

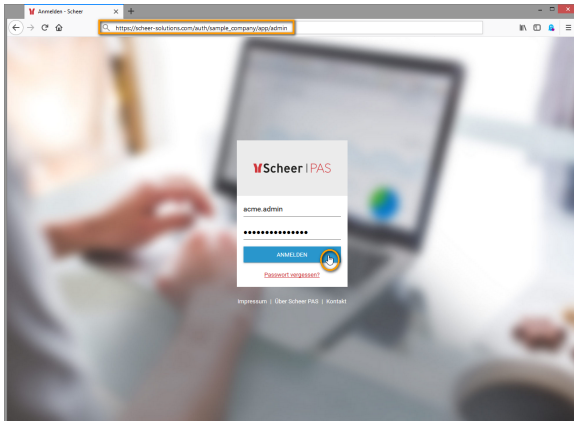
Administrator Login

Your **Scheer PAS** system and the related **Scheer PAS Administration** have separate homepages. Therefore you will receive two URLs:

- One for your business system and
- another for the corresponding **Scheer PAS Administration**.

In addition, you have been communicated the login credentials of the standard administration user.

To login as administrator, open the Administration homepage, for example https://scheer-solutions.com/auth/sample_company/app/admin, and insert your login credentials:



The default settings that make up the URL for your user administration are explained in the [Platform Services Installation Guide](#).

On this Page:

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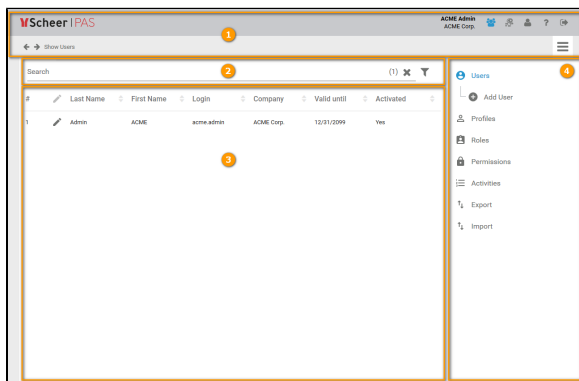
Related Pages:

- [Administration Basics](#)
 - [Monitoring System Activities](#)
 - [Filtering](#)
- [Managing Users](#)
- [Maintaining Process Mining](#)

Overview on the Administration Homepage

After successful login, the user Administration homepage is displayed. It consists of three sections:

1. **Navigation Bar:** The [navigation bar](#) helps you to manage your **Scheer PAS Administration**.
2. **Filter:** Use the filter to search the content displayed below.
3. **Content Area:** Shows the content of the selected menu option.
4. **Sidebar:** Use the sidebar to select on of the menu options
 - **Users**
 - **Profiles**
 - **Roles**
 - **Permissions**
 - **Activities**
 - **Export**
 - **Import**



Features of the Navigation Bar

You can find several helpful features in the user administration navigation bar:




Button/Display	Feature
	Click the logo to return to the homepage of the user administration.
	You can browse through the pages forwards and backwards by using the navigation buttons .
<div> ACME Admin ACME Corp. </div>	The user name of the current user and the name of his company are displayed in the navigation bar.
	<div> </div> <p>Click icon ? Unknown Attachment to access the user details of the current user. The user details are displayed in the sidebar:</p> <ul style="list-style-type: none"> Language Selection Click one of the flags to change the language of the user administration portal. Currently German, English and French are supported. User Your login name and the name of your company are displayed here. <ul style="list-style-type: none"> Change Password Click this button to change your password for the user administration portal. The necessary fields will be displayed in the sidebar: <div> <div>Change Password</div> <div>Current Password</div> <div>New Password</div> <div>Confirm New Password</div> <div>SAVE</div> <div>CANCEL</div> </div> Version The version number of the Scheer PAS Administration you are currently working with is displayed here.
	Click the interrogation mark if you need help . The button opens the Administrator's Guide.
	Use the logout button to sign off.



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

The Administration Views

Click on the corresponding icon in the navigation bar to open the Administrator view you want to use:

Navigation Bar Icon	View	Applicable to
	User Administration Open this view to manage users, profiles, roles and permissions.	<ul style="list-style-type: none">• BPaaS• Mobile• Process Mining• RPA
	Process Mining In the Process Mining view you can administrate general settings for your process data such as setting the retention time or define calculated attributes.	<ul style="list-style-type: none">• Process Mining
	Robotic Process Automation Click on this icon to open the RPA dashboard to monitor your software robots.	<ul style="list-style-type: none">• RPA