Add a User to EnergyMap

Last Modified on 08/20/2025 11:49 am EDT

- 1. Connect to company server.
- 2. Open Energy Force and access the **Supervisor Menu**.

	FUELING INNOVATION AND GROWTH	
Customer Menu	Posting Menu	Report Menu
Route Scheduling	Meter Menu	Storage Inventory
Cylinder Routes	Month End Menu	Bulk Truck Delivery
Call In Entry	Year End Menu	Calendar Menu
Tickler	Misc Map Scheduling	Supervisor Menu
Management Reports	Tank and Meter Inventory Menu	Work Orders

3. Select Set Up Options.

	SUPERVISOR MENU
Г	Set Up Options
	Maintenance Menu
	Processes
	~

- 4. Review required rights.
 - a. Click on **Edit EnergyMap Rights** to determine the necessary rights for the new user.

Set Up Options	
Balance Forwards Posting Edit EnergyMap Users	
Change Posting Date Edit EnergyMap Rights	
Daily Clear Interface Menu Payment Device Management	nt
EF Portal Setup	
Posting Passwords	
4" Blank Ticket Terms Codes	
~	

- b. Ensure these rights have been provided by the appropriate company user with approval authority.
- c. Note the corresponding user rights from the table.
- d. Close this window.

RIGHT_RRN	ShortDescription	^	Description
1	ViewTanks		Grants full control to the map. All items can be viewed and changed.
2	ModifyTanks		
3	FullAccess		
4	ReadOnly		
5	ViewYards		
6	ModifyYards		
7	ViewSchedule		
8	ModifySchedule		
9	PlotTank		
10	ViewBoundary		
11	ModifyBoundary		
12	ViewRoads		
13	ModifyRoads		
14	ViewTrucks		

5. Select Edit EnergyMap Users.

Change Posting Date	Edit EnergyMap Rights
Daily Clear Interface Menu	Payment Device Management
Daily Clear Interface Menu	Payment Device Management
EF Portal Setup	
Posting Passwords	
4" Blank Ticket Terms Codes	

- 6. Add or modify a user.
 - a. When the *Edit Users* page opens, hold *Ctrl+C* to create a new user or *Ctrl+M* to modify an existing user.
- 7. Input user details.
 - a. After selecting **Ctrl+C** fill in the fields as follows:
 - 1. UserID Enter the exact Energy Force login (case sensitive).
 - 2. Type Enter M for Map.



3. **RIGHT_RRN** – Input the number corresponding to the user rights from the *Edit EnergyMap*

Rights table and press **Tab** to auto-populate the *ShortDescription* field.

RIGHT_RRN	ShortDescription	^
3	FullAccess	
d		
		×

- 4. Arrow down to add another *RIGHT_RRN*, if needed, or hold **Ctrl+Q** to save.
- 8. Close the *Edit Users* screen.
- 9. Exit and log off.
 - a. Escape out of Energy Force
 - b. Log off the server