

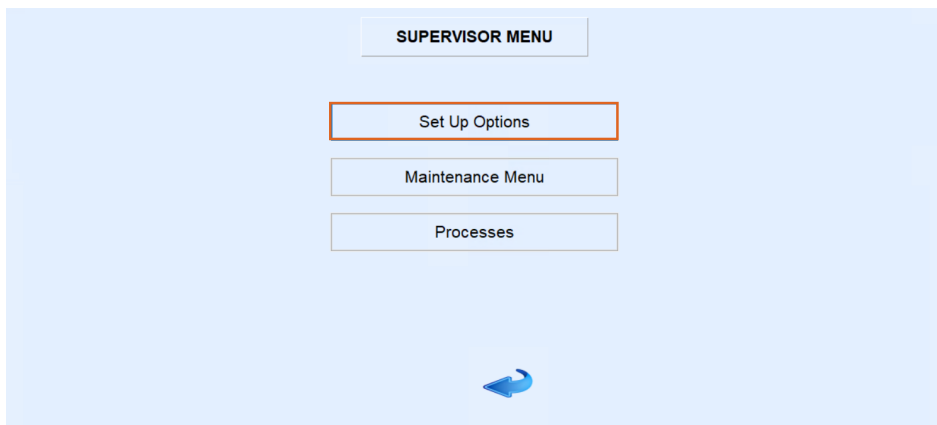
Add a User to EnergyMap

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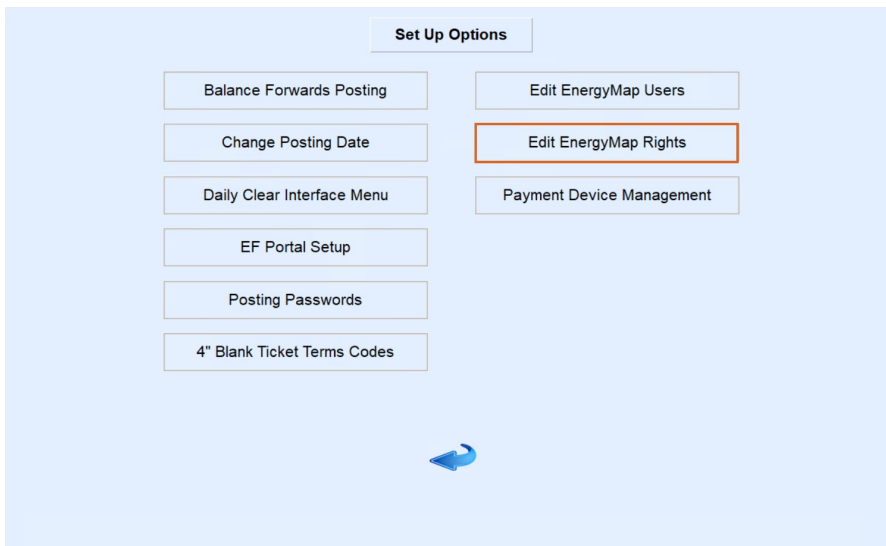
1. Connect to company server.
2. Open Energy Force and access the **Supervisor Menu**.



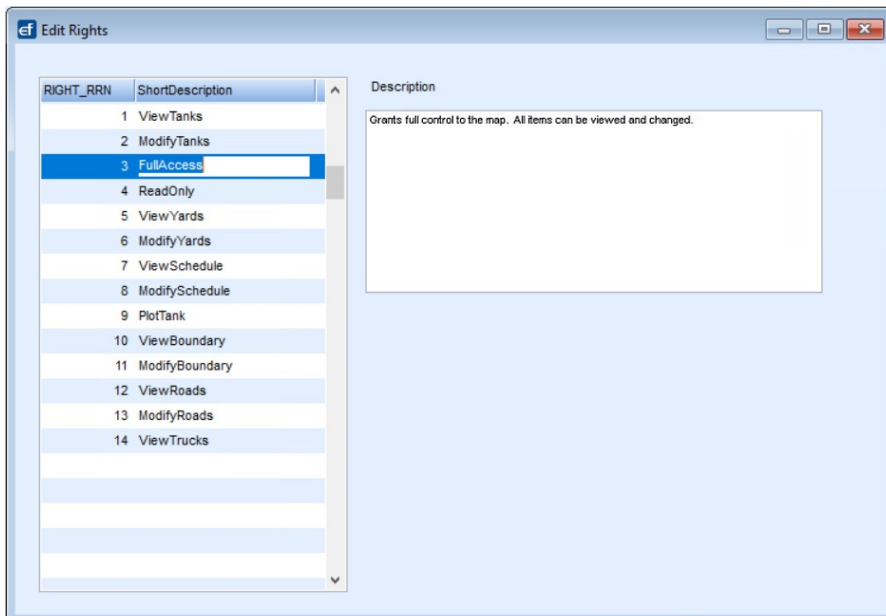
3. Select **Set Up Options**.



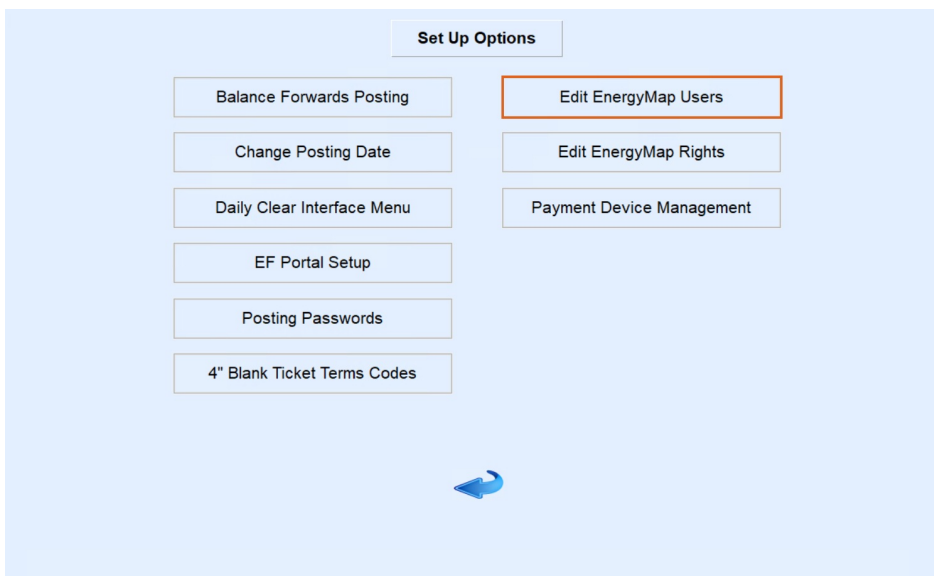
4. Review required rights.
 - a. Click on **Edit EnergyMap Rights** to determine the necessary rights for the new user.



- 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.



5. Select **Edit EnergyMap Users**.



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).

The screenshot shows a window titled "Edit Users" with a table and a description field. The table has the following columns: User ID, TYPE, USER_RRN, PASSWORD, RIGHT_RRN, and ShortDescription. The USER_RRN column contains the value 17, and the RIGHT_RRN column contains the value 0. The ShortDescription column is empty. Below the table is a text area labeled "Description".

2. **Type** – Enter M for Map.

The screenshot shows the "Edit Users" window with the table updated. The TYPE column now contains the value M, and the USER_RRN column contains the value 14. The other columns remain the same as in the previous screenshot.

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

9. Close the *Edit Users* screen.
10. Exit and log off.
 - a. Escape out of Energy Force
 - b. Log off the server