

Download a List of Users

SUMMARY

This article will explain how to download a list of users directly from your Paperless Pipeline account.

Short version: 1) Under Manage users in the Admin area, click “Download User List”. 2) Change the name of the file if desired, and select a location to save the file. 3) Click “Save” to download and save the file.

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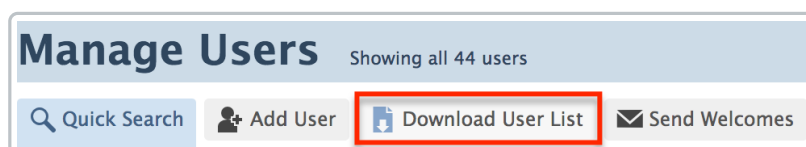
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How to Download a List of Users

To download a list of users from your Paperless Pipeline account:

- 1 **Go to Admin / Settings**
 - Click your name in the upper right corner, then [Admin / Settings].
- 2 **Click [Manage Users] from the left menu.**
- 3 **On the Manage Users page, click [Download User List] from the top menu.**



- 1 **Change the name of the file if desired, and select a location to save the file on to your computer.**
- 2 **Click [Save] to download and save the file.**

How to Open the User List

You may now access the downloaded CSV spreadsheet from the folder where you previously saved it on your computer.

Double-click the file to open it. On Windows computers, the file will be opened in Microsoft Excel.

On Macs, it will be opened in the default spreadsheet program. The spreadsheet will list information on each agent such as their name, email, role, office location, permissions, etc.

	A	B	C	D	E	F	G	
1	First Name	Last Name	PP User ID	Email	Role	Maidrop	Downtown Office: Create users and locations	Downtown Office: Create users and locations
2	Joe	Agent	35171	joeh@perfectcopeline.com	Agent	8081 8081	-	Y
3	Jupiter	Agent	72774	joeh@perfectcopeline.com	Agent	8081 8081	-	Y
4	Michael	Angeletti	40718	joeh@perfectcopeline.com	Office Staff	8081 8081	Y	Y
5	Non-admin	Angeletti	46226	joeh@perfectcopeline.com	Agent	8081 8081	-	Y
6	Tom	Cruise	17960	joeh@perfectcopeline.com	Managing Broker	8081 8081	-	-
7	Jane (Janie)	Dough	41711	joeh@perfectcopeline.com	TC	8081 8081	-	Y
8	Monta The Enforcer	Fleming	40845	joeh@perfectcopeline.com	Office Staff	8081 8081	Y	Y
9	Michelle	James	29509	joeh@perfectcopeline.com	Agent	8081 8081	-	-
10	Sam	Jones	15597	joeh@perfectcopeline.com	Agent	8081 8081	-	-
11	Kristian	Keane	30293	joeh@perfectcopeline.com	Office Staff	8081 8081	-	-
12	Kristian	Keane	30394	joeh@perfectcopeline.com	Office Staff	8081 8081	Y	Y
13	Kelsey	Leonard	15401	joeh@perfectcopeline.com	Agent	8081 8081	-	-
14	Rachel	McWhirter	67829	joeh@perfectcopeline.com	agent	8081 8081	Y	Y
15	Limited	Nothing	69606	joeh@perfectcopeline.com	Agent	8081 8081	-	Y
16	Jane	Smith	45864	joeh@perfectcopeline.com	Admin	8081 8081	Y	Y
17	John	Smith	16732	joeh@perfectcopeline.com	Agent	8081 8081	Y	Y
18	Rambo	T	71407	joeh@perfectcopeline.com	Agent	8081 8081	-	Y
19	Ramu	Tremblay	31184	joeh@perfectcopeline.com	Admin	8081 8081	Y	Y
20	Limited	User	79023	joeh@perfectcopeline.com	Agent	8081 8081	-	-
21	Shelly	Leonard	12182	joeh@perfectcopeline.com	Admin	8081 8081	-	-
22	Matt	Smith	45116	joeh@perfectcopeline.com	Agent	8081 8081	-	-