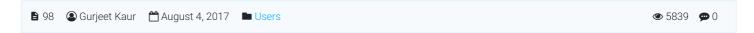
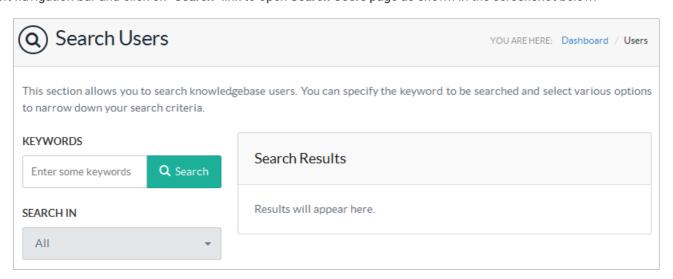
## **Searching Users**

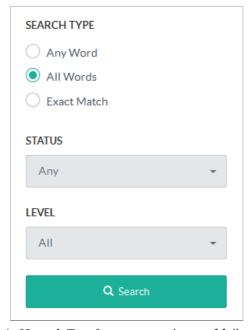


PHPKB has a feature to filter knowledge base users by specifying parameters in the search form. Expand " **Users**" section in left navigation bar and click on "**Search**" link to open **Search Users** page as shown in the screenshot below:



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.



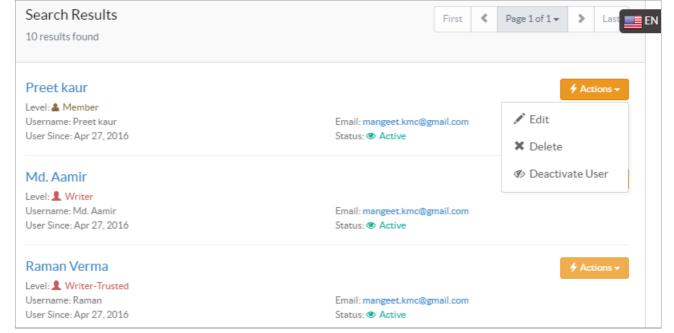
3. In "Search Type" you can mark any of following options:

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.
- 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.

## **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