

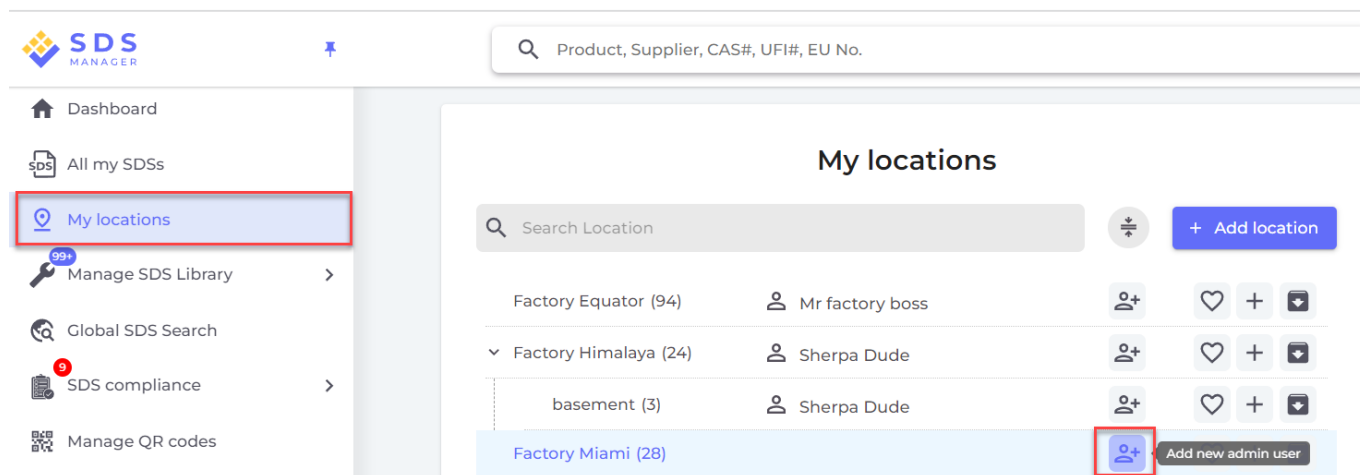
# Users and QR code posters

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

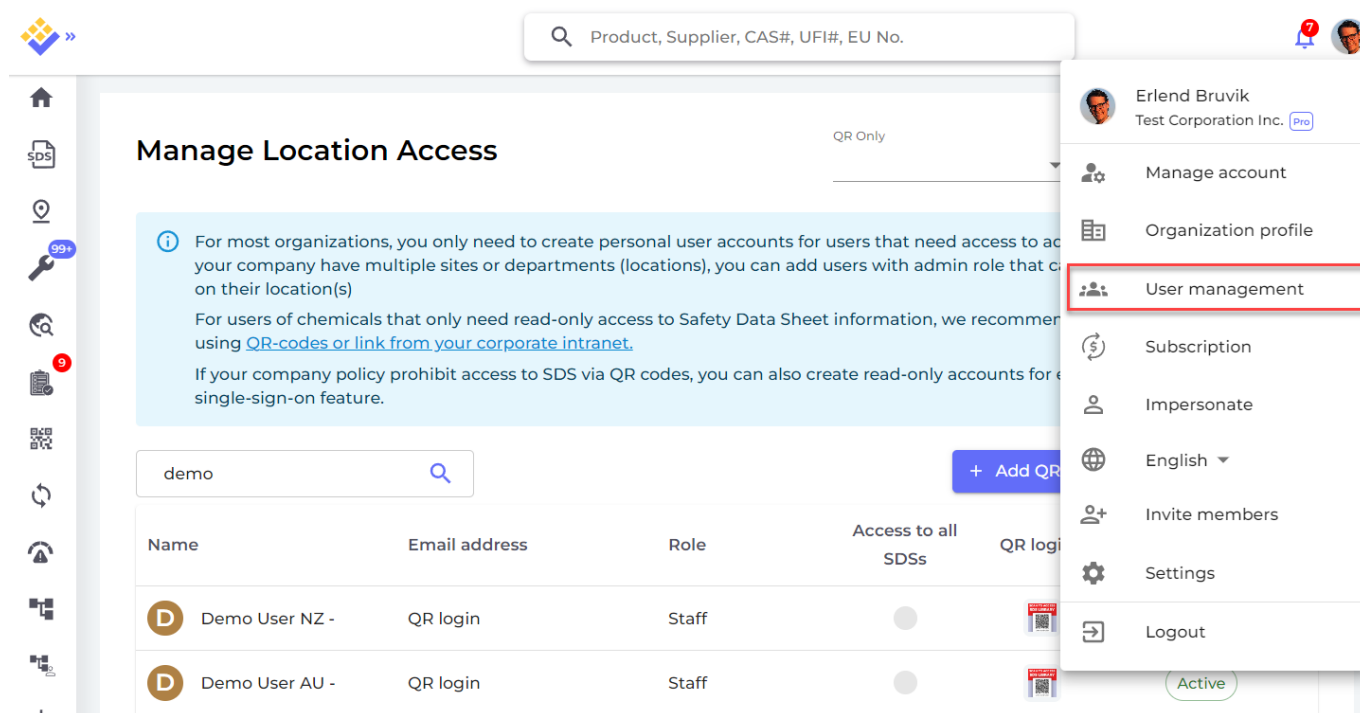
With SDS Manager, you can add unlimited numbers of users.

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: 'Full name\*', 'Email address\*', 'Phone', and 'Role'. The 'Role' dropdown is set to 'Admin'. Below the role dropdown, there are two radio buttons: 'Access to all SDSs' (which is selected) and 'Customize access'. A 'SEND INVITATION' button is at the bottom of the modal. 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 background 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 user with Admin access. At the top, there are two tabs: 'Change user role' and 'Access setting'. The 'Change user role' tab is active, showing a dropdown menu with 'Admin' selected. The 'Access setting' tab is also visible, showing a dropdown menu with 'Customize access' selected. Below the tabs, there is a 'Select user' section with a dropdown menu showing 'Test again'. Below this, there is a table with three rows: 'Factory Equator', 'Factory Himalaya', and 'Factory Miami'. Each row has a dropdown menu for access settings. The 'Factory Equator' dropdown is set to 'Staff', 'Factory Himalaya' is set to 'Admin', and 'Factory Miami' is set to 'No Access'. A red box highlights the 'Staff' dropdown for 'Factory Equator'.

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