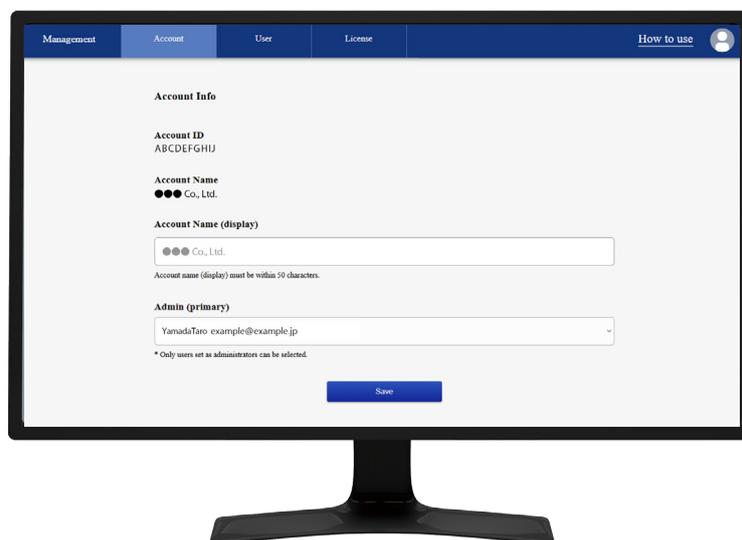


Laplace ID Account Management Screen

Startup Guide

Please make sure to read this Startup Guide before using this function.



*The function is subject to update without prior notice due to improvement.

Laplace System Co., Ltd.
<https://www.lapsys.co.jp/en>

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System Requirements (PC)

Category	Conditions
Operating System	Windows 11
Supported Web Browsers	Google Chrome / Microsoft Edge / Mozilla Firefox
Screen resolution	1280 × 1024 pixels or higher is recommended.

* Viewing on smartphones and tablets is not guaranteed.

* The screen representation may differ depending on the viewing environment.

Introduction

This guide describes the steps to using the product using the license granted to your account* and each of the screens.

Account management screen (hereafter referred to as the “management screen”) allows you to add and manage users to your account and view license details.

The management screen is available only to users who have been set as administrators.

- * An account will be issued by Laplace System Co., Ltd. (hereafter referred to as “we”) when you first apply for the product for which the license is to be used.
When we provide a new account, we will add the Laplace ID you provided at the time of application to your account as the administrator (representative).

■ The icon used in this guide.

-  The icon means that please also check the contents of the attached sheet.

【Step 1】 Display of Management Screen

Log in to Laplace ID of the administrator account and display the management screen.

1) Launch a web browser.

2) Open the login screen from our website or the URL below.

Login screen URL: <https://laplaceid.energymantr.com/>



Click the above button in the upper right corner of our website.

3) Enter the Laplace ID (email address) and password for the Laplace ID set for the account administrator and click on **Sign In**.

* The error messages appear if you enter the incorrect ID or password. Please confirm the contents and log in again.

* If you forgot your password, click on **I Forgot Password** to reset your password.

 A screenshot of the Laplace System Sign In page. It features the Laplace System logo at the top, followed by the text "Sign In". Below this are two input fields: "Mail" with "Username" as a placeholder and "Password". A link for "I Forgot Password" is located below the password field. A blue "Sign In" button is at the bottom, and a "Sign Up" link is at the very bottom.

4) Click on the top User button and select **Management**.



5) If you are the administrator of multiple accounts, please select the account you wish to check.

 A screenshot of a "Select Account" dialog box. It has a close button (X) in the top right corner. The text inside says "Please select the account for which you wish to view the administration screen." There are two radio button options: "●●● Co., Ltd." and "▲▲▲ Co., Ltd.".

6) The management screen will appear.

 A screenshot of the management screen. The top navigation bar includes "Management", "Account", "User", "License", and "How to use". The main content area is titled "Account Info" and displays the following information:

- Account ID: ABCDEFGHIJ
- Account Name: ●●● Co., Ltd.
- Account Name (display): ●●● Co., Ltd. (with a text input field below it)
- Admin (primary): YamadaTaro.example@example.jp (with a dropdown menu below it)

 A note at the bottom states: "* Only users set as administrators can be selected." A blue "Save" button is at the bottom right.

【Step 2】 Check the Account Information

Check your registered account information.

The screenshot shows a web interface with a dark blue header. The header contains a menu with items: Management, Account, User, License, and How to use. A red box labeled '1)' highlights the 'Account' menu item. Below the header, the 'Account Info' section displays: Account ID (ABCDEFGHIJ), Account Name (●●● Co., Ltd.), and Account Name (display) (●●● Co., Ltd.). A red box labeled '2)' highlights the 'Account Name (display)' input field. Below this field is a note: 'Account name (display) must be within 50 characters.' Underneath is the 'Admin (primary)' dropdown menu showing 'YamadaTaro example@example.jp'. A red box labeled '3)' highlights the 'Save' button at the bottom right.

Example of Account Screen

1) Click on **Account** on the menu bar to display the Account screen.

After the transition from My page to the management screen, the Account screen will be displayed.

2) Confirm that the registered information is correct. Change the **Account Name (display)** as needed.

Account information is set based on your application information. Refer to page 7 for each item.

3) If the information has changed, click **Save** button.

【Step 3】 Check the License Information

Check the license information granted to the account.

1) Click **License** on the menu bar to display the License screen.



2) Click on **Open** of the product for which you want to check the license to display details.



Example of License Screen

3) Check that the license granted is in accordance with the application.

For details on each product, refer to page 9 and onward.

License > Details

Product
Solar Pro Network Authentication Edition

License Key: 10 In Use: 0

Search for Name · Email Address

Product Name	Contract Plan	Effective Date	Name · Email Address	Last Login Datetime	Operation
Solar Pro Network Authentication Edition	Monthly	2025-07-31 23:59:59			Release
Solar Pro Network Authentication Edition	Monthly	2025-07-31 23:59:59			Release
Solar Pro Network Authentication Edition	Monthly	2025-07-31 23:59:59			Release
Solar Pro Network Authentication Edition	Monthly	2025-07-31 23:59:59			Release
Solar Pro Network Authentication Edition	Monthly	2025-07-31 23:59:59			Release

Solar Pro Network Authentication Edition
Example of License Details Screen

[Step 4] Add users to the Account

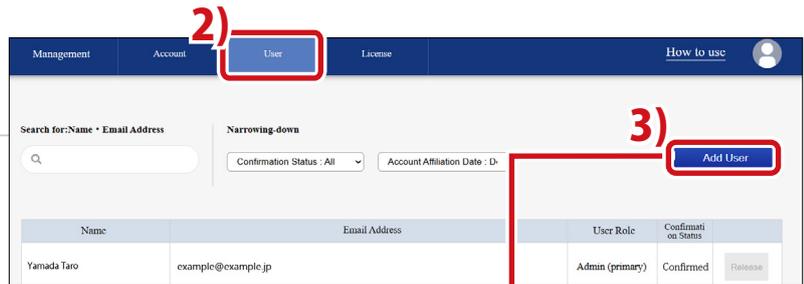
Add a user (hereinafter referred to as “target user”) to the account.

- * To use a license for each product, the target user must belong to the account.
- * The target user must register Laplace ID.

1) Confirm the target user’s ID.

Contact the target user from the administrator to confirm the ID.

2) Click **User** on the menu bar to display the User screen.



Example of User Screen

3) Click **Add User** button to displays the Add User screen.

4) Enter the target user’s ID.

5) Select the Role of the target user.

Refer to page 8 for the Role.

6) Click on **Add** button.

A confirmation email will be sent to the email address you entered.

- * If the entered email address does not have a Laplace ID, please confirm with the the target user.

7) Confirm that the target users have been temporarily added to the user list.

In provisional additions, the confirmation status is **Unconfirmed**.

Name	Email Address	User Role	Confirmati on Status	
Yamada Taro	example@example.jp	Admin (primary)	Confirmed	Release
Yamada Hanako	example2@example.jp	General	Unconfirmed	Release

User List

8) Wait for the target user's account to be added.

The target users must confirm the addition of the account by email received at Procedure 6).

9) Check that the Confirmation Status of the user list has changed to **Confirmed**.

When the target user performs the account addition operation, the confirmation status becomes **Confirmed**.

Name	Email Address	User Role	Confirmation Status
Yamada Taro	example@example.jp	Admin (primary)	Confirmed
Yamada Hanako	example2@example.jp	General ▾	Unconfirmed

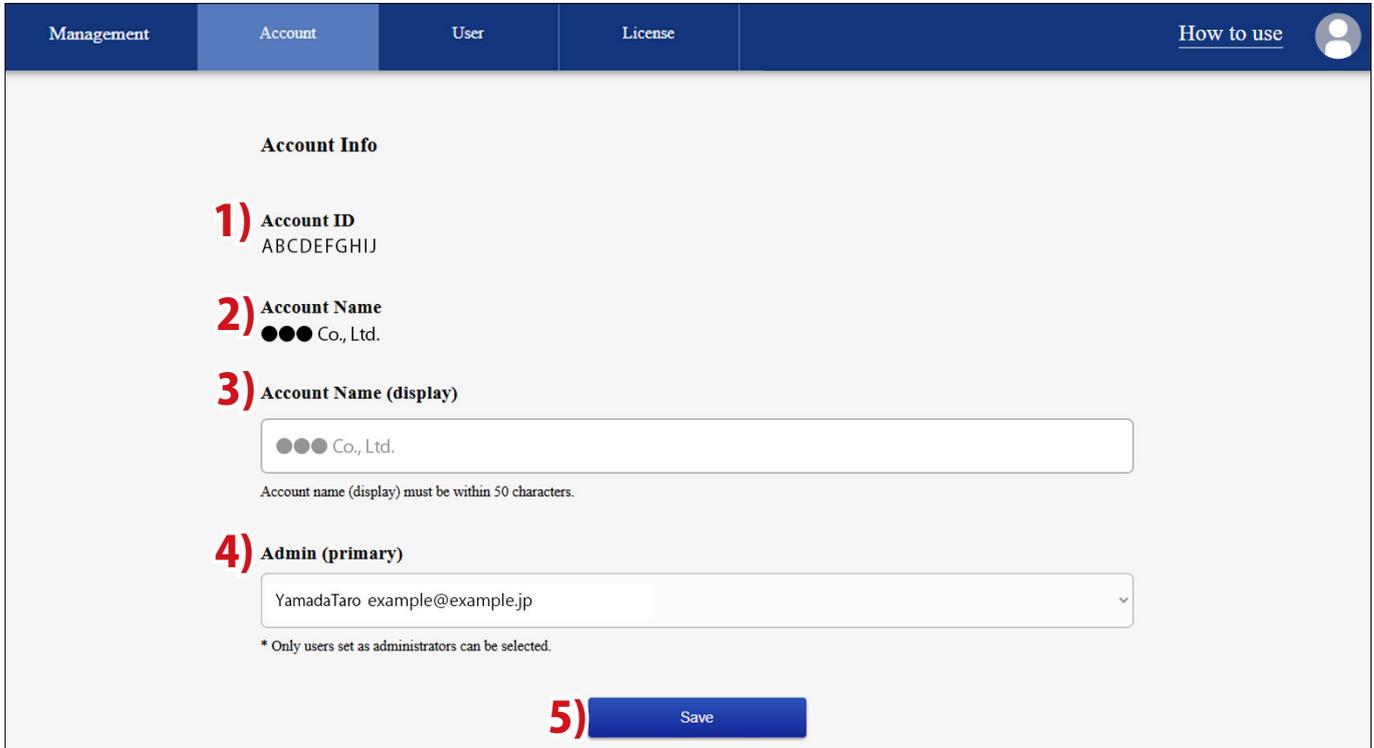
- * If the confirmation status remains **Unconfirmed**, please ask the target user.
- * Refer to page 8 for Confirmation Status.

This completes the preparation for using each licensed product.

Details of Management Screen

Account Screen

The Account screen appears when you click on **Account** on the menu bar. You can check or change your basic information.



- | | |
|---------------------------|--|
| 1) Account ID | The unique account ID set by us at the time of account issuance will be displayed. |
| 2) Account Name | The account name we set up based on your application information. |
| 3) Account Name (display) | <p>You can set the account name to be displayed on My page and the management screen.</p> <p>* If 3) is left blank (the account name in 2) is displayed in gray in the frame), 2) will be displayed on each screen.</p> |
| 4) Admin (primary) | <p>You can set the administrator (representative) from the users whose User Role is administrator.</p> <p>When we grant the license to the account, the user of the administrator (representative) will be notified by email.</p> <p>* The default setting is the Laplace ID as the administrator (representative) based on the application form.</p> <p>* Only the administrator (representative) can change the administrator (representative) settings.</p> <p>* Laplace ID of the administrator (representative) cannot be deleted. Change the administrator (representative) to another users before deleting the Laplace ID.</p> |
| 5) Save button | You can save the changing data. |

User Screen

The User screen is the screen that appears when you click on **User** on the menu bar. You can review and edit the account and user information.

The screenshot shows the 'User' management interface. At the top, there is a navigation bar with 'Management', 'Account', 'User', and 'License' tabs, and a 'How to use' link with a user profile icon. Below the navigation bar, there is a search section with a search box (1), a 'Narrowing-down' section with two dropdown menus (2 and 3), and an 'Add User' button (4). The main content is a table with columns for Name (5), Email Address (6), User Role (7), and Confirmation Status (8). The table lists three users: Yamada Taro (Admin primary, Confirmed), Yamada Hanako (General, Unconfirmed), and Sato Ichiro (Admin, Confirmed). Each row has a 'Release' button (9) in the rightmost column.

5) Name	6) Email Address	7) User Role	8) Confirmation Status	9) Release
Yamada Taro	example@example.jp	Admin (primary)	Confirmed	Release
Yamada Hanako	example2@example.jp	General	Unconfirmed	Release
Sato Ichiro	example3@example.jp	Admin	Confirmed	Release

- | | |
|------------------------|---|
| 1) Search box | You can search for users by name and email address. |
| 2) Narrowing-down | Users can be filtered by 8) Confirmation Status. |
| 3) Sort | You can sort by Account Affiliation Date or User Role. |
| 4) Add User button | Users can be added to the Account. Refer page 5 for instructions. |
| 5) Name | The name registered in Laplace ID is displayed. |
| 6) Email Address | The email address registered in Laplace ID is displayed. |
| 7) User Role | You can set account permissions for each user.
Admin : Admin can use the management screen.
General : General user cannot use the management screen. They can only see the My page. Only license information can be viewed from the Laplace ID My Page. |
| 8) Confirmation Status | You can check the status of user additions.
Unconfirmed : The user has not confirmed the addition to the account from the confirmation email for the account addition.
Confirmed : The user has confirmed the addition to the account and the work is complete.
Declined : The user has canceled the addition to the account.
* Declined users will be removed from the user list after 14 days (correspondence will be based on Japan time). |
| 9) Release button | You can remove users from your account. |

License Screen

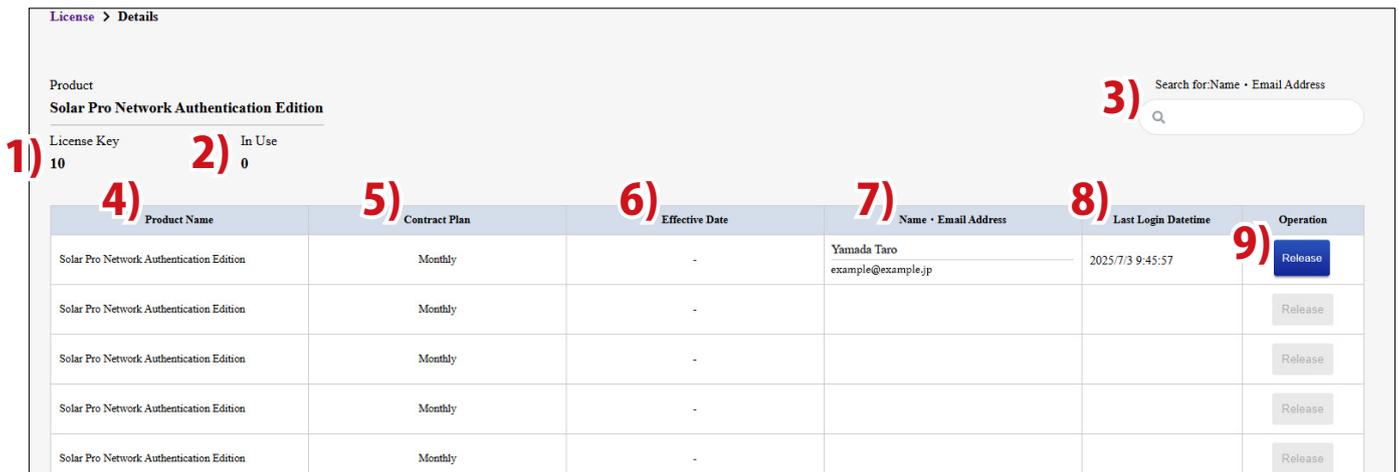
The License screen is the screen that appears when you click on **License** on the menu bar. You can check and manage the license information for each product.



◆ Solar Pro Network Authentication Edition

- 1) License Key The number of License Key of the account is displayed.
- 2) Open button Moving to screen of License Details.

< Screen of License Details >



- 1) License Key The number of License Key of the account is displayed.
- 2) In Use The number of License Key in use is displayed.
- 3) Search box You can search for users by name and email address.
- 4) Product Name The product name is displayed.
- 5) Contract Plan Displayed as **Monthly**.
- 6) Effective Date The expiration date and time of the License Key is displayed.
* The expiration date is updated based on Japan time. On the screen, the date and time are converted and displayed based on the system settings of the computer on which you are using the management screen. Date/time format is year/month/day hour:minute:second.
- 7) Name • Email Address The information of the user who is using the license key is displayed.
The License Key not used is left blank.

- 8) Last Login Datetime
- The last login date and time the user who uses the License Key logged in Solar Pro is displayed.
The License Key not used is left blank.
* The time is based on the system settings of the computer using the management screen. Date/time format is year/month/day hour:minute:second.
-

- 9) Release button
- You can forcibly revoke the authentication for the License Key in question. This can only be done if the user is logged in using the License Key. This can be used, for example, when the user has finished using Solar Pro without logging out.
* Solar Pro is in use, you will not be forcibly logged out.
-



When using Solar Pro, please download the installer from Installer Related Information screen* of Laplace ID, which belongs to the account.

For more details, please refer to the "Installation Guide" which is downloaded at the same time.

* My page > Service list > Solar Pro > Installer Related Information

MEMO

MEMO

Revision History

Revision date	Contents
July 18, 2025	Create New

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Inquiry From Our Website

<https://www.lapsys.co.jp/en/>

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July 18, 2025
