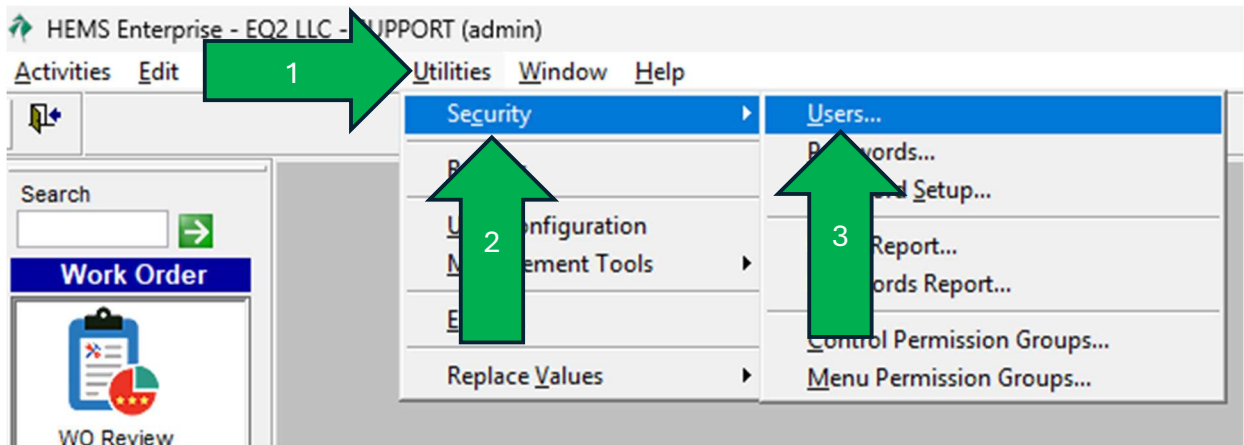


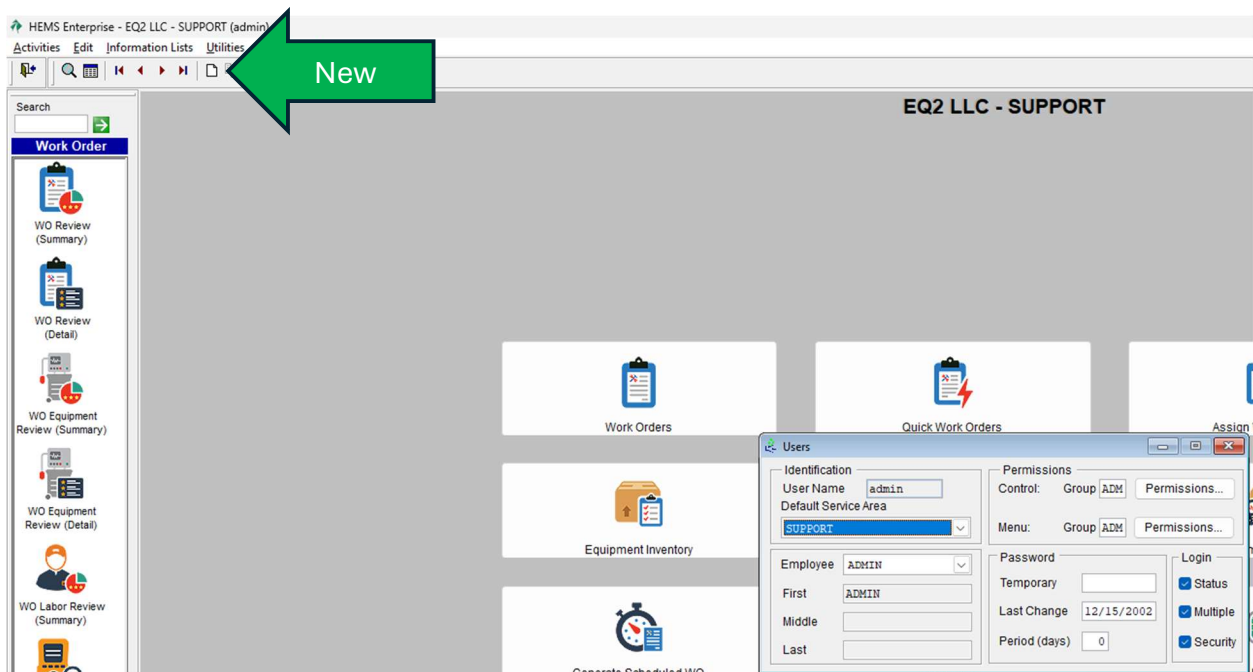
HEMS Enterprise: How to Create a Security User Record

A Security User Record allows a user to log into and utilize the application. Before a security user record can be created, the user must be entered as an employee in the Employee module.

To access the Security user module, select the Utilities menu (1), followed by the Security submenu (2), followed by Users (3).

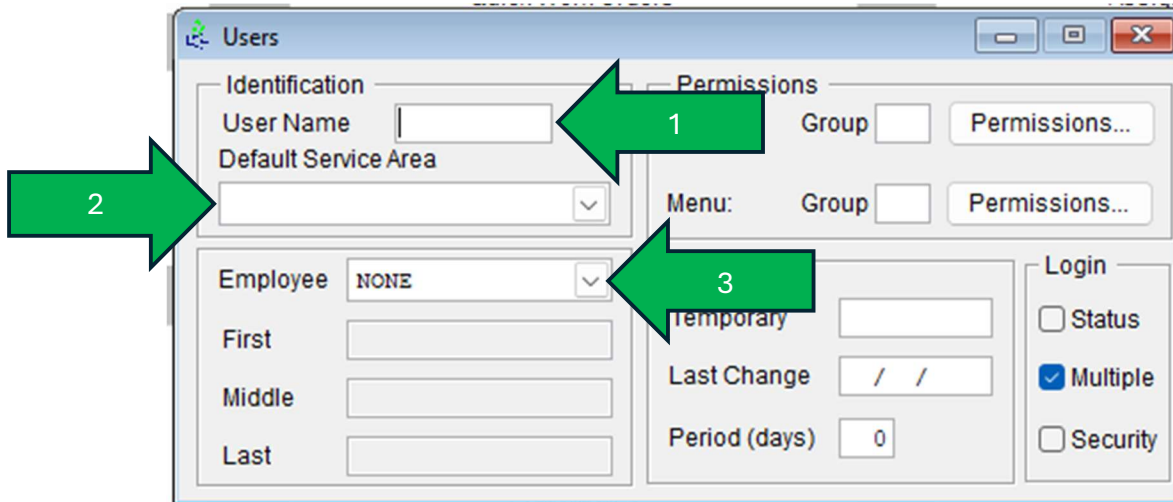


In the toolbar menu, in the upper left of the main HEMS screen, click on the New icon to create a new user record.



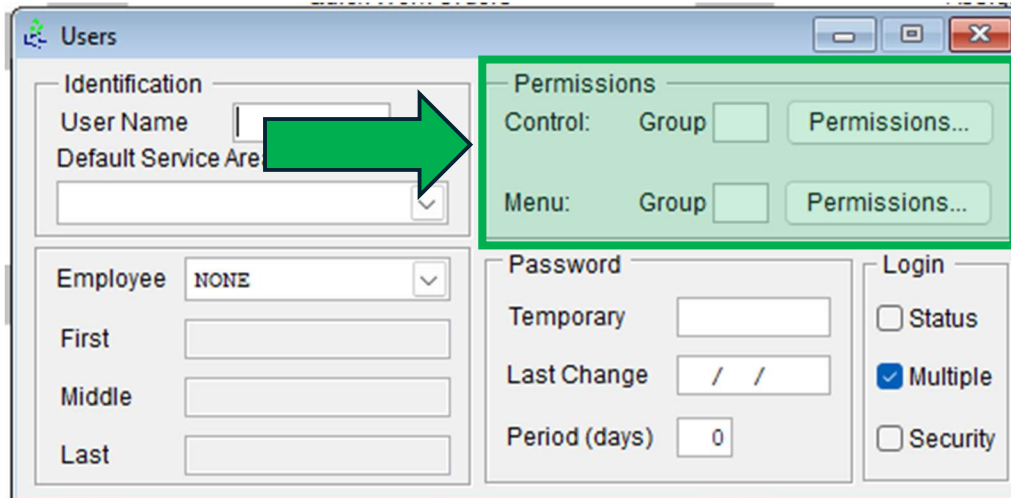
HEMS Enterprise: How to Create a Security User Record

Add the username of the new security user in the User Name field (1). Select the Default Service Area from the available choices on the drop-down list (2). Select the Employee initials from the Employee table drop-down list (3).



The screenshot shows the 'Users' form with three green arrows pointing to specific fields: arrow 1 points to the 'User Name' text box, arrow 2 points to the 'Default Service Area' dropdown menu, and arrow 3 points to the 'Employee' dropdown menu. The form includes sections for Identification, Permissions, Password, and Login.

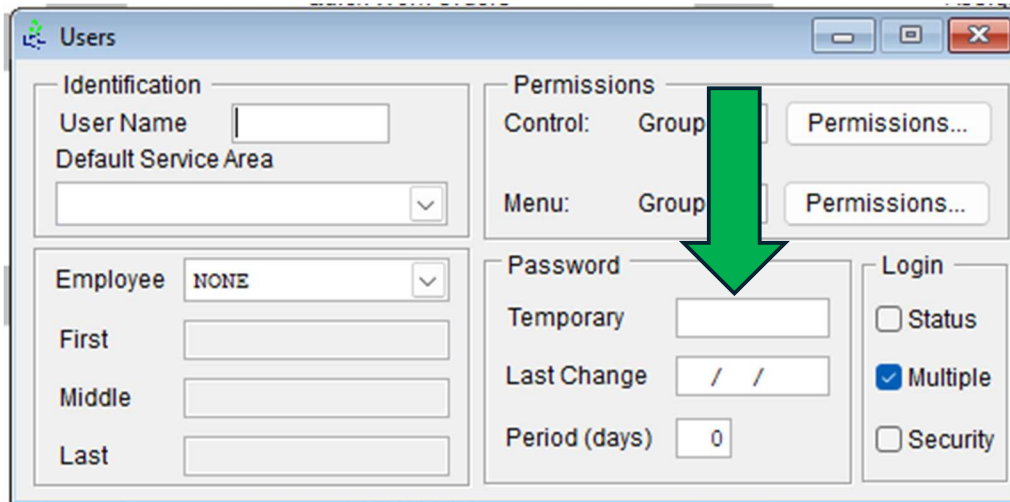
Enter the Control Group & Menu Group names in the available fields or click on the Permissions buttons to select which permissions the user needs.



The screenshot shows the 'Users' form with a green box highlighting the 'Permissions' section, which includes 'Control' and 'Menu' fields with 'Group' dropdowns and 'Permissions...' buttons. A green arrow points to the 'Default Service Area' dropdown menu. The form also shows the 'Password' and 'Login' sections.

HEMS Enterprise: How to Create a Security User Record

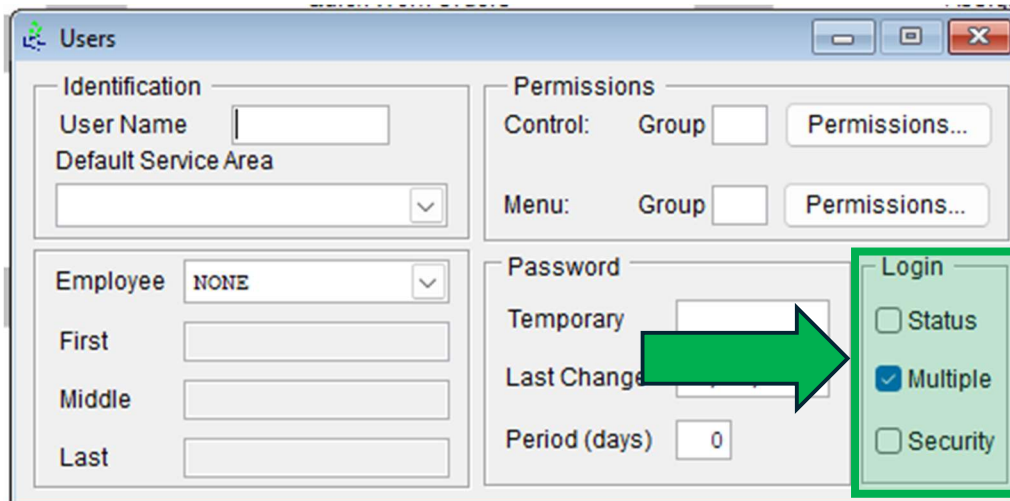
For systems that don't use Single Sign-On, the Password section is where the password management for the user occurs. Use the Temporary Field (1) to provide a temporary password to the user.



The screenshot shows the 'Users' window with several sections: Identification, Permissions, Password, and Login. A large green arrow points from the top of the Password section down to the Temporary password field.

Section	Field/Control	Value/State
Identification	User Name	[Empty]
	Default Service Area	[Dropdown]
Employee	Employee	NONE
	First	[Empty]
	Middle	[Empty]
Last	Last	[Empty]
	Control	Group
	Menu	Group
Password	Temporary	[Empty]
	Last Change	/ /
	Period (days)	0
Login	Status	<input type="checkbox"/>
	Multiple	<input checked="" type="checkbox"/>
	Security	<input type="checkbox"/>

In the Login section, the Status checkbox will be checked if the user is logged into the application. If the Multiple box is checked, the user can open multiple instances of the application at once. If the Security box is checked, the user can create security user profiles in the application.



The screenshot shows the 'Users' window with the Login section highlighted by a green box. A green arrow points from the 'Last Change' field in the Password section towards the Login section.

Section	Field/Control	Value/State
Identification	User Name	[Empty]
	Default Service Area	[Dropdown]
Employee	Employee	NONE
	First	[Empty]
	Middle	[Empty]
Last	Last	[Empty]
	Control	Group
	Menu	Group
Password	Temporary	[Empty]
	Last Change	/ /
	Period (days)	0
Login	Status	<input type="checkbox"/>
	Multiple	<input checked="" type="checkbox"/>
	Security	<input type="checkbox"/>

Once the Security User Profile is complete, save the record.