How to add a responsibility to a user in Oracle EBS (and remove it)

This guide shows you how to add a responsibility to a user in Oracle EBS and how to end it later by setting an end date. Managing responsibilities controls which modules, tasks, and functions each user can access based on their role. Assigning them supports security, operational efficiency, and compliance. Ending them prevents unauthorized access when a user's role changes or the access is no longer needed.

The examples use the user PLANNER1 and the responsibility "OM Manager - PJ IN VTV".

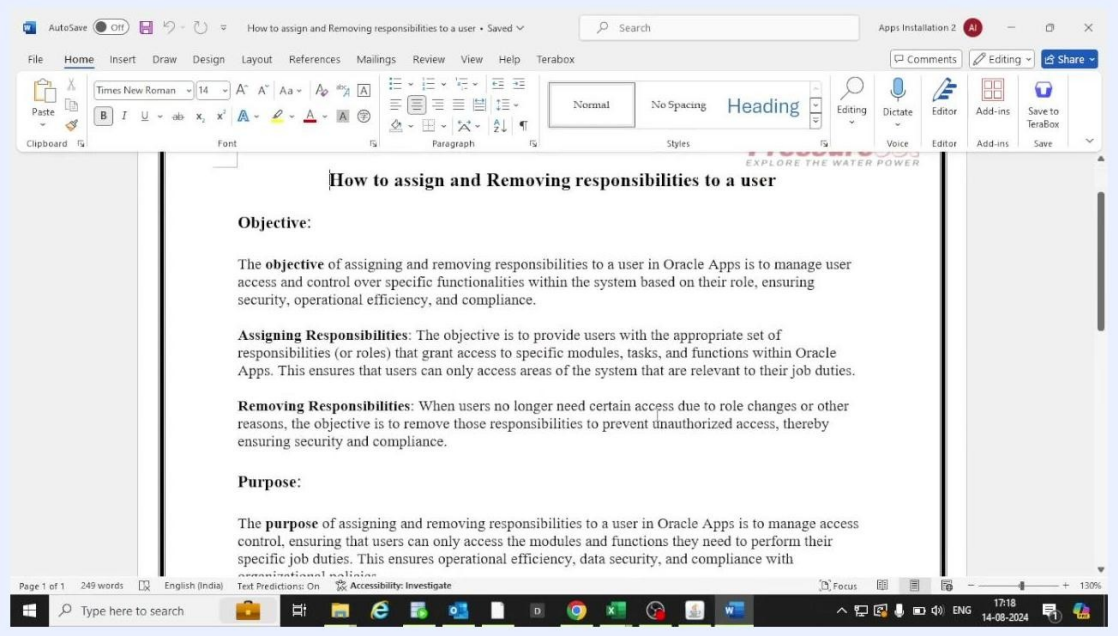
Prerequisites

- Access to Oracle Applications with the System Administrator responsibility.
- The user ID of the account you want to change (for example, PLANNER1).
- The name of the responsibility you want to assign or end.
- The dates the responsibility should start and, if applicable, end.

Step 1: Open the Users function

1. Log in to Oracle Applications with the System Administrator responsibility.
2. In the Oracle Applications Navigator, expand **System Administration**.
3. Select **Users** from the Top Ten List or the navigation tree.

4. Click **Open**.

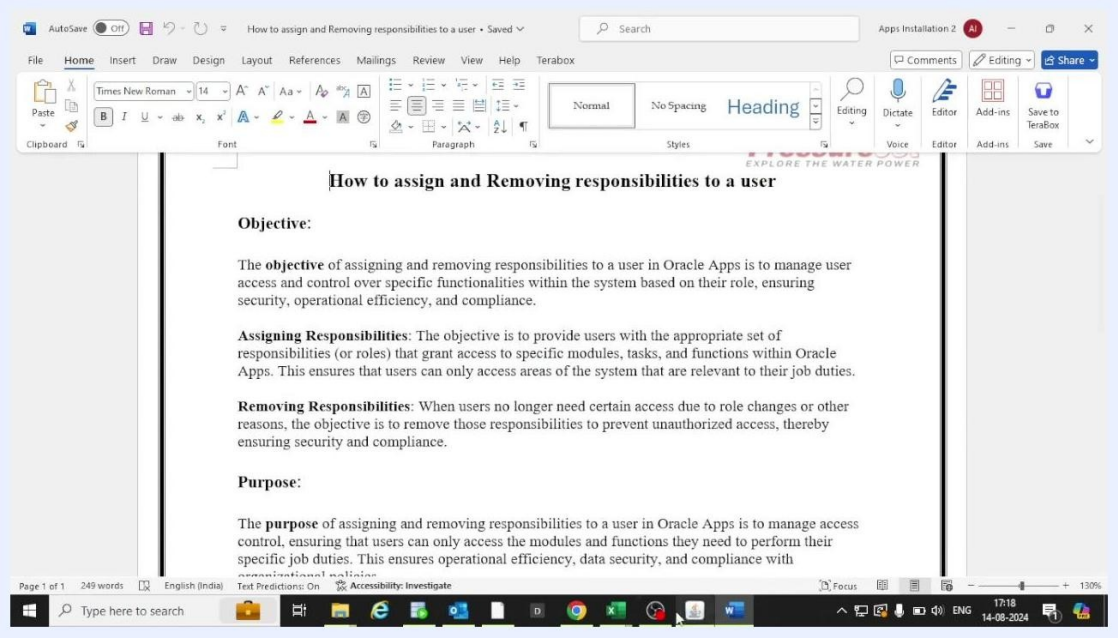


Oracle Applications Navigator window with Users highlighted in the Top Ten List, ready to be opened.

Step 2: Find the user account

Enter the user ID (for example, PLANNER1) in the **User Name** field to open the account.

The form shows the user's details, including Person, Customer, Supplier, E-Mail, Fax, and Effective Dates. The **Direct Responsibilities** tab lists the responsibilities currently assigned to the user, along with their effective dates.

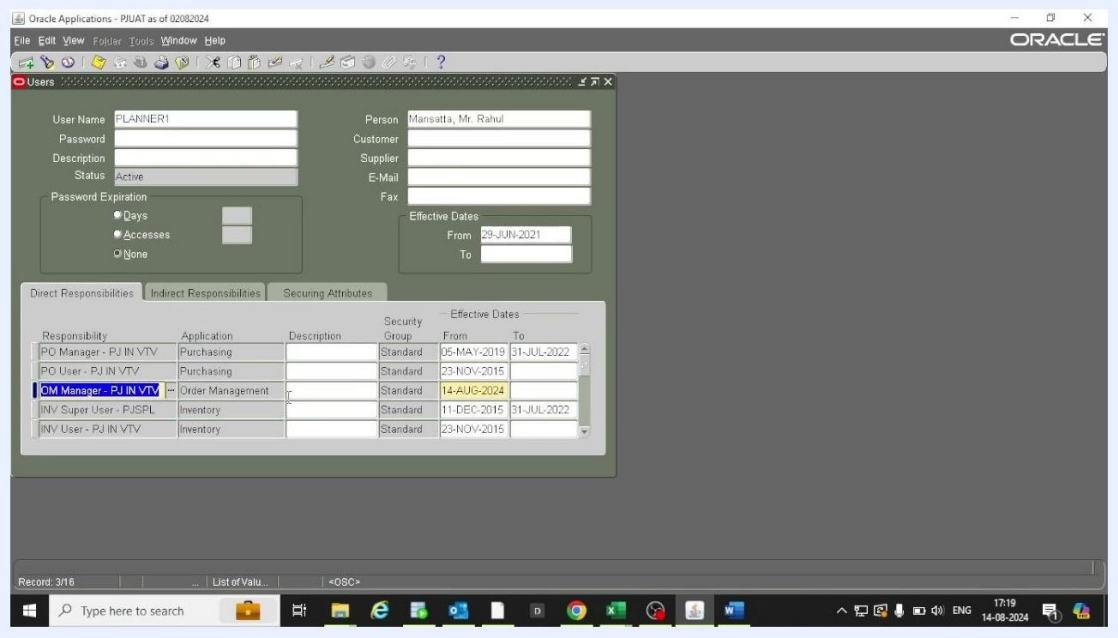


Oracle Applications user form for PLANNER1, showing assigned responsibilities, effective dates, and user details.

Step 3: Review the user's current responsibilities

Before you make changes, look at the **Direct Responsibilities** tab. Each row shows a responsibility, its application, and its effective dates.

Examples in the list include "PO User - PJ IN VTV" (Purchasing), "INV Super User - PJ VTV" (Inventory), and "OM Manager - PJ IN VTV" (Order Management). Check the **From** and **To** dates to see which responsibilities are active and which have expired.



Oracle Applications Users form showing multiple responsibilities for user PLANNER1, including PO User, INV Super User, and OM Manager, with effective dates.

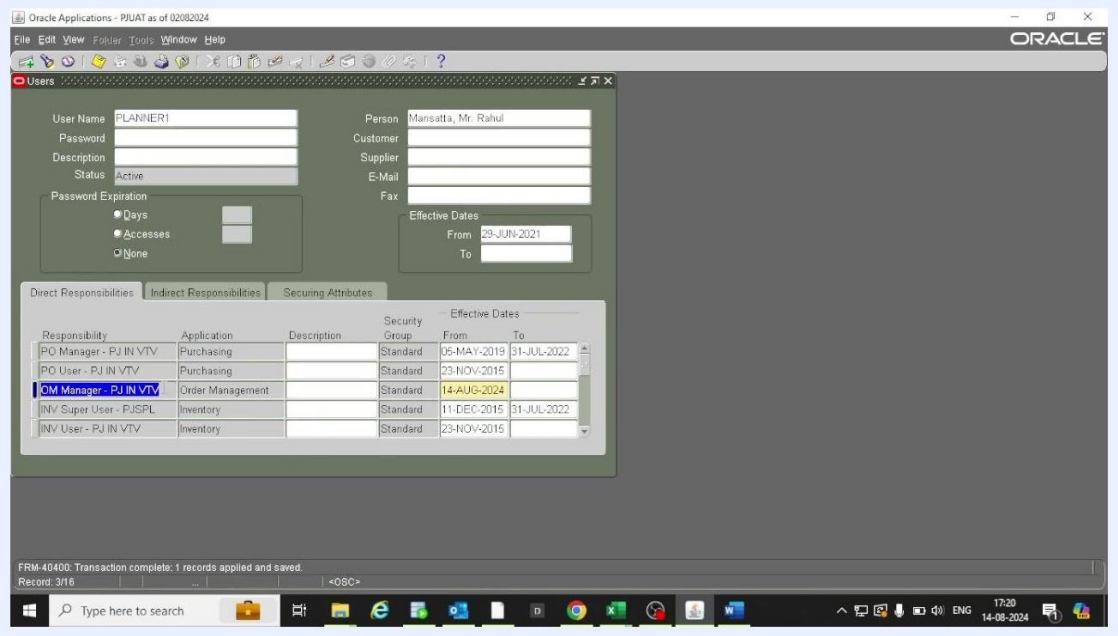
Step 4: Add a responsibility to the user

To add a responsibility to a user in Oracle EBS, add a new row in the **Direct Responsibilities** tab. You might do this because of a change in team structure or coverage requirements.

Enter the following details:

- **Responsibility:** OM Manager - PJ IN VTV
- **Application:** Order Management
- **Security Group:** Standard
- **From:** 14-JUL-2024

Leave the **To** date blank if the responsibility should stay active indefinitely.



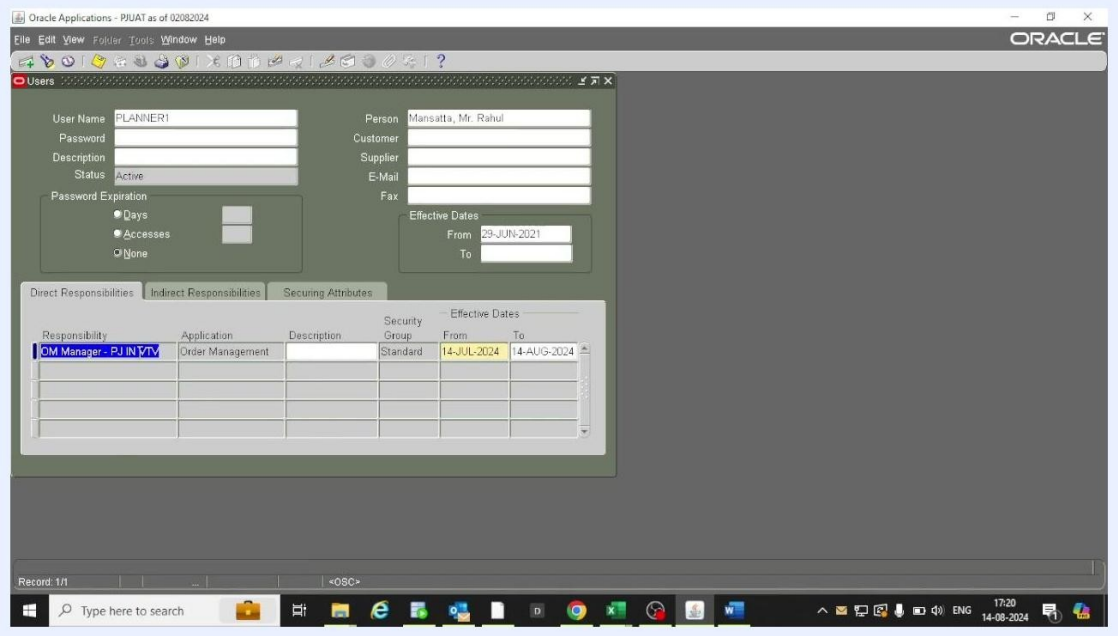
Oracle Applications Users form with the OM Manager - PJ IN VTV responsibility assigned, showing a From date of 14-JUL-2024 and a blank To date.

Step 5: End a responsibility for the user

When a new team member is available to take over the responsibility, set an end date to remove access.

1. In the **Direct Responsibilities** tab, locate the responsibility to end (for example, "OM Manager - PJ IN VTV").
2. Enter 14-AUG-2024 in the **To** field.

The user no longer has access to the responsibility after this date.



Oracle Applications Users form showing the OM Manager - PJ IN VTV responsibility with a From date of 14-JUL-2024 and a To date of 14-AUG-2024.

Step 6: Save your changes

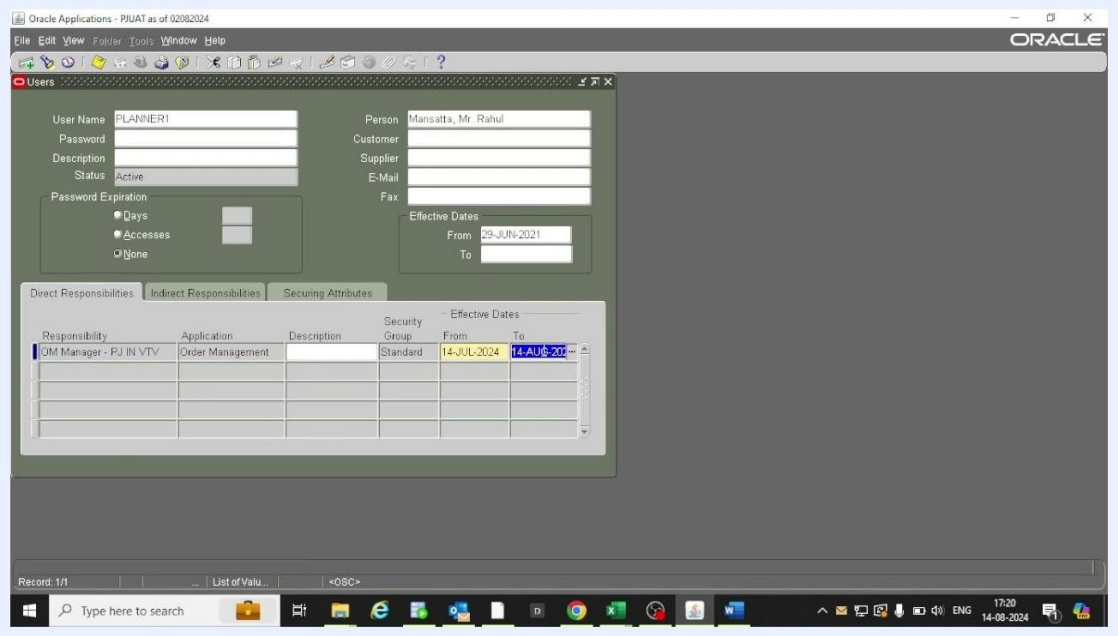
After you enter the **From** and **To** dates, save the transaction. Confirm that the status bar displays a message such as "Transaction complete: 1 records applied and saved."

Step 7: Verify the responsibility assignment

In the **Users** form, open the **Direct Responsibilities** tab and confirm that "OM Manager - PJ IN VTV" is assigned to PLANNER1 with these details:

- **Application:** Order Management
- **Security Group:** Standard
- **From:** 14-JUL-2024
- **To:** 14-AUG-2024

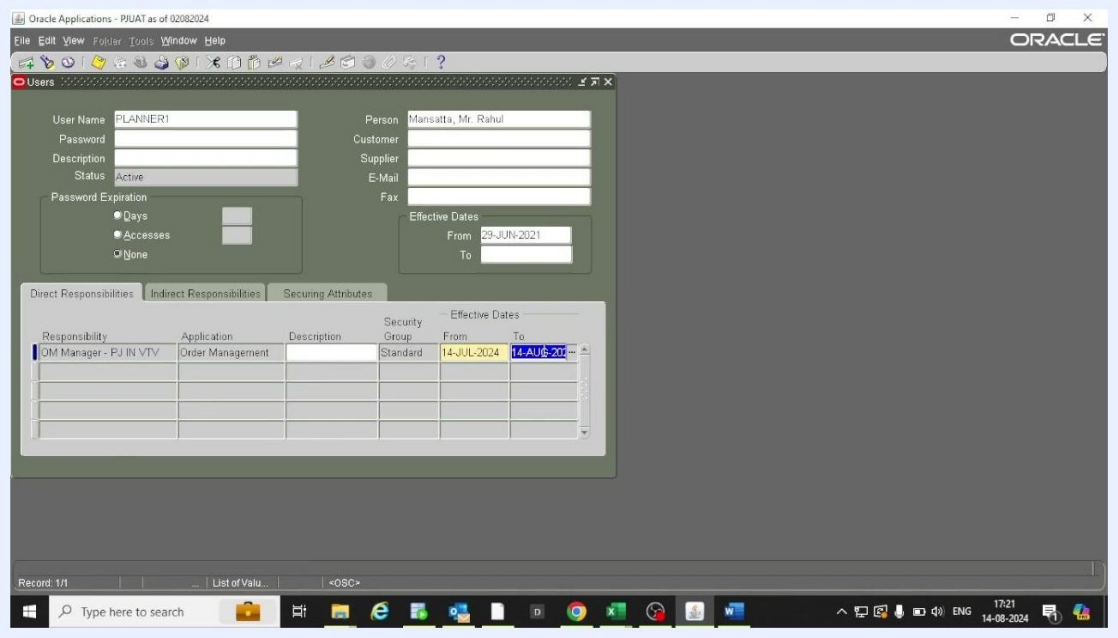
Make sure all fields are filled correctly and reflect the intended access period. The user has access to this responsibility only between these dates.



Oracle Applications Users form showing user PLANNER1 with the OM Manager - PJ IN VTV responsibility (Order Management), Security Group Standard, From date 14-JUL-2024, and To date 14-AUG-2024.

Step 8: Close the session

Once you have reviewed and saved all changes, close the **Users** form. If you have finished your administrative tasks, log out of Oracle Applications.



Oracle Applications Users form remaining open, confirming the responsibility assignment and end date for user PLANNER1.

Summary

You now know how to add a responsibility to a user in Oracle EBS, set an end date to remove it, and verify the result. By following these steps, you can assign, edit, and end user responsibilities in Oracle Applications and keep access control accurate for your organization.