

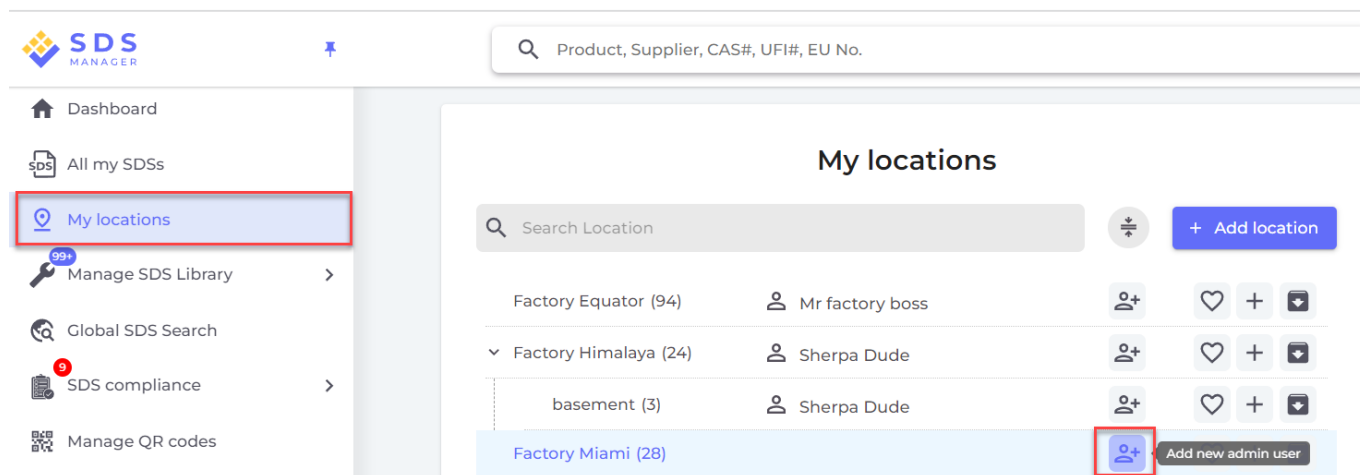
Users and QR code posters

User management - How do I invite/add new users to SDS Manager

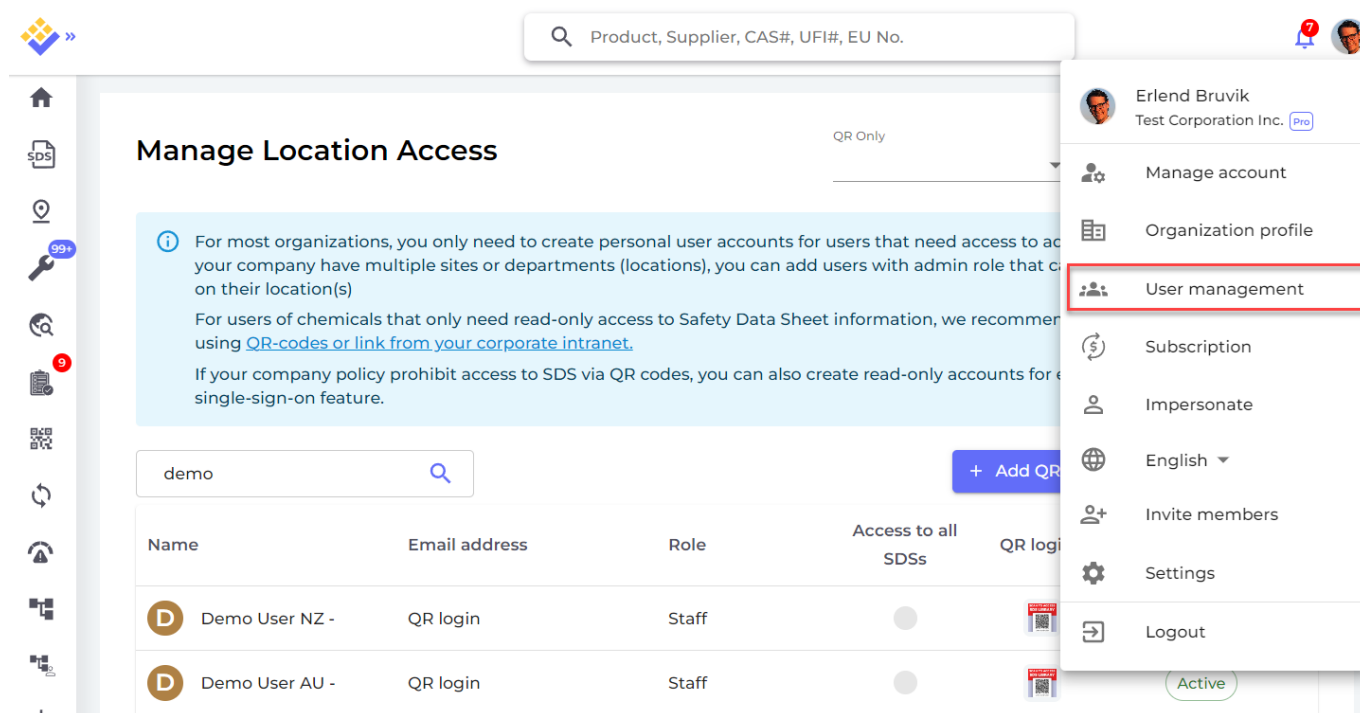
With SDS Manager, you can add unlimited numbers of users.

Invited users can have an Admin Role, Staff or No Access Role.

Users can be added from the [Location page \(require login\)](#)



and from the User management page (require login)



Below is shown how you add an Administrator user that have admin access to all locations on your SDS Manager account.

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The screenshot shows the 'Manage Location Access' page in the SDS Manager. A modal titled 'Create new user' is open in the center. The modal contains the following fields and options:

- Full name* (text input)
- Email address* (text input)
- Phone (text input)
- Role (dropdown menu with 'Admin' selected)
- Access options: ☒ Access to all SDSs and ☐ Customize access
- SEND INVITATION (button)

In the background, the 'Manage Location Access' page is visible, showing a table of users and a sidebar with navigation icons. A red box highlights the '+ Add user' button in the top right corner of the page.

If you decide to customize access for the user, you are directed to the page for Managing location access for this user. A user can be given read-only role (Staff-role) on some locations and Admin access to other locations.

When a user has Admin access, they can do all management for the locations they are given access to including adding other admin users.

Manage Location Access

The screenshot shows the 'Manage Location Access' page for a specific user. The page has the following elements:

- Change user role: Admin (dropdown menu)
- Access setting: Customize access (dropdown menu)
- Select user: T Test again (dropdown menu)
- Locations and Access levels table:

Location	Access Level
Factory Equator	Staff
> Factory Himalaya	Admin
Factory Miami	No Access

A red box highlights the 'Staff' dropdown menu for the 'Factory Equator' location.

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