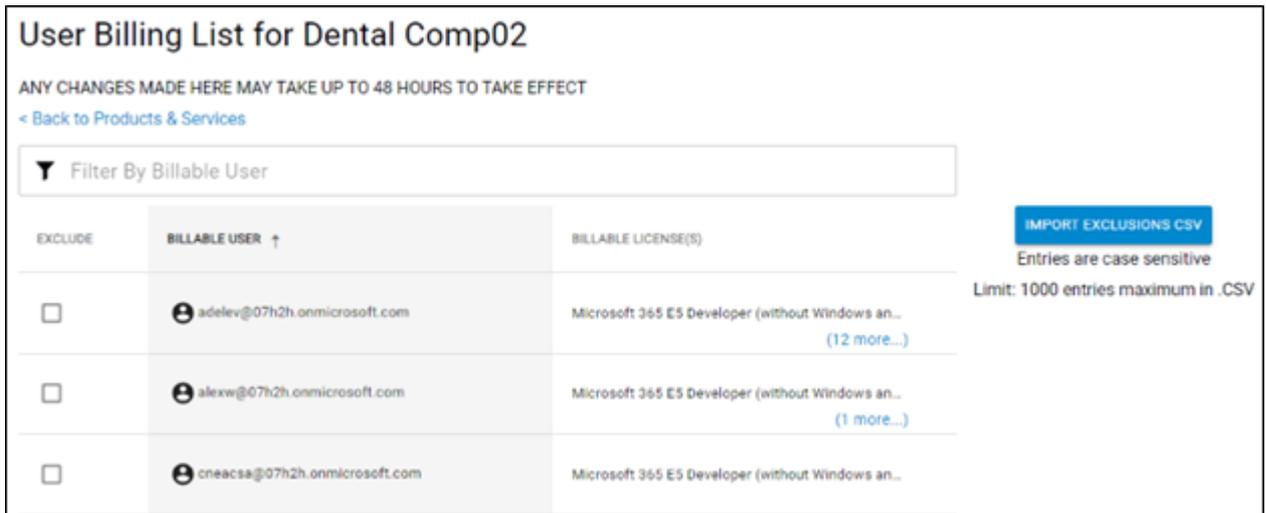


## Filtering Users on the User Billing List

<https://campus.barracuda.com/doc/96768308/>

To filter users on the User Billing List, perform the following steps.

1. Access the User Billing List, See [Accessing the User Billing List](#). The User Billing List is displayed.



**User Billing List for Dental Comp02**

ANY CHANGES MADE HERE MAY TAKE UP TO 48 HOURS TO TAKE EFFECT

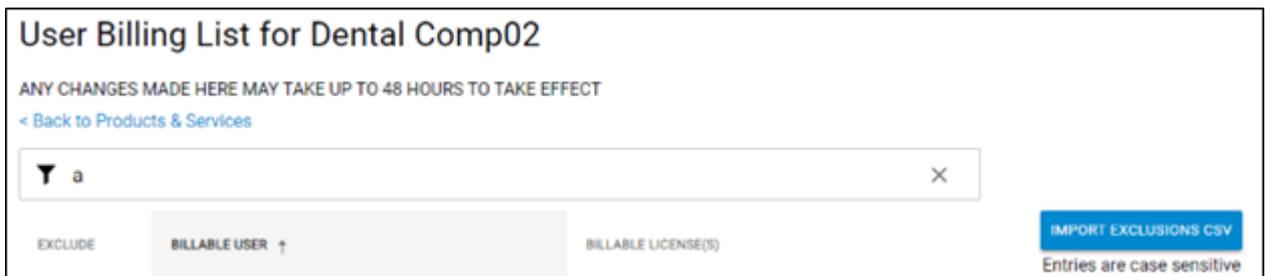
[< Back to Products & Services](#)

Filter By Billable User

EXCLUDE	BILLABLE USER ↑	BILLABLE LICENSE(S)
<input type="checkbox"/>	adelev@07h2h.onmicrosoft.com	Microsoft 365 E5 Developer (without Windows an... (12 more...)
<input type="checkbox"/>	alexw@07h2h.onmicrosoft.com	Microsoft 365 E5 Developer (without Windows an... (1 more...)
<input type="checkbox"/>	cneacs@07h2h.onmicrosoft.com	Microsoft 365 E5 Developer (without Windows an...

[IMPORT EXCLUSIONS CSV](#)  
Entries are case sensitive  
Limit: 1000 entries maximum in .CSV

2. In the Filter By Billable User field, begin typing the name of the user you are looking for, as shown in the example below.



**User Billing List for Dental Comp02**

ANY CHANGES MADE HERE MAY TAKE UP TO 48 HOURS TO TAKE EFFECT

[< Back to Products & Services](#)

Filter By Billable User

EXCLUDE	BILLABLE USER ↑	BILLABLE LICENSE(S)
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[IMPORT EXCLUSIONS CSV](#)  
Entries are case sensitive

The users that match the search criteria are displayed.

## User Billing List for Dental Comp02

ANY CHANGES MADE HERE MAY TAKE UP TO 48 HOURS TO TAKE EFFECT

[< Back to Products & Services](#)

EXCLUDE	BILLABLE USER ↑	BILLABLE LICENSE(S)
<input type="checkbox"/>	 adelav@0.onmicrosoft.com	Microsoft 365 E5 Developer (without Windows an... <a href="#">(12 more...)</a>
<input type="checkbox"/>	 alexw@0.onmicrosoft.com	Microsoft 365 E5 Developer (without Windows an... <a href="#">(1 more...)</a>

[IMPORT EXCLUSIONS CSV](#)

Entries are case sensitive

Limit: 1000 entries maximum in .CSV

1

Items per page

10

1-2 of 2

## Figures

1. campus userbillinglistlicenses.png
2. campus filterbyuser1.png
3. campus filterbyuser2.png

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