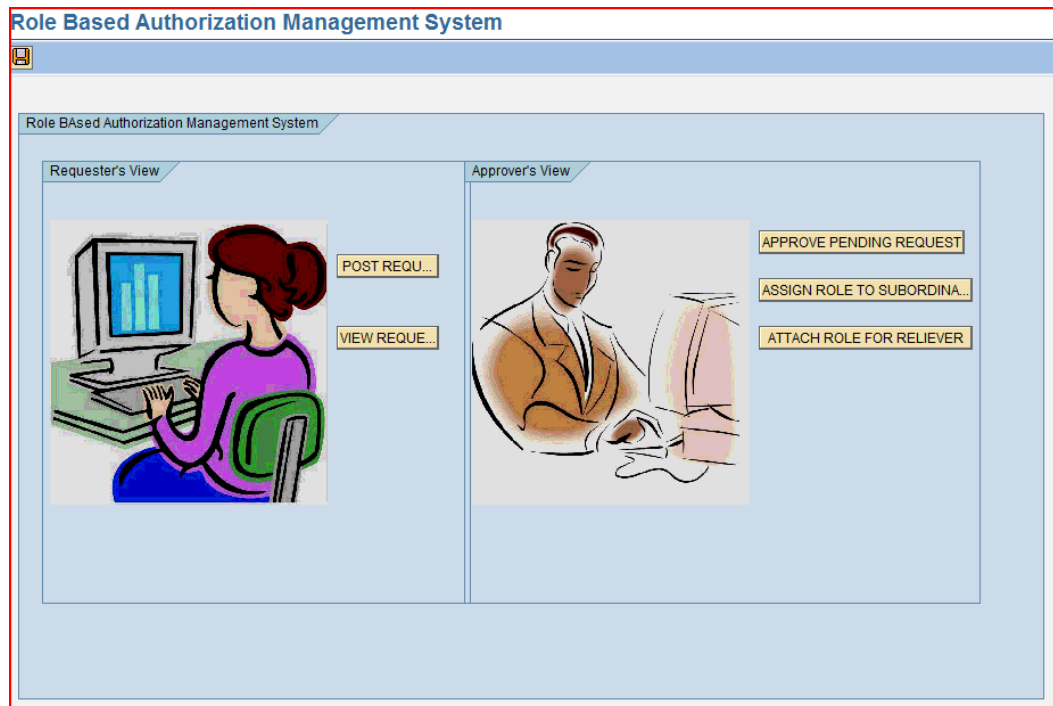
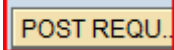


Help Document for Role Based Authorization Management System

1. T-code for starting the application is /nYAUTH. Following screen will be displayed



2. User when applying for his authorization, has to click on POST REQUEST

button . On clicking the button, system will automatically determine user's detail from SAP HR master, existing roles and applicable approved roles by head office. In addition to that system will also determine recommender and approver for the user. Recommender approver are as per following matrix

For State Office / Regional Office / Head Office – Functional head will be recommender and approver both.

For other locations , location in-charge will be recommender and state functional head will be approver. In case of AFS approver will be regional aviation incharge.

The screen will appear as below

[illegible]

Authorization Request for Self

POST Request

User Detail

User-ID: 00024607

Name: Rakesh Kumar

Designation: Manager (IS)


Plant: 1123 | Bijwasan Terminal

Approver Detail

Name: S K Kundu

Designation: Chief Manager (Information...

Plant: 9000 | Refinery H0



Existing Roles

Role Name	Description
SAP_ESSUSER	Employee Self-Service (HR)
Z:CIN	Z:CIN
Z:CUSTOMIZE	Customize
Z:EXIM	Customizing display auth
Z:EXIM1	Customizing display auth
Z:EXIM2	Customizing display auth

Select Roles from below table

Role Name	Description
ZHOAVOPSOF	Role for H0 AV Operation
ZNODAFSFIST	Role for NODAL AFS Finance Sta
ZNODAFSMQ	Role for NODAL AFS Materials &
ZVCORESD	zvcoresd

Requests

Back DELETE

Pending Authorization Request

Request ID: 1123-2011-00003

User-ID: 00024607

User Name: Rakesh Kumar

Designation: Manager (IS)

Plant: 1123

Entry Date: 18.03.2011

Recommender: 21646

Approver: 19296

Recommendation Date:

Approval Date:

Recommendation Flag: N New Request

Approval Flag: N New Request

Request Status: I In Process

Message Sent Status: F Forwarded to Recomender

Remarks:

Profiles Requested

PROFILE	Add/Detach	ACCEPTID
ZNODAFSMQ	A	0

Recommending officer has to use same t-code /nYAUTH and click **APPROVE PENDING REQUEST** button in approver pane. System will list out requests to be approved by him.

Role Based Authorization Management System

DETAIL

Pending Approval Requests

Select RequestID and click on Detail for Approval Rejection

RQSTID	UserID	Name	Designation	Plant	Department	Rqstd On	Cat...
1123-2011-00003	00024607	Rakesh Kumar	Manager (IS)	1123	AVIATION	18.03.2011	0

On selecting the request line and clicking detail button system displays the detail of the request as in below screen

Once final request is approved mail will be sent to BASIS for attachment of roles.