## 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.

Crup Organisation Structure users and access APALICATION SETTINGS	please select an organisation from the tree	•		er  .	and the second	and and	start a	at a	Source and	C AND	8   1   1   1	and the second	× /.	AND	a start	and a start	and the los	and a state
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Applied Special Deals																		

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
username		SACACINA	Username	Forename	Surname	Email		
forename	-		(any area)	and the second s	and the second	-	dilloynaptic ro	Edit
surname								$\smile$
email								
phone								
mobile								
fax								
irn								
		Search						
							ОК	Cancel

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		
forename	2 (mm)	
surname	Contractions	
email	(and the country of t	
phone		When complete, click
mobile		OK and your
fax		amendments will be
irn		saved.
External Identifier		$\neg$
	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.

