

ASTRA: How to Search for User authorizations

(here's a link to a [Word doc that includes images](#))

Logon to ASTRA: <https://astra.admin.uw.edu/astra/>

Click the Login in the upper right or click the yellow 'Login now to manage authorizations' button.

You'll use your UW NetID, UW NetID password and Duo to authenticate to sign in.

Once logged on, select the Search & Edit Authorizations tab (at the top) or click the Search & edit existing authorizations link near the Getting started step 1 (both methods go to the same place)

From the Search & Edit Authorizations page, click the **Show Advanced Search Options** located just below the orange-yellow 'Search For Authorizations Now' button. This will expand the page to show all the options which are available to select for searching.

Here's the default view of the Search & Edit Authorizations page (not expanded):

Here's the expanded view after clicking the **Show Advanced Search Options**:

Select **ASTRA Roles of User**: (2nd 'column' near the top of the expanded search options)

Select from the Application drop down if only interested in authorizations for a specific app.

Select Role and Action as well if a very granular search is desired.

Select from the Limit dropdown (this is a limit type, then enter the corresponding limit value).

A common choice is Organization (type) and then enter the org code value.

Note: Create a list of limit values, must enter & find one at a time until the list is finished; after the first has been found & selected, return to the field enter the next value, click Find & Verify button, repeat until list is finished.

You can use the Limit without Application, Role or Action to get results for all applications/roles/actions within that limit.

You can enter the full 10-digit org code (5000000000) or a portion (50) or the description, which is just a 'string match' on whatever is entered.

This image shows that one org (3120140200) was entered, found & now shows as selected (in the lower section) and then another entry of '50' was entered and there are 102 results which have that string of '50' – which could be a partial match to an org code or within the org name/description.

Final option on the Search criteria page.

Show authorizations ...

- 1st bubble 'Which exactly match the selected limit value(s)' is just that – best choice for PUCs.
- 2nd bubble: 'Which have AUTHORITY OVER (hierarchical) selected limit value(s)'

This selection will show authorizations that have this value & higher.

- 3rd bubble: 'Which are WITHIN AUTHORITY (subordinate) of selected limit value(s)'.

This selection will show authorizations within the limit value.

This selection will show resulting authorizations that include the selected value(s) & below (for an org code limit, results would include sub-orgs within the selected org and budgets within any of the orgs).

Click the yellow 'Search For Authorizations Now' button to run the search.

Use the Save search as button to save & name the search criteria to run again anytime.

See **Saved Searches** in the Left-Navigation on the Search & Edit Authorizations page.

Search Criteria displayed at the top of the page.

Just below that are buttons for New Search, Edit Search, Save search as ..., Download to Excel..., etc.

Below that shows the *number of people in the result* results.

The gray bar has page navigation, Row size toggle, View toggle, Sort toggle.

Below the gray bar are 3 more buttons: Delete, Take Ownership & Undo (these are action buttons that correspond to records that are marked/checked on the page below).

Below the 3 buttons is the *count of authorizations found*.

I find the Download to Excel button the most useful for reviewing more than a handful of results. When there are only a few you can try the limited sort on the ASTRA results page. Downloading to Excel provides sorting by multiple columns. Once in Excel the sort order use most is: Application, Role, Action, Limit 1 (& often Limit 2, Person or UW NetID).

That's it!

Write to astra@uw.edu anytime with questions.