




Limit Customer Access

In the event you need to change customers access from full modify the schedule to view only, we offer the following instructions:

Changing an existing customer's permissions

1. Click on the **MULTI-STE MANAGER** icon  on the upper right-hand side.
2. Click on **MY CUSTOMERS**.
3. Click on the **CUSTOMER NAME** you want to change or search by the username/email.
4. Click on the **USERNAME** you want to change.
5. Select  icon.
6. Click **VIEW DETAILS**.
7. From the menu, select  icon, then **EDIT**.
8. Choose the level of access you want for the user:
 - If you want the user to have full control over the controllers, select **'Can modify configuration and run zones'**
 - If you don't want the user to be able to change the configuration, select **'Can view configuration, manually run zones'**
9. Click **SAVE** to change the permissions.

STEP 1-4

< Customer Details

Hunter Industries

PLANS **+**

Home Expires in 10 months

CONTROLLERS **+**

- Engineering Controller **:**
- Hunter Industries **:**
- Test area 2 **:**
- Test Lab **:**

USERS **+**

- Hunter Industries (Full access) **:**

STEP 5

< User Details **:**

- Username
Hunter Industries **Edit**
- Delete
- Email
anthony+4@hyd Resend Activation Email
- Send Lost Password Email
- Type of user
Full access

STEP 6-7

← User Details ⋮

Username

Hunter Industries

Email

anthony+4@hydrawise.com

Type of user

Can modify configuration and run zones ▼

Cancel Save