**Day1 – user management**

**How to amend role from SSA to SDO and vice versa**

1. Invoke the menu **URMUIM (User ID Maintenance)**
2. On the landing page under User Details:
   1. Under ACTION select **Modify**
   2. Enter the **username** whose role you intend to amend
   3. Click on the **GO** icon and then click on the **Continue** button
3. Click on the **Continue** icon again to proceed through the **Login Details** page and onto the **Assign Role IDs** page
4. On the **Assign Role IDs** page, you will see the current role. Click on the **Edit** icon to modify the role.
5. Under role ID, delete the existing entry and then user the searcher to fetch all available roles
6. Select the SDO role and click on **Save**
7. Click on the **Submit** icon to forward the modification to the approver
8. Approver to invoke the menu **URMUIM (User ID Maintenance)**
9. On the landing page under User Details:
   1. Under ACTION select **Verify**
   2. Enter the **username** whose role you intend to verify
   3. Click on the **GO** icon and then click on the **Continue** button twice to see the static data
10. Click on the **Submit** button to approve.

**How to inquire on the role assigned to staff**

1. Invoke the menu **URMUIM (User ID Maintenance)**
2. On the landing page under User Details:
   1. Under ACTION select **Inquire**
   2. Enter the **username** whose role you intend to view
   3. Click on the **GO** icon and then click on the **Continue** button
3. Click on the **Continue** icon again to proceed through the **Login Details** page and onto the **Assign Role IDs** page
4. On the **Assign Role IDs** page, you will see the current role.

**How to disable the user for a staff proceeding on leave**

1. Invoke the menu **URMUIM (User ID Maintenance)**
2. On the landing page under User Details:
   1. Under ACTION select **Modify**
   2. Enter the **username** for the staff proceeding on leave
   3. Click on the **GO** icon and then click on the **Continue** button
3. On the **Login Details** page, define the **Disable From Date** and the **Disable Till Date** to suit the duration affected
4. Click on the **Continue** icon again to proceed through to the **Assign Role IDs** page
5. Click on the **Submit** icon to forward the modification to the approver
6. Approver to invoke the menu **URMUIM (User ID Maintenance)**
7. On the landing page under User Details:
   1. Under ACTION select **Verify**
   2. Enter the **username** whose role you intend to verify
   3. Click on the **GO** icon and then click on the **Continue** button successively to see the static data
8. Click on the **Submit** button to approve.

**How to enable the user for a staff returning from leave before the due date**

1. Invoke the menu **URMUIM (User ID Maintenance)**
2. On the landing page under User Details:
   1. Under ACTION select **Modify**
   2. Enter the **username** for the staff proceeding on leave
   3. Click on the **GO** icon and then click on the **Continue** button
3. On the **Login Details** page, delete the entries under **Disable From Date** and the **Disable Till Date** fields
4. Click on the **Continue** icon again to proceed through to the **Assign Role IDs** page
5. Click on the **Submit** icon to forward the modification to the approver
6. Approver to invoke the menu **URMUIM (User ID Maintenance)**
7. On the landing page under User Details:
   1. Under ACTION select **Verify**
   2. Enter the **username** whose role you intend to verify
   3. Click on the **GO** icon and then click on the **Continue** button successively to see the static data
8. Click on the **Submit** button to approve.