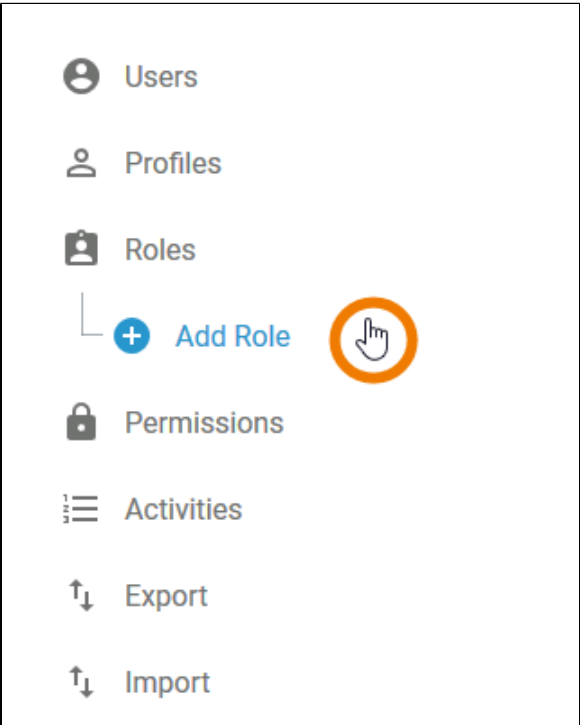


Add a Role

Roles can be created during modelling in the editor of **Scheer PAS BPaaS** as well as in the **Scheer PAS Administration**.

Creating a Role in the **Scheer PAS Administration**



Users

Profiles

Roles

+ Add Role

Permissions

Activities

Export

Import

Select option **Add Role** from the sidebar menu.

On this Page:

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

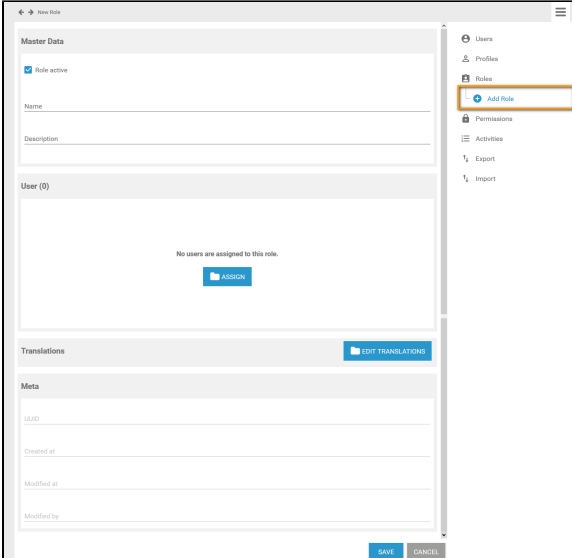
Related Pages:

- [Edit a Role](#)
- [Users](#)
- [Data Transport](#)
 - [Reusing Central Roles](#)

Related Documentation:

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

An empty role data sheet is displayed in the content area:



New Role

Master Data

☒ Role active

Name

Description

User (0)

No users are assigned to this role.

ASSIGN

Translations

EDIT TRANSLATIONS

Meta

UUID

Created at

Modified at

Modified by

SAVE CANCEL

Users

Profiles

Roles

+ Add Role

Permissions

Activities

Export

Import

<div>Master Data</div> <div> <input checked="" type="checkbox"/> Role active </div> <div> Name </div> <div> Description </div>	<p>Insert a Name for the role.</p>
<div>Master Data</div> <div> <input checked="" type="checkbox"/> Role active </div> <div> Name </div> <div> Allowed characters are 0-9, a-z, and . - _ ! </div> <div> Description </div>	<p>The Name field must not be empty.</p> <p>Allowed characters are:</p> <ul style="list-style-type: none"> • numbers 0-9 • letters a-z • special characters . - _ and !
<div>Master Data</div> <div> <input checked="" type="checkbox"/> Role active </div> <div> Name </div> <div> manager_controlling </div> <div> This name is already in use. </div> <div> Description </div>	<p>Every role's name has to be unique. Your entry in the Name field is checked automatically. If it is already in use, you need to change the name.</p>

Master Data

☒ Role active

Name
manager_controlling

Description
Role for all managers in the controlling depart

You can also enter an explanatory description for your role, but this is not mandatory.

If you have entered the **Master Data**, you can already create the role by clicking the **Save** button. Before saving the role, you can also [assign users](#) and [insert translations](#) first. But it is not mandatory to assign users or insert translations to create a role.

Assigning Users

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

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

The list of all available [users](#) opens. Use the corresponding checkboxes to choose the users you want to assign:

#	Last Name	First Name	Login	Company	Valid until	Activated	
1	Adrian	ACME	adrian.adrian	ACME Corp.	12/31/2099	Yes	<input type="checkbox"/>
2	Adler	Irene	irene.adler	ACME Corp.	12/31/2099	Yes	<input type="checkbox"/>
3	Hagena	Henry	henry.hagena	ACME Corp.	12/31/2099	Yes	<input type="checkbox"/>
4	Doeblitz	Eliza	eliza.doeblitz	ACME Corp.	10/25/2019	Yes	<input type="checkbox"/>
5	Copperfield	David	david.copperfield	ACME Corp.	10/25/2019	Yes	<input type="checkbox"/>
6	Storn	Leopold	le100349	ACME Corp.	10/25/2019	Yes	<input checked="" type="checkbox"/>
7	Craffield	Imogen	im100317	ACME Corp.	10/25/2019	Yes	<input checked="" type="checkbox"/>
8	Owens	Lemna	le100408	ACME Corp.	10/25/2019	Yes	<input type="checkbox"/>
9	Dedricka	Stephan	st100111	ACME Corp.	10/25/2019	Yes	<input checked="" type="checkbox"/>
10	Oshtager	John	jo100482	ACME Corp.	10/25/2019	Yes	<input type="checkbox"/>

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

#	Last Name	First Name	Login	Company	Valid until	Activated
1	Admin	Admin	admin.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	Ella	ella.dawdle	ACME Corp.	10/25/2019	Yes
5	Copperfield	David	david.copperfield	ACME Corp.	10/25/2019	Yes
6	Bloom	Leopold	h/100349	ACME Corp.	10/25/2019	Yes
7	Caulfield	Hidden	h/100317	ACME Corp.	10/25/2019	Yes
8	Crowe	Lennie	h/100408	ACME Corp.	10/25/2019	Yes
9	Dalava	Stephen	w/100111	ACME Corp.	10/25/2019	Yes
10	Schuyler	Jane	h/100402	ACME Corp.	10/25/2019	Yes

h/100317 h/100349 w/100111

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

Last Name	First Name	Login
Bloom	Leopold	h/100349
Caulfield	Hidden	h/100317
Dalava	Stephen	w/100111

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



When a user is added or removed a role, they must log into the system again for the changes to affect their account. This applies also to the **Scheer PAS Mobile App**.

Inserting Translations

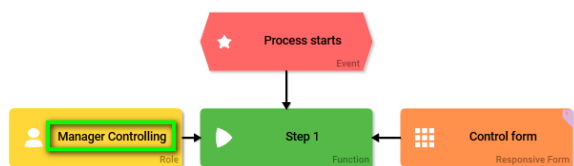
The role name inserted in section **Master Data** is a technical name for the role. In section **Translations** you can insert display names for the role in **German**, **English** and **French**. To open the window, click button **Edit Translations**:



Enter the desired display names:

Translations
German Abteilungsleiter Controlling
English Manager Controlling
French Chef de service Contrôle de gestion

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



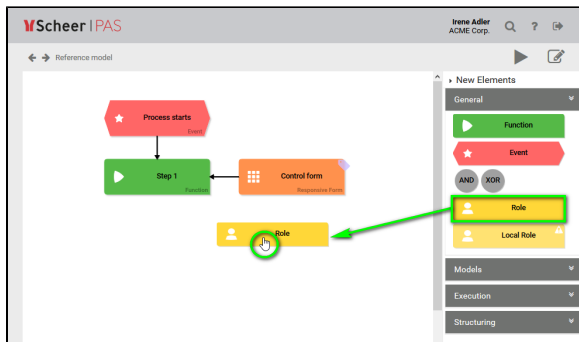
Once you have finished all entries, click **Save** to create the role:

The new role is created and displayed in the list of available roles. A message **Saved successfully!** Reopen Datasheet appears:

You can use the link in the success message to reopen the role data sheet, for example to edit the role data:

Creating a Role in **Scheer PAS BPaaS**

BPaaS design users can also create roles during modelling in the BPaaS editor by using the Role element:



In BPaaS, a wizard supports the design user when creating a new role. The user can choose if he wants to select an already created role or if he wants to create a new role:

Select Role

► Select role

▼ Create a new role

Enter a name for the new role. Allowed characters are:

- Alphanumeric characters (lower-case letters, digits)
- Following special characters: . - _ !

Name
advisor

CREATE A NEW ROLE CANCEL

The roles created in BPaaS will automatically appear in the **Scheer PAS Administration** where they can be managed and assigned to users:

#	Name	Activated
1	manager_controlling	yes
2	advisor	yes

Search [] [X] [Y]

Users Profile Roles Add Role Permissions Activities Export Import