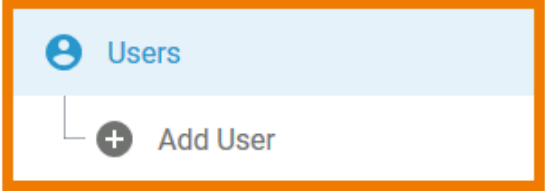# Users

Every user needs an activated user account to access the business system. Only administrators are able to create new user accounts in the customers **Scheer PAS** *Administration*.

Menu "Users"

The administrator can create and manage user accounts via the **Users** menu.

It contains the following items:

- **Users**
- **Add User**
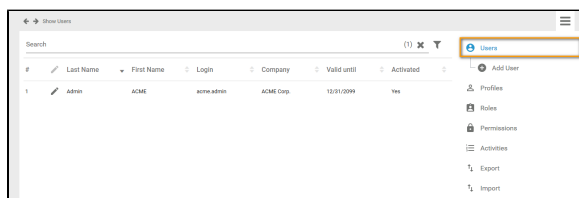
In the **Users** menu a list of all users is displayed in the content area. This list contains the following information:

- **Last Name**
- **First name**
- **Login**
- **Company**
- **Valid until**
- **Activated** (Yes/No)

> ✓ Use the filter to limit the content of the list.

Select **Add User** to create a new user account. An empty data sheet opens:

The User Data Sheet

To add a new user, you need to fill in a user data sheet. It contains three sections:

1. **Master Data**
2. **Profiles and Roles**
3. **Additional Data**
   a. Additional Data
   b. Technical Information
   c. User Object
   d. Meta

Master Data

The **Master Data** section contains the basic data of a user account:

| Personal Details	Account Details
On the left side of the master data section, the personal details of the user are displayed: • **First Name** • **Last Name** • **E-Mail** • **Company** • **Valid from** • **Valid until**	On the right side of the master data section, you can manage the account data of this user: • **User active** • **Create Sandbox** • **Login** • **Password** • **Language Selection**

Inserting data in fields **First Name**, **Last Name**, **E-Mail**, **Login** and **Password** is mandatory for any new user account. When you open a new user data sheet, the **Valid from** field is filled with the current date. The standard validity is one year.

Profiles and Roles

In the second section, either the profiles or roles of the user are displayed. Use the sidebar to change between the profiles and the roles window.

Profiles

This window shows the profiles that are assigned to the user. Use the **Assign** button to allocate further profiles:
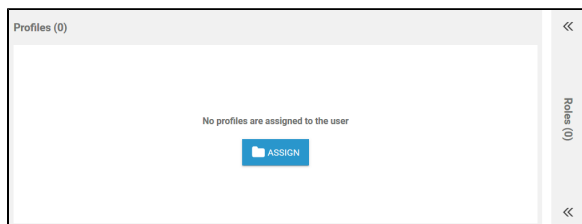
Any new user needs at least one profile. Otherwise it is not possible to save the user data sheet.

> ✅ Visit page Add a User to learn how to assign profiles to a user and how to set write permissions on profiles. Profiles can also be assigned via the profile data sheet (see page Edit a Profile).

Roles

Roles are used in **Scheer PAS** *BPaaS* to model role-based business processes, such as release processes. Roles can be created in the BPaaS editor during modelling as well as in the role section of the **Scheer PAS** *Administration*. The management and assignment of roles to users has to be performed exclusively in the **Scheer PAS** *Administration* though.

The roles window shows a list of all roles that are assigned to the user. You can assign further roles by clicking the **Assign** button.
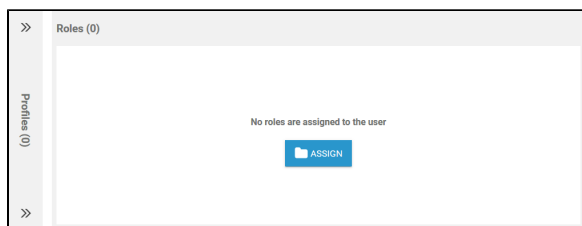
> ✅ Visit the page Add a User to learn how to assign roles to a user. Roles can also be assigned via the role data sheet (see page Edit a Role).
>
> Further information about the modelling of role-based apps can be found in the BPaaS Guide.

Additional Data

The **Additional data** section consist of four tabs:

1. **Additional Data**
2. **Technical Information**
3. **User Object**
4. **Meta**

Additional Data

Tab **Additional Data** contains a form for complementary information of the user such as:

- **Organisation** (e.g. factory, facility...)

- **Department** (e.g. HR, Controlling...)
- **Phone**
- **Mobile**
- **Fax**
- **Street**
- **ZIP**
- **City**
- **Country**

Additional Data	Technical Informations	User Object	Meta

Organisation

Department

Phone

Mobile

Fax

Street

ZIP   City

Country

The additional data is inherited by the user object.

Technical Information

In the **Technical Information** tab, you can find a JSON object containing information about user specific applications, for example about the personalized content of the users' cockpit:

Additional Data	Technical Informations	User Object	Meta

1 {}

> ⚠ Do not change the content in tab **Technical Information** without any knowledge of JSON.

User Object

The **User Object** tab contains the available user information in JSON format:

Additional Data	Technical Informations	User Object	Meta

```
1  {
2    "active": true,
3    "city": "",
4    "company": "",
5    "country": "",
6    "defLang": "de",
7    "department": "",
8    "email": "",
9    "extension": {},
10   "fax": "",
11   "firstname": "",
12   "lastname": "",
13   "loginId": "",
14   "meta": {},
15   "mobile": "",
16   "password": "",
17   "phone": "",
18   "profiles": [],
19   "roles": [],
20   "street": "",
21   "uuid": null,
22   "validFrom": 1518764812128,
23   "validTo": 1550271600000,
```

> ⓘ You cannot change the data in tab **User Object**, but it is possible to copy the data.

Meta

Use tab **Meta** to overview the meta data of the user data sheet:

- **UUID:** The UUID allows to identify the user explicitly.
- **Created at:** This field contains the creation date of the user data sheet.
- **Modified at:** In this field you find the date of the last modification of the data sheet.

- **Modified by:** Contains a UUID which allows to identify the last editor of the data sheet.

Additional Data	Technical Informations	User Object	Meta
UUID			
Created at			
Modified at			
Modified by			

ⓘ The content in tab **Meta** is for documentation purposes only, it can not be altered.