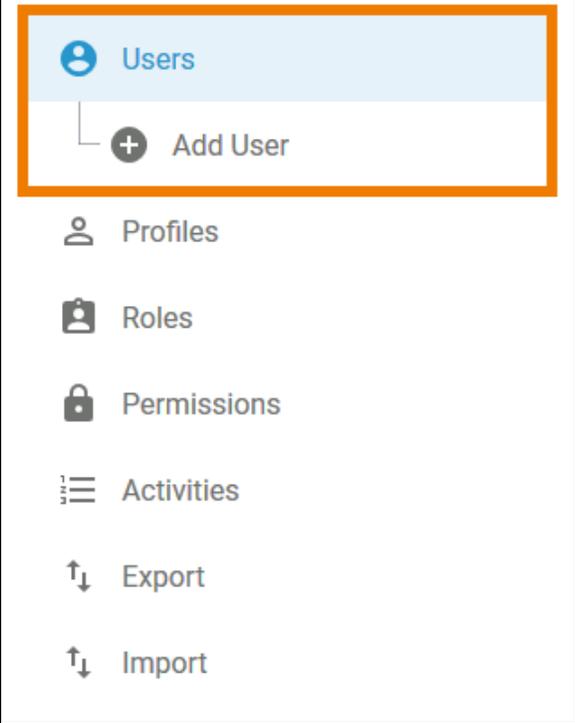


Users

Every user needs an activated user account to access the business system. Only administrators are able to create new user accounts in the customers **Scheer PAS Administration**.

Menu "Users"

The administrator can create and manage user accounts via the **Users** menu.



It contains the following items:

- **Users**
- **Add User**

On this Page:

- [Menu "Users"](#)
- [The User Data Sheet](#)
 - [Master Data](#)
 - [Profiles and Roles](#)
 - [Profiles](#)
 - [Roles](#)
 - [Additional Data](#)
 - [Additional Data](#)
 - [Technical Information](#)
 - [User Object](#)
 - [Meta](#)

Related Pages:

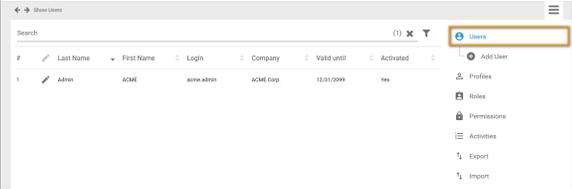
- [Add a User](#)
- [Edit a User](#)
- [Administration Basics](#)
 - [Filtering](#)

Related Documentation:

- [BPaaS](#)
 - [Role-based Authorization Concept](#)

In the **Users** menu a list of all users is displayed in the content area. This list contains the following information:

- **Last Name**
- **First name**
- **Login**
- **Company**
- **Valid until**
- **Activated** (Yes/No)

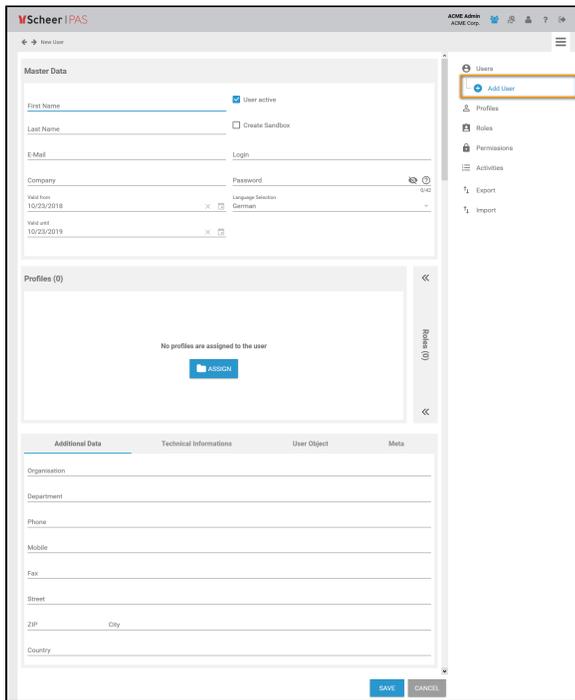


#	Last Name	First Name	Login	Company	Valid until	Activated	
1	Admin	ACME	acme.admin	ACME Corp	12/31/2099	Yes	Add User Profiles Roles Permissions Activities Export Import



Use the [filter](#) to limit the content of the list.

Select **Add User** to create a new user account. An empty data sheet opens:



The User Data Sheet

To add a new user, you need to fill in a user data sheet. It contains three sections:

1. **Master Data**
2. **Profiles and Roles**
3. **Additional Data**
 - a. Additional Data
 - b. Technical Information
 - c. User Object
 - d. Meta

Master Data

The **Master Data** section contains the basic data of a user account:

Master Data

First Name User active

Last Name Create Sandbox

E-Mail Login

Company Password 0/42

Valid from x 🗨 Language Selection German

Personal Details	Account Details
<p>On the left side of the master data section, the personal details of the user are displayed:</p> <ul style="list-style-type: none"> • First Name • Last Name • E-Mail • Company • Valid from • Valid until 	<p>On the right side of the master data section, you can manage the account data of this user:</p> <ul style="list-style-type: none"> • User active • Create Sandbox • Login • Password • Language Selection

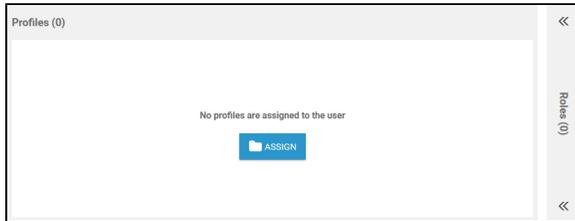
Inserting data in fields **First Name**, **Last Name**, **E-Mail**, **Login** and **Password** is mandatory for any new user account. When you open a new user data sheet, the **Valid from** field is filled with the current date. The standard validity is one year.

Profiles and Roles

In the second section, either the [profiles](#) or [roles](#) of the user are displayed. Use the sidebar to change between the profiles and the roles window.

Profiles

This window shows the profiles that are assigned to the user. Use the **Assign** button to allocate further profiles:



Any new user needs at least one profile. Otherwise it is not possible to save the user data sheet.

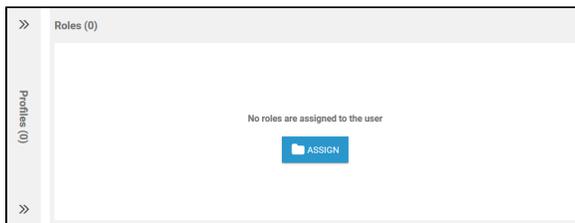


Visit page [Add a User](#) to learn how to assign profiles to a user and how to set write permissions on profiles. Profiles can also be assigned via the profile data sheet (see page [Edit a Profile](#)).

Roles

[Roles](#) are used in **Scheer PAS BPaaS** to model role-based business processes, such as release processes. Roles can be created in the BPaaS editor during modelling as well as in the role section of the **Scheer PAS Administration**. The management and assignment of roles to users has to be performed exclusively in the **Scheer PAS Administration** though.

The roles window shows a list of all roles that are assigned to the user. You can assign further roles by clicking the **Assign** button.



Visit the page [Add a User](#) to learn how to assign roles to a user. Roles can also be assigned via the role data sheet (see page [Edit a Role](#)).

Further information about the modelling of role-based apps can be found in the [BPaaS Guide](#).

Additional Data

The **Additional data** section consist of four tabs:

1. [Additional Data](#)
2. [Technical Information](#)
3. [User Object](#)
4. [Meta](#)

Additional Data

Tab **Additional Data** contains a form for complementary information of the user such as:

- **Organisation** (e.g. factory, facility...)

- **Department** (e.g. HR, Controlling...)
- **Phone**
- **Mobile**
- **Fax**
- **Street**
- **ZIP**
- **City**
- **Country**

Additional Data	Technical Informations	User Object	Meta
Organisation			
Department			
Phone			
Mobile			
Fax			
Street			
ZIP	City		
Country			

The additional data is inherited by the [user object](#).

Technical Information

In the **Technical Information** tab, you can find a JSON object containing information about user specific applications, for example about the personalized content of the users' cockpit:

Additional Data	Technical Informations	User Object	Meta
1 ()			



Do not change the content in tab **Technical Information** without any knowledge of JSON.

User Object

The **User Object** tab contains the available user information in JSON format:

Additional Data	Technical Informations	User Object	Meta
1 1		<pre>{ "active": true, "city": "", "company": "", "country": "", "defLang": "de", "department": "", "email": "", "extension": {}, "fax": "", "firstname": "", "lastname": "", "loginId": "", "meta": {}, "mobile": "", "password": "", "phone": "", "profiles": [], "roles": [], "status": "", "uid": null, "validFrom": 1518764822220, "validTo": 1550271600000, ... }</pre>	



You cannot change the data in tab **User Object**, but it is possible to copy the data.

Meta

Use tab **Meta** to overview the meta data of the user data sheet:

- **UUID:** The UUID allows to identify the user explicitly.
- **Created at:** This field contains the creation date of the user data sheet.
- **Modified at:** In this field you find the date of the last modification of the data sheet.

- **Modified by:** Contains a UUID which allows to identify the last editor of the data sheet.

Additional Data	Technical Informations	User Object	Meta
UUID			
Created at			
Modified at			
Modified by			

 The content in tab **Meta** is for documentation purposes only, it can not be altered.