

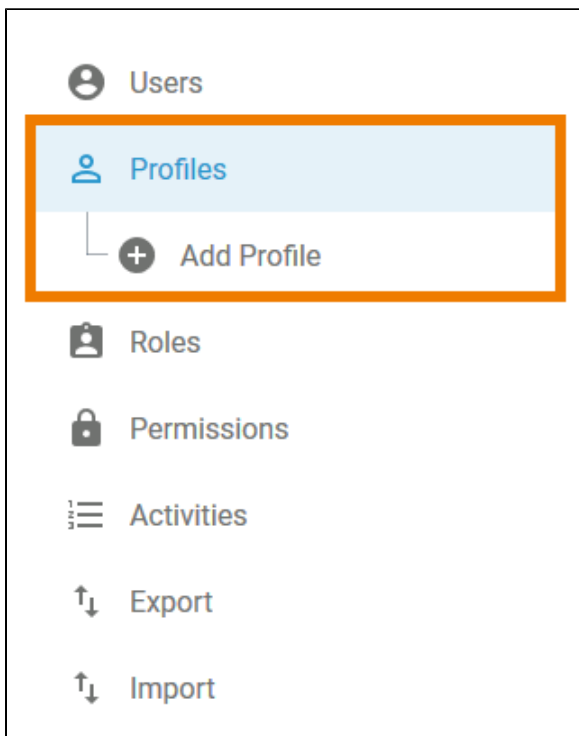
Managing Profiles

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.

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

Show Profiles

Search

(40)

Users

Profiles

Add Profile

Roles

Permissions

Activities

Export

Import

#	Name	Display Name	Namespace	Activated
1	<code>spass_design_user</code>	spass_design_user		Yes
2	<code>spass_execution_user</code>	spass_execution_user		Yes
3	<code>pas_test</code>	pas_test		Yes
4	<code>_dashboard_access_processes</code>	Dashboard: Wildcard Processes		Yes
5	<code>_dashboard_access_transactions</code>	Dashboard: Wildcard Transactions		Yes
6	<code>analytics_user</code>	analytics_user		Yes
7	<code>analytics_admin</code>	analytics_admin		Yes
8	<code>csom_manager</code>	csom_manager		Yes
9	<code>sandbox_jane.marple</code>	Jane's Services	sandbox_jane.marple	Yes

On this Page:

- Menu "Profiles"
- The Profile Data Sheet
 - Master Data
 - Permissions
 - User
 - Translations
 - Meta

Related Pages:

- **Administering Users**
 - Adding a Profile
 - Editing a Profile
 - Adding a User
 - Managing Permissions
- **Administering Process Mining**
 - Adding Diagrams
- **Working with the User Management**

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

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This list contains the following information:

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

i Standard profiles do not have a namespace.

New Profiles

Master Data

☒ Profile active

Name

Display Name

Namespace

Permissions (0)

SAVE CANCEL

Users

Profiles

Add Profile

Roles

Permissions

Activities

Export

Import

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

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

<div data-bbox="159 138 734 205"><div>Display Name</div></div>	<p>Display Name</p> <p>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.</p>
<div data-bbox="159 924 734 991"><div>Namespace</div></div>	<p>Namespace</p> <p>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.</p> <p>Individual write permissions can be granted or denied for profiles with namespace. Go to page Editing a User for further information.</p>



Users need at least one profile **having namespace** to be able to save data within one of the platform components.

✓ Use the same identifier for **n a m e** and **n a m e s p a c e** of a profile.

Permissions

Permissions (0)

The profile is lacking permissions.

 **ASSIGN**

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 **A ssign** button to allocate further permissions:

- **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

User (0)

No users are assigned to this profile.

 ASSIGN

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 organize the user's write permissions, you have to

switch to the user's data as he edits and enable the corresponding checking box in section **Profiles**.

Translations

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

Meta

<div>Meta</div> <div> <div>UUID</div> <div>Created at</div> <div>Modified at</div> <div>Modified by</div> </div>	<p>The Meta section contains a list of the profile's meta data such as:</p>
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- **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 cannot be changed.