

Zedi AccessTM

TROUBLESHOOTING

Assigning Web Permissions for Users or Groups

Zedi Access™

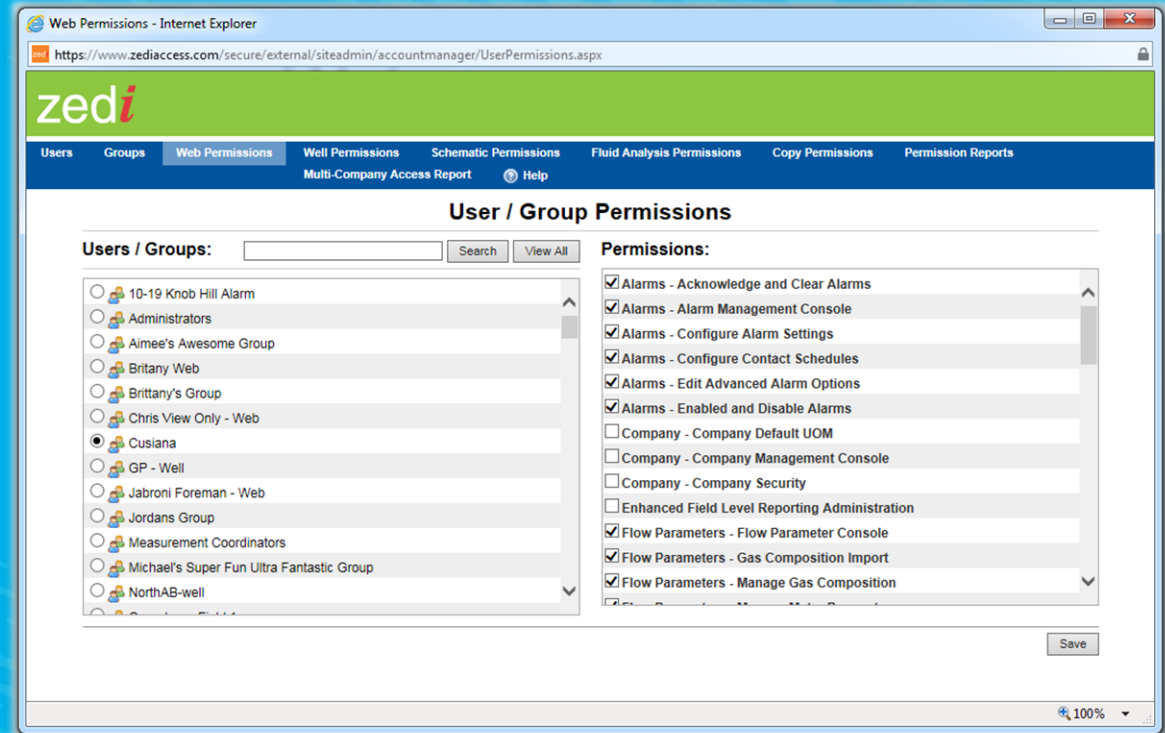
TROUBLESHOOTING

Web Permissions determine a user/groups ability to use the various Zedi Access tools.

Eg: The ability to update flow parameters

In this Video:

- Where to Access Web Permissions
- What the Permissions Do
- Who should have access to these tools
- Required permissions for active users



Two Web Permission Reference Tools:

Downloadable Documents for Access at the Office or on Your Mobile Device

Default Permissions	Production			
	Administrator (Prod)	Foreman/Supervisor	Operator	Production Accountants
Alarms - Acknowledge and Clear Alarms				
Alarms - Alarm Management Console				
Alarms - Configure Alarm Settings				
Alarms - Configure Contact Schedules				
Alarms - Edit Advanced Alarm Options				
Alarms - Enable and Disable Alarm Options				
Company - Company Default UOM				
Company - Company Management Console				
Company - Company Security				
Enhanced Field Level Reporting and Admin				
Flow Parameters - Flow Parameter Console				

Web Permissions Document:

- Recommended Levels of Permissions
- Required Permissions for New Users
- Note: Without certain web permissions set for users they will have difficulty accessing their account

Web Permission Name What it does	Required by:	Steps to finding this functionality in Zedi Access:
Alarms - Acknowledge and Clear Alarms Function: User can acknowledge an alarm from the current alarm screen	Operator	<ol style="list-style-type: none"> 1) Options icon on the Well Site Display 2) Alarms This Permissions requires: • Alarms - Alarm Management Console
Alarms - Alarm Management Console User can open the alarm manager console, see current alarms and alarm history	Operator	<ol style="list-style-type: none"> 1) Options icon on the Well Site Display 2) Alarms 3) Alarm History Tab
Alarms - Configure Alarm Settings User can change the specific alarm settings for wells. The user will also need the applicable well permission	Operator	<ol style="list-style-type: none"> 1) Options icon on the Well Site Display 2) Alarms 3) Configure Alarms Tab Requires: • Alarms - Alarm Management Console

Understanding Web Permissions Document:

- What the individual permissions do
- Job types requiring specific permissions
- Where the features are found in Zedi Access
- Assigning permissions to groups

Steps to Access Web Permissions

1. Log into Zedi Access
2. Select the Admin and then Users from tab
3. Select the Web Permissions tab in the new window.
4. Search by username/group or select from the View All button
5. Choose your user/group
6. Check the permission boxes
7. Save

The screenshot displays the Zedi Access web application interface. The top navigation bar includes 'Admin', 'Data', and 'Reports' tabs, with 'Admin' selected. The user is logged in as 'Zedi Administrator'. The main content area shows the 'Web Permissions' tab selected, with a search bar and a 'View All' button. Below this, there are two columns: 'Users / Groups' and 'Permissions'. The 'Users / Groups' column contains a list of users and groups, with a red box highlighting the 'Users' section. The 'Permissions' column contains a list of permissions, with a red box highlighting the 'Groups' section. A 'Save' button is located at the bottom right of the page.

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Selecting the Right Web Permissions

Our recommended Levels of Permissions

In the Web Permissions document, you will find suggested permissions for specific job types, such as Foreman. If the box is highlighted in that job types color, in Zedi Access in the Web Permissions page, you will want to select the corresponding boxes in the list.



Foreman

Default Permissions	Production				Operations Schematics				Operations Fluid Analysis				
	Administrator (Prod)	Foreman/Superintendent	Operator	Production Accountants	View Only	Administrator (ZMS)	Approver	Creator	Viewer	Administrator (ZCM)	Manage Sample Points	Approver	Viewer
Alarms - Acknowledge and Clear Alarms													
Alarms - Alarm Management Console													
Alarms - Configure Alarm Settings													
Alarms - Configure Contact Schedules													
Alarms - Edit Advanced Alarm Options													
Alarms - Enable and Disable Alarm Options													
Company - Company Default UOM													
Company - Company Management Console													
Company - Company Security													

Permissions:

- Alarms - Acknowledge and Clear Alarms
- Alarms - Alarm Management Console
- Alarms - Configure Alarm Settings
- Alarms - Configure Contact Schedules
- Alarms - Edit Advanced Alarm Options
- Alarms - Enabled and Disable Alarms
- Company - Company Default UOM
- Company - Company Management Console
- Company - Company Security
- Enhanced Field Level Reporting Administration
- Flow Parameters - Flow Parameter Console
- Flow Parameters - Gas Composition Import
- Flow Parameters - Manage Gas Composition

Required Web Permissions

There are two permissions that allow Zedi Access Users or Groups to log into their Zedi Access accounts. These two functions are: General Web Login and User Administration Account Management Console.

To grant these functions, you can find them on the Web Permissions page.


Required Permissions

General - Web Login ***REQUIRED***



- Users can log into Zedi Access

User Administration - Account Management Console ***REQUIRED***



- Allows a user to access their account management console for email or text message updates and other personal account information.

Understanding Web Permissions

What They Do and Where The Tools are Found in Zedi Access

For further details as to what each individual Web Permission does, the Understanding Web Permissions document breaks each permission down into 3 parts:

- What the permission does
- What job type requires this permission
- The steps to access this tool in Zedi Access and where it can be found

You can download this document [<here>](#)

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Still having issues?

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