How can I view or export a list of users and their permissions?

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Applies to

- WorldShare Admin
- WMS

Answer

This information can be found in the Circulation Patron Full report which, if you have access to it, is delivered to your FileX server each week on Sunday. The report contains all users including patrons and staff members. It outputs names, usernames, roles, and more. Here is more information on the contents of the report: [Retrieve WMS data extract files with SFTP](https://help.oclc.org/WorldShare/WorldShare_Admin/Troubleshooting/How_can_I_generate_a_list_of_users_and_...

If you are looking to view all users with a certain role, you can search by role within WorldShare Admin. Learn more here: [Search for users](https://help.oclc.org/WorldShare/WorldShare_Admin/Troubleshooting/How_can_I_generate_a_list_of_users_and_…)

Additional information

[About exchanging files with OCLC](https://help.oclc.org/WorldShare/WorldShare_Admin/Troubleshooting/How_can_I_generate_a_list_of_users_and_…)

Roles

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