

Creating a Report of Users by Agency in the PPM Tool

USER GUIDE

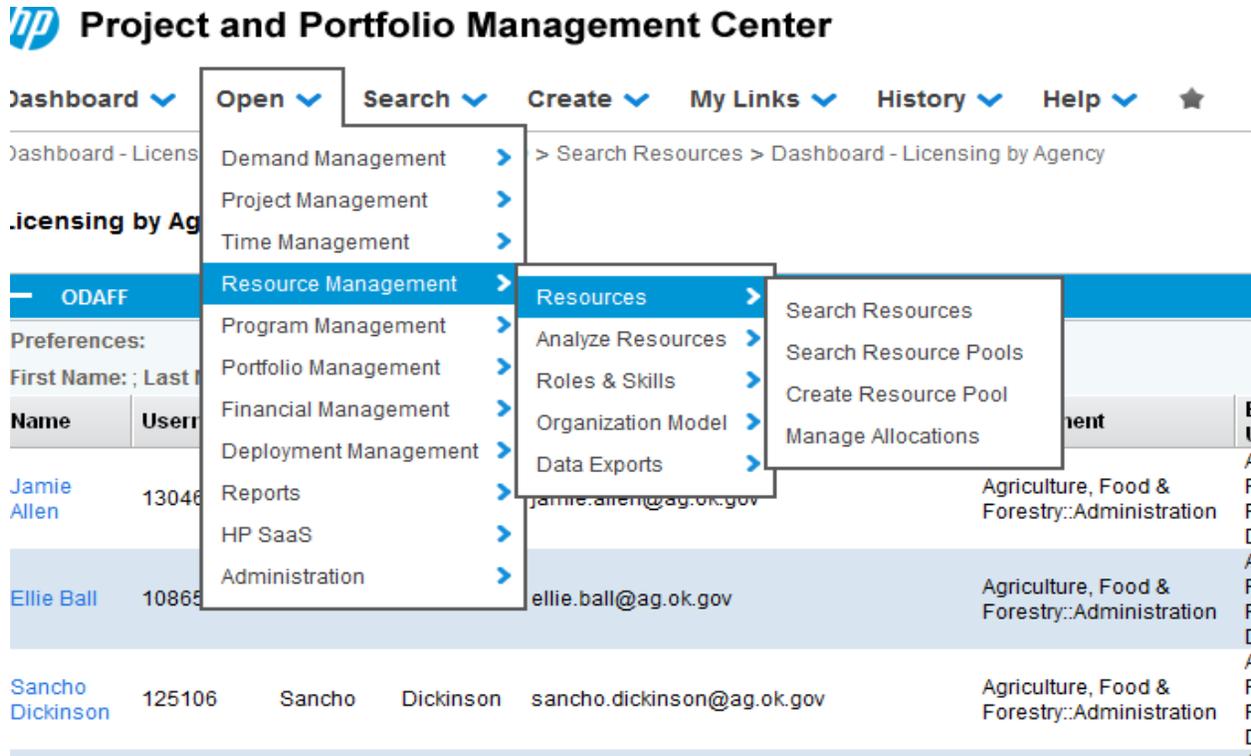
Office of Management &
Enterprise Services

Information Services

August 2015



1. Login to the PPM tool.
2. From the Dashboard Menu, click **Open >Resource Management >Resources >Search Resources**.



3. Under the section labeled **User Data**, select which Business Segment and Business Unit (Agency) you would like to filter for by clicking the little button next to the empty data boxes. Change the **Results Displayed Per Page** to at least 600 and click **Search**.

User Data

Business Segment:  Business Unit (Agency): 

Licensing:

Sort By: Ascending Descending ***Results Displayed Per Page:**

A list of all the users from the business unit you selected will appear.

Search Resources

 [Export to Excel](#)

Select Resource to View				
	Username ▲	First Name	Last Name	Department
<input type="checkbox"/>	100172	Marsheila K	Ward	OMES::Information Services
<input type="checkbox"/>	100787	Edward D	Erwin	OMES::Information Services
<input type="checkbox"/>	104066	Mark	Jones	OKDHS::OKDHS
<input type="checkbox"/>	104889	David E	Wagner	OMES::Information Services
<input type="checkbox"/>	106841	Adam	Barber	OKDHS::Finance Division
<input type="checkbox"/>	107011	Veronica	Franks	
<input type="checkbox"/>	107727	Douglas	Landwert	OKDHS::OKDHS
<input type="checkbox"/>	108213	Tanya	Stephens	
<input type="checkbox"/>	108478	Jun	Xu	OMES::Information Services
<input type="checkbox"/>	108786	Craig A	Sutton	OMES::Information Services
<input type="checkbox"/>	111018	Michael Wayne	Basinger	OMES::Information Services
<input type="checkbox"/>	111319	Catherine	Connelly	OMES::Information Services
<input type="checkbox"/>	111356	Tracy	Butcher	OKDHS::OKDHS
<input type="checkbox"/>	115718	Katrina	White	
<input type="checkbox"/>	116857	Jenni	Shelton	OMES::Information Services
<input type="checkbox"/>	117033	Paul A	Johnson	OMES::Information Services
<input type="checkbox"/>	117350	Samuel E	Whitfield	OMES::Information Services
<input type="checkbox"/>	117365	Jeffrey	Rosebeary	
<input type="checkbox"/>	117591	Yuzhou	Fan	OMES::Information Services
<input type="checkbox"/>	117702	Janice D	Austin	OMES::Information Services
<input type="checkbox"/>	118098	Paul D	Atkins	OMES::Information Services
<input type="checkbox"/>	118160	Celeste C	Rogers	OMES::Information Services
<input type="checkbox"/>	118275	Virginia	Smith	OKDHS::Legal Division

- Click the **Export to Excel** button at the top of the search results. This will export the entire list into an Excel spreadsheet, including the columns not listed on the search results.

Note: Most of the columns on the Excel spreadsheet are self-explanatory. One column that many need explaining is the very last column, **Licensing**. If the column has the word **Full** in it, this indicates the user has full access to the PPM tool and will be billed the Full User license fee. The word **View** indicates the user has view access and will be billed the Occasional User license fee. The word **None** indicates the user has no access to the PPM tool. They are not billed for a licensed fee. They are included on the tool to be used as project resources.