

Report 1025: User and Permission By User

[See previous W5 version guide](#)

PURPOSE

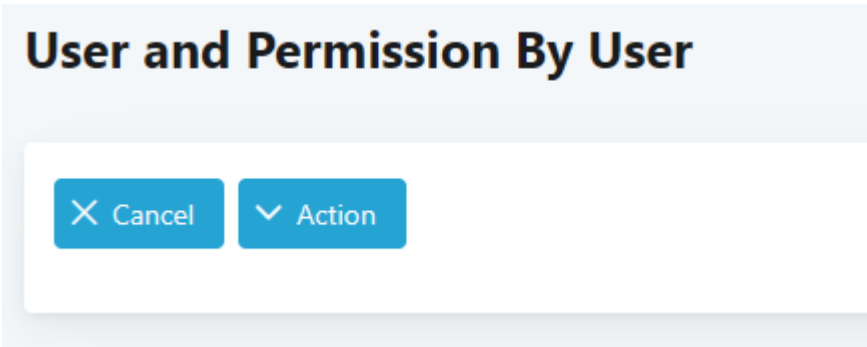
To provide the UserID Assigned Group details used by CS Lucas.

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.

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

1025
CS LUCAS

To view the following details,

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

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

User

Refresh

Action

Group

Search

Columns

☐	App? ↑↓	Active ↑↓	UserID ↑↓	Full Name ↑↓	Valid Until ↑↓	MFA? ↑↓
☐ 		Y	admin@devent1.com A	admin	31 Dec 2099	
☐ 		Y	patrick@test_ent	patrick wong	31 Dec 2099	

1-2 of 2 records

<<

<

1

>

>>

50 ▾

4. Click Assign Group.

Assign Group Membership

User A

Your password*

Full Rights	Short Name	Full Name		Assigned Group
☐	TFS User Group	TFS User Group	+ -	☐ TFS User Group B

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.

Amend User Group

Cancel

Save

Assign Permission

Duplicate

Assign User

History

Short Name*

TFS User Group

B

Full Rights

No

Apply To Acct Cntr Group*

TFS Group

D

Description

TFS User Group

C

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.