

Create Report for Activating Accounts (you do have the ability to reactivate and merge accounts, but this will assist in allowing the system to reactivate or merge based on a large number of needed updates)

1) **Create a New Master Report within the Administration Tab** shown here within Quick Links:

Quick Links

- Approve users
- Schedule a session
- Live training report
- Calendar of Scheduled Training
- Rankings
- Training bulletin report
- Compliance Audit—Chart C/D Combo
- Compliance Audit—Required Documents
- Activity Report
- Master Report—Local level, Report to screen
- Master Report—Downloadable Spreadsheet
- New Master Report (2020)

2) **Within Filters, choose ‘All Locations’** that will include your locations, or you can select one or Ctrl to pick more than one:

Filters

Location: -- All Locations --
Blessed Sacramento (Denver)

3) **Filters for Roles, Profiles, and Continuing Training** can remain as is for this report.

4) **For User Fields, you can click on the following to build your report for the reactivation of accounts: Last, First, Login ID, Email Address, Primary Location, and Roles in Primary Location** (you can limit it to Last, First, and Login ID):

User Fields

- Last
- First
- Middle
- Nickname
- Salutation
- Login ID
- Email
- Account Status
- Primary Location
- Primary Location ID
- All Locations (select to find users in secondary sites)
- Roles in primary location only (select to limit roles to only those in th

5) You also can include the Database ID that will assist in the reactivation of the accounts, but not necessary:

User Notes
 Database ID
 External ID

6) You can keep all other filters blank, unless you would like to review the training, background checks, and documents of each user.

7) You can run the report to 'Show all users (including inactive users)' and send to Export Report to CSV and save to Excel format:

Show only users who are currently active
 Show only users who are currently active (including pending users)
 Show only users who are currently pending
 Show users who were active from: to:
 Show all users (including inactive users)*

8) Download the report:

Master Report

[Download the report](#)

[Return to the report menu](#)

9) Open the CSV file and then save to Excel

10) Within Excel, add a column labeled Activate and you can also add Duplicate:

A	B	C	D	E	F	G	H
Last	First	Login ID	Primary Location	Roles in primary location	Database ID	Activate	Duplicate
TestOne	Data	first.last_denver	Blessed Sacrament (Denver)	Volunteer,	6866888		
TestTwo	Data	first.last_denver	Blessed Sacrament (Denver)	Volunteer,	6867057	X	
TestThree	Data	first.last_denver	Blessed Sacrament (Denver)	Volunteer,	6866929		X
TestThree	Data	first.last_denver	Blessed Sacrament (Denver)	Volunteer,	6867911		X
TestFour	Data	first.last_denver	Blessed Sacrament (Denver)	Volunteer,	6867910	X	
TestFive	Data	first.last_denver	Blessed Sacrament (Denver)	Volunteer,	6867334	X	
TestSix	Data	first.last_denver	Blessed Sacrament (Denver)	Volunteer,	6867333		
TestSeven	Data	first.last_denver	Blessed Sacrament (Denver)	Volunteer,	6867321		
TestEight	Data	first.last_denver	Blessed Sacrament (Denver)	Employee,	6866836	X	
Test	Data	first.last_denver	Blessed Sacrament (Denver)	Volunteer,	6867853		
Test	Data	first.last_denver	Blessed Sacrament (Denver)	Volunteer,	6867852		
Test	Data	first.last_denver	Blessed Sacrament (Denver)	Volunteer,	6867756		

11) Once the Activate and/or Duplicate accounts are checked, please forward the excel sheet to the Archdiocesan Office for completion. Thank you!