USERXPRESS
BY DELORION

userXpress documentation

Get started

Prepared 2026-10-27

Contents

Get started

- userXpress documentation
- Connect to SAP
- Settings and session tools

userXpress documentation

Applies to userXpress 2.0.0.0

Get started with SAP account and role administration: connect clients, find accounts and choose a task.

Use userXpress to create accounts, manage passwords and assign roles across SAP systems and clients. The shared workspace lets you find accounts in several clients and select them for the same administration task.

For installation, workstation requirements and SAP access, start with the Technical Documentation.

Start here

On first use, complete First start and license. On later starts, open **userXpress** from the Windows Start menu, enter your passphrase and choose **Unlock**. Saved AutoStart connections open automatically when AutoStart is on.

1. To connect another client, choose **Add** in **Control Panel** → **Connected Systems** and enter the SAP logon details. Your SAP account needs authorization for the tasks you will perform.
2. In the **Global User Table**, enter the user ID in the filter row beneath **User**. Add a **Client** filter to narrow the list to one client. The table shows the matching accounts from the loaded data.
3. Select the accounts for your task using their row checkboxes. Each row identifies a specific system, client and user ID.
4. Open the task you need from the grouped table menus or follow its guide below. For example, set an initial password when a user needs a new password to sign in.

Find and select users explains additional filters, range selection and exporting the resulting list. For saved filters and conditions such as “client 100 and either surname Smith or Jones,” see My Queries.

Understand the workspace

The three main windows have different starting points:

- **Control Panel**: choose the SAP clients to connect, save regular connections for AutoStart and disconnect clients when finished.
- **Global User Table**: start with accounts to change their details, passwords, assignments or sessions.
- **Global Role Table**: start with roles to find their assigned users, inspect their content or assign them to accounts. Roles load when role management is enabled.

An account belongs to one system and client. For example, `DEMO_USER` in client `100` and `DEMO_USER` in client `200` are separate accounts. Select both rows when the task should affect both accounts.

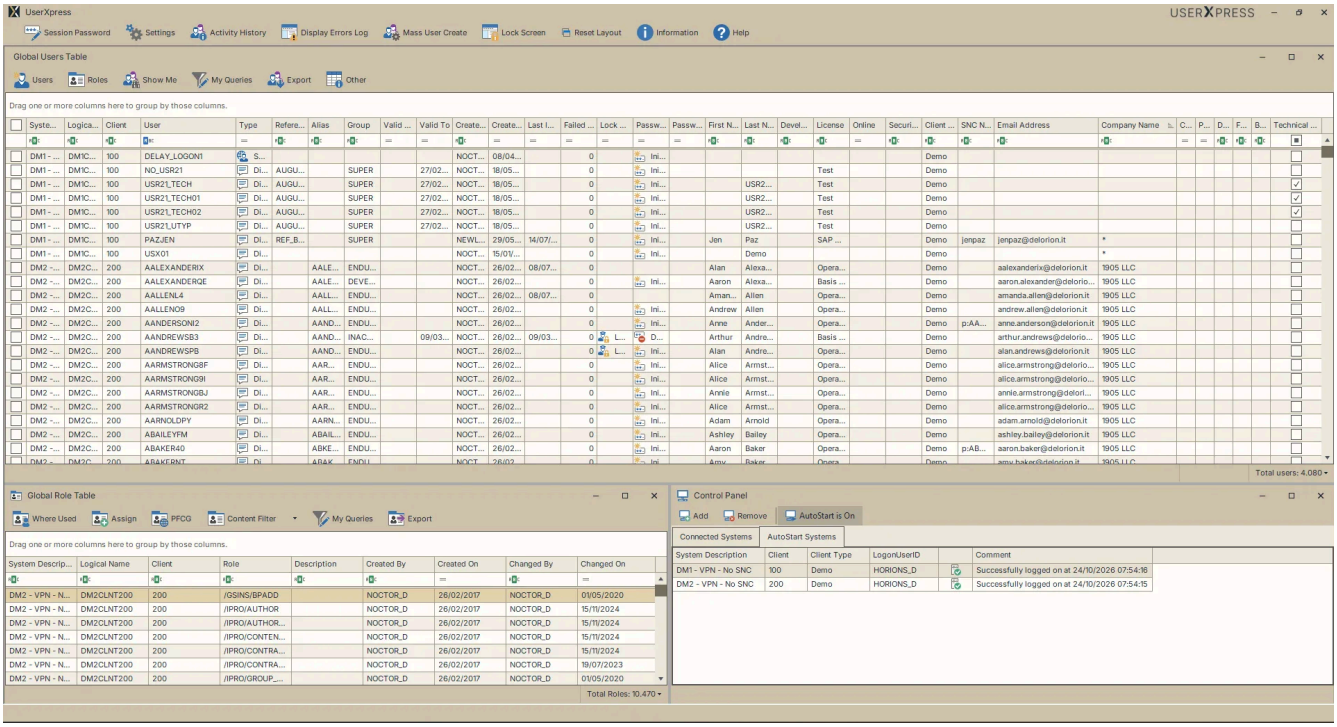
A filter narrows the rows you see. Row checkboxes select the accounts for account actions. Table **Export** uses the filtered list, including unchecked rows. Each task guide explains its selection scope.

Arrange the windows

Use **Reset Layout** on the main toolbar to choose the workspace for your task:

- **Default** shows the Global User Table above the Global Role Table and Control Panel.
- **User** maximizes the Global User Table and minimizes the other two windows.
- **Role** maximizes the Global Role Table and minimizes the other two windows.

Choose **Reset Layout** → **Default** to bring all three windows back into view.



Choose the right task

- Restore access: unlock an account or manage its password.
- Create accounts: enter a new user's details or copy an existing account.
- Create a batch: use an account list to copy each account from a source user, or Mass User Create when a spreadsheet defines account details, roles and parameters.
- Update accounts: change account details, apply the same combination of changes with Multiple Changes, or edit different values per account with Mass Changes.
- Manage access assignments: view or change role assignments or assign SNC names for single sign-on identities.
- Work with active sessions: message online users or log them off.
- Resolve a problem: read Activity History, follow Troubleshooting, measure performance or create a support request.

Table guides

- Global User Table: menu and tasks follows **Users**, **Roles**, **Show Me**, **My Queries**, **Export** and **Other**.
- My Queries explains how to build and save user filters, from one condition to nested AND/OR groups.
- Global Role Table: menu and tasks covers role selection, **Where Used**, **Assign**, **PFCG** and **Export**.
- Search role content finds roles by their maintained authorizations and transactions. Use filter workbooks to share query definitions.

Open help while working

Choose **Help** on the main toolbar to open this manual in your browser. In **Mass User Create**, **Help** → **View Help** opens its task guide. In **Assign SNC** → **Advanced**, **?** opens the variable reference.

Terms used in these guides

- **System**: a SAP installation.
- **SID**: the SAP system identifier.
- **Client**: an area within a SAP system with its own user accounts.
- **Source user**: an existing account whose details are copied to create another account.
- **Role**: a set of authorizations assigned to a user.
- **SNC**: Secure Network Communications. An SNC name identifies the user for SNC sign-on.

See Terms and status messages for account, role and query terminology and links to status explanations. Use Templates and downloads to choose a workbook, save the Word template or obtain the SAP role package.

SAP and SAP NetWeaver are trademarks or registered trademarks of SAP SE in Germany and other countries.

Connect to SAP

Applies to userXpress 2.0.0.0

Connect a SAP client, save a logon for AutoStart, update saved credentials and disconnect from the workspace.

Connect each SAP client you want to work with. The **Global User Table** combines their accounts, and the **Global Role Table** combines their roles.

Use **Connected Systems** in the **Control Panel** for a connection you need now. Save a connection in **AutoStart Systems** when you work with the same client regularly.

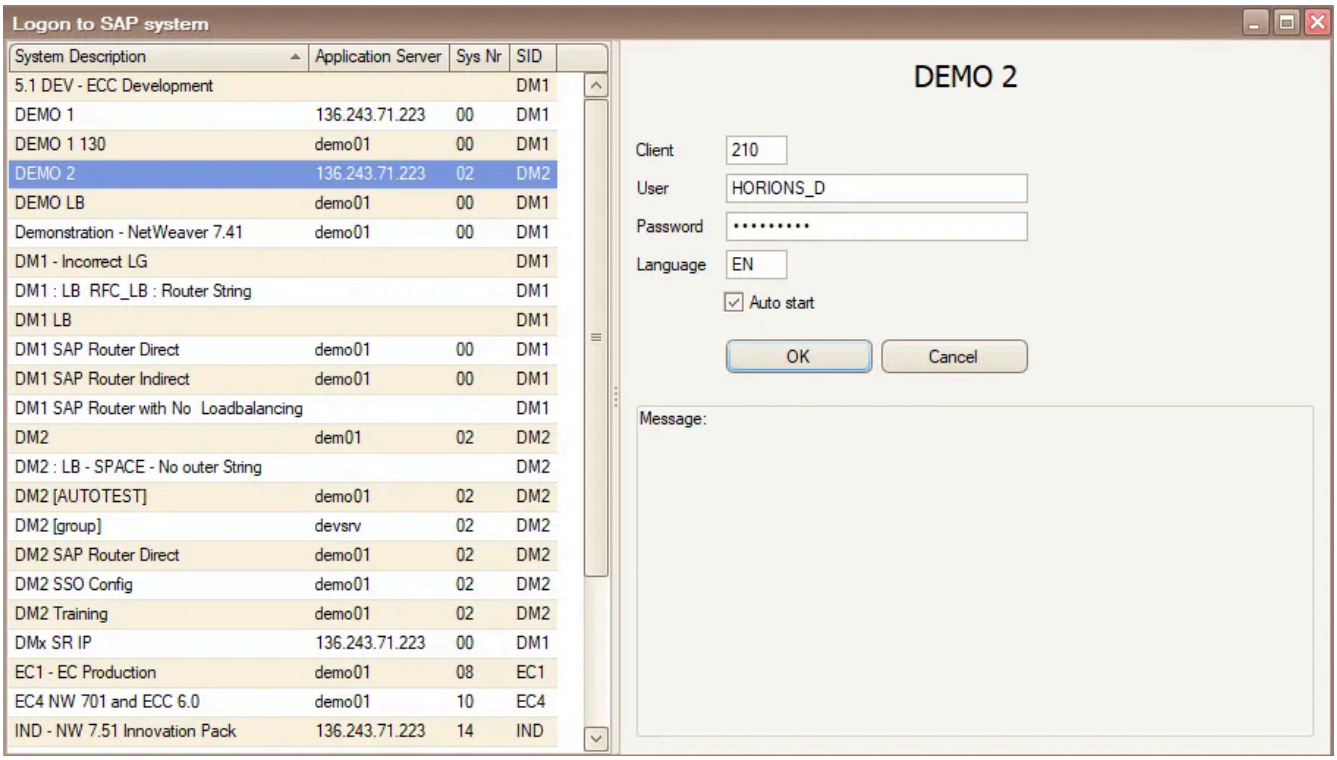
userXpress detects the SAP Logon connection file automatically. If you use a different connection list, select that file in Settings.

Connect a system

1. In **Control Panel**, open **Connected Systems** and choose **Add**.
2. Select the SAP system from the list.
3. Enter the three-digit **Client**. Keep the displayed **Language** or enter the logon language you need.
4. For password authentication, enter your SAP **User** and **Password**. For a system configured for SNC single sign-on, userXpress uses your sign-on identity.
5. Select **Auto start** to save the connection for future sessions. Leave it clear for a connection you need only for this session.
6. Choose **OK**. userXpress connects and loads the client's data.

The connection appears in **Connected Systems**. Its accounts appear in the Global User Table. With role management enabled, its roles appear in the Global Role Table.

For example, to work with clients `100` and `200` in the same system, add each client separately. Each connection uses the SAP user you supplied for that client.



For the connection lists and their status columns, see Control Panel.

Manage AutoStart

AutoStart reconnects your saved clients when you start userXpress. The loading window shows progress for each client. The toolbar shows **AutoStart is On** or **AutoStart is Off** for the whole saved list.

Save another connection

1. Open **Control Panel** → **AutoStart Systems** and choose **Add**.
2. Select the system and enter the client, language and logon details as described above.
3. Select **Auto start**.
4. Choose **OK** to save the entry and connect.

To use the saved list at startup, turn on AutoStart as described below.

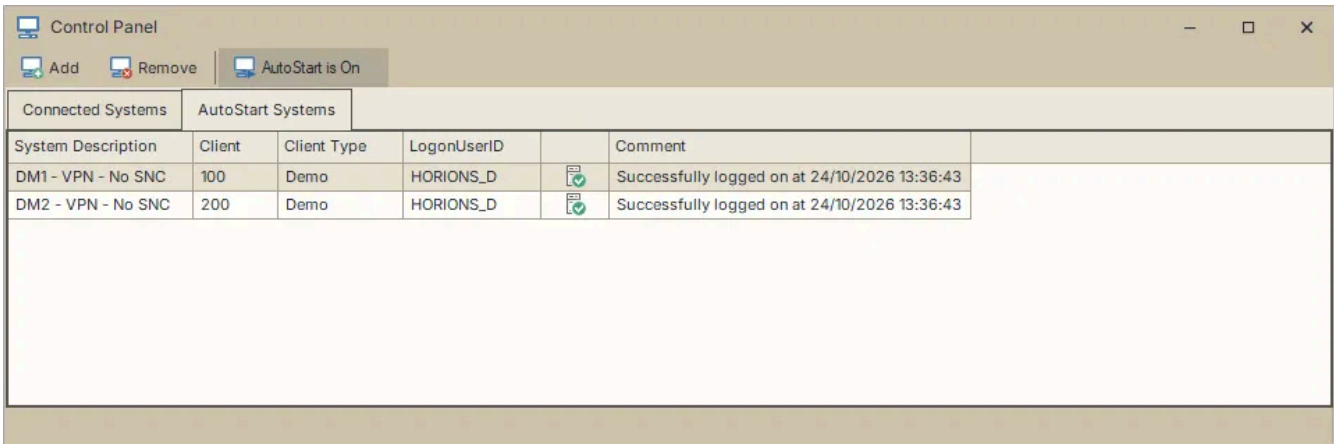
Turn AutoStart on or off

Choose **AutoStart is Off** to turn it on. In the prompt that follows:

- Choose **Yes** to connect the saved clients now.
- Choose **No** to leave automatic connection until the next application start.

Choose **AutoStart is On** to turn it off. The saved entries and connections already open remain available. This is useful when you want to choose a smaller set of clients for your next session.

With AutoStart off, double-click a saved entry to connect that client. For password authentication, choose **OK** in **AutoStart Logon**. For SNC single sign-on, choose **Yes** in the connection prompt.



Update a saved logon

Use this procedure after changing your SAP password or when you need to connect with a different SAP user.

1. If the client is connected, select it in **Connected Systems** and choose **Remove**.
2. Open **AutoStart Systems** and double-click the saved entry.
3. In **AutoStart Logon**, update **User**, **Password** or **Language**.
4. Choose **OK**. userXpress saves the logon details and connects.

For SNC single sign-on, double-clicking the entry offers to connect using your sign-on identity. Manage that authentication through the SNC configuration.

Remove a saved startup entry

1. In **AutoStart Systems**, select the entry and choose **Remove**.
2. Choose **Yes** in the confirmation naming the system and client.

The entry leaves the AutoStart list. An open connection stays in **Connected Systems** until you disconnect it.

Disconnect

Disconnect a client when you have finished working with it or want to reconnect under a different SAP user.

In **Control Panel** → **Connected Systems**, select the connection and choose **Remove**. userXpress closes the connection and removes that client's data from the global tables. Other connected clients remain available.

A saved AutoStart entry remains available for the next session. To stop opening that connection at startup, also remove its saved entry.

If a connection fails

The logon dialog displays rejected logon details. For an AutoStart attempt, read the row's **Comment** in **AutoStart Systems**.

Message or symptom	What to do
The saved password is rejected after a password change	Update the saved logon.
A saved system cannot be found in the SAP Logon connection file	Remove its AutoStart entry. Choose **Add** and select the system under its new name.
The connection file cannot be found	Select the connection file used by SAP Logon.
The SNC library is missing	Set **Settings** → **Connections** → **SNC library** as described in Configure SNC.
SAP reports missing authorization while loading data	Follow the authorization troubleshooting procedure.
The client remains unavailable	Include the system, client and exact connection message in a support request.

Settings and session tools

Applies to userXpress 2.0.0.0

Choose workspace and connection preferences, save password defaults, change your passphrase and open activity or support information.

Open **Settings** on the main toolbar to choose how userXpress looks, loads connections and remembers your workspace.

1. Select the tab for the settings you want to change.
2. Change the options described below.
3. Choose **Apply** to save and keep Settings open, or **OK** to save and close it.

Cancel closes Settings without applying unsaved edits. Changes already saved with **Apply** remain saved. The grouped-menu switch and **Set Application Defaults** take effect immediately, as described below.

General

Use **Settings** → **General** to change the application theme and status colours.

- **Select Application Theme**: Choose an appearance. Selecting a theme previews it immediately. Choose **Apply** or **OK** to keep it. **Cancel** restores the last saved theme.
- **Warning text** and **Warning background**: Choose the colours for warning rows in the Global User Table. Save, then restart userXpress to use the new colours.
- **Error text** and **Error background**: Choose the colours for error rows in the Global User Table. Save, then restart userXpress to use the new colours.

Restore application defaults

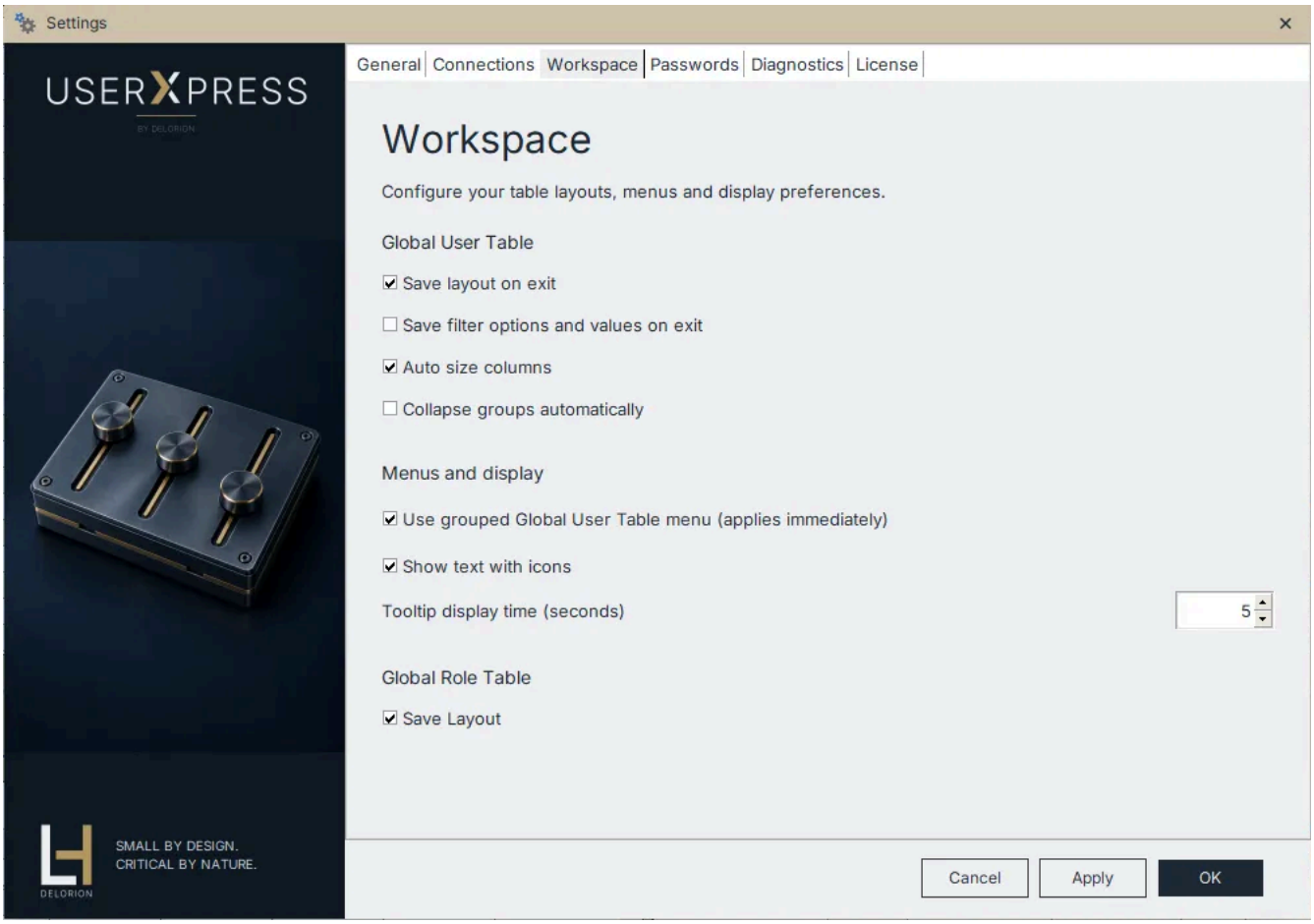
Use **Settings** → **General** → **Set Application Defaults** to return application preferences to their defaults. The reset includes the theme, table preferences, startup loading, connection monitoring, activity recording and password-dialog settings. It also clears saved initial and productive password defaults and the SNC library override.

1. Choose **Yes** in the confirmation. The default preferences are saved immediately.
2. Close Settings with **Cancel**. This leaves the reset preferences saved.
3. Restart userXpress to use the reset display and connection preferences.

To keep your preferences, choose **No** in the reset confirmation.

Appearance and table behavior

Open **Settings** → **Workspace** when you want to keep your column arrangement, return to the same filter next time or change the Global User Table menu.



Global User Table

- **Save layout on exit**: Saves the table's column arrangement, widths, sorting and grouping when userXpress closes. Use it to keep a layout suited to your work. Clearing it stops subsequent layout changes from replacing the saved layout.
- **Save filter options and values on exit**: Includes the active column filter in the saved user-table layout. Select **Save layout on exit** as well. Clear the filter-saving option to save the layout without those filter conditions. Use My Queries to keep several named filters.
- **Auto size columns**: Fits columns to their contents when the user and role tables open. Clear it to allow the tables to extend horizontally. Save and restart userXpress after changing this option.
- **Collapse groups automatically**: Opens grouped user and role tables with their groups collapsed. Clear it to expand groups automatically. Save and restart userXpress after changing this option.

Menus and display

- **Use grouped Global User Table menu (applies immediately)**: Groups commands under **Users**, **Roles**, **Show Me**, **My Queries**, **Export** and **Other**. The guides use this arrangement. Clearing it restores the ungrouped menu. Switching this option applies and saves it immediately, including when you later choose **Cancel**.
- **Show text with icons**: Adds names such as **Dialog** and **System** beside the user-type icons. Save and restart userXpress after changing this option.
- **Tooltip display time (seconds)**: Sets how long a user-table message remains visible when you point to a text cell. Increase it when you need more time to read a message.

Global Role Table

Select **Save Layout** to save the role table's column arrangement, widths, sorting and grouping when userXpress closes. Clear it to leave the previously saved layout unchanged.

Arrange the workspace windows

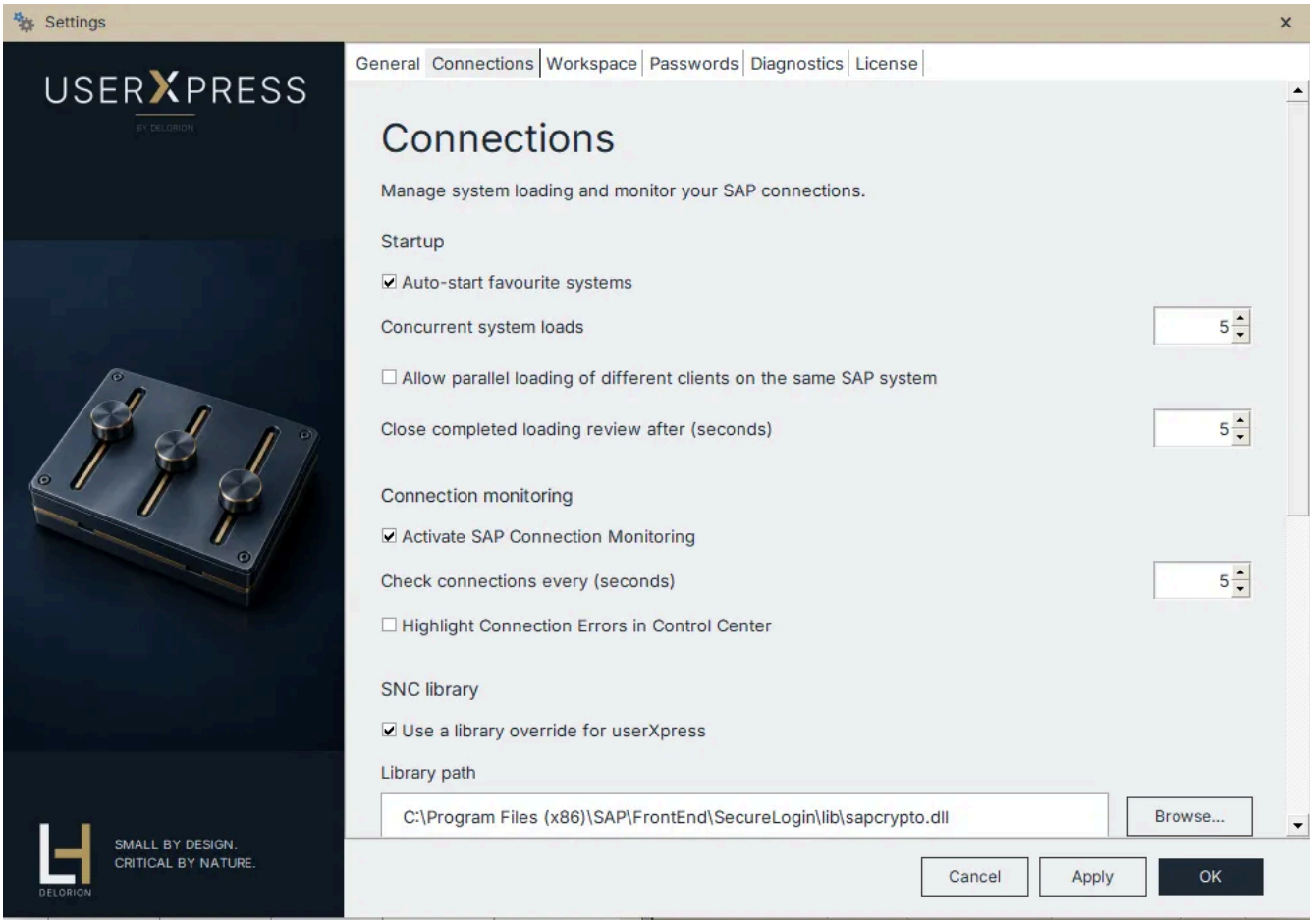
Use **Reset Layout** on the main toolbar to choose how much space each window uses:

- **Default** places the Global User Table across the top, with the Global Role Table and Control Panel below it.
- **User** maximizes the Global User Table and minimizes the other two windows.
- **Role** maximizes the Global Role Table and minimizes the other two windows.

Use **Default** to return to all three windows after working with one table maximized.

Connections

Open **Settings** → **Connections** to control automatic loading, SAP GUI windows and connection monitoring. For saved logons, use Control Panel → AutoStart Systems.



Startup

- **Auto-start favourite systems**: Loads the saved AutoStart connections when userXpress starts. Clear it when you want to connect clients individually.
- **Concurrent system loads**: Limits how many clients AutoStart loads at once. Lower it to reduce simultaneous loading against SAP. A value of **1** loads clients one at a time.
- **Allow parallel loading of different clients on the same SAP system**: Allows clients on the same SAP system to load together, within the concurrent-load limit. With this option cleared, clients on the same system wait for one another while different systems can load together.
- **Close completed loading review after (seconds)**: Sets how long the completed Loading systems review remains open without keyboard or mouse interaction. Increase it to allow more reading time.

The three loading controls become available when **Auto-start favourite systems** is selected. Save the settings for the next AutoStart run.

SAP GUI

Maximum SAP GUI windows sets how many SU01 and PFCG windows can be open or opening from userXpress at once. The default is **5**, shared across both tables and all connected clients.

1. Open **Settings** → **Connections** → **SAP GUI**.
2. Enter a whole number of at least **1** in **Maximum SAP GUI windows**.

3. Choose **Apply** or **OK**.

The saved limit applies to the next launch without restarting userXpress. Lowering it keeps existing windows open. Close enough windows to make room before opening more.

For example, with a limit of five and two windows already open, you can open three more records. Selecting four opens none of that selection. Select three or fewer and try again.

A record already open or opening must be deselected before launching another selection that contains it.

SU01 windows opened through a **SAP logon ticket** connection count only while userXpress starts them. SAP GUI takes over those windows after launch.

Connection monitoring

Select **Activate SAP Connection Monitoring** to have userXpress check open SAP connections periodically. Set the interval in **Check connections every (seconds)**.

Select **Highlight Connection Errors in Control Center** to highlight interrupted connections in the Control Panel. Save and restart userXpress after enabling or disabling monitoring or its highlighting. For the displayed states and reconnection steps, see Connection status icons.

SAP Logon configuration and SNC

userXpress detects the SAP Logon configuration file automatically. Use **SAP Logon configuration → Configuration file (INI / XML)** when you need a different connection list. Follow Use a different connection file.

Use **SNC library** to select the installed provider for SNC connections. The SNC configuration procedure explains library selection and the restart required after a change.

Passwords

Open **Settings → Passwords** to save a default initial or productive password and choose whether the password command opens a dialog.

1. Under **Initial password** or **Productive password**, fill in **Enter** and **Re-Enter** with the same value. **Show password** reveals the entries.
2. Keep **Show Initial Password dialog window** or **Show Production Password dialog window** selected to open the corresponding dialog with that value filled in.
3. To apply the saved password immediately when choosing the command, clear its show-dialog option.
4. Choose **Apply** or **OK**.

The two defaults are independent. If both entries for a default are blank, userXpress enables its dialog so you can enter a password for each operation. See Lock accounts and manage passwords for the account-selection and reset procedures.

Under **Productive clients**, **Display confirmation when user belongs to productive client** adds a confirmation to user-table commands such as **Lock**, **Unlock**, **Delete** and password changes. The warning checks the first client in the selection. To receive a separate confirmation for each productive client, select and process one client at a time.

Excel exports

Use these options in **Settings** to require a password when opening an exported Excel workbook. Export protection is off by default.

1. Select **Protect Excel exports**.
2. Enter the password in **Default Excel password** and confirm it. Password entries are masked.
3. Select **Let me choose on each export** to choose protection or a different password for individual files. Leave it cleared to use the default automatically.
4. Choose **Apply** or **OK**.

The settings work together as follows:

- **Protect Excel exports** cleared: Excel exports are saved without password protection, and **Let me choose on each export** is unavailable.
- **Protect Excel exports** selected and **Let me choose on each export** cleared: Excel exports use the saved default password automatically.
- Both options selected: the export window shows protection controls, initially using the saved default.

Choose protection for one export

With **Let me choose on each export** selected, make the choice in the export window before starting the export:

- Keep **Password protect this file** selected to use the default password.
- Choose **Change...** to enter a different password for this file.
- Clear **Password protect this file** to save this file without password protection.
- If protection is selected and no default is available, enter the password in the export window.

These choices apply to that file only. The saved default stays unchanged. If protection is selected without a usable password, the export window explains what is needed before export can start. Cancelling stops the export and leaves the destination unchanged.

Open a protected workbook

Give the recipient the password used for that file. Excel asks for it when opening the workbook. The recipient uses the export password, not your userXpress passphrase.

When opening a protected workbook in userXpress, the saved default can be used if it matches the file. Enter the file's password when prompted, including when the file used a one-export override or a different default. If the password is rejected, enter the correct password before importing. Cancelling

stops the import.

Changing the default affects future exports. Previously exported workbooks keep their original passwords. Resetting a forgotten userXpress passphrase clears the saved default Excel password, so retain the passwords needed to open those files.

For encryption and profile storage details, see Excel export protection.

Diagnostics

Use **Settings** → **Diagnostics** to choose activity recording and connection logging.

- **Record user activity** records account-operation results for **Activity History**.
- **Activate ERPConnect Logging** enables detailed SAP connection logs for investigating connection problems. When support asks for these logs, enable the option, save and restart userXpress before repeating the affected connection. Clear the option and restart when the capture is finished.

To measure loading time, use **Information** → **Diagnostics** on the main toolbar and follow Measure loading performance.

License

Open **Settings** → **License** to view the installed product, license type, issue date and registered organisation's contact details. For obtaining and entering a license, see Installation and licensing.

Session password

Use **Session Password** on the main toolbar to change the passphrase used to open and unlock userXpress.

1. Enter **Current passphrase**.
2. Enter a passphrase of at least 12 characters in **New passphrase** and **Confirm new passphrase**.
3. To add a reminder, enter it in **Passphrase hint**.
4. Choose **Change passphrase**.

userXpress confirms the change. Saved logons and the default Excel password remain available. Use the new passphrase the next time you start or unlock the application.

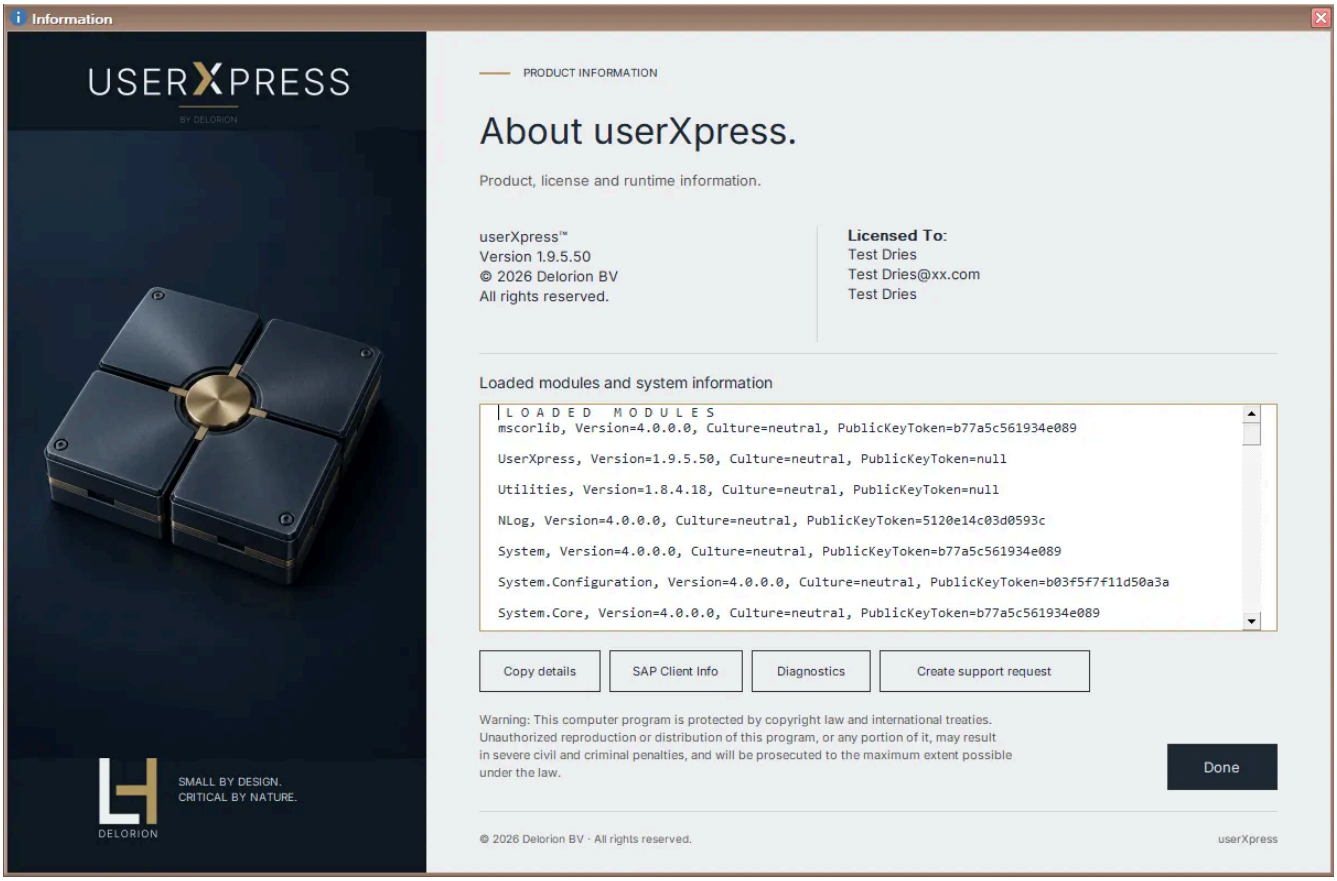
Lock the workspace

Choose **Lock Screen** on the main toolbar when you want to lock userXpress while keeping your workspace open. To return, enter **Session passphrase** and choose **Unlock session**.

Activity and diagnostic information

Choose the main-toolbar command that matches the information you need:

- **Activity History** shows recorded account-operation results from this session. A number beside the command indicates unseen entries. Selecting the window marks those entries as viewed. An **Updates failed** notification opens the history when clicked. See Activity History for its columns and outcome meanings.
- **Display Errors Log** opens the application log. Choose **Refresh Display** to load the latest entries while investigating a reported error.
- **Information** shows the application version and runtime details. **Copy details** copies the displayed technical information. **SAP Client Info** shows information about the installed SAP client software.



In **Information**, choose **Create support request** to describe a problem and select files to attach. Follow Create a support request for the sign-in, attachment and submission steps.