



Assign Privilege

Work Instruction

Transaction Code(s): NA

Purpose

Use this procedure to add a privilege to an employee or contractor.

Trigger

Perform this procedure when an employee or contractor has a need to have privilege added to their identify.

Menu Path

Use the following menu path to access the transaction: Identity Management > Manage.

Transaction Code

NA

Helpful Hints

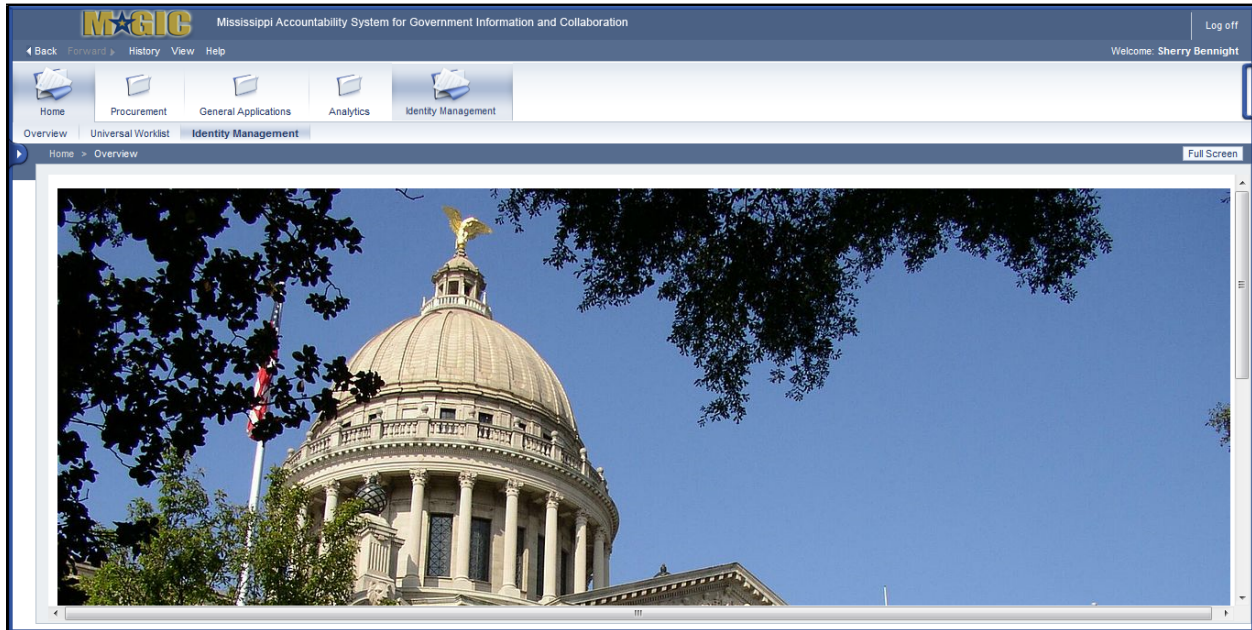


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Procedure

1. Start the transaction using the menu path or transaction code.

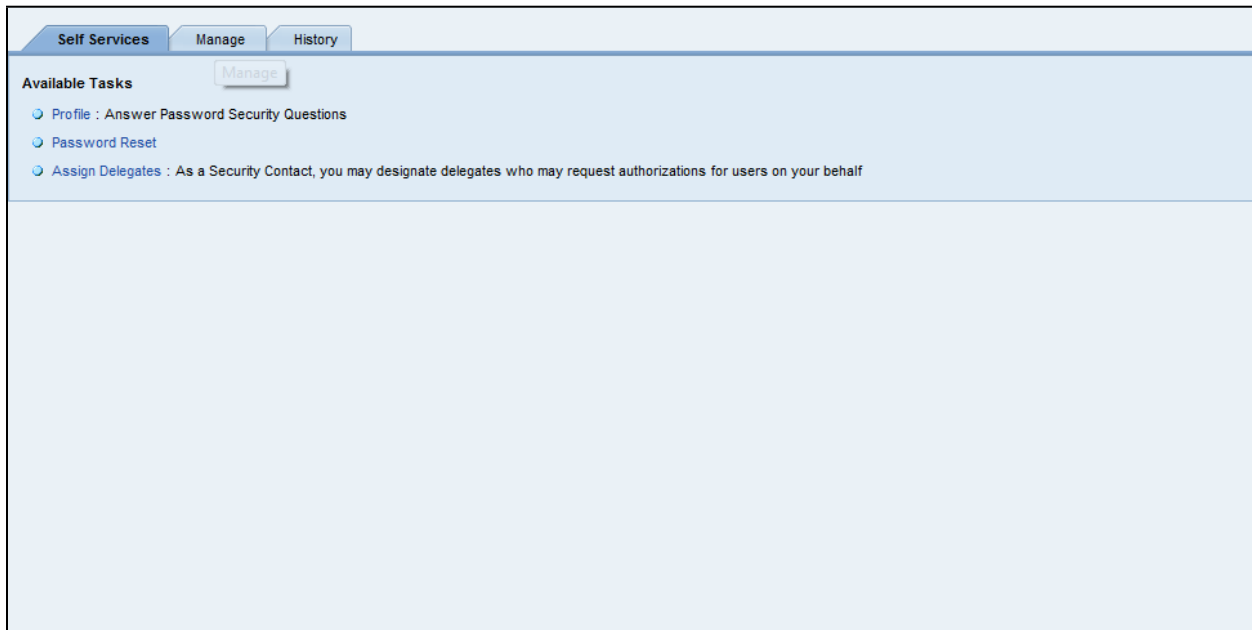
Identity Management - State of Mississippi - MAGIC Portal - Windows Internet Explorer



2. Click



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- Click **Manage**.
- As required, complete/review the following fields:

Field	R/O/C	Description
Find:	Required	Example: Mark*

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Self Services **Manage** History

Show: Person **Create...** **Choose Task...**

Find: **Mark*** **Go** **Advanced**

Unique ID	Display Name	Last Name	First Name

Entry Details

- Click **Go**.




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The screenshot shows the 'Manage' tab of the MAGIC Portal. At the top, there are tabs for 'Self Services', 'Manage', and 'History'. Below these, there is a search bar with 'Person' selected in the 'Show:' dropdown. To the right of the search bar are buttons for 'Create...', 'Choose Task...', and a 'Go' button. The search results are displayed in a table with columns: Unique ID, Display Name, Last Name, and First Name. The table contains 10 rows of employee data. Below the table is an 'Entry Details' section.

Unique ID	Display Name	Last Name	First Name
ccmscutch	Mark Scutch	Scutch	Mark
cm502224	Carman Marks	Marks	Carman
CON000000067	Mark Harper	Harper	Mark
DMRMW	Mark Woodrey	Woodrey	Mark
JS526412	Mark Stovall	Stovall	Mark
jv313245	Mark Valentine	Valentine	Mark
MB518382	Mark Boyles	Boyles	Mark
mc307939	Mark Carpenter	Carpenter	Mark
mj369595	Mark Johnson	Johnson	Mark
ml312554	Mark Leiker	Leiker	Mark

6. Click  to select the employee.

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The screenshot shows the 'Manage' tab of the MAGIC Portal. At the top, there are tabs for 'Self Services', 'Manage', and 'History'. Below these, there is a search bar with 'Person' selected in the 'Show:' dropdown. To the right of the search bar are buttons for 'Create...', 'Choose Task...', and a 'Go' button. The search results are displayed in a table with columns: Unique ID, Display Name, Last Name, and First Name. The table contains 10 rows of employee data. The row for 'CON000000067' is highlighted. Below the table is a 'Details about Mark Harper' section. This section has tabs for 'General Attributes', 'Assignments', 'Parameters', 'Settings', and 'Employee Data'. The 'General Attributes' tab is selected, showing fields for 'Person' (Unique ID: CON000000067), 'Communication' (Language: [dropdown]), 'Account Info' (Status: ACTIVE), and 'Accounts' (Accounts: [dropdown]).

Unique ID	Display Name	Last Name	First Name
ccmscutch	Mark Scutch	Scutch	Mark
cm502224	Carman Marks	Marks	Carman
CON000000067	Mark Harper	Harper	Mark
DMRMW	Mark Woodrey	Woodrey	Mark
JS526412	Mark Stovall	Stovall	Mark
jv313245	Mark Valentine	Valentine	Mark
MB518382	Mark Boyles	Boyles	Mark
mc307939	Mark Carpenter	Carpenter	Mark
mj369595	Mark Johnson	Johnson	Mark
ml312554	Mark Leiker	Leiker	Mark

Details about Mark Harper

General Attributes | Assignments | Parameters | Settings | Employee Data

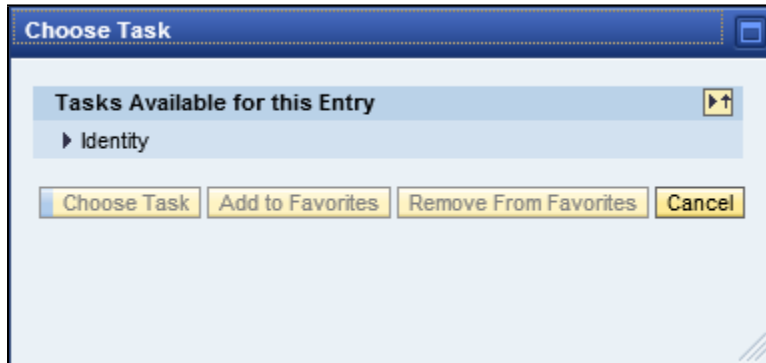
Person Unique ID: CON000000067 **Communication** Language: [dropdown] **Account Info** Status: ACTIVE **Accounts** Accounts: [dropdown]

7. Click .



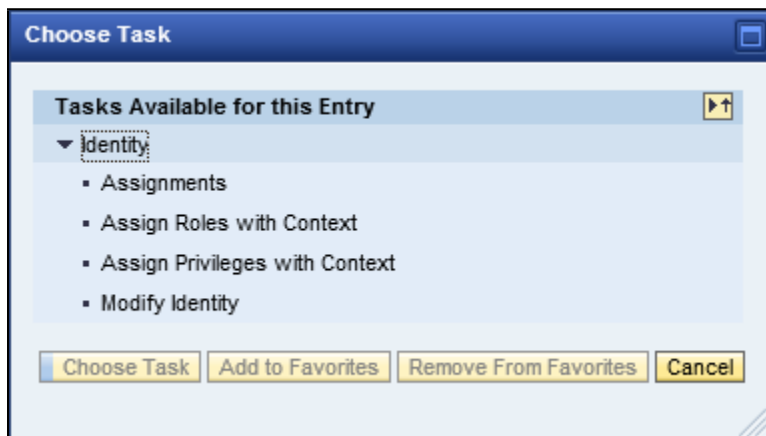
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8. Click .

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9. Click .



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Choose Task

Tasks Available for this Entry

▼ Identity

- ▀ Assignments
- ▀ Assign Roles with Context
- ▀ Assign Privileges with Context
- ▀ Modify Identity

Choose Task Add to Favorites Remove From Favorites Cancel

10. Click **Choose Task**.

SAP NetWeaver Identity Management

Assignments

Unique ID: CON000000067
Display Name: Mark Harper

☒ There may be more entries than listed

Submit Refresh

Assignments General Attributes Assignment History

Assignments

Available

Show: Privilege and Find: Search Add

Unique ID	Disp
MX_PRIV:WD:TAB_MANAGE	MX_
MX_PRIV:WD:TAB_HISTORY	MX_
PRIV:JAVALDAP1:ONLY	PRN
PRIV:GROUP:JAVALDAP1:Anonymous Users	[BP]
PRIV:GROUP:JAVALDAP1:Administrators	[BP]
PRIV:GROUP:JAVALDAP1:Guests	[BP]
PRIV:GROUP:JAVALDAP1:Everyone	[BP]
PRIV:GROUP:JAVALDAP1:Authenticated Users	[BP]
PRIV:ROLE:JAVALDAP1:pcd:portal_content/com.sap.pct/specialist/com.sap.pct.srm.srm70/com.sap.pct.srm.core.fl_core/com.sap.pct.srm.core.fl_roles/com.sap.pct.srm.core.ro_goodsrecipient	[BP]
PRIV:ROLE:JAVALDAP1:pcd:portal_content/com.ms.pct/specialist/com.ms.srm70/com.ms.fl_core/com.ms.fl_roles/com.ms.ro_operationalpurchaser	[BP]

11. Click  to scroll right to view the **Display Name**.



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Help

Advanced


Display Name	Context Types	Mandatory Contexts
MX_PRIV:WD:TAB_MANAGE		
MX_PRIV:WD:TAB_HISTORY		
PRIV_JAVALDAP1_ONLY		
[BPJ] Anonymous Users		
[BPJ] Administrators		
[BPJ] Guests		
[BPJ] Everyone		
[BPJ] Authenticated Users		
[BPJ] com.sap.pct.srm.core.ro_goodsrecipient		
[BPJ] com.ms.ro_operationalpurchaser		

Assigned

Find:

Display Name	Valid From	Valid To	Status	Context
• <input checked="" type="radio"/> IXADI OZ_RJSRSCA000-Group (AD2)			Rejected	CTX:AD2
• <input checked="" type="radio"/> IXADI OZ_RJSRSXA000-Group (AD2)			Rejected	CTX:AD2
• <input checked="" type="radio"/> IXADI OZ_RJSRAPV000-Group (AD2)			Rejected	CTX:AD2
• <input checked="" type="radio"/> IXADI PRIV_AD2_ONLY			OK	CTX:AD2
• <input checked="" type="radio"/> IXADI			OK	CTX:AD2
• <input checked="" type="radio"/> OZ_IDM_Security_Questions-Group (AD2)				
• <input checked="" type="radio"/> IXADI PRIV_AD2_ONLY			OK	

☒ =Direct ☐ =Not Direct

12. Click  to scroll down the list to find the item needed.



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Help

Advanced

	Display Name	Context Types	Mandatory Contexts
	[BPJ] com.sap.ip.bi.bi_showcase		
	[BPJ] com.ms.supplier_po		
	[BPJ] com.ms.ro_invoicer		
	[BPJ] SERVICES_REGISTRY_READ_ONLY		
t.certif_manager	[BPJ] com.sap.pct.erp.expcert.certif_manager		
	[BPJ] com.ms.auditor		
	[BPJ] com.ms.buyer_srm_strategic_contract		
	[BPJ] com.sap.pct.bs_fnd.BCV_USR		
	[BPJ] SAP_ARCH_XMLDAS_VIEW		
	[BPJ] SAP_JAVA_SUPPORT		

Assigned

Find:



Display Name	Valid From	Valid To	Status	Context
• <input checked="" type="radio"/> IXADI OZ_RJSRSCA000-Group (AD2)			Rejected	CTX:AD2
• <input checked="" type="radio"/> IXADI OZ_RJSRSXA000-Group (AD2)			Rejected	CTX:AD2
• <input checked="" type="radio"/> IXADI OZ_RJSRAPV000-Group (AD2)			Rejected	CTX:AD2
• <input checked="" type="radio"/> IXADI PRIV_AD2_ONLY			OK	CTX:AD2
• <input checked="" type="radio"/> IXADI			OK	CTX:AD2
• <input checked="" type="radio"/> OZ_IDM_Security_Questions-Group (AD2)				
• <input checked="" type="radio"/> IXADI PRIV_AD2_ONLY			OK	

☒ =Direct ☐ =Not Direct

13. Click  to scroll back to the beginning of the screen.



Assignments	
Unique ID:	CON000000067
Display Name:	Mark Harper
<input type="button" value="Submit"/> <input type="button" value="Refresh"/>	
<div> <div>Assignments</div> <div>General Attributes</div> <div>Assignment History</div> </div>	
Assignments	
Available	
Show: Privilege ▾	and Find: <input type="text"/> <input type="button" value="Search"/> <input type="button" value="Add"/>
	Unique ID
	PRIV:ROLE:JAVALDAP1:pcd.portal_content/com.sap.pct/specialist/com.sap.pct.srm.srm70/com.sap.pct.srm.fl_ehp1/com.sap.pct.srm.srm70.fl_pps/com.sap.pct.srm.srm70.fl_roles/com.sap.pct.srm.gr...
	PRIV:ROLE:JAVALDAP1:pcd.portal_content/com.sap.pct/specialist/com.sap.pct.erp.invc clerk.bp_folder/com.sap.pct.erp.invc clerk.roles/com.sap.pct.erp.invc clerk.invoiceclerk
	PRIV:ROLE:JAVALDAP1:pcd.portal_content/com.ms.pct/SRM/Roles/com.ms.requisitioner
	PRIV:ROLE:JAVALDAP1:SAP_AA_CONTENT_AUTHOR
	PRIV:ROLE:JAVALDAP1:SAP_SLD_DEVELOPER
	PRIV:ROLE:JAVALDAP1:pcd.portal_content/com.ms.pct/specialist/com.ms.srm70/com.ms.fl_ehp1/com.ms.fl_suco/com.ms.fl_roles/com.ms.ro_admin_purch
	PRIV:ROLE:JAVALDAP1:SAP_JAVA_WS_ADMIN_TEC
	PRIV:ROLE:JAVALDAP1:pcd.portal_content/com.ms.pct/platform_add_ons/com.ms.biRoles/com.ms.bi_showcase
	PRIV:ROLE:JAVALDAP1:pcd.portal_content/com.sap.pct/specialist/com.sap.pct.erp.buyer.bp_folder/com.sap.pct.erp.buyer.15.bp_folder/com.sap.pct.erp.buyer.15.roles/com.sap.pct.erp.buyer.15.bu...
	PRIV:ROLE:JAVALDAP1:WSDL_Viewter

14. Click  to select the privilege needed.
15. Click .

New Assignment

Direct Validity Assignment:

Valid From/To: /

Reason:

Add

Cancel

- 16.** Click to open the calendar.



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New Assignment

Direct Validity

Valid From/To: 5/12/2014

Reason:

Add Cancel

17. Click 12 to select the date.

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New Assignment

Direct Validity Assignment:

Valid From/To: 5/12/2014

Reason:

Add Cancel

18. Click **Add**.



Assign Privilege Work Instruction Transaction Code(s): NA

SAP NetWeaver Identity Management

Assignments

Unique ID: cm502224
Display Name: Carman Marks

Assignments

General Attributes

Assignment History

Assignments

Available

Show: Privilege and Find:

Unique ID	Display Na
PRIV:ROLE:JAVALDAP1:SAP_XI_PCK_ADMIN	[BPJ] SAP_
PRIV:ROLE:JAVALDAP1:pcd:portal_content/com.ms.pct/specialist/com.ms.bp_folder_1/com.ms.bp_folder/com.ms.roles/com.ms.instructor	[BPJ] com.i
PRIV:ROLE:JAVALDAP1:pcd:portal_content/com.ms.pct/SRM/Roles/com.ms.supplier_survey_owner	[BPJ] com.i
PRIV:ROLE:JAVALDAP1:pcd:portal_content/com.sap.pct/every_user/com.sap.pct.erp.ess.bp_folder/com.sap.pct.erp.ess.roles/com.sap.pct.erp.ess.employee_self_service	[BPJ] com.sap.p
PRIV:ROLE:JAVALDAP1:pcd:portal_content/com.ms.pct/SRM/Roles/com.ms.buyer_srm_operational	[BPJ] com.i
PRIV:ROLE:JAVALDAP1:pcd:portal_content/com.sap.pct/platform_add_ons/com.sap.ip.bi/Roles/com.sap.ip.bi.business_explorer_showcase	[BPJ] com.sap.ip
PRIV:ROLE:JAVALDAP1:XIMdt.EditMonitor	[BPJ] XIMdt
PRIV:ROLE:JAVALDAP1:pcd:portal_content/com.sap.pct/specialist/com.sap.pct.srm.srm70/com.sap.pct.srm.core.fl_core/com.sap.pct.srm.core.fl_roles/com.sap.pct.srm.core.ro_supplier	[BPJ] com.s
PRIV:ROLE:JAVALDAP1:SAP_JAVA_NWADMIN_CENTRAL	[BPJ] SAP_
PRIV:ROLE:JAVALDAP1:SAML2_SUPERADMIN	[BPJ] SAMI

javascript:void(0);

19. Click .



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SAP NetWeaver Identity Management - Windows Internet Explorer

Assignments

Unique ID: cm502224
Display Name: Carman Marks

☒ Task executed - Approval results will be sent by email


Assignments | General Attributes | Assignment History

Assignments

Available

Show: Privilege and Find:

Unique ID	Display Name
PRIV:ROLE:JAVADAP1:SAP_XI_PCK_ADMIN	[BPJ] S
PRIV:ROLE:JAVADAP1:pcd.portal_content/com.ms.pct/specialist/com.ms.bp_folder_1/com.ms.bp_folder/com.ms.roles/com.ms.instructor	[BPJ] c
PRIV:ROLE:JAVADAP1:pcd.portal_content/com.ms.pct/SRM/Roles/com.ms.supplier_survey_owner	[BPJ] c
PRIV:ROLE:JAVADAP1:pcd.portal_content/com.sap.pct/every_user/com.sap.pct.erp.ess.bp_folder/com.sap.pct.erp.ess.roles/com.sap.pct.erp.ess.employee_self_service	[BPJ] c
PRIV:ROLE:JAVADAP1:pcd.portal_content/com.ms.pct/SRM/Roles/com.ms.buyer_srm_operational	[BPJ] c
PRIV:ROLE:JAVADAP1:pcd.portal_content/com.sap.pct/platform_add_ons/com.sap.ip.bi/Roles/com.sap.ip.bi.business_explorer_showcase	[BPJ] c
PRIV:ROLE:JAVADAP1:XIMdt.EditMonitor	[BPJ] X
PRIV:ROLE:JAVADAP1:pcd.portal_content/com.sap.pct/specialist/com.sap.pct.srm.srm70/com.sap.pct.srm.core.fl_core/com.sap.pct.srm.core.fl_roles/com.sap.pct.srm.core.ro_supplier	[BPJ] c
PRIV:ROLE:JAVADAP1:SAP_JAVA_NWADMIN_CENTRAL	[BPJ] S
PRIV:ROLE:JAVADAP1:SAML2_SUPERADMIN	[BPJ] S

20. Click  to close the **Assignments** screen.



You will see the message that the task has been executed. Notice the additional information that approval results will be sent by email.



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Result

You have completed the addition of a privilege.