



Set up Aeroqual Cloud organizations, projects and monitoring locations

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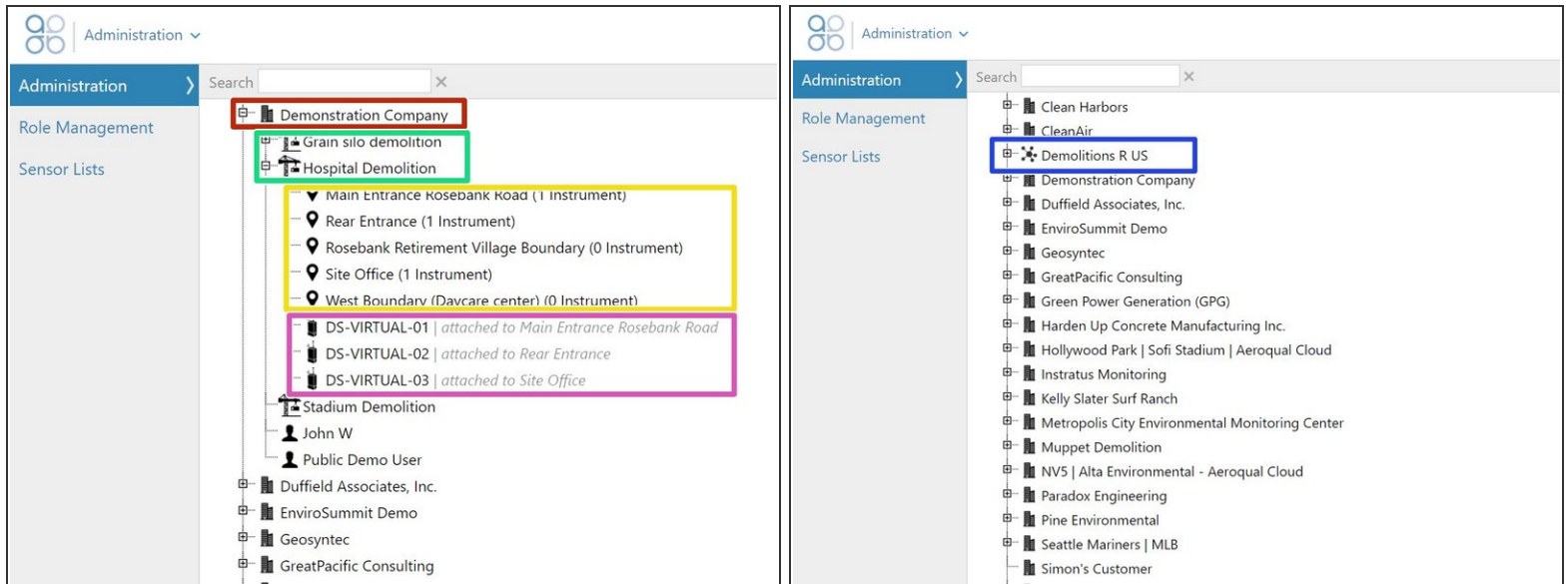


Step 1 — Enter Administration app



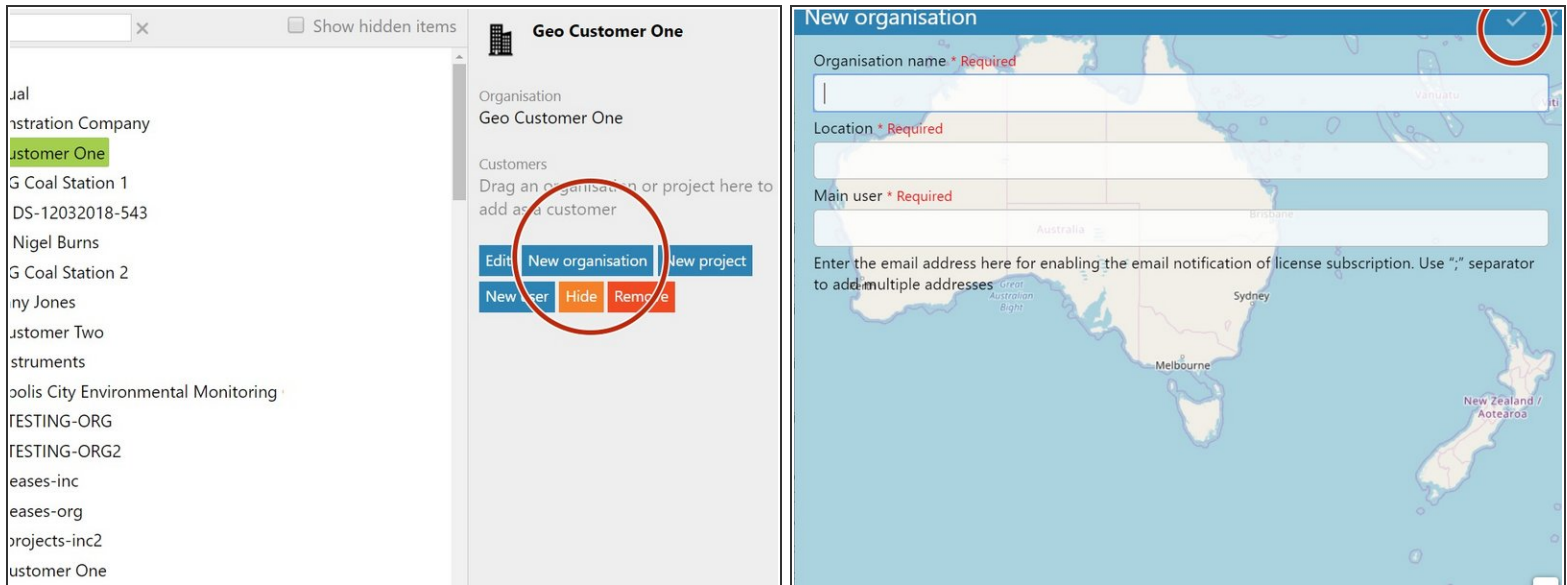
- From the Aeroqual Cloud home screen, select **Administration**.

Step 2 — Understand the hierarchy



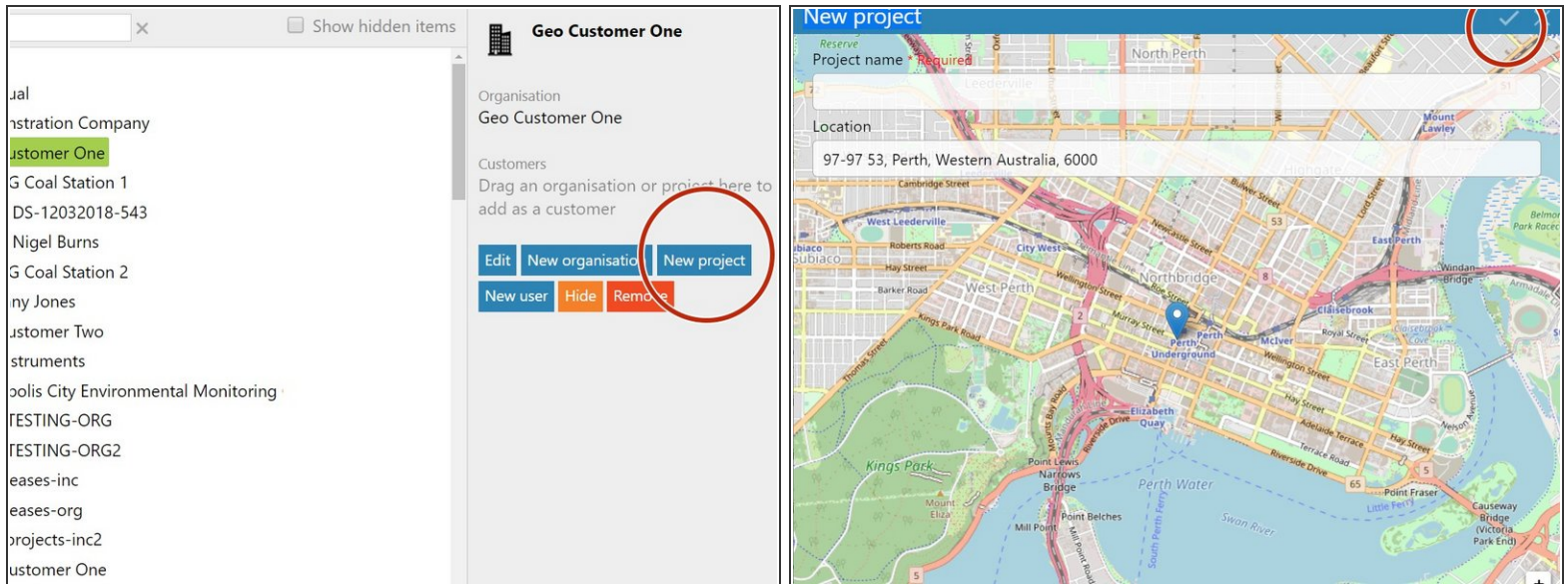
- An organization (company) sits at the top of the hierarchy.
- Projects sit under the organization.
- Monitoring locations sit under a project.
- Monitors can sit under an organization or under a project. They may or may not be attached to a monitoring location.
- ❗ A black monitor icon means the monitor is online. A grey icon means the monitor is offline.
- Organizations with other organizations beneath them have a different icon to organizations with only projects.

Step 3 — Create organization



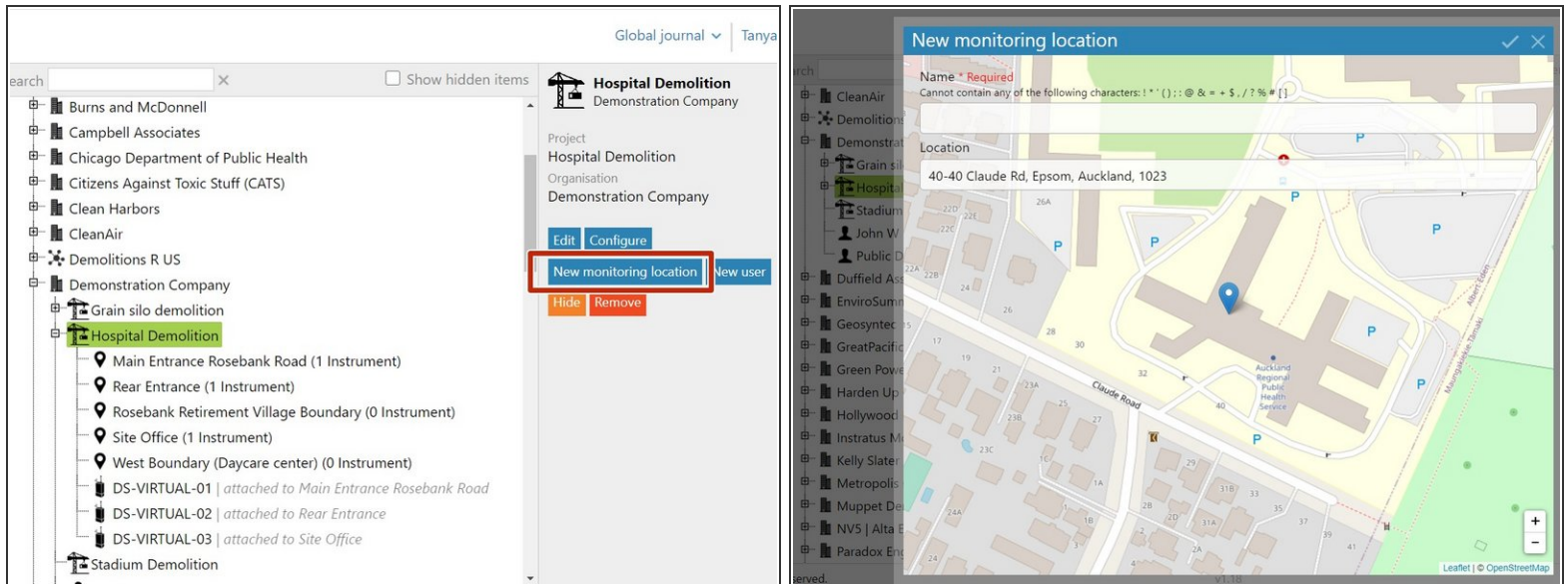
- Select the organization you want the organization to sit underneath and click **New organisation**.
- Enter the organization's name.
 - ❗ The name can't contain any of the following characters: ! * ' () ; : @ & = + \$, / ? % # []
- Enter a location for the organisation by using the dynamic location field or by using the + and - icons to navigate the map.
- To ensure you get an email alert when any of the organization's licenses are due to expire, enter your email address in the **Main user** field. Use a semi-colon ';' separator to add multiple addresses.
 - ❗ If several licenses are due to expire at the same time, you'll receive a single email for all of them.
- Click the tick icon to save.

Step 4 — Create project



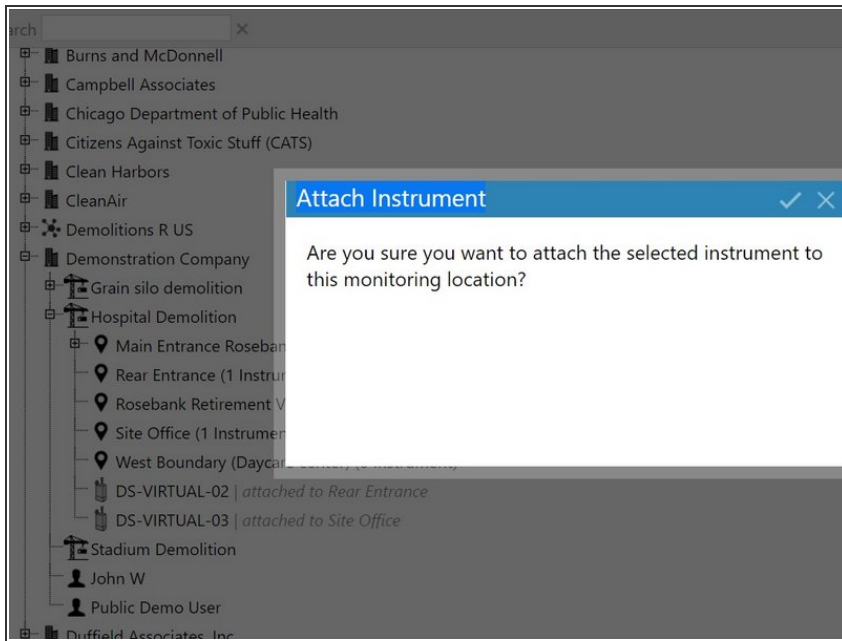
- Select the organization you want the project to sit underneath and click **New project**.
- Enter a meaningful name for your project.
 - ❗ The name can't contain any of the following characters: ! * ' () ; : @ & = + \$, / ? % # []
- Enter a location for the project by using the dynamic location field or by using the + and - icons to navigate the map.
- Click the tick icon to save.

Step 5 — Create monitoring location



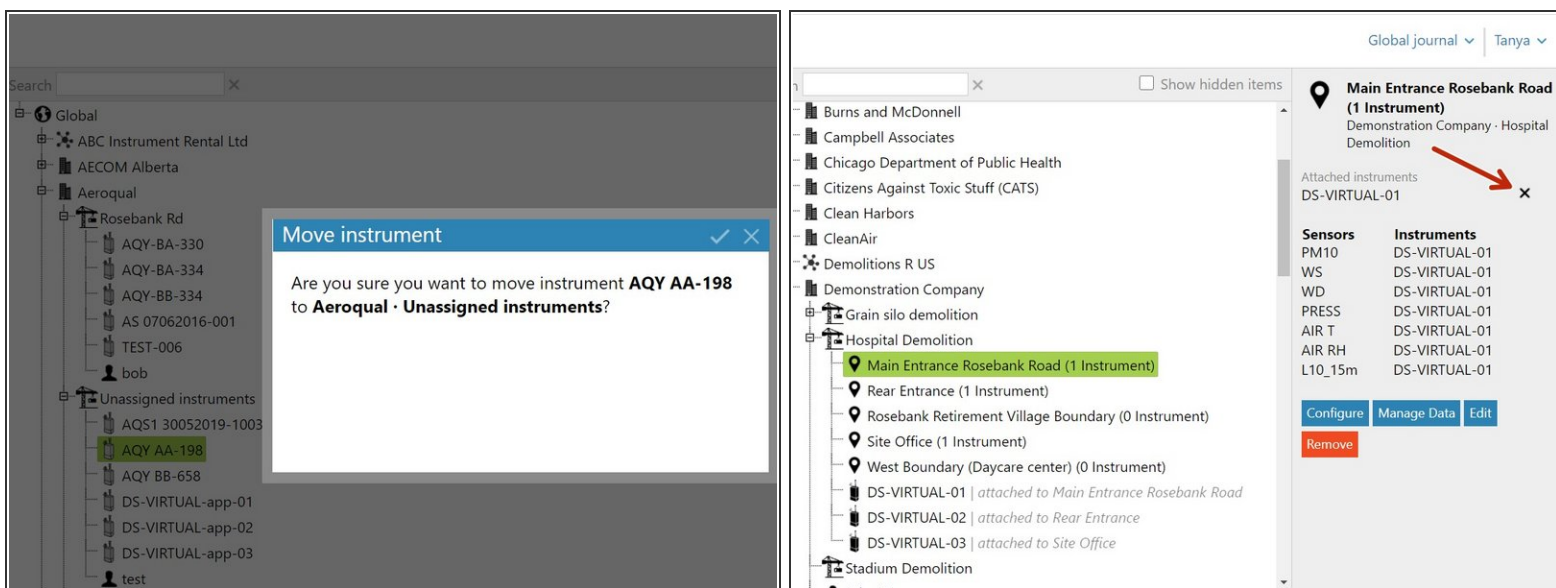
- Select the project you want the monitoring location to sit underneath and click **New monitoring location**.
- Enter a meaningful name for your monitoring location.
 - ❗ The name can't contain any of the following characters: ! * ' () ; : @ & = + \$, / ? % # []
- Zoom in on the map using the plus icon and click the exact spot for your monitoring location.
- Click the tick icon to save.
- ❗ You don't need to have a monitor at the monitoring location to create the location in Aeroqual Cloud.

Step 6 — Attach monitor



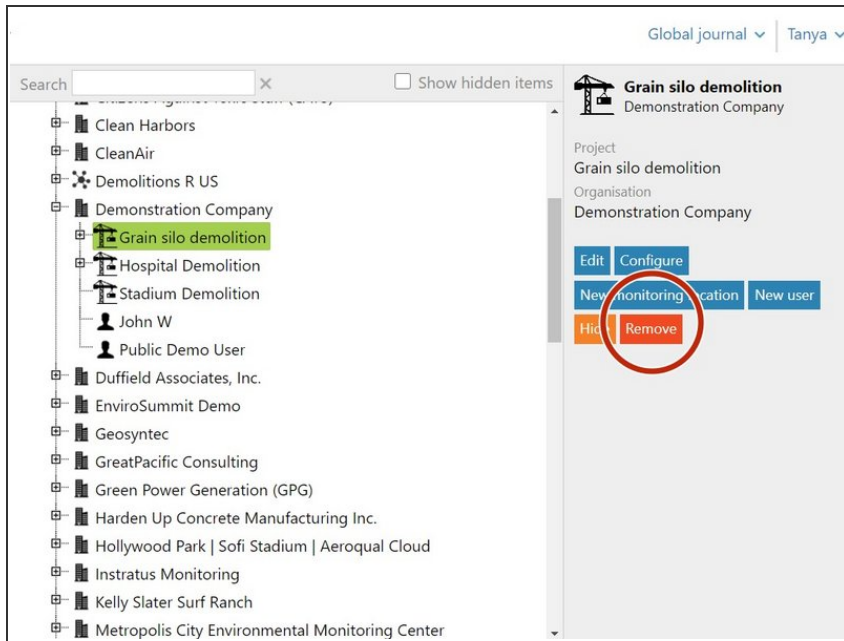
- To attach a monitor to a monitoring location, click and drag it in the main window.
- Click the tick icon to save.
- ① The words: *attached to <monitoring location>* appear in grey italicized text next to the monitor.

Step 7 — Move item



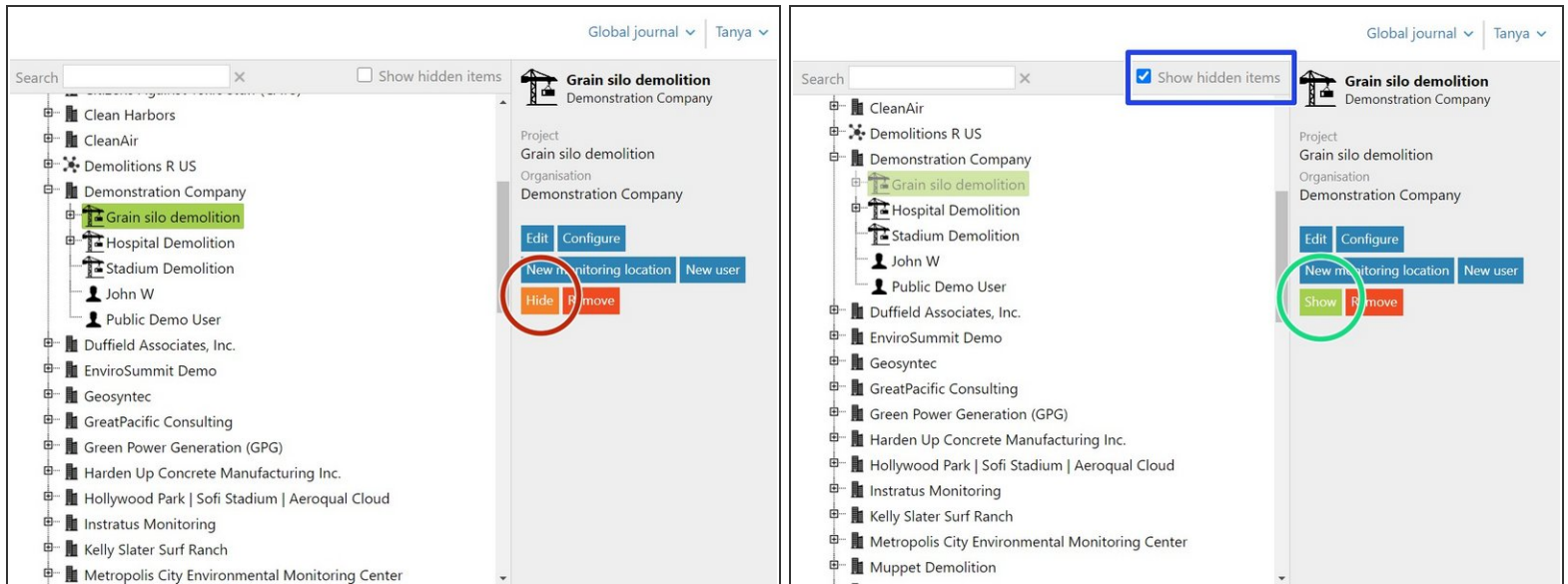
- To move a monitor to another organizational level or project, click and drag it in the main window.
- If the monitor is attached to a monitoring location, you first need to 'detach' it. To do this:
 - Select the monitoring location it's attached to in the hierarchy.
 - Click the **x** beside the monitor you want to detach in the details pane.
- ❗ Data collected at the monitoring location is permanently stored and you can view and download it after the monitor is gone.

Step 8 — Delete item



- To delete an organization, project or monitoring location, simply select it in the hierarchy and click **Remove**.

Step 9 — Hide item



- Some times you might want to hide an item from view, for example, a project that's been completed or a monitor that's been leased and returned.
- To hide an item, simply select it in the hierarchy and click **Hide**. Click the tick icon to save.
- To see what items are in the hidden state, click **Show hidden items**. Hidden items appear in light grey type.
- To make a hidden item permanently visible again, select it and click **Show**.

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