GO by Spark: How to Export the Users?

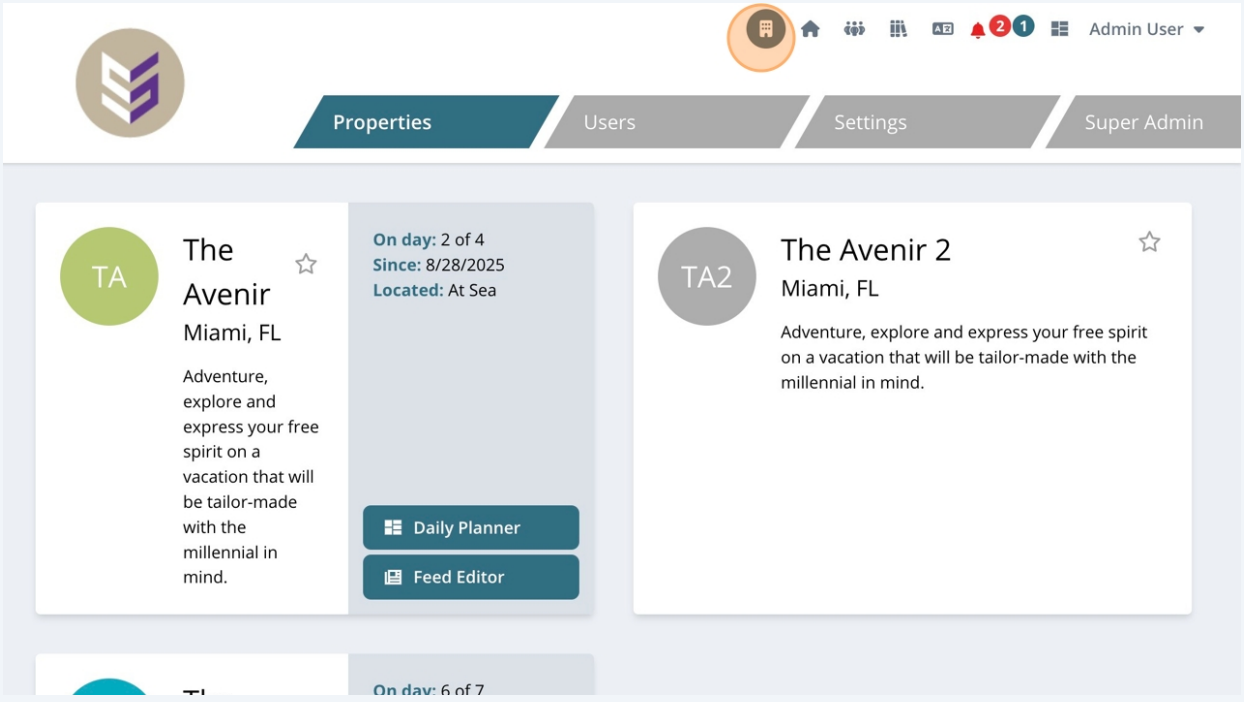
This guide is also available as a video. Click the link below to watch:

scribehow.com/embed-preview/GO_by_Spark_How_to_...

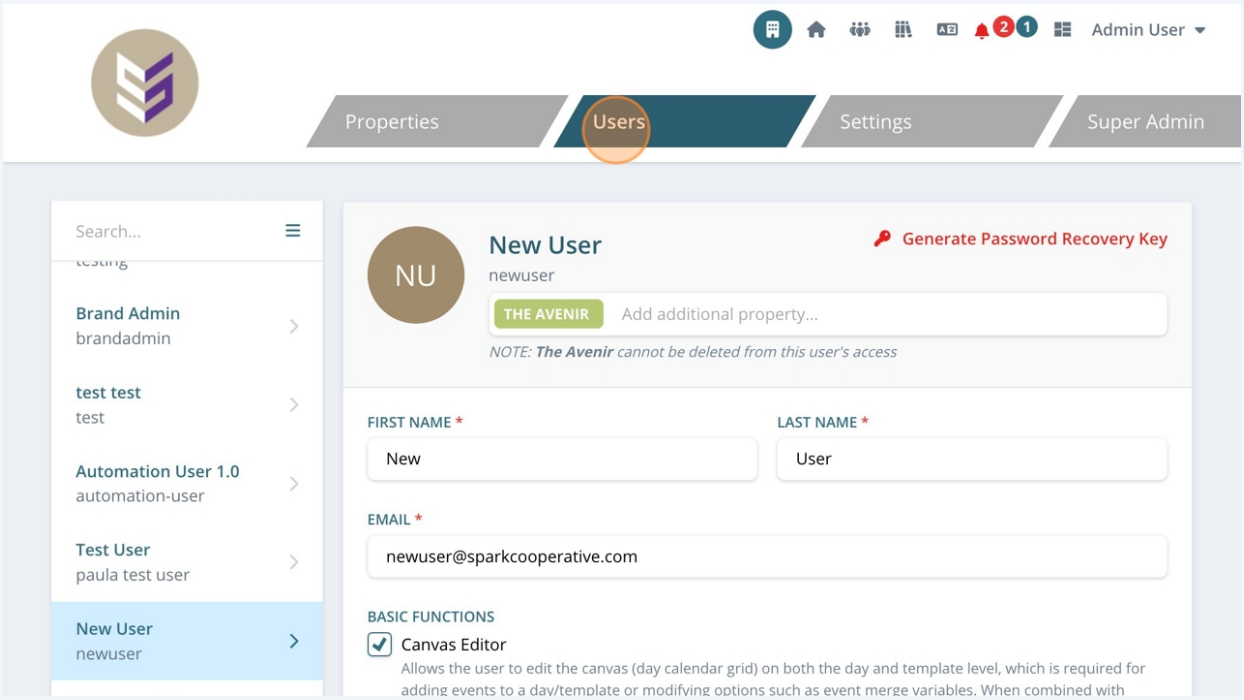
This guide provides a straightforward process for exporting a list of GO Users from GO. By following the simple steps, a user with the User Manager permission can efficiently export a list of users to suit their user management needs.

1 Depending on the version, the "Users management" can be found:

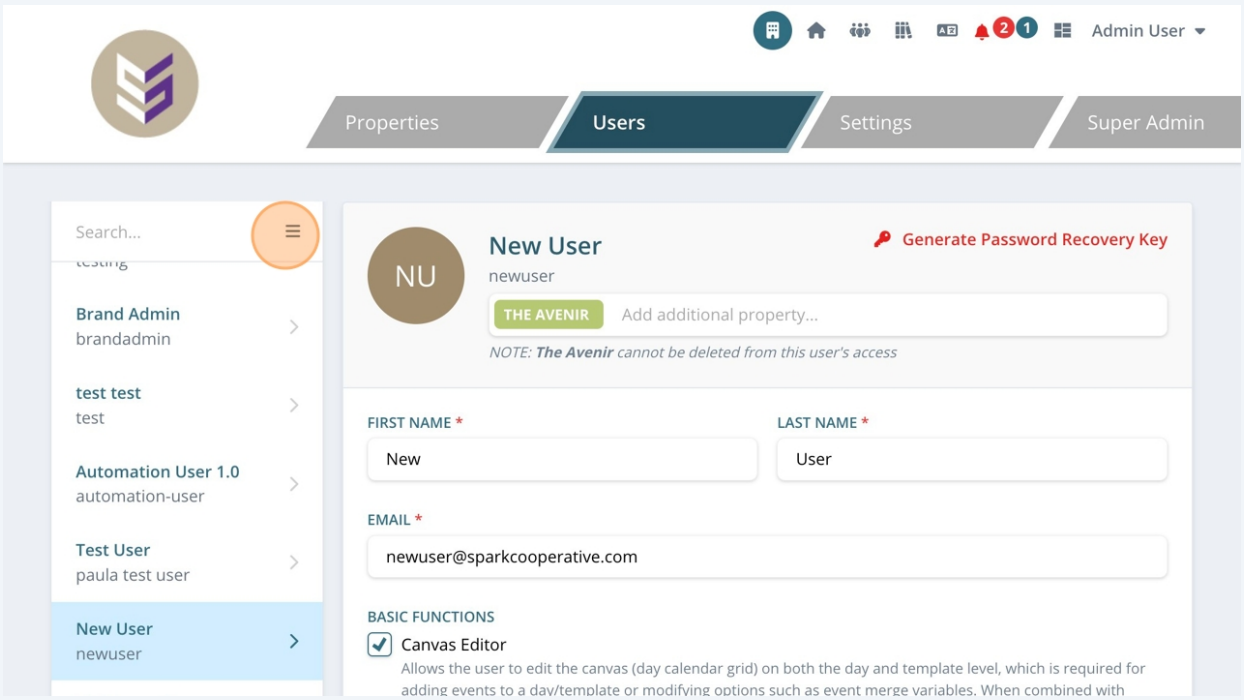
- **Within the user options:** Click the user name and then click "Manage Users".
- **Or, as a tab:** Click the building icon and then click "Users".



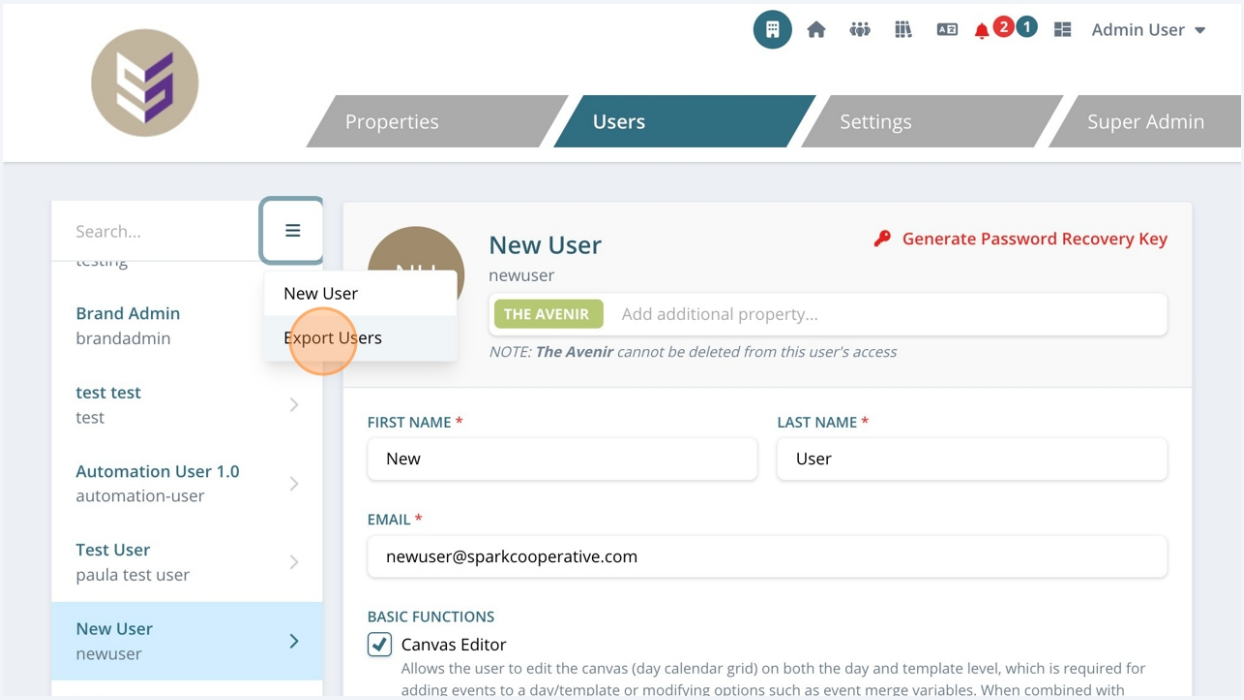
2 Click on the "Users" tab.



3 Click on the "three -lines" icon.



4 Select and click on "Export Users".



Tip! The file will export as a CSV file. After exporting the file, you can customize and organize the information to suit your needs.