



Search for a User Profile Inquiry

Overview

The User Profile Inquiry Search process allows the searching and viewing of User Profile information.

Navigation

User Review > User Profile Inquiry > User Profile Inquiry page

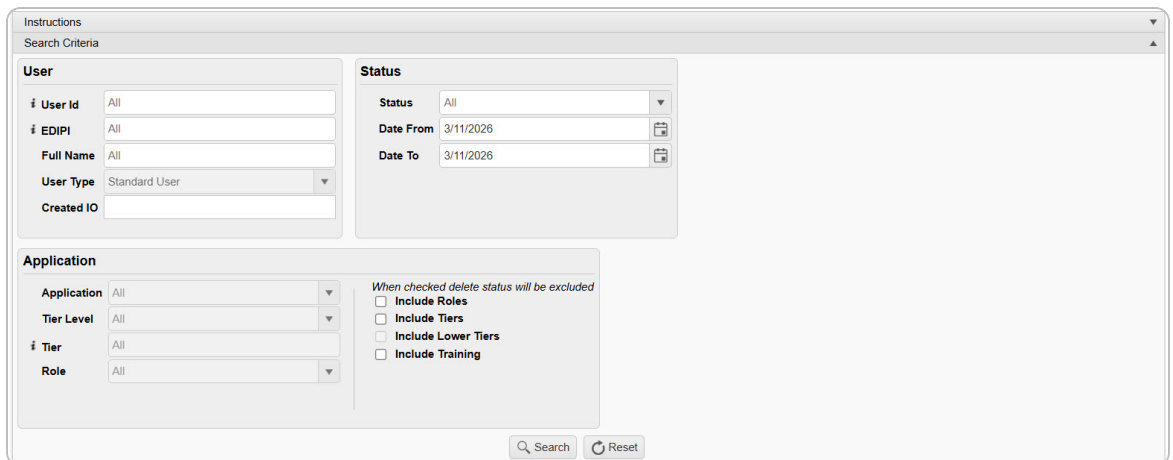
Procedures

Search for a User Profile Inquiry

One or more of the Search Criteria fields can be entered to isolate the results. By

default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

1. In the Search Criteria grid, narrow the results by entering one or more of the following optional fields.



The screenshot shows a web form titled "Search Criteria" with the following sections:

- User**: Fields for User Id, EDIPI, Full Name, User Type (Standard User), and Created ID.
- Status**: Fields for Status (All), Date From (3/11/2026), and Date To (3/11/2026).
- Application**: Fields for Application, Tier Level, Tier, and Role.
- Options**: A section with the text "When checked delete status will be excluded" and three checkboxes: "Include Roles", "Include Tiers", and "Include Lower Tiers".

At the bottom of the form are "Search" and "Reset" buttons.

2. Select . The **User Profile Inquiry Results** display in the Search Res-





ults Grid below.

User Information Inquiry Grid Options

No Grouping

User Id...	Full Na...	E...	Act...	Last Login...	Created...	Suspend...	Suspension...	Expir...	Expiration Dt
AHERMAN	HERMAN, ANITA	anita he...	Yes	03/03/2026 9:32:59 AM		No		No	
BOOCKB	BOOCK, BRETT	BOOC...	Yes	03/10/2026 2:45:41 PM		No		No	
BOUTOTL	BOUTOT, LUKE	noreply...	Yes	03/11/2026 1:25:25 PM		No		No	
BOWENW	BOWEN, WILLIE	willie.w...	Yes	03/11/2026 1:04:21 PM		No		No	
BOWMANML	BOWMAN, MICHELLE	noreply...	Yes	03/11/2026 12:30:05 PM		No		No	
CBRUCE	BRUCE, CLARA	clara br...	Yes	03/06/2026 7:59:29 AM		No		No	
CLEFAIVRE	LEFAIVRE, COURTNEY	Courtne...	Yes	02/25/2026 9:55:16 AM		No		No	
CMISNER	MISNER, CODY L	cody.mi...	Yes	03/09/2026 8:21:39 AM		No		No	
COSBORNE	OSBORNE, CAROLYN	carolyn...	Yes	03/10/2026 7:11:16 AM		No		No	
DHAYDEN	HAYDEN, DANIEL J	Daniel...	Yes	03/11/2026 8:04:30 AM		No		No	
DLACOVITCH	LACOVITCH, DOMINIC	dominic...	Yes	02/25/2026 8:17:02 AM		No		No	
DRICHARDS...	RICHARDS, DAVIN	davin ri...	Yes	03/04/2026 7:23:28 AM		No		No	
EALLEN	ALLEN, EDGAR	Edgar.A...	Yes	02/25/2026 2:37:10 PM		No		No	
EASMITH	SMITH, EMILY	smithea...	Yes	02/27/2026 10:31:20 AM		No		No	
EESCOBEDO2	ESCOBEDO, EMILY	emily.e...	Yes	03/05/2026 8:10:24 AM		No		No	
ENCROSBY	CROSBY, EDWARD	edward...	Yes	03/07/2026 7:41:05 AM		No		No	
FORTUNES	FORTUNE, SHAUN	shaun.f...	Yes	03/04/2026 10:02:05 AM		No		No	
GLEICHMAN				03/09/2026					

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