

BAYER HEALTHCARE

Doc41 Web UI Administrator Guide

Usermanagement

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Infobox	
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User management

Overview

Bayer HealthCare: Science For A Better Life

Welcome Ingo Kaulbach
<<< EVHCO / QA21 / by05zr / DOC41-0_1_9 >>>
Logout
































My ProfileManagementMaintenance

User Overview

Create Bayer internal userCreate external user

1 to 10 (24)10

	Surname	Firstname	Cwid	Email	Phone	Type	Roles		
	Becker	Sabine	IMSBK	sabine.becker@bayer.com		internal	Business Admin		
	CARRIER	CARRIER	XHOPJ	holger.spielmann@bayer.com		external	(SD)Carrier		
	CUSTOMSBROKER	CUSTOMSBROKER	XHOPN	holger.spielmann@bayer.com		external	(SD)Customs Broker		
	DcCountry	John	XHWDX	erik.seegler@bayer.com		external	(QM)Delivery Certificate Viewer Country		
	DcCustomer	Bill	XHWDY	erik.seegler@bayer.com		external	(QM)Delivery Certificate Viewer Customer		
	Demo	Donald	XHMSP	Ingo.Kaulbach1@Bayer.com		external	(SD)Carrier, (SD)Customs Broker, (PTMS)Layout Supplier, Observer, (PTMS)PM Supplier		
	Fasse	Michael	PHFA	michael.fasse@bayer.com		internal	Business Admin		
	Hoffmann	Stephanie	PSHFA	stephanie.hoffmann@bayer.com		internal	Business Admin		
	Kaulbach	Ingo	EVHCO			internal	Business Admin, Technical Admin		
	Kaulbach	Ingo	EVFPU	ingo.kaulbach1@bayer.com		internal	Business Admin, Technical Admin		

1 to 10 (24)10

Image 1: User overview

This screen shows an overview of all users.

The users can be filtered by entering values in the header filter fields.

The users can be sorted by clicking on the in the header fields.

The first icon indicates the status of the user: green for active, red for inactive. This status can be toggled by clicking the red/green icon in the last column. The icon in the second to last column opens the edit dialog.

There are two buttons to create an internal or external user.

Create Bayer internal user

Bayer HealthCare: Science For A Better Life

Welcome Ingo Kaulbach
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Logout

My Profile Management Maintenance

User Import Cancel Create Bayer internal user

User Data

Surname	Automatic Import	Password	Not Changeable
Firstname	Automatic Import	Repeat Password	Not Changeable
Cwid *	a valid CWID	Company	Automatic Import

Image 2: User import

This screen is used for importing internal (=Bayer) users into the system. After a CWID is inserted and “Create Bayer internal user” is clicked, the Import Screen will be shown.

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Logout

My Profile Management Maintenance

User Import Cancel Back Save

User Data

Surname	Kaulbach	Password	Not Changeable
Firstname	Ingo	Repeat Password	Not Changeable
Cwid	EVFPU	Company	Automatic Import
Email	ingo.kaulbach1@bayer.com	Phone	Automatic Import
Timezone *	GMT 1 Europe/Berlin	Type	internal
Language *	English (United States)	Status *	Active

Roles *

Business Admin	<input type="checkbox"/>	Technical Admin	<input type="checkbox"/>
(SD)Carrier	<input type="checkbox"/>	(SD)Customs Broker	<input type="checkbox"/>
(QM)Material Supplier	<input type="checkbox"/>	(QM)Product Supplier	<input type="checkbox"/>
(QM)Delivery Certificate Viewer Country	<input type="checkbox"/>	(QM)Delivery Certificate Viewer Customer	<input type="checkbox"/>
(PTMS)Layout Supplier	<input type="checkbox"/>	(PTMS)PM Supplier	<input type="checkbox"/>
Observer	<input type="checkbox"/>		

Image 3: Create internal user

Time zone, language and status of the user have to be set. Only active users can log into Doc41WebUI.

An internal user can have following roles:

- Business Admin
- Technical Admin
- *Observer*

Cancel will go back to user overview.


Back will go back to enter another CWID.

Save will create the user.

Create external user

Bayer HealthCare: Science For A Better Life

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Logout



My Profile

Management

Maintenance

Create external user

Cancel

Save

User Data

Surname *

Demo

Password *

Firstname *

Donald

Repeat Password *

Cwid

generated automatically

Company

An external company

Email *

Ingo.Kaulbach1@Bayer.com

Phone

TimeZone *

GMT 1 Europe/Berlin

Type

external

Language *

English (United States)

Status *

Active

Roles *

Business Admin

☐

Technical Admin

☐

(SD)Carrier

☐

(SD)Customs Broker

☐

(QM)Material Supplier

☐

(QM)Product Supplier

☐

(QM)Delivery Certificate Viewer Country

☐

(QM)Delivery Certificate Viewer Customer

☐

(PTMS)Layout Supplier

☐

(PTMS)PM Supplier

☐

Observer

☐

Customers

Customer Numbers

Add

Vendors

Vendor Numbers

0007150493 Hellmann East Europe GmbH & Co. KG

Add

Remove

Countries

Country Codes

DE Germany

Add

Remove

Plants

Plants

P001

Add

Remove

Image 4: Create external user

This screen is used for creating external users into the system.

For external users First-, Surname, Email-Address and Password must be entered.

Time zone, language and status of the user have to be set. Only active users can log into Doc41WebUI.

An external user can have following roles:

- (SD) Carrier
- (SD) Customs Broker
- (QM) Material Supplier
- (QM) Product Supplier
- (QM) Delivery Certificate Viewer Country
- (QM) Delivery Certificate Viewer Customer
- (PTMS) Layout Supplier
- (PTMS) PM Supplier
- *Observer*

An external user can have Customers, Vendors, Countries and Plants.

Customer and Vendor Numbers are only numbers (no letters etc.). After click on “Add”-button the partner will be searched in SAP and added to list, if found.

Countries can be added from a list.

Plants can be added as text. A Plant must only have numbers and upper case letters and a maximum length of 4.

Cancel will go back to user overview.

Save will create the user.

Please do not assign PTMS roles!

At the moment (2015-02-10) the approval of the PTMS workflow is pending.

Edit User

This dialog is used for existing internal/external users. It looks like the User Import or Create external user dialog.

Internal

The screenshot shows the 'Edit User' dialog in the Bayer HealthCare system. The header includes the Bayer logo and the text 'Bayer HealthCare: Science For A Better Life'. The user is logged in as 'Ingo Kaulbach' with session ID '<<< EVHCO / QA21 / by09zr / DOC41-0_1_9 >>>'. The dialog has tabs for 'My Profile', 'Management', and 'Maintenance'. The 'Edit User' section has 'Cancel' and 'Save' buttons. The 'User Data' section contains fields for Surname (Kaulbach), Firstname (Ingo), Cwid (EVFPU), Email (ingo.kaulbach1@bayer.com), Password (Not Changeable), Repeat Password (Not Changeable), Company, Phone, Timezone (GMT 1 Europe/Berlin), Language (English (United States)), Type (internal), and Status (Active). The 'Roles' section lists various roles with checkboxes: Business Admin (checked), (SD)Carrier, (QM)Material Supplier, (QM)Delivery Certificate Viewer Country, (PTMS)Layout Supplier, Observer, Technical Admin (checked), (SD)Customs Broker, (QM)Product Supplier, (QM)Delivery Certificate Viewer Customer, and (PTMS)PM Supplier.

User Data	
Surname	Kaulbach
Firstname	Ingo
Cwid	EVFPU
Email	ingo.kaulbach1@bayer.com
Timezone *	GMT 1 Europe/Berlin
Language *	English (United States)
Password	Not Changeable
Repeat Password	Not Changeable
Company	
Phone	
Type	internal
Status *	Active

Roles *	
Business Admin	<input checked="" type="checkbox"/>
(SD)Carrier	<input type="checkbox"/>
(QM)Material Supplier	<input type="checkbox"/>
(QM)Delivery Certificate Viewer Country	<input type="checkbox"/>
(PTMS)Layout Supplier	<input type="checkbox"/>
Observer	<input checked="" type="checkbox"/>
Technical Admin	<input checked="" type="checkbox"/>
(SD)Customs Broker	<input type="checkbox"/>
(QM)Product Supplier	<input type="checkbox"/>
(QM)Delivery Certificate Viewer Customer	<input type="checkbox"/>
(PTMS)PM Supplier	<input type="checkbox"/>

Image 5: Edit internal user

Time zone, language and status of the user can be changed.

Status of user can be changed, only active users can log into Doc41WebUI.

An internal user can have following roles:

- Business Admin
- Technical Admin
- *Observer*


Cancel will go back to user overview.

Save will update the user.

External

Bayer HealthCare: Science For A Better Life

Welcome Ingo Kaulbach
<<< EVHCO / QA21 / by09xr / DOC41-0_1_9 >>>
Logout



My Profile

Management

Maintenance

Edit User

Cancel

Save

User Data

Surname *

First Name *

Cwid XHMSP

Email *

Time Zone *

GMT 1 Europe/Berlin

Language *

English (United States)

Password *

Repeat Password *

Company

Phone

Type external

Status *

Active

Roles *

Business Admin

☐

(SD)Carrier

☒

(QM)Material Supplier

☐

(QM)Delivery Certificate Viewer Country

☐

(PTMS)Layout Supplier

☒

Observer

☒

Technical Admin

☐

(SD)Customs Broker

☒

(QM)Product Supplier

☐

(QM)Delivery Certificate Viewer Customer

☐

(PTMS)PM Supplier

☒

Customers

Customer Numbers

Add

0003440110

Apoteek Vertongen-De Munck bvba

Remove

Vendors

Vendor Numbers

Add

0007150493

Hellmann East Europe

GmbH & Co. KG

Remove

Countries

Country Codes

Add

DE Germany

Remove

Plants

Plants

Add

P001

Remove

Image 6: Edit external user

For external users First-, Surname, Email-Address and Password can be changed as well as Time zone, language and Email-Address.

Status of user can be changed, only active users can log into Doc41WebUI.

An external user can have following roles:

- (SD) Carrier
- (SD) Customs Broker
- (QM) Material Supplier
- (QM) Product Supplier
- (QM) Delivery Certificate Viewer Country
- (QM) Delivery Certificate Viewer Customer
- (PTMS) Layout Supplier
- (PTMS) PM Supplier
- *Observer*

An external user can have Customers, Vendors, Countries and Plants.

Customer and Vendor Numbers are only numbers (no letters etc.). After click on “Add”-button the partner will be searched in SAP and added to list, if found.

Countries can be added from a list.

Plants can be added as text. A Plant must only have numbers and upper case letters and a maximum length of 4.

Cancel will go back to user overview.

Save will update the user.

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