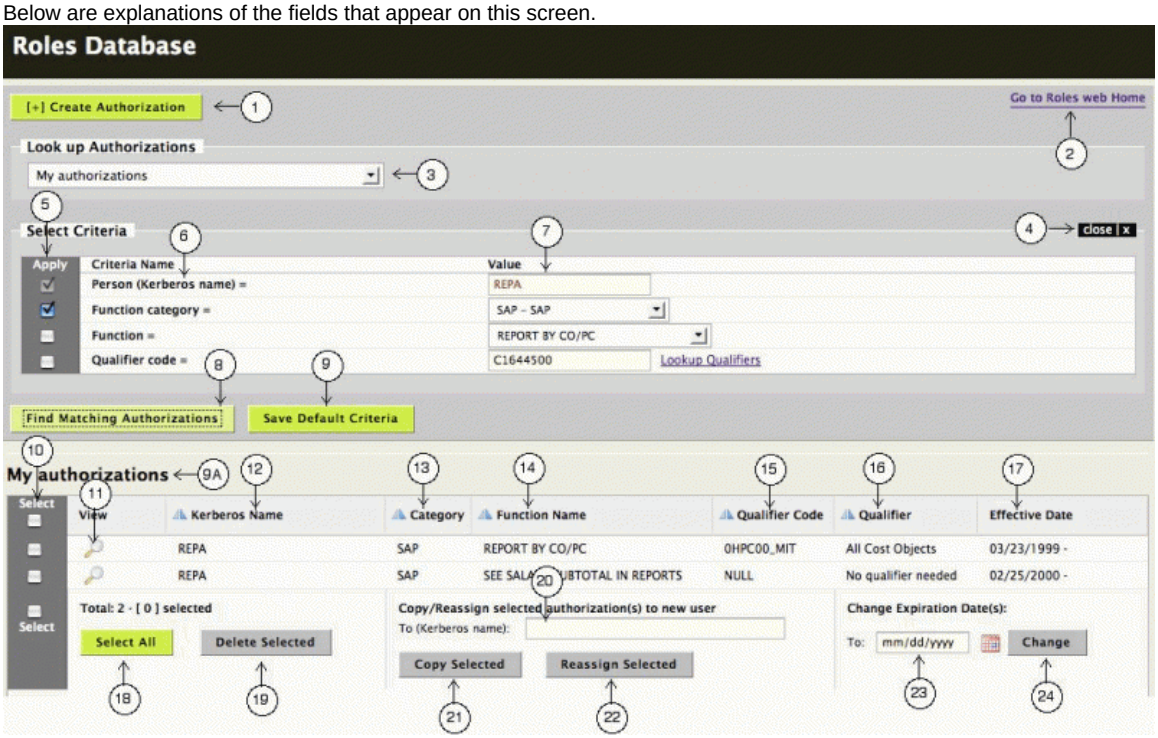
Roles Database Help - Main Authorizations Screen

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Below are explanations of the fields that appear on this screen.



Item 1: Create Authorizations
To create a new Authorization, click the **Create Authorization** button.
Result: A new window in which you can specify a Person, Function, and Qualifier, etc. for a new Authorization opens.

Item 2: Go to Roles web Home
Click this link if you want to go to the Rolesweb main web page.

Item 3: Options for looking up Authorizations
This is a pull-down menu of options (or "Selection Sets") for looking up Authorizations. Each Selection Set is intended to help you display a set of Authorizations for a specific purpose, such as finding Authorizations for a person, Authorizations by Category and/or Function, Authorizations associated with a department, etc.

When you choose a Selection Set, you'll see an associated list of "Select Criteria," each of which is a filter for selecting the Authorizations you want to see. Each criterion, or filter, further limits the set of Authorizations that you will see on the screen. The use of criteria is explained below under ist:Apply criteria checkbox, ist:Criteria Name, and ist:Value.

Item 4: Close
To close the Select Criteria window, click the **Close** button.

If the window is closed and you want to get it back, choose a different lookup option in the ist:Options for looking up Authorizations.

Item 5: Apply criteria checkbox
Each criterion has a checkbox, a criterion name, and a value.

- Check the checkbox if you want the criterion to be applied as a filter when displaying a list of Authorizations.
- Uncheck the checkbox to ignore the criterion.

Item 6: Criteria Name
Each criterion has a checkbox, a criterion name, and a value. The name tells you how the criterion works. For example, "Person (Kerberos name) =" indicates that only Authorizations for the specified Kerberos name will be included.

Item 7: Value
Each criterion has a checkbox, a criterion name, and a value. The value is paired with the name to specify a filter for selecting Authorizations for the list. Depending on the criterion, there will be different ways for you to enter the value.

For example, you can type in a value, pick from a list, or click from buttons. Some criteria are related, e.g., you should pick a Function category before you pick a Function. Qualifiers have a "Lookup Qualifiers" link that opens a special window to let you pick a qualifier. See Qualifier List Screen.

Item 8: Find Matching Authorizations button
Once you have specified the criteria values that you want to be applied for selecting Authorizations, click the **Find Matching Authorizations** button to display a list of matching Authorizations.

Item 9: Save Default Criteria button
For each Look-up option (also called a Selection Set), you can save a set of Criteria values to be used as default values whenever you choose that Selection Set. Click the **Save Default Criteria** button to save the values for later use.

Item 9A: My Authorizations (Authorizations for a person)
This title matches the chosen Look-up option (or Selection Set) that was used to generate the list of Authorizations below. The default Selection Set is "Authorizations for a person." This will be displayed when you first start the application.

Item 10: Select (an authorization) checkbox
One or more Authorizations can be selected so that they can be used in batch operations such as Deleting, Copying, Replacing, and Changing expiration dates. (See items 18 - 24)

- Click the checkbox next to an individual Authorization to select or deselect it.
- Click the top or bottom checkbox to select or deselect all Authorizations on the screen at once.

Item 11: View an Authorization
Click the magnifying glass icon next to an Authorization to bring up a window with details about the Authorization. From this window, if you are authorized, you will be able to delete, update, or reassign the Authorization.

Item 12: Kerberos Name
For each Authorization, the Kerberos name in the Authorization is displayed, i.e., the person who is authorized to do something.

- Click on the column header to sort the list of Authorizations by Kerberos name.
- Click it again to change the sort order from ascending to descending.

Item 13: Category
For each Authorization, the Function Category (application area) is displayed.

- Click on the column header to sort the list of Authorizations by Category.
- Click it again to change the sort order from ascending to descending.

Item 14: Function Name
For each Authorization, the Function name is displayed.

- Click on the column header to sort the list of Authorizations by Function name.
- Click it again to change the sort order from ascending to descending.

Item 15: Qualifier Code
For each Authorization, the Qualifier Code is displayed.

- Click on the column header to sort the list of Authorizations by Qualifier Code.
- Click it again to change the sort order from ascending to descending.

Item 16: Qualifier Name column
For each Authorization, the Qualifier name is displayed.

- Click on the column header to sort the list of Authorizations by Qualifier name.
- Click it again to change the sort order from ascending to descending.

Item 17: Effective Date column
For each Authorization, the initial Effective Date for the Authorization is shown. In some cases a second date indicates the date the Authorization is due to become inactive. If no second date is shown, then the Authorization is not scheduled to expire. Authorizations cannot be sorted by Effective Date or Expiration Date.

Item 18: Select All button
To select all Authorizations on the screen (to later be used in a batch operation such as Deleting, Copying, Replacing, or Changing dates), click this button. The button has the same effect as clicking the topmost or bottom most checkbox in the Select column.

Item 19: Delete Selected button
Press this button to delete all of the selected Authorizations on the screen. If you are only authorized to delete some of them, you will see a message indicating how many were deleted and how many could not be deleted.

Item 20: Kerberos Name for Batch Copy/Replace
If you would like to copy or reassign a batch of selected Authorizations, fill in the Kerberos username of the target user in this field. You can type part of the Kerberos username or part of the last name and see a pick list.

Item 21: Copy Selected button

Press this button to copy a set of selected Authorizations to a specified user.You must select one or more Authorizations, and you must fill in the target username before pressing this button. When you press the button, you will see a message with three numbers:

1. number of Authorizations successfully copied
2. number of Authorizations that could not be copied because the target user already had them
3. number of Authorizations that could not be copied because you are not authorized to copy them.

Item 22: Reassign Selected button
Press this button to reassign a set of selected Authorizations to a different user. The operation is similar to copying a set of Authorizations to a different user and then deleting them from the original user. You must select one or more Authorizations, and you must fill in the target username before pressing this button. When you press the button, you will see a message with three numbers:

- number of Authorizations successfully reassigned
- number of Authorizations that could not be reassigned because the target user already had them
- number of Authorizations that could not be reassigned because you are not authorized to reassign them.

Item 23: Change expiration date
Click the calendar icon and select a date. This date will be used as the expiration date if you change the expiration date for a batch of selected Authorizations.

Item 24: Change button for expiration dates
Click this button to change the expiration date for a set of selected Authorizations. You must select one or more Authorizations and you must specify an expiration date before you click this button. When you click the button, you will get a message indicating how many Authorizations were updated with the new expiration date and how many could not be updated because you were not authorized to update them.