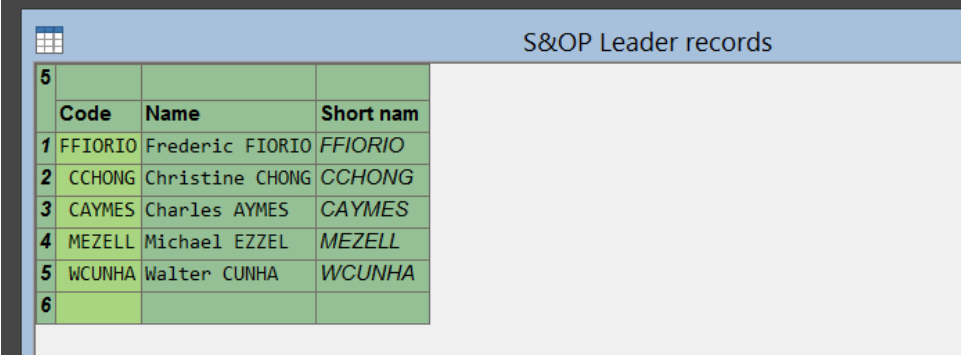
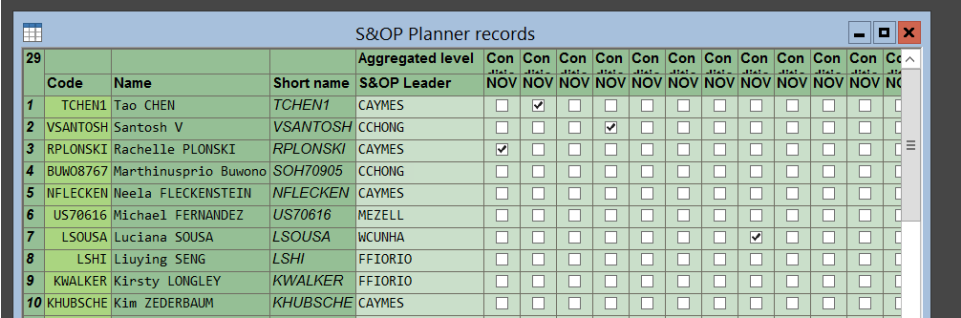


i. NOVECARE User Creation

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

NB1 : Reuse deactivated users in priority

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

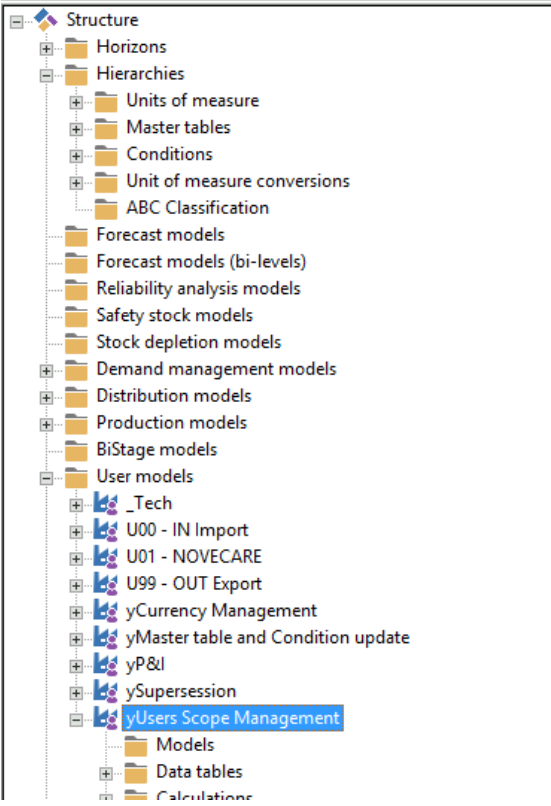
#	Actions to do
1.	<p>Create the user using the right User Type (Global Planner should be only for users that will run calculations)</p> <ul style="list-style-type: none"> • What is the scope needed for the user ? • Is this user will replace an existing user? <ul style="list-style-type: none"> ◦ Yes: Who ? Can we deactivate the old one ? When ? <p>Create the user as follows:</p> <p>> The user Name : Windows ID</p> <p>> The Description: <GBU> / <Role> / <Country> / <Last_name> <First_name> (refer to DSCP - Descriptions & Roles and also add the new user to this file)</p>
2.	<p>Create a user group for the S&OP Planner Associate the user to the right user(s) group(s)</p>
3.	<p>If the user is a S&OP Leader:</p> <ul style="list-style-type: none"> • Create a new line in the MasterTable S&OP Leader with the User ID in the code and short name column + description on the name  <p>Note: for a S&OP Leader, the user group used should be the Zone.</p>
4.	<p>If the user is a S&OP Planner:</p> <ul style="list-style-type: none"> • Create a new line in the Master Table S&OP Planner with the User ID in the code and short name column + description on the name and add the linked S&OP Leader  <ul style="list-style-type: none"> • Create a new condition "NOVECARE - S&OP - Country / User" <ul style="list-style-type: none"> ◦ Condition type : filter applied to record codes ◦ Selection mask: User ID ◦ Parent master table: S&OP Planner • Update the advanced security for the Master Table S&OP Planner

S&OP Planner properties			
Security			
Advanced security			
Table safety			
User's groups	Type of groups	Table safety	
		Visibility's condition	Modification's condition
NOV - S&OP Manager - CN / Zhu Jia	VMRDA		NOVE CARE - S&OP - CN / Jianhua Z
NOV - S&OP Manager - FR / Aurélie Wilhelm	VMRDA		NOVE CARE - S&OP - FR / Aurélie Wilhelm
NOV - S&OP Manager - FR / Felix Lessard	VMRDA		NOVE CARE - S&OP - FR / Felix LESSARD
NOV - S&OP Manager - FR / Frederic Fiorio	VMRDA		NOVE CARE - S&OP - FR / Frederic FIORIO
NOV - S&OP Manager - FR / Ghyslaine Etienne	VMRDA		NOVE CARE - S&OP - FR / Ghyslaine ETIENNE
NOV - S&OP Manager - FR / Julien GENA	VMRDA		NOVE CARE - S&OP - FR / Frederic FIORIO
NOV - S&OP Manager - FR / Liuying SEMG	VMRDA		NOVE CARE - S&OP - FR / Liuying SEMG
NOV - S&OP Manager - IN / Santosh Sathe	VMRDA		NOVE CARE - S&OP - IN / Santosh V SEMG
NOV - S&OP Manager - IN / Swapnil Sathe	VMRDA		NOVE CARE - S&OP - IN / Swapnil SATHE
NOV - S&OP Manager - MX / Alejandro Ramirez	VMRDA		NOVE CARE - S&OP - MX / Alejandro Ramirez
NOV - S&OP Manager - SG /	VMRDA		NOVE CARE - S&OP - SG / Christine

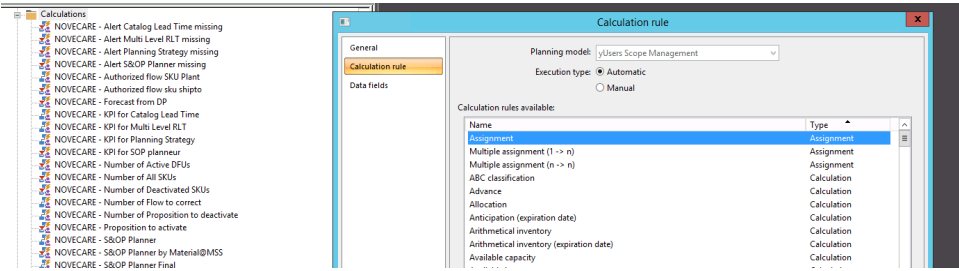
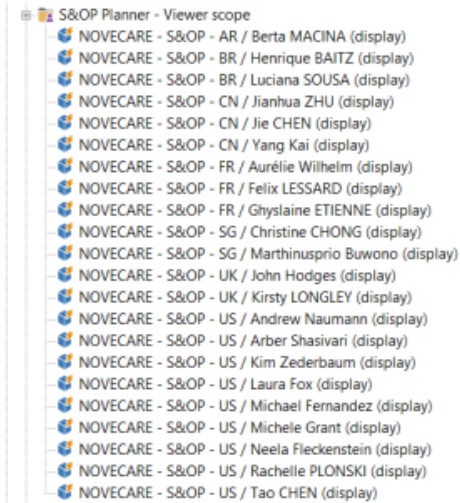
- On the material master table create a new Condition "NOVE CARE - S&OP - Country / User (display)
 - Condition type: User input value
 - Parent master table: Material

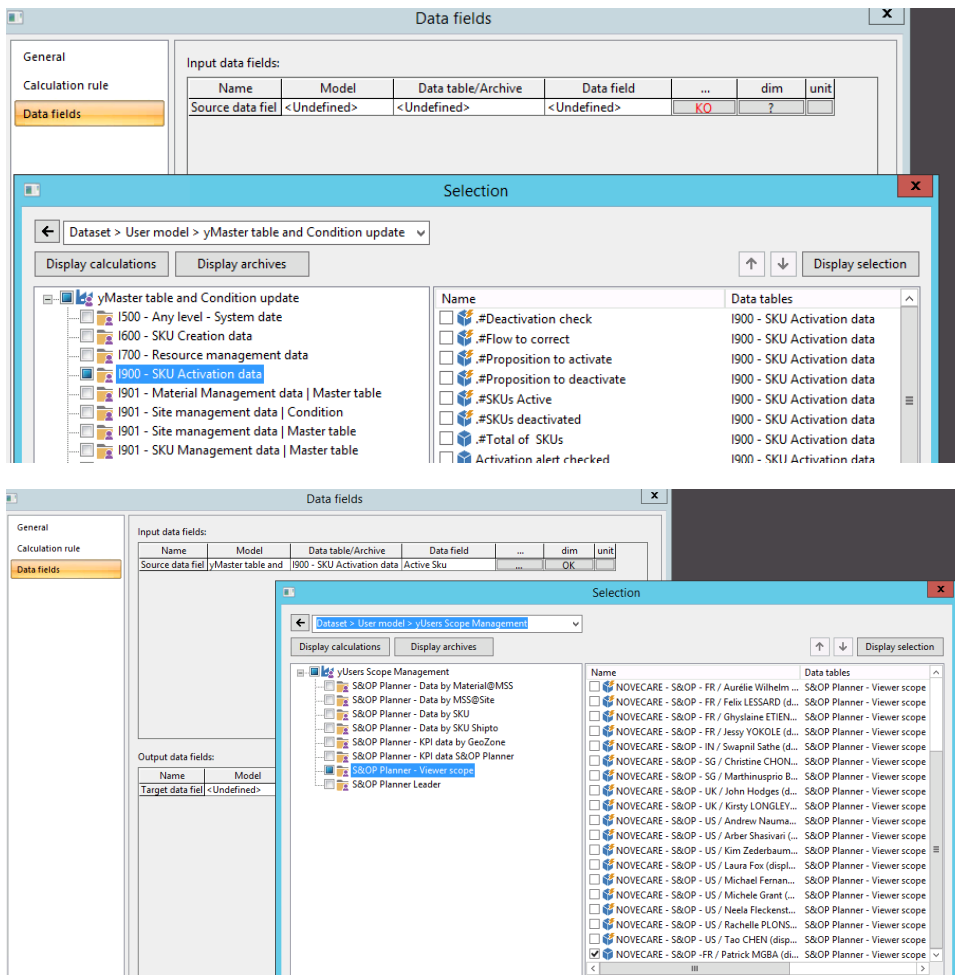
Material	
Commercial Product	
Division	
Enterprise Material Group	
Enterprise Material Sub-Group	
Family	
Item Class	
Main product plant	
Manufacturing Plant	
Packaging type	
Packaging type (1)	
Product group	
Product Hierarchies	
Product hierarchy	
Tactical Material	
Tactical Material 2	
Active Material All GBUs	
Active Material NOVE CARE	
Material allocation NOVE CARE	
Material Material with Forecast	
Material PF1	
Material Sold	
NOVE CARE - S&OP - AR / Berta Macina (display)	
NOVE CARE - S&OP - BR / Henrique Baitz (display)	
NOVE CARE - S&OP - BR / Luciana SOUSA (display)	
NOVE CARE - S&OP - CN / Jianhua ZHU (display)	

- Update the advanced security for the Master Table material@MSS
- Create the DF in order to update the condition (yUsers Scope Management > S&OP Planner - Viewer Scope);

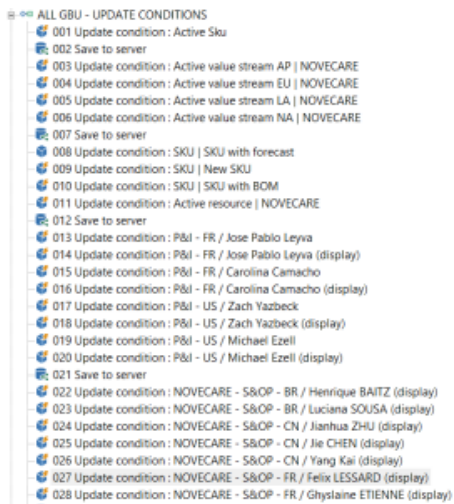


- Add the assignment calculation of Active SKUs with "SOP Planner filter" in the datafield.

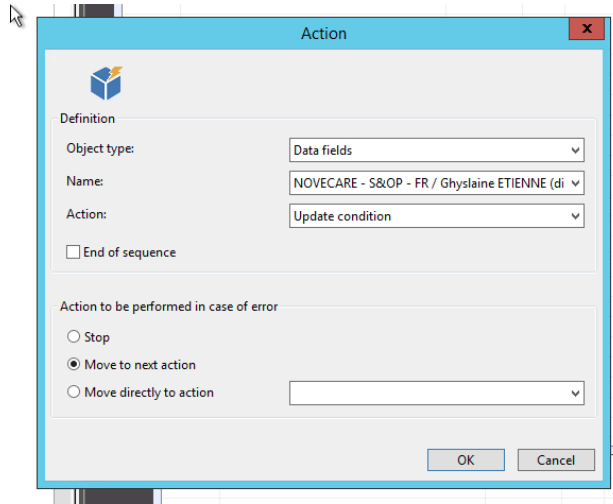




- Add the DF on the sequence "ALL GBU - UPDATE CONDITIONS"



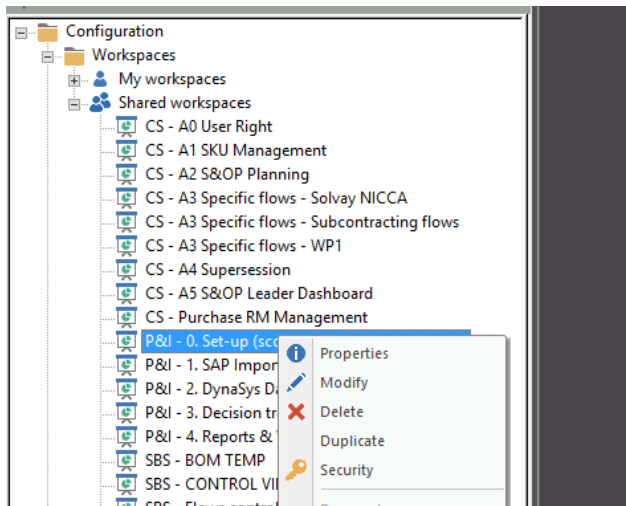
- To add the datafield on the sequence:
Right click on the datafield Add to a sequence **All Gbu - Update Conditions**
Actions **Update condition**
Action to be performed in case of error **move to next action**
Be sure to place the new action before the save to server



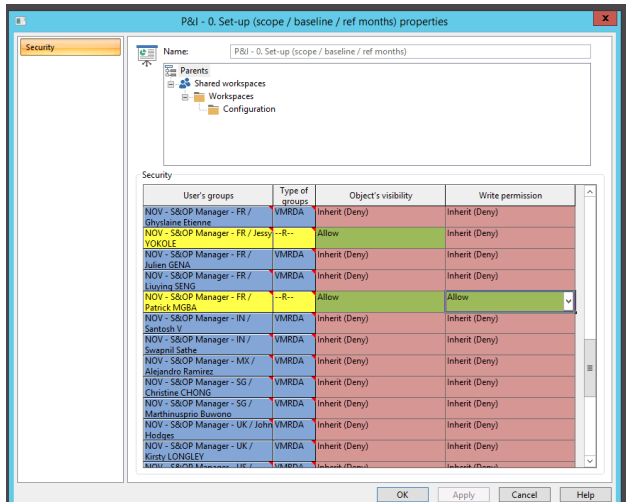
- Do a right click on the SKU master table and go to Security
- Advanced security tab
- Check that the user group linked to you use the visibility's condition and modification's condition are the ones created on the Material master table for Visibility and S&OP Planner master table for modification

User's groups	Type of groups	Table safety	
		Visibility's condition	Modification's condition
NOV - S&OP Full Scope - WW	VMRDA		
NOV - S&OP Leader - AP / Christine CHONG	VMRDA		Zone AP
NOV - S&OP Leader - EU / Frederic Fiorin	VMRDA		Zone EU
NOV - S&OP Leader - EU / Julien GE	VMRDA		Zone EU
NOV - S&OP Leader - LA / Walter CLINHA	VMRDA		Zone LA
NOV - S&OP Leader - NAM E / Charles AYMES	VMRDA		Zone NA
NOV - S&OP Leader - NAM W / Joseph BRYANT	VMRDA		Zone NA
NOV - S&OP Manager - AR / Pia Gattambide	VMRDA		NOVE CARE - S&OP - AR / Pia Gattambide
NOV - S&OP Manager - AR / Sandra Noemi	VMRDA		NOVE CARE - S&OP - AR / Pia Gattambide
NOV - S&OP Manager - BR / Henrique Baitz	VMRDA	NOVE CARE - S&OP - BR / Henrique Baitz (displau)	NOVE CARE - S&OP - BR / Henrique Baitz
NOV - S&OP Manager - BR / Luciana Sousa	VMRDA	NOVE CARE - S&OP - BR / Luciana SOLISA (displau)	NOVE CARE - S&OP - BR / Luciana SOLISA
NOV - S&OP Manager - CN / Chen J	VMRDA	NOVE CARE - S&OP - CN / Jie CHEN	NOVE CARE - S&OP - CN / Jie CHEN
NOV - S&OP Manager - CN / Yang Kai	VMRDA	NOVE CARE - S&OP - CN / Yang Kai	NOVE CARE - S&OP - CN / Yang Kai
NOV - S&OP Manager - CN / Zhu Jia	VMRDA	NOVE CARE - S&OP - CN / Jianhua Z	NOVE CARE - S&OP - CN / Jianhua Z

- Give access to P&I workspaces. Go to shared workspaces P&I - 0.Set-up(scope/baseline/ref months) click right and go to security

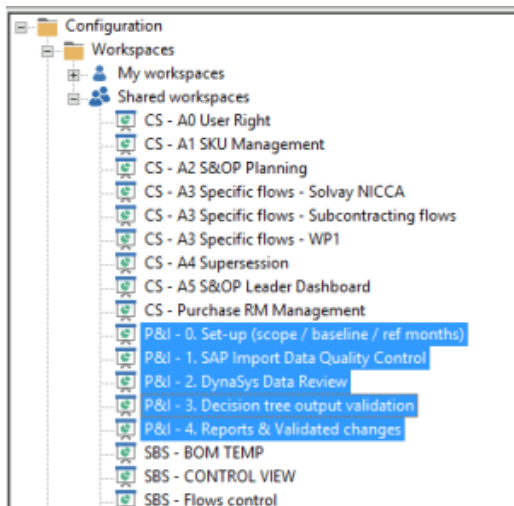


- change object's visibility and write permission to "Allow"



- click ok and save.

Do the same thing for the other P&I workspaces.



5. Go to workspace user right management, assign the plant to the S&OP Planner (if you know the plant)

6. Open the hierarchy resource;
- Do a right click on the Resources Master Table and go to Security Advanced Security and add the condition (only if the user is using PP).

Resources properties

User's groups	Type of group	Table safety	
		Visibility's condition	Modification's condition
NOV - S&OP Manager - AR / Sandra	VMR	NOVECARE - S&OP - FR / Elise	NOVECARE - S&OP - FR / Elise
NOV - S&OP Manager - BR / Luciana Raitz	VMR	Production site BRAZIL NOVECARE	Production site TABOAO NOVECARE
NOV - S&OP Manager - BR / Luciana Sousa	VMR	Production site BRAZIL NOVECARE	Production site TABOAO NOVECARE
NOV - S&OP Manager - BR / Stefan	VMR	Production site BRAZIL NOVECARE	Production site ITATIBA NOVECARE

7. If changes are needed to be applied instantly an update of hierarchies must be done.

The sequence : ALL GBU - UPDATE MASTER TABLE has to be wholly executed. It is mandatory to avoid the execution of single actions belonging to the sequence.

NOTE : It is very important to test the changes to be applied. First by modeling in TEST or DEVELOPMENT environments, once the desired changes are correctly reflected they can be applied in the PRODUCTIVE environment.

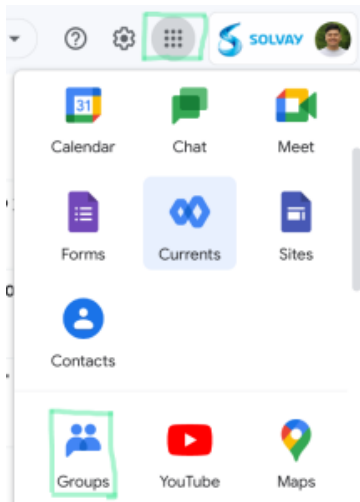
8. Add the new user to the DynaSys DiP3 user group

We use these groups in order to make announcements and to communicate. Therefore, by adding them to this group, they will receive information related to DiP3.

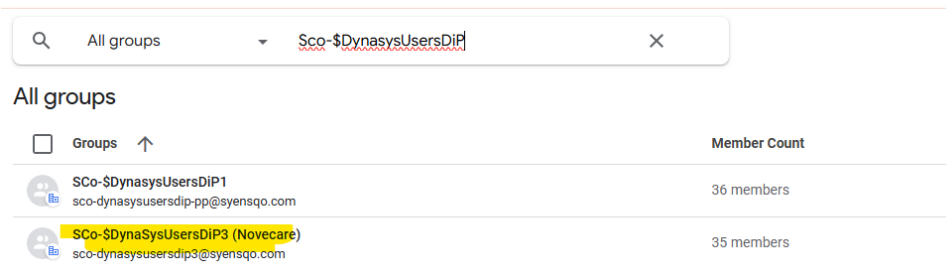
****** Since PO2 D1 this step has to be done by SCO team ******

****** Ask Gregory Dite to add (or remove member) from SCo-\$DynamicsUsersDiP3 (Novecare) ******

> Go to your Google applications and look for "Groups"



> Search the group related to DynaSys DiP3 users and click on the logo "Add members"



> Input the new user's email and write a welcome message and make sure subscription = "each email", then press "Add members", down the screen

Add members

Group members

Group managers

Group owners

Welcome message

You have been added to
SCo-\$DynaSysUsersDiP3 (Novecare)
distribution list

85 / 1,000

Subscription

Directly add members
Add members to the group directly

Cancel **Add members**

9 Email the Interface team to allow user to access to server (this step can be anticipate before DynaSys user creation)

Access to server ↗

Perrillat collomb [ECo], Nathalie <nathalie.perrillatcollomb@solway.com>
to Maggie, \$DynaSys.Interface.Team ▼

Hello Maggie,

Would you please give access to US71385 (Anne taylor) on DiP1 PROD

Thanks in advance,
Nathalie

10 Provide this information to the requester :

If you need access to the DiP-PP reporting available in BW reporting tool you need to create following tickets :

1) For BW access, create a SAP Access Request via Service One => <https://solway-dwp.onbmc.com/dwp/app/#/catalog>

2) To be informed when DiP-PP data is up to date in the DiP-PP reporting, create a ticket to be added in the distribution list => <https://solway-dwp.onbmc.com/dwp/app/#/itemprofile/659>, choosing "2. BW DynaSys Reporting: change distribution lists for BW update message"

