

User Modification in WAP system

This article is for how to work on user modification request.

Before performing any User Modification please check if the user is already existing in the system or not.

Requests:

User is already having access in WAP system and needs additional access either to a new TCode or a role or activity then the request is considered as User Modification request. The request is raised in Freshdesk by the user asking for modification with the form attached.

AM authorisation to the Fluor planning book in APO


Philipp Kunze reported 22 days ago (Thu, 14 Dec, 2017 at 2:43 PM) via Portal Meta

Dear Team,

Please give the user Steven Shen also access to the Fluor planning book in APO (WAP) system. Up to now he only have access to the RARE EARTHS SYSTEM.

Thank you.

1 Attachment

 Steven Shen ...
(27.9 KB)

Note: Before processing the request make sure the form filled by the user with all the necessary details and approvals are provided by L0 team.

Below is the form example where the necessary details are filled.



USER CREATION, MODIFICATION AND DEACTIVATION FORM
PRODUCTION SERVERS: SAP R/3 (WP1), APO, GTS

Choose the **USER REQUEST TYPE** and the mandatory fields will appear in yellow.

Move your mouse-cursor over each item to view further information on the subject.

USER REQUEST TYPE:

APPLICATION:

SHARED USER ID: YES NO

If Yes, indicate the line manager in to avoid fraud or mis:

REFERENCE USER ID FOR DUPLICATION OF ROLE:

USER INFORMATION

USER ID (your NT user code):

PIID - Employee ID:

GBU / RBS ENTITY / CORE FUNCTION:

COUNTRY / SITE:

COMPANY VALUE in SU01:

USER GROUP:

LAST NAME [FAMILY NAME]:


FIRST NAME:


E-MAIL:	<input type="text" value="marc.hoyos@solvay.com"/>
TELEPHONE:	<input type="text"/>
FUNCTION:	<input type="text" value="Account Executive"/>
DEPARTMENT:	<input type="text"/>

CONNECTION DATA	
LANGUAGE:	<input type="text" value="EN - English"/>
VALIDITY PERIOD:	From: <input type="text" value="07.12.2017"/> To: <input type="text" value="31-12-9999"/>
TIME ZONE:	<input type="text" value="Please select..."/>
DECIMAL NOTATION:	<input type="text" value="Please select..."/>
DATE FORMAT:	<input type="text" value="Please select..."/>

APO access	Add or Remove
ROLES OR TRANSACTIONS NEEDED:	<input type="text" value="/SAPAPO/SDP94 - Supply & Demand Planner"/>
	<input type="text" value="A= Add"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>

After the form we check for the approvals which are also brought by L0 team as below.



 **Rui.rocha** added a private note 22 days ago (Thu, 14 Dec, 2017 at 3:35 PM)

request approved by the APO approver

Providing access to the user:

- Once the form and approvals are verified, next step is to check whether the user is already having access to the requested access or not. It is better to ask for a reference user if in case we dont find the appropriate role to the user.
- If in case the user is already having access to the requested access we can close the ticket.
- If user doesnot have access to the additional access requested, have to find out the role for the transaction code in WAP system via SUIM transaction.
- Once found the role, then add the role through IDM (Open IDM portal Go to Identity Management tab Enter the New user ID who is to be created Add the roles and Save).

Change User - I3 - CGI

Display Name John DAVIS First Name John Last Name DAVIS Personnel Number 08002256 User ID JDAVIS

Role Assignment Logon data **Permissions** HCM data

WGP_400 and WP1_400 are linked to GRC CUP, assignments should not be made in IdM

No assignments (WP1_400):

No Assignments (WGP_400):

Wave ID:

Directly assigned backend roles

Available

Show and Find [Advanced](#)

Display Name	Privilege Type

Assigned

Find

Display Name
▪ PF7JAVA Account
▪ WQE_400.ZS JO
▪ WQE_400.ZS GR

- Once the roles are replicated in the WAP system inform the user and close the ticket.