Job Aid 07 Role Relationship with User - User Group

**USE**

This report can be used to determine all roles assigned to users in the area for which each Role Owner is responsible.

**INFORMATION**

List of all roles assigned to a user or users in a user group.

**SPECIFIC ACTIONS COVERED**

* Navigating to the report (steps 1-2).
* Setting up a background job using your variant (steps 3-7).
* Reviewing the background job (steps 8-14).

| Step | Description | Screenshot |
| --- | --- | --- |
| 1 | Navigate to the ‘Reports and Analytics’ tab. |  |
| 2 | Click on the ‘Role Relationship with User / User Group’ report located in the ‘Role Management Reports’ section. |  |
| 3 | Click on the dial button for ‘User Group’. |  |
| 4 | Select the system for which information is required. In this case, the selection is PS1. |  |
| 5 | Enter the user group name for the User Group for which you are responsible. **For example**, ‘VPF-FAR-ARC’.  The search option can also be used to search for user groups. Please refer to the ‘Search for Input Values’ reference document (R3) for further information. |  |
| 6 | Select ‘Run in Background’. |  |
| 7 | Define the schedule for your background job. The criteria shown will schedule a job for a period of one year, to execute on the first of every month. |  |
| 8 | Once you are expecting the job to have run, navigate to the ‘Access Management’ tab. |  |
| 9 | Click on the ‘Background Jobs’ link under ‘Scheduling’. |  |
| 10 | Select the job which you wish to view. Ensure that the status of the job is ‘Finished’ and that you are selecting the correct job for the period you wish to review. In this case, we will find the job based on the name we defined in step 7.  Click on the ‘View Results’ button. |  |
| 11 | The report results will be displayed. In order to make review of User Access easier, it is helpful to sort the results by Role Name.  Click on the ‘Role Name’ header to sort the list by role. |  |
| 12 | For each role, review the report to ensure that the correct people have access. You should review:   * **Any users who have left your area but who are still assigned to your user group and/or still have access to your roles** * **Any users outside your area who have incorrectly been assigned to your user group** * **All users in your area have roles within their scope of responsibilities which align to their CURRENT jobs** |  |
| 13 | Alternatively, it can helpful to sort the results by User.  Click on the ‘User’ header to sort the list by user. |  |
| 14 | For each user, review the report to ensure that the correct people have access. You should review:   * **Any users who have left your area but who are still assigned to your user group and/or still have access to your roles** * **Any users outside your area who have incorrectly been assigned to your user group** * **All users in your area have roles within their scope of responsibilities which align to their CURRENT jobs** |  |