ePRO APPROVER – 8.9 SECURITY ROLES & USER PREFERENCES

SECURITY ROLES

**NAVIGATION:**
PeopleTools > Security > User Profile > Distributed User Profile > Add a New Value > User Roles Tab

**ePRO_APPROVER** users approve requisitions created in the ePro module. They can view requisitions to review Chartfields, distributions, etc.

**ROLES:**
BOR_AD_HOC_APPROVE
BOR_EP_MAINT_REQ (only if they need to edit req)**
BOR_EP_REQ_APPROVE
BOR PeopleSoft User

If the approver is a Dept or Project Approver, the above roles are enough.

**For GaFirst MarketPlace Access use role**
BOR_EP_MAINT_REQ_SCI instead.

**If they are a special approver, they will need one or more of the following:**

Agency Fund Approver – BOR_AGENCY_FUND_APPR
Amount Approver – BOR_EP_CAT_AMOUNT_APPR
Asset Approver – BOR_ASSET_APPR**
Audio Visual Approver – BOR_AUDIO_VIS_APPR
It Approver – BOR_IT_APPR
Chemical Approver – BOR_CHEMICAL_APPR
University Relations Approver – BOR_UNIVREL_APPR
Facilities Approver – BOR_FACILITIES_APPR
Buyer Approver – BOR_BUYER_APPR ***

** This role contains the role action of Can Change Distrib and Can Change Schedule. This allows the approver to be able to change any field on the requisition distribution or schedule without restarting the approval process on requisitions that are not fully approved.

*** This role contains the role action of Can Change All. This allows the approver to be able to change any field on the requisition, including quantity and price, without restarting the approval process on requisitions that are not fully approved.

**** If any other level approver needs a role action, there are other role actions roles that can be assigned to the user. See the Role Action Job information on last page for details.
**The approver User Id would be populated in the Requester Field if they are also a requester**
**May not have full authority for all Requesters.**
Specify which Requester(s) they have authority for.
The individual user preferences above are individual specific. They may not get all of the above.
ROLE ACTIONS

Navigation:
PeopleTools > Security > User Profile > Distributed User Profile > Search for Value > User Roles Tab

In the event that you want a different level approver to have a specific role action, there are 5 new roles that can be assigned. You will need to choose only one of the five for each user.

Search Results

<table>
<thead>
<tr>
<th>Role Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOR_EP_RA_CHANGEALL</td>
<td>Role Action - Can Change All</td>
</tr>
<tr>
<td>BOR_EP_RA_CHANGEDISTR</td>
<td>Role Action - Can Change Distri</td>
</tr>
<tr>
<td>BOR_EP_RA_CHANGEHDR</td>
<td>Role action - Can Change Hdr</td>
</tr>
<tr>
<td>BOR_EP_RA_CHANGELINE</td>
<td>Role Action - Can Change Line</td>
</tr>
<tr>
<td>BOR_EP_RA_CHANGESCHED</td>
<td>Role Action - Can Change Sched</td>
</tr>
</tbody>
</table>

The BOR_EP_RA_CHANGEALL role will allow an approver to update any portion of the requisition without restarting workflow on requisitions that are not fully approved. If the Requisition has been approved, and the approver makes a change, the requisition will re route back through workflow.

The BOR_EP_RA_CHANGEDISTR role will allow an approver to update the distribution of the requisition without restarting workflow on requisitions that are not fully approved. If the Requisition has been approved, and the approver makes a change, the requisition will re route back through workflow.

The BOR_EP_RA_CHANGEHDR role will allow an approver to update the header of the requisition without restarting workflow on requisitions that are not fully approved. If the Requisition has been approved, and the approver makes a change, the requisition will re route back through workflow.

The BOR_EP_RA_CHANGELINE role will allow an approver to update the line of the requisition without restarting workflow on requisitions that are not fully approved. If the Requisition has been approved, and the approver makes a change, the requisition will re route back through workflow.

The BOR_EP_RA_CHANGESCHED role will allow an approver to update the schedule of the requisition without restarting workflow on requisitions that are not fully approved. If the Requisition has been approved, and the approver makes a change, the requisition will re route back through workflow.

Without any of the role action roles assigned, if an approver updates information on the requisition, such as chartfield information, the requisition will have to be re routed back through the approval levels.