Printing a User List

To print a user list, complete the following steps:

1. From the **Administration** tab, select **User Administration**>**Manage Users**. The *Step 1 of 2 Select a User* page appears.

2. Select **Print User List** as shown in Figure 1.

Figure 1. Step 1 of 2: Select a User (Print User List)
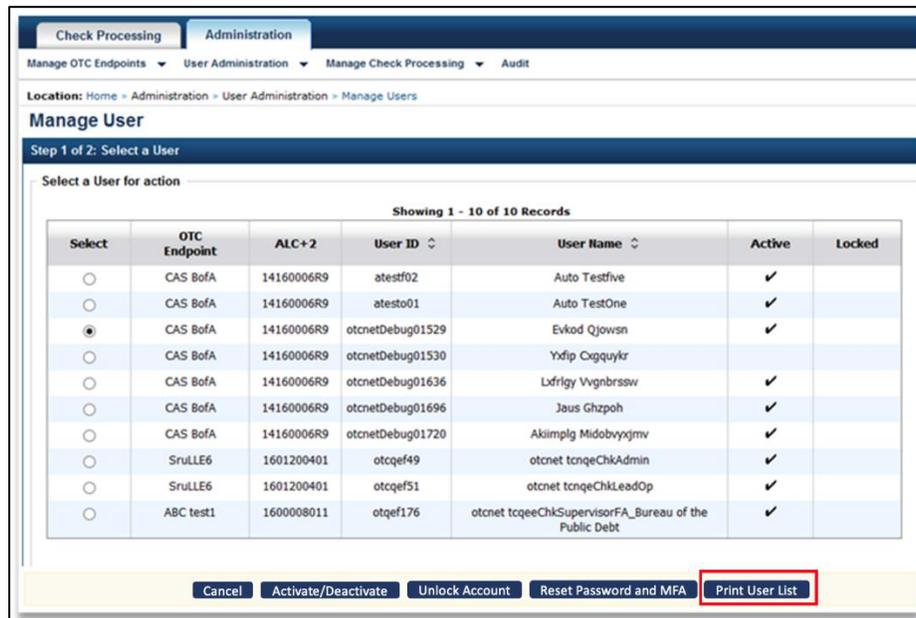
3. The *Print User List* preview page appears. Under **Export as**, you have the following options:

- Select **PDF**, **Word** or **Excel**

- Select **Download**

      Or

- Select **Print PDF Report**

Additional Button

Select **Previous** to return to the View User Profile List for that terminal.