# User Management


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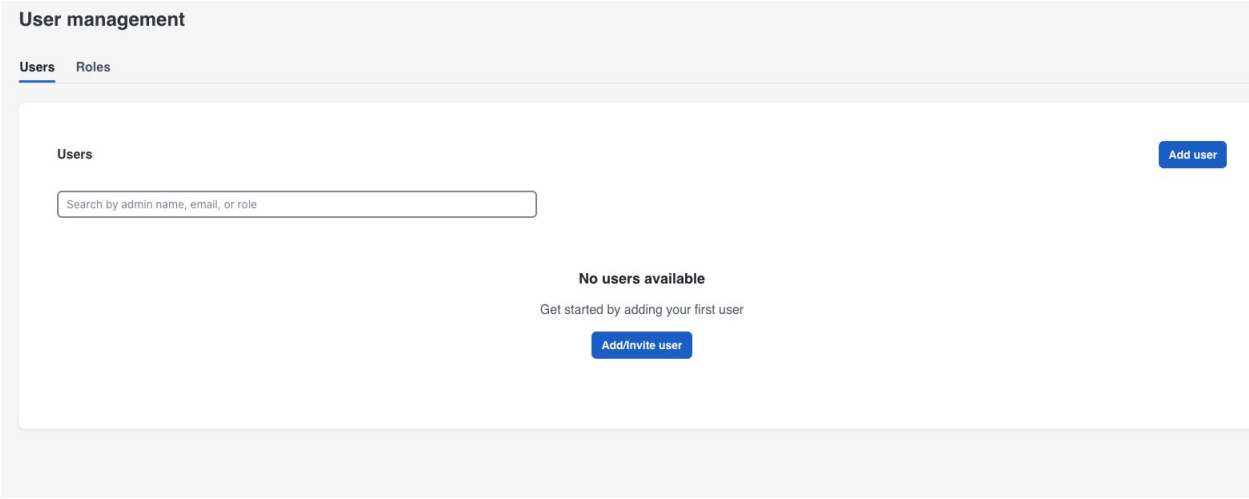
# User Management

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.

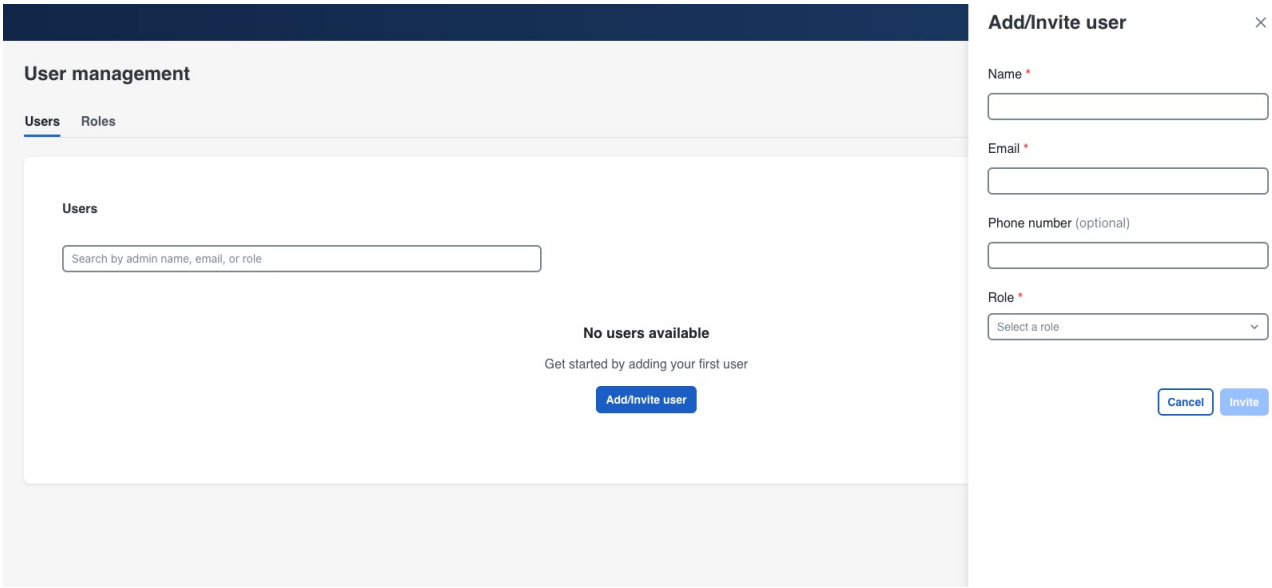
### Procedure

**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*




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

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

a) **Name**: Enter the name.
b) **Email**: Enter the email address.
c) (Optional) **Phone number**: Enter the phone number.
d) **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

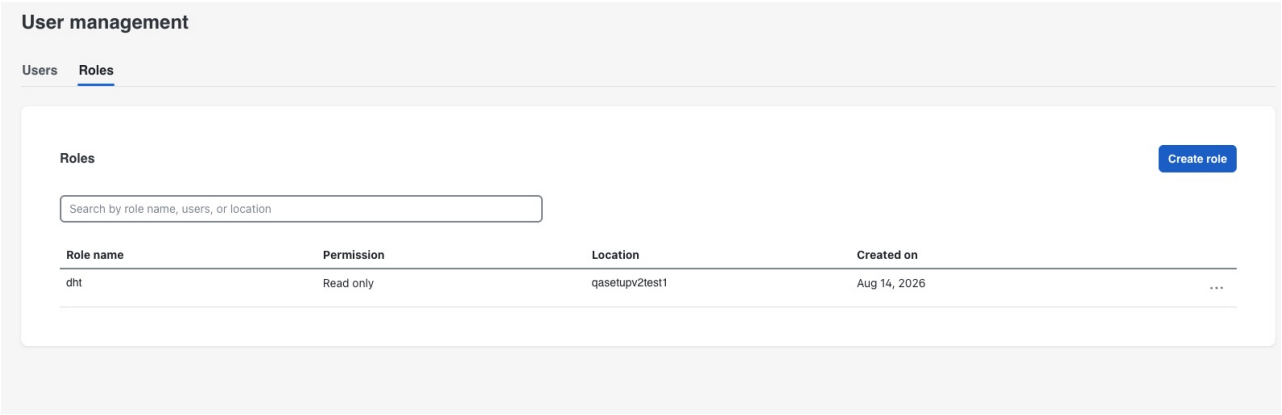
**Step 1** On the **Asset Tracker** app, choose **User Management** from the left-navigation menu.

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**.

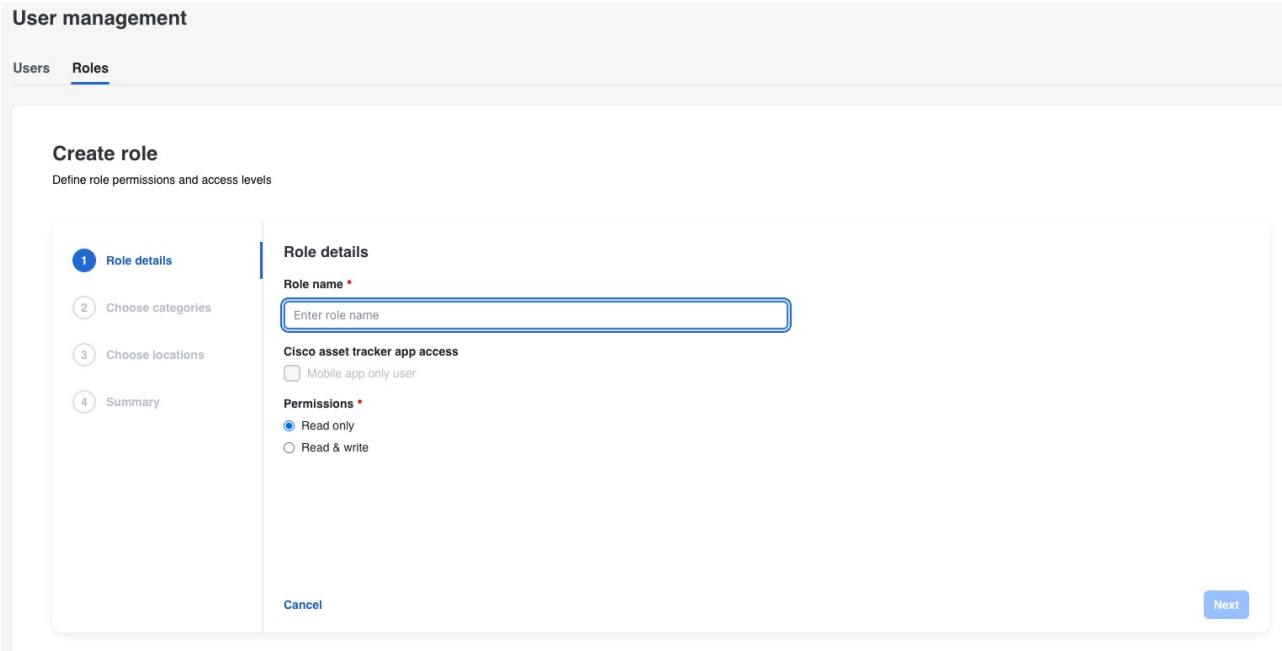
*Figure 3: Create Role*




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.

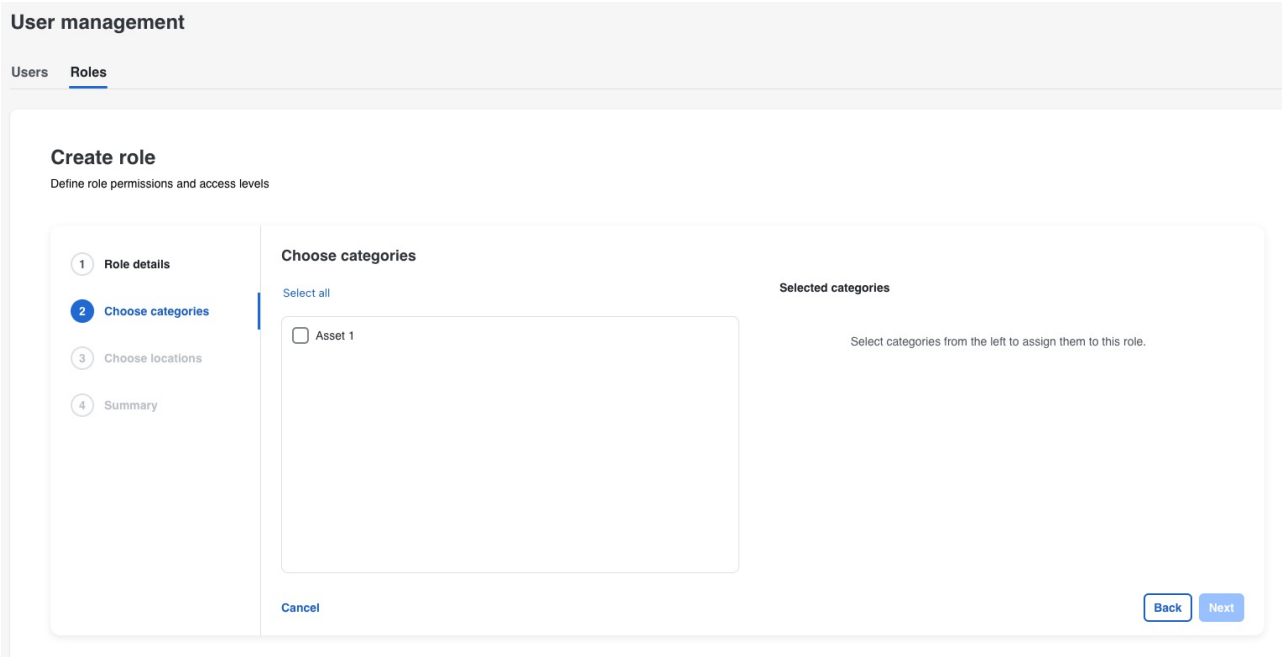
This applies only to **Premier C** and **Premier CW** users.

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

**Step 5** Click **Next**.

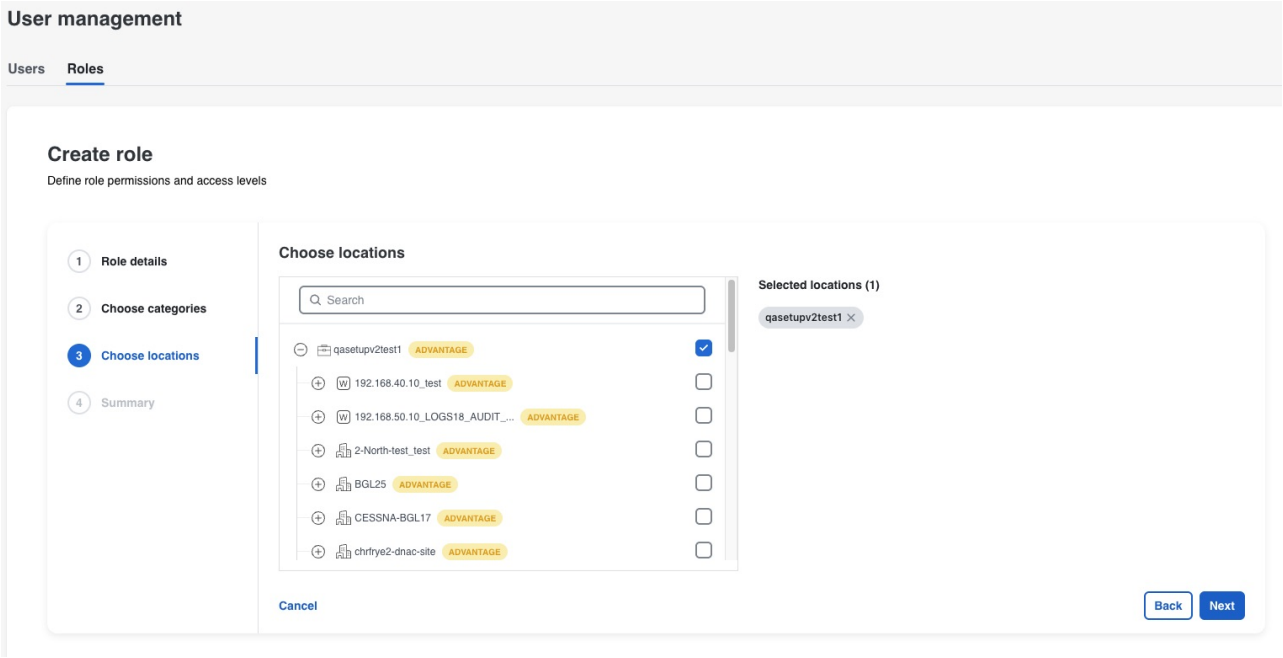
**Step 6** In the **Choose categories** section, select the asset categories from the list.

***Figure 5: Choose categories***



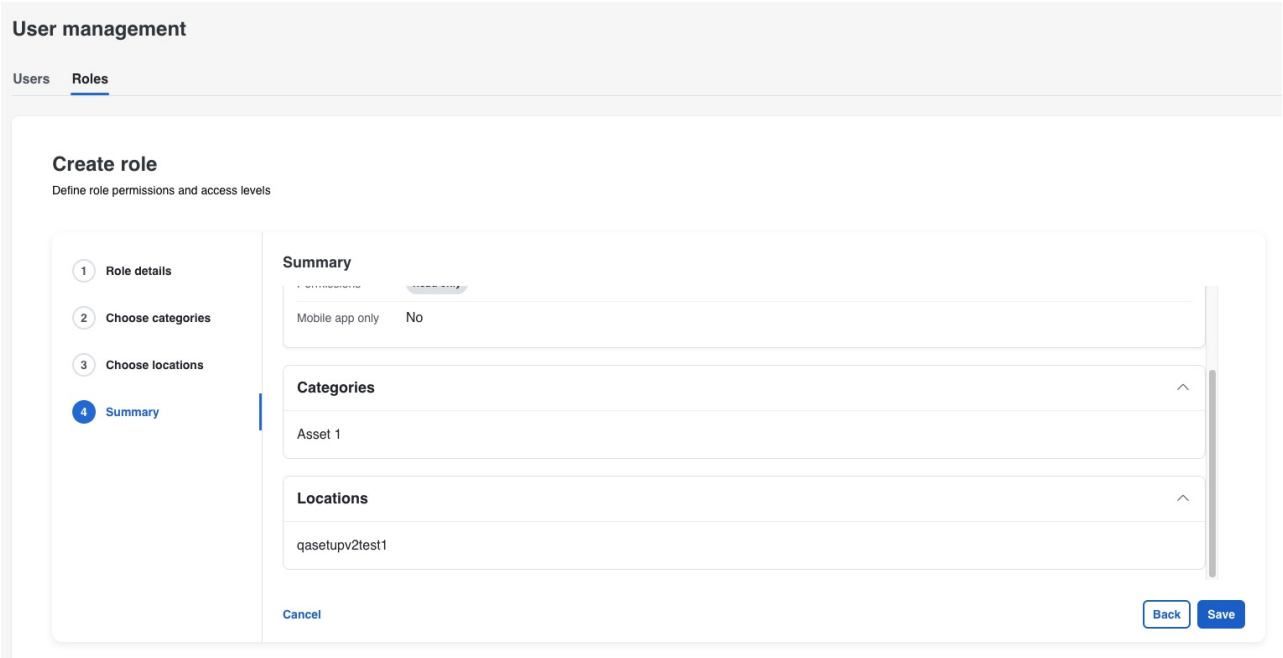

**Step 7** In the **Choose locations** section choose the locations that users with this role can access.

***Figure 6: Choose locations***




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

*Figure 7: Summary*




**Step 9** Click **Save**.