Users

Stages™ users are entered into the Application User setup window. Enter the identification information including last name, first name, employee#, initials, username, password, and User Region (see below). The identification information will be used throughout stages™ to identify which user made changes or dispatched an alarm. The password is shown hashed to hide the password from view. Users can change their passwords by pressing the link on the login window. Passwords can also be changed in the Application User window. Passwords shall have at least a minimum length of six characters and must be changed at least within 90 days according to UL UL standards. The length and expiration of passwords is configured in the stages® Option window (Utilities > stages > stages Options). User Region formats the date/time display and language that will be seen throughout stages™. Max Test Hours limits the duration the user can place a device on test. New Users will not have access to anything in stages™ until they have been assigned permissions. (see below) Users also need to be assigned to Dispatch Queues and Site Group in the user dispatch and User Partition windows in the Operator Supervision utilities menu.

To deactivate a user, select the user in the list and press the Delete button on the window bar User Login pane. This will remove the user login/password but keep the user for record purposes. Deactivated users can be seen or hidden using the button on the bottom of the window. The Deactivated users will be excluded from the user permissions and user dispatch lists as well. Users can be reactivated by entering a new username/password.

A user's Permissions can be edited in the User Permissions setup window (Setup > User Setup > User Permissions). Administrators should have the Full Permissions Flag checked. This allows everything in stages™ to be accessed. When the Full Permissions Flag is unchecked, the user will start with no permissions. Each user can be assigned individual User Permissions by pressing the Permissions Button or assigned to a User Group by pressing the Include Button or both.

User Region

User Region formats the application for the user with Date and Time Masks and provides Customization by Language. "ENG" is the default language provided by SGS.

Operator Preferences

Preferences can be set in the Operator Preference window (Utilities > Operator Prefereneces). Preferences set here override the global preferences set in the stages® Option utility. Users can set the number of rows displayed in recent history on the dispatch window, turn help-text on/off, and exit manual lock mode(only shows if user is in Manual Lock mode).

Session Info

User information is displayed in the Active Sessions and Session Info utilities. Active Sessions (Utilities > Operator Supervision > Active Session) displays a list of all workstations and users connected to stages™ on the network. Session Info (Utilities > Session Info) shows the workstation and user logged in currently on instance of stages™. Active sessions are also displayed in the stages® Summary utility. Session Info may be useful for debugging when reporting problems to SGS.