

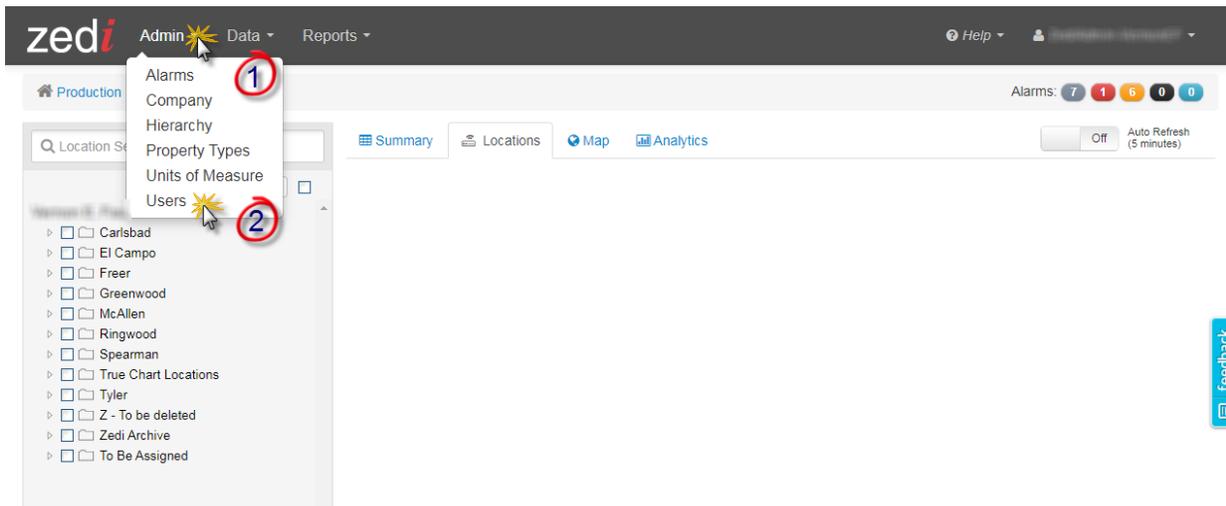
# Creating a New User for Zedi Access

## NEW USER

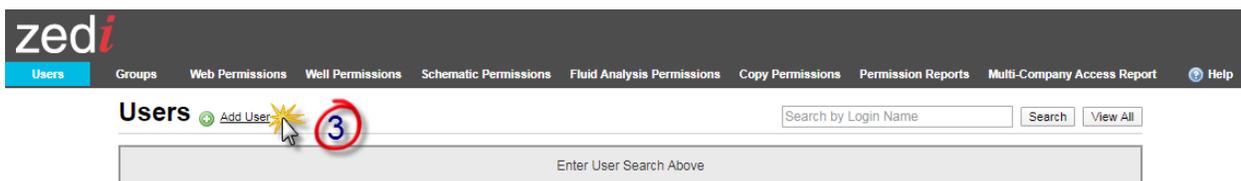
New users are created for companies using Zedi Access. Companies can have as many user logins required and are there is no extra cost.

### Log into Zedi Access (refer to log in process)

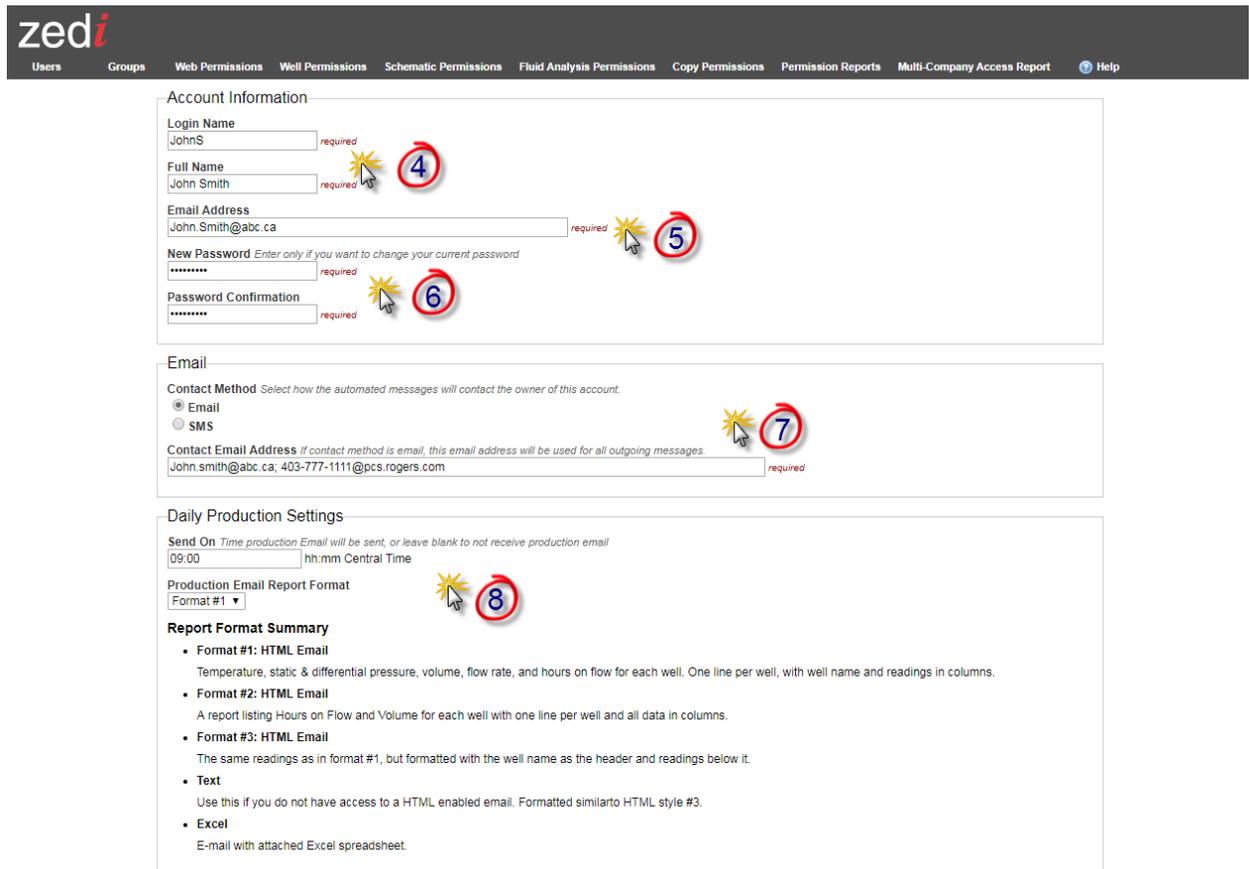
1. In home page select **Admin**.
2. Select **User** from pull down menu



3. Select **Add User**.



4. Create Login Name:  
Name: John Smith  
**Login Name:** JohnS  
Logins are case sensitive. If the login name already exists, modify until you get a new one.
5. Enter **Email Address**
6. **Password** should be LoginName1 (ie:JohnS1)
7. Email must be entered in Contact:
  - **Email.** If they would like to receive text messages, follow the attached format. This is primarily used for alarm notification.
  - **SMS.**
8. Enter **Daily Production Settings** only if requested by customer. QTR's (Quantity Transaction Report) is sent daily to the company at a set time.



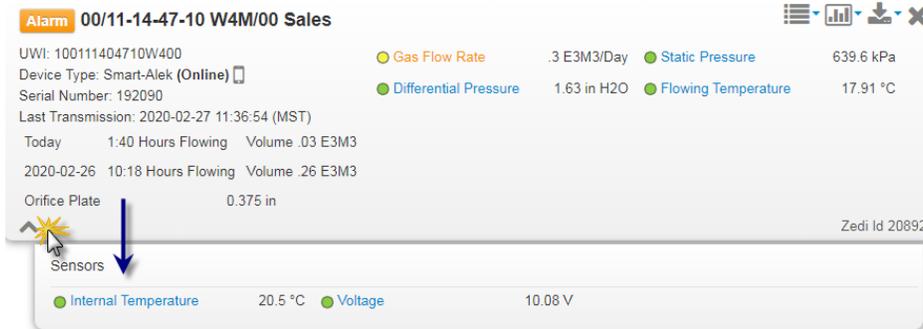
The screenshot shows the Zedi user creation interface with the following sections and callouts:

- Account Information:**
  - Login Name:** JohnS (Callout 4)
  - Full Name:** John Smith (Callout 4)
  - Email Address:** John.Smith@abc.ca (Callout 5)
  - New Password:** (Callout 6)
  - Password Confirmation:** (Callout 6)
- Email:**
  - Contact Method:** Radio buttons for Email (selected) and SMS (Callout 7)
  - Contact Email Address:** John.smith@abc.ca; 403-777-1111@pcs.rogers.com (Callout 7)
- Daily Production Settings:**
  - Send On:** Time production Email will be sent, or leave blank to not receive production email (09:00)
  - Production Email Report Format:** Format #1 (Callout 8)
  - Report Format Summary:**
    - Format #1: HTML Email** - Temperature, static & differential pressure, volume, flow rate, and hours on flow for each well. One line per well, with well name and readings in columns.
    - Format #2: HTML Email** - A report listing Hours on Flow and Volume for each well with one line per well and all data in columns.
    - Format #3: HTML Email** - The same readings as in format #1, but formatted with the well name as the header and readings below it.
    - Text** - Use this if you do not have access to a HTML enabled email. Formatted similar to HTML style #3.
    - Excel** - E-mail with attached Excel spreadsheet.



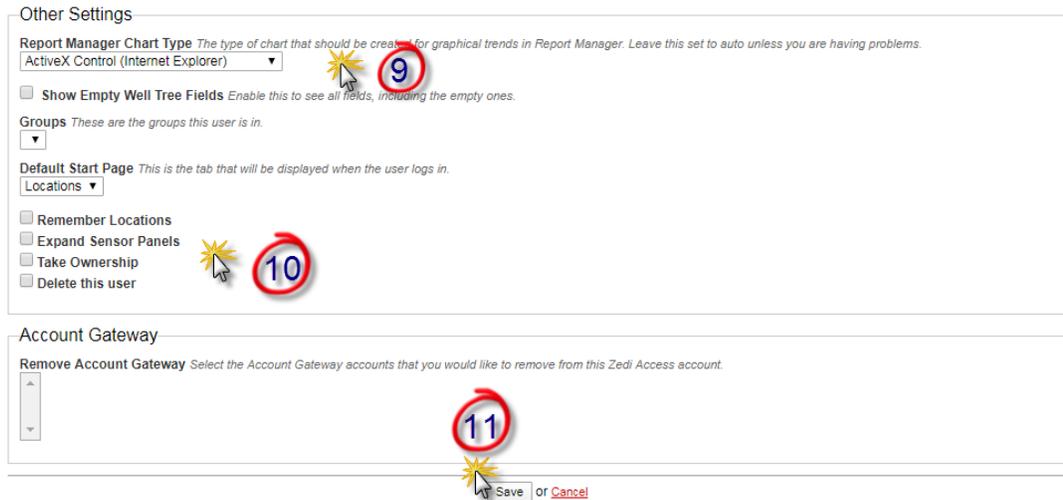
### Zedi Cloud SCADA Solutions

- 9. Leave this in **ActiveX Control** unless you are having problems.
- 10. - Shows all **Empty Well Tree Fields** when clicked. Any empty folders in the Well Tree Hierarchy will still be viewed.
  - **Group**, these are groups that the user is in.
  - Select **Remember Locations** if you would like to remember the last locations selected in Well Site Display for the next time a user logs in.
  - When **Expand Sensor Panels** is selected, the panels will show as expanded when logging in.



- **Take Ownership** is not used very often. This is used when the user is no longer active, but the owner would like to access customer reports.
- When **Deleted this user** is selected, the user will be deleted, along with all custom reports they may have created.

### 11. Save changes!



Web permissions can be granted to both Groups and Users. Web Permissions allow the customers what they have access to within Zedi Access as a platform. You may find it preferable to create Groups and add users to the groups rather than defining permissions for each of your users individually. Permissions assigned to groups automatically apply to the users in the group. If different groups have different permissions, users assigned to multiple groups will have all the permissions from the assigned groups. Group permissions will override individual user permissions.

- 12. Next select **Web Permissions**
- 13. **Search** for User or Group or select View All to see the companies entire User and Group list.
  - a. **Groups** have 2 people in the icon
  - b. **User** has just one person in the icon.
- 14.
- 15. Select **User/Group**
- 16. Ask what permissions the user should have e.g. Foreman, Operator, Admin, Production accountant, select in permissions column and save. Use the default Web Permissions

The screenshot shows the 'User / Group Permissions' interface in the Zedi application. The top navigation bar includes 'Users', 'Groups', 'Web Permissions' (highlighted with callout 12), 'Well Permissions', 'Schematic Permissions', 'Fluid Analysis Permissions', 'Copy Permissions', 'Permission Reports', 'Multi-Company Access Report', and 'Help'. The main content area is divided into two columns: 'Users / Groups' and 'Permissions'. In the 'Users / Groups' column, a search box is highlighted with callout 13, and a list of users and groups is shown. The 'All Wells' entry is highlighted with callout 14. In the 'Permissions' column, a list of permission categories is shown, with 'Alarms - Acknowledge and Clear Alarms' and 'Flow Parameters - Manage Gas Composition' highlighted with callout 15. A 'Save' button is highlighted with callout 15 at the bottom right of the interface.

Default Permissions	Foreman/Superintendent	Operator	Administrator	Production Accts	View Only	Tank Customers
Alarms - Acknowledge and Clear Alarms						
Alarms - Configure Alarm Settings						
Alarms - Configure Contact Schedules						
Alarms - Enabled and Disable Alarms						
Allow Customer Network Access						
Company - Company Default UOM						
Company - Company Management Console						
Company - Company Security						
Enhanced Field Level Reporting Administration						
Flow Parameters - Flow Parameter Console						
Flow Parameters - Gas Composition Import						
Flow Parameters - Manage Gas Composition						
Flow Parameters - Manage Meter Parameters						
Fluid Analysis - Export Fluid Analysis *For Zedi Composition Management Customer (ZCM) *						
Fluid Analysis - Manage Sample Points *For Zedi Composition Management Customer (ZCM) *						
Fluid Analysis - Manage Sampling Schedules *For Zedi Composition Management Customer (ZCM) *						
Fluid Analysis - Receive Analysis PDF by email *For Zedi Composition Management Customer (ZCM) *						
Fluid Analysis - Set Validation Criteria *For Zedi Composition Management Customer (ZCM) *						
Fluid Analysis - View Analyses *For Zedi Composition Management Customer (ZCM) *						
Fluid Analysis - View Pending Fluid Analyses *For Zedi Composition Management Customer (ZCM) *						
Fluid Analysis - View Sample Points *For Zedi Composition Management Customer (ZCM) *						
General - Web Login *Required*						
Hierarchy Administration						
Location Properties - Add Location Properties to Sites						
Location Properties - Manage Property Types						
Location Properties - Set Location Property Values						
Location Properties - View Location Properties						



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Operations - View			Yellow			
Operations Hierarchy Administration			Yellow			
QTRs - Correct QTRs	Purple		Yellow	Green		Blue
QTRs - Use QTR Console	Purple	Light Blue	Yellow	Green	Brown	Blue
Reports and Data - Configure Automated Exports			Yellow	Green		
Reports and Data - Manual Data Export	Purple	Light Blue	Yellow	Green	Brown	Blue
Reports and Data - Report Manager Console (and Report Center)	Purple	Light Blue	Yellow	Green	Brown	Blue
Reports and Data - Volume Validation Administration			Yellow			
Reports and Data - Well Site Summary	Purple	Light Blue	Yellow	Green	Brown	
User Administration - Account Management Console *Required*	Purple	Light Blue	Yellow	Green	Brown	Blue
User Administration - Copy Permissions *Zedi Internal Only*						
User Administration - Fluid Analysis Permissions			Yellow			Blue
User Administration - Manage Groups			Yellow			Blue
User Administration - Manage Other Users			Yellow			Blue
User Administration - Schematics Permissions			Yellow			Blue
User Administration - View User Logins			Yellow			Blue
User Administration - Web Permission Admin			Yellow			Blue
User Administration - Well Permission Admin			Yellow			Blue
User Administration - Zedi Administrator *Zedi Internal Only*						
User Query			Yellow			
Well Query			Yellow			
Wells - Event Log Console	Purple	Light Blue	Yellow	Green	Brown	Blue
Wells - Instrument Log Console	Purple	Light Blue	Yellow	Green	Brown	
Wells - Meter Report Console	Purple	Light Blue	Yellow	Green	Brown	Blue
Wells - Modify Remote Integration Tags *Zedi Internal Only*						
Wells - Multi-Company Access Permissions Report			Yellow			
Wells - Well Management Console			Yellow			Blue
Zedi Access Mobile	Purple	Light Blue	Yellow	Green	Brown	
Zedi SCADA - Admin Access *Zedi Internal Only*						
Zedi SCADA - Control Access	Purple	Light Blue	Yellow			Blue
Zedi SCADA - Edit Access *Zedi Internal Only*						
Zedi SCADA - Use Zedi SCADA Sub System	Purple	Light Blue	Yellow		Brown	Blue
zed PAC - Manage Pollsets *Zedi Internal Only*						
zed PAC - Manage Reporting Intervals *Zedi Internal Only*						



**WELL PERMISSIONS**

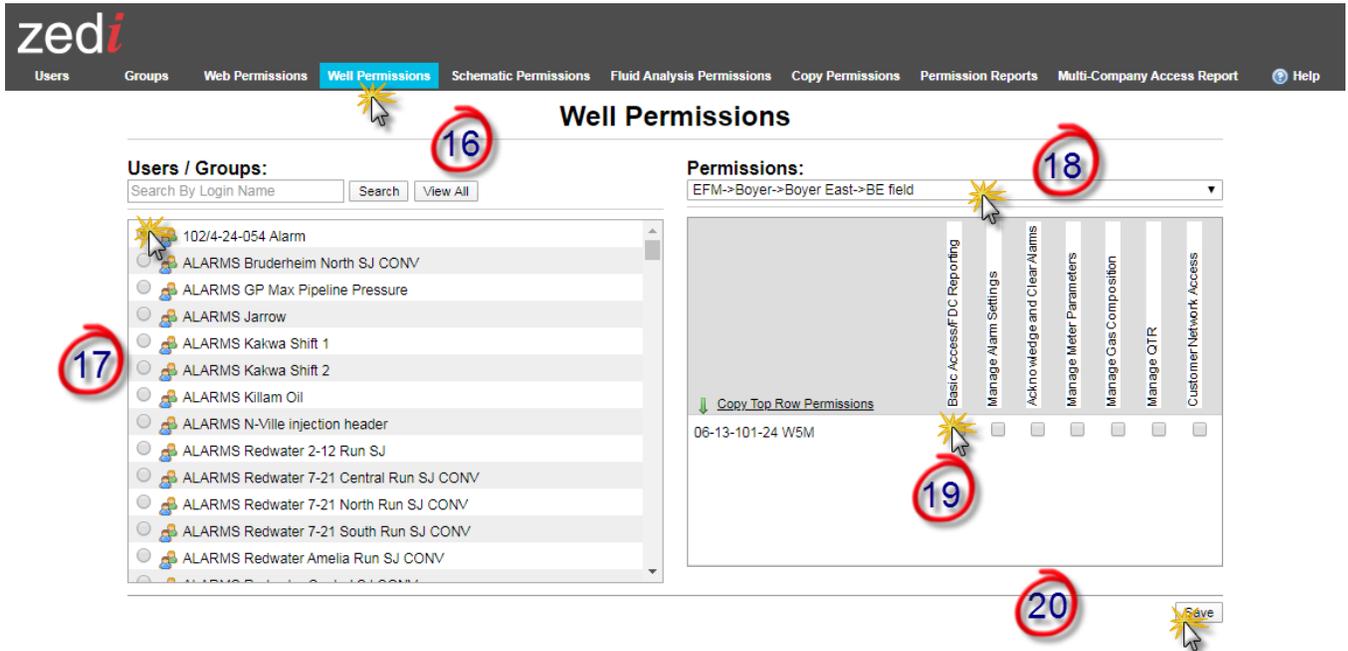
When creating a user identify what fields they need to see, select the appropriate permissions based on the Web Permissions. ie: If they needs View Only access for Web Permissions, you would check Basic Access for Well Permissions. Well Permissions are what a user has access to on a site by site basis.

You can assign up to six different well permissions for each location on Zedi Access. The following section explains each permission and gives suggestions as to what type of user needs each one.

- **Basic Access:** Everybody that needs access to a location needs **Basic Access**, at the very least. This permission allows view only access.
- **Manage Alarm Settings:** If a user needs to configure alarm settings, they need **Manage Alarm Settings**. This permission is typically given to foremen and operators. Although sometimes engineers in head office like to configure alarms as well.
- **Acknowledge and Clear Alarms:** If a user needs to receive alarms and acknowledge them, they need the **Acknowledge and Clear Alarms** permission. Again, operators and foremen typically want this permission.
- **Manage Meter Parameters:** Anybody that needs to change orifice plate sizes for Smart-Alek sites need the **Manage Meter Parameters** permission. Operators, foremen and administrators typically have this permission, although production accountants sometimes need it as well.
- **Manage Gas Composition:** Foremen and administrators are usually the roles that require the **Manage Gas Composition** permission. This permission allows you to enter gas analysis for Smart-Alek sites.
- **Modify QTRs (Quantity Transaction Records):** Finally, if there is ever a need to change daily production numbers such as your daily hours on flow, then you'll need to assign the **Modify QTRs** permission. This permission is typically required by foremen, lead operators and administrators.

Suggested Well Permissions	Foreman/ Superintendent	Operator	Administrator	Production Accts	View Only	Tank Customers
Basic Access						
Manage Alarm Settings						
Acknowledge and Clear Alarms						
Manage Meter Parameters						
Manage Gas Composition						
Modify QTRs						

17. Select **Well Permissions**.
18. Select **User/Group**.
19. Select pull down tab for **Permissions**. Select the section that you would like to give permissions for, these are reflective of the companies Well Tree Hierarchy.
20. Select **Access** requested for each site.
21. Select **Save** to complete for every section before moving on to the next section.



**Users / Groups:**

Search By Login Name

- 102/4-24-054 Alarm
- ALARMS Bruderheim North SJ CONV
- ALARMS GP Max Pipeline Pressure
- ALARMS Jarrow
- ALARMS Kakwa Shift 1
- ALARMS Kakwa Shift 2
- ALARMS Killam Oil
- ALARMS N-Ville injection header
- ALARMS Redwater 2-12 Run SJ
- ALARMS Redwater 7-21 Central Run SJ CONV
- ALARMS Redwater 7-21 North Run SJ CONV
- ALARMS Redwater 7-21 South Run SJ CONV
- ALARMS Redwater Amelia Run SJ CONV

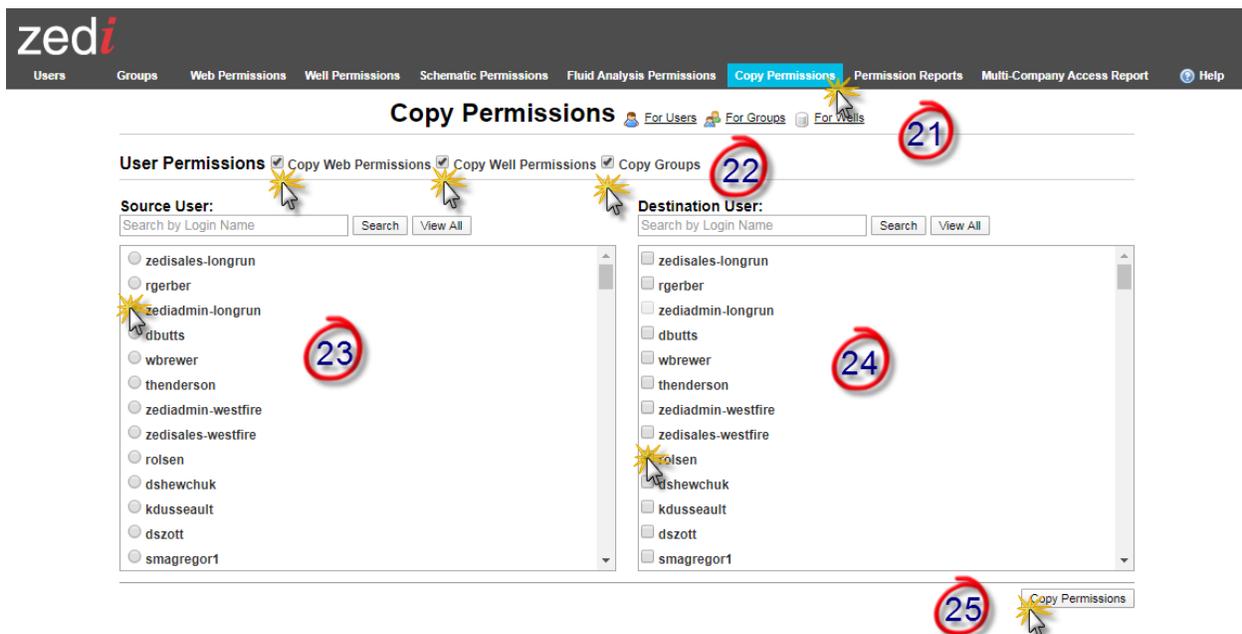
**Permissions:**

EFM->Boyer->Boyer East->BE field

	Basic Access/DC Reporting	Manage Alarm Settings	Acknowledge and Clear Alarms	Manage Meter Parameters	Manage Gas Composition	Manage OTR	Customer Network Access
06-13-101-24 W5M	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If a group or user has permissions that you would like to duplicate this is very helpful to save time.

22. In Zedi Access Users, select **Copy Permissions**.
23. Click the Permission that you would like to copy; **Copy Web Permissions, Copy Well Permissions, Copy Groups**. You can select all or just one.
24. Search and select the **Source Users** that you would like to duplicate permissions of.
25. Select **Destination User**. You can select more than one user.
26. Select **Copy Permissions** to complete.





^^ **CELL PHONE EMAIL FORMATS**

Use the list below to send a text message to a cell phone via email. It is sorted by cell phone provider.

Canadian Providers:

- Telus: 10-digitnumber@msg.telus.com (Old)
- **Telus: 10-digitnumber@msg.telusmobility.com (New)**
- Bell Mobility: 10-digitnumber@txt.bellmobility.ca
- Rogers: 10-digitnumber@pcs.rogers.com
- Fido: 10-digitnumber@fido.ca
- Sasktel: 10digitnumber@sms.sasktel.com
- Virgin Mobile: 10digitnumber@vmobile.ca

US Providers:

- T-Mobile: phonenumber@tmomail.net
- Virgin Mobile: phonenumber@vmobl.com
- Sprint: phonenumber@messaging.sprintpcs.com
- Verizon: phonenumber@vtext.com
- US Cellular: phonenumber@email.uscc.net
- AT&T: phonenumber@txt.att.net
- AT&T MMS: phonenumber@MMS.att.net
- Alltel: phonenumber@message.atttel.com
- Metro PCS: phonenumber@MyMetroPcs.com
- Nextel: 10digitnumber@messaging.nextel.com
- Cricket Wireless: phonenumber@sms.mycricket.com
- C Spire: phonenumber@tether.cs4glte.com