

## **Export a list of Users**

BU Admins can maintain a list of WISBuy users by exporting a list from WISBuy. User lists can be simple exports with basic information or more detailed lists. After searching for a list of users select the Action button to export a list of users.

To Export the list of users

- 1. Login into the WISBuy PCard Marketplace
- 2. Go to Administer icon, Manage Users, Search for Users

<b>C</b> t	Administer	
~	Administration	Manage Users
<b>.</b>	Manage Lisers	Search for Users
	inditage opens	Add New User
	Shopping Settings	View Pending User Registrations
	Find and Fix Errors	Import Users from a File

3. Search for all users by leaving all fields blank.

Search for Users				1
✓ User Search			Create User	Actions 🕶
First Name	Business Unit	Business Unit Name Q		
Last Name	Department			
User Name	Role			
Email	Registered Mobile Device			
Status				
User Experience Type				
		Search		

WISBuy will return a list of all users in your Business Unit.

Search for U	? ?												
> User Search						Create User	Actions 🔻						
1-20 of 401 Resu	1-20 of 401 Results 👻 🔇 🔪												
Name 🔺	User Name 🗠	Phone	Email 🛆	Business Unit	Role	Statu	IS 🗌						
Adams, Melissa	adamsmxsfj	+1 (608) 266-7332	melissa.adams@etf.wi.gov	Administration	Purchaser	Activ	e 🗆						
Administrator, Contract	cadmin	+1 (919) 659-2212	leckerlin@sciquest.com	Administration	Contract Manager	Activ	e 🗆						
Amberson, James	amberjjxma	+1 (608) 264-6452	James J. Amberson @gmail.com	Administration	Purchaser	Activ	e 🗆						
Anderson, Amy	Russe	+1 (414) 227-3902	eloise.russ@wisconsin.gov	Administration	Purchaser	Inacti	ive 🗆						
Anderson, Julie	Natalie Cole	+1 (608) 261-0050	julie.anderson@dwd.wisconsin.gov	Administration	Purchaser	Activ	e 🗆						
Anderson, Peter	Peteranderson	+1 (608) 267-0581	andersonp@opd.wi.gov	Administration	Purchaser	Activ	e 🗆						
Andrews, Sara	andreslpzp	+1 (608) 264-6533	sara.andrews@wisconsinhistory.org	Administration	Purchaser	Activ	e 🗆						



- 4. On the top right of the screen, Select the Actions drop down box.
  - a. Select Export all users

		?						
	Create User	Actions 🔻						
	Export All Users							
2	Export Selected Us	ers						
:haser	View Import and Ex	kport Results						

- 5. Enter a description in the Request Export then choose the export type.
  - a. Basic CSV Export will export a list of users with limited information.
  - b. Advanced CSV Export will export all users profile information. (such as roles, ship to address....)
  - c. Click submit

Request Export	: ?
Description	^
	~
	expand   clear
Export Type	Basic CSV Export
	Advanced CSV Export
lease note that the	ame Tab Delimited Export (used for import)
lepends upon the si pending requests	ze of your request and the number of simultaneous
	Submit Close

6. A message will appear at the bottom of the Request Export screen to go to the download page, click on this message.



Description 🖄		
	ex	pand   cle
Export Type ?	Basic CSV Export	$\checkmark$
Please note that the a	amount of time it takes to complete your e	xport requ
depends upon the siz pending requests	ze of your request and the number of simul	Itaneous
depends upon the siz pending requests	ze of your request and the number of simul	Itaneous

- 7. Depending on the number of user will depend on how long the report will take.
  - a. BU Admins will receive a email when the report is done if this has been set up in their profile.
  - b. You do not need to wait on this page for the file. The file can be found in the Administer menu, under Administration, View Import and Export.
- 8. When the report is finished the report can be downloaded from the Import and Export results menu.

			NINE IT EASE											
	🔐 Administer > Administeration > View Import and Export Results 🕶 > Administration Results Imports/Exports													
٩	Use the filters options available below to find the appropriate request.													
	Click to filter imports	s/exports ?												
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_	Hida Lina Dataile					For	selected line items	Remove	Selected Requ	ests '	Go			
1														
	Results per page 20 V		ĸ	esun	ts tound: 1			Page 1 of 1 2 r						
<u>th.</u>	Status	_	Description	~	Request Date/Time 🔻	Expiration Date 🗠	File Type		Function	~				
	✓ Completed	user list	list		10/31/2016 8:26 AM	11/7/2016	Users		Export					
9,	File		UserExport 2601288.csv Click to download		Total records	401								
	File Size		76 kBytes											
\$	Requestor		Fred Flintstone											
	Export Type		Basic CSV Export											
						For	selected line items	Remove	Selected Requ	ests '	Go			

9. Click on the download link, a pop up box will appear at the bottom of the screen. Select the save arrow and save the file to a folder.

			Save as	
Do you want to open or save UserExport_2601288.csv (76.7 KB) from usertest.sciquest.com?	Open	Save 🔻	Save and open	

Save



10. Once the file is saved, click the Open button and the user list will open in Excel. Save the file as an Excel Workbook before making any changes. (if the file is not saved as an Excel document changes could be lost)

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8	amyte	t11Amy	Test110	+1 (608) 55	608	5555555	a	my.sutheAd	ministr Activ	ve Purchaser	Purchaser	Purchaser	Enhanced Fu	unctiona	lity				
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For further assistance accessing user profiles, please contact <u>doawispro@wisconsin.gov</u>.