

**Oracle® Retail Advanced Science Engine Cloud  
Services**

Administration Guide

Release 14.2

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Oracle® Retail Advanced Science Engine Cloud Services Administration Guide,  
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- Do you need different information or graphics? If so, where, and in what format?
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# Preface

This guide describes the administration tasks for Oracle Retail Advanced Science Engine Cloud Services.

## Audience

This guide is intended for administrators.

## Documentation Accessibility

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## Related Documents

For more information, see the following documents in the Oracle Retail Advanced Science Engine Cloud Services Release 14.2 documentation set:

- *Oracle Retail Advanced Science Engine Cloud Services Data Interface Guide*
- *Oracle Retail Advanced Science Engine Cloud Services Implementation Guide*
- *Oracle Retail Advanced Science Engine Cloud Services Release Notes*
- *Oracle Retail Advanced Science Engine Cloud Services User Guide*
- *Oracle Retail Assortment and Space Optimization Cloud Service User Guide*

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- Functional and technical description of the problem (include business impact)
- Detailed step-by-step instructions to re-create
- Exact error message received
- Screen shots of each step you take

## Review Patch Documentation

When you install the application for the first time, you install either a base release (for example, 14.2) or a later patch release (for example, 14.2.1). If you are installing the base release or additional patches, read the documentation for all releases that have occurred since the base release before you begin installation. Documentation for patch releases can contain critical information related to the base release, as well as information about code changes since the base release.

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This process will prevent delays in making critical corrections available to customers. For the customer, it means that before you begin installation, you must verify that you have the most recent version of the Oracle Retail documentation set. Oracle Retail documentation is available on the Oracle Technology Network at the following URL:

<http://www.oracle.com/technetwork/documentation/oracle-retail-100266.html>

An updated version of the applicable Oracle Retail document is indicated by Oracle part number, as well as print date (month and year). An updated version uses the same part number, with a higher-numbered suffix. For example, part number E123456-02 is an updated version of a document with part number E123456-01.

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<http://www.oracle.com/technetwork/documentation/oracle-retail-100266.html>

(Data Model documents are not available through Oracle Technology Network. You can obtain these documents through My Oracle Support.)

## Conventions

The following text conventions are used in this document:

Convention	Meaning
<b>boldface</b>	Boldface type indicates graphical user interface elements associated with an action, or terms defined in text or the glossary.

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<b>Convention</b>	<b>Meaning</b>
<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.

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# Administrative Tasks

This chapter describes the processes for maintaining users and roles as well as batch processes. For information regarding standard end user activities, see the *Oracle Retail Advanced Science Engine Cloud Services User Guide* and the *Oracle Retail Assortment and Space Optimization Cloud Service User Guide*.

## Processes

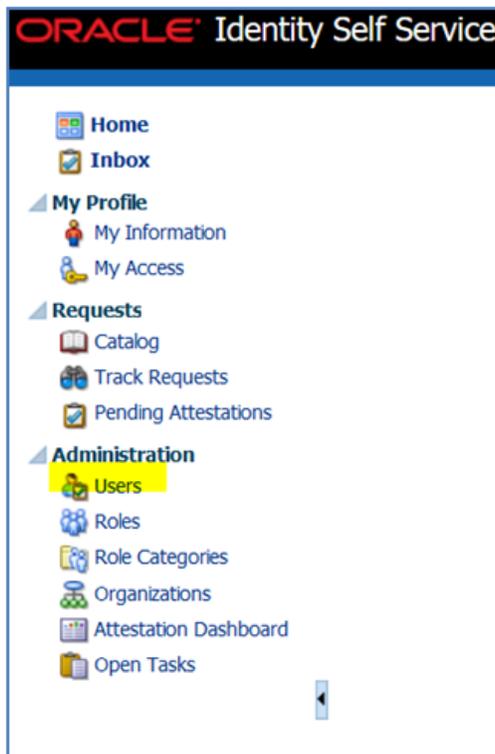
This section provides processes for the administrative tasks.

### OIM User Creation

Before users can access the Oracle Retail Advanced Science Engine Cloud Services applications it is necessary to provision each user access to the system and assign roles to each user to control what functionality is available to them. The access provisioning is done using Oracle Identity Management (OIM). The following steps explain how to define users, assign roles, and revoke access for users when needed. The OIM Application URL and the login with the required administrator access is needed to execute the below steps

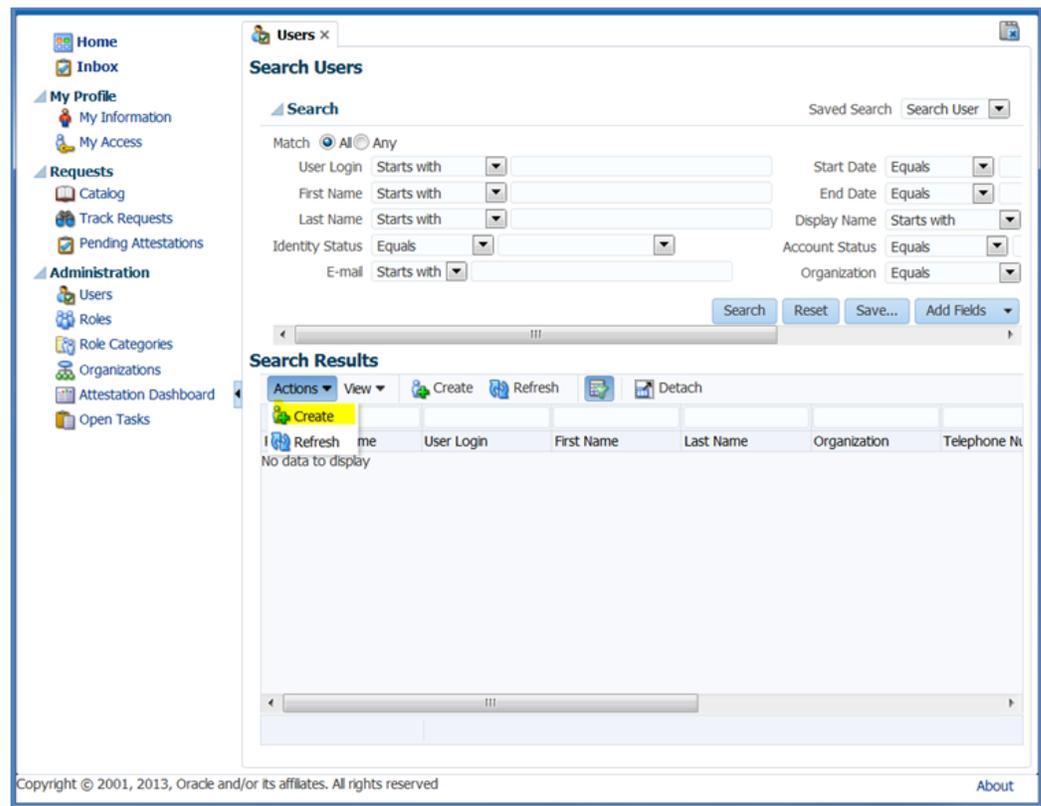
1. Log into the OIM application.
2. Under Administration, click **Users**.

**Figure 1–1 Select Users**



3. Under Actions, click **Create**.

Figure 1–2 Select Create



The Create User screen appears.

4. Under Basic Information, enter the following:
  - First Name
  - Last Name
  - For Organization, enter Retail
  - For User Type, enter Full time employee
  - E-mail: Email address of the employee
5. Under Account Settings, enter:
  - User Login: <firstname>.<lastname>
  - Password:
  - Confirm Password

Figure 1-3 Complete User Information

ORACLE Identity Self Service

Users x Create User x

Submit Cancel Save as Draft

**Justification and Effective Date**  
Justification  
Effective Date

**Basic Information**  
\* First Name OIM  
Middle Name  
\* Last Name TEST  
\* E-mail no-reply@oracle.com  
Manager  
\* Organization Retail  
\* User Type Full-Time Employee  
Display Name

**Account Settings**  
User Login oim.test  
Password \*\*\*\*\*  
\* Confirm Password \*\*\*\*\*

**Account Effective Dates**  
Start Date  
End Date

**Provisioning Dates**  
Provisioning Date  
Deprovisioning Date

6. Click Submit.

Figure 1-4 Create User

ORACLE Identity Self Service

Organization x Users x Create User x

Submit Cancel Save as Draft

**Justification and Effective Date**  
Justification: New User  
Effective Date

**Basic Information**  
First Name OIM  
Middle Name  
\* Last Name Admin  
E-mail oim.admin.no-reply@OracleRetail.com  
Manager  
\* Organization OracleRetail  
\* User Type Full-Time Employee  
Display Name

**Account Settings**  
User Login oim.admin  
Password \*\*\*\*\*  
\* Confirm Password \*\*\*\*\*

**Account Effective Dates**  
Start Date  
End Date

**Provisioning Dates**  
Provisioning Date  
Deprovisioning Date

**Contact Information**  
Telephone Number  
Home Phone  
Fax  
Mobile  
Pager  
Home Postal Address  
Postal Address  
Postal Code  
PO Box  
State  
Street  
Country

**Preferences**  
Locale  
Timezone

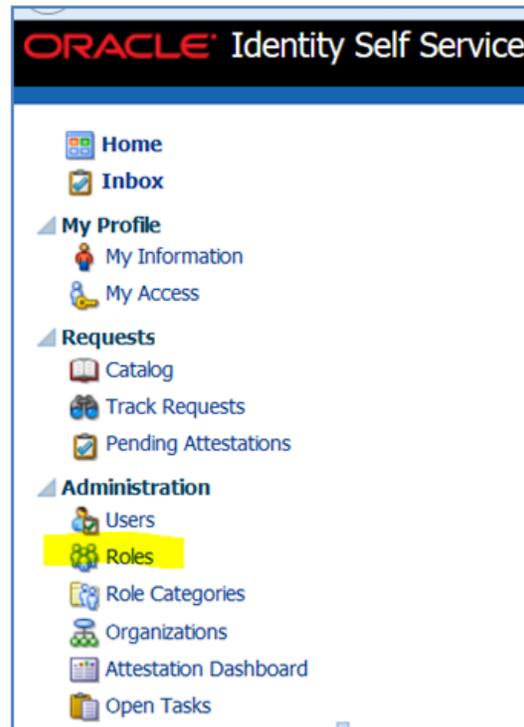
**Other Attributes**  
Given Name oim.admin  
Department Number  
Employee Number  
Locality Name  
Initials  
Title

## Assigning Members to a Role

To assign members to a role, complete the following:

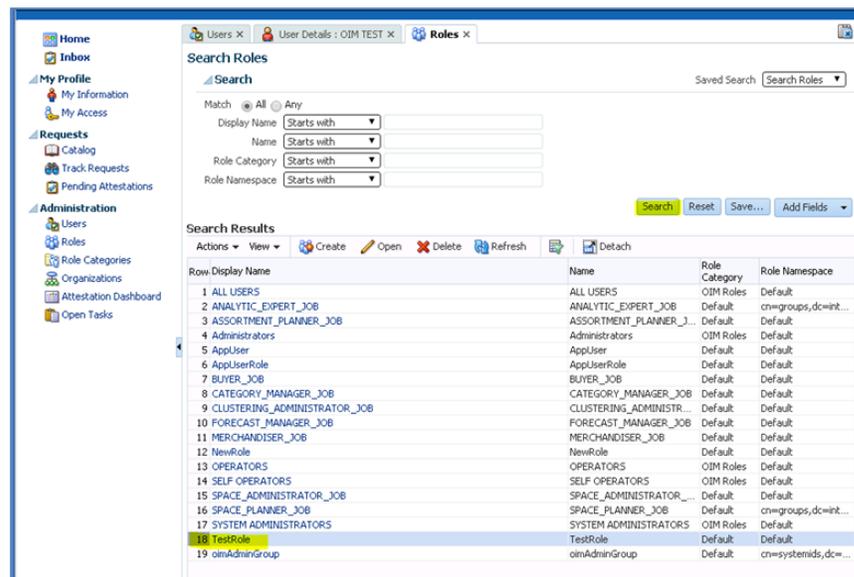
1. Log into the OIM application.
2. Click Roles.

Figure 1–5 Select Roles



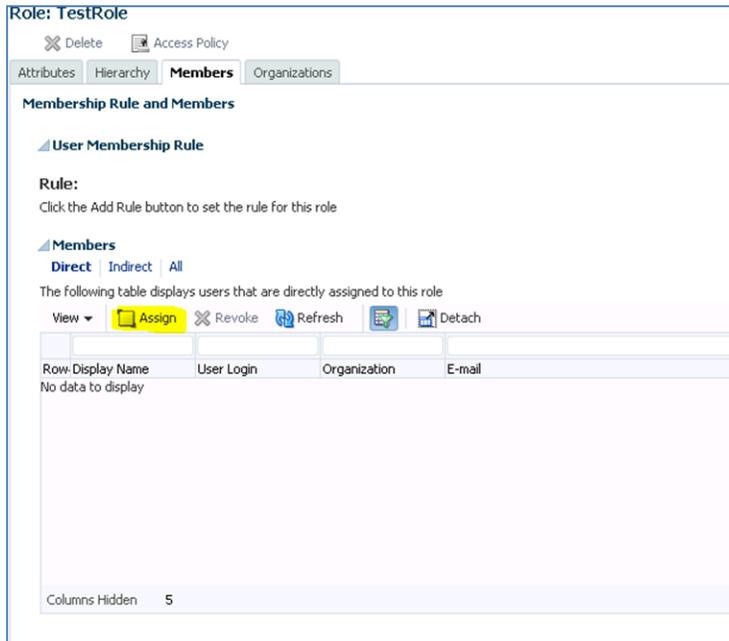
3. Click the Search tab and then select the role to which you want to add users.

Figure 1–6 Search Roles



- In the Direct section of the Members tab, click **Assign**.

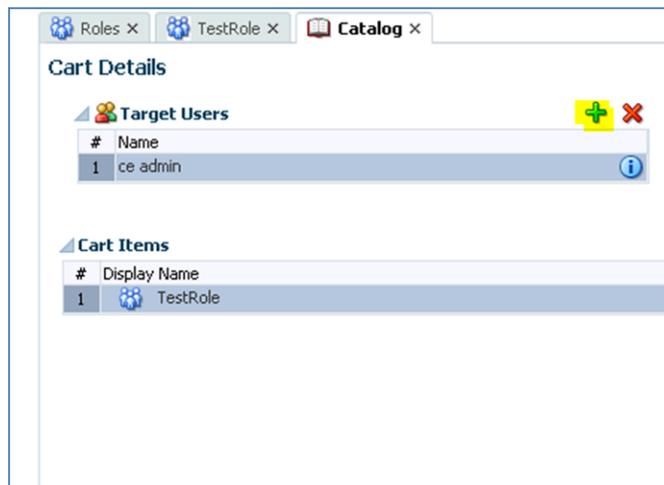
**Figure 1–7 Assign Role**



The Catalog page appears.

- In the Target Users section, click **Add** to select the members (users) to be assigned to the role. The Advanced Search for Target Users dialog box appears.

**Figure 1–8 Add the User to Assign the Role**



- Use Search to find the users that you want to add.

Figure 1–9 Search for Users

**Advanced Search for Target Users**

Search for Users and add them to the Selected Items table below.

Search

Just show my directs

**User Results**

View ▾

Display Name	First Name	Last Name
No data to display.		

Columns Hidden 66

**Selected Users**

View ▾

Display Name	First Name	Last Name

Columns Hidden 66

- Click **Add Selected** to add the selected users to the Selected Users list.  
Alternatively, click **Add All** to add all the users in the Selected Users list.

Figure 1–10 Select Users

**Advanced Search for Target Users**

Search for Users and add them to the Selected Items table below.

Search

Just show my directs

**User Results**

View ▾

Display Name	First Name	Last Name
Test User1	Test	User1
Test User2	Test	User2
OIM TEST	OIM	TEST
GIS TEST ADMIN1 ce admin	ce	GIS TEST ADMIN1 admin

Rows Selected 1 Columns Hidden 66

**Selected Users**

View ▾

Display Name	First Name	Last Name

Columns Hidden 66

## 8. Click Select.

**Figure 1–11 Adding Users**

Search for Users and add them to the Selected Items table below.

Search

Just show my directs

**User Results**

View

Display Name	First Name	Last Name
Test User1	Test	User 1
Test User2	Test	User2
OIM TEST	OIM	TEST
GIS TEST ADMIN1		GIS TEST ADMIN1
ce admin	ce	admin

Rows Selected 1 Columns Hidden 66

**Selected Users**

View

Display Name	First Name	Last Name
OIM TEST	OIM	TEST

Columns Hidden 66

The selected users or beneficiaries are added to the Target Users section of the Request Cart Details page.

**Figure 1–12 Review the Cart**

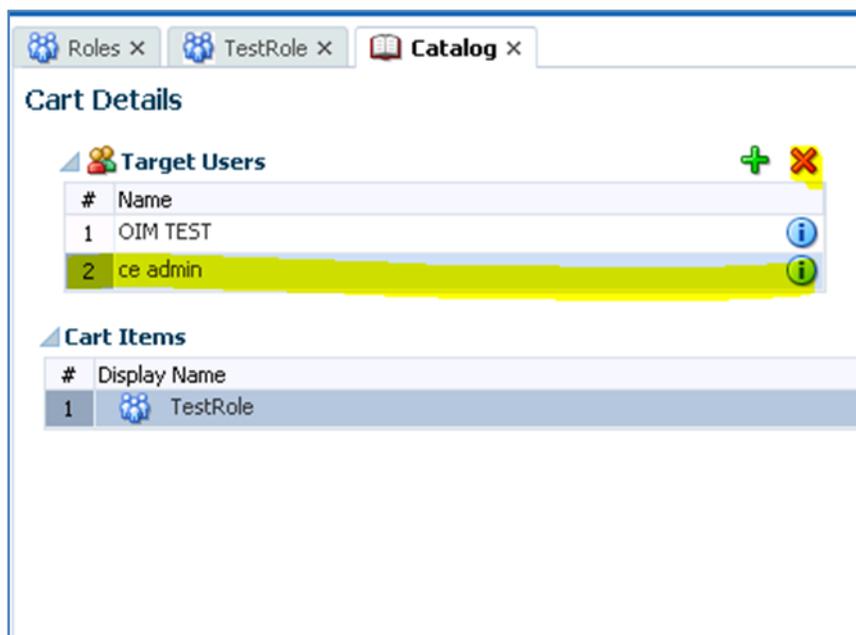
**Cart Details**

#	Name	
1	OIM TEST	<input type="button" value="i"/>
2	ce admin	<input type="button" value="i"/>

#	Display Name	
1	<input type="button" value="TestRole"/>	

9. In the Justification and Effective Date section, specify a justification for and an effective date when the request will be active.
10. In the Cart Items section, if required, select a cart item and click **Details** to display the details of the item.
11. Select the Admin User with which you logged in the target users and click **Remove Selected Target User**.

**Figure 1–13 Remove Admin User from Cart**



12. In the Details section, modify the request details, if required. To do so, set or modify values in the Details section and then click **Ready to Submit**.
13. After completing these changes, click **Submit**.

## Oracle Retail Advanced Science Engine Cloud Services Default Enterprise Roles

ORASE Cloud Services is built with role-based access. Permissions are associated with roles.

The following roles are available:

**Table 1–1 ORASE Cloud Services Default Enterprise Roles**

Application Module	Default Enterprise Roles	Corresponding Application Roles
CDT	ANALYTIC_EXPERT_JOB	Customer Decision Tree Duty
DT	ANALYTIC_EXPERT_JOB	Demand Transference Duty
ASO	CATEGORY_MANAGER_JOB	Category Manager Duty
	SPACE_PLANNER_JOB	Micro Space Optimization Analyst Duty
	MERCHANDISING_ANALYST_JOB	
	SPACE_ADMINISTRATOR_JOB	ASO Administrator Duty
	FORECAST_MANAGER_JOB	Analytic Super User Duty

**Table 1–1 (Cont.) ORASE Cloud Services Default Enterprise Roles**

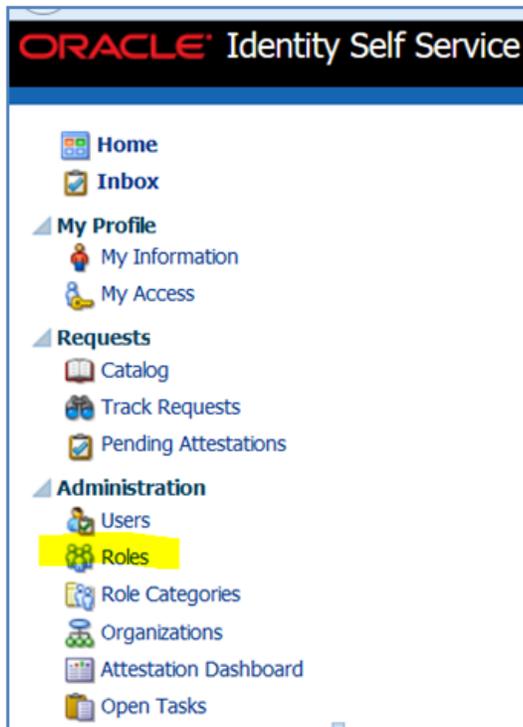
Application Module	Default Enterprise Roles	Corresponding Application Roles
AC	ASSORTMENT_PLANNER_JOB BUYER_JOB	Advanced Clustering Business Duty
	MERCHANDISER_JOB	
	CLUSTERING_ADMINISTRATOR_JOB	Advanced Clustering Advanced Duty

Assign the above roles to the user following the steps mentioned in the previous section as per your requirement.

## Revoking Role Membership

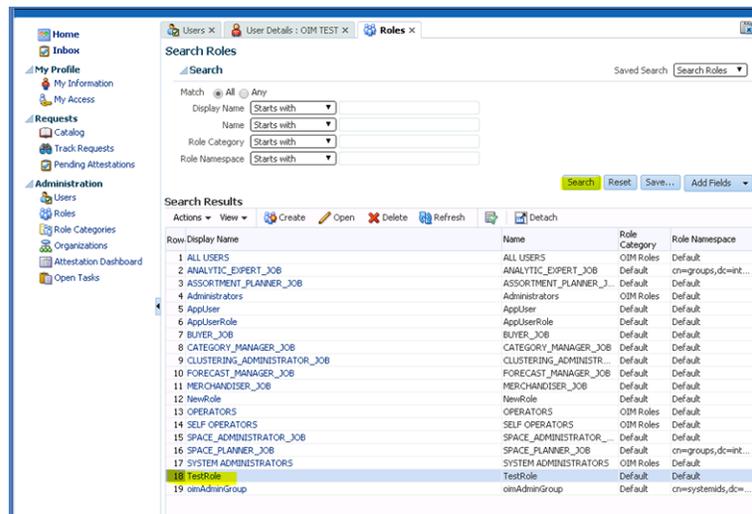
To revoke the membership of a member in a role:

1. Log into the OIM application.
2. Click **Roles**.

**Figure 1–14 Select Roles**

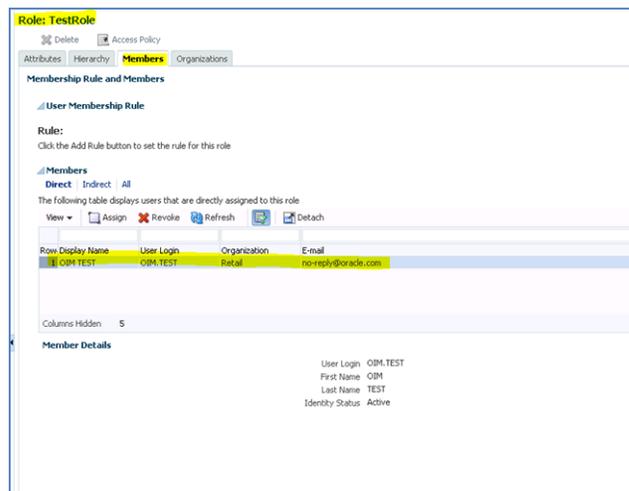
3. Click the **Search** tab and then select the role from which you want to revoke users.

Figure 1–15 Select Role to Revoke Users



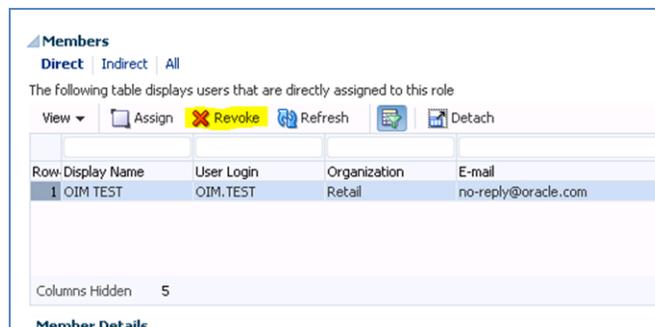
- In any section of the Members tab of the role you want to revoke, select the member whose membership you want to revoke.

Figure 1–16 Revoke Membership



- Click **Revoke**. The Remove Roles page appears.

Figure 1–17 Remove Roles



6. In the Target Users section, verify the members whose membership in the role is to be revoked.
7. Enter values for the Justification and Effective Date fields.
8. Click **Submit**.

**Figure 1–18 Submit Role Removal**

The screenshot shows the 'Remove Roles' interface. At the top right, there are buttons for 'Submit' and 'Save as Draft'. The interface is divided into several sections:

- Target Users:** A table with columns '#', 'Name', and an information icon. It contains one row with '# 1' and 'Name OIM TEST'.
- Justification and Effective Date:** Two input fields. The 'Justification' field is empty, and the 'Effective Date' field has a calendar icon.
- Cart Items:** A table with columns '#', 'Display Name', 'Remove', 'Details', and 'Status'. It contains one row with '# 1', 'Display Name TestRole', a red 'X' for 'Remove', a blue 'i' for 'Details', and 'Status Ready to submit'.

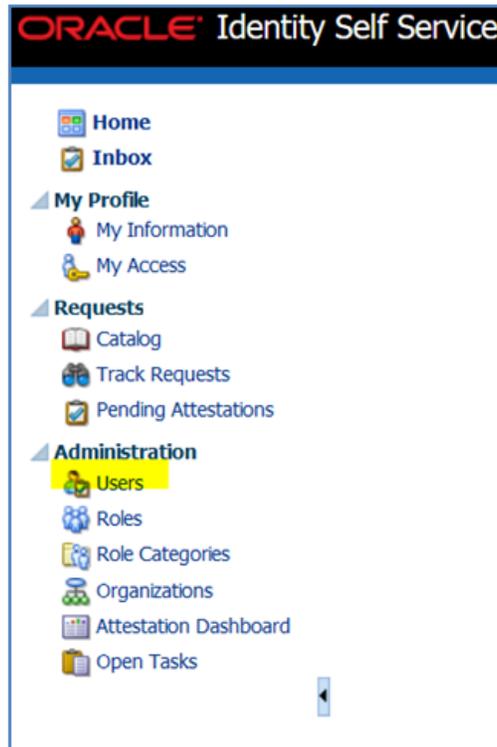
9. If you have the required authorization policies to revoke a member's membership from a role, then without any approval step the users will be removed. If you do not have the required authorization policies, the users will be removed when the request is approved by someone with approval authorization.

## Deleting a User or Disabling User Privileges

To delete or disable a user:

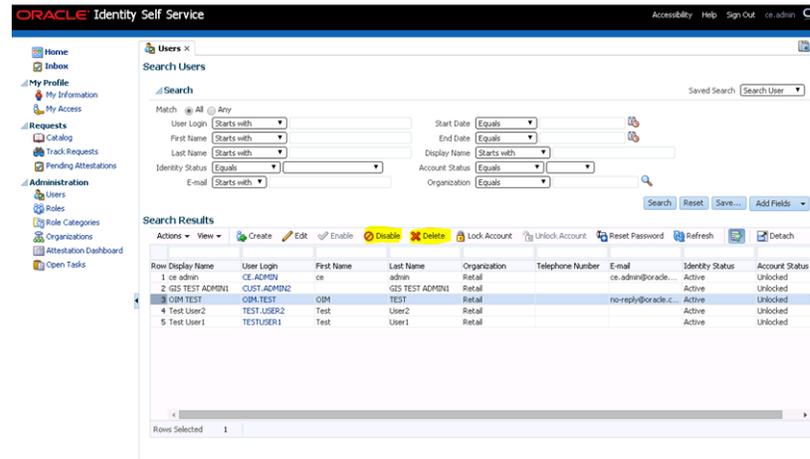
1. Log into the OIM application.
2. Under Administration, click **Users**.

**Figure 1–19 Select Users**



3. Select the user and click **Disable** or **Delete** as necessary.

**Figure 1–20 Delete and Disable**

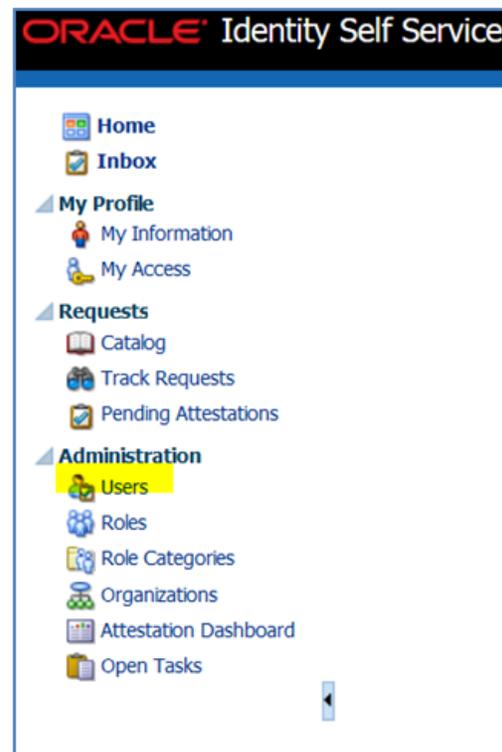


## Resetting a User Password

To reset the password of a user:

1. Log into the OIM application.
2. Under Administration, click **Users**.

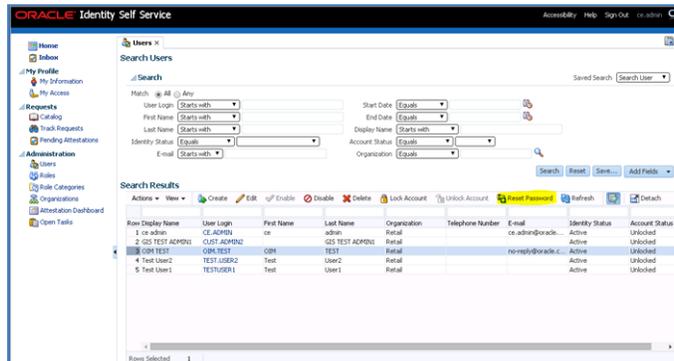
**Figure 1–21 Select Users**



3. Click the **Search** tab and then select the user whose password you want to reset.

#### 4. Click Reset Password.

**Figure 1–22 Reset Password Button**



- In the Reset Password screen, make sure Auto-generate the Password is selected and click **Reset Password**. (The system creates an auto-generated password and sends it to the user.) If you want to set the password manually, click **Manually change the Password**, update the new password, and click **Reset Password**.

**Figure 1–23 Reset Password**

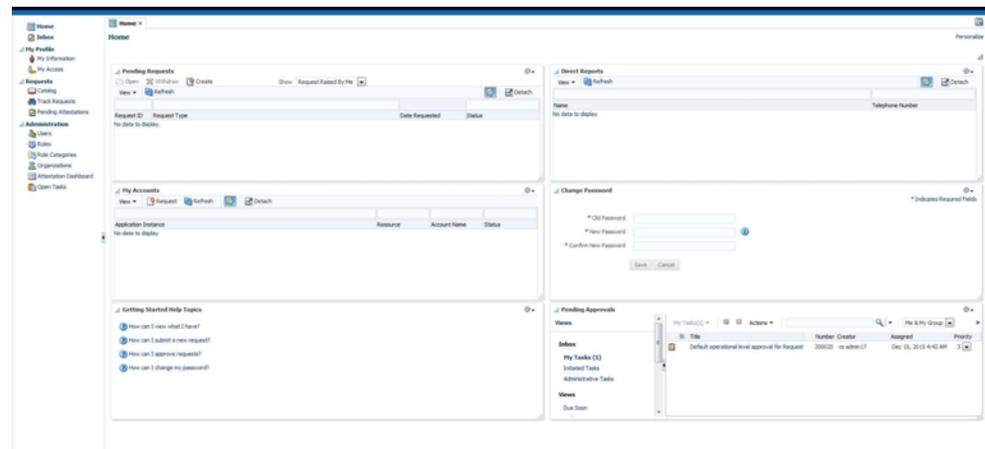


## Approving Requests From Users

To request roles or revoke roles that are available for accessing the MFP service, complete the following steps:

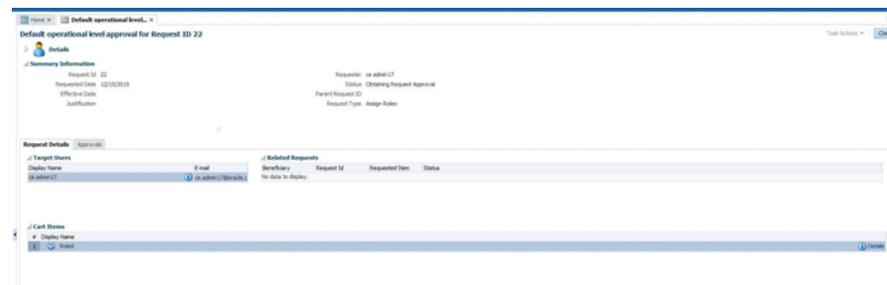
- Log into the OIM application.
- Click **Home**.

Figure 1–24 Home



- In the right bottom corner of the screen under Pending Approvals, you see the default operational level request assigned to you. Select the request to open it.
- Click Claim.

Figure 1–25 Default Operational Level



- Click **Approve** or **Reject**, as appropriate. If you click Approve, you see the Default Request level request assigned to you.

Figure 1–26 Approve or Reject



- Repeat steps 3 through 5 to approve or reject the request.

## Importing Batch File for User Accounts

You can bulk load a group of users into the OIM application using a batch file. When the users are loaded, each initial password is set to the current password of the template user. Each new user must change the initial password when logging in for the first time.

To request bulk loading, complete the following steps:

1. Create a .csv file that lists all the users to be created. Here is an example file.

```
#####
filename.csv
#####
#####
USR_LOGIN,USR_FIRST_NAME,USR_LAST_NAME,USR_EMAIL,ORG_NAME
ce.admin1,ce,admin1,ce.admin1@oracle.com,Retail
ce.admin2,ce,admin2,ce.admin2@oracle.com,Retail
ce.admin3,ce,admin3,ce.admin3@oracle.com,Retail
ce.admin4,ce,admin4,ce.admin4@oracle.com,Retail
ce.admin5,ce,admin5,ce.admin5@oracle.com,Retail
ce.admin6,ce,admin6,ce.admin6@oracle.com,Retail
ce.admin7,ce,admin7,ce.admin7@oracle.com,Retail
ce.admin8,ce,admin8,ce.admin8@oracle.com,Retail
ce.admin9,ce,admin9,ce.admin9@oracle.com,Retail
ce.admin10,ce,admin10,ce.admin10@oracle.com,Retail
#####
```

2. Create or identify the user whose password is to be used as the initial template password for all the newly created users.
3. Open an SR with Oracle support and include the .csv file and the user with the template password.

## Bulk Role Membership Update

You can assign roles to a group of users in a bulk update into the OIM application.

To request bulk role assignment, complete the following steps:

1. Create a .csv file that contains the user role mapping. Note that the user names must be in upper case, as shown in the following example file.

```
#####
role.csv
#####
#####
UGP_NAME,USR_LOGIN
Role1,CE.ADMIN1
Role1,CE.ADMIN1
Role1,CE.ADMIN2
Role3,CE.ADMIN3
Role4,CE.ADMIN4
Role5,CE.ADMIN5
Role6,CE.ADMIN6
Role7,CE.ADMIN7
Role8,CE.ADMIN8
Role2,CE.ADMIN8
Role2,CE.ADMIN9
#####
```

2. Open an SR with Oracle support and include the .csv file and the user names.

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**Note:** If you want more than one role attached to a particular user, add one more row with the role that you want the user to have, along with the user name. See CE.ADMIN1 in above file as an example.

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## Nightly Batch File Uploads

The following is the file upload process. For details regarding file contents and formatting refer to the Oracle Retail Advanced Science Engine Cloud Services documentation.

1. Connect to <server> port 22.
2. Log in with the SFTP User credentials.
3. Transfer all data files to the directory /<SFTP User>
4. Create a directory called COMMAND under /<SFTP User> if it does not already exist.
5. Change to the /<SFTP User>/COMMAND directory.
6. Transfer an empty file called COMPLETE.

## Export File Downloads

The following is the download file process.

1. Connect to <server> port 22.
2. Log in with the SFTP User credentials.
3. Change directory to /<SFTP User>/EXPORT.
4. Download all data files.

