

Basis (BC)



MYSAP.ROLES_S_BC

Release 4.6C



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Basis (BC)

The following describes the single roles for the Basis (BC) component.

System Administrator

Technical name: SAP_BC_BASIS_ADMIN

Tasks

Basis system administrators monitor the load balancing and performance of the system. They are also responsible for Basis services such as starting and stopping a system.

The tasks are:

- Load balancing administration
- Instance administration
- Performance analysis
- System configuration
- Basis services such as starting and stopping a system and its servers

MiniApps

Several MiniApps are assigned to this role. The information that these MiniApps display includes:

- The status of a system according to a monitor that you have defined
- A list of alerts in a monitor that you have defined
- Data from Transaction SM51 for an SAP System
- Some of the most important performance values
- Ready-to-Run tasklists
- A list of data from the performance database for specific areas

Database Administrator SQL Server**Database Administrator SQL Server**

Technical name: SAP_BC_DB_ADMIN_MSS

Tasks

The database administrator maintains the databases in the SAP Business Framework. The database administrator is responsible for:

- Backup
- Recovery
- Archiving
- Monitoring
- Optimization

Activities

The work of the database administrator involves the following activities:

Area	Activity
Database management	Schedule and execute tasks in the Database Planning Calendar
	Supervise backup activity and logs
Database monitoring	Watch database and system activity to identify and resolve problems
	Analyze tables and indexes
Database performance and configuration	Analyze database configuration and performance
	Maintain and monitor database connections

Database Administrator Informix

Technical name: SAP_BC_DB_ADMIN_INF

Tasks

The database administrator maintains the databases in the SAP Business Framework. The database administrator is responsible for:

- Backup
- Recovery
- Archiving
- Monitoring
- Optimization

Activities

The work of the database administrator involves the following activities:

Area	Activity
Database management	Schedule and execute tasks in the Database Planning Calendar
	Supervise backup activity and logs
Database monitoring	Watch database and system activity to identify and resolve problems
	Analyze tables and indexes
Database performance and configuration	Analyze database configuration and performance
	Maintain and monitor database connections

System Administration Assistant: System Administrator

System Administration Assistant: System Administrator

Technical name: SAP_BC_RRR_SAA_ADMIN

Tasks

The role *System Administration Assistant: System Administrator* supports the system administrator in his or her recurring tasks.

This includes the authorization for calling Transaction SSAA, and for displaying and executing all tasks in the System Administration Assistant.

The authorizations in more detail:

- Releasing and monitoring transports in the Change and Transport System (CTS)
- Monitoring the system (SAP System and database)
- Monitoring performance
- User administration
- Client administration
- Pre- and post-upgrade activities
- Post-installation activities

Integration

Each system administrator who is assigned this role can edit and execute customer entries in the System Administration Assistant and change the configuration (using the tools in the SAP System).

System Administration Assistant: System Administrator (Maintenance)

Technical name: SAP_BC_RRR_SAA_ADMIN_CALLONLY

Tasks

The role *System Administration Assistant: System Administrator (Maintenance)* is intended for system administrators who need to maintain the System Administration Assistant.

This role includes the authorization for calling Transaction SSAA, displaying all administration tasks, and maintaining customer-specific tasks. It does not include authorizations for executing the tasks. All system administrators can change the configuration (using the tools in the SAP System).

System Administration Assistant: Application Administrator

System Administration Assistant: Application Administrator

Technical name: SAP_BC_RRR_SAA_APPL_ADMIN

Tasks

The role *System Administration Assistant: Application Administrator* is intended for administrators of applications who need to maintain the System Administration Assistant.

This role includes the authorization for calling Transaction SSAA and for displaying and maintaining all application administration tasks. The role does not contain authorizations for executing the tasks. Application administration tasks include all periodic and occasional tasks, such as starting archiving jobs, loading data, or running period closing programs.

The application administrator can also change the configuration (using the tools in the SAP System).

Data Archiving Administrator

Technical name: SAP_BC_CCM_DATA_ARCHIVING

Tasks

The data archiving administrator is responsible for archiving and deleting application data no longer needed in online operation. This helps keep database growth under control. The archived data can still be accessed whenever needed.

The main tasks of the data archiving administrator are:

- Analyzing database and table growth
- Selecting appropriate archiving objects (together with the relevant department)
- Determining storage locations and strategies for archive files
- Scheduling and monitoring all data archiving jobs
- Setting the system settings (Customizing of platform-independent file names and technical archiving object settings)

System Administration Assistant: Project Team Leader

System Administration Assistant: Project Team Leader

Technical name: SAP_BC_RRR_SAA_PROJ_LEAD

Tasks

The role *System Administration Assistant: Project Team Leader* supports project team leaders when they execute their tasks in the system implementation phase.

This role includes the authorization for calling Transaction SSAA and for displaying all administration tasks. The project team member can also execute all CTS tasks for releasing and monitoring Customizing and Workbench tasks, as well as copying requests into the test client.

System Administration Assistant: Project Team Member

Technical name: SAP_BC_RRR_SAA_USER

Tasks

The role *System Administration Assistant: Project Team Member* supports project team members when they execute their tasks in the system implementation phase.

This role includes the authorization for calling Transaction SSAA and for displaying all administration tasks. The project team member can also execute all CTS tasks for releasing and monitoring Customizing and Workbench tasks, as well as copying tasks into the test client.

Netzwerk- und Betriebssystem-Administrator**Netzwerk- und Betriebssystem-Administrator**

Technischer Name: SAP_BC_NETWORK_OS_ADMIN

Aufgaben

Der Netzwerk- und Betriebssystem-Administrator ist für die reibungslosen von Netzwerk und Betriebssystem verantwortlich.

Zu den Aufgaben gehören:

- Konfiguration und Überwachung der Netzwerkkommunikation
- Konfiguration und Überwachung der Kommunikation des SAP-Systems mit dem Betriebssystem
- Konfiguration von RFC-Destinationen

SAP DB Database Administrator

Technical name: SAP_BC_DB_ADMIN_SAPDB

Tasks

The database administrator maintains the databases in the SAP Business Framework.

The tasks are:

- Backup
- Archiving
- Monitoring
- Optimizing

Spool Administrator**Spool Administrator**

Technical name: SAP_BC_SPOOL_ADMIN

Tasks

The spool administrator is responsible for the smooth operation of the SAP output landscape.

The individual tasks are:

- Administration of output devices
- Definition of a spool server landscape for continuous, reliable operation
- Monitoring to ensure output is correct

Background Administrator

Technical name: SAP_BC_BATCH_ADMIN

Tasks

The background administrator is responsible for the organization and smooth operation of background processing.

The individual tasks are:

- Definition and scheduling of background jobs
- Monitoring of background jobs
- Troubleshooting and fixing errors

Basis: Mandantenkopie**Basis: Mandantenkopie**

Technischer Name: SAP_BC_CLIENTCOPY

Aufgaben

Einem Systemadministrator, dem die Rolle **Basis: Mandantenkopie** zugeordnet ist, stehen alle zur Mandantenkopie und Mandantenverwaltung notwendigen Funktionen zur Verfügung.

Zu den Aufgabengebieten gehören unter anderem folgende Tätigkeiten:

- Mandantenkopie lokal und remote
- Mandantenexport und -import
- Mandantenverwaltung
- Kopieren von Transportaufträgen

Customizing Project Administrator

Technical name: SAP_BC_CUS_ADMIN

Tasks

The Customizing project administrator manages Customizing projects which implement a Release of an SAP System in a company.

The role has the following tasks:

- Organize Customizing
- Determine project scope
- Assign Customizing tasks
- Assign resources (Customizing project team members)
- Monitor project progress

Integration

The Customizing project administrator and Customizing project team members are part of a Customizing project team.

Customizing Project Team Member

Customizing Project Team Member

Technical name: SAP_BC_CUS_CUSTOMIZER

Tasks

The Customizing project team member makes the system settings which configure the SAP System in a company. He or she does this by systematically carrying out and documenting Customizing projects.

The role has the following tasks:

- Perform the project IMG activities
- Test the system settings
- Maintain status information and project documentation

Modification

This role only contains basic functions. It is a template for a Customizing project. You should copy it for each Customizing project.

You also need a role with authorization for the IMG activities in a Customizing project. Create a new role and assign it to a Customizing project or project view. The authorization profile depends on the IMG activities in the Customizing project.

You need two roles for each Customizing project: a copy of the role SAP_BC_CUS_CUSTOMIZER and a role with the authorizations for the Customizing project (or project view).

You can put these two roles in a composite role.

Integration

The Customizing project team members and Customizing project administrator are part of a Customizing project team.

ABAP-Entwickler

Technischer Name: SAP_BC_DWB_ABAPDEVELOPER

Aufgaben

Ein Benutzer, dem die Rolle **ABAP-Entwickler** zugeordnet ist, implementiert neue Anwendungen und erweitert, ergänzt und modifiziert die Standardanwendungen mit den Werkzeugen und Hilfsmitteln der ABAP Workbench.

Hierunter fallen unter anderem folgende Aufgaben:

- ABAP-Programme und Oberflächenelemente anlegen und ändern
- Globale Klassen anlegen und ändern
- Dictionary-Objekte anlegen und aktivieren
- Neue BAPIs implementieren und freigegebene BAPIs ändern
- Web-Entwicklungsobjekte (Internet-Services, MiniApps) anlegen und ändern
- Änderungsaufträge anlegen, Änderungsaufgaben anlegen und freigeben
- Erweiterungen realisieren und den Standard modifizieren
- Qualität und Performance von Eigenentwicklungen testen
- Abfragen über das Infosystem starten

SAP Services & Support

Technischer Name: SAP_BC_SERVICE&SUPPORT

Aufgaben

Diese Einzelrolle stellt Informationen und Links aus dem SAPNet für Kunden&Partner zur Verfügung.

Aktivitäten in SAP Services & Support

In der Rolle werden Links auf das SAPNet angeboten, welche die Kommunikation mit SAP vereinfachen sollen. Zusätzlich wurde die Transaktion OSS1 in die Rolle eingebunden, welche die direkte Kommunikation mit dem SAPNet R/3 Frontend ermöglicht.

MiniApps

Es stehen zu dieser Rolle zwei MiniApps zur Verfügung, auf die Kunden&Partner aus dem SAPNet verzweigen können.

Die erste MiniApp stellt News für Systemadministratoren zur Verfügung. Diese News sind Hinweise sehr hoher Priorität, welche für den störungsfreien Betrieb der Systeme beachtet werden sollten. Die Hinweise sind in verschiedene Kategorien eingeteilt, welche durch Customizing in der MiniApp ausgewählt werden können.

Die zweite MiniApp enthält aktuelle Informationen zu Schulungen, neuen Service-Angeboten usw.

CATT Tester

Technical name: SAP_BC_CAT_TESTER

Tasks

The role contains the tester tasks:

- Test according to the test case description.
- Maintain test case notes and status.
- Analyze automatic test case logs.

Test Workbench activities

The tester tests according to the test case descriptions in the Test Workbench and documents the test results.

He or she analyzes Computer Aided Test Tool logs and documents their results.

Test Organizer

Test Organizer

Technical name: SAP_BC_CAT_TESTORGANIZER

Tasks

The role contains all test organizer tasks:

- Create test case descriptions for testers
- Define automatic test cases
- Manage test cases
- Organize tests
- Analyze tests
- Analyze automatic test case logs

Test Workbench activities

The test organizer performs the following activities in the Test Workbench component:

- Create test case:
 - Create automatic and manual test cases.
- Manage test cases:
 - Manage the test catalog.
 - Maintain the status information system.
 - Maintain central settings.

Administrator for Communication, Folders and Appointment Planning

Technical name: SAP_BC_SRV_GBT_ADMIN

Tasks

Administrators who have this role can make the settings for the communication landscape of the SAP System. They can also make default settings and perform other administration activities for the folder and appointment management areas.

Activities in the Business Workplace

Adaptation of the send, folder and office functions of the Business Workplace to meet the requirements of the company and the possibilities of the communication landscape.

Collection and evaluation of data for the send and folder environments.

Activities in SAPconnect

Configuration and monitoring of external communication

Activities in SAPphone

Configuration and monitoring of the telephony environment

Activities in the Appointment Calendar

Customizing settings and default settings for the use of the calendar

MiniApps

Typical MiniApps for this role provide the following information and functions:

Overview of current alerts in the communication and telephony environments

Integration

You require the role [System Administrator for Workflow \[Page 45\]](#) for the administration of the Workflow functions in the Business Workplace.

To enable optical archiving in the Business Workplace, you require the role [System Administrator for SAP ArchiveLink \[Page 46\]](#).

Administrator for External Communication

Administrator for External Communication

Technical name: SAP_BC_SRV_COM_ADMIN

Tasks

Administrators who have this role can make the settings for the communication and telephony environments of the SAP System.

Activities in SAPconnect

Configuration and monitoring of external communication

Activities in SAPphone

Configuration and monitoring of the telephony environment

MiniApps

Typical MiniApps for this role provide the following information and functions:

Overview of current alerts in the communication and telephony environments

Integration

All the authorizations contained in this role are also contained in the role [Administrator for Communication, Folders and Appointment Planning \[Page 27\]](#).

IDoc Administrator

Technical name: SAP_BC_SRV_EDI_ADMIN

Tasks

The IDoc administrator has access to the functions for the monitoring and the configuration of the [IDoc Interface \[Ext.\]](#).

Activities in the IDoc Interface

The IDoc administrator performs, amongst other things, the following functions:

- Maintenance of port and partner profiles
- IDoc search in the database or archive
- Display of unprocessed IDoc files

IDoc Developer

IDoc Developer

Technical name: SAP_BC_SRV_EDIDeVELOPER

Tasks

The IDoc developer has access to all [IDoc Interface \[Ext.\]](#) functions. As well as the tasks of the IDoc administrator, this role above all involves the development of segments and IDoc types.

Activities in the IDoc Interface

Amongst other things:

- Development of segments
- Development of IDoc types
- Development of IDoc views
- Documentation of IDoc types, also for external systems
- Port and partner profiles
- Monitoring

Output Control (PPF): Administrator

Technical name: SAP_BC_SRV_PPF_ADMIN

Tasks

Administrator for the Post Processing Framework (PPF).

Activities in the Post Processing Framework

The administrator performs the following function:

- Processing of unprocessed outputs

ALE Administrator**ALE Administrator**

Technical name: SAP_BC_MID_ALE_ADMIN

Tasks

The ALE Administrator is responsible for the technical administration of ALE business processes:

- Monitoring of ALE distribution using monitors and workflow
- Sending confirmations to the sending system (ALE audit)
- Evaluating change pointers
- Synchronizing Customizing data between systems
- Serial processing of IDocs

ALE Developer

Technical name: SAP_BC_MID_ALE_DEVELOPER

Tasks

The ALE developer uses the technical functions for developing ALE business processes:

- Implementing ALE distribution using message types
- Implementing ALE distribution using BAPIs (as of R/3 4.0 using BAPIs only)

Distribution of Accounting Master Data

Distribution of Accounting Master Data

Technical name: SAP_BC_MID_ALE_MD_FI

Tasks

The following accounting objects can be distributed within an ALE integrated system:

- Business processes
- Internal orders
- Cost elements
- Cost centers
- Activity types
- Profit centers
- Projects
- G/L account

Distribution of Human Resources Master Data

Technical name: SAP_BC_MID_ALE_MD_HR

Tasks

The following human resources objects can be distributed within an ALE integrated system:

- Organization and master data
- Personnel

Distribution of Logistics Master Data

Distribution of Logistics Master Data

Technical name: SAP_BC_MID_ALE_MD_LO

Tasks

The following logistics objects can be distributed within an ALE integrated system:

- Release documentation
- Change number
- Document
- Purchasing info record
- Dangerous goods
- Classification system
- Contracts with conditions
- Activity
- Order book
- Product catalog
- Project
- Quality management
- Assortment
- Bill of material
- Supply chain planning interface
- Variant configuration

User of Communication, Folders and The Appointment Calendar

Technical name: SAP_BC_SRV_ GBT_USER

Tasks

The role includes the following tasks:

- Participation in communication within the company and with contact persons (for example, e-mail, faxes, telephone)
- Work group-related management, distribution and publication of information
- Organization of your own appointments and incorporation in company-wide appointment planning

Activities in all Applications

Employees can send short messages internally or externally (for example, via the Internet or fax) from all applications. They are informed about incoming messages when they log on to the SAP System and in the case of express messages, also during a session. Telephony functions can be executed in many applications. Inbound telephone calls are displayed or trigger the start of a specific application.

Employees can also use the send and folder functions for business objects. They can, for example, link sent documents to the business objects, send the objects themselves or append attachments to the objects. These functions are offered in the context of generic object services.

Activities in the Business Workplace

In the Business Workplace, employees can access work items assigned to them, documents received and business objects and arrange them in folders. They can create documents of different classes and store, distribute or publish documents for their own work or for the work of a group. In the outbox, employees can collect objects sent to them and find out the send status of these objects.

Activities in SAPphone

Employees can use the telephony functions offered on the SAPphone interface (for example, initiate, accept or transfer call in the SAP System) and maintain their own telephony settings. The settings include the SAPphone work center with the connection between the computer, telephone and server, as well as the user-specific handling of inbound calls.

Activities in the Appointment Calendar

In the appointment calendar, employees can organize their own and work group-related appointments.

Activities in ArchiveLink

The typical SAP ArchiveLink end user is a administrator who has to perform the following tasks:

- Store documents in a storage system

User of Communication, Folders and The Appointment Calendar

This occurs using the SAP ArchiveLink storage strategies, for example storing for subsequent entry.

- Find stored documents in the storage system
These may be stored incoming or outgoing documents, for example invoices.
- Find print lists in storage systems
Print lists may be ABAP lists or screen lists that are generated in the SAP System, printed (if required) and transferred to a storage system.

Notes on Tailoring

You should adapt the authorizations for external sending that are contained in the role to meet the requirements of your company and the possibilities of your communication landscape.

MiniApps

Typical MiniApps for this role provide the following information and functions:

- Access to new or unread mails
- Access to the days' appointments
- Access to unanswered telephone calls.

Integration

This role should be assigned to all employees so that these areas can be organized on a company-wide basis.

Transport Administrator

Technical name: SAP_BC_TRANSPORT_ADMINISTRATOR

Tasks

A user with the role *Transport Administrator* is a superuser of the Change and Transport System. The tasks of this user include:

- configuring the system landscape with the Transport Management System
- importing new SAP software
- routine transport tasks such as imports, approving changes, and so on.

The *Transport Administrator* role has all authorizations in the Change and Transport System.

Activities in the Change and Transport System

The main daily task of the *Transport Administrator* is importing transport requests into the systems of his or her transport domain. This includes actually importing the requests, approving transports that are part of the transport workflow or quality assurance procedures, using the Alert Monitor to monitor the transport domain, and tracking imports. The *Transport Administrator* has full authorization to analyze and edit transport requests in the Transport Organizer and the Transport Organizer tools.

The administrator also configures the system landscape for the Change and Transport System, including the transport domain and the transport routes. He or she sets the system and client change options.

The *Transport Administrator* imports new SAP software, such as Support Packages and add-ons, upgrades the system, and adjusts any modifications. Language transports are another area for which this administrator is responsible.

Note

The *Transport Administrator* has the Transactions STMS, SA38 and RZ20 in the LaunchPad, without which certain less frequent functions cannot be accessed. If you change the single role *Transport Administrator* into a composite role, and want to make the LaunchPad less complicated, you can delete these transactions from the composite role menu. This does not change the authorization to execute these transactions.

Integration

Transport requests are created by the [Customizing Project Administrator \[Page 21\]](#) and the *Development Project Leader*. These users create tasks for the [Customizing Project Members \[Page 22\]](#), [ABAP Developers \[Page 23\]](#) and *Documentation Developers* working on the project. In turn, these users record their changes in transport objects in tasks and then release the tasks. After the *Customizing Project Administrator* or the *Development Project Leader* has released it, the request is imported into other systems by the *Transport Operator* or *Transport Administrator*.

The *Transport Administrator* is supported in his or her routine tasks in the Change and Transport System by the *Transport Operator* (making transports, approving changes, monitoring, and so on). However, fundamental changes to the SAP Systems, such as reconfiguring the landscape, importing SAP software, creating transports, deletions, and so on, remain the responsibility of the *Transport Administrator*.

Transport Administrator

One typical task of the *Transport Administrator* is to use the client copy function. All transactions and authorizations for this function are in the role [Client Copy \[Page 20\]](#).

The *Transport Administrator* needs display authorization for the ABAP Workbench to be able to analyze transport objects. This authorization is in the role *ABAP Developer: Display Authorization*.

Transport Operator

Technical name: SAP_BC_TRANSPORT_OPERATOR

Tasks

The *Transport Operator* is responsible for routine tasks such as imports, approving software changes, transports, tracking imports, and so on.

Activities in the Change and Transport System

The tasks of the *Transport Operator* include:

- importing transport requests into systems in the transport domain
- approving transports that are part of the transport workflow or quality assurance procedure
- using the Alert Monitor to monitor the transport domain
- using the import tracking functions to check transports
- analyzing and editing the contents of transport requests.

The *Transport Operator* role has display authorization in the Transport Organizer and Transport Organizer tools.

Integration

Transport requests are created by the [Customizing Project Administrator \[Page 21\]](#) and the *Development Project Leader*. These users create tasks for the [Customizing Project Members \[Page 22\]](#), [ABAP Developers \[Page 23\]](#) and *Documentation Developers* working on the project. In turn, these users record their changes in transport objects in tasks and then release the tasks. After the *Customizing Project Administrator* or the *Development Project Leader* has released it, the request is imported into other systems by the *Transport Operator* or *Transport Administrator*.

The *Transport Operator* supports the *Transport Administrator* in his or her routine tasks in the Change and Transport System (making transports, approving changes, monitoring, and so on). However, fundamental changes to the SAP Systems, such as reconfiguring the landscape, importing SAP software, creating transports, deletions, and so on, remain the responsibility of the *Transport Administrator*.

The *Transport Administrator* needs display authorization for the ABAP Workbench to be able to analyze transport objects. This authorization is in the role *ABAP Developer: Display Authorization*.

Business Workflow: Implementation Team

Business Workflow: Implementation Team

Technical name: SAP_BC_BMT_WFM_PROCESS

Tasks

Members of the Business Workflow implementation team identify business processes that are suitable for implementation with Business Workflow. They are also responsible for maintaining the organizational plan required.

Activities in SAP Business Workflow

Maintaining the organizational plan

Using the Business Workflow Explorer

Displaying standard roles

Business Workflow: Developer

Technical name: SAP_BC_BMT_WFM_DEVELOPER

Tasks

The developer implements and maintains workflows.



This role should only be assigned in development systems.

Activities in SAP Business Workflow

The developer has comprehensive access to all Business Workflow functions in order to carry out their tasks.

They can use all SAP Business Workflow functions.

Integration

The developer also requires the role [batch administrator \[Page 19\]](#) (SAP_BC_BATCH_ADMIN) if they are to schedule background jobs.

Business Workflow: Controller

Business Workflow: Controller

Technical name: SAP_BC_BMT_WFM_CONTROLLER

Tasks

The process controller evaluates SAP Business Workflow from a business point of view at runtime, and is responsible for suggesting improvements.

Activities in SAP Business Workflow

Execution of work item analysis and workflow reporting.

Workflow System Administrator

Technical name: SAP_BC_BMT_WFM_ADMIN

Tasks

Administrators that have this role can make all the settings for SAP Business Workflow. They can also make the presettings for SAP Business Workflow and carry out the Customizing activities.

Activities in SAP Business Workflow

All basic settings for SAP Business Workflow.

All activities required to monitor workflow runtime and to repair errors.

Monitoring the event queue and the event linkages.

Correcting the organizational plan.

Activities in the Business Workplace

Setting views and defining dynamic columns.

Integration

An administrator also requires the role [batch administrator \[Page 19\]](#) (SAP_BC_BATCH_ADMIN) if they are to schedule background jobs.

To administrate the other functions in the Business Workplace, the administrator needs the role [administrator for communication, folders and appointment planning \[Page 27\]](#).

System Administrator for SAP ArchiveLink

System Administrator for SAP ArchiveLink

Technical name: SAP_BC_SRV_ARL_ADMIN

Tasks

The SAP ArchiveLink administrator has to perform the following tasks:

- Define Customizing settings
This includes, for example, selecting basic settings, creating document types and maintaining links.
- Make administrative settings
This includes, for example, protocol and application maintenance as well as work with the SAP ArchiveLink Monitor, which can be used to trigger failed storage requests again, amongst other things. It is also possible to branch to administration of the SAP Knowledge Provider.
- Carry out actions on documents
This includes, for example, storing documents, searching for stored documents and deleting stored documents or the relevant links.

Administrator for the SAP Knowledge Provider

Technical name: SAP_BC_SRV_KPR_ADMIN

Tasks

The SAP Knowledge Provider Administrator ensures that all of the processes within the document infrastructure of the SAP Knowledge Provider (KPro) run smoothly.

The KPro Administrator is responsible for carrying out the relevant Customizing activities, maintaining administrative settings, and monitoring processes in the following areas of the SAP Knowledge Provider:

- Document Management Service
- Content Management Service
- Index Management Service

Activities in the SAP Knowledge Provider

The following activities are carried out in each area:

Area	Activity	Explanation
Document Management Service	Maintain document area	Customizing activity
	Maintain document class	Customizing activity
	Change standard category	Customizing activity
Content Management Service	Maintain content repositories	Customizing activity
	Maintain content categories	Customizing activity
	Maintain locations	Customizing activity
	Maintain IP subnet locations	Customizing activity
	Change hosts and properties	Customizing activity
	Change caches	Customizing activity
	Maintain distribution of categories	Customizing activity
	Content Server administration	Customizing activity and administration
	Send certificates	Customizing activity (see also Maintain Content Repositories)
	Send RFC Info	Customizing activity (see also Maintain Content Repositories)
	Alert monitor	Administration
Spool administration	Administration	
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Administrator for the SAP Knowledge Provider

	Application log	Administration
Index Management Service	Maintain indexing ability	Customizing activity
	Monitoring for KPro IMS	Administration
	SAP Retrieval Monitor	Customizing activity and administration



Further information on the Customizing activities is provided in the Implementation Guide (IMG) of the SAP Knowledge Provider under *Basis* → *Basis Services*.

Batch Input Administrator

Technical name: SAP_BC_BDC_ADMIN

Tasks

The Batch Input administrator transfers data to the SAP System based on the 'batch input' transfer technology. The data transfer process comprises two steps:

The administrator uses a data transfer program to import the external data into the SAP System and store it there as a batch input session.

The administrator runs the batch input session to distribute the data to the relevant database tables of the application.

To do this, the administrator needs authorization to call up the following transactions:

- SM35 Batch Input Monitoring
- SM35P Batch Input: Log Monitoring
- SHDB Transaction Recorder (Record Batch Input)

The tasks of an administrator are as follows:

- Running (starting) batch input sessions in the background. This requires the authorization to define and schedule batch jobs (see Basis: Batch Administrator role).
- Monitoring data transfer and handling errors
 - Evaluating batch input logs
 - Analysing batch input sessions
 - Running sessions with errors online and correcting the transactions that contain errors. This requires the relevant transaction authorization in each application.
 - Releasing terminated sessions
- Managing data transfer
 - Locking batch input sessions
 - Reorganising batch input sessions and logs
 - Archiving batch input logs
 - Archiving batch input sessions and logs no longer needed
- Creating/testing data transfer programs using the Transaction Recorder
 - Creating batch input programs
 - Creating batch input sessions
 - Creating test data

Benutzerverwalter**Benutzerverwalter**

Technischer Name: SAP_BC_USER_ADMIN

Aufgaben

Der Benutzerverwalter hat folgende Aufgaben und Berechtigungen:

- Benutzerstammsätze pflegen
- Benutzern Rollen zuweisen
- Benutzern Profile zuweisen
- Berechtigungen und Profile anzeigen
- Benutzerinformationssystem verwenden
- Daten zu Rollen anzeigen oder ändern

Authorization Data Administrator

Technical name: SAP_BC_AUTH_DATA_ADMIN

Tasks

The authorization data administrator has the following tasks and authorizations:

- Maintain roles
- Display users
- Display profiles

The role has authorization to:

- Activate profiles
- Use the Change and Transport System

Authorization Profile Administrator

Authorization Profile Administrator

Technical name: SAP_BC_AUTH_PROFILE_ADMIN

Tasks

The authorization profile administrator has the following tasks and authorizations:

- Display roles and profiles
- Display users
- Generate profiles

The role has no authorization to:

- Change profiles
- Change users
- Assign profiles
- Use the Change and Transport System

Form Printing Power User

Technical name: SAP_BC_SRV_FORM_PRINTING

Tasks

The Form Printing Power User maintains and creates forms, standard texts, and application programs using the SAP Smart Forms. To maintain old forms and print programs, this user can also use SAPscript as tool.

The tasks of the Power User are:

- ◆ Modifying SAP standard forms and application programs
- ◆ Editing the form logic
- ◆ Customizing forms
- ◆ Transporting forms and standard texts
- ◆ Maintaining styles and fonts
- ◆ Checking the Corporate Design