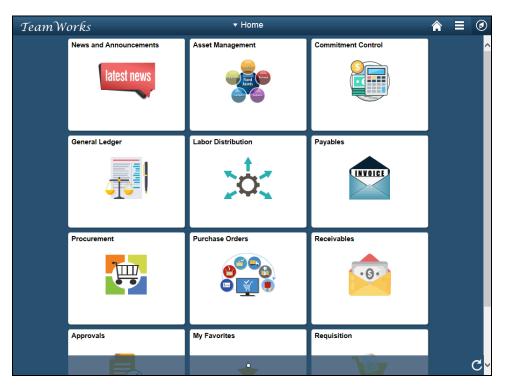


Generating Security Report by User

Below are the process steps to Generating Security Report by User. 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.	To run the report, navigate to the query viewer page.
	Note: This simulation is an example. 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.
	Click the NavBar icon.



TeamW	orks	▼ Home	1	
	News and Announcements	Asset Management	Commitment Control	NavBar
	General Ledger	Labor Distribution	Payables	Recent Places
	Procurement	Purchase Orders	Receivables	My Favorites
	Approvals	My Favorites	Requisition	

Step	Action
2.	Click the Navigator icon.
	Navigator



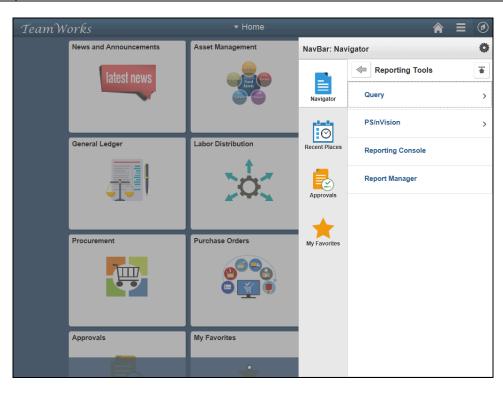
eamWo	orks	▼ Home			
	News and Announcements	Asset Management	NavBar: Navig	ator	1
	latest news			News and Announcements	>
			Navigator	SAO Technical	>
	Committee and the second	Labor Distribution	0	Employee Self-Service	>
	General Ledger		Recent Places	Supplier Contracts	>
		0	Approvals	Agency Security	>
			_	Customers	>
	Procurement	Purchase Orders	My Favorites	Items	>
	<u> </u>	000		Suppliers	>
				Procurement Contracts	>
	Approvals	My Favorites	-	Purchasing	>
	-			eProcurement	>

Step	Action
3.	Click the Vertical scrollbar.

TeamW	orks	▼ Home		⋒ ≡	۲
	News and Announcements	Asset Management	NavBar: Navig	ator	0
	latest news	Fine Company		Set Up Financials/Supply Chain	>
	~		Navigator	Enterprise Components	>
	General Ledger	Labor Distribution	Recent Places	Worklist	>
			<u>a</u>	Tree Manager	>
			Approvals	Reporting Tools	>
			+	PeopleTools	>
	Procurement	Purchase Orders	My Favorites	Fund Source Distribution	>
	e			Labor Distribution	>
				Change My Password	
	Approvals	My Favorites		My Preferences	
		<u> </u>		My System Profile	>



Step	Action
4.	Click the Reporting Tools link.
	Reporting Tools



Step	Action
5.	Click the Query link.
	Query



TeamW	orks	▼ Home			Â	Ξ	۲
	News and Announcements	Asset Management	NavBar: Nav	igator			•
	latest news			Query			
		incer trace	Navigator	Query Viewer			
			\odot				
	General Ledger	Labor Distribution	Recent Places				
		202	Approvals				
			*				
	Procurement	Purchase Orders	My Favorites				
		6 90 9 <u>1</u> 9					
	Approvals	My Favorites					
		<u>.</u>					

Step	Action
6.	Click the Query Viewer link.
	Query Viewer

K Home	∧ ≡ Ø
	New Window Help Personalize Page 📰 -
Query Viewer	
inter any information you have and click Search. Leave fields blank for a list of all values.	
*Search By Query Name V begins with	
Search Advanced Search	



Step	Action
7.	Here is where the query name will be entered. The query to determine user roles and access is: LIST_USERS_ROLES_BY_AGENCY
	Click in the Search By field.
	*Search By Query Name V begins with

< Home							
				Ν	lew Window Help	Personalize	Page
uery Viewer							
ter any information you h	ave and click Search. Leave	fields blank for a list	of all values.				
*Search By	Query Name V	begins with					
Search	Advanced Search						

Step	Action
8.	Here is where the query name will be entered. The query to determine user roles and access is: LIST_USERS_ROLES_BY_AGENCY
	Enter the appropriate information into the Search By field.
	For this example, type LIST_USERS_ROLES_BY_AGENCY .



< Home	
	New Window Help Personalize Page 📰
Query Viewer	
Enter any information you have and click Search. Leave fields blank for a list of all values.	
*Search By Query Name V begins with LIST_USERS_ROLES_BY_AGENCY	
Search Advanced Search	

Step	Action
9.	Click the Search button.
	Search

< Home									∧ ≡	Ø
								New Window Hel	p Personalize Page	
uery Viewer										
ter any information you have and clic	k Search. Leave fields blank for a list of	f all valu	es.							
*Search By Query Na	ime 🗸 begins with L	IST_US	SERS_ROLES	_BY_AG	ENCY					
Search Advanced	Search									
earch Results										
*Folder View - All Fold	lers 🗸									
Query				Pers	onalize I	Find I	View All 🔄	First 🕙 1 of	1 🕑 Last	
uery Name	Description	Owner	Folder		Run to Excel			Definitional References	Add to Favorites	
ST USERS ROLES BY AGENCY	LIST_USERS_ROLES_BY_AGENCY	Public		HTML			Schedule	Lookup References	Favorite	
<									_	>



Step	Action
10.	The output can be viewed in either HTML or Excel. For this example, the output will be in HTML. Click the HTML link.
	Run to HTML HTML

Q Results					
	Agency	User ID	Description	Role Name	ID

Step	Action
11.	Notice that the search page pops up as a new window.
	Note: For this example, the new window is not displayed.



Agency	User ID	Description	Role Name	ID

Step	Action
12.	Enter the information appropriate to the Agency.
	Click in the Unit field.



Agency	User ID	Description	Role Name	ID

Step	Action			
13.	Enter the appropriate information into the Unit field.			
	For this example, type 40600.			

LIST_USERS	ROLES_BY_AGENCY	- LIST_USERS_ROLES_BY_/	AGENCY		
Unit 40600 C	L				
View Results	Agency	User ID	Description	Role Name	ID
					-
1					



Step	Action			
14.	Click the View Results button.			
	View Results			

	0600 Q				
View	Results				
Down	load results	s in : Excel Spread	dSheet CSV Text File XML File (52 kb)		
View A	AII				First 1-100 of 239 🕑 Last
	Agency	User ID	Description	Role Name	ID
1	406	CHRISREEVE	Christopher Reeve 770/770-7707	40600_008	003003003
2	406	CHRISREEVE	Christopher Reeve 770/770-7707	40600 009	003003003
3	406	CHRISREEVE	Christopher Reeve 770/770-7707	DX 406 PS USER	003003003
4	406	CHRISREEVE	Christopher Reeve 770/770-7707	DX_AGENCY_SECURITY	003003003
5	406	CHRISREEVE	Christopher Reeve 770/770-7707	Event Collaborator	003003003
6	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AM_DATA_ENTRY	003003003
7	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AM_INQ	003003003
8	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AM_INTERFACE	003003003
9	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AP_INQ_RPT	003003003
10	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AP_VENDOR_INQ	003003003
11	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AR INQ - SUM SETUP	003003003
12	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AR_CUSTOMER_INQ	003003003
13	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AR_CUST_ENTRY_CONSOL	003003003
14	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AR_DIRECT_JOURNAL_UPLOAD	003003003
15	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AR_INQ_ITMS_&_CUST	003003003
16	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AR_ITEM_ENTRY	003003003
17	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AR_OPEN_ITEM_UPLOAD	003003003
18	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AR_PAYMENT ENTRY	003003003
19	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_BUILD_QUERY	003003003
20	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_CC_AGENCY_ADMIN	003003003
21	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_CC_AP_USER	003003003
22	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_CC_Approver	003003003
23	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_CC_PCARD_USER	003003003
24	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_CC_PO_User	003003003
25	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_CC_REQ_User	003003003
26	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_CC_Reconciler	003003003
27	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_CC_Req_Recon	003003003
28	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_CC_Reviewer	003003003
29	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_CF_SECURITY_ALL	003003003
30	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_EE_SECURITY_REQUEST	003003003
31	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_GL_CHARTFIELD_MAINTENANCE	003003003

Step	Action	
15.	The results can be reviewed by scrolling down the page.	
	For this particular search, there are numerous pages of data	



	v Results					
		in : Excel Spread	ISheet CSV Text File XML File (52 kb)			
/iew	Agency	User ID	Description	Role Name	First 1-100 of 239 🕑 Last	
1	406	CHRISREEVE	Christopher Reeve 770/770-7707	40600 008	003003003	
2	406	CHRISREEVE	Christopher Reeve 770/770-7707	40600 009	003003003	
3	406	CHRISREEVE	Christopher Reeve 770/770-7707	DX 406 PS_USER	003003003	
4	406	CHRISREEVE	Christopher Reeve 770/770-7707	DX AGENCY SECURITY	003003003	
5	406	CHRISREEVE	Christopher Reeve 770/770-7707	Event Collaborator	003003003	
6	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA AM DATA ENTRY	003003003	
7	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AM_INQ	003003003	
8	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA AM INTERFACE	003003003	
9	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA AP INQ RPT	003003003	
10	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AP_VENDOR_INQ	003003003	
11	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AR INQ - SUM SETUP	003003003	
12	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AR_CUSTOMER_INQ	003003003	
13	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AR_CUST_ENTRY_CONSOL	003003003	
14	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AR_DIRECT_JOURNAL_UPLOAD	003003003	
15	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AR_INQ_ITMS_&_CUST	003003003	
16	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AR_ITEM_ENTRY	003003003	
17	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AR_OPEN_ITEM_UPLOAD	003003003	
18	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AR_PAYMENT ENTRY	003003003	
19	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_BUILD_QUERY	003003003	
20	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_CC_AGENCY_ADMIN	003003003	
21	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_CC_AP_USER	003003003	
22	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_CC_Approver	003003003	
23	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_CC_PCARD_USER	003003003	
24	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_CC_PO_User	003003003	
25	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_CC_REQ_User	003003003	
26	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_CC_Reconciler	003003003	
27	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_CC_Req_Recon	003003003	
28	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_CC_Reviewer	003003003	
29	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_CF_SECURITY_ALL	003003003	
30	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_EE_SECURITY_REQUEST	003003003	
31	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_GL_CHARTFIELD_MAINTENANCE	003003003	

Step	Action
16.	If the user wants to view the entire list of results at once, use the View All link.
	Click the View All link. View All



Vie	40600 Q v Results	in - Event Spread	1Sheet CSV Text File XML File (52 kb)		
	100	sin . Exceropread	Joneel CSV Text File XIVIL File (32 KD)		First 1-239 of 239 Last
	Agency	User ID	Description	Role Name	ID
1	406	CHRISREEVE	Christopher Reeve 770/770-7707	40600_008	003003003
2	406	CHRISREEVE	Christopher Reeve 770/770-7707	40600_009	003003003
3	406	CHRISREEVE	Christopher Reeve 770/770-7707	DX_406_PS_USER	003003003
4	406	CHRISREEVE	Christopher Reeve 770/770-7707	DX_AGENCY_SECURITY	003003003
5	406	CHRISREEVE	Christopher Reeve 770/770-7707	Event Collaborator	003003003
6	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AM_DATA_ENTRY	003003003
7	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AM_INQ	003003003
8	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AM_INTERFACE	003003003
9	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AP_INQ_RPT	003003003
10	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AP_VENDOR_INQ	003003003
11	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AR INQ - SUM SETUP	003003003
12	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AR_CUSTOMER_INQ	003003003
13	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AR_CUST_ENTRY_CONSOL	003003003
14	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AR_DIRECT_JOURNAL_UPLOAD	003003003
15	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AR_INQ_ITMS_&_CUST	003003003
16	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AR_ITEM_ENTRY	003003003
17	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AR_OPEN_ITEM_UPLOAD	003003003
18	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AR_PAYMENT ENTRY	003003003
19	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_BUILD_QUERY	003003003
20	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_CC_AGENCY_ADMIN	003003003
21	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_CC_AP_USER	003003003
22	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_CC_Approver	003003003
23	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_CC_PCARD_USER	003003003
24	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_CC_PO_User	003003003
25	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_CC_REQ_User	003003003
26	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_CC_Reconciler	003003003
27	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_CC_Req_Recon	003003003
28	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_CC_Reviewer	003003003
29	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_CF_SECURITY_ALL	003003003
30	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_EE_SECURITY_REQUEST	003003003
31	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA GL CHARTFIELD MAINTENANCE	003003003

Step	Action	
17.	17. Now all of the results are displayed on one page.	

	40600 Q	ROLES_BT_A	GENCY - LIST_USERS_ROLES_BY		
	w Results				
		in : Excel Spread	dSheet CSV Text File XML File (52 kb)		
View	100				First 1-239 of 239 Last
	Agency	User ID	Description	Role Name	ID
1	406	CHRISREEVE	Christopher Reeve 770/770-7707	40600_008	003003003
2	406	CHRISREEVE	Christopher Reeve 770/770-7707	40600_009	003003003
3	406	CHRISREEVE	Christopher Reeve 770/770-7707	DX_406_PS_USER	003003003
4	406	CHRISREEVE	Christopher Reeve 770/770-7707	DX_AGENCY_SECURITY	003003003
5	406	CHRISREEVE	Christopher Reeve 770/770-7707	Event Collaborator	003003003
6	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AM_DATA_ENTRY	003003003
7	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AM_INQ	003003003
8	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AM_INTERFACE	003003003
9	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AP_INQ_RPT	003003003
10	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AP_VENDOR_INQ	003003003
11	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AR INQ - SUM SETUP	003003003
12	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AR_CUSTOMER_INQ	003003003
13	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AR_CUST_ENTRY_CONSOL	003003003
14	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AR_DIRECT_JOURNAL_UPLOAD	003003003
15	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AR_INQ_ITMS_&_CUST	003003003
16	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AR_ITEM_ENTRY	003003003
17	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AR_OPEN_ITEM_UPLOAD	003003003
18	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AR_PAYMENT ENTRY	003003003
19	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_BUILD_QUERY	003003003
20	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_CC_AGENCY_ADMIN	003003003
21	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_CC_AP_USER	003003003
22	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_CC_Approver	003003003
23	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_CC_PCARD_USER	003003003
24	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_CC_PO_User	003003003
25	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_CC_REQ_User	003003003
26	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_CC_Reconciler	003003003
27	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_CC_Req_Recon	003003003
28	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_CC_Reviewer	003003003
29	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_CF_SECURITY_ALL	003003003
30	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_EE_SECURITY_REQUEST	003003003
31	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA GL CHARTFIELD MAINTENANCE	003003003



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Step	Action	
18. Instead of having all the results on one page, let's return to the page view.		
	Click the View 100 link. View 100	

Jnit 40	600 🔍				
View I	Results				
Downl	oad results	in : Excel Spread	Sheet CSV Text File XML File (52 kb)		
/iew A					First 1-100 of 239 🕑 Last
	Agency	User ID	Description	Role Name	ID
1	406	CHRISREEVE	Christopher Reeve 770/770-7707	40600_008	003003003
2	406	CHRISREEVE	Christopher Reeve 770/770-7707	40600_009	003003003
3	406	CHRISREEVE	Christopher Reeve 770/770-7707	DX_406_PS_USER	003003003
4	406	CHRISREEVE	Christopher Reeve 770/770-7707	DX_AGENCY_SECURITY	003003003
5	406	CHRISREEVE	Christopher Reeve 770/770-7707	Event Collaborator	003003003
6	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AM_DATA_ENTRY	003003003
7	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AM_INQ	003003003
8	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AM_INTERFACE	003003003
9	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AP_INQ_RPT	003003003
10	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AP_VENDOR_INQ	003003003
11	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AR INQ - SUM SETUP	003003003
12	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AR_CUSTOMER_INQ	003003003
13	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AR_CUST_ENTRY_CONSOL	003003003
14	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AR_DIRECT_JOURNAL_UPLOAD	003003003
15	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AR_INQ_ITMS_&_CUST	003003003
16	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AR_ITEM_ENTRY	003003003
17	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AR_OPEN_ITEM_UPLOAD	003003003
18	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AR_PAYMENT ENTRY	003003003
19	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_BUILD_QUERY	003003003
20	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_CC_AGENCY_ADMIN	003003003
21	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_CC_AP_USER	003003003
22	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_CC_Approver	003003003
23	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_CC_PCARD_USER	003003003
24	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_CC_PO_User	003003003
25	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_CC_REQ_User	003003003
26	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_CC_Reconciler	003003003
27	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_CC_Req_Recon	003003003
28	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_CC_Reviewer	003003003
29	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_CF_SECURITY_ALL	003003003
30	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_EE_SECURITY_REQUEST	003003003
31	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA GL CHARTFIELD MAINTENANCE	003003003

Step	Action
19.	With a list that spans many pages, there is an option to go to the end of the list.
	Click the Last link.



Unit 🖟	40600 🔍				
View	v Results				
Dow √iew		in : Excel Sprea	dSheet CSV Text File XML File (52	kb)	First 🕢 201-239 of 239 Last
	Agency	User ID	Description	Role Name	10
201	406	TOMJERRY	Tom A Jerry 770/770-7707	GA_AR_ITEM_ENTRY	003003003
202	406	TOMJERRY	Tom A Jerry 770/770-7707	GA AR PAYMENT ENTRY	00358809
203	406	TOMJERRY	Tom A Jerry 770/770-7707	GA CC AGENCY ADMIN	003003003
204	406	TOMJERRY	Tom A Jerry 770/770-7707	GA_CC_Approver	00358809
205	406	TOMJERRY	Tom A Jerry 770/770-7707	GA CC PCARD USER	003003003
206	406	TOMJERRY	Tom A Jerry 770/770-7707	GA_CC_PO_User	00358809
207	406	TOMJERRY	Tom A Jerry 770/770-7707	GA_CC_REQ_User	003003003
208	406	TOMJERRY	Tom A Jerry 770/770-7707	GA_CC_Reconciler	00358809
209	406	TOMJERRY	Tom A Jerry 770/770-7707	GA_CC_Req_Recon	003003003
210	406	TOMJERRY	Tom A Jerry 770/770-7707	GA_CC_Reviewer	00358809
211	406	TOMJERRY	Tom A Jerry 770/770-7707	GA_CF_SECURITY_ALL	003003003
212	406	TOMJERRY	Tom A Jerry 770/770-7707	GA_EE_SECURITY_REQUEST	00358809
213	406	TOMJERRY	Tom A Jerry 770/770-7707	GA_GL_CHARTFIELD_MAINTENANCE	003003003
214	406	TOMJERRY	Tom A Jerry 770/770-7707	GA_GL_INQ_RPTS	00358809
215	406	TOMJERRY	Tom A Jerry 770/770-7707	GA_GL_JRNL_ENTRY	003003003
216	406	TOMJERRY	Tom A Jerry 770/770-7707	GA_GL_JRNL_PROCESSING	00358809
217	406	TOMJERRY	Tom A Jerry 770/770-7707	GA_KK_DATA_ENTRY	003003003
218	406	TOMJERRY	Tom A Jerry 770/770-7707	GA_KK_INQ_RPTS	00358809
219	406	TOMJERRY	Tom A Jerry 770/770-7707	GA_KK_OVERRIDE_AP	003003003
220	406	TOMJERRY	Tom A Jerry 770/770-7707	GA_KK_OVERRIDE_GL	00358809
221	406	TOMJERRY	Tom A Jerry 770/770-7707	GA_KK_OVERRIDE_PO	003003003
222	406	TOMJERRY	Tom A Jerry 770/770-7707	GA_LD_INQ	00358809
223	406	TOMJERRY	Tom A Jerry 770/770-7707	GA_LD_UPDATE	003003003
224	406	TOMJERRY	Tom A Jerry 770/770-7707	GA_OPEN_ITEMS	00358809
225	406	TOMJERRY	Tom A Jerry 770/770-7707	GA_PO_INQ_RPT	003003003
226	406	TOMJERRY	Tom A Jerry 770/770-7707	GA_PO_RECV	00358809
227	406	TOMJERRY	Tom A Jerry 770/770-7707	GA_PV_Requester	003003003
228	406	TOMJERRY	Tom A Jerry 770/770-7707	GA_S/T_APPROVAL	00358809
229	406	TOMJERRY	Tom A Jerry 770/770-7707	GA_S/T_EDIT	003003003
230	406	TOMJERRY	Tom A Jerry 770/770-7707	GA_S/T_INQ	00358809
231	406	TOMJERRY	Tom A Jerry 770/770-7707	GA_SC_DOC_AUTHOR	003003003

Step	Action
20.	This page displays the end of the list of the result. There is also an option to return to the beginning of the list. Click the First link. First ①:



	Results load results	s in : Excel Spread	dSheet CSV Text File XML File (52 kb)		First 1-100 of 239 🛞 Last
	Agency	User ID	Description	Role Name	ID
1	406	CHRISREEVE	Christopher Reeve 770/770-7707	40600 008	003003003
2	406	CHRISREEVE	Christopher Reeve 770/770-7707	40600 009	003003003
3	406	CHRISREEVE	Christopher Reeve 770/770-7707	DX_406_PS_USER	003003003
4	406	CHRISREEVE	Christopher Reeve 770/770-7707	DX_AGENCY_SECURITY	003003003
5	406	CHRISREEVE	Christopher Reeve 770/770-7707	Event Collaborator	003003003
6	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AM_DATA_ENTRY	003003003
7	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AM_INQ	003003003
8	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AM_INTERFACE	003003003
9	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AP_INQ_RPT	003003003
10	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AP_VENDOR_INQ	003003003
11	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AR INQ - SUM SETUP	003003003
12	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AR_CUSTOMER_INQ	003003003
13	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AR_CUST_ENTRY_CONSOL	003003003
14	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AR_DIRECT_JOURNAL_UPLOAD	003003003
15	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AR_INQ_ITMS_&_CUST	003003003
16	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AR_ITEM_ENTRY	003003003
17	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AR_OPEN_ITEM_UPLOAD	003003003
18	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AR_PAYMENT ENTRY	003003003
19	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_BUILD_QUERY	003003003
20	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_CC_AGENCY_ADMIN	003003003
21	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_CC_AP_USER	003003003
22	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_CC_Approver	003003003
23	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_CC_PCARD_USER	003003003
24	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_CC_PO_User	003003003
25	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_CC_REQ_User	003003003
26	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_CC_Reconciler	003003003
27	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_CC_Req_Recon	003003003
28	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_CC_Reviewer	003003003
29	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_CF_SECURITY_ALL	003003003
30	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_EE_SECURITY_REQUEST	003003003
31	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_GL_CHARTFIELD_MAINTENANCE	003003003

Step	Action
21.	The res

The results may be needed in a version that can be viewed outside of TeamWorks. There are options for downloading the results in to an Excel file, a CSV Text file or an XML file.

	Results				
Dowr	nload results	in: Excel Spread	Sheet CSV Text File XML File (52 kb)		
View /	All				First 1-100 of 239 🕑 Last
	Agency	User ID	Description	Role Name	ID
1	406	CHRISREEVE	Christopher Reeve 770/770-7707	40600_008	003003003
2	406	CHRISREEVE	Christopher Reeve 770/770-7707	40600 009	003003003
3	406	CHRISREEVE	Christopher Reeve 770/770-7707	DX_406_PS_USER	003003003
4	406	CHRISREEVE	Christopher Reeve 770/770-7707	DX_AGENCY_SECURITY	003003003
5	406	CHRISREEVE	Christopher Reeve 770/770-7707	Event Collaborator	003003003
6	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AM_DATA_ENTRY	003003003
7	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AM_INQ	003003003
8	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AM_INTERFACE	003003003
9	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AP_INQ_RPT	003003003
10	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AP_VENDOR_INQ	003003003
11	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AR INQ - SUM SETUP	003003003
12	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AR_CUSTOMER_INQ	003003003
13	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AR_CUST_ENTRY_CONSOL	003003003
14	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AR_DIRECT_JOURNAL_UPLOAD	003003003
15	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AR_INQ_ITMS_&_CUST	003003003
16	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AR_ITEM_ENTRY	003003003
17	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AR_OPEN_ITEM_UPLOAD	003003003
18	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AR_PAYMENT ENTRY	003003003
19	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_BUILD_QUERY	003003003
20	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_CC_AGENCY_ADMIN	003003003
21	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_CC_AP_USER	003003003
22	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_CC_Approver	003003003
23	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_CC_PCARD_USER	003003003
24	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_CC_PO_User	003003003
25	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_CC_REQ_User	003003003
26	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_CC_Reconciler	003003003
27	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_CC_Req_Recon	003003003
28	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_CC_Reviewer	003003003
29	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_CF_SECURITY_ALL	003003003
30	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_EE_SECURITY_REQUEST	003003003
31	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA GL CHARTFIELD MAINTENANCE	003003003



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Step	Action
22.	Though HTML was the orginal chosen output, the results can still be downloaded to an Excel Spreadsheet.
	Click the Excel SpreadSheet link.
	Excel SpreadSheet

Viev	40600 Q w Results mload results	s in : Excel Spread	dSheet CSV Text File XML File (52 kb)		
View		User ID	B 14	Role Name	First 1-100 of 239 🕑 Last
1	Agency 406	CHRISREEVE	Description Christopher Reeve 770/770-7707	40600 008	003003003
2	400	CHRISREEVE	Christopher Reeve 770/770-7707	40600_009	003003003
2	406	CHRISREEVE	Christopher Reeve 770/770-7707	DX 406 PS USER	003003003
4	406	CHRISREEVE	Christopher Reeve 770/770-7707 Christopher Reeve 770/770-7707	DX_AGENCY_SECURITY	003003003
4 5	400	CHRISREEVE	Christopher Reeve 770/770-7707	Event Collaborator	003003003
6	400	CHRISREEVE	Christopher Reeve 770/770-7707	GA AM DATA ENTRY	003003003
7	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AM_INQ	003003003
8	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA AM INTERFACE	003003003
9	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA AP INQ RPT	003003003
10	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA AP VENDOR INQ	003003003
11	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AR INQ - SUM SETUP	003003003
12	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AR_CUSTOMER_INQ	003003003
13	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AR_CUST_ENTRY_CONSOL	003003003
14	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AR_DIRECT_JOURNAL_UPLOAD	003003003
15	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AR_INQ_ITMS_&_CUST	003003003
16	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AR_ITEM_ENTRY	003003003
17	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AR_OPEN_ITEM_UPLOAD	003003003
18	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AR_PAYMENT ENTRY	003003003
19	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_BUILD_QUERY	003003003
20	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_CC_AGENCY_ADMIN	003003003
21	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_CC_AP_USER	003003003
22	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_CC_Approver	003003003
23	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_CC_PCARD_USER	003003003
24	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_CC_PO_User	003003003
25	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_CC_REQ_User	003003003
26	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_CC_Reconciler	003003003
27	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_CC_Req_Recon	003003003
28	406				
29	406	Do you want to o	open or save LIST_USERS_ROLES_BY_AGENCY_	25885.xlsx (9.48 KB) from saofnupg.state.ga.us?	×
30	406			Open	Save 🔻 Cancel
31	406				

Step	Action
23.	A menu will pop up asking the user what to do with the file. Choose to open the file so that the results can be reviewed before saving. Click the Open button.
	Do you want to open or save LIST_USERS_ROLES_BY_AGENCY_25885.xlsx (9.48 KB) from saofnupg.state.ga.us? × Open Save Cancel



Vi	ew Res	sults							- 1
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1	PRO	TECTED VIEW Be careful—files from	the Internet can contain viruses. Unless y	ou need to edit, it's safer to stay in Protect	ted View.	Enable Editin	9		×
1		\cdot : $\times \checkmark f_x$	LIST_USERS_ROLES_BY_AGENCY	00300	3003				~
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ſ	LIST		C		L.		0		
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-7	406	CHRISREEVE	Christopher Reeve 770/770-7707	40600 008	003003003				
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	406	CHRISREEVE	Christopher Reeve 770/770-7707	DX 406 PS USER	003003003				
	406	CHRISREEVE	Christopher Reeve 770/770-7707	DX AGENCY SECURITY	003003003				
	406	CHRISREEVE	Christopher Reeve 770/770-7707	Event Collaborator	003003003				
	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AM_DATA_ENTRY	003003003				
	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AM_INQ	003003003				
	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AM_INTERFACE	003003003				
	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AP_INQ_RPT	003003003				
	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AP_VENDOR_INQ	003003003				
	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AR INQ - SUM SETUP	003003003				
	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AR_CUSTOMER_INQ	003003003				
	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AR_CUST_ENTRY_CONSOL	003003003				_
	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AR_DIRECT_JOURNAL_UPLOA	003003003				_
	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AR_INQ_ITMS_&_CUST	003003003				
	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AR_ITEM_ENTRY	003003003				
	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AR_OPEN_ITEM_UPLOAD	003003003				
	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AR_PAYMENT ENTRY	003003003				
	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_BUILD_QUERY	003003003				
	€	sheet1 +		÷ •					۱.

Step	Action
24.	Notice the results are now displayed in Excel.
	Click the Enable Editing button.
	PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. Enable Editing ×



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		results in : Excel SpreadSheet CSV	Text File XML File (52 kb)						-
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- 62	_	239 User ID	Description	Role Name	ID				
- 2	106	CHRISREEVE	Description Christopher Reeve 770/770-7707		003003003				
-	106 106	CHRISREEVE	Christopher Reeve 770/770-7707	40600_008 40600_009	003003003				
-	106	CHRISREEVE	Christopher Reeve 770/770-7707	DX 406 PS USER	003003003				
-	106	CHRISREEVE	Christopher Reeve 770/770-7707	DX_400_PS_03ER	003003003				
	106	CHRISREEVE	Christopher Reeve 770/770-7707	Event Collaborator	003003003				
_	106	CHRISREEVE	Christopher Reeve 770/770-7707	GA AM DATA ENTRY	003003003				
1 2	106	CHRISREEVE	Christopher Reeve 770/770-7707	GA AM INQ	003003003				
0 4	106	CHRISREEVE	Christopher Reeve 770/770-7707	GA AM INTERFACE	003003003				
1 4	106	CHRISREEVE	Christopher Reeve 770/770-7707	GA AP INQ RPT	003003003				
2 4	106	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AP_VENDOR_INQ	003003003				
3 4	106	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AR INQ - SUM SETUP	003003003				
4 4	106	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AR_CUSTOMER_INQ	003003003				
5 4	106	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AR_CUST_ENTRY_CONSOL	003003003				
6 4	106	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AR_DIRECT_JOURNAL_UPLOA	003003003				
	106	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AR_INQ_ITMS_&_CUST	003003003				
8 4	106	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AR_ITEM_ENTRY	003003003				
	- F	sheet1 (+)		: 4					F

Step	Action
25.	Notice the results are now displayed in Excel.
	Click the Maximize button. $? \square - \square \times$



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1	LIST	239				-			
2	_	dUser ID	Description	Role Name	ID				
3	406	CHRISREEVE	Christopher Reeve 770/770-7707	40600_008	003003003				
4	406	CHRISREEVE	Christopher Reeve 770/770-7707	40600_009	003003003				
5	406	CHRISREEVE	Christopher Reeve 770/770-7707	DX_406_PS_USER	003003003				
6	406	CHRISREEVE	Christopher Reeve 770/770-7707	DX_AGENCY_SECURITY	003003003				
7	406	CHRISREEVE	Christopher Reeve 770/770-7707	Event Collaborator	003003003				
8	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AM_DATA_ENTRY	003003003				
9	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AM_INQ	003003003				
10	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AM_INTERFACE	003003003				
11	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AP_INQ_RPT	003003003				
12	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AP_VENDOR_INQ	003003003				
13	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AR INQ - SUM SETUP	003003003				
14	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AR_CUSTOMER_INQ	003003003				
15	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AR_CUST_ENTRY_CONSOL	003003003				
16	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AR_DIRECT_JOURNAL_UPLO	4003003003				
17	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AR_INQ_ITMS_&_CUST	003003003				
18	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AR_ITEM_ENTRY	003003003				
19	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AR_OPEN_ITEM_UPLOAD	003003003				
20	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AR_PAYMENT ENTRY	003003003				
21	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_BUILD_QUERY	003003003				
22	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_BUILD_QUERY	003003003				
23		CHRISREEVE	Christopher Reeve 770/770-7707	GA_BUILD_QUERY	003003003				
	406	sheet1 (+)	Christonher Reeve 770/770-7707	GA BUILD OUERY	003003003				•

Step	Action	
26.	26. Here are the results for the query in an excel spreadsheet.	
	This allows the user to use excel functions while reviewing the data.	

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1 LIST_	239							
2 Agend	User ID	Description	Role Name	[ID				
3 406	CHRISREEVE	Christopher Reeve 770/770-7707	40600_008	003003003				
4 406	CHRISREEVE	Christopher Reeve 770/770-7707	40600_009	003003003				
5 406	CHRISREEVE	Christopher Reeve 770/770-7707	DX_406_PS_USER	003003003				
6 406	CHRISREEVE	Christopher Reeve 770/770-7707	DX_AGENCY_SECURITY	003003003				
7 406	CHRISREEVE	Christopher Reeve 770/770-7707	Event Collaborator	003003003				
8 406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AM_DATA_ENTRY	003003003				
9 406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AM_INQ	003003003				
10 406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AM_INTERFACE	003003003				
11 406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AP_INQ_RPT	003003003				
12 406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AP_VENDOR_INQ	003003003				
13 406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AR INQ - SUM SETUP	003003003				
14 406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AR_CUSTOMER_INQ	003003003				
15 406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AR_CUST_ENTRY_CONSOL	003003003				
16 406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AR_DIRECT_JOURNAL_UPLOA	003003003				
17 406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AR_INQ_ITMS_&_CUST	003003003				
18 406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AR_ITEM_ENTRY	003003003				
19 406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AR_OPEN_ITEM_UPLOAD	003003003				
20 406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AR_PAYMENT ENTRY	003003003				
21 406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_BUILD_QUERY	003003003				
22 406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_BUILD_QUERY	003003003				
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Step	Action
27.	After viewing the results in Excel, you can return to the TeamWorks Financials environment. Click the X button to close out the spreadsheet.

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View	Results				
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1	406	CHRISREEVE	Christopher Reeve 770/770-7707	40600_008	003003003
2	406	CHRISREEVE	Christopher Reeve 770/770-7707	40600_009	003003003
3	406	CHRISREEVE	Christopher Reeve 770/770-7707	DX_406_PS_USER	003003003
4	406	CHRISREEVE	Christopher Reeve 770/770-7707	DX_AGENCY_SECURITY	003003003
5	406	CHRISREEVE	Christopher Reeve 770/770-7707	Event Collaborator	003003003
6	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AM_DATA_ENTRY	003003003
7	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AM_INQ	003003003
8	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AM_INTERFACE	003003003
9	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AP_INQ_RPT	003003003
10	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AP_VENDOR_INQ	003003003
11	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AR INQ - SUM SETUP	003003003
12	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AR_CUSTOMER_INQ	003003003
13	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AR_CUST_ENTRY_CONSOL	003003003
14	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AR_DIRECT_JOURNAL_UPLOAD	003003003
15	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AR_INQ_ITMS_&_CUST	003003003
16	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AR_ITEM_ENTRY	003003003
17	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AR_OPEN_ITEM_UPLOAD	003003003
18	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AR_PAYMENT ENTRY	003003003
19	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_BUILD_QUERY	003003003
20	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_CC_AGENCY_ADMIN	003003003
21	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_CC_AP_USER	003003003
22	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_CC_Approver	003003003
23	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_CC_PCARD_USER	003003003
24	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_CC_PO_User	003003003
25	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_CC_REQ_User	003003003
26	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_CC_Reconciler	003003003
27	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_CC_Req_Recon	003003003
28	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_CC_Reviewer	003003003
29	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_CF_SECURITY_ALL	003003003
30	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_EE_SECURITY_REQUEST	003003003
31	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA GL CHARTFIELD MAINTENANCE	003003003

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

Thank you!