



User Management

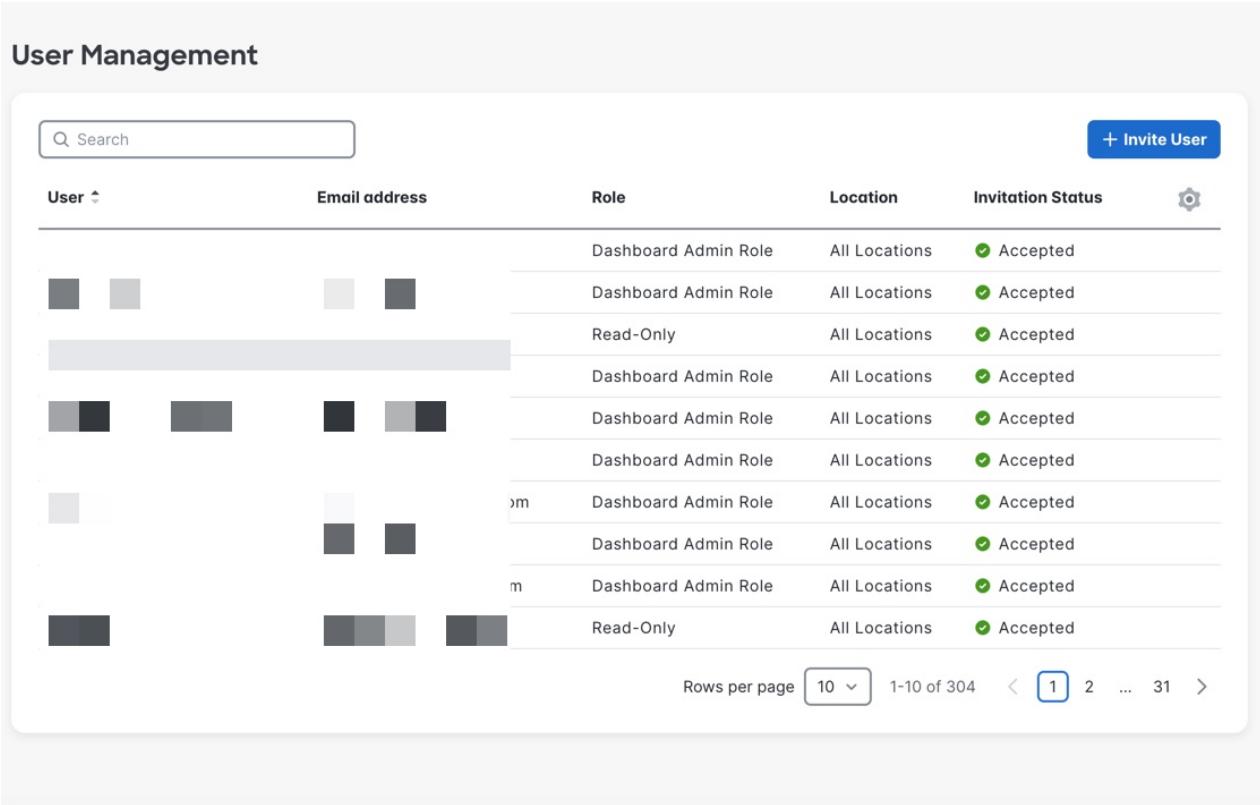
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User Management

The **User Management** section in Cisco Spaces allows administrators to centrally manage user access, roles, and location permissions within the Space Utilization App. The feature provides capabilities to view all existing users, monitor their invitation status, assign appropriate roles, and invite new users into the app.

Key features

- Search functionality: Use the **Search** bar for quick sesarch and filtering
- New User Invitation workflow with email entry, role selection, and location assignment.
- User attributes: Displays the user details such as **Name**, **Email**, **Role** (Read Only User, Dashboard Admin Role), **Location**, and **Invitation Status**.
- Pagination controls

Send a user invitation**Figure 1: User management**


The screenshot shows a table with columns: User, Email address, Role, Location, and Invitation Status. The table contains 12 rows of user data. The 'User' column shows small grayscale profile pictures. The 'Email address' column shows partially redacted email addresses. The 'Role' column lists 'Dashboard Admin Role' for most users and 'Read-Only' for one. The 'Location' column shows 'All Locations' for all users. The 'Invitation Status' column shows 'Accepted' with a green checkmark for all users. A search bar and a 'Invite User' button are at the top. Pagination at the bottom shows '10' items per page, '1-10 of 304', and page numbers 1, 2, ..., 31, >.

User	Email address	Role	Location	Invitation Status
	user1@domain.com	Dashboard Admin Role	All Locations	Accepted
	user2@domain.com	Dashboard Admin Role	All Locations	Accepted
	user3@domain.com	Read-Only	All Locations	Accepted
	user4@domain.com	Dashboard Admin Role	All Locations	Accepted
	user5@domain.com	Dashboard Admin Role	All Locations	Accepted
	user6@domain.com	Dashboard Admin Role	All Locations	Accepted
	user7@domain.com	Dashboard Admin Role	All Locations	Accepted
	user8@domain.com	Dashboard Admin Role	All Locations	Accepted
	user9@domain.com	Dashboard Admin Role	All Locations	Accepted
	user10@domain.com	Dashboard Admin Role	All Locations	Accepted
	user11@domain.com	Read-Only	All Locations	Accepted

Send a user invitation

Add a new user to Space Utilization App by sending an invitation with the appropriate role and location permissions.

Use this procedure when you need to add a new users to Space Utilization App and provide then appropriate access permissions.

Procedure

- Step 1** In the Space Utilization App, navigate to the **User Management** section from the left-navigation menu.
- Step 2** In the **User Management** window, click **Invite User**.
The **Invite User** window is displayed.
- Step 3** In the **Email** field, enter the user's email address.
- Step 4** From the **Role** drop-down list, choose the appropriate role for the new user. The options are: **Read Write User** and **Read Only User**.
- Step 5** Click **Select Locations** to choose which locations the user will have access to from the **Choose Locations** pop-up window.

- a) Check the check boxes corresponding to the location you want to give access to.
- b) Verify the selected location details in the **Select Locations** area.
- c) Click **Select Locations**.

Step 6 Click **Send Invitation**.

The new user invitation is sent successfully, and the recipient will receive an email with instructions to accept.

What to do next

The newly invited user details are displayed in the **User Management** list with the status **Pending** until they accept the invitation.

Send a user invitation