USERXPRESS
BY DELORION

userXpress documentation

Global Role Table

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Global Role Table

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Global Role Table: menu and tasks

Applies to userXpress 2.0.0.0

Find SAP roles, inspect their assigned users, open PFCG and search role authorizations across connected clients.

Use the Global Role Table when your starting point is a role: you want to find its users, inspect its content or assign it to accounts. The table brings together roles loaded from the connected SAP clients.

A role name belongs to a specific system and client. Filter those columns when you want to work in one part of the landscape, and select the role rows needed by the action.

Click a role row to select it. Hold **Ctrl** while clicking to add or remove individual rows. To select a range, click the first row, then hold **Shift** and click the last row.

See Role table columns for field meanings, blank values, column layout and the corresponding SAP fields.

Where Used

Use **Where Used** to find which users have the selected roles assigned, for example before reviewing or changing those assignments.

1. Select the role rows in the Global Role Table.
2. Choose **Where Used**.
3. Expand the roles in the assignment report to see their users and assignment details.

The report identifies the system/client for each role. When none of the selected roles is assigned, userXpress reports that result.

Continue with the assigned users

Choose **Apply Filter** in the report to bring its assigned users into view in the Global User Table. This uses all users under the report's visible role rows, including users under collapsed rows.

Filter the report's role rows first when only part of the report should contribute. Filtering the expanded user details does not narrow the account set used by **Apply Filter**.

The action replaces the Global User Table's criteria and clears its row selection. Select the resulting account rows for your next task. Any text in the user table's separate search box still applies.

You can save this account list's criteria under **My Queries**. It retains the captured system/client/user identities. Run **Where Used** again when you need a list reflecting later assignment changes.

Assign

Use **Assign** when you have already found the roles that the selected users should receive.

1. Select the target accounts in the Global User Table.
2. Select the role rows in the Global Role Table.
3. Choose **Assign** in the Global Role Table.
4. Set the validity dates and overwrite choice in **Assign Roles**, then choose **OK**.

See Assign roles from the Global Role Table for system/client matching, the assignment options and per-user outcomes.

PFCG

Use **PFCG** to open selected roles in SAP role maintenance. SAP GUI must be installed, and the connection must use a SAP **Dialog** user authorized for PFCG in the selected client.

1. Select the role rows in the Global Role Table.
2. Choose **PFCG**.
3. For several roles, the confirmation lists each role, system and client. Choose **Open N windows**, where N is the number of selected roles, to continue. Choose **Cancel** to return to the table.

Each selected role opens in a separate SAP GUI window. You can continue working in userXpress while those windows are open.

Double-click a role row to open only that role, even when other rows are selected.

The default SAP GUI window limit is five, shared with SU01. If the selection exceeds the available capacity, select fewer roles or close existing windows before choosing **PFCG** again.

For opening errors, use SU01 or PFCG does not open.

Content Filter

Choose **Content Filter** to find roles by their maintained authorizations or transaction content. For example, find roles with a particular object/field value without knowing their names.

- Search role content explains the editor and worked queries.
- Comparisons and values explains exact values, coverage, wildcards, ranges and organizational values.
- Role queries and search results explains **Run again**, **Clear role content**, query status and incomplete searches.

The content menu also offers **Download Filter Template**, **Import Filters** and **Export Filters**. Use the filter workbook guide to prepare or share saved definitions.

My Queries

Use **My Queries** for recurring role reviews. Save ordinary column criteria, role content conditions or both. Choose a saved name to apply the definition, then use **Save changes** or **Save query as...** after editing it.

Save and reuse role queries describes the complete procedure.

Export the role list

Use **Export** when you need a report of the roles shown in the table.

1. Apply the filters for the roles you want in the report.
2. Choose **Export**.
3. Select the **Export Format** and use **Save As** to choose the file.
4. Choose **OK** to write it.

The export includes the filtered role rows, including unselected rows. **Content Filter → Export Filters** serves a different purpose: it saves query definitions for reuse.

Role table columns

Applies to userXpress 2.0.0.0

Identify a role and its client, interpret creation and change details, and find the corresponding fields in SAP.

Use these columns to identify roles across clients or narrow a review by role name, creator or change date. For example, filter **Client** and **Created By** to find roles created by one SAP user in that client.

The Global Role Table displays information retrieved from SAP. Open PFCG to maintain a role.

Choose which columns to show

1. Right-click a column heading and choose **Column Chooser**.
2. Drag a field from the chooser to the heading row to show it.
3. To hide a column, drag its heading into the chooser.
4. Drag headings along the heading row to put them in the order you need.

All nine fields below are available. Your saved layout determines which ones are visible. To retain your arrangement for later sessions, enable **Settings** → **Workspace** → **Global Role Table** → **Save Layout** and choose **Apply** or **OK**.

Identify the role and client

System Description

The description of the SAP connection from which the role was loaded. Use it to distinguish systems when reviewing several clients together.

This comes from the connection's SAP Logon entry. It is connection information, with no corresponding role field in PFCG.

Logical Name

The connection identifier used by userXpress, formed from the system ID and client. For example, `DEMCLNT100` identifies system `DEM`, client `100`.

This value is generated by userXpress. It has no corresponding SAP role field to maintain.

Client

The SAP client containing the role. The same role name in two clients identifies two separate role definitions.

When opening SAP GUI manually, use this number in the logon screen's **Client** field. SAP's logon instructions describe that field.

Role

The technical name of the role. Use this value when selecting a role for assignment or entering a role name in SAP.

In **PFCG**, enter it in the **Role** field to display or change that role in the selected client.

Description

The role's short description. Use it alongside **Role** when the technical name alone does not explain the role's purpose.

A blank cell means no short description was loaded. To view or maintain the text in SAP, open the role in **PFCG** and use **Description** beneath the role name. The short description is language-dependent. The **Description** tab also provides a separate **Long Text** for a fuller explanation. SAP role description reference.

Creation and change details

Use these fields to find roles created or changed by a particular SAP user, or to narrow a review by date.

- **Created By**: The SAP user recorded as the role's creator.
- **Created On**: The recorded creation date. A blank cell means no creation date was loaded.
- **Changed By**: The SAP user recorded for the role's last change.
- **Changed On**: The recorded last-change date. A blank cell means no change date was loaded.

A blank **Created By** or **Changed By** cell means that the corresponding SAP user value is empty.

In **PFCG**, open the role and choose **Description**. Under **Administration Information**:

- **Created → User** corresponds to **Created By**.
- **Created → Date** corresponds to **Created On**. SAP shows its **Time** separately.
- **Changed → User** corresponds to **Changed By**.
- **Changed → Date** corresponds to **Changed On**. SAP shows its **Time** separately.

SAP records these administration values as roles are created and changed. See the PFCG screen reference. For a history of individual role changes, use SAP change documents.

Load updated role information

The role list loads when you connect a client. To retrieve role definitions changed since that load, disconnect and reconnect that client.

If the expected roles are missing, clear the role table's filters and inspect the client's result in Loading systems. A role-content query searches within the loaded role list. Use Run again after loading new role information.

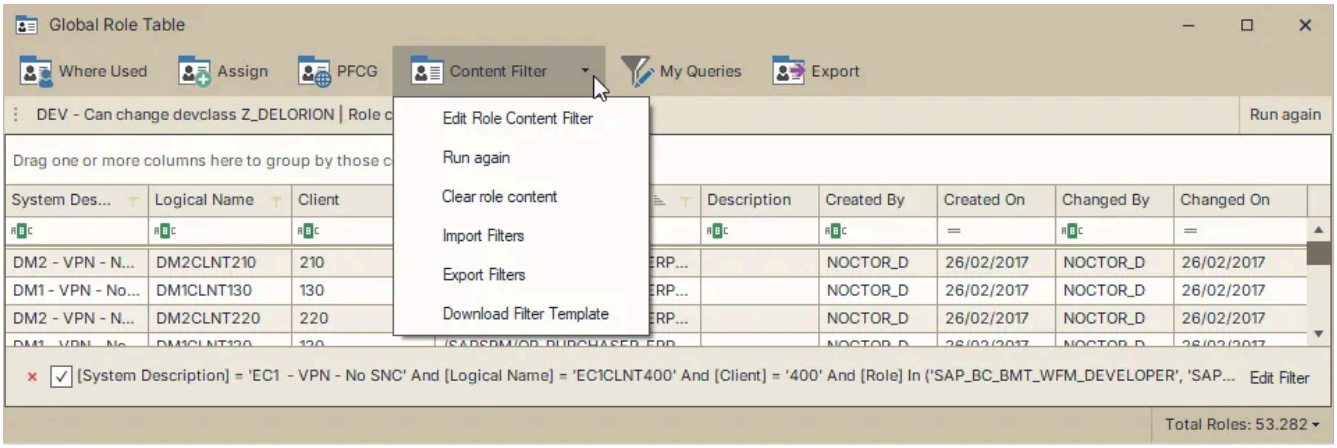
Search role content

Applies to userXpress 2.0.0.0

Find roles by authorization object, field value or transaction, and build a content filter in the Global Role Table.

Use a role content filter when you know the authorization or transaction you need to find but do not know which roles contain it. For example, find roles whose maintained authorizations cover activity `02` for a particular role name, or roles whose menus contain a transaction.

A column filter searches details already shown in the Global Role Table, such as role name or client. **Content Filter** reads the maintained content of the roles from the connected SAP clients.



Choose what to search

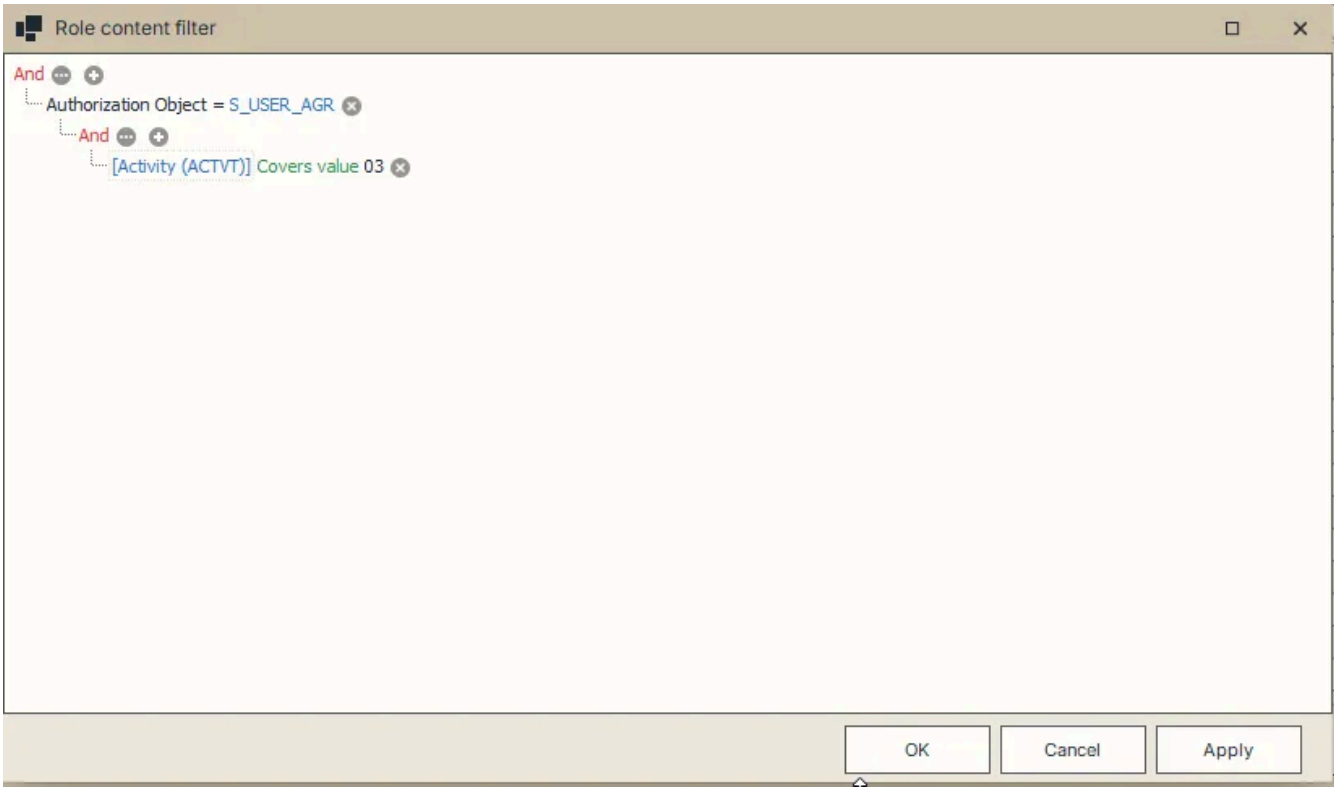
Condition	Use it to find
Authorization Object	A specific object and the values maintained in its fields. Keep related field requirements inside the same object condition.
Transaction authorization (S_TCODE)	Transaction codes covered by the role's maintained transaction authorizations.
Menu transaction	A transaction listed in the role menu, for example when locating roles that provide a particular menu entry.

For a composite role, search its member single roles to inspect their authorizations. The content search evaluates each role's own maintained data. To investigate a particular user's assignments, use Where Used or the user role assignment report.

Find roles containing an activity

This example finds roles with an `S_USER_AGR` authorization covering activity `03`.

1. Connect the SAP clients you want to search and load their roles in the Global Role Table.
2. Use ordinary column filters to narrow the scope when appropriate, for example to one client or a role-name prefix.
3. Click **Content Filter**, or open its menu and choose **Edit Role Content Filter**.
4. Add a condition using the group's plus button. Click its field selector and choose **Authorization Object**.
5. Click the object name. Search for `S_USER_AGR`, then double-click the matching row or press Enter. You can also enter the exact name with **Equals** selected and choose **Use**.
6. In that object's field conditions, choose **ACTVT**.
7. Click the comparison and choose **Covers value**. Enter `03` in the value cell.
8. Leave the other field values empty when they should not restrict this search.
9. Choose **Apply** to run the search, or **OK** to run it and close the editor.



The table shows the result for the eligible roles. An authorization containing `03`, a range covering `03`, or unrestricted activity coverage can satisfy this condition. The comparison guide explains how **Covers value** differs from **Equals**.

Choose fields and values

Click a field name to choose one of the fields belonging to the selected object. The selector shows technical codes and available descriptions. Search either column to locate a field.

For a value, type the SAP code directly or use the search button beside the value. Press **F4** to open the available-value lookup. Double-click a suggestion, or select it and press Enter, to insert its code. Escape closes the lookup and keeps the value you had entered.

Preserve leading zeros in codes, for example `03`. For role content comparisons, `03` and `3` are different values. Descriptions help you choose the code, while the query uses the code itself.

Unused field rows can stay empty. They are left out when you apply the filter. Enter at least one field value for each object condition. After changing an object or field, enter its dependent values again so the condition describes the newly selected field.

If SAP metadata is incomplete, the lookup explains which suggestions are unavailable. You can enter known codes directly. If the editor reports that a field does not belong to the chosen object, select the correct field or connect a client that provides its definition before applying the query.

Require related values in one authorization

Suppose you need `ACTVT` to cover `02` and `ACT_GROUP` to cover `Z_FINANCE` within the same `S_USER_AGR` authorization.

1. Open the filter from the preceding example.
2. Change **ACTVT** → **Covers value** to `02`.
3. In the same object condition, set **ACT_GROUP** → **Covers value** to `Z_FINANCE`.
4. Set the group containing those two fields to **And**.
5. Choose **Apply** or **OK**.

Each matching role must contain an authorization where both field requirements hold together.

Maintained content in an example role	Result
One authorization contains ACTVT `02` and ACT_GROUP `Z_FINANCE`.	Matches both requirements.
One authorization contains ACTVT `02` and ACT_GROUP `Z_SALES`.	Does not match the required role name.
One authorization contains `02` with `Z_SALES`, and a second contains `03` with `Z_FINANCE`.	Does not match. Neither authorization contains the required combination.

Keep the two fields inside one object condition. Two separate object conditions can be satisfied by different authorizations in the role.

Combine alternatives and groups

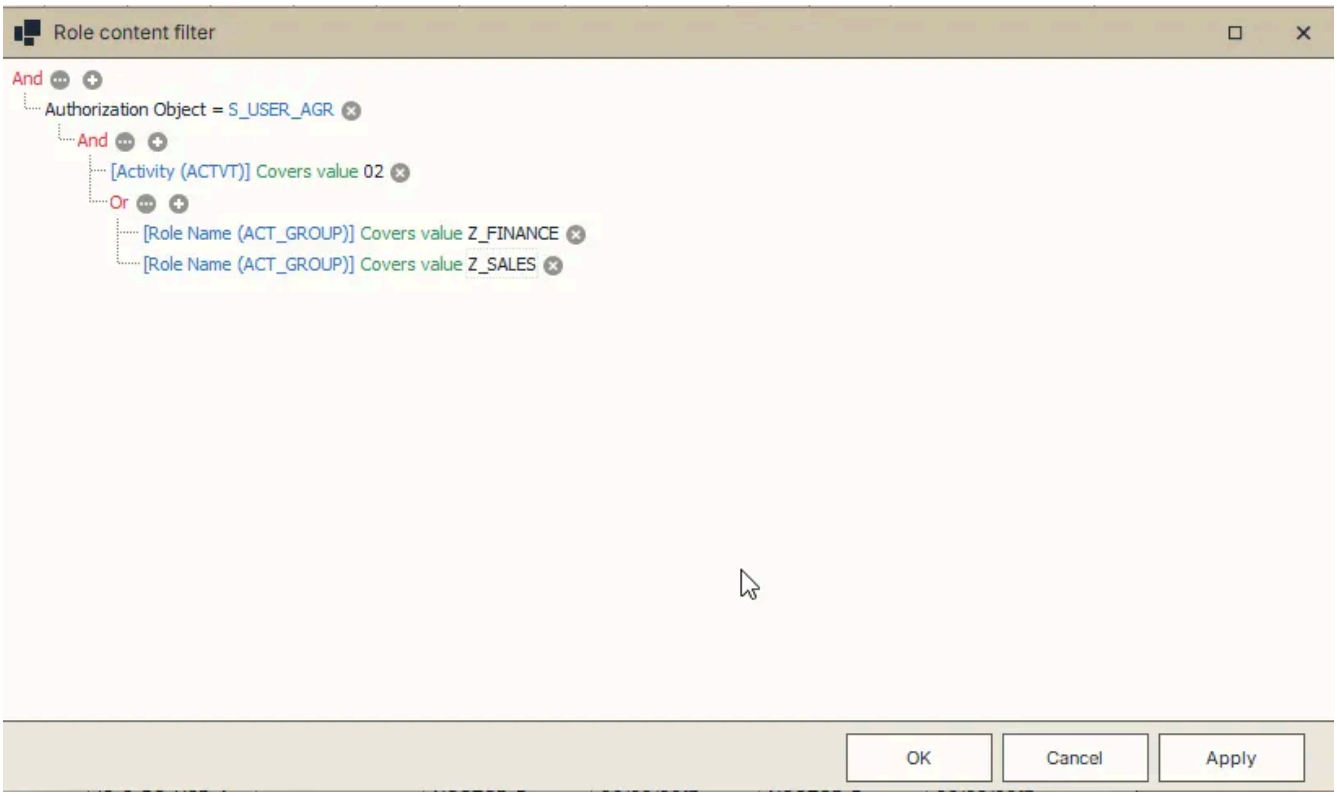
Use **And** for requirements that must all hold, and **Or** when any alternative is sufficient. Click a group's operator to change it. Use **Add Condition** to add another condition at that level, or **Add Group** to place a group inside it.

For example, to find change activity for either `Z_FINANCE` or `Z_SALES` within one authorization:

1. Keep the `S_USER_AGR` object condition.
2. Keep **ACTVT** → **Covers value** → **02** in its **And** group.
3. Add an **Or** group inside the same object.
4. Move the role-name choice into that group by removing the earlier ACT_GROUP condition and adding **ACT_GROUP** → **Covers value** → **Z_FINANCE** inside **Or**.
5. Add **ACT_GROUP** → **Covers value** → **Z_SALES** to that **Or** group.
6. Apply the query.

The definition reads:

```
Authorization Object = S_USER_AGR
  And
    ACTVT covers 02
    Or
      ACT_GROUP covers Z_FINANCE
      ACT_GROUP covers Z_SALES
```



A role qualifies when one authorization contains activity `02` together with at least one of the two role-name values.

Combine objects and transactions

Add conditions to the top-level group when they describe separate requirements for a role. For example, find roles with a VA01 or VA02 menu entry and transaction authorization covering VA01:

1. Set the top group to **And**.

2. Add **Transaction authorization (S_TCODE)** with **Covers value** `VA01`.
3. Add a group beneath the top **And** and set it to **Or**.
4. In the **Or** group, add **Menu transaction**, **Equals**, `VA01`.
5. Add another **Menu transaction**, **Equals**, `VA02` to the same group.
6. Apply the query.

A role with the VA02 menu entry and S_TCODE value `VA*` matches. A role with the menu entry but no matching transaction authorization does not match this query.

Use the menu condition to locate navigation entries and the transaction authorization condition to inspect maintained S_TCODE values. Whether a user can complete a transaction also depends on that user's other required authorizations.

Exclude a combination

Use a negative group when you need roles that do not contain a particular combination. For example, place an object condition for `S_DEVELOP` and activity `02` inside a **Not And** group containing just that object condition. This reverses the result for the whole object condition.

A negative field comparison has a narrower meaning: it applies to the field within an existing authorization. To exclude an entire object/field combination, negate the enclosing object condition as in the example.

An unreadable or unresolved role remains unverified even under negation. See Understand incomplete results.

Apply, OK and Cancel

- **Apply** runs the edited definition and keeps the editor open.
- **OK** runs the definition and closes the editor.
- **Cancel** closes the editor and discards edits made since the last application of the filter. Results already produced by **Apply** remain in the table.

After applying a content filter, select the result rows needed for your next task. The search clears the previous row selection.

To keep the definition, save it under My Queries. To share it with another administrator, export the saved filter.

Role content comparisons and values

Applies to userXpress 2.0.0.0

Choose between stored-text comparisons and authorization coverage, including ranges, wildcards and organizational values.

Choose the comparison according to the question you are asking. **Equals** finds a value maintained exactly as entered. **Covers value** finds maintained authorizations that cover the requested value, including a suitable wildcard or interval.

Equals or Covers value

For a query asking about activity `03`:

Maintained value	Equals `03`	Covers value `03`
`03`	Match	Match
`01` through `03`	No match	Match
`*`	No match	Match
`02`	No match	No match

Use **Equals** when reviewing how an authorization was maintained. Use **Covers value** when locating roles that cover a particular code.

Text comparisons treat a maintained interval as `LOW..HIGH`, for example `01..03`. They compare text, including leading zeros and letter case. Use the SAP internal value, such as `03`, rather than its description.

Coverage requests

Enter one of these forms with **Covers value**:

Request	Meaning
`03`	Cover this one value.
`Z_FIN*`	Cover the complete prefix beginning with Z_FIN.
`01..03`	Cover the full interval from 01 through 03.
`*`	Cover the unrestricted value range.

The entire request must be covered. A maintained value of `Z_FIN_REPORT` covers that single code but does not cover every value under `Z_FIN*`.

Use an asterisk only at the end of a coverage prefix. For **Covers value**, the prefix before the first asterisk determines the wildcard range. Use name patterns when matching object or field names.

Text comparisons

Use these comparisons to inspect maintained text or literal menu transaction codes.

Comparison	Meaning
Equals	At least one maintained value equals the text.
Does not equal	No maintained value equals the text.
Contains / **Does not contain**	A maintained value contains the text, or none contains it.
Begins with / **Ends with**	A maintained value starts or ends with the text.
Is like / **Is not like**	A maintained value matches the pattern, or none matches it. Use `%` for any number of characters and `_` for one character.
Is any of / **Is none of**	A maintained value equals one entry in the list, or none equals any listed entry.
Is greater than / **Is greater than or equal to**	A maintained value sorts after the supplied text, with equality included only in the second choice.
Is less than / **Is less than or equal to**	A maintained value sorts before the supplied text, with equality included only in the second choice.
Is between / **Is not between**	A maintained value is inside the inclusive text interval, or none is inside it. Enter both bounds.

For example, **Menu transaction** → **Begins with** → **VA** finds menu codes beginning with VA. **Menu transaction** → **Is like** → **VA__** finds four-character codes beginning with VA.

If a field contains both `01` and `03`, **Does not equal** → **03** is false: the field does contain `03`. The presence of another value does not make that negative condition true.

Organizational values

Add an organizational restriction as a field of its authorization object. For example, use object `F_BKPF_BUK` and set **BUKRS** → **Covers value** → **1000** to search for company-code coverage.

userXpress resolves organizational references using the values maintained for that role in its SAP client. For derived roles, it uses the derived role's own organizational values.

- A maintained company-code value `1000` or unrestricted coverage matches the example.
- A maintained company-code value `2000` does not match.
- If the organizational data cannot be read or resolved, the result remains unverified. The query status explains incomplete searches.

Object and field name patterns

Use a name pattern when the objects or fields share part of a technical name.

1. Click the object name or field name in the content editor.
2. Choose **Matches pattern** in its selector.
3. Enter the pattern and choose **Use**.

For names, `*` matches any number of characters and an underscore is literal. Object pattern `S_USER_*` searches matching object names. Field pattern `ACT_*` searches matching fields within that object. Choose **Any field** to consider any field in the object's authorization.

The pattern remains part of the saved query. Later runs apply it to the role content available at that time.

Keep the different wildcard forms distinct:

- Object/field names use `*`.
- **Is like** value comparisons use `%` and `_`.
- **Covers value** uses a complete value, a trailing `*` prefix or an interval.

Any maintained value, nonblank value or unrestricted coverage

These questions need different conditions:

Question	Condition
Does the field have any maintained value, including a stored blank?	**Is like** → **%**
Does it have a maintained value containing at least one character?	**Is like** → **_%**
Does it provide unrestricted coverage?	**Covers value** `*`

An unused empty field row in the editor is omitted from the query when applied. To ask one of the questions above, choose the explicit comparison and enter its value.

Values that remain unverified

Unsupported coverage values, malformed ranges and unavailable SAP data can prevent a definite answer. Such roles remain visible with an incomplete-results status. Open **Details…** for the affected clients and messages, then correct the reported cause and run the query again.

Role queries and search results

Applies to userXpress 2.0.0.0

Save, reopen and update role queries, understand incomplete results, and rerun or clear role content filters.

Save a role query when you repeat an access review or want to keep a useful combination of role-name, client and content conditions. A query can contain ordinary column criteria, a role content filter, or both.

Save and reuse a role query

1. Apply the column conditions and role content filter you want to keep.
2. Choose **My Queries** → **Save current query...**.
3. Enter a descriptive name, such as `Client 100 - finance role maintenance`, and choose **OK**.
4. If the name is already used, confirm replacement to update it or choose another name to keep both definitions.

Choose the saved name under **My Queries** to reuse it. A query containing role content runs a fresh search against the connected SAP clients. A column-only query applies its saved table criteria.

Saved queries retain the conditions and the column-filter enabled setting. The matching roles are determined when the query runs. The menu icon and tooltip identify entries that include role content.

Change a saved query

1. Choose its name under **My Queries**.
2. Change the column criteria or open **Content Filter** to edit the content conditions.
3. Apply the revised filter.
4. Choose **My Queries** → **Save changes** to update the saved definition, or **Save query as...** to keep it under another name.

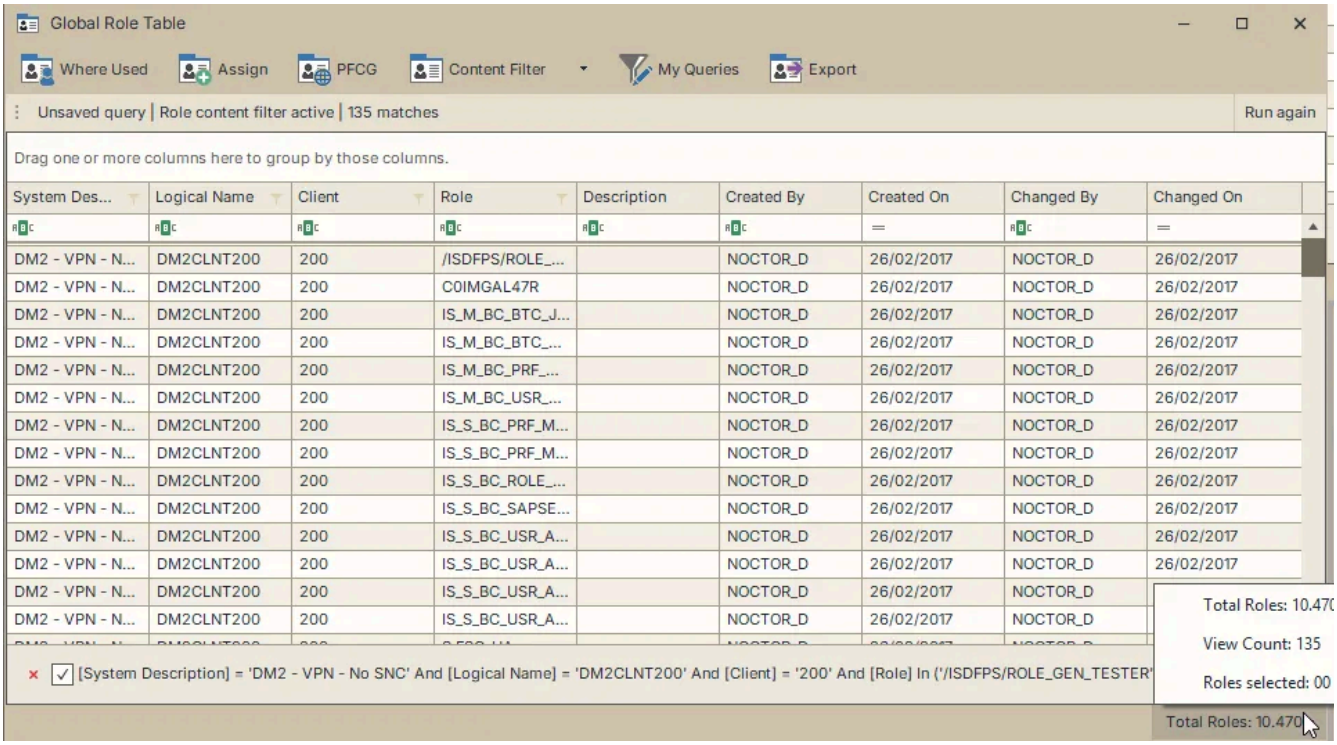
Modified in the query status means the working definition differs from the saved one. When you open another saved query, userXpress asks whether to save those changes. Choose **Yes** to save, **No** to continue without saving, or **Cancel** to keep working on the current query.

Rename or remove a saved query

Open **My Queries** → **Maintain Queries**, edit the description or select the query and choose **Delete**, then save the changes. Use this to keep a useful set of recurring reviews in the menu.

Understand the status

Status	Meaning and next action
Unsaved query	The working definition has no saved name. Save it when you want to reuse it.
Modified	The working conditions differ from the saved definition. Use **Save changes** or **Save query as…** to keep the revision.
Role content filter active	The content result is part of the table's enabled filter.
Role content filter paused	The table filter is disabled. Re-enable it to use its criteria again, then use **Run again** when the results need updating.
Results need updating	The table scope, connections or enabled column criteria have changed since the search. Choose **Run again**.
A match count	The completed search found that many matching roles.
Incomplete with confirmed and unverified counts	Some roles could not be decided. Open **Details…** before interpreting the list as matching roles.



This completed search has 135 matches. Unsaved query means its definition has not been saved under a name.

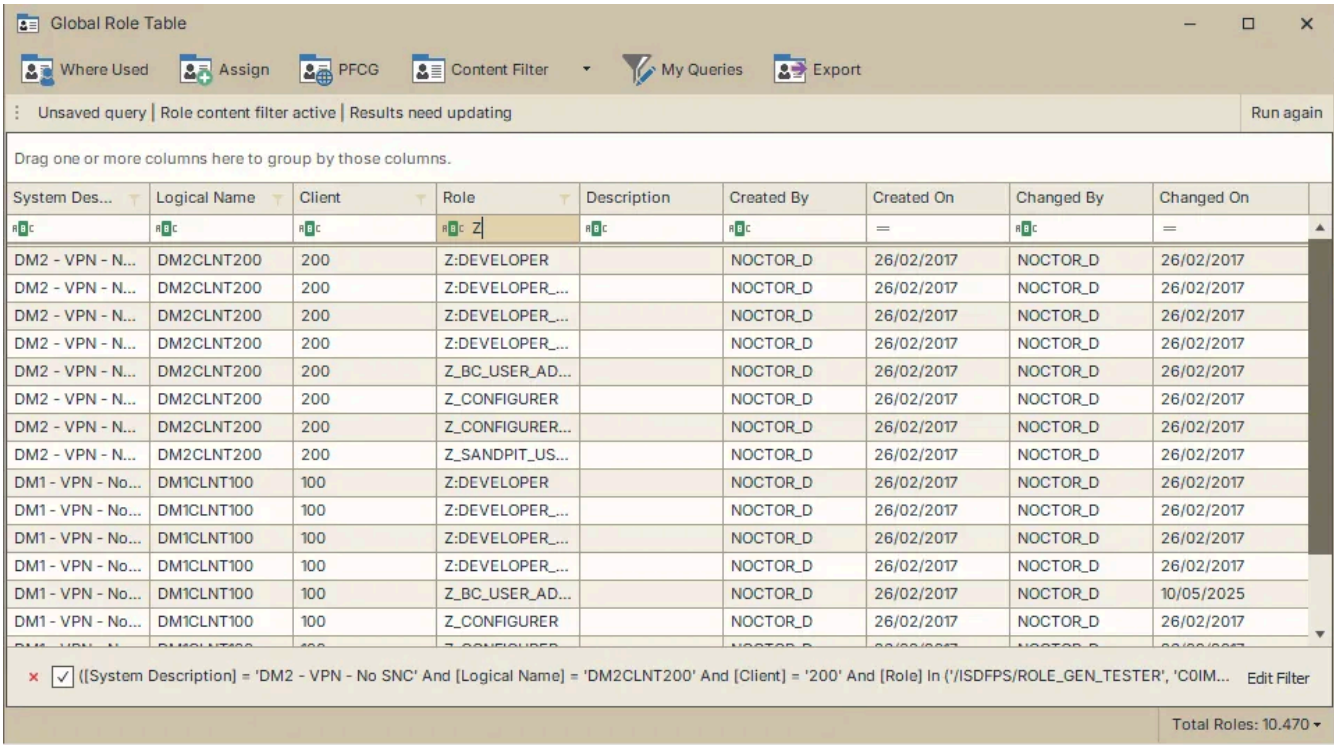
Run again

Use **Run again** after changing a column filter, changing the connected clients or updating relevant role content in SAP.

1. Set the ordinary column criteria for the roles you want searched.

2. Choose **Content Filter** → **Run again**, or **Run again** on the query status bar.
3. Read the new match count or incomplete-results message.

Enabled column criteria define the eligible roles before the content search. For example, a role-name filter limits the search to matching names in the loaded connected clients. To broaden the search, remove that column restriction and choose **Run again**.



After changing the Role column filter, choose Run again to update the content results for the new scope.

The separate grid search box controls which rows you see. Use column criteria for the scope you want the content search to evaluate.

Understand incomplete results

A content search can confirm some matches while another role or client remains unreadable or unresolved. Unverified roles stay visible so that missing information is not treated as proof that they fail the query.

Choose **Details...** for the confirmed and unverified counts by system/client and the available failure messages. Correct the reported connection, SAP access or condition problem and choose **Run again**.

A negative condition also leaves unresolved content unverified. For example, a failed read cannot establish that a role lacks an authorization.

If no eligible client can be read, userXpress reports the failure and retains the previous query and results. Use the failure message to resolve the cause before running again.

Pause or clear

To pause filtering, clear the checkbox in the table's filter panel. The query remains available, and the status shows **Role content filter paused**. Re-enable the filter to use it again.

Choose **Content Filter → Clear role content** to remove the content restriction while keeping the ordinary column criteria. This also clears the selected role rows. Use it when you want to return to the client or role-name list and start another content search.

The workbook guide explains how to exchange saved role content queries with other administrators.

Import and export role filters

Applies to userXpress 2.0.0.0

Prepare role content filters in Excel, import them into My Queries and export saved definitions for reuse or sharing.

Use a filter workbook to prepare several role content queries together or share a set of review criteria with another administrator. Import saves the definitions under **My Queries**. Choose a saved name there when you want to run it against connected SAP clients.

For a single query, the content editor is a convenient starting point. You can build it visually, save it and export it as an editable workbook.

Download the template

1. In the Global Role Table, open **Content Filter** → **Download Filter Template**.
2. Choose a destination for the `.xlsx` file and save it.
3. Open the workbook in Excel or the spreadsheet application you use for `.xlsx` files.

The workbook contains:

Worksheet	Use
Instructions	Explanation of the format and supported values.
Ruleset	An empty sheet for your filters.
Simple examples	Object/field conditions where rows are alternatives.
Advanced examples	Explicit groups, transactions, multiple fields and comparisons.

Copy a complete example when starting a similar query. Keep the column headings unchanged. Columns may be rearranged because the importer identifies them by name.

Format SAP code cells as text so values such as `03` retain their leading zeros. Enter literal values rather than formulas.

Prepare a simple filter

Use the simple format when any one object/field condition should be sufficient for a role to match.

Each **Step** identifies one saved filter. Use a nonnegative whole number, such as `10`, and repeat it on every row of that filter. **Rule Description** supplies its saved name.

For example, prepare a filter named `User group activities 01 or 02` with two rows:

Field	Value for the first row
Step	`10`
Rule Description	User group activities 01 or 02
Type	`AUTH`
Auth. Object	`S_USER_GRP`
Auth. Field	`ACTVT`
Auth. Value	`01`

Copy this row to make the second row. Change only **Auth. Value** to `02`. The shared Step and description keep both conditions in one filter.

Leave **Final** and **Transaction code** empty. Keep advanced columns absent or empty for a simple filter.

Rows with the same Step are joined with **OR**. This example matches a role when it has an S_USER_GRP authorization covering activity `01` or activity `02`. A role covering only `03` does not match.

A concrete **Auth. Value** uses **Covers value**, so maintained intervals or wildcards can satisfy it. In simple rows, a standalone `*` means any maintained value, including a stored blank. To search specifically for unrestricted coverage, use an advanced field row with **Comparison** → **Covers value** and **Auth. Value** `*`.

The supported simple types **AUTH** and **ENGI** use the same object/field matching rules.

Prepare an advanced filter

Use the advanced format for AND conditions, nested alternatives, transaction conditions, explicit comparisons or negation.

Three row kinds describe the definition:

- **Group** joins its children with AND or OR.
- **Condition** adds an authorization object or a transaction condition to a role-level group.
- **Field** adds a comparison inside one authorization object condition.

Group ID, **Parent Group ID** and **Object Condition ID** connect the rows. They are names you choose for the parts of this filter, such as `R`, `A` and `F`. Keep them unique where they identify different parts of the same Step.

Example: two fields in the same authorization

This query finds roles with an S_USER_AGR authorization covering activity `02` for role name `Z_FINANCE`:

```
And
  Authorization Object = S_USER_AGR
    And
      ACTVT covers 02
      ACT_GROUP covers Z_FINANCE
```

Copy the complete **Same authorization - AND fields** example from **Advanced examples**, or create these five rows in **Ruleset**. On every row, set **Step** to `20` and **Rule Description** to `Finance role maintenance`.

1. Create the role-level group: **Row Kind** `Group`, **Group ID** `R`, **Group Operator** `AND`.
2. Add its object: **Row Kind** `Condition`, **Condition Type** `Authorization Object`, **Group ID** `R`, **Object Condition ID** `A`, **Auth. Object** `S_USER_AGR`.
3. Create the object's field group: **Row Kind** `Group`, **Group ID** `F`, **Group Operator** `AND`, **Object Condition ID** `A`.
4. Add the activity: **Row Kind** `Field`, **Group ID** `F`, **Object Condition ID** `A`, **Auth. Field** `ACTVT`, **Comparison** `Covers value`, **Auth. Value** `02`.
5. Add the role name: **Row Kind** `Field`, **Group ID** `F`, **Object Condition ID** `A`, **Auth. Field** `ACT_GROUP`, **Comparison** `Covers value`, **Auth. Value** `Z_FINANCE`.

Leave unused cells empty. Both fields belong to object condition A, so they must match together within one maintained authorization.

Add alternatives within the object

To accept either `Z_FINANCE` or `Z_SALES` while still requiring activity `02`:

1. Add a **Group** row with **Group ID** `CHOICES`, **Parent Group ID** `F`, **Group Operator** `OR` and **Object Condition ID** `A`.
2. Change the ACT_GROUP field row's **Group ID** from `F` to `CHOICES`.
3. Copy that field row and change its **Auth. Value** to `Z_SALES`.
4. Keep the ACTVT row in group `F`.

The activity requirement and the alternatives now remain within the same object condition. A role with activity `02` and either role name in one authorization matches.

Step	Rule Description	Row Kind	Group ID	Parent Group ID	Group Operator	Negate	Condition Type	Object Condition ID	Auth. Object	Auth. Field	Comparison	Transaction code	Auth. Value	Value To
100	Nested fields in one authorization	Group	F		AND			A						
100	Nested fields in one authorization	Field	F					A		ACTVT	Covers value		02	
100	Nested fields in one authorization	Group	CHOICES	F	OR			A						
100	Nested fields in one authorization	Field	CHOICES					A		ACT_GROUP	Covers value		Z_FINANCE	
100	Nested fields in one authorization	Field	CHOICES					A		ACT_GROUP	Covers value		Z_SALES	

The five field-group rows link group CHOICES to parent F. All five belong to object condition A. The role-level group and authorization-object row are defined above.

Add transaction conditions

For a transaction condition, set **Row Kind** to `Condition`, choose **Transaction Authorization** or **Menu Transaction** under **Condition Type**, and place it in a role-level **Group ID**. Enter the comparison and the first value in **Transaction code**.

Use **Transaction Authorization** with **Covers value** when looking for S_TCODE coverage, for example `VA01`. Use **Menu Transaction** with **Equals** when looking for that code in a role's menu.

Workbook field reference

Filter identity and structure

Column	Meaning
Step	Whole-number identifier for one filter within the worksheet. Repeat it on the filter's rows.
Rule Description	Saved filter name. Repeat the same description within its Step.
Row Kind	`Group`, `Condition` or `Field` in an advanced filter.
Condition Type	`Authorization Object`, `Transaction Authorization` or `Menu Transaction` on a Condition row.
Group ID	The group's own ID on a Group row, or the containing group on a Condition/Field row.
Parent Group ID	The containing group for a nested Group row. Leave it empty for a root group.
Group Operator	`AND` requires every child. `OR` requires at least one child.
Object Condition ID	Identifies an object condition and connects its field groups and field rows. Leave it empty for role-level groups and transaction conditions.
Negate	`Yes` reverses the result of the row or group. An unresolved result remains unresolved.

Each filter needs one role-level root group. Each object condition also needs one field root group. Nested groups must stay within their role or object scope.

Conditions and values

Column	Meaning
Auth. Object	Authorization object name or supported name pattern.
Auth. Field	Field name or supported pattern inside that object.
Auth. Value	The first field comparison value. In advanced Field rows, an empty value is a literal blank.
Comparison	A supported comparison from the workbook's list, such as `Equals` or `Covers value`.

Column	Meaning
Transaction code	The first comparison value for a transaction condition.
Value To	The second bound for `Is between` or `Is not between`.
Type	`AUTH` or `ENGI` for simple rows.
Final	Leave empty.

For **Is any of** and **Is none of**, enter a list of quoted text values, such as `["01","02"]`, in the first value cell. Keep the quotes even for numeric-looking SAP codes.

For a coverage interval, choose **Covers value** and enter `01..03` in the first value cell. For a text comparison between two bounds, choose **Is between**, enter `01` in the first value cell and `03` in **Value To**. See Comparisons and values for their different meanings.

Saved column criteria

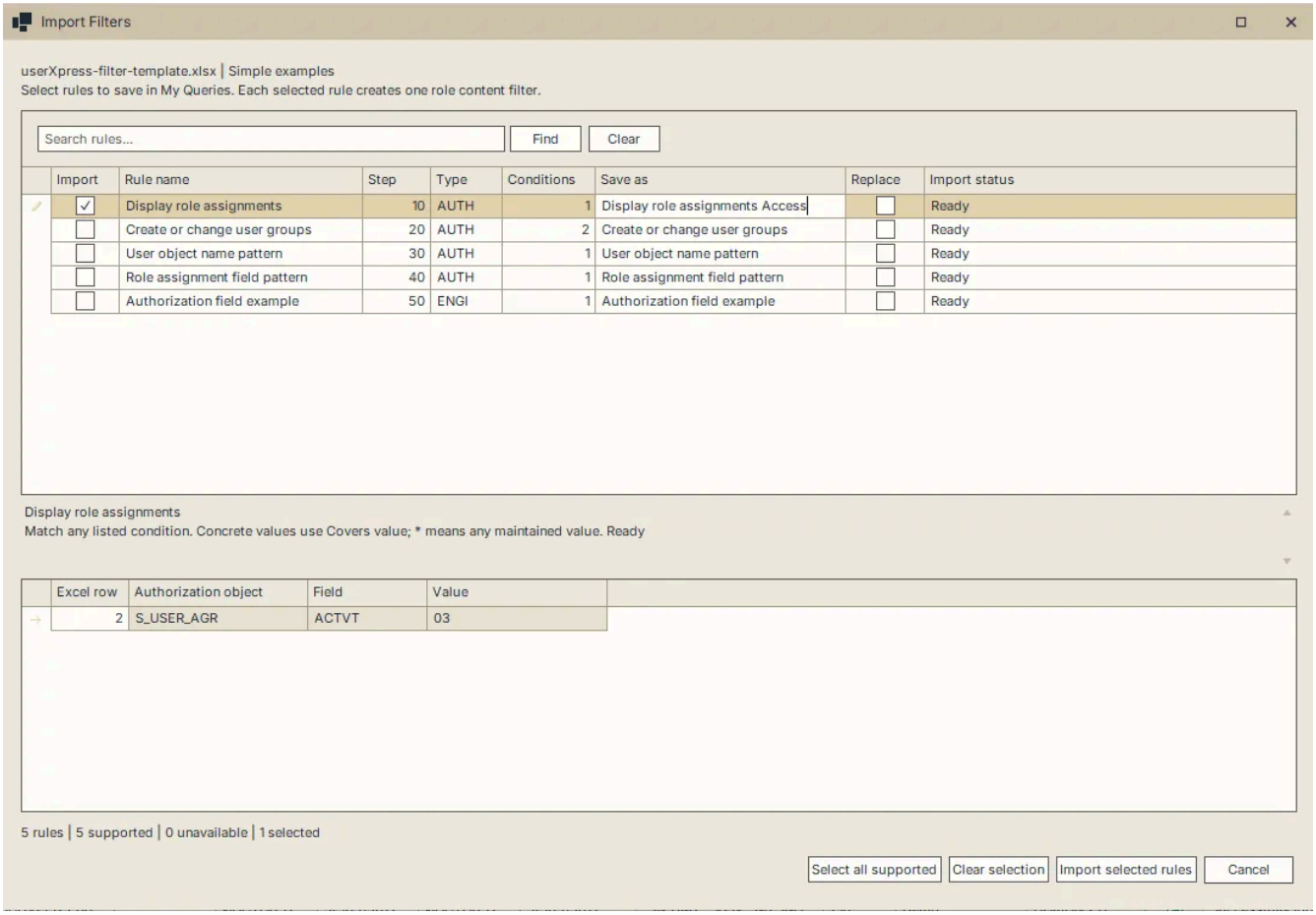
An exported workbook also contains **Column Filter** and **Column Filters Enabled**. These preserve the saved query's ordinary table criteria and their Yes/No enabled setting. Keep them unchanged when exchanging an existing query. New simple filters have no column restriction.

These settings can be supplied on the filter's first row. If repeated on other rows, the values must agree.

Import the workbook

You can import and save definitions before connecting to SAP.

1. Choose **Content Filter** → **Import Filters** and select the `.xlsx` workbook.
2. If it contains several filter worksheets, choose the one to import and click **Continue**.
3. Select the individual filters, or choose **Select all supported**.
4. Select a row to read its condition preview.
5. Edit **Save as** when you want a different saved name.
6. For an existing name, either rename the incoming filter or explicitly select **Replace** for that row.
7. Choose **Import selected rules**.



One rule is selected for import. Its Save as name is being changed, and the lower pane shows its activity 03 condition.

The completion message reports how many filters were saved. They appear under **My Queries**. Choose a name there to run the filter against the connected clients.

If an import replaces the saved definition of the currently open query, the working query remains as it was and can show **Modified**. Open the saved name again to use the imported definition.

Correct an unavailable filter

The import window identifies the affected row and the reason a filter is unavailable. Correct that row in the workbook, save it and import again.

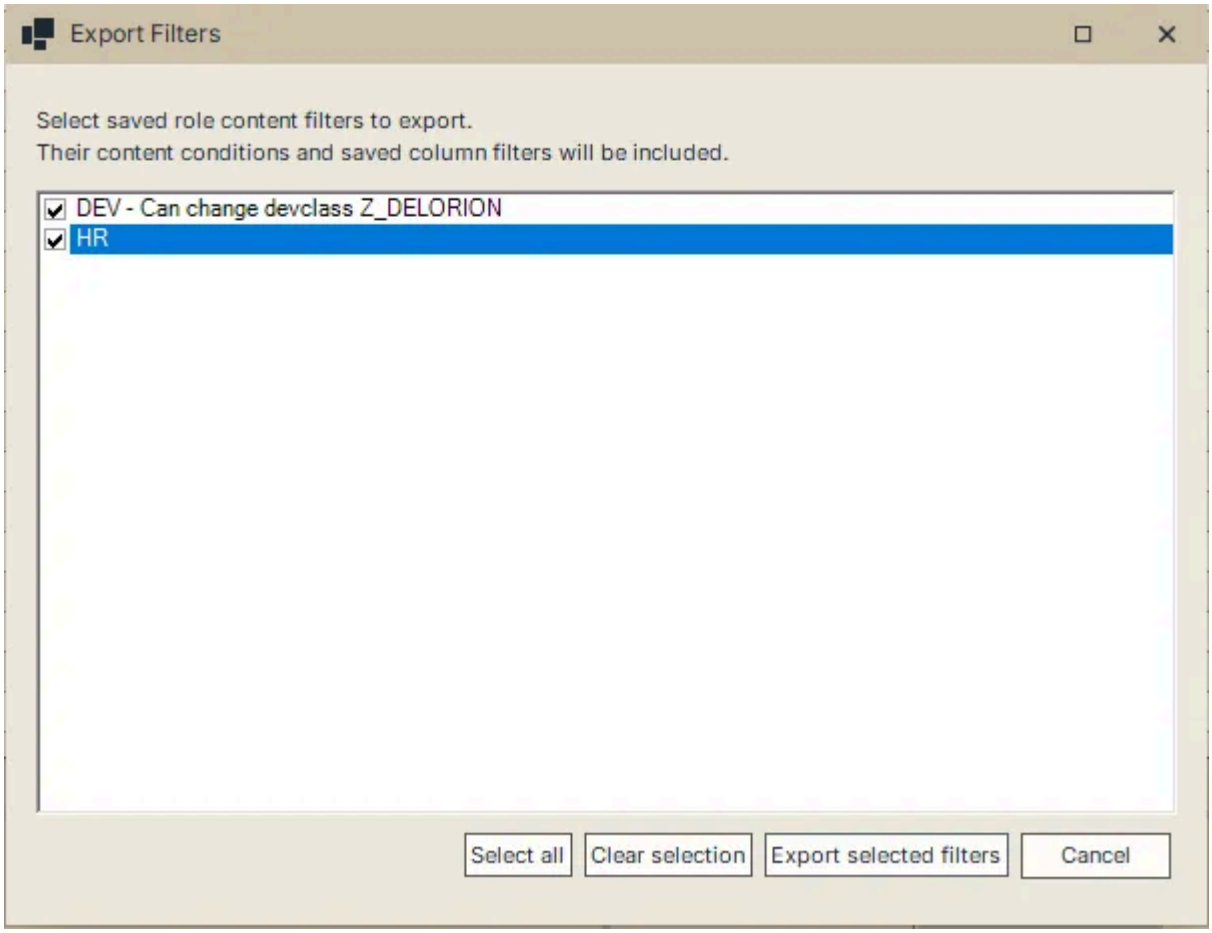
Common corrections include:

- Restore a missing or misspelled heading.
- Use a literal cell value instead of a formula.
- Give different groups or objects different IDs.
- Point a child row at an existing group in the same scope.
- Complete an empty group or remove it.
- Use either simple rows or advanced rows throughout one filter.
- Clear a value from a cell that does not apply to that row kind.

Every condition in a filter must be valid before that filter can be saved. Other supported filters can be selected independently.

Export saved filters

1. Save the queries you want to share under **My Queries**.
2. Choose **Content Filter → Export Filters**.
3. Select the saved role content filters, or choose **Select all**.
4. Choose **Export selected filters**, select a destination and save the workbook.



The workbook contains instructions and editable advanced rows. It preserves content conditions, their grouping and negation, and the saved ordinary column criteria. Use **Import Filters** to bring those definitions into another userXpress profile.

The export list contains queries with role content. To export a list of matching roles instead, use the Global Role Table's Export command.