

## Managing Users

Every user needs an activated user account to access the platform. Only user management administrators are able to create new user accounts.

## Menu "Users"

Users

Add User

Profiles

Roles

Permissions

Activities

Export

Import

The administrator can create and manage user accounts via the **Users** menu.

It contains the following menu options:

- **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:**

- Adding a User
- Editing a User
- Working With the User Management

**Related Documentation:**

- BPaaS
  - Role-based Authorization Concept

Show Users

(72)

#	Last Name	First Name	Login	Company	Valid until	Activated
1	Adler	Irene	irene.adler	ACME Corp.	12/31/2099	Yes
2	Maple	Jane	jane.maple	ACME Corp.	12/31/2099	Yes
3	Adrian	ACME	acme.adrian	ACME Corp.	12/31/2099	Yes
4	Watson	John	john.watson	ACME Corp.	12/31/2099	Yes

Users

- Add User
- Profiles
- Roles
- Permissions
- Activities

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)

Use the filter to limit the content of the list.

New User

Master Data

First Name  ☒ User active

Last Name  ☐ Create Sandbox

E-Mail  Login

Company  Password

Valid from 04/16/2021  Language Selection

Valid until 04/16/2022

Profiles (0)

SAVE CANCEL

Users

- Add User
- Profiles
- Roles
- Permissions
- Activities
- Export
- Import

Select **Add User** to create a new user account.


An empty data sheet will open.

## 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

Master Data	
First Name	<input checked="" type="checkbox"/> User active
Last Name	<input type="checkbox"/> Create Sandbox
E-Mail	Login
Company	Password  
Valid from 04/16/2021	Language Selection
Valid until 04/16/2022	

The **Master Data** section contains the basic data of a user account:


- [Personal Details](#)
- [Account Details](#)

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.

Personal Details	Account Details
On the left side of the master data section, the personal details of the user are displayed: <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>	On the right side of the master data section, you can manage the account data of this user: <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>

# 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

Profiles (0)

No profiles are assigned to the user

ASSIGN


<<

Roles (0)

>>

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.



Go to Adding a User to clear 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 [Editing a P](#)

role  
file  
)

## Roles

**Roles** are used in 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 user management. The management and assignment of roles to users has to be performed exclusively in the user management though.

>>

Roles (0)

Profiles (0)

>>

No roles are assigned to the user

ASSIGN

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.



Go to Adding a User to a role how to assign roles to a user. Role scanal

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## Additional Data

The **Additional data** section consist of four tabs:

1. [Additional Data](#)



- 2. [Technical Information](#)
- 3. [User Object](#)
- 4. [Meta](#)

Additional Data

Additional Data

Technical Information

User Object

Meta

Organisation

Department

Phone

Mobile

Fax

Street

ZIP

City

Country

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**

The additional data is inherited by the [user object](#).

Technical Information

Additional Data

Technical Information

User Object

Meta

1 (0)

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.



Do not change the content in tab **Technical Information** without any knowledge of JSON.

# User Object

Additional Data

Technical Information

User Object

Meta

1

{

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"active": true,

3

"city": "",

4

"company": "",

5

"country": "",

6

"defaultLang": "de",

7

"department": "",

8

"email": "",

9

"extension": {},

10

"fax": "",

11

"firstname": "",

12

"lastname": "",

13

"loginId": "",

14

"meta": {},

15

"mobile": "",

16

"password": "",

17

"phone": "",

18

"profiles": {},

19

"roles": {},

20

"street": "",

21

"valid": null,

22

"validfrom": 1618954974462,

23

"validto": 1650000000000,

24

"zip": ""

25

}

The **User Object** tab contains the available user information in JSON format.

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Meta

Additional Data		Technical Information	User Object	Meta
UUID				
Keycloak User ID				
Created at				
Modified at				
Modified by				

Use tab **Meta** to overview the meta data of the user data sheet:

- **UUID:**  
The UUID allows to identify the user explicitly.
- **Keycloak User ID:** The UUID that identifies the user within Keycloak.
- **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.



The content of table **Me** is for documentation purposes only: metadata cannot be changed.