

DP - User Management

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4. TECHNOLOGY SOLUTIONS

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- Sales Employee
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- S&OP Planner
- S&OP Leader
- Global Key Account Manager (GKAM) / Regional Key Account Manager (RKAM)
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7. Composites

- Demand Planner
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- PMI Admin
- Regional Sales Manager
- Account Manager

8. Oil&Gas

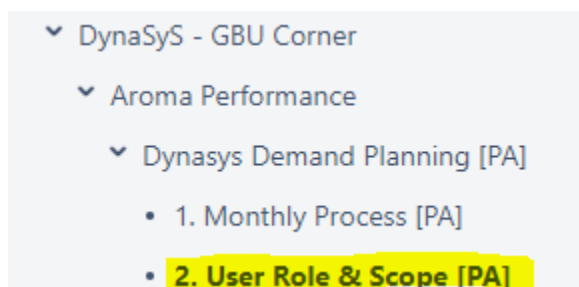
- Sales Employee
- S&OP Planner
- S&OP Leader

DynaSys users

Different users have accesses to DynaSys, below is a global overview of the main roles and action in the system :

Role	Responsibility
Sales Employee (Sales Manager / Account Manager)	Update Sales Team forecasts for its Material x Ship-To (based on its portfolio defined in SAP- Sales group/Account manager)
Sales Assistant (CSR/CSS)	Update Customer/CSR forecasts for its Material x Ship-To (based on its portfolio defined in SAP))
Global Key Account Manager	View the forecast for the global scope he is in charge of (Customer group (=Key Account), Product range...)
Demand Planner (S&OP Manager)	Key Users of the tool : Manage the DFUs life cycle, Review the statistical forecast, Validate the final forecast for its scope
Controlling (Finance)	Review the Budget/MTP

Each GBU may have different roles. More details are available in the Wiki [DynaSys GBU Corner](#) pages :



User creation in DynaSys

• User scope and role

A User will have at least one Role and one Scope :

- the Role depends on his fonction and define which workspaces, models and shortcuts he can access
- the Scope defines which DF/data he has access to

Each user will have :

- One (or many) role(s)
- One (or many) scope(s)
- One profile (viewer, global planner...)

Each role/scope will be defined through a User Group.

The steps to create a new user are :

- Create User

Note : Avoid to re-use an old user for traceability/connection dashboard except if the user was deleted for more than 1 year (Refer to the YY.MM in the user name)

- Create scope User group(s)

Note : Don't duplicate User group to avoid to duplicate the security

- Define security for the User group(s) scope
- Assign User group(s) scope to the new user
- Assign User group(s) role to the new user

Each role is linked to :

- Workspaces,
- Shortcuts,
- Calculations
- Write/Read on models

The Security is set-up in the Workspace, the Forecast/User models and the Shortcuts.

The User group to assign a role to a user are generally defined during the project phase. No new user group for a role should be defined for a new user creation.

• User roles and type of accesses per GBU

When receiving a request for an access, the first step is to collect all required information :

- User Name
- Windows ID
- GBU
- Role (refer to list below)
- Scope (refer to list below)

GBU	Database	Role	Scope	Model security	User profile	Type of access
AROMA PERFORMAN CE	DP1	Demand Planner	Zone		Global Planner	Remote
		Sales Rep.	Sales group code (WP1) Account Manager code (PF1)		Collaborator	Remote (<i>Migration to web in progress</i>)
		Global Key Account Manager	GBU Ship-To Group name/code		Viewer	Remote (<i>Migration to web in progress</i>)
COMPOSITE	DP2	Demand Planner	All		Global Planner	Remote
		Account Managers	Forecast Customers		Collaborator	Web
		PMI Users	Primary / Secondary / Other Sales Coordinators		Collaborator	Web

NOVECARE	DP3	S&OP Manager	Windows Login + set-up by Main Shipping plant / Main Production plant	U00 - Impot - IN U99 - Export - OUT x. Supersession x. Master Tables Update x. Users Scope Management y. GBU - NOVECARE z. MTP / Commercial RoadMap z. Budget	Global Planner	Remote
		Sales Manager	Sales group code (WP1) Account Manager (PF1)	U00 - Impot - IN x. Supersession x. Users Scope Management y. GBU - NOVECARE z. MTP / Commercial RoadMap z. Budget	Collaborator	Web
		Sales Assistant (CSR - Customer Service Representative)	ZI Partner code (WP1) CSS Representative code (PF1)	U00 - Impot - IN x. Supersession x. Users Scope Management y. GBU - NOVECARE z. MTP / Commercial RoadMap z. Budget	Collaborator	Web
		Global Key Account Manager	Ship-To KA name/code	U00 - Impot - IN x. Supersession x. Users Scope Management y. GBU - NOVECARE z. MTP / Commercial RoadMap z. Budget	Viewer	Web
		RMD (Regional Market Director)	Zone and BfC Market	U00 - Impot - IN x. Supersession x. Users Scope Management y. GBU - NOVECARE z. MTP / Commercial RoadMap z. Budget	Viewer	Web

		BDM (Business Development Manager)	Zone and BfC Market	U00 - Impot - IN x. Supersession x. Users Scope Management y. GBU - NOVECARE z. MTP / Commercial RoadMap z. Budget	Viewer	Web
TS	DP1	Demand Planner	Zone + BU		Global Planner	Remote
		Product Manager	Manually set-up		Collaborator	Web
		Sales Rep.	Sales group code (WP1)		Collaborator	Web
		RSD	List of Sales Rep.		Collaborator	Web
		Pricing Team	Full GBU		Collaborator	Remote

- Security user model

[Security user model DP3 \(1\).xlsx](#)

- User creation

User description naming should follow the rule below :

GBU / Role / Country code / LAST and first name

Examples :

Name	Description
ACEVEDOD	TS / SREP / CL / ACEVEDO David
ACHEN	SP / Sales Manager / CN / CHEN Arthur
ACOGNET	CH / DP / FR / VANESSE Anne
ACOGNET	CH / Viewer / FR / VANESSE Anne
ADAMSK	TS / DRP / UK / ADAMS Kate
ADAS	CH / SREP / IN / DAS Ashish
ADENG	CS / SREP / CN / DENG Weiqing (Aleen)

The email of the user should also be registered in the External user name :

User properties :

Password :

Confirm password :

External user name:

The available user types for the GBU users are :

- Global Planner for Demand /S&OP Planners
- Collaborator for Sales Manager
- Viewer for users who just need view access

Note : Do not give "Administrator" to GBU users, they would be able to get connected during the import processes

User type:

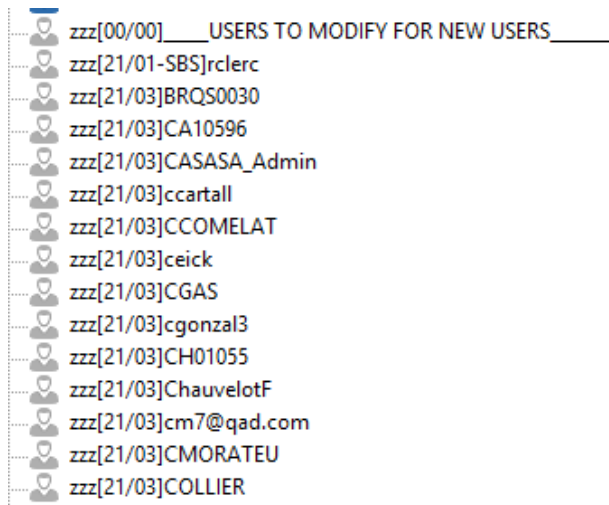
☒ Global Planner	☐ Administrator
☒ Demand Planner	☒ Super user
☒ Distribution Planner	☐ Collaborator
☐ Procurement Planner	☐ Viewer
☒ Production Planner	☐ WebAccess

Administrator and Super user are for SBS users for system maintenance

- **User deletion**

When a user is obsolete :

- Rename the user with zzz before the user name. The YY/MM does correspond to the Year/Month when the user can be re-used (=Year+1. Current Month)
- Deactivate it



Note: if the user was working on our SBS team, rename the user with zzz[YY/MM-SBS]ID.

- **User DynaSys server access**

The Server access is only required for Remote access. For Web access, no remote access is required.

If a user needs a server access, send an email to your interface team.

- **User Group mailing**

New users should also be added in the corresponding Google group :

[\\$DynasysUsersDP](#)

[\\$DynasysUsersDP2](#)

[\\$DynasysUsersDP3](#)

If users are Key Users (=Demand planners), they should be also added in the following Google group :

[\\$DynasysDP-KeyUsers](#)

[\\$DynasysDP2-KeyUsers](#)

[\\$DynasysDP3-KeyUsers](#)

Sales Manager/Sales Employee creation

This process is applicable for all GBUs except PEROX and SA&D. For PEROX and SA&D, the Sales Manager is managed at the Account Manager level.

The Sales Employee User scope needs to be set-up following different steps :

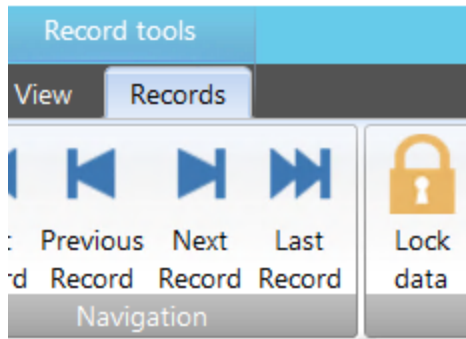
- create the Sales Employee ID (with the email, WindowsID) and corresponding condition
- link the Sales Employee to the Sales Employee ID
- create the Sales Employee User group and update the Master tables security

- Step 1 : Create a new Sales Employee ID

Create a new entry in the Master table Sales Employee ID

Note : This step needs exclusive access to the tool. It has to be done during the release.

To create a new entry, click on "Lock data"



The data to register are :

Code = email

Name = LAST NAME First Name

Short name = User Login

Sales Employee ID records		
Code	Name	Short name
maeva.baptiste@solvay.com	BAPTISTE Maeva	BE024151
laurent.rocher@solvay.com	ROCHER Laurent	LROCHER2

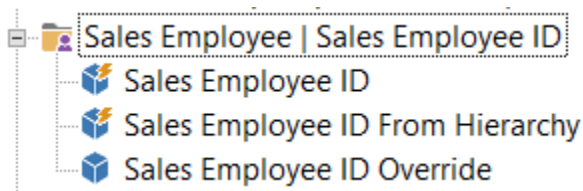
- Step 2 : Create the condition linked to the Sales Employee ID

- Step 3 : Link the Sales Employee to the Sales Employee ID

Sales Employee correspond to the Sales Group code in WP1 or the Account Manager code in PF1.

A Sales Employee ID could be linked to more than one Sales Employee.

You can either update directly in the table during a release or use the datafield : Sales Employee ID Override, which will update the hierarchy during the night.



- Step 4 : Update the security
- Step 5 : Simulate the user to make sure the user sees some DFUs in his portfolio

DynaSys user creation details per GBU

For all users :

Login : **Windows ID**

External user name : **eMail**

Aroma

	User Description	Role User group	Scope User group		
			User group to be created <i>(Do not duplicate an existing one)</i>	Condition to be created	Security to be updated
Demand Planner	PA / DP / Country code / LAST and First Name	AROMA - GBU AROMA - Role Demand - Scope EU (or AP, NA, LA)	(included in the Role User group)	N/A	N/A
Sales Representative	PA / SREP / Country code / LAST and First Name	AROMA - GBU AROMA - Role Sales Rep	PA - SREP / LAST NAME and First Name	PA - SREP / LAST NAME and First Name Parent Master Table : Sales Employee ID Selection mask : eMail (Sales Employee ID code) Note : Prior to this step, the Sales Employee ID should be created and linked to the corresponding Sales Employee(s) code (Refer to paragraph : Sales Manager /Sales Employee creation for more details)	Material: Shipto@DC table Sales Employee ID Table
Global Key Account Manager (GKAM) Note : Sales Representative who are also GKAM have 2 accounts and can switch from one account to another (Refer to the specific page on "Switch user" feature for more details)	PA / GKAM / Country code / LAST and First Name	GKAM - GBU Ship-to Group Name	GKAM / GBU Ship-to Group Name	GKAM / GBU Ship-to Group Name Parent Master Table : GBU Ship-to Group Selection mask : GBU Ship-to Group + ^ at the beginning of the code and \$ at the end of the code	Material: Shipto@DC table Ship-to@BU table

4. TECHNOLOGY SOLUTIONS

	Description	Role user group	Scope User group		
			User group to be created <i>(Do not duplicate an existing one)</i>	Condition to be created	Security to be updated
Sales employee	TS / SREP / Country code / LAST & First Name	TS - Role Sales manager	TS - SREP - Country code / LAST & First Name	TS - SREP - Country Code / LAST & First Name	Sales Employee ID table Sales Employee table Material: Shipto@DC table
Pricing team	TS / Pricing team / Country code / LAST & First Name	TS - Pricing Team	N/A	N/A	N/A

DEMAND PLANNER	TS / DP / Country code / LAST and First Name	DP - TS (MS) or DP - TS (PA) or DP - TS (PHOS - HENCHANG) or DP - TS (PHOS - PHOSPHINE) or DP - TS (PHOSPHORUS)	N/A	N/A	N/A
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Sales Rep. SREP

Create the user:

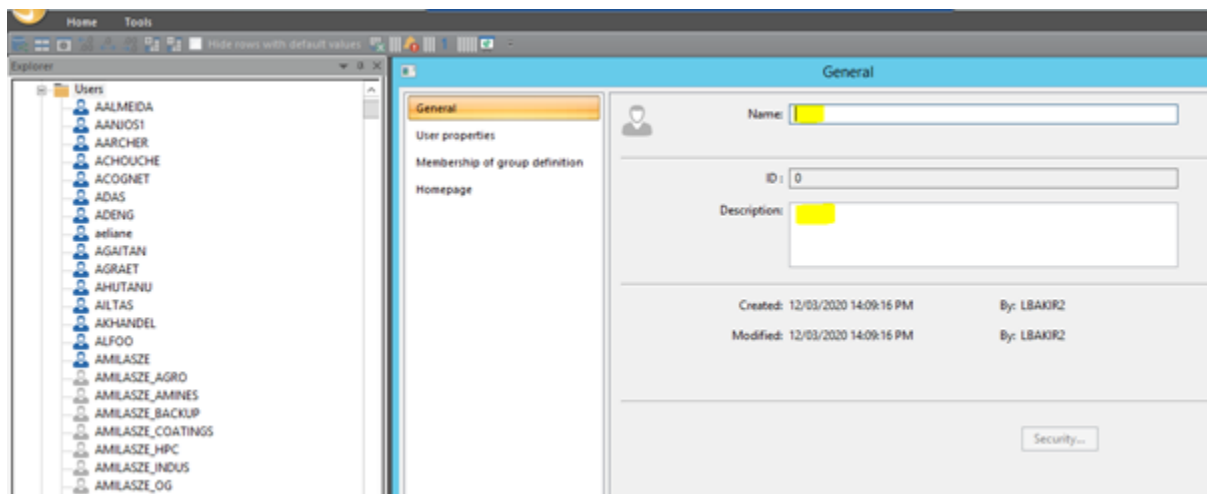
Name: **Windows ID**

Description : TS / SREP / Country code / **LAST & First Name**

User Properties:

Check "Collaborator"

Check "Account Enabled"



Create the user Group :

Create the user group (DO NOT DUPLICATE AN EXISTING ONE)

Name : TS – **Country Code** / **LAST & First Name**

Assign to this user group the user created

Delete any other existing assignments copied from duplicata

Create condition:

Under table **Sales Employee ID**

Name: TS - **Country Code** / **LAST & First Name**

Condition Type: **Filter applied to record codes**

Selection mask : input the **user's email address**

Parent master table: **Sales Employee ID**

5.NOVECARE

Sales Employee

Create the user:

Login: [Windows ID](#)

Login SAP

Description: CS / SREP / Country code / [LAST and first name](#)

Assign the user to the following user groups role (for entry at DFU level) :

NOVECARE - SALES REP (KG) **or** NOVECARE - SALES REP (LB)

If it is a MCZ Sales Rep, assign the following user groups role (for entry at MCZ level) :

NOVECARE - SALES REP - MCZ (KG) **or** NOVECARE - SALES REP - MCZ (LB)

To activate the user please follow the steps mentioned in this [Google Sheet](#).

Create the user group scope :

Create a new user group (DO NOT DUPLICATE AN EXISTING ONE)

Name: NOV - SREP - [Country Code](#) / [LAST and first name](#)

Assign to this user group the user created

Delete any other existing assignments copied from duplicata

Create condition:

Under table Sales Employee ID

Name: NOV - SREP - [Country Code](#) / [LAST and first name](#)

Type: Filter applied to record codes

Selection mask: User email address (Search in Sales Employee table the name of the Sales Employee you want to create, use the email address in the corresponding field)

>>> This step should be done during a release.

Sales Employee records					
2867	Code	Name	Short name	Aggregated level	Sales Employee ID
785	12G	FR / LESCOAT Estelle		Estelle.LESCOAT@solvay.com	☐ ☒
786	12H	JP / FUKUOKA Chie		Chie.FUKUOKA@solvay.com	☐ ☒
787	12I	TR / SENSÖY Seyhan		Seyhan.SENSÖY@solvay.com	☐ ☒
788	12J	FR / DOUET C.		Christelle.DOUET@solvay.com	☐ ☒
789	12K	BR / DORRIGHELLO A.			☐ ☐
790	12L	BR / ALMEIDA V.			☐ ☐
791	12M	RU / KONYUKHOV Dmitry			☐ ☒
792	12N	GB / JONES Chris			☐ ☒
793	12O	CZ / BABORSKY Tomas			☐ ☐
794	12P	DE / PFEIFER Achim			☐ ☒
795	12Q	SG / GONG Roger			☐ ☐
796	12R	SG / KRISNAWATY Evy			☐ ☒
797	12T	IN / KAPOOR Raj			☐ ☒
798	12U	FR / DE GIVRY V.			☐ ☐
799	12Y	PE / DAVILA Jannet			☐ ☒
800	12Z	US / SCHLEGEL Brice			☐ ☐
801	2001010	BRACK HARRY			☐ ☐
802	2001055	Mattmueller Martin			☐ ☐
803	2001057	Schmalke Peter			☐ ☐
804	2001068	Neff Walter			☐ ☐
805	2001109	Odenwald Michael			☐ ☐
806	2001130	Wacker Jolanda			☐ ☐
807	2001175	Ziko Admira			☐ ☐
808	2001175	Ziko Admira			☐ ☐
809	205	Stuart Mitchell			☐ ☐
810	210	ORKILA PAKISTAN			☐ ☐
811	21000002	TIMAR Eva			☐ ☐
812	21000010	András Németh			☐ ☐
813	215	Kermit Kwan			☐ ☐
814	219	Mr Mark Goydich			☐ ☐
815	220	Theodore Moore			☐ ☐

Search

Entry the key word to find :

FR / DOUET C.

FR / BAPTISTE Maeva

FR / BEAU Regis

FR / BELLINI Raul

FR / BESLAY Jerome

FR / BIZERAY Laurent

FR / BOMBASARO S.

FR / BORIE Audrey

FR / BOURGET Cyril

FR / BUGÉ Nicolas

FR / BURDELIS M.

FR / CIRILLO D.

FR / CORDIER-T C.

FR / DE GIVRY V.

FR / DECAYEUX S.

FR / DONNARD Erwan

FR / DOUET C.

Previous

Next

☐ Match case
☐ Match whole word
☐ Regular expression

OK

Cancel

Update the security of master tables: "Sales Employee ID" > Right click > Security > Advanced security > Go to user group line (created step before) and put the condition (created before)

Repeat this step for all master tables which are parents of "Sales Employee ID" table (the most important one is : Material:Shipto@DC table)

Sales Employee ID properties

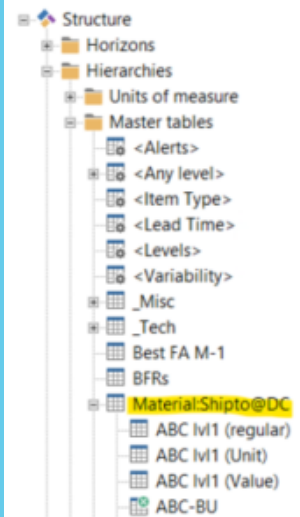
Security

Advanced security

Table safety

User's groups	Type of groups	Table safety	
		Visibility's condition	Modification's condition
NOV - SREP - CN / YANG Michael	VMRDA	NOV - SREP - CN / YANG Michael	NOV - SREP - CN / YANG Michael
NOV - SREP - CN / YANG Xian Hu	VMRDA	NOV - SREP - CN / YANG Xian Hu	NOV - SREP - CN / YANG Xian Hu
NOV - SREP - CN / ZHAI Gang	VMRDA	NOV - SREP - CN / ZHAI Gang	NOV - SREP - CN / ZHAI Gang
NOV - SREP - CN / Zhu Andriv	VMRDA	NOV - SREP - CN / Zhu Andriv	NOV - SREP - CN / Zhu Andriv
NOV - SREP - CN / ZHU Qing	VMRDA	NOV - SREP - CN / ZHU Qing	NOV - SREP - CN / ZHU Qing
NOV - SREP - CN / Zhu Wenfeng	VMRDA	NOV - SREP - CN / ZHU WenFeng	NOV - SREP - CN / ZHU WenFeng
NOV - SREP - CO / ACEVEDO Claudi	VMRDA	NOV - SREP - CO / AVECEDO Claudi	NOV - SREP - CO / AVECEDO Claudi
NOV - SREP - CO / GONZALEZ Ines	VMRDA	NOV - SREP - CO / GONZALEZ Ines	NOV - SREP - CO / GONZALEZ Ines
NOV - SREP - CO / MILLAN Diana	VMRDA	NOV - SREP - CO / MILLAN Diana	NOV - SREP - CO / MILLAN Diana
NOV - SREP - CO / PERDOMO A.	VMRDA	NOV - SREP - CO / PERDOMO A.	NOV - SREP - CO / PERDOMO A.
NOV - SREP - CO / SIERRA Carlos	VMRDA	NOV - SREP - CO / SIERRA Carlos	NOV - SREP - CO / SIERRA Carlos
NOV - SREP - CR / SOLIS Ellis	VMRDA	NOV - SREP - CR / SOLIS Ellis	NOV - SREP - CR / SOLIS Ellis
NOV - SREP - CZ / KLIBANI M.	VMRDA	NOV - SREP - CZ / KLIBANI M.	NOV - SREP - CZ / KLIBANI M.
NOV - SREP - DE / IRRGANG Thoma	VMRDA	NOV - SREP - DE / IRRGANG Thoma	NOV - SREP - DE / IRRGANG Thoma
NOV - SREP - DE / KRAEMER Daniel	VMRDA	NOV - SREP - DE / KRAEMER Daniel	NOV - SREP - DE / KRAEMER Daniel
NOV - SREP - DE / PFEIFER Achim	VMRDA	NOV - SREP - DE / PFEIFER Achim	NOV - SREP - DE / PFEIFER Achim
NOV - SREP - DE / PRIEN Frank	VMRDA	NOV - SREP - DE / PRIEN Frank	NOV - SREP - DE / PRIEN Frank
NOV - SREP - DE / SCHNEIDER DR.	VMRDA	NOV - SREP - DE / SCHNEIDER DR.	NOV - SREP - DE / SCHNEIDER DR.
NOV - SREP - DE / WALLEN Niclas	VMRDA	NOV - SREP - DE / WALLEN Niclas	NOV - SREP - DE / WALLEN Niclas
NOV - SREP - EC / Belen Hurtado	VMRDA	NOV - SREP - EC / QUINGALAHUA E	NOV - SREP - EC / QUINGALAHUA E
NOV - SREP - EC / QUINGALAHUA E	VMRDA	NOV - SREP - EC / QUINGALAHUA E	NOV - SREP - EC / QUINGALAHUA E
NOV - SREP - FI / MANTYSAARI M.	VMRDA	NOV - SREP - FI / MANTYSAARI M.	NOV - SREP - FI / MANTYSAARI M.
NOV - SREP - FR / BEAU Reois	VMRDA	NOV - SREP - FR / BEAU Reois	NOV - SREP - FR / BEAU Reois
NOV - SREP - FR / CORDIER-T C.	VMRDA	NOV - SREP - FR / CORDIER-T C.	NOV - SREP - FR / CORDIER-T C.
NOV - SREP - FR / DOUET C.	VMRDA	NOV - SREP - FR / DOUET C.	NOV - SREP - FR / DOUET C.
NOV - SREP - FR / EKOULE Carine	VMRDA	NOV - SREP - FR / EKOULE Carine	NOV - SREP - FR / EKOULE Carine
NOV - SREP - FR / ESPINASSE Geraldine	VMRDA	NOV - SREP - FR / ESPINASSE Geraldine	NOV - SREP - FR / ESPINASSE Geraldine
NOV - SREP - FR / FOERSTER M.	VMRDA	NOV - SREP - FR / FOERSTER M.	NOV - SREP - FR / FOERSTER M.
NOV - SREP - FR / GRANDEAU Davi	VMRDA	NOV - SREP - FR / GRANDEAU Davi	NOV - SREP - FR / GRANDEAU Davi
NOV - SREP - FR / HEDOIRE CE.	VMRDA	NOV - SREP - FR / HEDOIRE CE.	NOV - SREP - FR / HEDOIRE CE.
NOV - SREP - FR / LANSON David	VMRDA	NOV - SREP - FR / LANSON David	NOV - SREP - FR / LANSON David
NOV - SREP - FR / LEITAO Elodie	VMRDA	NOV - SREP - FR / LEITAO Elodie	NOV - SREP - FR / LEITAO Elodie
NOV - SREP - FR / LESCOAT Estelle	VMRDA	NOV - SREP - FR / LESCOAT Estelle	NOV - SREP - FR / LESCOAT Estelle
NOV - SREP - FR / LOURDAULT C.	VMRDA	NOV - SREP - FR / LOURDAULT C.	NOV - SREP - FR / LOURDAULT C.
NOV - SREP - FR / MERLET S.	VMRDA	NOV - SREP - FR / MERLET S.	NOV - SREP - FR / MERLET S.

OK Apply Cancel Help



Sales Employee

- Sales Employee ID
 - Planned Sales Employee | NOVE CARE
 - Planned Sales Employee | SpecialChem

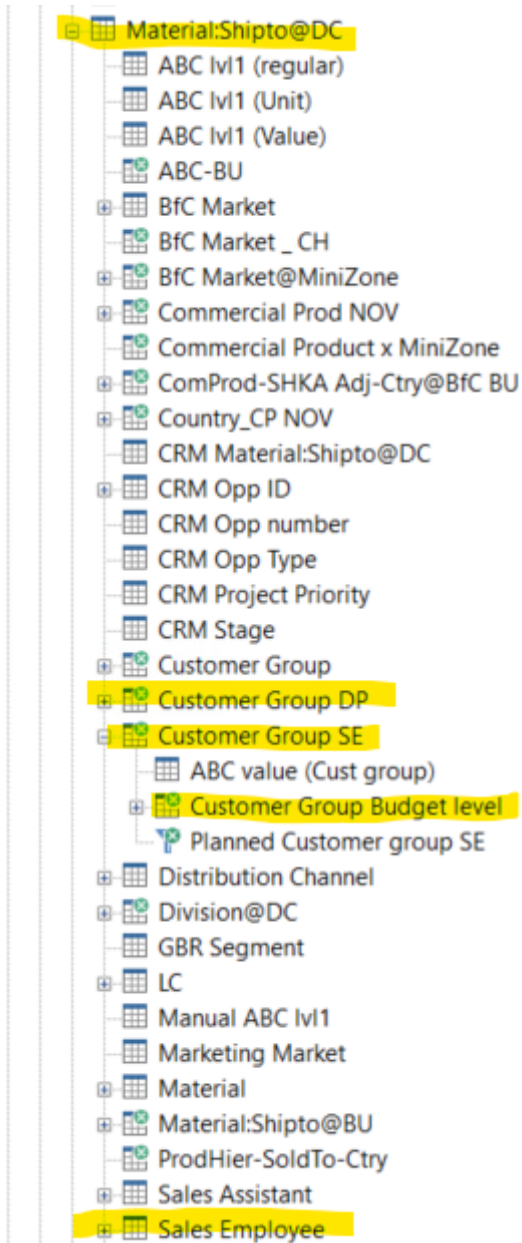
*****Important*****

THE SECURITY OF NEW LEVELS IN HIEARCHY SHOULD BE UPDATED AS WELL

Customer Group Budget Level

Customer Group SE

Sales Employee



Customer Service Rep. CSR (not currently used by Novecare)

Create the user:

Login: Windows ID

Description: CS / CSR / Country code / LAST and first name

Assign the user to the following user groups:

NOVECARE - CSR

Create the user group:

Create a new user group (DO NOT DUPLICATE AN EXISTING ONE)

Name: NOV - CSR / LAST and first name

Delete any other existing assignments copied from duplicata

Under table CSR

Name: NOV - CSR / LAST and first name

Type: Filter applied to record codes

Selection mask: code of the CSR (Search in CSR table the name of the CSR you want to create, use his code in this field)

Add ^ at the beginning of the code

Add \$ at the end of the code

>>> This step should be done during a release.

NOV - CSR - GUIDA Faustine properties

General

Definition

Condition type: User input value
Filter applied to record codes
Unit of measure conversion test
Combined condition
Aggregated condition

Selection mask: ^19005215\$

☒ Use regular expression

Parent master table: CSR

OK Apply Cancel Help

The screenshot displays a search interface for CSR records. A search dialog box is open, showing a list of names. The search criteria are 'FAUSTINE GUIDA'. The list includes names like Esperanza Rios, Eun-Yi Lee, FAUSTINE GUIDA (highlighted), FERNANDO FERNANDES, FRANCESCA GARCIA, FREDERIQUE DAVEAU, Fang Ji, Felix Krüger, Filiz Diniz, GERALDINE ESPINASSE, GERSON RODRIGUES, GISELLE LAMOTTE, GRACE TU, GULNARA BAKAEVA, GUOQIANG JIANG, and HAIYUN ZHU. The dialog box has 'Previous' and 'Next' buttons, and checkboxes for 'Match case', 'Match whole word', and 'Regular expression'. The background shows a table of CSR records with columns for Code, Name, Short name, and various dates.

Update the security of master tables: "CSR > Right click > Security > Advanced security > Go to user group line (created step before) and put the condition (created before)

Repeat this step for all master tables which are parents of "CSR table (the most important one is : Material:Shipto@DC table)

CSR properties

Security
Advanced security

Table safety

User's groups	Type of groups	Visibility's condition	Modification's condition
NOV - CSR - AUBRY Victorien	VMRDA	NOV - CSR - AUBRY Victorien	NOV - CSR - AUBRY Victorien
NOV - CSR - BRANDONI Karine	VMRDA	NOV - CSR - BRANDONI Karine	NOV - CSR - BRANDONI Karine
NOV - CSR - BROKA Santa	VMRDA	NOV - CSR - BROKA Santa	NOV - CSR - BROKA Santa
NOV - CSR - BROKANE Liene	VMRDA	NOV - CSR - BROKANE Liene	NOV - CSR - BROKANE Liene
NOV - CSR - CHAMARIE-VITET Muri	VMRDA	NOV - CSR - CHAMARIE-VITET Muri	NOV - CSR - CHAMARIE-VITET Muri
NOV - CSR - CHOUCHE Aida	VMRDA	NOV - CSR - CHOUCHE Aida	NOV - CSR - CHOUCHE Aida
NOV - CSR - COURSOL Caroline	VMRDA	NOV - CSR - COURSOL Caroline	NOV - CSR - COURSOL Caroline
NOV - CSR - DAVEAU Frederique	VMRDA	NOV - CSR - DAVEAU Frederique	NOV - CSR - DAVEAU Frederique
NOV - CSR - DELFOSSE Nancy	VMRDA	NOV - CSR - DELFOSSE Nancy	NOV - CSR - DELFOSSE Nancy
NOV - CSR - DUQUENNE Sylvaine	VMRDA	NOV - CSR - DUQUENNE Sylvaine	NOV - CSR - DUQUENNE Sylvaine
NOV - CSR - ESPINASSE Geraldine	VMRDA	NOV - CSR - ESPINASSE Geraldine	NOV - CSR - ESPINASSE Geraldine
NOV - CSR - FEHER Andrea	VMRDA	NOV - CSR - FEHER Andrea	NOV - CSR - FEHER Andrea
NOV - CSR - FISNEROVA Marie	VMRDA	NOV - CSR - FISNEROVA Marie	NOV - CSR - FISNEROVA Marie
NOV - CSR - GAITAN Audrey	VMRDA	NOV - CSR - GAITAN Audrey	NOV - CSR - GAITAN Audrey
NOV - CSR - GARCIA Stephanie	VMRDA	NOV - CSR - GARCIA Stephanie	NOV - CSR - GARCIA Stephanie
NOV - CSR - GRIMAUD Christelle	VMRDA	NOV - CSR - GRIMAUD Christelle	NOV - CSR - GRIMAUD Christelle
NOV - CSR - GRUBE Marite	VMRDA	NOV - CSR - GRUBE Marite	NOV - CSR - GRUBE Marite
NOV - CSR - GUIDA Faustine	VMRDA	NOV - CSR - GUIDA Faustine	NOV - CSR - GUIDA Faustine
NOV - CSR - GURBEY Mercan	VMRDA	NOV - CSR - GURBEY Mercan	NOV - CSR - GURBEY Mercan
NOV - CSR - HARZOIU Laura	VMRDA	NOV - CSR - HARZOIU Laura	NOV - CSR - HARZOIU Laura
NOV - CSR - HERNANDEZ-CUNDAP	VMRDA	NOV - CSR - HERNANDEZ-CUNDAP	NOV - CSR - HERNANDEZ-CUNDAP
NOV - CSR - ISRAEL HILES Jessica	VMRDA	NOV - CSR - ISRAEL HILES Jessica	NOV - CSR - ISRAEL HILES Jessica
NOV - CSR - KRUIZE Nikola	VMRDA	NOV - CSR - KRUIZE NIKOLA	NOV - CSR - KRUIZE NIKOLA
NOV - CSR - KURTOVA Alina	VMRDA	NOV - CSR - KURTOVA ALINA	NOV - CSR - KURTOVA ALINA
NOV - CSR - LARBI Yanis	VMRDA	NOV - CSR - LARBI Yanis	NOV - CSR - LARBI Yanis
NOV - CSR - LOPEZ DE LA VIEJA Isa	VMRDA	NOV - CSR - LOPEZ DE LA VIEJA Isa	NOV - CSR - LOPEZ DE LA VIEJA Isa
NOV - CSR - MENDEA Ana	VMRDA	NOV - CSR - MENDEA ANA	NOV - CSR - MENDEA ANA
NOV - CSR - MUZRAEVA Bairta	VMRDA	NOV - CSR - MUZRAEVA Bairta	NOV - CSR - MUZRAEVA Bairta
NOV - CSR - PINTOR Olga	VMRDA	NOV - CSR - PINTOR Olga	NOV - CSR - PINTOR Olga
NOV - CSR - RUTY Joelle	VMRDA	NOV - CSR - RUTY Joelle	NOV - CSR - RUTY Joelle
NOV - CSR - SAMBORSKA Joanna	VMRDA	NOV - CSR - SAMBORSKA Joanna	NOV - CSR - SAMBORSKA Joanna
NOV - CSR - SOUCHE Carmen	VMRDA	NOV - CSR - SOUCHE Carmen	NOV - CSR - SOUCHE Carmen
NOV - CSR - SUCHET Isabelle	VMRDA	NOV - CSR - SUCHET Isabelle	NOV - CSR - SUCHET Isabelle
NOV - CSR - TAREL Sylvie	VMRDA	NOV - CSR - TAREL Sylvie	NOV - CSR - TAREL Sylvie
NOV - CSR - TEYSSIER May	VMRDA	NOV - CSR - TEYSSIER May	NOV - CSR - TEYSSIER May

Structure

- Horizons
- Hierarchies
- Units of measure
- Master tables
 - <Alerts>
 - <Any level>
 - <Item Type>
 - <Lead Time>
 - <Levels>
 - <Variability>
- _Misc
- _Tech
- Best FA M-1
- BFRs
- Material:Shipto@DC
 - ABC Iv1 (regular)
 - ABC Iv1 (Unit)
 - ABC Iv1 (Value)
 - ABC-BU

S&OP Planner

Create the user:

Login: Windows ID

Description: CS / SOP Manager / Country code / **LAST and First name**

Assign the user to following user groups:

NOVE CARE - S&OP Planner

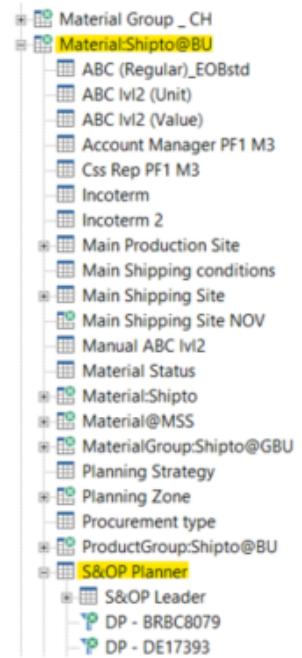
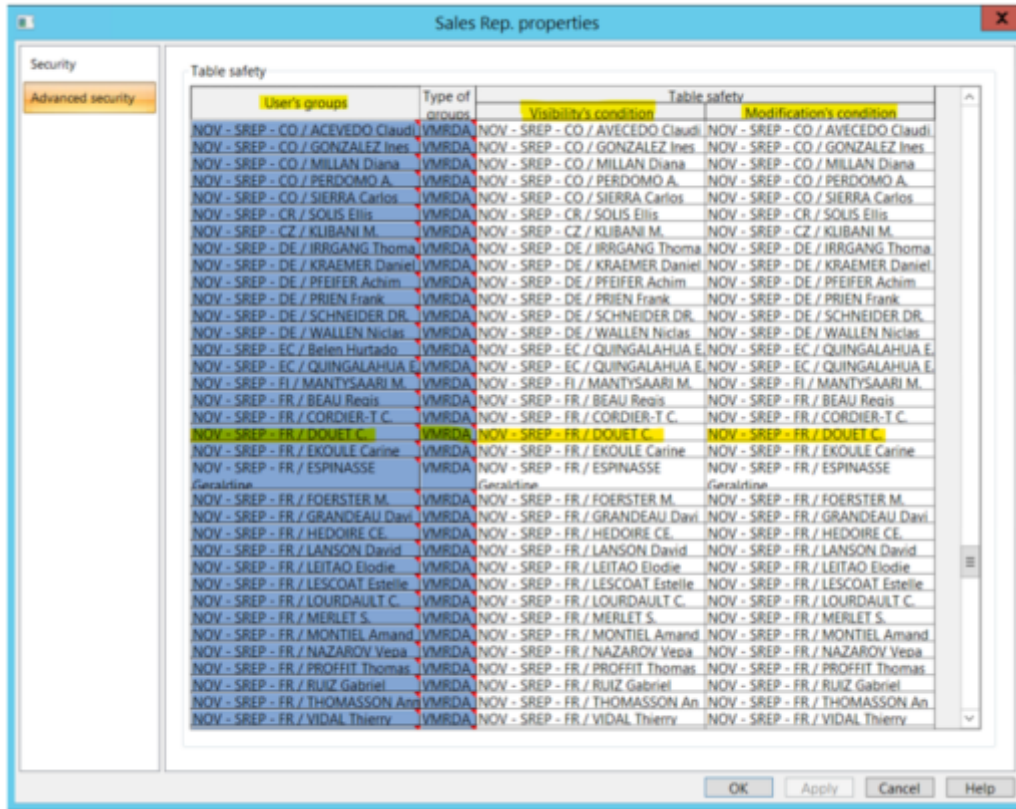
Create the user Group:

Create a new user group (DO NOT DUPLICATE AN EXISTING ONE)

Name: NOV - S&OP Manager - **Country Code / LAST and First name**

Assign to this user group the user created

Repeat this step for all master tables which are parents of “S&OP Planner” table (the most important one is : Material:Shipto@DC table)



+ Link between S&OP Leader and S&OP Planner: Update the S&OP Planner table and assign the correct S&OP Leader to the correct S&OP Planner, depending on the zone.

S&OP Planner records											
34	Code	Name	Short name	Aggregated level	Condi	Condi	Condi	Condi	Condi	Condi	Condi
1	ARAMIRE1	Alejandro Ramirez	ARAMIRE1	Monica Tussie	NOV -	NOV -	NOV -	NOV -	NOV -	NOV -	NOV -
2	BMACINA	Berta Macina	BMACINA	Walter CUNHA							
3	BRBC8079	Caroline DE CAMPOS	BRBC8079								
4	BUW08767	Marthinusprio Buwono	PFSIEW2	Christine CHONG							
5	CCHONG	Christine Chong	CCHONG	Christine CHONG							
6	DE17393	Christoph PIESBERGEN	DE17393								
7	DE17476	Philipp KUNZE	DE17476								
8	DE20866	Joerg BRAUNSCHEWIG	DE20866								
9	FBENACHI	Fadila BENACHICH	FBENACHI	Julien GENA							
10	FLESSARD	Felix LESSARD	FLESSARD	Julien GENA	✓						
11	GETIENNE	Ghyslaine ETIENNE	GETIENNE	Julien GENA						✓	
12	GUER1226	Lizeth Guerrero	GUER1226								
13	HBAITZ	Henrique BAITZ	HBAITZ	Walter CUNHA							

Swith User Role Feature

Reactivate and modify accounts to allow the user to switch to another market (for demand review).

More information --> [3. Switch User funtionality](#)

S&OP Leader

Create the user:

Login: Windows ID

Description: CS / SOP Leader / Country code / LAST and First name

Assign the user to following user groups:

NOVECARE - S&OP Planner

Create the user Group:

Create a new user group (DO NOT DUPLICATE AN EXISTING ONE)

Name: NOV - S&OP Leader - Mini Zone / LAST and First name

Assign to this user group the user created

Delete any other existing assignments copied from duplicata

Create condition:

Under table S&OP Leader

Name: NOV - S&OP Leader - Mini Zone - LAST and First name

Type: Filter applied to record codes

Selection mask: code of the S&OP Leader (Search in S&OP Leader table the name of the S&OP planner you want to create, use his code in this field)

Add ^ at the beginning of the code

Add \$ at the end of the code

>>> This step should be done during a release.

NOV - S&OP Leader - EU - Julien GENA properties

General

Definition

Condition type: User input value
 Filter applied to record codes
 Unit of measure conversion test
 Combined condition
 Aggregated condition

Selection mask: JGENA

☒ Use regular expression

Parent master table: S&OP Leader

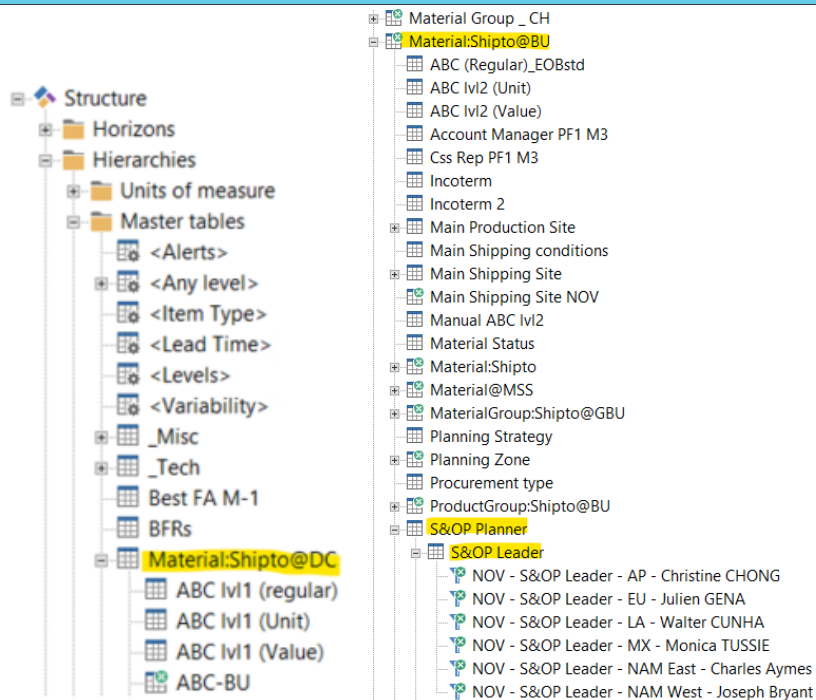
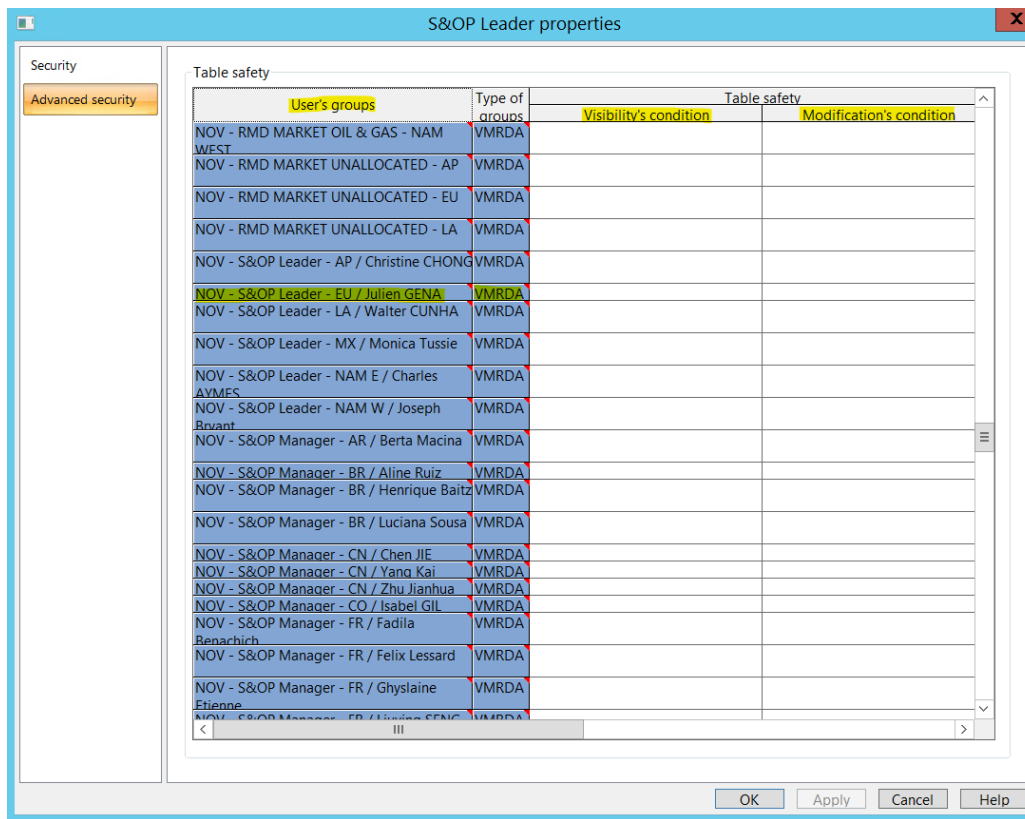
OK Apply Cancel Help

S&OP Leader records

6				Con	Con	Con	Con	Con	Con
	Code	Name	Short nam	NOV	NOV	NOV	NOV	NOV	NOV
1	JGENA	Julien GENA	JGENA	☐	☐	☐	☐	☒	☐
2	CCHONG	Christine CHONG	CCHONG	☐	☐	☐	☒	☐	☐
3	CAYMES	Charles AYMES	CAYMES	☒	☐	☐	☐	☐	☐
4	JBRYANT	Joseph Bryant	JBRYANT	☐	☒	☐	☐	☐	☐
5	WCUNHA	Walter CUNHA	WCUNHA	☐	☐	☒	☐	☐	☐
6	MTUSSIE	Monica Tussie	MTUSSIE	☐	☐	☐	☐	☐	☒
7				☐	☐	☐	☐	☐	☐

Update the security of master tables: "S&OP Leader" > Right click > Security > Advanced security > Go to user group line (created step before) and put the condition (created before)

Repeat this step for all master tables which are parents of "S&OP Leader" table (the most important one is : Material:Shipto@DC table)



Assign sites to the S&OP leader :

Open Workspace NOVECARE - A0 User right Management

Assign his site to the planner in tabs Intra zone flow and Inter zone flow

S&OP Planner Intra zone			
Zone of MPS	Mini Zone of MPS	Main Production Site	Scope for Intrazone
		6301 EES Moerdijk	Jessy Yokole
		6393 Halifax	Liuying SENG
		7735 / Sittnak Buyukcekmece	Liuying SENG
		8090 / Ospiate Di Bollate	Felix LESSARD
		8090 Ospiate Di Bollate	Felix LESSARD
		SVK-RU /DELKHIM ALMETYEVS	Liuying SENG
		SVK-RU /TRANSLOG STUPINO	Liuying SENG
		ZFR3 / Bayer Marle	Aurelie WILHEM
		ZFR3 / Danisco Saint Léger	Ghyslaine ETIENNE
		ZFR3 / Mex. Natie Zwijsrecht	Aurelie WILHEM
		ZFR3 / Mementive Ribécourt	
		ZFR3 / Négoco FR	Ghyslaine ETIENNE
		ZFR3 / Négoco Hors UE	Aurelie WILHEM
		ZFR3 / Odyssey Genthin	Liuying SENG
		ZFR3 / Schirm Schönebeck	
		ZFR3 Clamecy	Patrick MGBA
		ZFR3 Melle	Ghyslaine ETIENNE

Global Key Account Manager (GKAM) / Regional Key Account Manager (RKAM)

A user who is SREP can be also a GKAM

Create the user group:

Create a new user group (DO NOT DUPLICATE AN EXISTING ONE)

Name: GKAM - **ShiptoKAName**

Assign the user to the user group created

Delete any other existing assignments copied from duplicata

Create condition:

Under table Shipto KA

Name: GKAM - ShiptoKACode

Type: Filter applied to record codes

Selection mask: code of the GBU Ship-to Group (ask the requester for the code)

Add ^ at the beginning of the code

Add \$ at the end of the code

>>> This step should be done during a release.

Create combined condition:

Under table Shipto KA Adjusted

Name: SHKA x Zone - **ShiptoKAName Zone**

exemple: SHKA x Zone - BERCEN NA

Condition type: Combined condition

Left operand: Add condition previously created

Right operand: Zone Shipto - **Zone**

>>> This step should be done during a release.

Update the security of the 3 master tables Material:Shipto/ Material:Shipto@BU / Material: Shipto@DC:

For each master table:

Right click > Security > Advanced security

Go to user group line (created step before)

Put the condition

>>> This step should be done during a release.

Regional Market Director (RMD) / Business Development Manager (BDM)

A user who is SREP or BDM can also be a RMD

Create the user:

Login: Windows ID

Description: CS / RMD / Country code / LAST and First name

Assign the user to following user groups:

NOVECARE - RMD (KG)

NOVECARE - BDM (KG)

Create the user Group:

Create a new user group (DO NOT DUPLICATE AN EXISTING ONE)

Name: NOV - RMD Market Market Name - Mini Zone

Assign to this user group the user created

Delete any other existing assignments copied from duplicata

Create condition:

Under table XXX

Name: XXX

Type: Filter applied to record codes

Selection mask: code of the XXX (Search in XXX table the name of the XXX you want to create, use his code in this field)

Add ^ at the beginning of the code

Add \$ at the end of the code

>>> This step should be done during a release.

Update the security of master tables:

"Material:Shipto@DC" > Right click > Security > Advanced security

Go to user group line (created step before)

Put the condition

>>> This step should be done during a release.

7.Composites

Demand Planner

Create 1 new user :

- Login : Windows ID

Description : CM / DP / Country code / LAST and First name

User Properties : Global Planner, Demand Planner, Distribution Planner, Production Planner, Super user, Account Enabled, External user name: email address

Assign the user to the following user groups : CM - Role Demand Planner

PMI

Create 4 new users :

- Login : **Windows ID**

Description : CM / Sales Coordinator / Country code / LAST and First name

User Properties : Collaborator, Account Enabled, External user name: email address

Assign the user to the following user groups : CM - Role Sales Coordinator

- Login : **Windows ID_BACKUP**

Description : CM / Sales Coordinator / Country code / LAST and First name

User Properties : Collaborator, Account Disabled

Assign the user to the following user groups : CM - Role Sales Coordinator

- Login : **Windows ID_SC2**

Description : CM / Sales Coordinator / Country code / LAST and First name

User Properties : Collaborator, Account Disabled

Assign the user to the following user groups : CM - Role Sales Coordinator

- Login : **Windows ID_SC3**

Description : CM / Sales Coordinator / Country code / LAST and First name

User Properties : Collaborator, Account Disabled

Assign the user to the following user groups : CM - Role Sales Coordinator

Create 3 new user groups :

- Name : AERO - Sales Coordinator - **First and Last Name**

Assign the new users **Windows ID** and **Windows ID_BACKUP** (created above) to this group

Assign the following Tools access rights : Shortcut bar, Menu bar, Quick access menu, Message Window, and Tool Bar

- Name : AERO - Sales Coordinator - **First and Last Name (Other)**

Assign the new user **Windows ID_SC3** (created above) to this group

Assign the following Tools access rights : Shortcut bar, Menu bar, Quick access menu, Message Window, and Tool Bar

- Name : AERO - Sales Coordinator - **First and Last Name (Secondary)**

Assign the new user **Windows ID_SC2** (created above) to this group

Assign the following Tools access rights : Shortcut bar, Menu bar, Quick access menu, Message Window, and Tool Bar

>> Complete when no users are connected to DP2 <<

Add Condition to the Primary Sales Coordinator Master table :

- Name : **SC-First and Last Name**
- Description : Sales Coordinator-PMI
- Definition : Condition type = User input value, Parent master table = Primary Sales Coordinator

Add User to Primary Sales Coordinator Master table :

- Open the Primary Sales Coordinator Master table
- Lock the data for editing (Click Records on Menu bar, then click on the Lock data icon)
- Add new record into table : Code (next sequential number), Name (**First and Last Name**), check off the new condition created above

Add Condition to the Secondary Sales Coordinator Master table :

- Name : **SC2-First and Last Name**
- Definition : Condition type = Filter applied to record codes, Selection mask = Code from the Primary Master table, Parent master table = Secondary Sales Coordinator

Add User to Secondary Sales Coordinator Master table :

- Open the Secondary Sales Coordinator Master table
- Lock the data for editing (Click Records on Menu bar, then click on the Lock data icon)
- Add new record into table : Code (next sequential number - should match the Primary Sales Coordinator code), Name (**First and Last Name**)

Add Condition to the Other Sales Coordinator Master table :

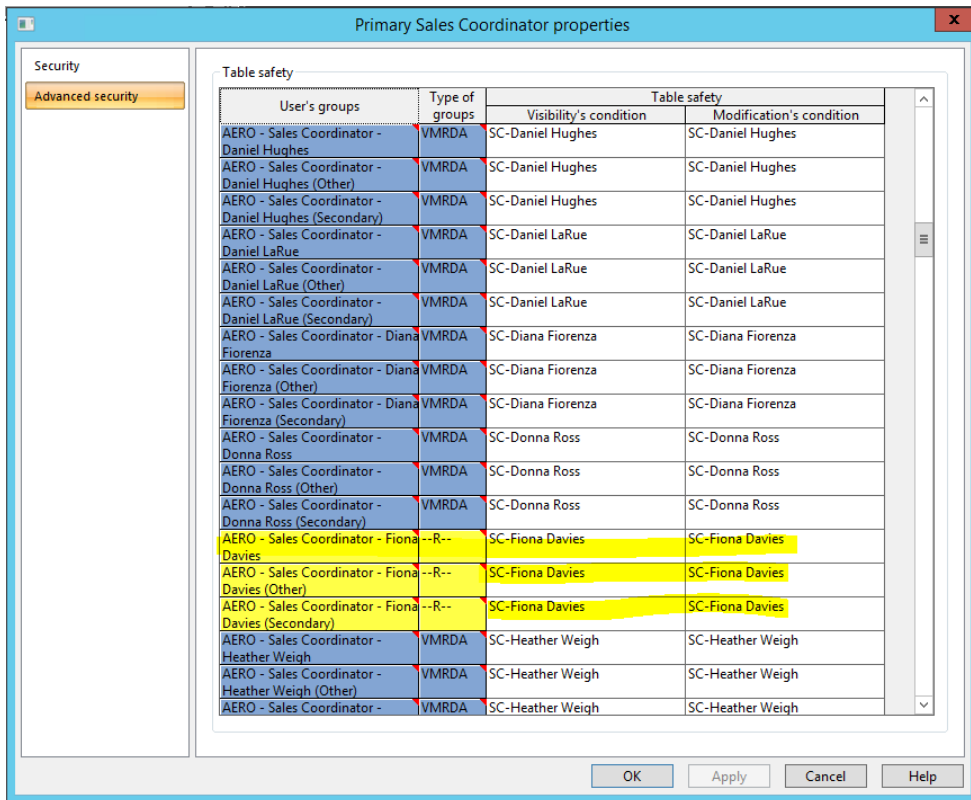
- Name : **SC3-First and Last Name**
- Definition : Condition type = Filter applied to record codes, Selection mask = Code from the Primary Master table, Parent master table = Other Sales Coordinator

Add User to Other Sales Coordinator Master table :

- Open the Other Sales Coordinator Master table
- Lock the data for editing (Click Records on Menu bar, then click on the Lock data icon)
- Add new record into table : Code (next sequential number - should match the Primary Sales Coordinator code), Name (**First and Last Name**)

Modify the Advanced Security of the Primary Sales Coordinator Master table :

- Right-click on the Primary Sales Coordinator Master table
- Click on Security
- Click on Advanced security in the Primary Sales Coordinator properties box
- Scroll down to the newly created user groups
- Add the newly created condition for the Primary Sales Coordinator Master table to each new user group



Modify the Advanced Security of the Material:Forecast Customer@Spec Master table :

- Right-click on the Material:Forecast Customer@Spec Master table
- Click on Security
- Click on Advanced security in the Material:Forecast Customer@Spec properties box
- Scroll down to the newly created user groups
- Add the newly created condition for the Primary Sales Coordinator Master table, Secondary Sales Coordinatory Master table, and Other Sales Coordinatory Master table to each new user group (Other = SC3, Secondary = SC2)

Material:Forecast Customer@Spec properties			
Security			
Advanced security			
Table safety			
User's groups	Type of groups	Table safety	
		Visibility's condition	Modification's condition
AERO - Sales Coordinator - Daniel Hughes (Secondary)	VMRDA	SC2-Daniel Hughes	SC2-Daniel Hughes
AERO - Sales Coordinator - Daniel LaRue	VMRDA	SC-Daniel LaRue	SC-Daniel LaRue
AERO - Sales Coordinator - Daniel LaRue (Other)	VMRDA	SC3-Daniel LaRue	SC3-Daniel LaRue
AERO - Sales Coordinator - Daniel LaRue (Secondary)	VMRDA	SC2-Daniel LaRue	SC2-Daniel LaRue
AERO - Sales Coordinator - Diana Fiorenza	VMRDA	SC-Diana Fiorenza	SC-Diana Fiorenza
AERO - Sales Coordinator - Diana Fiorenza (Other)	VMRDA	SC3-Diana Fiorenza	SC3-Diana Fiorenza
AERO - Sales Coordinator - Diana Fiorenza (Secondary)	VMRDA	SC2-Diana Fiorenza	SC2-Diana Fiorenza
AERO - Sales Coordinator - Donna Ross	VMRDA	SC-Donna Ross	SC-Donna Ross
AERO - Sales Coordinator - Donna Ross (Other)	VMRDA	SC3-Donna Ross	SC3-Donna Ross
AERO - Sales Coordinator - Donna Ross (Secondary)	VMRDA	SC2-Donna Ross	SC2-Donna Ross
AERO - Sales Coordinator - Fiona Davies	--R--	SC-Fiona Davies	SC-Fiona Davies
AERO - Sales Coordinator - Fiona Davies (Other)	--R--	SC3-Fiona Davies	SC3-Fiona Davies
AERO - Sales Coordinator - Fiona Davies (Secondary)	--R--	SC2-Fiona Davies	SC2-Fiona Davies
AERO - Sales Coordinator - Heather Weigh	VMRDA	SC-Heather Weigh	SC-Heather Weigh
AERO - Sales Coordinator - Heather Weigh (Other)	VMRDA	SC3-Heather Weigh	SC3-Heather Weigh
AERO - Sales Coordinator - Heather Weigh (Secondary)	VMRDA	SC2-Heather Weigh	SC2-Heather Weigh
AERO - Sales Coordinator - James Bramwell	VMRDA	SC-James Bramwell	SC-James Bramwell
AERO - Sales Coordinator - James Bramwell	VMRDA	SC3-James Bramwell	SC3-James Bramwell

PMI Admin

Create 6 new users :

- Login : **Windows ID**

Description : CM / Sales Coordinator / Country code / LAST and First name

User Properties : Collaborator, Account Enabled, External user name: email address

Assign the user to the following user groups : CM - Role PMI (Sales Coordinator)

- Login : **Windows ID_BACKUP**

Description : CM / Sales Coordinator / Country code / LAST and First name

User Properties : Collaborator, Account Disabled

Assign the user to the following user groups : CM - Role PMI (Sales Coordinator)

- Login : **Windows ID_GLOBAL**

Description : CM / PMI Admin / Country code / LAST and First name

User Properties : Collaborator, Account Disabled

Assign the user to the following user groups : AERO - PMI Admin - Global Scope and CM - Role PMI Admin.

- Login : **Windows ID_ADMIN**

Description : CM / PMI Admin / Country code / LAST and First name

User Properties : Collaborator, Account Disabled

Assign the user to the following user groups : CM - Role PMI Admin.

- Login : **Windows ID_SC2**

Description : CM / Sales Coordinator / Country code / LAST and First

Properties : Collaborator, Account Disabled

Assign the user to the following user groups : CM - Role PMI (Sales Coordinator)

- Login : **Windows ID_SC3**

Description : CM / Sales Coordinator / Country code / LAST and First name

User Properties : Collaborator, Account Disabled

Assign the user to the following user groups : CM - Role PMI (Sales Coordinator)

Create 4 new user groups :

- Name : AERO - Sales Coordinator - **First and Last Name**

Assign the new users **Windows ID** and **Windows ID_BACKUP** (created above) to this group

Assign the following Tools access rights : Shortcut bar, Menu bar, Quick access menu, Message Window, and Tool Bar

- Name : AERO - Sales Coordinator - **First and Last Name (Other)**

Assign the new user **Windows ID_SC3** (created above) to this group

Assign the following Tools access rights : Shortcut bar, Menu bar, Quick access menu, Message Window, and Tool Bar

- Name : AERO - Sales Coordinator - **First and Last Name (Secondary)**

Assign the new user **Windows ID_SC2** (created above) to this group

Assign all Tools access rights

- Name : AERO - PMI Admin - **First and Last Name**

Assign the new user **Windows ID_ADMIN** (created above) to this group

Assign the following Tools access rights : Shortcut bar, Menu bar, Quick access menu, Message Window, and Tool Bar

>> Complete when no users are connected to DP2 <<

Add Condition to the PMI Admin Master table :

- Name : **PMI Admin - First and Last Name**
- Description : Sales Coordinator-PMI
- Definition : Condition type = User input value, Parent master table = PMI Admin

Add Condition to the Primary Sales Coordinator Master table :

- Name : **SC-First and Last Name**
- Description : Sales Coordinator-PMI
- Definition : Condition type = User input value, Parent master table = Primary Sales Coordinator

Add User to Primary Sales Coordinator Master table :

- Open the Primary Sales Coordinator Master table
- Lock the data for editing (Click Records on Menu bar, then click on the Lock data icon)

- Add new record into table : Code (next sequential number), Name (**First and Last Name**), PMI Admin (Choose the Admin entered in the PMI Admin table above), check off the new condition created above

Add Condition to the Secondary Sales Coordinator Master table :

- Name : **SC2-First and Last Name**
- Definition : Condition type = Filter applied to record codes, Selection mask = Code from the Primary Master table, Parent master table = Secondary Sales Coordinator

Add User to Secondary Sales Coordinator Master table :

- Open the Secondary Sales Coordinator Master table
- Lock the data for editing (Click Records on Menu bar, then click on the Lock data icon)
- Add new record into table : Code (next sequential number - should match the Primary Sales Coordinator code), Name (**First and Last Name**)

Add Condition to the Other Sales Coordinator Master table :

- Name : **SC3-First and Last Name**
- Definition : Condition type = Filter applied to record codes, Selection mask = Code from the Primary Master table, Parent master table = Other Sales Coordinator

Add User to Other Sales Coordinator Master table :

- Open the Other Sales Coordinator Master table
- Lock the data for editing (Click Records on Menu bar, then click on the Lock data icon)
- Add new record into table : Code (next sequential number - should match the Primary Sales Coordinator code), Name (**First and Last Name**)

Add Condition to the Material:Forecast Customer@Spec Master table :

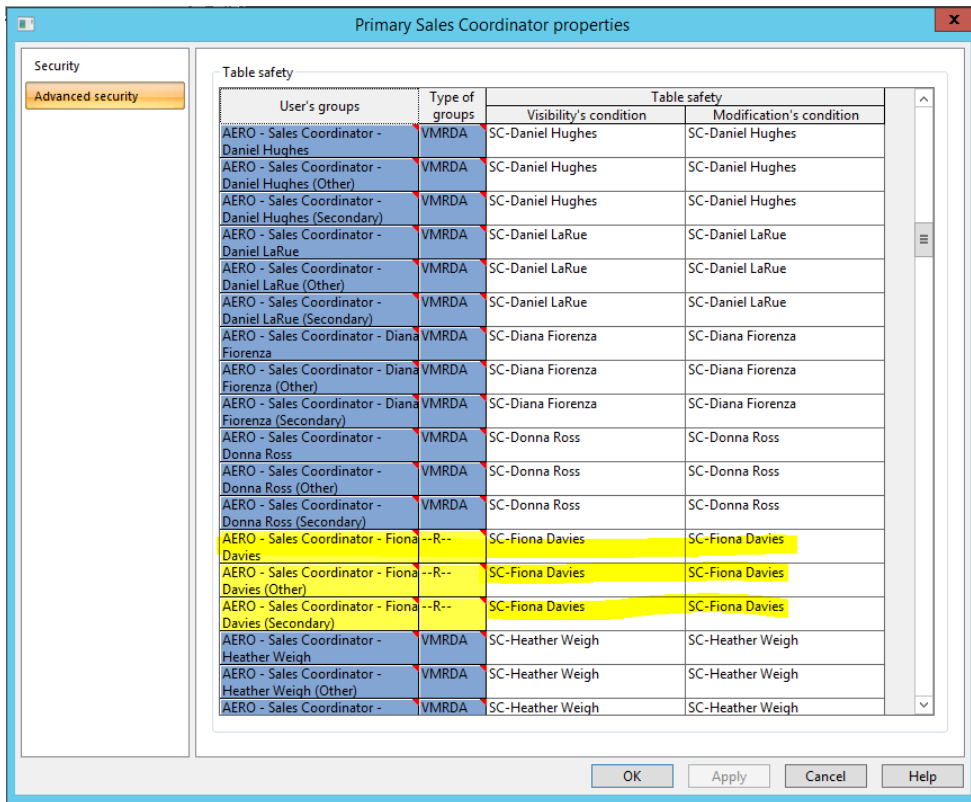
- Name : **Admin PMI at DFU - First and Last Name**
- Definition : Condition type = Combined condition, Left operand = Active L2, Logic operator = AND, Right operand = PMI Admin condition (from the PMI Admin Master table) for new user, Parent master table = Material:Forecast Customer@Spec

Add Condition to the Forecast Customer Master table :

- Name : **PMI Admin FC - First and Last Name**
- Definition : Condition type = Aggregated condition, Detailed condition = Admin PMI at DFU condition (from the Material:Forecast Customer@Spec Master table) for new user, Logic operator = OR, Parent master table = Forecast Customer

Modify the Advanced Security of the Primary Sales Coordinator Master table :

- Right-click on the Primary Sales Coordinator Master table
- Click on Security
- Click on Advanced security in the Primary Sales Coordinator properties box
- Scroll down to the newly created user groups
- Add the newly created condition for the Primary Sales Coordinator Master table to each new user group



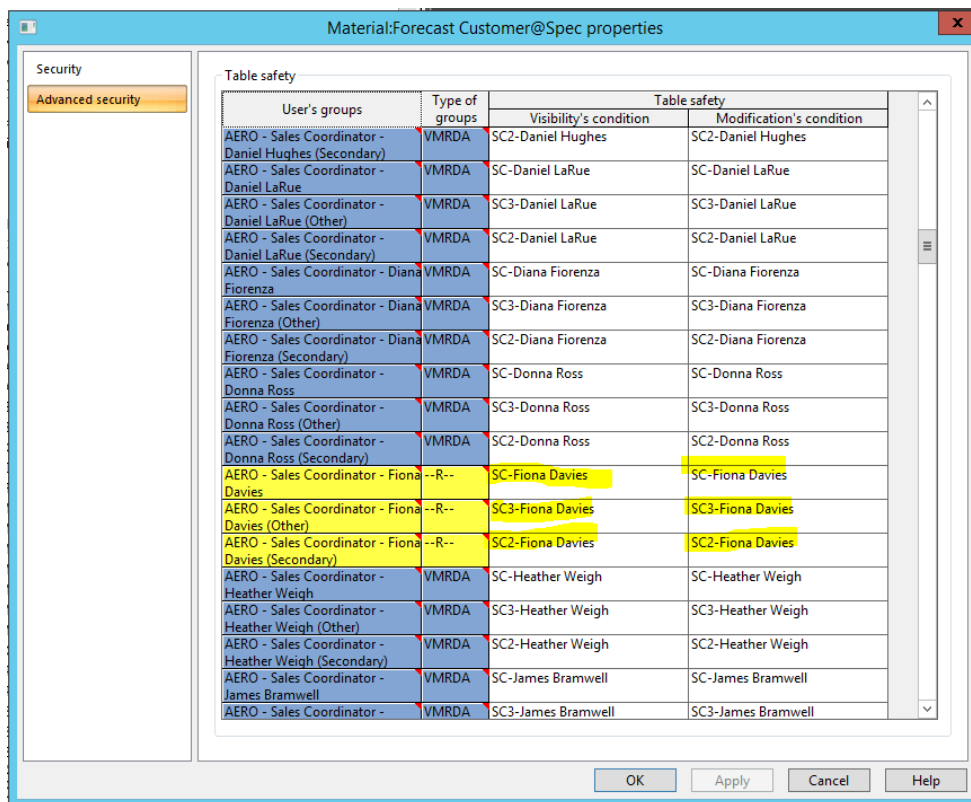
Modify the Advanced Security of the Forecast Customer Master table :

- Right-click on the Forecast Customer Master table
- Click on Security
- Click on Advanced security in the Forecast Customer properties box
- Scroll down to the newly created PMI Admin user group
- Add the newly created condition for the Forecast Customer Master table

Forecast Customer properties				
Security				
Advanced security				
Table safety				
User's groups	Type of groups	Table safety		
		Visibility's condition	Modification's condition	
AERO - Admin 1	VMRDA	Admin 1	Admin 1	
AERO - Admin 2	VMRDA	Admin 2	Admin 2	
AERO - Admin 3	VMRDA	Admin 3	Admin 3	
AERO - Admin 4	VMRDA	Admin 4	Admin 4	
AERO - Demand Planner	VM-DA			
AERO - Demand Planner 1 (Market Patricia)	VM-DA			
AERO - Demand Planner 2 (Market Kp)	VM-DA			
AERO - Demand Planner 3 (Market Kevin)	VM-DA			
AERO - Demand Planner 4 (Market Amanda)	VM-DA			
AERO - Demand Planner 5 (Market Clare)	VM-DA			
AERO - PMI	VMRDA			
AERO - PMI Admin - Angie Broo	VMRDA	zzzPMI Admin at FC - Angie Bro	zzzPMI Admin at FC - Angie Bro	
AERO - PMI Admin - Heather Weig	VMRDA	PMI Admin at FC - Heather Weig	PMI Admin at FC - Heather Weig	
AERO - PMI Admin - Justin Marti	VMRDA	PMI Admin at FC - Amy Casas	PMI Admin at FC - Amy Casas	
AERO - PMI Admin - Vicki Smutne	VMRDA	PMI Admin at FC - Vicki Smutne	PMI Admin at FC - Vicki Smutne	
AERO - Regional Sales Manager - A. Beain	VMRDA	RSM - A. Beain	RSM - A. Beain	
AERO - Regional Sales Manager - Buxman, Amy	VMRDA	RSM - Buxman, Amy	RSM - Buxman, Amy	
AERO - Regional Sales Manager - Collart, Etienne	VMRDA	RSM - Collart, Etienne	RSM - Collart, Etienne	
AERO - Regional Sales Manager - DE / RENNESTRAUM R.	VMRDA	RSM - Rennestraum R.	RSM - Rennestraum R.	
AERO - Regional Sales Manager - Depase, Edoardo	VMRDA	RSM - Depase, Edoardo	RSM - Depase, Edoardo	
AERO - Regional Sales Manager - Gerald Perrin	VMRDA	RSM - Perrin Gerald	RSM - Perrin Gerald	
AERO - Regional Sales Manager - Liberator, James	VMRDA	RSM - Liberator, James	RSM - Liberator, James	

Modify the Advanced Security of the Material:Forecast Customer@Spec Master table :

- Right-click on the Material:Forecast Customer@Spec Master table
- Click on Security
- Click on Advanced security in the Material:Forecast Customer@Spec properties box
- Scroll down to the newly created user groups
- Add the newly created condition for the Primary Sales Coordinator Master table, Secondary Sales Coordinatory Master table, and Other Sales Coordinatory Master table to each new user group (Other = SC3, Secondary = SC2)
- Add the newly created condition for the Forecast Customer Master table



Regional Sales Manager

Create new user :

- Login : **Windows ID**
- Description : **CM / Regional Sales Manager / Country code / LAST and First name**
- User Properties : Viewer, Enable account, External user name: email address
- Assign the user to the following user groups : CM - Role Regional Sales Manager

Create 1 new user group :

- Name : AERO - Regional Sales Manager - **REGION / LAST NAME First Name** (For example: AERO - Regional Sales Manager - GB / SMITH Paul)
- Assign the new user **Windows ID** to this group
- Assign the following Tools access rights : All options with the exception of the Shortcut bar

>> Complete when no users are connected to DP2 <<

Add Condition to the Regional Sales Manager Master table :

- RSM - **REGION / LAST NAME First Name** (For example: RSM - GB / SMITH Paul)
- Definition : Condition type = Filter applied to record codes, selection mask = sales group code Parent master table = Regional Sales Manager

Add User to Regional Sales Manager Master table :

- Open the Regional Sales Manager Master table
- Lock the data for editing (Click Records on Menu bar, then click on the Lock data icon)
- Add new record into table : Code (Sales Group Code from SAP - see first step in process), Name (**REGION / LAST NAME First Name** - For example: GB / SMITH Paul).

Modify the Advanced Security of the Regional Sales Manager Master table :

- Right-click on the Regional Sales Manager Master table
- Click on Security
- Click on Advanced security in the Regional Sales Manager properties box
- Scroll down to the newly created user groups
- Add the newly created condition for the Regional Sales Manager Master table to the new user group

Modify the Advanced Security of the Forecast Account Manager Master table :

- Right-click on the Forecast Account Manager Master table
- Click on Security
- Click on Advanced security in the Forecast Account Manager properties box
- Scroll down to the newly created user groups
- Add the newly created condition for the Forecast Account Manager Master table to the new user group

Modify the Advanced Security of the Forecast Customer Master table :

- Right-click on the Forecast Customer Master table
- Click on Security
- Click on Advanced security in the Forecast Customer properties box
- Scroll down to the newly created user groups
- Add the newly created condition for the Forecast Account Manager Master table to the new user group

Modify the Advanced Security of the Ship-to Master table :

- Right-click on the Ship-to Master table
- Click on Security
- Click on Advanced security in the Ship-to properties box
- Scroll down to the newly created user groups
- Add the newly created condition for the Forecast Account Manager Master table to the new user group

Modify the Advanced Security of the Material:Forecast Customer@Spec Master table :

- Right-click on the Material:Forecast Customer@Spec Master table
- Click on Security
- Click on Advanced security in the Material:Forecast Customer@Spec properties box
- Scroll down to the newly created user group
- Add the newly created condition for the Forecast Account Manager Master table to the new user group

Modify the Advanced Security of the Material:Shipto:Spec@DC Master table :

- Right-click on the Material:Shipto:Spec@DC Master table
- Click on Security
- Click on Advanced security in the Material:Shipto:Spec@DC properties box
- Scroll down to the newly created user group
- Add the newly created condition for the Forecast Account Manager Master table to the new user group

Account Manager

Sales Group (Need a better process for this step!!):

- *We need to have a sales group set up in SAP before the account manager can be setup. Amanda Pullen may know what this is or what code we should use. Look in the BW file and in SAP for the proper code.*

Regional Sales Manager:

- Usually supplied in the ticket, but if not we need to know who the account manager will be reporting to.

Create new user :

- Login : **Windows ID**

Description : **CM / Sales Team / Country code / LAST and First name**

User Properties : Collaborator, Enable account, External user name: email address

Assign the user to the following user groups : CM - Role Forecast Account Manager

Create 1 new user group :

- Name : AERO - Sales Team - **REGION / LAST NAME First Name** (For example: AERO - Sales Team - GB / DAVIS Matt)

Assign the new user **Windows ID** to this group

Assign the following Tools access rights : Menu bar, Quick access menu, Message Window, and Tool Bar

>> Complete when no users are connected to DP2 <<

Add Condition to the Forecast Account Manager Master table :

- Name : **REGION / LAST NAME First Name** (For example: GB / DAVIS Matt)
- Definition : Condition type = User input value, Parent master table = Forecast Account Manager

Add User to Forecast Account Manager Master table :

- Open the Forecast Account Manager Master table
- Lock the data for editing (Click Records on Menu bar, then click on the Lock data icon)
- Add new record into table : Code (Sales Group Code from SAP - see first step in process), Name (**REGION / LAST NAME First Name** - For example: GB / DAVIS Matt), set the Regional Sales Manager, check off the new condition created above

Modify the Advanced Security of the Forecast Account Manager Master table :

- Right-click on the Forecast Account Manager Master table
- Click on Security
- Click on Advanced security in the Forecast Account Manager properties box
- Scroll down to the newly created user groups
- Add the newly created condition for the Forecast Account Manager Master table to the new user group

Modify the Advanced Security of the Forecast Customer Master table :

- Right-click on the Forecast Customer Master table
- Click on Security
- Click on Advanced security in the Forecast Customer properties box
- Scroll down to the newly created user groups
- Add the newly created condition for the Forecast Account Manager Master table to the new user group

Modify the Advanced Security of the Ship-to Master table :

- Right-click on the Ship-to Master table
- Click on Security
- Click on Advanced security in the Ship-to properties box
- Scroll down to the newly created user groups
- Add the newly created condition for the Forecast Account Manager Master table to the new user group

Modify the Advanced Security of the Material:Forecast Customer@Spec Master table :

- Right-click on the Material:Forecast Customer@Spec Master table
- Click on Security
- Click on Advanced security in the Material:Forecast Customer@Spec properties box
- Scroll down to the newly created user group
- Add the newly created condition for the Forecast Account Manager Master table to the new user group

Modify the Advanced Security of the Material:Shipto:Spec@DC Master table :

- Right-click on the Material:Shipto:Spec@DC Master table
- Click on Security
- Click on Advanced security in the Material:Shipto:Spec@DC properties box

- Scroll down to the newly created user group
- Add the newly created condition for the Forecast Account Manager Master table to the new user group

8. Oil&Gas

Sales Employee

Create the user:

Login: **Windows ID**

Login SAP

Description: OG / SREP / Country Code / **LAST and first name**

Assign the user to the following user groups:

OG - Sales rep (KG)

Create the user group:

Create a new user group (DO NOT DUPLICATE AN EXISTING ONE)

Name: OG - SREP - **Country Code / LAST and first name**

Assign to this user group the user created

Delete any other existing assignments copied from duplicata

Create condition:

Under table Sales Employee ID

Name: OG - SREP - **Country Code / LAST and first name**

Type: Filter applied to record codes

Selection mask: User email address (Search in Sales Employee table the name of the Sales Employee you want to create, use the email address in the corresponding field)

>>> This step should be done during a release.

Note: email should be in lower case.

NOV - SREP - FR / DOUET C. properties

General

Definition

Condition type: User input value

Unit of measure conversion test

Combined condition

Aggregated condition

Selection mask: Christelle.DOUET@solvay.com

☒ Use regular expression

Parent master table:

Close Apply Cancel Help

Sales Employee ID records												
Code	Activ Name	Short name	Con Plan	Con SM	Con SM	Con SM	Con SM	Con SM	Con SM	Con SM	Con SM	Con SM
45	cheefe.chin@solvay.com	CHIN Chee Fei	CFCHIN									
46	cherle.ruffino@solvay.com	Cherle RUFFINO	USMHCAR									
47	Chie.FUKUOKA@solvay.com	FUKUOKA Chie	CFUKUOKA									
48	Chris.JONES@solvay.com	JONES Chris	CJONES3									
49	Christelle.DOUET@solvay.com	DOUET Christelle	CDOUET									
50	Cida.Alves@solvay.com	ALVES Cida	CALVES									
51	Claude-Emmanuel.HEDOIRE@solvay.com	HEDOIRE										
52	Claudia.Acevedo@solvay.com	ACEVEDO										
53	Corinne.CORDIER@solvay.com	CORDIER										
54	Crystal.Parker@solvay.com	PARKER										
55	dae-jun.han@solvay.com	Dae-Ju										
56	Daiji.Kani@solvay.com	KANI D										
57	Dan.Nguyen@solvay.com	NGUYEN										
58	Dana.Smith@solvay.com	SMITH										
59	Danae.Papadrossou@solvay.com	Danae										
60	Daniel.Kraemer@solvay.com	KRAEMER										
61	daniel.lauzon@solvay.com	Daniel										
62	dave.dai@solvay.com	Dave D										
63	David.Grandeau@solvay.com	GRANDEAU										
64	David.LANSON@solvay.com	LANSON										
65	david.smith@solvay.com	SMITH										
66	Deepak.Bhatia@solvay.com	BHATIA										
67	denny.Chen@solvay.com	CHEN D										
68	Diana.Millan@solvay.com	MILLAN										
69	Dmitry.KORYUKHOV@solvay.com	KORYUKHOV										
70	dominick.cangiano@solvay.com	Dominick										
71	dong-beob.lee@solvay.com	Dong-B										
72	doo-keun.lee@solvay.com	Doo-Keun										
73	Dusanka.Vos@solvay.com	VOS D										
74	eder.torres@solvay.com	TORRES Eder Rissi	ETORRES									

Sales Employee records

Code	Name	Short name	Aggregated level	Sales Employee ID	Con Plan	Con Plan
785	12G FR / LESCOAT Estelle			Estelle.LESCOAT@solvay.com	☐	☒
786	12H JP / FUKUOKA Chie			Chie.FUKUOKA@solvay.com	☐	☒
787	12I TR / SENSOY Seyhan			Seyhan.SENSOY@solvay.com	☐	☒
788	12J FR / DOUET C.			Christelle.DOUET@solvay.com	☐	☒
789	12K BR / DORRIGHELLO A.				☐	☐
790	12L BR / ALMEIDA V.				☐	☐
791	12M RU / KORYUKHOV Dmitry				☐	☒
792	12N GB / JONES Chris				☐	☒
793	12O CZ / BABORSKY Tomas				☐	☐
794	12P DE / PFEIFER Achim				☐	☒
795	12Q SG / GONG Roger				☐	☐
796	12R SG / KRISHNAWATY Evy				☐	☒
797	12T IN / KAPOOR Raj				☐	☒
798	12U FR / DE GIVRY V.				☐	☐
799	12Y PE / DAVILA Jannet				☐	☒
800	12Z US / SCHLEGEL Brice				☐	☐
801	2001010 BRACK HARRY				☐	☐
802	2001055 Mattmueller Martin				☐	☐
803	2001057 Schnalke Peter				☐	☐
804	2001068 Neff Walter				☐	☐
805	2001109 Odenwald Michael				☐	☐
806	2001130 Wacker Jolanda				☐	☐
807	2001175 Ziko Admira				☐	☐
808	2001175 Ziko Admira				☐	☐
809	205 Stuart Mitchell				☐	☐
810	210 ORKILA PAKISTAN				☐	☐
811	21000002 TIMAR Eva				☐	☐
812	21000010 András Németh				☐	☐
813	215 Kermit Kwan				☐	☐
814	219 Mr Mark Goydich				☐	☐
815	220 Theodore Moore				☐	☐

Search

Entry the key word to find :

FR / DOUET C

FR / BAPTISTE Maeva

FR / BEAU Reiqs

FR / BELLINI Raul

FR / BESLAY Jerome

FR / BIZERAY Laurent

FR / BOMBASARO S.

FR / BORIE Audrey

FR / BOURGET Cyril

FR / BUGE Nicolas

FR / BURDELIS M.

FR / CIRILLO D.

FR / CORDIER-T.C.

FR / DE GIVRY V.

FR / DECAVEUX S.

FR / DONNARD Erwan

FR / DOUET C

Previous

Next

☐ Match case
 ☐ Match whole word

☐ Regular expression

OK

Cancel

Update the security of master tables: "Sales Employee ID" > Right click > Security > Advanced security > Go to user group line (created step before) and put the condition (created before)

Repeat this step for Material:Shipto@DC table

Sales Employee ID properties

Security

Advanced security

Table safety

User's groups	Type of groups	Table safety	
		Visibility's condition	Modification's condition
NOV - SREP - CN / YANG Michael	VMRDA	NOV - SREP - CN / YANG Michael	NOV - SREP - CN / YANG Michael
NOV - SREP - CN / YANG Xian Hu	VMRDA	NOV - SREP - CN / YANG Xian Hu	NOV - SREP - CN / YANG Xian Hu
NOV - SREP - CN / ZHAI Gang	VMRDA	NOV - SREP - CN / ZHAI Gang	NOV - SREP - CN / ZHAI Gang
NOV - SREP - CN / Zhu Andriv	VMRDA	NOV - SREP - CN / Zhu Andriv	NOV - SREP - CN / Zhu Andriv
NOV - SREP - CN / ZHU Qing	VMRDA	NOV - SREP - CN / ZHU Qing	NOV - SREP - CN / ZHU Qing
NOV - SREP - CN / Zhu Wenfeng	VMRDA	NOV - SREP - CN / ZHU Wenfeng	NOV - SREP - CN / ZHU Wenfeng
NOV - SREP - CO / ACEVEDO Claudi	VMRDA	NOV - SREP - CO / ACEVEDO Claudi	NOV - SREP - CO / ACEVEDO Claudi
NOV - SREP - CO / GONZALEZ Ines	VMRDA	NOV - SREP - CO / GONZALEZ Ines	NOV - SREP - CO / GONZALEZ Ines
NOV - SREP - CO / MILLAN Diana	VMRDA	NOV - SREP - CO / MILLAN Diana	NOV - SREP - CO / MILLAN Diana
NOV - SREP - CO / PERDOMO A.	VMRDA	NOV - SREP - CO / PERDOMO A.	NOV - SREP - CO / PERDOMO A.
NOV - SREP - CO / SIERRA Carlos	VMRDA	NOV - SREP - CO / SIERRA Carlos	NOV - SREP - CO / SIERRA Carlos
NOV - SREP - CR / SOLIS Ellis	VMRDA	NOV - SREP - CR / SOLIS Ellis	NOV - SREP - CR / SOLIS Ellis
NOV - SREP - CZ / KLUBANI M.	VMRDA	NOV - SREP - CZ / KLUBANI M.	NOV - SREP - CZ / KLUBANI M.
NOV - SREP - DE / IRRGANG Thoma	VMRDA	NOV - SREP - DE / IRRGANG Thoma	NOV - SREP - DE / IRRGANG Thoma
NOV - SREP - DE / KRAEMER Daniel	VMRDA	NOV - SREP - DE / KRAEMER Daniel	NOV - SREP - DE / KRAEMER Daniel
NOV - SREP - DE / PFEIFER Achim	VMRDA	NOV - SREP - DE / PFEIFER Achim	NOV - SREP - DE / PFEIFER Achim
NOV - SREP - DE / PRIEN Frank	VMRDA	NOV - SREP - DE / PRIEN Frank	NOV - SREP - DE / PRIEN Frank
NOV - SREP - DE / SCHNEIDER DR.	VMRDA	NOV - SREP - DE / SCHNEIDER DR.	NOV - SREP - DE / SCHNEIDER DR.
NOV - SREP - DE / WALLEN Niclas	VMRDA	NOV - SREP - DE / WALLEN Niclas	NOV - SREP - DE / WALLEN Niclas
NOV - SREP - EC / Belen Hurtado	VMRDA	NOV - SREP - EC / QUINGALAHUA E	NOV - SREP - EC / QUINGALAHUA E
NOV - SREP - EC / QUINGALAHUA E	VMRDA	NOV - SREP - EC / QUINGALAHUA E	NOV - SREP - EC / QUINGALAHUA E
NOV - SREP - FI / MANTYSAARI M.	VMRDA	NOV - SREP - FI / MANTYSAARI M.	NOV - SREP - FI / MANTYSAARI M.
NOV - SREP - FR / BEAU Reais	VMRDA	NOV - SREP - FR / BEAU Reais	NOV - SREP - FR / BEAU Reais
NOV - SREP - FR / CORDIER-T C.	VMRDA	NOV - SREP - FR / CORDIER-T C.	NOV - SREP - FR / CORDIER-T C.
NOV - SREP - FR / DOUET C.	VMRDA	NOV - SREP - FR / DOUET C.	NOV - SREP - FR / DOUET C.
NOV - SREP - FR / EKOULE Carine	VMRDA	NOV - SREP - FR / EKOULE Carine	NOV - SREP - FR / EKOULE Carine
NOV - SREP - FR / ESPINASSE	VMRDA	NOV - SREP - FR / ESPINASSE	NOV - SREP - FR / ESPINASSE
Geraldine		Geraldine	Geraldine
NOV - SREP - FR / FOERSTER M.	VMRDA	NOV - SREP - FR / FOERSTER M.	NOV - SREP - FR / FOERSTER M.
NOV - SREP - FR / GRANDEAU Davi	VMRDA	NOV - SREP - FR / GRANDEAU Davi	NOV - SREP - FR / GRANDEAU Davi
NOV - SREP - FR / HEDOIRE CE.	VMRDA	NOV - SREP - FR / HEDOIRE CE.	NOV - SREP - FR / HEDOIRE CE.
NOV - SREP - FR / LANSO David	VMRDA	NOV - SREP - FR / LANSO David	NOV - SREP - FR / LANSO David
NOV - SREP - FR / LEITAO Elodie	VMRDA	NOV - SREP - FR / LEITAO Elodie	NOV - SREP - FR / LEITAO Elodie
NOV - SREP - FR / LESCOAT Estelle	VMRDA	NOV - SREP - FR / LESCOAT Estelle	NOV - SREP - FR / LESCOAT Estelle
NOV - SREP - FR / LOURDAULT C.	VMRDA	NOV - SREP - FR / LOURDAULT C.	NOV - SREP - FR / LOURDAULT C.
NOV - SREP - FR / MERLET S.	VMRDA	NOV - SREP - FR / MERLET S.	NOV - SREP - FR / MERLET S.

OK Apply Cancel Help

Structure

- Horizons
- Hierarchies
- Units of measure
- Master tables
 - <Alerts>
 - <Any level>
 - <Item Type>
 - <Lead Time>
 - <Levels>
 - <Variability>
- _Misc
- _Tech
- Best FA M-1
- BFRs
- MaterialShipto@DC
 - ABC Iv1 (regular)
 - ABC Iv1 (Unit)
 - ABC Iv1 (Value)
 - ABC-BU

Sales Employee

Sales Employee ID

Planned Sales Employee | NOVECARÉ

Planned Sales Employee | SpecialChem

S&OP Planner

Create the user:

Login: Windows ID

Description: OG / SOP Manager / Country Code / Country Code / First and last name

Assign the user to following user groups:

OG - S&OP Planner

Create the user Group:

Create a new user group (DO NOT DUPLICATE AN EXISTING ONE)

Name: OG - S&OP Manager - Country Code / First and last name

Assign to this user group the user created

Delete any other existing assignments copied from duplicata

Create condition:

Add ^ at the beginning of the code

Add \$ at the end of the code

Under table S&OP Planner

Name: OG - S&OP - Country Code / First and last name

Type: Filter applied to record codes

Selection mask: code of the S&OP Planner (Search in S&OP Planner table the name of the S&OP planner you want to create, use his code in this field)

>>> This step should be done during a release.

NOV - S&OP - MX / Alejandro Ramirez properties

General

Definition

Condition type: User input value

Selection mask: ARAMIRE1

☒ Use regular expression

Parent master table: S&OP Planner

OK Apply Cancel Help

S&OP Planner records

Code	Name	Short name	S&OP Leader	Aggregated level
1	ARAMIRE1	Alejandro Ramirez	ARAMIRE1	Monica Tussie
2	BMACINA	Berta Macina	BMACINA	
3	BRBC8079	Caroline DE CAMPOS	BRBC8079	
4	BUM08767	Marthinusprio Buwono	FFSIEW2	
5	CCHONG	Christine Chong	CCHONG	
6	DE17393	Christoph PIESBERGEN	DE17393	
7	DE17476	Philipp KUNZE	DE17476	
8	DE20866	Joerg BRAUNSCHWEIG	DE20866	
9	FBENACHI	Fadila BENACHICH	FBENACH	
10	FLESSARD	Felix LESSARD	FLESSARD	
11	GETIENNE	Ghyslaine ETIENNE	GETIENNE	
12	HBAITZ	Henrique BAITZ	HBAITZ	
13	IGIL	Isabel GIL	IGIL	
14	JCHEN4	Jie CHEN	JCHEN4	
15	JGENA	Julien GENA	JGENA	
16	JHODGES	John HODGES	JHODGES	
17	JHZHU3	Jianhua ZHU	JHZHU3	
18	KHUBSCHE	Kim ZEDERBAUM	KHUBSCH	
19	KWALKER	Kirsty LONGLEY	KWALKER	
20	KYANG2	Yang KAI	YKAI	
21	LFOX	Laura Fox	LFOX	
22	LSHI	LiuYing SENG	LSHI	
23	LSOUSA	Luciana SOUSA	LSOUSA	

Search

Entry the key word to find:

Alejandro Ramirez

Andrew NAUMANN

Arber Shasivari

Berta Macina

Caroline DE CAMPOS

Christine Chong

Christoph PIESBERGEN

Fadila BENACHICH

Felix LESSARD

Ghyslaine ETIENNE

Henrique BAITZ

Isabel GIL

Jianhua ZHU

Jie CHEN

Joerg BRAUNSCHWEIG

John HODGES

Previous Next

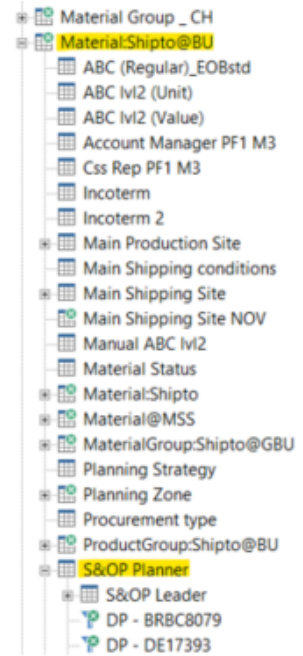
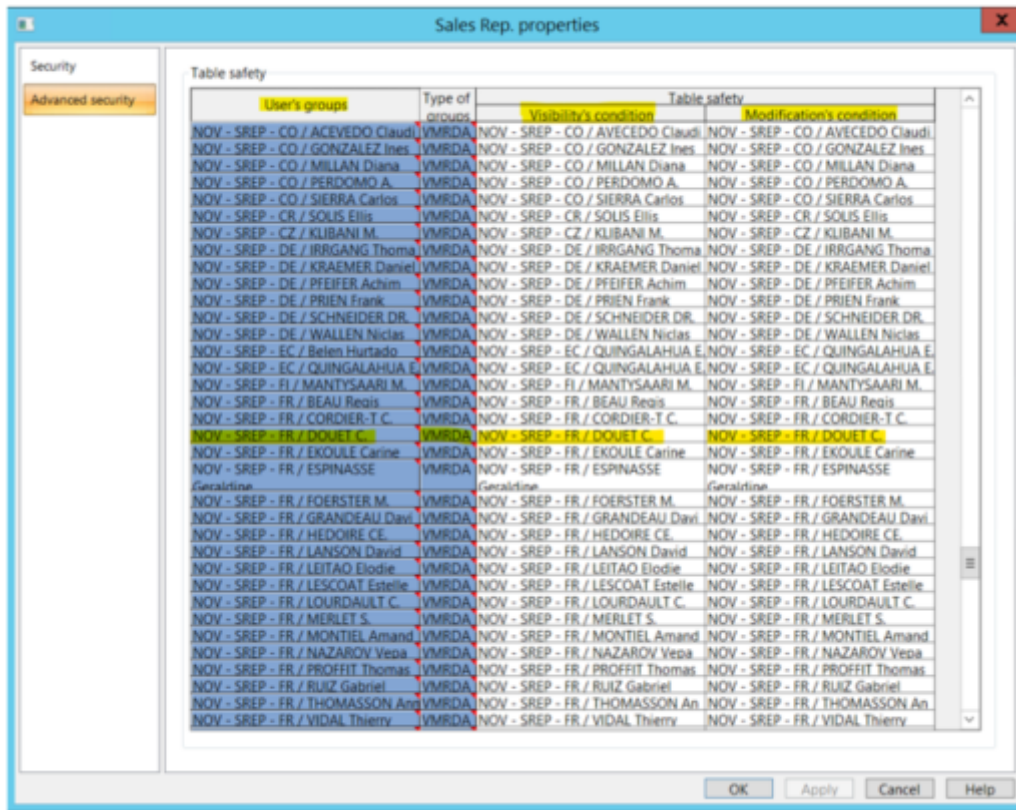
☐ Match case ☐ Match whole word

☐ Regular expression

OK Cancel

Update the security of master tables: "S&OP Planner" > Right click > Security > Advanced security > Go to user group line (created step before) and put the condition (created before)

Repeat this step for all master tables which are parents of "S&OP Planner" table (the most important one is : Material:Shipto@DC table)



+ Link between S&OP Leader and S&OP Planner:

- Update the S&OP Planner table and assign the correct S&OP Leader to the correct S&OP Planner, with related data field.

S&OP Planner records												
34	Code	Name	Short name	Aggregated level	Condi	Condi	Condi	Condi	Condi	Condi	Condi	Co
1	ARAMIRE1	Alejandro Ramirez	ARAMIRE1	Monica Tussie	NOV	NOV	NOV	NOV	NOV	NOV	NOV	NO
2	BMACINA	Berta Macina	BMACINA	Walter CUNHA								
3	BRBC8079	Caroline DE CAMPOS	BRBC8079									
4	BUW08767	Marthinusprio Buwono	PFSIEW2	Christine CHONG								
5	CCHONG	Christine Chong	CCHONG	Christine CHONG								
6	DE17393	Christoph PIESBERGEN	DE17393									
7	DE17476	Philipp KUNZE	DE17476									
8	DE20866	Joerg BRAUNSCHEWIG	DE20866									
9	FBENACHI	Fadila BENACHICH	FBENACHI	Julien GENA								
10	FLESSARD	Felix LESSARD	FLESSARD	Julien GENA	✓							
11	GETIENNE	Ghyslaine ETIENNE	GETIENNE	Julien GENA						✓		
12	GUER1226	Lizeth Guerrero	GUER1226									
13	HBAITZ	Henrique BAITZ	HBAITZ	Walter CUNHA								

S&OP Leader

Create the user:

Login: Windows ID

Description: OG / **SOP Leader** / Country Code / First and last name

Assign the user to following user groups:

Update the security of master tables: "S&OP Leader" > Right click > Security > Advanced security > Go to user group line (created step before) and put the condition (created before)

Repeat this step for all master tables which are parents of "S&OP Leader" table (the most important one is : Material:Shipto@DC table)

S&OP Leader properties

Security

Advanced security

Table safety

User's groups	Type of groups	Table safety	
		Visibility's condition	Modification's condition
NOV - RMD MARKET OIL & GAS - NAM WEST	VMRDA		
NOV - RMD MARKET UNALLOCATED - AP	VMRDA		
NOV - RMD MARKET UNALLOCATED - EU	VMRDA		
NOV - RMD MARKET UNALLOCATED - LA	VMRDA		
NOV - S&OP Leader - AP / Christine CHONG	VMRDA		
NOV - S&OP Leader - EU / Julien GENA	VMRDA		
NOV - S&OP Leader - LA / Walter CUNHA	VMRDA		
NOV - S&OP Leader - MX / Monica Tussie	VMRDA		
NOV - S&OP Leader - NAM E / Charles AYMES	VMRDA		
NOV - S&OP Leader - NAM W / Joseph Bryant	VMRDA		
NOV - S&OP Manager - AR / Berta Macina	VMRDA		
NOV - S&OP Manager - BR / Aline Ruiz	VMRDA		
NOV - S&OP Manager - BR / Henrique Baitz	VMRDA		
NOV - S&OP Manager - BR / Luciana Sousa	VMRDA		
NOV - S&OP Manager - CN / Chen JIE	VMRDA		
NOV - S&OP Manager - CN / Yang Kai	VMRDA		
NOV - S&OP Manager - CN / Zhu Jianhua	VMRDA		
NOV - S&OP Manager - CO / Isabel GIL	VMRDA		
NOV - S&OP Manager - FR / Fadila Benachir	VMRDA		
NOV - S&OP Manager - FR / Felix Lessard	VMRDA		
NOV - S&OP Manager - FR / Ghyslaine Etienne	VMRDA		
NOV - S&OP Manager - FR / Olivier GENE	VMRDA		

OK

Apply

Cancel

Help

Structure

Horizons

Hierarchies

Units of measure

Master tables

<Alerts>

<Any level>

<Item Type>

<Lead Time>

<Levels>

<Variability>

_Misc

_Tech

Best FA M-1

BFRs

Material:Shipto@DC

ABC lvl1 (regular)

ABC lvl1 (Unit)

ABC lvl1 (Value)

ABC-BU

Material Group _ CH

Material:Shipto@BU

ABC (Regular)_EOBstd

ABC lvl2 (Unit)

ABC lvl2 (Value)

Account Manager PF1 M3

Css Rep PF1 M3

Incoterm

Incoterm 2

Main Production Site

Main Shipping conditions

Main Shipping Site

Main Shipping Site NOV

Manual ABC lvl2

Material Status

Material:Shipto

Material@MSS

MaterialGroup:Shipto@GBU

Planning Strategy

Planning Zone

Procurement type

ProductGroup:Shipto@BU

S&OP Planner

S&OP Leader

NOV - S&OP Leader - AP - Christine CHONG

NOV - S&OP Leader - EU - Julien GENA

NOV - S&OP Leader - LA - Walter CUNHA

NOV - S&OP Leader - MX - Monica TUSSIE

NOV - S&OP Leader - NAM East - Charles Aymes

NOV - S&OP Leader - NAM West - Joseph Bryant

Assign sites to the S&OP leaser :

Open Workspace NOVECARE - A0 User right Management

Assign his site to the planner in tabs Intra zone flow and Inter zone flow

S&OP Planner Intra zone			
Zone of MPS	Mini Zone of MPS	Main Production Site	Scope for Intrazone
		6301 EES Moerdijk	Jessy Yokole
		6393 Halifax	Liuying SENG
		7735 / Sittnak Buyukcekmece	Liuying SENG
		8090 / Ospiate Di Bollate	Felix LESSARD
		8090 Ospiate Di Bollate	Felix LESSARD
		SVK-RU /IDELKHIM ALMETYEVSK	Liuying SENG
		SVK-RU /TRANSLOG STUPINO	Liuying SENG
		ZFR3 / Bayer Marle	Aurelie WILHEM
		ZFR3 / Danisco Saint Léger	Ghyslaine ETIENNE
		ZFR3 / Mex. Natie Zwijndrecht	Aurelie WILHEM
		ZFR3 / Momentive Ribécourt	
		ZFR3 / Négoce FR	Ghyslaine ETIENNE
		ZFR3 / Négoce Hors UE	Aurelie WILHEM
		ZFR3 / Odyssey Genthin	Liuying SENG
		ZFR3 / Schirm Schönebeck	
		ZFR3 Clamecy	Patrick MGBA
		ZFR3 Melle	Ghyslaine ETIENNE