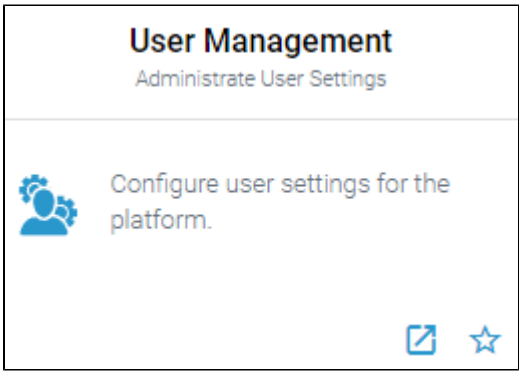
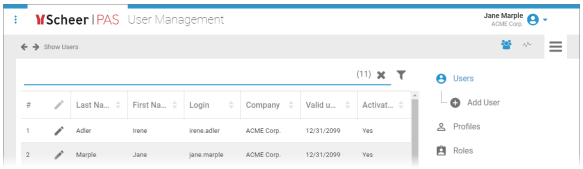
Administrating Users

Accessing the User Management

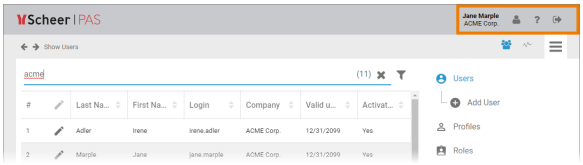
This chapter explains how to manage your **Scheer PAS** users within the User Management. Only users with profile **user_management_admin** are able to use the user management.



You can access the user management via the corresponding tile in the **Scheer PAS** *Portal*.



If you click on the user management tile, the application will open within the portal.



You can also open the user management in a separate browser tab. To do so, use the icon in the lower right corner of the tile.

In that case, an additional navigation bar is displayed in the header.

On this Page:

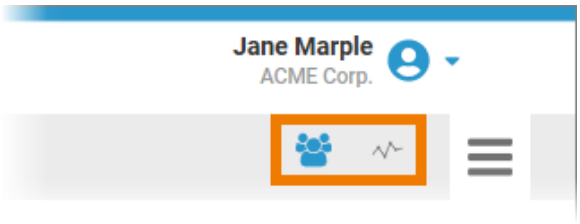
- Accessing the User Management
- Overview on the User Management Start Page
  - Features of the Navigation Bar

Related Pages:

- Working With the User Management
- Managing Users
- Managing Profiles
- Managing Roles
- Managing Permissions
- Deleting User Data

Related Documentation:

- Getting Started With Scheer PAS

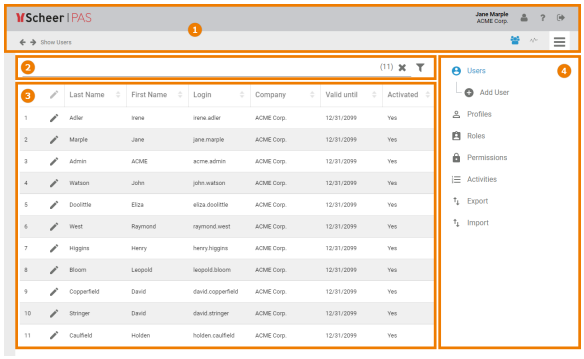


You can access two different views in the user management:

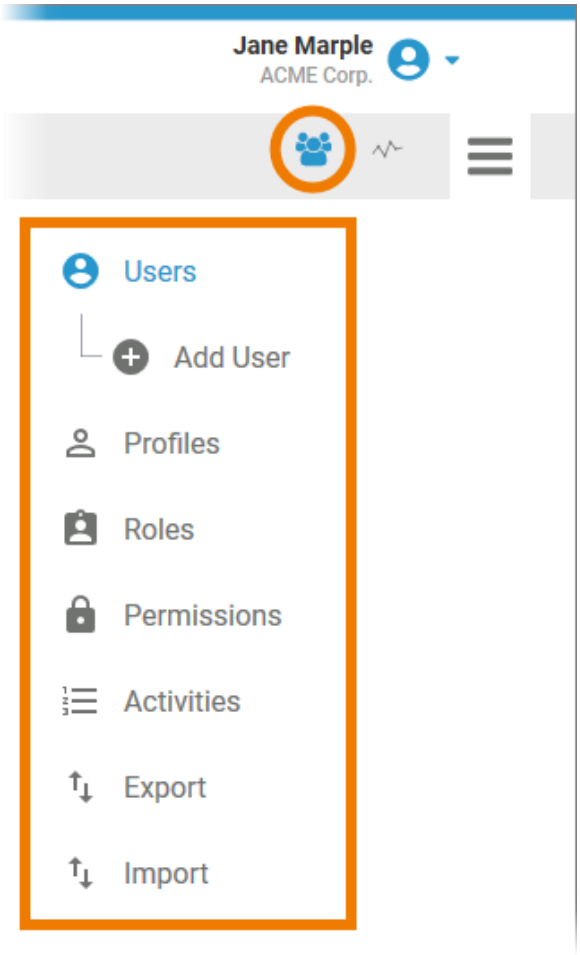
Icon	Description
	User Management Click this icon to access the user management where your can add new users and manage current user accounts, profiles and roles. The functionalities of the user management are explained in this chapter.
	Process Mining Click this icon to access the Process Mining administration where you can manage the Mining settings such as uploading log files, collect logs, add calculated attributes and more. Go to chapter Administrating Process Mining for detailed information.

Overview on the User Management Start Page

The user management page consists of four sections:



1. **Navigation Bar:** The navigation bar gives you access to your personal user data, to the help and the logout button and also supports you to navigate through the user management pages.
   See Features of the Navigation Bar for detailed information.
2. **Filter:** Use the filter to search the content displayed below.
3. **Content Area:** Shows the content of the selected menu option.
4. **Sidebar:** Use the sidebar to select one of the menu options.



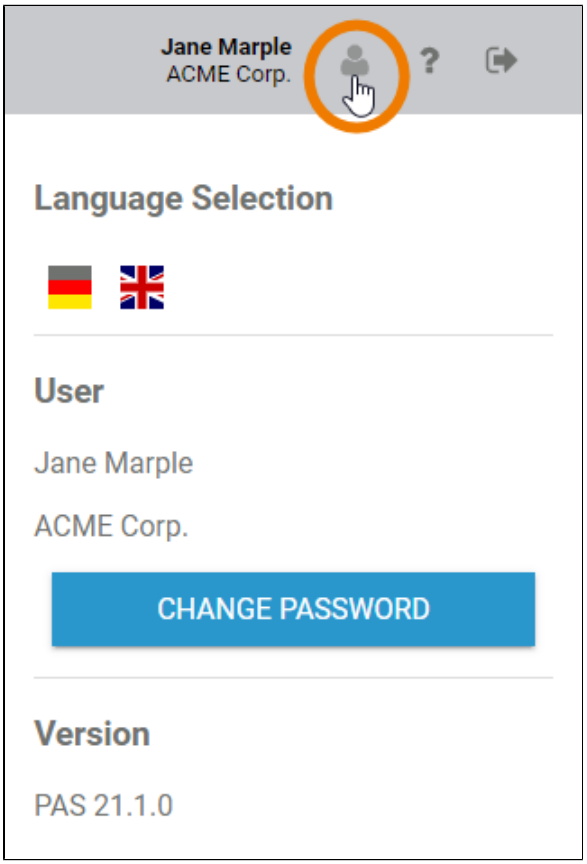
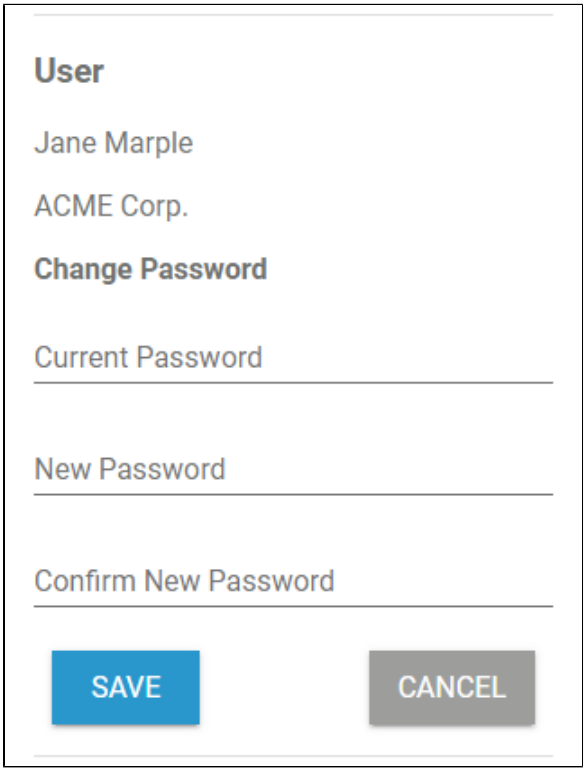
In the user management view, the corresponding menu items are displayed in the sidebar:

Icon	Menu	Description
	Users	Go to chapter Managing Users to learn how to create and manage users.
	Profiles	Go to chapter Managing Profiles to learn how to create and maintain profiles.
	Roles	Go to chapter Managing Roles to learn more about the creation and administration of roles.
	Permissions	Go to chapter Managing Permissions if you want to know more about the usage of permissions.
	Activities	Go to page Monitoring System Activities to get to know how to monitor the activities on your system.
	Export /Import	Go to chapter Reusing User Data to get detailed information about the import and export of user data.

Page Working With the User Management explains the basic functionalities of the user management such as filtering, sorting content or creating copies of datasheets.

Features of the Navigation Bar

Button/Display	Description

	Click the logo to return to the **start page** of the user management.
	You can browse through the pages forwards and backwards by using the **navigation buttons**.
	The **user name** of the current user and the name of his company are displayed in the navigation bar.
	Click icon to access the user preferences of the current user. The user details are displayed in the sidebar: • **Language Selection:** Click one of the flags to change the display language. Currently German and English are supported. • **User:** Your login name and the name of your company are displayed here. ○ **Change Password:** Click this button to change your personal password. The necessary input fields fields will be displayed in the sidebar:  • **Version:** The **version number** of your **Scheer PAS** installation is displayed here.
	Click the interrogation mark if you need **help**. The button opens the Administrator's Guide.

	Use the **logout** button to sign off.
	You can hide the sidebar by clicking the **menu** button. Click it again to display the sidebar.