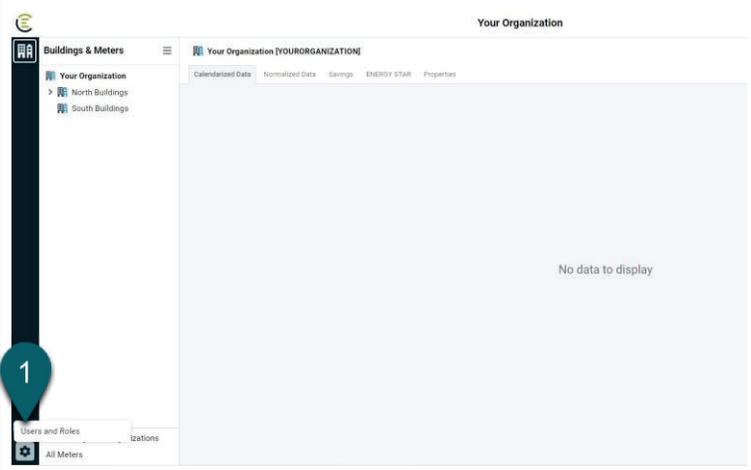
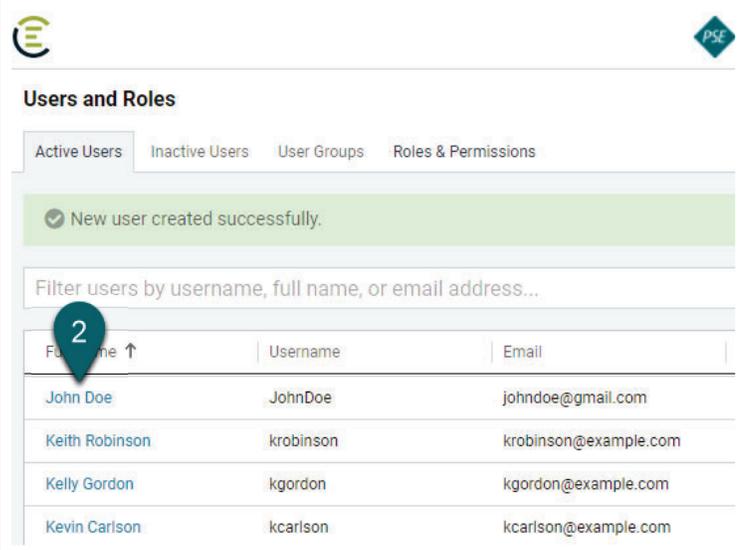


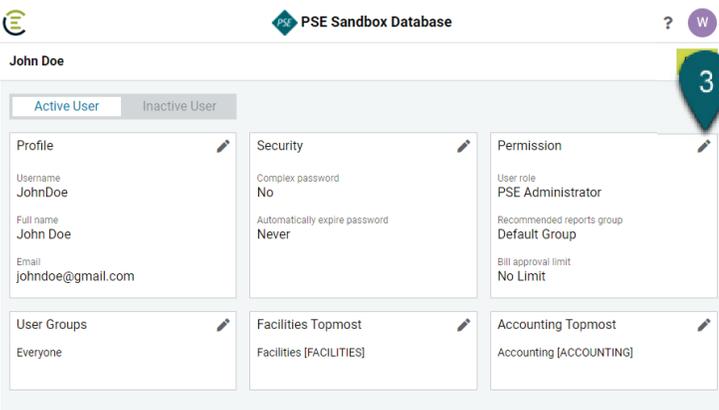
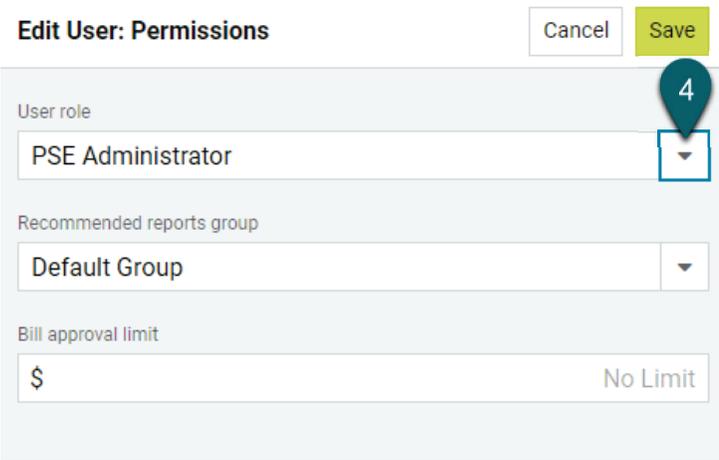
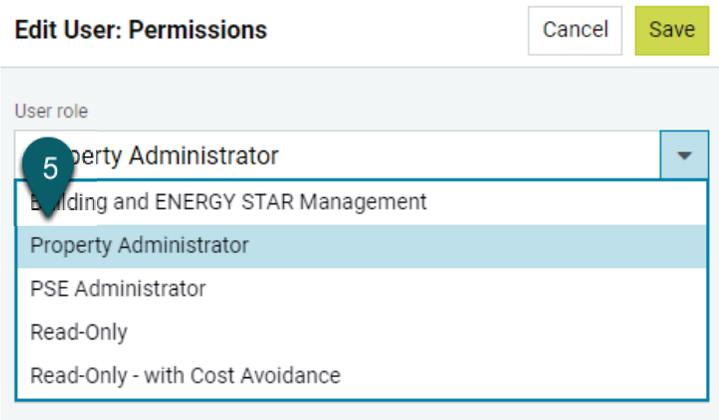
EnergyCAP: Change a User Role

Purpose	By the end of this job aid you will be able to change a user role in EnergyCAP.
Audience	EnergyCAP customers and PSE users.

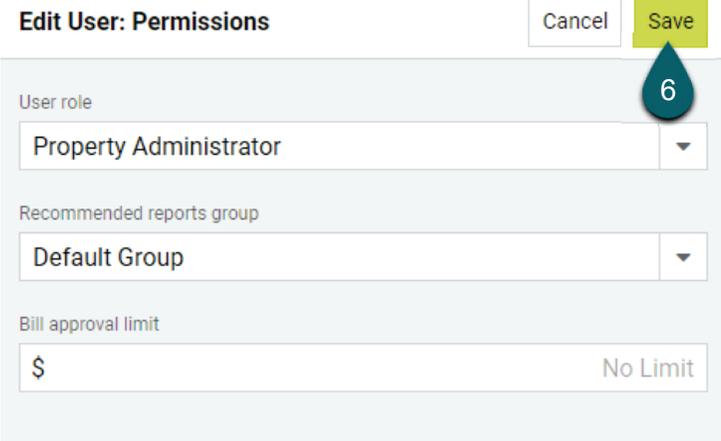
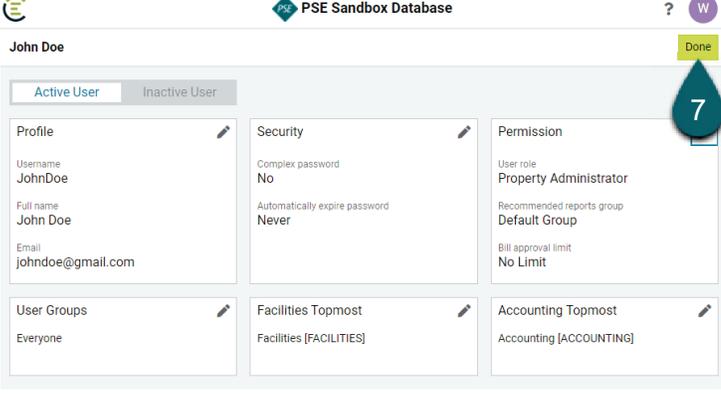
	<p>1</p> <p>In EnergyCAP, click the gear icon in the lower left-hand corner and select Users and Roles.</p>
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	<p>2</p> <p>On the Users and Roles screen, select the user whose role you want to change.</p>
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EnergyCAP: Change a User Role, continued

	<p>3 On the Active User profile page for that user, select the Permission edit icon.</p>
	<p>4 On the Edit User: Permissions screen, select the user role dropdown menu.</p>
	<p>5 From the menu, select the new role for the user.</p>

EnergyCAP: Change a User Role, continued

 <p>Edit User: Permissions Cancel Save</p> <p>User role Property Administrator</p> <p>Recommended reports group Default Group</p> <p>Bill approval limit \$ No Limit</p>	<p>6 Click Save.</p>						
 <p>PSE Sandbox Database</p> <p>John Doe Done</p> <p>Active User Inactive User</p> <table border="1"> <tr> <td> Profile Username: JohnDoe Full name: John Doe Email: johndoe@gmail.com </td> <td> Security Complex password: No Automatically expire password: Never </td> <td> Permission User role: Property Administrator Recommended reports group: Default Group Bill approval limit: No Limit </td> </tr> <tr> <td> User Groups Everyone </td> <td> Facilities Topmost Facilities [FACILITIES] </td> <td> Accounting Topmost Accounting [ACCOUNTING] </td> </tr> </table>	Profile Username: JohnDoe Full name: John Doe Email: johndoe@gmail.com	Security Complex password: No Automatically expire password: Never	Permission User role: Property Administrator Recommended reports group: Default Group Bill approval limit: No Limit	User Groups Everyone	Facilities Topmost Facilities [FACILITIES]	Accounting Topmost Accounting [ACCOUNTING]	<p>7 On the Active User profile page, click Done.</p>
Profile Username: JohnDoe Full name: John Doe Email: johndoe@gmail.com	Security Complex password: No Automatically expire password: Never	Permission User role: Property Administrator Recommended reports group: Default Group Bill approval limit: No Limit					
User Groups Everyone	Facilities Topmost Facilities [FACILITIES]	Accounting Topmost Accounting [ACCOUNTING]					