



SAP Ariba 

# Feature at a Glance

## User management capability for users and audit log enhancements

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CONFIDENTIAL

# Feature at a Glance

Ease of implementation  Low touch / simple  
Geographic relevance  Global

## Introducing: User management capability for users and audit log enhancements

### Customer challenge

Today only a single user may hold the admin role which authorizes this user to do all configurations, user management and administration tasks in Ariba Network.

This becomes problematic for customers as soon as they want to assign user management tasks to multiple users which all would require the admin role. At the same time authorizations within the admin role for activities which go beyond user management tasks are not desired to be assigned to non-admin users due to control reasons.

### Solution area

Ariba Network

### Meet that challenge with SAP Ariba

This feature provides the following enhancements:

- Account administrators may grant user management capabilities to non-administrator users within an organization.
- A new User Access log capability is available, and the Profile Changes log was enhanced to provide more detailed information.
- Both the User Access log and Profile Changes log can be exported to PDF format.

### Implementation information

This feature is **automatically on** for all customers with the applicable solutions but requires **customer configuration**.

### Experience key benefits

Allowing the sharing of user management tasks within a team will help increase productivity in organizations while still being compliant with internal control directives. Mass user maintenance via MS Excel file upload helps to reduce the burden of administrative tasks related to user management.

### Prerequisites and Restrictions

- Users must be assigned the administrator role before they can assign the new User Administration permission to a role and to another user within the organization.
- Only MS Excel files in .XLSX format may be uploaded.
- The number of users entered in the MS Excel file must not exceed 500.
- Only five roles, business unites and authorization profiles may be assigned.
- The log reports are limited to 500 records only.

# Feature at a Glance

## Introducing: **User management capability for users and audit log enhancements**

### **User management role assignment to non-administrator users**

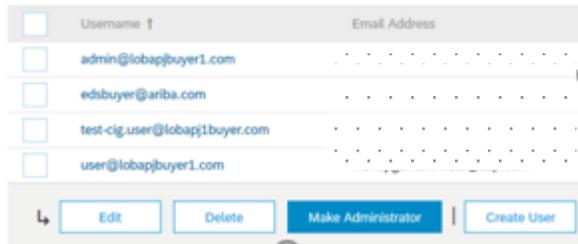
Account administrators (administrators) may add user management and role assignment to non-administrator users, called user administrators. User administrators may perform administrative functions, such as all tasks that are relevant to user management, role assignments and user access to Ariba Network.

### **Buyer side enhancements**

Master admin user may assign “**User Administration**” permission to additional roles. At **Home** page navigate to → **Administration** → **Users** → **Create Role**

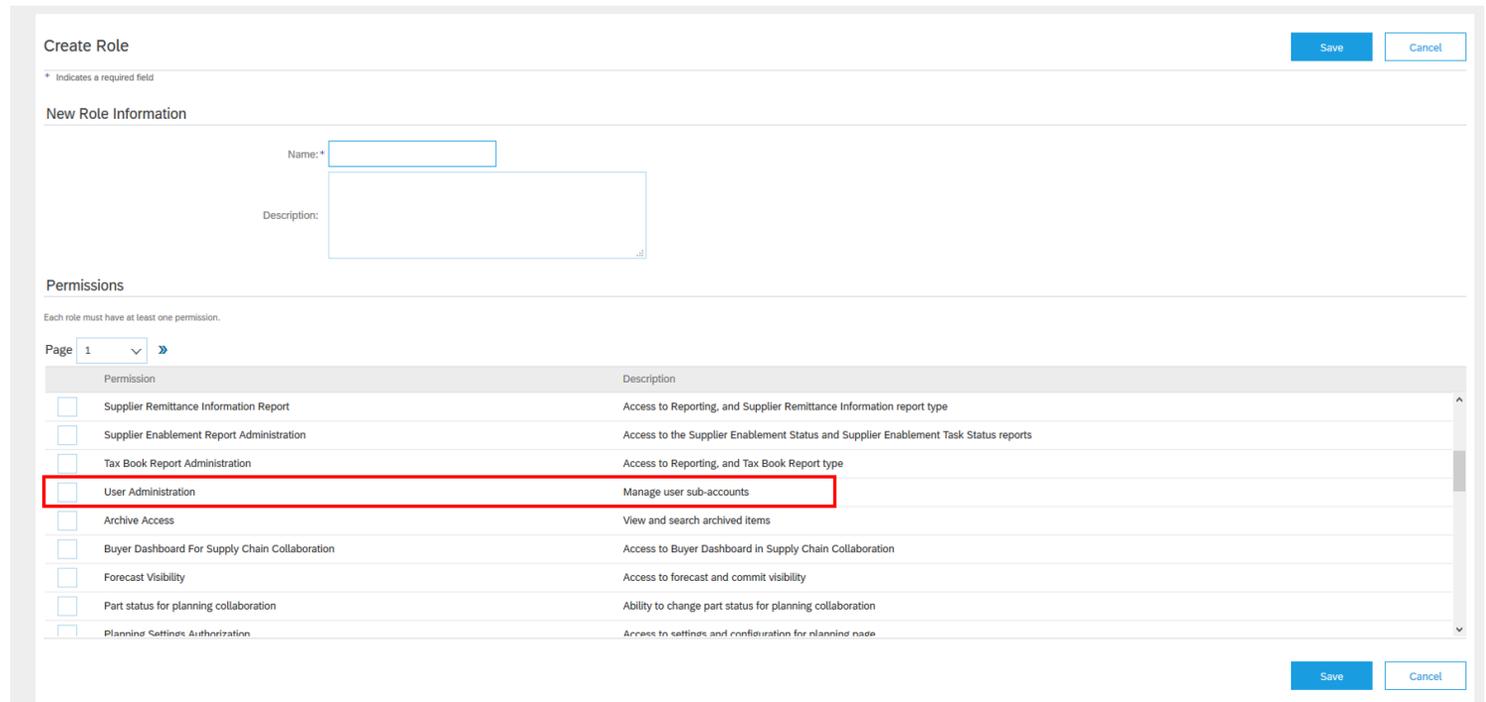
Only Master admin user

- is allowed to assign a permission to a role
- has “Make Administrator” button (under **Home** → **Administration** → **Users** → **Manage Users**)



Users which hold the ‘User Administration’ permission via a role are allowed to:

- Create/Edit/Delete User
- Create/Edit/Delete Roles
- Create/Edit/Delete Authorization Profiles



## Feature at a Glance

### Introducing: **User management capability for users and audit log enhancements**

#### **Mass upload capability for user creation and user updates using an Excel template**

This feature allows buyer account administrators and user administrators to create and update users through mass upload using an Excel template. Using Excel upload user administrators can perform the following actions:

- Create users
- Update users
- Assign roles
- Assign business units
- Authorization profile assignments

#### **Prerequisites**

- Account administrators and user administrators need to be assigned to a role which contains the "User Administration" permission
- Roles, business units and authorization profiles have to exist and cannot be created via upload
- All required fields must be filled out in the Excel template before uploading it, see next but one slide on exact fields

#### **Limitations**

- Only Excel files in .XLSX format can be uploaded
- The number of users entered in the Excel file must not exceed 500
- Only five roles, business units, and authorization profiles can be assigned. If additional ones need to be assigned they can be added from the user interface
- Change of first name, last name, or email address fields is not allowed when updating user details via Excel upload (consistent with the behavior the UI)

## Feature at a Glance

Introducing: **User management capability for users and audit log enhancements**

**Mass upload capability for user creation and user updates using an Excel template**

Account and user administrators can easily upload multiple users using an Excel template.

On the home page select → **Administration** → **Users** to get to the **Manage Users** page

Click **Upload Users** button

The Uploads pop-up appears, click **Upload** button

On the Upload File page the administrator now has the option to download an Excel template file of type **Users**

The screenshot displays the 'Manage Users' interface. At the top, there is a table with columns: Username, Email Address, First Name, Last Name, and Role Assigned. Below the table, there are several action buttons: Edit, Delete, Make Administrator, Create User, Export Contact Details, and Upload Users (highlighted with a red box). Below the buttons, there is an 'Uploads' section with a table for tracking uploads. In this section, the 'Upload' button is highlighted with a red box. Below the 'Uploads' section, there is an 'Upload File' section. In this section, the 'Download template' button is highlighted with a red box. A file selection dialog is open, showing the file 'Users.xlsx' and the option to 'Save File'.

Username	Email Address	First Name	Last Name	Role Assigned
admin@lobapjbuyer1.com		LOB APJ	Buyer 1	OC Approval (...)
edsbuyer@ariba.com		EDS	Buyer	Supply Chain Monitor
test-cig-user@lobapj1buyer.com		CIG	User	CIG user
user@lobapjbuyer1.com		APJ1	User	SC User

Uploads

Name	Type
------	------

Upload File

\* Name :  \* Type : Users

File :  No file selected.

Opening Users.xlsx

You have chosen to open:

**Users.xlsx**  
which is: Microsoft Excel Worksheet  
from: https://service.ariba.com

What should Firefox do with this file?

Open with Excel (default)

Save File

Do this automatically for files like this from now on.

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### **Mass upload capability for user creation and user updates using an Excel template**

Next step is to open the Excel file and fill in the required and optional fields. Following are required fields (indicated in red boxes):

- Action
- Username
- Corporate Username (if SSO is enabled)
- Email Address
- First Name
- Last Name
- Has Limited Access (if this value is set to "No", at least one role must be assigned)

Action	Username	Corporate Username	Email Address	First Name	Last Name	Restrict Resend	Has Limited	Office Phone	Office Phone	Role Name 1	Role Name 2	Role Name 3	Role Name 4	Role Name 5	Business Unit ID 1	Business Unit ID 2	Business Unit ID 3	Business Unit ID 4	Business Unit ID 5	Authorization on Profile				

Click the **Choose file** button on the **Upload Files** dialog box, choose the filled out Excel template from your computer and enter a name.

Click the **Upload** button.

Click the **Refresh Status** button on the **Upload Users** page and wait until it shows status Completed.

If the status is Completed With Errors or Failed, select the **download icon** in the **Log column** to see the reasons for errors and correct them.

Click the **Done** button. This opens the **Users** page where you can see the uploaded users.

Follow the same procedure to fill out or update the required fields if you want to mass update users using an Excel file.

# Feature at a Glance

## Introducing: **User management capability for users and audit log enhancements**

### **Advanced logs for access attempts and account management activities audit**

#### **User Access log**

The User Access log shows the user access activity information on Ariba Network. A new **User Access Log** page was created in Ariba Network at **Home** → **Administration** → **Audit Log** → **User access** where administrators and user administrators can monitor daily user activity when users log in to Ariba Network. Information about the number of successful and failed access attempts and their reasons since the last successful logon for each user can also be tracked.

The screenshot displays the 'User Access Log' interface. At the top right is a 'Done' button. Below it is a 'Search Filters' section with a 'Date Range' dropdown set to 'Custom', 'From' and 'To' date pickers both set to '13 Nov 2019', and a 'Username' dropdown set to 'new2.b@sap.com'. A 'Search' button is located below the filters. The 'Search Results' section shows 'Showing 1-27 of 27' and a table of log entries. The table has columns for 'Activity', 'Username', 'Date', and 'Activity Information'. The 'Export as PDF' button is highlighted with a red box and a red arrow pointing to it from the right. A red arrow also points to the table header area.

Activity	Username	Date	Activity Information
Successful login	new2.b@sap.com	13 Nov 2019 2:06:15	
Successful login	new2.b@sap.com	13 Nov 2019 2:06:14	
Failed login	new2.b@sap.com	13 Nov 2019 2:06:05	AOD password mismatch, attempt number: 2
Failed login	new2.b@sap.com	13 Nov 2019 2:05:58	AOD password mismatch, attempt number: 1
Successful login	new2.b@sap.com	13 Nov 2019 1:53:05	
Successful login	new2.b@sap.com	13 Nov 2019 1:53:04	
Successful login	new2.b@sap.com	13 Nov 2019 12:21:55	
Successful login	new2.b@sap.com	13 Nov 2019 12:21:54	
Successful login	new2.b@sap.com	13 Nov 2019 12:17:59	
Successful login	new2.b@sap.com	13 Nov 2019 12:17:59	
Failed login	new2.b@sap.com	13 Nov 2019 12:16:04	User account is locked

Capability to export results to PDF document

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**Advanced logs for access attempts and account management activities audit**

## Profile Changes log

Profile Changes log was enhanced to provide more detailed information on user profile changes at

**Home → Administration → Audit Log → Profile changes → User Profile Audit Log**

- “Comments” column for assignment/unassignment of Business Units, Profiles Authorizations and Roles
- Separate lines ins case of multiple values changed

The screenshot displays the SAP Ariba Network interface in TEST MODE. The main content area is titled "Audit Log" and includes a sidebar with "Audit Tracking" options: "Transaction Rule Changes", "Supplier Group Membership Changes", and "Profile Changes" (highlighted with a red box). The main panel shows the "User Profile Audit Log" with search filters for "Date Range" (This Quarter) and "Username" (user.csc.b@ariba.com). Below the filters, the "Search Results" section shows "Showing 1-4 of 4" entries. A table titled "User Profile Changes" lists the following data:

Operation	Username	Date ↓	Comments	Impacted Entity	Object	Field Name
Update user	user.csc.b@ariba.com	12 Nov 2019 11:56:12	Profile AuthProfile1 removed	new@sap.com		Profile
Update user	user.csc.b@ariba.com	12 Nov 2019 11:55:55	Profile AuthPr2 added	new@sap.com		Profile
Update user	user.csc.b@ariba.com	12 Nov 2019 11:55:55	Profile AuthProfile1 added	new@sap.com		Profile
Create user	user.csc.b@ariba.com	12 Nov 2019 11:55:43		new@sap.com		

Red arrows point from the "Profile Changes" link in the sidebar to the "User Profile Audit Log" header, and from the "Comments" column header to the two rows in the table where multiple profile changes occurred.

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**Advanced logs for access attempts and account management activities audit**

## PDF export

Both the **User Access log** and **Profile Changes log** may be exported to PDF format, the pdf document contains all log lines (limited to 500) as well as summary information such as Number of total lines, Date of export, User who has created it, company information.

The screenshot shows the 'User Profile Audit Log' interface. It includes a search filter section with 'Date Range' set to 'This Month' and 'Username' set to 'No value'. Below the search filters, there are navigation buttons and an 'Export as PDF' button. A red arrow points from the 'Export as PDF' button to a detailed PDF export summary box on the right.

**User Profile Changes**

Operation	Username	Date	Comments	Impacted Entity	Object	Field Name
UnlockPerson	Ariba Customer Support	18 Mar 2020 1:44:11 AM		solexpadmin@lobapjbuyer1.com		
View Organization	Ariba Customer Support	9 Mar 2020 9:12:23 PM	View Organization	solexpadmin@lobapjbuyer1.com		
UnlockPerson	Ariba Customer Support	9 Mar 2020 9:36:37 AM		solexpadmin@lobapjbuyer1.com		
UnlockPerson	Ariba Customer Support	5 Mar 2020 6:45:04 PM		solexpadmin@lobapjbuyer1.com		
Update user	solexpadmin@lobapjbuyer1.com	5 Mar 2020 1:53:08 AM		solexpadmin@lobapjbuyer1.com		
View Organization	Ariba Customer Support	4 Mar 2020 2:00:25 PM	View Organization	solexpadmin@lobapjbuyer1.com		

Showing 1-6 of 6

Date of Export: 20 Mar 2020 1:35:57 AM

Export done by: solexpadmin@lobapjbuyer1.com

Company: LOB APJ Buyer 1