



Citizen Services

External Collaborators Management – Module for supervisors.

USER GUIDE

Systems and Information
Technology Division

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INTRODUCTION.

This module is intended for those responsible for FCC employees in charge of external collaborator (external accounts).

The objective of the application is to manage the allocation and reallocation of external collaborators (account control system) who are under the supervision of FCC employees when the following situations occur:

- FCC employees with an external user under their supervision leave the company.
- When there is a need to change the supervisor of an external collaborator.

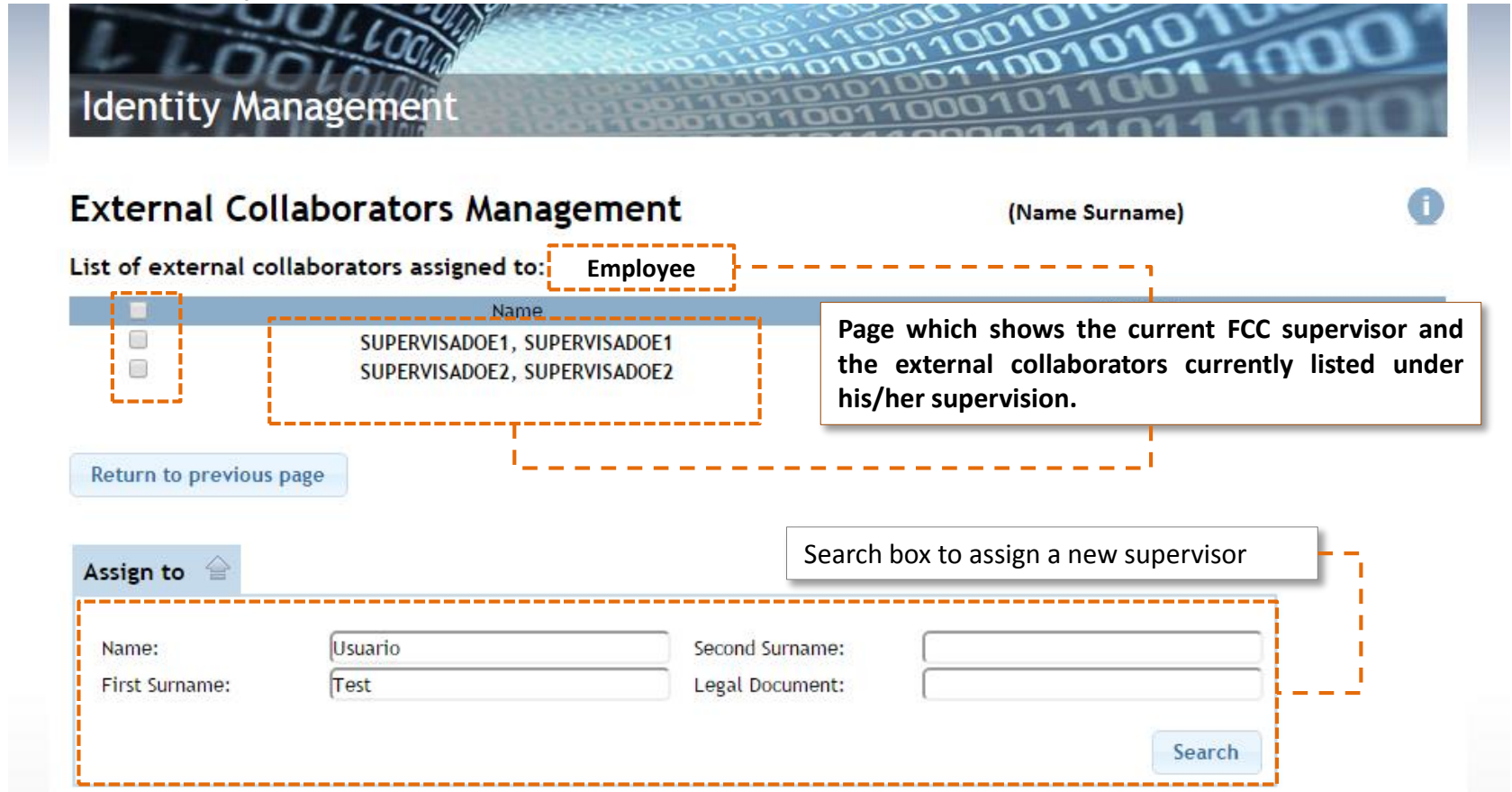


<https://gdi.fcc.es/mgrtool>

These actions can be performed from a single application on the **Identity Management (IDM)** platform.

1.1. NOTIFICATION PROCESS.

1. When an FCC employee leaves the company his/her immediate supervisor receives a notice that the external collaborator assigned to the employee must be reassigned to another of his/her subordinates, in order to supervise the accounts in the system.
2. The hierarchical supervisor access the application from the link provided in the notification to the page from where he/she can start the reallocation.



The screenshot shows the 'Identity Management' section of the 'External Collaborators Management' application. The page title is 'External Collaborators Management' with a user profile '(Name Surname)' and an information icon. Below the title, it says 'List of external collaborators assigned to: Employee'. A table lists external collaborators with columns for selection checkboxes and names. The first row contains 'SUPERVISADOE1, SUPERVISADOE1' and 'SUPERVISADOE2, SUPERVISADOE2'. A 'Return to previous page' button is located below the table. At the bottom, there is an 'Assign to' section with a search box and a form with fields for Name (Usuario), First Surname (Test), Second Surname, and Legal Document, along with a 'Search' button.

Identity Management

External Collaborators Management

(Name Surname) ⓘ

List of external collaborators assigned to: **Employee**

<input type="checkbox"/>	Name
<input type="checkbox"/>	SUPERVISADOE1, SUPERVISADOE1
<input type="checkbox"/>	SUPERVISADOE2, SUPERVISADOE2

[Return to previous page](#)

Assign to ⓘ

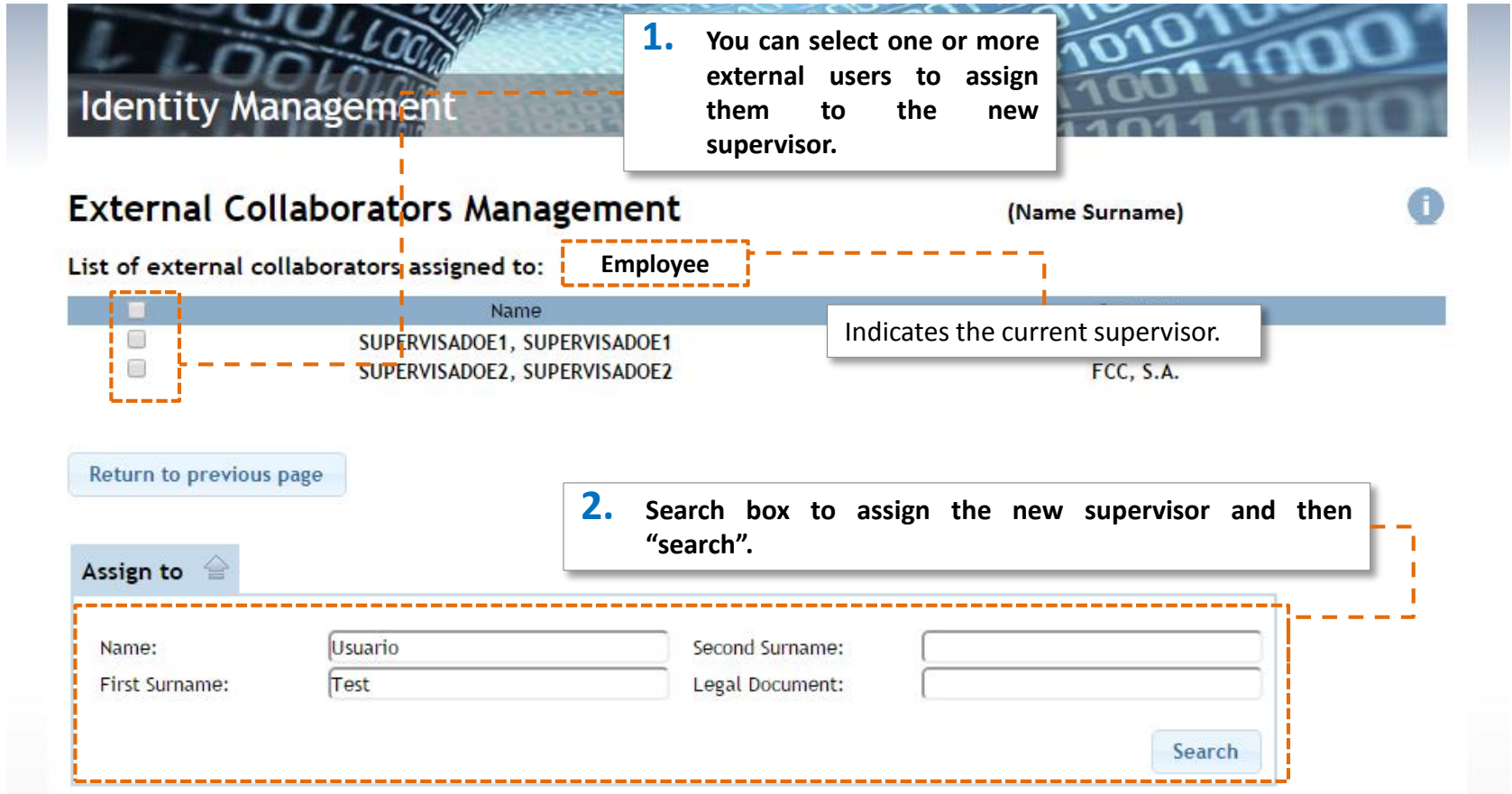
Search box to assign a new supervisor

Name: Second Surname:

First Surname: Legal Document:

Page which shows the current FCC supervisor and the external collaborators currently listed under his/her supervision.

1.1. NOTIFICATION PROCESS: search and assignment of new supervisor.



Identity Management

1. You can select one or more external users to assign them to the new supervisor.

External Collaborators Management (Name Surname) ⓘ

List of external collaborators assigned to: **Employee**

<input type="checkbox"/>	Name
<input type="checkbox"/>	SUPERVISADOE1, SUPERVISADOE1
<input type="checkbox"/>	SUPERVISADOE2, SUPERVISADOE2

Indicates the current supervisor. FCC, S.A.

[Return to previous page](#)

2. Search box to assign the new supervisor and then “search”.

Assign to ⓘ

Name: Second Surname:

First Surname: Legal Document:

1.1. NOTIFICATION PROCESS: search and assignment of new supervisor.

Identity Management

External Collaborators Management

(Name Surname) i

List of external collaborators assigned to: Supervisado 1

	Name	Company
<input checked="" type="checkbox"/>	SUPERVISADOE1, SUPERVISADOE1	FCC, S.A.
<input type="checkbox"/>	SUPERVISADOE2, SUPERVISADOE2	FCC, S.A.

Return to previous page

3. To assign users to the new employee, once the fields have been completed and the desired search has been conducted, press “select”.

Assign to
↑

Name:	<input type="text" value="Usuario"/>	Second Surname:	<input type="text"/>
First Surname:	<input type="text" value="Test"/>	Legal Document:	<input type="text"/>

Name	Legal Document	Employee Number	User Type	Supervisor
TEST, USUARIO	12345678X	00000001	Interno	Nombre Apellido

1.2. DIRECT ACCESS TO THE APPLICATION.

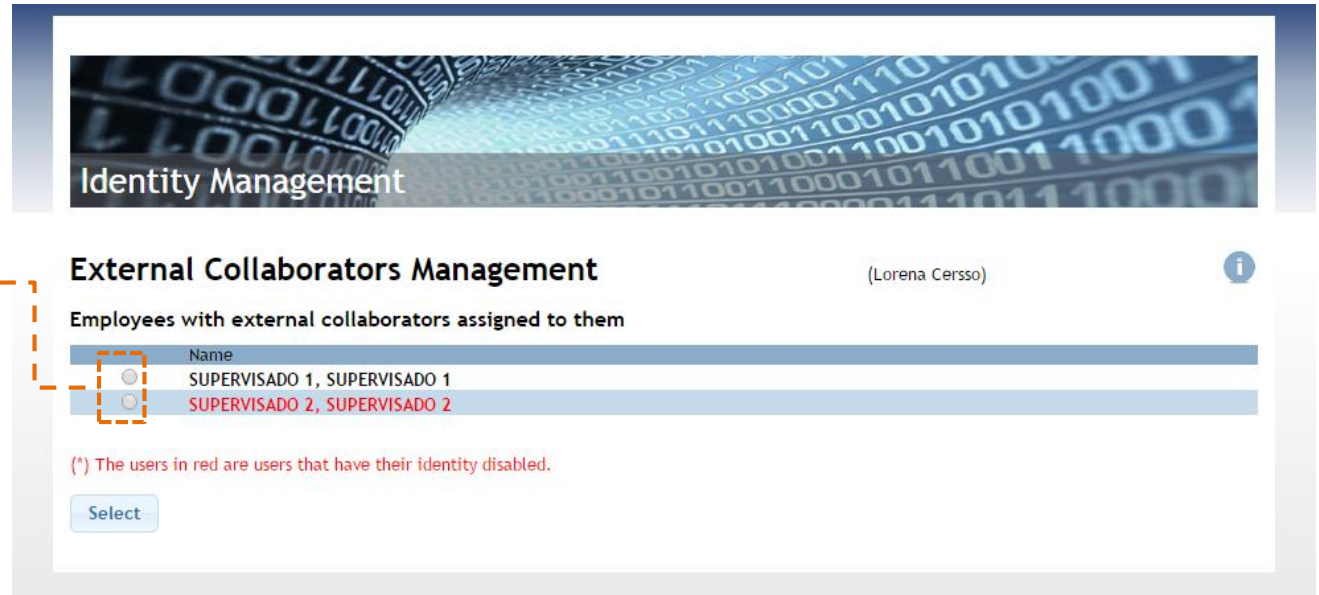
1. Direct access to the application is via:

- <https://gdi.fcc.es/mgrtool> or from the corporate Intranet
- From **One > Areas > Systems and information technologies > Services > Management of external users**

2. This takes you to the page where the users you supervise appear.

Selecting one will take you to the search page.

Select one of the employees that appear in order to access the external collaborator under their charge. Now start the search procedure and assign a new supervisor as detailed earlier in this manual.



The screenshot displays the 'Identity Management' interface. At the top, there is a header with the text 'Identity Management' and a background image of binary code. Below the header, the main title is 'External Collaborators Management' with the user name '(Lorena Cersso)' and an information icon. The subtitle reads 'Employees with external collaborators assigned to them'. A table lists two entries:

Name
SUPERVISADO 1, SUPERVISADO 1
SUPERVISADO 2, SUPERVISADO 2

The second row is highlighted in red. Below the table, a note states: '(*) The users in red are users that have their identity disabled.' A 'Select' button is located at the bottom left of the interface.