

HOW TO DO A BULK USER UPLOAD

■ WHEN TO USE BULK USER UPLOADS

The Bulk User Upload allows Agency Managers to create a large group of users at one time. This saves the agency time from creating individual user accounts. A bulk user upload template is provided to streamline the process.

The upload template will include:

- Username (Agency Email)
- Password
- Full Name
- Address
- City
- State
- Zip Code
- Badge (Optional)
- Mobile (Optional)
- Email
- Description (Optional)

WHERE TO COMPLETE A BULK USER UPLOAD

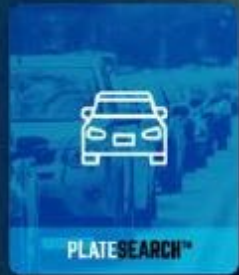


LEARN | LAW ENFORCEMENT ARCHIVAL REPORTING NETWORK

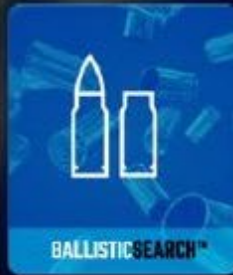
Click here first to do a **Bulk User Upload**.



FACESEARCH™



PLATESEARCH™



BALLISTICSEARCH™



CRIMESEARCH



USER MANAGEMENT



VSLEA TRAINING

WHERE TO COMPLETE A BULK USER UPLOAD



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Next, click on **Add Bulk User.**



Home



Add New User



Search/ Modify Users



Confirm Users



Add Bulk User

EXPORT THE USER TEMPLATE

Select the **CSV** from the **File Type** Dropdown, then click the **Export** button to begin the download.

The screenshot displays the Vigilant Solutions web interface. At the top left is the Vigilant Solutions logo. To the right of the logo are links for "LEARN" and "LAW ENFORCEMENT ARCHIVAL REPORTING NETWORK". The main content area is divided into two sections: "Bulk User Creation" and "User Permissions".

The "Bulk User Creation" section contains a form with the following elements:

- File Type:** A dropdown menu currently showing ".Select-" and an "Export" button. Below it, the text "(Export User Template)" is visible.
- Select a File:** A text input field and a "Browse" button. Below it, the text "(File size must be less than 30MB)" is visible.
- User Options:** A section with three radio button options:
 - Use existing Agency Address
 - Allow Password Change
 - User must change password at next login
- Product Subscription:** A section with four radio button options:
 - Plate Search
 - Ballistic Search
 - Face Search
 - Crime Search
- Expiration Period:** A section with a text input field containing "365" and the text "days of inactivity".
- Date Mandated Expiration (Training, Contract, etc):** A section with a radio button and a date picker.

At the bottom of the form are two buttons: "Request" and "Cancel".

The "User Permissions" section is currently empty, showing only three tabs: "Plate Search", "Face Search", and "Ballistic Search".

COMPLETE THE CSV SPREADSHEET & SAVE TO COMPUTER

Fields with an (*) are required.

File Home Insert Page Layout Formulas Data Review View Help

Clipboard Font Alignment Number Styles Cells Editing

P7

	A	B	C	D	E	F	G	H	I	J	K	L
1	Username (*)	Name (*)	Password (*)	Address (*)	City (*)	State (*,2 Character)	Zip (*)	Badge (optional)	Phone (*)	Mobile (optional)	Email (*)	Description (optional)
2												
3												

	A	B	C	D	E	F	G	H	I	J	K	L
1	Username (*)	Name (*)	Password (*)	Address (*)	City (*)	State (*,2 Character)	Zip (*)	Badge (optional)	Phone (*)	Mobile (optional)	Email (*)	Description (optional)
2	first.last@anyagency.org	First Last	Password	123 Main St	Anywhere	FL	12345		123-456-789)	123-456-7890	firstlast@anyagency.org	
3	first.last@anyagency.org	First Last	Password	123 Main St	Anywhere	FL	12345		123-456-789)	123-456-7890	firstlast@anyagency.org	
4	first.last@anyagency.org	First Last	Password	123 Main St	Anywhere	FL	12345		123-456-789)	123-456-7890	firstlast@anyagency.org	
5	first.last@anyagency.org	First Last	Password	123 Main St	Anywhere	FL	12345		123-456-789)	123-456-7890	firstlast@anyagency.org	
6	first.last@anyagency.org	First Last	Password	123 Main St	Anywhere	FL	12345		123-456-7890	123-456-7890	firstlast@anyagency.org	
7	first.last@anyagency.org	First Last	Password	123 Main St	Anywhere	FL	12345		123 456-7890	123-456-7890	firstlast@anyagency.org	
8	first.last@anyagency.org	First Last	Password	123 Main St	Anywhere	FL	12345		123 456-7890	123-456-7890	firstlast@anyagency.org	

IMPORT THE COMPLETED BULK USER UPLOAD TEMPLATE



LEARN

LAW ENFORCEMENT ARCHIVAL REPORTING NETWORK

Bulk User Creation

User Permissions

Browse & Upload the completed Bulk User Upload Template.

Select User Options:

- Password Choice
- Product Subscriptions users can access
- Expiration Date of Account

File Type: (Export User Template)

Select a File: (File size must be less than 30MB)

User Options:

Use existing Agency Address
 Allow Password Change
 User must change password at next login

Product Subscription:

PlateSearch BallisticSearch
 FaceSearch CrimeSearch

Expiration Period:

Inactivity Period: days of inactivity

Date Mandated Expiration (Training, Contract, etc)

Date:

ASSIGNING USER PERMISSIONS

Click on a **Product Subscription** checkbox to have the tabs to the right appear.

The screenshot displays the Vigilant Solutions interface. At the top left is the logo for Vigilant Solutions. The main header includes a 'LEARN' link and the text 'LAW ENFORCEMENT ARCHIVAL REPORTING NETWORK'. The interface is divided into two main sections: 'Bulk User Creation' on the left and 'User Permissions' on the right.

Bulk User Creation:

- File Type:** A dropdown menu set to '-Select-' with an 'Export' button. Below it, the text '(Export User Template)' is visible.
- Select a File:** A text input field containing 'C:\fakepath\User_Template.csv' and a 'Browse' button. Below it, the text '(File size must be less than 30MB)' is visible.
- User Options:** A section with three checked checkboxes: 'Use existing Agency Address', 'Allow Password Change', and 'User must change password at next login'.
- Product Subscription:** A section with four checkboxes: 'PlateSearch' (checked), 'BallisticSearch' (unchecked), 'FaceSearch' (checked), and 'CrimeSearch' (unchecked).
- Expiration Period:** A section with a text input field for 'Inactivity Period' set to '365' and the text 'days of inactivity'. Below it, the text 'Date Mandated Expiration (Training, Contract, etc)' is visible, followed by a 'Date' input field.
- Buttons:** At the bottom of the section are 'Request' and 'Cancel' buttons. The 'Request' button is highlighted with a red box.

User Permissions:

- Navigation Tabs:** 'PlateSearch', 'FaceSearch', and 'BallisticSearch'. 'FaceSearch' is the active tab.
- LPR System Use:** A section with a checked checkbox for 'CarDetector' and a dropdown menu set to 'CarDetector Admin'.
- Assign User Geo-Zone:** A section with an unchecked checkbox for 'Assign Zone' and a 'Draw Geo-Zone' button. Below the button, the text 'Zone is NOT assigned' is visible.
- Console Access:** A section with several checkboxes: 'Allow Alert Management' (checked), 'Reporting (Output Reports)' (checked), 'Record Preservation' (checked), 'Limit Data View' (unchecked), 'Limit Hot Plate uploads allotted' (unchecked), and 'Multi-Dispatch TAS Access' (unchecked). There are also input fields for 'Limit Days' and 'Limit Date'.
- Icon Management:** A section with a 'Configure' button.
- Detections (LPR data scan access):** A section with a table for 'Available Data Sources' and a 'View LPR data Shared by:' dropdown menu.

	User	Agency	Commercial	Shared
View	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Edit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Below the table, there is an unchecked checkbox for 'Allow all data access Permissions'. To the right of the table is a 'View LPR data Shared by:' dropdown menu set to 'All Agencies', with 'Modify' and 'Remove' buttons below it.

Once all the User Permissions have been chosen, click the **Request** to submit the Bulk User Upload.

An email will be sent once it is completed.

Check the **User Permissions** needed for the Bulk Upload.

IMPORTANT: Each **Product Tab** needs to be clicked on to choose permissions for each.