USERXPRESS
BY DELORION

userXpress documentation

Reference and downloads

Prepared 2026-10-27

Contents

Reference and downloads

- Terms and status messages
- Templates and downloads

Terms and status messages

Applies to userXpress 2.0.0.0

Look up account, connection, role and query terms, and find the explanation for a status shown in userXpress.

Systems, clients and accounts

- **SAP system**: The SAP environment identified by its system ID, such as `DEM`. Choose its SAP Logon entry when adding a connection.
- **Client**: The numbered client within that system, such as `100`. An account belongs to a specific system and client.
- **Account**: A SAP user record. The same user ID in two clients identifies two separate accounts. Use the system and client columns to select the intended account.
- **Connection**: The open connection from userXpress to one SAP client, authenticated as a SAP user. **Connected Systems** lists the connections available for your work.
- **AutoStart**: Saved connections that userXpress opens at startup when AutoStart is enabled. Manage them in **Control Panel** → **AutoStart Systems**.
- **Passphrase**: The local password you enter to unlock userXpress. SAP connections use their configured SAP authentication. Use **Session Password** on the main toolbar to change the passphrase.

See Connect to SAP for connection and AutoStart procedures.

Filters, selection and queries

- **Column filter**: A condition on a table field, such as **Client** equals `100`. Use it to narrow the displayed rows.
- **Selected rows**: Rows chosen for an action. In the Global User Table, use the row checkboxes. Each task guide identifies whether its command uses selected rows or the filtered list.
- **Query**: A set of filter conditions. Save it under **My Queries** to apply the same conditions again. Saved conditions are evaluated against the available data when you reuse them.
- **AND**: Every condition in the group must match. Use it for requirements that apply together.
- **OR**: At least one condition in the group must match. Use it for alternatives, such as either of two user groups.
- **Role content filter**: A query against the authorizations or menu transactions maintained in roles. Use it when the role's name alone does not identify what you need.

For a worked example with nested AND/OR groups, follow Create advanced user queries. For role content, follow Search role content.

Roles and authorization searches

- **Role assignment**: The link between a SAP account and a role, with its assignment validity dates. View it in the role assignment report.
- **Composite role**: A role that groups single roles for assignment together. Search its member single roles when investigating maintained authorizations.
- **Authorization object**: A set of authorization fields checked together. In the role content editor, keep requirements for the same authorization inside one object condition.
- **Authorization field**: One part of an authorization, such as an activity or an organizational value. Choose the field and comparison when building a content condition.
- **Covers value**: A comparison that accepts maintained values, intervals or wildcards covering the requested value. For example, a maintained interval from `01` to `03` covers `02`.
- **Menu transaction**: A transaction code listed in the role's menu. Choose this condition when finding roles that contain a particular menu entry.
- **CUA**: Central User Administration. SAP distributes user data between a central system and child systems according to field-distribution settings. Use the CUA view to identify where a field is maintained.

The comparison reference explains exact text, ranges, wildcard coverage and negative conditions.

Password terms

- **Initial password**: A password set for the user's next password logon. A dialog user changes it at that logon. Use it when resetting a forgotten password.
- **Productive password**: A password the account can continue using without the initial-password change at its next logon. Use it for accounts whose authentication requires that behavior, subject to SAP's password policy.
- **Deactivated password**: Password-based logon is disabled for the account. Configured single sign-on remains available.

See Lock accounts and manage passwords for the actions and their results.

Find a status explanation

Use the guide for the window showing the status:

- **Loading systems**: Waiting, Loading, completed results, warnings and failures. For a failed client, open its **Details** message.
- **Control Panel**: Connection and AutoStart status, including interrupted connections and CUA indicators.
- **Global User Table**: Locks, Online, CUA and row messages. Point to a text cell to read a row message, or select one account and open **Full Message**.

- **Role content query**: Active, paused, modified and outdated results. For **Incomplete** results, open **Details…** to distinguish confirmed matches from unverified roles.
- **Mass User Create**: Creation messages and saved results.
- **Mass Changes**: Update results for each account and requested change.
- **Activity History**: Operation records and messages for the session.

Templates and downloads

Applies to userXpress 2.0.0.0

Choose the workbook or document for account creation, account updates and role filters, and obtain the SAP role package.

Choose the file for your task. The workbook commands below save the format used by your installed userXpress application.

- Create new accounts: use the Mass User Create example workbook.
- Update existing accounts: export the accounts you want to change.
- Notify newly created users: save the Word mail-merge template and use the creation results workbook.
- Prepare or share role filters: save the filter template or export your saved filters.
- Assign SAP access for userXpress: download the SAP role package from the installation documentation.

Mass User Create workbook

Use this workbook when you need to create several accounts with personal details, roles, profiles and parameters.

To include choices from your SAP clients, connect those clients before saving the example workbook. Their values appear in lists such as user groups, languages and security policies.

1. Open **Mass User Create** from the main toolbar.
2. Choose **Help** → **Save Example Mass User Create Spreadsheet**.
3. Choose a folder and save the `.xlsx` file.
4. Choose **File** → **Open** in Mass User Create to open it.

The workbook includes **Full Description - Vertical** and **Full Description - Horizontal** examples and a **Your sheet** worksheet for your accounts.

Vertical batches share role, profile and parameter assignments. Horizontal batches hold those assignments on each user's row. Format and user-type cells have drop-down choices.

Follow Mass User Create to prepare and run the workbook. Use Workbook fields and formats for the headings, dates and blank-cell behavior.

Mass Changes workbook

Use this workbook to prepare different changes for existing accounts, such as a new validity date for each contractor.

1. Select the accounts in the Global User Table.
2. Choose **Users → Change → Mass → Mass Changes → Export Selected Users**.
3. In **Mass User Export**, choose the categories to include and the file path, then choose **Export**.
4. When **Messages** shows **Done**, choose **Open File**.

The export creates the **MassUserExport** worksheet from the selected accounts. It adds **Roles** and **Parameters** worksheets when those categories are included.

This workbook carries the account identities and values needed for an update. Follow Prepare the updates, then import it through **Import User Updates**. The field reference explains how empty cells and complete role or parameter lists affect the result.

Word mail-merge template

Use the template to prepare individual messages from the Mass User Create results, for example to send each person their new account details.

1. In **Mass User Create**, choose **Help → Save Example MS Word Mail Merge**.
2. Choose a folder and save the `.docx` file.
3. Open it in desktop Word and connect it to the saved creation-results workbook as the recipient list.

Follow Work with a mail-merge template for the Word controls, recipient fields and email-merge setup. Each system/client/user result row supplies one message.

Role content filter workbook

Use a filter workbook to prepare several queries together or share their definitions with another administrator.

1. In the Global Role Table, choose **Content Filter → Download Filter Template**.
2. Choose a folder and save the `.xlsx` file.
3. Open it and choose a starting point: **Ruleset**, **Simple examples** or **Advanced examples**. The **Instructions** worksheet explains the format.

Follow Import and export role filters to prepare the rows and import selected definitions into **My Queries**.

To share filters you have already saved, choose **Content Filter → Export Filters** and select their names. The export procedure explains what the workbook preserves.

SAP role package

Use the SAP roles download and assignment guide to obtain the ZIP package and import its roles into SAP.

The guide explains the communication role, user-administration role and composite role. After import in PFCG, generate the two single-role profiles and assign the composite role as described there.