UnitS (cont'D)

Delete a Unit

▼Administration

Manage Units

Enter/select search criteria

Click on the unit you wish to delete (cannot have any events associated with it)

Delete

+ Delete

View the Units' Status List

▼Administration

System Status

UNIT COM

Change Download Options

▼Administration

System Setup

System Settings + Download Options

Edit

Enter/select your desired changes

Save

Reset Download Options

▼Administration

System Setup



Restore Defaults

Update Hotlists in a Unit

▼Administration

Manage Units

Enter/select search criteria

Click on the unit record

+ Reset Hotlist

Yes

Add an IP Address Range

▼Administration

Manage Units

Manage IP Addresses

New

Enter the first address of your IP range in the First IP Address field

Enter the last address of your IP range in the Last IP Address field

+ Save

Change an IP Address Range

▼Administration

Manage Units

+ Manage IP Addresses

+ Click on the record you wish to change

Edit

Enter your changes in the appropriate field(s)

Save

Delete an IP Address Range

▼Administration

Manage Units

+

Manage IP Addresses
+

Click on the range you wish to delete (**Note**: If any of your units have an IP address in this range, the system will not allow you to delete this record)

Delete

Manually Synchronize Your Unit with the Server

▼Home Menu

Manual Sync

Insert USB stick into a USB port on your PC

Synch Hotlists & Events

If prompted, follow the system prompts to reformat your USB drive

OK

Remove the USB drive from your PC $\,$

(Continued)

Proceed to your AlertVU unit

Insert the USB drive into a USB port on your mobile data computer

Navigate to the **mobile_alpr** folder and double-click on it

Double-click on the bin folder

Double-click on the ${\bf manual Sync.bat}$ file

Synch Hotlists & Events

Click **Yes** or **OK** in response to any system prompts

Remove the USB drive from the mobile data computer

Return to the AlertVU Back Office application

▼Home Menu

Manual Sync

Reinsert the USB drive into a USB port on your PC

Synch Hotlists & Events

Export Events to a Zip File

Search for the event records you wish to export (see *Search* procedures)



Locate the export request on your Inbox Messages list ("Queued the event export for processing")

Home

When job *Status* = **Completed**, click



Navigate to disk drive location where you wish to save Zip file



Right-click on the .zip file, then select **Extract Here** from the popup menu

Double-click on the .html file, typically located at the end of the list; if you are prompted with a security message, select Allow Blocked Content



Search for Events on Local Server

▼Home Menu

Search Events

Enter/select search criteria

Search

Search for Events on Remote Server



Remote Search

Enter/select search criteria

Add Agencies

Click on the agency or agencies you wish to search



Search for Associates



Find Associates

Enter a **complete** plate number in the *License Plate* field

Enter a time range to search within

+
Select an agency to search within
+
Search

Export Events to a CSV or PDF File

Search for the event records you wish to export (see *Search* procedures)

Export to CSV
or
Export to Pdf
+
Export
+
Open

See also: 'Export Events to a Zip File' on back

Import Events



Import Events + Import

+ Browse...

Search for and select the Events file you wish to import (must have an extension of .csv)



Enter a description of the Events list

+ Save

View 'Events Summary' Report



View 'Hotlist Hits' Report



View By: Days in Week +
Hotlist: All +
Unit: All

View 'Plate Reads' Report





Plate Reads + Start Date: 12/09/2015 + #Weeks: 6 V + View By: Days in Week V + Unit Type: All

(Continued)

Correct a License Plate Read Error

Unit: All

Search for the event record you need to correct (see Search procedures) +

Click on the event record

+
Edit
+

Enter the correct plate number

Save

View Event Details

Search for the event record (see Search procedures)

+ Click on the event record

> + Show Detail

View Event Search Results in Different Formats

After performing an event search, click on one of the following tabs:

Basic View
Displays events in table format

Groups multiple reads of one license plate under one record, reducing the number of records you have to scan through

Map View

Allows you to perform a "search within a search" by selecting an additional geographic area to search within

Index View

Displays the digital image of the front or rear of the each vehicle from which AlertVU read a license plate

AlertVU Back Office 3.12

Quick Reference Guide



Set Alerts for a User

Manage Users

Click on the appropriate user record

Edit

Go to the Notifications section and check the desired alerts



Set Alerts for a Personal Hotlist

▼Home Menu

Personal Hotlists

Click on the appropriate hotlist

Edit

Check the Notify Me checkbox



Manually Import a Personal Hotlist

▼Home Menu

Personal Hotlists

Create

Browse...

Search for and select the hotlist file you wish to upload



Enter a hotlist name in the Name field

Select the hotlist's format from the Format drop-down list

To receive auto alerts, select the Notify Me checkbox



View a Personal Hotlist's Plates

▼Home Menu

Personal Hotlists

Click on the hotlist you wish to view

View Data

Create a Personal Hotlist from Existing Events

Search for the events that will comprise your new hotlist (see Search procedures in Events section)

Click on the appropriate event records

Create Hotlist

Enter a hotlist name

To receive auto alerts, select the Notify Me checkbox



Promote a Personal Hotlist to a System Hotlist

▼Home Menu

Personal Hotlists

Click on the hotlist you wish to promote



Add Events to a Hotlist

Search for the events you wish to add (see Search procedures in Events section)

Click on the appropriate event(s)

Add to Hotlist

Select the appropriate hotlist from the drop-down list



Manually Reimport a Personal Hotlist

▼Home Menu

Personal Hotlists

Click on the hotlist you wish to reimport

Update Now Browse...

Search for and select the hotlist's source file



Change a Personal Hotlist

▼Home Menu

Personal Hotlists

Click on the hotlist you wish to change

Edit

Enter/select your changes

Save

Export a Personal Hotlist

▼Home Menu

Personal Hotlists

Click on the hotlist you wish to export



Navigate to the directory where you wish to save the hotlist



Delete a Personal Hotlist

▼Home Menu

Personal Hotlists

Click on the hotlist you wish to delete



Manually Import a **System Hotlist**

▼Administration

System Hotlists



Search for and select the hotlist file you wish to import



Enter a hotlist name in the *Name* field

If your CSV or MD MVA file includes a header, select the *Header* checkbox

(Continued)

To automatically push an update out to all AlertVU units whenever a change is made to this hotlist, select the Update Units checkbox

To send an alert to selected users whenever any AlertVU unit captures a license plate that's on this hotlist, select the Notify Users checkbox, then proceed to the next step. Otherwise click Save.



Go to the left column (Available) and click on the users you wish to notify whenever an AlertVU unit captures a plate on this hotlist



Automatically Import a System Hotlist

To create a new hotlist that the system will automatically import and update on a schedule, see "Automatically Importing a System Hotlist" in chapter 3 of the AlertVU Back Office Administrator's Guide

Export a System Hotlist



System Hotlists

Click on the hotlist you wish to export



Navigate to the appropriate directory



View a System Hotlist's Plates

▼Administration

System Hotlists

Click on the hotlist you wish to view

View Data

Copy the Most Up-to-Date Hotlists to Your AlertVU Units



System Hotlists

Alert Units

Create a Quick Alert Hotlist

Quick Alert Hotlist

Enter a name for the Quick Alert in the *Record Name* field

Enter the plate number in the Tag field

Enter an Alert description in the Description field

To notify selected users whenever an AlertVU unit captures this license plate, proceed to the next step. Otherwise click Save.



Go to the left column (Available) and click on the desired users



Change a System Hotlist



System Hotlists

Click on the hotlist you wish to update

Edit Enter/select your changes

Save



System Hotlists

Click on the hotlist you wish to delete

Delete Yes

Set Alerts for a System Hotlist

▼Administration

System Hotlists

Click on the appropriate hotlist Edit

Details Select the Notify Users checkbox

Notifications

(Continued)

Go to the left column (Available) and click on the users you wish to notify whenever an AlertVU unit captures a plate on this hotlist



Activate the Live Alert Utility



Launch Client

Enter AlertVU Back Office Username and Password



Minimize window



Search for a Unit



Manage Units

Enter/select search criteria

Add a Camera to a Unit



Manage Units

Enter/select search criteria

Click on the appropriate unit record Fdit Add Camera

Enter the camera's lane number in the Lane ID field. To obtain this number, first go to the AlertVU unit and login to the L3 AlertVU Mobile Administration application. Next, click the ALPR Prefs button, click the Cameras tab, and go to

> Enter camera description in the Label field (e.g., Left Rear)

Lane ID field

Save

Continued on back