

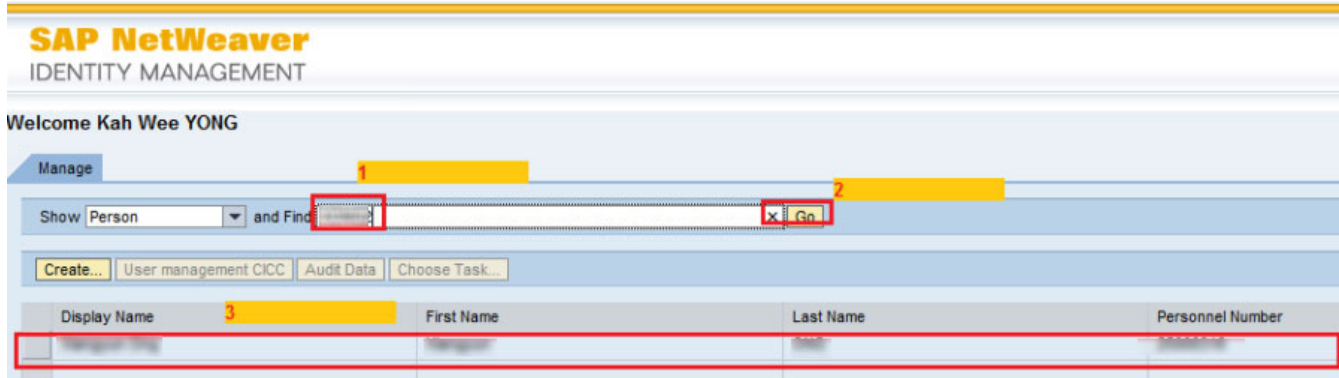
Terminating of PF1 users from Solvay Legacy

First – Go to IMD website link and login with your credentials
<http://pf7sapr3.ibm.be.solvay.com:51800/logon/logonServlet>



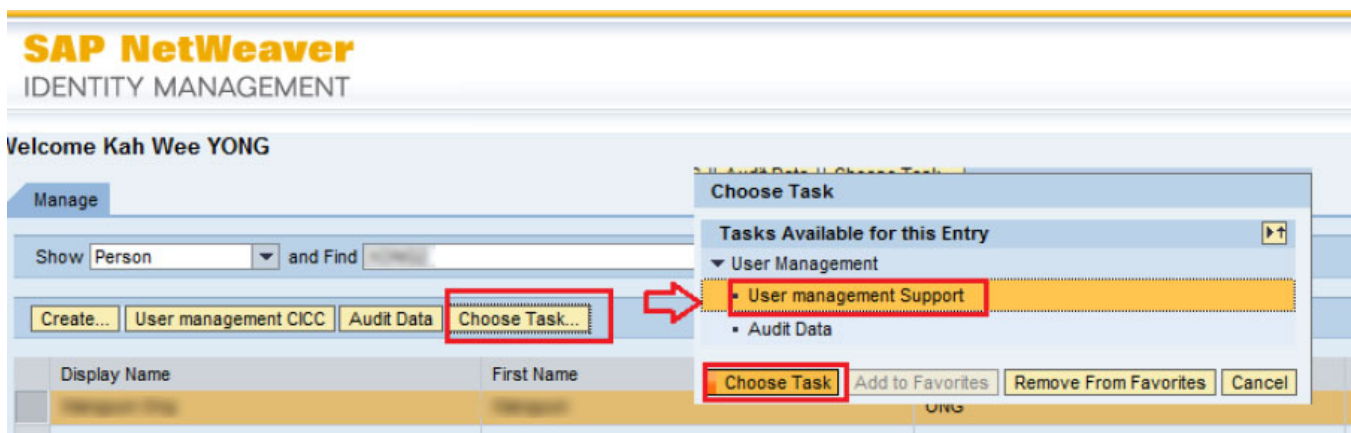
The image shows the SAP NetWeaver login page. On the left is a photograph of a man in a suit writing on a document. On the right, the text "SAP NetWeaver" is displayed in orange. Below this, there are two input fields: "User ID *" and "Password *", both highlighted with a red rectangular box. To the right of the password field is a "Log on" button. At the bottom right is the SAP logo. At the bottom center, it says "© 2008 SAP AG. All rights reserved."

Search for the user ID of the person who has left the company



The image shows the SAP NetWeaver Identity Management interface. At the top, it says "SAP NetWeaver IDENTITY MANAGEMENT". Below that, it says "Welcome Kah Wee YONG". There is a "Manage" button. Below the "Manage" button, there is a search bar with a dropdown menu set to "Person" and a "Find" button. The search bar contains a yellow box labeled "1" and the "Find" button is highlighted with a red box. To the right of the search bar is a yellow box labeled "2" and a "Go" button. Below the search bar, there are buttons: "Create...", "User management CICC", "Audit Data", and "Choose Task...". Below these buttons is a table with columns: "Display Name", "First Name", "Last Name", and "Personnel Number". The first row of the table is highlighted with a red box and contains a yellow box labeled "3" in the "Display Name" column.

Select the user name line and click choose task. In the popup box select user management support and click choose task as shown below



In the logon data tab, tick ALL those boxes in white to lock their account in respective environment (Solvay Leagacy systems). Boxes in white means the user have valid account in that environment.

Next scroll further down to the user group(blue systems) and key in ZZZ:DELETE as shown

The screenshot shows the 'User management Support' form. At the top, it says 'User management Support'. Below that, it says 'Display Name: Xiangyun Ong First Name: Xiangyun Last Name: ONG Personnel Number: 25000316 User ID: XONG2'. There are buttons: 'Save', 'Modify', and 'Refresh'. Below that, there are tabs: 'Address', 'Logon data' (highlighted with a red box), 'Permissions', and 'HCM data'. In the 'Logon data' tab, there is a 'User ID Alias' field, a 'User Type' dropdown (set to 'Dialog'), and an 'Encrypted Password' field. Below that, there is a section for 'System specific locking automatically set if last role is removed (local locking is not retrieved)'. It says 'System specific unlock automatically set if a role is assigned'. Below that, it says 'Global locked is set as soon as the global valid to date is reached'. There is a 'Locked' checkbox, which is checked. Below that, there is a list of locked/unlocked systems: 'Locked (DE2_020):', 'Locked (DE2_021):', 'Locked (DE2_040):', 'Locked (DE2_050):', 'Locked (DE2_110):', 'Locked (DQ1_020):', 'Locked (SF1_020):' (checked), 'Locked (PF1_020):' (checked), 'Locked (SF1_050):' (checked), 'Locked (PF1_050):' (checked), 'Locked (SQ1_020):' (checked), and 'Locked (PQ1_020):' (checked). To the right of this list, there is another list of locked/unlocked systems: 'Locked (SI1_020):', 'Locked (WAD_110):', 'Locked (WAD_250):', 'Locked (WAV_400):', 'Locked (WAP_400):', 'Locked (WBD_110):', 'Locked (WBQ_400):', 'Locked (WBP_400):', 'Locked (WD1_110):', 'Locked (WGD_110):', 'Locked (WGV_400):', 'Locked (WGO_260):', 'Locked (WGP_400):', 'Locked (WQ1_260):', 'Locked (WV1_400):', 'Locked (WPI_400):', 'Locked (PP2_020):', 'Locked (PQ2_020):', 'Locked (SQ2_020):', 'Locked (SP2_020):', 'Locked (DQ2_020):', and 'Locked (DP2_020):'. Below this list, there is a section for 'User Group for Authorization Check'. It says 'User Group:' and 'User group (blue system): ZZZ:DELETE' (highlighted with a red box). Below that, it says 'User group (green system): ISAAPHDA'.

Scroll down further and input the expiry date for each available environment.

System specific valid to is leading if set (automatically if last role is removed)

Valid From:

Valid Through:

Valid to (DE2_020):

Valid to (DE2_021):

Valid to (DE2_040):

Valid to (DE2_050):

Valid to (DE2_110):

Valid to (DQ1_020):

Valid to (SF1_020):

Valid to (PF1_020):

Valid to (SF1_050):

Valid to (PF1_050):

Valid to (SQ1_020):

Valid to (PQ1_020):

Valid to (S11_020):

Valid to (WAD_110):

Valid to (WAQ_250):

Valid to (WAV_400):

Valid to (WAP_400):

Valid to (WBD_110):

Valid to (WBQ_400):

Valid to (WBP_400):

Valid to (WD1_110):

Valid to (WGD_110):

Valid to (WGV_400):

Valid to (WGQ_260):

Valid to (WGP_400):

Valid to (WQ1_260):

Valid to (WV1_400):

Valid to (WP1_400):

Valid to (PP2_020):

Valid to (PQ2_020):

Valid to (SP2_020):

Valid to (SQ2_020):

Valid to (DQ2_020):

Valid to (DP2_020):

Other Data

Account Number:

Cost Center:

Once the above is done, proceed to click save to confirm. After saving, the user accounts will be locked and expired in the respective environments after IMD server is refreshed in a few minutes time.

User management Support

Display Name Xiangyun Ong First Name Xiangyun Last Name ONG Personnel Number 25000316 User ID XONG2

Save **Modify** **Refresh**

Address **Logon data** **Permissions** **HCM data**

User ID Alias:

User Type:

Encrypted Password:

System specific locking automatically set if last role is removed (local locking is not retrieved)

System specific unlock automatically set if a role is assigned

Global locked is set as soon as the global valid to date is reached

NOTE: There's no need to set the role expiry date or remove the roles, just lock the user account in their respective environment, set user group to ZZZ:DELETE and then set the expiry date will suffice.