Setting Up Operator Site Restrictions / User Group Restrictions

It is possible to restrict which Sites and User Groups a Operator may access. This can be done when creating the Operator or by editing an existing Operator.

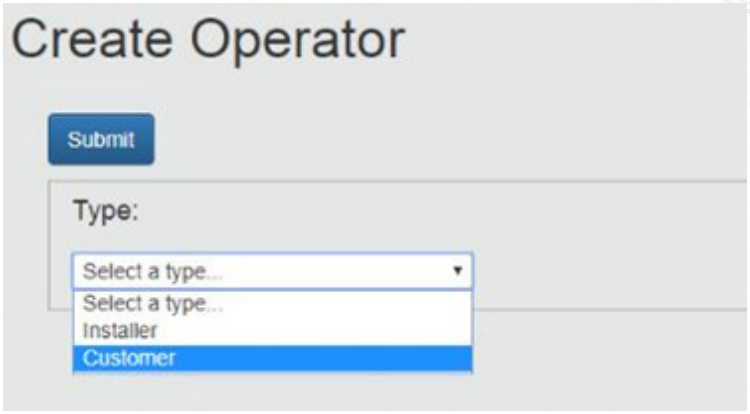
Site Restrictions

When Operator type Customer is selected on the first page of a Customer with multiple Sites, Site Restrictions will appear. This will give the option to restrict which Site(s) the operator can access.

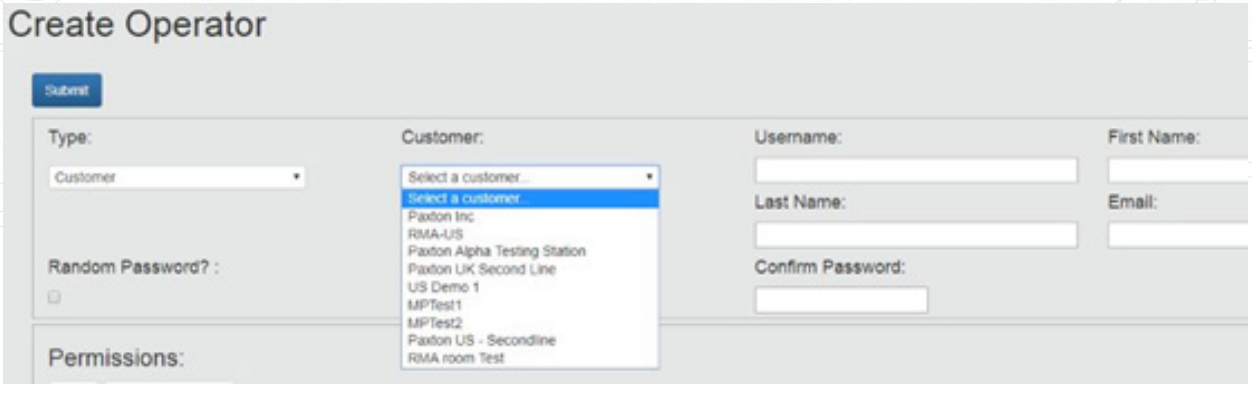
Click the green plus sign beside Site Restrictions. A new dialogue box will appear listing the sites associated with this Customer.

Select the Site(s) available to the Operator (the selections will be highlighted green), then click , Add sites. The new Operator will only have access to the selected sites. If left blank, all Sites will be available.

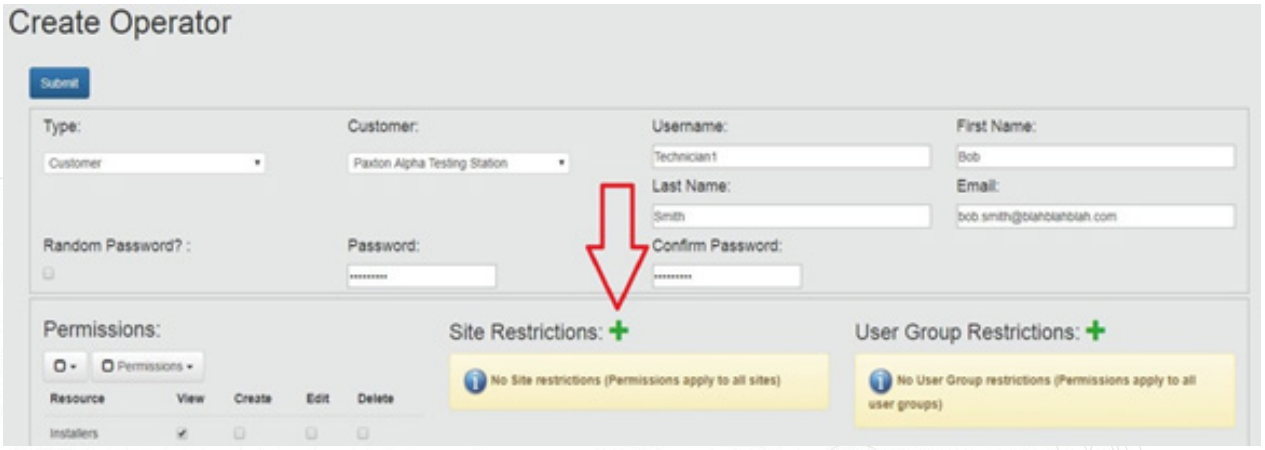
1) Select Operator type Customer on the Create Operator page (If editing an existing Operator, skip to step 3)



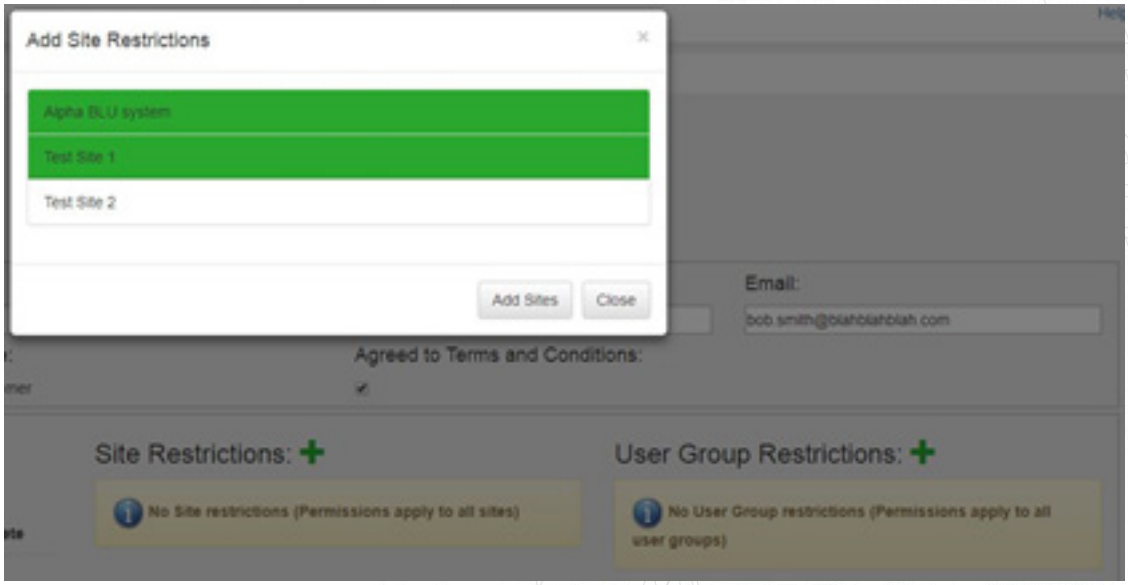
2) Select the Customer to which this Operator will have access



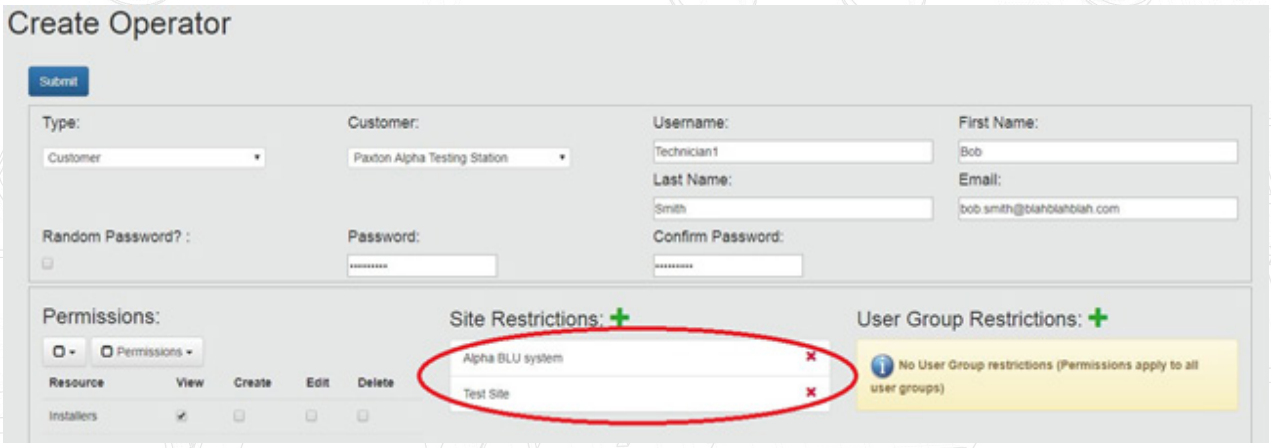
3) Click on the green Plus sign beside Site Restrictions



4) Select the Site(s) that the Operator can access



5) This Operator now has access to 2 of the 3 Sites associated with that Customer

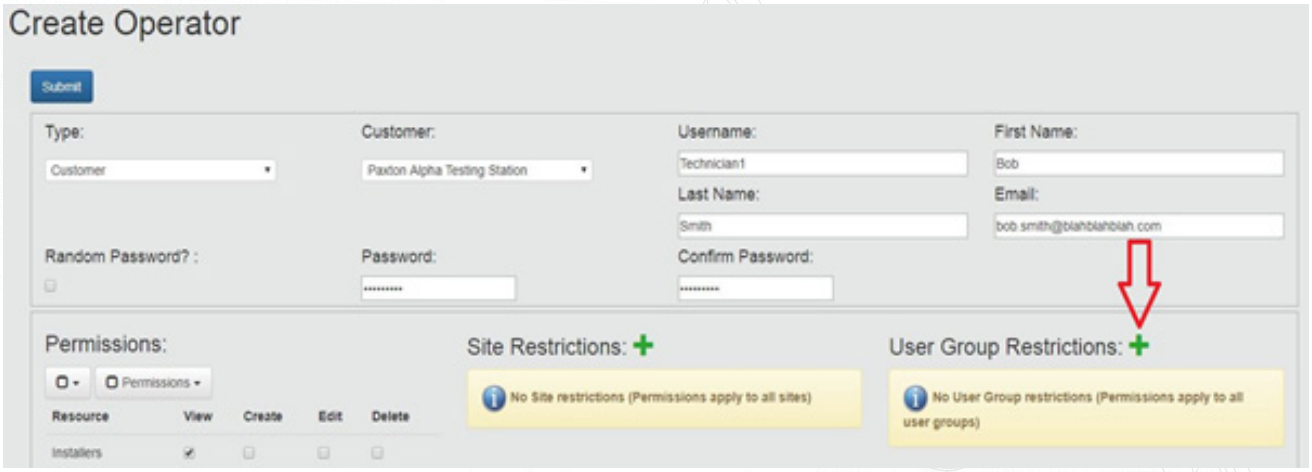


6) To remove a Site Restriction click on the x beside the site to be removed, then click Submit

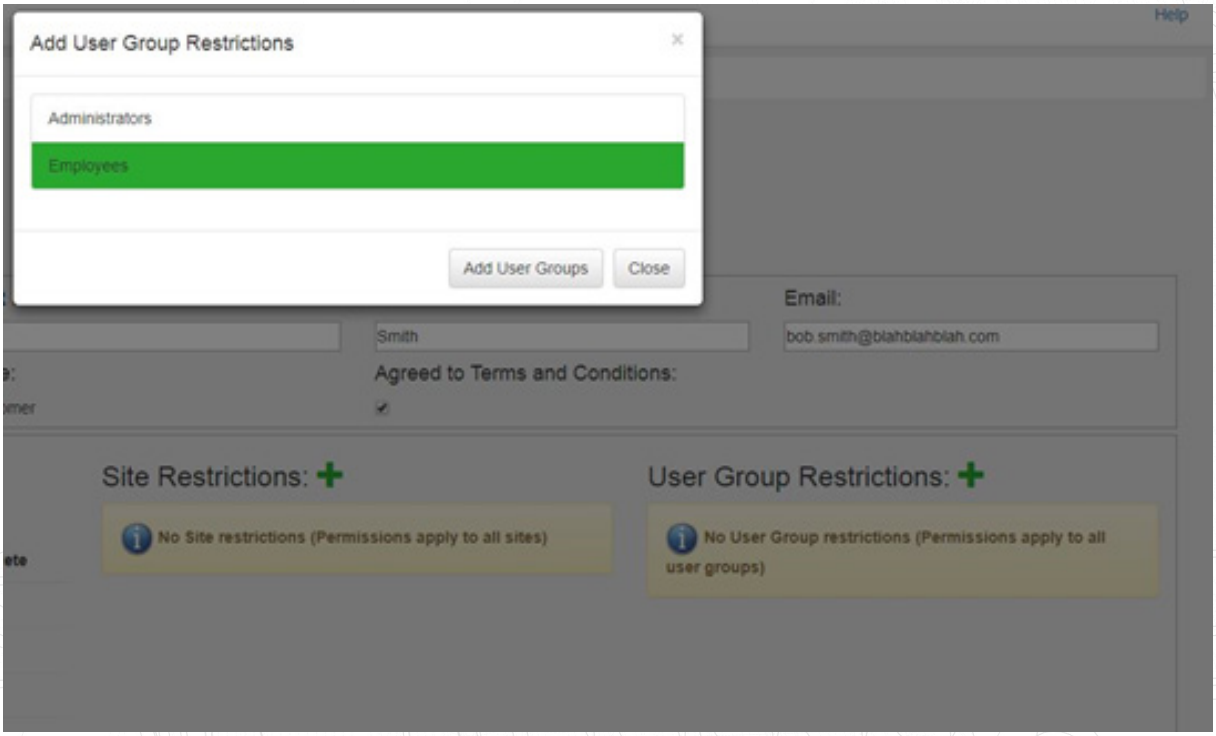
User Group Restrictions

User Group Restrictions allow the ability to limit which User Groups an Operator can access. User Groups are created in Settings.

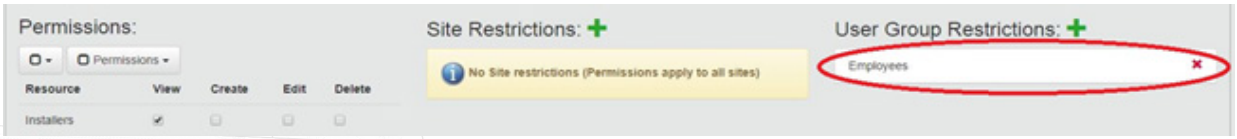
1) Click on User Group Restrictions



1) S elect the User Group(s) the Operator can access, click Add User Groups then click on Submit



3) This Operator has access to Employees User Group



4) To remove User Group Restrictions click on the x beside the User Group to be removed, and click Submit