

## Users

To search for and manage users, you must have an admin account.

### Search users

**Steps** *To search for users:*

- Visit **Users** in the left menu.
- Search by **Last Name, First Name** or **Email**.
- To find deleted users, check the **Deleted** checkbox before clicking **Search**.
- Each user's name, email, whether they have an admin account, and their user role(s) if any are shown in the search results.