

Permissions

Permissions can be used to restrict the access of users (or user groups) to any project objects (analysis documents, datamodels, folders).

If you are new to SAP Process Mining by Celonis, we recommend to review the [Structure](#) of SAP Process Mining by Celonis 4.2, as we will use terms in this chapter, that are defined in the structure section.

SAP Process Mining by Celonis 4.2 comes with three user rights:

View	This is the "lowest" access right in the hierarchy. Users or groups with a <i>View</i> permission can access the object, but can't make any permanent changes to them. The available <i>View</i> rights for analysis documents are explained in the Viewer chapter.
Edit	Users or groups with an <i>Edit</i> right are granted permissions to edit this object. For analysis documents, they can access the <i>Edit Mode</i> (review this Analyst chapter for all available operations on analysis documents).
Create	<i>Create</i> permissions allow the user or the group to add such an an object to this folder.

Please note, that permissions are always **downwards inherited**.

Let's examine a folder for an example:

Folder X consists of two analysis, one data model, and two subfolders Y and Z, each of them including again independent analysis and data models.

If user A is granted *Edit* permissions on analysis for folder X, he is automatically granted *Edit* permissions for the two analysis in folder X, as well for all analysis that are included in the subfolders (Y and Z).

However, you can override the inheritance by manually editing the permissions for the subfolders.

(This also applies for *View* and *Create* rights).

To edit these permissions, *Edit* rights are required for the object, that is meant to be edited.

Please also note the **Folder Admin** permission.

This kind of permission is required to access the [Toolbar](#) of the folder and therefore to edit, copy/cut/paste and delete the folder.

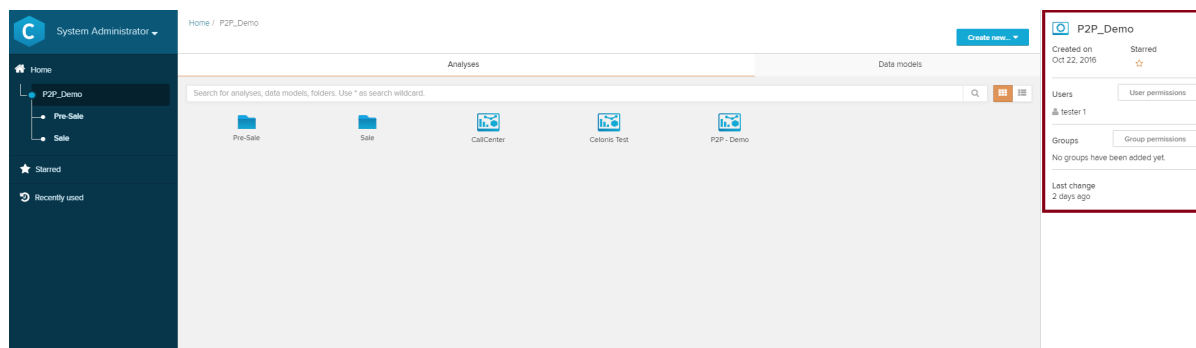
Home / P2P_Demo

 Open  Edit  Copy  Cut  Paste  Delete

Dealing with permissions, projects are seen as the *ROOT* folder of a project. For this reason, folder admin rights can be set for projects.

Set Permissions

Permissions for any objects are configured using the [Overview bar](#) on the right side of your Homescreen.



After selecting the desired object in the project browser, you will see the document's name in the project toolbar.

Click on *User Permissions* or on *Group Permissions* to add or change permissions of a single user or a group.

[blocked URL](#)

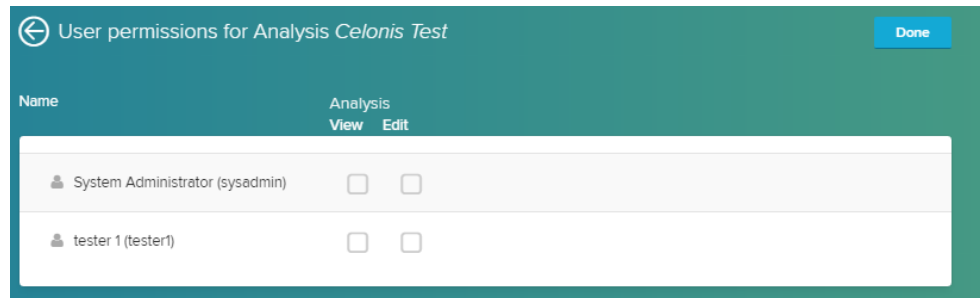
Click on [User permissions](#) or on [Group permissions](#) to set the permissions.



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Sample screenshot from a project called "SAP Process Mining by Celonis Test".

You can now set *View*, *Edit* and *Create* rights for Analysis and Datamodels, and furthermore grant *Folder Admin* rights.

If you are editing permissions for a single analysis or a single datamodel, only permissions available for this single object are available:



Name	Analysis View	Edit
 System Administrator (sysadmin)	<input type="checkbox"/>	<input type="checkbox"/>
 tester 1 (tester1)	<input type="checkbox"/>	<input type="checkbox"/>

If no users/groups have been added yet, use the [Add user](#) / [Add group](#) buttons in the upper right corner.

Don't forget to save your settings with [Done](#).