

GRANTING SYSTEMS ACCESS ELLIPSE PROCEDURE



<u>System:</u> Quality Management System	<u>Reference No. Revision No:</u> Q-F-IT-P-14, Rev 1	<u>Originated by:</u> Systems Administrator
<u>Revision Date:</u> 20.07.2013	<u>Page No:</u> Page 1 of 3	<u>Authorised by:</u> IT Manager

1 Purpose

This document describes the procedure and a process for creating an account, assigning username and profiles in Ellipse.

2 Scope

This procedure covers first checking if an employee was captured in ellipse and creating the user account.

3 References

SEC I.T Policies

4 Definitions

N/A

5 Responsibilities

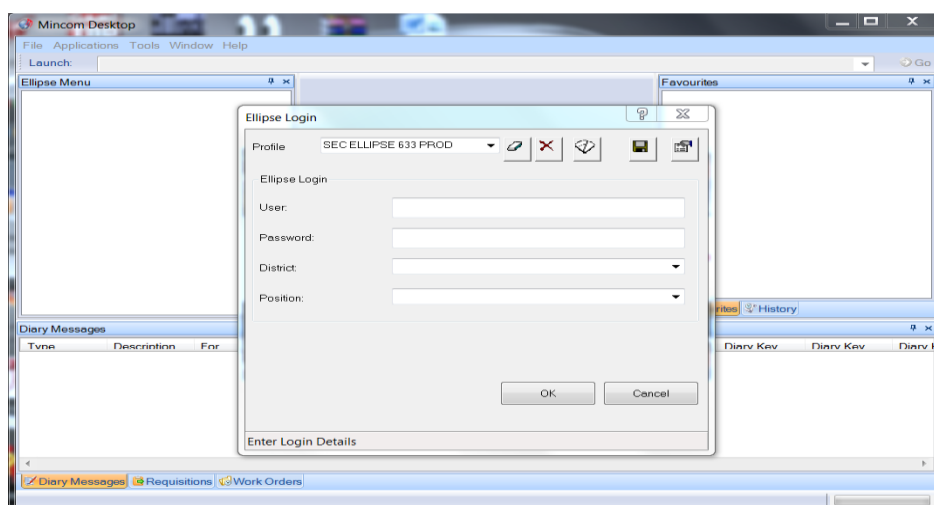
The Systems Administrator – only the System Administrator OR an approved IT department employee is responsible creating user accounts in ellipse, on the reception of an authorized IT system access form

The IT Systems Manager – only the IT manager can authorize an employee's system access form.

6 Procedure

6.1 Login to Mincom desktop

- System administrators have administration rights



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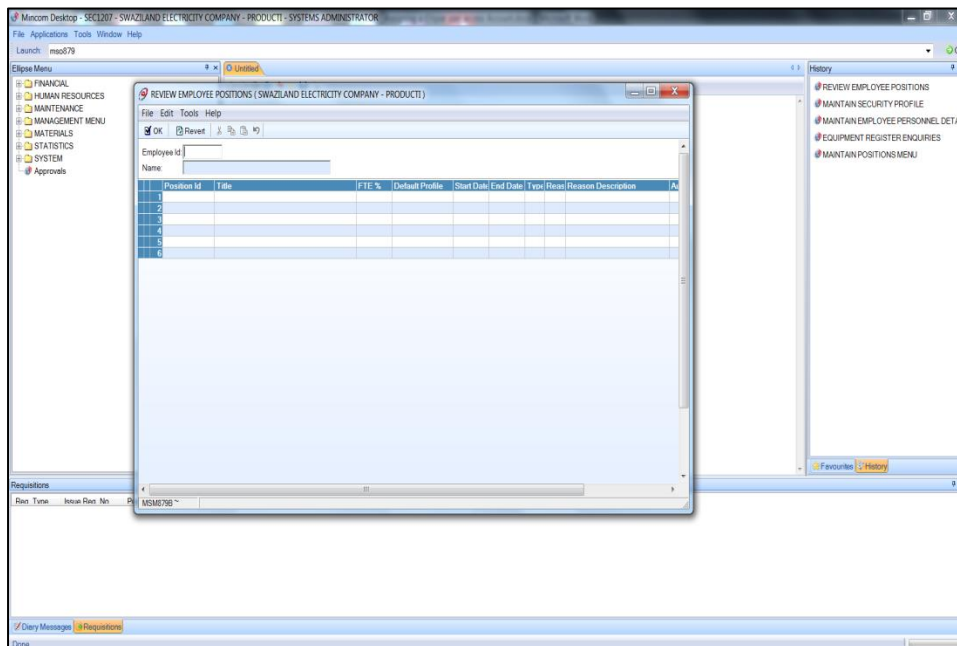
Authorised by:
IT Manager

6.2 Launch MSO879

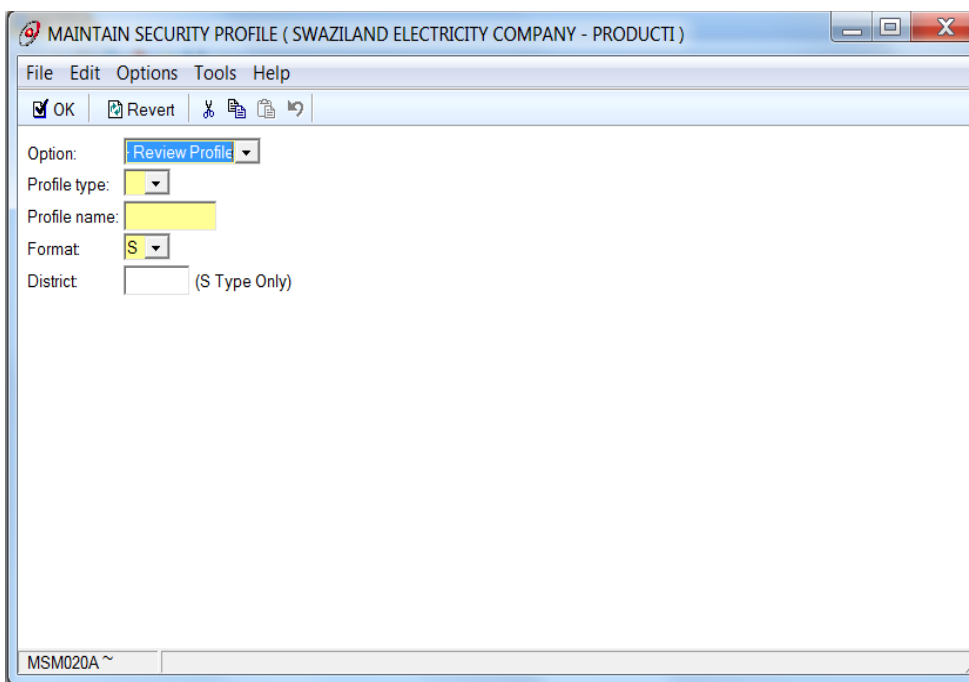
- This is to check if the employee was captured into the Ellipse system

6.3 On Employee ID enter the employee's PF

- If the employee's details do not show contact the HR department



6.4 Launch MSO020



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- **Option:** Create Profile
- **Profile type:** S
- **Profile Name:** SEC<employee PF number>
- **Format:** S
- **District:** SEB1
- Then click OK
- Select Long form

Pos.	Description	Maximum	Value
1 001	RESERVED: SYSTEM ADMINISTRATION	9	0
2 002	HOUSEKEEPING JOBS	9	
3	MSH190 - NEVER RUN THIS PROGRAM!!!!!!!		
4 003	UTILITY PROGRAMS	9	
5 004	CROSS-REFERENCE PROGRAMS	9	
6 005	SYSTEM ADMINISTRATION FUNCTIONS	9	
7	MSB00001. Initilase Control File		
8	MSB01001. Table Code Maintenance		
9	MSB03301. Audit File Transfer		
10	MSB03401. Audit Record Deletion		
11	MSB03501. Maintain Output Packet Messages		
12	MSB03701. Maintain Input Packet Messages		
13	MSB03A01. Log File Audit Extraction		

- **Owner:** <enter user's name>
- **Empl. Id:** <enter user's PF number>
- **Menu:** <enter the menu the user will use>
- **Password:** <enter default password>

6.5 Click 'Save'

7 Records

Reference #	Title	Responsible	Retention Period
Q-F-IT-F-01	System Access Form	Systems Administrator	Indefinite