

APPLIES TO:

DIALOG USER MAINTENANCE

SUMMARY :

This article explains how to perform the DIALOG USER MAINTENANCE.

AUTHOR:

K.VENKATA RAMU.

COMPANY:

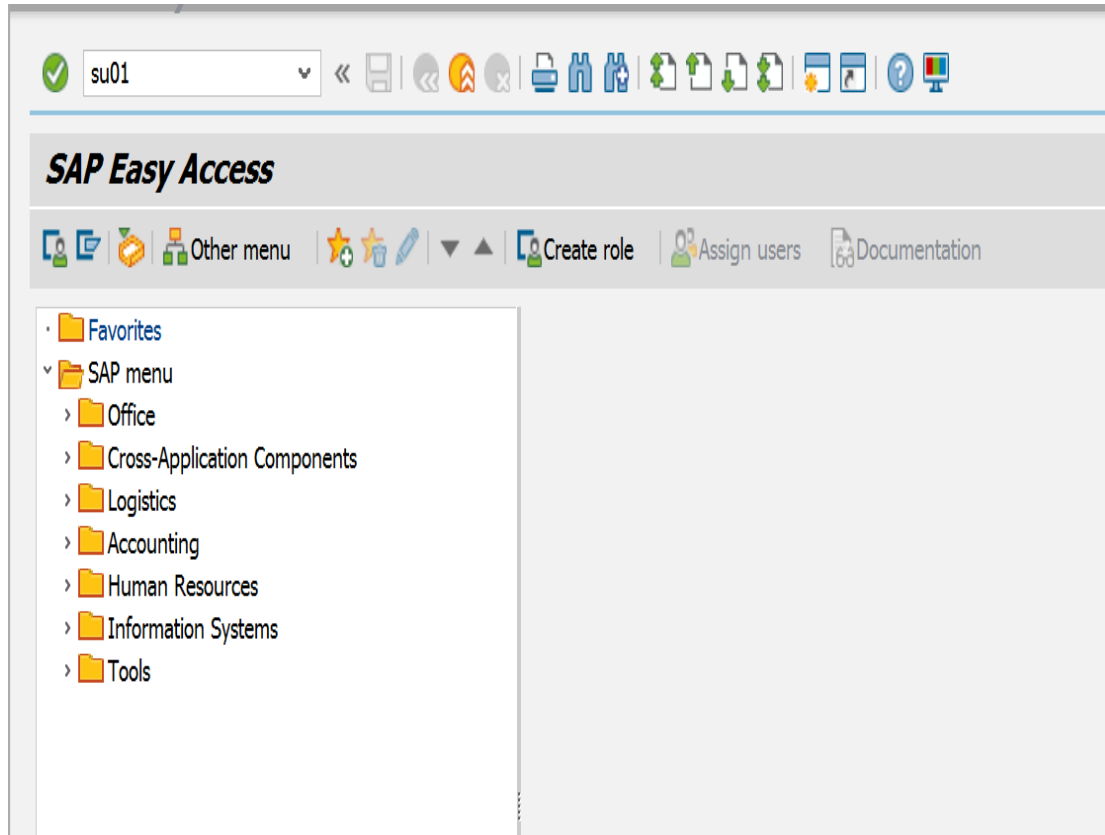
WILLSYS INFOSYSTEMS Pvt. Ltd.,

CREATED ON:

10th Feb 2015.




STEP1: execute tcode SU01



STEP2: specify user name(user) click on create


User Maintenance: Initial Screen



User	<input type="text" value="user1"/>
Alias	<input type="text"/>

STEP3: specify address of user

Maintain User



User	USER1			Status	Saved
Last Changed On	USER1	11.03.2015	08:14:28		

Address

Logon data

Defaults

Parameters

Roles

Profiles

Groups

Personalization

LicenceData

Person


Title	Mr.				
Last name	user				
First name					
Academic Title					
Format	user				
Function					
Department					
Room Number		Floor		Building	

Communication

Language	English	Other communication			
Telephone		Extension			
Mobile Phone					
Fax		Extension			
E-Mail					

STEP4: go to logon data -->specify user type (dialog) and password

Maintain User



User	USER1			Status	Saved
Last Changed On	USER1	11.03.2015	08:14:28		

Address
 Logon data
 Defaults
 Parameters
 Roles
 Profiles
 Groups
 Personalization
 LicenceData

Alias

User Type
 Dialog

Password

☐ System Differentiates Between Upper- and Lower-Case

Initial password

Repeat password

User Group for Authorization Check

User group

Validity Period

Valid from



Valid through

Other Data

Accounting Number

STEP5: go to profiles --> specify profiles(sap_all , sap_new) AND click on save

Maintain User

User	USER1			Status	Saved
Last Changed On	USER1	11.03.2015	08:14:28		

Address

Logon data

Defaults

Parameters








Roles



Profiles

Groups

Personalization

LicenceData








Profile	Ty...	Text
SAP_ALL		All SAP System authorizations
SAP_NEW		New authorization checks

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STEP6: USER1 was saved


User Maintenance: Initial Screen

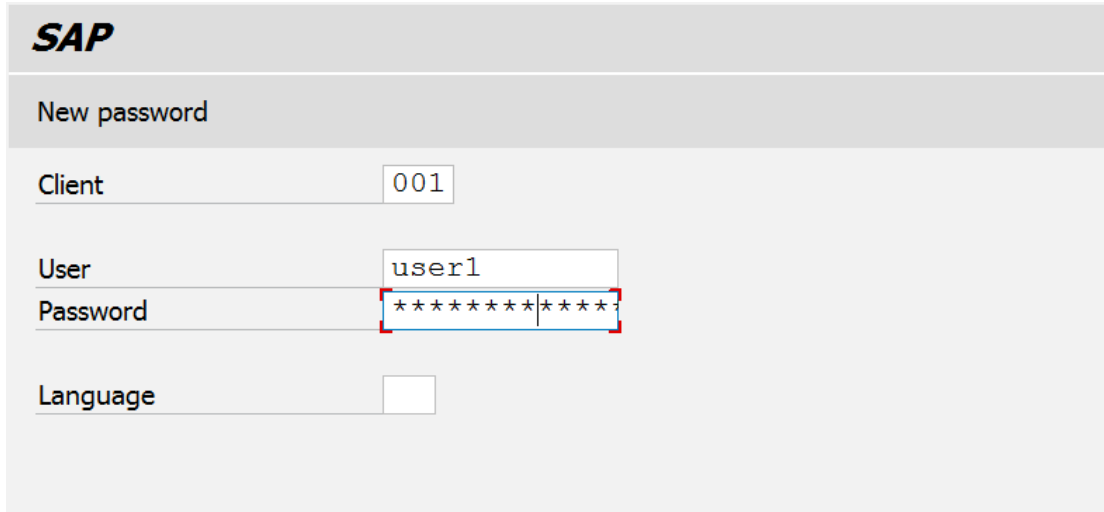
User

Alias

 User USER1 was saved



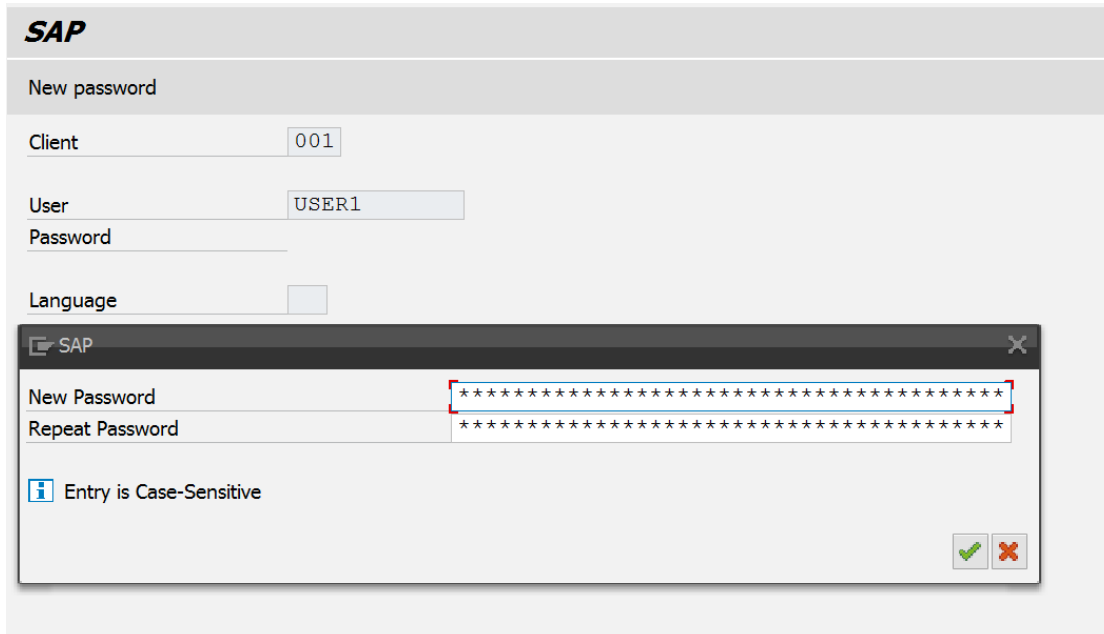
STEP7: login into newly created user (user1)



The image shows the 'SAP' 'New password' dialog box. It contains the following fields:

- Client:** 001
- User:** user1
- Password:** A field containing 12 asterisks (*****|*****), highlighted with a red and blue border.
- Language:** An empty dropdown menu.

STEP8: specify new password for first time login into sap per Everyday



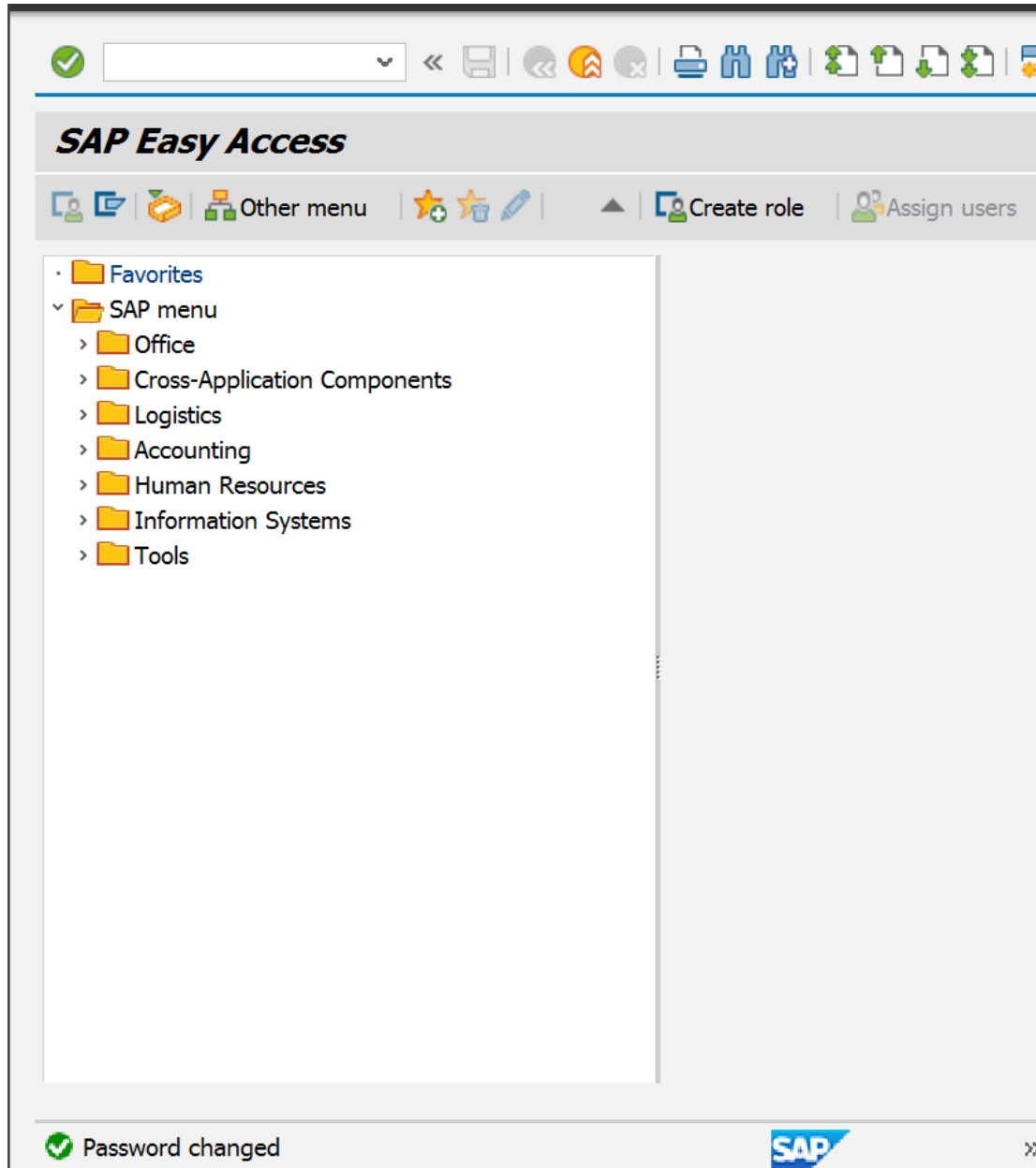
The image shows the 'SAP' 'New password' dialog box with a smaller 'SAP' window overlaid on top. The main dialog box has the following fields:

- Client:** 001
- User:** USER1
- Password:** An empty field.
- Language:** An empty dropdown menu.

The overlaid 'SAP' window contains the following fields:

- New Password:** A field containing 20 asterisks (*****|*****|*****|*****|*****|*****|*****|*****|*****|*****), highlighted with a red and blue border.
- Repeat Password:** A field containing 20 asterisks (*****|*****|*****|*****|*****|*****|*****|*****|*****|*****), highlighted with a red and blue border.
- Entry is Case-Sensitive:** A checkbox that is checked.
- Buttons:** A green checkmark button and a red 'X' button.

STEP9: sap screen open its showing password changed



Related Content:

<http://service.sap.com>

<http://support.sap.com>

www.help.sap.com

www.sdn.sap.com/irj/sdn/index.

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