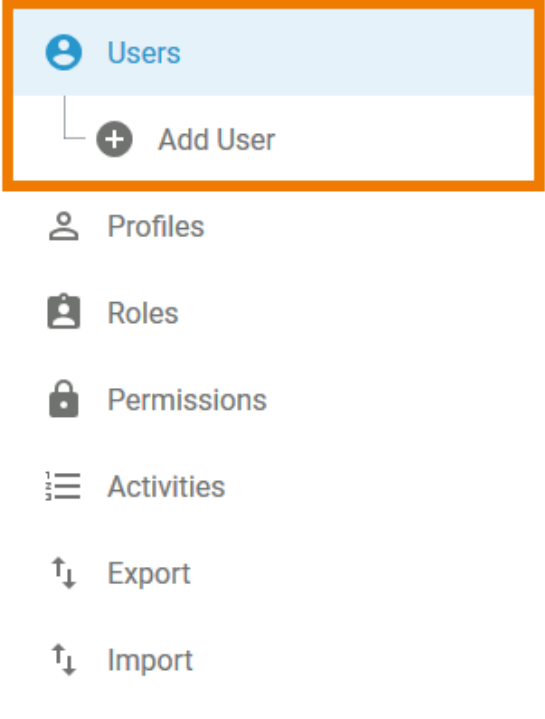


# Users

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:

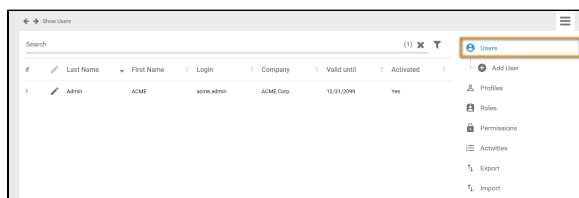
- [Add a User](#)
- [Edit a User](#)
- [Administration Basics](#)
  - [Filtering](#)

### 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



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:

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"> <li>• <b>First Name</b></li> <li>• <b>Last Name</b></li> <li>• <b>E-Mail</b></li> <li>• <b>Company</b></li> <li>• <b>Valid from</b></li> <li>• <b>Valid until</b></li> </ul>	<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"> <li>• <b>User active</b></li> <li>• <b>Create Sandbox</b></li> <li>• <b>Login</b></li> <li>• <b>Password</b></li> <li>• <b>Language Selection</b></li> </ul>

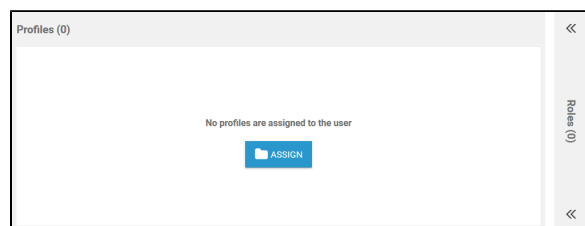
Inserting data in fields **First Name**, **Last Name**, **E-Mail**, **Login** and **Password** is mandatory for any new user account. When you open a new user data sheet, the **Valid from** field is filled with the current date. The standard validity is one year.

## 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.

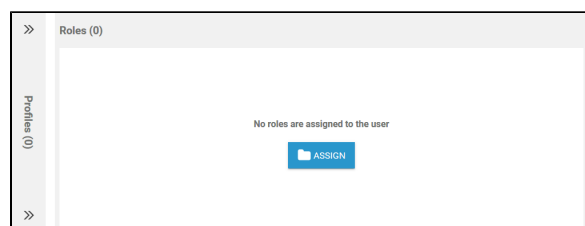


Visit page [Add a User](#) to learn how to assign profiles to a user and how to set write permissions on profiles. Profiles can also be assigned via the profile data sheet (see page [Edit a Profile](#)).

### 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 (0)			



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 d		<pre>{   "active": true,   "city": "",   "company": "",   "country": "",   "defLang": "de",   "department": "",   "email": "",   "extension": {},   "fax": "",   "firstname": "",   "lastname": "",   "loginId": "",   "meta": {},   "mobile": "",   "password": "",   "phone": "",   "profiles": [],   "roles": [],   "street": "",   "uid": null,   "validFrom": 1518764812120,   "validTo": 1590271000000,   "valid": true }</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.