Collabor8 Subsurface user administration

Contents

1 INTRODUCTION

The following document describes how to register or modify users in the Collabor8 Subsurface solution.

Management of users in the Collabor8 Subsurface solution is set-up to be managed through company specific administrators, meaning that each participating company manages their own users in the solution.
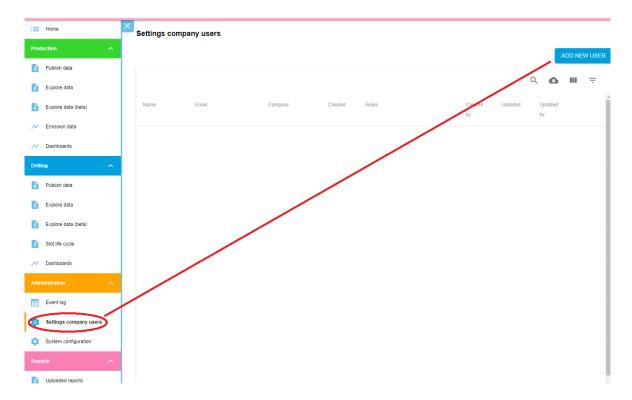
In order to gain access to the solution a user needs to

1. Be a registered user of the solution
2. Have a valid user account in the solution with proper rights assigned

2 REGISTERING A NEW USER

After having logged into the system, select the "Settings company users" function in the menu on the left hand side.
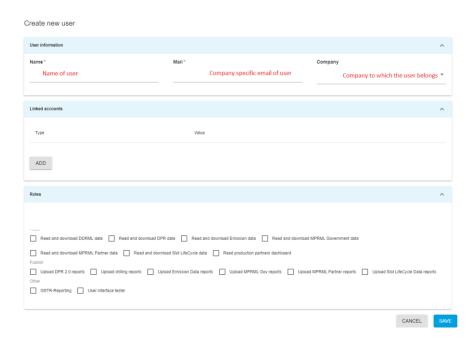
Select the "Add new user" function to go to the create new user screen

In the "Create new user" screen populate the required basis information for the given user as shown below.
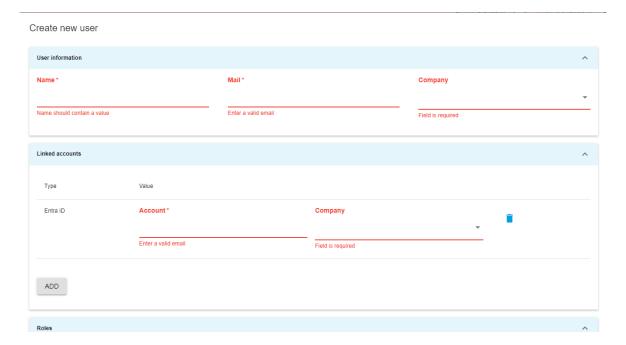
Assign a Microsoft Entra id account to the given user, an Microsoft Entra Id account allows the user to either use single sign-on (if defined for the company to which the user belong) or sign-in using e.g. other Microsoft supported authentication mechanisms. When a new user is created there is also automatically created the needed information in Microsoft Entra id for the given user that is need for them to be able to authenticated themselves against the solution, Assigning a user authentication account is done in the "Linked accounts" window by

1. Click the add button
2. Select "Entra Id"
3. Enter the company specific email of the user
4. Select the company to which the user belongs

3 ASSIGNING ROLES TO THE USER

A user in the system can have different roles assigned to them that grants them either access to specific functionality or specific data.

Roles are assigned used the roles window in the create user screen.

The following roles can be assigned.

Role Name	Scope	Function
Read and download DDRML data	DRILLING	Grants access to the user to view and download daily drilling data
Read and download DPR data	PRODUCTION	Grants access to the user to view and download daily production data
Read and download Emission data	EMISSIONS	Grants access to the user to view and download monthly emission data
Read and download MPRML Government data	PRODUCTION	Grants access to the user to view and download monthly official governmental production data
Read and download MPRML Partner data	PRODUCTION	Grants access to the user to view and download monthly partner production data
Read and download Slot Lifecycle data	DRILLING	Grants access to the user to view and download slot lifecycle drilling data
Read production partner dashboard	PRODUCTION	Grants access for a user to view the asset specific production dashboard
Upload DPR 2.0 reports	PRODUCTION	Grants access for a user to upload daily production reports
Upload drilling reports	DRILLING	Grants access for a user to upload daily drilling reports
Upload emission data reports	EMISSIONS	Grants access for a user to upload monthly emission reports
Upload MPRML Gov reports	PRODUCTION	Grants access for a user to upload monthly official governmental production reports
Upload MPRML Partner reports	PRODUCTION	Grants access for a user to upload monthly production partner reports
Upload Slot lifecycle reports	DRILLING	Grants access for a user to upload drilling slot lifecycle data
GSTR reporting	GAS SALES TAX REPORTING	Grants access for a user to perform Gas sales tax reporting

Overview available roles in the Collabor8 Subsurface solution

Context	Scope	Role	Description
Global	Administration	Super User	
Global	Administration	Company Administrator	Grant access to add users and edit roles for users for each company
Global	Read	View Comments	View comments
Global	Write	Add Comments	Read and add comments
Global	Other	Resolve Comments	Read, add and resolve comments
Subsurface	Read	Read and download DPR data	Grant access to read and download daily production data
Subsurface	Read	Read and download DDRML data	Grant access to read and download daily drilling data
Subsurface	Read	Read and download Emission data	Grant access to read and download monthly emission data
Subsurface	Read	Read and download MPRML Government data	Grant access to read and download monthly official governmental production data
Subsurface	Read	Read and download MPRML Partner data	Grant access to read and download monthly partner production data
Subsurface	Read	Read and download Slot LifeCycle data	Grant access to read and download Slot LifeCycle drilling data
Subsurface	Read	Read and download SSB Billing data	Grant access to read and download SSB Billing data
Subsurface	Read	Read and download SSB Cash Call data	Grant access to read and download SSB Cash Call data
Subsurface	Read	Read and download SSB Forecasted data	Grant access to read and download SSB Forecasted data
Subsurface	Read	Read production partners dashboard	Grant access to read asset production dashboard

Subsurface	Write	Upload DPR 2.0 reports	Grant access to upload daily production reports
Subsurface	Write	Upload drilling reports	Grant access to upload daily drilling reports
Subsurface	Write	Upload Emission Data reports	Grant access to upload monthly emission reports
Subsurface	Write	Upload MPRML Gov reports	Grant access to upload monthly official governmental production reports
Subsurface	Write	Upload MPRML Partner reports	Grant access to upload monthly production partner reports
Subsurface	Write	Upload Slot Lifecycle Data reports	Grant access to upload slot lifecycle drilling reports
Subsurface	Write	Upload SSB Billing reports	Grant access to upload SSB billing reports
Subsurface	Write	Upload SSB Cash Call reports	Grant access to upload SSB cash call reports
Subsurface	Write	Upload SSB Forecasted reports	Grant access to upload SSB forecasted reports
Subsurface	Write	GSTR-Reporting	Grant acces to upload Gas Sale Tax Reports
RNB	Write	Configurator	Grant write access/upload inistialisation data
RNB	Read	Configuration reader	Grant read access to inistialisation data
RNB	Workflow	Sokkeldirektoratet Approver	Grant access for approve/reject -> do statechange to objects SoDir user have access to see
RNB	Workflow	Gassco Authority Approver	Grant access for approve/reject -> do statechange to objects Gassco user have access to see
RNB	Workflow	Operator Approver	Grant access for approve/reject -> do statechange to objects Operator user have access to see
RNB	Read	Scope Reader	Grant access for read and download data user have access to see
RNB	Write	Scope Reporter	Grant access to upload Scope data
RNB	Read	Volume Reader	Grant access to read volume data

RNB	Read	Finance Reader	Grant access to read finance data
RNB	Read	Environmental Reader	Grant access to read environmental data
RNB	Read	Gas System Reader	Grant access to read gas system data
RNB	Write	VolumeReporter	Grant access to write access/upload volume data
RNB	Write	Finance Reporter	Grant access to write access/upload finance data
RNB	Write	Environmental Reporter	Grant access to write access/upload environmental data
RNB	Write	Gas System Reporter	Grant access to write access/upload gas system data