

# Report 1017: User and Permission By Group (W5)

[This version is superseded. Click here to view the latest guide.](#)

## **PURPOSE**

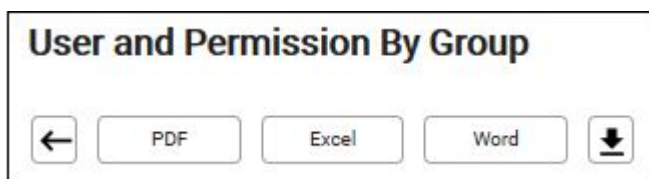
Provide the User and Permission by each Group used by CS Lucas.

## **WHY IS THIS IMPORTANT?**

Allow users to verify which User Group they are allocated to and the permissions they have.

## **QUERY**

1. Navigate to Reporting > Standards > Report 1017: User and Permission By Group.



2. Click on the required format.

3. The report shows the User ID, Group and Description.

1017  
CS LUCAS

Name of User Group	Name of UserID	Description
<b>Group</b>	<b>UserID</b>	<b>Description</b>
AU User Group	test2	AU User Group
Demo Group	dev	Demo Group
SSI group	test2	SSI group
Super Rights	testuser2	Super Rights
Super Rights - ALL	headoffice	Super Rights -
Super Rights - Blue	subsidiary1	Super Rights -
Super Rights Green	subsidiary2	Super Rights
UAGroup_dev	dev	UAGroup_dev
	dev2	UAGroup_dev
	dev4	UAGroup_dev
	dev5	UAGroup_dev
	partner1	UAGroup_dev
	partner2	UAGroup_dev
	richardkingston5@btinternet.com	UAGroup_dev
	testuser	UAGroup_dev

For explanation of  button, please see link.

For explanation of   buttons, please see [link](#).

### DATA SOURCE - USER GROUP DETAILS


To view the following details,

A	B	C
<u>Group</u>	<u>UserID</u>	<u>Description</u>
AU User Group	test2	AU User Group

Follow the steps as shown below:

1. Navigate to Set Up > User and Rights.
2. Click on Group.

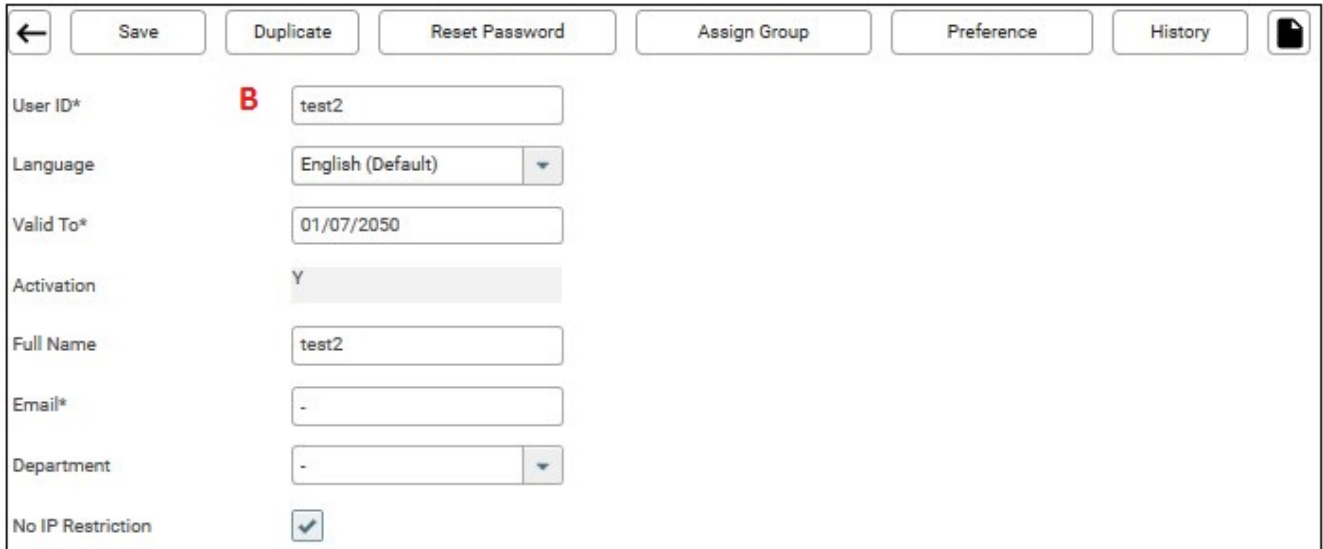
### User Group

←
Refresh
New Group
Delete Group
Approve


	App? <span>⌵</span>	Short Name <span>⌵</span>	Description <span>⌵</span>	Full Rights <span>⌵</span>
<input type="checkbox"/>	<b>A</b>	AU User Group	AU User Group <b>C</b>	
<input type="checkbox"/>		Approver	Approver	
<input type="checkbox"/>		EU User Group	EU User Group	

## USER DETAILS

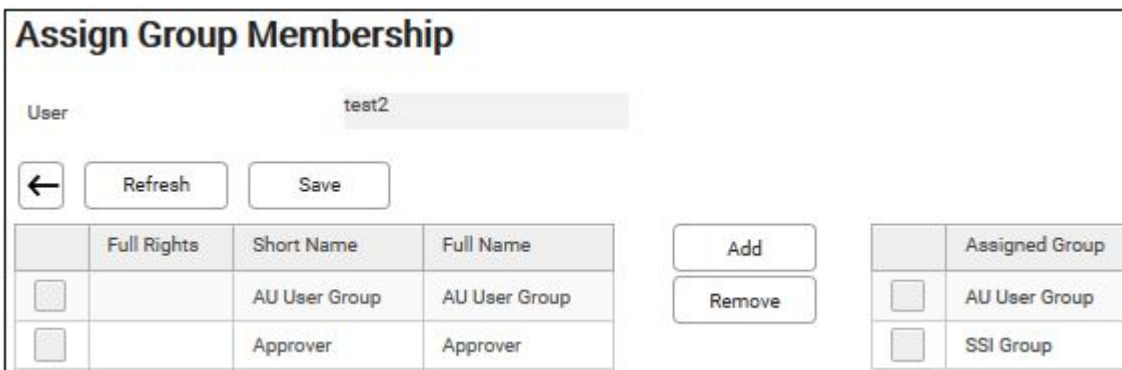
1. Navigate to Set Up > User and Rights.
2. Click on UserID: test2.



The screenshot shows a user management interface with the following fields and controls:

- Buttons: Save, Duplicate, Reset Password, Assign Group, Preference, History, and a document icon.
- User ID\*: test2 (with a red 'B' icon)
- Language: English (Default) (dropdown)
- Valid To\*: 01/07/2050
- Activation: Y
- Full Name: test2
- Email\*: -
- Department: - (dropdown)
- No IP Restriction:

3. Click on Assign Group.



The screenshot shows the 'Assign Group Membership' form for user 'test2'. It includes the following elements:

- Header: Assign Group Membership
- User: test2
- Buttons: Refresh, Save, Add, Remove
- Table 1 (Left):

	Full Rights	Short Name	Full Name
<input type="checkbox"/>		AU User Group	AU User Group
<input type="checkbox"/>		Approver	Approver

- Table 2 (Right):

	Assigned Group
<input type="checkbox"/>	AU User Group
<input type="checkbox"/>	SSI Group

## FREQUENTLY ASKED QUESTIONS

### RELATED INFORMATION

[General Formatting For All Reports](#)

### CHANGE HISTORY

Date	By	Changes
25-Apr-2016	Ruijun	Created
23-May-2016	Rj	Formatted
05-Aug-2016	Li Ping	Rewritten. Reformatted.
10-Dec-2019	Lyra	Updated Screenshots.