

# Add a Profile

Before you create your own profiles, it is recommended to start with some preliminary considerations:

- How many users should be administrators for your **Scheer PAS Administration**?
- Consider the use of naming conventions. They may help to maintain a good overview over the list of profiles.
- Where is the best place to manage the naming conventions, so that all administrators have access?



Use standard prefixes to organize the list of profiles, for example it\_ for profiles of the IT department, hr\_ for the human resources department etc.

## On this Page:

- [Creating a Profile in the Scheer PAS Administration](#)
  - [Assigning Permissions](#)
  - [Assigning Users](#)
  - [Inserting Translations](#)

## Creating a Profile in the **Scheer PAS Administration**

The sidebar menu contains the following items: Users, Profiles, Add Profile (highlighted), Roles, Permissions, Activities, Export, and Import.

Select **Add profile** in the sidebar menu **Profiles**.

## Related Pages:

- [Edit a Profile](#)
- [Users](#)
- [Permissions](#)

An empty profile data sheet opens:

New Profile

Master Data

☒ Profile active

Name

Display Name

Namespace

Permissions (0)

The profile is lacking permissions.

Assign

User (0)

No users are assigned to this profile.

Assign

Translations

Edit Translating

Meta

UUID

Created at

Modified at

Modified by

Users

Profile

Add Profile

Roles

Permissions

Activities

Export

Import

Save

Cancel

<div> <div>Master Data</div> <div> <input checked="" type="checkbox"/> Profile active </div> <div> <div> <div>Name</div> <div>global_acme</div> <div> <div>Display Name</div> <div>global_acme</div> </div> </div> <div> <div>Namespace</div> </div> </div> </div>	<div> <div>Insert a <b>Name</b> for the profile. Your entry will also be considered for the field <b>Display Name</b>, if you don't insert a separate display name.</div> </div>
<div> <div>Master Data</div> <div> <input checked="" type="checkbox"/> Profile active </div> <div> <div> <div><b>Name</b></div> <div>Allowed characters are 0-9, a-z, A-Z and . - _ !</div> <div> <div>Display Name</div> </div> </div> <div> <div>Namespace</div> </div> </div> </div>	<div> <div>The <b>Name</b> field must not be empty.</div> <div>Allowed characters are:</div> <ul style="list-style-type: none"> <li>• numbers 0-9</li> <li>• letters a-z and A-Z</li> <li>• special characters . - and !</li> </ul> </div>

## Master Data

☒ Profile active

Name

global\_acme\_corp



Display Name

ACME Test Space






Namespace

If you want to display a name different to the technical identifier of the profile, insert here the label you want to use instead.

The profile will be displayed with this label in the business system.



Go to [Insean](#)gT [ra](#)nslat [io](#)ns to know more about the translation options for a profile's display name.

<div data-bbox="168 174 324 205"> <h3>Master Data</h3> </div> <div data-bbox="168 233 721 604"> <div data-bbox="168 275 350 306"> <input checked="" type="checkbox"/> Profile active         </div> <div data-bbox="168 348 711 411"> <div>Name</div> <div>global_acme_corp </div> </div> <div data-bbox="168 436 711 499"> <div>Display Name</div> <div>ACME Test Space</div> </div> <div data-bbox="168 520 711 604"> <div>Namespace</div> <div>global_acme_corp </div> </div> </div>	<p>Insert a namespace for your profile.</p> <div data-bbox="980 249 1089 1178">  Use the same identifier for namespace and namespace of profile.         </div>
<div data-bbox="168 1255 324 1287"> <h3>Master Data</h3> </div> <div data-bbox="168 1314 721 1717"> <div data-bbox="168 1356 350 1388"> <input checked="" type="checkbox"/> Profile active         </div> <div data-bbox="168 1430 711 1493"> <div>Name</div> <div>global_acme_corp </div> </div> <div data-bbox="168 1518 711 1581"> <div>Display Name</div> <div>global_acme_corp</div> </div> <div data-bbox="168 1606 711 1717"> <div>Namespace</div> <div> <div>global_acme_corp</div> <div>This namespace is already in use. </div> </div> </div> </div>	<p>The entries in fields <b>Name</b> and <b>Namespace</b> must be unique. Therefore, your entries are automatically checked. If name or namespace are already in use, you need to change your entry.</p>

If you have entered the **Master Data**, you can already create the profile by clicking the **Save** button:

The profile data sheet is closed, the message **Successfully saved!** is displayed and the profile is added to the list. You can use the link from the success message to reopen the profile's data sheet:

#	Name	Display Name	Namespace	Activated
4	..dashboard.access_processes	Dashboard: Widget Processes		Yes
5	..dashboard.access_transactions	Dashboard: Widget Transactions		Yes
6	analytics_user	analytics_user		Yes
7	analytics_admin	analytics_admin		Yes
8	platform_admin	platform_admin		Yes
9	sandbox_support_is	Profile for Schear Support	sandbox_support_is	Yes
10	ipa_user	ipa_user		Yes
11	ipa_robot	ipa_robot		Yes
12	ipa_admin	IPA Administrator		Yes
13	sandbox_new_admin	Internal Playground	sandbox_new_admin	Yes
14	sandbox_henry_higgins	Henry Higgins	sandbox_henry_higgins	Yes
	ACME Test Space		global_acme_corp	Yes

Before saving the profile, you can also [assign permissions](#), [assign users](#) and [insert translations](#). But this is not mandatory to create a profile.

## Assigning Permissions

You need to assign [permissions](#) to profiles, if you want to restrict access to the profile's content.



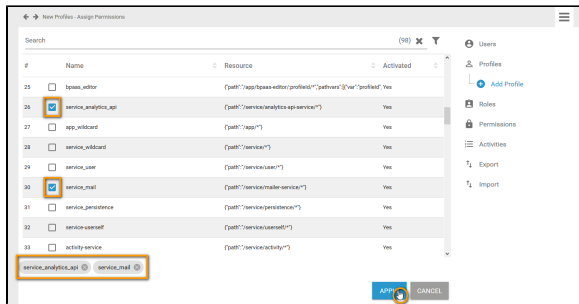
Generally, it is not necessary to assign a permission to a profile. For example a personal profile ("sandbox") does not need own permissions.

Click the **Assign** button in the permissions section to open the list of available permissions:

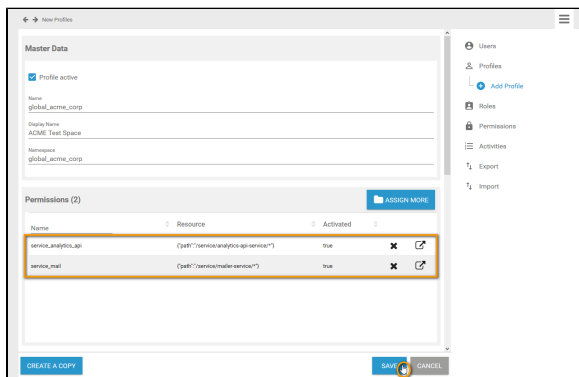
Use the corresponding checkboxes in the list to choose the permissions you want to assign:

#	Name	Resource	Activated
25	ipass_editor	{path}/appspace/editor/profiles/*{pathward}*{w}*{pathward}	Yes
26	service_analytics_api	{path}/service/analytics/api/service/*	Yes
27	app_widgetcard	{path}/app/*	Yes
28	service_widgetcard	{path}/service/*	Yes
29	service_user	{path}/service/user/*	Yes
30	service_mail	{path}/service/trader/service/*	Yes
31	service_persistence	{path}/service/persistence/*	Yes
32	service_userself	{path}/service/userself/*	Yes
33	activity-service	{path}/service/activity/*	Yes
34	designer-service	{path}/service/designer/*	Yes

The chosen permissions are displayed in the footer of the list. Click **Apply** to transfer your choice to the profile data sheet. If you use the **Cancel** button, your modifications are discarded:



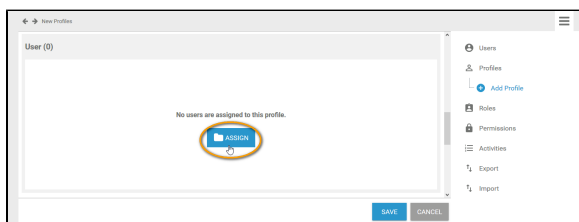
Your selection is transferred to the **Permission** window of the profile data sheet. When all necessary permissions have been assigned, you can save the data sheet:



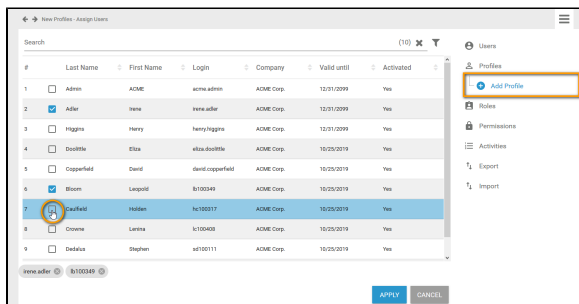
## Assigning Users

In a profile data sheet, the users assigned to the profile are listed in the **User** window. If you create a new profile, you start with an empty **User** window.

Click button **Assign** to add users to the profile:



The list of all available **users** opens. Use the corresponding checkboxes to choose the users you want to assign:



All chosen users are displayed in the footer of the list. Click **Apply** to assign the users to the profile:

#	Last Name	First Name	Login	Company	Valid until	Activated
1	Admin	ACME	acme.admin	ACME Corp.	12/31/2099	Yes
2	Adler	Irene	irene.adler	ACME Corp.	12/31/2099	Yes
3	Higgins	Henry	henry.higgins	ACME Corp.	12/31/2099	Yes
4	Dawdle	Eliza	eliza.dawdle	ACME Corp.	10/25/2019	Yes
5	Copperfield	David	david.copperfield	ACME Corp.	10/25/2019	Yes
6	Bloom	Lempold	8/100349	ACME Corp.	10/25/2019	Yes
7	Caulfield	Hobden	hc100317	ACME Corp.	10/25/2019	Yes
8	Crowne	Lemire	lc100408	ACME Corp.	10/25/2019	Yes
9	Delalus	Stephen	sd100111	ACME Corp.	10/25/2019	Yes
10	Delaplayer	Jane	jd100402	ACME Corp.	10/25/2019	Yes

3/100317 irene adler 8/100349

Your selection is transferred to the **User** window of the profile data sheet:

Last Name	First Name	Login
Adler	Irene	irene.adler
Bloom	Lempold	8/100349
Caulfield	Hobden	hc100317

Translations



Individual write permissions can be granted or denied for profiles with namespace. See page [Edit a User](#) for information on how to grant write permissions on profiles.

When all necessary users have been assigned, you can save the profile data sheet or continue to edit the profile by [inserting translations](#).

## Inserting Translations

The profile name inserted in section **Master Data** is a technical name for the profile. In section **Translations** you can insert translations for the profile's display names in **German**, **English** and **French**. To open the window, click button **Edit Translations**:

### ? Unknown Attachment

Enter the desired display names:

Language	Translation	
German	Teste der ACME Corp.	
English	ACME Test Space	
French	Not ACME tests	

CREATE A COPY

The names saved here will be shown in **Scheer PAS BPaaS** according to the language selected for the BPaaS user interface:



Irene Adler  
ACME Corp.



New Project



New External Link

ACME Test Space

— Irenes Playground

+ Test