

User Search

User Search provides administrators with a powerful tool to quickly locate and access specific user accounts within the system. This feature enables efficient viewing and editing of user information, supporting various administrative tasks such as profile updates, violation management, and permit assignment.

Using this Feature

The **User Search** screen allows you to input various criteria to find specific users and refine your search results.

1. Hover over **User Management**, and click **User Search**.

Entering Search Criteria

1. Click the Toggle More Options button to see all available fields on the **User Search** screen.
2. Refine your search results by selecting one of the following radio button options:
 - **Any Users**: Displays both enabled and disabled user accounts.
 - **Enabled Only**: Displays only active user accounts.
 - **Disabled Only**: Displays only disabled user accounts.
3. Enter your parameters and click the **Search** button.
4. The search results will appear in a table below the criteria box.

There is a limit to how many records will return. If you see the message "The search has returned more records than allowed and has been truncated. Please refine your search." You will need to narrow down your criteria.

Available Actions from Search Results

From the search results table, you can typically perform various actions by clicking on the user's name or associated icons, such as:

- Click on any **column header** to resort the results alphabetically.
- Click the **Username** button to access the [User Profile Landing Page](#).
- Click the **Envelope** icon to start an [email](#) to that user.
- Click the **Clock** icon to shortcut to the [user history](#).

- Although no export button is available, it is possible to copy the search results directly into Excel or Google Sheets.
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Best Practices & Considerations

- **Combine Criteria:** For more precise results, especially in systems with many users, combine multiple search criteria (e.g., first name and last name, or username and User Type).
 - **Utilize "Toggle More Options":** Don't hesitate to use the expanded search options when you need to find users based on less common data points.
 - **Disabled Accounts:** Remember to select "Any Users" or "Disabled Only" if you are looking for accounts that may have been deactivated.
 - **Data Integrity:** Accurate and up-to-date user information in the system will yield more reliable search results.
 - **Quick Access:** Use the User Search as your primary tool for quickly navigating to a user's comprehensive profile for any administrative task.
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