



Veriscan Help File

Table of Contents

Change Password.....	2
Change subscription.....	3
Maintain	
• Profile.....	4
• Users.....	5-6
• Assets.....	7-8
Reports	
• Generate Schedule.....	9
• Scan history.....	9
• Location Summary.....	10
• Exception.....	10



Change password

This screen requires the user to enter old password, new password and confirm password before saving.

A screenshot of a web application's 'Change Password' form. The form has a yellow background and a dark grey header bar. The header bar contains a tab labeled 'Change Password...' in blue text. Below the header, there are four input fields: 'Username:' with the value 'sojoliver', 'Current Password:', 'New Password:', and 'Confirm Password:'. Each field is a white rectangular box. At the bottom right of the form is a grey button labeled 'Save'.

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Change subscription

Users are allowed to change their monthly package that they originally subscribed to by simply clicking on the button that is located to the right of the required package.

*You are currently subscribed to veriScan 5 Code package, allowing you to add 5 codes.
You currently have two available and your package expires on 31st Dec 2012*

Choose a package that you need.	
Single code plan	<div>Subscribe</div> <div>    </div>
veriScan 5 Code package, monthly (SUBSCRIBED)	
veriScan 10 Code package, monthly	<div>Subscribe</div> <div>    </div>
veriScan 25 Code package, monthly	<div>Subscribe</div>

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Profile

Authorized members are able to access this screen by navigating to Maintain/Profile. The Profile screen shows the company's information and you are allowed to change the company's address & default email addresses.

▼

Profile

Master Id	JM-8480046	Mails should be sent <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Company	Sean 5 May 2 2012	
last Paid	2012-05-02 22:12:00	
Use an Existing locations	11 Oakridge Constant Spring Kingston Jamaica ▼	
Address1	11 Oakridge Constant Spring	
Address2	<input type="text"/>	
Country	Jamaica ▼	
State/City	Kingston ▼	
Zip/Postal Code	8	

Save | Close

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Users

You are able to access the User screen by navigating to Maintain/Users. The User screen allows Authorized Members to do the following:

- Search existing User Information.
- Add new User Information.
- Update Existing User Information.
- Delete existing information.

Search

The screenshot shows the 'Maintain Users' interface. At the top, there is a header bar with the title 'Maintain Users'. Below the header, there is a toolbar with a 'Show' dropdown set to '10', followed by 'entries', 'Add', 'Edit', and 'Delete' buttons. To the right of the toolbar is a 'Search:' text box. Below the toolbar is a table with the following columns: 'User Name', 'First Name', 'Last Name', 'Level', 'Email', and 'Status'. The table contains two rows of data: one for 'sniperoliver' (Dave Watt, Employee, ACTIVE) and one for 'sojoliver' (Oliver Johnson, Admin, sean.o.baugh@gmail.com, ACTIVE). Below the table, it says 'Showing 1 to 2 of 2 entries'. There are two annotations: one pointing to the 'First Name' column header with the text 'Click Column header to Sort', and another pointing to the 'Search:' text box with the text 'Search Area'. A 'Close' button is located in the bottom right corner of the main content area.

User Name	First Name	Last Name	Level	Email	Status
sniperoliver	Dave	Watt	Employee		ACTIVE
sojoliver	Oliver	Johnson	Admin	sean.o.baugh@gmail.com	ACTIVE

The User Maintenance screen loads a grid displaying existing user information. This information can be searched by specifying search data in the Search box provided in the right hand corner of the grid header. Please note that the search option when specified will search information found in all displayed columns. You are also allowed to sort returned information by simply clicking on the Column header.



Users Contd.

Add Users

Show 10 entries Add Edit Delete Search: <input type="text"/>					
User Name	First Name	Last Name	Level	Email	Status
sniperoliver	Dave	Watt	Employee		ACTIVE

The New User screen is loaded when the user clicks the add button found on the user information grid header.

Maintain Users

New User...

First Name This field is required.

Last Name This field is required.

Email

level ...Select an Item... This field is required.

Status ...Select an Item... This field is required.

Login Information

User Name This field is required.

Password This field is required.

Confirm Password This field is required.

Save

Save and Add New

Cancel

Please note that you would have to create a new user before you attempt to create an asset because each asset is associated to a user having type employee.

After screen is loaded you are now expected to enter all required user information before clicking the save button.

There are two levels of users namely Admin and Employee. Only users assigned to Admin Level are allowed to login to website and only ACTIVE users who are associated to the employee level are assigned to assets.

There are also two statuses that can be assigned to users namely ACTIVE and INACTIVE. Users profiles that are set to inactive and deemed unusable.

The **Save and Add New** option was provided to give authorized users a fast way of adding multiple users.

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Users Contd.

Update Users

Show 10 entries Add Edit Delete Search: <input type="text"/>					
User Name	First Name	Last Name	Level	Email	Status
sniperoliver	Dave	Watt	Employee		ACTIVE

The Edit User Screen can be loaded by:

- Clicking on the user record in the grid and then clicking the Update button.
- Double clicking the record.

Maintain Users

Update user...

First Name

Dave

Last Name

Watt

Email

Level

Employee

Status

ACTIVE

Login Information

Password is already set, change?

User Name

sniperoliver

Password

Confirm Password

Save

Cancel

The Update User screen is loaded with the selected User Information in edit mode. You are able to modify User information and click the Save button to apply the changes to the database.

Deleting Users

Show 10 entries Add Edit Delete Search: <input type="text"/>					
User Name	First Name	Last Name	Level	Email	Status
sniperoliver	Dave	Watt	Employee		ACTIVE

Select the user record that you want to delete and then click the delete button.

Please note that you can only delete users that are not associated to assets.

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Assets

You are able to access the Assets screen by navigating to maintain/assets. The assets screen allows you to do the following:

Search Existing Asset Information.

- Add/Update Asset information:
 - Specify Asset description and location.
 - Specify Schedule Scans.
 - Specify which employee should scan.
 - Specify email addresses of people that are to receive scan exception emails.
 - Upload Asset Image
 - Email Labels. (Edit Asset)
- Delete Asset information.

Search

The screenshot shows the 'Maintain Assets' interface. At the top, a message states: 'You subscribed to verisScan 5 Code package, monthly which allows you to be able to create 5 assets. You have created 1 asset(s) and can create 4 more. [Upgrade](#)'. Below this is a search bar and a filter checkbox for 'ACTIVE only'. The main table displays one asset with the following details:

Asset	Description	Address	Create Date	Emp Assigned	Next Scan Date	Freq	Det	Scans to Date	Last Scan Date	Status
JM-8480046-0001-0035	Wind Generator	11 Oakridge Constant Spring	Sun Jun 03, 2012 11:20 am	Dave Brown	Tue Jun 19, 2012 11:20 am	1	week			ACTIVE

At the bottom of the table, it says 'Showing 1 to 1 of 1 entries'. A 'Close' button is located in the bottom right corner of the window.

The Asset Maintenance screen loads existing Active Asset information into a grid. This information can be searched by specifying search data in the Search box provided in the right hand corner of the grid header. Screen will display INACTIVE Asset information if the “Filter for ACTIVE only” option is unchecked. Please note that the search option when specified will search information found in all displayed columns. You are also allowed to sort returned information by simply clicking on the Column header.

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Add/Update Assets

The New/Edit Assets screen is loaded when the user clicks the Add/Edit button found on the Assets grid header. The user is also able to load the edit screen by double clicking on the asset record.

- The screen is loaded having the address specified on registration as the default address. The user is allowed to edit this address by clicking the edit button located to the right of the address drop down box. When address is specified the latitude and longitude is automatically calculated and shown on the screen. The user is also able to manually retrieve the latitude and longitude information by clicking the get location button.
- The email notification section is used to store the email address of the people who should receive emails that could be generated for exceptions &/or when a scan is done.
- Users are able to specify a Scan Schedule and also a tolerance/grace period.
- The Image tab allows the user to upload an image that represents the asset.
- User is expected to click the save button to apply changes to database.
- Save and Add New was added to facilitate mass data entries.

Delete Assets

Select the asset that you want to delete and click delete.

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Generate Schedule

You can access the Generate Schedule Report by navigating to Reports/Scan Schedule. This would in turn launch a search screen which allows the user to search on End Date,(Required) and an Address,(Optional). There are three buttons namely

- Preview
 - Shows the schedule information in a grid format.
- Print
 - Allows the user to send schedule information to a printer.
- Close
 - Closes the screen

Scan history

You can access the Scan History Report by navigating to Reports/Scan History Report. This would in turn launch a search screen which allows the user to search on Start Date, End Date, and an Address. There are three buttons namely:

- Preview
 - Shows the Scan History information in a grid format.
- Print
 - Allows the user to send Scan History information to a printer.
- Close
 - Closes the screen

Exception Report

You can access the Exception Report by navigating to Reports/Exception Report. This would in turn launch a search screen which allows the user to search on Start Date, End Date, and an Address. There are three buttons namely:

- Preview
 - Shows the Scan Exception information in a grid format.
- Print
 - Allows the user to send Scan History information to a printer.
- Close

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- Closes the screen

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Location Summary

The Location summary report can be accessed by navigating to Reports/Location Summary. This in turn loads a grid that shows all locations registered under company. The grid also shows all assets that are located at locations.

Print QR-Code

The Print QR-Code report can be accessed by navigating to Reports/Print Qr Code. The screen is loaded with two sections namely the **print option** section and a grid section.

The **Print Options** has the following options;

- Print only code
 - The screen gives you the option of printing codes Small, Medium or Large.
- Print each on separate page.
- Print Labels

The Grid section shows a list of assets for a specified company. The user would have to first select assets and then click the preview button to view Qr-Codes for printing.