

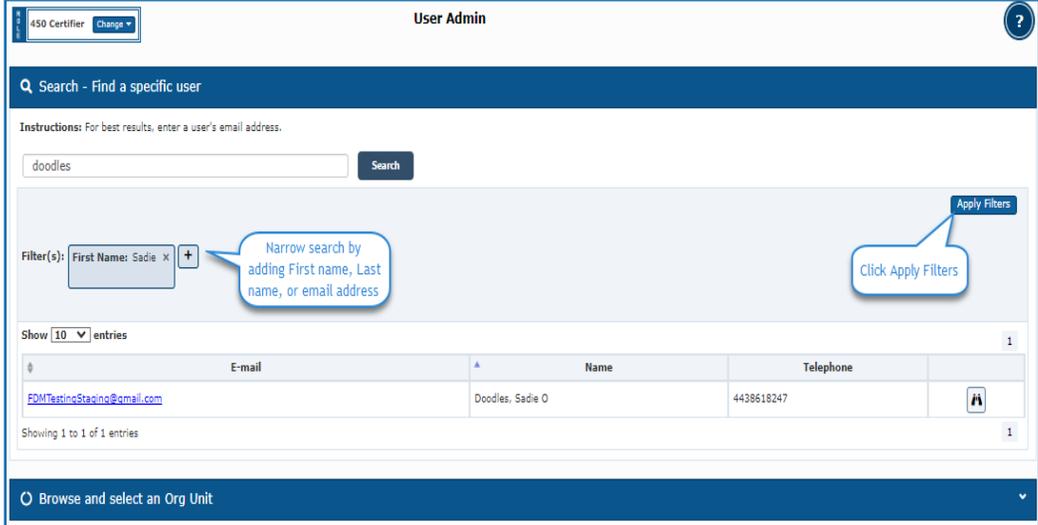
Verify if a user already exists within FDM by searching for that user through the Admin Center | User Admin function. User Admin allows you to search for a user in FDM and view their profile information.

Search- Find a Specific User

To locate a specific user in FDM:

1. Go to **Admin Center | User Admin**
2. Enter a user's email address, last name or first name into the search field.
3. Click Search

NOTE: you can narrow your search by clicking (+) and click Apply Filters.



User Admin

Search - Find a specific user

Instructions: For best results, enter a user's email address.

Search: doodles

Filter(s): First Name: Sadie X +

Narrow search by adding First name, Last name, or email address

Click Apply Filters

Show 10 entries

E-mail	Name	Telephone
FDMTestingStaging@gmail.com	Doodles, Sadie O	4438618247

Showing 1 to 1 of 1 entries

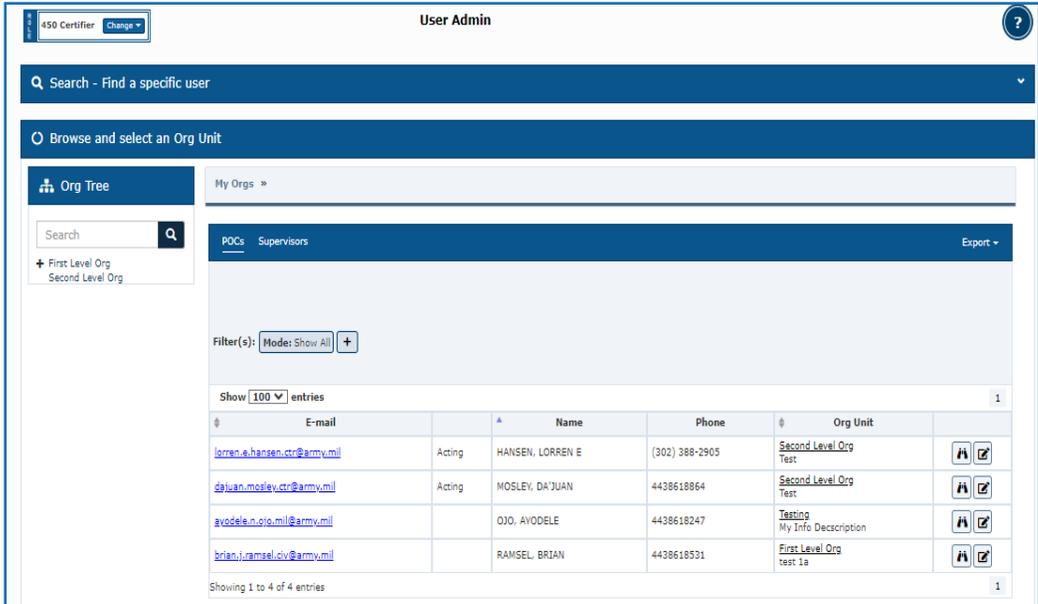
Browse and select an Org Unit

Browse a List of Users by Role

To view a list of FDM User by Role:

1. Go to Admin Center | User Admin
2. Select an Org Unit in the Org Tree
3. Select a FDM Role Panel, select Show My or Show All and then click Apply Filters.

Note: You can view a specific user's FDM Profile Information or change their Org Unit assignment.



User Admin

Search - Find a specific user

Browse and select an Org Unit

Org Tree

Search

+ First Level Org
Second Level Org

My Orgs >>

POCs Supervisors Export

Filter(s): Mode: Show All +

Show 100 entries

E-mail	Name	Phone	Org Unit
lorren.e.hansen.ctr@army.mil	HANSEN, LORREN E	(302) 388-2905	Second Level Org Test
dajuan.mosley.ctr@army.mil	MOSLEY, DA'JUAN	4438618864	Second Level Org Test
ayodele.o.ojo.mil@army.mil	OJO, AYODELE	4438618247	Testing My Info Description
brian.j.ramseil.civ@army.mil	RAMSEIL, BRIAN	4438618531	First Level Org test:1a

Showing 1 to 4 of 4 entries