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

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STEP 5

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STEP 6-7

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