User Admin

Financial Disclosure Management

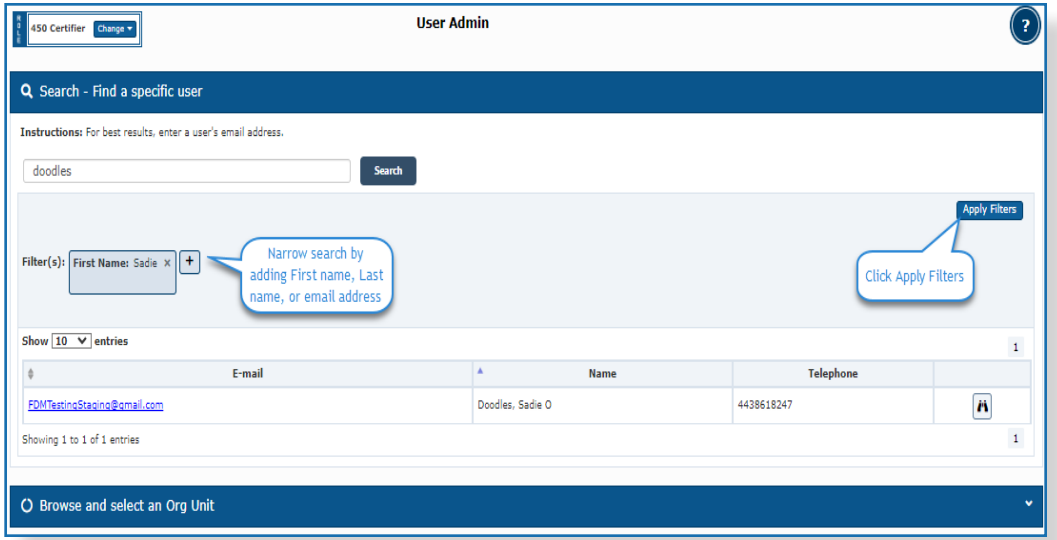
Verify if a user already exists within FDM by searching for that user through the Admin Center | User Admin function. User Admin allows you to search for a user in FDM and view their profile information.

Search- Find a Specific User

To locate a specific user in FDM:

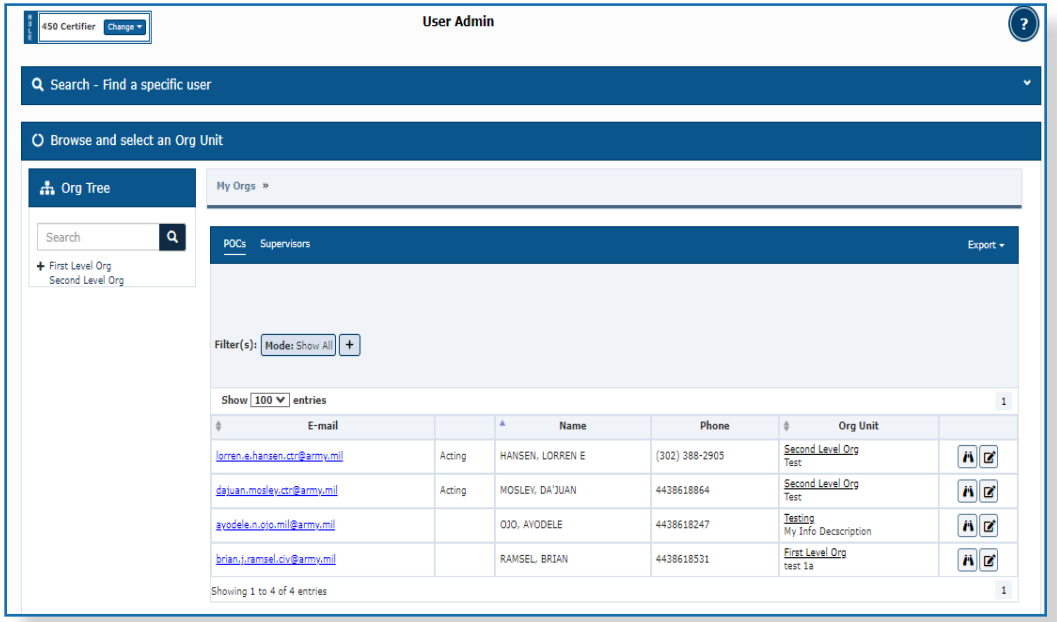
1. Go to **Admin Center |User Admin**
2. Enter a user's email address, last name or first name into the search field.
3. Click Search

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



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.