## How to generate and export user reports in Ezeelogin

801 Lekshmi October 30, 2025 Features & Functionalities 214

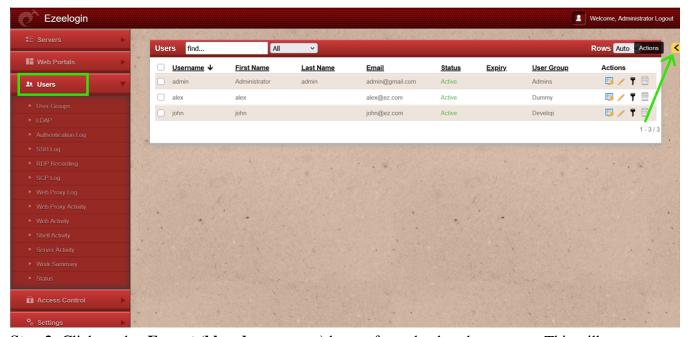
## Ezeelogin user report: Exporting user details for auditing and compliance

**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:

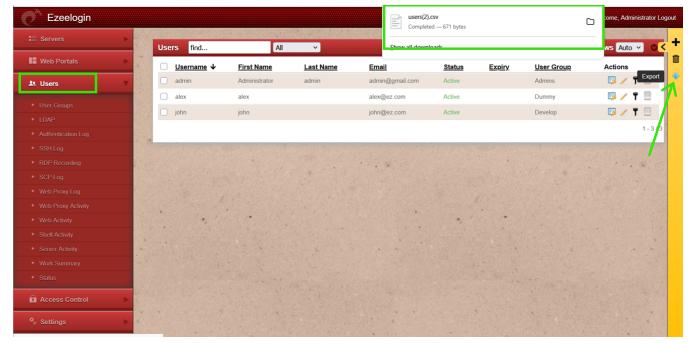
**Step 1:** Navigate to the **Users** menu in the ezeelogin gui. Click on the arrow icon located in the top-right corner of the tab.



**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.

## Related Articles:

How to generate user reports as CSV files in Ezeelogin?

How to get the Shell Activity of Users

How to get the remote server activity of users

How to export servers?

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## Online URL:

https://www.ezeelogin.com/kb/article/how-to-generate-and-export-user-reports-in-ezeelogin-801.html