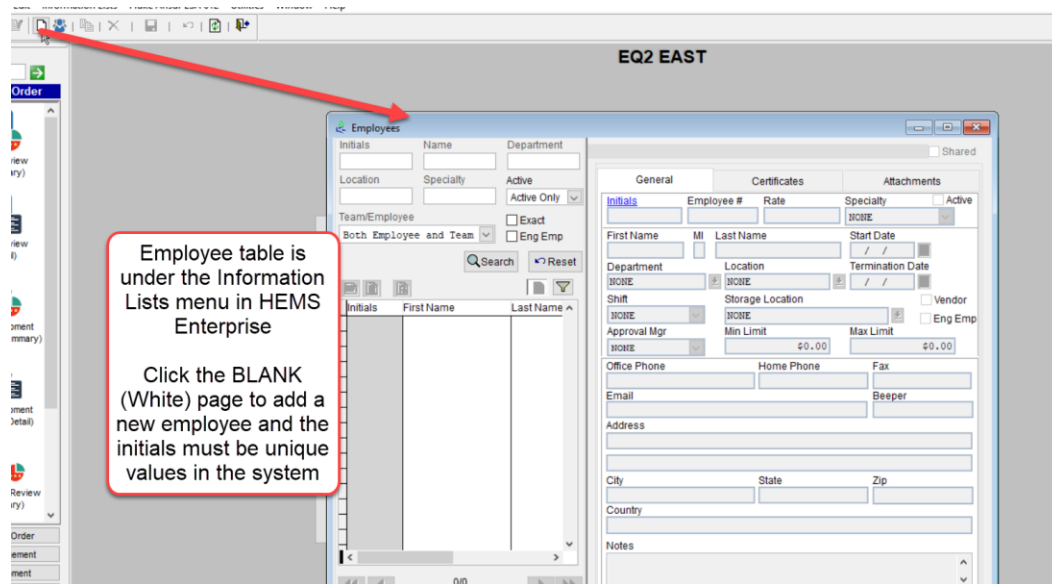
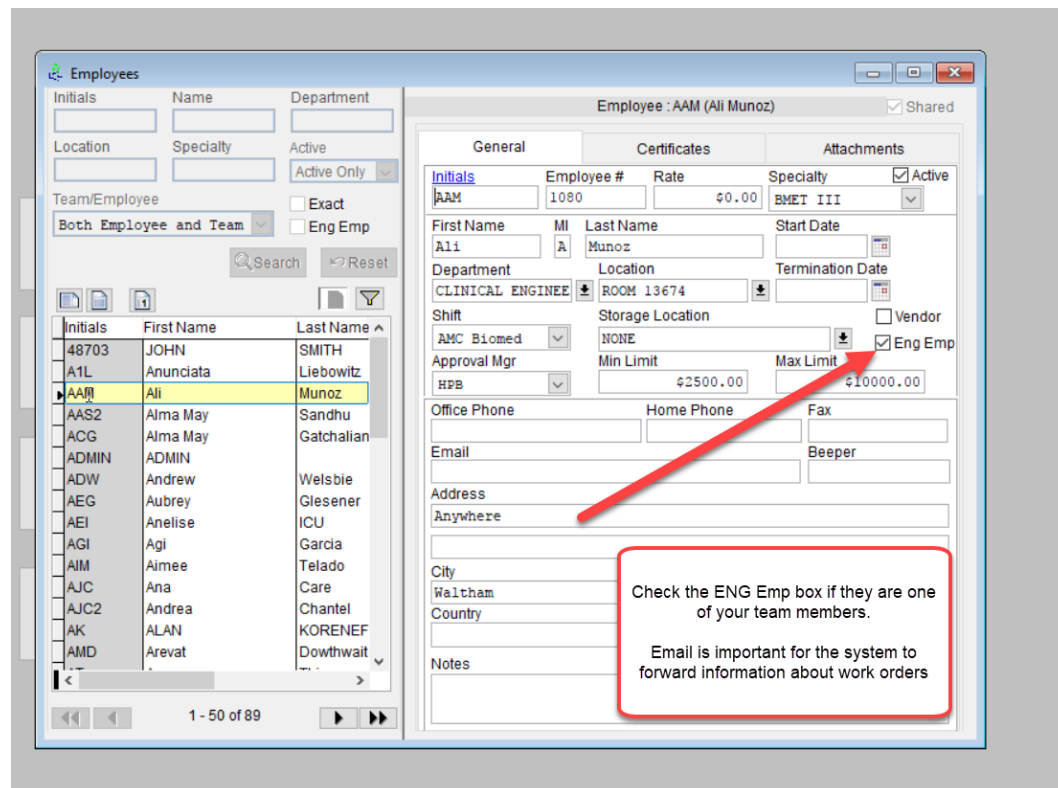


# HEMS Enterprise – Adding a New Employee and User

First create the employee:

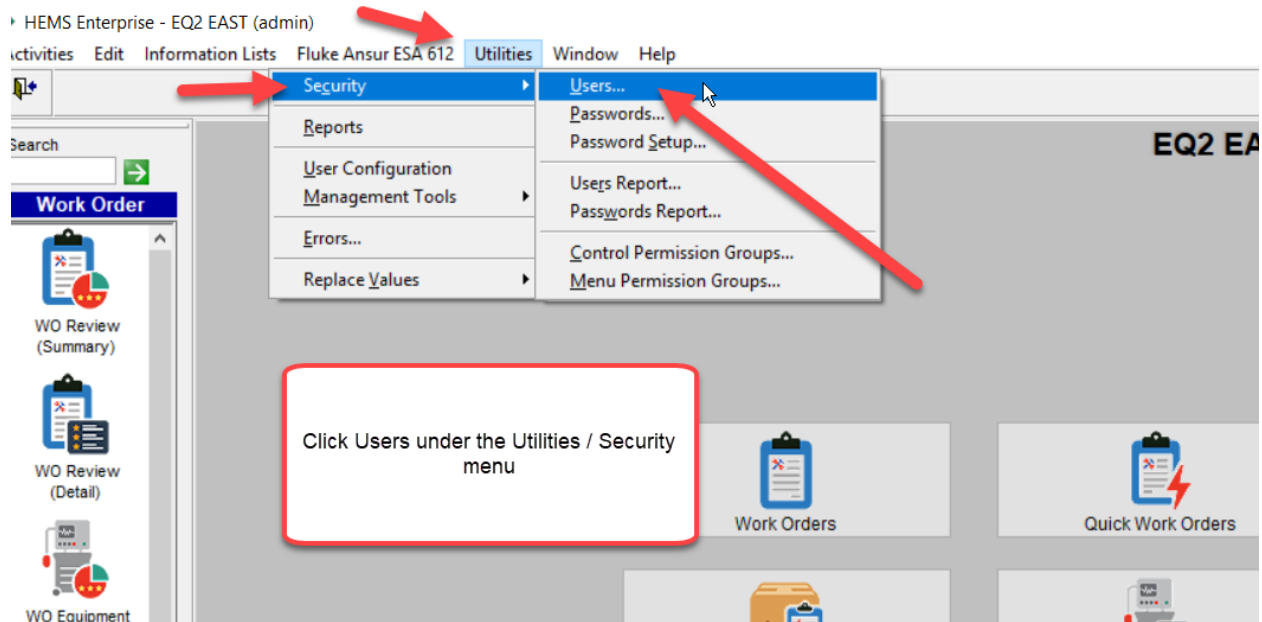


Configure the employee record such as email and check the Eng Emp checkbox for engineering staff, because that is what causes their initials to appear in the drop-down tables for employee of labor:

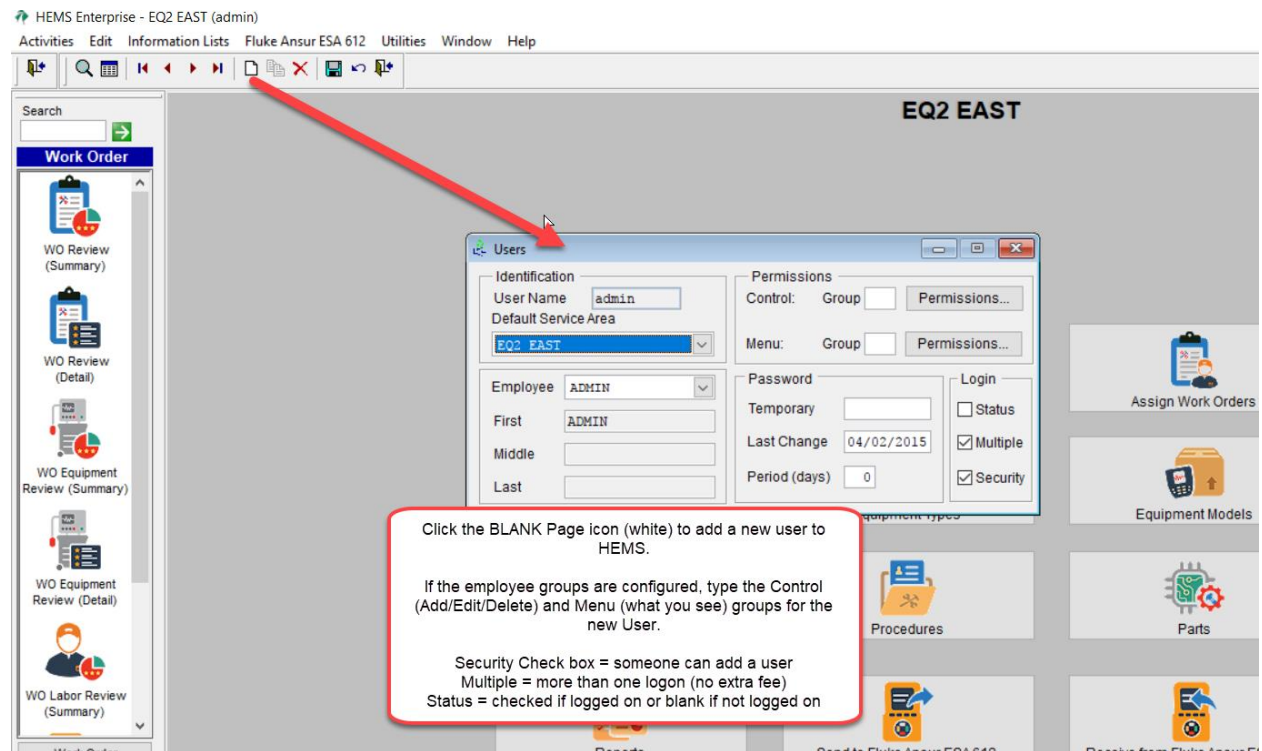


## EQ2 Learning Series

Next, you need to add the user to HEMS, and this is done under the Utilities, Security, Users menu:

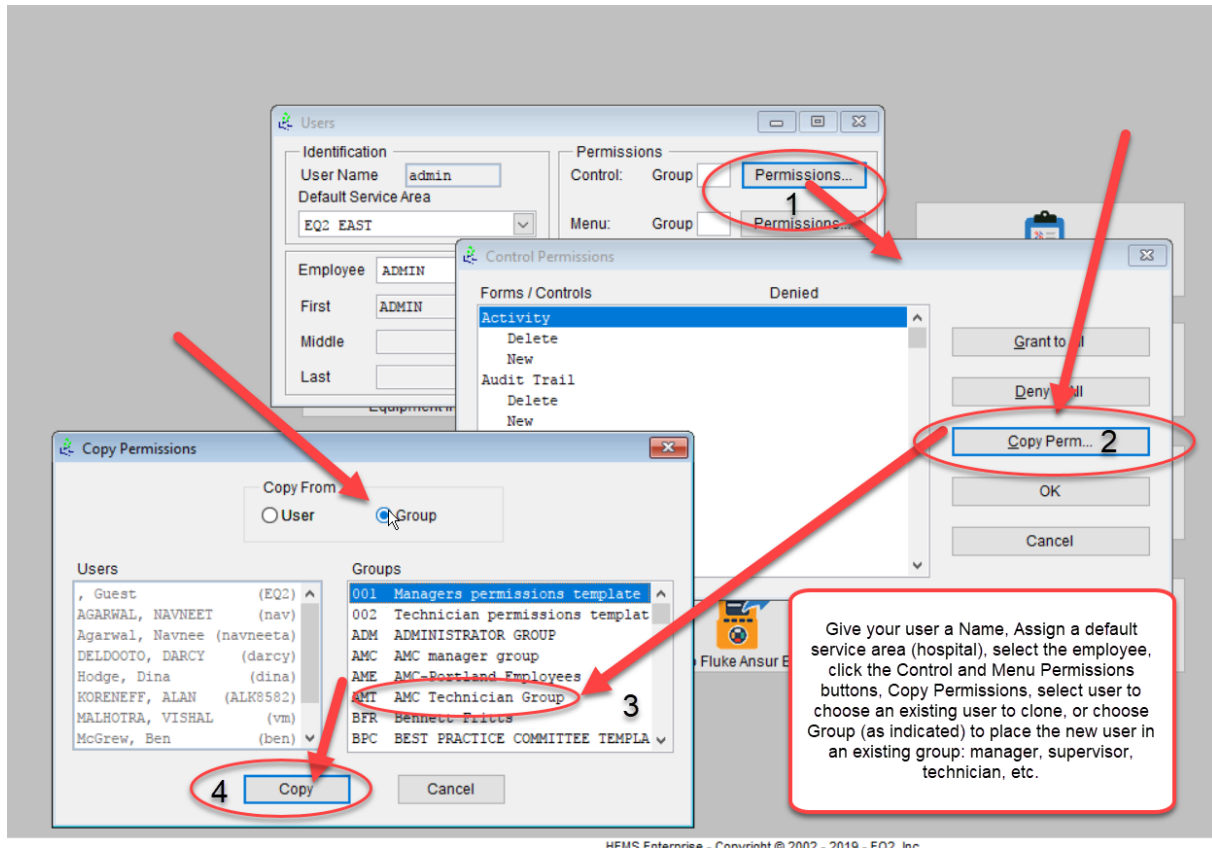


Create the new user:



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Finally, choose the user to duplicate from your existing users or choose the group that you wish to place the new user into from your previously created groups:

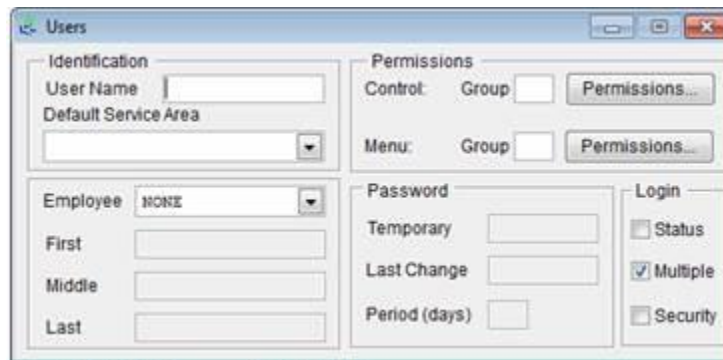


Repeat the above process for both the Control (Add / Edit / Delete rights) and the Menu Permissions which is for controlling the visible content of the menu (suppress the Utilities menu or Employee table).

Below is a summary and assumes an Active Directory (Windows Login versus a HEMS login), but the process applies to both types of users. Naturally, there are additional steps for Active Directory and your IT department will be needed to add these members to the HEMS Group in Active Directory:

If you see on the next page, you need 6 pieces information while creating a user.

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- 1) Employee: HEMS Employee. Needs to be created in the correct service area. If a user will have access to more than one service area (like to both HOSP 1 and Hosp 2, they need to be marked as shared).
- 2) Username = AD Username
- 3) Default Service Area: Service Area of the user
- 4) Control Group: Get it from another user whose security you are replicating for this new user. Get this by running the users report (under Utilities->security-> users report)
- 5) Menu Group: Get it from another user whose security you are replicating for this new user. Get this by running the users report (under Utilities->security-> users report)
- 6) Security: Should be checked only for users who can add/edit users or Security section in HEMS.

The last step is to make sure this new user is added to right AD group. These are the simple steps to create a HEMS user.