

# Search for a User

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1. From the **Dashboard**, select **Manage Users**.

The screenshot shows the Pathful dashboard interface. At the top, there is a navigation bar with the Pathful logo and several menu items: Dashboard, Career, Postsecondary, Work-based Learning, Employability, My Tracker, and My Data. Below the navigation bar, a welcome message reads "Welcome back, Tobie". A secondary navigation bar contains "My Dashboard", "Favorites", "My Sessions", "Manage Users" (highlighted with a red box), and "Manage Groups". The main content area is titled "FlexLesson Assignments" and includes a "+ CREATE CUSTOM LESSON" button and a "View All" link. Below this, there are five assignment cards, each with a title, due date, and completion status. The first card is "+ New Assignment". The other cards are: "STEM Assignment (10.23)", "Lesson 5: Assessment (...)", "Lesson 4: Weekends - U...", "Lesson 3: Personal Time...", and "Lesson 2: After School - ...".

2. To locate a specific user, complete as many filters as possible. This will help limit your search results and prevent you from scrolling through long lists.

Filters include the following:

- a. License
- b. User Role (All, Users, Staff)
- c. Username (if you know it)
- d. First and Last Name
- e. Grade

3. Filters are active. The search begins as soon as you type. Optionally, you can press Enter after typing in a filter box.

The screenshot shows the "Search for users" interface in the Pathful dashboard. The navigation bar is the same as in the previous screenshot. Below the navigation bar, the "Manage Users" option is highlighted. The main content area is titled "Search for users" and includes the text "The table below will automatically update as you search and filter". There are several filter input fields: "Licenses" (a dropdown menu), "User Role" (a dropdown menu with "All" selected), "Username" (a text input field), "First Name" (a text input field), "Last Name" (a text input field), and "Grade" (a dropdown menu). Below the filter fields, there are radio buttons for "My Groups" (selected) and "Shared Groups". To the right of the filter fields, there is a "Group: None" label. At the bottom right of the filter section, there are two buttons: "ADD USER" and "COLUMNS". Below the filter section, there is a table with the following columns: "First Name", "Last Name", "Username", "User Role", "Grade", "Last Activity Date", "Main License", and "Actions". The table contains two rows of data:

First Name	Last Name	Username	User Role	Grade	Last Activity Date	Main License	Actions
Admin	A	AdminA	Admin		2024-09-23 15:07:14.367	QC License 1 - Full	Rostered user or user is a higher role
Admin	Ray	SusanAdmin	Admin		2024-09-12 15:58:17.473	QC License 1 - Full	Rostered user or user is a higher role

