How to Run a User Access Query

FINANCE & SUPPLY CHAIN
PRODUCTS ORGANIZATION

Attention OneLink Access Approvers:

- You can easily look up a user's existing OneLink access when approving a request or at any other time.
- Multiple queries are available in OneLink for this purpose.
- It is recommended that you use this process to quickly research a user's existing OneLink access to better inform your approval decision.

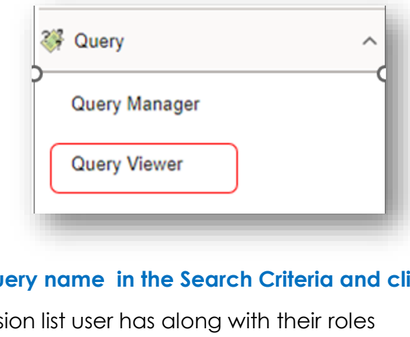
To access queries

1. Log-on to OneLink

2. Select the Reporting tile on the OneLink Home page

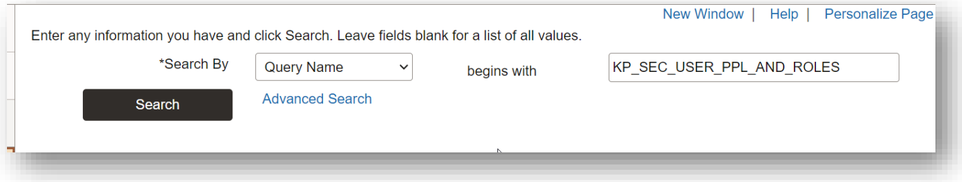


3. Select Query > Query Viewer



4. After selecting "Query Viewer", type or paste the appropriate query name in the Search Criteria and click Search

- **KP_SEC_USER_PPL_AND_ROLES –** displays the primary permission list user has along with their roles
- **KP_RPT_BU_ACCESS_FOR_USER –** displays the business units, user has access to in their primary permission list



5. Enter the employee's NUID to review their User PPL and Roles.

6. Select the "Run To" format to receive the results on-screen (HTML) or downloaded (Excel)