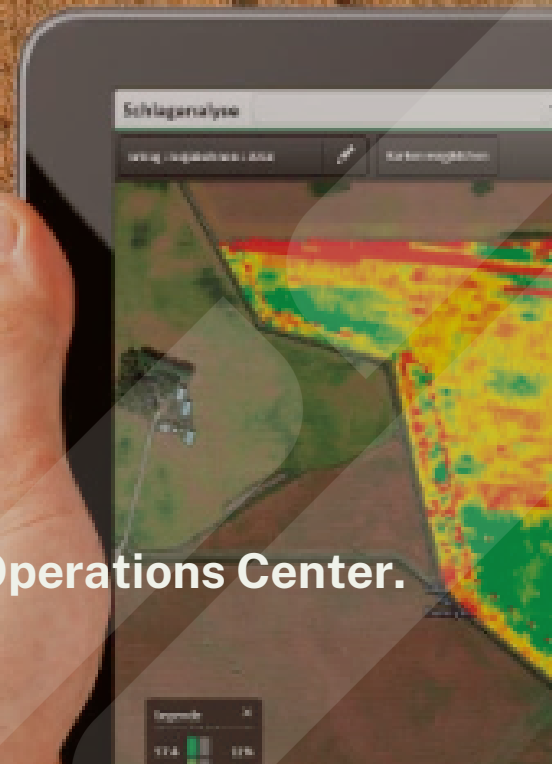# OPERATIONS CENTER

MIDWEST MACHINERY CO

ADD OPERATOR

Adding an Operator to an organization in Operations Center.

Operations Center - Add Operator

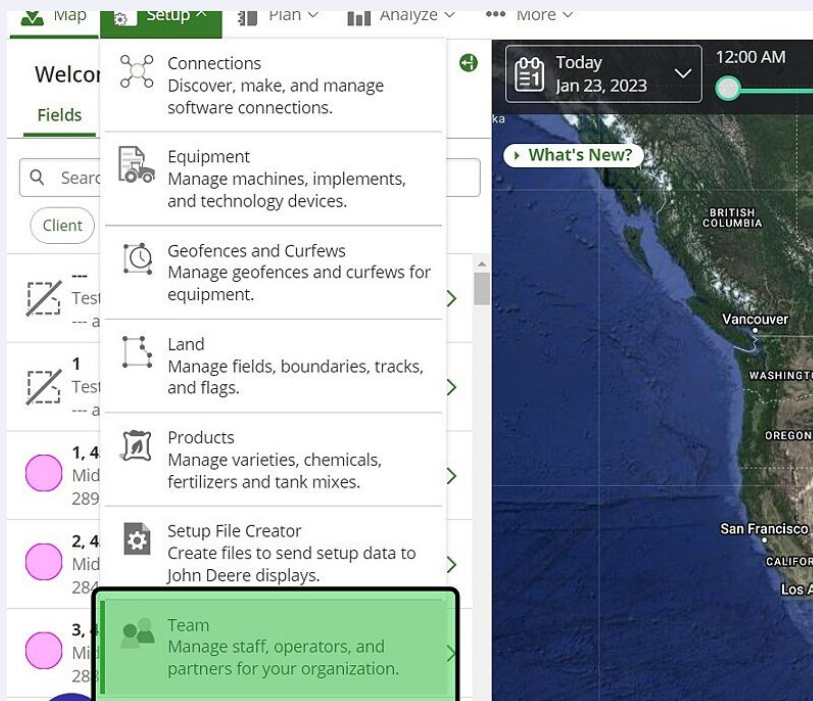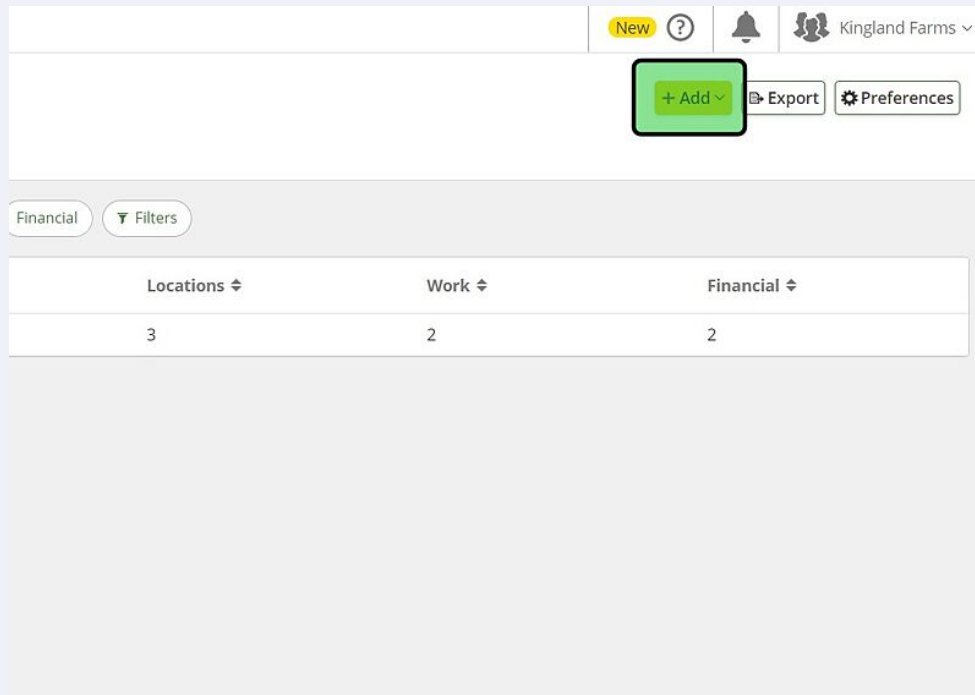Adding an Operator to an organization in Operations Center

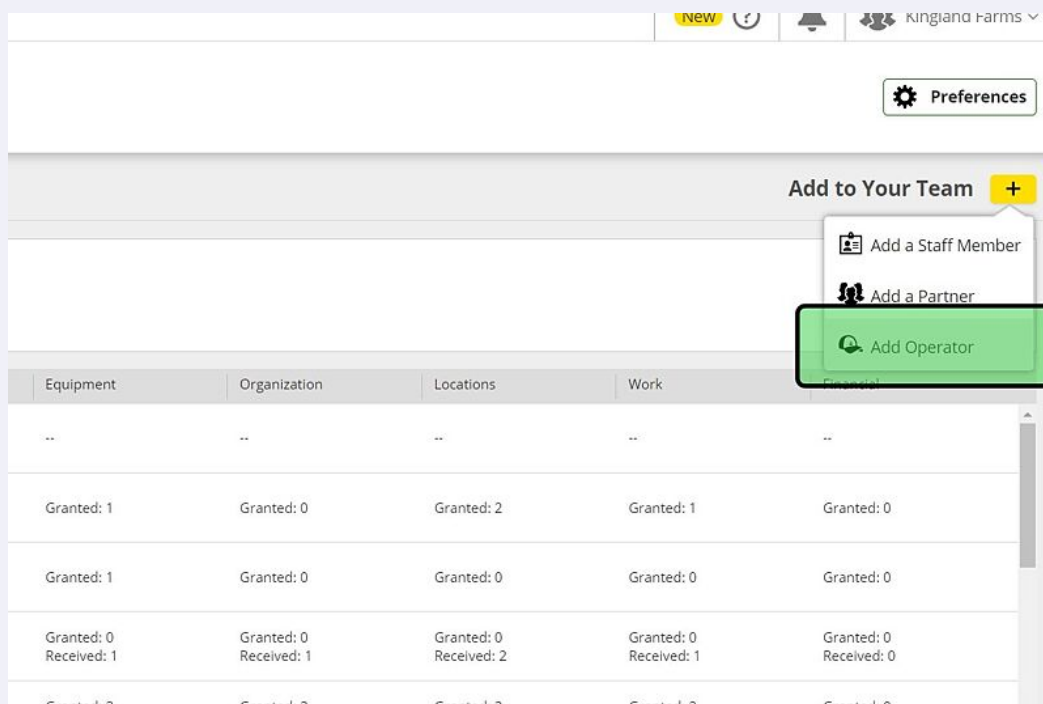**1** Open Operations Center and navigate to the organization where the user wants to add an operator

2 Select "Team: Manage staff, operators, and partners for your organization." under the "Setup" menu

3 Select "Add"

4 Click "Add Operator"

5 Type the operator's name in the "Operator Name" field.

⦿ Create New
○ Add from existing staff members

Operator Name

|

Operator License (Optional)

✚ Add Another Operator

Cancel   **SAVE**

Connection   Granted: 1   Granted: 0   Granted: 0

---

6 Add the operator's license number to the "Operator License (Optional)" field.

⦿ Create New
○ Add from existing staff members

Operator Name

Anthony

Operator License (Optional)

|

✚ Add Another Operator

Cancel   **SAVE**

Connection   Granted: 1   Granted: 0   Granted: 0

7 Click "SAVE". The Operator will now be available in the Team list under the Operator section.