

# WeatherMation LIVE

## User Maintenance

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## Table of Contents

Introduction .....	2
1. User Maintenance - Specific Menu Options .....	4
1. User Maintenance .....	5
1.1 Setting up a NEW User.....	6
1.2 Editing an EXISTING User .....	6
1.3 Deactivate a User .....	6
1.4 Re-activate a User .....	7
1.5 Download List of Users .....	7
1.6 Download Login Activity .....	7

## 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](http://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)

**WeatherMation Login**

WeatherMation Live  
WEATHER STATION • INSTRUMENTATION • AUTOMATION

Live Data | Historical Data | Forecast Data | Tools | Help | Login

User Name

Password

Remember Me

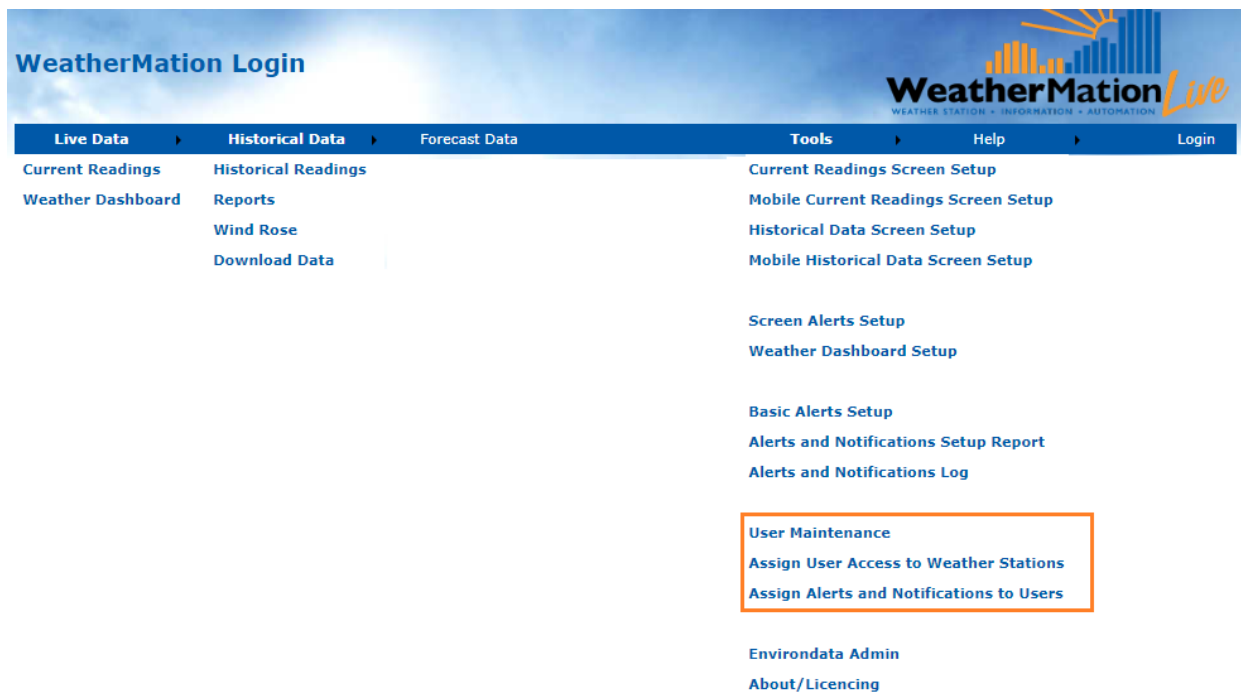
**Login**

**Reset Password**

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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.

## Maintain User Details

The screenshot displays the 'Maintain User Details' page for user Jolinda Murray. The interface includes a navigation bar with 'Live Data', 'Historical Data', 'Forecast Data', 'Tools', 'Help', and 'Logout'. The user's current licence status is shown as 'Active Users allowed 100' and 'Current Active Users 13'. A dropdown menu for 'User' is set to 'Jolinda Murray'. The 'User Details' section contains fields for 'Display Name' (Jolinda Murray), 'User Name' (JOLINDA.MURRAY), 'Password', and 'Confirm Password'. There are checkboxes for 'Active User', 'Generic User', 'View Only User', and 'Company Contact Person'. A list of permissions is shown with checkboxes for 'Website Access', 'Reports and Graphs', 'Configuration', and 'Update Users and Passwords'. Fields for 'SMS Number' (0409999999) and 'Email' (jolinda@environdata.com.au) are present. 'Default Web Page' and 'Default Mobile Page' are both set to 'Current Readings'. The 'Assign User Access to Weather Stations' section lists '44 Percy Street Warwick' and 'Stanthorpe Big Thermometer' with 'Select All' and 'Unselect All' buttons. The 'Do Not Contact Details' section has three sub-sections: 'Do Not Contact during these Times' (with a time range of 06:30 to 20:30 and days Sunday through Wednesday selected), 'Do Not Contact on these Days' (with no days selected), and 'Do Not Contact between these Dates' (with no date range selected). A notification option is set to 'Nothing'. At the bottom, there are buttons for 'Save User Details', 'Create New User', and 'Deactivate User', and the Environdata logo.

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.