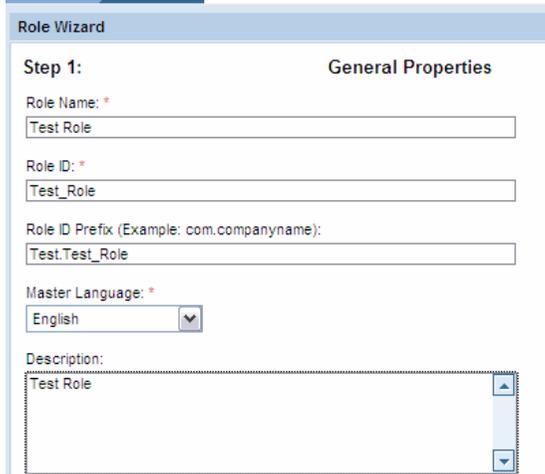


NOTE JUNE 2011

How to create a Portal Role

There are of course different approaches on how to create a portal role – this section just provides a general introduction. As a rule you should never maintain the SAP® standard roles.

In a first step you may want to consider creating your own folder with permissions accordingly restricted to the role developers only. A solid approach would be to assign the Owner permissions to a role developer role. Go to the desired folder where you want to create the role in, and click onto the right mouse tab and select *New – Role*.



Role Wizard

Step 1: General Properties

Role Name: *
Test Role

Role ID: *
Test_Role

Role ID Prefix (Example: com.companyname):
Test.Test_Role

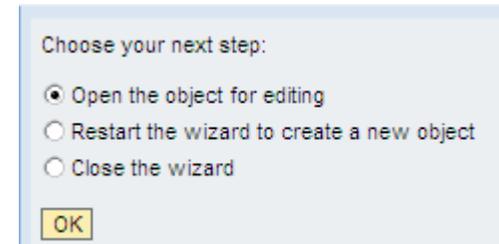
Master Language: *
English

Description:
Test Role

Exhibit: Create new role

Fill in the above fields according to the agreed naming convention and push the button *Next*. Confirm the summary with *Finish*.

To be able to maintain the role content activate the below radio button and confirm with *OK*.



Choose your next step:

Open the object for editing

Restart the wizard to create a new object

Close the wizard

OK

Exhibit: Object Editing

The formerly created role will now be available.

In a next step it is important to determine the actual content based on the objects. You can either add a whole role to a role [as copy or delta link via right mouse click onto the role that is to be integrated by selecting Add Role to Role], or parts of a role, as well as worksets and iviews.

The delta link approach is to allow maintaining the role content in the customer name space without changing the original. In case of changes to the standard by SAP®, e.g. in upgrade situations, the delta link with the reference will automatically update the derived customer role with the newly delivered SAP® content. If this is not desired, the option *Copy* is to be preferred.

Simply select the source object in the PCD while the target object [new role is open] with a right mouse click and select *Add xxx (object)* to Role.

Folders can be created in the role, content can be moved with the help of a right mouse click [*copy, paste, cut, move, delete*] until the role is designed according to your needs.



Exhibit: Sample role design

By pushing the button *Preview* it can be checked for a selected object how the object appears to the assigned user.

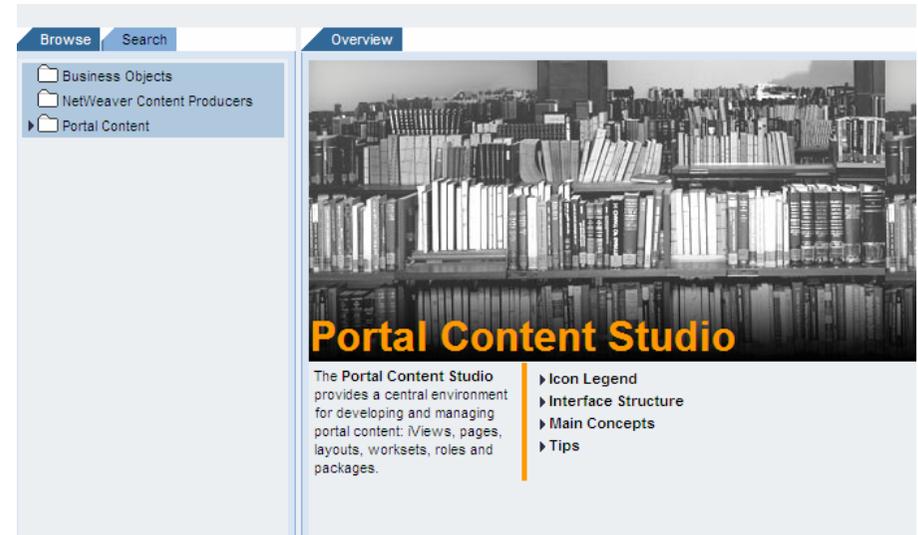


Exhibit: Sample Exhibit – Portal Content

With a right mouse-click onto the role, the permission maintenance can be opened [*Open – Permissions*].