



D A M S T R A

[Add Users \(Manual\)](#) Solo Platform



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Add Users (Manual)

Introduction

Adding a user in Solo is the process of registering a worker for a specific level of access within the Solo ecosystem.

This access level will determine the workers permissions within the Solo app and if required the back end Solo Platform.

Solo Ecosystem



Add Users (Manual)

Introduction Cont.

Adding a user directly into Solo Platform is only applicable if your instance of Solo is a Standalone service, and can only be actioned by:

- Solo Operations Managers.
Or
- Admins.

Solo Ecosystem

Standalone

Not integrated with other Damstra systems



Solo Ecosystem

Operations Manager



Administrators



Add Users (Manual) Setup - User

From Solo Platform's landing page you must access the Users register in the setup area.

This is located in the *menu*.

Expand the *setup* area and **select** the *Users* option.

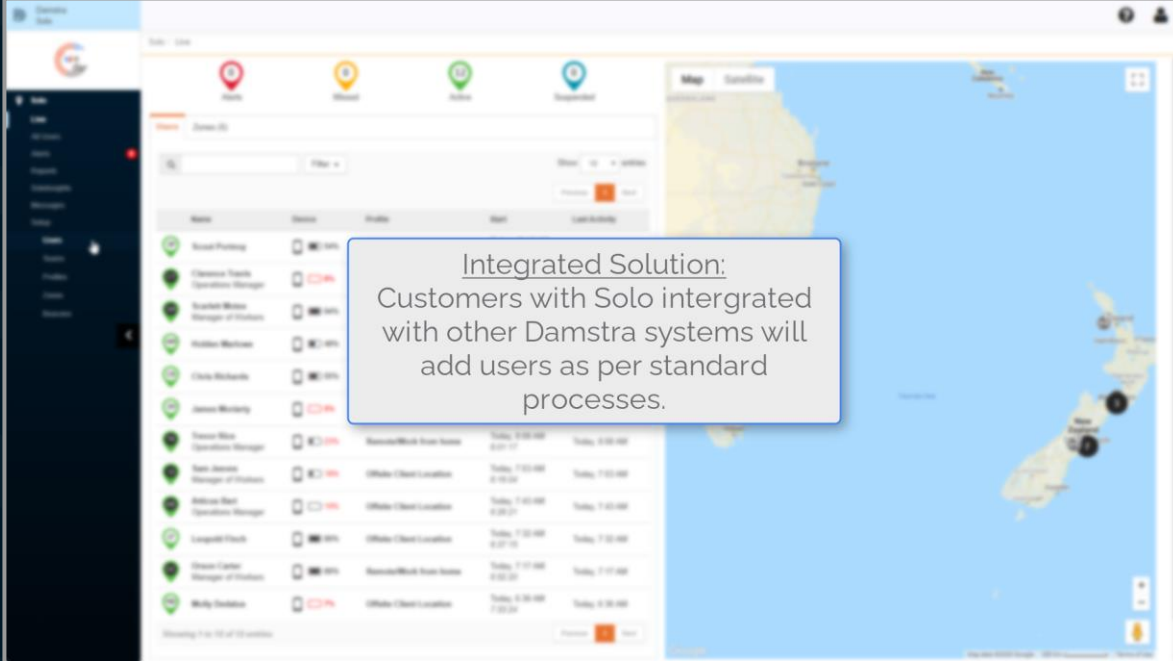
Result: The Users register will display

The screenshot displays the Solo Platform user management interface. The main view shows a list of users with columns for Name, Solo Watch enabled, Solo Watch activated, Role, Email, and Phone. A modal window is open, showing the 'Add New User' form with fields for Name, Email, and Phone, and buttons for 'Add New User', 'Import Users', and 'Send Token'.

Name	Solo Watch enabled	Solo Watch activated	Role	Email	Phone	
Atticus Bart	<input checked="" type="checkbox"/>	No	Operations Manager	atticus.bart@abc.mm	+642814712548	Create Token Edit
Chris Richards	<input checked="" type="checkbox"/>	No	Worker	chris.richards@abc.mm	+61457777783	Create Token Edit
Clarence Travis	<input checked="" type="checkbox"/>	No	Operations Manager	clarence.travis@abc.mm	+64274400802	Create Token Edit
Hazel Henderson	<input checked="" type="checkbox"/>	No	Worker	hazel.henderson@abc.mm	+64281345598	Create Token Edit
Holden Marlowe	<input checked="" type="checkbox"/>	No	Worker	holden.marlowe@abc.mm	+64281345598	Create Token Edit
James Moriarty	<input checked="" type="checkbox"/>	No	Worker	james.moriarty@abc.mm	+64281345598	Create Token Edit
Julia Samsa	<input checked="" type="checkbox"/>	No	Worker	julia.samsa@abc.mm	+64281345598	Create Token Edit
Laurie Danlson	<input checked="" type="checkbox"/>	No	Operations Manager	laurie.danlson@abc.mm	+64281345598	Create Token Edit
Lesley Summers	<input checked="" type="checkbox"/>	No	Operations Manager	lesley.summers@abc.mm	+64281345598	Create Token Edit
Leopold Finch	<input checked="" type="checkbox"/>	No	Worker	leopold.finch@abc.mm	+64281345598	Create Token Edit

Add Users (Manual) Setup – Users: Note

Customers with Solo integrated with other Damstra systems will not have access to this option as users in that scenario are added via processes not covered here.



The screenshot displays a web-based user management interface. On the left is a dark sidebar with navigation options. The main area features a top navigation bar with location icons, a search bar, and a map of Indonesia on the right. Below the search bar is a table listing users with columns for Name, Status, Role, and Last Activity. A text box is overlaid on the table.

Name	Status	Role	Last Activity
David Pongki	Active		
Cherissa Clark Operations Manager	Active		
Stanford Wilson Manager of Process	Active		
Walter Mariani	Active		
Chris Richards	Active		
James Mariani	Active		
David Wilson Operations Manager	Active	Regional/Work Area Roles	Tuesday, 6:58 AM 6/27/17
Sam Adams Manager of Process	Active	Office Client Location	Tuesday, 7:10 AM 6/28/17
Walter Reed Operations Manager	Active	Office Client Location	Tuesday, 7:10 AM 6/28/17
Gregory Clark	Active	Office Client Location	Tuesday, 7:10 AM 6/27/17
David Clark Manager of Process	Active	Regional/Work Area Roles	Tuesday, 7:17 AM 6/28/17
Wally Davidson	Active	Office Client Location	Tuesday, 6:38 AM 7/28/17

Integrated Solution:
Customers with Solo intergrated with other Damstra systems will add users as per standard processes.

Add Users (Manual) Setup – User Register

The *Users Register* shows all current users and key information:

- Their *Name*.
- whether they have access to the Solo *Wearable* app,
- whether they have a Solo *Wearable* currently activated,
- Their *Role*.
- *Contact details*.

To begin: **click** *Add New User*.

The screenshot displays the 'Solo / Users' management interface. At the top, there are three buttons: 'Add New User', 'Import Users', and 'Send Token'. Below these is a search bar and a 'Show 10 entries' dropdown. The main content is a table with the following columns: Name, Solo Watch enabled, Solo Watch activated, Role, Email, and Phone. Each row represents a user and includes 'Create Token' and 'Edit' buttons. The table shows 10 users, with the first one highlighted in blue.

Name	Solo Watch enabled	Solo Watch activated	Role	Email	Phone		
Atticus Bart	<input checked="" type="checkbox"/>	No	Operations Manager	atticus.bart@abc.mm	+642814712548	Create Token	Edit
Chris Richards	<input checked="" type="checkbox"/>	No	Worker	chris.richards@abc.mm	+61457777783	Create Token	Edit
Clarence Travis	<input checked="" type="checkbox"/>	No	Operations Manager	clarence.travis@abc.mm	+64274400802	Create Token	Edit
Hazel Henderson	<input checked="" type="checkbox"/>	No	Worker	hazel.henderson@abc.mm	+64281346598	Create Token	Edit
Holden Marlowe	<input checked="" type="checkbox"/>	No	Worker	holden.marlowe@abc.mm	+642814214456	Create Token	Edit
James Moriarty	<input checked="" type="checkbox"/>	No	Worker	james.moriarty@abc.mm	+64281412600	Create Token	Edit
Julia Samsa	<input checked="" type="checkbox"/>	No	Worker	jlysamsa@abc.mm	+12015551234	Create Token	Edit
Laurie Davison	<input checked="" type="checkbox"/>	No	Operations Manager	laurie.davison@abc.mm	+64277711447	Create Token	Edit
Lenny Summers	<input checked="" type="checkbox"/>	No	Operations Manager	lenny.summers@abc.mm	+64276789999	Create Token	Edit
Leopold Finch	<input checked="" type="checkbox"/>	No	Worker	leopold.finch@abc.mm	+642819999000	Create Token	Edit

Showing 1 to 10 of 24 entries

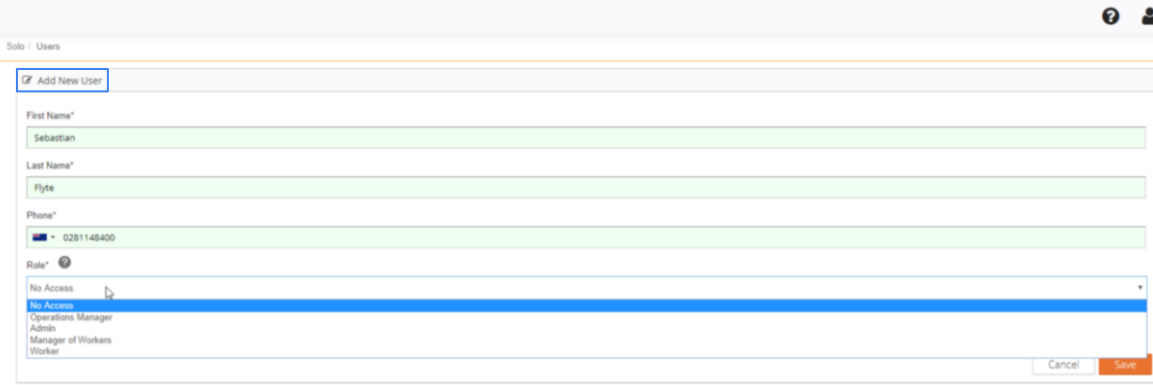
Add Users (Manual)

Add New User - Form

Proceed to fill out all the details in the *Add New User* section of the form.

These details are the **minimum mandatory information** required to setup a new user in Solo.

In the *Role* field, **select** the level of Solo access to be given to this new user.



The screenshot shows the 'Add New User' form in the Solo application. The form is titled 'Solo / Users' and has a 'Add New User' button at the top left. The form fields are:

- First Name***: Sebastian
- Last Name***: Flyte
- Phone***: 0281148400
- Role***: A dropdown menu with the following options: No Access, No Access (highlighted in blue), Operations Manager, Admin, Manager of Workers, and Worker.

At the bottom right of the form, there are 'Cancel' and 'Save' buttons.

Add Users (Manual)

Access Roles

- *Operations Manager*: Providing access to the Solo Mobile & Wearables app. Plus full access to Solo Platform and the ability to access system settings and setup.
- *Admin*: Providing access to the Solo Mobile & Wearables app. Plus access to Solo Platform's settings and setup ONLY.
- *Manager of Workers*: Providing access to the Solo Mobile & Wearables app. Plus access to the Solo Platform team view ONLY.
- *Worker*: Providing access to the Solo Mobile & Wearables app ONLY.

	 Operations Manager	 Admin	 Manager of Workers	 Worker	
Solo App	✓	✓	✓	✓	
Solo Platform menu:					
Live	✓	✗	✓	✓	
All Users	✓	✗	✓	✓	
Alerts	✓	✗	✓	✓	
Setup - Users	✓	✓	✗	✗	
Setup - Teams	✓	✓	✗	✗	
Setup - Profiles	✓	✓	✗	✗	
Setup - Zones	✓	✓	✗	✗	
Reports	✓	✗	✓	✓	
Messages	✓	✗	✓	✓	

Add Users (Manual)

Add New User – Form Cont.

Once the Add New User section has been completed.

You can also add additional optional details if required.

Expand the *Optional Details* section and **enter** any extra information.

Note if the new user is of a “worker” access level the email address will not become a mandatory requirement. As an email address is only needed when logging into the Solo Platform, the field therefore, will stay optional.

The screenshot shows the 'Add New User' form in the Solo platform. The form is titled 'Solo - Users' and 'Add New User'. It contains the following fields and options:


- Add New User
- First Name*: Sebastian
- Last Name*: Flyte
- Phone*: 0281148400
- Role*: Operations Manager
- Email*: sebastian.flyte@abc.mm
- Enable Solo Watch activation
- Optional Details** (expanded section):
 - Division: Operations
 - Job Title: Operations Manager
 - Supervisor: Alfons Bart
 - Upload a Photo: Sebastian Flyte.jpg (with a 'Browse' button)
 - Teams: Operations

At the bottom right, there are 'Cancel' and 'Save' buttons.

Add Users (Manual)

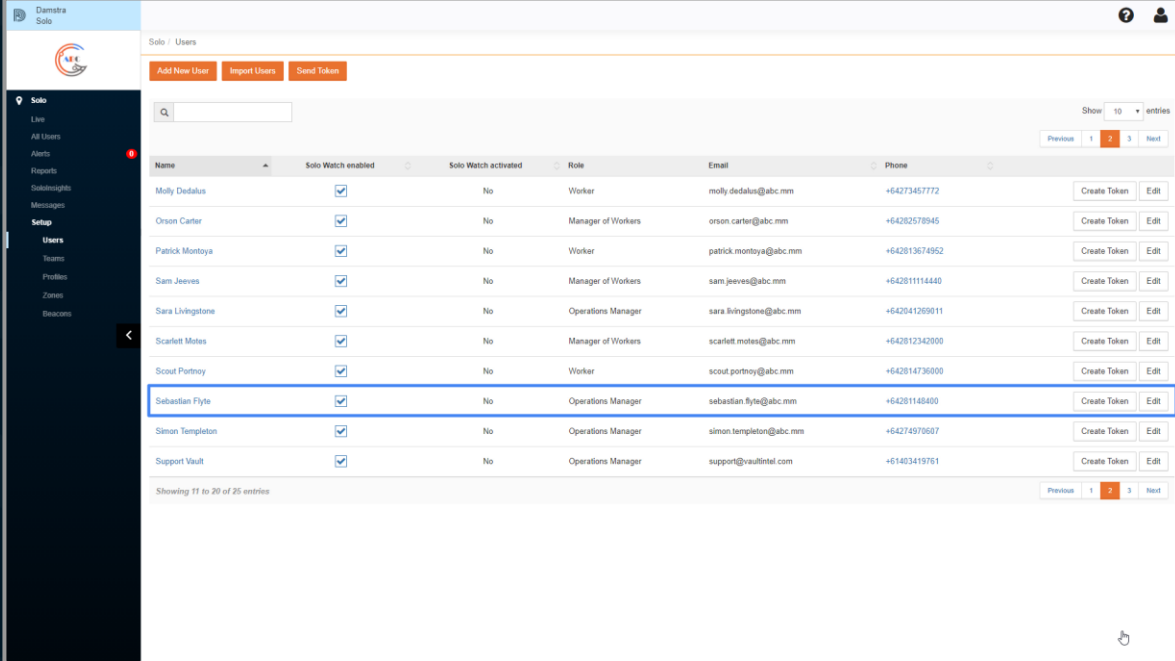
Add New User – Complete

Once all the required information has been entered.

Click *save* 

and the *Users Register* will re-display with the new user added.

Repeat all these steps for as many new users as required.



The screenshot displays the 'Solo - Users' interface in the Damstra Solo application. The page features a navigation sidebar on the left with options like 'Live', 'All Users', 'Alerts', 'Reports', 'Subscriptions', 'Messages', 'Setup', 'Users', 'Incidents', 'Profiles', 'Zones', and 'Broadcasts'. The main content area shows a table of users with columns for Name, Solo Watch enabled, Solo Watch activated, Role, Email, and Phone. A search bar is located at the top of the table. The user 'Sebastian Flyte' is highlighted with a blue border. Below the table, it indicates 'Showing 11 to 20 of 26 entries'. At the top of the main area, there are buttons for 'Add New User', 'Import Users', and 'Send Token'.

Name	Solo Watch enabled	Solo Watch activated	Role	Email	Phone	
Molly Dedalus	<input checked="" type="checkbox"/>	No	Worker	molly.dedalus@abc.mm	+64273457772	Create Token Edit
Orson Carter	<input checked="" type="checkbox"/>	No	Manager of Workers	orson.carter@abc.mm	+64282578945	Create Token Edit
Patrick Montoya	<input checked="" type="checkbox"/>	No	Worker	patrick.montoya@abc.mm	+642813674952	Create Token Edit
Sam Jeeves	<input checked="" type="checkbox"/>	No	Manager of Workers	sam.jeeves@abc.mm	+64281114440	Create Token Edit
Sara Livingstone	<input checked="" type="checkbox"/>	No	Operations Manager	sara.livingstone@abc.mm	+642841269811	Create Token Edit
Scarlett Motes	<input checked="" type="checkbox"/>	No	Manager of Workers	scarlett.motes@abc.mm	+642812342900	Create Token Edit
Scout Portnoy	<input checked="" type="checkbox"/>	No	Worker	scout.portnoy@abc.mm	+642814736000	Create Token Edit
Sebastian Flyte	<input checked="" type="checkbox"/>	No	Operations Manager	sebastian.flyte@abc.mm	+64281148400	Create Token Edit
Simon Templeton	<input checked="" type="checkbox"/>	No	Operations Manager	simon.templeton@abc.mm	+64274970687	Create Token Edit
Support Vault	<input checked="" type="checkbox"/>	No	Operations Manager	support@vaultintel.com	+61403419761	Create Token Edit

