019	8/28/2020	emily@truesoap.co	
Paul Moran	Active	System	Admin	5/03/2019	8/28/2020	paul@truesoap.co	Project Manager
Caleb Callan	Active	System	Admin	5/02/2019	5/03/2019	caleb@truesoap.co	
Gavan Dezhnev	Active	System	Admin	5/03/2019	5/03/2019	gavan@truesoap.co	
Elizabeth Savoie	Invited	Stakeholder	Reviewer	11/14/2019		elizabeth@truesoap.co	

Available Columns & Filters

	Available Columns	Available Filters
Added By	✓ (Selected By Default)	
Date		✓
People		✓
Email Address	✓ (selected by Default)	
Job Title	✓	
Last Login	✓ (Selected by Default)	
Role Type	✓ (Selected By Default)	✓
Role	✓ (Selected By Default)	✓
User Created	✓ (Selected By Default)	
User Status	✓ (Selected By Default)	✓

Accessing Profiles from your Users Report

You can view and edit profiles by selecting the name of a user from any Users report you create. Select Save when your changes are complete.

Reports	Users ...																																																
My Reports	<p>Description Add description...</p> <p>Report Type Users</p> <p>Add a filter</p> <p>1-19 of 19 Columns ▾</p> <table border="1"> <thead> <tr> <th>USER NAME ▲</th> <th>USER STATUS</th> <th>ROLE TYPE</th> <th>ROLE</th> <th>USER CREATED</th> <th>LAST LOGIN</th> </tr> </thead> <tbody> <tr> <td>Andy Eaves</td> <td>Invited</td> <td>Stakeholder</td> <td>Reviewer</td> <td>2/25/2019</td> <td></td> </tr> <tr> <td>Caleb Eisenhower</td> <td>Active</td> <td>Team Member</td> <td>Team Member</td> <td>2/25/2019</td> <td>10/01/2020</td> </tr> <tr> <td>Calli Edgerton</td> <td>Invited</td> <td>Team Member</td> <td>Team Member</td> <td>2/25/2019</td> <td></td> </tr> <tr> <td>Catrina Edmond</td> <td>Inactive</td> <td>Team Member</td> <td>Team Member</td> <td>2/25/2019</td> <td>11/19/2020</td> </tr> <tr> <td>Chris Cuda</td> <td>Inactive</td> <td>System</td> <td>Admin</td> <td>2/25/2019</td> <td></td> </tr> <tr> <td>Christy Drucker</td> <td>Active</td> <td>System</td> <td>Admin</td> <td>12/13/2018</td> <td>7/27/2021</td> </tr> <tr> <td>Emily Sanchez</td> <td>Active</td> <td>Stakeholder</td> <td>Reviewer</td> <td>2/25/2019</td> <td>7/01/2021</td> </tr> </tbody> </table>	USER NAME ▲	USER STATUS	ROLE TYPE	ROLE	USER CREATED	LAST LOGIN	Andy Eaves	Invited	Stakeholder	Reviewer	2/25/2019		Caleb Eisenhower	Active	Team Member	Team Member	2/25/2019	10/01/2020	Calli Edgerton	Invited	Team Member	Team Member	2/25/2019		Catrina Edmond	Inactive	Team Member	Team Member	2/25/2019	11/19/2020	Chris Cuda	Inactive	System	Admin	2/25/2019		Christy Drucker	Active	System	Admin	12/13/2018	7/27/2021	Emily Sanchez	Active	Stakeholder	Reviewer	2/25/2019	7/01/2021
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