



Go Further



Connecting Users Globally

HOW TO REQUEST ACCESS TO PDO USER GUIDE

Version 3.0

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Once you have Google Chrome installed, you may then choose to request access to *PDO: Product Definition and Buildability* or *PDO: MRP (Mix, Rate, Price) and Change Management*.

Request Access to PDO: *Product Definition and Buildability*

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Request Access to PDO Product Definition and Buildability

Once you have Google Chrome installed, you may then request access to *PDO: Product Definition and Buildability* using the Ford APS CSPA System.

1. Go to: <https://www.csps.ford.com> .
 - Confirm or change “**Recipient of Access**” (Figure 1.1).
 - Click “**Proceed**” (Figure 1.2).

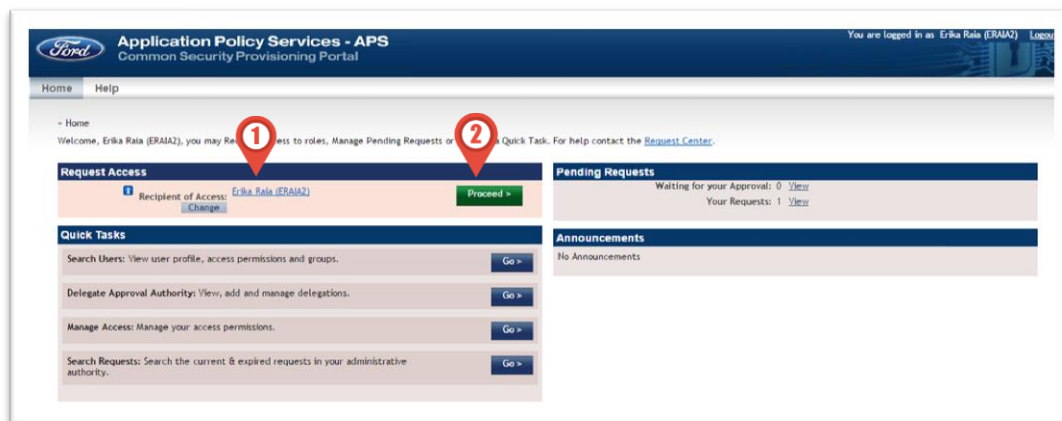


Figure 1: Confirm Recipient and Proceed

2. Select the Program:
 - Select “**PD-Product Development**” from the drop down menu (Figure 2.1).
 - Click on “**Search**” (Figure 2.2)
 - Select “**PDO**” from the search results below (Figure 2.3).

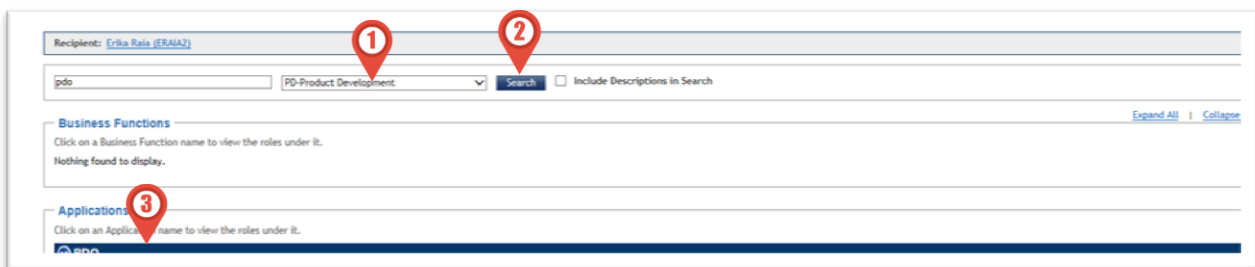
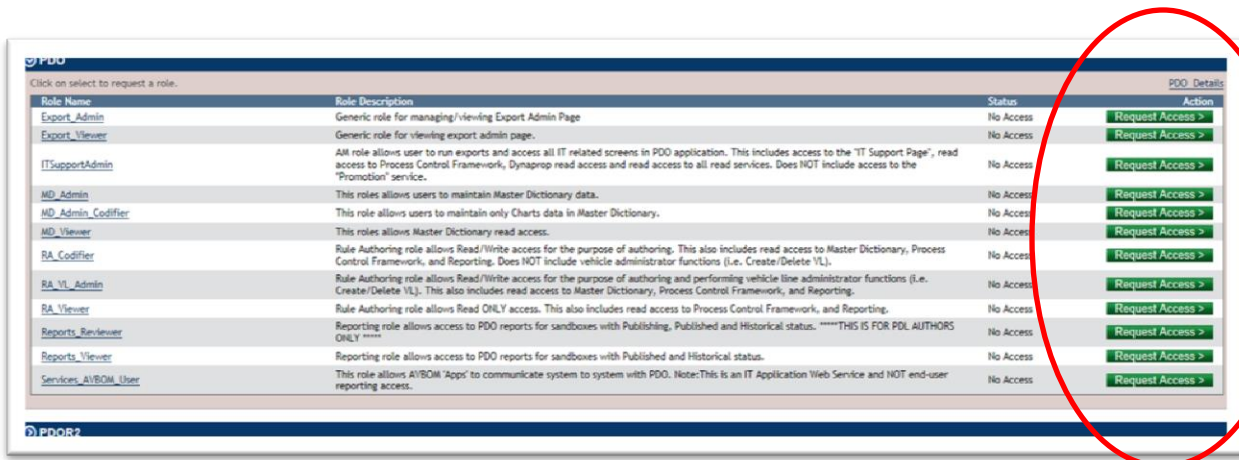


Figure 2: Select the Program

3. Determine which role you would like access to by using the chart in Figure 3. Request access by clicking on "**Request Access**" next to the role(s) you would like access to (Figure 4).

| CSPS Role | Used By | CSPS Description |
|---------------------|--|---|
| Export Admin | Codification | This role provides managing/viewing access to the Export Admin Page. |
| Export Viewer | Codification | This role provides read only access to Export Admin page. |
| IT Support Admin | AM Team Only | This role is for AM team members only and allows users to run exports and access all IT related screens in PDO application. This includes reading access to the IT Support Page, Process Control Framework, Dynaprop and all read services. Does NOT include access to the "Promotion" service. |
| MD Admin | Codification | This role provides read/write/delete access to the Master Dictionary. |
| MD Admin Codifier | Codification | This role provides access for users to maintain Chart Codes data in the Master Dictionary. |
| RA Codifier | Codification | This role provides read / write access for the purpose of authoring. This also includes read access to Master Dictionary, Process Control Framework, and Reporting. Does NOT include vehicle administrator functions (i.e. Create/Delete VL). |
| RA VL Admin | Codification | This role provides read/write/delete access on the VL level plus RA Codifier access. |
| RA Viewer | Multiple – those who seek to view the codification | This role provides read only access to VL Sandbox data and Reporting. |
| Reports Reviewer | PDL Authors | This role provides access by Codification Region to PDO reports for codification and PDL Authors only. |
| Reports Viewer | Multiple – those who seek buildability reports | This role provides general viewing access by PTVL to PDO reports including the Buildability report. (Supervisor Approval). |
| Services AVBOM User | IT webservice CDS activated | This role allows AVBOM "Apps" to communicate system to system with PDO. Note: This is an IT Application Web Service and NOT end-user Buildability reporting access. For end-user Buildability Report, please request Reports Viewer access. If you do not see it listed as an option, please contact PDO support to confirm your Employment Type. |

Figure 3: Determine Role(s)

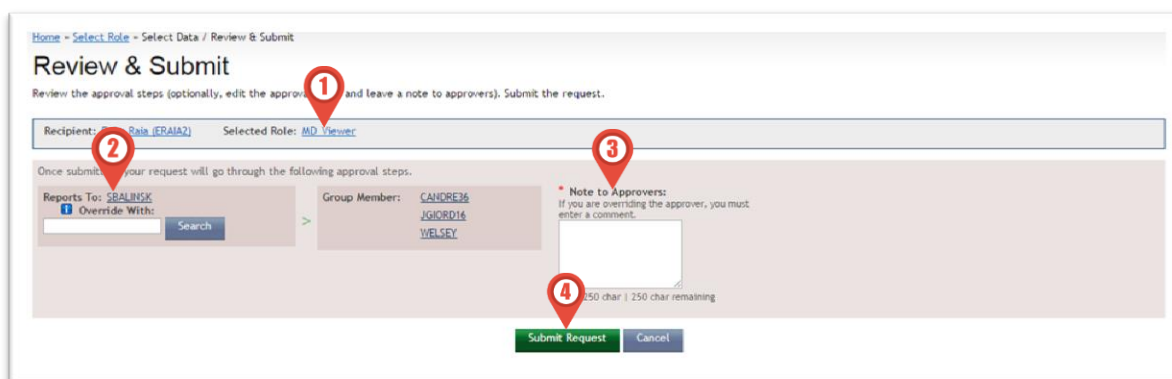


| Role Name | Role Description | Status | Action |
|---------------------|---|-----------|-------------------------------------|
| Export_Admin | Generic role for managing/viewing Export Admin Page | No Access | Request Access > |
| Export_Viewer | Generic role for viewing export admin page. | No Access | Request Access > |
| ITSupportAdmin | All role allows user to run exports and access all IT related screens in PDO application. This includes access to the 'IT Support Page', read access to Process Control Framework, Dynaprop read access and read access to all read services. Does NOT include access to the 'Promotion' service. | No Access | Request Access > |
| MD_Admin | This roles allows users to maintain Master Dictionary data. | No Access | Request Access > |
| MD_Admin_Codifier | This role allows users to maintain only Charts data in Master Dictionary. | No Access | Request Access > |
| MD_Viewer | This roles allows Master Dictionary read access. | No Access | Request Access > |
| RA_Codifier | Rule Authoring role allows Read/Write access for the purpose of authoring. This also includes read access to Master Dictionary, Process Control Framework, and Reporting. Does NOT include vehicle administrator functions (i.e. Create/Delete VL). | No Access | Request Access > |
| RA_VL_Admin | Rule Authoring role allows Read/Write access for the purpose of authoring and performing vehicle line administrator functions (i.e. Create/Delete VL). This also includes read access to Master Dictionary, Process Control Framework, and Reporting. | No Access | Request Access > |
| RA_Viewer | Rule Authoring role allows Read ONLY access. This also includes read access to Process Control Framework, and Reporting. | No Access | Request Access > |
| Reports_Reviewer | Reporting role allows access to PDO reports for sandboxes with Publishing, Published and Historical status. *****THIS IS FOR PDL AUTHORS ONLY ***** | No Access | Request Access > |
| Reports_Viewer | Reporting role allows access to PDO reports for sandboxes with Published and Historical status. | No Access | Request Access > |
| Services_AVBOM_User | This role allows AVBOM Apps to communicate system to system with PDO. Note: This is an IT Application Web Service and NOT end-user reporting access. | No Access | Request Access > |

Figure 4: Request Access for select Role(s)

4a. Once you have selected the role that you would like access to, you will follow the prompts to confirm your request and select an approver (EXCEPT RA VL Admin, RA Viewer or RA Codifier roles—see 4b for special instructions).

- Confirm you have selected the “**Role**” you would like access to (Figure 5.1).
- Select a “**Designated**” approver from the drop down menu. This person will be responsible for reviewing and approving your request (Figure 5.2).
- Add a “**Note**” if you would like to send a message with your request (Figure 5.3).
- Click “**Submit Request**”. An email will be sent to you once it has been processed(Figure 5.4).



Home » Select Role » Select Data / Review & Submit

Review & Submit

Review the approval steps (optionally, edit the approval steps and leave a note to approvers). Submit the request.

Recipient: **Sala (EFAIA2)** Selected Role: **MD_Viewer**

Once submitted, your request will go through the following approval steps.

Reports To: **SEALRUSK** Override With: Search

Group Member: **CANOREZ6**
JGIBRD14
WELSEY

Note to Approvers:
If you are overriding the approver, you must enter a comment.

250 char | 250 char remaining

Submit Request **Cancel**

Figure 5: Review and Submit

4b. If selecting RA VL Admin, RA Viewer or RA Codifier, the user must select at least one data value before selecting an approver and submitting the request. Click on “**Select Values**” (Figure 6.1) and mark each checkbox next to each CBG you would like access to (Figure 6.2) and click “**Add**” (Figure 6.3). Return to 4a to

finalize your request (Figure 6.4-6.6)

The screenshot shows a web form titled "Select Data". At the top, it says "Select data values for each of the data attributes listed below. Review the approval steps at the bottom of the screen (optionally, edit the approval steps and leave a note to approvers). Submit the request." Below this, there's a header bar with "Recipient: Erika Bala (ERAIA7)" and "Selected Role: RA_VL_Admin".

Callout 1 points to a message: "You must select data values as part of this request. * Indicates required selections. If there is no * you can optionally select more data values, if there is 'nothing found to display', it means there are no data values available for selection." Below this message are two data attributes: "PQQ : RegionalBusinessGroup" and "PQQ : SandboxStatus", each with a "Select Values >" button.

Callout 2 points to a "View Instructions" link and a "Filter:" input field with "Apply Filter" and "Clear Filter" buttons.

Callout 3 points to a table of data values. The table has columns "Read" and "Data". It shows four rows of data, each with a checkbox in the "Read" column.

| Read | Data |
|--------------------------|--|
| <input type="checkbox"/> | FNA -> FORD OF NORTH AMERICA |
| <input type="checkbox"/> | FOE -> FORD OF EUROPE |
| <input type="checkbox"/> | FOE_OTOSAN -> FORD OF EUROPE OTOSAN |
| <input type="checkbox"/> | PSAO -> FORD OF SOUTH AMERICA OPERATIONS |

Callout 4 points to the "Reports To:" field, which has "ERP" selected and an "Override With:" button.

Callout 5 points to the "Data Owner" section, which includes "Routing Attribute: PQQ : RegionalBusinessGroup", "Data Owner Role: PQQ : Data Owner RBQ_VL_Admin", and a "Note to Approvers:" text area.

Callout 6 points to the "Submit Request" and "Cancel" buttons at the bottom of the form.

Figure 6: Select Data Values (when applicable)

5. (Optional) Any requests that do not receive an approval within the required deadline, will expire automatically in CSPA. If your request has expired, you will need to resubmit your request and/or contact the required approvers for your role. Click here to access the list of approvers:

<https://proj.sp.ford.com/sites/pdo2/POsBAs/Newsletter/Product%20Definition/PDO%20CSPA%20Roles%20Approvals.pptx>



Request Access to PDO MRP and Change Management

Once you have Google Chrome installed, you may then request access to *PDO: Mix, Rate, Price, and Change Management* using the Ford APS CSPA System.

1. Go to: <https://www.csps.ford.com>.
 - Confirm or change “**Recipient of Access**” (Figure 7.1).
 - Click “**Proceed**” (Figure 7.2).

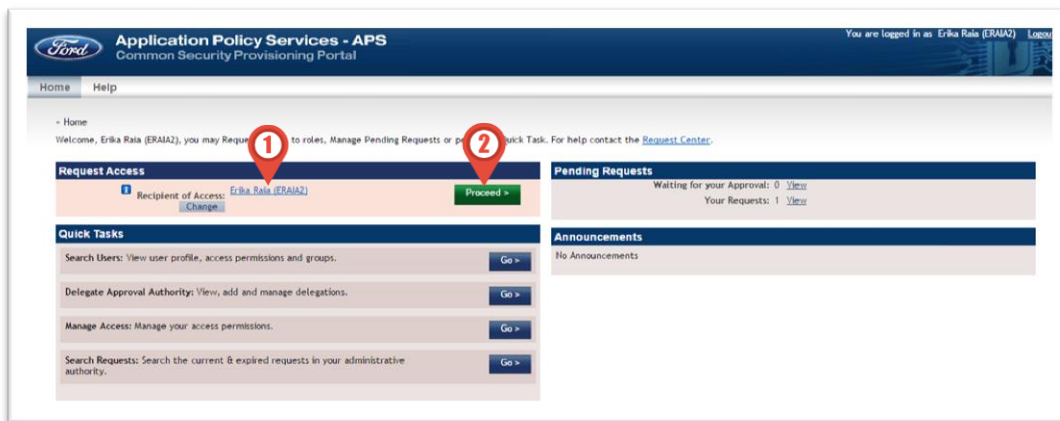


Figure 7: Confirm Recipient and Proceed

2. Select the Program:
 - Select “**PD-Product Development**” from the drop down menu (Figure 8.1).
 - Click on “**Search**” (Figure 8.2)
 - Select “**PDO R2**” from the search results below (Figure 8.3).

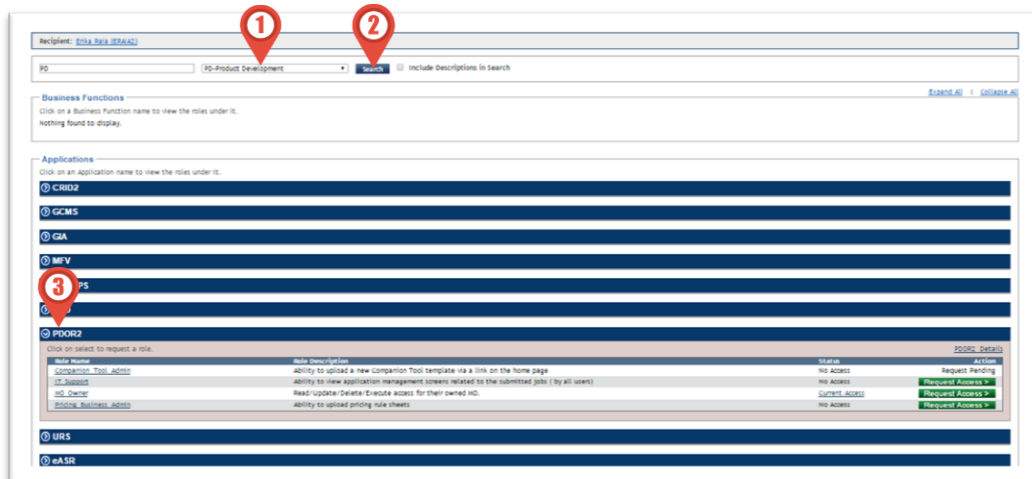


Figure 8: Select the Program

3. Select role(s) by clicking "Request Access" next to the role(s) you would like access to (Figure 10.1). Use the chart in Figure 9 to determine which role you would like access to.

Figure 9: Determine Role(s)

| CSPS Role Name | CSPS Role Description |
|------------------------|--|
| Central Program Author | The role is used by program managers who need to author central/cross program change requests. |
| Companion Tool Admin | This role has the ability to upload a CT (Companion Tool) template via a link from the PDO home page. |
| MO Author | This role is intended for Marketers and Pricers who have Read/Write access for some sections of specific MOs (Market Offers). |
| MO Owner | This role is intended for Marketers and Pricers who have Read/Update/Delete/Execute access for their owned MO (Market Offer). This role also has the ability to "submit for review". |
| PDMO Author | This role is used by analysts who need to create PDMO reports. |
| PDO Author | This role is intended for the PDL Authors who will create the Change Requests. This role is also used by Codification analysts who codify the product intent and perform the final review (audit) of the request prior to publish. |
| Pricing Business Admin | This role has the ability to upload pricing rule sheets and maintains the structure of the EV (Equipment Value) table. |
| Publisher | This role is assigned to the person responsible for final review and sign-off of Change Requests in PDO Change Management. |
| PDO Stakeholder | This role is intended for Reviewers and Approvers (mandatory reviewers) of Change Requests. Users in this role can enter comments and indicate whether they concur/non-concur or approve/reject the request. |
| Request Viewer | This role is assigned to anyone who requires the ability to view Change Requests and their associated data. |

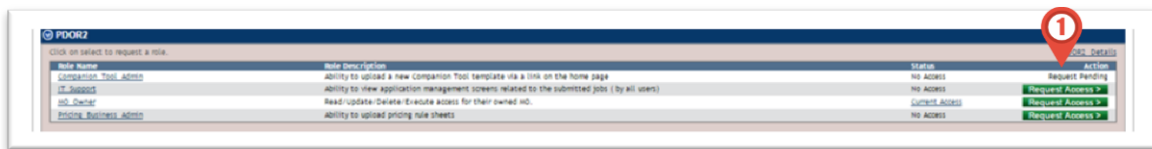


Figure 10: Request Access for select Role(s)

4. Depending on the role you requested, you may be required to select a job code. If required, follow these steps:

- Click the "Select" button to choose your requested job codes (Figure 11.1).
- Check the "Write" box next to each job code that you would like access to. (Figure 11.2).
- Click "Add" to move the job code over to the selected values list (Figure 11.3) on the left (Figure 11.4).

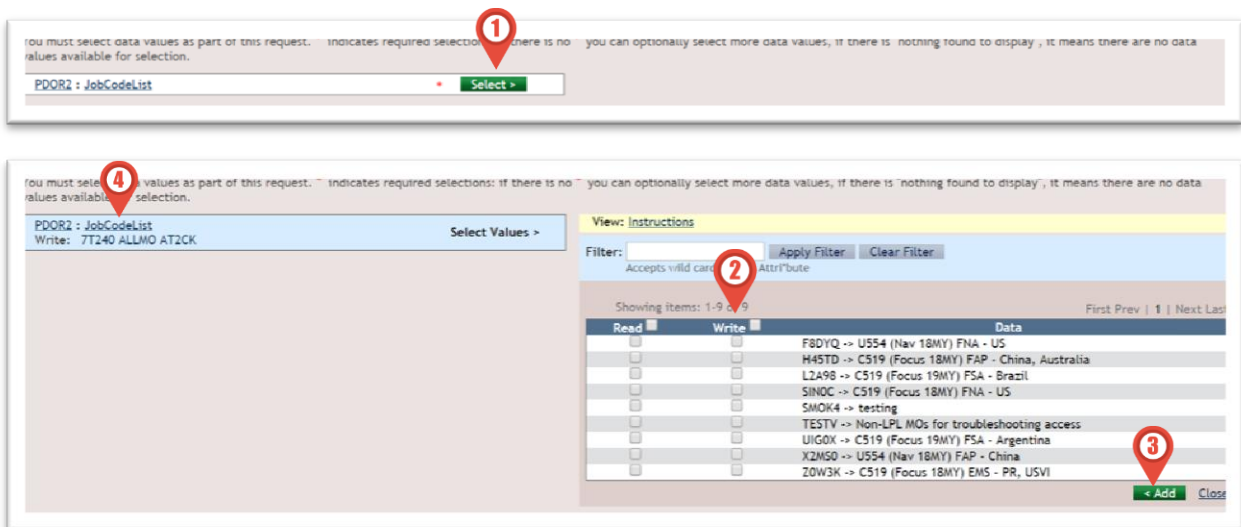


Figure 11: Select a Job Code

5. Select your designated approvers and submit your request.

- Select a "Designated" approver from the drop down menu. This person will be responsible for reviewing your request (Figure 12.1).
- Add a "Note" if you would like to send a message with your request (Figure 12.2).
- Click "Submit Request". An email will be sent to you once it has been processed (Figure 12.3).

IMPORTANT NOTE: Any requests that do not receive an approval within the required deadline, will expire automatically in CSPS. If your request has expired, you will need to resubmit your request and/or contact the required approvers for your role.

The screenshot shows a web form titled "Review & Submit" with a breadcrumb trail: Home > Select Role > Select Data / Review & Submit. Below the title is a sub-header: "Review the approval steps (optionally, edit the approval steps and leave a note to approvers). Submit the request." The form contains several fields and sections:

- Recipient:** Ericia Raja (EPAIA2) | **Selected Role:** MD Viewer
- Approval Steps:** A section titled "Once submitted, your request will go through the following approval steps." containing a table with "Reports To" (JBAIBUS) and "Group Member" (CANDRE36, JGIBD16, WELSEY). A search bar with "Override With:" and a "Search" button is also present.
- Note to Approvers:** A text area with a red asterisk and the text: "If you are overriding the approver, you must enter a comment." Below the text area is a character count: "250 char | 250 char remaining".
- Buttons:** "Submit Request" (green) and "Cancel" (blue).

Three red callout bubbles with numbers 1, 2, and 3 are overlaid on the form:

- 1:** Points to the "Reports To" field.
- 2:** Points to the "Note to Approvers" text area.
- 3:** Points to the "Submit Request" button.

Figure 12: Select an Approver and Submit



RESOURCES

Do you have a question about PDO or would you like to share your feedback with our team? Please contact us:

Install Google Chrome

<https://comm.sp.ford.com/sites/PDOR2ResourceCenter/Documents/How%20to%20Install%20Google%20Chrome.pdf>

Go to CSPS

<https://www.eassets.ford.com/eassetsWeb/sms/admin/fordselfservicetool/listofAppsAction.do>

Watch the How to Access PDO Video

<http://smi.ford.com:1001/pdor2/How%20to%20Access%20PDO.wmv>

Admin/Security Support

Email our admin team at pdoadmin@ford.com

Technical Support

Submit a ticket through Ford's request center at <https://www.request.ford.com>

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