

View or Print Users

Home > EMSupply > EMSupply Users > View or Print Users



The left pane of the user administration page shows the users for your currently selected domain. When you select a user in the left pane, the right pane shows the user's details. These details are grouped into two drawers: **Account for (user's name)** and **Roles**. Use the first to view the user's profile data and the second to view the user's role within the domain hierarchy.

To view users

Tip: To sort the list, click the appropriate column header.

1. On the **Settings** tab, click **Users**. The *Users* page opens.
2. On the left, click change location. The domain hierarchy window opens.
3. Expand the hierarchy, as necessary, and select the location. The window closes and the users at that location appear on the left.
Alternatively, search for a user using the **Search All** tab.
4. To view details, select the user's name. The right pane shows the user's profile information.

To print users

1. On the **Settings** tab, click **Users**. The *Users* page opens.
2. On the left, click change location. The domain hierarchy window opens.
3. Click **Export**. The file is downloaded according to your browser settings,