

# 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.

The screenshot shows the 'Users' page interface. At the top, there is a menu bar with icons for Home, Call Center, Users (highlighted with a red box), Conferences, Auto Attendants, Call Queues, Time Frames, Music On Hold, Inventory, and Call History. Below the menu bar is a header for 'Users' with a refresh icon. A search field is located below the header with the placeholder text 'Enter name, extension, or dept.' and a magnifying glass icon. To the right of the search field are 'Import' and 'Add User' buttons. The main content area is a table with columns for Name, Extension, and Department. The table contains six rows of user data. At the bottom left, there are navigation buttons for '< 1 >'. At the bottom right, there is a checkbox for 'Hide System Users' and a 'View:' dropdown menu with options 15, 25, 50, and 100.

Name ^	Extension	Department	
Jim Halpert	102	Sales	
Angela Martin	120	Finance	
Kevin Moynihan	1252	Finance	
Darryl Philbin	130	Warehouse	
Michael Scott	100	Engineering	
John Smith	2468	HR	

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:

A close-up of the search field showing the placeholder text 'Enter name, extension, or dept.' and a 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.

A close-up of the navigation buttons showing '< 1 >'.

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.

A close-up of the bottom-right controls showing a checkbox for 'Hide System Users' and a 'View:' dropdown menu with options 15, 25, 50, and 100.