

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 Plate 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 
- [Log All Devices Out](#)

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.

VisionOn
Systems Ltd
Consult - Source - Design - Deliver

Dark Mode

Support Access [What is this?](#)

[Reset](#)

Timeline

All

Deploy 43

Deploy 32

VisionOn Test Unit

User Type

All

Integrator

Admin

User

Notice: Updated user punkrocksky182@aol.com

Settings / Users

Users

Timeline: VisionOn Test Unit

Show entries [Export](#)

Active?	Name (Email Address)	Companies	Created at
	Kay Test Flood punkrocksky182@aol.com		10 months

Showing 01 to 1 of 1 entries (filtered from 3 total entries)

[New User](#)

Click on New User and you will see this page

New User

General Notifications Permissions Audit Log

General

User Type

* First Name

* Last Name

* Email Address

Mobile

Telephone

Company

Expires at
 Expires at

Change Password

Note: For security reasons, you may only change your own password. If a user forgot their password, they can click on "forgot my password" on the login page.

Locales

Time Zone

Language

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

General Notifications **Permissions** Audit Log

Select Timeline(s) ?

Permissions

Allowed Event Zones

VisionOn

Allowed Live Zones

VisionOn

- 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.**

Front Door
 Car Park Area

Front Door
 Car Park Area

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.

Front Door
 Car Park Area

Front Door
 Car Park Area

Under Access Control

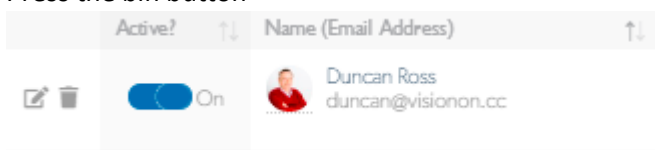
- Untick live view over internet
- Tick downloading footage and sharing events

- 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.

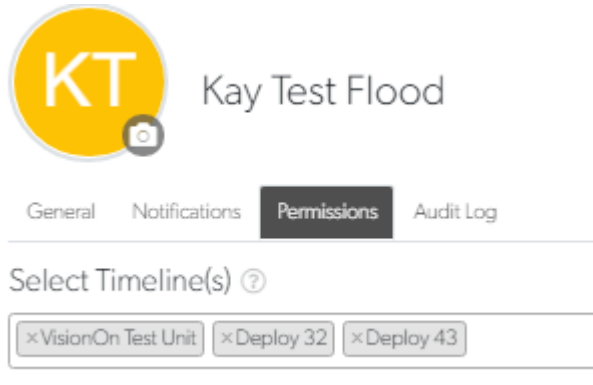
Disabling Users vs Removing User Permissions

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



- 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.

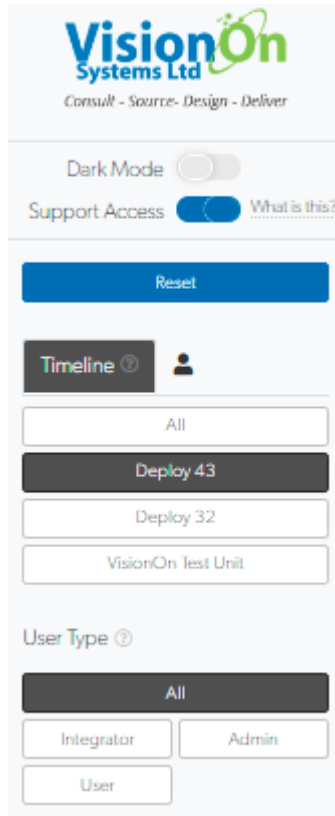
- If you want a user to keep their access but remove from a couple sites Press the pencil button and go to their permissions




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



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.