How to create a comma separated file containing users

The users export saves a list of users to a file for importing into another system, for example a list of users with their PINs. You choose the fields, their order and the separator.

Export the users

1. Open **PD Reports**.
2. In the tree, click **Flat File Exports** > **Users Export**.
3. On the **Options** tab:
   - Under **Delimiter**, choose **Comma** (or **Semicolon**, **Space**, **Tab**, or another character in **Other**).
   - Under **Layout**, tick **Export column headers as first row**, and leave **Text qualifier** on the double quote.
   - Under **Fields to be exported**, tick the fields you want. **Full Name**, **Login name**, **Controller ID (PIN)**, **Last card used**, **Email** and **Department** are ticked to start with. To change the order, select a field and click **Move Up** or **Move Down**.
4. To export only some users, click the **Filter Departments** tab (or **Filter Users**), tick **Filter by selection**, and tick the departments or users. Deleted ones are hidden unless you tick **Show deleted**.
5. Click **Run Export**, then choose where to save the file and click **Save**.

Open the file in Excel without losing leading zeros

If you double-click a CSV file, Excel opens it and turns columns that hold only numbers into numbers. A PIN of 00123 then shows as 123. To keep the values exactly as exported:

1. Open Excel (do not double-click the file) and create a **Blank workbook**.
2. On the **Data** tab, click **From Text/CSV**.
3. Select the file and click **Import**.
4. Leave **Delimiter** on the one you exported with (for example **Comma**).
5. In **Data Type Detection**, choose **Do not detect data types**.
6. Click **Load**.

To have the file emailed on a schedule instead, see *How to automatically email a comma separated file containing users*.

Related articles

- *How to automatically email a comma separated file containing users*

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