Report 1025: User and Permission By User

[See previous W5 version guide]

PURPOSE

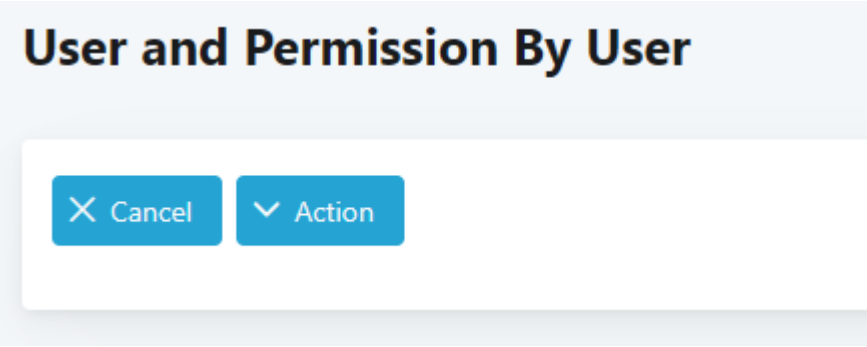
To provide the UserID Assigned Group details used by CS Lucas.

WHY IS THIS IMPORTANT?

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

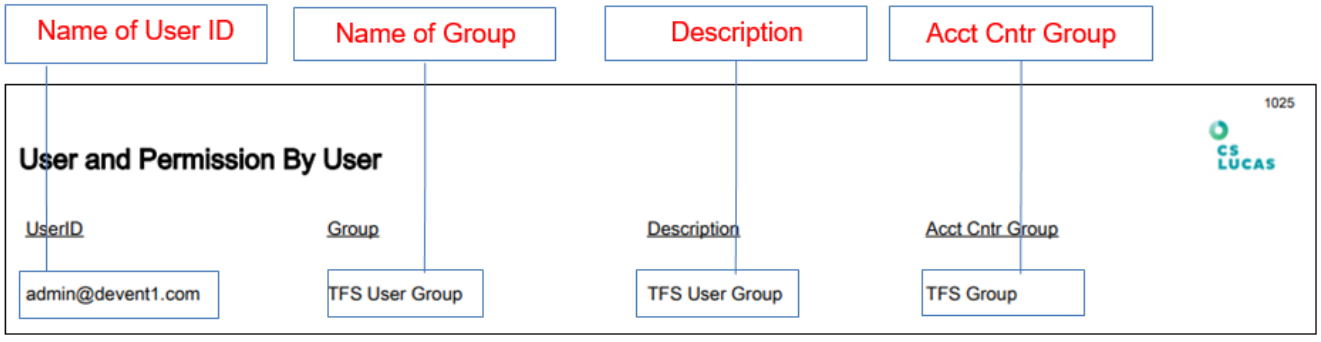
QUERY

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 link.

For explanation of buttons, please see link.

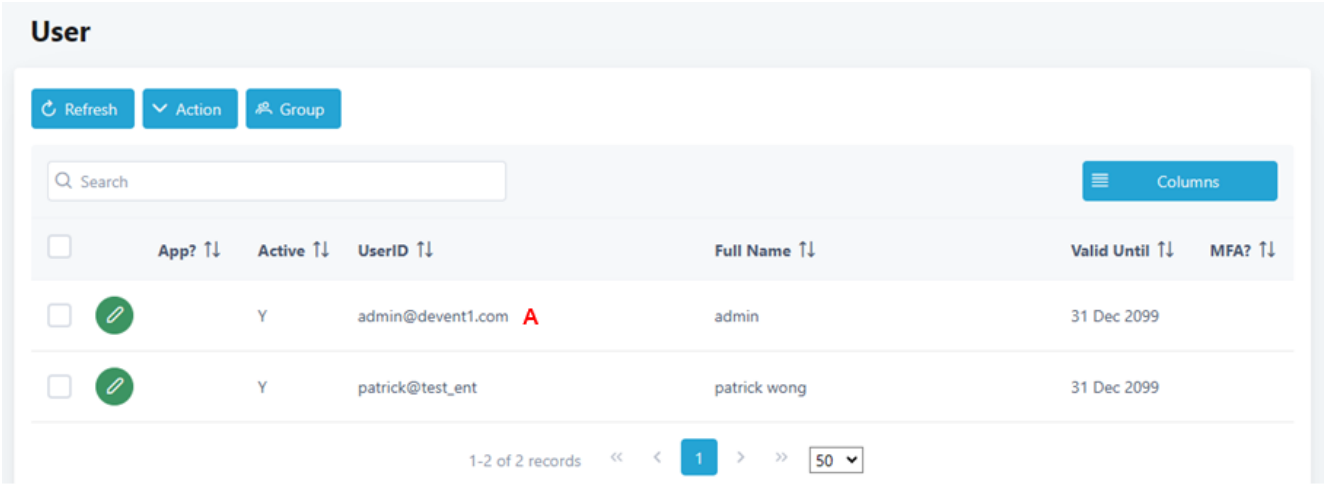
DATA SOURCE – USER DETAILS

To view the following details,

A	B	C	D
UserID	Group	Description	Acct Cntr Group
admin@devent1.com	TFS User Group	TFS User Group	TFS Group

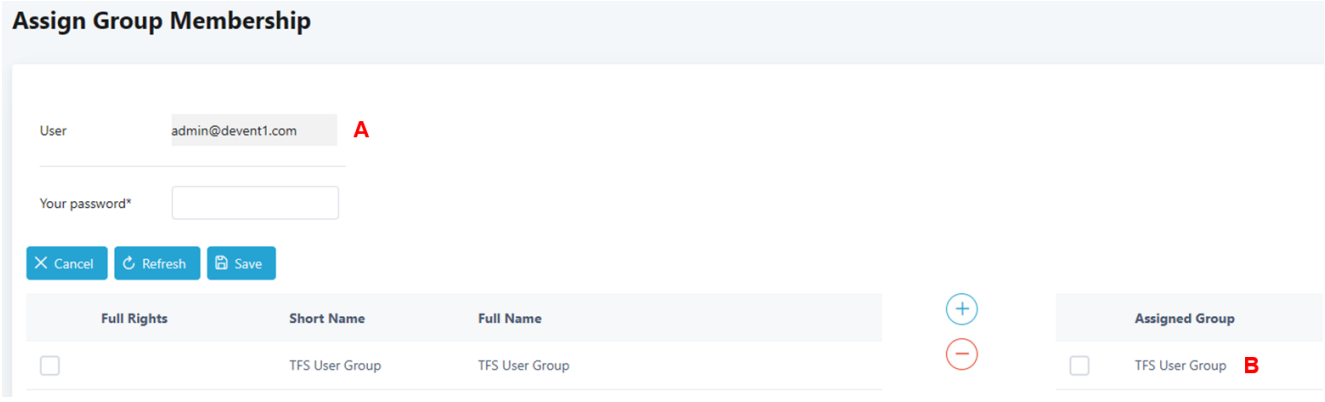
Follow the steps as shown below:

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.

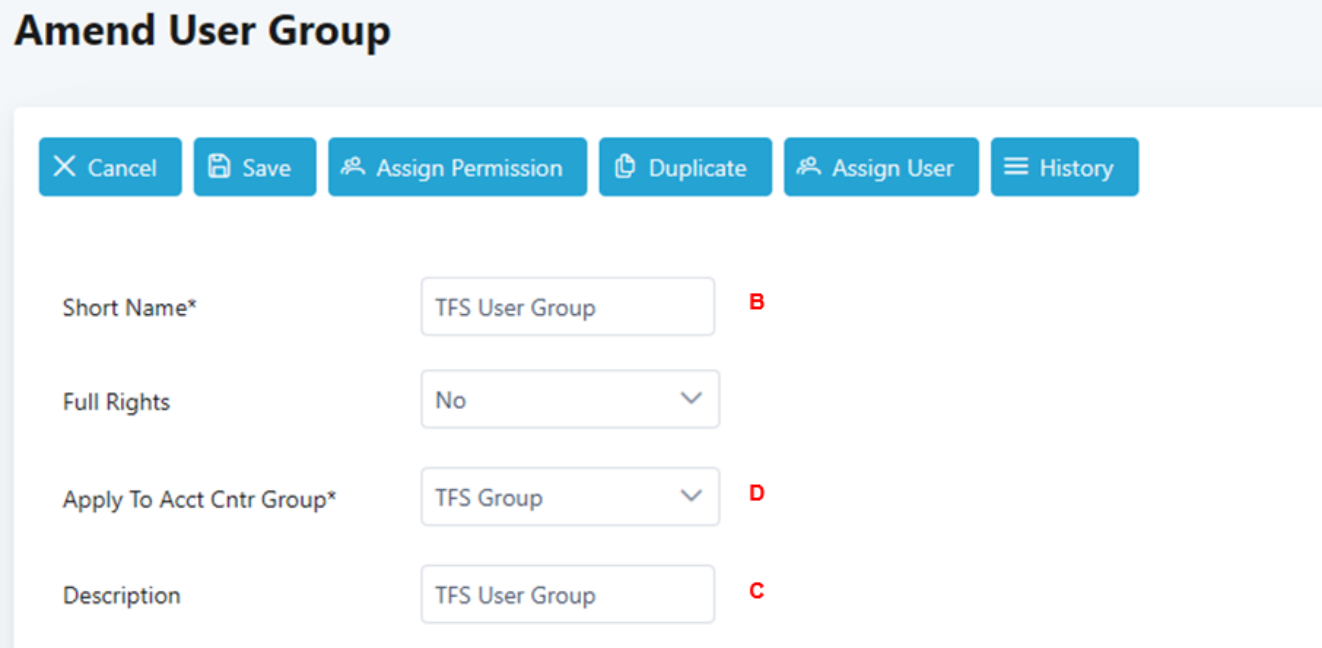


GROUP DETAILS

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	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.