

APPLIES TO:

REFERENCE USER MAINTENANCE

SUMMARY :

This article explains how to perform the REFERENCE USER MAINTENANCE.

AUTHOR:

K.VENKATA RAMU.

COMPANY:

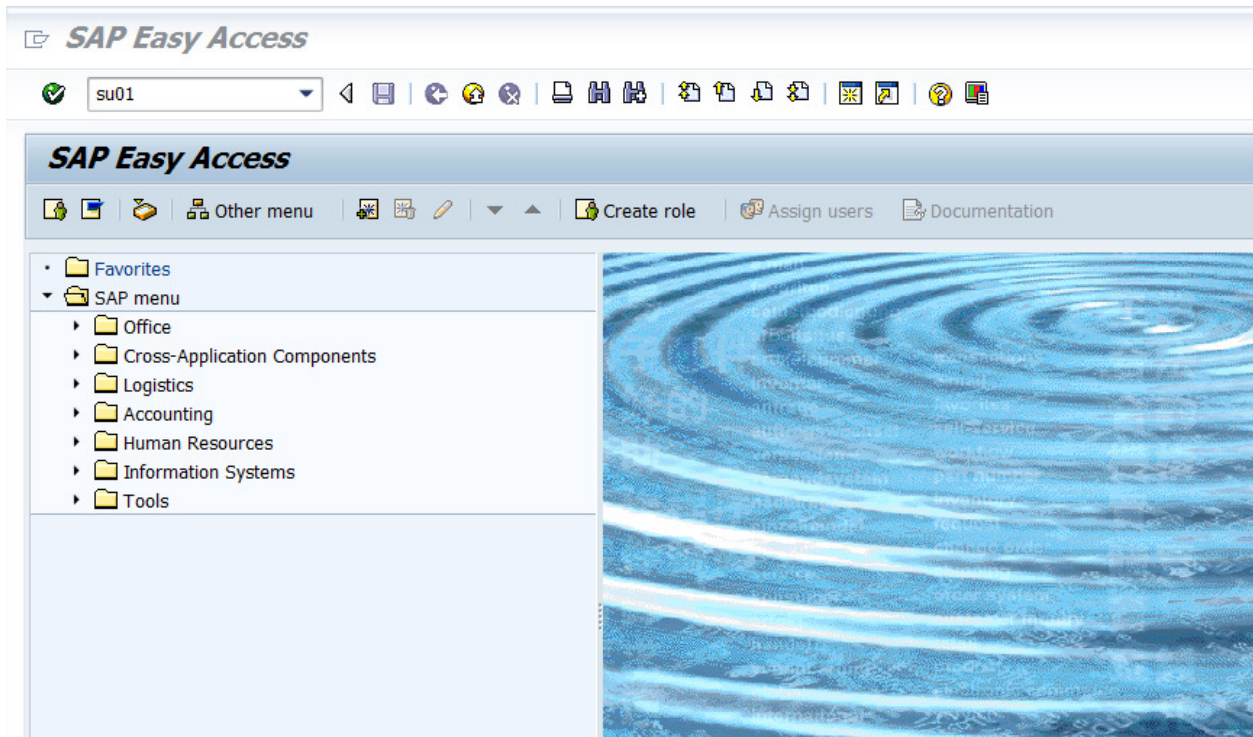
WILLSYS INFOSYSTEMS Pvt. Ltd.,

CREATED ON:

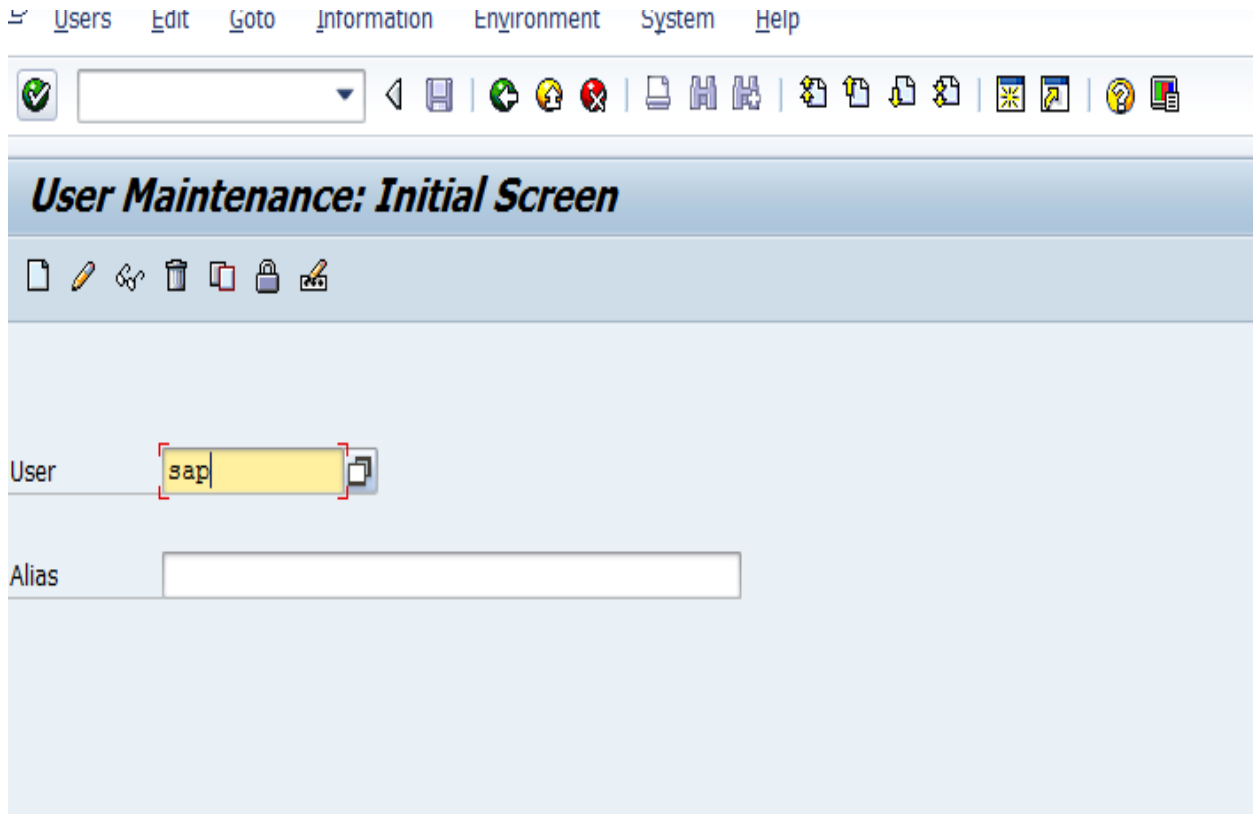
10th Feb 2015.



Step1:execute tcode su01



Step2: create reference user ex:sap



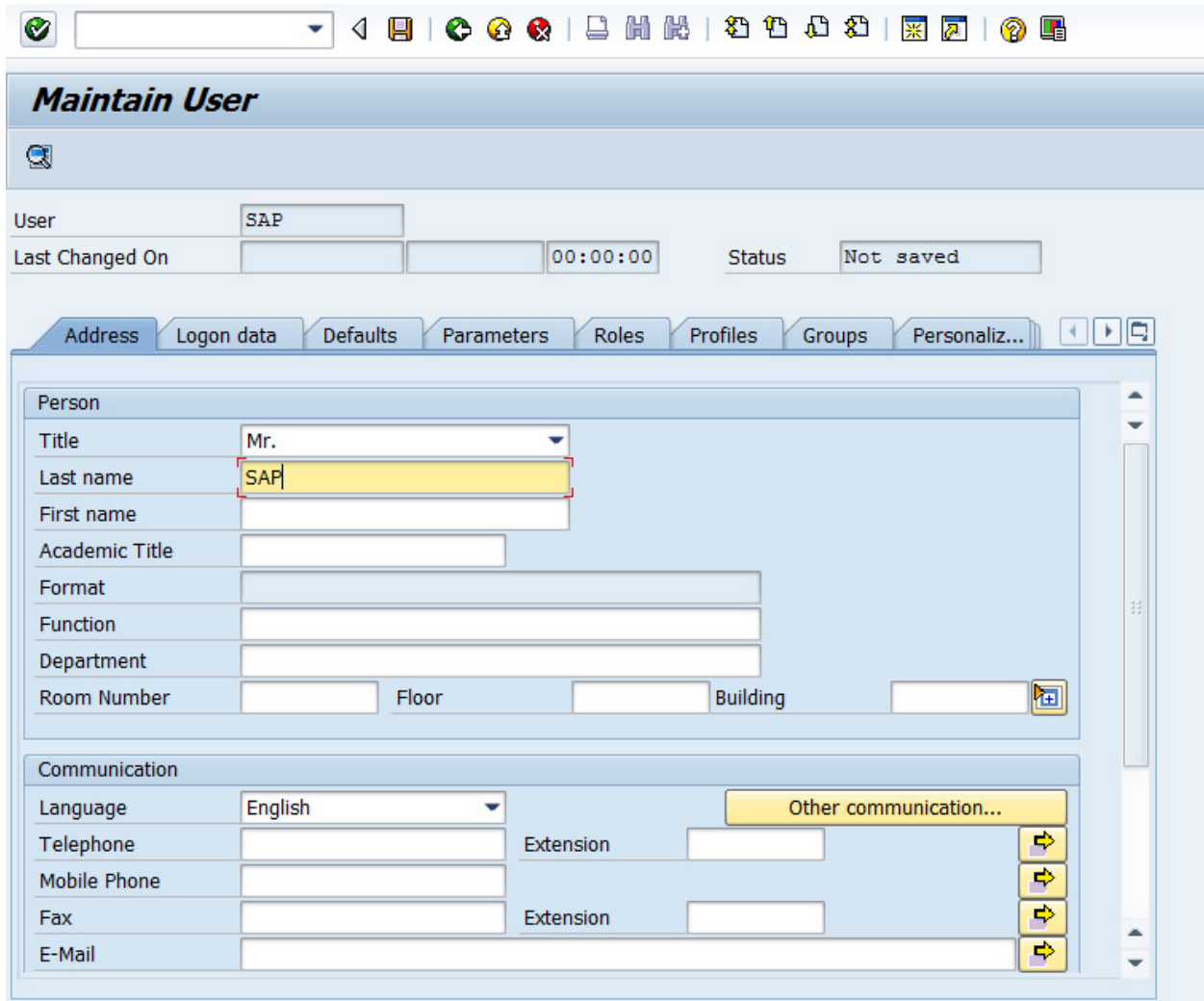
The screenshot shows the 'User Maintenance: Initial Screen' interface. At the top, there is a menu bar with options: Users, Edit, Goto, Information, Environment, System, and Help. Below the menu is a toolbar with various icons for file operations and system functions. The main area has a title bar 'User Maintenance: Initial Screen' and a toolbar with icons for adding, editing, deleting, and locking users. The form contains two input fields: 'User' and 'Alias'. The 'User' field is highlighted with a red border and contains the text 'sap'. The 'Alias' field is empty.

User Maintenance: Initial Screen

User

Alias

Step3: specify user address details



Maintain User

User: SAP

Last Changed On: 00:00:00 Status: Not saved

Address | Logon data | Defaults | Parameters | Roles | Profiles | Groups | Personaliz...

Person

Title: Mr.

Last name: SAP

First name:

Academic Title:

Format:

Function:

Department:

Room Number: Floor: Building:

Communication

Language: English

Telephone: Extension:

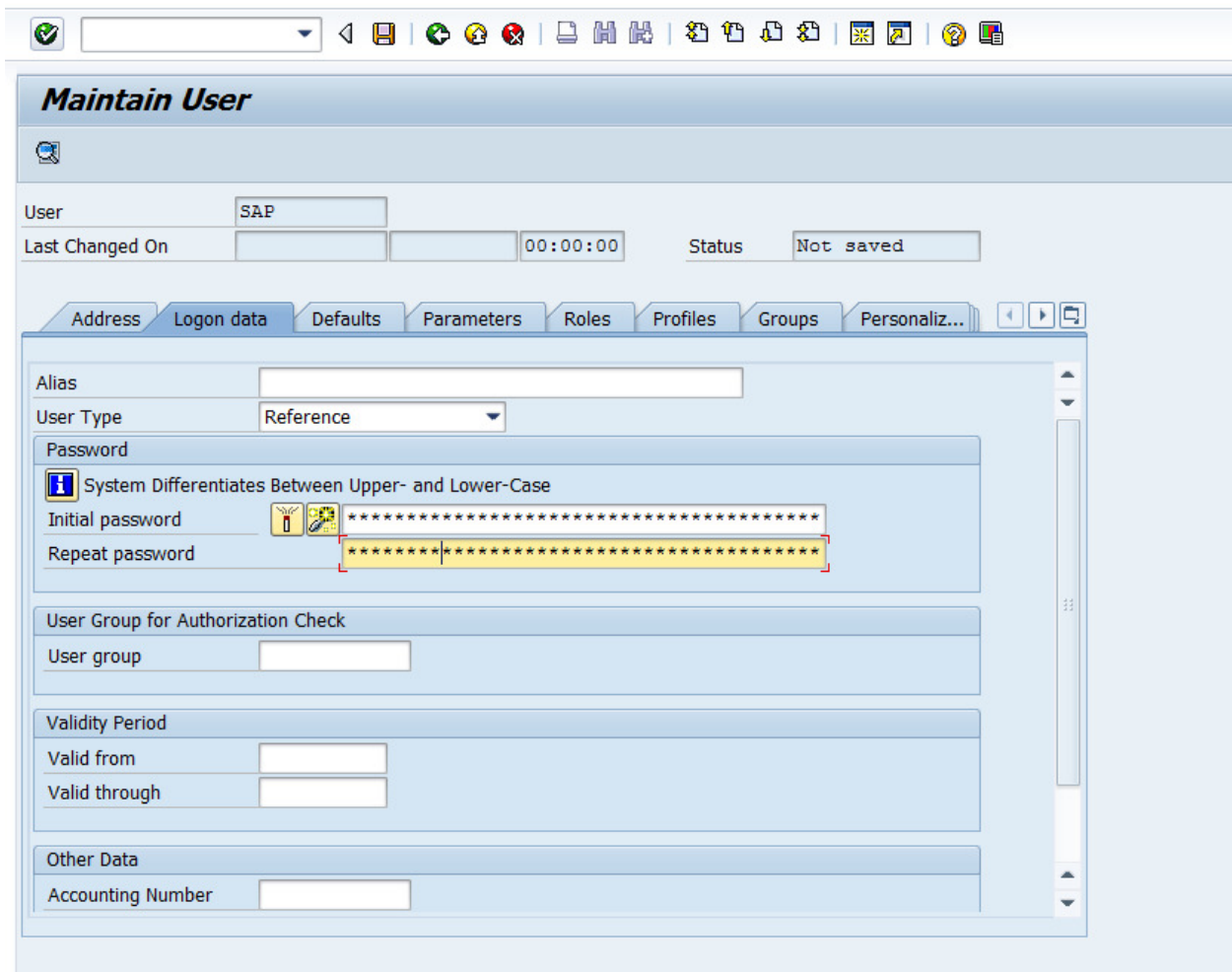
Mobile Phone: Extension:

Fax: Extension:

E-Mail:

Other communication...

Step4: specify user type (reference) and password in logon data then save



Maintain User

User: SAP

Last Changed On: 00:00:00 Status: Not saved

Address Logon data Defaults Parameters Roles Profiles Groups Personaliz...

Alias:

User Type: Reference

Password

☒ System Differentiates Between Upper- and Lower-Case

Initial password: *****

Repeat password: *****

User Group for Authorization Check

User group:

Validity Period

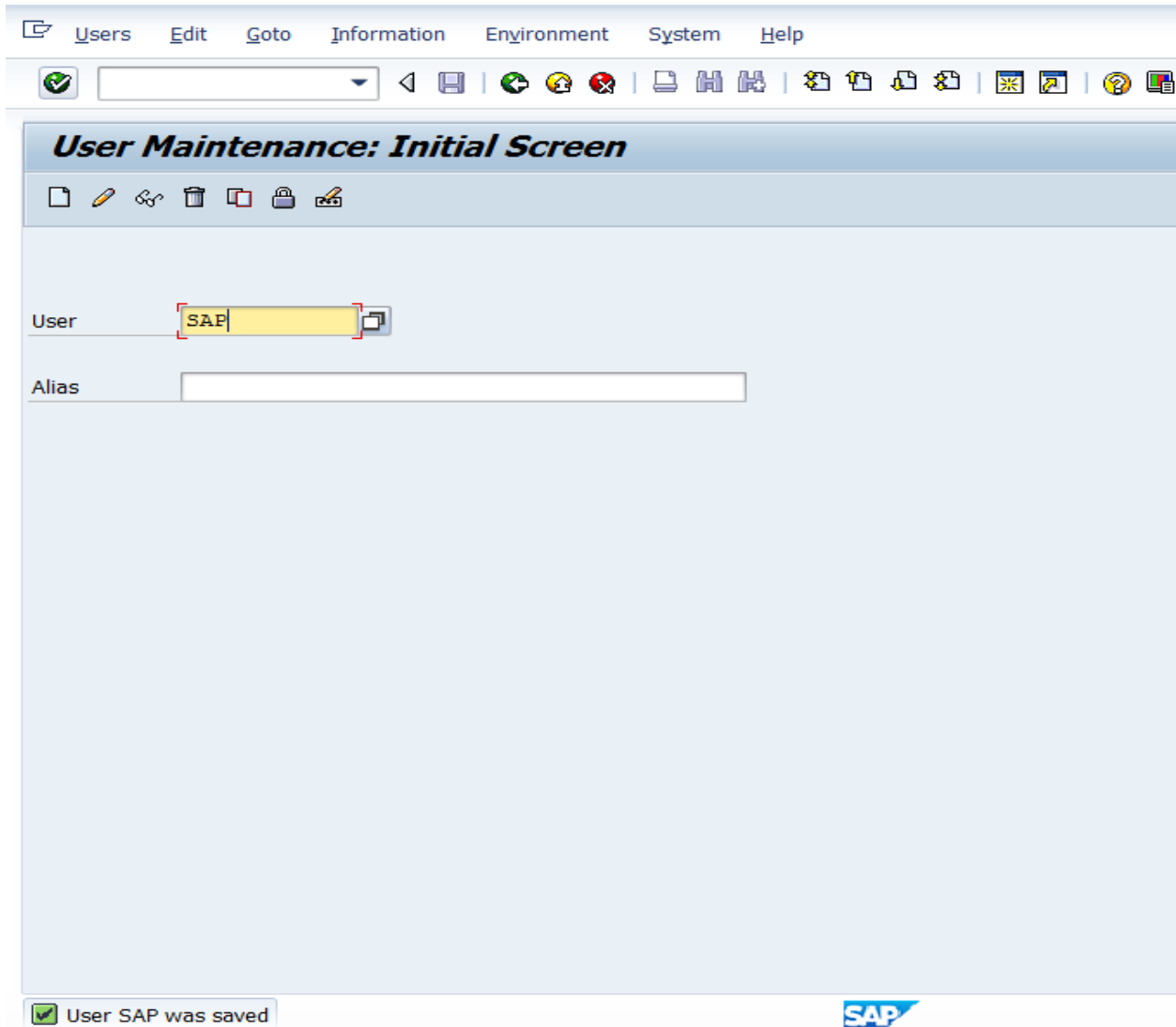
Valid from:

Valid through:

Other Data

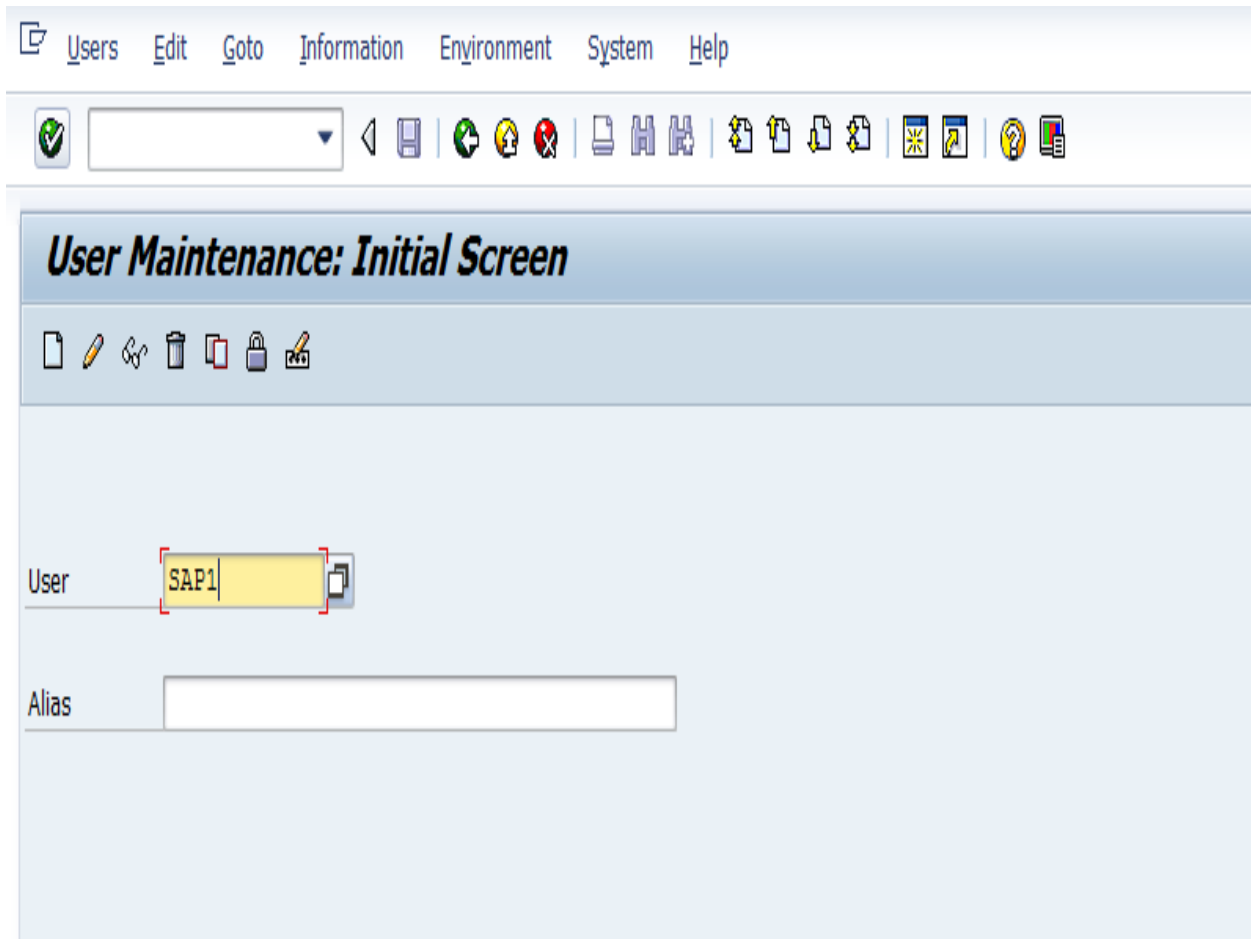
Accounting Number:

Step5: sap user was saved



The screenshot shows the SAP User Maintenance: Initial Screen. The title bar includes menus: Users, Edit, Goto, Information, Environment, System, and Help. Below the title bar is a toolbar with various icons. The main area has a header "User Maintenance: Initial Screen" and a sub-header with icons for creating, editing, deleting, and locking users. The form contains two fields: "User" with the value "SAP" and a copy icon, and "Alias" with an empty text box. At the bottom left, a status bar shows a green checkmark and the message "User SAP was saved". At the bottom right is the SAP logo.

Step6: create dailog user ex :sap1



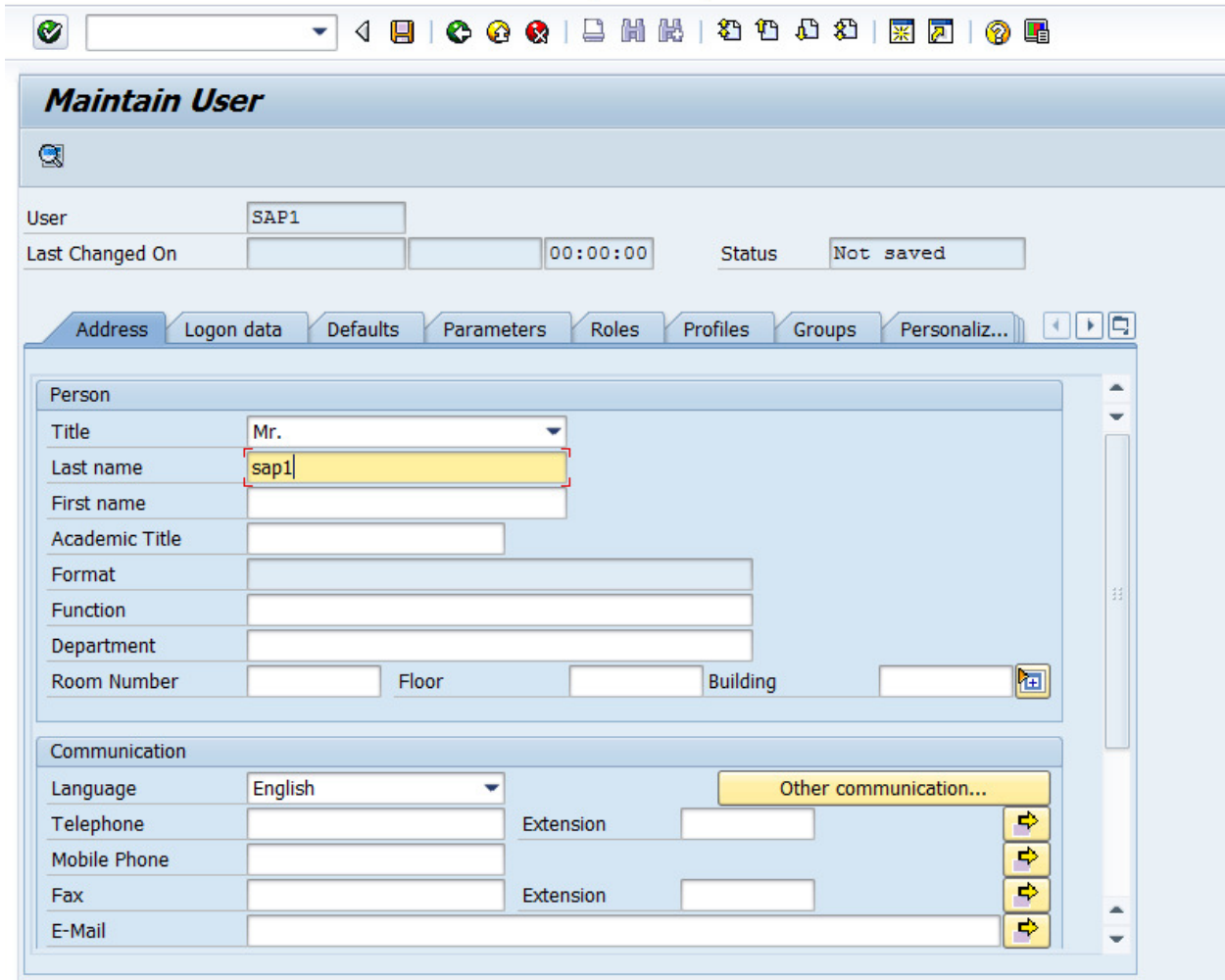
The screenshot shows the 'User Maintenance: Initial Screen' interface. At the top, there is a menu bar with options: Users, Edit, Goto, Information, Environment, System, and Help. Below the menu is a toolbar with various icons for file operations and user management. The main area has a title bar 'User Maintenance: Initial Screen' and a toolbar with icons for creating, editing, deleting, and locking users. The 'User' field contains the text 'SAP1' and is highlighted with a yellow background. The 'Alias' field is empty.

User Maintenance: Initial Screen

User

Alias

Step7: specify user address details



Maintain User

User: SAP1
Last Changed On: 00:00:00
Status: Not saved

Address | Logon data | Defaults | Parameters | Roles | Profiles | Groups | Personaliz...

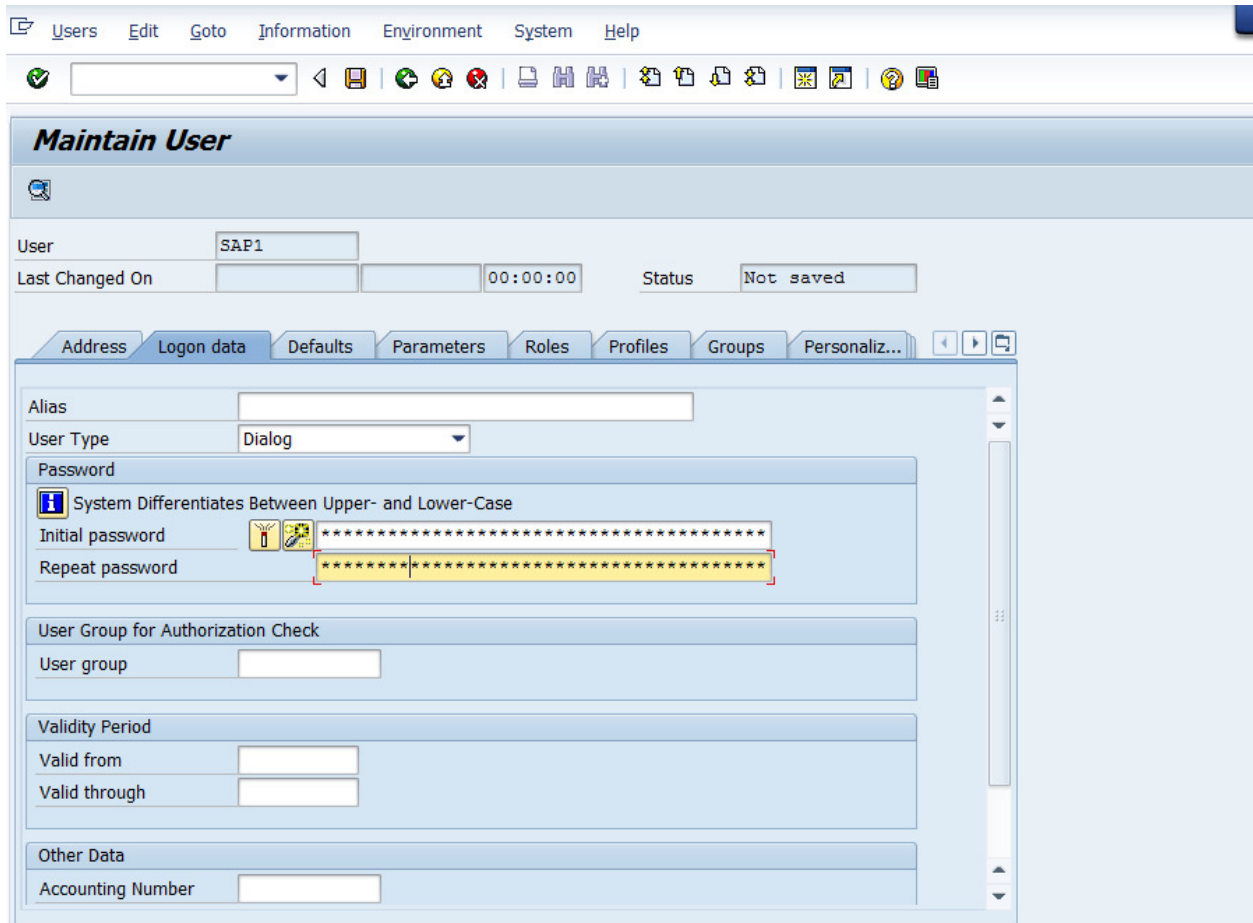
Person

Title: Mr.
Last name: sap1
First name:
Academic Title:
Format:
Function:
Department:
Room Number: Floor: Building:

Communication

Language: English
Telephone: Extension:
Mobile Phone: Extension:
Fax: Extension:
E-Mail:

Step8: specify user type dialog and password



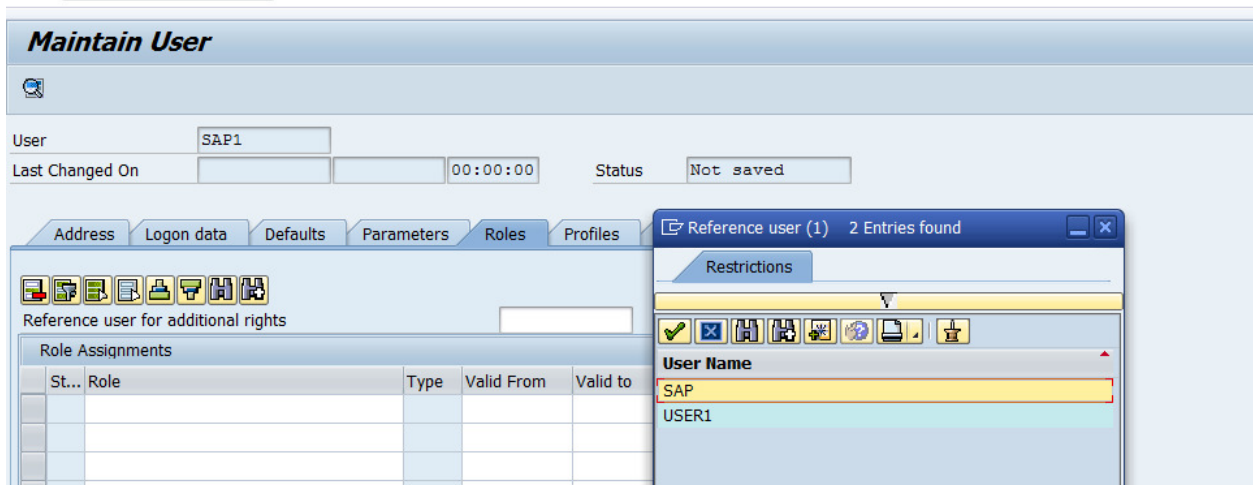
Maintain User

User: SAP1
Last Changed On: 00:00:00
Status: Not saved

Address Logon data Defaults Parameters Roles Profiles Groups Personaliz...

Alias:
User Type: Dialog
Password: ☒ System Differentiates Between Upper- and Lower-Case
Initial password:
Repeat password:
User Group for Authorization Check:
Validity Period: Valid from: Valid through:
Other Data: Accounting Number:

Step9: specify reference user for additional rights (sap) in roles tab



Maintain User

User: SAP1
 Last Changed On: 00:00:00
 Status: Not saved

Address Logon data Defaults Parameters **Roles** Profiles

Reference user for additional rights

Role Assignments

St...	Role	Type	Valid From	Valid to

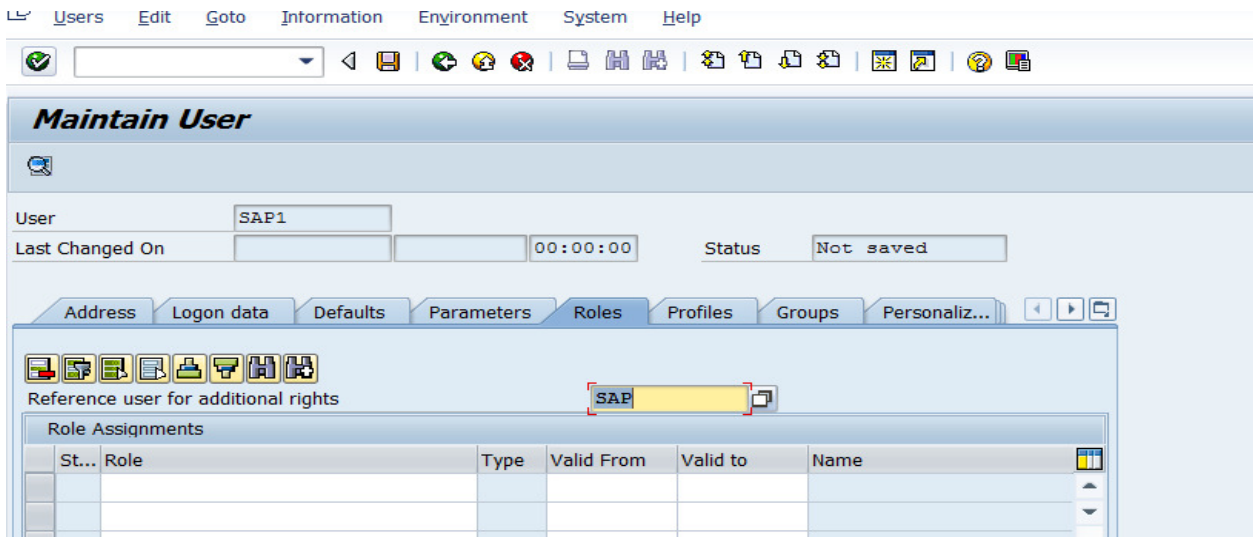
Reference user (1) 2 Entries found

Restrictions

User Name

SAP
USER1

Click on save



Maintain User

User: SAP1
 Last Changed On: 00:00:00
 Status: Not saved

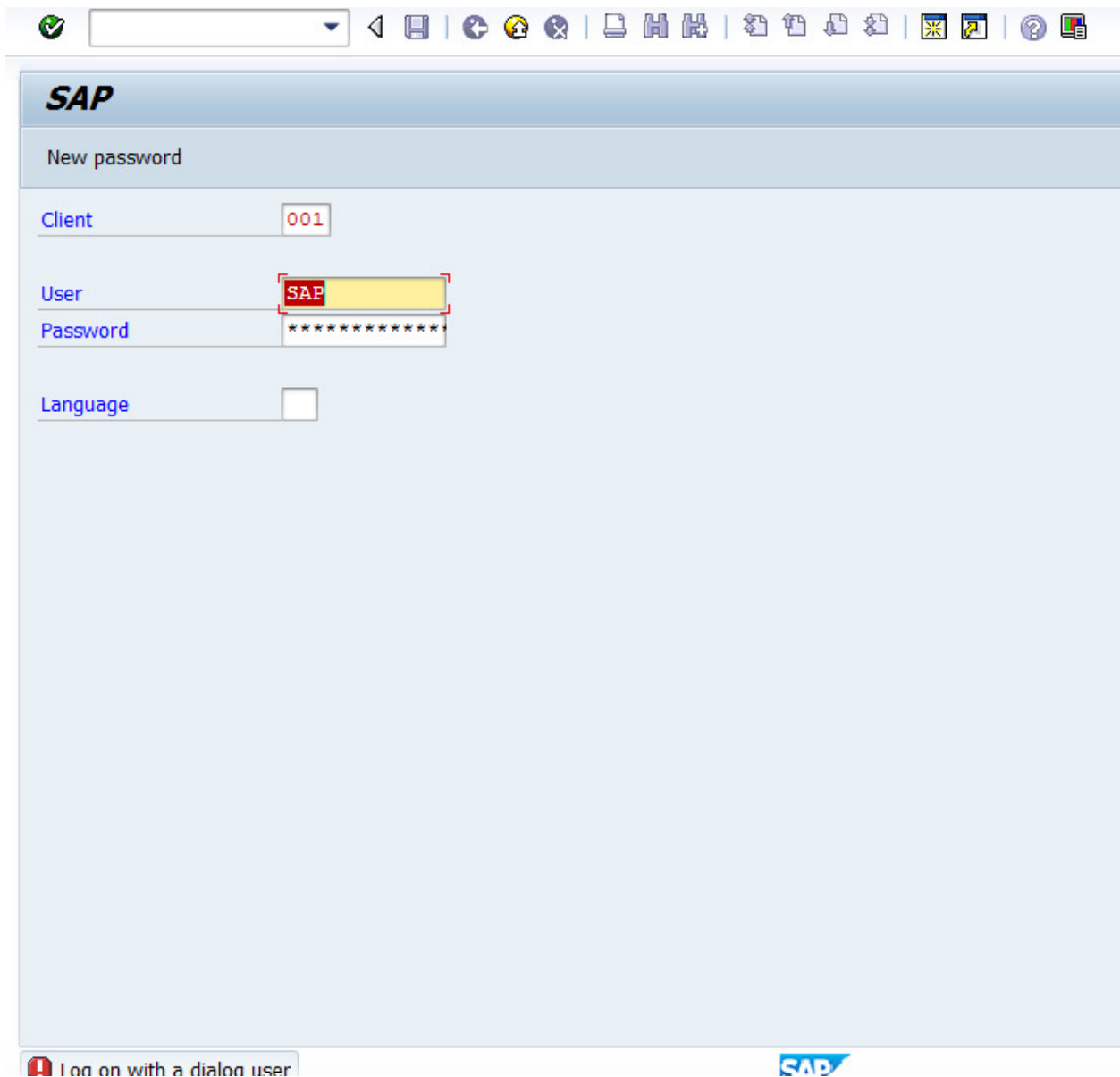
Address Logon data Defaults Parameters **Roles** Profiles Groups Personaliz...

Reference user for additional rights: SAP

Role Assignments

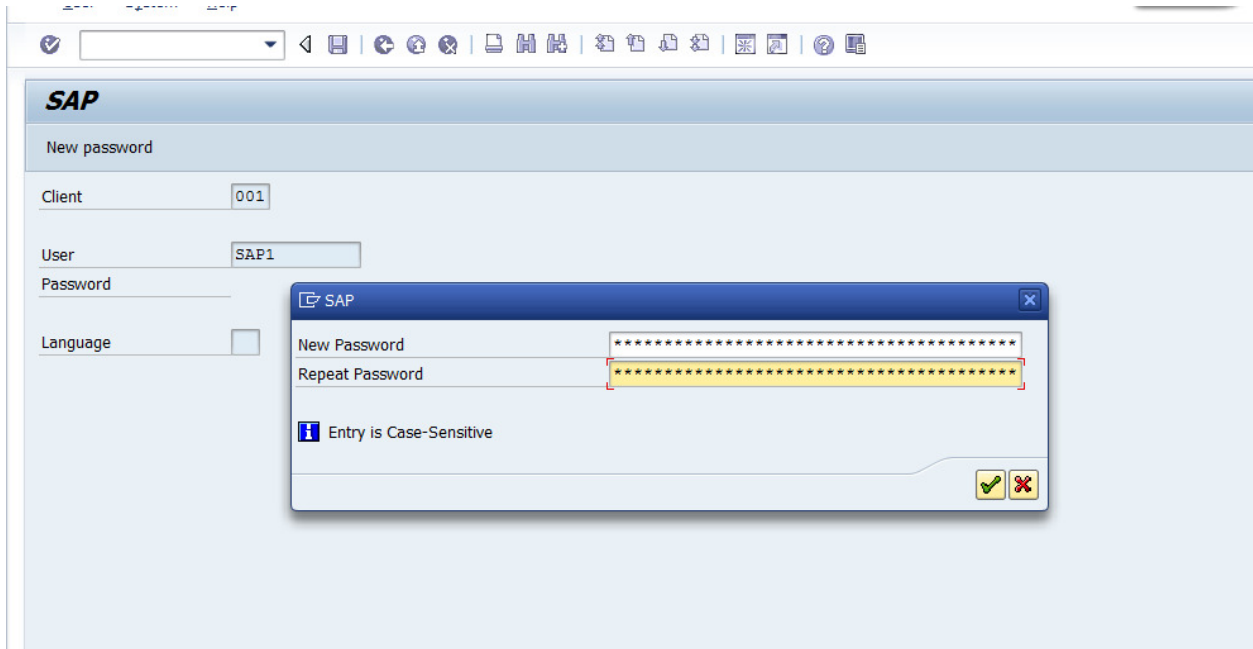
St...	Role	Type	Valid From	Valid to	Name

Step10: login as reference user (background user) logon is not allowed



The screenshot shows the SAP 'New password' screen. The browser's address bar is empty. The SAP logo is in the top left corner. The page title is 'New password'. There are four input fields: 'Client' with the value '001', 'User' with the value 'SAP', 'Password' with a masked password '*****', and 'Language' with a dropdown menu. The 'User' field is highlighted with a red border. The 'Password' field is also highlighted with a red border. The 'Language' field is a dropdown menu. At the bottom left, there is a button labeled 'Log on with a dialon user'. At the bottom right, there is the SAP logo.

Step11: login to dailog user and change password then continue



Related Content:

<http://service.sap.com>

<http://support.sap.com>

www.help.sap.com

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

Disclaimer and Liability Notice:

WILLSYS will not be held liable for any damages caused by using or misusing the information, code or methods suggested in this document, and anyone using these methods does so at his/her own risk.

WILLSYS offers no guarantees and assumes no responsibility or liability of any type with respect to the content of this technical article or code sample, including any liability resulting from incompatibility between the content within this document and the materials and services offered by WILLSYS. You agree that you will not hold, or seek to hold, WILLSYS responsible or liable with respect to the content of this document.