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

1 Go to Admin / Settings by clicking 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	В	C	D	E	F	G	
1	First Name	Last Name	PP User ID	Email	Role	Maildrop	Downtown Office: Create users and locations	Downtown Office: (
2	Joe	Agent	35171		Agent	1707-30171 a@deca paperlecopipative com	_	Y
3	Jupiter	Agent	72774	michael-jupiter@angelettigroup.com	Agent	4245 72774 address paperlesspipeline com	E	Y
4	Michael	Angeletti	40718	michael@paperlecopipeline.com	Office Staff	\$305-40718 oppliess paperlesspipaline core	Y	Y
5	Non-admin	Angeletti	46226		Agent	\$385-46226 opposites paperlesspipaline com		Y
6	Tom	Cruise	17960	leanard shafty-carnes@gnail.com	Managing Broker	9645 17965 oppose paperlesspipaline con-		1
7	Jane (Janie)	Dough	41711	mjamcake- S@gmail.com	TC	\$405.41711 oppose paperferrapipative core		Y
8	Monta The Enforcer	Fleming	40845	monta@paperfeccpipaline.com	Office Staff	2022 40841 oppliers paperlesspipaline com	Ŷ	Y
9	Michelle	James	29509	leonard shelly-mallgmail com	Agent	\$545 29529 opplies paperlesspipaline com		
10	Sam	Jones	15597	sonard shafty-taxing @gmail.com	Agent	PEPS 10007 subdays paperlesspipaline con-	E	C .
11	Kristian	Keane	30293	kristian@paperlesspipeline.com	Office Staff	1428 30203 subdays paperlesspipaling com-		
12	Kristian	Keane	30394	me@kristankagna.com	Office Staff	2005 M7M oppliers paperlesspipaline com	Ŷ	Y
13	Kelsey	Leonard	15401	pa smith22@paperfecopipaline.com	Agent	1983 HADI oppose paperlesspipalina com		
14	Rachel	McWhirter	67829	achei@paperlesspipeline.com	agent	2038-47425 - address paperlesspapeline core	Y	Y
15	Limited	Nothing	69606	nichael-Imited@angelettigroup.com	Agent			Y
16	Jane	Smith	45864	prodpapeteospipetre com	Admin	1975-40864 ogstocs paperlecopipalina com	Ŷ	Y
17	John	Smith	16732	leonard shally-johns@gmail.com	Agent	\$757.10732 options paperlesspipaline com	Y	Y
18	Rambo	т	71407	ramu-text@paperleospipeline.com	Agent	1952 PMD oppose paperlesspipaline con-		Y
19	Ramu	Tremblay	31184	ramu@paperlecopipeline.com	Admin	AUVA 311564 capitors paperlesspipaling com-	Ŷ	Y
20	Limited	User	79023	nichael-Inited@paperleospipeline.com	Agent			
21	Shelly Matt	Leonard	12182	shelly@paperlesspipeline.com	Admin		E	
22	Matt	Smith	45116	amun agent@paperlesspipeline.com	Agent		E	