

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."

	🛞 🏦 Welcome, HAA! 🗸
	Submit Article
	Manage Articles
	Manage Files & Images
	Manage Newsletter
	Manage Events
	Manage Forums
VELCOME	Manage Store
em ipsum dolor sit amet, consectetur adipis	Manage Memberships
isequat. Duis aute irure dolor in reprehende	Report Center
epteur sint occaecat cupidatat non proident, s	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).

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

Users	Groups	Classificat	ions Unsubscrib	e R	Redundan	cies Sniff	er	Auxiliary Sync
Users Filter	: Key Field	ls filter	*					
First Name	contains:	first name	Last Name contain	s:	last nam	e Em	ail cont	tains:
Home State contains:			Home Zip contains	UID (for range use "-"):				
Work State contains:			Work Zip contains	Company Name contains:				
School 1 Name contains:			School 1 Degree co	School 1 Grad Year within:				
Main Code: Show All 🔻		Registered betwee	уууу -	mm 👻	dd 👻	and yyyy 👻		
			Last Update Date t	etween	уууу 👻	mm 👻	dd 👻	and yyyy 🝷
Criteria 1 U	Inclassified	•	Criteria 6	Unclas	sified 👻			Criteria 11
Criteria 2 U	Inclassified	•	Criteria 7	Unclas	sified 👻			Criteria 12
Criteria 3 U	Inclassified	•	Criteria 8	Unclass	sified 👻			Criteria 13
Criteria 4 U	Inclassified	•	Criteria 9	Unclas	sified 👻			Criteria 14
Criteria 5 U	Inclassified	•	Criteria 10	Unclas	sified 🔻			Criteria 15
					_			
					C	output to	Browse	er (default) 🔻
ID	Email							Sci
1	ops@	omnimagnet.c	om					Ma
2	ops3@	@omnimagnet	.com					Ma
3	jbrow	n@omnimagn	et.com					Jar

3. 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:

				Output to Browser (default)	Apply Filter ->
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

4. To view profile information for a specific user, select "Edit Profile Info" under the "Action" dropdown menu to the right of the user name:

IDEmail	Screen Name	First	Last	Level	Status	Renewed	Expires	Action
1 ops@omnimagnet.com	Magnet Team	Magnet	Team		Nol	Membership)	Select Action
2 ops3@omnimagnet.com	MagnetL3	MagnetL3	L3		Nol	Membership)	Select Action
6 ops2@omnimagnet.com	Magnet Team	Magnet	Team		Nol	Membership		Select Action Edit Account Info
								Masquerade as User
Status Renewed	Expires	Acti	on					
Status Renewed	Expires	Acti	on					
Status Renewed I No Membership	Expires	Acti Select Action	on	•				
Status Renewed I No Membership No Membership	Expires	Acti Select Action Select Action	on	•				

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

Masquerade as User

Personal	
MagnetL3 L3	
Exclude me from the online on Note: Some information may not	directory. ot be changed online. To update, please call the University Alumni Records at 1-617-495-2371.
Nickname:	Nickname
Email Preferences	
Hide email addresses in my open addresses in my	online profile.
Preferred Email:	ops3@omnimagnet.com
	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:	Additional Email

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

	[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.