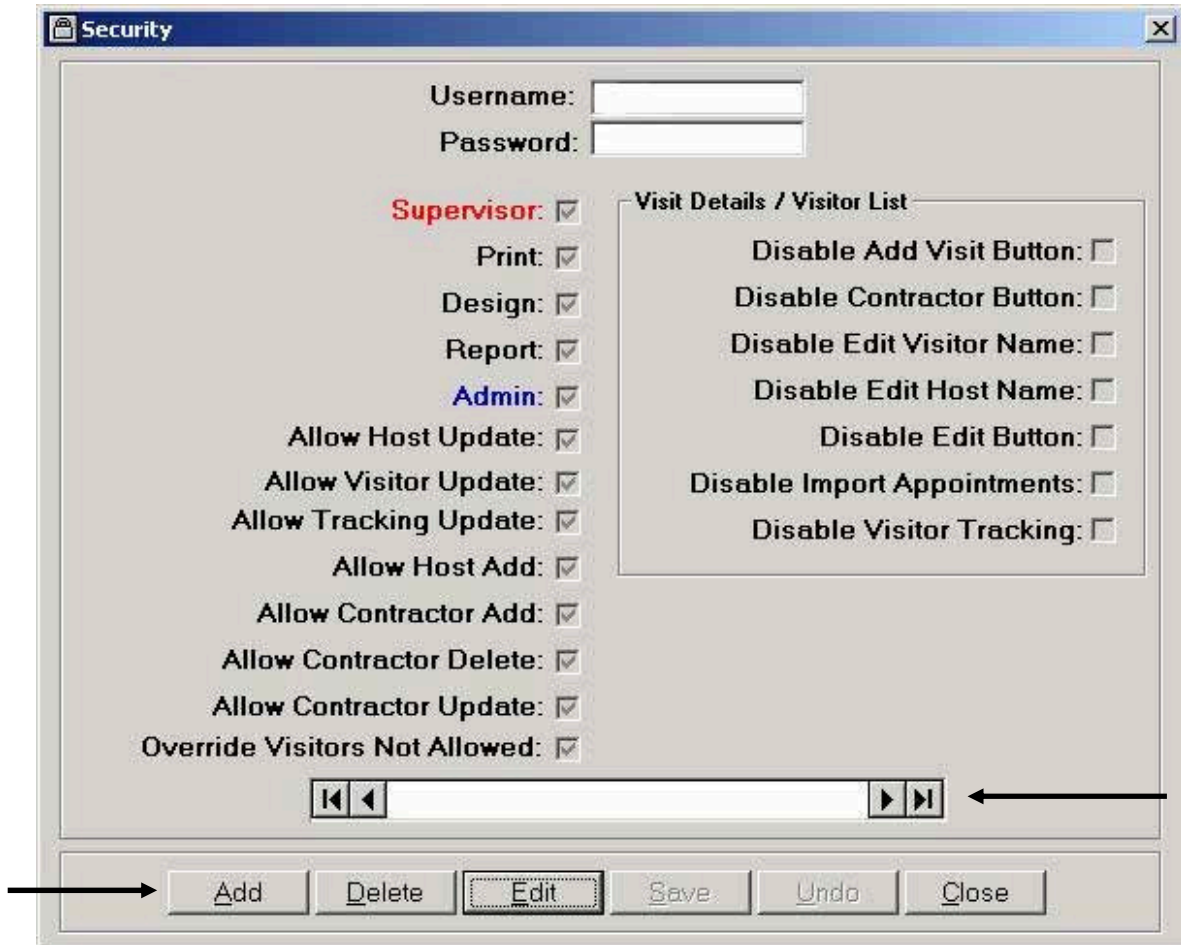


## 2.1 Creating A User

Each individual that is going to use the Visitor Watch™ system must be assigned a unique user name and password. To create a user Click the Add button. In the Username input box enter a unique name for the new user. In the Password input box enter a password for the new user. This is the password that the user will use when logging into the Visitor Watch™ system. Enable the features that the user should have access to using the feature check boxes. When the user profile is complete click the Save button to add the new user to the system.



## 2.2 Editing An Existing User Profile

To edit an existing user profile select the user profile using the record selector shown in the diagram above and click the Edit button. Enable the features that the user should have access to using the feature check boxes. When the user profile is complete click the Save button to save the changes to the user profile.

### 2.3 Deleting A User

When individuals no longer need access to the Visitor Watch™ system the corresponding user profile should be removed. To delete a user select the user profile using the record selector shown in the diagram above. The user name will appear in the caption in the center of the record selector (super in our example). When the correct user is selected click the Delete button. The system will ask for a confirmation before deleting the current user. Click the Yes button to delete the user. If a user was deleted by mistake just re-create the user with a new password.

## 2.4 User Security Options

This section describes the function of each of the individual option switches. It is important that the option switches be set carefully so that high-level access is given only to individuals that need it.

### **Supervisor**

The Supervisor option is used to control user security, most importantly creating and deleting user profiles. Other features that Supervisors are given are the ability to access the Preferences option, the Visitor Tracking option and select the Photo Capture Source.

### **Print**

The Print option will give the user the ability to print visitor passes and reports in Visitor Watch™ as well as in the Reporting Utility and access to the Visitor Tracking screen.

### **Design**

The Design option will give the user the ability to create and modify visitor pass and report designs in Visitor Watch™ as well as in the Reporting Utility. The Design option will also give access to the Badge Config feature.

### **Report**

The Report option will give the user the ability to use the report generator that is part of the Visitor Watch™ system and access to the Visitor Tracking screen.

### **Admin**

The Admin option will allow the user to view the Visitor Tracking screen and gives the user the ability to access the Peripheral Set Up option.

### **Allow Host Update**

The Allow Host Update option will allow the user to access and use the Host data-editing screen.

### **Allow Visitor Update**

The Allow Visitor Update option will allow the user to access and use the Visitor data-editing screen.

### **Allow Tracking Update**

The Allow Tracking Update option will allow users that have access to the Visitor Tracking screen to manually mark visitors as either active or departed.

### **Allow Host Add**

The Allow Host Add option will allow the user to add a new Host when a record is not found after performing a Host lookup.

**Allow Contractor Add**

The Allow Contractor Add option will allow the user to add a new Contractor record to the database.

**Allow Contractor Delete**

The Allow Contractor Delete option will allow the user to remove a Contractor from the database. Use this option with caution. Removing contractors from the database may impede the ability to generate accurate reports for contractors.

**Allow Contractor Update**

The Allow Contractor Update option will allow the user to modify the Contractor's record in the database. This includes the ability to modify Contract Dates, OSHA Safety Review Date, and the site sponsor for the contractor.

**Override Visitors Not Allowed**

The Override Visitors Not Allowed option will allow the user to override a visitor who is banned from the facility allowing the visitor entry into the facility.

**Disable Add Visit Button**

The Disable Add Button option will disable the ability to add a visit or to add a group of visitors.

**Disable Contractor Button**

The Disable Contractor Button option will disable the ability to add or view any contractor information.

**Disable Edit Visitor Name**

The Disable Edit Visitor Name option will disable the ability to edit the visitor name in the visitor list.

**Disable Edit Host Name**

The Disable Edit Host Name option will disable the ability to edit the host name in the visitor list.

**Disable Edit Button**

The Disable Edit Button option will disable the ability to edit any of the visit detail information.

**Disable Import Appointments**

The Disable Import Appointments option will disable the ability to import an existing appointment list into Visitor Watch™.

**Disable Visitor Tracking**

The Disable Visitor Tracking option will disable the ability to view the visitor tracking screen.