



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 name or e-mail address into the search field and then click **Search**.

User Admin

Search - Find a specific user

Storm Search

Show 10 entries

E-mail	Last Name	First Name	Middle Name	Telephone	
S.Sea@us.army.mil	Sea	Stormy	X	000-000-0000	
G.Storm@FDMSandbox.com	Storm	Gail	X	000-000-0000	
R.Storm@FDMSandbox.com	Storm	Raine	X	000-000-0000	

Showing 1 to 3 of 3 entries

Browse and select an Org Unit

Browse a List of Users by Role

To view a list of FDM users by Role

1. Go to **Admin Center | User Admin**.
2. Select an Org Unit in the Org Tree.
3. Select any FDM **Role Panel**. You can view a specific user's FDM profile information or change their Org Unit assignment.

User Admin

Search - Find a specific user

Browse and select an Org Unit

My Orgs » TOP LEVEL ORG » Confidential Filers » North East Region »

Click to view a list of users in a specific FDM role.

Points of Contact (POCs) 1

Supervisors 5

Supervisors

Show 100 entries

	E-mail	Last Name	First Name	M.I.	Phone	Org Unit	Org Unit Description	
1	W.Dey@FDMSandbox.com	Dey	Windy		000-000-0000	North East 5	North East 5	
2	G.Storm@FDMSandbox.com	Storm	Gail	X	000-000-0000	North East 2	North East 2	
4	R.Storm@FDMSandbox.com	Storm	Raine	X	000-000-0000	North East 4	North East 4	
1	G.Winds@FDMSandbox.com	Winds	Gail	X	000-000-0000	North East 1	North East 1	
1	A.Wynd@FDMSandbox.com	Wynd	Augusta	X	000-000-0000	North East Region	North East Region	

Showing 1 to 5 of 5 entries