

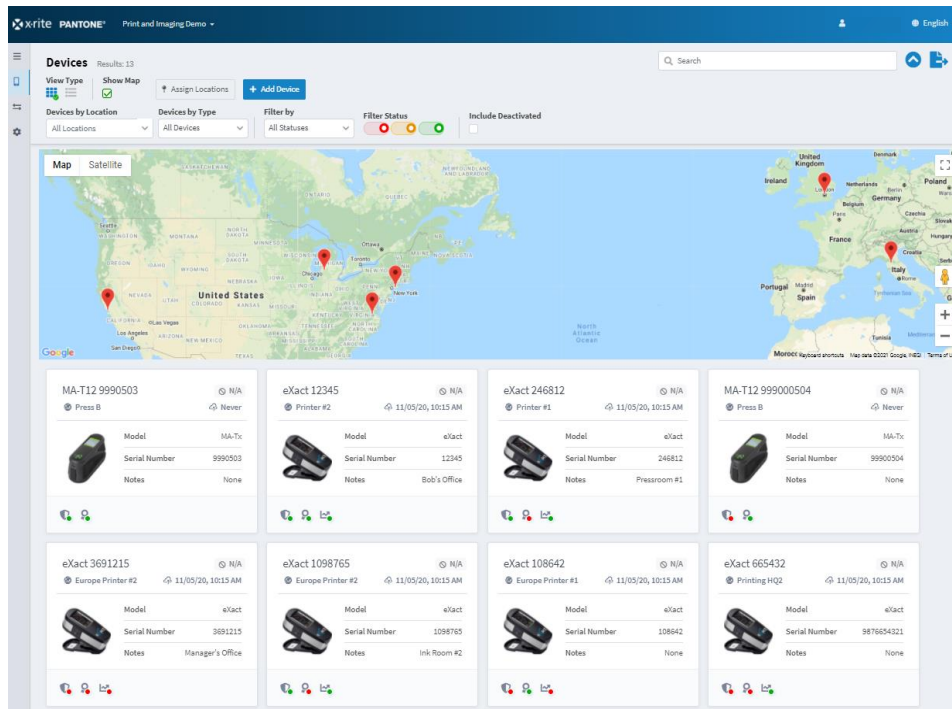


# X-RITE LINK FLEET MANAGEMENT DASHBOARD ADMIN GUIDE

X-RITE | PANTONE  
4300 44th Street SE, Grand Rapids, MI 49512

## Table of Contents

1	Introduction .....	2
2	Logging In .....	2
3	Overview .....	3
	3.1 View Devices.....	3
	3.2 Card View .....	3
	3.3 List View.....	4
	3.4 Map View .....	4
4	Device Details.....	6
5	NetProfiler Statistics .....	9
6	Service Records and Statistics.....	10
	6.1 Service Record Details .....	11
	6.2 Service Statistics .....	11
7	Administrator Settings .....	12
	7.1 Location Hierarchy.....	12
	7.2 Add Individual Locations.....	13
	7.3 Add Child Locations .....	14
	7.4 Import a List of Locations .....	15
	7.5 User and Administrator Permissions .....	17
	7.6 Add a New Users .....	17
	7.6 Assign an Existing User to a New Location.....	18
	7.7 Add Local Admins .....	19
	7.8 Add Admins.....	19
8	Shared Visibility.....	20
	8.1 Overview.....	20
	8.2 Device Sharing Code .....	20
	8.3 How to Share Visibility.....	20
	8.4 How to Revoke Sharing .....	21
	8.5 How to View Devices Shared with Your Company.....	22
	8.6 Allow Users to View Shared Devices.....	22



## 1 Introduction

This guide covers the use of the X-Rite Link Fleet Management Dashboard for administrators and users. X-Rite Link puts you in control of your color measurement devices with real-time visibility into your devices' certification, NetProfiler, warranty, Service Care Plan status; location, service history and NetProfiler statistics.

## 2 Logging In

Log in from <https://link.xrite.com>

Your log in credentials are the email and password associated with your **my.xrite.com** account. An automated welcome email containing instructions to log in has been sent to you by a system administrator. If you do not already have a my.xrite.com account, one has been automatically created with a temporary password included in the welcome email. You can change this password by clicking on **Manage Account** behind your name in the top-right corner of X-Rite Link or on [account.xrite.com](https://account.xrite.com).

All X-Rite Link users are assigned to a **company**. Your company name appears on the top banner next to the X-Rite Pantone logo. In this example we use the company name "Print and Imaging Demo."



## 3 Overview

### 3.1 View Devices

**NOTE:** Your Company Administrator must give you permission to view devices at certain locations. For Users, only devices at or below your permission level in the location hierarchy will be visible. If you are an Administrator, you will see all your company's locations and devices.

To view all your devices, select **Devices** on the left side of the screen. By default, all devices are shown. You have the option to look at devices in card view or in list view.

### 3.2 Card View

The screenshot displays the 'Devices' dashboard with 13 results. The interface includes a search bar, a 'View Type' selector (currently set to Card View), and filters for 'Devices by Location' (All Locations), 'Devices by Model' (All Devices), and 'Filter by' (All Statuses). There are also toggle switches for 'Filter Status' and 'Include Deactivated'.

Device ID	Model	Serial Number	Notes	Status	Last Seen
MA-T12 9990503	MA-Tx	9990503	None	N/A	Never
Bob's eXact	eXact	12345	Bob's Office	N/A	11/05/20
eXact 246812	eXact	246812	Pressroom #1	N/A	11/05/20
MA-T12 999000504	MA-Tx	99900504	None	N/A	Never

### 3.3 List View

The screenshot shows the 'Devices' section with 13 results. The 'View Type' section has 'Show Map' checked. The table below lists the devices:

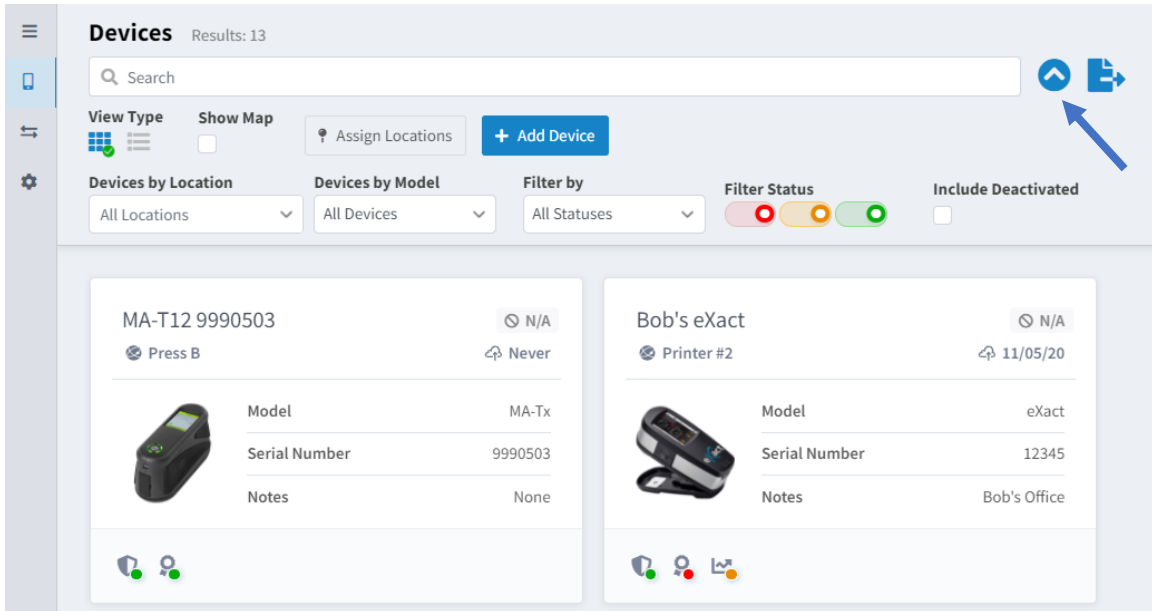
Model	Serial No.	Instrument Name	Location	Warranty/Service Care Plan Expires	Last Certified	Last NetProfiled	Last Updated
MA-Tx	9990503	MA-T12 9990503	Press B	6/1/2022	1/1/2021		
eXact	12345	Bob's eXact	Printer #2	12/19/2019	11/1/2020	11/1/2021	11/5/2020 10:15:03 AM
eXact	246812	eXact 246812	Printer #1	12/1/2020	12/1/2019	11/1/2021	11/5/2020 10:15:03 AM
MA-Tx	99900504	MA-T12 999000504	Press B	12/31/2020	1/1/2021		

### 3.4 Map View


To view devices by location on a map, select **Show Map**. A green checkmark appears. From here you can view your devices by location on the map view. Click on a **map pin** to view all devices assigned to the specified location. Select **Show Map** again to close the map view.

The screenshot shows the 'Devices' section with 13 results. The 'View Type' section has 'Show Map' checked. The map below shows the location of devices across the United States and Europe.

Click the Additional Filters icon  to access or hide the filter options.



The screenshot shows the 'Devices' dashboard with 13 results. It includes a search bar, a 'View Type' selector, a 'Show Map' checkbox, an 'Assign Locations' button, and an 'Add Device' button. Below these are filters for 'Devices by Location' (set to 'All Locations'), 'Devices by Model' (set to 'All Devices'), and 'Filter by' (set to 'All Statuses'). There are also 'Filter Status' switches for red, yellow, and green, and an 'Include Deactivated' checkbox. Two device cards are displayed: 'MA-T12 9990503' (Model MA-Tx, Serial Number 9990503, Notes None) and 'Bob's eXact' (Model eXact, Serial Number 12345, Notes Bob's Office). A blue arrow points to the 'Additional Filters' icon (upward arrow) in the top right corner.

- **Devices by Location:** Click this dropdown arrow to select or search for a location by name. All devices assigned to or below that location (child locations) will be shown.
- **Devices by Model:** Click this dropdown arrow to select the device type you want to view.
- **Filter by:** Click this dropdown arrow and select the status type. Status options include Warranty (including Service Care Plans), Certification, and NetProfiler.
  - **Filter Status** (red, yellow, green): The switches allow you to filter devices by the selected status (i.e. Green = Active, Yellow = About to Expire, Red = Expired).
- **Include Deactivated:** Select this option to include deactivated devices in the list. You can then select Device Cards of deactivated devices to reactivate if desired.
- **Search:** Click in the Search field to search for a device by its model, serial number, and device name.
- **Export to CSV File:** Click the  icon to export the current view (i.e. the devices displayed using the current filter settings) to a CSV file.
- **Device Icons:** Hover over any of the icons below the device image to get the current status on Warranty including Service Care Plans, Certification, and NetProfiler. Depending on the device type, all icons may not display.
- **Last Updated:** Indicated the date the device was last updated.
- **Assign Locations:** Assign or reassign several devices to new locations using an excel template. (Recommendation, export your device list to a CSV file first for quick access to serials numbers and other required information).
- **Add Device:** Only select devices can be added manually. To add additional devices please contact X-Rite Sales.

## 4 Device Details

Click on a **Device Card** to see further information regarding the location, notes, warranty, Service Care Plan, certification, NetProfiler and more pertaining to the device.

On the left side of the window is an overview of the device status, including warranty, certification, and NetProfiler (if applicable)

The screenshot displays the 'Device Details' page for 'Bob's eXact'. The interface includes a sidebar on the left with navigation options: Battery Health, Connection, Warranty, Certification, and NetProfiler. The main content area is divided into several sections:

- Header:** 'Bob's eXact' with a pencil icon for editing and a status indicator 'N/A'. A 'Deactivate' button is located in the top right corner.
- General Information:** A table listing device details:
 

Model	eXact
Serial Number	12345
Location	Printer #2
- Notes:** A section for adding notes, including 'Card Note' (Bob's Office) and 'Long Notes' (Device should be stored in the cabinet along).
- Warranty & Service Care Plan Information:** A table showing expiration dates:
 

Warranty Expires	12/19/2019
Service Care Plan Expires	12/19/2022

 Below this table are two buttons: 'Request Service' and 'Contact Sales'.
- Certification:** A table showing certification dates:
 

Last Certified	11/1/2020
Recommended Cert Date	11/1/2021

- **Deactivate/Activate:** Click this button to deactivate or reactivate the device. Deactivated devices will not show up on the device list by default. To view deactivated devices, click the *Include Deactivated* check box on the device list. Deactivated devices will show up with a red box surrounding the device card.
- **General Information:** This area provides information about device model, serial number, location, etc. for the device. You can also change the location and display name of the device from here by selecting the pencil icon.

- **Notes:** Use this area to enter notes for the device. Under **Card Note** you can enter a short note that is visible at the card view. Under **Long Notes** you can enter detailed notes only visible on this page.
- **Warranty & Service Care Plan Information:** This shows the status of your warranty and Service Care Plan. The warranty status flag (green, yellow, red) is set by either an active manufacturer's warranty or Service Care Plan. You can click **Request Service**, if your device is in need of service. You will be transferred to the X-Rite website, where you can complete the RMA Request Form. You can click **Contact Sales**, to contact X-Rite sales.
  - If the device is assigned to a location with an address, this information plus the device type and serial number will auto populate on the RMA form.
- **Certification:** This shows the last certification date and recommended date for recertification.
- **Device History, Diagnostics, and Visibility:**
  - **History:** This tab shows the device history, for example date of initial setup and updates to locations, notes, warranty status etc.
  - **NetProfiler**
    - **Current Status**
    - **Latest Profile Date**
    - **Profile Expiration Date**
    - **Export Last Certificate:** Download a copy of the most recent NetProfiler certificate of performance
    - **Tile Profiling Accuracy:** Profiled vs. unprofiled dE\* performance by calibration tile (SPEX/ SPIN shown where applicable)
    - **Profiling History:** Average profiled vs. unprofiled dE\* performance over time (SPEX/ SPIN shown where applicable)
  - **Shared Visibility (admins only):** See **Section 8** for more details
  - **Resources:** User guides and other helpful resources associated with your device



### Device History & Diagnostics

History NetProfiler Shared Visibility Resources

#### Status

Profile Status	Passed
Latest Profile	11/5/2021
Profile Expiration	12/5/2021

Export Last Certificate

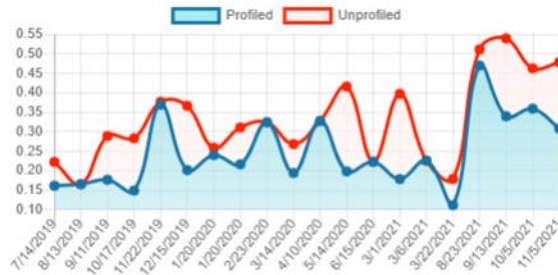
#### Latest Profile

Tile Profiling Accuracy



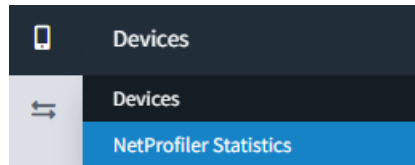
#### Profiling History

Average Profiling Accuracy



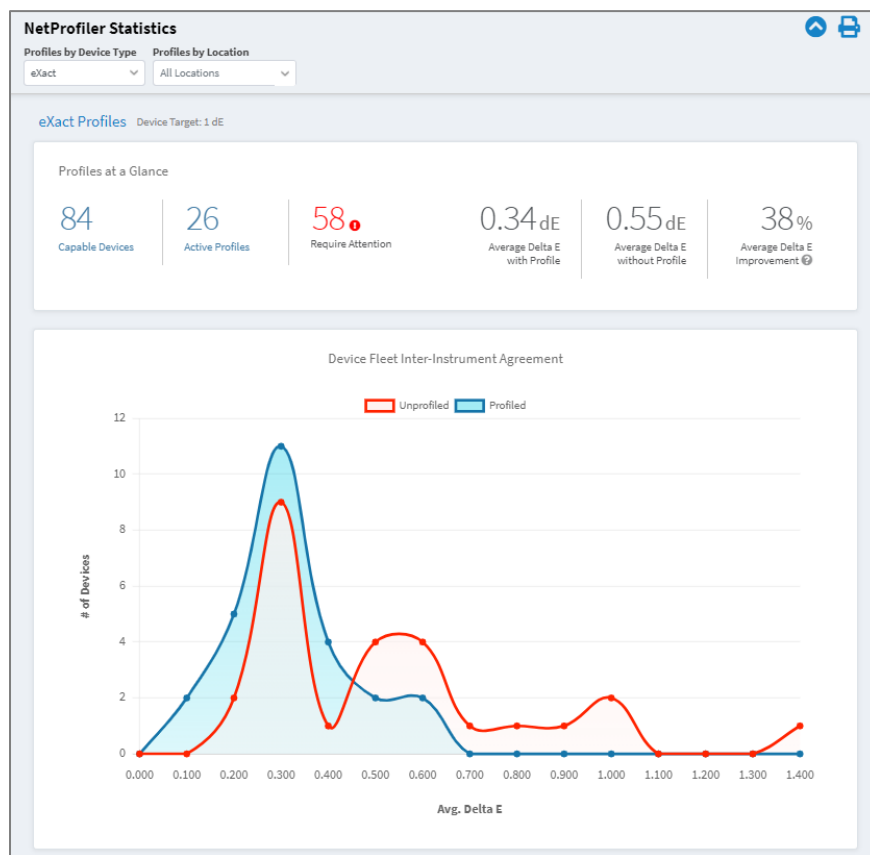
## 5 NetProfiler Statistics

To view the NetProfiler Statistics module, click the **Devices** icon on the left side of the screen, and then click **NetProfiler Statistics**.



NetProfiler Statistics gives you a fleet view of all your NetProfiling devices. Sort by device type and location to see:

- The number of active NetProfiles and number of devices that need attention
- Fleet average dE\* with and without NetProfiler (active profiles only) along with fleet dE\* improvement
- Histogram of fleet inter-instrument agreement
- Fleet overview pie charts
- Table of devices and status
- Button to export all active NetProfiler certificates of performance in one-click






## 6 Service Records and Statistics

To view current and past device service records, click the **Service** icon on the left side of the screen, and then click **Service Records**. Click on a Serial Number to view the device details or click on the RMA number to view the service details.

The screenshot shows the X-Rite Pantone RMA dashboard. The top navigation bar includes the X-Rite and Pantone logos, the text 'Print and Imaging Demo', and user information for Ben Spiegel. The main content area is titled 'RMA Results: 7' and features a search bar and several filter options: 'Filter By Model' (set to 'All'), 'Filter By RMA Status' (set to 'All'), 'Filter By Failure Type' (set to 'All'), and 'Filter by Date' (with 'From' and 'To' date pickers). A blue arrow points to the 'Additional Filters' icon in the left sidebar. Below the filters is a table with the following columns: Model, Serial No., RMA #, RMA Status, Failure Type, Return Location, RMA Created, Device Received, Device Shipped, RMA Closed, and Turnaround (Days). The table contains seven rows of data.

Model	Serial No.	RMA #	RMA Status	Failure Type	Return Location	RMA Created	Device Received	Device Shipped	RMA Closed	Turnaround (Days)
eXact	1098765	9901099665	Waiting for Product	Cleaning	Europe Printer #1	11/4/20				
eXact	108642	990109542	RMA Closed	Firmware Update	Printing HQ	10/20/20	10/25/20	10/28/20	10/28/20	2
eXact	12345	99013245	RMA Closed	Certification	Printing HQ	10/20/20	10/25/20	10/27/20	10/28/20	1
eXact	1512963	9901513863	Open	Cleaning	Europe Printer #1	10/20/20	11/5/20			
eXact	246812	990247712	Open	No Communication	Printing HQ	10/10/20	11/3/20			
eXact	5101520	9905102420	RMA Closed	Dirty lens	Printing HQ	9/20/20	9/25/20	9/27/20	9/28/20	1
eXact	3691215	9903692115	RMA Closed	Certification	Printing HQ	9/20/20	9/25/20	9/27/20	9/28/20	1

- Click in the **Search** field to filter by RMA number, Serial Number, or Location.
- Click the Additional Filters icon  to access the filter options. From here you can filter by model, RMA status, diagnosis reason, or date. To filter by date, select the arrow next to the calendar icon  to select the date type to filter by.
- Click the Export Current View icon  to export the current list as a CSV file.


### 6.1 Service Record Details


The **Service Record Details** screen appears after clicking on an RMA number in the **Service History** module.

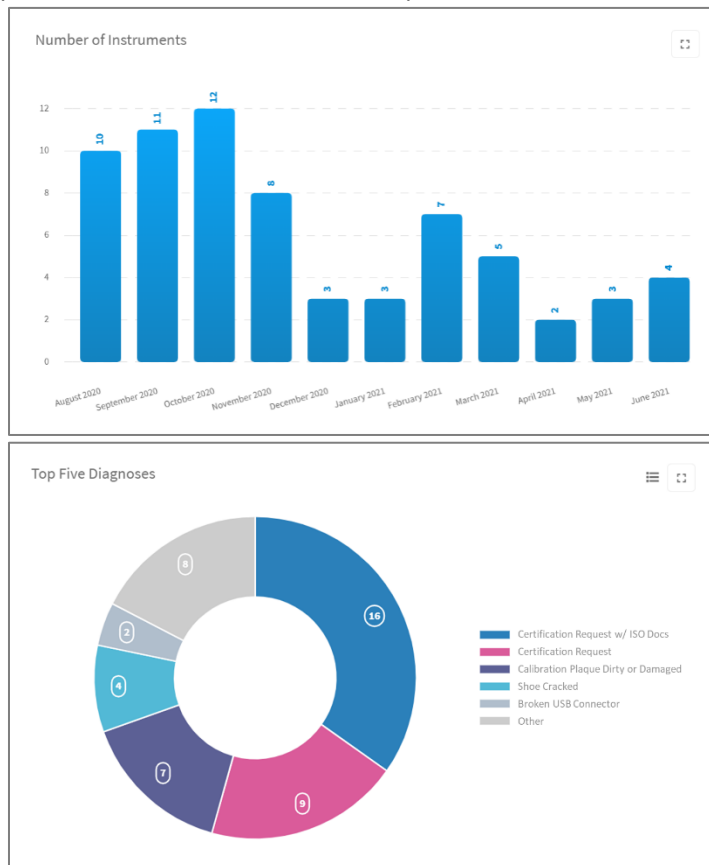
- **RMA Information:** RMA number, service status, type, and diagnosis.
- **RMA Events:** When the RMA was created, when the device was received and shipped, and the tracking number.
- **Device Information:** Device model number, serial number, warranty/service start and end dates.
- **Shipping Information:** Address of the service center taking care of the device and the address the device will be returned to.

### 6.2 Service Statistics

To view Service statistics, click the **Service** icon on the left side of the screen and then click **Service Statistics** from the list. From this screen you can view the number of devices sent in for service per month and top five diagnosis reasons. You also can filter by specific model and date.

Click **Export Current View**  to export the current list as a CSV file.

Click **Print**  to print the current RMA statistics report.

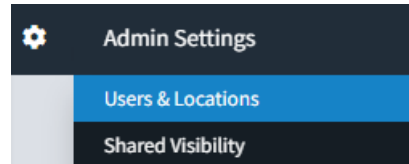


## 7 Administrator Settings

This section covers the use of the Administrator functions.

**NOTE:** You must have administrative rights to access features shown in Section 7.

To add or modify users and locations, select **User & Locations** from the **Admin Settings** menu.

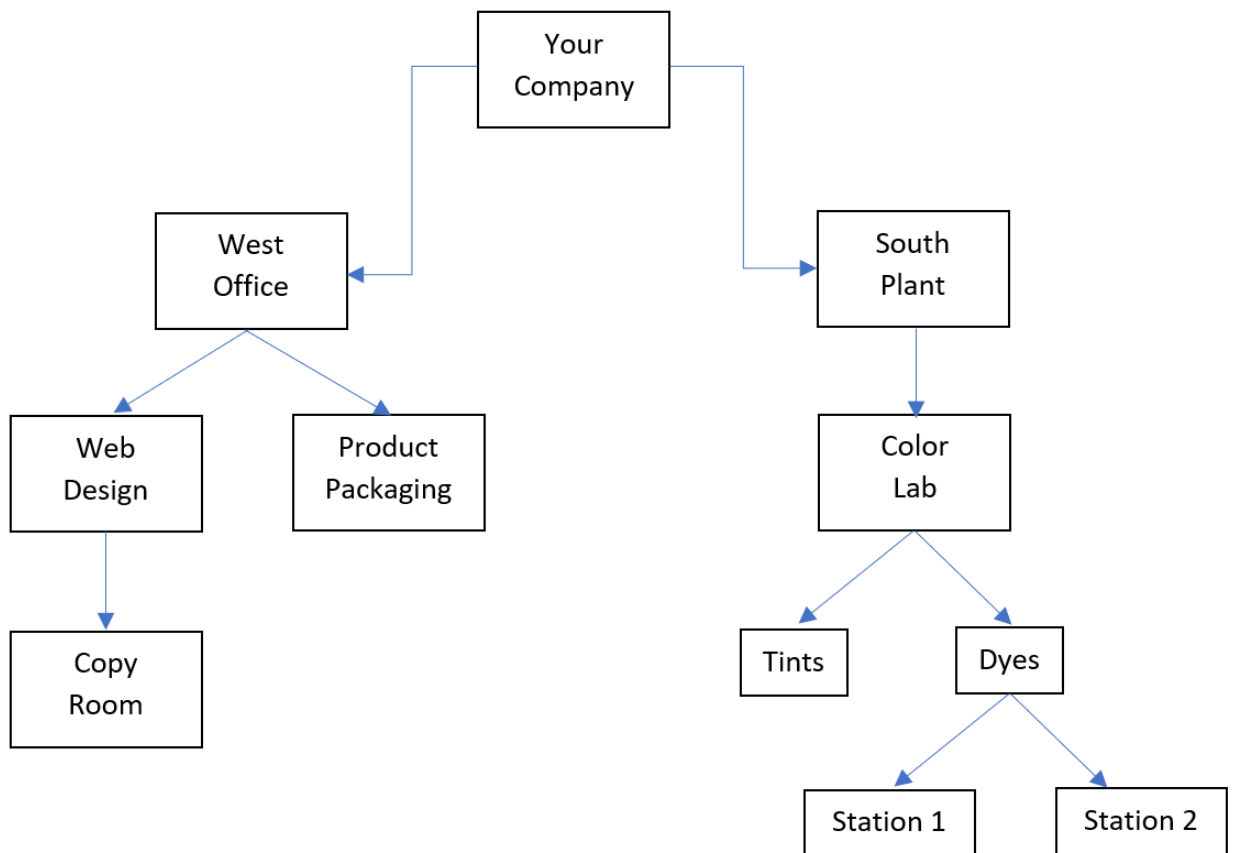


### 7.1 Location Hierarchy

Locations are set up in a hierarchy. First, top level locations are created and then child locations can be added to top-level or other child locations.

For example, top-level locations could be countries or regions with child locations of state/province, facility, production line or lab. There can be any number of location hierarchy levels to meet your specific needs.

Example:



## 7.2 Add Individual Locations

Click **+ Add New Location** and enter a **Location Name**. You can optionally add additional information for this location. If you include an address, the location will appear on the map view and will auto-populate RMA forms created from X-Rite Link with the address the device is assigned too.

**NOTE:** Click **Save & Add Another** to add multiple locations without exiting this window.

Add New Top-Level Location
×

<b>Location Name *</b> <input type="text"/>	Store Number <input type="text"/>
Address 1 <input type="text"/>	Address 2 <input type="text"/>
City <input type="text"/>	State/Province/Region <input type="text"/>
ZIP/Postal Code <input type="text"/>	Country <input type="text"/>
E-mail <input type="text"/>	

Save & Add Another
Save
Close

The location appears in the list on the left side of the screen. In this example, we used **South Plant** as our top-level location.

### South Plant


+ Add Child Location
✎ Edit
✕ Delete

**Address**

234 Old Town Rd. NE  
Lowtown, Mi 55555

**Email**

southplant@example.com



**NOTE:** To add another top-level location, click **+ Add New Location** again. Do not click **Add Child Location**.

To edit location information, select the location and click **Edit**. Click **Save**.

### 7.3 Add Child Locations

- Once your top-level location is set up, you can add child locations. Select the location you would like to add child locations to and click **+ Add Child Location**.

## South Plant

**+ Add Child Location**

 Edit

 Delete

Enter **Location Name** and other optional information and click **Save**.

### Add New Child Location to South Plant ×

<b>Location Name *</b>	Store Number
<input type="text"/>	<input type="text"/>
Address 1	Address 2
<input type="text"/>	<input type="text"/>
City	State/Province/Region
<input type="text"/>	<input type="text"/>
ZIP/Postal Code	Country
<input type="text"/>	<input type="text"/>
E-mail	
<input type="text"/>	

Save & Add Another

Save

Close

The child location will now appear in the list on the left side of the screen. In our example, the child location is the **Color Lab**.

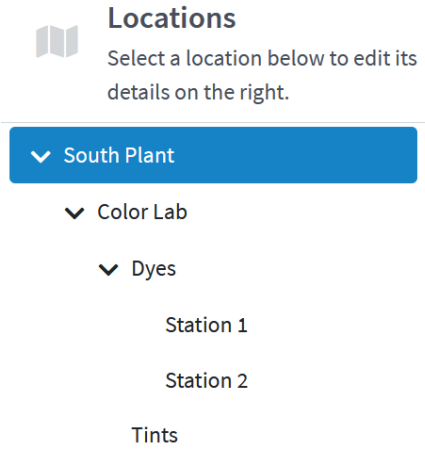
▼ South Plant

▼ Color Lab

To add a second child location to the South Plant, select the **South Plant** location and click **+ Add Child Location**. Enter the desired information and click **Save**. The same process can be followed to add child locations to Color Lab

**NOTE:** Click **Save & Add Another** to add additional child locations without exiting.

Below is an example of the hierarchy you will see on X-Rite Link mirroring half of the location tree shown in **Section 7.1**.



### 7.4 Import a List of Locations

**NOTE: For the import, the location data needs to have a specific format. Click Import Locations and click Template to download a location template in CSV format.**

**Sample location file:**

	A	B	C	D	E	F	G	H	I
1	ParentLocationName	LocationName	Address1	Address2	City	State	PostalCode	Country	Email
2		West Office							
3	West Office	Web Design	123 Main St NE		Testerfield	MI	55555	US	webdesign@example.com
4	West Office	Product Packaging	123 Main St NE	#308	Testerfield	MI	55555	US	packaging@example.com
5	Web Design	Copy Room	123 Main St NE		Testerfield	MI	55555	US	copyroom@example.com
6		South Plant							
7	South Plant	Color Lab	234 Old Town Rd. NE		Lowtown	MI	55555	US	colorlab@example.com
8	Color Lab	Tints	234 Old Town Rd. NE		Lowtown	MI	55555	US	tints@example.com
9	Color Lab	Dyes	234 Old Town Rd. NE		Lowtown	MI	55555	US	dyes@example.com
10	Dyes	Station 1	234 Old Town Rd. NE	R.104	Lowtown	MI	55555	US	station1@example.com
11	Dyes	Station 2	234 Old Town Rd. NE	R.105	Lowtown	MI	55555	US	station2@example.com

In this example, the top-level locations are the West Office and the South Plant. Both have child locations: Web Design, Product Packaging, and Color Lab, which are entered under LocationName (column B).

Web Design and Product Packaging have West Office as their parent location while the Color Lab has South Plant. Parent locations are entered in the ParentLocationName (column A).

Web Design and Color Lab have child locations themselves, Copy Room, Tints and Dyes. So, for Copy Room, Web Design would be entered in the ParentLocationName column and Color Lab for Tints and Dyes. Dyes also has child locations, Station 1 and Station 2 and for those Dyes is entered in the ParentLocationName column.

Optional, add address and email data in columns C to I. If the address data is entered, the location can be displayed on the map view by selecting **Map View** on the Devices screen and will auto-populate on the service request form.



Click **Import Locations** and then click **Upload**.

Import Location Data ×

---

**Download Location Template**

📄 Template

**Upload Location File**

Warning: This will add new locations to your hierarchy and update any existing locations by name. This may change your location hierarchy and cannot be undone.

We recommend this tool for initial data import only.

📄 Upload

Select the CSV file that contains your location information and click **Open**.

The system parses the CSV file for location data. After this process, a screen opens showing you the location data that it found in the CSV file.

Import Location Data ×

---

! Please note that any fields containing **red** text indicate that either the location's name, address, or email address is invalid. Please note that only checked locations will be imported.

<input checked="" type="checkbox"/> Location Name	Address	Email
<input checked="" type="checkbox"/> West Office		
<input checked="" type="checkbox"/> Web Design	123 Main St NE Testerfield, MI 55555 US	webdesign@example.com
<input checked="" type="checkbox"/> Copy Room	123 Main St NE Testerfield, MI 55555 US	copyroom@example.com
<input checked="" type="checkbox"/> Product Packaging	123 Main St NE #308 Testerfield, MI 55555 US	packaging@example.com
<input checked="" type="checkbox"/> South Plant		
<input checked="" type="checkbox"/> Color Lab	234 Old Town Rd. NE Lowtown, MI 55555 US	colorlab@example.com
<input checked="" type="checkbox"/> Tints	234 Old Town Rd. NE Lowtown, MI 55555 US	tints@example.com
<input checked="" type="checkbox"/> Dyes	234 Old Town Rd. NE Lowtown, MI 55555 US	dyes@example.com
<input checked="" type="checkbox"/> Station 1	234 Old Town Rd. NE R.104 Lowtown, MI 55555 US	station1@example.com
<input checked="" type="checkbox"/> Station 2	234 Old Town Rd. NE R.105 Lowtown, MI 55555 US	station2@example.com
<b>x</b>		

Close Import

Select the locations you want to import from the list. By default, all locations in the file are selected.

Click **Import** to load the locations into your dashboard.

## 7.5 User and Administrator Permissions

All X-Rite Link users are associated with locations. This gives administrators complete control over the devices users can access.

Users:

- Access to devices at assigned locations and child locations
- Permission to perform all accessible Dashboard functions
- Can NOT create or edit locations
- Can NOT create or edit users

Administrators:

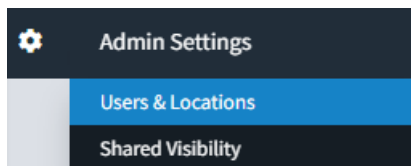
- Access to all User functions PLUS
- Access to all locations
- Access to all devices
- Permission to create and edit locations
- Permission to create and edit users
- Permission to change user permissions

Local Administrators (all permissions restricted to assigned location(s)):

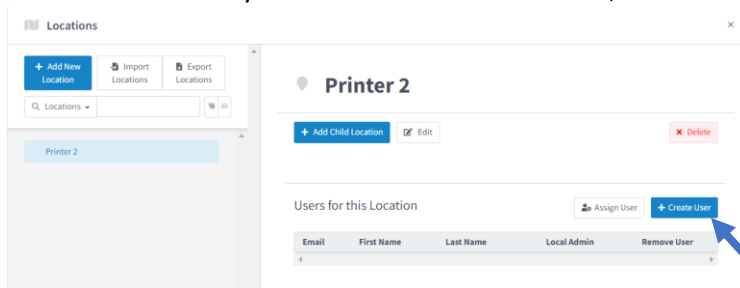
- Access to all functions as an Administrator except limited to assigned locations
- Access to devices at assigned locations and child locations
- Can NOT create or edit locations they are not assigned to
- Can NOT create or edit users at locations they are not assigned to

## 7.6 Add a New Users

To add users, select **User & Locations** from the **Admin Settings** menu.



Select the **Location** you would like to add a user to, click **+ Create User**.



Enter the user's **First Name**, **Last Name**, and **Email Address**. Select the location(s) the user should be assigned to and click **Save Changes**.

By default, the location that was highlighted will be selected. You can unselect that location or select additional locations to assign the user to.

After selecting Save Changes, the user will get an email with log in details.

**NOTE: New Users/ Local Admins/ Admins to X-Rite will receive an automated welcome email. If the new user has an existing my.xrite.com account, the email will contain instructions to use their existing log in. The existing account may display a different first name and last name from what was entered. The user can modify this by updating their profile on account.xrite.com. If the new user does not have a my.xrite.com account, then an account will be automatically created. Included in the welcome email will be a temporary password for the new user.**

## 7.6 Assign an Existing User to a New Location

To assign an existing X-Rite Link user to a location, select the **Location** you would like to add the user to, click **Assign User**

On the next screen select the existing user(s) from the list and click **Save**

## 7.7 Add Local Admins

Local Admins have full administrator privileges but only to select locations. As an example, a Local Admin could be a site lead who needs to create and modify users at their location but does not need full admin permissions for the entire company.

To create a Local Admin, follow the steps above to create them as a user. Select the location they need to be a Local Admin (*Press A* in the example below) and check the Local Admin box.

Printing HQ > Printer #1 > Press A

**Press A**

+ Add Child Location   Edit   Delete

Users for this Location   Assign User   + Create User

Email	First Name	Last Name	Local Admin	Remove User
example@xrite.com	John	Smith	<input checked="" type="checkbox"/>	<input type="checkbox"/>

## 7.8 Add Admins

Admins have full access permissions across the site. They can add and edit users and locations for the entire company. They also have visibility to the company's entire fleet across all locations.

To create a new admin, from the **Users & Locations** module, expand the **Admins** section and click **+ Add Admin**

**Users & Locations**

Admins  
Admins have access to all locations and devices. Admins do not need to be assigned to individual locations.

+ Add Admin

Enter the admin's **First Name**, **Last Name**, and **Email Address** and click **Save Changes**.

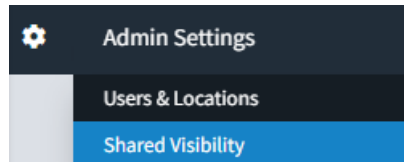
Similar to a new user the admin will receive an automated email with log in details.

## 8 Shared Visibility

### 8.1 Overview

Shared Visibility allows your organization to share visibility of your devices, and other organizations to share visibility of their devices with you.

To add Share Visibility with a partner organization, select **Shared Visibility** from the **Admin Settings** menu.



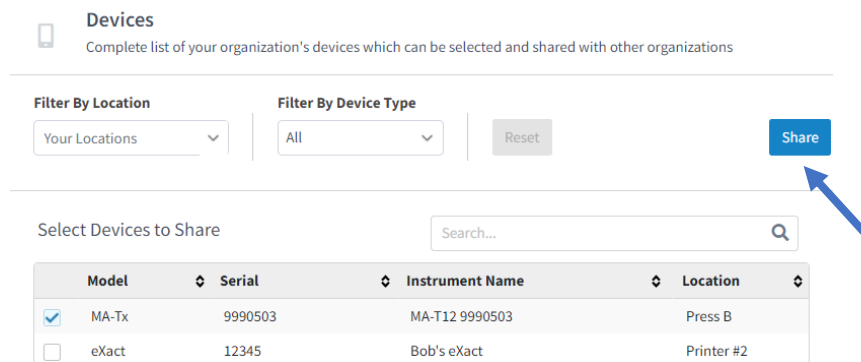
The organization that has been given shared visibility will be able to see all device status, NetProfiler data, and service records for the individual device. The organization will not be able to remotely connect to the device or modify it in any way.

### 8.2 Device Sharing Code

Your device sharing code is **5-digit numeric code** unique to your company. It can be found in the top right-hand corner of the **Shared Visibility** admin module. Provide this code to a partner organization and they can use it to share visibility of their device(s) with you.

### 8.3 How to Share Visibility

1. **Select** the device(s) you want to share from the left-hand column
  - a. All of your company's devices show up in this list and can be sorted for by **Location** and **Device Type** as well as **Searched**.
2. Click the blue **Share** button



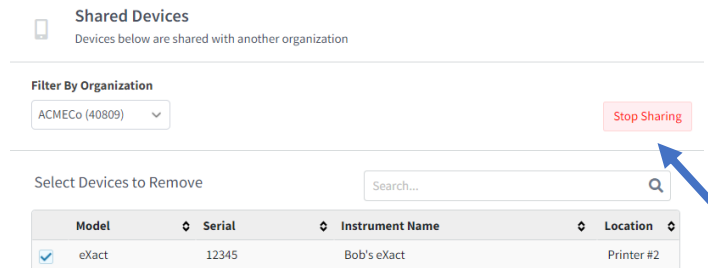
3. Enter you partner organization's device sharing code or select an existing partner from the drop-down list
4. Click **Share**
5. The organization and shared device will now show up in the right-hand column

## 8.4 How to Revoke Sharing

From the *Shared Visibility Admin Page*

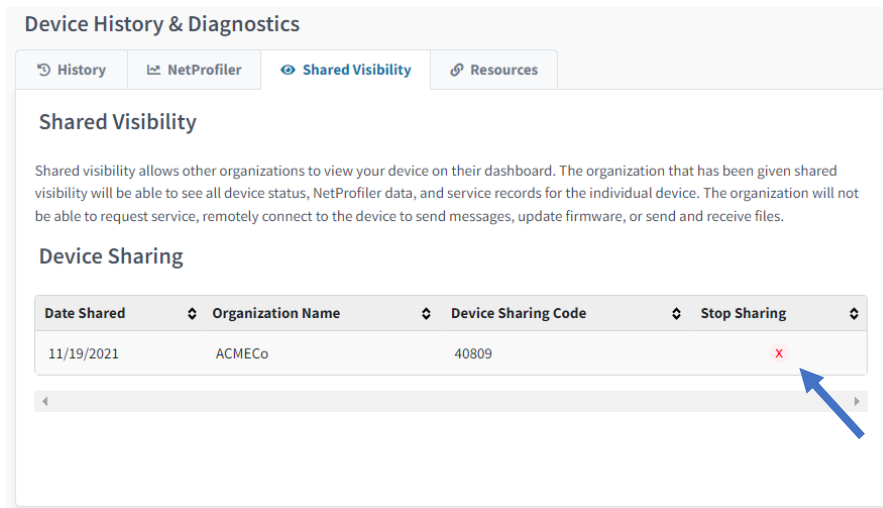
From the right-hand column:

1. **Select** the partner organization the device is shared with
2. **Select** the device(s) you wish to revoke sharing for
3. Click **Stop Sharing**



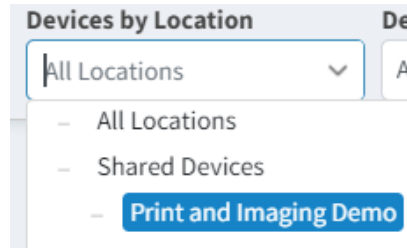
From the *Device Details Page*

1. Navigate to the **Device Details** page for the device of interest by clicking on the **Device Card** from the **Device Module**
2. Select the **Shared Visibility** tab (only visible to Admins)
3. Click the **X** next to the organization you wish to stop sharing that device with



## 8.5 How to View Devices Shared with Your Company

From the **Devices, NetProfiler Statistics, or Service History Modules** devices shared by other organizations will be visible by selecting either the parent location **Shared Devices** or a child location from the **organization** that is sharing with your company (i.e. Print and Imaging Demo).



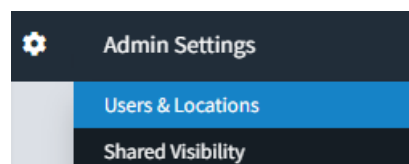
Individual locations, notes, and custom device names will not be passed from the sharing organization. Only basic device statuses, NetProfiler information, and service records will be visible to the shared organization.

**Note: Devices shared with your company will not show up along side your own devices. You must sort by Shared Devices to view them.**

## 8.6 Allow Users to View Shared Devices

Users and local admins must be assigned to Shared Device locations just like other locations under your company.

Select **User & Locations** from the **Admin Settings** menu.



Select the **Shared Devices** parent location or an **organization** that is sharing a device with your company. Follow the **Assign User** or **+ Create User** process described in **Section 7**.

