Job Aid 07 Role Relationship with User - User Group

**USE**

This report can be used to determine what roles are assigned to a user.

**INFORMATION**

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

**RELATED PROCESSES**

* Process 1: New or Amended Roles

**SPECIFIC SCENARIOS**

* Step 4A: Analyze for a single user group.
* Step 4B: Analyze by for a single user by user ID.
* Step 4C: Analyze by for multiple users by user ID.

| Step | Description | Screenshot |
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| 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 | Select the system for which information is required. In this case, the selection is PS1. |  |
| 4A-1 | Analyze for a single user group. Click on the dial button next to ‘User Group’.  NOTE: The report can also be executed for multiple user groups by following steps similar to those outlined for multiple user IDs in steps 4C. |  |
| 4A-2 | Add the user group name. In this case, ‘VPF-TAX’, the user group containing all users in VPF who are part of the Tax area, was typed in. 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. |  |
| 4A-3 | Run the report in the foreground. If the report is expected to yield a large amount of data, execute the report by running a background job. See the ‘Execute a Background Job’ reference document (R5) for further information. |  |
| 4A-4 | Analyze the data. This data can also be exported. See the ‘Export Data from GRC’ reference document (R8) for further information.  System: The system in which the role is assigned to the user  User: User ID of the user with access to the role  User Group Name: User group code  Role Name: SAP role name  Role Description: Business name for SAP role |  |
| 4A-5 | Sorting on role by clicking on the ‘Role Name’ column header will show the users grouped by role. |  |
| 4B-1 | Analyze by for a single user by user ID. Click on the dial button next to ‘User ID’. |  |
| 4B-2 | Add the user ID. In this case, ‘FF\_AR\_01’, an AR Cashiers FireFighter ID, was typed in. The search option can also be used to search for an ID. Please refer to the ‘Search for Input Values’ reference document (R3) for further information. |  |
| 4B-3 | Run the report in the foreground. If the report is expected to yield a large amount of data, execute the report by running a background job. See the ‘Execute a Background Job’ reference document (R5) for further information. |  |
| 4B-4 | Analyze the data. This data can also be exported. See the ‘Export Data from GRC’ reference document (R8) for further information.  System: The system in which the role is assigned to the user  User: User ID of the user with access to the role  User Group Name: User group code (not relevant for this scenario)  Role Name: SAP role name  Role Description: Business name for SAP role |  |
| 4C-1 | Analyze by for multiple users by user ID. Click on the dial button next to ‘User ID’. |  |
| 4C-2 | Click on the ‘+‘ at the end of the ‘User ID’ row to add an additional user ID search criterion row for each ID. In this case, one additional row is added; thus, we can analyze for a total of two user IDs. |  |
| 4C-3 | Add the user IDs. In this case, ‘FF\_AR\_01’ and ‘FF\_BFT\_01’, two FireFighter IDs, were typed in. The search option can also be used to search for IDs. Please refer to the ‘Search for Input Values’ reference document (R3) for further information. |  |
| 4C-4 | Run the report in the foreground. If the report is expected to yield a large amount of data, execute the report by running a background job. See the ‘Execute a Background Job’ reference document (R5) for further information. |  |
| 4C-5 | Analyze the data. This data can also be exported. See the ‘Export Data from GRC’ reference document (R8) for further information.  System: The system in which the role is assigned to the user  User: User ID of the user with access to the role  User Group Name: User group code (not relevant for this scenario)  Role Name: SAP role name  Role Description: Business name for SAP role |  |
| 4C-6 | Sorting on role by clicking on the ‘Role Name’ column header will show the users grouped by role. |  |