# Doc41 Web UI Administrator Guide

## Usermanagement

Christian Wegmann (Bayer Business Services GmbH)
10.02.2015

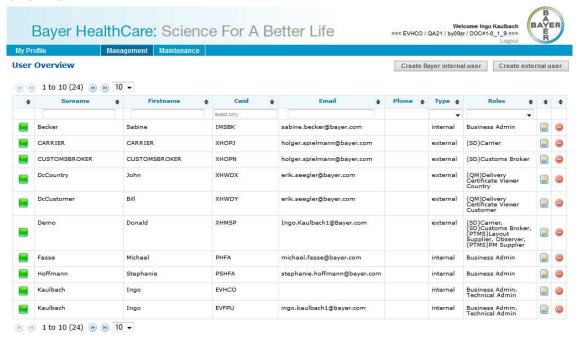
Infobox	
Applicable System:	External Access: Doc41 Web UI
Title:	Administrator Guide
Author:	Ingo Kaulbach (EVFPU)
	Christian Wegmann (EVAYD)
Change history (version number, last change, changed by, date)	<ul> <li>1.0 Ingo Kaulbach EVFPU, 2013-10-28, initial setup</li> <li>1.1 Ingo Kaulbach EVFPU, 2014-01-15, infobox added</li> <li>1.2 Ingo Kaulbach EVFPU, 2015-01-15, update</li> <li>1.3 Ingo Kaulbach EVFPU, 2015-01-15, prettifying</li> </ul>
<b>Current Version of document:</b>	1.3

### **Table of contents**

Table of contents	2
User management	
Overview	
Create Bayer internal user	
Create external user	
Edit User	
Internal	8
External	9
List of Figures	11

#### **User management**

#### **Overview**



#### 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**

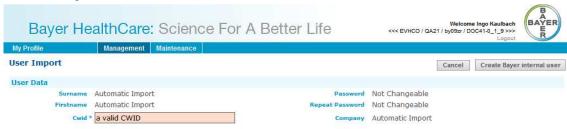


Image 2: User import

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.

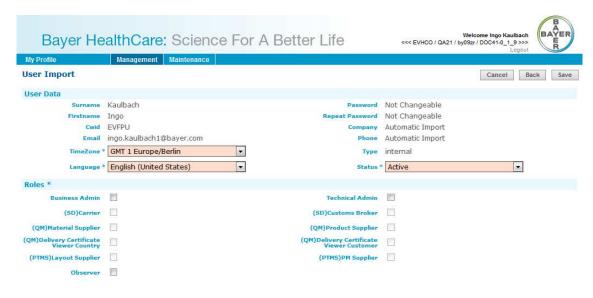


Image 3: Create internal user

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

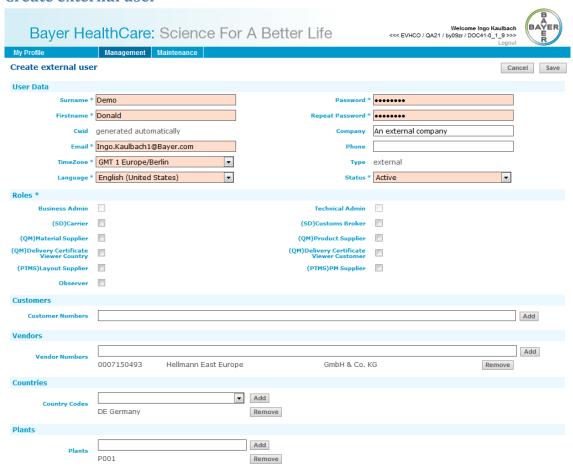


Image 4: Create external user

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**

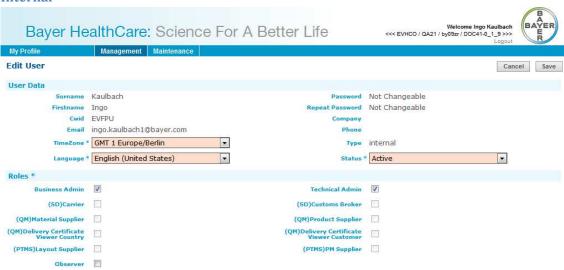


Image 5: Edit internal user

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

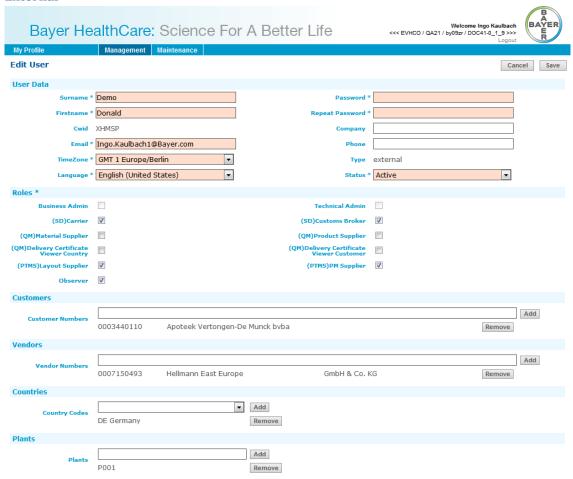


Image 6: Edit external user

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.

## **List of Figures**

mage 1: User overview	4
mage 2: User import	5
mage 3: Create internal user	
mage 4: Create external user	
mage 5: Edit internal user	
mage 6: Edit external user	
mage of Lait external ager minimum min	