



## **Miami-Dade County**

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# Searching for Assigned Roles Using User ID Job Aid

Version 1.0

## SEARCHING FOR ASSIGNED ROLES BY USER ID

1. Navigate to the **Query Viewer: Navigator > Reporting Tools > Query > Query Viewer**

The screenshot shows the 'Query Viewer' interface. At the top, there's a navigation bar with 'Records' and 'Query Viewer'. Below that, a search section allows filtering by 'Query Name' (beginning with 'MD\_R'). A 'Search' button is present. Below the search section, a 'Search Results' area shows a table with one result: 'MD\_ROLES\_USERID' with description 'Roles by Userid', owner 'Public', and various run options (HTML, Excel, XML) and schedule 'Schedule'. The table also includes links for 'Definitional References' and 'Add to Favorites'.

2. Enter **User ID: E#####** (Using capital letters, i.e. E324745) and select **View Results**. User IDs, Descriptions/Name of Users, and Role Names assigned will populate.

MD\_ROLES\_USERID - Roles by Userid

User ID:

[View Results](#)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (39 kb)

View All First 1-100 of 212 (1) Last

Row	User ID	Description	Role Name
1	E324745	Bello, Joaquin	MD_AM_CTL_ASSET_CFG_MAINT
2	E324745	Bello, Joaquin	MD_AM_CTL_ASSET_PHYS_PROC
3	E324745	Bello, Joaquin	MD_AM_CTL_ASSET_PRCSCR
4	E324745	Bello, Joaquin	MD_AM_CTL_ASSET_WRKFL_ADMIN
5	E324745	Bello, Joaquin	MD_AM_CTL_BTCH_PRCSCR
6	E324745	Bello, Joaquin	MD_AM_DPT_ASSET_DEPR_PRCSCR
7	E324745	Bello, Joaquin	MD_AM_DPT_ASSET_MAINT
8	E324745	Bello, Joaquin	MD_AM_DPT_ASSET_MGR
9	E324745	Bello, Joaquin	MD_AM_DPT_ASSET_PRCSCR
10	E324745	Bello, Joaquin	MD_AM_DPT_ASSET_VIEWR
11	E324745	Bello, Joaquin	MD_AM_DPT_ASSET_WRKFL_APRVR
12	E324745	Bello, Joaquin	MD_AM_DPT_SELFSRVIC_MGR
13	E324745	Bello, Joaquin	MD_AM_DPT_SELF_SRVIC_CLERK
14	E324745	Bello, Joaquin	MD_AP_CTL_1099_PRCSCR
15	E324745	Bello, Joaquin	MD_AP_CTL_APRVR1
16	E324745	Bello, Joaquin	MD_AP_CTL_BTCH_PRCSCR
17	E324745	Bello, Joaquin	MD_AP_CTL_CFG
18	E324745	Bello, Joaquin	MD_AP_CTL_COMPLIANCE_OFFICER
19	E324745	Bello, Joaquin	MD_AP_CTL_CONSTR_MGMT_APRVR
20	E324745	Bello, Joaquin	MD_AP_CTL_FIN_CFG
21	E324745	Bello, Joaquin	MD_AP_CTL_PAYMENT_MAINT
22	E324745	Bello, Joaquin	MD_AP_CTL_PW_CYCLE_PRCSCR
23	E324745	Bello, Joaquin	MD_AP_CTL_PRCSCR
24	E324745	Bello, Joaquin	MD_AP_CTL_SUPERVISOR
25	E324745	Bello, Joaquin	MD_AP_CTL_THRESHOLD_APRVR
26	E324745	Bello, Joaquin	MD_AP_CTL_TRUSTFUND_APRVR
27	E324745	Bello, Joaquin	MD_AP_DPT_APRVR1
28	E324745	Bello, Joaquin	MD_AP_DPT_CONSTRUCTION_APRVR
29	E324745	Bello, Joaquin	MD_AP_DPT_PAYMENT_REQUESTOR
30	E324745	Bello, Joaquin	MD_AP_DPT_PAYMENT_ROSTR_APRVR
31	E324745	Bello, Joaquin	MD_AP_DPT_PRCSCR
32	E324745	Bello, Joaquin	MD_AP_DPT_RETAINAGE_ADMIN
33	E324745	Bello, Joaquin	MD_AP_DPT_WRKFL_ADMIN
34	E324745	Bello, Joaquin	MD_AP_INQUIRY
35	E324745	Bello, Joaquin	MD_AP_WORKFLOW_ADMIN
36	E324745	Bello, Joaquin	MD_AR_CTL_BTCH_PRCSCR
37	E324745	Bello, Joaquin	MD_AR_CTL_CFG_MAINT
38	E324745	Bello, Joaquin	MD_AR_CTL_DELIN_ACCT_PRCSCR
39	E324745	Bello, Joaquin	MD_AR_CTL_WRITEOFF_APRVR
40	E324745	Bello, Joaquin	MD_AR_CTL_WRKFL_ADMIN
41	E324745	Bello, Joaquin	MD_AR_DPT_COLLECTION_PRCSCR
42	E324745	Bello, Joaquin	MD_AR_DPT_CONF_CUST_PRCSCR