

## CREATING A USER IN ECLIPSE – PREPAID SYSTEM PROCEDURE



<u>System:</u> Quality Management System	<u>Reference No, Revision No:</u> Q-F-IT-P-13, Rev 1	<u>Originated by:</u> Systems Administrator
<u>Revision Date:</u> 12.07.2013	<u>Page No:</u> Page 1 of 5	<u>Authorised by:</u> IT Manager

### 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  
<http://3e.sec.co.sz:82/Vsite/WA/EWAS/Default.aspx> using your system admin profile.

## CREATING A USER IN ECLIPSE – PREPAID SYSTEM PROCEDURE



**System:**  
Quality Management System

**Reference No. Revision No:**  
Q-F-IT-P-13, Rev 1

**Originated by:**  
Systems Administrator

**Revision Date:**  
12.07.2013

**Page No:**  
Page 2 of 5

**Authorised by:**  
IT Manager

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

Legal Information - © Itron 2013  
Version: 7.2.1302.27153

- Fill up the users details and click the Save button

## CREATING A USER IN ECLIPSE – PREPAID SYSTEM PROCEDURE



**System:**  
Quality Management System

**Reference No. Revision No:**  
Q-F-IT-P-13, Rev 1

**Originated by:**  
Systems Administrator

**Revision Date:**  
12.07.2013

**Page No:**  
Page 3 of 5

**Authorised by:**  
IT Manager

- **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

## CREATING A USER IN ECLIPSE – PREPAID SYSTEM PROCEDURE



**System:**  
Quality Management System

**Reference No. Revision No:**  
Q-F-IT-P-13, Rev 1

**Originated by:**  
Systems Administrator

**Revision Date:**  
12.07.2013

**Page No:**  
Page 4 of 5

**Authorised by:**  
IT Manager

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

**Eclipse Enterprise Edition™**

**Configure Vending Connection**

Please enter a vendor reference or vendor name in the find vendor text box, and click the search button to find a vendor. The search is performed on Vendor Name or Reference. If a match is found on both, both will be displayed. Click the Add Vendor button to register a new Vendor.

Find Vendor:  Search ☐ By Name and Reference ☐ By Client ID

Vendor Reference	Vendor Name	Vendor Location
3EAdmin	3E Admin	3E Admin SEC
EVGPAY	EVGPAY	SEC
EVGMTN	EVGMTN	EVGMTN SEC
FNB	FNB	FNB SEC
SEC	SEC	SWAZILAND ELECTRICITY COMPANY
Test	Test	Test

Add Vendor

Legal Information - © Itron 2013  
Version: 7.2.1302.27153

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

**Eclipse Enterprise Edition™**

**Edit Client Group**

Alter the Client Group details below by changing the data entered in the fields. Then click Submit to save your changes or Back to discard unsaved changes.

Vendor Reference: SEC  
Vendor Name: SEC  
Vendor Location: SWAZILAND ELECTRICITY COMPANY  
Address:  
Vendor Tel No:  
Current Vendor Status: Active

Client Group Information  
Client Group Ref No: SECGRP  
Client Group Name: SECGRP  
Status: Active  
Minimum Tender Amount: 1 (\$)  
Maximum Tender Amount: 5000 (\$)  
Minimum Tender Units:  
Maximum Tender Units:  
Allow Customer Reversals for all clients:  
Validate Vending Operator:

Manage Operators  
Manage Operator Roles  
Manage Processes for Operator Role  
Update Operator Access

Clients

Client ID	Vending Category	Status
700000000000	Full Vending	Active
800000000000	Full Vending	Active
900000000000	Full Vending	Active
110000000000	Full Vending	Active
120000000000	Full Vending	Active
12345		

Add Client

Submit Remove Client Group Back

Legal Information - © Itron 2013

## CREATING A USER IN ECLIPSE – PREPAID SYSTEM PROCEDURE



**System:**  
Quality Management System

**Reference No. Revision No:**  
Q-F-IT-P-13, Rev 1

**Originated by:**  
Systems Administrator

**Revision Date:**  
12.07.2013

**Page No:**  
Page 5 of 5

**Authorised by:**  
IT Manager

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

**Eclipse Enterprise Edition™** Manage Operator Roles

Configure the operator roles by selecting a role and clicking on the 'Add' or 'Remove' buttons to assign or remove roles. Click the 'Accept' button to save or 'Back' to go to the previous page without saving.

**Operator Details**  
Operator Name: LINDWE MSIBI  
Operator Code: SEC0121

**Available Roles**  
**Assigned Roles**  
CASHIERS  
SUPERVISORS

Buttons: Add, Remove, Accept, Back

Legal Information: © Iron 2013  
Version: 7.2.1302.27153

### 7 Records

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