

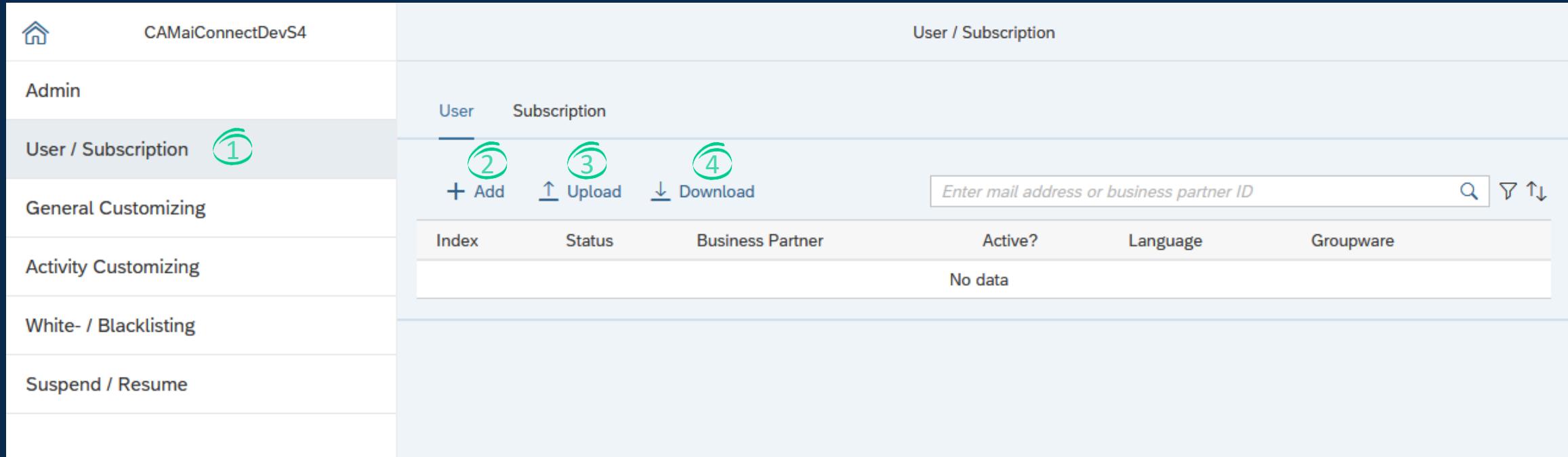


# maiConnect for S/4HANA® Admin Guides

## User Management

# User Management

## User overview list



Index	Status	Business Partner	Active?	Language	Groupware
			No data		

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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)

Active?: (6)  
 YES  NO

\*Language: (7)

\*Groupware: (8)

**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.

# User Management

## Editing a user

User / Subscription

User	Subscription					
<a href="#">+ Add</a>	<a href="#">Upload</a>					
<a href="#">Download</a>	<input type="text" value="Enter mail address or business partner ID"/> <a href="#">Search</a> <a href="#">Filter</a> <a href="#">Sort</a>					
Index	Status	Business Partner	Active?	Language	Groupware	
1		9980000101	<input checked="" type="radio"/> YES <input type="radio"/>	EN	Exchange	<a href="#">Edit</a> <a href="#">Delete</a>
Features: -						
2		9980000112	<input checked="" type="radio"/> YES <input type="radio"/>	DE	Exchange	<a href="#">Edit</a> <a href="#">Delete</a>
Features: -						

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

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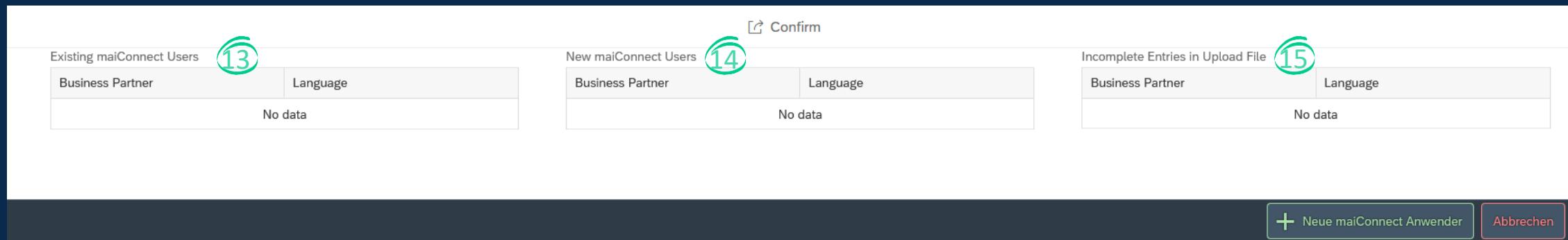
- ⑨ Each line shows the options per user.
- ⑩ The options can be edited directly in the table or via the pencil button.
- ⑪ Deleted of users can be done with the x button.
- ⑫ The list of maiConnect users can be filtered or sorted.

# User Management

## User mass upload

**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.



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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

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.