# Report 1025: User and Permission By User

See previous W5 version guide

#### **PURPOSE**

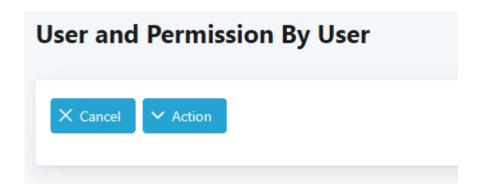
To provide the UserID Assigned Group details used by CS Lucas.

#### WHY IS THIS IMPORTANT?

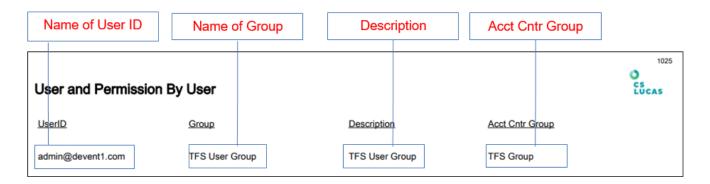
Allow users to verify user and assigned group in the system.

#### **QUERY**

1. Navigate to Reporting > Standards > Report 1025: User and Permission By User.



- 2. Click Action and select the required format.
- 3. The report shows the User ID, User Group, User Group Description and Accounting Centre Group.



For explanation of Excel Raw export, please see <u>link</u>.

For explanation of



buttons, please see link.

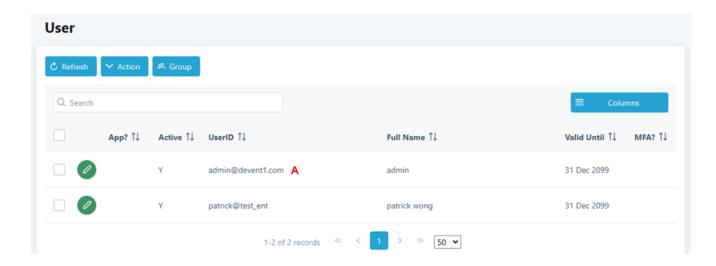
## **DATA SOURCE - USER DETAILS**

To view the following details,

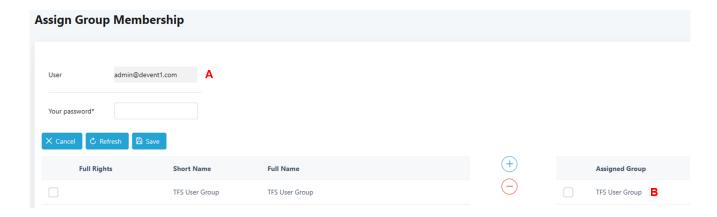


Follow the steps as shown below:

1. Navigate to Set Up > Global > User and Rights.

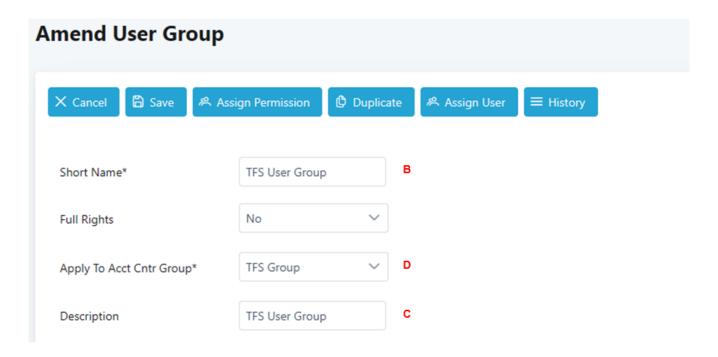


- 3. Click the Edit button next to the User ID: admin@devent1.com.
- 4. Click Assign Group.



# **GROUP DETAILS**

- 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.



## **FREQUENTLY ASKED QUESTIONS**

## **RELATED INFORMATION**

**General Formatting For All Reports** 

# **CHANGE HISTORY**

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