Zedi Cloud SCADA Solutions

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GETTING STARTED

# LOGGING INTO ZEDI ACCESS

What you need to connect

- An **Internet connection**.
- An Internet **web browser**. We strongly recommend that you use the most up-to-date version of Microsoft Internet Explorer.
- A **username** and **password** provided by your Zedi Administrator or by Zedi Customer Care

Connecting to Zedi Access

1. In your Internet browser (e.g., Microsoft Internet Explorer), go to https://www.zedisolutions.com/ and click the **Sign In** link on the top right of the webpage.

2. This link will take you to Zedi's product **Login Menu**. Click the Zedi Access tab.
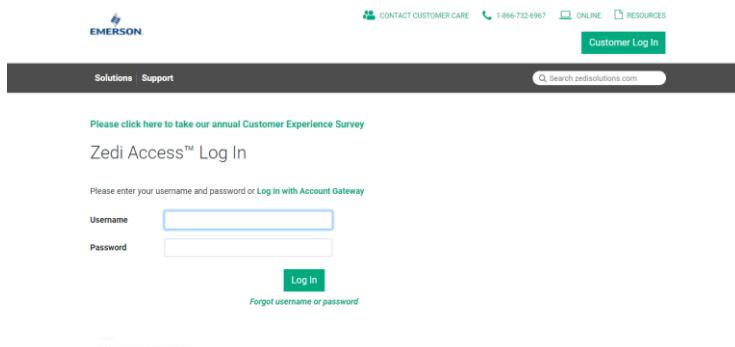
3. Enter your **Username** and **Password**.
4. Click **OK** on the security pop-up box if it appears.
5. Click **Login**.

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If you forget your username or password

Click on the **Forgot Login Details?** link on the login page.

You will be asked to enter your **username** and your **e-mail address** if you forgot your password. You will be asked to enter your **email address** if you forgot your username. Click 'Submit'.

If your information is correct, Zedi will email your email address with a link to reset your password or your username. The password reset link will only be active for 30 minutes from the time sent. Once you click on the link you will be directed to reset your password.

Your new password **must** have both letters and numbers, should not be found in the dictionary, and should not be easy for anyone to guess.
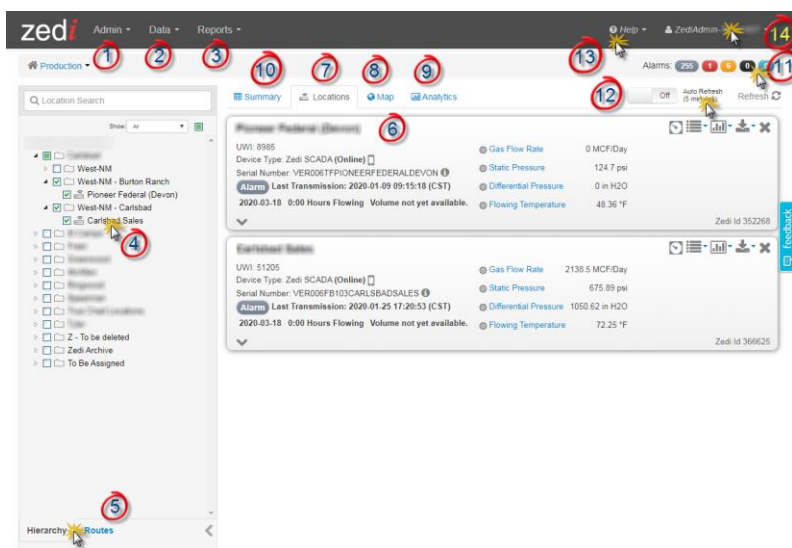
System Notifications

System Notifications will also be posted on the login screen for **Zedi Access**. Notification on this screen communicate important information around system upgrades, communication issues related to Zedi's communication providers, and other changes important for users to know when using **Zedi Access**.

Some users may not see this on a laptop monitor if their screen resolution is low. Users may have to scroll down to see all the **Zedi Access** login screen with System Notifications.
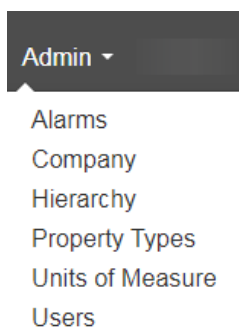
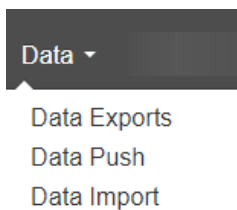Zedi Cloud SCADA Solutions

BASIC NAVIGATION

https://youtu.be/jTiLLzBl8Hs

ZEDI ACCESS MAIN SCREEN

2. **Data** pull down menu

1. **Admin** pull down Menu

Admin ▾

Alarms
Company
Hierarchy
Property Types
Units of Measure
Users

Data ▾

Data Exports
Data Push
Data Import

3. **Reports** pull down menu

Reports ▾

Production Summary
Report Center
Report Manager
Well Site Summary
Volume Validation
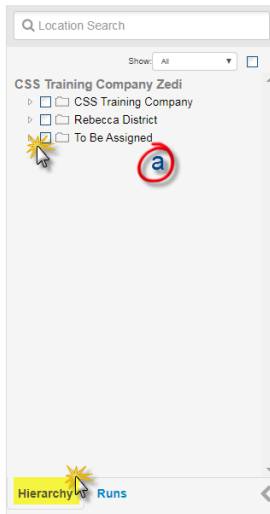
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4. Hierarchy
      a. **Location Search**.
      b. Select **Location** to expand and show details
      c. Show (filter) locations
            i. **All**
            ii. **Online**
            iii. **Offline**
            iv. **Hibernating**
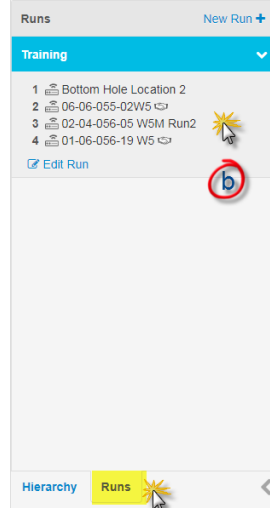   d. **Select/Deselect** all locations
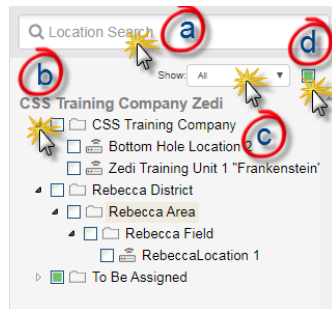
5. Hierarchy/Runs
    a. Hierarchy will show all the locations in the order that was set by admin.

    b. Runs are user specific and will show the locations in order the user has set up. **Note:** This will be called Routes for our American customers.

6. **Site Display**
   a. **Name** of the location. **Alarm** notice will be to the left of the name if triggered.
   b. Location Information
      i. **UWI (Unique Well Identifier)**
      ii. **Device Type (Online/Offline/Hibernating)**
      iii. **Serial Number**
   c. **Last Transmission**, date and volume.
   d. **Sensors**, colors relate to alarms.
   e. **Expand Senor Panel**, more sensors on device.
   f. **Zedi Id**
   g. Pull down Menu
      i. **Configure Alarm**
      ii. **Configure location**
      iii. **Data Entry**
      iv. **Event Log**
      v. **Location Properties**
      vi. **Meter Reports**
      vii. **QTRs**
      viii. **Edit Location**
   h. **Graph Location** using reports
   i. **Export Location** using reports
   j. **Close** location
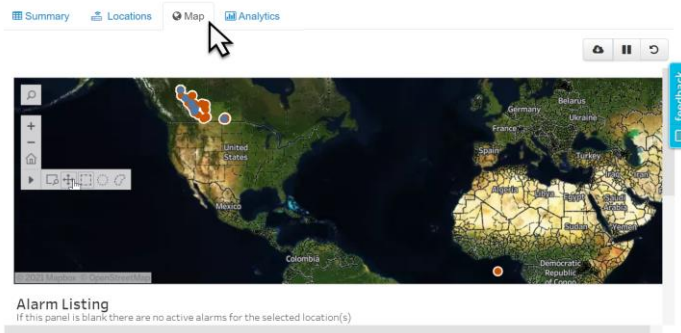   k. **Live Data Screen**

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7. Locations Tab

The Locations Tab will show the below screen when you have selected the site that you would like to see.
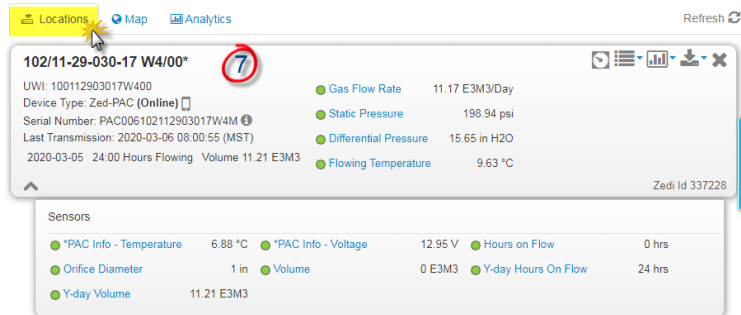
8. Map Tab

The Map tab will show where the site selected is located. You can select multiple sites and filter by:

Legend

⬤ Devices Online.

🔍 Search for the region/country/city you want to zoom into.

➕ Select to zoom in or double click the screen.

➖ Select to zoom out or shift + double click.

🏠 Select home to get go back to the original screen.

⬤ Devices Hibernating.

▶ Select the right arrow for more menu items.

🔲 Select for magnifying glass icon to zoom.

✛ Select to pan the map.

▭○⬭ Select shape to highlight are

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9. **Analytics tab**
   a. Select the type of Analytics report in this pull-down menu. The menu to the right matches the selection.

Operators
- QTR Summary
- QTR Graph
- Alarms

Production Accounting
- Previous Month
- Production Summary
- Month to Date
- Production Breakdown

Engineering
- Volume Trend
- Cumulative Production

Measurement
- Intro
- Patm Out of Range
- Primary Element
- Base Temp and Pressure
- Line Size
- Default Density

TrueChart Dashboards
- Chart Coverage

Zedi Go Data Entry
- Gauge Report

   b. Depending on the type of report you are inquiring about, you may have this pull-down menu for you may have several different pull-down menus. In the below example is the Units of Measurement and QTR Date Range.
   c. To Export this screen to an excel file, select this icon.
   d. To Pause/Resume automatic updates, select these icons.
   e. To Revert Changes that you have made, select this icon.
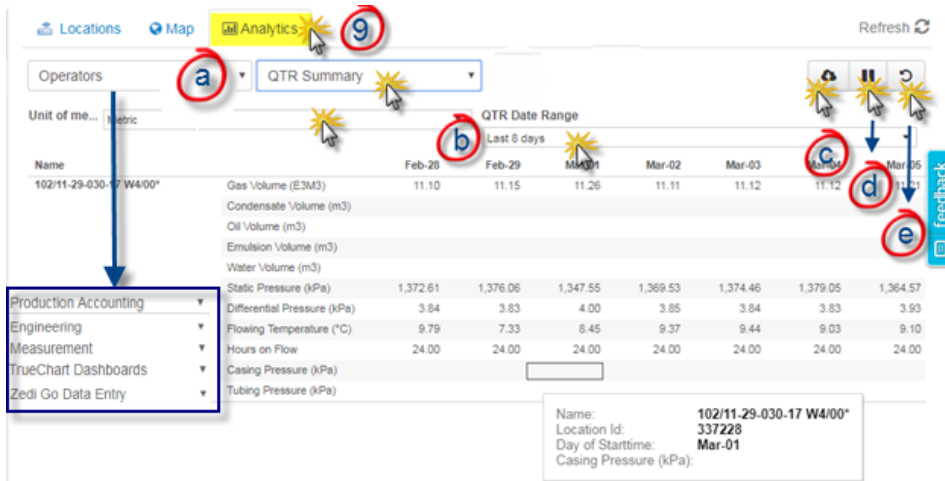
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10. Summary Tab

a. The 🛈 icon is additional location details.

UWI: 8960
Device Type: Zedi SCADA **(Offline)** 📱
Serial Number: VER006FB107HACKBERRYHILLS
IP Address: 10.104.9.23

b. The ≡ icon is the same as the options menu on the Site Display (Locations tab). From this icon, you can access Live Data and see custom reports and graphs.

Configure Alarm
Configure Location
Data Entry
Event Log
Live Data
Location Properties
Meter Reports
QTRs
Edit Location

c. Color shaded cells represent **Alarms**

Grey background on location field —No Comms Alarm

Location

Orange/Yellow cells —High/Low alarms

0

Red cells —High High and Low Low alarms, or Smart-Alek cry out alarms

0

d. Black Font: Live Data 520.28

Green Font: Alarm set points have been "enabled" for this sensor 145.56

Grey Font: Stale Data, has not transmitted in the last 24 hours 89.2

⊞ Summary	🔝 Locations	❷ Map	📊 Analytics		Off	Auto Refresh (5 minutes)	Refresh

Wells

	Location	Last Transmitted	Gas Flow Rate (M...	Static Pressure (psi)	Differential Press...
≡❶	E. Bennett 23-8-1	2020-03-09 16:26:04 (CDT)	0	-0.11	-0.0
≡❶		2019-11-06 11:26:11 (CST)	0	2.02	-0.
≡❶		2020-03-09 16:26:03 (CDT)	0	99.11	-0.0
≡❶		2020-03-09 16:27:18 (CDT)	0	238.94	-0.0
≡❶		2020-03-09 16:26:03 (CDT)	0	888.86	-0.2

11. **Alarms**
   a. Grey – **No Communication Alarms**, this site does not have any communication.
   b. Red – **High High / Low Low or Smart-Alek Cryout Alarms,** this site is very outside of the parameters put in place.
   c. Orange/Yellow – **High / Low Alarms,** this site is slightly out of the parameters put in place.
   d. Black – **RTU Alarms,** not in use.
   e. Blue – **Location Missing Flow Parameters Configurations**, indicates which sites flow parameters need to be updated. Most not in use.

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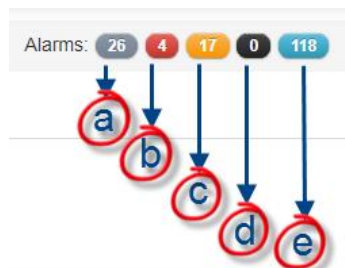
12. Refresh Tab/Auto Refresh

When looking at the screen, it will not automatically refresh. Select the **Refresh** tab
to get the most up to date information. You can also select the **Auto Refresh** for an update
every 5 minutes. NOTE: Not all customers will have this feature activated.

| Off | Auto Refresh (5 minutes) | Refresh ⟳ |

13. **Help** pull down menu

❓ *Help* ▾

Online Help

Support

About Zedi Access
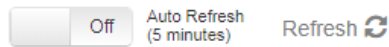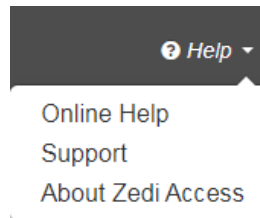
14. **Company** pull down menu

👤 *Training Services* ▾

Switch Active Account

Admin Center

Zedi 8080

My Account

Logout

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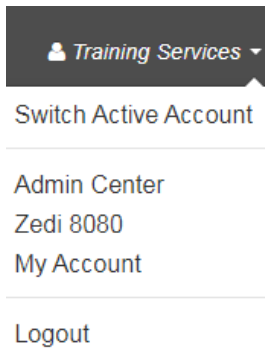
SITE DISPLAY

https://youtu.be/psDiR9qFM_w

The Site Display provides a main dashboard for all site data once a site, or multiple sites, have been selected. If the "Remember Locations" checkbox has been enabled within your user account set-up, and you have previously selected sites in the hierarchy to work with those sites will automatically be displayed.

To select a site or field, click the checkbox next to the site or field in the hierarchy. Once selected the Site Displays appear on the right side of the home page. Each site is displayed separately, scroll down the page in your web browser to view more sites.

☀ If you'd like your site displayed in a particular order, you must select them in the hierarchy in that order (i.e., select the site you want displayed at the top of the Site Data Display first, then select the next site you'd like displayed, etc).

Site Displays provides a main dashboard for all site data once a site, or multiple sites, have been selected. The letters in this graphic correspond to the following sections:

a. **Main Display** - shows device type on site, last transmission time, Today's Hours on Flow and current Volume for the day, as well as the last day of data for Hours on Flow and Volume.
b. **Primary Sensors** - shows the primary sensors for the device type of the site.
c. **Sensor drop-down list** - shows all other sensors associated to that location. It will pop down automatically if a sensor is alarming.
d. **Icons** on the top right of the display, to access location-specific functions:

≡ **Site Options** is a drop-down list for links to Alarms, Configure Location, QTRs, Well Test Satellite, Location Properties, etc.

📊 **Favorite Reports** for one-click access to view-only reports for the selected sites. To create your own private reports or create company-wide reports, use **Report Center**.

◉ ⊞ **TrueChart icons** for one-click access to scanned chart images and monthly Gas Volume Statements.

🔄 **Live Data** for one-click access to your Live Data screen, only on SCADA-enabled locations.

⚗ **Well Test Satellite** for locations that have the well test satellite feature enabled.

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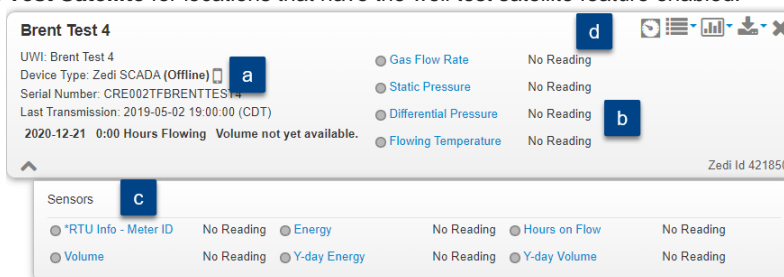
Sensor Drop-Down List

View the sensors configured for a site by simply clicking on the down arrow in the lower left of the site display.

🔆 **The sensor drop-down list will automatically open if a sensor or sensors are in alarm state for that site.**

Brent Test 4			🕒 ☰▾ 📊▾ 📥▾ ✖
UWI: Brent Test 4		⦾ Gas Flow Rate	No Reading
Device Type: Zedi SCADA **(Offline)** 📱		⦾ Static Pressure	No Reading
Serial Number: CRE002TFBRENTTEST4		⦾ Differential Pressure	No Reading
Last Transmission: 2019-05-02 19:00:00 (CDT)		⦾ Flowing Temperature	No Reading
2021-03-07 0:00 Hours Flowing Volume not yet available.			
⌃			Zedi Id 421850

Sensors					
⦾ *RTU Info - Meter ID	No Reading	⦾ Energy	No Reading	⦾ Hours on Flow	No Reading
⦾ Volume	No Reading	⦾ Y-day Energy	No Reading	⦾ Y-day Volume	No Reading

Sensor Panel

This area displays instantaneous sensor data.

- 🟢 A green indicator to the left of the sensor name means the parameter is within operating limits.

- 🟡 An orange (high/low alarm) indicator means that the parameter is outside the server alarm limits.

- 🔴 A red indicator (high high/low low alarms) means that the parameter is outside the Field Instrument Cryout Alarm limits.

- ⚪ A grey indicator means that the sensor is late in reporting data or is not configured to report data. Sensors that fail to report for their scheduled reporting period.

One-Click Sensor Reporting

Simply click on the name of a sensor within the sensor panel to produce a dynamics trend graph of the last 7-days of data.

To expand the date range of this report, select your desired start and end date from the date selector at the top of the graph and choose refresh.
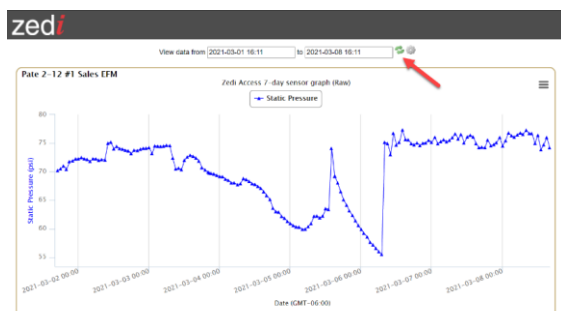
Main Display

View the device type on site, last transmission time, Today's Hours on Flow and current Volume for the day, as well as the last day of data for Hours on Flow and Volume.

A caution sign will appear next to Last Transmission if the device on site has not communicated for over 48 consecutive hours.

Site Display Icons

Site Options is a drop-down list for links to Alarm Manager, Configure Location, Event Log, Flow Parameters, Instrument Log, Location Properties, Meter Reports, and QTRs.

The site option list will vary depending on the device at site.

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Favorite Reports for one-click access to view favorite reports for the selected site. From the dropdown menu choose the report for which you want to view a graph, you will get a graph using data from the selected location. To create your own private reports or create company-wide reports, use Report Center.

This dropdown will only produce graphs for the selected location. To apply a graph to all locations currently open in the Site Data Display, use Report Center.

TrueChart icons for one-click access to scanned chart images and monthly Gas Volume Statements.

Live Data one-click access to your Live Data screen for control, only available on Zedi SCADA locations

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Brent Test 4
Last Communication: N/A
Screen Access Level: Display

CRE002TFBRENTTEST4 (Offline) Zedi SCADA
IP: N/A
Tx: -2147483648B Rx: -2147483648B

Brent Test 4_EFM ▾ ▾ Screen ▪ Command Log ◈ Refresh ☑ Auto Refresh   ✏ Edit Layout
‹ Comments

EFM Data: **Production Data:**   **Site Data:**   **Screen Links:**

Differential Pressure   Volume   Pipe Diameter   ▪ Gas Composition & Meter
◉ No Reading   ◉ No Reading   ◉ No Reading   ▪ Meter Report

Static Pressure   Hours On Flow   Orifice Plate Diameter
◉ No Reading   ◉ No Reading   ◉ No Reading   Demand Poll

Flowing Temperature   Y-day Volume   Contract Hour
◉ No Reading   ◉ No Reading   ◉ No Reading   RTU Date/Time
                                                                             No Reading
Gas Flow Rate   Y-day Hours on Flow   Battery Voltage
◉ No Reading   ◉ No Reading   ◉ No Reading

Energy Rate   Energy   Charge Voltage
◉ No Reading   ◉ No Reading   ◉ No Reading

                         Y-day Energy
                         ◉ No Reading

                         Accum Volume
                         ◉ No Reading

🧪 Well Test Satellite for locations that have the well test satellite feature enabled.

💡 **Contact Zedi Customer Care to enable well test satellite on a location**

Well Test Application 🖰   🧪 ≣▾ 📊▾ ⬇▾ ✖
API: Test Sep 12-34
Device Type: Smart-Alek **(Online)**   ✅ Gas Flow Rate   20.75 MCF/Day   ◉ Emulsion   No Reading
Serial Number: 108747   ✅ Water Rate   27.12 bbl/Day   ◉ Pressure (Static)   190.33 psi
Last Transmission: 2014-09-17 14:12:59 (MDT) ◉ Pressure (Differential) 18.09 in H2O ◉ Temperature (Flowing) 67.63 °F
Orifice Plate   0.500 in
∧   Zedi Id 108747

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Test and Report Gas Composition Parameter History Well Manager ⊙ Help   **Well Test Application**

| Entire Satellite | ⊕ Add Well Test | UWI 100010101614w500 | | Comments | | | | | | |

| Start Date 2011-11-01 | End Date 2020-12-22 | Status All ▾ | Apply | 📄 Export |

01-01-001-01 W1
01-01-016-14 W5
02-09-123-04w5
03-04-126- 05 w5
03-34 M/6
05-15-07-08 W2M
10-10-018-14 W3
12-05-65-10 W5M T1

First | Prev | 1 | Next | Last (1 records)

Location Name UWI	Start Date	Test Time (hours)	Status	BS&W (%)	Orifice Diameter (in)	Prorated Oil (bbl)	Prorated Water (bbl)	Prorated Emulsion (bbl)	Prorated Gas (mcf)	Avg SP (psi)	
01-01-016-14 W5 100010101614w500	2012-08-01 06:49	31.08	Rejected	0.00	0.375	1525.73	0.00	1525.73	94.40	18.71	📄

First | Prev | 1 | Next | Last   (1 records)

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RUNS AND ROUTES

https://youtu.be/4hgeDzyC_-Q

CREATING RUNS AND ROUTES

In Canada we call this feature Runs and, in the USA, it is called Routes. To simplify we will be referring to this feature as Runs for this training.
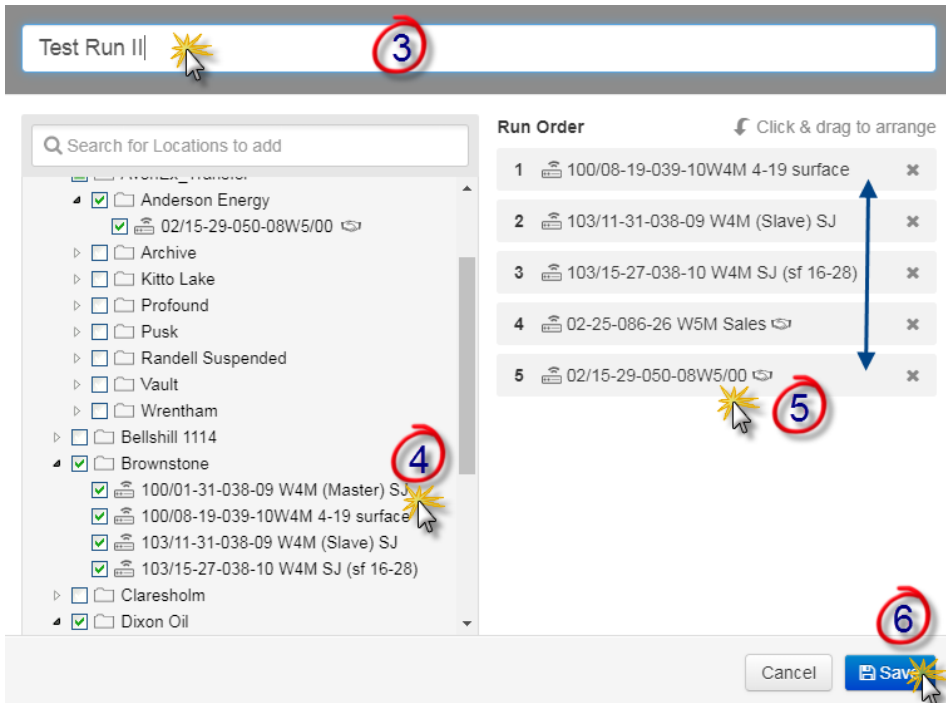
Runs are helpful to set up your locations with Zedi Access in an custom order that works for you. Every Zedi Access login will be able create and save their own custom routes in whatever order they like. It creates easy access to your locations and data that need to be grouped together or sites that have been giving you issues. Runs also work on the job site with our app, Zedi Go, allowing you to organize the sites in the order that you will be visiting them.

Each Run is user specific and will not affect the hierarchy configuration. Every use can oversee creating the order of the sites that work for them specifically.

1. Click on the **Run** tab located on the bottom left of the home page, beside the hierarchy tab.

2. Select "**New Run +**" in the top of the left box.

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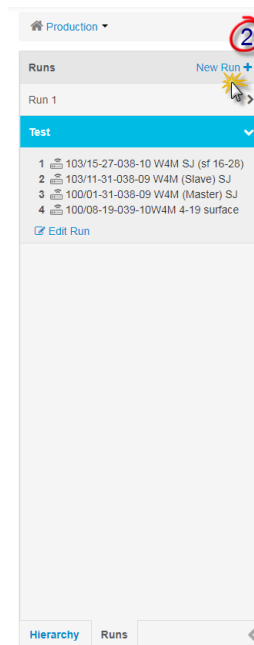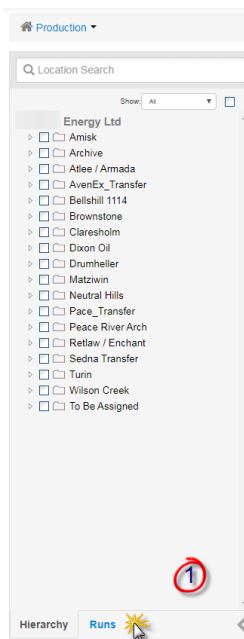
3. Create a **Run Name** in the top box.
4. Double click on the **Locations** to add to the run order on the right of the screen.
5. **Click and Drag** the locations to arrange in the order desired.
6. **Select** Save.

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HOW TO USE RUNS

Once a run has been created, only the locations that you have selected for your Run will generate when the run is selected. You can modify or create multiple Runs.

In Zedi Access

1. Click on the Run tab located on the bottom left of the home page, beside the hierarchy tab.

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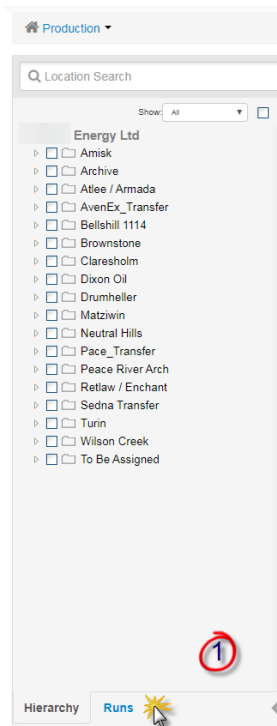
2. Select the name of the **Run** that you created on the left and your sites for this run will show up on the right.
3. To edit the run click, **Edit Run** at the bottom of expanded screen on the left.
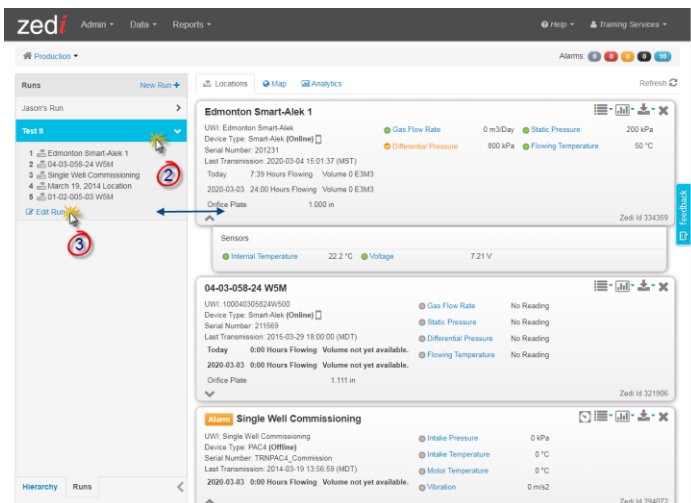
4. You can **Select** or **Deselect** more locations.
5. In this screen you can also modify the order by **Clicking and Dragging** the location.
6. Select **Delete Run** to remove altogether.
7. Click to **Save** any changes.

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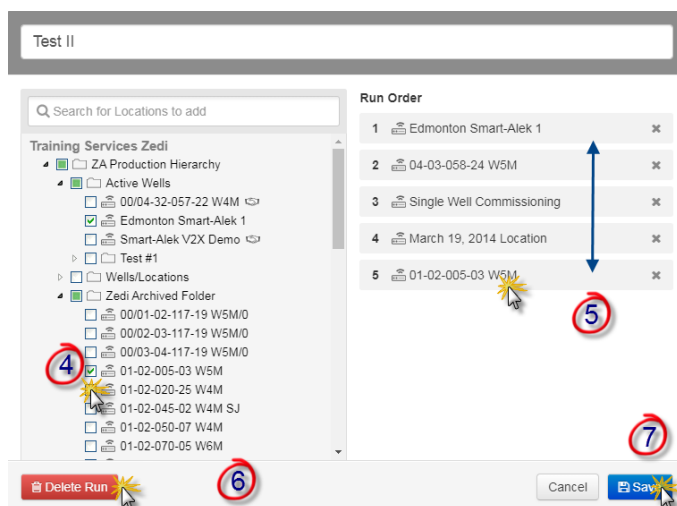
2. Once you have logged in click **Select Route/Run**

3. Select the Run/Route that you have created.
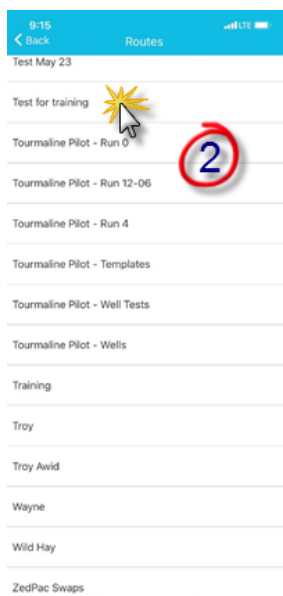
4. The sites on these Runs will appear in the order that you have created.
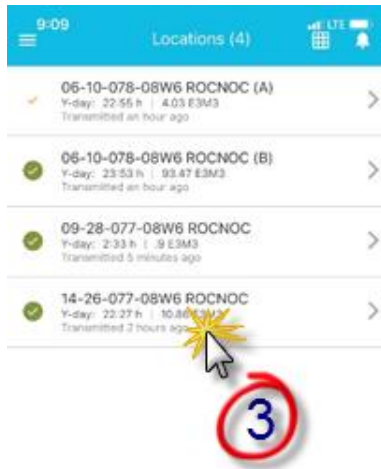
5. Click on the white circled arrow at the bottom of the screen to pull up a map of these locations.
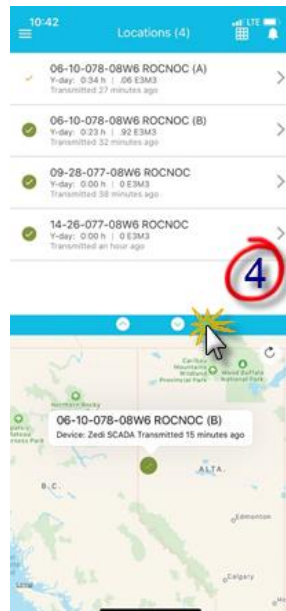
6. Select **Edit Run/Route** to modify run/route.
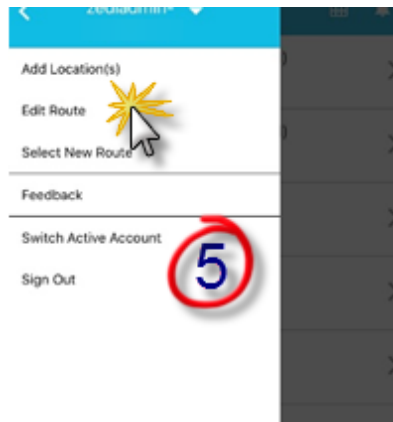
7. Select the **Garbage Can** in the top right corner to delete Run/Route.
8. Select the **Red Circle** beside the site that you would like to delete.
9. Click the **Icon** to the left if the site and drag to where you would like the new position to be.
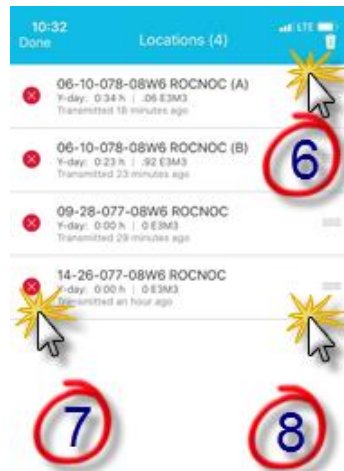
REPORTING

BASIC TREND REPORTING

Click on the variable in the sensor dropdown list on the Site Display. A simple graph will generate to show the last 7 days of data for any of the variables that are reporting information, which allows you to change the date range.

For example, an Operator simply clicks the **Static Pressure sensor** before traveling to a site can help them make informed decisions about potential problems, even help he or she decide if it is even necessary to visit a site.

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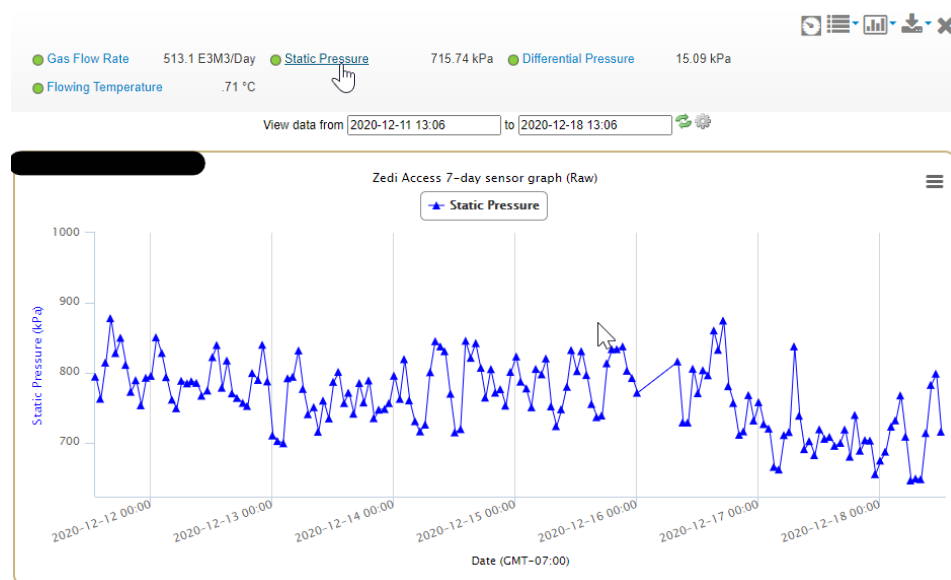
TrueChart REPORTS

This article details the two ways of accessing TrueChart Reports, or Gas Volume Statements (GVS), available on Zedi Access. either using the Site Display or the Chart Viewer Toolbar.

⚠️ **Gas Volume Statements** are produced as .pdf files. To view them, software that is capable of opening a .pdf file (such as Adobe Acrobat Reader) is required.

Using the Site Display

After you have found a site you wish to view, there are two ways to access reports:

1. Select the report icon on the top right-hand corner, or;
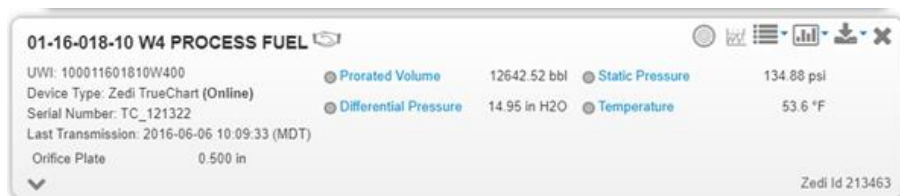
2. Select Reports in the drop-down menu on the top right.
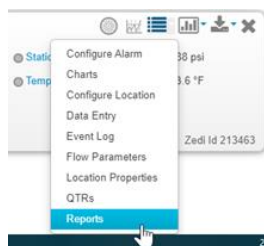
3. The Zedi TrueChart Reports window opens. Select the month you want to view chart reports for with the arrows on each side of the month currently displayed.
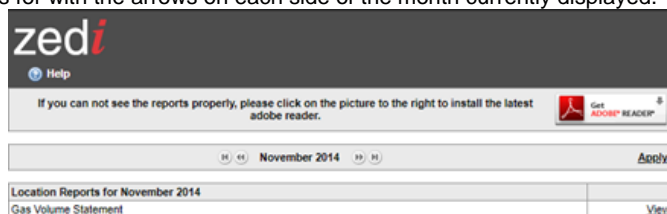
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4. Click the View link to the right of the desired report. The Report will be downloaded and opened.
   Both TrueChart icons are quick links to Charts and Reports.

Using the Chart Viewer Toolbar

5. Follow the procedures to view a chart as described in Viewing Zedi TrueChart Data.
6. In the viewer toolbar, click the Related Reports link to view reports related to the chart you are currently viewing.
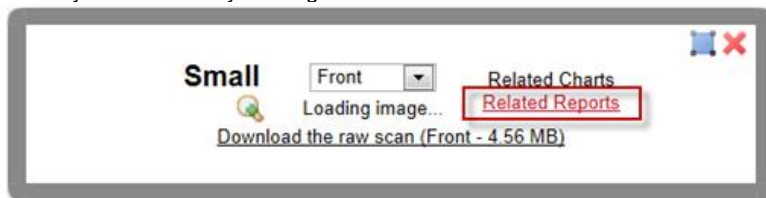
7. The Zedi TrueChart Reports window opens on the month of the selected chart. You can select other months with the arrows on each side of the month currently displayed.

8. Click the View link to the right of the desired report.
   The Report will be downloaded and opened.

METER REPORTS

A Meter Report is a snapshot of a particular meter's settings at a particular time. It is an important part of gas flow audit trail records. It is a snapshot of the flow calculation setup, showing basic information about the site. It is created automatically when someone changes a flow parameter.
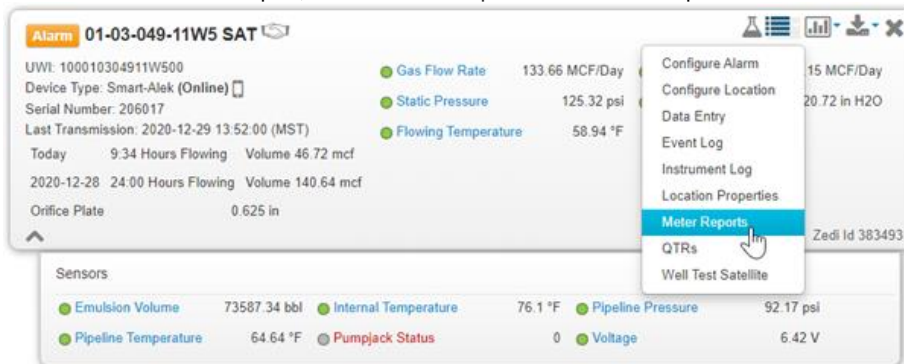
The meter report includes:

- Well Information
- Sample Flow Calculation (Current Flow Parameters, and the most recent raw pressure and temperature values are used to calculate a flow rate, along with other associated factors.)
- Meter Parameters
- Gas Composition
- Meter Calibrations

When a Flow Parameter is changed, that change is logged in the Event Log. There are links between an Event Log and the related Meter Report.

Viewing a Meter Report

9. To view a meter report, choose Meter Reports from the Site Options bar.

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The Complete Meter Report Listing window opens.

10. To adjust the number of reports shown, enter new values in the Start and End date fields.
11. Click Apply. General information about the meter reports is displayed.
12. Click Details to view the specifics about the Event.
13. Click Create Meter Report to generate a current meter report of the last polled data.

Creating a Meter Report

Meter Reports are created automatically when Flow Parameters (Meter Parameters, Gas Composition, and Meter Calibrations) are changed. They can also be created manually on-demand by clicking Create Meter Report.

The Meter Report will be written and logged as a User Requested report.

Meter Reports from Zedi SCADA

Meter Reports from Zedi SCADA function essentially the same as other Meter Reports on Zedi Access, but they require some additional setup first.

EVENT LOG

The Event Log records key changes made on Zedi Access that have an effect on flow calculations for an individual site location.

Events are automatically created when a Flow Parameter is changed.

Displaying the Event Log

1. Click Event Log in the Site Display drop down menu.
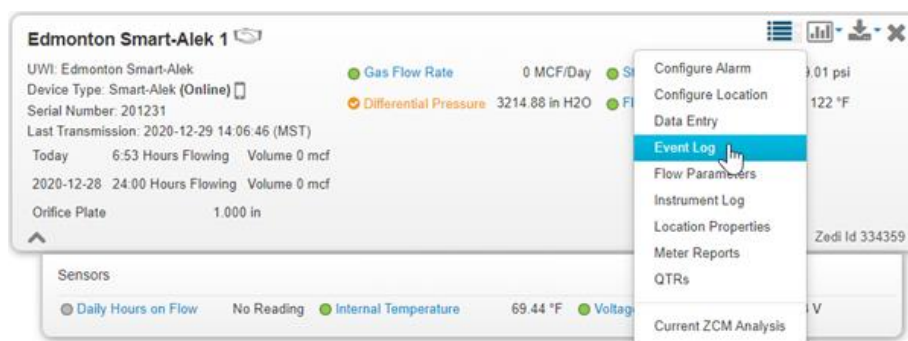
The Event Log window opens.
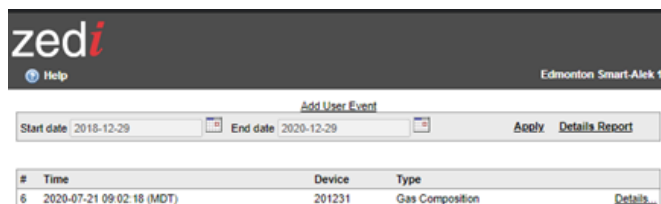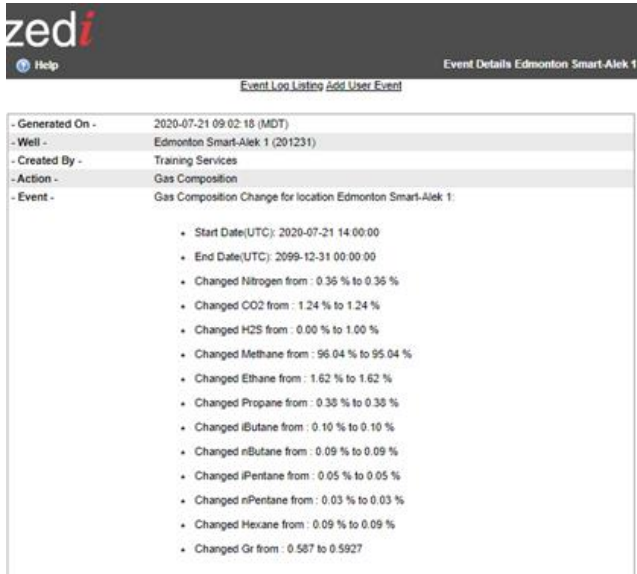
2. The Events are listed in reverse chronological order. Each Event shows the date and time the change was entered, the serial number of the Smart-Alek Field Instrument (if applicable) on the changed site, and which event change occurred.
3. To view past events, enter the desired date range in the Start and End date fields and select Apply.
4. **Click** Details... **to see detailed information for the selected event.**

Click Event Log Listing to return to the Event Log.
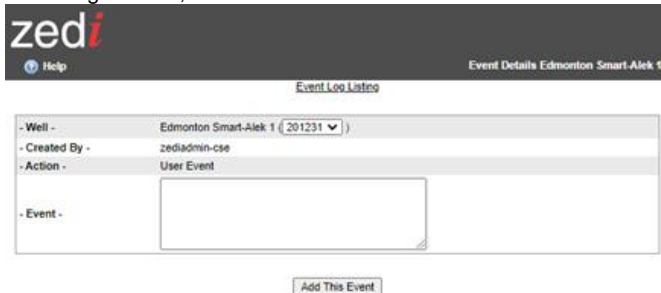
5. Click Details Report to see the detailed information for all the events currently displayed in the Event log.

Manually Creating an Event in the Event Log

6. In the Event Log window, click Add User Event. The Add Event Details window opens.

7. In the Event window, select the type of event and enter the parameters as required.
8. Click Add This Event.

Click Event Log Listing to return to the Event Log.

REPORT CENTER

https://youtu.be/j5LVlwk72s8

Custom Reporting can be built and utilized within Zedi Access under Reports- Report Center. These report templates can be used for multiple locations and are customizable for graphing and spreadsheets. Multiple sensors (Up to 6) can be graphed or reported in one spreadsheet. You can save these reports as favorites to access them through the site display or you can run them as a slideshow presentation. Reports can be made private or shared with an entire company.

Pre-built Reports that are strictly data and cannot be customized can be found under Data, Data Exports.

CREATING A NEW REPORT

1. Select a location that has the sensor types you would like to include in your report.
2. Click on the Reports dropdown menu
3. Select Report Center.
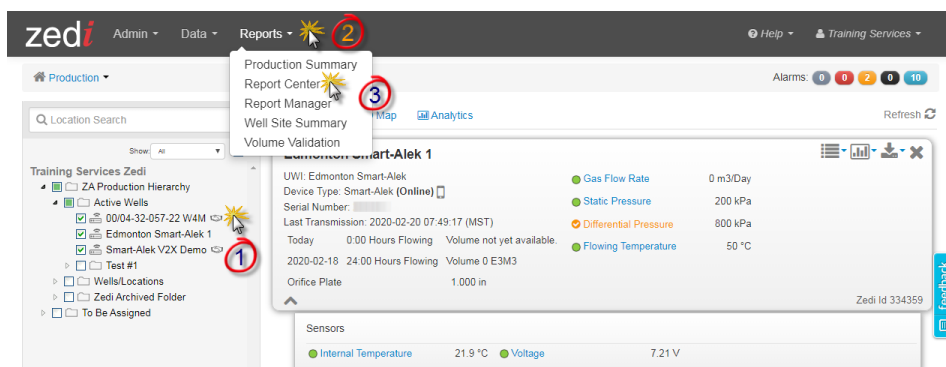
Please Note: All locations found within any Report within Report Center, are the locations you currently have selected and opened within the Hierarchy.

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4. Select Add
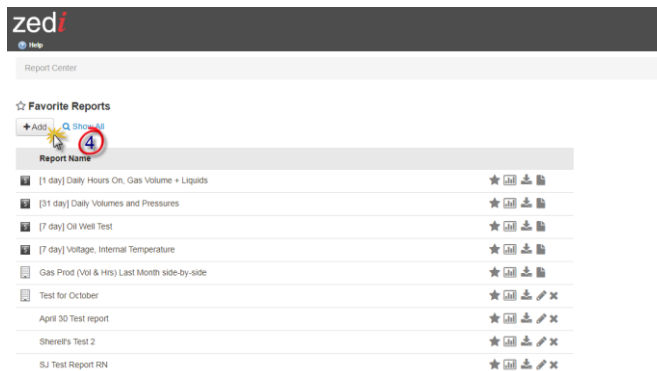
5. This screen is only for the location that you have open. In Data Options select your Data Resolution; **Daily QTR, Hourly QTR, or Raw.**
6. Select your Date Range**; Custom, Last N Days** (select the number of days that you are requiring), **Month-to-Date, Last Month**.
7. Select the **Sensors** you would to report on from the list on the left. This is based on what sensors are set up for this location. Graphical reports can only display six sensors at a time. If you are unable to see the sensors you are looking for may be because:
   - The locations open do not contain the type of sensor you are wishing to build the report for.
   - The location sensor names may be named differently from the sensor types. To find sensor type used per sensor please see below.
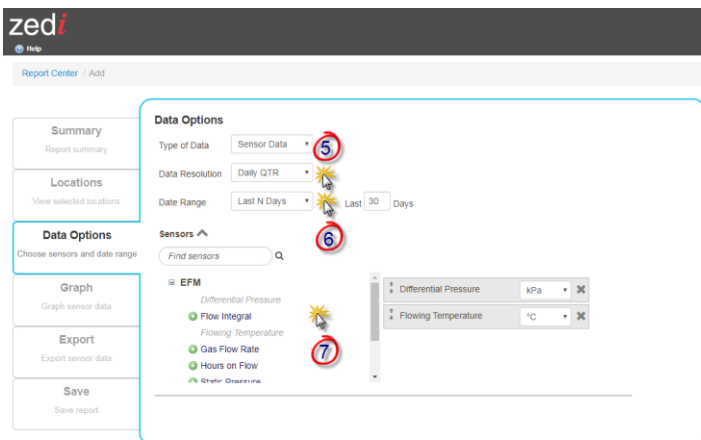
Zedi Cloud SCADA Solutions

08-35-003-34 W1M Sales

UWI: 100083600334W100
Device Type: Smart-Alek **(Online)**
Serial Number: 207021
Last Transmission: 2020-03-03 15:54:33 (CCST)

| Today | 8:31 Hours Flowing | Volume 7.55 E3M3 |
| 2020-03-02 | 24:00 Hours Flowing | Volume 25.09 E3M3 |

Orifice Plate   2.000 in

Gas Flow Rate   33.42 E3M3/Day
Static Pressure   53.13 psi
Differential Pressure 44.83 in H2O
Flowing Temperature   30.83 °C

Zedi Id 324912

Configure Alarm
Configure Location
Data Entry
Event Log
Flow Parameters
Instrument Log
Location Properties
Meter Reports
QTRs
Edit Location

Sensors

Internal Temperature   18.7 °C   Voltage   7.34 V

> i. In the Site display, select the options pull down menu and **Configure Location**.

Name	Measurement	Sensor Type	Raw Tag	Display	
Daily Hours on Flow	Time	Hours on Flow	23	No	Edit
Differential Pressure	Pressure	Differential Pressure	15	Yes	Edit
Flow Integral	Pressure	Flow Integral	20	No	Edit
Flowing Temperature	Temperature	Flowing Temperature	13	Yes	Edit
Gas Flow Rate	Volume Rate	Gas Flow Rate	19	Yes	Edit
Internal Temperature	Temperature	Internal Temperature	17	Yes	Edit
Liquid Rate 1	Volume Rate	Liquid Rate 1	32	No	Edit
Liquid Rate 2	Volume Rate	Liquid Rate 2	33	No	Edit
Liquid Volume 1	Volume	Liquid Volume 1	28	No	Edit
Liquid Volume 2	Volume	Liquid Volume 2	29	No	Edit
No Flow Sample Count	Not a Measure	No Flow Sample Count	34	No	Edit
Sample Count	Not a Measure	Sample Count	21	No	Edit
Site Alarm 1	Not a Measure	Site Alarm 1	42	No	Edit
Site Alarm 2	Not a Measure	Site Alarm 2	43	No	Edit
Static Pressure	Pressure	Static Pressure	14	Yes	Edit
Voltage	Electric Potential	Voltage	16	Yes	Edit
Volume	Volume	Volume	18	No	Edit
Well Head Pressure 1	Pressure	Well Head Pressure 1	24	No	Edit
Well Head Pressure 2	Pressure	Well Head Pressure 2	26	No	Edit
Well Head Temperature 1	Temperature	Well Head Temperature 1	25	No	Edit
Well Head Temperature 2	Temperature	Well Head Temperature 2	27	No	Edit

> ii. This screen will show all the sensors that are set up for this location. Yes or No in the **Display** indicates if this is active and displayed on the Site Display.
> iii. Select **Edit** to change the display status.

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iv. In the Edit Sensor screen, select Show in **Site Display**.
v. Select Enable **Server Alarms**.
vi. Select **Save** to complete. This sensor will now be on the Site display as well as in reporting.

8. Click the **Save Tab.**
9. **Report Scope** allows you to select if you would like the report to be shared with the company or a report only accessible to your Zedi Access login.
10. **Name** the report.
11. Select **Favorite Report** if you would like the report available when you first open Report Center or on the Site Display.
12. Select **Save** to complete.
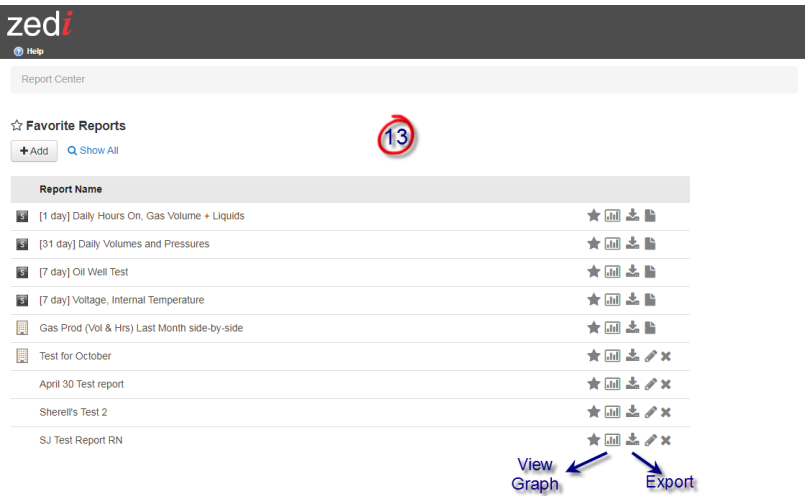
13. To report on multiple locations for the same report go to the Report Center drop down. (*same as step 2*) Click on the graph or text-based icon.
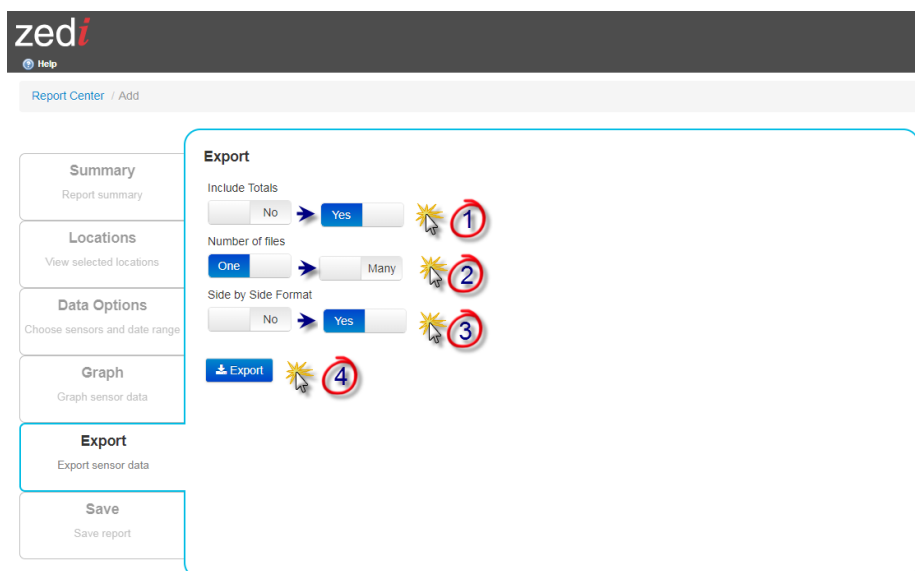
   a. When you select graph [icon] the below screen will appear. You can modify the date range.
   b. When hovering over the graph, the date, time, sensor type and readings will appear.
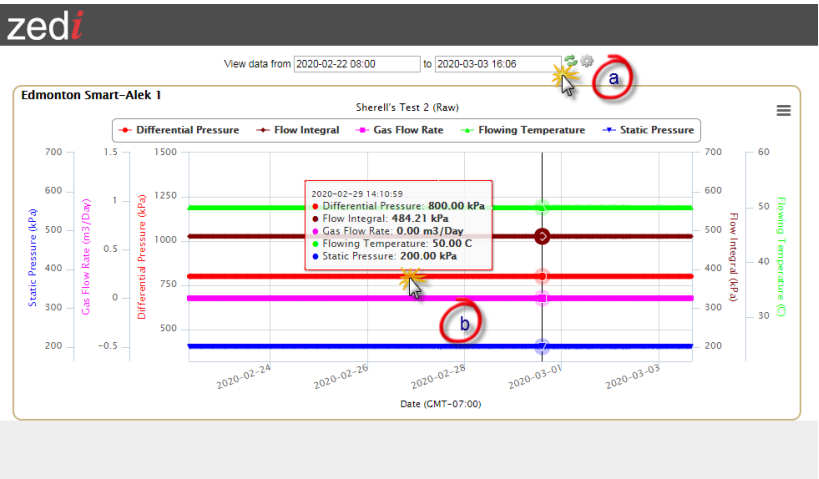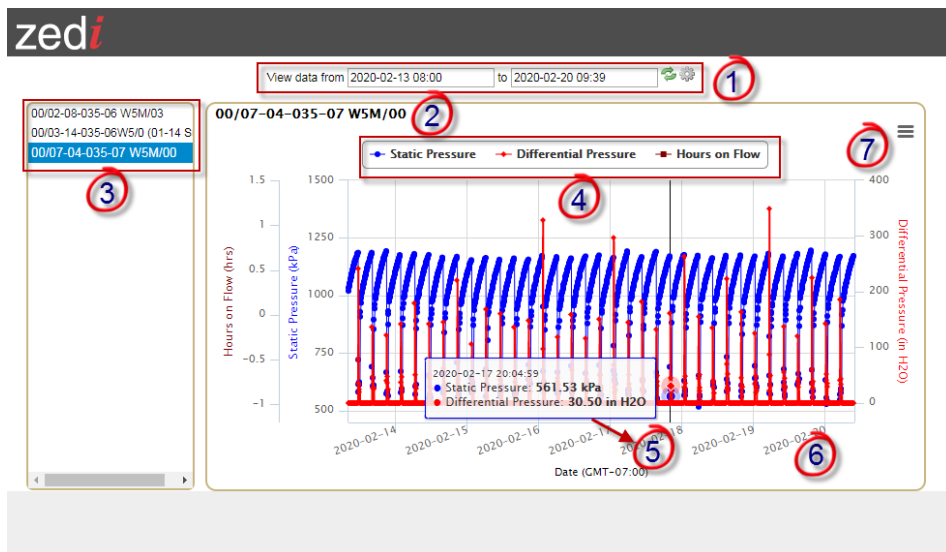
1. View data from are the dates your report is reporting for. You can choose a different date by clicking on the date and selecting it from the calendar and selecting refresh.
2. This is the location you are currently viewing.
3. This is the list of locations you have selected and can view in the report. You can highlight all locations to graph multiple locations.
4. These are the sensors that this location is reporting. You can remove them temporarily from the graph by clicking on the name of the sensor.
5. Hover over each data point to see the values, date, and time.
6. Right click and drag with your mouse to zoom in on an area of the graph. To zoom out click the refresh button up at the top of the screen.
7. Pull down menu to print the graph and download in a PDF, JPEG, PNG or SVG.

EXPORT

In the Report Center Add Screen, you can select export, for the location(s) selected.

1. Select Yes/No if you would like to **Include Totals** for the export.
2. Select the **Number of Files** that you would like to export. When selecting **Many**, the site that are selected will be all exported in individual Excel sheets. When selecting **One**, only the first one will be exported to an Excel sheet.

Name	Type	Compressed size	Password ...	Size		Ratio	Date mod
0004-32-057-22 W4M	Microsoft Excel Comma S...	1 KB	No	1 KB		0%	3/4/2020 8
04-03-058-23 W5M	Microsoft Excel Comma S...	1 KB	No	1 KB		0%	3/4/2020 8
Edmonton Smart-Alek 1	Microsoft Excel Comma S...	1 KB	No	3 KB	Many	92%	3/4/2020 8
Smart-Alek V2X Demo	Microsoft Excel Comma S...	1 KB	No	1 KB		0%	3/4/2020 8

3. Side by Side Format will show the sensors side by side in the Excel sheet.

Location	Edmonton Smart-Alek 1	Edmonton Smart-Alek 1	Edmonton Smart-Alek 1
UWI	Edmonton Smart-Alek	Edmonton Smart-Alek	Edmonton Smart-Alek
Date Time	Gas Flow Rate (m3/Day)	Flowing Temperature (C)	Differential Pressure (kPa)
2/3/2020	0	50	800
2/4/2020	0	50	800
2/5/2020	0	50	800

4. Select **Export** to obtain the report. This will export in an Excel format.
    a. You can also select favorited reports, available on the Site Display under the Graph or Export button.

RUNNING A DATA EXPORT
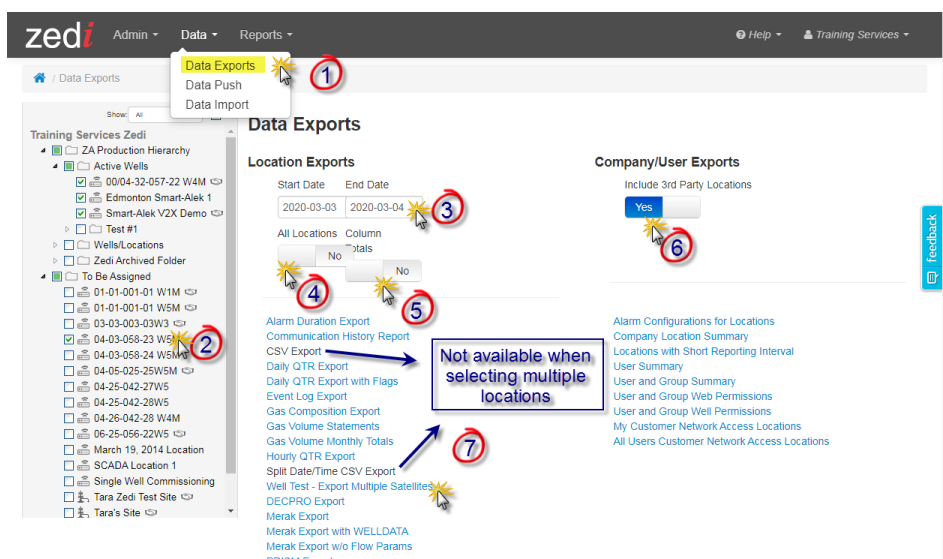
1. Click on the **Data** dropdown menu and select **Data Exports**.
2. Select your location(s) from the **Hierarchy** you would like to export. The data will be presented in an Excel file format and all the information is prebuilt. The report cannot be generated without selecting at least one location.
   - Some reports only work when selecting one location at a time, the reports in black are not available when selecting multiple locations
3. Select the **Start and End** date for your report.
4. Select **All Locations** (Yes/No) this will show all locations the user has access to.
5. Select **Column Totals** (Yes/No) this will total columns in the report.
6. Select **Include 3rd Party Locations** (Yes/No) this will include all 3rd party locations in the report.
7. Select the **Export Format** you would like the data formatted for and the file will open.
   - Daily QTR Export (works for multiple location selection) is all your QTR sensors in a 24-hour average
   - CSV Export (works for only a single location selection) is the raw data your device is transmitting (for Smart-Alek it is 5 min averages and SCADA it can be 3 min all the way to hourly)

QTR's

QTR's are sent out daily to selected users at the company, via email or text. This report gives the daily average of the sensors that have been connected. You may receive a call, regarding the QTR report not being transmitted or that certain sensors are not in the QTR.

1. If the customer is looking to have their QTR report resent out, in the Data Exports screen, you can select daily QTR export. This will only be for the sites that have been selected.
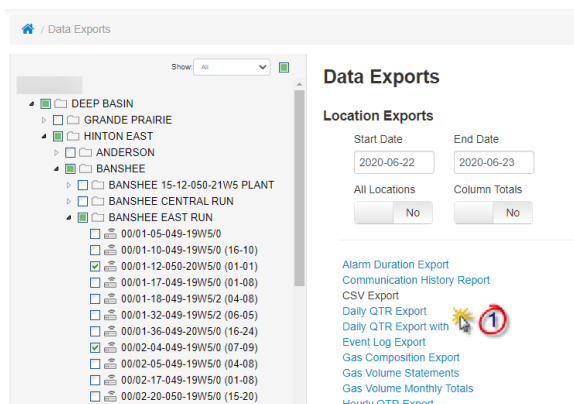
2. Search for QTR's by selecting the pull-down menu on the site display and select QTRs.
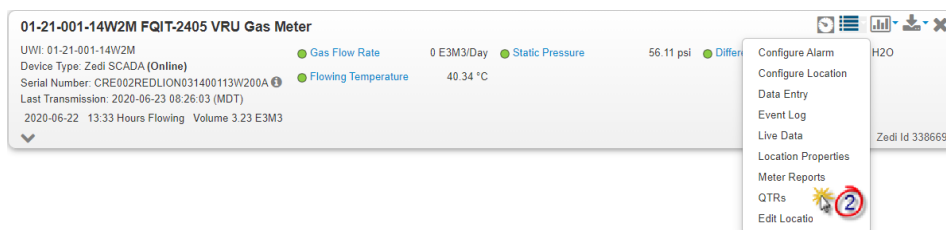
VIEWING QTR's

QTR (Quantity Transaction Record) are records of historical data which list the flow totals and sensor reading averages for Hourly and Daily periods. They are the average or summation of data collected and calculated during a set period of time.

Daily QTRs are calculated from the Hourly QTR values (except for external sensors where Raw data is used) and are generated for the period of a contract day (i.e., 08:00:00 to 07:59:59).

Hourly QTRs are calculated from the Raw data transmitted from the field. They are calculated shortly after raw data is transmitted from the field, time-stamped at the end of or past the hourly period.

Viewing Quantity Transaction Records

QTRs can be viewed on a site by site basis by clicking QTRs on the Options Drop Down in the Site Display

The QTR window appears.

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The QTR type is defaulted to Daily and can be switched by choosing Hourly through the drop down.

Corrected Type	Daily - Current ▼
Daily - All	
Daily - Current	
Daily - Original	View
Daily - Corrected	View
Hourly - All	View
Hourly - Current	View
Hourly - Original	View
Hourly - Corrected	View
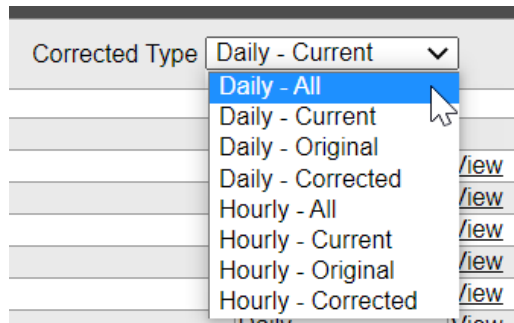
Click View to display the details of a specific QTR.

| Start Date | 2021-02-01 | End Date | 2021-03-10 | Corrected Type | Daily - Current ▼ | Apply |

Date / Time	Type	
2021-03-08 09:00:00 (CST)	Daily	View
2021-03-07 09:00:00 (CST)	Daily	View

zedi

? Help

Back To QTR Listing

QTR Information

Location	
QTR Start Time	2021-03-08 09:00:00 (CST)
QTR End Time	2021-03-09 08:59:59 (CST)
QTR Created Time	2021-03-09 06:17:52 (CST)
QTR Type	Daily
Is Current QTR?	Yes
QTR Flags	
Correct This QTR	Correct This QTR

Sensor	Value
*RTU Info - Contract Hour	6.000 -
Differential Pressure	28.210 in H2O
Energy	91.64 MMBTU
Flowing Temperature	61.97 °F
Hours on Flow	24.00 hrs
Static Pressure	52.432 psi
Volume	91.6370 mcf

QTR Flags

Certain situations are flagged on Hourly and Daily QTRs. The flags are:

e - estimated. Indicates there was no data for the period and the QTR values have been estimated by carrying-forward the previous QTR values.

p - partial. Indicates that some data is available, but for only part of the period. Reported values for the whole period are normalized for the period based on the partial data.

M - Manual entry. Indicates that the values were adjusted by a Manual QTR entry. Note that the "M" overrides a previous "e" or "p" flag.

A - Alarms. Indicates that when a QTR is generated, an alarm condition has also been recognized.

QTR Flags are displayed in the QTR details page and can be displayed in text reports and QTR Exports.

EXPORTING QTR's

1. Click on "Data Export" in the standard function bar.
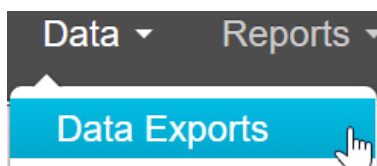
2. The Data Export window has its own hierarchy. Select the location from the hierarchy for which you want to export data.
3. Enter the start and end dates for your export. You must keep your contract day in mind. If your contract day goes from 8:00AM to 8:00AM, for example, then for the end date you must enter the day after the last date you want on your export.
4. Select Daily QTR Export
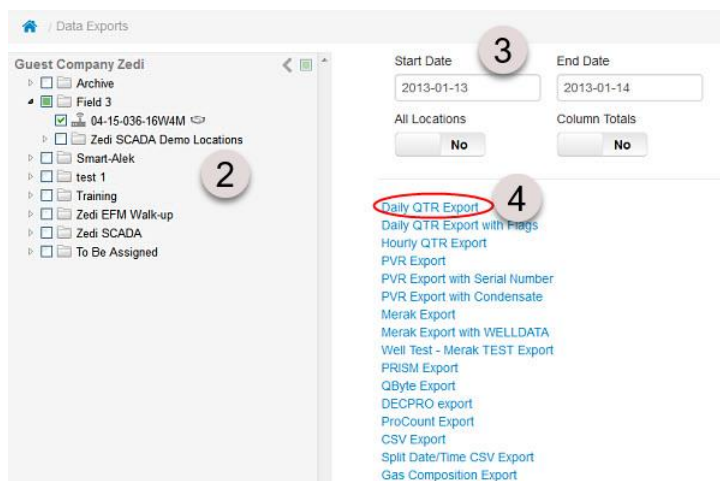
ADJUSTING QTR's

Quantity Transaction Records can be adjusted using the procedure given in this article. For details on what QTRs are, refer to Viewing Quantity Transaction Records (QTRs).

Note: Manually adjusted values do not affect related calculations or QTRs. For example, a manually adjusted temperature in an Hourly QTR will not cause an update to the flow rate, nor will it be automatically rolled up into the Daily QTR.

Any changes made will be noted and recorded on the Event Log. Changes made to the QTR will not affect data measurements that have been recorded by Smart-Alek; only the QTR information will be affected.

The corrected line will display below the original QTR after you have edited it.

Manually Editing QTRs

To manually edit QTRs:

1. Click **QTRs** on the Options Drop Down on the appropriate site in the Site Display window. Click **View** on the specific QTR you would like to edit.

2. Once in the QTR detail page click **Correct This QTR**.

3. Enter the fields that need to be changed.
4. To help maintain a reasonable audit trail an Explanation for an Update should be entered when submitting a Manual QTR correction.
5. Click **Save**

Automated QTR corrections

Whenever a Meter Parameter or Gas Composition is edited and back-dated, the Smart-Alek system automatically updates the Hourly and Daily QTR's that are affected. When a Flow Parameter update is performed, the associated Event Log entry is included in the Corrected QTR details.

Corrected QTRs can be viewed, along with the original QTR, by clicking QTRs in the Options drop down in the Site Display. QTRs can be manually or automatically updated any number of times. However, only the most recently Corrected QTR values will be displayed and used in other displays, reports, and exports.

Exporting QTR data

To export QTR data go to the Data Export window.

VIEWING DATA

LOCATION OPTIONS

The Site Display provides a main dashboard for all site data once a site, or multiple sites, have been selected. If the "Remember Locations" checkbox has been enabled within your user account set-up, and you have previously selected sites in the Hierarchy to work with those sites will automatically be displayed.
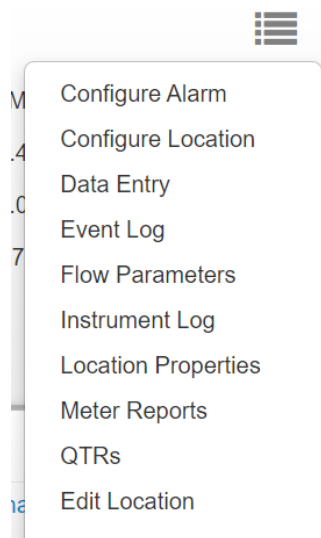
Location Option dropdown list provides you the links for Alarm Manager, Configure Location, Event Log, Flow Parameters, Instrument Log, Location Properties, Meter Reports, and QTRs

Please Note: The location option dropdown list will vary depending on the device at site.

Configure Alarm

Opens the Alarm Manager window, showing the current alarm status for the selected site. Alarm Manager is used to set up alarm parameters for data measurements.

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Configure Location

There are tabs across the top of the window which contain separate groups of settings you can change. You may not see all the tabs shown because of your configuration or account security permissions.

1. In the **Sensors Tab**, select the sensors to display in the site Information Area of the Site Data Display window.
2. In the **MCAF Tab**,you can view the multiple companies who have access to this location and what their permissions are.
3. In the **Enumerations Tab**, map the Sensor being displayed with the appropriate RTU Tag and Data Type.
4. In the **RTU Meter Reports Tab**, (if applicable), select the sensors that map to the appropriate fields for the report.
5. The **RTU QTR Corrections Tab** is used to view/create QTR timing corrections applied to processing a yesterday value for Zedi SCADA sites.
6. In the **Pollsets Tab**, combine different sensors (RTU register values) into groups called Pollsets, which can be triggered by a single command. Each Pollset requires unique sensors (RTU register values). Place basic sensors and yesterday value sensors in separate poll sets.
7. In the **Data Interval Tab**, set the time interval, in minutes, that information is to be sent to Zedi Access. This feature is used for Well Testing, when fine resolution time data is required. The lowest interval you can set is one minute.
8. In the **Reporting Interval Tab**, configure your polling intervals. For more information on Reporting Intervals, refer to this article.

Event Log

The Event Log records key change made by users through Zedi Access with respect to individual locations. Event changes will be listed in reverse chronological order. Each Event shows the date/time of the change, the serial number of the field instrument on the changed site, and which of the two event changes occurred. Click an event to view.

Flow Parameters

The Flow Parameters window is where the gas composition and flow parameter configuration for Smart-Alek are set, in order to perform the AGA 8 Volume calculation correctly. The user is responsible for updating these values. There are always defaults in place until the initial values to go in, but for correct gas flow data it is important that the User enters the correct values as soon as possible.

Instrument Log

The Instrument Log records Events generated by the field instrument, such as calibration dates.
Location Properties
Opens the Location Properties window for the selected site. Here you can enter custom site information, such as machine serial numbers or location cost centers.

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Meter Reports

Meter Reports show the site information such as device core size, provides a snap shot of the flow calculation, meter parameters, and gas composition information.

QTR

Quantity Transaction Record. QTRs show the daily and hourly averages for all the data on the site. The QTR readings are defaulted to Hourly and can be switched to Daily by clicking Daily QTRs at the top of the screen. You can view the data averages by clicking the QTR date/time link.

Live Data

The Live Data option is available for Zedi SCADA, Zedi Connect, MTRAC, SilverJack, and third-party configurations.

TrueChart

Access scanned chart images and monthly Gas Volume Statements.

Edit Location

If you have the appropriate Permissions, this allows you to change location name, contact information etc.

HIERARCHY

When you login to Zedi Access, the Hierarchy appears on the left side of the window. If the "Remember Locations" checkbox has been enabled within your user account set-up, and you have previously selected sites in the Hierarchy to work with those sites will automatically be displayed.
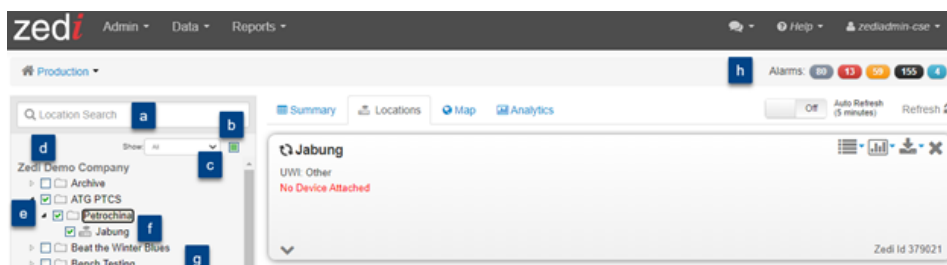
    a. **Search tab** - To search for a specific location, enter part or all of the location name into the Search field, Zedi Access will actively search for the location as soon as you start typing. Select the location from the dropdown list, and it will be chosen within the Hierarchy.

    b. **Deselect All** - Click on this box to deselect all selected sites on the hierarchy. Doing so will clear all site displays within Zedi Access.

    c. **Hide** - Click on this to hide the hierarchy. To re-display the hierarchy, click on the arrow pointing right next to the Home link.

    d. **Top Levels or Districts** - The first level is the Top Level or District. To display the next level, click the district name or the arrow left of the district name.

    e. **Child Levels or Areas**- All secondary levels of groupings viewed after clicking on the top level or district are referred to as Child Levels Areas.

Further levels can be set up to group fields under Districts and Areas.

    f. **Locations** - To select individual locations, expand the field lists and check the box of the appropriate sites. Checking the box next to the site will bring up the **Site Data Display box** in the right side of the screen.
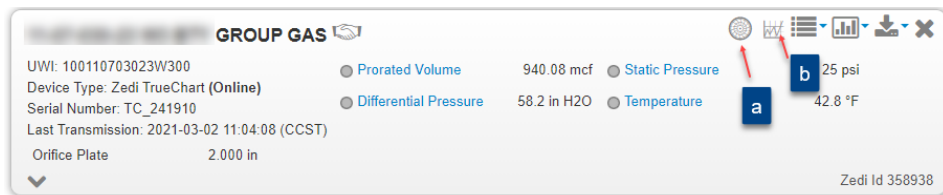
If you'd like your sites displayed in a particular order, you must select them in the hierarchy in that order (i.e., select the site you want displayed at the top of the Site Data Display first, then select the next site you'd like displayed, etc).

    g. **Icon** - indicates a joint venture; hover over the icon to see who owns the device at location.

    h. **Alarm Dashboard** - on the home page will show you all locations in a current alarm state, you may notice site displays open with alarm status displayed. The links in the Notification Bar are active, you can view the alarm details directly by clicking on the **red** or **orange** dots to view all locations with a cryout alarm or a server alarm, respectively. RTU no transmit alarms are indicated by the **black** dot, and locations that require flow parameter or gas composition information are identified with the **blue** dot.

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VIEWING ZEDI TRUECHART DATA AND GAS VOLUME STATEMENT

1. Click the chart icon within the site display
   a. View image of scanned charts
   b. View monthly gas volume statement.

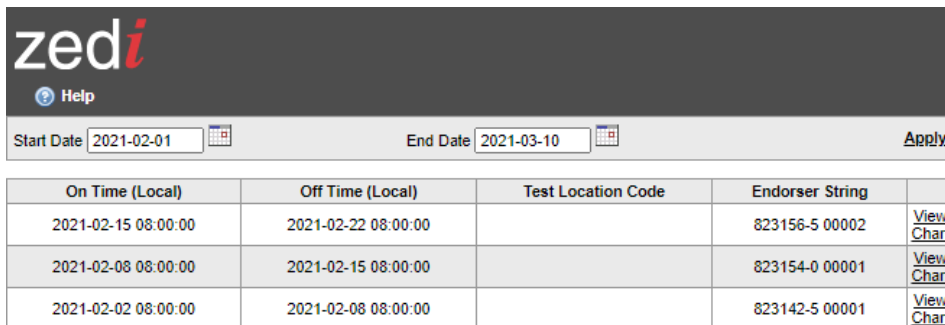|				
GROUP GAS				
UWI: 100110703023W300		Prorated Volume	940.08 mcf	Static Pressure	**b** 25 psi
Device Type: Zedi TrueChart **(Online)**				
Serial Number: TC_241910		Differential Pressure	58.2 in H2O	Temperature	**a** 42.8 °F
Last Transmission: 2021-03-02 11:04:08 (CCST)				
Orifice Plate	2.000 in			

Zedi Id 358938

2. Select view image of scanned charts (a), TrueChart Readings window opens.
3. Select the Date Range you want to view charts for, by selecting the **Start Date** and **End Date**.
4. Click **Apply**.

zedi

? **Help**

Start Date 2021-02-01   End Date 2021-03-10   **Apply**

On Time (Local)	Off Time (Local)	Test Location Code	Endorser String	
2021-02-15 08:00:00	2021-02-22 08:00:00		823156-5 00002	View Chart
2021-02-08 08:00:00	2021-02-15 08:00:00		823154-0 00001	View Chart
2021-02-02 08:00:00	2021-02-08 08:00:00		823142-5 00001	View Chart

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5. Click **View Chart** for the specific chart you want to view.
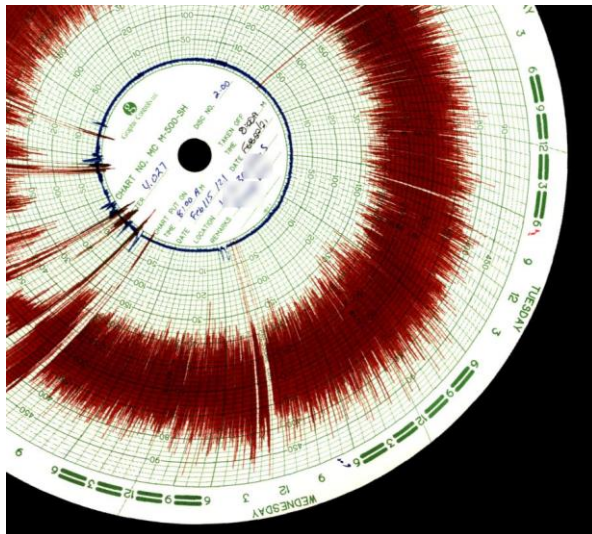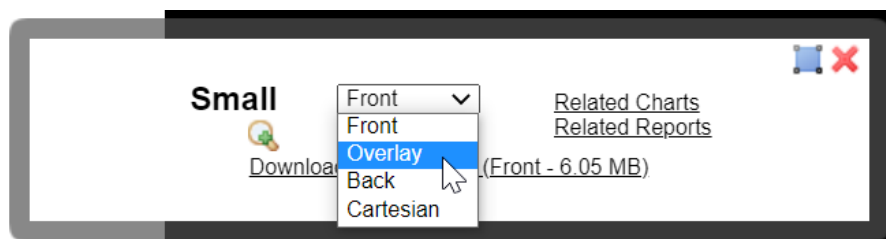

Chart Viewing Options

Once in the image viewer, you are given different chart viewing options. The default viewing option is the front view of the original scan. To see other views select the desired view from the dropdown menu:

- The **Overlay** is the digitized version of a chart that is used for performing the sensor averages and flow volume calculations.
- The **Back** is the scan of the back side of the chart, which sometimes features handwritten information from operators.
- The **Cartesian** takes the polar Overlay and plots it on a standard X/Y grid. This is often an easier way to view the data trend.

The selected viewing option is displayed once it is chosen through the dropdown menu.

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Other Viewer Features

Other features of the image viewer on the toolbar are as follows:

- For a higher resolution larger view of the image, click the 🔍 zoom icon. Click the 🔍 zoom out icon to get a smaller image.
- To download the original image at full resolution, click the **Download raw scan** link.
- The **Related Charts** link returns you to the Zedi TrueChart Readings screen, with the charts related to the current chart showing.
- The **Related Reports** link brings you to the Zedi TrueChart Reports screen. See Viewing Zedi TrueChart Reports for a description on how to use this function.
- Click this 🔷 icon to move the viewer toolbar to another spot on the screen.
- Click this ✖ icon to close the viewer toolbar.

View Gas Volume Statements

Once all charts for a total month have been scanned and processed, the monthly Gas Volume Statement will be available through the site display link.

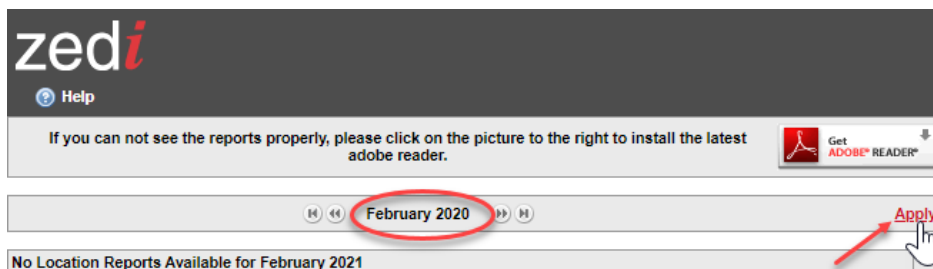1. Click the chart icon within the site display (Monthly gas volume statement - b)

2. Select the Date Range you want to view the Gas Volume Statement for, by selecting the **Month**.
3. Click **Apply**

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4. Click **View** for the specific Gas Volume Statement you want to view.

⏮ ⏪	**February 2020**	⏩ ⏭	**Apply**

Location Reports for February 2020	
Gas Volume Statement	View

Gas Volume Statement
February 2020

Gas Volume Statement report image — detailed tabular data including columns for On Day, Off Day, Orifice Size, Flowing Temperature, Average Static Pressure, Average Differential Pressure, Downtime, Estimated, Recorded Flow, Recorded, Theoretical, Flow Rate Variance. Comments include "No flow.", "Compressor down.", "See chart for explanation.", "Pen(s) out of ink.", "Please refer to the chart image for a relevant comment about the flow."

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ECF = Effluent Correction Factor
$C' = F_c \, s \, (F_v + F_p) \, s \, T \, s \, F_{pv} \, s \, F_m \, s \, F_g \, s \, F_{pm}$
$MCF = (I_s \, s \, M_s \, s \, C') / 1000$
MCF to 10³m³ conversion factor 0.02831685 at 101.325 kPa and 15°C.
Volumes are calculated using the methods from AGA Report 3 1992.

page 1 continued... 2
meter id: 241910 Well/Stream id: 331678
volumes calculated: March 8th, 2020 at 10:55am
statement generated: March 9th, 2020 at 8:45am by kl

CONFIGURING THE LOCATION

Click Configure Location in the **Site Data Display** drop down.
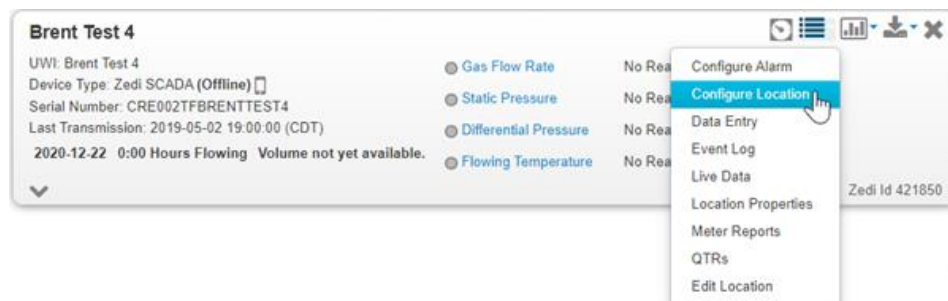
The Configure Location Screen window opens.

A brief description accompanies each field. There are tabs across the top of the window which contain separate groups of settings you can change. You may not see all the tabs shown because of your configuration or account security permissions.

1. In the **Sensors Tab**, select the sensors to display in the site Information Area of the Site Data Display window.
2. In the **MCAF Tab**, you can view the multiple companies who have access to this location and what their permissions are.

3. In the **Enumerations Tab**, map the Sensor being displayed with the appropriate RTU Tag and Data Type.
4. In the **RTU Meter Reports Tab**,(if applicable), select the sensors that map to the appropriate fields for the report.
5. The **RTU QTR Corrections Tab** is used to view/create QTR timing corrections applied to processing a yesterday value for Zedi SCADA sites.
6. In the **Pollsets Tab**, combine different sensors (RTU register values) into groups called Pollsets, which can be triggered by a single command. Each Pollset requires unique sensors (RTU register values). Place basic sensors and yesterday value sensors in separate poll sets.
7. In the **Data Interval Tab**, set the time interval, in minutes, that information is to be sent to Zedi Access. This feature is used for Well Testing, when fine resolution time data is required. The lowest interval you can set is one minute.

In the Reporting Interval Tab, configure your polling intervals.

FLOW PARAMETERS

METER PARAMETERS

Users can both **view** their current meter parameters or **edit** them in Zedi Access.

⚠ The ability to backdate flow parameters is only available for sites monitored by the Smart-Alek device, and is not available with sites monitored by other devices that interact with Zedi Access.

Viewing Meter Parameters

To view Meter Parameters on the Flow Parameters page:

1. Click Flow Parameters in the Site Display dropdown menu.
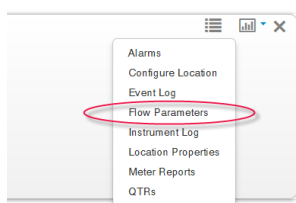
The Flow Parameters page opens on the Meter Parameters tab. **Base Values**, **Meter Run**, and **Fluid Information** are displayed.

2. To view a history of the flow parameters for this site, click the View History link. From there, you can select the number of days for which you'd like to look back.

Editing Meter Parameters

To edit Meter Parameters on the Flow Parameters page, use the following procedure:

- Only users with the proper web and well permissions can edit Meter Parameters.

1. In the Meter Parameters window (see above for instructions on how to access the Meter Parameters window), click the Edit button. The Meter Parameter edit window opens.

2. Enter the new parameters as required.
3. Enter the Start Date for the change (Mountain Time): yyyy-MM-dd 24HH:mm:ss
4. Do one of the following:
- Enter the End Date for the change (Mountain Time): yyyy-MM-dd 24HH:mm:ss
- Check the **Change will be in effect indefinitely** box.
5. Click the Save button.

The Zedi Access server logs the change in the Event Log and Meter Reports sections and generates a QTR.

GAS COMPOSITION

Users can both **view** their current gas compositions or **edit** them in Zedi Access.

- The ability to backdate flow parameters is only available for sites monitored by the Smart-Alek device, and is not available with sites monitored by other devices that interact with Zedi Access. The user must have web and well permissions to edit gas composition or other flow parameters.

Viewing Gas Composition

To view Gas Composition, use the following procedure:

1. Click Flow Parameters in the Site Display dropdown menu.

2. Select the Gas Composition tab in the Flow Parameters window.

The Gas Composition page opens, listing the **Compressibility Calculation Method**, the Gas Components, and **Gas Relative Density**.

3. To view a history of the flow parameters for this site, click the View History link. From there, you can select the number of days for which you'd like to look back.

Editing Gas Composition

To edit Gas Composition on the Flow Parameters page, use the following procedure:

1. In the Gas Composition window (see above for instructions on how to access the Gas Composition window), click the Edit button. The Gas Composition edit window opens.

2. Enter the new parameters as required.
3. Enter the Start Date for the change (Mountain Time): yyyy-MM-dd 24HH:mm:ss
4. Do one of the following:
    o   Enter the End Date for the change (Mountain Time): yyyy-MM-dd 24HH:mm:ss
    o   Check the **Change will be in effect indefinitely** box.

5. Click the Save button.

The Zedi Access server logs the change in the Event Log and Meter Reports sections and generates a QTR.
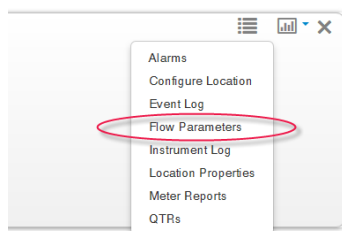
For more information on Gas Composition, refer to the following articles:

- Molar Fractions and Percentages
- Compressibility Calculation Method
- Gas Relative Density

If your Gas Analysis shows two values for Molar Fraction

If your Gas Analysis shows two columns for Molar Fraction (Air Free As Received and Air Free Acid Gas Free), use the Air Free As Received column.

You can enter gas composition values into Zedi Access as percentages or molar fractions.

If you enter the composition as percentages, the total percentage value must add up to 100 percent or to within specification.

If you enter the composition as molar fractions, the total fraction value must add up to 1 or to within specification.

If the composition unit total is not within specification, you will be prompted whether to convert the values.

Zedi Access can convert between percentages and molar fractions

The Compressibility Calculation Method according to AGA-8 (1994):

- "Compressibility Factors of Natural Gas and Other Related Hydrocarbon Gases" Transmission Measurement Committee No. 8
- American Gas Association, 2nd Printing July 1994, AGA Catalog XQ9212
- Synonymous with American Petroleum Institute MPMS Chapter 14.2
- Characterization Methods available for Smart-Alek are: Complete Composition (Detail Method), and Partial Composition (Gross Method 2 (Gr/N2/CO2).
- *Note:* **In Alberta, EUB Directive 017 requires that the Detail method be used.**
- The Partial (Gross) method should be used only for dry, sweet gases within the Normal Range given by Table 1 in AGA8 (1992). Normal and Expanded range values are listed in under each of the Gas symbols.
- The Partial (Gross) method(s) should also only be used for Flowing Pressures less than 12066 kPa (1750 psia) and Flowing Temperatures between -8.3°C (17°F) and 61.6°C (143°F).
- The Partial (Gross) method available for Smart-Alek flow calculations (Gr/N2/CO2) requires inputted values for Gr, N2, and CO2.
- There will be an indication of current calculation method used.
- *Note*: Although the Gas Composition screen lists Complete and Partial, 'Detail' and 'Gross(Gr,N2,CO2)' will still be recorded in the Meter Reports.

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- Each time the page is saved, it will assume the user has a complete composition. There will be a check box allowing the user to allow partial compositions as needed.
- If the page violates the rules for a complete composition, (100% +- 2 %), you will be alerted that there is a problem to correct or that you must select partial composition.
  - o If the data appears to be fractions and you have percent chosen (or vise-versa) you'll be asked if you want to convert the data.

Gas	Normal Range	Expanded Range	
Hydrogen (H2)	< 10%	0% to 100%	
Helium (He)	< 0.2%	0% to 3%	
Nitrogen (N2)	0% to 50%	0% to 100%	
Carbon Dioxide (CO2)	0% to 30%	0% to 100%	
Hydrogen Sulphide (H2S)	< 0.02%	0% to 100%	
Methane (CH4)	45% to 100%	0% to 100%	
Ethane (C2H6)	< 10%	0% to 100%	
Propane (C3H8)	< 4%	0% to 12%	
Iso-Butane (C4H10)	All Butanes < 1%	< 6%	
Normal Butane (C4H10)	All Butanes < 1%	< 6%	
Iso-Pentane (C5H12)	All Pentanes < 0.3%	< 4%	
Normal Pentane (C5H12)	All Pentanes < 0.3%	< 4%	
Hexane (C6H14)	For Hexanes Plus (i.e., C6, C7, etc.) combined: < 0.2%	0% to Dew Point	
Heptane (C7H16)	For Hexanes Plus (i.e., C6, C7, etc.) combined: < 0.2%	0% to Dew Point	
Octane (C8H18)	For Hexanes Plus (i.e., C6, C7, etc.) combined: < 0.2%	0% to Dew Point	
Nonane (C9H20)	For Hexanes Plus (i.e., C6, C7, etc.) combined: < 0.2%	0% to Dew Point	
Decane (C10H22)	For Hexanes Plus (i.e., C6, C7, etc.) combined: < 0.2%	0% to Dew Point	
Carbon Monoxide (CO)	Normal < 3%	Expanded Range < 3%	
Water (H2O)	Normal Range < 0.05%	Expanded Range 0% to 10%	
Oxygen (02)	Normal Range considered to be 0	Expanded Range 0% to 21%	
Argon (Ar)	Normal Range considered to be 0	Expanded Range 0% to 1%	

Applicable Ranges: - Using AGA-8 Gross Method 0.554 < Gr < 0.87 - Using AGA-8 Detail Method 0.07 < Gr < 1.52

An input value for Gr is only required if the Gross (Gr/N2/CO2) Compressibility method is used.

Pgr Reference Pressure for Real Gas Relative Density

Tgr Reference Temperature for Real Gas Relative Density

You can enter gas composition values into Zedi Access as percentages or molar fractions.

If you enter the composition as percentages, the total percentage value must add up to 100 percent or to within specification.

If you enter the composition as molar fractions, the total fraction value must add up to 1 or to within specification.

If the composition unit total is not within specification, you will be prompted whether to convert the values.

Zedi Access can convert between percentages and molar fractions.

Users can both **view** their current meter calibrations or **edit** them in Zedi Access.

The ability to edit meter calibrations is only available for sites monitored by the Smart-Alek device, and is not available with sites monitored by other devices that interact with Zedi Access.

Viewing Meter Calibrations

To view Meter Calibrations on the Flow Parameters page, use the following procedure:

1. Click Flow Parameters in the Site Display dropdown menu.

The Flow Parameters page opens on the Meter Parameters tab.

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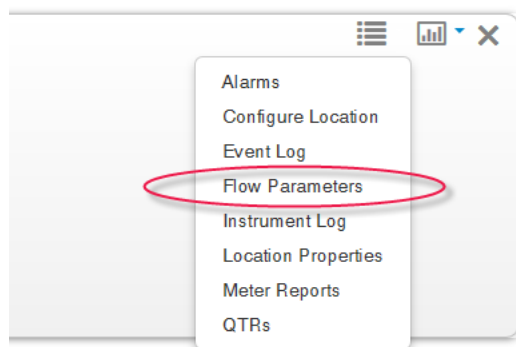
2. Click the Meter Calibration tab, as seen below.
   - If your organization has existing meter calibrations, the Meter Calibrations page opens, displaying the Calibration Event, and the current calibrations for Static Pressure, Differential Pressure, and Flowing Temperature.
   - If this is your first time entering meter calibrations, you'll receive a message stating "No meter calibration data available for this location" and are offered the option to enter new calibrations by pressing the **New** button. From there, follow the steps in the Editing Meter Calibrations section, starting with item #2.

3. To view a history of the flow parameters for this site, click the View History link. From there, you can select the number of days for which you'd like to look back.
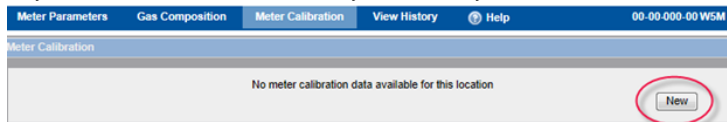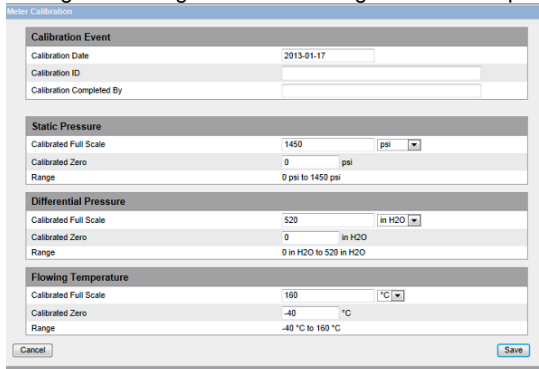

Editing Meter Calibrations

To edit Meter Calibrations on the Flow Parameters page, use the following procedure:

- Only users with the web and well permissions to edit Meter Parameters can edit Meter Calibrations.
1. In the Meter Calibration window (see above for instructions on how to access the Meter Calibration window), click the **Edit** button.
2. Enter the new calibrations as required.
3. Click the **Save** button.

- If you attempt to enter something not allowed by the system (i.e., an out of range calibration or a future date), Zedi Access will recognize it as invalid and prompt you to fix the error before it can be saved. Invalid entries will have this

🚫 icon next to them with a message at the top of the screen explaining the nature of the error. The Zedi Access server logs the change in the Event Log and Meter Reports sections.

DATA IMPORTS

IMPORTING GAS COMPOSITIONS

Zedi Access can import data in a pre-defined format.

To import gas composition from a file

1. Click **Data Import** on the Standard Function Bar in the Site Display window.

The Gas Composition Importer window opens.

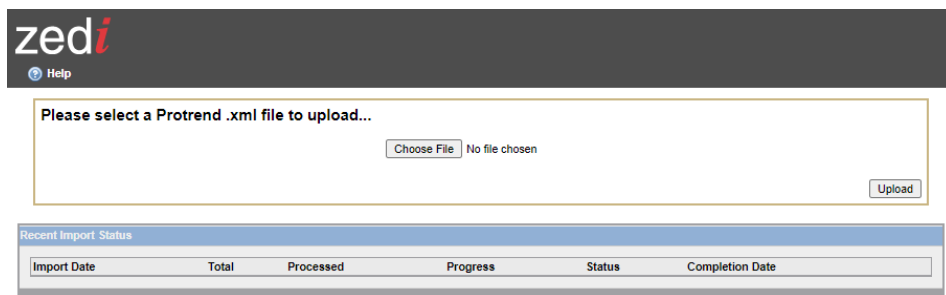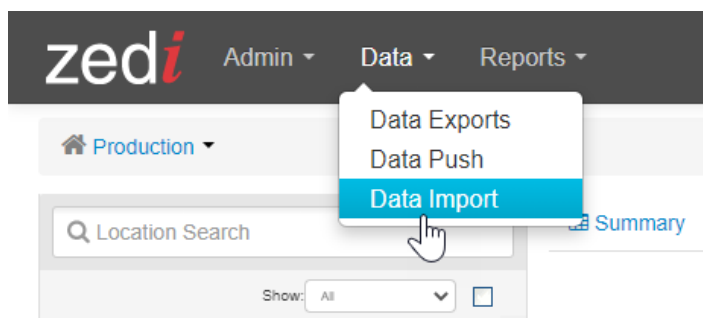2. Select the file you would like to import. Click **Browse** to search for a file.
3. Click **Upload** to import the gas composition parameters from the selected file.

WELL TEST SATELLITE

In Zedi Access, the Well Test Satellite feature is accessed two ways:

1. Click on the test tube **Well Test Satellite** icon, or
2. Click the link in the drop-down menu on the **Site Display**.
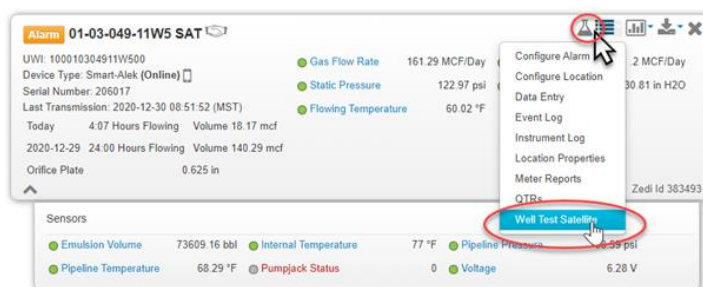
Within **Well Test Satellite**, there are four tabs:

1. Test and Report
2. Meter Parameters
3. Parameter History
4. Well Manager
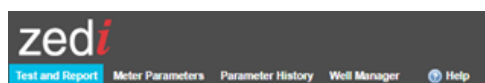
The Well Test Satellite function normally opens on the Test and Report tab, unless no test sites have been set up in the system, in which case, the function will open on the Well Manager tab.

Adding and Editing Test Wells

To add wells to a test site, or edit existing test wells, go to the Well Manager tab. The existing test wells are listed along the left side of the screen.

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To Add a Test Well:

1. Click on the [⊕ Add Test Well] Add Test Well button. The Add Test Well page opens.

2. Enter a name or LSD for the well in the Location Name/LSD field.
3. Enter the Location UWI in the appropriate field.
4. If desired, you may enter a comment in the Comments field.
5. Click the Save button to enter the well into the system. Clicking Cancel will exit you from the page without saving the entry.

Newly created wells are added to the links on the left side and the full list in the Well Manager and are now available for tests.

- You cannot create multiple test wells with duplicate Location Name/LSD or Location UWI under the same test satellite. This rule doesn't apply across test wells in separate test satellites.

To Edit a Test Well:
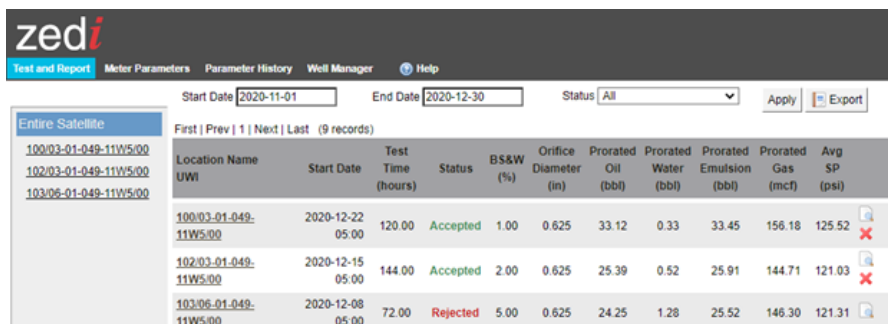
1. Click the [pencil icon]
   Edit link on the well you want to edit. The Edit Well Location page opens.
2. Edit the fields necessary.
3. Click the **Save** button to enter the changes into the system. Clicking **Cancel** will exit you from the page without saving the changes.

💡 The edits are reflected in the full list in the Well Manager.

Wells that have no tests associated with them can be deleted through the Well Manager by

clicking the ✖ Delete link.

Ways to View Well Tests

Go to the Test and Report tab. Test wells are listed along the left side of the screen. Previous tests for the entire satellite are listed in the main display.
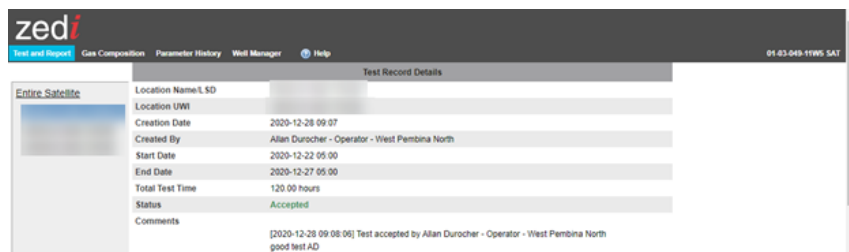
To select a date range for the tests you'd like to view, choose a Start Date and End Date from the appropriate fields, then click the Apply button.

1. To filter tests by a particular status, select the desired status from the Status dropdown menu, then click the Apply button.
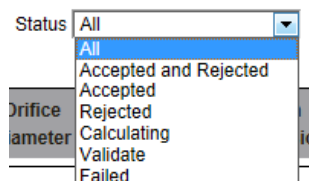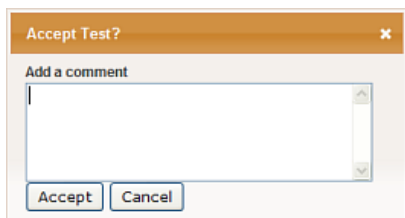
🔅 When viewing a specific well within the battery, you are given the ability to add well tests for the well through the Add Well Test button just below the tabs at the top of the screen.
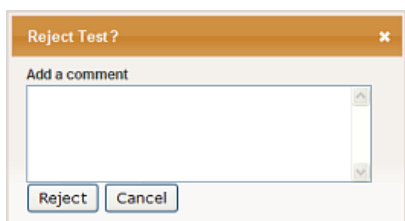
2. To export well test data into a CSV file, select the data you wish to export using the various filters described above (date range, status, or per well), then click the **Export** button.

3. The page displays ten records at a time. To view other test records, click on the **First**, **Prev**, **Next**, **Last**, and page number links above or below the test record listings as desired.

4. When viewing well test records, either for the entire satellite or for a specific well, you are presented with the following options, depending on the status of the well test:
   o Click the **View** icon to view details of a test. This will present the details of the test record, the well test, the meter parameters of the test, the gas composition of the test, the EFM meter information, and the snapshot flow calculations.
   o You can Accept or Reject the test or Append Comments through buttons at the bottom of the page.
   o Click the **Test Records** link to return to the Test and Report menu without Accepting or Rejecting a test. You cannot view details of a Failed test.

o Click the **Accept** link to Accept a calculated test. A pop-up will appear allowing you to append comments if desired. Comments are optional for accepted tests. Click the **Accept** button in the pop-up menu to complete the process.

o The Accept link only appears on tests with the Rejected or Validate status.
o Click the **Reject** link to Reject a calculated or previously accepted test. A pop-up will appear for you to append comments to the rejection. Comments must be appended for test rejections. Click the **Reject** button in the pop-up menu to complete the process.

o The Reject link appears with tests with the Validate or Accepted status.

Running Well Tests

Well Tests are run through the **Test and Report** tab.

To Run a Well Test:

1. Click the Add Well Test button. The Add Well Test Record page opens.

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Add Well Test Record

Start Date (yyyy-mm-dd hh:mm)

2013-01-15 08:00

End Date (yyyy-mm-dd hh:mm)

2013-01-16 08:00

Note: Entering the sand and water percentage is not necessary since this site uses a 3-phase separator.

Solution Gas Factor (m3/m3/kPa)

0   ⓘ

Comments

[text area]

[💾 Save] [Cancel]

2. Enter the start and end date and times in the appropriate fields.

⚠ Tests must be run for a minimum of 5 minutes.

3. Enter the BS&W cut in percentage in the BS&W (%) field.

⚠ The BS&W % field only appears with sites using two-phase separation. If your site is running three-phase separation, you don't need to enter a percentage, as the sensors will read the oil and water percentages

4. Enter the Solution Gas Factor in the Solution Gas Factor field if necessary.
5. Enter any comments in the Comments field if necessary.
6. Click the Save button to begin the test. Clicking Cancel will exit you from the page without running the test.

⚠ If you enter a time range for when the Smart-Alek was not attached to the well being tested, you will receive an error message stating that "The record could not be created" with information on why the selected dates fall out of range. You will then have to either correct your date range or select Cancel to exit the testing screen.

7. The test will appear in the Test and Report screen main section with the Status of "Calculating".

To view the completed test, refresh the screen by exiting and returning to the well-specific view or by clicking the Apply button. If the system is done calculating the test, the refreshed screen will change the status of the test to either "Validate" or "Failed", depending on the success of the test.

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In doubt about the actual test period?

Click **Gas Flow Rate** sensor on the Site Display for visual clues as to appropriate test times. The area circled in red indicates a change occurred. Holding your cursor on top of data points will give you the exact date and time that point occurred.
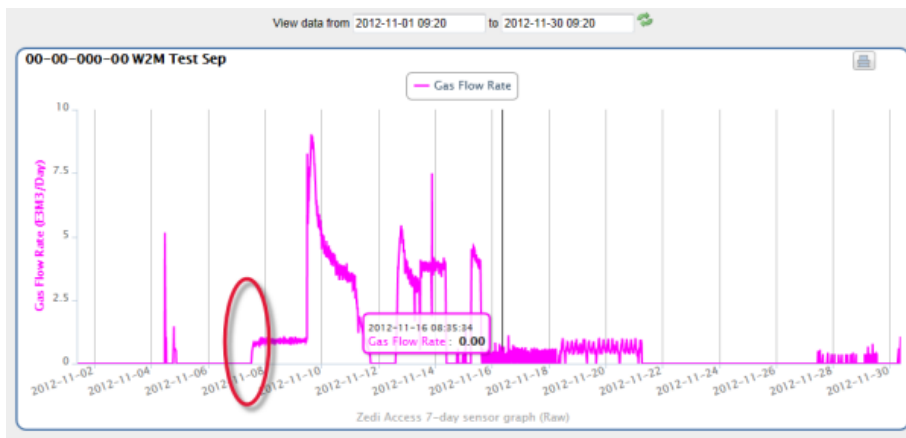
Entering Meter Parameters and Gas Composition

The meter parameters, like meter run and gas composition, for all the wells in the satellite are viewed by clicking on the Meter Parameters tab. From here, you can add and edit information on an on-going basis, based on your well permissions.

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To Edit Meter Parameters:

1. Click the **Edit** button at the bottom of the Meter Parameters page.
2. Enter the new information using the propriate fields and dropdown menus.
3. Enter the desired Start Date for the edit in the Start Date field.
4. If there is an end date for the change enter it in the End Date field. If the change is ongoing indefinitely, check the **Change will be in effect indefinitely** checkbox.
   If the "Change will be in effect indefinitely" box is checked, the End Date field will not show. Uncheck it to get the End Date field.
5. Click the **Save** button to enter the new parameters. Clicking **Cancel** will exit you from the page without changing the parameters.

To View the Gas Composition for an individual well:

1. Click the **Gas Composition** tab and click the well from the links on the left. The Gas Composition page is displayed.

To Edit Gas Composition:

2. Click the **Edit** button at the bottom of the Gas Composition page. The Edit Gas Composition page opens.
3. Choose whether you want to add your gas composition in **Percentage** or **Molar Fraction**.
4. Enter the Gas Composition in the various fields, using one of two options:
   a. Manually enter the full Gas Components in their various fields, or
   b. Enter the partial composition by clicking the **Use partial composition?** checkbox, then entering the partial composition in the Gas Relative Density fields and the Nitrogen and Carbon Dioxide fields if necessary.
5. Enter the start date and time for the gas composition in the **Start Date** field.
6. If there is an end date for the gas composition enter it in the **End Date** field. If the gas composition is ongoing indefinitely, check the **Change will be in effect indefinitely** checkbox.
   If the "Change will be in effect indefinitely" box is checked, the End Date field will not show. Uncheck it to get the End Date field.
7. Click the **Apply Gas Composition to all the wells in the satellite** checkbox if you want to do so.
8. Click the **Save** button to enter the new composition.
9. Clicking **Cancel** will exit you from the page without changing the composition.

EMERSON

zedi

Test and Report | **Gas Composition** | Parameter History | Well Manager | ⑦ Help

Compressibility Method	AGA-8 (1992) Gross (Gr/N2/CO2)		Zedi Meter Code 383684

Entire Satellite

Gas Components			
Hydrogen (H_2)	0 %	Helium (He)	0 %
Nitrogen (N_2)	0 %	Carbon Dioxide (CO_2)	0 %
Hydrogen Sulphide (H_2S)	0 %	Methane (CH_4)	0 %
Ethane (C_2H_6)	0 %	Propane (C_3H_8)	0 %
Isobutane (C_4H_{10})	0 %	Normal Butane (C_4H_{10})	0 %
Isopentane (C_5H_{12})	0 %	Normal Pentane (C_5H_{12})	0 %
Hexane (C_6H_{14})	0 %	Heptane (C_7H_{16})	0 %
Octane (C_8H_{18})	0 %	Nonane (C_9H_{20})	0 %
Decane ($C_{10}H_{22}$)	0 %	Carbon Monoxide (CO)	0 %
Water (H_2O)	0 %	Oxygen (O_2)	0 %
Argon (Ar)	0 %		
		TOTAL	0 %

Gas Relative Density	
Relative Density (Gr)	0.6
Reference Pressure of Relative Density (Pgr)	14.696 psi
Reference Temperature of Relative Density (Tgr)	59 °F

✏ Edit

Viewing Parameter History

The parameter history for all the wells in the satellite is viewed by clicking on the Parameter History tab.

1. Select the well for which you want to view a parameter history from the left side hierarchy or select Entire Satellite to view the parameter history for the entire satellite. The parameter history for that well is displayed.
2. To view a certain time period, enter the Start Date and End Date for which you want to view in the applicable fields.

Click the **Apply** button. The parameters for each date within the time period are listed in columns.

Zedi Cloud SCADA Solutions

	100/03-01-049-11W5/00	100/03-01-049-11W5/00
Start Date	2020-12-11 14:51 (MST)	2020-03-09 11:28 (MDT)
End Date	Indefinite	2020-12-11 14:50 (MDT)
Average Atmospheric Pressure (PAtm)	13.113 psi	14.696 psi
Base Temperature (Tb)	59.00 °F	59.00 °F
Base Pressure (Pb)	14.696 psi	14.696 psi
Orifice Plate Material	Stainless Steel (1)	Stainless Steel (1)
Orifice Plate Diameter (dr)	0.625 in	0.625 in
Orifice Plate Diameter Reference Temperature (Trefd)	68.00 °F	68.00 °F
Meter Tube Material	Carbon Steel (3)	Carbon Steel (3)
Meter Tube Diameter (Dr)	1.938 in	1.938 in
Meter Tube Diameter Reference Temperature	68.00 °F	68.00 °F
Beta Ratio (β)	0.3225	0.3225

LIVE DATA SCREEN

Demand Polls

The Live Data screens are based on a pull system architecture. The polling engine pulls data, via the modem, from the RTU. Scheduled polls occur automatically, but you can also initiate a poll whenever you want.

Performing Demand Polls

1. Click on the **Demand Poll** button. The demand poll functionality becomes highlighted in yellow.

A value that fails to report for a period of 30 minutes plus the regularly scheduled reporting interval, the status flag turns to grey.

Command Log

You can track the progress of a demand poll through the Command Log after you've initiated a demand poll following the steps above.

1. Click on the **Command Log** link. The Command Log screen opens.
- Demand polls that are currently running are listed as "Running" in the Status column, while polls that are waiting to run are listed as "Pending".

2. Click the **Refresh** link at the top of the log to update the Status column to see the results of the poll.

• Successful polls will have the Status "Success". Unsuccessful polls will have the Status "Failed". For details on why the poll failed, hover over the magnifying glass icon to the right of the Failed status.

Live Data Overview

Zedi **Live Data** enables Zedi Access integration with third party RTUs (Remote Terminal Units) and EFM (Electronic Flow Measurement) devices. Using a customizable user interface and an industry standard polling engine, users can have complete two-way communication (including site control) using industry standard RTU and EFM hardware.

Live Data screens are accessed two ways:

1. Click the **Live Data** icon on the Site Display, or
2. Select **Live Data** from the site options dropdown menu.

EMERSON

Setup

Register values from the RTU are mapped to the Zedi Access display, where they are grouped into screens that your company designs and maintains.

The configuration done on Zedi's side determines data the device stores. The data could be anything (the RTU in field is monitoring register values). Zedi makes a template for an RTU that defines names and units of measure for the register values.

Screens

There can be as many (e.g., 5 - 500) registers displayed as you want to monitor. Registers are organized into screens for convenience.

Screens can be read-only or have write permissions granted.

Each screen displays similar items:

- **Data Quality Flags**
    - Green - Good data flag. The last poll was a success, and values shown are confirmed on the RTU.
    - Yellow - The most recent poll indicates that this sensor has fallen out of the defined alarm range and a server alarm has been tripped.
    - Red - The most recent poll indicates that this sensor has fallen out of the defined alarm range and a remote alarm has been tripped.
      Note: Not all RTUs allow for remote alarm capabilities.
    - Grey - A register value is late in reporting data or is not configured to report data. When a value has failed to report for a period of 30 minutes plus the regularly scheduled reporting interval, the status flag turns to grey.
    - Black - The is a problem communicating with the RTU. Hovering over the black flag indicator reveals the nature of the communication error.
- **Display Registers** Displays a read-only register value.
- **Write Registers** Displays an editable register value. There are two types of write registers, numeric and binary(on/off). Once you edit the value, the polling engine attempts to update the register on the RTU. When the polling engine receives an updated value back from the RTU, the Data Quality Flag will turn green.
- **Tags** Entered by Zedi.
- **Inline Graphs** Provide graphing for one or two registers.

Groups

A Group of items lets you send a group of commands to a device at once, as in a flow configuration screen for example. You can put a button in a defined group to execute everything in that group. Groups are identified by color.
To learn more about Live Data screens, refer to Understanding Live Data Screens.

Aliases

Modbus only has numeric IDs, so aliases are used when using same screen on multiple RTUs.

Event Log

Tracks changes to any registers from Control/IO. For example, turning on the flag that tracks all events to the binary register "Well Shut Off" will cause every change (on/off) to be logged in the Event Log. Changes to the Event Log are also logged. This provides audits for sensors.

Meter Reports

Zedi Control/IO meter reports function basically the same as other meter reports on Zedi Access, but they have to be set-up before they can be used.

From the Control/IO screen, click **Configure Meter Report**.

Map the appropriate values in the Configure Meter Report window (for example, map the register for static pressure to static pressure sensor on Zedi Access).

When meter report created, it is tracked.

Note: Buttons now have a **Create Meter Report** checkbox - every time the button is clicked a meter report is generated.

Alarming

You can use Control/IO sensors for alarm parameters on Zedi Access.

Be careful to alarm on the correct data.

Limitations

The speed of the data refresh depends on the polling engine.

Reporting Intervals

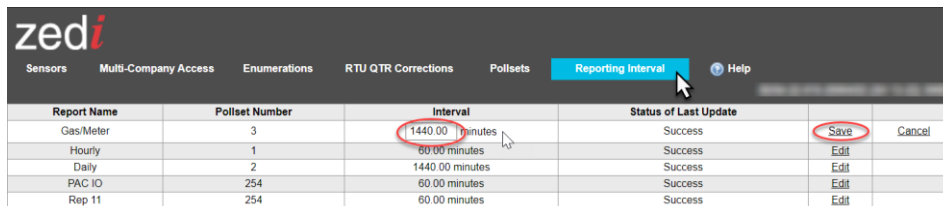This option is only available for sites where a PAC v2, PAC v4, and Zedpac is installed. Because reporting intervals are factored into Zedi Total Access fees, permissions for this function will only be given out by Zedi administration staff on a restricted basis. Companies with permission to access this function may be subject to audits to ensure that their telecommunications usage does not exceed the previously arranged levels.

To configure your poll intervals using the Reporting Intervals function:

1. **Click** Configure location **on the drop down on the Site Data Display window.**
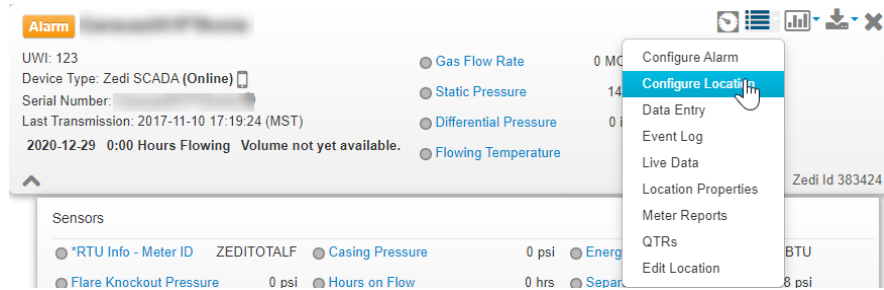
2. The Site Settings window opens.
3. Click the **Reporting Interval** tab. If you do not see the Reporting Interval tab within your Site Settings, you do not have permission to use this function.
4. Click the **Edit** link of the desired report to configure the reporting interval.
5. Enter the new report interval in the alphanumeric field in the Reporting Interval column.
6. Click the **Save** button.

While the request is being processed, the new reporting interval will appear in italics with a Status of Last Update listed as "Pending".

To confirm that the request has been successfully completed, click the **Refresh Screen** link next to the "Pending" status. A successful interval change will result in a Status of Last Updated indicator of "Success". An unsuccessful interval change will result in a Status of Last Updated indicator of "Failed", with the reporting interval appearing in red italics followed by a question mark. If the interval change is still being processed by the system, the Status of Last Update will read "Running"; you can hit the Refresh Screen link again for success or fail verification. All changes to Report Intervals are recorded in the Live Data Command Log.

It is recommended that the reporting interval not be set to less than 5 minutes.

The display is limited to 16 entries. A system I/O pollset, numbered 255, will always be present therefore only 15 user intervals are available.
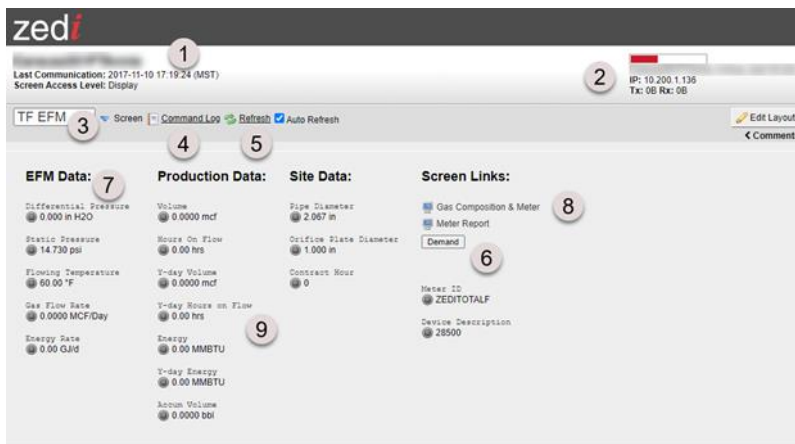
Understanding Live Data Screens

Live Data registers are organized into six main suggested screens. They are listed with their descriptions below.

Live Data screen types and descriptions:

| Screen	Description
Default/Status screen	A status screen for certain pressures, temperatures, flows, controllers, processes, batteries, etc. It typically contains instantaneous readings or demand polling updates.
Control screen	Allows you to remotely change parameter set points and control valves or peripheral equipment such as plungers, pig launchers, line heaters, ESDs, etc.
Cycle/Event screen	Allows you to view data from applications (such as optimization) that produce event-based logs.
Alarm screen	Allows you to configure alarm set points for RTUs, PLCs (Programmable Logic Controllers), compressor panels, controllers, etc.
Log screen	Allows you to see hourly, daily or monthly summary data. It is mostly for EFM data but you could also have time-sequenced applications (such as annular flow or gas lift valve positions) displayed.
Gas Composition screen	Allows you to view and make changes to anything related to EFM or fluid measurement configuration (gas analysis or meter parameters, for example). This applies to almost all RTUs, PLCs, and other controllers.

Screen overview

Below is the layout for an EFM and Control Main screen. Various numbered elements in this diagram are described in the Live Data screen element descriptions chart.

Zedi SCADA screen element descriptions for above graphic:

| #	Element	Description
1	**Location name, last communication time and screen-access level**	**This is usually the LSD of the location and the last time the RTU was successfully polled.**
2	**Auto refresh bar, Zedi RTU serial number, IP address, and sizes of data packets transmitted and received**	**The auto refresh bar gives you an idea as to when the screen will auto refresh. This is followed by Zedi's internal serial number for the RTU and the Zedi modem's IP address. Finally, you see a running total of sizes of data packets transmitted to and from the RTU.** *Note:* **If these numbers are not increasing, this is an indication that communication has been lost. If the numbers increase slowly, this indicates that the RTU is not responding to requests for information**
3	**Screen drop-down list**	**Navigate to different screens by selecting a screen name from the list. You can also click on the screen links to navigate between screens. See item** 8.
4	**Command log**	**This is a log of all commands issued by people who have access to this location, such as demand polling, parameter changes, etc. It will also show you the status of these commands.**
5	**Manual refresh**	**If you do not want to wait for the screen to auto refresh, you can manually refresh by clicking here. Pressing a manual refresh button will reload data from the Zedi SCADA database and display it on the web screen. This does not request new data from the RTU.**
6	**Demand poll button**	**This button allows you to demand poll the RTU at any time between programmed poll times.**
7	**Sensor tags**	**This section displays instantaneous or averaged data.**
8	**Screen links**	**Clicking on any of these links allows you to navigate to other screens.**
9	**Green flags**	**A good quality flag. The data displayed is an exact match to the data found on the RTU at the moment of the last poll.** **This item may be clicked to view a 7 day graph of the data.**

Comments Log on Live Data Screen
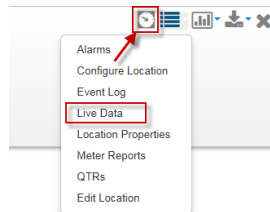
Comments Log on the Live Data Screen

With this feature you can leave comments within the Live Data Screen for other users to view and/or comment. The Comment Log has a 2000 character limit and is viewable to all users that have access to the Live Data Screen. The comments will be documented within the Event Log in Zedi Access and will be enabled for all Live Data Screens.

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To access the **Comment Panel Box** please click the comments icon.
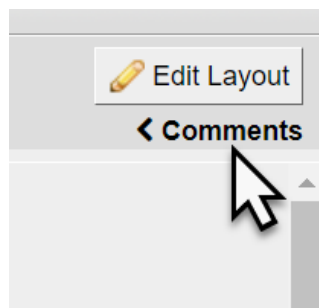
After the **Comments** icon has been selected the user **Comment Panel Box** will expand. You will be able to review recent comments and create new comments within the **Comment Panel Box**.

1. Comment Panel Box **- This is where you can enter your comment.**
2. Save Tab **- Allows you to save comments.**
3. Recent Comments **- Will allow you to view recent comments.**
4. Link to Event Log **- All comments are saved in Zedi Access as a user event, click on the link to view all the comments in the Event Log.**

Comments >

1

Save 2

Recent Comments

2019-04-03 20:25:08 (MDT) 3
zediadmin-cse

test

4

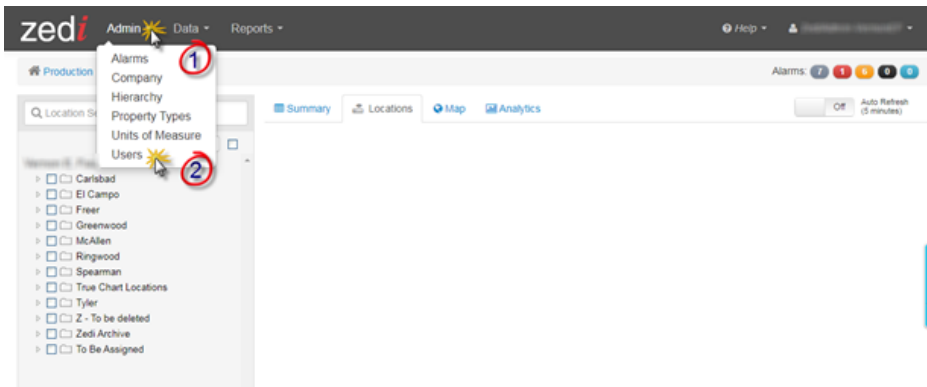**See the Event Log for more Comments...**

Zedi Cloud SCADA Solutions

USER MANAGER

CREATING A NEW USER

https://youtu.be/FkF2bqGt7Q4

Log into Zedi Access

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
   PLEASE NOTE: Logins are case sensitive. If the login name already exists, modify until you get a new one.
5. Enter **Email Address.**
6. Enter **Password** (should be unique)
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. If the user is requesting this, it is recommended that you set the time approximately one hour after the report is set to be generated. QTR report times may vary depending on volume and may not always be at the same time daily. This report will be sent at the same time regardless.

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 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 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

USER PERMISSIONS

https://youtu.be/HsTsoWyoJIM

WEB PERMISSIONS

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.
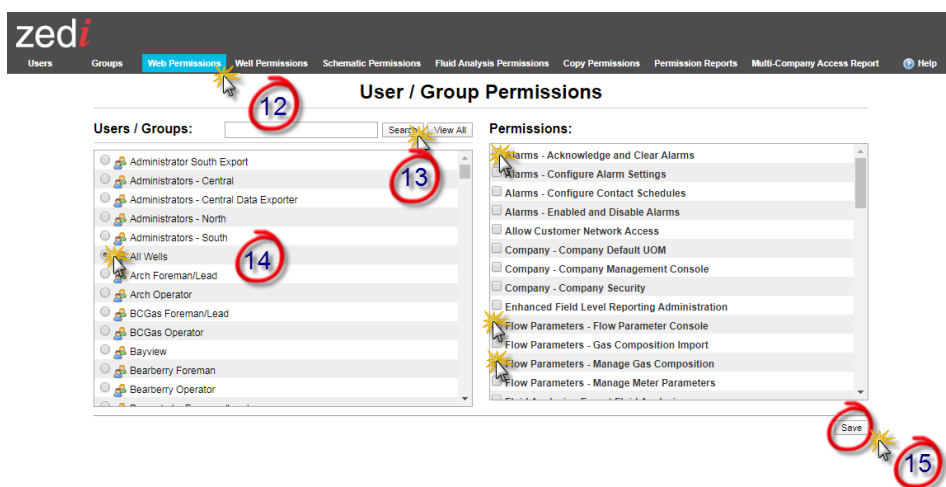   a. **Groups** have 2 people in the icon

             👥 EFM/TC Smoky: Operator
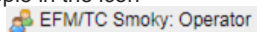
    b. **User** has just one person in the icon.

             👤 achoo

14. Select **User/Group**

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
15. Select **Save.**

Recommended Web Permissions

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

EMERSON

Permission	Purple	Light Blue	Yellow	Green	Brown	Blue
Operations - View			X			
Operations Hierarchy Administration			X			
QTRs - Correct QTRs	X		X	X		X
QTRs - Use QTR Console	X	X	X	X	X	X
Reports and Data - Configure Automated Exports			X	X		
Reports and Data - Manual Data Export	X	X	X	X	X	X
Reports and Data - Report Manager Console (and Report Center)	X	X	X	X	X	X
Reports and Data - Volume Validation Administration			X			
Reports and Data - Well Site Summary	X	X	X	X	X	
User Administration - Account Management Console "Required"	X	X	X	X	X	X
User Administration - Copy Permissions "Zedi Internal Only"						
User Administration - Fluid Analysis Permissions			X			X
User Administration - Manage Groups			X			X
User Administration - Manage Other Users			X			X
User Administration - Schematics Permissions			X			X
User Administration - View User Logins			X			X
User Administration - Web Permission Admin			X			X
User Administration - Well Permission Admin			X			X
User Administration - Zedi Administrator "Zedi Internal Only"			X			
User Query			X			
Well Query			X			
Wells - Event Log Console	X	X	X	X	X	X
Wells - Instrument Log Console	X	X	X	X	X	
Wells - Meter Report Console	X	X	X	X	X	X
Wells - Modify Remote Integration Tags "Zedi Internal Only"						
Wells - Multi-Company Access Permissions Report			X			
Wells - Well Management Console			X			X
Zedi Access Mobile	X	X	X	X	X	
Zedi SCADA - Admin Access "Zedi Internal Only"						
Zedi SCADA - Control Access	X	X	X			X
Zedi SCADA - Edit Access "Zedi Internal Only"						
Zedi SCADA - Use Zedi SCADA Sub System	X	X	X		X	X
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 need View Only access for Web Permissions, you will check Basic Access for Well Permissions. Well Permissions are what a user has access to on a site by site basis.
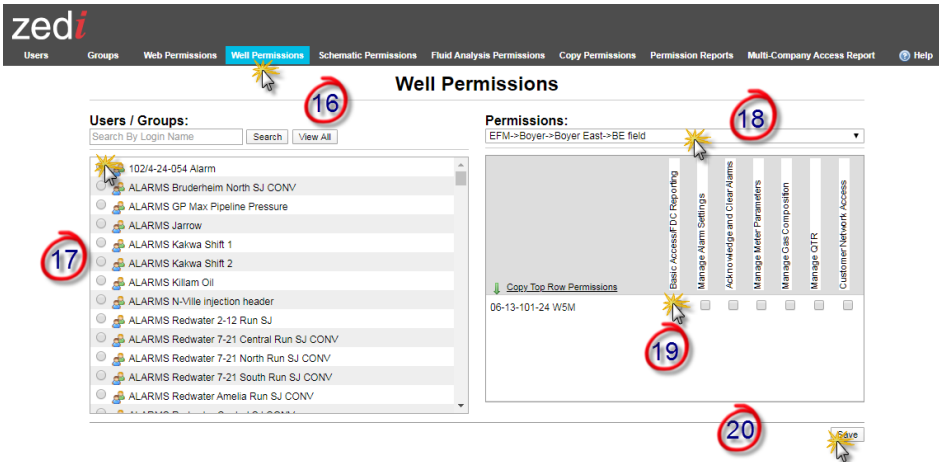
You can assign up to six different well permissions for each location on Zedi Access. The following section explains each permission and gives suggestions as to what type of user needs each one.

1. Basic Access: Everybody that needs access to a location needs **Basic Access**, at the very least. This permission allows view only access.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.

Recommended Well Permissions

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	■		■	■		

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

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COPY PERMISSIONS

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

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

EMERSON
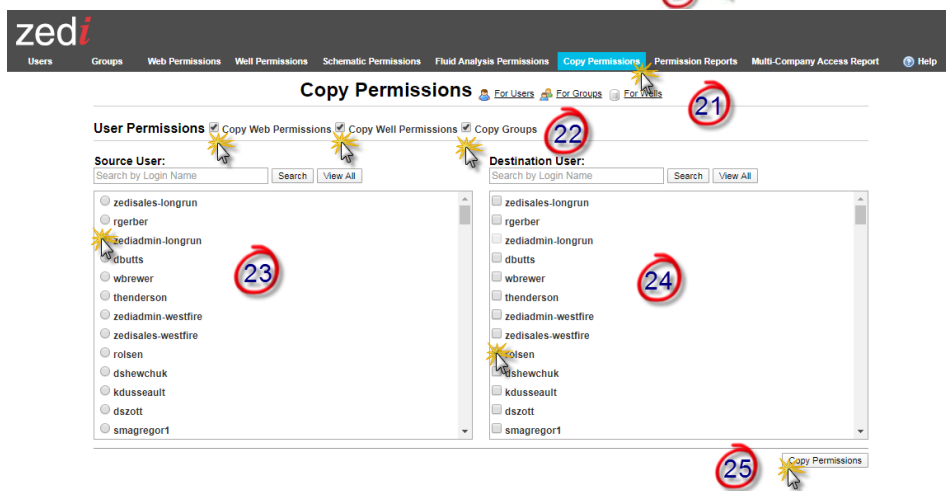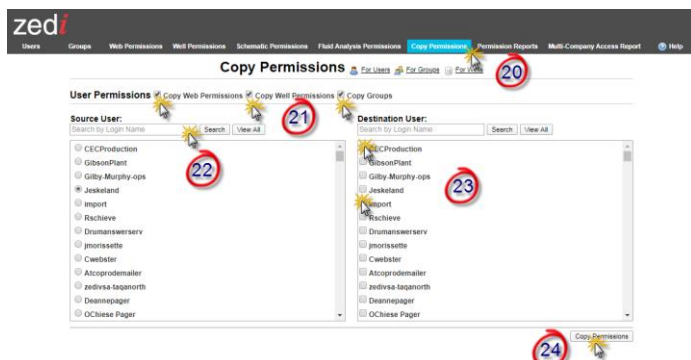
^^ CELL PHONE EMAIL FORMATS

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.

EMERSON™

SUMMARY TAB

The Summary Tab configuration was created to allow Zedi Access users easy access to a locations data that matter most to them within a grid view. Once the Summary Tab has been selected, a user is able to see the sites in an order that makes sense to them and they are able to easily see all their locations, on one screen without having to move to a new Site Display (Locations tab) or scroll up and down. The Summary Tab will also highlight any locations that have a current alarm, no communication and if any alarm parameters have been enabled by a per sensor basis.

SUMMARY TAB

a. The "i" icon is additional location details.

b. This pull-down menu has the same options as on the Site Display(Locations tab). From this icon, you can access Live Data and see custom reports and graphs.

c. All the locations that you have selected will show here.
d. All the sensors that you have selected will appear.

ALARMS

EMERSON

Color shaded cells represent **Alarms**

- Grey background on location field —No Comms Alarm

- Orange/Yellow cells —High/Low alarms

- Red cells —High High and Low Low alarms, or Smart-Alek cry out alarms

DATA

- Black Font: Live Data 520.28
- Green Font: Alarm set points have been "enabled" for this sensor 145.56
- Grey Font: Stale Data, has not transmitted in the last 24 hours 89.2

SUMMARY CONFIGURATION

1. Once the user with permissions logs in they can see the Summary Configuration in the Admin dropdown.

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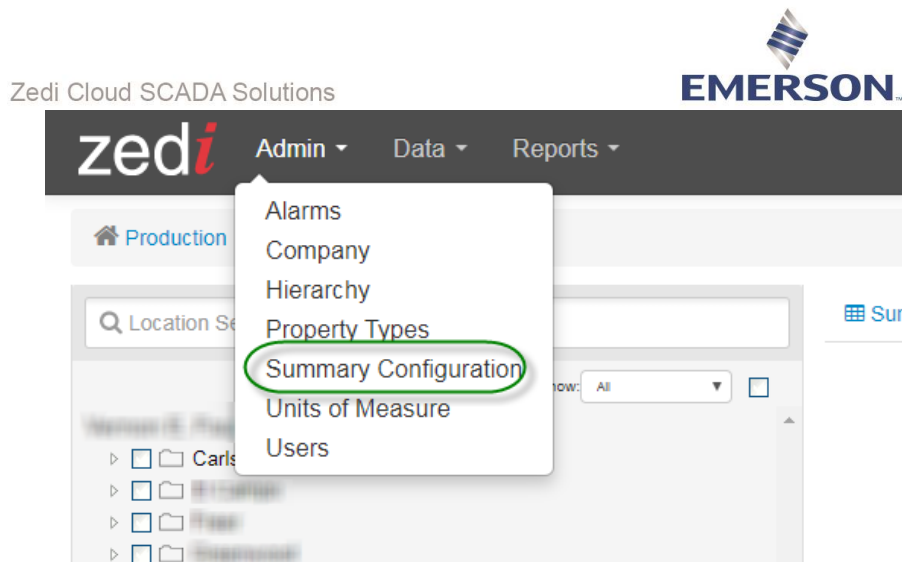
2. The user is now able to do the following:
   a. User can see the list of all existing location categories in the company (both company specific and system)
   b. User can only View a system location category. They cannot edit or delete it.
   c. User can Add, Edit or Delete a company specific location category.
   d. User can bulk assign or unassign locations from any location category (except Not Assigned – this one is for automatically catching any locations that are not assigned to any location categories yet).
   e. User can also see the list of locations assigned to a location category by clicking on the number link under Locations Assigned column.

3. When the user clicks on the Bulk Assign/Unassign button, a Bulk Assign/Unassign page opens. This is where user needs to select a Run/Route and click on the Assign or Unassign button depending on what they are intending to do.

4. To add a **Location Category**, select **Add**.

5. In the Add Location Category screen
   a. Enter in a new **Location Category Name**.
   b. Select the **Sensors** that you would like to see for this Category on the left of the screen. The sensors that you have selected will appear on the right.
   c. Select **Save**.

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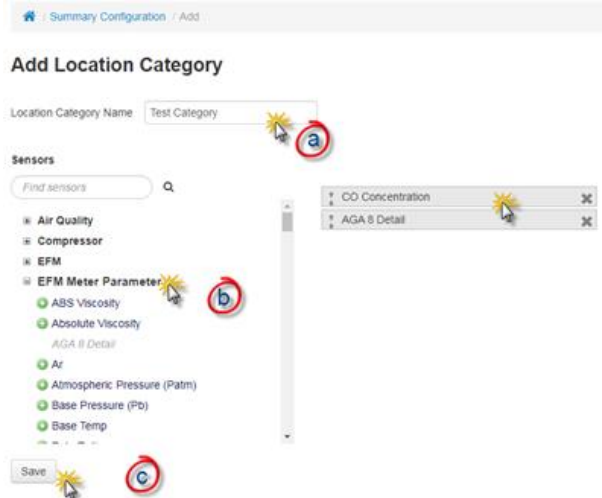
6. Once the locations have been assigned to a location category, those locations are selected in tree (either through Hierarchy tab or Run/Routes tab), locations will show up under the location categories that they are part of (under Summary tab)
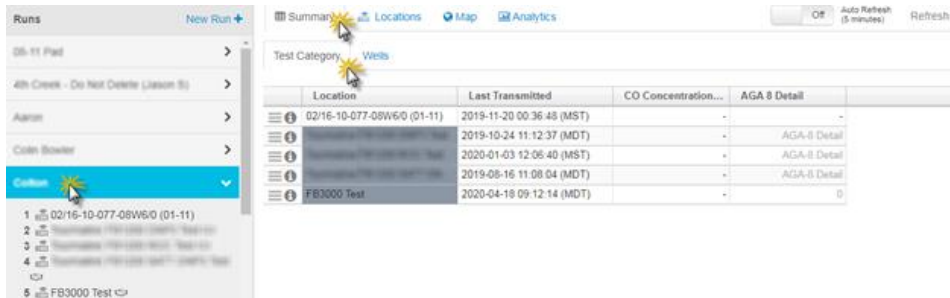
7. Once the locations have been assigned to a location category, those locations are selected in hierarchy (either through Hierarchy tab or Run/Routes tab), locations will show up under the Location Categories that they are a member of (under Summary tab).
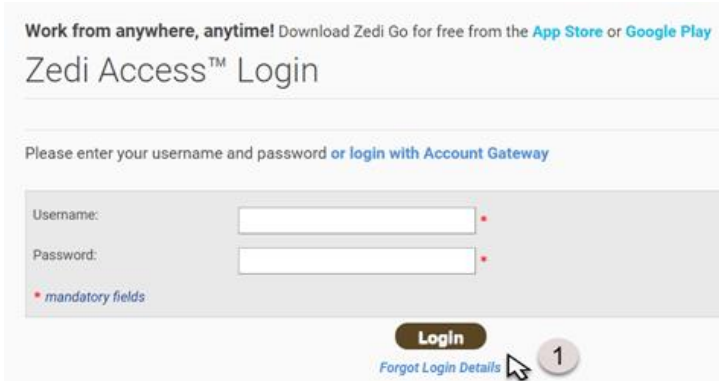
Should you have any questions regarding this latest update, please feel free to contact our Customer Care team 1-866-732-6967 or zedi.support@emerson.com

RESETTING A PASSWORD

https://youtu.be/6OxSCXCQCb0

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If you have forgotten your password and need to reset it, follow the step by step process below.

1. From the login screen, select **Forgot Login Details**.

2. Select if you have **Forgot Password** or **Forgot Username**.
3. If you have forgotten your **password**, you will be required to fill out an email address, as well as your username. If you have forgotten your **username**, you will only be required to fill out your email.
4. Select Submit and a verification email will be sent to the email that you have provided.

Once you have received the email, you can reset your password. If you have any further questions or concerns, please reach out to our customer care team at 1-866-732-6967.

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ALARMS

ALARMS INTRODUCTION

https://youtu.be/el_eBsn8qz0

Introduction

Alarms are a very powerful tool that can help you monitor production and reduce downtime. You can reduce the amount of time and expense spent visiting sites that are functioning properly and concentrate on sites with known issues. For example, setting an alarm that will trigger when the static pressure drops to a specific level alerts you that there is a condition that should be investigated.

Early detection of problems using an alarm can reduce the amount of time for which production is affected.

Alarms can be assigned to different users or groups, on configurable schedules.
By quickly becoming informed of abnormal sensor conditions, you will know what to expect at the site and have time to organize the proper response.

Recognizing when an alarm has occurred
Viewing and setting alarms with the Alarm Manager

Recognizing When an Alarm Occurs

Immediately upon logging into Zedi Access, the **Notification Bar** on the home page will show you all locations in a current alarm state, you may notice site displays open with alarm status displayed. The links in the Notification Bar are active, you can view the alarm details directly by clicking on the **red, orange, grey, black or blue** dots to view all locations with an alarm.
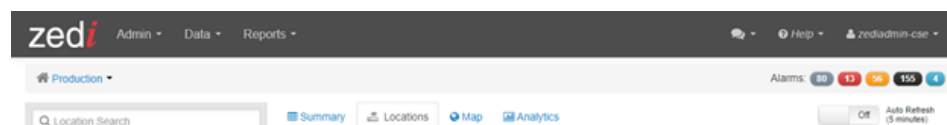
In Zedi Access you will have the ability to set server-based alarms for any sensor on any EFM device. Server based alarms are triggered by Zedi Access and are based off the last reading taken by the device in the field. The alarms may automatically be cleared when the sensor transmits within the normal operating range. Once alarming, Zedi Access can send either a text message, email, or both to the end user to notify them.

ALARM TYPES
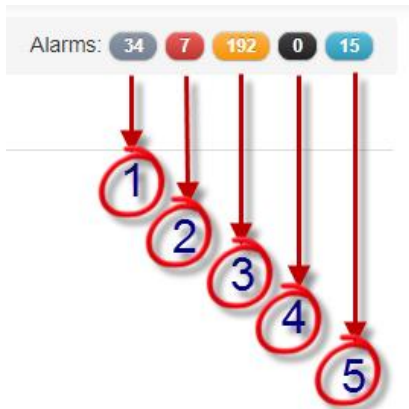
1. Grey – **No Communication Alarms**, this site does not have any communication.
2. Red – **High High / Low Low or Smart-Alek Cryout Alarms,** this site is very outside of the parameters put in place.
3. Orange/Yellow – **High / Low Alarms,** this site is slightly out of the parameters put in place.
4. Black – **RTU Alarms,** not in use.
5. Blue – **Location Missing Flow Parameters Configurations**, indicates which sites flow parameters need to be updated. Most not in use.

CONFIGURING ALARMS

SETTING ALARMS

1. There are a few ways in which you can access the configure alarm screen to begin configuring them:

1. The first option is to click the Options dropdown menu and select **Configure Alarm.** This will take you <u>directly</u> to the configure alarm screen for the site selected.
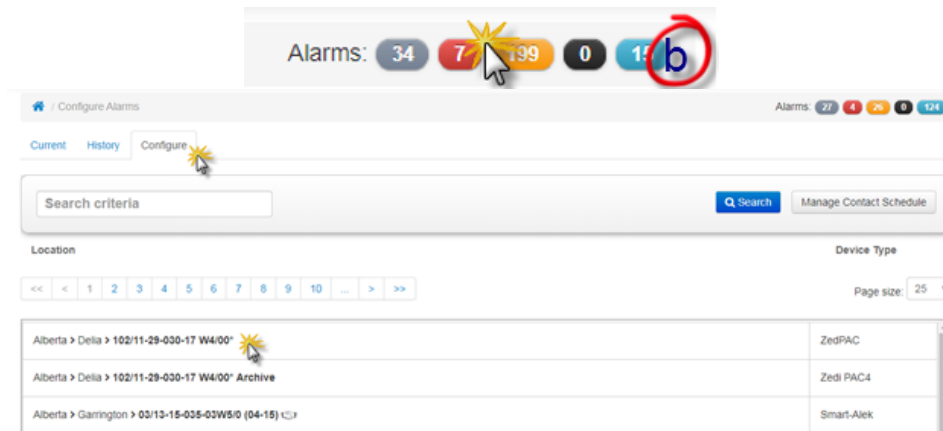
2. The second option is to select from the colored **Alarm** icons on the top right of the screen. This will take you to the configure alarms screen where you will select **Configure** and select the **Location.**

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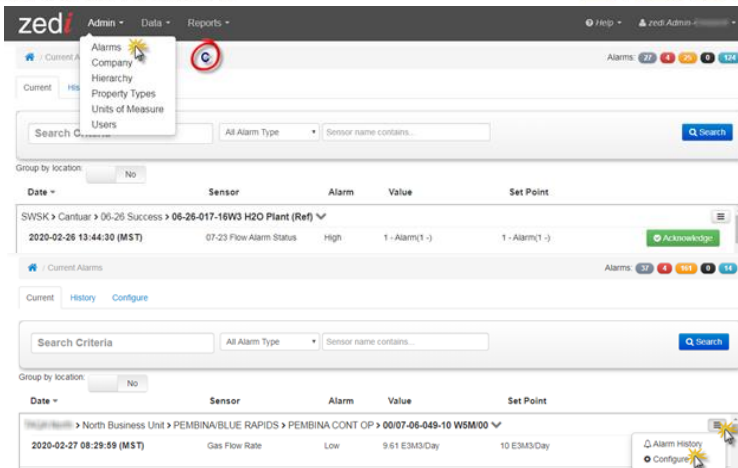
3. Finally, you can select **Alarms** in the Admin pull down menu in the top left of the home page. This will take you to the configure alarms screen where you will select **Configure** and select the **Location.**

   2. Once you are in the configure screen, choose the sensor you would like to set the alarm for by selecting the name in blue. (ie. Gas Flow Rate)
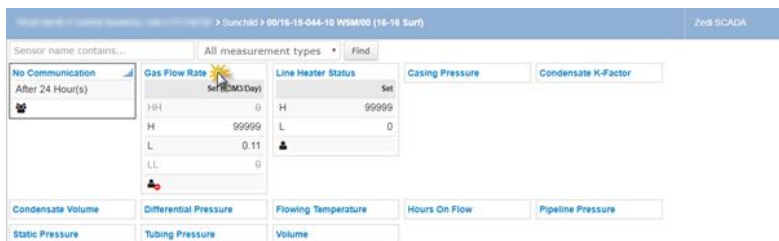
At a quick glance you can see what the, UOM is, and what the High High and Low Low is set at.

The person icon indicates if there is a contact should the alarm be triggered. (Red indicates no contact has been set up)
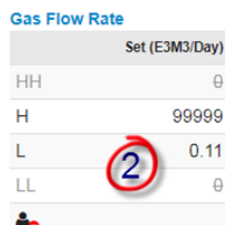
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3. Enter the value you would like the alarm to be tripped or set at for High High/Low Low and High/Low under the Set Level field. Enter your normal or reset value for each trip point.
   3.1. **Alarm Configuration** settings available for a server alarm are:
   3.2. **High High Set Level** the level at which the high high alarm event triggers.
   3.3. **c. High High Reset Level** the level at which the high high alarm event is cleared. High High Reset Level Value = Set Level   Value – **Hysteresis**
4. **High Set Level** the level at which the high alarm event triggers.
5. **High Level Reset** the level at which the high alarm event clears. High Reset Level Value = Set Level Value – Hysteresis
6. **Low Set Level** the level at which the low alarm event triggers.
7. **Low Reset Level** the level at which the low alarm event clears. Low Reset Level Value = Set Level Value + Hysteresis
8. **Low Low Set Level** the level at which the low low alarm event triggers.
9. **i. Low Low Reset Level** the level at which the low low alarm event is cleared. Low Low Reset Level Value = Set Level Value + Hysteresis
10. **j. Hysteresis** Set Time- After the 'x' seconds, the RTU will demand poll and confirm whether that sensor is still in alarm state or if the alarm can be cleared. It will ultimately check the alarm status twice to confirm whether an alarm should be initiated or cleared

4. You can change the dates to **View Data** from a specific range.
5. You can hover over the graph to see the exact time, date, and gas flow rate.
6. Select **Test** to ensure the parameters are enabled.
7. **Click** Save.
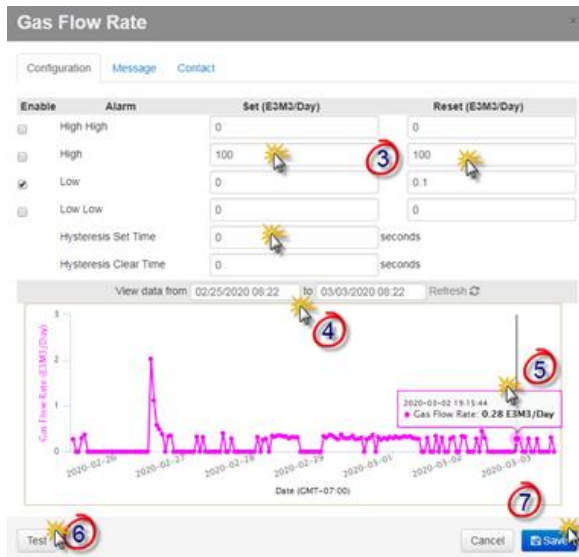
View data graphs the dates selected for a quick view of alarms on this site.
MESSAGE

Messages can be customized to suit the device, person, or message center receiving the email or text message. The site location, the device Instrument ID, sensor type, alarm value, and the date and time of the alarm event as registered by the server can be sent in a text message. A very simple message can be used to convey only the relevant data. A short message like the example below may be used when the device has limited message length capability, or when the recipient is familiar with the alarms that have been set up.

Example:
An alarm event occurred at #TIM on the PAC, PAC2, or PAC4 #SDS, located at Battery #LOC in Field #FLD for XYZ Exploration Ltd. The sensor measuring #SEN with a value of #AMT is outside the range set at #MIN - #MAX. Please call John Smith at 780-555-5555.
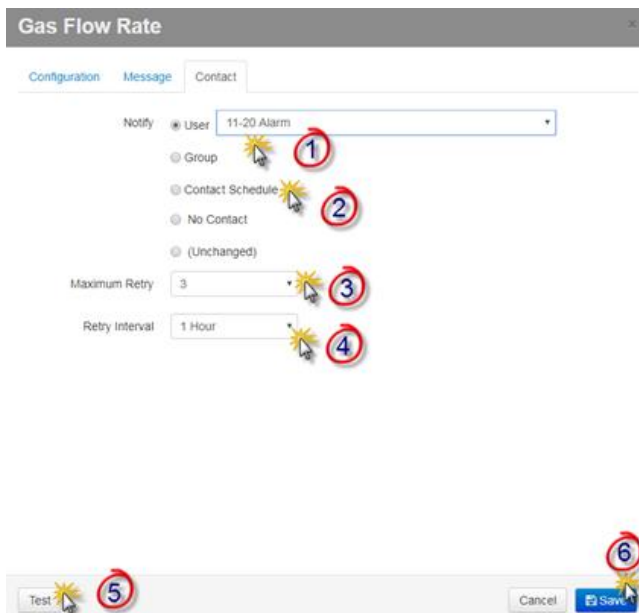
Message formats are:
#FLD-Field Name
#MAX-Alarm Maximum
#AMT-Reading Amount
#VALUE [equivalent to #AMT]
#SEN-Sensor Name
#TIM-Time and Date
#MIN-Alarm Minimum
#ERR-High or Low
#LOC-Well Location
#WELL-equivalent to #LOC
#HIERARCHY

1. Select **Message for this sensor only** or Message **for entire location**.
2. Select **Test** to see if the message is sent out to the user and in the format that is required by the end user.
3. Select **Save.**

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CONTACT

If an alarm is triggered, the contacts that are set up will receive the message. The User/Group must have email/text set up in the user setting of Zedi Admin. **Follow procedures in Creating a New User.**

1. Choose if you would like the alarm contact to be an individual **User**, **Group,** or **No Contact**. Once clicked, select the user or group from the pull-down menu.
2. The **Contact Schedule** will allow a group or individuals in a group to receive alarms on certain days based on scheduling preferences. ***See next page for creating schedule. ***
3. Select the **Maximum Retry** times, up to 5 retries.
4. Select the **Retry Interval**, varies from 60 seconds to 1 day (24 hours)
5. Select **Test** to ensure that this has been set up correctly.
6. Select **Save.**

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CREATE CONTACT SCHEDULE

TO CREATE A CONTACT SCHEDULE

1. Within the Contact Screen in Configure Alarms select Contact schedule.

2. Select **Add** to create a new schedule or Select to open an existing schedule.
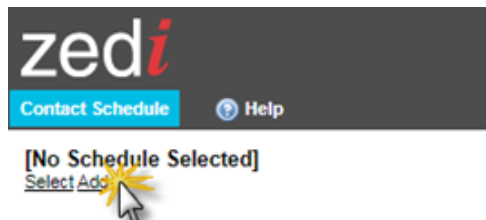
3. Create a name for the Contact Schedule and click **Ok**. The Contact Schedule will not move to the next step if the name has already been created.
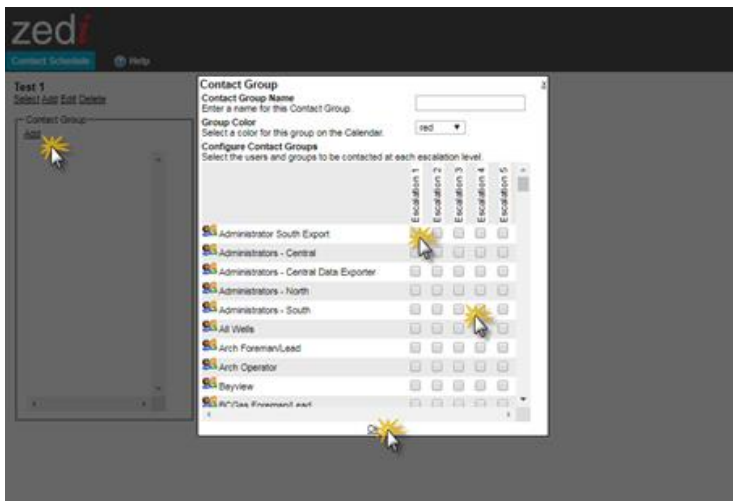

4. The screen shows a list of contacts you can **Add** in the Contact Group box. You can select Weekdays. Enable the boxes of the users you would like to be in the Contact Group.

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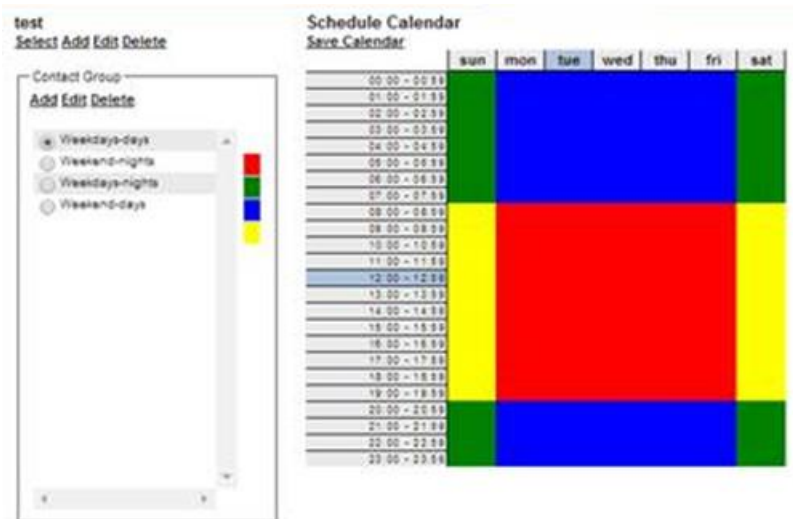
5. The window will redraw to display the calendar that is attached to the schedule. If Weekdays-days are selected, the cursor will be red, and you can click on any 1-hr period in the calendar to change it to red. The color bar next to the groups indicates which color is associated with which group. If you choose Weekend-nights, the cursor will be green. Double-check the calendar by cycling through each group to see if the colored boxes are correct.

☼ **Note**: Don't forget to save the calendar between color changes or the changes won't be saved as intended and this may be a source of error for the routed alarm notifications.
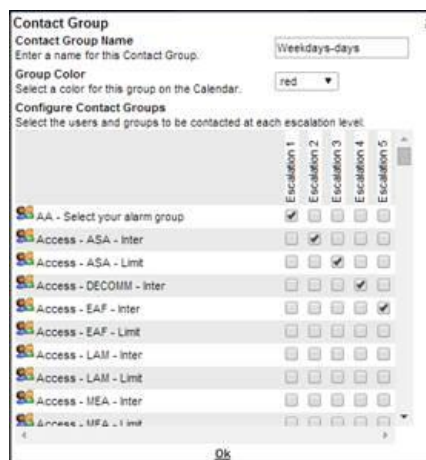
6. If you choose to select or edit groups that will be assigned to the scheduling group, you must choose a group like Wednesdays-days and select the Edit function inside the Contact Group box. The popup window will display a list of users and groups in the company.
7. You can enter/edit the name of the Contact Group, and you can select the calendar display color for the Contact Group. Next to the list of users and groups, you can select which user and group will be associated with the Escalation level. To make it easier you can simplify this by choosing only one level to use (Level 1). Try with Level 1 for now to ensure the feature is working properly.
8. Click OK at the bottom of the window to save the changes.
9. Continue with the rest of the groups that will take part in the schedule. **Recommended Setup of User Groups for Contact Schedules** Since the contact schedules allow for contact groups to be assigned, the groups used in the   schedule should follow the shift schedules. So, as demonstrated above, the groups can be identified by the shift days and shift hours.

☼ **Note:** *The schedule calendar repeats every week, so if you have a two-week rotation of personnel covering each shift, this won't work without making changes on a regular basis.*

You will want to avoid changing the Contact Group in the calendar or for each alarm sensor. This defines a role-based system. It is recommended keeping the alarm contact schedule and calendar fixed and change the users in the groups according to their work rotation.

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ACKNOWLEDGING ALARMS

There are 2 ways to acknowledge alarms, in the Site Display and in the Alarms Dashboard. The Site Display will show one location at a time, while the Alarms Dashboard will show all the alarms that have been triggered in that category.

1. To Acknowledge:
   a. Site Display:

- Click on the **Alarm** indicator. The Sensor panel will automatically expand when an alarm is activated. The alarm color will indicate the type of alarm that has been triggered. This will only show the location selected.
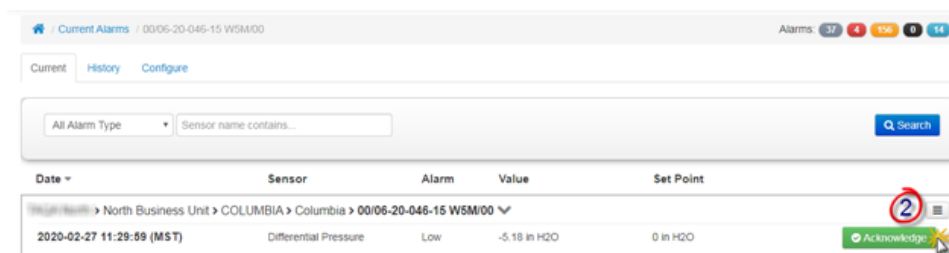
b. Alarm Dashboard:

- Select the type of alarm that you would like to see. All the of the locations with alarms that have been triggered will show.

2. Select **Acknowledge.**

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3. Fill in notes in Acknowledge Alarm and select **Acknowledge** again.

4. Once issue has been resolved, select clear and fill in notes in Clear Alarm.
Select **Clear** to remove alarm.

Note: *You will be able to review the history of acknowledged alarms through Alarm History in Alarm Manager, as well as the dropdown menu.*

5. Once the alarm has been acknowledged it will remove itself from the alarm dashboard list.

CONFIGURING PAC ALARMS

Note: You require the appropriate permissions to view/edit the following screens.

Alarms are based on sensor values. When a sensor value rises or lowers beyond a set threshold, an alarm is triggered which can be routed to various stakeholders.

The sensor value is mapped to a register in an RTU associated with the PAC device.

Some alarm systems in Zedi Access (e.g., alarms for Smart-Alek Field Instruments) are 'Server' alarm-based. That is, the alarms are generated based on calculations performed on the Zedi Access server. PAC alarms are not 'Server' alarms. **PAC alarms are Remote alarms**. PAC alarms are exception based. You can 'clear' (acknowledge) the alarm on Zedi Access, but the alarm condition still exists. Manually clearing an alarm generates an event in the Event Log, removes the alarm notifications, and cancels further attemps to contact designated recipients. However, the sensor remains in an alarm condition until the Reset Level is reached.

High-High and Low-Low level alarms are indicated with red dots in the Hierarchy and the Site Data Display box.

Sensors

Alarms are based on sensor readings that are defined in the Site Settings window in Zedi Access. Before you can alarm on a sensor, the sensor must exist.

To edit sensor definitions:
1. In Zedi Access, select the site to edit in the Hierarchy.
2. The site is displayed on the right side of the page.
3. Click Site on the Site Toolbar.
4. The Site Settings window opens.
5. Click the Sensor tab.
6. Click Edit on the sensor to configure.
7. In the Edit Sensor window:
- Enable Remote Alarms - Check to use Remote Alarms (High-High and Low-Low alarms) with this PAC configuration.
- Enter other parameters as directed.

Configuring the alarm

Once sensors have been associated with a site, you can set up alarms to activate based on the sensor value, using the Configure Alarm tab in the Configure Alarm window in Zedi Access.

Note: You do not need to set all levels. Simply check the appropriate Enable this checkbox if you want that alarm configured.

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Once you enter a value for "Hysteresis", the reset levels will automatically be entered. You can disable the hysteresis by entering zero in the "Hysteresis" field. If you do this, the set and reset levels will be the same. However, the alarm will reset when values are just below the high/ high high level or just above the low/low low level.

The device will report to the server when reset levels are reached. High and Low alarms automatically reset. The High and Low yellow alarm indicator dots automatically revert to green. High High and Low Low alarms must be manually cleared (acknowledged).

Note: Do not use the ESD High High or the ESD Low Low.

1. Select a PAC2/PAC4 device.
2. Click a sensor.
3. If this is a new device, and no alarm configuration has been set, both "Set level" and "Reset level" values are all default values reading from database. Hysteresis value is automatic calculated by "high set level" minus "High reset level."
4. When setting up the alarm configuration, note the following :

- High High Set Level The level at which the high high alarm event triggers. This is displayed in red in the site display box and in the hierarchy. This option is only available if you are configuring a remote alarm. You will not see it if you are configuring a server alarm.
- High High Reset Level The level at which the high high alarm event is cleared. When you enter a value for "Hysteresis", the reset level automatically adjusts. This option is only available if you are configuring a remote alarm. You will not see it if you are configuring a server alarm.
- High Set Level The level at which the high alarm event triggers. This is displayed in yellow in the site display box and in the hierarchy.
- High Level Reset The level at which the high alarm event clears. If you are configuring a server alarm, you need to enter a reset level. If you are configuring a remote alarm, entering a value for "Hysteresis" automatically fills in this field.
- Low Set Level The level at which the low alarm event triggers. This is displayed in yellow in the site display box and in the hierarchy.
- Low Reset Level The level at which the low alarm event clears. If you are configuring a server alarm, you need to enter a reset level. If you are configuring a remote alarm, entering a value for "Hysteresis" automatically fills in this field.
- Low Low Set Level The level at which the low low alarm event triggers. This is displayed in red in the site display box and in the hierarchy. This option is only available if you are configuring a remote alarm. You will not see it if you are configuring a server alarm.
- Low Low Reset Level The level at which the low low alarm event is cleared. When you enter a value for "Hysteresis", the reset level automatically adjusts. This option is only available if you are configuring a remote alarm.
- Hysteresis Determines the alarm level resets. For example, if you set the hysteresis at "5", the alarm will not reset until values are 5 below high and high high set points or 5 above low and low low set points. This field is not available if you are configuring a server alarm.
- All textboxes under "Reset Level" are read-only. Values in them will be automatically calculated while changing values in "Set Level" column and Hysteresis.
- Functions used for calculation:
  - High High Reset Level Value = Set Level Value – Hysteresis
  - High Reset Level Value = Set Level Value – Hysteresis
  - Low Reset Level Value = Set Level Value + Hysteresis

     ○   Low Low Reset Level Value = Set Level Value + Hysteresis
- Hysteresis value could be zero.
- Contact - Choose the appropriate radio button for your needs. The "User" button is selected most often.
- User - Depending on the contact radio button selected, choose a user, group or contact schedule from the drop-down box.
- Alarm Message - Information can be sent in the alarm message as well as plain text. If you want a text message sent to your SMS device, it is important that the message contains only the most important data. Not only is the cost higher for SMS messages, but there is also a size limit to what you can receive. Message formats are:

1. #FLD-Field Name
2. #MAX-Alarm Maximum
3. #SDS-Smart-Alek Name
4. #SN-Smart-Alek Serial Number
5. #AMT-Reading Amount #VALUE [equivalent to #AMT]
6. #SEN-Sensor Name
7. #TIM-Time and Date
8. #MIN-Alarm Minimum
9. #ERR-High or Low #LOC-Well Location
10. #WELL-equivalent to #LOC
11. #HIERARCHY

- Maximum Retry Choose the number of times you want the alarm to be sent to the alarm contact.
- Retry Interval Choose a time interval for the retry.
- Test Clicking this button will send a test message to your selected alarm recipient via email or SMS.
- Click **Save** to save the configuration.

If the sensor is set to "Enable Remote Alarm", an alarm configuration message will be sent to PAC-Bridge while the configuration settings are being saved to Database.

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DATA EXPORT

You can export data in several pre-defined formats for importing reports into Excel, production accounting, or Field Data Capture (FDC) programs.

File Export Options

- Daily QTR Export – Quantity Transaction Record, an Excel formatted sheet with the Hours on Production.
  QTR averages are based on the clock hour, not the actual transmission time.
- Daily QTR Export w/Flags
- DECPRO Export
- WellTest - Merak TEST Export
- Merak – production accounting or FDC software
- PRISM – production accounting or FDC software
- Procount – production accounting or FDC software
- Qbyte – production accounting or FDC software
- CSV – Comma Separated Values – This file is formatted for import into Excel and shows every transmission and its time stamp going from the unit to the server. This is the "Raw" data listed in the Report Manager.
- Split Date/Time CSV
- FAS – ASCII file to import into well test software programs, such as Fekete Field Notes

Data can be automatically exported to other programs not noted here by contacting Customer Services & Support.

Exports for Merak, PVR, etc. will provide data in a format ready for import to those applications.

Other exports, such as Daily QTR Export, will provide data in columns that can then be sorted and graphed.

🔆 **Note:** *For FieldView exports, the GASWELL record type uses the Hours On Production Threshold. The GASMET record type does not*

Exporting Data

To export data:

1. Click **Data Export** from the **Data** drop down on the standard function bar.
   The Data Export window opens.
2. Expand the field lists and check the appropriate ss sites to export in the Hierarchy.
3. To select all sites in a field, click the "All Locations." (This will have a longer load time)
4. Enter the start and end dates for which you want the data exported, using the pop up calendar.
5. Choose the file format you wish to export from the list.
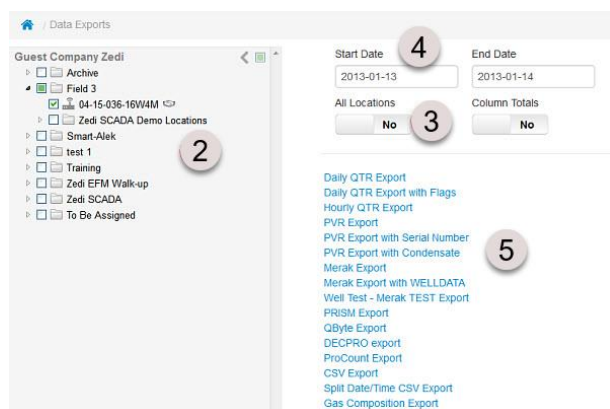
The File Download window opens.
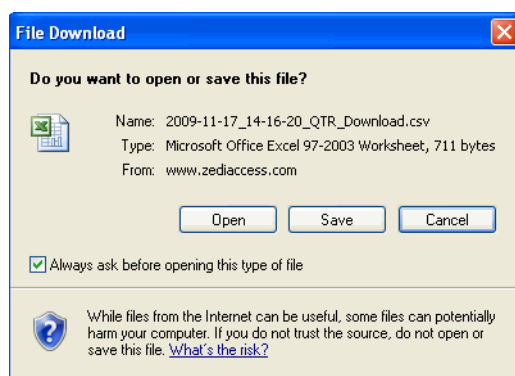
To view the downloaded data, click **Open**.
To save the data as a file that can be used at a later date or for an import file into another application, click **Save**.

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DATA PUSH

The Data Push window is used to:

- add sites to a push
- enable or disable sites in a push
- rerun a failed push
- troubleshoot a push

Note: This functionality applies to existing pushes that have already been set up (Zedi sets up the original push). If you require data push functionality to be set up for your company, please contact Zedi Customer Service & Support.

Note: Account access to a Data Push is set by the administrator.

To set up a data push:

1. Click **Data Push** on the Standard Function Bar in the Site Data Display. The Select Data Push Selection window opens.
2. Select a push from the **Select Data Push** drop-down list.
3. Click **Search**.

The Data Push window opens with the **Add** tab displayed.

Columns displayed change from push to push.

You can sort the sites displayed (e.g., by **Name** alphabetically) by column by clicking the column title.

Sites and last time sent data are displayed.

To add a site to a push:

Note: You can't delete sites from a push, but you can disable a site from being pushed (see below).

1. Select the site to add from the drop-down list.
2. Enter the appropriate information for the site.
3. Click **Save**.

To edit, enable, or disable an existing site in the push:

1. Display the appropriate push (by following the steps above), then click **Edit** in the site line item. The Edit Information window opens.
2. Enter the new parameters for the site as required. You can enable or disable a site from being pushed in the **Status** field.

To rerun a failed push:

1. In the **Edit Information** window (see above), select the date you wish to rerun from the calendar.
2. Click **Apply to all sites** and click **Update**. Your data push will rerun.
3. Click **Save**.

To troubleshoot a push:

1. In the Edit Information window, click **Log**.

The Log shows all related push activity

ZEDI GO

GRAPH CONTROL

Now you can see your sensors and graphs when

1. Live Data Screen that has source coming from report center

This is the "Full Screen" view.

Live Data Screen coming from sensors

This is the full screen view with a tooltip.

2. This shows you a new line "Oil" and "Water" for 2-phase tests, a breakdown of "Emulsion".

3. When you enter the same reading as the current value, you will get a warning message. You will have the option of saving it or not.
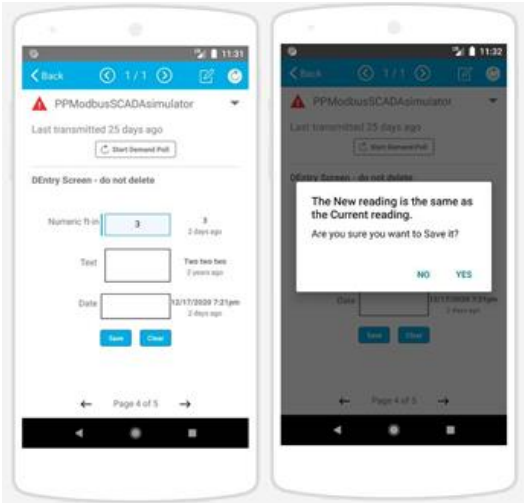
ADMINISTRATION

HIERARCHY ADMINISTRATION

https://youtu.be/Sh--S3i5S6c

To manage your locations and location hierarchy click the **Hierarchy** tab from the **Admin** drop down on the **Standard Function Bar**.
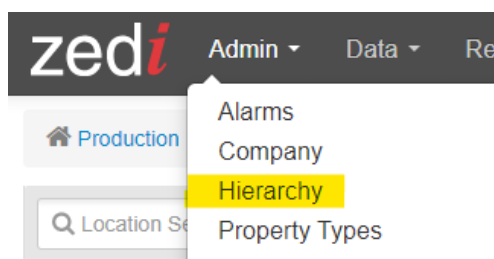
To Add a Level

1. Select where in the hierarchy you'd like to add the Level.
2. Click **Add Field**.
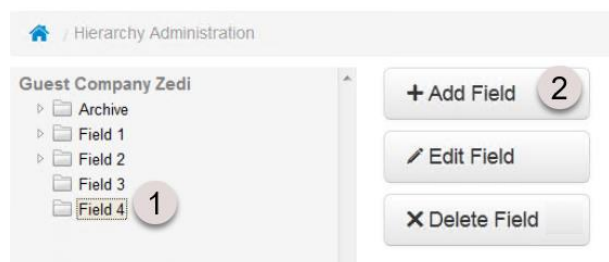
3. The Add Level window is displayed. Enter the name of the field, and the field and billing contact
4. Click **Save**

Add Field

Parent Field Name	Guest Company Zedi
Name	Field 4 *
Field Contact Name	John Doe
Field Contact Phone Number	555-1025
Billing Contact Name	Jane Doe
Billing Contact Phone Number	555-3062

Save Cancel

The new field has now been added to your hierarchy.

To Delete a Level

5. Select the Level to delete in the hierarchy.
6. Click **Delete Level(s)**.

Guest Company Zedi
  ▷ 🗀 Archive
  ▷ 🗀 Field 1
  ▷ 🗀 Field 2
    🗀 Field 3
    🗀 Field 4 5

+ Add Field
✎ Edit Field
✕ Delete Field 6

You can only delete a Level if it does not contain any sites - including sites your account does not have access to. The Delete Field Option will be greyed out.

To Rename a Level

7. Select the Level to rename in the hierarchy.
8. Click **Edit Field**.
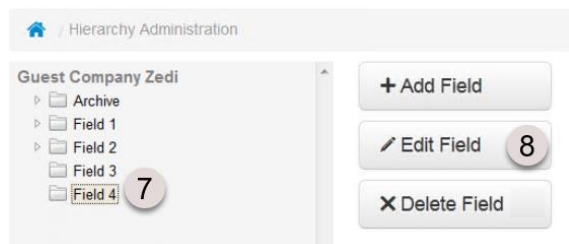
The Edit Field window is displayed. Enter the name of the level in the box and click **Save**.

The level now appears in the hierarchy with its new name.

Moving a Location or Level into a Field - Drag and Drop

9. Select the level or location to which you want move.
10. Drag it into the level of destinations

A window will pop up to confirm you want to move the location or level.
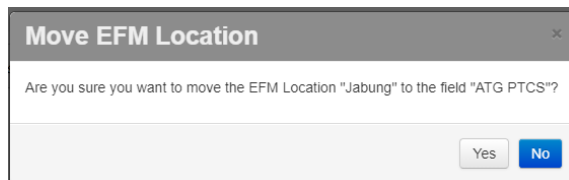
FIELD AND BILLING CONTACT INFO

Field and Billing Contact Info

Over time, all companies go through staffing changes. This has made it difficult for Zedi to contact the people responsible for sites. To help with this, we introduced a useful tool that will enable us to be able to contact the correct field people quickly. It is a good idea to enter the field and billing contact information.

To manage your locations and location hierarchy click the **Hierarchy** tab from the **Admin** drop down on the **Standard Function Bar**.
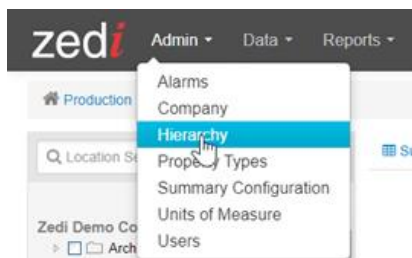
💡 You must have the web permission, "General - Field Contacts", if you want to enter field contact information.

1. Select the level to which you want to assign field and/or billing contacts.
2. Click **Edit Field**

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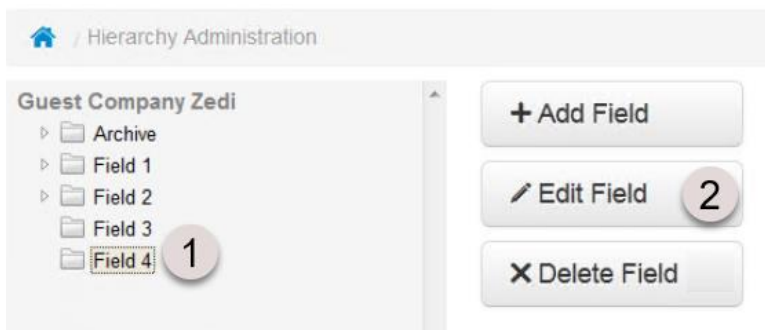
3. Enter the field and/or billing contact names and telephone numbers. The field contact should be someone who has the authority to approve any work that needs to be done on site. The billing contact should be someone who has the authority to approve expenditures on site. They could be the same person.
4. Click **Save**

COMPANY NOTES

Use the Company link to:

- Modify the company name, address, and primary contact person
- View all the logins for a company
- Set the company preferences for units of measure and/or company security settings
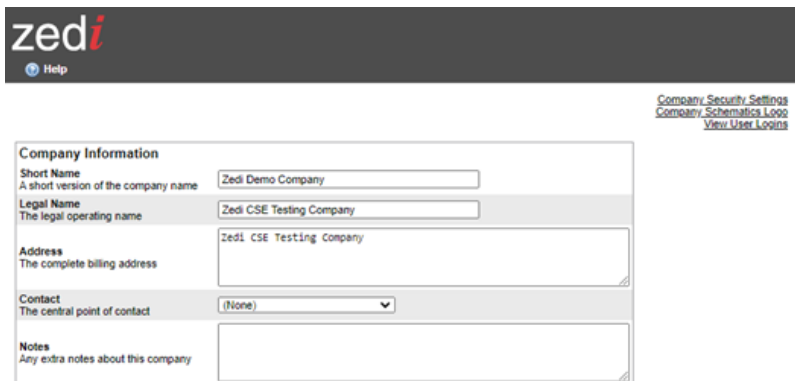
To access the **Company** link, choose Company from the Standard Function bar.
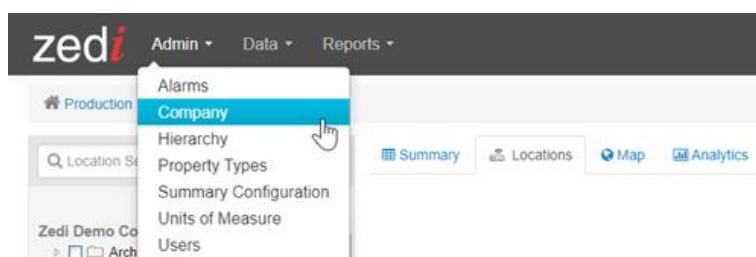
Entering or modifying basic company information

Use this procedure to enter new information for a company such as company name, address, and primary contact.

1. Choose **Company** from the Standard Function bar.
   The Company Maintenance screen opens with the information it currently contains displayed.
   ⦿ Note that this screen also contains links to up to three other areas (depending on your permissions) where various functionality is configured ("Company Security Settings", and "View User Logins").

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2. Make changes and updates as needed on this screen and click the **Save** link at the bottom right corner of the screen.

Entering or modifying company units of measurement and sensor types

Many different modes of measurement are used today, and Zedi Access allows you to choose the units your company uses for day-to-day business.
Any changes in the Company function will affect the ENTIRE company and NOT the individual user.

1. Click on the **Units of Measurement** link from the Standard Function bar.
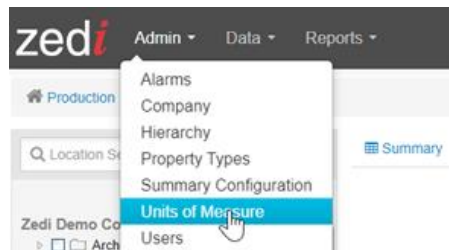
2. A window opens, listing units of measurement (and defaults) for various aspects of data as defined for your company.

3. Click on the **Sensor Class** tab to display the various sensor classes and types, and their current override and default settings.

4. To make changes, use the drop-down lists. New values become active as soon as you select them.
5. Click the close box when finished.

Viewing user logins

Use this procedure to view either summary or detailed information about who has been accessing your company's secure web portal, and when.

1. Click on the **Company** in the standard function bar and choose the **View User Logins** link from the Company window.

A window opens showing summary login activity.

Information provided here includes the number of times a specific user has logged in, and the date and time of the last login.

2. To view more or fewer days' information, change the number in the "Showing Last xxx Days" box, and click the **Apply** link.
3. To view detailed information, click the **Details** radio button. This lists the date and time of each login for all users.
4. Click the close box when finished.

Defining company security settings

Use this procedure to define various aspects of web portal security settings such as user password length and content requirements, account lock-out behavior and so on.

1. Click on the **Company** in the standard function bar and choose the **Company Security Settings** link from the Company window.

A window opens showing current security settings for your company.

Click the **Update Security Settings** button at the bottom of the form when finished.

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LOCATION ADMINISTRATION

In Location Administration enter and update location parameters as required.

1. Click **Hierarchy** on the **Admin** drop down on the standard function bar.
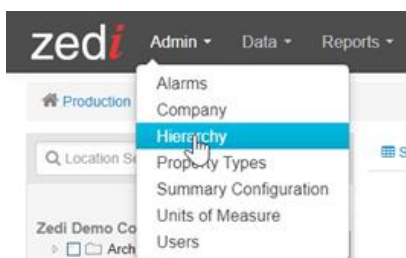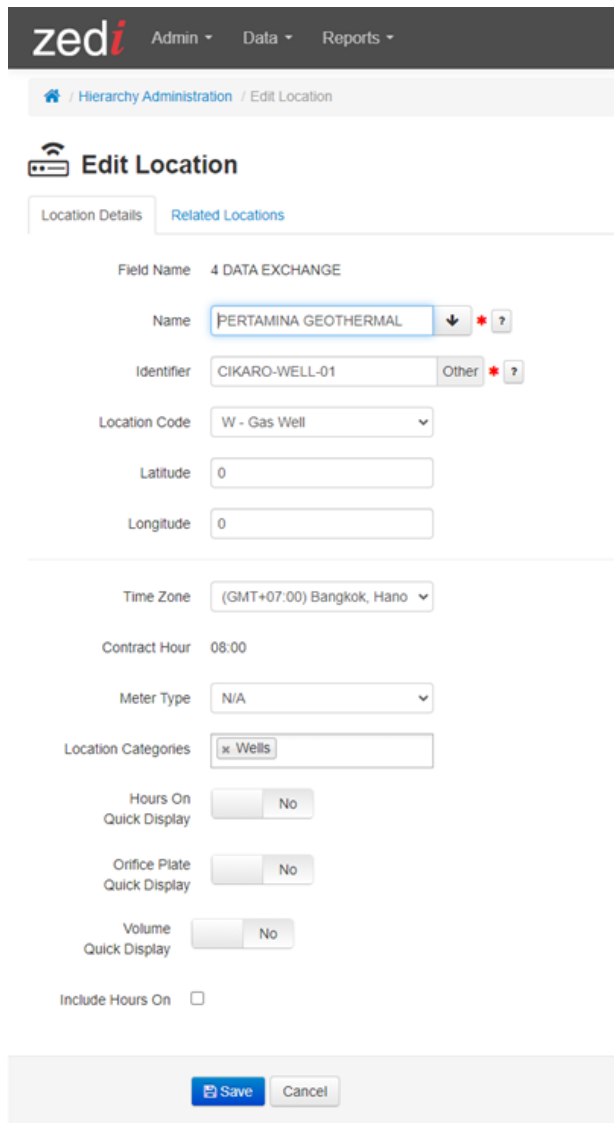
2. Find the location on the left-hand hierarchy.
3. Click **Location Admin** on the right-hand side.
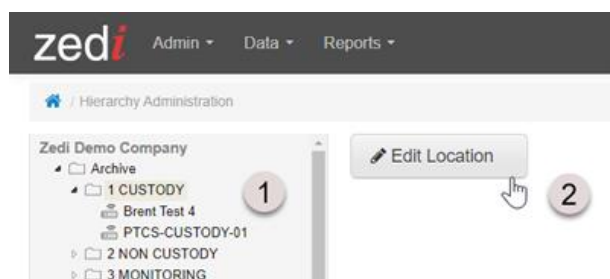
1. **Field** Designates the field that the site will show under in the Hierarchy in the Site Data Display and Data Export windows.
2. **Site Name/Pipe Identifier** - The legal name or description of this site.
3. **UWI** - The Universal Well Indicator unique ID of the selected site.
4. **Time Zone** Sets the time zone where the site is located. This is the time zone to which the contract hour is applied. Most Reports and parameter entry dates will default to this time zone.
5. **Meter Type** The type of meter on this site. (Only applicable when the Excel version of the Daily Production Email is used.)
6. **Latitude/Longitude** can be changed to have a site show up where required on the map version.
7. **Hours On Quick Display** Enable the quick display of gas Hours On data for yesterday and today.
8. **Orifice Plate Quick Display** - Enable the quick display of Orifice Plate Diameter or eTube Beta Ratio for Smart-Alek Field Instrument sites.
9. **Volume Quick Display** Enable the quick display of gas Volume data for yesterday and today.

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10. When you're finished entering the new parameters, click **SAVE**
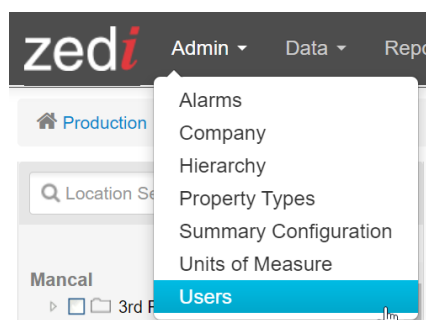
MULTI-COMPANY ACCESS REPORT

The Multi-Company Access Report tab lets those with the proper permissions access both a summary and detailed view of assets your company has granted third party access to, detailing which companies have been given access and the level of permissions that where granted to them.

Please Note: Only users or groups with the Sites - Multi-Company Access Permissions Report web permission can access this feature.

Accessing Multi-Company Access Report

To access the Multi-Company Access Report:

Click Admin on the Standard Function Bar in the home page and select User Manager.

The **User Manager** window opens with the Users tab displayed.

Select the Multi-Company Access Report tab.
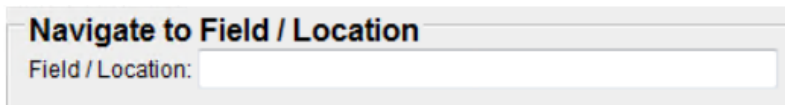

Viewing a Report

There are two ways to find the report you want to view:
1. Navigating directly to a field/location, or
2. Browsing through third party companies.
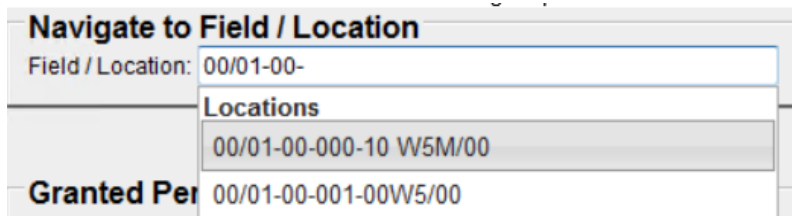
Navigate to Field/Location

To navigate directly to a specific field or location:

1. Enter part or all the name/LSD/UWI/field device serial number for the field or location you want to find in the Navigate to Field / Location text field.
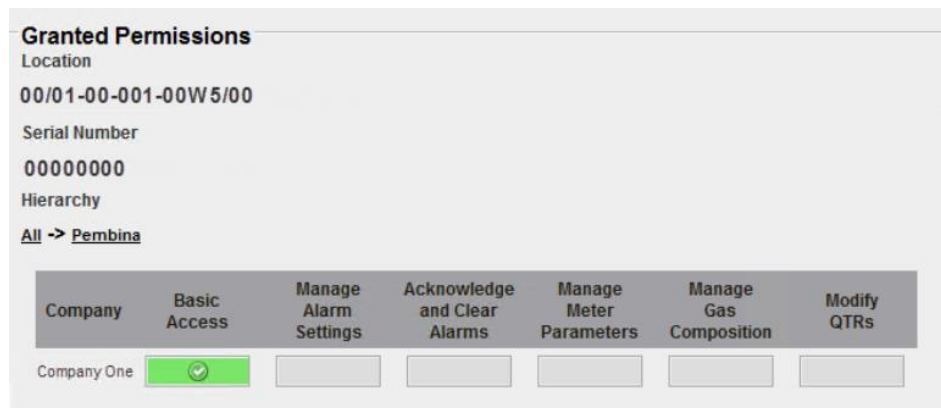
Navigate to Field / Location

Field / Location: [   ]

Note: Search results are limited to 20 items. If your search returns more than 20 entries, you will need to refine your search terms to get a full list.

2. Select the desired field/location from the resulting dropdown list.

Navigate to Field / Location

Field / Location: 00/01-00-

Locations

00/01-00-000-10 W5M/00

Granted Per 00/01-00-001-00W5/00

3. The Multi-Company Access report for that location appears.

Granted Permissions

Location

00/01-00-001-00W5/00

Serial Number

00000000

Hierarchy

All -> Pembina

Company	Basic Access	Manage Alarm Settings	Acknowledge and Clear Alarms	Manage Meter Parameters	Manage Gas Composition	Modify QTRs
Company One	⊘					

Browsing through 3rd Party Companies

To browse through connected third party companies:

Select the desired third party company either by entering part or all of the company's name in the "Select Third Party Company" text field, or by scrolling down the list of third party companies associated with your location and clicking the company's name.
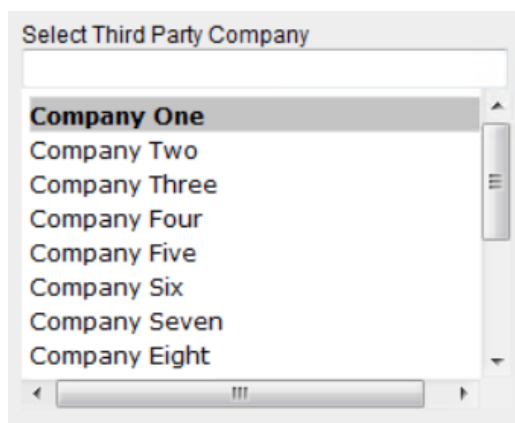
A report for the third party company will appear at the highest level of your hierarchy.

Drill down that company's hierarchy by clicking the hyperlinked name of the Field / Location. The final level is a single location.

Reading Multi-Company Access Reports

There are two levels of Multi-Company Access Reports: field levels (with multiple levels of hierarchies) and location level.

Field level reports

Field level reports are comprised of the following parts (the numbers in the graphic correspond with the numbers below):
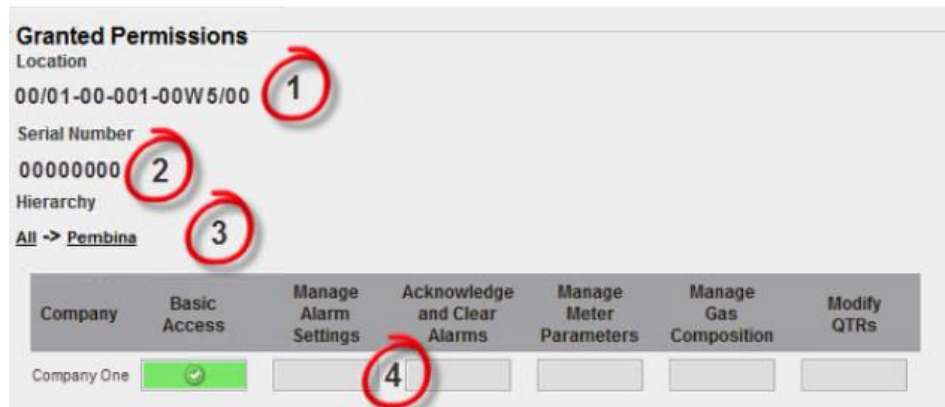

1. Third Party Company Name - Name of the company with shared access that you are currently viewing. The number in parenthesis represents how many locations you share with that company.
2. All - Links you back to the Multi-Company Access Report home. The number in parenthesis represents how many locations in total you share with third parties.
3. Fields - Links to a lower level within your hierarchy. The number in parenthesis represents how many locations you share with the third party within that field.
4. Permissions - Shows which permissions have been granted to the third party, denoted by a green box with a green checkmark. The highest level of permissions shared is shown in the parent level of the hierarchy. Drill down into the hierarchy to find the level of permission granted to each location.

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Location level reports

Location level reports are comprised of the following parts (the numbers in the graphic correspond with the numbers below):
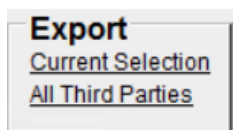
1. Location ID - The location ID of the location you are currently viewing.
2. Serial Number - The serial number for the field device monitoring the location you are viewing.
3. Hierarchy - A breadcrumb trail displaying the hierarchy you have drilled down into. Click on any part of the hierarchy to go back to that level of the hierarchy.
4. Permissions - Shows which permissions have been granted to the third party for this location, denoted by a green box with a green checkmark. Locations that are shared by more than two companies will display the permissions granted to each company given access.

Exporting Multi-Company Access Reports

Current Selection relates to all locations that have been selected. All Third Parties is every location you share access to.