

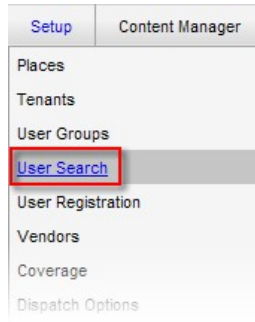




# User Search

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](#)

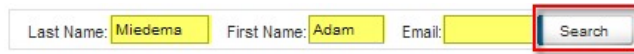


2. Fill in the appropriate field according to **Last Name, First Name, or Email**.

**Note:**

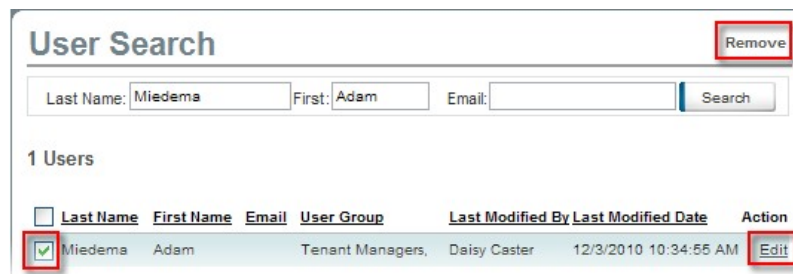
- To view a list of all the users for your property, leave the fields blank.

3. Click **Search**.



A screenshot of a search form with three input fields: 'Last Name: Miedema', 'First Name: Adam', and 'Email:'. A 'Search' button is highlighted with a red 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.



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