

HOW TO UPDATE A VBS USER'S PROFILE IN BANNER Value Based Restricted Users Form (GOAVUSR)

General:

The Value-Based Restricted Users Form is used to update the VBS profile of users whose access to information is controlled by VBS, or who can perform VBS administrative and/or management tasks.

Check List:

Before you proceed, you must have the following information:



Remember: The bottom left of the form displays errors and warnings. This area is referred to as the auto-hint line and should be consulted if you are experiencing any problems. Even if you are not experiencing difficulties you should always keep an eye on this bar, especially if you are updating fields, as it provides important information such as warnings and errors that do not necessarily block your progress.

Accessing the "Value Based Restricted Users Form" (GOAVUSR)

Type the name of the form **GOAVUSR** in the Direct Access field.

The adjacent screen will appear:

Note: Numbers have been added to the adjacent form to help find and identify the different fields. These numbers correspond to the table below, which defines or explains each field's purpose.

In the table below, text inside {} brackets refer to Banner functions that are performed with buttons, menu items, or keystrokes.

Fields that have a red check mark (✓) in the **Req'd** column are required fields and need to be filled in with the appropriate data (see **Explanation/Description** column for details).

Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
✓	1.	User	Enter the Userid or double click in this field to display a list of valid users.		User name of the valid system user whose VBS profile is to be Displayed or updated.	
✓			Proceed to the Next Block by clicking on the icon or by pressing Ctrl + Page Down on your keyboard.			

<i>Req'd</i>	<i>#</i>	<i>Field</i>	<i>Action</i>	<i>Reaction</i>	<i>Explanation/Description</i>	<i>Related Documentation</i>
<p>User Type and Dates: This block is used to maintain the effective and expiration dates for the user profile. A user can also be authorized to function as VBS administrative user or group manager.</p>						
	2.	Active User			<p>Indicates whether the VBS user profile for the user identified in the Key block is active. When a user profile is not active and VBS is in effect, the user does not have access to VBS-secured information.</p> <p><i>checked</i> = active (<i>Y</i> is stored in the database).</p> <p><i>unchecked</i> = inactive (<i>N</i> is stored in the database). The default is unchecked when a new record is added.</p>	
✓	3.	Effective Date			Date the user profile becomes effective.	
	4.	Expiration Date			Expiration (end) date of the user profile. Not required.	
	5.	Administrative user			<p>Indicates whether the user is an administrative user. Administrative users can assign modules to access groups, assign group managers to access groups, and assign group masks, all of which are high-level VBS functions.</p> <p><i>checked</i> = administrative user</p> <p><i>unchecked</i> = user is not an administrative user</p> <p>Default is unchecked when a new record is added. Optional.</p>	
	6.	Group Manager			Indicates whether the user is a VBS group manager. Group managers can assign users to groups and assign access rules to	

<i>Req'd</i>	<i>#</i>	<i>Field</i>	<i>Action</i>	<i>Reaction</i>	<i>Explanation/Description</i>	<i>Related Documentation</i>
					groups, allowing the day-to-day management of access to information to be distributed to appropriate managers. A group manager has fewer privileges than an Administrative user. At McGill, Group management is done by Administrative users, so users are not formally defined as group managers. Checked = group manager (Y is stored in the database). Unchecked = user is not a group manager (N is stored in the database). The default is unchecked when a new record is added. Optional.	
✓			Proceed to the Next Block by clicking on the icon or by pressing Ctrl + Page Down on your keyboard.			

Module Authorizations: This block is used to specify the VBS applications to which the user has access and, to indicate the type of access privileges granted for each application. If a VBS profile exists for a user and the profile is active, the user has access to only those VBS-secured applications listed. If a module is not authorized to an active user, the user cannot access information in the secured application.

✓	7.	Module	Enter the Module or double click in this field to display a list of valid values.		Code for a secured application in which the user can access information.	
	8.	unlabeled			Description of the selected application code.	
	9.	Sel			Select. Indicates whether the user is authorized to select information from secured tables for the application. <i>checked</i> = yes <i>unchecked</i> = indicates no	

<i>Req'd</i>	<i>#</i>	<i>Field</i>	<i>Action</i>	<i>Reaction</i>	<i>Explanation/Description</i>	<i>Related Documentation</i>
					Default is checked when a new application authorization is added.	
	10.	Ins			Insert. Indicates whether the user is authorized to insert records in secured tables for the application. <i>checked</i> = yes <i>unchecked</i> = no Default is unchecked when a new application authorization is added.	
	11.	Upd			Update. Indicates whether the user is authorized to update records in secured tables for the application. <i>checked</i> = yes <i>unchecked</i> = no Default is unchecked when a new application authorization is added.	
	12.	Del			Delete. Indicates whether the user is authorized to delete records from secured tables for the application. <i>checked</i> = yes <i>unchecked</i> = no Default is unchecked when a new application authorization is added.	
	13.	Trns			Transfer Agent. Indicates whether the user is authorized as a "transfer agent" for secured tables within the application. Transfer agents, by setting override characteristics in a secured record, give access to a VBS user who would not normally be able to access a record. <i>checked</i> = yes <i>unchecked</i> = no Default is unchecked when a new application authorization is added.	
✓	14.		Save the record by clicking on the save icon, or by pressing			

<i>Req'd</i>	<i>#</i>	<i>Field</i>	<i>Action</i>	<i>Reaction</i>	<i>Explanation/Description</i>	<i>Related Documentation</i>
			F10 on your keyboard.			