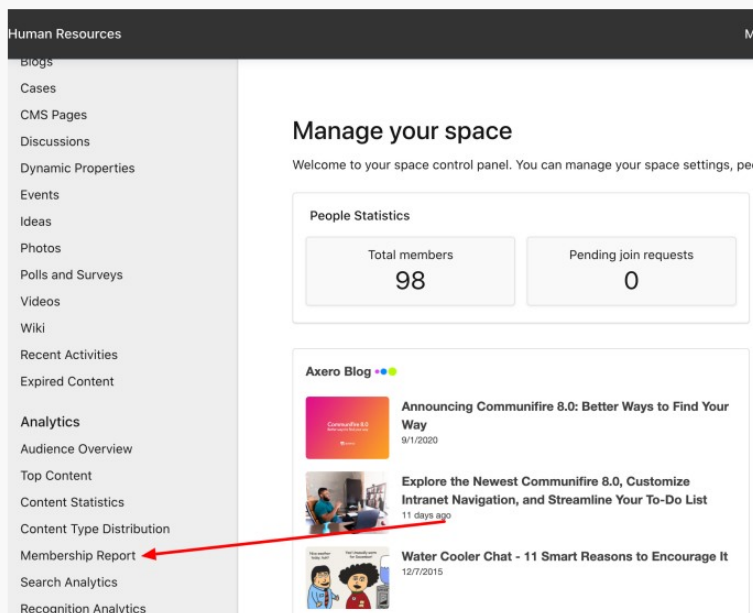
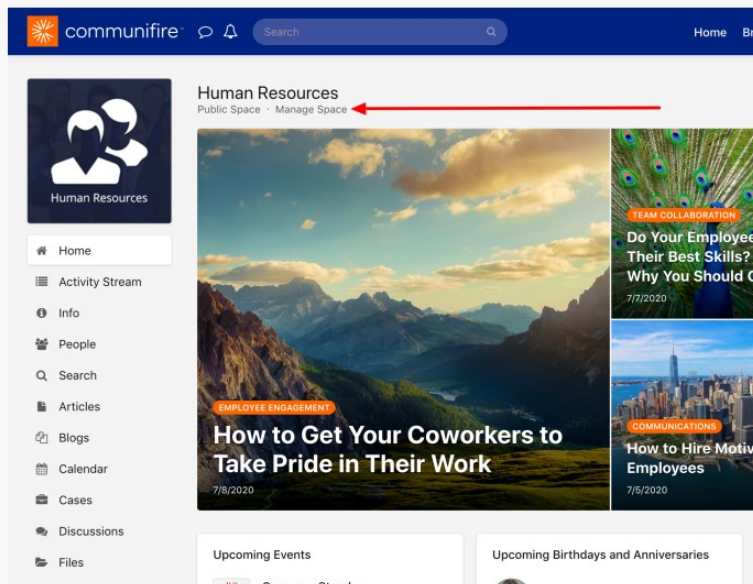


# Manage Space: Membership Report

Version 5

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The membership report provides information about the roles every member in your intranet has in the top level community and all the spaces they are a part of. To view the roles a member has in a specific space, select the space from the dropdown menu. You can also download a CSV file of the membership report.



Human Resources Manage All Spaces Exit Space Control Panel

Settings  
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People  
Roles  
Invite People

Content  
Articles  
Blogs  
Cases  
CMS Pages  
Discussions  
Dynamic Properties

### Membership Report

Apply filter on download Download CSV

Roles Select roles Filter Clear filter Search people Q Search

Name	Username	Email	Spaces	Roles	Date joined	Last Login	Last Activity Date
Alexis Fox	admin	alexis@axerosolutions.com	User spaces: 8 Human Resources	Member Administrator	7/4/2017	5 days ago	8 minutes ago
Alice Romero	alice	user1318@axerosolutions.com	User spaces: 3 Human Resources	Member	10/30/2017	5 days ago	5 days ago
Antonia Murray	antonia	user1264@axerosolutions.com	User spaces: 4 Human Resources	Member	9/3/2020	7 days ago	7 days ago
Ben Newman	ben-n	user1311@axerosolutions.com	User spaces: 5 Human Resources	Member	12/4/2020	5 days ago	5 days ago
Brett Barrington	brett	user1251@axerosolutions.com	User spaces: 4 Human Resources	Member	9/2/2020	5 days ago	5 days ago

## Filter

You can filter the membership report by space role.

Human Resources Manage All Spaces Exit Space Control Panel

### Membership Report

Apply filter on download Download CSV

Roles Select roles Filter Clear filter Search people Q Search

Name	Username	Email	Spaces	Roles	Date joined	Last Login	Last Activity Date
Alexis Fox	admin	alexis@axerosolutions.com	User spaces: 8 Human Resources	Member Administrator	7/4/2017	5 days ago	8 minutes ago
Alice Romero	alice	user1318@axerosolutions.com	User spaces: 3 Human Resources	Member	10/30/2017	5 days ago	5 days ago
Antonia Murray	antonia	user1264@axerosolutions.com	User spaces: 4 Human Resources	Member	9/3/2020	7 days ago	7 days ago
Ben Newman	ben-n	user1311@axerosolutions.com	User spaces: 5 Human Resources	Member	12/4/2020	5 days ago	5 days ago
Brett Barrington	brett	user1251@axerosolutions.com	User spaces: 4 Human Resources	Member	9/2/2020	5 days ago	5 days ago

You can also search for specific users by name.

Human Resources Manage All Spaces Exit Space Control Panel

### Membership Report

Apply filter on download Download CSV

Roles Select roles Filter Clear filter Search people Q Search

Name	Username	Email	Spaces	Roles	Date joined	Last Login	Last Activity Date
Alexis Fox	admin	alexis@axerosolutions.com	User spaces: 8 Human Resources	Member Administrator	7/4/2017	5 days ago	8 minutes ago
Alice Romero	alice	user1318@axerosolutions.com	User spaces: 3 Human Resources	Member	10/30/2017	5 days ago	5 days ago
Antonia Murray	antonia	user1264@axerosolutions.com	User spaces: 4 Human Resources	Member	9/3/2020	7 days ago	7 days ago
Ben Newman	ben-n	user1311@axerosolutions.com	User spaces: 5 Human Resources	Member	12/4/2020	5 days ago	5 days ago

	ben-n	user1311@axerosolutions.com	Human Resources	Member	12/4/2020	5 days ago	5 days ago
	brett	user1251@axerosolutions.com	User spaces: 4 Human Resources	Member	9/2/2020	5 days ago	5 days ago

# Membership Report CSV File

Check Apply filter on download to download the membership report CSV file with the selected filters applied.






Manage All Spaces
Exit Space Control Panel

### Membership Report

☒ Apply filter on download
Download CSV

Select roles
Filter
Clear filter

Search people
Q Search

Name	Username	Email	Spaces	Roles	Date joined	Last Login	Last Activity Date
	admin	alexis@axerosolutions.com	User spaces: 8 Human Resources	Member Administrator	7/4/2017	5 days ago	8 minutes ago
	alice	user1318@axerosolutions.com	User spaces: 3 Human Resources	Member	10/30/2017	5 days ago	5 days ago
	antonia	user1264@axerosolutions.com	User spaces: 4 Human Resources	Member	9/3/2020	7 days ago	7 days ago
	ben-n	user1311@axerosolutions.com	User spaces: 5 Human Resources	Member	12/4/2020	5 days ago	5 days ago
	brett	user1251@axerosolutions.com	User spaces: 4 Human Resources	Member	9/2/2020	5 days ago	5 days ago

Username	First name	Last name	Email	Joined	Company	Human Resources Roles
admin	Alexis	Fox	norsply@axerosolutions.com	7/3/2017 7:54:58 PM	Axero Solutions	Member/Administrator/Moderator
antonia	Antonia	Murray	user1264@axerosolutions.com	10/31/2017 5:43:17 AM	Axero Solutions	Member
ben-n	Ben	Newman	user1311@axerosolutions.com	10/31/2017 5:44:34 AM	Axero Solutions	Member
burton	Burton	Bell	user1295@axerosolutions.com	10/31/2017 5:44:06 AM	Axero Solutions	Member
christine	Christine	Jackson	user1322@axerosolutions.com	10/31/2017 5:44:55 AM	Axero Solutions	Member
elizabeth	Elizabeth	Bishop	user1257@axerosolutions.com	10/31/2017 5:43:07 AM	Axero Solutions	Member
evelyn	Evelyn	Gomez	user1288@axerosolutions.com	10/31/2017 5:43:54 AM	Axero Solutions	Member
james	James	Donnelly	user1326@axerosolutions.com	10/31/2017 5:45:03 AM	Axero Solutions	Member
julius	Julius	Kerby	user1234@axerosolutions.com	10/31/2017 5:42:34 AM	Axero Solutions	Member/Administrator
june-m	June	Mattie	user1308@axerosolutions.com	10/31/2017 5:44:28 AM	Axero Solutions	Member
kathy	Kathy	Harris	user1236@axerosolutions.com	10/31/2017 5:42:38 AM	Axero Solutions	Member
keith	Keith	Marano	user1280@axerosolutions.com	10/31/2017 5:43:42 AM	Axero Solutions	Member
laura	Laura	Carter	user1328@axerosolutions.com	10/31/2017 5:45:08 AM	Axero Solutions	Member
lillie	Lillie	McElroy	user1252@axerosolutions.com	10/31/2017 5:43:00 AM	Axero Solutions	Member
maria	Maria	Shears	user1241@axerosolutions.com	10/31/2017 5:42:44 AM	Axero Solutions	Member
mark-h	Mark	Haynes	user1235@axerosolutions.com	10/31/2017 5:42:36 AM	Axero Solutions	Member
mia-w	Mia	Wilson	user1237@axerosolutions.com	10/31/2017 5:42:39 AM	Axero Solutions	Member
michael	Michael	Kent	user1323@axerosolutions.com	10/31/2017 5:44:57 AM	Axero Solutions	Member

## Opening the CSV file in Excel

Open Excel and select the CSV file to open. Select **Delimited** as the file type.

Text Import Wizard - Step 1 of 3
?
X

The Text Wizard has determined that your data is Fixed Width.  
If this is correct, choose Next, or choose the data type that best describes your data.

Original data type

Choose the file type that best describes your data:

☒ Delimited
- Characters such as commas or tabs separate each field.
☐ Fixed width
- Fields are aligned in columns with spaces between each field.

Next Import step: 1
File origin: Windows (ANSI)

Start import at row:  File origin: Windows (ANSI)

☐ My data has headers.

Preview of file

```

1 Username,First name,Last name,Email,Joined,Company,Top level community roles,Hum
2 Abraham,Abraham,Martin,demo6@axerosolutions.com,11/16/2015 7:18:46 AM,Acme Ltd.,
3 alexis,Alexis,Fox,demo19@axerosolutions.com,5/24/2018 7:27:18 PM,"SiteAdministr
4 antonia,Antonia,Murray,demo11@axerosolutions.com,5/15/2018 10:58:28 PM,,Member,M
5 axero-support,Axero,Support,support@axerosolutions.com,3/8/2016 10:53:17 PM,Axer
6 basha,Basha,Lewis,demo9@axerosolutions.com,11/16/2015 9:37:32 AM,Acme Ltd.,Membe
7 ben-n,Ben,Newman,demo5@axerosolutions.com,5/15/2018 10:58:55 PM,,Isolated Member

```

< >

Cancel < Back **Next >** Finish

Select **Comma** as the delimiter.

Text Import Wizard - Step 2 of 3 ? X

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

☐ Tab

☐ Semicolon

☒ **Comma**

☐ Space

☐ Other:

☐ Treat consecutive delimiters as one

Text qualifier: "

Data preview

Username	First name	Last name	Email	Joined
Abraham	Abraham	Martin	demo6@axerosolutions.com	11/16/2015 7:18:46 AM
alexis	Alexis	Fox	demo19@axerosolutions.com	5/24/2018 7:27:18 PM
antonia	Antonia	Murray	demo11@axerosolutions.com	5/15/2018 10:58:28 PM
axero-support	Axero	Support	support@axerosolutions.com	3/8/2016 10:53:17 PM
basha	Basha	Lewis	demo9@axerosolutions.com	11/16/2015 9:37:32 AM
ben-n	Ben	Newman	demo5@axerosolutions.com	5/15/2018 10:58:55 PM

< >

Cancel < Back **Next >** Finish