HOW TO CREATE & EDIT USER PROFILES & PERMISSION GROUPS

WHEN TO USE PROFILES & PERMISSION GROUPS

Creating profiles & groups allows Agency Managers to easily manage user permissions by assigning new or existing users designated permissions for system usage. This allows the agency to pre-determine levels of access for Vigilant PlateSearch & Vigilant FaceSearch.

User Profile

A User Profile is a group of users that have the same Vigilant PlateSearch Permission Group & Vigilant FaceSearch Permission Group.

Permission Group

A Permission Group is specific to one solution (ex. Vigilant PlateSearch). All users in a Permission Group will have the same access.

Note: User Profiles & Permissions groups allow Agency Managers to makes edits/changes to multiple users at once, instead of having to update accounts one-by-one.

WHERE TO CREATE/EDIT USER PROFILES & PERMISSION GROUPS

WHERE TO CREATE/EDIT USER PROFILES & PERMISSION GROUPS

Finally, click on **View Profiles**.

HOW TO CREATE A NEW PROFILE FOR USERS

View User Profile

User Profile

Start by clicking on Save As New.

| Apply To Users | Save As New |

User Options
- ✔ Use existing Agency Address
- ✔ Allow Password Change
- ☐ User must change password at next logon

Product Subscription:
- ✔ PlateSearch
- ☐ BallisticSearch
- ✔ FaceSearch
- ☐ CrimeSearch

Expiration Period:
Inactivity Period: 365   days of inactivity

Date Mandated Expiration *(Training, Contract, etc)*
- ✔ Date: 03-27-19

| Edit | Delete | Close |

Save As New Profile Settings

Next, type a Profile Name and check account to Apply to Users.

Profile Name

Apply To Users:

User Options
- ✔ Use existing Agency Address
- ✔ Allow Password Change
- ☐ User must change password at next logon

Product Subscription:
- ✔ PlateSearch
- ☐ BallisticSearch
- ✔ FaceSearch
- ☐ CrimeSearch

Expiration Period:
Inactivity Period: 365   days of inactivity

Date Mandated Expiration *(Training, Contract, etc)*
- ✔ Date: 03-27-19

| Save | Cancel |

Choose User Options, Product Subscriptions, Expiration Period, and the Solutions Permissions Groups.

User Permissions

PlateSearch   FaceSearch   BallisticSearch

PlateSearch Permission Group

| Setting |

LPR System Use
- ✔ CarDetector   CarDetector Admin ▼

Assign User Geo-Zone:
- ☐ Assign Zone   Draw Geo-Zone
  Zone is NOT assigned

Console Access:
- ✔ Allow Alert Management   ✔ Allow Alert Type Management
- ✔ Reporting *(Output Reports)*
- ✔ Record Preservation
- ☐ Limit Data View
  - ⦿ Limit Days:
  - ○ Limit Date:
- ☐ Limit Hot Plate uploads allotted
- ☐ Multi-Dispatch TAS Access

Icon Management: Configure

Detections (LPR data scan access):

Available Data Sources

	User	Agency	Commercial	Shared
View	✔	✔	✔	✔
Edit	✔	✔		

- ✔ Allow all data access Permissions

View LPR data Shared by:
All Agencies

| Modify |
| Remove |

HOW TO EDIT A USER PROFILE

Select the **User Profile** and click **Edit**.

Once the **Edit** button has been pressed, you can change the **Permission Groups** or **Apply to Users**.

View User Profile

User Profile

Apply To Users | Save As New

User Options
- ☑ Use existing Agency Address
- ☑ Allow Password Change
- ☐ User must change password at next logon

Product Subscription:
- ☑ PlateSearch
- ☑ FaceSearch
- ☐ BallisticSearch
- ☐ CrimeSearch

Expiration Period:

Inactivity Period: 365   days of inactivity

Date Mandated Expiration (Training, Contract, etc)
- ☑ Date: 03-27-19

Edit | Delete | Close

User Permissions

PlateSearch | FaceSearch | BallisticSearch

PlateSearch Permission Group

30-Day Demo Account

Setting

LPR System Use
- ☑ CarDetector   CarDetector Admin ▼

Assign User Geo-Zone:
- ☐ Assign Zone   Draw Geo-Zone

Zone is NOT assigned

Console Access:
- ☑ Allow Alert Management
- ☑ Reporting (Output Reports)
- ☑ Record Preservation
- ☐ Limit Data View
  - ⦿ Limit Days: _____
  - ○ Limit Date: _____
- ☐ Limit Hot Plate uploads allotted _____
- ☐ Multi-Dispatch TAS Access

Icon Management: Configure

HOW TO CREATE A NEW PERMISSION GROUP

User Permissions

PlateSearch | FaceSearch | BallisticSearch

PlateSearch Permission Group

30-Day Demo Account

Setting

Start by clicking the **Setting** button.

PlateSearch Permission Group Setting

PlateSearch Permission Group

Save As New

Then click on the **Save As New**.

Save As New PlateSearch Permission Group

Profile Name

LPR System Use
- ☑ CarDetector   CarDetector Admin ▼

Assign User Geo-Zone:
- ☐ Assign Zone   Draw Geo-Zone
- Zone is NOT assigned

Console Access:
- ☑ Allow Alert Management Management
- ☑ Allow Alert Type
- ☑ Reporting (Output Reports)
- ☑ Record Preservation
- ☐ Limit Data View
  - ⦿ Limit Days:
  - ○ Limit Date:
- ☐ Limit Hot Plate uploads allotted
- ☐ Multi-Dispatch TAS Access

Icon Management: Configure

Save   **Cancel**

User Permissions

Detections (LPR data scan access):

Available Data Sources

	User	Agency	Commercial	Shared
View	☑	☑	☑	☑
Edit	☑	☑		

☑ Allow all data access Permissions

View LPR data Shared by:
All Agencies

Modify
Remove

Hits (Hot List - Detection matches):

Available Data Sources

	User	Agency	Shared
View	☑	☑	☑
Get Alerts	☑	☑	☑

☐ Allow all Hit Permissions

View Hits from Hot Lists Shared by:
All Agencies

Modify
Remove

Get Alerts from Hot Lists Shared by:
All Agencies

Modify
Remove

Alert Management: Configure

Hot List Management:

Available Hot List Sources

	User	Agency	Shared
View	☑	☑	☑
Upload		☑	
Edit	☑	☐	

☐ Allow all Hot List Permissions

View Hot Lists Shared by:
All Agencies

Modify
Remove

Next, type a **Profile Name** and change **User Permissions** as needed. Click **Save** when completed.

HOW TO EDIT A PERMISSION GROUP

Start by clicking the Setting button.

Next, select the Permission Group and click Edit.

Once the Edit button has been pressed, you can change the User Permissions as needed.

User Permissions

PlateSearch | FaceSearch | BallisticSearch

PlateSearch Permission Group
30-Day Demo Account
Setting

PlateSearch Permission Group Setting

PlateSearch Permission Group

Save As New

LPR System Use

☑ CarDetector   CarDetector Admin ▼

Assign User Geo-Zone:

☐ Assign Zone   Draw Geo-Zone
Zone is NOT assigned

Console Access:
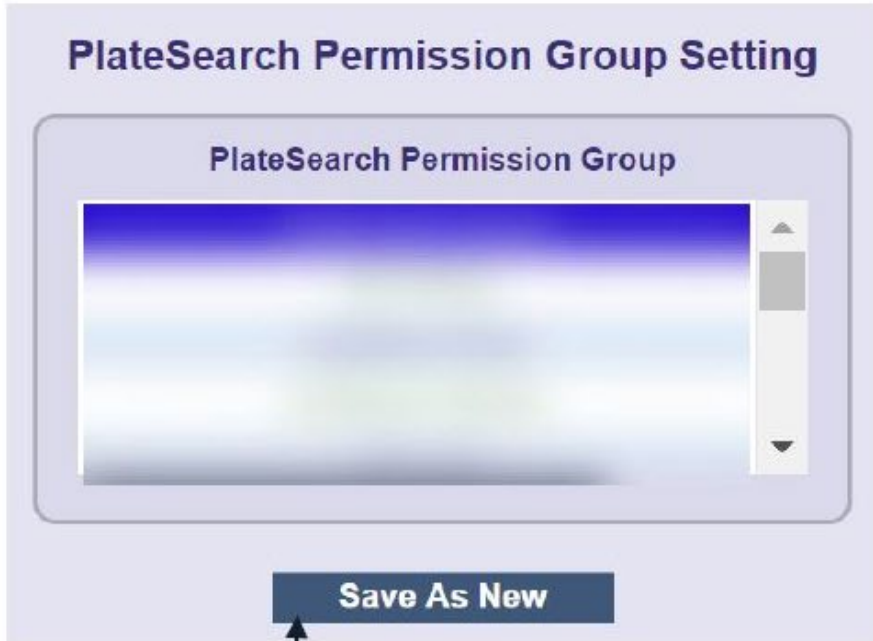
☑ Allow Alert Management   ☑ Allow Alert Type
Management
☑ Reporting *(Output Reports)*
☑ Record Preservation
☐ Limit Data View
    ○ Limit Days:
    ○ Limit Date:
☐ Limit Hot Plate uploads allotted
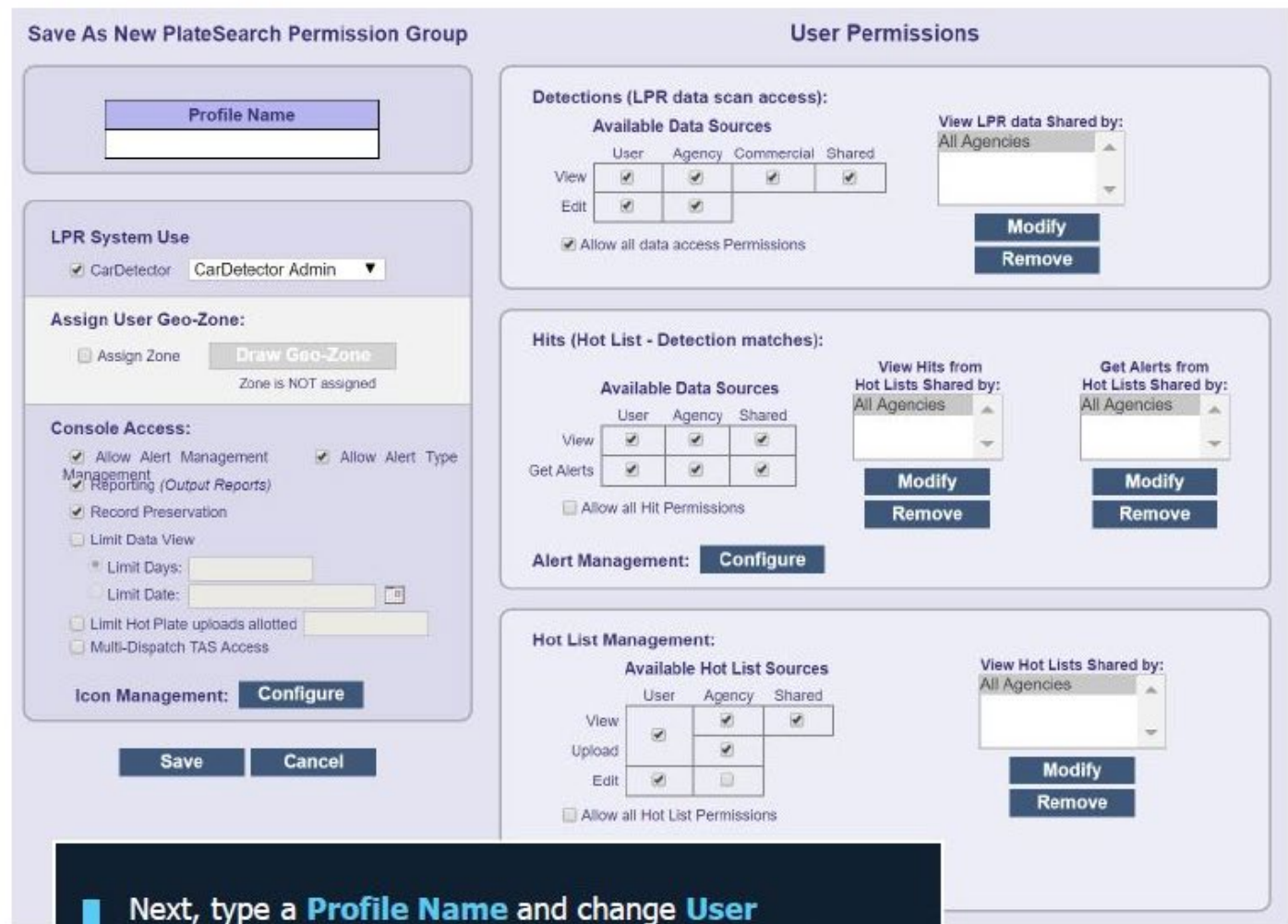☐ Multi-Dispatch TAS Access

Icon Management: Configure

Edit   Delete   Close

User Permissions

Detections (LPR data scan access):

Available Data Sources

	User	Agency	Commercial	Shared
View	☑	☑	☑	☑
Edit	☑	☑		

☑ Allow all data access Permissions

View LPR data Shared by:
All Agencies
Modify
Remove

Hits (Hot List - Detection matches):

Available Data Sources

	User	Agency	Shared
View	☑	☑	☑
Get Alerts	☑	☑	☑

☐ Allow all Hit Permissions

View Hits from
Hot Lists Shared by:
All Agencies
Modify
Remove

Get Alerts from
Hot Lists Shared by:
All Agencies
Modify
Remove

Alert Management: Configure

Hot List Management:

Available Hot List Sources

	User	Agency	Shared
View	☑	☑	☑
Upload		☑	
Edit	☑	☐	

☐ Allow all Hot List Permissions

View Hot Lists Shared by:
All Agencies
Modify
Remove

	User	Agency
Suppress Hits	☐	☐