



Department	Information Technology
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## Essex Europe User Access Review

The purpose of this document is to detail the internal procedure for the periodic Active Directory and QAD users' access' review within Essex Europe.

### 1. Review Frequency

The users' access review will occur on a quarterly basis. The IT Department will grant itself a certain degree of flexibility as far as the dates of extractions are concerned, based on the workload of the IT operators.

### 2. AD User accounts extraction

The local IT Department will extract the list of all AD accounts either through the standard extraction performed via the "Active Directory Users and Computers" Snap-in or specific scripts/third-party tools when available (for formatting purposes). The list will then be printed, signed by the local It Manager ( or by a higher IT responsible) and scanned in PDF format.

### 3. QAD Users

The local IT Department will extract the list of users having access to the respective QAD domain (which includes also other countries' users).The extraction will be done through the user maintenance menu. The list will be printed, signed by the local It Manager ( or by a higher IT responsible) and scanned in PDF format.

### 4. Ticket creation in Clarilog

The local IT Department will create a Ticket in Clarilog (Category: IT Task Internal – Administrator task) and will attach the PDF documents previously signed and scanned.

### 5. Clarilog Ticket's closure

The IT Department will close the ticket in Clarilog.

### 6. Revision History

Revision Number	Date of Change	Responsible	Summary of Change
1	16/11/2021	Andrea Di Felice	New format,revision history and new header