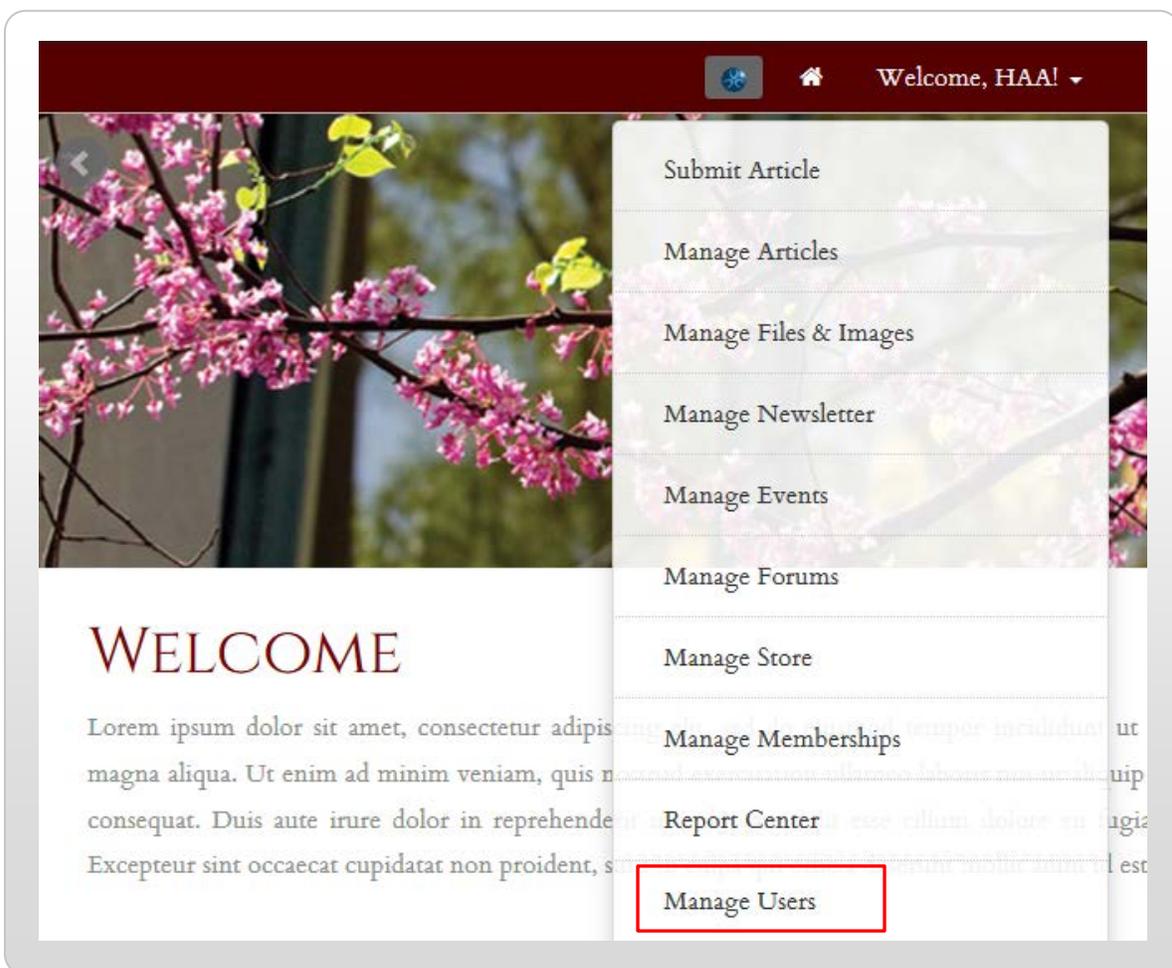


Viewing User Profile Data

This guide shows you how to locate and review profile information for users of your web site.

Important: do not use these instructions to edit or modify profile data. Errors may occur if you do so, as the features discussed in the sections that follow are not synced with the main data feed for Harvard web sites. If you need to modify profile data for a specific user, please see the separate “[Updating User Profile Data](#)” training guide. To **view** profile information for a specific user, refer to the steps that follow.

1. Click the admin menu button  and select “**Manage Users.**”



The **profile management** screen appears—from this screen, you can search for users within your site’s database and review information associated with their accounts (see next page for a visual example).

- Use the search fields within the profile management screen to locate the user whose profile information you wish to view:

ID	Email	Screen Name
1	ops@omnimagnet.com	Ma...
2	ops3@omnimagnet.com	Ma...
3	jbrown@omnimagnet.com	Jar...

- To perform the search, click the “Apply Filter” button next to the “Output to Browser” drop-down menu below the search fields:



Results for your search appear below the “Apply Filter” button within your web browser:

ID	Email	Screen Name	First	Last	Level	Status	Renewed	Expires	Action
1	ops@omnimagnet.com	Magnet Team	Magnet	Team		No Membership			Select Action
2	ops3@omnimagnet.com	MagnetL3	MagnetL3	L3		No Membership			Select Action
6	ops2@omnimagnet.com	Magnet Team	Magnet	Team		No Membership			Select Action

- To view profile information for a specific user, select **“Edit Profile Info”** under the **“Action”** dropdown menu to the right of the user name:

ID	Email	Screen Name	First	Last	Level	Status	Renewed	Expires	Action
1	ops@omnimagnet.com	Magnet Team	Magnet	Team		No Membership			Select Action
2	ops3@omnimagnet.com	MagnetL3	MagnetL3	L3		No Membership			Select Action
6	ops2@omnimagnet.com	Magnet Team	Magnet	Team		No Membership			Select Action Edit Account Info Edit Profile Info Masquerade as User

Status	Renewed	Expires	Action
No Membership			Select Action
No Membership			Select Action
No Membership			Select Action Edit Account Info Edit Profile Info Masquerade as User

→

The full user profile appears, including personal data, professional information, and other details:

Personal

MagnetL3 L3

Exclude me from the online directory.
 Note: Some information may not be changed online. To update, please call the University Alumni Records at 1-617-495-2371.

Nickname:

Email Preferences

Hide email addresses in my online profile.

Preferred Email:

Subscribe me to the eNewsletter

We will use the email above to keep in touch with you and keep you informed about news and events. We hope that you will enjoy hearing from us but will honor your request should you choose not to receive future emails.

Additional Email:

At the bottom of the profile is an **activity log** of previous user actions, including system authentications and other events:

Activity log for user # 6					[add log entry]
	Event	Description	Date	Initiator	ip
196	Authenticated		01/06/2010 11:07	Magnet Team	67.180.11.110
8	Authenticated		11/10/2009 08:07	Magnet Team	67.180.11.110
1	Authenticated		11/05/2009 11:28	Magnet Team	67.180.11.110

The records in this log can be used to troubleshoot specific technical problems and/or issues that may be reported by users with their accounts.



Questions on this guide? Please post any questions to [Support Tracker](#) and the AlumniMagnet team will respond as soon as possible.