

## 9.2 FSCM Security - Using Launchpad to Copy User Preference Definition Settings

**Purpose:** Use this document as a reference for how to copy User Preference Definition (UPD) settings from one user to another.

**Audience:** Finance and Security staff

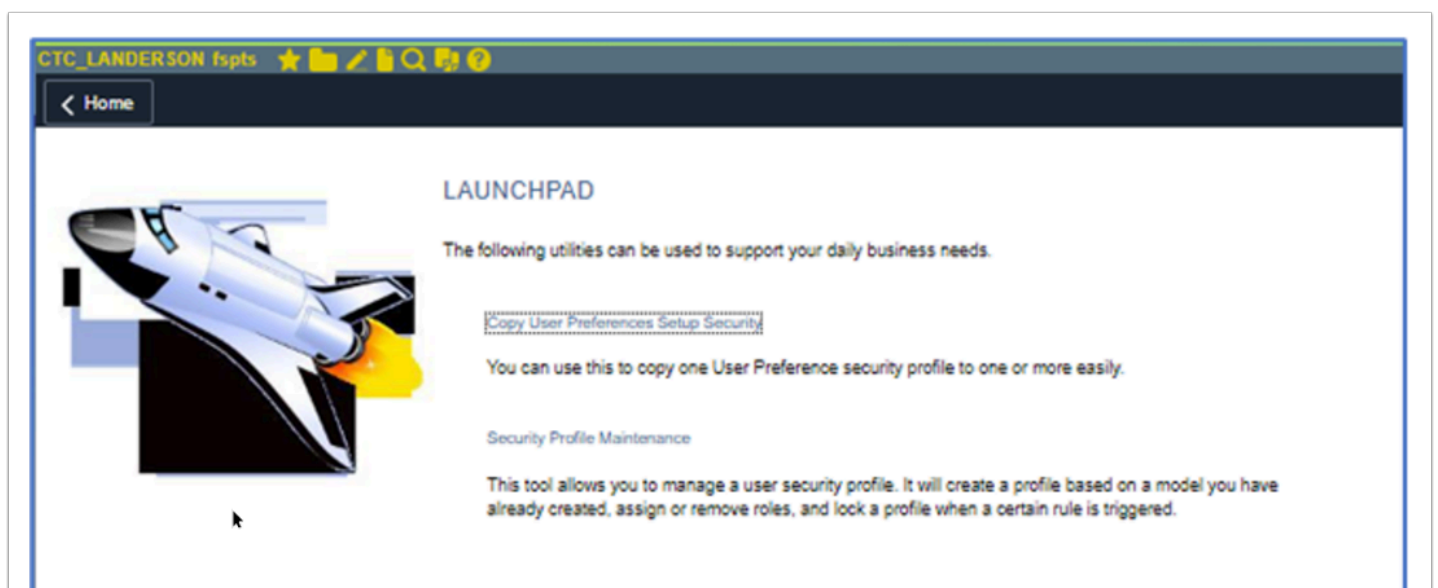
! Only Local Security Administrators have access to update these via the ZZ Local Security Admin role and view them with the ZD Local Security Admin role

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

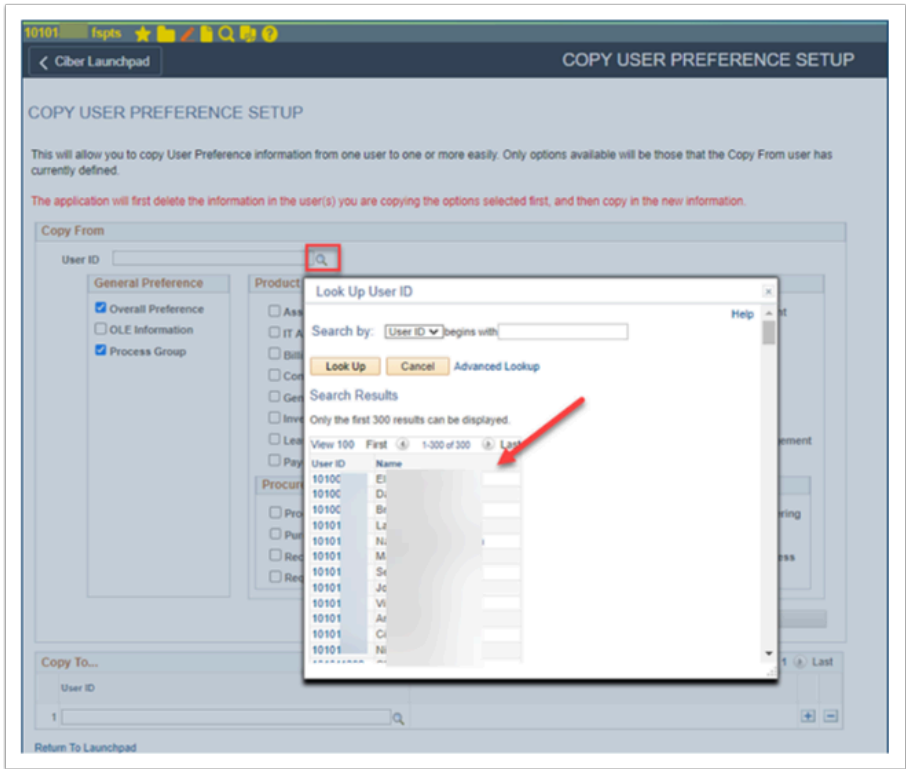
### Using Launchpad to Copy User Preference Definition Settings

**Navigation:** NavBar > Navigator > Launchpad > Launchpad

The CTC custom Launchpad tool had been updated. The Copy User Preferences Setup Security component has changed, and the Launch Security Matrix and Launch Permission ListRole Builder components have been removed. Here's what the Launchpad landing page looks like now:

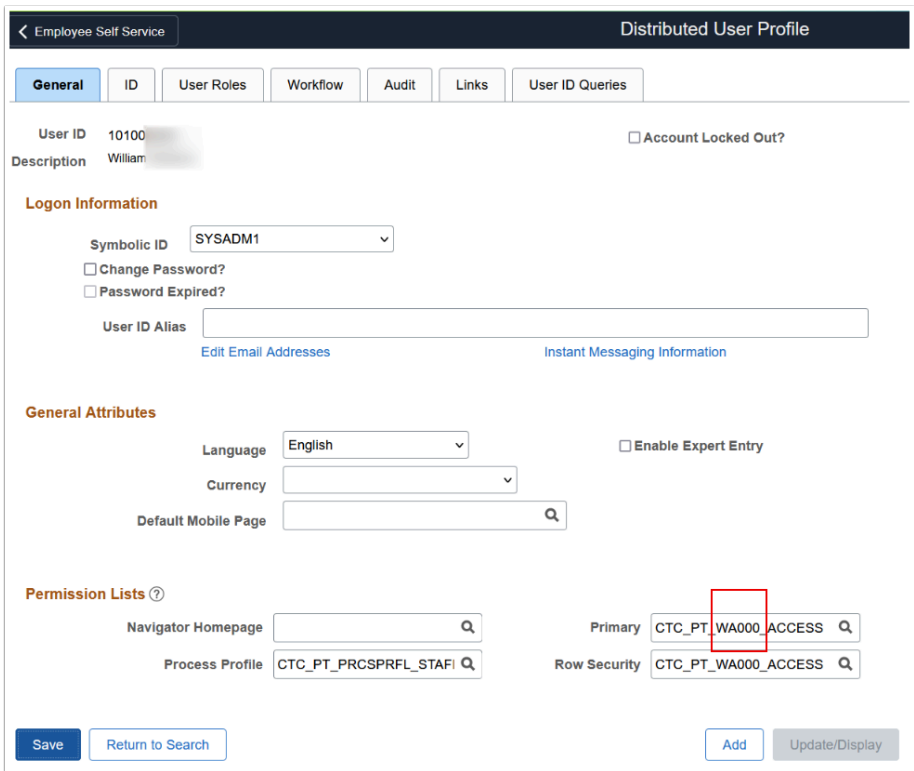


The Copy From and Copy To search results are limited to users at the Local Security Administrator's institution:



The LSA’s institution is based on the Primary Permission List in User Profile.

**Nav:** Main Menu > PeopleTools > Security > User Profiles > Distributed User Profiles



COPY TO allows for selecting multiple user ID's:

Procurement>Requester field

If COPY FROM Requester field is blank, then COPY TO will retain the existing Requester value:

New Query to Audit Record User Preferences added and runs by Business Unit:

**QFS\_SEC\_AUDIT\_USER\_PREFERENCES:**

## QFS\_SEC\_AUDIT\_USER\_PREFERENCES - Audit LaunchPad User Preference

\*Business Unit  

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1 kb)

[View All](#)

Row	User	Description	From User ID	To User ID	Audit DtTm	Mobile Inv	Asset	Receive Entry1	Receive Entry2	Billing	Contracts	Supp Cntrl Mng	Staffing - Genr	Staffing - Job	Overall Prefer	General Ledger	Inventory	IT Asset Manage	Manufacturing	OLE Information	Orders - Sales	Orders - Quot	Orders - Other Co	Pri
1	1010144	Pauline K.	101013	101057	11/30/2023 7:10:24AM	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y