

**Oracle® Retail Merchandise Financial Planning
Cloud Service**

Administration Guide

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Oracle Retail Merchandise Financial Planning Cloud Service Administration Guide, Release 22.1.201.0

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Contents

Send Us Your Comments	vii
Preface	ix
Audience	ix
Documentation Accessibility	ix
Related Documents	ix
Improved Process for Oracle Retail Documentation Corrections	ix
Oracle Retail Documentation on the Oracle Help Center (docs.oracle.com)	x
Conventions	x
Administration Process	xi
Oracle Support	xii
1 MFP Batch Task Administration	
Application-Specific Batch Tasks	1-1
Run Batch Measure Load Group	1-2
Run Batch Measure Export Group	1-3
Run Batch Calc Group	1-3
Weekly Batch Calc (batch_week)	1-3
Generate Forecast (batch_fcst)	1-4
Set Export Flags (exp_set)	1-4
Run Batch Task Group	1-5
Daily Batch (batch_daily)	1-5
Weekly Batch (batch_weekly)	1-6
Transform RMS Files (batch_rms_xform)	1-6
Transform RMS Warehouse Data (batch_rms_wh)	1-7
Export All Approved Plans (export_all)	1-7
Export All Working Plans (export_wp)	1-8
Export All Working Plans (export_wp)	1-8
Exports to Shared Services (export_ss)	1-9
Post Build Batch (postbuild)	1-9
Export Plans to RI (exp_plan_ri)	1-9
Import Hierarchies (imp_hier)	1-9
Import Actuals (imp_data)	1-10
Import Forecasts (imp_fcst)	1-10

Scheduling Configured Batch Administration Tasks.....	1-10
Dashboard.....	1-15
Retail Home.....	1-17

2 Build/Patch Application

Build the MFP Cloud Service Application from the Bootstrap Domain.....	2-1
Bootstrap Environment	2-1
Build Application from the Bootstrap Domain	2-1
Patching the Application	2-5
Template Status	2-8

3 User and Role Maintenance

User Maintenance through OCI IAM.....	3-2
OCI IAM User Creation	3-2
Adding a User Group.....	3-4
Managing Users in OCI IAM.....	3-4
Adding a User to the MFP CS Application	3-5
Bulk Loading of User and User Groups.....	3-7

List of Tables

3-1	Merchandise Financial Planning Cloud Service Default Enterprise Roles.....	3-1
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Release 22.1.201.0

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Preface

This document describes the administration tasks for Oracle Retail Merchandise Financial Planning Cloud Service.

Audience

This document is intended for administrators.

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Related Documents

For more information, see the following documents in the Oracle Retail Merchandise Financial Planning Cloud Service Release 22.1.201.0 documentation set:

- *Oracle Retail Merchandise Financial Planning Cloud Service Implementation Guide*
- *Oracle Retail Merchandise Financial Planning Cloud Service Release Readiness Guide*
- *Oracle Retail Merchandise Financial Planning Cloud Service Starter Kit Guide*
- *Oracle Retail Merchandise Financial Planning Cost Cloud Service User Guide*
- *Oracle Retail Merchandise Financial Planning Retail Cloud Service User Guide*
- Oracle Retail Predictive Application Server Cloud Edition documentation set

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(Data Model documents can be obtained through My Oracle Support.)

Conventions

The following text conventions are used in this document:

Convention	Meaning
boldface	Boldface type indicates graphical user interface elements associated with an action, or terms defined in text or the glossary.
<i>italic</i>	Italic type indicates book titles, emphasis, or placeholder variables for which you supply particular values.
monospace	Monospace type indicates commands within a paragraph, URLs, code in examples, text that appears on the screen, or text that you enter.

Administration Process

The intent of this document is to guide a Merchandise Financial Planning Cloud Service (MFP CS) Administrator to perform the recurring administrative activities for the MFP CS application. This document outlines all administration activities required to support a live MFP CS application. In some cases, the detail will be explained in this document, and in other cases, the process will be covered here and details will be explained in the *Oracle Retail Predictive Application Server Cloud Edition Administration Guide*.

The MFP CS Administrative activities can broadly be classified into two categories. This document follows these categories and provide details for the tasks within them.

Regular Activities:

- MFP Batch Task Administration
- Build/Patch Application

Ad-hoc Activities:

- User and Role Maintenance
- Monitor Domain Performance

Regular Activities

Once a MFP CS solution is live, the Administrator is responsible for two key activities that occur on a regular basis. The first of these activities is managing the weekly/daily batch which loads and exports data required for the MFP CS users to create, manage, and share their merchandise financial plans. Internally, it also does the calculations for necessary data aggregation.

The MFP CS Admin task offers a broad range of options to the Administrator to configure the batch run and maintenance. This document also provides a concise view to the Administrator on troubleshooting when the batch fails or diagnosing rejected records, importing/exporting of data files, reading logs, and modifying the scheduled batch to work around system maintenance or patch periods.

Patch uptake is another recurring task that an Administrator needs to be familiar with. This document walks through the process of taking a monthly patch and the specifics the Administrator needs to take care of.

Ad-hoc Activities

The Administrator generally comes across certain jobs on an as-needed basis. For example, the need occasionally arises to do the following:

- Add a new user who just joined the team/organization and needs to use the MFP CS application.

- Remove an existing user who has left the organization and needs to be removed from the MFP CS environment.
- Manage a user's access when the role changes within the organization.

This document describes the application specific necessary actions.

The Administrator can leverage the standard Online Administration Tools (OAT) tasks on an ad-hoc basis without scheduling the task daily or weekly. Ad-hoc administrative activities include properly managing the reclassification of product so that planners can continue their work without interruption, monitoring domain related information to maintain system performance, loading a hierarchy from OAT, and so on, are several jobs the Administrator needs to perform intermittently. For more details about the standard Administrative Tasks applicable to all Planning Solutions, see the *Oracle Retail Predictive Application Server Cloud Edition Administration Guide*.

Oracle Support

It is requested that all retailers submit Oracle Retail Merchandise Financial Planning Cloud Service support requests through a single point-of-contact for each environment; the system administrator is usually designated to perform this role. For the maintenance of bulk user and roles, Oracle Support is a smart solution.

The link to use when submitting Service Requests (SR) is:

<https://support.oracle.com>

To learn more about how Oracle Support works, go through the following training at the My Oracle Support website:

- My Oracle Support (MOS) or Cloud Support Portal for New Users - A Getting Started Resource Center (Doc ID 1959163.1)
- How-to use My Oracle Support - Customer User Administrator (CUA) Role and Responsibilities (Doc ID 1544004.2)
- Oracle Support Accreditation - Series Index (Doc ID 1583898.1)

MFP Batch Task Administration

The Merchandising Financial Planning (MFP) Cloud Service batch task is a powerful tool provided to the Administrator to manage periodic load/export of Data/Hierarchy from the front end, eliminating the cumbersome effort of scheduling and running the batch from the back end domain server.

MFP Cloud Service uses the Oracle Retail Predictive Application Server Cloud Edition (RPAS CE) Online Administration Tools to schedule RPAS CE services to run batch on the Cloud. Administrative users can view the results of the scheduled services in the log on a dashboard through the RPAS CE front end.

RPAS CE Online Administration Tools support the scheduling of standard RPAS utilities and, in addition, scheduling application-specific services. For a detailed understanding of the Online Administration Tools, see the *Oracle Retail Predictive Application Server Cloud Edition Administration Guide*.

JOS/POM is used to schedule pre-configured jobs from MFP CS. Any jobs scheduled using JOS/POM from planning applications, in turn will only schedule the jobs as an OAT task which can also be monitored using OAT dashboards like any other tasks scheduled directly within the application.

The following sections explain the application-specific administration tasks that are pre-configured for MFP Cloud Service. These tasks are only applicable for Template implementations.

For non-Template type implementations, the Configured Batch Tasks can be fully configured by making changes to the batch control files. For information about changing the batch control files and how to upload them, see the *Oracle Retail Predictive Application Server Cloud Edition Implementation Guide*.

Customers using Template versions can also customize the tasks by changing the control files as part of the Extensibility framework. For allowed changes, see the *Oracle Retail Merchandise Financial Planning Cloud Service Implementation Guide*.

Application-Specific Batch Tasks

The application-specific batch tasks are a set of tasks that help the Administrator to load/export a predefined set of data and hierarchies. These tasks are found in the Online Administration Tools as Configured Batch Tasks.

Each task in turn calls predefined batch services to do the required tasks. MFP Cloud Service uses the batch framework to define the batch process.

Some tasks require input data files or hierarchy files as input. These files must be uploaded before the tasks are scheduled. Some tasks export files out of the application.

Those files are copied to the Object Store, and Administrators can download these exported files.

For more details about how to upload files to Object Storage and file name convention used for different type of files, see the *Oracle Retail Predictive Application Server Cloud Edition Implementation Guide*.

If the customer is planning to use RDX to get the integration data from RAP CoD, the Batch Uses RDX flag should be enabled in the application the client UI in MFP Setup -> Manage Batch -> Manage Batch worksheet. Based on that flag, additional steps will get executed during the batch.

The following list shows the application-specific administration tasks that are pre-configured for MFP Cloud Service under Configured Batch Tasks:

- Run Batch Measure Load Group
- Run Batch Measure Export Group
- Run Batch Calc Group
- Run Batch Task Group

These batch tasks are explained in detail in subsequent sections. There are some additional tasks available under Configured Batch Tasks which are generic RPAS-specific tasks. Details about the RPAS-specific tasks can be found in the Batch Administration section in the *Oracle Retail Predictive Application Server Cloud Edition Administration Guide*.

Run Batch Measure Load Group

This task is used to load a predefined set of measures grouped as a measure set in the batch control file `batch_loadmeas_list.txt`. These set of measures can be loaded together. Actuals Data is a named set of load measures in the batch control file. If the Administrator decides to load the measure set for Actuals Data, the Administrator needs to load data for measures which includes measures such as Ty Sales Clr R and TY Sales Clr U. All required data files must be uploaded to the Object Store. If there is no file present to load a particular measure in that measure set, it will be logged as not found and skipped.

This process will only load the data into those measures and will not run any subsequent calculations. The Administrator may need to schedule the necessary Run Batch Calc Group task after scheduling this task in order to process the loaded data.

The Predefined Measure Load Options in MFP are listed below:

- Actuals Data (`load_act`) - To load all the measures containing actual data as needed such as Sales, Inventory, Receipt, Shrink, and so on.
- On Order Data (`load_oo`) - To load only On Order data files.
- Admin Data (`load_adm`) - To load planning administration level data such as VAT %, Currency Conversion Rates, Week Mapping, and so on.
- Forecast Data (`load_rms`) - To load Forecast Data, if the customer is planning to load forecast data from external systems other than from Science in RAP CoD integration or not use the Generate forecast option to use the embedded forecasts.

For details about the list of measure files that are loaded for different measure sets and information on the data file formats, see the *Oracle Retail Merchandise Financial Planning Cloud Service Implementation Guide*.

Run Batch Measure Export Group

This task exports a predefined set of measure data into flat files. The predefined set of measures to be exported are defined in the batch control file `batch_exportmeas_list.txt`. This set of exported data can be used for integration with other applications. Typically, the data exported can be interfaced to an external database that can be used to create reports or queries by users who need Planning data. The Administrator needs to schedule the Set Export Flags under the Run Batch Calc Group task to set the required export flags before scheduling this task. Exported files for this task are put into the Object Store location; the Administrator can download the files from this location.

The standard exports from MFP are available to the retailer to use by any downstream applications which needs MFP plan data. Default approved plan standard exports are included as part of the daily and weekly batch.

The predefined options for these tasks are listed below:

- Merch Plan - Current Plan (mpcp)
- Merch Plan - Original Plan (mpop)
- Merch Plan - Submitted Plan (mpwa)
- Merch Plan - Working Plan (mpwp)
- Merch Target - Target Plan (mttg)
- Merch Target - Working Plan (mtwp)
- Location Plan - Current Plan (lpcp)
- Location Plan - Original Plan (lpop)
- Location Plan - Working Plan (lpwp)
- Location Target - Target Plan (lttg)
- Location Target - Working Plan (ltwp)

For details about the different versions for export, the list of measures exported in each file, and the file name and format details, see the *Oracle Retail Merchandise Financial Planning Cloud Service Implementation Guide*.

Run Batch Calc Group

This task is used to run a predefined set of all batch rules (as batch calc sets) against the domain to do the necessary data aggregation that is defined in the batch control file `batch_calc_list.txt`.

The following predefined batch calculation sets are available in MFP:

- Weekly Batch Calc (batch_week)
- Generate Forecast (batch_fcst)
- Set Export Flags (exp_set)

Weekly Batch Calc (batch_week)

This batch calc set is used to run all required batch process calculations to do the necessary data aggregation and inventory roll operations after the weekly data load. It internally runs the batch rule groups `Batch_RMS_G`, `Batch_RMS_L`, `Batch_GB`, `Batch_AggW` and `Batch_InvRoll`.

This allows the users to see actualized data for the current elapsed week such as sales, markdowns, and receipts as well as inventory for both current and recalculated for

future periods. This also allows users to see a sales forecast based on actuals that have been loaded and apply the trend to go forward weeks.

This process runs as part of a Weekly Batch. This task may be also scheduled if a retailer has data issues and needs to reload corrected actual data files in the middle of week and reprocess the week batch calculation.

Batch_RMS* rulegroups are used to transfer data from RMS Integration specific measures to internal measures. Batch_GB sets the elapsed measures and runs domain calcs for the Location Target measures. Batch_AggW copies all loaded actuals into the WP and CP versions for the elapsed periods. Batch_InvRoll rolls forward the new EOP of the elapsed periods to the future BOP and EOP for both the WP and CP versions.

Generate Forecast (batch_fcst)

This batch calc set is used to generate forecast data used by MFP Cloud Service. It uses the embedded RDF procedures by calling the internal configuration rule groups Batch_Fcst_G and Batch_Fcst_L. These rule groups call the embedded RDF forecast procedure to calculate the forecast for future periods of all versions using loaded actual and approved plan data. It calculates both the in-season forecast and pre-season forecast for all versions. Only one version of the forecast is shown in the workbook, based on the workbook build for in-season or pre-season.

This process also runs as part of the regular weekly batch, if the Generate Forecast (DRDVGfcstB) flag is set. If that flag is not set and if the Batch Uses RDX flag is set, then it will try to import a Forecast from Science. If retailer is using the Generate Forecast option to generate a forecast in weekly batch and if the retailer wants to regenerate the forecast after loading corrected actuals in the middle of the week, then they can use this task.

Following is the list of forecast measures that are calculated by this process:

- Wp Fcst In Reg+Promo R
- Wp Fcst In Clr R
- Wp Fcst In Reg+Promo U
- Wp Fcst In Clr U
- Wp Fcst Pre Reg+Promo R
- Wp Fcst Pre Clr R
- Wp Fcst Pre Reg+Promo U
- Wp Fcst Pre Clr U
- Wp Fcst Pre Returns R
- Wp Fcst Pre Returns U
- Wp Fcst In Returns R
- Wp Fcst In Returns U

Set Export Flags (exp_set)

This batch calc set is used to set the necessary export flags for all standard exports used by MFP Cloud Service. The user can control the position exported for all versions by setting the administration measure addvlexportb Export Mask in the Manage Export view. If the Export Elapsed Periods flag is set to false (the default), it will not export elapsed period data. This task sets export flags for each version of exports based on the Export Mask. For approved and submitted plans, the export flag is set

based on the Export Mask and Approved or Submitted Info measure. For working plans, it is set based on the Export Mask and Seeded Info measures.

By default, daily and weekly batch runs these calculations before running an export. It can be turned off during the daily or weekly batch by turning off the Boolean admin measures Enable Daily Exports and Enable Weekly Exports in the Manage Batch view. The Administrator needs to run this task only if they have changed the export settings and wants to create an on-demand plan data export.

Run Batch Task Group

This task is used to schedule a predefined set of batch tasks such as load measure, batch calc, and batch exports in a sequential order. The batch control file `batch_exec_list.txt` defines the steps in the specific order that will be executed during batch task execution. This task is used to schedule a typical daily or weekly MFP Cloud Service batch. The customer may need to use this only if they are not using JOS/POM to schedule their batch jobs. If they use the JOS/POM to schedule the daily or weekly batch jobs, they in turn call this pre-configured batch task

If any task aborts, a log is created and the process terminates. This task has the option to restart from the last failed service rather than running all the completed services again.

Note: Typically, the Administrator must schedule this task within a time frame after a domain backup and when no users are logged into the domain because this task runs in domain exclusive mode. The Administrator must work with Oracle to find out the time of backups and any other jobs.

The following predefined batch sets are available:

- Daily Batch (`batch_daily`)
- Weekly Batch (`batch_weekly`)
- Transform RMS Files (`batch_rms_xform`)
- Transform RMS Warehouse Data (`batch_rms_wh`)
- Load Hierarchies (`load_hier`)
- Export All Approved Plans (`export_all`)
- Export All Working Plans (`export_wp`)
- Exports to RI (`export_ri`)
- Exports to Shared Services (`export_ss`)
- Post Build Batch (`postbuild`)
- Import Hierarchies
- Import Actuals
- Import Forecasts

Daily Batch (`batch_daily`)

This task is used to schedule a daily plan data export and load on-order files. A retailer may need on-order on a daily basis during an open-to-buy for example.

If a daily load or export is not needed, this step can be skipped as they are scheduled in the weekly load/export process. Steps in this process are also part of the Weekly Batch, so they do not have to schedule this during weekly batch.

Also, if the retailer does not need exports on a daily basis, they can skip scheduling this process.

This task runs the following set of activities in this order:

- Run Batch Calc: Set Batch Specific Flags
- If Enable Daily Exports is set to true: Set Export Flags and Export All Plan Versions
- Measure Load: Load On Order and Process On Order
- Rebuild Dashboard

Weekly Batch (batch_weekly)

This task is used to schedule a typical weekly MFP batch, which includes loading all hierarchy files and actual data and running all batch aggregations tasks needed for inventory roll. This task is the main task that needs to be scheduled to run on a weekly basis so the Administrator can see the most up-to-date location and product structures and information. Before scheduling this task, all necessary hierarchy and data files need to be uploaded to Object Store. If the customer is planning to get data using RAP CoD integration, the Batch Uses RDX flag should be enabled to get the data from RAP CoD. This task runs the conditional execution of different tasks based on the various batch control flags set in the application.

This task runs the following activities in this order:

- If Batch Uses RDX is true: Export Plans to RI
- If Enable Weekly Exports is true: Set Export Flags and Export all Plan Versions
- If Enable RMF CS Integration is true and Batch Uses RDX is false: Transform RMS Files
- If Batch Uses RDX is true: Import Hierarchies
- Load Hierarchies
- If Batch Uses RDX is true: Import Actuals
- Load Actuals Data and Admin Data
- Run Batch Calc: Weekly Batch Calc
- If Generate Forecast is true: Generate Forecast
- If Generate Forecast is false and Batch Uses RDX is true: Import Forecasts
- If Generate Forecast is false and Batch Uses RDX is false: Load Forecasts
- Refresh All Workbooks
- Rebuild Dashboard

Transform RMS Files (batch_rms_xform)

This task is used to transform all hierarchy and data files from RMF CS to the MFP required format. This task is needed, only if the customer is using an old version of RMS which is not sending data to RaP COD using RDX and is sending data in flat file format as used by previous versions of MFP CS. The files coming from RMF CS should be uploaded in Object Store. This task transforms the RMF CS hierarchy and data files.

The user does not need to use this task if there is no RMF CS integration or if data from RMS is coming using RDX from the RAP CoD Integration.

This task runs the following activities in this order:

- Transform RMF CS Calendar Hierarchy File
- Transform RMF CS Product Hierarchy File
- Transform RMF CS Location Hierarchy File
- Transform RMF CS Currency Hierarchy File
- Transform RMF CS Inventory File
- Transform RMF CS On Order File
- Transform RMF CS Tran Data File
- Transform RMF CS Currency Conversion Rate File
- Transform RMF CS Location File

Transform RMS Warehouse Data (batch_rms_wh)

This task is used to transform the loaded RMF CS warehouse inventory, receipts, and on-order data to the mapped MFP Channels. It also spreads those warehouse metrics to stores within those channels, to be used in the Location Plan. It actually creates an internal export of loaded warehouse inventory, receipts, and on-order data, transforms warehouse to channels and reloads, and then runs the batch aggregates. This task runs as part of the regular Weekly Batch with RMF CS Integration enabled. The user needs to schedule this only if the user changes the Warehouse-Channel Mapping in the middle of week and would like to reallocate the Warehouse Inventory to the newly mapped Channels for all history in the middle of the week. The user does not need to use this task if there is no RMF CS integration.

This task runs the following activities in this order:

- Run Batch Calc - Initialize RMF CS Warehouse Data for Export
- Exports RMF CS Warehouse Inventory Data
- Transform RMF CS Warehouse Inventory with MFP Channel
- Exports RMF CS Warehouse On Order Data
- Transform RMF CS Warehouse On Order with MFP Channel
- Exports RMF CS Warehouse Receipt Data
- Transform RMF CS Warehouse Receipt with MFP Channel
- Load RMF CS Warehouse data to MFP Channel
- Run Batch Calc - Weekly Batch Calc

Export All Approved Plans (export_all)

This task is used to export all submitted and approved plan versions (all non-working plan versions). This task first runs the export set flag task and then exports all the plan versions. This task also runs as part of the daily or weekly batch, so the user needs to run this task only if they need to re-export all plan data on an on-need basis. The exported data is used in reports, customer's data marts, and query programs.

Following is the list of export plan versions that are exported for both MFP Retail Cloud Service and MFP Cost Cloud Service:

- Merch Plan - Current Plan
- Merch Plan - Original Plan
- Merch Plan - Submitted Plan
- Merch Target - Target Plan
- Location Plan - Current Plan
- Location Plan - Original Plan
- Location Target - Target Plan

For details on the versions for export, the list of measures exported in each file, and the file name and format details, see the *Oracle Retail Merchandise Financial Planning Cloud Service Implementation Guide*.

Export All Working Plans (export_wp)

This task is used to export all the working plan versions. This task first runs the export set flags task and then exports all working plan versions. This task only needs to be run if the user wants an export of all working plan versions for any reporting needs.

Following is the list of export plan versions that are exported for both MFP Retail Cloud Service and MFP Cost Cloud Service:

- Merch Plan - Current Plan
- Merch Plan - Original Plan
- Merch Plan - Submitted Plan
- Merch Target - Target Plan
- Location Plan - Current Plan
- Location Plan - Original Plan
- Location Target - Target Plan

For details on the versions for export, the list of measures exported in each file, and the file name and format details, see the *Oracle Retail Merchandise Financial Planning Cloud Service Implementation Guide*.

Export All Working Plans (export_wp)

This task is used to export all the working plan versions. This task first runs the export set flags task and then exports all working plan versions. This task only needs to be run if the user wants an export of all working plan versions for any reporting needs.

Following is the list of export plan versions that are exported for both MFP Retail Cloud Service and MFP Cost Cloud Service:

- Merch Plan - Working Plan
- Merch Target - Working Plan
- Location Plan - Working Plan
- Location Target - Working Plan

For details on the versions for export, the list of measures exported in each file, and the file name and format details, see the *Oracle Retail Merchandise Financial Planning Cloud Service Implementation Guide*.

Exports to Shared Services (export_ss)

This export set is used to export all approved Merch Plans and Location Plans for the planned periods to Assortment & Item Planning Cloud Service. It exports the required measure files to the Object Store location. If the customer is using Assortment & Item Planning Cloud Service 19.x versions, it can use this files to import those plans.

For details about integration with A&IP CS, the list of measures exported in each file, and the file name and format details, see the *Oracle Retail Merchandise Financial Planning Cloud Service Implementation Guide*.

Post Build Batch (postbuild)

This task is available as an option to be called as part of the initial domain build, to load and process all loaded initial data after the initial domain build. If not called during the domain build time, this task can be run after the domain build using this OAT task.

Export Plans to RI (exp_plan_ri)

This task is used to export all approved Plans for the planned periods to Oracle Retail Insights (RI) Cloud Service Suite. This can only be scheduled if the retailer has Oracle Retail Insights (RI) and is using RAP CoD Integration.

This task calls the interfaces which directly transfers the MFP plan data to RI staging tables that can be directly consumed by RI.

Following is the list of plan versions that are exported:

- Merch Plan (CP and OP Version)
- Merch Target Plan (Tgt Version)
- Location Plan (CP and OP Version)
- Location Target Plan (Tgt Version)

For more details about this integration with RI and the list of measures exported for each plan, see the *Oracle Retail Merchandise Financial Planning Cloud Service Implementation Guide*. This task will execute as part of weekly batch either if it is executed using the JOS/POM scheduler or the weekly batch task is executed directly using OAT. The user can execute this task, only if they want to execute this task in the middle of the week.

Import Hierarchies (imp_hier)

This task is used to schedule and run all the importer interfaces which import hierarchy data needed for MFP CS from RAP CoD Integration. If the RDX Enabled flag is set, it runs as part of weekly batch and as part of JOS/POM schedule. This task can be used to directly execute these interfaces which pull the hierarchy data from RDX into MFP.

Following is the list of hierarchies which are imported from RDX:

- Calendar Hierarchy (W_PDS_CALENDAR_D)
- Product Hierarchy (W_PDS_PRODUCT_D)
- Location Hierarchy (W_PDS_ORGANIZATION_D)
- Currency Hierarchy (VW_CURR_HIER)

For more details about the interfaces and their mapping details, see the *Oracle Retail Merchandise Financial Planning Cloud Service Implementation Guide*.

Import Actuals (imp_data)

This task is used to schedule and run all the importer interfaces which import actuals data needed for MFP CS from RAP CoD Integration. If the RDX Enabled flag is set, it runs as part of weekly batch and as part of JOS/POM schedule. This task can be used to directly execute this interfaces which pulls the fact/measures data from RDX into MFP.

Following is the list of interfaces which are imported from RDX:

- Sales (W_PDS_SLS_IT_LC_WK_A)
- Inventory (W_PDS_INV_IT_LC_WK_A)
- Inventory Adjustments (W_PDS_INVADJ_IT_LC_WK_A)
- On-Order (W_PDS_PO_ONORD_IT_LC_WK_A)
- Receipts (W_PDS_INVRC_IT_LC_WK_A)
- Markdowns (W_PDS_MKDN_IT_LC_WK_A)
- Transfers (W_PDS_INVTSF_IT_LC_WK_A)
- Wholesale/Franchise (W_PDS_SLSWF_IT_LC_WK_A)
- Deal Incomes (W_PDS_DEALINC_IT_LC_WK_A)
- Currency Conversion Rates (W_PDS_EXCH_RATE_G)
- Location Data (VW_LOC_DATA)

For more details about the interfaces and their mapping details, see the *Oracle Retail Merchandise Financial Planning Cloud Service Implementation Guide*.

Import Forecasts (imp_fcst)

This task is used to schedule and run all the importer interfaces which import forecast data from Science using RAP CoD Integration using RDX. If the RDX Enabled flag is set, it runs as part of the weekly batch and as part of JOS/POM schedule. This task can be used to directly execute the interfaces which pull the fact/measures data from Science using RDX into MFP.

Following is the list of interfaces which are imported from RDX:

- Forecast from Science (RSE_FCST_DEMAND_EXP)

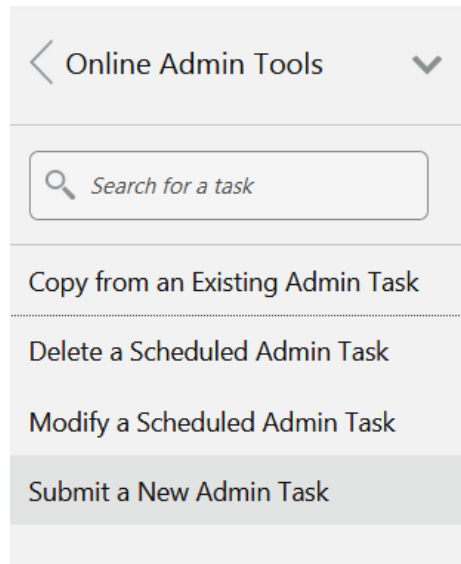
For more details about the interfaces and their mapping details, see the *Oracle Retail Merchandise Financial Planning Cloud Service Implementation Guide*.

Scheduling Configured Batch Administration Tasks

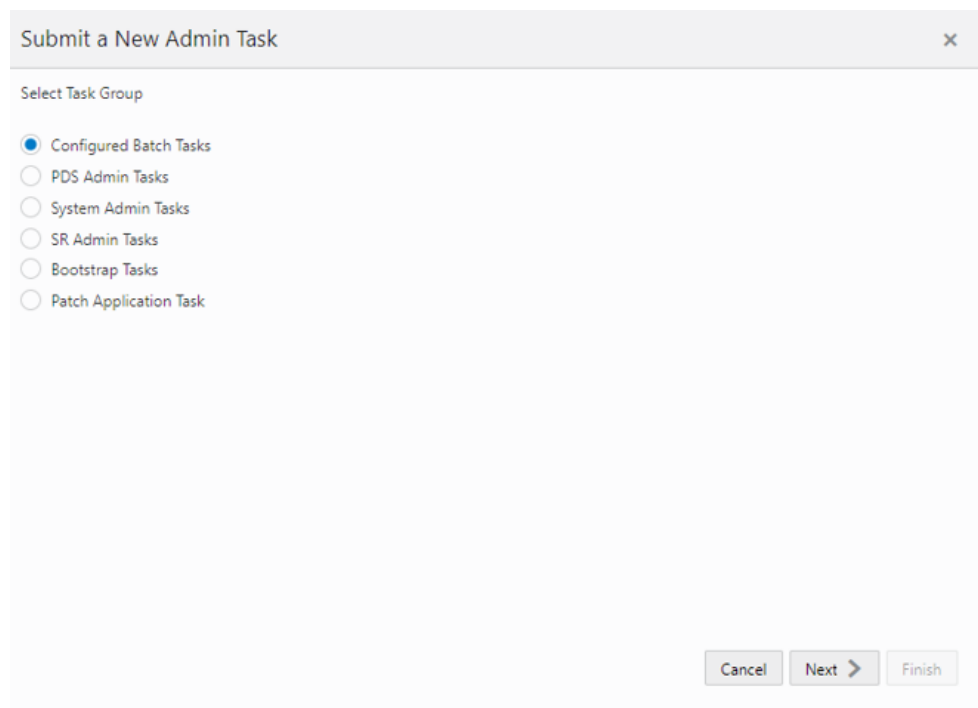
This section walks through an example of the process for scheduling and monitoring the Configured Batch Administration task named Run Batch Measure Export Group. The steps for scheduling all other tasks are similar, and most of the tasks do not have additional input parameters specific to that task. For more details about scheduling and monitoring online administration tasks, see the *Oracle Retail Predictive Application Server Cloud Edition Administration Guide*.

To schedule and monitor a Configured Batch Administration task:

1. Log in to the MFP Cloud Service (mfpcs) application as an Administration user.
2. In the Tasks list, select Admin Tasks for MFP CS Customer Domain and then select Online Admin Tools. Click **Submit a New Admin Task**.

Figure 1–1 Administration Tasks

3. Select the Configured Batch Tasks for Task Group and click **Next**.

Figure 1–2 Select Task Group Window

4. In the task list, select Run Measure Export Group and click **Next**.

Figure 1–3 Select Task Workbook Wizard Window

5. Enter the Task Label. This task has an additional parameter to choose the export measure group. In following figure, as an example, Merch Plan - Current Plan is selected. Click **Next**.

Figure 1–4 Select Export Measure Group

6. To schedule the task to run immediately, select **Run ASAP** and click **Next**. To run on a particular date and time, set that information, select Run on a Schedule (One time / Hourly / Daily / Weekly / Monthly). Provide the Server Start / Stop Date/Time and click **Next**.

Figure 1–5 Schedule Task Workbook Wizard Window

The screenshot shows a window titled "Submit a New Admin Task" with a close button (X) in the top right corner. The main content area is labeled "Schedule Task" and contains the following elements:

- Two radio buttons: "Run ASAP" (selected) and "Run on a schedule".
- A dropdown menu below "Run on a schedule" showing "One time".
- A label "Server Start Date/Time:" followed by a text input field containing "12/27/18 12:32 AM" and a calendar icon.

At the bottom right of the window, there are four buttons: "Cancel", "< Previous", "Next >", and "Finish".

7. In the Confirm Action window, review the task scheduling details. To confirm the scheduling and submit the task, click **Finish**.

Figure 1–6 Confirm Action Window

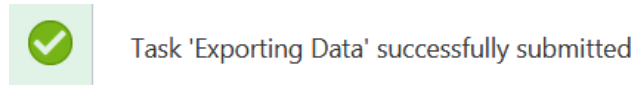
The screenshot shows a window titled "Submit a New Admin Task" with a close button (X) in the top right corner. The main content area is labeled "Verify and Confirm Before Clicking Finish" and contains the following details:

- Action:** Submit An Admin Task
- Task:** Run Batch Measure Export Group (Configured Batch Tasks)
- Label:** Exporting Data
- Batch Export Measure Group:** Merch Plan - Current Plan
- Execute:** Execute Immediate(ASAP)

At the bottom right of the window, there are four buttons: "Cancel", "< Previous", "Next >", and "Finish".

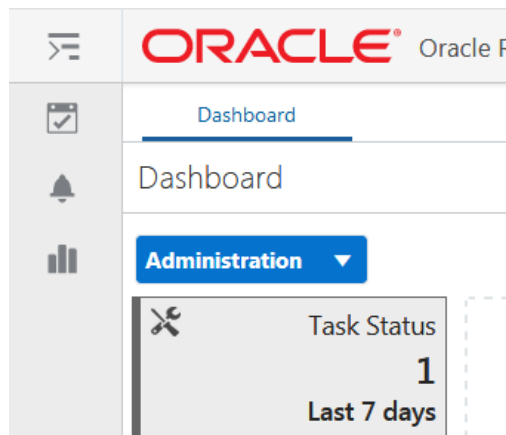
The task submitted confirmation message appears.

Figure 1-7 Task Submitted Confirmation Message



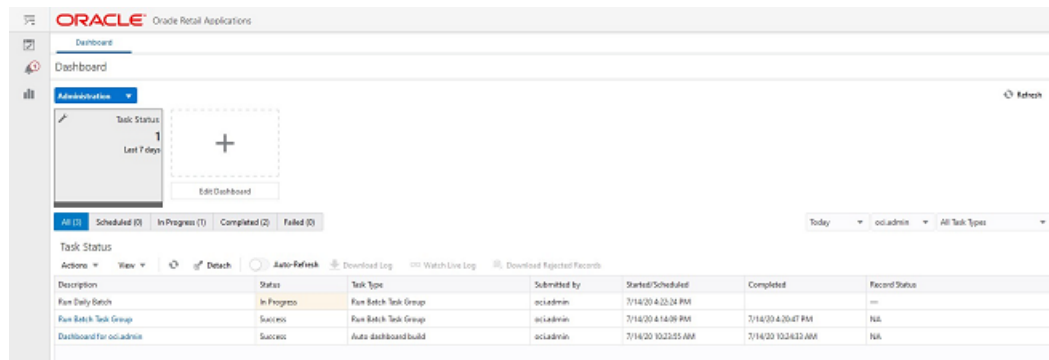
- To check the status of all submitted tasks in the Dashboard, click **Dashboard** and select **Administration** from the list of Dashboard Profiles in the dropdown.

Figure 1-8 Location of Administration Dashboard Selection



At the bottom of the dashboard, it contains the lists of tasks submitted and their status.

Figure 1-9 List of Submitted Tasks



The Status column shows whether a job has completed successfully, failed, or is pending (Scheduled). For any completed (Success/Failed) tasks, click the job name to view the subtask details if any for that job. To view the log, select the task and click **Download Log**. For failed tasks, the logs show the error details.

Following is an example of a log showing an error:

```
Service 'loadHier' failed with return code 2

03:13:24 : INFORMATION : eebatch_loadhier.ksh[116] - _call of command 'rpsace_run loadHier
-d /u07/projects/mfp/domains/mfprcs -load clnd -checkParents -purgeAge 14 -purgeBackups
-forceInputRollups -forceNAConsistency -maxProcesses 8 -loglevel all' complete
03:13:24 : ERROR : eebatch_loadhier.ksh[122] - Error Result from loadHier call.
03:13:24 : INFORMATION : eebatch_loadhier.ksh[122] - Exiting script with code: 102
03:13:24 : INFORMATION : eebatch_loadhier.ksh[1] - NO_EXIT_STATEMENT
```

Following is an example of a log showing the cause of an error:

```
<E 2018Apr23 03:13:14.426> loadHier (clnd) failed on domain: mfprcs
<E 2018Apr23 03:13:14.426> ReindexDomain must be run first to prepend CLND Dimensions.
<E 2018Apr23 03:13:14.426> Syntax: reindexDomain -d <domainPath> -hier CLND -prepend
<E 2018Apr23 03:13:14.426> LoadHier must be run again after reindexing the domain.
```

Note: The detailed log file will also be uploaded to Object Store so their customer can download. The log file names are first appended with `planning/outgoing/logs/` and with the text `success/failure` (with error code) along with the process name and control file entry set names and the time stamp for easy identification. For example:

```
/planning/outgoing/logs/success.eebatch_calc.exp_
set.20190614124917.tar.gz
```

```
/planning/outgoing/logs/failure.13.eebatch_
exec.setup.20190614043009.tar.gz
```

Dashboard

The Dashboard provides pre-configured dashboard profiles to the user once logged into the application. There are six profiles pre-configured for MFP CS:

1. Administration - task status
2. MFP: In-Season
3. MFP: Pre-Season
4. MT: Exceptions
5. MP: Exceptions
6. LP: Exceptions

For more information about the usage of Dashboards in MFP CS, see the *Oracle Retail Merchandise Financial Planning Cost Cloud Service User Guide* and *Oracle Retail Merchandise Financial Planning Retail Cloud Service User Guide*.

The dashboard pulls the data from an admin workbook built from the Online Administration Tools. In order to view the dashboard, an Administrator must schedule the dashboard builds from the System Admin Tasks.

Figure 1–10 Schedule Dashboard Build Task

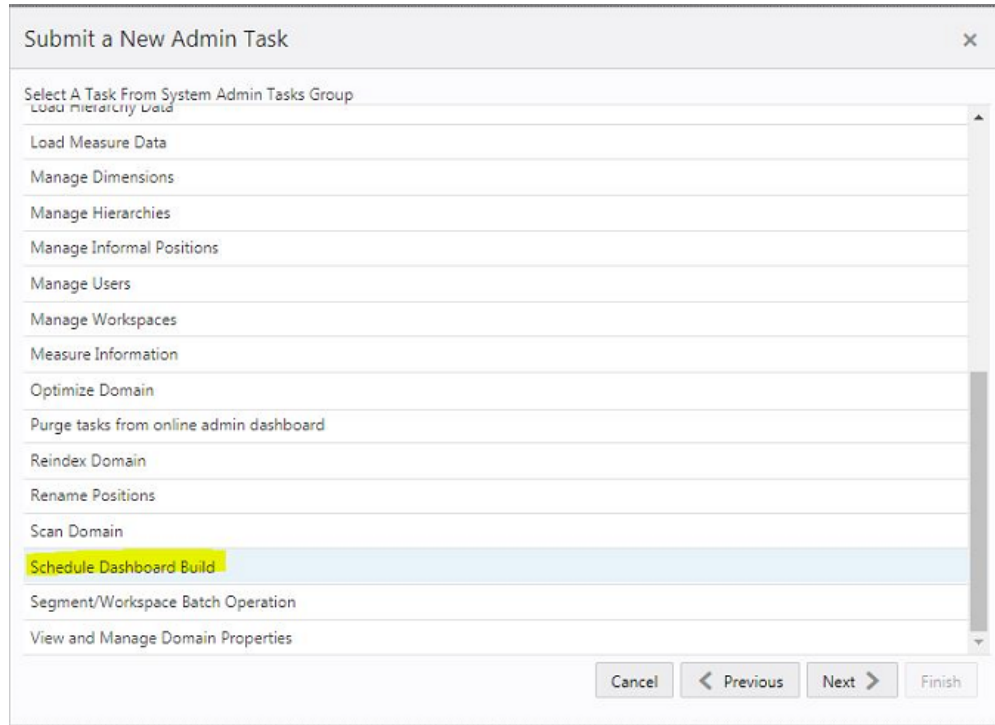
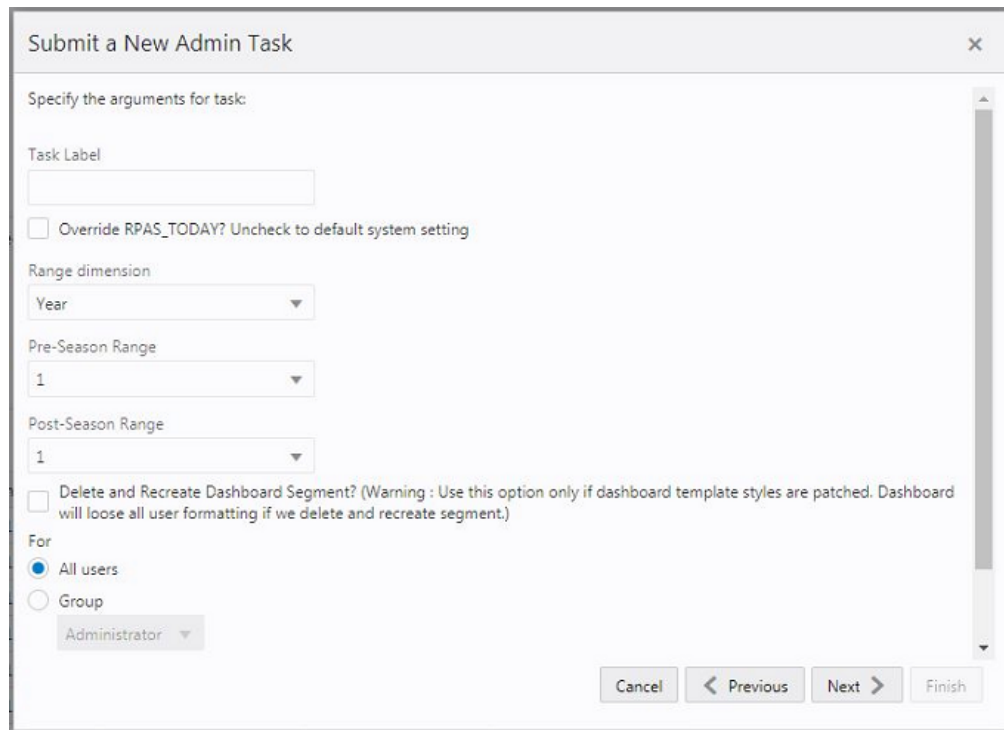


Figure 1–11 Specify Arguments for Schedule Dashboard Build Task



- Task Label - Enter the name of the build task to review the status of build.
- Select Override RPAS_TODAY - Check box and then select a date, if you need to build the dashboard as of a day other than the current date.

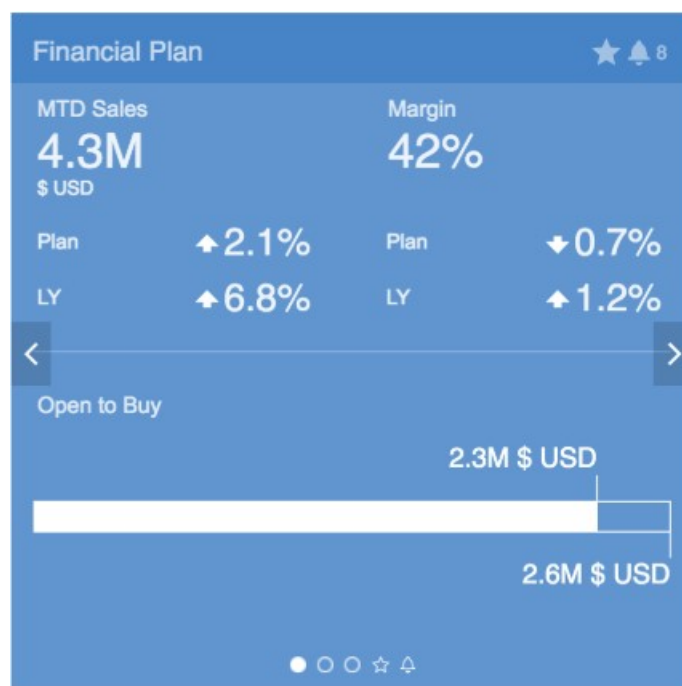
- Range dimension - Calendar dimension against which the dashboard will be pre-ranged.
- Pre-Season Range - Number of periods of the Range dimension that need to be included before the Current period Range. Current Period Range will be always included.
- Post-Season Range - Number of periods of the Range dimension that need to be included after RPAS_TODAY.
- Select Delete and Recreate Dashboard Segment check box, only if there are any changes to the dashboard template selection after patching.
- Users - Select All Users, Group, or Users that can access that dashboard.

Note: For the pre-configured GA dashboard profiles, the preferred selections for Range dimension: Half, Pre-Season Range: 1, and Post-Season Range: 1.

Retail Home

If Retail Home is configured, it provides a dashboard view of key configured metrics as tiles across multiple applications in the enterprise. MFP CS has the following tile views configured for Retail Home. The metrics are configured in the same dashboard templates, so the regular dashboard segment first should be built first, in order to see the tiles from Retail Home. Retail Home uses a different set of JSON files to get the data from the dashboard segments into these tiles. For template versions, after the domain is configured, the customer needs to seed the retail home JSON file once after Retail Home is configured. For more details about how to seed Retail Home JSON files, see the *Oracle Retail Predictive Application Server Cloud Edition Administration Guide*.

Figure 1–12 MFP CS Tile View for Retail Home



Metrics shown in the above figure:

- Month-to-Date Sales (MTD)
- MTD Sales to Plan (OP)
- MTD Sales variance to LY
- MTD Margin %
- MTD Margin variance to Plan (OP)
- MTD Margin variance to LY
- Open to Buy bullet chart: total is Open to Buy + Net On Order

Figure 1–13 MFP CS Tile View for Retail Home



Metrics shown in the above figure:

- Year-to-Date Sales (YTD)
- YTD Margin %
- YTD Sales variance to Plan (OP)
- YTD Returns
- Line Chart: YTD Sales variance to Plan with X-axis as Month

Build/Patch Application

This chapter describes the process to build or patch a domain.

Build the MFP Cloud Service Application from the Bootstrap Domain

This section describes the process of installing MFP Cloud Service from the bootstrap domain with retailer data and generated configuration for the plug-in options. Once RPAS CE and MFP Cloud Service are installed in the Oracle Cloud environment, the Administrator will have the option to overwrite and install the domain with GA data or with retailer data. The Administrator also has the option to set the deploy status of application as template or non-template (custom).

Bootstrap Environment

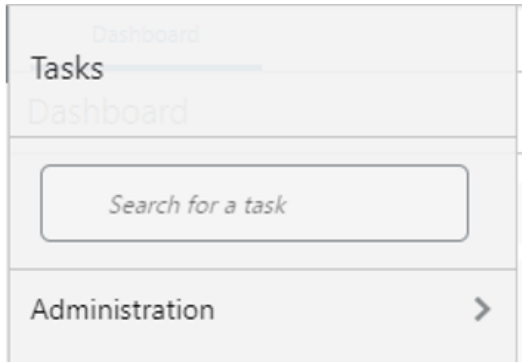
A newly provisioned MFP CS environment is set up with a bootstrap configuration that allows the Administrator to log and access the Online Administration Tools (OAT) interface before the domain has been built. The bootstrap OAT configuration allows only tasks required to deploy an application. Once the domain has been constructed, the domain task and the bootstrap activities will both be available. This allows the domain to be rebuilt from scratch multiple times if needed.

Build Application from the Bootstrap Domain

The following steps take you through the process of building a customer domain for MFP Cloud Service using the bootstrap domain:

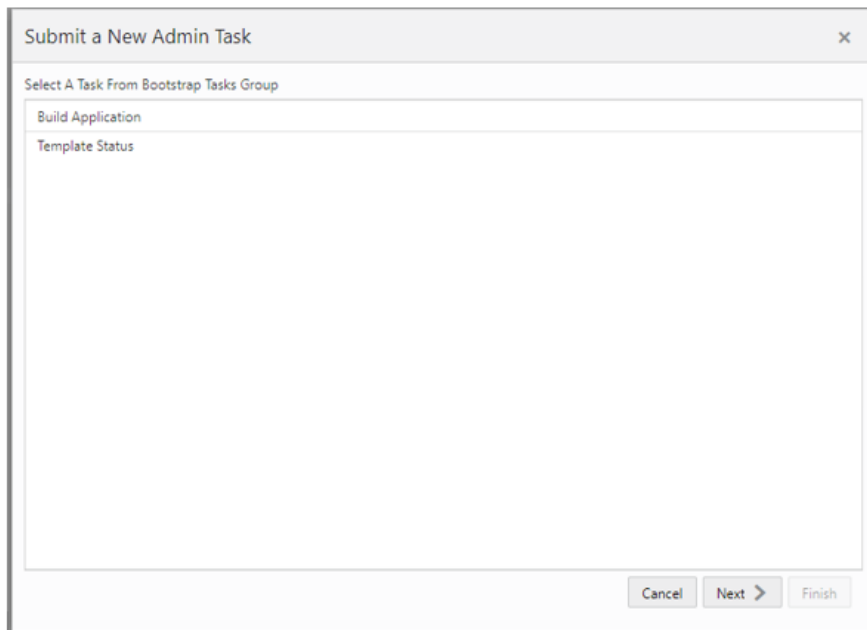
1. After provisioning MFP Cloud Service, log in to the bootstrap domain as an Administration user.
2. In the Tasks list, select Administration and then Online Admin Tools. Click **Submit a New Admin Task**.

Figure 2–1 Admin Tasks for RPASCE Bootstrap Task



3. Select the Build Application task and click **Next**.

Figure 2–2 Select Build Application Task



4. Set the arguments for the task:

Figure 2–3 Select Build MFP Cloud Service Domain Task Arguments

Submit a New Admin Task

Specify the arguments for task:

Task Label
Build Application

Partition Dimension
dept

Use GA Configuration with no extensibility?

Use GA data?

JSE Jar files (optional, comma-separated list)

Overwrite Existing Application?

Set RPAS_TODAY in application
20230101

Batch Task Group to run after Application Build
postbuild

Cancel < Previous Next > Finish

- a. Enter the Task Label.
- b. Partition Dimension is defaulted to dept dimension in the MFP CS Template version. If the customer is deploying the application as a non-template version, provide the equivalent dimension name from the product hierarchy equivalent to the level of department. The application will be internally partitioned based on this dimension to allow parallel processing of data in the batch.
- c. Select the Use GA Configuration with no extensibility check box, only if you need to deploy the pure template configuration without any changes, otherwise uncheck this box and upload the new configuration to the Object Store. If no configuration is found in Object Store, the deploy job will fail.
- d. Select the Use GA data option only if the customer wants to deploy the application using the GA data set readily available for the application. If the customer wants to deploy and use their own data set, upload the files to Object Store.
- e. Specify the JSE Jar files names if the customer is planning to use new special expressions within the configuration and the JAR file names containing those expressions to be registered. If the customer is providing these file names, they should also upload the JAR files to the Object Store.
- f. If the application was already created and needs to be overwritten, select the Overwrite Existing Application option; otherwise, do not select this option. Selecting this option will drop the existing application and all associated meta data stored, so it will also lose connection to the environment. The customer will need to log out and log in again to view the status of the deploy.
- g. RPAS_TODAY is an optional parameter. It is needed only if the customer is planning to use the GA data set. For MFP GA data, the preferred RPAS_TODAY date is 20230101.

- h.** Select the Batch Task Group to run after Application Build. This is an optional parameter and if the template and GA dataset are used, the batch task to run is postbuild. If its a non-template deploy, the customer can provide the batch task name that they want to run after the application build.

Application Deploy without any batch will not load any hierarchy or data into the application, so the customer may need to run tasks to load hierarchy and data after domain build if they are not providing any task to run during the Application Build.

- 5.** Select the time to schedule the task and click **Next**. Click Run ASAP if the Administrator wants to run the task now or the task can be scheduled by selecting the Run on a Schedule option.

Figure 2–4 Schedule Task

Submit a New Admin Task

Schedule Task

Run ASAP

Run on a schedule

One time

Server Start Date/Time:

12/27/18 12:53 AM

Cancel < Previous Next > Finish

- 6.** Review the selections and click **Finish**.

Figure 2–5 Verify and Confirm Selections

Submit a New Admin Task ×

Verify and Confirm Before Clicking Finish

Action
Submit An Admin Task

Task
Build Application (Bootstrap Tasks)

Description
Build Application from Config

Label
Build Application

Partition Dimension
dept

Use GA Configuration with no extensibility?
Use GA data?

Set RPAS_TODAY in application
20230101

Batch Task Group to run after Application Build
postbuild

Execute:
Execute Immediate(ASAP)

7. After submitting, review the status of that task in the dashboard similar to any other standard administration tasks.
8. After the task is successfully completed, log out and log in to the application to view the additional tasks specific to the newly built domain.

Note: Users will not be allowed in the application while building and patching the domain.

Patching the Application

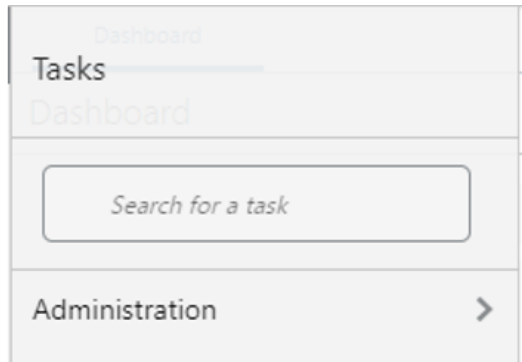
This section describes the process of patching the MFP Cloud Service application using the Online Administration Tools. Once the RPAS CE and MFP Cloud Service upgrade patches are installed in the Oracle Cloud environment, the MFP application will be patched by default with the latest configuration if the application type is template with the last used plug-in options or use the last used extensible configuration, if it was uploaded by the customer. However, if the customer wants to reapply the patch with changes to the plug-in option, use an updated extensible configuration, or if the customer version is non-template, then the customer can use this task to patch the application.

Before scheduling this task, the Administrator should ensure that no users are logged in to the application while patching the solution. The customer also should upload the configuration if the customer is not using the template version or if using the template version but using extensibility. If the customer has not uploaded any configuration, it will try to use the last used configuration during the application build or the one used during the last patching.

The following steps walk you through the process to patch the MFP Cloud Service application as an Administration user:

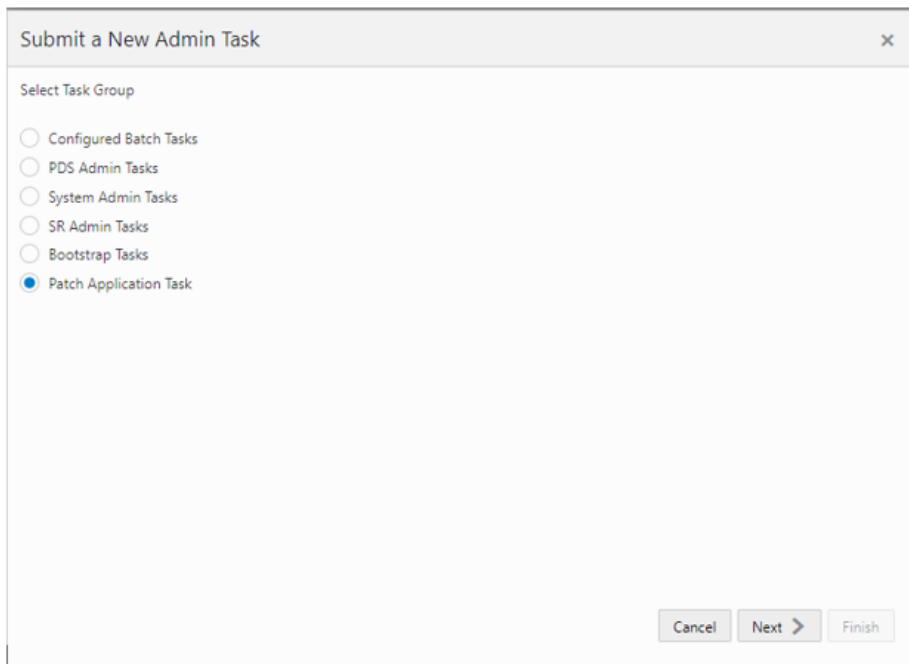
1. After deploying MFP Cloud Service, log in to the application as an Administration user.
2. In the Tasks list, select Administration and then Online Admin Tools. Click **Submit a New Admin Task**.

Figure 2–6 Admin Tasks for RPAS CE Bootstrap Task



3. Select the Patch Application Task and then click **Next**. Then select Patch Application in the available list of tasks.

Figure 2–7 Select Patch Application Task



4. Set the arguments for the task:

Figure 2–8 Select Patch Application Task Arguments

Submit a New Admin Task

Specify the arguments for task:

Task Label
Patch Application

Offline Mode Message

Register new JSE Jar files (optional, comma-separated list)

Log level

Cancel < Previous Next > Finish

- a. Enter the Task Label and Offline Mode Message.
 - b. Specify if any new JAR files that need to be registered for any changes to the application configuration as part of the Patching process. The customer should also upload any new JAR files containing that special expression.
 - c. After choosing all the necessary options and Log level, click **Next**.
5. Select the time to schedule the task and click **Next**. Click Run ASAP if the administrator wants to run the task now or the task can be scheduled by selecting the Run on a Schedule option.

Figure 2–9 Schedule Task

The screenshot shows a dialog box titled "Submit a New Admin Task" with a close button (X) in the top right corner. The main content area is titled "Schedule Task" and contains the following elements:

- Two radio buttons: "Run ASAP" (which is selected) and "Run on a schedule".
- A dropdown menu currently set to "One time" under the "Run on a schedule" option.
- A text field labeled "Server Start Date/Time:" containing the value "12/27/18 12:57 AM" and a calendar icon to its right.

At the bottom right of the dialog, there are four buttons: "Cancel", "< Previous", "Next >", and "Finish".

6. Review the selections and click **Finish**.

Figure 2–10 Verify and Confirm Selections

The screenshot shows the same dialog box, but now it displays a confirmation summary under the heading "Verify and Confirm Before Clicking Finish". The summary includes the following details:

- Action:** Submit An Admin Task
- Task:** Patch Application (Patch Application Task)
- Description:** Patch Application by applying updated Configuration
- Label:** Patch Application
- Offline Mode Message:** Patch Application
- Log level:** All
- Execute:** Execute Immediate(ASAP)

At the bottom right, the buttons are "Cancel", "< Previous", and "Finish".

7. After submitting, review the status of that task in the dashboard similar to any other standard administration tasks.

Template Status

The MFP Application when provisioned will be deployed as a Template application with the Template status of Activated. The customer has the option to deactivate the

template status meaning it is a fully custom configuration. If it is a custom configuration, the customer should upload and completely maintain the configuration. Regular upgrades or patches will not patch the application and only upgrade the server version.

The following task can be used to activate/deactivate the template status of the application. It is advisable for the customer to decide on the template status before the application is built for the first time. Later, it may be easier to convert from the template to the non-template version without any limitations. But it will not be easy to move from a non-template version to template, if the configuration does not follow the extensibility rules for the template version of MFP Configuration. See the *Oracle Retail Merchandise Financial Planning Implementation Guide* for extensibility guidelines for the MFP template version; only if the non-template application follows those guidelines can it be converted to template.

The Template Status changing task is available as a Bootstrap task together with Build Application. In the Change template status drop down, select the Activate or Deactivate option to toggle the template status option and submit the task to change the template status. Activate means it is a template. Deactivate means it is a custom (non-template).

The customer can also use the same task and choose List template status to view the current template status of the deployed application.

Figure 2–11 *Template Status*

Submit a New Admin Task

Specify the arguments for task:

Task Label
Template Status

List template status

Change template status
Activate
Deactivate

Cancel < Previous Next > Finish

User and Role Maintenance

This chapter describes the process for managing users and roles. The Administrator can create users and assign the level of access as needed. This chapter describes how to create/modify/delete a user and assign roles to a user.

Your Merchandise Financial Planning Cloud Service is configured with Oracle Cloud Infrastructure Identity and Access Management (OCI IAM) for managing users and access.

In order to provide application access to end users, the Cloud Service Administrator needs to create the user's account from OCI IAM. For OCI IAM user setup, follow the steps in "[OCI IAM User Creation](#)." The user must also be assigned to a group in OCI IAM.

Note: The list of groups in [Table 3-1](#) are provided by default. It is not required that additional groups be created by the user.

To complete the user provisioning activity, the same user must be added in the Merchandise Financial Planning Cloud Service application and assigned to the same user group. By default, all the roles as user groups in [Table 3-1](#) will be added to the Application Domain. Only if not present will those user groups need to be added.

MFP Cloud Service is built with role-based access. Permissions are associated with roles. [Table 3-1](#) lists the available roles. Those roles will be created by default during provision time, but if not present, those can be set up in OCI IAM.

Table 3-1 Merchandise Financial Planning Cloud Service Default Enterprise Roles

Application Module	Default Application Roles
MFPCS	MFP_ADMIN
MFPCS	MFP_USERS
MFPCS	MFP_PLANNERS
MFPCS	MFP_BUYERS
MFPCS	MFP_APPROVERS

Note: Additional roles for authorization and application administration are also required. See the User Roles section in the *Oracle Retail Predictive Application Server and Applications Cloud Edition Security Guide*.

The Administrator can assign the above role or roles to the user. Follow the steps in ["Managing Users in OCI IAM."](#)

For detailed information on the tasks related to user and role, see the following sections:

- [User Maintenance through OCI IAM:](#)
 - [OCI IAM User Creation](#)
 - [Managing Users in OCI IAM](#)
- [Bulk Loading of User and User Groups](#)

For Cloud Service provisions, the customer needs to define required roles as needed for their configuration using OCI IAM. For more details about Atomic User Management (AUM), additional roles available, and access to security details, see the *Oracle Retail Predictive Application Server and Applications Cloud Edition Security Guide*.

User Maintenance through OCI IAM

This section describes how to maintain users through Oracle Cloud Infrastructure Identity and Access Management (OCI IAM).

OCI IAM User Creation

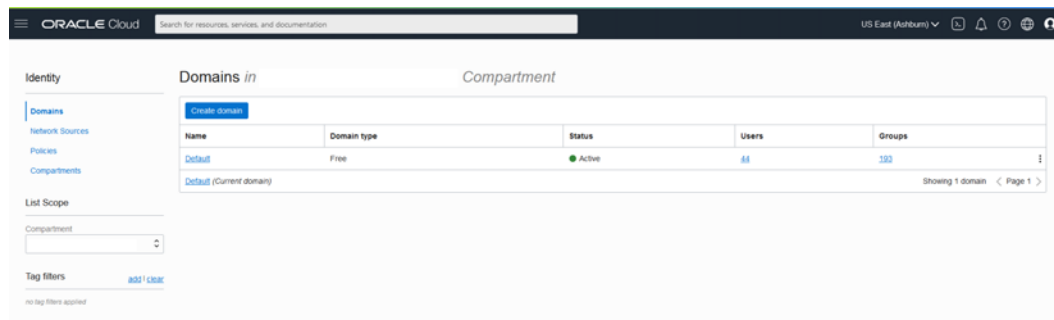
Before users can access the Oracle Retail Merchandise Financial Planning Cloud Service applications, it is necessary to provision access to the system for each user and to assign roles to each user to control what functionality will be available to the user. The access provisioning can be done using OCI IAM. After creation of the user in OCI IAM, the Administrator needs to create the same user with the same user group (that is, the role in OCI IAM) in the Oracle Retail Merchandise Financial Planning Cloud Service application.

Note: The OCI IAM Application URL and login with the required administrator access are needed to perform the following steps. The welcome email sent by Oracle includes the URL.

The following steps explain how to define users and assign roles for a new user:

1. Log in to the OCI IAM application. The Domains view is shown by default.

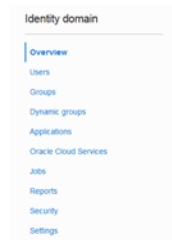
Figure 3–1 OCI IAM Domains



2. Click the Domain name for which you want to create a user. The Domain Overview page appears.

- From the Domains Overview page, click Users.

Figure 3–2 Domains Overview Menu



- From the Domain Users page, click Create User. The Create User page appears.

Figure 3–3 Create User

Name	Description
DATA_SCIENCE_ORCL_ADMIN_JOB	Data Science Cloud Administration permission for Retailer using Innovation Workbench using APEX Workspace
RETAIL_ASYNC_TASK_JOB	A systemic role for executing async jobs
FORECAST_ANALYST_JOB	Reviews and approves forecasts on a day to day basis. An advanced forecast analyst may also be responsible for forecast parameter maintenance and demand modeling activities
PRICING_MANAGER_JOB	The Pricing Manager typically works as part of the buying group for one or more departments. Besides all of the typical management duties involved with having direct reports the Pricing Manager has the responsibility of making sure the company objectives are reflected in the pricing policies implemented by the Pricing Analyst

- Provide the First Name, Last Name, and unique user name. If the option “Use the email address as the user name” is checked, the system automatically takes the email address as the user name.

Note: Oracle recommends using the email address as the user name.

- Assign the user to a group. Typically, this will be the group specific to the provisioned service or application. The user can be assigned to more than one user group, but it is recommended to assign one group to one user.

The available roles are listed in [Table 3–1](#). For example, you could assign the user being created to the MFP_BUYERS role.

- Click **Create** to complete the user creation in OCI IAM.
- To complete the user setup, the same user must be created in the Merchandise Financial Planning Cloud Service application. To add the user to the Merchandise Financial Planning Cloud Service application, follow the steps in ["Adding a User to the MFP CS Application."](#)

Adding a User Group

User groups provide an intermediate level of security to workbooks that were created and saved by specific users. When new users are assigned to the system, they must be assigned to existing user groups. User groups should consist of individuals with similar job functions or responsibilities. In the Oracle Retail Predictive Planning Suite, the user group corresponds to the user's planning role.

To add a user group:

1. Under User Administration, click **Add User Group**. A Workbook Wizard window appears.
2. In the Workbook Wizard window, enter the relevant information into the following fields:
 - In the Group Name field, enter a name for the group.

Note: Each group name must begin with a letter and contain only alphanumeric characters and underscores. It cannot have spaces. User group names are case sensitive.

 - In the Group Label field, enter a descriptive label for the group. This label is displayed when referring to the group throughout RPAS CE.
3. Click **Finish** to add the user group to the database.

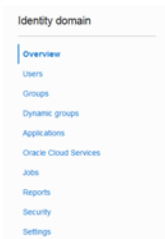
Managing Users in OCI IAM

After users are created in OCI IAM, the Administrator can manage user information, manage user groups assigned to users, delete or revoke user access, and reset a password.

The following steps explain how to manage users in OCI IAM:

1. Log in to the OCI IAM application. The Domains view is shown by default.
2. Click the Domain name for which you want to create a user. The Domain Overview page appears.
3. From the Domains Overview page, click Users.

Figure 3–4 Domains Overview Menu



4. Click the user that you want to edit.
5. You can update the additional information for the selected user. Once updated, click **Update User** to confirm the changes.
6. You can manage the user groups assigned to users in the Groups table.

Assign a New Group

- a. In the Groups table, click **Assign user to groups**.
- b. From the Assign user to group dialog, select the group or groups to add the user.
- c. Click **Assign user**.

Remove a Group

- a. In the Groups table, select the group from which you want to remove the user.
- b. Click **Remove user from group**.

Note: The same user also needs to be deleted from the Merchandise Financial Planning Cloud Service application. This will keep OCI IAM and the application synchronized. Complete the user deletion by following the steps for deleting a user in the User Maintenance chapter of the *Oracle Retail Predictive Application Server Cloud Edition Administration Guide*.

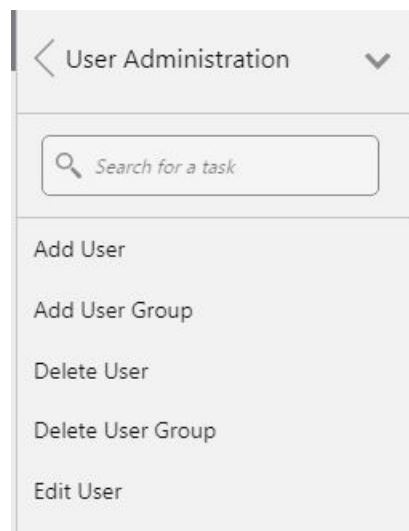
7. A user can be deactivated by selecting **Deactivate** from the More Actions menu and then confirming the selection in the confirmation dialog.
8. A user can be asked to reset their password by selecting **Reset Password** and then confirming the selection in the confirmation dialog. The associated user will get an email with a link to reset the password.

Adding a User to the MFP CS Application

To add a user to the MFP CS application:

1. Under User Administration, click **Add User**. A Workbook Wizard window appears.

Figure 3-5 User Administration



2. In the Workbook Wizard window, enter the relevant information in the following fields:

Figure 3–6 Add User Details

The screenshot shows a web form titled "Add User". It contains the following elements:

- User name:** A text input field.
- User label:** A text input field.
- Default group:** A dropdown menu with "Admin" selected.
- Other groups:** A list box containing "Admin".
- Administrator:** An unchecked checkbox.
- Lock user account:** An unchecked checkbox.
- Inherit Group Default Rights:** An unchecked checkbox.

- **User name:** Enter the user name that the user uses for logging in. This user name should be the same as the user name created in OCI IAM.
- **User label:** Enter a label that describes the user (for example, the user's full name). This identifying label appears in various locations throughout the application.
- **Default group:** Select the user group to which the user belongs. The group selected for the user should be same as the role selected for the same user in OCI IAM.

The available roles are listed in [Table 3–1](#). For example, you could assign the user being created to the MFP_BUYERS role.

- **Other groups:** If a user belongs to more than one group, select the additional groups from the list in the Other groups field.

Note: Passwords are not used by the RPAS CE Client. The password is defined and managed by your external authentication provider.

3. If the user requires Administration status, check the Administrator box. To make the user an Administrator, it is mandatory to check this check box.

Note: Administrative users have special privileges and the read-only status may not apply to them.

If you are not sure whether a user should be granted this ability, you can modify the Administration status later in the Security Administration workbook.

Note: Granting users Administration status gives them access to all workbook templates, but it does not automatically give them access to all workbooks.

4. Select the Lock user account check box to temporarily disable the user's account.
5. Select the Inherit group default rights check box so that the user can inherit the default rights set for the user group through the Group Workbook Template Default Rights and Group Measure Default Rights worksheets. If the Inherit group default rights option is not selected and the Administrator check box is not selected, then the user is assigned Denied access rights to all templates and measures. If the Inherit group default rights option is not selected but the Administrator check box is selected, then the user is assigned Full Access rights to all templates and Read/Write rights to all measures.
6. Click **Finish** to add the new user to the database.

Workbook template and measure access rights can now be assigned to the user. To do this, access the Security Administration workbook. For more information, see the Accessing Security Administration section in the *Oracle Retail Predictive Application Server Cloud Edition Administration Guide*.

Bulk Loading of User and User Groups

The Administrator can bulk import user and user groups using comma-separated-values (CSV) files. For information on the bulk import of user and user groups from OCI IAM, see the documentation at the following links:
<https://docs.oracle.com/en-us/iaas/Content/Identity/home.htm>.

