CREATING A USER IN ECLIPSE – PREPAID SYSTEM PROCEDURE		Swaziland Electricity Company	
System:	Reference No, Revision No;	Originated by:	
Quality Management System	Q-F-IT-P-13, Rev 1	Systems Administrator	
Revision Date:	Page No:	Authorised by:	
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# 1 Purpose

This document describes the procedure and a process for creating a user in the 3E prepaid system. The 3E prepaid system is used to consolidate all prepaid transactions and is also used as a prepaid reporting platform.

This procedure is intended for SEC Systems Administrators for use when adding a user into the system.

## 2 Scope

The procedure serves as fine grained guide with step by step tasks to follow when adding a user into the 3E prepaid system, both as an operator and as a vendor. Due to the fact that passwords are timeously changed, passwords have not need included as part of this procedure.

#### 3 References

**SEC I.T Policies** 

#### 4 Definitions

3E – Eclipse Enterprise Edition

# 5 Responsibilities

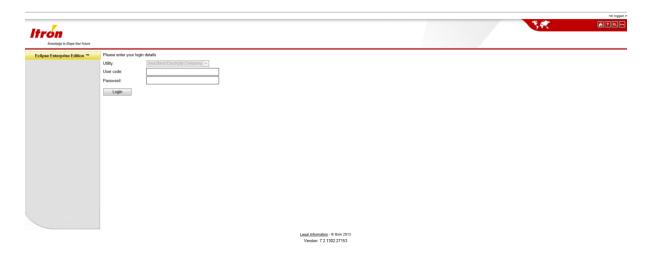
The Systems Administrator – Only the System Administrator OR an approved IT department employee is responsible for creating a user in the eclipse system on receipt of an authorized IT system access form.

### 6 Procedure

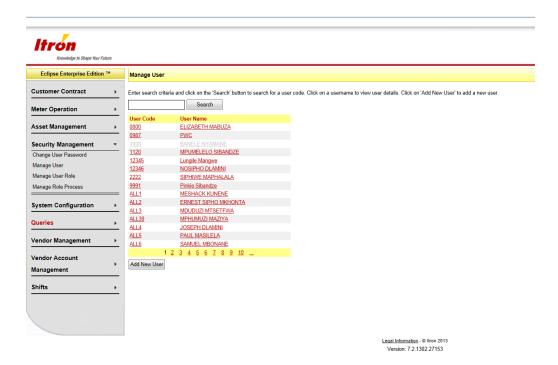
### 6.1 Creating an Operator

 Log into 3E using the URL <a href="http://3e.sec.co.sz:82/Vsite/WA/EWAS/Default.aspx">http://3e.sec.co.sz:82/Vsite/WA/EWAS/Default.aspx</a> using your system admin profile.

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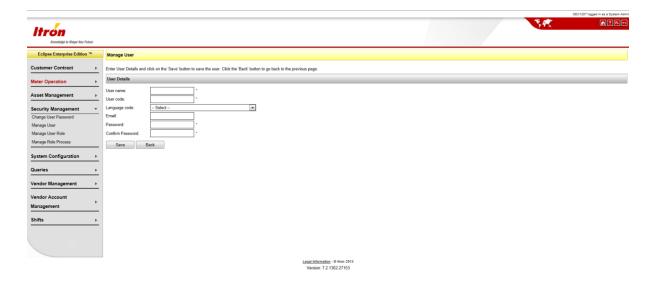


 On Security Management, click Mange User and then Click the Add New User button

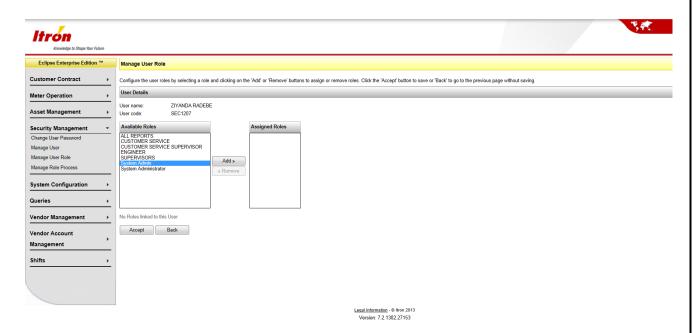


• Fill up the users details and click the Save button

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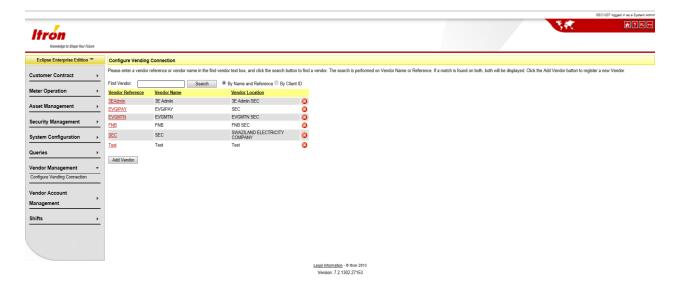
• **To add User roles:** On Security management select Manage User Role and search for the user operator code. Then allocate the authorised role for that user. Click the Accept button when done



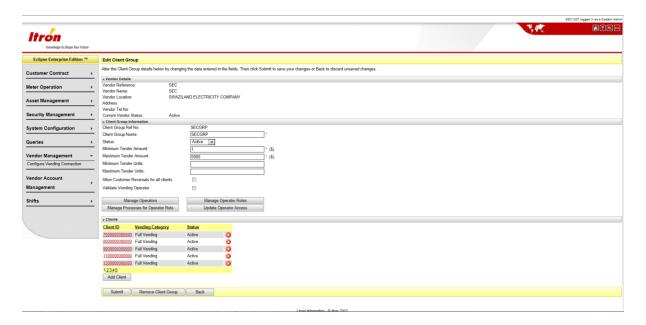
6.2 Creating a vendor

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• On Vendor Management select Configure Vending Connection and select the SEC vendor reference, then select the SECGRP client group

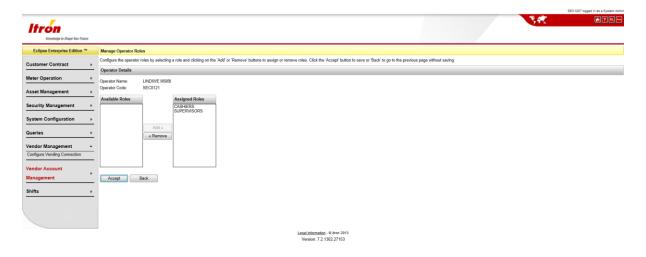


 Click Manage Operators and click Add New Operator. Fill up the required details and Save



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• To add roles click Manage Operator Roles. Search for the operator and then add the Supervisor and Cashier roles and click Accept.



# 7 Records

Reference #	Title	Responsible	<b>Retention Period</b>
Q-F-IT-F-01	System Access Form	Systems Administrator	Indefinitely