

## **BPO: User ID - Role Request Review**

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## SYSTEM POLICIES

The tasks in this documentation provide end users with the tools to enter data and collect data in system. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website.



## Table of Contents

<b>BPO: User ID - Role Request Review .....</b>	<b>1</b>
<b>BPO: User ID - Role Request Review Overview .....</b>	<b>1</b>
<b>BPO: User ID - Role Request Review Lesson.....</b>	<b>1</b>

## **BPO: User ID - Role Request Review**

### **BPO: User ID - Role Request Review Overview**

Business Process Owners (AA30) use this program to manage requests from Authorized Agents to assign Roles that fall within the BPO's area of responsibility. The BPO determines which Roles they must review and approve. In some cases, the Role is inquiry only and does not need review. The Role request is automatically approved and available to System Security for processing. In other cases, the Roles require review. In such cases, the BPO can approve, revise, or deny the request to assign a Role to a User ID.

BPOs will ONLY have access review to the User IDs based on the Roles for which they are BPOs. This access is driven by the Authorized Agent Master which is maintained by System Security.

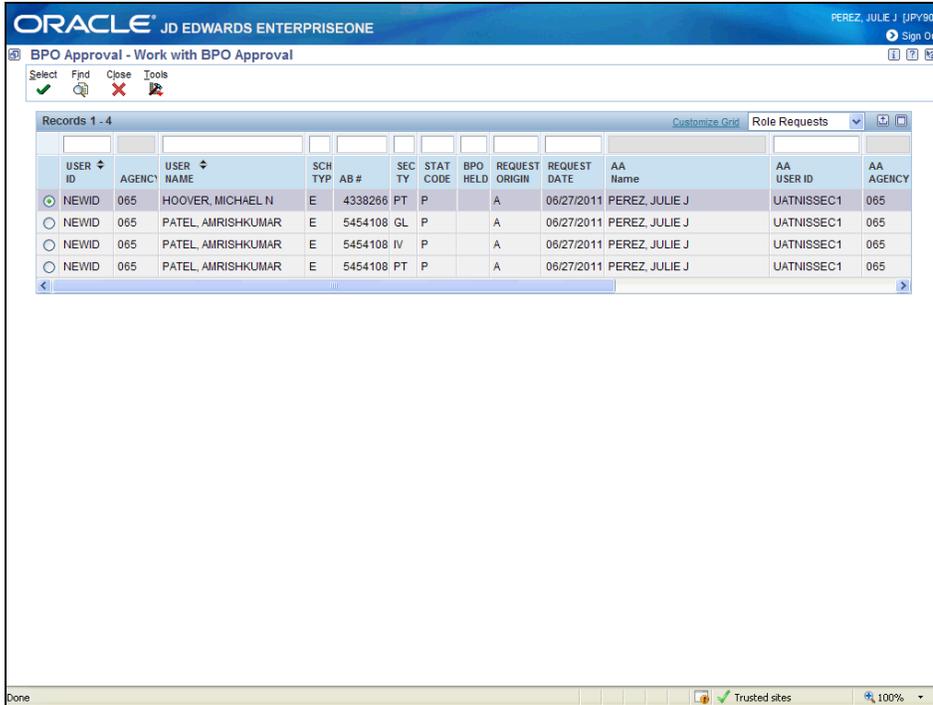
### **BPO: User ID - Role Request Review Lesson**

#### **Procedure**

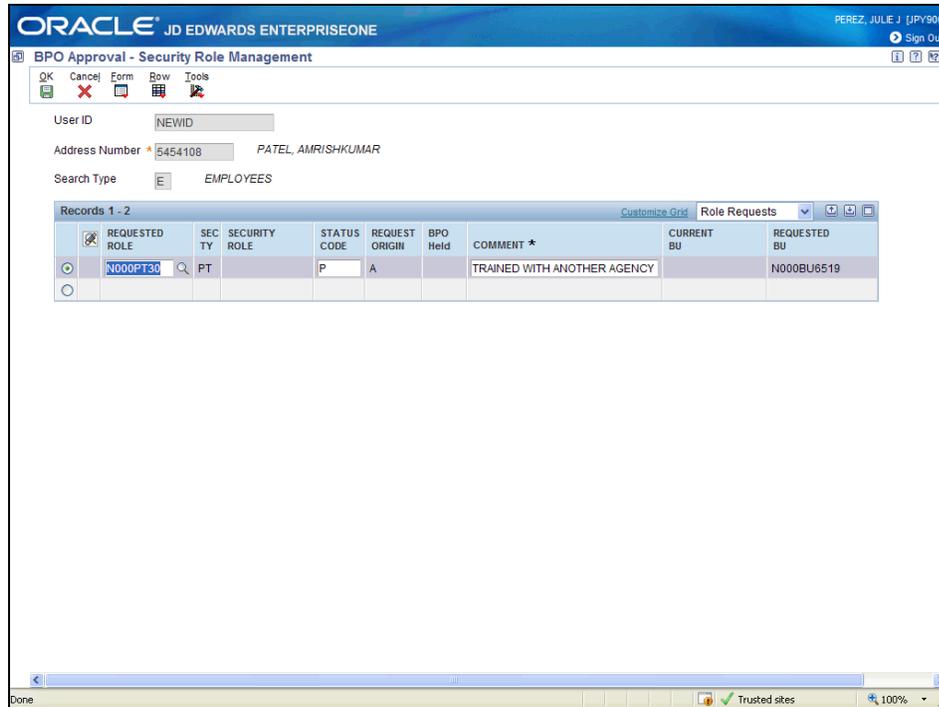
<b>Step</b>	<b>Action</b>
1.	Click the <b>State of Nebraska</b> link. <a href="#">State of Nebraska</a>
2.	Click the <b>Authorized Agents</b> link. <a href="#">Authorized Agents</a>
3.	Click the <b>BPO Approval</b> link. <a href="#">BPO Approval</a>

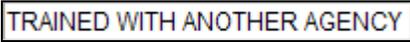
# Training Guide

## BPO: User ID - Role Request Review



Step	Action
4.	Grid will populate with all records in a "P - Pending" status for the Business Process Owner. It is possible for a BPO to be responsible for multiple Security Types.
5.	Click on the radio button for the Row in the grid which contains the User ID to review. 
6.	Click the <b>Select</b> button. 
7.	As part of the approval process, review the Current Business Unit and/or Requested Business Role.  The end user will have agency or statewide access based on the BU Role assigned.
8.	<b>Decision:</b> After review, I want to: <ul style="list-style-type: none"> <li>• Approve Requested Role Go to step 9 on page 3</li> <li>• Revise Requested Role Go to step 18 on page 4</li> <li>• Deny Requested Role Go to step 27 on page 6</li> </ul>



Step	Action
9.	<b>Approve Requested Role</b>
10.	Approve <b>REQUESTED ROLE</b> by manually updating <b>STATUS CODE</b> to "A - Approved" status.
11.	Double-click in the <b>STATUS CODE</b> field. 
12.	Change the <b>STATUS CODE</b> from P = Pending to A = Approved.
13.	<b>COMMENT</b> is optional for approved roles. BPO can overwrite text with new information as desired. 
14.	Click the <b>OK</b> button. 
15.	<b>Decision: BPO Review Process</b> <ul style="list-style-type: none"> <li>Requested Role Review Complete Go to step 16 on page 3</li> <li>Continue Requested Role Review Go to step 8 on page 2</li> </ul>
16.	Click the <b>Close</b> button. 
17.	<b>End of Procedure.</b> Remaining steps apply to other paths.

# Training Guide

## BPO: User ID - Role Request Review



ORACLE JD EDWARDS ENTERPRISEONE PEREZ, JULIE J [JPY900] Sign Out

BPO Approval - Work with BPO Approval

Select Find Close Tools

Records 1 - 3 Customize Grid Role Requests

USER ID	AGENCY	USER NAME	SCH TYP	AB #	SEC TY	STAT CODE	BPO HELD	REQUEST ORIGIN	REQUEST DATE	AA Name	AA USER ID	AA AGENCY
<input checked="" type="radio"/>	NEWID 065	HOOVER, MICHAEL N	E	4338266	PT	P		A	06/27/2011	PEREZ, JULIE J	UATNISSEC1	065
<input type="radio"/>	NEWID 065	PATEL, AMRISHKUMAR	E	5454108	GL	P		A	06/27/2011	PEREZ, JULIE J	UATNISSEC1	065
<input type="radio"/>	NEWID 065	PATEL, AMRISHKUMAR	E	5454108	IV	P		A	06/27/2011	PEREZ, JULIE J	UATNISSEC1	065

Done Trusted sites 100%

Step	Action
18.	<b>Revise Requested Role</b>
19.	Revise <b>REQUESTED ROLE</b> if the end user should have a different role due to training requirements or incorrect role selection.  <b>NOTE - STATUS CODE</b> is in a "P - Pending" status.

ORACLE JD EDWARDS ENTERPRISEONE

PEREZ, JULIE J (JPY900) Sign Out

BPO Approval - Security Role Management

User ID: NEWID

Address Number: 4338266 HOOVER, MICHAEL N

Search Type: EMPLOYEES

REQUESTED ROLE	SEC TY	SECURITY ROLE	STATUS CODE	REQUEST ORIGIN	BPO Held	COMMENT *	CURRENT BU	REQUESTED BU
N000PT40	PT		P	A		WILL BE A BUYER		N000BU6501

Step	Action
20.	Click in the <b>REQUESTED ROLE</b> field. 
21.	Enter the appropriate role within the same Security Type into the <b>REQUESTED ROLE</b> field.
22.	Press <b>[Tab]</b> .
23.	<b>STATUS CODE</b> automatically updates to an "A - Approved" status.
24.	Press <b>[Tab]</b> .
25.	<b>COMMENTS</b> field is required when a BPO revises a REQUESTED ROLE. The Authorized Agent (AA) will receive an e-mail notification of the "revised" Requested Role and the " <b>Comment</b> " field.  Enter the desired information into the <b>COMMENT</b> field.
26.	Click the <b>OK</b> button.  Go to step 15 on page 3

# Training Guide

## BPO: User ID - Role Request Review



ORACLE JD EDWARDS ENTERPRISEONE PEREZ, JULIE J (JPY900) Sign Out

BPO Approval - Work with BPO Approval

Select Find Close Tools

Records 1 - 2 Customize Grid Role Requests

USER ID	AGENCY	USER NAME	SCH TYP	AB #	SEC TY	STAT CODE	BPO HELD	REQUEST ORIGIN	REQUEST DATE	AA Name	AA USER ID	AA AGENCY
<input checked="" type="radio"/> NEWID	065	PATEL, AMRISHKUMAR	E	5454108	GL	P		A	06/27/2011	PEREZ, JULIE J	UATNISSEC1	065
<input type="radio"/> NEWID	065	PATEL, AMRISHKUMAR	E	5454108	IV	P		A	06/27/2011	PEREZ, JULIE J	UATNISSEC1	065

Done Trusted sites 100%

Step	Action
27.	Deny Requested Role

ORACLE JD EDWARDS ENTERPRISEONE PEREZ, JULIE J (JPY900) Sign Out

BPO Approval - Security Role Management

OK Cancel Form Row Tools

User ID: NEWID

Address Number: 5454108 PATEL, AMRISHKUMAR

Search Type: E EMPLOYEES

Records 1 - 2 Customize Grid Role Requests

REQUESTED ROLE	SEC TY	SECURITY ROLE	STATUS CODE	REQUEST ORIGIN	BPO Held	COMMENT *	CURRENT BU	REQUESTED BU
<input checked="" type="radio"/> N000IV30	IV		P	A		WILL TAKE TRAINING		N000BU6519
<input type="radio"/>								

Done Trusted sites 100%

Step	Action
28.	Click in the <b>STATUS CODE</b> field. <input type="text" value="P"/>
29.	Deny REQUESTED ROLE by manually updating STATUS CODE to "D - Denied" status.
30.	Change the <b>STATUS CODE</b> from P = Pending to D = Denied.
31.	Press <b>[Tab]</b> .
32.	<b>COMMENT</b> field is required when a BPO denies a REQUESTED ROLE. The Authorized Agent (AA) will receive an e-mail notification of the "denied" Requested Role and the "Comments" field.  Enter the desired information into the <b>COMMENT</b> field.
33.	Click the <b>OK</b> button.  Go to step 15 on page 3