

IS User creation (Solvay User)

This article outlines on how to handle a User Creation request for Solvay IS users.

Document to refer

This is the document given by Solvay and should be referred to get any details related to the IS User management. Also has all the details related to what roles are to be given and who are the approvers.

IMP Note : Refer to this document all the time.

[IS User Document](#)

Identifying the Tickets :

There is no template which is designed for Solvay users. It will be a direct ticket either from the manager or the users themselves. There are no prior approvals required as we will be providing access in IDM and there is a approval process workflow already designed. You can ask for reference user for clear information. You can get if the ticket is a IS user or not with the help of user's department in IDM.



New SAP WP1 Account creation - Renata Gali

Created by sbs-is-appli-bigdataanaly Support



Christiane.mecca reported via the feedback widget

a month ago (Fri, 6 Aug 2021 at 7:56 PM)



Cc: ciro.rodrigues@solvay.com

=!*= Priority: 3 *!=

Dear team

Please create a new SAP account to:

Renata Gali

ID account: GALI2452

Email: renata.gali-EXTERNAL@solvay.com

SAP User as reference:

Vanessa Henriques

ID account: PT99375508

Thank you



Best Practice

The best practice is to check the user and the reference user are present in IDM or not. If the new user is present, check if the user has any Business roles . If yes, we need to check if they are the same as of the reference user.

In case any **backend privileges** are assigned for **Production and Development** system, they should be removed before adding the new roles to avoid conflict.

Identifying the User Department:

You can identify the user as an IS user or not with the help of the department of the user in IDM. It would be either IS Internal or SBS Project Line or GCC Service Line or IT Project Line or etc.

Providing access:

You can refer to the [IS User Document](#) in which you have all the details related to which Business role should be provided to which user. You can take the reference user's Business roles from IDM and can provide the same.

Please make sure that for all the Solvay users, the Business roles are designed with **SLV** name in it as you can see in the below screenshot.

IS IdM Roles available for non-CGI users		
	IdM Role	Owner
ROLE:BUSINESS:IS - SLV - Access Management	IS - SLV - Access Management	Biancamaria BECCHINO
ROLE:BUSINESS:IS - SLV - APO	IS - SLV - APO	User Mgr
ROLE:BUSINESS:IS - SLV - EHSM	IS - SLV - EHSM	Jérôme POMMET
ROLE:BUSINESS:IS - SLV - Global Contact Center	IS - SLV - Global Contact Center	User Mgr
ROLE:BUSINESS:IS - SLV - GTS	IS - SLV - GTS	User Mgr
ROLE:BUSINESS:IS - SLV - PRS	IS - SLV - PRS	User Mgr
ROLE:BUSINESS:IS - SLV - SAP System Administrator	IS - SLV - SAP System Administrator	François RUFFINONI
ROLE:BUSINESS:IS - SLV - STD ROLE	IS - SLV - STD ROLE	User Mgr
ROLE:BUSINESS:IS - SLV - Treasury & Fin Add-on	IS - SLV - Treasury & Fin Add-on	Sofia BARRIAS
ROLE:BUSINESS:PR: IS APPLICATIONS - DEVELOPER	PR: IS APPLICATIONS - DEVELOPER	Roberto CARNEVALE
ROLE:BUSINESS:NP: IS APPLICATIONS - DEVELOPER	NP: IS APPLICATIONS - DEVELOPER	Roberto CARNEVALE
ROLE:BUSINESS:PR: IS APPLICATIONS - TECHNO	PR: IS APPLICATIONS - TECHNO	Francesco DILILLO
ROLE:BUSINESS:NP: IS APPLICATIONS - TECHNO	NP: IS APPLICATIONS - TECHNO	Francesco DILILLO

No other roles can be assigned to IS users, except some exceptions already discussed and validated.

 Must Follow

For any IS user the basic **Standard role** should be provided irrespective of any department.

For any Solvay IS user the Business role **IS - SLV - STD ROLE** should always be provided which gives access to all the display access in all the SAP systems in the role. This role gives access to Solman IS Representative User access.

Also when there is a request for a new IS user to be created with the same access like a reference user, the only roles allowed are those indicated above in the exceptions list.

In addition to the mentioned Business roles in the sheet there are also few exceptions which are mentioned in the [IS User Document](#).

The exception ones, also if present, need the specific approval of the indicated owner.

For the systems not included in the above roles list (in FF scope), the reference user could be ok.

IS Accesses - Exception roles that can be assigned in production system to IS users in addition to their IdM IS STD Roles (after owner approval)

System	Role	Role Text	Approver
PI1	Z3F-HR-SPEC-SB	CICC - Special HR accesses	Sofia Barrias
PI1	ZZS_JOB_NAM_WF-BATCH_SB	Role for job scheduling for WF-BATCH - (Sensitive authorization)	Henri Ollivier
WP1	ZS_GRC_BCS_M143	BCSM143 - IND - Role for job maintenance - Batch ID WF-BATCH (Sensitive)	Henri Ollivier
WP1	ZS_GRC_BCS_M141	BCSM141 - IND - Role for job maintenance - Batch ID OPSCHEDULE (Sensitive)	Henri Ollivier
WP1	ZR_RCS_BC_S34	RBCS34 -CEN-AMTS GTS Manage GTS in R/3	Philippe HEDOIRE
WP1	ZS_9999_GTS_M005	GTSM005 -IND-COM- Manage Data Replication from ERP to GTS	Philippe HEDOIRE
WP1	ZS_GRC_BCS_M035	BCSM035 - Technical object to allow jobs mgnt for WF-BATCH ID	Henri Ollivier
WP1	ZS_GRC_BCS_M042	BCSM042 - Add on - Technical Transactions for EHSM IS Users	Franz-Wolfgang LEXA
WP1	ZS_GRC_CSD_M014	CSDM014 -IND-COM-ECOM- Create ECOMMERCE Users	Umapathi KAKKERA
PF1-020	ZZC-CATS-END_USER	CATS - End-user SBS-IT	Manager
PF1-020	ZZZ-TECH-PM-SB	TECHN. - PM functions (number ranges,...) (SENSITIVE) (RESTRICTED)	Ludovic Icard
PF1-020	ZZS_JOB_NAM_BATCHQM_SB	Role for job scheduling for BATCHQM - (Sensitive authorization)	Henri Ollivier
PF1-020	ZZS_JOB_NAM_WF-BATCH_SB	Role for job scheduling for WF-BATCH - (Sensitive authorization)	Henri Ollivier
PF1-020	ZZS-JOB-NAM-*	Role for job scheduling / Updating	Henri Ollivier
PF1-020	ZZZ-TECH-IS-EHS-SB	TECHN. - Add on - EHS IS users tcodes in PRODUCTION systems (SENSITIVE)	Franz-Wolfgang LEXA
PF1-020	ZZS-MM-REL-PRQ-SB	PUR - Release Purch Req. Docs - (CRITICAL - RESTRICTED)	Stéphane PECH
PF1-020	ZZS-WRFL-MGT-SB	Workflow Mgt	Jimmy GOH
PF1-020	ZZV-ECOM-SB-S0L	ROCS0L -SOX-COM-ECOM- Create ECOMMERCE Users	Umapathi KAKKERA
PF1-020	ZZZ-TECH-INV-DIGIT-SB	Role for Customizing Digital Invoice (Restricted)	Sofia Barrias

Add the roles for the users as per the ticket through IDM and update the managers who have to approve the requests in the ticket.

Dear Christiane.mecca,

As per the request we have provided the user access in WP1 system. The request has been raised in IDM and it is out for approvals from the manager of the user in the same. Once the request is approved in IDM, the user will have the access in WP1 system.

User : GALI2452

Approver : Christiane

@Christiane : You should be getting the link on your mail to approve or you can access the below link to approve the requests.

<https://idmprod.eu2.solvay.com:50501/webdynpro/dispatcher/sap.com/itc-icm-wd-workflow/idm#>

Find:

Expiry Status	Expiry Date	Request Date	Operation	Consignee	Assignment
	Aug 18, 2021	Aug 10, 2021	Add	Renata GALI	IS - SLV - STD ROLE

Details of Selected Approval

Assignment Information | Request Information | **Approval Information** | Approval History

General Information:
 Approval Expiry: Aug 18, 2021
 Required Approval(s): 1
 Number of Approvals Performed: 0
 Timeout Rule: Escalate to new list

Escalation Information:
 Maximum Number of Escalations: 2
 Number of Escalations Performed: 0

Approvers

Display Name
CHRISTIANE DEA PUGLIESI MECCA

Once the requests are approved by the managers in IDM as per process, the user will have access to all the required SAP access same as of the reference user. The ticket can be resolved.



Tag to add

Make sure add the tag " **IS User Mgmt** " in Freshdesk before you resolve the ticket.

This is how you create and provide a new IS user in the required SAP systems.