

Handling Pre-existing Role Conflicts

In this simulation, you will experience how the ARS will notify you of pre-existing role conflicts. You will also practice the steps for submitting a request that includes conflicting roles that have already been approved.

1. Navigate through **Nav Bar** > **Main Menu** > **Access Request System**.
2. Click the **Manage Requests** link.
3. Enter the desired information into the **UF ID** field. Enter a valid value e.g. "**46275020**".
4. Click the **Look up Oprid** button.
5. Notice that this user has both a UF ID and a DSO ID.
Click the **DSO00007** link.
6. Click the **Add** button.
7. Click the scrollbar.
8. Click the **Plus sign** button to add a new row.
9. Click the **Look up** button.
10. Enter "**UF_ER**".
11. Click the **Look Up** button.
12. Click the **UF_ER_FI_BUDGET** link.
13. Click the **Submit for Approval** button.

14. Notice that a pre-existing conflict appears for this user. This conflict has nothing to do with the UF_ER_FI_BUDGET role that is currently being requested.

15. Enter an explanation of the pre-existing conflict into the **Requester Conflict Comment** field.

This is required.

For this example, enter a valid value e.g. "**Pre-existing conflict. Only one office clerk to perform duties.**".

16. Click the **Confirm Request Conflicts** button.

17. Click the scrollbar.

18. Click the **Submit for Approval** button.

19. You have now experienced how the ARS will notify you of pre-existing role conflicts. You have also practiced the steps for submitting a request that includes conflicting roles that have already been approved.