Configuring Users

Must have Configure User Access

OMNIVIEW OM 2.0

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

1. Select the "Configuration" drop down arrow from the left side bar   ⚙ Configuration   ＞

2. Choose "Users" from the drop down menu   👥 Users

3. Click the [⚙ Actions ⌄] drop down arrow for the user you wish to configure, then select to: "View, Edit, Update Password, Update Email, Delete" the selected contact.

[⚙ Actions ⌄]
- View
- Edit
- UpdatePassword
- UpdateEmail
- Delete
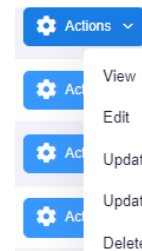
5. To select appropriate access level(s) choose "Edit." For users with "view only" access, leave all checkboxes unchecked.

☐ Company Admin   ☐ Company User   ☐ Config Permission
☐ Command Permission   ☐ User Config   ☐ Active

    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.

6. Select recipient type, and save!

7. To complete set up, choose "Update Password" from the [⚙ Actions ⌄] drop down.

8. Create password, and save!