Job Aid 08 SUIM Users by User ID

**USE**

This report can be used to display which roles users have and compare their access by sorting by role.

**INFORMATION**

Roles and profiles assigned to users.

**RELATED PROCESSES**

* Process 1: New or Amended Roles

**SPECIFIC SCENARIOS**

* N/A

| Step | Description | Screenshot |
| --- | --- | --- |
| 1 | In SAP R/3 EEC– use transaction code SUIM.  Then click on the “User” node and then “Users by Complex Selection Criteria” – then finally double click on the option for “ByUserId”  Or use Transaction Code   * S\_BCE\_68001394 |  |
| 2 | Select the Users to be analyzed  Use the “Multiple Selection” button  to specify the users, then  to save and exit the multiple selection screen. |  |
| 3 | The report will show a list of Users matching the selection criteria. It shows :   * User Id and name * User Group   From this report, you can drill down to get the role assignments. |  |
| 4a | Click on  to select both (all) users |  |
| 4b | Click on  to list all the roles for the selected users |  |
| 4c | Click on the Role Column header and then click on the Sort (Ascending) icon .  This gives a list of Users per role showing :   * User Id and name * Role Id and name * Type of role   + Composite   + Single * Start & end date   Analysis : either one or both the users have a role.  There is no more detailed drilldown from this report. |  |
| 4d | If this report is to be used frequently, change and save display layout.  Use the standard layout management icons :  Example layout – sorted on Role then User |  |
| 5a | Back to the User list – an alternative display for a single user shows all profiles (not just those from roles)  Click on  to select both (all) users  Then click on  to list the profiles |  |
| 5b | Report shows :   * User Id * User Group * Profile Id * Profile text (may include Role Id if generated from a role)   Note :  The profiles starting with “Z” are mostly related to manual profiles (MIT Custom RolesDB assignment)  The profiles starting with “T-S” are from the SAP Profile Generator (based on SAP Security Roles – one profile per role). |  |
| 5c | Sort by Profile / User columns to get a different view.  Only one or both the users have the profiles. |  |