zedi

Zedi Access™

TROUBLESHOOTING

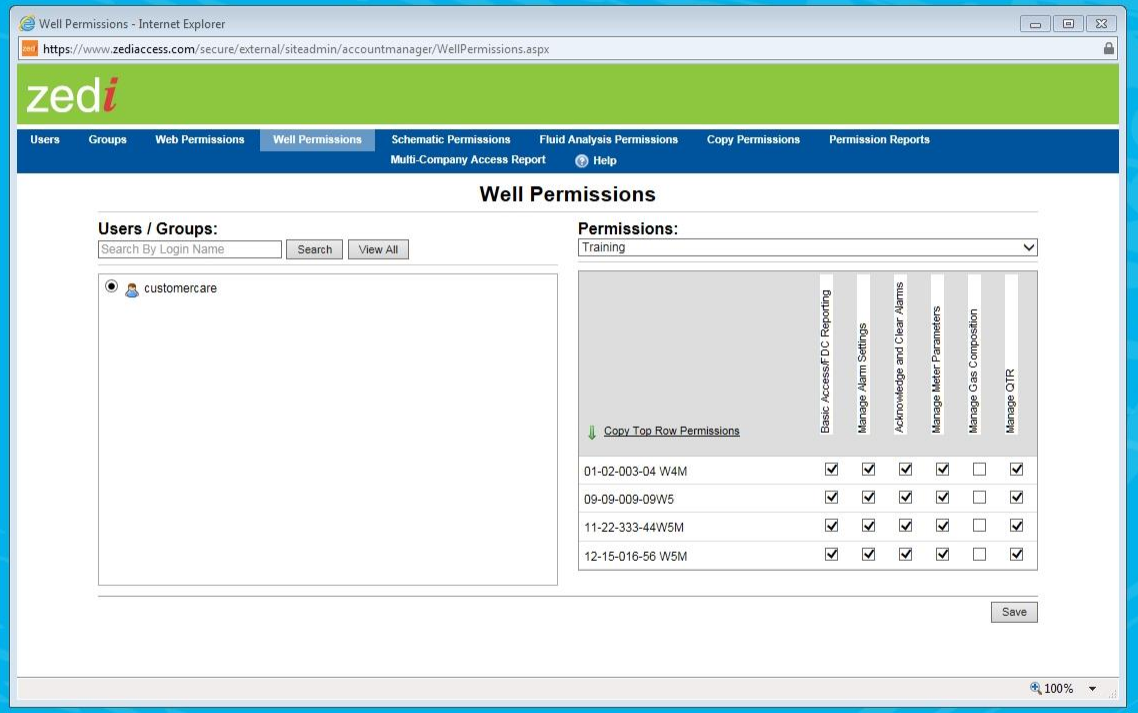
Assigning Well Permissions for Users or Groups

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



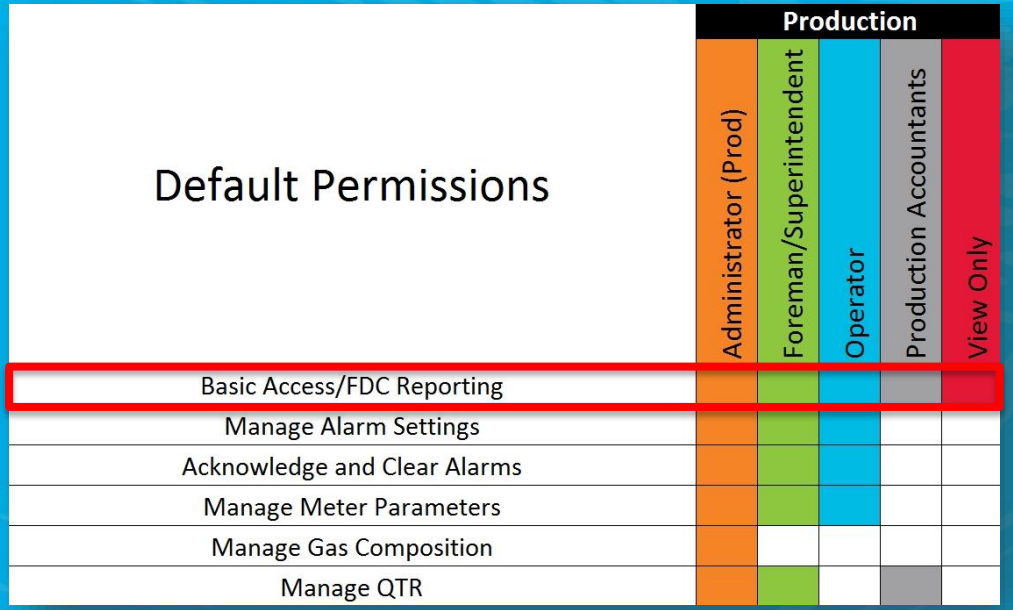
Well Permissions Reference Tool

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.

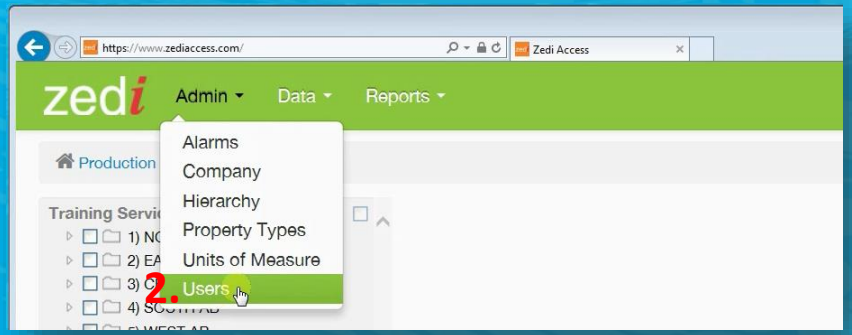


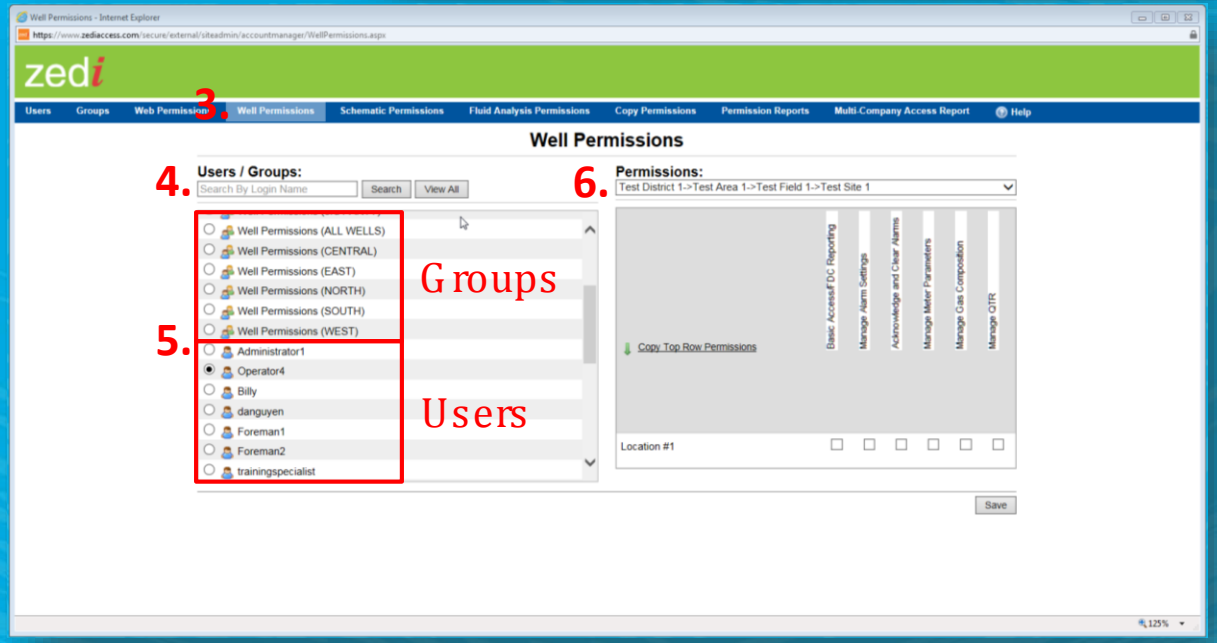
Default Permissions	Production				
	Administrator (Prod)	Foreman/Superintendent	Operator	Production Accountants	View Only
Basic Access/FDC Reporting					
Manage Alarm Settings					
Acknowledge and Clear Alarms					
Manage Meter Parameters					
Manage Gas Composition					
Manage QTR					

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.





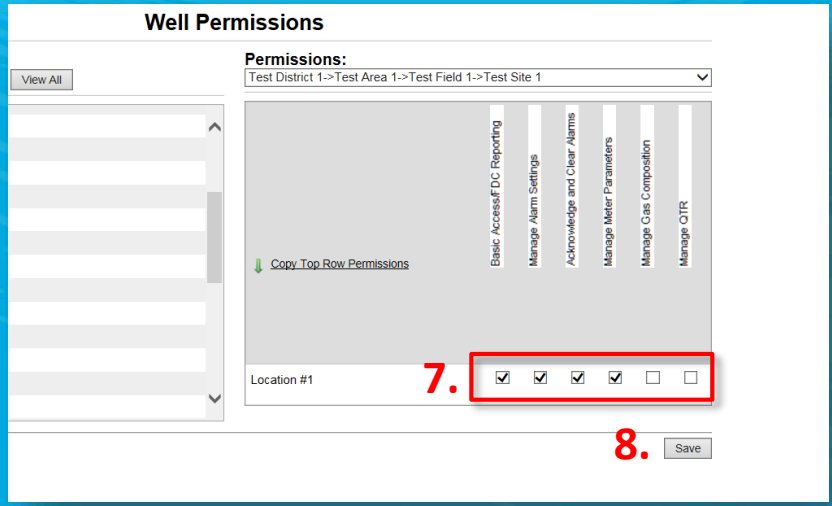
7. Proceed with selecting the user/groups permissions. You can reference the Well permissions document for our recommended Well Permissions.

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



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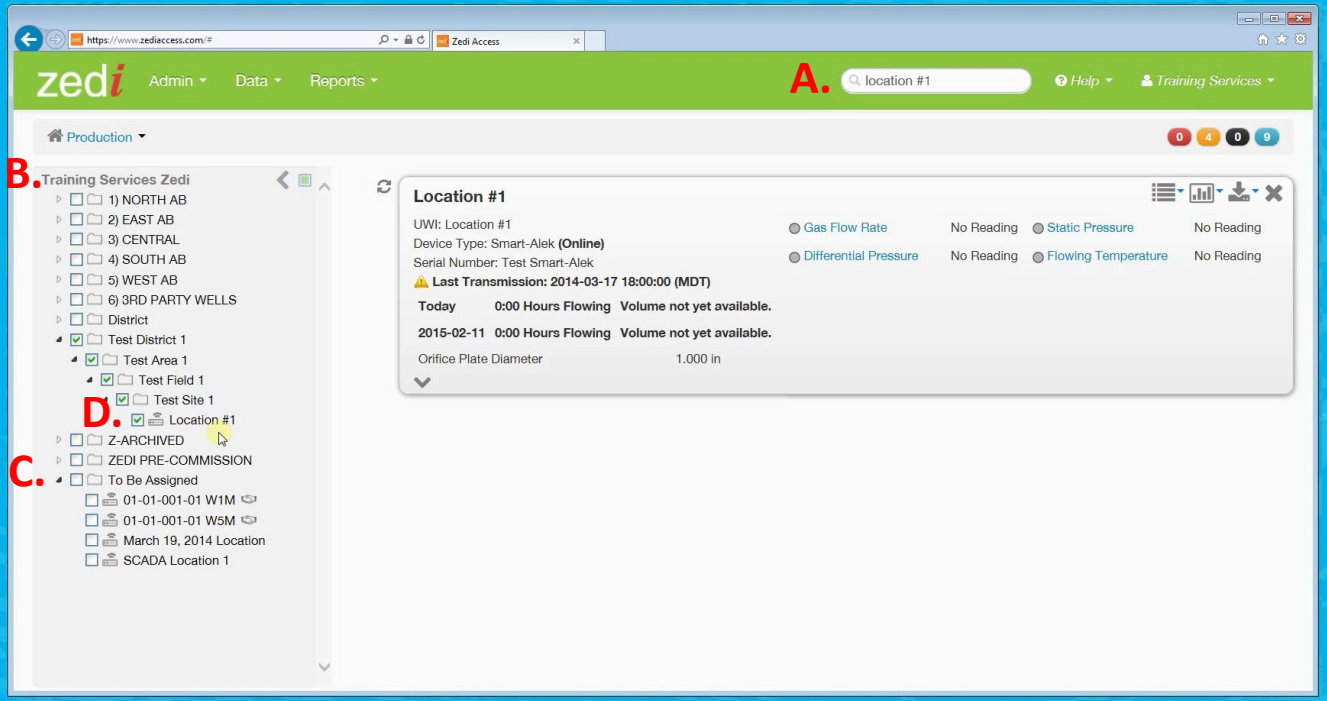
Manage Gas Composition					
Manage QTR					

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)



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Still having issues?
Contact our Customer Care Team:

Toll Free 1-866-732-6967
Email support@zedi.ca