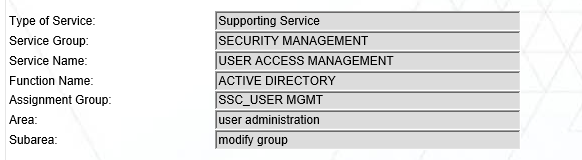
**Notes for Running End User Compliance Report for DAV,CLN & NPSC**

* Run Report to generate excel spreadsheet with information.
  + For Davenport and Support center, view link from usdavl4479.
    - http://usdavl4212/Reports\_PRPAC01/Pages/Folder.aspx?ItemPath=%2fSystems
  + For Clinton, view link from usclnh4201
    - <http://USCLNH4201/Reports_PRPAC01/Pages/Folder.aspx?ItemPath=%2fSystems%2fCompliance&ViewMode=Detail>
* Save a copy for each factory out to \ISShare\Mid-Central Regional Files\Audit\_Material
* Gold color is data housekeeping (don’t need to worry about for PAC). Look for Pink/red/salmon color
* ESS OU/FGS OU: If separated in the last 30 days, it is normal to still have an account. Send list of those not in PAC tool to Todd/James/Irina for separation date.
* LMS non-expiring: looks at password set date, passwords have to be changed annually, send list to Todd/James/Irina for when the passwords can be changed
* PUAMS Generic users: check if the password has not been changed in the last year
* NPPCAMSDAV BVeCarma: this is where you start creating the emails for each department manager on their direct reports access (Send the managers to Jen and send Jen’s to DAV Controller)
* GPMQ: only have to worry about anyone highlighted in pink, this means they have been set up but have not put any data in, the TLs can delete these if the employees don’t need the access, send to packing TL if they are in local PAC, but haven’t had activity in the last 90 days & don’t have a delete block.
* Warehouse and OM: email to Warehouse Manager and/or Logistics Manager the full list no matter what department.
* SAP: if the user is not in PAC tool send to Todd/James/Irina to clean up from the RF table
  + Send to Production Managers to distribute to their teams
* IR Security track 4000: both tabs are identical, delete the second tab
* ASI Tab: Delete this tab
* ADM2: send to Controls and IS to see if the users outside of the plant still need the access
* Powerfleet: run a different report out of ID systems directly, this tab information it’s not accurate, run the report from the powerfleet server L4020-go into the vision software and export the users report under operator setup tab (Only needed for DAV)
* DMS/SharePoint groups:
  + Run PowerShell script on USDAVL4430, should get an email with all the members in groups, add the group member list to the department managers email for approval
  + USDAVL4479, F:\Scripts\PowerShell\QuarterlyAccessReview
    - DMS\_Library\_Permissions\_-CLN (Clinton SharePoint Groups)
    - DMS\_Library\_Permissions (DAV SharePoint/DMS Groups)
    - CLN-MES\_Access\_List (MES Apps groups for CLN)
    - DAV-MES\_Access\_List (MES Apps groups for DAV)
  + For Support Center, quarterly recertify the access for Shoptask, they do not have any MES applications. (AD Groups grant access for Shoptask). Run the PowerShell script for “NPSC-ShopTask-Groups”. Tyler Simpson is the primary for this recertification & Bill Blackmon is the backup and recertifies Tyler’s access.
    - **NOTE: You will need to edit the PowerShell scripts to change the email to yours**
* **Once a year- In Quarter 3:**
  + Send all non-Factory Format users to Angela Riley for review/approval.
  + Send all non-Factory OM users to their direct supervisor for review/approval.
  + Need to recertify the support centers 3 production shares.
    - NPPCAMSGSCCNCReadOnly (Tom Murphy, Tyler Simpson)
    - NPPCAMSGSCCNCGroup (Tom Murphy, Tyler Simpson)
    - NPPCAMSGSCCNCArchive\_Read (Tom Murphy, Tyler Simpson)
    - NPPCAMSGSCCNCArchive\_Write (Tom Murphy, Tyler Simpson)
    - PUGSCShares\_ReleasedDWGSArchive\_M (Sam Orr, Tom Murphy)
    - PUGSCShares\_ReleasedDWGSArchive\_R (Sam Orr, Tom Murphy)
    - PUGSCShares\_ReleasedDWGSCompleted\_M (Sam Orr, Tom Murphy)
    - PUGSCShares\_ReleasedDWGSCompleted\_R (Sam Orr, Tom Murphy)
      * When adding or removing people from these support center groups, don’t need to submit a ticket, just delete/add them from AD.
  + For Support Center SharePoint, Joe Godar will send an email with the group memberships, send those membership lists out to the group owners.
    - Support Portal-plant manager (or Jen?)
    - Factory Library – plant manager (or Jen?)
    - Sptctrsecure – plant manager (or Jen?)
    - Disciple Log – HR manager/production manager (Tyler Simpson)
    - HR Policies – HR manager/production manager (Tyler Simpson)
    - Documentation Log – HR manager/production manager (Tyler Simpson)
    - Pay Progression Approval – HR manager/production manager (Tyler Simpson)
    - Progression Plan – HR manager/production manager (Tyler Simpson)
    - Secure team library – Plant manager (Or Jen?)

**How to make the requested changes:**

* Order Management: Todd removes/adds people for Davenport.
* For removing/moving users between FGS OU and ESS OU: A ticket needs to be submitted, <http://petnet3.ams.nestle.com/ServiceRequest/F101> . The type of request should be “ESS Transfer”
* Format access: use this Group NPPCAMSCLN: advFORMAT
  + Format for DAV: NPPCAMSDAVBVeformat\_Data
* BDE Approver: NPPCAMSDAVQAeBDE\_DataApprover
* SAM Access: remove user from SAPeSam and SAPvSam, also need to go into the SAM application-administrator tasks and remove the user.
* For Clinton DMS Groups (ie: PUCLNWeb\_admins\_Eng) Need to submit a ticket: <http://petnet3.ams.nestle.com/NPPServiceRequestnet/home.aspx>



* SAP RF: go into SAP/Globe, transaction GLS-Assign WM Users to RF Queues, for DAV-PD1 and for CLN-PC1, click the pencil icon, then click the icon with the red box being removed
* For Vision/Powerfleet: to remove users, send an email to PUAMS: DAV DL Forktruck Mechanics to have them remove the requested users.
* Need a ticket for anything not in the regular OU group, any PUDAV/PUCLN group that are not in the distribution groups.
* When all done and received response back, upload spreadsheet to Product Supply IT SharePoint under respective factory <https://nestle.sharepoint.com/teams/ITComm/Compliance/Forms/AllItems.aspx?id=%2Fteams%2FITComm%2FCompliance%2FEnd%20User%20Review>
* Update the IS Compliance Tools Spreadsheet in Microsoft Teams

|  |  |  |
| --- | --- | --- |
| **Responses CLN:** | **Email Sent?** | **Response?** |
| James McDonnell/IS |  |  |
| Accounting |  |  |
| ADM2-Controls/IS |  |  |
| Engineering |  |  |
| HR |  |  |
| Operations Planning |  |  |
| Production |  |  |
| QA |  |  |
| SAP RF Users |  |  |
| Warehouse/logistics |  |  |
| Management/IS |  |  |
| Operations Performance |  |  |
| Safety |  |  |
| Maintenance |  |  |

|  |  |  |
| --- | --- | --- |
| **Responses DAV:** | **Email Sent?** | **Response?** |
| Todd/IS |  |  |
| Accounting |  |  |
| ADM2 |  |  |
| Engineering |  |  |
| HR |  |  |
| Operations Planning |  |  |
| Production |  |  |
| QA |  |  |
| SAP RF Users |  |  |
| Warehouse/logistics |  |  |
| Management/IS |  |  |
| Ops Performance |  |  |
| Safety |  |  |
| Powerfleet |  |  |

|  |  |  |
| --- | --- | --- |
| **Responses NPSC** | **Email Sent?** | **Response?** |
| Irina/IS |  |  |
| Shoptask Bill |  |  |
| Shoptask Tyler |  |  |