Managing Profiles

Users need appropriate permissions to log in to and work with the platform. Profiles are designed to manage permissions. A user will not be able to work with the platform unless at least one profile has been assigned to his account. At least one standard profile must be assigned to each user. Administrators can create new profiles by choosing the sidebar menu **Add Profile**.

The platform distinguishes two types of profiles:

- **Profiles without Namespace** are used exclusively to manage required access rights for the different platform components.
- **Profiles with Namespace** allow users to save content. If a user should create new content in one of the platform components, he or she needs a dedicated namespace his or her work can be saved to. In addition to your dedicated namespace, you may have shared namespaces to collaborate with other users.

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  - Permissions
  - User
  - Translations
  - Meta

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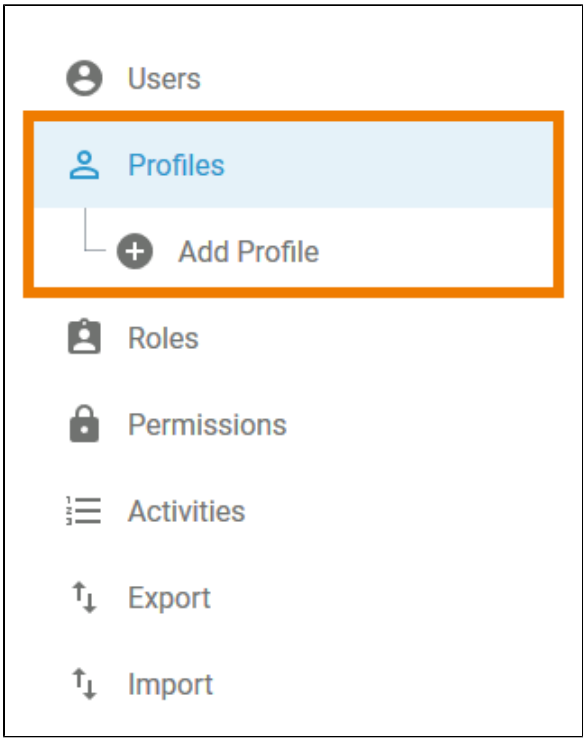
  - Adding a Profile
  - Editing a Profile
  - Adding a User
  - Managing Permissions
- Administrating Process Mining
  - Adding Diagrams
- Working With the User Management

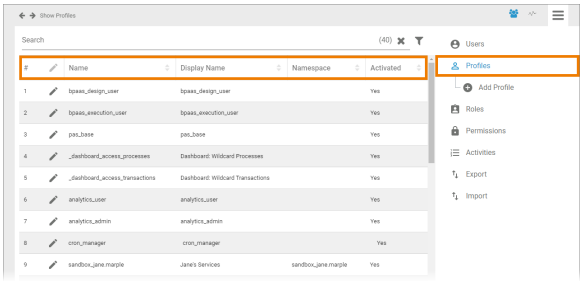
Menu "Profiles"



Choosing menu **Profiles** allows you to create new profiles and to edit existing profiles.

It contains the following menu options:

- **Profiles**
- **Add Profile**

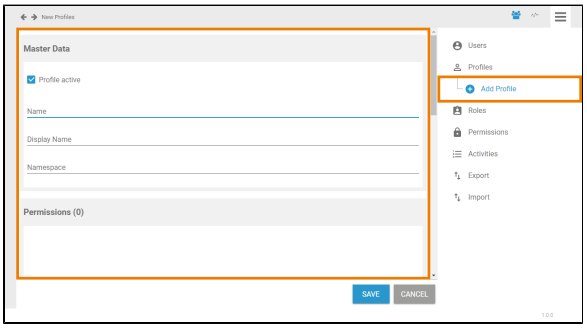


In the **Profiles** menu, a list of all profiles is displayed in the content area.

Use the filter to limit the content of the list.

This list contains the following information:

- **Name**
- **Display Name**
- **Namespace**
- **Activated** (Yes /No)

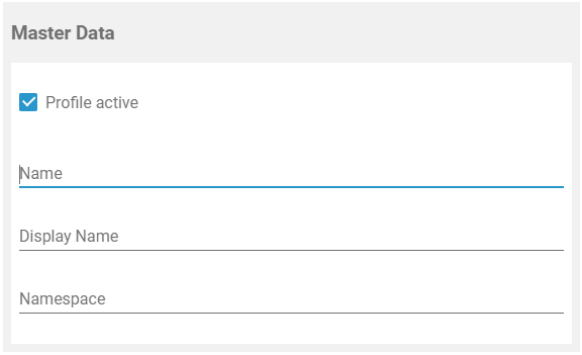
	Standard profiles do not have a namespace.
	Select **Add Profile** to create a new profile. An empty profile data sheet will open.

The Profile Data Sheet

Every profile consists of a profile data sheet covering the following information:

1. **Master Data**
2. **Permissions**
3. **User**
4. **Translations**
5. **Meta**

Master Data

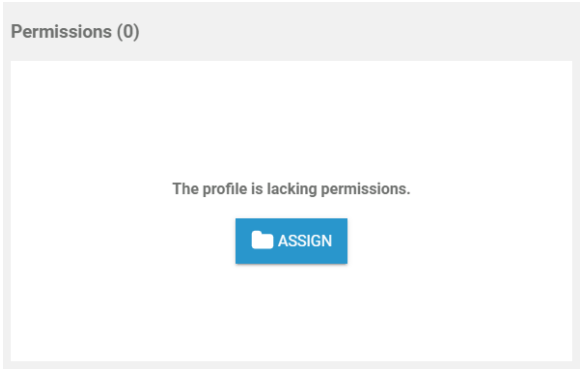
	You can manage the basic data of a profile in the **Master Data** section. Only **Name** is mandatory. **Display Name** and **Namespace** are optional.
	Profile active The checkbox indicates whether the profile is activated or not. If you create a new profile, default is **active**. Administrators will still be able to assign a deactivated profiles to users but users will not be able to use deactivated profiles.
	Name This field contains the profiles' technical name. The name has to be unique: Every name should only be used once in your database.

	Display Name The display name field is optional. If the user should not see the technical name of the profile in the different platform components such as Designer or BPaaS, insert a different label for the profile here. This label will be the displayed in the platform components. If the field remains empty, the content of field **Name** is shown.
	Namespace Namespace is the term for the memory location where the data of this profile is saved. In a profile without namespace, no data can be saved. You can not add or delete an namespace to/from an existing profile after creation. Therefore, new profiles are generally created **with** namespace. Individual write permissions can be granted or denied for profiles with namespace. Go to page Editing a User for further information.

⚠ Users need at least one profile **having a name space** to be able to saved data within one of the platform components.

Use the same identifier for **name** and **namespace** of a profile.

Permissions



Permissions are used to control the access to URLs, for example the URL of the portal, of the BPaaS cockpit or the Designer, or the URLs of specific apps. The permissions window displays the permissions assigned to the profile. Use the **Assign** button to allocate further permissisons:

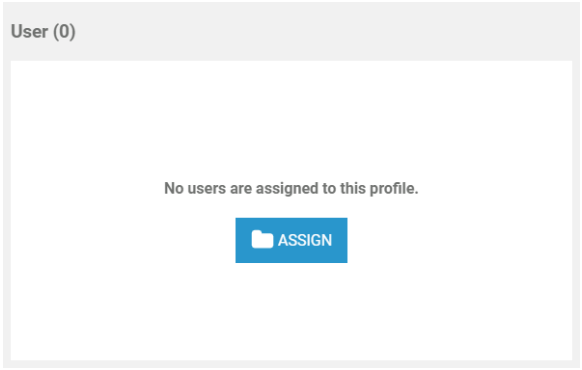
- **Assign:** The button opens the list of available permissions. From the list, choose the permissions you want to assign to this profile.

Generally, it is not necessary to assign a permission to a profile:

- Personal profiles ("sandbox") do not need down permissions.

- The standard profiles already grant all necessary permissions to use the platform components.

User



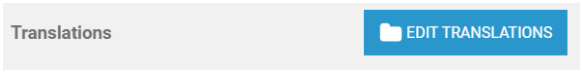
In the **User** section, the profile can be assigned to all users who should be able to see the content saved in this profile:

- **Assign:** The button opens the list of available users. From the list, choose the users you want to assign to this profile.

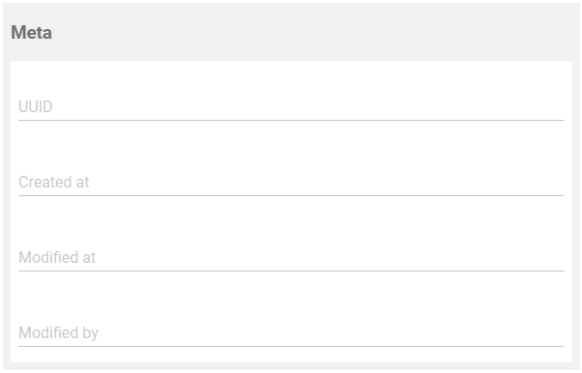
If you want to grant the user write permission, you have to

switch to the user's data sheet and enable the corresponding checkbox in section **Profiles**.

Translations

	Use window **Translations** to insert the display name in different languages.
	Clicking button **Edit Translations** will show the fields **German**, **English** and **French**. The names inserted in those fields will be shown in BPaaS according to the language selected for the user interface.

Meta

	The **Meta** section contains a list of the profile's meta data such as:

- **UUID:** The UUID allows to identify the profile.
- **Created at:** Contains the creation date of the profile.
- **Modified at:** Contains the date of the profiles' last modification.
- **Modified by:** Contains another UUID which allows to identify the last editor of the profile.

The content of section **Meta** is for documentation purposes only: metadata can not be changed.