

User's Role Query Overview

Cardinal allows you to view the security roles assigned to a user in the system via the **User's Roles Query**. You can run the query **PT_SEC_USER_ROLES** from the **Query Viewer** page.

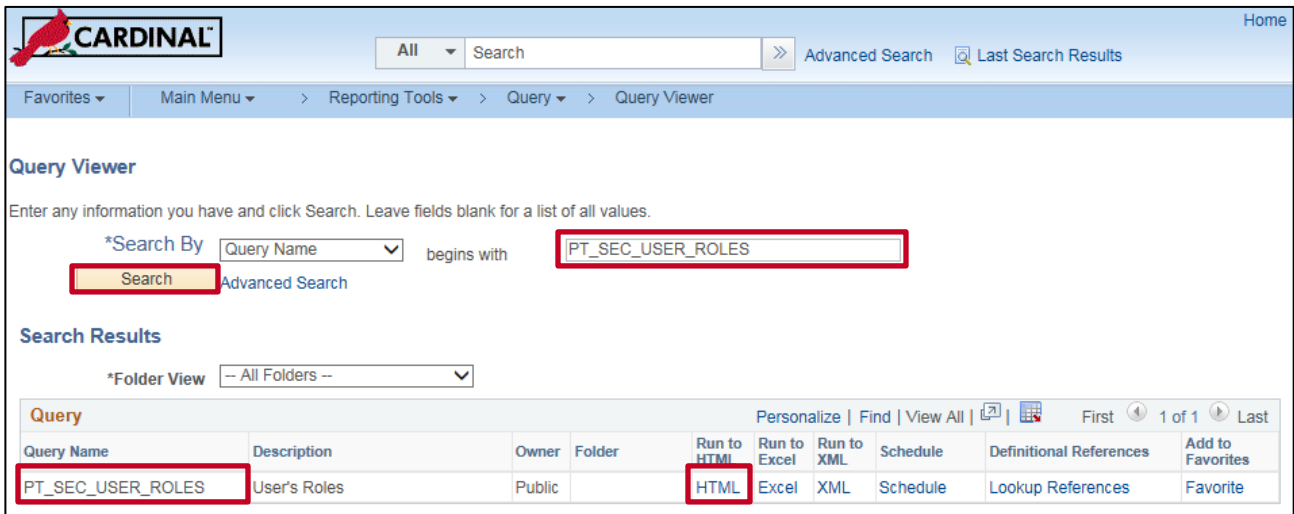
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Run the User's Role Query

1. Navigate to the **Query Viewer** page using the following path:

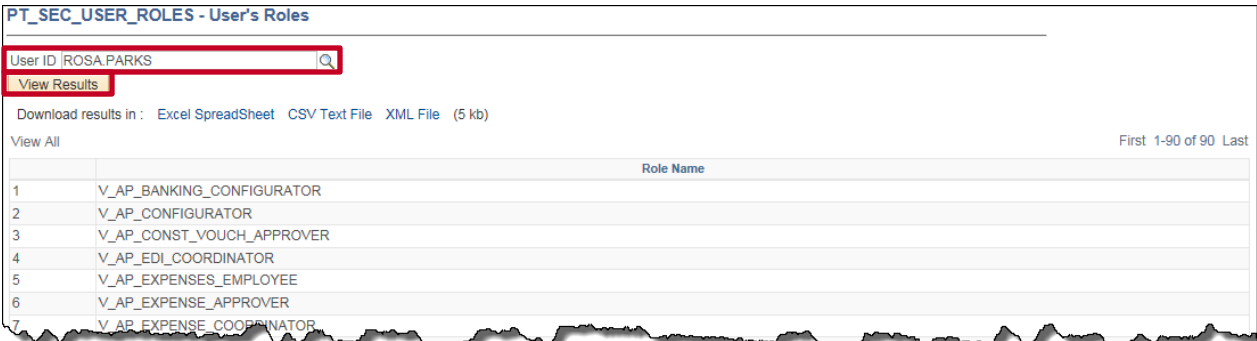
Main Menu > Reporting Tools > Query > Query Viewer



The screenshot shows the Cardinal Query Viewer interface. At the top, there is a search bar with a dropdown menu set to 'All' and a search input field containing 'PT_SEC_USER_ROLES'. Below the search bar, there are navigation tabs for 'Favorites', 'Main Menu', 'Reporting Tools', 'Query', and 'Query Viewer'. The main content area is titled 'Query Viewer' and contains a search form with a dropdown menu for '*Search By' set to 'Query Name' and a text input field for 'begins with' containing 'PT_SEC_USER_ROLES'. A 'Search' button is highlighted in red. Below the search form, there is a 'Search Results' section with a dropdown menu for '*Folder View' set to '-- All Folders --'. A table of search results is displayed, with the first row highlighted in red. The table has columns for 'Query Name', 'Description', 'Owner', 'Folder', 'Run to HTML', 'Run to Excel', 'Run to XML', 'Schedule', 'Definitional References', and 'Add to Favorites'. The first row contains the query name 'PT_SEC_USER_ROLES', description 'User's Roles', owner 'Public', and a link 'HTML' under the 'Run to HTML' column.

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
PT_SEC_USER_ROLES	User's Roles	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

2. The **Query Viewer** page displays.
3. Enter the query name **PT_SEC_USER_ROLES** in the **Search** box.
4. Click the **Search** button.
5. The **PT_SEC_USER_ROLES** query displays in the **Search Results** section.
6. Click the **HTML** link under the **Run to HTML** column for the query.



PT_SEC_USER_ROLES - User's Roles

User ID ROSA PARKS

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(5 kb\)](#)

[View All](#) First 1-90 of 90 Last

	Role Name
1	V_AP_BANKING_CONFIGURATOR
2	V_AP_CONFIGURATOR
3	V_AP_CONST_VOUCH_APPROVER
4	V_AP_EDL_COORDINATOR
5	V_AP_EXPENSES_EMPLOYEE
6	V_AP_EXPENSE_APPROVER
7	V_AP_EXPENSE_COORDINATOR

7. The **PT_SEC_USER_ROLES - User's Roles** page displays.
8. Enter the **User COV Network Logon** for the user whose security access you want to look up in the **User ID** box.
9. Click the **View Results** button.
10. The security **Role Name** assigned to the user display in table format.
Note: this query must be run in FIN and HCM to see the roles the user has in both applications. To run this query in the HCM application, log into HCM and follow the same steps listed above.
11. View the **Statewide Security Handbook** to view the actual security **Role Name** of each role.
12. To update a user's security access, please use the **Cardinal Security Form** and **Statewide Security Handbook**, located on the Cardinal website via **Statewide User Access** in **Security** under **Resources**.