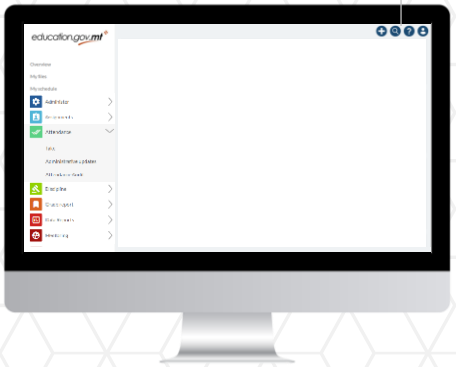
MySchool

SEARCHING FOR USERS

004

Quick reference guide

SUPER SEARCH

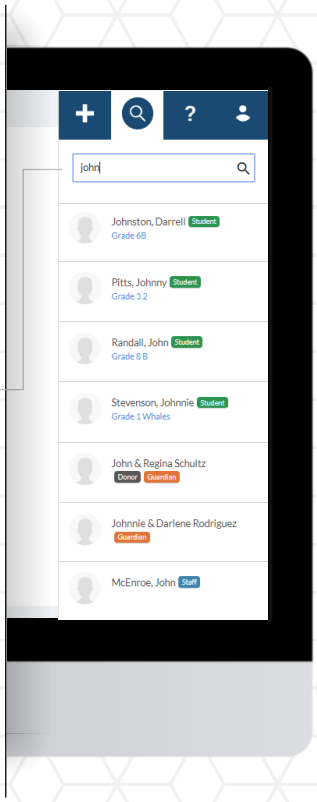


Active users of all types can be searched for using **Super Search**

Start typing the name in Quick search and matching users will start to show up in the results bar.

The user type will show up next to the user name.

Click on the user to go to their detail page.



ADVANCED SEARCH

Advanced search can be used to find ALL users stored in the system. (Active, inactive, archived)

Advanced search can be found via the main menu.

Administer > Advanced Options > Advanced Search

By Name / Legal Name		SEARCH
By Email		SEARCH
By Phone number		SEARCH
By User ID		SEARCH
By User Status	Disabled	SEARCH

Searches can be made using a number of criteria.

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Links to related knowledge base guides

Advanced Search

If this guide is printed, you can find these articles by searching for the above titles at support.msm.io

MySchool training