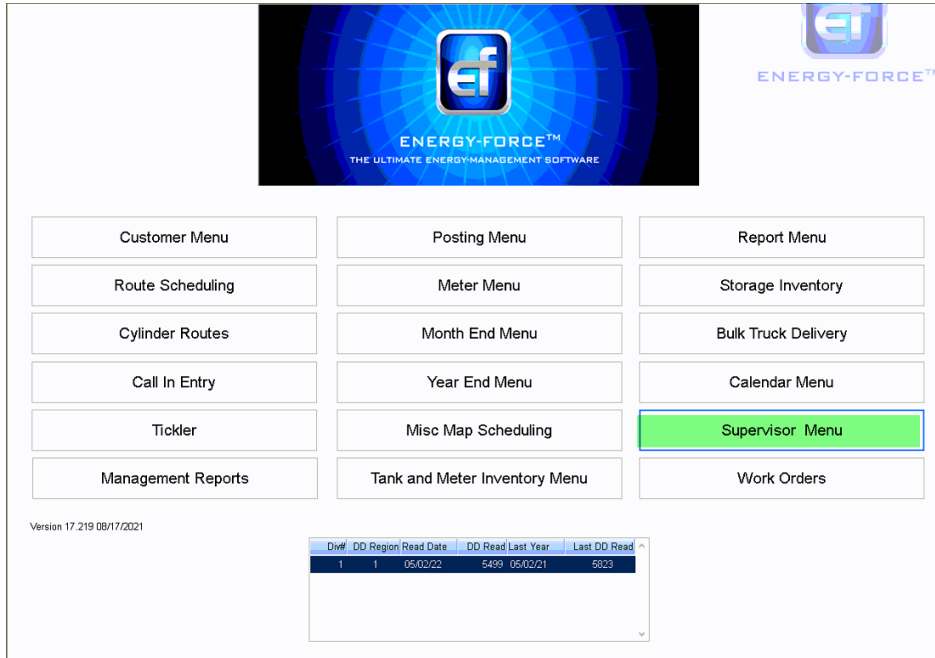


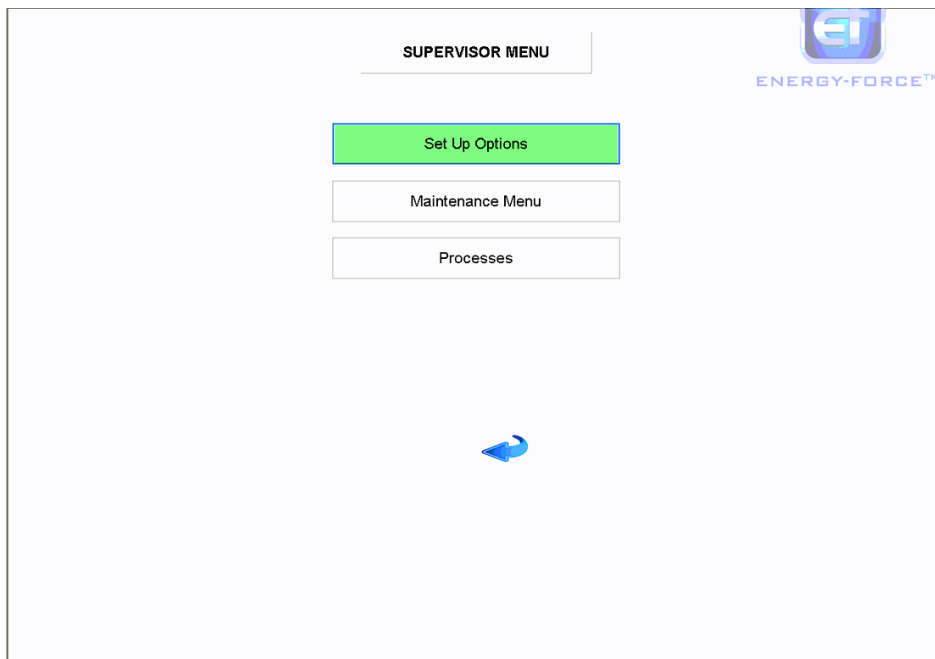
Add a User to EnergyMap

Last Modified on 10/31/2023 5:26 pm EDT

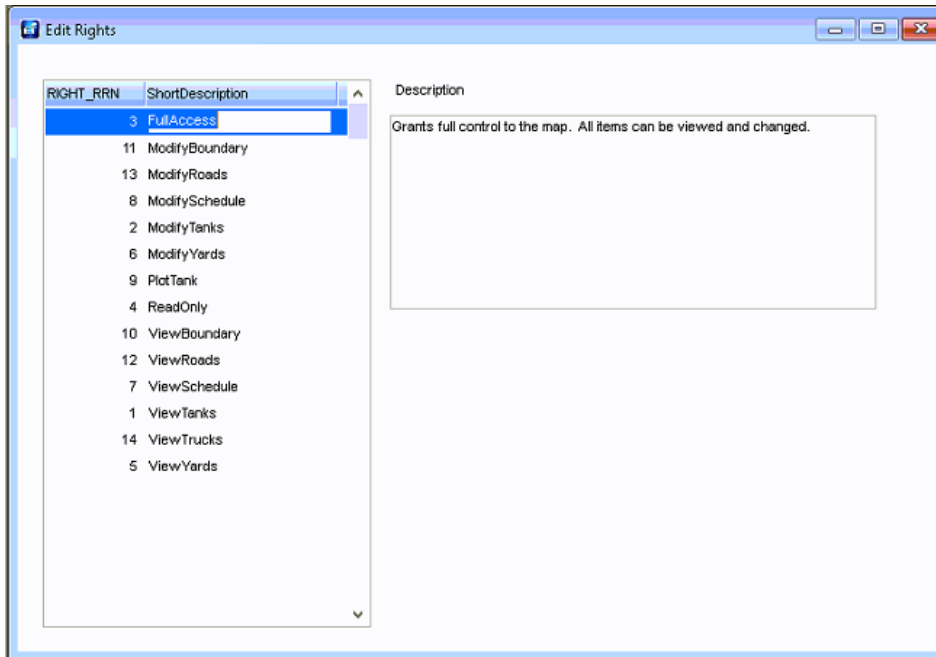
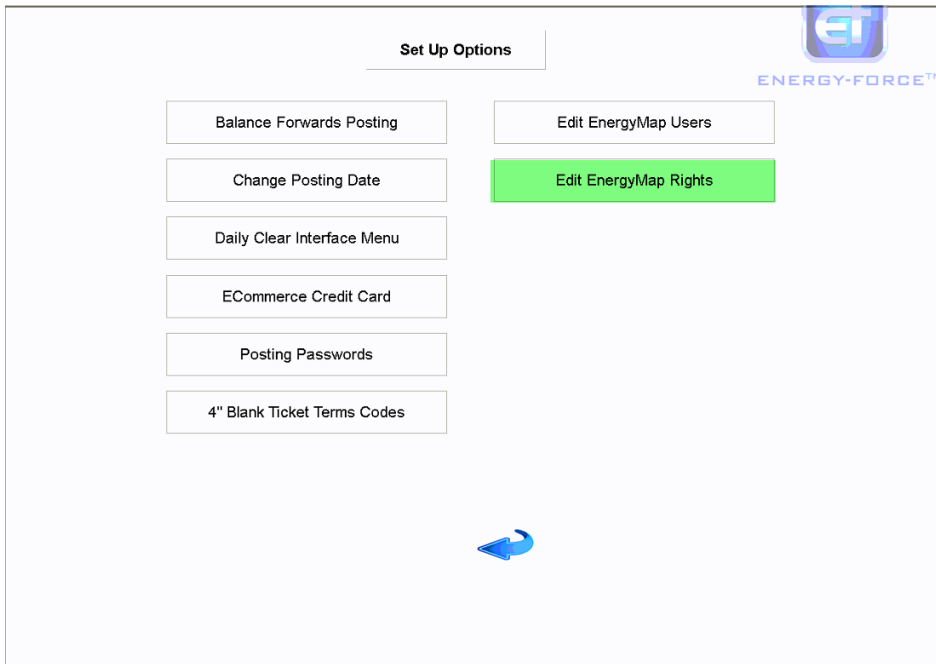
1. Connect to company server.
2. Open Energy Force and choose **Supervisor Menu**.



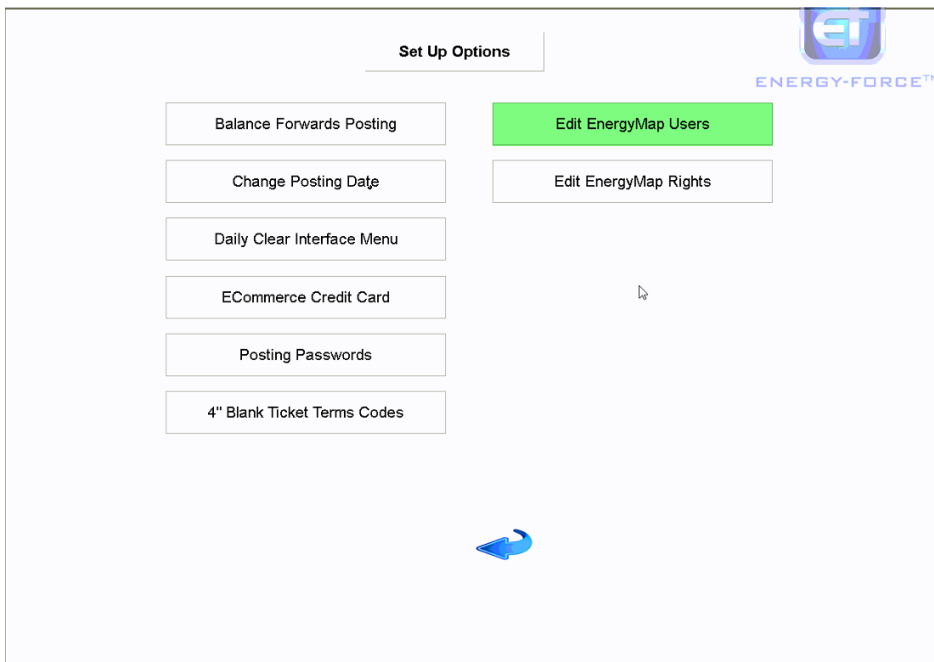
3. Click on **Set Up Options**.



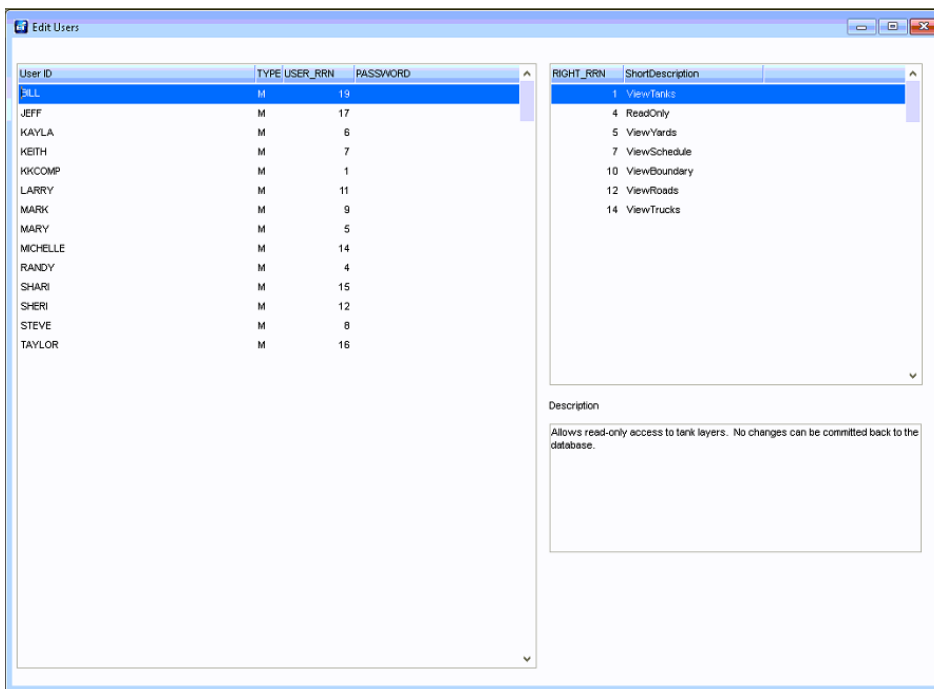
4. Click on **Edit EnergyMap Rights** and see what rights are needed to add for the new user.



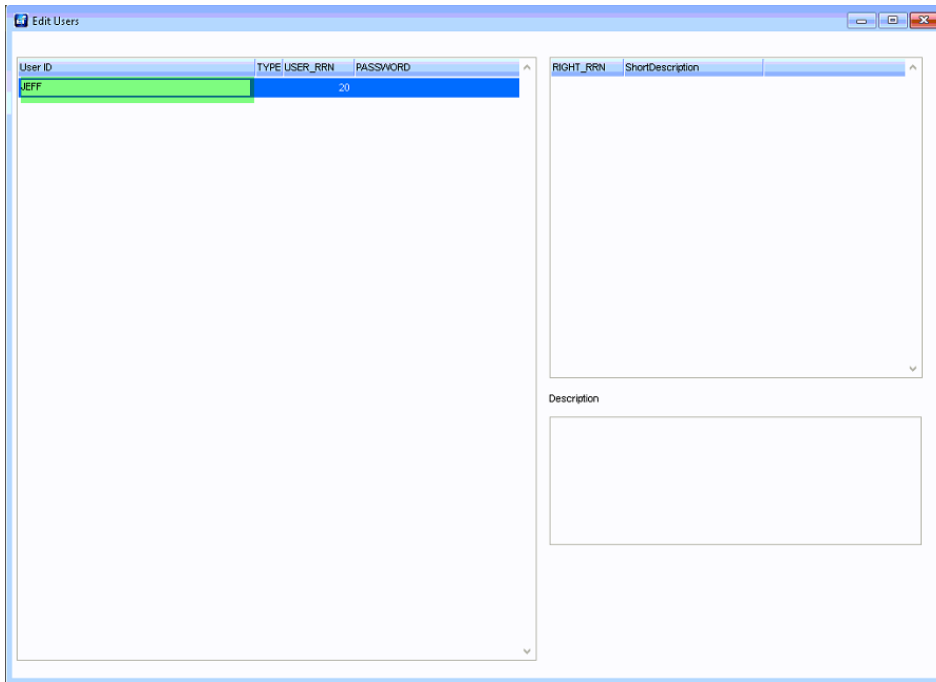
5. Close **Edit EnergyMap Rights** and select **Edit EnergyMap Users**.



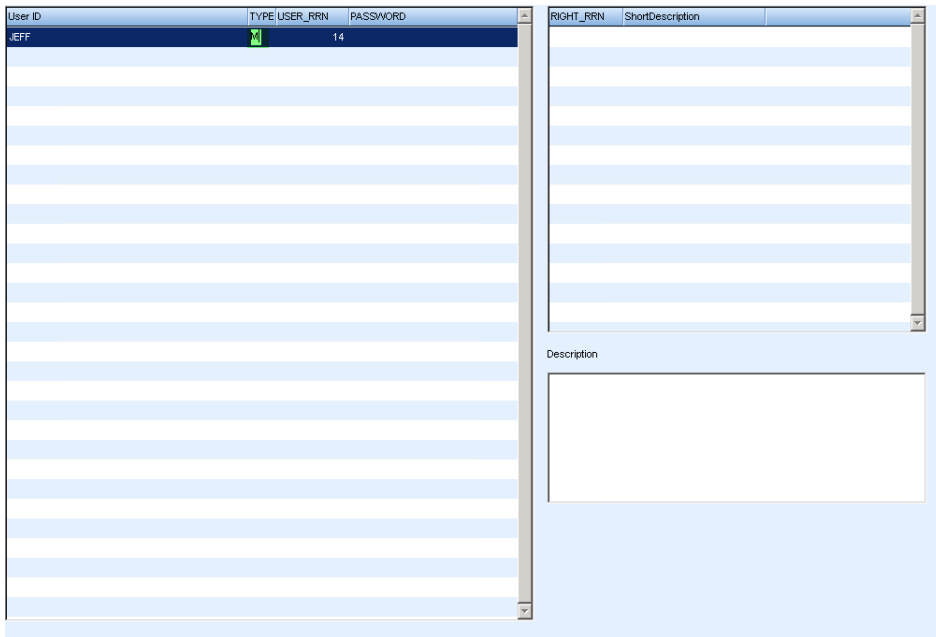
- When the Edit Users page opens do a **Ctrl+C** to create or **Ctrl+M** to modify.
- This screen will show once Ctrl+C has been selected.



- Fill in the UserID.



9. Tab to the next field and enter *M* under **Type** for Map then tab to **RIGHT_RRN**.



10. Fill in the number for the user.

User ID	TYPE	USER_RRN	PASSWORD
JEFF	M	14	

RIGHT_RRN	ShortDescription
3	

Description

11. Tab to fill in the *ShortDescription*.

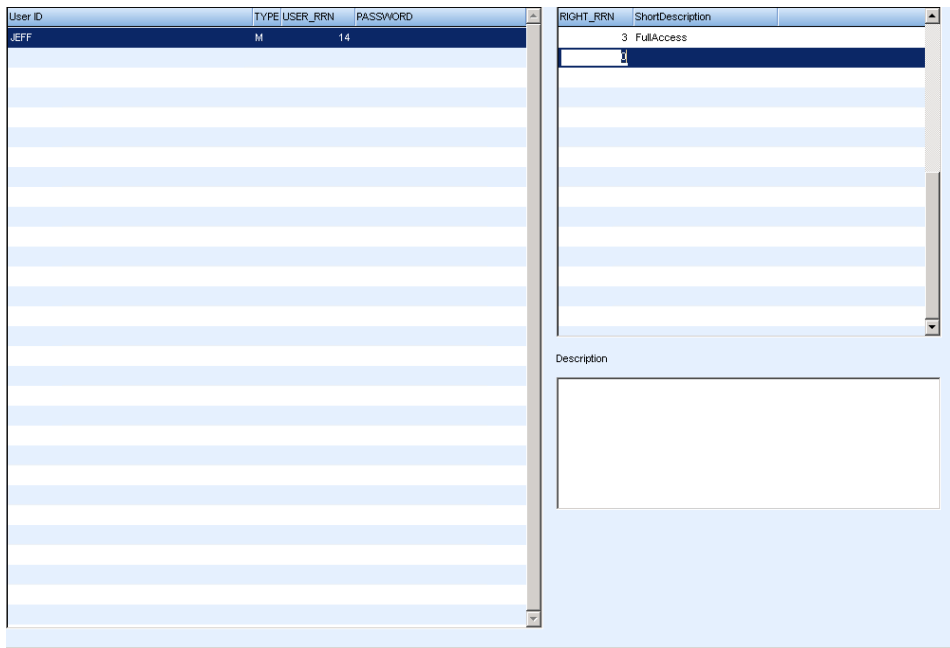
User ID	TYPE	USER_RRN	PASSWORD
JEFF	M	14	

RIGHT_RRN	ShortDescription
3	FullAccess

Description

Grants full control to the map. All items can be viewed and changed.

12. Arrow down after entering the *ShortDescription* to add another *Right_RRN* or **Ctrl+Q** to save.



13. Close *Edit Users*.
14. Escape out of Energy Force and log off the server.
15. Disconnect from the server on Bomgar.