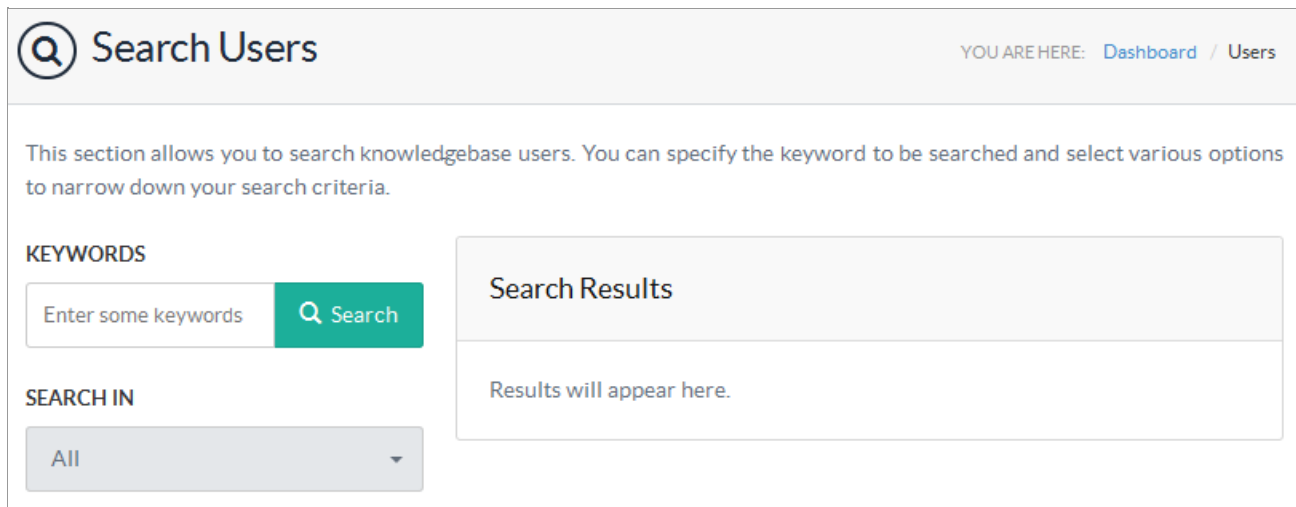


Searching Users

 Gurjeet Kaur

 3.58K  0

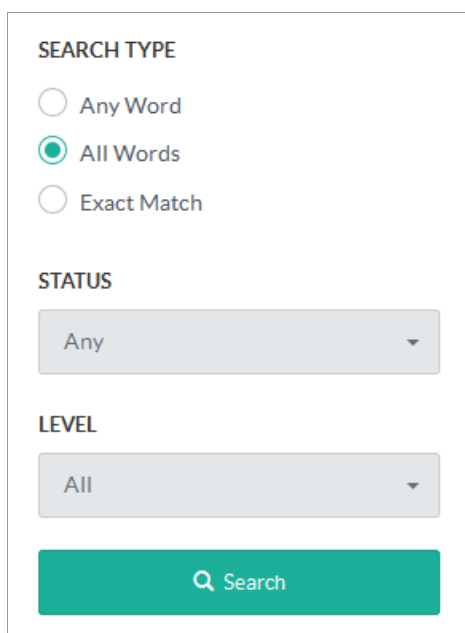
PHPKB has a feature to filter knowledge base users by specifying parameters in the search form. Expand "**Users**" section in left navigation bar and click on "**Search**" link to open **Search Users** page as shown in the screenshot below:



The screenshot shows the 'Search Users' interface. At the top, there's a header with a magnifying glass icon and the text 'Search Users'. To the right, it says 'YOU ARE HERE: [Dashboard](#) / [Users](#)'. Below the header, a paragraph explains: 'This section allows you to search knowledgebase users. You can specify the keyword to be searched and select various options to narrow down your search criteria.' The main form has two sections. The 'KEYWORDS' section has a text input field with the placeholder 'Enter some keywords' and a green 'Search' button with a magnifying glass icon. The 'SEARCH IN' section has a dropdown menu currently set to 'All'. To the right of these inputs is a box titled 'Search Results' which contains the text 'Results will appear here.'

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.



This screenshot shows the filter options for the search. It includes three sections: 'SEARCH TYPE' with three radio buttons: 'Any Word' (unselected), 'All Words' (selected), and 'Exact Match' (unselected); 'STATUS' with a dropdown menu set to 'Any'; and 'LEVEL' with a dropdown menu set to 'All'. At the bottom of these filters is a green 'Search' button with a magnifying glass icon.

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.

1Forbidden

You don't have permission to access this resource.

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:

Search Results

10 results found

First<Page 1 of 1>LastEN

<div>Preet kaur</div> <div>Level: Member</div> <div>Username: Preet kaur</div> <div>User Since: Apr 27, 2016</div>	<div>Email: mangeet.kmc@gmail.com</div> <div>Status: Active</div>	<div>⚡ Actions ▾</div> <div><div>✎ Edit</div><div>✕ Delete</div><div>🔌 Deactivate User</div></div>
<div>Md. Aamir</div> <div>Level: Writer</div> <div>Username: Md. Aamir</div> <div>User Since: Apr 27, 2016</div>	<div>Email: mangeet.kmc@gmail.com</div> <div>Status: Active</div>	
<div>Raman Verma</div> <div>Level: Writer-Trusted</div> <div>Username: Raman</div> <div>User Since: Apr 27, 2016</div>	<div>Email: mangeet.kmc@gmail.com</div> <div>Status: Active</div>	<div>⚡ Actions ▾</div>

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.

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)

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

2nd Forbidden

You don't have permission to access this resource.

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