

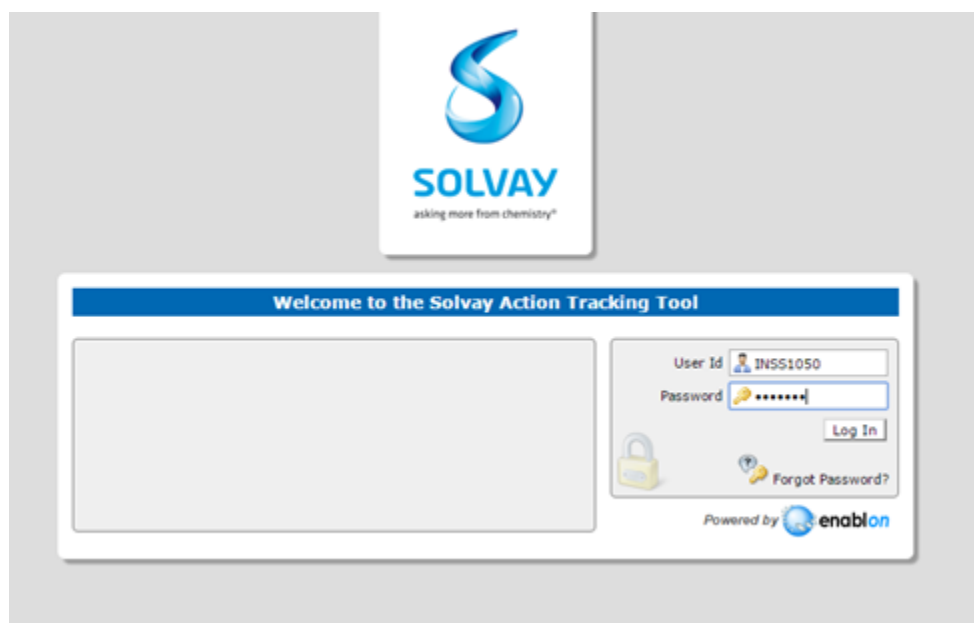
SATT Access Management

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SATT USER CREATION

SATT application is a purchasing tool.

It works **without internal connection** with SSO credential and password: **Welcome**



SATT link:

<https://www3.enablon.com/solvay-satt/>

Access creation, modification and deletion – access management is only done from our side, other than access management any high priority tickets can be transferred to **Patrick Kodl** under **IS_SD_AUTHORISATION** group.

Any help regarding SATT Application, we can add private note to Patrick for help.

SATT account creation user form:

<https://drive.google.com/file/d/0BzAddfHMryhCYkNWR2czaklLRWc/view?ths=true>

Based on the Zone of the User we can forward the ticket to the respective **Approvers to get the approval**. Once we got the approval we can create the account.

Zone and WW Purchasing KU :Mandatory approval prior to access creation / modification

KU as defined as per Jan 2017:

Solution Support team:

- Kunal Punal (WW)
- Daniel Martins (WW)
- Assen Iliev (WW)

WW:

- Sylvie Severini (WW),

Zone	Name	Type of User	GBU/Function	Program
EU	Sylvie Severini Yi Ting Kuo (back up)	Buyer/Manager	Purchasing	Procurement
	Sylvie Severini Yi Ting Kuo (back up)	Buyer/Manager	GBUs	Supply Chain
	Sylvie Severini Yi Ting Kuo (back up)	Buyer/Manager/Reader	GBUs	Procurement
NA	William Kehayes	Buyer/Manager/Reader	Purchasing and GBUs	Procurement & Supply Chain
	Jean Cornell (Back up)			
AP	Yoon-Joo Chung			
	Linda Le (Back up)			
	Agnes Woon (Back up)			
LA	Andre Pinto			
EU/AP/N A/LA	Laurence Dannet	Controller/Super User	Purchasing and GBUs	Procurement & Supply Chain
EU/AP/N A/LA	Laurence Dannet	Controller	Purchasing and GBUs	Procurement & Supply Chain

Approver format:

Data:

Ticket: 542773

User ID: SWEBER

Name (Last First): Sophie WEBER

Type of Access

Procurement (Purchasing)

Role / Permissions Groups:

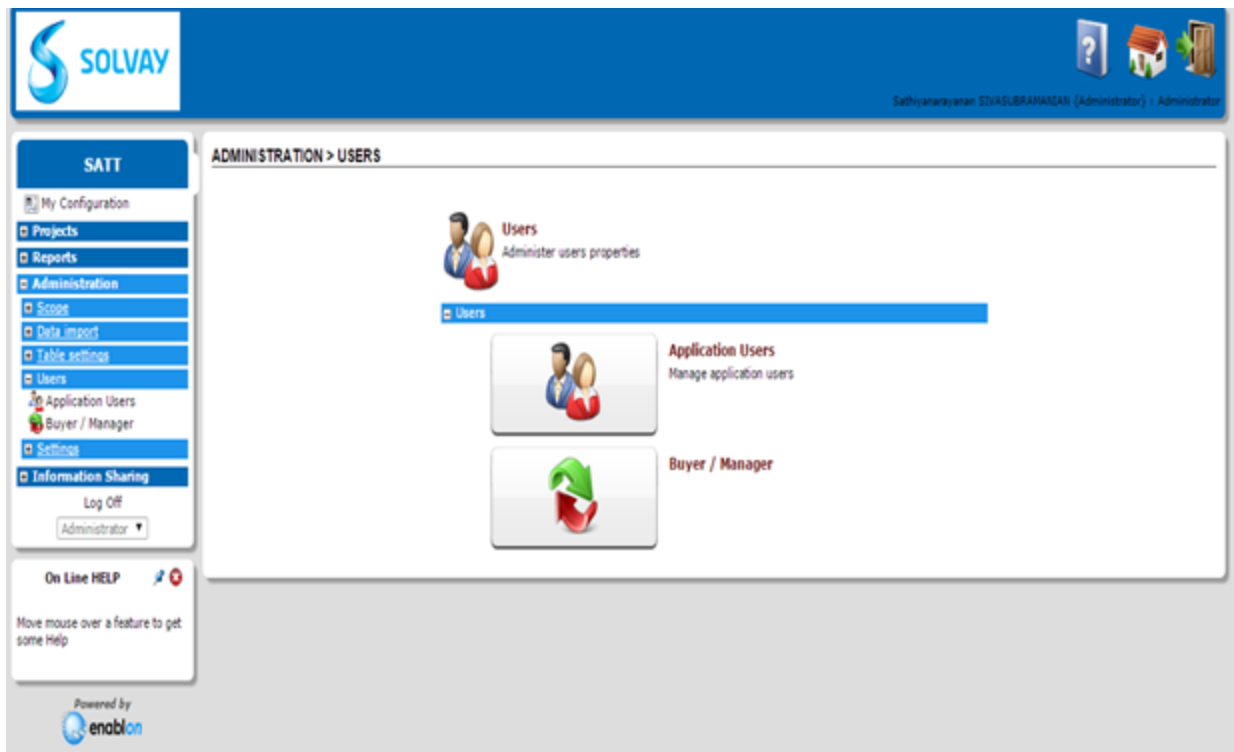
GBU_Services_and_Functions

Please note:

sophie.weber@solway.com is asking for Reader Role

Account Creation:

Before creating any account check and search whether the user already exists in SATT.



Administration tab- click on Users:

Application Users- For user creation

Buyer/Manager- For creating relationship between buyer and manager.

Search whether the user is already exists or not with user ID given in the form and click on search as shown below

SATT

My Configuration
 Projects
 Reports
 Administration
 Scope
 Data import
 Table settings
 Users
Application Users
 Buyer / Manager
 Settings
 Information Sharing

Log Off
 Administrator

On Line HELP
 Manage application users

Powered by enobion

ADMINISTRATION > USERS > APPLICATION USERS

List Search Add a new user Import Data

Advanced Search

General				Account Info		
First Name	Last Name	Is Main Role	Home Site	Account Type	User ID	Email
Starts with	Starts with					Starts with
Search	Export	Clear	Pick Result Fields			

If no account exists we can create the new SATT account for the user.

The screenshot displays a web-based user management interface. On the left is a navigation menu with categories like Reports, Administration, Scope, Data import, Table settings, Users, Application Users, Buyer / Manager, Settings, and Information Sharing. The main area is divided into several sections:

- General:** Fields for First Name, Last Name, Is Main Role (Yes/No), and Is Home Site (Yes/No).
- Account Info:** Fields for Account Type (Internal), User ID, Password, and Email.
- Scope definition:** Fields for Geographic Axis and Business Axis, each with a Group dropdown.
- Program:** Checkboxes for Procurement (checked) and Supply Chain Excellence.
- Is Supply Chain?:** A dropdown menu set to No.
- Permission Groups:** A dropdown menu set to <None>.
- Business Card:** Fields for Company/Department, Title, Work Phone No, and Mobile Phone No, plus an Other text area.
- Regional Settings:** Language dropdown (English) and Use User Regional Settings dropdown (No).
- Edition Options:** Three unchecked checkboxes: Send Email To Notify User, Generate Random Password If None Specified, and Password never expires.

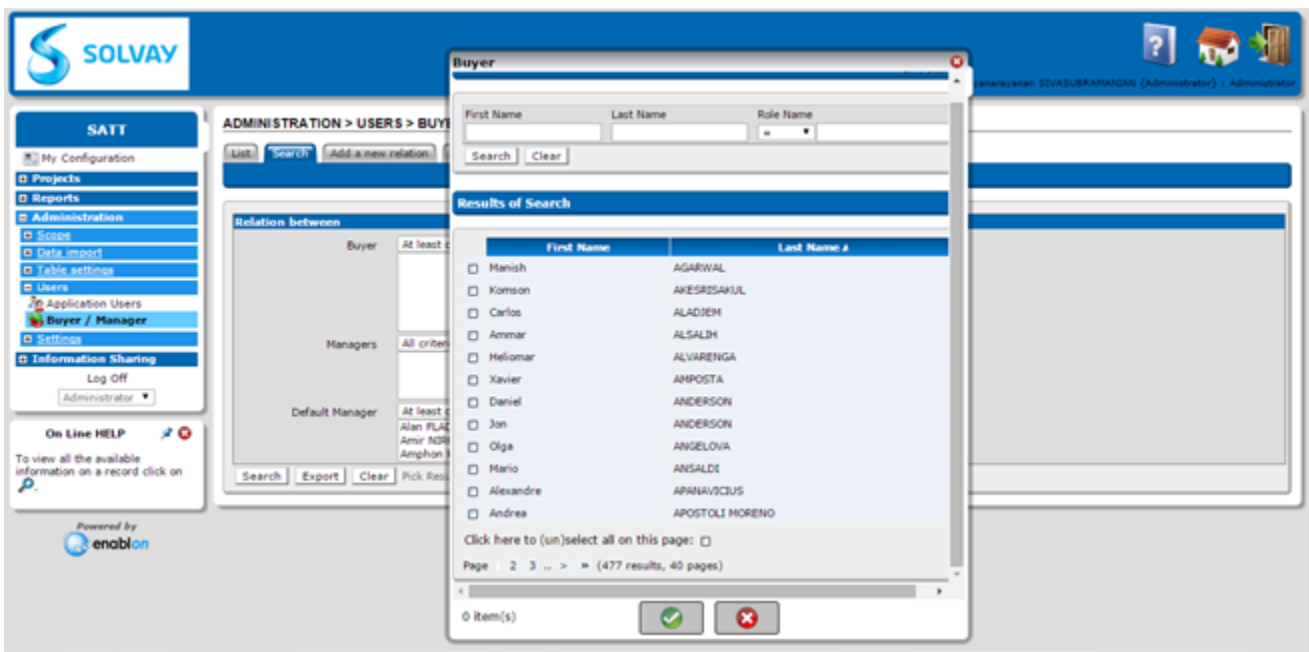
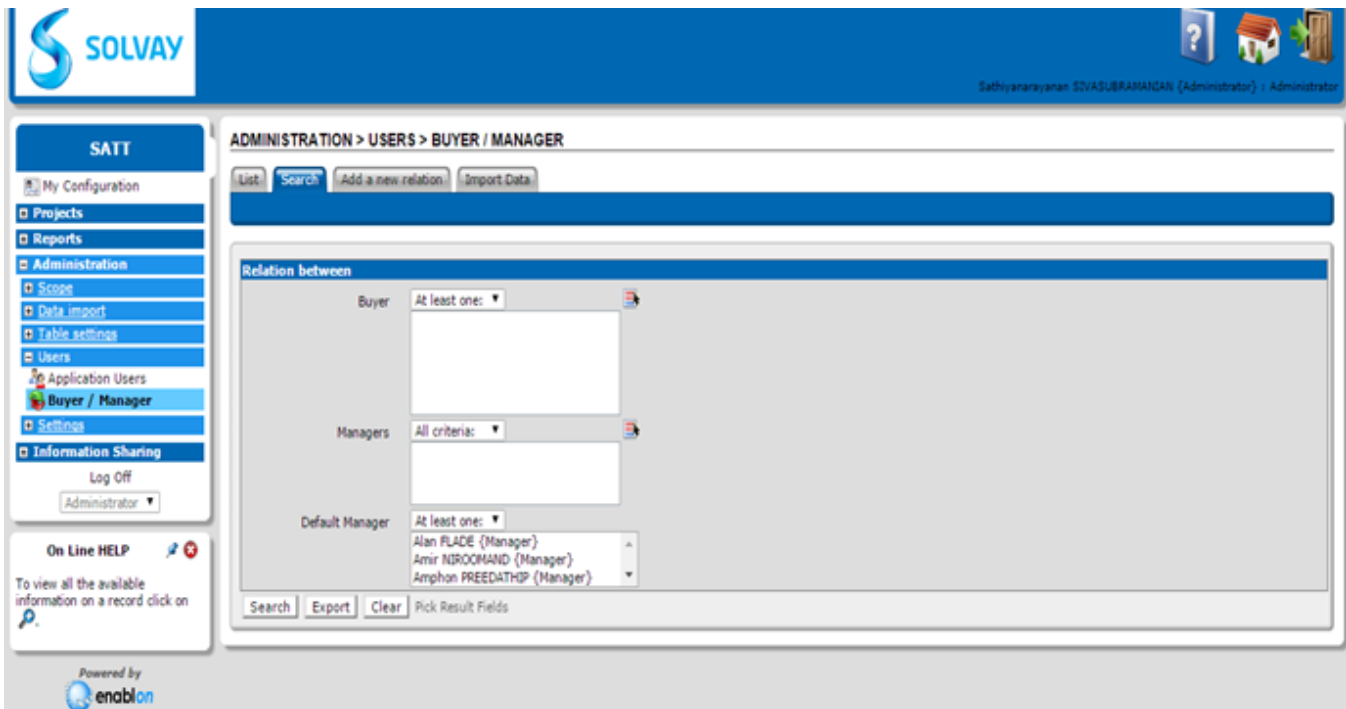
At the bottom, there is a red asterisk indicating required fields and a row of buttons: Create, Create & New, Cancel, and Save profile: [text input].

1. Fill First name, Last name, user Id, Email, password as- **Welcome**
2. By default- **Is main role is "Yes"**, if user specifies it as "No" you must first create it with "yes" then edit the account with "No" else some of the fields of the form may not be available
3. If the user mentions only Procurement you can check only that with **"Is supply chain"** as **"No"** else if user mentions both procurement and supply chain- check both **Procurement and Supply chain** with "Is supply chain" as "yes"
4. Select the **access role for SATT** carefully.(either buyer/manager/reader...)
5. Edition Option must be **unchecked** for all three options.

After creating the SATT account you can create a relationship with buyer and manager (manager name mentioned in user form)

If manager name is not present we must request the user to provide the same.

Buyer/Manager tab:



If the manager cannot be searched in the list, we can ask user to provide other alternative manager to add the relationship.

After completing the SATT account creation we must reply to the user in separate mail also update the ticket.

Mail format:

Hello,

Your personal SATT account is now available :

URL : <https://www3.enablon.com/solvay-satt/go.asp?c=1>

Login : NT user name (Bleu)

Password : Welcome (Be careful with Upper/Lower case)

Could you please confirm if your successful in your login.

Regards,

XXXX

For any Modification/ deletion we can do it respectively

The screenshot shows a user management interface. On the left is a sidebar with navigation options: Table settings, Users, Application Users, Buyer / Manager, Settings, and Information Sharing. Below the sidebar is a 'Log Off' button and an 'On Line HELP' section. The main area contains a table with columns for 'General' (First Name, Last Name, Home Site) and 'Account Info' (Account Type, User ID, Email, Business Card). The table lists various users, including Mohamed ABDELMOONEH, Manish AGARWAL, Komson AKERISAKUL, Carlos ALADIEM, Cameron ALFIER, Adriano ALMEIDA, Ammar ALSALIH, Helomar ALVARENGA, Ricardo AMARAL, Xavier AMPOSTA, Daniel ANDERSON, Jon ANDERSON, and Schlenker ANDREAS. At the bottom of the table, there are buttons for 'Edit', 'Delete', and 'Reset All Stats', along with a page indicator showing 'Page 2 3 ... > (1143 results, 58 pages)'.

SATT Test Environment:

It is similar to production environment.

If any of you got the **SATT test environment access creation** means please follow the below mentioned steps,

To access the test environment of SATT you should use link

<https://rct2.enablon.com/6.0-6/solvay-satt/>

I've just created your access there:

ID: INJR1049

Pass: Bonjour01

You create the users there in the same way as you do in a prod environment.

Attention:

The test environment looks exactly the same as the prod environment. The only difference is the color of the logo banner:

Green in test environment:



Blue in prod environment:



To facilitate you - I created your ID in test environment with "TEST" suffix after your family name - thus you can also distinguish the environment you are logged in.

