



Servicios Ciudadanos

Manual for temporary system account consulting and management

IDENTITY MANAGEMENT

División Sistemas y
Tecnologías de la Información

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1. Introduction

This application provides the user the possibility to **modify some data from the temporary accounts assigned to the supervised employees** through this functionality built on the platform of **Identity Management (IM)**. **The data is:**

- The end date of the supervised temporary employee accounts.
- Cease immediate the supervised temporary account.
- Indicate that the user is not the supervisor of the temporary account.

Additionally the user may consult the **data filtering by date or name of the Area/Business** which the temporary account belongs to.

The application is available directly at the following address:

<https://gdi.fcc.es/TmpTool>

Reporting and management process

The supervisor receives a notification generated by the application, warning him/her about the temporary account of their employees in charge with a end date close to expire. The supervisor access the application using the message received:

- **Notice 30 days before of the end date of the temporary accounts.** Accessing the link from this email the application will show every employee in charge whose temporary accounts expiration date is equal or less than 30 days.
- **Reminder 15 days before of the end date of the temporary accounts.** Accessing the link from this email the application will show every employee in charge whose temporary accounts expiration date is equal or less than 15 days.

If the given period is exceeded and there has been no extension in end dates, accounts will be disabled.

2. Access to “TEMPORARY ACCOUNT CONSULTING”

1. **Temporary system accounts.** If a “No supervisor” user accesses or if all their employees in charge does not have system accounts or have already expired, the application will alert using this message.

Account search

(Name Surname)

Filters

By confirmation date

From:



To:



By FCC area

Company:

Filter



THERE ARE NO USERS

Only Accounts Employees that depend on the connected supervisor and that have an end date in no longer 30 days period.

If you think that you are seeing this message by mistake, please contact SDGDI_OIM@fcc.es

2.1. Start the application “CONSULTATION OF TEMPORARY ACCOUNTS”

Identity Management

1. Directly from <https://gdi.fcc.es/TmpTool> or from notification.

Account search



2. The application detects your user account and request for validation. The system validates your Windows user account and accesses automatically (in some cases the application may ask again for the Windows user and password).

Filters

By confirmation date

From:



To:



By FCC area

Company:



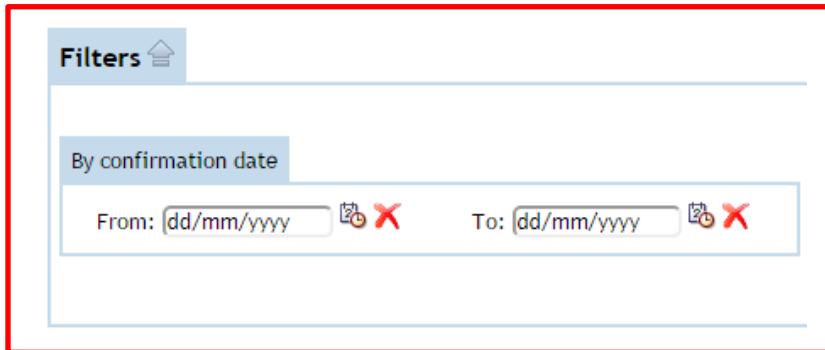
Filter


User	Deadline for confirmation	Company	Immediate deactivation	Extend access next 6 months	I will decide later	I am not the supervisor
Apellido1P1, NombreP1	Nov 4, 2015	FCC, S.A.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Apellido1P2, NombreP2	Nov 25, 2015	FCC, S.A.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Apellido1P3, NombreP3	Mar 24, 2019	FCC, S.A.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
PRUEBACREAR, PRUEBACREAR	Feb 28, 2017	FCC, S.A.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
PRUEBACREAC, PRUEBACREAC	Feb 28, 2016	FCC, S.A.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
PRUEBACREAC, PRUEBACREAC	Feb 28, 2016	FCC, S.A.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
PRUEBACREAC2, PRUEBACREAC2	Feb 28, 2016	FCC, S.A.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
PRUEBACREAC2, PRUEBACREAC2	Feb 28, 2016	FCC, S.A.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
DFGDFSG, DFGDFSG	Aug 28, 2017	FCC, S.A.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Save changes





2.1.1. Search filters in the application.

Account search



Filters 

By confirmation date

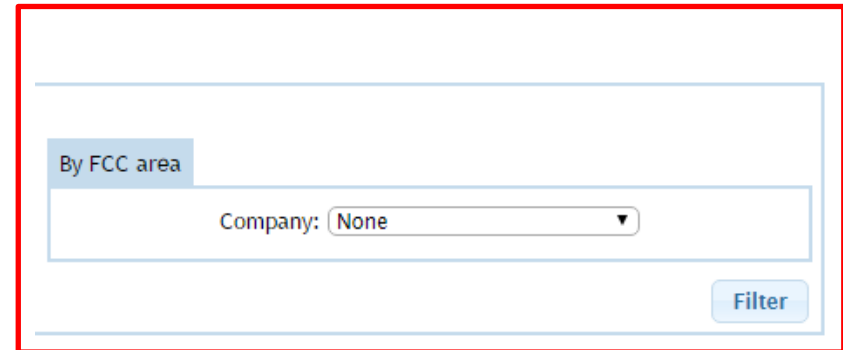
From:   To:  




Filter by dates. The application allows these filters:

- **Start or end date of temporary account.**
- **It is not necessary to indicate both dates:** However if both are set and clicking on the button “**Filter**” the application will validate if they are correct.
- **To remove a date** just click the button and the date will be restored to initial value.
- **Example:** Finally if we indicate “**From**” date the 01/09/2015 “**To**” the 30/09/2015 and click on the button “**Filter**” it will show only the users who have their end date in Sept. of 2015.

Username



By FCC area

Company: 

Filter



By FCC area in where the employee is located.

- You only need to select an FCC area / company in the dropdown box and click the button “**Filter**”. It will show users belonging to that company.

2.1.1. Search filters in the application.

If after applying filters the search does not find any employee in charge with temporary system accounts, the application will display a message indicating this.



THERE ARE NO USERS

Only Accounts Employees that depend on the connected supervisor and that have an end date in no longer 30 days period.

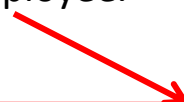
If you think that you are seeing this message by mistake, please contact SDGDI_OIM@fcc.es

3. Temporary management accounts.

For each employee with temporary account you can modify:

- End date
- Terminate immediate the employee temporary account (“**Immediate Deactivation**”).
- **Extend** the period of use of these **temporary accounts six months more**.
- Indicate that it is **you are not the supervisor*** of the employee.

User	Deadline for confirmation	Company	Immediate deactivation	Extend access next 6 months	I will decide later	I am not the supervisor
Apellido1P1, NombreP1	Nov 4, 2015	FCC, S.A.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Apellido1P2, NombreP2	Nov 25, 2015	FCC, S.A.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Apellido1P3, NombreP3	Mar 24, 2019	FCC, S.A.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
PRUEBACREAR, PRUEBACREAR	Feb 28, 2017	FCC, S.A.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
PRUEBACREAC, PRUEBACREAC	Feb 28, 2016	FCC, S.A.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
PRUEBACREAC, PRUEBACREAC	Feb 28, 2016	FCC, S.A.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
PRUEBACREAC2, PRUEBACREAC2	Feb 28, 2016	FCC, S.A.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
PRUEBACREAC2, PRUEBACREAC2	Feb 28, 2016	FCC, S.A.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
DFGDFSG, DFGDFSG	Aug 28, 2017	FCC, S.A.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>



To implement changes you need to **click the button “Save changes”**, in the lower right corner of the list. You can make one or more changes in different employees before clicking **“Save”** or make a single one.

* A confirmation message will appear indicating the changes to be made. In this last case saving the changes of the employee with temporary accounts marked as **“I am not the supervisor”** will make them disappear from the list.