

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.

ispring learn Search...

Manage Users

- Users
- Roles
- Departments
- Groups
- Sign up Profiles

Users

Total: 67

<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.

ispring learn

Search...

Manage Users

Users

Roles

Departments

Groups

Sign up Profiles








Users

Total: 67

1-25 of 67 elements

Export/Import

New User

<input type="checkbox"/>	User Name ↑	Department	Role
<input type="checkbox"/>	 Agata Brown agata.brown		
<input type="checkbox"/>	 Earl Miller earl.miller		
<input type="checkbox"/>	 Harry Evans harry.evans		
<input type="checkbox"/>	 Julie Gibson julia.gibson		
<input type="checkbox"/>	 Mark Spencer mark.spencer		
<input type="checkbox"/>	 Marsha Hunt marsha.hunt		
<input type="checkbox"/>	 Nick Moore nick.moore		

Search...

☐ Account Administrator

☐ Account Owner

☒ Course Author

☐ Department Administrator

☐ Learner

☐ Supervisor

Apply

My Company / Product Development

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.

ispring learn

Agata

Manage Users

Users

Roles

Departments

Groups

Sign up Profiles


Users

Total: 1

1-1 of 1 element

Export/Import

New User

<input type="checkbox"/>	User Name ↑	Department
<input type="checkbox"/>	 Agata Brown agata.brown	Sales Department My Company

Rows per page: 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.

ispringlearn

Search...

Manage Users

Users

Roles

Departments

Groups

Sign up Profiles

Total: 67

1-25 of 67 elements

< >

☐

User Name ↑

Department

☐

Agata Brown

agata.brown

Sales Department

My Company

☐

Earl Miller

earl.miller

Technical services

My Company / Product Development

☐

Harry Evans

harry.evans

Engineering

My Company / Product Development

☐

Julie Gibson

julie.gibson

Customer Care

My Company / Sales Department

☐

Mark Spencer

mark.spencer

Active Sales

My Company / Sales Department

☐

Marsha Hunt

marsha.hunt

Technical services

My Company / Product Development

☐

Nick Moore

nick.moore

Technical services

My Company / Product Development

1

2

3

Rows per page: 25

Rows per page: 50

Rows per page: 100

Rows per page: 250

Rows per page: 500

Rows per page: 25

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

ispringlearn

Search...

Manage Users

Users

Roles

Departments

Groups

Sign up Profiles

Total: 67

1-25 of 67 elements

< >

☐

User Name ↑

Department

☐

Agata Brown

agata.brown

Sales Department

My Company

☐

Earl Miller

earl.miller

Technical services

My Company / Product Development

☐

Harry Evans

harry.evans

Engineering

My Company / Product Development

☐

Julie Gibson

julie.gibson

Customer Care

My Company / Sales Department

☐

Mark Spencer

mark.spencer

Active Sales

My Company / Sales Department

☐

Marsha Hunt

marsha.hunt

Technical services

My Company / Product Development

☐

Nick Moore

nick.moore

Technical services

My Company / Product Development

1

2

3

Rows per page: 25

Rows per page: 50

Rows per page: 100

Rows per page: 250

Rows per page: 500

Rows per page: 25