CATER for SOX

CATER for SOX - Cloud App for Tracking User Requests. User can puts in access request for all the applications with one click.

Step - 1

<u>Log in</u>

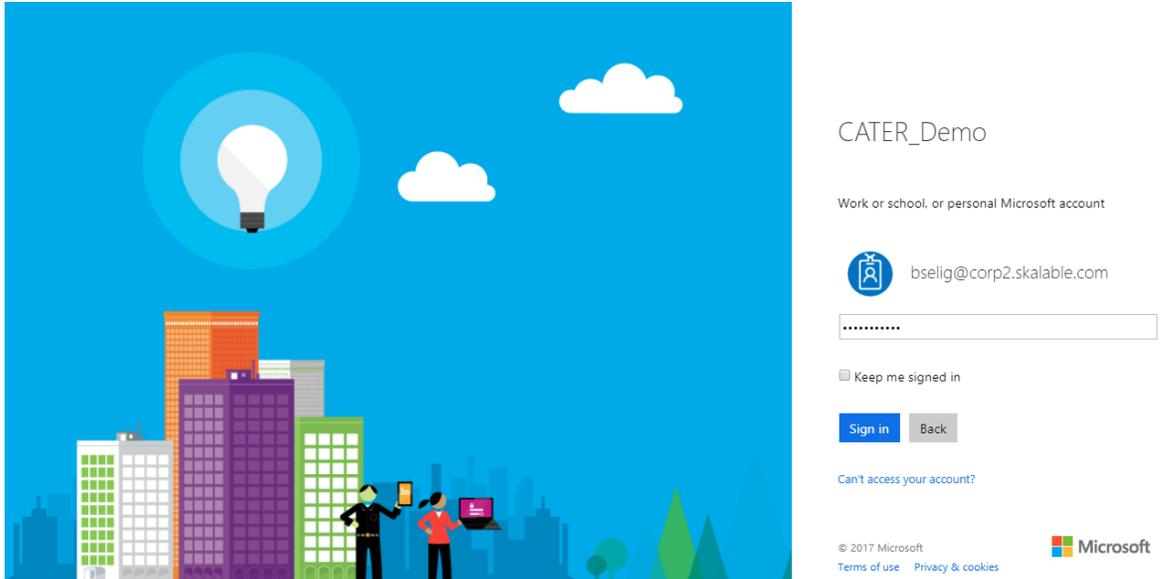- Log in CATER - Place Login Credentials and click sign in, ll redirect to Home Page.
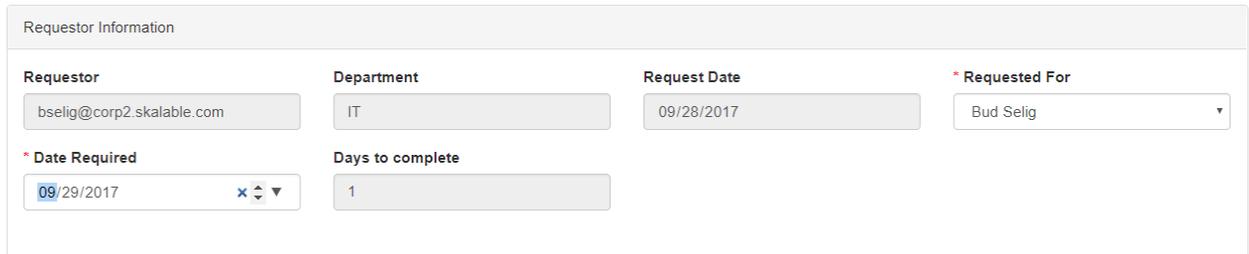

Figure 1.1 - **Login Page**

Figure 1.2 - **Home Page**

Step - 2

New User Access Request (UAR)

- Requestor Information:

> It contains information about the request, Who going to arise Access Request, their Department, Requesting date, For whom they are requesting for the access Request, Due date before to complete Approval Process and No. of Days to Complete.

Requestor Information			
Requestor	**Department**	**Request Date**	*** Requested For**
bselig@corp2.skalable.com	IT	09/28/2017	Bud Selig ▼
* Date Required	**Days to complete**		
09/29/2017 × ⬍ ▼	1		

Figure 2.1 - Requestor Information

- Request Justification:

> It contains information about Business Justification and Implications of Inaction.

Request Justification	
* Business Justification	**Implications of InAction**
Since Bud is the in-charge of below subsidiary he wants below roles to access the records.	Implementation Information

Figure 2.2 - Request Justification

- Requested Access:

> It contains information about Requested Access. So, user can select an application, Subsidiary, and Role group. Based on the application the existing Role are displayed in the existing Roles list and based on Role group, the Available Roles are displayed in the Available Role list. From the Available Roles list User can select Roles which they wants.After selecting Roles User can Click add button to move those to Request list.

- ❖ Application - User can request access for Different application from Available Application
- ❖ Subsidiary - User can request access for Different Subsidiary from Available Subsidiary
- ❖ Role Group - Based an Application the roles are grouped.
- ❖ Existing Roles - Roles are listed here, which role User already has access from selected application.
- ❖ Available Roles : Roles are listed here, which role User does not access from selected application.
- ❖ Requested Roles: Roles, which are selected from Available Roles.

Figure 2.3 - Requested Access

- ● Access Request List:

    All the Selected Roles are listed here by Role Group And Application. At the last User need to submit the form.

Figure 2.4 - Access Request List

Step - 3

- ● Approvers Information:

All the approvers are listed here with the comment, approval Date and Status of the Request.

S.No	Approver	Email	Comment	Date Updated	Status
1	Claudine	claudine@skalable.onmicrosoft.com			Pending
2	Khoa	khoa@skalable.onmicrosoft.com			
3	Namrata	namrata@skalable.onmicrosoft.com			

Figure 3.1 - Approvers Information

- UAR Approval Request:
  Approvers either can approve or Reject the Request by clicking respected Action with optional comment.

Figure 3.2 - UAR Approval Request