



Par Mickael QUESNOT

MASS CHANGES®

- Si votre entreprise a besoin d'expertise SD, MM, WM, PS, Retail, HR... pour renforcer son centre de compétences,
- Si elle veut libérer son centre de compétences des réponses aux questions sur l'utilisation de SAP pour qu'il se concentre sur la maintenance évolutive,
- Si elle veut EXTERNALISER son centre de compétences,
- Si elle veut une Tierce Maintenance Applicative (TMA),
- Si elle veut former ses utilisateurs, ...
- SHARESAP peut répondre à l'ensemble de vos besoins avec le meilleur rapport qualité/prix du marché.
- SHARESAP dispose en outre de plusieurs plateaux de TMA dont un sur la NORMANDIE. SHARESAP a toutes les compétences pour vous satisfaire.
- Vous pouvez me contacter via la rubrique Contact ou sur mon adresse courriel quesnot@sharesap.com.

Most changes which can be made for one user in the user management can also be made for a set of users.

Tcode SU01

The screenshot displays the SAP SU01 'Maintain User' interface. The title bar shows 'Users Edit Goto Information Environment System Help'. The main window is titled 'Maintain User' and contains a toolbar with various icons. The user 'QUESNOTM' is selected, with a status of 'Saved'. The 'Last Changed On' date is '08.07.2011 19:50:39'. The 'Address' tab is active, showing fields for 'Person' (Title: Mr., Last name: M QUESNOT, First name: , Academic Title: MBA, Format: MBA M QUESNOT, Function: Consultant TMA SAP, Department: , Room Number: , Floor: , Building:) and 'Communication' (Language: FR French, Telephone: , Extension: , Mobile Phone: , Fax: , Extension: , E-Mail: quesnot@gmail.com, Comm. Meth:). The 'Company' tab is also visible, showing 'SAP Academic Competence Center / /'. Buttons for 'Assign other company address...' and 'Assign new company address...' are present.

User	
User	QUESNOTM
Last Changed On	QUESNOT 08.07.2011 19:50:39
Status	Saved

Address Logon data Defaults Parameters Roles Profiles Groups

Person

Title Mr.

Last name M QUESNOT

First name

Academic Title MBA

Format MBA M QUESNOT

Function Consultant TMA SAP

Department

Room Number Floor Building

Communication

Language FR French

Telephone Extension

Mobile Phone

Fax Extension

E-Mail quesnot@gmail.com

Comm. Meth

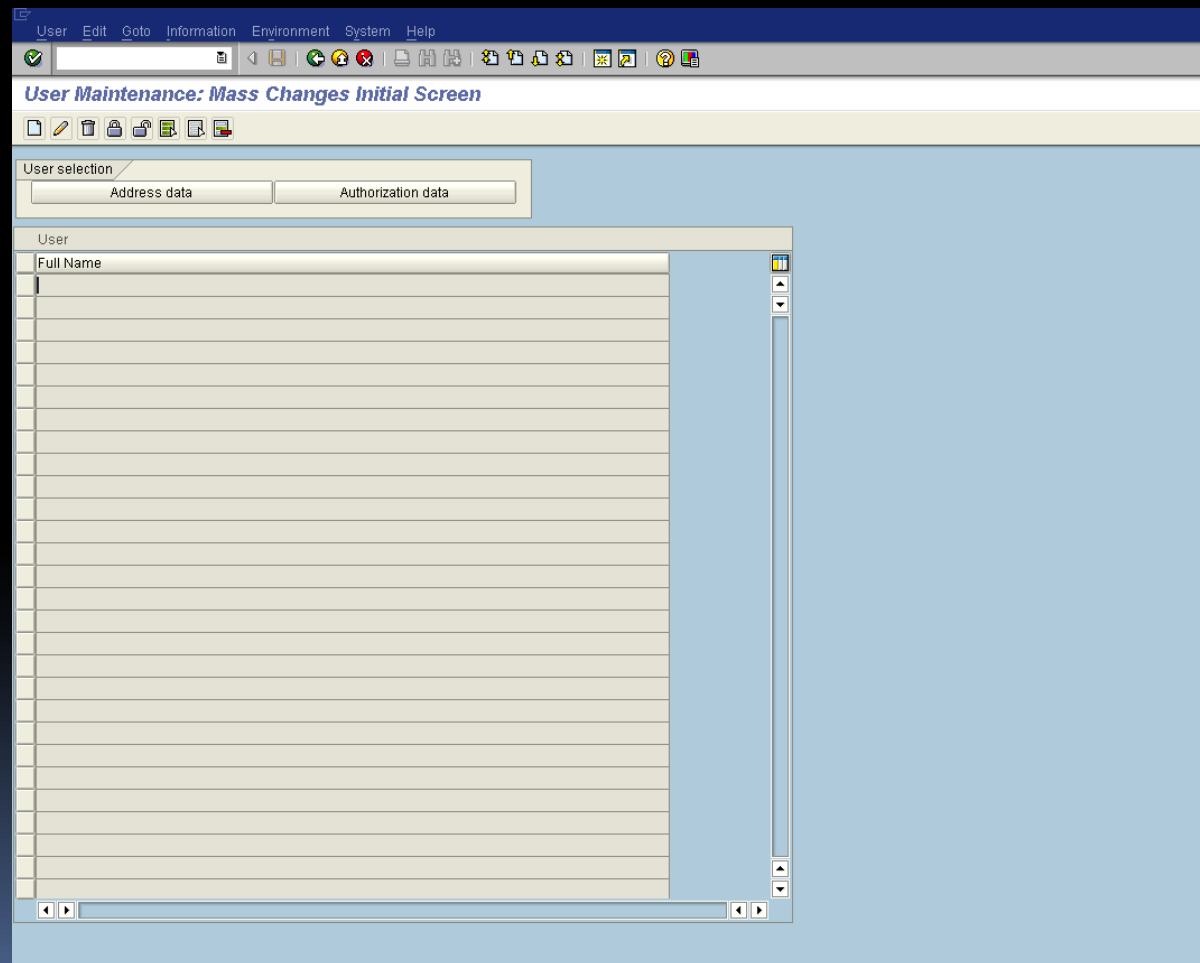
Assign other company address... Assign new company address...

Company

SAP Academic Competence Center / /

Logon data, constants, parameters, roles and profiles can be changed for a set of users.

Tcode SU10 - User Mass Maintenance



You can make changes to a set of users with *Environment >> Mass changes* (transaction SU10) in the user maintenance.

The screenshot displays the SAP User Maintenance (SU01) interface. The 'Environment' menu is open, showing the 'Mass changes' option. The user details for 'QUESNOTM' are visible, including personal and communication data.

Mass changes menu options:

- Archive and read
- Maintain profiles F9
- Maintain authorization
- User groups
- Maintain roles Shift+F1
- Organizational assignment
- Maintain company address
- Distribution log

User Details:

Person

Title	Mr.
Last name	M QUESNOT
First name	
Academic Title	MBA
Format	MBA M QUESNOT
Function	Consultant TMA SAP
Department	
Room Number	
Floor	
Building	

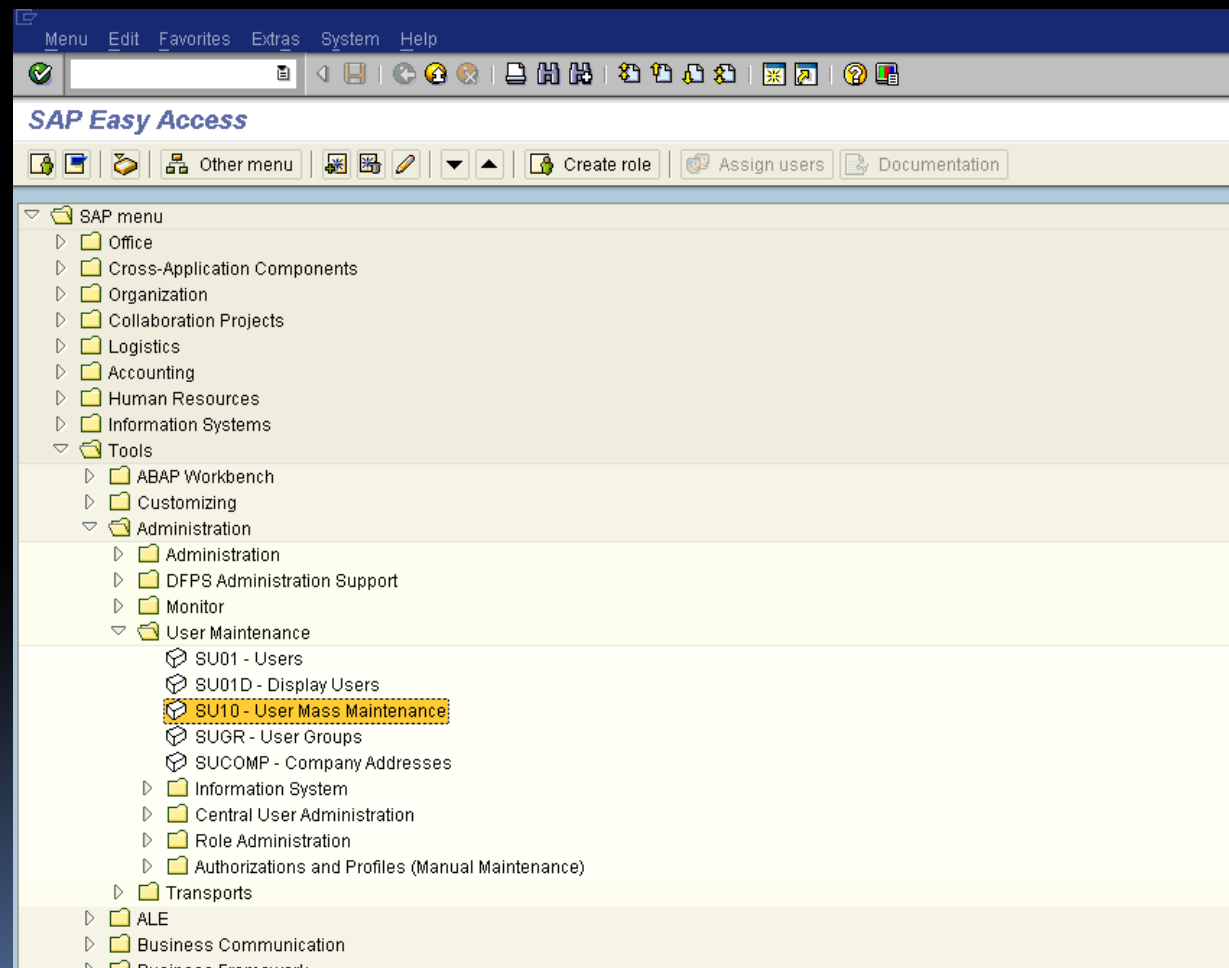
Communication

Language	FR French
Telephone	
Extension	
Mobile Phone	
Fax	
Extension	
E-Mail	quesnot@gmail.com
Comm. Meth	

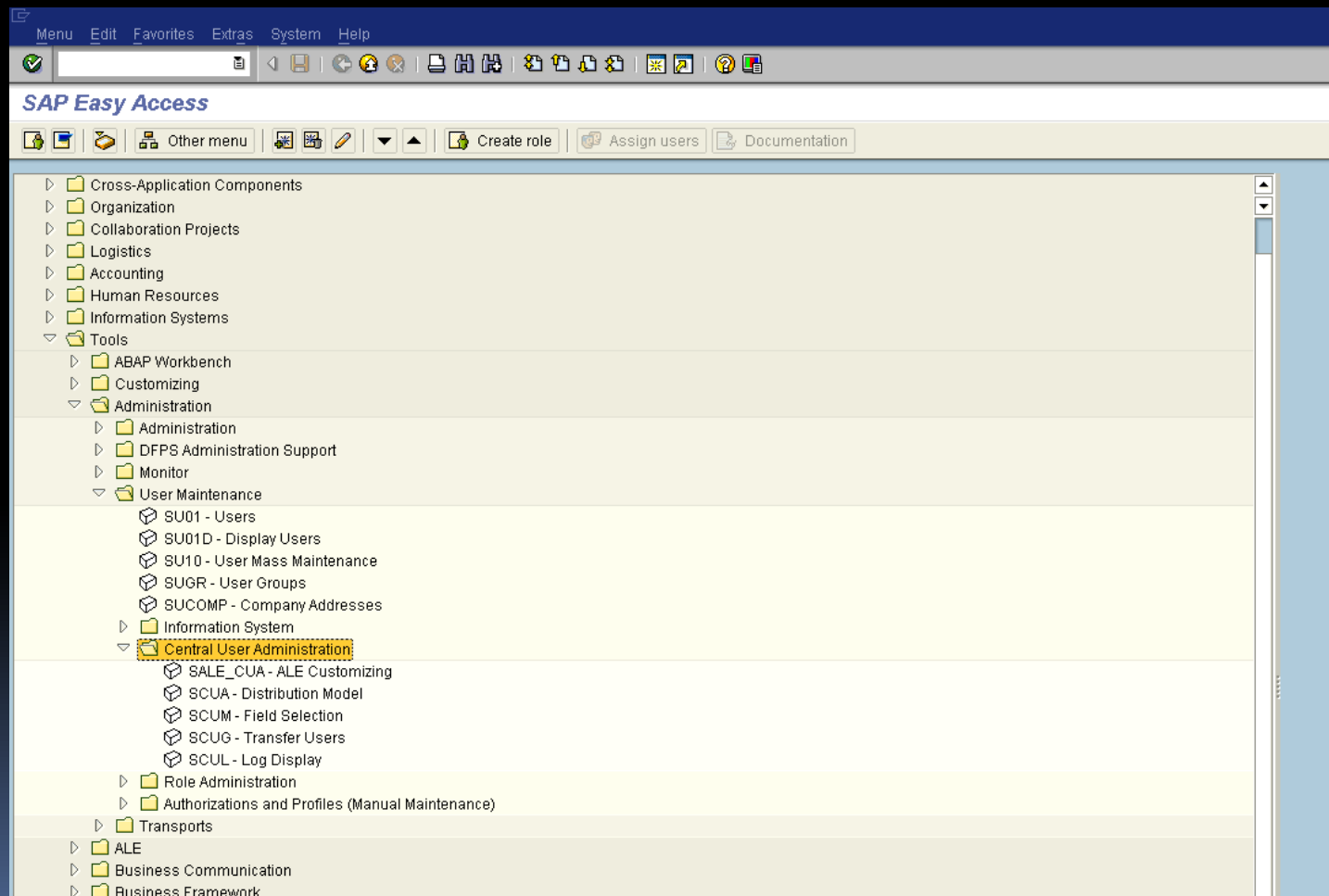
Company

SAP Academic Competence Center / /

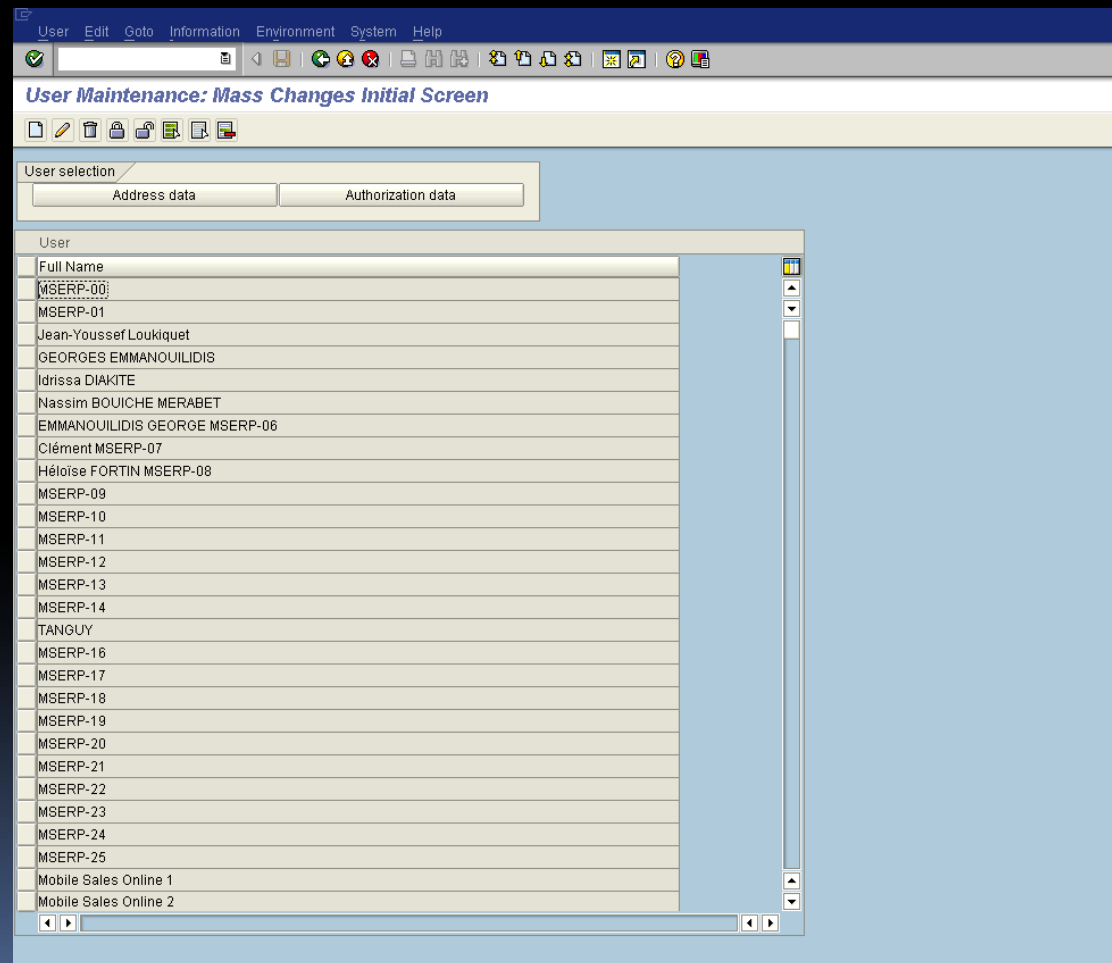
(transaction SU10)



If you use the Central User Administration, i.e. you make the mass changes from the central system, profiles and roles are displayed system-dependently. See [Distributing users](#).



The mass user data change functions apply to the users displayed in the initial screen unless you make a selection.



You must choose *Change* in the *Address*, *Logon data* and *Constants* tabs for each change.

The screenshot shows a software window titled "Mass User Changes". The menu bar includes "Users", "Edit", "Goto", "Information", "Environment", "System", and "Help". The toolbar contains icons for save, undo, redo, delete, print, zoom, and help. Below the menu bar, there are tabs for "Address", "Logon data", "Defaults", "Parameters", "Roles", "Profiles", and "Groups". The "Address" tab is currently selected. It contains several sections with input fields and checkboxes:

- User Type:** A dropdown menu showing "Dialog" with a clipboard icon. To its right is a checkbox labeled "Change".
- User Group for Authorization Check:** A section containing a "User group" input field and a "Change" checkbox. A red arrow points to this checkbox.
- Validity Period:** A section containing "Valid from" and "Valid through" input fields, each with a corresponding "Change" checkbox.
- Other Data:** A section containing "Accounting Number" and "Cost center" input fields, each with a corresponding "Change" checkbox.

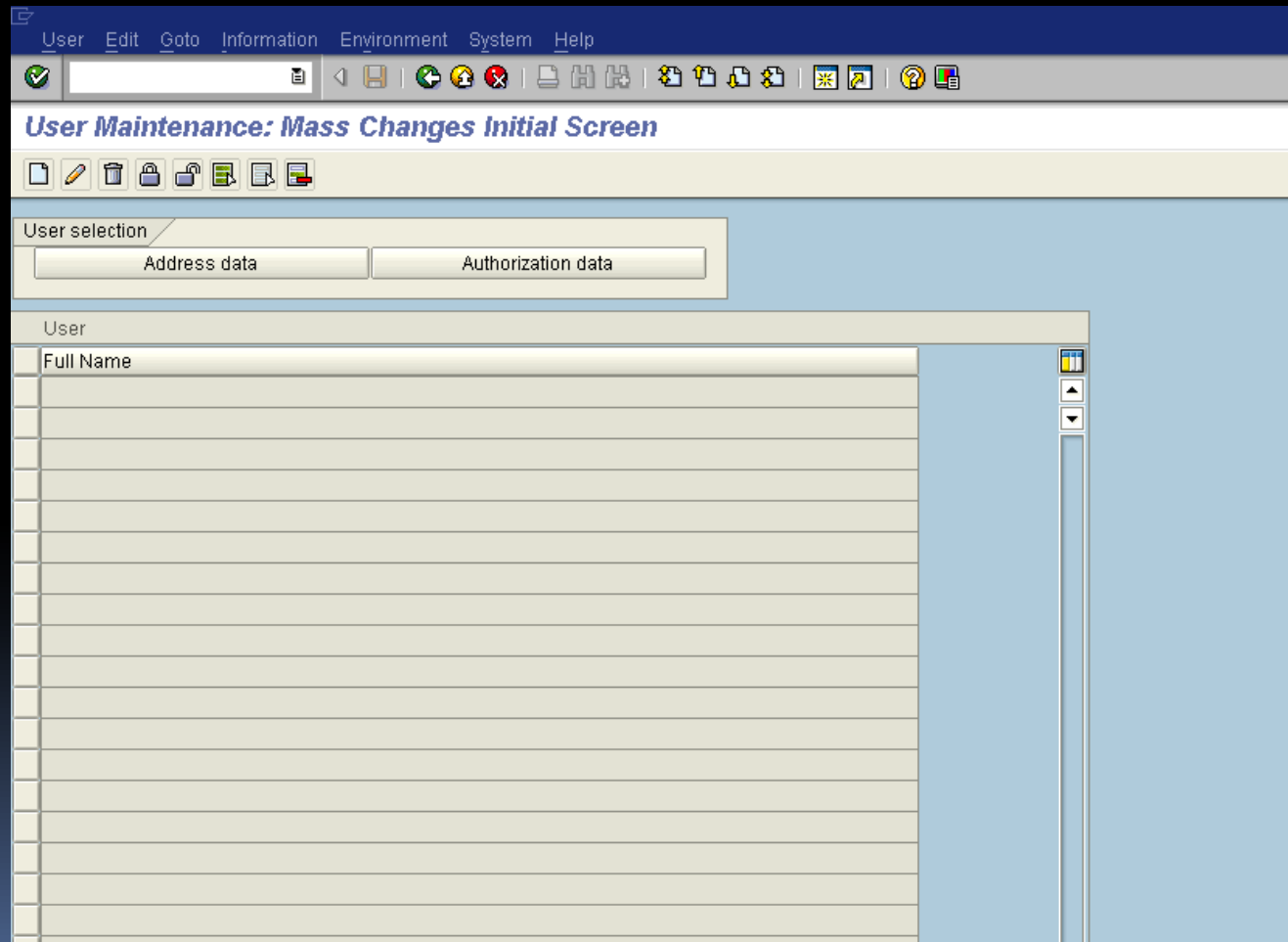
This ensures that your change, e.g. deleting the contents of a field, is made for all fields.

The screenshot displays the 'Mass User Changes' application window. The menu bar includes 'Users', 'Edit', 'Goto', 'Information', 'Environment', 'System', and 'Help'. The toolbar contains various icons for file operations and user management. The main window has a title bar 'Mass User Changes' and a toolbar with a magnifying glass icon. Below the toolbar are tabs for 'Address', 'Logon data', 'Defaults', 'Parameters', 'Roles', 'Profiles', and 'Groups'. The 'Parameters' tab is active, showing a form with the following sections:

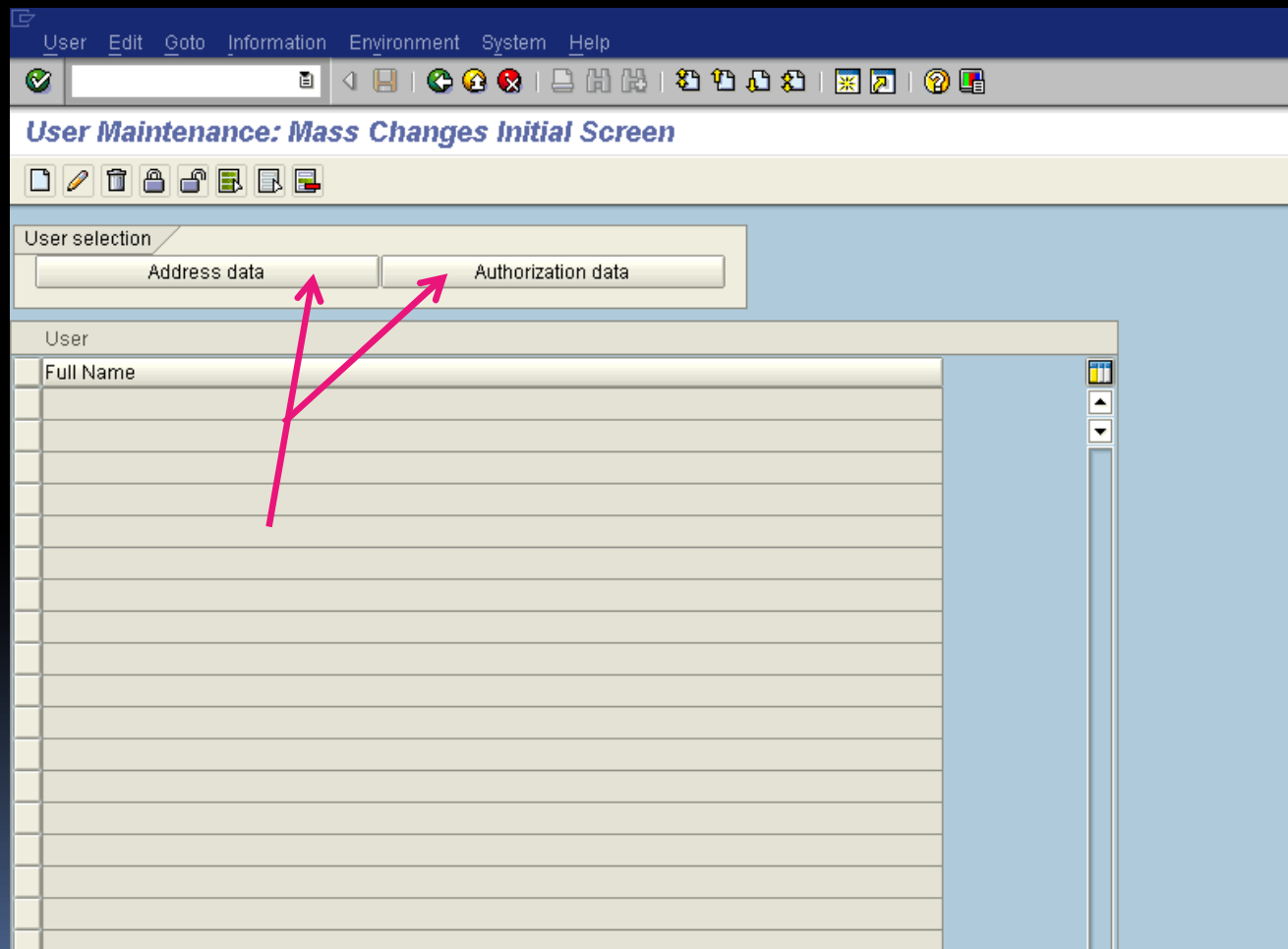
- User Type:** A Dialog (with a document icon) and a ☐ Change button.
- User Group for Authorization Check:**
 - User group:** CESI (with a document icon) and a ☒ Change button.
- Validity Period:**
 - Valid from:** (empty text box) and a ☐ Change button.
 - Valid through:** (empty text box) and a ☐ Change button.
- Other Data:**
 - Accounting Number:** (empty text box) and a ☐ Change button.
 - Cost center:** (empty text box) and a ☐ Change button.

Select users

You select users in the user administration Infosystem.



Select either by *Address* or by *Authorization data*.



Execute.

The screenshot shows a SAP system window titled 'Select User According to Address'. The window has a menu bar with 'System' and 'Help', and a toolbar with various icons. Below the title bar, there is a green checkmark icon. The main content area is divided into three sections: 'Names', 'Communication paths', and 'Other data'. Each section contains input fields for user-related information.

Names	
First Name	<input type="text"/>
Last Name	<input type="text"/>
User	<input type="text" value="MS*"/>

Communication paths	
Company	<input type="text"/>
City	<input type="text"/>
Building	<input type="text"/>
Room	<input type="text"/>
Extension	<input type="text"/>

Other data	
Department	<input type="text"/>
Cost Center	<input type="text"/>

List

User Mass Maintenance												
Number of Selected Users: 33												
User Name	First name	Last name	Complete name	Extension	Cost ctr	Buildings	Room	Department	Int. mail	Name	City	Postl Code
MSERP-00		MSERP-00	MSERP-00							SAP Academic Competence Center		
MSERP-01		MSERP-01	MSERP-01							SAP Academic Competence Center		
MSERP-02	Jean-Youssef	Loukiquet	Jean-Youssef Loukiquet							SAP Academic Competence Center		
MSERP-03	GEORGES	EMMANOUILIDIS	GEORGES EMMANOUILIDIS							SAP Academic Competence Center		
MSERP-04	Idrissa	DIKITE	Idrissa DIAKITE							SAP Academic Competence Center		
MSERP-05	Nassim	BOUICHE MERABET	Nassim BOUICHE MERABET							SAP Academic Competence Center		
MSERP-06	EMMANOUILIDIS GEORGE	MSERP-06	EMMANOUILIDIS GEORGE MSERP-06							SAP Academic Competence Center		
MSERP-07	Clément	MSERP-07	Clément MSERP-07							SAP Academic Competence Center		
MSERP-08	Héloïse FORTIN	MSERP-08	Héloïse FORTIN MSERP-08							SAP Academic Competence Center		
MSERP-09		MSERP-09	MSERP-09							SAP Academic Competence Center		
MSERP-10		MSERP-10	MSERP-10							SAP Academic Competence Center		
MSERP-11		MSERP-11	MSERP-11							SAP Academic Competence Center		
MSERP-12		MSERP-12	MSERP-12							SAP Academic Competence Center		
MSERP-13		MSERP-13	MSERP-13							SAP Academic Competence Center		
MSERP-14		MSERP-14	MSERP-14							SAP Academic Competence Center		
MSERP-15		TANGUY	TANGUY							SAP Academic Competence Center		
MSERP-16		MSERP-16	MSERP-16							SAP Academic Competence Center		
MSERP-17		MSERP-17	MSERP-17							SAP Academic Competence Center		
MSERP-18		MSERP-18	MSERP-18							SAP Academic Competence Center		
MSERP-19		MSERP-19	MSERP-19							SAP Academic Competence Center		
MSERP-20		MSERP-20	MSERP-20							SAP Academic Competence Center		
MSERP-21		MSERP-21	MSERP-21							SAP Academic Competence Center		
MSERP-22		MSERP-22	MSERP-22							SAP Academic Competence Center		
MSERP-23		MSERP-23	MSERP-23							SAP Academic Competence Center		
MSERP-24		MSERP-24	MSERP-24							SAP Academic Competence Center		
MSERP-25		MSERP-25	MSERP-25							SAP Academic Competence Center		
MSON1		Mobile Sales Online 1	Mobile Sales Online 1							SAP Academic Competence Center		
MSON2		Mobile Sales Online 2	Mobile Sales Online 2							SAP Academic Competence Center		
MSON3		Mobile Sales Online 3	Mobile Sales Online 3							SAP Academic Competence Center		
MSON4		Mobile Sales Online 4	Mobile Sales Online 4							SAP Academic Competence Center		
MSON5		Mobile Sales Online 5	Mobile Sales Online 5							SAP Academic Competence Center		
MSRHHSALES		MSRHHSALES	MSRHHSALES					demo user for handheld		SAP Academic Competence Center		
MSRSALES		MSRSALES	MSRSALES					demo user for handheld		SAP Academic Competence Center		

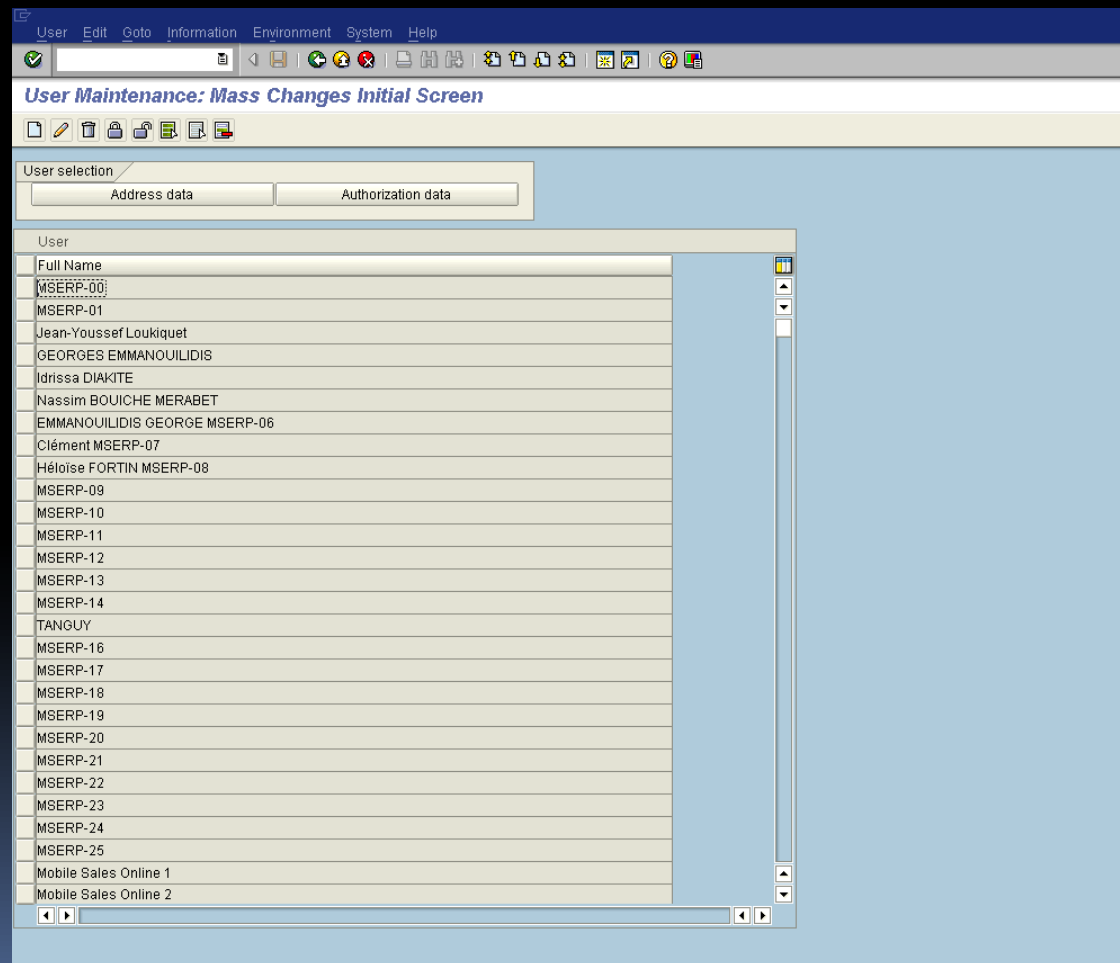
Select some or all users and choose *Copy*

Transfer [Icons] Choose Save [Icons]

Number of Selected Users: 33

User Name	First name	Last name	Complete name	Extension	Cost ctr	Buildings	Room	Department	Int. mail	Name	City	Postl Code
MSERP-00		MSERP-00	MSERP-00							SAP Academic Competence Center		
MSERP-01		MSERP-01	MSERP-01							SAP Academic Competence Center		
MSERP-02	Jean-Youssef	Loukiquet	Jean-Youssef Loukiquet							SAP Academic Competence Center		
MSERP-03	GEORGES	EMMANOULIDIS	GEORGES EMMANOULIDIS							SAP Academic Competence Center		
MSERP-04	Idrissa	DIKITE	Idrissa DIAKITE							SAP Academic Competence Center		
MSERP-05	Nassim	BOUICHE MERABET	Nassim BOUICHE MERABET							SAP Academic Competence Center		
MSERP-06	EMMANOULIDIS GEORGE	MSERP-06	EMMANOULIDIS GEORGE MSERP-06							SAP Academic Competence Center		
MSERP-07	Clément	MSERP-07	Clément MSERP-07							SAP Academic Competence Center		
MSERP-08	Héloïse FORTIN	MSERP-08	Héloïse FORTIN MSERP-08							SAP Academic Competence Center		
MSERP-09		MSERP-09	MSERP-09							SAP Academic Competence Center		
MSERP-10		MSERP-10	MSERP-10							SAP Academic Competence Center		
MSERP-11		MSERP-11	MSERP-11							SAP Academic Competence Center		
MSERP-12		MSERP-12	MSERP-12							SAP Academic Competence Center		
MSERP-13		MSERP-13	MSERP-13							SAP Academic Competence Center		
MSERP-14		MSERP-14	MSERP-14							SAP Academic Competence Center		
MSERP-15		TANGUY	TANGUY							SAP Academic Competence Center		
MSERP-16		MSERP-16	MSERP-16							SAP Academic Competence Center		
MSERP-17		MSERP-17	MSERP-17							SAP Academic Competence Center		
MSERP-18		MSERP-18	MSERP-18							SAP Academic Competence Center		
MSERP-19		MSERP-19	MSERP-19							SAP Academic Competence Center		
MSERP-20		MSERP-20	MSERP-20							SAP Academic Competence Center		
MSERP-21		MSERP-21	MSERP-21							SAP Academic Competence Center		
MSERP-22		MSERP-22	MSERP-22							SAP Academic Competence Center		
MSERP-23		MSERP-23	MSERP-23							SAP Academic Competence Center		
MSERP-24		MSERP-24	MSERP-24							SAP Academic Competence Center		
MSERP-25		MSERP-25	MSERP-25							SAP Academic Competence Center		
MSON1		Mobile Sales Online 1	Mobile Sales Online 1							SAP Academic Competence Center		
MSON2		Mobile Sales Online 2	Mobile Sales Online 2							SAP Academic Competence Center		
MSON3		Mobile Sales Online 3	Mobile Sales Online 3							SAP Academic Competence Center		
MSON4		Mobile Sales Online 4	Mobile Sales Online 4							SAP Academic Competence Center		
MSON5		Mobile Sales Online 5	Mobile Sales Online 5							SAP Academic Competence Center		
MSRHSALES		MSRHSALES	MSRHSALES					demo user for handheld		SAP Academic Competence Center		
MSRSALES		MSRSALES	MSRSALES					demo user for handheld		SAP Academic Competence Center		

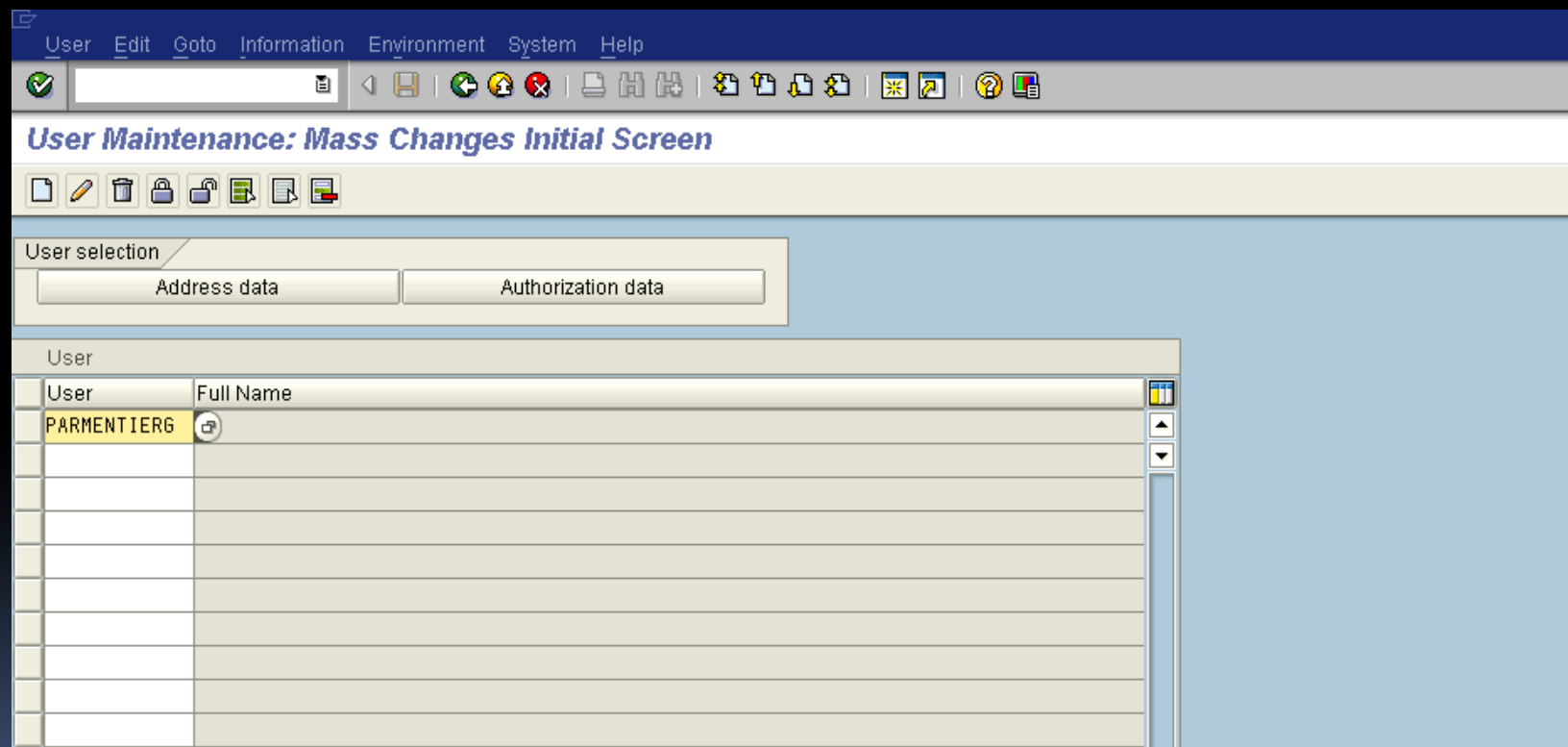
Result



1111



Enter names in the *User* column.



SECRET



Maintain the user data as in the user maintenance (SU01).

The screenshot shows the SAP SU01 Mass User Changes dialog box. The title bar includes the menu: Users Edit Goto Information Environment System Help. Below the menu is a toolbar with various icons. The main area has a tabbed interface with the following tabs: Address, Logon data, Defaults, Parameters, Roles, Profiles, and Groups. The 'Logon data' tab is currently selected. The 'User Type' field is set to 'Dialog'. Below this, there are three main sections: 'User Group for Authorization Check' with a 'User group' field; 'Validity Period' with 'Valid from' and 'Valid through' date fields; and 'Other Data' with 'Accounting Number' and 'Cost center' fields. All input fields are empty.

Users Edit Goto Information Environment System Help

Mass User Changes

Address Logon data Defaults Parameters Roles Profiles Groups

User Type Dialog

User Group for Authorization Check

User group

Validity Period

Valid from

Valid through

Other Data

Accounting Number

Cost center

See [Create and maintain user master records.](#)

The screenshot displays the SAP 'Maintain User' (SU01) transaction. The menu bar includes 'Users', 'Edit', 'Goto', 'Information', 'Environment', 'System', and 'Help'. The toolbar contains various icons for saving, deleting, and navigating. The title bar reads 'Maintain User'. Below the title bar, the 'User' field is set to 'LEBERV', and the 'Status' is 'Not saved'. The 'Last Changed On' field shows '00:00:00'. The 'Address' tab is selected, showing fields for 'Person' (Title, Last name, First name, Academic Title, Format, Function, Department, Room Number, Floor, Building) and 'Communication' (Language, Telephone, Mobile Phone, Fax, E-Mail, Comm. Meth). The 'Person' tab is also visible, showing fields for 'Person' (Title, Last name, First name, Academic Title, Format, Function, Department, Room Number, Floor, Building). The 'Communication' tab is selected, showing fields for 'Language' (EN English), 'Telephone', 'Mobile Phone', 'Fax', 'E-Mail', and 'Comm. Meth' (RML Remote Mail). The 'Company' tab is also visible, showing the company name 'SAP Academic Competence Center / /'.

Users Edit Goto Information Environment System Help

Maintain User

User: LEBERV
Last Changed On: 00:00:00
Status: Not saved

Address Logon data Defaults Parameters Roles Profiles Groups

Person

Title
Last name ☒
First name
Academic Title
Format
Function
Department
Room Number Floor Building

Communication

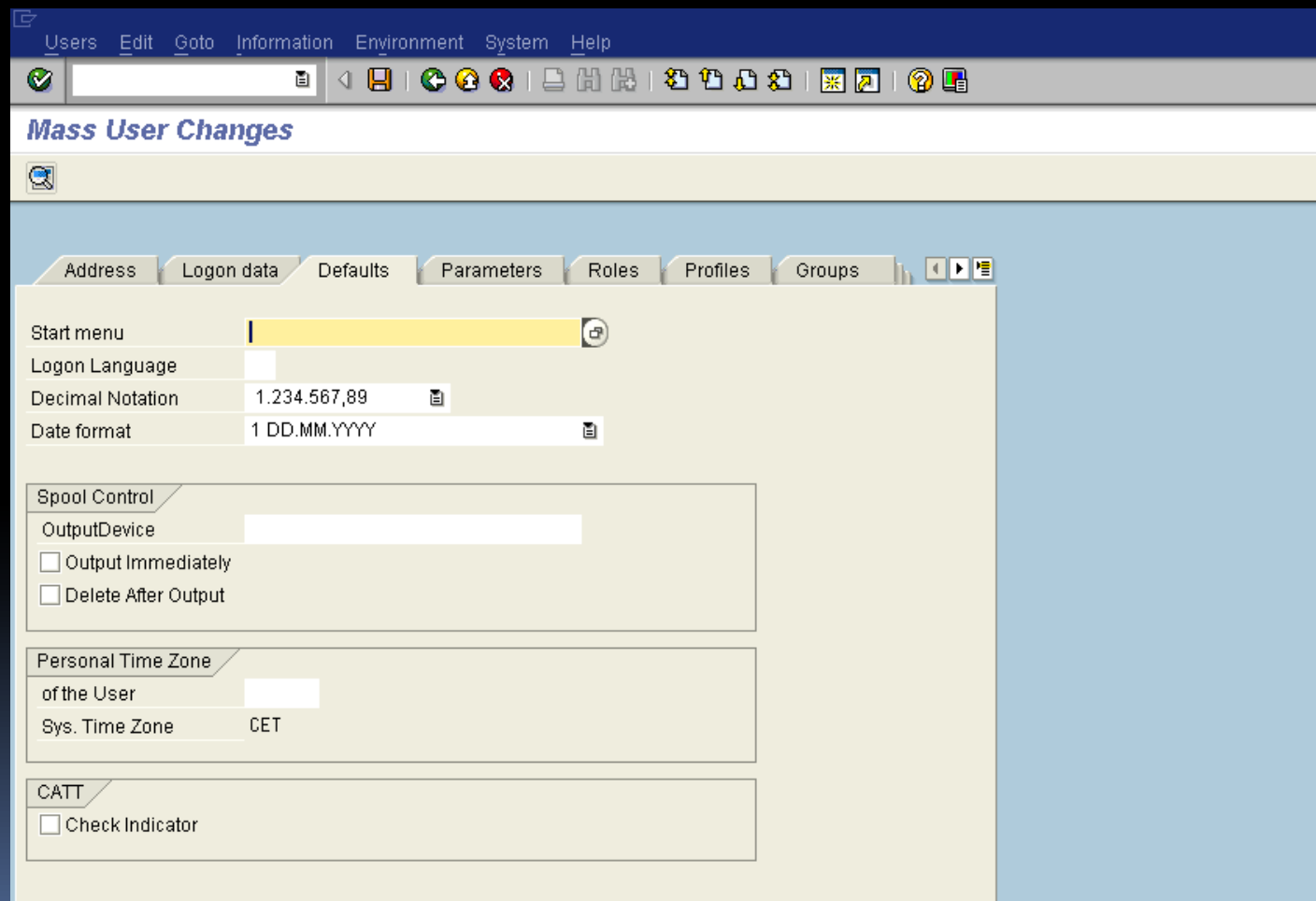
Language: EN English
Telephone Extension
Mobile Phone
Fax Extension
E-Mail
Comm. Meth: RML Remote Mail

Assign other company address... Assign new company address...

Company

SAP Academic Competence Center / /

You cannot assign individual passwords because you create several users at the same time..



Users Edit Goto Information Environment System Help

Mass User Changes

Address Logon data Defaults Parameters Roles Profiles Groups

Start menu []

Logon Language []

Decimal Notation 1.234.567,89 []

Date format 1 DD.MM.YYYY []

Spool Control

OutputDevice []

☐ Output Immediately

☐ Delete After Output

Personal Time Zone

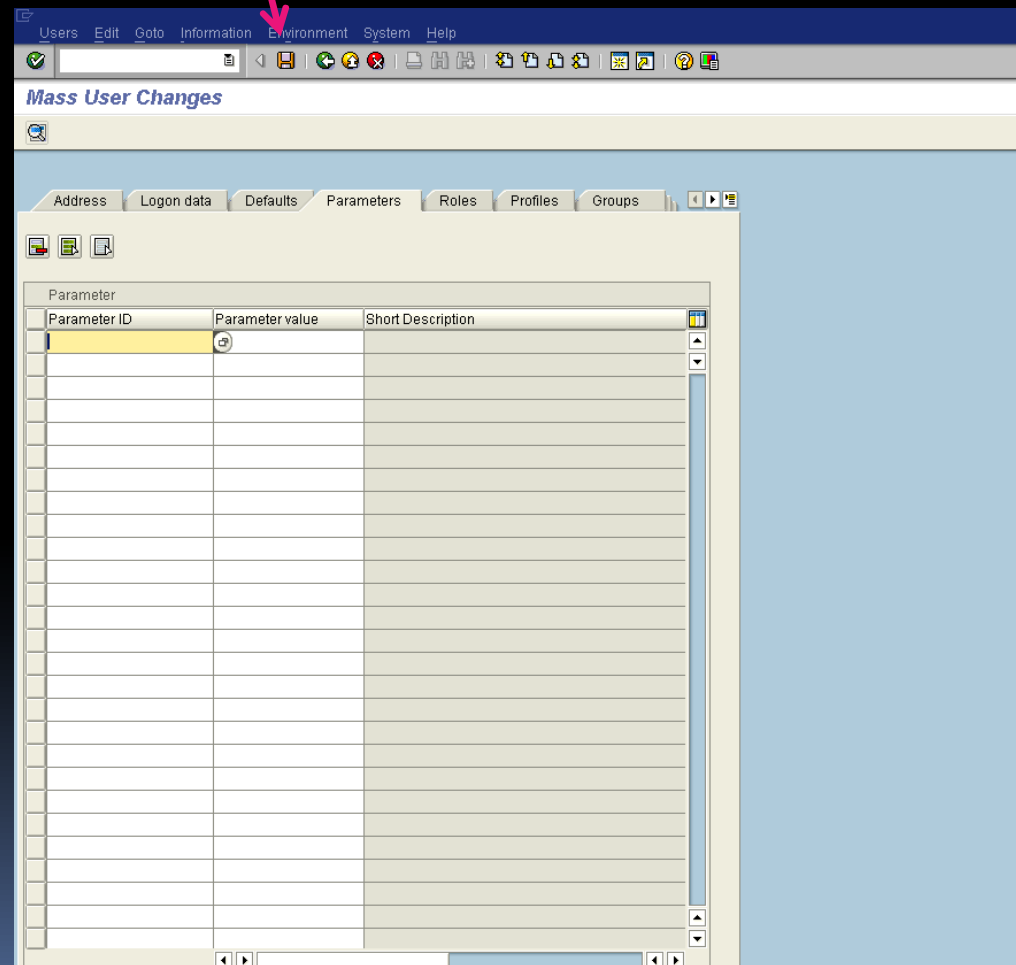
of the User []

Sys. Time Zone CET

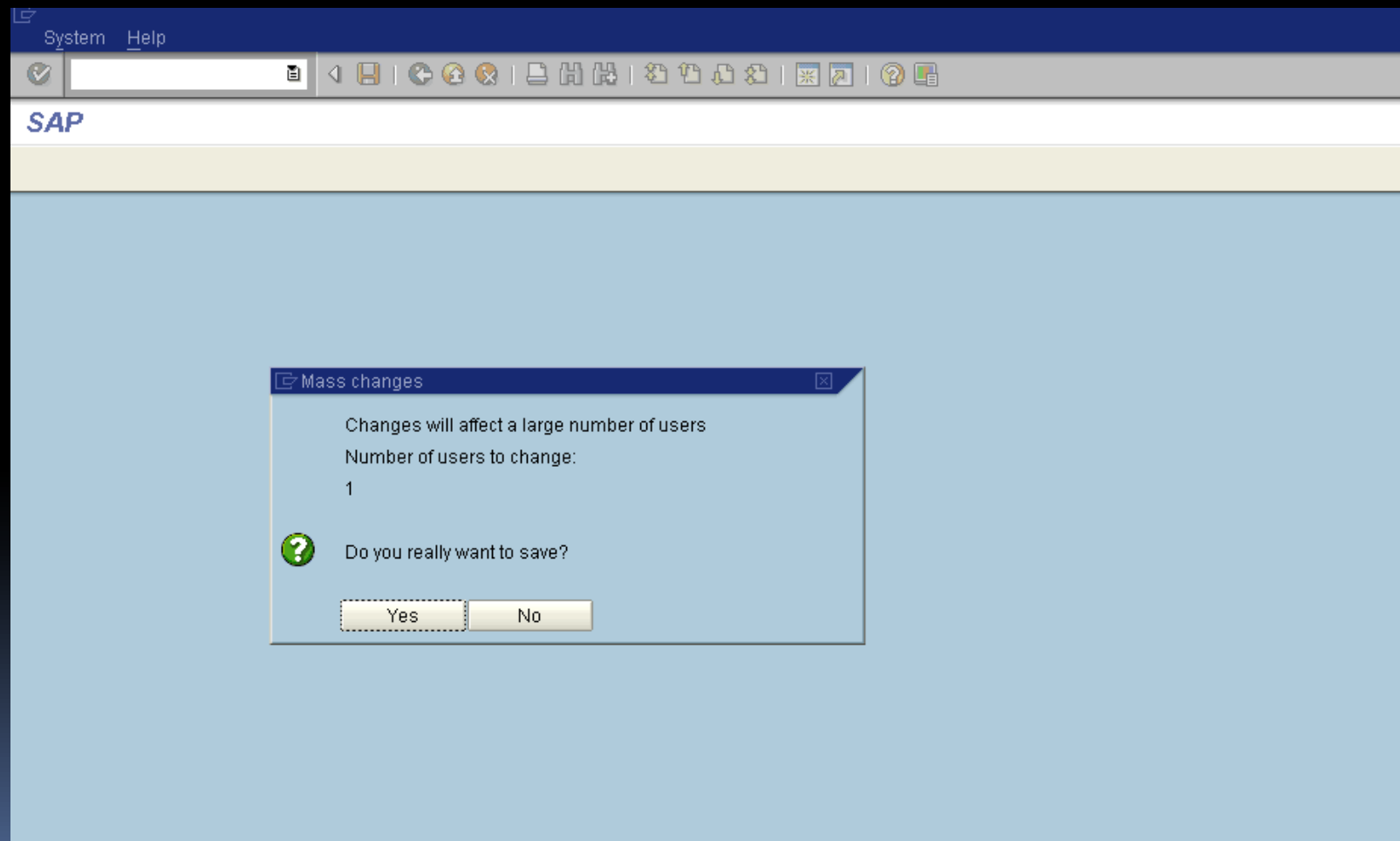
CATT

☐ Check Indicator

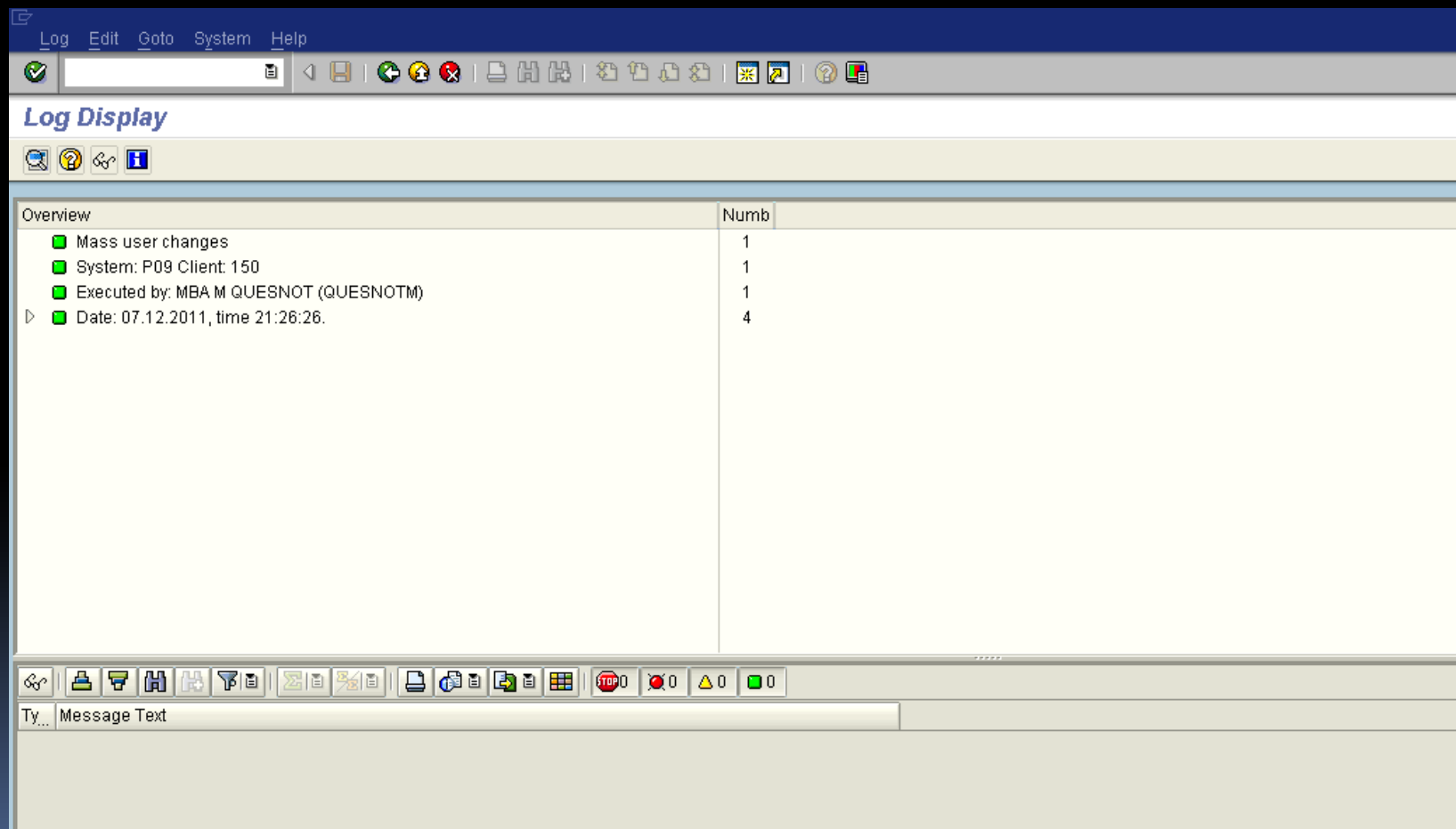
SAVE



YES



They are generated automatically and displayed in the mass changes log



1000000



Change the user data.

The screenshot shows a web application window titled "Mass User Changes". The interface includes a menu bar with "Users", "Edit", "Goto", "Information", "Environment", "System", and "Help". Below the menu is a toolbar with various icons. The main content area has a tabbed interface with tabs for "Address", "Logon data", "Defaults", "Parameters", "Roles", "Profiles", and "Groups". The "Parameters" tab is currently selected. Within this tab, there are several sections:

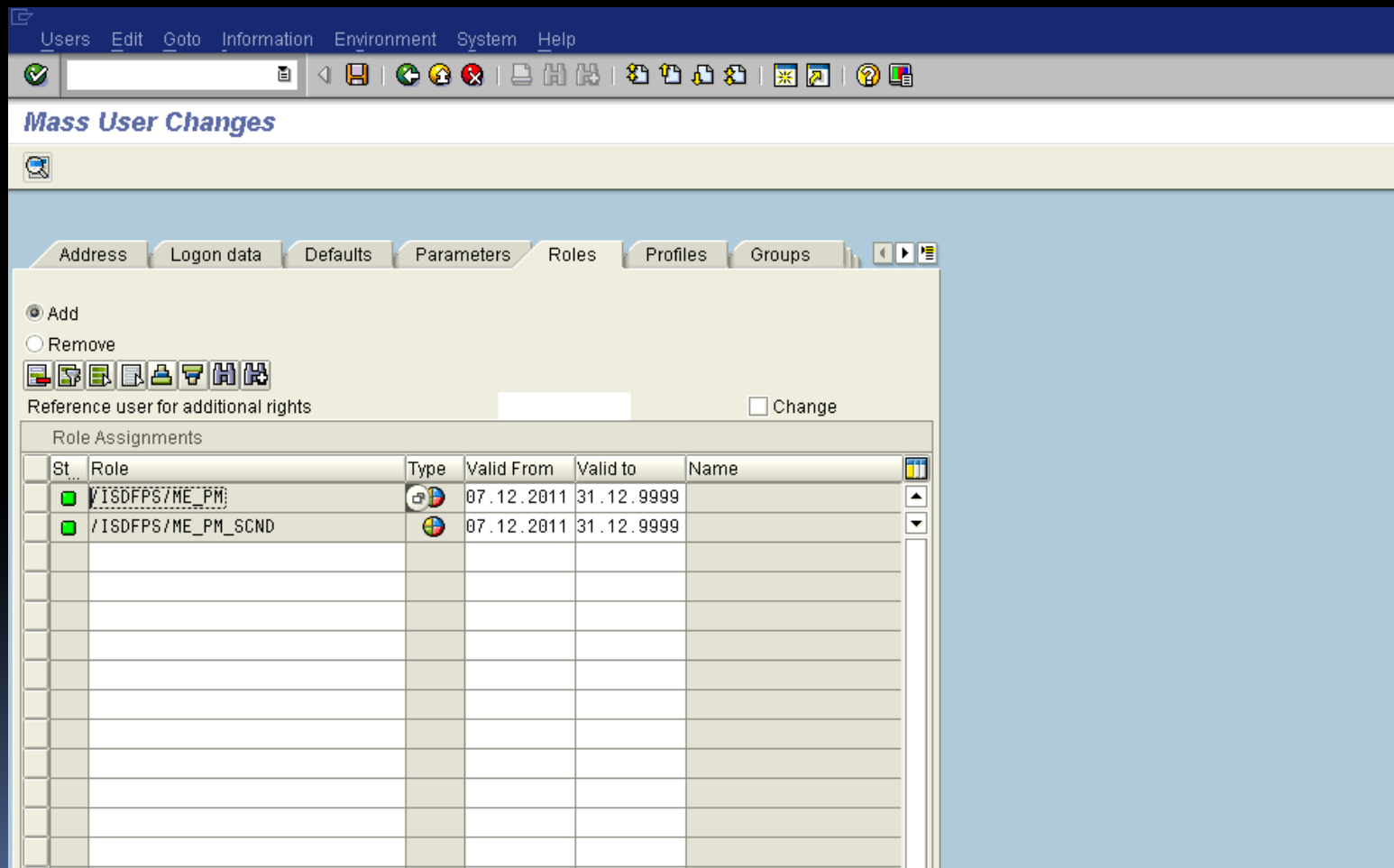
- User Type:** A dropdown menu showing "A Dialog" with a "Change" checkbox to its right.
- User Group for Authorization Check:** A section containing a "User group" text input field and a "Change" checkbox.
- Validity Period:** A section containing "Valid from" and "Valid through" text input fields, each with a "Change" checkbox.
- Other Data:** A section containing "Accounting Number" and "Cost center" text input fields, each with a "Change" checkbox.

Two red arrows are drawn on the screen: one points from the "Change" checkbox next to the "User Type" dropdown to the "User group" input field, and the other points from the "Change" checkbox next to the "User group" input field to the "Change" checkbox next to the "User Type" dropdown.

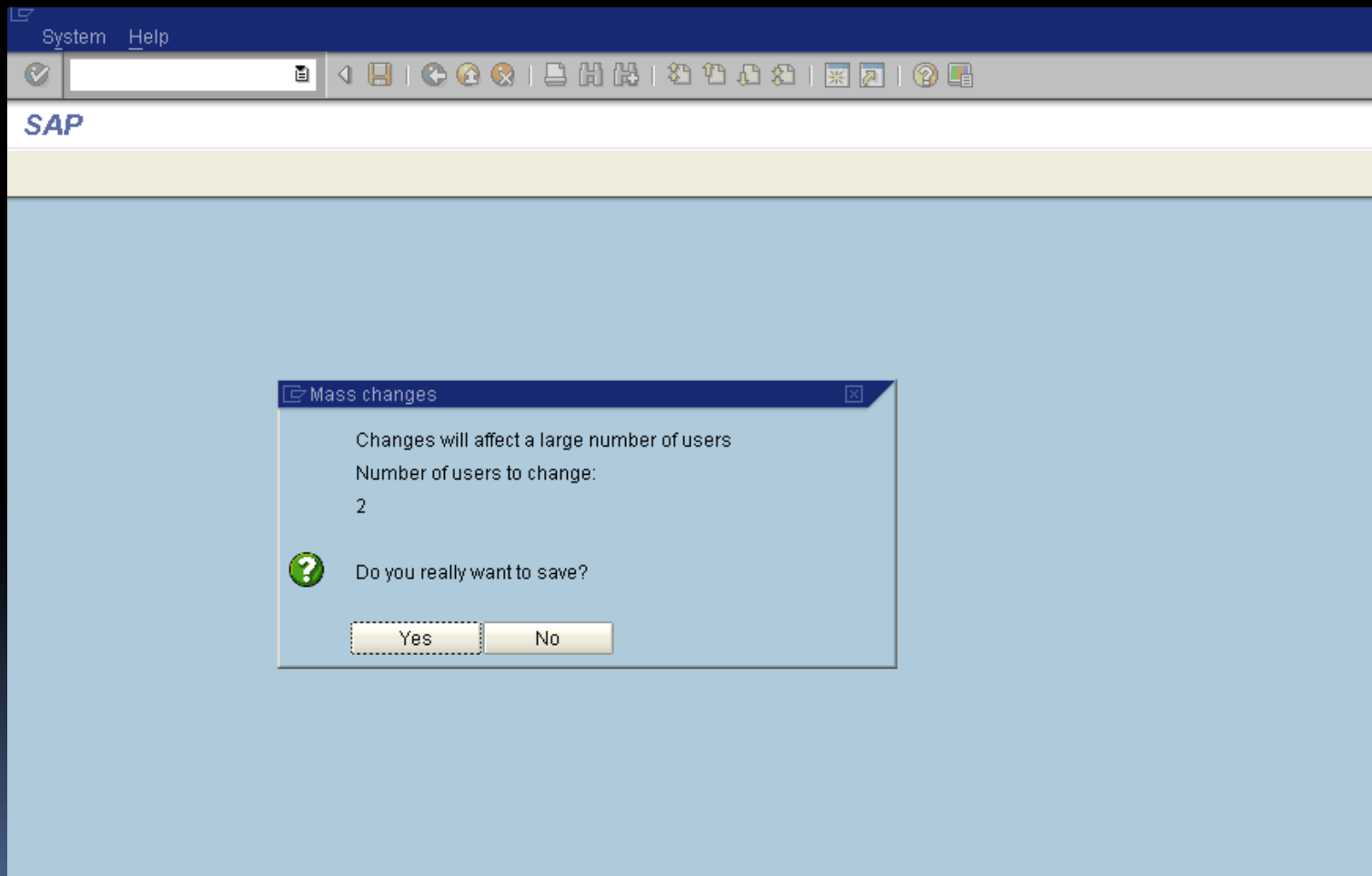
1000000



1000000



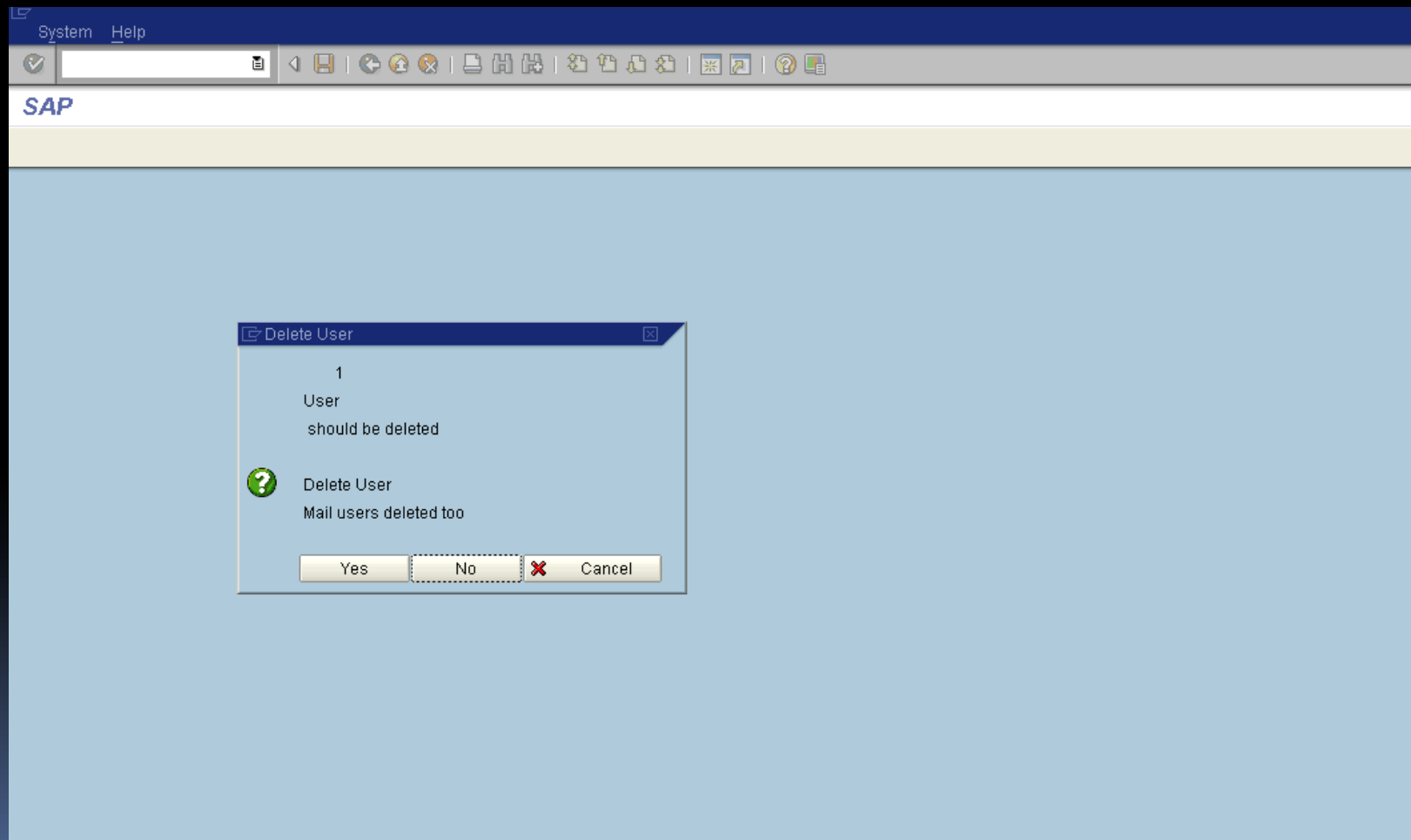
Yes



1111



yes



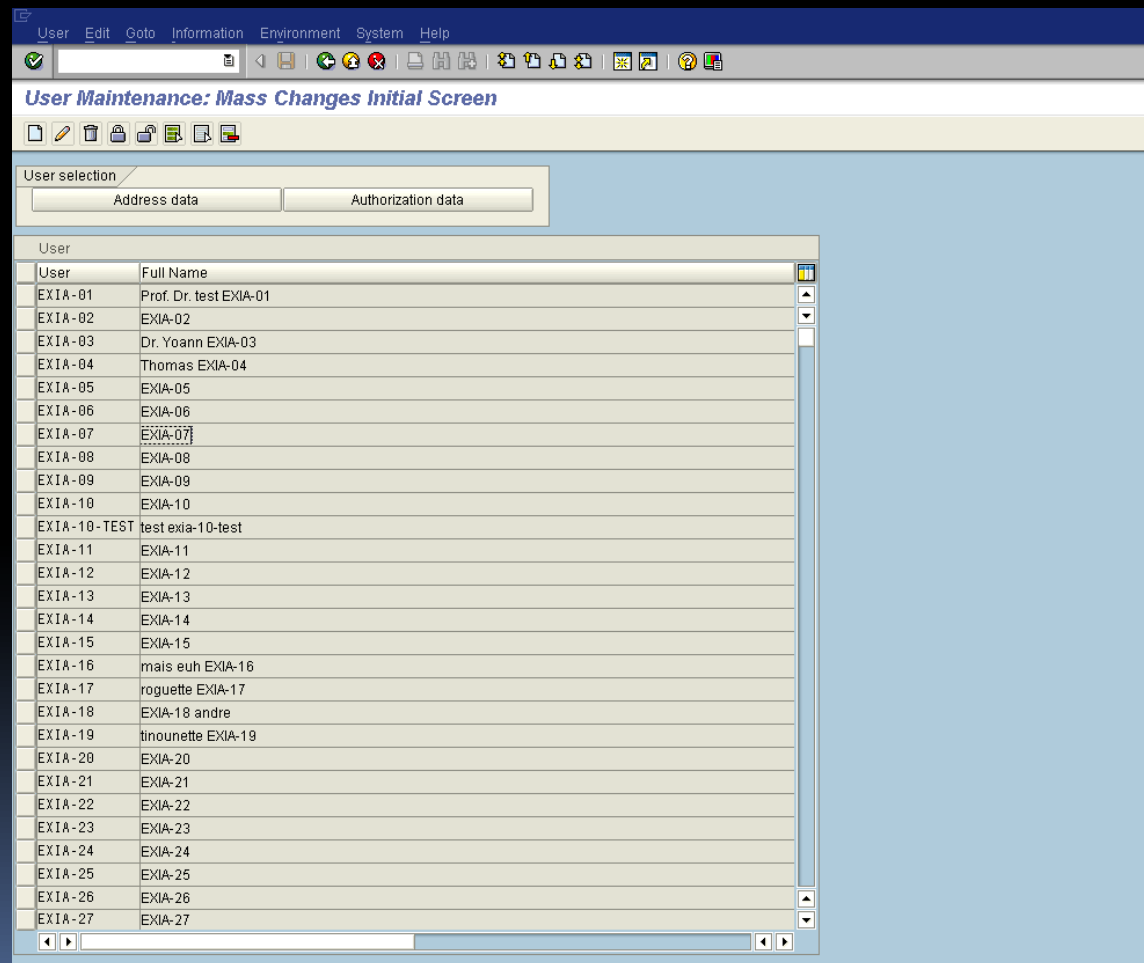
Log display

The screenshot shows a software window titled "Log Display". It has a menu bar with "Log", "Edit", "Goto", "System", and "Help". Below the menu is a toolbar with various icons. The main area is divided into two panes. The left pane, titled "Overview", contains a list of log entries, each preceded by a green square icon. The right pane is a table with a column header "Numb".

Overview	Numb
■ Mass user changes	1
■ System: P09 Client: 150	1
■ Executed by: MBA M QUESNOT (QUESNOTM)	1
▼ ■ Date: 07.12.2011, time 21:26:26.	4
▶ ■ User PARMENTIERG created	2
■ Number of users changed: 1	1
▼ ■ Date: 07.12.2011, time 21:39:16.	3
■ User PARMENTIERG deleted	1
■ Number of users changed: 1	1

At the bottom of the window is another toolbar with icons for printing, saving, and other functions. Below the toolbar is a text input field labeled "Ty..." with the text "Message Text" entered.

Lock/unlock users



Choose *Lock* or *unlock*.

User Maintenance: Mass Changes Initial Screen

User selection

Address data Authorization data

User	Full Name
EXIA-01	Prof. Dr. test EXIA-01
EXIA-02	EXIA-02
EXIA-03	Dr. Yoann EXIA-03
EXIA-04	Thomas EXIA-04
EXIA-05	EXIA-05
EXIA-06	EXIA-06
EXIA-07	EXIA-07
EXIA-08	EXIA-08
EXIA-09	EXIA-09
EXIA-10	EXIA-10
EXIA-10-TEST	test exia-10-test

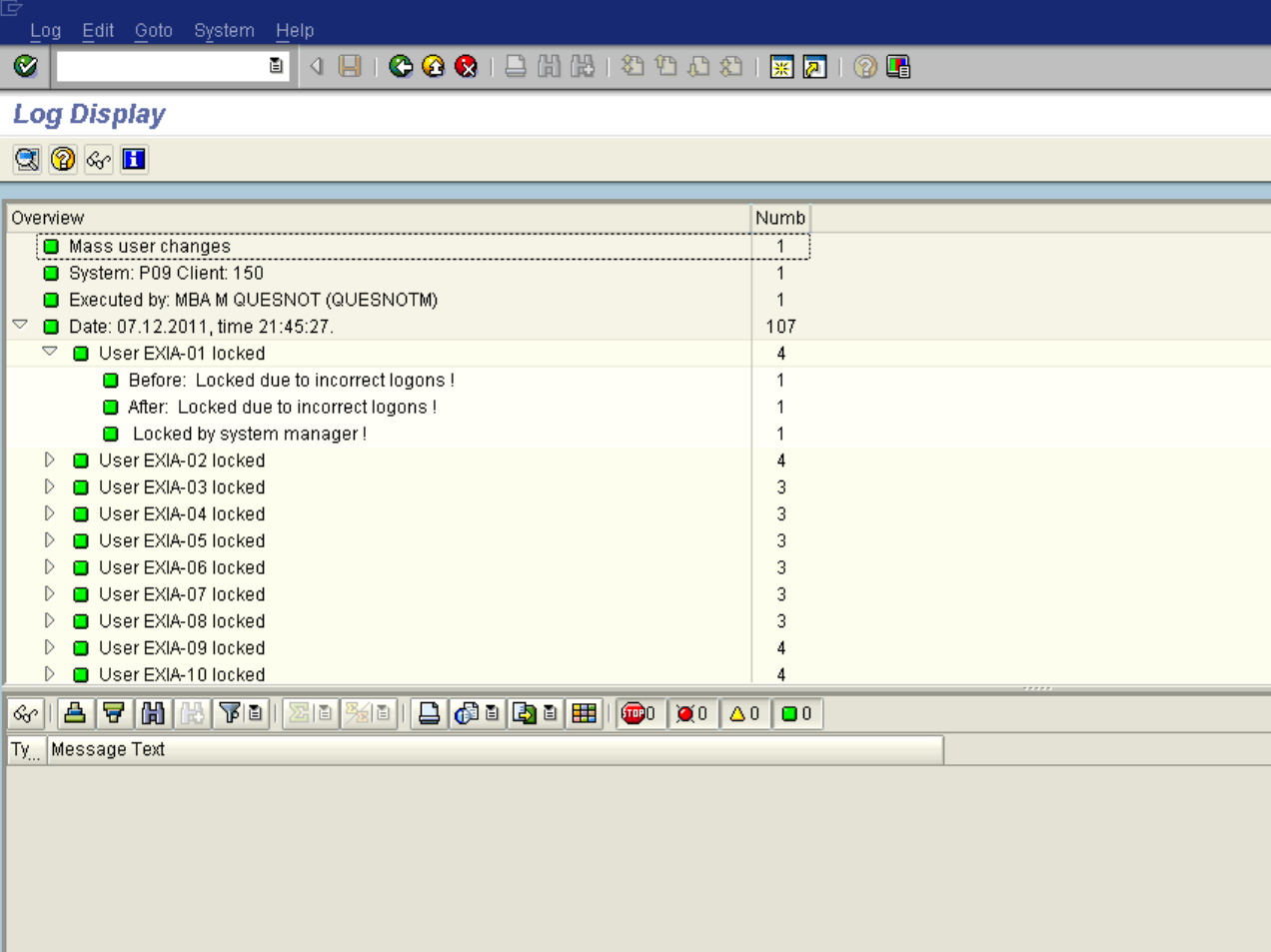
Log display

The screenshot shows the 'Log Display' application window. The title bar includes 'Log', 'Edit', 'Goto', 'System', and 'Help' menus. Below the title bar is a toolbar with various icons. The main area is titled 'Log Display' and contains a table with two columns: 'Overview' and 'Numb'.

Overview	Numb
Mass user changes	1
System: P09 Client: 150	1
Executed by: MBA M QUESNOT (QUESNOTM)	1
Date: 07.12.2011, time 21:45:27.	107
User EXIA-01 locked	4
User EXIA-02 locked	4
User EXIA-03 locked	3
User EXIA-04 locked	3
User EXIA-05 locked	3
User EXIA-06 locked	3
User EXIA-07 locked	3
User EXIA-08 locked	3
User EXIA-09 locked	4
User EXIA-10 locked	4
User EXIA-10-TEST locked	3
User EXIA-11 locked	3
User EXIA-12 locked	3

At the bottom of the window, there is a toolbar with icons for various functions, including a 'STOP' button. Below the toolbar is a text input field labeled 'Ty...' with the text 'Message Text' entered.

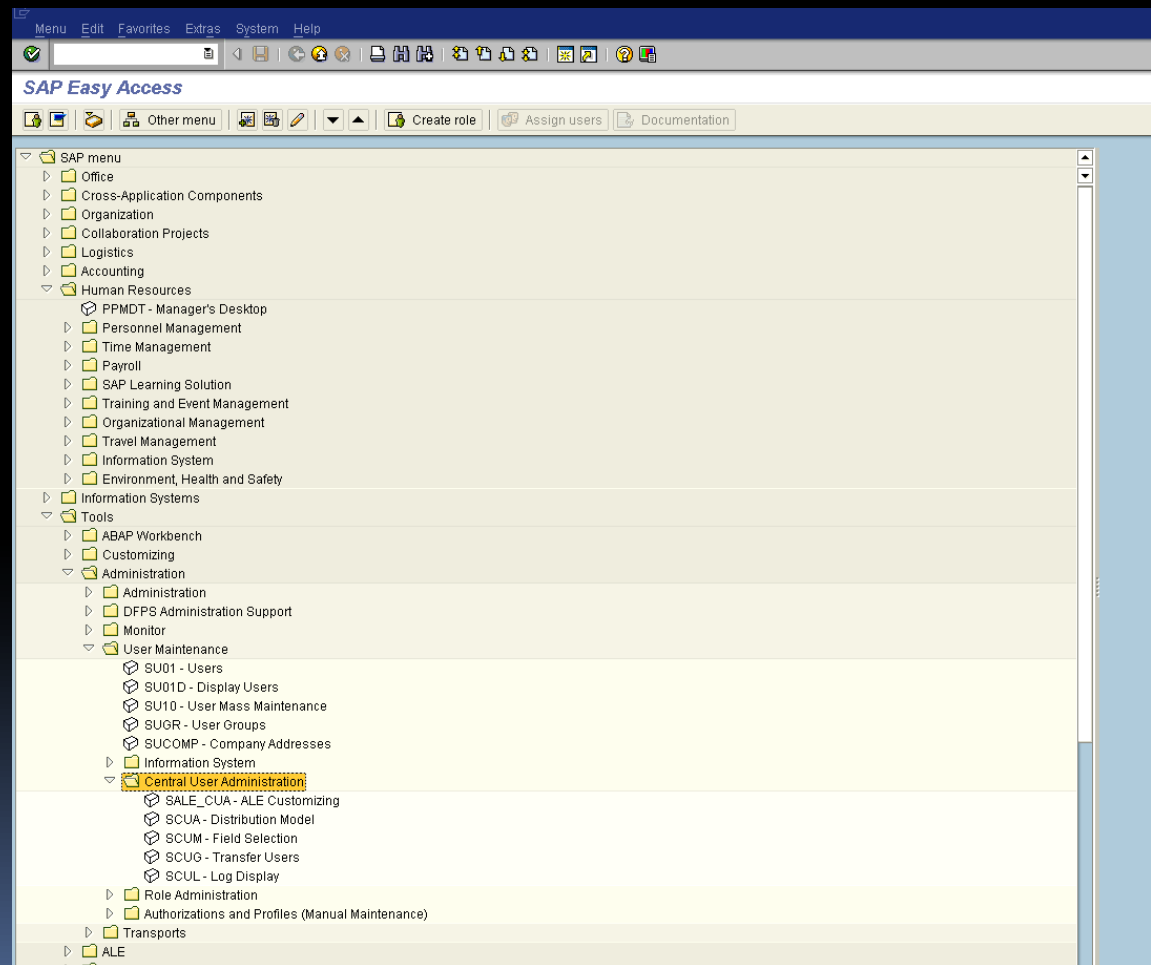
The users are only locked or unlocked if it is allowed in the current system.



The screenshot shows the 'Log Display' application window. It has a menu bar with 'Log', 'Edit', 'Goto', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area is titled 'Log Display' and contains a table with two columns: 'Overview' and 'Numb'. The table lists several log entries, including 'Mass user changes', 'System: P09 Client: 150', 'Executed by: MBA M QUESNOT (QUESNOTM)', and a date '07.12.2011, time 21:45:27.'. Below these are entries for users EXIA-01 through EXIA-10 being locked, with details on the reason (e.g., 'Before: Locked due to incorrect logons !', 'After: Locked due to incorrect logons !', 'Locked by system manager !'). The 'Numb' column shows counts for each entry. At the bottom, there is a status bar with icons and a text input field labeled 'Ty...' with the text 'Message Text'.

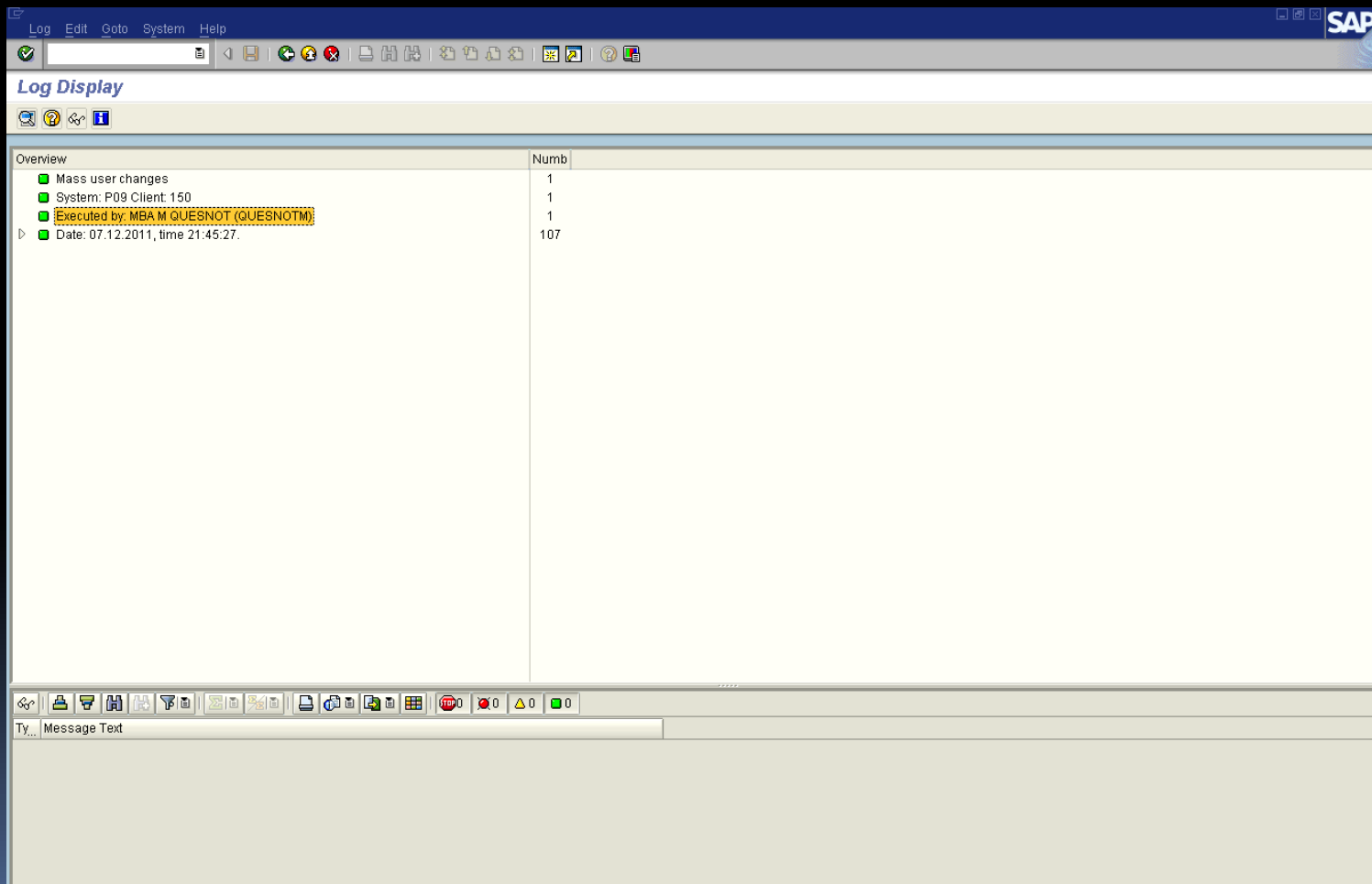
Overview	Numb
Mass user changes	1
System: P09 Client: 150	1
Executed by: MBA M QUESNOT (QUESNOTM)	1
Date: 07.12.2011, time 21:45:27.	107
User EXIA-01 locked	4
Before: Locked due to incorrect logons !	1
After: Locked due to incorrect logons !	1
Locked by system manager !	1
User EXIA-02 locked	4
User EXIA-03 locked	3
User EXIA-04 locked	3
User EXIA-05 locked	3
User EXIA-06 locked	3
User EXIA-07 locked	3
User EXIA-08 locked	3
User EXIA-09 locked	4
User EXIA-10 locked	4

If the system is in the Central User Administration, only the central system may be able to lock and unlock. See [Defining Fields to be Transferred](#).

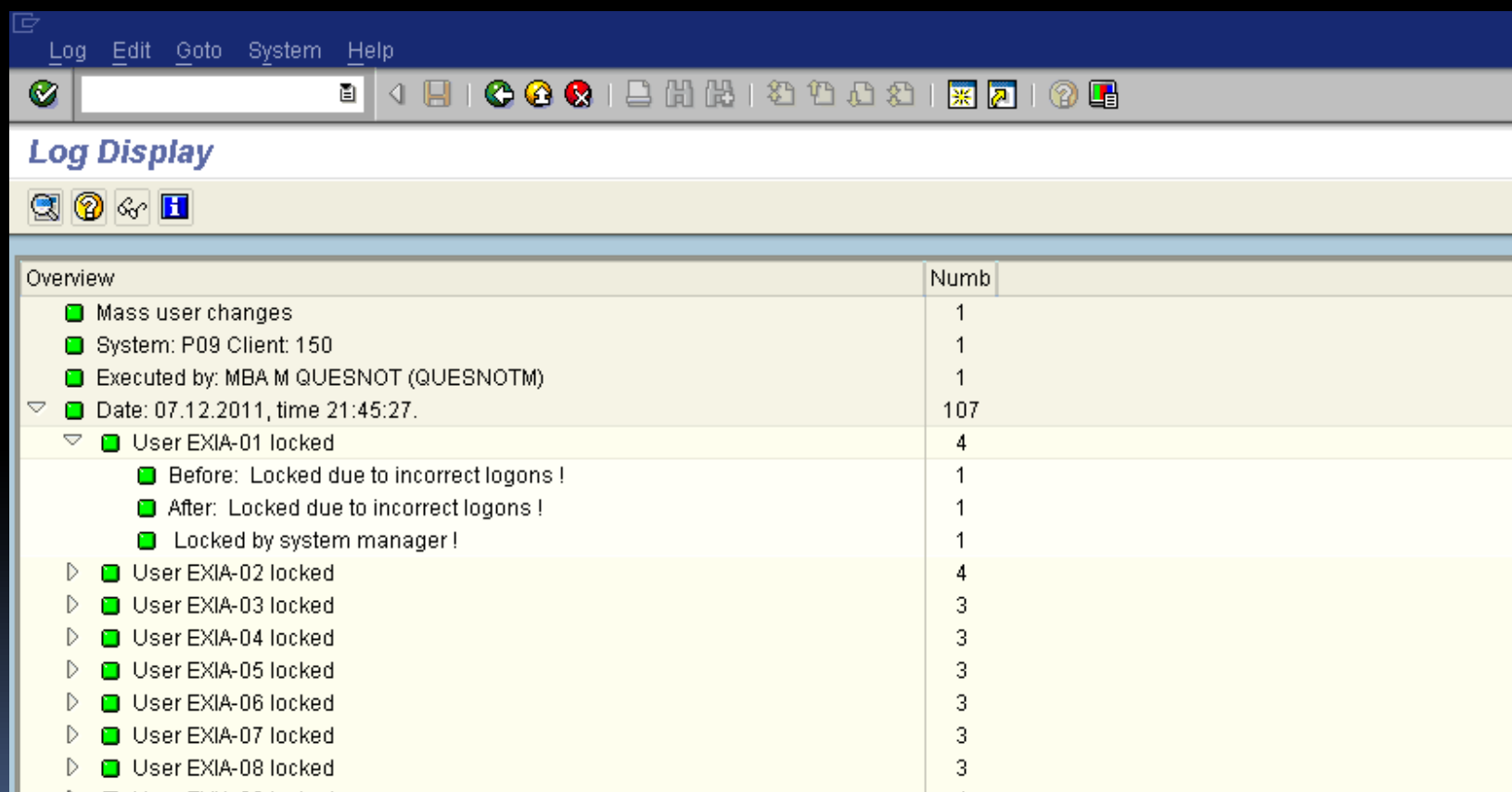


Mass changes log

After each mass change you are asked in a dialog box whether you want a log.



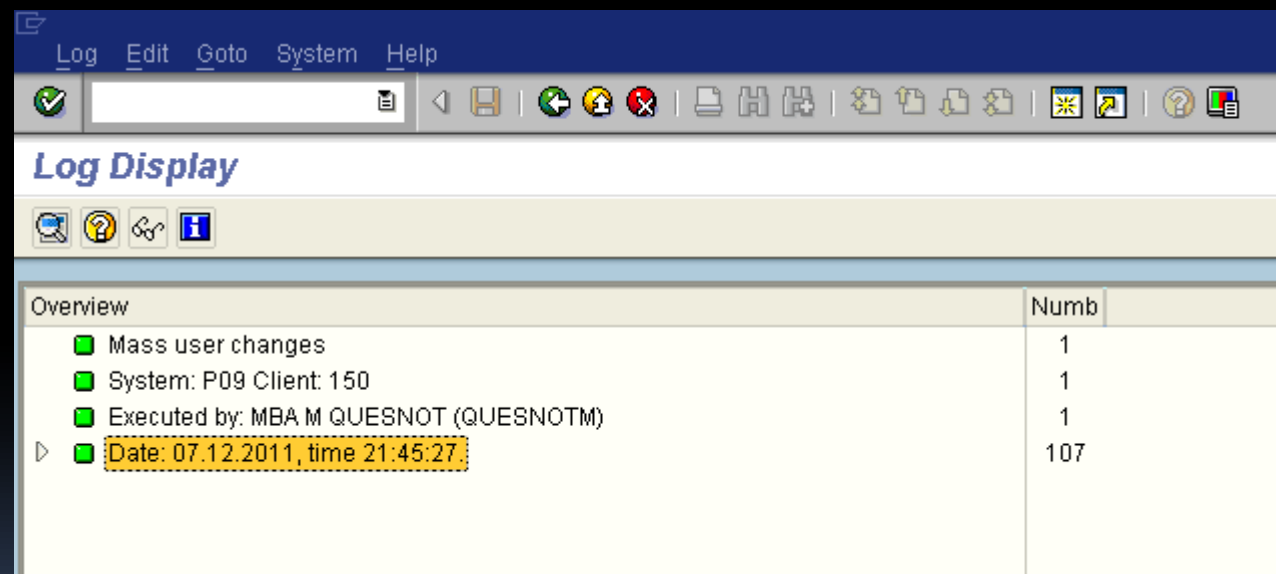
The log shows who made which changes in which system at what time.



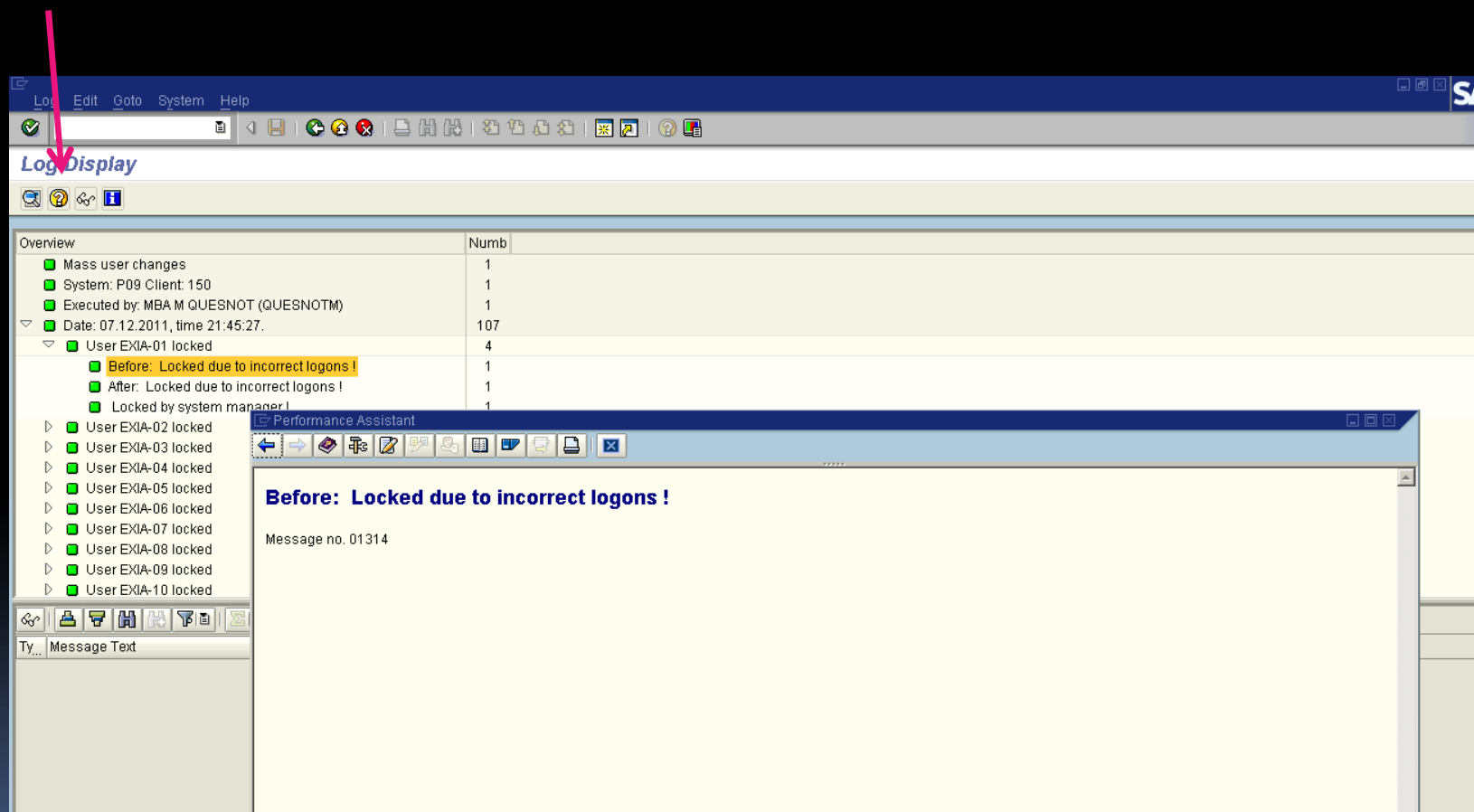
The screenshot shows a software window titled "Log Display". It has a menu bar with "Log", "Edit", "Goto", "System", and "Help". Below the menu is a toolbar with various icons. The main area displays a log of events. The first section is "Overview" with a "Numb" column. The log entries are as follows:

Event	Numb
Mass user changes	1
System: P09 Client: 150	1
Executed by: MBA M QUESNOT (QUESNOTM)	1
Date: 07.12.2011, time 21:45:27.	107
User EXIA-01 locked	4
Before: Locked due to incorrect logons !	1
After: Locked due to incorrect logons !	1
Locked by system manager !	1
User EXIA-02 locked	4
User EXIA-03 locked	3
User EXIA-04 locked	3
User EXIA-05 locked	3
User EXIA-06 locked	3
User EXIA-07 locked	3
User EXIA-08 locked	3


The log contains several message levels which you can expand with a pushbutton.









































If a message has a long text, you can display it with a pushbutton next to the message.



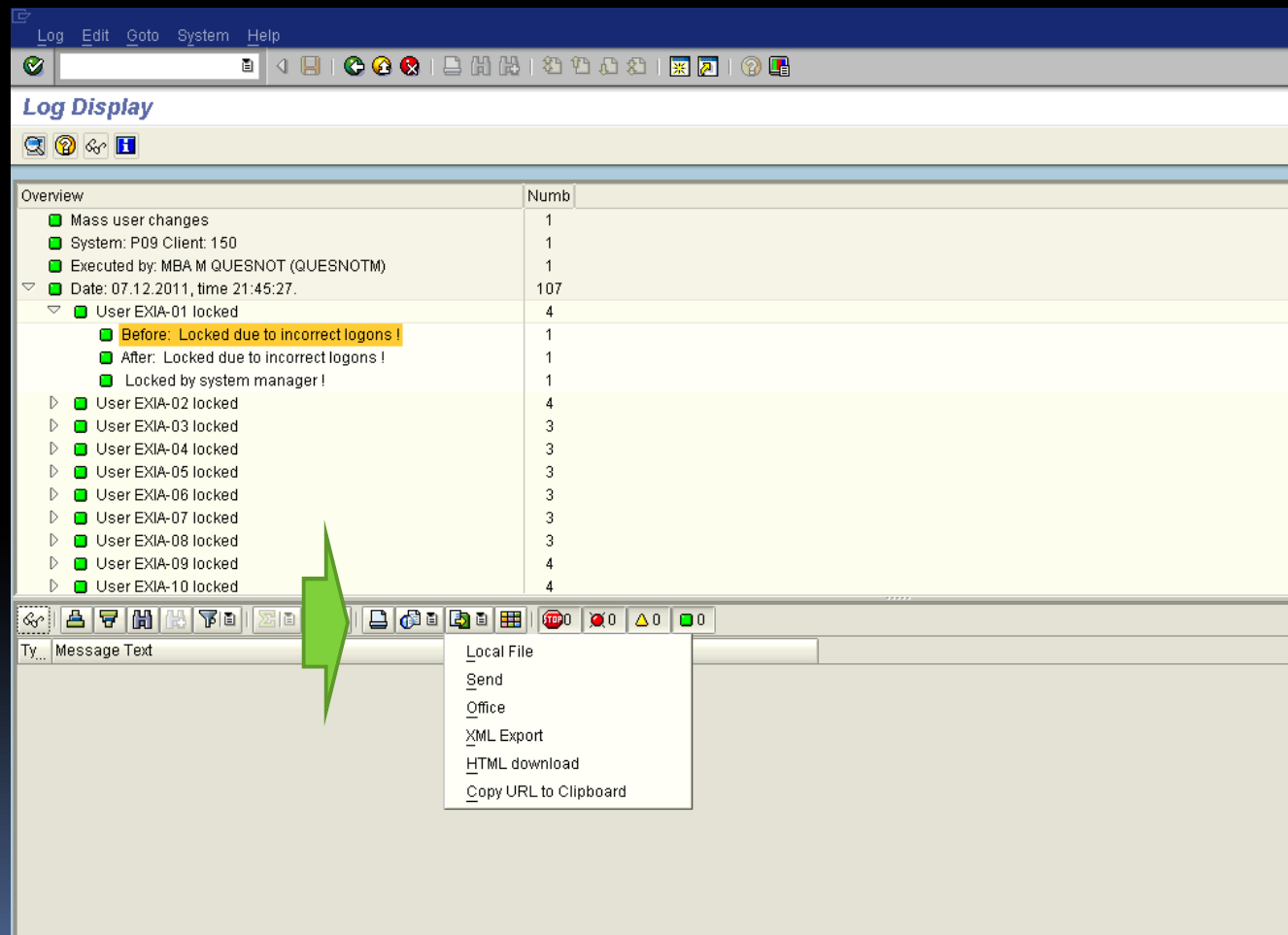
You can make certain settings for the log display under *Settings* and the *Color Legend* explains the colors used in the display.



▶  User EXIA-03 locked	3
▶  User EXIA-04 locked	3
▶  User EXIA-05 locked	3
▶  User EXIA-06 locked	3
▶  User EXIA-07 locked	3
▶  User EXIA-08 locked	3
▶  User EXIA-09 locked	4
▶  User EXIA-10 locked	4

                             	STOP 0	0	0	0
Ty... Message Text				

You can print the log or save it in a PC file.



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