

Documentum Access Management

1 Documentum Administrator

- Login Documentum Administrator

Connect to the following URL:

Documentum DA Production:

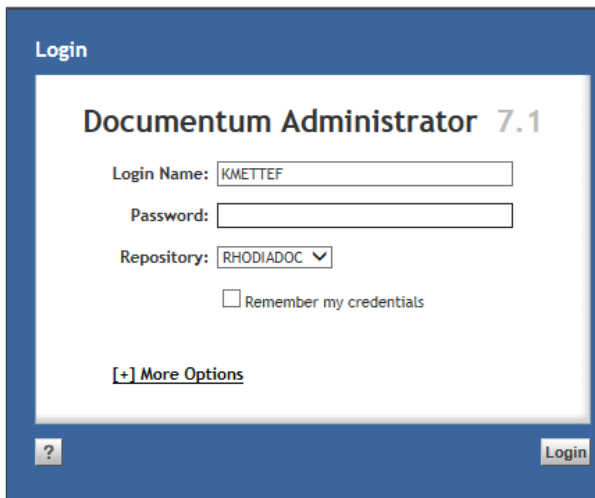
<http://wdcdowp23:8280/da>

Documentum DA Pre-production:

<http://wdcdowt23:8280/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,

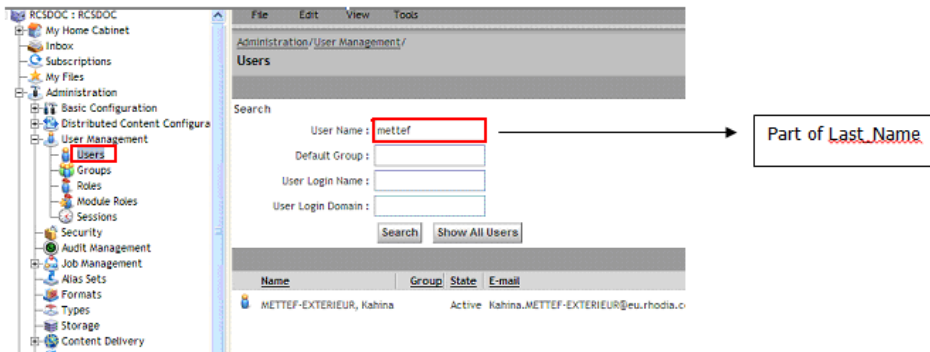
- user name, groups, Client Capability (consumer, contributor) .

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

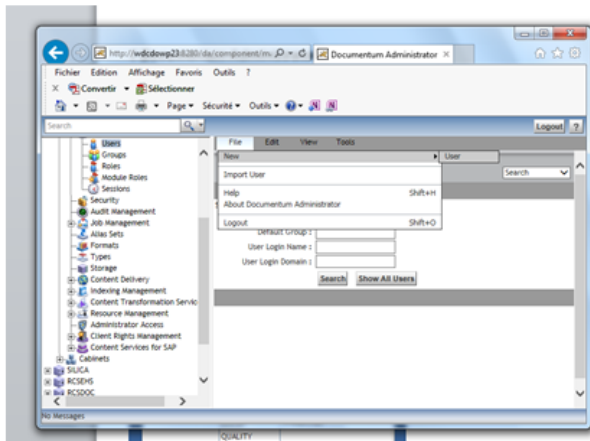
2.1 Create LDAP user account

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 Ian

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

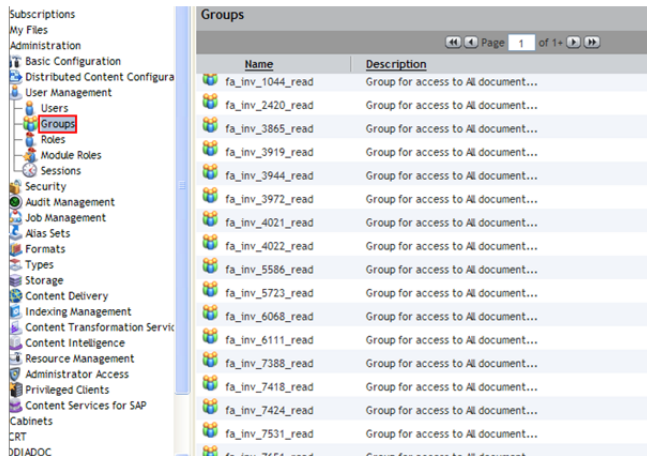
3.1 Rules

in general, 1 project contains many groups

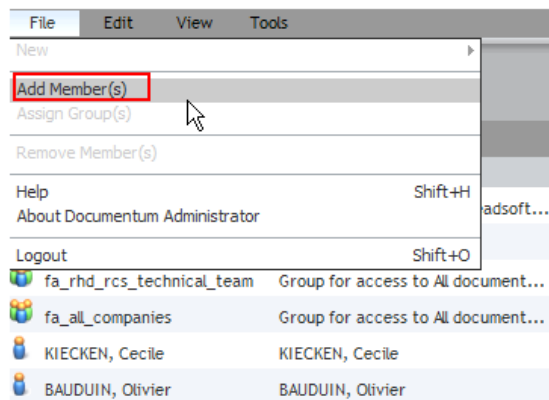
3.2 Add users to groups

Groups -> select a group -> Double click

liste of group's users is displayed.

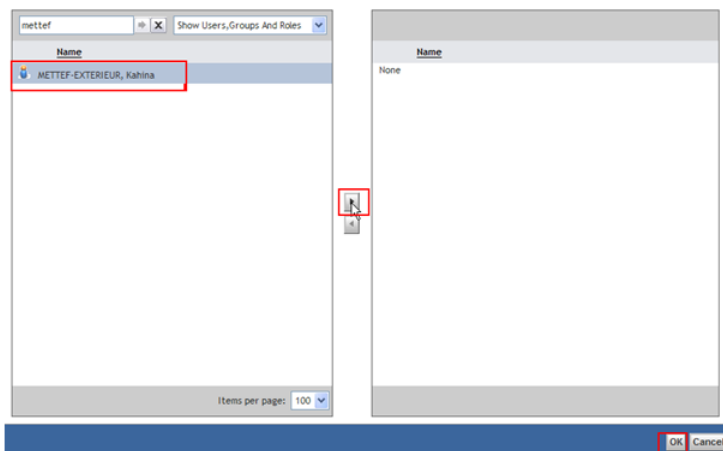


Menu File --> add member



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.

Administration / User Management / Groups / **fa_inv_3972_read**

Groups

Name	Description
fa_admin	Group administrator for Readsoft...
fa_accenture_users	Only for Accenture users
fa_rhd_rcs_technical_team	Group for access to All document...
fa_all_companies	Group for access to All document...
KIECKEN, Cecile	KIECKEN, Cecile
BAUDUIN, Olivier	BAUDUIN, Olivier
METTEF-EXTERIEUR, Kahina	METTEF-EXTERIEUR, Kahina

3.3 Delete users from groups

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

Distributed Content Configuration

User Management

Users

Groups

Roles

Module Roles

Sessions

Security

Audit Management

Job Management

Alias Sets

Formats

Types

Storage

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

Properties

Assign Group Membership

View Current User Memberships

Reassign User

Change Home Repository

Remove Member(s)

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
Properties Assign Group Membership View Current User Memberships Reassign User Change Home Repository Remove Member(s)	