

CREDENTIAL MANAGER

Searching for a User

Searching for user in Safetrust Credential Manager can be a quick task if you only have 10 People enrolled. But what if you've got hundreds or even thousands of People in your organization? You won't want to click through pages of People before finding the one you're looking for! Being able to quickly search for a user through filtering by Role, Status and Tags, or even directly searching for a user by name is a valuable tool for Administrators.

1

Go to the People tab

Once you have logged in to the Credential Manager, navigate to the People tab from the menu on the left-hand side. Above the table, click on the Filter button to reveal the search function. To search for a specific user, type their name or email in the bottom field and then click the Search button to refresh the results. Optionally, you can filter by Role, Status or Tag to show groups of people.

The screenshot shows the Safetrust web interface. On the left is a navigation menu with 'People' selected. The main area displays a table of users with columns for Username, Name, Roles, and Status. A 'Filter' overlay is open, showing options for Role, Status, and Tags. A red arrow points to the 'Name or username' search field in the filter overlay.

Username	Name	Roles	Status
+61406449441	Nicole Parker	General	Invited
+61407919979	Mick Smith	General	Normal
+61412332134	Joshua Patterson	General	Normal
+61417497011	Andy Castle	Installer, Reporting, People	Normal

Filter

Role: Developer, Monitoring, Installer, Reporting, People Management, Update Graphics, Admin, Add Organization, General. All

Status: Normal, Guest, Suspend, Invited, Declined. All

Tags: Select tag(s) to filter

Name or username: Enter name or username to filter **Search**



Tip: Use Tags to Categorize People

You can add Tags to People, Sensors, Visual Templates, and more to categorize groups of people or things that have the same characteristics. If you often find yourself searching for a particular group of users that aren't defined by their Role or Status but perhaps their department or their start date, you can add a Tag to these users. For example, by adding an 'Marketing' Tag to all the applicable accounts, you can easily pull a complete list from the Filter function. From there you can Export the list or complete bulk actions against the accounts.

Interested in this feature? Check out our other resources to learn more about Tags and how to set them up.

