Authorized Agent User Group

Change in Motion

By: EnterpriseOne Security

AGENDA

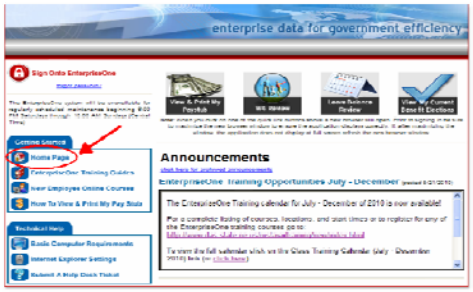
- ✓ Authorized Agents
- ✓ Batch Management
- ✓ Web - Training Guide
- ✓ Reports

Authorized Agents

- Agents are appointed by Directors or delegated person.
- Authorized Agent (Password Reset Only)–will have N000AA10 Role
  - ❖ Passwords are email by CIO Helpdesk to password reset Agent
- Authorized Agent for user security and/or password reset will have N000AA20 Role

  Access to:
  - ❖ Request NEWID
  - ❖ Change User security
  - ❖ Terminate User IDs
  - ❖ Update Batch Management relationships
  - ❖ Work with AA Master (View only)

Authorized Agents



http://edge.ne.gov

Authorized Agents

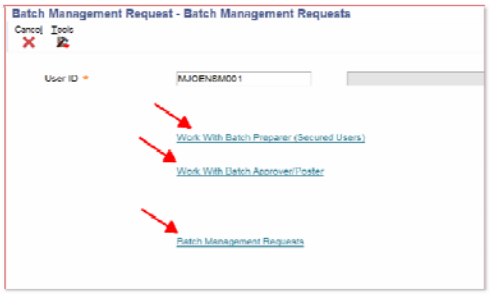
Authorized Agents

- Checklist for EnterpriseOne Access: Has information on NEW User ID, Change User access and Terminate User access checklist.
- Role Descriptions: Has brief descriptions of functional Roles codes.
- Business Unit Ranges for Business Unit Roles: Has spreadsheet which contents all BU Role, BU Ranges, BU Role with HR yes/no etc…
- Approval Routes: Procurement information on approval route work order sheet.
- Authorized Agent Training Guide: Has step-by-step process of User ID & Role assignment, Change & Termination, Batch Management Request, and BPO Review.

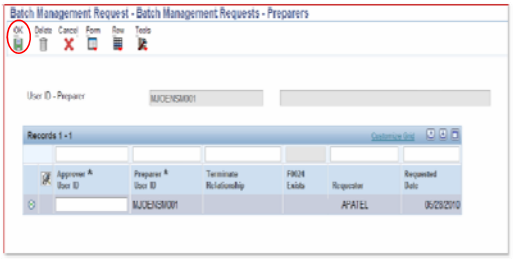
Authorized Agents

- Menus for N000AA20 Tasks

Batch Management

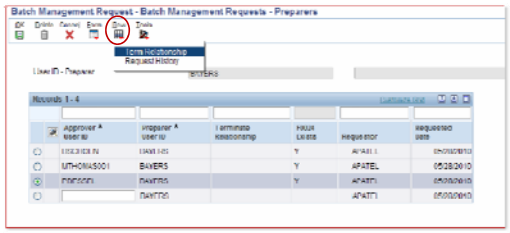


Batch Management



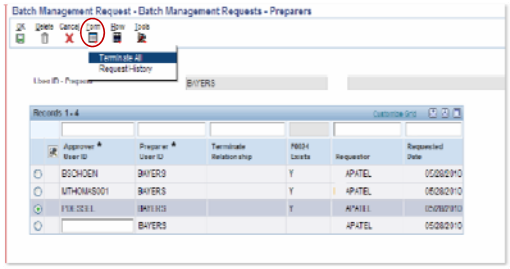
Add a new relationship

Batch Management



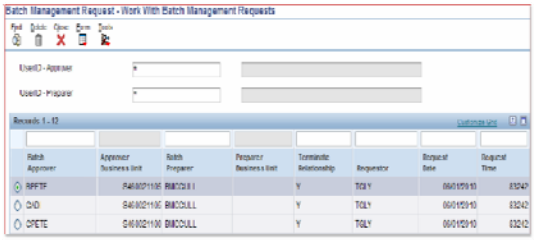
Terminate relationship individually

Batch Management



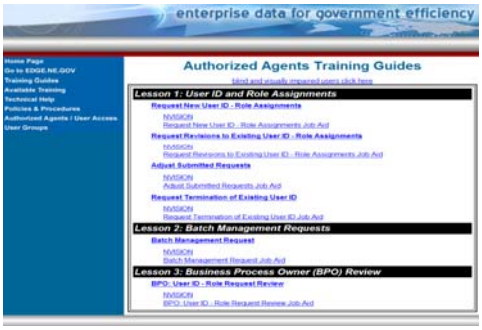
Terminate all relationship

Batch Management



Review submitted requests

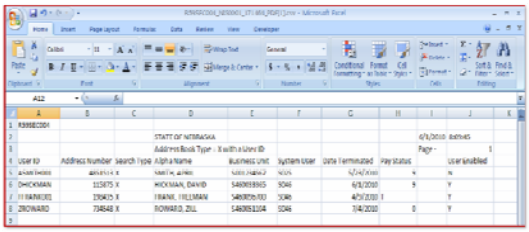
Web Training Guide



Go to http://edge.ne.gov, Home Page → Authorized Agents / User Access → Authorized Agents Training Guides

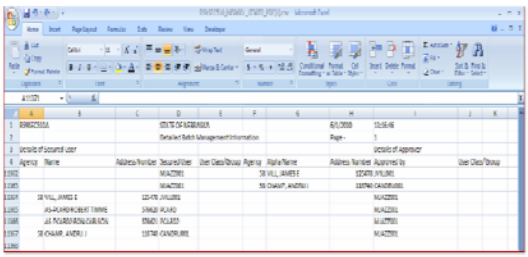
Reports

- AB Type = X with User ID



Reports

- Detail Batch Management Report Info



Thank You for coming ! ! !