

The Sapindigo SAP User Creation tool allows mass upload of new user accounts, this is particularly useful for creating training users or to create initial reporting users. There is a limit to the number of users created in any one go, 64000, however this is enough to satisfy all the clients that we have consulted.

This tool is a cut down version of a product that Sapindigo offers, user accounts can be created with the following attributes:

- **USER**
- **Initial Password**
- First Name
- **Last Name**
- TZONE
- E-mail
- **Profile 1**
- Profile 2
- User Group

(Fields highlighted in bold are mandatory for any user account to be created)

NOTE

Please bear in mind that this is a trial version and is limited to 5 uses only, after which you will have to download the application again.

The full (unlimited use) version allows:

- Additional user fields can be maintained
- The assignment of Roles and additional profiles
- Changing of the initial password (avoids users changing on first login)
- Deletion of user accounts
- Validation of field entry values
- Automatic email sending of newly created user account details (user name and password) either via MS Outlook or Lotus Notes

To use open the workbook you must Enable Macro to run, if you do not trust the source the please contact Sapindigo to verify, contact details are:

info@Sapindigo.com

ID: 0062 213928667

UK: 0044 20 7193 8426

There are three steps to using this tool in addition to entering the new user account details.

Enter user account details; the fields highlighted in red are mandatory. If no information is entered in these fields the application will fail.

USER	Initial Password	FIRSTNAME	Last Name	TZONE	E-mail	Profile 1	Profile 2	UserGroup
SAPI003	initial	Test3	Sapindigo_03	UTC+7	testuser1@sapindigo.com	SAP_ALL	SAP_NEW	SUPER
SAPI004	initial	Test4	Sapindigo_04	UTC+7	testuser2@sapindigo.com	SAP_ALL	SAP_NEW	SUPER

Those that are familiar with SAP user accounts will instantly recognise the information being asked for. Those who are not please carry on reading:

USER – this is the user id of the SAP business user – they require this piece of information to log in. (Mandatory)

Initial password – this is the initial password of the SAP business user – they require this piece of information to log in and will be asked to change this upon successful login. (Mandatory)

First Name – The first name of the user whose account this is to belong (Optional)

Last Name – The surname of the user whose account this is to belong. (Mandatory)

Time Zone (TZONE) – The time zone of the user, the screen shot shows UTC+7 which is GMT (+7) with no daylight savings i.e. the time in Jakarta. (Optional)

E-mail – the users email address, not required but it is best practice to add an email address, this will be required for example if BEx broadcasting is configured in your system. (Optional)

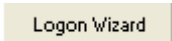
Profile 1 & Profile 2 – Strictly speaking the application will work without this field filled, however the user will only be able to logon to the system; they will not be able to perform any transactions. The SAP_ALL and SAP_NEW profiles would give a user all system rights – be careful that you want to allow this. (Mandatory / Optional as described above)

User Group – This is the user group the user group belongs to, the system administrator can define different user groups allowing categorization of users (Optional)

Once the user details have been entered the upload creation tool can be run.

1st step - logon wizard:

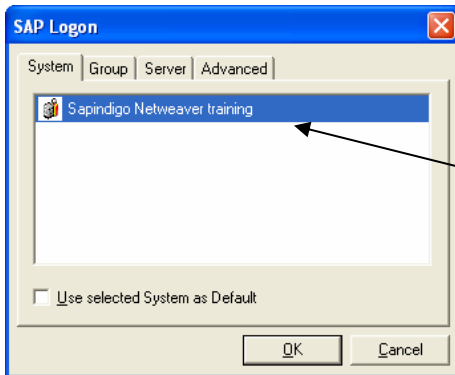
The logon wizard will automatically collect your SAP system settings and store them in the workbook, this is done because there will be multiple calls made to the SAP sever, each call requiring a log on.

Click the  button and the following screen will appear:

Enter the SAP client, user name and password

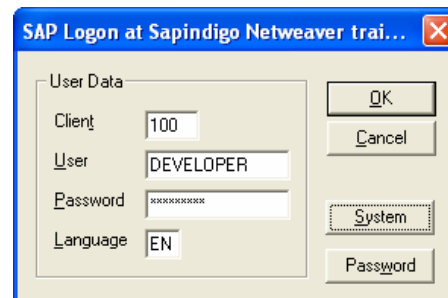


The BW LOGON Wizard dialog box features the Sapindigo logo and the tagline 'SAP simplified.'. It contains input fields for Client (100), User (Developer), Password (masked with asterisks), and Language (EN). A 'Get Logon Details' button is located at the bottom right.



The SAP Logon dialog box has tabs for System, Group, Server, and Advanced. The System tab is active, showing a list with 'Sapindigo Netweaver training' selected. At the bottom, there is a checkbox for 'Use selected System as Default' and 'OK' and 'Cancel' buttons.

Next select the system that corresponds to the information you just entered, and press 'OK'




The SAP Logon at Sapindigo Netweaver training dialog box displays the 'User Data' section with fields for Client (100), User (DEVELOPER), Password (masked), and Language (EN). It includes 'OK', 'Cancel', 'System', and 'Password' buttons.

A standard SAP logon control will then appear, verify the information, please note that you will need to retype in your password. Press OK, Your settings will be saved to the 'logon' worksheet (hidden by default) including your password!

Don't worry step 3 deletes your user logon details so that there is no need to worry about others obtaining your details.

2nd Step - Create Users:

Press the  button to create the users entered in the spreadsheet, this could take a few minutes depending on the number of users you wish to create.

You will notice as the users are created a 'YES' will appear in 'created?' column:

This not only serves information purposes but it will also stop the users from being created (re-created) again, The Macro will skip all users that have a 'YES' in this column.

Group	Created ?
	YES
	YES

All your users are created – now wasn't that easy – SAP simplified!

3rd Step – Delete Logon Info:

This is very important as you do not want your logon information falling into the wrong hands, Moreover US listed companies have to comply with SOX compliance and the storing of password in clear text is certainly not permitted.

Press  button and all your logon details will be deleted from the workbook.

If you would like a custom built tool or application for your BW / Netweaver or even R/3 system then Sapindigo can assist you in design and development.

We hope you found this tool useful and would like to hear your feedback.