Change user details

Applies to userXpress 2.0.0.0

Assign aliases, reference users and security policies, and update company, work-center and personal details for selected SAP accounts.

Use **Users** → **Change** → **Assign** in the **Global User Table** to update a particular kind of account detail. For example, assign a new department to a team, or update one person's name across several SAP clients.

Each command applies the values you enter to the selected accounts. To give different people different names or aliases, select and update them separately.

Change an individual attribute

1. Select the accounts in the **Global User Table**.
2. Open **Users** → **Change** → **Assign** and choose the command for the detail you want to change.
3. If **CUA Restriction** lists accounts that cannot be changed from their selected client, choose **Yes** to continue with the permitted accounts. Choose **No** to cancel and change the selection.
4. Enter or choose the value as described below, then choose **OK**.

After the operation, userXpress refreshes the affected accounts. The status bar shows operation messages. See Read the operation result for account-specific SAP messages and errors.

Assign an alias

An alias gives an account an alternative identifier. Use it when an application expects a recognizable name in addition to the SAP user ID. Applications that support alias logon can use it in place of the SAP user ID. See SAP's description of aliases.

1. Select the person's account, or their accounts across the required clients.
2. Choose **Users** → **Change** → **Assign** → **Alias...**.
3. Enter the new value under **Enter Alias**.
4. Choose **OK**.

The same alias is sent to every selected account. An alias already assigned to another account in that client causes SAP to reject the assignment for that account. Assigning one person's alias across separate clients avoids applying it to unrelated users in the same client.

To remove an alias, leave **Enter Alias** empty and choose **OK**. Choosing **Close** leaves the accounts unchanged.

Assign or remove email addresses

Use **Users → Change → Assign → Email..** to generate addresses from account fields, change a domain, set a specific address or remove addresses. The proposal shows each account's existing and resulting address before you apply it.

Follow Assign email addresses for patterns, editable proposals, duplicate-address choices and results.

Assign a reference user or security policy

Reference user

Assign a reference user when several accounts need authorizations maintained through the same reference account. Each account receives that reference user's authorizations in addition to its directly assigned access. See SAP's explanation of reference users.

1. Select the accounts that should use the reference user.
2. Choose **Users → Change → Assign → Reference User...**
3. Under **Select a Reference User**, choose the reference account. The list contains reference users present in every selected client.
4. Leave **Remove existing roles & profiles from user(s)** clear to retain the accounts' own role and profile assignments.
5. Choose **OK**.

If the reference user is available in only some clients, close the dialog and select accounts from those clients.

Select **Remove existing roles & profiles from user(s)** only when the operation should also remove the accounts' directly assigned roles and profiles. The reference assignment and removals are separate changes: removals can proceed even when SAP rejects the reference assignment. If an error is reported, open **Full Message** for the affected account to identify the results of each part before retrying.

To remove the reference-user assignment while retaining direct access, clear **Select a Reference User**, leave the removal checkbox clear and choose **OK**.

Security policy

Use a security policy when selected accounts need a particular set of password and logon rules. For example, a policy can define password length, password-change rules and logon restrictions. The policy's attributes govern those accounts' behavior as described in SAP's security-policy documentation.

1. Select the accounts that should receive the policy.
2. Choose **Users → Change → Assign → Security Policy...**

3. Choose an existing policy under **Select a Security Policy**.
4. Choose **OK**.

The list contains policy names common to the selected clients that support security policies. Accounts in systems without that support are skipped with the message **This system does not support Security Policy assignment.**

The dialog assigns a policy from the list. To use a policy offered in only some clients, select accounts from those clients and reopen the command.

Update organization and name details

Use these commands for a person's company, department, location or name. SAP shows these details on the **Address** tab in **SU01**, under **Company**, **Work Center** and **Person**. See SAP's Address tab reference.

userXpress skips accounts classified by SAP as technical users for these person/address updates.

Company name

Use **Company Name** when the selected accounts should be associated with an existing company, for example after employees move to another company in the organization.

1. Select the accounts to update.
2. Choose **Users** → **Change** → **Assign** → **Company Name**.
3. Choose the company under **Select a Company**.
4. Choose **OK**.

The same company name is assigned to each selected account. To create or edit the company address itself, use SAP transaction **SUCOMP**, as described in the Address tab reference.

Work center

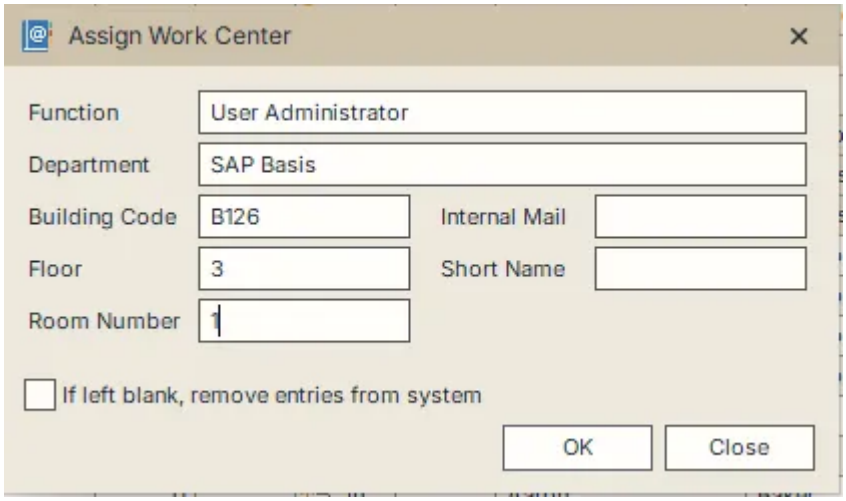
Use **Work Center..** to update organizational and location details, for example when a team moves to another department or building.

1. Select the accounts that need the same changes.
2. Choose **Users** → **Change** → **Assign** → **Work Center...**
3. Fill in the fields to update: **Function**, **Department**, **Building Code**, **Floor**, **Room Number**, **Internal Mail** or **Short Name**.
4. Leave **If left blank, remove entries from system** clear to retain the existing values in all fields you leave empty.
5. Choose **OK**. If the productive-client confirmation appears, choose **Yes** to apply the change there or **No** to cancel.

Function describes the person's job or function. **Internal Mail** is the internal postal code, and **Short Name** is the short name used for correspondence. SAP describes these in its workplace-address field reference.

For example, enter a new **Department** and leave the other fields empty with the checkbox clear. Each account receives the department, while its function and location details remain as they are.

To clear work-center fields, select **If left blank, remove entries from system**. Every empty field in this dialog is then cleared in every selected account. Fill in any other work-center values that must remain before choosing **OK**. If those retained values differ between accounts, update the accounts separately.



Internal Mail and Short Name are empty. With the removal checkbox clear, their existing values are retained.

Name information

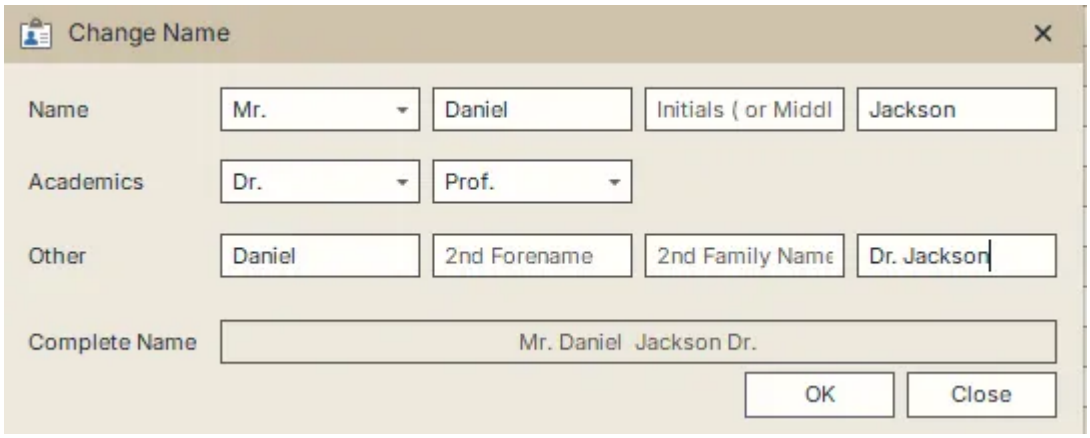
Use **Name Information..** to correct a person's name or apply a name change to their accounts in several clients.

1. Select that person's accounts.
2. Choose **Users** → **Change** → **Assign** → **Name Information...** The **Change Name** dialog opens.
3. Enter the name parts to change. Leave other fields empty to retain each account's existing values.
4. Choose **OK**.

The dialog groups the fields as follows:

- **Name**: **Title**, **First**, **Initials (or Middle)** and **Last**.
- **Academics**: **Academic Title** and **Second Title**.
- **Other**: **Name at Birth**, **2nd Forename**, **2nd Family Name** and **Nickname**.

The title lists offer values common to the selected clients. **Complete Name** is a read-only preview assembled from the title, first name, initials, last name and first academic title entered in the dialog.



For example, enter a new **Last** name and leave the other fields empty to change the surname while keeping each account's remaining name details. Every account selected for this command receives the same entered name parts.

Other account details

- Assign SNC names to associate accounts with their SNC identities.
- Manage user groups to change the authorization-check group or general group memberships.

Apply several changes together

Use **Users → Change → Mass → Multiple Change..** when the selected accounts need the same combination of changes. For example, extend their validity dates and unlock them together.

Follow Make several account changes together for the procedure and all option groups, including which empty fields retain or clear existing values.

Manage parameter IDs

Use **Users → Change → Assign → Parameter ID** to set default values used by SAP transactions. Follow Manage parameter IDs for the four update modes and their effects on existing parameters.

Read the operation result

For the SAP messages belonging to one account:

1. Select that account alone in the **Global User Table**.
2. Right-click its row and choose **Full Message**.

A marked row also has a tooltip describing its error or warning. Point to an ordinary text cell in that row to read it.

Accounts are processed separately. A successful change remains in effect if another account fails. Resolve the reported problem and select the affected accounts for another attempt.

A display-refresh error means the table could still show older values after a successful SAP change. Use **Refresh** for the affected accounts before repeating the change.

Delete users

Use **Users** → **Change** → **Delete** when the SAP accounts are to be removed. Follow Delete accounts for the confirmation list, CUA scope, cancellation and results.