

Manitou Web Client - QR - Contact List Person Permissions

This article details the permissions used on any contact list for persons accessing customer records.

- **Permissions Suspended** - This option disables all listed permissions for a person without needing to remove those permissions. This option is best used when a person is suspended for a short period of time and should not respond 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 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. While the customer activity log displays Unscheduled open and close events, the user ID determines if an operator receives them as alarms.
- **Can Cancel an Alarm** - The person's password allows them to cancel an alarm.
- **Can Authorize a Schedule Change** - The person's user number and password will allow them to change the schedule such as temporarily adjusting the closing time after a Late to Close event.
- **Can Put Entire Customer On Test** - The person's password authorizes them to put the entire account, or portions thereof, On Test.
- **Can Put a Designated Area On Test** - The person's password restricts them to putting designated areas (also known as partitions) On Test.
- **Can Edit Customer** - Persons with this permission and a password can authorize changes made on the customer record.
- **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 verification.

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 an 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 Area Restriction:

- Can Put a Designated Area On Test

