

# Deactivating Non-Active Users In the PPM Tool

*USER GUIDE*

Office of Management &  
Enterprise Services

Information Services

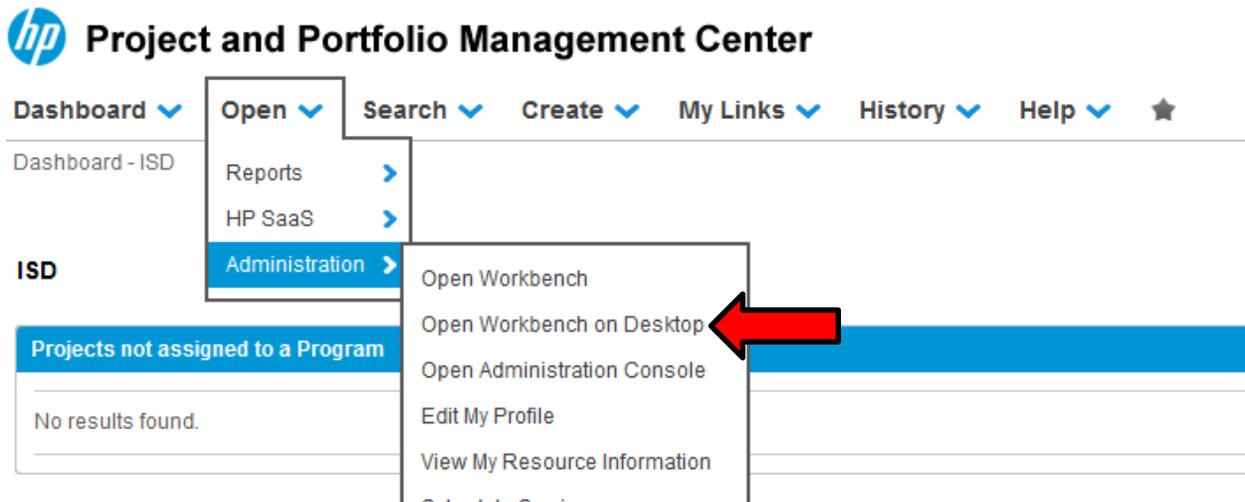
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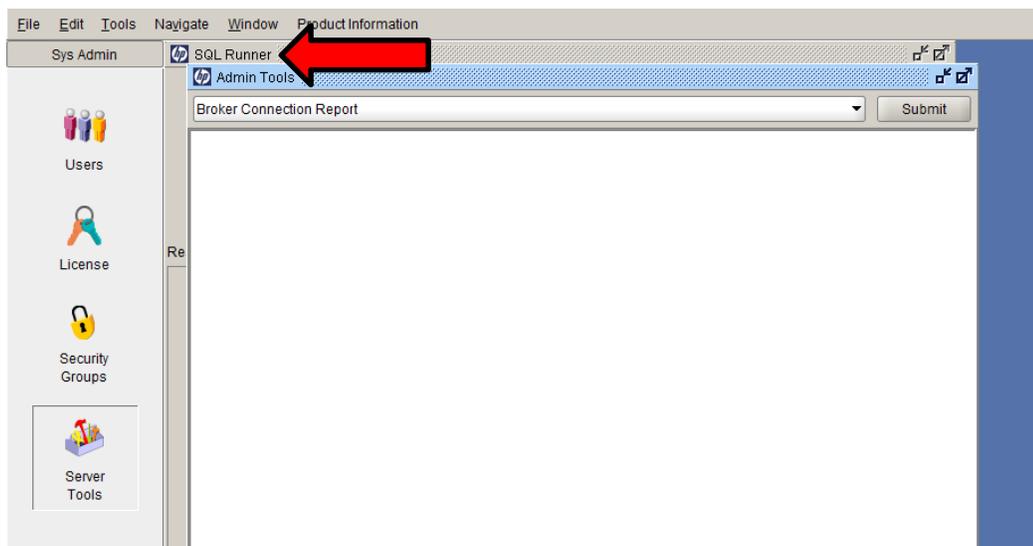
1. Login to the PPM tool.

After you login, you will need to run an SQL in the HP Workbench to access a list of PPM users that have not logged into the tool in the past 60 days, or who have never logged in.

2. From the Dashboard Menu, login to the HP Workbench by clicking **Open >Administration >Open Workbench on Desktop**.



3. When the Workbench opens, click the **Sys Admin** tab on the left side of the screen.
4. Click the **Server Tools** button below the Sys Admin tab.
5. Click the **SQL Runner** window behind the Admin Tools window.



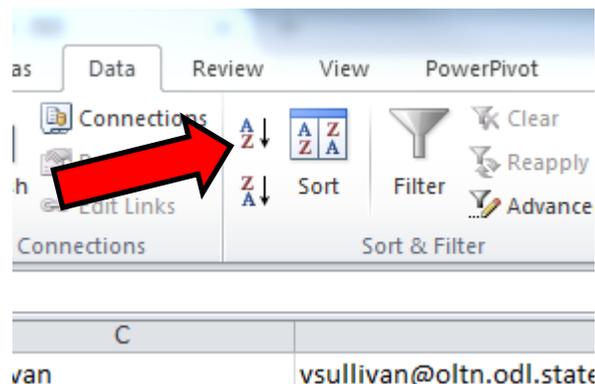
6. Copy and paste the following **bold** text statement into the SQL Statement box. Then click **Run SQL**. This will generate a list of Full License users.

```
select username, first_name, last_name, email_address, last_logon_date from  
knta_Users_v where user_id in (select distinct (user_id) as stnd from  
knta_user_products where product_id not in (2,5,7,8) and product_id in  
(1,3,4,6)) and enabled_flag='Y'
```

7. Highlight and copy all of the search results.
8. Open a new spreadsheet and paste the search results. You now should have five columns of information.
9. Return to the **SQL Runner** window. Click **Clear** to erase the previous statement. Now copy and paste the following **bold** text statement into the SQL Statement box. Then click **Run SQL**. This will generate a list of View License users.

```
select username, first_name, last_name, email_address, last_logon_date from  
knta_Users_v where user_id in (select distinct (user_id) as occasional from  
knta_user_products where product_id in (2,5) and product_id not in  
(1,3,4,6,7,8)) and enabled_flag='Y'
```

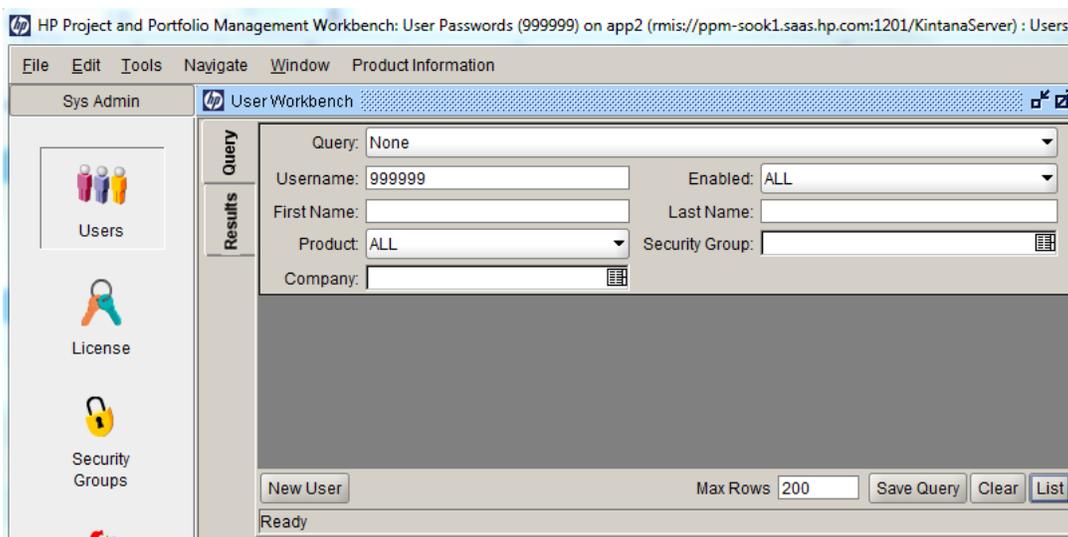
10. Highlight and copy all of the search results. Paste them on the spreadsheet you just created below the other search results. You now should have all of the Full License users and View License users on one spreadsheet.
11. Highlight all of Column **E** (the last column). Right-click column E and select **Format Cells**. Select **Date** under the “Number” tab and choose the style you want for the date under “Type”. Then click **OK**.
12. Highlight Column **E** again. Click the **Data** tab at the top of the screen and then click the **Sort A to Z** button. Be sure to expand the selection when the Sort Warning window pops up.



13. Now delete from this spreadsheet all the users who have logged in within the last 60 days.

The remaining list of users should be ones who have not logged in within the last 60 days or who have never logged in at all (those without a date). You will now need to go into the HP Workbench and remove access from those still on the spreadsheet.

14. Return to the HP Workbench. Click the **Users** button below the Sys Admin tab.
15. For each user still on the spreadsheet, type their 6-digit Username number (found on the spreadsheet) into the **Username** box on the HP Workbench. Then click **List**.



16. Click **Open** to bring up the User’s information. Verify that their **Last Login** date was at least 60 days ago. Uncheck all the boxes under “Application Licenses”.

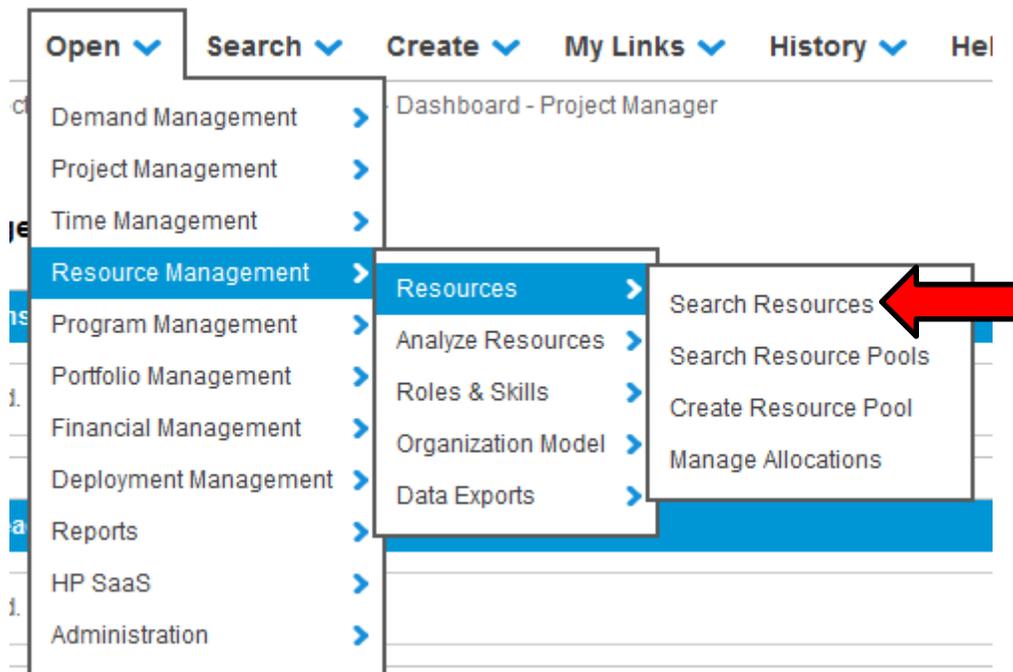
The screenshot shows the HP Workbench user management interface for user 999999. The interface is divided into several sections:

- User Information:** Username: 999999, Company: State of Oklahoma, First Name: User, Last Name: Passwords, Email Address: (empty), Phone Number: (empty).
- Authentication:** Authentication Mode: PPM, Password: (masked with asterisks), Start Date: August 28, 2013, End Date: (empty), Last Login: May 21, 2014 03:28:26 PM CDT, Password Exp. Days: (empty), Password Exp. Date: (empty), Domain: (empty), Distinguished Name: N/N, Logon ID in LDAP: N/N.
- System Level Licenses:** Configuration - Access to all Applications and their configuration, except User Administration (unchecked), User Administration - Create Users, Security Groups, and assign Licenses (unchecked).
- Application Licenses:** Application Portfolio Analyst - Requires Demand Management (unchecked), Application Portfolio User - Requires Demand Management (unchecked), Demand Management (unchecked), Deployment Management (unchecked), Portfolio Management - Requires Demand Management (unchecked), Program Management - Requires Demand Management and Project Management (unchecked), Project Management (unchecked), Time Management (unchecked).

Buttons at the bottom include "Edit Resource", "OK", "Save", and "Cancel".

17. When the user’s licenses have been unchecked, click **Save**. Then click **Yes** in the HP Question window that pops up. Click **OK**.
18. Repeat this process to deactivate each of the users from your spreadsheet. When you have completed deactivating each of the non-active users in the HP Workbench, you will need to change their licensing status in the PPM tool.
19. Go to the PPM tool.

20. From the Dashboard Menu, click **Open >Resource Management >Resources >Search Resources**.



21. On the Search Resources screen, type the 6-digit Username number into the **Username** field and click **Search**.

### Search Resources

**Search for Resources to View**

<b>Username</b> contains:	<input type="text" value="999999"/>
<b>First Name</b> contains:	<input type="text"/>
<b>Department:</b>	<input type="text"/> 

22. Click the Username of the user whose licensing status needs to be changed.

### Search Resources

 [Export to Excel](#)

#### Select Resource to View

<input type="checkbox"/>	<b>Username</b>
<input type="checkbox"/>	999999
<input type="checkbox"/>	Check all

[Modify Checked Resources](#) [Modify All Returned Res](#)

23. From the Modify Resource screen, click the **Details** tab.

[General](#) [Details](#) [Calendar](#) [Time Management](#) [Capacity / Load](#)

#### General Resource Settings

**Full Name:** User Passwords

**\*First Name:**

24. In the Licensing field, you should see either “FULL” or “VIEW”, depending on the user’s current license, and their agency name. Highlight only **FULL** or **VIEW**, whichever one is showing, and replace it with **NONE** in All Caps.

### Modify Resource: User Passwords

[General](#) [Details](#) [Role / Skill](#) [Calendar](#) [Time Management](#)

#### User data for this Resource

**Business Segment:**

**Business Unit (Agency):**

**Licensing:**

25. Click **Done** to save the change.

26. Click the **Modify Search** button in the top right-hand corner and repeat the process to change the licensing status of each non-active user.

**Search Resources**

 [Export to Excel](#)

 [Modify Search](#)

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Select Resource to View < Showing 1 to 1 of 1 >

Username	First Name	Last Name	Department
<input type="checkbox"/> 999999	User	Passwords	

Check all

[Modify Checked Resources](#) [Modify All Returned Resources](#) < Showing 1 to 1 of 1 >