

WeatherMation LIVE

User Maintenance

Version 2.2

20/09/2022



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Introduction

Envirodata's WeatherMation software has been developed to download, display and respond to the weather data from your weather stations, automatically.

You can control your users using the WeatherMation Live Website. You can add or deactivate users or update their details.

You also control which users have access to which stations and what Alerts or Notifications each user get.

Alerts are sent by Email or SMS with settings that include 'Do Not Contact' times.

For all user related functions, you will need to have User Administration permissions.

For ANY New user:

- 1) Setup the new user in User Maintenance
- 2) Assign the User to which Weather Stations they can access
- 3) Assign the Alerts/Notifications that you want the user to receive

Using the System

Go to www.weathermation.net.au

You will see the Login Page – please enter your User Name and Password that were provided to you.

You can click the “Remember Me” checkbox to remember your login details – this will mean in future; you are automatically logged into the system. Please note you will need to have cookies enabled in your browser for this to work.

Click on the Login button to access the system

(If you need to change your password, click on the Reset Password button)

Live Data ▶ Historical Data ▶ Forecast Data ▶ Tools ▶ Guides ▶ Help ▶ Login

WeatherMation LIVE Login

User Name

Password

Remember Me

Login

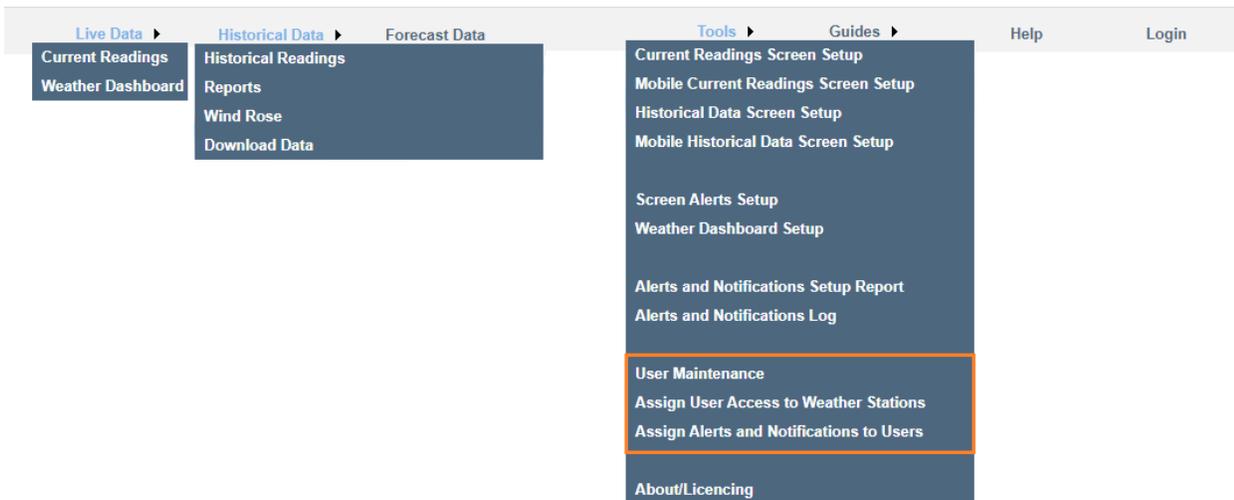
Reset Password

Enviromdata
WEATHER STATION SPECIALISTS
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1. User Maintenance - Specific Menu Options

- **Tools**

- **User Maintenance** – Add or Remove users, update User details like phone number and e-mail address. ONLY available if you have user administration access.
- **Assign Users Access to Weather Stations** – You can control which users have access to which stations. ONLY available if you have user administration access.
Refer to [WMA_041_Assiging_Users_To_Stations.pdf](#) for details on how to Assign User Access to Weather Stations.
- **Assign Alerts and Notifications to Users Stations** – You can control which users receive which Alerts or Notifications. ONLY available if you have user administration access.
Refer to [WMA_023_Assigning_Alerts.pdf](#) for details on how to Assign Alerts and Notifications to Users.



1. User Maintenance

- The User must be LOGGED IN on the WeatherMation Website and have User Administration Access edit User Maintenance. To access the Menu Option: User Maintenance on the right-hand side under Tools.
- Click on Tools and User Maintenance.

The screenshot displays the 'User Maintenance' page for 'Jolinda Murray'. At the top, navigation links include 'Live Data', 'Historical Data', 'Forecast Data', 'Tools', 'Guides', 'Help', and 'Logout'. The page header shows 'Current Licence - Active Users allowed 10' and 'Current Active Users 4'. A dropdown menu is set to 'Display ONLY Active Users' and the user selected is 'Jolinda Murray'. On the right, there are buttons for 'Download List of Users' and 'Download Login Activity', along with the text 'User: Environdata Test'.

User Details

- Display Name: Jolinda Murray
- User Name: JOLINDA
- Password: [masked]
- Confirm Password: [masked]
- Active User: Website Access:
- Generic User: Reports and Graphs:
- View Only User: Configuration:
- Company Contact Person: Update Users and Passwords:
- SMS Number: 040999999
- Email: jolinda@environdata.com.au
- Default Web Page: Current Readings
- Default Mobile Page: Current Readings
- Default Weather Station: None - List Alphabetically

Assign User Access to Weather Stations

- AHLU and DeltaT
- New Firmware Test 215
- Office Parkes
- ST KILDA HARBOUR

Buttons: **Select All** **Unselect All**

Buttons: **Save User Details** **Create New User** **Deactivate User**

Do Not Contact Details

- Time: N/A
- Days: Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday
- Do Not Send: SMS
- Days: Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday
- Do Not Send: SMS
- Time: dd/mm/yyyy and dd/mm/yyyy (Including Selected Dates)
- Do Not Send: SMS
- Alerts: if there were Alerts during 'Do not Contact' times - notify user via Nothing



The system will display the Number of ACTIVE your current Licence allows as well as the Number or ALREADY created Active Users.

By default the system will show you all active users in the drop-down list, but you can unselect it to display all active and inactive users. This way you could select an inactive user and make them active again.

1.1 Setting up a NEW User

NOTE: You cannot ADD NEW users if you are already on the limit of the Number of Users allowed according to your licence.

- Click the “**Create New User**” Button. This will give you a blank form to enter your new user’s details.
- Enter a Display Name – this will be displayed on screens.
- The system will use the Display Name to generate a Username for the new user.
- Enter a password – this has to be at least 6 characters long.
- Re-enter the Password to confirm it.
- The system will by default make this an Active User with Web and Report access. You could add mode access:
 - Configuration Access – This allows the user to add or remove reports, change the screen layouts and create basic alerts.
 - Update Users and Passwords – This allows the user to add, remove or updates Users and Access.
 - Company Contact – This is the user we would normally send system notification too e.g. when licences expire or when we find potential errors with data or sensors etc. Your company should have at least 1 Company Contact for us to contact.
- Enter a SMS number and/or e-mail address if the user needs to get any Alerts or Notifications
- Default Web and Mobile Pages – You can select a specific page that the user will see when they log on to WeatherMation.
- On the Right-hand side, you can setup Do Not Contact Times for the user. During these times, the user will NOT get a SMS or e-mail Alerts based on the settings you enter.
- **Assign User Access to Weather Stations**
 - Select which Weather Stations the user has access to. Without access, the user will not be able to view the station or see any of the data.
- Click “Save User Details” to save any changes.

1.2 Editing an EXISTING User

- Select the User you’d like to view or edit.
- On the Right-hand side, you can setup Do Not Contact Times for the user. During these times, the user will NOT get a SMS or e-mail Alerts based on the settings you enter.
- Click “Save User Details” to save any changes.

1.3 Deactivate a User

- Select the User you’d like to deactivate.
- Click “Deactivate User” button to deactivate the User. This use will no longer have access to the system to view any data and the user will not receive any Alerts or Notifications.

1.4 Re-activate a User

NOTE: You cannot activate more users if you are already on the limit of the Number of Users allowed according to your licence.

- Click in the “Display ONLY Active Users” box to display inactive users.
- Select the User you’d like to re-activate.
- Click “Deactivate User” button to deactivate the User.

1.5 Download List of Users

Click the “Download List of Users” button on the top right will download a text document with all your users and their details.

1.6 Download Login Activity

Click the “Download Login Activity” button on the top right will download a text document with details of dates and times when your users have logged into the system.