Create users

Applies to userXpress 2.0.0.0

Create an account in several clients, assign its details and roles, or create a numbered series from a source account.

Choose **Create User** when you want to enter a new account's details and create it in one or more connected clients. For example, create a new colleague's account across their SAP systems with shared contact details and different roles in each client.

Choose **Create Ranged User..** for a numbered series, such as training accounts. Each account in the series inherits settings and assignments from a source account in one client.

To choose which properties to inherit from an existing account, use Create From for one client or Fast Copy for several clients. For a list of different new accounts, use account-list creation or Mass User Create.

Create an account in selected clients

1. Select a row in the **Global User Table** to make the creation command available.
2. Choose **Users** → **Change** → **Create** → **Create User**.
3. On **Select Systems**, select the clients in which to create the account.
4. Choose **Get Common Data**. userXpress loads the available groups, roles, reference users and other choices for those clients.
5. Enter **User ID**, the password in both **Password** fields, and the first and last name under **Name**. The user ID can contain up to 12 characters.
6. Choose **User Type**. The default is **Dialog**. Fill in the additional details and role assignments needed for the account.
7. Choose **Create User**.

The selected clients in **Select Systems** determine where the account is created. The row selected in the Global User Table only opens the command.

The **Comment** column reports progress for each client. **Results** contains the individual creation and assignment messages. New accounts are added to the Global User Table.

Account details

The same account details apply in each selected client. Role rows can have their own client scope.

- **Name**, **Email** and **Alias** identify the person and their contact or alternative logon details. If you leave the last name empty, userXpress uses the new user ID.

- **Validty Dates** sets the period in which the account is valid. Enter the start and end dates for a temporary account. The start date must be on or before the end date.
- **User Group** sets the account's logon-data user group. **Accounting** and **Enter Cost Center** supply the account and cost-center values used for allocation.
- **SNC Name** supplies the account's SNC identity. Under **Defaults** → **SNC**, **Permit Password-Logon with SAP Gui** controls password logon alongside SNC.
- **Address** contains work location, telephone, mobile, fax and company details. Choose the **Company** to associate with the account. Enter telephone, mobile and fax numbers as digits, with their country and extension values in the separate controls.
- **Defaults** sets date, time and number formatting, time zone and printing preferences. **Print Immediately** sends output to the selected **Output Device** immediately. **Delete After Output** removes the spool request after output.
- **Defaults** → **CATT** → **Test Status** enables test-status assignment for SAP CATT procedures. Use it for accounts that record those results. SAP's CATT authorization guidance explains the required authorization.
- **Defaults** → **Security Policy** assigns a policy offered for the selected clients. The field displays **Not supported for your selected system(s)** when a selected system does not support this assignment.
- **Parameters** sets default values used by SAP transactions. Add a row for each **Parameter ID** and **Value**. The **Description** identifies the parameter.
- **Groups** adds user-group memberships. Select each group in a separate **User Group** row. These memberships are separate from the single **User Group** in the account's logon data.
- **Licenses** → **Contractual User Type** assigns the SAP license classification for the account.

Get Common Data limits shared choices to values available across the selected clients. If the value you need belongs to only some clients, create those accounts as a separate selection.

When you change the system selection after loading common data, choose **Yes** in **Selection Change**. Select the new clients and choose **Get Common Data** again before creating the account.

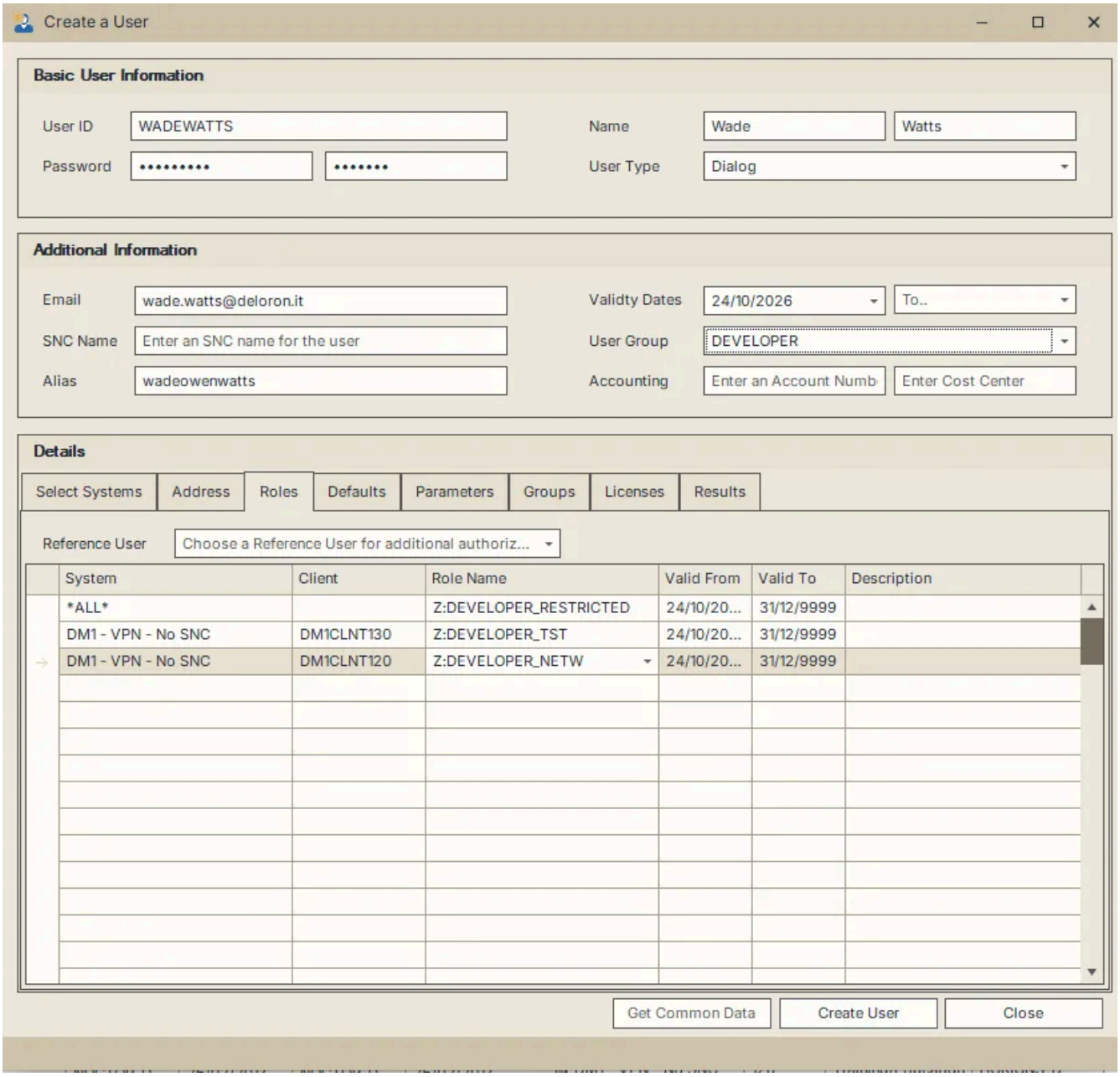
Assign roles during creation

Use **Roles** to give the account common assignments and additional assignments in particular clients.

1. Open **Roles** and start an empty row.
2. In **System**, choose the assignment's scope:
    - Choose ***ALL*** for a role that is available in every selected client.
    - Choose a specific system, then choose its **Client**, for a client-specific assignment.
3. Select **Role Name**. Its **Description** appears in the row.
4. Set **Valid From** and **Valid To**. Selecting a role fills these with today and 31 December 9999.
5. Add another row for each additional role.

For example, assign `Z_TRAINING_BASE` to ***ALL*** and add `Z_TRAINING_REPORTS` for client **200**. The account receives both roles in client 200 and only the base role in the other selected clients.

Use **Reference User** on the same tab when the account should inherit authorizations from a reference user available in the selected clients.



The first role applies to all selected clients. The other two rows add assignments for individual clients.

Creation results

A client can succeed while another fails. Each client has its own **Comment**, and **Results** identifies the associated messages.

- **The user ... already exists** means that client was skipped. Use the change-user procedures to update an existing account.

- An alias conflict creates a result message and removes the alias from the creation request. The alias is also omitted from subsequent clients in that run. Assign the intended alias afterwards to the affected accounts.
- An account can be created while a role assignment fails. Assign the missing roles to that existing account after resolving the reported error.

To stop a running creation, choose **Close**, then **Yes** in the confirmation. The active client finishes before the remaining clients are cancelled. Accounts already created remain available.

Create a numbered range

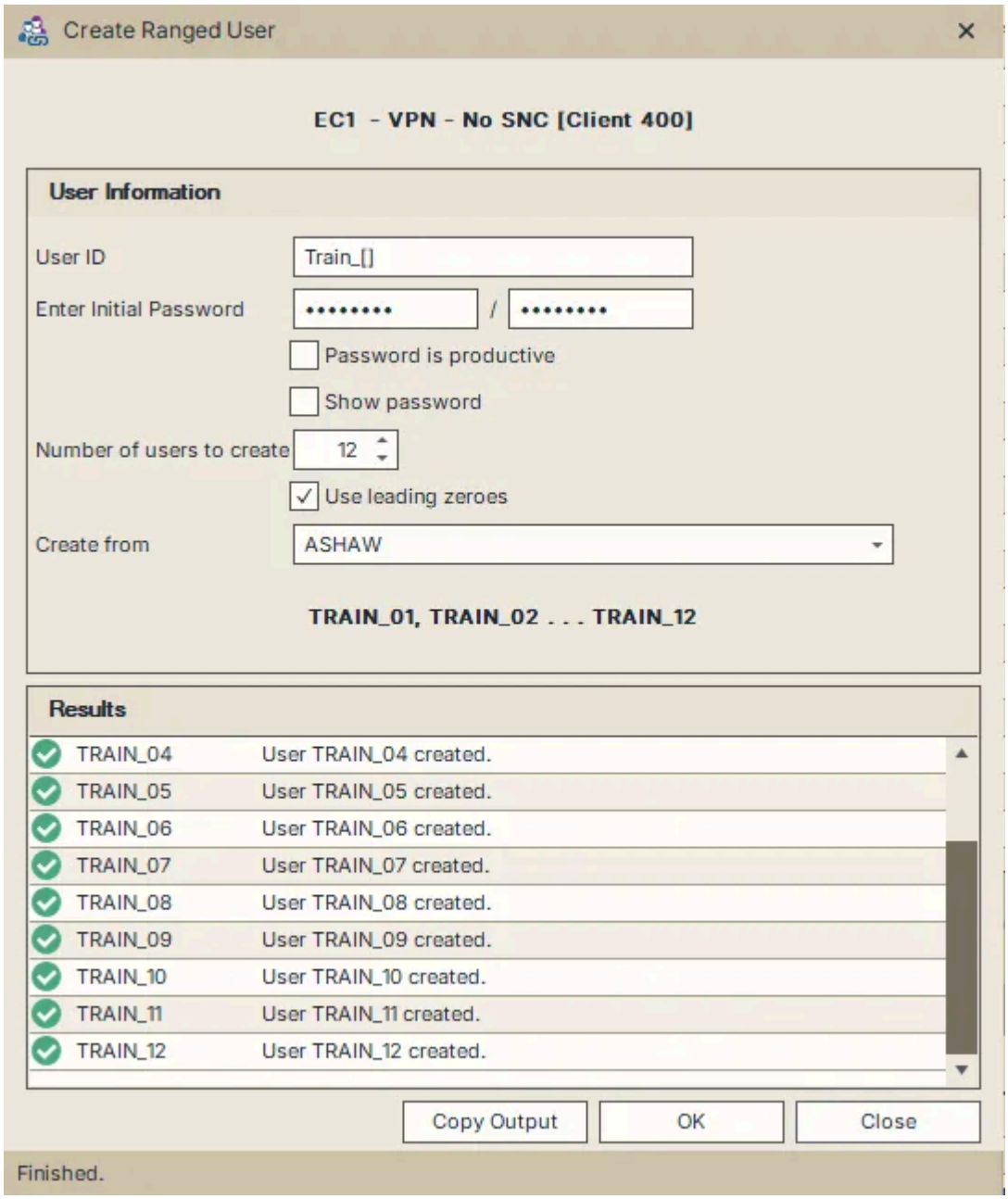
Use this command to create accounts such as `TRAIN_01` through `TRAIN_12` in one client.

1. Select one account in the target client in the **Global User Table**.
2. Choose **Users** → **Change** → **Create** → **Create Ranged User...**. The dialog shows the target system and client.
3. In **User ID**, enter a pattern containing `[]`, such as `TRAIN_[]`.
4. Set **Number of users to create** to **12**. The sequence starts at 1 and ends at this number.
5. Select **Use leading zeroes** to obtain `TRAIN_01` through `TRAIN_12`. Leave it cleared for `TRAIN_1` through `TRAIN_12`. Keep each complete ID within 12 characters.
6. Under **Create from**, choose the source account in that client.
7. Enter the password twice under **Enter Initial Password**. Select **Password is productive** when the new accounts should use it without an initial-password change at first logon.
8. Choose **OK**.

The example beneath **User ID** shows the naming pattern before creation. With leading zeroes, the width follows the number of accounts: 100 accounts produces numbers `001` through `100`.

The series copies the source's logon settings, company, defaults, parameters, reference user, role/profile assignments, groups and license data. All new accounts use the entered password. Their last name is the source user ID. Use Fast Copy when new accounts need individual names or a different selection of copied properties.

Results lists each **User** and **Message**. Existing IDs are skipped. A creation message can be followed by an assignment or password error for the same account. Resolve that reported step for the existing account instead of creating it again.



The completed run shows the TRAIN_01 through TRAIN_12 naming example and the account-creation messages.

Choose **Copy Output** to copy the results to the clipboard. To stop the run, choose **Close**. The active account finishes before creation stops, and accounts already created remain available.