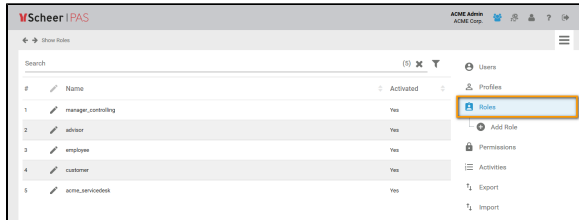


Edit a Role

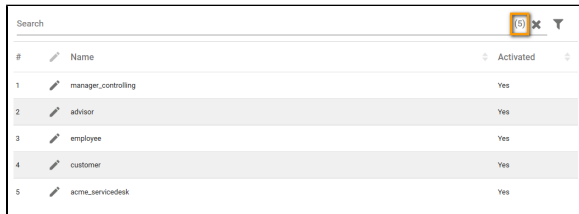
If you want to edit a role, open its data sheet.


Editing Role Data

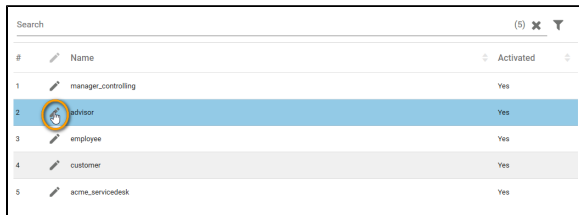
Display the list of roles by selecting **Roles** from the sidebar menu:



You can filter the list of roles by typing into the search field of the filter bar. The number of matching roles is displayed on the right side of the search field. If no filter has been set, the list shows the total number of available roles:



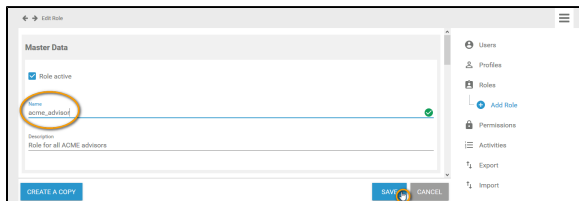
Open the corresponding data sheet by clicking the  icon:



In the role's data sheet, you can now edit its settings. When a role is created in the **Scheer PAS BPaaS** editor, only the role's name is determined. All other settings have to be inserted in the role's data sheet in the corresponding **Scheer PAS Administration**.

Changing the Role's Name

Overwrite the content in the **Name** field to change the identifier of the role:



Click **Save** to store your modifications or **Cancel** to discard them.

If you have saved the modifications, the list of roles is displayed again and a message **Saved successfully!** appears. You can use the link to reopen the role data sheet:

On this Page:

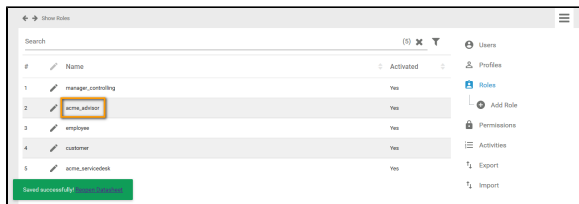
- [Editing Role Data](#)
 - [Changing the Role's Name](#)
 - [Deactivating a Role](#)
 - [Managing Users](#)
 - [Deleting Users](#)
 - [Adding Users](#)
 - [Editing Users](#)
 - [Managing Translations](#)

Related Pages:

- [Administration Basics](#)
 - [Filtering](#)
- [Add a Role](#)
- [Creating Copies](#)
- [Data Transport](#)
 - [Reusing Central Roles](#)

Related Documentation:

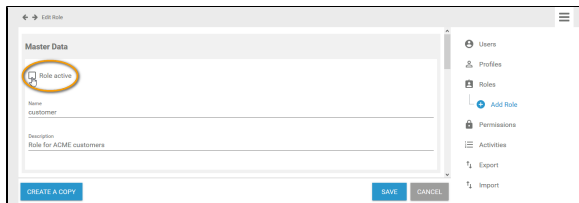
- [BPaaS](#)
 - [Role-based Authorization Concept](#)



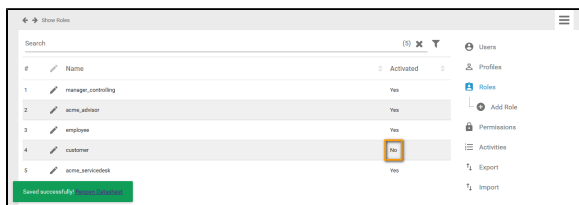
Deactivating a Role

It is possible to deactivate a role. Deactivated roles still appear in the roles list in the **Scheer PAS Administration** and you can still assign them to users. But once a role has been deactivated, it cannot be used in the **Scheer PAS BPaaS editor** any more: In the **BPaaS role wizard** only active roles are displayed.

If you want to disable a role, open the role data sheet. Untick checkbox **Role active** in the **Master Data** section and click the **Save** button:



After saving your amendments, a message **Saved successfully!** confirms the modification. You can use the link in the success message to reopen the data sheet. In the roles list, the role is displayed as **Activated - No**:




Managing Users

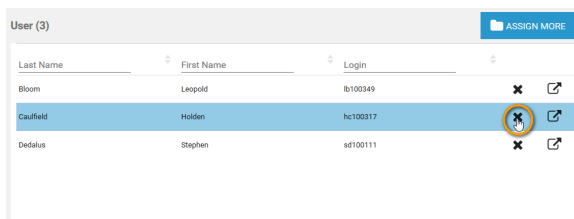
The second section of a role data sheet shows the **users** that are currently assigned to the role. Go to this section to delete, assign or rework users.



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**.

Deleting Users

You can delete already assigned users by using the  icon. The user will then be removed from the role.



Adding Users

If you want to add users to a role, click the **Assign More** button:

User (3)			ASSIGN MORE
Last Name	First Name	Login	
Bloom	Leopold	bl100349	✕ ↗
Caulfield	Holden	hc100317	✕ ↗
Dedalus	Stephen	sd100111	✕ ↗

The list of available users will open. In the footer you will find the users that have already been assigned to this role:

Search (110) ✕ ▾							Users
#	Last Name	First Name	Login	Company	Valid until	Activated	Profiles
1	Adams	ACME	acme.adams	ACME Corp.	12/31/2099	Yes	Roles
2	Adler	Irene	irena.adler	ACME Corp.	12/31/2099	Yes	Add Role
3	Higgins	Henry	henry.higgins	ACME Corp.	12/31/2099	Yes	Permissions
4	Doubilet	Eliza	eliza.doubilet	ACME Corp.	10/25/2019	Yes	Activities
5	Copperfield	David	david.copperfield	ACME Corp.	10/25/2019	Yes	Export
6	Bloom	Leopold	bl100349	ACME Corp.	10/25/2019	Yes	Import
7	Caulfield	Holden	hc100317	ACME Corp.	10/25/2019	Yes	
8	Crowe	Lennie	lc100402	ACME Corp.	10/25/2019	Yes	
9	Dedalus	Stephen	sd100111	ACME Corp.	10/25/2019	Yes	
10	Callaghan	Jane	jc100402	ACME Corp.	10/25/2019	Yes	


Tick checkboxes to assign further users. Your choice will be added to the footer. Click **Apply** to assign the chosen users to the role. Click the **Cancel** button to discard your choice:

Search (110) ✕ ▾							Users
#	Last Name	First Name	Login	Company	Valid until	Activated	Profiles
1	Adams	ACME	acme.adams	ACME Corp.	12/31/2099	Yes	Roles
2	Adler	Irene	irena.adler	ACME Corp.	12/31/2099	Yes	Add Role
3	Higgins	Henry	henry.higgins	ACME Corp.	12/31/2099	Yes	Permissions
4	Doubilet	Eliza	eliza.doubilet	ACME Corp.	10/25/2019	Yes	Activities
5	Copperfield	David	david.copperfield	ACME Corp.	10/25/2019	Yes	Export
6	Bloom	Leopold	bl100349	ACME Corp.	10/25/2019	Yes	Import
7	Caulfield	Holden	hc100317	ACME Corp.	10/25/2019	Yes	
8	Crowe	Lennie	lc100402	ACME Corp.	10/25/2019	Yes	
9	Dedalus	Stephen	sd100111	ACME Corp.	10/25/2019	Yes	
10	Callaghan	Jane	jc100402	ACME Corp.	10/25/2019	Yes	

The chosen users are added to the **User** section of the role data sheet. Click **Save** to apply the modifications. If you leave the data sheet by clicking **Cancel**, all modifications are discarded:

Master Data							Users
<input checked="" type="checkbox"/> Role active Name: manager_controlling Description: Role for all managers in the controlling department							Profiles
User (3)			ASSIGN MORE				
Last Name	First Name	Login					
Bloom	Leopold	bl100349	✕ ↗				
Caulfield	Holden	hc100317	✕ ↗				
Dedalus	Stephen	sd100111	✕ ↗				
Callaghan	Jane	jc100402	✕ ↗				
Crowe	Lennie	lc100402	✕ ↗				

Editing Users

Administrators can also use the **User** section to switch directly to the corresponding data sheet to [edit a user](#). To do so, click the  icon:

User (5) ASSIGN MORE

Last Name	First Name	Login		
Bloom	Leopold	lb100349	X	
Caulfield	Holden	hc100317	X	
Dedalus	Stephen	sd100111	X	
Gallagher	Jane	jd100402	X	
Crowne	Lenina	lc100408	X	

The corresponding user data sheet will open and you can edit the user data:

← → Edit User

Master Data

First Name: ☒ User active

Last Name:

E-Mail: Login:

Company: Language Selection:

Valid from:

Valid until:

Profiles (2) ASSIGN MORE

Designer:

CREATE A COPY CHANGE PASSWORD SAVE CANCEL

Managing 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**:

← → Edit Role

Master Data

Last Name: First Name: Login:

Bloom:

Caulfield:

Crowne:

Dedalus:

Translations

German:

French:

CREATE A COPY SAVE CANCEL

When a design user creates a role in the **Scheer PAS BPaaS** editor, the role wizard shows the technical name of the role as well as the saved display name:

Select Role

Select role

Search:

ACME Advisor
techn.: acme_advisor
Rule for all ACME advisors

acme_servicedesk
techn.: acme_servicedesk

Employee
techn.: employee
Rule for all employees

Manager Controlling
techn.: manager_controlling
Rule for all managers in the controlling department

>Create a new role

Users with selected role

Copperfield, David
david.copperfield

Doolittle, Eliza
eliza.doolittle

Caulfield, Holden
hc100317

Higgins, Henry
henry.higgins

Adler, Irene
irene.adler

Gallagher, Jane
jd100402

Bloom, Leopold
lb100349

Crowne, Lenina
lc100408

Dedalus, Stephen
sd100111

SAVE CANCEL

The Role element in the EPC model in **Scheer PAS BPaaS** displays the name according to the language selected for the BPaaS user interface:

