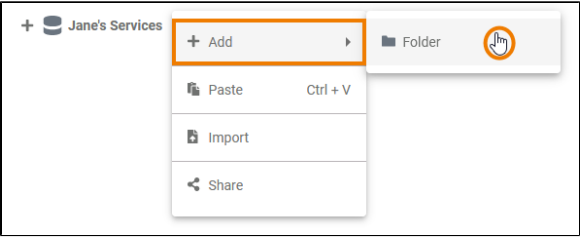
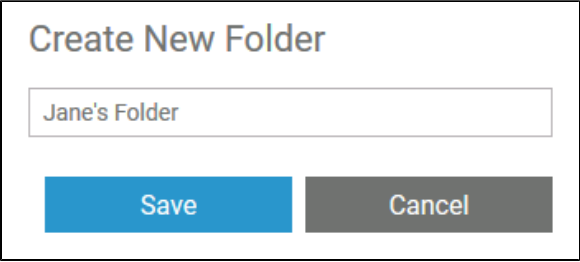
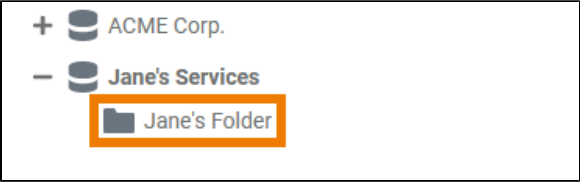


# Folders

Within **Folders** you can organize your contents, therefore it is possible to create folders on different levels of the explorer tree. You can create folders...

- ... to namespaces.
- ... to other folders.

## Adding a Folder

	<p>Since you can create folders within namespaces and in other folders, the option <b>Add Folder</b> is available from the context menu of both elements.</p>
	<p>Enter a name for the folder in the pop-up window <b>Create New Folder</b>. Click <b>Save</b>.</p>
	<p>The new folder is created and displayed in the tree.</p>

## The Folder Context Menu

### On this Page:

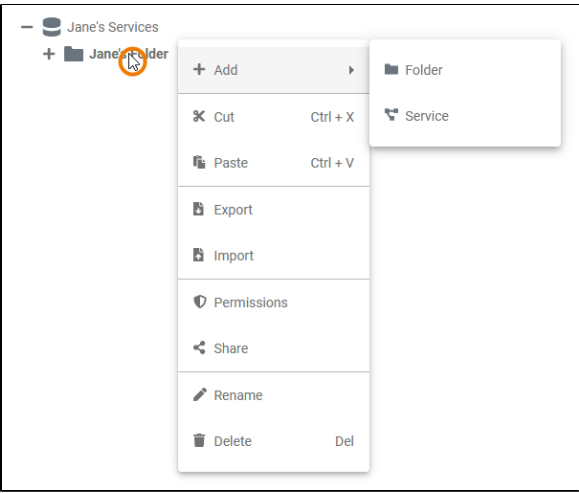
- [Adding a Folder](#)
- [The Folder Context Menu](#)
  - [Adding a Service](#)
  - [Cutting and Pasting](#)
  - [Exporting and Importing](#)
  - [Managing the Folder Permissions](#)
  - [Sharing a Folder](#)
  - [Renaming the Folder](#)
  - [Deleting a Folder](#)

### Related Pages:

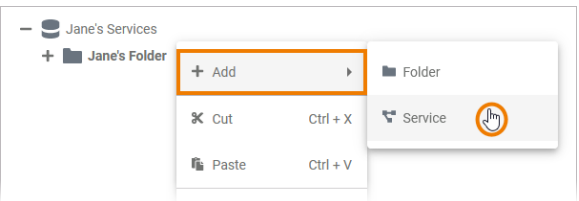
- [Working With the Explorer](#)
  - [Namespaces](#)
  - [Services](#)
- [Modeling BPMN](#)
  - [Service Panel](#)

### Related Documentation:

- [BPaaS](#)
  - [The Scheer PAS Cockpit](#)
- [Administration Guide](#)
  - [Managing Roles](#)

	<p>Right click a folder to open its context menu.</p> <p>The context menu displays all options available for a folder:</p> <ul style="list-style-type: none"> <li>• <b>Add Folder</b></li> <li>• <b>Add Service</b></li> <li>• <b>Cut</b></li> <li>• <b>Paste</b></li> <li>• <b>Export</b></li> <li>• <b>Import</b></li> <li>• <b>Permissions</b></li> <li>• <b>Share</b></li> <li>• <b>Rename</b></li> <li>• <b>Delete</b></li> </ul>
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## Adding a Service

	<p>Add a service to manage the necessary settings for your microservice. A service can only be created in folders.</p> <p>To add a service to a folder, right click on the folder and select option <b>Add &gt; Service</b> from the context menu.</p>
	<p>Enter a name for the service in the pop-up window <b>Create New Service</b>. Click <b>Save</b>.</p>

### Create New Service

JanesService

Save Cancel

### Create New Service

Janes First Service

Save Cancel

If you want to deploy the service to a container later, please note that on container deployment the service name is automatically changed according to [certain rules](#).



**Naming of Services for Container Deployment**

**Example:**

Service Name: Janes\_First\_Service Container Name: janes-first-service

- The two services in this example would get the same container name
- ... so they would overwrite each other.



### Restrictions on Element Names

The only restriction for folder names is that they must not be empty. To all other elements in the Explorer, the following name restrictions apply:

Element names...

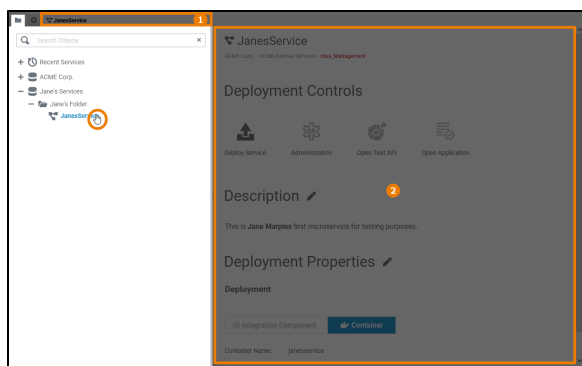
- ... must not be empty.
- ... must not contain spaces.
- ... must not start with numbers.
- ... must not end with a period (.).
- ... must not contain one of the following characters: <, >, :, ", /, \, |, ?, \*
- Furthermore, the following strings must not be used as element names: CON, PRN, AUX, NUL, COM1, COM2, COM3, COM4, COM5, COM6, COM7, COM8, COM9, LPT1, LPT2, LPT3, LPT4, LPT5, LPT6, LPT7, LPT8, LPT9.

—  Jane's Services

—  Jane's Folder

 **JanesService**

The new service is created and displayed in the tree.

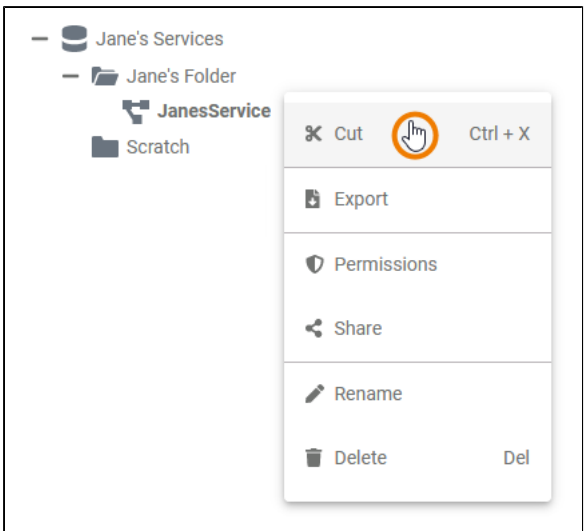


To open a service, click on the service name in the explorer tree.

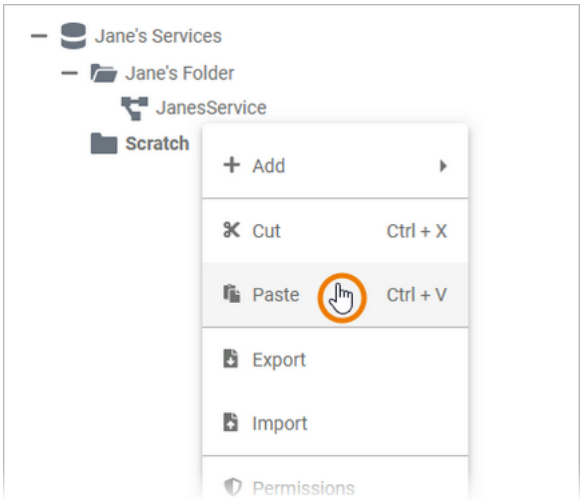
1. The Service tab will open.
2. The service details will be displayed on the right side of the tree.

✓ To access the service, click on the explorer tab icon or on the service details area to close the explorer tab. Refer to [Service Panel](#) for further information.

## Cutting and Pasting



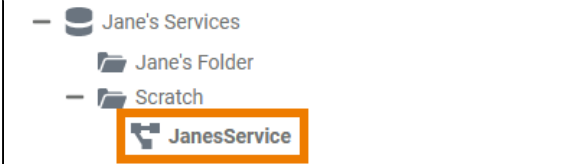
If you want to use an element at a different position in the tree, select the context menu option **Cut**.



Open the context menu of the element in which you want to insert the cut element and select **Paste**.



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is only enabled if the elements to be inserted fit into the tree hi

	<p>element is only possible in the namespace.</p>
	<p>The element is now displayed on its new place in the tree.</p>

## Exporting and Importing

You can export and import folders from and to the Explorer tree. For detailed information see page [Exporting and Importing Explorer Contents](#).

## Managing the Folder Permissions



You can set access restrictions on several levels:

- On a **namespace**:  
Namespace permission can be set in the User Management. These permissions have the highest priority. If a namespace with e.g. **read-only** permissions is assigned to the user in the User Management, You cannot override this permission in the Designer. For further information refer to the [Scheer PAS Administration Guide](#).
- On a **folder**:  
Folder permissions affect all sub-elements of the folder, but you can assign permissions to a service within the folder independently.
- On a **service**:  
Service permissions only affect the corresponding service.



– Jane's Services

+ Jane's Folder

+ Add

CutCtrl + X

PasteCtrl + V

Export

Import

Permissions

Share

Select **Permissions** from the context menu if you want to manage the access to a folder.

Permission Administration

Everyone

Jane Marple  
jane.marple@acme-corp.com

Invite People:

Enter names or e-mail addresses

☐ Invite Group

☒ Invite People

Save

Cancel

In the pop-up window **Permission Administration** you can invite single colleagues or whole groups to access the element.

By default, the creator of the element and everyone sharing the current namespace has write permissions.


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To limit access to the element you can remove the group **Everyone** completely, or give it read-only permission. If you want to restore permissions for **Everyone**,

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## Permission Administration

 Everyone  

 Jane Marple  
jane.marple@acme-corp.com  

### Invite People:

Enter names or e-mail addresses

☐ Invite Group ☒ Invite People

Save

Cancel

If you want to add other users, first select one of the options:

- **Invite Group:** Allow whole user groups to access your element. Available groups are all distribution lists that have been created as a **Role** in the user management.
- **Invite People:** Add single users to your element and grant them read or write permission.



Refer to [Administration Guide > Managing Roles](#) for detailed information about roles.

### Invite People:

stri

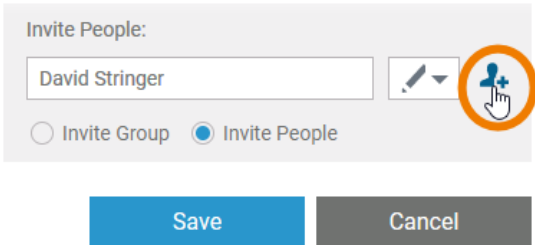

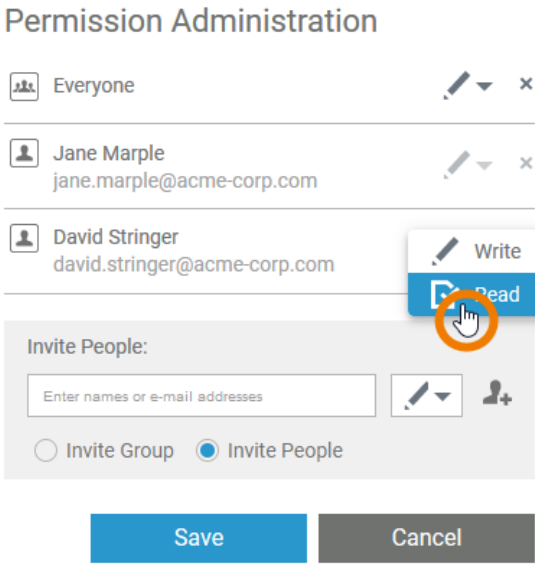
David Stringer  
david.stringer@acme-corp.com

Save

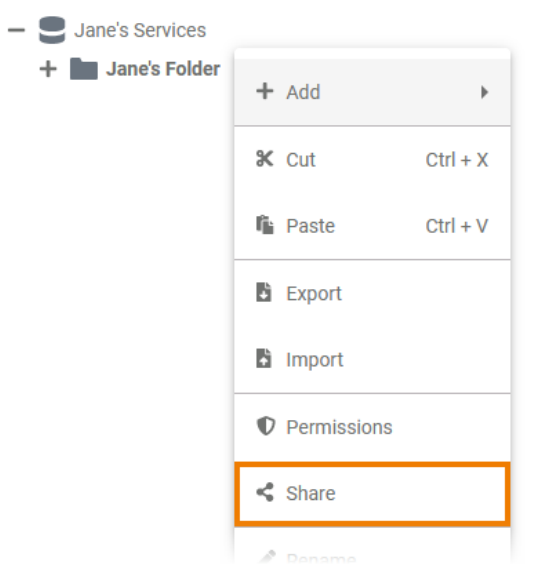

Cancel

Enter the name or email address of the group or person to the search field. Matching results are shown in a list.

Select the entry you want to use.

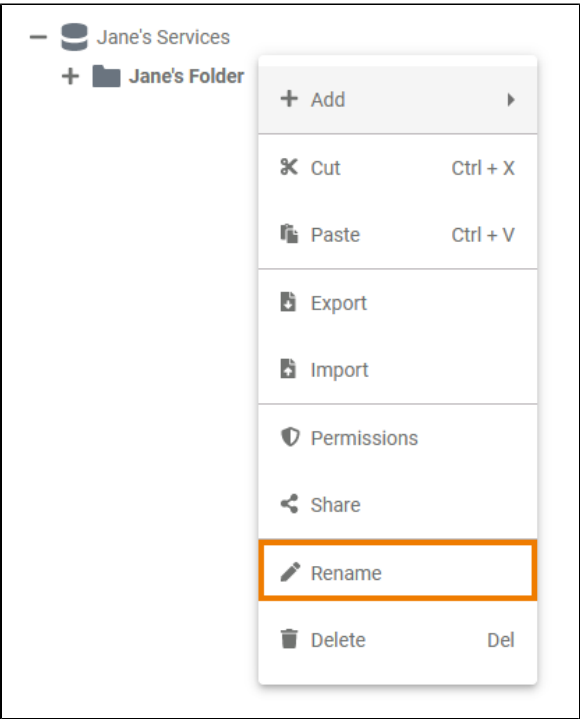
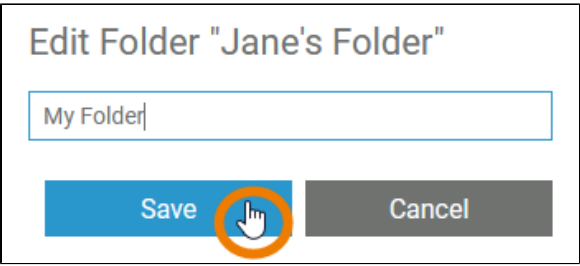

	<p>Click option  to add the selected user or group.</p>
	<p>Once the user or group has been added, you can specify whether the user or the group should have read or write permission.</p> <p><b>Save</b> your changes.</p>

## Sharing a Folder

	<p>You can also share the link for a folder.</p> <p>Select <b>Share</b> from the context menu to copy the link of the folder to the clipboard.</p>
	<p>The action is confirmed by a toast message.</p>

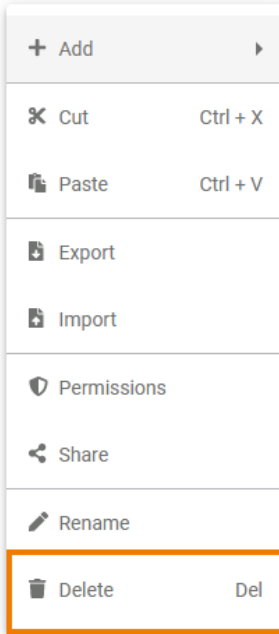
<p>Hi David,</p> <p>this is the link to my folder in Scheer PAS Designer:</p> <p><a href="https://dev.acme-corp.com/?profileId=832c8k70-3dfd-11ea-b2340-c162530ed0&amp;itemId=e2674766-c6bf-4951-a24c-5cd54ejb156r">https://dev.acme-corp.com/?profileId=832c8k70-3dfd-11ea-b2340-c162530ed0&amp;itemId=e2674766-c6bf-4951-a24c-5cd54ejb156r</a></p> <p>Jane Marple ACME Corp. IT</p>	<p>You are now able to paste the URL, for example to an email.</p>
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## Renaming the Folder

	<p>If you want to change the name of a folder, select <b>Re name</b>.</p>
	<p>Enter the new name in the pop-up window <b>Edit Folder</b>.</p> <p>Click <b>Save</b>.</p>
	<p>The new name is displayed in the tree.</p>

## Deleting a Folder

— Jane's Services  
+ Jane's Folder



To remove a folder from the tree, open its context menu and select **Delete**.

# Confirm Deletion

Are you sure you want to delete folder "Jane's Folder"?

Yes

Cancel

Confirm the security prompt in the pop-up window with **Yes** to delete the folder from the tree.



Please note that all contents of the folder are also deleted.