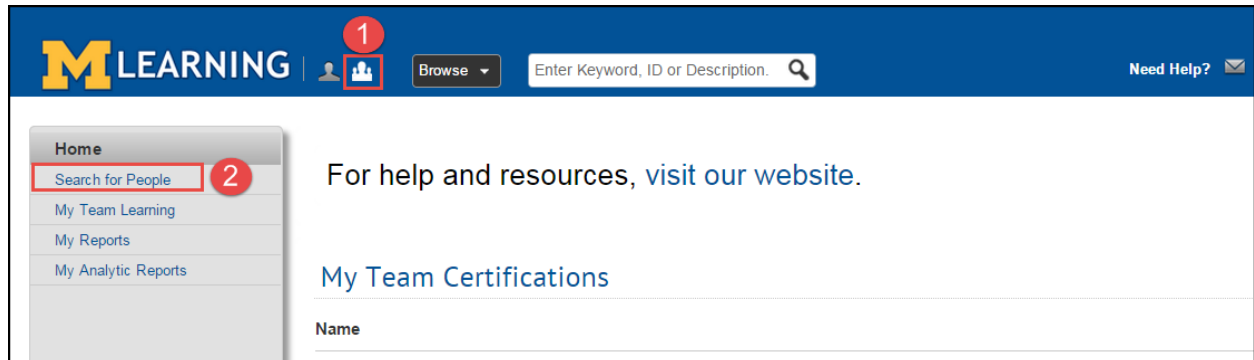


## Manager 11: Viewing Staff Profile Information

**Important:** All searches from the Manager Icon result in names associated with the Manager's sign-in.

1. Click Manager Icon.
2. **Search for People** the left hand navigation to open the **Search for People** page.



3. Search Option: **Search by manager:**

- Leave search fields empty.
- Click the **Search** button.

**Note:** Results are limited to manager's direct reports.

The screenshot shows the 'Search for People' page. On the left is a navigation menu with items: Home, Search for People (highlighted), My Team Learning, My Reports, and My Analytic Reports. The main content area is titled 'Search for People' and contains a grid of search filters. The filters include: UMID, First Name, Organization, Job Classification, Audience Type, Competency, Certification, Initiative, Started On <=, State, Person Type, Terminated After, Uniqname, Last Name, Location, Job, Domain, Proficiency Level, Certification Status, Started On >=, City, Country, Include All Suborganizations, and Terminated Before. The 'Manager Search Depth\*' dropdown is set to 'Direct Report'. A red arrow points from a red circle with the number '3' to the 'Search' button at the bottom right of the form. Below the filters are links for 'Configure' and 'Save Search Query'.

## Manager 11: Viewing Staff Profile Information

4. Search Option: **Use the search fields:**

- Complete appropriate search fields.
- Click the **Search** button.

**Note:** Search field options bring back names(s) associated with the search entries.

The screenshot shows the 'Search for People' interface. On the left is a navigation menu with 'Home', 'Search for People', 'My Team Learning', 'My Reports', and 'My Analytic Reports'. The main area contains various search filters: UMID, First Name, Organization, Job Classification, Audience Type, Competency, Certification, Initiative, Started On <=, State, Person Type, Terminated After, Uniqname, Last Name, Location, Job, Domain, Proficiency Level, Certification Status, Started On >=, City, Country, Include All Suborganizations, and Terminated Before. A red box highlights the search fields, and a red circle with the number '4' is placed over the 'Last Name' field. At the bottom, there are links for 'Configure' and 'Save Search Query', and a 'Search' button.

5. Find the name of interest.

6. Click **View Full Profile** under **Actions**.

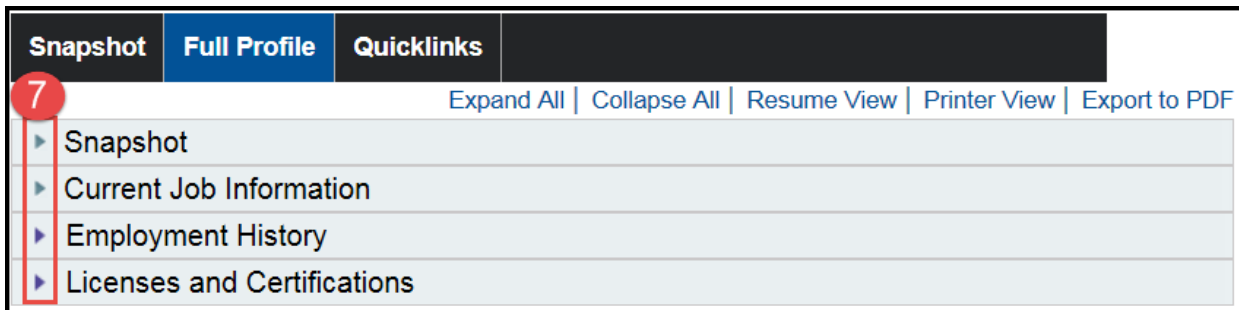
**Note:** the other two links under **Actions** provide only parts of the Full Profile.

Search Results								Print   Export
Last Name	First Name	Uniqname	Person Type	UMID	Organization	Location	Job	Actions
5 Rabbit	Richard	TEST4		TEST4	01C Testing Org			View Profile Information View Profile Snapshot 6 <a href="#">View Full Profile</a>
Unicorn	Uriah	TEST6		TEST6	01C Testing Org			View Profile Information View Profile Snapshot View Full Profile

**Manager 11: Viewing Staff Profile Information**

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7. Use the drop down arrow next to the topics to open each section.



Snapshot | **Full Profile** | Quicklinks

7 Expand All | Collapse All | Resume View | Printer View | Export to PDF

- ▶ Snapshot
- ▶ Current Job Information
- ▶ Employment History
- ▶ Licenses and Certifications

**Topics under each section include:**

- Snapshot: Professional Profile Information; Official Contact Information
- Current Job Information: Job Information and Classifications
- Employment History: Internal History
- Licenses and Certifications: Internal (such as those completed via MLearning) and External (such as Nursing Licensure)

8. Use the **Quicklinks** tab at the top of the page, to access links to **Certifications, Enrollments** and **Completed Courses** for that individual.



Snapshot | Full Prof | **Quicklinks**

**Note:** See the other Manager Job Aids for using the pages accessed from **Quicklinks**.

**Important:** Do not make edits to any of the information – even if a link is available to do so.

Contact [mlearninginfo@umich.edu](mailto:mlearninginfo@umich.edu) to make the needed changes