# Searching Users

PHPKB has a feature to filter knowledge base users by specifying parameters in the search form. Expand "**Users**" section in left navigation bar and click on "**Search**" link to open **Search Users** page as shown in the screenshot below:



Specify one or more parameters for searching users in the search form and click the search button. Search parameters are explained below:

1. Enter the keywords you want to search in the "**Keywords**" field.
2. "**Search-In**" field allows you to search the users by name, email address or username individually or in all together.



3. In "**Search Type**" you can mark any of following options:

   - **Any Word** will return results that contain any of the keywords you have entered.
   - **All Words** will return results that contain all the keywords you have entered.
   - **Exact Match** will return results that exactly match the keywords you have entered.

4. Select **Active** in "**Status**" to search for active users and **Inactive** to search for users with inactive status. By default, **Any** is selected which will search for both active and inactive users.
5. Select a "**Level**" (See: PHPKB Users   ) to search for specific type of user. By default, **All** is selected which searches users irrespective of their level.

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Additionally, a 403 Forbidden error was encountered while trying to use an ErrorDocument to handle the request.

6. Click on "**Search**" button and result(s) will appear on the right side of the page as shown in the figure below:



7. Result screen displays user details such as name, username, level, email address and status. You can click on **Actions** button to edit, delete or deactivate the user.

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**Custom Fields**

**Applicable To:** Standard Edition, Standard (Multi-Language) Edition, Enterprise Edition (MySQL), Enterprise Multi-Language Edition (MySQL), Enterprise Edition (SQL Server), Enterprise Multi-Language Edition (SQL Server)

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Online URL: https://www.phpkb.com/kb/article/searching-users-98.html

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