Set up Aeroqual Cloud users

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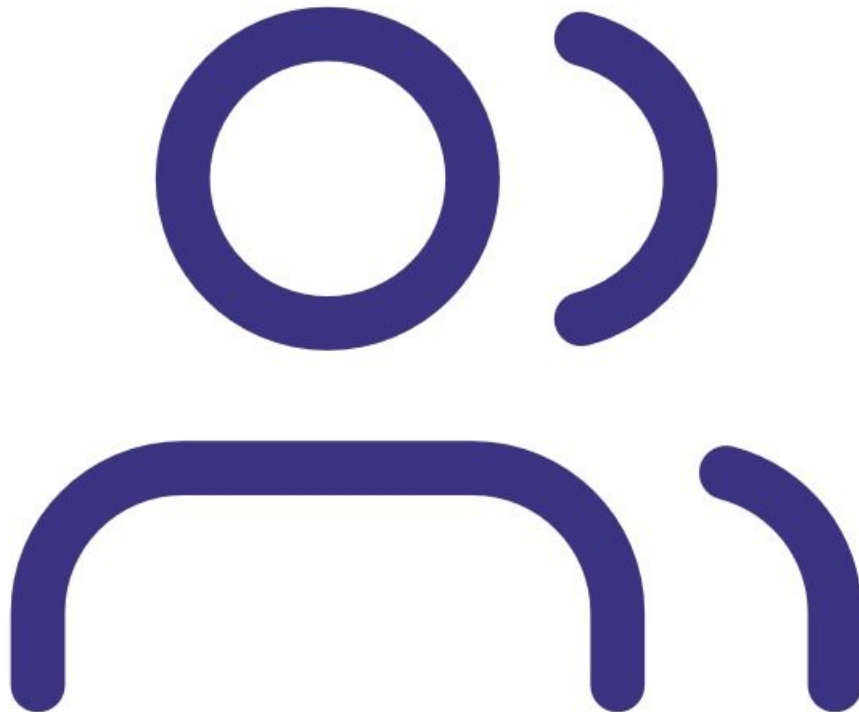
Step 1 — Enter Administration app

- From the Aeroqual Cloud home screen, select **Administration**.

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Step 2 — Understand user types

(i) The role types available for selection depend on the monitor's licence and the level of your own user type.

- There are 5 possible roles:

  - **Distributor Administrator**. Distributor administrators control login access for all users. They have full control over all monitor settings, and they can download data.

  - **Distributor**. Distributors have full control over all monitor settings, and they can view and download data.

  - **Engineer**. Engineers can calibrate and configure the monitor, and they can view and download data.

  - **User**. Users can view and download data, perform calibrations and change calibration settings.

 - **API User**. API users can download data off Connect using the Aeroqual Cloud API.

⚠ Users created in Cloud can't access Connect and vice versa. If you want an employee to access both, you need to set them up as users in both places.

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Step 3 — Create user

- To create a user and assign them to an organization or project, select the organization or project in the hierarchy.

- Click **New user**.

- Enter the employee's name and email address (the email address will serve as their login name).

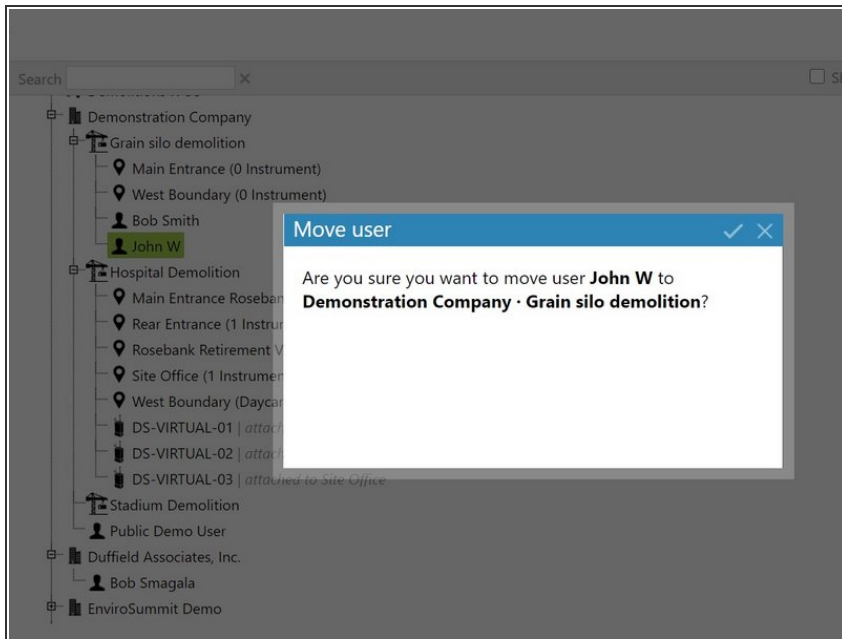- Select a role type.

- Click the tick icon to save.

- (i) The user will receive an email with a link to the Cloud login screen, where they will need to set their own password.
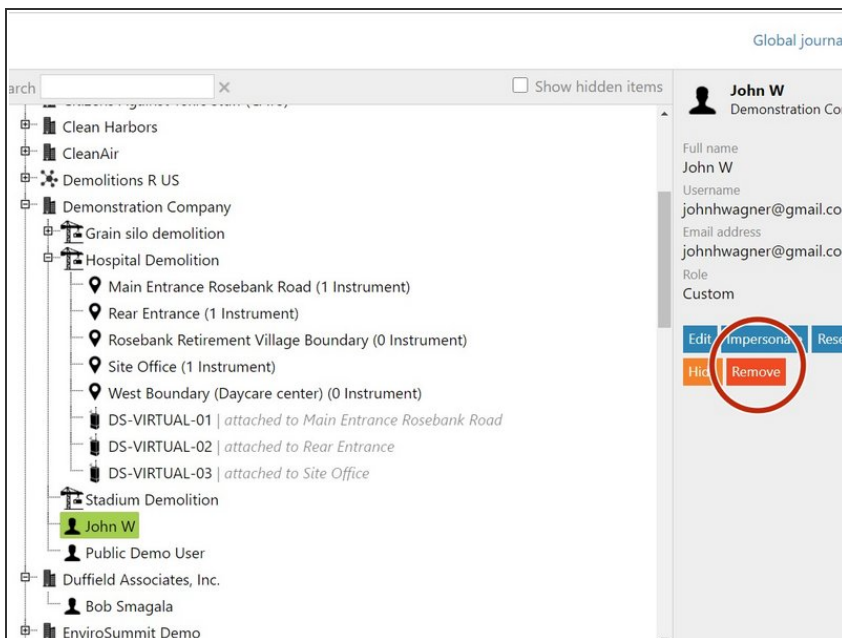
Step 4 — View user in hierarchy
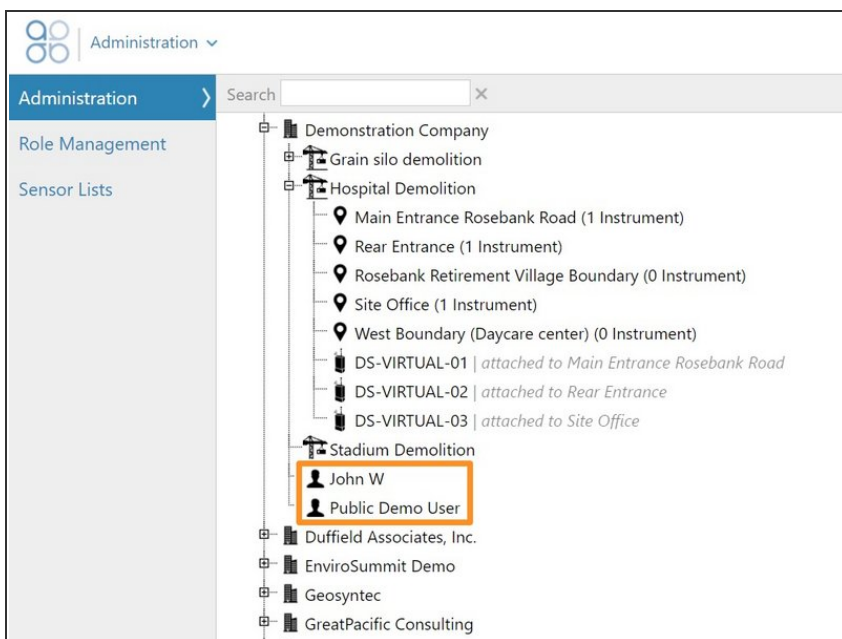
- Users assigned to an organization can see all monitors in that organization and all of the projects under the organization.

- Users assigned to a project can see only those monitors in that project.

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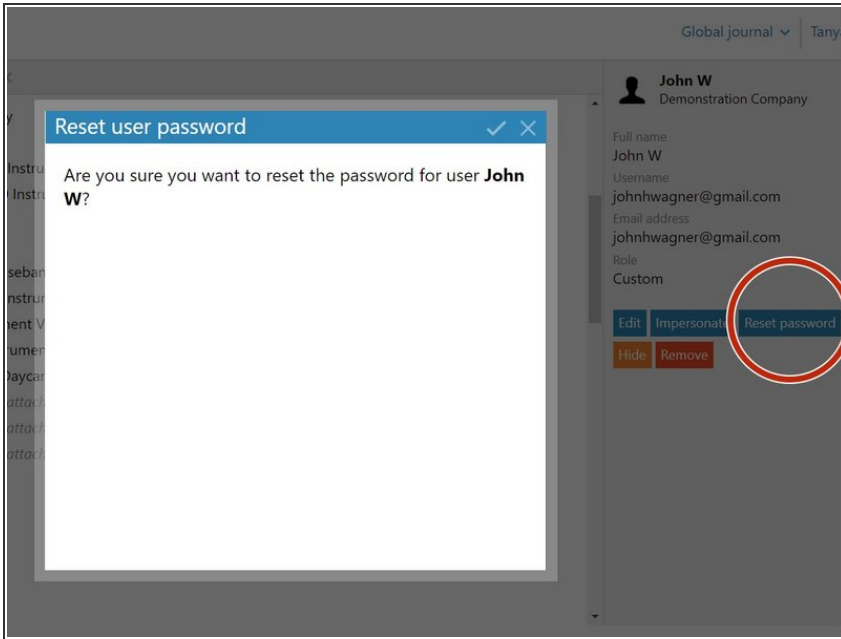
Step 5 — Move user

● To move a user to another organizational level or project, click and drag them in the main window.

Step 6 — Delete user

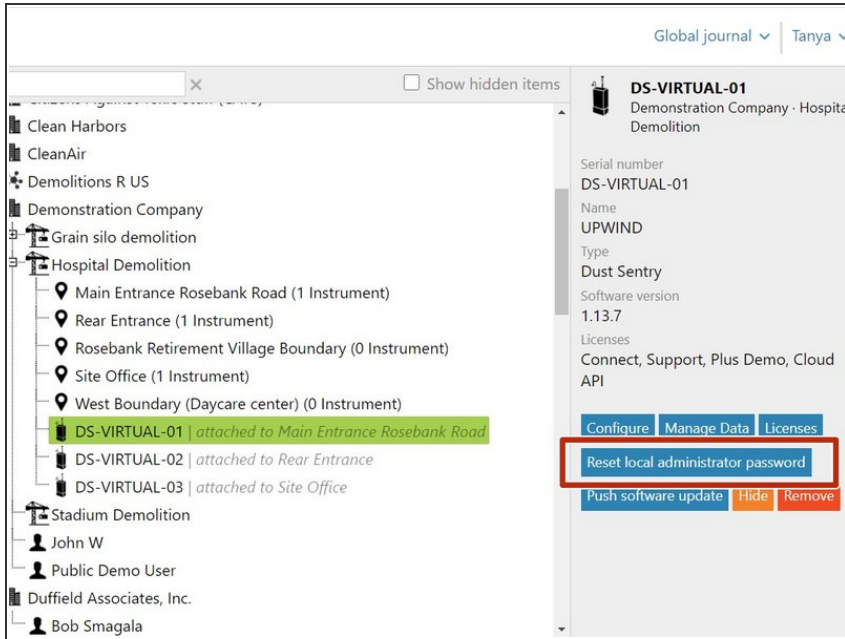

● To delete a user, simply select them in the hierarchy and click **Remove**.

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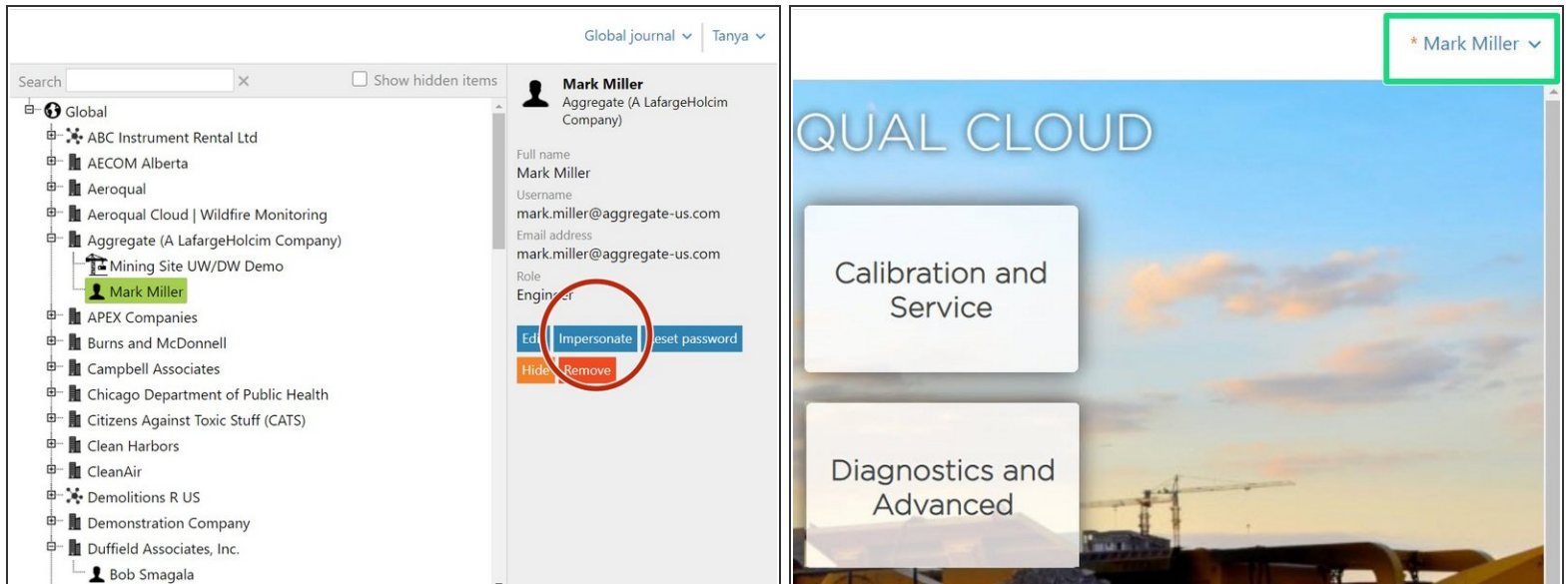
Step 7 — Reset password

- If you need to reset the password for a user, select them in the hierarchy and click **Reset password.**

- Click the tick icon to confirm.

- (i) The user will receive an email notifying them they'll need to change their password when they next log in.

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Step 8 — Reset local administrator password

- If an Aeroqual Connect administrator has forgotten their password and the default administrator has been deleted (login name: administrator / password: aqmadmin), you can recreate the default administrator in Cloud.

- Select the monitor in the hierarchy and click **Reset local administrator password.**

- Click the tick icon to confirm.

- ⓘ The administrator can now log in to Aeroqual Connect using the default administrator credentials (login name: administrator / password: aqmadmin) and reset their password.

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Step 9 — Impersonate user

ⓘ If you're a distributor administrator, you can log in as another user to check what functionality they can access.

● In this situation, select the user in the hierarchy and click **Impersonate**.

● When the confirmation box appears, click the tick icon.

● From the user's home screen, look around at the apps they can see.

● To log out, simply select **Log out** from the user drop-down.

● Select the tick to confirm the action and return to your own Cloud home screen.

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Step 10 — Track users

- To see a list of users for all the companies you manage, select **Dashboards** from your Aeroqual Cloud home screen.

- Select **Users** from the side menu.

- If needed, you can filter the table by organisation and user type. You can also order information alphabetically by clicking a column header.

- To download user details, click **Export**. The file format is comma-separated values (.csv), which is easily opened in Microsoft Excel.

For further support, contact [Technical Support](#).

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