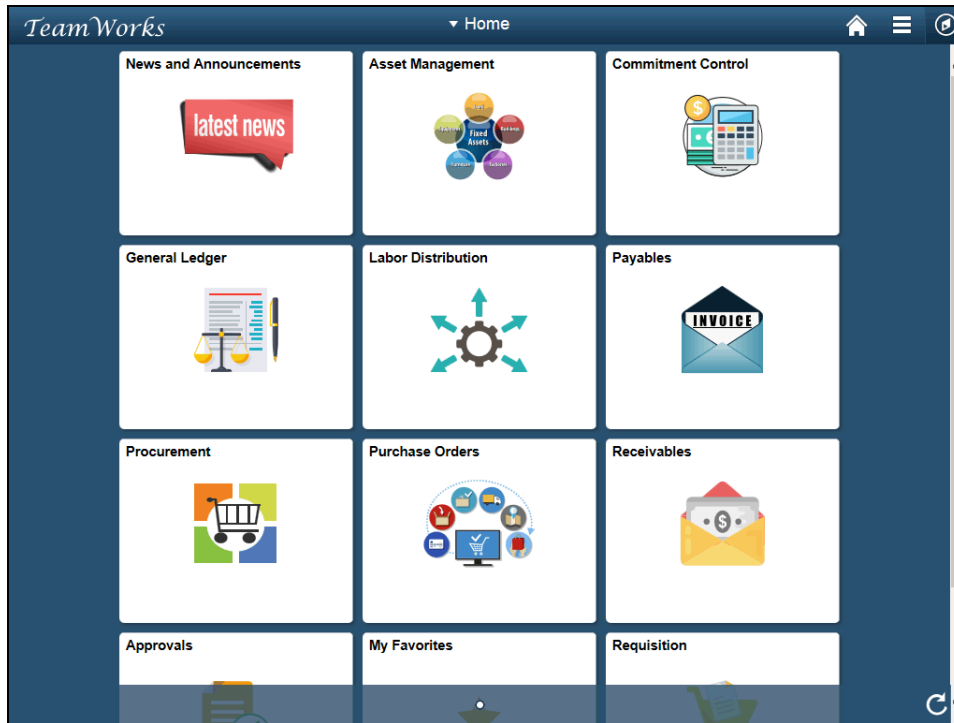

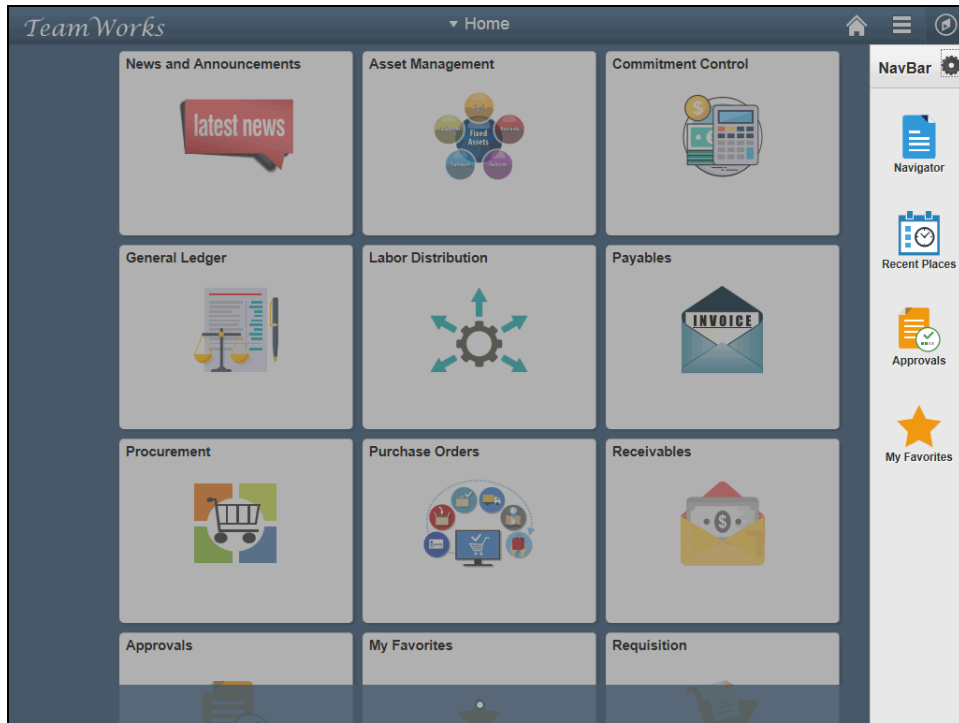



Generating Security Report by User

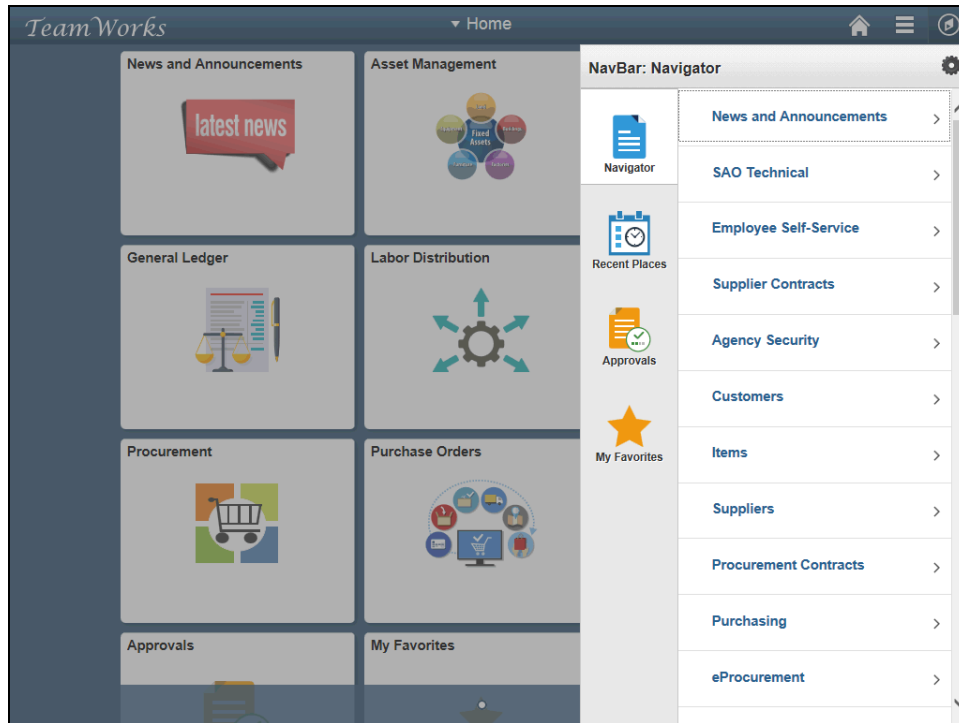
Below are the process steps to Generating Security Report by User. As you are performing the task, use this document to be a Step-by-Step guide for completing this process. At the end, please click the link to complete a quick survey as to the usefulness of this document.



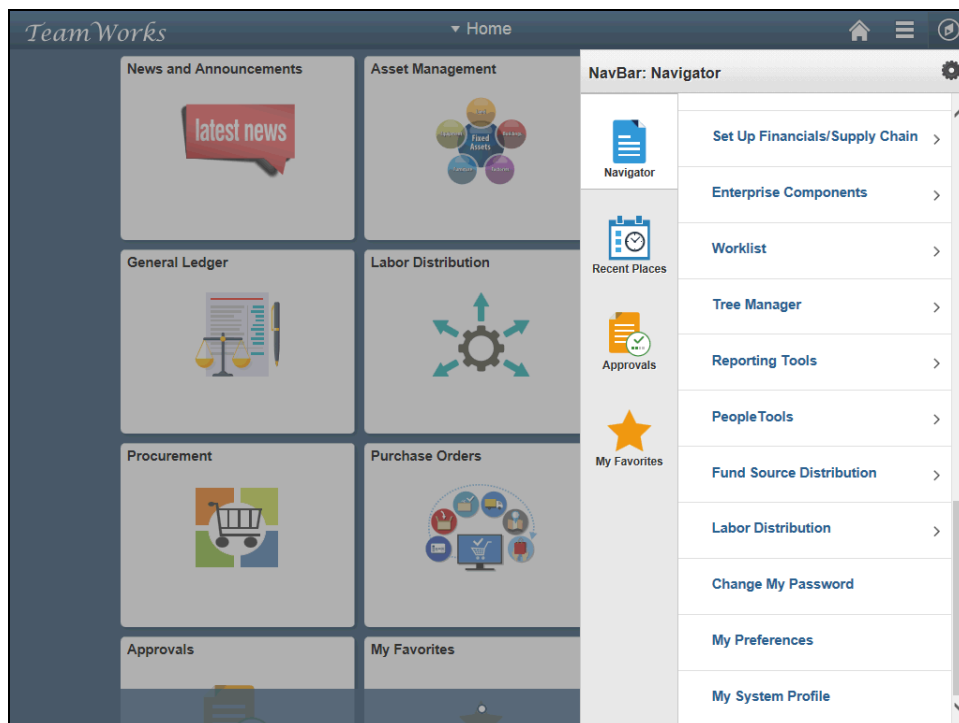
Step	Action
1.	<p>To run the report, navigate to the query viewer page.</p> <p>Note: This simulation is an example. When entering a transaction in the live TeamWorks Financials system, please select all values and options based on agency policy, the paperwork on hand and the current situation.</p> <p>Click the NavBar icon.</p> 



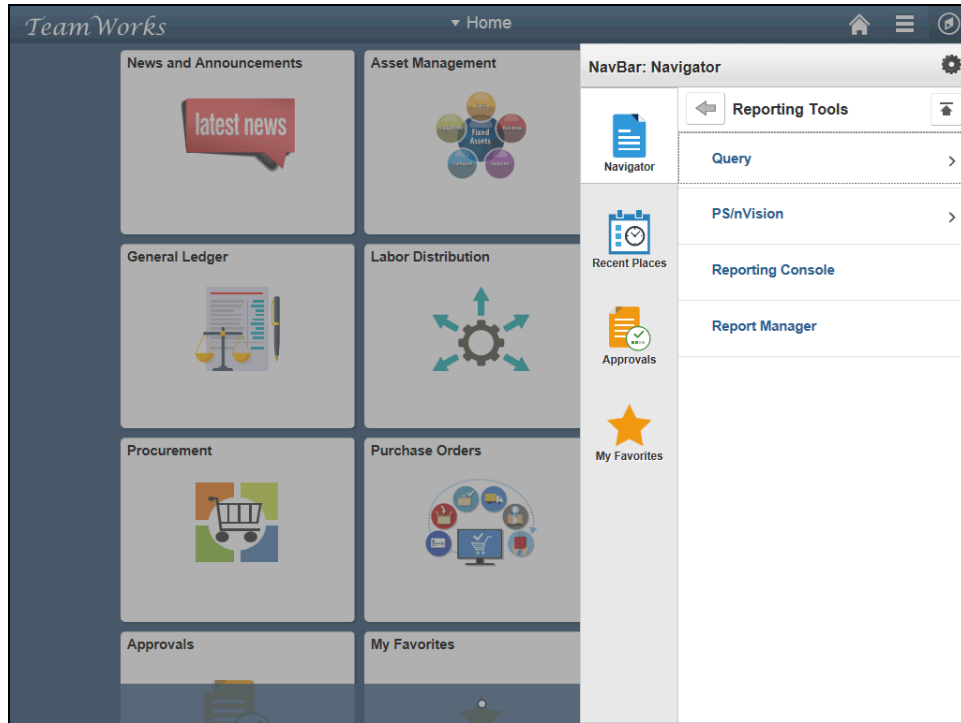
Step	Action
2.	Click the Navigator icon. <div style="text-align: center; margin-top: 10px;">  <p>Navigator</p> </div>



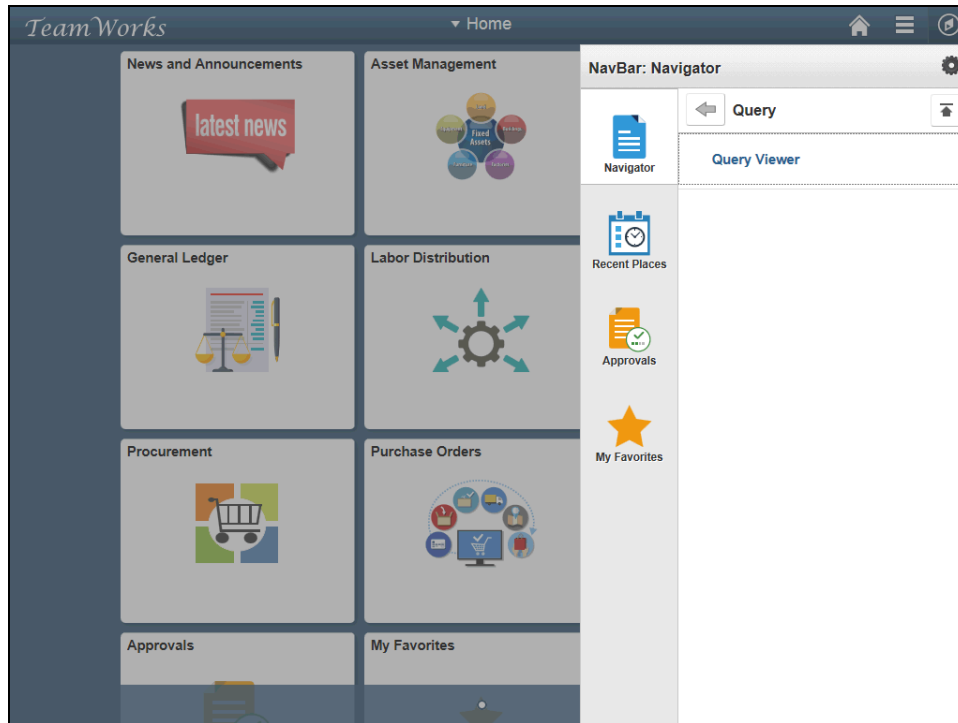
Step	Action
3.	Click the Vertical scrollbar.



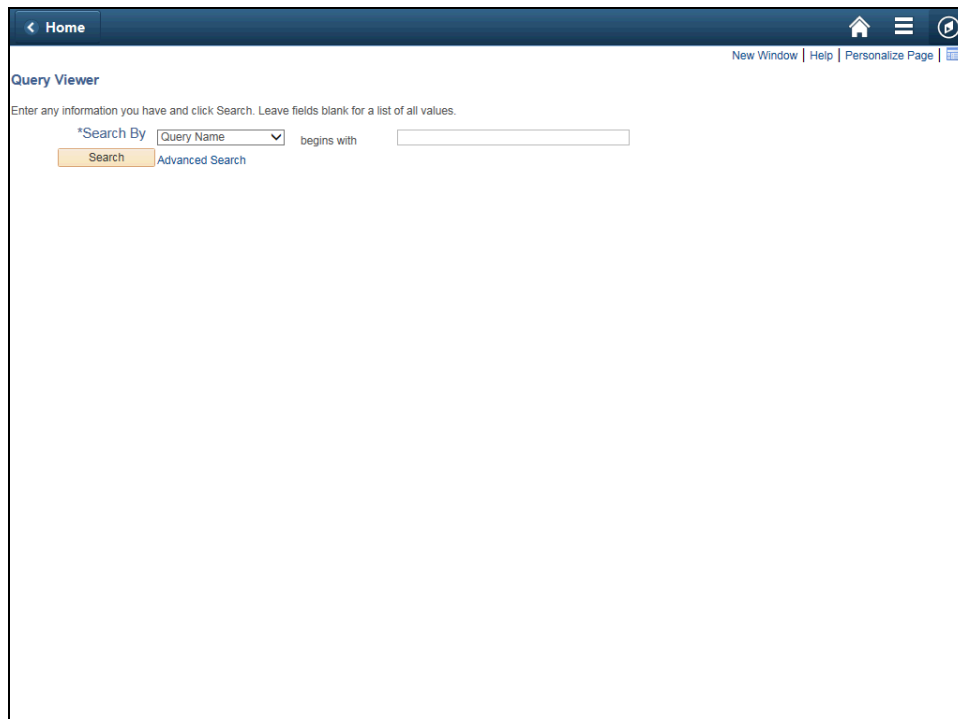
Step	Action
4.	Click the Reporting Tools link. Reporting Tools



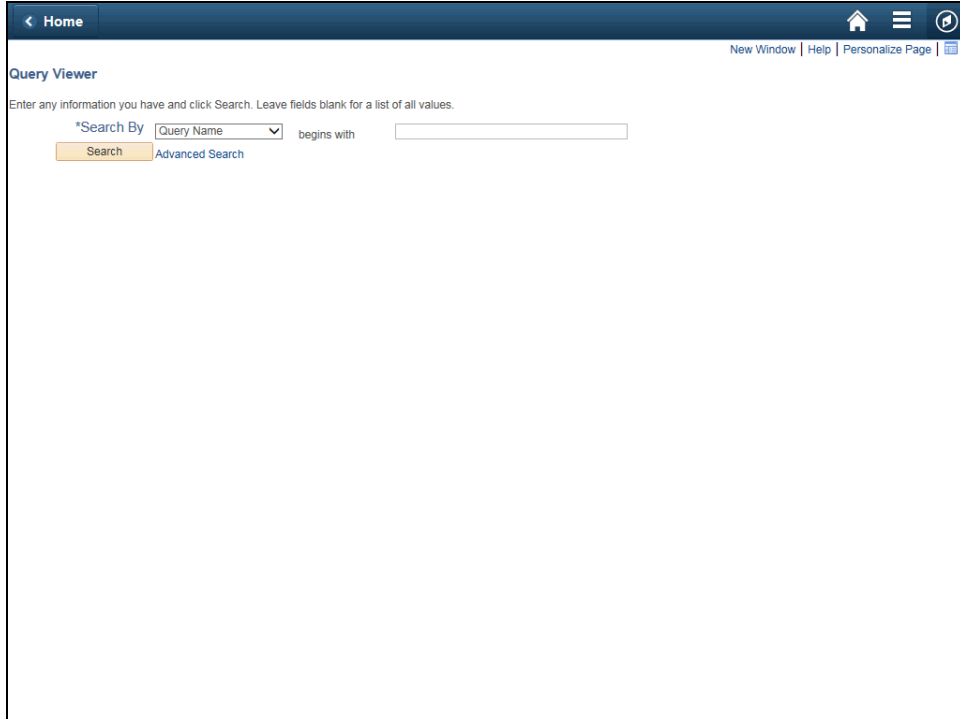
Step	Action
5.	Click the Query link. Query



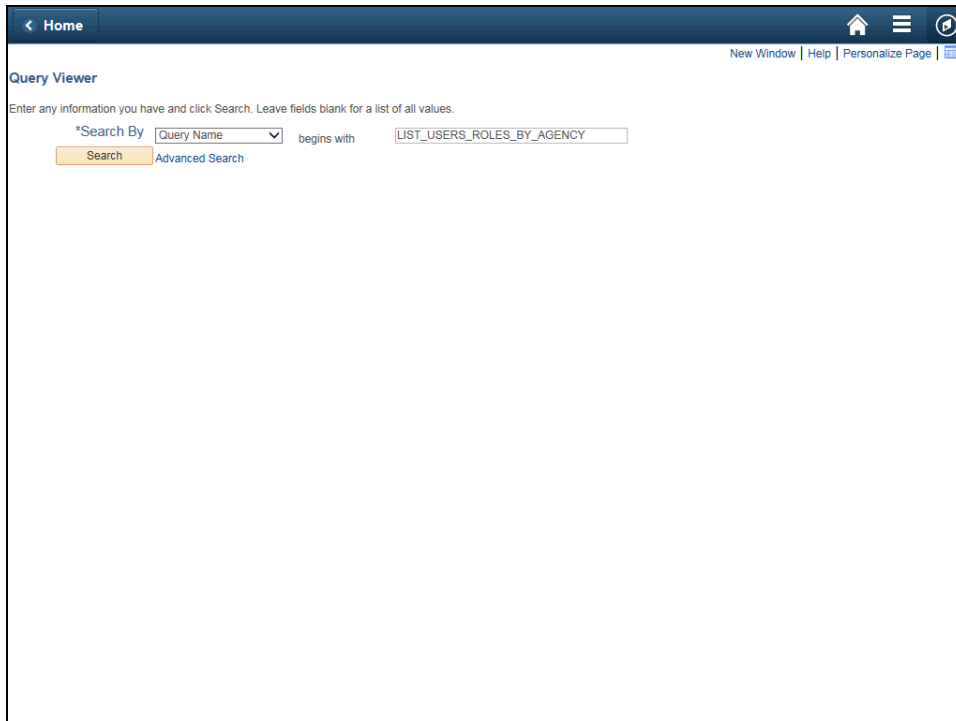
Step	Action
6.	Click the Query Viewer link. Query Viewer



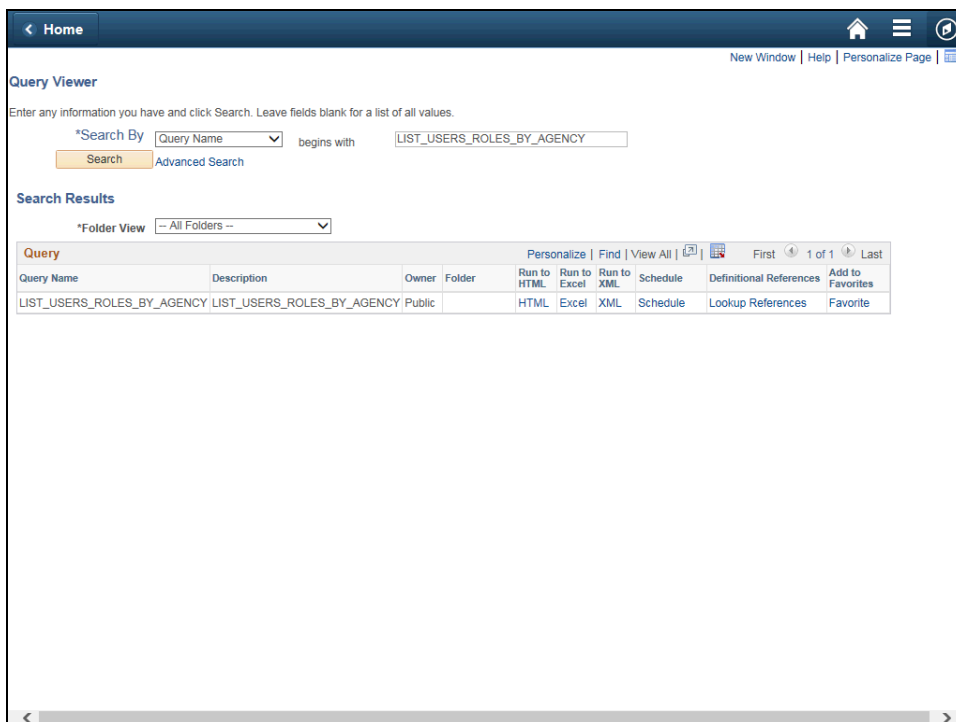
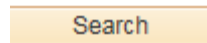
Step	Action
7.	<p>Here is where the query name will be entered. The query to determine user roles and access is: LIST_USERS_ROLES_BY_AGENCY</p> <p>Click in the Search By field.</p> <p>*Search By <input type="text" value="Query Name"/> begins with <input style="border: 2px solid red;" type="text"/></p>




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



Step	Action
9.	Click the Search button.



Step	Action
10.	<p>The output can be viewed in either HTML or Excel. For this example, the output will be in HTML.</p> <p>Click the HTML link.</p> 




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

LIST_USERS_ROLES_BY_AGENCY - LIST_USERS_ROLES_BY_AGENCY

Unit 

Agency	User ID	Description	Role Name	ID
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Step	Action
12.	Enter the information appropriate to the Agency. Click in the Unit field. Unit <input style="border: 2px solid red;" type="text"/> 

LIST_USERS_ROLES_BY_AGENCY - LIST_USERS_ROLES_BY_AGENCY

Unit Q

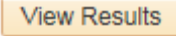
Agency	User ID	Description	Role Name	ID
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Step	Action
13.	<p>Enter the appropriate information into the Unit field.</p> <p>For this example, type 40600.</p>

LIST_USERS_ROLES_BY_AGENCY - LIST_USERS_ROLES_BY_AGENCY


Unit 40600 Q

Agency	User ID	Description	Role Name	ID
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Step	Action
14.	Click the View Results button. 

LIST_USERS_ROLES_BY_AGENCY - LIST_USERS_ROLES_BY_AGENCY

Unit 40600 Q



Download results in: [Excel Spreadsheet](#) [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

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

LIST_USERS_ROLES_BY_AGENCY - LIST_USERS_ROLES_BY_AGENCY

Unit 40600 Q

[View Results](#)

Download results in: [Excel Spreadsheet](#) [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

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

LIST_USERS_ROLES_BY_AGENCY - LIST_USERS_ROLES_BY_AGENCY

Unit 40600 Q

[View Results](#)

Download results in: [Excel Spreadsheet](#) [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
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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.	Now all of the results are displayed on one page.

LIST_USERS_ROLES_BY_AGENCY - LIST_USERS_ROLES_BY_AGENCY

Unit 40600 Q

[View Results](#)

Download results in: [Excel Spreadsheet](#) [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
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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
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17	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_AR_OPEN_ITEM_UPLOAD	003003003
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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
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24	406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_CC_PO_User	003003003
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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
18.	<p>Instead of having all the results on one page, let's return to the page view.</p> <p>Click the View 100 link.</p> <p>View 100</p>

LIST_USERS_ROLES_BY_AGENCY - LIST_USERS_ROLES_BY_AGENCY

Unit 40600

[View Results](#)

Download results in: Excel Spreadsheet 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
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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
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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.	<p>With a list that spans many pages, there is an option to go to the end of the list.</p> <p>Click the Last link.</p> <p>Last</p>

LIST_USERS_ROLES_BY_AGENCY - LIST_USERS_ROLES_BY_AGENCY


Unit 40600 Q

[View Results](#)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (52 kb)

View All First 201-239 of 239 Last

	Agency	User ID	Description	Role Name	ID
201	406	TOIJERRY	Tom A Jerry 770/770-7707	GA_AR_ITEM_ENTRY	003003003
202	406	TOIJERRY	Tom A Jerry 770/770-7707	GA_AR_PAYMENT_ENTRY	00358809
203	406	TOIJERRY	Tom A Jerry 770/770-7707	GA_CC_AGENCY_ADMIN	003003003
204	406	TOIJERRY	Tom A Jerry 770/770-7707	GA_CC_Approver	00358809
205	406	TOIJERRY	Tom A Jerry 770/770-7707	GA_CC_PCARD_USER	003003003
206	406	TOIJERRY	Tom A Jerry 770/770-7707	GA_CC_PO_User	00358809
207	406	TOIJERRY	Tom A Jerry 770/770-7707	GA_CC_REQ_User	003003003
208	406	TOIJERRY	Tom A Jerry 770/770-7707	GA_CC_Reconciler	00358809
209	406	TOIJERRY	Tom A Jerry 770/770-7707	GA_CC_Req_Recon	003003003
210	406	TOIJERRY	Tom A Jerry 770/770-7707	GA_CC_Reviewer	00358809
211	406	TOIJERRY	Tom A Jerry 770/770-7707	GA_CF_SECURITY_ALL	003003003
212	406	TOIJERRY	Tom A Jerry 770/770-7707	GA_EE_SECURITY_REQUEST	00358809
213	406	TOIJERRY	Tom A Jerry 770/770-7707	GA_GL_CHARTFIELD_MAINTENANCE	003003003
214	406	TOIJERRY	Tom A Jerry 770/770-7707	GA_GL_INQ_RPTS	00358809
215	406	TOIJERRY	Tom A Jerry 770/770-7707	GA_GL_JRNL_ENTRY	003003003
216	406	TOIJERRY	Tom A Jerry 770/770-7707	GA_GL_JRNL_PROCESSING	00358809
217	406	TOIJERRY	Tom A Jerry 770/770-7707	GA_KK_DATA_ENTRY	003003003
218	406	TOIJERRY	Tom A Jerry 770/770-7707	GA_KK_INQ_RPTS	00358809
219	406	TOIJERRY	Tom A Jerry 770/770-7707	GA_KK_OVERRIDE_AP	003003003
220	406	TOIJERRY	Tom A Jerry 770/770-7707	GA_KK_OVERRIDE_GL	00358809
221	406	TOIJERRY	Tom A Jerry 770/770-7707	GA_KK_OVERRIDE_PO	003003003
222	406	TOIJERRY	Tom A Jerry 770/770-7707	GA_LD_INQ	00358809
223	406	TOIJERRY	Tom A Jerry 770/770-7707	GA_LD_UPDATE	003003003
224	406	TOIJERRY	Tom A Jerry 770/770-7707	GA_OPEN_ITEMS	00358809
225	406	TOIJERRY	Tom A Jerry 770/770-7707	GA_PO_INQ_RPT	003003003
226	406	TOIJERRY	Tom A Jerry 770/770-7707	GA_PO_RECV	00358809
227	406	TOIJERRY	Tom A Jerry 770/770-7707	GA_PV_Requester	003003003
228	406	TOIJERRY	Tom A Jerry 770/770-7707	GA_S/T_APPROVAL	00358809
229	406	TOIJERRY	Tom A Jerry 770/770-7707	GA_S/T_EDIT	003003003
230	406	TOIJERRY	Tom A Jerry 770/770-7707	GA_S/T_INQ	00358809
231	406	TOIJERRY	Tom A Jerry 770/770-7707	GA_SC_DOC_AUTHOR	003003003

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

LIST_USERS_ROLES_BY_AGENCY - LIST_USERS_ROLES_BY_AGENCY

Unit 40600 Q

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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

Step	Action
21.	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.

LIST_USERS_ROLES_BY_AGENCY - LIST_USERS_ROLES_BY_AGENCY

Unit 40600 Q

[View Results](#)

Download results in: [Excel Spreadsheet](#) [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

Step	Action
22.	<p>Though HTML was the original chosen output, the results can still be downloaded to an Excel Spreadsheet.</p> <p>Click the Excel SpreadSheet link.</p> <p>Excel SpreadSheet</p>

LIST_USERS_ROLES_BY_AGENCY - LIST_USERS_ROLES_BY_AGENCY

Unit 40600

View Results

Download results in: [Excel Spreadsheet](#) CSV Text File XML File (52 kb)

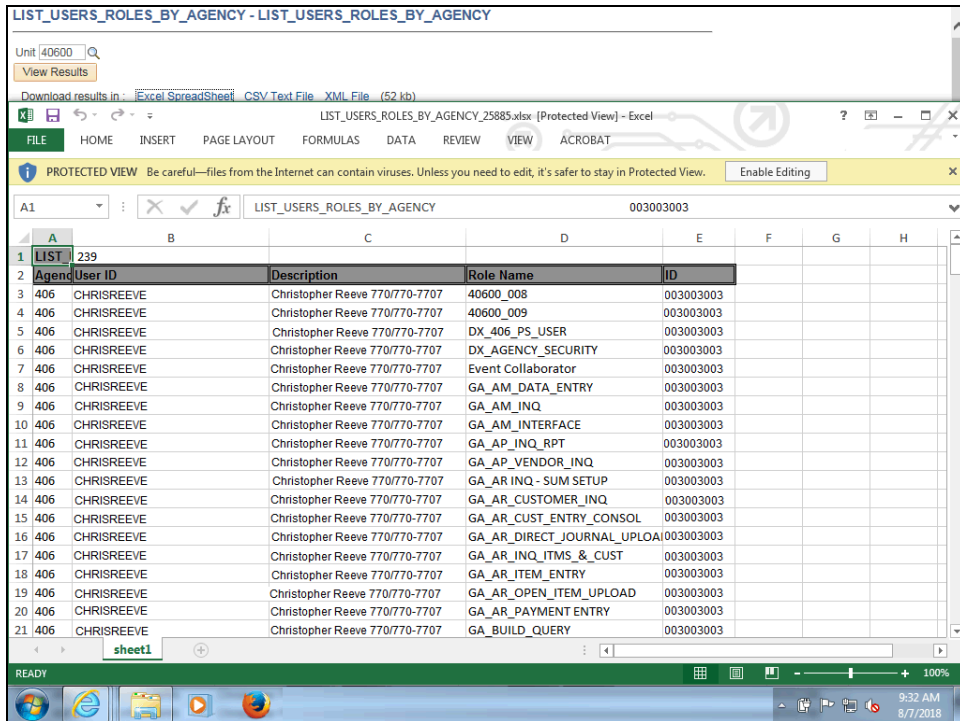
View All First 1-100 of 239 Last


	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				
29	406				
30	406				
31	406				

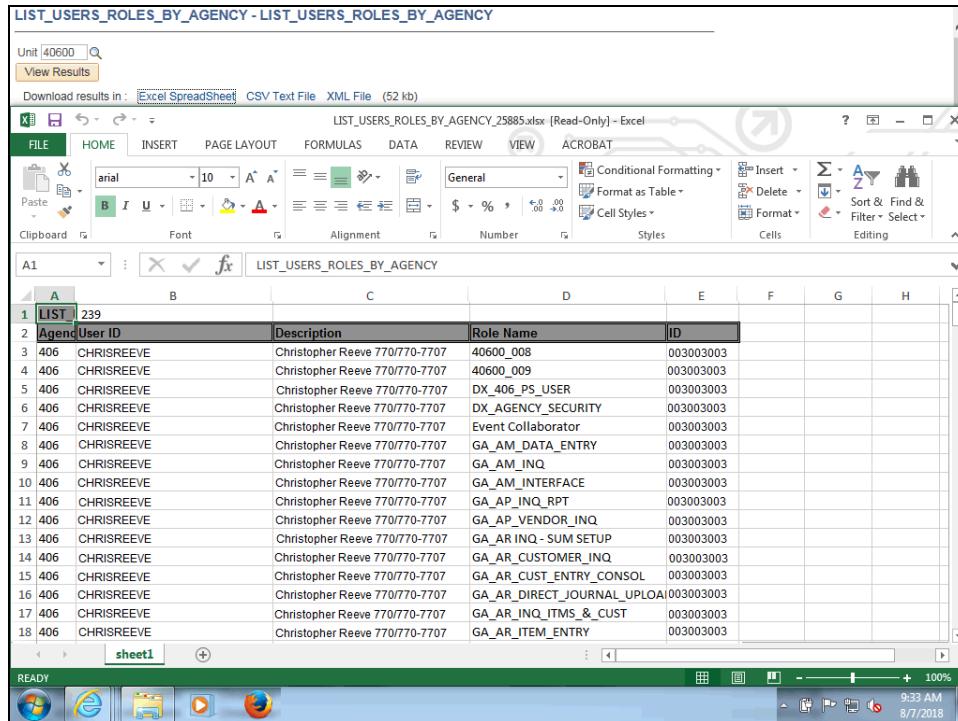
Do you want to open or save LIST_USERS_ROLES_BY_AGENCY_25885.xlsx (9.48 KB) from saofnupg.state.ga.us?


Open Save Cancel

Step	Action
23.	<p>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.</p> <p>Click the Open button.</p>



Step	Action
24.	<p>Notice the results are now displayed in Excel.</p> <p>Click the Enable Editing button.</p> 




Step	Action
25.	<p>Notice the results are now displayed in Excel.</p> <p>Click the Maximize button.</p> 

Agency	User ID	Description	Role Name	ID
406	CHRISREEVE	Christopher Reeve 770/770-7707	40600_008	003003003
406	CHRISREEVE	Christopher Reeve 770/770-7707	40600_009	003003003
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_UPLOAD	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
406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_BUILD_QUERY	003003003
406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_BUILD_QUERY	003003003
406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_BUILD_QUERY	003003003

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

Agency	User ID	Description	Role Name	ID
406	CHRISREEVE	Christopher Reeve 770/770-7707	40600_008	003003003
406	CHRISREEVE	Christopher Reeve 770/770-7707	40600_009	003003003
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_UPLOAD	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
406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_BUILD_QUERY	003003003
406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_BUILD_QUERY	003003003
406	CHRISREEVE	Christopher Reeve 770/770-7707	GA_BUILD_QUERY	003003003

Step	Action
27.	<p>After viewing the results in Excel, you can return to the TeamWorks Financials environment.</p> <p>Click the X button to close out the spreadsheet.</p> 

LIST_USERS_ROLES_BY_AGENCY - LIST_USERS_ROLES_BY_AGENCY

Unit 40600

Download results in: Excel Spreadsheet CSV Text File XML File (52 kb)

View All First 1-100 of 239

	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
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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 (https://www.surveymonkey.com/r/25KG2HH) to take a quick survey.

Thank you!