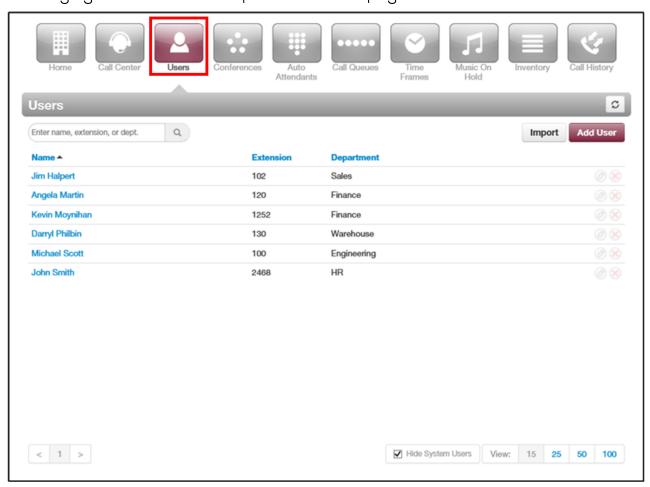
## **Hosted PBX by Golden West**

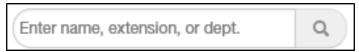
## Displaying the Users Page

All user tasks are performed from the Users page. To display this page, click the **Users** icon on the menu bar.

The following figure shows an example of the Users page.



A search field at the top-left of the page allows you to search users by entering their name, extension, or department, and then clicking the magnifying glass icon:



To sort users by name, extension, or department, click a blue column header. The arrow next to column header shows whether the items are sorted in ascending (up arrow) or descending (down arrow) order.



The button at the top-right side of the page refreshes the information on the page. The bottom-left side of the page has controls to display the next or previous page. The bottom right side has controls to hide system users and select the number of users shown per page.

