User Search

> **User Search** allows administrators to find user information to view/edit.

Quick Steps:

1. Go to **User Management** > **User Search**.
2. Enter your search criteria and choose whether to display **Any Users, Enabled Only or Disabled Only**.
3. You can also choose to click the **Toggle More Options** button in the top right of the screen to choose from even more search options.
4. Click **Search**.
5. Review the results table.

Step by Step Instructions:

1. **Access User Search**:
   - Hover over **User Management**.
   - Click **User Search**.
2. **Enter Search Criteria**:
   - Use the fields on the **User Search** screen to input your search criteria.
   - Use the radio buttons to narrow your search with **Enabled Only, Any Users, or Disable Only**.
   - To narrow your search even further, use the **Toggle More Options** button at top right to display more search criteria.
3. **Perform the Search**:
   - Click **Search** to retrieve results.
4. **View Results**:
   - The search results will appear in a table below the criteria box.