

Aroma User creation

When we receive a request for a User Creation for TS here are the following steps:

NB1 : Reuse desactivated users in priority

NB2 : Do user creation first in DEV or TEST, then in PROD during a weekly/monthly release

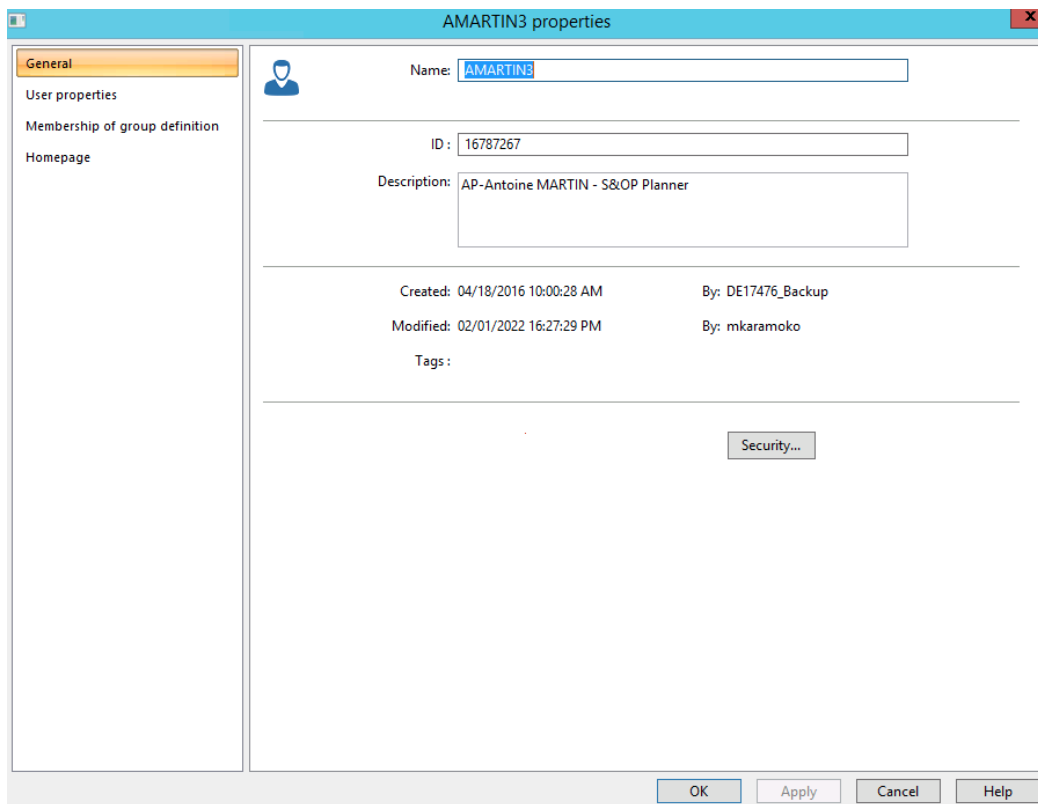
Aroma Users working as WW scope.

You only need to and affect him "AROMA WW" group:

Step1: create a new user with his ID as follows:

> The user Name : Windows ID

> The Description: <GBU> / <Role> / <Country> / <Last_name> <First_name> (refer to [DSCP - Descriptions & Roles](#) and also add the new user to this file)



The screenshot shows a Windows-style dialog box titled "AMARTIN3 properties". On the left is a sidebar with three tabs: "General" (selected), "User properties", and "Membership of group definition". The "General" tab contains a "Homepage" label. The main area of the dialog has a light blue header with a user icon and the text "Name: AMARTIN3". Below this is a text box for "ID:" containing "16787267". Underneath is a larger text box for "Description:" containing "AP-Antoine MARTIN - S&OP Planner". Further down, there are two rows of text: "Created: 04/18/2016 10:00:28 AM By: DE17476_Backup" and "Modified: 02/01/2022 16:27:29 PM By: mkaramoko". Below these is a "Tags:" label. At the bottom right of the main area is a "Security..." button. At the very bottom of the dialog are four buttons: "OK", "Apply", "Cancel", and "Help".

Step 2 : User properties as the following screen

AMARTIN3 properties

General

User properties

Membership of group definition

Homepage

User type:

☒ Global Planner
☐ Administrator
☒ Demand Planner
☒ Super user
☒ Distribution Planner
☐ Collaborator
☐ Procurement Planner
☐ Viewer
☒ Production Planner
☐ WebAccess

Account activation

☒ Account Enabled
☐ Account Disabled

User properties :

Password :

Confirm password :

External user name:

Step3 : Affect him "AROMA WW" group and "TS - USERS

AMARTIN3 properties

General

User properties

Membership of group definition

Homepage

User group's list

☐ dynasys fixgroup
☒ AROMA WW
☐ CH - BU - FLUORINE
☐ CH - Country - CHINA
☐ CH - Country - FRANCE
☐ CH - Country - GERMANY

☐ TS - S&OP Planner - US // Tony MARTINEZ
☒ TS - USERS
☐ TS - WS - GBU
☐ TS - WS - RM Manager
☐ TS - WS - S&OP Manager