



INSTAGRID APP

Quick guide

USER MANAGEMENT - INTRODUCTION

Add, remove, and manage team members within your organization. Assign roles to control what each user can see.

ROLES

Owner

Full administrative control, including managing users, and editing organization settings.

User

View-only access to assigned units. Can also rename units and perform firmware updates if granted additional permissions by an Owner.

GOOD TO KNOW

- Only Owners can invite or remove users.
 - Only Owners can assign units to users.
 - A user can belong to multiple organizations.
 - Granting Owner access gives full administrative control over your organization, including automatic access to your entire fleet.
 - When a user is removed, they lose access to all units and data in your organization.
-

LEARN HOW TO

✓ Download and Install the Instagrid mobile app
✓ Add a user
✓ Remove a user
✓ Assign unit access
✓ Revoke unit access
✓ Edit user role

How to download and install

Instagrid app is available Android and iOS for both smartphones and tablets.

OPTION 1



Using a QR code

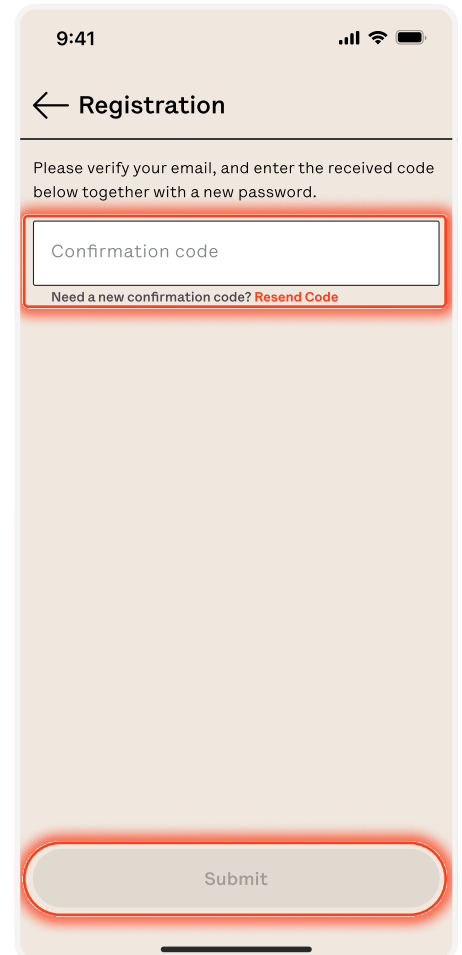
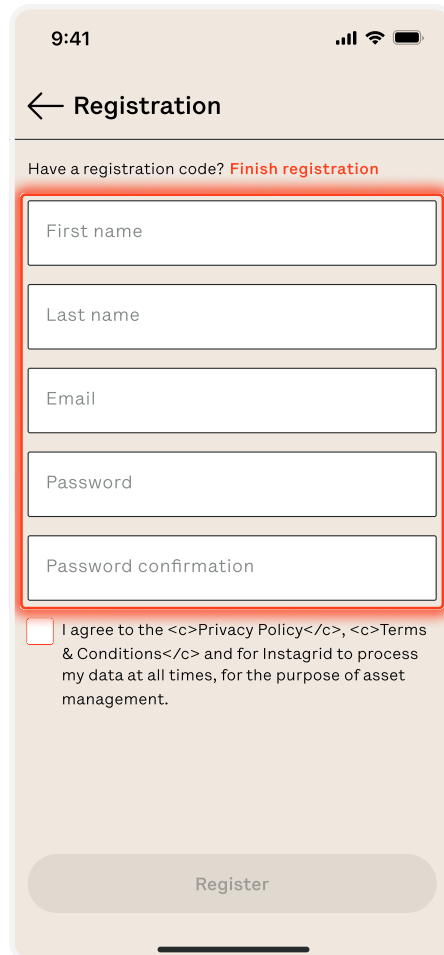
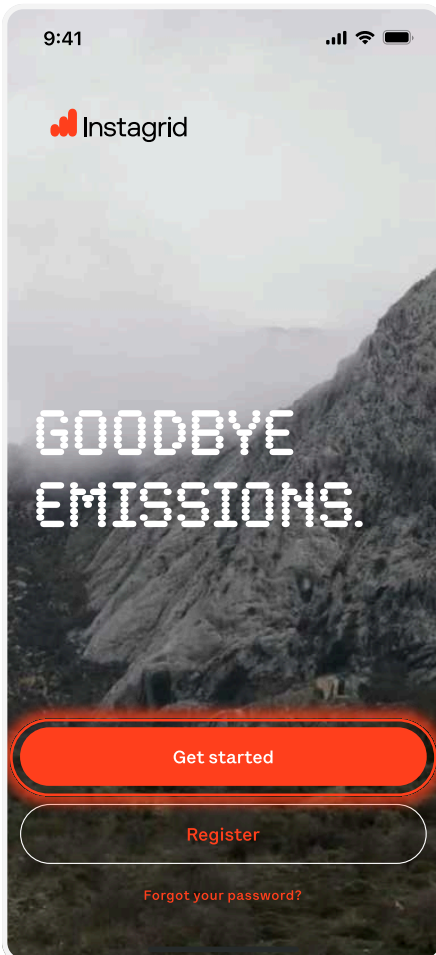
- Open your camera app
- Scan the QR code
- Choose either the App Store or Play Store and tap "Install"

OPTION 2

Via App Store

- Open the App Store or Play Store
- Search for "Instagrid"
- Tap "Install"

Creating an account



1

Tap on "Register"

2

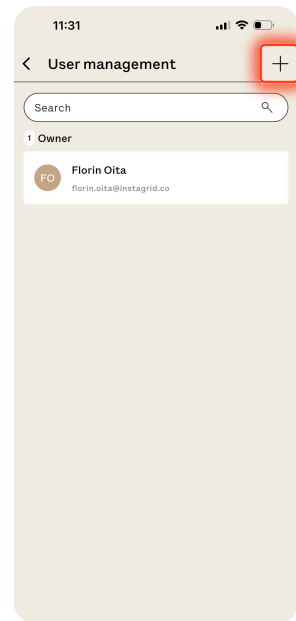
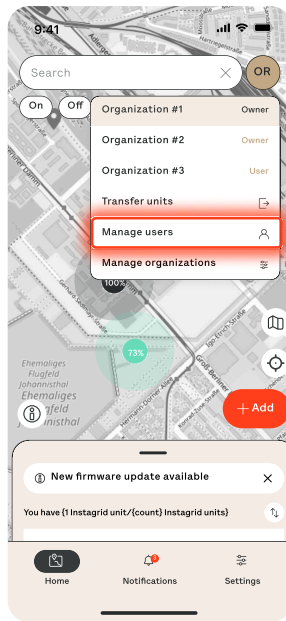
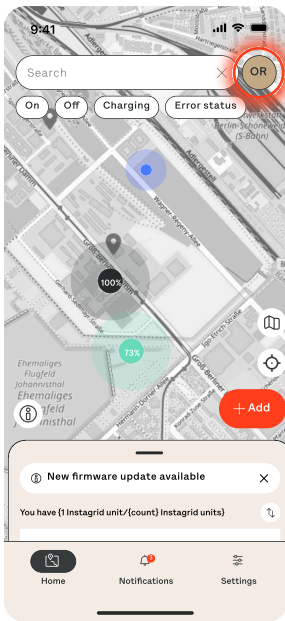
Fill in the information and tap on "Register"

3

Fill in the code received in the email and tap on "Submit Code"

How to add a user

Invite team members to your organization and assign roles to control access across your fleet.



1

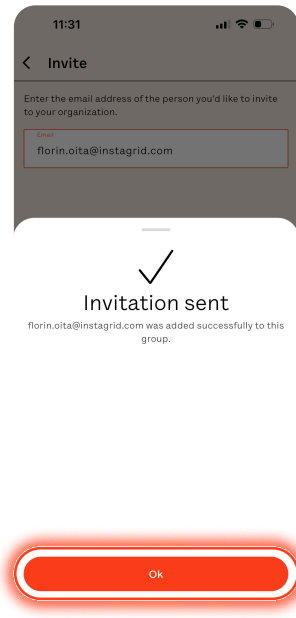
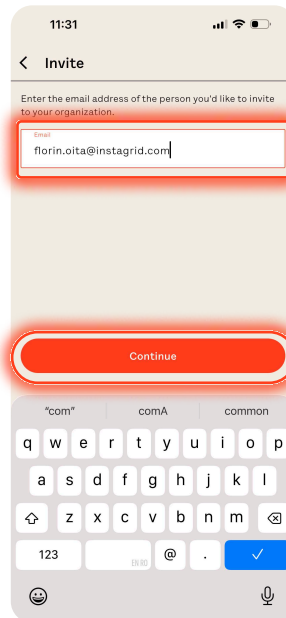
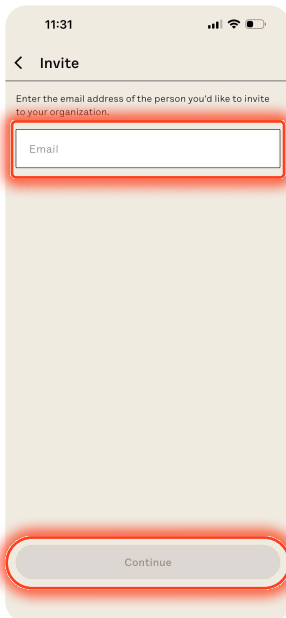
Tap your organization icon to open the organization menu.

2

Select "Manage users" from the menu.

3

Tap the "+" icon to invite a new user.



4

Enter the email address of the person you'd like to invite.

5

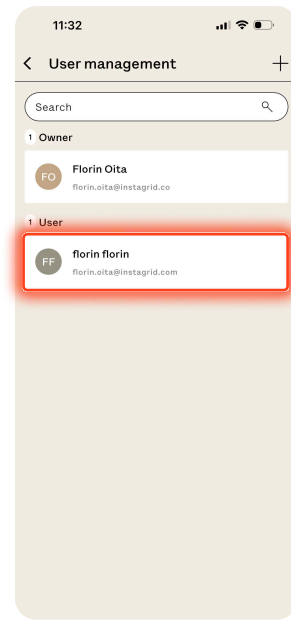
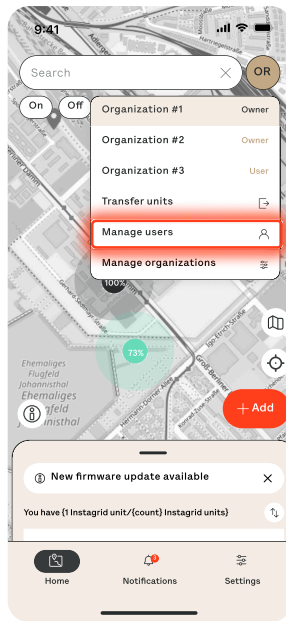
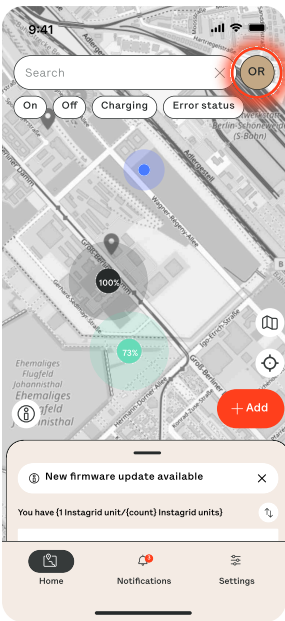
Tap "Continue" to send the invitation.

6

User added. Tap "Ok" to return to user management.

How to remove a user

Remove a team member from your organization to revoke their access to units and fleet data.



1

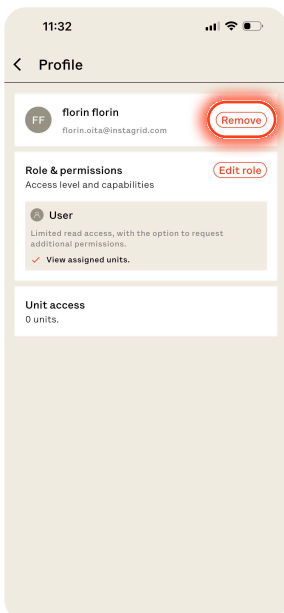
Tap your profile icon to open the organization menu.

2

Select "Manage users" from the menu.

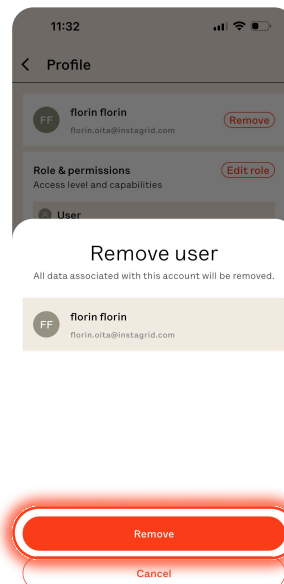
3

Tap the user you want to remove.



4

On the user's profile, tap "Remove" to initiate removal.

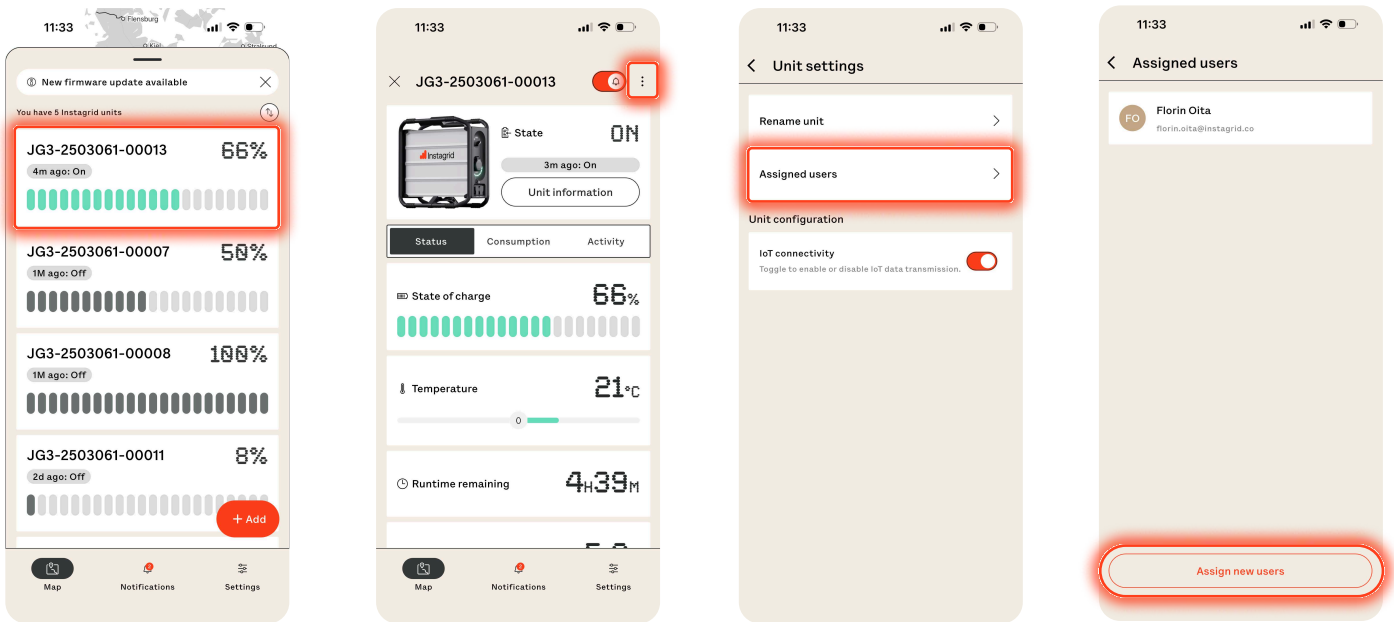


5

Confirm by tapping "Remove", or tap "Cancel" to go back.

How to assign unit access

Grant team members access to specific units so they can monitor and manage them within your organization.



1

Select the unit you want to assign from your unit list.

2

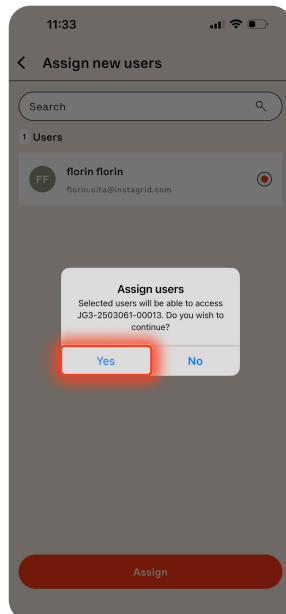
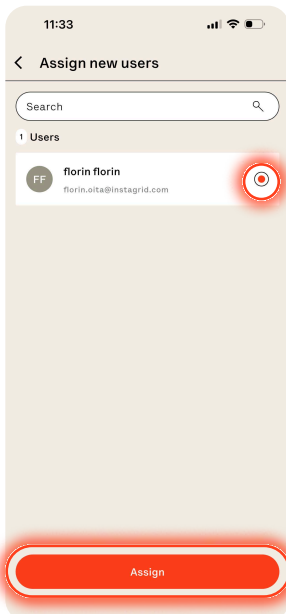
Tap the settings icon to open unit settings.

3

Tap "Assigned users" to view and manage access.

4

Tap "Assign new users" to add team members.



5

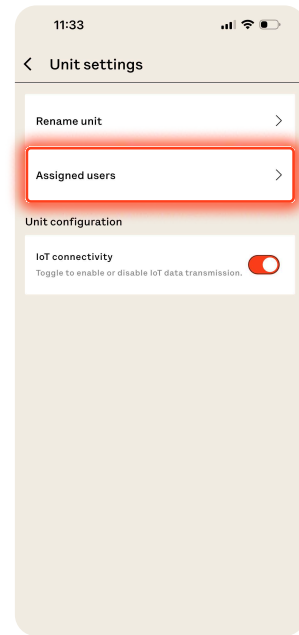
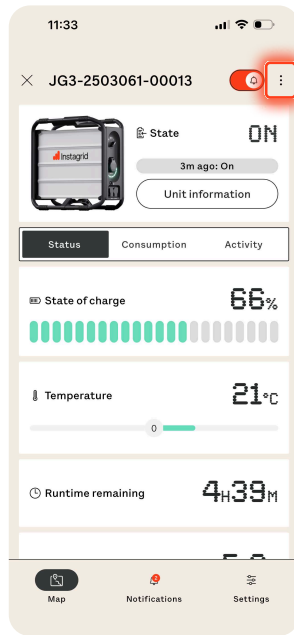
Select the user you want to assign, then tap "Assign".

6

Confirm by tapping "Yes" to grant the selected user access to this unit.

How to revoke unit access

Remove a team member's access to a specific unit when they no longer need to monitor or manage it.



1

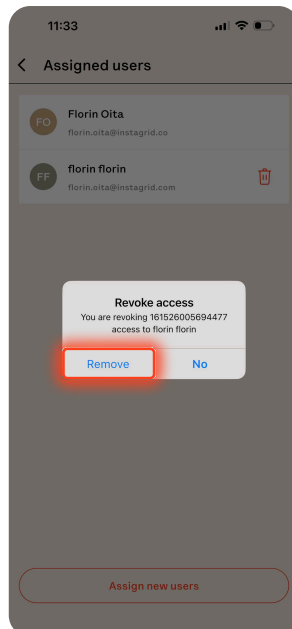
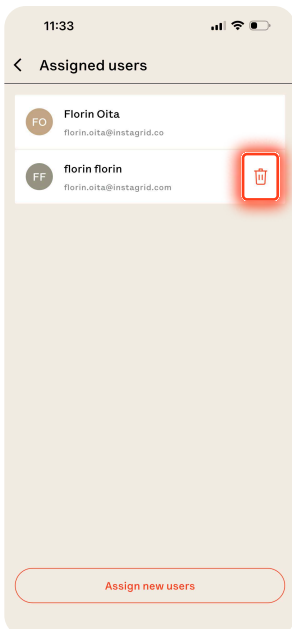
Select the unit you want to manage from your unit list.

2

Tap the settings icon to open unit settings.

3

Tap "Assigned users" to see who has access.



4

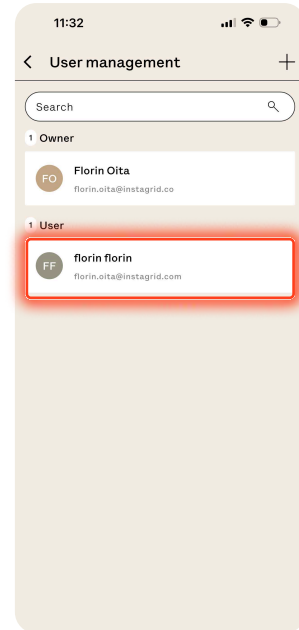
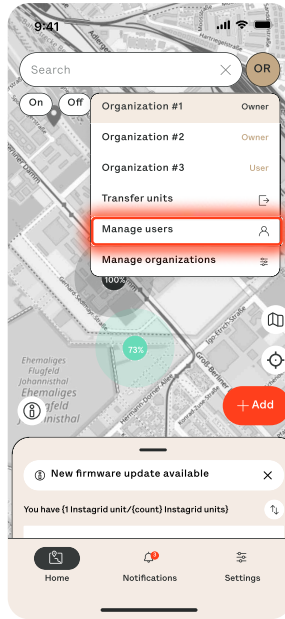
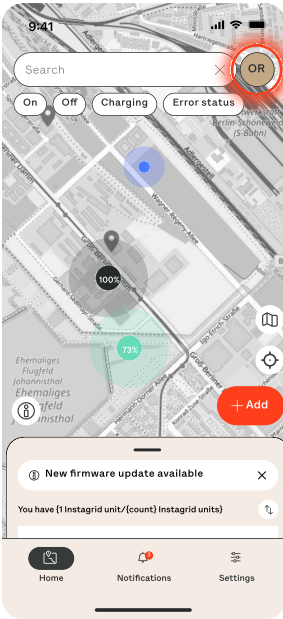
Tap the delete icon to initiate removal.

5

Confirm by tapping "Remove" to revoke access, or tap "No" to cancel.

How to edit a user role

Adjust roles and permissions at any time — promote users to Owners or fine-tune access levels to match your team's needs.



1

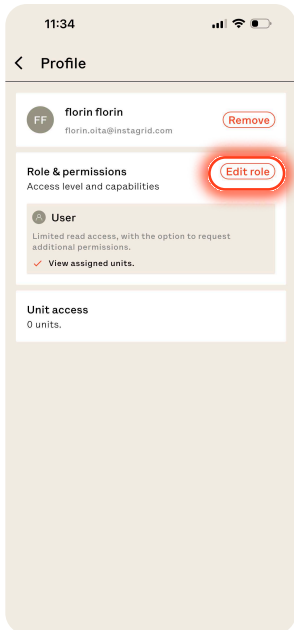
Tap your profile icon to open the organization menu.

2

Select "Manage users" from the menu.

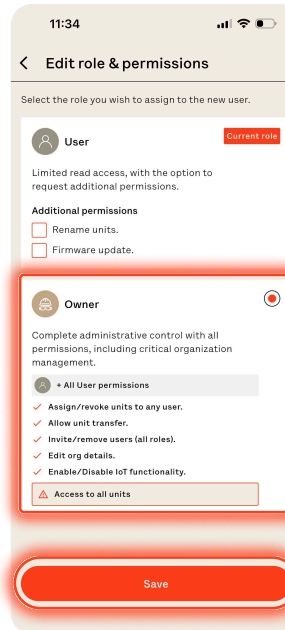
3

Tap the user whose role you want to edit.



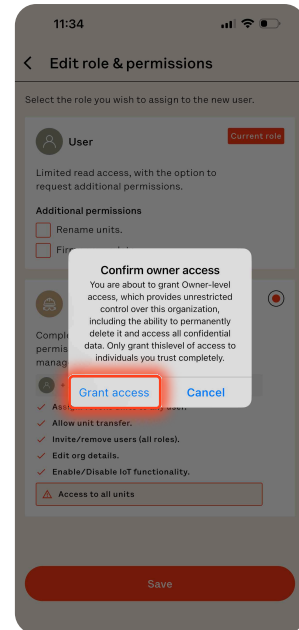
4

On the user's profile, tap "Edit role" to view available roles.



5

Select the new role and review its permissions, then tap "Save".



6

If granting Owner access, confirm by tapping "Grant access" or tap "Cancel" to go back.

FREQUENTLY ASKED QUESTIONS

Why should I add a user to my organization?

Adding a user lets you share access to your units with team members. They can monitor, manage, and stay updated on unit status — without needing a separate setup.

Will I lose access to my units when I share them?

No. Sharing access with another user does not remove your own. You stay in full control of your units while your team members get the access they need.

Can I share a unit with more than one user?

Yes. A single unit can be assigned to multiple users within your organization, so your whole team can stay connected to the equipment they work with.

How many users can I have in my organization?

There's no limit. Add as many users as your team needs.

How many owners can I have in my organization?

There's no limit. However, Owners have full administrative control — only assign this role to people you trust completely.