

## Looking Up

### Overview

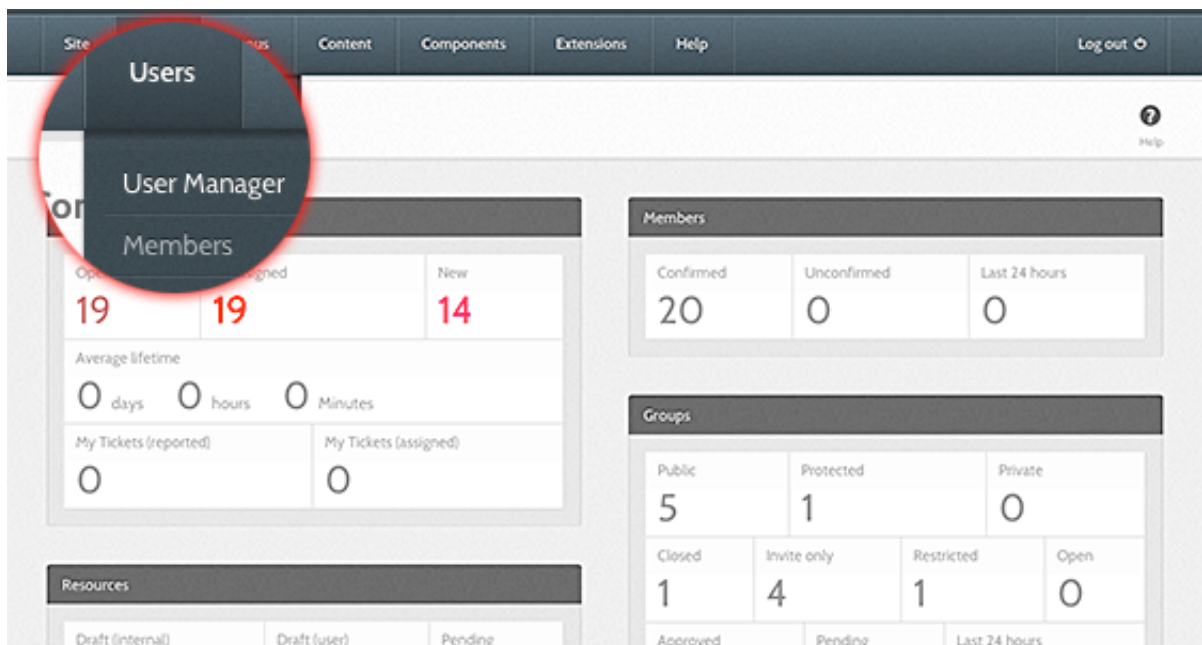
There will be times you need to track down a user's information for whatever reason. This can be a time-consuming task when presented with paging through potentially thousands of accounts. Luckily, there are multiple ways you can search and narrow down results quickly.

### User Manager

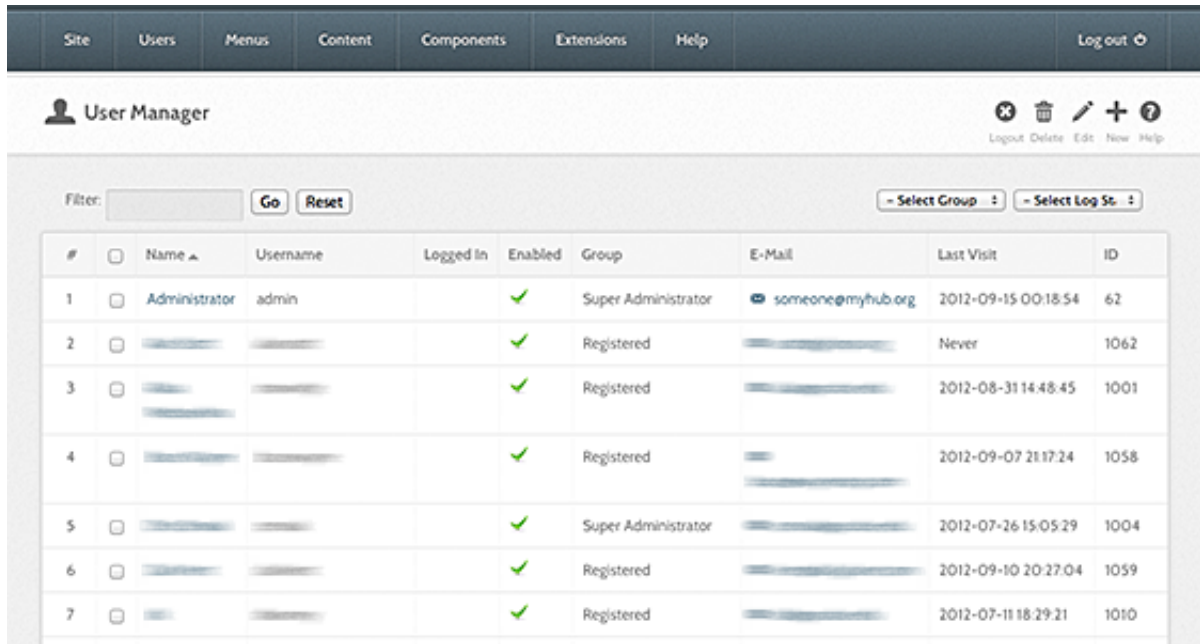
Since information such as user ID, name, username, and email is kept consistent between the User Manager and Members Component, you can use either one to search for a specific account.

To search via the User Manager:

1. First login to the administrative back-end.
2. Once logged in, go to the "User Manager." The User Manager can be found by selecting "Site" > "User Manager" from the drop-down menu on the back-end of your HUB installation.

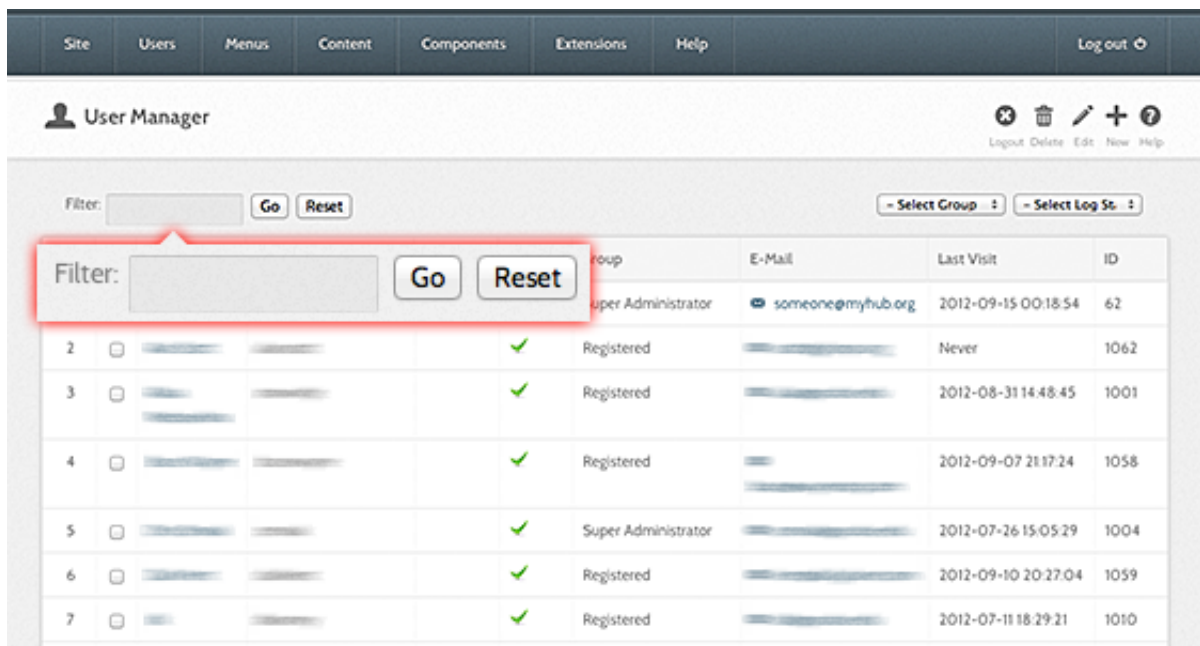


3. You will be presented with a list of all users registered on your site.

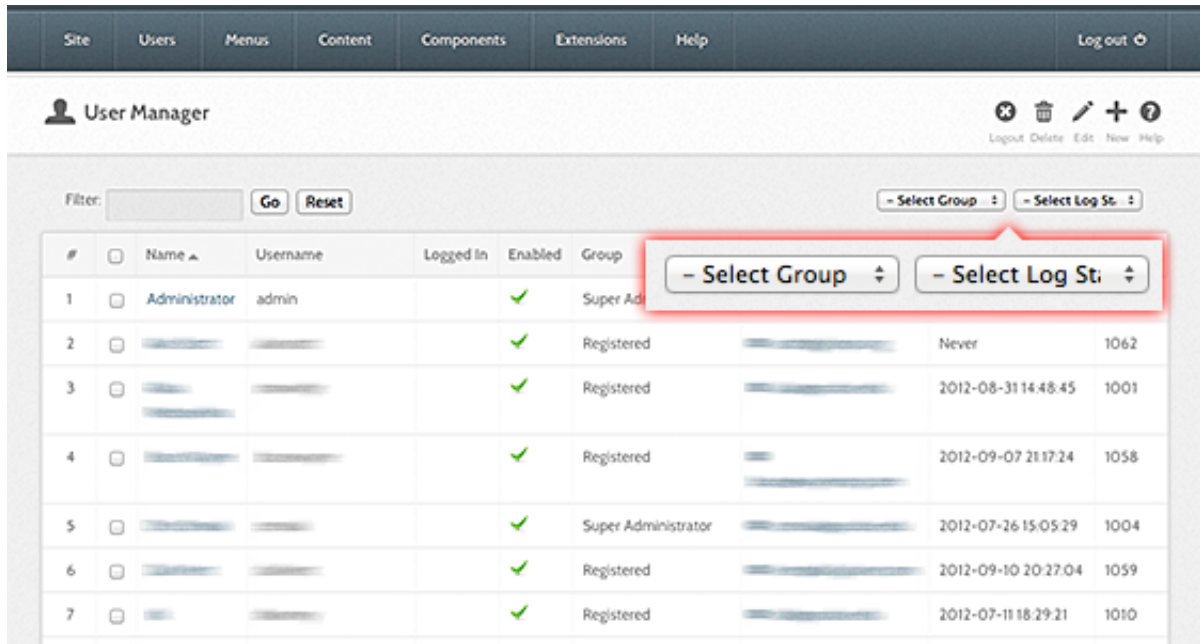


4. Above the list of users are a few options for filtering results.

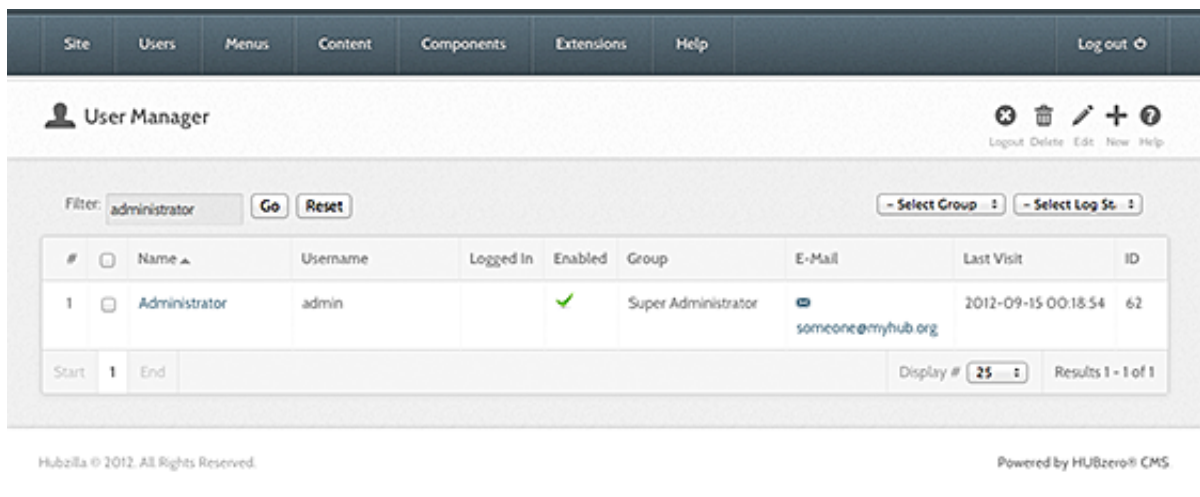
On the left side is a search box. You can search for users by name, username, or email address.



On the right side are a few select boxes that allow you to filter the users based on their access level (editor, administrator, etc.)—here, it's called "Group"—or log status (logged in/out).



5. Choose your method for filtering and the list of users will be narrowed down to match those criteria. Once found, click the person's name to view/edit their information.



**Note:** If you need to find an account to access more information than name, username, and email, it is recommended to search via the Members component.

## Members Component

### From the Administrative Back-end

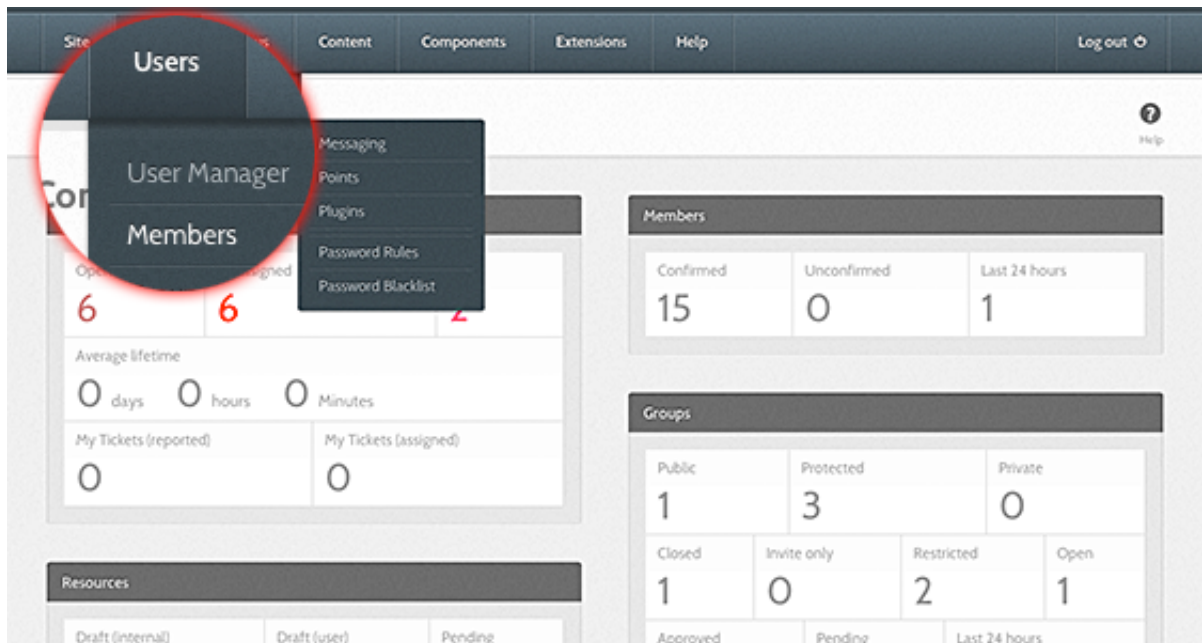
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Since information such as user ID, name, username, and email is kept consistent between the User Manager and Members Component, you can use either one to search for a specific account. The Members Component, however, will allow access to more details about a user's account. The extended demographic information provided by the Members Component, for example, cannot be accessed via the User Manager.

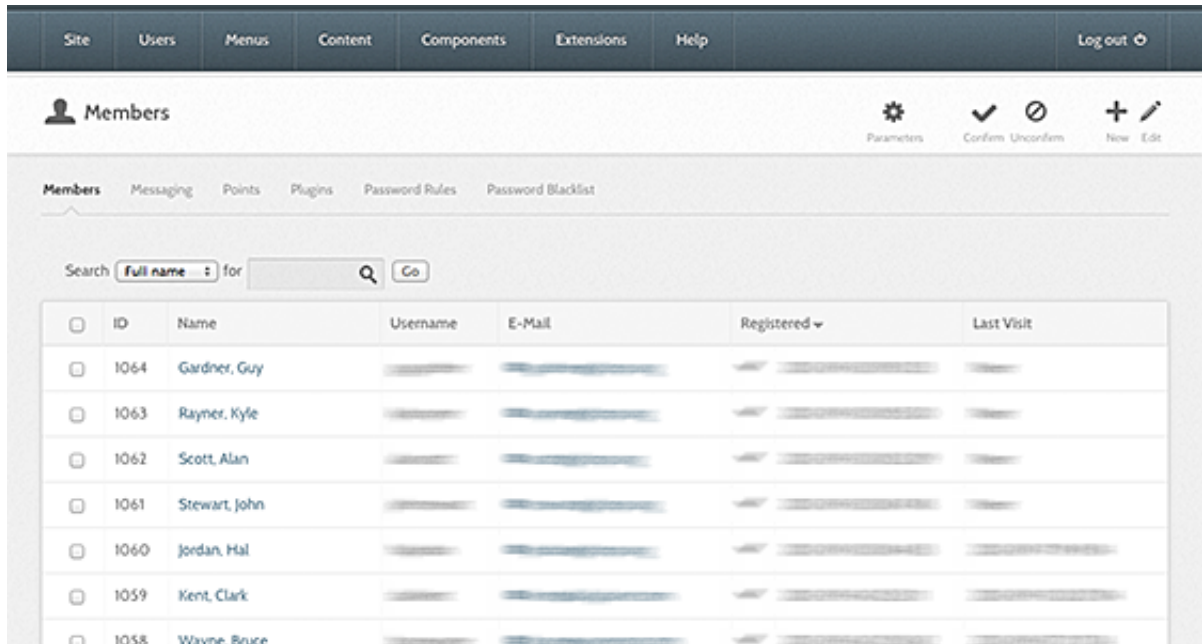
To search via the Members Component:

1. First login to the administrative back-end.
2. Once logged in, find “Components” in the main menu bar located toward the top of the page. You should be presented with a drop-down menu containing a list of all installed components.
3. Choose “Members” from the available options.



4. You should now be presented with a list of all the members on your site. There are a variety of methods to find the specific person you wish to edit: you can search by such fields as name, email, and ID number.

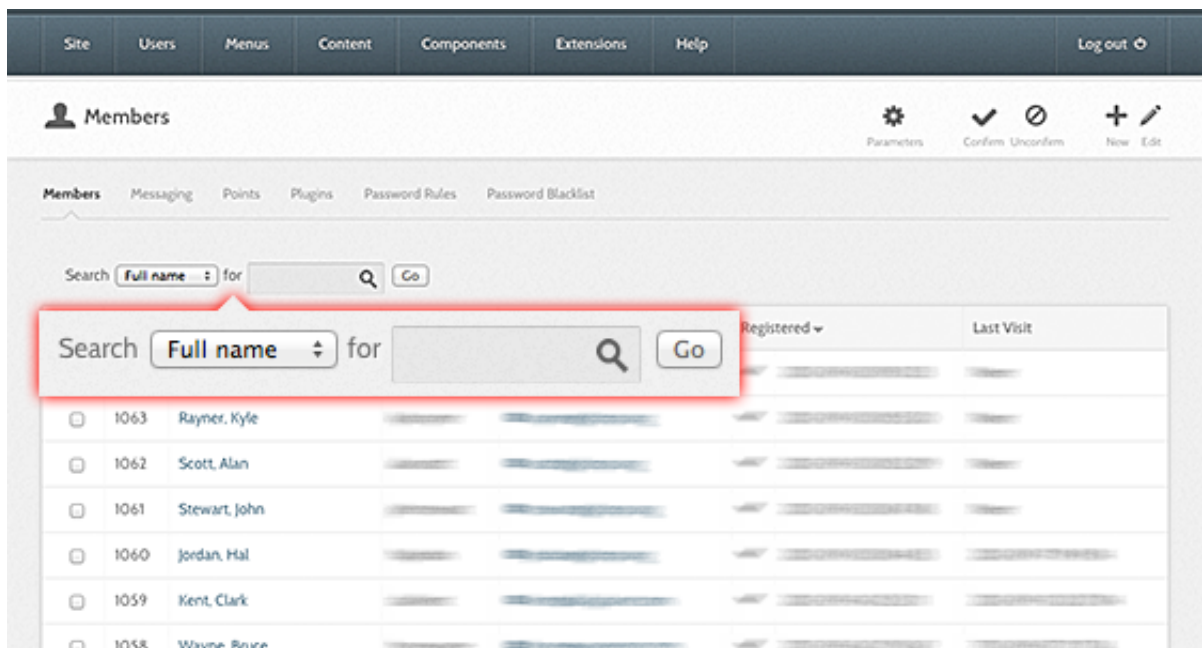
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The screenshot shows the Joomla! Members management interface. At the top, there is a navigation bar with links for Site, Users, Menus, Content, Components, Extensions, Help, and Log out. Below this, the 'Members' section is active, with sub-links for Messaging, Points, Plugins, Password Rules, and Password Blacklist. A search field is located above the member list, with a dropdown menu set to 'Full name' and a 'Go' button. The member list is a table with columns for ID, Name, Username, E-Mail, Registered, and Last Visit. The list contains several members, including Gardner, Guy; Rayner, Kyle; Scott, Alan; Stewart, John; Jordan, Hal; Kent, Clark; and Wayne, Bruce.

ID	Name	Username	E-Mail	Registered	Last Visit
1064	Gardner, Guy				
1063	Rayner, Kyle				
1062	Scott, Alan				
1061	Stewart, John				
1060	Jordan, Hal				
1059	Kent, Clark				
1058	Wayne, Bruce				

5. On the left side, above the list of members, is a search field for filtering the list. You can search by such fields as name, email, and ID number.



This screenshot is identical to the one above, but with a red rectangular box highlighting the search field. The search field includes a dropdown menu currently set to 'Full name', a search icon, and a 'Go' button. The member list below is partially obscured by the search field.

6. Choose your method for filtering and the list of users will be narrowed down to match those criteria. Once found, click the person's name to view/edit their information.

Site Users Menus Content Components Extensions Help Log out

## Members

Parameters Confirm Unconfirm New Edit

Members Messaging Points Plugins Password Rules Password Blacklist

Search  for

<input type="checkbox"/>	ID	Name	Username	E-Mail	Registered	Last Visit
<input type="checkbox"/>	1058	Wayne, Bruce	brucewayne	<a href="mailto:bruce@waymecorp.com">bruce@waymecorp.com</a>	✓ 2012-09-04 20:50:42	2012-09-07 21:17:24

Start  End  Display #  Results 1 - 1 of 1

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