

Authorizing User Access to Objects

This section describes how to grant Authorization to individual users or to a group of users on a distribution list. It covers the following topics:

- Authorization List
 - Adding a User to an Authorization List
 - Modifying a User Authorization
 - Deleting a User from an Authorization List
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Authorization List

Every defined object in Entire Output Management is associated with an Authorization List for that object. Authorization can be granted to an individual user or to a group of users in a distribution list.

The Authorization List for an object contains user IDs and/or the names of distribution lists. Each user ID or distribution list can have a different access level to that object.

The Authorization List can be modified by:

- the Owner of the object,
- a user who was granted the Owner option,
- a user in a distribution list that was granted the Owner option.

For more information on how to define users in Entire Output Management, see the section *Defining a User* in the *System Administration* documentation.

To authorize user access to an object:

1. On an object maintenance screen, enter the line command AU next to the object for which you want to authorize user access.

The "Authorization List" window is displayed:

```

+-----+
! Authorization List Report - UEX-GO !
!                                     !
! Cmd      User ID      Own Mod Pur Dis Arc Rev !
!  ___     GW          Y  Y  Y  Y  Y  Y !
!  ___     !
!  ___     !
!  ___     !
!  ___     !
!  ___     !
!  ___     !
!  ___     !
!  ___     !
!  ___     !
!  ___     !
! All      !
! Command => _____ !
! DE Delete MO Modify !
! Enter-PF1---PF2---PF3---PF5---PF6---PF7---PF8---PF12- !
!      Help Add End Up Down Menu !
+-----+
    
```

It lists all users or user groups on distribution lists authorized for the object. It also displays their authorization level. The example above lists all users authorized for a report.

You can add users to the Authorization List, delete them from the Authorization List or modify the authorization level for a given user.

Special PF Keys

Key	Name	Function
PF2	Add	Add a user or distribution list to the Authorization List.

Line Commands

Command	Function
DE	Delete authorization for a user or distribution list
MO	Modify authorization for a user or distribution list

Fields

Field	Explanation
User ID	The user ID or the distribution list which is authorized to access the object.
Own, Mod, Pur, Dis, Arc, Rev	A "Y" or "N" here indicates whether the user is allowed to perform these functions with the object.

For an explanation of these fields and their functions, see *Grant Options* below.

Adding a User to an Authorization List

Authorization to handle an object can be granted by the object owner to other users or to PUBLIC (all users).

▶ **To add a user or group of users to the Authorization List for an object:**

1. Press PF2 (Add) in the "Authorization List" window.

The "Authorization Definition" window is displayed:

```

+-----+
!           - Authorization Definition -           !
!                                                                 !
! Object Type: Report                                     !
! Object Name: UEX-GO                                   !
! Granted User ID ....: _____                 !
! Grant Options:                                         !
!   Owner ....: _                                       !
!   Modify ...: _                                       !
!   Purge ....: _                                       !
!   Display ..: _                                       !
!   Archive ..: _                                       !
!   Revive ...: _                                       !
!                                                                 !
! Command => _____                               !
! Enter-PF1---PF2---PF3---PF5---PF9---PF12---         !
!           Help  Add   End   Do   Ext   Menu         !
+-----+

```

2. In this window, you can grant authorization to individual users or to groups of users on a distribution list. You can allow/disallow individual functions.

Fields

Field	Explanation
Object Type	The object type: Report, Bundle, Printer or Distribution List.
Object Name	The name of the object for which you are granting authorization.
Granted User ID	The user ID or name of distribution list to which authorization is granted If you enter a question mark (?), a window will be displayed, in which you press PF4 to display a selection list of users or PF5 to display a selection list of distribution lists.
Grant Options	Enter "Y" to allow a function, or "N" to disallow a function: <ul style="list-style-type: none"> ● Owner - The user can perform all functions and authorize other users for this object. ● Modify - The user can display and modify this object. ● Purge - The user can display, modify and delete this object, but cannot authorize other users. ● Display - The user can only display this object. ● Archive - The user can archive this object. ● Revive - The user can revive this object from the archive.

Modifying a User Authorization

 **To modify the user authorization from the Authorization List window:**

1. Enter the line command MO next to the user whose Authorization you want to modify.

The "Authorization Definition "window is displayed.
2. Proceed as described under *Adding a User to an Authorization List*.

Deleting a User from an Authorization List

 **To delete a user from an authorization list:**

1. In the "Authorization List" window, enter the line command DE next to the user for whom you want to delete Authorization.

If CONFIRM is ON, a window opens asking you to confirm the deletion.
2. To do so, enter the user ID to be deleted in the input field provided.

A message confirms the deletion.