

USER GUIDE

Quick User Guide

POA

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1. Introduction

1.1 Purpose

The purpose of this document is a quick walkthrough with the application.

2. Login

The login to the application is currently based on Auto-Login. When users access the application, it will redirect the user to login on to Microsoft website using ABB credentials. This will make sure only the authorized users can access the application.



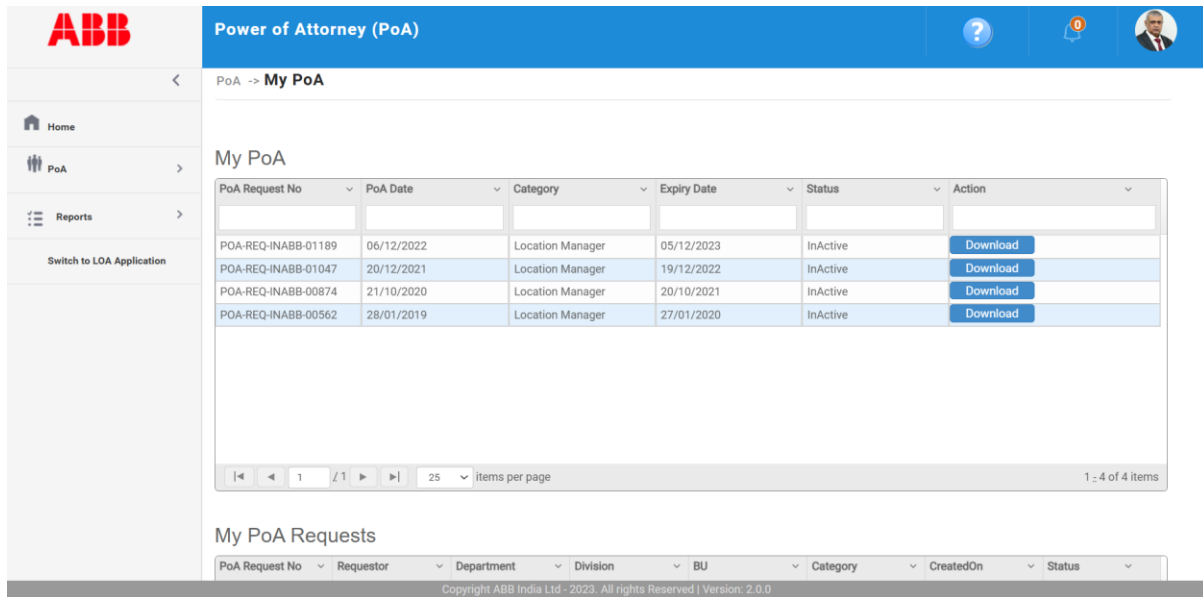
User Login

[AutoLogin](#)

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After successful login, the home page will be displayed as below.

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All released PoA's would be displayed in My PoA queue and PoA requests under process will display under My PoA Requests queue.

3. Home (Applicable to: All Users)

3.1 My POA

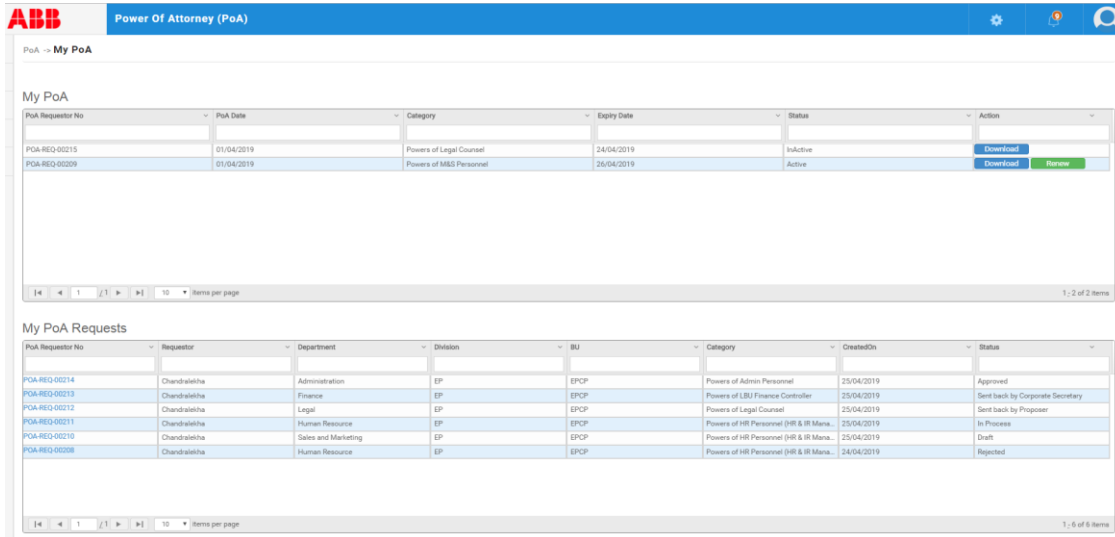
- Download button would be displayed against each released PoA in Action column to download the soft copy of PoA.
- Status of PoA will be displayed in Status column based on Expiry Date of any poA.
- If Number of days difference between Current Date and Expiry Date lies within the defined configured value (30 days by default), the Renew button would be displayed.
- Clicking on Renew button, Action would be leads to employee to move to Request PoA screen. On and after Expiry Date Renew button will be disabled for PoA request.
- On the day of Expiry Date, Active PoA will be expired, and status will change to In-Active, and it will remain In-Active for future.

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3.2 My PoA Request

- All submitted (or) Drafted PoA's will be shown in this section.
- Based on the operation performed on request the status of request will be displayed as follows.



Action	PoA Status
New Request Save as Draft	Draft
New Request submitted	Requested
Approved by proposer	Proposed
Sent back by the proposer	Sent back by Proposer
Approved by Approver	Approved
Rejected by Approver	Rejected
Sent back by Corporate Secretary	Corporate Secretary Send Back
PoA Verification, e-Stamp process by corporate secretary	In-Progress
Corporate Secretary Send Back	Sent back by Corporate Secretary
PoA Generated by Corporate Secretary	Generated
PoA Released	Closed

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4. REQUEST POA (Applicable to: All Users)

Navigate PoA->Request PoA. Request PoA screen will be displayed.

4.1 SAVE AS DRAFT

Enter the values in following fields Department, Designation, PoA to be delivered to, Purpose, and PoA Category, Proposer and click on SAVE AS DRAFT button.

Note: The Proposer dropdown will display only the BU-specific Business Council 's names.

- Request will be saved as draft.
- In the case of draft, the Email will not be triggered.
- Notification as Draft will be displayed in bell icon and count of notifications will be increased and decreased based on the availability of number of draft requests in the queue.

The screenshot shows the 'Request PoA' form with the following fields and values:

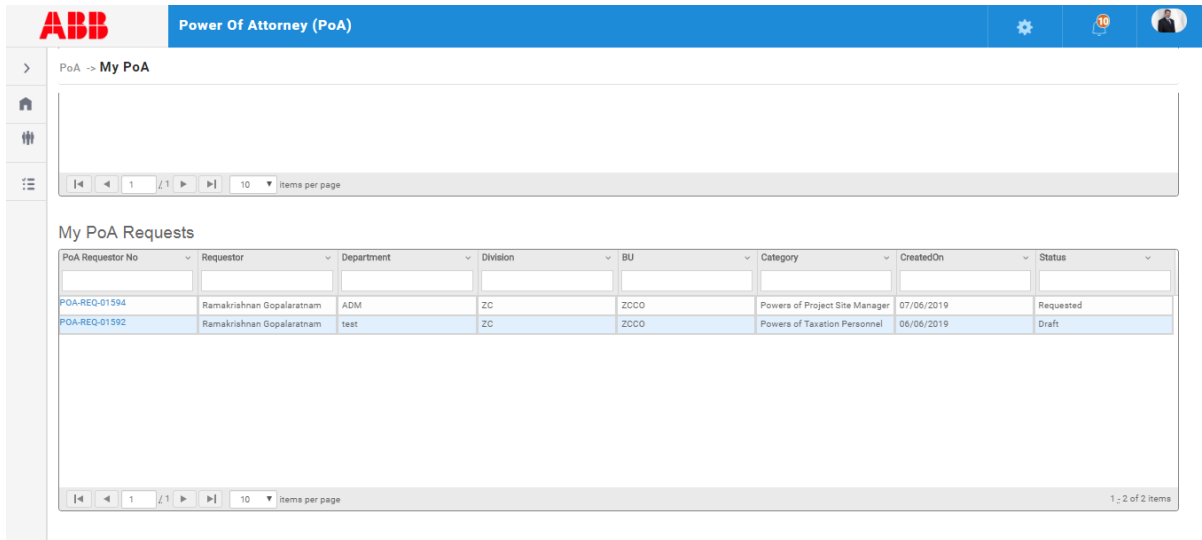
- Employee No.: 40007879
- Employee Name: Ramakrishnan Gopalaratnam
- Department*: [Empty]
- Designation*: [Empty]
- POA to be delivered to*: World Trade Centre, Brigade Gateway 26/1, Dr Rajkumar Rd, Malleshwaram (W)
- Company: INGT
- Location: Karnataka
- Division: [Empty]
- ZC: [Empty]
- Proposer*: --Select Proposer--
- Purpose*: [Empty]
- POA Category*: --Select Category--

Buttons at the bottom: SAVE AS DRAFT (blue), SUBMIT (green), CANCEL (black).

- After saving as Draft the request will be shown in the My PoA section in Home page
- Click on the PoA request no. to view/Edit the PoA request on Home page.

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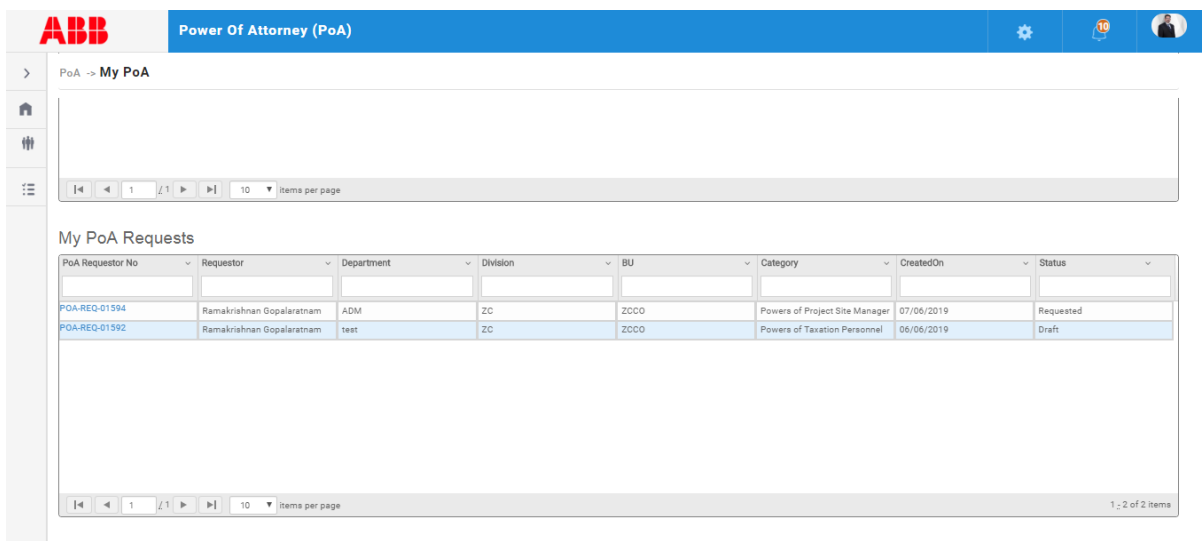
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4.2 SUBMIT PoA

Note: The Proposer dropdown will display only the BU-specific Business Council 's names.

- Go to Request PoA screen and enter the values in following fields Department, Designation, PoA to be delivered to, Purpose, proposer and PoA Category and click on Submit PoA button.
- Pop up will show to confirm whether you want to submit the POA.
- After Submit PoA request, it will be shown in the My PoA section on the Home page.
- Click on the PoA request no. to view the PoA request on the Home page.



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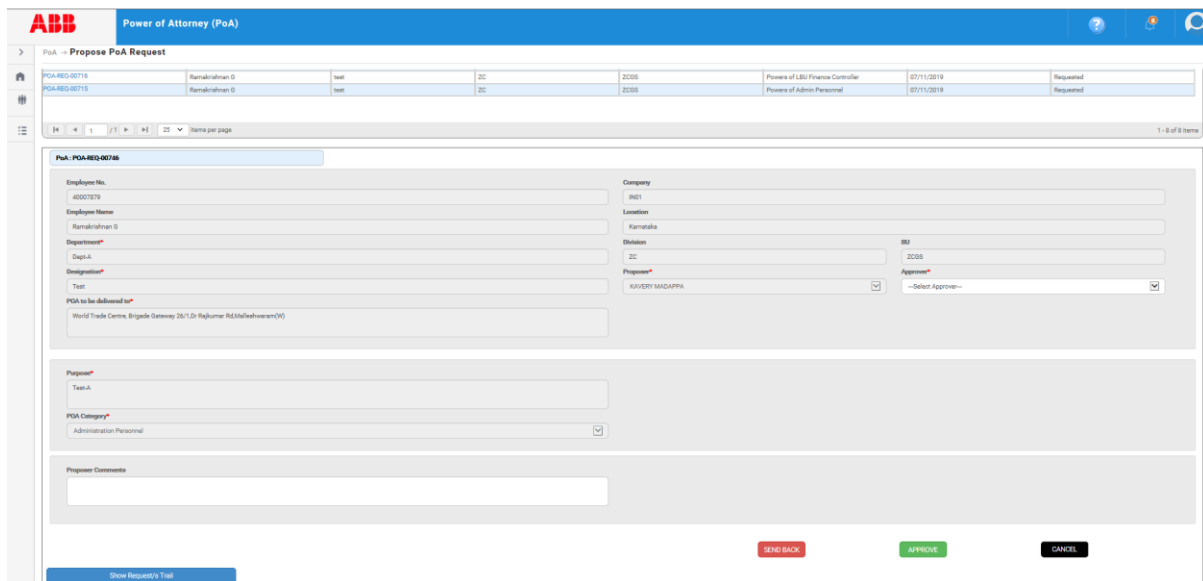
- In the case of drafted PoA, it can be from My PoA Requests queue and after performing amendment and click Submit PoA it.
- Status will be changed Draft to Requested in My PoA Requests.
- Email will be triggered to the Proposer and CC to Requestor.
- Requested notification will be displayed with count to Requestor in bell icon in the screen.
- The number of notifications will be increased and decreased based on availability of PoA status in queue.
- Submitted Request will appear in the Propose PoA Request queue of Proposer.

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5. PROPOSE POA (Applicable to: Proposer)

Navigate PoA->Propose PoA. Propose PoA screen will be displayed.

- Propose PoA feature will be available only to proposers.
- All new requests will be displayed in propose PoA screen.
- The proposer can enter comments and propose or send back to the requests.

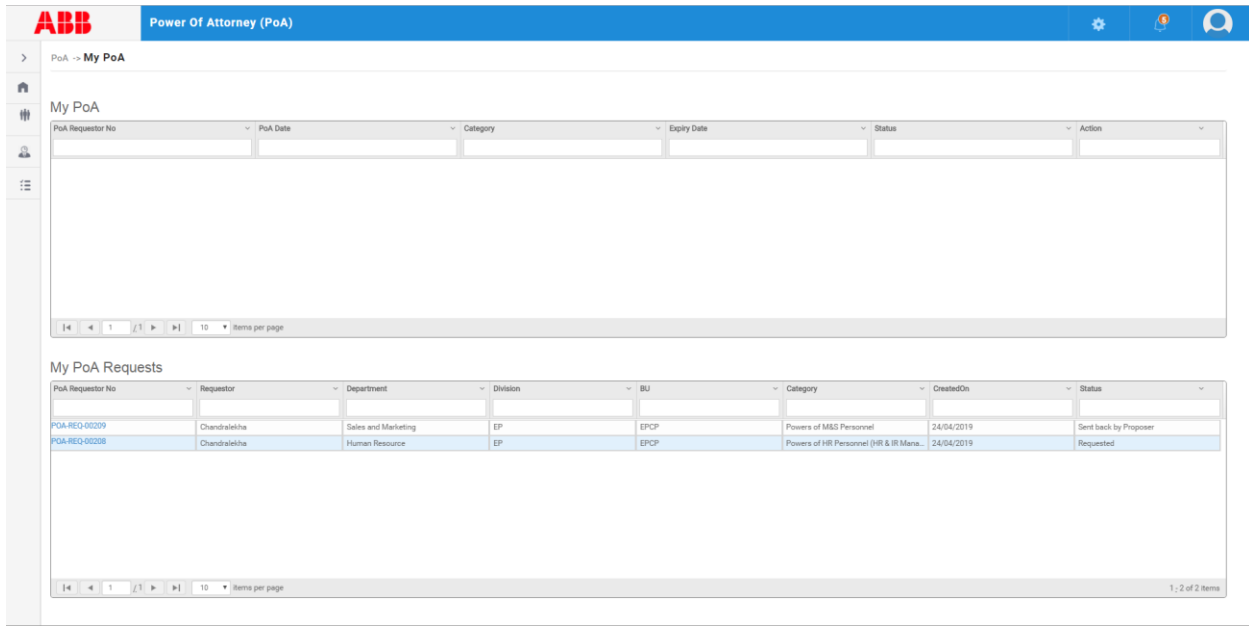


5.1 Send Back

- Proposer Comments are mandatory in the case of Send Back.
- If any Request Send Back by Proposer, Email will be triggered to Requestor and CC to Proposer.
- Proposer Send Back notification will be triggered to Requestor.
- The number of notifications will be increased and decreased based on the availability of particular status in the queue.
- In the My Request PoA queue Sent Back by Proposer status will be displayed against PoA Request for Requestor.

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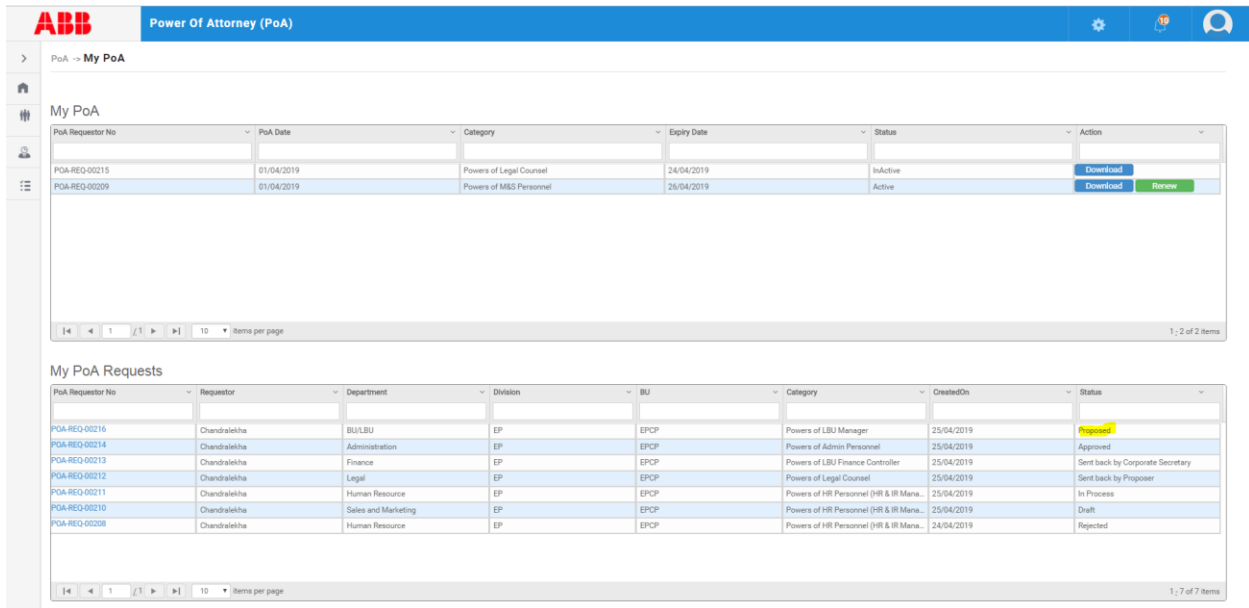


5.2 Approve PoA by Proposer

- Proposer Comments is non-mandatory in the case of Approval.
- If any Request Approved by Proposer, Email will be triggered to Approver and CC to Proposer.
- Proposer Approved notification will be triggered to Approver. Count of notification will increase, and decrease based on availability of particular status in queue.
- In the My Request PoA queue Proposer Approved status will be displayed against the PoA Request for Requestor.
- Proposed Request will appear in Approve PoA Request queue of Approver.

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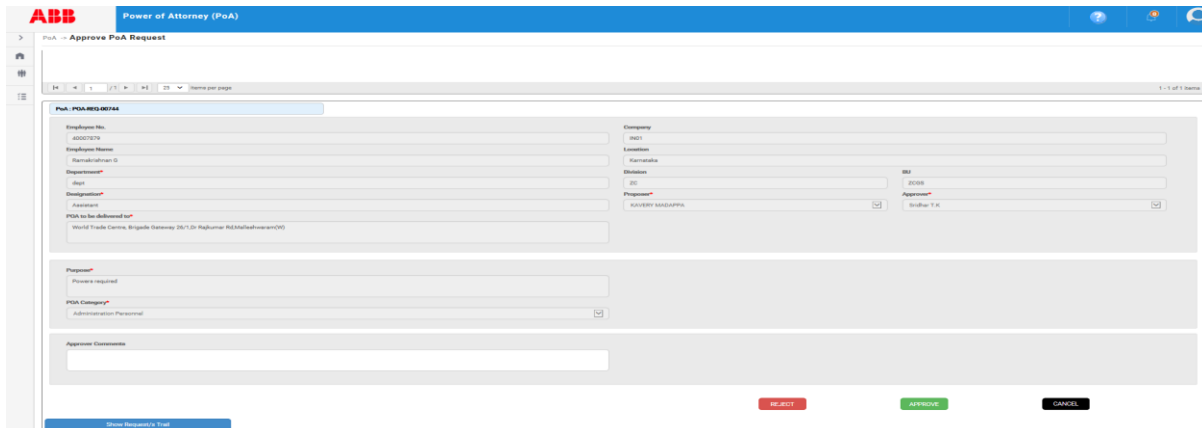
5.3 Cancel

Explored Request will be closed once the user clicks on Cancel button.

6. APPROVE POA (Applicable to: Approver)

Navigate PoA->Approve PoA. Approve PoA screen will be displayed.

- All proposed requests will appear in the queue.

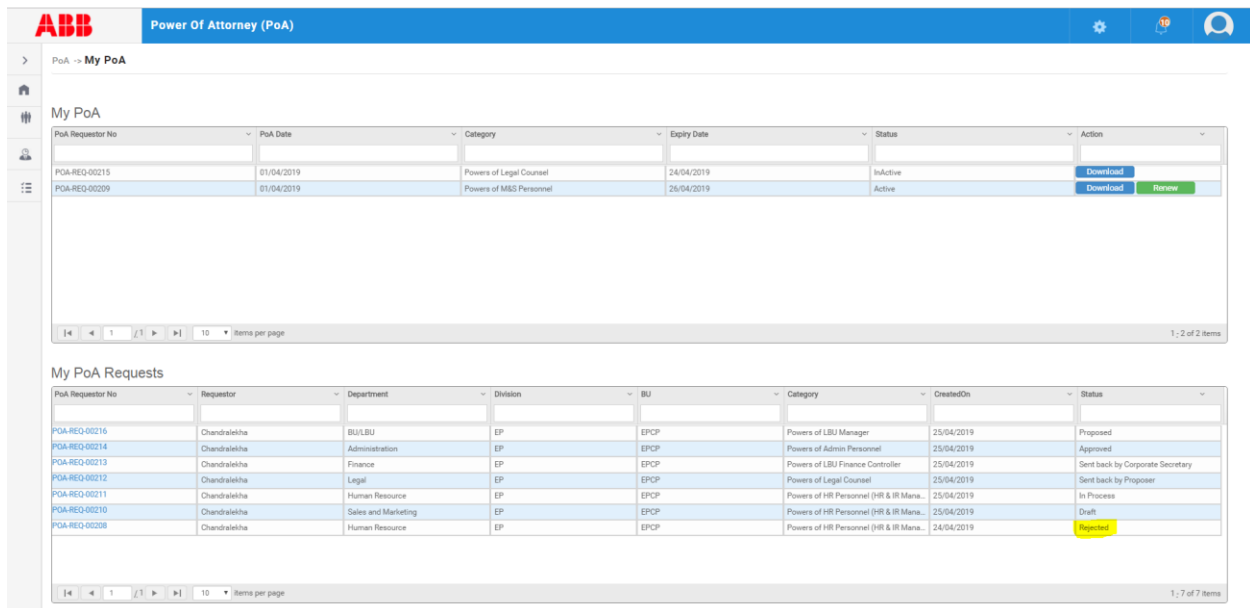


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6.1 Reject PoA by Approver

- Approver Comments are mandatory in the case of Rejection.
- If there is any Request Reject by Approver, Email will be triggered to Requestor and CC to Approver.
- No notification will be triggered in the case of Rejection.
- In the My Request PoA queue Rejected status will be displayed against the particular Request for Requestor.

Note: Once any request is rejected by Approver the life cycle of particular request has been ended.

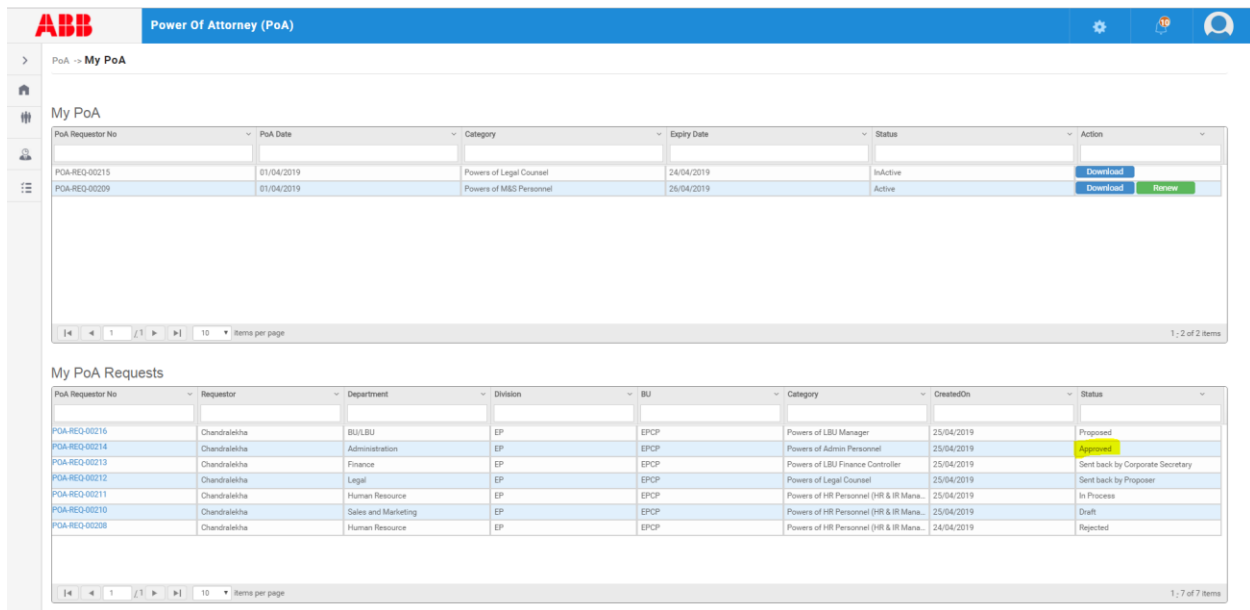


6.2 Approve PoA by Approver

- Approver Comments is non-mandatory in the case of Approval.
- If any Request Approved by Approver, Email will be triggered to Corporate Secretary and CC to Requestor, Proposer and Approver.
- Approved notification will be triggered to the Corporate Secretary and Requestor.
- Count of notification will increase, and decrease based on availability of particular status in queue.
- In the My Request PoA queue Approved status will be displayed against the Request for Requestor.
- Approved Request will appear in Verify PoA queue of Corporate Secretary.

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6.3 Cancel

Explored Request will be closed once the user clicks on Cancel button.

7. VERIFY POA (Applicable to: Corporate Secretary and Business Council)

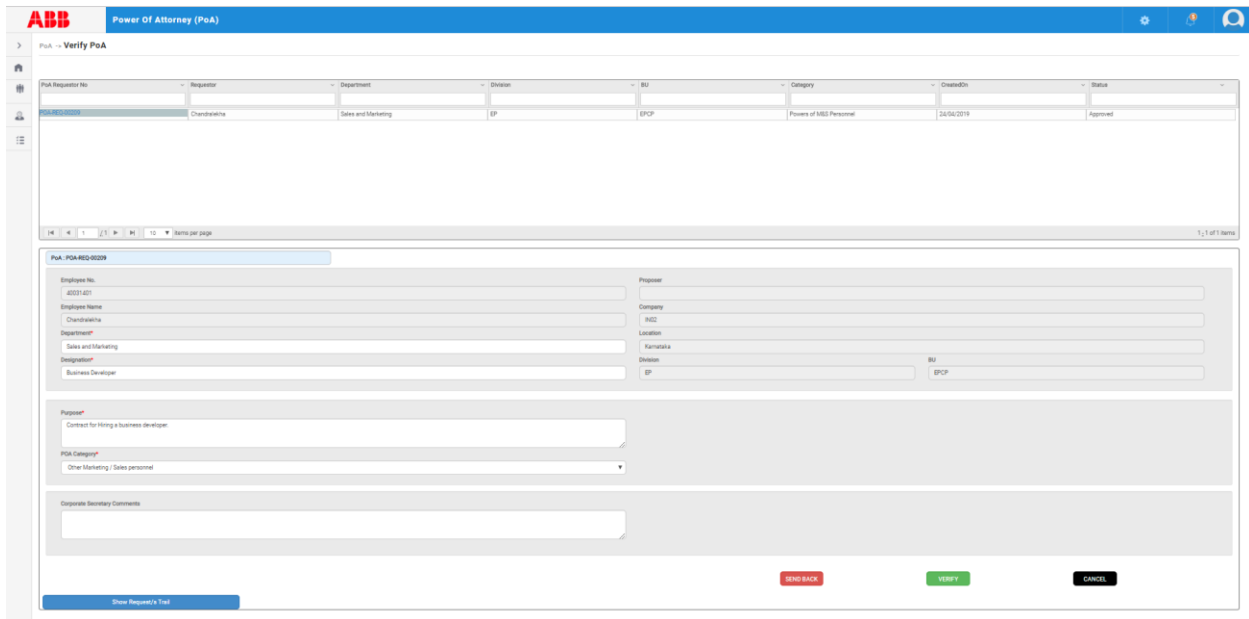
Navigate PoA->Verify PoA. Verify PoA screen will be displayed.

Note: The Business Council is responsible for all Corporate Secretary activities for the respective BU requests (E.g.: - A Business Council belong to MOBA, he/she can be able to see only MOBA-related POA requests). The Corporate Secretary's roles remain the same, and they should be able to see all the requests.

- All the fields which are editable during drafting or submitting a request by Requestor will be editable by Corporate Secretary.
- All the requests Approved by Approver or re-Submit by requestor after Sent Back by Corporate Secretary will be re-appeared in this screen.

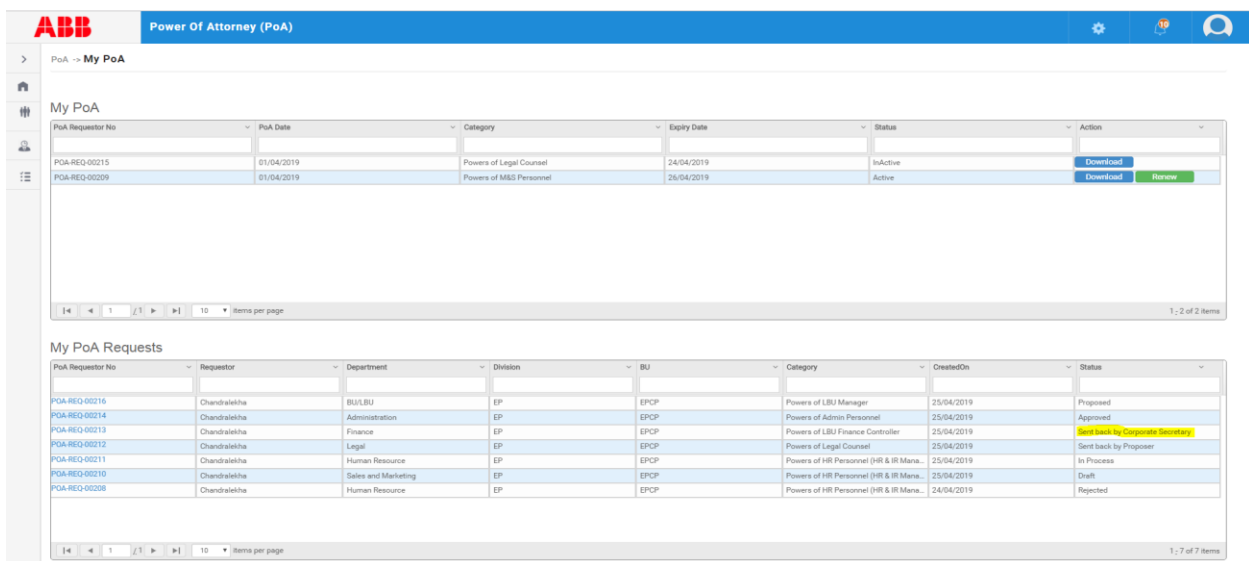
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7.1 Send Back by Corporate Secretary

- Corporate Secretary Comments are mandatory in the case of Sent Back.
- If any Request Sent back by Corporate Secretary, Email will be triggered to Requestor and CC to Corporate Secretary.
- Corporate Secretary Sent Back notification will be triggered to Requestor.
- The number of notifications will be increased and decreased based on availability of particular status in queue.
- In the My Request PoA queue Sent back by Corporate Secretary status will be displayed against the PoA Request for Requestor.



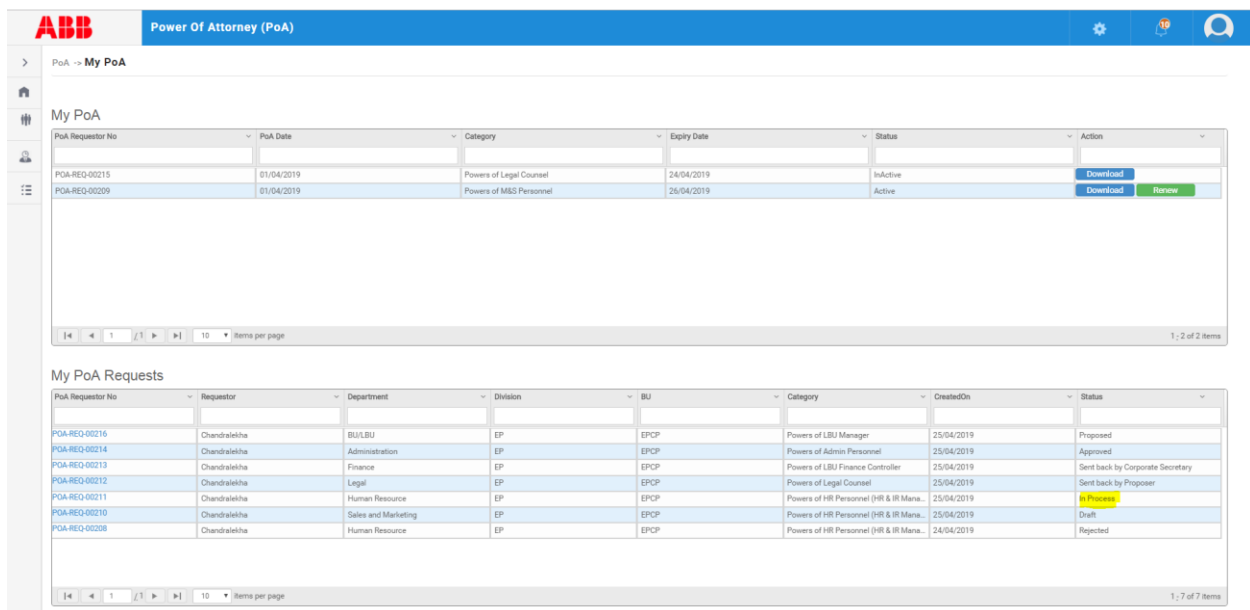
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- Once the request re-submitted by Requestor, status will be changed from Sent back by Corporate Secretary to Approved in My PoA Requests queue.
- The same request will be re-appeared in Corporate Secretary's Verify PoA queue with Approved Status.

Note: Since the Request is already approved by Approver and it is Sent Back by Corporate Secretary, after re-Submission by Requestor always falls back on previous status called Approved.

7.2 Verify by corporate Secretary.

- Corporate Secretary Comments are non-mandatory in the case of Verify.
- The number of notifications will be increased and decreased based on availability of particular status in queue.
- In Process status will be displayed against the PoA Request for Requestor in My PoA Requests queue.
- The same request will be moved to Prepare PoA screen in Corporate Secretary queue.



7.3 Cancel

Explored Request will be closed once the user clicks on Cancel button.

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8. Update E-STAMP (Applicable to: Corporate Secretary and Business Council)

Navigate PoA->Update eStamp Info. Update e-Stamp Info screen will be displayed.

Note: The Business Council is responsible for all Corporate Secretary activities for the respective BU requests (E.g.: - A Business Council belong to MOBA, he/she can be able to see only MOBA-related POA requests). The Corporate Secretary's roles remain the same, and they should be able to see all the requests.

- Corporate Secretary will be able to enter the values in following fields
- Certificate No, Certificate Issue Date, Stamp duty amount.
- Stamp duty amount is an optional field in this screen.
- Procured notification will be given to the Corporate Secretary.
- Nothing will be changed in Requestor notification in this case. Already In Process notification is available against this request.
- Count of notification will be increased and decreased based on the availability of status in queue.
- After Procurement Request will be moved to Prepare PoA queue.
- Status will remain same (In process) in My PoA Requests queue for Requestor.

The screenshot displays the 'Update eStamp Info' screen within the ABB Power Of Attorney (PoA) system. At the top, there is a navigation bar with the ABB logo and the title 'Power Of Attorney (PoA)'. Below this, the breadcrumb 'PoA -> Update eStamp Info' is visible. The main content area features a table with columns for PoA Requestor No, Requestor, Department, Division, BU, Category, CreatedOn, and Status. A single row of data is shown with the following values: POA_REQ-00229, Chandralekha, Sales and Marketing, EP, EPCP, Powers of M&S Personnel, 24/04/2019, and Verified. Below the table is a pagination control showing '10 items per page' and '1 of 1 items'. Underneath the table is a form with the following fields: Employee No (40031401), Employee Name (Chandralekha), Certificate No* (empty), Certificate Issue Date* (empty), and Stamp duty amount (0.00). At the bottom of the form, there is a 'Show Request/s Trail' button, a green 'SUBMIT' button, and a black 'CANCEL' button.

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9. PREPARE POA (Applicable to: Corporate Secretary and Business Council)

Navigate PoA->Prepare PoA. Prepare PoA screen will be displayed.

Note: The Business Council is responsible for all Corporate Secretary activities for the respective BU requests (E.g.: - A Business Council belong to MOBA, he/she can be able to see only MOBA-related POA requests). The Corporate Secretary's roles remain the same, and they should be able to see all the requests.

- List of CMS members Name will be displayed in Signatory dropdown.
- Input the PoA Expiry date which is greater than PoA Date. As soon as corporate Secretary inputs the PoA Date, the value in PoA Expiry date field automatically populates (PoA Date + 1 Yrs.) Date. Corporate Secretary will have permission to change it.
- General and Special as options will be provided to choose the PoA Type from slider button.
- Choose one and more than one Special Clauses and Custom attributes if exist.
- Choose the Upload Generated PoA option to upload the template for categories having no default template.

9.1 Save PoA

- SAVE option will be used to save only PoA details.
- By using SAVE option in Prepare PoA screen, All PoA details can be modified by Corporate Secretary before generating PoA if required.

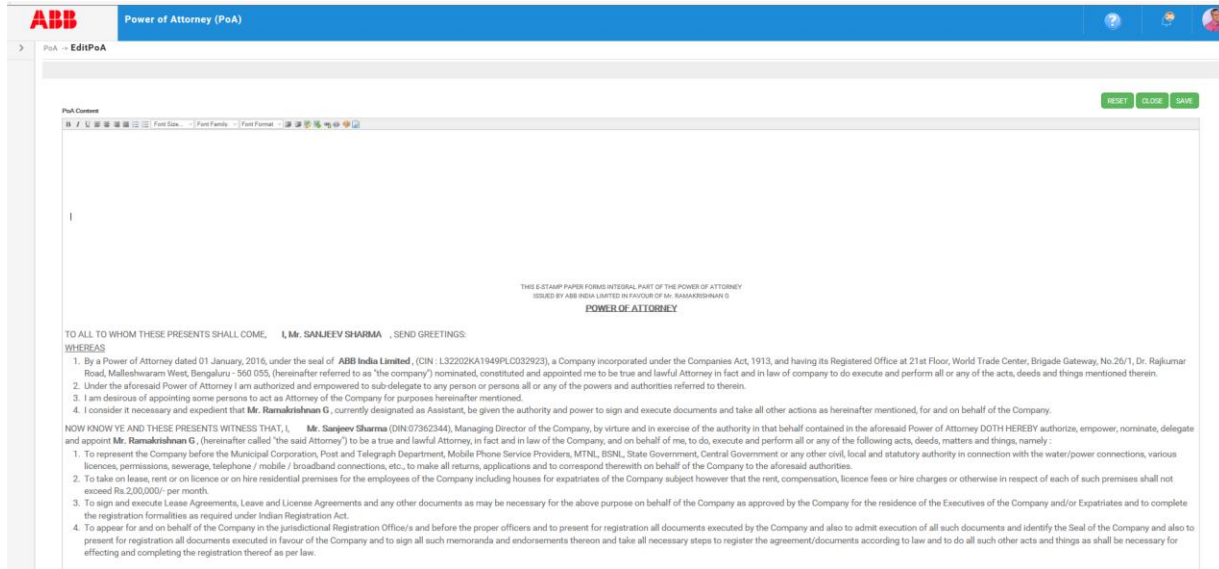
9.2 Preview of PoA

- Click on the PREVIEW button. Title, Requestor Name, Company Name, Authorized Signatory Name and Active date of Authorized Signatory and PoA Date will be dynamically displayed in previewed pdf document as per records available in data base.
- Authorized Signatory dropdown will have Sanjeev Sharma and respective division head of the requestor's division.

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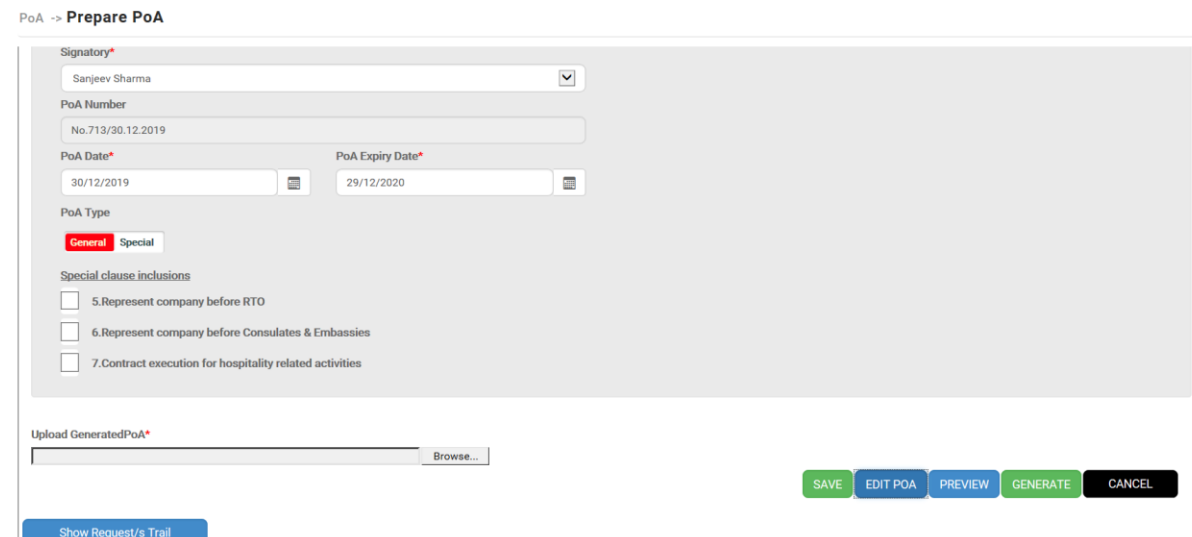
9.3 Edit PoA

- Click on the EDIT POA button. A new page is displayed with options to edit the existing PoA template. The template can be saved, reset, and previewed after the edit.



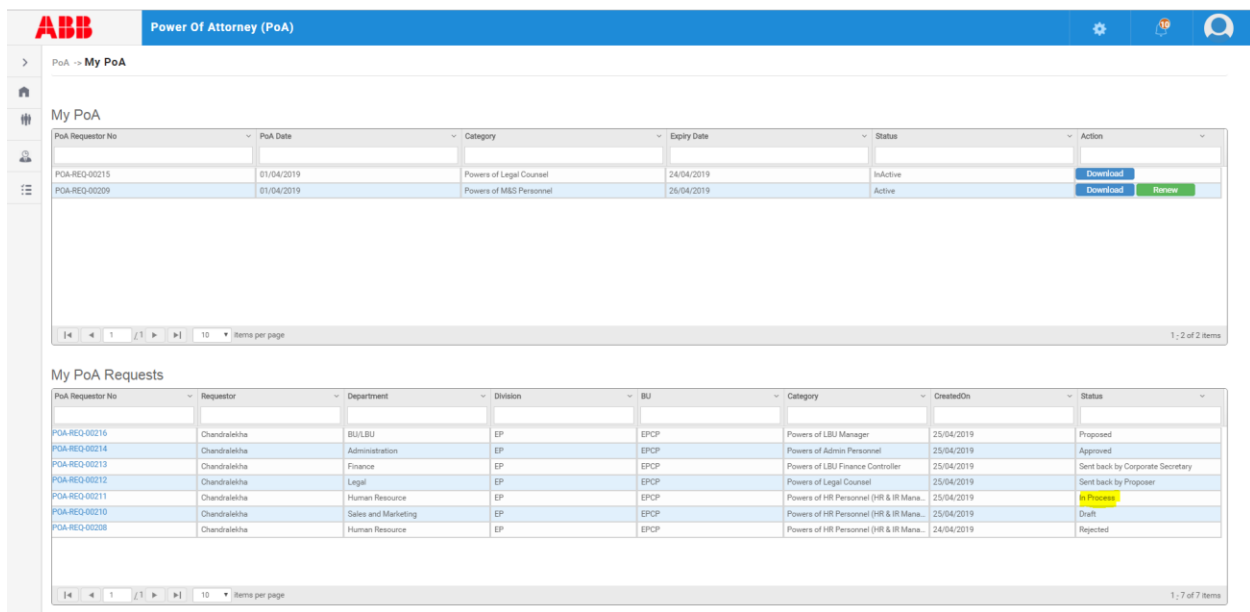
9.4 Generate PoA

- Click on Generate button. PoA generated successfully message will be displayed and all the attributes listed in the case of preview will reflect here also.



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- Request will move from Prepare PoA queue to Release PoA queue.
- Status of Request will be changed Procured to Generated for Corporate Secretary.
- In My PoA Requests queue status of same request will be remain same In Process in the case of Requestor.
- Generated notification will be triggered to the Corporate Secretary.
- Nothing will be changed in Requestor notification in this case. Already in Process notification is available against this PoA request.
- Count of notification will be increased and decreased based on the availability of status in queue.
- Open the same request from My PoA Requests queue of Requestor Download Generated PoA button will be displayed.
- Click on Download Generated PoA button, pdf copy of generated PoA will be downloaded.



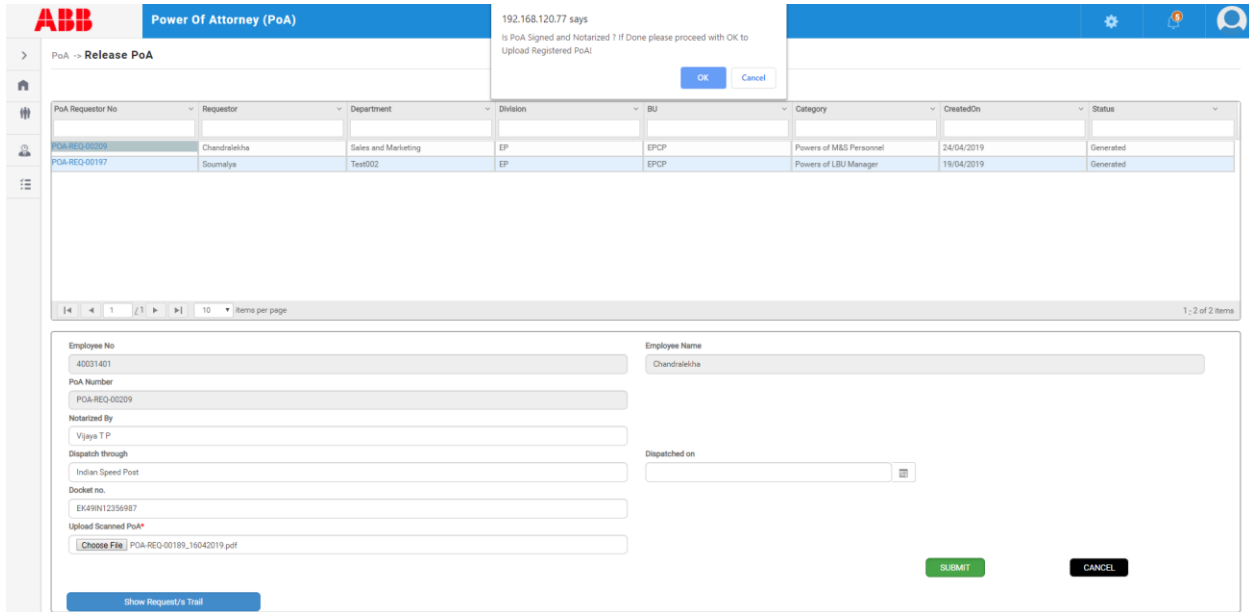
10. RELEASE POA (Applicable to: Corporate Secretary and Business Council)

Navigate PoA->Release PoA. Release PoA screen will be displayed.

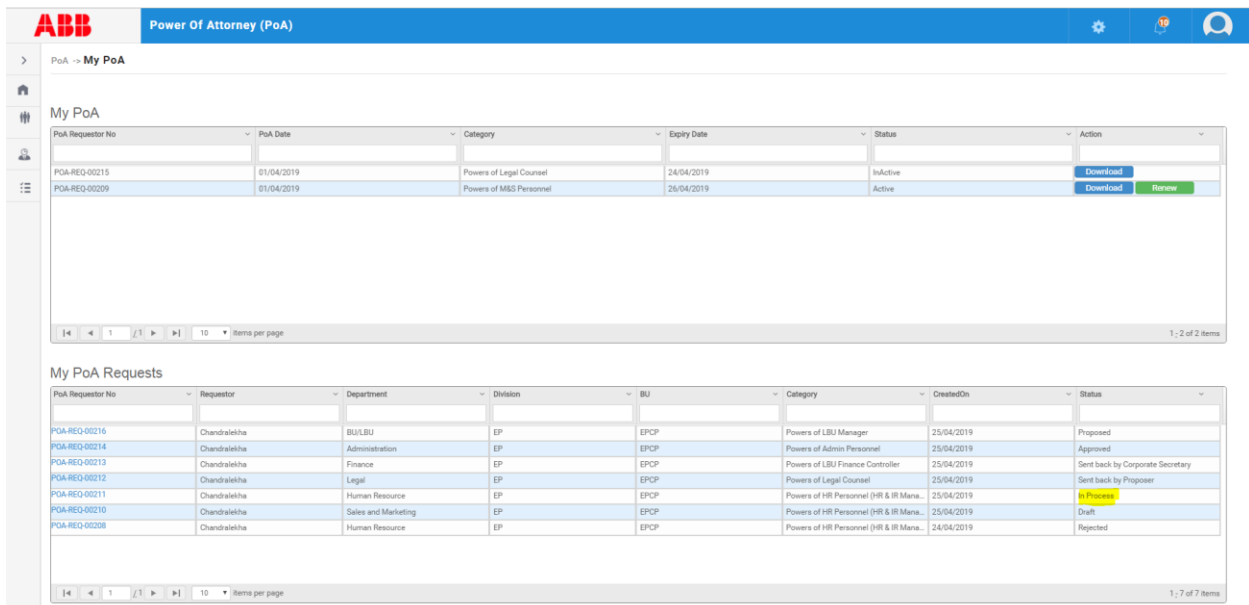
Note: The Business Council is responsible for all Corporate Secretary activities for the respective BU requests (E.g.: - A Business Council belong to MOBA, he/she can be able to see only MOBA-related POA requests). The Corporate Secretary's roles remain the same, and they should be able to see all the requests.

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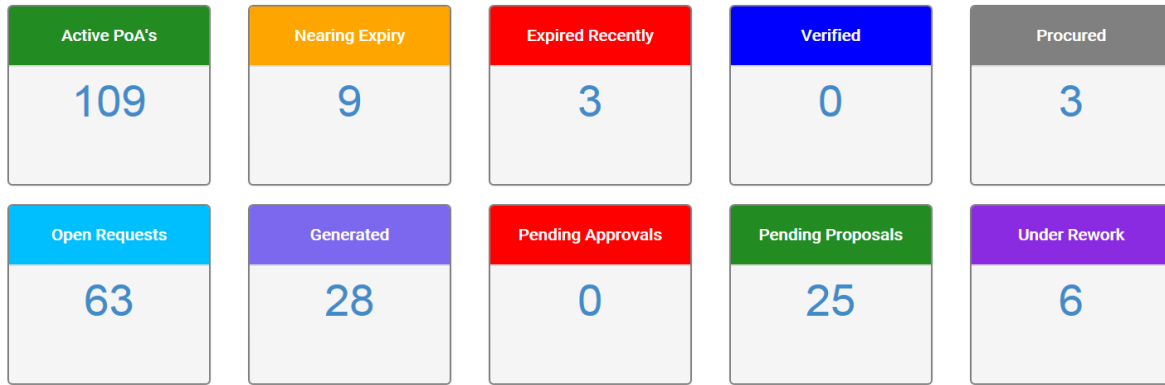
- Upload Scanned PoA will be a mandatory field where the Corporate Secretary will browse and upload the scanned copy of Signed PoA.
- Dispatch through, dispatched on, Docket no. will be non-mandatory fields.
- Click on Submit button, a warning popup message will be flashed to verify the Uploaded PoA is Notarized and signed or not?
- Click on the OK button. PoA will be released successfully.
- PoA request will appear in My PoA queue with Active Status.
- Email will be sent to the Requestor to CC Corporate Secretary.



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11. CS DASHBOARD (Applicable to: Corporate Secretary)

PoA -> CS Dashboard



11.1 Active PoA's

This section indicates all PoA's which are active with all employees.

11.2 Nearing Expiry

This section indicates all PoA's which are nearing to expiry (within 30 days)

11.3 Expired Recently

This section indicates all PoA's which are expired recently (within 30 days)

11.4 Verified

This section indicates the count of verified PoA's by Corporate Secretary.

11.5 Procured

This section indicates the count of Procured PoA's by Corporate Secretary.

11.6 Open Requests

This section indicates the count of Open PoA's which are not released.

11.7 Generated

This section indicates the count of PoA's which are generated by Corporate Secretary.

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11.8 Pending Approvals

This section indicates the count of PoA's which are pending for approval by approver.

11.9 Pending Proposals

This section indicates the count of PoA's which are pending for proposal by proposer.

11.10 Under Re-Work

This section indicates the count of PoA's which are send back to the requestor.

11.11 View PoA Details from Dashboard Screen

Users need to Click on the number in the sections mentioned above to view the PoA's list for the above sections.

11.12 Download

Click on download to download the PoA.

11.13 Delete

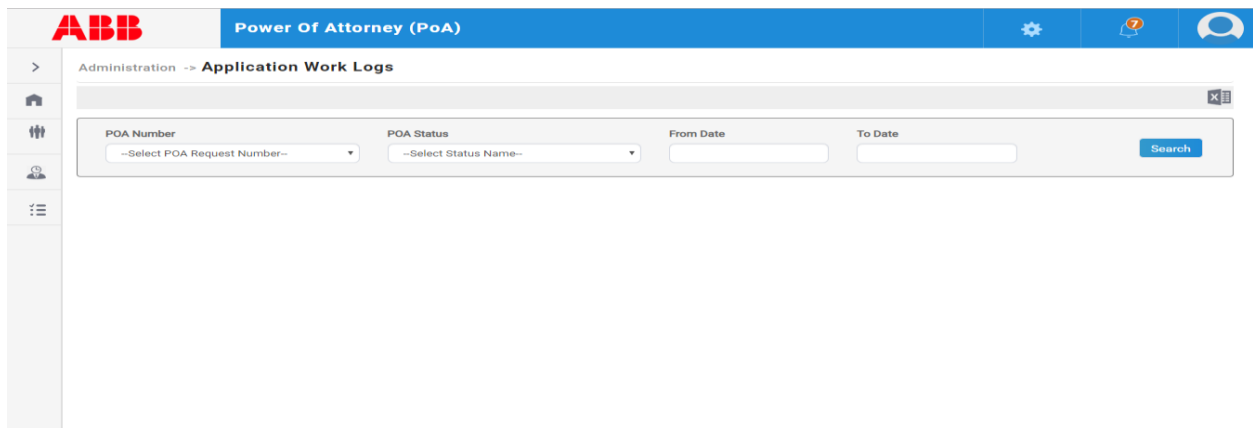
Click on delete to delete the PoA.

11.14 Action - Click here.

Click on the "Click here" in action column in the list. It will automatically redirect to the respective screen to take the action.

12. WORKFLOW LOG (Applicable to: Administrator)

User clicks on the Administration>Workflow log link. The following screen appears:



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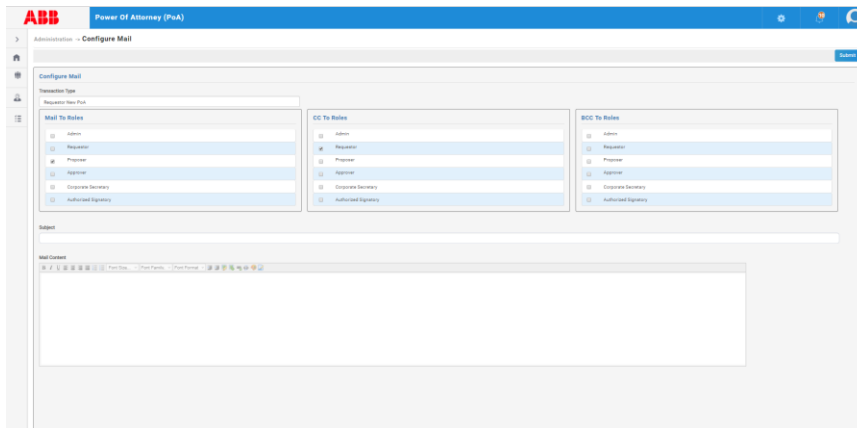
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Administrator can view and download (Excel Icon) the activities performed against a Request.

- Activities performed on Requests should be fetched based on four parameters (POA Request Number, PoA Status, From Date and To Date).
- PoA Request workflow logs should be fetched by selecting the POA Request Number and clicking on Search button.
- Multiple Requests activities will be fetched based on either Status wise (PoA status) or based on Start Date and To Date.
- To Date should always be greater than From Date.

13. CONFIGURE MAIL (Applicable to: Administrator)

User clicks on the Administration -> Configure Mails link. The following screen appears:



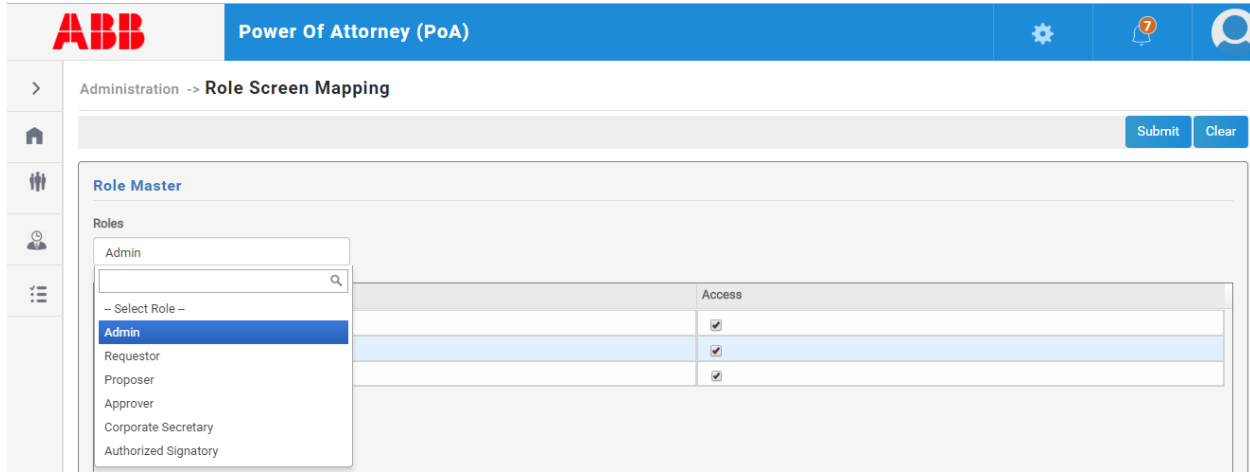
- Transaction Type: Select a status from list.
- Mail to Roles: Administrator would select one or more than one checkbox from list of Roles from Mail to Roles section to send the mail.
- CC to Roles & BCC to Roles: Functionality will be same as Mails to Roles.
- Subject and Mail Content: Subject and email contents will be defined here.

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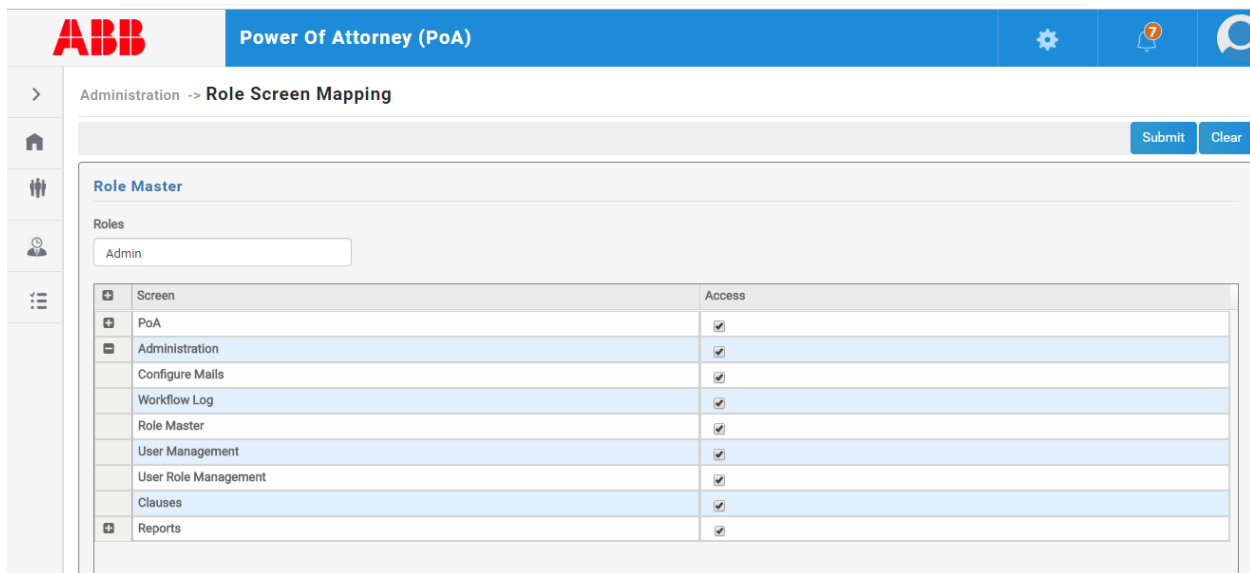
14. Role Master (Applicable to: Administrator)

User clicks on the Administration->Role Master Link. Role Master Screen will be displayed.

The Roles dropdown contains the list of available Roles as shown below.



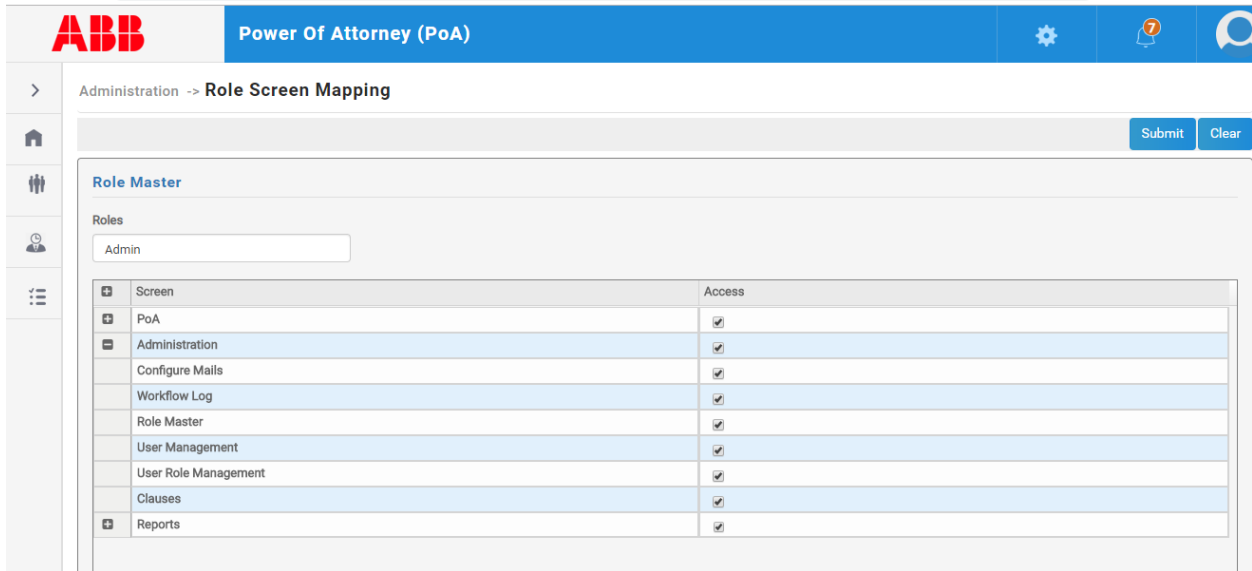
- Administrator can grant Permission or Restrict of any Screen.
- Accessibility of screens of particular module for a role will depend on ON/OFF status of Access column.



Once the user clicks on the Submit then the respective screen will render to the respective roles.

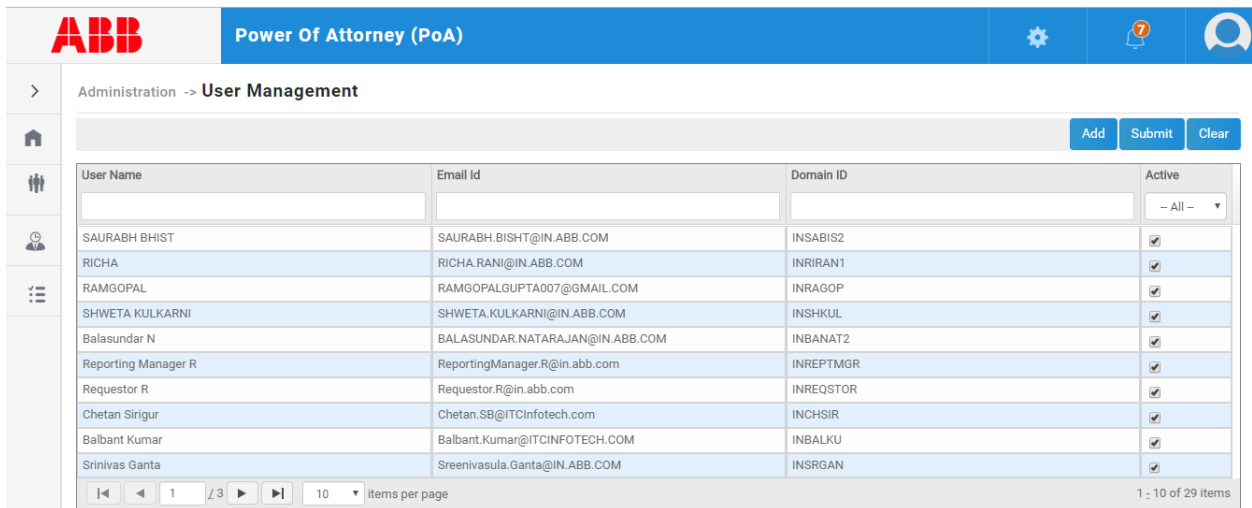
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15. USER MANAGEMENT (Applicable to: Administrator)

User clicks on the Administration -> User Management link. The following screen appears:



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15.1 Add

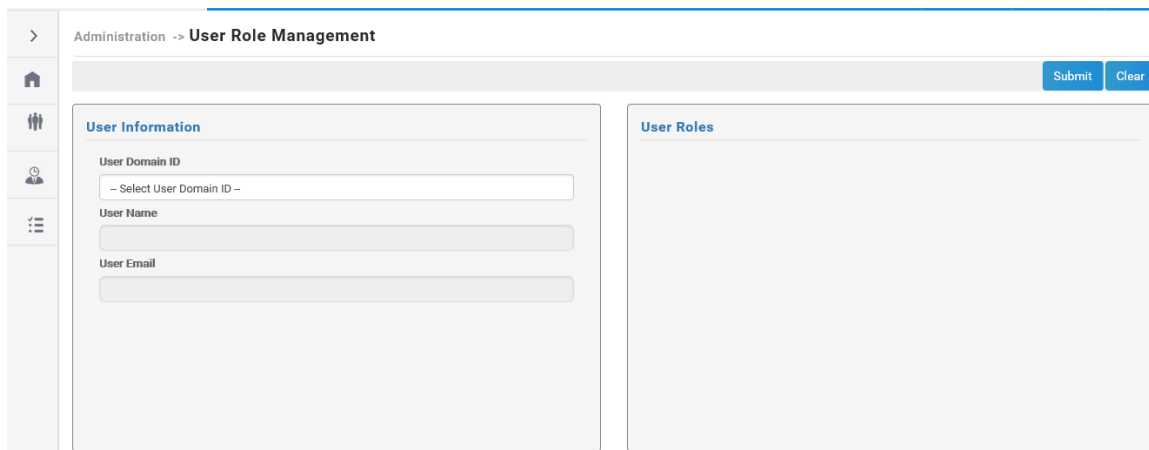
- When User Clicks on Add button an empty row will be added in grid.
- By default, Active field will be checked.
- If User is Active, they will be able to be logged in the system else not.
- In the case of adding a new user. All the fields will be mandatory and unique. Duplication of data will not be allowed in any column.

15.2 Clear

- When User clicks on the Clear the Page gets reloaded

16. USER ROLE MANAGEMENT (Applicable to: Administrator)

User clicks on the Administration->User Role Management link. The following screen appears:



16.1 Submit

- User Domain ID dropdown contains the list of the Domain Id.
- Respective Username and User Email will populate automatically.
- Admin can change accessibility of Roles for particular user by Checking and unchecking of User Roles Checkboxes.
- The User Roles Display the list of available Roles along with Checkbox.
- All the changes saved once Admin clicks on Submit button.

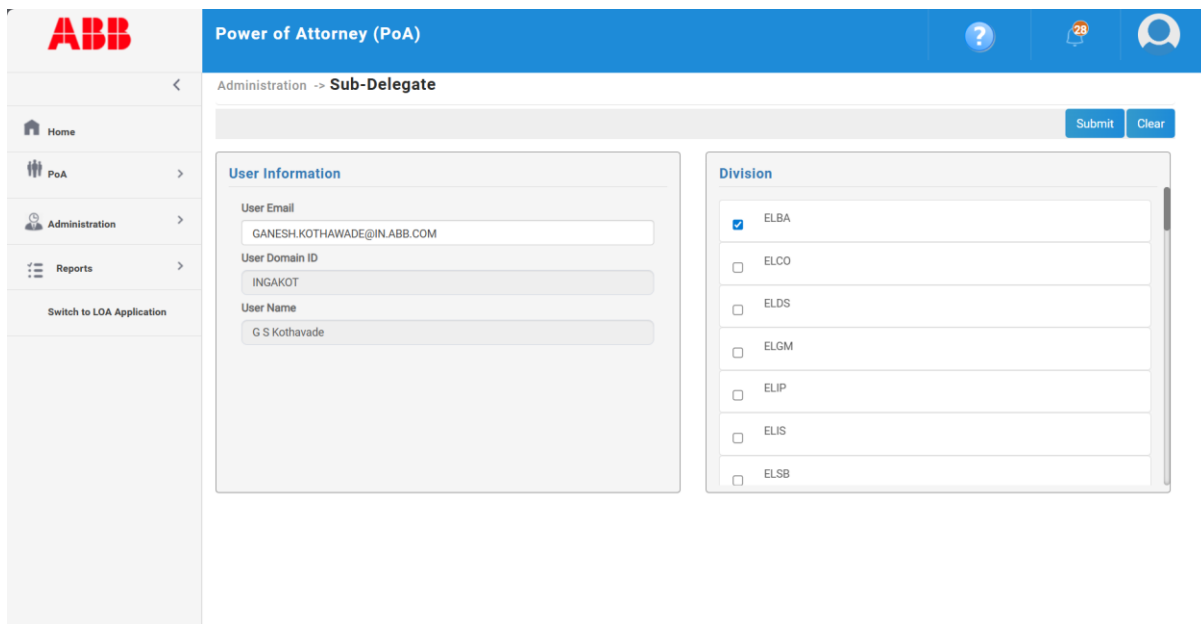
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16.2 Clear

- When User clicks on the Clear the Page gets reloaded.

17. SUB-DELEGATE (Applicable to: Administrator)

User clicks on the Administration->Sub-Delegate link. The following screen appears:



- User Email ID dropdown contains the list of Email Ids.
- Respective Username and User Domain Id will populate automatically.
- Admin can change Sub Delegate access for particular user by Checking and unchecking Division Checkboxes.
- All the changes saved once Admin clicks on Submit button.

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