

KB92178134: WebCenter - How to extract a simple Excel file containing all users and e-mail addresses (SQL)

Description

WebCenter Administrators or Solution Architects may want to extract basic user information from WebCenter. For example, a list of all current users with their username, e-mail address, etc..

Naturally, WebCenter customers having a need for regular reports containing information from the WebCenter database can use the very flexible reporting framework. Using the WebCenter reporting framework has great advantages. For example, you can choose from an array of formats (PDF, XML, XLS, CSV, TXT, RTF, HTML, XHTML), add charts, calculate averages and compare actuals to targets, add your own images/logos and terminology and you do not need to access the database server to run reports. For more information, see the [WebCenter User Documentation](#).

However, in case only a one-time simple Excel sheet containing information from a single WebCenter database table is needed, it is possible to run a basic database query and copy the results to an Excel file. This article describes how to do so, using a Microsoft SQL database. Of course, this procedure should not be promoted at customers. Whenever there is need for regular reports, WebCenter Reporting should be advocated.

Procedure

Follow these steps to fetch the desired information from the WebCenter SQL database and add it to an Excel file:

1. Log on to the WebCenter database server and preferably connect with Remote Desktop Connection. If this is not possible, connect with TeamViewer.
2. Launch **SQL Server Management Studio** and log in.
3. In the top toolbar, click the **New Query**  button. A new query window will open.
4. Type the following SQL query:

```
SELECT * from WebCenter4_0.webcenter.Users
```

5. In the top toolbar, click the **Execute**  button.
6. The **Results** panel below the query window will display a table containing user information.
7. Now, you can export your results.
 - a. In case you are using Remote Desktop:
 - i. In the **Results** panel, press **CTRL + A** to select all records. Then press **CTRL + C** to copy them.
 - ii. On your own machine, open a new blank Excel document and press **CTRL + V** (or **Cmd + V** for Mac) to paste the information.
 - b. In case you are using TeamViewer, you may need to create the Excel document on the server first and then copy it to your machine using **File Transfer**.
 - c. Alternatively, click anywhere in the **Results** table and choose **Save Results As...** to save the results to a CSV file. If so desired you convert the CSV file to Excel later by importing it into Microsoft Excel.
8. In your Excel file optionally delete the columns that are not very useful to you. You may also want to delete the rows where the value for **Deleted** is 1 as these contain deleted users.

The result is a very basic Excel sheet containing information such as: User Id, Username, Last Name, First Name, Email, Phone Number, Function and User Type.

User ID	User Name	Location ID	Last Name	First Name	Email	Guaranteed access	Phone Number	Mobile Number	Function	Task Type	User Creator	Owner ID
0001_00000001	ADMIN	NULL	ADMIN			1				1	0	0 NULL
0001_00000002	ADMIN	NULL	ADMIN			0				1	0	0 NULL
0001_00000003	CLEANUP	NULL	CLEANUP			0				1	0	0 NULL
0001_00000004	WORKFLOW	NULL	WORKFLOW			0				1	0	0 NULL
0002_00000001	DEKE	0000_00000001	Kaiser	Debbie	deke@webco.com	0	1 +31 9 238 95 81		Industrial Application Designer	1	0	1 0000_00000001
0002_00000002	NEUS	0000_00000001	Sumari	Neel	neus@webco.com	0				1	0	1 0000_00000001
0002_00000003	NEUSLEER	0000_00000001	Sutrick	Neel	neus@webco.com	0				0	0	0 0000_00000001
0002_00000004	SARK	0000_00000001	Barot	Sachin	sark@webco.com	0				0	0	0 NULL
0002_00000005	FBI	NULL	Bhambhani			1				1	0	1 0000_00000001
0002_00000007	SARAAZHEN	0000_00000001	Barot	Sachin	sark@webco.com	0				1	0	0 NULL
0002_00000008	DECE	0000_00000001	Colburn	David	dece@webco.com	0				0	0	0 0000_00000001
0002_00000009	USDT1	0000_00000001	One	User	Demo@webco.com	0				0	0	0 0000_00000001

Article information	
Applies to	WebCenter all versions
Created	13-Jun-14
Last revised	
Author	DEKE
CW Number	

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If your goal is to later import the user accounts in the Excel file in another WebCenter system, have a look at the following article as this requires a specific format for you Excel sheet:

Content by label

There is no content with the specified labels

