

5.0 CONTROLLER ASSIGNMENT SETUP

Only a person with an **Administrator** level will be able to view and assign controllers to users. Anyone classified as a **Standard User, will not** have access to Controller Assignment or User Log when they login.

Controller assignment is a tool used by the Administrator to assign particular controllers or controller sites to a user. When a user logs onto Command Center, only the controllers that have been assigned to that user will be available.

1. In the upper toolbar select **Setup**. Then scroll down to **Controller Assignment** and click on it (Figure 5.0.1).

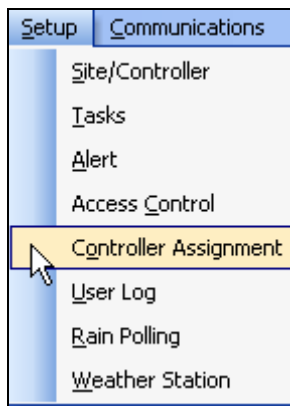


Figure 5.0.1

Note: This will take you to the “**Controller Assignment**” window (Figure 5.0.2).

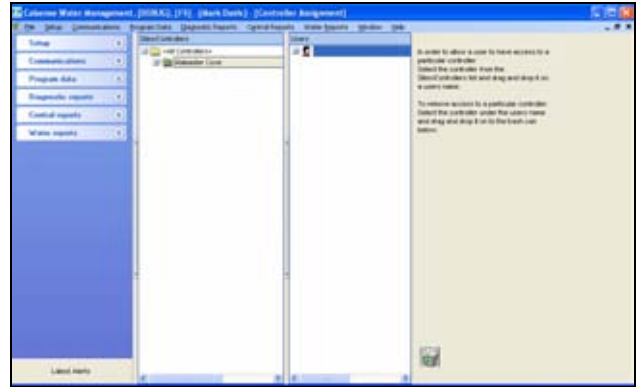


Figure 5.0.2

Adding Controllers: From the Controller List: Select an entire site or individual controllers within a site and drag the controller selections onto the User Name by keeping pressure on the mouse key until you reach the Users name. Release the button and the controllers should appear directly below the Users name.

Removing Controllers: Open the User and expand the Site List by clicking on the “+” sign. Select the controller or individual controllers within a site and drag it to the trash can at the bottom right hand corner of the screen. The same can be performed to remove an entire site by selecting the entire site and dragging it to the trash can.

