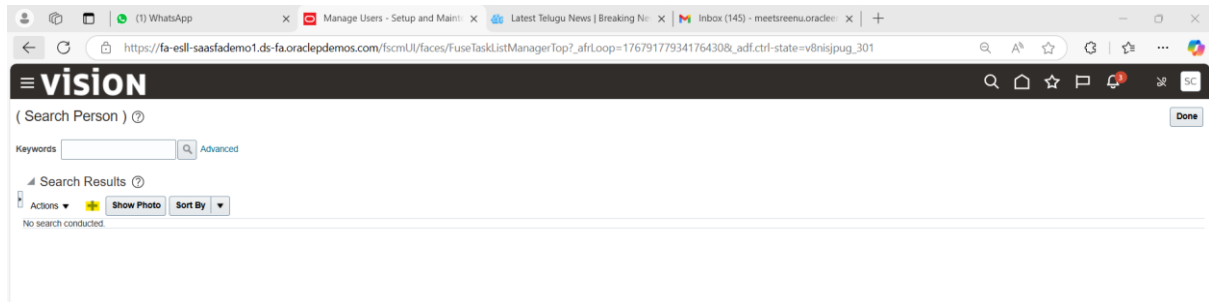


Creating Users: -

1. **Employee user:** PR Purchase requisition, po creation, transactions
2. **Implementation user:** - Necessary for performing setups and configurations.

Nvigation: Global Search> Manage users

Click on + Symbol

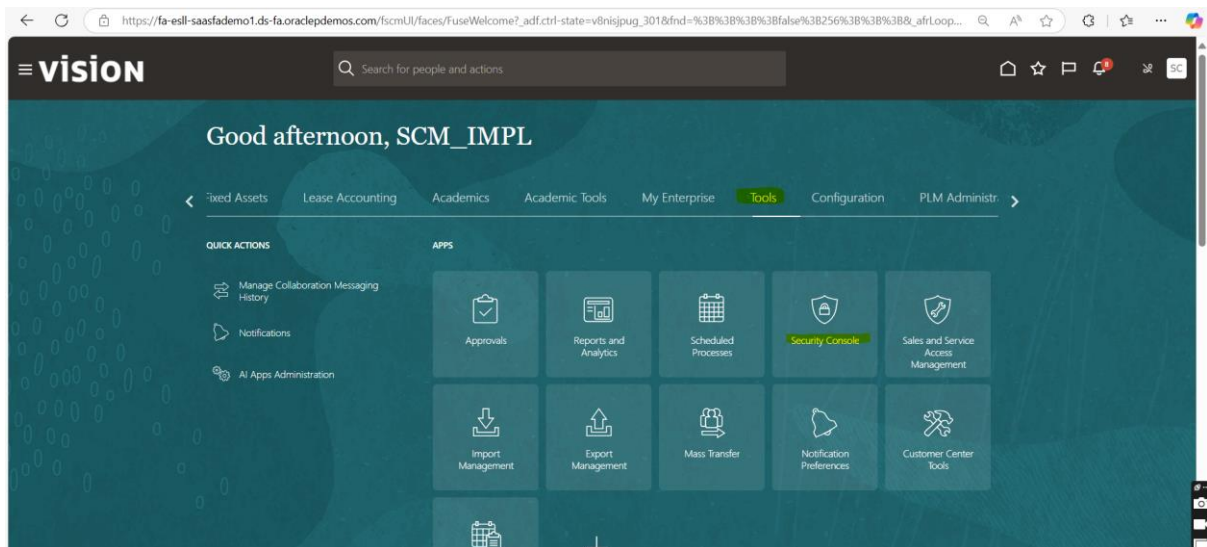


Click on + Symbol

Enter first name, last name, e-mail, person type, legal entity, and Business Unit

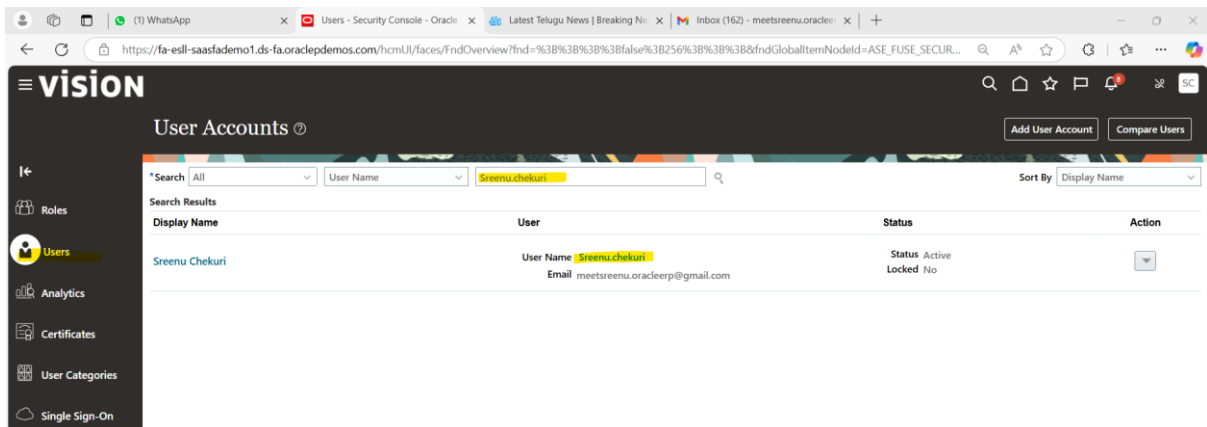
Save and close. So we have created Employee user successfully.

Add the roles to the user.

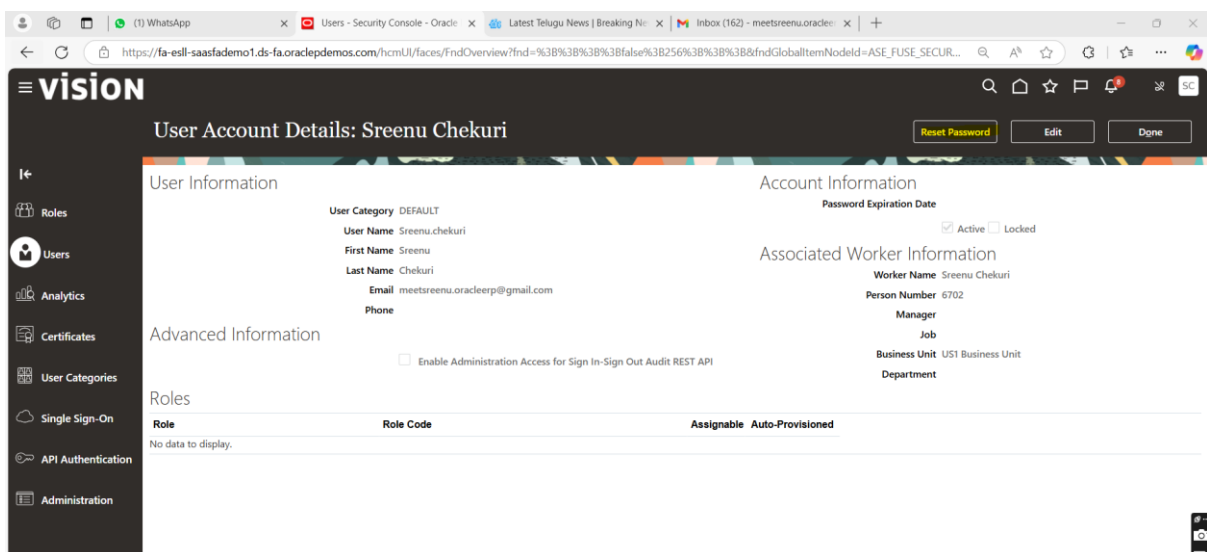


Navigation> Tools> Security console

Goto Users> Search with our user name.



Click on user name to reset the password and to add the roles.



Click on reset password

The screenshot shows the 'User Account Details: Sreenu Chekuri' page. A modal titled 'Reset Password' is open in the center. The modal has two options: 'Automatically generate password' (selected) and 'Manually change the password'. The 'Manually change the password' option is highlighted with a yellow box. Below this, there are two input fields: 'New Password' and 'Confirm New Password', both containing the text 'password'. A 'Password Policy' note states: 'Simple: At least 8 characters, 1 number'. The modal has 'Reset Password' and 'Cancel' buttons. The background page shows 'User Information' (User Category: DEFAULT, User Name: Sreenu.chekuri), 'Account Information' (Password Expiration Date: 2/26/25, Active checkbox checked), and 'Associated Worker Information' (Worker Name: Sreenu Chekuri, Person Number: 6702, Manager, Job, Business Unit: US1 Business Unit, Department).

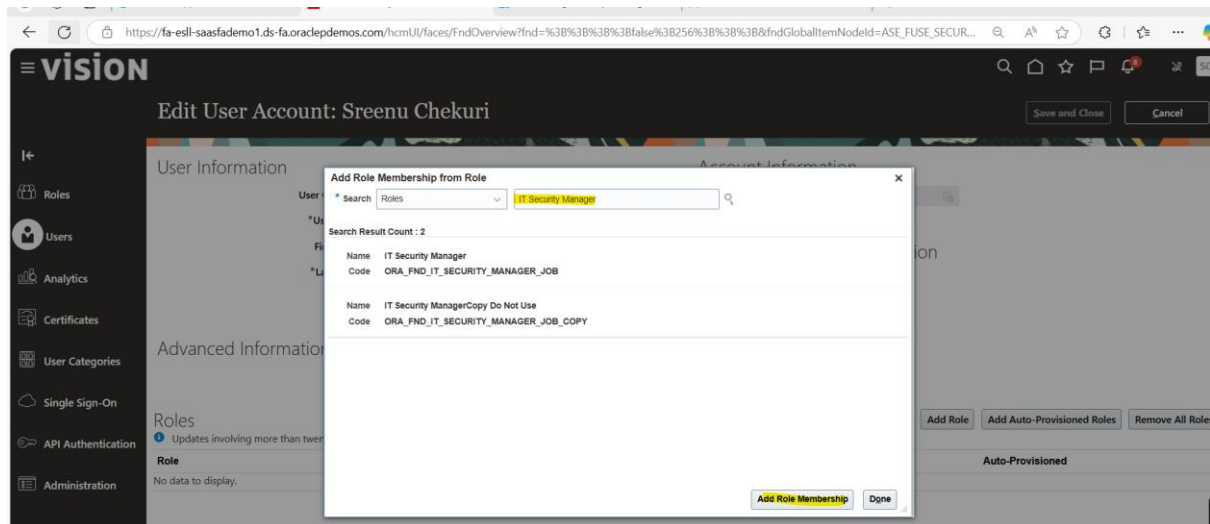
Enter the password and also confirm password, click on rest password.

The screenshot shows the 'User Account Details: Sreenu Chekuri' page with the 'Reset Password' modal closed. The 'User Information' section shows 'User Category: DEFAULT', 'User Name: Sreenu.chekuri', 'First Name: Sreenu', 'Last Name: Chekuri', 'Email: meetsreenu.oraclep@gmail.com', and 'Phone'. The 'Account Information' section shows 'Password Expiration Date: 2/26/25', 'Active' checkbox checked, and 'Locked' checkbox unchecked. The 'Associated Worker Information' section shows 'Worker Name: Sreenu Chekuri', 'Person Number: 6702', 'Manager', 'Job', 'Business Unit: US1 Business Unit', and 'Department'. The 'Roles' section is empty with the text 'No data to display.'.

Click on edit to add the roles.

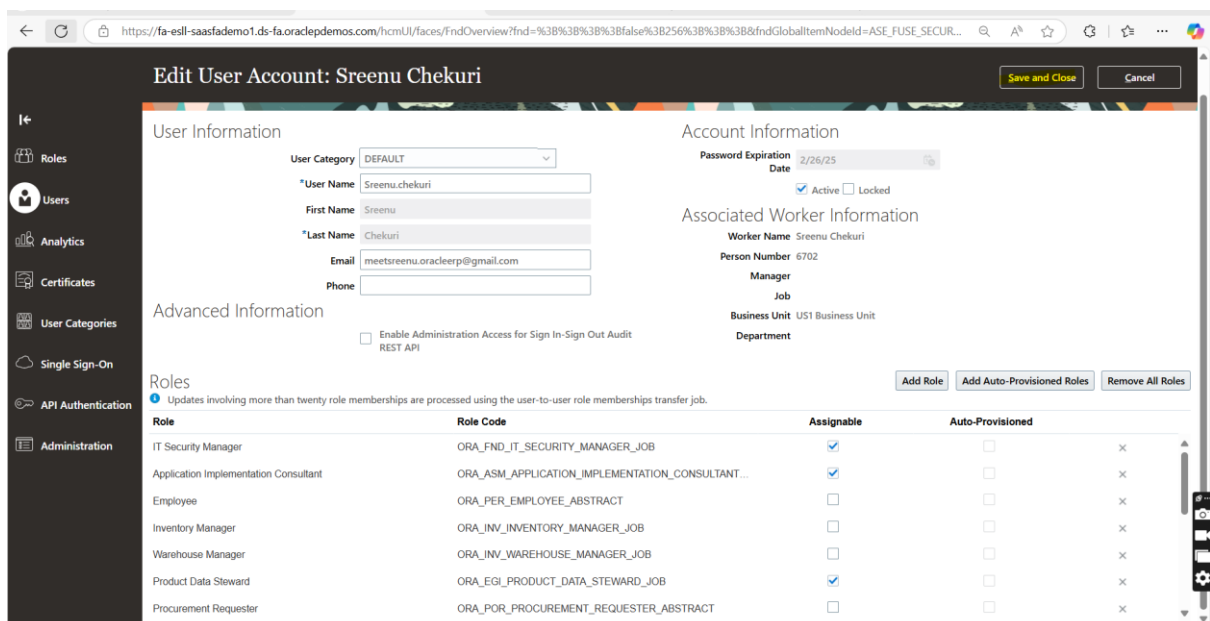
The screenshot shows the 'Edit User Account: Sreenu Chekuri' page. The 'User Information' section has fields for 'User Category' (DEFAULT), '*User Name' (Sreenu.chekuri), 'First Name' (Sreenu), '*Last Name' (Chekuri), 'Email' (meetsreenu.oraclep@gmail.com), and 'Phone'. The 'Account Information' section has 'Password Expiration Date' (2/26/25), 'Active' checkbox checked, and 'Locked' checkbox unchecked. The 'Associated Worker Information' section has 'Worker Name' (Sreenu Chekuri), 'Person Number' (6702), 'Manager', 'Job', 'Business Unit' (US1 Business Unit), and 'Department'. The 'Roles' section has a note: 'Updates involving more than twenty role memberships are processed using the user-to-user role memberships transfer job.' and buttons for 'Add Role', 'Add Auto-Provisioned Roles', and 'Remove All Roles'. The 'Roles' table is empty with the text 'No data to display.'.

Click on Add role.



Search the required role (it should start with ORA), Click on Add role membership

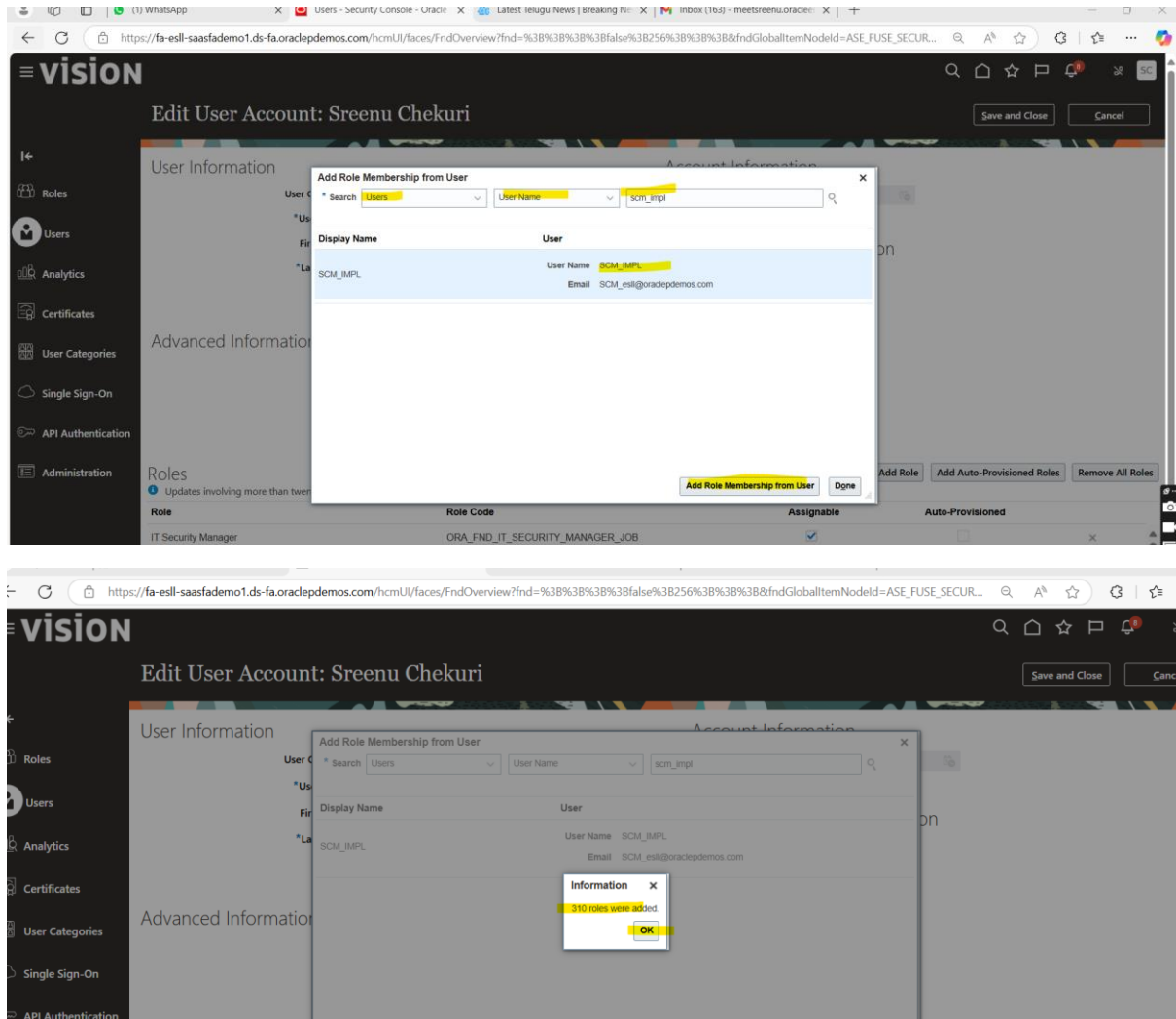
Do it repeatedly for all the roles, once completed click on done.



Click on save and close.

We can also add the roles , by selecting Users instead of roles,

Search the required users, click on Add role membership from the user.



Save and close.

Roles Types:

1. **Abstract Roles:** ex:- Employee (Data access)
2. **Job Roles:** we are providing data access to the Job roles

Important roles: -

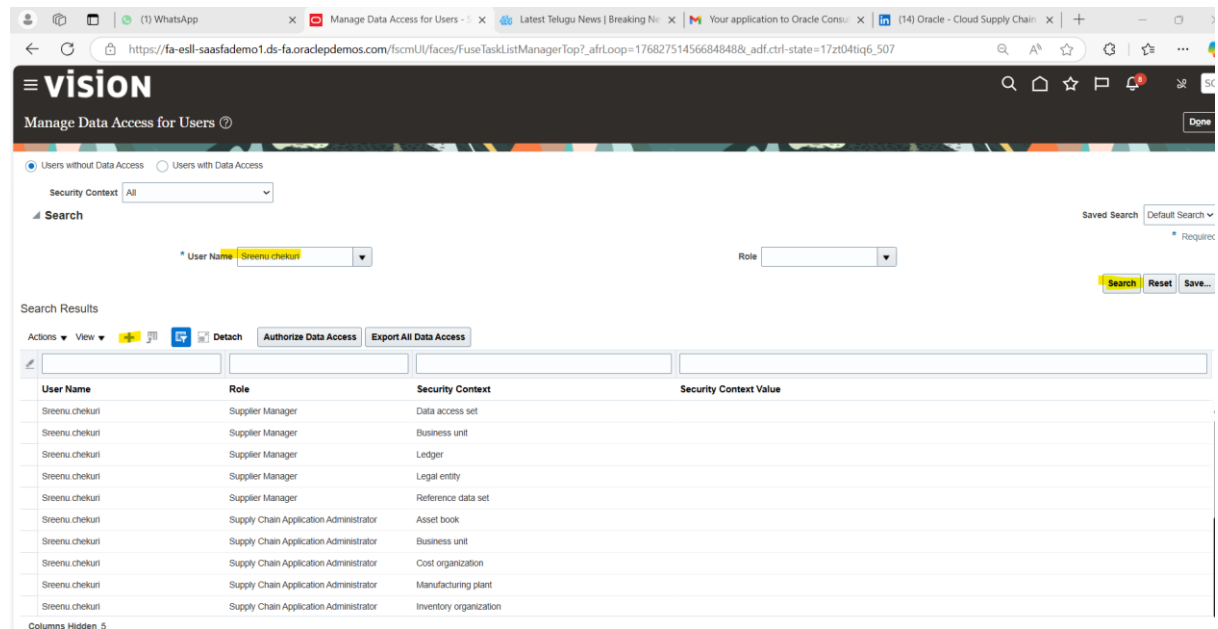
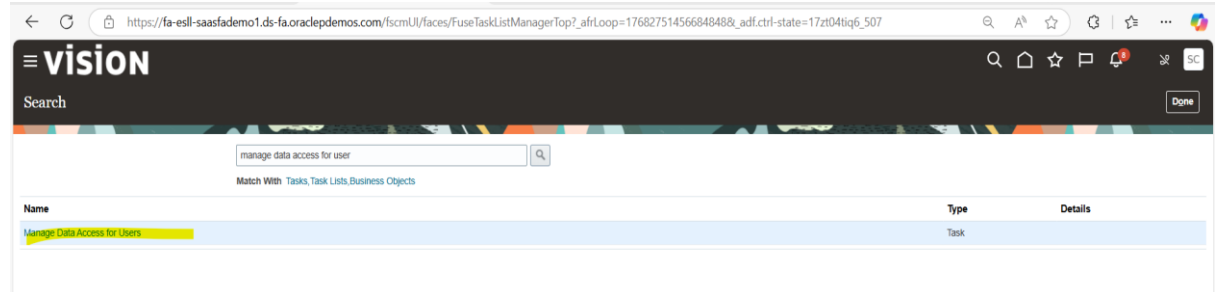
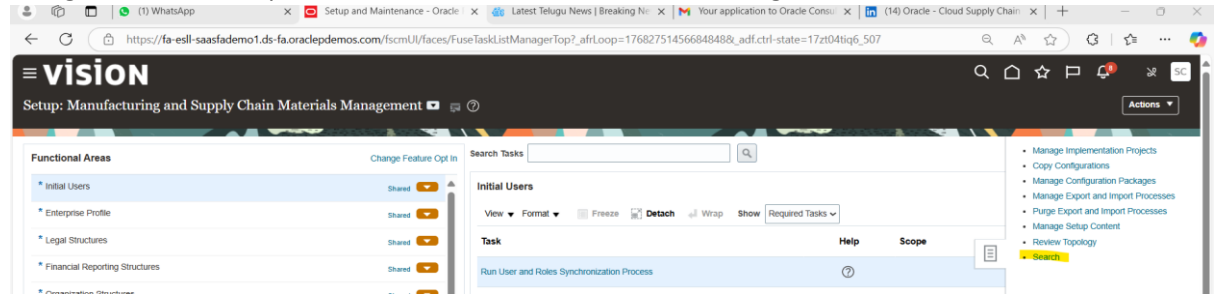
S.No	Role	Purpose
1	IT Security manager	responsible for managing user and application security (Security Console)
2	Application Implementation Consultant	To implement and setup different application (Setup and maintenance access)
3	Employee	Provide employee access to ESS Job page, can access workflow notifications (Schedule process access)
4	Inventory Manager	Manages activities in the warehouse such as managing inventory transactions , planning inventory replenishment and managing cycle and physical inventory counts

5	Warehouse Manager	Manages and analyses all warehouse activities including analysing materials management and logistics performance, managing inventory transactions.
6	Product data steward	Executes change requests upon approval and maintains the quality of the product master. Responsible for data loads. Develops consistent data. (Item Creation FBDI)
7	Product Data Manager	Creates and manages items including item attributes, catalogs, item structures, packs, associations, relationships, and catalog assignments common to the Product Manager and Product Data Steward.
8	Procurement Requester	Used to create the purchase requisition on his own requirement
9	Procurement Preparer	Preparing purchase requisition on behalf of another person
10	Advanced procurement requester	Prepares requisitions on behalf of others and has access to advanced requisition creation permissions.
11	Procurement manager	A Procurement Manager manages and directs the purchasing of all the goods and services a company needs.
12	Buyer	working with different parts of the supply chain and logistics sector to identify and source materials, goods or services for your company.
13	Supplier manager	Manages supplier information and authorizes promotion of prospective suppliers to spend-authorized suppliers
14	Supplier Administrator	Manages the profile information for the supplier company. Primary tasks include updating supplier profile information and requesting user accounts to grant employees access to the supplier application.
15	Order Manager	Manages coordination of fulfilment, which includes expediting orders to ensure they are fulfilled properly and on time. Also manages exceptions and issues.
16	Order entry specialist	Individual who is responsible for creating new Sales orders, updating existing orders, and creating order returns.
17	Order orchestration and error recovery manager	manages the recovery of data and errors that occur during order orchestration.
18	Procurement contractor Administrator	Create and manage procurement contracts for awarded suppliers in a negotiation. Manage the negotiation open and close dates, add suppliers to the invitation list, update the collaboration team, and other such operations. Analyze, score, and shortlist negotiation responses.

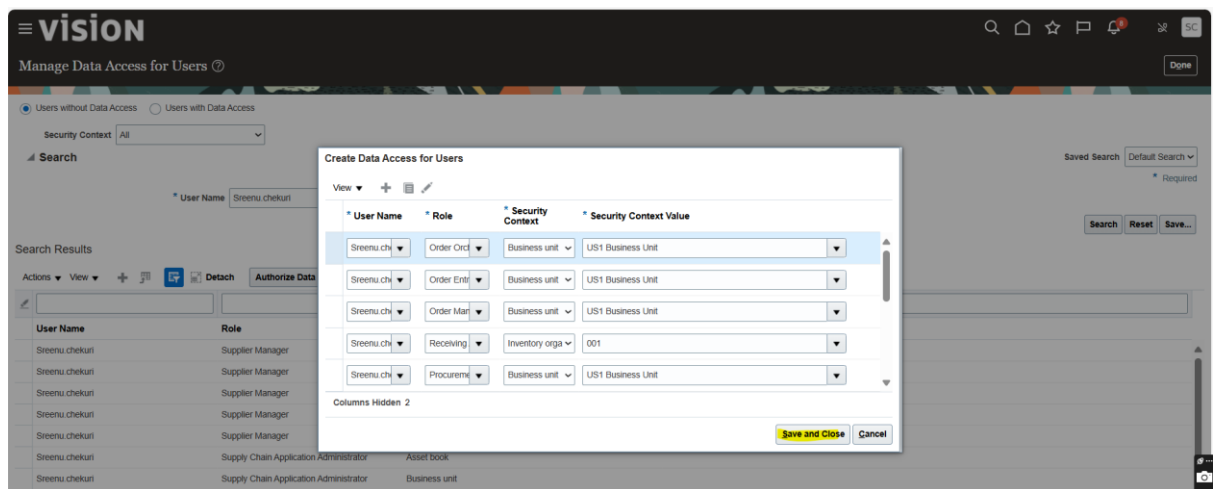
Data access.

Manage data access for the user: -

Navigation: Goto setup and maintenance> Global search> Manage data access for user



Search with Username and click on + symbol to add the data access.

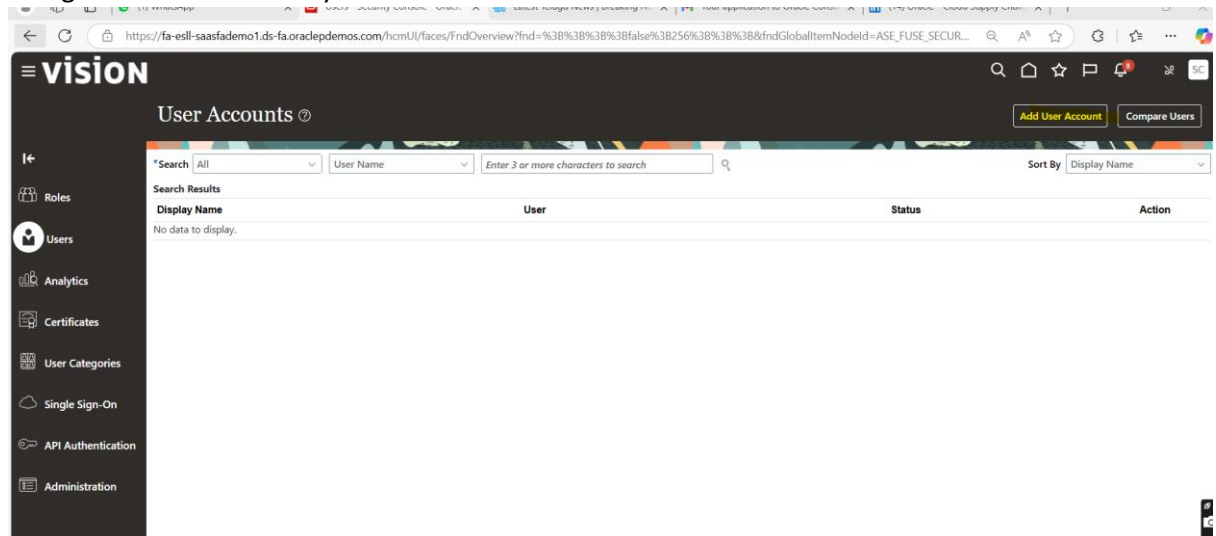


After adding all the roles Click on Save and close.

Creating implementation user :-

In Oracle Fusion Applications, an **implementation user** is a user account created specifically for **implementation tasks**, and is not related to a real person or identity such as a user defined in HCM.

Navigation> Tools> Security consoles> Users



Click on Add user Account

vision Add User Account Save and Close Cancel

Associated Person Information
Associated Person Type: None

Account Information
☒ Active ☐ Locked

Advanced Information
☐ Enable Administration Access for Sign In-Sign Out Audit REST API

User Information
User Category: DEFAULT
First Name: Sreeni
*Last Name: C
Email:
Phone:
*User Name: Sreeni.C
*Password: *****
*Confirm Password: *****

Roles
Updates involving more than twenty role memberships are processed using the user-to-user role memberships transfer job.

Role	Role Code	Assignable	Auto-Provisioned
No data to display.			

Add Role Add Auto-Provisioned Roles Remove All Roles

Enter first name and last name, password. Username will come by default
firstname. lastname as per the rules.

Add the required roles and data access as per the previous steps.