

Search for Users

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If you are authorized to do so, you can search for users in your region on the Users List.

Accessed through the main menu by clicking **Setup and, in the list, Users, the** *Users List* page allows you to search by name. Alternatively, you can filter people on the list by selecting whether they are active or inactive, or belong to a **Resource Group, Notification Status, Role, or Resource Type**. You can also reorder users in the list by clicking any column header.