People Tools

This section contains the following topics:

User Profiles

Permissions & Roles

Password Configuration

Security Objects

Query security

Common Queries

Mass Change Operator Security

User Profiles

The ***User Profiles*** option is used to establish user profiles. User profiles can also be copied, deleted, distributed and purged from this option.

This section presents the following topics:

Create And Maintain User Profiles

Copy User Profiles

Delete User Profile

Distribute User Profiles

Distributed User Set Up

Purge Inactive User Profiles

Create And Maintain User Profiles

To Create and Maintain User Profiles:

1. Select ***People Tools*** menu group.
2. Select ***User Profiles*** component. The Find An Existing Value tab - User Profiles page (**Figure 26**) is displayed.

Figure 26. Find An Existing Value tab - User Profiles page

3. Complete the fields as follows:

Search By

Click the down arrow and make the applicable selection. This field defaults to **`Role Name`**. Valid values are **`Role Name`** and **`Description`**.

Begins With

Enter the applicable information.

4. Click **Search**. The General tab - User Profiles page (**Figure 28**) is displayed.

OR

Click ***Add A New Value*** tab. The Add A New Value tab - User Profiles page (**Figure27**) is displayed.

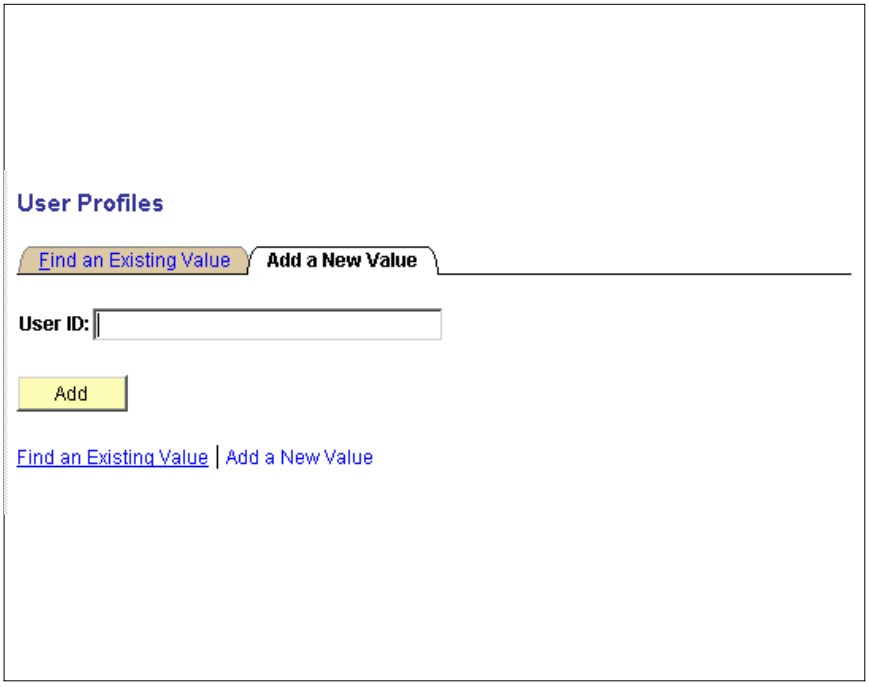

Figure 27. Add A New Value tab - User Profiles page

5. Complete the User ID field as follows:

User ID

Enter the user ID being added. Spaces are not allowed when typing the User ID. If you attempt to put spaces in the User ID, an error message will display.

6. Click **Add**. The General Tab - User Profiles page (**Figure 28**) is displayed.

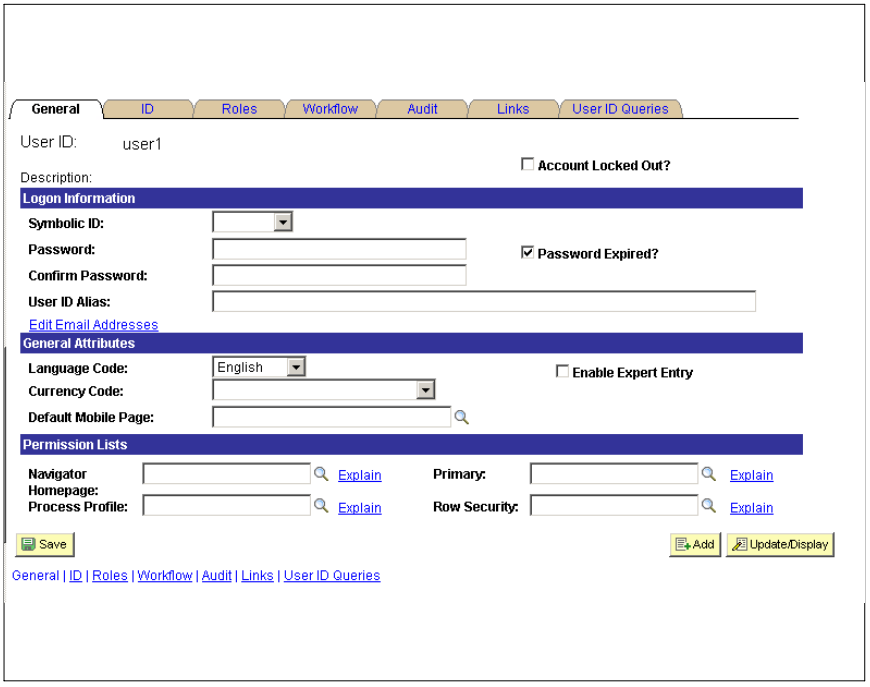

Figure 28. General tab - User Profiles page

7. Complete the fields as follows:

User ID

This field is populated based upon the User ID entered on the User Profiles page (Add A New Value tab) (**Figure 27**). not enter data in this field.

Description

This field is populated based upon the Description entered on the User Profiles page (Add A New Value tab) (**Figure 27**).

Account Locked Out?

Click this field to lock out a user's account.

Symbolic ID

select the applicable Symbolic ID from the drop-down list.

Password

Enter the password in this field.

Password Expired?

Click this field if the password has expired. The default is this field checked.

Confirm Password

Re-enter the password entered in the Password field to confirm the password.

User ID Alias

Enter the applicable User ID Alias.

Language Code

Click the down arrow select the applicable language. This field defaults to **`English`**. For a complete list of languages, see the **Language Table**.

Enable Expert Entry

Click this field to enable expert entry.

Currency Code

Click the down arrow to select the applicable currency.

Default Mobile Page

Enter the applicable mobile information in this field or click the icon to search for the applicable information.

Navigator Homepage

Enter the applicable Navigator Homepage or click the icon to search for and select the applicable Navigator Homepage.

Primary

This field is populated based upon the Description entered on the Add A New Value tab - User Profiles page (**Figure 27**).

Process Profile

Enter the applicable profile in this field or click the icon to select the applicable profile.

Row Security

Enter the applicable position name or click the icon to the select the applicable position to be displayed in this field.

8. Click the ***ID*** tab. the ID tab - User Profiles page (**Figure 29**) is displayed.

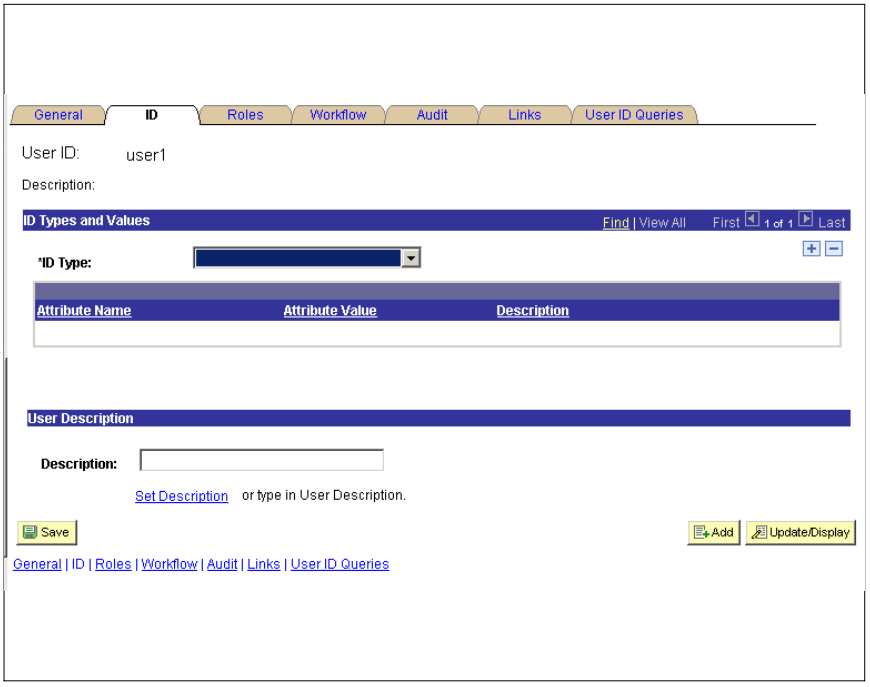

Figure 29. ID tab - User Profiles page

9. Complete the fields as follows:

User ID

This field is populated based upon the search/add criteria.

Description

This field is populated based upon the search/add criteria.

ID Type

Click the down arrow to select the ID Type. The valid values are **`Employee`** and **`None`**..

Attribue Name

This field is populated to **`EmplID`** if you selected **`Employee`** in the ID Type field. If the ID Type field is blank or **`None`** is selected from the drop-down list, this field is blank. Click the link to sort this list by Attribute Name.

Attribute Value

Enter the applicable name or click the icon to select a name from the list. Click the link to sort this list by Attribute Value.

Description

This field is populated. Click the link to sort this list by Description.

Description

Enter the user description in this field.

10. Select ***Roles***. The Roles tab - User Profiles page (**Figure 30**) is displayed.

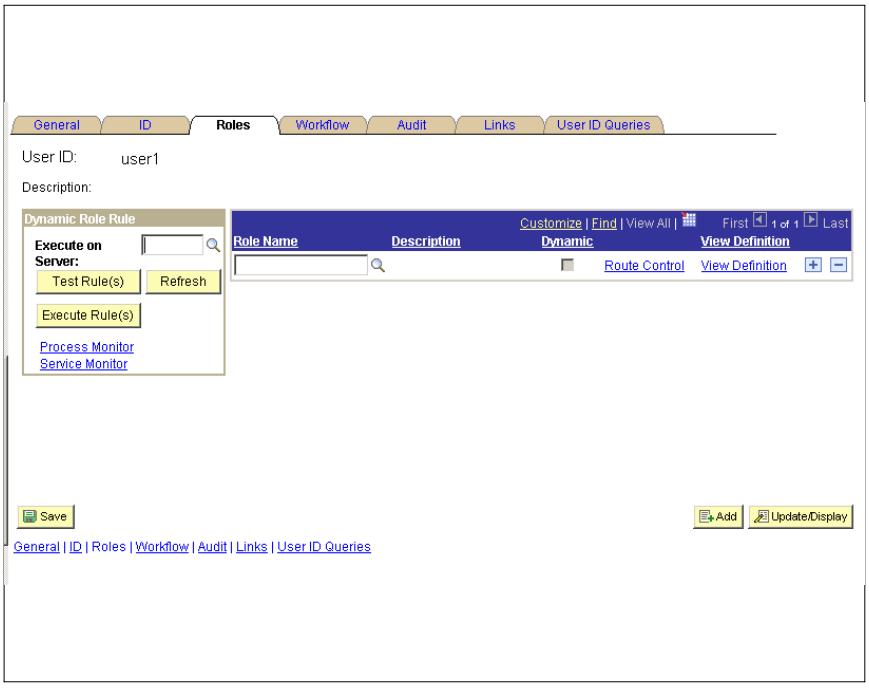

Figure 30. Roles tab - User Profiles page

11. Complete the fields as follows:

User ID

This field is populated based upon the search/add criteria.

Description

This field is populated based upon the search/add criteria

Execute On Server

Enter the server name or click the icon to select the applicable server.

Role Name

Enter the applicable role or click the icon to select a role from the list. Click the link to sort the list by Role Name.

Description

This field is populated based upon the role enter or selected in the Role Name. Click the link to sort the list by Description.

Dynamic

Check is box if applicable. Click the link to sort the list by Dynamic.

View Definition

Click this field to view data. This field cannot be viewed if there is un-saved data on the page. Save all entries before accessing this field. Click the link to sort the list by Definition.

12. Select ***Workflow***. The Workflow tab - User Profiles page (**Figure 31**) is displayed.

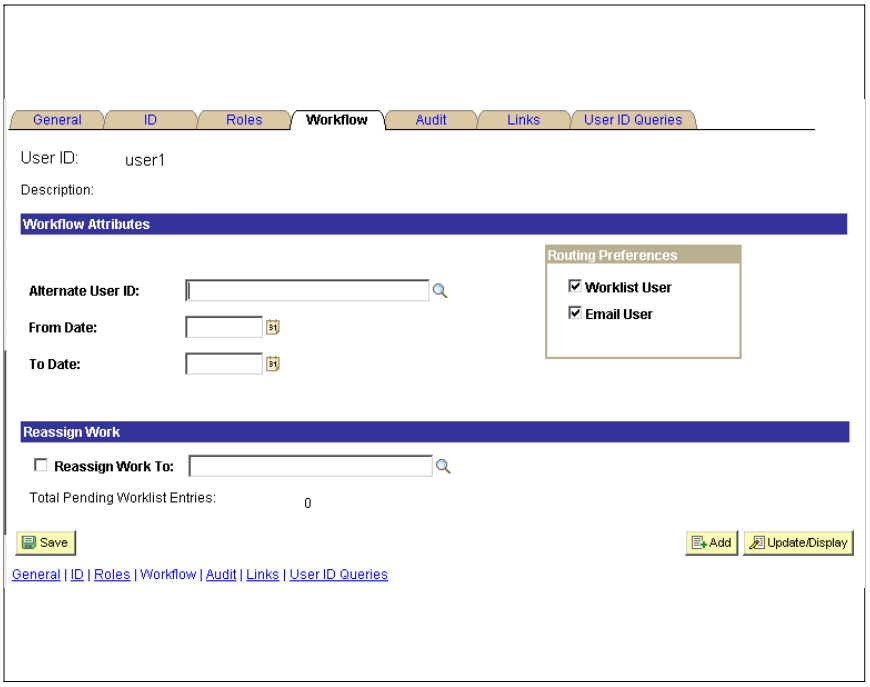

Figure 31. Workflow tab - User Profiles page

13. Complete the fields as follows:

User ID

This field is populated based upon the User ID used in the search/add criteria.

Description

This field is populated based upon the Description used in the search/add criteria.

Alternate User ID

Enter the alternate user ID for a user or click the icon to search for the applicable alternate user ID on the drop-down list.

Worklist User

Click this box if the user is a worklist user.

Email User

Click this box if the user is an e-mail user.

From Date

Enter the from date in MM/DD/YYYY format or click the icon to select a date from the calendar icon.

To Date

Enter the to date in MM/DD/YYYY format or click the icon to select a date from the calendar icon.

Reassign Work To

Click this box to reassign work to another user. If this field is checked, enter the applicable user or select data by clicking the search icon.

Total Pending Worklist Entries

This field is populated with the number of pending worklist entries.

14. Select ***Audit***. The Audit tab - User Profiles page (**Figure 32**) is displayed.

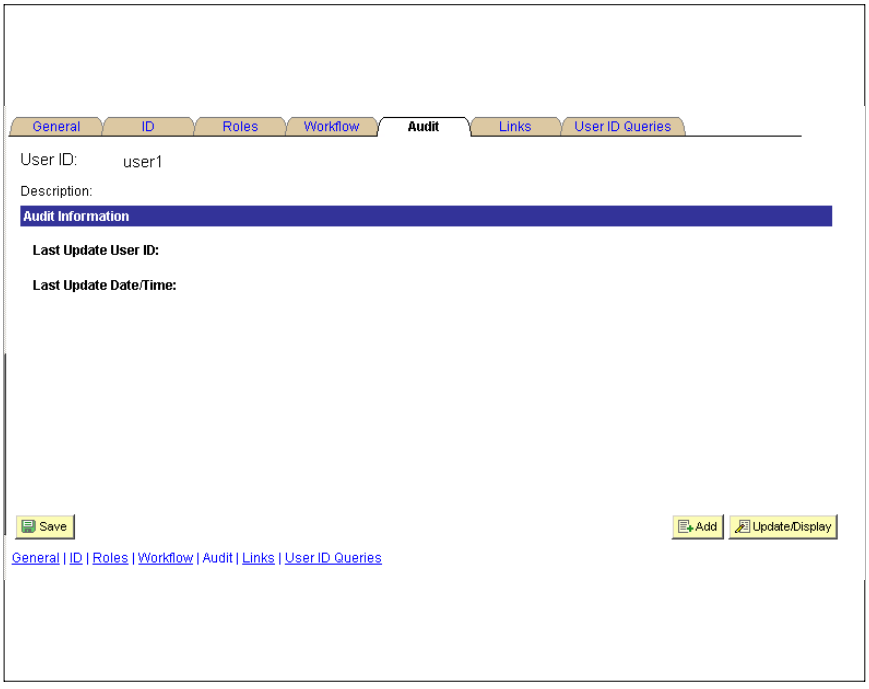

Figure 32. Audit tab - User Profiles page

15. Complete the fields as follows:

User ID

This field is populated based upon the User ID on the search/add criteria.

Description

This field is populated based upon the Description on the serach/add criteria.

Last Update User ID

This field is populated.

Last Update Date/Time

This field is populated.

16. Select ***Links***. The Links tab - User Profiles page (**Figure 33**) is displayed.

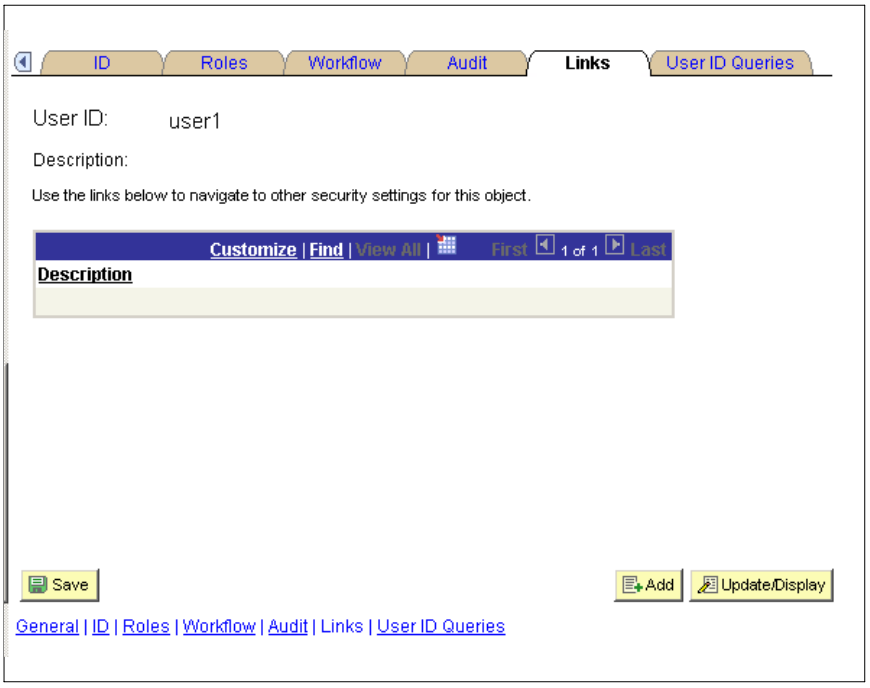

Figure 33. Links tab - User Profiles page

17. Complete the fields as follows:

User ID

This field is populated based upon the User ID entered on the search/add criteria.

Description

This field is populated based upon the Description entered on the search/add criteria.

Description

Click this box to sort the list by Description.

18. Slect the ***User ID Queries*** tab. The User ID Queries tab - User Profiles page (**Figure 34**) is displayed. You can select the ***User ID's Permission List*** link to view which Permission Lists are associated with a User ID. ***User ID's Roles*** displays which roles are associated with a User ID. ***User ID's Page Access*** displays a list of which pages a user can access. ***User ID's Misc. People Tools Access*** displays whether a user can access Application Designer, Client Process, Data Mover, Import Manager, Definition Security, or Query. ***User ID's Application Designer Object Access*** displays which Application Designer objects can the user access. ***User ID's Signon Times*** displays the valid signon times for the User ID. ***User ID's Roles, Permission Lists, And Page Access*** displays which roles, permission lists, and pages the User ID has access to. ***User ID's Content Reference Access*** displays which content references this User ID has been granted access. ***User ID's Content Reference (Includes Portal) Access*** displays which content references (including portal) this User ID has been granted access. ***User ID's Content Reference (Includes Menu, Component, And Market) Access*** displays which content references (including menu, component, and market) this User ID has been granted access. ***User ID's Content Reference (Includes Portal, Menu, Component, And Market) Access*** displays which content references (including portal, menu, component, and market) this User ID has been granted access. ***User ID's Web Service Operation Access*** displays which access to Web Service Operation has been granted for this User ID.

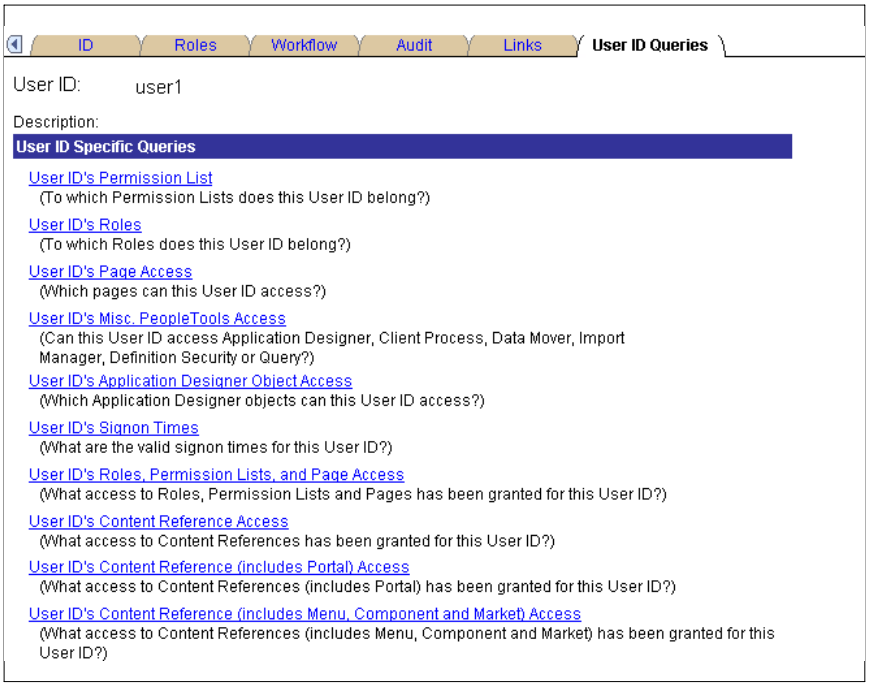

Figure 34. User Profiles page (User ID Queries tab)

19. Complete the fields as follows:

User ID

This field is populated based upon the User ID entered on the search/add criteria.

Description

This field is populated based upon the Description entered on the search/add criteria.

User ID Specific Queries

This field displays a list of links that link to perform queries. For a list of the links, see the **User ID Queries Table**. Each link contains a description of the available information. After connecting to the link, a list of the applicable information is displayed.

20. Click **Save** to save the information.

OR

Click **Add** to return to the Add A New Value tab.

OR

Click **Update/Display** to return to the Find An Existing Value tab.

Copy User Profiles

The ***Copy User Profiles*** option is used to copy a user profile.

To copy a user profile:

1. Select the ***People Tools*** menu group.
2. Select the ***User Profiles*** menu.
3. Select the ***Copy User Profiles*** component. The Find An Existing Value tab - Copy User Profiles page (**Figure 35**) is displayed.

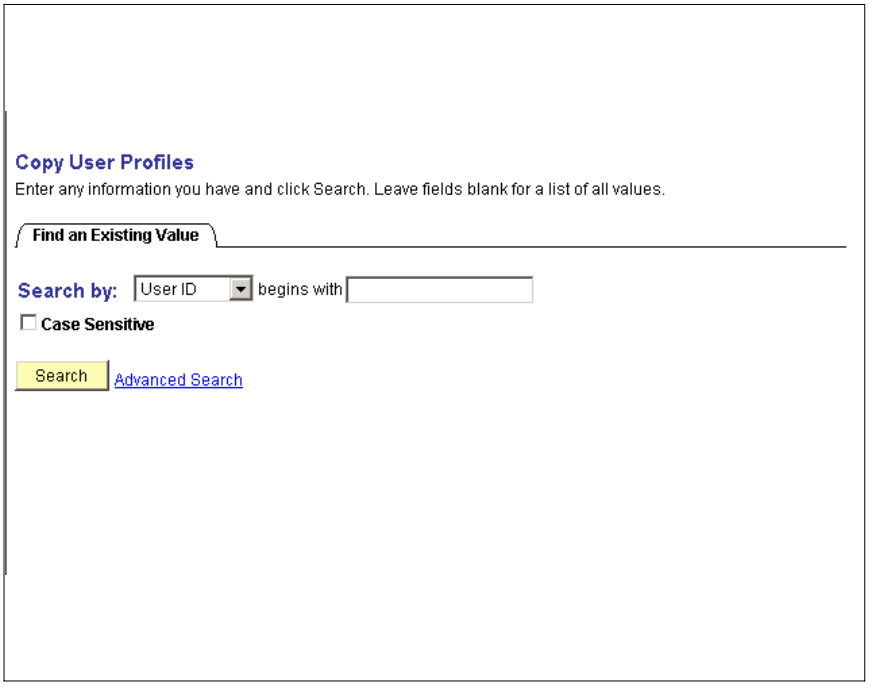

Figure 35. Find An Existing Value tab - Copy User Profiles page

4. Complete the fields as follows:

Search By

Select data from the drop-down list. This field defaults to **`User ID`**. The valid values are **`User ID`** and **`Description`**.

Begins With

Enter the information that corresponds to the search by value.

Case Sensitive

Check this box if the user profile is case sensitive.

5. Click **Search**. The Copy User Profiles page (**Figure 36**) is displayed.

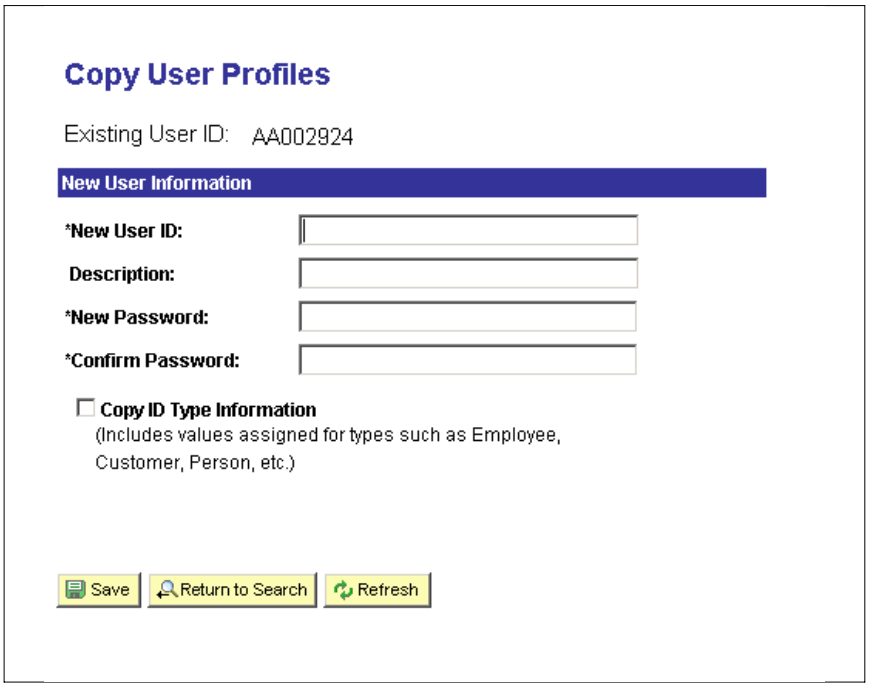

Figure 36. Copy User Profiles page

6. Complete the fields as follows:

***New User ID**

Enter the new user ID.

Description

Enter the description of the new user ID.

***New Password**

Enter the new password for the new user ID.

***Confirm Password**

Re-enter the new password for the new user ID.

Copy ID Type Information

Check this box to include values assigned for types such as Employee, Customer, Person, etc.

7. Click **Save** to save the information. The General Tab - User Profiles page (**Figure 28**) is displayed.

   OR

   Click **Return To Search**. The Find An Existing Value tab - Copy User Profiles page (**Figure 35**) is displayed.

   OR

   Click **Refresh** to refresh the page.

Delete User Profiles

The ***Delete A User Profile*** option is used to delete a user profile.

To delete a user profile:

1. Select the ***People Tools*** menu group.
2. Select the ***User Profiles*** menu.
3. Select the ***Delete User Profiles*** component. The Find An Existing Value tab - Delete User Profile page (**Figure 37**) is displayed.

Figure 37. Find An Existing Value tab - Delete User Profiles page

4. Complete the fields as follows:

Search By

Click the down arrow and make the applicable selection. This field defaults to **`User ID`**. Valid values are **`User ID`** and **`Description`**.

Begins With

Enter the applicable information.

Case Sensitive

Click this box if the Role Name is case sensitive.

5. Click **Search**. The Delete User Profile page (**Figure 38**) is displayed.

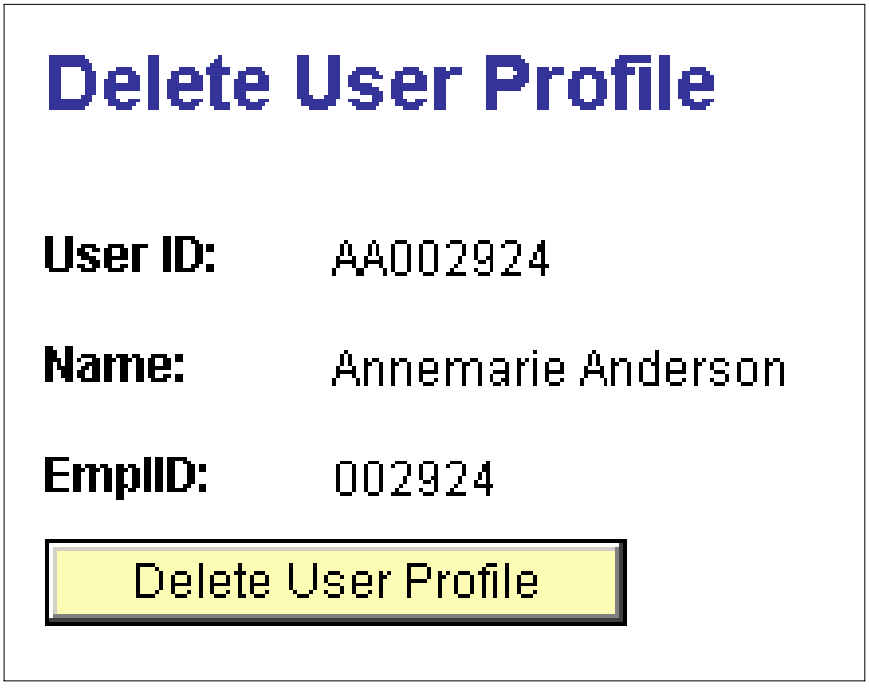

Figure 38. Delete User Profile page

6. Complete the fields as follows:

User ID

This field is populated from the data entered on the search/add criteria.

Begins With

This field is populate with the corresponding search/add criteria entered.

Case Sensitive

Check this box if the search/add criteria is case sensitive.

7. Click **Delete User Profile**. The User Profile Delete Confirmation pop-up (**Figure 39**) is displayed

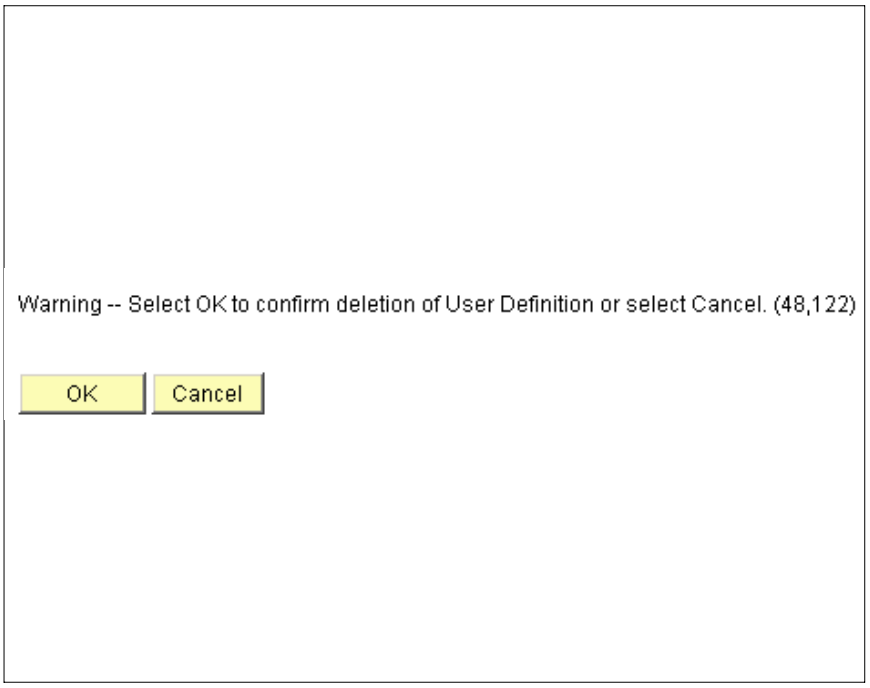

Figure 39. User Profile Delete Confirmation pop-up

8. Click **OK** to delete the permission list and return to the Find An Existing Value tab - Delete User Profiles page (**Figure 37**).

   OR

   Click **Cancel** to cancel the deletion and return to the Find An Existing Value tab - Delete User Profiles page (**Figure 37**).

Distributed User Profiles

This option allows the user to create and maintain user profiles.

1. Select the ***People Tools*** menu group.
2. Select the ***User Profiles*** menu.
3. Select the ***Distributed User Profiles*** component. The Find An Existing Value tab - Distributed User Profiles page (**Figure 40**) is displayed.

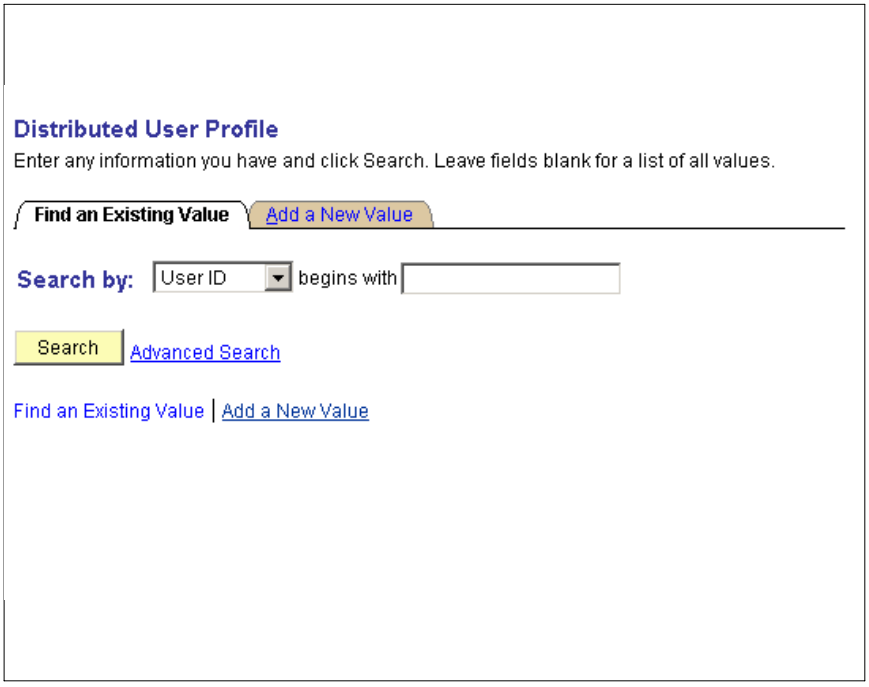

Figure 40. Find An Existing Value tab - Distributed User Profiles page

4. Complete the fields as follows:

Search By

Click the down arrow and make the applicable selection. This field defaults to **`User ID`**. The valid values are **`User ID`** and **`Description`**.

Begins With

Enter the applicable information that corresponds to the search by criteria.

5. Click **Search**. The General tab - User Profiles page (**Figure 28**) is displayed.

OR

Click the ***Add A New Value*** tab. The Add A New Value tab - Distributed User Profiles page (**Figure 41**) is displayed.

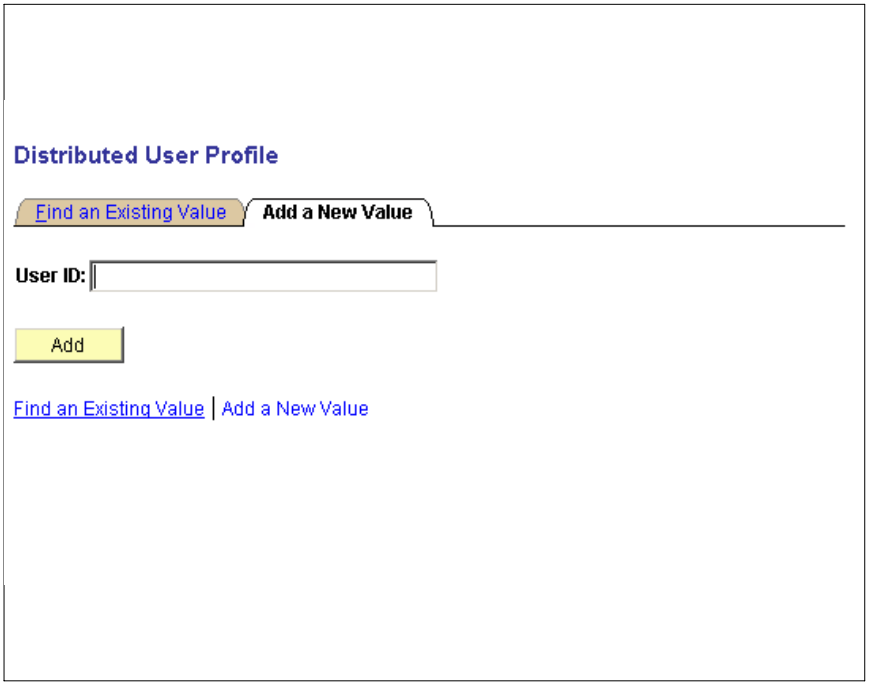

Figure 41. Add A New Value tab - Distributed User Profiles page

6. Complete the User ID field as follows:

User ID

Enter the user ID being added. Spaces are not allowed when typing the User ID. Spaces will result in an error message being displayed.

7. Click **Add**. The General Tab - User Profiles page (**Figure 28**) is displayed. For more information, refer to the User Profiles section of this procedure manual.

Distributed User Set Up

This option allows the user to set up the distributed user profile componenet search record.

1. Select the ***People Tools*** menu group.
2. Select the ***User Profiles*** menu.
3. Select the ***Distributed User Set Up*** component. The Set Distributed User Profile Search Record page (**Figure 42**) is displayed.

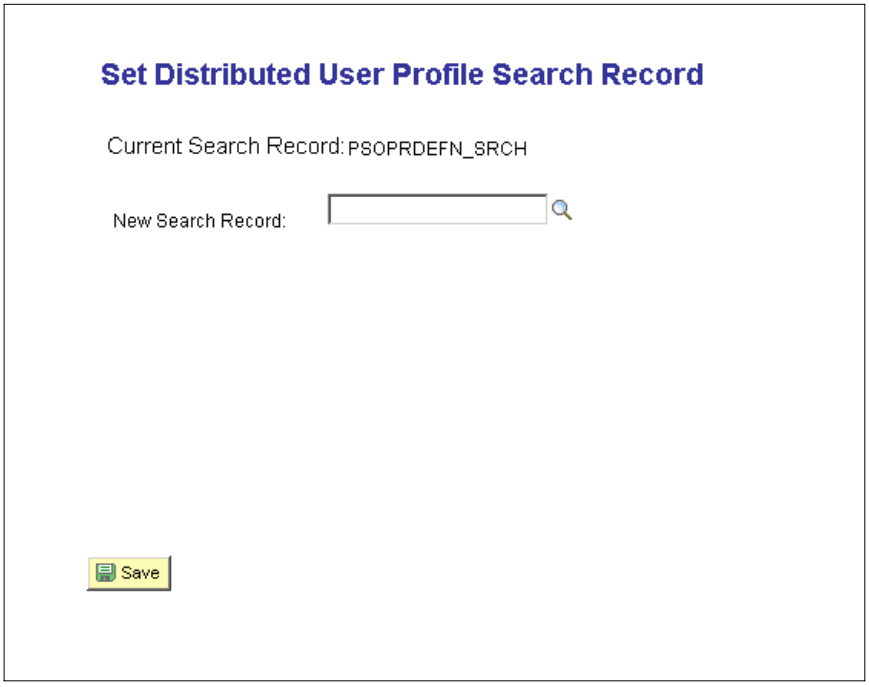

Figure 42. Set Distributed User Profile Search Record page

4. Complete the field as follows:

New Search Record

Enter the new search record or select data by clicking the search icon.

5. Click **Save** to save the new search record.

Purge Inactive User Profiles

This option allows the user to remove user profiles that have not been used for a long period of time.

1. Select the ***People Tools*** menu group.
2. Select the ***User Profiles*** menu.
3. Select the ***Purge Inactive User Profiles*** component. The Find An Existing Value tab - Purge Inactive User Profiles page (**Figure 43**) is displayed.

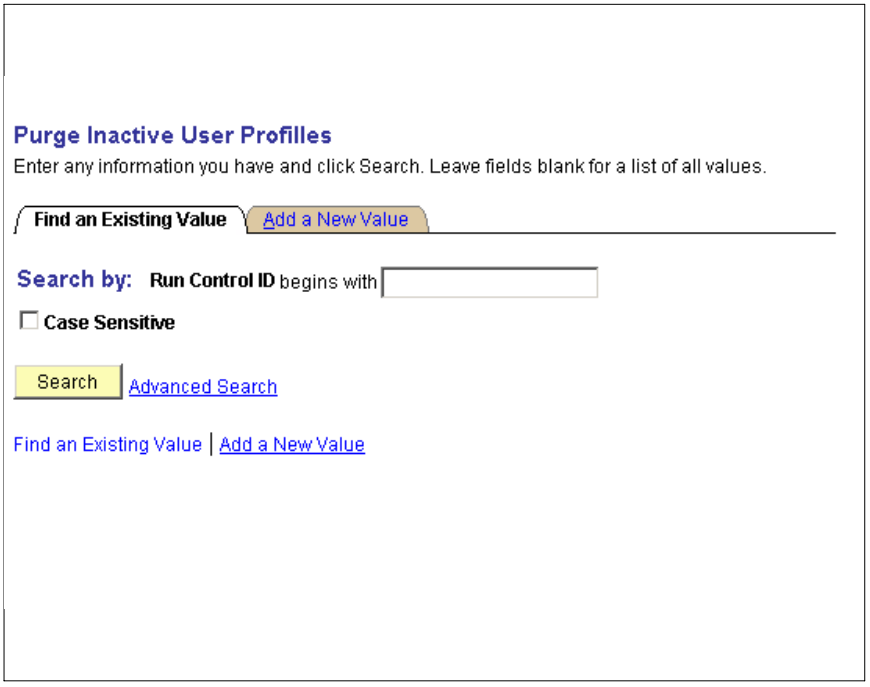

Figure 43. Find An Existing Value tab - Purge Inactive User Profiles page

4. Complete the fields as follows:

Search By/Run Control ID/Begins With

Enter the run control ID.

Case Sensitive

Check this box if the run control ID is case sensitive.

5. Click **Search**. The Purge Inactive User Profiles page (**Figure**) is displayed.

OR

Click the ***Add A New Value*** tab. The Add A New Value tab - Purge Inactive User Profiles page (**Figure 44**) is displayed.

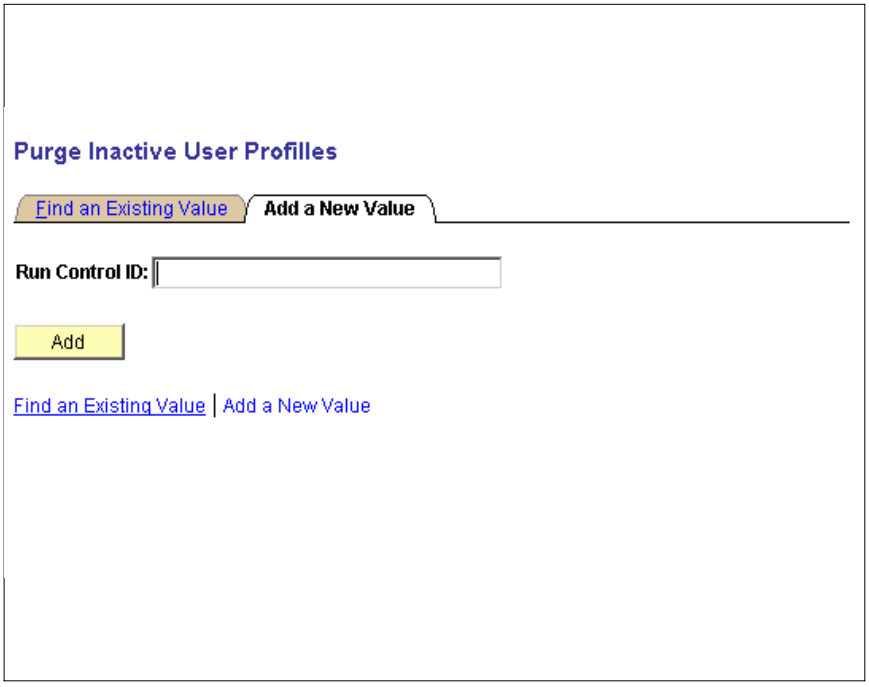

Figure 44. Add A New Value tab - Purge Inactive User Profiles page

6. Complete the field as follows:

Run Control ID

Enter the run control ID being added. Spaces are not allowed when typing the User ID. Spaces will result in an error message being displayed.

7. Click **Add**. The Purge Inactive User Profiles page (**Figure 45**) is displayed. For more information, refer to the User Profiles section of this procedure manual.

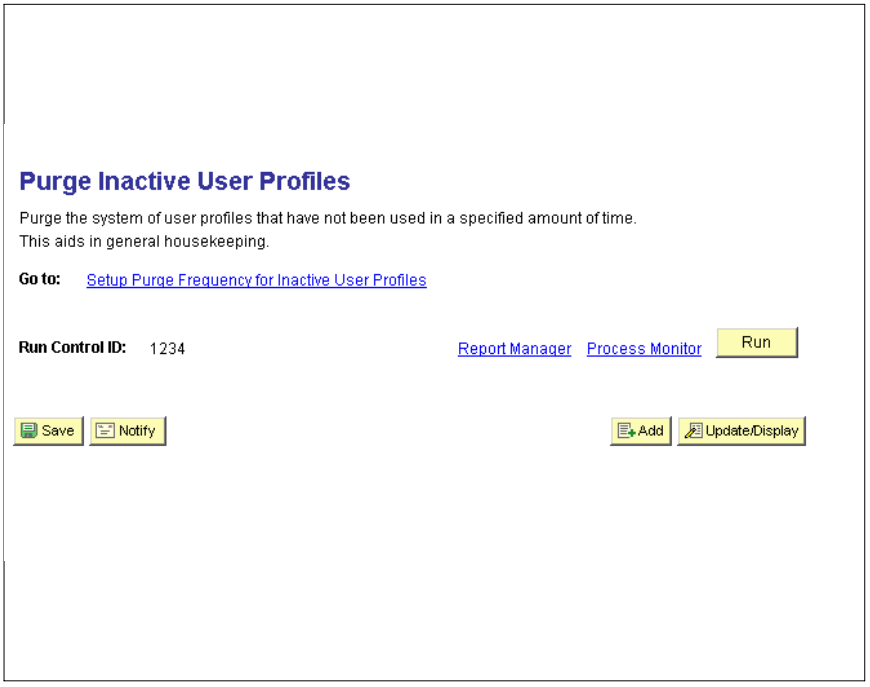

Figure 45. Purge Inactive User Profiles page

8. Click the ***Setup Purge Frequency For Inactive User Profiles*** link. The Password Controls page (**Figure 111**) is displayed. For more information about password controls, refer to the Password Controls section of this procedure manual.

Permissions & Roles

This section contains the following topics:

Permission Lists

Copy Permission Lists

Delete Permission Lists

Roles

Copy Roles

Delete Roles

Execute Role Rules

Permission Lists

To create, maintain, copy, and delete permission lists:

1. Select the ***EmpowHR User Security (HD)*** menu group.

2. Select the ***Permission Lists***. The Find An Existing Value tab - Permission Lists page **Figure 46**) is displayed.

Figure 46. Find An Existing Value tab - Permission Lists page

3. Complete the fields as follows:

Search By

This field defaults to **`Permission List`**. To change, select data from the drop-down list. The valid values are **`Permission List`** and **`Description`**.

Begins With

Enter the information that corresponds to Search By value.

4. Click **Search**. The General tab - Permissions List page (**Figure 48**) is displayed.

OR

Select the **Add A New Value** tab. The Add A New Value tab - Permission Lists page (**Figure 47**) is displayed.

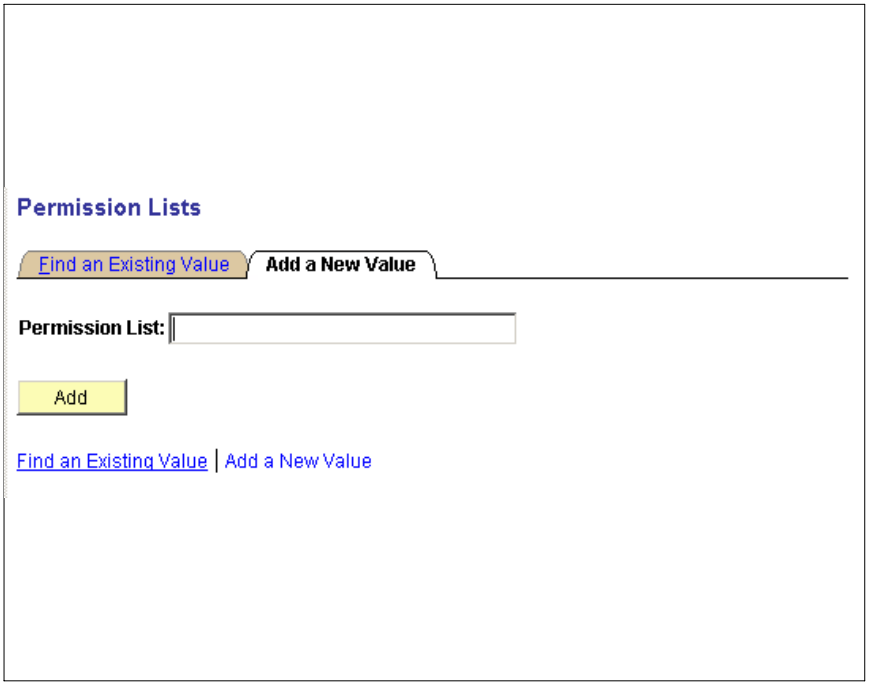

Figure 47. Add A New Value tab - Permission Lists page

5. Complete the field as follows:

Permission List

Enter the applicable information.

6. Click **Add**. The General tab -Permission List page (**Figure 48**) is displayed.

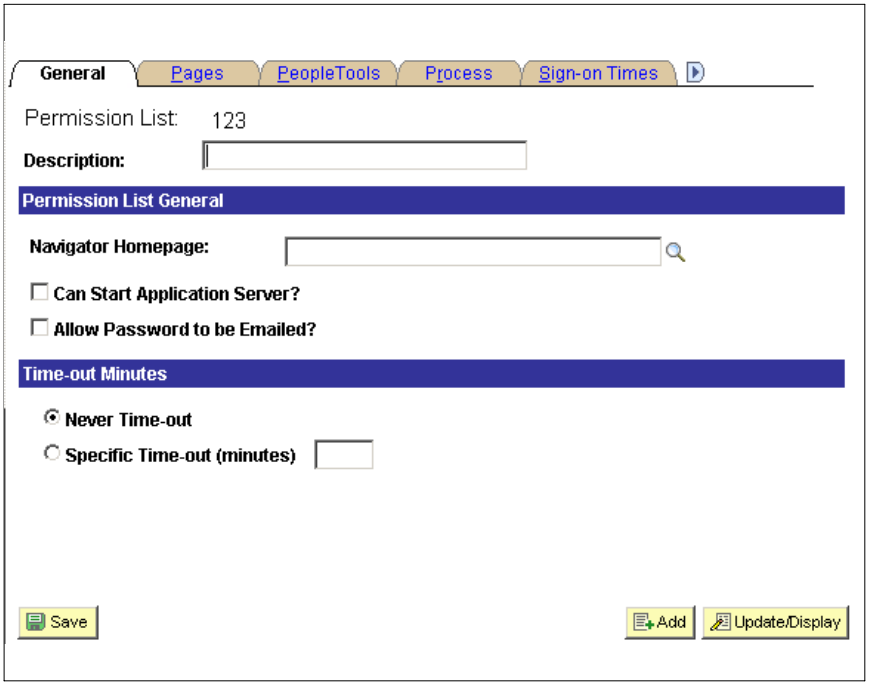

Figure 48. General tab - Permission List page

7. Complete the fields as follows:

Permission List

This field is populated based upon the search criteria entered.

Description

Enter the description of the Permission List. The information entered in this field will populate the Description field on subsequent tabs. If this field is left blank, the Description field will be blank on subsequent tabs.

Navigator Homepage

Enter the applicable Navigator Homepage or select data by clicking the search icon.

Can Start Application Server?

Check this box if applicable.

Allow Password To Be Emailed?

Check this box if applicable.

Never Time-out

This box is selected by default. Deselect if applicable.

Specific Time-out (Minutes)

Select this field if applicable. Enter a value to represent the number of minutes before the application will time out in the second part of the field.

8. Select the ***Pages*** tab. The Pages tab-Permission List page (**Figure 49**) is displayed.

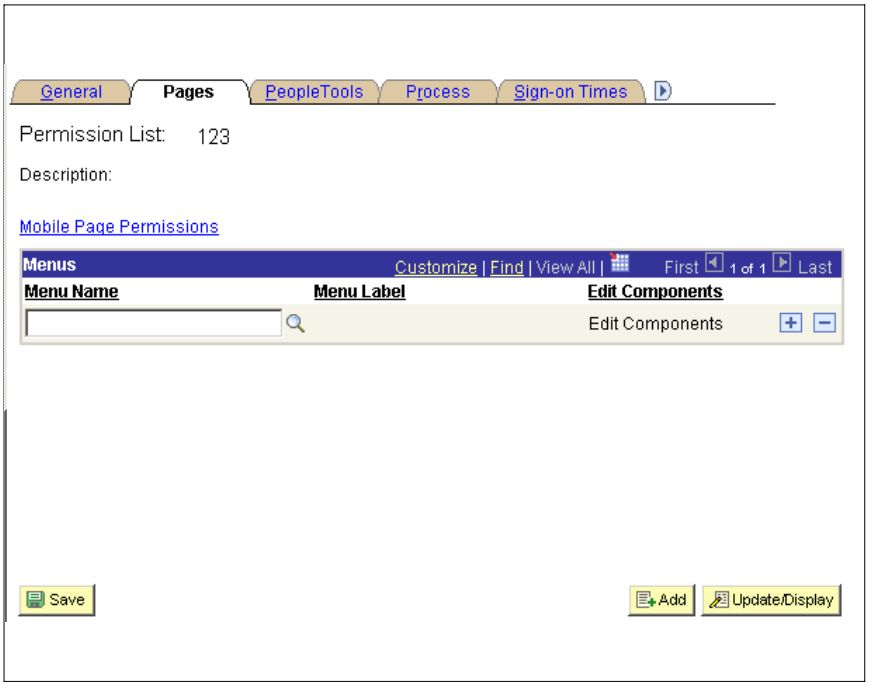

Figure 49. Pages tab - Permission List page

9. Complete the fields as follows:

Permission List

This field is populated based upon the search criteria entered.

Description

This field is populated based upon the description entered on the General tab - Permission List page (**Figure 48**).

Menu Name

Enter the applicable menu name or select data by clicking the search icon.

Menu Label

This field is populated based upon the menu name entered.

10. Click the **Mobile Page Permissions** link. The Mobile Page Permissions page (**Figure 50**) is displayed.

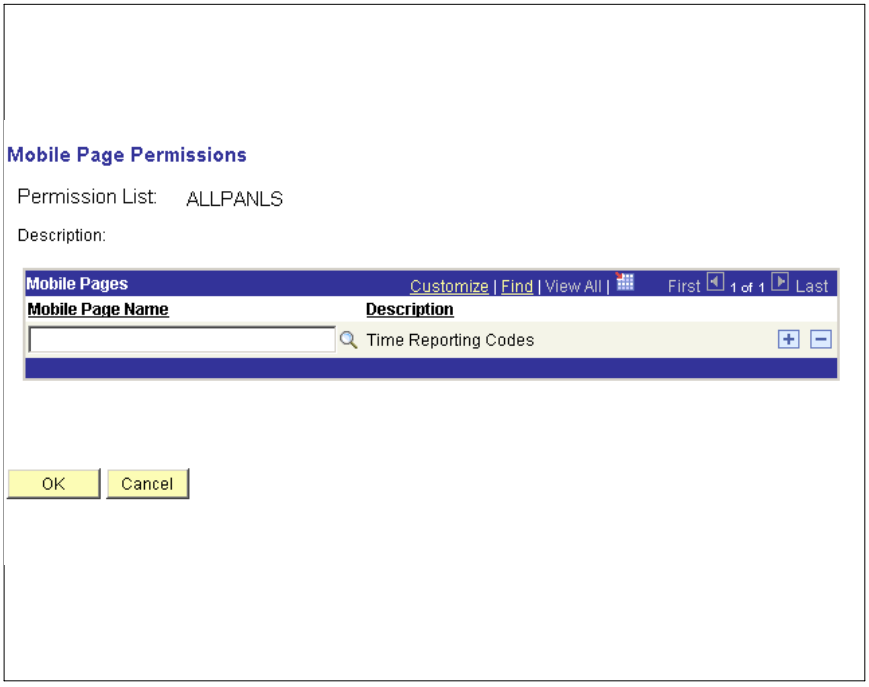

Figure 50. Mobile Page Permissions page

11. Complete the field as follows:

Permission List

This field is populated based upon the search criteria entered.

Description

This field is populated based upon the description entered on the General tab - Permissions page (**Figure 48**).

Mobile Page Name

Enter the mobile page name of select the applicable data by clicking the search icon.

12. Click **OK**. The information is saved. The Pages tab - Permission List page (**Figure 49**) is displayed.

OR

Click **Cancel**. The Pages tab - Permission List page (**Figure 49**) is displayed.

13. Click the **Edit Components** link. The Component Permissions page (**Figure 51**) is displayed.

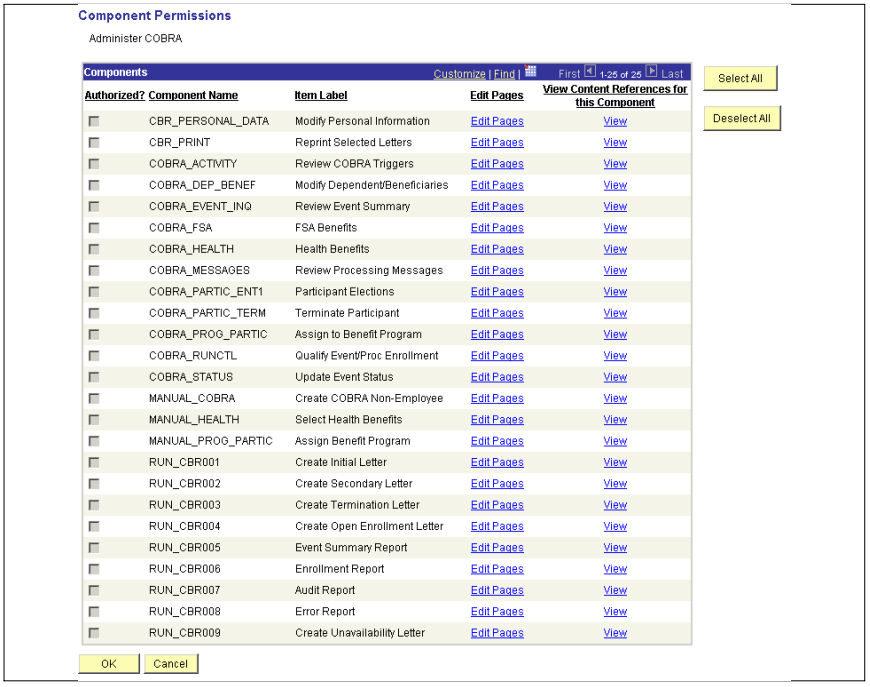

Figure 51. Component Permissions page

14. Click **Select All** to select all components.

OR

Click **Deselect All** to deselect all components.

OR

Click the **Edit Pages** link. The Page Permissions page (**Figure 52**) is displayed.

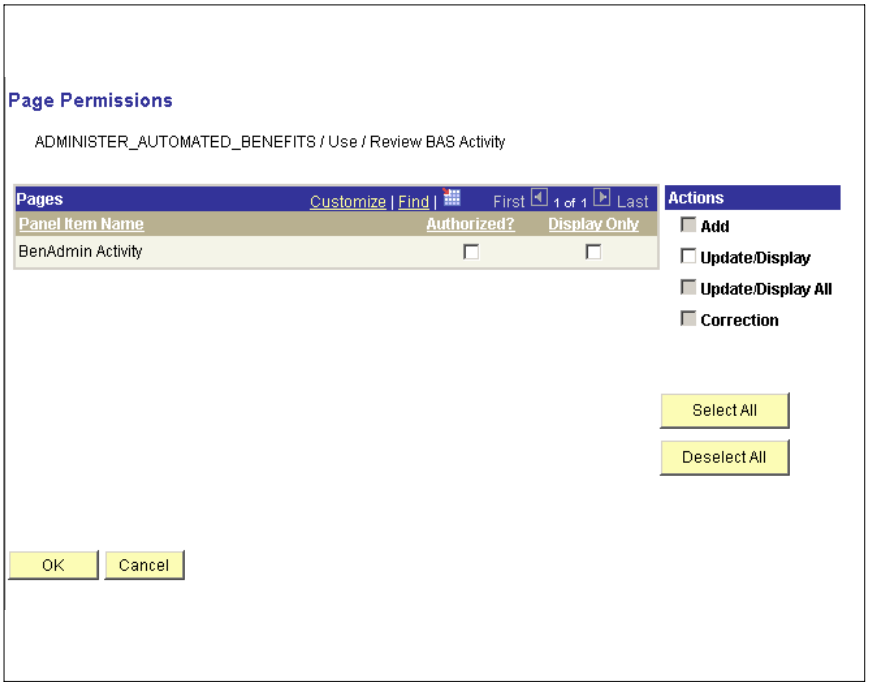

Figure 52. Page Permissions page

15. Complete the field as follows:

Authorized?

Check this box if applicable.

Display Only

Check this box if applicable.

Add

Check this box if applicable.

Update/Display

Check this box if applicable.

Update/Display All

Check this box if applicable.

Correction

Check this box if applicable.

16. Click **Select All** to select all available components.

OR

Click **Deselect All** to deselect all components.

17. Click **OK**. The information is saved and the Component Permissions page (**Figure 51**) is displayed.

OR

Click **Cancel**. The Component Permissions page (**Figure 51**) is displayed.

18. Click the **Edit** link. The Content References page (**Figure 53**) is displayed. This page displays all the content references in the database that point to this component. If the ”Accessible” column is checked, this Permission List includes access to all parent folders of the content reference.

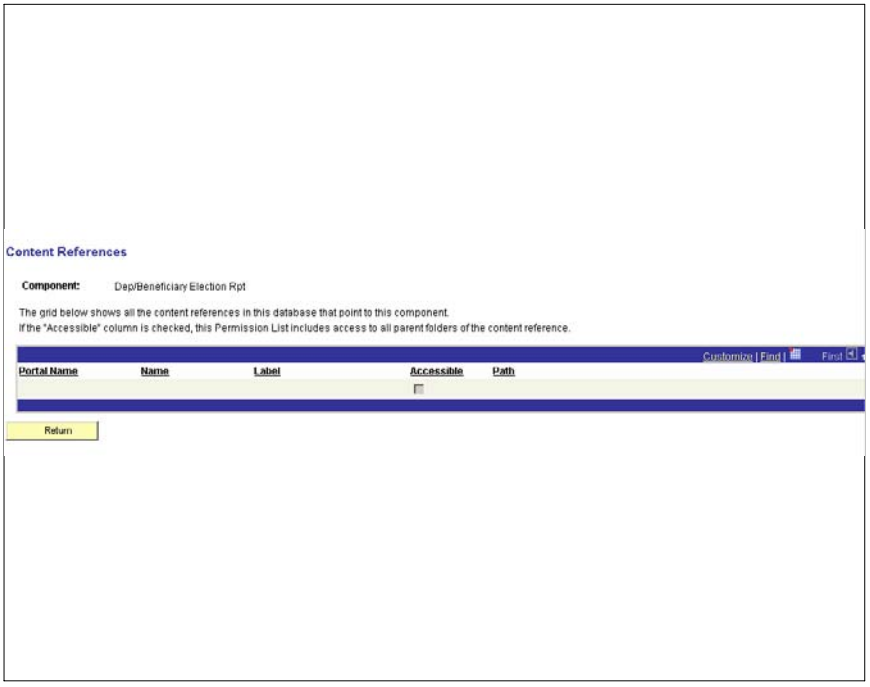

Figure 53. Content References page

19. Click **Return**. The Component Permissions pages (**Figure 51**) is displayed.

20. Click **OK** to save the information. The Pages tab - Permission List page (**Figure 49**) is displayed.

OR

Click **Cancel** to cancel the action. The Pages tab - Permission List page (**Figure 49**) is displayed.

21. Select the ***People Tools*** tab. The Peoples Tools tab - Permission List page (**Figure 54**) is displayed.

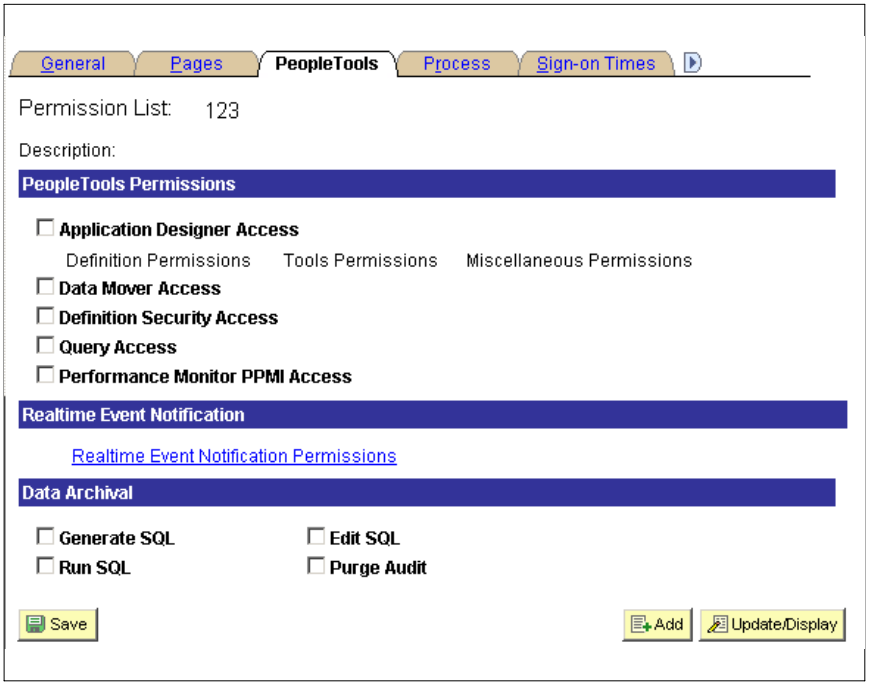

Figure 54. Poeple Tools tab - Permission List page

22. Complete the fields as follows:

Permission List

This field is populated based on the search criteria entered.

Description

This field is populated based on the description entered on the General tab - Permission List page (**Figure 48**).

Application Designer Access

Check this box to activate the Definition Permissions, Tools Permissions, and Miscellaneous Permissions links. These links allow a user to define various permissions in the application.

Data Move Access

Check this box to activate data mover access.

Definition Security Access

Check this box to activate definition security access.

Query Access

Check this box to activate query access.

Performance Monitor PPMI Access

Check this box to activate performance monitor PPMI access.

Generate SQL

Check this box to allow users to generate an SQL.

Edit SQL

Check this box to allow users to edit an SQL.

Run SQL

Check this box to allow users to run an SQL.

Purge Audit

Check this box to allow users to purge an audit.

23. Click the **Definition Permissions** link. The Definition Permissions page (**Figure 55**) is displayed.

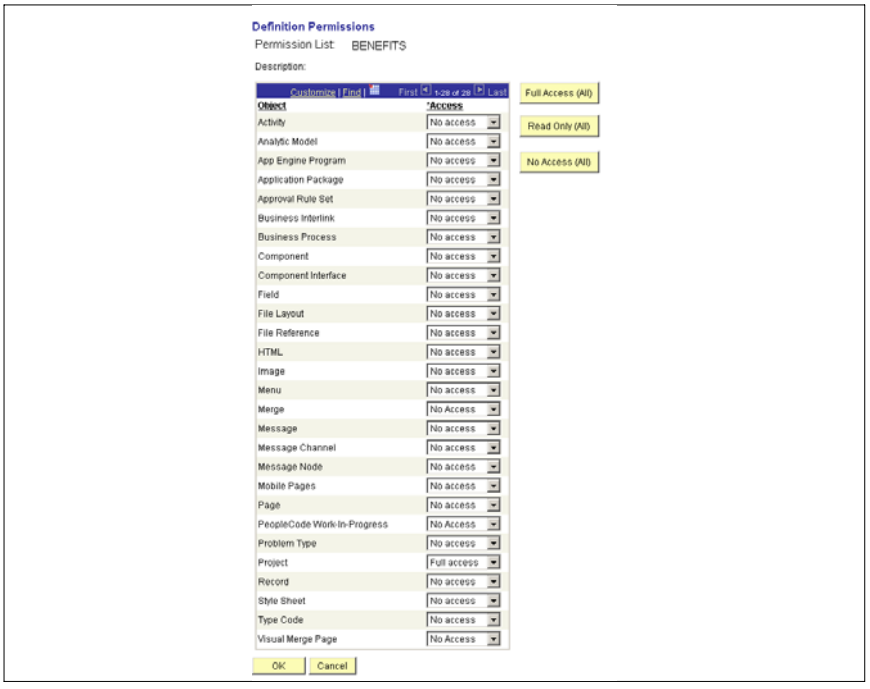

Figure 55. Definition Permissions page

24. Complete the fields as follows:

Permission List

This field is populated based on the search criteria entered.

Description

This field is populated based on the description entered on the General tab - Permission List page (**Figure 48**).

Object

This field is populated.

***Access**

Select data from the drop-down list. Thevalid values are **`Full Access`**, **`No Access`**, and **`Read Only Access`**.

25. Click **Full Access (All)** to apply that value to all objects.

OR

Click **Read Only (All)** to apply the read all value to all objects.

OR

Click **No Access (All)** to apply the not aaccess value to all objects.

26. Click **OK** to save the data. The People Tools tab - Permission List page (**Figure 54**) is displayed.

OR

Click **Cancel** to cancel the action. The People Tools tab - Permission List page (**Figure 54**) is displayed.

27. Click the **Tools Permissions** link. The Tools Permissions page (**Figure 56**) is displayed. The access code drop-down list for each tool listed may vary depending on the permission list selected.

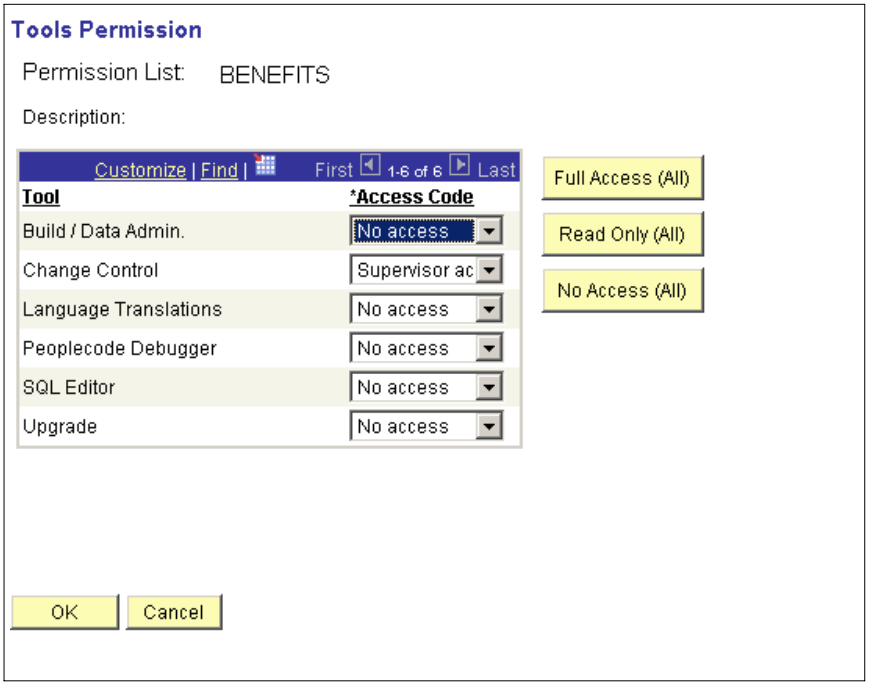

Figure 56. Tools Permissions page

28. Complete the fields as follows:

Permission List

This field is populated based on the search criteria entered.

Description

This field is populated based on the description entered on the General tab - Permission List page (**Figure 48**).

Tool

This field is populated.

***Access**

Enter the applicable information or select data from the drop-down list. The access code drop-down list for each tool listed may vary depending on the permission list selected.

29. Click **Full Access (All)** to apply that value to all objects.

OR

Click **Read Only (All)** to apply that value to all objects.

OR

Click **No Access (All)** to apply that value to all objects.

30. Click **OK** to save the data. The People Tools tab - Permission List page (**Figure 54**) is displayed.

OR

Click **Cancel** to cancel the action. The People Tools - Permission List page (**Figure 54**) is displayed.

31. Click the **Miscellaneous Permissions** link. The Miscellaneous Permissions page (**Figure 57**) is displayed.

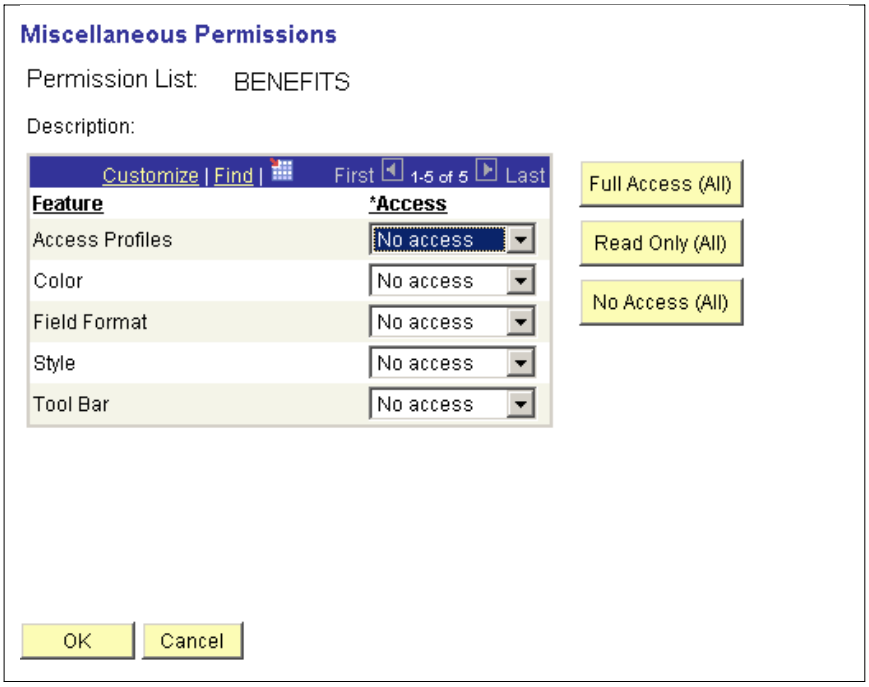

Figure 57. Miscellaneous Permissions page

32. Complete the fields as follows:

Permission List

This field is populated based on the search criteria entered.

Description

This field is populated based on the description entered on the General tab - Permission List page (**Figure 48**).

Feature

This field is populated.

***Access**

Enter the applicable information or select data from the drop-down list. The valid values are **`Full Access`**, **`No Access`**, and **`Read Only Access`**.

33. Click **Full Access (All)** to apply that value to all objects.

OR

Click **Read Only (All)** to apply that value to all objects.

OR

Click **No Access (All)** to apply that value to all objects.

34. Click **OK** to save the data. The People Tools tab - Permission List page (**Figure 54**) is displayed.

OR

Click **Cancel** to cancel the action. The People Tools tab - Permission List page (**Figure 54**) is displayed.

35. Click the **Realtime Event Notification Permissions** link. The REN Permissions page (**Figure 58**) is displayed.

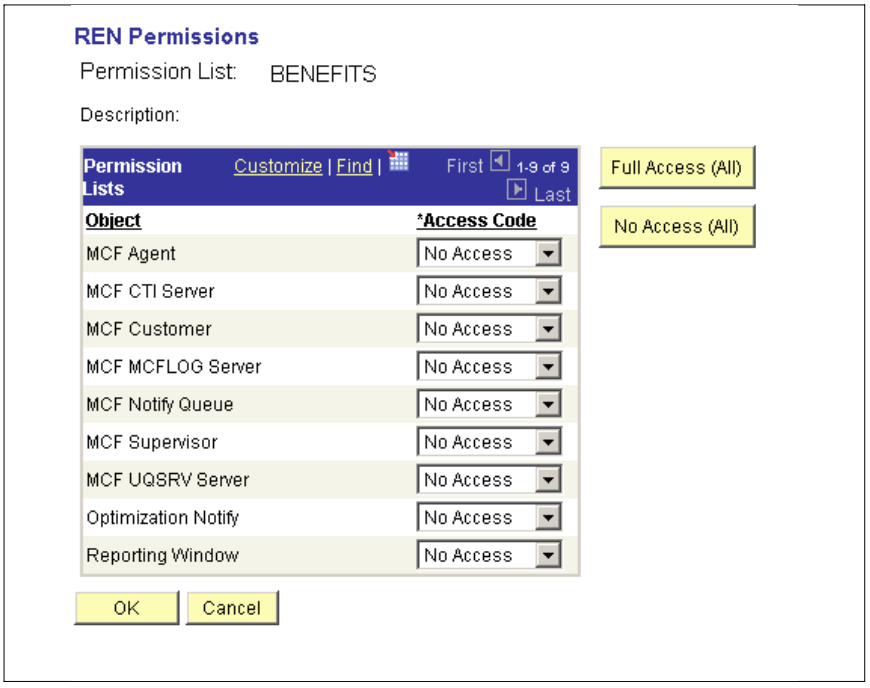

Figure 58. REN Permissions page

36. Complete the fields as follows:

Permission List

This field is populate based on the search criteria entered.

Description

This field is populated based on the description entered on the General tab - Permission List page (**Figure 48**).

Object

This field is populated.

***Access Code**

Enter the access code or select data from the drop-down list. The valid values are **`Full Access`** and **`No Access`**.

37. Click **Full Access (All)** to apply that value to all objects.

OR

Click **No Access (All)** to apply that value to all objects.

38. Click **OK** to save the data. The People Tools tab - Permission List page (**Figure 54**) is displayed.

OR

Click **Cancel** to cancel the action. ThePeople Tools tab - Permission List page (**Figure 54**) is displayed.

39. Select the ***Process*** tab. The Process tab - Permission List page (**Figure 59**) is displayed.

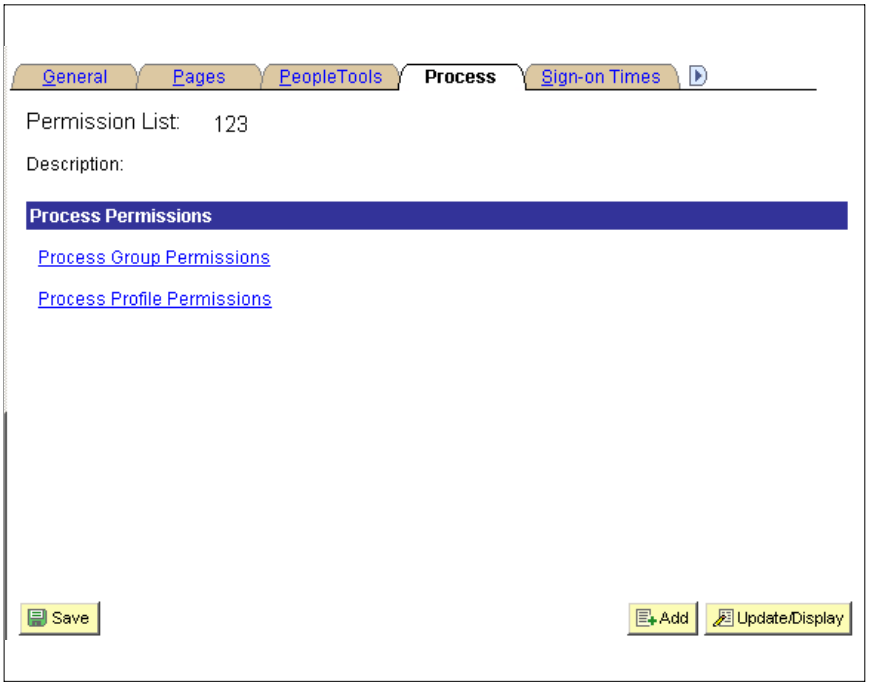

Figure 59. Process tab - Permission List page

40. Complete the fields as follows:

Permission List

This field is populated based on the search criteria entered.

Description

This field is populated based on the description entered on the General tab - Permission List page (**Figure 48**).

41. Click the **Process Group Permissions** link. The Process Group Permission page **Figure 60**) is displayed.

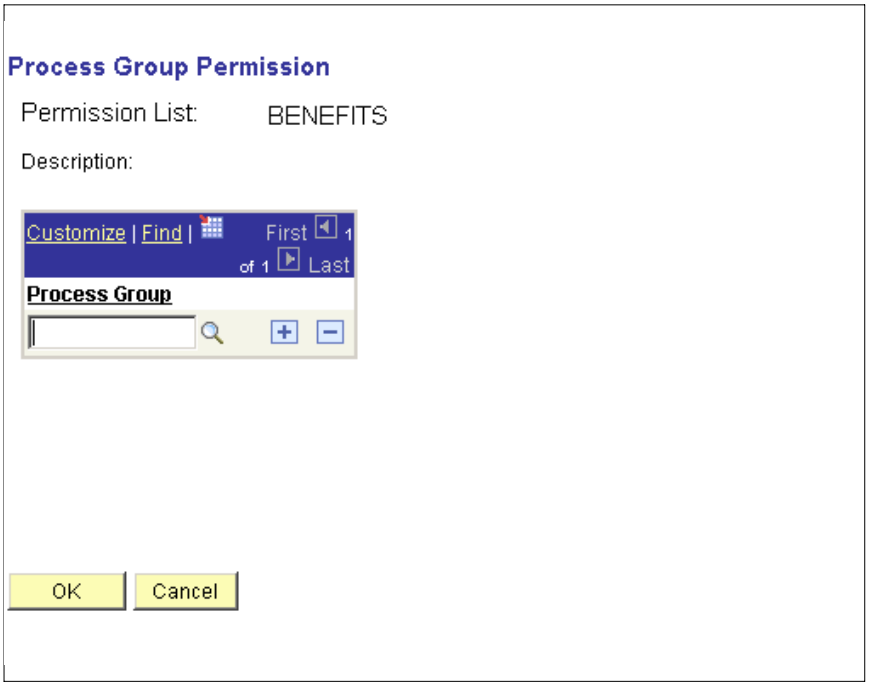

Figure 60. Process Group Permission page

42. Complete the fields as follows:

Permission List

This field is populated based on the search criteria entered.

Description

This field is populated based on the description entered on the General tab - Permission List page (**Figure 48**).

Process Group

Enter the process group or select data by clicking the search icon.

43. Click **OK** to save the data. The Process tab - Permission List page (**Figure 59**) is displayed.

OR

Click **Cancel** to cancel the action. The Process tab - Permission List page (**Figure 59**) is displayed.

44. Click the **Process Profile Permissions** link. The Process Profile Permission page **Figure 61**) is displayed.

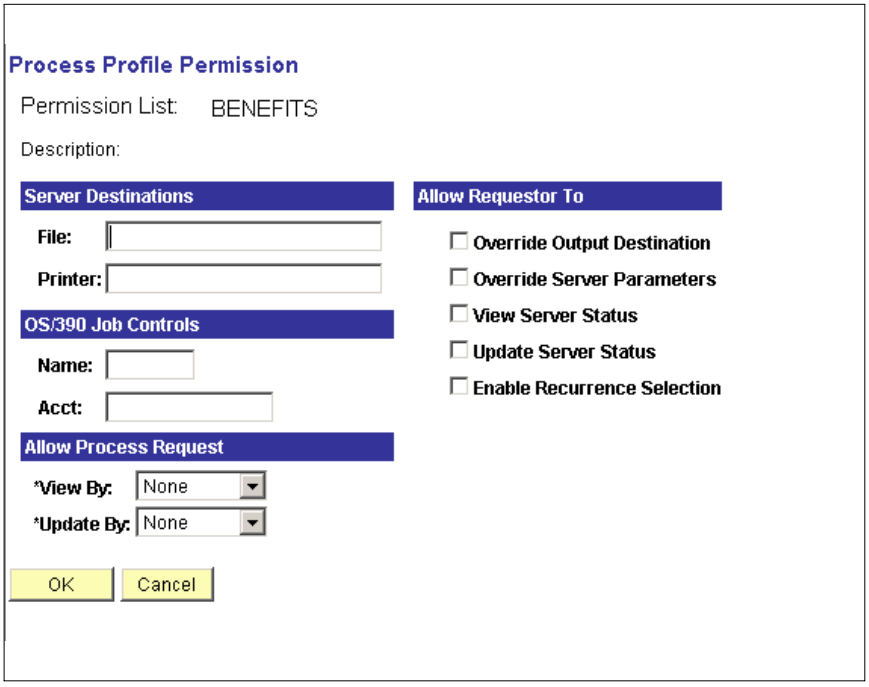

Figure 61. Process Profile Permission page

45. Complete the fields as follows:

Permission List

This field is populated based on the search criteria entered.

Description

This field is populated based on the description entered on the General tab - Permission List page (**Figure 48**).

File

Enter the applicable file name for the server destination.

Printer

Enter the applicable printer name for the server destination.

Override Output Destination

Check this box if applicable.

Override Server Parameters

Check this box if applicable.

View Server Status

Check this box if applicable.

Update Server Status

Check this box if applicable.

Enable Recurrence Selection

Check this box if applicable.

Name

Enter the name for the job controls.

Acct

Enter the account for the job controls.

View By

Enter the applicable information or select data from the drop-down list. The valid values are **`All`**, **`None`** and **`Owner`**.

Update By

Select data from the drop-down list. The valid values are **`All`**, **`None`** and **`Owner`**.

46. Click **OK** to save the data. The Process tab - Permission List page (**Figure 59**) is displayed.

OR

Click **Cancel** to cancel the action. The Process tab - Permission List page (**Figure 59**) is displayed.

47. Select the **Sign-on Times** tab. The Sign-On-Times tab - Permission List page (**Figure 62**) is displayed.

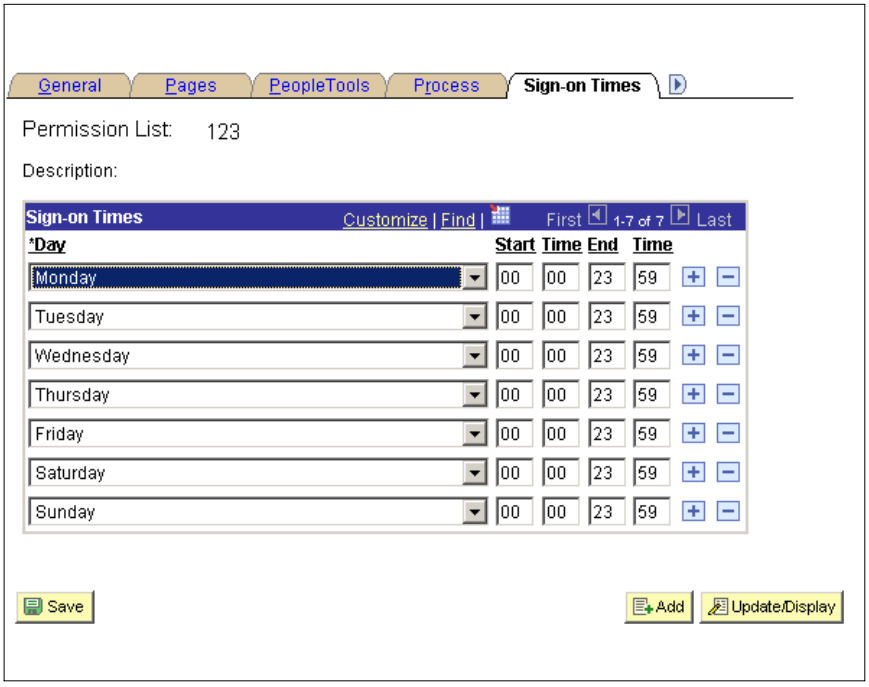

Figure 62. Sign-On Times tab - Permission List page

48. Complete the fields as follows:

Permission List

This field is populated based on the search criteria entered.

Description

This field is populated based on the description entered on the General tab - Permission List page (**Figure 48**).

Day

Enter the applicable information or select data from the drop down list. The valid values are **`Sunday`**, **`Monday`**, **`Tuesday`**, **`Wednesday`**, **`Thursday`**, **`Friday`** and **`Saturday`**

Start

Enter the applicable hour for the start time.

Time

Enter the applicable minute(s) for the start time.

End

Enter the applicable hour for the end time.

Time

Enter the applicable minute(s) for the end time.

49. Select the ***Component Interfaces*** tab. The Component Interfaces tab - Permission List page (**Figure 63**) is displayed.

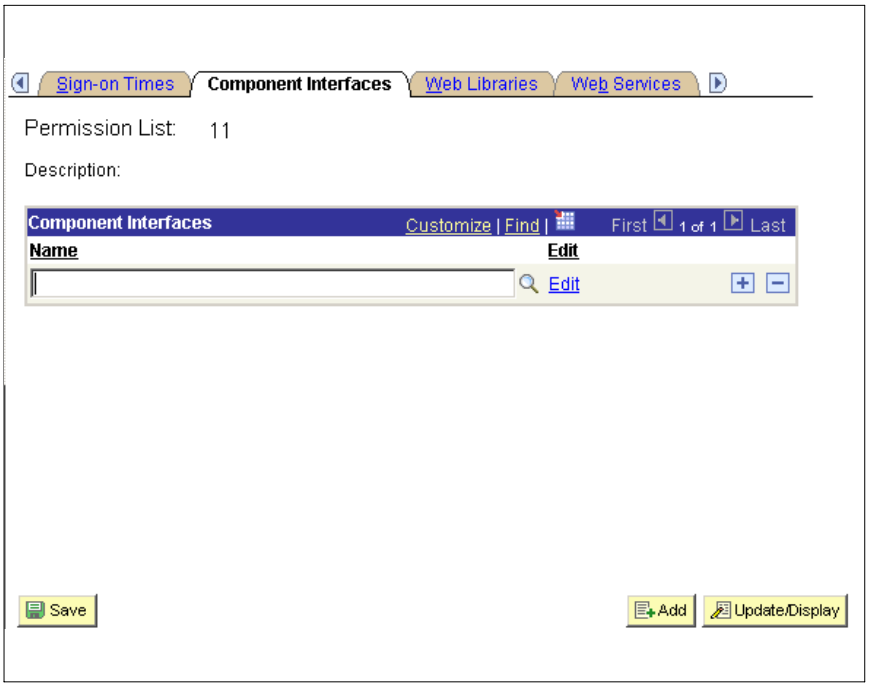

Figure 63. Component Interfaces tab - Permission List page

50. Complete the fields as follows:

Permission List

This field is populated based on the search criteria entered.

Description

This field is populated based on the description entered on the General tab - Permission List page (**Figure 48**).

Name

Enter the component interface name or select data by clicking the search icon.

51. Click the **Edit** link to edit the permissions for the component interface selected. The Component Interface Permissions page (**Figure 64**) is displayed.

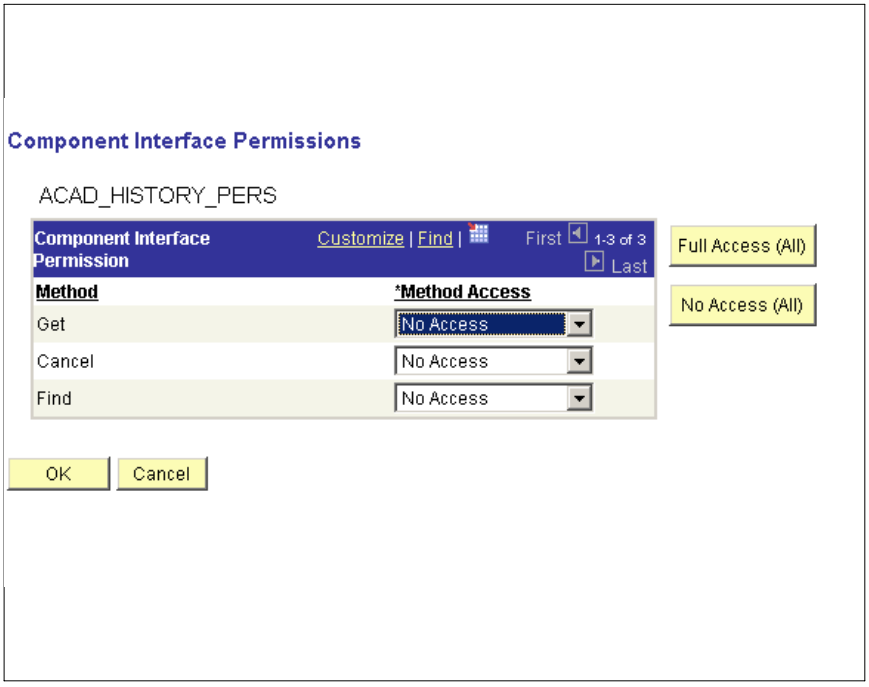

Figure 64. Component Interface Permissions page

52. Complete the fields as follows:

Name

This field is populated based on the component interface name entered or selected on the Component Interfaces tab - Permissions page (**Figure 64**) .

Method

This field is populated.

***Method Access**

Enter the applicable information or select data from the drop-down list. The valid values are **`Full Access`** and **`No Access`**.

53. Click **Full Access (All)** to apply that value to all methods.

OR

Click **No Access (All)** to apply that value to all methods.

54. Click **OK** to save the data. The Component Interfaces tab - Permission List page (**Figure 63**) is displayed.

OR

Click **Cancel** to cancel the action. The omponent Interfaces tab - Permission List page (**Figure 63**) is displayed.

55. Select the ***Web Libraries*** tab. The Web Libraries tab - Permission List page (**Figure 65**) is displayed.

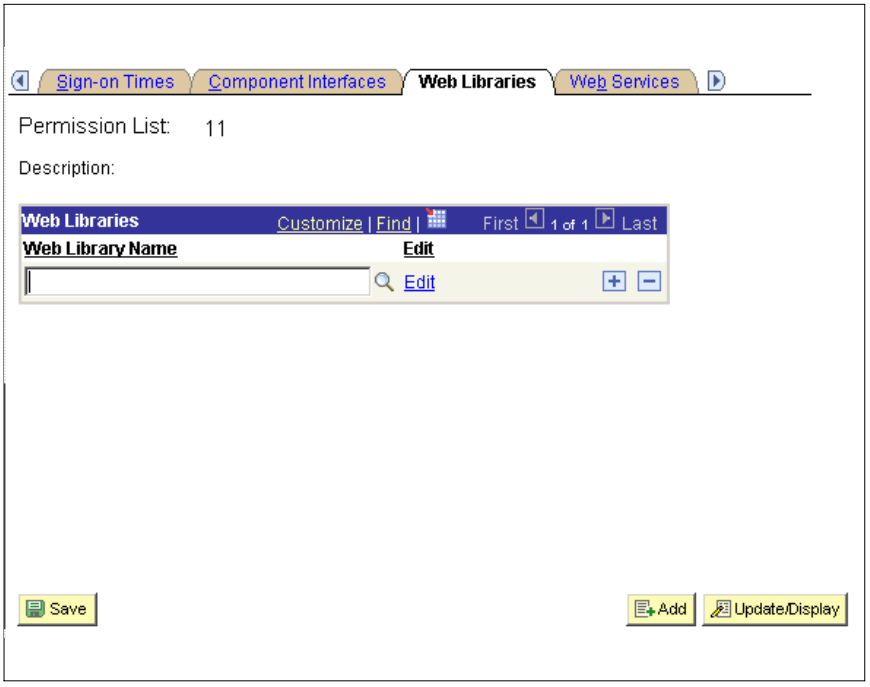

Figure 65. Web Libraries tab - Permission List page

56. Complete the fields as follows:

Permission List

This field is populated based on the search criteria entered.

Description

This field is populated based on the description entered on the General tab - Permissions List page (**Figure 48**).

Web Library Name

Enter the Web Library Name or select data by clicking the search icon.

57. Click the **Edit** link. The Weblib Permissions page (**Figure 66**) is displayed.

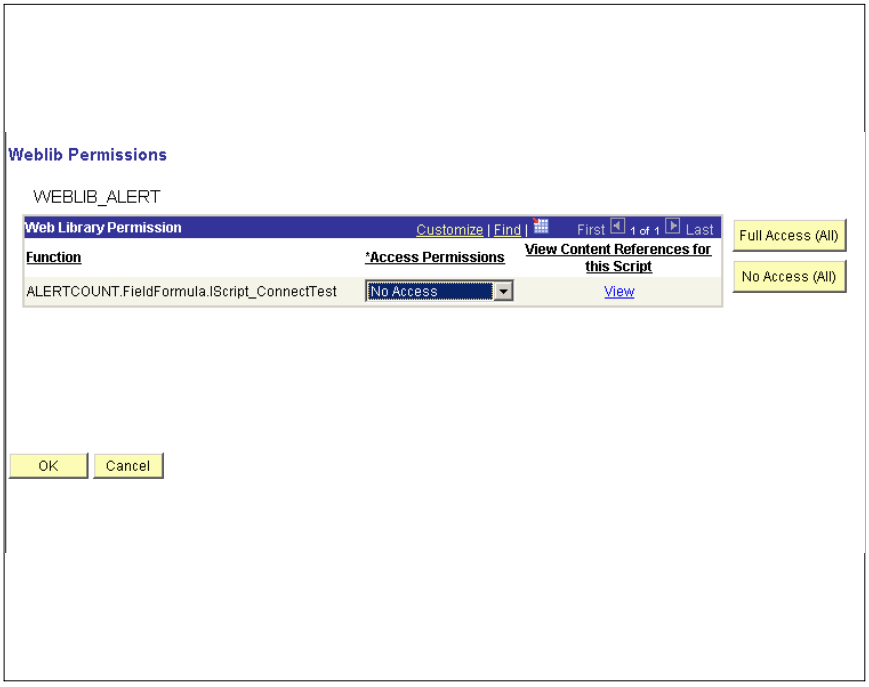

Figure 66. Weblib Permissions page

58. Complete the fields as follows:

Name

This field is populated based on the web library name entered or selected on the Web Libraries tab - Permission List page (**Figure 65**).

Function

This field is populated.

***Access Permissions**

Enter the applicable information or select data from the drop-down list. The valid values are **`Full Access`** and **`No Access`**.

59. Click **Full Access (All)** to apply that value to all functions.

OR

Click **No Access (All)** to apply that value to all functions.

60. Click the **View** link. The Content References page (**Figure 67**) is displayed. This page displays all the content references in this database that point to this script. If the Accessible column is checked, this Permission List includes access to all parent folders of the content reference.

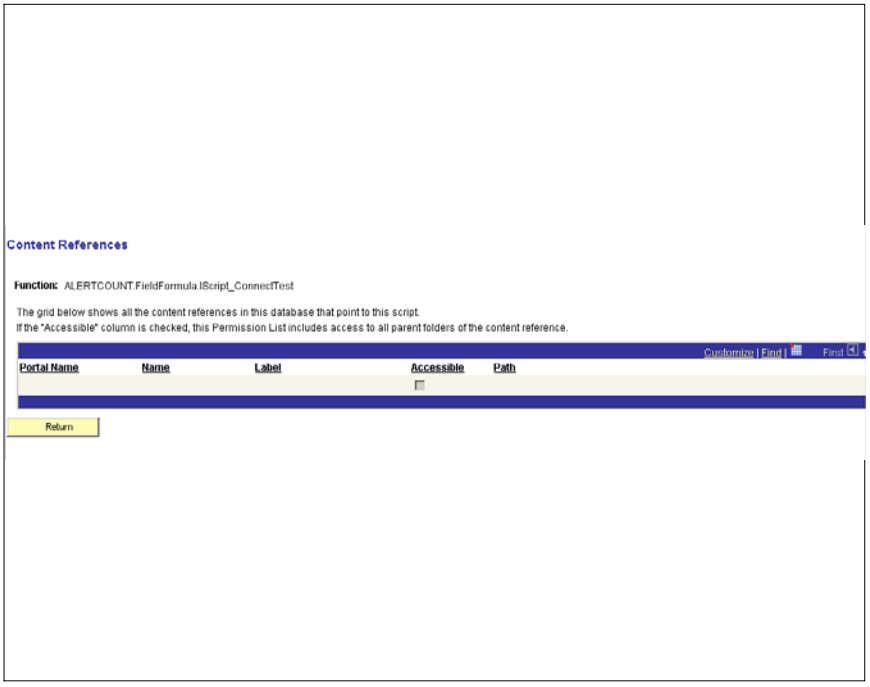

Figure 67. Content References page

61. Click **Return**. The Weblib Permissions tab - Permission List page (**Figure 66**) is displayed.

62. Click **OK** to save the data. The Weblib Permissions tab - Permission List page (**Figure 65**) is displayed.

OR

Click **Cancel** to cancel the action. TheWeblib Permissions tab - Permission List page (**Figure 65**) is displayed.

63. Select the ***Web Services*** tab. The Web Services tab - Permission List page (**Figure 68**) is displayed. This page can be customized.

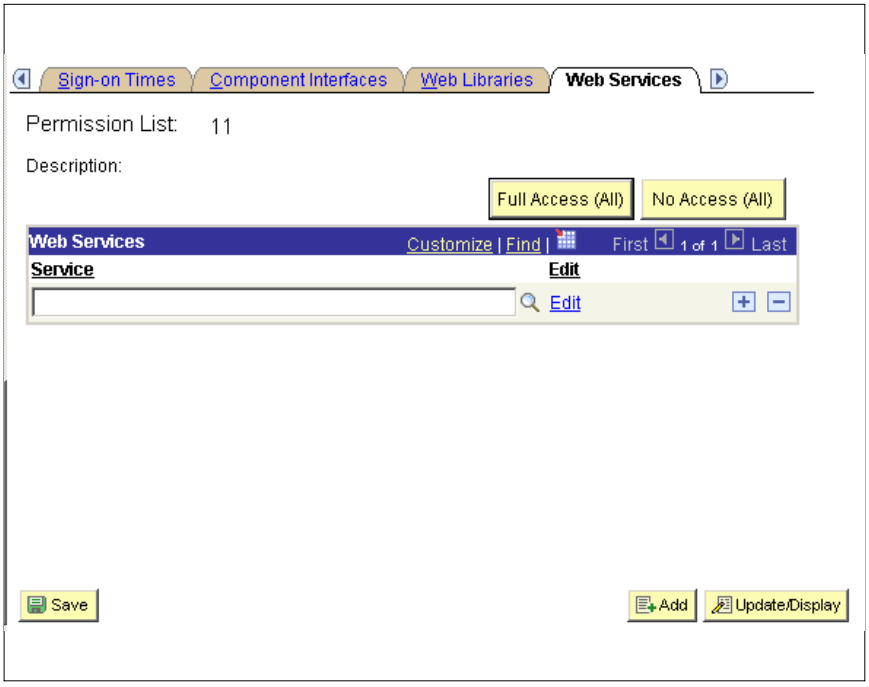

Figure 68. Web Services tab - Permission List page

64. Complete the fields as follows:

Permission List

This field is populated based upon the value added on the Add A New Value tab.

Description

This field is populated based upon the Description entered on the General tab - Permission List page (**Figure 48**). If no data was entered on the General tab (**Figure 48**), this field will be blank.

Service

Enter the applicable service or click the icon to select the applicable service.

65. Click the ***Edit*** link.??????????

66. Select the ***Personalizations*** tab. The Personalizations tab - Permission List page (**Figure 69**) is displayed.

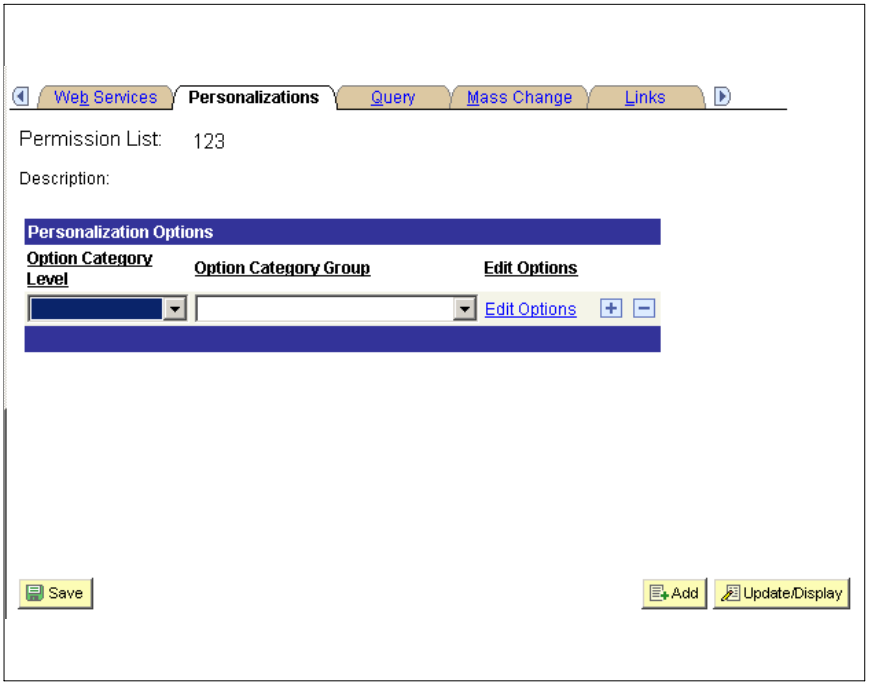

Figure 69. Personalizations tab - Permission List page

67. Complete the fields as follows:

Permission List

This field is populated based on the search criteria entered.

Description

This field is populated based on the description entered on the General tab - Permission List page (**Figure 48**).

Option Category Level

Select the applicable data from the drop-down list. The valid values are **`CRM`**, **`Custom`**, **`EPM`**, **`FIN`**, **`HRMS`**, **`LS`**, **`SCM`**, and **`Tools`**.

Option Category Group

Select the applicable data from the drop-down list. The valid values are **`App Designer Preferences`**, **`Custom Personalizations`**, **`PS Internet Architecture`**, **`Portal Personalizations`**, **`Query Preferences`**, and **`Tree Manager Preferences`**.

68. Clickthe **Edit Options** link. The Personalization Permissions page (**Figure**) is displayed.

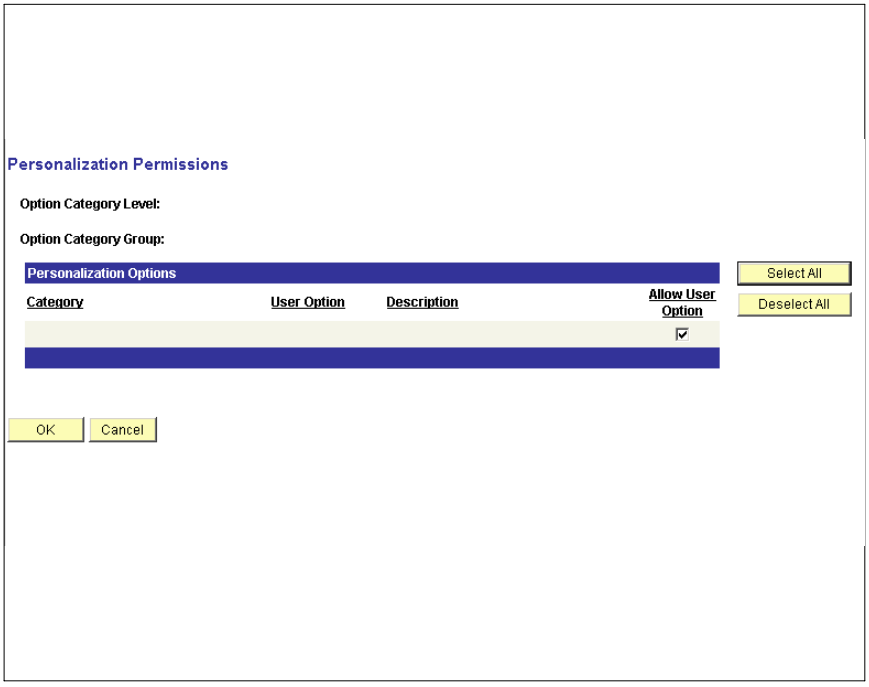

Figure 70. Personalization Permissions page

69. Complete the fields as follows:

Option Category Level

This field is populated from the Personalizations tab - Permission List page.

Option Category Group

This field is populated from the Personalizations tab - Permission List page.

Category

This field is blank and cannot be modified.

User Option

This field is blank and cannot be modified.

Description

This field is blank and cannot be modified.

Allow Users Option

Check this box if the user is allowed to use this option.

70. Click **Select All** to select all personalization options.

OR

Click **Deselect All** to deselect all personalization options.

71. Click **OK**. The data is saved and the Personalizations tab - Permission List page (**Figure 69**) is displayed.

OR

Click **Cancel** the action is canceled and the Personalizations tab - Permission List page (**Figure 69**) is displayed.

72. Select the ***Query*** tab. The Query tab - Permission Lit page (**Figure 71**) is displayed.

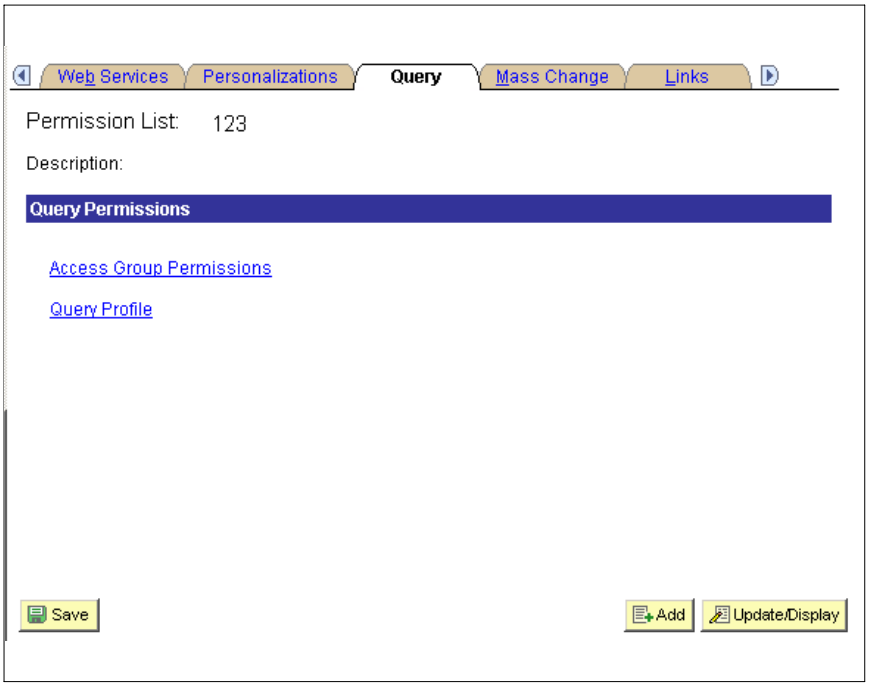

Figure 71. Query tab - Permission List page

73. Complete the fields as follows:

Permission List

This field is populated based on the search criteria entered.

Description

This field is populated based upon the description entered on the General tab - Permission List page (**Figure 48**).

74. Click the **Access Group Permissions** link. The Permission List Access Groups page (**Figure 72**) is displayed.

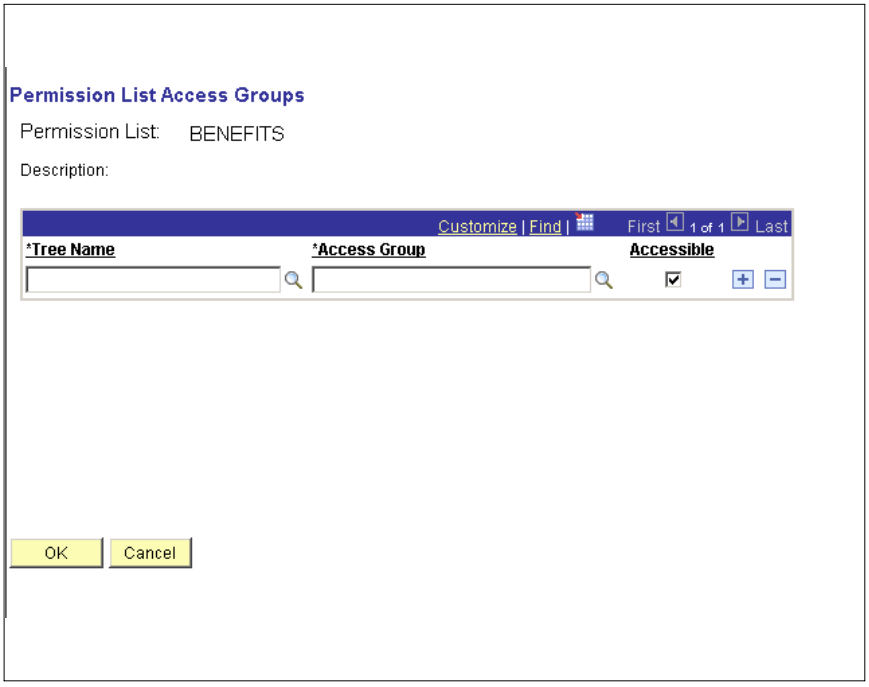

Figure 72. Permission List Access Groups page

75. Complete the fields as follows:

Permission List

This field is populated based on the search criteria entered.

Description

This field is populated based on the description entered on the General tab - Permission List page (**Figure 48**).

***Tree Name**

Enter tree name or select data by clicking the search icon.

***Access Group**

Enter access group or select data by clicking the search icon.

Accessible

Check this box if applicable.

76. Click **OK**. The data is saved and the The Permission List Access Groups page (**Figure 72**) is displayed.

OR

Click **Cancel**. The action is canceled and the The Permission List Access Groups page (**Figure 72**) is displayed.

77. Select the ***Mass Change*** tab. The Mass Change tab - Permission List page (**Figure 73**) is displayed.

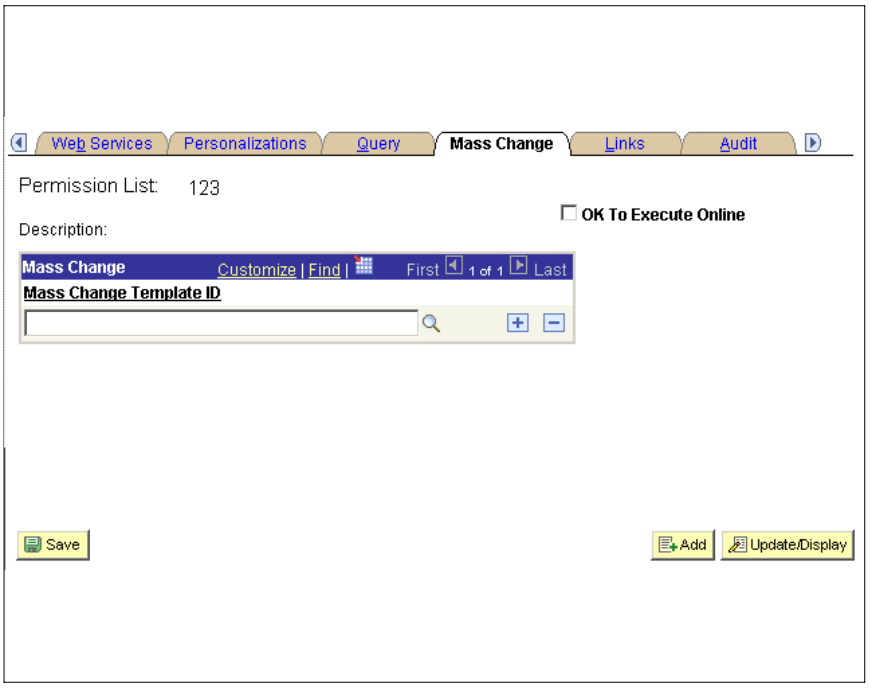

Figure 73. Mass Change tab - Permission List page

78. Complete the fields as follows:

Permission List

This field is populated based upon the search criteria entered.

Description

This field is populated based upon the description entered on the General tab - Permission List page (**Figure 48**).

OK To Execute Online

Check this box if applicable.

Mass Change Template ID

Enter the Mass Change Template ID or select the applicable data by clicking the search icon.

79. Select the ***Links*** tab. The Links tab - Permission List page (**Figure 74**) is displayed.

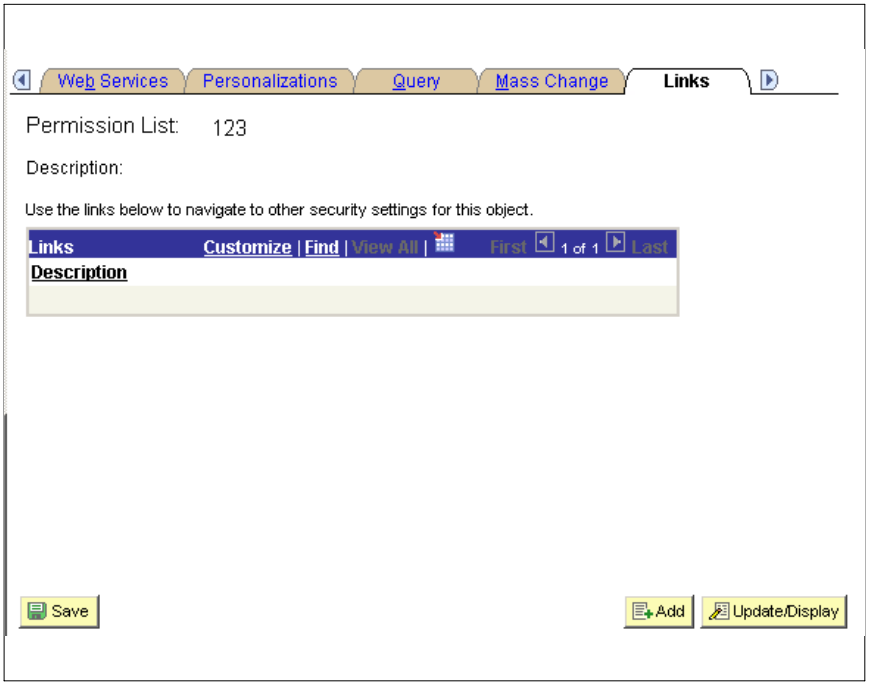

Figure 74. Links tab - Permission List page

80. Complete the fields as follows:

Permission List

This field is populated based on the search criteria entered.

Description

This field is populated based on the description entered on the General tab - Permission List page (**Figure 48**).

81. Select the ***Audit*** tab. The Audit tab - Permission List page (**Figure 75**) is displayed.

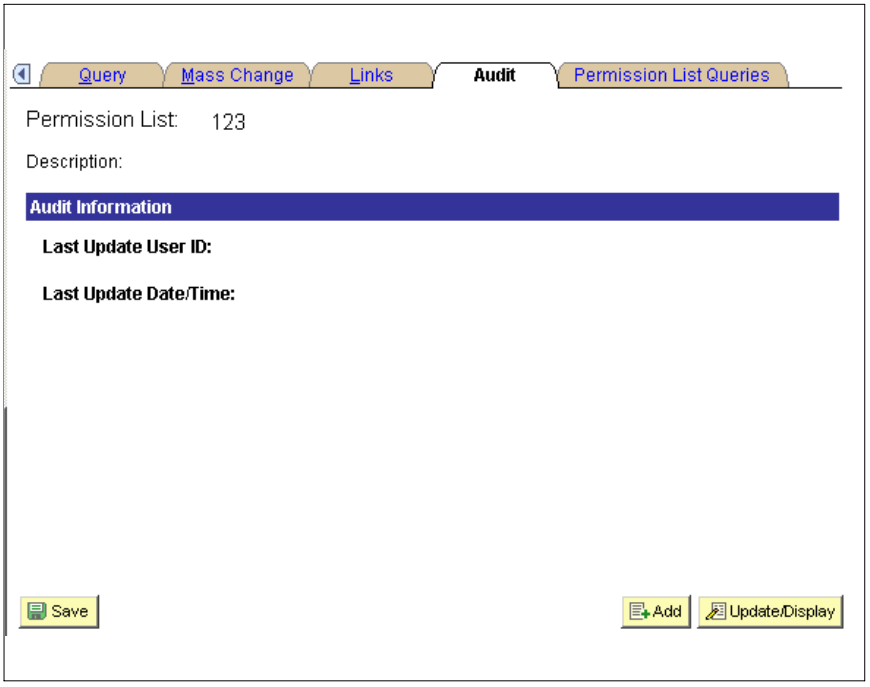

Figure 75. Audit tab - Permission List page

82. Complete the fields as follows:

Permission List

This field is populated based on the search criteria entered.

Description

This field is populated based on the description entered on the General tab - Permission List page (**Figure 48**).

Last Update User ID

This field is populated with the last update.

Last Update Date/Time

This field is populated with the last date/time the User ID was updated.

83. Select the ***Permission List Queries*** tab. The Permissions List Queries tab - Permission List page (**Figure 76**) is displayed.

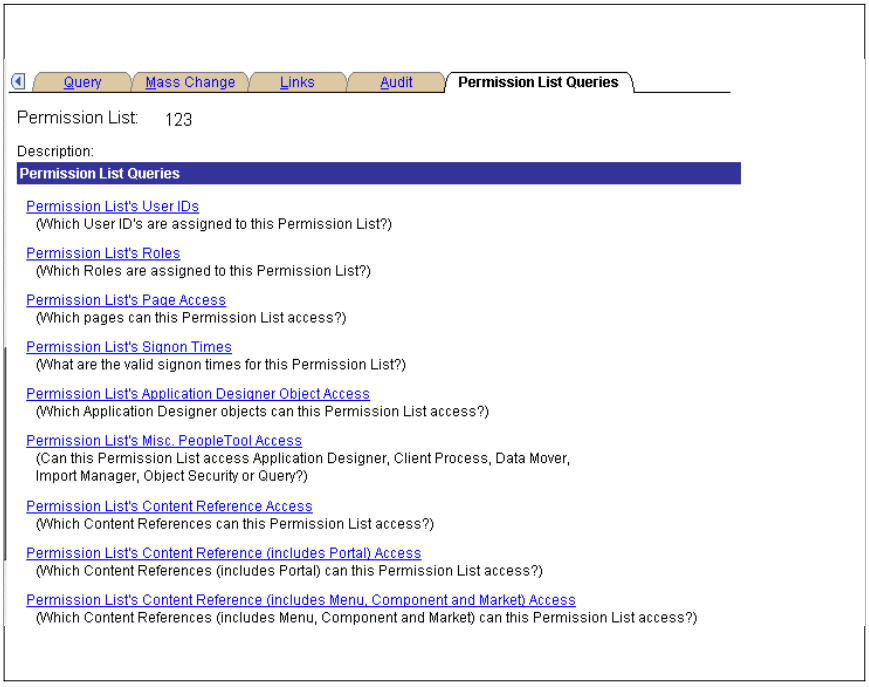

Figure 76. Permission List Queries tab - Permission List page

84. Complete the fields as follows:

Permission List

This field is populated based on the search criteria enterecd.

Description

This field is populated based upon the description entered on the General tab - Permission List page (**Figure 48**).

Permission List Queries

This field displays a list of links that allow the user to perform queries. Below is a list of the links as follows:

Permission List Queries

Link	Description
Permission List's User IDs	Which User IDs Are Assigned To This Permission List?
Permission List's Roles	Which Roles Are Assigned To This Permission List?
Permission List's Page Access	Which Pages Can This Permission List Access?
Permission List's Signon Times	What Are The Valid Signon Times For This Permission List?
Permission List's Application Designer Signon Access	Which Application Designer Objects Can This Permission List Access?
Permission List's Misc. People Tool Access	Can This Permission List Access Application Designer, Client Process, Data Mover, Import Manager, Object Security, Or Query?
Permission List's Content Reference Access	Which Content References Can This Permission List Access?
Permission List's Content Reference (Includes Portal) Access	Which Content References (Includes Portal) an This Permission List Access?
Permission List's Content Reference (Includes Menu, Component, And Market) Access	Which Content References (Includes Menu, Component, And Market) Can This Permission List Access?
Permission List's Content Reference (Includes Portal, Menu, Component, And Market Access)	Which Content References (Includes Portal, Menu, Component, And Market) Can This Permission List Access?
Permission List's Web Service Operation Access	Which Web Services Operation Can This Permission List Access?

85. Click **Save** to save the information.

OR

Click **Add** to return to the Add A New Value tab.

OR

Click **Update/Display** to return to the Find An Existing Value tab.

Copy Permission Lists

The ***Copy Permission Lists*** option is used to copy a permission list.

To copy a permission lists:

1. Select the***People Tools*** menu group

2. Select the***Security*** menu .

3. Select the ***Permission Lists***menu item.

4. Select the ***Copy Permission Lists*** component. TheFind An Existing Value tab-Permission List Save As page is (**Figure 77**) is displayed.

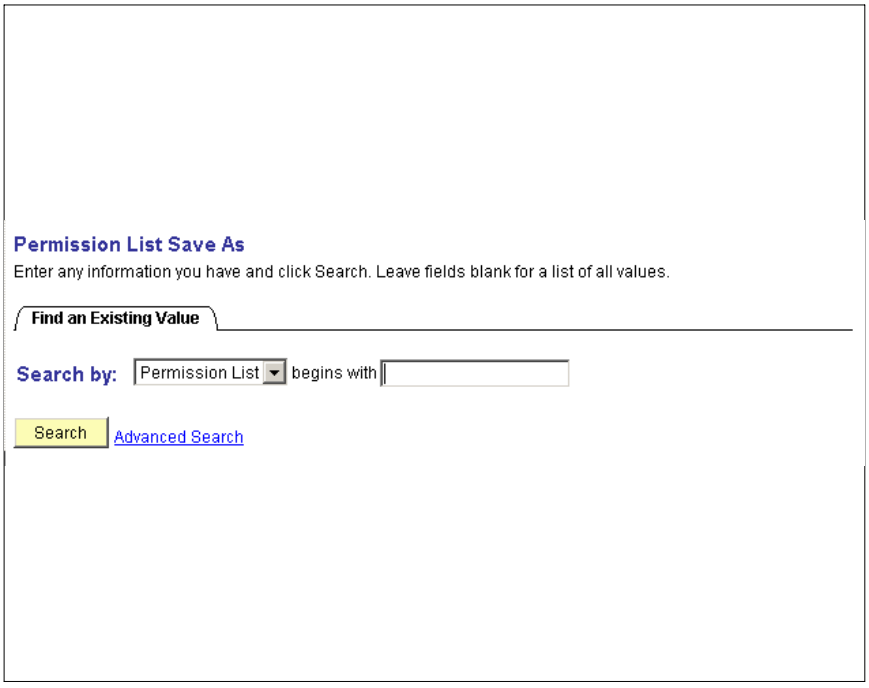

Figure 77. Find An Existing Value tab - Permission List Save As page

5. Complete the fields as follows:

Search By

This field defaults to **`Permission List`**. To change select data from the drop-down list The valid values are **`Description`** and **`Permission List`**. If you select **`Description`**, the Case Sensitive field is displayed.

Begins With

Enter the information that corresponds to the Search by value selected.

Case Sensitive

Check this box if the criteria is case sensitive. This field is only displayed when **`Description`** is selected in the Search By field.

6. Click **Search**. A list of matches is displayed.

7. Select the applicable item on the list. The Permission List Save As page (**Figure 78**) is displayed.

Figure 78. Permission List Save As page

8. Complete the fields as follows:

Save Permission List

This field defaults to the item selected on the list of matches displayed after clicking **Search** on the Find An Existing Value tab - Permission List Save As page (**Figure 77**).

To

Enter the applicable information.

9. Click **Save** to save the copied permission list.

OR

Click **Return To Search** to return to the Find An Existing Value tab - Permission List Save As page (**Figure 77**).

OR

Click **Refresh** to refresh the page.

Delete Permission Lists

The ***Delete Permission Lists*** option is used to delete a copied permission list that has been saved.

To delete a permission list:

1. Select the***People Tools*** menu group

2. Select the***Security*** menu .

3. Select the ***Permissios & Role Lists***menu item.

4. Select the ***Delete Permission Lists*** component. TheFind An Existing Value tab-Permission List Save As page(**Figure 79**) is displayed.

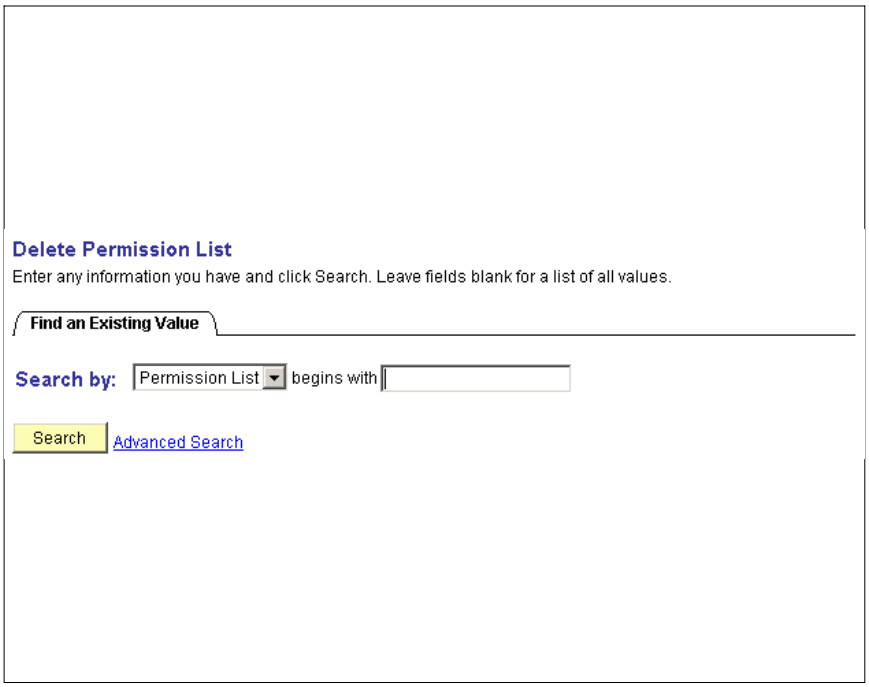

Figure 79. Find An Existing Value tab - Delete Permission List page

5. Complete the fields as follows:

Search By

Click the down arrow to select the applicable Search By option. This field defaults to **`Permission List`**. The valid values are **`Description`** and **`Permission List`**. If **`Description`**, is selected, the Case Sensitive field is displayed.

Begins With

Enter the applicable information.

Case Sensitive

Check this box if the criteria is case sensitive. This field is only displayed when you select **`Description`** in the Search By field.

6. Click **Search**. A list of matches is displayed.

7. Select the applicable item on the list. The Delete Permission List page (**Figure 80**) is displayed.

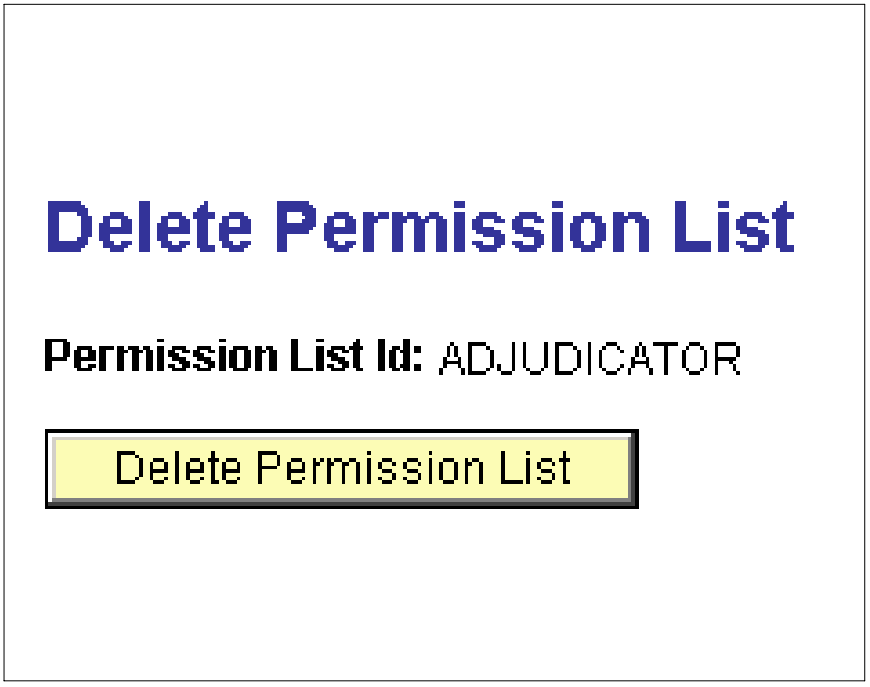

Figure 80. Delete Permission List page

8. Complete the fields as follows:

Permission List ID

This field is populated based upon the item selected on the list of matches.

9. Click **Delete Permission List**. A Delete Permissions Confirmation pop-up (**Figure 81**) appears.

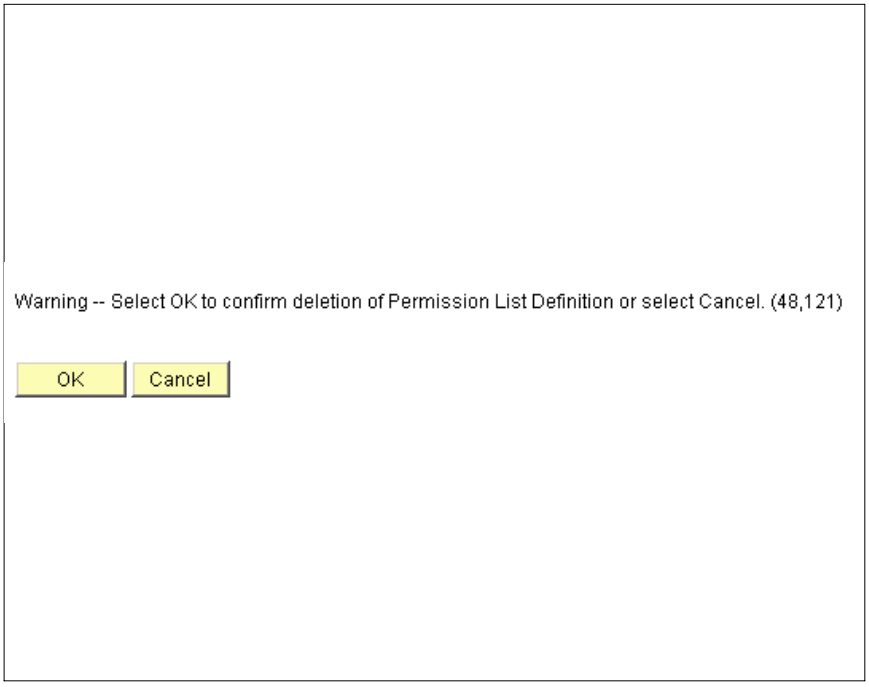

Figure 81. Delete Permissions Confirmation pop-up

10. Click **OK** to delete the permission list and return to the Find An Existing Value tab - Delete Permission List page (**Figure 79**).

    OR

    Click **Cancel** to cancel the deletion and return to the Delete Permission List page (**Figure 80**).

Roles

This option is used to create and maintain roles established in the database.

To create or modify a role:

The ***Roles*** option is used to create or modify a role.

1. Select the***People Tools*** menu group
2. Select the***Security*** menu .
3. Select the ***Permission Lists***menu item.
4. Select the ***Roles*** component. TheFind An Existing Value tab- Roles page (**Figure 82**) is displayed.

Figure 82. Find An Existing Value tab - Roles page

5. Complete the fields as follows:

Search By

Click the down arrow to select the applicable Search By option. This field defaults to **`Role Name`**. The valid values are **`Description`** and **`Role Name`**.

Begins With

Enter the applicable information.

Case Sensitive

Check this box if the criteria is case sensitive.

6. Click **Search**.The General tab - Roles page (**Figure 84**) is displayed.

OR

Select the ***Add A New Value*** tab. The Add A New Value tab - Roles page (**Figure 83**) is displayed.

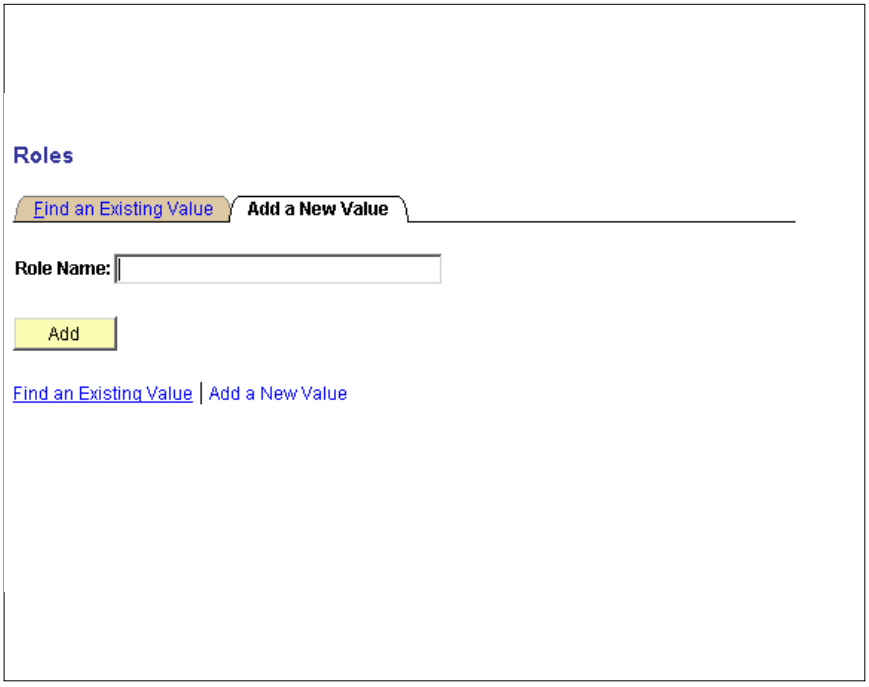

Figure 83. Add A New Value tab - Roles page

7. Complete the fields as follows:

Role Name

Enter the role name.

8. Click **Add**. The General tab - Roles page (**Figure 84**) is displayed.

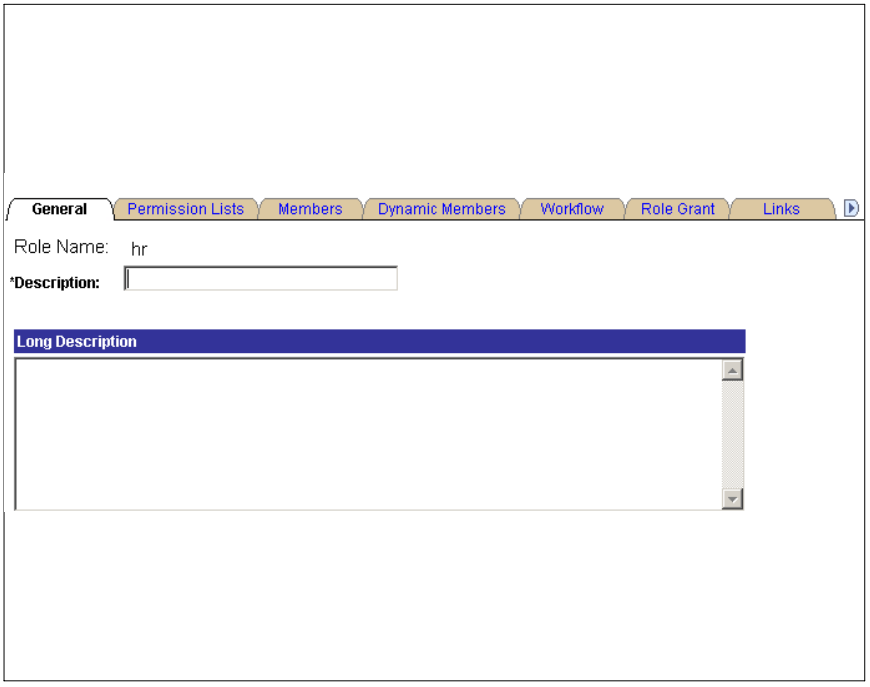

Figure 84. General tab - Roles page

9. Complete the fields as follows:

Role Name

This field is populated with the search/add criteria entered.

***Description**

Enter the description of the role name.

Long Description

Enter the long description of the role name.

10. Select the ***Permission Lists***. The Permission Lists tab - Roles page (**Figure 85**) is displayed.

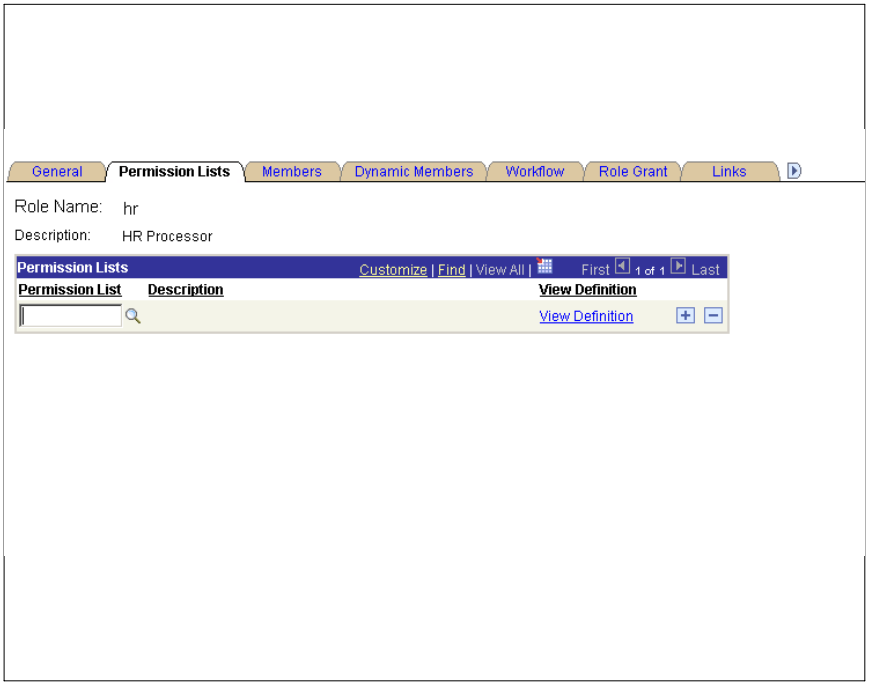

Figure 85. Permission Lists tab - Roles page

11. Complete the fields as follows:

Role Name

This field is populated with the search/add criteria entered.

***Description**

This field is populated with the description of the role name.

Permission List

Enter the permission list or select data by clicking the search icon.

Description

This field is used to sort in ascending order.

12. Click the ***View Definition*** link. The General tab - Permission List page (**Figure 48**) is displayed. For more information about Permission List, refer to the ***Permission Lists*** topic in this procedure manual.

13. Select the ***Members*** tab. The Members tab - Roles page (**Figure 86**) is displayed.

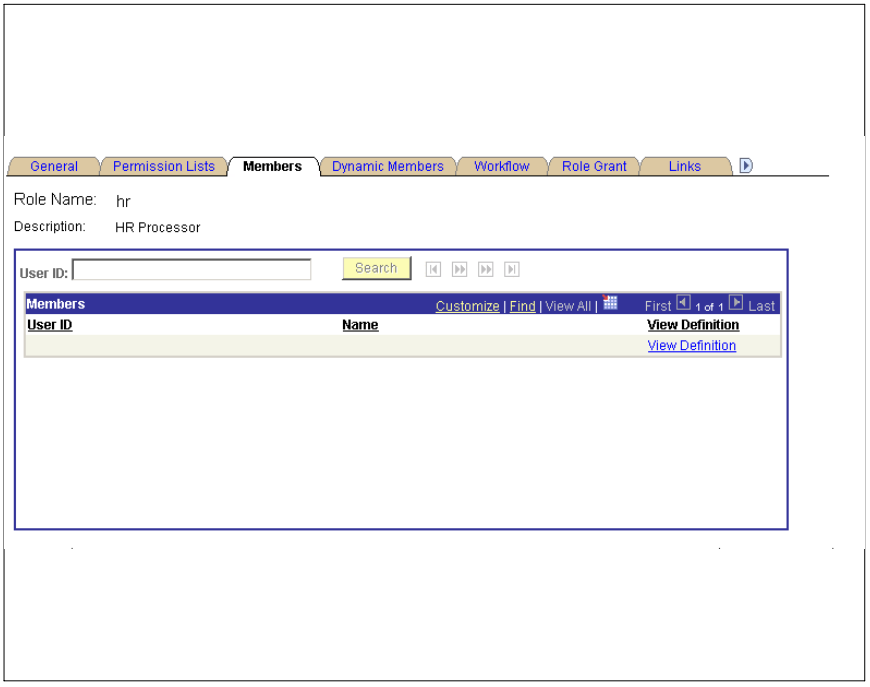

Figure 86. Members tab - Roles page

14. Complete the fields as follows:

Role Name

This field is populated with the search/add criteria entered.

***Description**

This field is populated with the description of the role name.

User ID

This field is a non-entry field.

Members/User ID

This field is populated.

Name

This field is populated.

15. Click the ***View Definition*** link. The General tab - User Profiles page (**Figure 28**) is displayed. For more information about User Profiles, refer to the ***User Profiles*** topic in this procedure manual.

16. Select the ***Dynamic Members*** tab. The Dynamic Memebers tab - Roles page (**Figure 87**) is displayed.

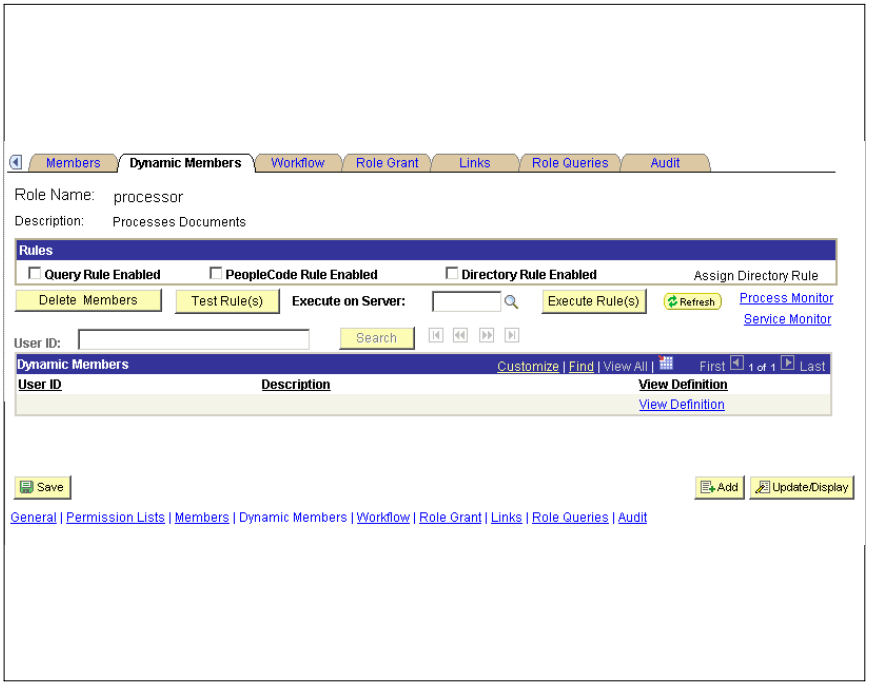

Figure 87. Dynamic Members tab - Roles page

17. Complete the fields as follows:

Role Name

This field is populated based upon the Role Name entered on the General tab - Roles page (**Figure 84**).

Description

This field is populated based upon the Description entered on the General tab - Roles page (**Figure 84**).

Query Rule Enabled

Check this box to enable the query rule.

People Code Rule Enabled

Check this box to enable the people code rule.

Directory Rule Enabled

Check this box to enable the directory rule.

Execute On Server

Enter the applicable server name or select a server by clicking the search icon.

User ID

Enter the User ID.

Dynamic Memebers/Uesr ID

This field is populated based on the user ID entered.

Description

This field is populated based on the user ID entered..

View Definition

Click this link to view the definition of the dynamic members ID.

18. Click **Delete Members** to delete the memebers listed.

19. Click **Test Rule(s)**. The Test Rules prompt (**Figure 88**)is displayed.

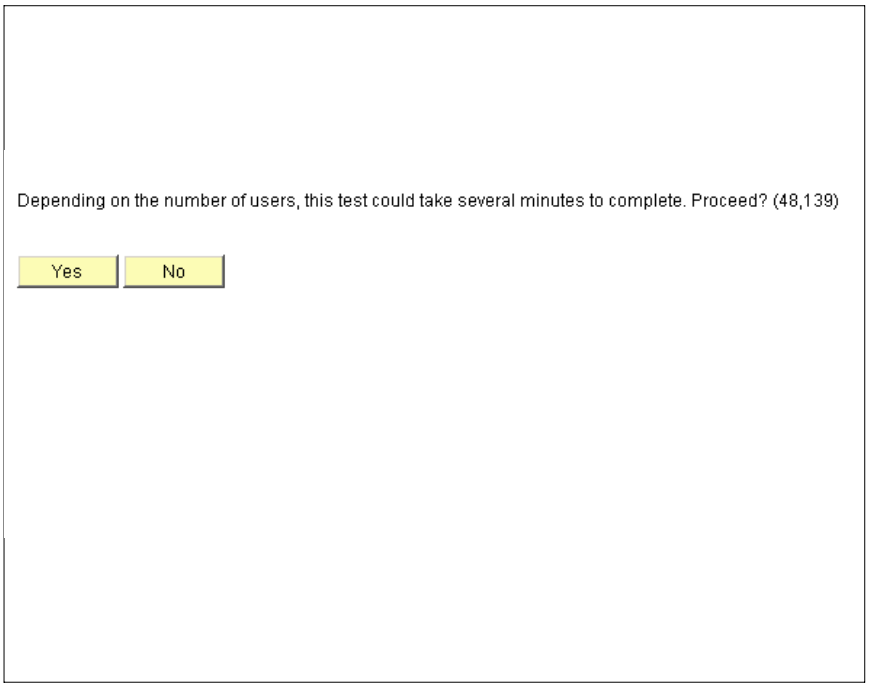

Figure 88. Test Rules prompt

20. Click **Yes** to run test rules. The Dynamic Role Test Results page (**Figure 89**) is displayed.

OR

Click **No**. The Dynamic Members tab - Roles page (**Figure 87**) is displayed

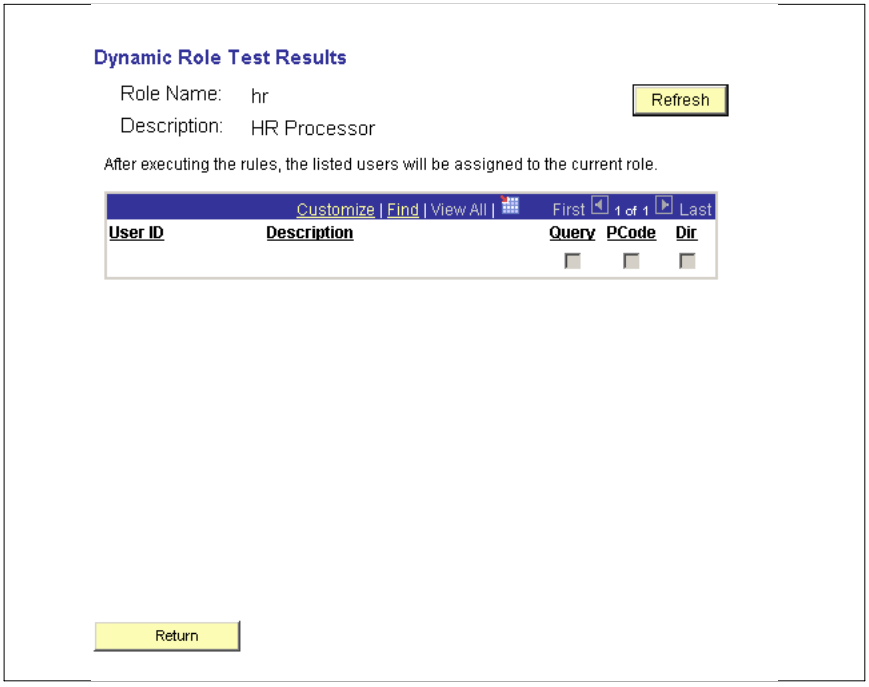

Figure 89. Dynamic Role Test Results page

21. Click **Execute Rules**. The ?????? page (**Figure 90**) is displayed

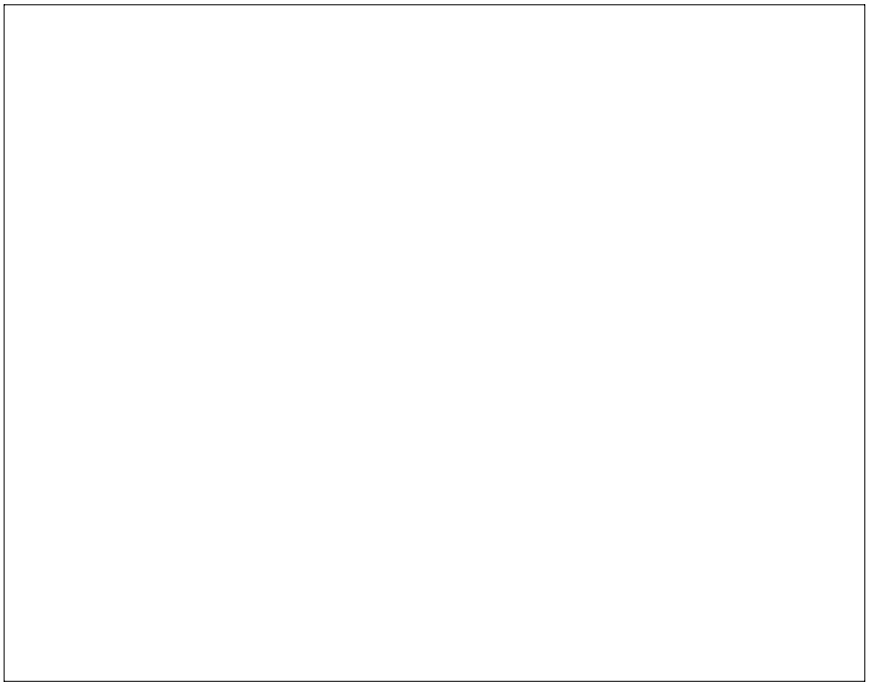

Figure 90.

22. Click **Refresh** to refresh the page.

OR

Click **Process Monitor** to process related reports. For more information, refer to the Process Monitor topic in this procedure manual.

OR

Click **Service Monitor** ??????

23. Select the ***Workflow*** tab. The Workflow tab - Roles page (**Figure 91**) is displayed.

Figure 91. Workflow tab - Roles page

24. Complete the fields as follows:

Role Name

This field is populated based upon the Role Name entered on the General tab - Roles page (**Figure 84**).

Description

This field is populated based upon the Description entered on the General tab - Roles page (**Figure 84**).

Allow Notificaiton

Click this field to allow notification during the workflow process.

Allow Recipient Lookup

Click this field to allow recipient lookup during the workflow process.

Use Query To Route Workflow

Click this field to use query when routing in the workflow process. Ifthis field is checked the Query Name field is displayed.

Query Name

This field is displayed when you click the Use Query To Route Workflow field. Enter the name of the query to be used when routing workflow or click the icon to search for the applicable query.

25. Select the ***Role Grant*** tab. The Role Grant tab - Roles page (**Figure 92**) is displayed.

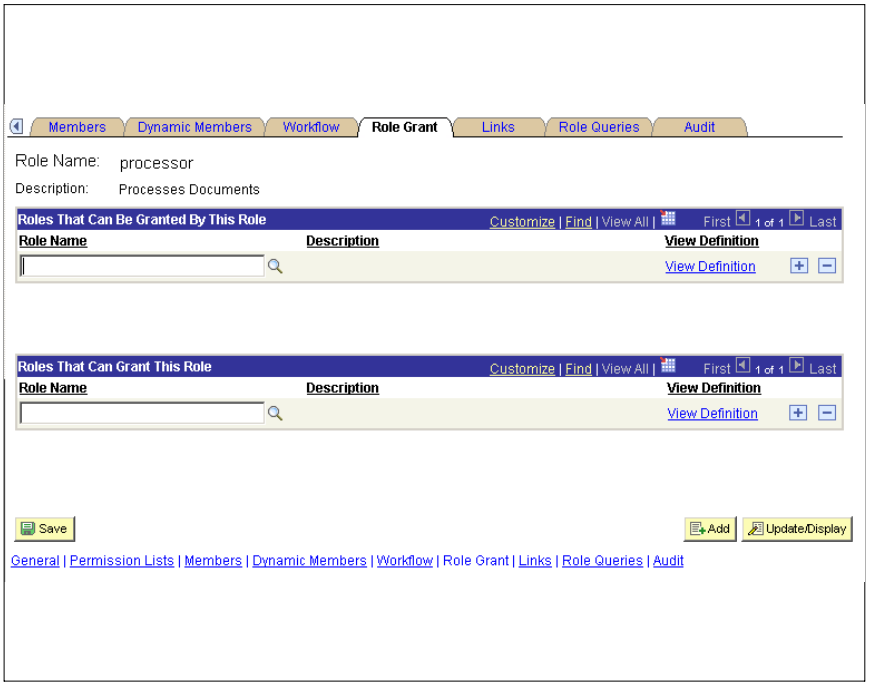

Figure 92. Role Grant tab - Roles page

26. Complete the fields as follows:

Role Name

This field is populated based upon the Role Name entered on the General tab - Roles page (**Figure 84**).

Description

This field is populated based upon the Role Name entered on the General tab - Roles page (**Figure 84**).

Role Name

Enter the Role Name of the applicable role that can be granted or click the icon to search for the role. Click the link to sort the list by Role Name.

Description

Click this field to sort the list by description.

Role Name

Enter the Role Name of the applicable role that can grant a role or click the icon to search for the role. Click the link to sort the list by Role Name.

Description

Click this field to sort the list by description.

27. Click the ***Roles That Can Be Granted By This Role/View Definition*** link. The ????? page is displayed.

Figure 93.

28. Click the ***Roles That Can Grant This Role/View Definition*** link. The ????? page is displayed.

Figure 94.

29.

30. Select the ***Links*** tab. The Links tab - Roles page (**Figure 95**) is displayed.

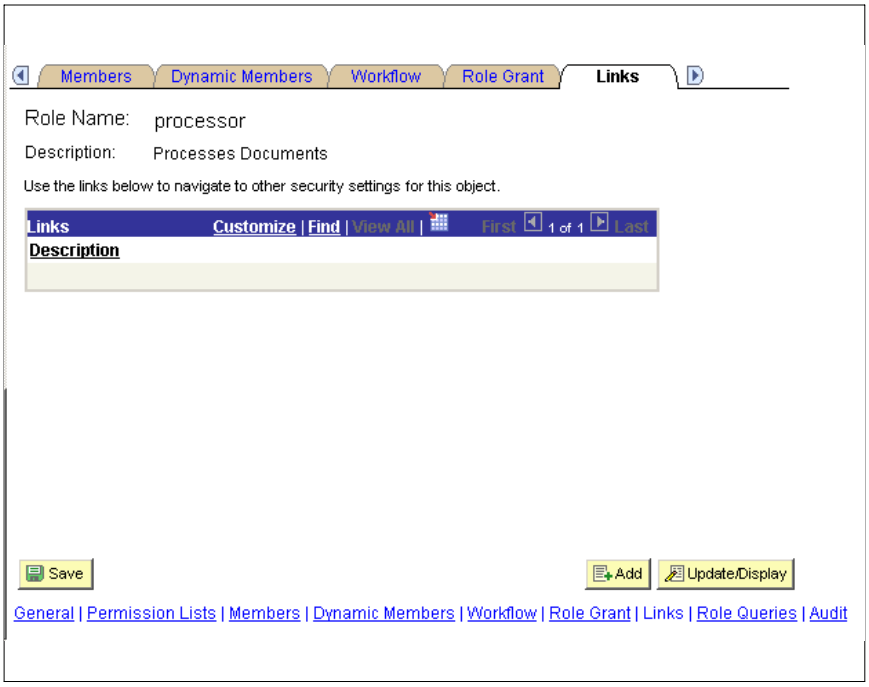

Figure 95. Links tab - Roles page

31. Complete the fields as follows:

Role Name

This field is populated based upon the Role Name entered on the General tab - Roles page (**Figure 84**).

Description

This field is populated based upon the Role Name entered on the General tab - Roles page (**Figure 84**).

Description

Click this field to sort the list by description.

32. Select the ***Role Queries*** tab. The Roles page (Role Queries tab) (**Figure 96**) is displayed. You can select the ***Role's User IDs*** link to view a list of users assigned to a role. ***Role's Permission Lists*** displays a list of classes assigned to a role. ***Role's Page Access*** displays a list of pages for which a role has access. ***Role's Content Reference Access*** displays the content associated with certain access. ***Role's Content Reference (Includes Portal) Access*** displays the (portal) content associated with certain access. ***Role's Content Reference (Includes Menu, Component, And Market) Access*** displays the (menu, component, and market) content associated with certain access. ***Role's Web Service Operation Access*** displays Web service associated with a role.

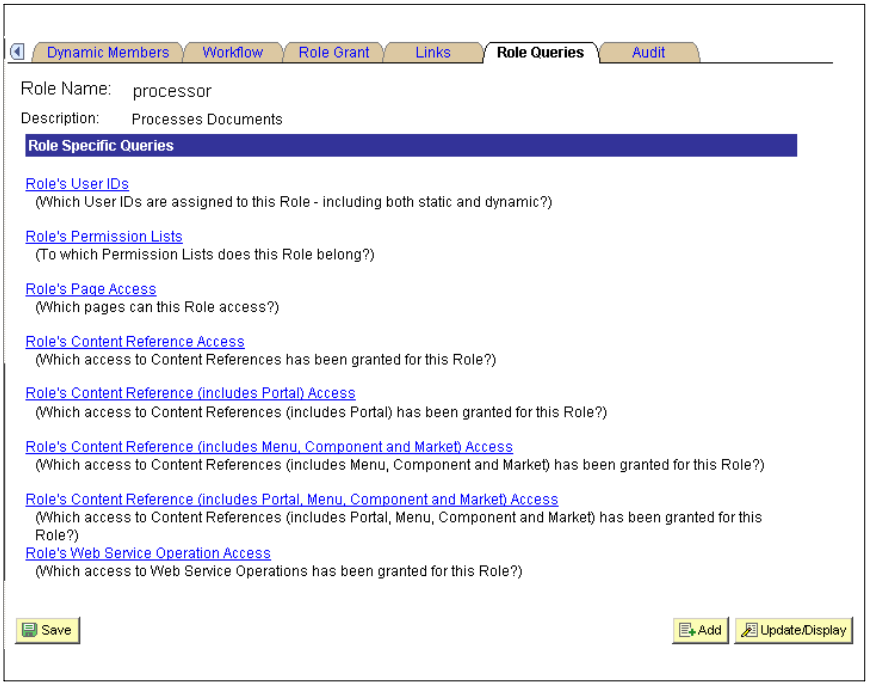

Figure 96. Role Queries tab - Roles page

33. Complete the fields as follows:

Role Name

This field is populated based upon the Role Name entered on the General tab-Roles page (**Figure 84**).

Description

This field is populated based upon the Role Name entered on the General tab-Roles page (**Figure 84**).

Role Specific Queries

This field displays a list of links that you can link to order to perform queries. For a list of the links, see the **Role Specific Queries Table**. Each link contains a description of the available information. After connecting to the link, a list of the applicable information is displayed.

34. Select the ***Audit*** tab. The Audit tab - Roles page (**Figure 97**) is displayed. The page is used for auditing purposes.

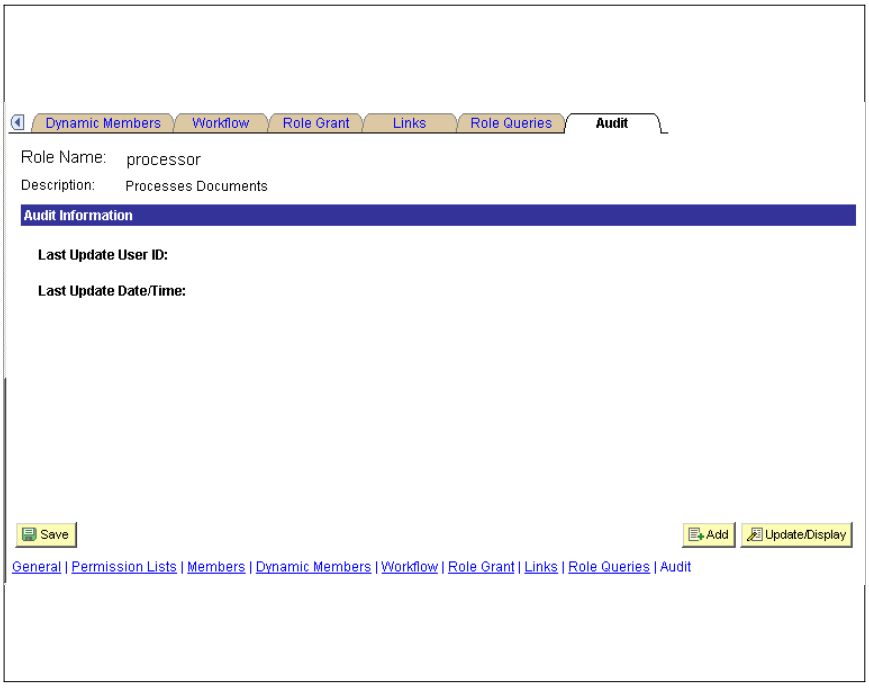

Figure 97. Audit tab - Roles page

35. Complete the fields as follows:

Role Name

This field is populated based upon the Role Name entered on the General tab - Roles page (**Figure 84**).

Description

This field is populated based upon the Role Name entered on the General tab - Roles page (**Figure 84**).

Last Update User ID

This field is populated.

Last Update Date/Time

This field is populated.

36. Click **Save** to save the information.

OR

Click **Add** to return to the Add A New Value tab.

OR

Click **Update/Display** to return to the Find An Existing Value tab.

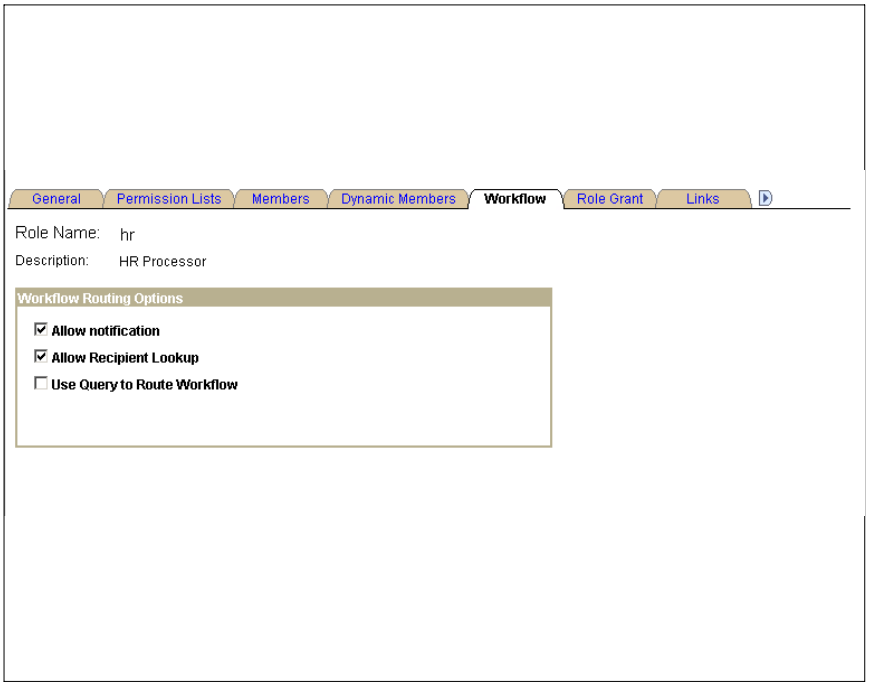

Figure 98. Workflow tab - Roles page

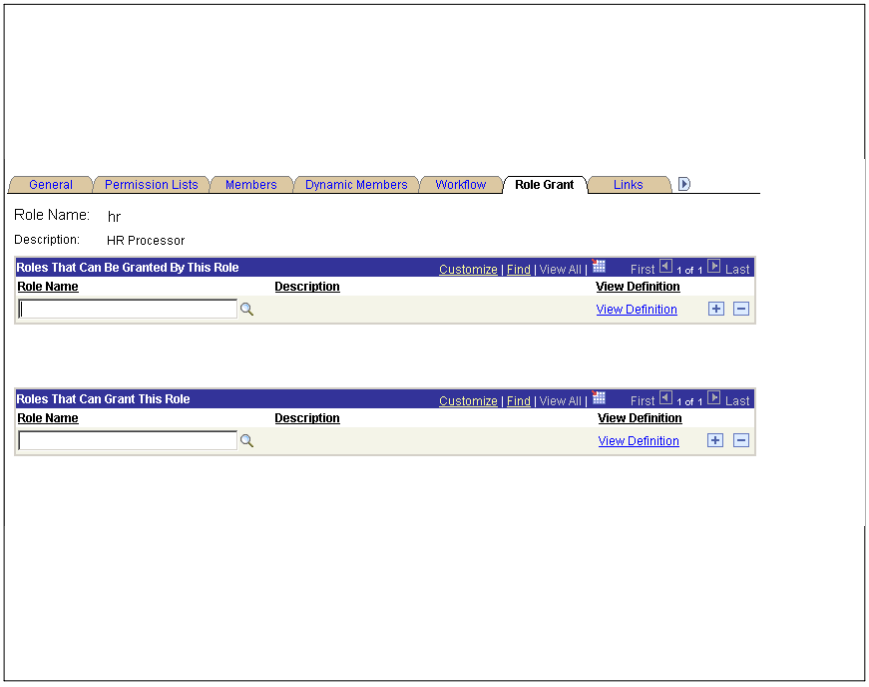

Figure 99. Role Grant tab - Roles page

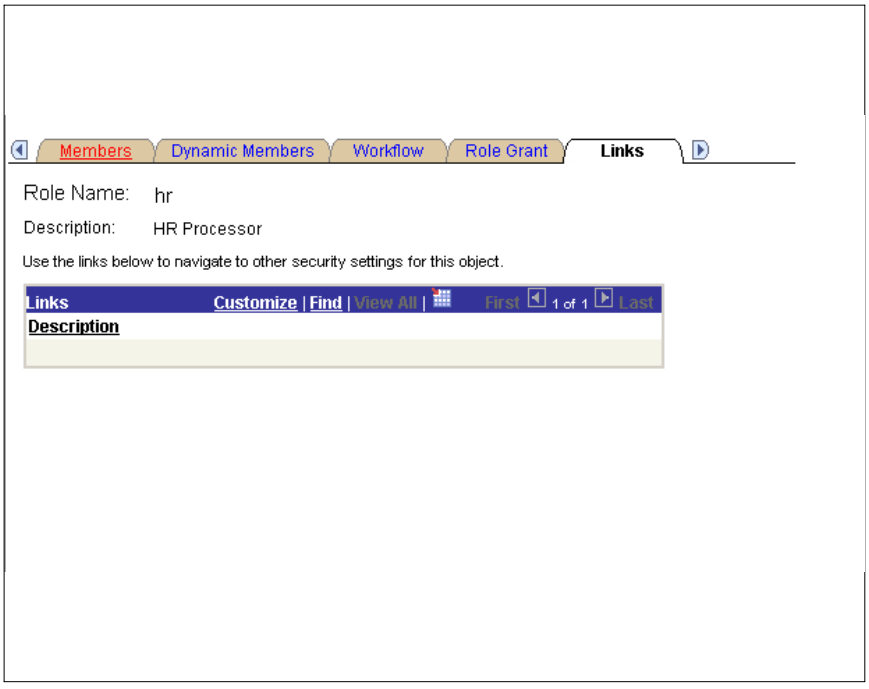

Figure 100. Links tab - Roles page

Figure 101.

Figure 102.

Copy Roles

The ***Copy Roles*** component allows the user to clone an existing role.

To Copy Roles:

The ***Copy Roles*** option is used to copy a role.

1. Select the***People Tools*** menu group
2. Select the***Security*** menu .
3. Select the ***Permission & Roles***menu item.
4. Select the ***CopyRoles*** component. TheFind An Existing Value tab- Roles SaveAs page (**Figure 103**) is displayed.

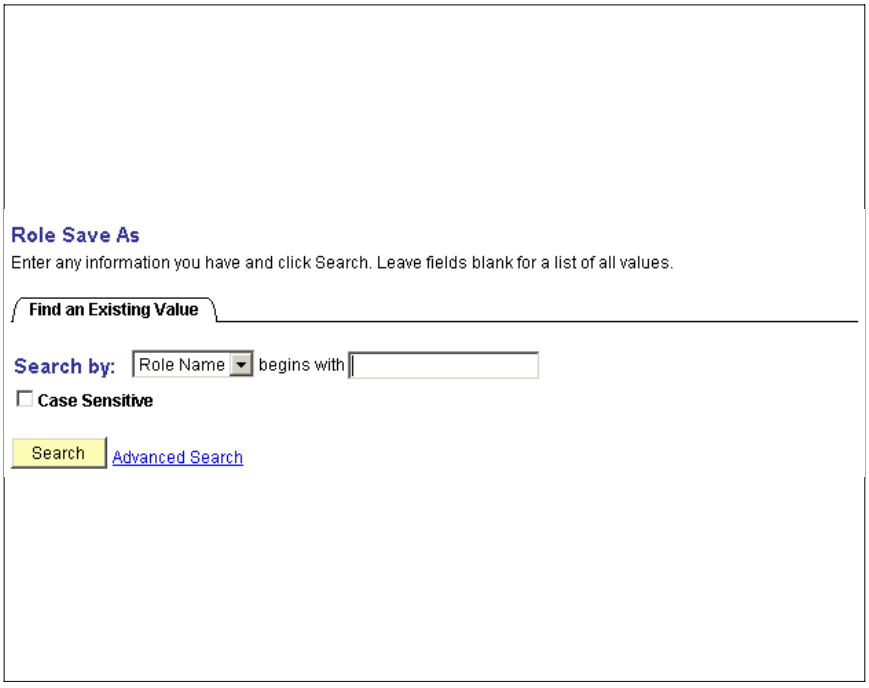

Figure 103. Find An Existing Value tab - Role Save As page

5. Complete the fields as follows:

Search By

Click the down arrow to select the applicable Search By option. This field defaults to **`Role Name`**. The valid values are **`Description`** and **`Role Name`**.

Begins With

Enter the applicable information.

Case Sensitive

Check this box if the criteria is case sensitive.

6. Click **Search**. A list of matches is displayed.

7. Select the applicable item on the list. The Role Save As page (**Figure 104**) is displayed.

Figure 104. Role Save As page

8. Complete the fields as follows:

Save Role Name

This field defaults to the item selected on the list of matches displayed after clicking **Search** on the Role Save As page (Find An Existing Value tab) (**Figure 103**).

As

Enter the new role name.

9. Click **Save** to save the copied permission list.

OR

Click **Return To Search** to return to the Find An Existing Value tab - Role Save As page (**Figure 103**).

OR

Click **Refresh** to refresh the page.

Delete Roles

The ***Delete Roles*** option is used to delete a role.

To Delete Roles:

1. Select the***People Tools*** menu group.

2. Select the***Security*** menu.

3. Select the ***Permission Lists***menu item.

4. Select the ***Delete Roles*** component. TheFind An Existing Value tab- Delete Role page (**Figure 105**) is displayed.

Figure 105. Find An Existing Value tab - Delete Role page

5. Complete the fields as follows:

Search By

Click the down arrow to select the applicable Search By option. This field defaults to **`Role Name`**. The valid values are **`Description`** and **`Role Name`**.

Begins With

Enter the applicable information.

Case Sensitive

Check this box if the criteria is case sensitive.

6. Click **Search**. A list of matches is displayed.

7. Select the applicable item on the list. The Delete Role page (**Figure 106**) is displayed.

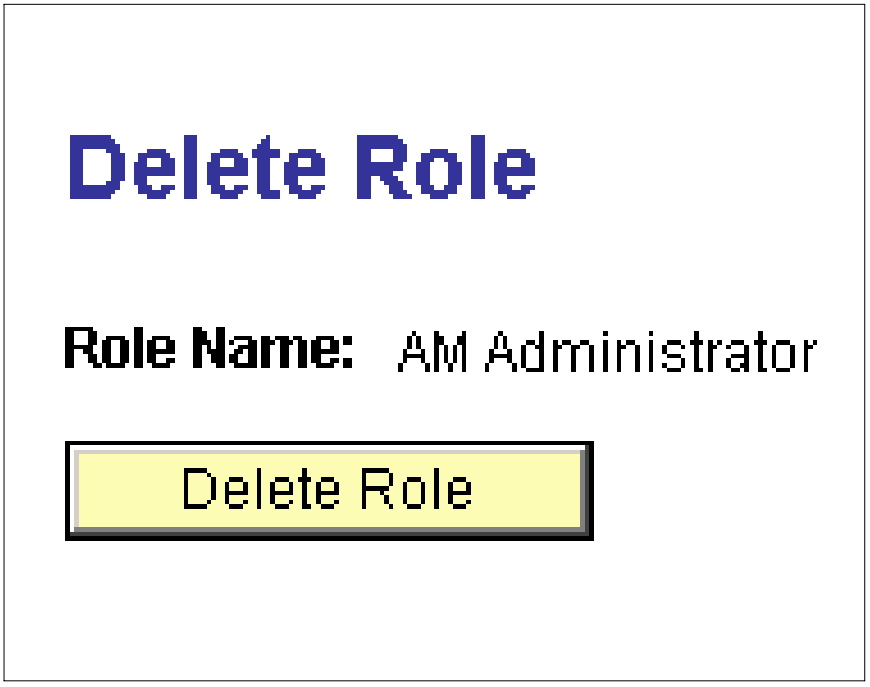

Figure 106. Delete Role page

8. Complete the Role Name field as follows:

Role Name

This field is populated based upon the item selected on the Role Save As page (Find An Existing Value tab) (**Figure 103**).

9. Click **Delete Role**. A Delete Role Confirmation pop-up (**Figure 107**) appears.

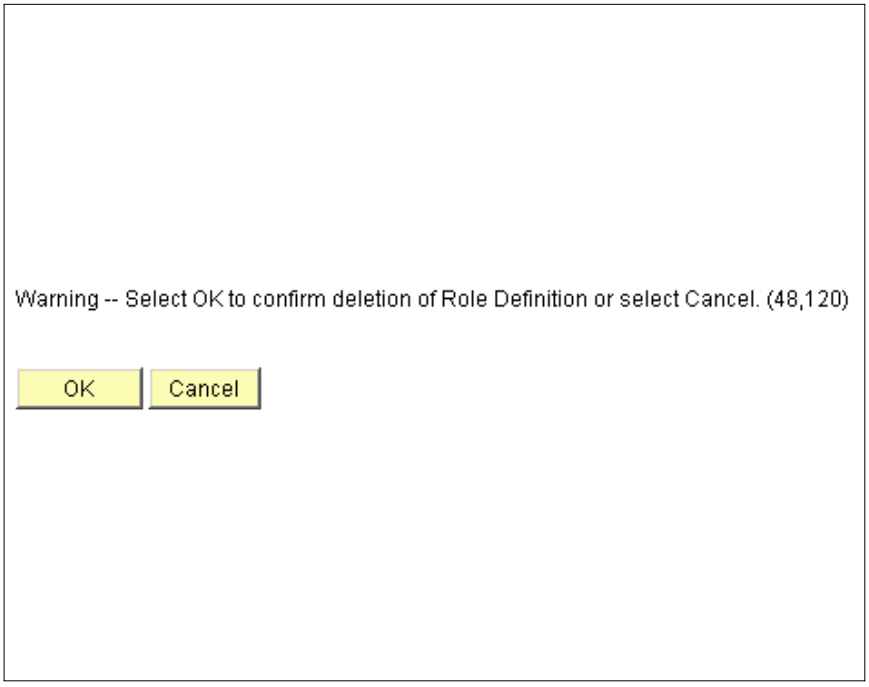

Figure 107. Delete Role Confirmation pop-up

10. Click **OK** to delete the permission list and return to the Find An Existing Value tab - Delete Role page (**Figure 105**).

    OR

    Click **Cancel** to cancel the deletion and return to the Find An Existing Value tab - Delete Role page (**Figure 105**).

Execute Role Rules

The ***Execute Role Rules*** option is used to execute role rules. The **Process Monitor** and **Message Monitor** are both available with this option.

To execute role rules:

1. Select the***People Tools*** menu group
2. Select the***Security*** menu .
3. Select the ***Permission& Roles***menu item.
4. Select the ***Execute Role Rules*** component. Dynamic Role Rules page (**Figure 108**) is displayed.

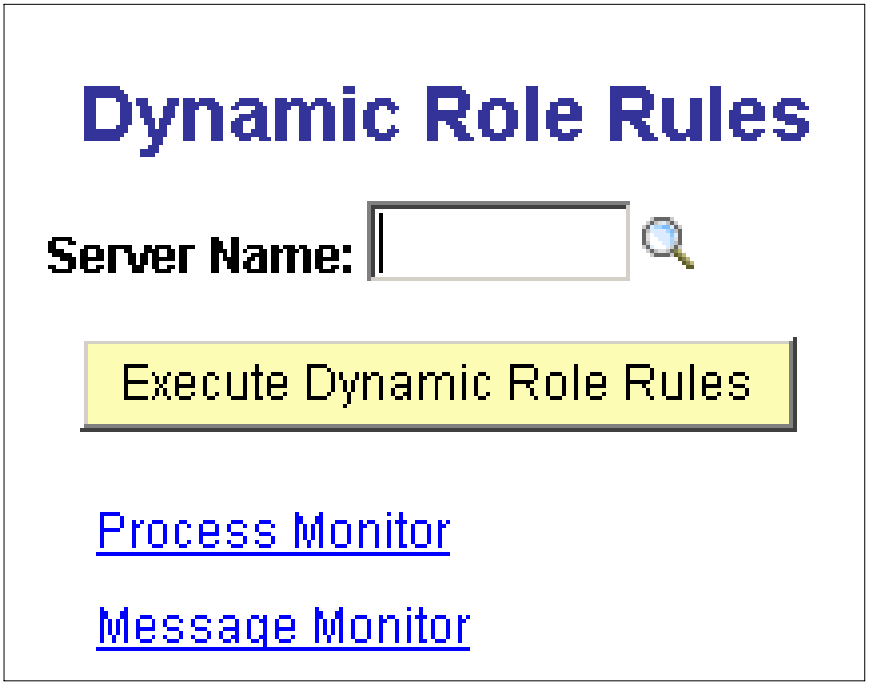

Figure 108. Dynamic Role Rules page

5. Complete the Server Name field as follows:

Server Name

Enter the applicable information or search data by clicking the search icon.

6. Click **Execute Dynamic Role Rules**. The Confirmation pop-up (**Figure**) is displayed.

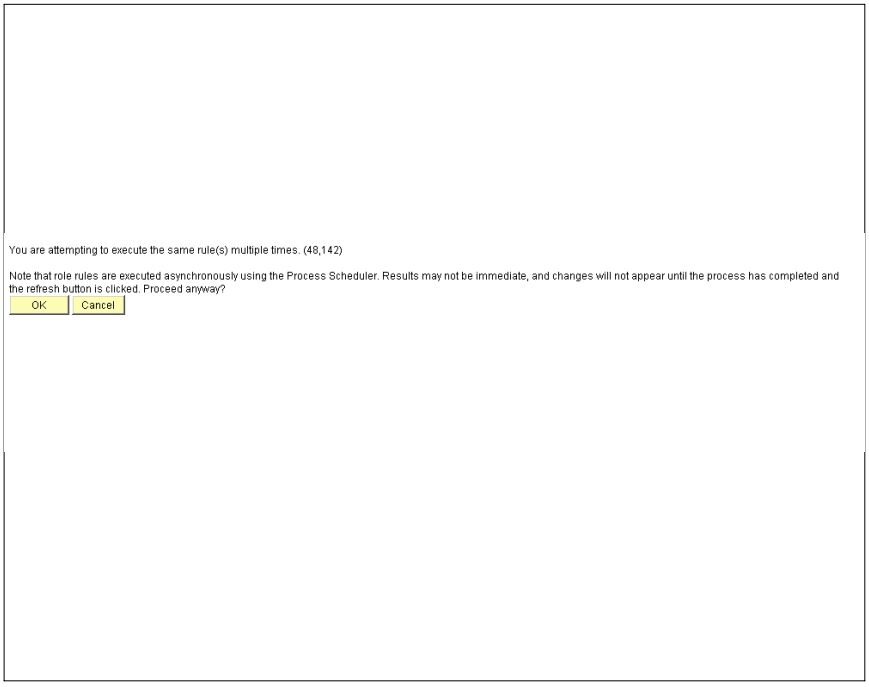

Figure 109. Confirmation pop-up

7. Click **OK**. The Dynamic Role Test Results page (**Figure 110**) is displayed.

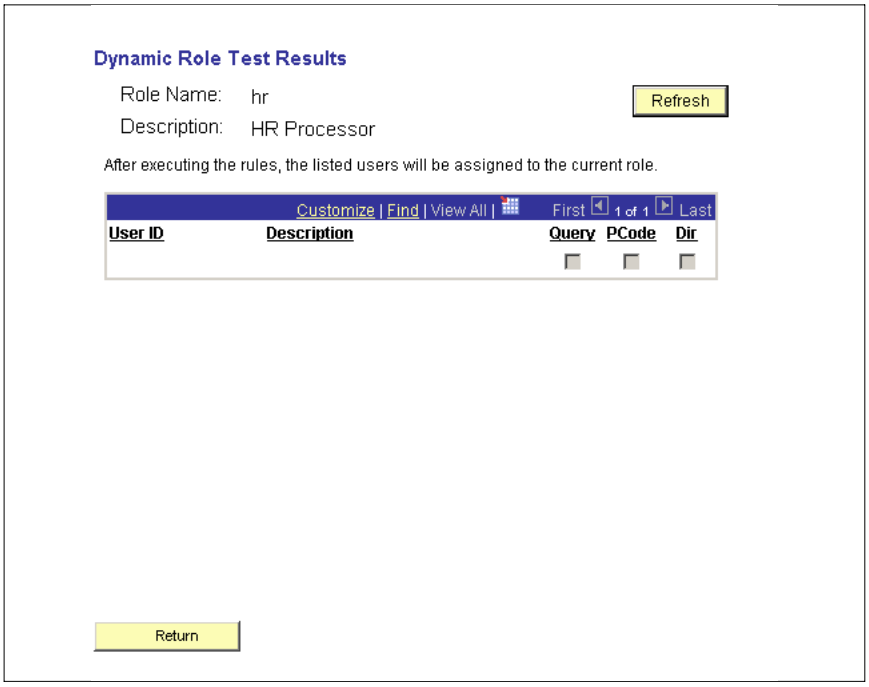

Figure 110. Dynamic Role Test Results page

8. Complete the fields as follows:

Role Name

This field is populated based upon the search criteria entered.

Description

This field is populated based upon the search criteria entered.

Note: After executing the rules, the listed users will be assigned to the current role.

User ID

This field is populated with the user IDs assigned to the role name.

Description

This field is populated with the description of the user IDs assigned to the role name.

Query

Check this box if applicable.

PCode

Check this box if applicable.

Dir

Check this box if applicable.

9. Click **Refresh** to refresh the page.
10. Click **Return**. The Dynamic Role Rules page (**Figure 108**) is displayed.

Password Configuration

This section contains the following topics:

Password Controls

Forgotten Password Email Text

Forgotten Password Hint

Delete Forgotten Password Hint

Password Controls

The Password Controls option is used to set the requirements for a user's password.

To set requirements for a password:

1. Select the***People Tools*** menu group

2. Select the***Security*** menu .

3. Select the ***Password Configuration*** menu item.

4. Select the ***Password Controls*** component. The Password Controls page (**Figure 111**) is displayed.

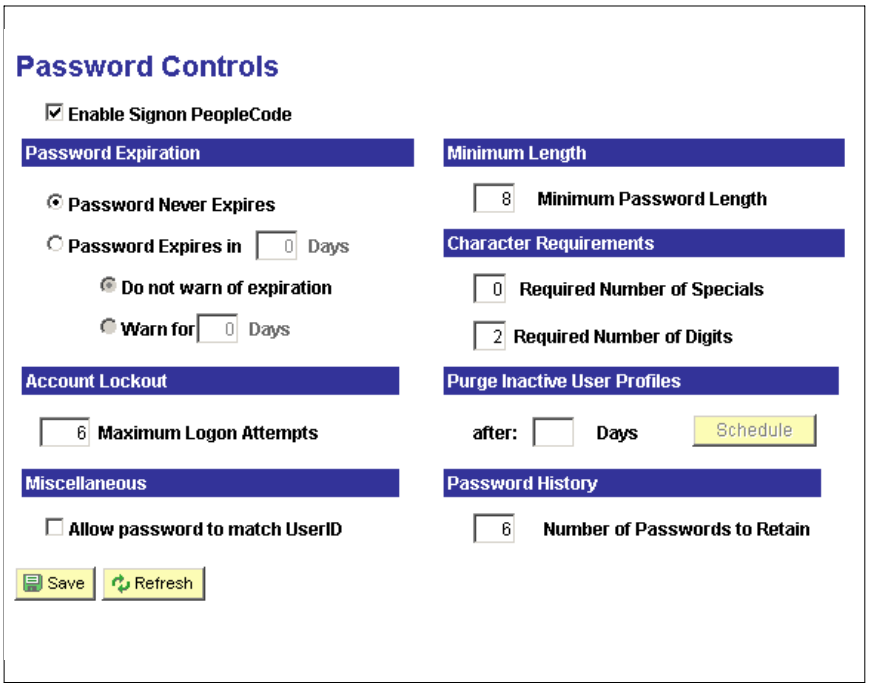

Figure 111. Password Controls page

5. Complete the fields as follows

Enable Signon PeopleCode

This box defaults to **`Checked`**. Uncheck if applicable.

Password Never Expires

This option defaults to **`Selected`**. Deselect if applicable.

Password Expires In

Select this option if applicable. When this option is select the days field is activated. Enter the number of days when the password should expire.

Do Not Warn Of Expiration

This option defaults to **`Selected`**. Deselect if applicable.

Warn For

Select this option if applicable. When this option is select the days field is activated. Enter the number of days when the warning for the password expiration should display.

Maximum Logon Attempts

Enter the number of logon attempts before the user is locked out.

Allow Password To Match UserID

Check this box to allow the user's password to match their user ID

Minimum Password Length

Enter the minimum number of characters designated for the password length.

Required Number Of Specials

Enter the required number of special characters designated for the password.

Required Number Of Digits

Enter the required number of digits designated for the password.

Purge Inactive User Profiles/After

Enter the number of days for the user ID to be inactive before it is purged.

Number Of Passwords To Retain

Enter the number of passwords to be retained in history.

6. Click **Save** to save the information. This function must be performed prior to selecting **Schedule**.

7. Click **Schedule**. The Find An Existing Value tab - Purge Inactive User Profiles page (**Figure 43**) is displayed. For more information about Purge Inactive User Profiles, refer to the Purge Inactive User Profiles section of this procedure manual.

Forgotten Password Email Text

This option allows the user to create the text contained in an email to be used when a password is forgotten.

To establish email text for a forgotten password:

1. Select the***People Tools*** menu group
2. Select the***Security*** menu .
3. Select the ***Password Configuration*** menu item.
4. Select the ***Forgotten Password Email Text*** component. The Forgot My Password Email Text page (**Figure 112**) is displayed.

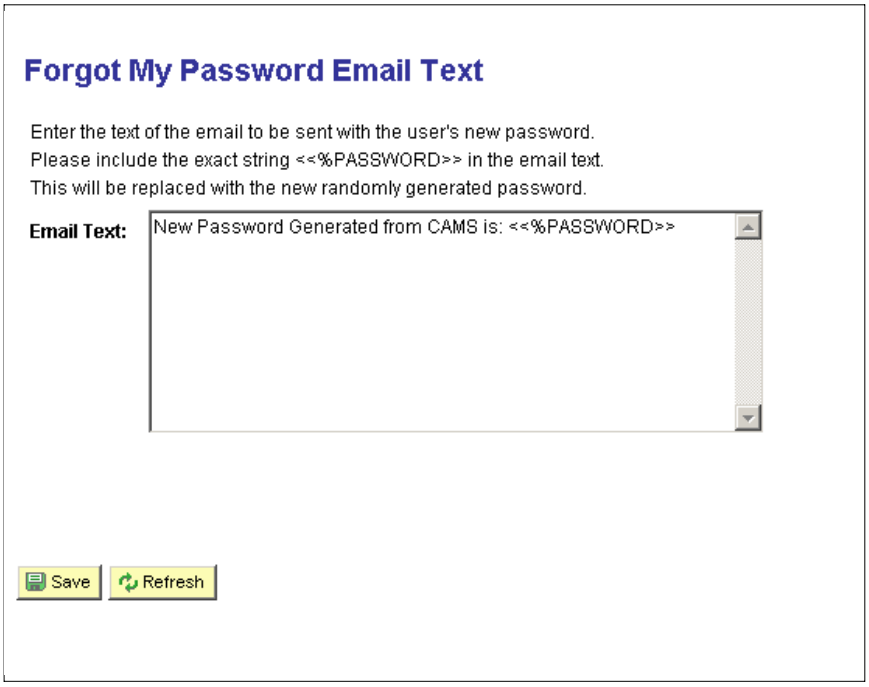

Figure 112. Forgot My Password Email Text page

5. Complete the fields as follows

Email Text

Enter the text of the email to be sent with the user's new password. Please include the exact string <<%PASSWORD>> in the email text. This will be replaced with the new randomly generated password.

6. Click **Save** to save the information.
7. Click **Refresh** to refresh the page.

Forgotten Password Hint

This option allows the user to create the hint to be used when a password has been forgotten (Challenge Questions).

To Create a challenge question:

1. Select the ***People Tools*** menu group.

2. Select the ***Security*** menu.

3. Select the ***Password Configuration*** menu item.

4. Select the ***Forgotten Password Hint*** component. The Find An Existing Value tab - Forgot My Password Hint page (**Figure 113**) is displayed.

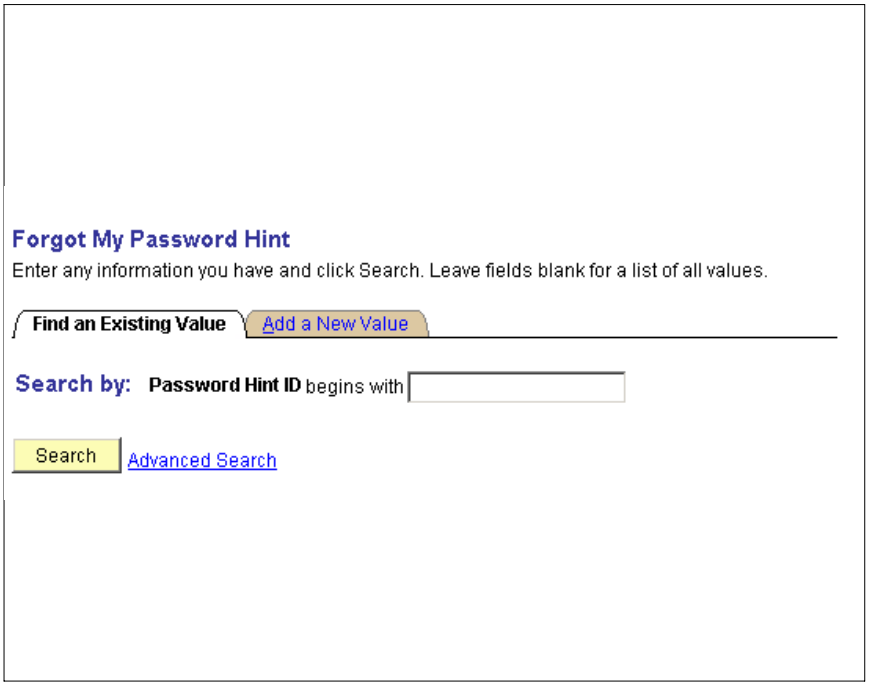

Figure 113. Find An Existing Value tab - Forgot My Password Hint page

5. Complete the fields as follows:

Search By/Password Hint ID/Begins With

Enter the password hint ID.

6. Click **Search**. The Forgot My Password Hint page (**Figure 115**) is displayed.

OR

Click ***Add A New Value*** tab. The Add A New Value tab - Forgot My Password Hint page (**Figure 114**) is displayed.

Figure 114. Add A New Value tab - Forgot My Password Hint page

7. Complete the field as follows:

Password Hint ID

Enter the password hint ID to be added. Spaces are not allowed when typing the User ID. If you attempt to put spaces in the User ID, an error message will display.

8. Click **Add**. The Forgot My Password Hint page (**Figure 115**) is displayed.

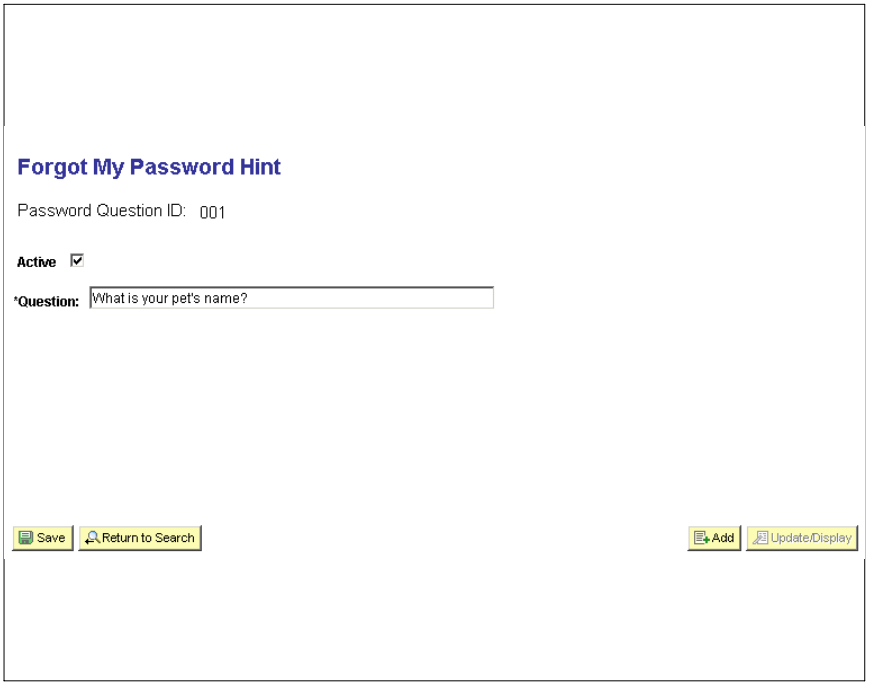

Figure 115. Forgot My Password Hint page

9. Complete the fields as follows:

Password Question ID

This field is populated based upon the search criteria entered

Active

This box is checked when a challenge question is established or added.

***Question**

This field is populated based upon the search criteria entered. Enter a challenge question when adding a new value.

10. Click **Save** to save the information.

11. Click **Add** to add an addtional challenge question.

    OR

    Click **Return To Search** to search for a challenge question.

    OR

    Click **Update Display** to return to the The Find An Existing Value tab - Forgot My Password Hint page (**Figure 113**). This option is activated only when adding a new challenge question.

Delete Forgotten Password Hint

This option allows the user to delet the hint to be used when a password has been forgotten (Challenge Questions).

To delete a challenge question:

1. Select the ***People Tools*** menu group.
2. Select the ***Security*** menu.
3. Select the ***Password Configuration*** menu item.
4. Select the ***Delete Forgotten Password Hint*** component. The Find An Existing Value tab - Delet Forgot My Password Hint page (**Figure 116**) is displayed.

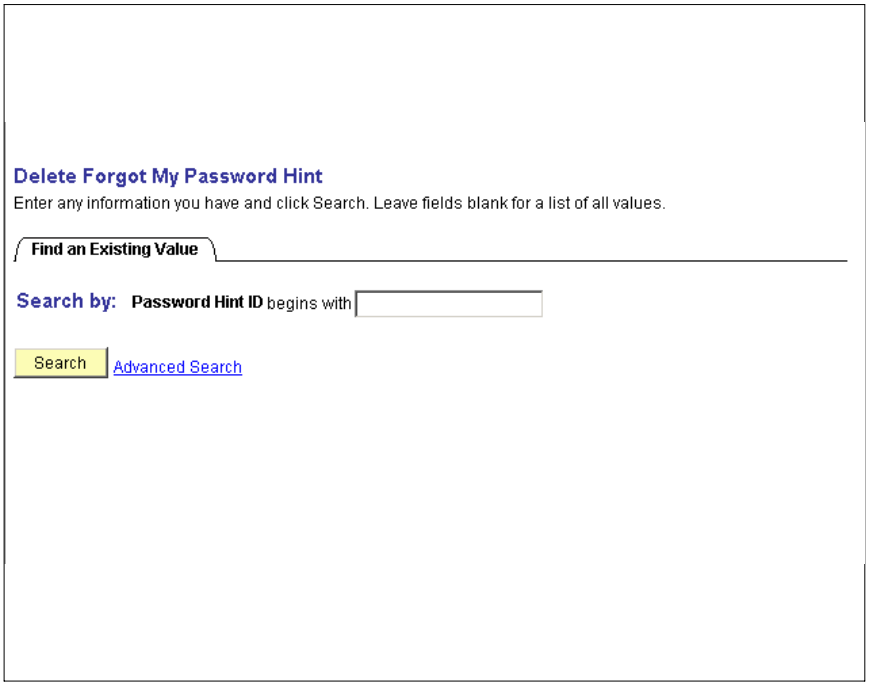

Figure 116. Find An Existing Value tab - Delete Forgot My Password Hint page

5. Complete the fields as follows:

Search By/Password Hint ID/Begins With

Enter the password hint ID.

6. Click **Search**. The Delete Forgot My Password Hint page (**Figure 117**) is displayed.

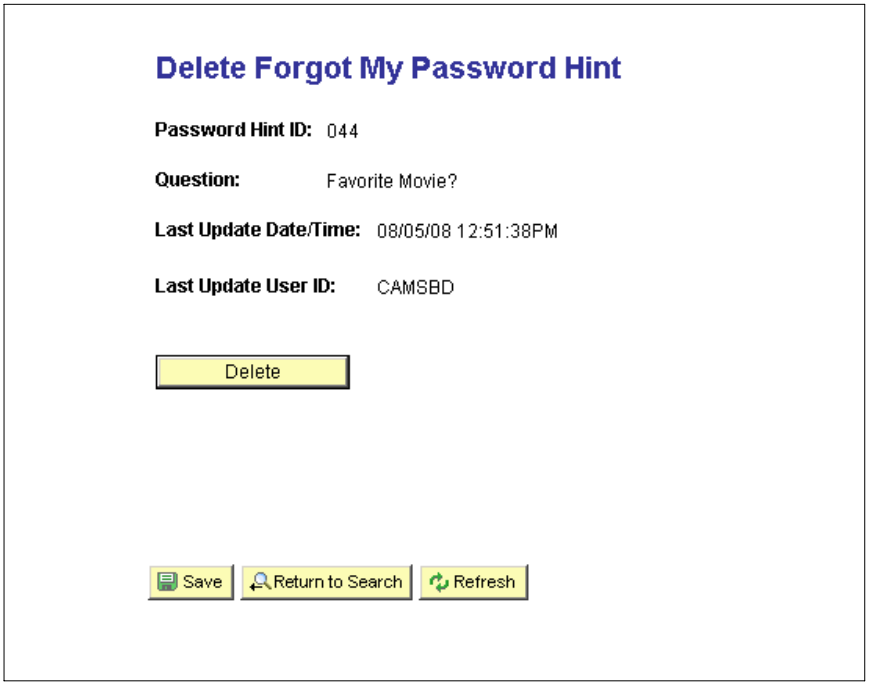

Figure 117. Delete Forgot My Password Hint page

7. Complete the fields as follows:

Password Hint ID

This field is populated based upon the search criteria entered

***Question**

This field is populated based upon the search criteria entered.

Last Update Date/Time

This field is populated based upon the last date and time the challenge question was updated.

Last Update User ID

This field is populated with the user ID that last udated the challenge question.

8. Click **Save** to save the information.
9. Click **Return To Search** to search for a challenge question.

   OR

   Click **Refresh** to refresh the page.

Security Objects

This section allows the user to maintain objects such as single signon and digital certificates.

This section contains the follwing topics:

User Profile Types

Tables to Skip

Security Links

Digital Signature

Single Signon

Signon Peoplecode

User Profile Types

Tables To Skip

Security Links

Digital Signature

Single Signon

Signon Peoplecode

Query Security

This section allows the user to define query security.

This section contains the following topics:

Query Access Manager

Query Access List Cache

Query Access Manager

Query Access List Cache

Common Queries

This section allows the user to maintain user IDs, roles, permission lists, and PTools object security queries.

Mass Change Operator Security

This section allows the user to set mass change operator security.