

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

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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"/>	cneacsa@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

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Filter By Billable User

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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

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

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Items per page

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IMPORT EXCLUSIONS CSV
Entries are case sensitive

Limit: 1000 entries maximum in .CSV

Figures

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

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