How to generate and export user reports in Ezeelogin

801 Lekshmi October 30, 2025 Features & Functionalities 1603

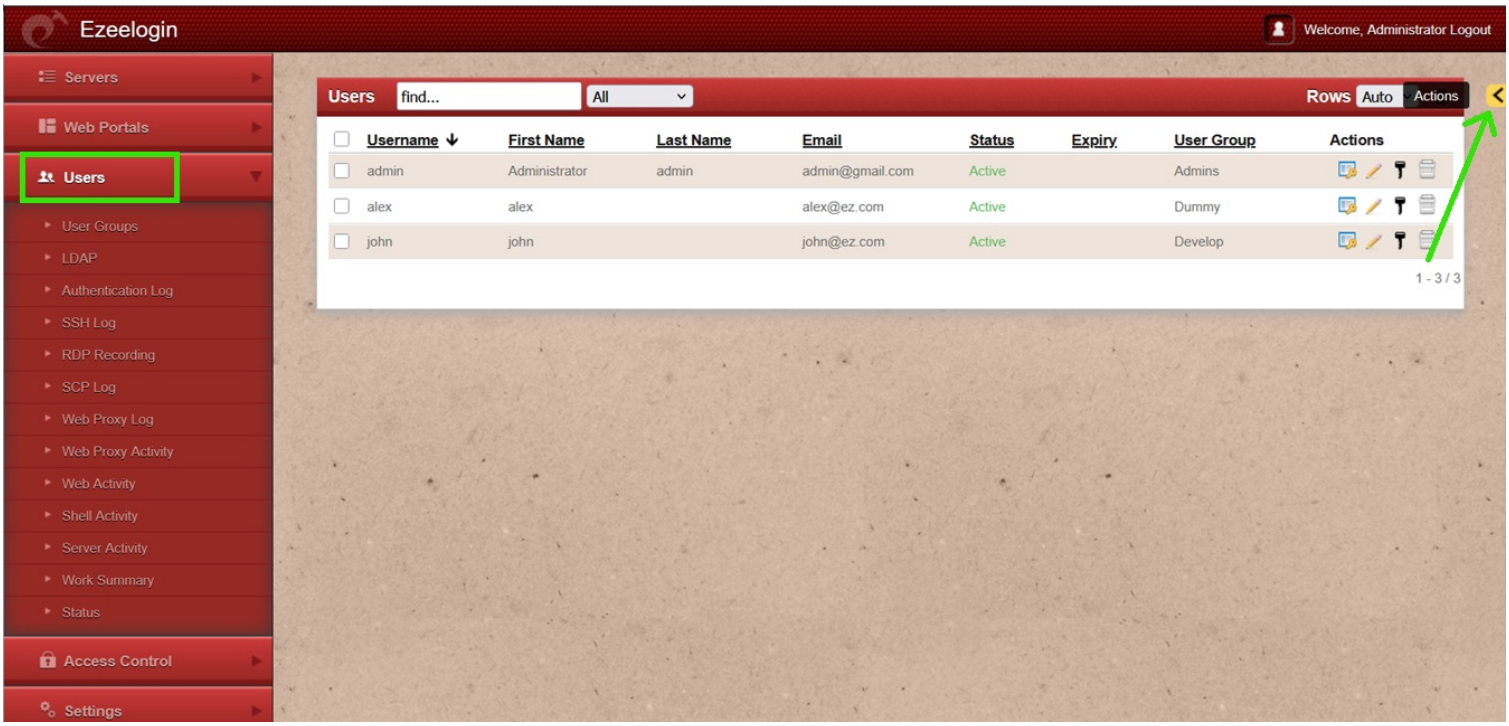
Ezeelogin user report: Exporting user details for auditing and compliance

Overview: This article guides you through exporting the user list from the Ezeelogin GUI, including all relevant details, into a **.csv file** for convenient reference and reporting.

This feature is available from Ezeelogin version: 7.44.0

To quickly generate a file containing all user information, follow these steps:

Step 1: Navigate to the **Users** menu in the ezeelogin gui. Click on the arrow icon located in the top-right corner of the tab.



Step 2: Click on the **Export** (**blue down arrow)** button from the dropdown menu. This will generate a .csv file containing the following fields**:**

"id","ldap_id","firstname","lastname","username","email","usergroup_id","status","usergroup","expiry","last_activity"

Open the exported file for review or analysis with any common application that supports .csv files.



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