

# User Roles

In SAP Process Mining by Celonis user roles are twofold. The roles “Viewer” and “Analyst” are basic roles regarding access and editing rights for analyses. In order to be able to view, edit or create any analysis, one of these roles must have been granted to you. In addition to that, four more roles exist granting you enhanced rights for user, data or system management. Therefore, users can have several different roles that combined define the scope of their access. The following sections will describe the roles and rights of each user type.

## Viewer V

As a Viewer you will have access to the basic functionalities of SAP Process Mining by Celonis. You will be able to view and download analyses that have been shared with you, however you will not be able to create or delete own analyses or edit or share analyses shared with you.

## Analyst A

The Analyst will be able to create own documents and share these with others. Documents created by other users and shared with the Analyst can be viewed, downloaded, edited, deleted or shared (please note: the range of options available for shared analyses depends on the rights granted to you by the document owner!).

## Super Administrator SUPER

The Super Administrator has full access to all documents available. He can view, download, edit, delete or share analyses, projects and reports (as long as he also carries the role “Viewer”). He can also create new documents, if the role “Analyst” has been assigned to him.

## User Administrator U

The User Administrator can create and delete users. He can also change user details such as name, password or user roles. The access rights for analyses depend on whether he has been given the “Viewer” or “Analyst” role.

## Data Administrator D

The Data Administrator can create, edit and delete new Data Stores and Data Models as well as share them with other users. Please note that while the Data Administrator does have full flexibility in modifying Warehouses and Cubes created by him, he does not have access rights to Warehouses or Cubes created by other Data Administrators unless they have been shared with him. The access rights for analyses depend on whether he has been given the “Viewer” or “Analyst” role.

## System Administrator S

The System Administrator has additional access rights regarding the customizing of the system. The access rights for analyses depend on whether he has been given the “Viewer” or “Analyst” role.

## App Administrator A

In order to configure the Celonis Apps, the user needs to be granted App Administrator rights.

## Portal Administrator P

The Portal Administrator is responsible for the creation of projects and the portal configuration. He has full access to the configuration, but not necessarily to all projects. (Please note that only the Super Administrator can access all documents without having further rights set by the creator of the project).

## Report Administrator R

	Allowed Actions
Super Administrator	Access to all pages
	All actions
User Administrator	Access to "User Management" page
	Access to "License Management" page
	View, Edit, Delete, Export, Import, View and Edit Permissions of Users & Groups
Data Administrator	Access to "Data Management" page
	View, Edit, Delete, Export, Import, View and Edit Permissions of Warehouses
	View, Edit, Delete, Export, Import, View and Edit Permissions of Cubes
System Administrator	Access to "System Logs" page
	Access to "Customization" page
App Administrator	Access to App configuration
Portal Administrator	Access & Configuration rights to "Projects" page
Report Administrator	Access & Configuratio rights to "Reports" page

The Report Administrator is meant to administrate the [reports](#). He has full access to the configuration, but as the Portal Administrator he can not necessarily access all reports.