View users' role assignments

Applies to userXpress 2.0.0.0

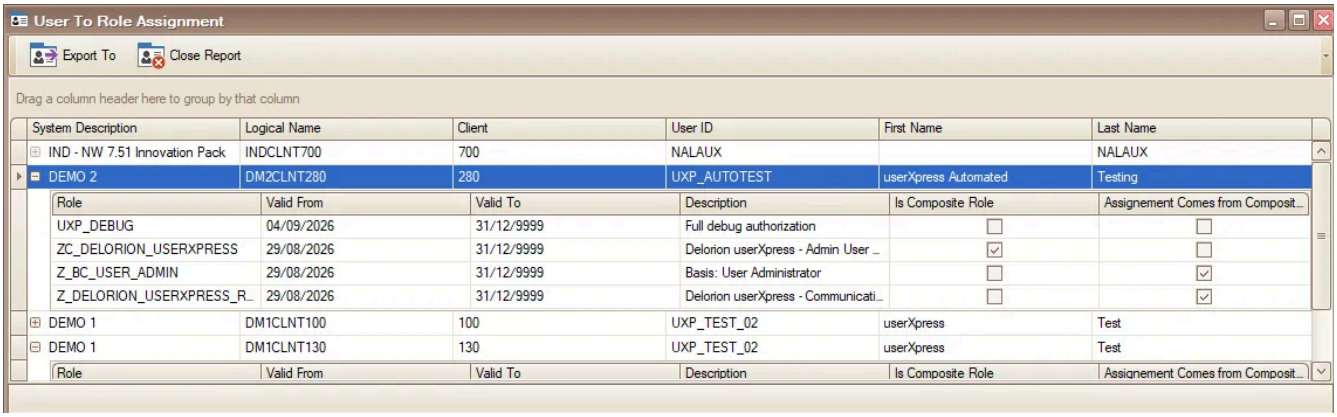
Read and export the roles assigned to selected users, including validity dates and composite-role indicators.

Use **Roles → Role Assignment** to see which roles selected users have in their SAP clients. This is useful when comparing users' access, investigating an unexpected assignment or preparing an assignment report.

Open the report

1. In the **Global User Table**, select the accounts using their row checkboxes. You can select accounts from several clients.
2. Choose **Roles → Role Assignment**. The progress window shows the clients being read.
3. In **User To Role Assignment**, expand an account with the plus button beside its row to display its roles.
4. Choose **Close Report** when you have finished.

The report reads role assignments from SAP when you open it. Open it again to retrieve changes made since that read.



Expand an account to see the roles assigned in that system and client.

Read an account's assignments

The account row identifies the **System Description**, **Logical Name**, **Client** and **User ID**. **Logical Name** identifies the connection, such as `DM1CLNT100`. **First Name** and **Last Name** come from the selected Global User Table row.

Each expanded role row shows:

- **Role:** the SAP role name.

- **Valid From** and **Valid To:** the assignment's start and end dates. These are the role-assignment dates, not the account's validity dates.
- **Description:** the available role description. A blank description means no text was returned for the report's language.
- **Is Composite Role:** selected when the role contains component roles. A clear checkbox identifies a role with no component roles in the retrieved data.
- **Assignement Comes from Composite Role:** selected when SAP marks this assignment as inherited from a composite role. A clear checkbox means that composite-origin indicator is absent.

A composite role groups single roles. Assigning it gives the user its component roles through SAP's user comparison. Maintain an inherited assignment through its composite role. See SAP's explanation of composite roles.

The report includes expired and future-dated assignments. Use **Valid From** and **Valid To** to distinguish them from assignments valid today. An account with no retrieved assignments has no role detail rows.

Export the report

Use **Export To** to save the account-and-role list for further analysis or sharing.

1. Choose **Export To**.
2. Under **Export Format**, choose an available format:
    - **Excel 2007 - 2013** produces an `.xlsx` workbook.
    - **Excel 97-2003** produces an `.xls` workbook.
    - **CSV** produces comma-separated text.
    - **XML** produces structured data. **XML incl. Schema** also includes the data structure.
3. Use the browse button beside **Save As** to choose the destination and filename.
4. Choose **OK**. A confirmation identifies the saved file, then the export dialog closes.

Export includes all assignments retrieved for the report, including collapsed accounts and rows hidden by report filters. Each exported row combines an account with one role assignment. Accounts with no assignments have no rows in the exported file.

Incomplete report

When some reads fail or are stopped, a **Roles** message states how many selected users are included. It also gives the failed and unstarted counts. The report contains the completed reads.

To retry the missing accounts, close the report, select those accounts in the Global User Table and open **Role Assignment** again. If their assignments still cannot be read, include the **Roles** message when contacting support.

To add or remove assignments, follow Update role assignments.