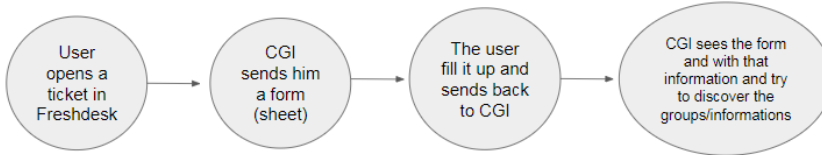


Documentum Approval process-New Procedure

- As per our new procedure, we follow the approval process

How is the process nowadays?



- We need to provide the New User creation form to users.
- Once user reverts back the filled form, we need to check if all the mandatory fields are filled in by the user.
- Sometimes the user may not know information's like Enterprise/Applications/Client Capability.
- To know more about Client Capability, ask user what they want to do in the application (To edit documents/read documents)
- To know application/enterprises request more information about the documents that the user wants to access (just like we already do)
- We need to pay more attention on the yellow highlighted regions as we will use these to find the correct validator.

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Note: CHECK THE COMMENT SECTION TO SEE IF THE USER DIDN'T LEAVE ANY ADDITIONAL INFORMATION

- We need to place all the information's in the CGI FORM.

For example, if all informations like Application/Enterprise and the client capability are available. We need to go to the link

<https://docs.google.com/spreadsheets/d/1m9WelfK6Qit5Qlj0H4RrxYk9helE4rauO5NJvTFYse0/edit?ts=5b8fe7c3#gid=1679447266>

- We need to provide the Docbase and the Application name in the CGI form, and we need to wait for 2 minutes until the form gets loaded.

DOCBASE	Choose Application or Enterprise	List of all application groups	Approvers:
		AB/A	Sophie Pouquet Patricia Ngumbus

- The form will automatically bring the groups and the approvers.
- We need to send to approval to the concerned approver that's mentioned in the form. If we don't get any approval contact details, please contact to **SBS-IS-Appli-Techno-DM-OPERATIONS@solvay.com**
- Note: BUT WE MUST NOT ADD THE USERS IN ALL THE GROUPS THAT APPEAR.
We must check the client capability filled up by the user in the user's form
- For example, in the form provided below user wants access to QUALITY for GECDOC application and needs Contributor access.

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- Hence we need to place this information into our CGI FORM, and since the user wants to be a contributor, we need to add them in the contributor group.

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ATTENTION FOR EXCEPTIONS

- There are some applications that doesn't have the group "Contributor" In these cases, we can add the user into the "Admin group"
- For example,

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- We need to put the information's in the CGI form

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- Also we see that there are no groups for contributor in ABSIS DOCFIBRAS, so we'll need to add the user as ADMIN in that application.

Note: **For some applications the Contributor capability can appear as**

-contributors

-contrib

-cont

And Reader capability can appear as:

-reader

-readers

- SEC >> Secret

CONF >> Confidential

RES >> Restricted

CONT >> Contributor

reader>> reader

Sec_Cont = Secret Contributor

Sec_reader = Secret Reader

Conf_Cont = Confidential Contributor

Conf_reader = Confidential Reader

Res_Cont = Restricted Contributor

Res_reader = Restricted Reader