

Creating a WebView User Account

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1 Creating a new user account for WebView

1.1 Navigate to the WebView System Tree using the link on the top left of the navigation tree pane.

1.1.1 To access the Users section in the system tree the user must have permissions enabled for Administer Users.

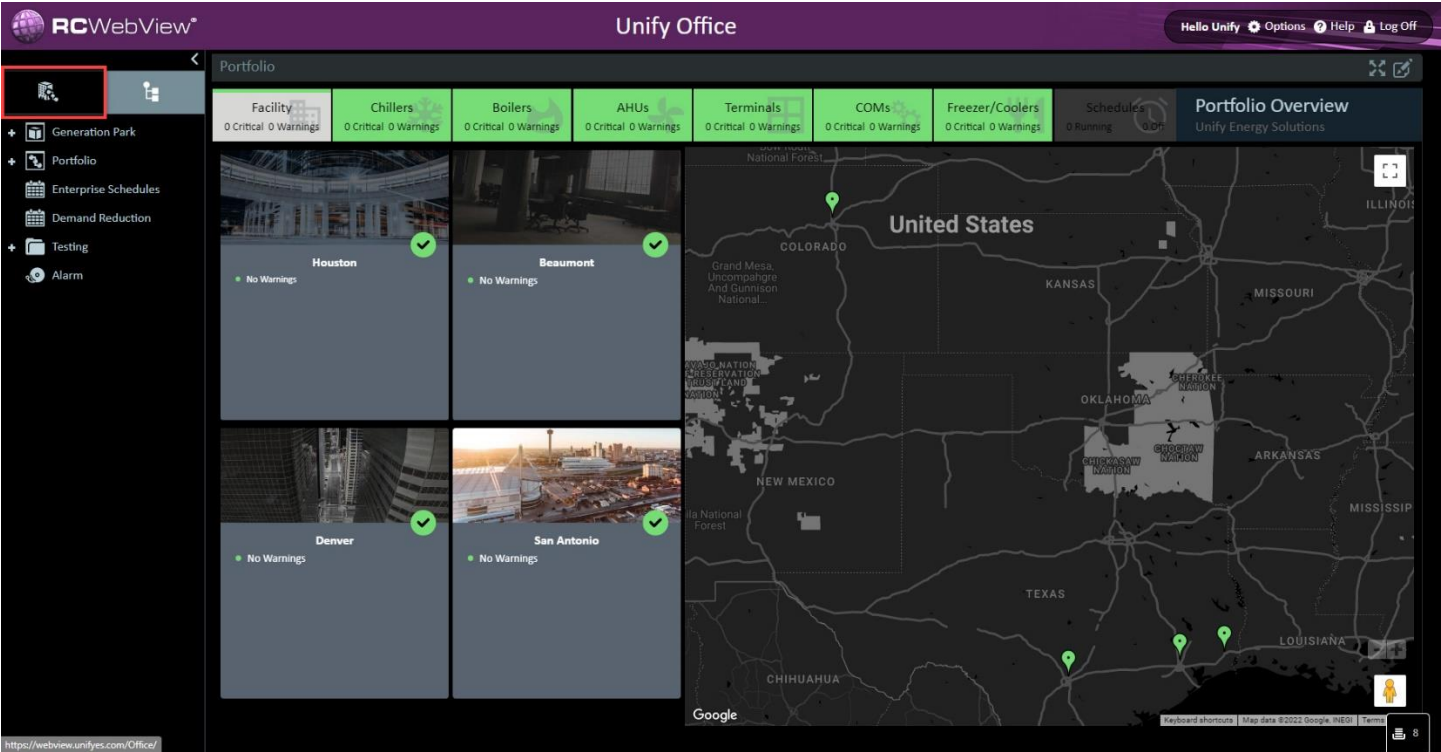


Figure 1 WebView System Tree

1.2 Select Users from the System Tree

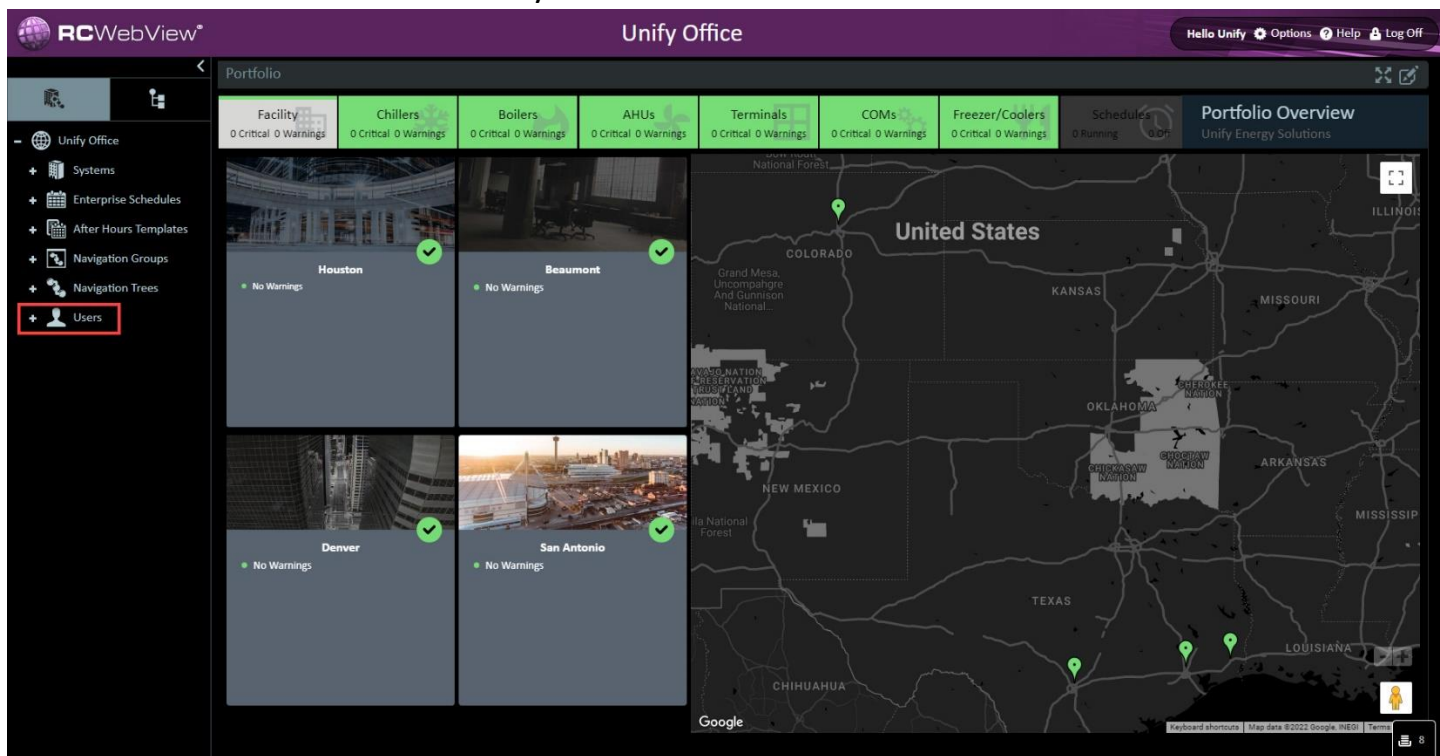


Figure 2 WebVue Users

1.3 Select Add User from the top of the user list window.

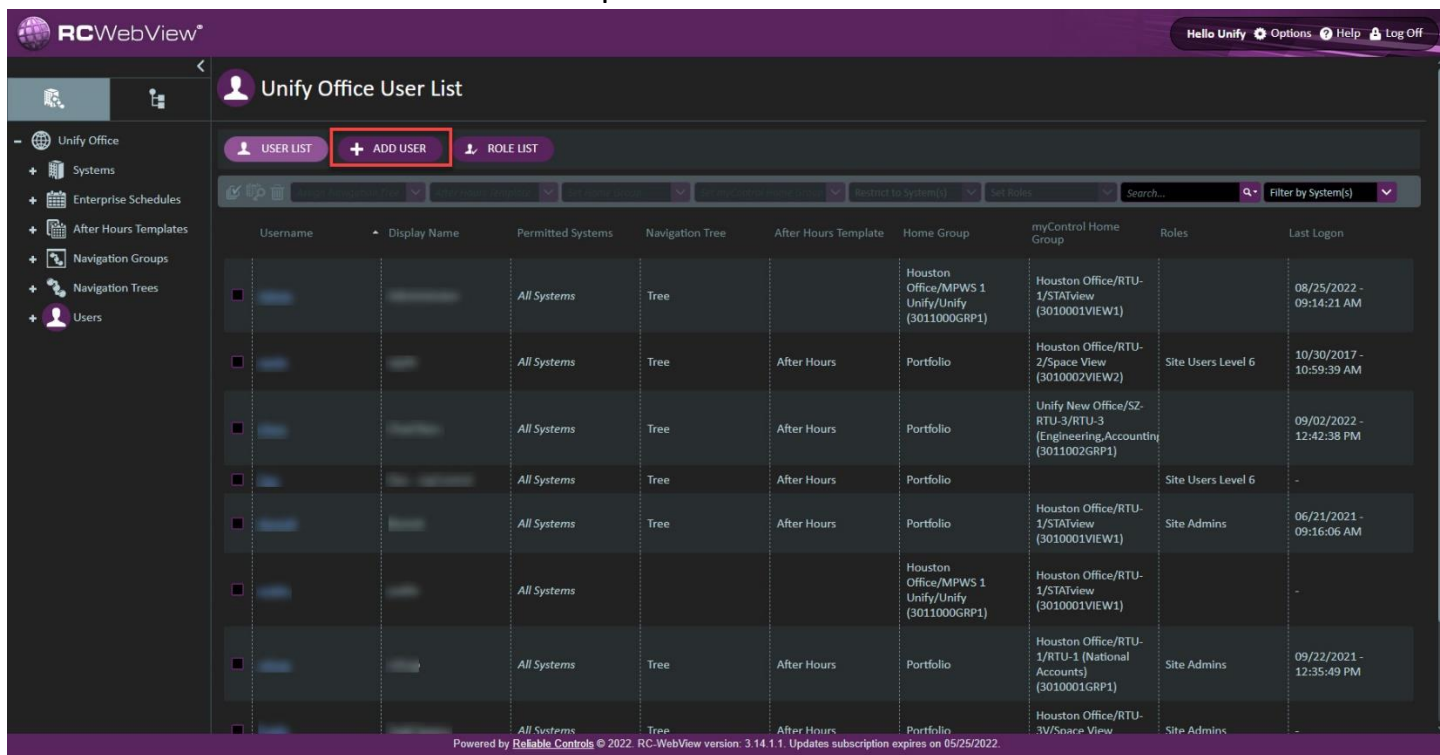


Figure 3 Add User Button

1.4 The Add User guide window will display at step 1.

RCWebView® Hello Unify Options Help Log Off

Unify Office
+ Systems
+ Enterprise Schedules
+ After Hours Templates
+ Navigation Groups
+ Navigation Trees
+ Users

Add User

Step 1: Add User

Pick the type of user account, fill in required fields and click Next

* Required Field

Active Directory User: ☒

Active Directory Group: ☐

Local User: ☐

Username: *

Password: *

Verify Password: *

☒ Password reset required

Display Name: *

*usernames cannot be changed

NEXT

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Figure 4 Add User Guide

1.5 Enter the desired username, temporary password, and display name.

1.5.1 Checking the Password reset required will require the user to enter a new password upon initial log in.

RCWebView® Hello Unify Options Help Log Off

Unify Office
+ Systems
+ Enterprise Schedules
+ After Hours Templates
+ Navigation Groups
+ Navigation Trees
+ Users

Add User

Step 1: Add User

Pick the type of user account, fill in required fields and click Next

* Required Field

Active Directory User: ☒

Active Directory Group: ☐

Local User: ☐

Username: * Sampleuser

Password: *

Verify Password: *

☒ Password reset required

Display Name: * Sample User

*usernames cannot be changed

NEXT

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Figure 5 Step 1

1.6 Select Next after entering the information.

RCWebVue®

Hello Unify Options Help Log Off

Add User

Step 1: Add User

Pick the type of user account, fill in required fields and click Next

* Required field

Active Directory User: ☒

Active Directory Group: ☐

Local User: ☐

Username: * Sampleuser

Password: *

Verify Password: *

☒ Password reset required

Display Name: * Sample User

*usernames cannot be changed

NEXT

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Figure 6 Completing Step 1

1.7 Step 2 in the guide will appear displaying all the available permissions.

1.7.1 Permissions are defaulted to include Administer privileges.

RCWebVue®

Hello Unify Options Help Log Off

Permissions

Step 2: Change Permissions For Sample User

Select some permissions, and click Next

Administer

- ☒ Systems
- ☒ Enterprise Schedules
- ☒ Navigation Groups
- ☒ Navigation Trees
- ☒ Users
- ☐ After Hours Templates

Modify

- ☒ Inputs
- ☒ Outputs
- ☒ Values
- ☒ Loops
- ☒ Weekly Schedules
- ☒ Special Events
- ☒ Calendars
- ☐ Trend Log Worksheets
- ☐ Notification Classes
- ☐ Programs
- ☐ Programs Worksheets
- ☐ Enable/Disable Programs
- ☐ Send Multiple
- ☒ Arrays
- ☐ Advanced BACnet
- ☐ Panel File Backup

Alarms

- ☒ View Alarms
- ☒ Acknowledge Alarms
- ☒ Pop-Up Alarms
- ☐ Clean Up Alarm History

Access

- ☒ Audit Trail
- ☒ End-User Values
- ☒ Operator Values
- Access Level: 3
- ☒ Auto/Manual
- ☒ Must Enter Change Reason
- ☒ Auto Log Off: 15 Minutes
- ☒ Set System Date And Time
- ☐ Programs

Enterprise Schedules

Tenant

- ☒ Create/Modify After Hours Events
- ☐ Approve After Hours Events
- ☐ Pop-Up After Hours Notifications

Facility Manager

- ☒ Create/Modify Default Events
- ☐ View After Hours Report Summary
- ☒ Configure Event Priority
- ☐ Configure After Hours Event Reporting

Custom Help File

UPLOAD

NEXT

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Figure 7 Step 2

- 1.8 If using a user role no changes to the permissions are needed at this step, skip to step 1.10. Otherwise continue to the next step.
- 1.8.1 User roles can be created in WebView which will assign permissions and logon information to user accounts.
 - 1.8.2 Assigning a role to a user account overwrites that user's permissions and settings with those from the role.
 - 1.8.3 Please review the WebView software manual available from the WebView help menu for more information on creating user roles.

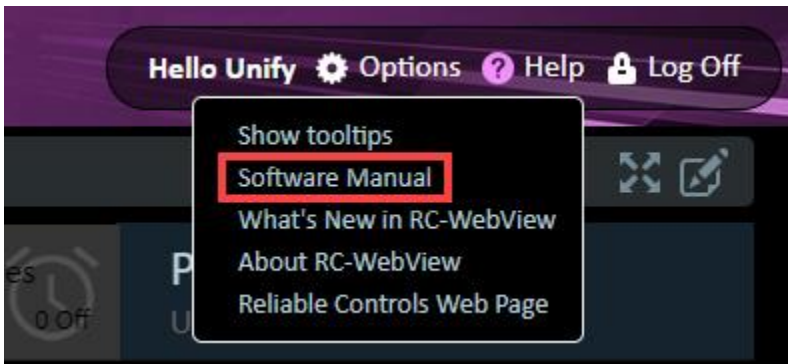


Figure 8 WebView Help Menu

- 1.9 Make desired changes to user permissions to match the level needed for the new user. See section 3 Suggested WebView user permission configurations.
- 1.9.1 The figure below is an example of a high-level user without Administer privileges.

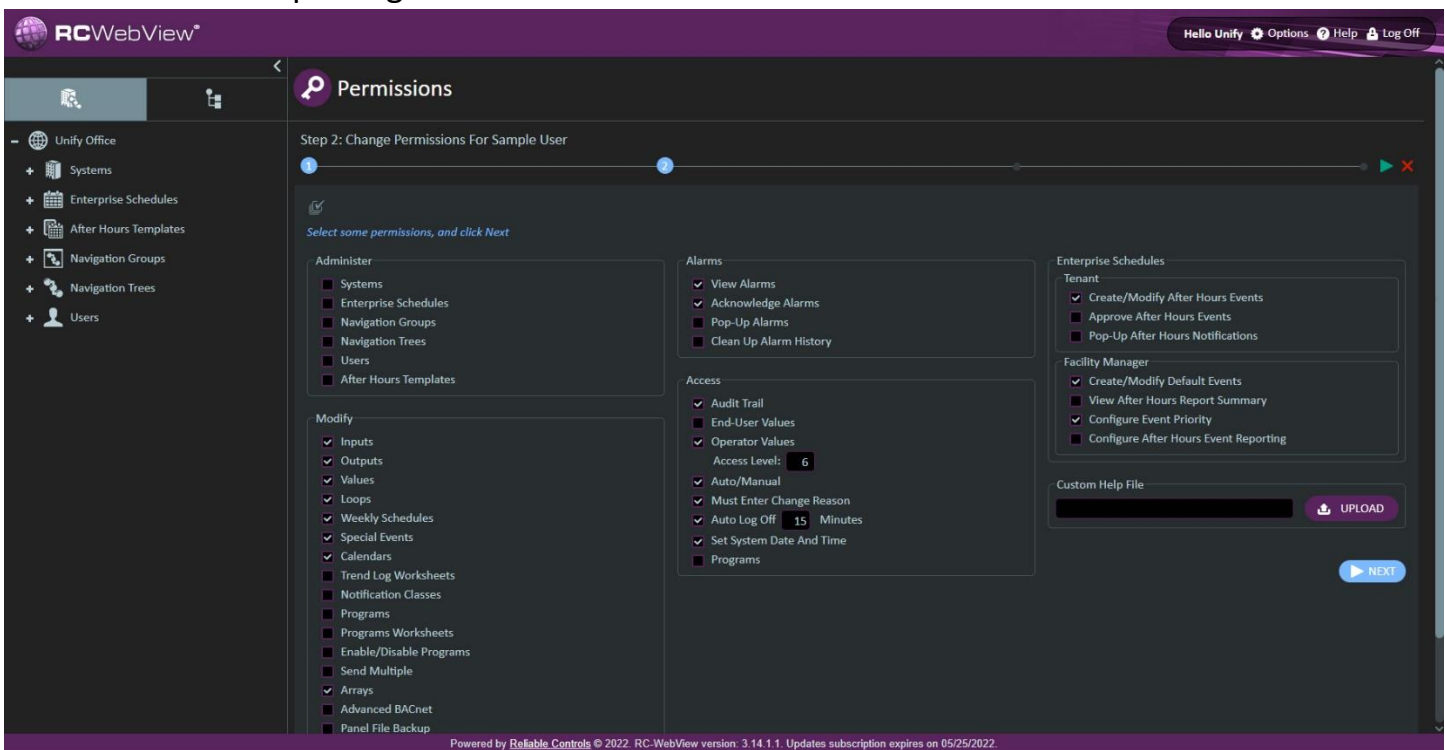


Figure 9 User Permissions

1.10 After selecting the desired permissions select Next.

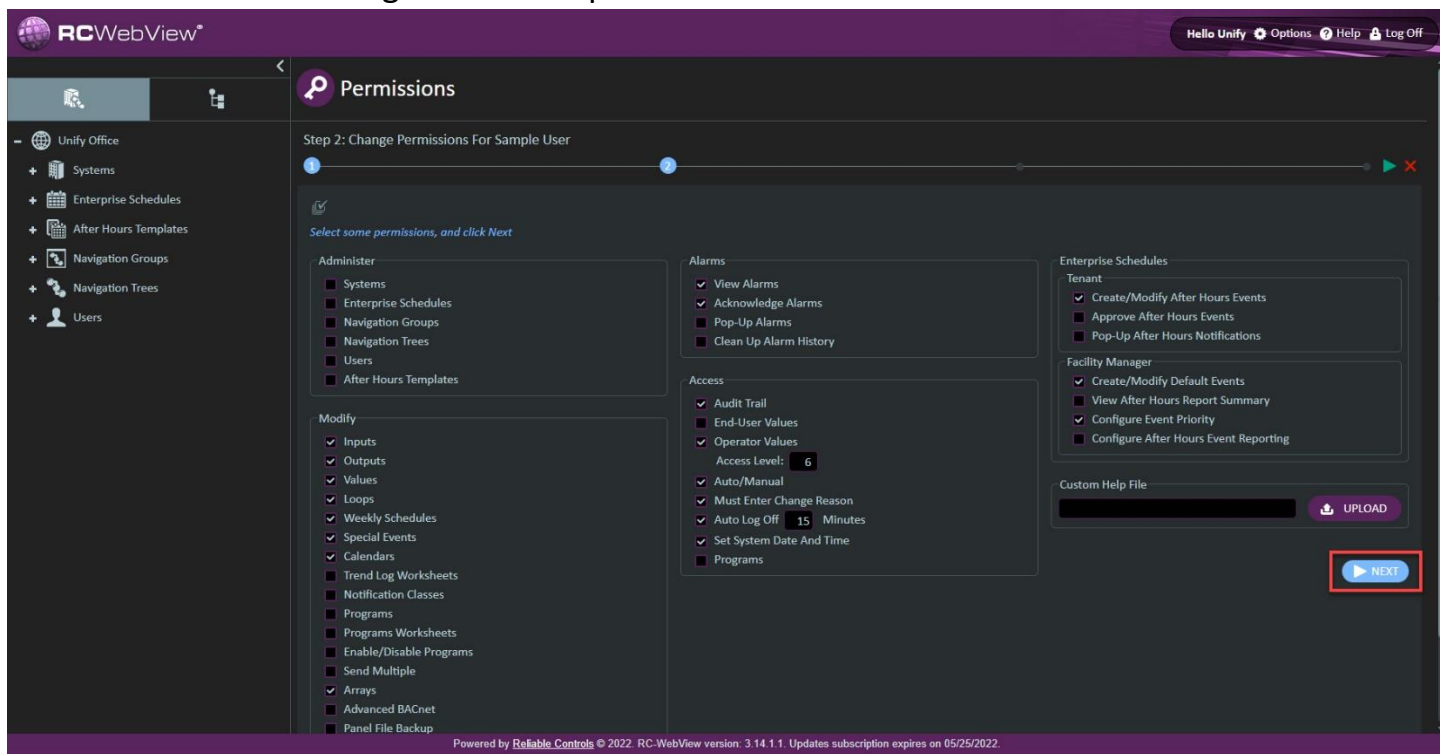


Figure 10 Complete Step 2

1.11 Step 3 in the guide will appear with the Login Info page

1.11.1 Assignments on this page affect how WebVue displays upon login and can restrict users to specific systems/facilities within WebVue.

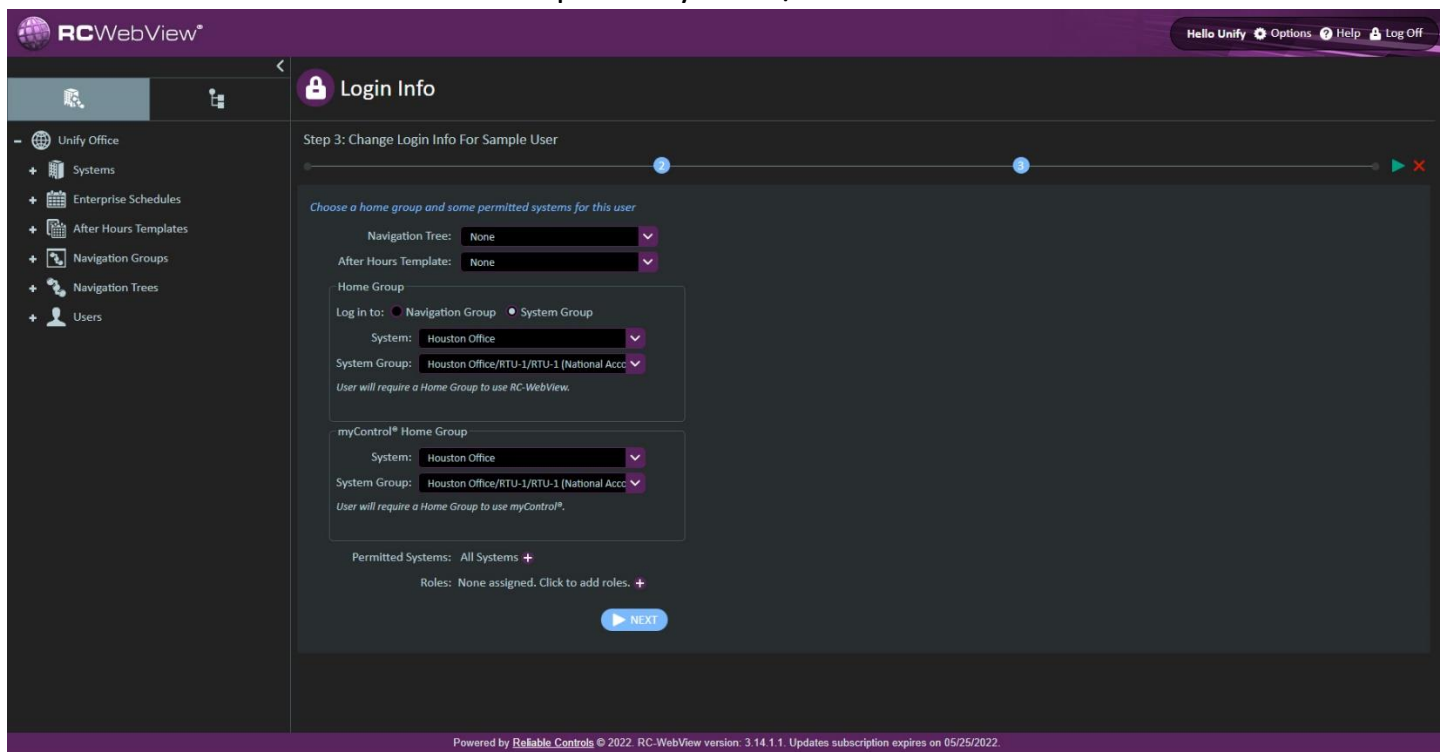


Figure 11 Step 3

1.12 Select a Navigation Tree for the user

1.12.1 Multiple navigation trees can be created for WebView if needed.

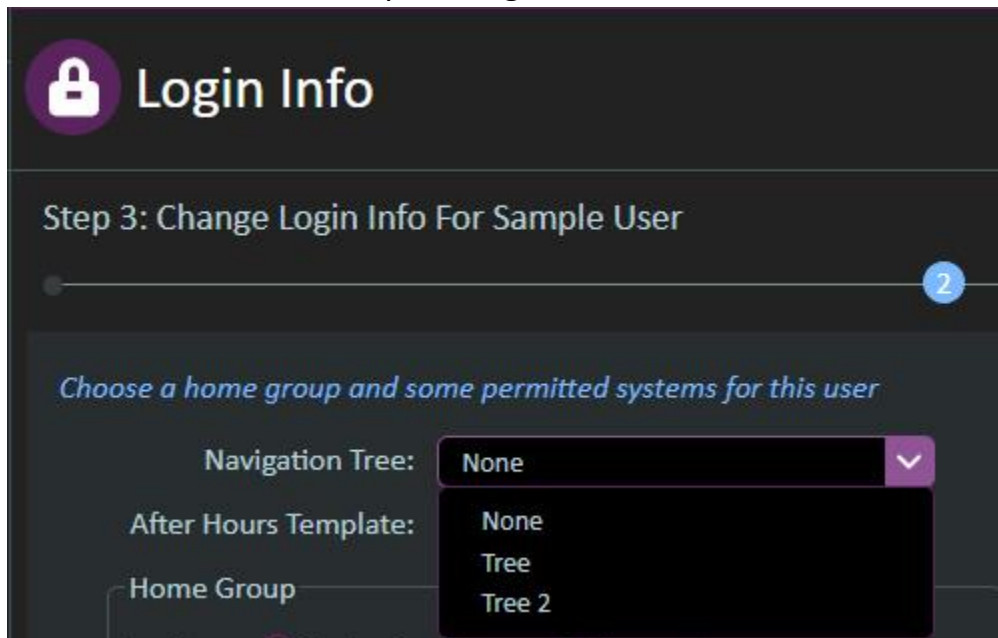


Figure 12 Navigation Tree Menu

1.13 Home Group will configure the main page the user views upon log in.

1.13.1 The Home Group can be configured for a system group such as a facility floorplan, equipment graphic, navigation group such as an area map or overall equipment summary.

1.13.2 Selecting System Group as the Home Group requires the system and System Group needing to be viewed upon login to be selected from the drop-down menus.

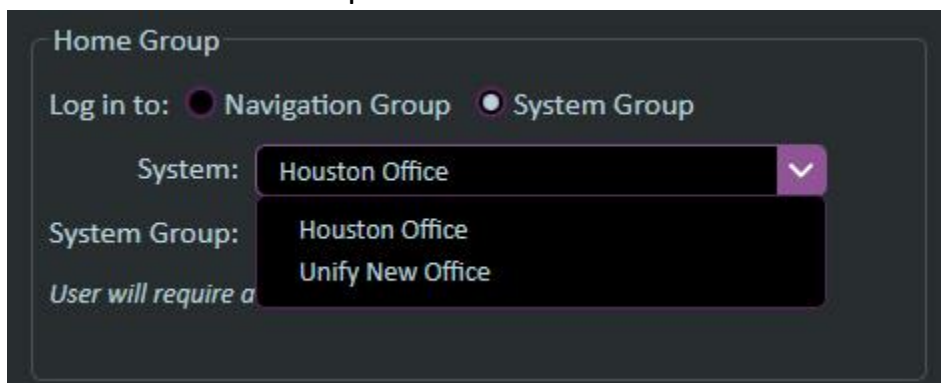


Figure 13 Home Group System Menu

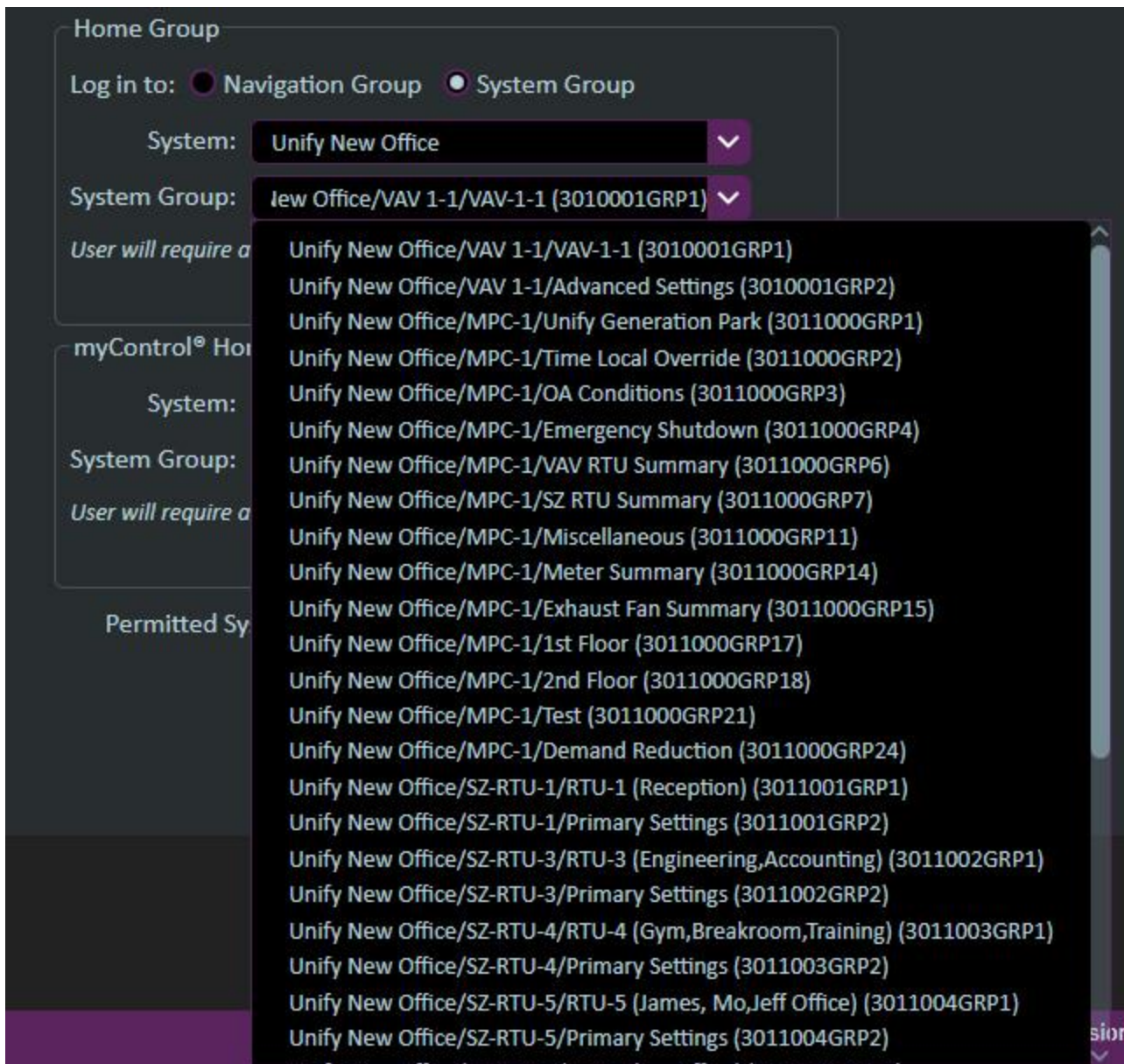


Figure 14 Home Group System Group Menu

1.13.3 Example of the Home Group configured for the main floorplan of a facility.

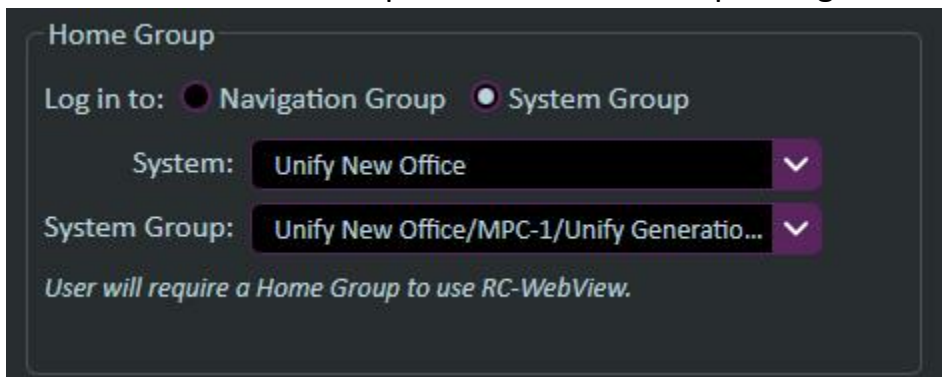
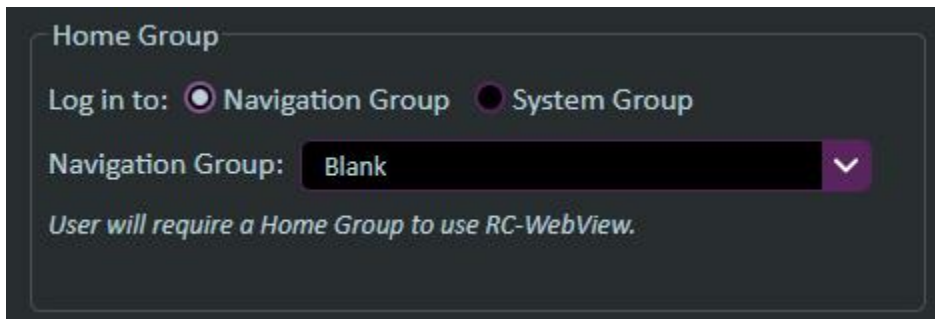


Figure 15 Home Group Example

1.13.4 Selecting Navigation Group as the Home Group requires the Navigation Group needing to be viewed upon login to be selected from the drop-down menu.



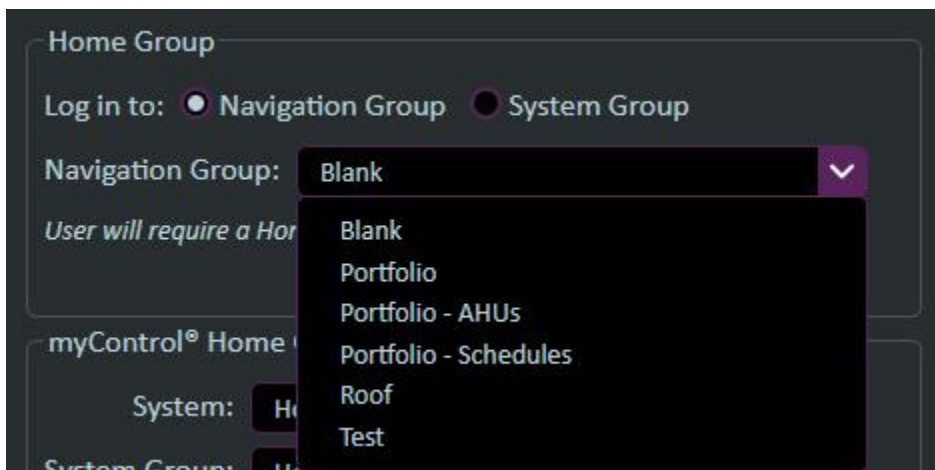
Home Group

Log in to: ☒ Navigation Group ☐ System Group

Navigation Group: Blank

User will require a Home Group to use RC-WebView.

Figure 16 Home Group Navigation Group



Home Group

Log in to: ☒ Navigation Group ☐ System Group

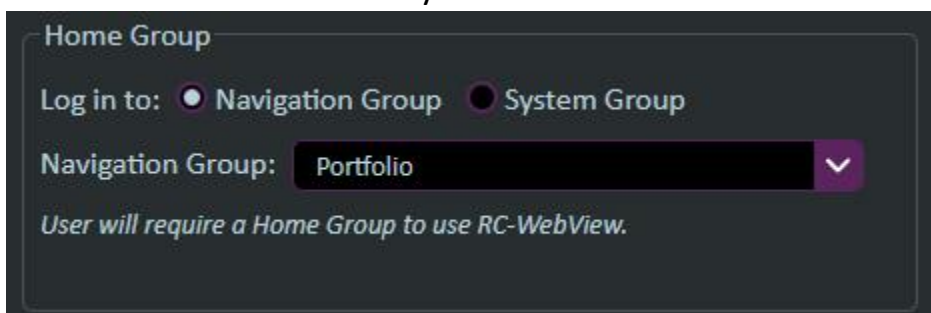
Navigation Group: Blank

User will require a Home Group to use RC-WebView.

- Blank
- Portfolio
- Portfolio - AHUs
- Portfolio - Schedules
- Roof
- Test

Figure 17 Navigation Group Menu

1.13.5 Example of the Home Group being configured for a Navigation Group summary.



Home Group

Log in to: ☒ Navigation Group ☐ System Group

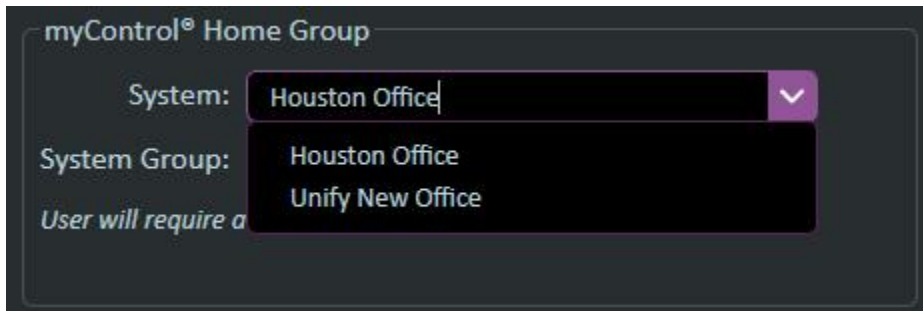
Navigation Group: Portfolio

User will require a Home Group to use RC-WebView.

Figure 18 Home Group Navigation Group Example

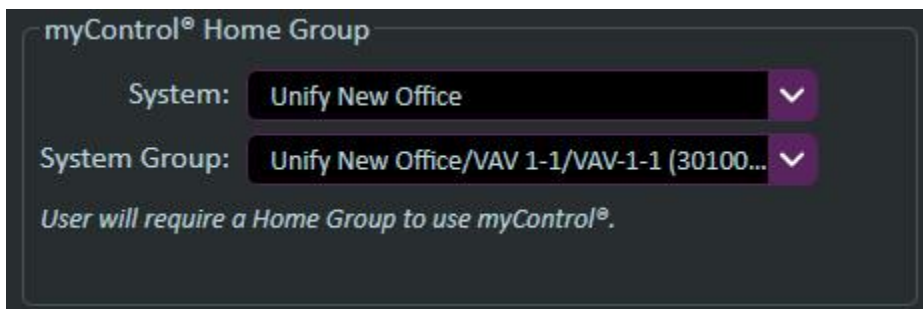
1.14 Mycontrol Home Group pertains to the Reliable myControl App. WebView can be viewed on mobile devices but if an app is desired to view specific equipment the Home Group System and System Group must be entered.

1.14.1 The System and System Group will give access to that equipment in the app.



The image shows a dark-themed user interface for the myControl® Home Group. At the top, the text "myControl® Home Group" is displayed. Below this, there are two dropdown menus. The first is labeled "System:" and has "Houston Office" selected. The second is labeled "System Group:" and has two options visible: "Houston Office" and "Unify New Office". Below the dropdowns, there is a line of text that reads "User will require a".

Figure 19 My Control System Menu



The image shows the same dark-themed user interface for the myControl® Home Group. The "System:" dropdown now has "Unify New Office" selected. The "System Group:" dropdown has "Unify New Office/VAV 1-1/VAV-1-1 (30100..." selected. Below the dropdowns, there is a line of text that reads "User will require a Home Group to use myControl®."

Figure 20 My Control System Example

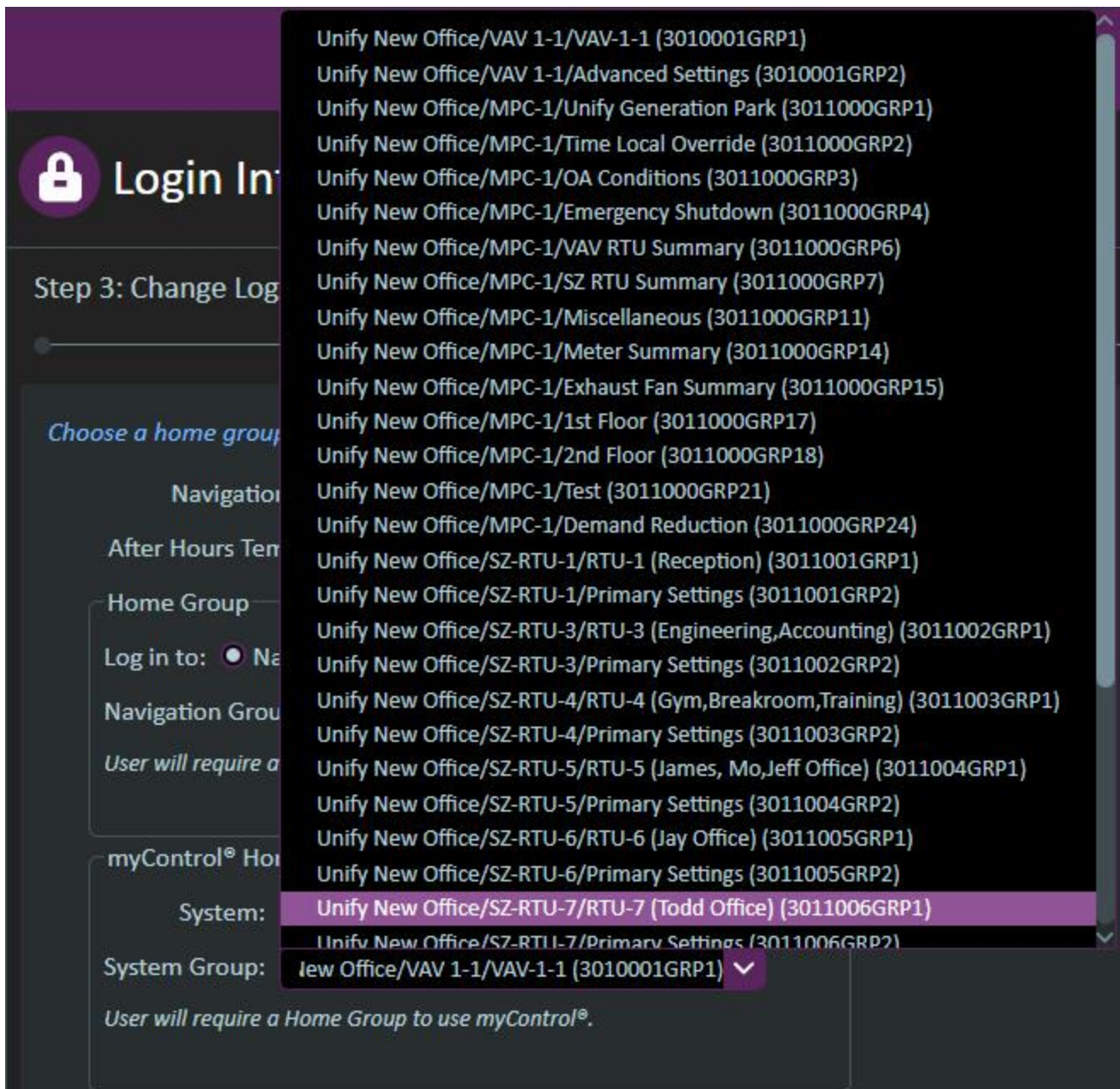


Figure 21 My Control System Group Menu

1.14.2 Example of myControl Home Group being configured the users zone equipment graphic.

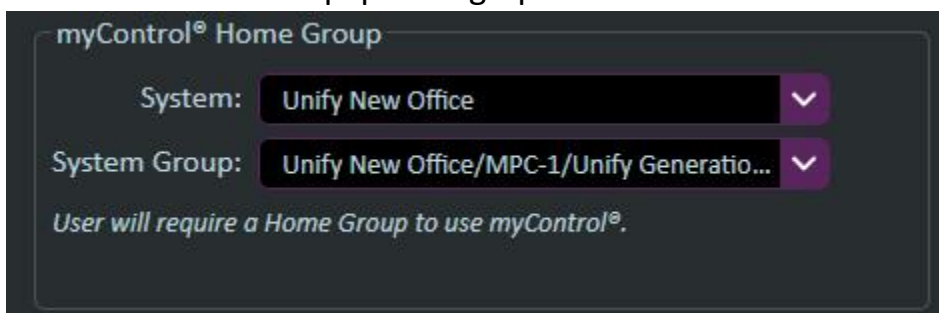


Figure 22 My Control System Group Example

1.15 Select the + icon next to permitted systems to view the list of systems that users can be limited to if desired. By default, all systems are permitted.

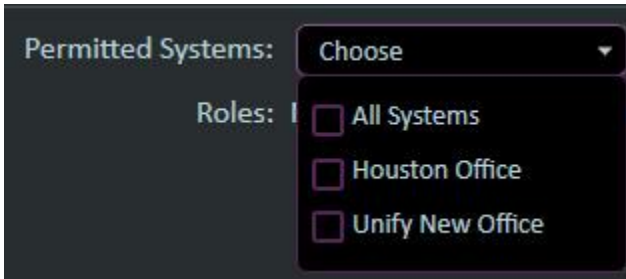


Figure 23 Permitted Systems Menu

1.16 If using a predefined role to assign user permissions follow the step below. Otherwise skip to step [1.17](#).

1.16.1 Select the + icon next to roles to view the list of predefined user roles.

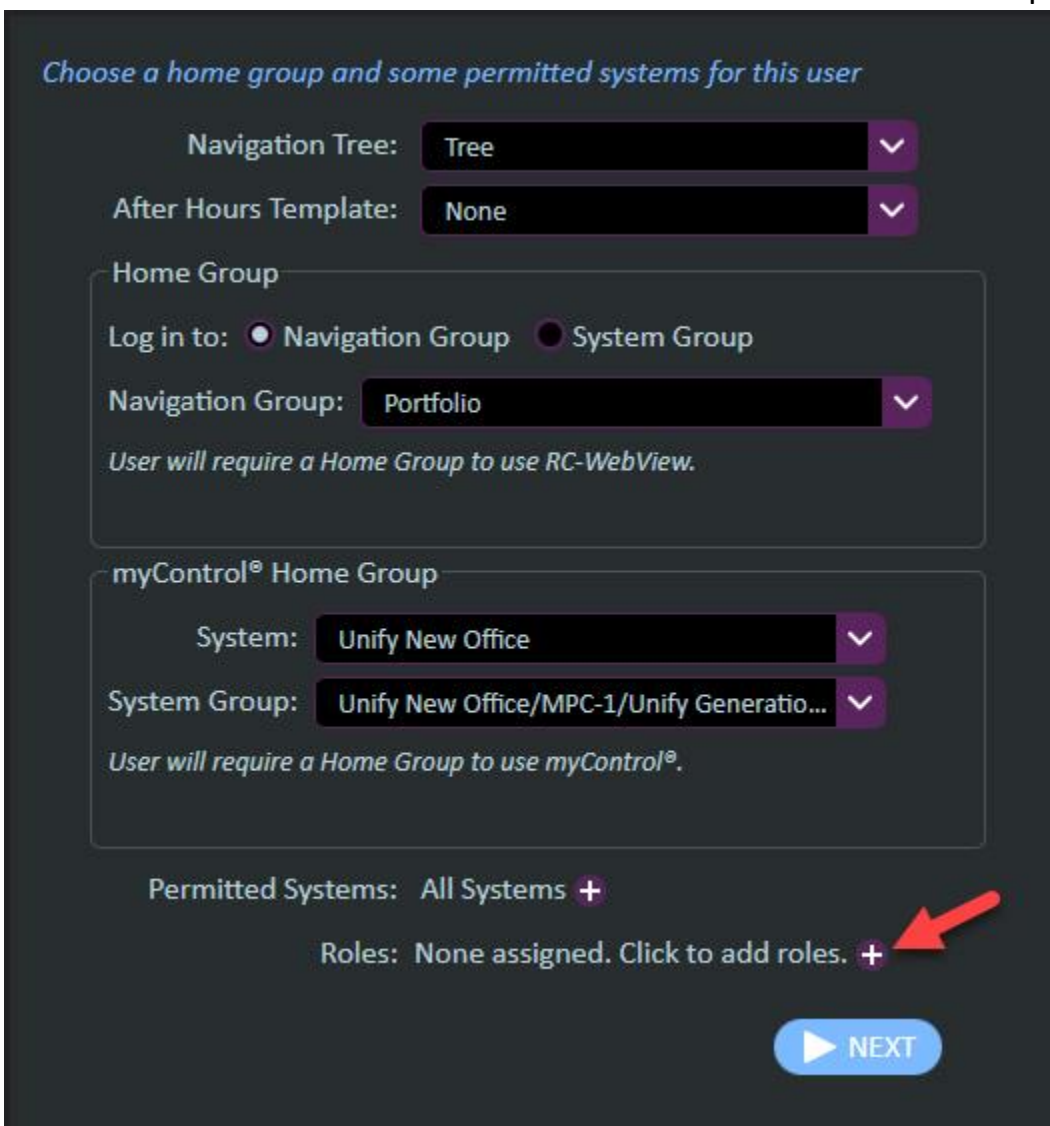


Figure 24 Roles Icon

1.16.2 Select the desired role for the user account from the drop-down menu.

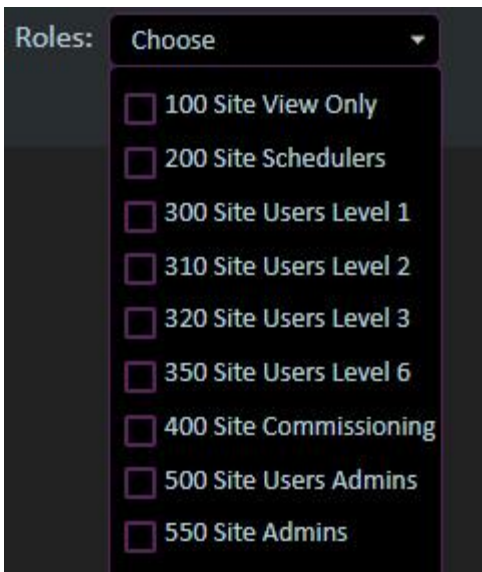


Figure 25 Roles Menu

1.16.3 Continue to step 1.17.

1.17 Once step 3 is completed select Next.

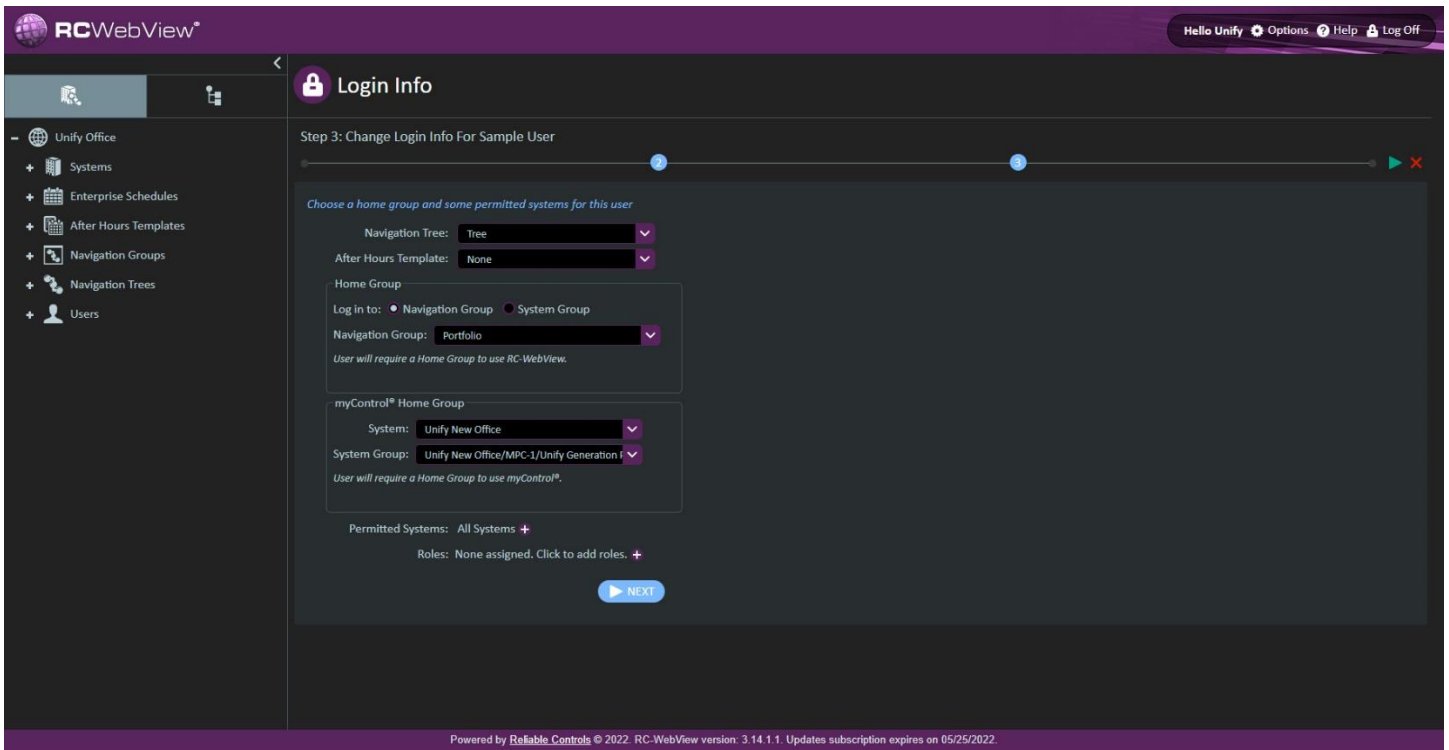


Figure 26 Complete Step 3

1.18 This will complete the user setup guide. The new user can now be selected from the System Tree list or Users List.

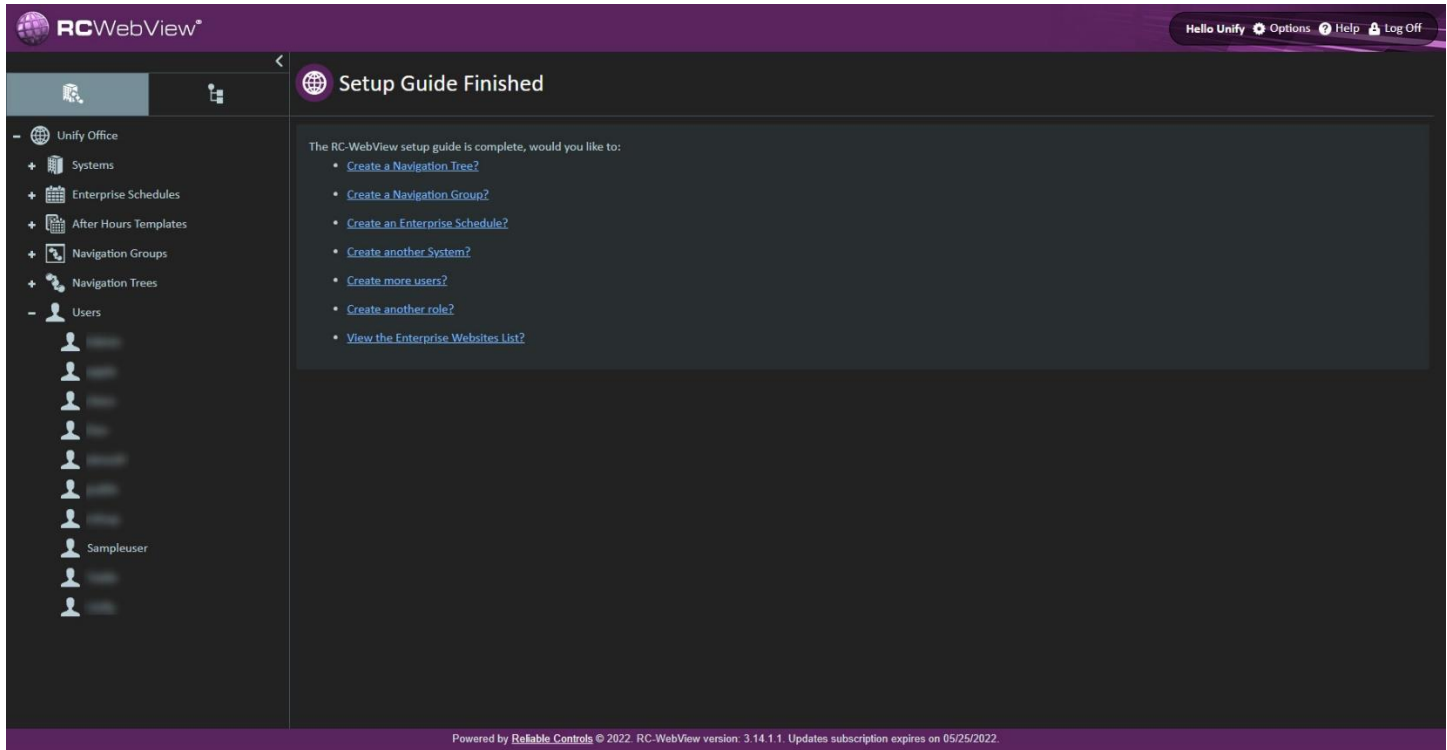


Figure 27 Setup Guide Finished

2 Making changes to existing user accounts

2.1 If changes need to be made select the username from the System Tree or Users list.

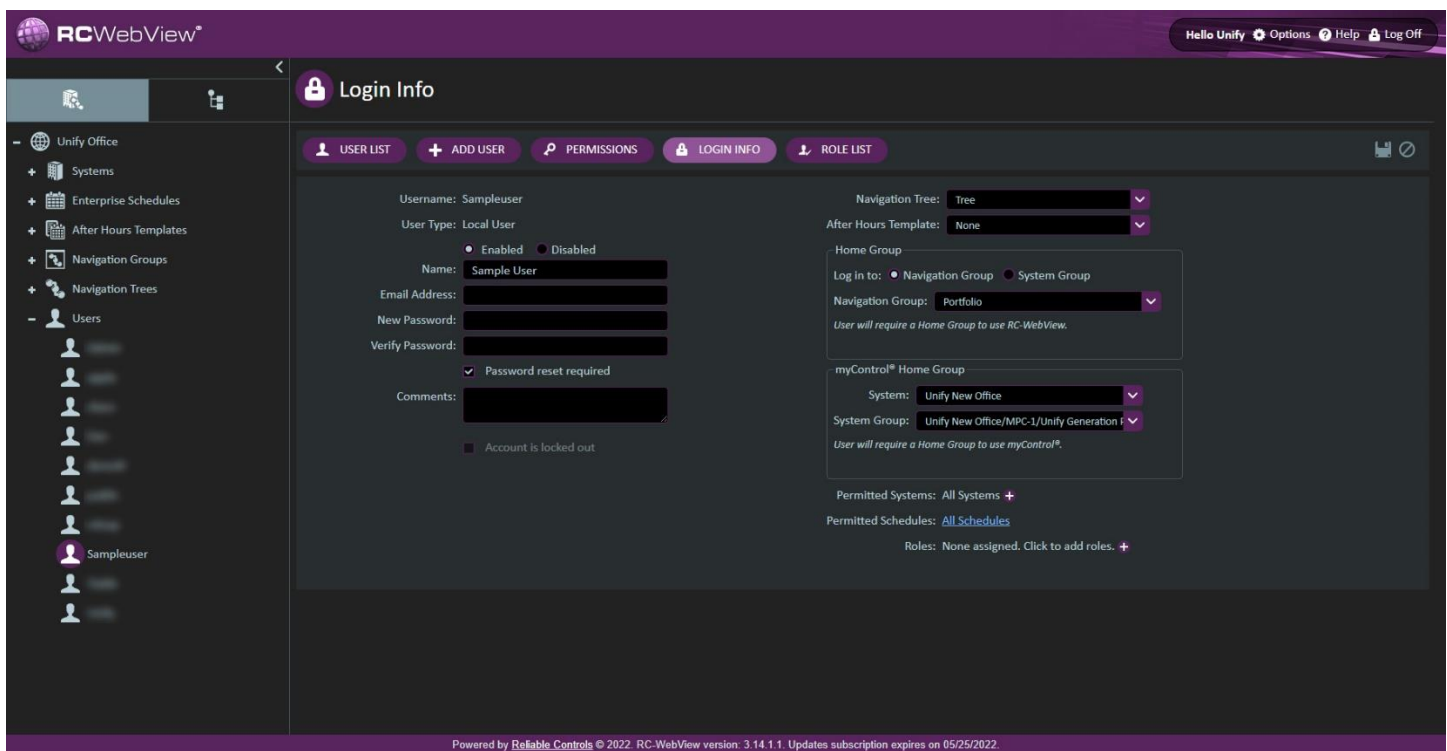


Figure 28 User Account Login Info

2.2 If changes need to be made to the Login Info page make changes then select the orange save icon on the upper right of the screen.

The screenshot shows the RCWebVue interface with the 'Login Info' tab selected. The left sidebar contains a navigation menu with 'Users' expanded, showing a list of users including 'Sampleuser'. The main content area has a top bar with tabs: 'USER LIST', 'ADD USER', 'PERMISSIONS', 'LOGIN INFO', and 'ROLE LIST'. The 'LOGIN INFO' tab is active. The form contains fields for 'Username' (Sampleuser), 'User Type' (Local User), 'Name' (Sample User), 'Email Address', 'New Password', 'Verify Password', and 'Comments'. There are also checkboxes for 'Enabled', 'Disabled', 'Password reset required', and 'Account is locked out'. On the right, there are dropdowns for 'Navigation Tree' (Tree 2), 'After Hours Template' (None), 'Home Group' (Navigation Group), 'Log in to' (Navigation Group), 'Navigation Group' (Portfolio), 'myControl® Home Group' (System), 'System' (Unify New Office), and 'System Group' (Unify New Office/MPC-1/Unify Generation). At the bottom right, there are links for 'Permitted Systems' (All Systems), 'Permitted Schedules' (All Schedules), and 'Roles' (None assigned). An orange save icon is highlighted in the top right corner of the form area.

Figure 29 Save Changes

2.3 Changes can be made to the permissions by selecting the purple Permissions button.

The screenshot shows the RCWebVue interface with the 'Login Info' tab selected. The left sidebar contains a navigation menu with 'Users' expanded, showing a list of users including 'Sampleuser'. The main content area has a top bar with tabs: 'USER LIST', 'ADD USER', 'PERMISSIONS', 'LOGIN INFO', and 'ROLE LIST'. The 'PERMISSIONS' tab is highlighted with a red box. The form contains fields for 'Username' (Sampleuser), 'User Type' (Local User), 'Name' (Sample User), 'Email Address', 'New Password', 'Verify Password', and 'Comments'. There are also checkboxes for 'Enabled', 'Disabled', 'Password reset required', and 'Account is locked out'. On the right, there are dropdowns for 'Navigation Tree' (Tree), 'After Hours Template' (None), 'Home Group' (Navigation Group), 'Log in to' (Navigation Group), 'Navigation Group' (Portfolio), 'myControl® Home Group' (System), 'System' (Unify New Office), and 'System Group' (Unify New Office/MPC-1/Unify Generation). At the bottom right, there are links for 'Permitted Systems' (All Systems), 'Permitted Schedules' (All Schedules), and 'Roles' (None assigned).

Figure 30 User Permissions Button

2.4 Selecting the Permissions button will display the individual user account permissions.

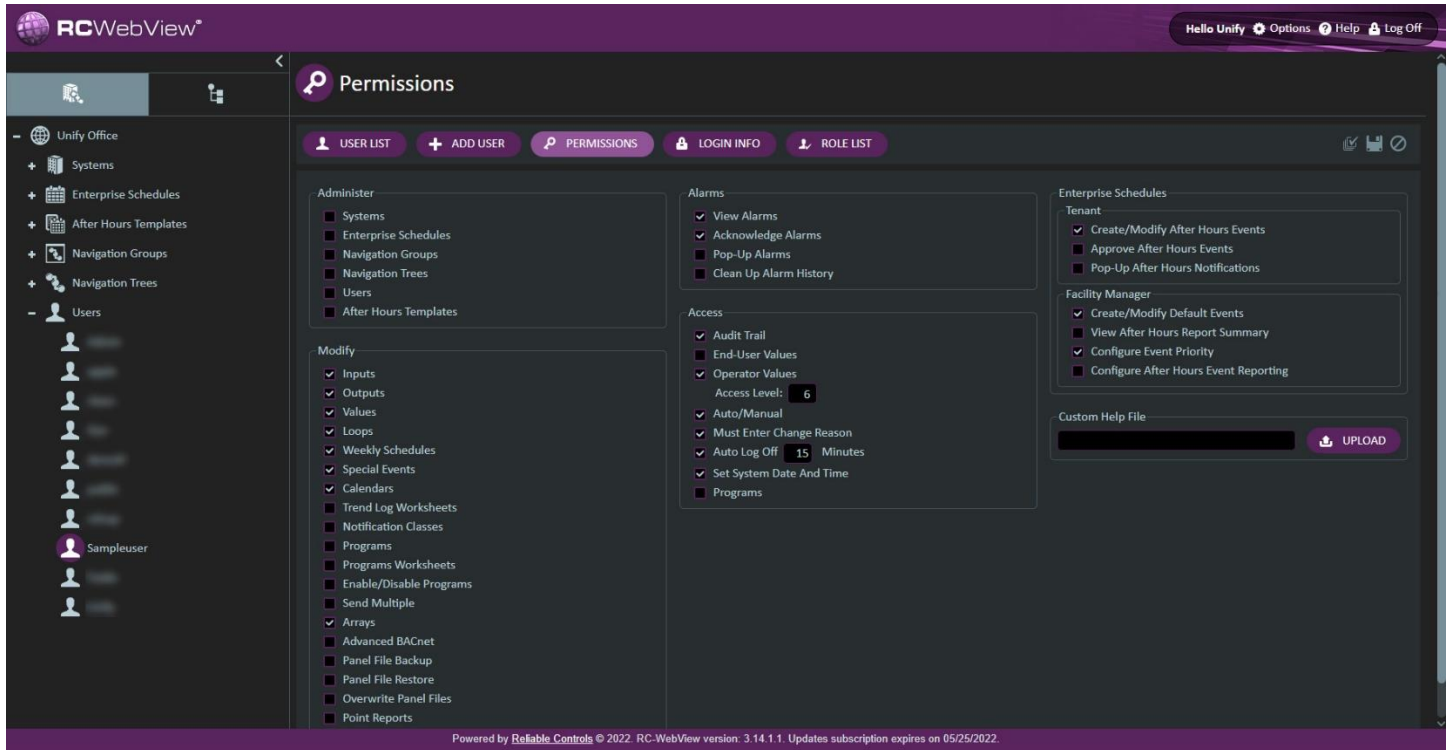


Figure 31 User Permissions

2.5 If changes are made select the orange Save icon on the upper right of the screen.

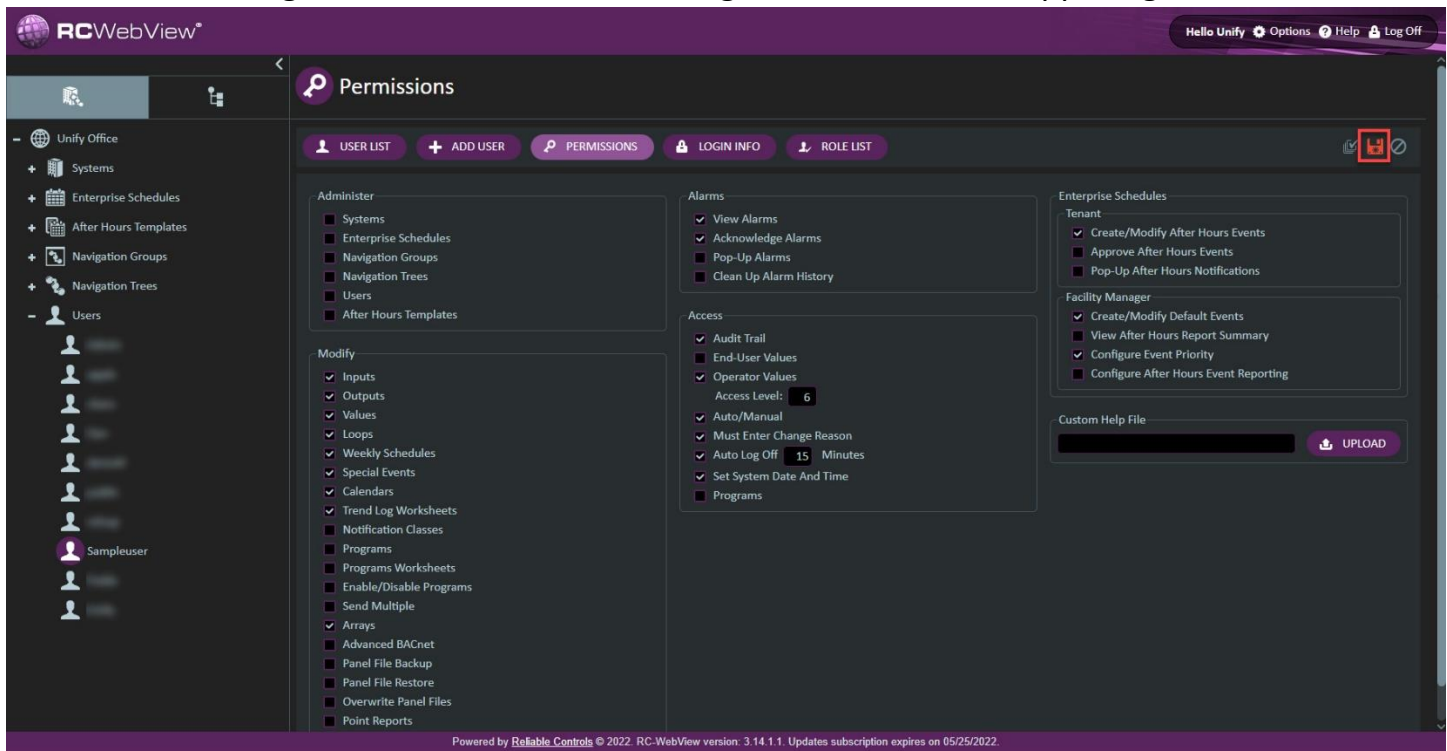


Figure 32 Save Changes

3 Suggested WebView user permission configurations

3.1 Users can be restricted to selected systems and/or Enterprise Schedules separately from the suggested user permissions below.

3.2 View only

3.2.1 Users with the View Only permission level can navigate through WebView systems but are not permitted to make any changes.

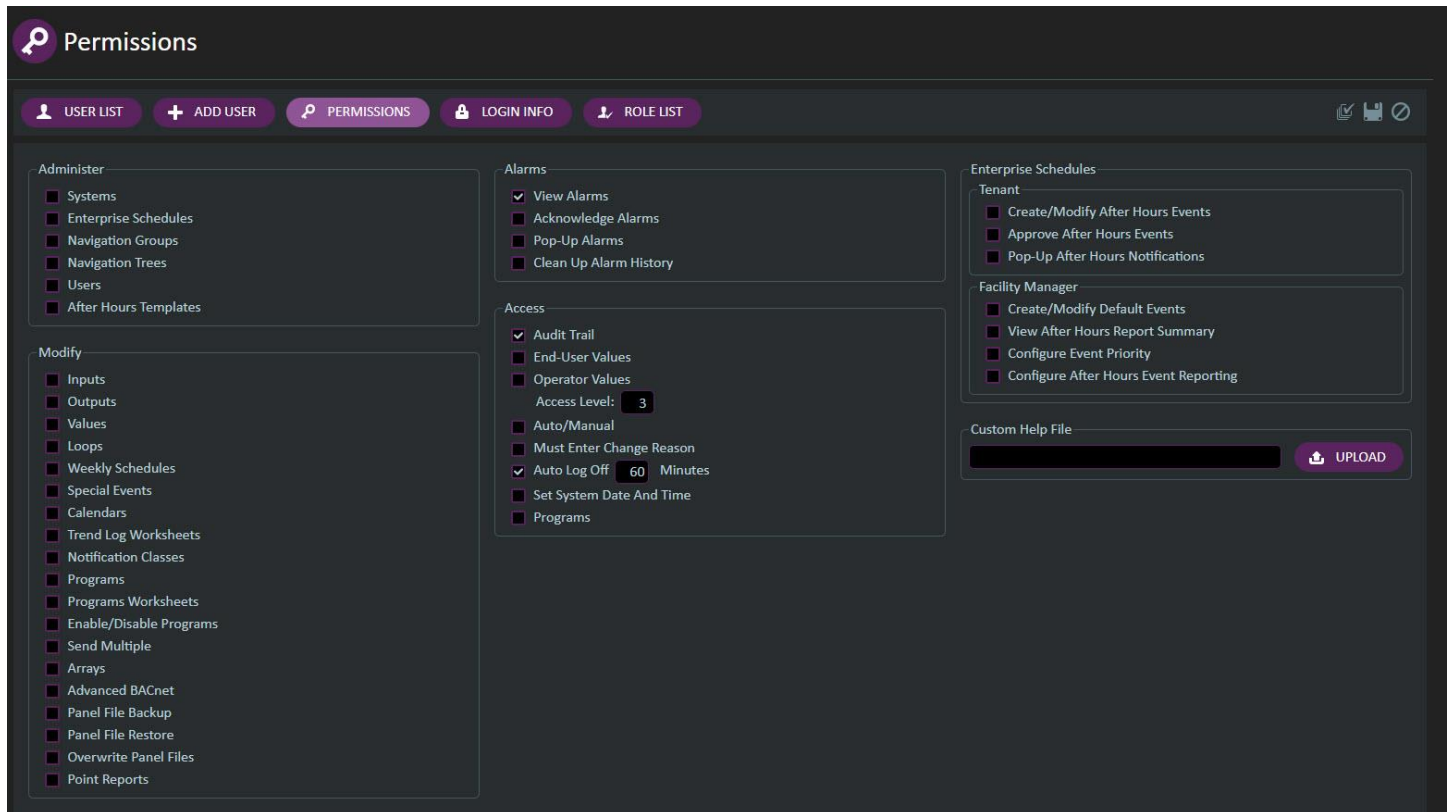


Figure 33 View Only Permissions

3.3 Scheduler

3.3.1 Users with the Scheduler permission level can navigate through WebView systems and are permitted to modify schedules and calendars only.

The screenshot displays the 'Permissions' configuration interface for a Scheduler role. The interface is organized into three main columns: 'Administer', 'Modify', and 'Access'. The 'Administer' column includes permissions for Systems, Enterprise Schedules, Navigation Groups, Navigation Trees, Users, and After Hours Templates. The 'Modify' column includes permissions for Inputs, Outputs, Values, Loops, Weekly Schedules, Special Events, Calendars, Trend Log Worksheets, Notification Classes, Programs, Programs Worksheets, Enable/Disable Programs, Send Multiple, Arrays, Advanced BACnet, Panel File Backup, Panel File Restore, Overwrite Panel Files, and Point Reports. The 'Access' column includes permissions for View Alarms, Acknowledge Alarms, Pop-Up Alarms, Clean Up Alarm History, Audit Trail, End-User Values, Operator Values, Access Level (set to 3), Auto/Manual, Must Enter Change Reason, Auto Log Off (set to 60 Minutes), Set System Date And Time, and Programs. The 'Enterprise Schedules' section includes permissions for Tenant (Create/Modify After Hours Events, Approve After Hours Events, Pop-Up After Hours Notifications) and Facility Manager (Create/Modify Default Events, View After Hours Report Summary, Configure Event Priority, Configure After Hours Event Reporting). A 'Custom Help File' section at the bottom right features an 'UPLOAD' button.

Permissions

USER LIST + ADD USER PERMISSIONS LOGIN INFO ROLE LIST

Administer

- ☐ Systems
- ☐ Enterprise Schedules
- ☐ Navigation Groups
- ☐ Navigation Trees
- ☐ Users
- ☐ After Hours Templates

Modify

- ☐ Inputs
- ☐ Outputs
- ☐ Values
- ☐ Loops
- ☒ Weekly Schedules
- ☒ Special Events
- ☒ Calendars
- ☐ Trend Log Worksheets
- ☐ Notification Classes
- ☐ Programs
- ☐ Programs Worksheets
- ☐ Enable/Disable Programs
- ☐ Send Multiple
- ☐ Arrays
- ☐ Advanced BACnet
- ☐ Panel File Backup
- ☐ Panel File Restore
- ☐ Overwrite Panel Files
- ☐ Point Reports

Alarms

- ☒ View Alarms
- ☐ Acknowledge Alarms
- ☐ Pop-Up Alarms
- ☐ Clean Up Alarm History

Access

- ☒ Audit Trail
- ☐ End-User Values
- ☐ Operator Values
- Access Level: **3**
- ☐ Auto/Manual
- ☐ Must Enter Change Reason
- ☒ Auto Log Off **60** Minutes
- ☐ Set System Date And Time
- ☐ Programs

Enterprise Schedules

Tenant

- ☒ Create/Modify After Hours Events
- ☒ Approve After Hours Events
- ☐ Pop-Up After Hours Notifications

Facility Manager

- ☒ Create/Modify Default Events
- ☒ View After Hours Report Summary
- ☒ Configure Event Priority
- ☐ Configure After Hours Event Reporting

Custom Help File

UPLOAD

Figure 34 Scheduler Permissions

3.4 Users Level 1

3.4.1 Users with the Users Level 1 permission level can navigate through WebView systems and are permitted to modify schedules and values.

3.4.1.1 Values are equipment configuration points such as temperature setpoints, minimum run request, etc.

The screenshot displays the 'Permissions' configuration page for 'Users Level 1'. The interface features a dark theme with a top navigation bar containing a key icon and the title 'Permissions'. Below this, a secondary bar includes tabs for 'USER LIST', 'ADD USER', 'PERMISSIONS' (which is active), 'LOGIN INFO', and 'ROLE LIST'. The main content area is divided into three columns. The left column contains two sections: 'Administer' with options like Systems, Enterprise Schedules, Navigation Groups, Navigation Trees, Users, and After Hours Templates; and 'Modify' with a comprehensive list of options including Inputs, Outputs, Values (checked), Loops, Weekly Schedules (checked), Special Events (checked), Calendars (checked), Trend Log Worksheets, Notification Classes, Programs, Programs Worksheets, Enable/Disable Programs, Send Multiple, Arrays, Advanced BACnet, Panel File Backup, Panel File Restore, Overwrite Panel Files, and Point Reports. The middle column has two sections: 'Alarms' with View Alarms (checked), Acknowledge Alarms, Pop-Up Alarms, and Clean Up Alarm History; and 'Access' with Audit Trail (checked), End-User Values, Operator Values, Access Level (set to 3), Auto/Manual, Must Enter Change Reason (checked), Auto Log Off (set to 60 minutes), Set System Date And Time, and Programs. The right column includes 'Enterprise Schedules' with a 'Tenant' section containing Create/Modify After Hours Events (checked), Approve After Hours Events (checked), and Pop-Up After Hours Notifications; a 'Facility Manager' section with Create/Modify Default Events (checked), View After Hours Report Summary (checked), Configure Event Priority (checked), and Configure After Hours Event Reporting; and a 'Custom Help File' section with an upload button. The interface uses checkboxes to indicate selected permissions and dropdown menus for numerical values like 'Access Level' and 'Auto Log Off'.

Figure 35 Users Level 1 Permissions

3.5 Users Level 2

3.5.1 Users with the Users Level 2 permission level can navigate through WebView systems as a Users Level 1 with the additional permissions of modifying inputs, outputs, arrays, advanced BACnet and the permission to use the auto/manual function for objects.

3.5.1.1 Arrays and advanced BACnet are typically associated with input calibrations.

The screenshot displays the 'Permissions' configuration page for a 'Users Level 2' user. The interface is dark-themed and includes a top navigation bar with tabs for 'USER LIST', 'ADD USER', 'PERMISSIONS' (selected), 'LOGIN INFO', and 'ROLE LIST'. The main content area is divided into three columns of permission categories, each with a list of items and checkboxes indicating the user's permissions.

- Administer:**
 - ☐ Systems
 - ☐ Enterprise Schedules
 - ☐ Navigation Groups
 - ☐ Navigation Trees
 - ☐ Users
 - ☐ After Hours Templates
- Modify:**
 - ☒ Inputs
 - ☒ Outputs
 - ☒ Values
 - ☐ Loops
 - ☒ Weekly Schedules
 - ☒ Special Events
 - ☒ Calendars
 - ☐ Trend Log Worksheets
 - ☐ Notification Classes
 - ☐ Programs
 - ☐ Programs Worksheets
 - ☐ Enable/Disable Programs
 - ☐ Send Multiple
 - ☒ Arrays
 - ☒ Advanced BACnet
 - ☐ Panel File Backup
 - ☐ Panel File Restore
 - ☐ Overwrite Panel Files
 - ☐ Point Reports
- Alarms:**
 - ☒ View Alarms
 - ☐ Acknowledge Alarms
 - ☐ Pop-Up Alarms
 - ☐ Clean Up Alarm History
- Access:**
 - ☒ Audit Trail
 - ☐ End-User Values
 - ☒ Operator Values
 - Access Level: **3**
 - ☒ Auto/Manual
 - ☒ Must Enter Change Reason
 - ☒ Auto Log Off **60** Minutes
 - ☐ Set System Date And Time
 - ☐ Programs
- Enterprise Schedules:**
 - Tenant**
 - ☒ Create/Modify After Hours Events
 - ☒ Approve After Hours Events
 - ☐ Pop-Up After Hours Notifications
 - Facility Manager**
 - ☒ Create/Modify Default Events
 - ☒ View After Hours Report Summary
 - ☒ Configure Event Priority
 - ☐ Configure After Hours Event Reporting
- Custom Help File:**
 - Text input field: [Empty]
 - UPLOAD** button

Figure 36 Users Level 2 Permissions

3.6 Users Level 3

3.6.1 Users with the Users Level 3 permission level can navigate through WebView systems as a Users Level 2 with the additional permissions of modifying loops, acknowledging alarms, setting the system time and accessing programs for viewing.

The screenshot displays the 'PERMISSIONS' configuration page for a user. The interface is dark-themed and organized into several sections:

- Navigation Bar:** Includes buttons for 'USER LIST', 'ADD USER', 'PERMISSIONS' (active), 'LOGIN INFO', and 'ROLE LIST'. There are also icons for help, save, and refresh on the right.
- Administer Section:**
 - ☐ Systems
 - ☐ Enterprise Schedules
 - ☐ Navigation Groups
 - ☐ Navigation Trees
 - ☐ Users
 - ☐ After Hours Templates
- Modify Section:**
 - ☒ Inputs
 - ☒ Outputs
 - ☒ Values
 - ☒ Loops
 - ☒ Weekly Schedules
 - ☒ Special Events
 - ☒ Calendars
 - ☐ Trend Log Worksheets
 - ☐ Notification Classes
 - ☐ Programs
 - ☐ Programs Worksheets
 - ☐ Enable/Disable Programs
 - ☐ Send Multiple
 - ☒ Arrays
 - ☒ Advanced BACnet
 - ☐ Panel File Backup
 - ☐ Panel File Restore
 - ☐ Overwrite Panel Files
 - ☐ Point Reports
- Alarms Section:**
 - ☒ View Alarms
 - ☒ Acknowledge Alarms
 - ☐ Pop-Up Alarms
 - ☐ Clean Up Alarm History
- Access Section:**
 - ☒ Audit Trail
 - ☐ End-User Values
 - ☒ Operator Values
 - Access Level:
 - ☒ Auto/Manual
 - ☒ Must Enter Change Reason
 - ☒ Auto Log Off Minutes
 - ☒ Set System Date And Time
 - ☒ Programs
- Enterprise Schedules Section:**
 - Tenant:**
 - ☒ Create/Modify After Hours Events
 - ☒ Approve After Hours Events
 - ☐ Pop-Up After Hours Notifications
 - Facility Manager:**
 - ☒ Create/Modify Default Events
 - ☒ View After Hours Report Summary
 - ☒ Configure Event Priority
 - ☐ Configure After Hours Event Reporting
- Custom Help File:**
 - Text input field:
 -

Figure 37 Users Level 3 Permissions

3.7 Users Level 6

3.7.1 Users with the Users Level 6 permission level can navigate through WebView systems as a Users Level 3 with the additional permissions of modifying trend logs, notification classes, point reports, performing controller panel file backup and restore, and cleanup alarm history.

The screenshot displays the 'Permissions' configuration page for a user. The interface has a dark theme with a top navigation bar containing tabs: 'USER LIST', 'ADD USER', 'PERMISSIONS' (active), 'LOGIN INFO', and 'ROLE LIST'. The main content area is divided into three columns. The left column, titled 'Administer', contains a list of system components with checkboxes: Systems, Enterprise Schedules, Navigation Groups, Navigation Trees, Users, and After Hours Templates. The middle column, titled 'Modify', contains a list of system components with checkboxes: Inputs, Outputs, Values, Loops, Weekly Schedules, Special Events, Calendars, Trend Log Worksheets, Notification Classes, Programs, Programs Worksheets, Enable/Disable Programs, Send Multiple, Arrays, Advanced BACnet, Panel File Backup, Panel File Restore, Overwrite Panel Files, and Point Reports. The right column contains three sections: 'Alarms' with checkboxes for View Alarms, Acknowledge Alarms, Pop-Up Alarms, and Clean Up Alarm History; 'Access' with checkboxes for Audit Trail, End-User Values, and Operator Values, followed by an 'Access Level' dropdown set to '6', and checkboxes for Auto/Manual, Must Enter Change Reason, Auto Log Off (set to 60 Minutes), Set System Date And Time, and Programs; and 'Enterprise Schedules' with a 'Tenant' section containing checkboxes for Create/Modify After Hours Events, Approve After Hours Events, and Pop-Up After Hours Notifications, and a 'Facility Manager' section containing checkboxes for Create/Modify Default Events, View After Hours Report Summary, Configure Event Priority, and Configure After Hours Event Reporting. At the bottom right, there is a 'Custom Help File' section with a text input field and an 'UPLOAD' button.

Permissions

USER LIST ADD USER PERMISSIONS LOGIN INFO ROLE LIST

Administer

- ☐ Systems
- ☐ Enterprise Schedules
- ☐ Navigation Groups
- ☐ Navigation Trees
- ☐ Users
- ☐ After Hours Templates

Modify

- ☒ Inputs
- ☒ Outputs
- ☒ Values
- ☒ Loops
- ☒ Weekly Schedules
- ☒ Special Events
- ☒ Calendars
- ☒ Trend Log Worksheets
- ☒ Notification Classes
- ☐ Programs
- ☐ Programs Worksheets
- ☐ Enable/Disable Programs
- ☐ Send Multiple
- ☒ Arrays
- ☒ Advanced BACnet
- ☒ Panel File Backup
- ☒ Panel File Restore
- ☒ Overwrite Panel Files
- ☒ Point Reports

Alarms

- ☒ View Alarms
- ☒ Acknowledge Alarms
- ☐ Pop-Up Alarms
- ☒ Clean Up Alarm History

Access

- ☒ Audit Trail
- ☐ End-User Values
- ☒ Operator Values
- Access Level: **6**
- ☒ Auto/Manual
- ☒ Must Enter Change Reason
- ☒ Auto Log Off **60** Minutes
- ☒ Set System Date And Time
- ☒ Programs

Enterprise Schedules

Tenant

- ☒ Create/Modify After Hours Events
- ☒ Approve After Hours Events
- ☐ Pop-Up After Hours Notifications

Facility Manager

- ☒ Create/Modify Default Events
- ☒ View After Hours Report Summary
- ☒ Configure Event Priority
- ☐ Configure After Hours Event Reporting

Custom Help File

UPLOAD

Figure 38 Users Level 6 Permissions

3.8 Site Users Admin

3.8.1 Users with the Site Users Admin permission level can navigate through WebView systems as a Users Level 6 with the additional permissions of configuring after hours event reporting and administering WebView users.

The screenshot displays the 'Permissions' configuration page for Site Users Admin. The interface features a top navigation bar with tabs: USER LIST, ADD USER, PERMISSIONS (selected), LOGIN INFO, and ROLE LIST. The main content area is divided into three columns of permission settings, each with a list of checkboxes and some with additional configuration options.

- Administer**
 - ☐ Systems
 - ☐ Enterprise Schedules
 - ☐ Navigation Groups
 - ☐ Navigation Trees
 - ☒ Users
 - ☐ After Hours Templates
- Modify**
 - ☒ Inputs
 - ☒ Outputs
 - ☒ Values
 - ☒ Loops
 - ☒ Weekly Schedules
 - ☒ Special Events
 - ☒ Calendars
 - ☒ Trend Log Worksheets
 - ☒ Notification Classes
 - ☐ Programs
 - ☐ Programs Worksheets
 - ☐ Enable/Disable Programs
 - ☐ Send Multiple
 - ☒ Arrays
 - ☒ Advanced BACnet
 - ☒ Panel File Backup
 - ☒ Panel File Restore
 - ☒ Overwrite Panel Files
 - ☒ Point Reports
- Alarms**
 - ☒ View Alarms
 - ☒ Acknowledge Alarms
 - ☐ Pop-Up Alarms
 - ☒ Clean Up Alarm History
- Access**
 - ☒ Audit Trail
 - ☐ End-User Values
 - ☒ Operator Values
 - Access Level:
 - ☒ Auto/Manual
 - ☐ Must Enter Change Reason
 - ☒ Auto Log Off Minutes
 - ☒ Set System Date And Time
 - ☒ Programs
- Enterprise Schedules**
 - Tenant**
 - ☒ Create/Modify After Hours Events
 - ☒ Approve After Hours Events
 - ☒ Pop-Up After Hours Notifications
 - Facility Manager**
 - ☒ Create/Modify Default Events
 - ☒ View After Hours Report Summary
 - ☒ Configure Event Priority
 - ☒ Configure After Hours Event Reporting
 - Custom Help File**
 -
 -

Figure 39 Site Users Admin Permissions

3.9 Site Admins

3.9.1 Users with the Site Admin permission level have all available permissions enabled needed to navigate and modify the system.

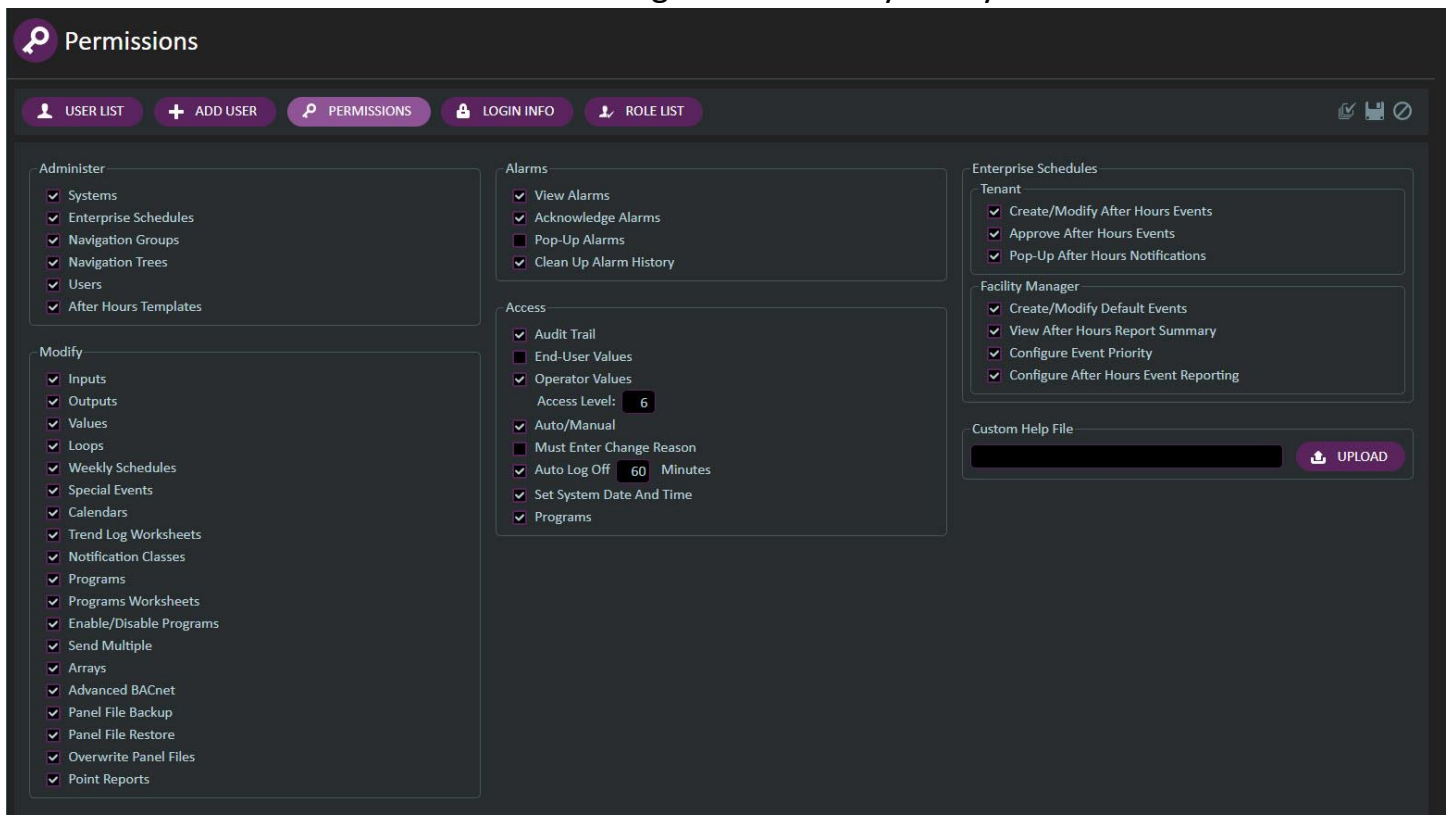


Figure 40 Site Admin Permissions

4 User permission Table

	View Only	Scheduler	Users Level 1	Users Level 2	Users Level 3	Users Level 6	Users Admin	Site Admin
Access								
Audit Trail	✓	✓	✓	✓	✓	✓	✓	✓
End-User Values	-	-	-	-	-	-	-	-
Operator Values	✓	-	✓	✓	✓	✓	✓	✓
Access Level	3	-	3	3	6	6	6	6
Auto/Manual	-	-	-	✓	✓	✓	✓	✓
Must Enter Change Reason	-	-	✓	✓	✓	✓	-	-
Auto Log Off	✓	✓	✓	✓	✓	✓	✓	✓
Set System Date and Time	-	-	-	-	✓	✓	✓	✓
Programs	-	-	-	-	✓	✓	✓	✓
Alarms								
View Alarms	✓	✓	✓	✓	✓	✓	✓	✓
Acknowledge Alarms	-	-	-	-	✓	✓	✓	✓
Pop-Up Alarms	-	-	-	-	-	-	-	-
Clean Up Alarm History	-	-	-	-	-	✓	✓	✓
Enterprise Schedules								
Create/Modify After Hours Events	-	✓	✓	✓	✓	✓	✓	✓
Approve After Hours Events	-	✓	✓	✓	✓	✓	✓	✓
Pop-Up After Hours Notifications	-	-	-	-	-	-	✓	✓
Create/Modify Default Events	-	✓	✓	✓	✓	✓	✓	✓
View After Hours Report Summary	-	✓	✓	✓	✓	✓	✓	✓
Configure Event Priority	-	✓	✓	✓	✓	✓	✓	✓
Configure After Hours Event Reporting	-	-	-	-	-	-	✓	✓
Modify								
Inputs	-	-	-	✓	✓	✓	✓	✓
Outputs	-	-	-	✓	✓	✓	✓	✓
Values	-	-	✓	✓	✓	✓	✓	✓
Loops	-	-	-	-	✓	✓	✓	✓
Weekly Schedules	-	✓	✓	✓	✓	✓	✓	✓
Special Events	-	✓	✓	✓	✓	✓	✓	✓
Calendars	-	✓	✓	✓	✓	✓	✓	✓
Trend Log Worksheets	-	-	-	-	-	✓	✓	✓
Notification Classes	-	-	-	-	-	✓	✓	✓
Programs	-	-	-	-	-	-	-	✓
Program Worksheets	-	-	-	-	-	-	-	✓
Enable/Disable Programs	-	-	-	-	-	-	-	✓
Send Multiple	-	-	-	-	-	-	-	✓
Arrays	-	-	-	✓	✓	✓	✓	✓
Advanced BACnet	-	-	-	✓	✓	✓	✓	✓
Panel File Backup	-	-	-	-	-	✓	✓	✓
Panel File Restore	-	-	-	-	-	✓	✓	✓
Overwrite Panel Files	-	-	-	-	-	✓	✓	✓
Point Reports	-	-	-	-	-	✓	✓	✓
Administer								
Systems	-	-	-	-	-	-	-	✓
Enterprise Schedules	-	-	-	-	-	-	-	✓
Navigation Groups	-	-	-	-	-	-	-	✓
Navigation Trees	-	-	-	-	-	-	-	✓
Users	-	-	-	-	-	-	✓	✓
After Hours Templates	-	-	-	-	-	-	-	✓

Figure 41 User Permission Table