



## Group Genie Validation Tool Guide

**Step 1:** Make sure that you're connected to P&G network.

**Step 2:** Launch the application tool or if the tool wasn't installed yet, kindly download and install the latest version through [\[link\]](#)

**Step 3:** Once the tool is already launched, you may now start viewing/validating access by entering the user ID or t-number of a user and click "**Validate**".

### Tool Usage:

Groups to check: [Setup Groups](#)

Filter/s Selected:  
No filter groups selected yet.

Click "Setup Groups" to set filters for later validation of the access of the user.

Figure A.2

Back

Add Group Alias (Group Display Name)

Excel

Submit

Click submit afterwards.

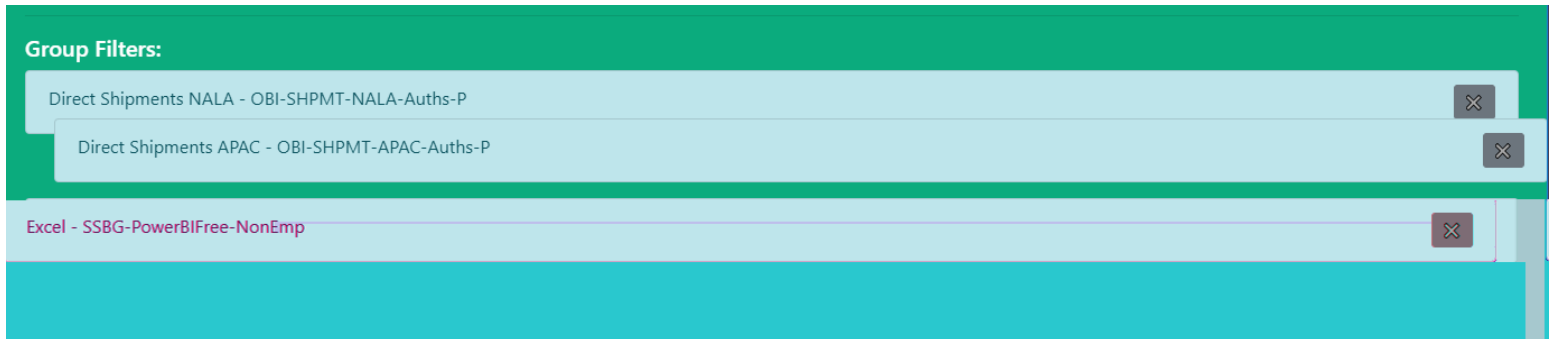
Add Group Genie Name Group (Actual Group Genie Group)

SSBG-PowerBIFree-NonEmp

Group Filters:  
No group filters can be viewed yet.

Once filter is added, it should display under “Group Filters” and you can also rearrange the order of the filters by dragging the tile

Figure A.3



Once you’ve set the filter, kindly click the “Back” button and you should be able to view the filters that you have set like below.

Figure A.4



Now that you have set the filters, you can select those filters to check if the user has access with the group.

Figure A.5

User/s to validate access:

di3832  
tan.jp

Groups to check: [Setup Groups](#)

- Direct Shipments APAC
- Direct Shipments NALA
- Excel

Filter/s Selected:

- Direct Shipments APAC
- Excel

[Validate](#)

**Users Validated:**

Search:

User	Direct Shipments APAC	Excel
di3832	✗	✓
tan.jp	✗	✗

Showing 1 to 2 of 2 entries

If you want to see the whole groups that a user has, you may also click the user ID or t-number of the user in the table.

Figure A.6

User	Just click the user
di3832	
tan.jp	

Showing 1 to 2 of 2 entries

You should now see all the groups that a user has.

Figure A.7

Back

di3832 access

Search:

Group Name	Group Detail
AES-PRODUsers	Entrust Cert PROD security group
APP-HPRemoteSupportCC	Remote Support Viewer Access for Windows 7
CBD-GL-Worldwide Users-Special-GKC	GKC-CBD-GL-Worldwide Users.
CDH-CoreDataHub-AP-Orch-NP-Root-Admin	Root group for non prod apac orchestrator components
CDH-CoreDataHub-APAC-KPI-Compute-Root-Admin	Root group for the APAC KPI Env Prod
CDH-CoreDataHub-EU-KPI-Compute-Root-Admin	Root group for the EU KPI Compute Prod
CDH-CoreDataHub-EU-Orch-Root-Admin	Root admin for prod EU hub orchestrator
CDH-CoreDataHub-LA-Orch-NP-Root-Admin	Root group for non prod la orchestrator components

Showing 1 to 103 of 103 entries

For issues, you may also find the Help tab and click search issues to search or report an issue.

Figure A.8

