Keepass – 00:00

Ok welcome, everyone to our post-lunch presentation. So just a couple of small things. We went over keepass fair amount while we were in the control room. But there are a couple of other things we can talk about. So, as you know, kee pass is our password management software. So again, each of you will have a personal keepass file, but anything, any operations you do in the control room will be through any control room operator, specific accounts.

So all the passwords should be in that keepass. Again, just make sure you have that Control Room Operator Keepass Password in your personal Keepass.

So when you first open keepass it may or may not look like a blank screen. This just means that none of the files are open. So you can go ahead and click the open file in the top so it will automatically open up into your Dropbox in our passwords folder. So here you can select either your personal Keepass or the project Keepass or whatever else you need.

And again, they will be listed alphabetically and just another word of warning. Please remember your master password. We cannot recover it. You will have to reset all of your passwords if you lose it. Not fun.

So when you're creating a new entry in Keepass, you want to click the key in the top left with a little green arrow that will then open that window at the bottom labeled add entry. So from here you can name enter the title name of the entry username. It will automatically generate a password for you. You can select the strength of the password from like know eight characters to like, you know, 16 characters or something like that.

I wouldn't necessarily recommend having an auto generate a password for you just because if you ever need to share a password with someone so that they can get into your account. You don't want it to be a string of like, you know, uppercase E lower case A, you know, seven, six, 5 dollar sign. Just it's really hard to write down and do that.

So I would recommend actually writing in a password just again, for security reasons, you know, please don't repeat passwords. You know, try and make a password. Not too obvious. Just good password hygienics. And I will tell you the quality of your password, you know, based on its own algorithm, you can also add the URL and type in any notes you need.

You know, I like to sometimes note old passwords in there just to keep track of them. And you can also, as you've seen in the project Keepass file, you can have like IP addresses in there. Like if there are multiple accounts, I have, like if it's an account that's kind of difficult to get into, I have straight up written step by step instructions in those notes.

Like, go to this website and click on this thing, then click this other thing. So you can do that as well. And then always, always, always, Please save. After creating new entry, Keepass does not autosave, so if you close it out, you will have to reenter whenever you just created. Also stop me if there any questions. So organizing keepass.

There's a couple different things you can do. I just use mine as an example here. But if you click, if you right click on any of those categories on the leftmost image, you can add a group that's basically just like

a file group. Name it whatever you want. And once you click okay, it will show up at the bottom over there.

You can drag and drop it to change the order in the list. You can change the icon and then you can drag and drop different passwords into groups. So, for instance, if the recording software picks up on this, this is just my keepass. But I do have this new group over here, and then I created so, you know, I can put it within another group and keep it outside that group in general.

I can put it back at the bottom here, see how that works. If I wanted to just grab a random password and just drag and drop into this group. Now, this is in this group and we can play around with it, have it organized however you like. Personally, I just leave all my passwords in one spot. It's just easier for me to remember where all of them are, and they do have a search function at the top.

So, for instance, if I wanted to know, you know, what my one energy password is.

Okay. It will show up at the top here. I can also look at my OSHA password and things like that. So generally, if I need something, I'll just search for it instead of like organizing it in specific ways. But you know, you're free to do as you wish. And if you want to delete a group you can go ahead and delete group click, yes, it will create a recycle bin.

If you want to delete it. After that, just empty the recycle bin and make sure you weren't deleting any passwords while you're doing that.

Yubikey – 05:07

Okay, I forgot to grab the Yubikey with me, but this is a picture of it. So it's a small physical security key. You will be using this to log in to any of the control room operator accounts.

So we will have it set up so that anything you log into will require two factor authentication. And then two factor authentication will require the YUBIKEY. So they're pretty easy to use. It is the USB-C. You can just plug it directly into, well, you shouldn't be plugging it into your computer and it's difficult to plug it into the computers in the control room.

So we have also bought NFC readers, which I'll show you in a moment. But the reason we have these are is because they are considered more secure than, say, like a text or an email based two factor authentication system just because, like, no one can hack it and get those right, someone has to physically hold the key to be able to get into your account.

So we have one key for the control room. Jereme will have a backup just in case that one gets lost. So we have a hook for it in there. Just make sure that whenever you're not using it, it gets put back on that hook. It does also have that white tile tracker you see on the keychain there. So if you were to misplace it in the room, there will be an app on your phone that you can have it beep the tile tracker on the keychain, and you should be able to find it then.

But again, just make sure it always makes its way back on to that hook just so the other system operator isn't trying to figure out or control room operator isn't figuring out where it got to. Also that we know that it wasn't stolen because that could always be a concern.

So this is the smart reader I was talking about. So as I said, it's really difficult to plug directly into those computers just because, like the ports kind of small, you have to like really put your hand in there. So we

have these smart readers, if you ever been to like the hospital and like they swipe their badges on that, this is the same thing.

Youre just going to wave the key in front of it until it beeps and it will tell you you're good to go. So whenever you're using these to log into two factor authentication and every account looks slightly different when they tell you what to do, but there will be instructions on screen to prompt you to say, okay, either plug in your yubikey or wave it in front of the smart reader and then just do as it says and you should be able to get in.

If for whatever reason you are plugging it in directly, you'll want to. Well, it will eventually prompt you to tap the gold button or the gold circle on it. So the one that says Y, if you just wave it though, you don't really have to tap anything. Just make sure it reads that.

Google Suite – 07:46

Okay, so now we're getting to Google suite stuff.

So these are kind of the apps you will be using. So Gmail, the Ops account will be through Gmail. I haven't set up an outlook account for it. I don't expect to because we have two factor set up for Gmail. We also have Google Drive. I don't necessarily expect you all to be using that too much, but as a company, we do use it for collaboration sometimes on documents, spreadsheets, PowerPoint presentations, all of that.

We do also have Google forms. This is where your standard forms will be Your event log and your time log. I'll show you those in a moment, but those of those will both be available on your phone and on each of the computers in there. They should be like bookmarked as desktop and as web pages. So I'll show you that when we take a tour of that.

And then we also have Google calendar. So the Google calendar, the Ops account will have access to the system operator calendar. So this will tell you each week who is on call as a system operator. And then we also have the contact calendar, and I'll show you both of those in a moment. And I don't know necessarily how it works with all of you, but generally speaking, company wide, the contact calendar is, how we communicate that we're going to be out.

So, for instance, if I wanted to take Monday off, I would put on the calendar, you know, Claire out on Monday, and then I'll also put on my personal calendar Claire out. Just so if anyone's searching my calendar or searching the contact calendar, they'll see that I'm not going to be there. And of course, you do have to follow that up with the communication that you will be out.

But that is how we do it. Generally speaking. And you also have Google Chat. So this is going to be your main form of communication across different groups. You have been, the Ops account has been invited to the system operator chat and I believe there were some specific chats we set up for the apps account through Google Chat.

It's available as both a desktop app and through your Gmail account. There will be like a little bubble I'll show you in a moment. I would recommend having the desktop app open always just because it's a lot easier to get notifications. And since this is such a premier way of communication in this company, you're expected to respond pretty quickly.

Where's my mouse? There's my mouse. Okay, so from the Google page, this is just the generic homescreen, but you can find all of the Google apps if you hover and click into that little like nine by nine grid or three by three grid in the top right. Also, you can directly get to Gmail. If you just click that, what says Gmail over there, that might be a little bit hard to see on a projector, but there's a couple of ways to get to Gmail pretty quickly.

Google Calendar – 10:31

You can also scroll down through that list to get to the different apps as you see there. So this is what the Google calendar looks like. I took off all of the rooms and like my personal calendar, just to make this a little bit easier to look at, but you'll see like the green, I guess like the more sage green that will be the system operator calendar.

So for instance, from Wednesday at noon, Chelsea, Joshua and Kevin will be on-call and Erica, Gerber, Darshan and Jared will be off on Wednesdays when we flip over at noon. So kind of. And we also have the Harpster shutdown on the system apps calendar. So yeah, so you don't have to scroll back through, chat to do that and then kind of in like that darker gray color that will be the contact calendar.

So you notice a lot of people have scheduled time out on there or like if you have an appointment, you know, people also schedule out like a couple hours blocked out during the day. Again, if you, I don't necessarily know what the policy is going to be for the control room, but if it will work similarly, just make sure you're communicating that you're not going to be there, you know, to whoever needs to know.

And generally speaking, if you're going to take time off over communication, it's better than under communication. So like if I'm going to take more than like a day off, you know, every time I'm in a meeting with someone, I will say, Hey, I'm going to be out Friday. Hey, I'm going to be out Friday, you know, every single day just because, you know, people will forget and then all of a sudden it's a problem.

So just make sure you're communicating that. And actually, while I have the Google calendar slide pulled up, I will show you some other things you can do with it. So this is what my calendar looks like. It's kind of a mess. It's mostly because I have a lot of the rooms turned on. So for instance, you know, I can start turning off some of these and that will clean things up a little bit.

Obviously, all this blue is what is on my personal calendar. Since I scheduled all the training, it will all be on my personal calendar. But you can clean things up a little bit, especially if you don't need like you don't need to know like who's going to be in a small conference room necessarily. I like to snoop a little bit sometimes so you can see what people name their meetings.

You can also just turn your personal calendar off if you want. Really. The thing I want to show you, though, is you can search for specific calendars. So, for instance, like if you need to schedule a meeting with Jereme or something or Chelsea, you know, you can type in their name, select their name, and then now her calendar shows up as pink on mine, so I can see when she's scheduled out. of course, sometimes people are busy and they don't necessarily remember to put it on their personal calendar. So, you know, it's generally easier if you just shoot people a message before you schedule a meeting with them instead of scheduling meetings, hoping they'll show up, especially if it's with Jereme.

You kind of have to go through Brandy just because this calendar is kind of packed aside from that. So if, say, I need to schedule time out through the contact calendar, I can go here. So see, this is blue right now. So this is telling me that it will schedule to my personal calendar. I don't know, off the top of my head, if you can change that by default. I assume you can. I just haven't messed with the settings But if I want to change which calendar it's going to show up on, I can click down here and then go to OE contact. And then now it's turned into that dark gray. So from here then I can say Claire Out, you know, and say that. generally speaking, if you're going to use the contact calendar, we prefer that you use an event as opposed to like out of office.

So for instance, I change this to the contact calendar again and I say out of office, it's going to highlight this whole day. And that shows up on everyone's calendar because everyone has a contact calendar turned on. So it's not the end of the world if you do that, it just looks a little busier on everyone else's calendar.

That being said, it can be pretty helpful to do it on your own calendar because this will automatically decline any meetings that are sent to you. So this is just kind of a handy way to tell people like, Hey, I'm out because it will get most people getting notifications of like, okay, this person declined my meeting because they're going to be out.

I believe that's it for everything I wanted to do for the calendar. let me do so. You know, let's say you need to schedule a meeting with someone. You need to add guests. You know, you can just directly type in people's names. So, you know, I can type in Kyle, Sidney, Dusten So then if I do test and I can also choose a room that I'll be in, so I could say, okay, you know, let's do it in the small conference room.

So now it'll show up on the small conference room calendar. You can have description if you want. So say like, you know, this meeting is a test for the Google calendar. Add attachments. If you need to, you can change the time or the date from up here. Google calendar really likes to go in like 15 or 30 minute increments, so you might have to mess with it if you're choosing like a weird start time.

You can also change the date up here. And if I go ahead and click Save so I can to send or don't send, if you're creating a meeting, someone always click send just because then they get a notification that they have been invited to a meeting. Otherwise you're kind of relying on them to be looking at their calendar and realize, Hey, there's a weird spot on my calendar then again, go ahead and click send.

So give that a moment to update. And then the small conference room should also update with that. That's a time I picked knowing everyone would be free right? So for instance, I need to create a new event and I don't know when exactly everyone will be free. I can look up multiple calendars. All right. So now I know.

Okay, everyone's going to be in a meeting at ten. You know, everyone's going to be meeting at like 9 a.m.. So you get that can kind of be a better way to pick a time that will work for everyone. And. All right, that concludes Google calendar, part of this discussion. Any questions now?

Google Chat – 17:41

So, as I said before, you can access through the desktop app or Gmail again, I would highly, highly recommend just keeping the desktop app open all the time because, you know, you will just get like a little number in the corner there.

Like, okay, you got a message and again Please respond promptly. generally speaking, and I would say, if someone has an answer to you in 5 minutes, just send them a message again. Will we be getting messages on the Ops chat or our personal? on the Ops chat. you know, someone may send you a chat in personal for I don't know if like they need to check if you're like going to be coming into the office or going to be out or something.

I don't know. I mean, there are reasons people will send you a personal chat, but generally your work is going to be through the Ops chat. Yeah. So communication for any and all sys ops events will be through the system Operator Chat You'll kind of get a better feel for it once you've seen it. But generally speaking, we communicate a lot through that chat.

So turbines are getting shut down. That's a message. If we're calling Goldwind ROC That's a message. You know, Turbines have faulted that's a message. If there's going to be like a high wind event at night, the meteorologists will send a message. Just keep an eye on that throughout the day and make sure you're communicating through that too, especially these next couple of weeks as you kind of get used to the job.

Google Forms: Time and Event Logs – 19:14

So Google forms, you're going to be using these a lot. So we've created some standard logs for you with the system operator event log that's going to be like for quote unquote material events. So like a turbine faulted You know, that would be a material event. We also have the time log, which is kind of anything and everything that occurs during a shift.

So like a shift change, that's an event that we're recording at the time. Log You got a phone call from someone. That's an event, that recording in the time log, you know, we checked, we did our 11 p.m. checks of all the projects. That's something you're recording in the time log. So let me pull one of those up real quick.

We've meant them to be easy to use in some of these categories. We've just kind of Oops I clicked all the way through Hold on. Okay we're just going to do that do that. There's my mouse and that's what the system operator event log looks like. So if I preview it, this will be what it looks like to you. So you will always be doing these through the operator account, as I keep saying.

So OPS_FDY, but you can check which project it is like, Ball, here are some event types that we've decided will happen often enough to make sense. But if something or a weird thing happens, you can click other event. You'll make sure you log the time if you know it. Date time short description of event, long description of event.

And then once you've submitted it, it will all be recorded in the spreadsheet. So this is how we're going to keep track of any events that happened during your shift. So we can always go back and look and see like, okay, that's what happened. Then. Or it did start at that time…That would be more of a Chelsea Jereme kind of question.

Yeah. I can also and oh I did log out of it. I can't log into the account right now because I don't have the Yubikey with me. But the time log will look very similar. It's, it's got less stuff in it, but you are going to be filling it out a lot more. Probably. But I did also set it up.

So you should be able to fill these out on your phone as well. If you're just like sitting there, you don't want to like click around on the computer or anything. All right. That was the last slide. Any questions? All right.