

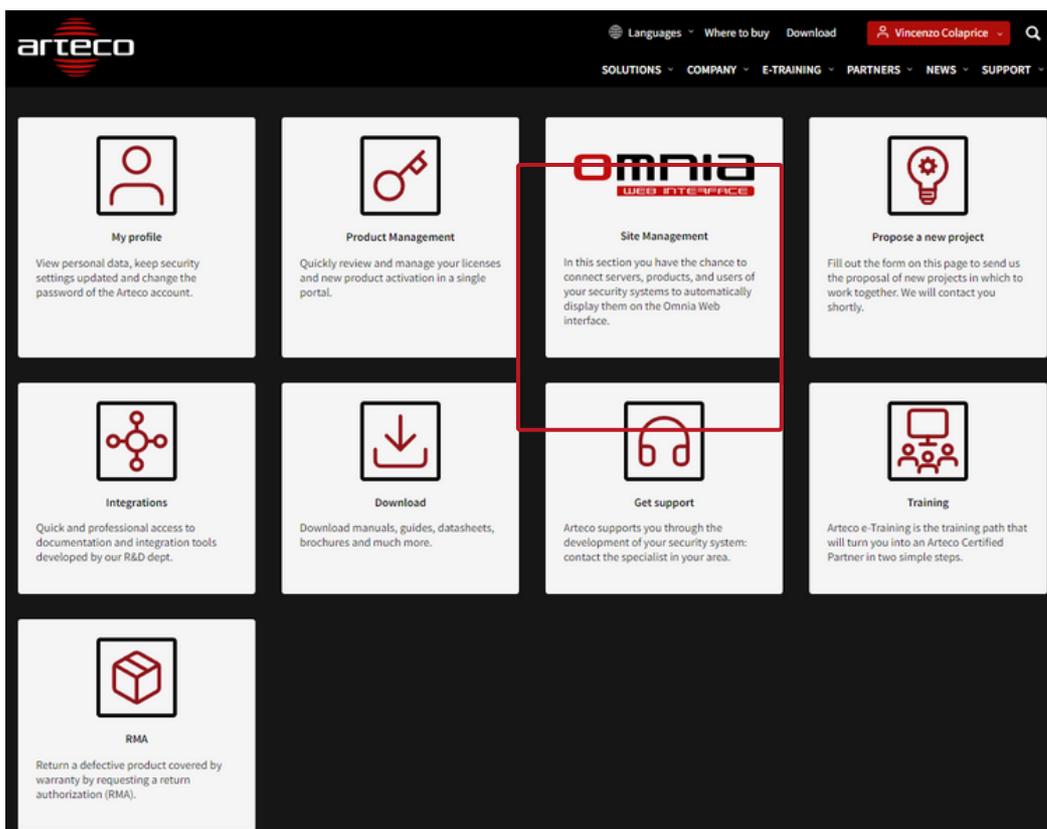


SITE MANAGEMENT

User Manual

INTRODUCTION

The Site Management tool is a new feature of the [MyArteco Dashboard](#) available on [arteco-global.com](#). It has been developed to give users and installers the possibility to connect servers of a security system (and their installed devices) to the users. It also introduces the possibility to confer users different levels of agency in the use of the software and custom attributes.



GLOSSARY



Site: a Site is a set consisting of servers (a.k.a. products), devices (installed in the servers) and users who connect to the servers. It may correspond to a whole security system or to a part of it.

Product: the term stands for the server with a unique Serial Number (S/N: Vxxxxxxx).

Site Managers: for most of the installations they coincide with the installer/system integrators and have the task of creating the sites that connect the products (with servers, cameras and devices) with the users. They can assign roles to individual users, add users and create custom roles.

Site Managers cannot give up this role, but they can name other Site Managers.

Users: the term stands for all of those who have access to the software, with any level of agency.

Role: it is set of actions and authorizations granted to granted to a user. The User Management feature has three standard roles included: Executive, PowerUser and User.

Attribute: a single action or authorization granted to a user to interact with the software and the other authorized users.

Preliminary Note

Please note that Omnia Web connects to the Arteco-Global website for the user authentication, and then connects to the servers in the field using separate credentials for each server.



PRODUCT MANAGEMENT – CUSTOMER SIDE

In the product creation process, the customer must receive all the emails necessary for the creation of the product:

- Serial Number and Verification Code;
- Request of the Start-up form with all those related to system start-up;
- Finalization of the licence.



Arteco Srl
a me ▾

Dear Customer,

Your new license for serial number V07230024 is available on [MYARTECO](#), the secure area of our website, where you can manage your products.

Download and install your new license:

1. Download the license file from section **License Details**.
2. Launch **OMNIA** and log in to your **ARTECO-SERVER** (default credentials: Username=administrator, Passowrd=1234)
3. Open **Configuration Enviroment** and open **License menu**
4. Click on **Upload license Offline** and select the license file "% SERIALNO%-xxxxxx.lic".

Once the procedure is complete, access the [Site Management page of the Dashboard](#) to associate servers and users with a site. For more details, follow the instruction manual.

Please find your product details below:

Serial No.	V07230024
Verification code	69600
Enduser/Site reference	Test Vincenzo
Distributor Order #	Test Distributor
Arteco Order confirmation #	
Arteco Order confirmation Date	2023-07-19
Software version	OMNIA Hybrid Cloud
License Type	Subscription
Expiration Date	2023-07-23
SPP end date	2023-07-23
License features	Hybrid

Best regards

The finalization email presents for the first time the invitation to create a site for the association of end customer users and servers.

In fact, once the product has been registered, customers will have to access their Product Management interface, which will appear as follows:

Product Management

[New Product Registration](#)

Product Management

Live search

Serial Number	End User/Site Reference	Software Version	License Type	Expiration Date	SPP End Date	License	Status	Site Name ¹	Actions
V07230024	Test Vincenzo	OMNIA Hybrid Cloud	Subscription	23/07/2023	23/07/2023	Hybrid	New License	Add to Site	Edit
V03220097	Bac-Mam	OMNIA on-premises v.22.9	Full			AS-EX 4096 CH	Ready	Add to Site	Edit
V03220059	DEMO 1	OMNIA on-premises v.22.10	Demo			AS-EX 4096CH AS-EX-CH	Ready	DemoServers Edit site	Edit
V03220061	DEMO LPR	OMNIA on-premises v.22.9	Demo			AS-EX 4096CH AS-EX-CH	Ready	DemoServers Edit site	Edit
V03220058	DEMO VCA	OMNIA on-premises v.22.7	Demo			AS-EX 4096CH AS-EX-CH	Ready	DemoServers Edit site	Edit
V03220060	DEMO 2	OMNIA on-premises v.22.10	Demo			AS-EX 4096CH AS-EX-CH	Ready	DemoServers Edit site	Edit
V08218990	Demo1 US	OMNIA on-premises v.22.10	Demo			Extreme 3*AS-LPR-CH + 10*AS-EM-CH + 20*AS-AC-CH + 30*AS-EX-CH	Ready	Add to Site	Edit

The created products are listed as always but, with the introduction of sites, the Site Manager who has the ability to view this page will be asked to associate the created product with a Site.

In the table, the products that are not connected to any site are highlighted with a red background.

By clicking on the indicated button, it will be possible to connect directly to the **Site Management** section.

Status	Site Name ¹	Actions
New License	Add to Site	Edit
Ready	Add to Site	Edit

SITE MANAGEMENT



This section can be accessed from the dashboard page or from the "Add to site" button in each customer's product list.

The first page of Site Management consists of several sections:

Site Management

Manage sites

Servers to be added to a site: 3

Site Name	Site description	Last update	# Servers	Actions
DemoServers	All servers demo	2023-07-18	4	Edit
Prova	Prova	2023-07-18	0	Edit

New Site Registration

See your site on omnia

List of active and editable sites

From this button you can create new sites.

Number of servers that must be included in a site. The clickable number takes you back to the **Product Management** section

Direct access to Omnia Web to view the sites

Add products to a site

To add a product to a site, the Site Manager has two choices: create a new site or edit an existing one.



Actions	
	Edit
	Edit

New site registration



To create a new site, it takes only a name (alphanumeric string without spaces) and a description.

The screenshot shows a "Site Management" interface. At the top right, there is a "Manage Sites" link. The main section is titled "New Site" and contains two input fields: "Site Name" with the value "Newsite20230719" and "Site Description" with the value "Site registered as a test of 07-19-2023". A red "Save" button is located at the bottom left of the form.

Once saved, the site will appear in the list of registered sites.

Edit site



By clicking on Edit in the list of sites, it is possible to access all the features of this section.

- Add servers
- Add and authorize user access
- Assign roles to users
- Create new roles for your site

Section that recalls the name and description given when the site was created.

Site details See your site on 

Site Name
Enter an alphanumeric string without spaces.

Site Description

Server
Check the servers you want to associate with the site.

Associate Server	Serial Number	Product Details	Port Https
<input type="checkbox"/>	V03220061	DEMO LPR	
<input type="checkbox"/>	V08218990	Demo1 US	
<input type="checkbox"/>	V07230024	Test Vincenzo	

Authorized Users

Omnia Web Accounts !	Role	Site Manager !	Arteco-Server Username !	Actions
v.colaprice@gmail.com <small>Current user</small>	Executive ▼	Yes	<input type="text"/>	<input type="button" value="Update user"/>

Add user
The invitation email will contain an authorization code. Once the email has been received, the user will have to sign in to the MyArteco area and follow the instructions. For multiple emails use , as separator.

Site roles

Executive (default) <small>All the user credential are active.</small>	<input type="button" value="Create new Role >"/>
PowerUser (default) <small>All the credential are active, except for the server configuration.</small>	
User (default)	

List of servers/products available to be attributed to a site.

List of the roles present on the site and button to create new roles.

Area dedicated to the invitation and authorization of new users, the attribution of user roles and its management.

Server

To add a server/product to a new or existing site just click on the check box and save the action.

Server

Check the servers you want to associate with the site.

Associate Server	Serial Number	Product Details	Port Https
<input type="checkbox"/>	V03220061	DEMO LPR	
<input type="checkbox"/>	V08218990	Demo1 US	
<input checked="" type="checkbox"/>	V07230024	Test Vincenzo	<input type="text" value="443"/>

Save Servers

Authorized user

This section lists all the users authorized to view the site and the products connected to it within the Omnia Web interface.

Omnia Web Accounts ?	Role	Site Manager ?	Arteco-Server Username ?	Actions
v.colaprice@gmail.com <small>Current user</small>	Executive ▼	Yes	<input type="text"/>	Update user

This table specifies all the user details and roles

Omnia Web Accounts ?

v.colaprice@gmail.com
Current user

Email of connected users.

Role

Executive ▼

Role of the user while using the software.
(e.g.: Executive; PowerUser; User)

Site Manager ?

Yes

Role of the user in the management of the site.

Arteco-Server Username ?

In this section, the Site Manager must enter the username used by each user to register on the Arteco Server.

GLOSSARY

Site Manager: for most of the installations they coincide with the installer/system integrators and have the task of creating the sites that connect the products (with servers, cameras and devices) to the users. They can assign roles to individual users, add users and create custom roles.

Site Managers cannot give up this role, but they can create other Site Managers.

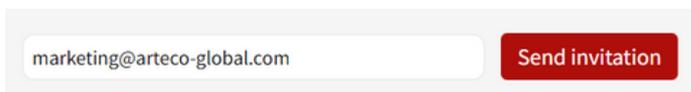
Add Users

All users who will be able to view the site, products and connected cameras must be added from the Site Manager in order for them to connect to the software and use it without problems.

HOW TO

To add users to a site, the Site Manager will have to:

- Make the invitation by simply typing the user's email



marketing@arteco-global.com Send invitation

- Once the invitation has been sent, the user will appear in the users table in non-definitive mode (grey) until he has accepted the invitation.



Omnia Web Accounts 1	Role	Site Manager 1	Arteco-Server Username 1	Actions
marketing@arteco-global.com Waiting for the user to accept the invitation	-	-	-	Re-send email 🗑️

- The user, in fact, will have received the instruction email for registering the user on MyArteco and for accessing the site.

Dear Customer,

You have been invited to join the site **Newsite20230719** on [MYARTECO](#), the secure area of our website.

Site details: Site registered as a test of 07-19-2023

To get started, follow the instructions below:

1. Click [LOGIN](#) or click [REGISTER](#) to create a new account.
2. Access the site [HERE](#)
3. Open the [Site Management](#)
4. Locate your Site Name "Newsite20230719" in Your sites list.

After successful registration on the site, you will be able to access on [Omnia Web](#).

Best regards

2 [Manage Sites](#)

New Site Registration

Site Name	Newsite20230719
Authorization code	28948

[Register](#)

These fields are self-complete and the user just has to click on register

Site registered. Wait for an Advance Manager to accept your registration.

3

New Site Registration

Site Name	
Authorization code	

[Register](#)

The user will have to wait for the approval of the Site Manager

- When the user has registered, the Site Manager will have to definitively accept the request and assign the roles to the user.

Omnia Web Accounts	Role	Site Manager	Arteco-Server Username	Actions
marketing@arteco-global.com	Choose role	No		Accept request
v.colaprice@gmail.com Current user	Choose role Executive PowerUser User	Yes		Update user

Enter the username created on the server using Omnia or Omnia Configurator.



At this time, the Site Manager can also decide whether to assign the role of Site Manager to another user, for example a manager of the end customer company.

Site roles

This last section lists all the roles present on the site and a button for the creation of a new role.

1 Site roles

Executive (default)
All the user credential are active.

PowerUser (default)
All the credential are active, except for the server configuration.

User (default)

Create new Role »

2 New role

In this page you can create a new role for the site **Newsite20230719** site.

Role Name
Enter an alphanumeric string without spaces: test_role2

Role Description
This is a test role for Newsite20230719

Save

Role created. [Click here to associate user credentials.](#)

3 New role

In this page you can create a new role for the site **Newsite20230719** site.

Role Name
Enter an alphanumeric string without spaces: test_role2

Role Description
This is a test role for Newsite20230719

Save

4 Credentials

Choose the role to copy credentials from: Choose role (dropdown: Executive, PowerUser, User, test_role, CustomRole) Clone credentials

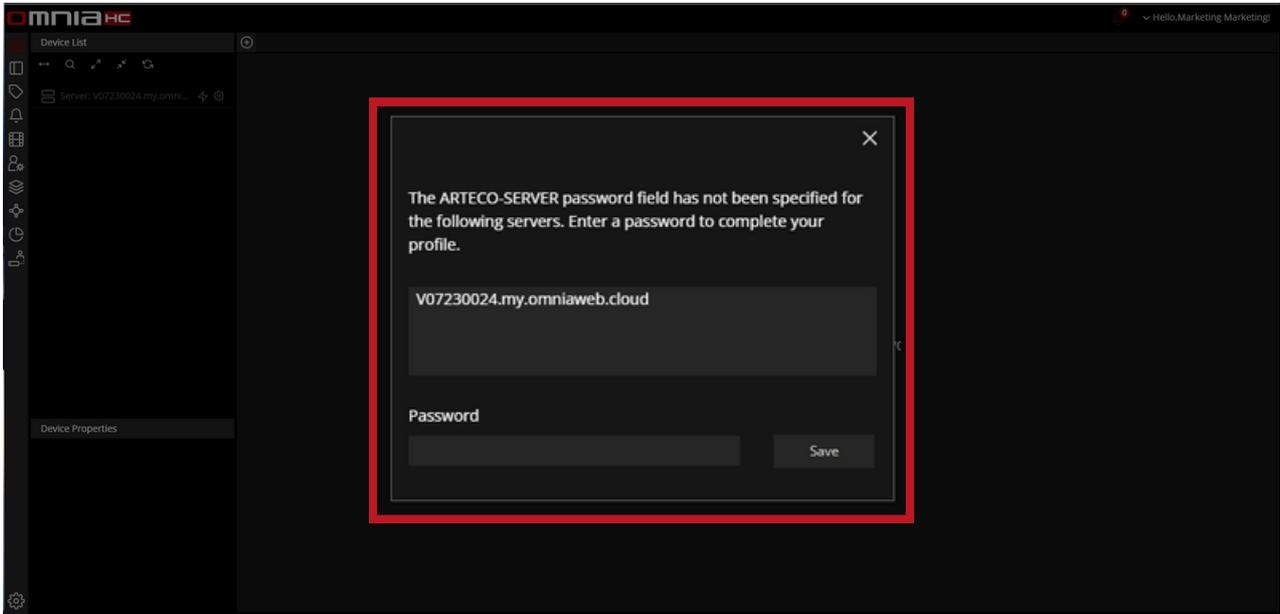
Or set credentials manually:

Auditing-Search DRAFT CREDENTIAL - The user can perform auditing searches.	No
Auditing-User-Tracking DRAFT CREDENTIAL - The user is tracked in the operations performed.	No
Cameras-Privacy-Blur The user is able to remove the privacy blur on cameras	No
Chat-Videocall The user is able to use the chat and the videocall tool.	No
Configuration-Add-Camera The user can add a camera to a server.	No
Configuration-Camera-GPS-location The user is able to set the GPS coordinates of a camera.	No
Events The user can see the event notifications.	No
Instant-Event The user is able to generate an Instant Event.	No
Integration The user can watch the integration information	No
Lavout-Add/Remove-Cameras	

Now you can add attributes to the created role.

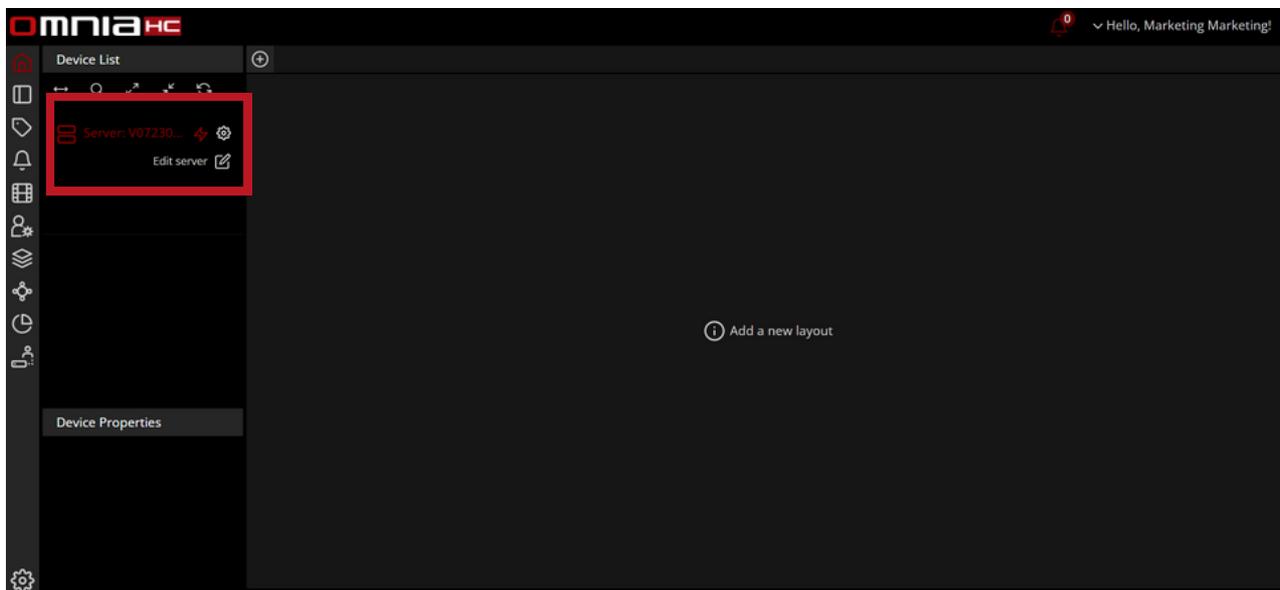
USERS' FIRST ACCESS

At the first access, the user will have to decide the password to use for the Arteco Server, which will be combined with the user name entered by the Site Manager on the arteco-global.com dashboard.



The Serial Number, Port and Username can only be changed by the Site Manager through the Dashboard.

The products for which the user has accessed through the arteco-global.com site will automatically be displayed.





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