




# 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

Email

anthony+4@hyd

Type of user

Full access

Edit

Delete

Resend Activation Email

Send Lost Password Email

STEP 6-7

## User Details

Username

Hunter Industries

Email

anthony+4@hydrawise.com

Type of user

Can modify configuration and run zones ▼

Cancel

Save