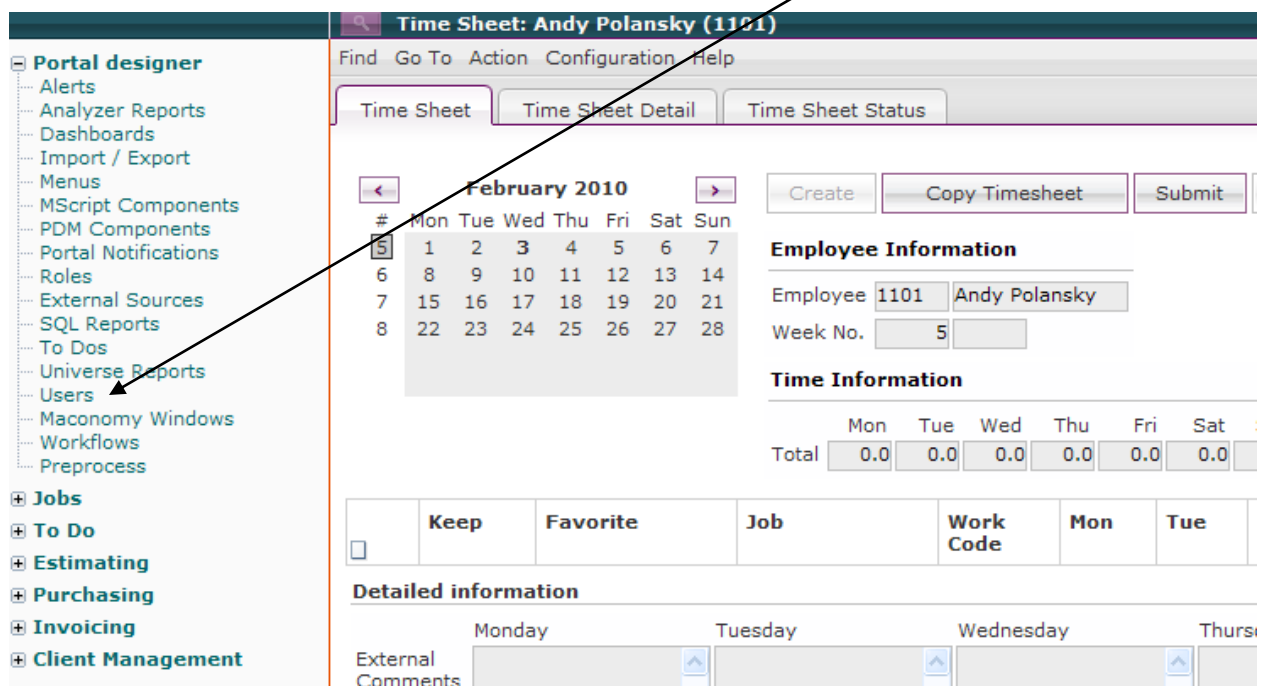


How to . . .

Attach a Portal Component to a Role

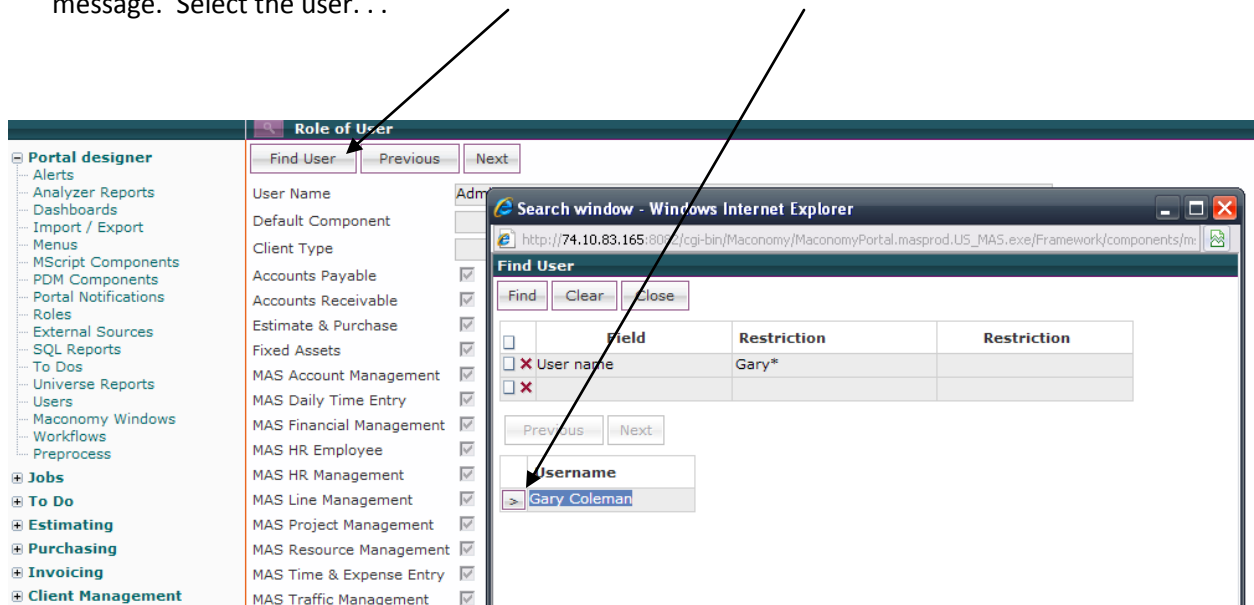
Purpose	<p>If a user receives an error similar to:</p> <p><i>No access to componentid</i> <i>'Portal::Standard::Portals::Employee::PopupTimeSheetForApprovals::PopupTimeSheetForApprovals'</i></p> <p>It means that a role to which they belong does not have access in the Portal to view the specified window.</p>
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- 1) Navigate to the item called **Users** in the **Portal Designer** menu.

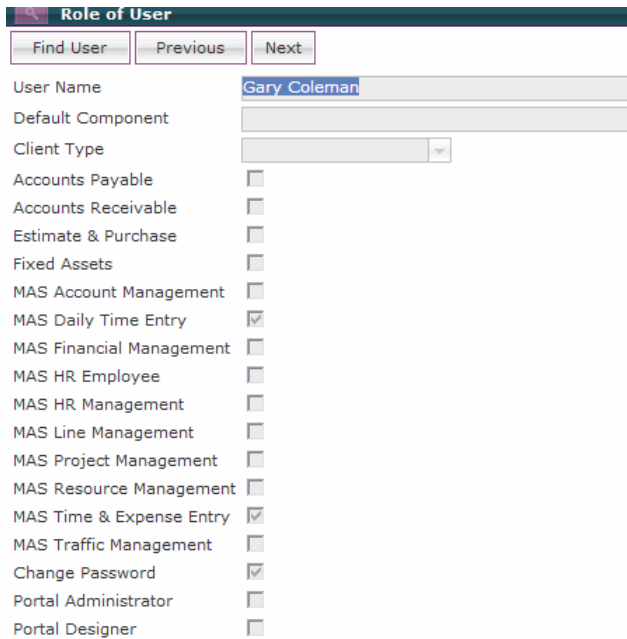


The screenshot shows the 'Portal designer' menu on the left with 'Users' selected. The main window displays a 'Time Sheet: Andy Polansky (1101)' interface. The interface includes a calendar for February 2010, 'Employee Information' (Employee 1101, Andy Polansky, Week No. 5), and 'Time Information' (Total 0.0 for all days). Below the calendar is a table with columns for 'Keep', 'Favorite', 'Job', 'Work Code', 'Mon', and 'Tue'. At the bottom, there is a 'Detailed information' section with 'External Comments' and a table for days of the week (Monday, Tuesday, Wednesday, Thursday).

- 2) Once in the **Users** window, click on **Find User** to search for the user who is receiving the error message. Select the user. . .



- 3) After selecting the appropriate user, you will see which roles they are assigned to (have check boxes next to them). The error occurs because the roles to which the user is assigned do not have access to the Component in the Portal specified in the error message.



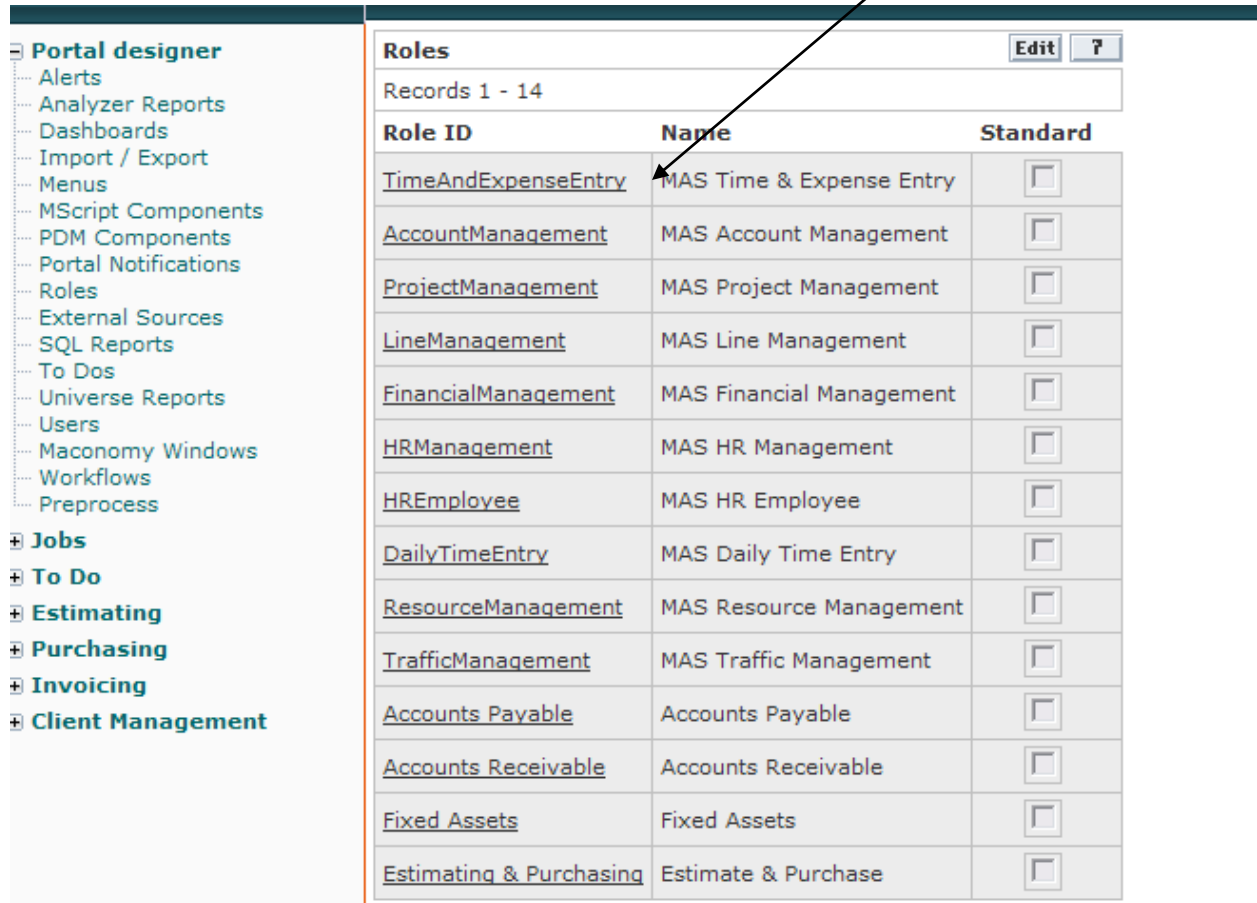
- 4) You now need to decide which role you would like to give access to the missing Portal Component. For the purpose of this exercise, we will attach a Portal Component to the role called MAS Time & Expense Entry.

In the Portal Designer menu, select the item called Roles . . .

The screenshot shows the 'Role of User' configuration interface. On the left, a tree view under 'Portal designer' has 'Roles' selected. The main area displays configuration for user 'Gary Coleman'. A 'Find User' button is highlighted. Below it, a table lists various components with checkboxes. 'MAS Daily Time Entry' is checked, while others are unchecked.

Component	Checked
Accounts Payable	<input type="checkbox"/>
Accounts Receivable	<input type="checkbox"/>
Estimate & Purchase	<input type="checkbox"/>
Fixed Assets	<input type="checkbox"/>
MAS Account Management	<input type="checkbox"/>
MAS Daily Time Entry	<input checked="" type="checkbox"/>
MAS Financial Management	<input type="checkbox"/>
MAS HR Employee	<input type="checkbox"/>
MAS HR Management	<input type="checkbox"/>

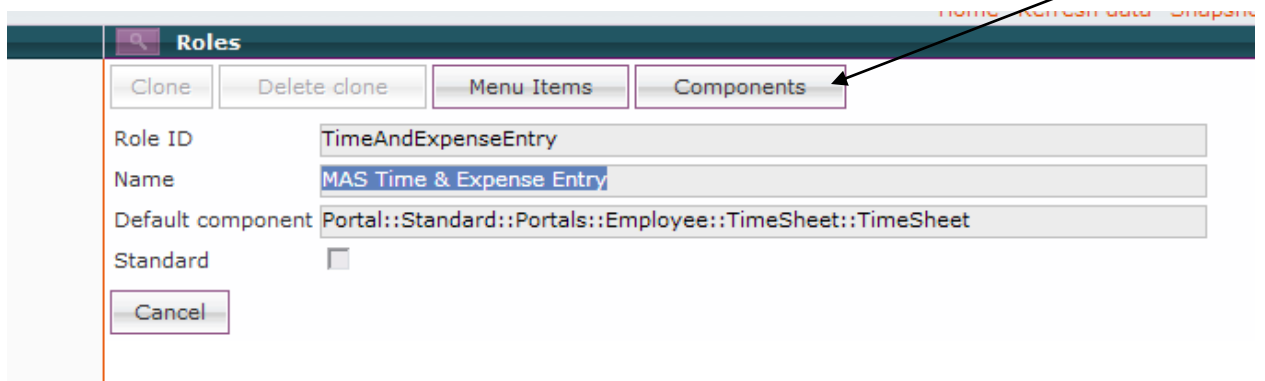
5) Now, in the **Roles** window, find the role you want to attach the Portal Component to . . .



The screenshot shows a software interface with a left-hand navigation pane and a main content area. The navigation pane is expanded to show 'Roles'. The main content area displays a table titled 'Roles' with columns for 'Role ID', 'Name', and 'Standard'. An arrow points to the first row of the table, which is 'TimeAndExpenseEntry'.

Role ID	Name	Standard
<u>TimeAndExpenseEntry</u>	MAS Time & Expense Entry	<input type="checkbox"/>
<u>AccountManagement</u>	MAS Account Management	<input type="checkbox"/>
<u>ProjectManagement</u>	MAS Project Management	<input type="checkbox"/>
<u>LineManagement</u>	MAS Line Management	<input type="checkbox"/>
<u>FinancialManagement</u>	MAS Financial Management	<input type="checkbox"/>
<u>HRManagement</u>	MAS HR Management	<input type="checkbox"/>
<u>HREmployee</u>	MAS HR Employee	<input type="checkbox"/>
<u>DailyTimeEntry</u>	MAS Daily Time Entry	<input type="checkbox"/>
<u>ResourceManagement</u>	MAS Resource Management	<input type="checkbox"/>
<u>TrafficManagement</u>	MAS Traffic Management	<input type="checkbox"/>
<u>Accounts Payable</u>	Accounts Payable	<input type="checkbox"/>
<u>Accounts Receivable</u>	Accounts Receivable	<input type="checkbox"/>
<u>Fixed Assets</u>	Fixed Assets	<input type="checkbox"/>
<u>Estimating & Purchasing</u>	Estimate & Purchase	<input type="checkbox"/>

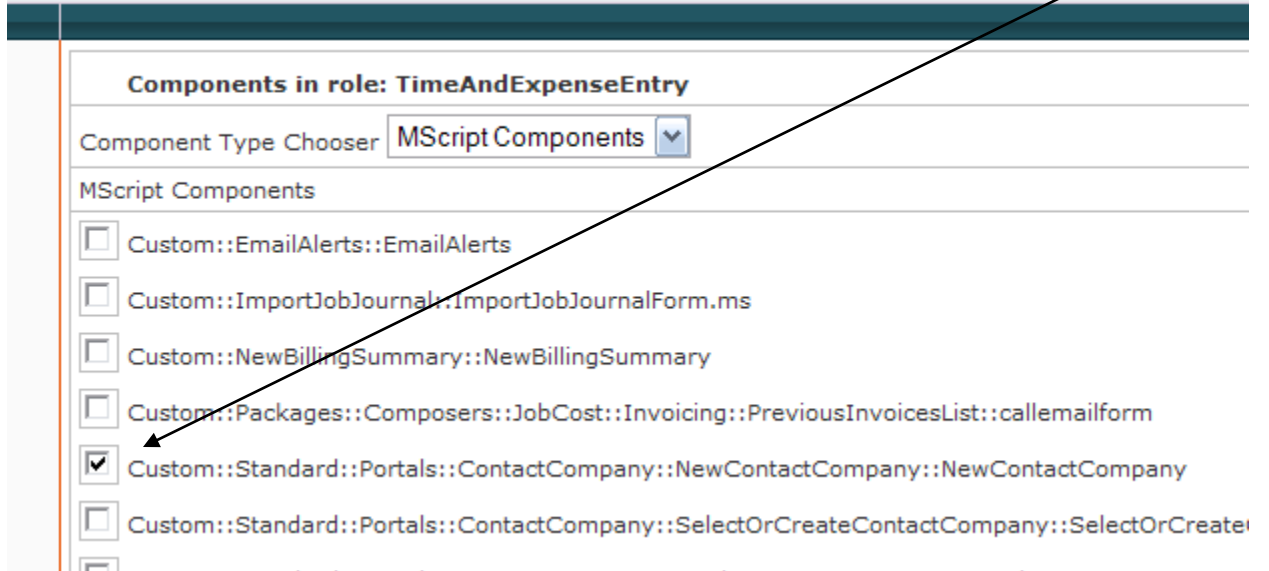
6) You will now see a window like this. In this window, click on the button called **Components**



The screenshot shows a 'Roles' window with a search bar and several buttons: 'Clone', 'Delete clone', 'Menu Items', and 'Components'. An arrow points to the 'Components' button. Below the buttons, there are input fields for 'Role ID', 'Name', 'Default component', and 'Standard', and a 'Cancel' button.

Role ID: TimeAndExpenseEntry
Name: MAS Time & Expense Entry
Default component: Portal::Standard::Portals::Employee::TimeSheet::TimeSheet
Standard:
Cancel

8) Now locate the component specified in the error message and check the box next to it . . .



9) Now navigate to the bottom of the window and click on Update. The role has now been updated to include the missing Portal Component. The user should now log out of Maconomy and sign back in. They should then no longer receive the error message.

