

# Filtering

The content of a selected menu item is listed in the content area. The corresponding list shows the existing data. If you scroll down the list, its content is loading dynamically. Use the filter in the header to filter the entries:

#	Last Name	First Name	Login	Company	Valid until	Activated
1	Admin	ACME	acme.admin	ACME Corp.	12/31/2099	Yes
2	Adler	Irene	irene.adler	ACME Corp.	12/31/2099	Yes
3	Higgins	Henry	henry.higgins	ACME Corp.	12/31/2099	Yes
4	Doolittle	Eliza	eliza.doolittle	ACME Corp.	10/25/2019	Yes
5	Copperfield	David	david.copperfield	ACME Corp.	10/25/2019	Yes
6	Bloom	Leopold	lb100349	ACME Corp.	10/25/2019	Yes
7	Caulfield	Holden	hc100317	ACME Corp.	10/25/2019	Yes
8	Crowne	Lentina	lc100408	ACME Corp.	10/25/2019	Yes
9	Dedalus	Stephen	sd100111	ACME Corp.	10/25/2019	Yes
10	Gallagher	Jane	jj100402	ACME Corp.	10/25/2019	Yes



Search criteria are executed using the AND relation. An exception is the filter in the [Robotic Process Automation](#) view.

## Full-text Search

For a full-text search, enter your search criteria in field **Search**. The list shows all entries matching the search criteria. On the right side of the filter, you find the total number of matches in parentheses:

#	Last Name	First Name	Login	Company	Valid until	Activated
1	Doolittle	Eliza	eliza.doolittle	ACME Corp.	10/25/2019	Yes
2	Bennett	Elizabeth	eb100214	ACME Corp.	10/29/2019	Yes

## The Extended Filter



Use the extended filter to further reduce your matches. In every menu, the extended filter contains the corresponding fields to further limit the content of the list. You can use the extended filter alone, but it is also possible to combine it with the full-text search.

Click icon to display the extended filter:

Search (11)

Filter

First Name

Street

Last Name

ZIP

Login

City

E-Mail

Country

Company

Phone

Department

Fax

Profiles

Roles

Activated

UUID

#	Last Name	First Name	Login	Company	Valid until	Activated
1	Admin	ACME	acme.admin	ACME Corp.	12/31/2099	Yes
2	Adler	Irene	irene.adler	ACME Corp.	12/31/2099	Yes
3	Higgins	Henry	henry.higgins	ACME Corp.	12/31/2099	Yes

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### Related Pages:

- [Administration Basics](#)
  - [Sorting Content](#)
  - [Monitoring System Activities](#)
- [Managing Users](#)
- [Maintaining Process Mining](#)

### Related Documentation:

- [BPaaS](#)
  - [Validating Form Fields](#)

Search

(1) 

Filter?

First Name

eliza

Street

Last Name

ZIP

Login

City

E-Mail

Country

Company

Phone

Department

Fax



Profiles

sandbox\_eb100214

Roles


Activated



UUID

#		Last Name	First Name	Login	Company	Valid until	Activated
1		Bennett	Elizabeth	eb100214	ACME Corp.	10/29/2019	Yes

The number of filtered fields is displayed next to the filter button.

Search

(1) 

#		Last Name	First Name	Login	Company	Valid until	Activated
1		Bennett	Elizabeth	eb100214	ACME Corp.	10/29/2019	Yes

You can hide the extended filter by clicking button



<div data-bbox="162 147 734 436"><p>Profiles</p><p>admin</p><div><div>platform_admin</div><div># rpa_admin</div><div>1 analytics_admin</div><div>2 Support BPaaS support.is</div></div></div>	<p>Some filter fields allow multiple selection.</p> <p>In these cases, the fields have an auto-complete function: Enter a search term to get a drop-down list matching your search.</p> <p>This applies to the following filter fields:</p> <p><b>User Administration View:</b></p> <ul style="list-style-type: none"><li>• Profiles</li><li>• Roles</li></ul> <p><b>Robotic Process Automation View:</b></p> <ul style="list-style-type: none"><li>• Log Level</li><li>• State</li></ul> <p><b>Activities</b> (further details see below):</p> <ul style="list-style-type: none"><li>• Key</li><li>• Creator</li></ul>
<div data-bbox="162 1522 734 1610"><p>Profiles</p><div>platform_admin x rpa_admin x ...</div></div>	<p>Select all items you want to add. Your choice is displayed in the filter field.</p>

Search

Filter ⓘ

First Name

eliza

Street

Last Name

ZIP

Login

City

E-Mail

Country

Company

Phone

Department

Fax

Profiles

sandbox\_eb100214 ⓘ

Roles

Activated

⌵

UUID

#

✎

Last Name

⌵

First Name

⌵

Login

⌵

Company

⌵

Valid until

⌵

Activated

⌵

1	✎	Bennett	Elizabeth	eb100214	ACME Corp.	10/29/2019	Yes
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The filter is in use as long as it is not cleared. To clear the content of the extended filter, click button or use button **Reset Filter**.

## User Administration

In the user administration view of your **Scheer PAS Administration** different filters are at your disposal.

### Filtering Users

The extended filter for the users menu contains the following fields:

Filter ⓘ

First Name

Street

Last Name

ZIP

Login

City

E-Mail

Country

Company

Phone

Department

Fax

Profiles

Roles

Activated

⌵

UUID

### Filtering Profiles

The profiles list can be filtered by the following content:

Filter ⓘ

Name

Display Name

Namespace

Activated ⌵

UUID

### Filtering Roles

The following fields are available to filter the roles:

Filter ⓘ

Name

Activated ⌵

UUID

### Filtering Permissions

To filter the list of permissions, you can use the following fields:

Filter ⓘ

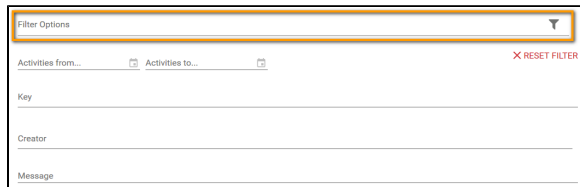
Name

Activated ⌵

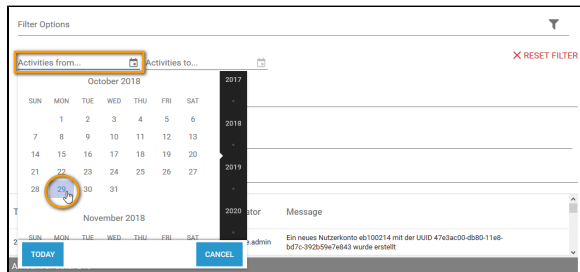
UUID

## Filtering Activities

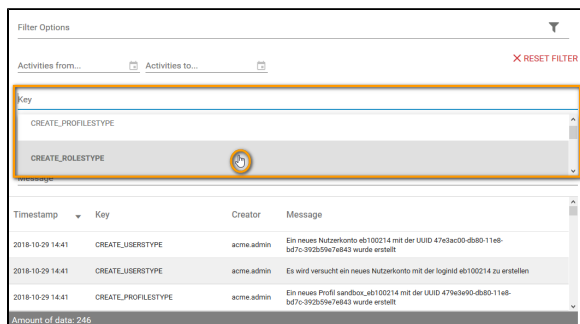
The extended filter of the activities menu is working slightly different compared to the other filters. The activities filter is displayed by the **Filter options** panel - it is not possible to enter text in this field:



You have to use a calendar to fill the filter options **Activities from...** and **Activities to...**:



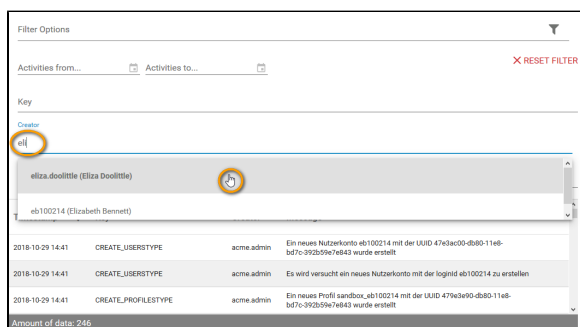
The **key** field is a drop-down list. Choose one of the displayed activity keys:



Timestamp	Key	Creator	Message
2018-10-29 14:41	CREATE_USERSTYPE	acme.admin	Ein neues Nutzerkonto eb100214 mit der UUID 47e3ac00-d80-11e8-bd7c-392b59e7e843 wurde erstellt
2018-10-29 14:41	CREATE_USERSTYPE	acme.admin	Es wird versucht ein neues Nutzerkonto mit der loginid eb100214 zu erstellen
2018-10-29 14:41	CREATE_PROFILETYPE	acme.admin	Ein neues Profil sandbox_eb100214 mit der UUID 47e3ac00-d80-11e8-bd7c-392b59e7e843 wurde erstellt

Amount of data: 246

If you click into field **Creator**, another drop-down list allows you to choose a name. You will also be able to reduce the drop-down list by entering a search term. The list then contains only names that match your entry:



Timestamp	Key	Creator	Message
2018-10-29 14:41	CREATE_USERSTYPE	acme.admin	Ein neues Nutzerkonto eb100214 mit der UUID 47e3ac00-d80-11e8-bd7c-392b59e7e843 wurde erstellt
2018-10-29 14:41	CREATE_USERSTYPE	acme.admin	Es wird versucht ein neues Nutzerkonto mit der loginid eb100214 zu erstellen
2018-10-29 14:41	CREATE_PROFILETYPE	acme.admin	Ein neues Profil sandbox_eb100214 mit der UUID 47e3ac00-d80-11e8-bd7c-392b59e7e843 wurde erstellt

Amount of data: 246

Use the field **Message** as a full-text filter for column **Message**. You can use **regular expressions** in this field:

Filter options

Activities from... Activities to... RESET FILTER

Key

Creator

Message  
b100349jader

Timestamp	Key	Creator	Message
2018-02-21 14:59	UPDATE_USERSTYPE	admin	Passwort des Benutzers <b>inna.ader</b> mit der UUID c8c0eb0-1321-11e8-afcd-c025c0c4644c wurde geändert
2018-02-21 14:58	UPDATE_USERSTYPE	admin	Das Nutzerkonto von <b>inna.ader</b> mit der UUID c8c0eb0-1321-11e8-afcd-c025c0c4644c wurde aktualisiert
2018-02-21 14:55	UPDATE_USERSTYPE	b100349	Das Passwort des Benutzers <b>b100349</b> mit der UUID 3873ce00-170c-11e8-9956-11605b8bc672 wurde aktualisiert
2018-02-21 14:55	UPDATE_USERSTYPE	b100349	Es wird versucht das Passwort des Benutzer <b>b100349</b> mit der UUID 3873ce00-170c-11e8-9956-11605b8bc672 zu ändern

Amount of data: 34



Further information on regular expressions can be found in the [BPaaS Guide](#) or on <https://developer.mozilla.org>.

## Process Mining

In the Process Mining view of your Administration, the three different views are available. Each view comes with its own filter.

### Filtering Mining Processes

The list of processes can be filtered by the following content:

Filter

Process Source System

### Filtering the Log File Queue

The filter to search the queue of log files contains the following fields:

Filter

ID Manually queued

Host Service

Port Import File

Log File

### Filtering the Services

The list of services can be filtered by the following content:

Filter

Service Environment

Collected? Log Level

### Searching the List of Calculated Attributes

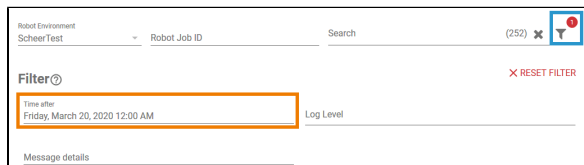
Use the full text search in the header to search for a calculated attribute. Further filtering is not possible.

## Robotic Process Automation

The RPA view of the **Scheer PAS Administration** contains several filters adapted to the displayed list.

### Filtering Logs

The option **Time after** of the logs filter is preset. Therefore, the filter shows already the number of one filtered field. The extended filter for the logs menu contains the following fields:



## Robot Job ID

<p>Robot Environment ScheerTest</p> <p>Robot Job ID 86b865-60f4-4465-8</p> <p>The robot job ID is not complete.</p> <p>Search</p>	<p>When you start a robot, the <b>Robot Job ID</b> is created: It is the ID of the current execution of the process.</p> <p>If you want to search for a robot job ID, make sure that you enter the whole ID. Otherwise, you will get the following notification:</p> <ul style="list-style-type: none"><li>• <b>The robot job ID is not complete.</b></li></ul>
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## Log Level

Five log levels exist. These are, in ascending order:

- **Trace**
- **Info**
- **Warn**
- **Error**
- **Fatal**

If you add one level, the filter results will show all messages of the chosen level as well as all higher levels.

**Example:** The chosen log level is **Warn**. Displayed are all messages with log levels **Warn**, **Error** and **Fatal**.

Filter

Time after

Tuesday, January 1, 2019 1:12 PM

Log Level

Warn

Message details

Time Stamp	Log Level	Robot	Process	Robot Job ID	Message	Details
May 28, 2019 9:58 AM	Error	Demo VM Atten. dev1	Log_Robot_dev1_bpaas-te	d5d76ce-e636-4232-89a2-b6fa6	Invoke 110_MoveFiles workfo...	
May 28, 2019 9:58 AM	Fatal	Demo VM Atten. dev1	Log_Robot_dev1_bpaas-te	d5d76ce-e636-4232-89a2-b6fa6	Finished run 8 in 00:00:07.812...	
May 28, 2019 9:58 AM	Warn	Demo VM Atten. dev1	Log_Robot_dev1_bpaas-te	d5d76ce-e636-4232-89a2-b6fa6	Check in_SourceFolder is direc...	
May 23, 2019 3:16 PM	Error	Demo VM Atten. dev1	Log_Robot_dev1_bpaas-te	79d9710-7a09-4178-b32e-a1852	Invoke 100_HandleNetAmou...	
May 23, 2019 3:16 PM	Warn	Demo VM Atten. dev1	Log_Robot_dev1_bpaas-te	79d9710-7a09-4178-b32e-a1852	Check in_SourceFolder is direc...	

## Filtering RPA Processes

The RPA processes can be filtered by the following content:

Filter

Process

Robot Group

Process Version

Description

Robots

Process	Robot Group	Process Version	Latest Version	Robots	Description	Details
TestNodeExecution_Testing	Testing	1.0.6449.29960	No	VM	Node.js Testing	
PA3_Test	Test	1.0.6974.18835	No	VM		

## Filtering Robots

You can use the following settings to filter the list of robots:

Filter

Robot

Machine Name

State

Robot	Machine Name	Description	State	Robot Groups	Details
Demo VM Atten.	SGRTSRV02	Test-Robot	Available	bpaas-test	