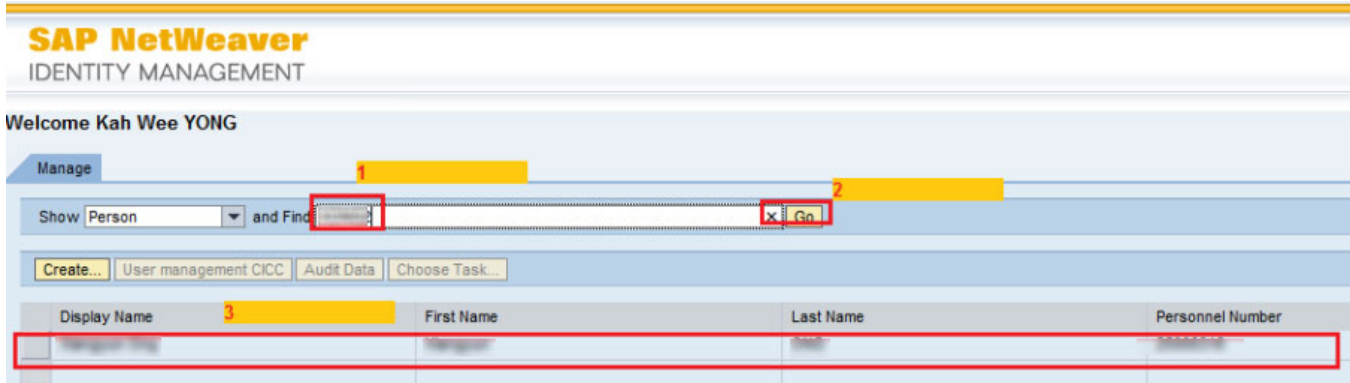


Terminating of PF1 users from Solvay Legacy

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

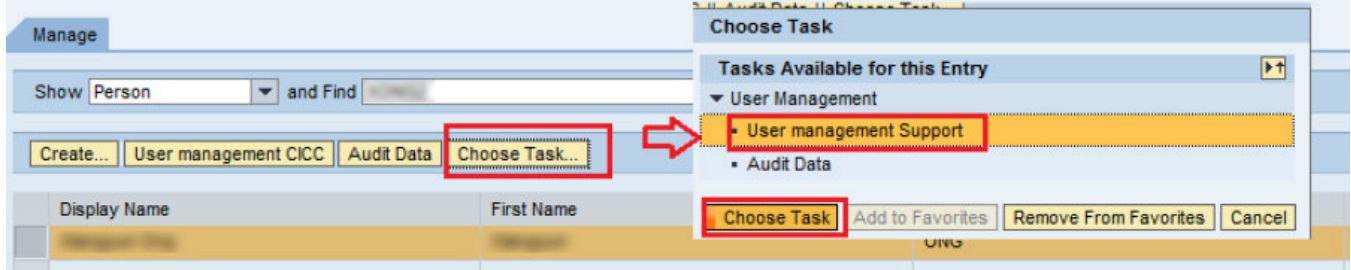


Search for the user ID of the person who has left the company



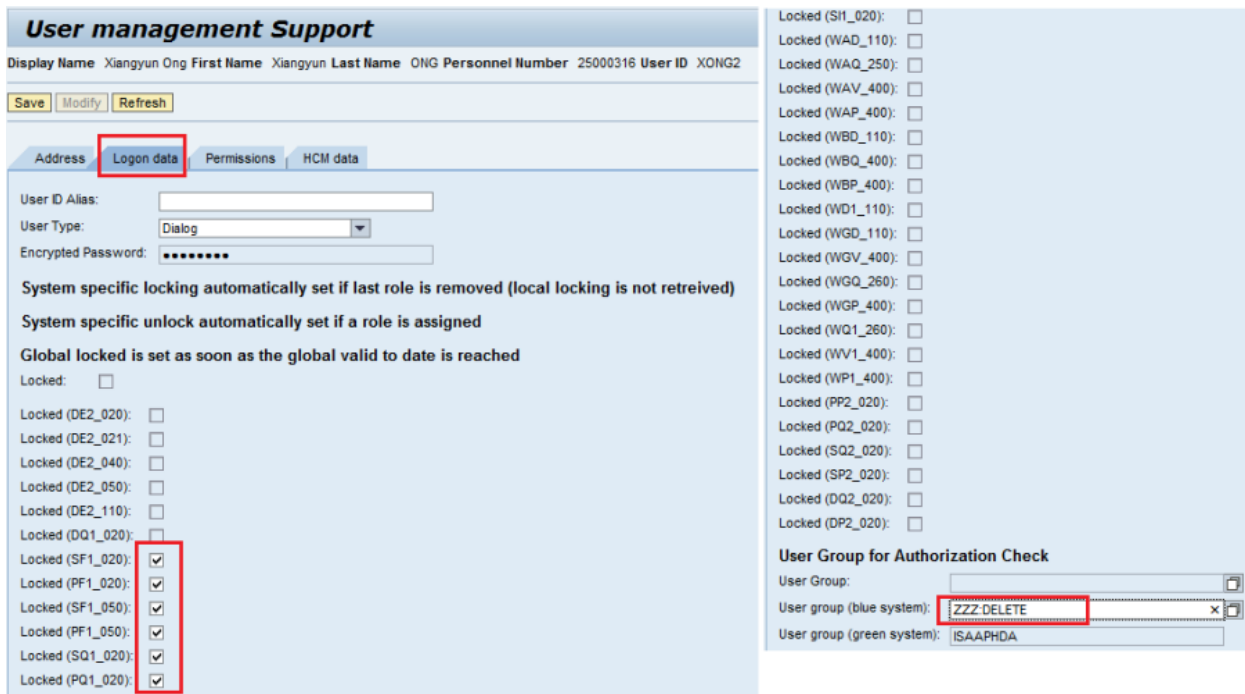
Select the user name line and click choose task. In the popup box select user management support and click choose task as shown below

Welcome Kah Wee YONG



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



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 (WBO_400):

Valid to (WBP_400):

Valid to (WD1_110):

Valid to (WGD_110):

Valid to (WGV_400):

Valid to (WGO_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.