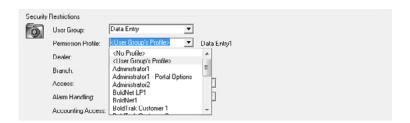# Manitou

## Creating Limited Users

This guide steps through the creation of Limited Users within Manitou's Supervisor Workstation.
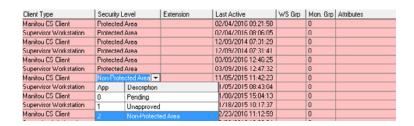
Option 1 – Configure the user in a non-alarm handling User Group

1.  Open the Supervisor Workstation
2.  Open the Users form (Maintenance Menu - Users)
3.  Click Edit
4.  Create the New User (or locate the existing user)
5.  Within the Security Restrictions area - User Group section, select Data Entry (or other non-alarm-handling group)
6.  Set the Permissions Profile to "User Group Profile"
7.  Save the record



Option 2 – Place the workstations within the "Non-protected area"

1.  Open the Supervisor Workstation
2.  Open the Workstations form (Maintenance Menu - Workstations)
3.  Select the Limited use Workstation to update
4.  Click Edit
5.  Drop down the field under the "Security Level" and select "Non-protected area"
6.  Save the record



**Important Notes:**

Bold Technologies suggests using both options in order to ensure proper security of the limited users.

Workstations not housed within the secured monitoring station should be placed in the non-protected area. Only workstations within the monitoring center should handle alarms.

Limited users are used for data entry, activity review, or reporting only and are not allowed to handle alarms.