

Create an user on NetEco



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This section describes how to add a user on the NetEco 1000S. You can add users as required.

The operation permissions of users vary according to user categories.

You have logged in as the system administrator, manager, or installer.

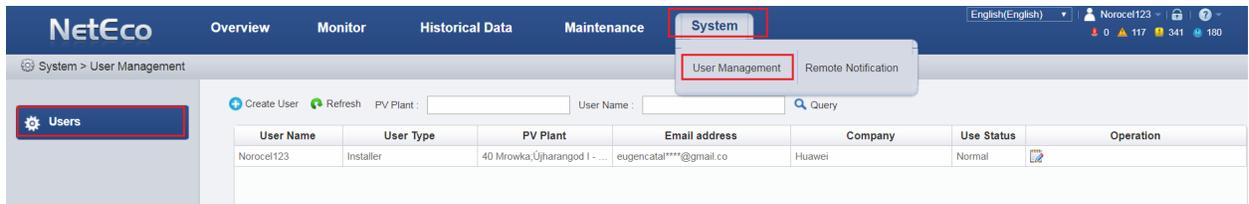
Procedure

Step 1 Choose **System > User Management** from the main menu.



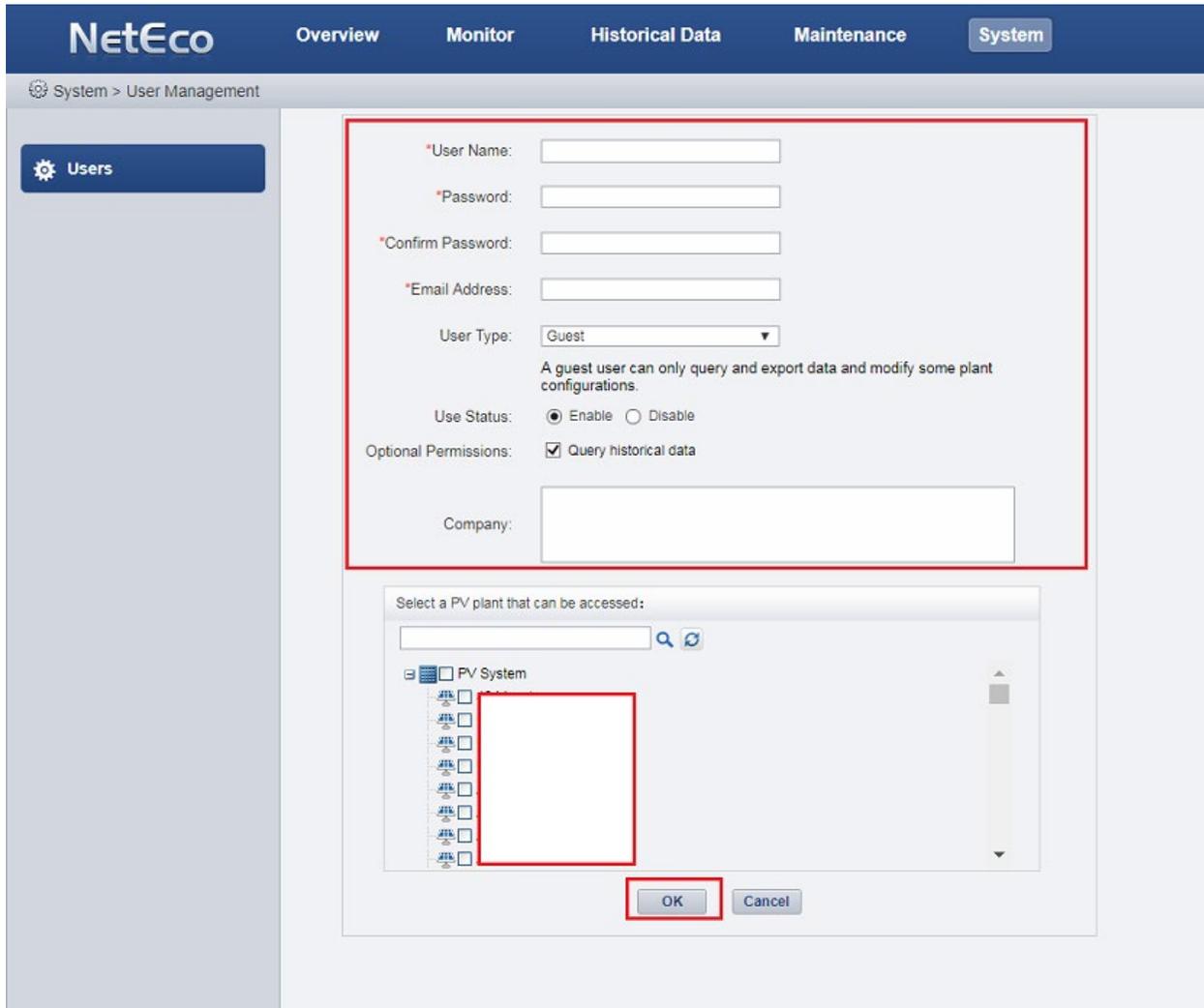
Step 2 Choose **User** from the menu bar on the left.

The **User** page is displayed:



Step 3 Click **Create User**.

The **Create User** page is displayed:



The screenshot shows the NetEco web interface. The top navigation bar includes 'Overview', 'Monitor', 'Historical Data', 'Maintenance', and 'System'. The main content area is titled 'System > User Management'. On the left, there is a 'Users' button. The main form contains the following fields and options:

- *User Name:
- *Password:
- *Confirm Password:
- *Email Address:
- User Type: (dropdown menu)
- A guest user can only query and export data and modify some plant configurations.
- Use Status: Enable Disable
- Optional Permissions: Query historical data
- Company:

Below the form is a dialog box titled 'Select a PV plant that can be accessed:'. It contains a search bar and a list of PV systems. The 'OK' button in the dialog is highlighted with a red box.

Step 4 Set the user parameters according

Fill the requested data:

-User name: Name of the new user. The user name can only contain English characters (A to Z and a to z), digits, hyphens, or underlines.

-Password: Password of the new user.

The password must comply with the following rules:

1. The password cannot be the same as the user name or the user name in a reversed order.
2. The password contains 8 to 32 characters.
3. The password contains three of the following:

- Lowercase letters
- Uppercase letters
- Digits
- 4. The password is advised to contain special characters, which include !"#\$%&'()*+,-./:;<=>?@[\\]^`{|}~ and space.
- Confirm password: confirm again the password of the new user
- Email address: Email address of the user.
- User type: installer, guest, customer and OpenAPI User.
- User status: Status of the user.
- Optional Permission: The system administrator, manager or installer can assign the historical data query permissions to the guest user.

Step 5 Select a PV plant that can be accessed and click ok