USERXPRESS
BY DELORION

userXpress documentation

# Global User Table

Prepared 2026-10-27

# Contents

## Global User Table


- Global User Table: menu and tasks
- User table columns: account details
- User table columns: activity and status
- Find and select users
- Show Me: predefined user filters
- My Queries: build and save user filters

# Global User Table: menu and tasks

Applies to userXpress 2.0.0.0

Choose user administration, role, query and export commands from the grouped Global User Table menu.

Use the Global User Table to find and administer accounts across your connected SAP clients. Each row identifies an account by its system, client and user ID. The same user ID in two clients represents two separate accounts.

Filter the table to find the accounts you need, then select their row checkboxes before opening an account action. The grouped menu puts the commands under **Users**, **Roles**, **Show Me**, **My Queries**, **Export** and **Other**.

For field meanings, column layout and the corresponding SAP fields, see Account details and Activity and status.

## Users

### Lock, Unlock and Password

| Command | When to use it |
| --- | --- |
| **Lock** | Prevent new logons to the selected accounts while retaining their account data. |
| **Unlock** | Remove the applicable lock from accounts that should be available again. |
| **Password → Initial Password** | Give users a password intended for their next logon and password change. The dialog also offers unlocking. |
| **Password → Productive Password** | Set a productive password when that password behavior is required for the selected accounts. |
| **Password → Deactivate Password** | Disable password-based logon for accounts using another permitted authentication method. |

Follow Passwords and locks for the dialogs, options and SAP results.

### Refresh

Choose **Users → Refresh** when you need up-to-date information about selected accounts, for example after another administrator has changed them in SAP.

1. Select the accounts in the Global User Table.
2. Choose **Users → Refresh**.
3. Read the updated rows and any reported refresh errors.

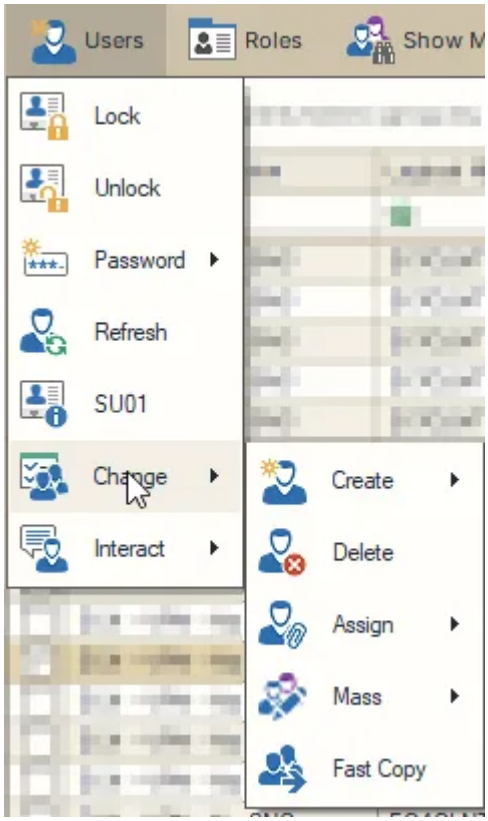
The refresh reads the selected accounts from their respective clients. A refresh error means the table could not retrieve the new values for that account.

### SU01

Choose **Users → SU01** to open an account in SAP user maintenance. Select one row for the account you want to open. The command uses the first selected account when several rows are selected.

The workstation needs SAP GUI and a dialog-capable SAP logon for that client. See Open the user in SAP.

### Change → Create




| Command | When to use it |
|---|---|
| **Create User** | Enter account details and choose the clients in which to create the account. See Create users. |
| **Create Ranged User..** | Create a numbered series from an ID pattern, such as training accounts. See Create a numbered range. |
| **Create From** | Start a new account from an existing user's data and choose what to copy. See Create From. |

### Change → Delete

Use **Users → Change → Delete** when the selected SAP accounts are to be removed. The deletion dialog lists the targets and requires confirmation. See Delete accounts.

## Change → Assign

Use these commands when one kind of detail needs updating for the selected accounts.

| Command | Purpose and procedure |
| --- | --- |
| **Alias..** | Set an alternative account identifier. Assign an alias. |
| **Email..** | Generate, edit, replace or remove email addresses. Assign email addresses. |
| **Reference User..** | Assign a reference user available in the target clients. Reference users. |
| **Security Policy..** | Apply a policy available in the selected clients. Security policies. |
| **SNC Name..** | Assign an SNC identity directly or construct it from account details. SNC names. |
| **Company Name** | Set the company in the account's address information. Company name. |
| **Work Center..** | Update work-center information such as department or location. Work center. |
| **Name Information..** | Update person and name fields. Name details. |
| **Parameter ID** | Maintain default parameter values for SAP transactions. Parameter IDs and update modes. |
| **Usergroups...** | Set the authorization-check group or change general memberships. Manage user groups. |

## Change → Mass

Choose **Multiple Change..** when the selected accounts need the same combination of changes, such as an unlock and a validity-date extension. See Make several account changes together for the steps and option meanings.

Use **Mass Changes** when you want to prepare different changes for different accounts in a workbook:

- **Export Selected Users** creates the update workbook from the selected accounts.
- **Import User Updates** opens the prepared workbook for validation and review before applying the updates.

Follow Update accounts from a workbook for the export, editing and review procedure. The workbook reference explains empty cells, fields and complete role/parameter lists.

## Change → Fast Copy

Use **Fast Copy** to create a new user ID in the clients of selected source accounts. See Fast Copy for the source selection, copied properties and results.

## Interact

- **Send Message** sends a message to selected users' SAP sessions, for example before planned maintenance.

- **Log User Off** ends the selected users' sessions. Use it when those sessions must be closed. Unsaved work in the affected sessions can be lost.

See Online users and messages for the recipient and session controls.

## Roles

| Command | When to use it |
|---|---|
| **Role Assignment** | View and export the selected users' assignments, including validity periods and composite-role indicators. |
| **Expired Roles** | Find assignments by their end dates across selected clients and remove roles that users no longer need. |
| **Update Role Assignment** | Add or remove assignments for selected users, with common or client-specific scope and validity dates. |
| **Copy Roles..** | Copy role definitions between clients. |

The role assignment guide explains these workflows. To search the contents of role definitions, use the Global Role Table.

## Show Me

Choose a ready-made filter for account status, inactivity or developer/license details. Show Me: predefined user filters explains every choice, including date cutoffs and the difference between **Everyone** and **Clear All Filters**.

## My Queries

Save a filter when you need the same selection criteria regularly. Build and save user queries walks through **Edit Filter**, AND/OR groups, saving, reuse and **Maintain Queries**.

## Export

- **Export** saves the filtered table as a report, including visible rows that are not selected. Use it to share or work with a user list. See Export the table.
- **Export User Objects** prepares selected users as input for Mass User Create. Use it when existing users are the starting point for a new creation workbook. See Start from exported user objects.

## Other

### Clear Errors

Choose **Other** → **Clear Errors** after reading operation messages when you want to clear those messages from the table before the next task.

### Column Chooser

Choose **Other** → **Column Chooser** to show the available columns. Drag a column into the table header to display it, or drag a displayed header into the chooser to hide it. Use this to keep fields needed for the current task together.

### Summary Info..

Choose **Other** → **Summary Info..** for the loaded table's total user-record count and distinct user-ID count. An ID present in several clients contributes several records but one distinct ID.

## Copy To.. (right-click menu)

Right-click selected accounts and choose **Copy To..**, then a connected system and client, to create those user IDs in the destination. The dialog offers the source users' roles and profiles or those of an existing target-client account. See Copy users between clients for the choices, copied details and results.

## Copy and paste role assignments (right-click menu)

Select one source account, right-click its row and choose **Copy Roles from user**. Then select the destination accounts and use the right-click **Paste Roles** command. See Copy role assignments for the assignment choices.

# User table columns: account details

Applies to userXpress 2.0.0.0

Understand account, logon and address fields in the Global User Table and find their corresponding SAP fields.

Use the account-detail columns to find users by name, group, client or department, and compare their settings across SAP clients. For example, filter **Group** to find the accounts your team administers, then show **Valid To** to see their account end dates.

The table displays loaded account information. Use the user commands to change it, or select an account and choose **Users** → **SU01** to open SAP user maintenance.

For creation dates, logon activity, locks, CUA and licensing, see Activity and status columns.

## Choose which columns to show

1. Right-click a cell in the Global User Table and choose **Show Column Chooser**. The **Available Columns** window opens.
2. Drag a field from that window to the heading row to show it.
3. To hide a column, drag its heading into **Available Columns**.
4. Drag headings along the heading row to put them in the order you need.

To keep the arrangement for later sessions, select **Settings** → **Workspace** → **Global User Table** → **Save layout on exit** and choose **Apply** or **OK**. The **Type** column is always shown when the table opens.

Use the filter row to narrow the displayed accounts. Save a frequently used set of conditions under My Queries.

## Account and client

### System Description

The description of the SAP Logon connection from which the account was loaded. Use it with **Client** and **User** to distinguish accounts across systems.

The description comes from the SAP Logon entry. It is connection information rather than a field in the SAP user record.

### Logical Name

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

This identifier helps you recognize which connection supplies a row. It is generated locally and has no SAP user field to maintain.

### Client

The SAP client containing the account. `DEMO_USER` in client `100` and `DEMO_USER` in client `200` are separate accounts.

When opening SAP GUI manually, enter this number in the logon screen's **Client** field. See SAP's logon instructions.

### User

The SAP user ID. Use it to select the account for a change or enter it in the **User** field on the initial **SU01** screen.

### Client Type

The client's purpose recorded in SAP. The values are **Production**, **Test**, **Customizing**, **Demo**, **Training/Education** and **SAP reference**. A blank means no recognized client classification was loaded.

Use this column to distinguish production accounts from accounts in other environments. The classification belongs to the whole client. It is maintained in **SCC4** → **Client Role**, as described in SAP's client-role reference.

## Logon and authorization settings

### Type

The SAP user type determines how an account can be used:

- **Dialog (A)**: An individual user's interactive SAP logon.
- **System (B)**: Background processing and system communication without an interactive SAP GUI logon.
- **Communications Data (C)**: Communication between systems without an interactive SAP GUI logon.
- **Service (S)**: Interactive access shared by a group of users, such as an anonymous service account.
- **Reference (L)**: An account whose authorizations supplement another user's authorizations. A reference user cannot log on.

To display the type names beside their icons, select **Settings** → **Workspace** → **Show text with icons**, save and restart userXpress.

In SAP, view or change **SU01** → **Logon Data** → **User Type**. SAP's user-maintenance guide explains these types.

### Alias

An alternative name assigned to the SAP user. Search this column when someone gives you their alias instead of their user ID. A blank means no alias was loaded.

View or change **SU01 → Logon Data → Alias**. Applications that support aliases can use this name for logon. See SAP's logon-data reference, or assign an alias in userXpress.

### Reference ID

The reference user assigned to the account for additional authorizations. Filter this column to find accounts that share the same reference user. A blank means no reference-user assignment was loaded.

In **SU01 → Roles**, use **Reference User for Additional Authorizations** to view or maintain the assignment. See SAP's Roles tab reference. In userXpress, follow Assign a reference user.

### Group

The user group used for SAP authorization checks on user administration. Use it to find accounts within an administration group's scope. A blank means no group was loaded for that account.

View or maintain **SU01 → Logon Data → User Group for Authorization Check**. The separate **Groups** tab contains groups for mass maintenance, which are not the value shown here. SAP user-group reference.

Use Usergroup Management to assign this group to selected accounts in userXpress.

### Valid From and Valid To

The beginning and end of the account's validity period. Use these dates to find accounts prepared for a future start or approaching their end date.

On a newly loaded row, a blank **Valid From** means SAP supplied no starting date. A blank **Valid To** means it supplied no ending date.

View or maintain the dates in **SU01 → Logon Data → Valid from / Valid to**. Some SAP versions label the ending field **Valid through**. These dates belong to the account. Role assignments have their own validity dates. See SAP's validity-field reference.

### Security Policy

The security policy assigned to the account for its logon and password rules. Use it to find accounts that share a policy or need a different one.

In **SU01 → Logon Data → Security Policy**, view or change the assignment. With no assigned policy, SAP uses its standard logon and password policy. See SAP's security-policy instructions.

A blank cell also occurs when the connected SAP system does not supply this field. To assign a policy in userXpress, follow Assign a security policy.

### SNC Name

The account's Secure Network Communications identity. Use it to find the SAP account associated with an SNC identity or compare mappings across clients. A blank means no SNC name was loaded.

View or change **SU01 → SNC → SNC name**. The value is case-sensitive. See SAP's SNC mapping instructions, or Assign SNC names in userXpress.

## Names and address details

Use these columns to find a person or a group of colleagues when their SAP user IDs are unfamiliar.

For users with a classic address, the corresponding fields are maintained on **SU01 → Address**. For SAP business users, some fields are supplied by Business Partner or HR data and are read-only in SU01. SAP's Address tab reference describes this distinction.

### First Name and Last Name

The person's name returned by SAP. A blank means no value was loaded for that part of the name.

In **SU01 → Address → Person**, the fields are **First name** and **Last name**.

### Email Address

An email address from the account's SAP address data. Use it to locate an account by email address. Where SAP holds several addresses, this column shows one address.

In **SU01 → Address → Communication**, use **E-Mail Address** to view or maintain the address. In userXpress, follow Assign email addresses.

A blank can mean no address was retrieved or that address data was omitted during connection loading. Select the account and choose **Users → Refresh** to retrieve its address details.

### Company Name

The company entry assigned to the account. Filter it to find accounts assigned to the same company.

In **SU01 → Address → Company**, view the assignment or choose **Assign Other Company Address** to replace it. Company address records themselves are maintained in **SUCOMP**. See SAP's company-address instructions.

A blank means no company value was loaded. The initial connection load leaves **Company Name**, **Email Address** and work-center details empty for technical identities and business-user identities. For an account with an address assignment, **Users → Refresh** retrieves its company entry.

### Department, Function and Building

- **Department**: The department recorded in the user's work-center address. Use it to find a team.
- **Function**: The person's job function recorded in that address. Use it to distinguish responsibilities within a department.
- **Building**: The building code recorded in that address. Use it to find users at the same workplace location.

In **SU01** → **Address** → **Work Center**, the fields are **Department**, **Function** and **Building code**. The SAP user-maintenance illustration shows these fields alongside the name and communication fields.

Work-center details are omitted from the initial connection load by default. To retrieve them, select the accounts and choose **Users** → **Refresh**. A blank after loading means no value was retrieved for that field.

### Technical User

Use this column to distinguish technical SAP identities from accounts with personal address data.

- **Checked**: A technical SAP identity without a physical address.
- **Unchecked**: userXpress did not identify the account as a technical identity. Classic users and business users appear unchecked. This also applies when SAP supplies no identity classification.
- **Blank value**: Classification has not been loaded for that row. Reconnect the client to load it.

This is separate from **Type**: a technical identity can have a Dialog, System or other logon type. In SAP releases with identity types, **SU01** shows the identity description beside **User**. See SAP's identity address types. The column reports that identity classification rather than an editable checkbox in SAP.

## Retrieve updated details

Select accounts and choose **Users** → **Refresh** to retrieve their logon and address details after a change in SAP. Refresh also reads email and work-center information omitted from the initial load.

To reload the complete account list, including **Client Type** and **Technical User**, disconnect and reconnect the client. Use this reload after removing a validity date or an entire work-center address in SAP, because a selected-user refresh can retain the previously displayed value when that SAP value is empty.

For a reported refresh failure, follow Troubleshooting.

# User table columns: activity and status

Applies to userXpress 2.0.0.0

Read account activity, locks, CUA distribution, license assignments and developer keys in the Global User Table.

Use these columns to investigate a logon problem, find recently created accounts or identify where a CUA-managed account can be changed.

To display a hidden field, use Show Column Chooser. To show text beside the lock and online icons, enable **Settings → Workspace → Show text with icons**, save and restart userXpress.

## Creation and logon activity

### Created By and Created On

**Created By** identifies the SAP user that created the account. **Created On** is the creation date. Filter these columns to find accounts created by a particular administrator or during a particular period.

Both values come from the account's SAP creation record. A blank means no value was loaded. For the account's subsequent changes, use SAP user change documents.

### Last logged in

The logon date and time recorded by SAP for the account. Use it when looking for accounts with older logon activity. A blank means SAP supplied no logon date.

SAP's logon timestamp has exceptions that matter when deciding whether an account is still used:

- Background job execution does not always update it.
- For an account locked after failed password attempts, it can contain the time the lock was applied.

For SAP's logon analysis, open **SUIM → Users → By Logon Date and Password Change** and read **Date of Last Logon**. The SAP report documentation explains these cases and the additional job-log evaluation.

### Password Logon Date

The date SAP recorded for the account's last logon using a password. Use it when investigating password use for an account that also uses single sign-on.

On a newly loaded row, a blank means SAP supplied no password-logon date or the connected system does not provide this field.

### Failed Attempts

SAP's counter of unsuccessful password logons. Filter for values greater than zero to find accounts with recorded failures, then read **Lock Status** to see whether SAP has locked them. A blank means the counter has not been loaded for that row.

To retrieve an updated counter, disconnect and reconnect the client. **Users** → **Refresh** leaves this counter unchanged.

In SAP, open **SUIM** → **Users** → **With Unsuccessful Logons** to investigate failed-password locks. SAP documents the report and its results.

### Online

An **Online** icon means a session was found for the account when its session information was loaded. A blank means the row is not marked online.

Select the account and choose **Users** → **Refresh** to retrieve its session status. Use Send Message or Log User Off to contact users or end their sessions.

In SAP, **AL08** displays users logged on across the system's application servers. The same list is available through **SM04** → **System-Wide List**. See SAP's session-list reference.

## Account locks

### Lock Status

Use the lock indication to distinguish an administrator's lock from a lock caused by failed password attempts.

| Displayed status | Meaning |
|---|---|
| **Local Administrator** | An administrator locked the account in this client. |
| **Incorrect Login** | SAP locked password logon after failed attempts. |
| **Locked Globally by Administrator** | The account has a global CUA lock. |
| **Globally and Locally locked** | Both the global CUA lock and a local administrator lock are set. |
| **Locked by Administrator and Incorrect Logons** | A local administrator lock and a failed-password lock are both set. |

An unlocked account has no lock icon. To change a lock in userXpress, follow Lock or unlock users. That procedure explains how the selected accounts determine whether the action changes a local or global lock.

SAP's **SUIM** → **Users** → **With Unsuccessful Logons** report identifies administrator locks and failed-password locks, including CUA local and global combinations. See SAP's user-report reference.

### Password Lock On

The date SAP recorded for the account's password lock. Use it with **Lock Status** and **Failed Attempts** when investigating a failed-password lock.

On a newly loaded row, a blank means SAP supplied no password-lock date or the connected system does not provide this field. Use **Lock Status** to determine the loaded lock state.

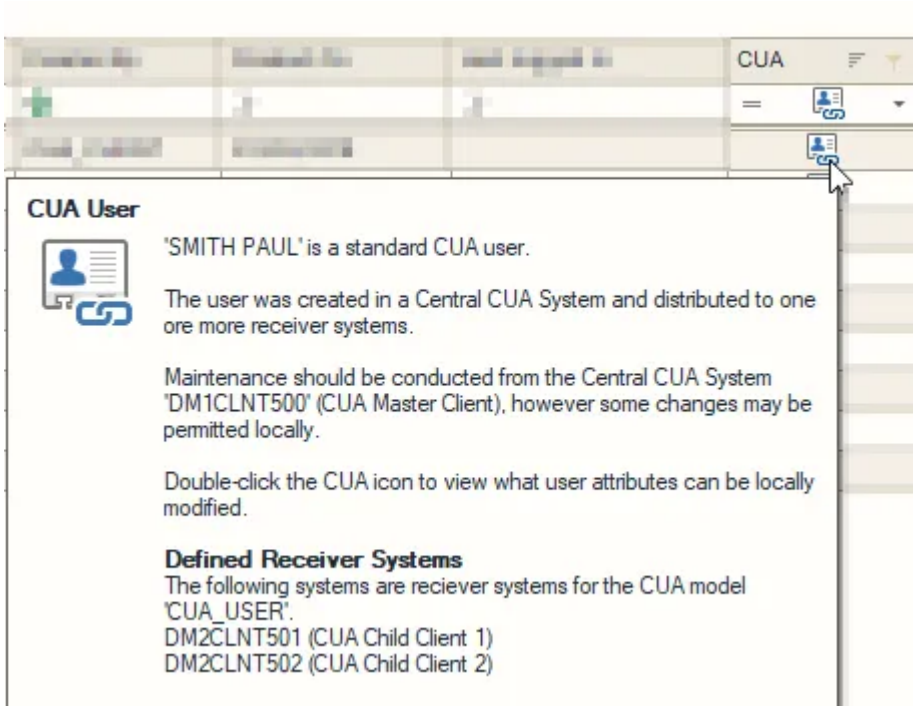
## CUA

Central User Administration (CUA) distributes user data from a central SAP system to child systems. The **CUA** column identifies the account's place in that arrangement and any distribution warning or error.

Point to the icon to read its explanation for the account:

- **Template user**: The account distributes user data to receiving systems and cannot log on to the central client.
- **Standard CUA user in a child system**: The account is managed through the central system. Field-distribution settings determine which changes can be made locally.
- **CUA-controlled user in the central system**: Changes made here are distributed according to the CUA settings.
- **Distribution warning or error**: SAP reported a problem when distributing the account. Open **SCUL** in the central system for the detailed message.
- **Local user in a CUA system**: The account is maintained in this client and is outside CUA distribution.
- **Undefined**: A usable CUA status was not retrieved. Open the account's Full Message for any reported error.

A blank CUA cell means no CUA classification was loaded. Accounts in clients without active CUA have a blank cell.




*The tooltip identifies the account's central system, distribution model and receiving systems.*

### Find where an account field is maintained

Use the distribution view before changing a CUA-managed account when you need to identify the responsible system.

1. Double-click the account's **CUA** icon while its client is connected. **CUA Field Distribution** opens.
2. Read **Central System**, **Receiving Systems** and **Client Role** to identify the connected client's place in the CUA model.
3. In **CUA Field Distribution Settings**, find the field by **Description** or **Technical Name**. The marked column identifies its distribution rule.

**Field Group** groups related fields, and **CUA Model** identifies the distribution model.

- **Global**: Maintain it centrally. SAP distributes the value to child systems.
- **Local**: Maintain it in the child system. The change stays there.
- **Proposal**: The central system supplies the value when creating the account. Subsequent maintenance is local.
- **Redistribute**: Maintain it centrally or locally. A local change returns to the central system for distribution to the other child systems.
- **Everywhere**: Local changes stay in the child system. Central maintenance offers distribution to selected systems through SU01.

This window displays the settings. They are maintained in **SCUM → User Distribution Field Selection** in the central system. See SAP's field-distribution reference for the SAP settings and distribution behavior.

For a distribution warning or error, open **SCUL → Users** in the central system and select the affected user and receiving system. The distribution log provides the result for the affected account data, roles and profiles.

## License and development registration

### License

The description of the contractual user type assigned directly to the SAP account. Use it to compare those assignments across accounts. userXpress displays the English description. A blank means no assignment or matching English description was loaded.

View or maintain the assignment in **SU01 → License Data → Contractual User Type**. The tab is abbreviated **Lic. Data** in some SAP interfaces. See SAP's classification procedure.

For system measurement, open **USMM → User Classification** in SAP. The resulting classification includes values derived from reference users, roles or defaults, beyond the direct assignment shown in this column. SAP user-classification reference.

### Developer Key

The developer registration key stored for the user in SAP. Use it when reviewing registered development accounts in systems that use SAP Software Change Registration (SSCR). A blank means no developer key was loaded.

For systems using SSCR, SAP accepts the developer key in the **Access key** dialog at first development use. The registration applies to that user in that system. See SAP's developer-registration instructions.

## Refresh and row messages

Select accounts and choose **Users → Refresh** to update their locks, dates, online status, CUA information and license descriptions.

To reload **Created By** and **Failed Attempts**, disconnect and reconnect the client. Reconnect after a date or developer key has been cleared in SAP, because a selected-user refresh can retain the previous value when SAP returns an empty value.

Rows with an operation error or warning use the colors configured in Settings. Point to a text cell, such as **Last Name**, to read the message. For one account's detailed messages, select it alone and open **Full Message** from its right-click menu.

A gray row indicates an interrupted connection. Restore the connection before using that row for an account operation. For a reported connection or refresh failure, follow Troubleshooting.

# Find and select users

Applies to userXpress 2.0.0.0

Filter the Global User Table, select accounts, save and reuse queries, and export a user list.

Start with the users loaded from your connected SAP clients. Before changing an account, check its **System Description** and **Client** values: the same user ID can exist in several clients.

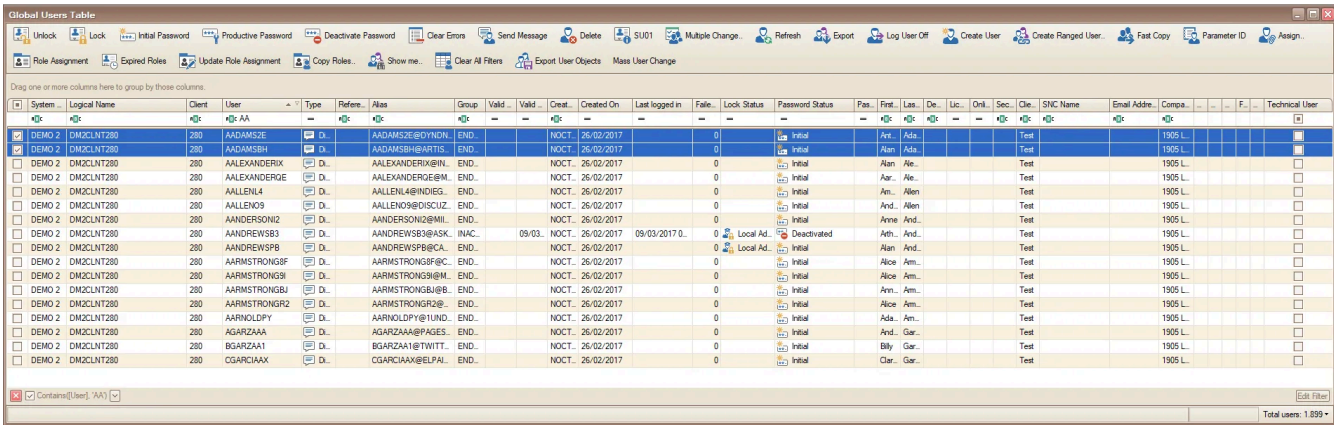
See User table columns: account details for column meanings and how to show optional fields.

## Filter and select

1. In the Global User Table, enter a complete or partial value in the filter row beneath the column heading.
2. Enter values beneath other headings to narrow the list further.
3. Select the accounts to act on using their row checkboxes. You can also hold Shift to select a range of rows.
4. Check the selected rows and their **System Description** and **Client** values before opening an action.

Filtering narrows the displayed list. It does not select all matching accounts. Open an action from the table toolbar or by right-clicking a selected row.

If the table selects individual cells instead of account rows, right-click in the table and turn off **Cell Selection** to return to row checkboxes.




*The checked rows identify the accounts selected for an action.*

## Use a built-in query

1. Open **Show Me** and choose the condition you need, such as users who have not logged on within a chosen period.

2. Review the accounts in the filtered table.
3. Select the accounts before opening an administration action.

See Show Me: predefined user filters for each choice and its exact criterion.

A built-in query replaces the current table filter. To display all loaded users again, choose **Show Me** → **Everyone**. Clearing a filter does not undo a completed SAP operation.

## Create an advanced query

Use **Edit Filter** when a column filter is not enough. The My Queries guide explains how to add conditions, combine them with AND or OR, group alternatives and save the result. Its examples start with one surname and build up to a client restriction with two alternative surnames.

## Save a query

Save a query when you need to use the same filters again. It stores the filter conditions. The matching accounts depend on the data loaded when you use it.

1. Apply the filters you want to keep.
2. Choose **My Queries** → **Save the current query...**
3. Enter a name in **Query Description** and choose **OK**.
4. If that name already exists, confirm replacement only if you want to replace its saved filter conditions. Otherwise, decline replacement and enter a different name.

The saved query appears under **My Queries**. Choose its name to apply it, then select the accounts you want to act on.

To rename or remove a query:

1. Open **My Queries** → **Maintain Queries**.
2. Edit its description to rename it, or select its row and choose **Delete** to remove it.
3. Choose **Save**, then **Close** to return to the table with the updated query menu.

Removing a saved query removes the filter definition, not the SAP accounts.

## Export the table

**Export** uses the rows in the filtered table, including rows whose checkboxes are clear. Filter the list to the accounts you want in the report before starting the export.

1. Choose **Export** in the Global User Table.
2. In the export dialog, select the required **Export Format**.
3. Use **Save As** to choose the destination and filename.
4. Choose **OK** and wait for the export completion message.

5. Open the saved file. Check that it contains the intended users, systems and clients, and review the included columns before sharing it.

Exports can contain account and personal information. Store and share the file according to your organization's access rules. If the export reports an error, read the message and check the destination and filename before trying again.

## Export user objects for creation

Choose **Export User Objects** for selected users to create a workbook for Mass User Create. This is a separate action from exporting the visible table.

In userXpress 2.0.0.0, the workbook's target cells start blank and offer System, SID and Client drop-down lists. Fill each intended target once for the batch: every listed destination applies to every user in that batch, regardless of the user's source system.

## Open the user in SAP

Use **SU01** to open selected accounts in SAP user maintenance. SAP GUI must be installed, and the connection must use a SAP **Dialog** user authorized for SU01 in the selected client.

1. Select the account rows using their checkboxes.
2. Choose **Users** → **SU01**.
3. For several accounts, the confirmation lists each user ID, system and client. Choose **Open N windows**, where N is the number of selected accounts, to continue. Choose **Cancel** to return to the table.

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

To open one account directly, double-click its user ID. This opens the clicked account even when other rows are selected.

With a **SAP logon ticket** connection, SU01 opens at its initial screen. Enter the selected user ID there to continue.

The default SAP GUI window limit is five, shared with PFCG. If the selection exceeds the available capacity, userXpress reports how many records you can open and leaves the selection unopened. Select fewer accounts or close existing windows, then choose **SU01** again.

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

# Show Me: predefined user filters

Applies to userXpress 2.0.0.0

Find inactive, expired, technical and license-related accounts with the Global User Table's predefined filters.

Use **Show Me** to start a review of a familiar account condition without building a query yourself. Each choice filters the Global User Table using the loaded account information.

1. In the Global User Table, open **Show Me** and choose a filter.
2. Select the account rows you want to act on.
3. Open the appropriate user or role command.

A **Show Me** choice replaces the table criteria. To combine its condition with a system, client or user group, open **Edit Filter** afterwards and add the condition. You can save the combined query for the next review.

## Users not logged on in last..

Choose a period when reviewing accounts with an old recorded logon. The filter includes accounts whose last-logon date is earlier than the cutoff. Accounts with no last-logon date have their own filter below.

| Menu choice | Cutoff |
|---|---|
| **30 Days** | Today minus 30 days. |
| **60 Days** | Today minus 60 days. |
| **3 Months** | Today minus 90 days. |
| **4 Months** | Today minus 120 days. |
| **5 Months** | Today minus 150 days. |
| **6 Months** | Today minus 180 days. |
| **1 Year** | Today minus 365 days. |

The month and year choices use those fixed day counts. A logon exactly on the cutoff date is excluded.

## Account status and details

| Menu choice | What it finds and when to use it |
|---|---|
| **Users that never logged on** | Accounts with no recorded last-logon date in the loaded data. Use this to review accounts that may still be awaiting their first logon. |
| **Users without a license assigned** | Accounts whose displayed license value is empty. Use it to prepare a review of missing license classifications. |
| **Deactivated Users** | Accounts with a deactivated password. Use it when reviewing password-based logon. For locked accounts, filter the lock status instead. |
| **Technical Users** | Accounts marked as technical users by SAP's address classification. Use it to distinguish these accounts when working with address and person details. This is a different classification from the logon user type. |
| **Users that are expired** | Accounts whose validity end date is earlier than yesterday. Blank dates are excluded. For example, on 23 October it includes 21 October and earlier, while 22 October is excluded. |
| **Users with same User ID and Last Name** | Accounts where the user ID and last-name values compare equal. Use it to review records where the ID may have been used as a name. |
| **User ID's with non-printable characters** | IDs containing a nonbreaking space. Use it when an ID appears to contain an ordinary space but behaves differently when copied or entered. |

These filters use the data in the table. Refresh the selected accounts when you need updated values from SAP.

## Developer classifications

| Menu choice | What it finds |
|---|---|
| **Developers with developer key and no license** | A populated developer-key value together with an empty license value. |
| **Developers with license and no developer key** | An empty developer-key value together with the displayed license `SAP NetWeaver Developer`. |

Use these lists to locate accounts whose developer key and license classification need review. The second filter specifically uses the SAP NetWeaver Developer description.

## Everyone and Clear All Filters

Choose **Everyone** to remove the table criteria. Any text in the search box continues to limit the displayed rows.

Choose **Clear All Filters** to remove both the table criteria and the search text. This displays all accounts loaded in the table.

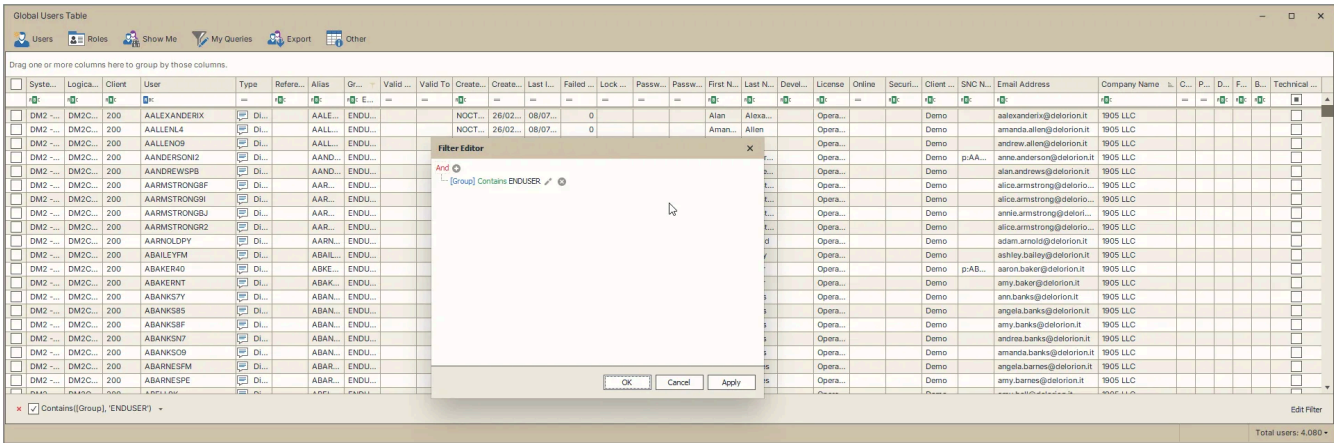
# My Queries: build and save user filters

Applies to userXpress 2.0.0.0

Use Edit Filter to combine conditions, group alternatives and save filters for recurring user administration tasks.

Use **My Queries** for lists you need repeatedly, such as accounts in a particular client or people whose details need updating. Build the conditions with **Edit Filter**, then save them under a name you recognize.

A query applies to the accounts loaded in the Global User Table. It saves the conditions you choose. When you use it again, the table shows whichever loaded accounts match those conditions at that time.




*Edit Filter opens the conditions shown in the filter panel. This example starts with Group containing ENDUSER.*

## Start with one condition

Suppose you want accounts whose last name is Smith.

1. In the Global User Table, click **Edit Filter** in the filter panel beneath the rows. To open the editor from a column, right-click its heading and choose **Filter Editor**.
2. Click the field name in the condition and choose **Last Name**.
3. Click the comparison beside it and choose **Equals**.
4. Click the value and enter `Smith`.
5. Choose **OK** to apply the condition and return to the table.

The table now shows accounts whose last name matches Smith. An account with the last name Jones does not match. Select the matching account rows when you are ready to use an account action.

To change the query, click **Edit Filter** again. Click a field, comparison or value to replace it. Use the remove button beside a condition to delete that condition.

## Require two conditions with AND

Use **And** when every condition must be true for the same account. For example, find people named Smith in client 100.

1. Open **Edit Filter** with the last-name condition from the previous example.
2. Click the group's logical operator and choose **And**.
3. Choose **Add Condition** from that group's menu, or use its plus button.
4. Set the new condition to **Client**, **Equals**, `100`.
5. Choose **OK**.

A Smith account in client 100 matches. A Smith account in client 200 does not. A Jones account in client 100 does not match either, because both conditions must be true.

The same client number can exist in several SAP systems. Add a **System** condition when the list should be limited to one system as well.

## Accept alternatives with OR

Use **Or** when any one condition is enough. For example, find people named Smith or Jones.

1. Open **Edit Filter**.
2. Remove the client condition from the previous example.
3. Click the top group's operator and choose **Or**.
4. Keep **Last Name**, **Equals**, `Smith` as the first condition.
5. Add a second condition: **Last Name**, **Equals**, `Jones`.
6. Choose **OK**.

Both surnames now match, across the loaded clients. **And** would require the same last-name field to equal Smith and Jones at once, so it would return no accounts for this example.

## Keep alternatives together with a group

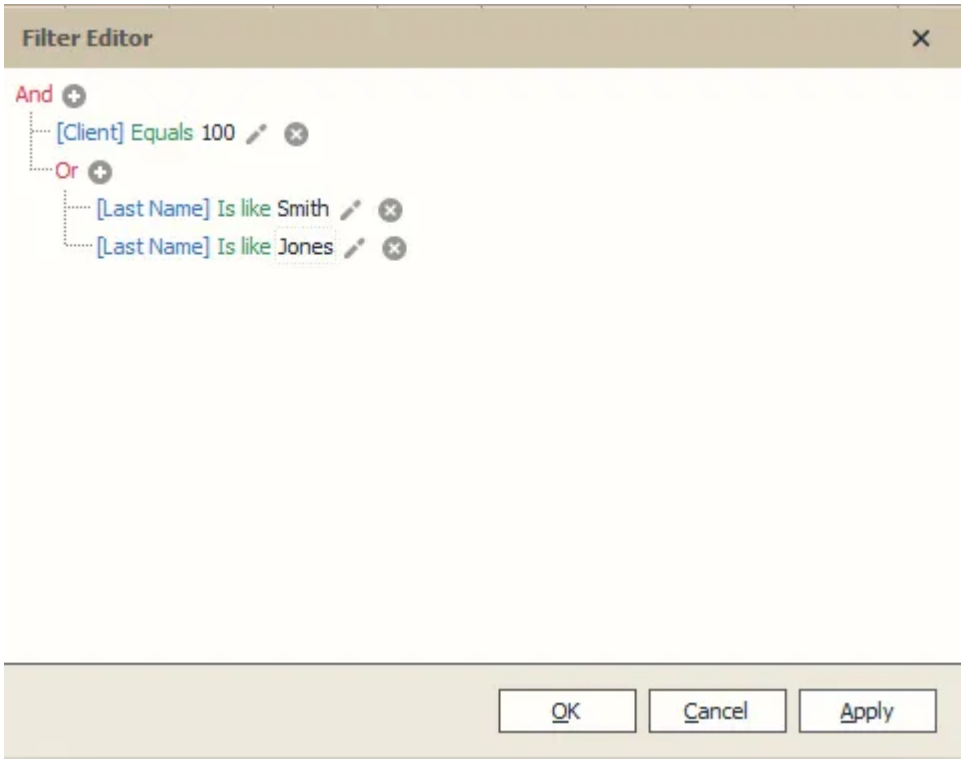
A group lets you combine alternatives with a requirement that applies to all of them. The following query means: "Client 100, and either Smith or Jones."

1. Open **Edit Filter** and choose **Clear All** from the top group's menu to start a new definition.
2. Set the top group to **And**.
3. Add a condition: **Client**, **Equals**, `100`.
4. Open the top **And** menu and choose **Add Group**.

5. Set the new group's operator to **Or**.
6. Inside that **Or** group, add **Last Name**, **Is like**, `Smith`.
7. Add another condition to the same **Or** group: **Last Name**, **Is like**, `Jones`.
8. Choose **OK**.

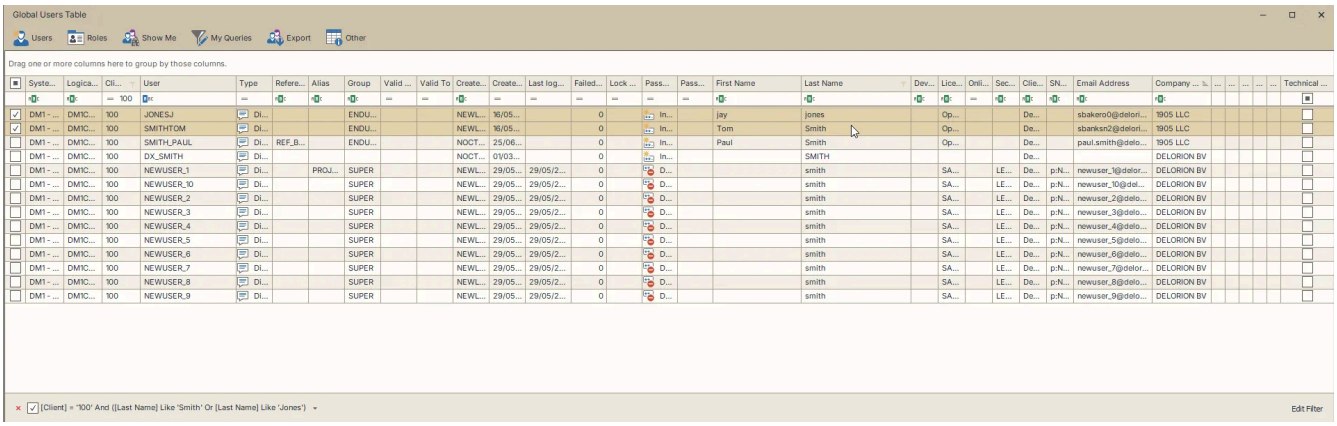
The indentation shows which conditions belong together:

```
And
  Client equals 100
  Or
    Last Name is like Smith
    Last Name is like Jones
```




| Example account | Matches? | Reason |
|---|---|---|
| Smith in client 100 | Yes | Client 100 and one of the two surnames. |
| Jones in client 100 | Yes | Client 100 and one of the two surnames. |
| Smith in client 200 | No | The client requirement is not met. |
| Brown in client 100 | No | Neither surname condition is met. |

Keep the client condition outside the **Or** group. Putting all three conditions under **Or** would also include every account in client 100, regardless of surname.




*The filter includes Smith and Jones accounts in client 100. The two checked rows are selected for an account action.*

## Choose the comparison and value

Choose a field first. Its type determines which comparisons and value controls the editor offers.

| Value you want to find | How to express it |
|---|---|
| A complete text value | Use **Equals**, for example Last Name equals `Smith`. |
| Text within a longer value | Use **Contains**, for example Last Name contains `mit`. |
| Text at the beginning | Use **Begins with**, for example User ID begins with `DEMO_`. |
| A date before a cutoff | Choose the date field, a less-than comparison and the cutoff date. A strict less-than condition excludes the cutoff date itself. |
| A yes/no state | Choose the checkbox field and its true or false value. |
| A missing date or value | Choose **Is null**. For text that can also be empty, use **Is null or empty**. These conditions do not need a value. |

For recurring last-logon reviews, Show Me provides ready-made periods. Use **Edit Filter** when you need additional conditions or a different combination.

## Apply or clear the query

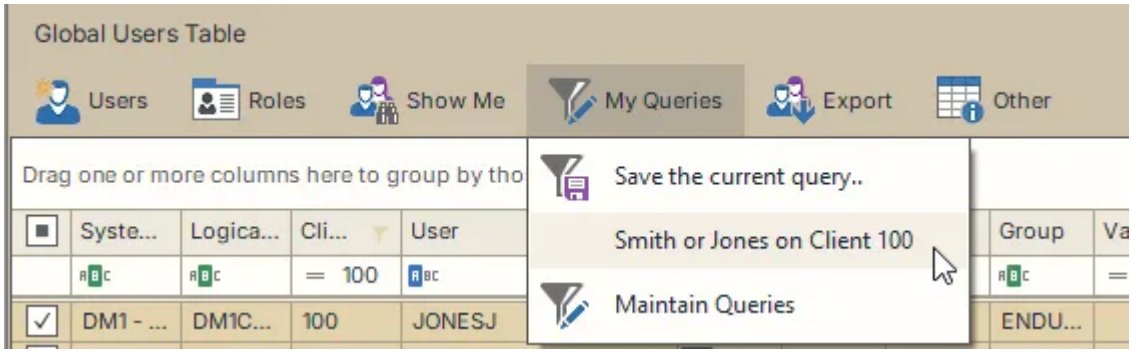
**Apply** updates the table while keeping the editor open. **OK** applies the query and closes the editor. Reopen **Edit Filter** to adjust a condition when the list is too broad or too narrow.

Choose **Show Me** → **Everyone** to remove the table criteria. Choose **Show Me** → **Clear All Filters** to remove both the criteria and the search text.

## Save and reuse a query

1. Apply the conditions you want to keep.
2. Choose **My Queries → Save the current query..**.
3. Enter a name in **Query Description**, such as `Smith or Jones on Client 100`, and choose **OK**.
4. If the name already exists, confirm replacement to update that saved query. To keep both versions, decline replacement and enter another name.

The name appears under **My Queries**. Choose it to apply the saved conditions. Then select the accounts for the task you want to perform.



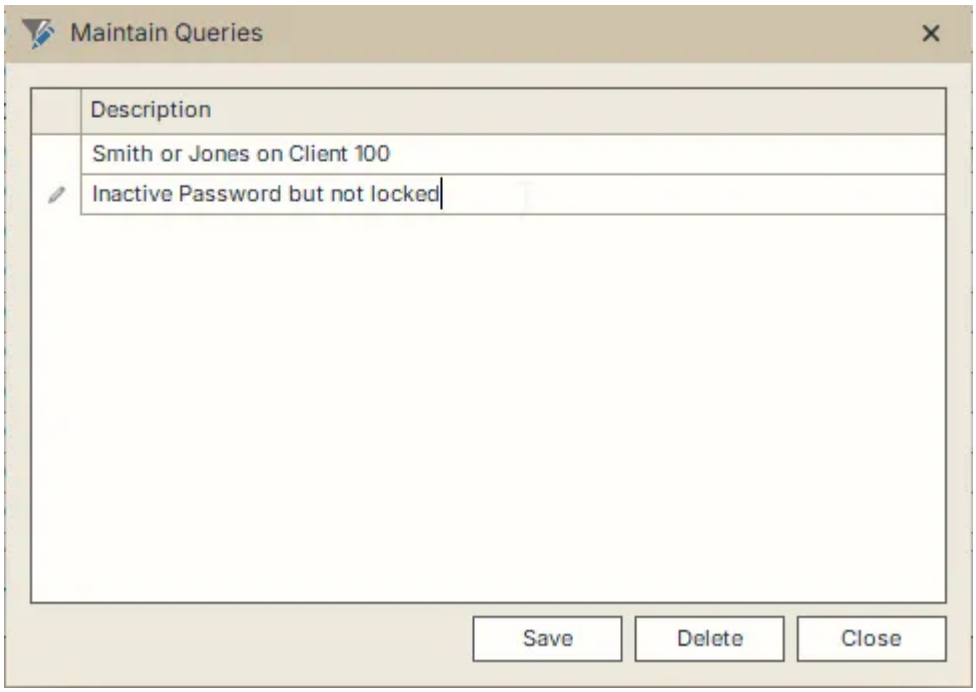

The saved definition contains the table criteria. Put conditions you want to reuse in **Edit Filter** rather than relying on text entered in the separate search box.

To change a saved query, choose its name, edit and apply its conditions, then save it again. Use the same name and confirm replacement to update it, or a different name to keep a second query.

## Rename or delete a saved query

1. Open **My Queries → Maintain Queries**.
2. Edit a description to rename the query, or select its row and choose **Delete**.
3. Choose **Save**, then **Close**.

The **My Queries** menu reflects the saved changes.


Maintain Queries
Description
Smith or Jones on Client 100
Inactive Password but not locked
Save
Delete
Close