



# Manage Users

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## Manage Users

Managing users is done using the **User Management** tab which is further divided into four tabs

- **Administrators**—Lists information about administrators defined on the Cisco Spaces dashboard with administrative access rights to the app.
- **App Users**—Lists information about users defined within the Cisco Spaces: Asset Locator application
- **User Roles**—Define role-based access control (RBAC), where users or groups of users are provided with various user roles.
- **Permissions**—Define an access profile for each User Role. A profile is a collection of controls and restrictions which can be then assigned to a user role

## Configuring User Permissions, User Roles, and Users

The Asset Locator users are provided with Role-based access control (RBAC), where users or groups of users are provided with various User Roles. Some of the User Roles are AdminAccess and ReadOnlyAccess.

User Roles are differentiated by the permissions associated, departments, categories and sites. You can establish permissions for individual components of Asset Locator, allowing you to delegate and share responsibilities across your organization.

For instance, your floor staff might have require access rights to viewing or searching for assets, and executing reports. However, your IT staff will require access rights to add and edit assets and create new reports

Permissions are in the form of profiles that are associated with User Roles. A profile is a collection of controls and restrictions which can be then assigned to a User Role. Permissions are created by selecting checkboxes for various Asset Locator features like **Configure Assets**, and assigning permissions like view or edit to these features.

### Before you begin

- Ensure that categories and departments are configured.
- Ensure that maps are uploaded.

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**Step 1**

(Optional) In the left navigation pane, click **User Management>Permissions**.

- a) Click **Add**.
- b) In the **Permission** dialog box, enter **Name**, **Description**, and configure the necessary permissions by selecting the checkboxes and click **Save**.

Table 1: Default Permissions and Privileges

Permissions	Privilege
AdminAccess	Read and write access to entire system.
ReadOnlyAccess	Read only access.

**Step 2** In the left navigation pane, click **User Management>User Roles** and click **Add**.

**Step 3** In the **Role** dialog box, do the following:

- a) Name: Enter a Name for the user role.
- b) Permission: Select a Permission from the drop-down list.
- c) Select specific **Departments**, **Categories** or **Sites**.

**Step 4** Invite users by entering their email IDs and selecting **Role** as configured in Step 2.

## Modifying Users and User Roles

You, as an administrator, cannot modify the personal details of a user. The users also cannot modify their personal details from the **User Management** tab.

The Asset Locator Administrator can modify user roles only. The Asset Locator Administrator can edit the role of a specific user by editing user details from **User Management>App Users**.

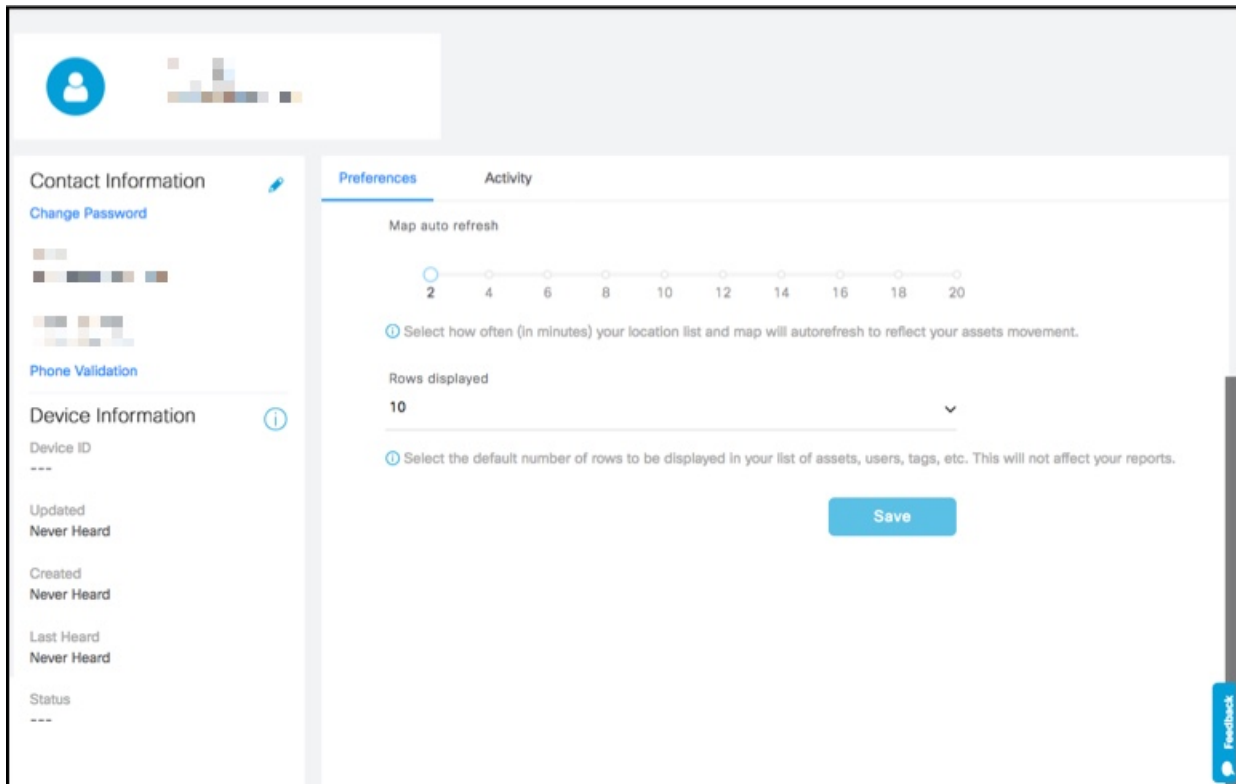
**Figure 1: Administrator can only modify roles of each individual user**

The screenshot shows a web form titled "Edit user" with a close button (X) in the top right corner. The form contains several input fields: "First name\*" with the value "DNASpacesTeam", "Last name\*" with the value "Support", "Email\*" with the value "support@dnaspaceteam.cisco.com", "Role\*" with a dropdown menu showing "Admin", "Phone number" with a blue location pin icon, and "Account Status" with the value "Accepted". At the bottom of the form are two buttons: "Cancel" and "Save". The "Role\*" dropdown menu is highlighted with a blue border, indicating it is the only field that can be modified by an administrator.

Users listed under **User Management > Administrators** are administrators defined in the Cisco Spaces dashboard. This type of user cannot be edited from Asset Locator, and can be edited from the Cisco Spaces dashboard only.

**Step 1** To modify user details, users must log in to their respective accounts on the Asset Locator dashboard and click the profile button in the top right corner, and from the drop-down menu, click **User Settings**. Look for **Contact Information** and click the pencil icon beside it.

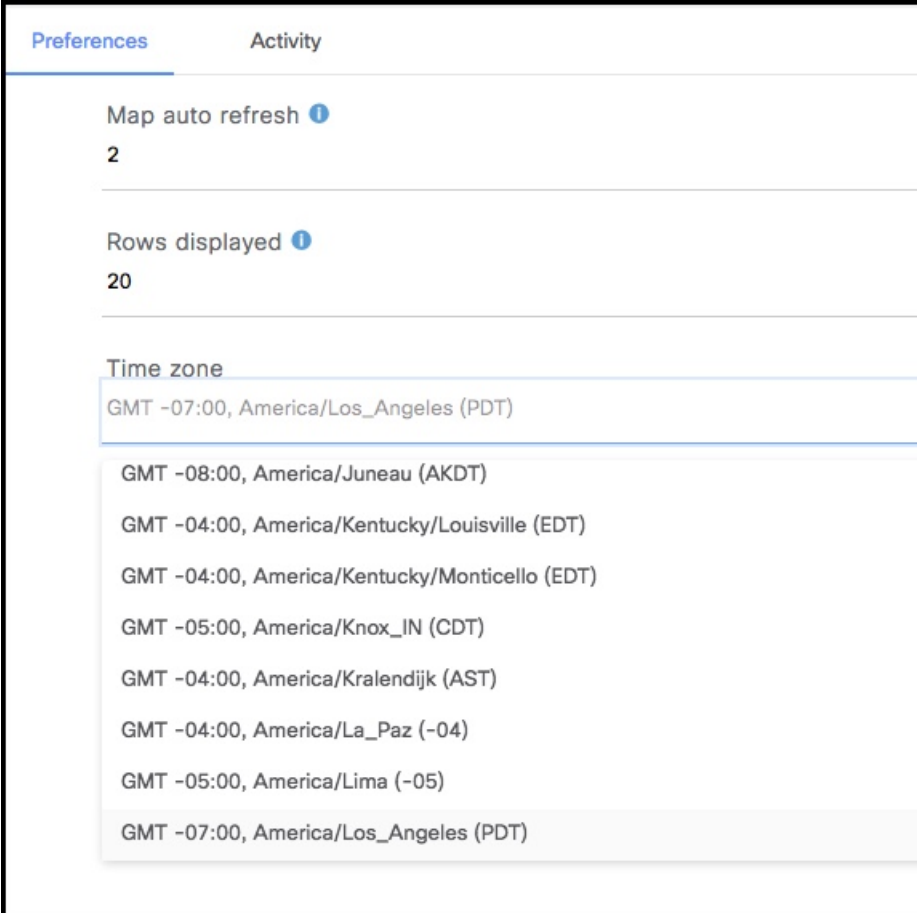
*Figure 2: Users can modify personal details from User Settings*



**Step 2** From the **Preferences** tab of this page, you can set the following:

- Map auto refresh: Select how often (in minutes) your location list and map auto refreshes to reflect your assets movement.
- Rows displayed: Select the default number of rows to be displayed in your list of assets, users, tags, and so on. This value does not affect your reports.
- Time zone: Select your time zone.

Figure 3: Time Zone Selection



The screenshot shows a user preferences interface with two tabs: "Preferences" (active) and "Activity". Under the "Preferences" tab, there are three settings:

- Map auto refresh ⓘ: 2
- Rows displayed ⓘ: 20
- Time zone: A dropdown menu is open, showing a list of time zones. The currently selected option is "GMT -07:00, America/Los\_Angeles (PDT)".

The dropdown menu contains the following options:

- GMT -07:00, America/Los\_Angeles (PDT)
- GMT -08:00, America/Juneau (AKDT)
- GMT -04:00, America/Kentucky/Louisville (EDT)
- GMT -04:00, America/Kentucky/Monticello (EDT)
- GMT -05:00, America/Knox\_IN (CDT)
- GMT -04:00, America/Kralendijk (AST)
- GMT -04:00, America/La\_Paz (-04)
- GMT -05:00, America/Lima (-05)
- GMT -07:00, America/Los\_Angeles (PDT)

**Step 3** From the **Activity** tab, you can observe dashboard access activity like browsers used, access time, and location.

The screenshot displays the user profile interface in Cisco DNA Spaces. The page is titled 'Operational Insights' and features a navigation menu on the left. The main content area is divided into two sections: 'Contact Information' and 'Device Information'. The 'Contact Information' section includes fields for Email (amabdulr@cisco.com) and Phone number (+919731290731), with a 'Change Password' link and a 'Phone Validation' link. The 'Device Information' section shows fields for Device ID, Updated, Created, Last Heard, and Status, all of which are currently set to 'Never Heard'. To the right of these sections is a 'Preferences' and 'Activity' tab. The 'Activity' tab is active and displays a table of browser activity.

Browser	Last Access	Location
Firefox. v 63	Jan 9th, 2019 04:53:56 PM	Bengaluru, IN
Firefox. v 63	Jan 9th, 2019 01:49:50 PM	,
Firefox. v 63	Jan 9th, 2019 01:48:38 PM	,
Firefox. v 63	Jan 9th, 2019 01:48:17 PM	,
Firefox. v 61	Sep 3rd, 2018 02:19:49 PM	Bengaluru, IN