## Viewing user profile and role assignment

You can view a user's profile in no time by clicking on a row on the **User Management** page (do not click the username as it contains a hyperlink that will open the **User detail** page). A **User Detail** tab will appear showing the user's email, department where the user works, the cell phone number, and so on.

The pane will stay open until you click the same row again or click

| User Groups 🛛 🙃 🌣  |                   | 😗 Create   💽 Impo | rt           | Search by user       | name 🗙 J |        |  |
|--------------------|-------------------|-------------------|--------------|----------------------|----------|--------|--|
| All Directorie     | es 187            | Usemame           | Full Name    | Last Activity Date 🔻 | Status   | Action |  |
| Internal           | 131               | 🗘 Administrator   | system admin | 10/01/2017 12:26 PM  | ×        | Edit 💌 |  |
|                    |                   | ⊥ john_a          | John Ackman  | 10/01/2017 12:11 PM  | ×        | Edit 💌 |  |
| External           | 56                | alex_p            | Alex Pinto   | 10/01/2017 08:45 AM  | ×        | Edit 💌 |  |
| group1             | 3                 | sandra_t          | Sandra       | 10/01/2017 08:11 AM  | ×        | Edit 💌 |  |
| GroupTest          | 2                 | £ lee_w           | Lee Whoo     | 09/01/2017 02:41 PM  | ~        | Edit 💌 |  |
| Group rest         | ~                 | kathy             | Kathy Chan   | 09/01/2017 02:33 PM  | ×        | Edit 💌 |  |
| ser Detail Ro      | le Assignment     |                   |              |                      |          | ۵ 🖏    |  |
| - Basic Informatio | n                 |                   |              |                      |          |        |  |
| Usemame:           | Administrator     |                   |              |                      |          |        |  |
| Full Name:         | system admin      |                   |              |                      |          |        |  |
| Email:             | admin@sysinfo.com |                   |              |                      |          |        |  |
| Department:        | Administrative    |                   |              |                      |          |        |  |
| Moblie:            |                   |                   |              |                      |          |        |  |

Clicking a row on the user list on the User Management page opens a pane that gives a preview of the user information.

The **Role Assignment** tab provides information about the resources (along with the scope) assigned to the user. The tab contains a table with two columns. The **Roles** column lists all assigned roles of the user and the **Scope** column lists the scope of each role assigned to the user. You can see a complete list

of the user's assignment on the User detail page by clicking

| 🕯 User Groups 🛛 🔅 🏶   |                | Create S Import                           |   |   | Search by use | mame ×           |
|---|----------------|---|---|---|---------------|------------------|
| All Directories   | 187            | Username                                  | Full Name                                 | Last Activity Date 👻  | Status        | Action           |
| Internal  | 131            | Administrator Administrator John_a alex_p | system admin<br>John Ackman<br>Alex Pinto | 10/01/2017 12:26 PM<br>10/01/2017 12:11 PM<br>10/01/2017 08:45 AM | ×<br>×<br>×   | Edit v<br>Edit v |
| internal  | 151            |   |   |   |               |                  |
| External  | 56             |   |   |   |               |                  |
| group1  | 3              | sandra_t                                  | Sandra                                    | 10/01/2017 08:11 AM   | ×             | Edit 💌           |
| Course Track  | 2              | L lee_w                                   | Lee Whoo                                  | 09/01/2017 02:41 PM   | ×             | Edit 💌           |
| GroupTest   | 2              | 🔏 kathy                                   | Kathy Chan                                | 09/01/2017 02:33 PM   | ×             | Edit 💌           |
| User Detail Role Ass  | ignment        |   |   |   |               | 2                |
| User Group Roles  |                |   | Scope                                     |   |               |                  |
| Administrator(Dire  | ctly assigned) |   |   |   |               |                  |
| Server Administ<br>Project Creator<br>Project Manage<br>User Manage |                | rator                                     | Global                                    |   |               |                  |
|   |                |   | Global                                    |   |               |                  |
|   |                | r   | Global                                    |   |               |                  |
|   |                |   | Global                                    |   |               |                  |
|   | Security Manag | er  | Global                                    |   |               |                  |

The Role Assignment tab in the user preview pane providing a preview of the scope of each role assigned to the user.

Related pages

User management page

Viewing user profile and role assignment

Importing users

Editing user information

Converting users to internal or external

Copying roles and assignments from another user

Changing passwords

Enabling or disabling user login

Searching for users

Sorting users

Releasing elements locked by a user