Viewing End User Roles Job Aid
User Role(s): *Security Access Manager*
Last Updated: *03/09/2023*

Overview
A Security Access Manager (SAM) has responsibilities to manage end user security and access within Florida PALM. Reports and queries are available to support SAMs in monitoring and auditing Florida PALM end user access and assigned roles.

Access Control Report
The Access Control Report provides a list of end users, status and Florida PALM end user roles. The report is used to help monitor, add and remove end users' access. Request access to this reporting page by contacting the Florida PALM Solution Center. An Agency Secret Key is required to access this report. The Agency Secret Key is a unique key provided to each agency. Please contact the Florida PALM Solution Center if you do not currently have the Agency Secret Key.

To access the report, navigate to https://fin.flpalm.myfloridacfo.gov/reporting. On the Reporting Dashboard for the Access Control Report click the menu (≡) to select how to view the report.
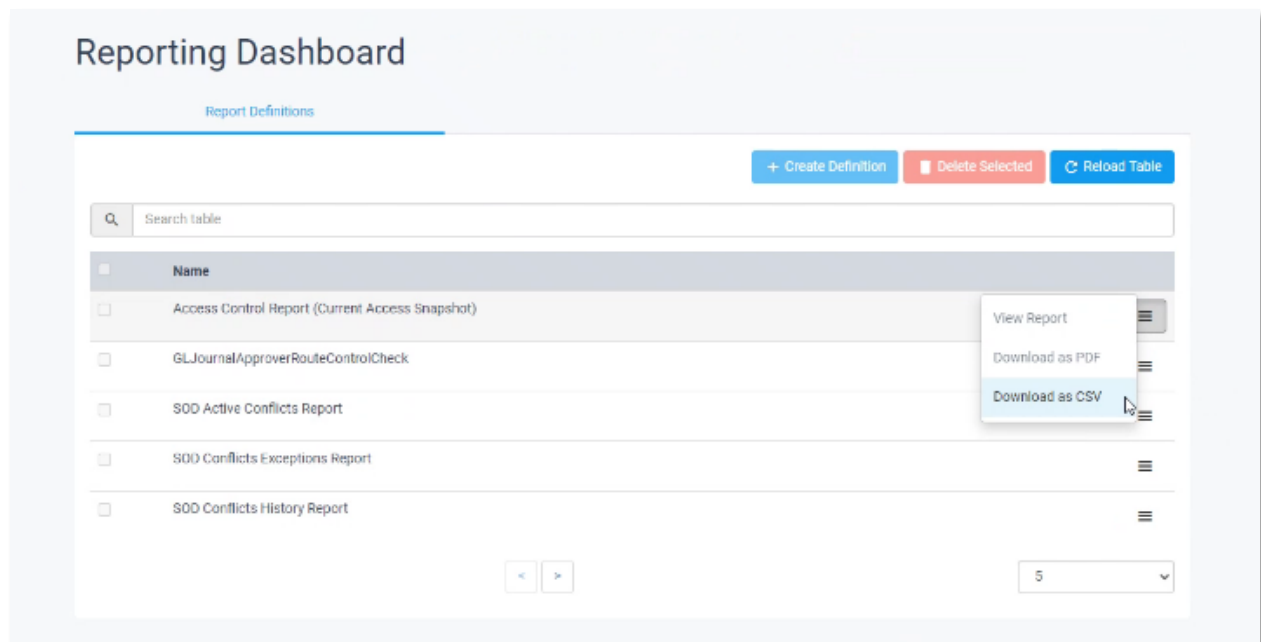

Figure 1: Reporting Dashboard

When you select your view, a pop up window will appear. You must enter your Agency Secret Key to gain access to the report.

FLP_USER_ROLES_BY_PPL Query

Florida PALM provides a query listing all current end users, Primary Permission List (PPL) and System Roles. The query is accessed by logging into Florida PALM (https://www.myfloridacfo.com/floridapalm/).

Once logged in, navigate using: NavBar > Menu > Reporting Tools > Query > Query Viewer.

Search for the FLP_USER_ROLE_BY_PPL query. Click the link for your desired report output.
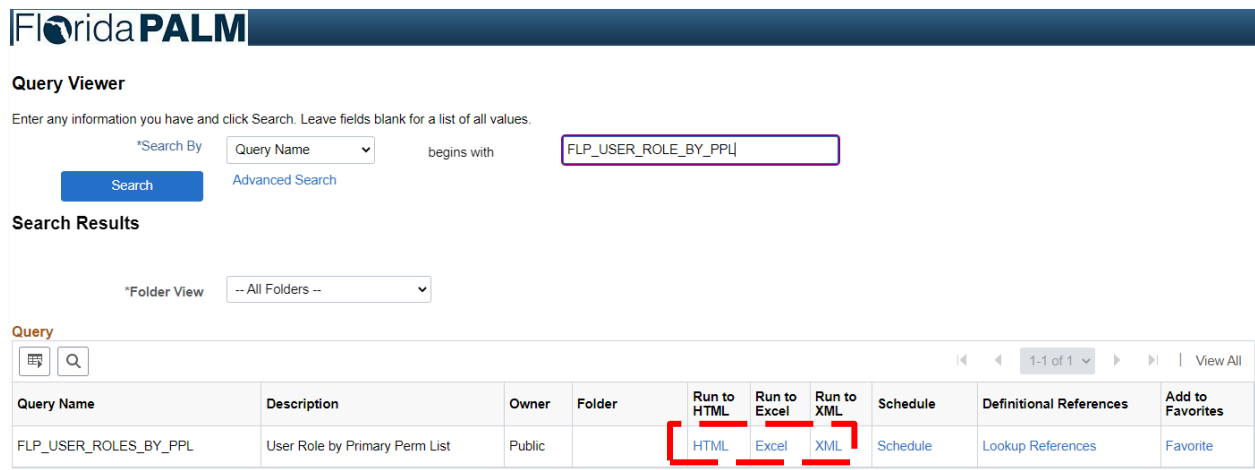

Figure 2: Query Viewer Page

A new page will open. Enter your Primary Permission List value and click View Results.
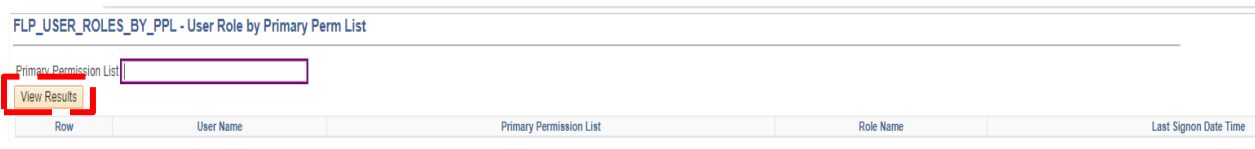

Figure 3: Primary Permission List Page

If you require additional assistance, please reference the Security Access Management User Manual on the Florida PALM User Support, End User Training page.

Still have questions?
Please contact the **Florida PALM Solution Center**.