

Browse for a User

Overview

The User Browse pop-up window allows searching for a USER ID within the module.

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Procedures

Browse	for a	User	

Selecting Cancel at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

User Browse 🗱 Grid Options 🔻			Options 🔻							
	User ID	T	First Name	Ŧ	Last Name	T	Phone Number	Ŧ	Email Address 👃	Ŧ
	PAKETERSON		PRISTINA		KETERSON				NOREPLY@LEIDOS.COM	
	MILLERA8		ANDREW		MILLER				noreply@leidos.com	
	CROUSEL		LISA		CROUSE					
	GRETZK3		KEVIN		GRETZ					
	BPGROCE		PIDGE		GROCE					
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- 2. Click U to select the User. *The User record is highlighted.*
- 3. Click Take Selected. The **User Browse** pop-up window closes and the selected name appears in the previous screen.

