

E-Room Account Creation

E-Room Account Creation

Docollab Admin Tool:

For logging in Docollab Admin tool we need virtual machine called **VMWare**.

Once logging in VMWare, open Docollab Admin tool in internet explorer using the following link: https://wdccept21/docollab_admin_tool/

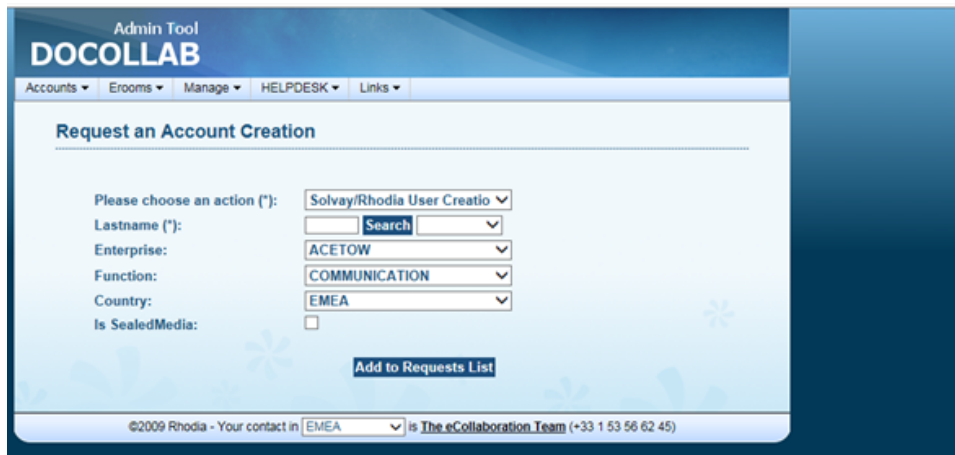
(Enter the valid credentials for logging into Docollab).

E-Room Account Creation

- Before creating any account in e-Room , we need to search for the user.

--> Check whether the particular user is present or not.

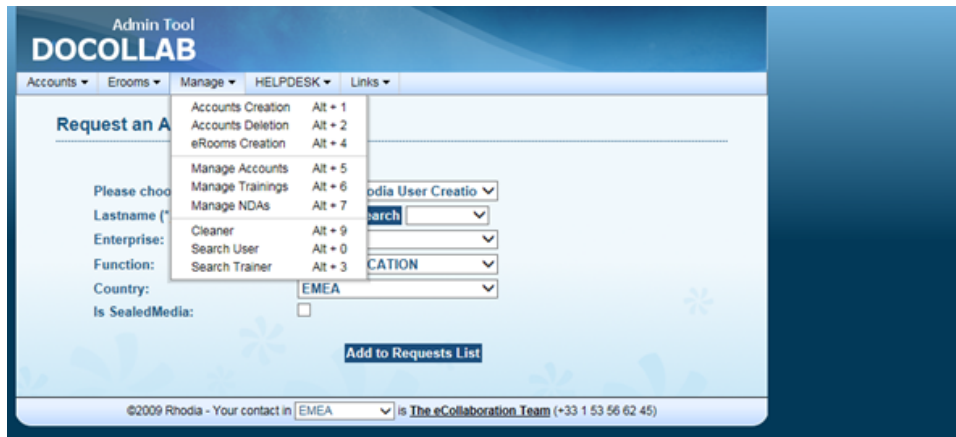
--> Go to **Manage** Tab and click on **search user** icon.



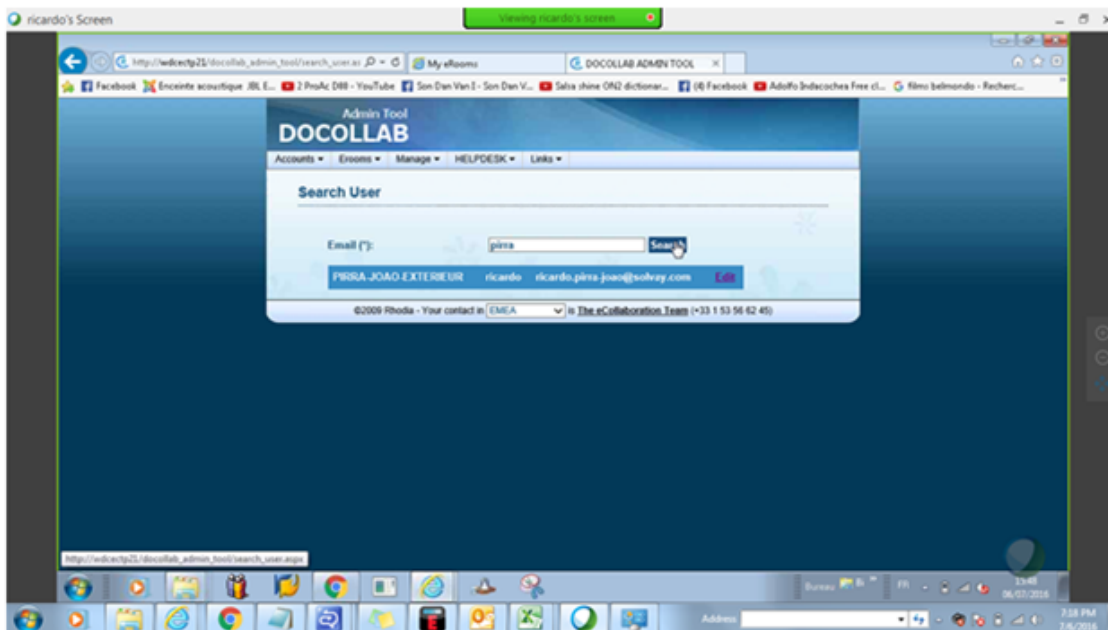
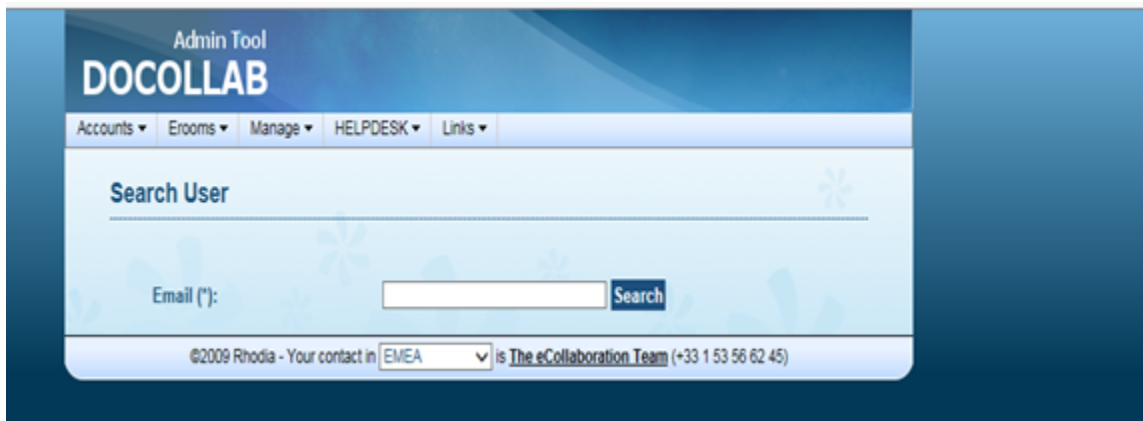
The screenshot shows the 'Request an Account Creation' form in the Docollab Admin Tool. The form is titled 'Request an Account Creation' and is located under the 'Manage' tab. It contains the following fields and options:

- Please choose an action (*):** A dropdown menu with the selected option 'Solvay/Rhodia User Creatio'.
- Lastname (*):** A text input field with a 'Search' button and a dropdown arrow.
- Enterprise:** A dropdown menu with the selected option 'ACETOW'.
- Function:** A dropdown menu with the selected option 'COMMUNICATION'.
- Country:** A dropdown menu with the selected option 'EMEA'.
- Is SealedMedia:** A checkbox that is currently unchecked.

At the bottom of the form, there is a button labeled 'Add to Requests List'. The footer of the page contains the text: '©2009 Rhodia - Your contact in [EMEA] is The eCollaboration Team (+33 1 53 56 62 45)'.



--> Search with the email ID and click on **Search** tab.



- If the user already have account in e-room, it will be listed and click on the user that we need to perform the action.

- Click on the EDIT option to undergo changes.
- If the user is not present, user needs to fill a form for creating a new account in E-room

SOLVAY

Création utilisateur Eroom User creation Eroom

Nom / Last Name

Prénom / First Name

Pays / Country

Email

Entreprise / Enterprise:

Fonction / Function:

Fig-1

In order to create a new account in E-Room

- Go to accountRequest a creation.



- Clicking on this navigates to the screenshot mentioned below.



Before creating account, check with that account creation type

- Internal User(Solvay users)
- External Users(Non Solvay Members)

Note: A user whose mail id ends with @solvay.com, for example –david.dowdell@solvay.com, will come under Solvay/Rhodia User Creation

If the user mail id ends with other than solvay.com will come under external user

As you can see in Fig-2(a), there is first tab written as '**Please choose an action**'. It's a drop down box; you can select any of the two options as mentioned above depending on mail id.

Once we check the type of the user, and if user is **Internal(Solvay User)**.

- Enter the last name of the user as provided in the form and click on the **search** option.
- After clicking on search, check whether the user listed is correct.
- In case the user listed is not correct, choose the correct user as per the form.

Note: Sometimes, while searching for the user, multiple users gets listed. In this case, make use of the **drop down list icon** to select the correct user for which we need to create an account.

Request an Account Creation

Please choose an action (*): Solvay/Rhodia User Creatio ▾

Lastname (*): chong Search

CheahLing_CHONG-EXT ▾

Login	CLCHONG2
First Name	CheahLing
Last Name	CHONG-EXT
Email	CheahLing.CHONG-EXT@solvay.com
Country	SG
State	
City	SINGAPORE
Company	SLV SP CHEM ASIA PAC
Department	NOVECARE
Title	
Created on AD	12/07/2013 15:32:09

Enterprise: ACETOW ▾

Function: COMMUNICATION ▾

Country: EMEA ▾

Is SealedMedia:

Add to Requests List

- Once We click on the user for which we need to create the account
- The other fields will get filled automatically where in we need to fill the enterprise and function for which user want the access. (This info is present in the form attached by user).

Please choose an action (*): Solvay/Rhodia User Creatio ▾

Lastname (*): anu Search Khunsadiang_Anuchit ▾

Login	TH2890802
First Name	Khunsadiang
Last Name	Anuchit
Email	Khunsadiang.Anuchit@solvay.com
Country	TH
State	
City	AMPHUR MUANG, RAYONG
Company	SOLVAY PEROXYTHAI
Department	Bicar - Shift A
Title	Shift Leader
Created on AD	5/01/2015 8:09:38

Enterprise: ACETOW ▾

Function: COMMUNICATION ▾

Country: EMEA ▾

Is SealedMedia:

Add to Requests List

- Choose the enterprise, function for which the user has requested, and choose the country to which the user belongs to.
- Then click on the **Add to Requests List**.
- After clicking on add to request list, a pop up box appears.

Note: Sometimes the requester will be the user itself or on behalf of the user anyone can request for creation

- So in requestor's email we will give mail id of who have requested for creation.
- Now, in comment box we need to prescribe a ticket no. and what the ticket issue is.
- After completing this, just click on **Send the requests list**.

Requests List

Requestor's email (*):

de Rosnay	Alice	Alice.Derosnay@solvay.com	Delete
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45247 - Creating an user

231 characters left.

Send the Requests List

- Then we need to go again to the manage tab, search user, now we will see that a particular user is present there. We need to just select that account and click on the tab to “**create selected account**”.

Admin Tool
DOCOLLAB

Accounts ▾ Erooms ▾ Manage ▾ HELPDESK ▾ Links ▾

Account Creation Requests

	Last Name	First Name	Email	Date	R	SM
<input type="checkbox"/>	DE ROSNAY	alice	alice.derosnay@solvay.com	30/09/2016 0:00:00	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Create Selected Account(s)

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- If the user is **external user**, and we need to create E-Room account.

Add Deloitte contacts to E-room

[Pedro.martins](#) reported 21 days ago (Fri, 30 Sep at 3:29 PM) via Email [Meta](#)

Hello,

For the internal audit process, we need to have Deloitte people looking to the files prepared by the sites that are currently in E-Room.

Is it possible to add this list of people to the E-room? so we can then include them in the authorized people to check the IAC library in E-room.

- De Doncker, Amout (BE - Brussels) adedoncker@DELOITTE.com
- Amory, Stéphanie (BE - Brussels) samory@DELOITTE.com
- Montedonio Santos, Cristiana (BE - Brussels) cmontedoniosantos@deloitte.com
- Grégoire, Elise (BE - Brussels) elgregoire@deloitte.com
- Boccio Castrillo, Jesus (BE - Brussels) jbocciocastrillo@deloitte.com
- Kuliková, Veronika (BE - Brussels) vkulikova@deloitte.com
- Adler, Maxime (BE - Brussels) maxadler@DELOITTE.com
- Loncke, Etienne (BE - Brussels) eloncke@deloitte.com
- Van Keerberghen, Justine (BE - Brussels) jvankeerberghen@DELOITTE.com
- Hekkers, David (BE - Brussels) dhekkers@deloitte.com

Thank you
Pedro Martins

- In the above case, the user mail Id is **adedoncker@DELOITTE.com**, where it is an external user.

- For creating account for this type of user, they need to fill creation form but along with this form they need to fill one more form i.e. NDA (only for external user)
NDA Form



UNILATERAL COMMITMENT OF CONFIDENTIALITY

THIS Commitment of Confidentiality (the "Commitment"), undertaken by [XXX], having its principal place of business at [] (hereinafter the "Recipient") towards Solvay S.A, a company duly incorporated under the laws of Belgium, having its registered office at 310 rue de Ransbeek, 1120 Brussels, Belgium, and its Affiliates (hereinafter "Solvay"), is effective as of (...) (hereinafter "the Effective Date")

Solvay and [XXX] are referred to herein collectively as the "Parties".

WHEREAS, Solvay will grant the Recipient access (the "Access") to Solvay's collaborative platforms such as, but not limited to Solvay Engage, E-rooms, Google Drive... (hereinafter "the Platforms"), for the sole purpose of allowing the Recipient to use information contained within the Platforms which is necessary or useful to support the business relationship between Solvay and the Recipient (hereinafter the "Purpose"); and

WHEREAS the Platforms, which is for the sole use of designated Solvay employees and other business entities, expressly authorized in writing by Solvay was developed by Solvay and contains and will contain Confidential Information (hereinafter defined) of Solvay ; and

WHEREAS Solvay wishes to set forth the conditions and obligations, which will govern the disclosure, use and evaluation of any information which may be disclosed by Solvay to the Recipient.

NOW, THEREFORE, the Recipient agrees as follows:

1. Definitions:

"Confidential Information" means any and all information in whatever form that can be obtained by accessing the Platforms including without limitation the Platforms' source codes layouts and



4. The Recipient may disclose Confidential Information to its employees, officers, agents, directors, consultants and Affiliates who have a need to know, provided that such employees, officers, agents, directors, consultants and affiliates (i) use the Confidential Information solely for the Purpose mentioned above, and (ii) are bound to protect the Confidential Information as required hereunder. the Recipient shall be responsible for any breach of the terms of this Commitment by itself or its respective employees, officers, agents, directors, consultants and affiliates and agrees, at its sole expense, to take all reasonable measures (including but not limited to court proceedings) to restrain its respective employees, officers, agents, directors, consultants and affiliates from prohibited or unauthorized disclosure or use of the Confidential Information. The term "affiliate" as used herein means any person or entity controlling, controlled by or under common control with the Recipient.
5. The confidentiality and non-use obligations of this Commitment shall not apply if, and to the extent that:
- Confidential Information was known to the Recipient prior to its receipt from the Platforms;
 - Confidential Information is or becomes part of the public domain other than by the fault of the Recipient;
 - Confidential Information is rightfully disclosed to the Recipient by a third party that is legally free to disclose such Confidential Information;
 - Such Confidential Information is independently developed by the Recipient without access to the Platforms' Confidential Information; or
 - Disclosure is required by a judicial order or decree of governmental law or regulation, provided that the Recipient promptly notifies Solvay of such requirement and reasonable opportunity is allowed by Solvay to file for and obtain a protective order or otherwise proceed to protect under applicable law the interests of Solvay.

14. The Recipient agrees that this Commitment is not assignable without the prior written consent of Solvay. Furthermore, this Commitment shall be binding on the Recipient and its successors and permitted assigns.
15. This Commitment shall be governed by the laws of Belgium, without regard to its choice of law provisions. The Recipient consents to the exclusive jurisdiction of the courts of Belgium.
16. If any provision of this Commitment is found to be unenforceable, the remainder shall be enforced as fully as possible and the unenforceable provisions shall be deemed modified to the limited extent required to permit its enforcement in a manner most closely representing the intention of the Parties as expressed herein, and all of the remaining terms shall nonetheless survive in full force and effect.
17. The failure of Solvay to enforce any right resulting from breach of any provision of this Commitment by the Recipient shall not be deemed a waiver of any right relating to a subsequent breach of such provision or of any right hereunder.
18. This Commitment is the entire agreement between the Parties and supersedes any and all prior or contemporaneous representations, agreements and promises, written or oral regarding the subject matter of this Commitment. Any modifications, amendments or supplements shall only be valid if made in writing, agreed by Solvay, and signed by the Recipient.
19. Unless terminated earlier as provided under paragraph 9 above, this Commitment will terminate five (5) years from the Effective Date unless renewed by the Recipient.

IN WITNESS WHEREOF, the Recipient hereto has caused this Unilateral Commitment of Confidentiality to be executed as of the date first set forth above.

[XXX]

By: _____

Name (print): _____

Title: _____

- We need to send this NDA form along with the user creation form, and ask the user to fill for it if they don't have validity or in case the user is new user.

Note:

We need to update the groups with below info

\$ SBS-IS-Appli-SD-Auth NDA

This means:-

When we receive an NDA, we need to update the NDA group because if we receive another request for the same company. we can avoid asking for the NDA form once again.

The NDA group is in GMAIL. Normally, we have access on it as we are member of it.

You need just to put as a comment that deloitte users don't need to sign the NDA for the next requests.

🔒 **\$ SBS-IS-Appli-SD-Auth NDA** Shared privately
 18 of 18 topics (12 unread) ★

This group does not have a welcome message.
[Add welcome message](#)

-  **NDA pour Feutrie Fin de validité juin 2021**
 By Kokojackeve Momokenfack - 1 post - 1 view
-  **NDA pour Daiwabo Fin de validité juin 2021 (1)**
 By Kokojackeve Momokenfack - 1 post - 1 view
-  **NDA pour PVS Fin de validité mai 2021**
 By Kokojackeve Momokenfack - 1 post - 5 views
-  **NDA pour Inovyn Fin de validité mars 2021**
 By Kokojackeve Momokenfack - 1 post - 2 views
-  **NDA pour Klopman Fin de validité février 2021**
 By Kokojackeve Momokenfack - 1 post - 1 view
-  **NDA pour Original Mada Fin de validité janvier 2021 (1)**
 By Kokojackeve Momokenfack - 1 post - 0 views
-  **NDA pour TenCate Fin de validité janvier 2021 (1)**
 By Kokojackeve Momokenfack - 1 post - 0 views
-  **NDA pour Bruck Textiles Fin de validité janvier 2020 (1)**
 By Kokojackeve Momokenfack - 1 post - 0 views
-  **NDA pour Sarena Fin de validité janvier 2020 (1)**
 By Kokojackeve Momokenfack - 1 post - 0 views

- Once we get the NDA form and user creation form, we need to create an account.

Note: The only difference b/w internal and external user creation is that in request a creation part we will choose **external user creation** instead of Solvay/rhodia users in **Please choose an action field** as given below present in the screenshot.

Admin Tool
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[Accounts](#) ▾ |
 [Erooms](#) ▾ |
 [Manage](#) ▾ |
 [HELPDESK](#) ▾ |
 [Links](#) ▾

Request an Account Creation

Please choose an action (*):	<input style="width: 100%;" type="text" value="External User Creation"/>
First Name (*):	<input style="width: 100%;" type="text" value="Jesus"/>
Last Name (*):	<input style="width: 100%;" type="text" value="Boccio Castrillo"/>
Email (*):	<input style="width: 100%;" type="text" value="jbocciocastrillo@deloitte.com"/>
Enterprise:	<input style="width: 100%;" type="text" value="FUNCTIONS"/>
Function:	<input style="width: 100%;" type="text" value="FINANCE"/>
Country:	<input style="width: 100%;" type="text" value="Belgium, Kallo"/>
Is SealedMedia:	<input type="checkbox"/>

[Add to Requests List](#)

Requests List

Requestor's email (*):

de Rosnay	Alice	Alice.Derosnay@solvay.com	Delete
-----------	-------	---------------------------	--------

45247 - Creating an user

231 characters left.

Send the Requests List

Admin Tool
DOCOLLAB

Accounts ▾ Erooms ▾ Manage ▾ HELPDESK ▾ Links ▾

Account Creation Requests

<input type="checkbox"/>	Last Name	First Name	Email	Date	R	SM
<input type="checkbox"/>	DE ROSNAY	alice	alice.derosnay@solvay.com	30/09/2016 0:00:00	<input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

Create Selected Account(s)

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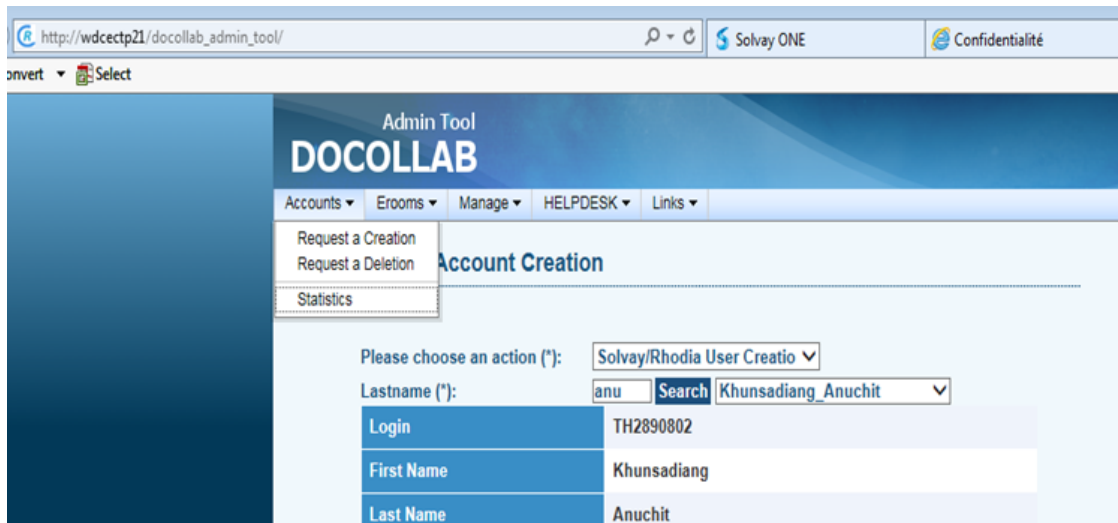
E-Room Account Deletion

For the deletion of the account we need to follow the steps below.

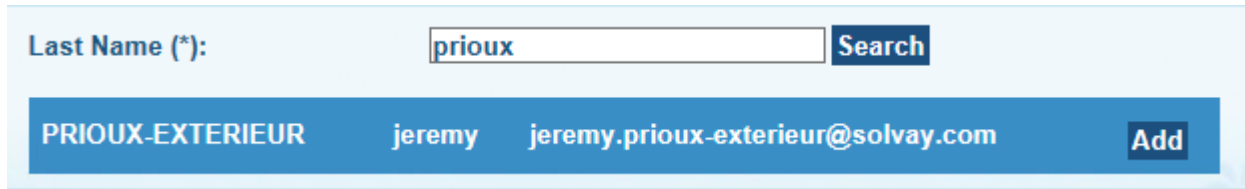
In order to delete the E-room account of any users, we need to know the Email id of the users.

Step 1: Need to find the user mail ID from the **GUDSIS** in case the user has not specified in the ticket.

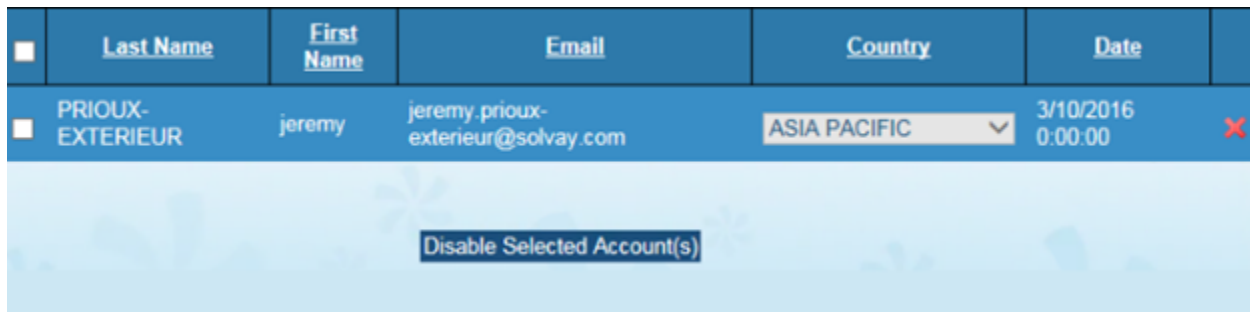
Step 2: Click on Accounts-Request a Deletion



Step:3 Enter the Email id of the user.



Step 4: Click on the **Add** tab. The user's account gets added to the disable Selected account list.



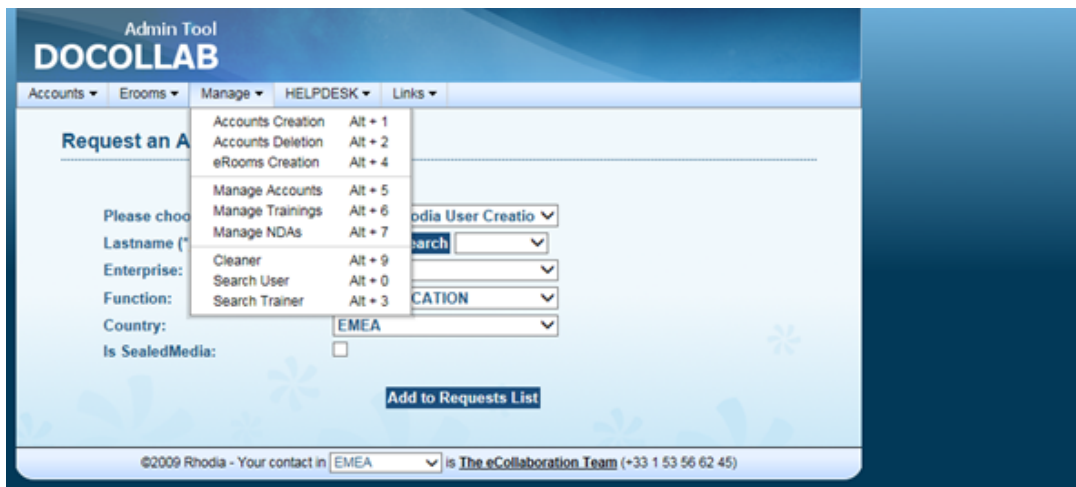
Step 5: Select the user and click on **Disable Selected Account(s)**.

E-Room Reset Password

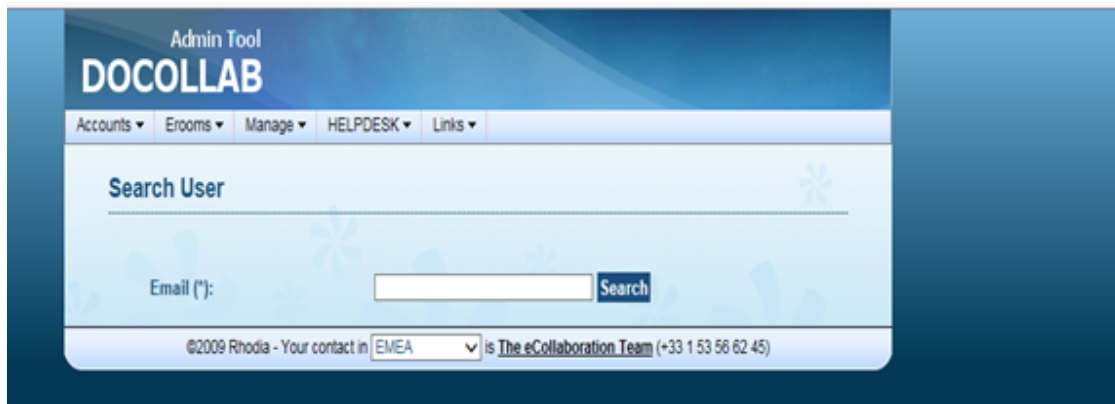
Sometimes the user's raise a new ticket like reset the Password in E-Room.

Step 1: Login to Docollab tool http://wdccept21/docollab_admin_tool

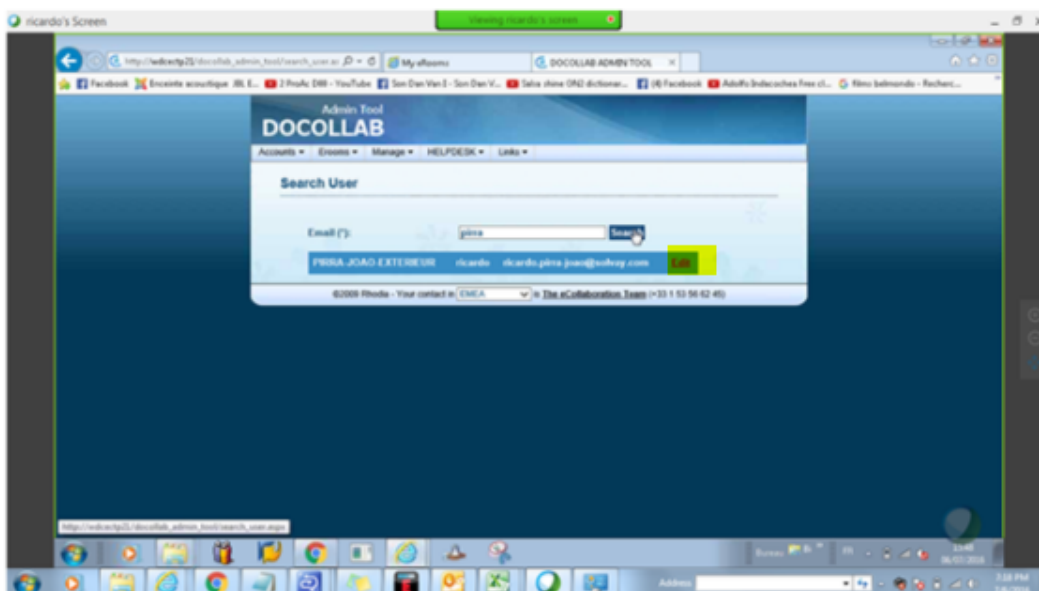
Step 2: Click on Manage tab.



Step 3: Search for user using email id.



Step 4: Click on Edit option.



Step 5: Select option Reset password

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Accounts ▾ Erooms ▾ Manage ▾ HELPDESK ▾ Links ▾

Edit User

First Name (*):

Last Name (*):

Email (*):

Login (*):

Is Active:

Is Employee:

Is Sealedmedia:

Enterprise: ▾

Function: ▾

Country: ▾

Pid:

Creation Date:

Is Locked:

[Update](#) [Reset Password](#) [Send Password](#)

[Go to Manage Users](#) [Connect to Eroom](#)

Step 6: The E-Room account of this user gets reset.

ERoom Account Extension:

If the user raises a ticket stating that he is not able to access the account then you can open the particular eRoom account of the user as per the procedure.

Go to Manage Tab - Search for the user account

Click on "Edit" and open the account.

Check "Extend Account" button is displayed at the end of the access field.

First Name (*):	<input type="text" value="Donato"/>
Last Name (*):	<input type="text" value="DAMICO"/>
Email (*):	<input type="text" value="donato.damico@solvay.com"/>
Login (*):	<input type="text" value="idamico"/>
Is Active:	<input type="checkbox"/> Reactivate
Is Employee:	<input type="checkbox"/>
Is Sealedmedia:	<input type="checkbox"/>
Enterprise:	<input type="text" value="FUNCTIONS"/>
Function:	<input type="text" value="N/A"/>
Country:	<input type="text" value="EMEA"/>
Pid:	<input type="text" value="NA"/>
Creation Date:	<input type="text" value="2/08/2013 0:00:00"/>
Expiration Date:	<input type="text" value="20/04/2017 10:51:28"/>
Is Locked:	<input type="checkbox"/>

[Update](#) [Reset Password](#) [Send Password](#)
[Go to Manage Users](#) [Connect to Eroom](#)
[Extend account](#)

If the button is enabled, Check if the user is a **Solvay User/ Not**

If yes (Solvay user) then you can directly click on "Extend Account" button which means the account gets extended for next 6 months.

If not, (other users) Check if we have the **NDA form** validity to extend the account(for referring the NDA form follow the procedure as described above).

Click on "**Send Password**" in order to share the credentials with the user.

Reply to the user in the ticket and keep in "Activities before closure" status

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- [E-ROOM - Response to users](#)