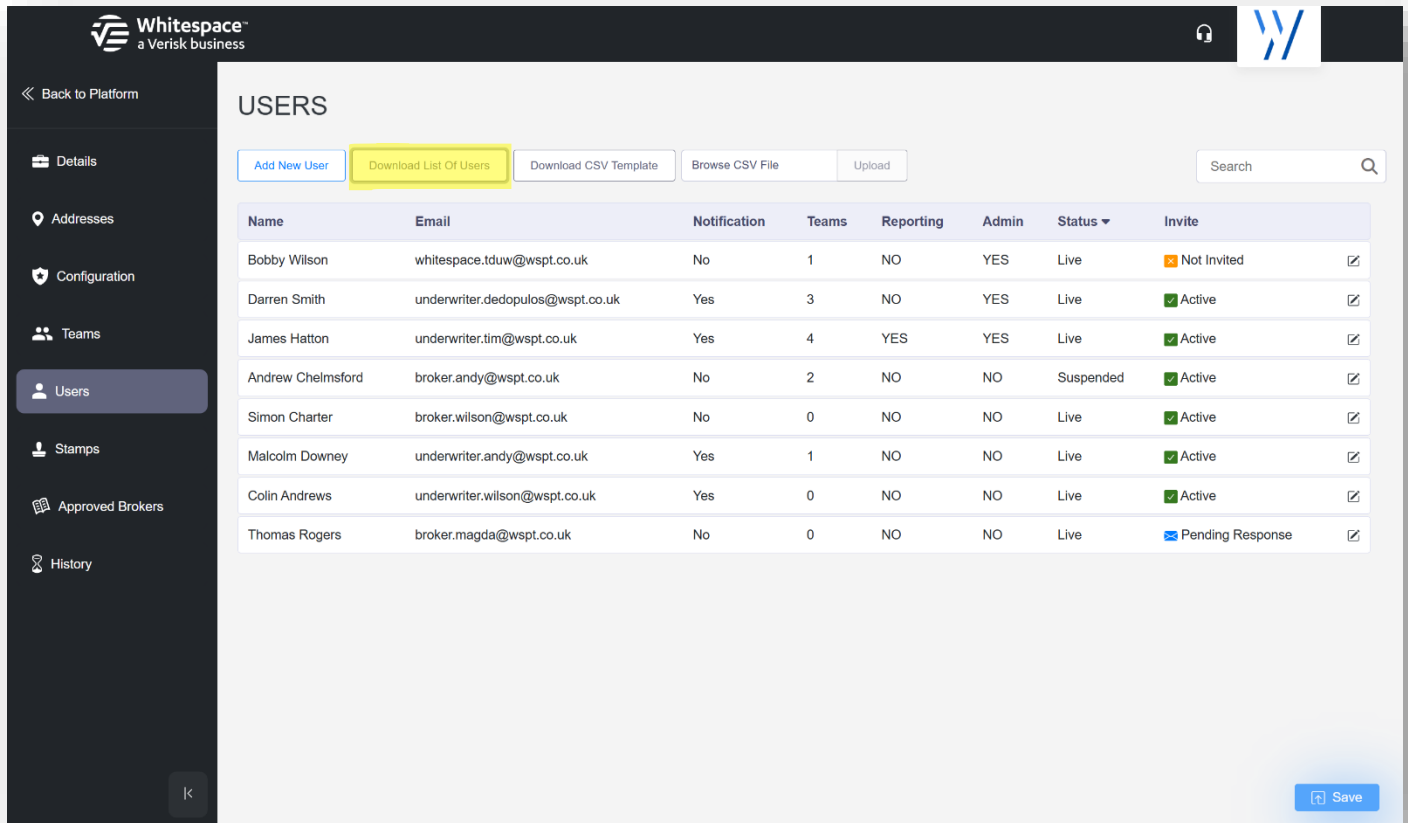


# Making Sense of the Underwriter User List

The full list of users that have been created within a Whitespace 'corporate' instance can be downloaded from the Admin Portal. Select the 'Users' button in the black left-hand bar and then click 'Download List Of Users' near the top left of the 'Users' screen.



You are prompted to save the user list, which is presented as a .CSV file. Use a spreadsheet programme to open the list. Each row contains one user's details and permissions **for one Whitespace user team** that they are a member of. This means users that are members of multiple teams have multiple rows of data in the list, one after another.

1	User Name	User Unique Id	Email	Current State	Team Name	Team Unique ID	Admin User	Reporting User	Reviewer	Self-Approver	Library Access	Clause Management	Adde
2	Bobby Wilson	MU3FE5D98C-BA1E-4350-8CD8-F8007CCEA714	whitespace.wilson@wspt.co.uk	Live	PROPERTY	PROPERTY	YES	NO	NO	NO	NO	NO	20/04
3	Darren Smith	MUAC1C3CBE-539E-414A-AC93-C9A4CFED8E65	underwriter.smith@wspt.co.uk	Live	ALL RISKS	ALLRISKS	YES	NO	NO	NO	NO	NO	11/01
4	Darren Smith	MUAC1C3CBE-539E-414A-AC93-C9A4CFED8E65	underwriter.smith@wspt.co.uk	Live	MARINE	MARINE	YES	NO	NO	NO	NO	NO	11/01
5	Darren Smith	MUAC1C3CBE-539E-414A-AC93-C9A4CFED8E65	underwriter.smith@wspt.co.uk	Live	AVIATION	AVIATION	YES	NO	NO	NO	NO	NO	11/01
6	James Hatton	MUFB700E52-0796-4A60-8D55-B11D862DE86A	underwriter.jim@wspt.co.uk	Live	ALL RISKS	ALLRISKS	YES	YES	YES	YES	YES	YES	11/01
7	James Hatton	MUFB700E52-0796-4A60-8D55-B11D862DE86A	underwriter.jim@wspt.co.uk	Live	MARINE	MARINE	YES	YES	NO	YES	YES	YES	11/01
8	James Hatton	MUFB700E52-0796-4A60-8D55-B11D862DE86A	underwriter.jim@wspt.co.uk	Live	AVIATION	AVIATION	YES	YES	NO	YES	YES	YES	11/01
9	James Hatton	MUFB700E52-0796-4A60-8D55-B11D862DE86A	underwriter.jim@wspt.co.uk	Live	CYBER	CYBER	YES	YES	NO	NO	YES	YES	11/01
10	Andrew Chelmsford	MU802F0DC4-E91E-4FAC-8CAD-CB90EE63C548	underwriter.andy@wspt.co.uk	Suspended	ALL RISKS	ALLRISKS	NO	NO	NO	NO	NO	NO	11/01
11	Andrew Chelmsford	MU802F0DC4-E91E-4FAC-8CAD-CB90EE63C548	underwriter.andy@wspt.co.uk	Suspended	PROPERTY	PROPERTY	NO	NO	NO	NO	NO	NO	11/01
12	Simon Charter	MU7CC92E65-AFA3-48C0-BD74-0ED6DC98E6CB	underwriter.sichar@wspt.co.uk	Live	ALL RISKS	ALLRISKS	NO	NO	NO	NO	NO	NO	11/01
13	Malcolm Downey	MU7425890D-43BA-4A59-8D8C-D9E175DE2FC3	underwriter.downey@wspt.co.uk	Live	ALL RISKS	ALLRISKS	NO	NO	NO	NO	NO	NO	11/01
14	Colin Andrews	MU3B038D56-856E-457E-BCB7-CC33003AF9A3	underwriter.andrews@wspt.co.uk	Live	ALL RISKS	ALLRISKS	NO	NO	NO	NO	NO	NO	11/01
15	Thomas Rogers	MU14C55ABD-5EAA-46BC-86D2-0166919F5F88	underwriter.rogers@wspt.co.uk	Live	ALL RISKS	ALLRISKS	NO	NO	NO	NO	NO	NO	20/04
16													
17													
18													

Each column contains one specific item of data about the user and their permissions, as follows.

**Column A, "User Name"** – The display name of the user when they're logged in to the Platform. This is the same for all the user's entries.

**Column B, "User Unique Id"** – Each user has a 36-character code that's unique across the entire Platform, known as the "MUID". It's primarily used by the system and API integrators. This is the same for all the user's entries.

**Column C, "Email"** – The email address that the Platform has for the user. This address must use an email domain associated with the corporate instance, either during initial set-up or afterwards. This is the same for all the user's entries.

**Column D, "Current State"** – The status of the user's account. "Live" users have full access to the platform. "ReadOnly" users cannot make any changes to their team's materials. "Draft" users are newly set up but cannot yet access the platform. "Suspended" users have no access the platform. This is the same for all the user's entries.

**Column E, "Team Name"** – The display name of the team that this row is detailing the user's permissions for.

**Column F, "Team Unique ID"** – The internal system name of that team.

**Column G, "Admin User"** – A permission flag. If "YES", the user can access the Admin Portal. If "NO", they cannot. This permission is set at the user profile level, so is the same across all teams.

**Column H, "Reporting User"** – A permission flag. If "YES", the user can run Management Information reports for any of their teams. If "NO", they cannot. This permission is set at the user profile level, so is the same across all teams.

**Column I, "Reviewer"** – A permission flag. If "YES", the user can conduct internal reviews for colleagues. If "NO", they cannot. This permission is specific to an individual team.

**Column J, "Self-Approver"** – A permission flag. If "YES", the user can complete an internal review on their own work. If "NO", they cannot. This permission is specific to an individual team.

**Column K, "Library Access"** – A permission flag. If "YES", the user can access the Contract Library and make changes to its contents. If "NO", they cannot. This permission is set at the user profile level, so is the same across all teams.

**Column L, "Clause Management"** – A permission flag. This requires the 'Library Access' flag set to "YES". If it is "YES", the user can create and edit Contract Library items flagged as clauses. If "NO", they cannot. This permission is set at the user profile level, so is the same across all teams.

**Column M, "Added on"** – The date and time that the user's record was created. This is the same for all the user's entries.

**Column N, "Last Modified"** – The date and time that the user's record was last modified. If the user's data has never been modified, this will be blank. This is the same for all the user's entries.

**Column O, "Last Active"** – The date and time that the user last logged in to the Platform or requested an API token. If the user has never accessed the Platform, this will be blank. This is the same for all the user's entries.