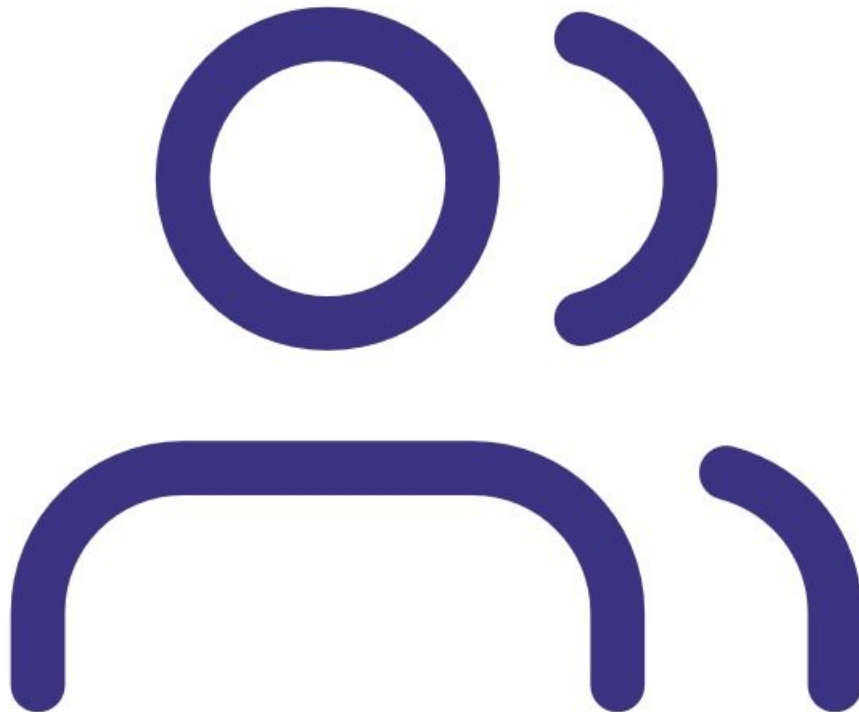




Set up Aeroqual Cloud users

Written By: Tanya Taylor



Step 1 — Enter Administration app



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

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](#).

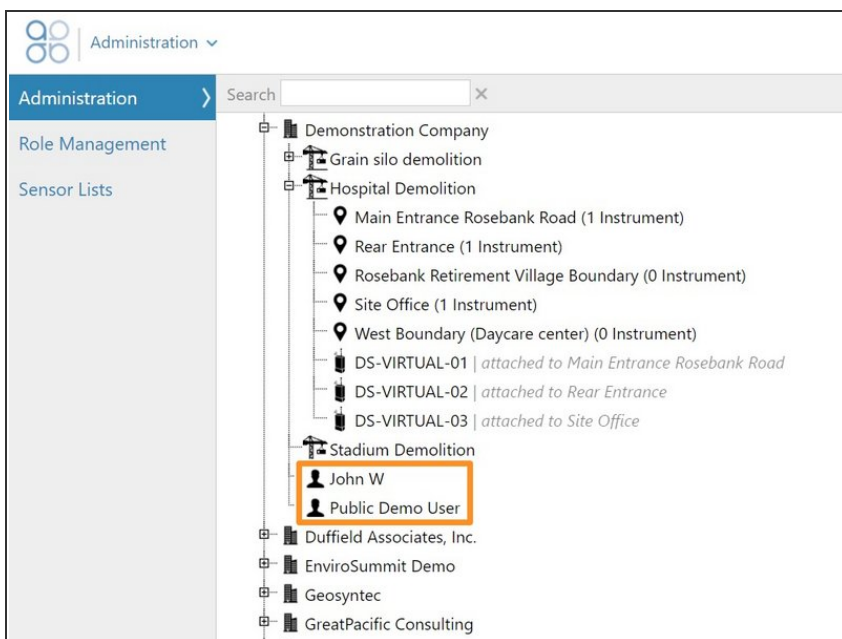
⚠ Users created in Cloud can't access Connect and vice versa. If you want an employee to access both, you need to set them up as users in both places.

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.

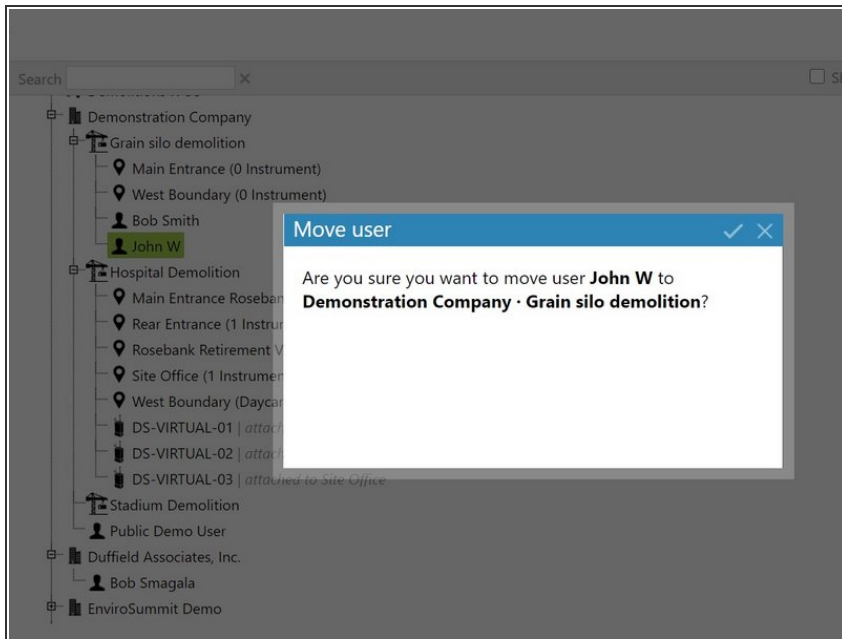
 The user will receive an email with a link to the Cloud login screen, where they will need to set their own password.

Step 4 — View user in hierarchy



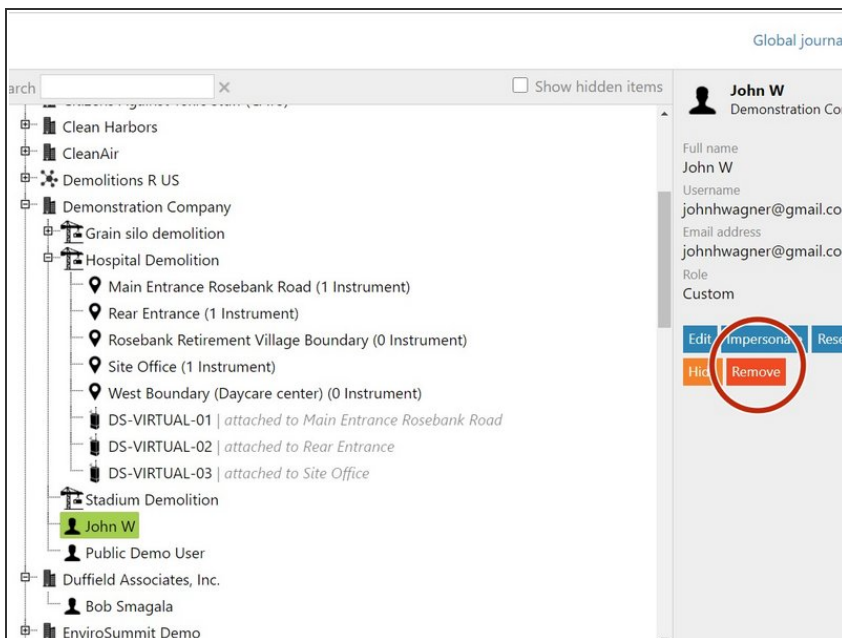
- Users assigned to an organization can see all monitors in that organization and all of the projects under the organization.
- Users assigned to a project can see only those monitors in that project.

Step 5 — Move user



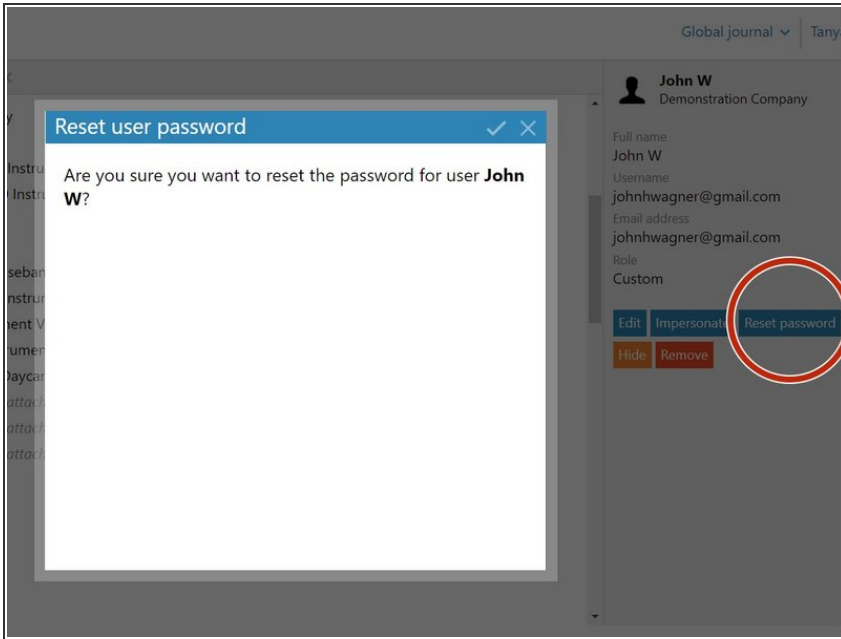
- To move a user to another organizational level or project, click and drag them in the main window.

Step 6 — Delete user



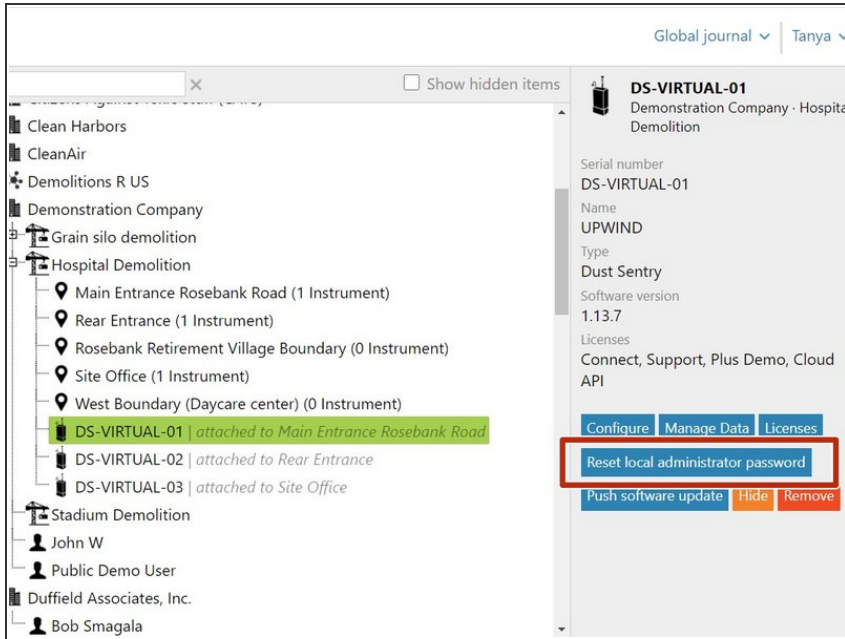
- To delete a user, simply select them in the hierarchy and click **Remove**.

Step 7 — Reset password



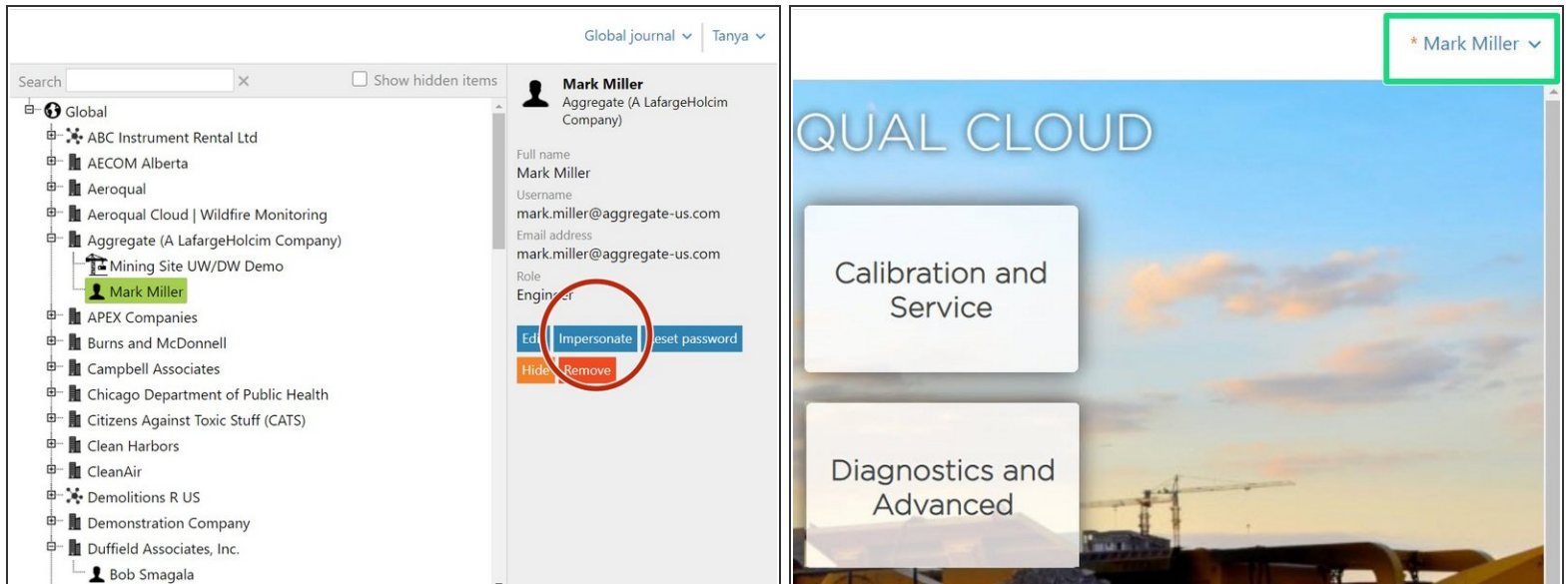
- If you need to reset the password for a user, select them in the hierarchy and click **Reset password**.
- Click the tick icon to confirm.
- ① The user will receive an email notifying them they'll need to change their password when they next log in.

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.

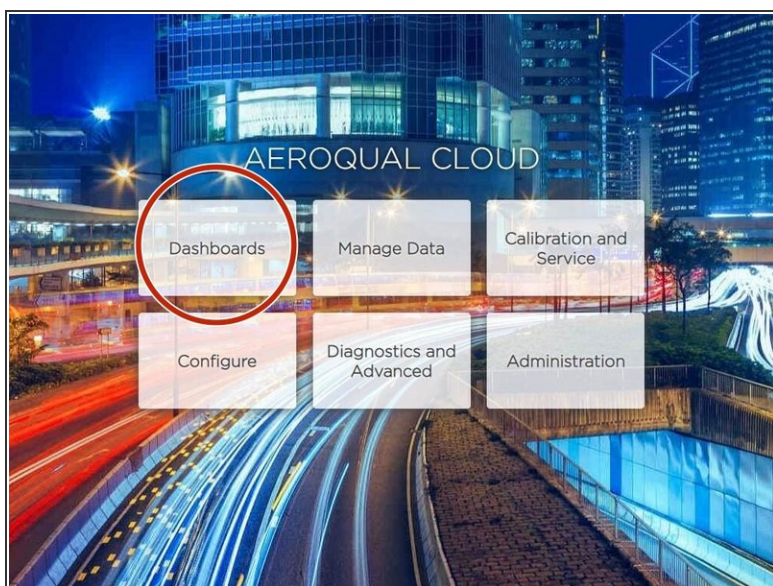
Step 9 — Impersonate user



i 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.

Step 10 — Track users



Global journal

Organisation: **All** Role: **All** **Export**

Organisation	Project	Full name	Login name	Email
Global		Carl Beck	carl.beck@aeroqual.com	carl.beck@aeroqual.com
Global		Marcus Tse	marcus.tse@aeroqual.com	marcus.tse@aeroqual.com
Global		John Wagner	john.wagner@aeroqual.com	john.wagner@aeroqual.com
Global		Carl Menezes	carl.menezes@aeroqual.com	carl.menezes@aeroqual.com
Global		Kyle Alberti	kyle.alberti@aeroqual.com	kyle.alberti@aeroqual.com
Global		Andrew O'brien	andrew.obrien@aeroqual.com	andrew.obrien@aeroqual.com
Global		Geoff Henshaw	geoff.henshaw@aeroqual.com	geoff.henshaw@aeroqual.com
Global		Jason Thongplang	jason.thongplang@aeroqual.com	jason.thongplang@aeroqual.com
Global		Prashant Agrawal	prashant.agrawal@aeroqual.com	prashant.agrawal@aeroqual.com
Global		Brian Newgent	brian.newgent@aeroqual.com	brian.newgent@aeroqual.com
Global		Drew Dintaman	drew.dintaman@aeroqual.com	drew.dintaman@aeroqual.com
Global		Roopesh Govind	roopesh.govind@aeroqual.com	roopesh.govind@aeroqual.com
Global		Tanya	tanya@fellowkiwi.co.nz	tanya@fellowkiwi.co.nz
Global		Collin Quarrie	collin.quarrie@aeroqual.com	collin.quarrie@aeroqual.com
Global		apitest	carlm.test@aeroqual.com	carlm.test@aeroqual.com
Metropolis City Environmental Monitoring Center	Downtown Smart City Network Project	software guy	s.guy@MCEMC.com	s.guy@MCEMC.com
Aeroqual Demonstration Company	Rosebank Rd	bob	bob@bob.bob	bob@bob.bob
		Public Demo User	demo@aeroqual.com	demo@aeroqual.com
Global		Instrument	instrument	
ABC Instrument Rental Ltd		Jane Doe	jane@ABCInstrumentrental.com	jane@ABCInstrumentrental.com
Aeroqual	Unsigned instruments	test	test@test.com	test@test.com
Chicago Department of Public Health		Renante Marante	renante.marante@cityofchicago.org	renante.marante@cityofchicago.org

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- 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](#).