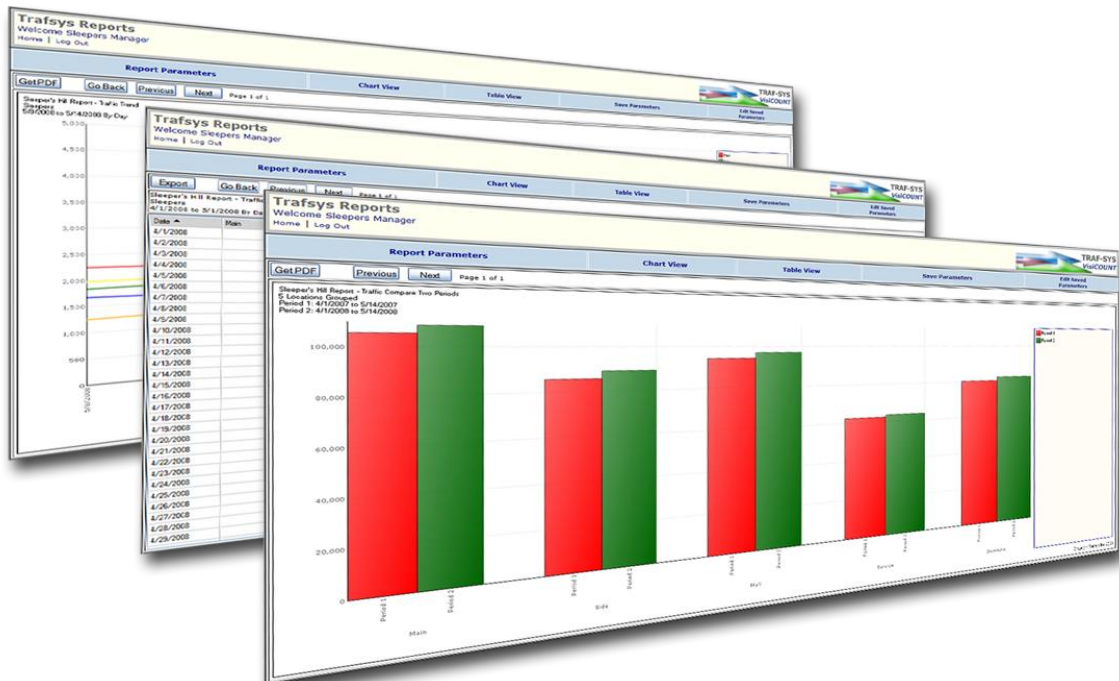




VisiCount Admin: Users

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Introduction

The VisiCount Administration Application can be used to configure Categories, Sites and Users. This document will focus on the user administration feature of the VisiCount Administration Application

Getting Started

To use the VisiCount Administration Application, you must be logged into the VisiCount portal as an administrator. If you do not have the administrator role assigned and you are using a Trafsys-Hosted solution, you can request this access by contacting support@trafsys.com. If you are hosting your own VisiCount solution, you can create an administrator login using the TrafsysInstallerWizard program installed in the VisiCount\Programs directory on your server.

When you log into the VisiCount Portal, you should see an icon for the Administration Application. Click on this icon to enter the Administration Application.

Once in the Administration Application, you will be presented with three sections, Customer, Site and User. We will focus on the User section for the remainder of this document.

User Overview

The User Overview is here to give you a quick primer on how the permissions and roles work in the VisiCount Administration Application. You can refer to this section if you need a refresher on how the system works.

Permissions

The Permissions section will allow you to create data permissions for your users. Each user must have some permission assigned so they can access data. There are four different types of permissions you can create:

- **All Sites** – This allows a user to access all data in the database.
- **Category** – This will allow you to create a permission based on a specific category in your data. For example, if you had several region categories (West, North, South, East) configured, you could create data permissions so that users can only access data for sites within a specific category.
- **Multiple Sites** – This will allow you to create a permission which contains more than one site in the database.
- **Site** – This will allow you to create permission with access to a single site in the database. This is commonly used for giving access to a store manager. You can also restrict access to specific location groups within the site.

Bulk Permissions

The bulk permissions tool will help you create many permissions quickly and easily. You can use this tool instead of the Permissions tool if you need to create multiple types of permissions quickly. The following Bulk Permissions can be created:

- **Head Office** – This will create a single permission that will allow access to all sites in the database.
- **All Sites** – This will create a site permission for each site that is configured in the database. This is useful if you have many sites in your database and do not want to create permissions for them all manually.
- **All Sites/Location Groups** – This will create a site permission for each site as well as a Location Group permission for each location group configured in the database.
- **All Categories** – This will create a category permission for each category that is configured in the database.

Users

The Users section will allow you to create, edit and delete users for your VisiCount Portal system. Each user will use an e-mail address to login to the system with a password. Each user must have one permission assigned and at least one role assigned.

To create a new user, click the new button and enter the e-mail , password , first name and last name of the user. You can also select the type of data the user can access. This includes Traffic, Conversion, Sales and Labor information. Under permissions, select the permission set the user should have access to. You should only select one permission per user. Under roles, select the roles the user can access. You can select multiple roles per user. Each user should at least have the Report Consumers role so they can view reports. Click update to save these settings.

You can also reset a users password with a randomly generated password by selecting a user in the users list, then clicking “New Password by Email”. This will reset the users password and send an e-mail to that user with the new password information.

Bulk User / Permissions

This section will allow you to assign multiple users to a set of permissions at once. You can also view a list of users by permission or permissions with the users that are assigned to them. This can be useful if you have many users and would like to view a simple list of their permissions.

Contact Information

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