

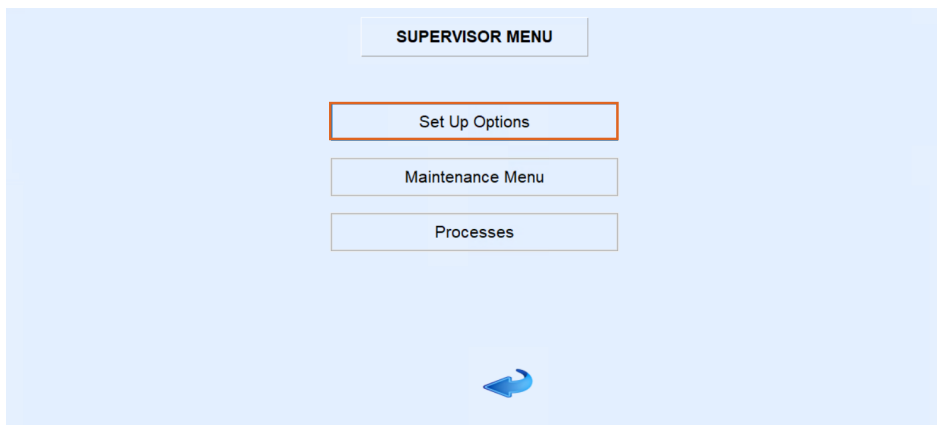
Add a User to EnergyMap

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

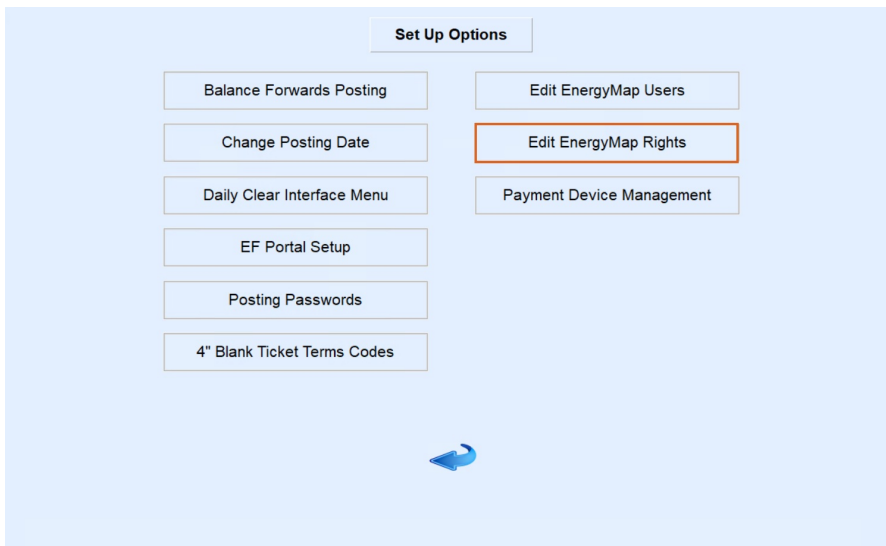
1. Connect to company server.
2. Open Energy Force and access the **Supervisor Menu**.



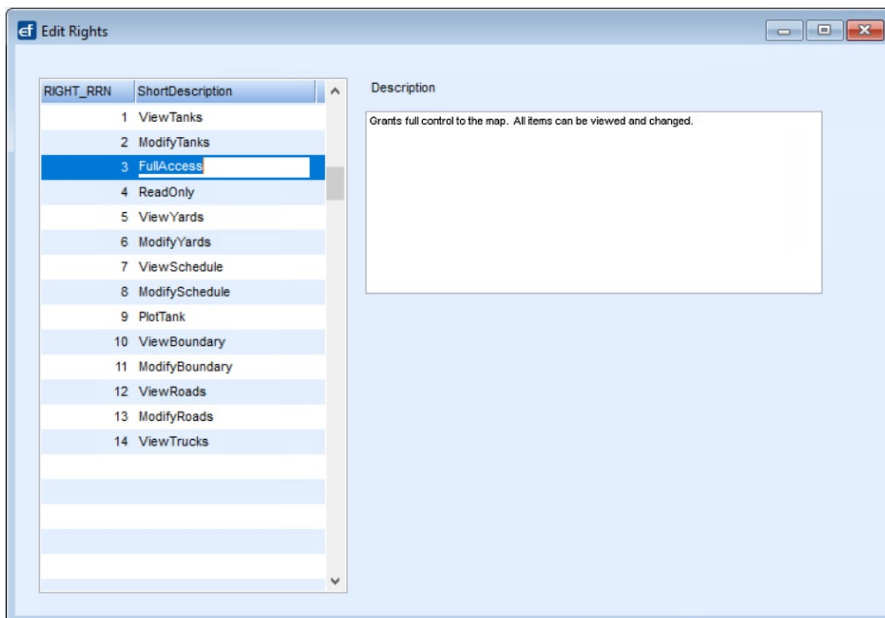
3. Select **Set Up Options**.



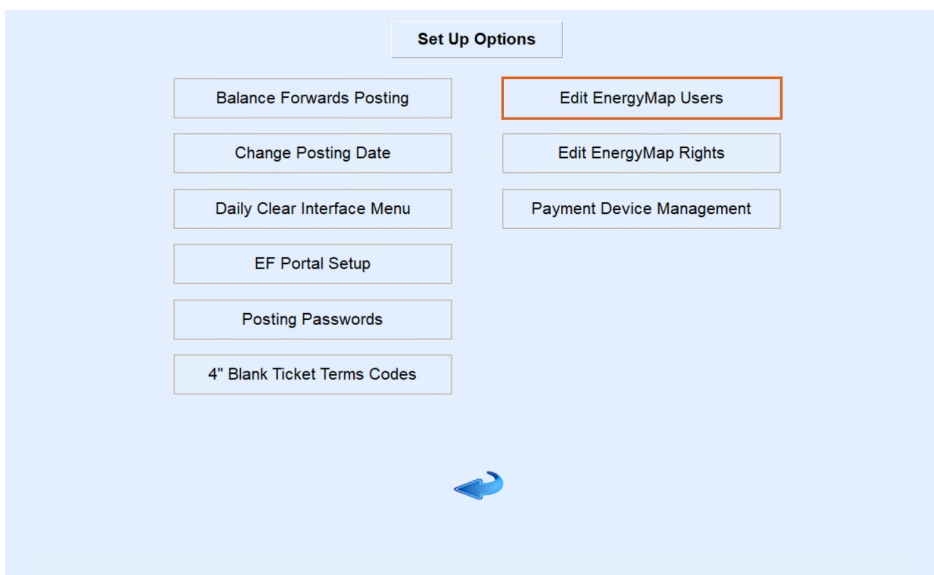
4. Review required rights.
 - a. Click on **Edit EnergyMap Rights** to determine the necessary rights for the new user.



- 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.

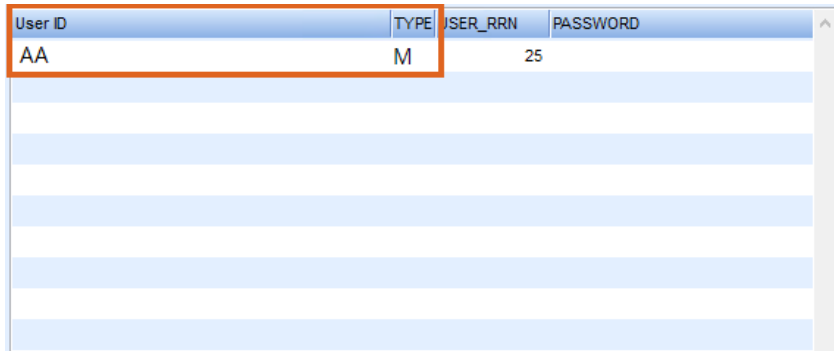
a. When the *Edit Users* page opens, hold **Ctrl+C** to create a new user or **Ctrl+M** to modify an existing user.

7. Input user details.

a. After selecting **Ctrl+C** fill in the fields as follows:

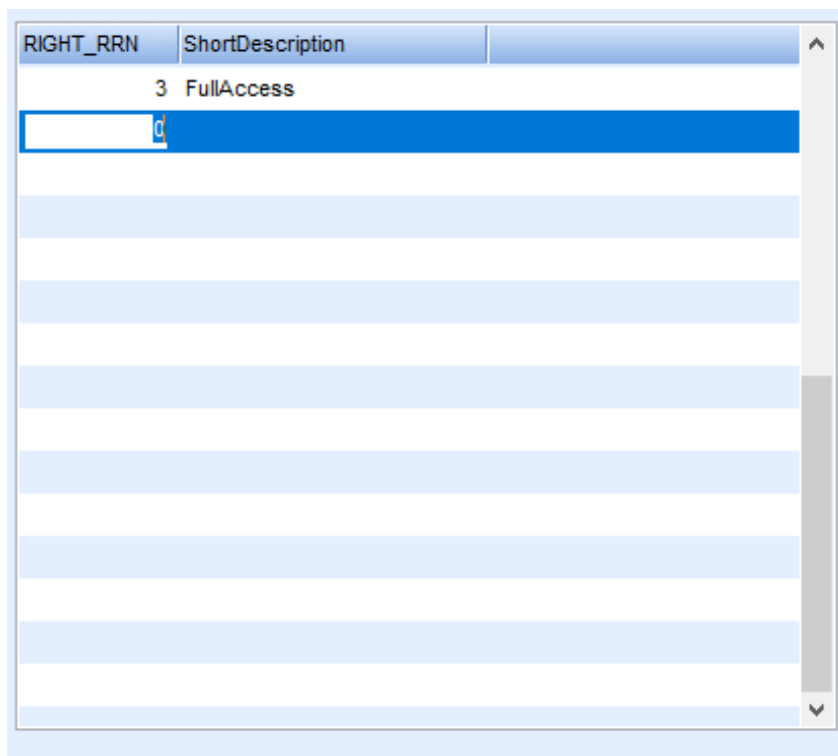
1. **UserID** – Enter the exact Energy Force login (case sensitive).

2. **Type** – Enter M for Map.



User ID	TYPE	USER_RRN	PASSWORD
AA	M	25	

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

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