

# Space Settings

Space Settings allow you to manage your spaces.

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# General info

In the General info tab you can see the most basic information about your space, such as address, cloud space limit usage, space components and space owner.

**General Information** [Leave this space](#)

SPACE NAME  
Simlab New Office

**Address**

COUNTRY	REGION
POL	Śląsk
ZIP CODE	CITY
44-141	Gliwice
ADDRESS LINE	
Bojkowska 41N 41N	

**Space owner**

Simlab  
accounts@simlab.pl

**Plan Limits**

SCENES 64/∞ Created	DEVICES 7/∞ Created	CLOUD SPACE 0/∞ EB Using
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**Virtual Walk Source**

<https://my.matterport.com/show/?m=9F3DpPziKuK> [Copy link](#) [Import Mattertags](#)

- **General Information**

Check your space basic information: name, street, house number, apartment number, town, region, zip code and country, space owner. You can also **Leave the space** from here.

With appropriate permissions you can **Edit General info** from here as well as delete the space itself

- **Plan Limits**

Check your scene limits usage: you can see how many devices and scenes you used in your project as well as how much cloud space is being used.

Remember that the cloud space limit usage depends on the subscription plan and might vary from the information above

- **Virtual Walk Source**

In here you can change the link to your **Matterport Virtual Tour Scan**.

# Rooms

By clicking on one of the existing rooms on the list on the left you can isolate it to see details about this one selected room only

- **Search**

Here you can search for the room by its name

- **Add Room**

Here you can add a new room. After clicking "Add new room" you need to enter the room name. After creating it you can assign the sweeps in the 3D walk view to your new room.

- **Room list**

The room list shows you all the rooms that've been created.

- **Edit Room**

After selecting the room from the list on the left or choosing one of them while All Rooms are selected and clicking Edit room, you're able to change the name of the room and set the color. Both the name and room color will be visible in the 3D walk view. To save the changes, click Save changes.

- **Asset list**

Below the room name you can see a list of assets that were added to the room. You can click on the asset to see its details.



# Users

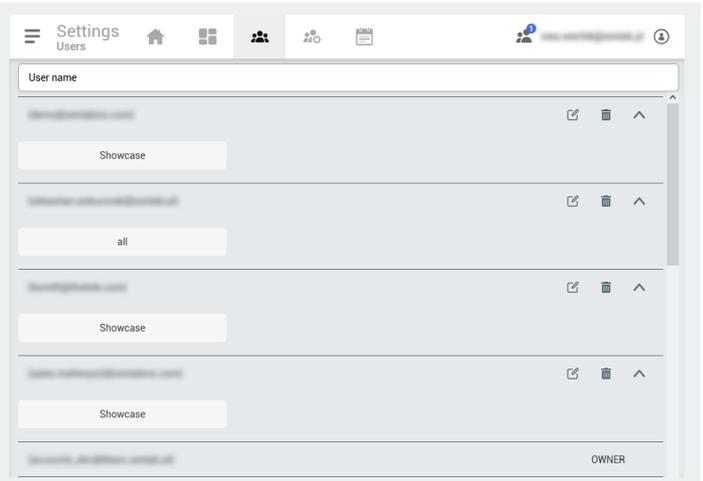
In the User tab you can manage the users in your space, edit their roles, remove them from the project or add new users.

- **User list**

Under the User name you can see the list of all users.

- **Add users**

If you're the project owner you can click on Add new user to create a new user. You need to provide a username, email address and role(s).

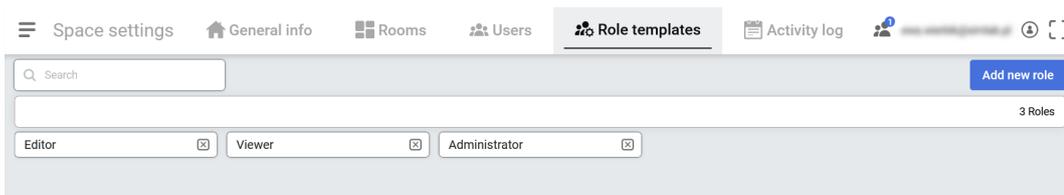


Keep in mind, that the access to the **Users tab** requires appropriate permissions

# Role Templates

In the Role templates tab you can add or change role permissions.

- **Role list** - List with all of the roles that were created for the project.



- **Add new role** - By clicking  button you can create a new set of privileges. First you need to enter a role name and after clicking Confirm you can use checkboxes to make some privileges allowed.

Add new role



Confirm

There are a few tabs that you can change privileges in: General privileges, Rooms, Devices, Assets, Scenes, Tickets.

**Edit role Viewer** ✕

General privileges	Rooms	Devices	Assets	Scenes	Tickets
Room	View	Edit	Create Assets	Create Devices	Access Revoked
Select all	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Newly created rooms	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CORRIDOR	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TURQUOISE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GREEN	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PINK	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ORANGE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BLUE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
KITCHEN	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BATHROOM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SECRETARIAT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
POWER ROOM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Master Room	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Save**

**Edit role Viewer** ✕

General privileges	Rooms	Devices	Assets	Scenes	Tickets
Room	Device	View	Control	Edit	Access Revoked
<b>CORRIDOR</b>					
Select all	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Newly created devices	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
198	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
44	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
80	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fibaro Water Leak Sensor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
58	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>TURQUOISE</b>					
Select all	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Newly created devices	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
252	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
86	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Save**

You can create multiple roles with different privileges depending on who you share the project with. If you want to share it with subcontractors, you may want to give them roles to edit assets or devices. If you want, you may want to give separate roles to plumbers, electricians, people controlling the project, your closest associates, etc.

If you set some general privileges (eg. to create rooms), the privileges on the other categories will change too.

**Edit role Designer** ✕

General privileges	Rooms	Devices	Assets	Scenes	Tickets
Permission name					Allowed
Edit Space Info					<input type="checkbox"/>
View Providers					<input checked="" type="checkbox"/>
Edit Providers					<input type="checkbox"/>
Create Rooms, Users And Roles					<input type="checkbox"/>
Import Devices					<input type="checkbox"/>
Create Scenes					<input type="checkbox"/>
View Space Activity log					<input type="checkbox"/>
Create Tickets					<input checked="" type="checkbox"/>
Manage Interior Designer Editor					<input checked="" type="checkbox"/>

**Save**

In the example above, the Designer has some privileges to manage Interior Designer, Create tickets and view providers. Automatically some of the privileges was created as you can see in the image below, but you can revoke the access to specific rooms, devices or other options (in this example the Designer role allows to manage the Interior editor, create tickets and view providers excluding TURQUOISE, GREEN and PINK rooms).

## Edit role Designer



General privileges	Rooms	Devices	Assets	Scenes	Tickets
Room	View	Edit	Create Assets	Create Devices	Access Revoked
Select all	<input type="checkbox"/>				
Newly created rooms	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CORRIDOR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
TURQUOISE	<input checked="" type="checkbox"/>				
GREEN	<input checked="" type="checkbox"/>				
PINK	<input checked="" type="checkbox"/>				
ORANGE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
BLUE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
KITCHEN	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
BATHROOM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SECRETARIAT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
POWER ROOM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Master Room	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

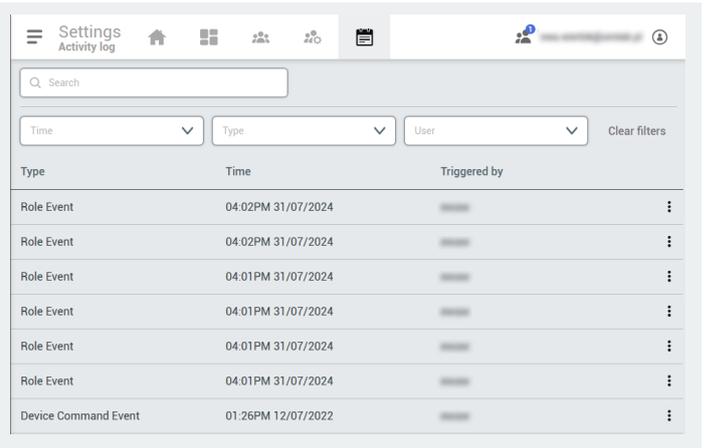
Save

Keep in mind, that the access to the **Role templates** tab requires appropriate **permissions**

# Activity log

In the Activity log tab you will find the latest activity in the project and its type, time and the user it was triggered by.

- **Search** - You can look for activities in the project by providing the event type.
- **Filter** - You can filter out activity by the type of the activity, timeframe or the user.
- **Display** - The list of activities is displayed here, sorted by the time, from earliest to oldest. It is further filtered by the filter and search options. Each activity has a type, time, user and short description.



The screenshot shows the 'Activity log' interface. At the top, there is a navigation bar with 'Settings' and 'Activity log' tabs, along with icons for home, grid, users, and calendar. A search bar is present with the text 'Search'. Below the search bar are three filter dropdowns: 'Time', 'Type', and 'User', with a 'Clear filters' button to the right. The main content is a table with the following data:

Type	Time	Triggered by
Role Event	04:02PM 31/07/2024	[User Icon]
Role Event	04:02PM 31/07/2024	[User Icon]
Role Event	04:01PM 31/07/2024	[User Icon]
Role Event	04:01PM 31/07/2024	[User Icon]
Role Event	04:01PM 31/07/2024	[User Icon]
Role Event	04:01PM 31/07/2024	[User Icon]
Device Command Event	01:26PM 12/07/2022	[User Icon]