

Browser – Manage

The Manage page is the central point for administering Webeye cms. Before continuing it is helpful to explain some terms that will be used not only in this tech sheet, but other tech sheets and guides you may encounter about Webeye cms.

- **Group:** A collection of groups, sites and users. A group can be compared to a folder on a computer. A group represents a logical collection of other groups, sites and users. For example a group could be “East Midlands” or “Nottingham” or “Halfords” or “Tesco”.
- **Site:** A physical location where alarm equipment is installed or being used. For example, a building site, house or even lone worker using a webeye SOS device.
- **User:** A person who is able to login to the Webeye cms browser or smart phone/tablet app. Users can have different permissions, as set by administrators.
- **Archived site:** this tab will show what sites have been archived. When a site has been archived it will no longer be used by Webeye and all devices that are attached to this site are disabled.
- **Administrator:** A person who is able to login to the Webeye cms browser or Smartphone/tablet app. Administrators have all permissions enabled and these cannot be modified. Administrators can add users, sites and subgroups and can edit all of these after creation
- **Hierarchy:** Groups organised into a tree structure, with groups higher up in the tree able to see groups below them. This can be compared to the folder structure on a computer.
- **Root group:** The group at the top of the hierarchy.

The Manage page provides the following functionality:

- Browse through your hierarchy, allowing you to see groups, sites and users
- Create new groups, edit groups and delete groups
- View sites within groups and go to the site record
- View users within groups and go to the user record
- Move sites between groups
- Move users between groups

Browsing the hierarchy

The Manage page is broadly split into three sections. The left side of Manage (“Group navigation / hierarchy”) shows the hierarchy, allowing you to browse through the groups in your hierarchy. The middle shows the sites and users inside the currently selected group. The right hand side sometimes shows the site summary, which provides a view of devices on that site without leaving the Manage interface.

Browsing through groups is performed by double clicking on a group. When double clicked, a group will expand and show all groups immediately below it. At the same time, the sites for the selected group will be updated on the right hand side. Double clicking on an already expanded group will close it, hiding all groups below it, even if they are expanded themselves. For example, if several groups are expanded below the root group, double clicking on the root group will hide all groups below it, while loading the root group’s site information on the right hand side.

Clicking once on a group will show only the sites for that group on the right hand side. The screenshot on the next page shows how it is possible to browse groups in the hierarchy.

A user can return to the root group of their hierarchy by pressing the house icon.

'Archived site' is a tab that will show you all of the sites that are no long being used by this group.

Click users to view a list of users for this group. User's records can be opened by clicking 'view' in the desired user.

The hierarchy of groups is similar to that of folders on a computer. Double clicking a group will open it and show groups inside. For example the groups "Mansfiels103" and "Nottingham678" are inside.

The current group is selected in red.

Click on "view" to open the site record.

Clicking anywhere in the site box will open up the site summery.

Group administration

Your hierarchy can be created however you want. Webeye cms imposes very few restrictions on how you structure groups within your hierarchy. Here are some examples of how customers have structured their hierarchy:

- Only the root group: Some customers do not require structure. Customers with only ten or twenty sites might not feel the need for a hierarchy. All their sites and users are located in the root group

- Regional structuring: Some customers have thousands of sites and are so large they require sites to be highly structured. The root group may contain groups for each continent e.g. North America, Europe, Asia. North America may then contain groups called USA and Canada. USA may then contain groups such as Colarado, Florida, California. Users belonging to different groups will only be able to see certain groups and sites. For example, a user in the group Florida would not be able to access anything in California, Canada or Europe etc.

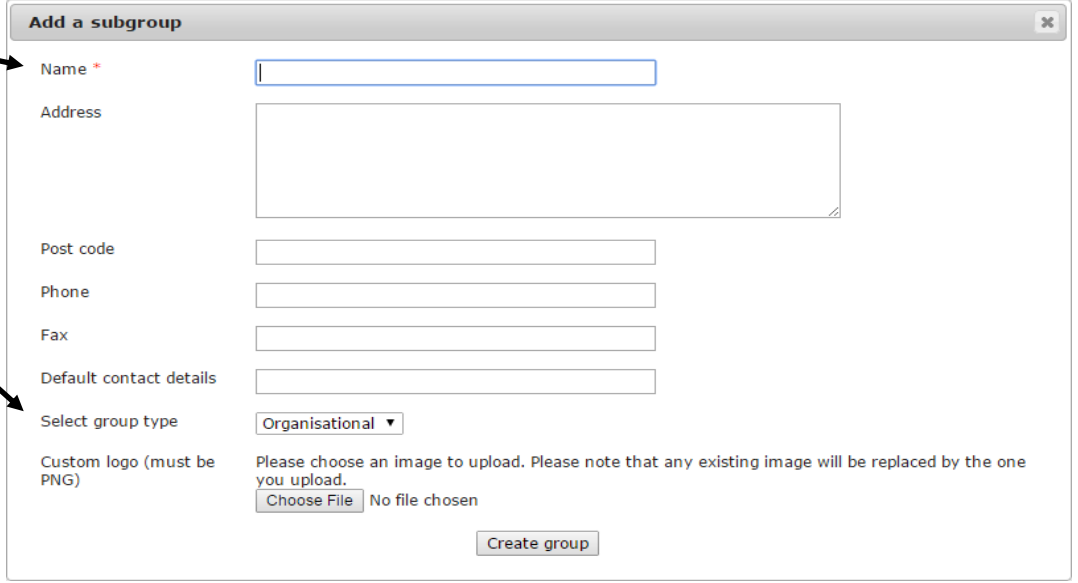
Groups can be created by right clicking in the left hand section of Manage as shown in the screenshots below. If you click where "Group navigation / hierarchy" is shown, this will allow you to create a new subgroup for your root group, whereas right clicking on an existing subgroup will allow you to create, edit and delete groups within your hierarchy.

Clicking "Create subgroup" or "Edit this group" from the group menu will present the screen shown in the image below, allowing you to enter the details of the group. When you are satisfied all the details are correct, click the "Create group" or "Update group" button.

Fields marked with * are required.

Each group in Webeye cms has a particular type. Unless you want to make the new group private, the group type should always be set to "Organisational".

A Private group can only be accessed by members from within that group and is more suited to groups that are residential in nature.



Create group

Site and user administration

Viewing more details about a site or user is done by clicking on the "View" button in the relevant site or user box. Options available for both sites and users are out of the scope of this guide and are covered in other guides. If there are more sites or users than displayed, appropriate next and previous buttons will be shown, allowing you to browse through sites or users.

The plus symbols in Manage, shown below, allow you to create sites/users for the group currently selected.



Creating a site is fairly straight forward; click the plus button next to "Sites" to display a form allowing you to enter the site details and then click "Create site".

Creating a user requires a few further comments, as it may not be immediately clear what some of the options on the user form are. Clicking the plus button to create a user will display the user form in a separate window as shown on the following page.

A user must have a username (which should be an email address), a password and a full name in order to be created. When creating a user you can choose the type of user, what their default alarm type is and their preferences for alarm notification within the browser.

Add a user

Username (preferably an email address) *
newuser@somewhere.com

Password *
.....

Full name *
Mr New User

Phone number (not separated by spaces)

Mobile phone device type
Android

Country of residence
UK

Associated time zone
UK

Contact details

Is this user an administrator?
Administrators can configure groups, sites, devices and users.
 Yes No

Default alarm type.
 SAM (Standard Alarm Message)
 WEM (WebEye Message)

Select the level of alarm notification preference in the main browser on the Alarm Queue for this user.
 Audio notification only non-repeat
 Audio notification only with 10 second repeat
 Visual notification only non-repeat
 Visual notification only with 10 second repeat
 Audio and visual notification non-repeat
 Audio and visual notification with 10 second repeat

Create new user

There are two types of users: Administrators and normal users.

An administrator can do everything in Webeye cms, from handling alarms to managing groups, sites and users.

A normal user can be given permissions by an administrator from the user record.

The alarm notification options only affect the main browser, the phone/tablet apps are not affected by these options.

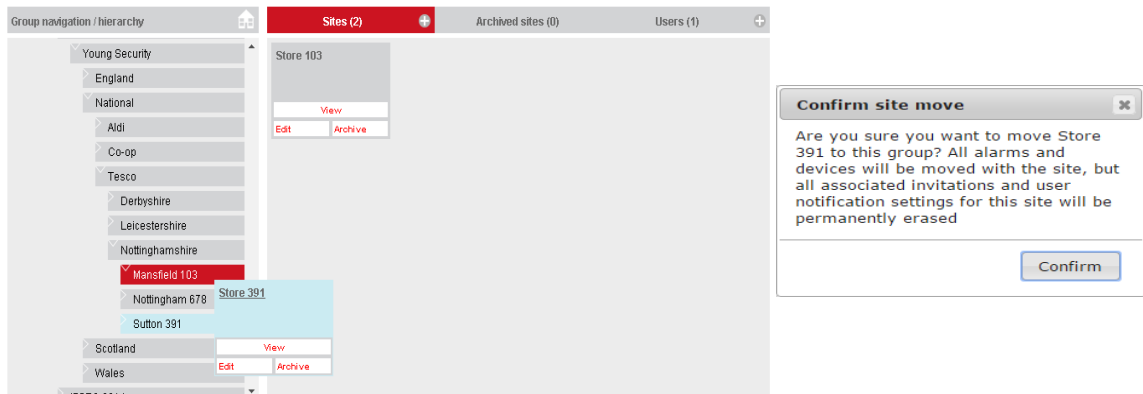
Audio notifications consist of a siren noise playing when a new alarm comes in to the alarm list. A visual notification consists of a pop-up window appearing instead.

Audio and visual notifications can either happen once, or be repeated. They can also be set to occur simultaneously.

Moving sites and users around the hierarchy

A group can contain other groups, sites or users. There may be occurrences where a site or user may need moving to another group, for example you may have put a site or user in the wrong group. The Manage page allows you to do this by dragging and dropping the user or site onto the desired group in the hierarchy on the left hand side. This action resembles moving a file to another folder on your computer.

The screenshot below shows a site named "Store 391", which was mistakenly created in the "Mansfield 103" group. The screenshot shows the site being dragged and dropped onto the "Sutton 391" group, where it was originally intended to be placed. Once a site has been moved to a different group a confirmation box is displayed prompting the user to confirm their action. Moving users between groups follows the same process. To cancel a move click the "X" in top right hand corner of the confirmation box.



After a site or user move is completed, all of the notification settings for that site or user will be deleted. For example, if “User 1” is set up to receive a Webeye cms app notification on “Site 1”, when “User 1” is moved to another group, the notification settings for “Site 1” will be deleted along with any other settings that “User 1” had for other sites. This is performed because “User 1” may not have access to “Site 1” after they have been moved.

To conclude

Manage is the central point for managing your Webeye cms hierarchy, allowing you to create groups, sites and users. Manage also features the ability to move sites and users between groups within the hierarchy.

Accessing further settings and information about sites and users is achieved by clicking on the “view” button for the relevant site or user. Clicking on a site will open the site summary which features details about devices on the site. Viewing a site takes you to the site record featuring much more detail, including previous alarms. Viewing a user takes you to the user record, featuring more details and settings relating to them.

One important thing to remember is that a user can see all groups, sites and other users below them in the hierarchy. For example, in the hierarchy at the start of this guide any user belonging to “Young Security” can see all sites in their hierarchy, but users in the “Mansfield 103” group can only see “Store 103” and nothing else.

There are various marketing brochures available as PDF downloads from www.webeyecms.com. There are also several technical instruction manuals available on www.vdomain.co.uk for many aspects of the Webeye cms platform. These manuals are regularly updated with the latest screenshots and additional information. If for whatever reason you are unable to find help in the manuals, then please contact your support vendor for further assistance.