

Knowledgebase > Managers & Site Owners > Reports > Creating a Report on Users & Teams

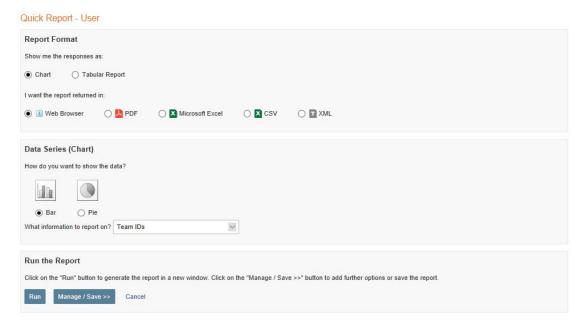
Creating a Report on Users & Teams

Software Support - 2019-04-11 - Reports

This KB article has step-by-step instructions in order to provide a detailed report on all users & teams within a workspace.

- 1. Open the workspace that you wish to report on.
- 2. Click "manage workspace" and select "members" from the drop-down.
- 3. Select "Report on these members" from under the "actions" list at the bottom.

This will display a quick report - user, as shown below:



You can either choose the following formats chart or tabular report.

The chart will display the data in a graph whereas the tabular report will display much more data within a table. You also then have the choice to display the results in the web browser or export them to PDF, Microsoft Excel, CSV or XML files.

In this example, I'm creating a detailed report so therefore we'll continue to use a tabular report.

4. Change the responses from "chart" to "tabular report" which will provide much more in-depth details as shown below:

| Attributes (Tabular Report) | |
|--|----------------------------|
| Select the fields to appear in the report | |
| User Email Address | |
| User Email Address Domain | |
| | |
| User Last Name | |
| ✓ User Name | |
| User Organisation | |
| User Social Contacts (formatted) | |
| Workspace Member Type | |
| | |
| ☑ Is Manager? | |
| ☑ Is Moderator? | |
| User Last Activity Date (yyyy mmm dd hh:mm:ss) | |
| Join Date (dd mmm yyyy hh:mm:ss) | |
| Last Invite Date (dd mmm yyyy hh:mm:ss) | |
| | |
| Sort by Please select V | Ascending (lowest first) ∨ |
| Group by Please select | × |

- 5. All attributes are ticked by default, remove any if not required.
- $6.\ Select$ how you would like them "sorted by" from the drop-down.
- 7. Select "team names" from the "grouped by" drop-down.
- 8. Either "run" the report or you can "manage/save" the report for a later date

This report will now provide all the information you require regarding the users and teams within the workspace.

Related Content

- Report Attributes List for each Data Type to Report on (Full List)
 Creating a Report Full Wizard Breakdown for Workspace Managers
- Creating a Report Total Workspace Items (Docs, Databases etc.)
- Creating a Report Full Wizard Breakdown for Site Owners
- Creating a Report