

VIEWING AN ORG UNIT'S PROFILE



Viewing an Org Unit profile allows you to view:

- the selected Org Units location in the hierarchy,
- a listing of the associated review chain participants and POCs
- to view a listing of Filers associated to that org Unit.

View Org Unit Profile

1. On the **Admin | Org Units** page, click the Org Unit name under the Name column.

The Org Unit Profile page displays the Name, Description, Org Unit Location, the Org Unit POCs, Supervisor, and all Reviewers associated to the Org Unit.

View POC, Supervisor or Legal Reviewer Information for an Org Unit

1. To view directory details for a POC, Supervisor or Legal Reviewer in the Org Unit window, click the individual's name.

View a Filer Listing

1. To view the Filers associated to the Org Unit, click on **Show Filers**.

You can also view any Filer's profile by clicking on the filer's name.

Print Filer List

1. To print this window, click on the **Print** button.

The screenshot displays the 'Financial Disclosure Management - Microsoft Internet Explorer' interface. The main window shows the 'Org Unit Profile' for 'OrgUnit SAGAN, MARK'. The profile details are as follows:

Name:	OrgUnit SAGAN, MARK
Description:	USARMY / DEPARTMENT OF THE ARMY / US ARMY C-E LCMC
Org Unit Location:	My Orgs » USARMY>> CECOM
Org Unit POC(s):	Payne, Jon ; Poole, Jean C
Supervisor:	Vacant (Sprain, Janey) acting
450 Certifier:	Ribbink, Suzy
SLC:	Koscielak, Hank
DAEO:	Fickbohm, Rolland

Below the profile is a 'Show Filers' button. A separate window titled 'Financial Disclosure Management - Microsoft Internet Explorer' shows the 'Filers for Org Unit: (OrgUnit ZOVAK, JEFFR)'. The filers list is as follows:

Name	Email	Roles
Catalani, Amado	Amado.Catalani@us.army.mil	450 Filer

A third window titled 'Financial Disclosure Management - Microsoft Internet Explorer' shows the 'Directory lookup Details for Sprain, Janey'. The details are as follows:

Attribute	Value
Last Name	Sprain
First Name	Janey
Middle Name	
e-Mail	Janey.Sprain@us.army.mil
Organization	USARMY
Phone Number	111-555-1212
Agency	USARMY
Filer Category	