

# SAP Process Mining by Celonis 3.1 (EN) - Manual

Welcome to **SAP Process Mining by Celonis 3.1**! This manual will help you to dive into the world of Process Mining. Our vision is to make data analysis as intuitive as conducting a simple Google search. With SAP Process Mining by Celonis 3.1 interacting with Process Analyses has become incredibly easy, user-friendly and efficient.

In the following chapters we will provide you with simple instructions how to use the software with all of its functionalities.

Depending on your user role and your purpose of using SAP Process Mining by Celonis, different chapters of this manual might be of interest for you.

- **Getting Started:** A quick introduction into the first steps: Login, user roles and the software's main screen and main menus.
- **How to Use an Analysis:** An overview for all users wanting to know how to open, view and interact with an analysis.
- **Creating, Editing and Sharing Analysis:** Find out how to create an analysis and configure its different components.
- **User Management:** An explanation of Access Control and User Administration for user administrators.
- **Data Management:** A detailed guide on Data Store and Data Model creation for data administrators.
- **Projects:** An alternative way to structure analyses
- **Appendix**
- **Glossary**