

# Report 1017: User and Permission By Group

[See previous W5 version guide](#)

## **PURPOSE**

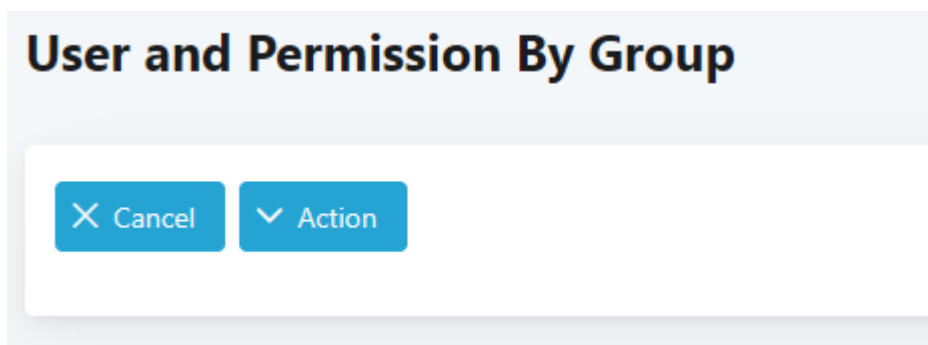
Provide the User and Permission by each Group used by CS Lucas.

## **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 Action and select the required format.

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

Name of User Group	Acct Cntr Group	Name of User ID	Description
<b>User and Permission By Group</b>			
Group	Acct Cntr Group	UserID	Description
TFS User Group	TFS Group	admin@devent1.com	TFS User Group

For explanation of Excel Raw export, please see [link](#).

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

## **DATA SOURCE - USER GROUP DETAILS**

To view the following details,

<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<u>Group</u>	<u>Acct Cntr Group</u>	<u>UserID</u>	<u>Description</u>
TFS User Group	TFS Group	admin@devent1.com	TFS User Group

Follow the steps as shown below:

1. Navigate to Set Up > Global > User and Rights.
2. Click the Group button.
3. Click the Edit button next to the user group: TFS User Group.

### Amend User Group

✕ Cancel 💾 Save 👤 Assign Permission 📄 Duplicate 👤 Assign User ≡ History

Short Name\*

TFS User Group

**A**

Full Rights

No

▼

Apply To Acct Cntr Group\*

TFS Group

▼

**B**

Description

TFS User Group

**D**

## **USER DETAILS**

1. Navigate to Set Up > Global > User and Rights.
2. Click the Edit button next to the User ID: admin@devent1.com

## Amend User

[Cancel](#) [Save](#) [Duplicate](#) [Reset Password](#) [Assign Group](#) [Preference](#) [History](#) [File/Note](#)

User ID\*  C

Language  ▼

Valid To\*

Activation

Full Name

Email\*

Department  ▼

No IP Restriction ☒

[+ Upload Profile Photo](#)

Your password\*

3. Click Assign Group.

## Assign Group Membership

User  C

Your password\*

[Cancel](#) [Refresh](#) [Save](#)

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



Assigned Group
<input type="checkbox"/> TFS User Group <span>A</span>

## FREQUENTLY ASKED QUESTIONS

## RELATED INFORMATION

[General Formatting For All Reports](#)

## **CHANGE HISTORY**

Date	By	Changes
25-Apr-2016	Ruijin	Created.
23-May-2016	Rj	Formatted.
5-Aug-2016	Li Ping	Rewritten. Reformatted.
10-Dec-2019	Lyra	Updated screenshots.
15-Aug-2024	TS	Updated to W6 instructions and screenshots.