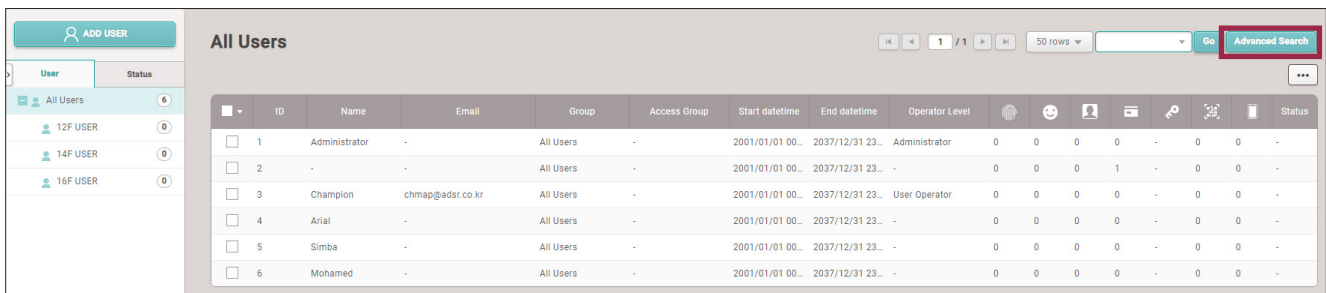


# How to Search for Users With Advanced Search

The existing search feature of the USER menu can only search for users by name and email, but the newly added Advanced Search allows you to narrow the scope of a search query to eliminate irrelevant information to help you find the exact content you're looking for.

## How to Use Advanced Search

- 1 Click **USER**.
- 2 Click **Advanced Search**.



► The image above is an example screen and may differ from the actual screen.

**i** The fields with this icon support only full text search due to encryption of personal data in the database.

- ID
- Name
- Email
- Department **i**
- Title **i**
- Telephone
- Group
- Access Group
- Status
- Operator Level
- Card
- Custom ... **i**

► The image above is an example screen and may differ from the actual screen.

Item	Description
ID	Search using keywords included in the user's ID.
Name	Search using keywords included in the user's name. <ul style="list-style-type: none"> <li>• <b>Name</b> searches are case-insensitive.</li> </ul>
Email	Search using keywords included in the user's email.
Department	Search using keywords included in the user's department. <ul style="list-style-type: none"> <li>• If <b>Encrypt Personal Data on Database</b> is enabled, it can only be searched in full text.</li> </ul>
Title	Search using keywords included in the user's title. <ul style="list-style-type: none"> <li>• If <b>Encrypt Personal Data on Database</b> is enabled, it can only be searched in full text.</li> </ul>
Telephone	Search using keywords included in the user's phone number.
Group	Search for users in the selected group.
Access Group	Search for users in the selected access group.
Status	Search for users with <b>Active/Inactive</b> status.
Operator Level	Search for users with the selected Operator Level.
Card	Search using keywords included in the card. <ul style="list-style-type: none"> <li>• Only CSN cards and Wiegand cards can be searched.</li> </ul>
Custom User Field	Search using keywords included in the <b>Custom User Field</b> . <ul style="list-style-type: none"> <li>• <b>Custom User Field</b> searches are case-sensitive.</li> <li>• If <b>Encrypt Personal Data on Database</b> is enabled, it can only be searched in full text.</li> </ul>
Clear All	Press the button to clear or reset all the fields in the form to their default or empty values.



When searching using multiple fields, only users that match all search words are searched.

3 Enter the desired keywords in the desired field and click **Search**. Users matching search words will be searched.