

Manage identities - manual use cases

When the person data is imported through the automated workflows, some data remains to be collected, for example to manually add persons that are not registered in the AD or HR system.

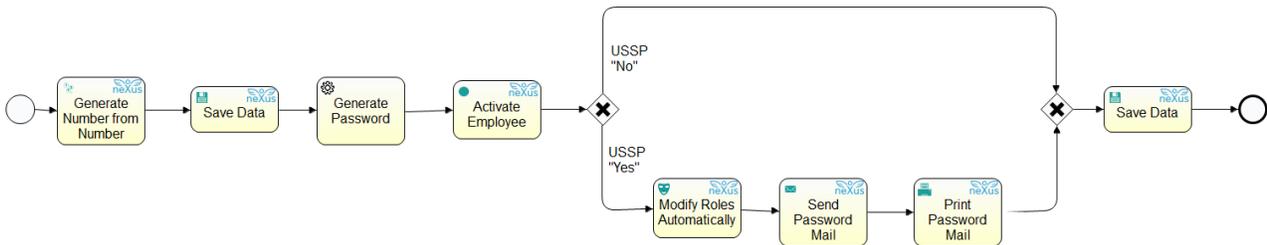
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Use cases

Use case: Enter person data manually

Standard workflow

	Actor	Action	Option
1	Registration officer	In PRIME Explorer: Adds a new person and enters the person data.	-
2	PRIME	Saves the person data.	-



Technical references

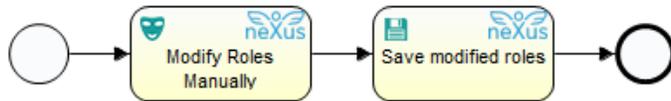
Option	Process
Enter person data for employee	BaseProcCreateActivateEmployee (see image)
Enter person data for contractor	BaseProcCreateActivateContractor
Enter person data for visitor	BaseProcCreateActivateVisitor
Enter person data for operator	BaseProcCreateOperator

Use case: A person needs a new role

Sometimes a user needs to be assigned a new system role, for example to be allowed to approve employee card requests or to use the User Self-Service Portal. This process provides the possibility to assign or withdraw roles to a user.

Standard workflow

	Actor	Action	Option
1	User administrator	In PRIME Explorer: Browses for the person. Clicks Modify user roles , and selects the applicable roles.	-
2	PRIME	Saves the new roles.	-



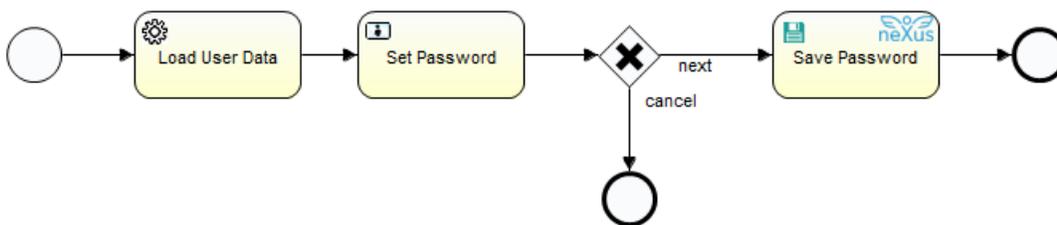
Technical references

Option	Process
Modify role for employee, contractor, visitor	BaseProcModifyRolesManually (see image)
Modify role for operator	BaseProcModifyOperatorRolesManually

Use case: A person needs a new password to PRIME

Standard workflow

	Actor	Action	Option
1	Self-service user	In PRIME USSP: Sets a new password.	Goes to the user administrator who sets the password in PRIME.
2	PRIME	Saves the new password.	-



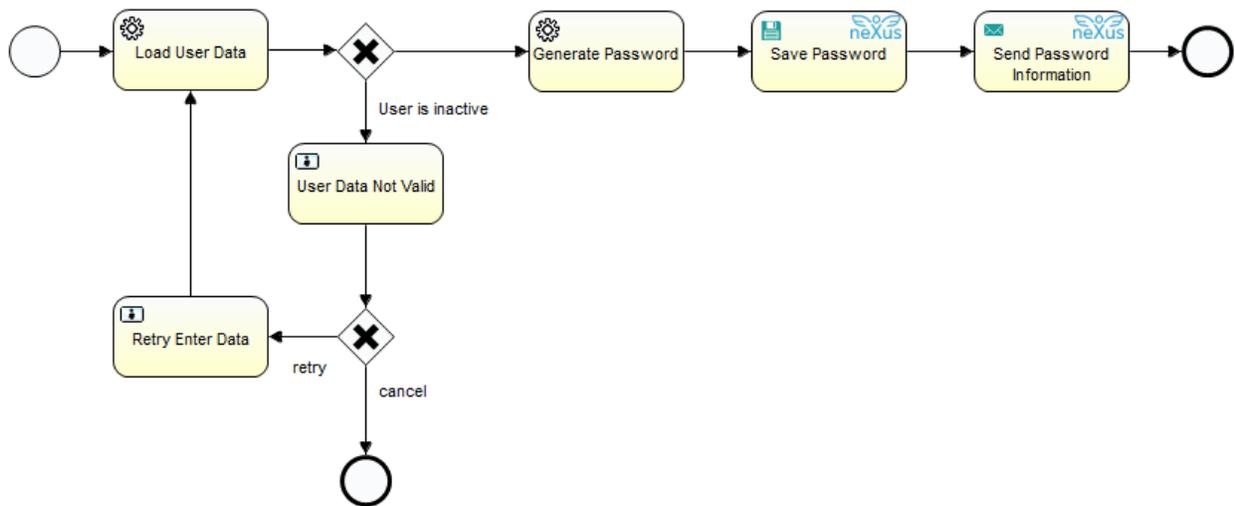
Technical references

Option	Process
Set new password in USSP	BaseProcUSSPSetPassword (see image)
Change password as user administrator	BaseProcChangePassword

Use case: A person has forgotten the PRIME password

Standard workflow

	Actor	Action	Option
1	Self-service user	Has forgotten the password and needs a new.	-
2	PRIME	Resets the default password and sends a new password to the person.	-



Technical reference

- BaseProcUSSPForgetPassword

Optional use cases

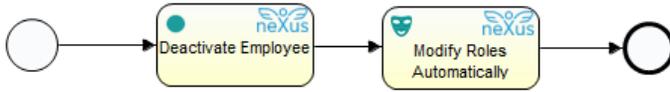
Normally, setting persons to active/inactive is managed in the AD or HR system and handled in PRIME via the automatic import. Optionally, they can be available in PRIME Explorer as manual processes.

Optional use case: A person is on temporary leave

Standard workflow

	Actor	Action	Option
1	Registration officer or Helpdesk	In PRIME Explorer: Browses for the person and clicks Deactivate .	-
2	PRIME	Sets person to Inactive , removes all roles.	-
3	PRIME	Optional, for physical ID and digital ID use cases: Locks any connected cards, exports the card data to the PACS system.	-
4	PRIME	Optional, for digital ID use cases: Locks any software tokens.	-

5	CA	Optional, for digital ID use cases: Revokes any certificates.	-
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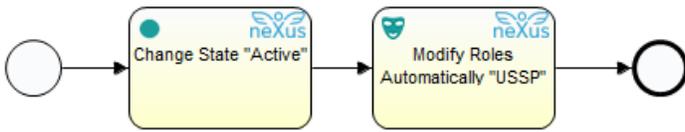
Technical references

Option	Process
Deactivate employee	BaseProcDeactivateEmployee (see image)
Deactivate contractor	BaseProcDeactivateContractor
Deactivate visitor	BaseProcDeactivateVisitor
Deactivate employee and physical IDs	CCProcDeactivateEmployee
Deactivate contractor and physical IDs	CCProcDeactivateContractor
Deactivate visitor and physical IDs	CCProcDeactivateVisitor
Deactivate employee and digital IDs	PcmProcDeactivateEmployee
Deactivate contractor and digital IDs	PcmProcDeactivateContractor
Deactivate visitor and digital IDs	PcmProcDeactivateVisitor

Optional use case: A person comes back after being on temporary leave

Standard workflow

	Actor	Action	Option
1	Registration officer or Helpdesk	In PRIME Explorer: Browses for the person and clicks Activate .	Normally handled via the automatic data import
2	PRIME	Sets the user to Active . If USSP is used, then PRIME gives the user the Self-Service User role.	



Technical references

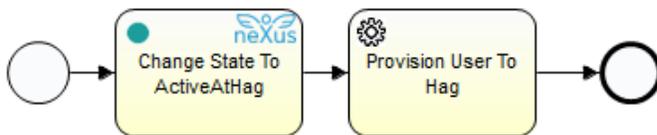
Option	Process
Reactivate employee with role USSP	BaseProcReactivateEmployeeWithRoleUSSP (see image)
Reactivate employee	BaseProcReactivateEmployee

Use case: A person shall be enabled to use Hybrid Access Gateway

If Digital Access use cases via Hybrid Access Gateway are needed, for example for two-factor authentication to PRIME and other applications, then PRIME can be used as source of identities for Hybrid Access Gateway.

Standard workflow

	Actor	Action	Option
1	Registration officer	In PRIME Explorer: Browses for the person and clicks Create Hag-user . The person must be active.	-
2	PRIME	Changes the state of the person from Active to HagEnabled .	-



Technical references

Option	Process
Create HAG user	BaseProcActivateAndProvisionUserToHag (see image)