1. *Click* on User Maintenance Wizard Group.

2. *Click* on Display User Wizard.

   Display User: User Search screen displays.

3. *Locate* the appropriate user
   a. *Scan* in the user ID OR
   b. *Use* the User Search Helper and *select* appropriate user OR
   c. *Select* Current user if you have previously viewed a user record.

4. If a list of names displays, *select* the correct name and *click* Display this User.

5. A summary of user information displays. *Click* on the tabs or underlined words to access glossaries containing specific user information.

6. After user information has been reviewed, *select* one of the buttons to continue.