



## Deletion Request Process - FN

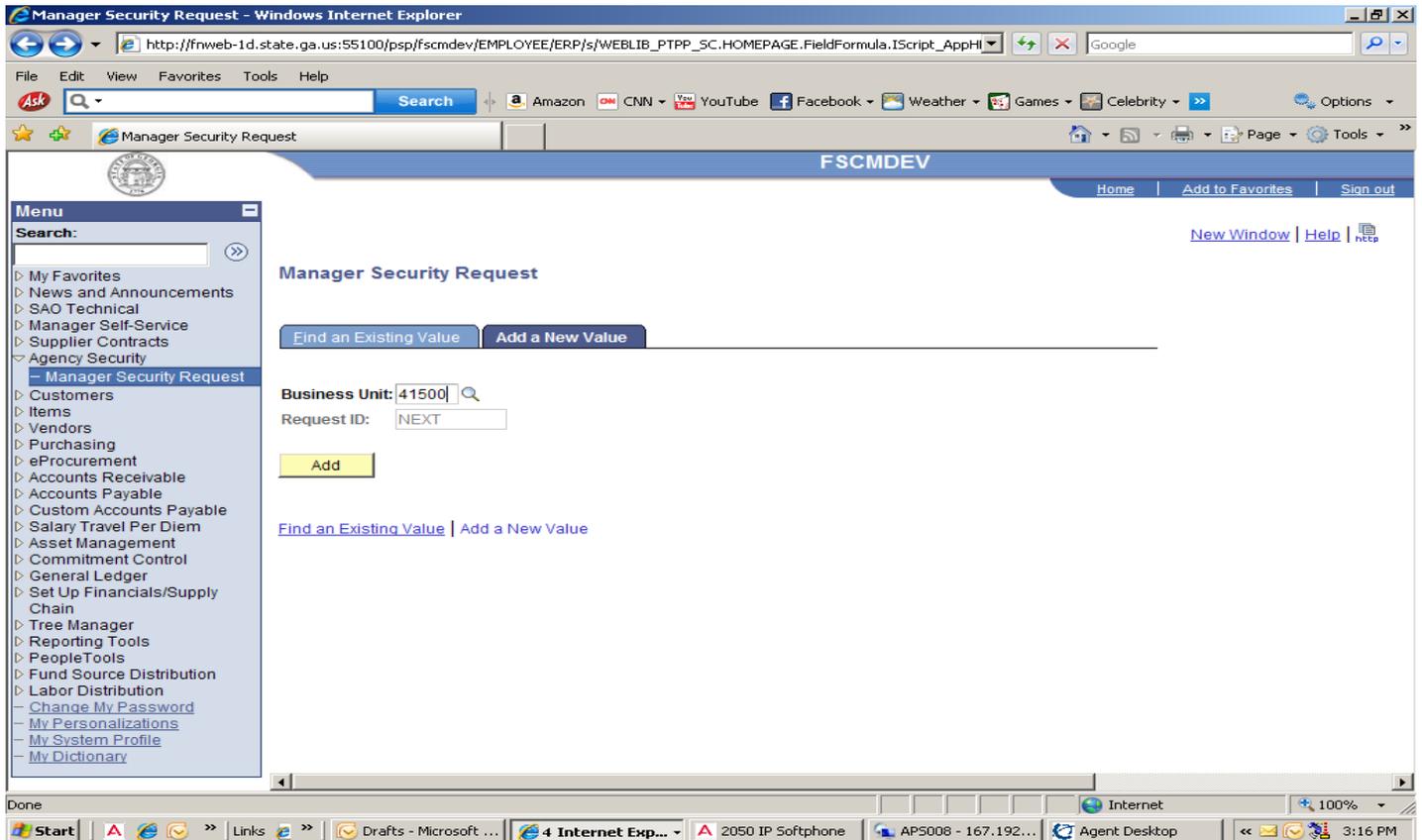
The Manager would login to the appropriate PeopleSoft Database and navigate as follows:

Agency Security → Manager Security Request

From the Manager Security Request Panel Click on the Add a New Value Tab

Following Panel will appear and requires the appropriate BU #

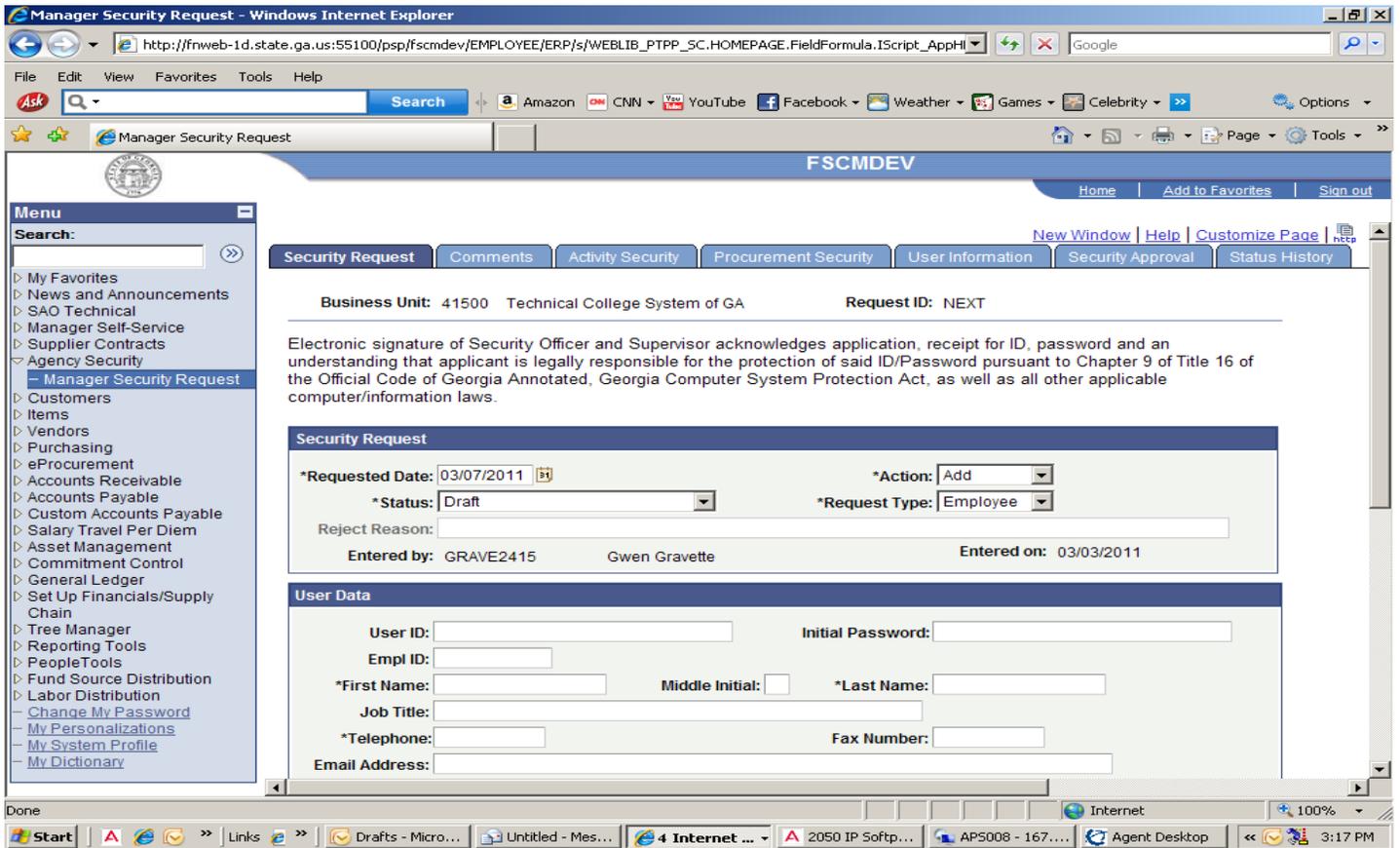
Enter the BU # in this example 41500 and click on the Add Button



This will always invoke a draft Security Request Panel

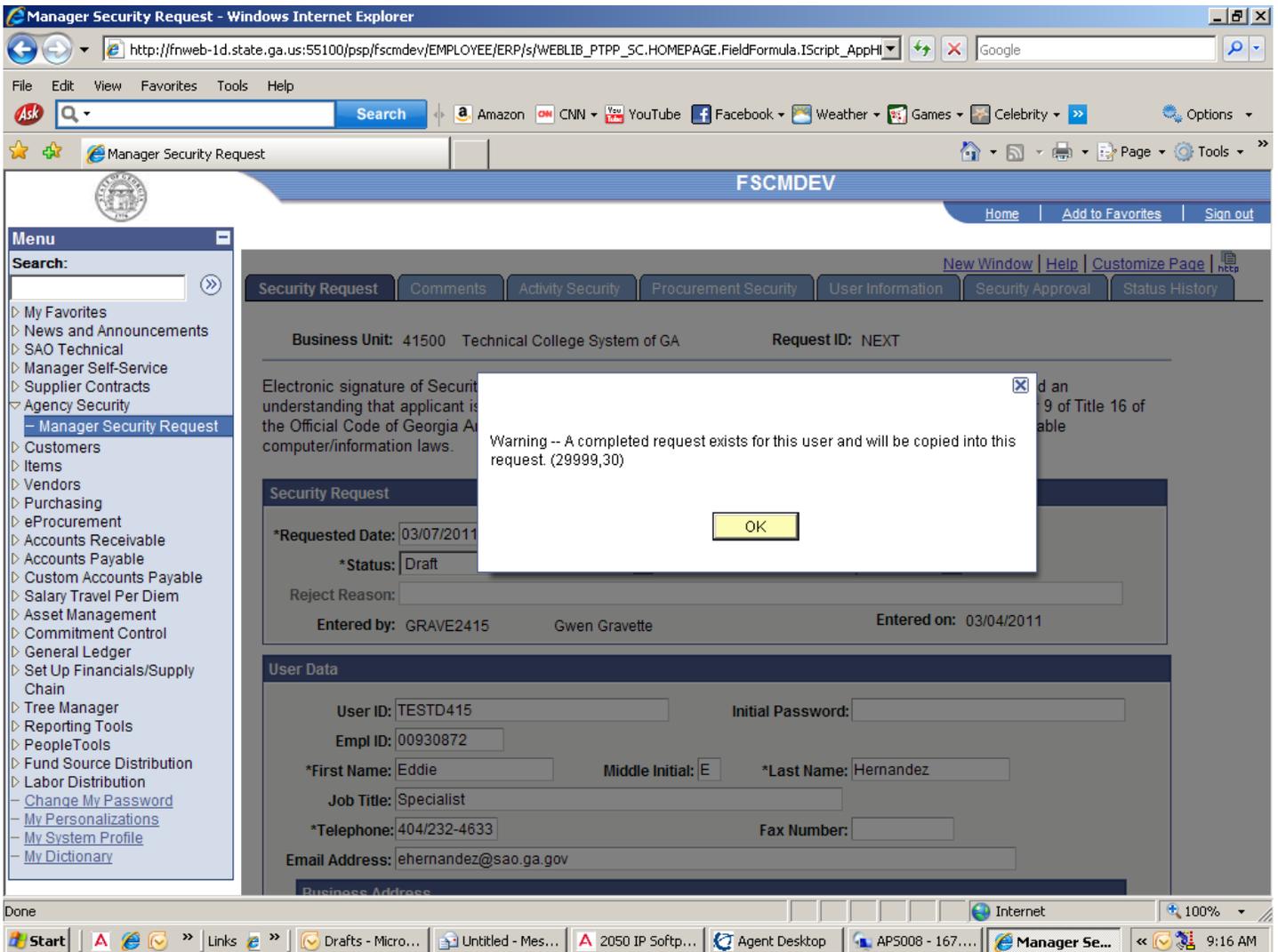
Notice the \*Status field value will be in Draft mode and the \*Action field value in Add

In the User Data Section of the Panel Enter the User ID for the deletion request and hit the enter key.



The existing UserID's Profile will be invoked and the following warning Message will appear.

Please note: The User's information is propagated into this draft panel.



Click on the Warning Ok button

At this point you'll see that the \*Status Field will remain in 'Draft' but the \*Action field will change to 'Change'

Manager Security Request - Windows Internet Explorer

http://fnweb-1d.state.ga.us:55100/psp/fscmdev/EMPLOYEE/ERP/s/WEBLIB\_PTPP\_SC.HOMEPAGE.FieldFormula.IScript\_AppH

File Edit View Favorites Tools Help

Search Amazon CNN YouTube Facebook Weather Games Celebrity Options

Manager Security Request

FSCMDEV Home Add to Favorites Sign out

Menu

Search:

My Favorites  
News and Announcements  
SAO Technical  
Manager Self-Service  
Supplier Contracts  
Agency Security  
- Manager Security Request  
Customers  
Items  
Vendors  
Purchasing  
eProcurement  
Accounts Receivable  
Accounts Payable  
Custom Accounts Payable  
Salary Travel Per Diem  
Asset Management  
Commitment Control  
General Ledger  
Set Up Financials/Supply Chain  
Tree Manager  
Reporting Tools  
PeopleTools  
Fund Source Distribution  
Labor Distribution  
Change My Password  
My Personalizations  
My System Profile  
My Dictionary

New Window Help Customize Page

Security Request Comments Activity Security Procurement Security User Information Security Approval Status History

Business Unit: 41500 Technical College System of GA Request ID: NEXT

Electronic signature of Security Officer and Supervisor acknowledges application, receipt for ID, password and an understanding that applicant is legally responsible for the protection of said ID/Password pursuant to Chapter 9 of Title 16 of the Official Code of Georgia Annotated, Georgia Computer System Protection Act, as well as all other applicable computer/information laws.

Security Request

\*Requested Date: 03/07/2011 \*Action: Change  
\*Status: Draft \*Request Type: Employee  
Reject Reason:  
Entered by: GRAVE2415 Gwen Gravette Entered on: 03/03/2011

User Data

User ID: TESTB415 Initial Password:  
Empl ID: 00930872  
\*First Name: Eddie Middle Initial: E \*Last Name: Hernandez  
Job Title: Specialist  
\*Telephone: 404/463-4633 Fax Number:  
Email Address: noemail@sao.ga.gov

Done

Start Links 2 Microsoft Offic... 4 Internet Expl... 2050 IP Softphone APS008 - 167.192... Agent Desktop 3:25 PM

The Following step is not a requirement but highly recommended.

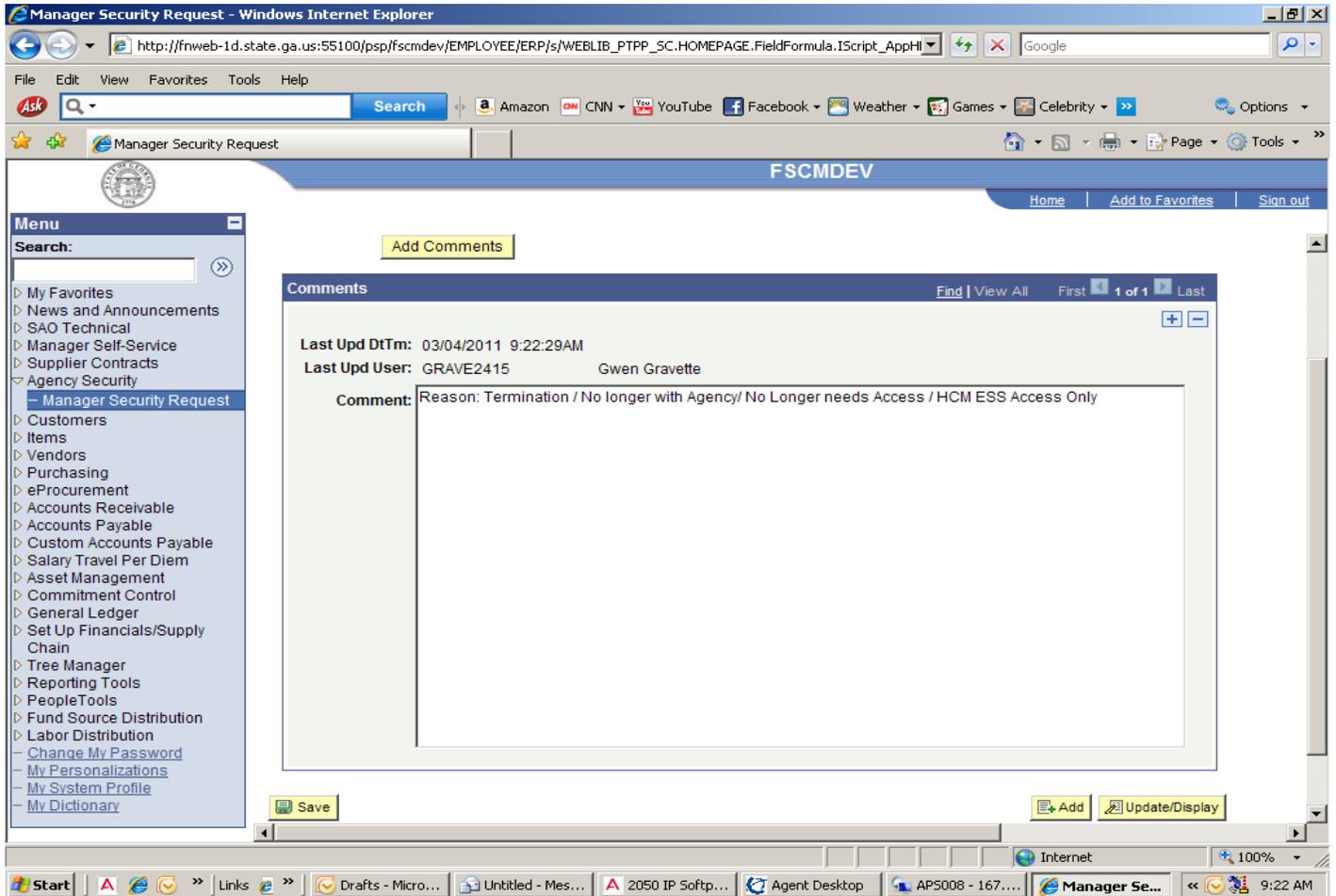
The Manager at this point can click on the Comment tab for a short description regarding the deletion request.

The screenshot shows a web browser window titled "Security Request - Windows Internet Explorer". The address bar displays the URL: [http://fnweb-1.d.state.ga.us:55100/psp/fscmdev/EMPLOYEE/ERP/s/WEBLIB\\_PTTP\\_SC.HOMEPAGE.FieldFormula.IScript\\_AppH](http://fnweb-1.d.state.ga.us:55100/psp/fscmdev/EMPLOYEE/ERP/s/WEBLIB_PTTP_SC.HOMEPAGE.FieldFormula.IScript_AppH). The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The address bar contains a search box and several search engines (Amazon, CNN, YouTube, Facebook, Weather, Games, Celebrity). The browser's toolbar shows a search box, a search button, and various icons for home, print, and page navigation. The main content area is titled "FSCMDEV" and features a navigation menu with tabs for Security Request, Comments, Activity Security, Procurement Security, User Information, Security Approval, and Status History. The "Comments" tab is selected. The page displays the following information: Business Unit: 41500 Technical College System of GA, Request ID: 000000005. Below this, a message states: "Comments are sorted in descending date order. The sort allows the most recent comment to be shown first." A yellow "Add Comments" button is visible. The "Comments" section shows a single comment with the following details: Last Upd DtTm: 03/03/2011 1:17:27PM, Last Upd User: GRAVE415 Gwen I Gravett 404-679-1751, and the comment text: "Reason: Termination / No Longer with Agency / No Long Needs Access / HCM ESS Access Only". The browser's taskbar at the bottom shows the Start button, several open applications (Links, Drafts - Micro..., Untitled - Me..., 4 Internet..., 2050 IP Softp..., AP5008 - 167..., Agent Desktop), and the system clock showing 1:17 PM on 03/03/2011.

Please note some of the recommended comments for this particular request that maybe helpful for Auditor purposes.

After typing your comments click on the save button shown at the bottom of the panel

After saving the comments the Manager should click on the Security Request Tab



At this point the Manager is ready to change the \*Status Field to Manager Submitted and the \*Action field to Delete as shown below.

The screenshot shows a web browser window titled "Manager Security Request - Windows Internet Explorer". The address bar displays the URL: [http://fnweb-1d.state.ga.us:55100/psp/fscmdev/EMPLOYEE/ERP/s/WEBLIB\\_PTPP\\_SC.HOMEPAGE.FieldFormula.IScript\\_AppHI](http://fnweb-1d.state.ga.us:55100/psp/fscmdev/EMPLOYEE/ERP/s/WEBLIB_PTPP_SC.HOMEPAGE.FieldFormula.IScript_AppHI). The browser's search bar contains "Google".

The application header includes the "FSCMDEV" logo and navigation links: Home, Add to Favorites, Sign out. Below the header is a menu with tabs: Security Request, Comments, Activity Security, Procurement Security, User Information, Security Approval, and Status History. The "Security Request" tab is active.

The main content area displays the following information:

- Business Unit:** 41500 Technical College System of GA
- Request ID:** NEXT

Below this is a paragraph of text: "Electronic signature of Security Officer and Supervisor acknowledges application, receipt for ID, password and an understanding that applicant is legally responsible for the protection of said ID/Password pursuant to Chapter 9 of Title 16 of the Official Code of Georgia Annotated, Georgia Computer System Protection Act, as well as all other applicable computer/information laws."

The "Security Request" section contains a form with the following fields:

- \*Requested Date:** 03/07/2011
- \*Action:** Delete
- \*Status:** Manager Submitted
- \*Request Type:** Employee
- Reject Reason:** (empty text box)
- Entered by:** GRAVE2415 Gwen Gravette
- Entered on:** 03/03/2011

The "User Data" section contains the following fields:

- User ID:** TESTB415
- Initial Password:** (empty)
- Empl ID:** 00930872
- \*First Name:** Eddie
- Middle Initial:** E
- \*Last Name:** Hernandez
- Job Title:** Specialist
- \*Telephone:** 404/463-4633
- Fax Number:** (empty)
- Email Address:** noemail@sao.ga.gov

The browser's taskbar at the bottom shows the Start button, several open applications (including Microsoft Office and Internet Explorer), and the system tray with the time 3:26 PM.

Click on the Save button at the bottom of the panel to submit the request

The screenshot shows a web browser window titled "Manager Security Request - Windows Internet Explorer". The address bar shows the URL: [http://fnweb-1d.state.ga.us:55100/psp/fscmdev/EMPLOYEE/ERP/s/WEBLIB\\_PTPP\\_SC.HOMEPAGE.FieldFormula.IScript\\_AppH](http://fnweb-1d.state.ga.us:55100/psp/fscmdev/EMPLOYEE/ERP/s/WEBLIB_PTPP_SC.HOMEPAGE.FieldFormula.IScript_AppH). The browser's search bar contains "Google".

The page header includes the text "FSCMDEV" and navigation links for "Home", "Add to Favorites", and "Sign out".

A left-hand "Menu" is visible, listing various system functions. The "Manager Security Request" item is highlighted.

The main content area contains a form with the following fields:

- Telephone: 404/232-4633
- Fax Number:
- Email Address: ehernandez@sao.ga.gov
- Business Address section:
  - Address Line 1:
  - Address Line 2:
  - City:
  - State:
  - Postal Code:
- Supervisor's Information section:
  - Name: Gwen Gravette
  - Telephone: 404/232-4633

Below the form, there is explanatory text: "PeopleSoft User ID is limited to 8-20 Characters (A-Z And/Or 0-9) and the first character must be alpha. If the requested PeopleSoft User ID is a duplicate or invalid, the SAO security administrator will change your ID and notify your Agency Security Officer of the change." and "The initial password will be encrypted after saving. The password will be decrypted for security administrators only."

At the bottom of the form panel, there is a "Save" button and "Add" and "Update/Display" buttons.

At the bottom of the page, there are navigation links: [Security Request](#) | [Comments](#) | [Activity Security](#) | [Procurement Security](#) | [User Information](#) | [Security Approval](#) | [Status History](#)

The Windows taskbar at the bottom shows the Start button, several open applications (Links, Drafts - Micro..., Untitled - Me..., 2050 IP Soft..., Agent Desktop, AP5008 - 167..., Manager Se...), and the system tray with the time 9:25 AM.

**The Following email will be produced and sent to the Agency Security officer.**

This email is to inform you that a Security Request has been submitted in **FSCMDEV** that requires your approval. Please log into **FSCMDEV**, navigate to Agency Security => Security Request and review the following Security Request:

Business Unit: 41500

Request ID: 0000000009

Request Date: 3/7/2011

User Name: Eddie Hernandez

User Id: TESTD415

You may reject, change the status to draft and modify or submit the Security Request as is. If you reject the request, you will need to enter the reason on the Security Request page. If you modify the request, please enter the reason on the Comment page. You may also enter additional comments on the Comment page.

Please do not reply to this e-mail. If you reply, you may not receive a response.

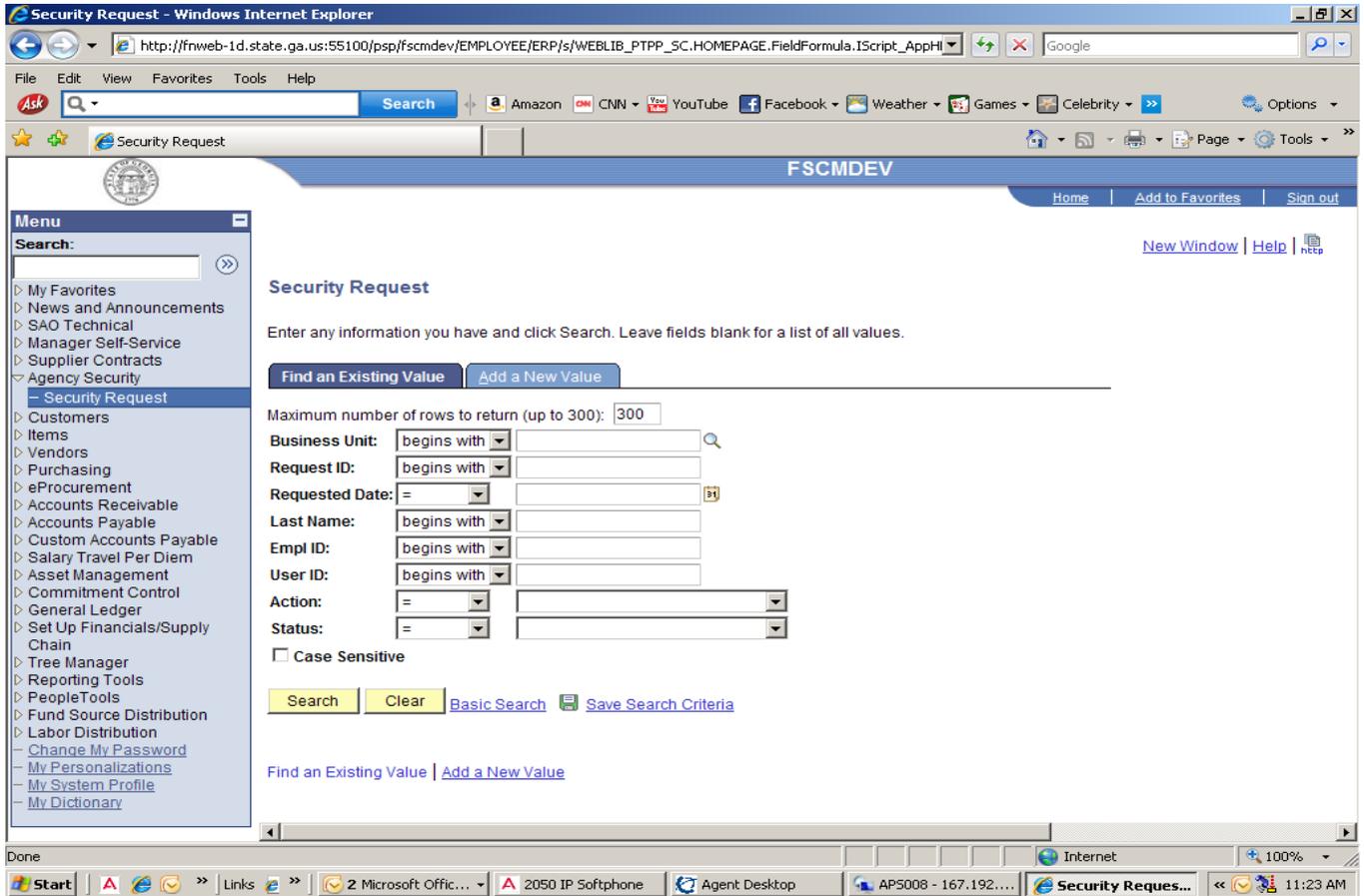
---

*The information contained in this email may be confidential or otherwise protected from disclosure. If you're not the intended recipient, or if it was sent to you in error, please delete this email. Any dissemination, distribution or other use of the contents of this email by anyone other than the intended recipient is strictly prohibited.*

The Agency Security Officer will then login to the appropriate database.

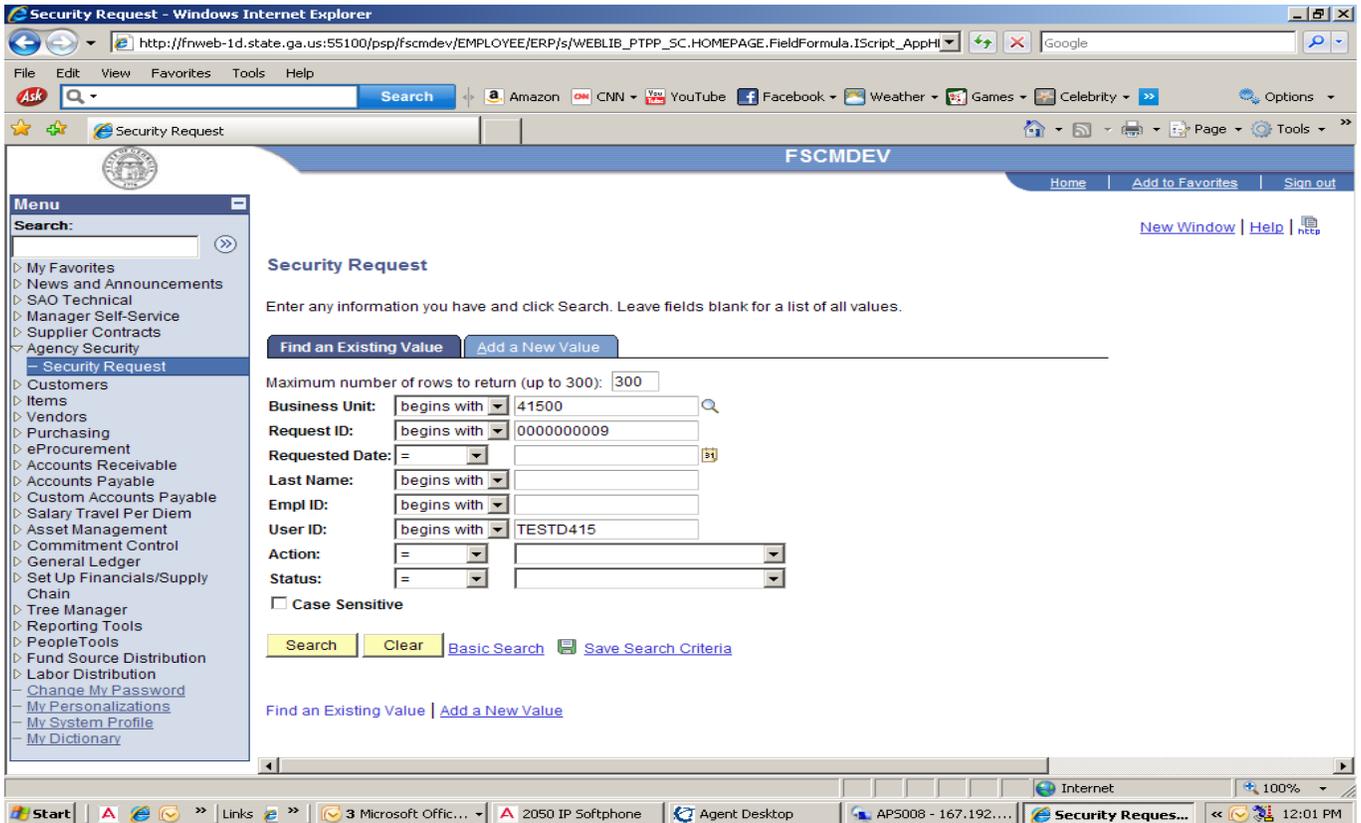
Navigation for the Security officer is as follows:

Agency Security → Security Request



From the Search panel the Security Officer would fill in the values from the email as shown below

Please note the Business Unit field is a required field. The search can be accomplished With either Request ID / User ID or both from the email.



The Security officer will be able to click on any of the tabs across the top for verification.

The screenshot displays a web browser window titled "Security Request - Windows Internet Explorer". The address bar shows a URL from the state of Georgia. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. Below the menu bar is a search bar and a row of quick launch icons for Amazon, CNN, YouTube, Facebook, Weather, Games, and Celebrity. The browser's address bar shows the URL: [http://fnweb-1d.state.ga.us:55100/psp/fscmdev/EMPLOYEE/ERP/s/WEBLIB\\_PTPP\\_SC.HOMEPAGE.FieldFormula.IScript\\_AppHI](http://fnweb-1d.state.ga.us:55100/psp/fscmdev/EMPLOYEE/ERP/s/WEBLIB_PTPP_SC.HOMEPAGE.FieldFormula.IScript_AppHI). The browser's status bar shows "Done" and "Internet".

The web application interface is titled "FSCMDEV" and includes a navigation menu on the left with a search bar. The menu items include: My Favorites, News and Announcements, SAO Technical, Manager Self-Service, Supplier Contracts, Agency Security, Security Request (selected), Customers, Items, Vendors, Purchasing, eProcurement, Accounts Receivable, Accounts Payable, Custom Accounts Payable, Salary Travel Per Diem, Asset Management, Commitment Control, General Ledger, Set Up Financials/Supply Chain, Tree Manager, Reporting Tools, PeopleTools, Fund Source Distribution, Labor Distribution, Change My Password, My Personalizations, My System Profile, and My Dictionary.

The main content area features a top navigation bar with tabs: Security Request, Comments, Activity Security, Procurement Security, User Information, Security Approval, and Status History. The "Security Request" tab is active. Below the tabs, the page displays the following information:

**Business Unit:** 41500 Technical College System of GA      **Request ID:** 000000009

Electronic signature of Security Officer and Supervisor acknowledges application, receipt for ID, password and an understanding that applicant is legally responsible for the protection of said ID/Password pursuant to Chapter 9 of Title 16 of the Official Code of Georgia Annotated, Georgia Computer System Protection Act, as well as all other applicable computer/information laws.

**Security Request**

\*Requested Date: 03/07/2011      \*Action: Delete  
\*Status: Manager Submitted      \*Request Type: Employee  
Reject Reason:   
Entered by: GRAVE2415      Gwen Gravette      Entered on: 03/04/2011

**User Data**

User ID: TESTD415      Initial Password:  
Empl ID: 00930872  
\*First Name: Eddie      Middle Initial: E      \*Last Name: Hernandez  
Job Title: Specialist  
\*Telephone: 404/232-4633      Fax Number:   
Email Address: ehernandez@sao.ga.gov

The browser's taskbar at the bottom shows several open applications: Microsoft Office, 2050 IP Softphone, Agent Desktop, AP5008 - 167.192..., and Security Reque... The system clock shows 12:12 PM.

After the security officer verification the request would then be submit for SAO Security processing. Select the drop down from the \*Status Field and click on Agency Submitted as shown below.

The screenshot displays the FSCMDEV web application interface. The browser window title is "Security Request - Windows Internet Explorer". The address bar shows the URL: [http://fnweb-1d.state.ga.us:55100/psp/fscmdev/EMPLOYEE/ERP/s/WEBLIB\\_PTPP\\_SC.HOMEPAGE.FieldFormula.Iscript\\_AppH](http://fnweb-1d.state.ga.us:55100/psp/fscmdev/EMPLOYEE/ERP/s/WEBLIB_PTPP_SC.HOMEPAGE.FieldFormula.Iscript_AppH). The page features a navigation menu on the left with categories like "My Favorites", "News and Announcements", "SAO Technical", "Manager Self-Service", "Supplier Contracts", "Agency Security", "Security Request", "Customers", "Items", "Vendors", "Purchasing", "eProcurement", "Accounts Receivable", "Accounts Payable", "Custom Accounts Payable", "Salary Travel Per Diem", "Asset Management", "Commitment Control", "General Ledger", "Set Up Financials/Supply Chain", "Tree Manager", "Reporting Tools", "PeopleTools", "Fund Source Distribution", "Labor Distribution", "Change My Password", "My Personalizations", "My System Profile", and "My Dictionary".

The main content area has a header with "FSCMDEV" and navigation links: "Home", "Add to Favorites", "Sign out", "New Window", "Help", "Customize Page", and "Help". Below the header are tabs: "Security Request", "Comments", "Activity Security", "Procurement Security", "User Information", "Security Approval", and "Status History". The "Security Request" tab is selected, showing the following information:

**Business Unit:** 41500 Technical College System of GA      **Request ID:** 000000009

Electronic signature of Security Officer and Supervisor acknowledges application, receipt for ID, password and an understanding that applicant is legally responsible for the protection of said ID/Password pursuant to Chapter 9 of Title 16 of the Official Code of Georgia Annotated, Georgia Computer System Protection Act, as well as all other applicable computer/information laws.

**Security Request**

\*Requested Date: 03/07/2011      \*Action: Delete  
\*Status: Agency Submitted      \*Request Type: Employee  
Reject Reason:   
Entered by: GRAVE2415      Gwen Gravette      Entered on: 03/04/2011

**User Data**

User ID: TESTD415      Initial Password:   
Empl ID: 00930872  
\*First Name: Eddie      Middle Initial: E      \*Last Name: Hernandez  
Job Title: Specialist  
\*Telephone: 404/232-4633      Fax Number:   
Email Address: ehernandez@sao.ga.gov

The taskbar at the bottom shows the Start button, several application icons, and the system tray with the time 12:16 PM.

Click on the save button.

Please note: The Status field will change to approved and an email will be sent to SAO Security for Processing.

The screenshot displays the FSCMDEV Security Request web application interface. The browser window title is "Security Request - Windows Internet Explorer". The address bar shows the URL: [http://fnweb-1d.state.ga.us:55100/psp/fscmdev/EMPLOYEE/ERP/s/WEBLIB\\_PTTP\\_SC.HOMEPAGE.FieldFormula.IScript\\_AppH](http://fnweb-1d.state.ga.us:55100/psp/fscmdev/EMPLOYEE/ERP/s/WEBLIB_PTTP_SC.HOMEPAGE.FieldFormula.IScript_AppH). The page features a navigation menu on the left and a main content area with tabs for "Security Request", "Comments", "Activity Security", "Procurement Security", "User Information", "Security Approval", and "Status History".

The "Security Request" tab is active, showing the following details:

- Business Unit:** 41500 Technical College System of GA
- Request ID:** 000000009
- Status:** Approved
- Requested Date:** 03/07/2011
- Action:** Delete
- Request Type:** Employee
- Entered by:** GRAVE2415 Gwen Gravette
- Entered on:** 03/04/2011

The "User Data" section includes:

- User ID:** TESTD415
- Empl ID:** 00930872
- First Name:** Eddie
- Middle Initial:** E
- Last Name:** Hernandez
- Job Title:** Specialist
- Telephone:** 404/232-4633
- Email Address:** ehernandez@sao.ga.gov

A notification box in the bottom right corner reads: "SAO Security Administrator FW: FSCMDEV Security Request Form - Approved".

The following is the results of a BU search inquiry- Please note the Status Column

**Mgr Submitted** : Pending Agency Security Approval

**Approved** : Pending SAO Security Processing

**Completed** : Request Completed by SAO Security

**Security Request**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Maximum number of rows to return (up to 300): 300

Business Unit: begins with 41500

Request ID: begins with

Requested Date: =

Last Name: begins with

Empl ID: begins with

User ID: begins with

Action: =

Status: =

Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

**Search Results**

View All | First | 1-9 of 9 | Last

Business Unit	Request ID	Requested Date	Last Name	First Name	Empl ID	User ID	Action	Status
41500	000000001	03/07/2011	Hernandez	Eddie	00930872	TESTA415	Add	Completed
41500	000000002	03/07/2011	Hernandez	Eddie	00930872	TESTB415	Add	Completed
41500	000000003	03/07/2011	Hernandez	Eddie	00930872	TESTB415	Change	Approved
41500	000000004	03/07/2011	Hernandez	Eddie	00930872	TESTA415	Change	Completed
41500	000000005	03/07/2011	Hernandez	Eddie	00930872	TESTA415	Delete	Completed
41500	000000006	03/07/2011	Hernandez	Eddie	00930872	TESTA415	Delete	Approved
41500	000000007	03/07/2011	Hernandez	Eddie	00930872	TESTB415	Delete	Completed
41500	000000008	03/07/2011	Hernandez	Eddie	00930872	TESTD415	Add	Completed
41500	000000009	03/07/2011	Hernandez	Eddie	00930872	TESTD415	Delete	Mgr Submit