Filter the list of users

You can filter the list of users to find specific users.

Click on the "Filter" button on the top right corner of the list of users, enter the user information you are looking for in the corresponding columns, and click "OK".

You can filter for the following details in your list of users:

Name	Description
Active	Users can be active or inactive. Click on the box to filter only active users.
#	The user number. When a user is created, it gets a number assigned to it in numerical order across all languages. The higher the number the newer the user.
Last Name	Last name of the user.
First Name	First name of the user.
Username	Username. When a user is created, it gets a username assigned based on its full name.
Email	Email of the user.
Role	Role of the user. Users can be Linguists, Project Managers, or Administrators.
Target languages	The language(s) into which a user translates.
Workflow	The steps in which a useir can edit a document. These can be Translation (T), Editing (E), and/or Final Review (FR)