

User Search

Follow these steps to search the user database of your property to view/ edit/ remove both **Tenant** and **Non-Tenant Users**.

1. Click on [Control Panel > Setup > User Search](#)



2. Fill in the appropriate field according to **Last Name**, **First Name**, or **Email**.

Note:

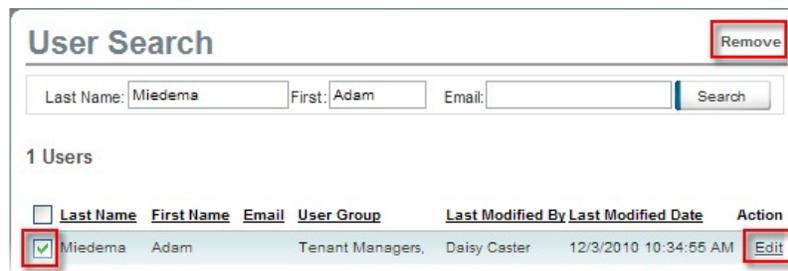
- To view a list of all the users for your property, leave the fields blank.

3. Click **Search**.



A screenshot of the search form. The 'Last Name' field contains 'Miedema', the 'First Name' field contains 'Adam', and the 'Email' field is empty. The 'Search' button is highlighted with a red rectangular box.

4. Results are listed according to *Last Name*, *First Name*, *Email*, *User Group*, *Last Modified By*, and *Last Modified Date*.
5. To remove a user, select the desired user, and click **Remove** on the top right.
6. To edit a user, click **Edit** next to the desired user. Make necessary changes.



A screenshot of the 'User Search' results page. The search form is at the top with 'Miedema' and 'Adam' entered. Below the form, there is a table with one user listed. The 'Remove' button is at the top right, and the 'Edit' button is at the bottom right of the table row. The 'Edit' button is highlighted with a red rectangular box.

<input type="checkbox"/>	Last Name	First Name	Email	User Group	Last Modified By	Last Modified Date	Action
<input checked="" type="checkbox"/>	Miedema	Adam		Tenant Managers	Daisy Caster	12/3/2010 10:34:55 AM	Edit

7. Click **Save** or **Save and Notify** if editing a user, or click **OK** if removing a user.