

# AFT Monitoring

**AFT Folder** : [https://drive.google.com/drive/folders/1Bj1TnCYeBs3re\\_TkKm\\_2jtBrQc2dx9mS](https://drive.google.com/drive/folders/1Bj1TnCYeBs3re_TkKm_2jtBrQc2dx9mS)

**AFT Prod app** : <https://exportcontrolaccessflag.solvay.com/#/home/results/resultslst>

**Pre-Prod app** : <https://prj-accessflag-pre-prod.ew.r.appspot.com/#/home/results/resultslst>

1. Go to **AFT application** for **PROD** environment and **export** the data from the following tabs:

- i) **User Information**
- ii) **Companies**
- iii) **Sites**
- iv) **User Whitelist**
- v) **Control Group Country**
- vi) **Control Group**

Export Control Access Flag

Bhagyalakshmi

Search User ID: Type or Choose option

Search Email ID: Type or Choose option

Search Control Group ID: Type or Choose option

User ID	Email ID	Control Group ID	Control Group Description
AAML9219	neha.aamliya-ext@syensqo.com	9&C0	Specific Internal Control Group for...
AAML9219	neha.aamliya-ext@syensqo.com	9&C1	Specific Internal Control Group for...
AAML9219	neha.aamliya-ext@syensqo.com	9&C2	Specific Internal Control Group for...
AAML9219	neha.aamliya-ext@syensqo.com	9&EU	Specific Internal Control Group for...
AAML9219	neha.aamliya-ext@syensqo.com	9&IT	Specific Internal Control Group for...
AAML9219	neha.aamliya-ext@syensqo.com	9&TG	Specific Internal Control Group for...
AAML9219	neha.aamliya-ext@syensqo.com	9&TA	Specific Internal Control Group for...
AAML9219	neha.aamliya-ext@syensqo.com	DU01	All EU Dual Use except Annex IV

- Application Users
- Company
- Site
- User Information
- User Whitelist
- User Blacklist
- Company Licence Authorization
- Control Group Country
- Control Group
- Change Log
- SFT & AFT Job Tracking Dashboard
- Daily Sync Job Tracking Dashboard
- SAP Details Dashboard

2. Click on **export control access flag icon** and search for **yes** value and **export** AFT flag yes values.

Export Control Access Flag

Bhagyalakshmi

Search User ID: Type or Choose option

Search Email ID: Type or Choose option

Search Control Group ID: Type or Choose option

Search Result: Yes

Search Export

User ID	Email ID	Control Group ID	Control Group Description	Last Modified Record Date	Record Modified Date	Result
63007890	thierry.buchailot@syensqo.com	DU01	All EU Dual Use except Annex IV	21-Aug-2025	21-Aug-2025	YES
63007890	thierry.buchailot@syensqo.com	DU02	EU-DU Hydrogen Fluoride (licence fo...	21-Aug-2025	21-Aug-2025	YES
63007890	thierry.buchailot@syensqo.com	DU07	EU-DU Thorium	21-Aug-2025	21-Aug-2025	YES
63007890	thierry.buchailot@syensqo.com	EU01	EU01	21-Aug-2025	21-Aug-2025	YES

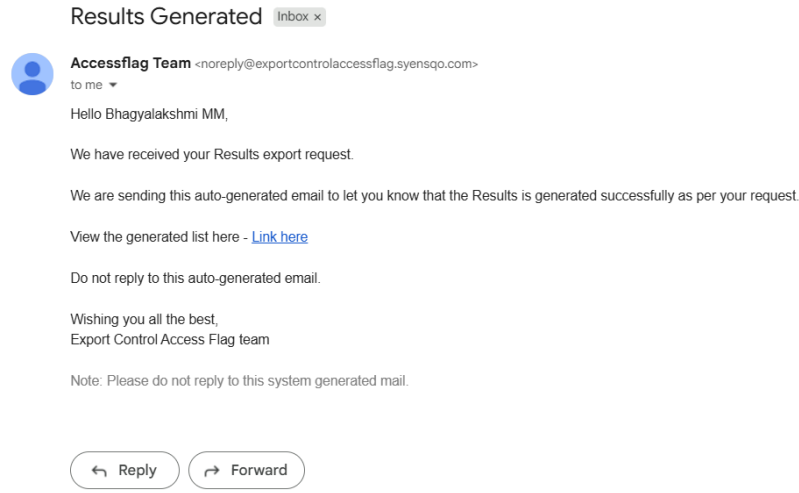
Search for **NO** value and **export** the data.

**Export Flag Yes and NO values in AFT preproduction as well**

3. When the data's are exported (Step 1 & Step 2), We will be getting an email with the export details

Open the mail and click on the link, We will get the exported details in Google document

Sample Email :



Open [Drive](#) and Go to AFT Reports and Search for latest document and open it, Make a copy of the report and provide the current date as a title  
Copy paste all the exported data into the latest document by replacing the previous data.

**4. Columns to be Copied from Exported data to latest document:**

**AFT whitelist-** Copy from columns **A-D**

**AFT users-**Copy from Columns **A-I**

**AFT flag Yes-**A to C

**Aft flag No-**A to B

**Aft pre prod Yes-** A to B

**AFT pre prod No** – A to B

**AFT sites-** A to C

**Aft Companies-** A to C

**Control Group Country** - A to D

**Control Group** - A to D

**Note:**

If there is any **bulk data** i.e lakhs of data then **split** the data and copy accordingly.

Copy the columns one by one depending upon the size of data.

For Copy - Ctrl+C

Once you see the **dotted lines** around column, it means that **data is copied**.

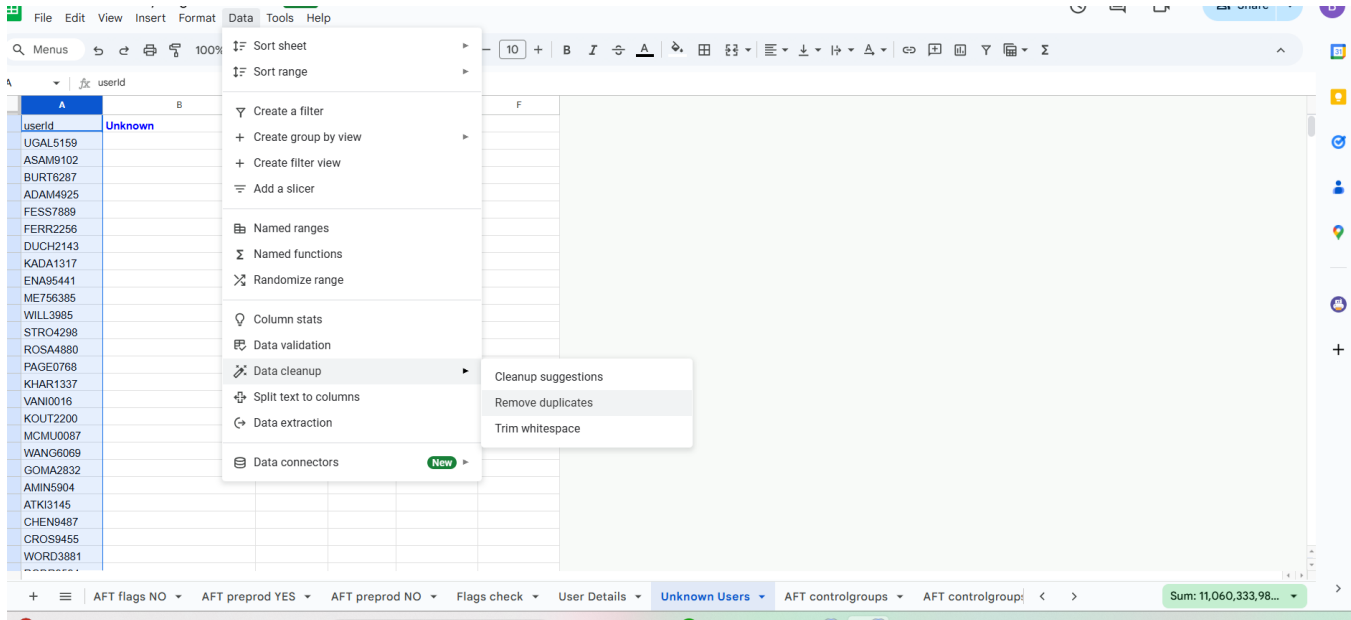
For Pasting in the document, right click on particular column and select **Paste with Values** option.

After copy pasting is done, **perform** all the **8 checks** given below.

### Check #1: Coherence test

This test is automatically done by AFT dashboard on page "Daily Sync Job Tracking". This test is "number of users x numbers of control groups = number of flags YES + number of flags NO"

If the data is not correct, Go to **AFT flag Yes** copy all user ID paste it in **Unknown users** tab (Column A) and **remove duplicates** (go to **data** and perform **data clean up**) and apply **filter** in **B column** with user IDs **except blanks** and choose all the user Id's.



If any **users found**, Make a note of the users list

### Check #2: Sync test

Go to **last sync date** tab and check the column A to check if we have any data in greater than 10 days

2					
3					
4	2023-09-29	121	Flags YES		0.057%
5	2023-09-28	154856	Flags YES		72.516%
6	2023-09-27	91	Flags YES		0.043%
7	2023-09-26	55271	Flags YES		25.882%
8	2023-09-25	1795	Flags YES		0.841%
9	2023-09-24	1226	Flags YES		0.574%
10	2023-09-23	97	Flags YES		0.045%
11	2023-09-22	0	Flags YES		0.000%
12	2023-09-21	5	Flags YES		0.002%
13	2023-09-20	0	Flags YES		0.000%
14	2023-09-19	31	Flags YES		0.015%
15	2023-09-18	0	Flags YES		0.000%
16	2023-09-17	15	Flags YES		0.007%
17	2023-09-16	0	Flags YES		0.000%
18	2023-09-15	9	Flags YES		0.004%
19	2023-09-14	4	Flags YES		0.002%
20	2023-09-13	0	Flags YES		0.000%
21	2023-09-12	0	Flags YES		0.000%
22	2023-09-11	0	Flags YES		0.000%
23	2023-09-10	0	Flags YES		0.000%
24	2023-09-09	0	Flags YES		0.000%

If values are found, then go to that **particular date in AFT flag Yes** and copy paste all user ID into new spreadsheet

Remove duplicates from the new spreadsheet (data -> data clean up -> remove duplicates) -> Rename new file as " Users to force flag computation"  
Then download the file to Microsoft Excel (.xlsx)

Go to access flag tool -> Go to solvay user information -> Import the new file named "Users to force flag computation"

In case of forced resync, recheck flags (redo exports until CHECK #1 and CHECK #2 successfully passed)

**Check #3: User profile (Check for User with missing information)**

Go to **AFT users** tab and apply filter on **Column G (unselect blanks, default values Like 999999999 /999999998 /999999997 ) and Column H (Select Blanks)**

The screenshot shows an Excel spreadsheet with columns A through J. The data includes User ID, First Name, Last Name, Email Address, Site Code, Site Country, Company Code, Company Country, entity, CW/In, and Site Name. A filter is applied to column H, showing a dropdown menu with the option '(Blanks)' selected. The spreadsheet is titled 'Company Country' and the active tab is 'AFT users'.

E	F	G	
Code	Site Country	Company Code	Com
		BEL	
		BEL	
		BEL	
		USA	
		PRT	
		FRA	
		BRA	
		USA	
		BRA	
		BRA	
		BEL	
		USA	
		CHN	
		CHN	
		BEL	

E	F	G	H
Code	Site Country	Company Code	Company Country
		BEL	
		BEL	
		BEL	
		USA	
		PRT	
		FRA	
		BRA	
		USA	
		BRA	
		BRA	
		BEL	
		USA	
		CHN	
		CHN	
		BEL	
1347	CHN		6811
			CHN

Make a note of the users with missing information

**Check #4: Test concerning DU01 issue - Whitelist exception**

Go to **AFT USERS** tab Filter **Column S** for oups

Copy the data into **new Spreadsheet** and name it as **Forced DU01 List** with User ID, Control Group ID, Validity Date, Comments details

Add **Control group ID as DU01** and **Column C- Validity Date-** Copy heading date as 2030 for all the users

**Column D** should be **Comments(Ticket ID - Which we should be creating to track the activity)**

	A	B	C	D	E
1	User ID	Control group	Validity Date	Comments	
2	SILV5866	DU01	2030-12-31 22:00	Ticket #INC000001074527	
3	PITE8777	DU01	2030-12-31 22:00	Ticket #INC000001074527	
4	FILI0078	DU01	2030-12-31 22:00	Ticket #INC000001074527	
5	DENB8131	DU01	2030-12-31 22:00	Ticket #INC000001074527	
6	BE035818	DU01	2030-12-31 22:00	Ticket #INC000001074527	
7	PIQU9501	DU01	2030-12-31 22:00	Ticket #INC000001074527	



### User Whitelist List

ACRUZ

+ New Whitelist User

Export

Import

User ID	Control Group ID	Validity Date	Comments
ACRUZ2	DU01	01-Jan-2031	Ticket #INC000001239633

Create an incident request to track this activity

### Check #7: Test concerning expiration date of whitelist entries

Go to **Dashboard Whitelist**, and check for next expiration date

Next Expiration Date in **-101** days concerning **1** entries

GLOBAL DASHBOARD	WhiteList Entries			Users		
	Solvay	Contingent	Total	Solvay	Contingent	Total
No missing information ! Flag "YES" by default, not because of a whitelist entry EA01, EAR99				538	6	543
Potential missing information ! Because of Flag "NO" by default or Flag "YES" forced with a whitelist entry EA01, EAR99				2	8	
<b>All Types</b>	<b>723</b>	<b>14</b>	<b>737</b>	<b>544</b>	<b>7</b>	<b>551</b>
Type "A" (approved) = DU01, Internal "non-EU citizens in EU"	130	0	130			
Type "N" (approved) = NEXTLABS DAM admin account	0	0	0			
Type "B" (approved) = EA04, NS1 (LoA signed)	164	441	164	300	0	300
Type "C" (approved) = XX01, EU-DU x NS1 (LoA signed or US citizen)	146	0	146			
Type "P" (approved) = GBU CM 9& flag	1	0	1			
Type "G" (Hypercare DAE, waiting for missing information) = EA01, EAR99	0	0	0			
Type "K" (Hypercare DAE, waiting for missing information) = EA02, EAR-AT1	0	0	0			
Type "U" (Hypercare DAE, waiting for missing information) = EA03, EAR-AT2	0	0	0			
Type "D" (Hypercare DAE, waiting for LoA signed) = EA04, EAR-NS1	0	0	0			
Type "M" (Hypercare DAE, waiting for ATLAS investigation) = EA06, EAR-CB2	0	0	0			
Type "I" (Hypercare DAE, waiting for ATLAS investigation) = DU01, EU-DU	0	0	0			
Type "L" (Hypercare DAE, waiting for ATLAS investigation) = DU02, EU-DU HF	0	0	0			
Type "H" (Hypercare DAE, waiting for ATLAS investigation) = DU05, CN-DU	0	0	0	0	0	0
Type "O" (Hypercare DAE, waiting for ATLAS investigation) = DU07, EU-DU Thorium	0	0	0			
Type "Q" (Hypercare DAE, waiting for ATLAS investigation) = DU03, CA-DU	0	0	0			
Type "R" (Hypercare DAE, waiting for ATLAS investigation) = DU06, MX-DU	0	0	0			
Type "T" (Hypercare DAE, waiting for ATLAS investigation) = DU04, UK-DU	0	0	0			
Type "S" (Hypercare DAE, waiting for ATLAS investigation) = MIL2, DE-ML	0	0	0			
Type "E" (Hypercare DAE, waiting for LoA signed or ATLAS investigation) = XX01, EU-DU x EAR-NS1	0	0	0			

notice for L1 action (monitorin) notice for L1 action (whitelist) Last Sync Date **DASHBOARD WhiteList** DASHBOARD Vendor Companies AFT whitelist AFT users

Go to **AFT whitelist** and filter column **AO** by users whose expiration date is less than 10 days.

Copy the **USER ID** and **Control group** of the filtered users into new file and name it as **USER EXPIRATION** and track the users details.

### Check #8: Update of vendor codes having at least one contingent worker with flags YES

Go to **AFT users** and **filter Column R** to check if any new company available if yes copy the company code and paste it into **Dashboard vendor Companies** Tab and do **Ctrl+D** for the remaining values(*Column B to G*).

A	B	C	D	E	F	G
Vendor Code	Vendor Name	Vendor Country	CW total	CW with flags YES	CW with WhiteList entries	CW with flags YES not WL
1003014836	RANDSTAD DEUTSCHLAND GMBH	DEU	1	1	0	1
1003053909	PERSONA SERVICE AG & CO K	DEU	0	0	0	0
1003059696	JOB SERVICE BADEN GMBH	DEU	2	1	0	1
2500035216	PLANO TREINAMENTO E DESEN	BRA	1	1	0	1
2155535	VALENTINE CHEMICALS LLC	USA	1	1	0	1
2125026	REMRAM RECOVERY LLC	USA	1	1	0	1
2121266	POLYMER ALLIANCE SERVICES	USA	1	1	0	1
2116694	POLYMER SERVICES OF OHIO	USA	1	1	0	1
2129955	TOURGEE & ASSOCIATES INC	USA	1	1	0	1
302392928	INTRACOM TRADE LTD	BGR	1	1	0	1
1003023269	LARS KOENIGS GMBH	DEU	1	1	0	1
302590531	SKF BEARINGS BULGARIA	BGR	1	1	0	1
2166872	ALLIED UNIVERSAL SECURITY	USA	0	0	0	0
87907			1	1	1	0
102125286	REVEVOL LUXEMBOURG	FRA	10	2	0	2
2135384	WEISER SECURITY SERVICES	USA	3	3	0	3
2502860	SOCIEDAD NACIONAL PROMOTO	MEX	1	1	0	1
2161069	INTEGRATED TECHNOLOGY ENG	USA	1	1	0	1
2168198	AGILE FACILITY SOLUTIONS	USA	1	1	0	1
102134768	HRC CONSULTING IT	FRA	5	1	1	0

Add 1000 more rows at the bottom

+ ≡ notice for L1 action (whitelist management) ▾ Last Sync Date ▾ DASHBOARD WhiteList ▾ **DASHBOARD Vendor Companies ▾**

Make a note of the new companies added

**Note:**

After completing all the checks, Send a mail to [douglas.delacruz@syensqo.com](mailto:douglas.delacruz@syensqo.com) regarding results of 8 checks that has been performed.

**Sample Canned Response of the mail to be sent to Marie with the results of all 8 checks:**

Hi @[douglas.delacruz@syensqo.com](mailto:douglas.delacruz@syensqo.com)

Good Day

Please find below the AFT report and results for this week :

Provide document link:

Ex: [https://docs.google.com/spreadsheets/d/1Wrk7WjfEazAwkqhMOz2itSfTIGzzT\\_LoQmg8JmwU\\_Gs/edit#gid=1653508929](https://docs.google.com/spreadsheets/d/1Wrk7WjfEazAwkqhMOz2itSfTIGzzT_LoQmg8JmwU_Gs/edit#gid=1653508929)

Check #1 : Coherence test

We found some flags in export list. Here are the details:

User ID:  
XXXXX

Check #2 : Sync test

Resync for the users with abnormal latest resync (10 days or more)

No users available or XXXXX

Check #3 : User profile

We found few AFT users with missing information : "Company Code" present but "Company Country" details are missing

Here is the link:

XXX

Check #4 : Test concerning DU01 issue - Whitelist exception

Identified the users and added users to whitelist exception with expiration date 2030, Dec 31

XX users identified - Ticket (Ticket ID)

Provide the link or USER ID of the users found:

Ex: [https://docs.google.com/spreadsheets/d/1Py03Oq08BrwGhBvKe\\_rg98uXwLJ95us5XJkx9K-voD8/edit#gid=0](https://docs.google.com/spreadsheets/d/1Py03Oq08BrwGhBvKe_rg98uXwLJ95us5XJkx9K-voD8/edit#gid=0)

Check #5 : Test concerning DU01 issue - Remove from whitelist

No users identified

Check #6 : Test concerning validity of whitelist entries

Missing users in PRE-PROD are identified and added (INC000001074529)

Sample link: [https://docs.google.com/spreadsheets/d/16uSaIVVePG230498\\_LChCrEzpYjZHy7OhlcBzAtnC2U/edit#gid=0](https://docs.google.com/spreadsheets/d/16uSaIVVePG230498_LChCrEzpYjZHy7OhlcBzAtnC2U/edit#gid=0)

DU01 Whitelist clean up :

No users found.

Check #7 : Test concerning expiration date of whitelist entries

Expiration date identified : XXX users identified

Sample link: [https://docs.google.com/spreadsheets/d/1\\_Jqo8WiHLnm\\_tiseso15zBo8Rt5KB7TzQqqAkYYkkJs/edit#gid=0](https://docs.google.com/spreadsheets/d/1_Jqo8WiHLnm_tiseso15zBo8Rt5KB7TzQqqAkYYkkJs/edit#gid=0)

Check #8 : Update of vendor codes having at least one contingent worker with flags YES

XX New external Company is identified and updated in "DASHBOARD Vendor Companies"

Thanks & Regards,  
Bhagyalakshmi M M

**Note:**


Add a note in incidents that: **Done Resync successfully and close the requests.**

**If bulk data is imported, then validation** is required from AFT Team.

**Creating Tickets:**

Service One Link: <https://solvay-dwp.onbmc.com/dwp/app/#/catalog>

Template in Service One: Report an IT issue



### Report an IT Issue

Request for [Edit](#)

Bhagyalakshmi MM

This request allows you to report any IT issue you may encounter in your daily operations.

**What is considered an IT Issue?**

- **An Application Issue:** Any issue you may encounter using one of the applications on your PC.  
Example: My report on Qlikview is not uploading, Google Calendar is not synchronized on my mobile phone, ...
- **An IT Service Issue:** Any issue you may encounter with the IT services, such as your PC (laptop, Chromebook, desktop), with your mobile phone, with printers, industrial equipment (Zebra scanners, KIOSK PC's, ...).  
Example: I need a password reset, I cannot connect to the VPN, I have lost my phone, ...
- **An Hypercare Issue:** Any issue reported during a project launch, which is considered an Hypercare incident.

[Submit request](#)  
[Save and close](#)

Collaborators

Choose **Application issue**

**Application: Access Flag tool**

If you wish to continue to report your issue, please use the form below  
I confirm that the issue I am reporting is only impacting me.

Yes

I wish to report (required)

For more information, please refer to the description above.

An Application Issue

Affected Application (required)

Please select the application you are having issues with. If your application is not listed, please select "Other"

Access Flag Tool

Subject (required)

Please provide a short description of your issue.

This field is required

Description (required)

Please enter a full description of your issue, including attachments that may help us to investigate your issue.  
If you do not work normal office hours (shift work), please share with us the days and times you will be available in the coming week.

[Submit request](#)  
[Save and close](#)

Collaborators

#### Reference Tickets:

**Proactive SM:** WO0000000644833

**Reactive SM for Forced DU01:** INC000001074527

**Reactive SM for Missing Users in PRE-PROD:** INC000001074529

**Reactive SM for DU01 Whitelist Cleanup:** INC000001072302

**Note:** User Reference tickets for Subject and description while creating tickets.

**AFT monitoring** ticket comes under **Proactive SM**.

**Incidents** created during the checks belongs to **Reactive SM**.