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# LOCUS USER ADMIN MANUAL

## USER MANUAL

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## Document Revision

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1.0	May 12, 2021	Released	Daria Levchuk	Initial release
1.1	July 07, 2021	Released	Daria Levchuk	Replaced the link to the application. Changed screenshots.

## Document Approval

Approver	Date	Status
Kevin Schluff	25 May 2021	Released
Yaroslav Gerasimov	07 July 2021	Released

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## 1 Introduction

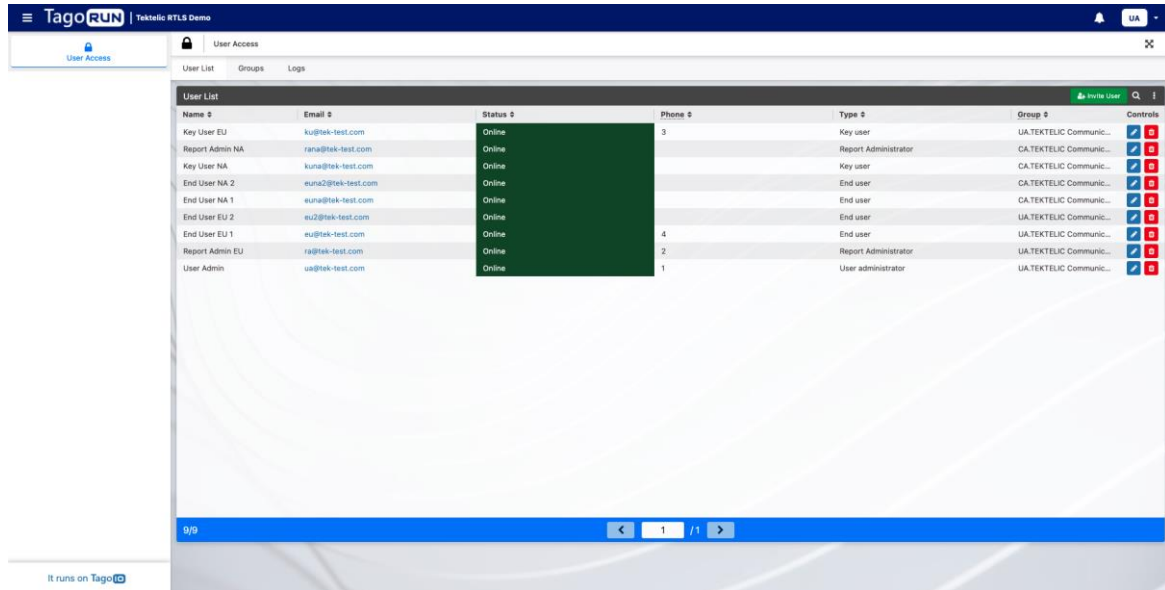
The purpose of this document is to describe the use of Tektelic's Locus Application as an User Admin. It describes the steps involved in performing the main tasks for this role.

To use the application, access the link <https://tektelic-rtls.run.tago.io/> and log in as a User Admin.

## 2 User Administrator

Can only manage user rights on the application.

### 2.1 User Administrator view



Name #	Email #	Status #	Phone #	Type #	Group #	Controls
Key User EU	ku@tek-test.com	Online	3	Key user	UA, TEKTELIC Communic...	👤 🗑️
Report Admin NA	ra@tek-test.com	Online		Report Administrator	CA, TEKTELIC Communic...	👤 🗑️
Key User NA	kuna@tek-test.com	Online		Key user	CA, TEKTELIC Communic...	👤 🗑️
End User NA-2	euna2@tek-test.com	Online		End user	CA, TEKTELIC Communic...	👤 🗑️
End User NA 1	euna1@tek-test.com	Online		End user	CA, TEKTELIC Communic...	👤 🗑️
End User EU 2	eu2@tek-test.com	Online		End user	UA, TEKTELIC Communic...	👤 🗑️
Report Admin EU 1	ra@tek-test.com	Online	4	Report Administrator	UA, TEKTELIC Communic...	👤 🗑️
Report Admin EU	ra@tek-test.com	Online	2	Report Administrator	UA, TEKTELIC Communic...	👤 🗑️
User Admin	ua@tek-test.com	Online	1	User administrator	UA, TEKTELIC Communic...	👤 🗑️

Figure 1: User list

### 2.2 User Administrator's rights list

- Can create and manage Users.
- Can create and manage Groups.

### 2.3 Managing users

User can be added to the system in the following way:

User Admin can simply add user to the application and grant all needed rights

Online Report Admini

**Invite User** ✕

**Name \***

**Email \*** **Phone**

**User Access \***

 ✕

**User Group \***

 ✕

+ Invite

Figure 2: Invite User

## 2.4 Creating user groups

User groups work as a set of rules that manage what the user has access to in the application. To create a user group, access the tab “User Group” and click the new button to start the process.

Rules can be entered as: site or site/building, and accepts comma separated values.

*Example: Site #1/Building#1, Site #2*

**User Group**

**Group details**  
*You can enter one or more rules. Key users will have access to all site level content, even if a building rule was applied.*

**Name \***  
Global

**Rules (comma separated) \***  
CA.TEKTELIC Communications Inc, UA.TEKTELIC Communications Inc

**Add**

Figure 3: User Group

How user groups work for each different type of user:

- **User Administrator:** The rules are not applied at all.
- **Report Administrator:** The rules are not applied at all.
- **Key User:** Only site level is applied. If a setting of Site/Building is present in the rules, access to the first level Site will automatically be picked and all its associated buildings will be available for the user.
- **End User:** Building level is applied. If a setting of Site only is present in the rules, all buildings in the site will be available for the user.

## 2.5 Generating reports

All tables in the system can generate CSV or XLSX reports.

To generate a report, click on the three dots of any table and select the “Export” option. Then click on which type of file you want to download.



User List   Groups   Logs

User List

Name	Email	Status	Phone	Type	
Key User EU	ku@tek-test.com	Online	3	Key user	
Report Admin NA	rana@tek-test.com	Online		Report Administrator	
Key User NA	kuna@tek-test.com	Online		Key user	CA,TEKTELIC Communic...
End User NA 2	euna2@tek-test.com	Online		End user	CA,TEKTELIC Communic...
End User NA 1	euna@tek-test.com	Online		End user	CA,TEKTELIC Communic...
End User EU 2	eu2@tek-test.com	Online		End user	UA,TEKTELIC Communic...
End User EU 1	eu@tek-test.com	Online	4	End user	UA,TEKTELIC Communic...
Report Admin EU	ra@tek-test.com	Online	2	Report Administrator	UA,TEKTELIC Communic...
User Admin	ua@tek-test.com	Online	1	User administrator	UA,TEKTELIC Communic...

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Figure 4: CSV/XLSX User List report

User List   Groups   Logs

User group list

Name	Rules	
Global	CA,TEKTELIC Communications Inc, UA,TEKTELIC Communications Inc	
CA,TEKTELIC Communicatio...	CA,TEKTELIC Communications Inc	
UA,TEKTELIC Communicatio...	UA,TEKTELIC Communications Inc	

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Figure 5: CSV/XLSX Group List report