

iiii. User Creation Requests

Steps following a user creation request :

1. Spot the user's ID used to access his Windows/Chrome PC.

DynaSys users ID must be identical to the ID used to access his PC.

If the user does not provide his PC Solvay ID in his request, it can be displayed in BMC Helix by searching the user and checking the field : Connection ID

The screenshot shows the BMC Helix user profile for Juul Castelijn. The 'ID de connexion' field is highlighted with a red box and contains the value 'CAST0991'. The page also displays contact information, service notes, and a list of tickets.

2. Spot the user's SCOPE to be applied

Users should provide the SCOPE needed in his request. In general they ask for copying the same user rights, or the same profile as another user.

If this information is not available it must be spotted by asking the user directly.

If the user creation request is related to a replacement, the SCOPE is identical to that of the replacement.

The key information to spot is : Who is going to be replaced ? His user ID can be deactivated ? and When ?

3. Spot the GBU and the position of the user

If not available, ask the access required and the position of the user. Planner ? S&OP manager ? Production planner ? etc ?

4. For each user created you should fill in this google sheet :

5. Ask the group managers to add the new user in one of these google user groups :

ECo/SCo	Group name		Contact
SCo	SCo-\$DynasysUsersDP	DP1	Laure Pichot-Plasse +Marie Pereira
SCo	SCo-\$DynasysUsersDIP1	DIP1	Laure Pichot-Plasse
SCo	SCo-\$DynasysUsersDP2	DP2	Amanda Pullen
SCo	SCo-\$DynasysUsersDP3	DP3	Gregory Ditte
SCo	SCo-\$DynaSysUsersDIP3 (Novecare)	DIP3	Gregory Ditte
ECo	\$DynasysUsersDP4	DP4	Charlotte + Duygu
ECo	\$DynasysUsersDIP4	DIP4	Ahmadou + Duygu
ECo	\$DynasysUsersDP5	DP5	Charlotte + Duygu
ECo	\$DynasysUsersDIP5	DIP5	Ahmadou + Duygu
ECo	\$DynaSysUsersDSCP1	DSCP1	Charlotte + Ahmadou + Duygu