

APPLIES TO:

DIALOG USER MAINTENANCE

SUMMARY :

This article explains how to perform the DIALOG USER MAINTENANCE.

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COMPANY:

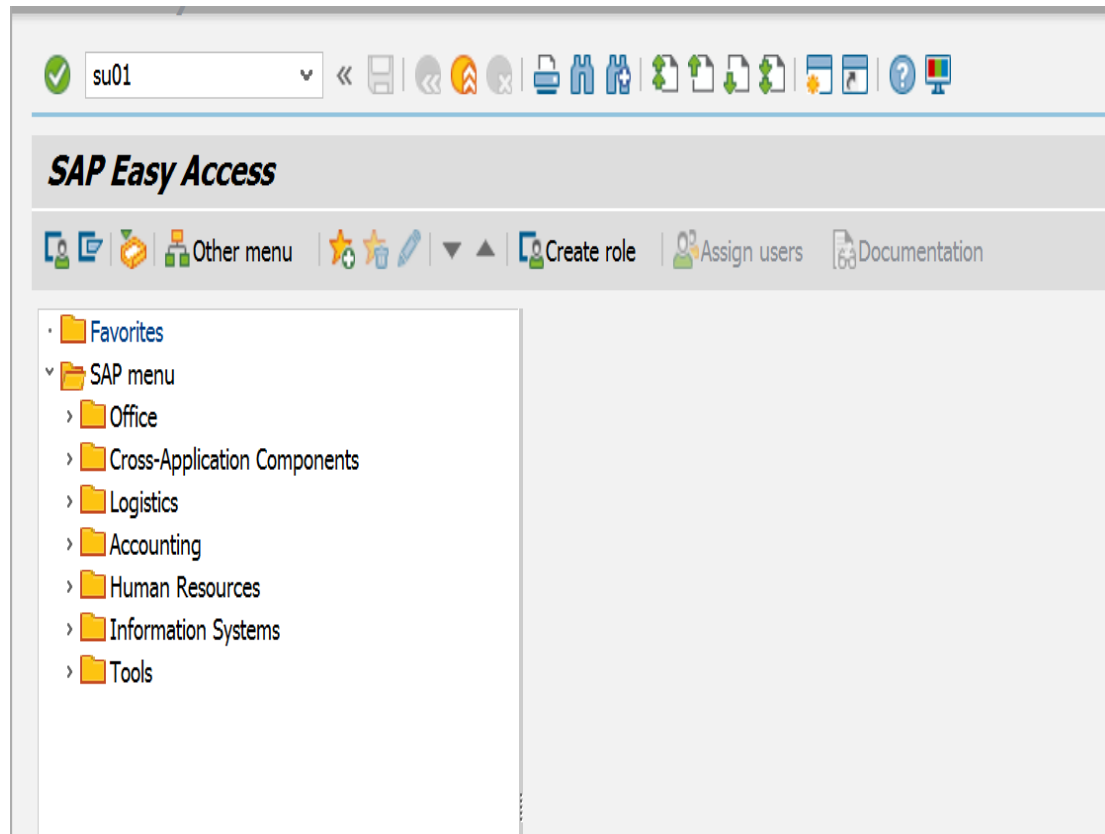
WILLSYS INFOSYSTEMS Pvt. Ltd.,

CREATED ON:

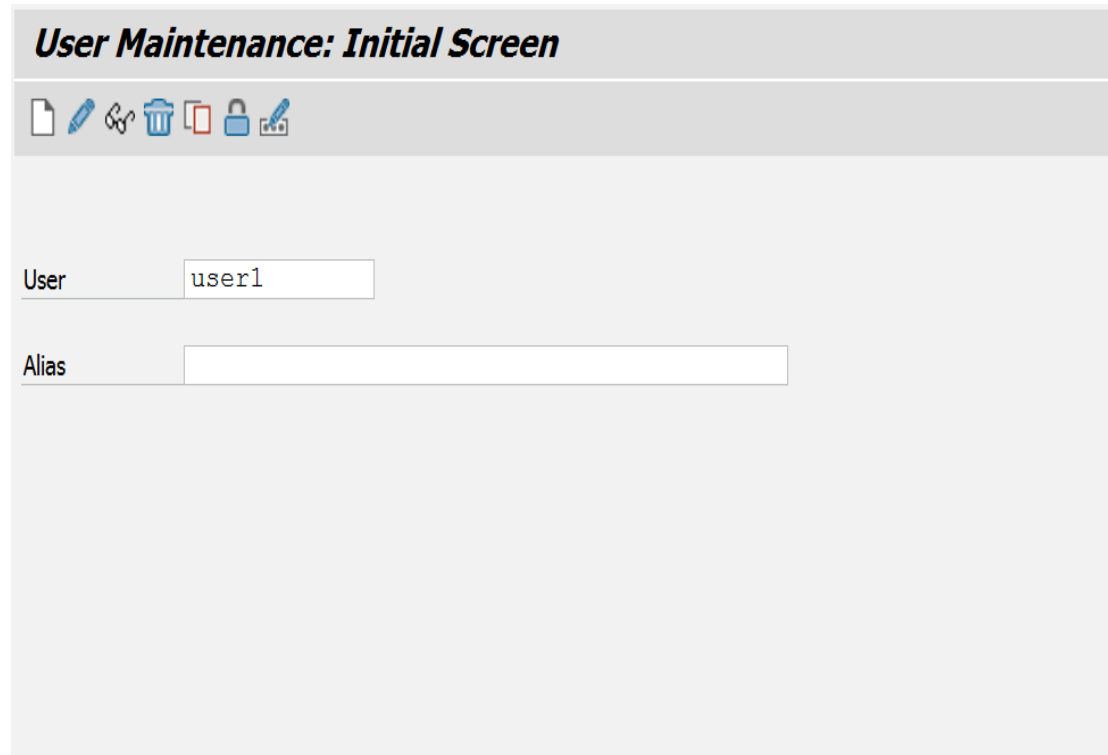
10th Feb 2015.



STEP1: execute tcode SU01



STEP2:specify user name(user) click on create



User Maintenance: Initial Screen


File Edit Delete Save Print Lock Unlock Help

User

Alias

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

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


STEP6: USER1 was saved


User Maintenance: Initial Screen

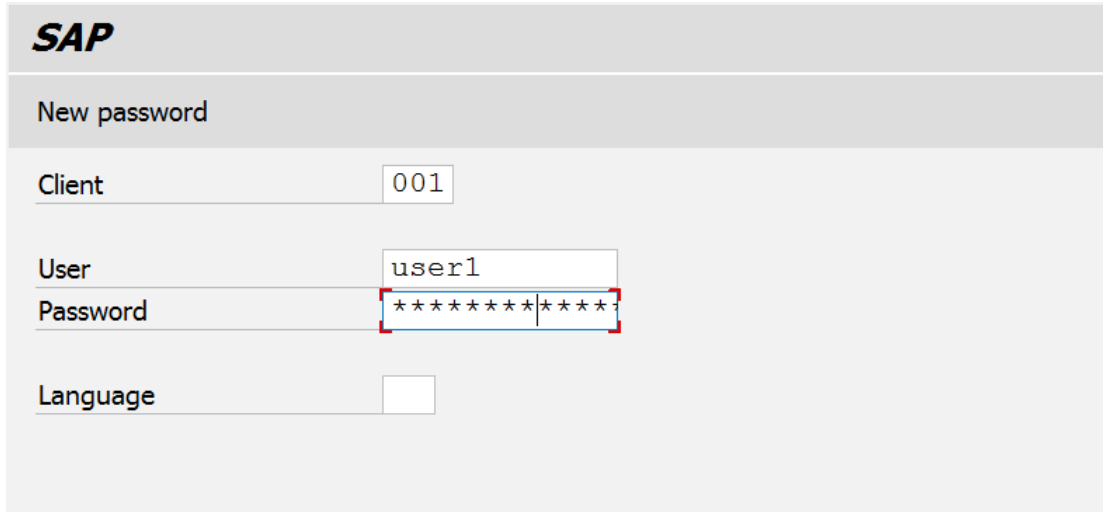
User

Alias

 User USER1 was saved



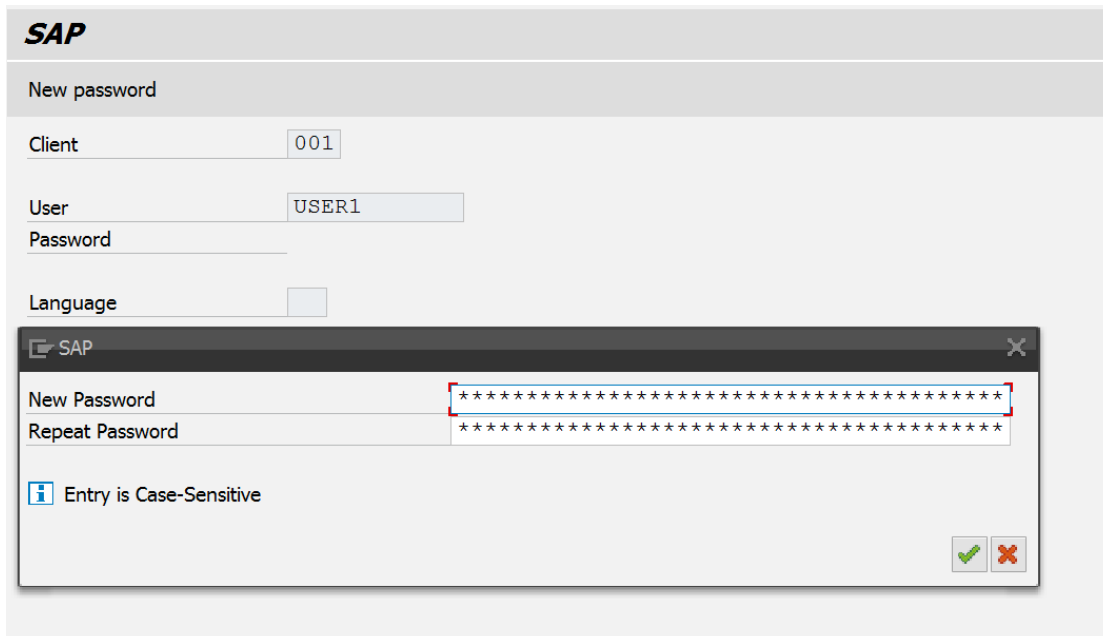
STEP7: login into newly created user (user1)



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 border.
- Language:** An empty dropdown menu.

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



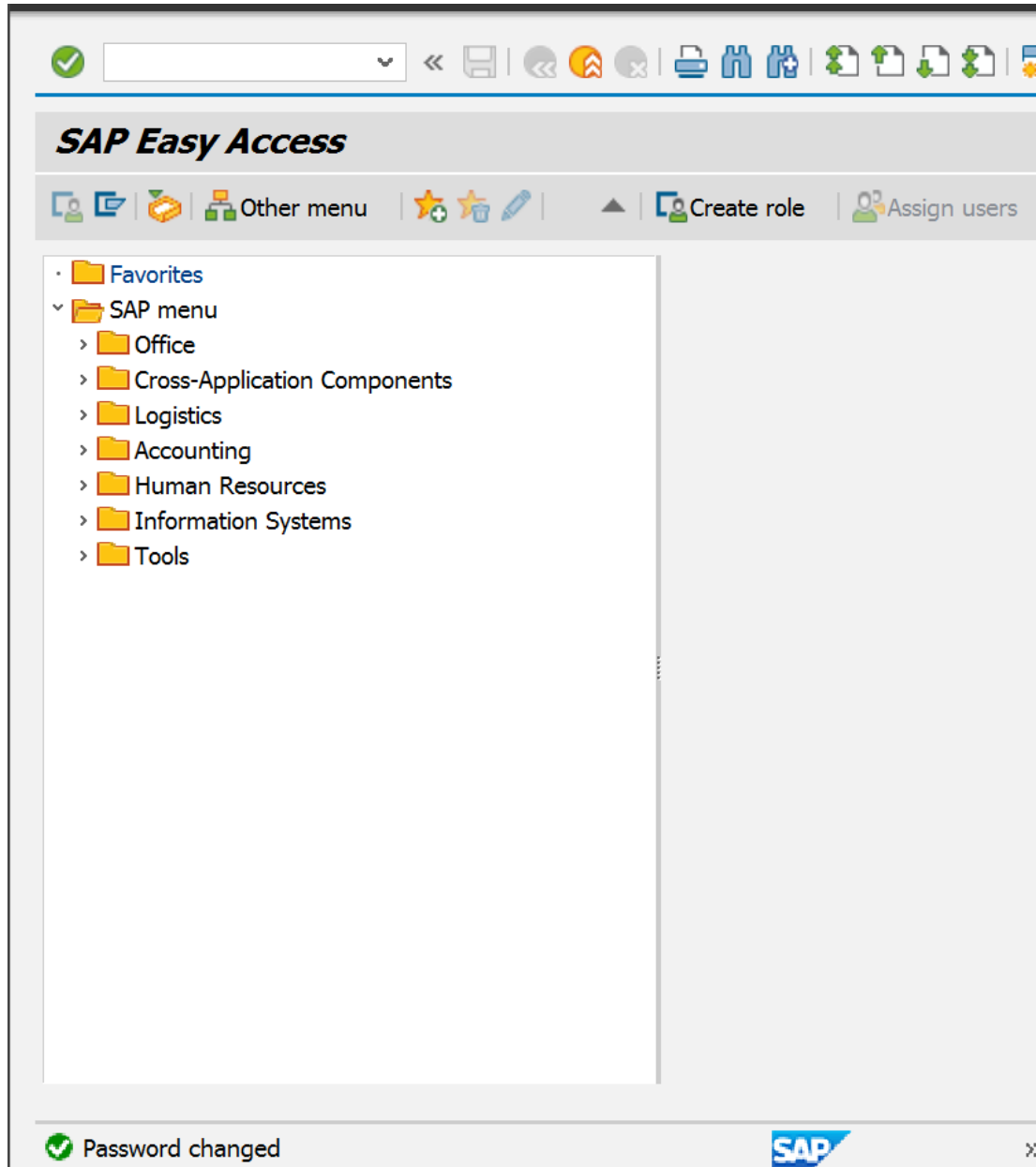
The image shows the 'SAP' 'New password' dialog box with a sub-dialog box open for password change. The main dialog box contains:

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

The sub-dialog box, titled 'SAP', contains:

- New Password:** A field containing 20 asterisks (*****|*****|*****|*****|*****|*****|*****|*****|*****|*****), highlighted with a red border.
- Repeat Password:** A field containing 20 asterisks (*****|*****|*****|*****|*****|*****|*****|*****|*****|*****).
- 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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