

# User Search FAQ

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The Quick Search box finds one person by name or email, or a whole group by role. Answers to the common questions about role search, getting your full roster back, and searching from elsewhere in Pipeline.

## How do I find one person on my roster?

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Search their name or email address in the Quick Search box. It's at the top of the Manage Users page. Enter what you know and click [Search Users], or press [Enter]. See [User Search](#).

## Can I list everyone with a certain role?

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Yes — search `role:` followed by the role. Searching `role: admin`, for example, lists all your admins so you can review the group together. Use the role as it appears on your users' profiles. See [User Profile](#).

## How do I get my full roster back after a search?

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Click [View active users]. A search replaces the list with its results; that link returns you to the full list of active users. See [Users List](#).

## Can I edit someone straight from my search results?

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Yes. Results behave like the rest of the roster — click a person's name, or the [Gear] beside it, to open their record and make a change. See [User Profile](#).

## Can I search for users from anywhere in Pipeline, the way I search transactions?

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This search works on the Manage Users page. It narrows the roster in front of you. The account-wide search tools are a separate set of features with their own articles, and those are on the way.

## Learn More

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Narrow the Manage Users page to the person or group you need — search by name, by email, or by role.

See [User Search](#)

## Still Have Questions?

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Didn't find your answer above? Email us at [help@paperlesspipeline.com](mailto:help@paperlesspipeline.com) and we'll help.

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