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

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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)

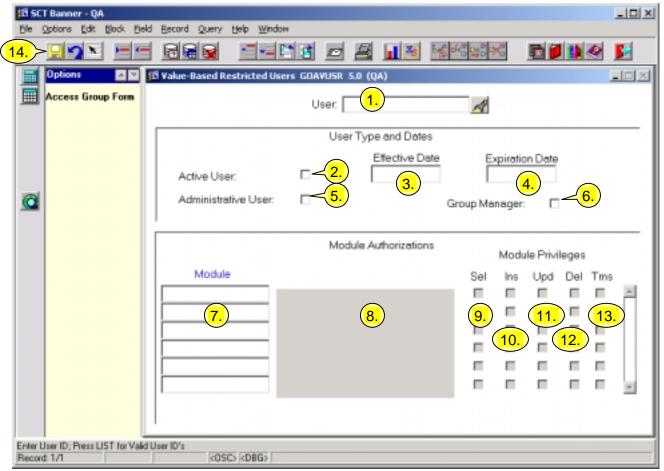
Type the name of the form GOAVUSR in the Direct Access field.

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
<b>√</b>	1.	User	Enter the Userid or double click in this field		User name of the valid system user whose VBS profile is to be	
			to display a list of valid users.		Displayed or updated.	
<b>√</b>			Proceed to the <b>Next Block</b> by clicking on the icon or by pressing			
			Ctrl + Page Down on your keyboard.			

Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation		
	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.							
	2.	Active User			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.  checked = active (Y is stored in the database).  unchecked = inactive (N is stored in the database). The default is unchecked when a new record is			
<b>✓</b>	3.	Effective Date			added.  Date the user profile becomes effective.			
	4.	Expiration Date			Expiration (end) date of the user profile. Not required.			
	5.	Administrative user			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. checked = administrative user unchecked = user is not an administrative user Default is unchecked when a new record is added. Optional.			
	6.	Group Manager			Indicates whether the user is a VBS group manager. Group managers can assign users to groups and assign access rules to			

Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
					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 <b>Next</b>			
			<b>Block</b> by clicking on			
			the icon or by pressing			
			Ctrl + Page Down on			
			your keyboard.			

Evalenation/Description

information.

application code.

checked = yes

Description of the selected

unchecked = indicates no

Select. Indicates whether the user is

authorized to select information from secured tables for the application.

Posction

Action

to display a list of valid

values.

Sel

unlabeled

8.

Pogld # Field

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Dogla	#	Field	Action	Reaction	Explanation/Description	Related Documentation
Req'd	#	riela	Action	Reaction	Explanation/Description  Default is checked when a new	Related Documentation
					application authorization is added.	
	10.	Ins			Insert. Indicates whether the user is	+
	10.	1115			authorized to insert records in	
					secured tables for the application.  checked = yes	
					unchecked = no	
					Default is unchecked when a new	
					application authorization is added.	
	11.	Upd			Update. Indicates whether the user	
	' ' '	Ора			is authorized to update records in	
					secured tables for the application.	
					checked = yes	
					unchecked = no	
					Default is unchecked when a new	
					application authorization is added.	
	12.	Del			Delete. Indicates whether the user	
		20.			is authorized to delete records from	
					secured tables for the application.	
					checked = yes	
					unchecked = 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. checked = yes	
					unchecked = no	
					Default is unchecked when a new	
					application authorization is added.	
	14.		Save the record by			
			clicking on the save			
			icon, or by pressing			

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