

HOW TO ADD USERS TO LOCATIONS



Spottune

1. LANDING PAGE

All Registered Locations

MAP VIEW

Search on location name

ADVANCED

+ ADD LOCATION

Location name	Address	Time Zone	Tags		Stream	Routines	Source	Connection
Jonatan Poulsen	Nordre Fasanvej, Frederiksberg, Danmark	Europe/Copenhagen	CHAIN CUSTOMER 1	☐				
				☐				
				☐				
				☐				
				☐				
Jonatan Test	Nordre Fasanvej, Frederiksberg, Danmark	Europe/Copenhagen		☐				
				☐				
				☐				
				☐				
				☐				

Total Locations: 11

Locations per page: 10

2. GO TO LOCATION SETTINGS

All Registered Locations

MAP VIEW

Search on location name

ADVANCED

+ ADD LOCATION

Location name	Address	Time Zone	Tags		Stream	Routines	Source	Connection
					STREAM 2			
					test room 3			
					STREAM 3			
					STREAM			
					tester			
					Test			
					Test			
					Test			
					Test			
					Test			
					Test			
					Test			
					Test			

Jonatan Poulsen

Nordre Fasanvej, Frederiksberg, Danmark

Europe/Copenhagen

CHAIN CUSTOMER 1

Jonatan Test

Nordre Fasanvej, Frederiksberg, Danmark

Europe/Copenhagen

Total Locations: 11

Locations per page: 10

PRESS THE
SPECIFIC
LOCATION
SETTINGS

All Registered Locations

MAP VIEW

Search on location name

ADVANCED ▾

+ ADD LOCATION

Location name ↑	Address ↑	Time Zone	Tags	☐	Stream	Routines	Source ⓘ	Connection ⓘ
⚙️ Location + Add Stream ✎ Edit Location 👤 Manage Users 🏷 Manage Tags 🕒 Set Operating Hours 🗑 Delete Location	Fasanvej, Frederiksberg, Danmark	Europe/Copenhagen	CHAIN CUSTOMER 1	☐	STREAM 2			●
				☐	test room 3			●
				☐	STREAM 3			●
				☐	STREAM			●
				☐	tester			●
				☐	Test			●
				☐	Test			●
				☐	Test			●
				☐	Test			●
				☐	Test			●
⚙️ Jonatan Test	Nordre Fasanvej, Frederiksberg, Danmark	Europe/Copenhagen		☐				●

Total Locations: 11

Locations per page: 10

<< < > >>

PRESS
“MANAGE
USERS”

4. ADD USER

All Registered Locations

MAP VIEW

Search on location name

ADVANCED

Location name	Address	Time Zone	Tags
Jonatan Poulsen	Nordre Fasanvej, Frederiksberg, Danmark	Europe/Copenhagen	CH
Jonatan Test	Nordre Fasanvej, Frederiksberg, Danmark	Europe/Copenhagen	

Total Locations: 11

Location Users

ADD USER

PRESS
"ADD USER"

5. SELECT USER TYPE

The screenshot shows the 'All Registered Locations' interface. A modal titled 'Add Location User' is open, displaying an 'Email' input field and a checked 'Restricted access' checkbox. An arrow points from the 'ADD USER' button in the background to the modal, and another arrow points from the 'Restricted access' checkbox to the text annotation below.

ADD EMAIL ADDRESS FOR THE USER

IF THE USER NEEDS RESTRICTIONS, MAKE SURE THAT "RESTRICTED ACCESS IS CHECKED"

RESTRICTED USERS CAN ONLY ADJUST THE VOLUME OF THE STREAM

Location name	Address	Time Zone	Tags
Jonatan Poulsen	Nordre Fasanvej, Frederiksberg, Danmark		
Jonatan Test	Nordre Fasanvej, Frederiksberg, Danmark	Europe/Copenhagen	

Total Locations: 11

**USER WILL NOW RECEIVE
INVITATION FOR
SPOTTUNE CLOUD ON
EMAIL**



Spottune