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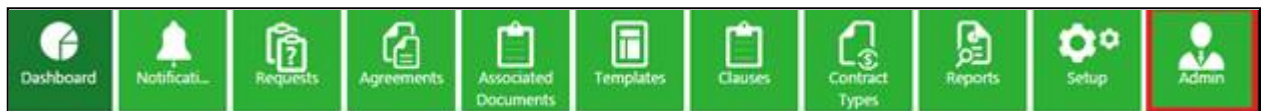
Introduction to Search User Group

In ICM, you can search a user group for multiple reasons like:

- To know details of user group
- To edit an existing user group

Now, let us understand the process of searching a user group.

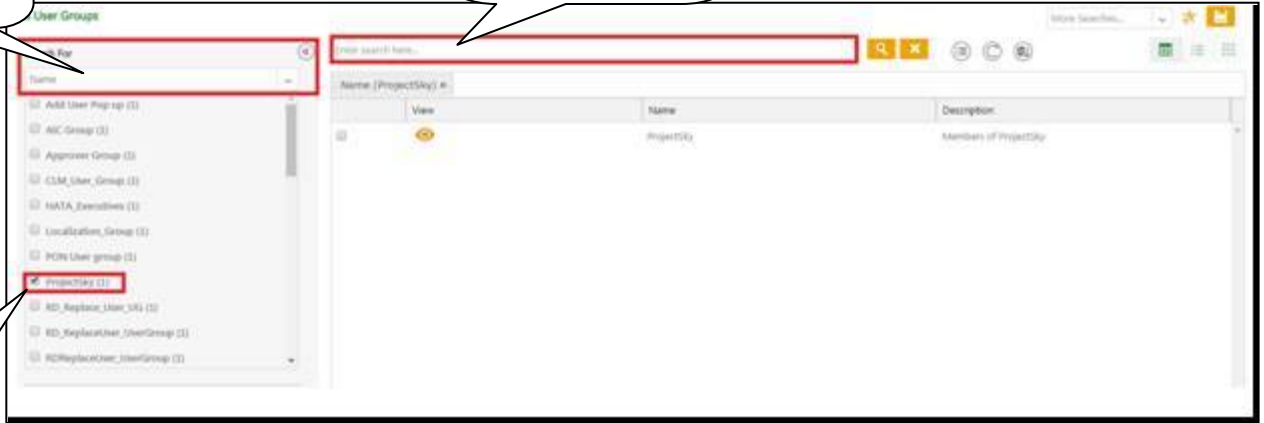
1. On the ICM Home page, click **Admin**



2. On the **Organization Details** page, click **User Groups**.
3. On the **User Groups** page, you can search for a particular user group in the following ways.
 - Under **Search For**, click **Select Field** list and then select the appropriate item. The search results relevant to the search item are displayed with a number in the bracket. The numbers in the brackets denote the number of user group that meet the search criteria. You can also search for a specific user group by entering the appropriate user group name in the **Enter search here** box.

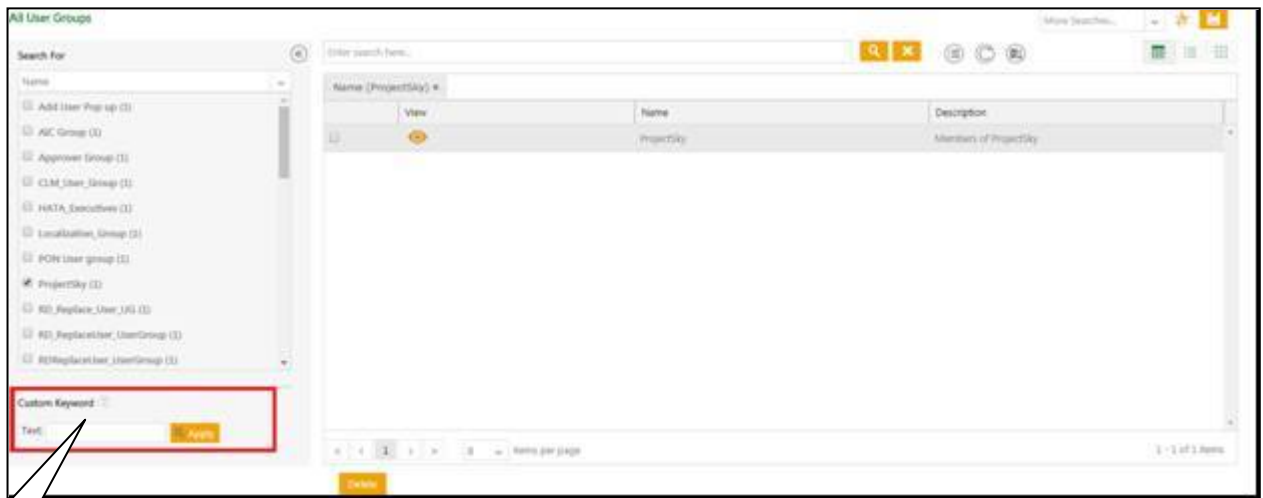
Enter the appropriate search term here.

Enter the search item



Select the checkbox to view user group.

- To narrow your search further, enter the custom key word in the **Custom Keyword** box and click **Apply**.



Enter the custom keyword and click **Apply**.


Enhancing your Search

You can narrow down your search by doing the following actions.

"..."	Enter the search term in double quotation marks. It shows the existing user groups that include the exact search term.
...	Enter the search term in the star characters. It shows the existing user groups that include the exact search term.
*...	Add a Prefix * to the search term. It shows existing user groups that end with this term.
...*	Add a Suffix * to the search term. It shows existing user groups that start with this term.

View the Saved Search Items

You can view your saved search items by doing the following:

- In the **More Searches** box, select your saved search and click the  icon to mark the search term as favorite.