maiConnect for SAP® Sales Cloud
Admin Guides

User Management

User Management

User overview list
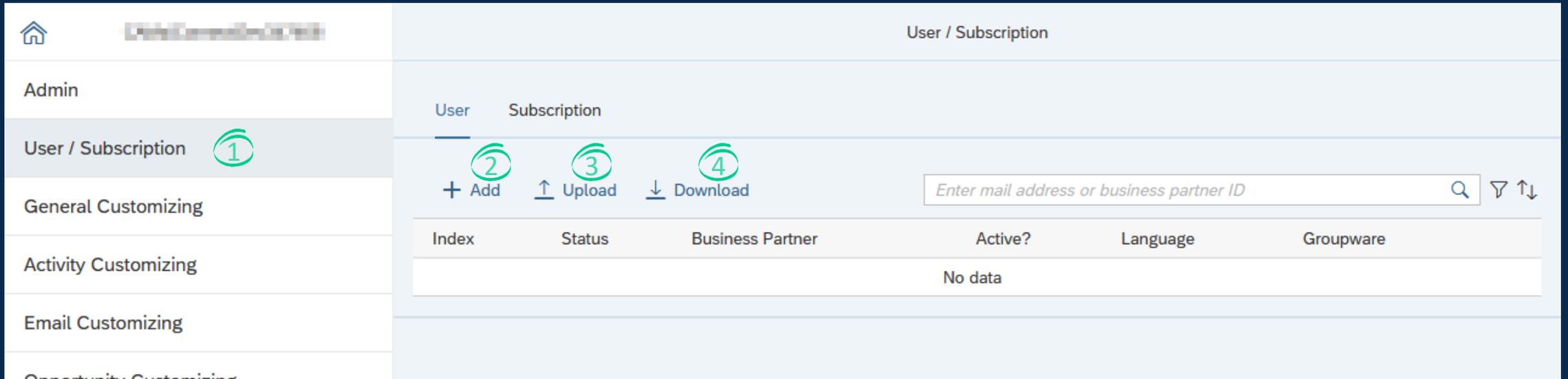
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① Open the maiConnect AdminCockpit and click on the "User / Subscription" menu item.

② By clicking on the add button you can add a new maiConnect user.

③ You can upload multiple users by clicking on the Upload button.

④ The list of maiConnect users can be downloaded with this button.

User Management

Add a new maiConnect user
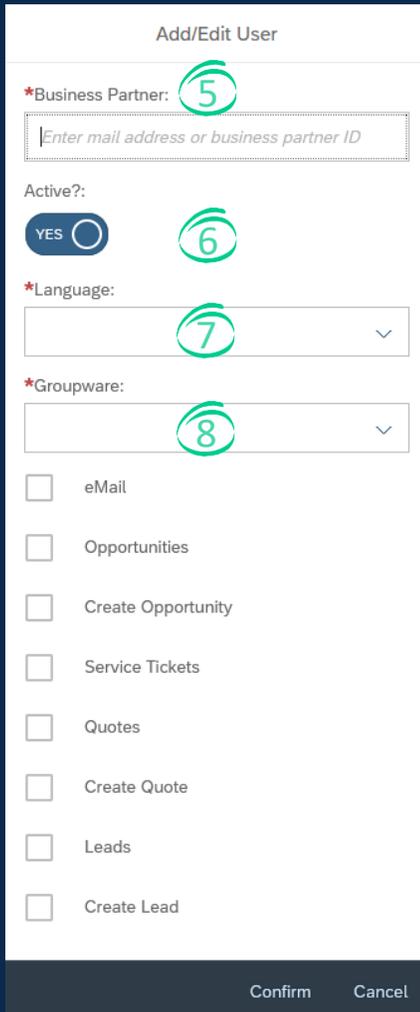
Add/Edit User

*Business Partner: ⑤

`Enter mail address or business partner ID`

Active?:

[YES ⚪] ⑥

*Language: ⑦

*Groupware: ⑧

☐ eMail

☐ Opportunities

☐ Create Opportunity

☐ Service Tickets

☐ Quotes

☐ Create Quote

☐ Leads

☐ Create Lead

Confirm   Cancel

⑤ Adding new users can either be done with their mail address or business partner ID.

⑥ With this option you can select, if the user should be added as an active maiConnect user or not.

⑦ This option defines the user's language. Possible values are EN or DE.

⑧ Here you can select the groupware, where the user's mailbox is located.

ⓘ With the checkboxes you can select, which features are active for this user.
These features can be activated or deactivated at any time.

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Editing a user

ⓘ The status column signals, if the Exchange subscription for this user is successful. More details can be found in the product description.
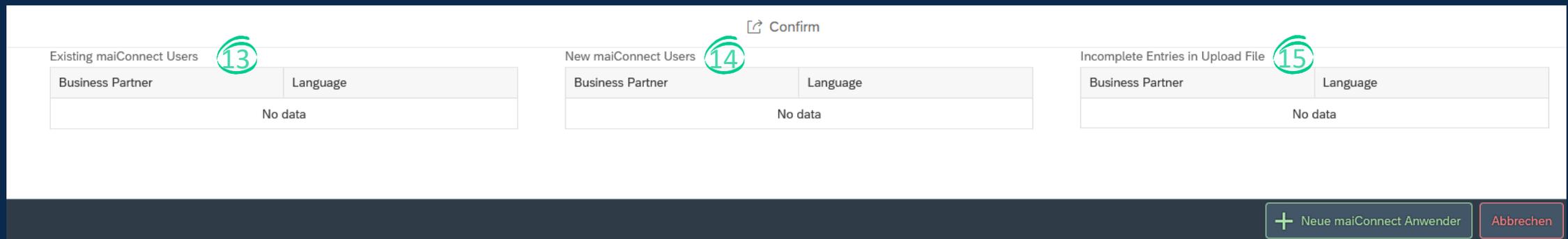
⑨ Each line shows the options per user.

⑩ The options can be edited directly in the table or via the pencil button.

⑪ Deleted of users can be done with the x button.

⑫ The list of maiConnect users can be filtered or sorted.

User Management

User mass upload

ℹ️ Mass user upload is possible via an Excel or CSV file.
The template for the user upload can be downloaded on the maiConnect public space.

This dialog is shown, after the file is uploaded.

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⑬ If the uploaded file contained already existing users, then these are listed here. These will not be updated.

⑭ Users that did not exist are listed here. These will be added as new users.

⑮ Entries, which were incomplete in the Excel file, are listed here.

User Management

Exchange subscriptions

ⓘ Here you can select for all users, which synchronizations are enabled from Microsoft Outlook to SAP S/4HANA.