

## Admin User Guide

### **Flagging**

- Firstly, could you please make clear to your staff that if they find relevant footage, to flag it. Some users still are not doing this, and footage is being overwritten and lost. If the site is permanent, the flagged footage is saved in the cloud for 1 year. If the site is a deploy unit, the flagged footage is saved in the cloud until the system is removed from site or if rented over a year, up until 1 year.

### **Website and forms**

- We are working on our new website at the moment, here you will find online booking forms, site survey requests, footage download request, and to request a quotation for a permanent site. These are all filled in on the website, (no downloadable booking forms) so these can be filled in whilst you are onsite, you can add all the information and photos.  
The website will also include this admin user guide, the quick guide I sent out to new users and a FAQ's page to help with generally asked questions. (Not all of this is active yet but will be over the next week).

Website: visionon.cc

Go to the Support Tab for the above forms.

### **Turning off user login emails**

- Top right corner – Click on the person – This is where you will find your account details.



Have a browse. On the general tab, you can change your email and change password.

Click on permissions, this is where you can add or remove your own sites. At the bottom of the tick boxes, you will see:



Kay Test Flood

General Notifications Permissions API Details Audit Log

Select Timeline(s) ?

×VisionOn Test Unit  ×Deploy 32  ×Deploy 43

#### Access Control

- Allow Creating oAuth2 Applications ?
- Allow Downloading Footage & Sharing Events ?
- Allow Watching Live View over Internet ?
- Allow Access to License Place Recognition ?
- Allow Controlling PTZ Cameras ?
- Allow Access to Network Devices ?
- Allow Access to Audio Challenge ?
- Notify me of every login to the system ?

#### Provisioning

- Show Camera Passwords ?
- Allow Remotely Tunnelling to Devices ?
- 

Notify me of every login to the system ?

Untick this and you will stop receiving an email every time a member of your team logs into a site you are attached to.

## Adding a new user

- Click on the gear tab



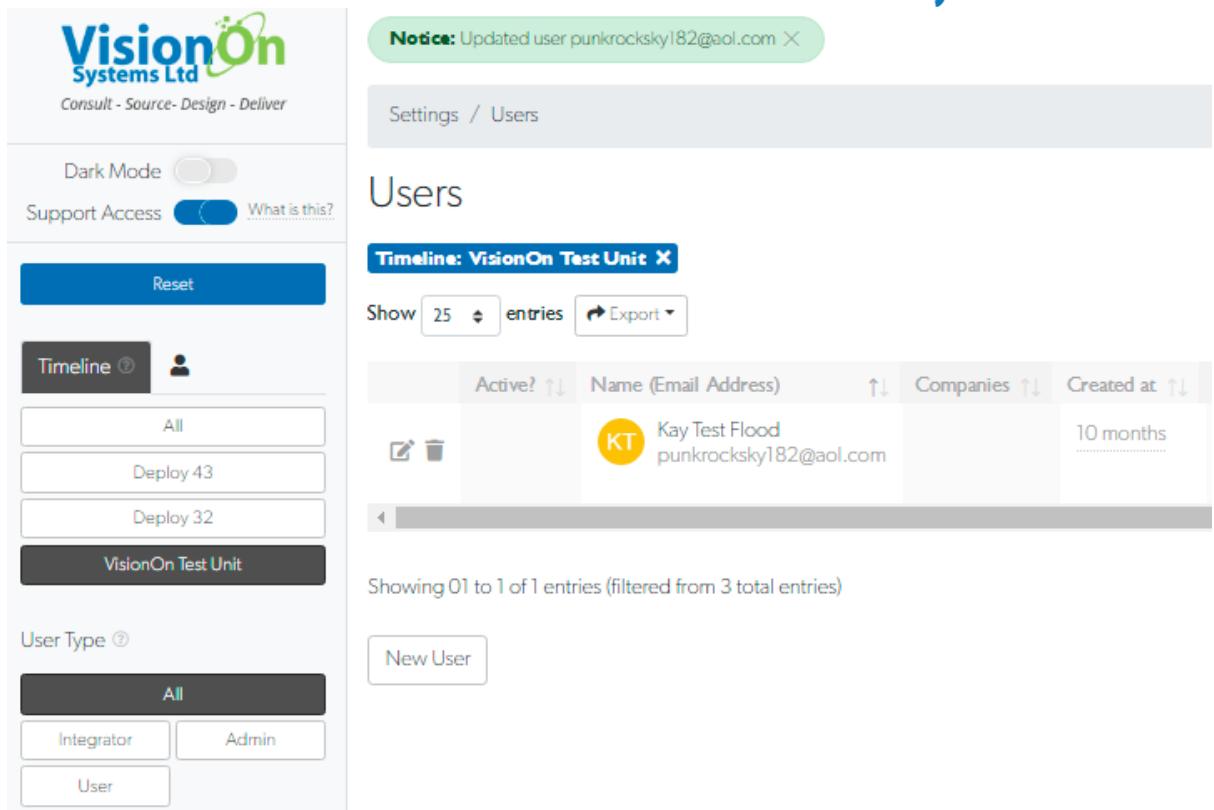
Click on users

Setup

Users

Add and manage users, passwords and permissions.

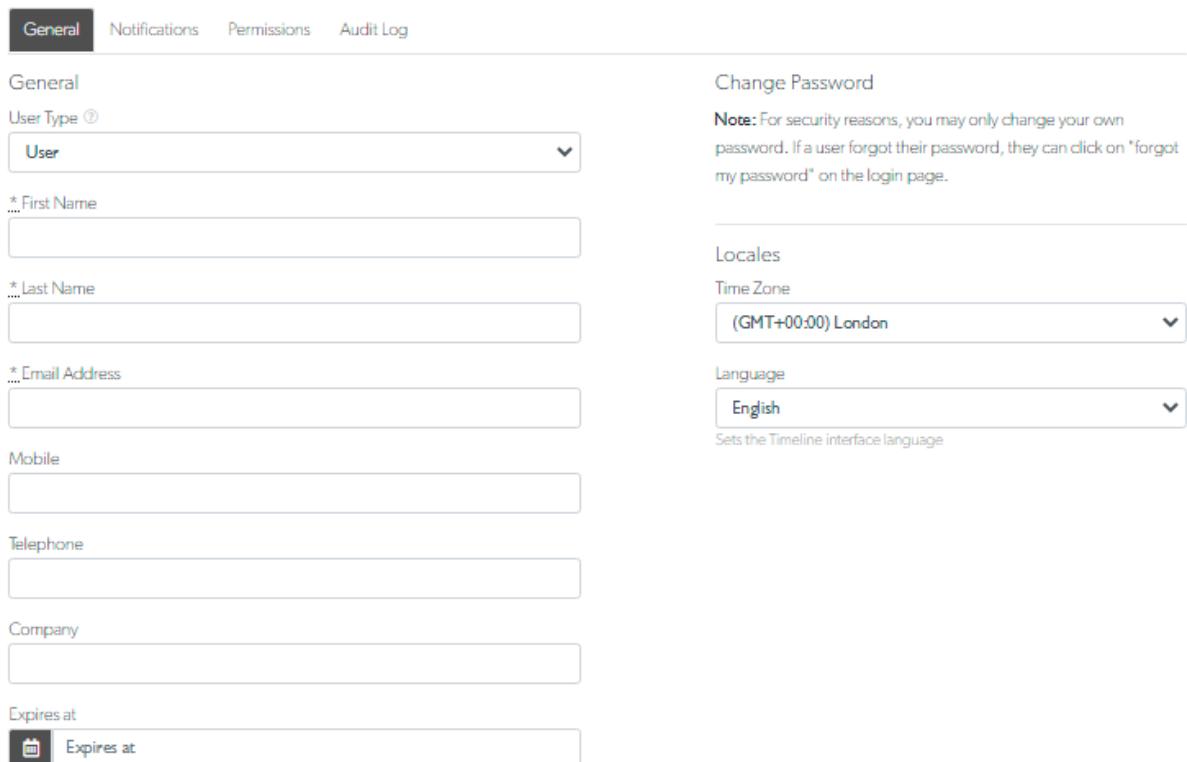
This is where you can add new users or edit current users.



The screenshot shows the 'Users' section of the VisionOn Systems Ltd application. At the top, there's a notice: 'Notice: Updated user punkrocksky182@aol.com X'. Below it, the 'Settings / Users' navigation path is shown. The main area displays a table of users with columns: Active?, Name (Email Address), Companies, and Created at. One user is listed: Kay Test Flood (punkrocksky182@aol.com), created 10 months ago. A 'Timeline' sidebar on the left shows activity logs for 'All', 'Deploy 43', 'Deploy 32', and the 'VisionOn Test Unit' unit. A 'User Type' sidebar shows categories: All, Integrator, Admin, and User. A 'New User' button is visible.

Click on New User and you will see this page

## New User



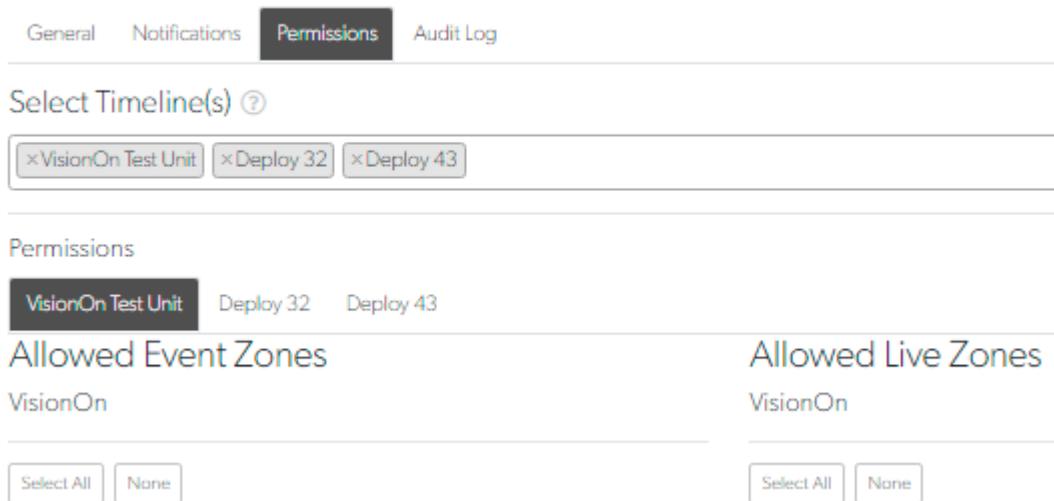
The 'New User' creation form has tabs for General, Notifications, Permissions, and Audit Log. The General tab is active. It includes fields for First Name, Last Name, Email Address, Mobile, Telephone, Company, and Expires at. To the right, there are sections for Change Password (with a note about security), Locales (Time Zone set to (GMT+00:00) London), and Language (set to English). A note says 'Sets the Timeline interface language'.

- To add a new user, add their first and last name and their email address.

Another point of interest is the expiry box. Here you can set users up to access a site for a temporary time. E.g., give a police officer two weeks access to investigate. After the two weeks, the officer will no longer be able to login. They will remain on the system; you can then delete them or amend the expiry date and give them longer access.

Then click on the permissions tab

## New User



- Select the timeline you wish to add them to. Click in the empty box and it will list all the sites you are attached to, then add all the sites you wish them to access. Then under permissions, it will list all the cameras attached to this site. Either click Select All or just the cameras you want them to access.  
(You would probably use the latter for users with temporary access).
- \*Important – make sure you tick the below boxes, otherwise users will be added to the site but have no access to the cameras or footage.**

<input type="checkbox"/> Front Door	<input type="checkbox"/> Car Park Area
<input type="button" value="Select All"/>	<input type="button" value="None"/>

<input type="checkbox"/> Front Door	<input type="checkbox"/> Car Park Area
<input type="button" value="Select All"/>	<input type="button" value="None"/>

Despite users not having access to live view (you will turn this off below), due to risk of using up too much data for an aspect they do not necessarily require, I do usually tick both sides.

<input checked="" type="checkbox"/> Front Door	
<input checked="" type="checkbox"/> Car Park Area	
<input type="button" value="Select All"/>	<input type="button" value="None"/>

<input checked="" type="checkbox"/> Front Door	
<input checked="" type="checkbox"/> Car Park Area	
<input type="button" value="Select All"/>	<input type="button" value="None"/>

## Under Access Control

- Untick live view over internet
- Tick downloading footage and sharing events

- Leave Allow Support Access ticked
- If the site has an ANPR (car registration camera), then tick Allow access to License Plate Recognition
- And then click Create

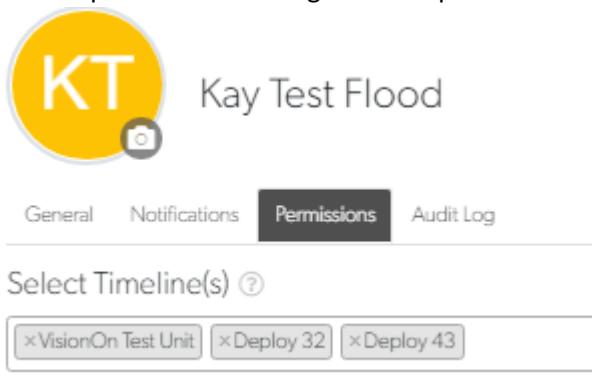
The user will now have an account. They will receive a welcome email from Tether to set up their password. **\*Important** - Please also send them the welcome email from VisionOn, this will be included in the email I send you. This email helps them avoid Internet Explorer page load up issues.

## Disabling Users vs Removing User Permissions

- If a user is leaving the company, it is best to delete them from the system entirely.  
Press the bin button

Active?	Name (Email Address)
  On	Duncan Ross duncan@visionon.cc

- If you want a user to temporarily not have access to sites but remain on the system so they can be reinstated later e.g., maternity leave, then it is best to de-activate them.  
In the column that says Active, just turn to off. This can be turned back on at any point.
- If you want a user to keep their access but remove from a couple sites  
Press the pencil button and go to their permissions



Kay Test Flood

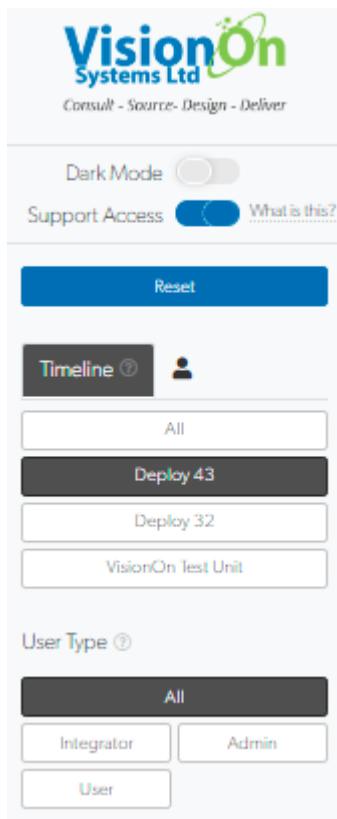
General Notifications Permissions Audit Log

Select Timeline(s) ?

Simply press the X button on the sites you want to remove them from and click update on the bottom of the page.

## Users last accessed site

- Click the gear tab, click on users, on the middle column click which timeline you wish to focus on, and it will list all the users attached to this site on the right-hand side



The screenshot shows the VisionOn Systems Ltd dashboard. At the top, there's a header with the company logo and the tagline "Consult - Source - Design - Deliver". Below the header are two toggle buttons: "Dark Mode" (disabled) and "Support Access" (enabled). A "Reset" button is also present. On the left, there's a sidebar with a "Timeline" section showing "Deploy 43" as the most recent activity, followed by "Deploy 32" and "VisionOn Test Unit". Below that is a "User Type" section with "All" selected, and options for "Integrator", "Admin", and "User".

Under the Last Accessed column, it says I last accessed this site under a minute ago

Name (Email Address)	Companies	Created at	Last Accessed
 Kay Test Flood punkrocksky182@aol.com		10 months	about a minute ago

This is where you can access whether the site is being monitored or if users need removing from this site.