1. Select the PENN User Data report from the Reports menu

1. Navigate to the Learning Administration area with the drop-down menu
2. Click Reports in the left hand menu
3. Click Account Data
4. Select PENN User Data

2. Click the blue funnel to search for users.

   Case sensitive search:  
   User:  
   User Status:
3. Search for your organization by code.

Using Starts With, you can find related organizations

**Users**

Enter a value for each field that you want to use to filter your search. Some fields allow you to select from a dropdown menu. You can also add or remove search criteria to further refine your search.

- **Case sensitive search:**
  - Yes
  - No

- **User ID:**
  - Starts With

- **External ID:**
  - Starts With

- **Last Name:**
  - Starts With

- **First Name:**
  - Starts With

- **Middle Initial:**
  - Starts With

- **Role ID:**
  - Starts With

- **User Status:**
  - Active
  - Not Active
  - Both

- **Related Admin:**
  - Starts With

- **Profile Status:**
  - Active
  - Expired
  - Both

- **Organizations:**
  - Starts With
  - UP87

- **Employee Statuses:**
  - Starts With
3.1 I don't have the option of searching by Organization. How do I add that?

1. Select Add/Remove Criteria
2. Check the Organizations box and click Select

3.2 What if I don't know the organization code? Search for the organization with the Organizations funnel:
3.3 Search by description or other information to find Organizations

Case sensitive search:  
- Yes
- No

Organization ID:  
- Starts With:  
  -  

Description:  
- Starts With:  isc  

Organization Type:  
- Starts With:  
  -  

Organization Group:  
- Starts With:  
  -  

Domains:  
- Starts With:  
  -  

Add/Remove Criteria

3.4 Check the desired Organizations, click Add to Filter, and Submit Filter

Users

Select Organizations from List

As you select records to include in your filter, they will appear in the Filter List. Select Submit Filter when ready to submit the filter and return to your base search criteria.

<< Search Again

Add to Filter  Reset

Persons per Page: 25
Page: 1 2 Previous  Next  (20 total records)

<table>
<thead>
<tr>
<th>Organization ID</th>
<th>Description</th>
<th>Levels</th>
<th>Top Level Only</th>
<th>Include Sub Org.</th>
</tr>
</thead>
<tbody>
<tr>
<td>UP.9100 R</td>
<td>ISC-VP and Administration</td>
<td>8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>UP.9101 R</td>
<td>ISC-Shared Services-Finance</td>
<td>8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>UP.9102 R</td>
<td>ISC-IT Human Resources</td>
<td>8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>UP.9104 R</td>
<td>ISC-Tech Services-Emerging Solutions</td>
<td>8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>UP.9110 R</td>
<td>ISC Sponsored Programs</td>
<td>8</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
4. Now that you have Organizations selected, click Submit Criteria.

5. Now Run the report.

You can also Save it for later, or schedule it. As people are added and removed from your organization you will always have the current list.
6. The spreadsheet will have all the users' data, including IDs, supervisors, status, organization, etc.

Using these Users to assign training? create a comma separated file using our directions

How to create a comma separated list