

Editing a User

You can edit a user data sheet at any time, for example to save additional data, to assign more profiles or roles, to allocate a new password or to correct a typing error. Display the user list by choosing the **Users** menu in the sidebar. The user list shows all users and its content is loading dynamically if you scroll down. You can filter the list by using the [filter bar](#).

Editing User Data

show users

filter

users

#	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

Users

Add User

Profiles

Roles

Permissions

2

Stringer

David

david.stringer

ACME Corp.

12/31/2099

Yes

icon.

Now you can rework the settings saved in the user data sheet.

You can...

On this Page:

- Editing User Data
 - Managing Profiles
 - Deleting Profiles
 - Adding Profiles
 - Granting Write Permission on Profiles
 - Editing Profiles
 - Managing Roles
 - Deleting Roles
 - Adding Roles
 - Editing Roles
 - Adding Additional Data
- Changing the Password
- Deactivating a User

Related Pages:

- Managing Users
 - Adding a User
- Managing Profiles
- Managing Roles
- Working With the User Management

← Edit User

Master Data

First Name
David

☒ User active

Last Name
Stringer

E-Mail
david.stringer@acme-corp.com

Login
david.stringer

Company
ACME Corp.

Language Selection
English

Valid from
04/10/2019

✕

Valid until
12/31/2099

✕

Profiles (11)

ASSIGN MORE

Designer	Name	Display Name	Namespace		
	pas_base	pas_base		✕	
	analytics_user	analytics_user		✕	
☒	acme_corp	acme_corp	acme_corp	✕	
	integration_user	integration_user		✕	
	api_devportal_user	api_devportal_user		✕	

Roles (11)

Additional Data

Technical Information

User Object

Meta

Organisation

Department
IT Department

Phone
+1 609 408 3312

Mobile

Fax

Street
108, Kearny Avenue

ZIP
NJ 07105

City
New Jersey

Country
USA

CREATE A COPY

CHANGE PASSWORD

SAVE

CANCEL

- ... manage the profiles of the user.
- ... grant write permission on a profile.
- ... manage the roles of the user.
- ... insert additional data such as addresses or company information.
- ... reset the password of the user.
- ... deactivate the user.



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Click **Save**
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modification
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l** to
discard
them.

← → Show Users

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

Saved successfully! [View Data Sheet](#)

If you save the data, the data sheet closes and a message **Saved successfully!** appears in the user list.

You can use the displayed link to reopen the user data sheet.

Managing Profiles

Profiles (11) [ASSIGN MORE](#)

Designer	Name	Display Name	Namespace
	pas_base	pas_base	✕ ↗
	pas_admin_user	pas_admin_user	✕ ↗
	analytics_user	analytics_user	✕ ↗
	integration_user	integration_user	✕ ↗
	api_devportal_user	api_devportal_user	✕ ↗

Roles (11)

You can manage [profiles](#) and [roles](#) in the second section of the user data sheet.

Use the section's sidebar to switch between the profiles and the roles view.

Deleting Profiles

Profiles (11) ASSIGN MORE

Designer	Name	Display Name	Namespace		
	pas_base	pas_base		✕	↗
	pas_admin_user	pas_admin_user		✕	↗
	analytics_user	analytics_user		✕	↗
	integration_user	integration_user		✕	↗
	api_devportal_user	api_devportal_user		✕	↗

Roles (11)

You can delete already assigned profiles by using the  icon.

As a consequence, the user will not be authorized to use this profile anymore.

 Do not forget to save the data sheet before closing it.

Adding Profiles

Profiles (11) ASSIGN MORE

Designer	Name	Display Name	Namespace		
	pas_base	pas_base		✕	↗
	pas_admin_user	pas_admin_user		✕	↗
	analytics_user	analytics_user		✕	↗
	integration_user	integration_user		✕	↗
	api_devportal_user	api_devportal_user		✕	↗

Roles (11)

Use button **Assign More** if you want to grant this user access to other profiles.

← → david.stringer - Assign Profiles

corp (2) ✕ ▼

#	Name	Display Name	Namespace	Activated
1	☐ acme_corp	acme_corp	acme_corp	No
2	☒ acme_designer_profile	ACME Corp.	acme_designer_profile	Yes

acme_designer_profile

analytics_user

api_devportal_user

api_management_user

bpaas_design_user

bpaas_execution_user

integration_user

pas_admin_user

pas_base

pas_user

sandbox_david.stringer

APPLY CANCEL

The list of available profiles will open.

Use the filter to search for the profile you wish to assign.

In the footer you will find the profiles that have already been assigned to this user.

← → david.stringer - Assign Profiles

corp (2) ✕ ▼

#	Name	Display Name	Namespace	Activated
1	☒ acme_corp	acme_corp	acme_corp	No
2	☒ acme_designer_profile	ACME Corp.	acme_designer_profile	Yes

acme_corp

acme_designer_profile

analytics_user

api_devportal_user

api_management_user

bpaas_design_user

bpaas_execution_user

integration_user

pas_admin_user

pas_base

pas_user

sandbox_david.stringer

APPLY CANCEL

Use the checkboxes to assign further profiles.

The chosen profiles are added in the profiles list in the footer.

Click **Apply** to assign the chosen profiles to the user. Click **Cancel** to discard your choice.

Profiles (12)

ASSIGN MORE

Designer	Name	Display Name	Namespace		
	pas_base	pas_base		✕	🔗
	pas_admin_user	pas_admin_user		✕	🔗
	analytics_user	analytics_user		✕	🔗
☒	acme_corp	acme_corp	acme_corp	✕	🔗
	integration_user	integration_user		✕	🔗

Roles (11)

Your chosen profiles are added to the profiles section of the user data sheet.

If you have added a **profile with namespace**, check if the user needs write permission on the profile (see [Granting Write Permission on Profiles](#)).

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Don't forget to save the data sheet before closing it.

Granting Write Permission on Profiles

Individual write permissions can be granted or denied **for profiles with namespace**. By default, the write permission is granted.

	Mobile	If write permission has been granted... • ... the profile is shown in the designer view of the Mobile app. • ...the user will be able to add new favorites. • ...the user can execute all apps stored in this profile. • start links marked as favorites will be displayed in the favorites view.	If the write permission is disabled... • ... the profile is not shown in the designer view of the Mobile app. • ...the user will not be able to add new favorites. • start links marked as favorites will still be displayed in the favorites view and apps are executable.
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Editing Profiles

Profiles (13)

ASSIGN MORE

Designer	Name	Display Name	Namespace		
	pas_base	pas_base		✕	🔗
	pas_admin_user	pas_admin_user		✕	🔗
	analytics_user	analytics_user		✕	🔗
☒	acme_corp	acme_corp	acme_corp	✕	🔗
	integration_user	integration_user		✕	🔗

Roles (11)

Administrators can also use the profile section to switch directly to the corresponding data sheet to [edit a profile](#) .

To do so, click the  icon.

← → Edit Profiles

Master Data

☒ Profile active

Name
acme_corp

Display Name
ACME Corp. Test Profile

Namespace
acme_corp

CREATE A COPY SAVE CANCEL

The corresponding profile data sheet will open and you can edit the profile data, for example to change the display name.

Save the modifications or discard them by using the **Cancel** button.

Profiles (13) ASSIGN MORE

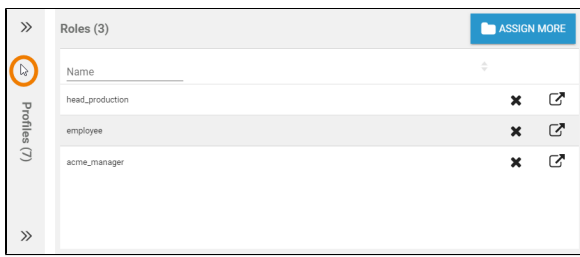
Designer	Name	Display Name	Namespace		
	pas_base	pas_base		✕	📄
	pas_admin_user	pas_admin_user		✕	📄
	analytics_user	analytics_user		✕	📄
☒	acme_corp	ACME Corp. Test Profile	acme_corp	✕	📄
	integration_user	integration_user		✕	📄

If you have saved the modifications, they will be displayed in the user data sheet.



Do not forget to save the data sheet before closing it.

Managing Roles



You can manage [roles](#) and [profiles](#) in the second section of the user data sheet.

Use the section's sidebar to switch between the roles and the profiles view.

Deleting Roles

Roles (2)

ASSIGN MORE

Name

acme_advisor

manager_controlling

You can delete already assigned roles by using the  icon.

The user will then not be able to view the customized user interface anymore.

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Adding Roles

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Roles (3)

ASSIGN MORE

Name

head_production

employee

acme_manager

Profiles (7)

>>

Use button **Assign More** if you want to assign additional roles.

holden.cauffield - Assign Roles

acme (3) x ▼

#	Name	Activated
1	☐ acme_facility	Yes
2	☒ acme_manager	Yes
3	☐ acme_coo	Yes

acme_manager employee head_production

APPLY CANCEL

A list of available roles will open.

Use the filter to search for the role you wish to assign.

In the footer you will find the roles that have already been assigned to this user.

holden.cauffield - Assign Roles

acme (3) x ▼

#	Name	Activated
1	☒ acme_facility	Yes
2	☒ acme_manager	Yes
3	☐ acme_coo	Yes

acme_facility acme_manager employee head_production

APPLY CANCEL

Use the checkboxes to assign additional roles.

The chosen roles are added to the footer.

Click **Apply** to assign the roles to the user.
Click **Cancel** to discard your choice.

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Roles (4)

ASSIGN MORE

Profiles (7)

Name

head_production

employee

acme_manager

acme_facility

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Your chosen roles are added to the profiles section of the user data sheet.

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Editing Roles

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Roles (4)

ASSIGN MORE

Profiles (7)

Name

head_production

employee

acme_manager

acme_facility

✕

✕

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✕

Administrators can also use the roles section to switch directly to the corresponding data sheet to [edit a role](#).

To do so, click the  icon of the role you want to edit.

Edit Role

Master Data

☒ Role active

Name

acme_employee

Description

Default role for all ACME employees

CREATE A COPY

SAVE

CANCEL

The corresponding role data sheet will open and you can edit the settings, for example to change the role name.

Save your modifications or discard them by using the **Cancel** button.

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Roles (4)

ASSIGN MORE

Name

head_production

acme_employee

acme_manager

acme_facility

x

x

x

x

If you have saved the modifications, they will be displayed in the user data sheet.

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Don't forget to save the data sheet before closing it.

Adding Additional Data

Additional Data	Technical Information	User Object	Meta
Organisation			
Department Production Department			
Phone +1 609 408 3314			
Mobile			
Fax			
Street 108, Kearny Avenue			
ZIP NJ 07105		City New Jersey	
Country USA			

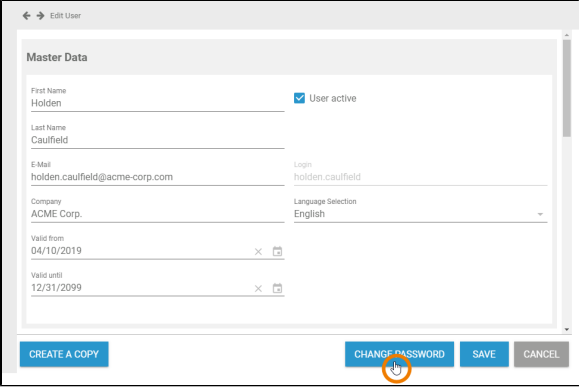
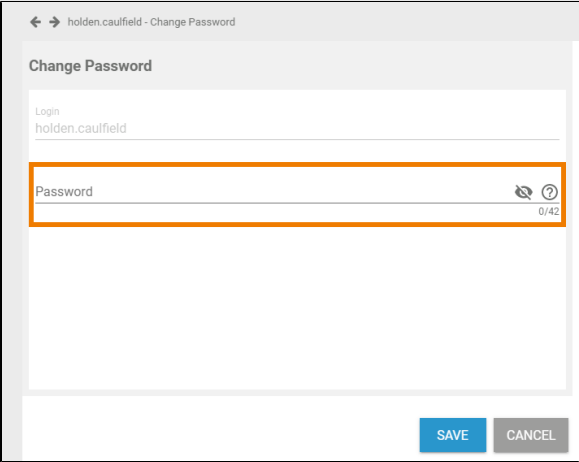
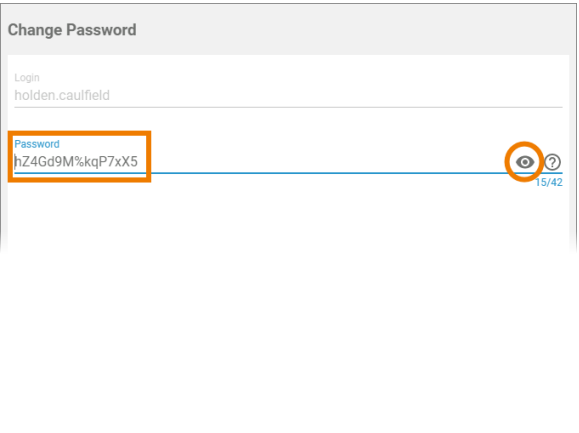
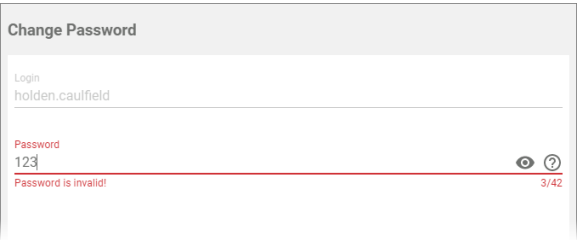
In the **Addit
ional Data**
section,
you can
insert
complement
ary data of
the user in
question,
for example
postal
address or
contact
numbers.

The
following
fields can
be found:

- **Organi
sation**
- **Depart
ment**
- **Phone**
- **Mobile**
- **Fax**
- **Street**
- **ZIP**
- **City**
- **Country**

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Changing the Password

	If a user forgot his password, the administrator can assign a new one. Open the user data sheet and click Change Password.
	A password dialog box opens. Enter the new password in the corresponding field.
	By default the new password is invisible, which is signaled by  icon. Click the icon to turn the password visible – the icon will change to , then.
	As long as your entry does not match the password criteria, you will see the note Password is invalid!

Change Password

Login

holden.caulfield

1234

Password is invalid!

Password has to be from 8 to 42 characters long and

- must begin with a character.
- must be alphanumeric.
- must contain at least one number.
- can contain the following special characters: !, @, #, \$, %, ^, &, *.



Hover over the icon  to display the password criteria.

← →

holden.caulfield - Change Password

Change Password

Login

holden.caulfield

Password

Gje4Lk5%ndsT6

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13/42

SAVE

CANCEL

Change the new password until it matches the criteria, only then you will be able to save it.

← → Edit User

Master Data

First Name Holden	☒ User active
Last Name Caulfield	
E-Mail holden.caulfield@acme-corp.com	Login holden.caulfield
Company ACME Corp.	Language Selection English
Valid from 04/10/2019	Valid until 12/31/2099

Password successfully changed.

CHANGE PASSWORD SAVE CANCEL

The user data sheet is displayed again, the message **Password successfully changed** appears.



Don't forget to inform the user about his new login credentials.

Deactivating a User

If a user is not allowed to access the system any more, his account must be deactivated. Users cannot log in to the business system, if their user account is inactive or if the date in field **valid until** lies in the past, meaning that the validity of the user account has ended.

Master Data

First Name Holden	☒ User active
Last Name Caulfield	
E-Mail holden.caulfield@acme-corp.com	Login holden.caulfield
Company ACME Corp.	Language Selection English
Valid from 04/10/2019	☐
Valid until 12/31/2099	☐

If you need to deactivate a user account, open the user data sheet.

Disable the checkbox **User active**.



Do not forget to save the data sheet before closing it.

Show Users

hol

(1) ✕ ▼

#	Last Name	First Name	Login	Company	Valid until	Activated
1	Caufield	Holden	holden.caufield	ACME Corp.	12/31/2099	No

Saved successfully! [View Log](#)

The message **Saved successfully!** confirms that the data has been saved. You can use the displayed link to reopen the data sheet.

In the content area, the user list is displayed and the modified user shows the information **No** in column **Activated**.