

Enterprise Portal: User Administration

Enterprise Portal 6.0, 7.0, User Administration, User Mapping, Portal Role assigning.

Summary

This paper explains about Portal User administration. Creation of User in UME (User Management Engine), Assigning roles to user, User data export and import, Lock and Unlock the users, Activity Reports, User Mapping.

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Created on: 25 April 2007

Author Bio



Balamurugan is SAP Basis Consultant, working in Intelligroup Asia Pvt Ltd in Hyderabad. He is having 5 Years experience in IT field inclusion of one year in SAP BASIS and Enterprise Portal. He has completed his B.E., Production Engg in a REGIONAL ENGINEERING COLLEGE (REC) - TRICHY. He is working with EP administration, BW Security, R/3 security and all the basis administration parts. And also he worked with third party tools. He is having sound knowledge about BASIS administration and EP administration.

Table of Contents

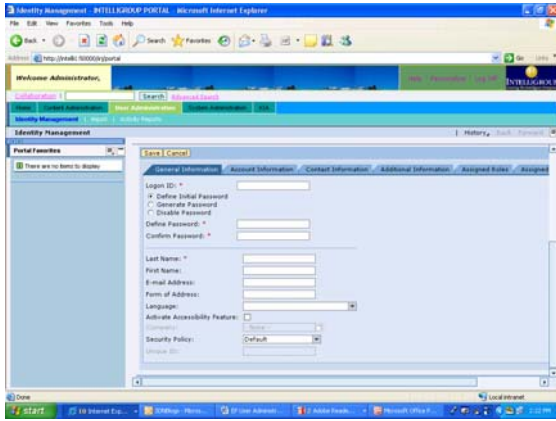
User Creation:.....	3
Assigning Roles to User	4
Assigning Groups to User	4
User Mapping	4
Lock and Unlock the Users	5
User Data Export and Import.....	5
Related Content.....	7
Disclaimer and Liability Notice.....	8

User Creation:

To create user in portal, we have user administration role. Go to User administration → Identity Management → Create User

Key in the User information in the following Screen.

In General Information iView: Logon ID, Define Initial Password, Confirm Password, Last Name, First Name, Email Address



Account Information iView:

Key in the User Account Locked, Start date of account Validity, End Date of account Validity

Contact Information iView:

Telephone, FAX, Mobile, Street, city, state, country, Time Zone.

Additional Information

Organizational Unit, Position, Department.

Then finally save it.

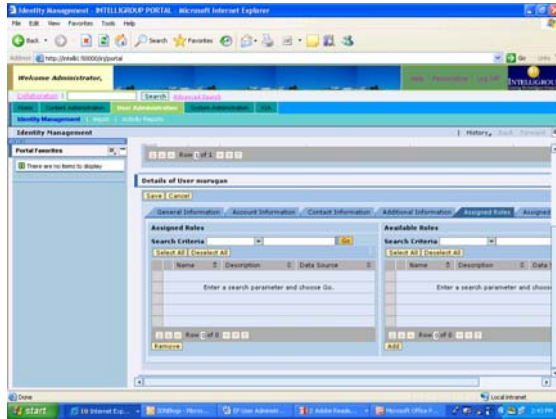
Assigning Roles to User

Go to User administration → Identity Management

Select User, whether UME database or LDAP, User ID. Then Go.

Select the User then go to Assigned Role

Click the “Modify” tab



In Available Role, Select the “Portal Role”, Name of Role (Eg: *super*)

Select the appropriate role and add it. Then save it.

In Assigned Role, We can see the assigned role of particular user.

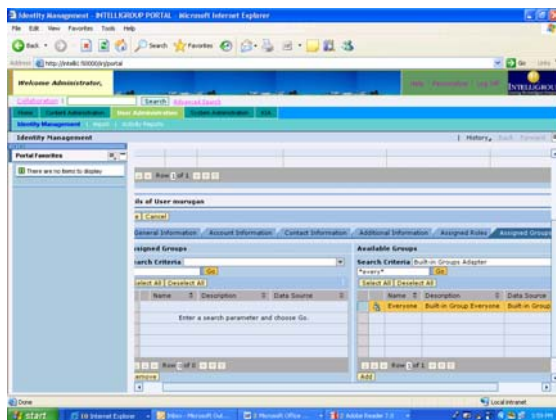
Assigning Groups to User

Go to User administration → Identity Management

Select User, whether UME database or LDAP, User ID. Then Go.

Select the User then go to Assigned Groups

Click the “Modify” tab



Select whether the “Built in Company Groups or Built in Groups Adapter” and Group Name.

Select the Group and add it. Finally save it.

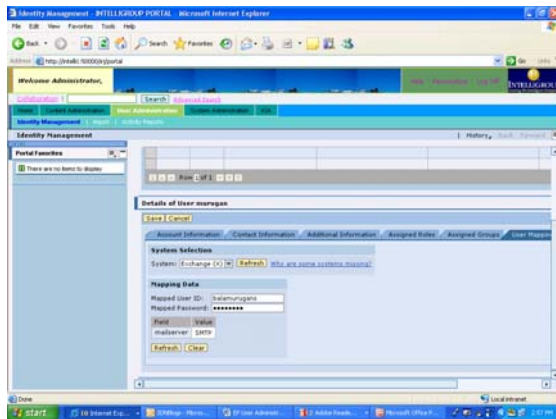
User Mapping

Go to User administration → Identity Management

Select User, whether UME database or LDAP, User ID. Then select “Go”.

Select the User then go to User Mapping for system access

Click the “Modify” tab



Select the System Name, User ID and Password of Backend system. Then save it.

Lock and Unlock the Users

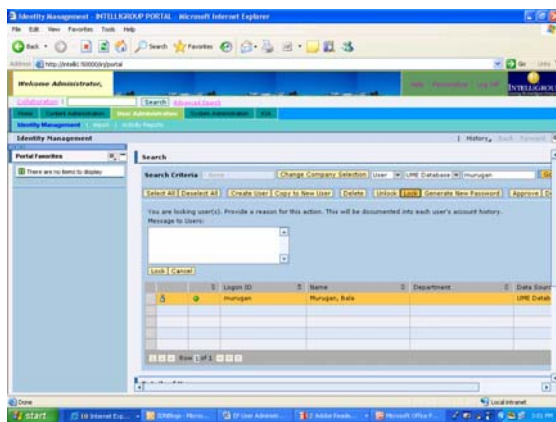
Go to User administration → Identity Management

Select User, whether UME database or LDAP, User ID. Then select “Go”.

Select the User then go to “Lock”

Enter the reason and lock.

To unlock select the user, enter the reason and Unlock.



User Data Export and Import

The scenario for export and import the user data:

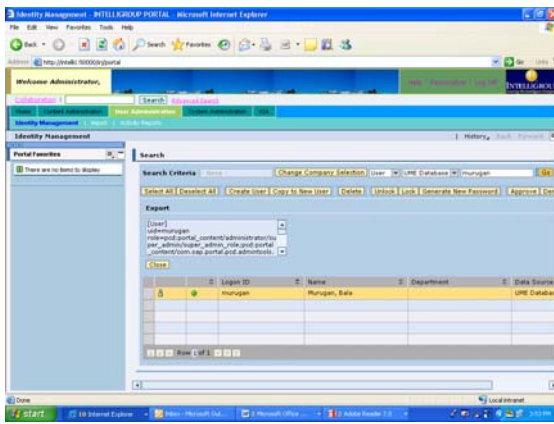
To export the users from Development and import it whether Quality or Production.

Go to User administration → Identity Management

Select User, whether UME database or LDAP, User ID. Then select “Go”.

Select the User then go to “Export”. Copy the user data in notepad and save it.

Then import the file to respective system.



Related Content

Please include at least three references to SDN documents or web pages.

- http://help.sap.com/saphelp_nw2004s/helpdata/en/51/f6f9e4d3a30b46966d3b7e650cb2dd/frameset.htm
- http://help.sap.com/saphelp_nw2004s/helpdata/en/59/bf2287b3cb5e48af94f99929ad15b9/frameset.htm
- http://help.sap.com/saphelp_nw04/helpdata/en/59/bf2287b3cb5e48af94f99929ad15b9/frameset.htm

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