

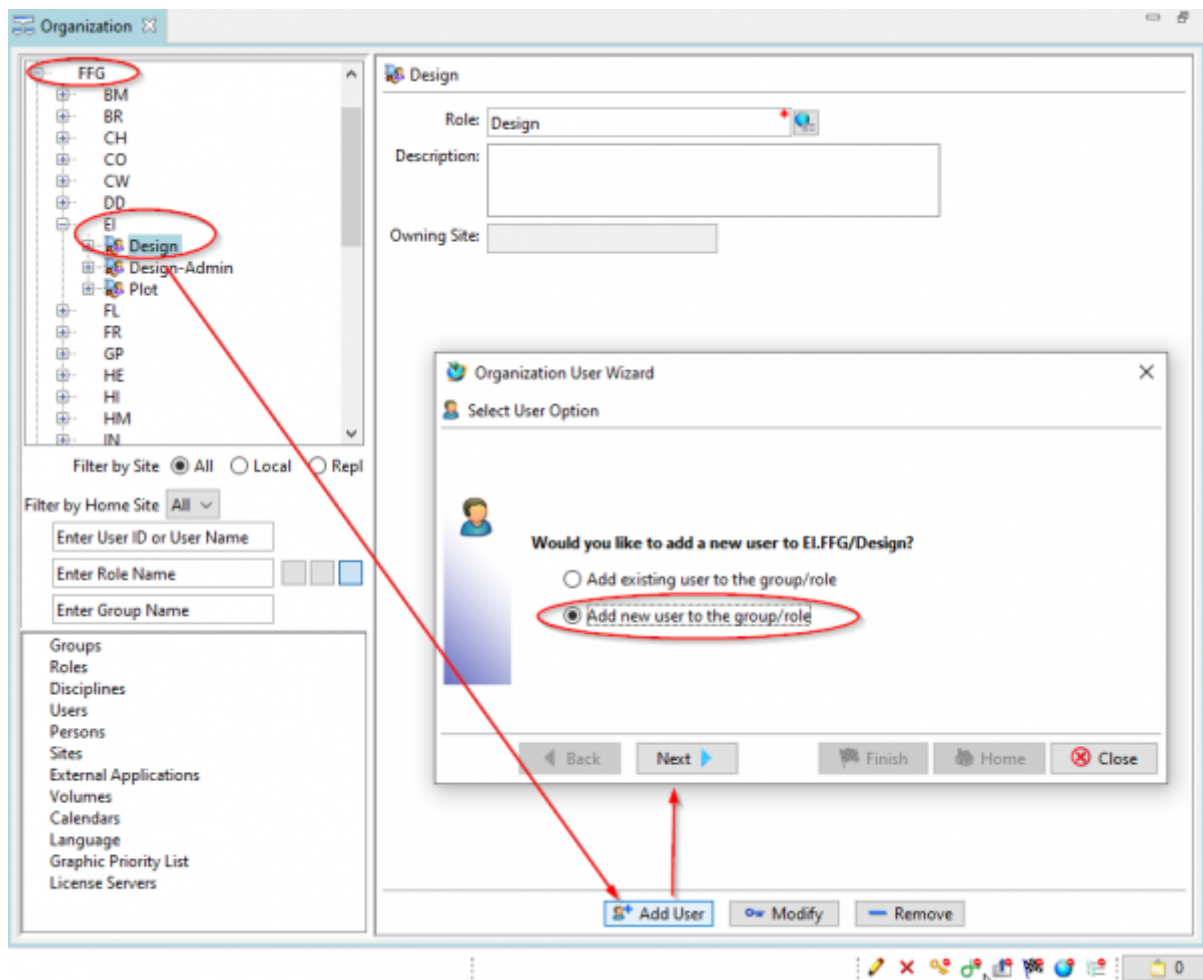
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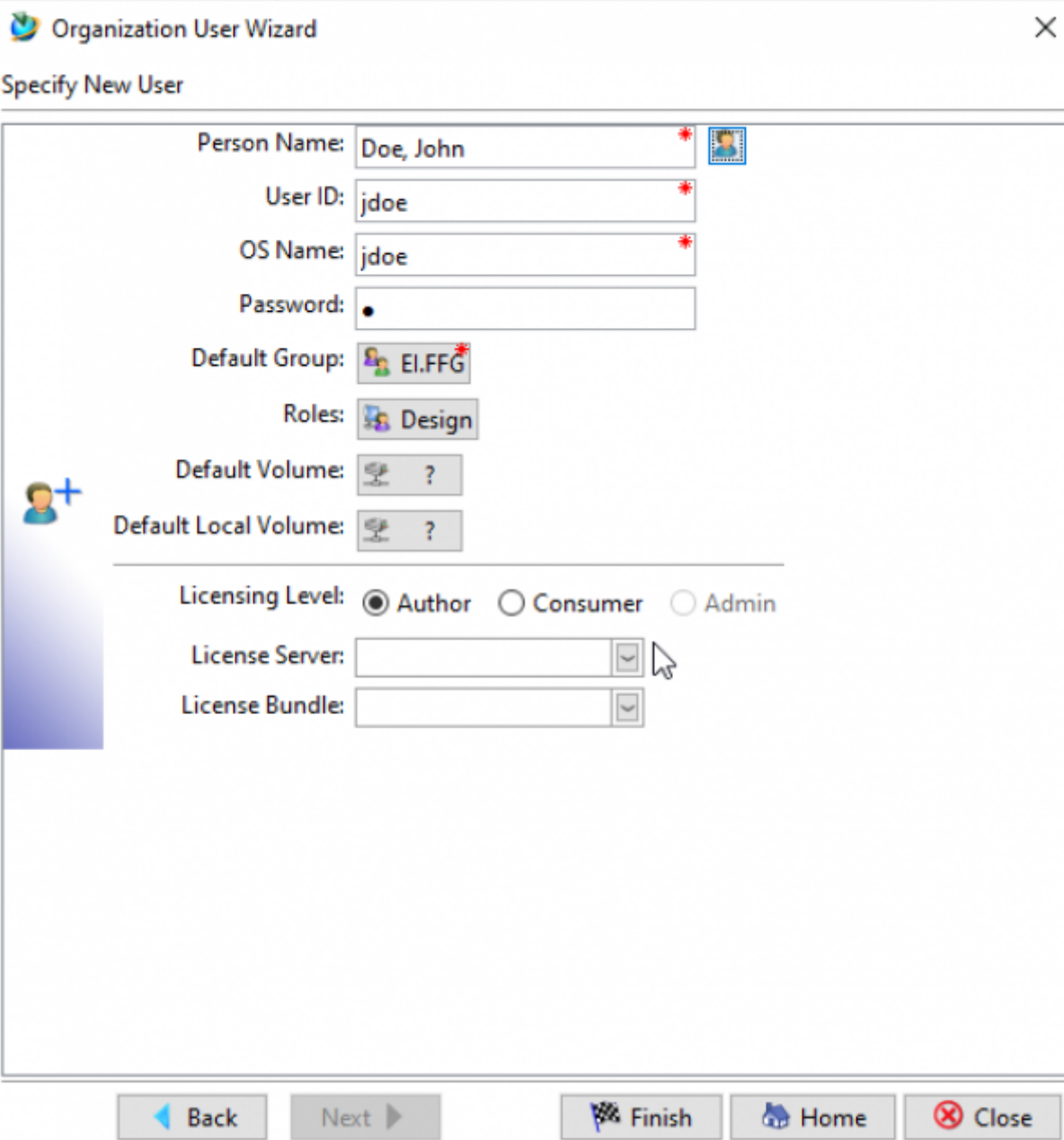
2. Create users

To create a new account, it is useful to first select the group/role in which the user will mainly work. In general, this is the „Design“ role of a group, where the groups correspond to the original KVs (design responsibility) or locations.

For example, under FFG, select the group EI and the role Design and press „Add User“.



Then select „Add new user to the group/role“. Press „Next“.



The screenshot shows the 'Organization User Wizard' window with the 'Specify New User' tab selected. The form contains the following fields and options:

- Person Name:** Text box with 'Doe, John' and a red asterisk. A small user icon is to the right.
- User ID:** Text box with 'jdoe' and a red asterisk.
- OS Name:** Text box with 'jdoe' and a red asterisk.
- Password:** Password field with a single dot.
- Default Group:** Dropdown menu showing 'El.FFG' with a red asterisk.
- Roles:** Dropdown menu showing 'Design'.
- Default Volume:** Dropdown menu showing a question mark.
- Default Local Volume:** Dropdown menu showing a question mark.
- Licensing Level:** Radio buttons for 'Author' (selected), 'Consumer', and 'Admin'.
- License Server:** Text box with a dropdown arrow.
- License Bundle:** Text box with a dropdown arrow.

At the bottom, there are five buttons: 'Back', 'Next', 'Finish', 'Home', and 'Close'.

Enter a personal name in the form „last name, first name“.

Enter a User ID according to the FFG naming convention; usually this is last name and the first letter of the name at first position.

Enter an OS name, usually the same as the User ID. This is a mandatory field in Teamcenter, but has no technical meaning anymore.

The default group and roles were automatically adopted.

Enter a licensing level; „Author“ for users who create data, „Consumer“ for users who execute workflows or display data.

Press „Finish“ to create the account.

Under „Persons“ you can edit the other data of the person.

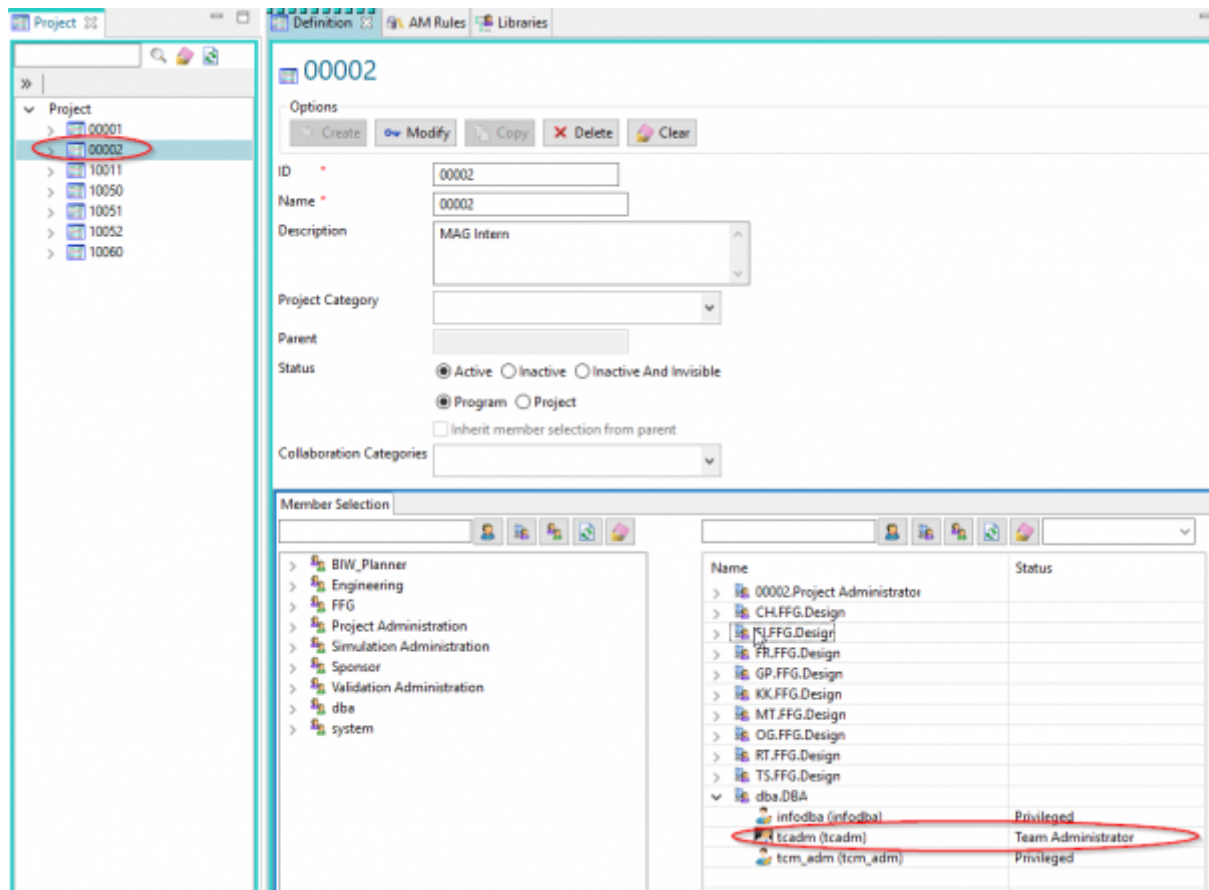
The screenshot shows the 'Organization' application window. On the left, there is a tree view of the organization structure with various departments like FFG, BM, BR, CH, CO, CW, DD, EI, Design, Design-Admin, Plot, FL, FR, GP, HE, HI, HM, and IN. Below the tree, there are filters for 'Filter by Site' (All, Local, Repl) and 'Filter by Home Site' (All). There are also input fields for 'Enter User ID or User Name', 'Enter Role Name', and 'Enter Group Name'. A 'Users' list is shown at the bottom left, with 'Doe, John' highlighted. The main area on the right displays the user profile for 'Doe, John' with various fields: Name (Doe, John), Address, City, State, Zip Code, Country, Organization, Employee Number, Internal Mail Code, E-Mail Address (john.doe@company.com), Phone Number, Locale, Time Zone, Owning Site, and User Image. The 'E-Mail Address' field is highlighted with a red box. At the bottom, there are buttons for 'Create', 'Modify', 'Delete', and 'Clear'.

For sending e-mails, the e-mail address of the person should be stored. All other details are optional.

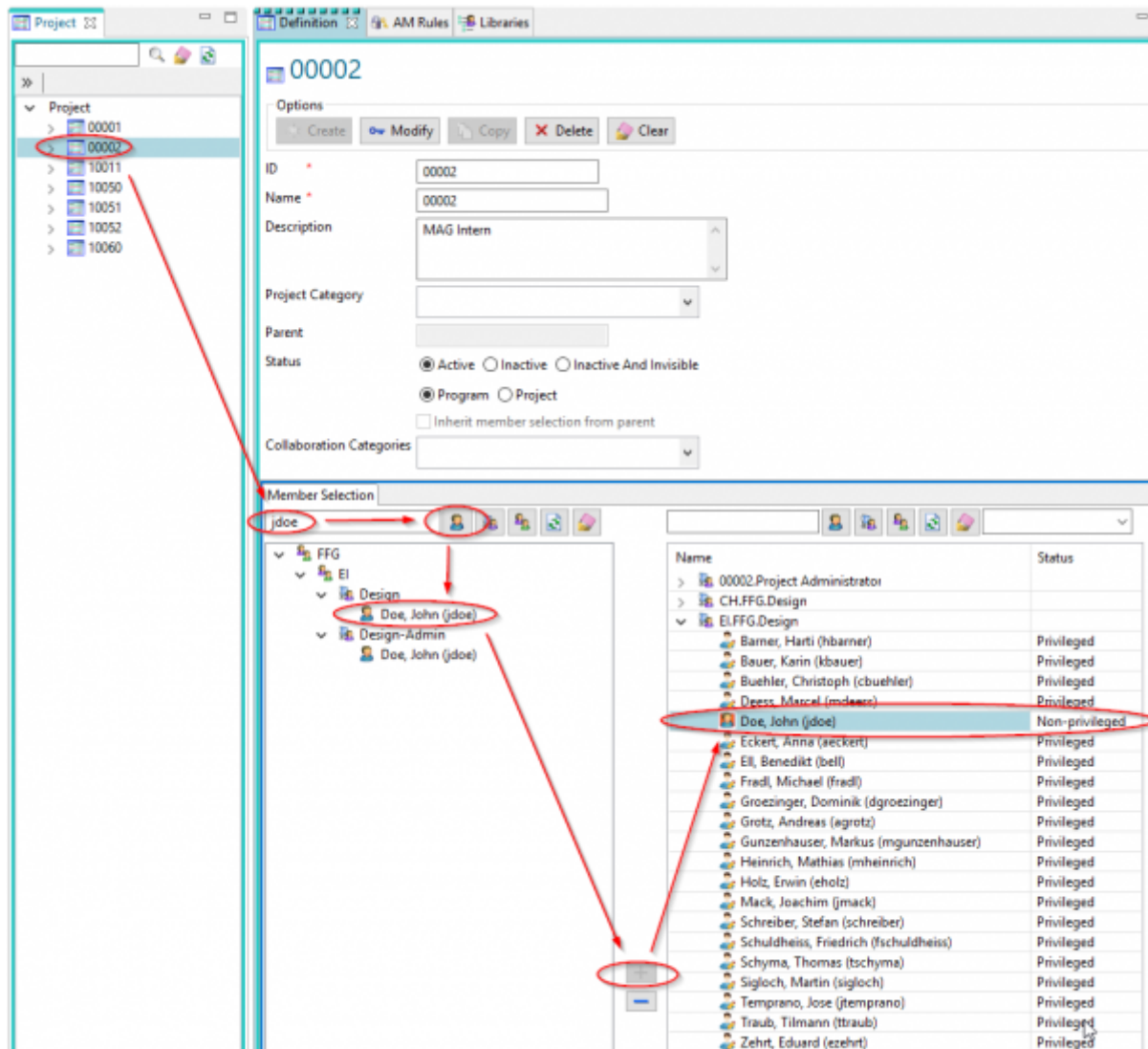
In the next step, the user must be assigned to at least one project (formerly EAC) in order to see Teamcenter data.

Open the „Project“ application. It is important that you are „Team Administrator“ in the corresponding project.

Note: the administrative account „tcadm“ is „Project Administrator“ in all projects and therefore always „Team Administrator“.

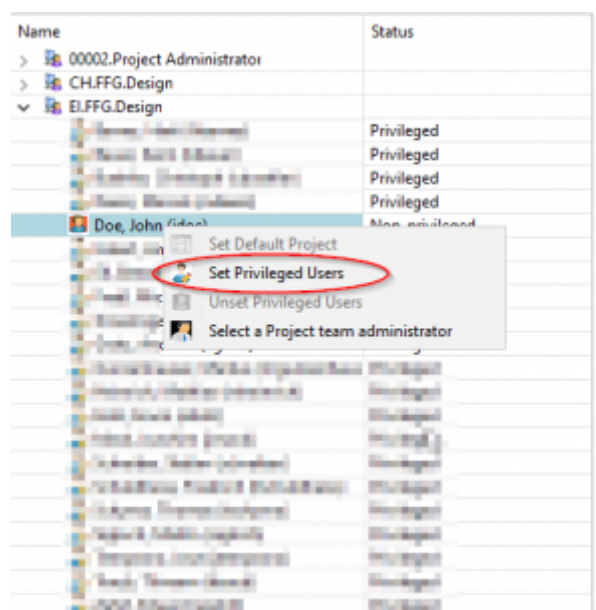


- Select the corresponding project.
- Search for the user in the „Member Selection“.
- Select the user and press the „+“ button.



The user is created as „Non-privileged“ user in the project. The user is authorized to see data of this project, but cannot create any data.

To enable the user to create data in this project context, select the user and press the right mouse button.



In the following dialog select „Set Priviledged User“.

Name	Status
> 00002.Project Administrator	
> CH.FFG.Design	
▼ EI.FFG.Design	
Doe, John (jdoe)	Privileged
Doe, John (jdoe)	Privileged
Doe, John (jdoe)	Privileged
Doe, John (jdoe)	Privileged
Doe, John (jdoe)	Privileged
Doe, John (jdoe)	Privileged
Doe, John (jdoe)	Privileged
Doe, John (jdoe)	Privileged

Afterwards the user gets „Priviledged“ rights for this project.

You must then press the „Modify“ button in the project configuration to save all changes.

Project 00002

Options: Create, **Modify**, Copy, Delete, Clear

ID: 00002

Name: 00002

Description: MAG Intern

Project Category: MAG Intern

Parent:

Status: ☒ Active ☐ Inactive ☐ Inactive And Invisible

☒ Program ☐ Project

☐ Inherit member selection from parent

Collaboration Categories: