



Feature at a Glance

User management capability for users and audit log enhancements

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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.

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User management role assignment to non-administrator users

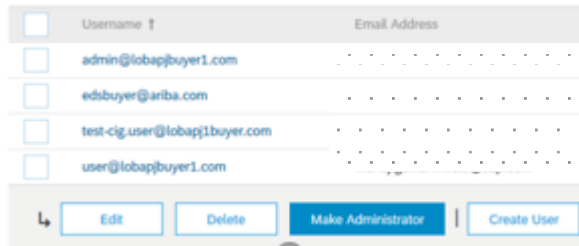
Account administrators (administrators) may add user management and role assignment to non-administrator users, called user administrators. User administrators may perform administrative functions, such as all tasks that are relevant to user management, role assignments and user access to Ariba Network.

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

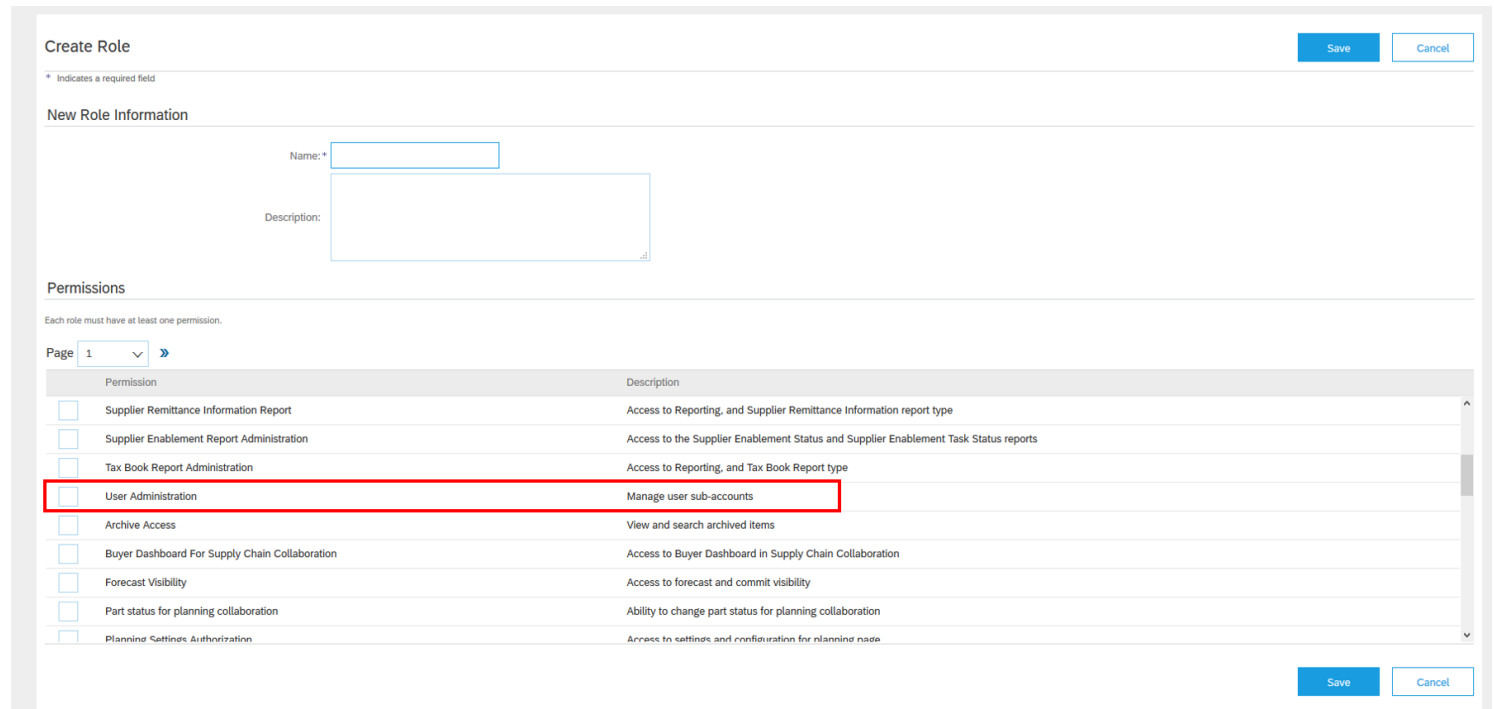
- is allowed to assign a permission to a role
- has “Make Administrator” button (under **Home** → **Administration** → **Users** → **Manage Users**)



<input type="checkbox"/>	Username ↑	Email Address
<input type="checkbox"/>	admin@lobap1buyer1.com	
<input type="checkbox"/>	edsbuyer@ariba.com	
<input type="checkbox"/>	test-cig.user@lobap1buyer.com	
<input type="checkbox"/>	user@lobap1buyer1.com	

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



Create Role

* Indicates a required field

New Role Information

Name: *

Description:

Permissions

Each role must have at least one permission.

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Permission	Description
<input type="checkbox"/> Supplier Remittance Information Report	Access to Reporting, and Supplier Remittance Information report type
<input type="checkbox"/> Supplier Enablement Report Administration	Access to the Supplier Enablement Status and Supplier Enablement Task Status reports
<input type="checkbox"/> Tax Book Report Administration	Access to Reporting, and Tax Book Report type
<input type="checkbox"/> User Administration	Manage user sub-accounts
<input type="checkbox"/> Archive Access	View and search archived items
<input type="checkbox"/> Buyer Dashboard For Supply Chain Collaboration	Access to Buyer Dashboard in Supply Chain Collaboration
<input type="checkbox"/> Forecast Visibility	Access to forecast and commit visibility
<input type="checkbox"/> Part status for planning collaboration	Ability to change part status for planning collaboration
<input type="checkbox"/> Planning Settings Authorization	Access to settings and configuration for planning base

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**

Manage Users

<input type="checkbox"/>	Username ↑	Email Address	First Name	Last Name	Role Assigned
<input type="checkbox"/>	admin@lobap1buyer1.com		LOB APJ	Buyer 1	OC Approval (...)
<input type="checkbox"/>	edsbuyer@ariba.com		EDS	Buyer	Supply Chain Monitor
<input type="checkbox"/>	test-cig.user@lobap1buyer.com		CIG	User	CIG user
<input type="checkbox"/>	user@lobap1buyer1.com		APJ1	User	SC User

Buttons: Edit, Delete, Make Administrator, Create User, Export Contact Details, **Upload Users**

Uploads

Name	Type

Buttons: **Upload**, Refresh Status, Upload File

Upload File

* Name : * Type : Users

File : No file selected. **Download template**

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.

Buttons: Upload, Cancel, OK, Cancel

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

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)

[illegible]

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.

User Access Log

Done

▼ Search Filters

Date Range: Custom From: 13 Nov 2019 To: 13 Nov 2019

Username: new2.b@sap.com Add more

Search

Search Results

Showing 1-27 of 27

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Export as PDF

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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

SAP Ariba Network TEST MODE

Audit Log

Audit Tracking

- Transaction Rule Changes
- Supplier Group Membership Changes
- Profile Changes**

User Profile Audit Log

▼ Search Filters

Date Range:* This Quarter ▼

Username: user.csc.b@ariba.com ▼ Add more

Search

Search Results Showing 1-4 of 4

<< < 1 > >> Export as PDF

User Profile Changes

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		

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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.

User Profile Audit Log

Done

▼ Search Filters

Date Range:*

This Month

Username:

No value

Search

Search Results

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Export as PDF

User Profile Changes

Operation	Username	Date	Comments	Impacted Entity	Object
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	

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		

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

Export done by: solexpadmin@lobapjbuyer1.com

Company: LOB APJ Buyer 1

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