




Managing Users


This chapter explains how to use the **Scheer PAS Administration** to manage your users. You have to use the Administration to manage users of module BPaaS as well as for the components Mobile, Process Mining and Robotic Process Automation, if RPA is used along with BPaaS.


admin








 **Users**


 Add User


 Profiles


 Roles

 Permissions

 Activities

 Export

 Import

If you want to open the user administration view of your **Scheer PAS Administration**, click on the icon  in the navigation bar.

The corresponding menu items are displayed in the sidebar below.

- Go to chapter [Users](#) to learn how to create and manage users.
- Chapter [Profiles](#) explains how to create and maintain profiles.
- Visit chapter [Roles](#) to learn more about the creation and administration of roles.
- On page [Permissions](#) the usage of permissions is explained in detail.
- How to monitor the activities on your system is explained on page [Monitoring System Activities](#).
- You can import and export data from your **Scheer PAS Administration**. Learn more about the possibilities on the pages [Export](#) and [Import](#).
- If you want to create data sheets for **users, profiles, roles** and **permissions** with similar content, you can use the copy function. Go to page [Creating Copies](#) for detailed explanation.

Related Pages:

- [Users](#)
- [Profiles](#)
- [Roles](#)
- [Permissions](#)
- [Creating Copies](#)
- [Export](#)
- [Import](#)

Related Documentation:

- [Support](#)
 - [Troubleshooting User Management](#)