

Report 1017: User and Permission By Group (W5)

[This version is superseded.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

PURPOSE

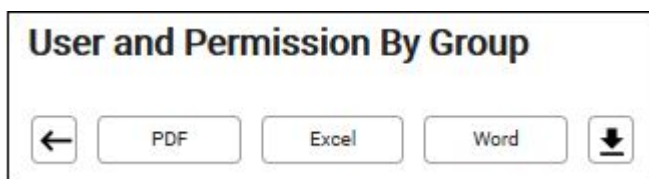
Provide the User and Permission by each Group used by CS Lucas.

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.

Name of User Group	Name of UserID	Description
User and Permission By Group		
Group	UserID	Description
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 Group	B UserID	C Description
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





	App? 	Short Name 	Description 	Full Rights 
<input type="checkbox"/>	A	AU User Group	AU User Group C	
<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.

← Save Duplicate Reset Password Assign Group Preference History

User ID*

B test2

Language

English (Default)

▼

Valid To*

01/07/2050

Activation

Y

Full Name

test2

Email*

-

Department

-

▼

No IP Restriction

☒

3. Click on Assign Group.

Assign Group Membership

User test2

← Refresh Save

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

Add Remove

	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.