

WW - WORK CYCLE User Management

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Scope



ERP



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Objective and Scope

The management of the WEB CYCLE Users for PF1_020 and WP1_400 systems is handled through the transaction /COCKPIT/WUM. This transaction allows the use of the tool Work Cycle (Readsoft) to a person with access to the SAP system or without it.

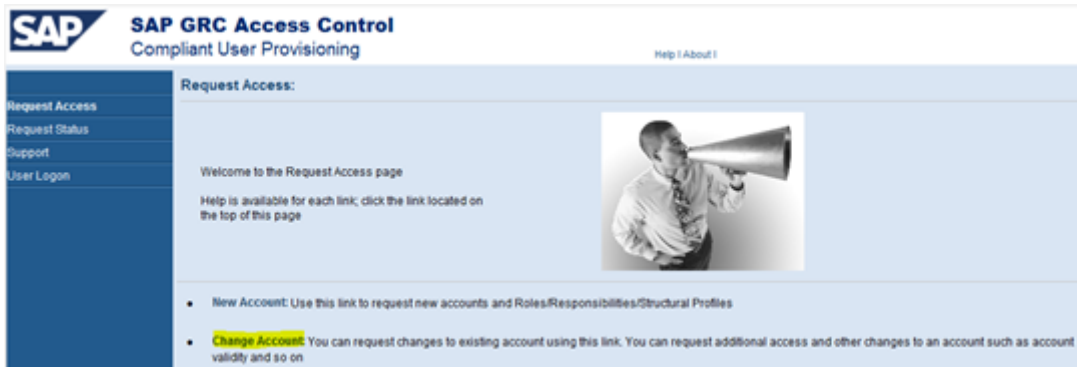
This procedure will explain you how to use it for EMEA region.

The requests can be received from a Freshdesk ticket or a Work cycle.

Work cycle Account maintenance

1. Creation

- Go the [GRC portal](#) using the internet explorer (Select **Request Access _ Change Account**):



Here you will insert your personal user id and flag the field "Requesting for other user".

SAP GRC Access Control
Compliant User Provisioning

Request Access

User ID*

Language

Requesting for Other User

Logon

Use your Network User ID to log on

Click Logon. Then you will click in the search button:

SAP GRC Access Control
Compliant User Provisioning

Welcome Maria Almeida [Help](#) [About](#) [Log](#)

Request Access

Enter Request Information

Request Type*

Priority*

Type	Application	Short Description	Category
SAP	WP1	RCS if Production WP1 if	Production

Request Reason*

User Information

User Data

Last Name*

First Name

User ID*

E-mail address*

Telephone Number

Requestor and Manager Data

Manager Last Name

Manager First Name

E-mail*

Telephone Number

Here you will be able to search for the new user:

SAP GRC Access Control
Compliant User Provisioning

Welcome Maria Almeida [Help](#) [About](#) [Log Off](#)

Search Users

User ID

Last Name

First Name

E-mail

Maximum Number of Hits

Search

User ID	Last Name	First Name	E-mail
<input type="radio"/>	S12345	Test-support	test-sbs-support@support.solvay.com

Select the correct user and then click in the selection button. This action must be performed in both systems (PF1_020 and WP1_400).

Here you will retrieve the information needed to create the user id.

- Run transaction **/COCKPIT/WUM**

WORK CYCLE User management

Identification

Workflow processor

Insert the User ID and click on the blank sheet.

You need to fill the fields: **Email, language, Full Name** (Name Surname - **please always keep this structure**) and **Telephone** (if available):

Also, click in the button "Customer Fields" . You need to fill the fields **SRM user name, SAP user name, First name, Last name, Zone and Function** :


Then, click in the "Continue" button . Your user will be created.

An automatic email will be sent to the user email address with the link for the respective system and the Initial Password.

2. Update


Master Data

The fields that can be updated are the ones from the tab Communication and User data. To do it click in the button "Change" .


To check the information available in the master data of a user you can click in the field "Display" .

The user id must be updated in both systems (PF1_020 and WP1_400).

Password


To perform the reset of the password you will need to click in the button .

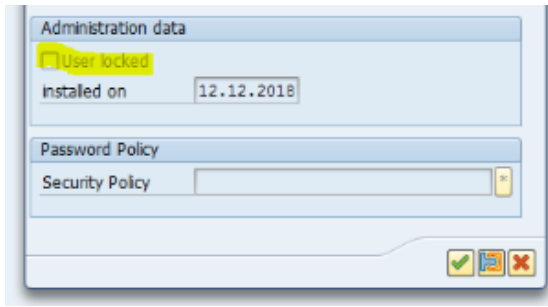
By default the new initial password will be **Webcycle9** and an automatic email will be sent to the user email address with that information.

The field "Change Password"  can be used to create a specific password.

On the first access, the user must change this initial password.

3. Lock / Unlock

To see if a user is locked you can click in the field "Display"  :



In this case the user is not locked.

To lock it you just need to click in the field "Lock user" outside the master data of the user id. But for that you will need first to check pending WCs.

Important note: Whenever a user ID is locked, the **FASC Matrix Tables** should be analyzed to check if the locked user is defined as an approver.

- From **WP1_400** system:

Type of invoice	T-Code	SM30 Table	Name of the table	Content
FI	ZWFA05Q	ZWFAV003 ZWFAT170	List of vendor FI	list of supplier eligible to supplier authorized without PO
	ZWFA05C	ZWFAT153	Limit amounts by company for FI validation	limit to parameter for validator
	ZWFA05P	ZWFAT168	List of coder	One coder dedicated to one supplier on one juridical entity and one plant
	ZWFA05N	ZWFAT166	List of approvers EU	One approver dedicated to one supplier on one juridical entity and one plant
	ZWFA05B	ZWFAT152	Coding data	Define one cost center and one GL account by supplier and Mcode in one juridical entity
	ZWFA05O	ZWFAT167	List of approvers US	used in US except for 5723 (Rhodia SA) > for one cost center on the invoice > design one approver
	ZWFA02F	ZWFAV010	Miscellaneous Creditor	Miscellaneous Creditor
MM	ZWFA05H	ZWFAT155	List of generic mail	Design No GR generic workflow box (except 3001 and 3007 OA)
	ZWFA05K	ZWFAT159	Key procurer	Design price discrepancy generic workflow box (except 3001 and 3007 OA)
	ZWFA05I	ZWFAT156	list of procurer	table for MRKO process : to allocate one point of contact for one supplier on one plant
	ZWFA05G	ZWFAT154	List of controller	Generic SERV box by default when no requisitioner are found by the system
	ZWFA05U	ZWFAT171	WF data admin	By default end user when nothing else is found in the other tables
	ZWFA05R	ZWFAT169	Data admin	FI Data Administrator

- From **PF1_020** system:

T - Code	Name
ZKF_ACC_VEND	Table Vendor Account Assignment
ZZM_PO_CONF	Invoice Confirmer
Z1S_EP_AGENTS	Agents maintenance
ZKF_MC_APPR_V	Miscellaneous
ZKF_CODER	Miscellaneous IT/APAC

If yes, this must be reported to **EUP Team** in order to know if a replacement should be done.

- Check for pending WCs - transaction **/COCKPIT/1**

The screenshot shows a software interface with the following sections:

- Type:**
 - FI invoices
 - MM invoices
- Document status | Workflow status:**
 - Unposted/error-free documents
 - Errors
 - Posted
 - Rejected
 - Unposted / In workflow
 - Posted / In workflow
 - Sent
 - In workflow
 - Released
 - Rejected
 - Partially approved
 - Retracted
 - Note requested
 - Notated
 - Overdue workflows only
- Technical limiters workflow:**
 - Workflow ID: [] to []
 - Workflow step ID: [] to []
 - Workflow processor: SBSTESTS to []

You will check here pending documents with the user that you want to lock. Insert the **User ID** and only select the Workflow status **Unposted / In workflow** and **Posted / In workflow**.

If any document appears, we need to transfer these documents to a different user (normally provided by the requester, if not contact the **EUP Team**) and only after we can proceed with the blockage. (2.5. Recall / Resend Workcycles)

If no documents pending we can proceed with the request to block the workcycle user.

Insert the new user id and the Freshdesk ticket where it can be found the original request for this lock as shown below:

The screenshot shows the 'WORK CYCLE User management' interface with the following details:

- Identification:** Workflow processor: SBSTESTS
- User data window:**
 - Identification:** Workflow processor: SBSTESTS
 - Communication:** E-Mail Address: test-sbs-support@support.solv..., Language: EN
 - User data:** Complete name: Sbs Test-support, Telephone: [], Department: #Replaced by xxx#
 - Administration data:** User locked, installed on: []
 - Password Policy:** Security Policy: Ticket #xxx

To unlock it you will need to follow the next steps:


- Go to the [Freshdesk](#) tool to see if you find a ticket with the reason why this user was locked. Then inform the requester and **do not unlock it**.

If there are no tickets:


- Go to the [GRC portal](#). If this user cannot be found here it means that the person is no longer in SOLVAY. Please inform the requester and **do not unlock it**.

If the users is in the GRC portal:

- Go to the [Organizational Charts](#). If this user cannot be found here it cannot be in the SOLVAY company so you will need to inform the requester. **Do not unlock it**.

After these steps if you want to unlock you need to click in the field "Unlock User" .

4. Delete (should not be used due to loss of history log)

Is also possible to delete a User Id by clicking on .

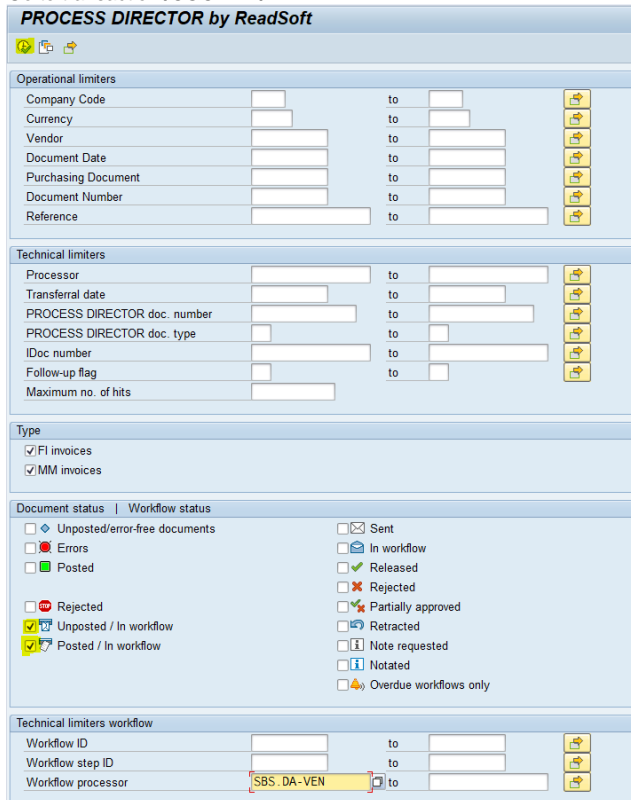
Before complete this operation, please always search for pending cockpits as explained above and confirm with the requester is the user is to be permanently deleted (not possible to reverse).


To be used when the user is created by mistake.

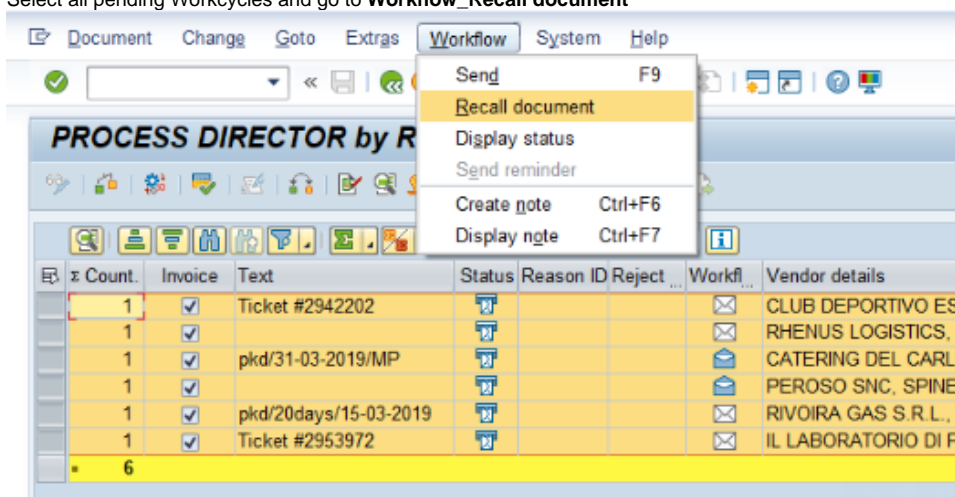
5. Recall / Resend Workcycles

How to Recall and Resend a workcycle when requested or when needed due to wrong or obsolete User ID?

- Go to transaction /COCKPIT/1

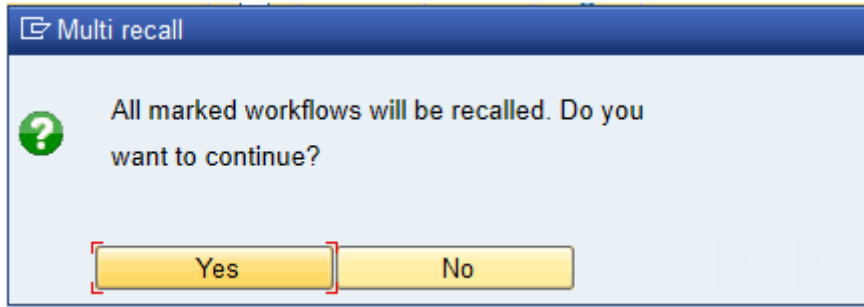


- Select **Unposted / In workflow** and **Posted / In workflow**, insert the user ID in the field **Workflow processor** and run the transaction 
- Select all pending Workcycles and go to **Workflow_Recall document**

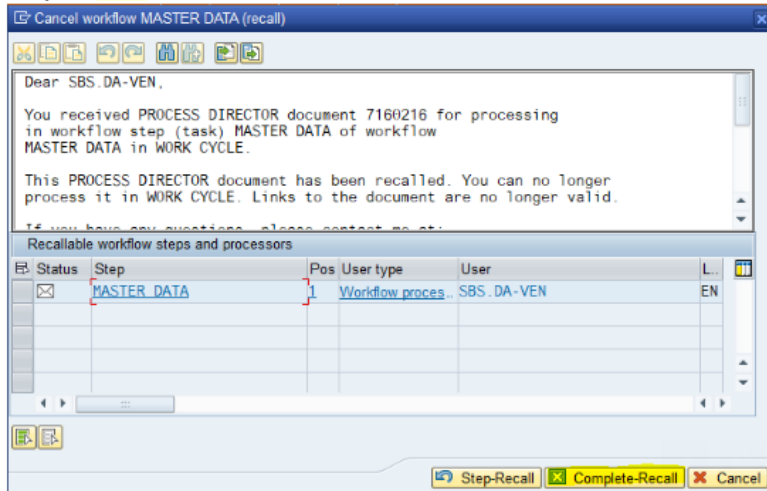


Count	Invoice	Text	Status	Reason ID	Reject	Workfl	Vendor details
1	✓	Ticket #2942202				✕	CLUB DEPORTIVO ESC
1	✓					✕	RHENUS LOGISTICS, B
1	✓	pkd/31-03-2019/MP				✕	CATERING DEL CARLO
1	✓					✕	PEROSO SNC, SPINET
1	✓	pkd/20days/15-03-2019				✕	RIVOIRA GAS S.R.L., M
1	✓	Ticket #2953972				✕	IL LABORATORIO DI PF
6							

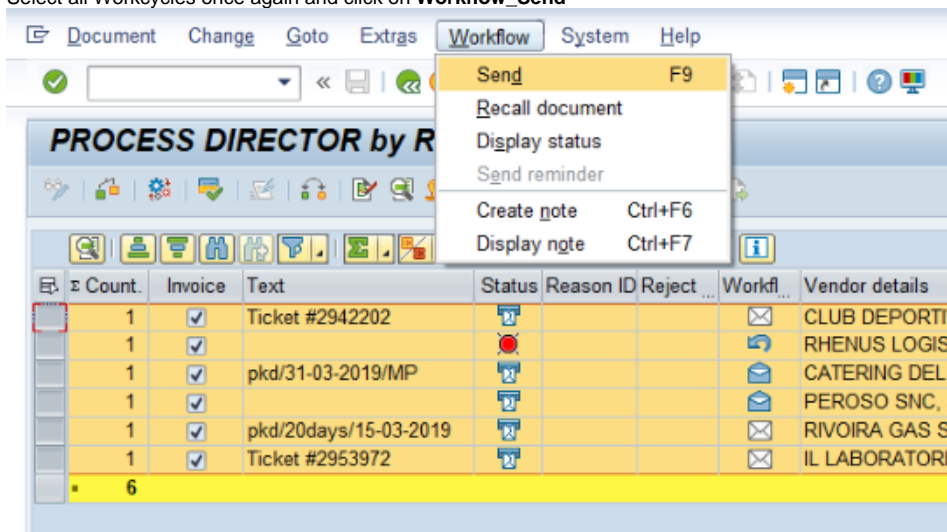
- A message will appear, click on **YES**



- **Complete Recall**



- Select all Workcycles once again and click on **Workflow_Send**



- Insert the new User ID and **Start**

- The action is completed and all Workcycles have been transferred to the new User ID.

6. Substitute management

When needed, is possible to add several substitutes inside a user profile in order to give the possibility to have the same Workcycle visible for more that the receiver of the Workcycle (this update can only be performed by the user of the user id).

To activate a User backup you need to:

- Go to the tool **READSOFT**

Click on the User profile box, click on the line with the user info and the substitute options will appear:

Worklist WP1		User profile (1)				
Full Name	User	Email address	Telephone	Department	Language	
SBS.DA-VEN	SBS.DA-VEN	SBS.DA-VEN@solvay.com	+351218319200	vendor master data	English	

You should insert the user Id / Name of the person you want to have as substitute, flag the field Unlimited if you don't want to have an end date and to active this substitute don't forget to flag the field Active:

From	to	Unlimited	User	Active
07/01/2017	12/31/9999	<input checked="" type="checkbox"/>	Jose Rodriguez	<input checked="" type="checkbox"/>
07/01/2017	12/31/9999	<input checked="" type="checkbox"/>	Luis Palotes	<input checked="" type="checkbox"/>
08/16/2017	12/31/9999	<input checked="" type="checkbox"/>	Catala Raimundo	<input checked="" type="checkbox"/>
07/01/2017	12/31/9999	<input checked="" type="checkbox"/>	Marta Almeida	<input checked="" type="checkbox"/>

Mass update

You can create user ids massively. For that you need to fill a standard file .

- First step, fill the mandatory information in the file: WC_User, Email, Language, Full name, Department (if provided), SRM User name, SAP User name, First name and Last name:

A	B	C	D	E	F	G	H	I	J	K	L
WC_USER	EMAIL	LANGUAGE	NAME	PHONE	SUBSTIT	DEPART	ZWSRM_NAME	ZWSAP_NAME	ZWNAME_FIRST	ZWNAME_LAST	ZZONE
LSKYWALKER	luke.skywalker@starwars.com	EN	Luke Skywalker			Rebellion	LSKYWALKER	LSKYWALKER	Luke	Skywalker	

Then you will need to merge the information and for that you will use the excel formula - CONCATENATE. You will copy the information retrieved and pass to a Notepad:

Excel formula: =CONCATENATE(J2,K2,L2)

Resulting text in cell M2: LSKYWALKER;luke.skywalker@starwars.com;EN;Luke Skywalker;;Rebellion;LSKYWALKER;LSKYWALKER;Luke ;Skywalker;.

Leave the first line of your Notepad in blank. Then SAVE the Note.

- Second step, go to the SAP (to the users system) and use the transaction /COCKPIT/WUM . Click in the field Import user and insert your TXT file:

WORK CYCLE User management

Identification


Workflow processor

Import user


File name: 740\Desktop\users mass.txt

Click enter and the system will show you the results of the upload.


When the user id is created it gives a green message:

Typ	Ite	Message text
	000	User DE21733 with initial password created

When the user already exists the error is marked with red:

Typ	Ite	Message text
	000	WORK CYCLE user DE54488 already exists

When the email of the user already exists the error is also marked with red:

Typ	Ite	Message text
	000	Email address Denis.Hartmann@solvay.com has already been assigned

In this case you will need to recheck the users id in the GRC portal.

WW Annual Cleaning

SBS Data Operation Team is responsible for the annual clearing of the obsolete user ids (worldwide)

Once a year it is extracted the list of PF1 and WP1 webcycle users through the **SE16_/COCKPIT/TWC_UMP**. Then the list is send to the HR team (email - sbs.HrSupport@support.solvay.com) with this information:

"In the frame of the PiP Improvement request - Inactive Users - we need to identify from the list provided, the users that are already obsolete (retirement, left the company, ...) in order to clean our database in SAP.

Could you please add the USER ID info as we have in the GUDSIS?

We need to have that information in order to align the active users with they SAP user ID in order to be possible access the tool using the single sign-on."

The HR team will provide a new list with the requested information.

With the information received the operator will search for pending webcycles from the obsolete users. As these webcycles need be transferred to other users a shared file is created to EUP Team requesting the user ids of the substitutes.

When received the data the webcycles are transferred and the obsolete users are locked.

EUP TEAM Contacts:

- EMEA - Hartmut Schwartz
- LAM - Jose Trindade
- NAM - Nicole Colson
- APAC - Evonne Teow

Useful Links

Readsoft tool:

- PF1: <https://cdn.flxml.eu/lt-2158440916c20ffe64c5762da8a5e03cfff8d3d9037557b534c4a16c3c>

- WP1: <https://cdn.fixml.eu/lt-2158440918c20ffe64c5762da8a5e03cff8d3d9037557b534c4a16c3c>

Fresdesk

- <https://sbs-support.solvay.com/helpdesk/tickets>

GRC (internet explorer)

- <http://pyjsapr3.ibm.be.solvay.com/AE/index.jsp>

Organizational Charts (internet explorer)

- <http://solia.solvay.com/irj/portal/HReS?NavigationTarget=navurl://742d7b9aa0a53f64b9edbb8bba3e1316>