

# Zedi Access<sup>TM</sup>

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## TROUBLESHOOTING

Assigning Well Permissions for  
Users or Groups

**Well Permissions determine a user/groups ability to see specific Wells and Locations in Zedi Access and make changes to server alarms, meter parameters, gas compositions and QTR's.**

Eg: The ability to see the location 01-02-003-04 W5M in Zedi Access and set up server based alarms

### In this Video:

- Where to update and access Well Permissions
- 5 suggested levels of permissions for different job types
- Accessing Locations that you have permission to view

The screenshot shows the 'Well Permissions' page in the Zedi Access web application. The browser address bar indicates the URL: <https://www.zediaccess.com/secure/external/siteadmin/accountmanager/WellPermissions.aspx>. The page features a navigation menu with tabs for Users, Groups, Web Permissions, Well Permissions (selected), Schematic Permissions, Fluid Analysis Permissions, Copy Permissions, and Permission Reports. Below the navigation, the 'Well Permissions' section is active, displaying a 'Users / Groups' list on the left and a 'Permissions' table on the right.

**Users / Groups:**

Search By Login Name

☒ customercare

**Permissions:**

Training

[Copy Top Row Permissions](#)

	Basic Access/DC Reporting	Manage Alarm Settings	Acknowledge and Clear Alarms	Manage Meter Parameters	Manage Gas Composition	Manage QTR
01-02-003-04 W4M	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
09-09-009-09W5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11-22-333-44W5M	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12-15-016-56 W5M	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

# Well Permissions Reference Tool

This document breaks down the 5 suggested permissions for different job types:

- Administrators
- Foremen/superintendents
- Operators
- Production accountants
- View only account

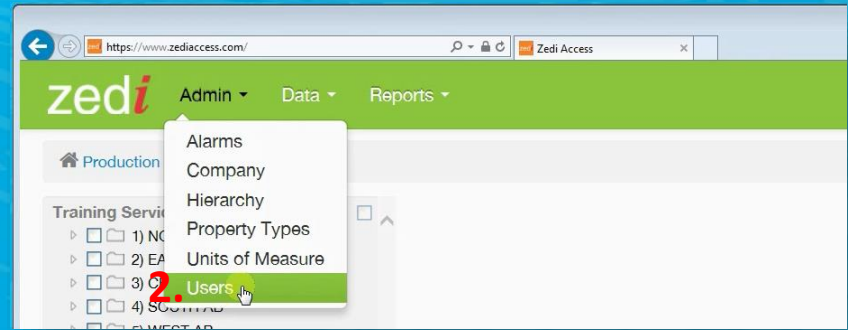
Boxes that are highlighted in that job types color should be checked in the Well Permissions window. Details on how to do this to follow.

If you would like a user to, at minimum, only be able to view a location or do basic production accounting, you will need to select the basic access permission.

Default Permissions	Production				
	Administrator (Prod)	Foreman/Superintendent	Operator	Production Accountants	View Only
Basic Access/FDC Reporting					
Manage Alarm Settings					
Acknowledge and Clear Alarms					
Manage Meter Parameters					
Manage Gas Composition					
Manage QTR					

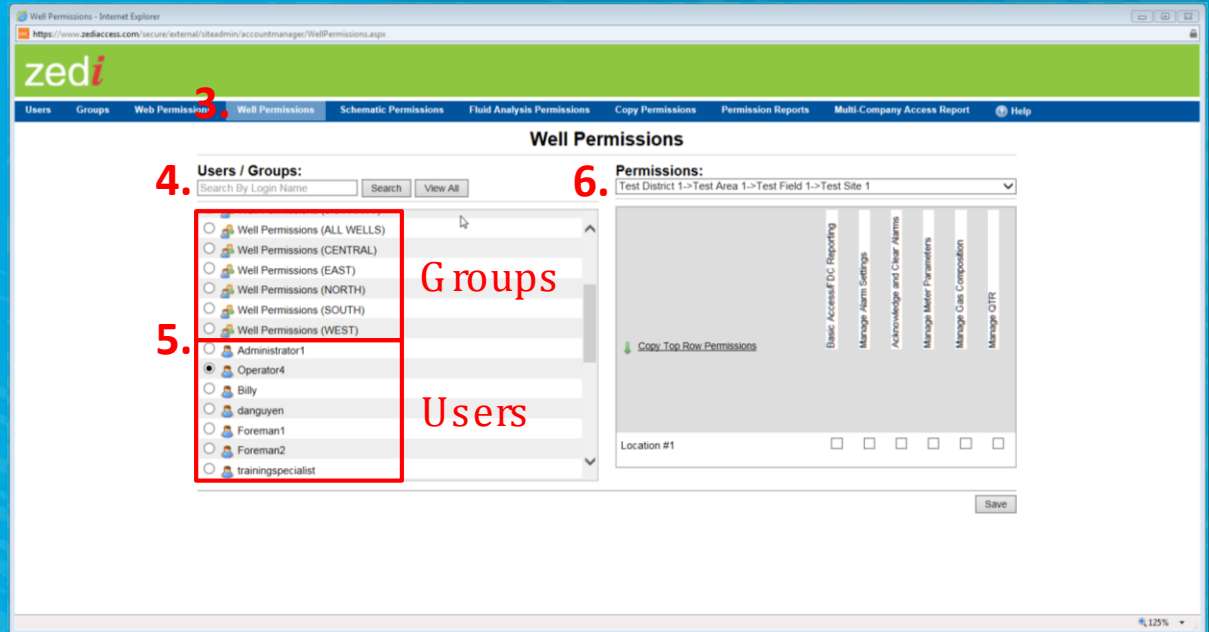


1. Log into Zediaccess.com
2. Go to Admin and select users
3. In the window that opens, select Well permissions  
**\*Note:** If you are unable to see the Well permissions tab, you will need the appropriate Web Permissions to access this page.



Contact your company administrator for updates to your Web Permissions.

4. Enter a username or group into the search bar or select 'View all' to look at the company listing
5. Select your user/group
6. Go to the drop down bar and find the field or folder that the location name resides in.



7. Proceed with selecting the user/groups permissions. You can reference the Well permissions document for our recommended Well Permissions.

Example set up for a Operator:

- ✓ Basic Access
- ✓ Manage Alarm Settings
- ✓ Acknowledge and Clear Alarms
- ✓ Manage Meter Parameters
- X Manage Gas Compositions
- X Manage QTR's

A Operator may not need access to manage gas compositions or modify QTR's and you can leave those unchecked

8. Click Save to complete the process

**Well Permissions**

Permissions: Test District 1->Test Area 1->Test Field 1->Test Site 1

View All

Copy Top Row Permissions

Location #1

7. ☒ ☒ ☒ ☒ ☐ ☐

8.

Basic Access/FDC Reporting  
Manage Alarm Settings  
Acknowledge and Clear Alarms  
Manage Meter Parameters  
Manage Gas Composition  
Manage QTR

Default Permissions	Production				
	Administrator (Prod)	Foreman/Superintendent	Operator	Production Accountants	View Only
Basic Access/FDC Reporting					
Manage Alarm Settings					
Acknowledge and Clear Alarms					
Manage Meter Parameters					
Manage Gas Composition					
Manage QTR					

# Where to Find Wells in Zedi Access

The location or well can be now found through the search bar (A) or in the well tree (B).

Newly installed locations are by default are put in the 'To Be Assigned' folder (C).

If you can't find the location there try the search bar. When you have selected the location, it will show you where the location is in the well tree. (D)

The screenshot displays the Zedi Access web application interface. The top navigation bar is green with the Zedi logo and menu items: Admin, Data, and Reports. A search bar (A) is located on the right side of the navigation bar, containing the text 'location #1'. Below the navigation bar, the main content area is divided into two sections. On the left is the 'Training Services Zedi' well tree (B), which lists various locations and folders. A folder named 'To Be Assigned' (C) is highlighted. On the right is the 'Location #1' details panel, which shows information about the selected location, including its UWI, device type, serial number, and transmission status. A red 'D' is placed over the 'Location #1' entry in the well tree.

**A.** Search bar containing 'location #1'.

**B.** Training Services Zedi well tree.

**C.** 'To Be Assigned' folder in the well tree.

**D.** 'Location #1' entry in the well tree.

**Location #1** details:

- UWI: Location #1
- Device Type: Smart-Alek (Online)
- Serial Number: Test Smart-Alek
- Last Transmission: 2014-03-17 18:00:00 (MDT)
- Today: 0:00 Hours Flowing Volume not yet available.
- 2015-02-11: 0:00 Hours Flowing Volume not yet available.
- Orifice Plate Diameter: 1.000 in

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## TROUBLESHOOTING

**Still having issues?**

Contact our Customer Care Team:

**Toll Free** 1-866-732-6967

**Email** [support@zedi.ca](mailto:support@zedi.ca)