Users Report

Published on 08/28/2020

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

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	**Description**					
Shared With Me	Add description...					
Shared With Others						
All Reports	**Report Type**					
Archived	Users					

Add a filter

1-19 of 19   Columns ⌄

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