

Manage Users

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Add Users

You must have admin privileges to add users.

Users must have a Cisco.com account because they must enter their Cisco.com username and password to log in.

Procedure

Step 1 In the main window, click **Settings** in the bottom-left corner.

Step 2 Click **Users**.

Note
The **Users** menu appears for users with Admin privileges only.

Step 3 Click **Add User**.

Step 4 Specify whether the user is **Enabled** (default) or **Disabled**.

Disabled users can't log in.

Step 5 Enter the user's email address specified in their Cisco.com user profile.

To add multiple users, separate each email address with a space, a comma (,) or a semicolon (;).

Step 6 Select the user's role, which determines what tasks they can perform. See User Roles, on page 2 for more information.

Step 7 The Provider field displays the same provider to which you, as the Admin, belong.

Step 8 Click **Save**.

User Roles

A user role defines the permissions users have to perform tasks. The following table describes the user roles and tasks for which they have permissions.

Table 1: User Role and Permission Descriptions

User Role	Permissions
Admin	Can perform all tasks including adding and editing users.
Read/write	Can perform all tasks except adding and editing users.
Read Only	Can read all data and modify their user settings only.

Change User Permissions

You modify a user's role to determine which tasks that user can perform. You must have admin privileges to modify user permissions.

Procedure

Step 1 In the main window, click **Settings** in the bottom-left corner.

Step 2 Click **Users**.

Note
The **Users** menu appears for users with Admin privileges only.

Step 3 Check the checkbox of the user whose permissions you want to change. You can check multiple users at the same time.

Step 4 Click **Edit**.

Step 5 To suspend a user's permissions, check the first **Edit Value** checkbox and select **Disabled** from the drop-down **State** list. The user can't log in until you change the status to **Enabled**.

Step 6 To change a user's role, check the second **Edit Value** checkbox and select a role from the drop-down **Role** list. See User Roles, on page 2 for more information about what tasks each role can perform.

Step 7 Click **Next**.

Step 8 Review the changes and click **Save**.

View User Profiles

You can view a user profile to see their role, status, and last login. You must have admin privileges to view user profiles.

Procedure

Step 1 In the main window, click **Settings** in the bottom-left corner.

Step 2 Click **Users**.

Note
The **Users** menu appears for users with Admin privileges only.

A table lists all the users and their role, status, and last login.

Step 3 To modify a user's access, click on the user email address. See Change User Permissions, on page 2 for more information.