

INCLUSIONARY AND EXCLUSIONARY ROWSECCLASS JOB AID

This Job Aid assists Validators and HR Professionals in creating Customer Relationship Management (CRM) cases for both Inclusionary and Exclusionary Row Level Security (ROWSECCLASS) names in the IPPS-A Department Security Tree Nodes Unit Identification Code (UIC).

Inclusionary Instructions Overview

The Inclusionary ROWSECCLASS enables users to see other Members' data outside their Natural Security hierarchical purview.

1. Select **IPPS-A Help Desk**.
2. Select **Create Case**.

 **NOTE:** Persons of Interest (POIs) must use Member 360 to create an Inclusionary or Exclusionary request.

Self Service ▾

Announcements

IPPS-A Help Center **1**

Search For Answers

Enter Keyword Search

Top Answers

- IPPS-A User Manual has been updated, V12 - 09/06/2024
- Job Aid: PAR Restart Button Functionality
- Promotion Job Aid: Administrative System Correction request...
- New IPPS-A Leaders Reference Guide_05/22/2024
- Job Aid: Simultaneous Membership Program (SMP) Promotion an...
- Job Aid: How to create a PCS Absence on behalf of a Soldier

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Frequently Asked Questions

- Job Aid: Basic Allowance for Housing Recertification
- IPPS-A Self-Service User Guide has been updated: V2, Sep 2024
- Military Personnel Division (MPD) Smartbook has been updated: V2, Sep 2024
- MCC (Military Component Category) Blanks out upon arrival to new assignment
- What is Hypori Halo?
- Instructions to Download and Install the Mobile Connect and Hypori Client Apps

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My Cases

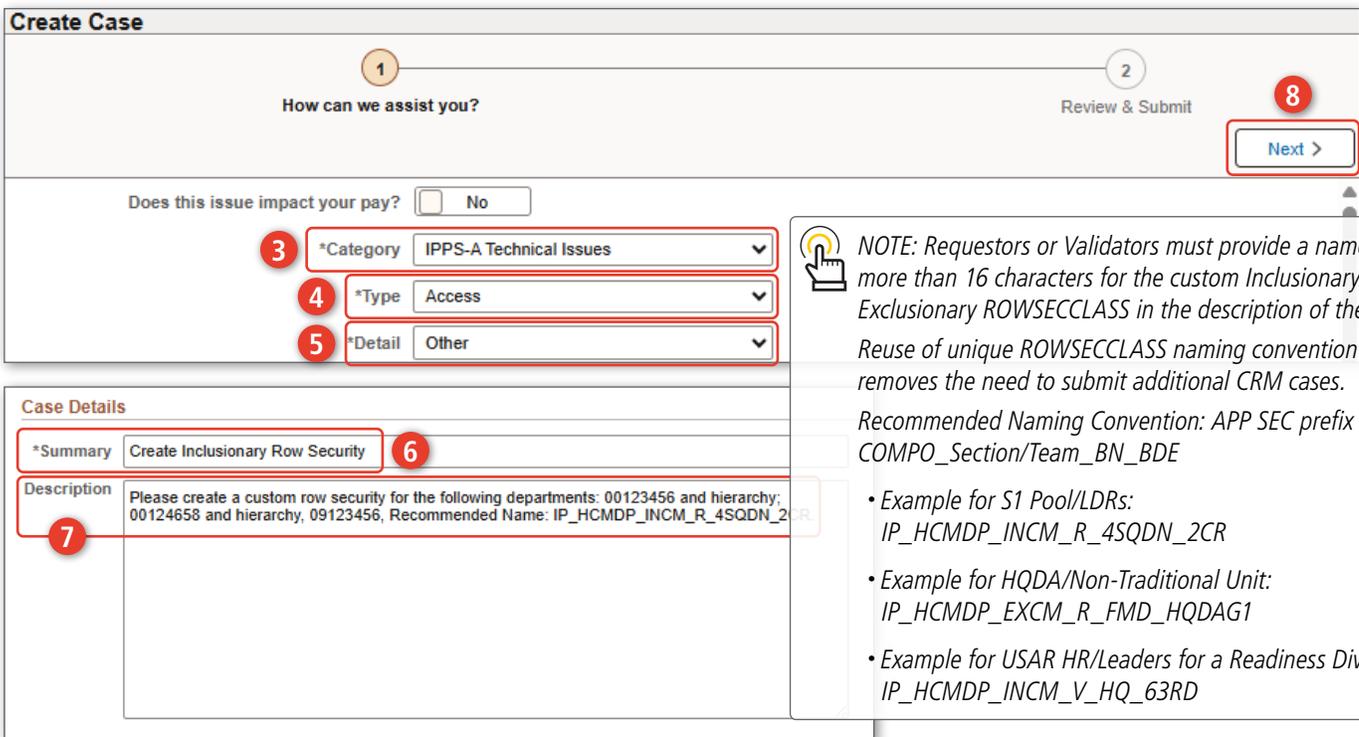
0 Open Cases

Create Case **2**

Inclusionary Instructions CONTINUED

3. Select **Category** drop down box and select **IPPS-A Technical Issues**.
4. Select **Type** drop down box and select **Access**.
5. Select **Detail** drop down box and select **Other**.
6. In this example, under **Summary** header, enter **Create Inclusionary Row Security**.

7. In this example under **Description** header, enter **Please create a custom row security for the following departments: 00123456 and hierarchy; 00124658 and hierarchy, 09123456**, Recommended Name: IP_HCMDP_INCM_R_4SQDN_2CR.
8. Select **Next**.
9. Select **Submit**.



Create Case

How can we assist you? 1 2 8

Review & Submit Next >

Does this issue impact your pay? No

3 *Category **IPPS-A Technical Issues**

4 *Type **Access**

5 *Detail **Other**

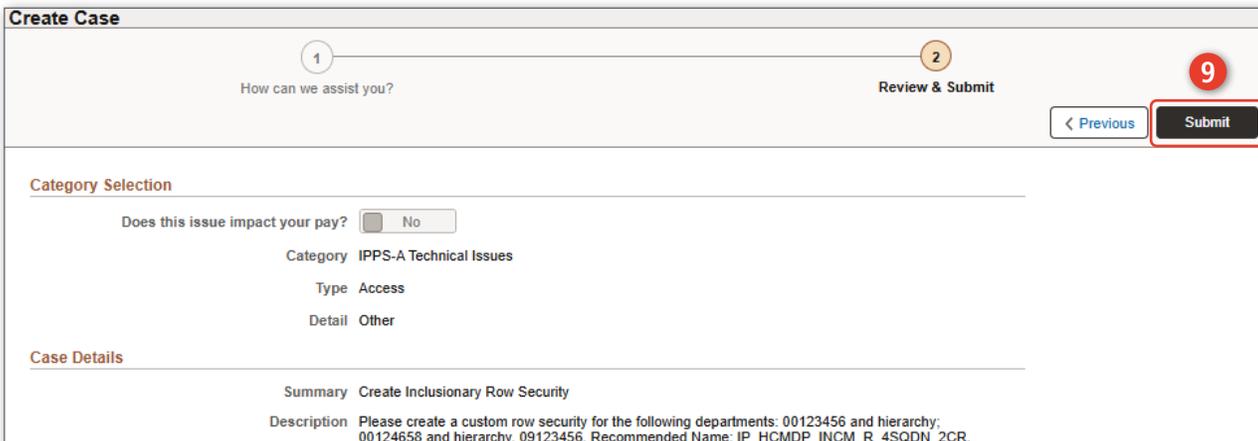
Case Details

*Summary **Create Inclusionary Row Security** **6**

Description **7** Please create a custom row security for the following departments: 00123456 and hierarchy; 00124658 and hierarchy, 09123456, Recommended Name: IP_HCMDP_INCM_R_4SQDN_2CR

NOTE: Requestors or Validators must provide a name no more than 16 characters for the custom Inclusionary/ Exclusionary ROWSECCLASS in the description of the case. Reuse of unique ROWSECCLASS naming convention removes the need to submit additional CRM cases. Recommended Naming Convention: APP SEC prefix COMPO_Section/Team_BN_BDE

- Example for S1 Pool/LDRs: IP_HCMDP_INCM_R_4SQDN_2CR
- Example for HQDA/Non-Traditional Unit: IP_HCMDP_EXCM_R_FMD_HQDAG1
- Example for USAR HR/Leaders for a Readiness Division: IP_HCMDP_INCM_V_HQ_63RD



Create Case

How can we assist you? 1 2 9

Review & Submit < Previous Submit

Category Selection

Does this issue impact your pay? No

Category **IPPS-A Technical Issues**

Type **Access**

Detail **Other**

Case Details

Summary **Create Inclusionary Row Security**

Description **Please create a custom row security for the following departments: 00123456 and hierarchy; 00124658 and hierarchy, 09123456, Recommended Name: IP_HCMDP_INCM_R_4SQDN_2CR.**

Exclusionary Instructions Overview

The Exclusionary ROWSECCLASS limits Member record access (including both Natural Security and Inclusion Exceptions).



NOTE: Persons of Interest (POIs) must use Member 360 to create Inclusionary or Exclusionary request.

1. Select **IPPS-A Help Desk**.
2. Select **Create Case**.

Self Service ▾

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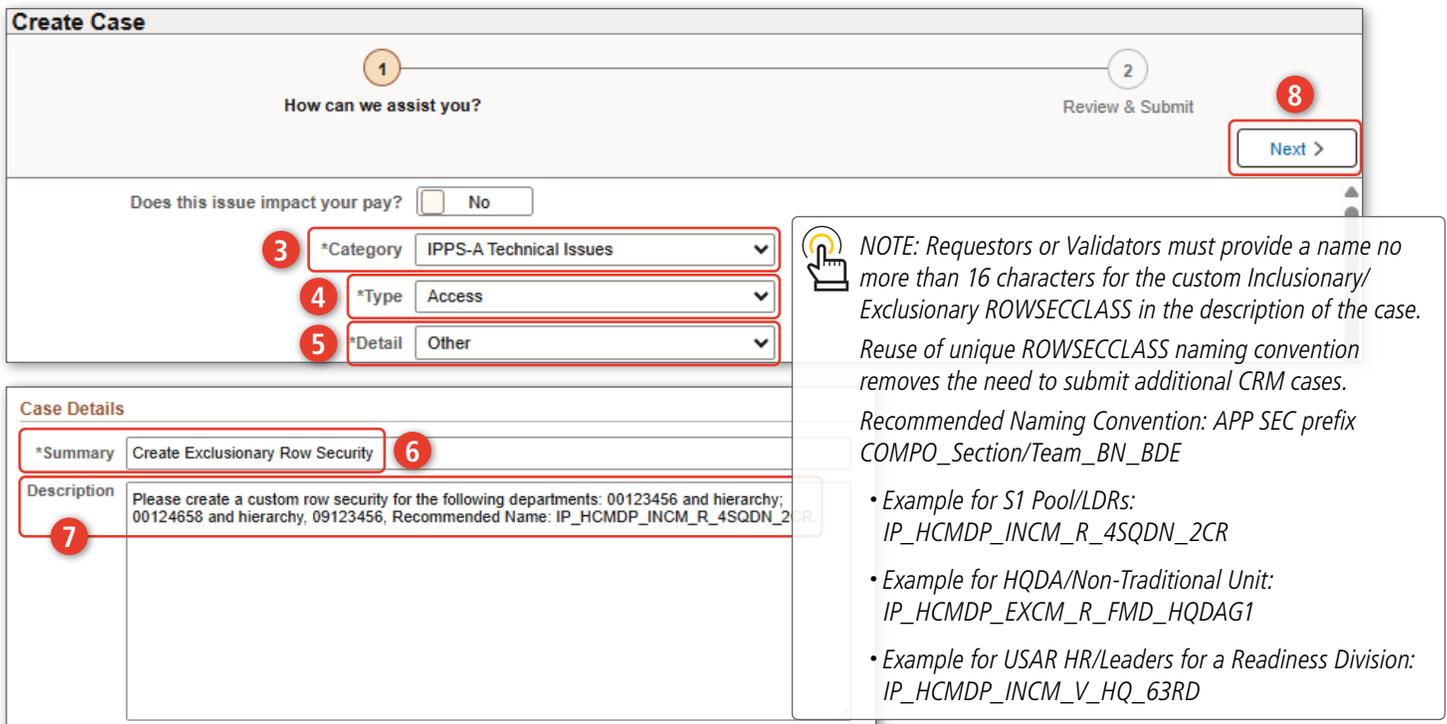
My Cases

0 Open Cases

2 **Create Case**

Exclusionary Instructions CONTINUED

3. Select **Category** drop down box and select **IPPS-A Technical Issues**.
4. Select **Type** drop down box and select **Access**.
5. Select **Detail** drop down box and select **Other**.
6. In this example, under **Summary** header, enter **Create Exclusionary Row Security**.
7. In this example, under **Description** header, enter **Create Exclusionary Row Security**.
7. In this example under **Description** header, enter **Please exclude the following department from 0012356 for custom row security: 01522496, 00246003**, Recommended Name: IP_HCMDP_INCM_R_4SQDN_2CR
8. Select **Next**.
9. Select **Submit**.



Create Case

1 How can we assist you? 2 Review & Submit 8 Next >

Does this issue impact your pay? No

3 *Category IPPS-A Technical Issues

4 *Type Access

5 *Detail Other

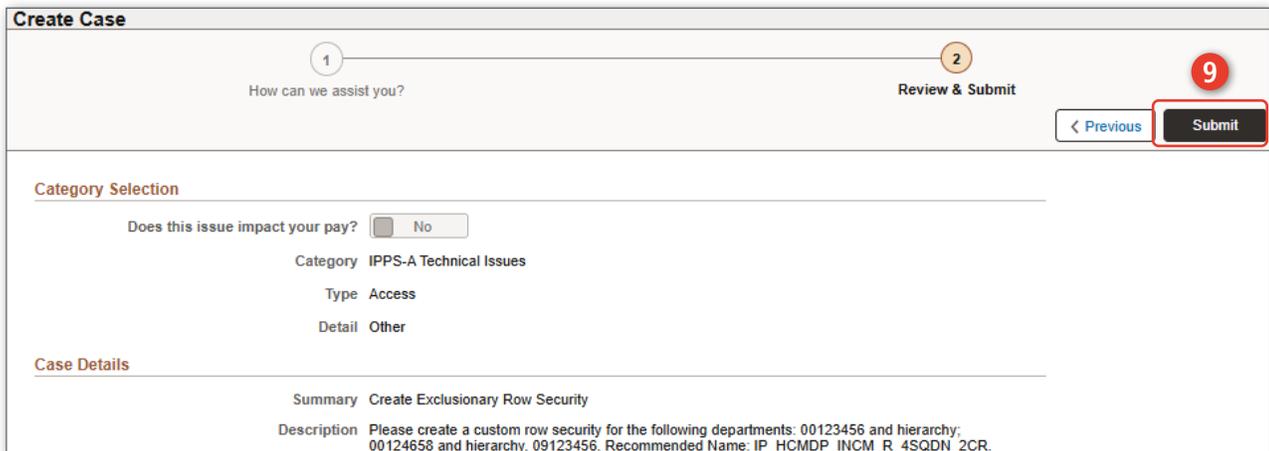
Case Details

*Summary Create Exclusionary Row Security 6

7 Description Please create a custom row security for the following departments: 00123456 and hierarchy: 00124658 and hierarchy, 09123456, Recommended Name: IP_HCMDP_INCM_R_4SQDN_2CR

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Create Case

1 How can we assist you? 2 Review & Submit 9 Submit

Category Selection

Does this issue impact your pay? No

Category IPPS-A Technical Issues

Type Access

Detail Other

Case Details

Summary Create Exclusionary Row Security

Description Please create a custom row security for the following departments: 00123456 and hierarchy: 00124658 and hierarchy, 09123456, Recommended Name: IP_HCMDP_INCM_R_4SQDN_2CR.