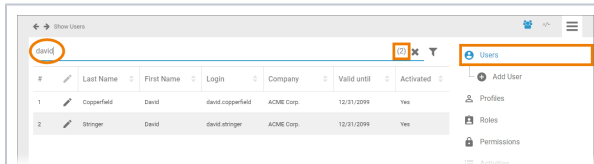# Editing a User

You can edit a user data sheet at any time, for example to save additional data, to assign more profiles or roles, to allocate a new password or to correct a typing error. Display the user list by choosing the **Users** menu in the sidebar. The user list shows all users and its content is loading dynamically if you scroll down. You can filter the list by using the filter bar.
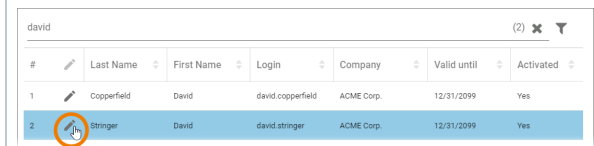
Editing User Data

If you want to edit a user data sheet, open it first.

Select **Users** in the sidebar menu to display the list of all users.

On the right side of the filter bar, the total number of users is displayed. If a filter is set, the number of filter results is shown here.

Open the user data sheet by clicking the

 icon.

Now you can rework the settings saved in the user data sheet.

You can...

- ... manage the profiles of the user.
- ... grant write permission on a profile.
- ... manage the roles of the user.
- ... insert additional data such as address or company information.
- ... reset the password of the user.
- ... deactivate the user.

⚠️

⚠️ Please note: Once setup, the **Login** cannot be changed anymore.

Click **Save** to store your modifications or use **Cancel** to discard them.

If you save the data, the data sheet closes and a message **Saved successfully!** appears in the user list.

You can use the displayed link to reopen the user data sheet.

Managing Profiles

You can manage profiles and roles in the second section of the user data sheet.

Use the section's sidebar to switch between the profiles and the roles view.

Deleting Profiles

You can delete already assigned profiles by using the ✖ icon.

As a consequene, the user will not be authorized to use this profile anymore.

ⓘ Do not forget to save the datasheet before closing it.

Adding Profiles

Use button **Assign More** if you want to grant this user access to other profiles.

The list of available profiles will open.

Use the filter to search for the profile you wish to assign.

In the footer you will find the profiles that have already been assigned to this user.

Use the checkboxes to assign further profiles.

The chosen profiles are added in the profiles list in the footer.

Click **Apply** to assign the chosen profiles to the user.
Click **Cancel** to discard your choice.

Your chosen profiles are added to the profiles section of the user data sheet.

If you have added a **pro file with namespace**, check if the user needs write permission on the profile (see Granting Write Permission on Profiles).

> ⓘ Do not forget to save the data sheet before closing it.

Granting Write Permission on Profiles

Individual write permissions can be granted or denied **for profiles with namespace**. By default, the write permission is granted.

- To enable read-only access on a profile, deactivate the checkbox in column **Designer**.
- To grant write permission on a profile, activate the checkbox in column **Designer**.

> (i) The checkbox is only displayed for **profil es with namespace**.

PAS Component	Write Permission Enabled	Write Permission Disabled
Designer	If write permission has been granted... - ... the user sees the profiles' content. - ... the user can create content within the profile.	If the write permission is disabled... - ... the user sees the profiles' content. - ... the user will not be able to edit the profiles' content.
BPaaS	If write permission has been granted... - ... the user sees the profiles' content. - ... the user can create content within the profile. - ...the user can execute all apps stored in this profile.	If the write permission is disabled... - ... the user is not able to edit any of the profile's content. - ... the user only sees the profiles' content. - ... the user can execute apps.

		If write permission has been granted...	If the write permission is disabled...
Mobile		... the profile is shown in the designer view of the Mobile app. ...the user will be able to add new favorites. ...the user can execute all apps stored in this profile. .... start links marked as favorites will be displayed in the favorites view.	... the profile is not shown in the designer view of the Mobile app. ...the user will not be able to add new favorites. .... start links marked as favorites will still be displayed in the favorites view and apps are executable.

Editing Profiles

Administrators can also use the profile section to switch directly to the corresponding data sheet to edit a profile .

To do so, click the icon.

The corresponding profile data sheet will open and you can edit the profile data, for example to change the display name.

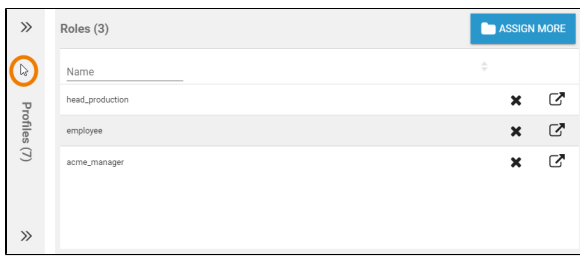**Save** the modifications or discard them by using the **Cancel** button.

If you have saved the modifications, they will be displayed in the user data sheet.

> ⓘ Do not forget to save the data sheet before closing it.

Managing Roles

You can manage roles and profiles in the second section of the user data sheet.

Use the section's sidebar to switch between the roles and the profiles view.

Deleting Roles

You can delete already assigned roles by using the ✖ icon.

The user will then not be able to view the customized user interface anymore.

ⓘ Do not forget to save the data sheet before closing it.

Adding Roles

Use button **Assign More** if you want to assign additional roles.

A list of available roles will open.

Use the filter to search for the role you wish to assign.

In the footer you will find the roles that have already been assigned to this user.

Use the checkboxes to assign additional roles.

The chosen roles are added to the footer.

Click **Apply** to assign the roles to the user. Click **Cancel** to discard your choice.

Your chosen roles are added to the profiles section of the user data sheet.

> ⓘ Do not forget to save the data sheet before closing it.

Editing Roles

Administrators can also use the roles section to switch directly to the corresponding data sheet to edit a role.

To do so, click the ⤢ icon of the role you want to edit.

The corresponding role data sheet will open and you can edit the settings, for example to change the role name.

Save your modifications or discard them by using the **Cancel** button.

If you have saved the modifications, they will be displayed in the user data sheet.

ⓘ Do not forget to save the data sheet before closing it.

Adding Additional Data

Additional Data	Technical Information	User Object	Meta

Organisation

Department
Production Department

Phone
+1 609 408 3314

Mobile

Fax

Street
108, Kearny Avenue

ZIP
NJ 07105

City
New Jersey

Country
USA

In the **Additional Data** section, you can insert complementary data of the user in question, for example postal address or contact numbers.
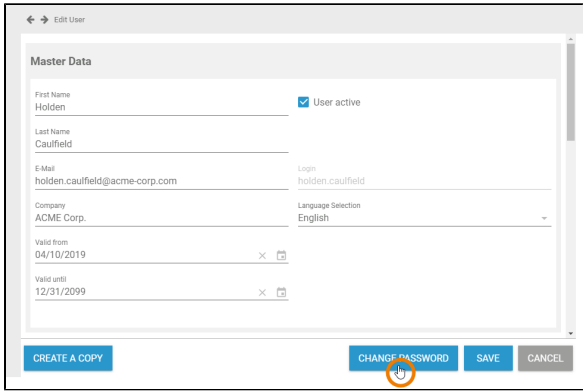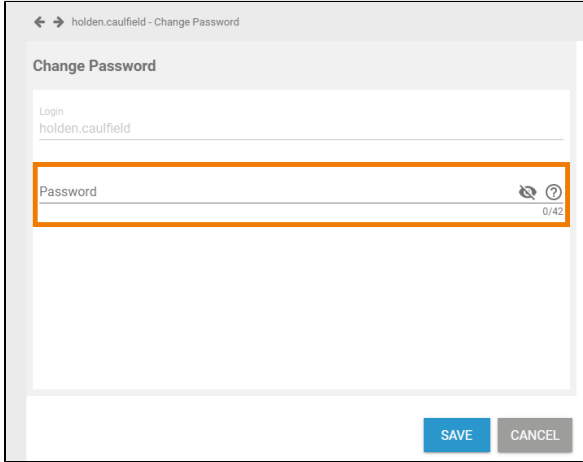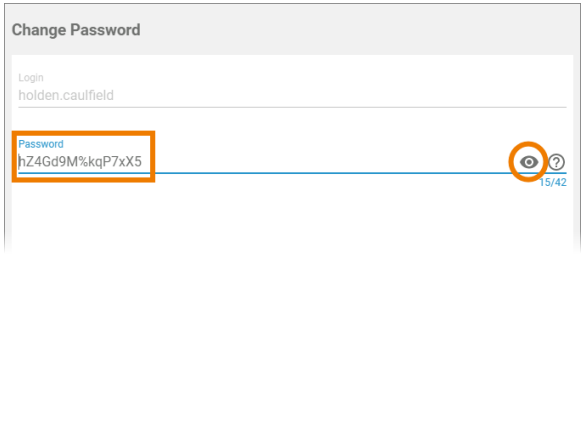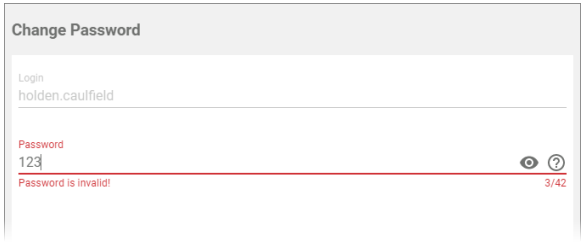
The following fields can be found:

- **Organisation**
- **Department**
- **Phone**
- **Mobile**
- **Fax**
- **Street**
- **ZIP**
- **City**
- **Country**

ⓘ Do not forget to save the data sheet before closing it.

Changing the Password

		If a user forgot his password, the administrator can assign a new one. Open the user data sheet and click **Change Password**.
		A password dialog box opens. Enter the new password in the corresponding field.
		By default the new password is invisible, which is signaled by icon . Click the icon to turn the password visible – the icon will change to , then.
		As long as your entry does not match the password criteria, you will see the note **Password is invalid!**

Change Password Login holden.caulfield Password 123 Password is invalid!	Hover over the icon ⑦ to display the password criteria.

Password has to be from 8 to 42 characters long and
- must begin with a character.
- must be alphanumeric.
- must contain at least one number.
- can contain the following special characters: '_', '@', '#', '$', '%', '_'

← → holden.caulfield - Change Password **Change Password** Login holden.caulfield Password Gje4Lk5%ndsT6 👁 ⑦ 13/42 SAVE CANCEL	Change the new password until it matches the criteria, only then you will be able to save it.

The user data sheet is displayed again, the message **Password successfully changed** appears.

⚠️ Don't forget to inform the user about his new login credentials.

Deactivating a User

If a user is not allowed to access the system any more, his account must be deactivated. Users cannot log in to the business system, if their user account is inactive or if the date in field **valid until** lies in the past, meaning that the validity of the user account has ended.

Master Data

First Name
Holden

⬭ User active

Last Name
Caulfield

E-Mail
holden.caulfield@acme-corp.com

Login
holden.caulfield

Company
ACME Corp.

Language Selection
English

Valid from
04/10/2019   ✕ 📅

Valid until
12/31/2099   ✕ 📅

If you need to deactivate a user account, open the user data sheet.

Disable the checkbox **User active**.

ⓘ Do not forget to save the data sheet before closing it.

The message **Saved successfully!** confirms that the data has been saved. You can use the displayed link to reopen the data sheet.

In the content area, the user list is displayed and the modified user shows the information **No** in column **Activated**.