How do I find a user?

Last Modified on 19/02/2020 11:35 am GMT

It is also possible to find a user by clicking on the find user button in the ribbon bar.

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The administrator will then need to search on either the username or other details and click **Search**.

Find User		User login		Licenses	0 00 10	7 7	1.20	Roles assigned
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		Search						
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This will return a list of all users in the organisation selected or child organisations that satisfy the criteria entered. Select the user and click on the edit button if the user details need to be edited.

👤 🛛 Edit User Detai	ls	
Required fields are	marked with an asterisk (*).	
username		
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surname	Generalitans 8	
email	(efficients)	
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fax		amendments will be
irn		saved.
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	OK Cancel	

Alternatively you can highlight the user and click **OK**. This will close the dialogue and take you to the organisation for that the user in order to amend any licences or role details.

