4.2.1 Administrator's User Guide

This guide will provide you, the administrator, with a comprehensive overview of all system functions that pertain to your access level. In the Emissions Management System the administrator has all the access rights of a basic user and a system operator as well as the ability to manage all user accounts for access to the system.

4.2.1.1 Logging onto the System

Administrators access the Emissions Management System via the main login screen. The system will identify your user name as that of an administrator and display the appropriate menu.
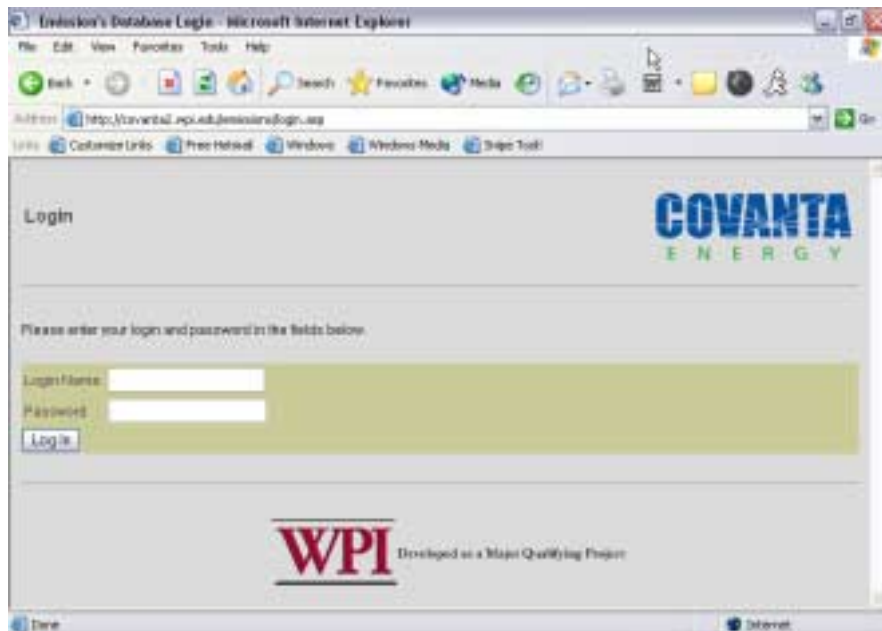

Fig 4-1: Main Login Screen

From the main menu, administrators can select from options available to all other users (basic, system operator) and a special set of options designed specifically for user management.

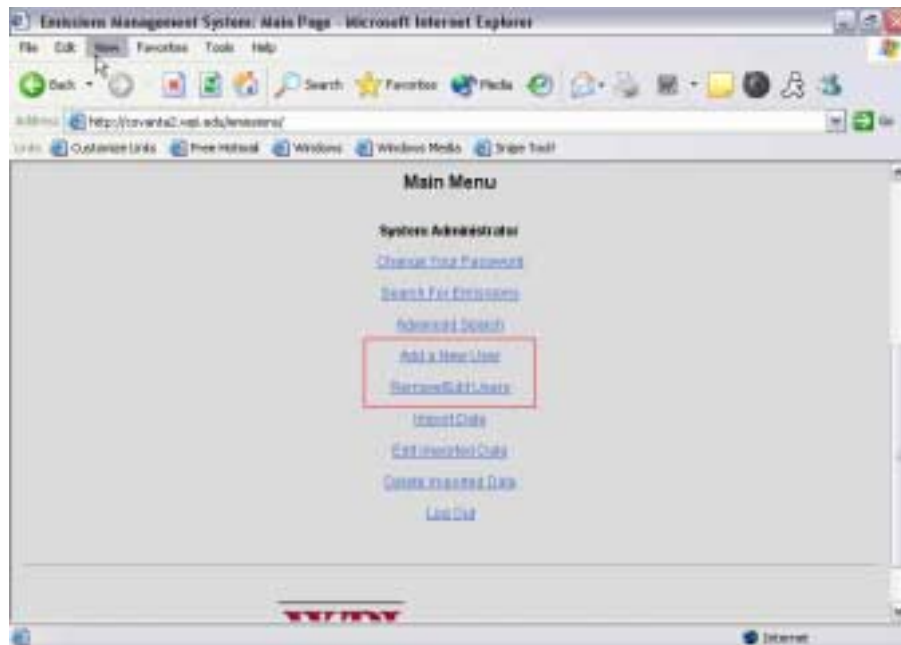## 4.2.1.2 The Administrator Main Menu

Fig 4-2: Administrator Main Menu

The administrator's main menu adds two additional functions: **Add a new user**, which allows the administrator to add new user accounts for system access and **Remove/Edit Users**, which allows the administrator to entirely remove a user account or edit existing account information such as the users name, password and what plant data that user has access to.

4.2.1.3 Adding a User

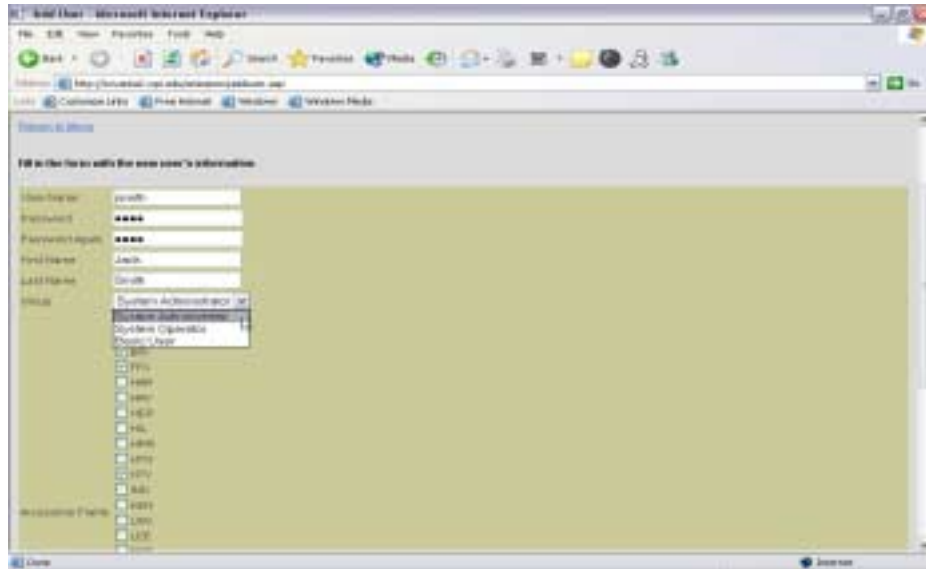To add a user to the system, click on *Add a User* from the main menu.

Fig 4-3: The add User Screen

To add a new user to the system, simply fill in the requested data. The user name, password, and first and last name can be any combination of alphanumeric characters and symbols and can must be at least five characters long. Specify the user group to which the user will belong. There are three choices: system administrator, system operator and basic user. (For more information on the system operator and basic user groups please see the System Operator and Basic User guide). Clicking on plant abbreviations under *accessible plants* gives the user to access data stored in the database for that particular plant. To give the user access to all plants, press the *select all* button and then press *add user*. Otherwise, select individual plants for the user and then press add user. If the user was added successfully, the system will display a message indicating the addition was a success. The system will also display a summary of the information that was entered into the database.

4.2.1.4 Removing/Editing Users Information

From the main menu, select the *remove/edit users* option from the administrator

main menu. This will display a list of names in the format *last, first*. Next to each name

you will find a checkbox. To remove users from the system, check the box next to each

user's name you wish to delete and then press the *remove selected user(s)* button at the

bottom of the screen. More than one user can be removed at once. The system will

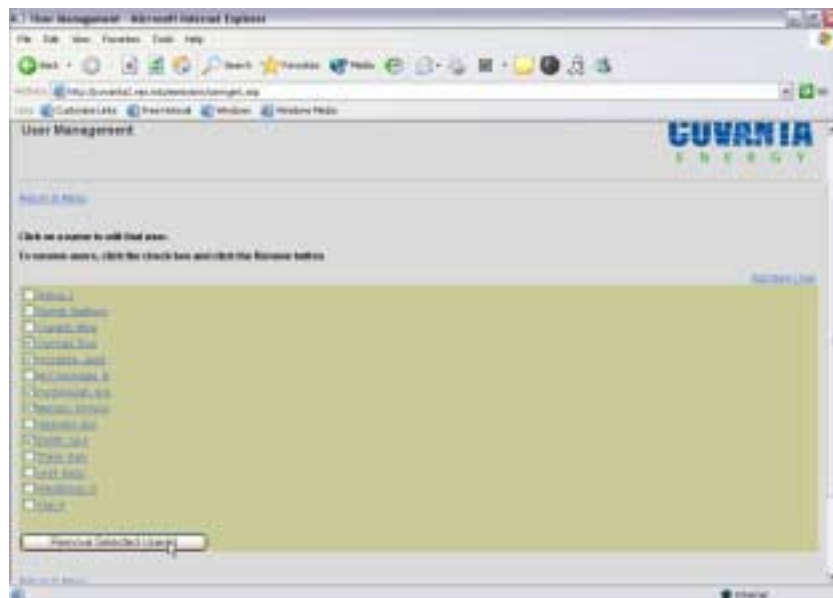display a confirmation screen that the specified user(s) have been deleted.

Fig 4-4: Remove Users Screen

If you wish to edit the information for a specific user, click the user's name. This

will display the edit user form which is laid out the same as the add user form.

Information for the user that you wish to edit will appear in the fields allowing you to

make changes. The only field you cannot change is the user name field. Make the

necessary changes to the information and then press the *edit user* button. The system will

display a confirmation message if the operation was successful.

Fig 4-5: Edit User Information Screen

If you wish to copy this user's settings and information to create a new user
account, press the *copy this user* button located on the top of the form. This transfers all
the current user's information (except for login name and the password) to a new account
form allowing you to create a new user from the existing information. Enter in a new
username, first name, last name, password and add or remove plants if necessary then
press *add user* to add the new user to the database. The system will display a
confirmation screen if this operation was successful.