Learn how to search for user accounts using search indexes to limit your search, a Patron Personal Identifier (PPID), or an authorization role in the Admin module.
You have three ways to locate user records in the WorldShare Admin. You can search indexes to limit your search, search by the Patron Personal Identifier (PPID) or search by a user's role.

To access the search feature:

1. Click the Admin tab.
2. On the left navigation, click User Management to open the search feature.
3. Select one of the following methods to search for a user record.

Limit search to

1. On the left navigation, under User Management, select an index from the Limit search to list.
2. Enter your search terms, or enter an asterisk (*) to search through all users.
3. Click Search or press <Enter>.
4. From the search results, click a user name to open the record.

Available search indexes - Table

<table>
<thead>
<tr>
<th>LIMIT</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Everything (default)</td>
<td>Contents of all fields in the user record</td>
</tr>
<tr>
<td>Name</td>
<td>Contents of the First Name, Middle Name, or Last Name.</td>
</tr>
<tr>
<td>Barcode</td>
<td>Barcode (ID number) of the user</td>
</tr>
<tr>
<td>Street Address</td>
<td>Address of the user (e.g. house number, street name)</td>
</tr>
<tr>
<td>City</td>
<td>City of the user's address</td>
</tr>
<tr>
<td>State/Province</td>
<td>State or province of the user's address</td>
</tr>
<tr>
<td>Postal Code</td>
<td>Postal code (e.g. zip code) of the user's address</td>
</tr>
<tr>
<td>ILL Identifier</td>
<td>A unique identifier for the user in the Tipasa system.</td>
</tr>
</tbody>
</table>
Search by PPID

The Patron Personal Identifier (PPID) is an unique IDs created to identify user records within the WMS Admin database. Both regular WMS accounts and third party authentication accounts are assigned a PPID when the user record is created. This field is often searched to identify records that appear in patron load exception reports.

Search by PPID is designed with a type-ahead feature for Admin users who are searching for a specific Patron Personal Identifier (PPID). As you type, a drop-down list appears with matching IDs.

To perform a PPID search:

1. Begin typing the PPID number in the PPID search box.
2. Select a PPID from the drop-down.
3. The user record displays.

Search users by role

To search by a role is an easy way to retrieve a list of users who have a specific authorization role. For example, you can search for staff members at your library who have the STUDENT_WORKER role.

1. From the Search by Role list, select a role.
2. Click Search or press <Enter>.
3. From the search results, click a user name to open the record.

For a list of roles, see [Examples of roles by library position](https://help.oclc.org/WorldShare/WorldShare_Admin/User_Management/Search_for_users).