Section 3.3.3 OPTIONS MENU
Security - Define User
Functions Tab

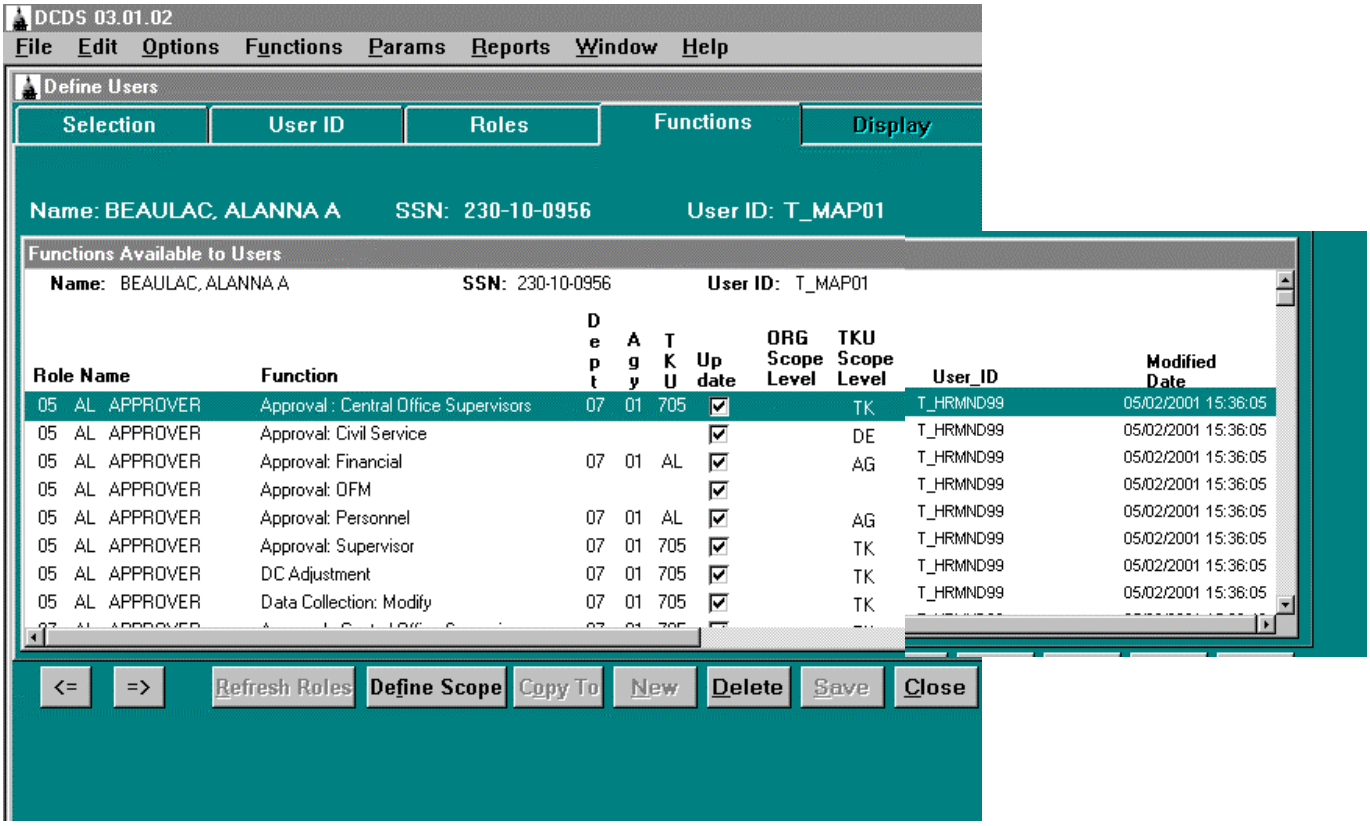
Purpose	This section provides the procedures for a Department or Statewide Security Administrator to define the scope of a function(s) assigned to a user using the **Functions** tab. The advantage to an agency for defining the scope of a function is that it restricts users' access to only the information needed to perform their jobs.
Tabs	Functions
Reminders	**1.** The Functions tab is accessed through the Options, Security, Define Users items on the Menu bar. **2.** Once the Function tab is clicked, the functions are displayed, based on the selection criteria entered, in the Functions Available to Users window. A user selects from this window the function or functions to add, change or delete. If the scope of a function needs to be changed, click on the Define Scope button. This will display the Scope Definition window to define which departments, agencies or TKUs a function is to apply or whether they have update or inquiry capability. A user cannot grant a scope outside of their own scope. **3.** A function is originally assigned to a user through the role(s) assigned to that user. Once a role is assigned, the Department Security Administrator can delete or modify functions of that role and apply the changes to an individual user. Users may be given access to any combination of these functions. In addition to security on access to functions, there will be security restrictions on what data can be accessed via the function and whether the user may update or inquire. When a function is assigned to a user, the scope of the data that may be accessed must be defined. *Continued*

Define Scope of Functions

Reminders *(Continued)*	**4.** The scope may be all departments, a specific department, a specific agency, or a specific Timekeeping Unit (TKU). For example, an agency security administrator may be assigned a role that allows creation of User IDs within a specific agency. A supervisor may be assigned access to leave approval for a specific organization unit, or a central agency analyst may be assigned access to certain inquiry windows with scope covering all departments. The 'TKU Scope Level' displayed on the Functions tab identifies the lowest level of security that can be assigned to a function. For example, if the 'TKU Scope Level' column displays **TK**, access will default to the user's TKU, but can be allowed at the department and agency level. **5.** The Scope Definition window is provided to define the scope of specific functions. The Scope of Functions may be added to one or multiple functions selected in the Functions Available to User window: ■ When only <u>one function</u> is highlighted in the Selection List window, the Scope Definition window displays the user's scope for the highlighted function along with a blank row to enter changes. ■ When <u>more than one function</u> is highlighted the Department, Agency, TKU, Update indicator and TKU Scope Level **MUST** be the same. All the rows in this window will be blank and the scopes will be added to **ALL** the functions that were highlighted. **6.** Delete functions and scopes from the Functions Available to User window by highlighting and clicking the Delete button. However, if changes have been made to any of the functions in the window, the changes must first be <u>saved</u>.
References	*No specific references*

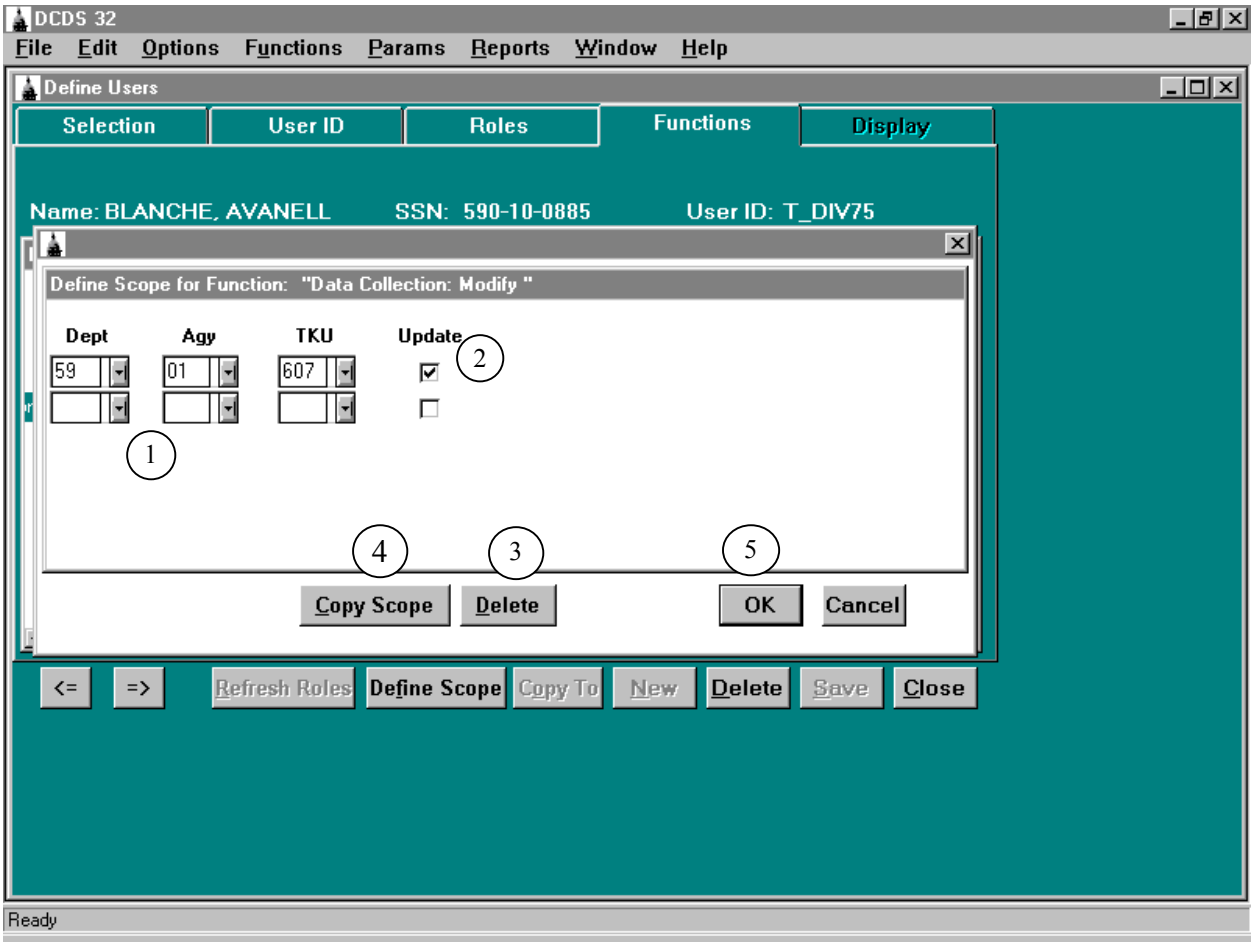
Functions Tab

The following window is displayed when a user is highlighted on the Selection tab and the Functions tab is selected. The window displays the scope of a role(s) already assigned to the user highlighted in the Selection List along with the User ID and Modified Date the scope was last changed. If changes are to be made to only **one** function, highlight the desired function and click on the Define Scope button (or double click on the highlighted row). If changing or copying **more than one** function, the Department, Agency, TKU, Update indicator and TKU Scope Level MUST all be the same. Select and highlight all the desired rows by pressing the shift or control key and clicking on the rows, then click on the Define Scope button. Clicking on the Define Scope button brings up the Define Scope for Function window where a scope is assigned to a function(s) for a user.



Functions Tab

The following window is displayed when one or more functions are highlighted on the Functions tab and the Define Scope button is clicked (or a row is double-clicked). When one function was selected, the Scope Definition window shows the scope defined for the selected function and has an extra blank line. As data is added, additional blank lines are provided. However, if more than one Function was selected, this window will display blank, and the scopes entered will apply to **all** of those functions selected. The Delete button can be used to delete a line if it is entered in error. The steps are described on the following page.



DCDS Input Procedures - Functions Tab

Follow the steps below to define the scope of a user's function(s).

Step	Field Name	Action
1	Dept, Agy, TKU	Select the appropriate department, agency or TKU from the dropdown list or enter the code.
2	Update	A (✓) indicates updating capability is allowed. If inquiry only is to be allowed, click on the Update field to remove the (✓).
3	Delete Button	Click on the Delete button (or press Alt + D) located at the bottom of the window to delete a scope.
4	Copy Scope Button	Click on the Copy Scope button (or press Alt + C) located at the bottom of the window to copy this same function to another TKU. A new row will appear with the copied information. This saves time since the user does not have to create the same function under another level. For example, if a timekeeper role is being defined for a user within 3 TKUs, a scope for each function is defined. When the Copy Scope button is selected, only the TKU field needs to be changed on the new line.
5	OK Button	Click on the OK button located at the bottom of the window. This displays the Functions Available to Users window where the changes can be saved. The changes take effect immediately.