SAP Ariba

Feature at a Glance
User management capability for users and audit log enhancements

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THE BEST RUN **SAP**

Feature at a Glance

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.

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.

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.

Solution area

Ariba Network

Implementation information

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

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.

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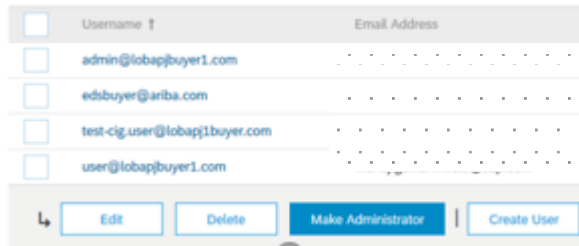## User management role assignment to non-administrator users

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*)
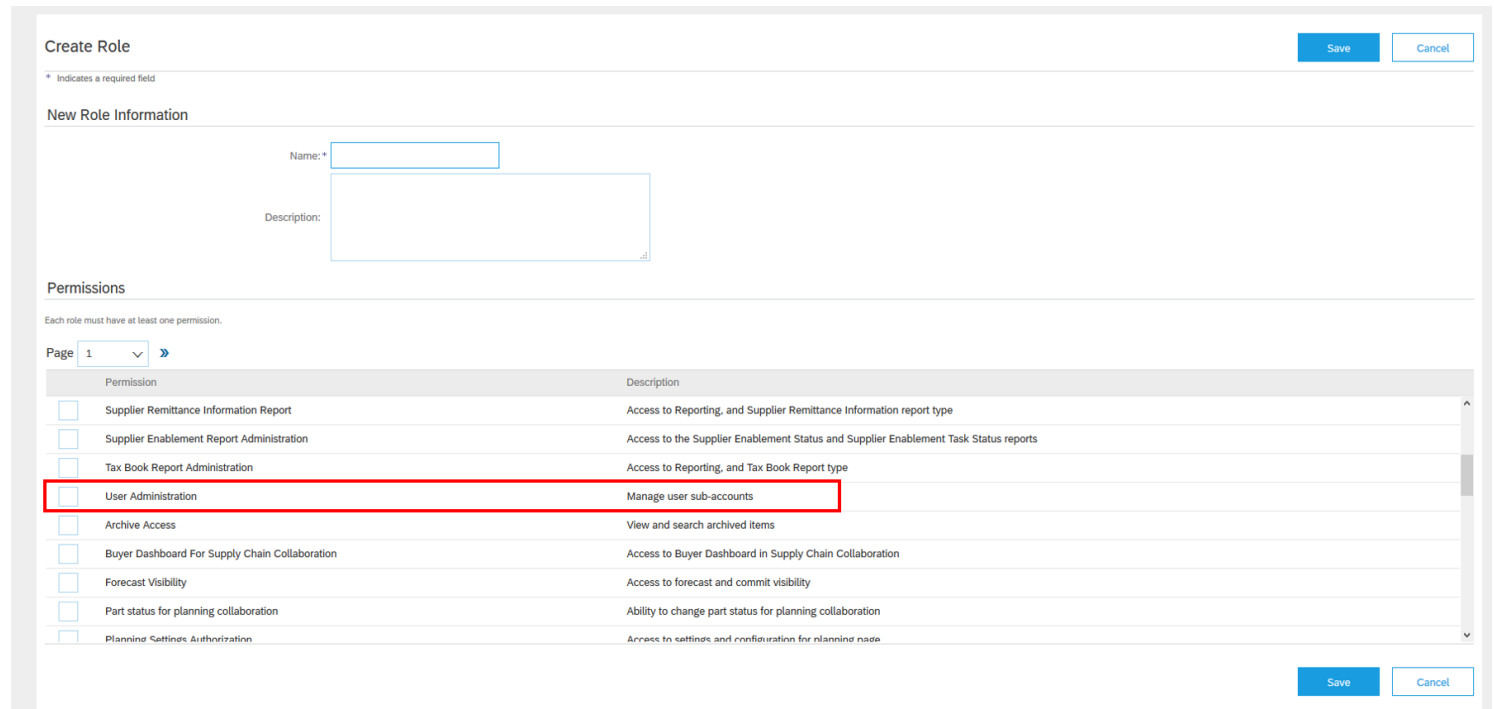
Users which hold the 'User Administration' permission via a role are allowed to:
  ➢ Create/Edit/Delete User
  ➢ Create/Edit/Delete Roles
  ➢ Create/Edit/Delete Authorization Profiles

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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 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)

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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*

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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)

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.

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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.

Capability to export results to PDF document

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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

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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.