Converting a Normal User to a Read Only User in Oracle Fusion HCM Cloud Application
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<u>Introduction</u>

While some of you who already got their hands dirty with Oracle HCM Cloud Application (formerly known as Oracle Fusion HCM Application), a very common requirement for any project is to have a read only user. Creating a Read Only User generally means creating a user who has a read only application role or duty assigned to him. Creating such a role does requires acquaintance of Security Console for creating a view-only job/duty role with Functional Security Policies and Data Security Policies. However many a times the need is to quickly give read only access to certain user and in case a pre-existing custom view only role is not available then there could be a problem. Some typical use cases where such temporary read only access is required includes:

a) System Auditors
b) Quality Analyst
c) Trainees who want to get acquainted with the system look and feel
d) Help-Desk Team Members who need to troubleshoot an issue

As such, there should be an easy option available wherein we could be able to have a read only access feature, which could be enabled/disabled on the fly.

Oracle HCM Cloud provides us this option is the form of a **Read Only Mode** Profile.

This Profile Option gives us a control whereby we can set a specific user as a read only user. When the profile option value for this profile is set as 'Enabled' for, a specific user s/he only has read only access to system data and is not allowed to perform any edits.

Let us see the same with an example.

<u>Enabling Profile Option for a User</u>

We would need to login to application with an Implementation User and try to navigate to '**Manage Administrator Profile Values**' task under '**Setup and Maintenance'**

Once we click on 'Manage Administrator Profile Values' it takes us to a new window (as shown)

Now if we search using '**Read Only Mode**' as **Profile Display Name** we would get below results

Now we will populate the following details under the profile values section:

Attribute Name	Attribute Value
*Profile Level	User
Product Name	
User Name	ROBERT.JACKMAN
Profile Value	Enabled

The resultant screen would look like below:

Once done we should click on the 'Save and Close' button on top right hand side and we should return to the below screen.

We would once again navigate to the **Manage Administrator Profile Values** screen to verify that our changes are saved.

Yes, the changes are saved and we are good to proceed with the next step.

Analyzing the Impact

We would now need to login as 'Robert.Jackman' to understand the changes (if any) have taken place as a result of enabling the 'Read Only Mode' profile option for this user.
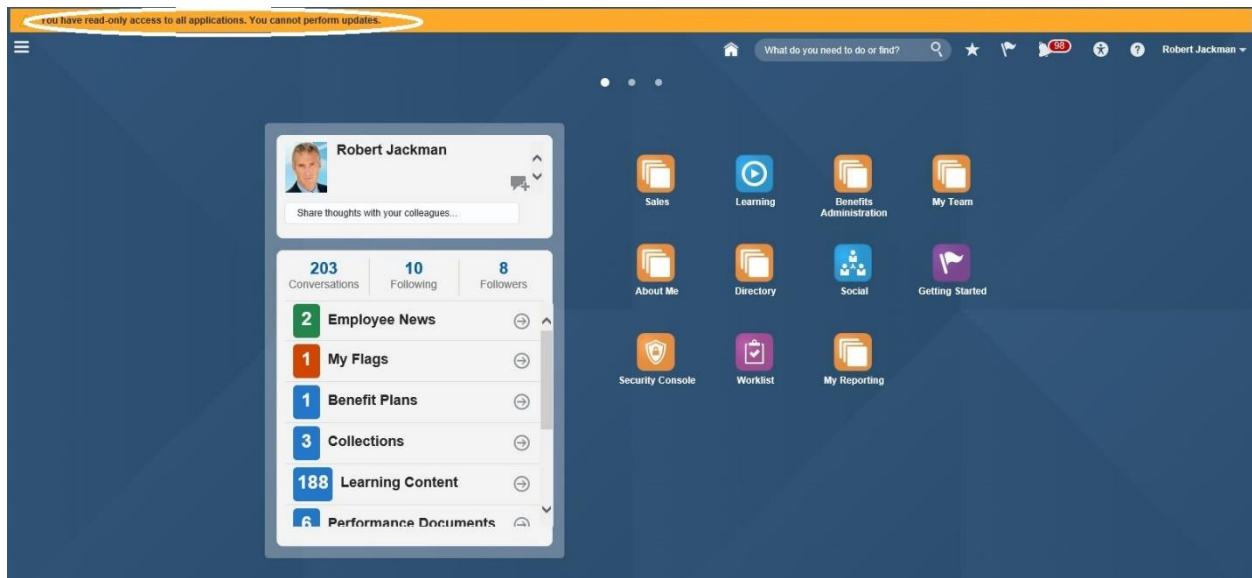
And it seems indeed there is one!

Notice the Banner Message, which says "You have read only access to all applications. You cannot perform updates"

Impressive is not it!

But shouldn't we ourselves try to verify before coming to a conclusion, so let us to make changes to a person record of an individual

We would navigate to the 'Manage Employment' page of an employee and try to add data to a field (**Worker Category** for this example)

Assignment Number | E1844

* Person Type | Employee

* Business Unit | UK Business Unit

◢ **Job Details**

Position

Job | Administrator

Grade Ladder

Grade | Admin01

☑ Include in grade step progression

Department | Sales UK

Reporting Establishment

Location | Manchester

Working at Home | No

Worker Category | White collar

Assignment Category | Full-time regular

Regular or Temporary | Regular
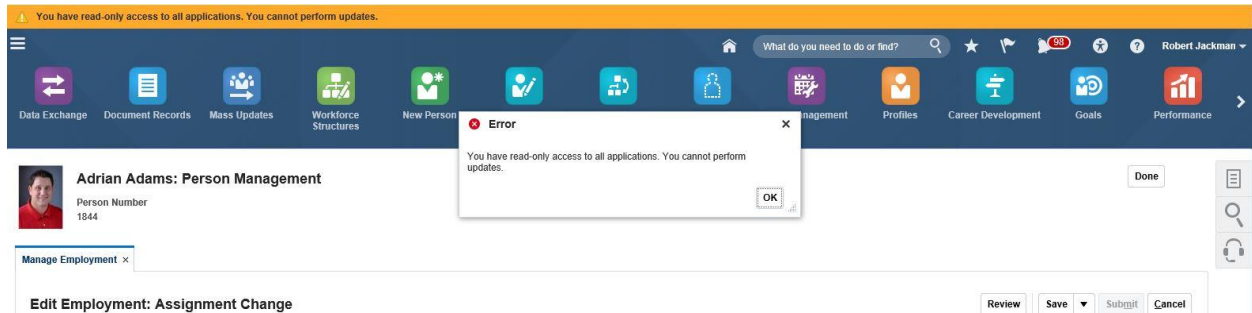
Full Time or Part Time | Full time

Working as a Manager | No

Hourly Paid or Salaried | Hourly

And when we click on 'Review' button

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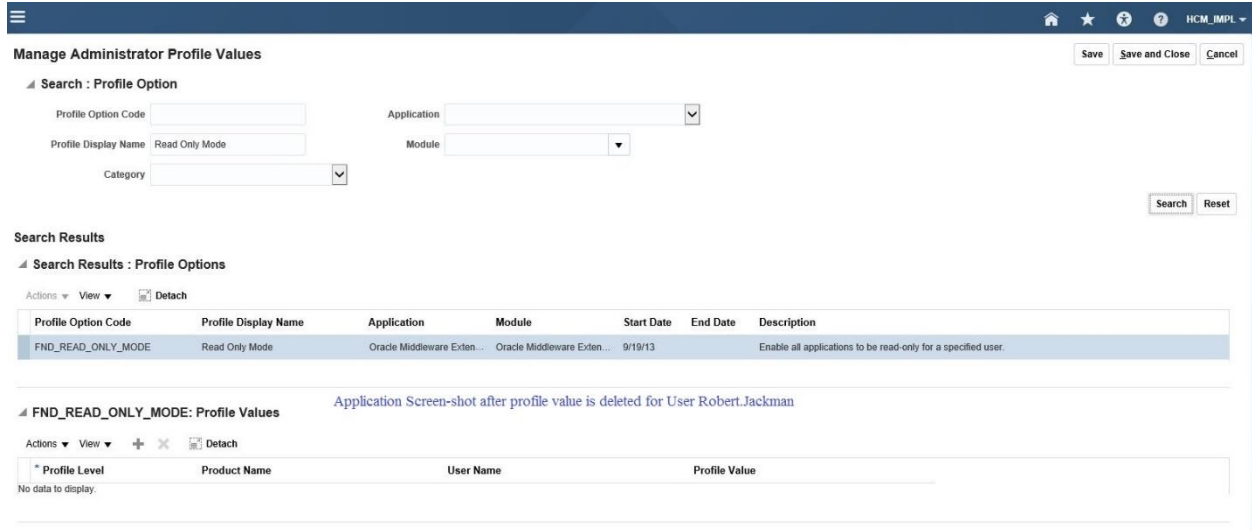By: Ashish Harbhajanka

Which is in perfect sync with the Profile setup.

As a last step lets remove the personalization and verify the changes.

Removing the Profile Option Value

We would need to login to application with a user having administrative privileges, navigate to '**Manage Administrator Profile Values**' -> Search for Profile '**Read Only Mode**' -> Select the Row Corresponding to user Robert.Jackman and delete the profile value.
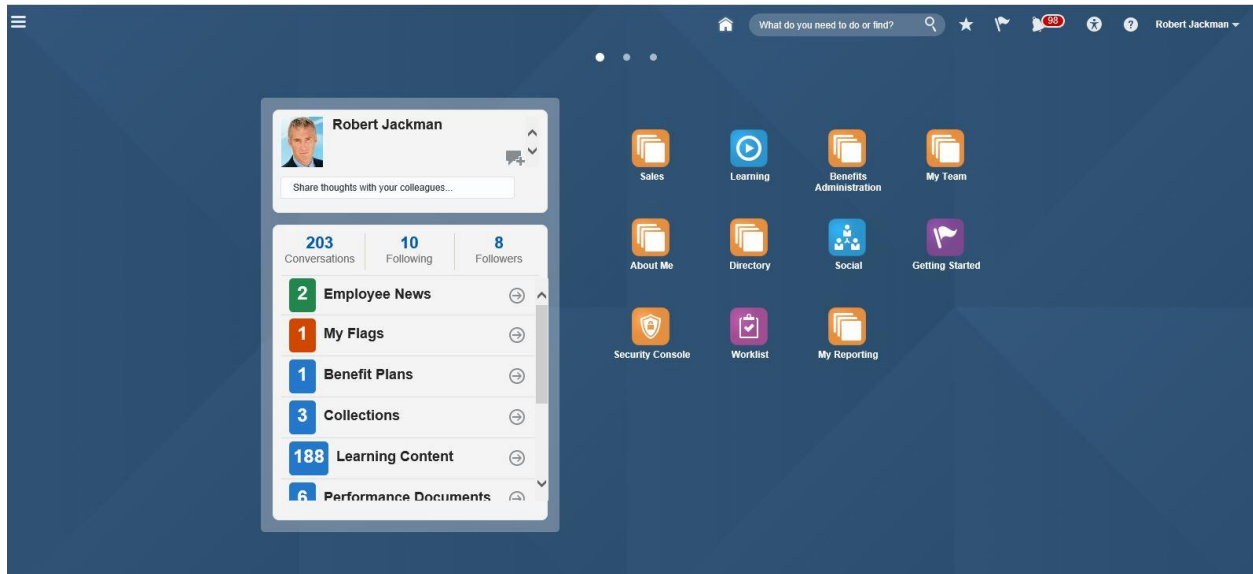
Once the above operations are performed, the application screen should appear as below:

Now we need to login to application with Robert.Jackman and confirm if we are allowed to make changes.

We could see that there is no banner message this time stating Edits are not allowed, so we are good so far. Let-us quickly try to edit some data and reach to the conclusion that it was only because of the profile value which we set-up earlier that we are not being allowed to make any modifications/edit/update to data. We will repeat the same transaction (Change Worker Category field to hold 'White Collar' and we could see that this time we are able to navigate to Review Page)

Inference/Conclusion

Based on the above activities performed we could now surely confirm that the Profile Option 'Read Only Mode' allows us to convert a Normal user (with data edit properties) to a read only user.