

# Find and List Users

Users represent people who can log in to the recording system. Users can belong to Groups and have associated Extensions. The web interface hides the features the logged in user does not have the right to access.

Only system administrators and group administrators have access to user management. The User List is available by clicking on the **Administration / Users** submenu.


## Find and list users

System administrators have full control. Group administrators can only manage users that are part of their group.

This page displays a list which contains all users with their most important data.

### Find and List Users

[Add New User](#)  
[Manage Custom Fields](#)  
[Show Expired Users](#)

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Display Name  begins with

Display Name	Login ID	Extensions	Groups	Roles	Authorization Workflow	Valid From	Type
Carrie Reid	carrie	carrie@verba.com	Default Customer Services Group US Legal - PiedPiper Team	Standard User Approval Workflow Managers		Jan 1, 1970	Standard
Chad Gray	chad	chad@verba.com	Default Tech Group US Legal - Hooli Team	Standard User		Jan 1, 1970	Standard
Corey Mendoza	corey	corey@verba.com	Default Administration Group US Legal - PiedPiper Team	Standard User		Jan 1, 1970	Standard
Jerry Jones	jerry	1028 1514 jerry@verba.com	Default Customer Services Group	Standard User		Jan 1, 1970	Standard
Kenneth Franklin	kenneth	1945 kenneth@verba.com	Default Tech Group US Legal - Hooli Team	Standard User	External investigator access	Jan 1, 1970	Standard
Michael Cohen	michael	1914 michael@verba.com	Default Administration Group Global Compliance Office ...	Standard User Quality Management Agent		Jan 1, 1970	Standard
Sharon Harrington	sharon	1848 sharon@verba.com	Default Administration Group US Billing	Standard User Quality Management Agent		Jan 1, 1970	Standard
Sue Mathis	sue	1010 1939 sue@verba.com	Default Tech Group US Legal - Hooli Team	Standard User Quality Management Agent		Jan 1, 1970	Standard

- [Add New User](#)
- [Manage Custom Fields](#)
- [Show / Hide Expired Users](#)