

- 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...

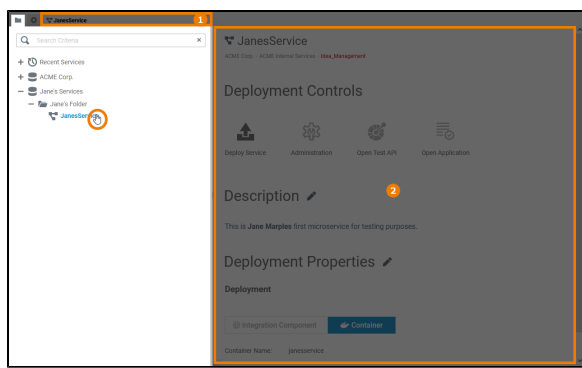
- ... must not be empty.
- ... must not contain spaces.
- ... must not start with numbers.
- ... must not end with a period (.).
- ... must not contain one of the following characters: <, >, :, ", /, \, |, ?, *
- Furthermore, the following strings must not be used as element names: CON, PRN, AUX, NUL, 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.

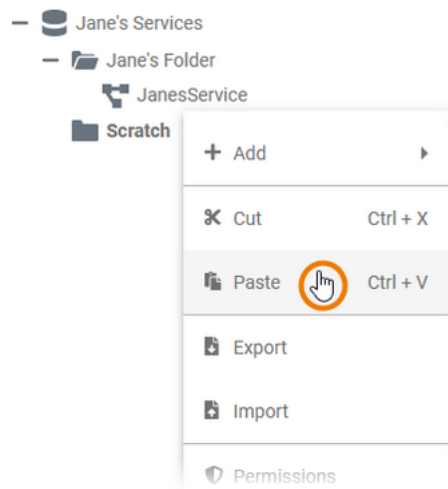


To open a service, click on the service name in the explorer tree.

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.

The Service Context Menu



only enabled if the elements to be inserted fit into the tree hierarchy. Pasting elements is only possible in the same namespace.

	<p>The element is now displayed on its new place in the tree.</p>
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Exporting and Importing

You cannot import elements into a service. But it is possible to export services from folders. For detailed information see page [Exporting and Importing Explorer Contents](#).

Managing the Service 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.

	<p>Select the option Permissions in the context menu if you want to manage the access to a service.</p>
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<div> <h3>Permission Administration</h3> <div style="border: 2px solid orange; padding: 5px; margin-bottom: 10px;"> <div> Everyone ✎ ▼ ✕ </div> <hr/> <div> Jane Marple jane.marple@acme-corp.com ✎ ▼ ✕ </div> </div> <div> <p>Invite People:</p> <div> <input type="text" value="Enter names or e-mail addresses"/> ✎ ▼ + 👤 </div> <div> <input type="radio"/> Invite Group <input checked="" type="radio"/> Invite People </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Save Cancel </div> </div>	<p>In the pop-up window Permission Administration you can invite single colleagues or whole groups to access the element.</p> <p>By default, the creator of the element and everyone sharing the current namespace has write permissions.</p>
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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:

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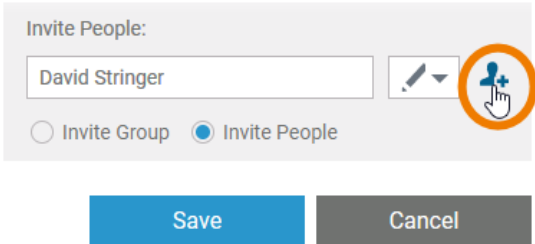

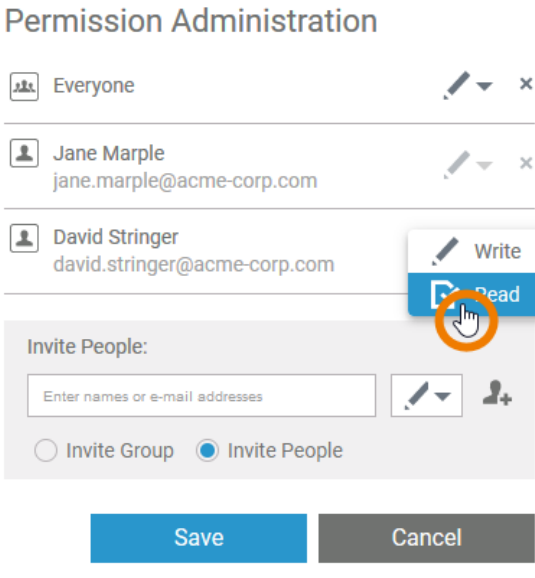
David Stringer
david.stringer@acme-corp.com

Save

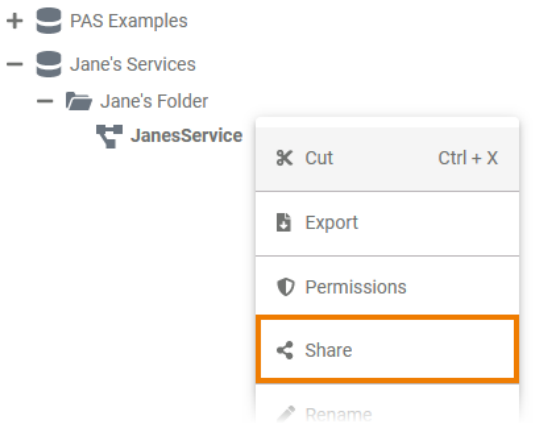

Cancel

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.

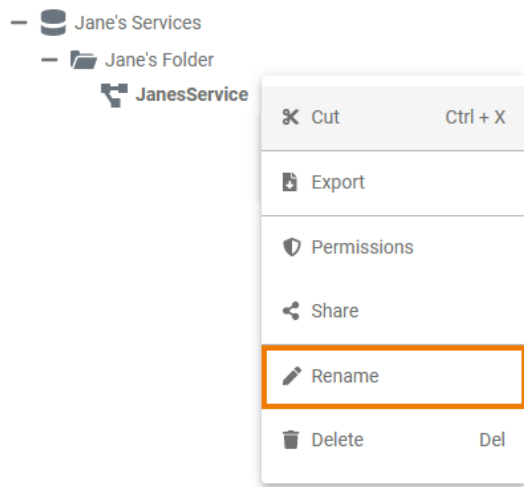
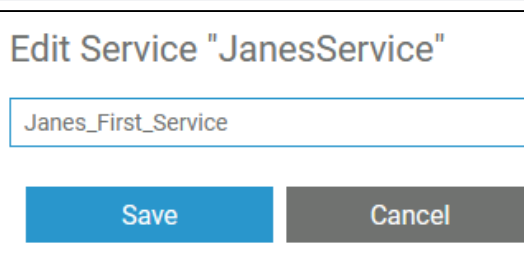
	<p>Click option  to add the selected user or group.</p>
	<p>Once the user or group has been added, you can specify whether the user or the group should have read or write permission.</p> <p>Save your changes.</p>

Sharing a Service

	<p>You can also share the link for a service.</p> <p>Select Share from the context menu to copy the link of the service 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 project in Scheer PAS Designer:</p> <p>https://dev.acme-corp.com/?profileId=932c8k70-3dfd-18ea-b2940-c162730ed0&itemId=e2692766-c6bf-4951-a24c-5cd54ejb1t56f</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 Service

	<p>If you want to change the name of a service, select Rename.</p>
	<p>Enter the new name in the pop-up window Edit Service.</p> <p>Click Save.</p> <div data-bbox="982 1239 1135 1965"> <p>i Restrictions on Element Names</p> </div>

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 (.).

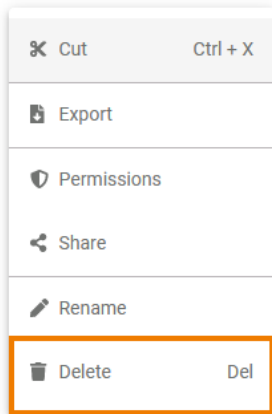
- .. must not contain none of the following characters : < , > , : , " , ' , / , \ , | , ? , * .
- Furthermore , the following strings must not be u

s	e	d	a	s	e	l	e	m	e	n	t	n	a	m	e	s	:	C	O	N	,	P	R	N	,	A	U	X	,	N	U	L	,	C	O	M	1	,	C	O	M	2	,	C	O	M	3	,	C	O	M	4	,	C	O	M	5	,	C	O	M	6	,	C	O	M	7	,	C	O	M	8	,	C	O	M	9	,	L	P
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		<div>T 1 , L P T 2 , L P T 3 , L P T 4 , L P T 5 , L P T 6 , L P T 7 , L P T 8 , L P T 9.</div>
<div><div><div><div><div></div><div>Jane's Services</div></div><div><div></div><div>Jane's Folder</div></div><div><div></div><div>Janes_First_Service</div></div></div></div></div>		

Deleting a Service

— Jane's Services
— Jane's Folder
 JanesService



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

Confirm Deletion

Are you sure you want to delete service "JanesService"?

All items inside this service will also be deleted.

Yes

Cancel

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

Please ensure that all contents of the service are deleted.