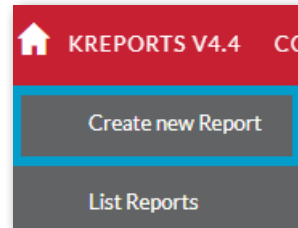


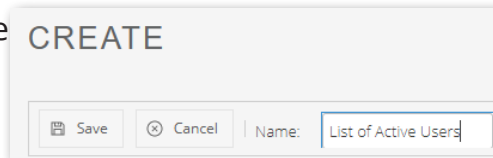
Visit support.fibrecrm.com for more info or contact your CRM Manager

KReports: List of Active Users in CRM

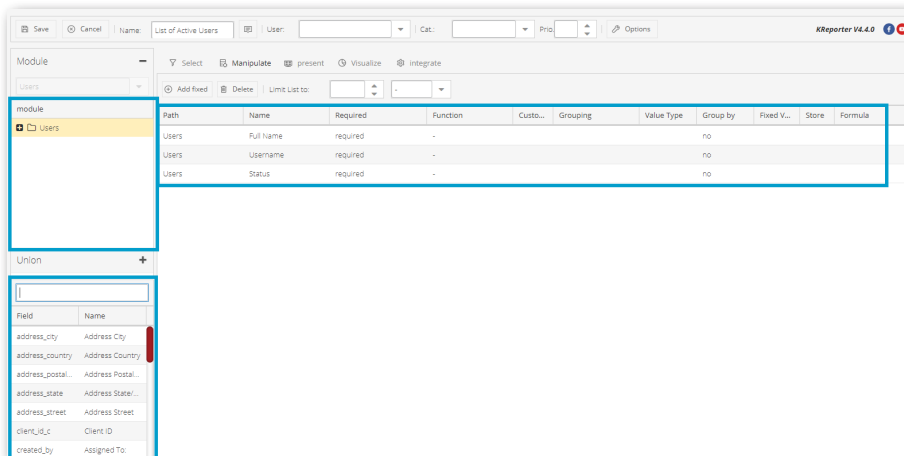
1. To build a report that shows you a list of your **Active Users** in CRM, first navigate to the **KReports Module** and then select **Create New Report**.



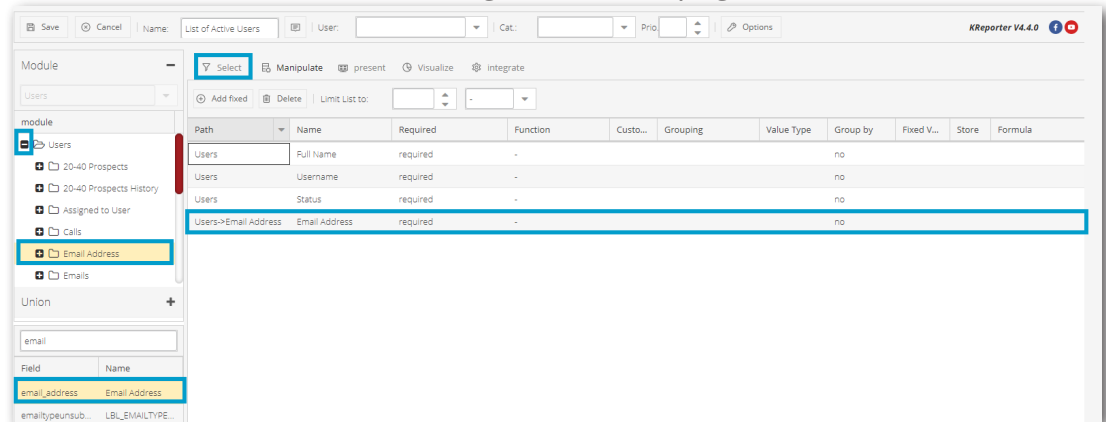
2. In the **Name** box name your report - **List of Active Users**.



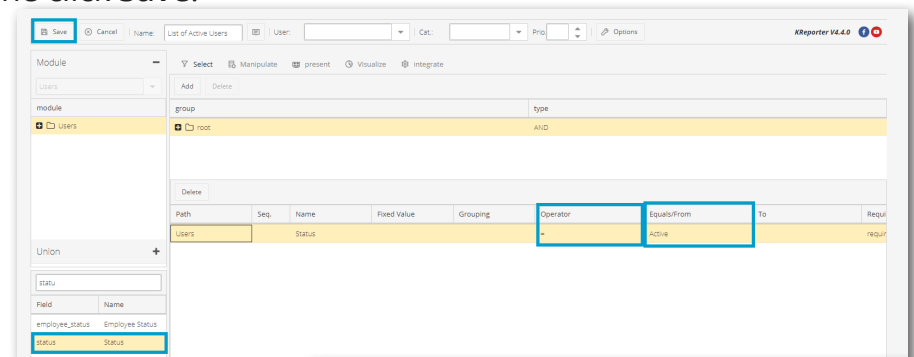
3. In the **Modules** box select **Users** and then in the **Fields** box drag and drop across the **Full Name**, **Status** and **Username** fields into the **Path** section.



4. You'll also need to add the **Email Address** to do this select the **+** button next to **Users** and then scroll down and select **Email Address**. In the fields section drag and drop across the **Email Address** field. Once done click **Select** to go the filters page.



5. On the **Filters** page, you'll need to set a Filter to show only the **Active** users on the report. To do this drag and drop across the **Status** field to the **Path**. In the **Operator** column select **=** from the drop down menu and in **Equals/From** column select **Active** from the drop down menu. Once done click **Save**.



6. Your report of **Active Users** in CRM will now be available to view. If you need to make any changes select the **Edit** button.

LIST OF ACTIVE USERS			
Edit	Duplicate	Delete	Export Tools
Full Name	Username	Status	Email Address
Rose Walker	RW	Active	t@fibrecrm.com
Christian Pu...	CP	Active	cp@fibrecrm.com
Bob Smart	Bob	Active	imbobsmart@yahoo.com
Ken Rozier	KR	Active	Ken.Rozier@example.com
Samantha R...	SR	Active	Samantha.Redding@example.com
Iain Hender...	IH	Active	Iain.Henderson@example.com