Job Aid 10 Action Usage by User, Role and Profile

**USE**

This report can be used to determine transaction usage by a user.

**INFORMATION**

Count and last execution of transaction usage by a user or set of users during a period or on a particular date.

**RELATED PROCESSES**

* Process 1: New or Amended Roles

**SPECIFIC SCENARIOS**

* Step 8A: Analyze by for a single user by user ID.
* Step 8B: Analyze by for multiple users by user ID.
* Step 8C: Analyze by for a single user group.
* Step 8D: Analyze by for a single role.
* Step 8E: Analyze by for a single profile.

| Step | Description | Screenshot |
| --- | --- | --- |
| 1 | Navigate to the ‘Reports and Analytics’ tab. |  |
| 2 | Click on the ‘Action Usage by User, Role and Profile’ report located in the ‘Security Reports’ section. |  |
| 3 | Select the system for which information is required. In this case, the selection is PS1. |  |
| 4 | Select the period for which the report will be executed. The operand for the ‘Action Usage Date’ search criteron can be changed from ‘is’ to ‘is between’, ‘is earlier than’, and ‘is later than’. Most often, analysis will be needed for a period of time; therefore, the ‘is between’ perand is recommended.  Click on the calendar icons to select a period. In this case, a period is defined of 04/01/2013 to 04/30/2013. |  |
| 5 | Click on the ‘-‘ at the end of the ‘Action’ row to remove the Action search criterion row; this criterion can be used for scenarios where analysis is required for a particular transaction only. |  |
| 6 | Click on the ‘-‘ at the end of the ‘Action Description’ row to remove the Action Description search criterion row. |  |
| 7 | In the ‘Report Type’ section, click on the dial button next to ‘All’; if necessary, this criterion can be used to limit report information to only transactions that are defined in risks within the GLOBAL rule set. |  |
| 8A-1 | Analyze by for a single user by user ID. In the ‘Report By’ section, click on the dial button next to ‘User’. Click on the ‘-‘ at the end of the ‘User Group’ row to remove the user group search criterion row. |  |
| 8A-2 | Click on the ‘-‘ at the end of the ‘Only display actions that are not used’ row to remove the option; if necessary, this criterion can be used to limit report information to only transactions that have not been executed (i.e. have 0 execution counts). |  |
| 8A-3 | 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. |  |
| 8A-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. |  |
| 8A-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  Action: SAP transaction  Action Description: SAP transaction name  User: User ID  User Name: User name associated with user ID  Execution Count: Number of times transaction was executed for a specified time period  Last Executed On: Date of last execution of transaction |  |
| 8B-1 | Analyze by for multiple users by user ID. In the ‘Report By’ section, click on the dial button next to ‘User’. Click on the ‘-‘ at the end of the ‘User Group’ row to remove the user group search criterion row. |  |
| 8B-2 | Click on the ‘-‘ at the end of the ‘Only display actions that are not used’ row to remove the option; if necessary, this criterion can be used to limit report information to only transactions that have not been executed (i.e. have 0 execution counts). |  |
| 8B-3 | 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. |  |
| 8B-4 | 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. |  |
| 8B-5 | Add the second user ID. In this case, ‘FF\_EHS\_01’, an EHS 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. |  |
| 8B-6 | 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. |  |
| 8B-7 | 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  Action: SAP transaction  Action Description: SAP transaction name  User: User ID  User Name: User name associated with user ID  Execution Count: Number of times transaction was executed for a specified time period  Last Executed On: Date of last execution of transaction |  |
| 8B-8 | Sorting on transaction by clicking on the ‘Action’ column header will show the users grouped by transaction. |  |
| 8B-9 | Sorting on execution count by clicking on the ‘Execution Count’ column header twice will show the transactions sorted from highest execution count to lowest. |  |
| 8C-1 | Analyze by for a single user group. In the ‘Report By’ section, click on the dial button next to ‘User’. Click on the ‘-‘ at the end of the ‘User ID’ row to remove the user ID search criterion row.  NOTE: The report can also be executed for multiple user groups by following steps similar to those outlined for multiple user IDs in steps 8B. |  |
| 8C-2 | Click on the ‘-‘ at the end of the ‘Only display actions that are not used’ row to remove the option; if necessary, this criterion can be used to limit report information to only transactions that have not been executed (i.e. have 0 execution counts). |  |
| 8C-3 | Add the user group name. In this case, ‘VPF-TAX’, the user group containing all user 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. |  |
| 8C-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. |  |
| 8C-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  Action: SAP transaction  Action Description: SAP transaction name  User: User ID  User Name: User name associated with user ID  Execution Count: Number of times transaction was executed for a specified time period  Last Executed On: Date of last execution of transaction |  |
| 8C-6 | Sorting on transaction by clicking on the ‘Action’ column header will show the users grouped by transaction. |  |
| 8C-7 | Sorting on execution count by clicking on the ‘Execution Count’ column header twice will show the transactions sorted from highest execution count to lowest. |  |
| 8D-1 | Analyze by for a single role. In the ‘Report By’ section, click on the dial button next to ‘Role’.  NOTE: The report can also be executed for multiple roles by following steps similar to those outlined for multiple user IDs in steps 8B. |  |
| 8D-2 | Click on the ‘-‘ at the end of the ‘Only display actions that are not used’ row to remove the option; if necessary, this criterion can be used to limit report information to only transactions that have not been executed (i.e. have 0 execution counts). |  |
| 8D-3 | Add the role name. In this case, ‘Z\_VPF\_S\_AR\_GENERAL’ was typed in. The search option can also be used to search for a role. Please refer to the ‘Search for Input Values’ reference document (R3) for further information. |  |
| 8D-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. |  |
| 8D-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  Action: SAP transaction  Action Description: SAP transaction name  Role Name: SAP role name  Role Description: Business name for SAP role  Execution Count: Number of times transaction was executed for a specified time period |  |
| 8D-6 | Sorting on execution count by clicking on the ‘Execution Count’ column header twice will show the transactions sorted from highest execution count to lowest. |  |
| 8E-1 | Analyze by for a single profile. In the ‘Report By’ section, click on the dial button next to ‘Role’.  NOTE: The report can also be executed for multiple profiles by following steps similar to those outlined for multiple user IDs in steps 8B. |  |
| 8E-2 | Click on the ‘-‘ at the end of the ‘Only display actions that are not used’ row to remove the option; if necessary, this criterion can be used to limit report information to only transactions that have not been executed (i.e. have 0 execution counts). |  |
| 8E-3 | Add the profile name. In this case, ‘Z#AA:ALL\_FAX’ was typed in. The search option can also be used to search for a role. Please refer to the ‘Search for Input Values’ reference document (R3) for further information. |  |
| 8E-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. |  |
| 8E-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  Action: SAP transaction  Action Description: SAP transaction name  Profile: SAP profile name  Profile Description: Business name for SAP profile  Execution Count: Number of times transaction was executed for a specified time period  NOTE: This report is not as efficient for profiles and may need to be executed as a background job for any profile analysis. |  |