

**1601 GD.04**

**START People Lists User Access Charts**

Revision Date: 1/2003

List Name	What is List Used for?	Who Should Be in this List?	How are People Added to the List?	Who Should have Access to Maintain this List?	How Is Access Granted to Maintain this List?	What YAS Set Up is required to Maintain this List?
<b>AccuShip</b>	This list identifies who has an AccuShip Account	Anyone that signed up for an AccuShip account	Anyone can request the service and will be added to this list	No one.  Access to maintain this list is done by requesting the service of AccuShip via the START dashboard. People list is just the technical way for storing these names	It should not be granted, but could be set up via the Wizard by User Accounts at <a href="mailto:oracle.access@yale.edu">oracle.access@yale.edu</a>	DO NOT GIVE OUT Application = YUSTART Component = YUSTART Function = START Maintain Lists Domain Name = People_List_Type Domain Values = AccuShip Users
<b>Business Managers</b>	<p>This list is used to:</p> <p>(1) ascertain who can maintain people lists of (a) Business Manager (b) TAC (c) ITS Approvers (d) Telecom Approvers; and</p> <p>(2) constitute the <u>approver</u> list for all Telecom related requests in conjunction with the Telecom Approvers list, and constitute who can <u>request</u> telephone sets and lines in conjunction with the Telecom Approvers and Coordinators lists.</p> <p>(3) ascertain who should be automatically granted the responsibilities of START Access for Others, START Services for Departments and START Approvers Worklist.</p>	Business Managers	<p>People can be added to this list under the START Maintain List responsibility, by selecting the list under that menu option.</p> <p>When a new business manager is requested, it must be approved by Maggie and manually set up in HR by Judy Offutt using the HR Worklist. Once set up in HR, the new business manager will be populated in the business manager people list every night at 2:00 a.m.</p>	All business managers should have access to maintain this list.	<p>As soon as a person is in the business manager list, access to maintain the following lists are granted to them via a table trigger:</p> <p>Maintain Business Manager list Maintain TAC list Maintain ITS Approver list</p> <p>Access can also be set up manually via the Wizard by User Accounts at <a href="mailto:oracle.access@yale.edu">oracle.access@yale.edu</a></p>	<p>Application = YUSTART Component = YUSTART Function = START Maintain Lists Domain Name = People_List_Type Domain Values = Business Managers</p>
<b>Distributed Support Providers</b>	<p>This list is used to allow IP Addresses to be requested via START.</p> <p>This list is / will be used to generate the list of DSPs on the DSP web site maintained by Paul Itchencko</p>	DSPs	<p>People can be added to this list under the START Maintain List responsibility, by selecting the list under that menu option.</p> <p>No additional approvals are required.</p>	Only Gloria Hoda and Paul Itchencko should have access to maintain this list.	Access to maintain this list must be set up manually via the Wizard by User Accounts at <a href="mailto:oracle.access@yale.edu">oracle.access@yale.edu</a> .	<p>Application = YUSTART Component = YUSTART Function = START Maintain Lists Domain Name = People_List_Type Domain Values = Distributed Support Providers</p>
<b>Expert Users (for</b>	This list is not yet in use.		People can be added to		Access to maintain this	Application = YUSTART

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<b>Library)</b>			this list under the START Maintain List responsibility, by selecting the list under that menu option.		list must be set up manually via the Wizard by User Accounts at <a href="mailto:oracle.access@yale.edu">oracle.access@yale.edu</a>	Component = YUSTART Function = START Maintain Lists Domain Name = People_List_Type Domain Values = Expert Users
<b>HR Salary Approver</b>	This list is used to identify who should see Oracle Responsibilities Salary requests in the HR Worklist	At least two people should be identified: one for Central and one for YSM. The same person can be used for both lists. Jaci-Beth Ward Millie Anderson	People can be added to this list under the START Maintain List responsibility, by selecting the list under that menu option.	Chuck Paul Jaci-Beth Ward Anna Maria Hummerstone Millie Anderson	Access to maintain this list must be set up manually via the Wizard by User Accounts at <a href="mailto:oracle.access@yale.edu">oracle.access@yale.edu</a>	Application = YUSTART Component = YUSTART Function = START Maintain Lists Domain Name = People_List_Type Domain Values = HR Salary Approvers
<b>HRIS Support</b>	This list is used to identify who should see Business Manager requests in the HR Worklist	Judy Offutt Others in the HR department as appointed by Judy or Chuck	People can be added to this list under the START Maintain List responsibility, by selecting the list under that menu option.	Judy Offutt Chuck Paul	Access to maintain this list must be set up manually via the Wizard by User Accounts at <a href="mailto:oracle.access@yale.edu">oracle.access@yale.edu</a>	Application = YUSTART Component = YUSTART Function = START Maintain Lists Domain Name = People_List_Type Domain Values = HRIS Support Business Manager Maintainers
<b>ITS Approvers</b>	This list is used to constitute the approver list for ppp, central backup (adsm/tsm), meeting maker, email account, and ethernet requests.	Business Managers and their appointees	People can be added to this list under the START Maintain List responsibility, by selecting the list under that menu option.  No additional approvals are required.	All business managers should have access to maintain this list.	As soon as a person is in the business manager list, access to maintain the following lists are granted to them via a table trigger:  Maintain Business Manager list Maintain TAC list Maintain ITS Approver list  Access can also be set up manually via the Wizard by User Accounts at <a href="mailto:oracle.access@yale.edu">oracle.access@yale.edu</a>	Application = YUSTART Component = YUSTART Function = START Maintain Lists Domain Name = People_List_Type Domain Values = ITS Approvers
<b>Other Trusted Persons</b>			People can be added to this list under the START Maintain List responsibility, by selecting the list under that menu option.		Access to maintain this list must be set up manually via the Wizard by User Accounts at <a href="mailto:oracle.access@yale.edu">oracle.access@yale.edu</a> .	Application = YUSTART Component = YUSTART Function = START Maintain Lists Domain Name = People_List_Type Domain Values = Other Trusted Persons
<b>People List Approvers</b>	This list is used to identify who should approve requests to modify the TAC and Business	Maggie McDonnell	A person can be set up in this list under the START Maintain List responsibility and by	Only Maggie McDonnell should have this access to maintain this list.	Access to maintain this list must be set up manually via the Wizard by User Accounts at	Application = YUSTART Component = YUSTART Function = START Maintain Lists Domain Name = People_List_Type

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	Manager people lists		selecting the list under that menu option.  No additional approvals are required.	Only one person can exist in this list.	<a href="mailto:oracle.access@yale.edu">oracle.access@yale.edu</a> .	Domain Values = START People List Approver
<b>Process Owners</b>	This list is used to identify who is the owner of the processes, such as Procurement or HR which is required for use in the responsibility spreadsheet that User Accounts maintains. This spreadsheet is used by various functionality within START for the Oracle Applications and Data Warehouse based requests.	The process owners of the various systems at Yale, such as Chuck Paul for HR.	People can be added to this list under the START Maintain List responsibility, by selecting the list under that menu option.	No one.  Access to maintain this list is done by User Accounts using the Maintain Responsibilities menu option under the START User Accounts Worklist responsibility	Access to maintain this list is given by START User Accounts Worklist, selecting the Maintain Responsibilities function, choosing the responsibility to maintain and clicking the LOV or Delete checkbox on the details screen.	DO NOT GIVE OUT Application = YUSTART Component = YUSTART Function = START Maintain Lists Domain Name = People_List_Type Domain Values = Process Owners
<b>START AM&amp;T Self Approvers</b>	This list is used to allow by-passing of all ITS Approver approvals for all email accounts, ppp, central backup, and meeting maker requests made via START.	Chuck Powell Jon Lizee Stacey Smart	People can be added to this list under the START Maintain List responsibility, by selecting the list under that menu option.  No additional approvals are required.	Only Chuck Powell and Jon Lizee should have access to maintain this list.	Access to maintain this list must be set up manually via the Wizard by User Accounts at <a href="mailto:oracle.access@yale.edu">oracle.access@yale.edu</a> .	Application = YUSTART Component = YUSTART Function = START Maintain Lists Domain Name = People_List_Type Domain Values = START AM&T Self Approvers
<b>START Training Approvers</b>	This list is used to allow by-passing of TAC approvals for all Oracle Delete requests made via START.	The registrar	People can be added to this list under the START Maintain List responsibility, by selecting the list under that menu option.  No additional approvals are required.	The current registrar, should have this access to maintain this list.	Access to maintain this list must be set up manually via the Wizard by User Accounts at <a href="mailto:oracle.access@yale.edu">oracle.access@yale.edu</a> .	Application = YUSTART Component = YUSTART Function = START Maintain Lists Domain Name = People_List_Type Domain Values = START Training Approvers
<b>Telecommunication Coordinators</b>	This list is used to identify who can make requests for telephone services, such as phone sets, voicemail, call forward, etc. (in addition to Business Managers and Telecom Approvers, who can also request lines and sets).	Trained and appointed telephone coordinators according to Alice White	People can be added to this list under the START Maintain List responsibility, by selecting the list under that menu option.	Alice White	Access to maintain this list must be set up manually via the Wizard by User Accounts at <a href="mailto:oracle.access@yale.edu">oracle.access@yale.edu</a> .	Application = YUSTART Component = YUSTART Function = START Maintain Lists Domain Name = People_List_Type Domain Values = Telecommunications Coordinator
<b>Telecommunication Approvers</b>	This list is used in conjunction with the Business Manager list to identify who can approve	People that are not already in the Business Manager list that	People can be added to this list under the START Maintain List responsibility, by	All Business Managers should be automatically granted the ability	When a person is added to the Business Manager list, they are given access automatically to maintain	Application = YUSTART Component = YUSTART Function = START Maintain Lists Domain Name = People_List_Type

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	<p>requests for all telecommunication services, such as cell phones, pagers, faxes, calling cards, and telephone sets and lines (voicemail, etc.).</p> <p>People in this list can also request telephone sets and lines (in addition to Business Managers and Telecom Coordinators, who can also request lines and sets).</p>	should be allowed to approve telephone requests.	selecting the list under that menu option. All Business Managers should be automatically granted the ability to maintain this list.	to maintain this list.	<p>this list.</p> <p>Access to maintain this list can also be set up manually via the Wizard by User Accounts at <a href="mailto:oracle.access@yale.edu">oracle.access@yale.edu</a></p>	Domain Values = Telecommunications Approver
<b>Training and Access Coordinators</b>	This list is used to: (1) constitute the approver list for all Oracle application requests; and (2) ; ascertain who should be automatically granted the responsibilities of START Access for Others, START Services for Departments and START Approvers Worklist.	TACs	<p>People can be added to this list under the START Maintain List responsibility, by selecting the list under that menu option.</p> <p>When a new TAC is added, it must be approved by Maggie and is then automatically populated in the TAC people list.</p>	All business managers should have access to maintain this list.	<p>As soon as a person is in the business manager list, access to maintain the following lists are granted to them via a table trigger:</p> <p>Maintain Business Manager list Maintain TAC list Maintain ITS Approver list</p> <p>Access can also be set up manually via the Wizard by User Accounts at <a href="mailto:oracle.access@yale.edu">oracle.access@yale.edu</a></p>	<p>Application = YUSTART Component = YUSTART Function = START Maintain Lists Domain Name = People_List_Type Domain Values = Training and Access Coordinators</p>