

# 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

First < Page 1 of 1 > Last 

<p><b>Preet kaur</b></p> <p>Level:  Member</p> <p>Username: Preet kaur User Since: Apr 27, 2016</p>	<p>Email: <a href="mailto:mangeet.kmc@gmail.com">mangeet.kmc@gmail.com</a></p> <p>Status:  Active</p>	<p></p> <ul style="list-style-type: none"> <li> Edit</li> <li> Delete</li> <li> Deactivate User</li> </ul>
<p><b>Md. Aamir</b></p> <p>Level:  Writer</p> <p>Username: Md. Aamir User Since: Apr 27, 2016</p>	<p>Email: <a href="mailto:mangeet.kmc@gmail.com">mangeet.kmc@gmail.com</a></p> <p>Status:  Active</p>	
<p><b>Raman Verma</b></p> <p>Level:  Writer-Trusted</p> <p>Username: Raman User Since: Apr 27, 2016</p>	<p>Email: <a href="mailto:mangeet.kmc@gmail.com">mangeet.kmc@gmail.com</a></p> <p>Status:  Active</p>	<p></p>

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>