User Management Guide

ABOUT THIS GUIDE

Welcome to the user management guide for the Amatis Lighting Control System. In this guide, you'll find straightforward explanations of the user management interface. Whether you're looking to add a new user for a site, or change a user's password (given the appropriate permissions), this guide will walk you through the process with ease.

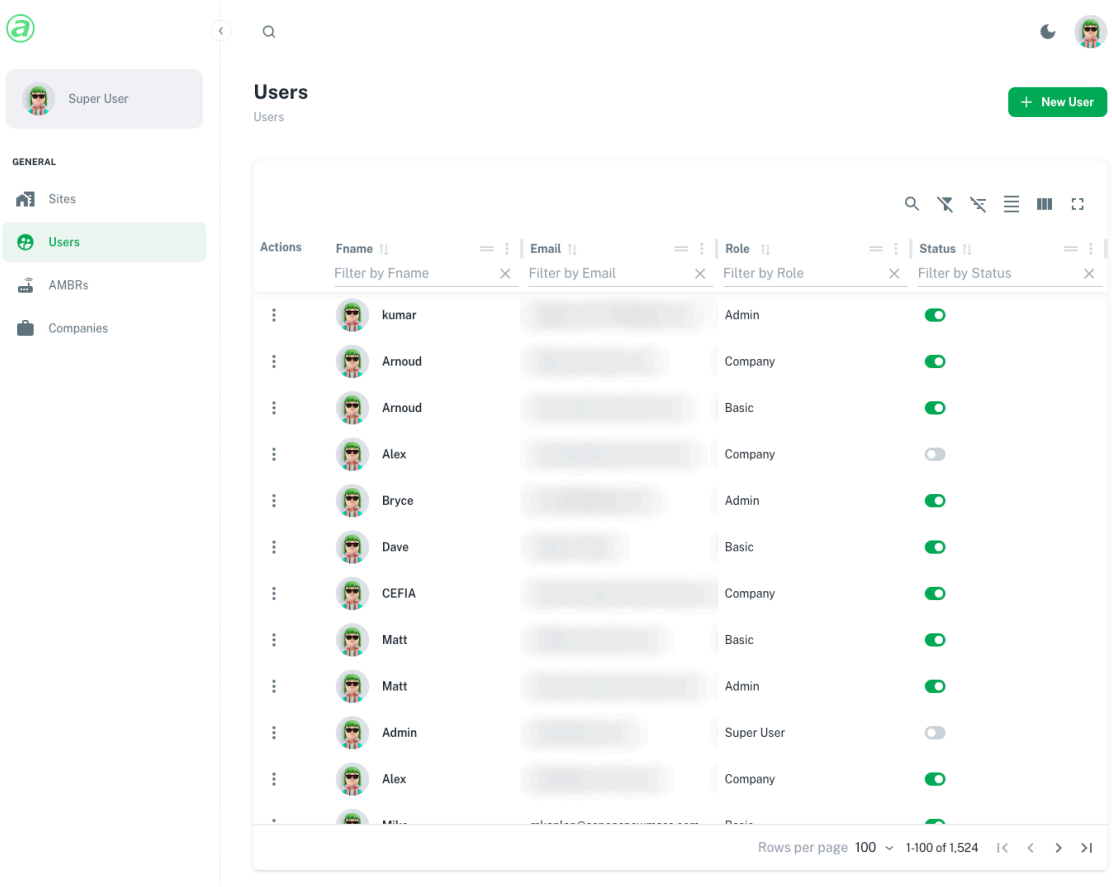
NECESSARY PARTS

The following parts will be necessary to complete this guide:

1. A functional Amatis lighting controls system
2. An Administrative or Company level user account

SYSTEM SETUP

Before getting started with user management, ensure your user has the appropriate permissions. Once you have the right permissions and are logged into the app, user management can begin.



USER HIERARCHY

There are 3 different user types in the Amatis system. Each of these users has a different permission level, and serves a particular purpose.

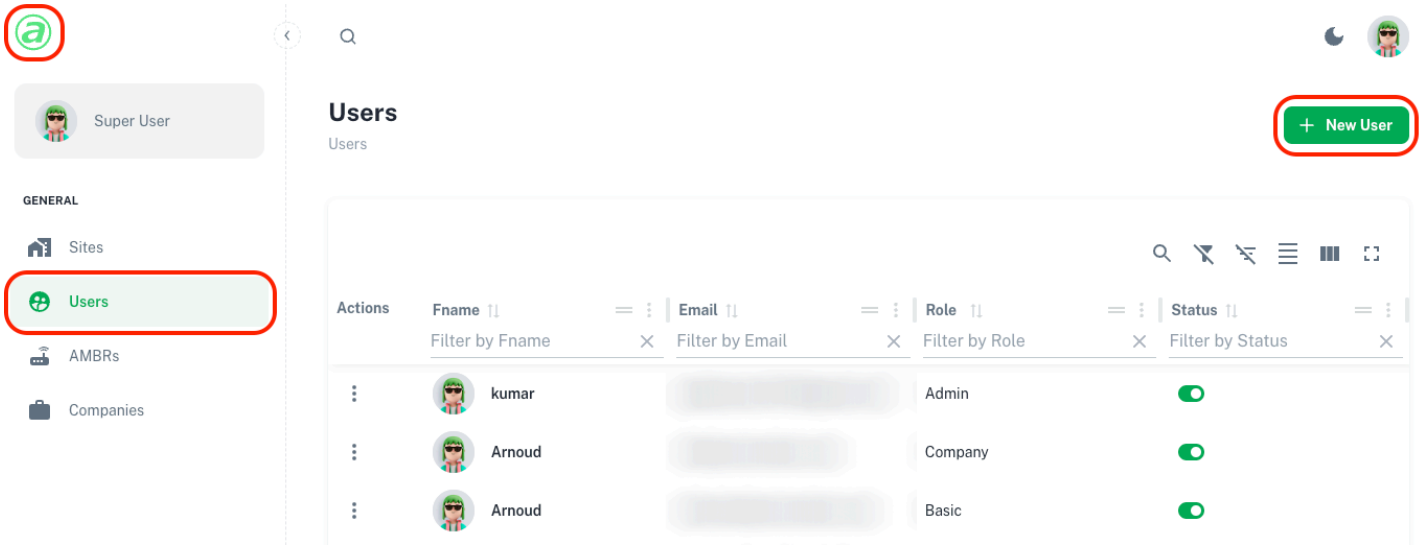
1. Basic User
   - Access to an individual site, with the ability to view locations and control the lights.
   - Example: building owners, facility staff, etc...
2. Admin User
   - Access to specific sites (must be granted), with the ability to commission devices and make programming changes, as well as control the lights.
   - Ability to add, remove, and manage any Basic users of accessible sites.
   - Example: electrical contractors, property managers, etc...
3. Company User
   - Access to all sites associated with a company, with the ability to commission devices and make programming changes, as well as control the lights.
   - Ability to add, remove, and manage any Admin or Basic users of the company's sites.
   - Example: a company managing sever Amatis sites and users.

USER TABLE			
	BASIC	**ADMIN**	**COMPANY**
Locations	View/Control	Edit	Edit
Programming	View/Control	Edit	Edit
Devices		Edit	Edit
Schedules	View	Edit	Edit
Sites		Edit	Edit
Basic Users		Create/Edit	Create/Edit
Admin Users			Create/Edit

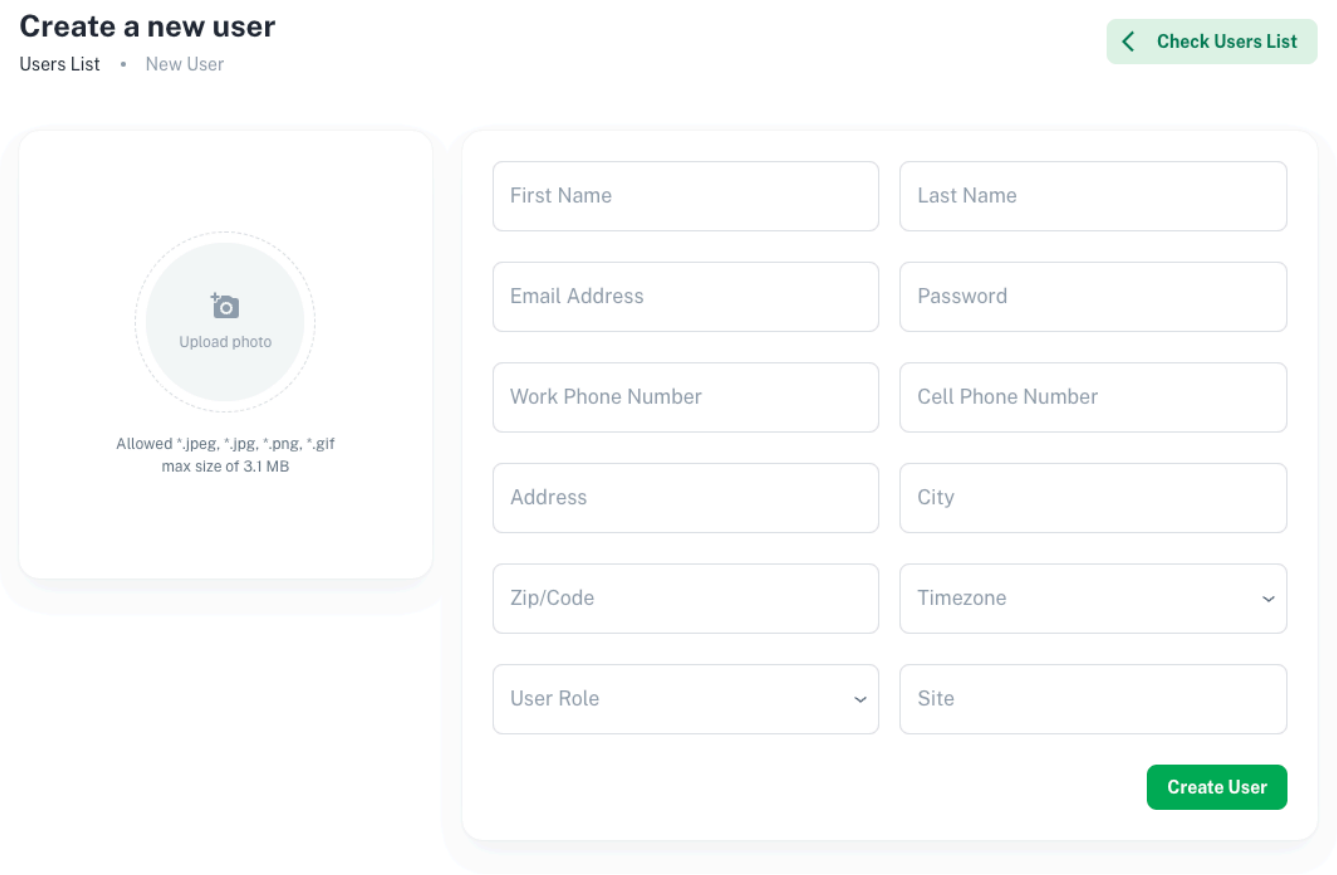
> **NOTE**
> Company level users require multi-factor authentication.

CREATE USER

To create a user, go to the app home page by clicking the Amatis logo in the top left corner, select the "Users" tab on the left, and select "+ New User" on the top right.



This will bring up the new user window. Enter the information for the new user.

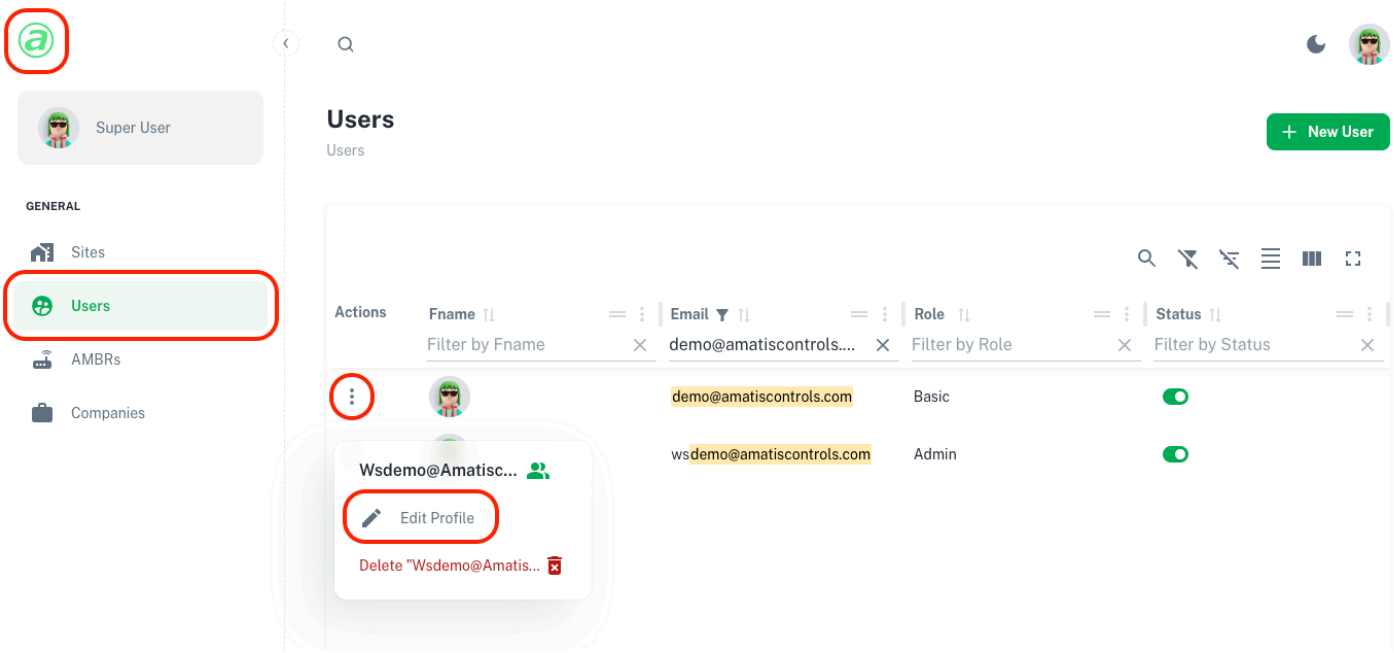


NOTE

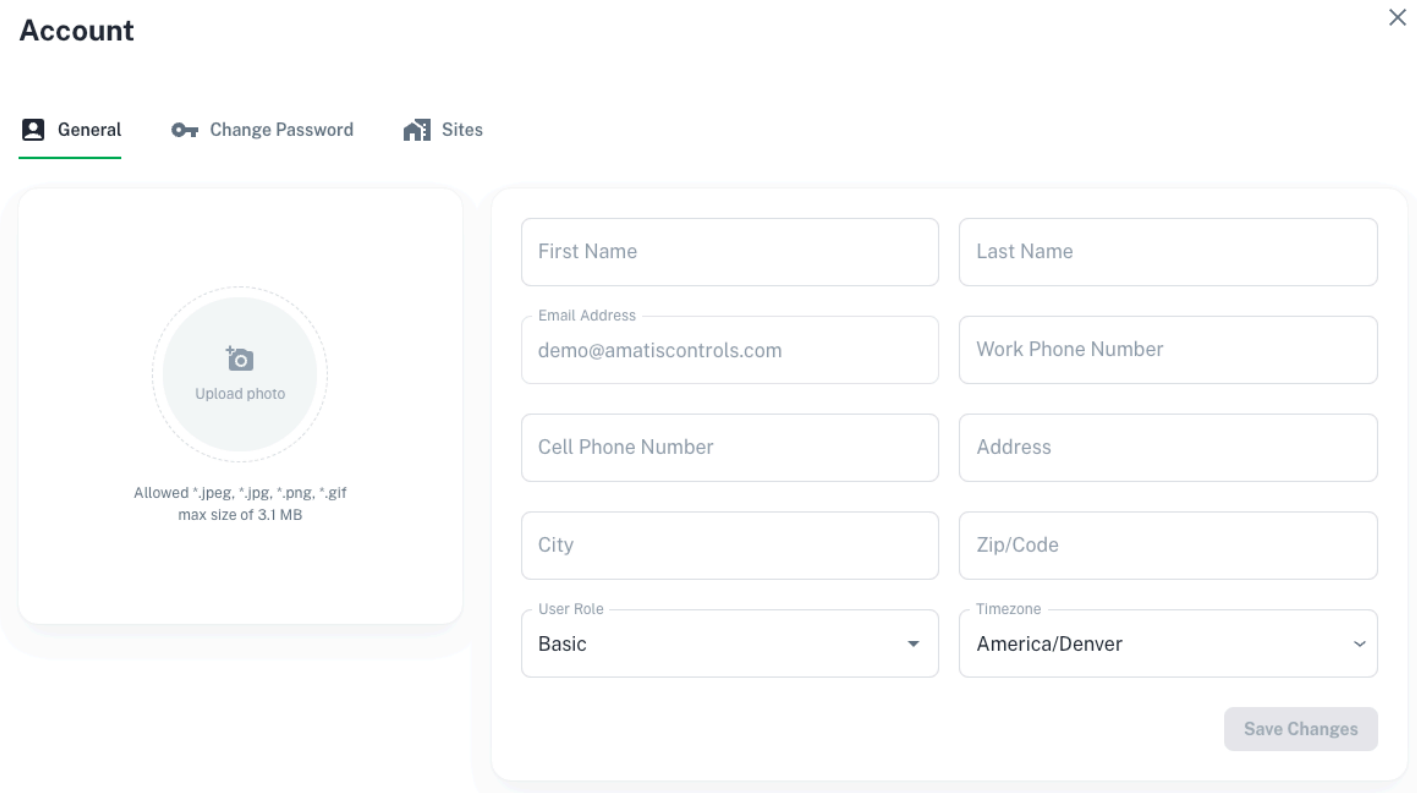
If you are creating a Basic or Admin level user, you will need to specify the site the user will have access to. If you are creating a company level user, the user will automatically have access to the company associated with your account.

EDIT USER

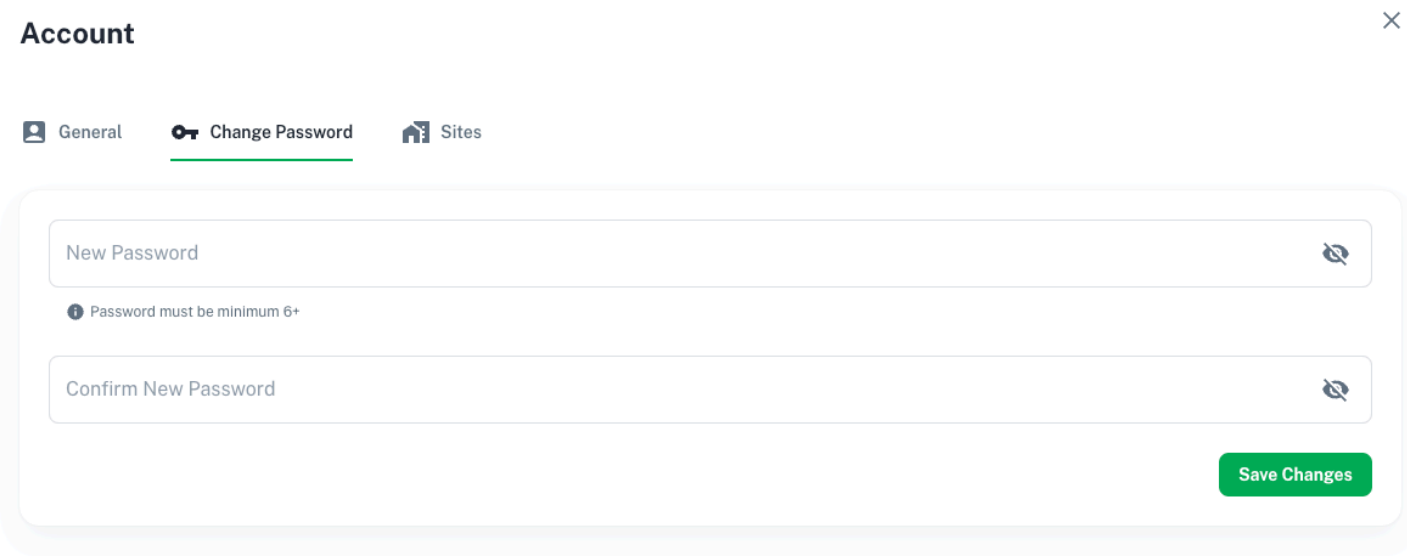
To edit an existing user, go to the app home page by clicking the Amatis logo in the top left corner, select the "Users" tab on the left, and search for the user to be updated. Select the three dots next to the user's name, then select "Edit Profile".



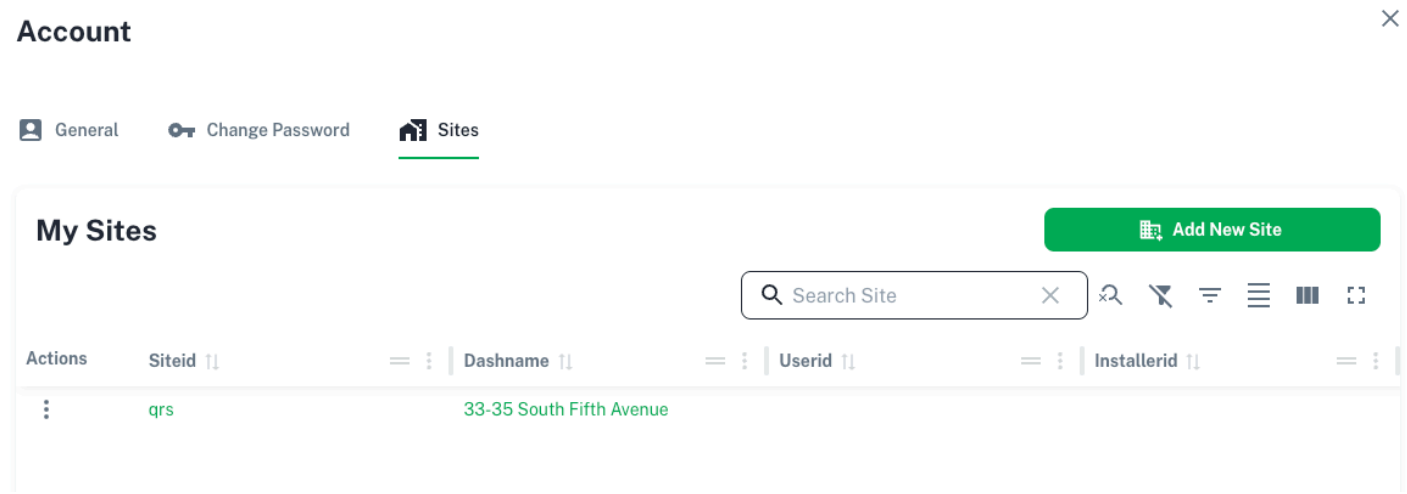
The "General" tab is where to change the user's general settings.



The "Change Password" tab is where the user's password can be updated.



The "Sites" tab is where access can be given or removed for specific sites.



NOTE

In order for a user to be under management of a company, a user from that company must create the new user.

RELATED INFORMATION

Technical Support

Questions about this guide can be sent to support@luum.io.

Document Feedback

While we have taken great care to ensure the accuracy and completeness of this document, we welcome your feedback and suggestions. If you notice any errors or omissions, or feel a topic could benefit from further explanation, please email your feedback to support@luum.io.

Revision History

Date	Revision	Notes
11/3/2026	A	Converted to the current guide format.

Disclaimer

All rights, title, and interest in and to this guide, including without limitation all copyright, trademark, patent, trade secret, and other proprietary rights, belong solely and exclusively to Luum.io and/or its licensors. This guide is provided solely for the purpose of managing user accounts for an Amatis lighting control site, and no license or other rights are granted or implied hereby. No part of this guide may be reproduced, distributed, or transmitted in any form or by any means, including photocopying, recording, or other electronic or mechanical methods, without the prior written permission of Luum.io. The contents of this guide are subject to change without notice. The information contained herein is provided on an 'as is' basis and is for informational purposes only. Luum.io makes no warranty, express or implied, as to the accuracy, completeness, or usefulness of this information, nor does it assume any legal liability or responsibility for the consequences of any errors or omissions therein. The names of actual companies and products mentioned herein may be the trademarks of their respective owners.