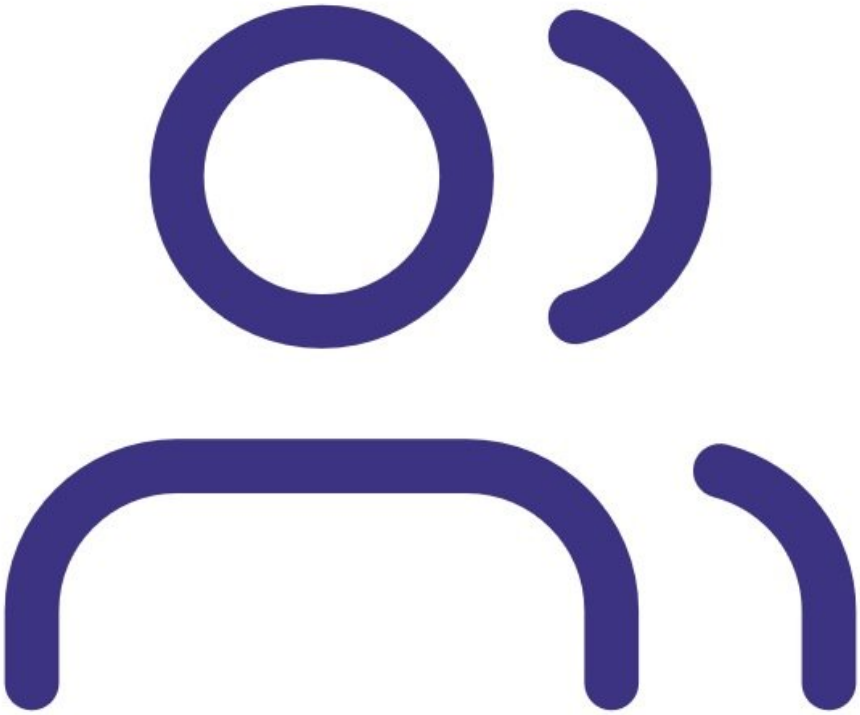
Set up Aeroqual Cloud users

Written By: Tanya Taylor



Step 1 — Enter Administration app



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

Step 2 — Understand user types



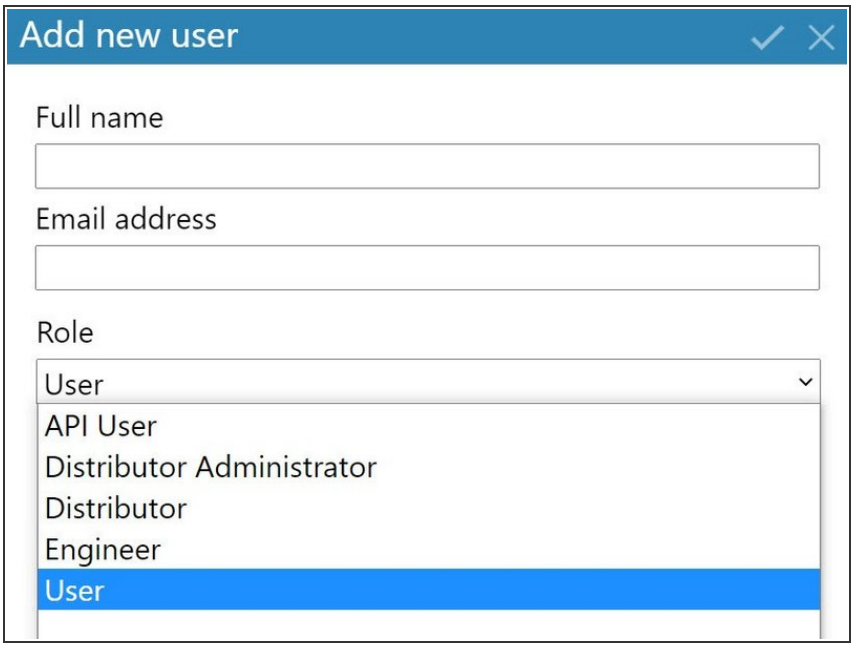
ⓘ The role types available for selection depend on the monitor's licence and the level of your own

user type. There are 6 possible roles.

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

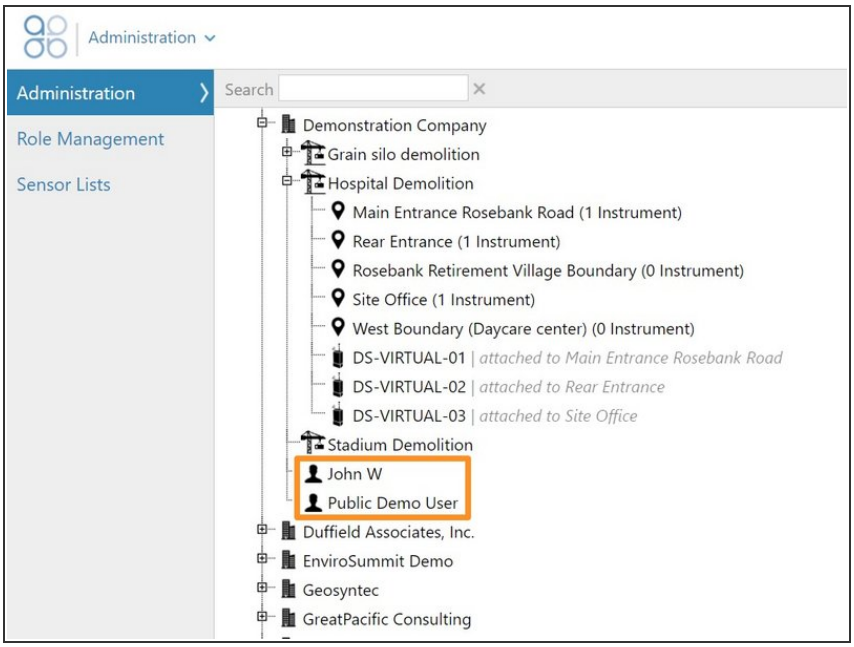
Step 3 — Create user



- 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.

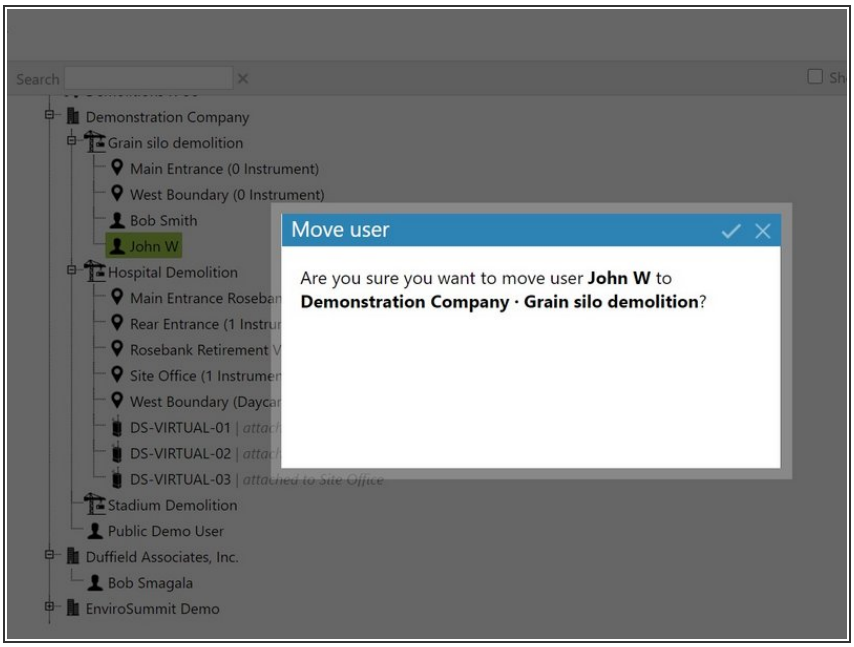
ⓘ The user will receive an email with a link to the Cloud login screen, where they will need to set their own password.

Step 4 — View user in hierarchy



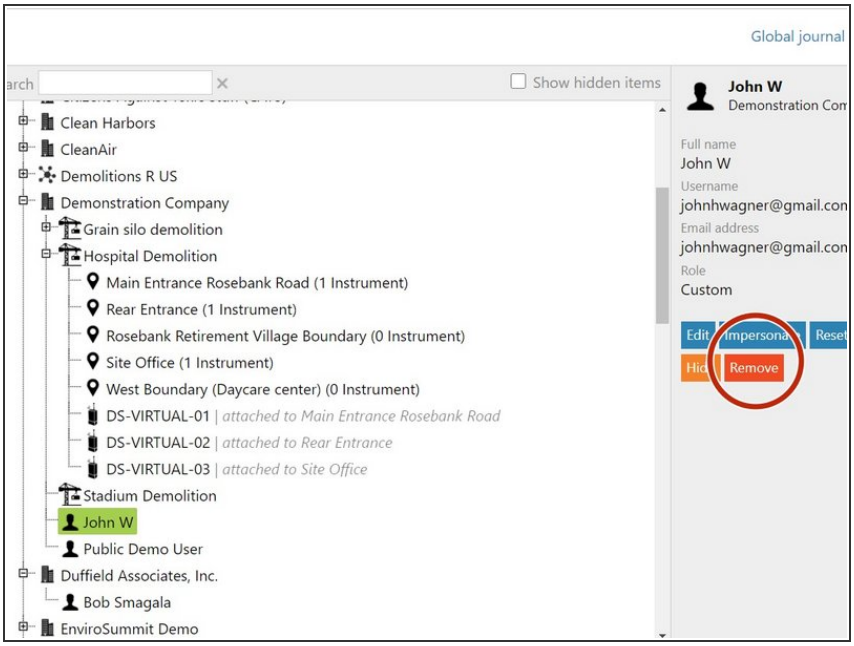
- Users assigned to an organization can see all monitors in that organization and all of the projects under the organization.
- Users assigned to a project can see only those monitors in that project.

Step 5 — Move user



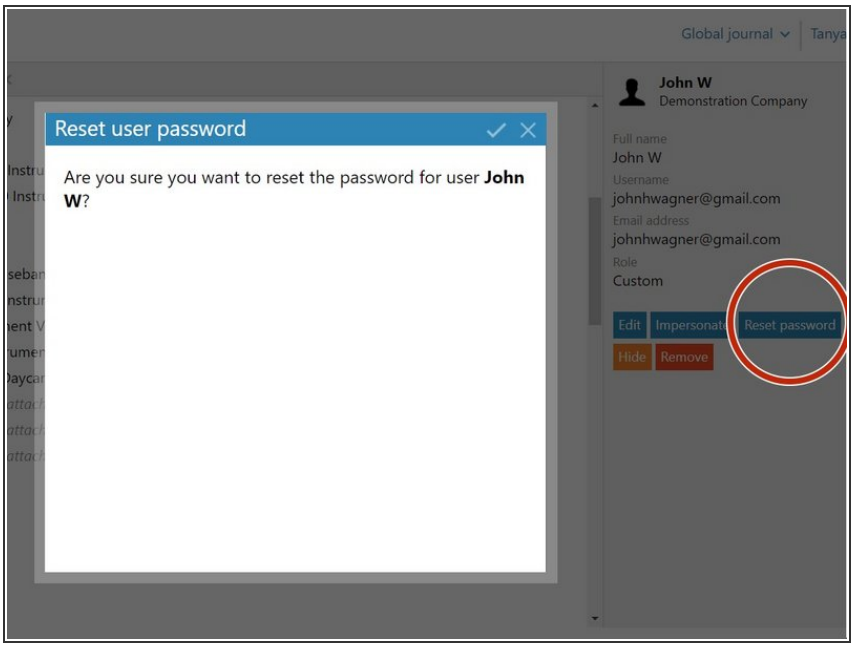
- To move a user to another organizational level or project, click and drag them in the main window.

Step 6 — Delete user



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

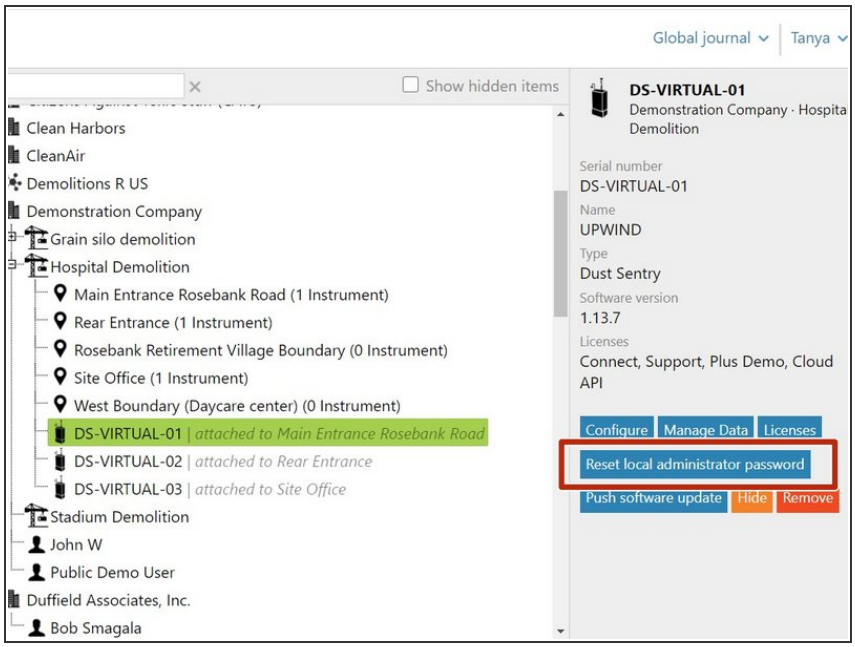
Step 7 — Reset password



- 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.

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

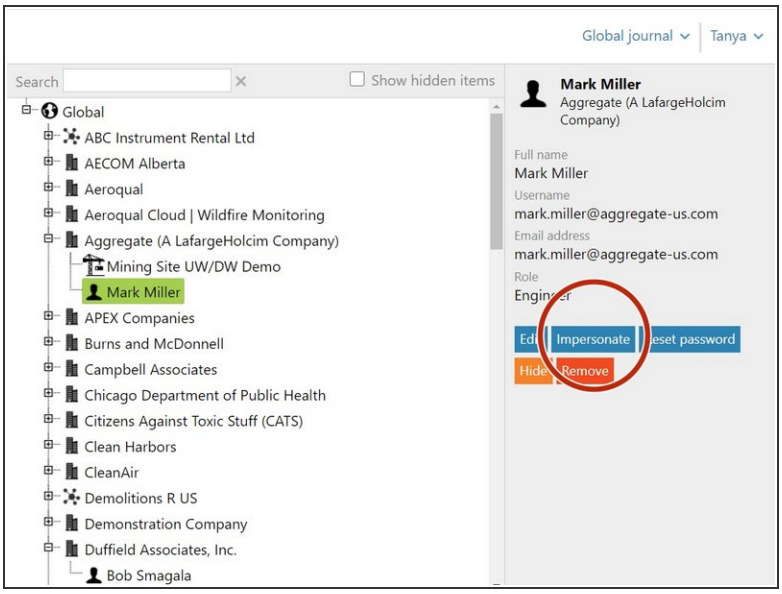
Step 8 — Reset local administrator password

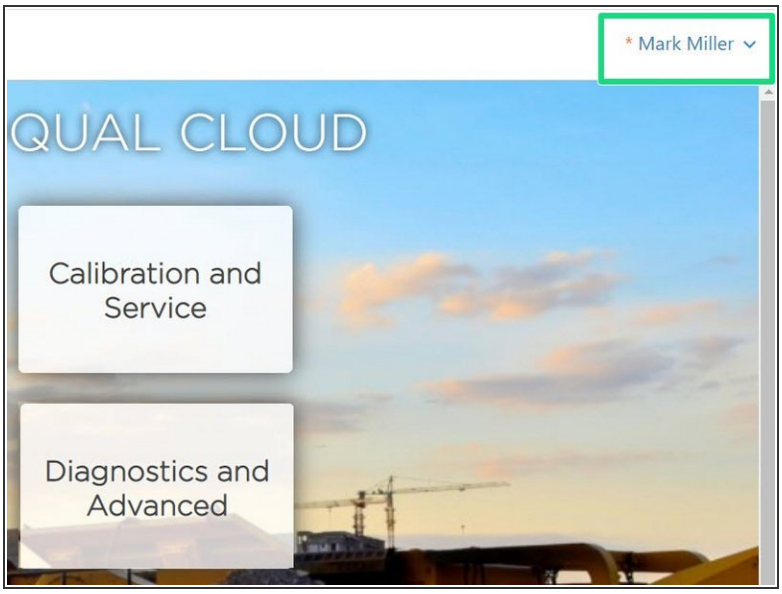


- If an Aeroqual Connect administrator has forgotten their password and the default administrator has been deleted (login name: administrator / password: aqmadmin), you can recreate the default administrator in Cloud.
- Select the monitor in the hierarchy and click **Reset local administrator password.**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

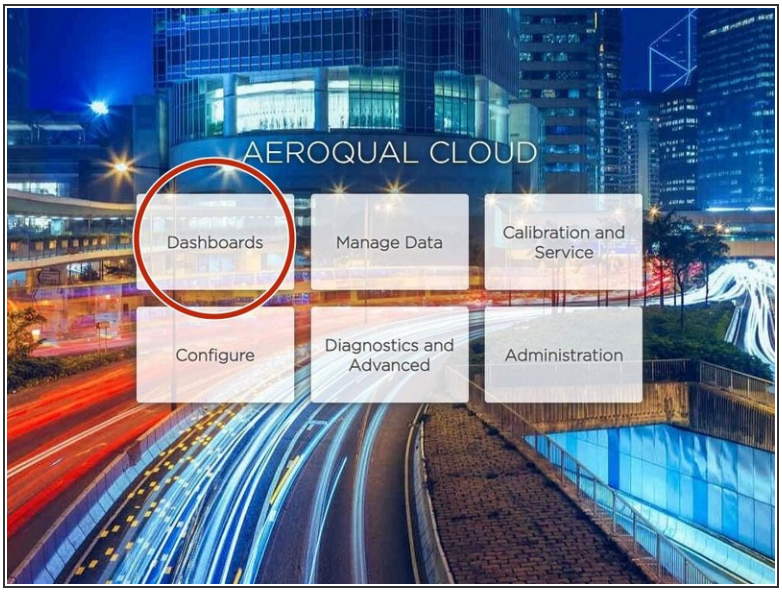


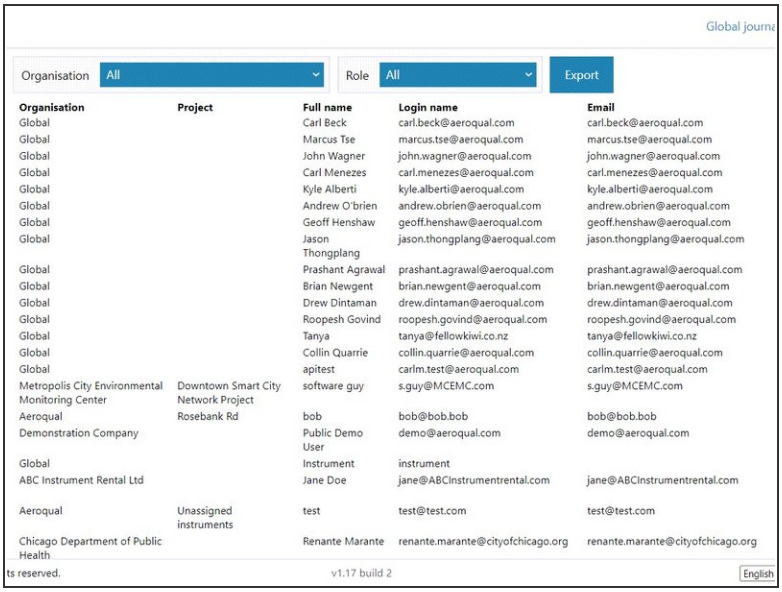


ⓘ If you're a distributor administrator, you can log in as another user to check what functionality they can access.

- 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





- 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.