



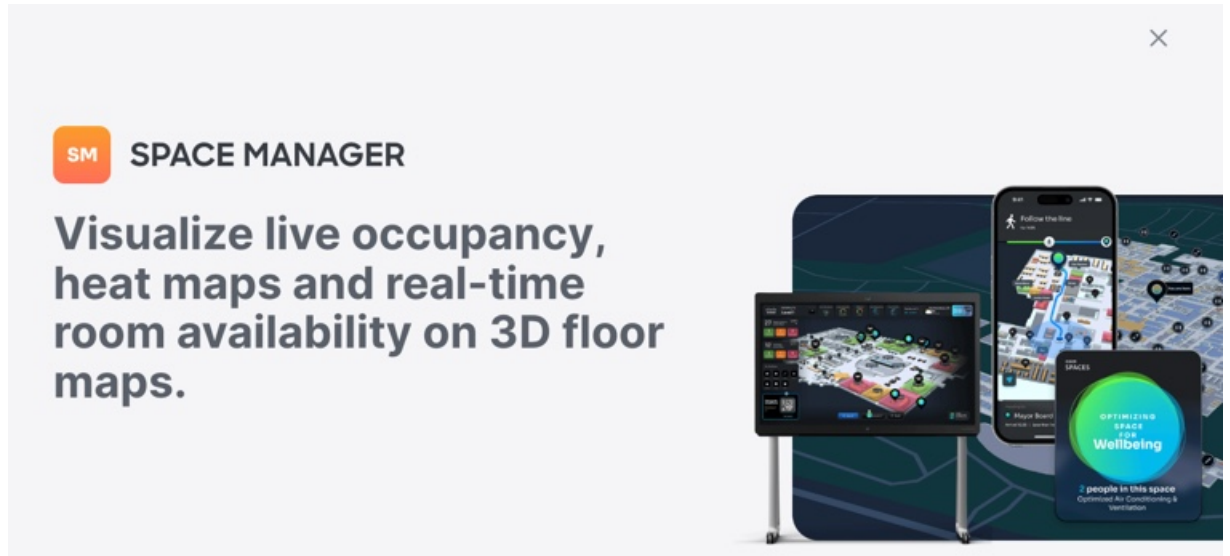
Space Manager

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Overview of Space Manager

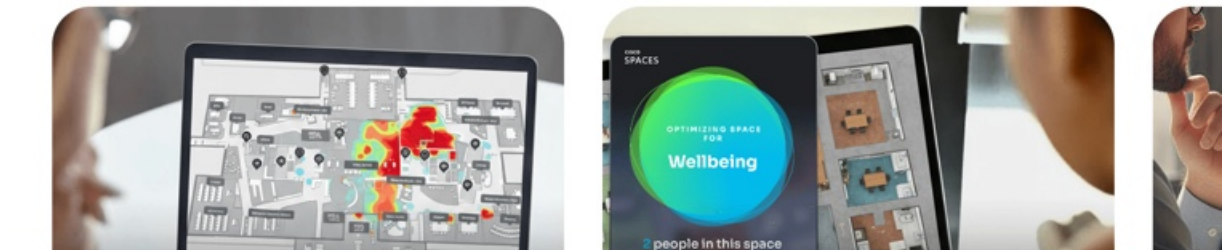
The **Space Manager** app enables facility managers to configure integrated devices such as Cisco Meraki and Cisco IoT devices and sensors in your workspace to provide access to real-time occupancy data like meeting room capacity and availability.

Figure 1: Space Manager



About the App

Visualize live occupancy and environmental conditions across your building with dynamic 3D maps. Instantly identify underused areas, crowded zones, or comfort issues by tracking room capacity, air quality, temperature, humidity, and noise. Add, edit, or remove devices and sensors and update workspace metadata such as name, type, and capacity – all in one place.


[Close](#)
[Open App](#)

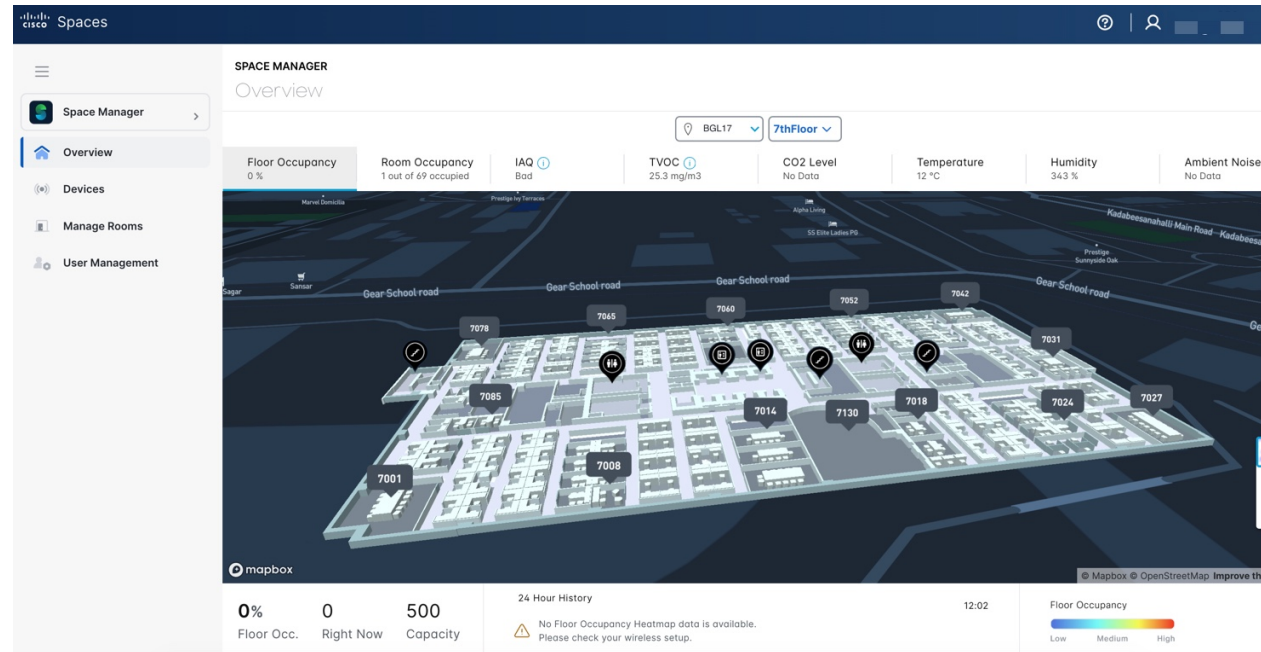
This app also displays environment-related telemetry such as ambient temperature, humidity, air quality, and noise on 3D digital maps for the meeting room, floor, or building.

- In the **Devices** section, you can view the configured devices and their telemetry details on digital maps
- In the **Manage Rooms** section, you can view the count of configured meeting rooms and their details such as number of associated devices. You can also add or remove devices from the selected meeting rooms.
- In the **User Management** section, you can view a listing of all **Space Manager** users and their assigned roles. You also have the option to invite users to a specific campus, Meraki Org, building or network.

The **Space Manager** app is tied to these license types:

- ACT (displayed in UI as Advantage)
- UNLIMITED
- PREMIER_W
- PREMIER_CW

Figure 2: Space Manager App

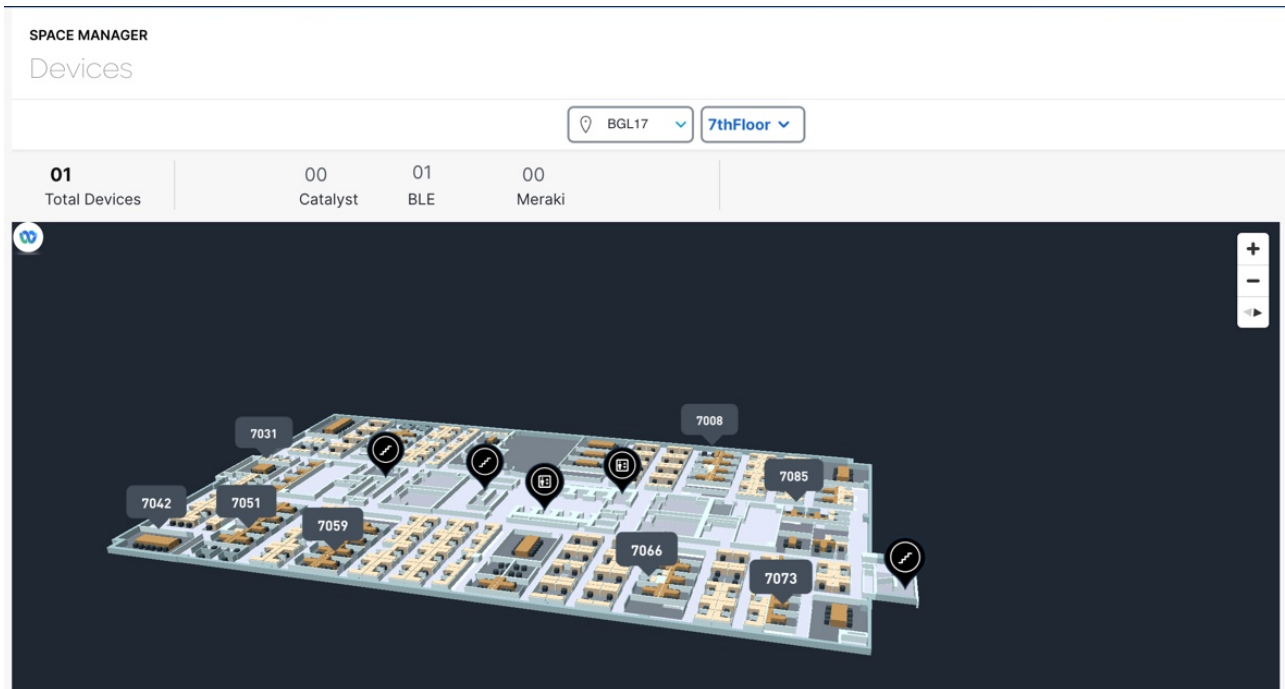


Manage Devices

Procedure

- Step 1** In Cisco Spaces, choose **Dashboard > Space Manager**. The **Space Manager** window is displayed.
- Step 2** In the left pane, click **Devices**.
- Step 3** From the filter options drop-down list, choose the building and floor.
- Step 4** View these device details:
 - Total Devices
 - Catalyst
 - BLE
 - Meraki

Figure 3: Devices



Manage Rooms

In the **Space Manager** app, you can view information about various rooms in a building or floor in the **Manage Rooms** page.

If you select a room, you can add **Capacity** and **Tags** metadata to the room details to provide additional information. These changes are intended to help you manage rooms more efficiently

Procedure

- Step 1** In Cisco Spaces, choose **Dashboard > Space Manager**.
The **Space Manager** window is displayed.
- Step 2** In the left pane, click **Manage Rooms**.

Figure 4: Manage Rooms

SPACE MANAGER
Manage Rooms

BGL17 7thFloor

Export

Q Search By Sensor By Webex By calendar 70 results

Room	Webex Workspace	Occupancy Sensor	Calendar	Sensors	
7038	Spaces Zone	WebEx	--		...
7062	--	--	--		...
7050	--	--	--		...
7026	--	--	--		...
7008	--	--	--		...

Rows per page 30 1-30 of 70 < 1 2 3 >

Step 3 In the **Manage Rooms** page, a table listing of configured rooms is displayed.

You can view configuration information about these parameters:

- Webex Workspace
- Occupancy Sensor
- Calendar
- Sensors

Use the **Search** field to search for meeting rooms.

Step 4 From the filter options drop-down list, choose the building and floor.

Step 5 To filter the records, click from any one of these drop-down lists:

- **By Sensor:** Choose the required sensor filter options.
- **By Webex:** Choose the required filter options.
- **By Calendar:** Choose the required filter options.

Step 6 Click **Export** if you want to export the room details in a CSV format.

Step 7 Perform these if required:

- Click **Edit** icon to edit any of these parameters.
- Click the three dots to view these options: **Add IoT Sensors** and **Disconnect Webex Workspace**.

Click **Add IoT Sensors** to add sensor devices. For more information, refer to [Add IoT Sensor\(s\), on page 9](#).

- Click the **Settings** icon to reset or filter the display options. For more information, refer to [Table Settings, on page 11](#).

Step 8

Click the room to view the summary of the room metadata from digital maps, added sensors and other relevant information.

The left pane displays these options:

- Room Details
- IoT Sensor
- Calendar
- Occupancy

Figure 5: Room details

← Manage Rooms

7038

Room Details

IoT Sensor 0

Calendar

Occupancy

Room Details

Summary of room metadata from Digital Maps, added sensors, and other custom details.

Details from Digital Map

Name 7038

ID 179752fc-d5c4-49f1-b04b-8ac2c72cd1e2

Type Meeting Room

Sensors ⓘ

People Count <input type="checkbox"/> No Sensor	Presence <input type="checkbox"/> No Sensor	Temperature <input checked="" type="checkbox"/> Available
Humidity <input type="checkbox"/> No Sensor	Noise <input type="checkbox"/> No Sensor	IAQ <input checked="" type="checkbox"/> Available
TVoC <input type="checkbox"/> No Sensor	CO2 <input type="checkbox"/> No Sensor	

Capacity **People**

Tags tag1 × tag2 × tag32 × tag6 ×

Step 9

In the **Room Details** section, for the room you select, you can:

- In the **Capacity** field, enter the people capacity.
- Click **Tags** field to view the list of available tags.
- Check the required tag check box.
- Click **Save**.

Figure 6: Room details









Room Details

Summary of room metadata from Digital Maps, added sensors, and other custom details.

Details from Digital Map

Name 7038
ID 179752fc-d5c4-49f1-b04b-8ac2c72cd1e2
Type Meeting Room

Sensors ⓘ

 People Count	<input type="checkbox"/> No Sensor	 Presence	<input type="checkbox"/> No Sensor	 Temperature	<input checked="" type="checkbox"/> Available
 Humidity	<input type="checkbox"/> No Sensor	 Noise	<input type="checkbox"/> No Sensor	 IAQ	<input checked="" type="checkbox"/> Available
 TVoC	<input type="checkbox"/> No Sensor	 CO2	<input type="checkbox"/> No Sensor		

Capacity

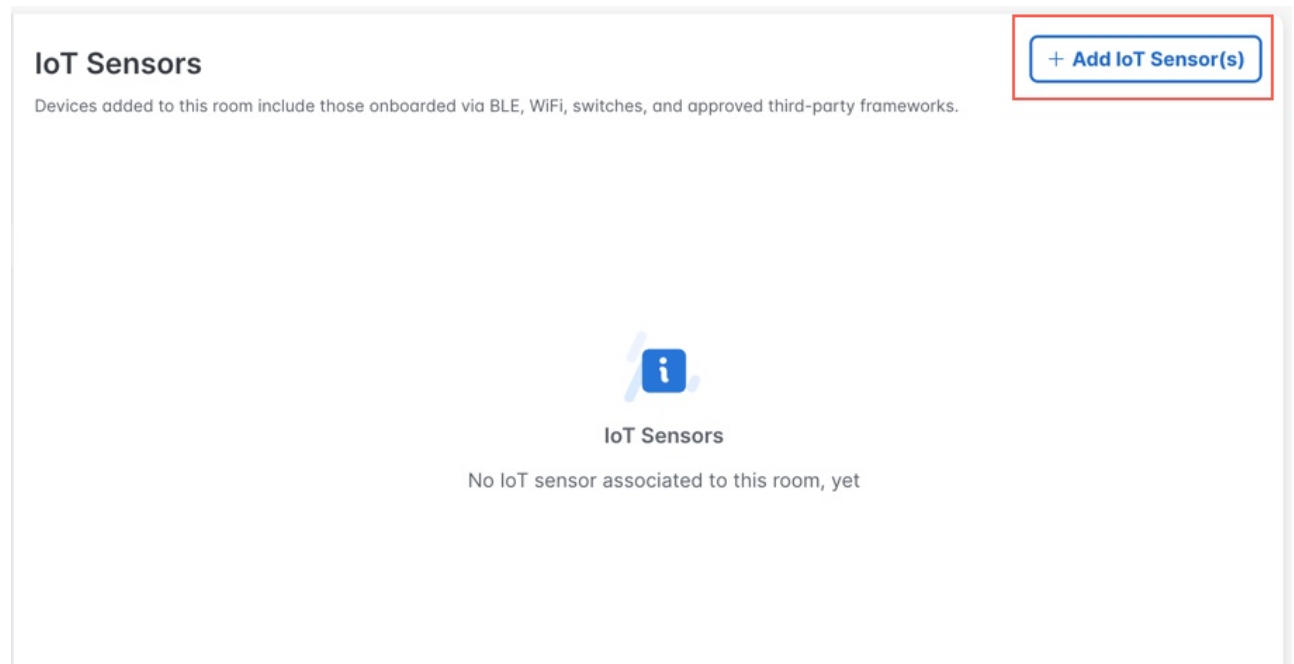
4 People

Tags

tag1 × tag2 × tag32 × tag6 ×

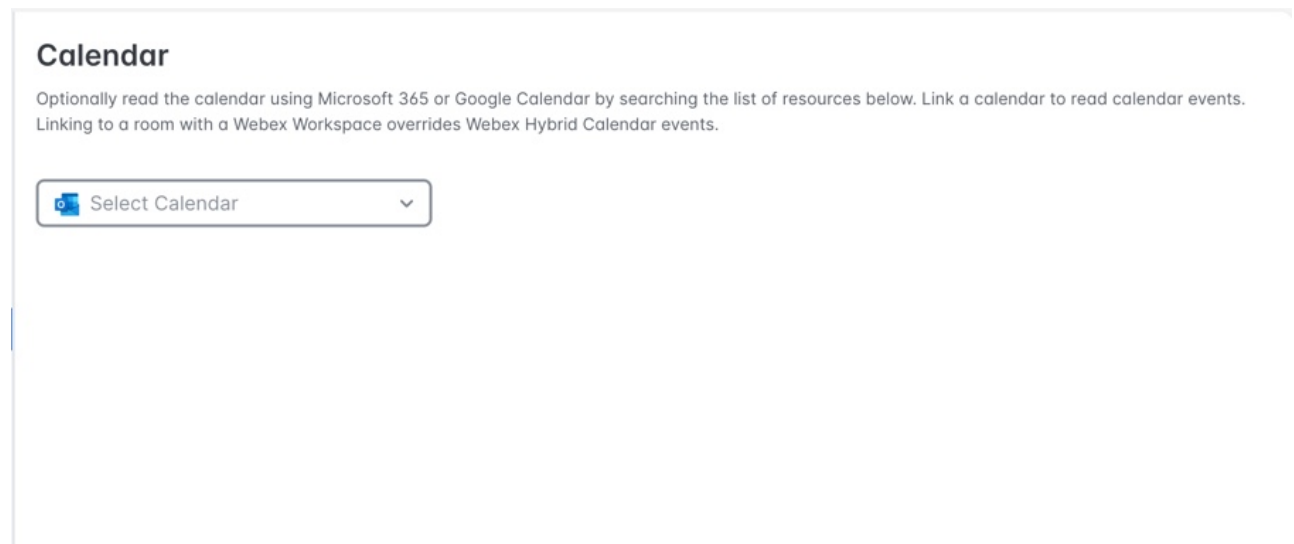
Step 10 In the **IoT Sensor** section, click **Add IoT Sensor(s)** to [associate IoT sensor devices](#) to the selected room.

Figure 7: IoT Sensor



Step 11 In the **Calendar** section, from the **Select Calendar** drop-down list, select and link a calendar to read calendar events.

Figure 8: Calendar



Step 12 In the **Occupancy** section, update the primary device for occupancy status.

Figure 9: Occupancy

Occupancy

Settings to change the primary device for occupancy status.

Occupancy Device

WebEx - Spaces Zone

Occupancy Type

Presence + People Count

People Count

Presence

- a) From the **Occupancy Device** drop-down list, select the device.
- b) Choose the **Occupancy Type**. The options are:
 - Presence + People Count
 - People Count
 - Presence

Step 13 Click **Save** to save the updates.

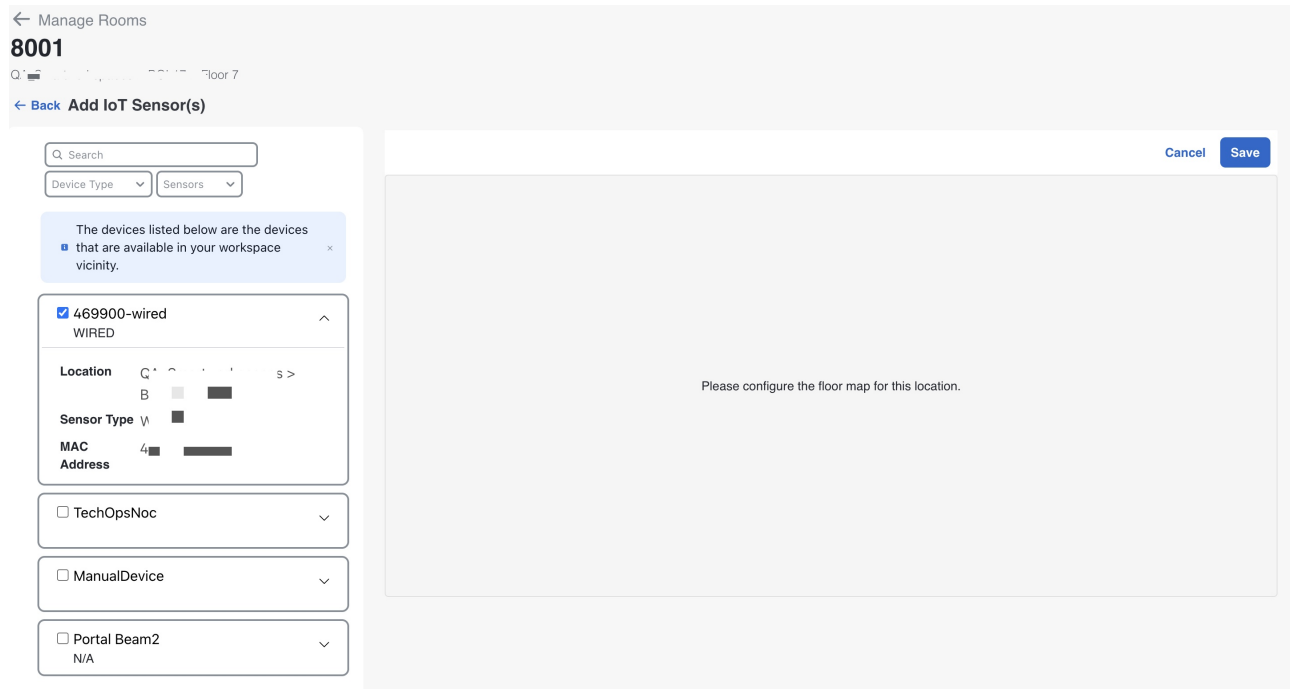
Add IoT Sensor(s)

The **Add IoT Sensor(s)** page enables administrators to associate available IoT sensor devices with a selected room. This page displays all the devices available in your workspace vicinity.

Procedure

Step 1 In the **Add IoT Sensor(s)** page, check the check box next to the required device tile.

Figure 10: Add IoT Sensor(s)



Step 2 For the selected device, click the down arrow to view these details.

- Location
- Sensor Type
- MAC Address

Step 3 At the top of the left panel, you can use these filter options to refine the list of available devices.

- Use the **Search** field to find a device by name or identifier.
- From the **Device Type** drop-down list, select either **Wired** or **BLE** to filter devices by category.
- From the **Sensors** drop-down list, select any required sensor-related devices option to refine the display.

The options are:

- Humidity
- AQI
- Weather
- Temperature
- CO2

- Presence

Step 4 Configure the floor map for the location.

Step 5 Click **Save**.

Table Settings

Table settings allow you to personalize the appearance and layout of the table by adjusting row density, selecting which columns to display, and arranging the order of columns.

To access **Table settings**, click the **Settings** icon in the **Manage Rooms** window.

Figure 11: Table settings

Table settings ×

Table density

- Condensed
- Compact
- Comfy
- Spacious

Column settings

Select or deselect to show or hide columns. Reorder columns by dragging.

- :: Room
- :: Capacity
- :: IoT Sensors
- :: Occupancy Sensor
- :: Calendar

Reset to default Cancel Apply

In the **Table settings** slide-in window, you can perform these actions.

Change Table Density

Under **Table density** area, select how compact or spacious the rows in your table appear. The options are:

- **Condensed:** Displays more rows with tight spacing.
- **Compact:** Offers balanced spacing.
- **Comfy:** Adds more padding for easier reading.
- **Spacious:** Provides the most spacing for maximum readability.

Show or Hide Columns

In **Column settings**, use checkboxes to control column visibility:

- Check a check box to show a column.
- Uncheck a check box to hide a column.

Available options include:

- **Capacity**
- **IoT Sensors**
- **Occupancy Sensor**
- **Calendar**



Note The **Room** column is mandatory and cannot be hidden.

Reorder Columns

Within **Column settings**, drag columns using the drag handle (grip icon) to change their order. After applying changes, the table updates to reflect the new column arrangement.

Save or Discard Changes

At the bottom of the settings panel, you can click:

- **Apply:** To save changes and update the table.
- **Cancel:** To close the panel without saving.
- **Reset to default:** To restore default settings for density, columns, and column order.

Manage Users

Procedure

Step 1 In Cisco Spaces, choose **Dashboard > Space Manager**.
The **Space Manager** window is displayed.

Step 2 In the left navigation pane, click **User Management**.

The **User Management** is displayed.

Figure 12: User Management

User Management

Users Roles

Users + Invite User

Search 56 results

User	Email Address	Role	Invitation Status	Locations	Settings
<input type="checkbox"/>		ReadWrite User Full Permission	Invited - Not yet responded. Resend invite		...
<input type="checkbox"/>			Accepted		
<input type="checkbox"/>		ReadWrite User Full Permission	Invited - Not yet responded. Resend invite		...
<input type="checkbox"/>		ReadWrite User Full Permission	Invited - Not yet responded. Resend invite		...
<input type="checkbox"/>		..	Invited - Not yet responded.		
<input type="checkbox"/>		.	Invited - Not yet responded.		
<input type="checkbox"/>		.	Invited - Not yet responded.		
<input type="checkbox"/>		n	Invited - Not yet responded.		
<input type="checkbox"/>		... ReadWrite User Full Permission	Invited - Not yet responded. Resend invite		...

Step 3 In the **User Management** window, click the **Users** tab.

Step 4 To invite other Cisco Spaces users to use the **Space Manager** app, click **Invite User**.

Step 5 Specify these parameters.

- Enter the user's email address associated with their Cisco Spaces account.
- Choose the role depending on the user's access privilege. You can choose between **Read Write User** (full access) or **Read Only User** (read-only access).

Note

To view user roles available in **Space Manager**, in the **User Management** window, click the **Roles** tab.

- Role depending on the user's access privilege. You can choose between **Read Write User** (full access) or **Read Only User** (read-only access).
- Location from the **Location Hierarchy** available in Cisco Spaces. Click **Choose Locations** to view all locations.

Step 6 Click **Send Invitation**.

Step 7 To delete an existing user, in the **Users** table, select the desired user(s) and click **Delete**. The **Users** table is displayed listing available users and their assigned roles.
