

# Searching Users

98 Gurjeet Kaur August 4, 2017 Users

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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:

Search Results

10 results found

First

<

Page 1 of 1

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Last

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<div>Preet kaur</div> <div> <div>Level:  Member</div> <div>Username: Preet kaur</div> <div>User Since: Apr 27, 2016</div> </div>	<div>Email: <a href="mailto:mangeet.kmc@gmail.com">mangeet.kmc@gmail.com</a></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> <div>Level:  Writer</div> <div>Username: Md. Aamir</div> <div>User Since: Apr 27, 2016</div> </div>	<div>Email: <a href="mailto:mangeet.kmc@gmail.com">mangeet.kmc@gmail.com</a></div> <div>Status:  Active</div>	
<div>Raman Verma</div> <div> <div>Level:  Writer-Trusted</div> <div>Username: Raman</div> <div>User Since: Apr 27, 2016</div> </div>	<div>Email: <a href="mailto:mangeet.kmc@gmail.com">mangeet.kmc@gmail.com</a></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>