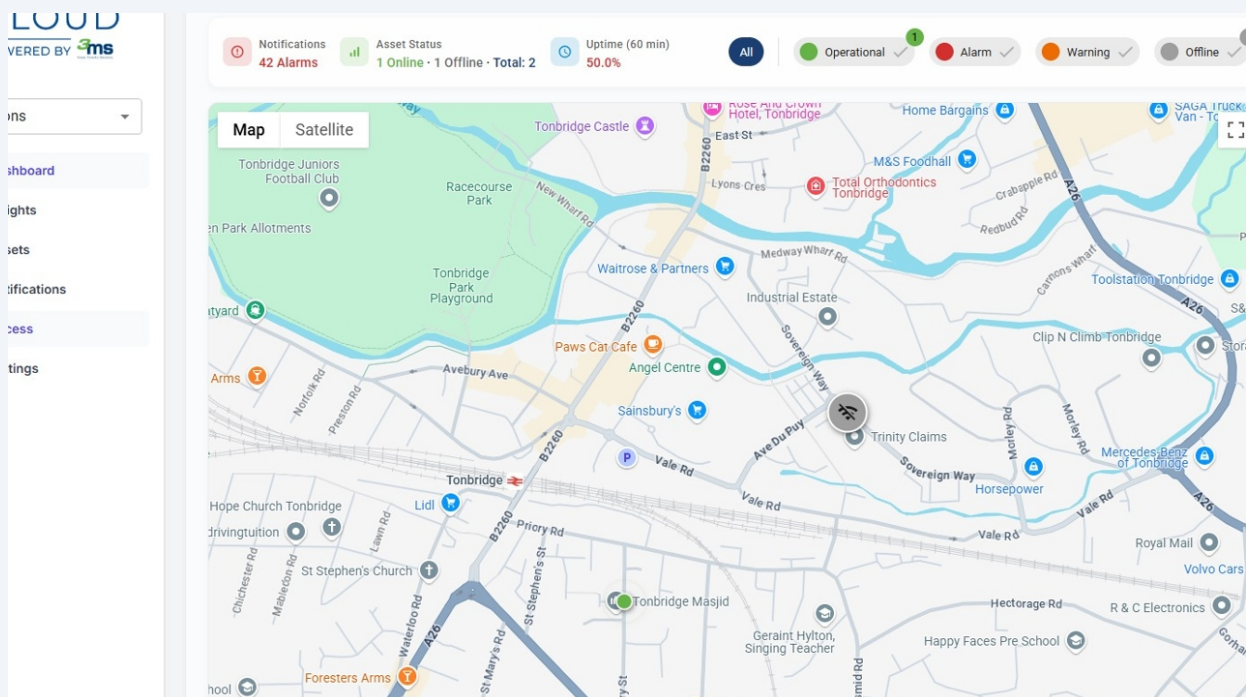


# How To Invite A User On Newton Cloud Dashboard

This guide offers a straightforward process for inviting users to the Newton Cloud Dashboard. By following these simple steps, you can quickly add new users, assign roles, and grant access to specific assets.

## 1 Log in to your Newton Cloud dashboard.





## 2 Click "Access"

The screenshot shows the Newton Cloud dashboard. On the left sidebar, the 'Access' menu item is highlighted with a green circle. The main content area displays a map of Tonbridge, Kent, with various locations marked. At the top of the dashboard, there are status indicators: Notifications (42 Alarms), Asset Status (1 Online, 1 Offline, Total: 2), and Uptime (60 min) (50.0%).

## 3 Click "Invite User"

The screenshot shows the 'Users' page in the Newton Cloud dashboard. The 'Invite User' button is highlighted with a green circle. Below the button is a table listing users:

Email	Name	Role	Asset
[Redacted]	[Redacted]	Account Admin	-
[Redacted]	[Redacted]	Homeowner	Newton_Testing_2

Total Users: 2



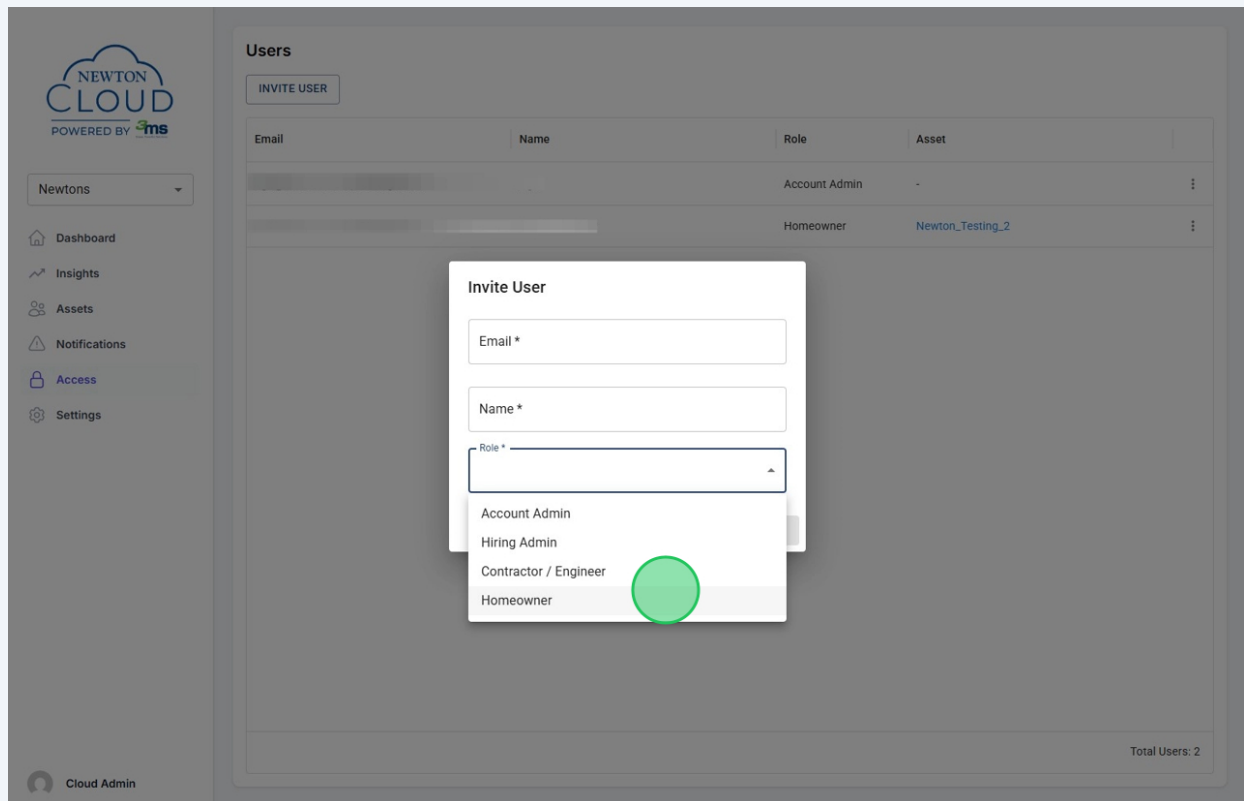
#### 4 Input email address and name of new user.

The screenshot shows the Newton Cloud 'Users' management page. A modal window titled 'Invite User' is open in the center, containing three input fields: 'Email \*', 'Name \*', and 'Role \*'. The 'Role \*' field is a dropdown menu, and a green circle highlights the dropdown arrow. At the bottom of the modal are 'CANCEL' and 'INVITE' buttons. The background interface includes a sidebar with navigation links (Dashboard, Insights, Assets, Notifications, Access, Settings) and a main table with columns 'Email', 'Name', 'Role', and 'Asset'. The table lists two users: 'Account Admin' and 'Homeowner' (with asset 'Newton\_Testing\_2'). A 'Total Users: 2' status is shown at the bottom right.

Email	Name	Role	Asset
		Account Admin	-
		Homeowner	Newton_Testing_2



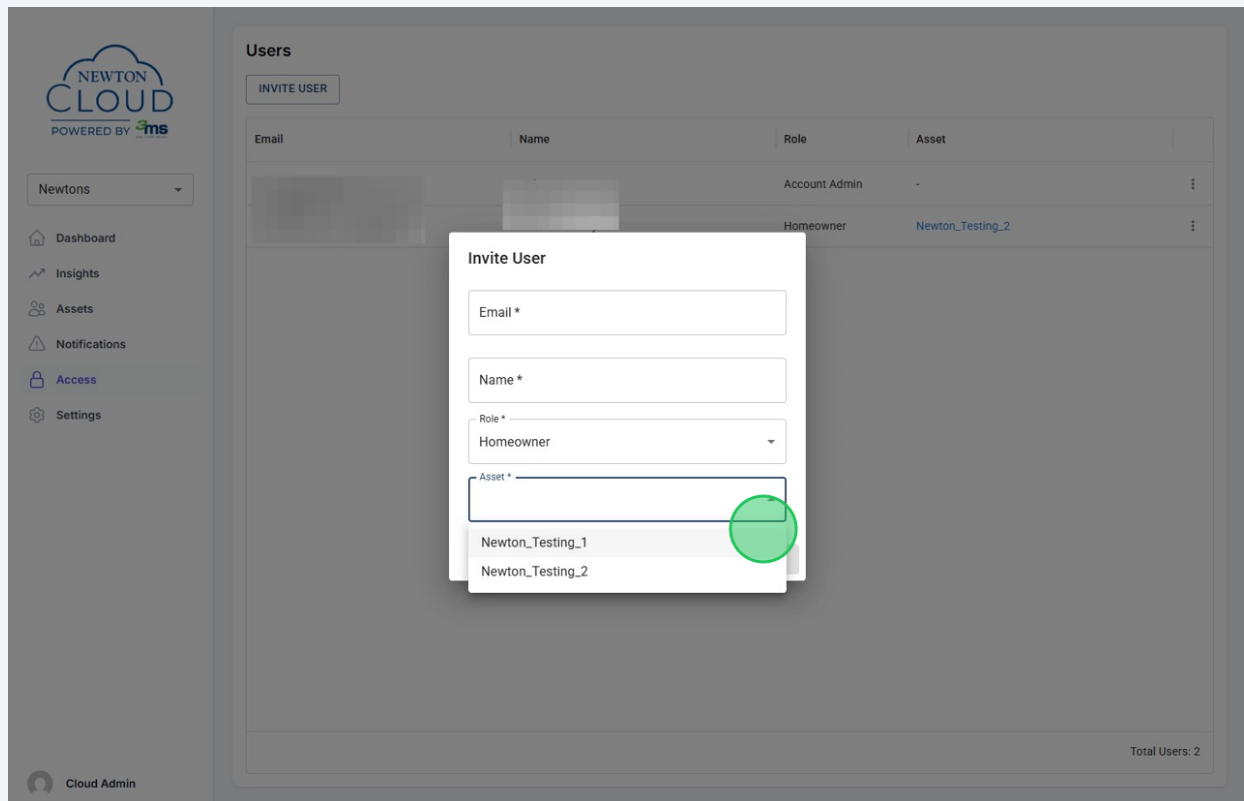
5 Select 'Role' user holds within the system.





6

When adding a 'Homeowner', you then need to choose the asset they have access to.





7

Click 'Invite'. This will trigger an email invite to the new user, from this email they can set their password and activate their account.

