OMNIMETRIX
GLOBAL MONITORING + CONTROL

Configuring Users

Note: To properly complete this process, please follow the Adding Message Recipients instructions first.

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. Choose appropriate access level(s) or for "view only" access, leave all checkboxes unchecked then click the "Not Active" button. This will trigger an automated email to the user requesting a password to be setup.

    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 the password setup process and assigning access levels, click the "Green Check"
6. For password resets, click the "Edit" icon then click the "Pass Reset" button. This will provide an automated email for the user to reset their password.

Visit our video library for other tutorials regarding the OmniView website.