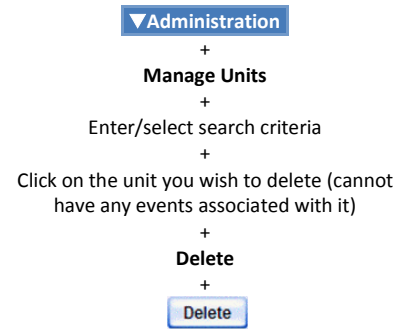


Units (cont'd)

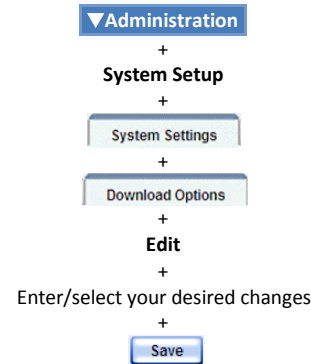
Delete a Unit



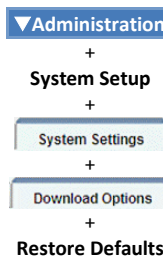
View the Units' Status List



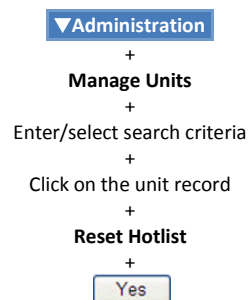
Change Download Options



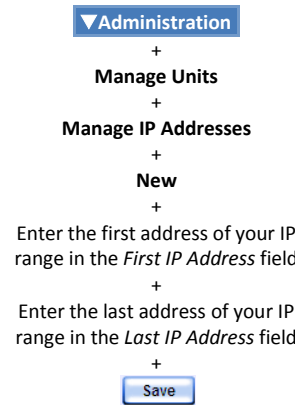
Reset Download Options



Update Hotlists in a Unit



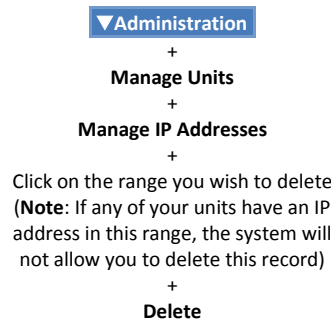
Add an IP Address Range



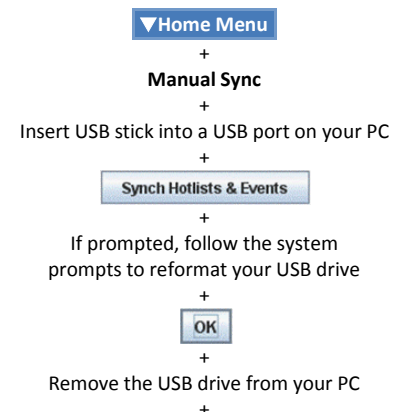
Change an IP Address Range



Delete an IP Address Range



Manually Synchronize Your Unit with the Server



(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 **manualSync.bat** file

Synchronizing & Events

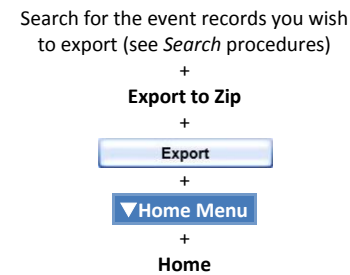
+
Click **Yes** or **OK** in response to any system prompts
+
Remove the USB drive from the mobile data computer
+
Return to the AlertVU Back Office application

▼Home Menu

+
Manual Sync

+
Reinsert the USB drive into a USB port on your PC
+
Synchronizing & Events

Export Events to a Zip File



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

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

Save Save as

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

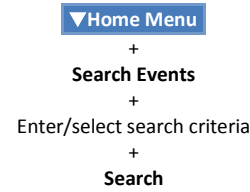
+
Open folder

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

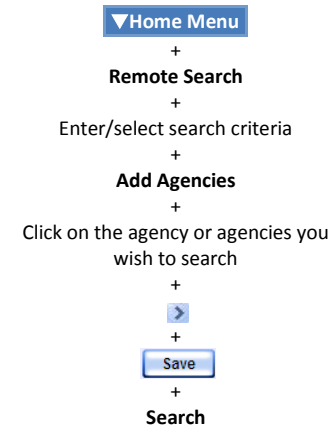
+
Double-click on the .html file, typically located at the end of the list; if you are prompted with a security message, select **Allow Blocked Content**

EVENTS

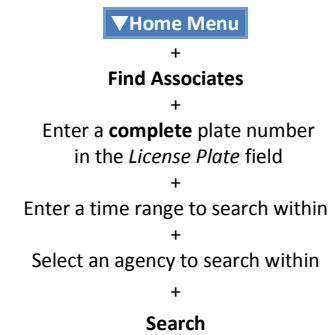
Search for Events on Local Server



Search for Events on Remote Server



Search for Associates



Export Events to a CSV or PDF File



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

Import Events



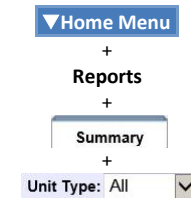
Search for and select the Events file you wish to import (must have an extension of .csv)

+
Open

+
Upload

+
Enter a description of the Events list
+
Save

View 'Events Summary' Report



View 'Hotlist Hits' Report



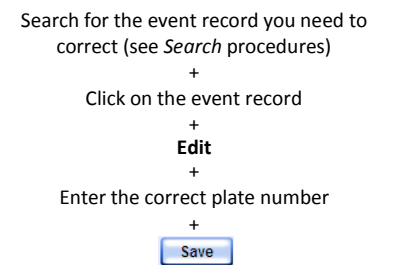
View 'Plate Reads' Report



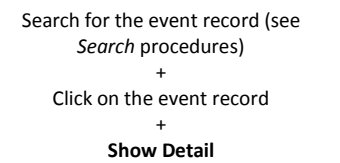
(Continued)



Correct a License Plate Read Error



View Event Details



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

Count View

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

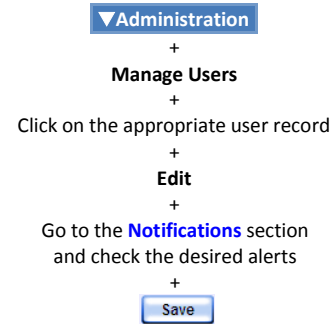


AlertVU Back Office 3.12

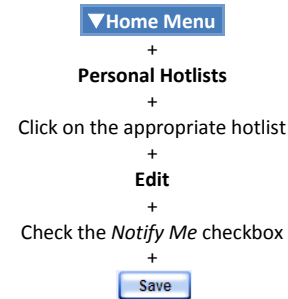
Quick Reference Guide

Hotlists

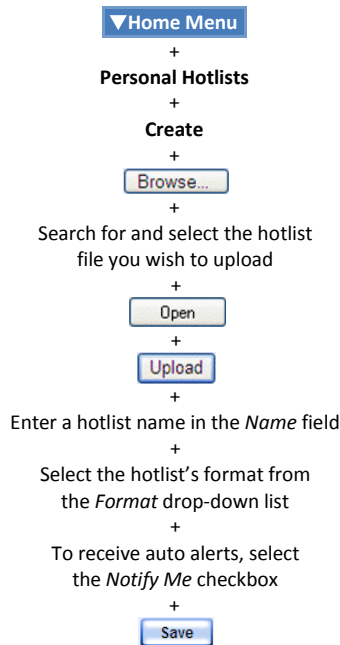
Set Alerts for a User



Set Alerts for a Personal Hotlist



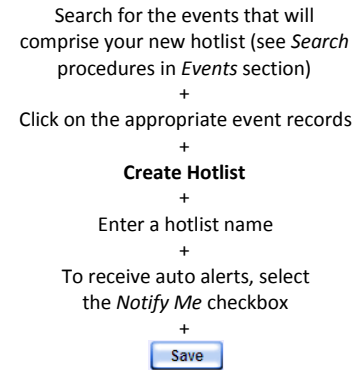
Manually Import a Personal Hotlist



View a Personal Hotlist's Plates



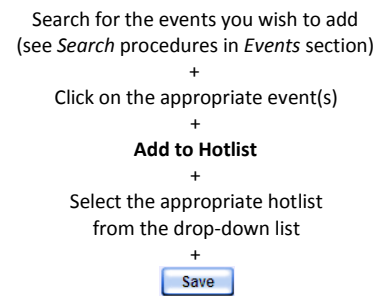
Create a Personal Hotlist from Existing Events



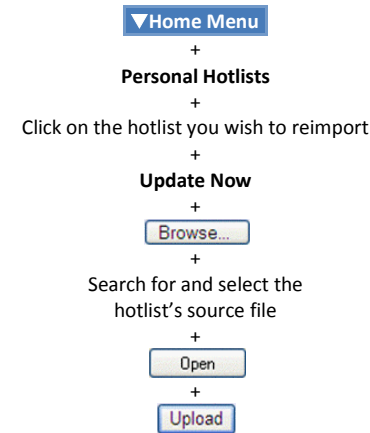
Promote a Personal Hotlist to a System Hotlist



Add Events to a Hotlist



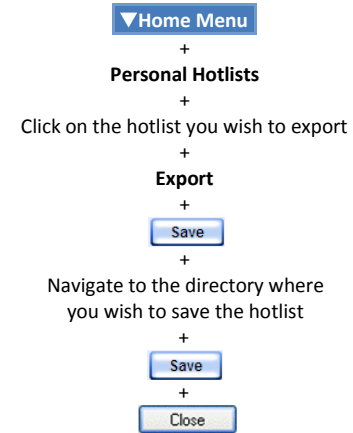
Manually Reimport a Personal Hotlist



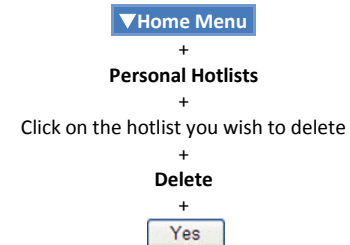
Change a Personal Hotlist



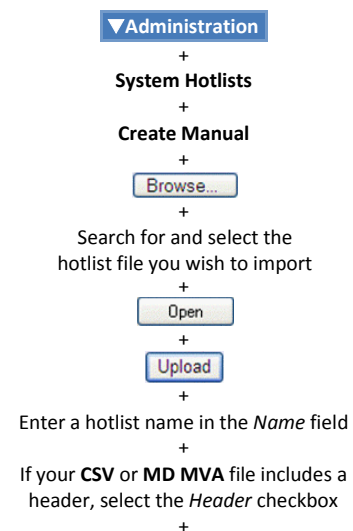
Export a Personal Hotlist



Delete a Personal Hotlist

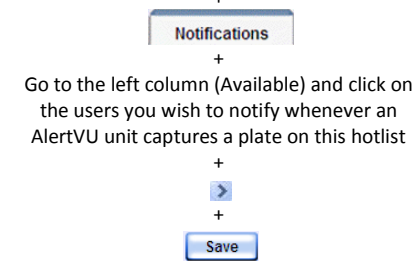


Manually Import a System Hotlist



(Continued)

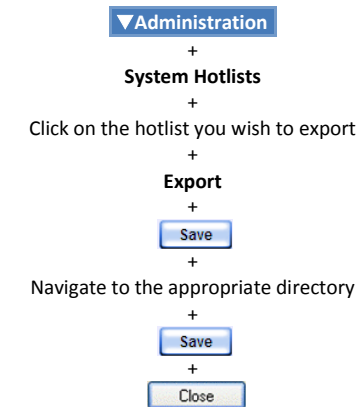
To automatically push an update out to all AlertVU units whenever a change is made to this hotlist, select the *Update Units* checkbox
+
To send an alert to selected users whenever any AlertVU unit captures a license plate that's on this hotlist, select the *Notify Users* checkbox, then proceed to the next step. Otherwise click **Save**.



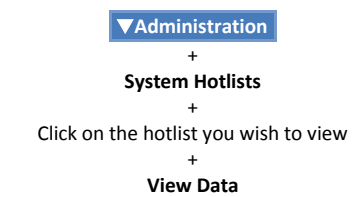
Automatically Import a System Hotlist

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*

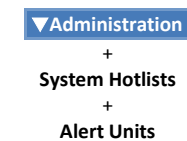
Export a System Hotlist



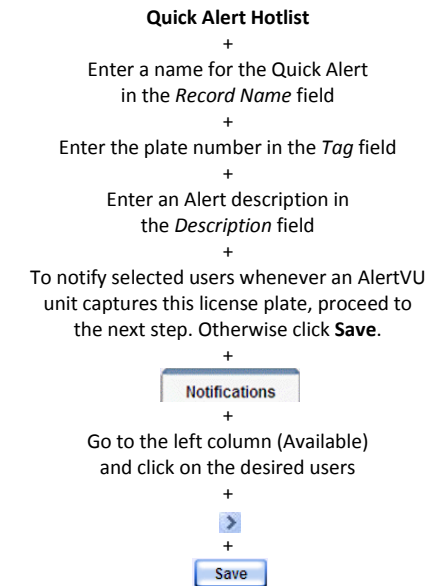
View a System Hotlist's Plates



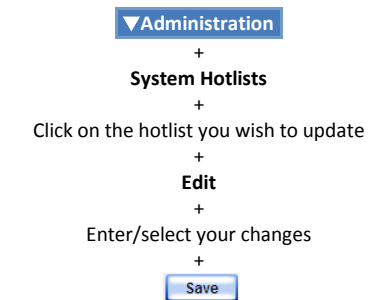
Copy the Most Up-to-Date Hotlists to Your AlertVU Units



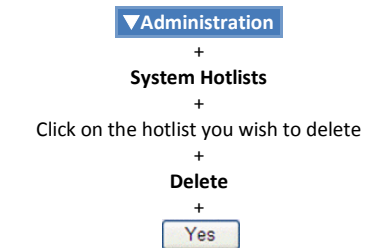
Create a Quick Alert Hotlist



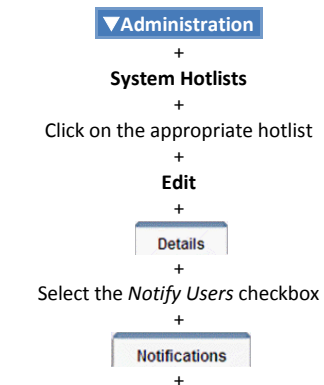
Change a System Hotlist



Delete a System Hotlist



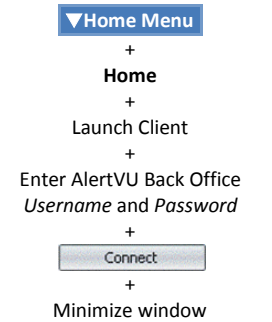
Set Alerts for a System Hotlist



(Continued)

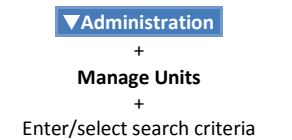
Go to the left column (Available) and click on the users you wish to notify whenever an AlertVU unit captures a plate on this hotlist
+
Save

Activate the Live Alert Utility

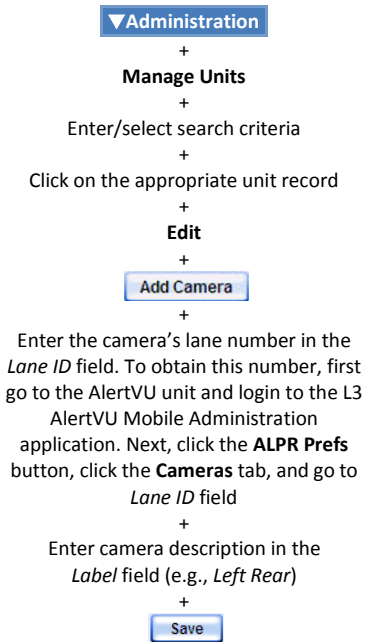


Units

Search for a Unit



Add a Camera to a Unit



Continued on back