



# Contractor - Limit Customer Access

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

## Changing an existing customer's permissions

1. Click on the **"Manager"** icon on the upper right hand side, then **"My Customers."**
2. Click on the **customer account** you want to manager or search by the username or email
3. Click on the **user** you want to change
4. Select  icon, then view details
5. From the menu, select  icon, then **EDIT**.
6. 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'**
7. 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