

Help Reference Guide

Display the User Roles

Overview

The Property Accountability module User Role Display process provides the ability to view the user's specific ELMS role assignments.

Navigation

My ELMS > User Roles Display > User Roles Display Search Results page

Procedures

View the Assigned Roles

Cancel Selecting at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Review the Search Criteria.

Search Criteria	
User Id	Site Id
BPGROCE	FUNC-2

2. Review the Search Results.

ole Name	Training Cmpltd Dt	Role Desc
ccountable Property Officer		APO must be a government employee designated in writing (Receives all functionality except Security)
IP Planner		Role to allow user AUD capabilities to Project Planning records within their security tier
ata Inquiry		The user will be able to process all inquiries and view any report that has been generated. No report generation is allowed.

Helpful Tip

If roles are missing, check with the Information Owner. Identify the individual's name by looking at line 21 on the DD Form 2875.



ELMS Helpdesk 1-844-843-3727