Multitel

FIRMSuite®

SECURITY – SYSTEM PARAMETERS

USER MANUAL

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Technical Support

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SECURITY

Since users are managed by group, the first step consists of creating the list of FIRMSuite users and the required groups. Afterwards, any information about access rights can be specified through the different groups.

USER MANAGEMENT

CREATE

To create or edit a user:

1. Go in the system parameters module and click on the security button
2. Click on the manage user button
3. Click on the add user button
4. Fill the user form

Fields	Description	Mandatory
First Name	First name of the user	Yes
Last Name	Last name of the user	Yes
Username	Username for log-in	Yes
Email	Work email address	Yes
Function	Select from the drop-down menu the job function of the new user	No
Language	English or French	No
Password	50 characters maximum	Yes
Confirm Password	Confirmation of the password	Yes
State	United States or Canada	No
Department	Division of the organization	No
Office Phone #1	Primary work phone number	No
Office Phone #2	Secondary work phone number	No
Address	United States or Canada	No
Zip Code	United States or Canada	No
Employee Number	Internal employee number	No

DELETE

To delete a user:

1. Go in the system parameters module and click on the security button
2. Click on the manage user button
3. Click on the user need to be deleted and click on the delete user option.

* Confirming the deletion will automatically remove the access of the user

USER PROFILE

After login in the application, the user can change his personal information by clicking on the username in the header.

GROUP MANAGEMENT

CREATE

To create or edit a group:

1. Go in the system parameters module and click on the security button
2. Click on the manage group button
3. Click on the add group button
4. Fill the user form

Fields	Description	Mandatory
Group Name	Custom name of the group	Yes
Admin rights	Checking the admin right checkbox automatically give all rights to the group	No
Description	Short description of the group	No

DELETE

To delete a group:

1. Go in the system parameters module and click on the security button

2. Click on the manage group button

3. Click on the group need to be deleted and click on the delete group option
   * Confirming the deletion will automatically remove the access of the user

PERMISSION ASSIGNATION

USER ASSIGNATION

To assign user to a group:

1. Click on the group

2. Click on the assign user option

3. Select all users which will be associated to the group and confirm

*Users associated to more than 1 group will be granted the combination of all the Rights associated to these groups

RIGHT

To assign right to a group:

1. Click on the group

2. Click on the assign right option

3. Select all rights which will be associated to the group and confirm

Administration rights

User Right	Enables users to...
Basic access	Allows basic view-only access to the module
Configuration	Allows you to manage the Configuration component
Delete telemetry values.	Allows you to delete telemetry values
Equipments management	Allows you to manage equipments

Monitoring devices management	Allows you to manage monitoring devices
Schedule equipment maintenance tasks	Allows you to schedule maintenance tasks on equipments
Security	Allows you to manage security of FIRM Legacy. (This right is not use anymore)
Site management	Allows you to manage site
Tasks management	Allows you to manage tasks
Telemetry binding management	Allows you to manage telemetry bindings
Templates management	Allows you to manage templates
View management	Allows you to manage site views

Dashboard

User Right	Enables users to...
View Dashboard	View the visual management indicators available in the "Dashboard" page of the FIRM Dashboard module.

Distribution

User Right	Enables users to...
Send Power Allocation Requests	Create allocation requests ("Allocation Requests" menu in FIRM Distribution).
Manage the Fuse/Breaker Assignment	Assign the number of amperes required for a new installation ("Power Allocation" menu in FIRM Distribution).
Embargo Distribution Bays	Specify a complete embargo on a specific distribution bay (option available in the creation/modification page of a distribution bay). When a complete embargo is specified on a distribution bay, users

	are prevented from reserving or assigning the positions of this distribution bay.

Energy Manager

User Right	Enables users to...
Compile Data	Call the monitoring devices of a site for refreshing data ("Get latest values" button in the upper-right part of a FIRM Suite window).

AC Equipments

User Right	Enables users to...
AC Equipments	Manage AC equipments (service entrances, automatic transfer switches, generators, transformers, UPSs and inverters), i.e. to create electrical business rules for these types of equipments ("Configuration" menu in FIRM Administration) and to view their usage summary ("Usage Summary" in FIRM Energy Manager).

KPI

User Right	Enables users to...
View KPIs	Choose the key performance indicator that will appear in the report and generate the report itself ("Energy Manager" and"Configuration" pages in the "KPI" menu of FIRM Dashboard).
Manage KPIs	Create KPIs ("KPI" page in the "Configuration" menu of FIRM Administration).

Manual Entry

User Right	Enables users to...
Input Data from Manual Entries	Specify manual entries ("Insertion of Manual Entries" page in FIRM Energy Manager").
Approve Data from Manual Entries	Approve manual entries ("Approval of Manual Entries" page in FIRM Energy Manager").

Planning

User Right	Enables users to...
Growth & Current Outlook	Graphically view the growth rate of a site ("Growth & Current Outlook" page in FIRM Planning).
Current Inventory	View the list of equipments for a specific power plant and create forecasts ("Current Inventory" page in FIRM Planning).
Projected Outlook	Convert a forecast into a concrete project and edit/delete a project ("Projected Outlook" page in FIRM Planning).
Assignment	Update the inventory from the project information ("Assignment" page in FIRM Planning).

Report

User Right	Enables users to...
View Administrative Reports	View the reports available in the "Administration" tab of the "Reports" menu.
View Energy Manager-Related Reports	View all FIRM Suite Reports available in the "Administration" tab of the "Reports" menu.

Settings 5.0

User Right	Enables users to...
Basic access	Allow you to access and edit business rules, security, data gathering, battery maintenance period and email configuration.

Battery Maintenance

User Right	Enables users to...
Basic access	Allow you to view the maintenance dashboard and maintenance form
Inventory Manager	Allow you to approve temporally inventory update
Manager	Allow you to approve maintenance,

Technician	Allow you to fill maintenance form and adjust temporarly the inventory

* All battery maintenance rights shall be combinate with the basic view right of the module.

Data Gathering

All users have access to audit and workflow pushed to a site assigned to them. To edit, assign audit or workflow or export reports, the user has to have the settings 5.0 right.

Surveillance

User Right	Enables users to...
Delete Alarms	Delete alarms from the FIRM Surveillance grid.
Manage the Alarm Points	Access the alarm point configuration window ("Alarm Points" page in the "Configuration" menu of FIRM Administration), where you can add, modify or delete alarm points.
Delete Notes on Alarms	Delete notes on alarms. Alarm notes are available in an "Alarm Details" window in FIRM Surveillance (click an alarm in the grid to display the appropriate detail window).
Acknowledge Alarms	Confirm that a specific alarm has been viewed and will be handled (in the FIRM Surveillance alarm grid).
View the Legacy Servers	View the status of legacy communication servers ("Communication Servers" page in FIRM Surveillance).
Manage Filters	Access the Filter Configuration window ("Filters" page in the "Configuration" menu of FIRM Administration), where you can add, modify or delete filters.
Access to the Monitoring Device Web Page	Display the Web page of a specific monitoring device (the URL of this Web page is available when selecting an alarm in the alarm grid of the Surveillance module and clicking "Telemetry" in the upper-right part of the main Surveillance window). Note that this URL has been specified in the FIRM Administration module when the monitoring device has been created in FIRM Suite.
Delete Notes on Sites	Delete notes on sites. Site notes are available when selecting an alarm in the alarm grid of the Surveillance module and clicking "Site Details" in the upper-right part of the main Surveillance window.

Restrict Users to the Observer Level	Specify that the users of this group are observers. Observers can carry out actions on the alarms only if the supervisor of the area that interests them is logged into the Surveillance module. Otherwise, the observers are in read-only mode.

Temperature

User Right	Enables users to...
Temperature Module Access	Allow you to access to the temperature module

SITE ASSIGNATION

To assign right to a group:

1. Click on the group
2. Click on one of the site assignation option

Type of site assignation	Description
Assign Site	Allow to assign by site
Assign Site Type	Allow to assign by site type – All sites categorized with the type selected will be allowed to the group.
Assign Site Category	Allow to assign by site category – All sites categorized with the category selected will be allowed to the group.
Assign NPAS	Allow to assign by NPAS – All sites categorized with the NPAS selected will be allowed to the group.
Assign Regions	Allow to assign by region – All sites categorized with the region selected will be allowed to the group.

The customer is not forced to use the same type of assignation for all groups. It is possible to mix the type of assignation to assign sites to the same group.

3. Select all sites which will be associated to the group and confirm

Button	Description
Select all	Allow selecting all rows of the table
Automatically assign	Checking this option allow that all new sites created further will be automatically added to the group permission.
Deselect all	Allow deselecting all rows of the table