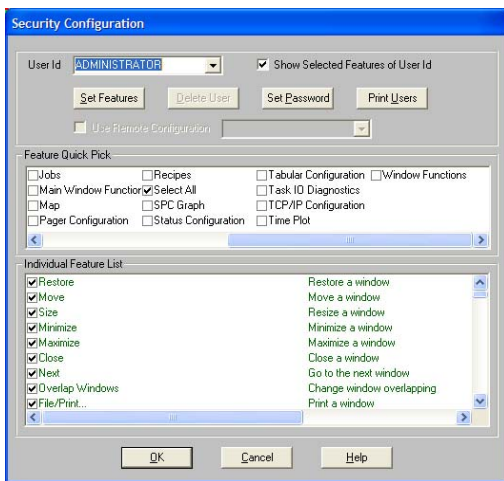


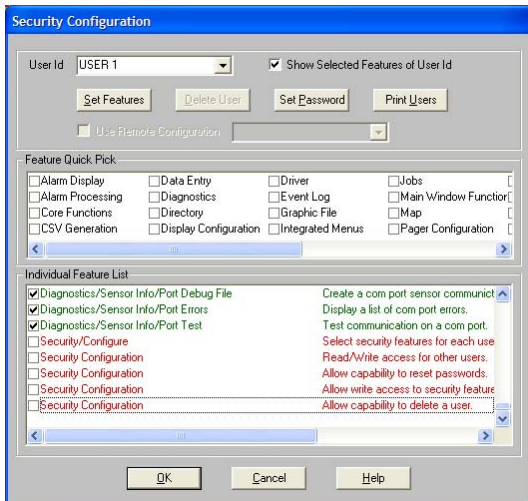
Procedure for Changing User's Security Access in Facility Net

This paper explains the procedure for setting Security access for individual users in Facility Net. After allowing or denying access to certain features in Facility Net, it is common for the administrator to set the system up so those users will not be able to change their own Security Settings.

The first step is to Log On to Facility Net as the Administrator and make sure that the Administrator has all Security Features enabled. Scrolling to the right in the Feature Quick Pick window and selecting Select All, Click Set Features and Click OK is the easiest way to do this.



Next you will want to select each of the other Users and scroll to the bottom of the Individual Feature List and deselect all of the Security Features for Each User.



Once all of the Individual Security Features have been deselected then Click "Set Features" and continue on to do the same for each user.