

GO by Spark: How to Export the Users?

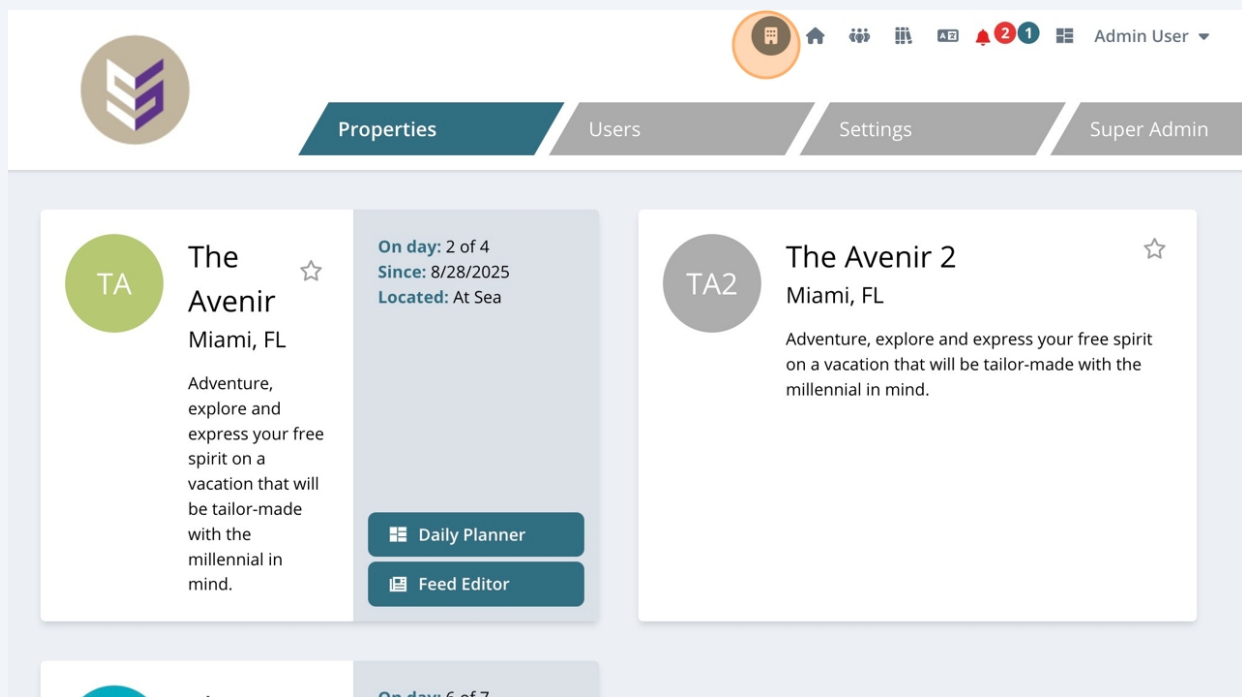
This guide is also available as a video. Click the link below to watch:

[scribehow.com/embed-preview/GO by Spark How to ...](https://scribehow.com/embed-preview/GO%20by%20Spark%20How%20to%20Export%20the%20Users%3F)

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.

The screenshot shows a web application interface. At the top, there is a navigation bar with a logo on the left and a series of icons on the right, including a bell with a '2' and a '1'. Below the navigation bar is a tabbed interface with four tabs: 'Properties', 'Users', 'Settings', and 'Super Admin'. The 'Users' tab is currently selected and highlighted with an orange circle. The main content area is titled 'New User' and contains a form for creating a new user. The form includes a search bar on the left, a 'Generate Password Recovery Key' button, a 'FIRST NAME' field with the value 'New', a 'LAST NAME' field with the value 'User', an 'EMAIL' field with the value 'newuser@sparkcooperative.com', and a 'BASIC FUNCTIONS' section with a checked 'Canvas Editor' option. A note at the bottom states: 'NOTE: The Avenir cannot be deleted from this user's access'.

3 Click on the "three -lines" icon.

This screenshot is identical to the one above, showing the 'New User' form with the 'Users' tab selected. The difference is that an orange circle is now highlighting the 'three -lines' icon (a hamburger menu icon) in the top left corner of the main content area, next to the search bar.

4 Select and click on "Export Users".

The screenshot shows a web application interface with a top navigation bar containing a logo, a home icon, a users icon, a settings icon, a calendar icon, a notification bell with '2' and '1' indicators, and a user profile 'Admin User'. Below the navigation bar is a tabbed interface with 'Properties', 'Users', 'Settings', and 'Super Admin'. The 'Users' tab is active. On the left, a sidebar menu lists users: 'Brand Admin', 'test test', 'Automation User 1.0', 'Test User', and 'New User'. The 'New User' item is selected, and a dropdown menu is open, showing 'New User' and 'Export Users'. The 'Export Users' option is highlighted with an orange circle. The main content area shows the 'New User' form with fields for 'FIRST NAME' (New), 'LAST NAME' (User), and 'EMAIL' (newuser@sparkcooperative.com). There is a 'Generate Password Recovery Key' button and a note about 'The Avenir'.



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