

Navigating Users

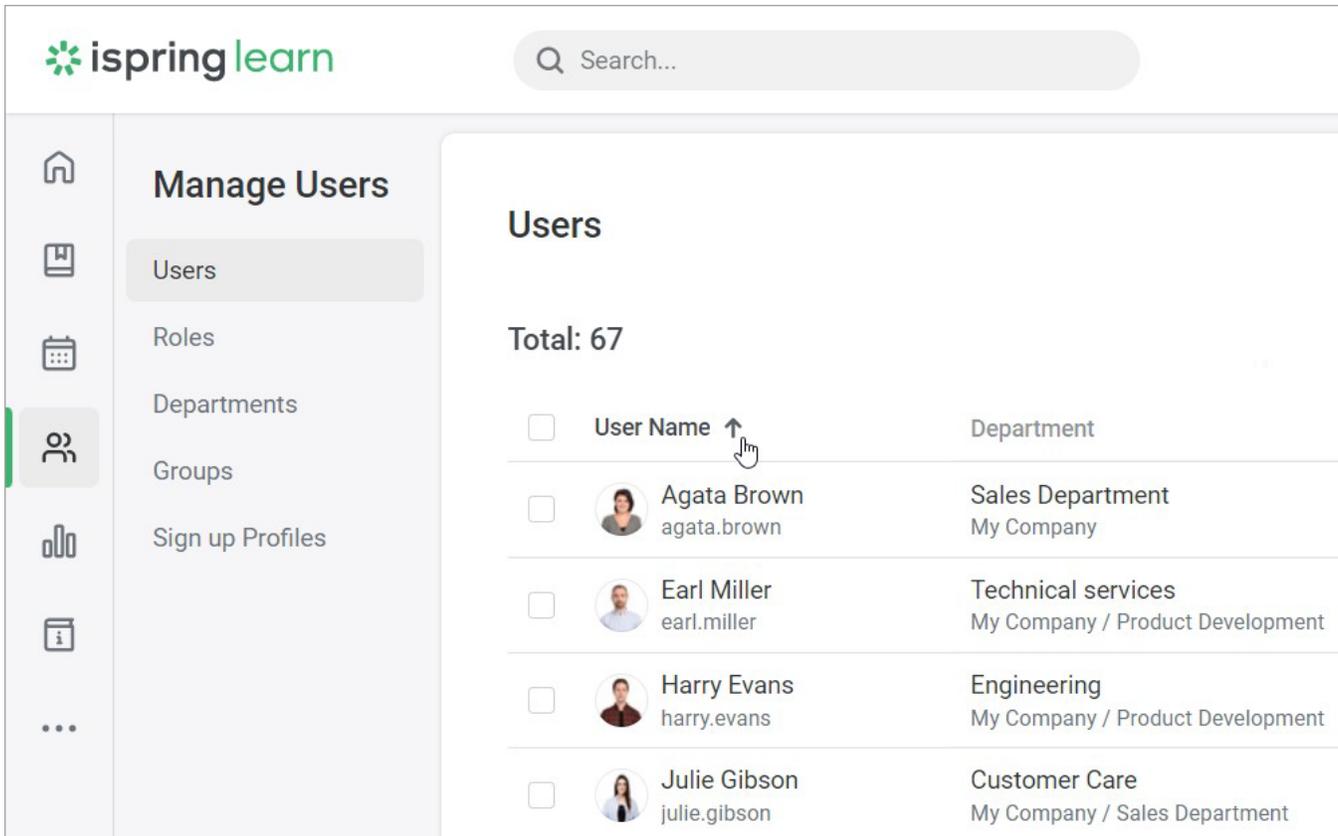
These are the ways to navigate through the user list in iSpring Learn:

- [Sorting Users](#)
- [Searching Users in the List](#)
- [Number of Elements on the Page](#)

Sorting Users

You can sort users by name (users will be displayed in alphabetical order or reverse alphabetical order), by status, department, group, or role.

To sort users by name, click on the title of the corresponding column. A small black arrow will show in which order (in alphabetical order or reverse alphabetical order) users are sorted.



The screenshot shows the iSpring Learn user management interface. On the left is a sidebar with navigation icons and a 'Manage Users' menu with options: Users, Roles, Departments, Groups, and Sign up Profiles. The main area is titled 'Users' and shows a total of 67 users. A table lists five users, with the 'User Name' column sorted in ascending order. A mouse cursor is pointing at the 'User Name' header, which has a small upward arrow indicating the sort direction.

<input type="checkbox"/>	User Name ↑	Department
<input type="checkbox"/>	 Agata Brown agata.brown	Sales Department My Company
<input type="checkbox"/>	 Earl Miller earl.miller	Technical services My Company / Product Development
<input type="checkbox"/>	 Harry Evans harry.evans	Engineering My Company / Product Development
<input type="checkbox"/>	 Julie Gibson julie.gibson	Customer Care My Company / Sales Department

For all other columns, you can select which users should be shown. Let's take the **Role** column as an example. Open the menu and check the roles you need to have displayed as a result. The sorting algorithm works the same way for all columns.

The screenshot shows the 'Manage Users' interface in ispring learn. On the left is a sidebar with navigation options: Home, Users, Roles, Departments, Groups, Sign up Profiles, and a settings icon. The main content area is titled 'Users' and shows a list of 67 users. At the top right of the list area, there are buttons for 'Export/Import' and 'New User'. A search bar is positioned above the user list. A dropdown menu is open from the search bar, showing a search input field and a list of roles: Account Administrator, Account Owner, Course Author (highlighted), Department Administrator, Learner, and Supervisor. An 'Apply' button is at the bottom of the dropdown. The user list includes names like Agata Brown, Earl Miller, Harry Evans, Julie Gibson, Mark Spencer, Marsha Hunt, and Nick Moore, each with a checkbox and a profile picture.

Searching Users in the List

To search users by their first name, last name, login, or email, use the search bar above the user list. To clear the search bar, click the cross.

This screenshot shows the same 'Manage Users' interface, but with the search bar containing the text 'Agata'. The search results are filtered to show only one user: Agata Brown. The user's role is listed as 'Sales Department' and their company as 'My Company'. The total number of users is now 1. The search bar has a clear 'X' button. The 'Rows per page' dropdown at the bottom right is set to 25.

Number of Elements on the Page

You can choose how many users should be shown on the page: 25, 50, 100, 250, or 500.

ispring learn Search...

Manage Users

Total: 67 1-25 of 67 elements

<input type="checkbox"/>	User Name ↑	Department
<input type="checkbox"/>	Agata Brown agata.brown	Sales Department My Company
<input type="checkbox"/>	Earl Miller earl.miller	Technical services My Company / Product Development
<input type="checkbox"/>	Harry Evans harry.evans	Engineering My Company / Product Development
<input type="checkbox"/>	Julie Gibson julie.gibson	Customer Care My Company / Sales Department
<input type="checkbox"/>	Mark Spencer mark.spencer	Active Sales My Company / Sales Department
<input type="checkbox"/>	Marsha Hunt marsha.hunt	Technical services My Company / Product Development
<input type="checkbox"/>	Nick Moore nick.moore	Technical services My Company / Product Development

Rows per page: 25
 Rows per page: 50
 Rows per page: 100
 Rows per page: 250
 Rows per page: 500

1 2 3 Rows per page: 25

You can also swipe through the pages of the user list. To do this, click on the page number.

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Manage Users

Total: 67 1-25 of 67 elements

<input type="checkbox"/>	User Name ↑	Department
<input type="checkbox"/>	Agata Brown agata.brown	Sales Department My Company
<input type="checkbox"/>	Earl Miller earl.miller	Technical services My Company / Product Development
<input type="checkbox"/>	Harry Evans harry.evans	Engineering My Company / Product Development
<input type="checkbox"/>	Julie Gibson julie.gibson	Customer Care My Company / Sales Department
<input type="checkbox"/>	Mark Spencer mark.spencer	Active Sales My Company / Sales Department
<input type="checkbox"/>	Marsha Hunt marsha.hunt	Technical services My Company / Product Development
<input type="checkbox"/>	Nick Moore nick.moore	Technical services My Company / Product Development

Rows per page: 25
 Rows per page: 50
 Rows per page: 100
 Rows per page: 250
 Rows per page: 500

1 2 3 Rows per page: 25