Set Up Manage Provisioning Access Tool and Request Consultant Approval for Provisioning (back-end)

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1 Overview

This document goes through the set up and approval process used to enable Partner Consultants access to the Provisioning (back-end) to SAP SuccessFactors HCM (BizX) instances (tenants). The set up requires the administrator (also known as the sfadmin originally set up by SAP) to have the permissions to authorize the Partner Consultants' access. By default, each instance (tenant) provided to customers include one administrator user (sfadmin) in the name of the person stated in the contract as the "Technical Administrator", which is initially set up with no permissions.

This document will guide you through the creation steps of one group to which the "sfadmin" user will belong to and one role which includes the appropriate permissions.

The end state:

- A new Group called "Approver Group", which will include the "sfadmin" user.
- A new Role called "Approver Role" with permissions to approve consultants to be given access to your SAP SuccessFactors HCM (BizX) instances Provisioning environments.
- The end result being providing the sfadmin user access to the "Manage Provisioning Access Tool" to request Consultant approval to access your Provisioning (back-end).

Note: The process will need to be repeated for each and every tenant provisioned.

Additional information can be found in the following SAP Support KBA: <u>2519639 - Manage Provisioning Access Tool -</u> <u>BizX Platform (sap.com)</u>

2 Confirm "sfadmin" user's permissions to Manage Role Based Permission Access

1. Login using the "sfadmin" credentials provided in the initial provisioning email received by the person known as "Technical Administrator" in your contract. (**NB:** The "sfadmin" user could have been created with **the actual name of the Technical Administrator** in stated in the contract)

2. Go to Home / Admin Center.



. Once in the Admin Center, use the "Tools" search bar to type "rbp" and select Manage Role-Based Permission Access.

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4. Check whether a) the "sfadmin" is in the list (remember that the "sfadmin" is the name of the person who features as Technical Administrator in the contract), b) The Role-Based Permission Admin box is checked.

Ensure that the "sfadmin" role has "Edit Group" and "Edit Role" ticked.

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5. Please log out and log back in for any changes made to become effective.

3 Create New Group (Role-based Permissions Group)

6. In the "Tools" search bar in the Admin Center, Search for "permission group" and select *Manage Permission Groups*.

Admin Center -

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7. Click on "Create New" to create a new group and call it "Approver Group".

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Best Run Japan	Add another category	
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Sandbox Employees		I

8. From the People Pool drop down list, select the category "Username" and search for user "sfadmin" (or the name of the Technical Administrator in your contract).

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9. Click Done on to finish the group creation.

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4 Create New Role

10. In the "Tools" search bar in the Admin Center, search for "Permission Role" and select *Manage Permission Roles*.

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Upgrade Center See More	Tools See All							
Recommended SAP Best Practices Address Mapping for SAP Master Data Integration SAP Best Practices Address Mapping for SAP Master Data Integration Master Data Integration	Manage Role-Based Permission Access Role-Based Permissions Migration Tool							
	Manage <i>Permission Role</i> s							

11. Click on "create" to create a new role.

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Admin Center / Manage Permission Roles

Mana	Manage Permission Roles Different users should have different access to the information in the application. A role controls the access rights of its users to the application or employee data. Each role has its own access permissions that you define. You can also limit what a group can access.									
Roles	users should have different acces.	s to the information in the application	A role controls the access rights of its users to the app	ination of employee data. Latit for has its own access permis	sions that you denne.	Search for a role	Q	Create	tt ∆	
ID	Name	User Type	Description	RBP-Only	Last Modified	Actions				
1	Admin Role	Employee			Feb 20, 2023	Add Role Assignments E	dit Delete Viev	w History		

12. Create Role with name "Approver Role" and click next.

dmin Center / Manage Permission Roles / Create Role	
reate Role	
Basic Information 2 Add Permissions 3 Preview	
L. Basic Information role definition is a collection of permissions. To create a role, fill out some basic information. Image: Approver Role Description: User Type: Employee RBP-Only:	

13. Use the search bar to type "Provisioning". Select *Manage System Properties* under the User Permissions menu. Then choose *View Provisioning Access* and *Control Provisioning Access* from the Manage System Properties menu. Once done click next.

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14. Click on Save to create the role.

1 Basic Information 2 Add Permissions 3 Preview		
3. Preview Use the Preview step to double check the Information that you have defined.		
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Name: Approver Role		
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User Type: Employee		
RBP-Only: No		
2. Add Permissions		
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15. The message below will appear. Select "yes".



16. Add the new role to the group. Name it Approver Assignment, then click on "Next".

Add Role Assignment for Approver Role Assign role to user or group with conditions. Basic Information C Grant Access To Preview	
Basic Information 2 Grant Access To 3 Preview	
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17. Select "From groups" and click on "Select Groups".

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18. Select "Approver Group" and click on the blue "select" button.

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20. Click "Save".

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21. Log out, then log back in for the permission to become effective.

5 Approve Consultants

22. In the "Tools" search bar in the Admin Center search "provisioning" and then select *Manage Provisioning Access*.

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23. Click the "+" button and enter the consultant's email. Then select "Add" to send the approval email to the consultant. Your approved Consultant must then raise a request in the HCM Operations Portal and attach the email received to request access to your Provisioning (back-end) environment.

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