

Viewing Employee Data into the IA Job Approval Authority Database

View User Profile

Overview: View existing employee data.

1. Select the *Name* of the employee you wish to view the profile of. Their current profile information will automatically display in the boxes.
2. Review the profile information of the employee.
3. If any of the information is incorrect, do one of the following:
 - a. Read Only version: If the error is on someone else's profile, contact the employee or the employee's supervisor and alert them of the error. If the error is on your own profile, contact your supervisor and request they correct the error on your behalf.
 - b. Read Write version: Navigate to the Edit User Profile form and edit the profile there. See *JAA Database Instructions- Enter Employee Data* for further instructions.

The screenshot shows a web application window titled "View User Profile READ ONLY". The main content area has a light blue background and is titled "View Profile Data". It contains several input fields for employee information: Name (with a dropdown arrow), Email, Title, Area, Team, Location, Affiliation, and Supervisor. Below these fields is a grey button labeled "Return to Main Menu". At the bottom of the window, there is a status bar with the text "Record: 1 of 1", a "No Filter" indicator, and a "Search" button.