Search and Filter Dashboard Users - Admin Panel

Purpose

Quickly find users in large organizations.

Where to find this

Admin tab → **Dashboard Logins**.

Steps

1. Use **Select Organization** at the top to narrow the list to one organization. This will be visible only if you have access to multiple organizations or locations.
2. In **Enter to search**, type part of a name, email, or role to filter results.

Result

The table shows only the rows that match your filter.

Tips and Good practices

- Combine the organization filter with a short search term for best results.
- Clear the search box to return to the full list.

Revision #1
Created 19 September 2025 19:53:37 by Admin
Updated 19 September 2025 19:53:51 by Admin