# Application Notes How to Edit User Account on HMI

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When a button is pressed, User Account Setting Screen will be displayed.

				MICRO/I
User Account Setting Screen				
User ID	1		х	Parterol Part
User Name	User1			Group Desider Office
Password	*****	ĸ		
	Admin		Detail	
Security	Operat	or		
Group	Reader		Detail	
	Edit	Add	Delete	
				)

## 1) Editing a User Account

Press  $\blacktriangle$  or  $\blacksquare$  to change the user number of the user account to edit.

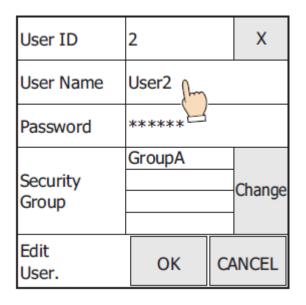
User ID	1		Х	
User Name	User1	User1		
Password	*****			
	Admin			
Security	Operator		Detail	
Group	Reader		Detail	
	Edit	Add	Delete	



Press Edit.

User ID		2	х	
User Name		User2		
Password		*****		
Security Group		GroupA	Detail	
	▼	Edit	Add	Delete

To change the User Name, press User Name input frame



Enter the user name and press ENT

Test02_						
Alpha	0	1	2	3	4	BS
Alpha bet	5	6	71	8	9	CLR
	!	w	#	\$	%	CAN
Sign	&	•	(	)	*	ENT
- 91	+	S	Ρ	Ļ	Ŷ	(2)

### To change a Password, press **Password** input frame

User ID	2	x
User Name	Test02	
Password	***** f	7
Security Group	GroupA	Change
Edit User.	ОК	CANCEL



Enter a password and Press Enter

Password02_						
Alpha	0	1	2	3	4	BS
bet	5	6	7/1	8	9	CLR
	ļ	w	#	\$	%	CAN
Sign	&	•	(	)	*	ENT
	+	S	Ρ	←	Ŷ	

To change the Security Group, press Change

User ID	2	x	
User Name	Test02		
Password	Password02		
Security Group	GroupA	-Change	
Edit User.	ОК	CANCEL	

Security groups are selected and cleared each time the names are pressed. Press **Gr. 1~5**, **Gr. 6~10**, and **Gr. 11~15** to switch between the different sets of five security groups.

Gr. 1~5	Gr. Gr. 6~10 11~15 Close				
Gr. 1	Administrator				
Gr. 2	Operator				
Gr. 3	Reader				
Gr. 4	GroupA				
Gr. 5	GroupB				

Press **Close** to close the dialog box.

Gr. 1~5	Gr. Gr. Close 6~10 11~15				
Gr. 1	Administrator 😕				
Gr. 2	Operator				
Gr. 3	Reader				
Gr. 4	GroupA				
Gr. 5	GroupB				



#### Press **OK**

User ID	2	Х
User Name	Test02	
Password	Password02	
Security Group	Admin GroupA	Change
Edit User.	ок с/	ANCEL

And Press **OK** again

User ID	2	Х				
User Name	Test02					
Password	Password02					
	Succeed					
ОК						

This concludes editing a user account.



## 2) Adding a User Account

To add User Account, press Add

User II	)	1		Х	
User N	User Name		User1		
Passwo	Password		k		
Securit Group	Security Group		Admin Operator Reader		
	▼	Edit	Add	Delete	

Enter user name, by pressing the User Name input frame

User ID	5		х
User Name	ſm		
Password			
Security Group			Change
Add User.	ОК	CA	NCEL

Note: User ID displays the lowest user number (1 to 15) of all free numbers.



Enter the user name and press **ENT**.

User5_						
Alpha	0	1	2	3	4	BS
Alpha bet	5	6	7	8	9	CLR
	! 2	1)"	#	\$	%	CAN
Sign	&	×	(	)	*	
	+	S	Ρ	Ļ	$\rightarrow$	ENT

Enter the password and press ENT

User ID	5	x
User Name	User5	
Password	ſ	ŋ
Security Group	Ŀ	Change
Add User.	ОК	CANCEL



To assign a Security Group, press Change

User ID	5	x
User Name	User5	
Password	Pass05	
Security Group		Change
Add User.	ОК	CANCEL

Select a Security Group by pressing Gr. 1~5, Gr. 6~10, and Gr. 11~15

Gr. 1~5	Gr. 6~10	Gr. 11~15	Close
Gr. 1	Admin	istrator	
Gr. 2	Operat	tor	
Gr. 3	Reader		
Gr. 4	Group	A	
Gr. 5	Group	В	m



User ID	5	Х
User Name	User5	_
Password	Pass05	
Security Group	GroupB	Change
Add User.	ок си	ANCEL

Press OK again.

User ID	5 X		
User Name	User5		
Password	Pass05		
Succeed			
ОК			



User II	)	5		5 X		х
User N	ame	User5				
Passwo	ord	*****				
Securit Group	y	GroupB		Detail		
	▼	Edit	Add	Delete		

This concludes adding the User Account.

## 3) Deleting a User Account

Press  $\blacktriangle$  or  $\blacksquare$  to change the user number of the user account to delete.

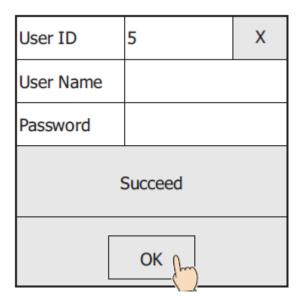
User ID	1		Х
User Name	User1		
Password	*****		
Security Group	Admin Operator Reader		Detail
	Edit	Add	Delete



#### Press **Delete**

User ID	5		Х
User Name	User5		
Password	****		
Security Group	GroupB		Detail
	Edit	Add	Delete

#### Press **OK**



This concludes deleting the User Account.

