This feature allows AggieBuy users with certain Roles to see the profile information of other users. The feature was previously activated for the “Department Allocator” Role but has now been activated for the other “Approver” Roles.

From the tab bar select “User Management” from the dropdown list.

Enter the last name, or other identifying info, of the user. If it is a very common name, e.g. Jones or Smith, then you might want to enter their first name also. Click the “Search” button.
If there is more than one person matching the name or other identifying information you entered all will appear. Select the specific person you are looking for by clicking on their User Name.

The selected person’s profile screen will appear.
You may navigate all of the profile tabs for the person you selected. For example, commonly-requested profile information is what Roles have been assigned to a particular person.