

# Download CSV File of Users

Version 15

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Download a CSV file of users and user data from the Control Panel. The CSV file includes all user profile fields and preferences. The CSV file only includes active users - banned, deactivated, and pending users are not included in the CSV file.

1. Click the gear icon > **Control Panel** > **People** > **Manage People**.
2. Click **Options** > **Download CSV**.
3. Save the file.

Sample CSV file:

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	
1	Username	First name	Last name	Email	Joined	Last Login	Last Activity Date	Points	Roles	Approved	Banned	About me	AIM	Anniversar	Authenticac	Company	Contact pr	Best way t	Open to C
2	admin	Alexis	Fox	alexis@ax	7/3/2017 12:54	1/11/2021 11:24	1/11/2021 11:24	12480	SiteAdmini	Yes	No	<p>I'm excited to be able to help people ac				Axero Solu	The best way to reach me is by .	Email	Yes
3	alice	Alice	Romero	user1318@	10/30/2017 22:44	9/14/2020 11:38	9/14/2020 11:38	3039	Member	Yes	No					Axero Solu	The best way to reach me is by .		
4	antonia	Antonia	Murray	user1264@	10/30/2017 22:43	9/23/2020 15:16	9/23/2020 15:16	48	Member	Yes	No					Axero Solu	The best way to reach me is by .		
5	ben-n	Ben	Newman	user1311@	10/30/2017 22:44	1/5/2021 16:34	1/5/2021 16:34	3858	Member	Yes	No					Axero Solu	The best way to reach me is by .		
6	brett	Brett	Barrington	user1251@	10/30/2017 22:42	9/14/2020 11:36	9/14/2020 11:36	222	Member	Yes	No					Axero Solu	The best way to reach me is by .		
7	burton	Burton	Bell	user1295@	10/30/2017 22:44	9/3/2020 12:47	9/3/2020 12:47	22	Member	Yes	No					Axero Solu	The best way to reach me is by .		
8	christine	Christine	Jackson	user1322@	10/30/2017 22:44	12/4/2020 15:02	12/4/2020 15:02	218	Member	Yes	No					Axero Solu	The best way to reach me is by .		
9	elizabeth	Elizabeth	Bishop	user1257@	10/30/2017 22:43	9/14/2020 11:59	9/14/2020 11:59	20	Member	Yes	No					Axero Solu	The best way to reach me is by .		
10	evelyn	Evelyn	Gomez	user1288@	10/30/2017 22:43	9/2/2020 10:26	9/2/2020 10:26	18	Member	Yes	No					Axero Solu	The best way to reach me is by .		
11	haileigh	Haileigh	Jacob	user1939	4/25/2018 11:57	6/12/2020 11:32	6/12/2020 11:46	3858	SiteAdmini	Yes	No	<h3 style="text-align: center;">Helping Orga				Axero Solu	The best way to reach me is by .		
12	james	James	Donnelly	user1326@	10/30/2017 22:45	9/24/2020 10:54	9/24/2020 10:54	3152	Member	Yes	No					Axero Solu	The best way to reach me is by .		
13	julius	Julius	Kerby	user1234@	10/30/2017 22:42	9/23/2020 15:17	9/23/2020 15:17	83	Member	Yes	No					Axero Solu	The best way to reach me is by .		
14	june-m	June	Mattie	user1308@	10/30/2017 22:44	9/24/2020 10:54	9/24/2020 10:55	58	Member	Yes	No					Axero Solu	The best way to reach me is by .		
15	kathy	Kathy	Harris	user1236@	10/30/2017 22:42	4/4/2018 13:03	4/4/2018 13:03	0	Member	Yes	No					Axero Solu	The best way to reach me is by .		
16	keith	Keith	Marano	user1280@	10/30/2017 22:43	9/4/2020 14:41	9/4/2020 14:41	2536	Member	Yes	No					Axero Solu	The best way to reach me is by .		
17	laura	Laura	Carter	user1328@	10/30/2017 22:45	12/14/2020 12:12	12/14/2020 12:12	3121	Member	Yes	No					Axero Solu	The best way to reach me is by .		
18	lillie	Lillie	McElroy	user1252@	10/30/2017 22:43	8/28/2020 8:40	8/28/2020 8:40	0	Member	Yes	No					Axero Solu	The best way to reach me is by .		
19	maria	Maria	Shears	user1241@	10/30/2017 22:42	9/14/2020 11:33	9/14/2020 11:33	189	Member	Yes	No					Axero Solu	The best way to reach me is by .		
20	mark-h	Mark	Haynes	user1235@	10/30/2017 22:42	4/4/2018 13:03	4/4/2018 13:03	0	Member	Yes	No					Axero Solu	The best way to reach me is by .		
21	mia-w	Mia	Wilson	user1237@	10/30/2017 22:42	9/14/2020 13:59	9/14/2020 13:59	2943	Member	Yes	No					Axero Solu	The best way to reach me is by .		
22	michael	Michael	Kent	user1323@	10/30/2017 22:44	9/2/2020 10:48	9/2/2020 10:48	3318	Member	Yes	No					Axero Solu	The best way to reach me is by .		
23	penny	Penny	Ray	user1331@	10/30/2017 22:45	12/3/2020 14:47	12/3/2020 14:47	3147	Member	Yes	No					Axero Solu	The best way to reach me is by .		
24	raymond	Raymond	Flores	user1238@	10/30/2017 22:42	2/28/2020 10:11	2/28/2020 10:11	0	Member	Yes	No					Axero Solu	The best way to reach me is by .		
25	rebecca	Rebecca	Kucera	user1281@	10/30/2017 22:43	8/21/2020 11:09	8/21/2020 11:09	172	Member	Yes	No					Axero Solu	The best way to reach me is by .		
26	richard	Richard	Downing	user1305@	10/30/2017 22:44	8/21/2020 11:10	8/21/2020 11:13	3290	Member	Yes	No					Axero Solu	The best way to reach me is by .		
27	robert-k	Robert	Kim	user1289@	10/30/2017 22:43	9/14/2020 11:37	9/14/2020 11:37	8	Member	Yes	No					Axero Solu	The best way to reach me is by .		
28	robert-w	Robert	Walters	user1319@	10/30/2017 22:44	8/31/2020 10:25	8/31/2020 10:25	0	Member	Yes	No					Axero Solu	The best way to reach me is by .		
29	stephanie	Stephanie	Aldrich	user1298@	10/30/2017 22:44	11/8/2018 9:47	11/8/2018 9:47	50	Member	Yes	No					Axero Solu	The best way to reach me is by .		

Note: You can use the CSV file in [Bulk Import Users](#) to make changes to users' profile data (such as first name, last name, address, etc). The CSV file includes columns that are not profile fields (such as Joined, Last Login, etc). To avoid errors, remove non-profile and unneeded columns before using the CSV file in Bulk Import.

## Opening the CSV file in Excel

If you're on an older version of Communifire, you may need to manually import the CSV file.

1. Open a blank workbook in Excel.
2. Windows:
  - a. Click **Data** > **From Text/CSV**.
  - b. Select the CSV file.
  - c. Select **Comma** as the **Delimiter**.
  - d. Click **Load**.
3. Mac:
  - a. Click **Data** > **Get External Data** > **From Text**.
  - b. Select the CSV file.
  - c. Select **Delimited**.
  - d. Click **Next**.
  - e. Check **Comma**.
  - f. Uncheck other delimiters.

g. Click **Next**.

h. Click **Finish**.

i. Click **OK**.

tags : site-administrator