Download user overview

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Download user overview

This guide helps you understand how to download the user overview in Stella Care's Administration System.

What is the user overview?

The user overview provides a complete export of all users registered in the system.

When you download the overview, it comes as an Excel file (.xlsx) containing detailed information about each user, including:

- Username
- Email
- Phone number
- First name
- Last name
- Login type
- Role
- Department
- Organization
- Creation date

This file gives administrators a structured and up-to-date overview of all users, their roles, and their access settings.

How to download the user overview

1. Go to "Users" in the administration panel.
2. Click the button "Download user overview" at the top of the page.

3. The download will automatically begin, and the file will be saved as an Excel sheet on your device.

Tips

- The user overview is useful for audits, documentation, and internal management.
- You can open the Excel file in Microsoft Excel, Google Sheets, or similar programs.
- The file may contain personal data — handle and store it securely.
- Only administrators should download and share the user overview.

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