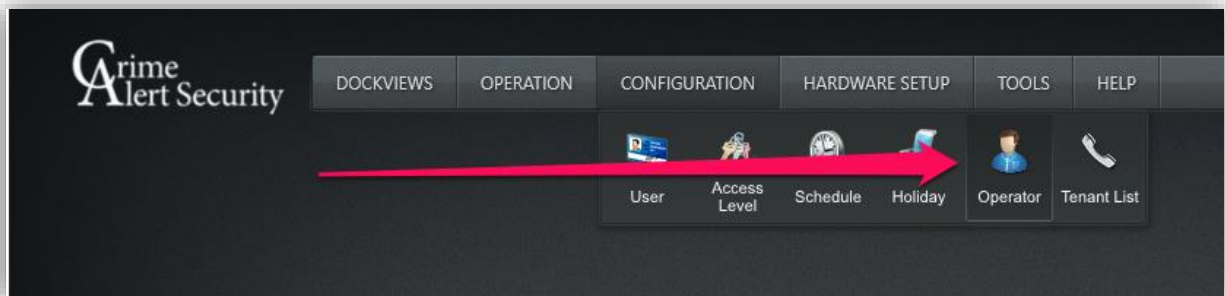


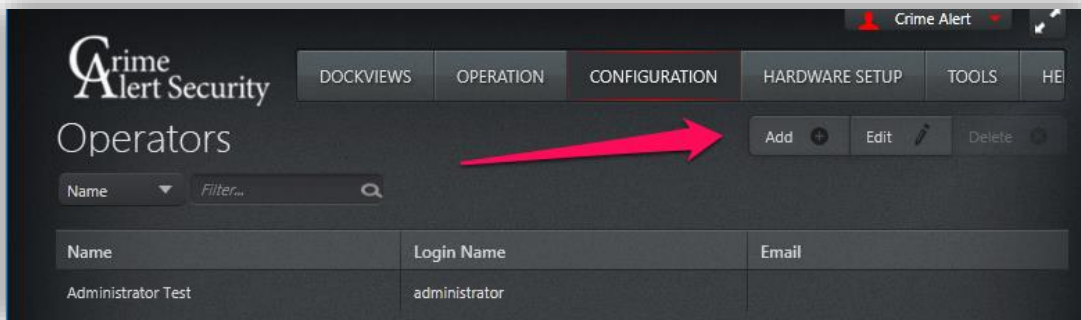
Creating an Operator in Entrapass Web

In your organization there may be a need for more than one person to manage the Entrapass Software. This instructional guide goes over how to set up an additional Operator for your organization as well the differences between the Security Levels that can be assigned to that Operator.

- To start log onto Entrapass Web
- Click Configuration > Operator:



- Click Add to create a new Operator:



- Fill out the fields. Note, the email address entered is where the Operator’s welcome invitation will be sent to:

The screenshot shows the 'Add Operator' dialog box. The 'E-mail' field is highlighted with a red box and a red arrow pointing to it. The email address is 'cas@crimealertsecurity.om'. Other fields include Name, Login Name, Password, Confirm Password, Security Level, Language (English), and various checkboxes like 'Disabled', 'Change Password at next login', 'Disable on bad password', 'Days before password reset', and 'Disable Operator on'.

- Crime Alert Security recommends selecting “Change Password at next login”. Enabling this option forces the user to create their own unique login the first time the log into Entrapass Web:

The screenshot shows the 'Add Operator' dialog box. The 'Change Password at next login' checkbox is checked and highlighted with a red box and a red arrow pointing to it. A yellow warning icon and the text 'Name is Required' are visible at the bottom left. Other fields and checkboxes are the same as in the previous screenshot.

- Choose the Operator's Security Level. **Administrator** gives all access. **Operator** prohibits access to Access Level Configuration, Holiday Configuration, Site Configuration and Operator Configuration. Be sure to give the same Workspace as Security level. Click Save when done:

The screenshot shows the 'Add Operator' configuration window. The 'Security Level' dropdown is set to 'Operator' and the 'Workspace' dropdown is also set to 'Operator'. Both dropdowns are highlighted with a red box. A red arrow points from these boxes towards the 'Save' button at the bottom right of the window.

- Once saved, the Operator will be sent an invitation to Entrapass Web and Go if you choose to:

The 'Send Welcome Message' dialog box contains an information icon and the text: 'Would you like to send a Welcome message including link for the following?'. Below this text are two checked checkboxes: 'Entrapass WEB' and 'Entrapass GO'. At the bottom of the dialog are two buttons: 'Yes' (highlighted in red) and 'No'.

- The Operator will not be sent the password via email, you will have to provide the Operator with the password for the initial login. If you need more specific Security Levels set up for your Operators or Administrators, contact the Crime Alert Security Office for more assistance (916-489-8068).