

Creating Groups, Sites & Devices - v3.1

Group

To create a group, first access your hierarchy by clicking *Manage* from the menu on the left.

Before creating a group, decide where it should go, this will determine who has access.

Right click on the group above, and then click *Create subgroup* (Fig 1). A group creation template will be shown (Fig 2).

The only mandatory field required is the name, although we recommend you complete all fields available.

The group type should be set dependant on who requires access. *Organisational* uses the hierarchy to determine who has access. *Private* restricts access to only those users within the group.

You can choose to include a custom logo which replaces the webeyeCMS logo.

Once you are happy click *Create group*.

Fig 1: Location/Create group

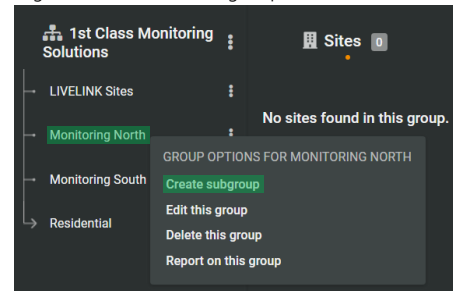


Fig 2: Group creation template

Create a subgroup

Name: Richards Construction

Address: 55 Heath Ave
North Hykeham
Lincoln

Post code: LN6 8HZ

Phone: 01522 429869

Fax:

Default contact details: Richard Best

Select group type: Organisational

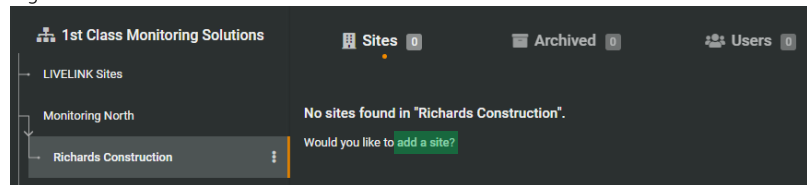
Custom logo: Please choose a PNG, JPG or GIF image to upload. Please note that any existing image will be replaced by the one you upload.
Choose File No file chosen

Create group

Site

Now we have created a group, the option to create a site to sit in the group is available. If we click *add a site* (Fig 3), a site creation template will popup (Fig 4).

Fig 3: Create a site

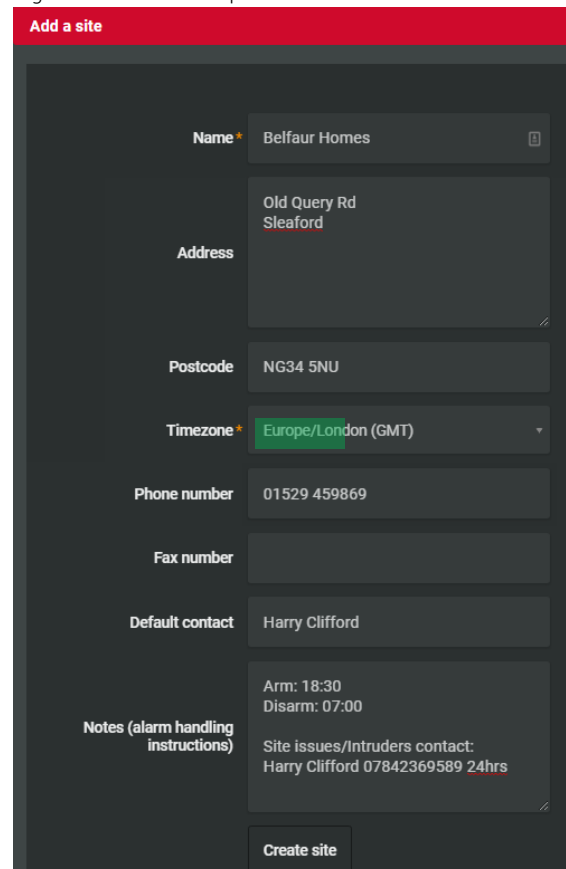


The only mandatory field is the name and the time zone of where the site is located. It is important to set the correct time zone for auditing and reporting purposes.

Alarm handling instructions are crucial, these are the details an alarm handler will refer to and should include site information, escalation instructions and details of any keyholders.

Once you are happy with the information included, click *Create site*.

Fig 4: Site creation template



Now we have created the site, we are presented with the site details page (Fig 5). We can review the information we have entered, and if required edit the information by clicking *Edit* from the menu on the left.

Fig 5: Site details/Edit site details

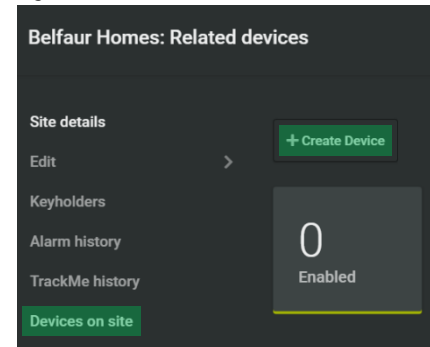
Belfaur Homes: Site details		
Site details	Name	Belfaur Homes
Edit	Address	Old Query Rd Sleaford
Keyholders	Postcode	NG34 5NU
Alarm history	Phone number	01529 459869
TrackMe history	Fax number	
Devices on site	Default contact	Harry Clifford
Auditing	Timezone	Europe/London
Subscriptions	Notes (alarm handling instructions)	Arm: 18:30 Disarm: 07:00
Invitations		Site issues/Intruders contact: Harry Clifford 07842369589 24hrs

Device

We can now create a device to sit in our site by clicking *Devices on site* from the menu on the left, and then *Create Device* (Fig 6).

A device creation template will be shown (Fig 7).

Fig 6: Create a device



There are several mandatory fields to complete, including configuration options to determine how the device will interact with webeyeCMS. The mandatory fields are the name, serial number and device type.

The serial number of the device will differ dependant on device type, this will be found on the device or its packaging.

An account number will automatically be created upon saving.

If the device supports remote connection, the IP address of the device or phone number of the attached SIM should be included in the connection token field.

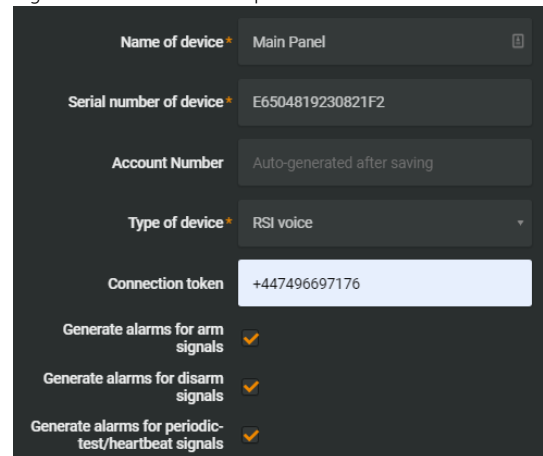
If the device you are adding has the capability to send arm, disarm and heartbeat signals to a monitoring station, you can choose whether these are generated as alarms. It is important to know that even if this option is disabled, webeye still records these signals and can be identified by reporting on a site or device.

The signal poll failure check feature is fully explained and can be enabled and configured.

Video analysis is fully explained and can be enabled dependant on the type of device being added.

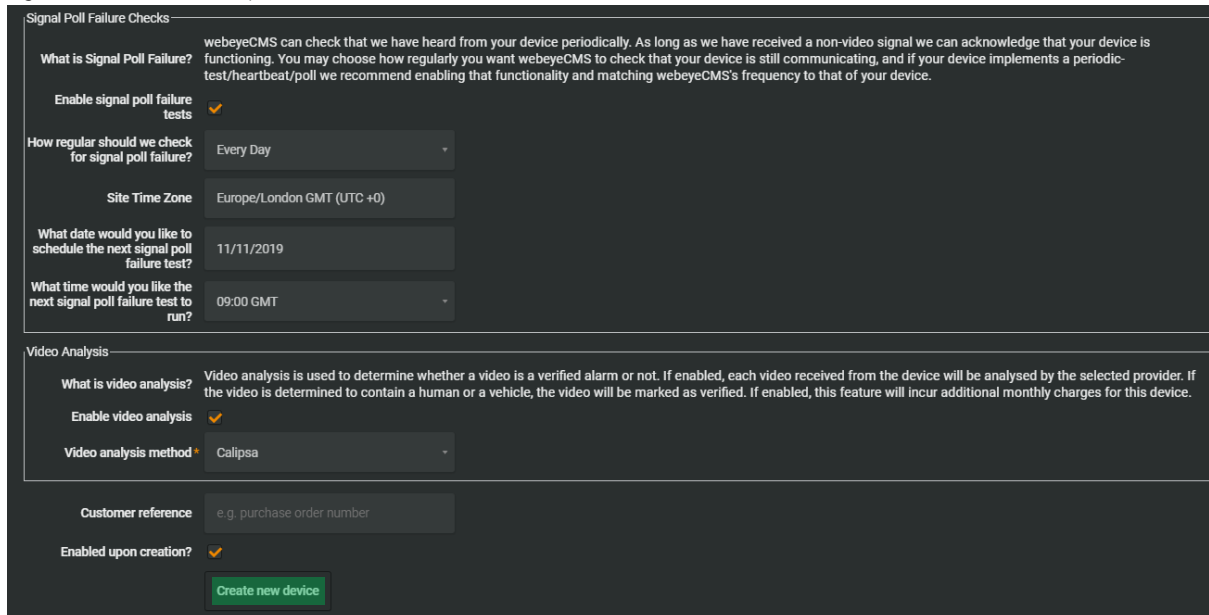
You can decide whether to enable or disable the device upon creation. Billing will commence once enabled.

Fig 7: Device creation template



Once you are happy with the information included click *Create new device*.

Fig 7: Device creation template - Continued



Signal Poll Failure Checks

What is Signal Poll Failure? webeyeCMS can check that we have heard from your device periodically. As long as we have received a non-video signal we can acknowledge that your device is functioning. You may choose how regularly you want webeyeCMS to check that your device is still communicating, and if your device implements a periodic-test/heartbeat/poll we recommend enabling that functionality and matching webeyeCMS's frequency to that of your device.

Enable signal poll failure tests ☒

How regular should we check for signal poll failure?

Site Time Zone

What date would you like to schedule the next signal poll failure test?

What time would you like the next signal poll failure test to run?

Video Analysis

What is video analysis? Video analysis is used to determine whether a video is a verified alarm or not. If enabled, each video received from the device will be analysed by the selected provider. If the video is determined to contain a human or a vehicle, the video will be marked as verified. If enabled, this feature will incur additional monthly charges for this device.

Enable video analysis ☒

Video analysis method

Customer reference

Enabled upon creation? ☒

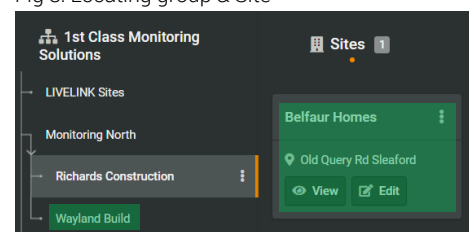
[Create new device](#)

Moving Sites, Devices & Users

Moving a pre-existing site, device or user is achieved by dragging and dropping within your hierarchy

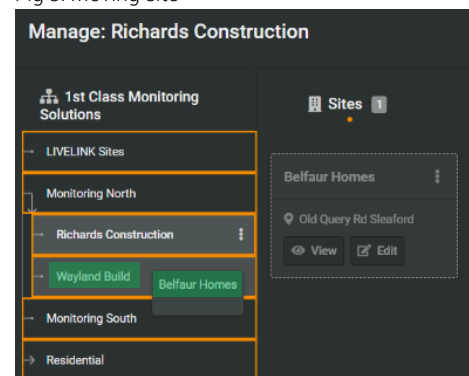
Clicking *Manage* from the menu will display your hierarchy. Expand the hierarchy to display both the group you intend to move the site to (*Wayland Build*) and the site that requires moving (*Belfaur Homes*) (Fig 8).

Fig 8: Locating group & Site



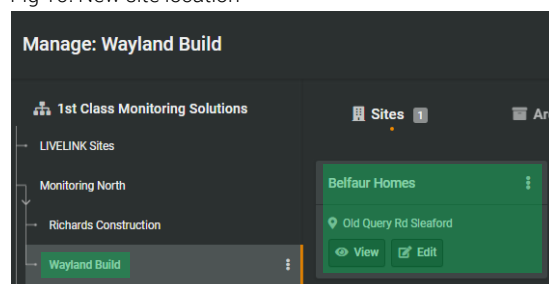
Left click and hold on the site you wish to move, drag and drop the site into the new group within the hierarchy (Fig 9).

Fig 9: Moving site



A pop up will be displayed explaining how some subscriptions maybe altered because of the move. Once confirmed, we can see the site now resides in its new location (*Wayland Build*)(Fig 10).

Fig 10: New site location



The move is recorded and logged within the sites auditing (Fig 11).

Fig 11: Audit logging

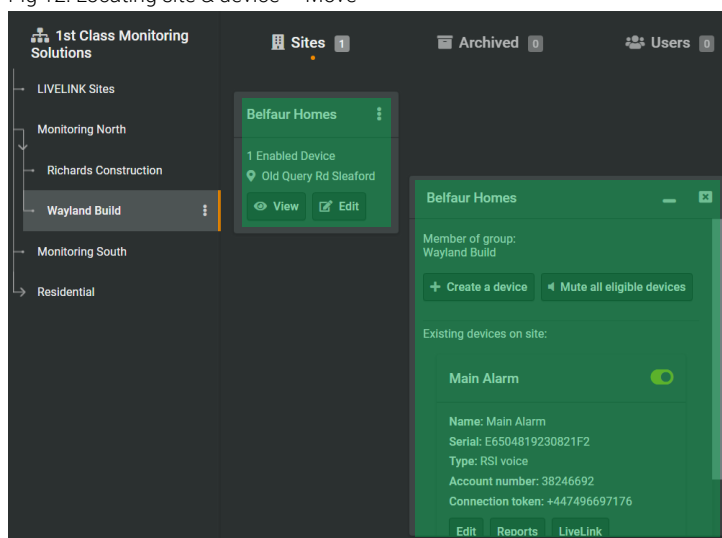
Belfaur Homes: Site audits			
Site details	Total audit entries: 2		
Edit			
Keyholders			
Alarm history			
TrackMe history			
User	Date	Action	
Paul Miles (paul@1stclass.com)	2019-11-11 15:00:51	Site created manually through main webeye cms platform	
Paul Miles (paul@1stclass.com)	2019-11-12 12:22:00	Site moved from group Richards Construction to Wayland Build	

Moving users follows the same process, just drag and drop the user from one group to the next.

To move a device between sites, locate and click the site that holds the relevant device (*Belfaur Homes*) (Fig 12).

The devices pertaining to the site will be shown to the right (*Main Alarm*).

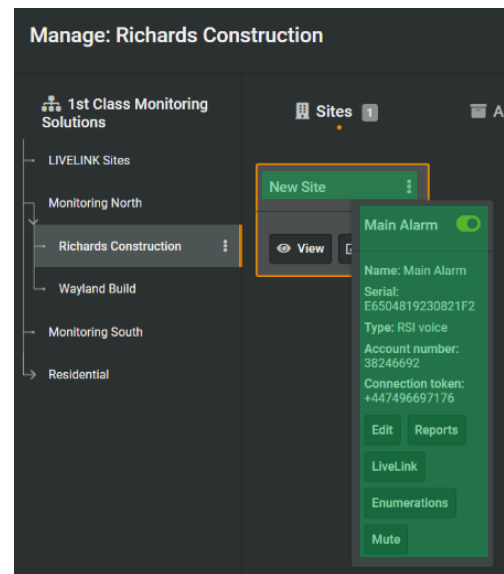
Fig 12: Locating site & device – Move



Now locate the site in which the device requires moving to (*New Site*).

Left click and hold on the device and drag and drop into the new location (*Fig 13*).

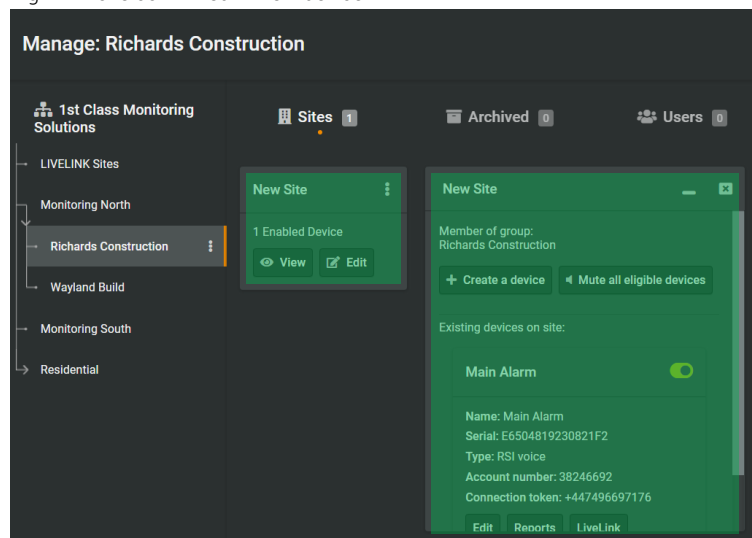
Fig 13: Locating site – Move to



A pop will be displayed asking you to confirm the move.

Once confirmed, the device will now reside in its new location (*New Site*) (*Fig 14*).

Fig 14: Move confirmed – New device



Disabling and Enabling an Existing Device

Disabling and enabling a device is done by locating the device and simply selecting the toggle switch (*Fig 15*).

Each time you disable or enable a device, a popup confirmation will be displayed advising that alarms will be affected along with the billing of the device.

Fig 15: Enable/disable device

