

# USER INSTRUCTION SHEET

## View User Details

This manual provides instructions on how to view details of user accounts in the ADS environment by using the UMRA Form **View User Details**.

Start the **UMRA Forms** application by double clicking the shortcut on your desktop.



In the left pane you'll find all the Forms that are available to you.

Click on **View User Details** to load the form.

Enter the users' NetID or name and click on the **Search** button.

The screenshot shows the UMRA Forms application window titled 'UMRA Forms - connected to umra.studelf.nl'. The main window is titled 'View User Details' and contains a search form. The search form has a text input field with 'hjalay' entered, a 'Search' button, and a 'Next >' button. Below the search form is a table with the following data:

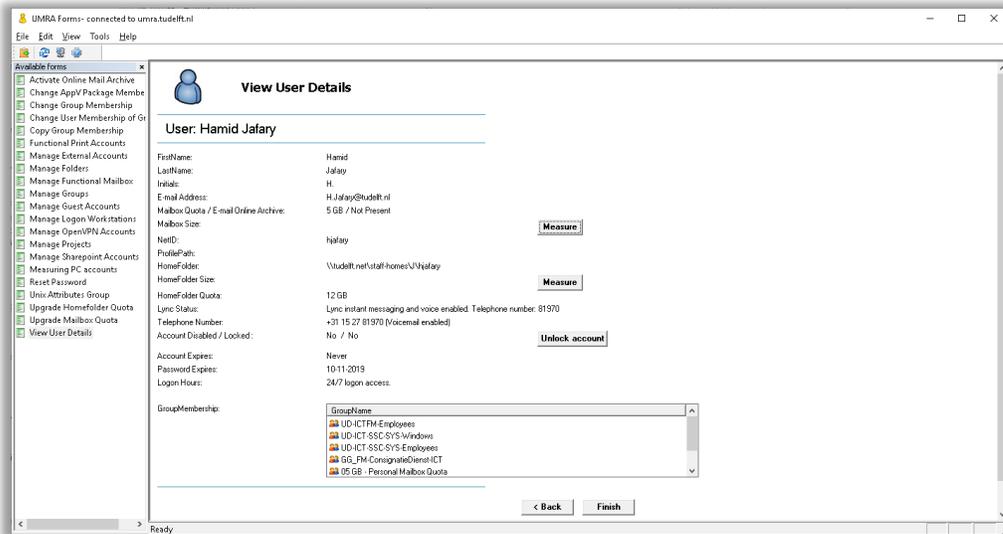
Display Name	NetID	User Common Name
Hamid Jalay	hjalay	Jalay, H. (hjalay)

The left pane of the application shows a list of available forms, with 'View User Details' highlighted in blue.

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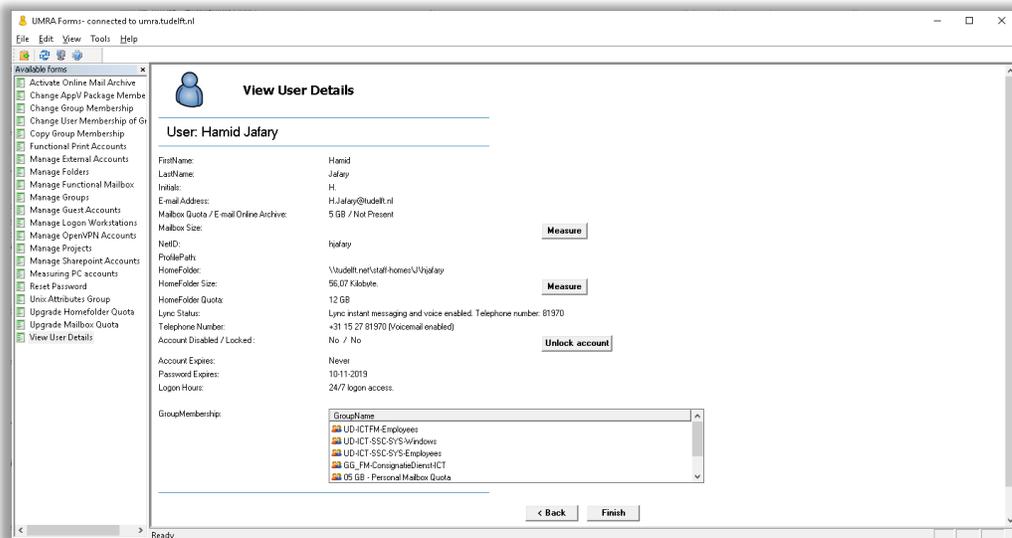
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Select the desired user account from the list and click on the **Next** button to continue.



Now you can view (not edit) the most important properties for this user.

Additionally you can measure the used home folder storage, used mailbox storage or print balance for the selected user by clicking the according **Measure** button. Notice that it might take a few seconds up to a minute for the measuring process to complete.



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**Note:** When users try to log on many times with wrong password, user account will be locked out to protect the owner of that Netid from unauthorized access. The **UNLOCK** button can be used to release account again. The only groups who are authorized to use this Unlock button are;

- Servicepoints
- SID
- WPS
- Systems

Click on **Finish** to close the form or click **Back** to search and view details of another user account.