

Release Note - User and team (settings) export

Last Modified on 28.06.2023

What is new

You can now export the list from two "Settings" pages: Team and User.

You can use Team export to track what apps your colleagues have access to. On the other hand, use User export to track easier which uploaded user is still pending or who should be invited again or removed from your user list. We have also added the pagination to the User's table and you can load (and export) 200 rows per page.

How to find it

Settings > Team

Settings > Users

The screenshot shows the 'Your team' settings page. On the left is a navigation sidebar with categories: APPLICATION SETTINGS (General, Analytics settings, Application URLs, Setup), GLOBAL SETTINGS (Integrations), and PERSONAL PROFILE (Team, Users, Attributes, Browser Extension, Processes, Login, Notifications). The 'Team' section is active. The main content area is titled 'Your team' and includes a 'HELP DOC' button. Below the title is a 'Manage your team' section with an 'INVITE A MEMBER' button. A table lists team members with columns: NAME, ROLE, ACCESS, EMAIL, and an 'Export to CSV' button. The table contains four rows of data.

NAME	ROLE	ACCESS	EMAIL	Export to CSV
John Doe 1	MODERATOR	SuccessFactors	rhaffar@newmetrics.net	
John Doe 2	ADMIN	Entire Company	diana.cizova@userlane.com	
John Doe 3	ADMIN	Entire Company	felix.brehmer@userlane.com	
John Doe 4	ADMIN	Entire Company	h.whippey@yahoo.com	

i Keep in mind that you can only export what you see on the page. Extend the "items per page" to 200 rows for smaller amount of pages. Moreover, in your Google sheet or Excel, you can use the "Import" option followed by "Append to this sheet" when importing results from multiple pages to one sheet.

[CHECK OUR ROADMAP](#)

