



## How to create user groups

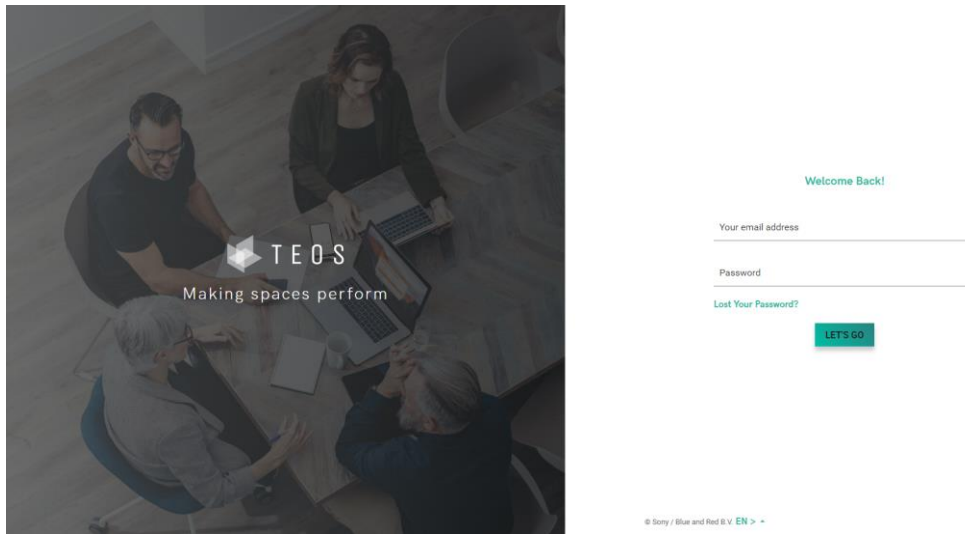
# Description

This guide explains how to create user groups within TEOS.

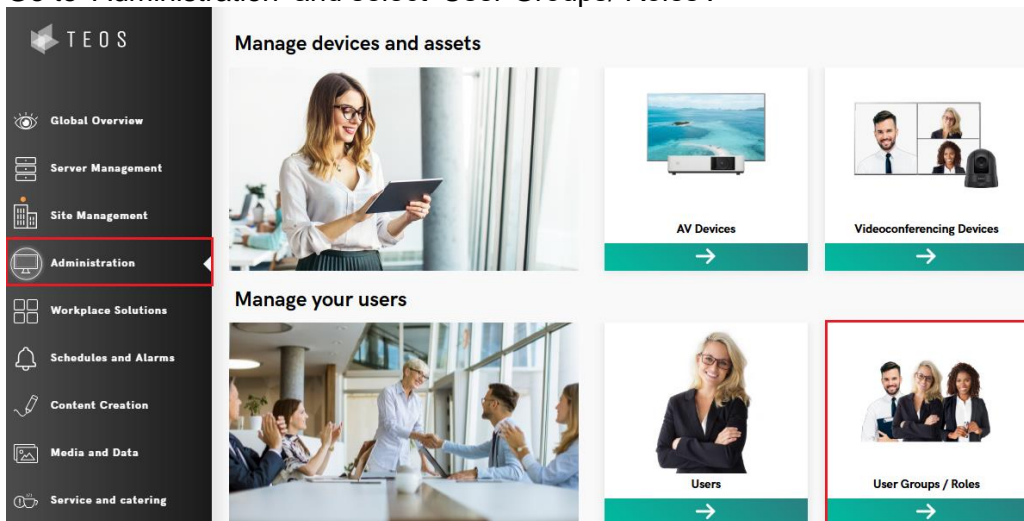
# Requirements

- Manage for TEOS
- Administrator access to TEOS Manage

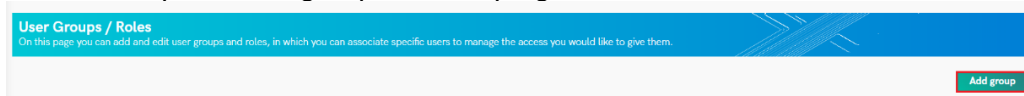
1. Open the TEOS web interface and login with an administrator user.



2. Go to 'Administration' and select 'User Groups/ Roles'.



3. Select the option 'Add group' in the top right corner.



- On the next page you can fill in a name for the group and can select to which part of TEOS the users from this group will have access to.

General	Permitted menu items
Name <input type="text"/>	<ul style="list-style-type: none"> <li>Global Overview               <ul style="list-style-type: none"> <li>Dashboard</li> <li>Device Statistics</li> <li>Room Statistics</li> <li>Desk Statistics</li> <li>Reception Statistics</li> <li>Employee statistics</li> <li>Signage Statistics</li> <li>Tenant Statistics</li> <li>Report editor</li> </ul> </li> <li>Server Management               <ul style="list-style-type: none"> <li>Server dashboard</li> <li>Settings</li> <li>Alerts Management</li> </ul> </li> <li>Site Management               <ul style="list-style-type: none"> <li>Sites Overview</li> <li>Sites Configuration</li> <li>Tenants Management</li> <li>Service Management</li> <li>Service and catering</li> </ul> </li> </ul>
Log inactive users off <input type="checkbox"/>	

Please note:

This part will only give users access to the specific part in TEOS.

For 'Content Creation' and 'Media and Data' additional rights need to be set in order to create, edit or delete content.

You can find our 'How to set rights' manual in our knowledge base:

[How to set rights.](#)

- From TEOS 3.3.0 it is also possible to directly connect an user group directly to a device location.

General	Permitted menu items	Device Localization access
Name <input type="text"/>	<ul style="list-style-type: none"> <li>Global Overview               <ul style="list-style-type: none"> <li>Dashboard</li> <li>Device Statistics</li> <li>Room Statistics</li> <li>Desk Statistics</li> <li>Reception Statistics</li> <li>Employee statistics</li> <li>Signage Statistics</li> <li>Tenant Statistics</li> <li>Report editor</li> </ul> </li> <li>Server Management               <ul style="list-style-type: none"> <li>Server dashboard</li> <li>Settings</li> <li>Alerts Management</li> </ul> </li> <li>Site Management               <ul style="list-style-type: none"> <li>Sites Overview</li> <li>Sites Configuration</li> <li>Tenants Management</li> <li>Service Management</li> <li>Service and catering</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Sony Benelux               <ul style="list-style-type: none"> <li>Sony België</li> <li>Zaventem Office                   <ul style="list-style-type: none"> <li>0 Ground floor                       <ul style="list-style-type: none"> <li>Demo 1</li> <li>Demo Room Zaventem 2</li> <li>Meetingroom demo</li> <li>Desk 01</li> <li>Desk Zone North</li> </ul> </li> <li>1st floor                       <ul style="list-style-type: none"> <li>Meetingroom 2.1</li> <li>Meetingroom 2.2</li> <li>Deskzone 2nd floor</li> </ul> </li> <li>2nd Floor                       <ul style="list-style-type: none"> <li>Desk 1 (3th Floor)</li> <li>Desk 2 (3th Floor)</li> <li>Desk 3 (3th Floor)</li> <li>Desk 4 (3th Floor)</li> </ul> </li> <li>3th Floor                       <ul style="list-style-type: none"> <li>Deskzone South (4th Floor)</li> </ul> </li> </ul> </li> </ul> </li> </ul>
Log inactive users off <input type="checkbox"/>		

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