

1. Search for your organization by code.

Using Starts With, you can find related organizations

1. Under the Learning Admin area or in your report search page
2. Click Users
3. Search by Organization code if you have it
4. Click Search

Users

Search

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

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:

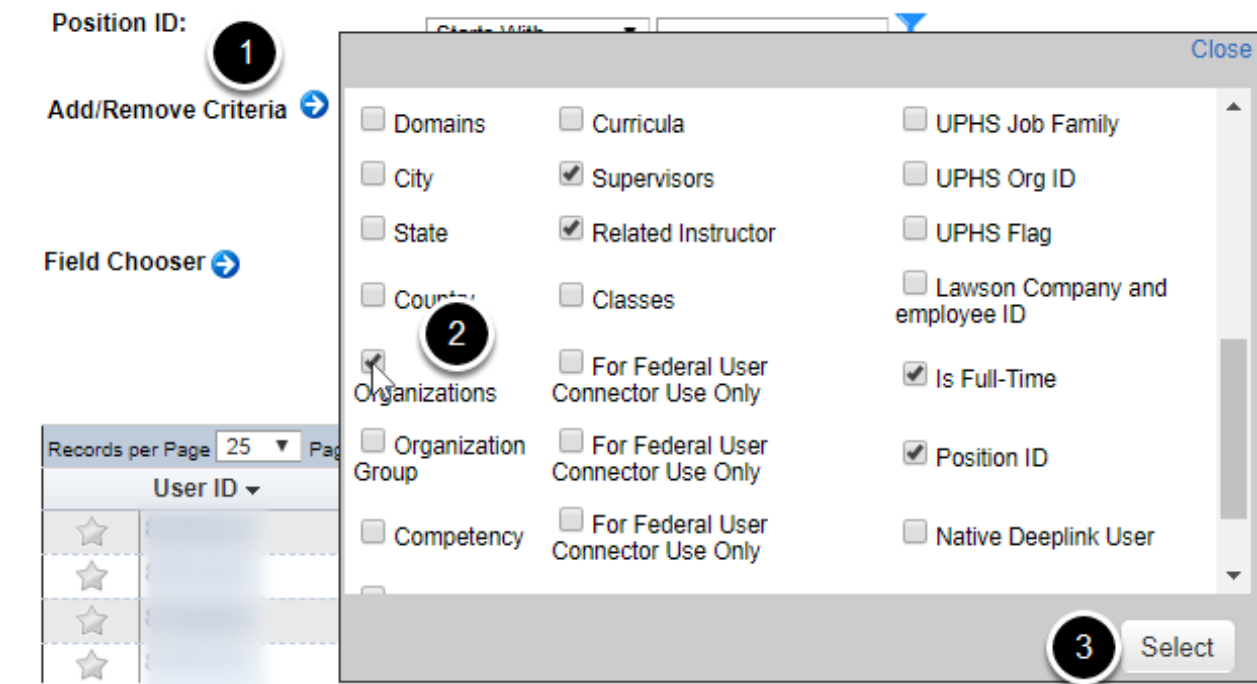
Starts With

Employee Statuses:

Starts With

1.1 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



1.2 What if I don't know the organization code? Search for the organization with the Organizations funnel:

Profile Status: Active Expired Both
Organizations: Starts With
Employee Statuses: Starts With

1.3 Search by description or other information to find Organizations

Search

Case sensitive search: Yes No
Organization ID: Starts With
Description: Starts With
Organization Type: Starts With
Organization Group: Starts With
Domains: Starts With
Add/Remove Criteria

Search

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

Users

Filter: 4 Organizations 3 Submit Filter

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](#)

2 Add to Filter Reset

Records per Page: 25 Page: 1 2 «Previous Next» (29 total records) Page 1 of 2. Go
Select All / Deselect All

Organization ID	Description	Levels	Top Level Only	Include Sub Org.
UP.9100	ISC-VP and Administration	8	<input type="checkbox"/>	
UP.9101	ISC-Shared Services-Finance	8	<input type="checkbox"/>	
UP.9102	ISC-IT Human Resources	8	<input type="checkbox"/>	
UP.9104	ISC-Tech Services-Emerging Solutions	8	<input checked="" type="checkbox"/>	
UP.9110	ISC Sponsored Programs	8	<input type="checkbox"/>	

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2. To retrieve the users, click Download Search Results and get an Excel spreadsheet

Add/Remove Criteria [➔](#)

Field Chooser [➔](#)

Search Save As Reset

[Download Search Results](#)

Send Notification

Select All / Deselect All

Records per Page: 25 Page: 1 2 3 4 5 «Previous Next» (243 total records) Page 1 of 10. Go

User ID	User Name	Notify
00166322		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

3. The spreadsheet will have all the users' data, including IDs, supervisors, status, organization, etc.

	A	B	C	D	E	F	G	H	I	J	K	
1	User ID	Employee	Employee	Job Locati	Job Code	Domain IC	Organizati	User Nam	Active	Address	City	St
2		FULL-TIME	UP.STAF	UNIVERSIT	UP.355805	UNIV	UP.8760		Yes		NA	N
3		FULL-TIME	UP.STAF	UNIVERSIT	UP.340166	UNIV	UP.8721		Yes		NA	N
4		FULL-TIME	UP.STAF	UNIVERSIT	UP.130205	UNIV	UP.8710		Yes		NA	N
5		FULL-TIME	UP.STAF	UNIVERSIT	UP.340164	UNIV	UP.8721		Yes		NA	N

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

[How to create a comma separated list](#)