

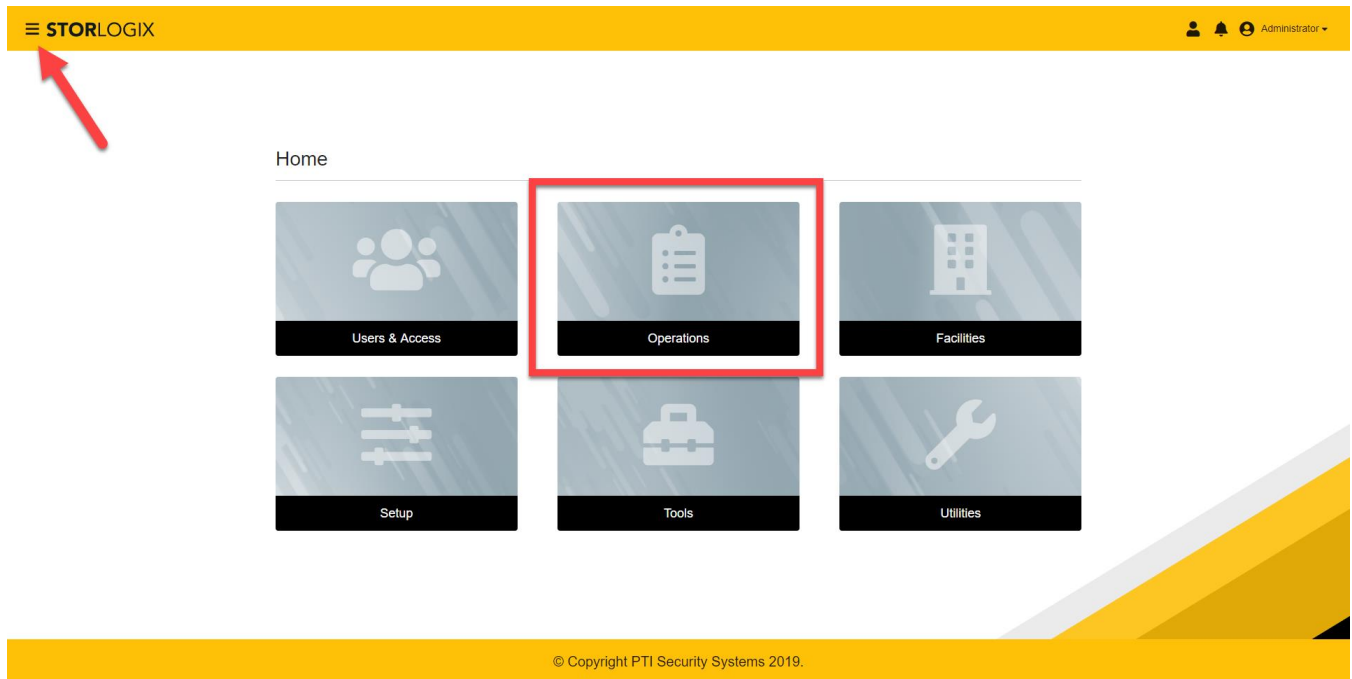
## How to Add Operators in StorLogix

### Adding Operators

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To add an operator in StorLogix:

1. Click on your **Operations** in the home screen. (Alternatively, you can click on the three bars in the top left corner to bring up the Navigation Menu.)



2. You will be directed to a page with a fill out form for your company information. On the top tab, click on **Operators**. This will change screens to a list of operators by their authority level.

The screenshot displays the PTI Security Systems web application interface. At the top, there is a yellow header with the 'STORLOGIX' logo on the left and user information on the right. Below the header is a navigation bar with four tabs: 'Company Info', 'Security Levels', 'Operators', and 'Schedules'. The 'Operators' tab is highlighted with a red arrow. The main content area contains a form for company information, organized into sections: 'Address', 'Contact', and 'Installer'. The 'Address' section includes fields for Company Name (PTI Security Systems), Address Line 1 (1234 Road), Address Line 2 (120), City (Atlanta), State (GA), Region, Zip (30014), and Country. The 'Contact' section includes fields for Phone (770-123-9876), Fax, Email, and Website. The 'Installer' section is currently empty. At the bottom of the page, there is a yellow footer with the copyright notice: '© Copyright PTI Security Systems 2019.'

- You will be directed to a website with a list of names, their login ID and level of authority. Click on the yellow button that says **Add Operator** on the top right.

The screenshot shows the PTI Security Systems web interface. At the top, there is a yellow header with the PTI logo and the text 'STORLOGIX'. Below the header, there is a navigation bar with tabs for 'Company Info', 'Security Levels', 'Operators', and 'Schedules'. The 'Operators' tab is currently selected. In the top right corner, there is a user profile icon labeled 'Administrator'. Below the navigation bar, there is a search bar labeled 'Search by Name'. To the right of the search bar, there is a yellow button labeled 'Add Operator' with a plus sign icon. A red arrow points to this button. Below the search bar and the 'Add Operator' button, there is a table with the following columns: 'Name', 'Login Name', and 'Level'. The table contains 11 rows of operator information. At the bottom right of the table, there is a pagination control showing 'Items per page: 10' and '1 - 10 of 11'.

Name	Login Name	Level
Adam	Adam	Assistant Managers
Becca	Becca2	Administrators
Benjamin	Benjamin	Administrators
HELLO	Administrator	Administrators
kian	kian	Administrators
NewPeson1	NewPerson1	Assistant Managers
Oliver2	Arrow	Administrators
Qi	qzheng	Administrators
Rebecca	rhughes	Administrators
Sample Test	sampletest	Sample test

4. A pop-up will appear with forms to fill out. Click on **Submit** once you are finished
  - a. Their Login Name will be their user ID to log in StorLogix
  - b. Security level is the role in which they have within the company
    - i. Note: You must have created a Security Level to assign an Operator to it.
  - c. Their display name is what will appear in StorLogix next to their Login name

STORLOGIX

Company Info Security Levels Operators Schedules

Search by N

Add Operator

Details

Login Name \*  
jsmith123

Security Level \*  
Managers

Password \*  
\*\*\*\*\*

User Info

First \*  
John

Middle

Last \*  
Smith

Display Name \*  
John

Email

Submit

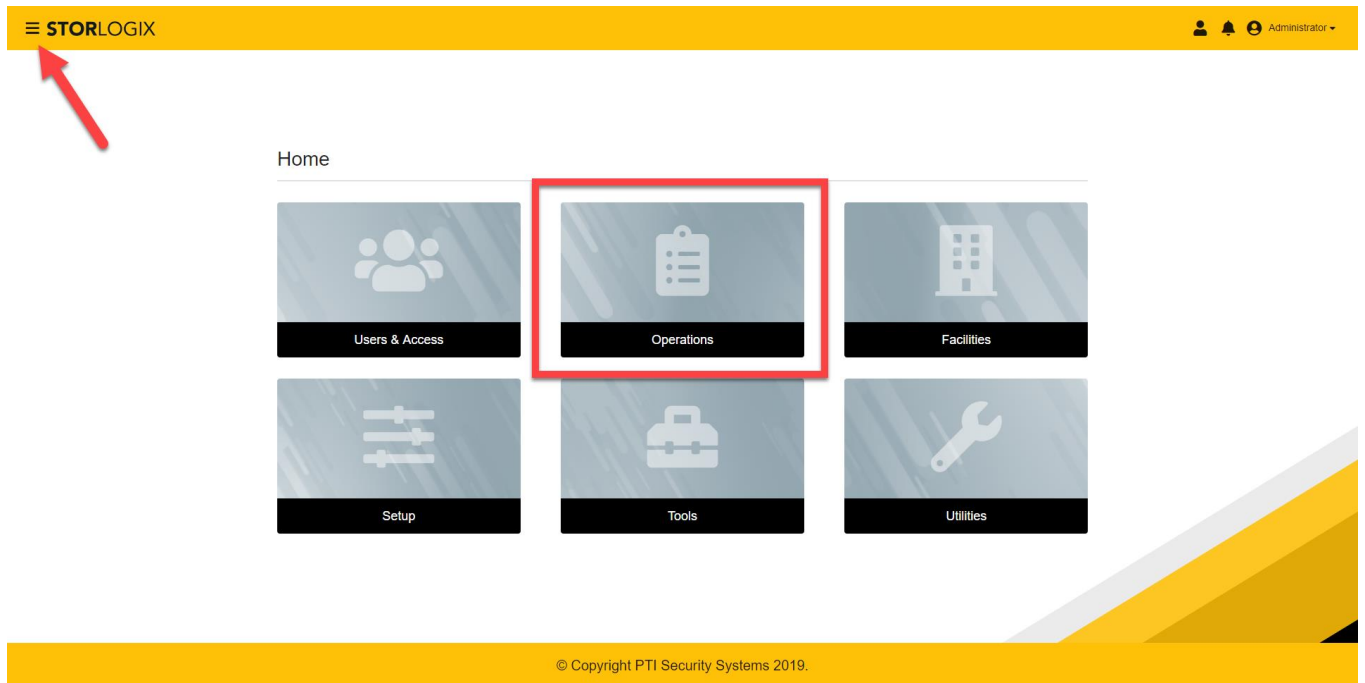
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## Editing Operators

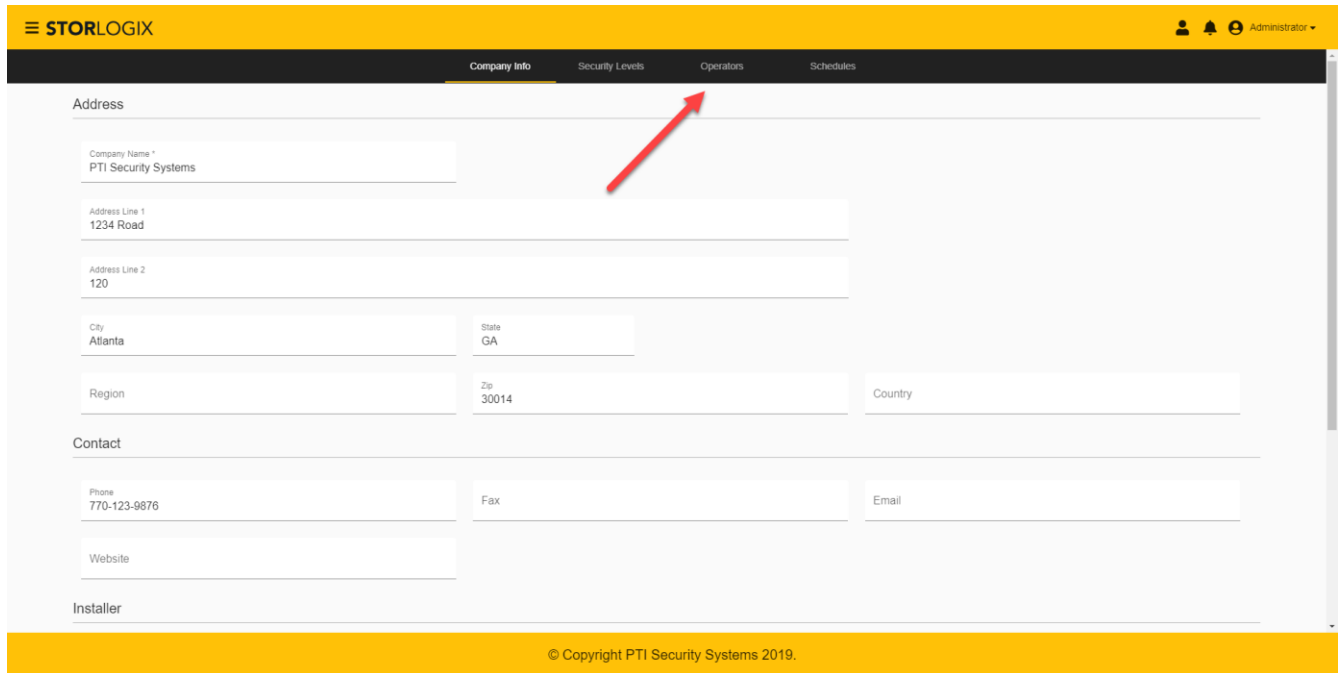
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To edit an Operator in StorLogix:

1. Click on your **Users & Access** in the home screen. (Alternatively, you can click on the three bars in the top left corner to bring up the Navigation Menu.)



2. A navigation bar will appear, with options of Users, Cards, Units, Access Areas, and Access Levels. Click on **Units** to display the Unit names, where they're assigned, the status, and description.



The screenshot displays the 'Company Info' tab in the PTI Security Systems web interface. The navigation bar at the top includes 'Company Info', 'Security Levels', 'Operators', and 'Schedules'. A red arrow points to the 'Operators' tab. The main content area is divided into sections: 'Address', 'Contact', and 'Installer'. The 'Address' section contains fields for Company Name (PTI Security Systems), Address Line 1 (1234 Road), Address Line 2 (120), City (Atlanta), State (GA), Region, Zip (30014), and Country. The 'Contact' section contains fields for Phone (770-123-9876), Fax, Email, and Website. The 'Installer' section is currently empty.

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3. Double click on the row that the Operator is on, this will open up a screen similar to the “Add Operator” window. Make your changes and hit **Submit** to finish.

The screenshot displays the 'Operators' management page in the PTI Security Systems interface. The page features a yellow header with the 'STORLOGIX' logo and navigation tabs for 'Company Info', 'Security Levels', 'Operators', and 'Schedules'. A search bar is located at the top left, and an 'Add Operator' button is at the top right. The main content is a table with the following data:

Name	Login Name	Level
<input type="checkbox"/> ADAM J. TAYLOR	Adam	Assistant Managers
<input type="checkbox"/> Administrator	Administrator	Administrators
<input type="checkbox"/> Benjamin John	Benjamin	Administrators
<input type="checkbox"/> kian kian	kian	Administrators
<input type="checkbox"/> New Person	NewPerson1	Assistant Managers
<input type="checkbox"/> Oliver Queen	Arrow	Administrators
<input type="checkbox"/> Qi Zheng	qzheng	Administrators
<input type="checkbox"/> Rebecca Hughes	rhughes	Administrators
<input type="checkbox"/> Tester Account	Test SS	Test Role
<input type="checkbox"/> Tester Tester	Tester	Administrators

At the bottom right of the table, there is a pagination control showing 'Items per page: 10' and '1 - 10 of 10'.

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