User Data Export Report Documentation

Users Worksheet

Username	First Name	Last Name	Is Account Enabled?	Two Factor Enabled?	Email	Email Confirmed?	Phone Number	Phone Number Confirmed?
The user's username.	*The user's first name.*	*The user's last name.*	*Indicates whether the user's account is enabled or not.*	*Indicates whether the user has Two Factor Authentication enabled.*	*The user's email address.*	*Indicates whether the user's email is confirmed. Confirmation is accomplished by the user clicking the confirm link in the account confirmation email.*	*The user's phone number.*	*Indicates whether the user's phone number is confirmed. Confirmation is accomplished through a system-generated code that is sent via text message to the phone.*

Work Phone Number	Street Address	City	State	ZIP Code	Region	Added By	Date Added	Last Edited By	Last Edit Date
The user's work phone number.	*The street portion of the user's mailing address.*	*The city of the user's mailing address.*	*The state of the user's mailing address.*	*The ZIP Code of the user's mailing address.*	*A description of the region where the user is located.*	*This is the username of the user that added the user record to PIDS.*	*This is the date that the user record was added to PIDS.*	*This is the username of the user that last edited the user record.*	*This is the date that the user record was last edited.*

User Roles Worksheet

Username	Role Name	Program Key	Program	Hub Key	Hub	State Key	State	Added by	Date Added	Last Edited by	Last Edit Date
The user's username.	*The user's name.*	*This is a unique identifier for the program record that is associated with the user's role.*	*This is the program name for the program record that is associated with the user's role.*	*This is a unique identifier for the hub record that is associated with the user's role.*	*This is the hub name for the program record that is associated with the user's role.*	*This is a unique identifier for the state record that is associated with the user's role.*	*This is the state name for the state record that is associated with the user's role.*	*This is the username of the user that added the user's role to PIDS.*	*This is the date that the user's role was added to PIDS.*	*This is username of the user that last edited the user's role.*	*This is the date that the user's role was last edited.*

Intent: This report is designed to export all the user records and their related roles.

Users Worksheet: This worksheet includes all the users within the selected program(s), hub(s), Cohort(s), or state(s).

User Roles Worksheet: This worksheet includes all the roles for the users in the Users Worksheet as long as the role is within the selected program(s), hub(s), Cohort(s), or state(s).

Criteria Name	Optional?	Description
Program(s), Hub(s), Cohort(s), and State(s)	No	This filters the users and roles that are included in the report. All programs, hubs, and cohorts that are selected will be combined into a distinct list of programs. This is accomplished by determining what programs exist in the selected hubs and cohorts, and then adding that list of programs to the list of specific programs that were selected by the user. After that, any duplicate programs in the combined list are removed. Only users that have at least one role for the programs in the de-duplicated list will be included in the report. **NOTE:** Only certain users have access to the hub, cohort, and state criteria. Most users will only have access to the program criteria and only have one option in that program list.