

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:

Search Users YOU ARE HERE: [Dashboard](#) / [Users](#)

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.

KEYWORDS

Enter some keywords

SEARCH IN

All

Search Results

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.

SEARCH TYPE

Any Word

All Words

Exact Match

STATUS

Any

LEVEL

All

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.
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

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

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>