


# SWS - Maintenance Menu - Workstations

The **Workstations** form authorizes workstations accessing Manitou. When installing a workstation on a machine, that will access Manitou, the workstation must be authorized access. This includes any workstation, including Web clients. The Workstations form displays all workstations and their status.


## Authorizing a Workstation

Bold recommends running the Manitou workstations as "**Administrator**" from the computer for the first verification to ensure that each user on the machine aren't forced to authorize for each user.

1. Load the **Workstations** form within the Supervisor Workstation Maintenance Menu Workstations.  
Alternatively, there is an icon in the shortcuts users may click to load the page.
2. Locate the Pending line(s).

Workstations												
 <input type="checkbox"/> Manual Refresh												
Name	Description	Client Type	Security Level	Extension	Last Active	WS	Mon. Grp	Attributes	Locale	Time Zone	Workstation ID	Voic
▶ EC2AMAZ-017E49Q	Training Test Server	Manitou CS Client	Protected Area		03/17/2025 11:48:19	1			USENG	GMT-07:00	{925EC88D-9A2A-4B48-9DE8-E118FDD83D}	
EC2AMAZ-017E49Q	Training Test Server	Supervisor Workstation	Protected Area		02/05/2025 15:57:08	0			USENG	GMT-07:00	{AB8CC062-78EF-4B12-99E9-006AF2C30D37}	
EDUCAT-01	Pending Workstation	Manitou CS Client	Protected Area		03/28/2025 13:37:06	0			USENG	GMT-07:00	{9E15AB81-E8FD-4D12-A366-6218AA08AD2}	
EDUCAT-01	Pending Workstation	Supervisor Workstation	Protected Area		03/31/2025 14:57:53	0			USENG	GMT-07:00	{5F428496-EB74-4F00-AF05-E377C0798658}	
EDUCAT02	Pending Workstation	Manitou CS Client	Pending		03/30/2025 08:24:29	0			USENG	GMT-07:00	{94A64846-6664-4308-89D1-F96267BB5A36}	

3. Click **Edit**.
4. Click the **line to edit**.
5. Drop down the column that reads Pending, select the appropriate **Access Level**.
6. Update the **Description** to aid in locating workstations.

Workstations				
 <input type="checkbox"/> Manual Refresh				
	Name	Description	Client Type	Security Level
▶	EC2AMAZ-017E49Q	Training Test Manitou	Manitou CS Client	Protected Area
	EC2AMAZ-017E49Q	Training Test SWS	Supervisor Workstation	Protected Area
	EDUCAT-01	EC Manitou	Manitou CS Client	Protected Area
	EDUCAT-01	EC SWS	Supervisor Workstation	Protected Area
	EDUCAT02	EC Manitou (2)	Manitou CS Client	Protected Area

7. Save the form.

## Access Levels

Access Levels are used to define the level of access each Workstation has to the Manitou system. The following table provides an overview of Workstation Access Levels:

- **Pending** - This level is the default level for any new workstations attempting to access Manitou.
- **Unapproved** - Blocks access of that workstation.
- **Non-Protected Area** - If the site is UL or ULC certified, the workstations outside the alarm monitoring space must

be set to Non-protected. This disables alarm monitoring access in Manitou.

- **Protected Area** - The workstation is authorized to process alarms.
  - **Disabled** - The workstation will no longer be available to access Manitou. Generally, sites remove the lines as opposed to disabling.
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