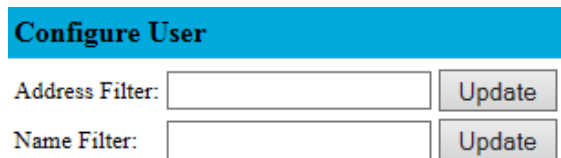


Configuring Users

Note: To properly complete this process, please follow the “Configure Messaging” instructions.

1. From the OmniView™ home screen, hover your mouse over the “Configure” menu and select the “Users” option from the drop-down menu
2. In your new window find the appropriate user or use the “filter” option to quickly find a name



3. Click the “Edit” icon for the user you wish to configure.



4. For “view only” access simply assign a password in the “Password” column leaving all checkboxes unchecked
 - a. To provide access beyond “view only” rights, see below for various access levels
 - i. **Company Admin** – Gives users the ability to see ALL units on the company home page, webpage modification, command rights display items, first page parameters and footnotes
 - ii. **Company User** – Gives users the ability to see ALL units on the company home page
 - iii. **Monitor Config** – Gives users the right to configure units
 - iv. **User Config** – Gives user the ability to see, add or delete message recipients and to configure users to the system
 - v. **Command Rights** – Gives the users the rights to start/stop the generator (if applicable)
 - b. It is **NOT** recommended to provide “Company Admin,” “Company User,” “Monitor Config,” or “User Config” to end-users as these are reserved for OmniMetrix Dealers only.

5. When you have completed assigning a password and assigning access levels, click the “Green Check”

Visit our [video library](#) for other tutorials regarding the OmniView website.

