



Dynamic Budgets User Guide for Assign User Permissions-Impersonate



User Guide
for
Assign User Permissions,
Impersonate



Purpose: Assign User Permissions-Impersonate This procedure allows you to impersonate a user to view user permissions or see what they can see.



Assign User Permissions-Impersonate

Purpose: This procedure allows you to impersonate a user to view their user permissions or see what they can see.



Click on **Users Management**.





Click on **Assign User Permissions**.



 Click on the user you want to impersonate.

DynamicBudgets - PHUBERT\p. Hubert - 184.172.195.139,25000 - DB3147_dynamicbudgets

File Budgets Variances Reports Tools System Management Allocations Payroll Users Management

Users Management > Assign User Permissions

Show Extended Fields Refresh Users List

Print Export to Excel AutoSize Columns A- A+

UserID	FirstName	LastName
<input checked="" type="checkbox"/>		
admin	admin	admin
dynbudsm	system	manager
dynbudtplus\avixa	system	manager
dynbudtplus\aura	system	manager
PHUBERT\p. Hubert	system	manager
PHUBERT\p.hubert	system	manager

Edit User: PHUBERT\p.hubert Save User Delete User Create New User

User Profile Company Permissions OrgUnit Permissions

UserID: PHUBERT\p.hubert

Role: Windows Account System Manager

System Manager Reports

Grant access to Full Company Data for refreshable Excel Reports

Please be advised, if GRANTED, this can give the user direct access to the Entire Company's Financials, All Accounts, All of Time

Password: [masked]

Confirm password: [masked]

FirstName: system

LastName: manager

E-Mail: [empty]

Feature Access

- Manage Capex
- Edit ST/OT Hours
- Project Tracking

Admin Menu Access

- Tools
- System Management
- Allocations
- User Management
- Payroll
- Payroll Setup
- Employee Roster
- Payroll Data Entry

Duplicate this user with new ID as:

[empty text box]

As Application User

As Windows User

Duplicate

Right-Click, Click on Impersonate

The screenshot shows the 'Assign User Permissions' window in a software application. On the left, there is a table of users. The user 'PHUBERT\p.hubert' is selected, and a context menu is open over it, with 'Impersonate' highlighted. The main area shows the 'Edit User' form for 'PHUBERT\p.hubert'. The form includes fields for UserID, Role, Password, Confirm password, FirstName, LastName, and EMail. There are also sections for 'System Manager Reports', 'Feature Access', and 'Admin Menu Access'. The 'Duplicate' button is visible at the bottom.

UserID	FirstName	LastName
admin	admin	admin
dynbudsm	system	manager
dynbudtplus\avixa	system	manager
dynbudtplus\aura	system	manager
PHUBERT\p. Hubert	system	manager
PHUBERT\p.hubert	system	manager

Edit User: PHUBERT\p.hubert

User Profile | Company Permissions | OrgUnit Permissions

UserID: PHUBERT\p.hubert
Role: System Manager
Password: [Redacted]
Confirm password: [Redacted]
FirstName: system
LastName: manager
EMail: [Redacted]

System Manager Reports

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Feature Access

- Manage Capex
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Admin Menu Access

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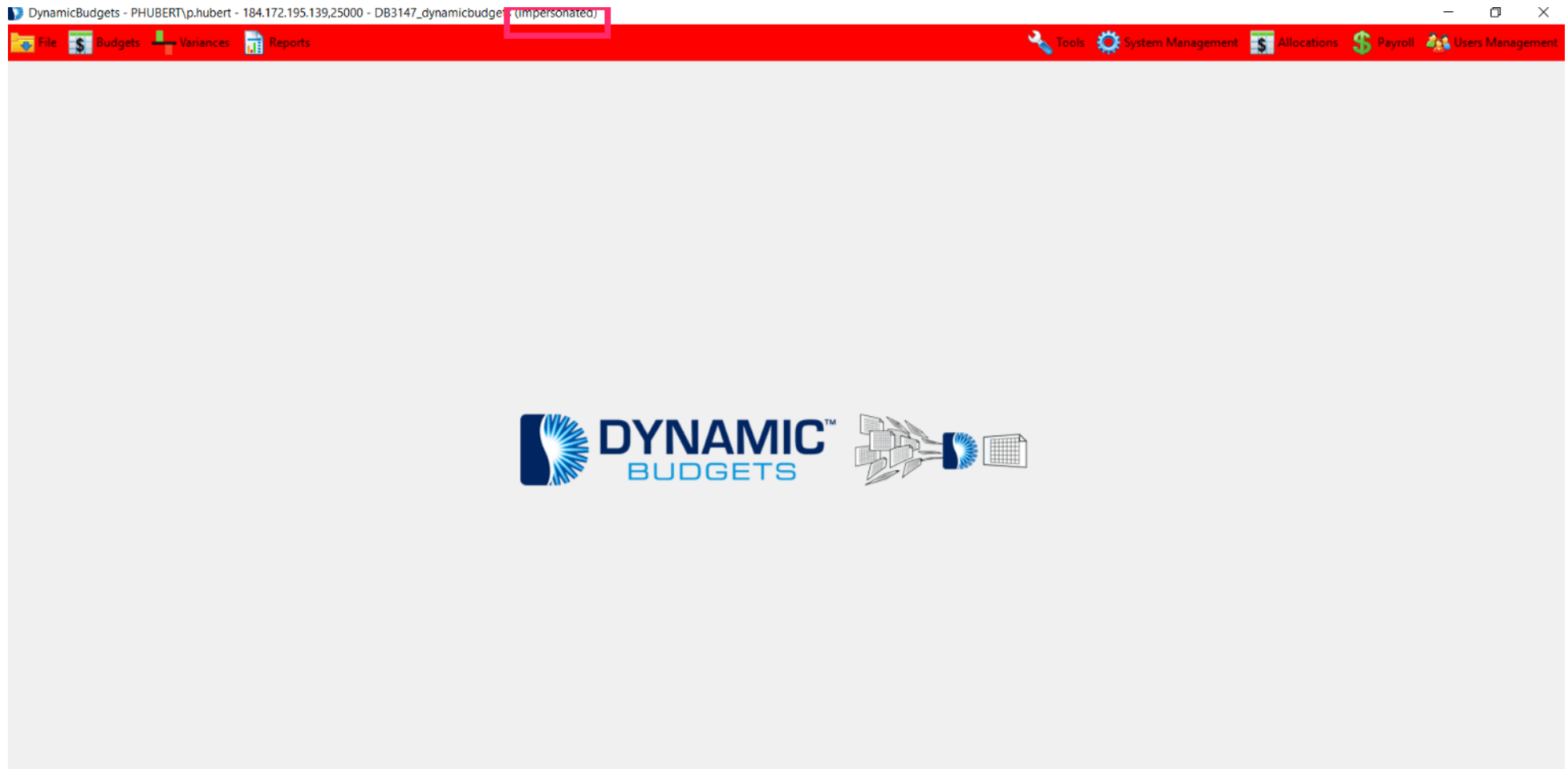
Duplicate this user with new ID as: [Redacted]

As Application User
 As Windows User

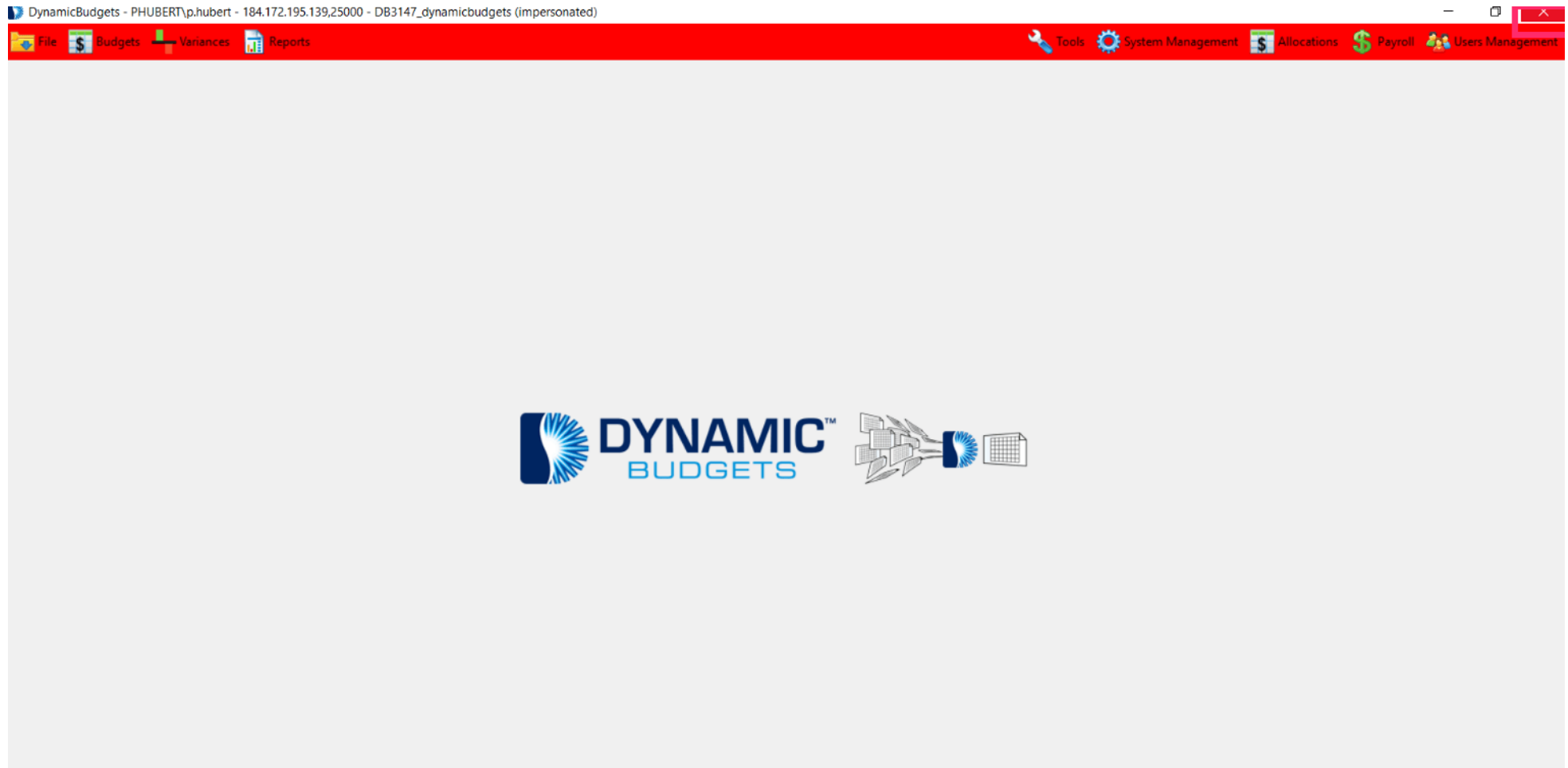
Duplicate



Note: **Menus are red.** This means you are in **impersonate mode**. You will see (impersonated) at the top. Now you can navigate to any menu to see what the person you are impersonating can see & determine if any changes need to be made to their permissions.



 Click on the red X to Close the impersonate window.





That's It. You're Done.



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