

# Option 2 Maintain User Roles

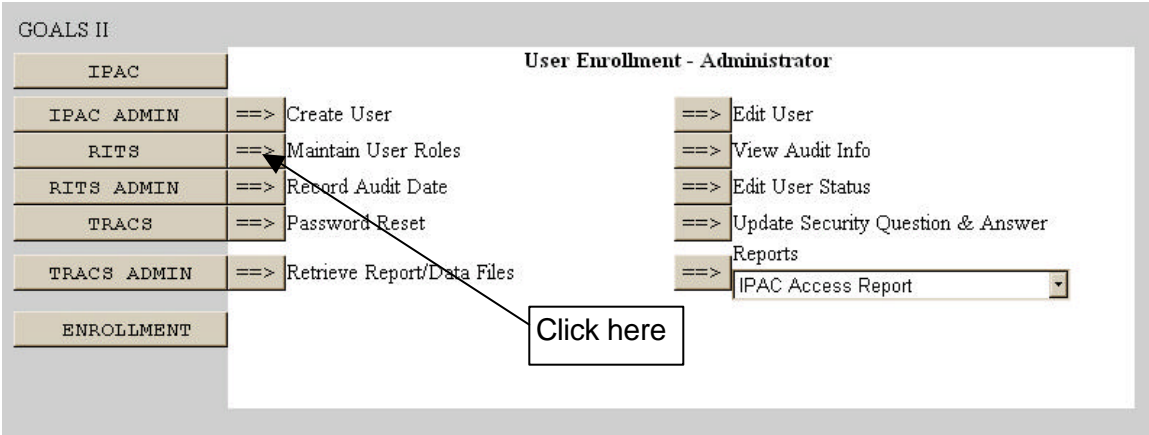


Figure 1.10 Enrollment Main Menu

The “Maintain User Roles” function provides the capability to manage user accounts by adding additional application roles to a user’s account or by deleting existing roles. Select “Maintain User Roles” as shown in Figure 1.10.

## Retrieve the User’s Record

When you select “Maintain User Roles”, the **Find User** screen, shown in Figure 1.11, will display. This screen is used to retrieve the record of a user who is currently in the IPAC database. The process for retrieving a user’s record is explained in detail in the *Introduction* to this manual.

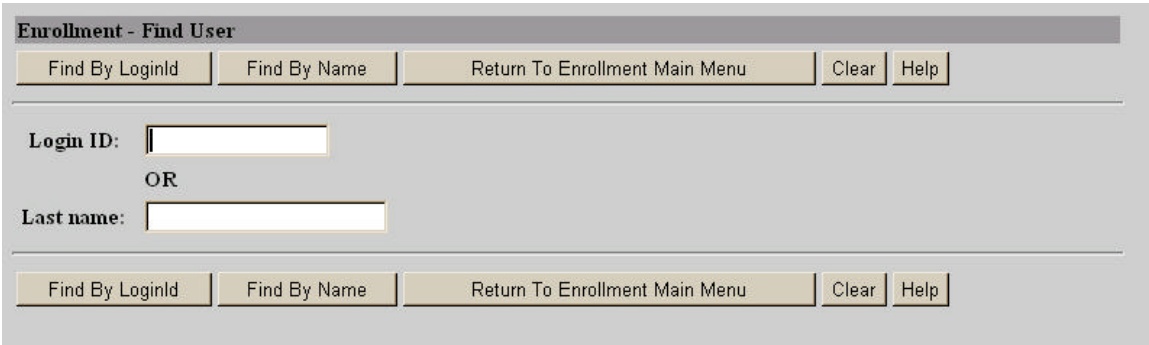


Figure 1.11 Find User

When you have retrieved the user’s record, the screen shown in Figure 1.12, **User Role Maintenance** will display.

## Existing User Roles

**Enrollment - User Role Maintenance**

Delete Add Return To Enrollment Main Menu Clear Help

User Name: Sample B. User

Delete	Application	Org Type	Organization	User Role
No ▾	IPAC	A	20180002	IPAC User

Delete Add Return To Enrollment Main Menu Clear Help

**Figure 1.12 User Role Maintenance**

User authorizations are defined by a combination of the application, the Organizational Entity (ALC or Payroll Office), and the role. This screen lists the current authorizations available to the specified user in a table with the following columns:

### **Delete**

Contains a drop down menu with choices of “Yes” to indicate requested deletion of the role or the default “No” to indicate that the role should not be deleted. This is the only data field on this screen that you can change.

### **Application**

Indicates the application (IPAC, TRACS or RITS) to which the authorization applies.

### **Org Type**

The type of organization to which the authorization applies. This field will contain “A” for ALC if the application is IPAC or TRACS. It will contain “P” for Payroll Office if the application is RITS.

### **Organization**

Indicates the IPAC Organizational Entity (ALC or Payroll Office) to which the authorization applies.

### **User Role**

Indicates the User Role to which the authorization applies. A complete list of the User Roles available for each application and the functions each role authorizes is available in *Appendix A*.

The **User Role Maintenance** screen has the following function buttons:

**“Delete”**

Use to delete an existing user role from the database as explained below.  
Displays the **Delete Confirmation** screen shown in Figure 1.13 asking you to confirm the deletion of any user roles marked with a “Yes” in the Delete column.

**“Add”**

Displays the **Add Role** screen shown in Figure 1.7 and discussed earlier to allow you to add additional authorization roles for this user.

**“Return To Enrollment Main Menu”**

Returns you to the **Enrollment Main Menu** screen without saving any new roles or deletions you may have entered on this screen.

**“Clear”**

Returns the entries in the Delete column to their values the last time the screen was displayed.

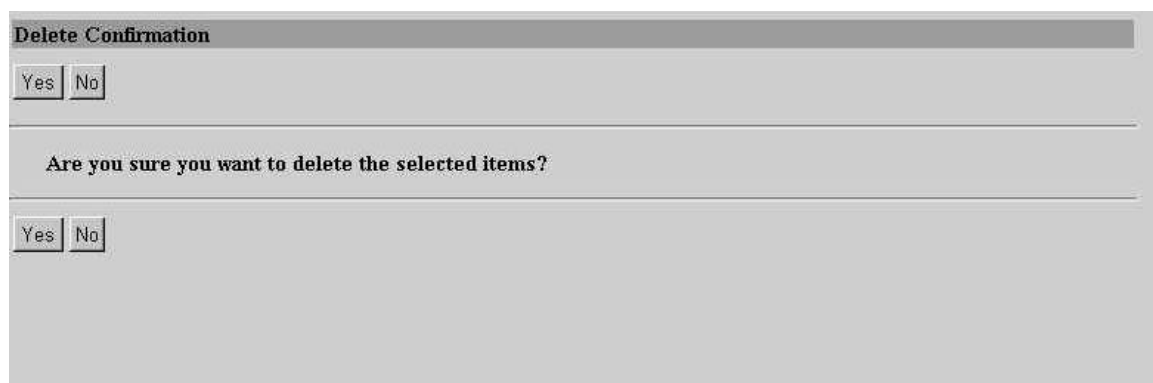
**“Help”**

Displays the system help for this screen.

## Deleting User Roles

The **User Role Maintenance** screen allows you to add or delete roles for the specified user. To delete a listed role, find the row which contains the role you want to delete and select “Yes” from the drop down menu box in the Delete column of that row. You may mark none, one, or all of the listed roles for deletion. With the appropriate Delete field(s) marked “Yes”, select the “Delete” function button. The screen in Figure 1.13, **Delete Confirmation** will display.

### Role Deletion Confirmation



**Delete Confirmation**

Yes No

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Are you sure you want to delete the selected items?

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Yes No

**Figure 1.13 Delete confirmation**

Select “Yes” to delete the marked role(s) or “No” to return to the previous screen without deleting the role. After either choice, the **Enrollment – User Role Maintenance** screen will display with the roles which are currently available to the user listed.

## **Adding User Roles**

To add a new role for an existing user, select the “Add” button on the **User Role Maintenance** screen (Figure 1.12 and follow the instructions listed earlier in the *Create User* option to add additional application, organization, and role combinations for this user.

Click the “Return to Enrollment Main Menu” button for more menu options.