

1.0 ADMINISTRATOR / USER SETUP

This section is used to setup login, password and type of user information.

When starting Command Center for the first time, you will need to login in under the Administrator account. Enter the User name shown below. You will need to call Calsense, or talk to a Field Representative to acquire the password.

When entering the password pay close attention to the Capitol letters “C” and “H” everything else should be lowercase (Figure 1.0.1). Once logged in, a new Administrator name and password should be entered.

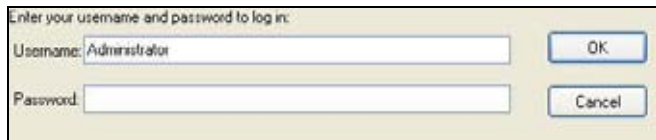


Figure 1.0.1

Note: There are two types of user account levels, Administrator and Standard User.

Administrator: The Administrator adds users, creates passwords, and sets up access levels for Standard Users and assigns controllers to users.

Standard User: A Standard User is usually one who uses the Command Center program to manage a group of controllers under his/her charge. An example of a Standard User might be a person who only has access to the lights program of the controller, but does not have access to making any other programming changes to the controller that is shared by another user.

Note: A Standard User will have no access to the **Users setup**.

Note: After you login for the first time it is recommended that you change the password for the Administrator account.

1.1 ADDING A USER

1. In the toolbar at the top of the screen select **File** and then scroll down to the word **Users** and click on it (Figure 1.1.1).

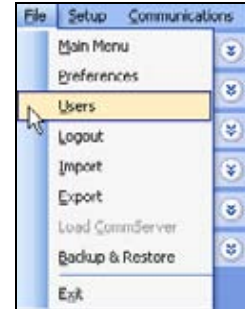


Figure 1.1.1

Note: This will bring you to the “**Users**” screen (Figure 1.1.2).

2. Click on the **New** button.



Figure 1.1.2

Note: This will bring you to the “**User Information**” screen (Figure 1.1.3).



Figure 1.1.3

3. Select the **User Settings** tab.

Note: This will allow you to fill in the user’s Login, password, and options that you want the user to be able to access. Just check each box that you want the user to be able to perform.

4. Next click on the **User Details** tab at the top of the same screen (Figure 1.1.4).



Figure 1.1.4

5. Fill in the appropriate boxes with user information and select User access level.
6. Click on the **OK** button.

Note: If you do not want to save any changes that you have made just click on the **Cancel** button.

1.2 EDITING A USER

1. In the toolbar at the top of the screen select **File** and then scroll down to the word **Users** and click on it (Figure 1.2.1).

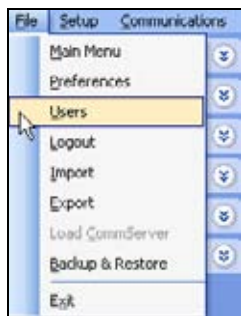


Figure 1.2.1

Note: This will bring you to the “**Users**” screen.

2. Highlight the user’s name that you wish to edit (Figure 1.2.2).

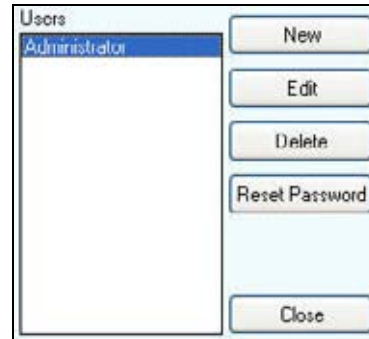


Figure 1.2.2

3. Click on the **Edit** button

Note: This will bring you to the “**User Information**” screen (Figure 1.2.3).



Figure 1.2.3

4. Select the **User Settings** tab to edit the user’s Login, password, and options that you want the user to be able to access. Just check each box that you want the user to be able to perform.
5. Next click on the **User Details** tab this will allow you to edit all of the user’s applicable information and access level. (Figure 1.2.4).

Note: None of these areas are mandatory for running Command Center. However this information appears at the top of all generated reports.



Figure 1.2.4

6. Click on the **OK** button.

Note: If you do not want to save any changes that you have made just click on the **Cancel** button.

1.3 DELETING A USER

1. In the toolbar at the top of the screen select **File** and then scroll down to the word **Users** and click on it (Figure 1.3.1).

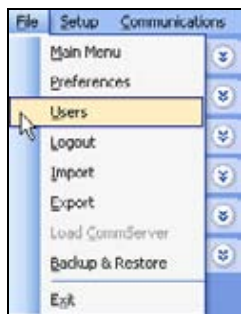


Figure 1.3.1

Note: This will bring you to the “**Users**” screen (Figure 1.3.2).



Figure 1.3.2

2. Highlight the user’s name that you want to delete.
3. Click on the **Delete** button.

Note: This will bring you to the “**Confirm**” screen (Figure 1.3.3).

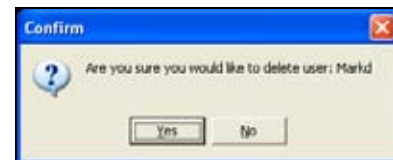


Figure 1.3.3

4. Select **Yes** if you want to delete the user, or select **No** if you do not want to continue. If **Yes** is selected the user highlighted will be deleted. If **No** is selected the user will remain unchanged.

Note: If you are done in this area click on the **Close** button.

1.4 RESETTING A USER’S PASSWORD

1. In the toolbar at the top of the screen select **File** and then scroll down to the word **Users** and click on it (Figure 1.4.1).

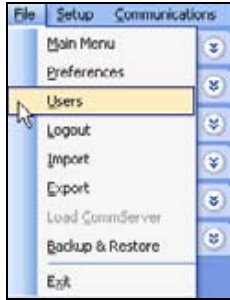


Figure 1.4.1

Note: This will bring you to the “Users” screen (Figure 1.4.2).



Figure 1.4.2

2. Highlight the user’s name whose password that you want to reset.
3. Click on the **Reset Password** button.

Note: This will bring you to the “Reset Password” screen (Figure 1.4.3).



Figure 1.4.3

4. Enter user’s new password in the **Enter Users new Password** box.
5. Enter the very same password in the **Confirm Password** box.

6. Click on the **OK** button. This will take you back to the “Users” screen. The user’s password is now changed. If the OK button does not enable the two passwords entered **do not** match.

Note: Passwords are capital sensitive.

Note: If you do not want to change the users password click the **Cancel** button and no changes will be made. If you are done in this area, click the **Close** key.

1.5 LOGIN

Login: The login menu option in the toolbar is used when Command Center is already open and the prior user has used the logged out.

Note: The “User Login” screen will be present in the middle of the screen (Figure 1.5.1).

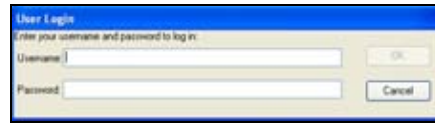


Figure 1.5.1

1. Click on the **Username** box and type in your login name (Figure 1.5.2).

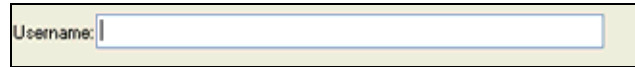


Figure 1.5.2

2. Click on the Password box and type in your password (Figure 1.5.3).

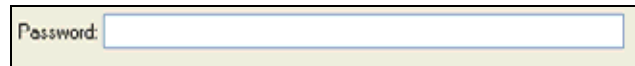


Figure 1.5.3

Note: The Password box is case sensitive, make sure that you are using capital letters if required.

3. Next click on the **OK** button.

Note: if you do not want to login click on the **Cancel** button.

1.6 LOGOUT

Logout: The logout option is used when you are through using Command Center but do not want to completely close it down.

1. In the toolbar at the top of the screen click on **File** scroll down to the word **Logout** and click on it (Figure 1.6.1).

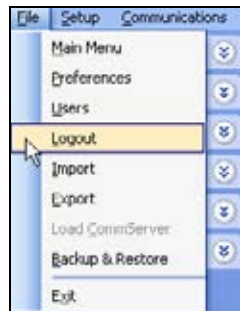


Figure 1.6.1

Note: This will bring up the “**User Login**” screen with your login in the Username box (Figure 1.5.1).

Note: At This point you can click on the **CANCEL** Button to completely close out of Command Center, or log back in at a later time by entering your password in the “**Password:** “ box and clicking on the **OK** button (Figure 1.5.1).

1.7 IMPORT

Import: Import is used to extract data from an older version of Command Center and incorporate it into the most recent version of Command Center. This should only be done with the help of a Calsense Field Representative, or call Calsense for assistance.

1.8 EXPORT

Export: Export is used to transfer your entire controller list and select controller data to another computer. This is used as a way to grant the user complete access to the controller list, with selected controller data to conserve memory space. This should only be done with the help of a Calsense Field Representative, or call Calsense for assistance.



