

VMMap Web Portal User Manual

(English Edition) Version 1.0



Table of Content

1.		Se	ervice & Support2
1	1.1	١	Worldwide Sales Offices and Service Centers 2
2.		Th	e VMMap Web Portal
2	2.1	(Open an Individual VMMap Web Portal Account3
2	2.2	l	Login to the VMMap Web Portal4
3.		Us	ing the VMMap Web Portal7
3	3.1	S	Surveys7
	3.1.	1	Maps9
	3.1.	2	Manual Log Tab 10
	3.1.	3	Stats tab11
	3.1.	4	Filters Tab 11
	3.1.	5	Export Tab 12
3	3.2	1	Analysis
3	3.3	1	Admin menu 12
4.		Mι	Itiple User Accounts14
2	1.1	ſ	Manage Users 14
	4.1.	1	Classes of users 15
2	1.2	ſ	Manage Teams Menu 16
	4.2.	1	Create a new team 16
	4.2.	2	Create sub-teams 18
2	1.3	ſ	Manage Locators Menu

1. Service & Support

1.1 Worldwide Sales Offices and Service Centers

Worldwide Sales Office	es and Service Centers
World Headquarters, United States of America	Central/South America and the Caribbean
Vivax-Metrotech Corporation	Ventas para América Latina
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Email : SalesEU@vxmt.com	Tel : +44(0)1793 822679
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Website: www.vivax-metrotech.com	
Email : SalesCN@vxmt.com.cn	





2 VMMap Web Portal

2. The VMMap Web Portal

When used with Bluetooth-enabled vLoc, vLoc2, vLoc3 series or the RTK-Pro receiver, the VMMap Utility Mapping app records data from the receiver in the field and is instantly available online in the VMMap Cloud web portal.

The VMMap Web Portal stores data from the VMMap mobile apps registered users. All the data collected in the field is immediately available for viewing and manipulating online or for download.

Two types of cloud accounts are available:

Individual User accounts can be created in the VMMap mobile App or online at https://vmmap.vxmt.com/login **Company** accounts, which (currently) need to be opened by Vivax-Metrotech's mapping technical support department.

2.1 Open an Individual VMMap Web Portal Account

1. Download the VMMap app from the Apple or Google Play Stores by searching for "VMMap" or scan the below QR codes. Alternatively, visit the VMMap Web Portal to set up an account without the need for a mobile device. Using your preferred web browser navigate to https://wmap.vxmt.com/login



- 2. After installing the app, the VMMap icon will appear on the mobile device. Press the VMMap icon to launch the app.
- Enter your login credentials or create an account if needed by selecting the "Create One" option at the bottom of the screen. If you have an account and cannot remember your password use the "Forgot Password" link to reset your password.







2 VMMap Web Portal

4. If creating a new account, fill in the required information, and select "Sign Up."

<u>?</u>	14:46		9 44%
	VMMA	2	
	T X		
First Nam	пе		
Last Na	me		
Email			
Passwor	rd		
Re-ente	r Password		
Compar	у		
Serial N	umber		
Select I	Region >		
Terms a	and Conditions		
 Privacy	Policy		
	Sign U	-	

5. A confirmation email will be sent from the VMMap server. Follow the instructions in the email to activate the account.



Note: Make sure that your email client application accepts outside/external emails. Sometimes this confirmation email may end up in the "spam" folder.

2.2 Login to the VMMap Web Portal

From the Vivax-Metrotech website, click on the VMMap icon to the navigation bar's right to enter the VMMap Web Portal. You can also enter the web address of <u>https://vmmap.vivax-metrotech.com/</u> into your browser.







2 VMMap Web Portal

1. Enter a username and password and Sign In.

VMMAP Web × +						0	23
\leftrightarrow \rightarrow C https://vmmap.vxmt.com	n/login	07	G	☆	۵	Θ	:
	Sign in using your e-mail and password Lenvai • user@domamin.com Password * Orgot your password? Colly - VMMAP Web - 0.4.15 VMMAP Web Application Privacy policy						

2. When logged in a Home screen similar to the below is seen. Home

	1 2				3	45
	E Vivax-Metrotech,				e RJ-	$\mathbf{\hat{\mathbf{v}}}$
A Home	Status 7	Survey activity last 30 days	0	Survey activity by users last 30 day	rs 7	
af Analysis 6	ی Users 21 7۲ Surveys 1923			k state	Rácour Stutienole Jictue Prinds Louis timet: George Manaectir Kalun Charmagon	
	© 2019 - VMMAP Web - 0.5.14	Briving policy Cookie pulicy				

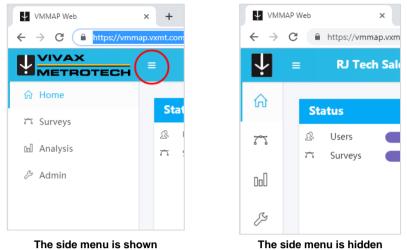
VMMap Home Screen

1.	Show/Hide side menu	5.	Application settings and view settings preferences
2.	Company name (if entered at account creation)	6.	Side menu
3.	User profile access	7.	Account statistics
4.	Full-screen button	8.	Legal information

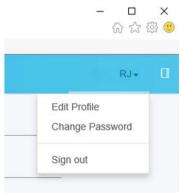




3. Show/Hide side menu – Pressing the Menu icon will show or hide the side menu. When shown, icons and text are present. When hidden, only the icons are shown. Hiding the side menu provides more space when viewing the home screen.



4. User profile access – is used to edit the user profile, user or administer role, and sign out of the program. Use Change Password to reset your password. Passwords must be greater than ten characters contain numbers, lowercase and uppercase letters and special characters.



User profile access menu

 Application settings and view settings preferences – gives on-fly-access to Units of Measure, Date and Time formats and GPS coordinates formats under the Applications Settings tab, and Themes, Layout, Language, under the View Settings tab





3. Using the VMMap Web Portal

The VMMap Web Portal consists of three sections. They are the Surveys, Analysis and Admin sections.

3.1 Surveys

The Survey page shows all the records that have been uploaded from the vLoc receivers.

Choose date range 2018-02-01 - 203	21-03-04 m Recover Serial	Get						
2018-02-01 - 20	(4)	•	~					
3)		ß	\sim					
3)		G	\sim					
	Number	Creation date 4	6 Reading Count	7 Distance (II)	8 Created by	(9) Ieam		~
Merged files 🥢	Number	2020-12-11 17:24 (GMT-0400)	41	4,450.74	GM mg WebApp			
st2 🧪	21901130039	2019-07-29 14:09 (GMT-0400)	1	0.00	GM mg Android-9/v3.19.9			
it ml 🧳 🥕	21101070134	2019-07-22 13:15 (GMT-0400)	3	18.39	GM mg Android-8.0.0/v3.19.9			
w track 🥜	21901130039	2019-07-12 13:03 (GMT-0400)	1	0.00	GM mg Android-8.0.0/v3.19.9			
test 🥜	21901130039	2019-05-23 16:13 (GMT-0400)	18	871.57	GM mg IOS-12.2/v1.19.8			
st survey 🥜		2019-05-14 20:41 (GMT-0400)	2	92.31	GM mg iOS-12.2/v1.19.6			
st3 🧪	21901130039	2019-03-26 12:24 (GMT-0400)	12	1,527.09	GM mg iOS-12.1.4/v1.19.6			
st2 🧪	21901130039	2019-03-26 12:03 (GMT-0400)	25	2,967.78	GM mg IOS-12.1.4/v1.19.6			
st1 🧪	21901130039	2019-03-26 11:23 (GMT-0400)	2	37.21	GM mg iOS-12.1.4/v1.19.6		a a	<u>م</u> ،
st	3 /	3 21901130039 2 2 21901130039	3 21901190039 201910-3.26 12.24 2 21901130039 2019-0.326 12.23 2 21901130039 2019-0.326 12.23 (GMT-0400) 2019-0.326 11.23	Computer Computer Science Computer Science	Control Control <t< td=""><td>CMI - 3400 CMI - 3400 ICS-12_2V1.19.9 3 21901130039 2019.43.26 12.24 (GMT-0400) 12 1,527.09 GM mg IOS-12.14.Vr1.19.6 2 21901130039 2019.03.26 12.03 (GMT-0400) 25 2,697.76 GM mg IOS-12.14.Vr1.19.6 1 21901130039 2019.03.26 11.23 2 37.91 GM mg</td><td>Control Control <t< td=""><td>CMI 14400 CMS-12.2V1.138 3 21901130039 20190.32.612.24 12 1,527.09 GM mg IOS-12.1.4V1.19.6 2 21901130039 2019.03.26 12.03 25 2,667.78 GM mg IOS-12.1.4V1.19.6 1 21901130039 2019.03-26 11.23 2 37.21 GM mg IOS-12.1.4V1.19.6 1 21901130039 2019.03-26 11.23 2 37.21 GM mg IOS-12.1.4V1.19.6 10 11</td></t<></td></t<>	CMI - 3400 CMI - 3400 ICS-12_2V1.19.9 3 21901130039 2019.43.26 12.24 (GMT-0400) 12 1,527.09 GM mg IOS-12.14.Vr1.19.6 2 21901130039 2019.03.26 12.03 (GMT-0400) 25 2,697.76 GM mg IOS-12.14.Vr1.19.6 1 21901130039 2019.03.26 11.23 2 37.91 GM mg	Control Control <t< td=""><td>CMI 14400 CMS-12.2V1.138 3 21901130039 20190.32.612.24 12 1,527.09 GM mg IOS-12.1.4V1.19.6 2 21901130039 2019.03.26 12.03 25 2,667.78 GM mg IOS-12.1.4V1.19.6 1 21901130039 2019.03-26 11.23 2 37.21 GM mg IOS-12.1.4V1.19.6 1 21901130039 2019.03-26 11.23 2 37.21 GM mg IOS-12.1.4V1.19.6 10 11</td></t<>	CMI 14400 CMS-12.2V1.138 3 21901130039 20190.32.612.24 12 1,527.09 GM mg IOS-12.1.4V1.19.6 2 21901130039 2019.03.26 12.03 25 2,667.78 GM mg IOS-12.1.4V1.19.6 1 21901130039 2019.03-26 11.23 2 37.21 GM mg IOS-12.1.4V1.19.6 1 21901130039 2019.03-26 11.23 2 37.21 GM mg IOS-12.1.4V1.19.6 10 11

The main survey page

1.	Date range filter	8.	Created by
2.	Record number	9.	Team
3.	Survey name	10.	Items per page filter
4.	Receiver serial number	11.	Page and number of pages
5.	Creation date	12.	Move back/forward between screens
6.	Reading count		
7.	Distance		

Comments icon – The pencil icon nearby a title indicates that a comment window can be open if that icon is pressed. Comments or additional comments can be entered.

METROTECH	≡ zip _{ton}					
ය Home	Out	te from *	Date to *			
Ti Surveys	Merge 20	18-12-01	图 2020-12-08 图	Get		
tal Analysis	Filter by any column					
🖗 Admin	Pitter by any column					
	# Name	Rec. Serial	BT test changed	ated by	Team	
	1 BT test changed	190	Name BT test changed	mg trold-9/v3.19.9		
	🗆 2 Test 3 🧪	2190	Observations Samsung with additional infos	mg trold-9/v3.19.9		
	🗆 3 Test2 🧪	2190	1	mg frold-9/v3.19.9		
	🗆 4 test mi 🧪	2110	Cancel Save	mg troid-8.0.0/v3.19.9		
	🗆 5 Test 1 🧪	21901	(GMT-0400)	mg Android-8.0.0/v3.19.9		
	6 New track	21901	130039 2019-07-12 13:03 1	0.00 GM mg		

Comments Window

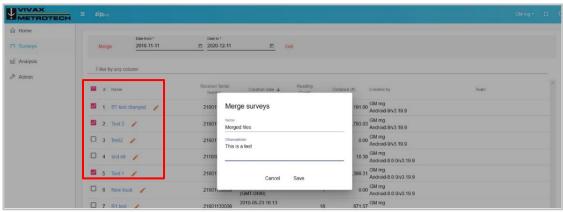
If you want to display records from a particular period, enter the starting and ending dates. Press "Get." NOTE: The default period for displayed records is one month.



VIVAX METROTEC	≓ zip _{nin}							GM mg = 1
) Home 1 Surveys	Merge Date from * 2018-12-01	E 2020-12-08	8	Get				
Analysis Admin	Filter by any column							
	a Name	Receiver Serial Number	Creation date \downarrow	Reading Count	Distance (ft)	Created by	Team	
	1 BT test changed 🥖	21901130039	2019-09-09 12:39 (GMT-0400)	0	C	.00 GM mg Android-9/v3.19.9		
	🗆 2 Test 3 🧪	21901130039	2019-07-29 14:18 (GMT-0400)	18	1,793	.03 GM mg Android-9/v3.19.9		
	🗆 3 Test2 🧪	21901130039	2019-07-29 14:09 (GMT-0400)	1	C	.00 GM mg Android-9/v3.19.9		
	🗆 4 test mi 🥜	21101070134	2019-07-22 13:15 (GMT-0400)	3	18	.39 GM mg Android-8.0.0/v3.19.9		
	🗆 5 Test 1 🧪	21901130039	2019-07-12 15:37 (GMT-0400)	17	1,399	Android-8.0.0/v3.19.9		
	🗆 6 New track 🥜	21901130039	2019-07-12 13:03 (GMT-0400)	1	C	.00 GM mg Android-8.0.0/v3.19.9		
		21001130030	2019-05-23 16:13	18	871	57 GM mg		

Use the filters to select a date range

If the user wants to merge multiple entries in a single record, it can be done using the checkbox in front of those particular records. Once that is done, pressing MERGE will open a window to enter information for the newly created file.



Marking the surveys that will be merged into a new record.

A new file will be created with the selected name.

VIVAX METROTECH	≡ zip _{test}							GM mg =	0
A Home	Data from * Merge 2018-11-11	Date to * 2020-12-11	8	Get					
∬ Analysis ≶ Admin	Filter by any column								
	🗆 # Name	Receiver Serial Number	Creation date \downarrow	Reading Count	Distance (ft)	Created by	Team		0
	🗆 1 🔸 Merged files 🧪		2020-12-11 17:24 (GMT-0400)		0	0.00 GM mg WebApp			
	🗋 2 Test2 🧪	21901130039	2019-07-29 14:09 (GMT-0400)		1	0.00 GM mg Android-9/v3.19.9			
	🗆 3 test mi 🧪	21101070134	2019-07-22 13:15 (GMT-0400)		3	18.39 GM mg Android-8.0.0/v3.19.9			
	🗆 4 New track 🥖	21901130039	2019-07-12 13:03 (GMT-0400)		1	0.00 GM mg Android-8.0.0/v3.19.9			
	🗆 5 R1 test 🧪	21901130039	2019-05-23 16:13 (GMT-0400)		18 8	71.57 GM mg iOS-12.2/v1.19.8			
	🗆 6 Test survey 🥜		2019-05-14 20:41 (GMT-0400)		2	92.31 GM mg iOS-12.2/v1.19.6			
	□ 7 Toct3 🎍	21001130030	2019-03-26 12:24		12 1.5	27 na GM mg			

The new file created from the file merge

Pressing on the "+" sign in front of the file's name will list the files that have been merged. Pressing the "-" sign button at the right of a particular file raw will remove that file from the newly created file.

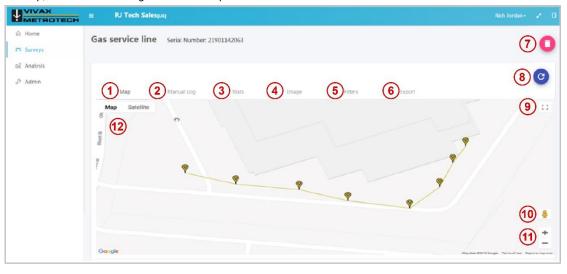


VIVAX METROTECH										
A Home	Date from *	Date to *								
T Surveys	Merge 2018-02-06	2020-12-15	Ð	Get						
Analysis										
Admin	Filter by any column									
	🗆 # Name	Receiver Serial Number	Creation date \downarrow	Reading Count	Distance	(ff) C	Created by	Team		^
	🗆 1 🗕 Merged files 🥜		2020-12-11 17:24 (GMT-0400)		41	4,450.74	GM mg WebApp		_	_
	2 BT test changed 🥖	21901130039	2019-09-09 12:39 (GMT-0400)		6		GM mg Android-9/v3.19.9		G	
	🗆 3 Test 3 🧪	21901130039	2019-07-29 14:18 (GMT-0400)		18	1,793.03	GM mg Android-9iv3.19.9		G	
	🗆 4 Test 1 🧪	21901130039	2019-07-12 15:37 (GMT-0400)			1 300 31	GM mg Android-8.0.0/v3.19.9		G	
	🗆 5 Test2 🧪	21901130039	2019-07-29 14:09 (GMT-0400)		1		GM mg Android-9/v3.19.9			
	🗆 6 test mi 🧪	21101070134	2019-07-22 13:15 (GMT-0400)		3	18.39 Å	GM mg Android-8.0.0/v3.19.9			
	🗆 7 New track 🥜	21901130039	2019-07-12 13:03 (GMT-0400)		1		GM mg Android-8.0.0/v3.19.9			

Merged files and Remove buttons

3.1.1 Maps

Clicking on one of the records(name) will open the Map screen. The below illustration shows the default view, and, on the map, all the taken readings are shown as pins.



1.	Map tab	5.	Filters	9.	Full-screen view
2.	Manual log	6.	Export	10.	Street view
3.	Stats	7.	Delete survey	11.	Zoom
4.	Image	8.	Refresh	12.	Map or Satellite view

Clicking on any of the pins will show the information for that pin in a pop-up window.



Pop up window showing record #41 information



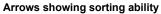


3.1.2 Manual Log Tab

All the log readings are listed in this option, with all the saved information for that entry.

All the columns, except for the Location column, can be sorted in ascending or descending order. The mouseover for each column's header will display an arrow indicating that that column is sortable in ascending or descending order.





	Лар	Manual Log	Stats In	mage	Filters	Export					
\sim	by any o 2 ax ↑	Creation date	4 Location	Frequency (Hz)	Depen (in)	Locate dirrent (mA)	Locate drrent Direction	(9) Mode	Locator Gain (dB)	Utility Type	
L	39	2019-04-02 03:26 (GMT+0800)	37°22'48.4158"N, 121°57'59.8920"W	8,192	44.92	5	unknown	PEAK_WITH_ARROWS	79.00	Gas, Oil, Steam, Petroleum	
2	40	2019-04-02 03:26 (GMT+0800)	37°22'48.2510"N, 121°57'59.1504"W	8,192	43.74	5	unknown	PEAK_WITH_ARROWS	79.00	Gas, Oil, Steam, Petroleum	
3	41	2019-04-02 03:27 (GMT+0800)	37°22'48.1686"N, 121°57'58.2166"W	8,192	49.41	4	unknown	PEAK_WITH_ARROWS	80.00	Gas, Oil, Steam, Petroleum	
ţ	42	2019-04-02 03:27 (GMT+0800)	37°22'48.0038"N, 121°57'57.5024"W	8,192	42.36	3	unknown	PEAK_WITH_ARROWS	81.00	Gas, Oil, Steam, Petroleum	
	43	2019-04-02 03:28 (GMT+0800)	37°22'47.8940"N, 121°57'56.5961"W	8,192	51.93	2	unknown	PEAK_WITH_ARROWS	89.00	Gas, Oil, Steam, Petroleum	
5	44	2019-04-02 03:29 (GMT+0800)	37°22'48.2098"N, 121°57'56.1566"W	8,192	43.23	1	unknown	PEAK_WITH_ARROWS	90.00	Gas, Oil, Steam, Petroleum	
	45	2019-04-02 03:29 (GMT+0800)	37°22'48.5669"N, 121°57'55.9644"W	8,192	47.52	0	unknown	PEAK_WITH_ARROWS	90.00	Gas, Oil, Steam, Petroleum	
	46	2019-04-02 03:30 (GMT+0800)	37°22'48.8141"N, 121°57'55.7721"W	8,192	51.42	0	unknown	PEAK_WITH_ARROWS	97.00	Gas, Oil, Steam, Petroleum	

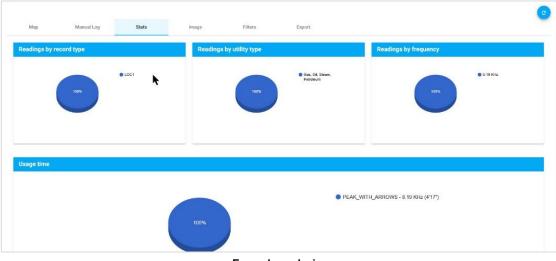
Parts of the Manual Log Main Screen

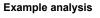
1.	Reference number	7.	Locate Current – shows the line current from the locator
2.	Index number – Is the actual log number from the locator.	8.	Locate Current Direction – if the SD or SiS features were used in the receiver, that information would show here
3.	Creation date – shows the timestamp of when the record was created	9.	Mode – shows the locate mode used in the locator for this record
4.	Location – shows the recorded GPS coordinates	10.	Locator Gain - shows the locators gain setting for this particular reading
5.	Frequency – shows the locators frequency when the record was created	11.	Utility Type – Describes the color-coded Utility Type pin used when creating the record
6.	Depth – shows the recorded depth from the locator	12.	Refresh screen button

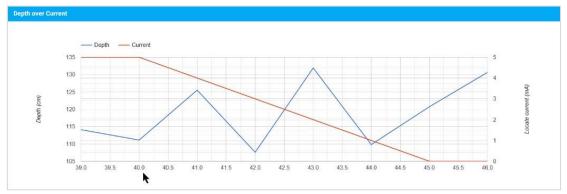


3.1.3 Stats tab

This tab gives statistics for that log entry, including graphs of the current and depth taken.







The depth and Current readings graph

3.1.4 Filters Tab

Filters are available for each log. Selecting Filters opens the page where the filters can be set.

First, select the Criteria for filter options of Current, Frequency, Depth, or Index.

Next select Operator for filter options of Equal, Less than, Less than or equal, Greater than, Greater than or equal.

Next, select **Value** and enter a numeric value based on the criteria and Operator chosen.

When the filtering values have been entered, press the **Add** button, and the filter criteria will be displayed in the Current Filters box to the right

Pressing Go to the Previous View will activate the filter, and the results will be displayed in the Map tab.

Add new filter		Current filters	
Criteria Operator Depth • Greater than •	Value 5 Add	Depth Greater than 5 cm Go to Previous View	0





3.1.5 Export Tab

Press the Export button to open the export menu. Currently, three formats of CSV, KML and SHAPE are supported.

	≡ zip _{oq}			
 ᢙ Home 77 Surveys 	Test 3 🧪 Serial Number: 21901130039			0
nil Anatysis & Admin	Convenients / VLoc3 and Garmin split survey New info Map Manuel Log Stats	Image	Filters Export	G
		Format Construction Format Format Format Format Format Format Format Format Format Format Format Format Format Format Format Format Format Format Format Format Format Format Format Format Format Format Format Format Format Format Format Format Format Format Format Format Format Format Format Format Format Format Format Format Format Format Format Format Format Format Format Format Format Format Format Format Format Format Format Format Format Format Format Format Format Format Fo	Seatial Aleforence	

Export options

3.2 Analysis

Once a log has been selected, press the Analysis Tab to open the criteria section to choose the analysis parameters. For single users, the parameters are dates and locator types.

Date from *	Date to * 🖄	Select a team 👻	Select a technician 🔹
Select a locator type 👻			
			Run Clear

Choose the criteria for analysis

METROTECH	 Vivax Metromethan 				
O Rose 2	jag wari 2020-03-01 H Secret a variantika Uddensen w		2000 GL20 P	lavars a sum 🔹	bases a sustaining
P have					Dan Daar
	Summary	farorys by trans		Surveys by same	
	Survey count Record count	72 359			
	Team count	1 12	· No rear	• Its Loose	
	User count			Design Maine Date Training Date Training	
			55 C	e xaus cherts.	
				A DE CARRA D	
				A 38.*	
	Readings by record type		Readings by utility type	Readings by the unnoy	
	 Readings by record type 		Readings by stillity type	Readings by Dejumicy	
	• VECNESY (00) VSCAN		• Even • GALON, BOSH PET.,	1 10% 1 10%	
	MARKEN MARKEN		Convuis .	• 80077 Hz	
	2015 0.000		TTN PARA	• 10 KPG	
			Protection	•••	
			a rouge see	a 10 ¥	

Results of the chosen criteria

3.3 Admin menu

This menu is used in a SINGLE USER account if the owner wants to register multiple locators.

1. Press the Admin button, and the Manage Locator submenu will be displayed:

	≡ G M _{Inc}		
Home	Status	Survey activity last 30 days	Survey activity by users last 30 days
Id Analysis	Users I Surveys		
<i>₿</i> Admin			No data
Manage Locators			



3 Using the VMMap Web Portal

2. Pressing the **Manage Locator** button, the list of existing locators will be displayed. Pressing the" +" key user can add/delete locators:

Home	Locators						G
Surveys							
Analysis	Filter by any column						
Admin	# Serial Number	Display Name	Assigned To	Type	Added By	Created on 4	Updated on
 Admin Manage Locators 	1 111111111	G	G M .	vLocPro2	G M	2020-04-20 12:46 (GMT-0400)	2020-04-20 12:45 (GMT-0400)
	2 A21901130039	GM	GM	vLoc3-Pro	GM	2020-04-20 12:35 (GMT-0400)	2020-04-20 12:46 (GMT-0400)

3. You can introduce the relevant information for multiple receivers assigned to the same single user account in the below screens.

Home	+					
Home Surveys	0					
Analysis	Serial Number *	Assigned To *		Display Name *	744.0	~
Admin	Setal Number is required and must be between 10 and 20 characters				vLocCam2	
					vLoc5000	
Manage Locators	· Usertaine †		Plant Number	Califization Date	s vLoc3-Pro	by Date
					vLoc3-ML	• 0 er 0 <
					vi.oc3-9800	• 0 cr0 <
					vi.oc3-5000	~

4. Press Save and the list of devices will be displayed.





4. Multiple User Accounts

To open this type of account, please contact Vivax-Metrotech Corporation at 1-800-446-3392

For this type of account, an additional menu is available where a designated company administrator can add, delete, and organize users and teams.

For this user, the "ADMIN" button on the left side will be active. Pressing this button will offer the company the designated administrator of the account a couple of additional menus.

4.1 Manage Users

Press the Manage Users button on the left side to display a list of existing users. In this menu, the admin will add, delete, or activate different switches for a particular user. NOTE: some options are receiver type dependent.

ରି Home	Status	Survey activity last 30 days	Survey activity by users last 30 days
ា Surveys	ß Users 6 市 Surveys 2		^
tel Analysis	11 00/03		
Admin			No data
요 Manage Users 용 Manage Teams			
Manage Locators		¥	<
⊙ Logs			
		Managa yaar'a m	

Manage user's menu

To add a user, press the red People icon found at the top right portion of the screen.

The "add new user" window will open.

Fill in the requested fields. The ones marked with an asterisk should not be empty. Additional information can also be added at a later time.

Once a user is added, it will show up in the user list.

TIP

It is also good to refresh the screen by pressing the round blue button in the top right corner from time to time.

	Users								0
									-
Analysis	Filter by any column								
	# Name	Company	E-mai	Role	Team	Last login	Created on 🕹	Background data	
	1 Company Admin	RJ Tech Sales	companyadmin@domain.com	Company Admin			05/04/2019 05:25 (GMT+0800)	. D 0 5	e
 Manage Teams Manage Locators 	2 Company Supervisor	RJ Tech Sales	companysupervisor@domain.com	Company Supervisor			05/04/2019 05:24 (GMT+0800)	0 0 s	e
ව Logs	3 Team Admin	RJ Tech Sales	teamadmin@user.com	Team Admin			05/04/2019 05:23 (GMT+0800)	. D 0 s	e
	4 App User	RJ Tech Sales	user@domain.com	User			05/04/2019 05:22 (GMT+0800)	0 s	6
	5 Team Supervisor	RJ Tech Sales	teamsupervisor@domain.com	Team Supervisor			05/04/2019 05:21 (GMT+0800)	D 0s	6
	6 RJ	RJ Tech Sales	richjnj@gmail.com	Company Admin		10/29/2020 17:04 (GMT+0800)	03/16/2019 05:17 (GMT+0800)	J 10 s	

User list, Refresh and Add new user buttons



4 Multiple User Accounts

	Users								06
									00
	Filler by any column								
	# Name	Company	E-mail	Role	Team	Last kgin	Created on 4	Background data	
	1 Company Admin	RJ Tech Sales	Add new user				05/04/2019 05:25 (GMT+0800)	D 05	0
 Manage Teams Manage Locators 	2 Company Supervisor	RJ Tech Sales	First Name *				05/04/2019 05:24 (GMT+0600)	D 05	0
	3 Team Admin	RJ Tech Sales			_		05/04/2019 05:23 (GMT+0800)	D 0s	0
	4 App User	RJ Tech Sales	Last Name *				05/04/2019 05:22 (GMT+0800)	(D 05	Θ
	5 Team Supervisor	RJ Tech Sales	E-mail *				05/04/2019 05:21 (GMT+0600)	D 05	0
	6 RJ	RJ Tech Sales	Team		_	10/29/2020 17:04 (GMT+0800)	03/16/2019 05:17 (GMT+0800)	10 s	
			Role *				Items per page.	5 v 1-6 of 6	< >
			Background data	Status perior	t (sec)				
				Add C	ancel				



The **BACKGROUND** data and **STATUS** period switches are specific for some particular type of receivers. If they are enabled in the **Add new user** window, these features can automatically send to the server some data collected by the receiver at the chosen rate.

Check with our factory for these particular features and receiver models.

금 Home	Users								20
⊐ Surveys									
🖞 Anatysis	Filter by any column								
> Admin	# Name	Company	E-mail	Role	Tean	Last logn	Created on 🕁	Background data	
Manage Users	1 Company Admin	RJ Tech Sales	companyadmin@domain.com	Company Admin			05/04/2019 05:25 (GMT+0600)	0 05	Θ
B Manage Teams	2 Company Supervisor	RJ Tech Sales	companysupervisor@domain.com	Company Supervisor			05/04/2019 05:24		Θ
Manage Locators	3 Team Admin	RJ Tech Sales	teamadmin@user.com	Team Admin			(GMT+0500) 05/04/2019 05:23	D 0s	ŏ
Logs							(GMT+0800)		•
	4 App User	RJ Tech Sales	user@domain.com	User			05/04/2019 05:22 (GMT+0800)	0 0 s	Θ
	5 Team Supervisor	RJ Tech Sales	teamsupervisor@domain.com	Team Supervisor			05/04/2019 05:21 (GMT+0600)	0 s	0
	6 RJ	RJ Tech Sales	richinj@gmail.com	Company Admin		10/29/2020 17:04 (GMT+0600)	03/16/2019 05:17 (GMT+0600)	🔊 10 s	

Switches for background data and data collection for a particular user

Collection of the background data and receiver data from a particular receiver can also be enabled or suspended using the round buttons at the top right side of the USER list screen.

At any time, click on one user's name, the "Edit user info" screen can be opened and updated.

	Users								6
tul Analysis	Filter by any column								
	# Name	Company	E-mail	Role	Team	Last login	Created on 🕹	Background data	
	1 Company Admin	RJ Tech Sales	companyadmin@domain.com	Company Admin			05/04/2019 05:25 (GMT+0800)	0 s	Θ
Manage Teams Manage Locators	2 Company Supervisor	RJ Tech Sales	companysupervisor@domain.co	r Company Supervisor			05/04/2019 05:24 (GMT+0800)	0s	0
 Manage Locators Logs 	3 Team Admin	RJ Tech Sales	teamadmin@user.com	Team Admin			05/04/2019 05:23 (GMT+0800)	0 s	Θ
	4 App User	RJ Tech Sales	user@domain.com	User			05/04/2019 05:22 (GMT+0800)) D S	Θ
	5 Team Supervisor	RJ Tech Sales	teamsupervisor@domain.com	Team Supervisor			05/04/2019 05:21 (GMT+0800)	0 s	Θ
	6 Rich Jordan	RJ Tech Sales	richjnj@gmail.com	Company Admin		10/29/2020 17:04 (GMT+0800)	03/16/2019 05:17 (GMT+0800)	刘 10 s	

User information window

4.1.1 Classes of users

In the" Edit user info screen," there is a mandatory field marked "Role."

This information will assign a particular user qualification in the structure of the database.

There are five types of users:

- 1. **Company Admin:** this is the highest hierarchy in an account, and it has the rights to create users, teams, inspect all the data entered in the database, etc.
- 2. Company Supervisor: can view all the surveys of all the teams.
- 3. **Team Admin:** can create sub-teams from their team down, can visualize all the surveys of their team, and sub-teams can create new users.





- 4 Multiple User Accounts
- 4. Team Supervisor: can visualize all the surveys from their team down.
- 5. **User:** can see only their surveys.

4.2 Manage Teams Menu

To get to this menu, press the Manage Teams button under the Admin menu.

In this menu, a structure of teams and sub-teams can be created, configured, and users be assigned to a team.



To be able to create teams, you must have the credentials for this function (see above classes of users)

	zip _{ten}		OM mg ≈ 🕄 🗌
A Home	Status	Survey activity last 30 days	Survey activity by users last 30 days
IT Surveys Ial Analysis Annin Anango Users Manago Teams Manago Teams Manago Locators U Logs	A Users 71 71 Surveys		Ne cata

Manage Teams

4.2.1 Create a new team

To create a new team, press the **Add new team** button while in the **Manage Teams** menu. The "Add new team" window will open.

බ Home	Teams				
77 Surveys					
메 Analysis					
🖉 Admin	RJ Tech Sales	#	Display Name	E-mail	Role
요 Manage Users					
A Manage Teams					
Ø Manage Locators					
⊗ Logs					

Add new team

	≡ RJ Tech Sales _{en}								Rich Jordan • [
☆ Home	Teams								
n Surveys	0000								
tul Analysis	0000	Ad	d nev	v team under	r Company Admin				
P Admin	✓ RJ Tech Sales	Nam							Role
요 Manage Users	K Company Admin	Tea	m					a@domain.com	Company Admin
28. Manage Teams	1 ·	٩	and use	r -				:om	Company Admin
Ø Manage Locators									
⊕ Logs				Display Name	E-mail	Role	^		
		1		Company Admin	companyadmin@domain.com	Company Admin			
		2		RJ	richjnj@gmail.com	Company Admin			
		3		Company Supervisor	companysupervisor@domain.com	Company Supervisor			
		4		Team Admin	teamadmin@user.com	Team Admin			
		5	0	Team Supervisor	teamsupervisor@domain.com	Team Supervisor			
		6		App User	user@domain.com	User	~		
					Add Cancel				

Creating a new team

Fill in the name of the new team. You can assign users to this team at this moment from the list of unassigned users.

In the example below, a team with the name "Team" has been created.

After that, two users from the unassigned user list have been allocated to the newly created team, clicking the appropriate boxes from the name list. Press **ADD** to save.





A Home	Teams		
শ Surveys জ্রা Analysis	0000	Add new team under Company Admin	
🖉 Admin	✓ RJ Tech Sales	Name*	Role
요. Manage Users	Company Admin	Team	Company Admin
B. Manage Tearm		Q Find user	Company Admin
Ø Manage Locators			
⊕ Logs		W Display Name E-mail Role	
		1 Z Company Admin companyadmin@domain.com Company Admin	
		2 Rich Jordan richinj@gmail.com Company Admin	
		3 Company Supervisor company supervisor@domain.com Supervisor Supervisor	
		4 🔲 Team Admin teamadmin@user.com Team Admin	
		5 C Team Supervisor teamsupervisor@domain.com Supervisor	
		6 🗆 App User user@domain.com User	
		Add Cancel	

Assigning users to the newly created team

Note: - a user can be assigned to only one team at a time.

A user can be assigned to a team at a future date, using the **Manage user's** menu and clicking on the user's name that is not assigned to a team.

会 Home	Users								20
n Surveys									00
Ed Analysis	Filter by any column								
🖉 Admin	# Name	Company	E-mail	Role	Team	Last login	Created on \downarrow	Background data	
0. Manage Users	1 Company Admin	RJ Tech Sales	companyadmin@domain.com	Company Admin	Team A		05/04/2019 05:25 (GMT+0800)	D 0s	Θ
Manage Teams	2 Company Supervisor	RJ Tech Sales	companysupervisor@domain.com	Company Supervisor	Team A		05/04/2019 05:24 (GMT+0800)	() D 0 5	0
 Manage Locators Logs 	3 Team Admin	RJ Tech Sales	teamadmin@user.com	Team Admin	Team A		05/04/2019 05:23 (GMT+0800)	()))))))))))))))))))))))))))))))))))))	0
	4 App User	RJ Tech Sales	user@domain.com	User			05/04/2019 05:22 (GMT+0800)	0 s	Θ
	5 Team Supervisor	RJ Tech Sales	teamsupervisor@domain.com	Team Supervisor			05/04/2019 05:21 (GMT+0800)	0 s	Θ
	6 RJ	RJ Tech Sales	richjnj@gmail.com	Company Admin	Team A	10/29/2020 17:04 (GMT+0800)	03/16/2019 05:17 (GMT+0800)	10 s	

Unassigned users

If a user needs to be changed to a different team, use the **Manage user's** menu. Select the user, click on their name and "Team" line in the open window. "Select user team" window will open. Highlight the new team.

In our example, a user has been changed from Team C to Team D.

	zφ σε το ĝe το	User Team B		zip cc.co@c.cc	User
	a unonum	Team D		Select user t	eam
	Edit user info			Edit user	
	Last Name *			RR > Team	1A
	L-mat* abc@gm.co	Team C		Tr K Team E-mail*	
	Tran Team C			tan Elan	10
	Role * USBIT			Team C	
	Background data	Status period (0 sec) Team C		User	aniod (0 se
,	User originally i	• Team C		Changing the	e user to Tear
		Feam 8	XXX@XXX XX	Dack	
	User originally i	• Team C	XXX@XXX XX	Changing the	e user to Tear
	User originally i	• Item C Item H Item H Item H Item H	C.	Team Admin	e user to Tear
	User originally i test 1 xxx test 1 xxx	• ton C ton R n Team C zip zip	xxx@xxxx	Changing the Team Admin User	e user to Tear
	User originally i test 1 xxx test 1 xxx test 1 xxx	• In Team C zip zip zip	XXX@XXX XXX@XXX	Changing the Team Admin User User	e user to Tear

The user is now in the new Team D





4 Multiple User Accounts

4.2.2 Create sub-teams

Multiple levels of sub-teams can also be created following the same sequence as above.

- To do that, follow the below steps:
- 1. Highlight the team under which you would like to create the sub-team.
- 2. Press the Add new team button as above. The "Add new team" window should open. Enter the new sub-team name. In this example, Team AA has been created under Team.

බ Home	Teams				
ሻ Surveys					
🖬 Analysis					
/P Admin	✓ RJ Tech Sales	#	Display Name	E-mail	Role
요 Manage Users	🚉 Team A				
A Manage Teams	🗶 Team B				
Manage Locators	🚉 Team C				
© Logs	🚉 Team D				

Creating a sub-team

A Home	Teams		
러 Surveys	000		
td Analysis	✓ RJ Tech Sales	Add new team under Team A	
P Aanin		Name * Team AA	E-mail Role
요. Manage Users	🕰 Team A		
Manage Team Manage Locators	🗶 Team B	Q Find user	
 Manage Locators Cogs 	Team C	# Display Name E-mail Role	
	🚉 Team D		
		1 Company Admin companyadmin@domain.com Company Admin	
		2 Rich Jordan nchinj@gmail.com Company Admin	
		3 Company companysupervisor@domain.com Company Supervisor	
		4 🔲 Team Admin teamadmin@user.com Team Admin	
		5 Team teamsupervisor@domain.com Team Supervisor	
		6 🗆 App User user@domain.com User	
		Add Cancel	

Enter the sub-team name

Once they have been created, they will show up under Team A in this case.

⇔ Home	Teams			
កា Surveys	······································			
tid] Analysis	 RJ Tech Sales 			
& Admin		 Display Name	E-mail	Role
요 Manage Users	Y Team A			
. Manage Teams	Team AA			
Manage Locators	Team B			
⊙ Logs	🚉 Team C			
	🚉 Team D			

New sub-team AA

3. Similarly, another sub-team can be created under the main Team A. In our case, Team AB.

ය Home	Teams				
ריז Surveys					
료] Analysis					
🖉 Admin	✓ RJ Tech Sales	#	Display Name	E-mail	Role
요 Manage Users	 Team A 				
& Manage Teams	Team AA				
Ø Manage Locators	🗶 Team AB				
⊖ Logs	🚉 Team B				
	🗱 Team C				
	Team D				
	Conn D				

New sub-team AB





- 4 Multiple User Accounts
- 4. If another sub-team level must be created, follow the above steps, highlighting the sub-team under which the new sub-team must be created. Once the "Save" button is pressed, the new team will be added.

In our example below, a sub-team Team "AAA" was created under sub-team "Team AA."

	Teams				
77 Surveys	000				
td Analysis					
& Admin	✓ RJ Tech Sales	. H .	Display Name	E-mail	Role
요. Manage Users	✓ Team A				
🕼 Manage Teams	🚉 Team AA				
Manage Locators	Team AB				
⊖ Logs	🚉 Team B				
	🚉 Team C				
	🚉 Team D				

Select the parent team

G Home	Teams		
n Surveys	0000		
🖬 Anatysts	✓ RJ Tech Sales	Edit team info Team AA	
2ª Aanm	 ✓ Team A 	Team AAA	E-mail Role
요 Manage Users 용 Manage Teams	Team AA	Q. Find user	
Manage Locators	Team AB	> Find user	
⊙ Logs	Team B	# Display Name E-mail Role	
	Team C	1 Company Admin companyadmin@domain.com Company Admin	
	🚉 Team D	2 RJ rchjnj@gmail.com Company Admin	
		3 Company Supervisor company supervisor@domain.com Supervisor	
		4 🔲 Team Admin teamadminguser.com Team Admin	
		5 Team Supervisor Barnsupervisor@domain.com Supervisor	
		6 🗆 App User user@domain.com User	
		Add Cancel	

Enter the new sub-team AAA

බ Home	Teams					
러 Surveys Lul Anatysis	······································					
Anarysis Admin	✓ RJ Tech Sales		Display Name	E-mail	Role	
요 Manage Users	✓ Team A					
🙆 Manage Teams	✓ Team AA					
Manage Locators	Team AAA					
⊙ Logs	Lt Team AB					
	🚉 Team B					
	🚉 Team C					
	Team D					

The new sub-team AAA is created

Teams that have sub-teams will show an arrow icon in front of them. Downward pointing arrow icons "V" show that the list is expanded right-pointing arrow icons ">" show that the list of sub-teams is collapsed. The "person" icon in front of the team shows that that team does not have sub-teams and has only members.

බ Home	Teams			
7 Surveys	000			
tud Anatysis				
🖉 Admin	✓ RJ Tech Sales	Display Name	E-mail	Role
岛 Manage Users	Team A			
🔒 Manage Teams	V Team AA			
Manage Locators	Team AAA			
⊙ Logs	Team AB			
	Team B			
	🚉 Team C			
	🚉 Team D			





4 Multiple User Accounts

NOTE:

Clicking on a team that has the **person** icon in front of it will display the members of that team:

	≡ zip _{lus)}				OM mg ~ 1
ଳ Home ମ Surveys	Teams				
cell Analysis	000				
🖉 Admin	✓ zip	#	Display Name	E-mail	Role
요 Manage Users	✓ Team A	1	bab aba	aba@aab.aa	Team Supervisor
A Manage Teams	> Team AA	2	c cc	cc.cc@c.cc	User
Manage Locators	> Team AB	з	RJ RJ	RJ@ab@co	User
🖲 Logs	🚜 Team B				
	🚉 Team C				
	Team D				
	XYZ				

List of team members

4.3 Manage Locators Menu

All the locators belonging to an account can be handled from this menu

Based on the S/N, receivers can be allocated or reallocated to different users. Additional information is available in this menu.



Note: Some fields are specific for receiver models.

	# 20	1					
i Hana 17 Samya 11 Arayus	Locate	ors weake					00
D sense		instance.	Digits later.	Jungent To	504	ANNERSY	Control 4
S. Morepolitions (): Moregoliteres	1	200713005	au		dad Pa	Rizon Stefants	2018-00-38 m 16 (GMT-3406) - 3
© Menagerization © Lage						lettorige 3	

Registered devices

i Home N Serveys	÷				
(Aranyais	Send Kurter** 2160/130338	lengist Tr' D2 883	" GN " GN	Tox" star:3-Pro	
Admin. Wanage Users	d Genure	Farihati	e Calbutor Cale	Set 7et/Oxfe	Upare D
Manage Roms Manage Locators				lear e	90 page 25 • 3 da 4
Logs					

Device details





Notes:





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