User management and access controll

How can I manage user's location access?

You can give a user or a QR code access to all SDSs, or only to some locations.

- **Access to all SDSs**: the user sees all SDSs on all locations, with the same role everywhere.
- **Customize access**: you choose the role on each location, for example Admin on one site and No Access on the others.

Only the owner of the account can choose **Access to all SDSs**. Users and QR codes added by an admin always get customized access. You can change the access at any time.

Change the access of a user

1. Click **More** → **User management**.
2. Click ⋮ on the user and choose **Edit location access**.
3. Choose the main role under **Change user role**, and **Access to all SDSs** or **Customize access** under **Access setting**.
4. With **Customize access**, choose the role on each location in the location tree. Click **Save**.

A new **Access setting** is saved as soon as you choose it. The roles in the location tree are saved when you click **Save**.

Read more about the roles: Can I assign different roles for people in a location?

Change the access of a QR code

Click **QR Access** (**Employee Access**) in the left menu, click ⋮ on the QR code and choose **Edit location access**. A QR code always gives read-only access.

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