



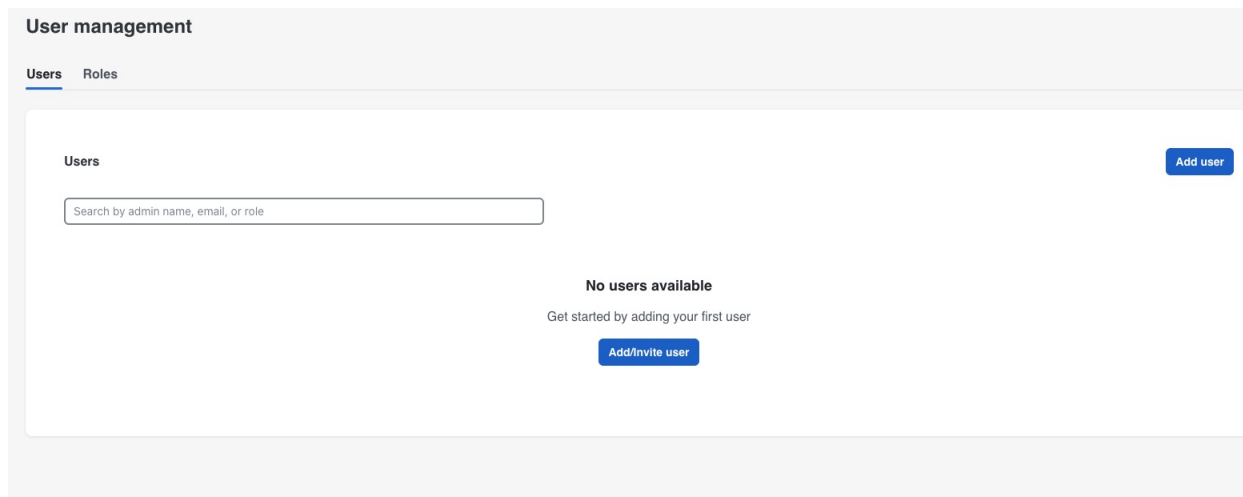
User Management

- [User Management, on page 1](#)
- [Send a user invitation, on page 2](#)
- [Create Role, on page 3](#)

User Management

The **User Management** section in the **Asset Tracker** app allows administrators to manage user access, roles, and location permissions. Use this section to view existing users, create roles, invite users, assign role-based access, and control which asset categories and locations users can access.

Figure 1: User Management



Key features

- Search functionality: Use the **Search** bar to quickly search and filter users or roles.
- Role management: Create roles and define access based on categories, locations, and permission levels.
- New user invitation workflow: Invite users by entering the email address, selecting a role, and assigning location access.
- User attributes: Displays user details such as **Name**, **Email**, **Role**, **Location**, and **Invitation Status**.

- Pagination controls: Use pagination controls to navigate through the user list.
- A+ user support: Displays users provisioned through Cisco Spaces A+ user management and applies their assigned Asset Tracker and location permissions.

A+ user support

Asset Tracker supports A+ users who are provisioned at the Cisco Spaces account level. An A+ user can access Asset Tracker when the user is assigned a Cisco Spaces role that includes access to the Asset Tracker app and the applicable locations.

A+ users appear in the **Users** tab in **User Management**. Their Asset Tracker access and location scope are derived from the role assigned in Cisco Spaces. Manage the account-level role and location access for an A+ user from **Admin Management** in Cisco Spaces.

Users invited directly from Asset Tracker are managed by using the roles, asset categories, locations, and permission levels configured in the Asset Tracker **User Management** section.

For information about creating Cisco Spaces roles and assigning account-level user access, refer to [Managing Cisco Spaces Users and Accounts](#) in the Cisco Spaces Configuration Guide.



Note You cannot modify the account-level role or location access of an A+ user from Asset Tracker. To change this access, use **Admin Management** in Cisco Spaces.

Send a user invitation

Add a new user to the **Asset Tracker** app by sending an invitation with the appropriate role and location permissions.

Use this procedure when you need to add a new user to the **Asset Tracker** app and provide the appropriate access permissions.

Procedure

- Step 1** On the **Asset Tracker** app, choose **User Management** from the left-navigation menu.
The **Users** tab window is displayed.
- Step 2** In the **Users** tab, click **Add user**.

Figure 2: Add User

The screenshot shows the 'User management' interface with a slide panel titled 'Add/Invite user' on the right. The slide panel contains the following fields:

- Name *
- Email *
- Phone number (optional)
- Role * (with a dropdown menu labeled 'Select a role')

At the bottom of the slide panel are 'Cancel' and 'Invite' buttons. The main interface shows the 'Users' tab selected, with a search bar and a message: 'No users available. Get started by adding your first user.' Below this message is an 'Add/invite user' button.

A slide panel appears on the right side of the window.

Step 3 In the **Add/Invite user** slide panel, complete these fields.

- Name:** Enter the name.
- Email:** Enter the email address.
- (Optional) **Phone number:** Enter the phone number.
- Role:** Select a role from the drop-down list.

Step 4 Click **Invite**.

The system sends an invitation to the user. The user appears in the **Users** tab with the assigned Asset Tracker role and location access.

Create Role

Procedure

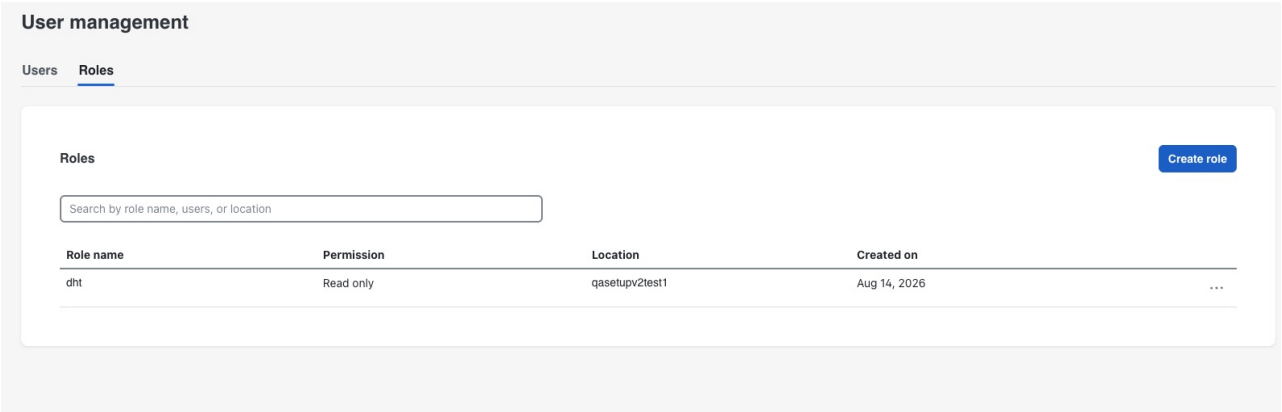
Step 1 On the **Asset Tracker** app, choose **User Management** from the left-navigation menu.

The **User Management** window is displayed.

Step 2 In the **User Management** window, click **Roles** tab.

Step 3 In the **Roles** tab, click **Create Role**.

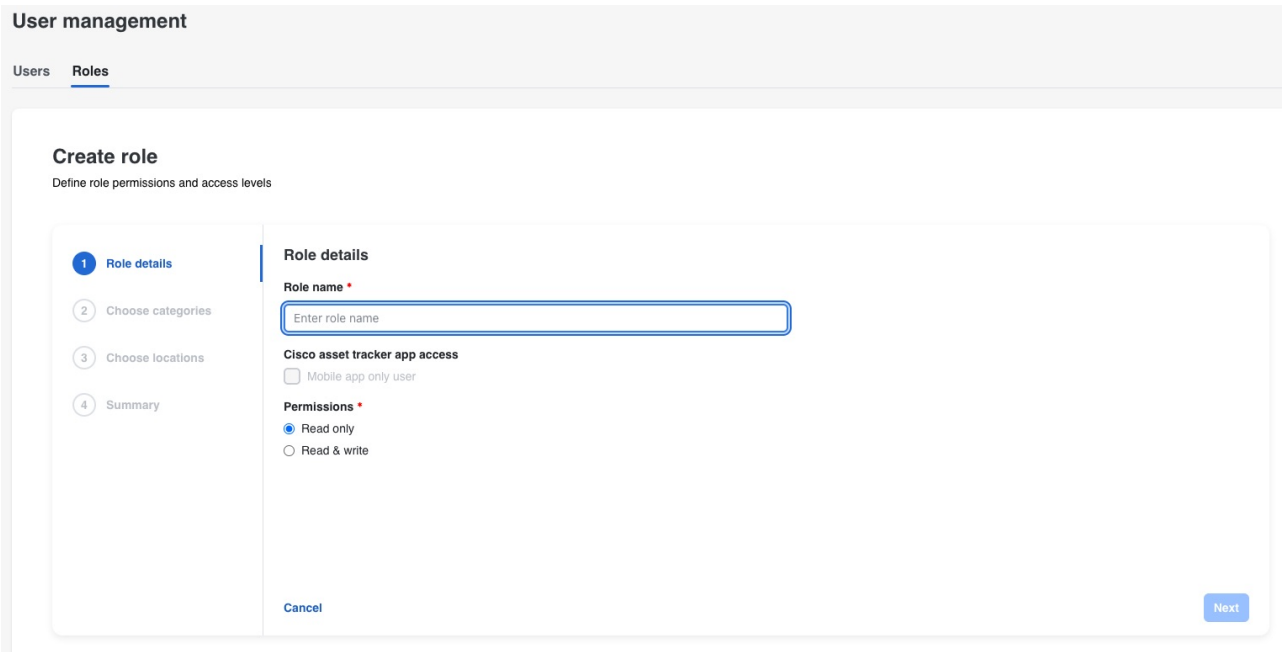
Figure 3: Create Role



The **Create Role** window is displayed.

Step 4 In the **Role details** section, complete these fields.

Figure 4: Role details



- a) **Role name**: Enter the role name.
- b) **Cisco asset tracker app access**: Check the Mobile app only user check box.

Note

Users with this option can access only the Cisco **Asset Tracker** mobile app and cannot access the **Asset Tracker** web dashboard.

This applies only to **Premier C** and **Premier CW** users.

- c) **Permissions**: Choose **Read only** or **Read & Write**.

Step 5 Click **Next**.

Step 6 In the **Choose categories** section, select the asset categories from the list.

Figure 5: Choose categories

The screenshot shows the 'User management' interface with the 'Roles' tab selected. The 'Create role' section is active, with the subtitle 'Define role permissions and access levels'. A progress bar on the left indicates four steps: 1. Role details, 2. Choose categories (current step), 3. Choose locations, and 4. Summary. The 'Choose categories' section has a 'Select all' link and a list of categories. One category, 'Asset 1', is selected. To the right, the 'Selected categories' section is empty, with a note: 'Select categories from the left to assign them to this role.' At the bottom right, there are 'Back' and 'Next' buttons. A 'Cancel' button is at the bottom left of the category list.

Step 7 In the **Choose locations** section choose the locations that users with this role can access.

Figure 6: Choose locations

The screenshot shows the 'User management' interface with the 'Roles' tab selected. The 'Create role' section is active, with the subtitle 'Define role permissions and access levels'. A progress bar on the left indicates four steps: 1. Role details, 2. Choose categories, 3. Choose locations (current step), and 4. Summary. The 'Choose locations' section has a search bar and a list of locations. The first location, 'qasetupv2test1', is selected and has a blue checkmark. To the right, the 'Selected locations (1)' section shows 'qasetupv2test1' with a close button. At the bottom right, there are 'Back' and 'Next' buttons. A 'Cancel' button is at the bottom left of the location list.

Step 8 In the **Summary** section, review the role configuration.

Figure 7: Summary

User management

Users

Roles

Create role

Define role permissions and access levels

1

Role details

2

Choose categories

3

Choose locations

4

Summary

Summary

Role name

qasetupv2test1

Mobile app only

No

Categories

Asset 1

Locations

qasetupv2test1

Cancel

Back

Save

Step 9 Click Save.