



# maiConnect for SAP® Sales Cloud Admin Guides

## User Management

# User Management



User overview list

AdminCockpit - maiConnect

User / Subscription

User Subscription

+ Add Upload Download

Enter mail address or business partner ID

Index	Status	Business Partner	Active?	Language	Groupware
No data					

- 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

A screenshot of the 'Add/Edit User' form. The form is white with a light gray border. At the top, it says 'Add/Edit User'. Below that, there are several fields and checkboxes. The first field is labeled '\*Business Partner:' and has a green circle with the number 5 next to it. Below this field is a placeholder text 'Enter mail address or business partner ID'. The next field is labeled 'Active?:' and has a green circle with the number 6 next to it. Below this field is a radio button labeled 'YES'. The next field is labeled '\*Language:' and has a green circle with the number 7 next to it. Below this field is a dropdown menu. The next field is labeled '\*Groupware:' and has a green circle with the number 8 next to it. Below this field is a dropdown menu. At the bottom of the form, there are several checkboxes: 'eMail', 'Opportunities', 'Create Opportunity', 'Service Tickets', 'Quotes', 'Create Quote', 'Leads', and 'Create Lead'. At the very bottom of the form, there are two buttons: 'Confirm' and '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.
- ① With the checkboxes you can select, which features are active for this user. These features can be activated or deactivated at any time.

# User Management

## Editing a user

User / Subscription

User Subscription

+ Add   ↑ Upload   ↓ Download    🔍 🔍 ↕

Index	Status	Business Partner	Active?	Language	Groupware	
1 <sup>9</sup>	■	<input type="text" value="9980000101"/>	YES <input type="radio"/>	EN <input type="text"/>	<input type="text" value="Exchange"/>	<input type="text"/> <input type="text"/>
Features: -						
2	■	<input type="text" value="9980000112"/>	YES <input type="radio"/>	DE <input type="text"/>	<input type="text" value="Exchange"/>	<input type="text"/> <input type="text"/>
Features: -						

<sup>i</sup> The status column signals, if the Exchange subscription for this user is successful. More details can be found in the product description.

- <sup>9</sup> Each line shows the options per user.
- <sup>10</sup> The options can be edited directly in the table or via the pencil button.
- <sup>11</sup> Deleted of users can be done with the x button.
- <sup>12</sup> The list of maiConnect users can be filtered or sorted.

# User Management

## User mass upload

- i** 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.

Confirm

Existing maiConnect Users **13**

Business Partner	Language
No data	

New maiConnect Users **14**

Business Partner	Language
No data	

Incomplete Entries in Upload File **15**

Business Partner	Language
No data	

+ Neue maiConnect Anwender

Abbrechen

- 
- 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

User / Subscription

User Subscription

Activate synchronizations from Outlook

Appointment:	Task:	Contact:
<input checked="" type="checkbox"/> Create	<input checked="" type="checkbox"/> Create	<input checked="" type="checkbox"/> Create
<input checked="" type="checkbox"/> Update	<input checked="" type="checkbox"/> Update	<input checked="" type="checkbox"/> Update
<input checked="" type="checkbox"/> Delete	<input checked="" type="checkbox"/> Delete	<input checked="" type="checkbox"/> Delete

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