



# Cisco Spaces Dashboard

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## Cisco Spaces Navigation

When you log in to the Cisco Spaces dashboard, the **Home** page is displayed.

You can navigate to the **Home** page by clicking **Cisco Spaces** logo displayed at the top-left of the dashboard or using the **Home** option.

All Cisco Spaces apps are accessible from the Home page. Click **Dashboard** to view and open the available apps.

Use the menu icon displayed at the top-left of the **Home** page to expand and collapse the left navigation pane.

Use the left navigation pane to access these features of Cisco Spaces.

- **Location Hierarchy**
- **Integrations**
- **Configure**
- **Monitor**
- **Admin Management**
- **IoT Services**
- **Setup**

### Cisco Spaces Home

The new and improved Cisco Spaces dashboard - **Home** page introduces these changes to enhance user experience and navigation:

- A new tab structure for Spaces Apps, Partner Apps, and Device Marketplace streamlines navigation and improves accessibility.
- App overviews now highlight the value, key personas, and provide quick setup guidance.
- You can mark apps as favorites. Click the heart-shaped **Add to Favorites** icon on an app tile to mark the app as a favorite. After you mark one or more apps as favorites, the **Favorite Apps** section appears.



**Note** A Favorite Apps section appears after you mark one or more apps as favourites.



**Note** While the dashboard and apps feature a more organized design for better performance, the functionality and features remain the same. Your data, instance, and access will not change.

Click the info icon displayed on the app tile to view the app summary in the slide-in window.

**Figure 1: Spaces Apps**

The screenshot displays the Cisco Spaces Dashboard interface. At the top, there are navigation tabs for "Spaces Apps", "Partner Apps", and "Device Marketplace", along with a search bar. The main content is organized into several sections:

- Featured Apps:** Three large tiles with promotional content:
  - The New Dashboard:** "Built to make your work easier" with a "See what's new" button.
  - Getting Started:** "With Cisco Spaces" with a "Launch Setup Guide" button.
  - Seamless Connectivity:** "With Carrier offloading" with an "OpenRoaming" button.
- Starter Apps:** A grid of smaller app tiles, each with an icon, name, and brief description:
  - VT (Visitor Trends):** "Analyze monthly visitor behavior trends and compare against benchmarks."
  - LO (Live Occupancy):** "Visualize real-time occupancy across your buildings. Set capacity thresholds and get alerts." (Marked as "ADVANCED FEATURES")
  - LA (Location Analytics):** "Create reports based on client location data to gain tailored insights." (Marked as "ADVANCED FEATURES")
  - DL (Detect & Locate):** "Track and locate devices on your wireless network. Detect rogues and boost security." (Marked as "ADVANCED FEATURES")
  - Behavior Metrics:** "is now" with a "VT (Visitor Trends)" tile below it: "We think the new name is quite trendy!"
  - Right Now:** "is now" with a "LO (Live Occupancy)" tile below it: "Same great app, with a cool new name!"
- Visitor Onboarding & Experiences:** A section containing:
  - OR (OpenRoaming):** "Enable seamless and secure Wi-Fi access for visitors." (Marked as "ADVANCED FEATURES")
  - CP (Captive Portals):** "Authenticate and onboard visitors to Wi-Fi, while capturing valuable visitor data."
  - EN (Engagements):** "Trigger real-time, multi-channel engagements based on visitor's location and behavior."
  - LP (Location Personas):** "Segment and tag visitors based on their at-location behavior in your spaces."

Figure 2: Partner Apps

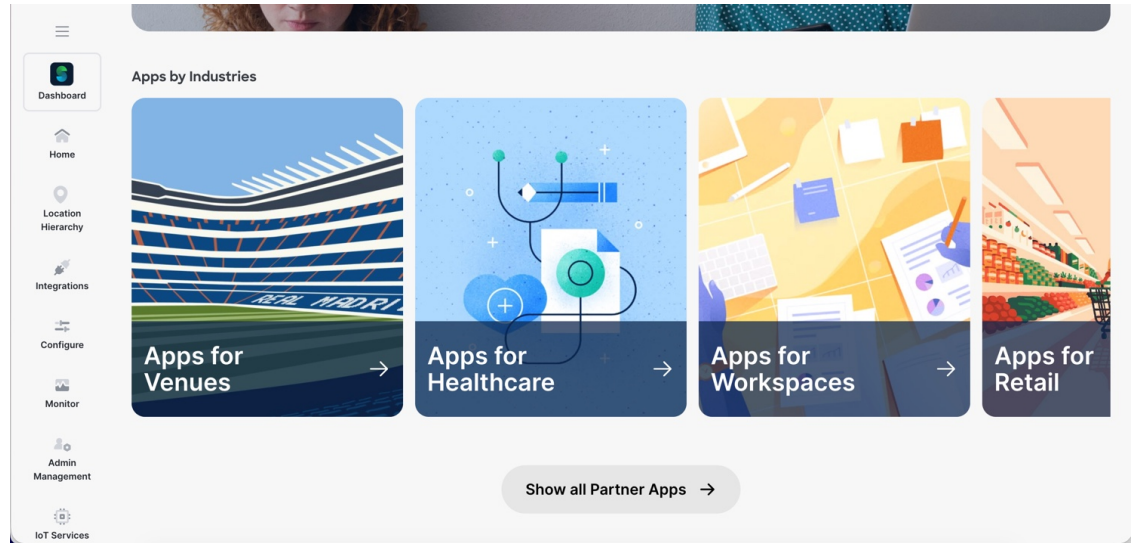


Figure 3: Device Marketplace

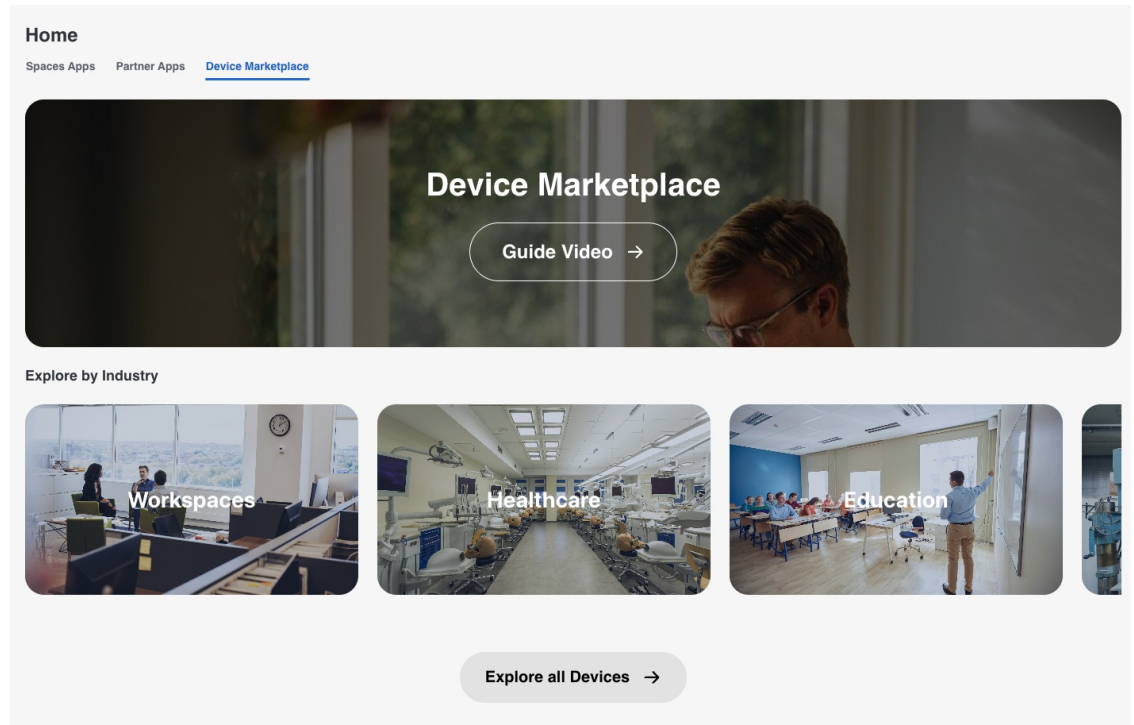


Figure 4: Favorite Apps

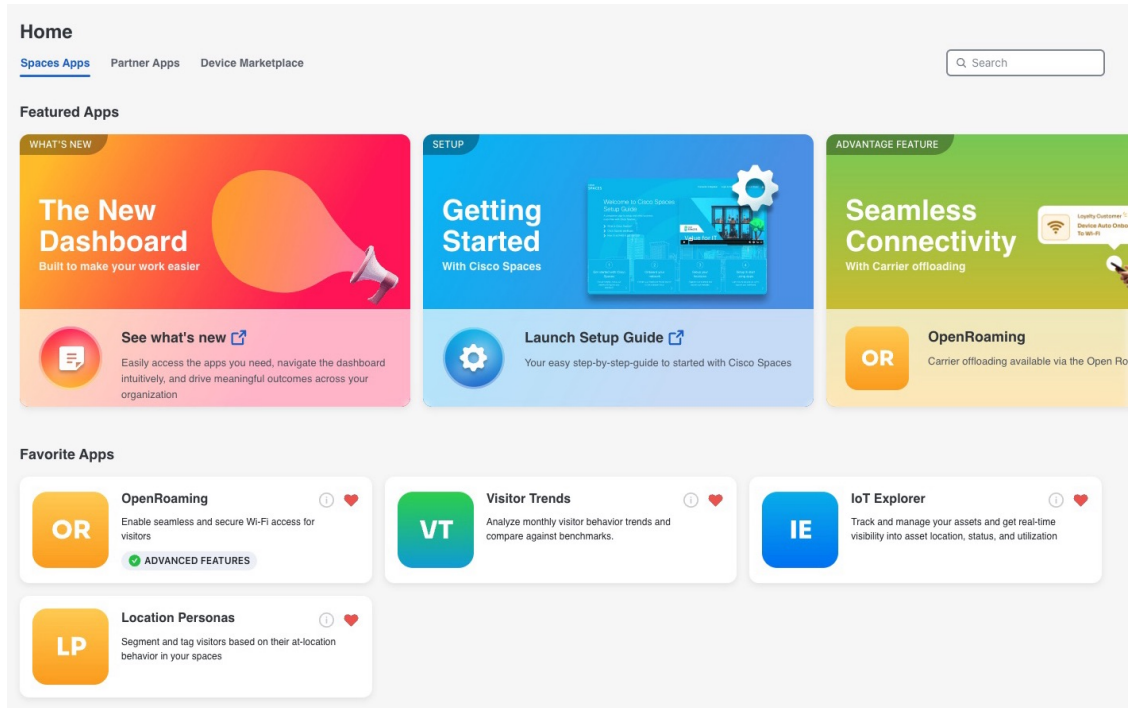
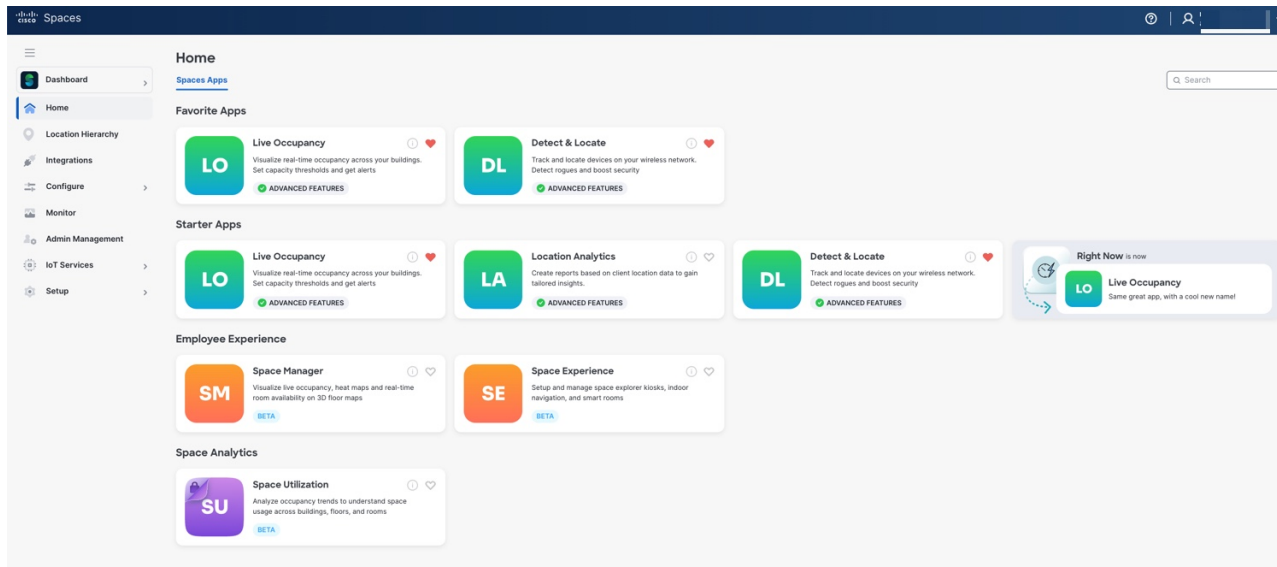


Figure 5: Home

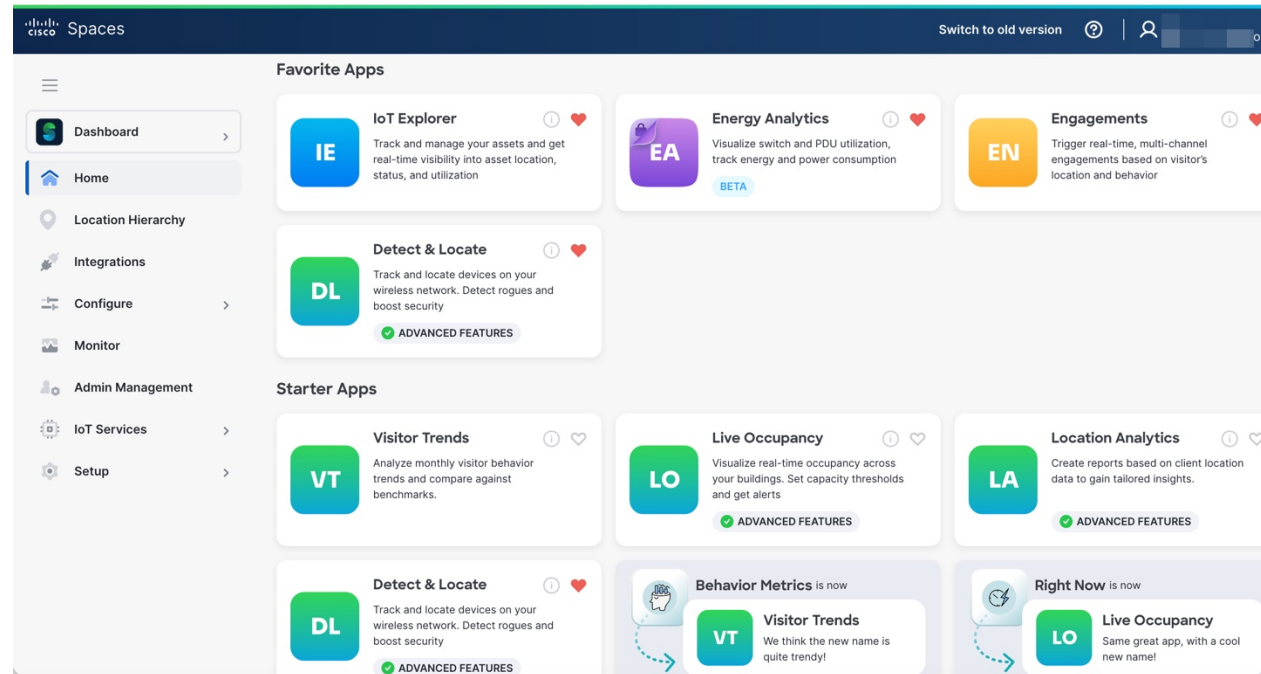


# Cisco Spaces Dashboard

Cisco Spaces dashboard is the default home page of Cisco Spaces application. The Cisco Spaces GUI adopts the Magnetic design implementation. Magnetic design follows a persistent header and collapsible left navigation pane.

After you log in to Cisco Spaces, the **Home** window is displayed as shown in the following image:

**Figure 6: Cisco Spaces Home**



The Cisco Spaces **Home** window includes the **Dashboard** drop-down list (in the left navigation pane) which allows you to search and view the available apps associated with your Cisco Spaces license.

Use the **Dashboard** drop-down list to choose and navigate to any selected app. To navigate back to the Cisco Spaces **Home** window, choose **Dashboard** option from the drop-down list.

The dashboard has the following main areas: Menu Bar, Information icon, Profile icon, and various applications available as per your subscription.

## Left Navigation Pane



Use the left navigation pane to access these features.

- Home
- Location Hierarchy
- Integrations
- Configure
- Monitor

- Admin Management
- IoT Services
- Setup

### Icons

Click the icons on the right side of the menu bar to perform common tasks:

Icon	Description
	Support: Displays help center, support and documentation links.
	User Profile: Displays account, smart licenses and logout options. The license information is available under <b>My Account &gt; License Info &gt; License Units Consumed</b> .  For more information, refer to <a href="#">User Profile, on page 11</a> .

## Cisco Spaces Features

The major features of Cisco Spaces dashboard includes:

### Cisco Spaces Apps

- Log in to **Cisco Spaces**.
- In the left navigation pane, click **Dashboard** to view the apps.
- On the Home page, click the **Spaces Apps** tab.
- Use the Search field to search for apps and features.
- Check the app tiles. If a tile displays a lock icon, the app cannot be accessed with the current account or license.
- Click a **featured app** card to open the overview drawer.
- In the overview drawer, click **Open App** to launch the app.

Figure 7: Spaces Apps

The screenshot displays the Cisco Spaces Dashboard Home page. At the top, there are navigation tabs for "Spaces Apps", "Partner Apps", and "Device Marketplace", along with a search bar. The main content is organized into several sections:

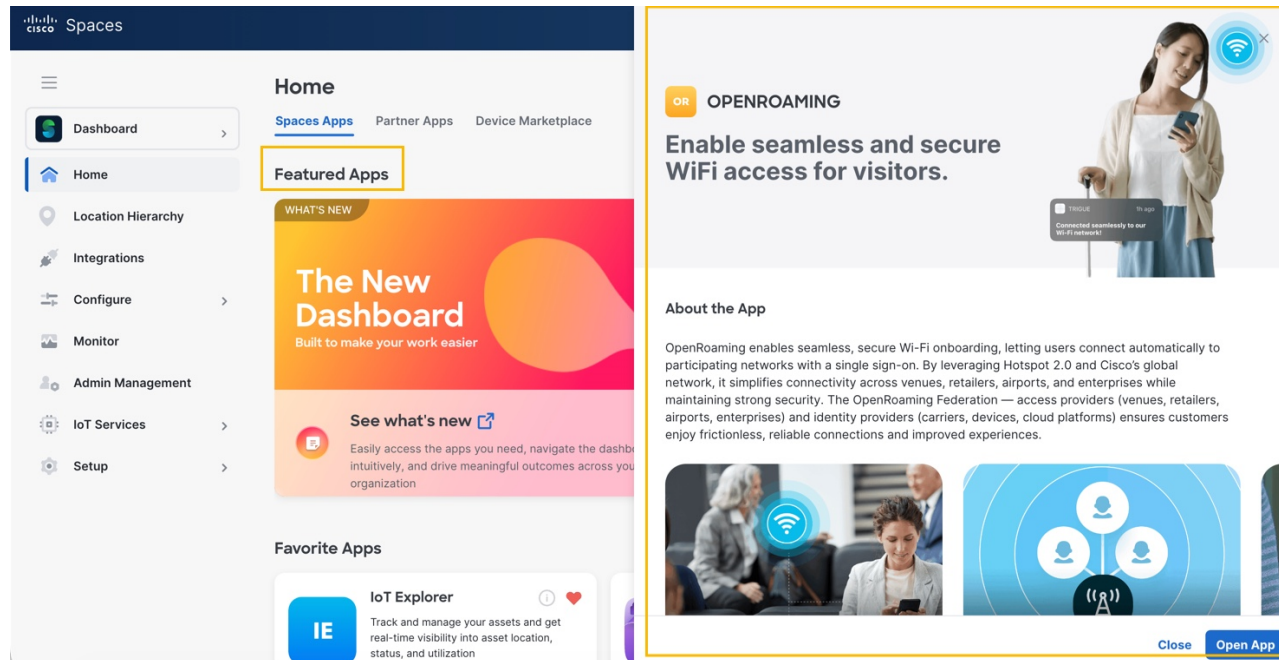
- Featured Apps:** Three large cards are shown:
  - The New Dashboard:** A red and orange card with a megaphone icon, titled "WHAT'S NEW". It includes a "See what's new" button and a description: "Easily access the apps you need, navigate the dashboard intuitively, and drive meaningful outcomes across your organization."
  - Getting Started:** A blue card with a gear icon, titled "SETUP". It includes a "Launch Setup Guide" button and a description: "Your easy step-by-step-guide to started with Cisco Spaces."
  - Seamless Connectivity:** A green card with a Wi-Fi icon, titled "ADVANTAGE FEATURE". It includes an "OR" button and a description: "Carrier offloading available via the Open Roaming".
- Starter Apps:** A grid of smaller app cards:
  - Visitor Trends (VT):** "Analyze monthly visitor behavior trends and compare against benchmarks." Includes an "ADVANCED FEATURES" tag.
  - Live Occupancy (LO):** "Visualize real-time occupancy across your buildings. Set capacity thresholds and get alerts." Includes an "ADVANCED FEATURES" tag.
  - Location Analytics (LA):** "Create reports based on client location data to gain tailored insights." Includes an "ADVANCED FEATURES" tag.
  - Detect & Locate (DL):** "Track and locate devices on your wireless network. Detect rogues and boost security." Includes an "ADVANCED FEATURES" tag.
  - Behavior Metrics:** A card with a brain icon and a note: "Behavior Metrics is now Visitor Trends. We think the new name is quite trendy!"
  - Right Now:** A card with a clock icon and a note: "Right Now is now Live Occupancy. Same great app, with a cool new name!"
- Visitor Onboarding & Experiences:** A grid of app cards:
  - OpenRoaming (OR):** "Enable seamless and secure Wi-Fi access for visitors." Includes an "ADVANCED FEATURES" tag.
  - Captive Portals (CP):** "Authenticate and onboard visitors to Wi-Fi, while capturing valuable visitor data."
  - Engagements (EN):** "Trigger real-time, multi-channel engagements based on visitor's location and behavior."
  - Location Personas (LP):** "Segment and tag visitors based on their at-location behavior in your spaces."



**Note** **Right Now** is now called **Live Occupancy**, and **Behavior Metrics** is renamed **Visitor Trends**.

- Log in to **Cisco Spaces**.
- In the left navigation pane, click **Dashboard**.
- On the **Home page**, click the **Spaces Apps** tab.
- In the **Featured Apps** section, click a featured app card.
- The app overview drawer opens.
- Click **Open App** to launch the app, or click **Close** to return to the **Home page**.

Figure 8: Featured App Cards



## Location Hierarchy

**Location Hierarchy** enables you to define and organize the business locations used by Cisco Spaces. You can import or add locations from supported wireless networks and maintain them in a hierarchy that reflects your organization's structure, such as networks, campuses, buildings, floors, and zones.[]

Apps such as **Engagements**, **Captive Portals**, and **Location Personas** use the locations defined in **Location Hierarchy**.

Cisco Spaces maintains the location hierarchy at the account level, so locations from multiple wireless networks can be added to the same hierarchy. The APs and locations available for use can vary based on the Cisco Spaces license associated with your account.

1. Log in to Cisco Spaces.
2. In the left navigation pane, click **Location Hierarchy**.
3. Use the hierarchy tree or search option to find the required location.
4. Expand the hierarchy nodes, such as network, campus, building, floor, or zone.
5. Select the required location to view or manage its details.

## Integrations

The **Integrations** feature enables you to connect Cisco Spaces with Cisco and third-party applications, such as Catalyst Center, Office 365, Google Calendar, ServiceNow, and Hamina.

These **integrations** help extend Cisco Spaces data and workflows into other systems. Depending on the integration, Cisco Spaces can synchronize maps, provide device location updates, share location, occupancy, space utilization, or footfall data, and synchronize meeting room booking information. This helps improve workspace operations and maximize the value of your Cisco Spaces deployment.

- Log in to **Cisco Spaces**.
- In the left navigation pane, click **Integrations**.
- Use **My Integrations** to view integrations already configured.
- Select the required integration, such as **Catalyst Center**, **Office 365**, **Google Calendar**, **ServiceNow**, or **Hamina**.
- Click **Connect**, **View Details**, **Manage**, or **Learn More**, depending on the integration status.
- Complete the configuration steps shown for the selected integration.

## Configure

The **Configure** feature enables you to configure Cisco Spaces options such as **SDK**, **Notifications**, and **Location Compute**.

- Log in to Cisco Spaces.
- In the left navigation pane, expand **Configure**.
- Select **SDK**, **Notifications**, or **Location Compute**.
- Configure the required settings and save the changes.

## Monitor

The **Monitor** feature enables you to view the operational status of Cisco Spaces and related services. It displays summary information for connectivity, anomalies, connectors, controllers, location updates, Cisco Spaces apps, enterprise integrations, partner integrations, Meraki networks, and support tickets.

- Log in to Cisco Spaces.
- In the left navigation pane, click **Monitor**.
- Review the **Summary**, **Connectivity**, **Anomaly**, and **status sections**.
- Use the available tables or **See All links** to view more details.

## Admin Management

The **Admin Management** feature enables you to invite and manage Cisco Spaces admin users. You can create and edit roles, assign permissions, and restrict user access to specific locations based on their role.

- Log in to Cisco Spaces.
- In the left navigation pane, click **Admin Management**.
- Use the **Admins** tab to invite, edit, resend invitations, or remove users.

- Use the **Roles** tab to create, edit, or remove roles.
- Assign permissions and location access, then save the changes.

## IoT Services

Cisco Spaces: IoT Services enables you to activate, claim, manage, monitor, and configure IoT devices using Cisco wireless and wired infrastructure. It supports IoT device management across vendors, form factors, and technology protocols. Bluetooth Low Energy (BLE) is supported for IoT device management, with additional device and gateway workflows available through IoT Services.

IoT Services uses Cisco Spaces, Cisco Spaces Connector, Cisco Catalyst 9800 Series Wireless Controllers, compatible Cisco access points, and supported switches to enable wireless and wired gateway activation, device onboarding, inventory management, monitoring, and device configuration.

- Log in to Cisco Spaces.
- In the left navigation pane, expand **IoT Services**.
- Use **About** to review IoT Services status and activation guidance.
- Use **IoT Gateways** to manage gateway deployment.
- Use **Inventory** to view APs, wired devices, and claimed devices.
- Use **Manage** to onboard or manage devices and policies.
- Use **Monitoring** to monitor device and gateway status.
- Use **Settings** to configure options such as device filtering or sensor history.

For more information, refer to [Cisco Spaces: IoT Service Configuration Guide \(Wireless\)](#).

## Setup

Use **Setup > Locations & Maps** to manage location information, network maps, and digital maps in Cisco Spaces. You can import locations, upload or manage network maps, and add digital maps for supported use cases.

For CMX, Cisco Spaces supports CMX Tethering, where CMX maps can be streamed to Cisco Spaces and added to the Network Maps section.

1. Go to **Setup > Wireless Networks**.
2. Click **Connect your wireless networks**.
3. Choose **Cisco Catalyst > CMX Tethering**.
4. Generate a token and configure it in the CMX UI.
5. After configuration, CMX map data is synced in the background and added to the Network Maps section.

The **Setup** menu features are categorized into:

- **Network Connectivity:**
  - Wireless Networks

- Wired Network
- **Location and Physical Monitoring:**
  - Locations & Maps
  - Sensors
  - Camera
- **Integrations and Management:**
  - Webex
  - pxGrid Cloud
  - Data Export
  - Plugins
  - Device Placement

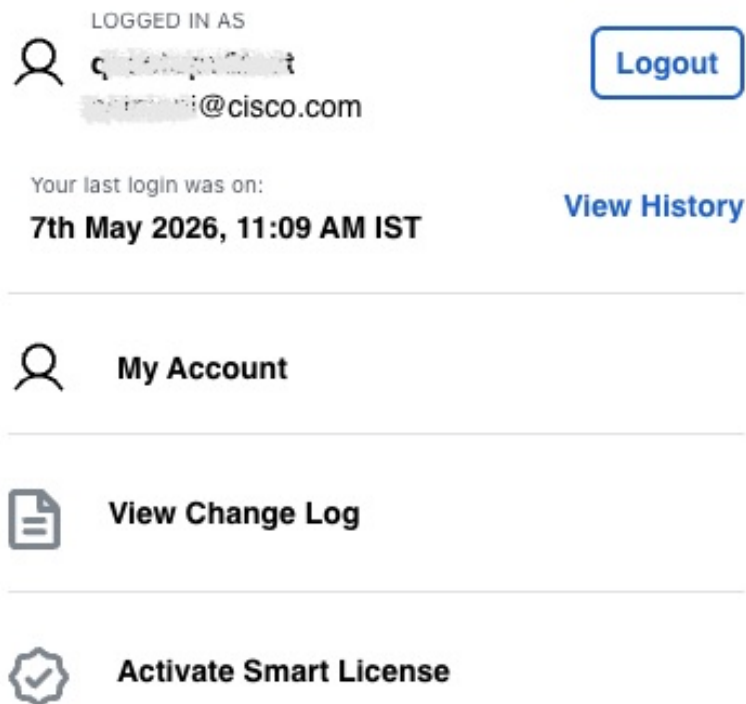
## Locations & Maps

Use Locations & Maps to upload and manage location maps in Cisco Spaces. Navigate to **Setup > Locations & Maps > Network Maps** or **Digital Maps** to manage maps and configure CMX Tethering.

## User Profile

The **User Profile** icon () in the top-right of the Cisco Spaces dashboard lets you view account details, smart licenses and logout options.

Figure 9: User Profile



You can view the last login and timestamp details. Click **View History** to view the recent login attempts.

The **User Profile** feature includes the following options:

- **My Account:** Click to display the **My Account** window. For more information, refer to [Viewing Cisco Spaces Account Details, on page 12](#).
- **View Change Log:** Click to open the **Change Log** tab in the **My Account** window that displays the activity details of all the users in a particular account. For more information, refer to [Viewing Cisco Spaces Account Details, on page 12](#).
- **Activate Smart License:** Click to activate Smart License. For more information, refer to [Activate Smart License, on page 14](#).
- **Logout:** Click to log out from Cisco Spaces.
- **License Info:** Opens license usage and Smart Software License details.

## Viewing Cisco Spaces Account Details

Use the **My Account** window to view Cisco Spaces profile details, account activity, licence information, preference, and change log details. The **My Account** window has the following tabs:

- **My Profile:** Displays the basic profile information such as first name, last name, email and mobile number.

- **Account Activity:** Displays Recent Login details in a searchable table with columns for IP Address, Date, and Browser, with pagination controls at the bottom.
- **License Info:** Displays the Cisco Spaces account information, access points limit and Smart Software License details. Click **Link your Smart Account** to activate Cisco Smart License.
- **Preferences:** This tab includes the following options:
  - **Add new domain:** Click to add a new domain for SSO authentication.
  - **Enable Support Access:** Click this option to enable or disable access to their account to the Cisco Spaces support team. Enabling this option helps the Cisco Spaces support team to detect and debug issues under exceptional situations.

**Note**

- By default, the **Enable Support Access** option is enabled.
- When access is enabled, the Cisco Spaces support team gets access to the customer's Cisco Spaces account.

- **Change Log:** Displays a filterable table with Activity, Time, App, Section, and User columns. Click an activity to view detailed information, including Time, Activity, App, Section, Email, Old Value, and New Value.

The **View Change Log** feature (**Profile icon** > **My Account** > **Change Log**) helps you to track audit trail activities for the Cisco Spaces apps.

## Cisco Smart License

Smart License support in Cisco Spaces allows you to view and manage the Cisco Spaces software license associated with your Cisco Smart Account. To enable Smart Licensing in Cisco Spaces, you must have a Smart Account configured in Cisco Smart Software Manager (CSSM).

In Cisco Spaces, choose **Profile icon** > **Activate Smart License** to start the activation workflow. You can also go to **Profile icon** > **My Account** > **License Info** and click **Link Your Smart Account** or **Register for Smart Licensing**, if shown.

Cisco Spaces can now display more detailed Smart License states during registration and post-registration review, including progress, completed, and unavailable statuses while the back end processes the entitlement lifecycle.

**Note**

To enable Smart Licensing in Cisco Spaces, you must have a Cisco Smart Account configured in CSSM. For more information, refer to [Smart Software Licensing](#).

## Verify Cisco Smart License Status

The purpose of this task is to verify the Cisco Smart License Status in the Cisco Smart Software Manager (CSSM).


Use this procedure to verify the Cisco Smart License status in Cisco Smart Software Manager (CSSM).

### Procedure

- 
- Step 1** Log in to [CSSM](#).
  - Step 2** Identify the Smart Account and Virtual Account used for Cisco Spaces.
  - Step 3** In CSSM, navigate to the selected **Virtual Account** and verify that the required Cisco Spaces license SKUs are available.
  - Step 4** Confirm that the available SKUs match the intended Cisco Spaces base license level.
  - Step 5** If a downgrade or license-level change is required, contact the [Cisco Spaces support team](#).
- 

## Activate Smart License

### Procedure

- 
- Step 1** Log in to Cisco Spaces.
  - Step 2** In the Cisco Spaces dashboard, choose **Profile Icon** () > **Activate Smart License**.  
The **Terms and Conditions** window is displayed.
  - Step 3** Read the terms and conditions, and click **Accept Terms and Conditions**.  
The **Smart Licensing Configuration** window is displayed.
  - Step 4** If you already have a Cisco Smart Software Manager (CSSM) account, choose **Yes, I have**. If you do not have a CSSM account, choose **No, I don't have** and complete the account-creation flow before returning to this registration process.
  - Step 5** Click **Next**.
  - Step 6** Follow the on-screen instructions to create a token in the CSSM tool.

#### Note

Ensure that you copy the generated token to use the same in step 7.

Make sure the Product Instance Token is copied exactly as generated in CSSM. This token is used by Cisco Spaces to start Smart License registration against the selected Smart Account and Virtual Account.

- Step 7** Click **Next** after you have generated the token.
- Step 8** In the **Product Instance Token** field, paste the generated token.
- Step 9** Click **Register** to register Cisco Spaces with your CSSM account.

A success notification message is displayed. You can view the Smart License Software registration details and license compliance information in the **Profile icon > My Account > License Info**

#### Note

- After the Cisco Smart License activation, contact the [Cisco Spaces support team](#) to enable the trial support. If trial mode is enabled, the smart agent will not update the license usage to Cisco Smart License Management.

- After you activate your Cisco Smart License, you can upgrade the base license level to match the licenses present in the linked Smart Account. To do this, choose **Profile Icon** > **License Info** > **Select License**. For more information, refer to [Update License Information, on page 15](#).
- After the Cisco Smart License activation, contact the [Cisco Spaces support team](#) to downgrade the base license level.

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## Update License Information

Use **License info** tab to manage onboarding, renewals/extensions, or to troubleshoot activation and entitlement visibility issues.

Use the **License Info** tab in the **My Account** window to view and manage Cisco Spaces license details, Smart Software License registration, compliance status, account details, and license usage.

These licenses are available:

- **ESSENTIAL**
- **ADVANTAGE**
- **EXTEND**
- **SMART VENUES**
- **SMART OPERATIONS**
- **UNLIMITED**
- **PREMIER (W)**
- **PREMIER (CW)**




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### Note

- For **UNLIMITED**, **PREMIER**, and **PREMIER\_CW**, floor area can increase the calculated license quantity. If floor area is not defined, device counts are converted by the configured building-unit threshold instead.
  - **ESSENTIAL** is the base license available for Cisco Spaces. You can upgrade from **ESSENTIAL** to any higher-tier license.  
While you can upgrade from **ESSENTIAL** to any higher-tier license, downgrading from a higher tier back to the **ESSENTIAL** license is not supported.
  - If a license for a location is upgraded to a higher tier, it can be downgraded only to the base license. The base license is the license purchased when you were onboarded to Cisco Spaces. Downgrading below the base license is not supported.
-

## Procedure

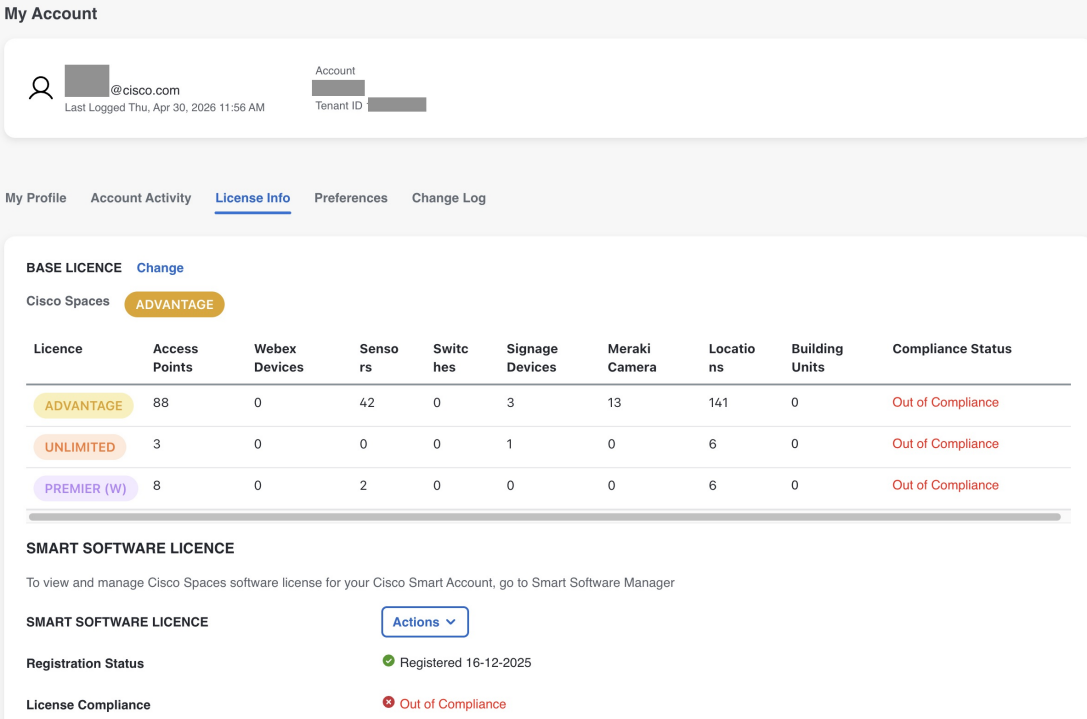
**Step 1** Log in to Cisco Spaces.

**Step 2** In the Cisco Spaces dashboard, choose **Profile Icon** (  ) > **My Account**.

**Step 3** In the **My Account** window, click the **License Info** tab.

The **LICENSE USAGE** area displays the Cisco Spaces license details and compliance status.

**Figure 10: License Usage**



**My Account**

@cisco.com  
Last Logged Thu, Apr 30, 2026 11:56 AM

Account  
Tenant ID

My Profile Account Activity **License Info** Preferences Change Log

**BASE LICENCE** [Change](#)

Cisco Spaces **ADVANTAGE**

Licence	Access Points	Webex Devices	Sensors	Switches	Signage Devices	Meraki Camera	Locations	Building Units	Compliance Status
<b>ADVANTAGE</b>	88	0	42	0	3	13	141	0	Out of Compliance
<b>UNLIMITED</b>	3	0	0	0	1	0	6	0	Out of Compliance
<b>PREMIER (W)</b>	8	0	2	0	0	0	6	0	Out of Compliance

**SMART SOFTWARE LICENCE**

To view and manage Cisco Spaces software license for your Cisco Smart Account, go to Smart Software Manager

**SMART SOFTWARE LICENCE** [Actions](#)

Registration Status ✔ Registered 16-12-2025

License Compliance ✘ Out of Compliance

**Step 4** To upgrade or change the license for your Cisco Spaces account, click **Change**.

The **Select License** window is displayed. The current license detail is displayed in the top right of the window. The upgrade possibilities are enabled in the **Select License** window.

Select License

0 Switches 88 APs 13 Cameras 141 Locations 42 Sensors 3 Signage Devices 0 Webex Devices

License  
ADVANTAGE

**EXTEND**  
View and understand realtime and historical behavior of people & assets in your properties through our analytics apps suite.

**SMART VENUES**  
View and understand realtime and historical behavior of people & assets in your properties through our analytics apps suite.

**SMART OPERATIONS**  
View and understand realtime and historical behavior of people & assets in your properties through our analytics apps suite.

**SMART OPERATIONS BASE**  
View and understand realtime and historical behavior of people & assets in your properties through our analytics apps suite.

Cancel Activate

- a) Select the plan you would like to upgrade.

A warning message is displayed with license upgrade information.

- b) Check the **I accept the terms and conditions** checkbox to proceed.  
c) Click **Change Plan**.

Cisco Spaces displays a success notification message. You need to log out, and then log back in to Cisco Spaces to use the new license privileges.

**Step 5** In the **Smart License Status** area, the following information is displayed:



- **Renew Registration:** Click to renew Cisco Spaces smart license registration. Use **Renew Registration** when you want to renew the registration identity and certificate.

**Note**

- This action is optional as renew registration is performed by Cisco Spaces automatically in backend at the time of registration.
  - This action renews the Registration ID and Certificate with CSSM. Cisco Spaces performs this action automatically every 6 months from backend.
- **Re-register:** Click to re-register Cisco Spaces smart license in the CSSM. Use **Re-register** only when you are ready to replace the existing registered instance.

**Note**

- This action forcefully re-registers Smart License and overrides any existing registered instance. This action results in reported data loss of that particular instance in Smart Account.
- We recommend that you perform this action to troubleshoot Smart License.

- **Deregister:** Click to deregister Cisco Spaces smart license from CSSM.

**Note**

We recommend that you perform this action if Cisco Spaces is not in use and you want to deregister the instance from CSSM.

**Step 7** In the **Account Details** area, the following information is displayed:

- **Smart Account Name:** Displays the Cisco Spaces smart license account name.
- **Virtual Account:** Displays the Cisco Spaces virtual account name.
- **Product Instance Name:** Displays the Cisco Spaces product instance name.

Use **Refresh** option to refresh the account details.

**Note**

**Smart Account Name**, **Virtual Account**, and **Product Instance Name** remain the key account-identification fields for the linked CSSM registration.

**Step 8** In the **Access Points** area, the following information is displayed:

- **Active APs:** Displays the number of active access points.

**Step 9** In the **Smart License Usage** area, the following information is displayed:

- **License (Version):** Displays the license version.
  - **Description:** Displays the license description.
  - **Devices:** Displays the device counts.
  - **Status:** Displays the license status.
-

