Contact List Person Permissions

This document details the permissions used on any contact list for persons who have access to customer records.

- **Permissions Suspended** – Disables all listed permissions for a person without the need of removal of those permissions. This is best used when a person is suspended for a short period of time and should not be responding to alarms. Once they are back and allowed, simply uncheck the box and all previous permissions are restored.

- **Can Open/Close within a Schedule** – The user should have a user number to enable this permission. This allows the user to disarm and arm the alarm system as long as the time schedule permits.

- **Can Open/Close within a Temp Open Window** – The user number assigned to this user may open within a temporary open period but is limited to a maximum number of minutes. Generally these are Cleaners who access the building on a scheduled basis.

- **Can Open/Close Anytime** – A person with this user id has unlimited open/close access to a property. Anytime means anytime at all. While the customer activity log displays Unscheduled open and close events, the user ID and this permission determine if an operator receives them as alarms to their workstation.

- **Can Cancel an Alarm** – The person's password allows the person to cancel out an alarm.

- **Can Authorize a Schedule Change** – The person's user number and password allows them to make a change to the schedule such as a temporary adjustment to the closing time after a Late to Close event.

- **Can Put Entire Customer On Test** – The person's password may authorize the entire account, or portions thereof, to be put On Test.

- **Can Put a Designated Area On Test** – The person's password is restricted to only their designated areas (also known as partitions).

- **Can Edit Customer** – Persons with this permission and a password can authorize changes made on the customer records.

- **Can Give Out Customer Information** – This option, selected automatically when a person may edit a customer, authorizes the operator to provide customer specific details upon password validation.

Additional Notes:

Permissions are applied based on some standard data entry values:

If the person has a password and the account is commercial:

- Can Cancel and Alarm
- Can Put Account On Test
- Can Edit Customer
- Can Give out Customer Information

If the person has a User Number:

- May Open/Close within a Schedule

If the person has a Password an Area restriction:

- Can Put a Designated Area On Test