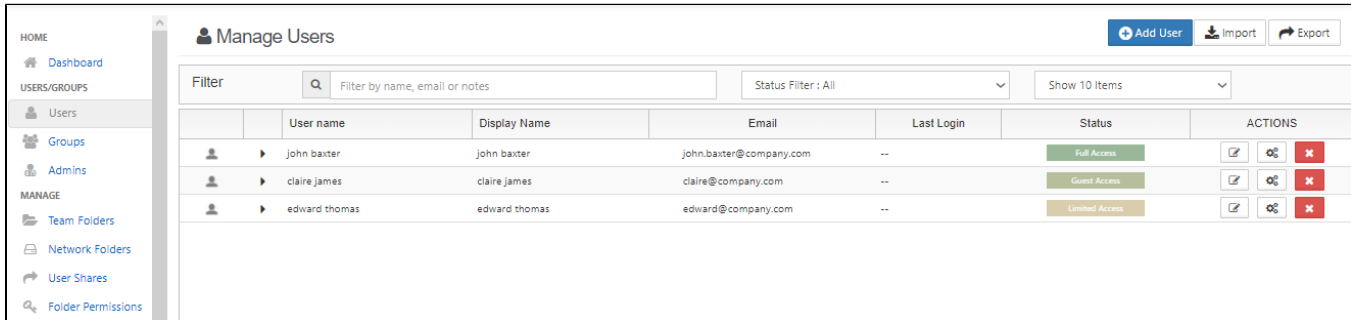


Listing FileCloud Users

Listing Users

To list all users in FileCloud system,

1. Log on to [Administration Portal](#).
2. Click on **User** on the left navigation Panel to list all user.
3. For finding a specific user(s), use the Filter box.

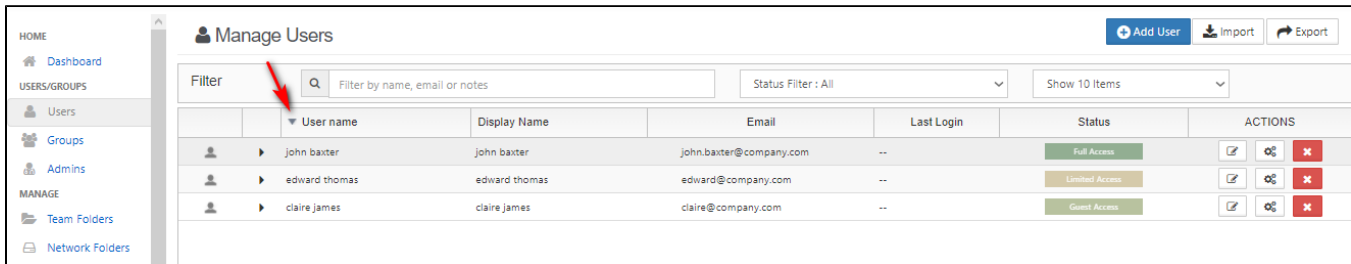


The screenshot shows the 'Manage Users' interface. On the left is a navigation menu with 'Users' selected. The main area has a search filter and a table of users. The table columns are: User name, Display Name, Email, Last Login, Status, and ACTIONS. Three users are listed: john baxter (Full Access), claire james (Guest Access), and edward thomas (Limited Access).

User name	Display Name	Email	Last Login	Status	ACTIONS
john baxter	john baxter	john.baxter@company.com	--	Full Access	[Edit] [Reset] [Delete]
claire james	claire james	claire@company.com	--	Guest Access	[Edit] [Reset] [Delete]
edward thomas	edward thomas	edward@company.com	--	Limited Access	[Edit] [Reset] [Delete]

Sorting User List

To sort user list, click on the column name. An arrow indicating the direction of sort will appear on the column header and the list will get sorted as well. For example, the following screenshot shows user list sorted on descending user names.



The screenshot shows the 'Manage Users' interface with the 'User name' column header highlighted by a red arrow. The user list is now sorted by name in descending order: john baxter, edward thomas, and claire james.

User name	Display Name	Email	Last Login	Status	ACTIONS
john baxter	john baxter	john.baxter@company.com	--	Full Access	[Edit] [Reset] [Delete]
edward thomas	edward thomas	edward@company.com	--	Limited Access	[Edit] [Reset] [Delete]
claire james	claire james	claire@company.com	--	Guest Access	[Edit] [Reset] [Delete]