

Working With the User Management

The contents of the different user management menu options are always listed in the content area (see [Administering Users > Overview on the User Management Start Page](#)). Some basic functionality is available for all content to support you in managing the displayed data:

- [Use the filter to search the content area.](#)
- [You can sort the displayed data.](#)
- [You can create a copy from a data sheet.](#)

Filtering

The content of a selected menu item is listed in the content area of the user management . The corresponding list shows the existing data. If you scroll down the list, its content is loading dynamically. Use the filter in the header to filter the entries.

david(2)✕⌵

#		Last Name ⌵	First Name ⌵	Login ⌵	Company ⌵	Valid until ⌵	Activated ⌵
1		Copperfield	David	david.copperfield	ACME Corp.	12/31/2099	Yes
2		Stringer	David	david.stringer	ACME Corp.	12/31/2099	Yes

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Search

2

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#	Last Name	First Name	Login	Company	Valid until	Activated
1	Copperfield	David	david.copperfield	ACME Corp.	12/31/2099	Yes
2	Stringer	David	david.stringer	ACME Corp.	12/31/2099	Yes

For a **full-text search**, enter your search criteria in field **Search**.

The list shows all entries matching the search criteria. On the right side of the filter, you find the total number of matches in parentheses.

The Extended Filter

Search

(19)

✕

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Filter

First Name

Street

Last Name

ZIP

Login

City

E-Mail

Country

Company

Phone

Department

Fax

Profiles

Roles

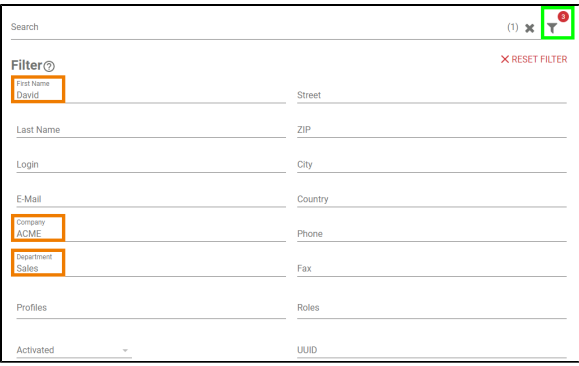
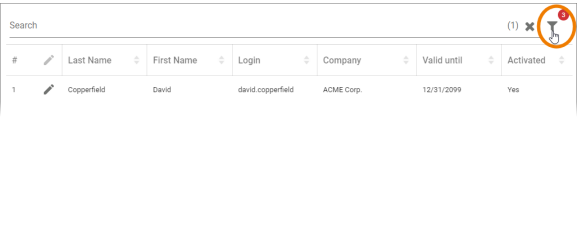
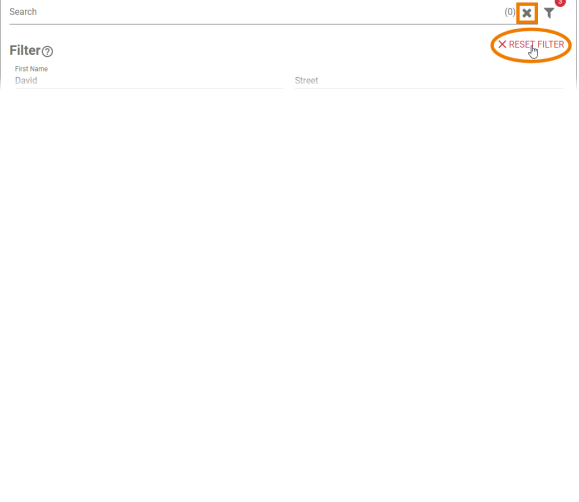
Activated

UUID

#	Last Name	First Name	Login	Company	Valid until	Activated
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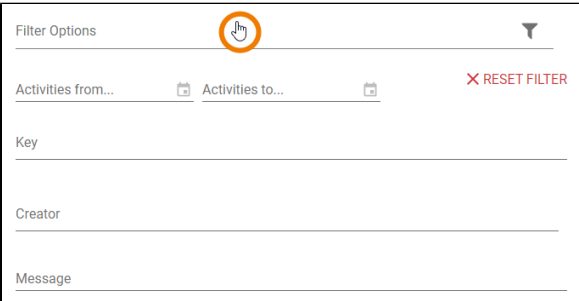
Use the **extended filter** to further reduce your matches. In every menu, the extended filter contains the corresponding fields to further limit the content of the list. You can use the extended filter alone, but it is also possible to combine it with the full-text search.

Click icon  to display the extended filter.

	The number of filtered fields is displayed next to the filter button.
	You can hide the extended filter by clicking icon 
	The filter is in use as long as it is not cleared. To clear the content of the extended filter, click icon  or use button Reset Filter.

Filter Exceptions

Activities

	The filter of the Activities menu is working slightly different compared to the other filters. It is not possible to enter text in the filter field - but if you click on the field, the extended filter will open.
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Filter Options

Activities from... 04/14/2021 Activities to... X RESET FILTER

April 2021

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021

TODAY CANCEL

You have to use a calendar to fill the filter options **Activities from...** and **Activities to...**

Filter Options

Activities from... Activities to... X RESET FILTER

Key

- CREATE_PERMISSIONTYPE
- CREATE_PROFILETYPE
- CREATE_ROLETYPE
- CREATE_USERSTYPE
- UPDATE_PROFILETYPE

The **key** field is a drop-down list that initially suggests five keys. Select one of the displayed activity keys. If the key you are looking for is not part of the list, start typing to search for your key.

Filter Options

Activities from... Activities to... X RESET FILTER

Key

Creator

h

- henry.higgins (Henry Higgins)
- holden.caulfield (Holden Caulfield)
- john.watson (John Watson)
- john.snow (John Snow)

If you click into field **Creator**, another drop-down list allows you to select a name.

You can also reduce the drop-down list by entering a search term. The list then contains only names that match your entry.

Message +12

Timestamp	Key	Creator	Message
2021-03-08 11:39	UPDATE_USERSTYPE	jane.marple	Das Nutzerkonto von holden.caulfield mit der UUID 6912b7f0-7f5b-11eb-9989-ab0ed3b86934 wurde aktualisiert
2021-03-08 11:39	UPDATE_USERSTYPE	jane.marple	Es wird versucht ein Nutzerkonto mit der UUID 6912b7f0-7f5b-11eb-9989-ab0ed3b86934 zu aktualisieren
2021-03-08 07:35	CREATE_USERSTYPE	jane.marple	Ein neues Nutzerkonto holden.caulfield mit der UUID 6912b7f0-7f5b-11eb-9989-ab0ed3b86934 wurde erstellt

Use the field **Message** as a full-text filter for column **Message**. You can use **regular expressions** in this field.



Calculated Attributes (Process Mining View)

Use the full-text search in the header to search the list of calculated attributes. Further filtering is not possible.

Sorting Content

#		Last Name	First Name	Login	Co
1		Adler	Irene	irene.adler	AC
2		Marple	Jane	jane.marple	AC
3		Admin	ACME	acme.admin	AC
4		Watson	John	john.watson	AC
5		Doolittle	Eliza	eliza.doolittle	AC

You can sort the content of each list in the content area. Therefore, just click

icon of the column you want to sort the list by.

#		Last Name	First Name	Login	Co
1		Adler	Irene	irene.adler	AC
2		Admin	ACME	acme.admin	AC
3		Bloom	Leopold	leopold.bloom	AC
4		Copperfield	David	david.copperfield	AC
5		Doolittle	Eliza	eliza.doolittle	AC

The first click sorts the content of the list in ascending order.

#		Last Name	First Name	Login	Co
1		West	Raymond	raymond.west	AC
2		Watson	John	john.watson	AC
3		Stringer	David	david.stringer	AC
4		Marple	Jane	jane.marple	AC
5		Higgins	Henry	henry.higgins	AC

The second click sorts the content of the list in descending order.

Click the button a third time to cancel the sorting.

Sort Exceptions

Some tables cannot be sorted by all columns. The following exceptions apply:

- **User Management:** The list of **Activities** can only be sorted by column **Timestamp**.
- **Process Mining:** The list of **Calculated Attributes** can only be sorted by column **Name**.

Creating Data Sheet Copies

The data sheets of **users**, **profiles**, **roles** and **permissions** contain the button **Create A Copy**.

← → Edit User

Master Data

First Name
Irene

☒ User active

Last Name
Adler

E-Mail
irene.adler@acme-corp.com

Login
irene.adler

Company
ACME Corp.

Language Selection
English

Valid from
04/10/2019

×

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Valid until
12/31/2099

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📅

CREATE A COPY

CHANGE PASSWORD

SAVE

CANCEL

This button is displayed as soon as you open a data sheet for editing.

Administrators can use the **Create A Copy** button if they want to create similar elements. The basic data of the current element is transferred to a new data sheet. The element specific data is ignored and can be added if necessary.

Copying a User Data Sheet

If you copy a user data sheet, only the user specific data is deleted. All other data is transferred to the new data sheet. You can edit the copy as usual. It is helpful to copy a user data sheet, e.g. if you need to create several users from the same department.

	Transferred	Deleted
Master Data	- Company - Valid from - Valid until - User active - Create Sandbox - Language Selection	- Last Name - First Name - E-Mail - Login
Profiles	- Standard Profiles - Assigned Profiles	Sandbox
Additional Data	- Organisation - Department - Phone - Mobile - Fax - Street - Zip - City - Country	

Copying a Profile Data Sheet

Use the **Create A Copy** function on a profile data sheet if you want to create a profile with similar permissions. This saves you from assigning all necessary permissions individually.

	Transferred	Deleted
Master Data	• Profile active • Display Name	• Name • Namespace
Permissions	• Assigned Permissions	
User		• Assigned Users
Translations	• Saved Translations	

Copying a Role Data Sheet

The name of any role has to be unique. Therefore, the name of the role is deleted if you copy a role data sheet. The status of checkbox **Role active** is transferred.

	Transferred	Deleted
Master Data	• Profile active • Description	• Name
User		• Assigned Users
Translations	• Saved Translations	

Copying a Permission Data Sheet

Create a copy of a permission data sheet if the new permission should base on the current one, because the **resource** is transferred to the new data sheet.

	Transferred	Deleted
Master Data	• Permission active	• Name
Permission	• Possible Resource Information	



Do not change or create permissions without any knowledge of JSON.