

Commerce Learning Center (CLC)

Export User Profile Data-Bulk User Report

Audience: CLOs/ Bureau Team Leads

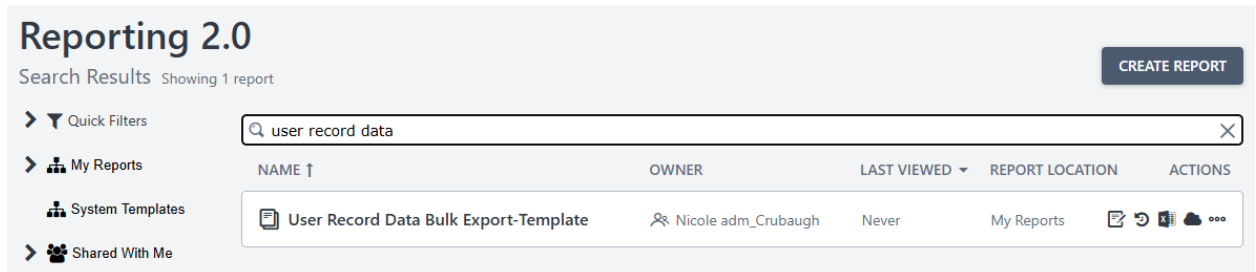


CLC Access Level: Admin with access to Reporting 2.0, Builder

The Commerce Learning Center (CLC) user profile data can be exported by leveraging Reporting 2.0 custom transcript reports.

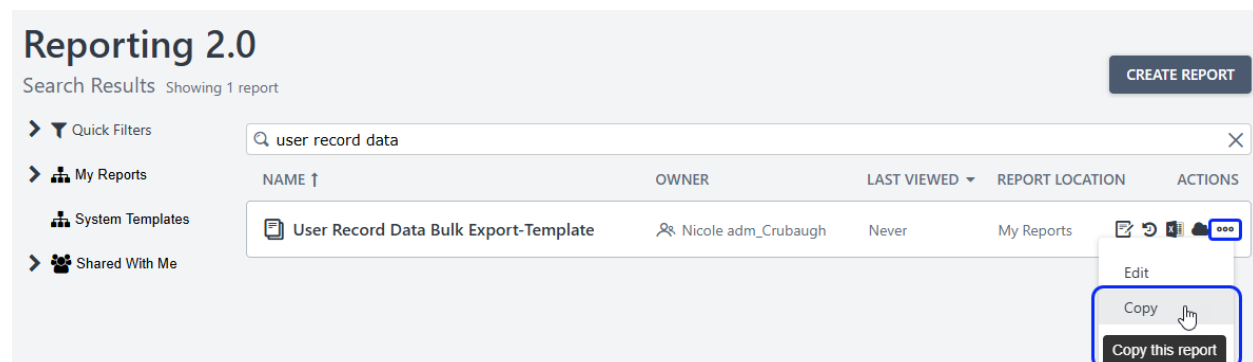
To pull Commerce Learning Center user profile information for your bureau:

1. Login to the [Commerce Learning Center](#) with your **Administrator** login.
2. From the main navigation bar select **Reports**, then select **Reporting 2.0**.
3. Using the **Search bar** at the top of the Reporting 2.0 screen, search for the **User Record Data Bulk Export-Template** report. **Note:** This report has been shared with all BTLs and CLOs with Report Builder permissions.



The template is configured to pull user profile data for all active users associated with the OU constraints set in the report

4. Select the **three-dot ellipsis** beside the report template.
5. Select **Copy** to make an editable copy of the report template.



6. **Edit** the **filters** as you see fit. (see notes above, step 3)

At **minimum**, we recommend **updating the Division selection** to match your respective bureau.

For immediate assistance and to speak with a real person 24/7 please visit
<https://doc.eskillzivesupport.com/support/home>

Commerce Learning Center (CLC) Export User Profile Data-Bulk User Report

Audience: CLOs/ Bureau Team Leads



7. **Save** and **close** the report.
8. You should be redirected back to the main Reporting 2.0 screen. **Locate** the report that you configured. The copy of the report that you created can now be found under the My Reports section in Reporting 2.0.
9. Use the **Cloud** icon to Schedule the report to run.

Reporting 2.0
Search Results Showing 1 report

CREATE REPORT

Quick Filters

My Reports

System Templates

Shared With Me

Search: user record data

NAME ↑	OWNER	LAST VIEWED ▾	REPORT LOCATION	ACTIONS
User Record Data Bulk Export-Template	Nicole adm_Crubaugh	Never	My Reports	

Download/Schedule your report

10. On the Snapshots pop up, select **Schedule for Now** to execute the report.

Snapshots for User Record Data Bulk Export-Template

Download icon

03/21/2025 1:25 PM
Completed in < 1 min. Record count: 70505.

Generate new snapshot

Maximum number of records: 200000

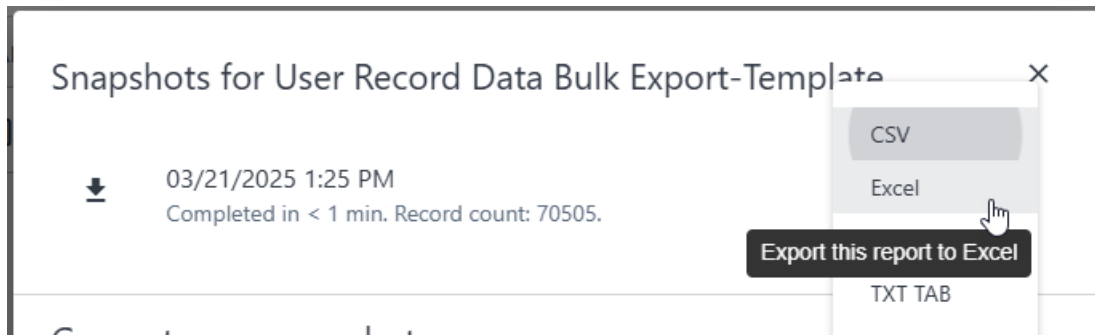
☐ Notify me through email when the report is ready for download

SCHEDULE FOR NOW

11. When the report output is ready the report will show in the **Snapshots** view with the count of rows noted.
12. **Select** the entry for the recently generated report. From the flyout **select** the desired output option. The report will download to your default download location.

Commerce Learning Center (CLC) Export User Profile Data-Bulk User Report

Audience: CLOs/ Bureau Team Leads



13. **Navigate** to your **Downloads** folder to obtain the exported data.
14. **Open** the file to view the exported data.
15. **Store** the exported data in a safe and secure manner.