

User Management

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User management

Grant appropriate portal access and management rights to new users by assigning them relevant roles and location access.

The **User Management** option allows you to invite Captive Portal users with the user roles, **Creative User** or **AccessCodeManager**. Only users with read and write permission on the Captive Portals app can invite others through the **User Management** option.

- **Creative User**: This user can create, view, and edit the captive portals in the locations for which access rights are provided. This user does not have access to any other features of Cisco Spaces. This role is intended for captive portal designers.
- **AccessCodeManager**: This user can create access codes and manage the access codes for the location for which access rights are provided. This user will have access only to the **Captive Portals** app. This role is intended for access code managers.

The roles are listed on the **Roles** tab. You cannot edit the roles from the **Roles** tab.

To define an Access Code Manager or Creative User, perform these steps:

Procedure

Step 1 In the Cisco Spaces dashboard, choose **Home**.

Step 2 Click **Captive Portals**.

Step 3 In the window that appears, click **User Management** in the left pane.

Note The **User Management** option is available in the Cisco Spaces dashboard only for users with read and write permissions on Captive Portals app.

Step 4 Click **Invite User**.

Step 5 In the **Invite User** window, enter the email address of the user you want to invite, and click **Next**.

Step 6 From the **Role** drop-down list, select **Creative User** or **AccessCodeManager**.

Step 7 Click **Location**.

Step 8 In the **Location Hierarchy** area, check the check boxes for the locations you want to provide access to this user. Click **Done**.

Step 9 Click **Send Invitation**.

An invitation is sent to the user. The user's name is listed in the **Users** tab. You can search for a user by using the **Find Users** field.