

INSITE

INTERSTATE NATIONAL SYSTEM
FOR INFORMATION, TRACKING,
AND ENFORCEMENT



Faster profile management. Simpler administration.

Managing profiles and user accounts is now faster and more efficient in INSITE. Simplified maintenance and automated administrative functions reduce effort, improve accuracy, and save time.

Administrators
Administrators > Edit User > User Info

Create User Edit User Edit Compact Office Profile Management

Edit User - ISC Officer Test Tester E-Mail Status: Active

User Info Workflow On Leave Preferences Direct Reports

Account Information

Login (Email) First Name
ncisoffice@gmail.com ISC Officer

Middle Name Last Name
Test -

Address Information Add New

Address One	Address Two	City	State	Zip	Action
2020 Yonkers Rd.		Raleigh	North Carolina	27699	Remove

Contact Information

Phone Number

919-716-3100

919-716-3999

Roles

Roles

PG Supervisor Compact Office State Admin

Deactivate Active

Do you want to disable this user?

No, leave active. Yes, deactivate this account

Simplified User Administration

- Roles removed automatically when users are deactivated
- Eliminates a commonly missed step

Less maintenance. Better data accuracy.



Administrators
Administrators > Profile Management

Create User Edit User Edit Compact Office Profile Management

Profile Management

- Merge Two Profiles
- List Pending Merges
- List Completed Merges
- Delete a Profile Record
- List Pending Deletions
- List Completed Deletions
- Edit Profile Demographics
- Exclude Profile from Public Web Portal searches
- List Excluded Profiles
- Expunge Profile Record's Compact Case
- List Pending Expungements
- List Completed Expungements
- Move Compact Case
- List Pending Moves
- List Completed Moves

Simplified Profile Management

- No National Office approval required
- Faster processing of deletes, merges, moves, and expungements

Less waiting. More efficiency.

Fewer steps. Less maintenance. More time for the work that matters.