

Documentum Access Management

1 Documentum Administrator

- Login Documentum Administrator

Connect to the following URL:

Documentum DA Production:

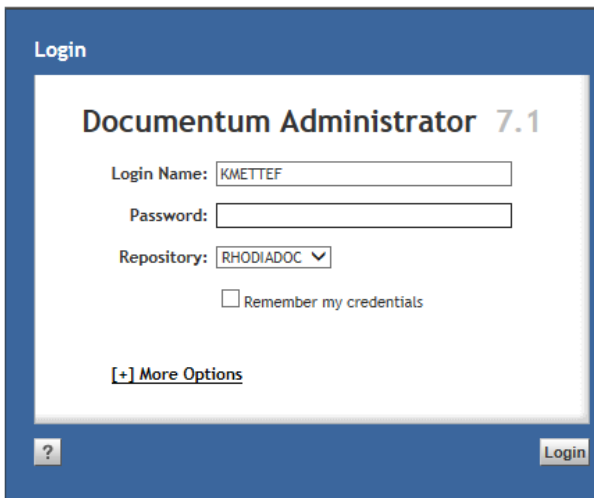
<http://wcdowp23:8280/da>

Documentum DA Pre-production:

<http://wcdowt23:8280/da>

Type your login name and password on the Documentum Administrator Login page.

Select a repository from the list box (EX: RHODIADOC)



2- User Management

Prerequisite

A ticket in Service one

- HelpDesk (application will be transferred automatically to authorization)

Ticket should have attached the form "DOCUMENTUM Form User.xls"

This form contains the following information:

-Environment, Docbase, project,

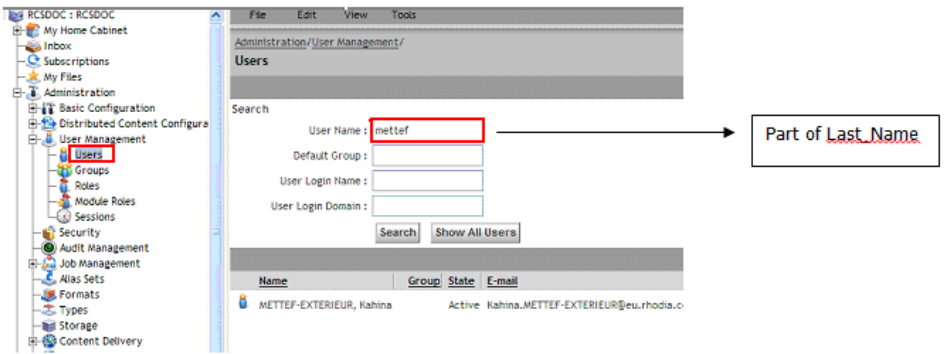
- user name, groups, Client Capability (consumer, contributor) .

Before any account creation, validate the UR by the project validator:

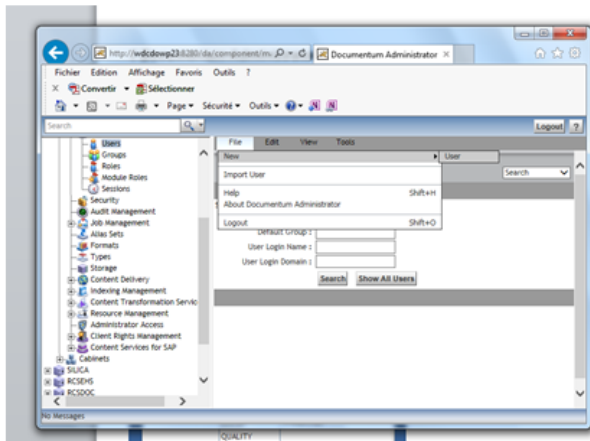
2.1 Create LDAP user account

Objective: Search for the user in LDAP repository and send for the user his login informations and add him to requested groups.

User Management → User → zone user name à seize name -> Search



If the result, show many users, select correct user from the list.
If No User is shown, create him as LDIF account.
File → New → User



If needed (depending on demand), adapt these 2 zones :

- State
- Client Capability

New User :

State: Active

*Name: Ahmad.AMMAR-EXTERIEUR

*User Login Name: AMMAR

User Login Domain: LDAP EJA

User Source: LDAP

Description:

*E-Mail Address: Ahmad.AMMAR-EXTERIEUR@solvay.com

- Send an email to the user

rem: you can find user's email in menu "user"

here enclosed a model:

METTEF-EXTERIEUR, Kahina <kahina.mettef-exterieur@solvay.com> 1 Sep (5 days ago) ☆
 to lan
 Hello!
 Your Documentum account to access RHODIADOC has been created today.
 Link: <http://ecm.solvay.com/D2>, (Right clic, open with IE)
Login: IBARTLET (please respect the capital and lower-case letters)
Password: your network password

Important:
 The only special characters admitted in your password are those listed below
 Space ! " # \$ % & ' * + , - . / : ; < = > " @ [\] ^ _ ` { | } ~

Let me know if it is working properly.

Thank you

3- Group Management

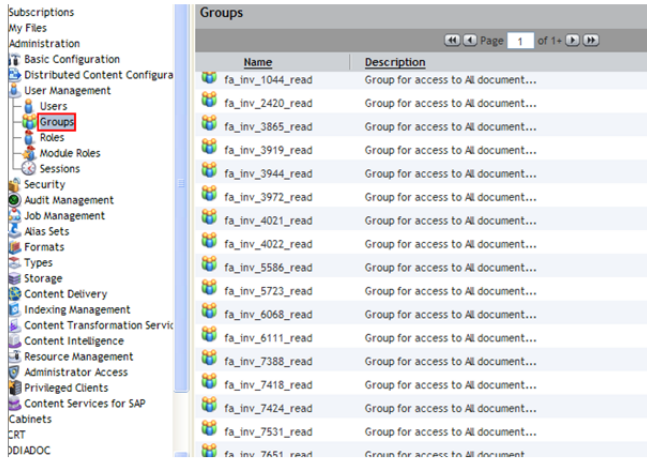
3.1 Rules

in general, 1 project contains many groups

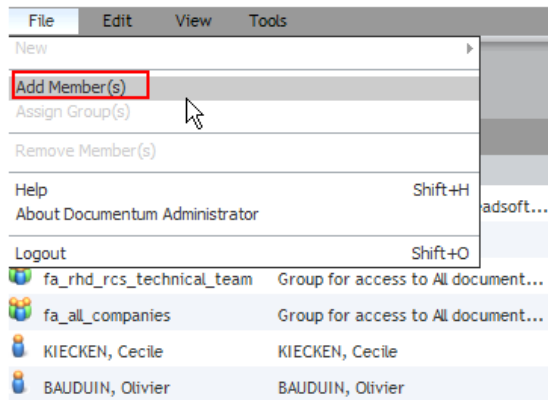
3.2 Add users to groups

Groups -> select a group -> Double click

liste of group's users is displayed.

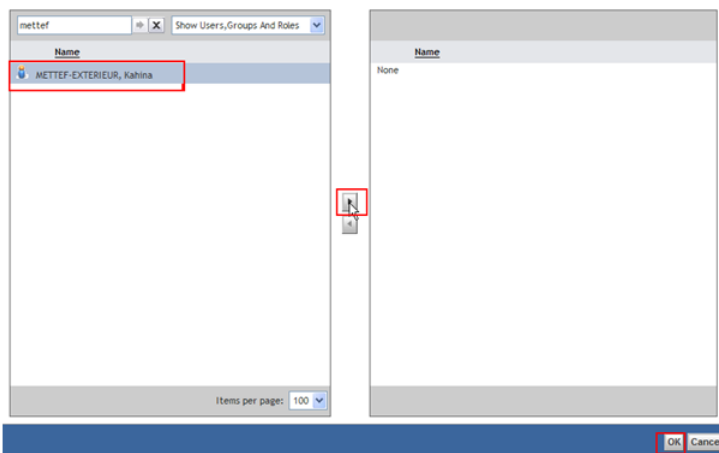


Menu File --> add member

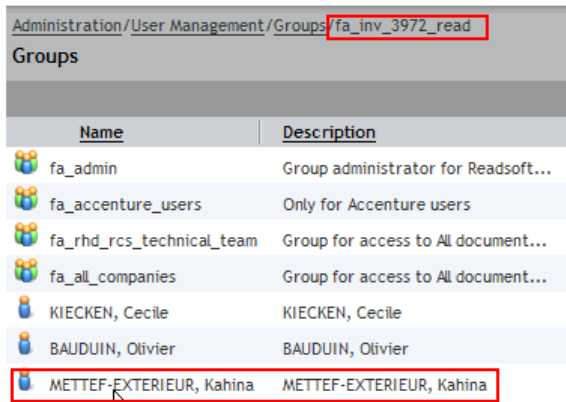


in left window , reaze user name

-> select user in displayed list -> put it in right window -> OK



we find the user in the membership of the group.



3.3 Delete users from groups

Double click on the group name and remove the user from this group.

The screenshot displays a user management interface. On the left, a tree view shows the following categories: Distributed Content Configuration, User Management (expanded), Users, Groups (highlighted with a red box), Roles, Module Roles, Sessions, Security, Audit Management, Job Management, Alias Sets, Formats, Types, and Storage. On the right, a list of groups is shown with their names and descriptions:

Group Name	Description
fa_admin	Group administrator for Readsc
fa_accenture_users	Only for Accenture users
fa_rhd_rcs_technical_team	Group for access to All documer
fa_all_companies	Group for access to All documer

A context menu is open over the list, showing the following options:

- Properties
- Assign Group Membership
- View Current User Memberships
- Reassign User
- Change Home Repository
- Remove Member(s) (highlighted by a mouse cursor and a red box)