

Roadpost Support Center

Portal > Knowledgebase > GeoPro > GeoPro Web App > Web App for Administrators > Devices Tab > How-To > Assigning a Device to a User from the Devices tab [GPv3]

Assigning a Device to a User from the Devices tab [GPv3]

Lu Parente - 2020-08-20 - in How-To

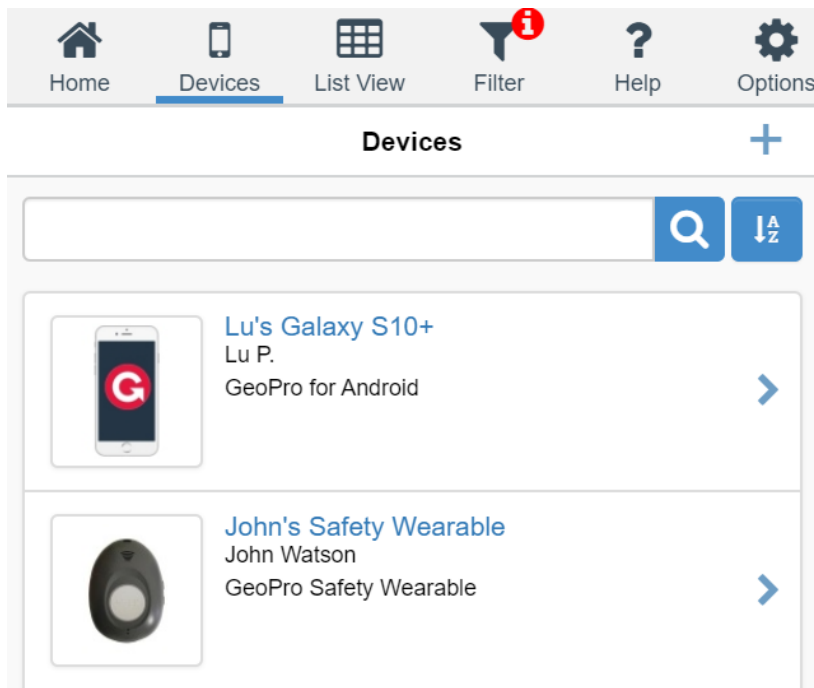
Assigning a device to a user is a **mandatory** component of the service. It allows an Administrator or Monitor to track who is assigned to a device, view specific details related to that user such as full name, a personalized photo, citizenship, emergency contacts, address and phone number. The user information is also included when notifying GEOS or self-monitored escalation contacts in the event of an emergency, overdue check-in or man-down event, if configured.

Any time a device is added to the Account Management section, it is mandatory to specify or create an assigned user. Additional users which do not require a device can be added from the **Options** followed by **Users** menu.

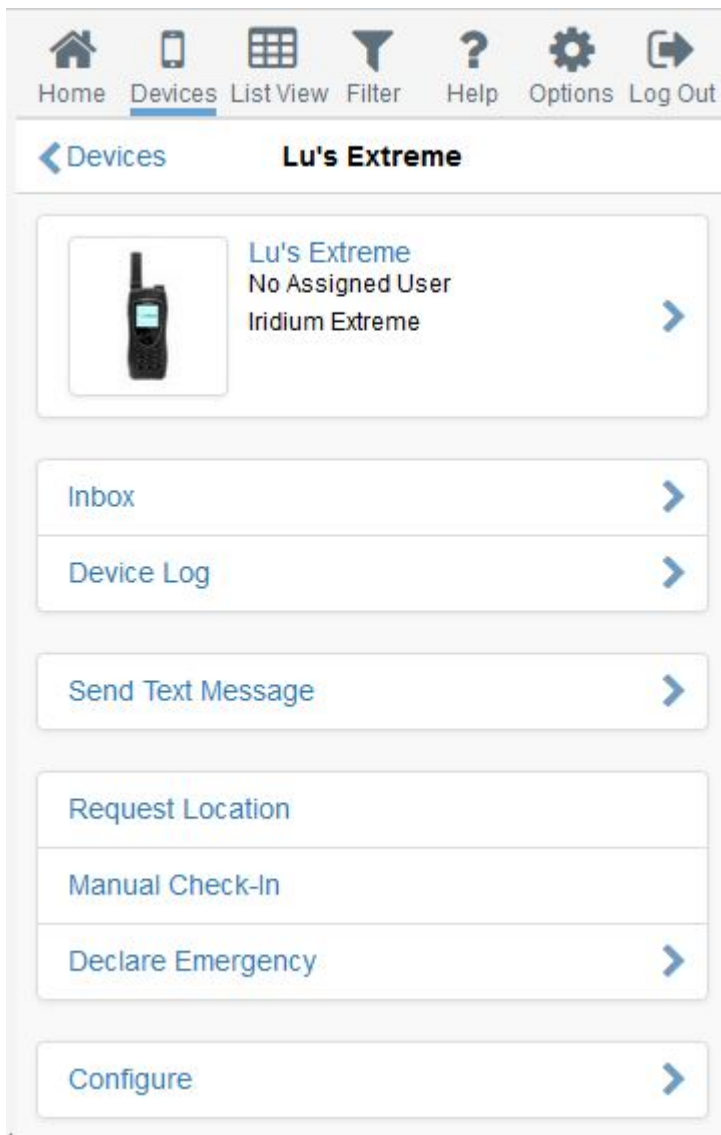
Note: The device tile is a quick way to reference if a device has an assigned user. The device tile will display the **Device Friendly Name** (first line), **Assigned User** (second line), and **Device Type** (third line) as indicated in the image of step 1. Devices which do not have assigned users will appear as "**No Assigned User**" on the second line or will only display two lines, the **Device Friendly Name**, and the **Device Type**.

Follow the instructions below for assistance on how to assign a user to a device.

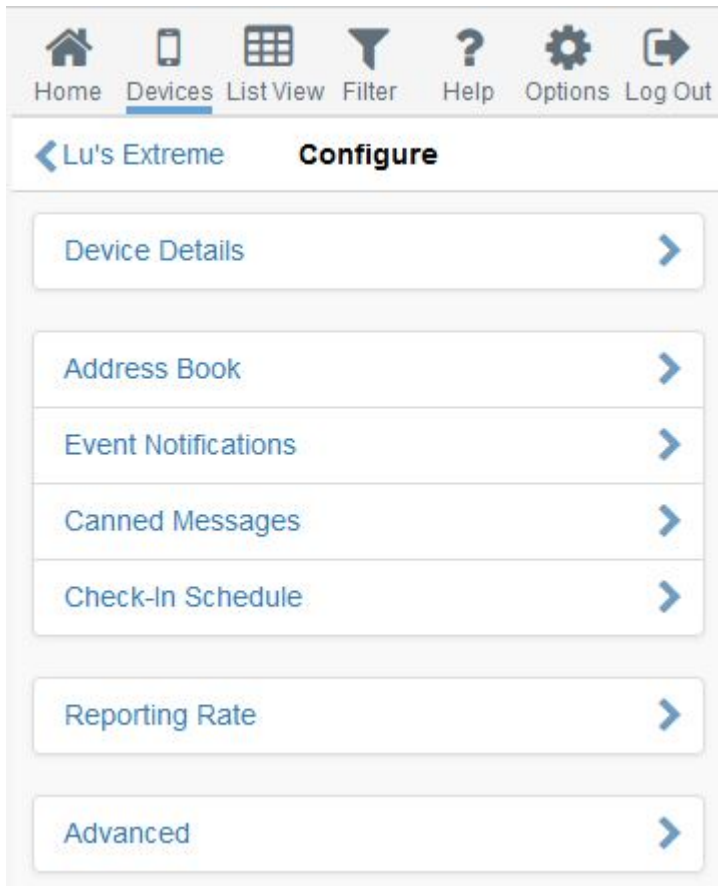
1. Start by selecting a device from the device list on the **Devices** tab.



2. Once you've selected a device, the device page will be displayed. In this example, we've selected Lu`s Extreme which does not have an assigned user.




3. Select **Configure** and you will be presented with the device configuration page.




4. Select **Device Details** followed by the desired user from the **Assigned User** drop down.

Home **Devices** List View Filter Help Options Log Out


[← Configure](#) **Device Details**

Friendly Name
Lu's Extreme 



Assigned User
No Assigned User 

Description

Notes

Device Photo
Select photo 

Phone Number

Map Icon
 Default 

OK Cancel

5. Press **OK** to save your change and the device will now be assigned to the selected user.