Assign roles from the Global Role Table

Applies to userXpress 2.0.0.0

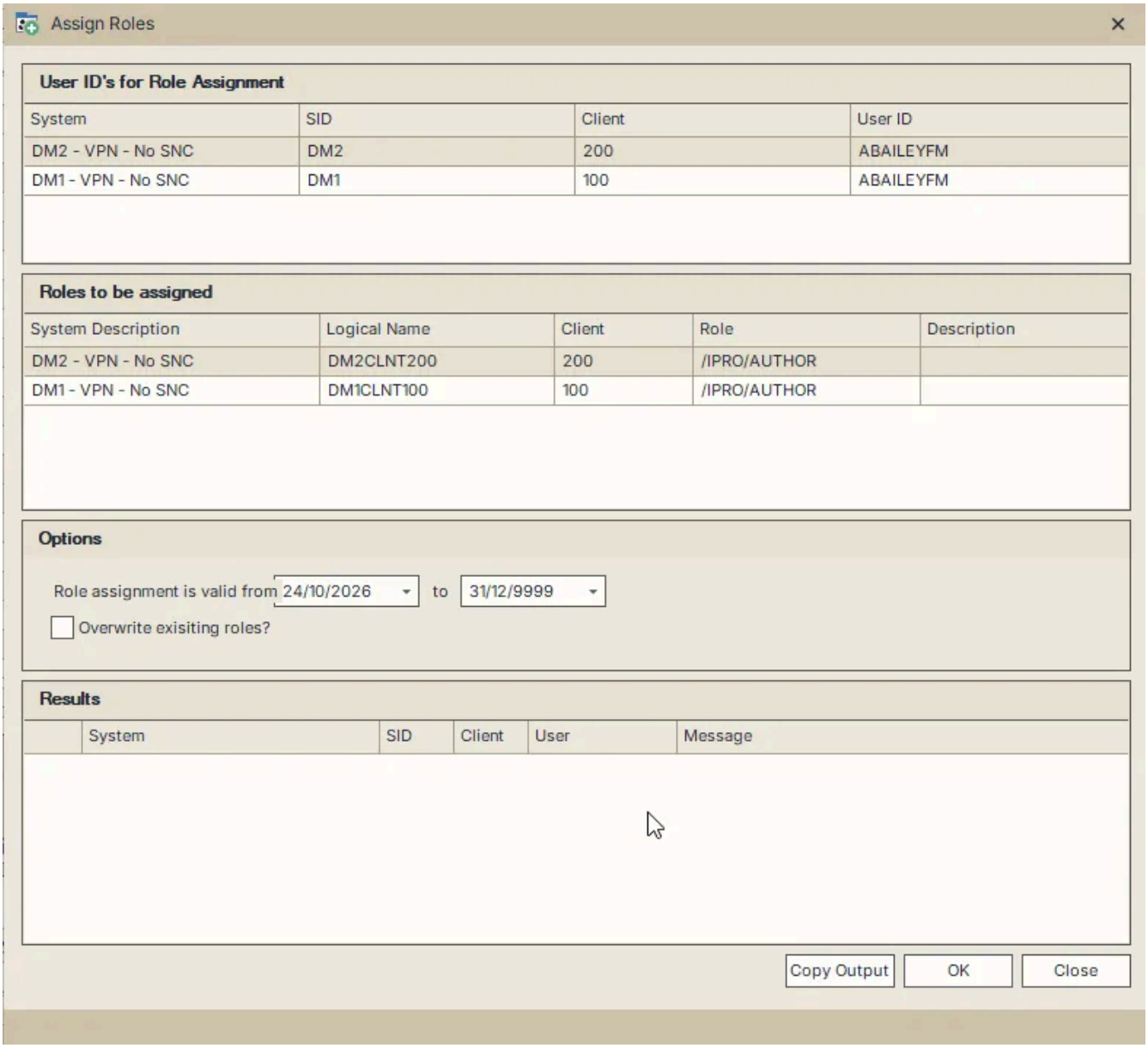
Assign selected roles to selected users in matching SAP clients, with a shared validity period and a choice to retain or replace existing roles.

Use **Assign** in the **Global Role Table** when you have found the roles that users need. For example, select a reporting role in several clients and assign it to the team members in those clients.

Each user receives the selected roles from the same system connection and client. The role and user selections can span several clients in one operation.

Select users and roles

1. In the **Global User Table**, filter the accounts you need, then select their row checkboxes.
2. In the **Global Role Table**, filter the roles, including their systems and clients. Click the first role row, then hold **Ctrl** while clicking additional rows to select them.
3. Choose **Assign** in the Global Role Table. You can also drag the selected roles onto the Global User Table to open the same dialog.
4. In **Assign Roles**, **User ID's for Role Assignment** shows the destination accounts. **Roles to be assigned** shows the selected role rows and their clients.



The same role is selected from both clients to match the two target accounts.

These lists come from the two tables' selections. To change the accounts or roles, choose **Close**, change the table selections and open **Assign** again.

For example, suppose you select users in clients 100 and 200, but select `Z_DEMO_REPORT` only from client 100. The client-100 users receive that role. To assign it to the client-200 users too, select the role's client-200 row before opening **Assign**.

Set the validity period

Under **Options**, set the two dates beside **Role assignment is valid from** and **to**. The initial period is today through 31 December 9999.

The dates apply to every new assignment in this operation. For temporary access, enter its end date. For a scheduled start, enter its start date.

Use Update role assignments when different roles need different new periods. To edit a period already assigned to a user, use the Mass Changes role worksheet.

Retain or replace existing roles

Overwrite exisiting roles? starts clear.

- Leave it clear to retain the user's existing direct role assignments and their dates, while adding the selected roles with the new period.
- Select it when the selected roles should replace the user's existing role list. Existing direct roles outside the selected list are removed. The selected roles receive the period entered in **Options**.

Your license determines whether the overwrite option is available. The operation applies the same choice to all listed users who have matching selected roles.

Apply the assignments

1. Set the dates and overwrite choice for the operation.
2. Choose **OK**. The status bar identifies the account and client being processed.
3. When **OK** becomes available again, read **Results** for the completed operation.
4. Choose **Copy Output** to copy the result list, or **Close** to return to the tables.

Results identifies each account with **System**, **SID**, **Client** and **User**. The **Message** column includes SAP responses prefixed with the operation:

- **Remove roles:** the response from replacing the previous assignment list.
- **Assign roles:** the response from applying the prepared list, including retained assignments when overwrite is clear.
- **No Role was selected for this user. No action taken.** means none of the selected role rows matched that user's system connection and client.

Results accumulate while the dialog remains open. A later operation adds its messages below the previous results.

Resolve incomplete assignments

Assignment replacement clears the previous list before applying the prepared list. If removal succeeds but assignment fails, the account can be left with missing roles. Open Role Assignment for the affected account, then use Update role assignments to restore its intended roles.

An SAP error during removal is followed by an assignment attempt. **Results** includes both responses and a message explaining that sequence. Use the account's resulting assignment list to determine what remains to be restored.

Other accounts can complete when one account fails. To retry affected accounts, close the dialog, select those accounts and the matching role rows, and choose **Assign** again. Include the copied result messages when contacting support about a persistent failure.

Stop processing

Choose **Close** while the operation is running. Active SAP work finishes, and accounts that have not started are skipped. The dialog stays open for **Results**.

Cancelled before role assignment started. identifies an unstarted account. Completed changes remain applied. Choose **Close** again after processing stops to leave the dialog.