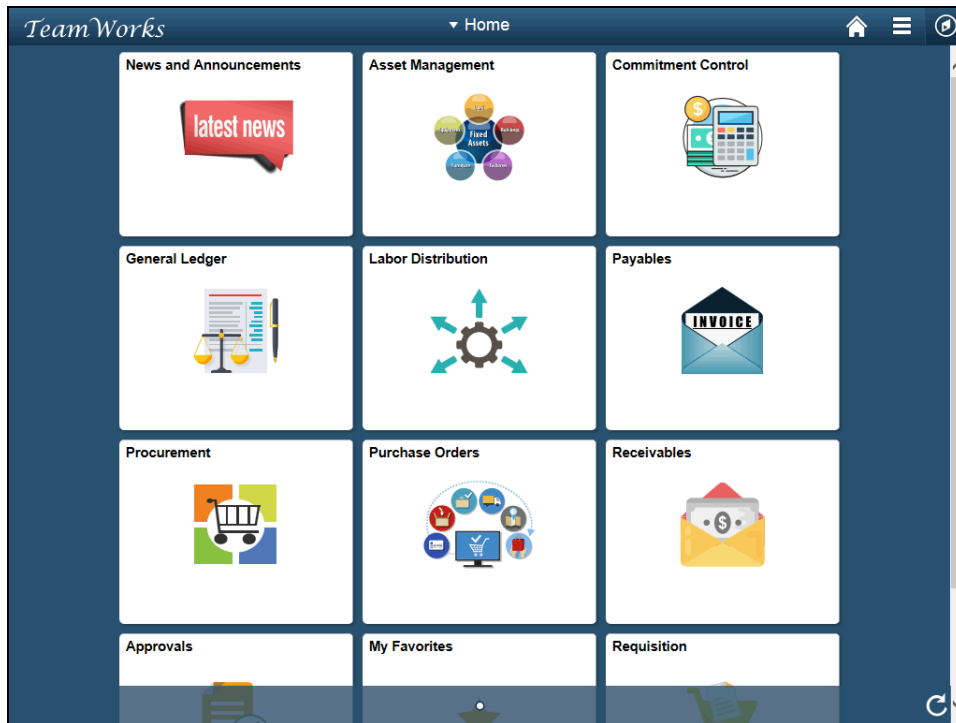

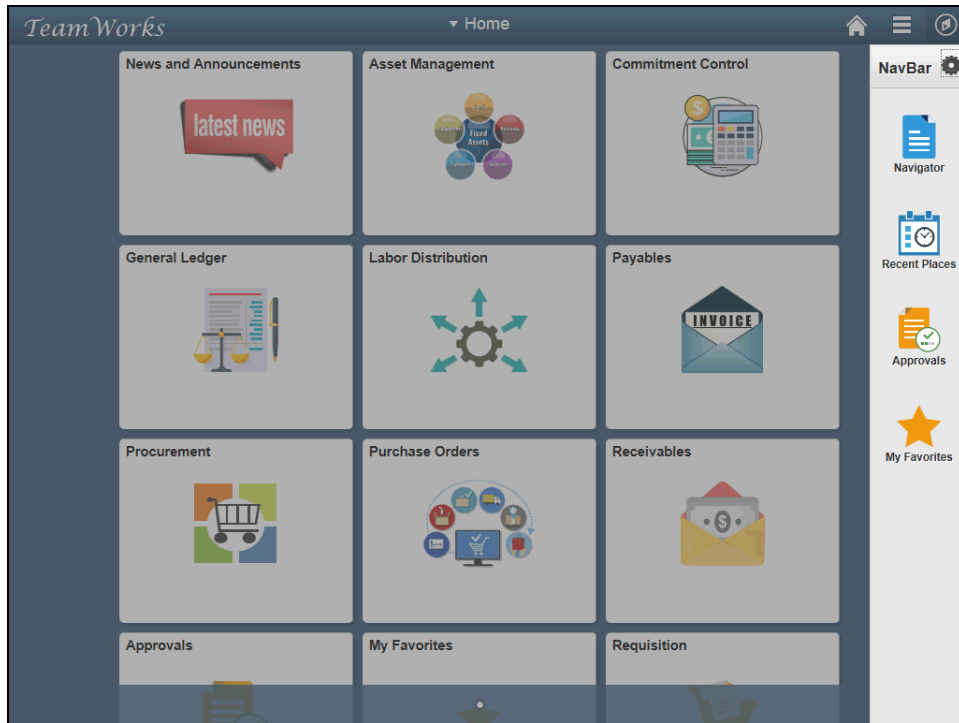



Reviewing the Activity Security Tab

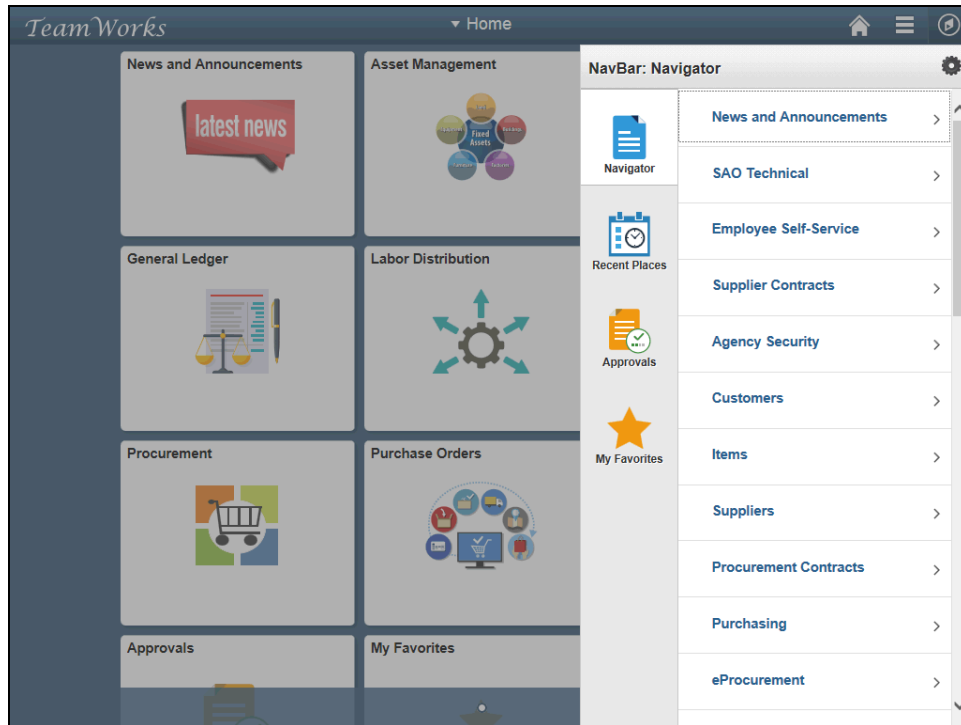
Below are the process steps to Reviewing the Activity Security Tab. As you are performing the task, use this document to be a Step-by-Step guide for completing this process. At the end, please click the link to complete a quick survey as to the usefulness of this document.



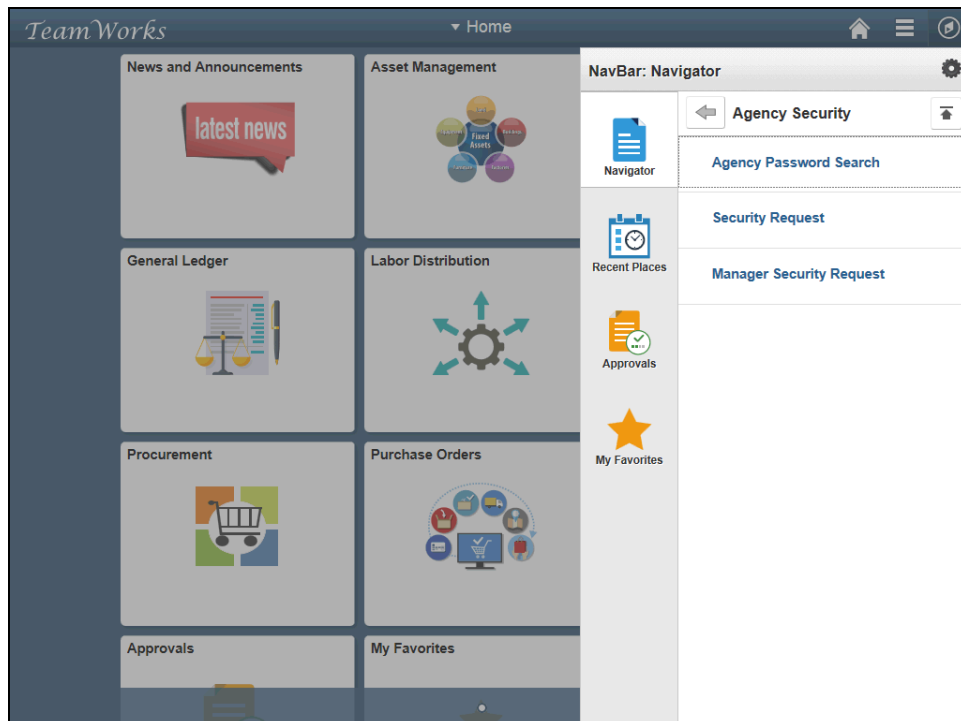
Step	Action
1.	<p>Begin by navigating to the Manager Security Request page.</p> <p>Note: This simulation is an example of a transaction. When entering a transaction in the live TeamWorks Financials system, please select all values and options based on agency policy, the paperwork on hand and the current situation.</p> <p>Click the NavBar icon.</p> 



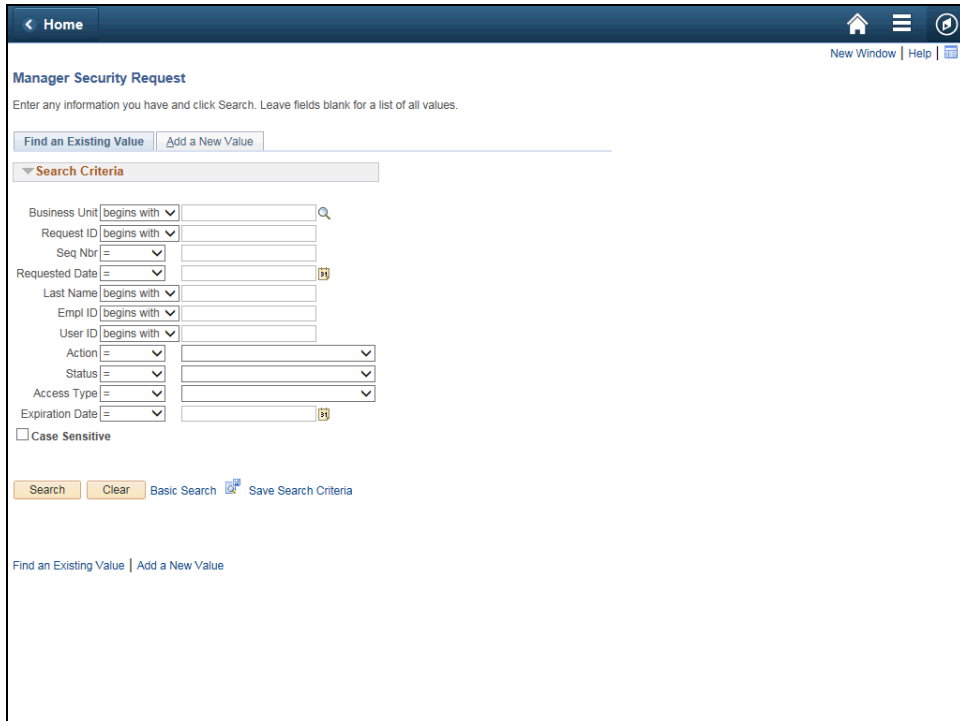
Step	Action
2.	Click the Navigator icon. <div data-bbox="354 1066 548 1234" style="text-align: center;">  <p>Navigator</p> </div>



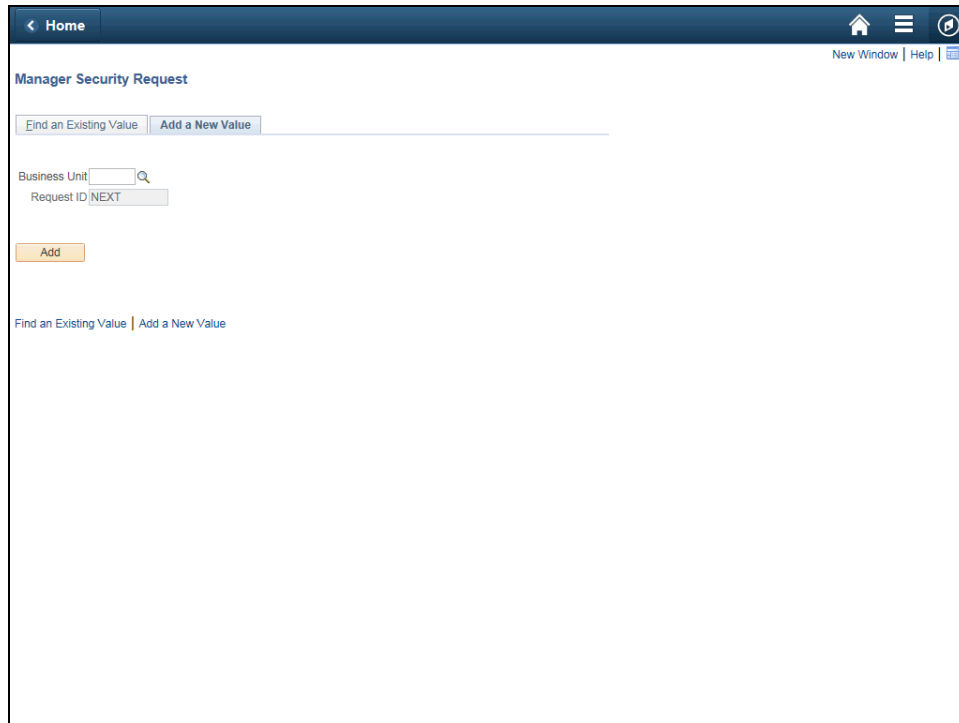
Step	Action
3.	Click the Agency Security link. Agency Security




Step	Action
4.	Click the Manager Security Request link. Manager Security Request

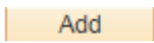


Step	Action
5.	For this example, a new security request will need to be created. Click the Add a New Value tab. Add a New Value

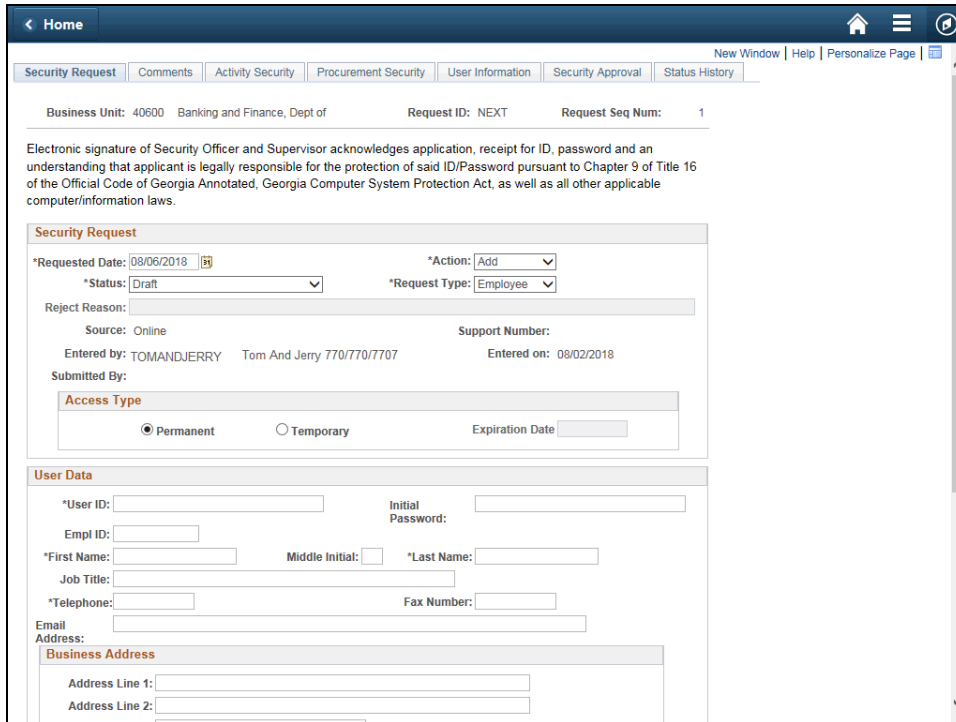


The screenshot shows a web application interface for "Manager Security Request". At the top, there is a navigation bar with a "Home" button and icons for home, menu, and refresh. Below the navigation bar, there are two buttons: "Find an Existing Value" and "Add a New Value". The main content area contains a "Business Unit" search field with a magnifying glass icon, a "Request ID (NEXT)" field, and an "Add" button. At the bottom of the main content area, there are links for "Find an Existing Value" and "Add a New Value".

Step	Action
6.	Enter the appropriate information into the Business Unit field. For this example, type 40600 . Business Unit <input data-bbox="509 1150 602 1188" type="text"/> 

Step	Action
7.	Click the Add button. 

Step	Action
8.	This is the initial page when entering a new Security Request.



Business Unit: 40600 Banking and Finance, Dept of Request ID: NEXT Request Seq Num: 1

Electronic signature of Security Officer and Supervisor acknowledges application, receipt for ID, password and an understanding that applicant is legally responsible for the protection of said ID/Password pursuant to Chapter 9 of Title 16 of the Official Code of Georgia Annotated, Georgia Computer System Protection Act, as well as all other applicable computer/information laws.

Security Request
 *Requested Date: 08/06/2018 [B] *Action: Add
 *Status: Draft *Request Type: Employee
 Reject Reason: _____
 Source: Online Support Number: _____
 Entered by: TOMANDJERRY Tom And Jerry 770/770/7707 Entered on: 08/02/2018
 Submitted By: _____
Access Type
 Permanent Temporary Expiration Date: _____

User Data
 *User ID: _____ Initial Password: _____
 Empl ID: _____
 *First Name: _____ Middle Initial: _____ *Last Name: _____
 Job Title: _____
 *Telephone: _____ Fax Number: _____
 Email Address: _____
Business Address
 Address Line 1: _____
 Address Line 2: _____

Step	Action
9.	In this exercise, we will take a closer look will be taken at the Activity Security tab. Click the User ID tab. <input type="text"/>

Home

Security Request | Comments | Activity Security | Procurement Security | User Information | Security Approval | Status History

Business Unit: 40600 Banking and Finance, Dept of Request ID: NEXT Request Seq Num: 1

Electronic signature of Security Officer and Supervisor acknowledges application, receipt for ID, password and an understanding that applicant is legally responsible for the protection of said ID/Password pursuant to Chapter 9 of Title 16 of the Official Code of Georgia Annotated, Georgia Computer System Protection Act, as well as all other applicable computer/information laws.

Security Request

*Requested Date: 08/06/2018 [B] *Action: Add

*Status: Draft *Request Type: Employee

Reject Reason:

Source: Online Support Number:

Entered by: TOMANDJERRY Tom And Jerry 770/770/7707 Entered on: 08/02/2018

Submitted By:

Access Type

Permanent Temporary Expiration Date:

User Data

*User ID: Initial Password:

Empl ID:

*First Name: Middle Initial: *Last Name:

Job Title:

*Telephone: Fax Number:

Email Address:

Business Address

Address Line 1:

Address Line 2:

Step	Action
10.	Enter the appropriate information into the User ID field. For this example, type HHENDERSON .

Home

Security Request | Comments | Activity Security | Procurement Security | User Information | Security Approval | Status History

Business Unit: 40600 Banking and Finance, Dept of Request ID: NEXT Request Seq Num: 1

Electronic signature of Security Officer and Supervisor acknowledges application, receipt for ID, password and an understanding that applicant is legally responsible for the protection of said ID/Password pursuant to Chapter 9 of Title 16 of the Official Code of Georgia Annotated, Georgia Computer System Protection Act, as well as all other applicable computer/information laws.

Security Request

*Requested Date: 08/06/2018 [B] *Action: Add

*Status: Draft *Request Type: Employee

Reject Reason:

Source: Online Support Number:

Entered by: TOMANDJERRY Tom And Jerry 770/770/7707 Entered on: 08/02/2018

Submitted By:

Access Type

Permanent Temporary Expiration Date:

User Data

*User ID: HHENDERSON Initial Password:

Empl ID:

*First Name: Middle Initial: *Last Name:

Job Title:

*Telephone: Fax Number:

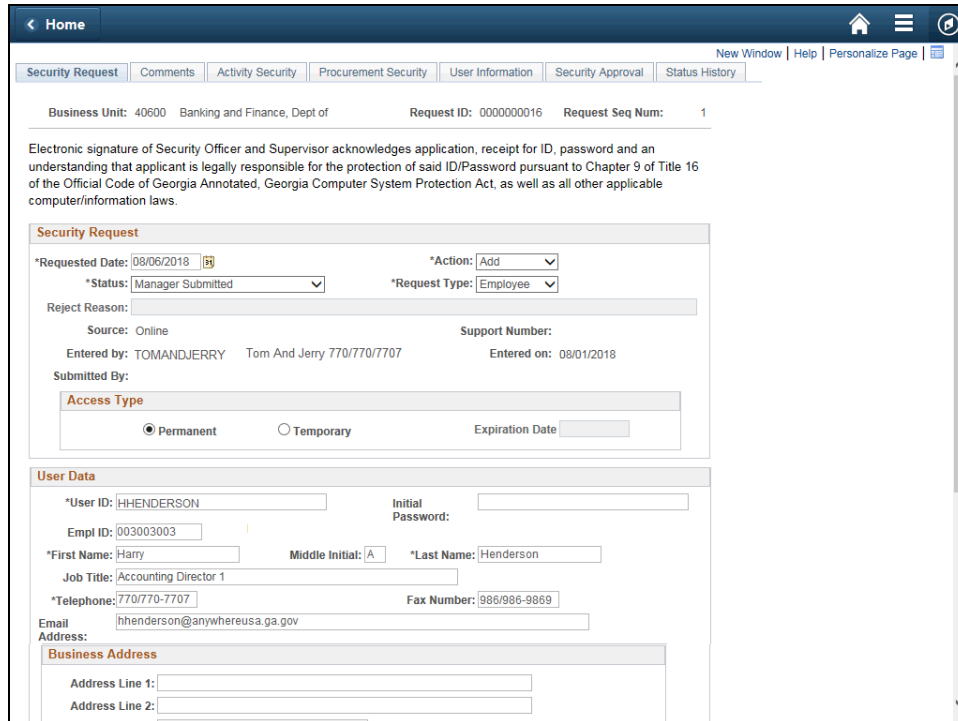
Email Address:

Business Address

Address Line 1:

Address Line 2:

Step	Action
11.	Press [Tab] .



Home | New Window | Help | Personalize Page

Security Request | Comments | Activity Security | Procurement Security | User Information | Security Approval | Status History

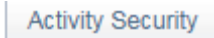
Business Unit: 40600 Banking and Finance, Dept of Request ID: 000000016 Request Seq Num: 1

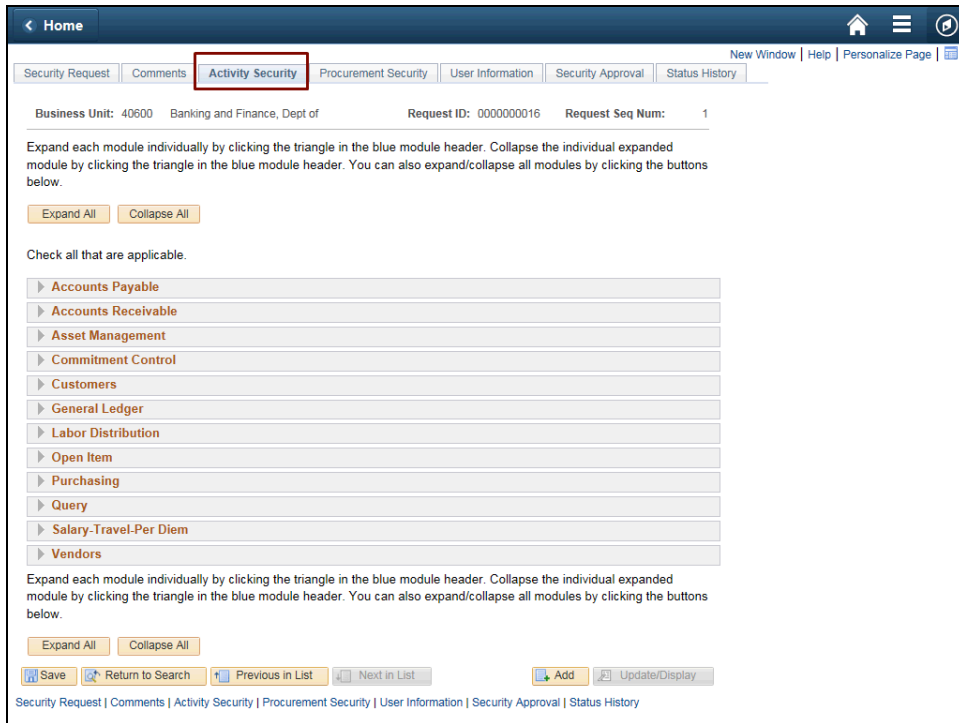
Electronic signature of Security Officer and Supervisor acknowledges application, receipt for ID, password and an understanding that applicant is legally responsible for the protection of said ID/Password pursuant to Chapter 9 of Title 16 of the Official Code of Georgia Annotated, Georgia Computer System Protection Act, as well as all other applicable computer/information laws.

Security Request

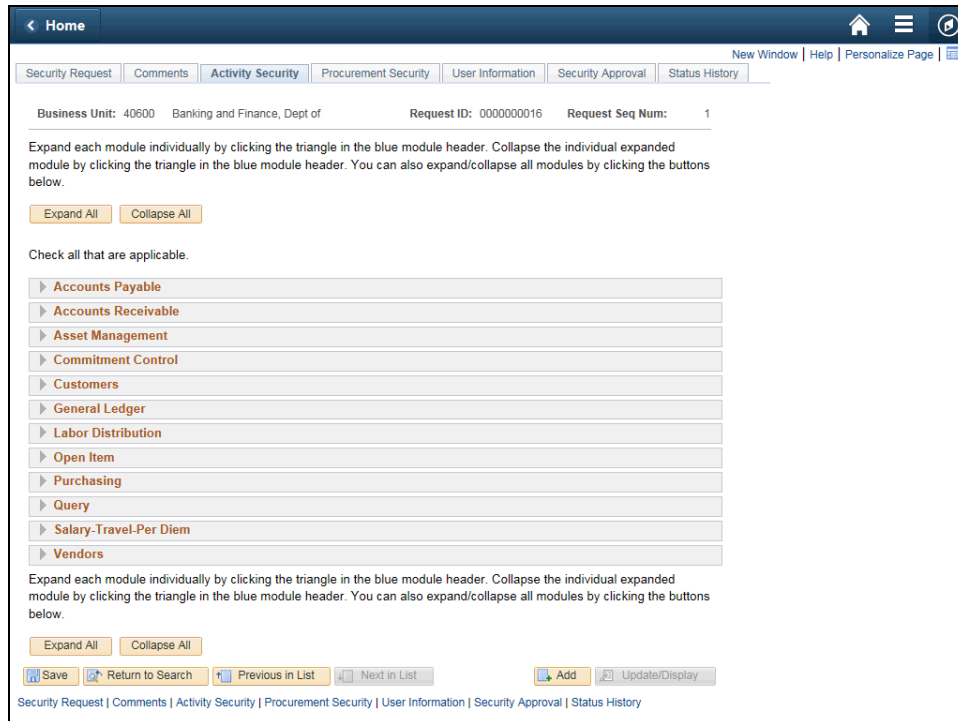
*Requested Date: 08/06/2018 *Action: Add
 *Status: Manager Submitted *Request Type: Employee

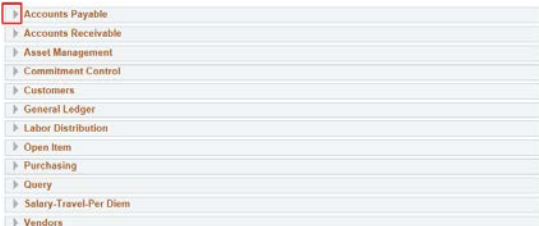
Reject Reason:
 Source: Online Support Number:
 Entered by: TOMANDJERRY Tom And Jerry 770/770/7707 Entered on: 08/01/2018
 Submitted By:
Access Type
 Permanent Temporary Expiration Date:
User Data
 *User ID: HHENDERSON Initial Password:
 Empl ID: 003003003
 *First Name: Harry Middle Initial: A *Last Name: Henderson
 Job Title: Accounting Director 1
 *Telephone: 770/770-7707 Fax Number: 986/986-9869
 Email Address: hhenderson@anywhereusa.ga.gov
Business Address
 Address Line 1:
 Address Line 2:

Step	Action
12.	Click the Activity Security tab. 



Step	Action
13.	<p>This is the Activity Security page. This page allows the manager to select roles for employees and contractors. Access can be added or removed.</p> <p>Notice the different modules that can be expanded.</p>



Step	Action
14.	<p>Let's take a look at the Accounts Payable section.</p> <p>Click the Expand Section button.</p> 

[Home](#)
New Window | Help | Personalize Page

[Security Request](#)
[Comments](#)
[Activity Security](#)
[Procurement Security](#)
[User Information](#)
[Security Approval](#)
[Status History](#)

Business Unit: 40600 Banking and Finance, Dept of Request ID: 000000016 Request Seq Num: 1

Expand each module individually by clicking the triangle in the blue module header. Collapse the individual expanded module by clicking the triangle in the blue module header. You can also expand/collapse all modules by clicking the buttons below.

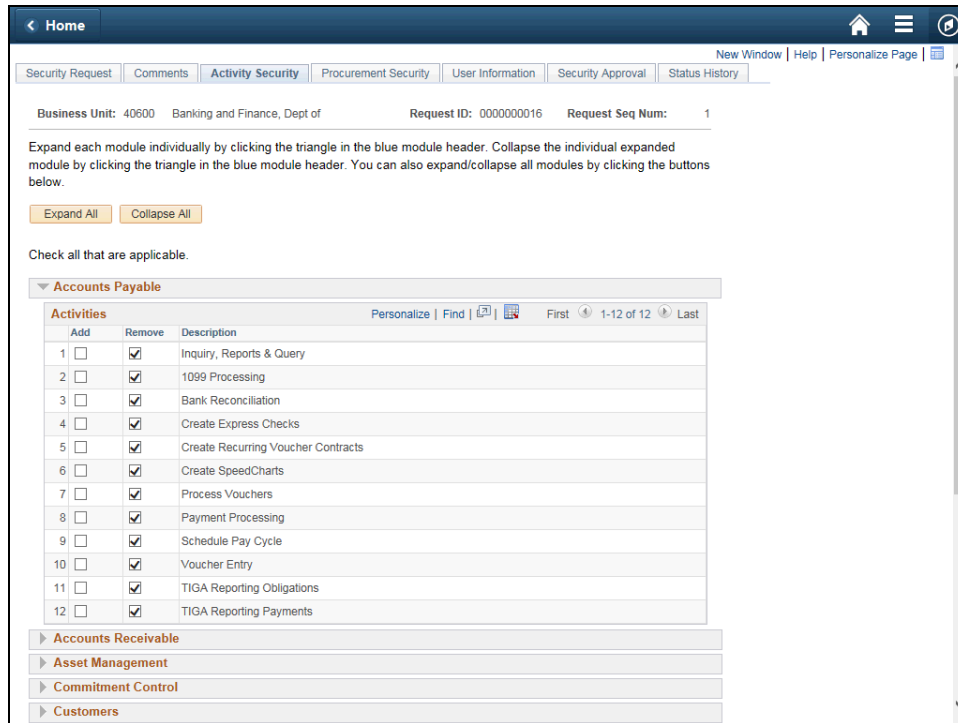
Check all that are applicable.

▼ **Accounts Payable**
Personalize | Find | First 1-12 of 12 Last

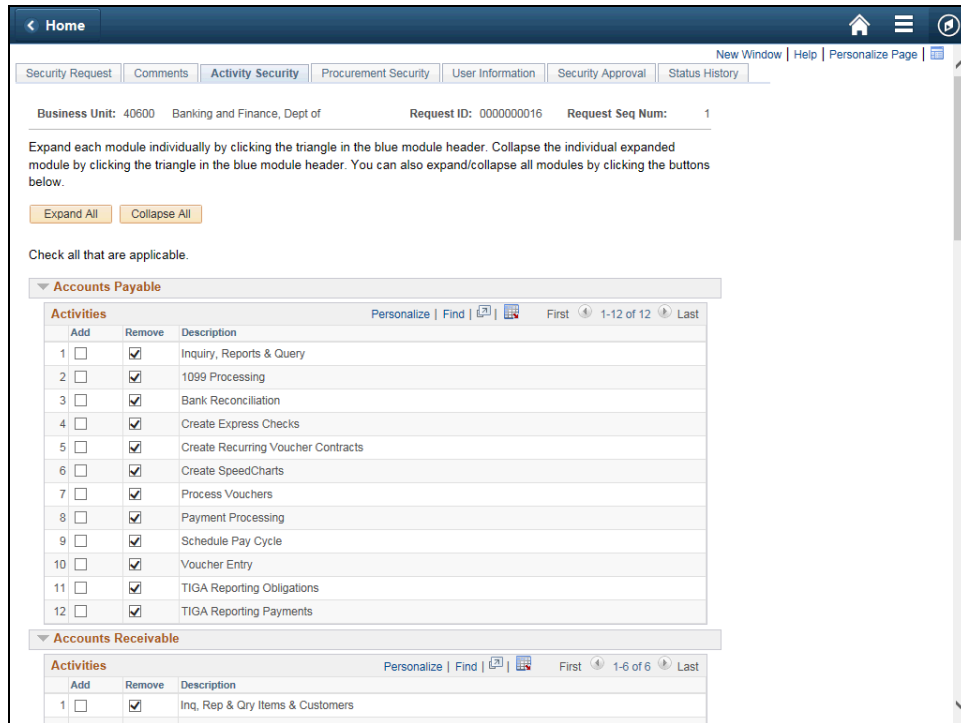
Add	Remove	Description
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Inquiry, Reports & Query
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1099 Processing
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Bank Reconciliation
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Create Express Checks
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Create Recurring Voucher Contracts
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Create SpeedCharts
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Process Vouchers
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Payment Processing
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Schedule Pay Cycle
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Voucher Entry
<input type="checkbox"/>	<input checked="" type="checkbox"/>	TIGA Reporting Obligations
<input type="checkbox"/>	<input checked="" type="checkbox"/>	TIGA Reporting Payments

▶ Accounts Receivable
▶ Asset Management
▶ Commitment Control
▶ Customers

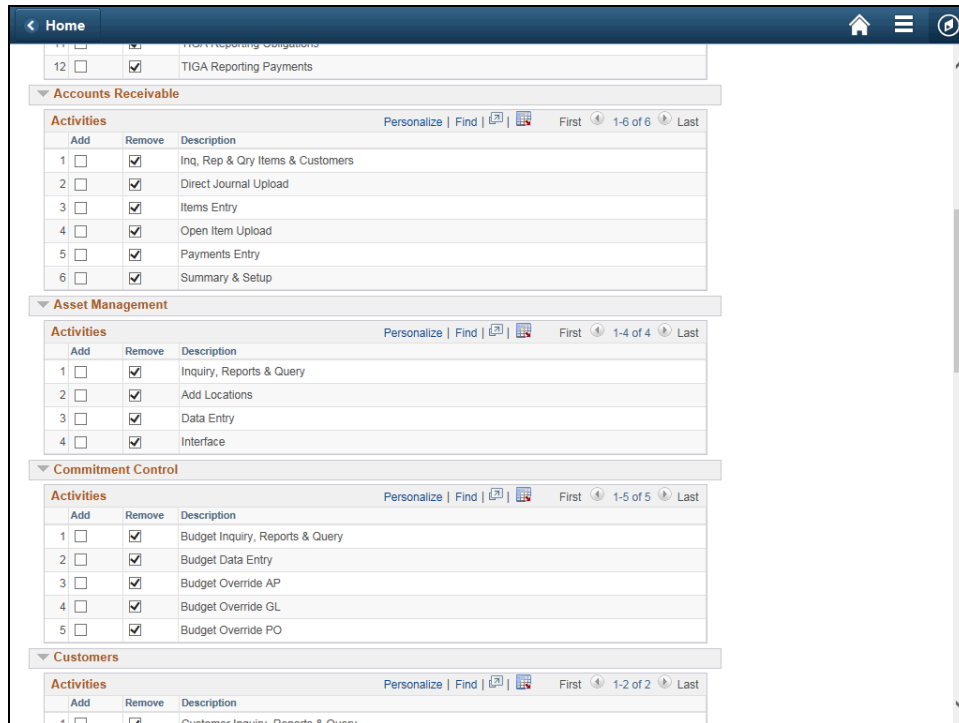
Step	Action
15.	Once a module is expanded, roles specific access can be added or removed. To add activities to an employee or contractor check the Add button within each module. To remove activities from an employee or contractor, click the Remove button.



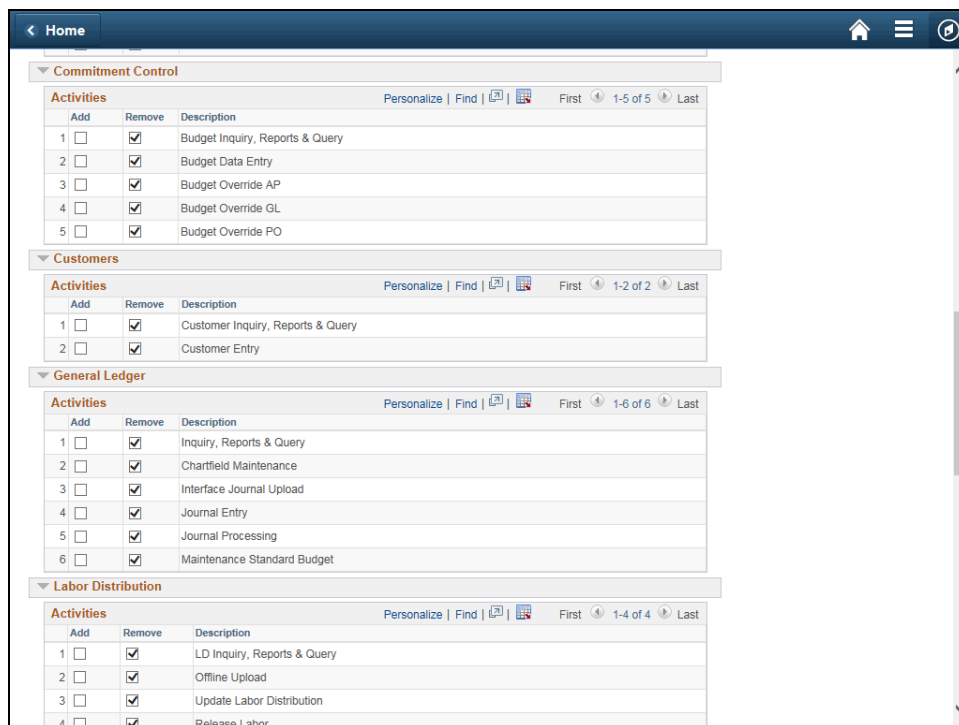
Step	Action
16.	<p>If the modules need to all be viewed simultaneously, there is an Expand All button.</p> <p>Click the Expand All button.</p> <div data-bbox="358 1142 532 1178" style="border: 1px solid black; padding: 2px; display: inline-block; background-color: #f0f0f0;">Expand All</div>



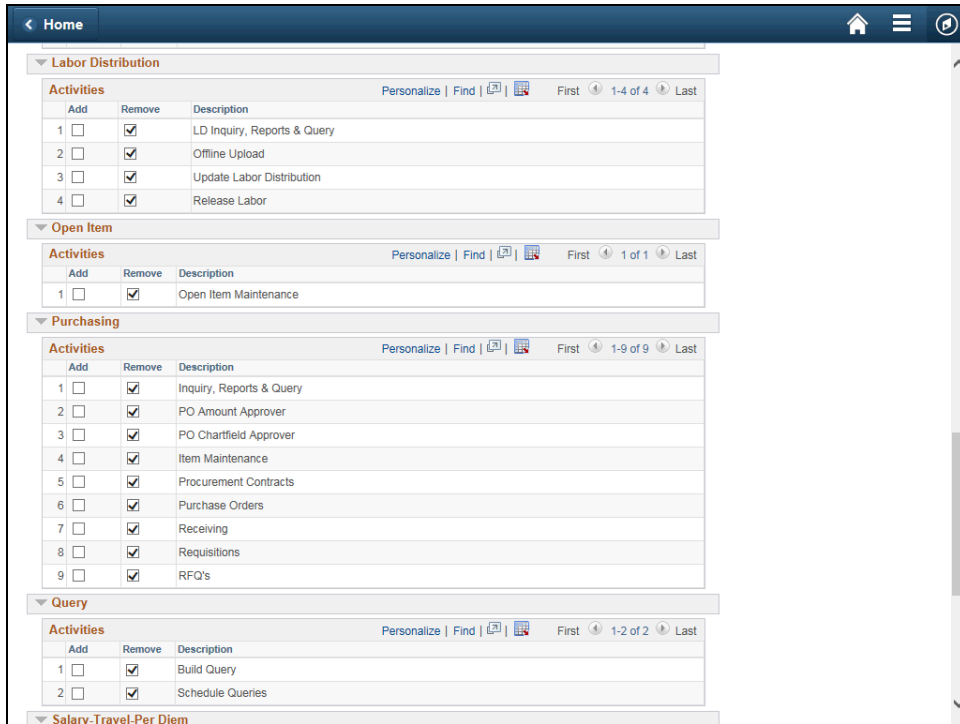
Step	Action
17.	<p>Scroll down to see how all of the modules have been expanded. Notice the various types of roles that can be added.</p> <p>Click the Vertical scrollbar to view additional fields on the page.</p>



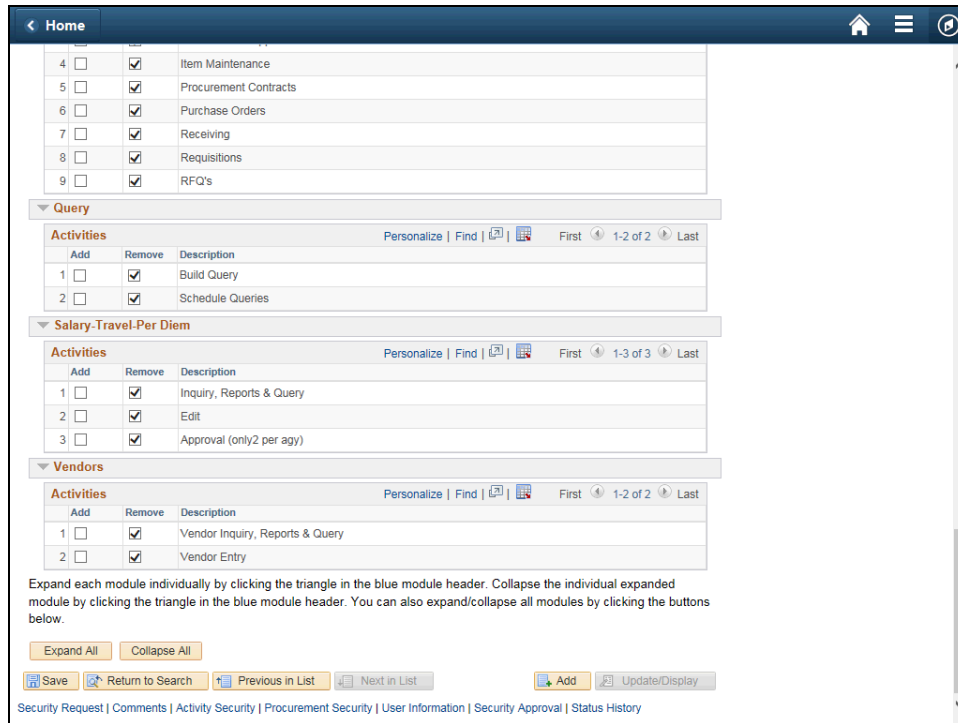
Step	Action
18.	Continue to click the Vertical scrollbar to view additional fields on the page.



Step	Action
19.	Continue to click the Vertical scrollbar to view additional fields on the page.



Step	Action
20.	Continue to click the Vertical scrollbar to view additional fields on the page.



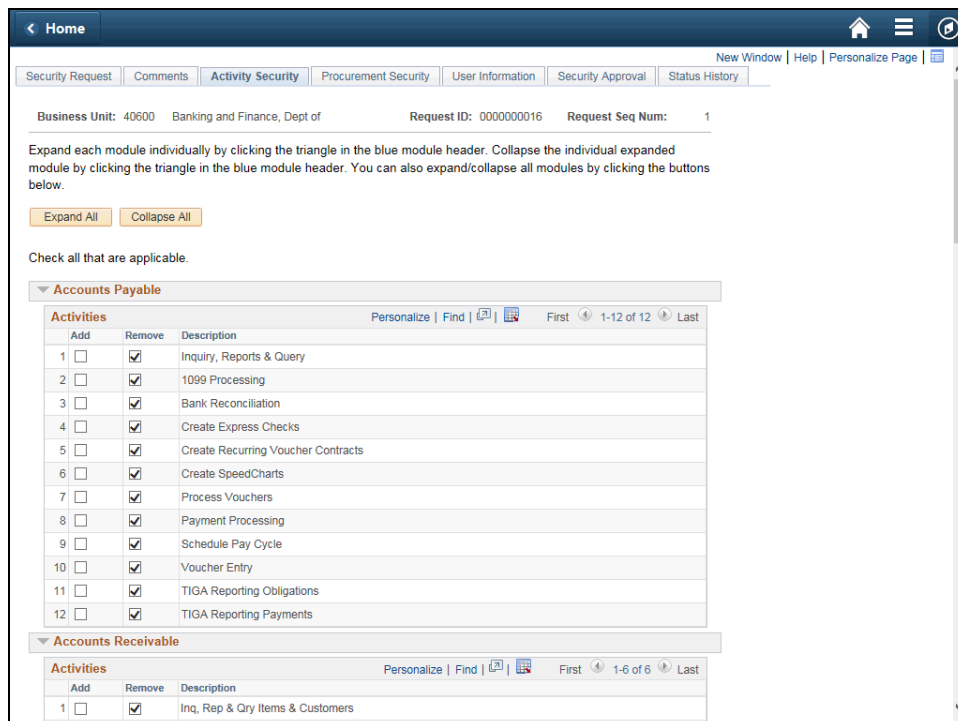
Expand each module individually by clicking the triangle in the blue module header. Collapse the individual expanded module by clicking the triangle in the blue module header. You can also expand/collapse all modules by clicking the buttons below.

Expand All Collapse All

Save Return to Search Previous in List Next in List Add Update/Display

Security Request | Comments | Activity Security | Procurement Security | User Information | Security Approval | Status History

Step	Action
21.	<p>Now, let's add some access in some of the modules.</p> <p>Click the Vertical scrollbar to return to the top of the page.</p>



Business Unit: 40600 Banking and Finance, Dept of Request ID: 000000016 Request Seq Num: 1

Expand each module individually by clicking the triangle in the blue module header. Collapse the individual expanded module by clicking the triangle in the blue module header. You can also expand/collapse all modules by clicking the buttons below.

Expand All Collapse All

Check all that are applicable.

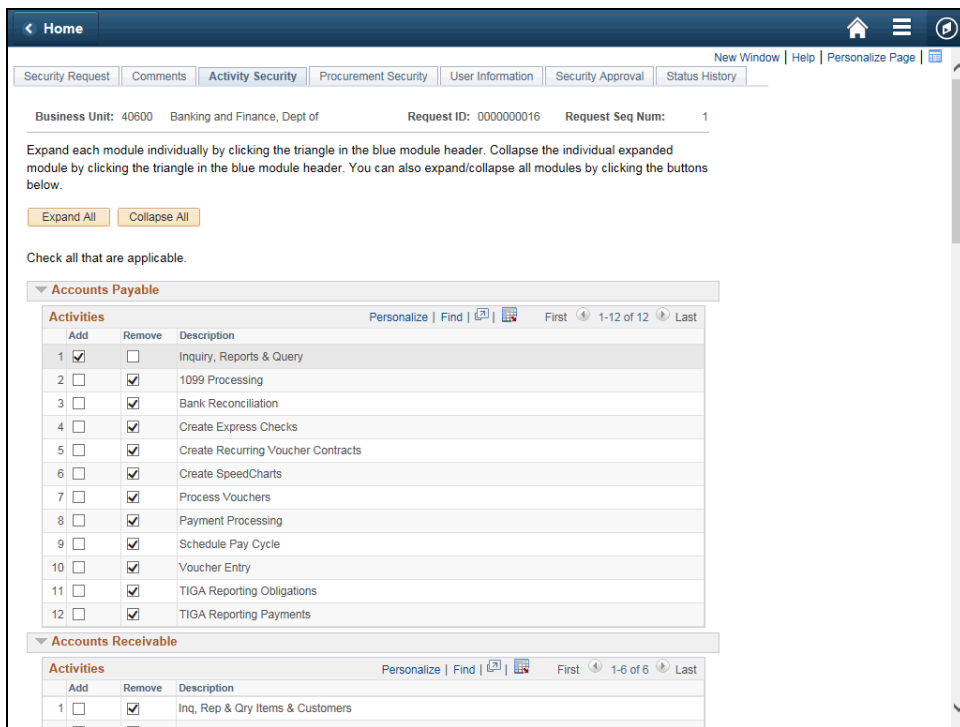
Accounts Payable

Add	Remove	Description
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Inquiry, Reports & Query
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1099 Processing
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Bank Reconciliation
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Create Express Checks
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Create Recurring Voucher Contracts
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Create SpeedCharts
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Process Vouchers
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Payment Processing
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Schedule Pay Cycle
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Voucher Entry
<input type="checkbox"/>	<input checked="" type="checkbox"/>	TIGA Reporting Obligations
<input type="checkbox"/>	<input checked="" type="checkbox"/>	TIGA Reporting Payments

Accounts Receivable

Add	Remove	Description
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Inq, Rep & Qry Items & Customers

Step	Action
22.	<p>Let's add access for Inquiry, Reports & Query</p> <p>Click the Add option.</p> 



Business Unit: 40600 Banking and Finance, Dept of Request ID: 0000000016 Request Seq Num: 1

Expand each module individually by clicking the triangle in the blue module header. Collapse the individual expanded module by clicking the triangle in the blue module header. You can also expand/collapse all modules by clicking the buttons below.

Expand All Collapse All

Check all that are applicable.

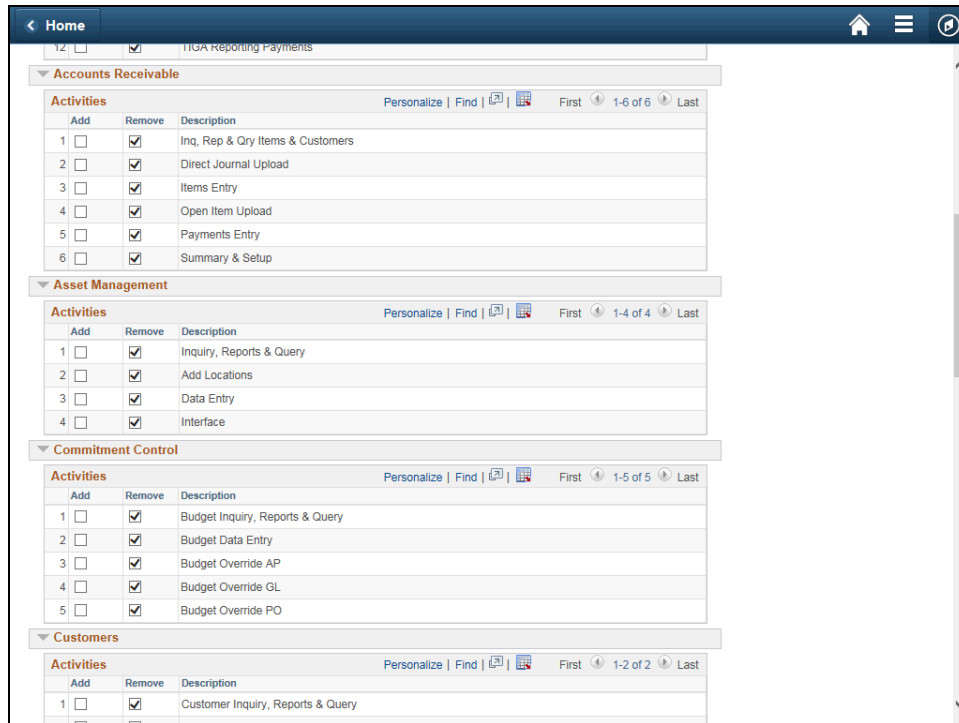
Accounts Payable


Add	Remove	Description
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Inquiry, Reports & Query
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1099 Processing
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Bank Reconciliation
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Create Express Checks
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Create Recurring Voucher Contracts
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Create SpeedCharts
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Process Vouchers
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Payment Processing
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Schedule Pay Cycle
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Voucher Entry
<input type="checkbox"/>	<input checked="" type="checkbox"/>	TIGA Reporting Obligations
<input type="checkbox"/>	<input checked="" type="checkbox"/>	TIGA Reporting Payments

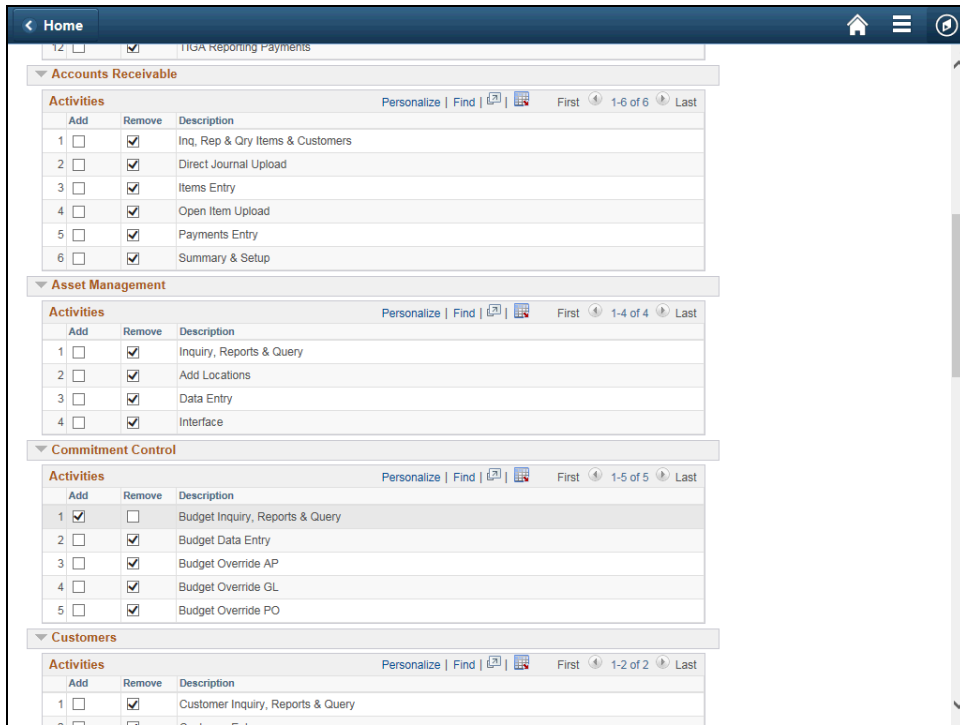
Accounts Receivable

Add	Remove	Description
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Inq, Rep & Qry Items & Customers

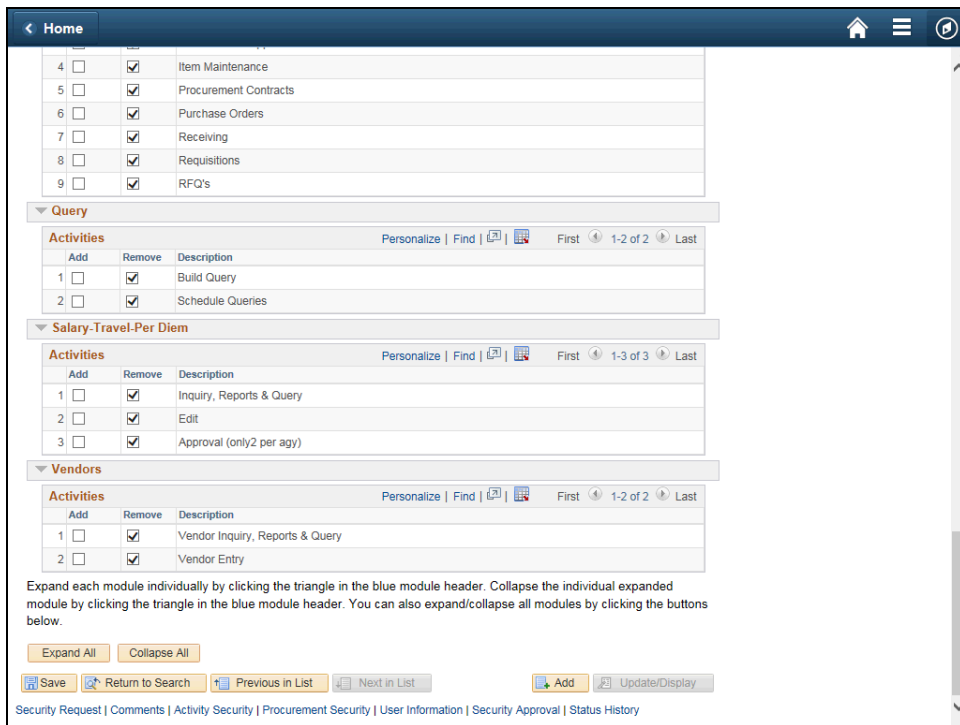
Step	Action
23.	<p>Now, scroll down to the Commitment Control module.</p> <p>Click the Vertical scrollbar to view the Commitment Control module.</p>

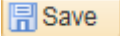


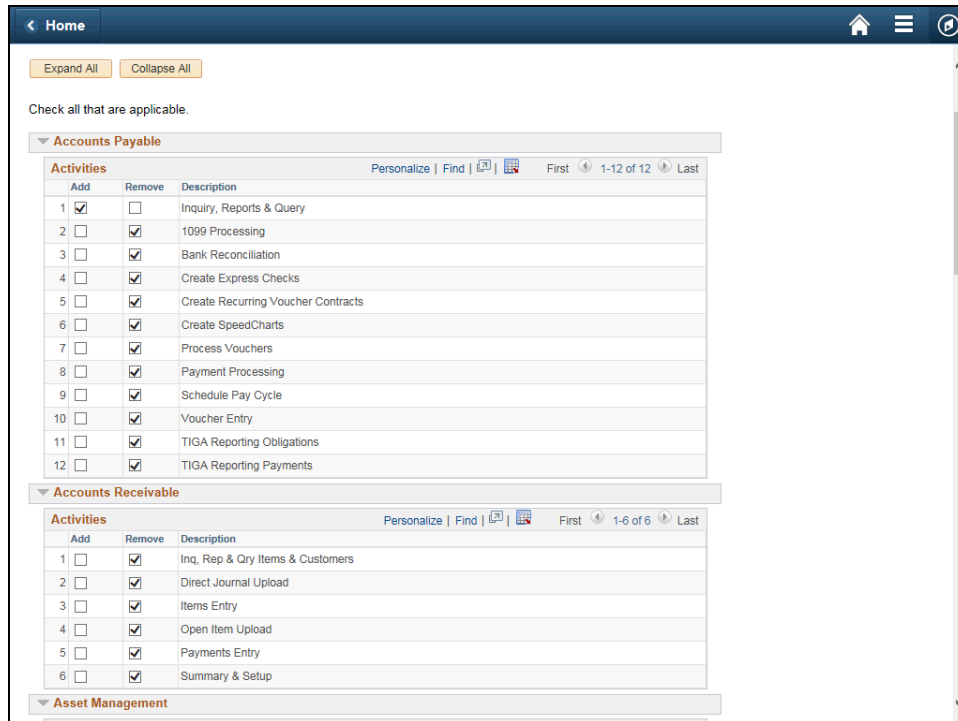
Step	Action
24.	<p>Let's add the Budget Inquiry, Reports and Query access.</p> <p>Click the Add option.</p> 




Step	Action
25.	Click the Vertical scrollbar to view the bottom of the page.



Step	Action
26.	<p>We have finished adding access in the modules. Always be sure to save your work.</p> <p>Click the Save button.</p> 



Step	Action
27.	<p>Instead of closing each module individually, there is a Collapse All button that can close each module.</p> <p>Click the Collapse All button.</p> 

The screenshot shows the SAO system interface. At the top, there is a navigation bar with a 'Home' button and a menu icon. Below the navigation bar, there are several tabs: 'Security Request', 'Comments', 'Activity Security', 'Procurement Security', 'User Information', 'Security Approval', and 'Status History'. The main content area displays the following information:

Business Unit: 40600 Banking and Finance, Dept of Request ID: 000000016 Request Seq Num: 1

Expand each module individually by clicking the triangle in the blue module header. Collapse the individual expanded module by clicking the triangle in the blue module header. You can also expand/collapse all modules by clicking the buttons below.

Expand All Collapse All

Check all that are applicable.

The following list of modules is highlighted with a red box:

- Accounts Payable
- Accounts Receivable
- Asset Management
- Commitment Control
- Customers
- General Ledger
- Labor Distribution
- Open Item
- Purchasing
- Query
- Salary-Travel-Per Diem
- Vendors

Expand each module individually by clicking the triangle in the blue module header. Collapse the individual expanded module by clicking the triangle in the blue module header. You can also expand/collapse all modules by clicking the buttons below.

Expand All Collapse All

Save Return to Search Previous in List Next in List Add Update/Display

Security Request | Comments | Activity Security | Procurement Security | User Information | Security Approval | Status History

Step	Action
28.	Notice now all of the modules are closed.

The screenshot shows the SAO system interface, identical to the previous one, but with all the module headers collapsed. The triangles next to each module name are now pointing to the right, indicating they are closed. The rest of the interface, including the navigation bar, tabs, and buttons, remains the same.

Step	Action
29.	Click here (https://www.surveymonkey.com/r/25KG2HH) to take a quick survey.

Thank you!