



## Print User List

To print a user list:

1. Click the **Administration** tab.
2. Select **User Administration** and click **Manage Users**. The *Step 1 of 2 Select a User* page appears.
3. Click **Print User List**. The *Print User List* preview page appears.
4. Under **Export as**,
  - Select **PDF, Word** or **Excel**
  - Click **Download**

Or

- Click **Print PDF Report**.



### Application Tip

Additional button on the page that helps you perform other tasks:

- Click **Previous** to return to the View User Profile List for that terminal.