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

STEP 5

STEP 6-7