



## USER PROFILE GUIDE

*Updated 8/26/2023, S. Hall*

Once logged in you can manage your profile by clicking on your login name in the upper right main menu:





The Manage Profile page has “Account Actions” on the left and Settings on the right half.

This is the normal case where most people don’t have the special “DataDownload” permission, notice the API Key section:

### Manage Profile

#### Account Actions

- [Change Password](#)
- [Confirm Phone +15039102948](#)

#### Data Plan

Your data access is set up with your contract.

- Your data plan is used to display only authorized data on the Search page, Map, etc.
- Both “data types” and “data regions” are defined.
- Sometimes a user has more restricted access than the contract. Your data plan is the combination of the contract plan and any user-specific plan.
- The Search page filters may have disabled checkboxes because of the data plan.

Your Data Plan TYPES

Your Data Plan REGIONS

#### Settings for snhall00@gmail.com

Is Trader

Map High-Impact BBLs

Start Page

#### Subscriptions

New CAP Event	<input checked="" type="checkbox"/> Email	<input checked="" type="checkbox"/> Text	CAP Event Changed	<input checked="" type="checkbox"/> Email	<input checked="" type="checkbox"/> Text
New MAINT Event	<input checked="" type="checkbox"/> Email	<input checked="" type="checkbox"/> Text	MAINT Event Changed	<input checked="" type="checkbox"/> Email	<input checked="" type="checkbox"/> Text
New Plant	<input checked="" type="checkbox"/> Email	<input checked="" type="checkbox"/> Text	Plant Changed	<input checked="" type="checkbox"/> Email	<input checked="" type="checkbox"/> Text
New TAR-P Event	<input checked="" type="checkbox"/> Email	<input checked="" type="checkbox"/> Text	TAR-P Event Changed	<input checked="" type="checkbox"/> Email	<input checked="" type="checkbox"/> Text
New TAR-U Event	<input checked="" type="checkbox"/> Email	<input checked="" type="checkbox"/> Text	TAR-U Event Changed	<input checked="" type="checkbox"/> Email	<input checked="" type="checkbox"/> Text
New Unit	<input checked="" type="checkbox"/> Email	<input checked="" type="checkbox"/> Text	Unit Changed	<input checked="" type="checkbox"/> Email	<input checked="" type="checkbox"/> Text
			Plant Retired	<input checked="" type="checkbox"/> Email	<input checked="" type="checkbox"/> Text
			Unit Retired	<input checked="" type="checkbox"/> Email	<input checked="" type="checkbox"/> Text

[Save](#)

#### API Key

You do NOT have the “DataDownload” permission so these features are DISABLED:

- The “Download as CSV” link on the Search page.
- The API and RSS feeds.

This restricted permission is typically negotiated for special needs. If you need this permission please contact Support or your company’s contract negotiator.



This is how the "API Key" section looks if you have the special "DataDownload" permission:

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New Plant	<input checked="" type="checkbox"/> Email	<input checked="" type="checkbox"/> Text	Plant Changed	<input checked="" type="checkbox"/> Email	<input checked="" type="checkbox"/> Text
New TAR-P Event	<input checked="" type="checkbox"/> Email	<input checked="" type="checkbox"/> Text	TAR-P Event Changed	<input checked="" type="checkbox"/> Email	<input checked="" type="checkbox"/> Text
New TAR-U Event	<input checked="" type="checkbox"/> Email	<input checked="" type="checkbox"/> Text	TAR-U Event Changed	<input checked="" type="checkbox"/> Email	<input checked="" type="checkbox"/> Text
New Unit	<input checked="" type="checkbox"/> Email	<input checked="" type="checkbox"/> Text	Unit Changed	<input checked="" type="checkbox"/> Email	<input checked="" type="checkbox"/> Text
			Plant Retired	<input checked="" type="checkbox"/> Email	<input checked="" type="checkbox"/> Text
			Unit Retired	<input checked="" type="checkbox"/> Email	<input checked="" type="checkbox"/> Text

**API Key**

You have the "DataDownload" permission so you can use:

- The "Download as CSV" link on the Search page.
- The API and RSS feeds.

To use the API or RSS feeds you must specify your personal API Key (please do not share):

[Save](#)

*Note: the API Key will change if you change your password.*



## ACCOUNT ACTIONS

### 1. CHANGE PASSWORD

Note: if you are authorized for data download and use the API key, that key will change if you change your password. Contact Support for the new value for your API key.

**Create Password**

Please create a new password for:

snhall00@yahoo.com

*Minimum of 8 characters including at least one: uppercase, lowercase, number, and symbol.*

Password

RepeatPassword

Save

### 2. CONFIRM PHONE

**Confirm Phone**

Please enter the code sent as a text message to your phone.

**Confirm Code**

Code

Confirm



## PROFILE SETTINGS

1. [Is Trader](#)  
(future feature)
2. [Start Page](#)  
(future feature)
3. [Map High-Impact BBLs](#)  
On the Map page the icons are bolder when the event affects Unit capacity higher than this limit.
4. [Subscriptions](#)  
You can receive automatic notifications when various types of data change. Next to each item is an “Email” checkbox. If your account has a confirmed phone there will also be a “Text” checkbox.