

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

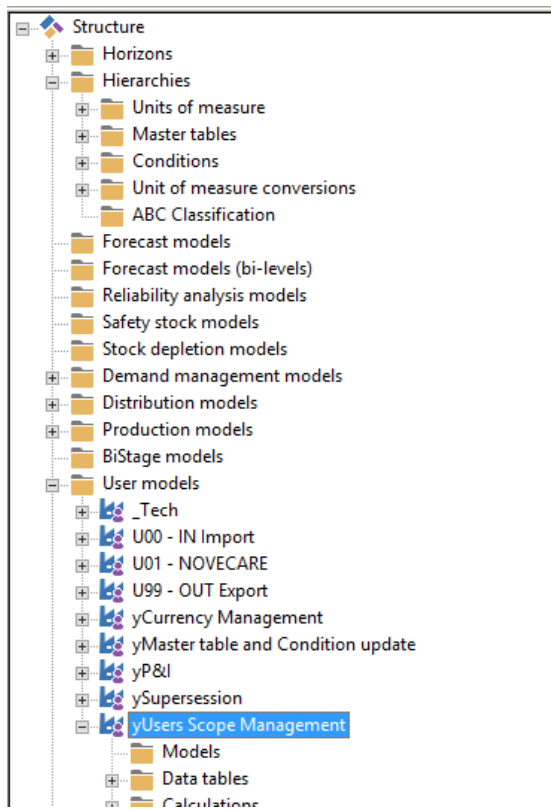
#	Actions to do																																																																																																																																																																																																																																																
1.	Create the user using the right User Type (Global Planner should be only for users that will run calculations) - What is the scope needed for the user ? - Is this user will replace an existing user? - Yes: Who ? Can we deactivate the old one ? When ? Create the user 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)																																																																																																																																																																																																																																																
2.	Create a user group for the S&OP Planner Associate the user to the right user(s) group(s)																																																																																																																																																																																																																																																
3.	If the user is a S&OP Leader: 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 S&OP Leader records <table><tr><td>5</td><td></td><td></td><td></td></tr><tr><td></td><td>Code</td><td>Name</td><td>Short nam</td></tr><tr><td>1</td><td>FFIORIO</td><td>Frederic FIORIO</td><td>FFIORIO</td></tr><tr><td>2</td><td>CCHONG</td><td>Christine CHONG</td><td>CCHONG</td></tr><tr><td>3</td><td>CAYMES</td><td>Charles AYMES</td><td>CAYMES</td></tr><tr><td>4</td><td>MEZELL</td><td>Michael EZZEL</td><td>MEZELL</td></tr><tr><td>5</td><td>WCUNHA</td><td>Walter CUNHA</td><td>WCUNHA</td></tr><tr><td>6</td><td></td><td></td><td></td></tr></table> Note: for a S&OP Leader, the user group used should be the Zone.	5					Code	Name	Short nam	1	FFIORIO	Frederic FIORIO	FFIORIO	2	CCHONG	Christine CHONG	CCHONG	3	CAYMES	Charles AYMES	CAYMES	4	MEZELL	Michael EZZEL	MEZELL	5	WCUNHA	Walter CUNHA	WCUNHA	6																																																																																																																																																																																																																			
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4.	If the user is a S&OP Planner: - 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 S&OP Planner records <table><tr><td>29</td><td></td><td></td><td></td><td>Aggregated level</td><td>Con</td><td>Con</td><td>Con</td><td>Con</td><td>Con</td><td>Con</td><td>Con</td><td>Con</td><td>Con</td><td>Con</td><td>Con</td><td>Con</td><td>Con</td><td>Con</td><td>Con</td></tr><tr><td></td><td>Code</td><td>Name</td><td>Short name</td><td>S&OP Leader</td><td>NOV</td><td>NOV</td><td>NOV</td><td>NOV</td><td>NOV</td><td>NOV</td><td>NOV</td><td>NOV</td><td>NOV</td><td>NOV</td><td>NOV</td><td>NOV</td><td>NOV</td><td>NOV</td><td>NOV</td></tr><tr><td>1</td><td>TCHEN1</td><td>Tao CHEN</td><td>TCHEN1</td><td>CAYMES</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>2</td><td>VSANTOSH</td><td>Santosh V</td><td>VSANTOSH</td><td>CCHONG</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>3</td><td>RPLONSKI</td><td>Rachelle PLONSKI</td><td>RPLONSKI</td><td>CAYMES</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>4</td><td>BUW08767</td><td>Marthinusprio Buwono</td><td>SOH70905</td><td>CCHONG</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>5</td><td>NFLECKEN</td><td>Neela FLECKENSTEIN</td><td>NFLECKEN</td><td>CAYMES</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>6</td><td>US70616</td><td>Michael FERNANDEZ</td><td>US70616</td><td>MEZELL</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>7</td><td>LSOUSA</td><td>Luciana SOUSA</td><td>LSOUSA</td><td>WCUNHA</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>8</td><td>LSHI</td><td>Liuying SENG</td><td>LSHI</td><td>FFIORIO</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>9</td><td>KWALKER</td><td>Kirsty LONGLEY</td><td>KWALKER</td><td>FFIORIO</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>10</td><td>KHUBSCHE</td><td>Kim ZEDERBAUM</td><td>KHUBSCHE</td><td>CAYMES</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> - Create a new condition "NOVECARE - S&OP - Country / User" - 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	29				Aggregated level	Con	Con	Con	Con	Con	Con	Con	Con	Con	Con	Con	Con	Con	Con	Con		Code	Name	Short name	S&OP Leader	NOV	NOV	NOV	NOV	NOV	NOV	NOV	NOV	NOV	NOV	NOV	NOV	NOV	NOV	NOV	1	TCHEN1	Tao CHEN	TCHEN1	CAYMES																2	VSANTOSH	Santosh V	VSANTOSH	CCHONG																3	RPLONSKI	Rachelle PLONSKI	RPLONSKI	CAYMES																4	BUW08767	Marthinusprio Buwono	SOH70905	CCHONG																5	NFLECKEN	Neela FLECKENSTEIN	NFLECKEN	CAYMES																6	US70616	Michael FERNANDEZ	US70616	MEZELL																7	LSOUSA	Luciana SOUSA	LSOUSA	WCUNHA																8	LSHI	Liuying SENG	LSHI	FFIORIO																9	KWALKER	Kirsty LONGLEY	KWALKER	FFIORIO																10	KHUBSCHE	Kim ZEDERBAUM	KHUBSCHE	CAYMES															
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S&OP Planner properties			
Security		Table safety	
Advanced security		Table safety	
User's groups	Type of groups	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 / Ghislaine Etienne	VMRDA		NOVE CARE - S&OP - FR / Ghislaine ETIENNE
NOV - S&OP Manager - FR / Julien GENA	VMRDA		NOVE CARE - S&OP - FR / Frederic FIORIO
NOV - S&OP Manager - FR / Liuying SENG	VMRDA		NOVE CARE - S&OP - FR / Liuying SENG
NOV - S&OP Manager - IN / Santosh Sathe	VMRDA		NOVE CARE - S&OP - IN / Santosh V SATHE
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 / Christine	VMRDA		NOVE CARE - S&OP - SG / Christine

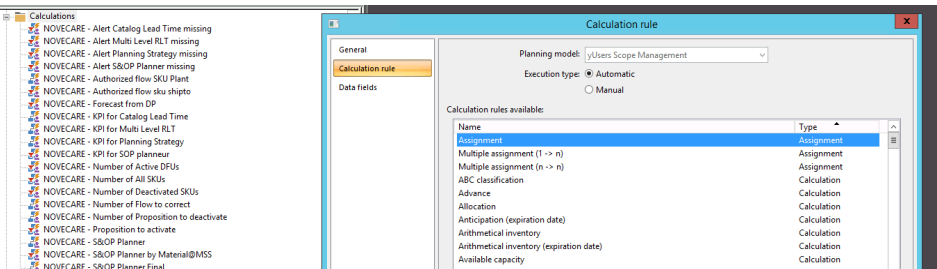
- On the material master table create a new Condition "NOVE CARE - S&OP - Country / User (display)"
 - Condition type: User input value
 - Parent master table: Material

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 Hierachies
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 Solid
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.



The image shows two screenshots of a software interface. The top screenshot displays the 'Data fields' window with the 'General' tab selected. The 'Input data fields' table is as follows:

Name	Model	Data table/Archive	Data field	...	dim	unit
Source data field	<Undefined>	<Undefined>	<Undefined>	KO	?	

The 'Selection' window is also open, showing a tree view of data tables under 'Dataset > User model > yMaster table and Condition update'. The selected table is 'I900 - SKU Activation data'. The right pane lists data tables for various SKUs, all pointing to 'I900 - SKU Activation data'.

The bottom screenshot shows the 'Data fields' window with the 'General' tab selected. The 'Input data fields' table is as follows:

Name	Model	Data table/Archive	Data field	...	dim	unit
Source data field	yMaster table and	I900 - SKU Activation data	Active Sku		OK	

The 'Output data fields' table is as follows:

Name	Model
Target data field	<Undefined>

The 'Selection' window is also open, showing a tree view of data tables under 'Dataset > User model > yUsers Scope Management'. The selected table is 'S&OP Planner - KPI data by GeoZone'. The right pane lists data tables for various users, all pointing to 'S&OP Planner - Viewer scope'.

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

```

ALL GBU - UPDATE CONDITIONS
001 Update condition : Active Sku
002 Save to server
003 Update condition : Active value stream AP | NOVE CARE
004 Update condition : Active value stream EU | NOVE CARE
005 Update condition : Active value stream LA | NOVE CARE
006 Update condition : Active value stream NA | NOVE CARE
007 Save to server
008 Update condition : SKU | SKU with forecast
009 Update condition : SKU | New SKU
010 Update condition : SKU | SKU with BOM
011 Update condition : Active resource | NOVE CARE
012 Save to server
013 Update condition : P&I - FR / Jose Pablo Leyva
014 Update condition : P&I - FR / Jose Pablo Leyva (display)
015 Update condition : P&I - FR / Carolina Camacho
016 Update condition : P&I - FR / Carolina Camacho (display)
017 Update condition : P&I - US / Zach Yazbeck
018 Update condition : P&I - US / Zach Yazbeck (display)
019 Update condition : P&I - US / Michael Ezell
020 Update condition : P&I - US / Michael Ezell (display)
021 Save to server
022 Update condition : NOVE CARE - S&OP - BR / Henrique BAITZ (display)
023 Update condition : NOVE CARE - S&OP - BR / Luciana SOUSA (display)
024 Update condition : NOVE CARE - S&OP - CN / Jianhua ZHU (display)
025 Update condition : NOVE CARE - S&OP - CN / Jie CHEN (display)
026 Update condition : NOVE CARE - S&OP - CN / Yang Kai (display)
027 Update condition : NOVE CARE - S&OP - FR / Felix LESSARD (display)
028 Update condition : NOVE CARE - S&OP - FR / Ghyslaine ETIENNE (display)

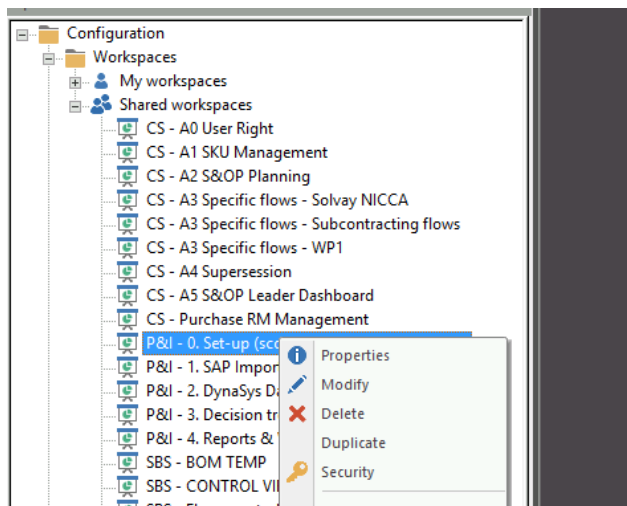
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- To add the datafield on the sequence:
Right click on the datafield Add to a sequence **All Gbu - Update Conditions**
Actions **Update condition**
Action to be performed in case of error **move to next action**
Be sure to place the new action before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

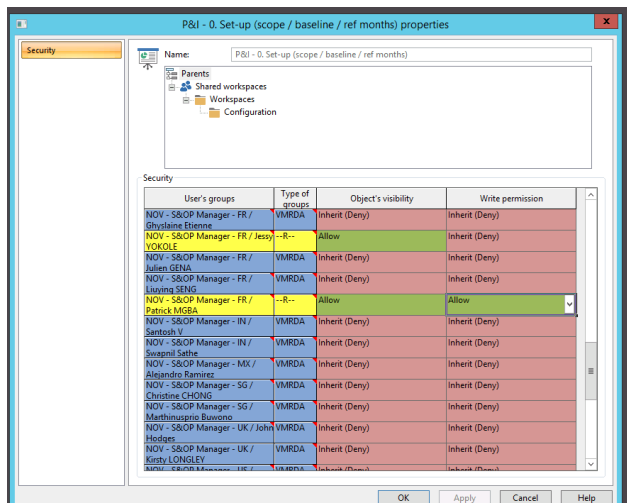
- Do a right click on the SKU master table and go to Security
- Advanced security tab
- Check that the user group linked to you use the visibility's condition and modification's condition are the ones created on the Material master table for Visibility and S&OP Planner master table for modification

User's groups	Type of groups	Table safety	
		Visibility's condition	Modification's condition
NOV - S&OP Full Scope - WW	VM-DA		
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 RRYANT	VMRDA		Zone NA
NOV - S&OP Manager - AR / Pia Gastambide	VMRDA		NOVE CARE - S&OP - AR / Pia Gastambide
NOV - S&OP Manager - AR / Sandra Noemi	VMRDA		NOVE CARE - S&OP - AR / Pia Gastambide
NOV - S&OP Manager - BR / Henrique Baitz	VMRDA	NOVE CARE - S&OP - BR / Henrique Baitz (displav)	NOVE CARE - S&OP - BR / Henrique Baitz
NOV - S&OP Manager - BR / Luciana Sousa	VMRDA	NOVE CARE - S&OP - BR / Luciana SOLISA (displav)	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

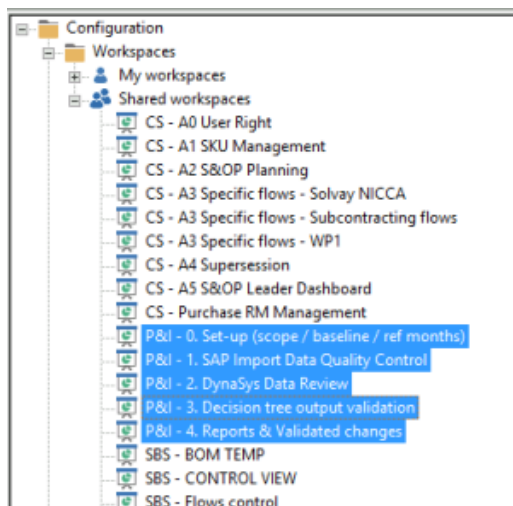


- change object's visibility and write permission to "Allow"



- 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

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

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.

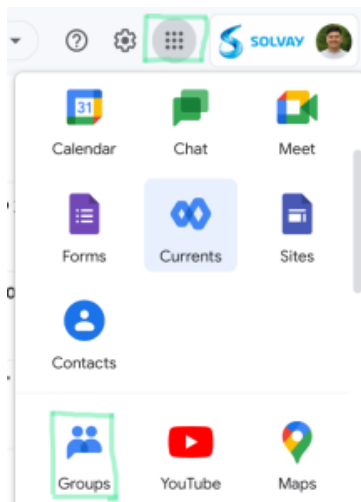
8. Add the new user to the DynaSys DiP3 user group

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.

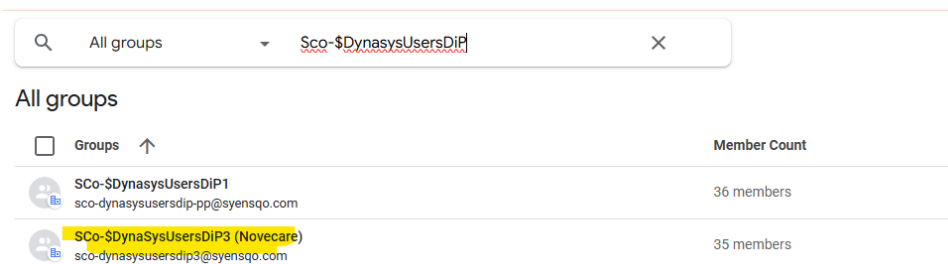
**** Since PO2 D1 this step has to be done by SCO team ****

**** Ask Gregory Ditte 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 Marie Baer X Group managers Group owners Welcome message You have been added to SCo-\$DynaSysUsersDiP3 (Novecare) distribution list 85 / 1,000 Subscription Each email ☒ 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"

