SWS - Maintenance Menu - User Groups

The **User Groups** form includes details about security levels and applies permissions profiles based on the access levels of the users within the group.

Each User created must be assigned to an appropriate group. Every Manitou User must belong to a User Group.
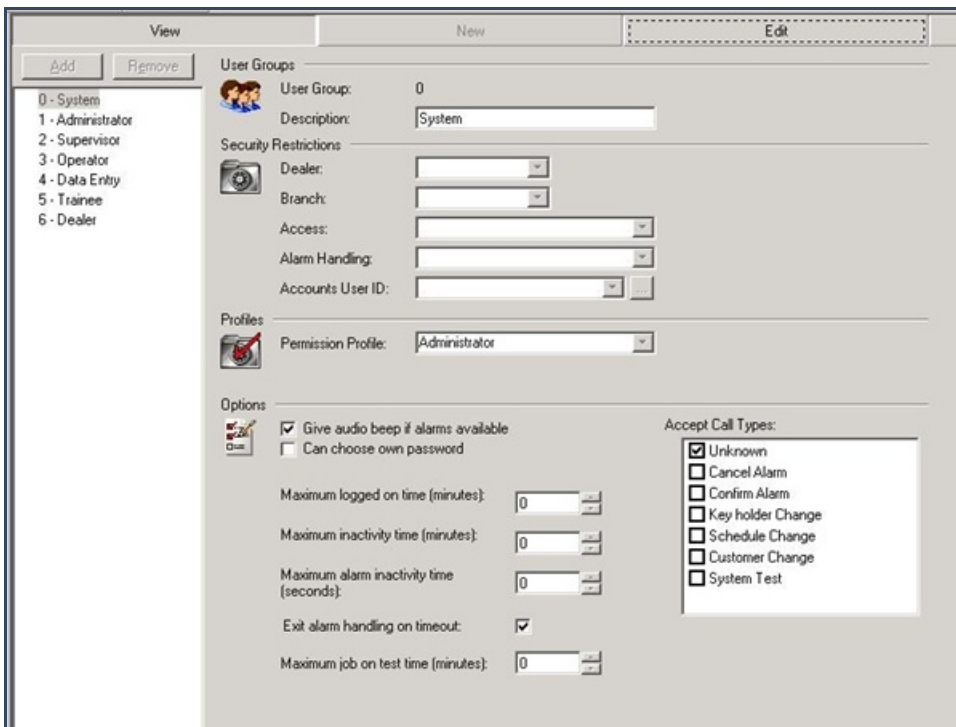
Adding a New User Group

Because each User Group has already had its specific Manitou access parameters defined, and because many User Groups have already been added to Manitou, it is not likely that a user would need to create a new User Group. Please review the access parameters for each existing User Group before creating a new one.

Perform the following steps to add a new User Group:

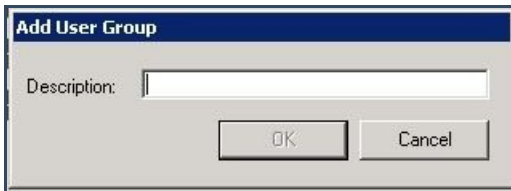1. Navigate to the Maintenance menu and select "User Groups".

   Result: The User Group form displays as shown in the following screenshot:

2. Click "Edit" and then click "Add".

   Result: The "Add User Group" window displays as shown in the following screenshot:

3. Enter a description into the "Description:" field and click "OK".

   Result: The "Add User Group" window closes, and your new User Group displays as the currently selected item on the User Groups form.

4. If the new User Group should be associated with a Dealer, select the Dealer from the "Dealer" dropdown menu in the "Security Restrictions" portion of the form.

   Result: The default user Security Restrictions for the Dealer prepopulate the "Access:" and "Alarm Handling:" fields.

   Note: You can override these Dealer default settings by manually selecting another Access or Alarm Handling option.

5. If the new User Group should be associated with a Branch, select the Branch from the "Branch" dropdown menu.

   Result: The default user Security Restrictions for the Branch prepopulate the "Access:" and "Alarm Handling:" fields.

   Note: You can override these Branch default settings by manually selecting another Access or Alarm Handling option.

6. If you want your new User Group to have access to Accounts, select the "..." button to the right of the "Accounts User ID:" field.

   Result: The "Account System User IDs" window displays as shown in the following screenshot:

7. Select an Accounting Group and enter the password into the "Password:" and "Confirm password:" fields, and click "OK".

Result: The "Accounts System User Ids" window closes and the system returns the user to the "User Groups" form.

8. Select a Permission Profile from the "Permission Profile:" field.
9. If you want, select the "Give audio beep if alarms available" option in the "Options" portion of the form.

   Note: Selecting this option enables an audible sound for alarm handling for the User Group.

10. If you want, select the "Can choose own password" option.

    Note: Selecting this option enables users from this User Group to change their password at will.

11. Enter the Maximum logged-on time into the appropriate field.

    Note: This option allows a user to set the maximum duration of a login session for the User Group. After this time elapses, the user will be automatically logged off unless he manually extends the session by three minutes at a time. If the user enters 0 into this field, members of the User Group will never be automatically logged off.

12. Enter the Maximum inactivity time into the appropriate field.

    Note: This option allows a user to set the maximum duration that a member of this User Group can spend in the alarm processing mode without actively processing the alarm. When the programmed time elapses, the system automatically defers the alarm. If the user enters 0 into this field, members of the User Group will never be automatically logged off.

13. Enter the Maximum alarm inactivity time into the appropriate field.

    Note: This option causes the system to lock the Workstation if the user exceeds the defined period of inactivity. If locking occurs, the system requires the user to enter his password to unlock the Workstation. If the user enters 0 into this field, members of the User Group will never be automatically logged off.

14. Enter the Maximum job on test time into the appropriate field.

    Note: This option sets the maximum duration that a member of this User Group may place a Customer On Test.

15. If you want, select the "Exit alarm handling on timeout:" checkbox.

    Note: Selecting this option causes the system to force an exit from alarm handling for users of this User Group when a timeout occurs.

16. Select the appropriate call types for your User Group to accept in the "Accept Call Types:" checkbox field.

    Note: Selecting these checkboxes allows the user to designate the actions in which users from this User Group can engage when handling Customer phone calls. For example, if members of this User Group are allowed to cancel alarms based on Customer calls, check the "Cancel Alarm" checkbox.

17. Click **"Save"**.