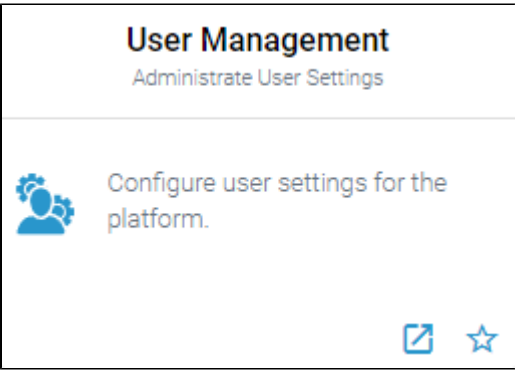


# Administrating Users

## Accessing the User Management

This chapter explains how to manage your **Scheer PAS** users within the User Management. Only users with profile **user\_management\_admin** are able to use the user management.



You can access the user management via the corresponding tile in the **Scheer PAS Portal**.

### On this Page:

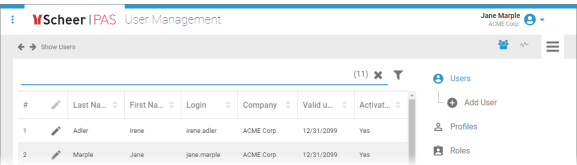
- [Accessing the User Management](#)
- [Overview on the User Management Start Page](#)
- [Features of the Navigation Bar](#)

### Related Pages:

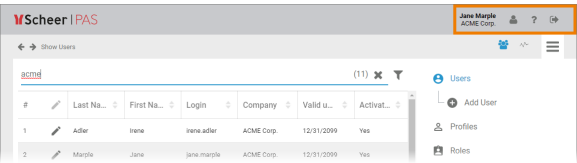
- [Working With the User Management](#)
- [Managing Users](#)
- [Managing Profiles](#)
- [Managing Roles](#)
- [Managing Permissions](#)
- [Managing User Data](#)

### Related Documentation:

- [Getting Started With Scheer PAS](#)



If you click on the user management tile, the application will open within the portal.



You can also open the user management in a separate browser

tab. To do so, use the icon in the lower right corner of the tile.

In that case, an additional navigation bar is displayed in the header.

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ACME Corp.







You can access two different views in the user management:

| Icon                                                                                | Description                                                                                                                                                                                                                                                                                                         |
|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p><b>User Management</b></p> <p>Click this icon to access the user management where you can add new users and manage current user accounts, profiles and roles.</p> <p>The functionalities of the user management are explained in this chapter.</p>                                                               |
|  | <p><b>Process Mining</b></p> <p>Click this icon to access the Process Mining administration where you can manage the Mining settings such as uploading log files, collect logs, add calculated attributes and more.</p> <p>Go to chapter <a href="#">Administering Process Mining</a> for detailed information.</p> |

## Overview on the User Management Start Page

The user management page consists of four sections:

VSeeerIPAS

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ACME Corp.

Show Users

(11) X Y

|    | Last Name   | First Name | Login             | Company    | Valid until | Activated |
|----|-------------|------------|-------------------|------------|-------------|-----------|
| 1  | Adler       | Irene      | irene.adler       | ACME Corp. | 12/31/2099  | Yes       |
| 2  | Marple      | Jane       | jane.marple       | ACME Corp. | 12/31/2099  | Yes       |
| 3  | Admin       | ACME       | acme.admin        | ACME Corp. | 12/31/2099  | Yes       |
| 4  | Watson      | John       | john.watson       | ACME Corp. | 12/31/2099  | Yes       |
| 5  | Doolittle   | Eliza      | eliza.doolittle   | ACME Corp. | 12/31/2099  | Yes       |
| 6  | West        | Raymond    | raymond.west      | ACME Corp. | 12/31/2099  | Yes       |
| 7  | Higgins     | Henry      | henry.higgins     | ACME Corp. | 12/31/2099  | Yes       |
| 8  | Bloom       | Leopold    | leopold.bloom     | ACME Corp. | 12/31/2099  | Yes       |
| 9  | Copperfield | David      | david.copperfield | ACME Corp. | 12/31/2099  | Yes       |
| 10 | Stranger    | David      | david.stranger    | ACME Corp. | 12/31/2099  | Yes       |
| 11 | Caulfield   | Holden     | holden.caulfield  | ACME Corp. | 12/31/2099  | Yes       |

Users

Add User

Profiles

Roles

Permissions

Activities

Export

Import

- Navigation Bar:** The navigation bar gives you access to your personal user data, to the help and the logout button and also supports you to navigate through the user management pages. See [Features of the Navigation Bar](#) for detailed information.
- Filter:** Use the filter to search the content displayed below.
- Content Area:** Shows the content of the selected menu option.
- Sidebar:** Use the sidebar to select one of the menu options.

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ACME Corp.





Users

+

Add User

Profiles

Roles

Permissions

Activities

Export

Import

In the user management view, the corresponding menu items are displayed in the sidebar:

| Icon                                                                                  | Menu           | Description                                                                                                           |
|---------------------------------------------------------------------------------------|----------------|-----------------------------------------------------------------------------------------------------------------------|
|    | Users          | Go to chapter <a href="#">Managing Users</a> to learn how to create and manage users.                                 |
|    | Profiles       | Go to chapter <a href="#">Managing Profiles</a> to learn how to create and maintain profiles.                         |
|    | Roles          | Go to chapter <a href="#">Managing Roles</a> to learn more about the creation and administration of roles.            |
|    | Permissions    | Go to chapter <a href="#">Managing Permissions</a> if you want to know more about the usage of permissions.           |
|  | Activities     | Go to page <a href="#">Monitoring System Activities</a> to get to know how to monitor the activities on your system.  |
|  | Export /Import | Go to chapter <a href="#">Reusing User Data</a> to get detailed information about the import and export of user data. |

Page [Working With the User Management](#) explains the basic functionalities of the user management such as filtering, sorting content or creating copies of datasheets.

Features of the Navigation Bar

| Button/Display | Description |
|----------------|-------------|
|----------------|-------------|

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <p>Click the logo to return to the <b>start page</b> of the user management.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <p>You can browse through the pages forwards and backwards by using the <b>navigation buttons</b>.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <p>Jane Marple<br/>ACME Corp.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <p>The <b>user name</b> of the current user and the name of his company are displayed in the navigation bar.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <div data-bbox="159 552 735 1402"> <div> Jane Marple<br/>ACME Corp.    </div> <div> <h3>Language Selection</h3> <div>   </div> </div> <div> <h3>User</h3> <div> Jane Marple<br/>ACME Corp. </div> <div> CHANGE PASSWORD </div> </div> <div> <h3>Version</h3> <div> PAS 21.1.0 </div> </div> </div> | <p>Click icon  to access the user preferences of the current user. The user details are displayed in the sidebar:</p> <ul style="list-style-type: none"> <li>• <b>Language Selection:</b> Click one of the flags to change the display language. Currently German and English are supported.</li> <li>• <b>User:</b> Your login name and the name of your company are displayed here. <ul style="list-style-type: none"> <li>◦ <b>Change Password:</b> Click this button to change your personal password. The necessary input fields will be displayed in the sidebar:</li> </ul> </li> </ul> <div data-bbox="760 856 1336 1612"> <h3>User</h3> <div> Jane Marple<br/>ACME Corp. </div> <h3>Change Password</h3> <div> Current Password </div> <div> New Password </div> <div> Confirm New Password </div> <div> <div>SAVE</div> <div>CANCEL</div> </div> </div> <ul style="list-style-type: none"> <li>• <b>Version:</b> The <b>version number</b> of your <b>Scheer PAS</b> installation is displayed here.</li> </ul> |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <p>Click the interrogation mark if you need <b>help</b>. The button opens the Administrator's Guide.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |



Use the **logout** button to sign off.



You can hide the sidebar by clicking the **menu** button. Click it again to display the sidebar.