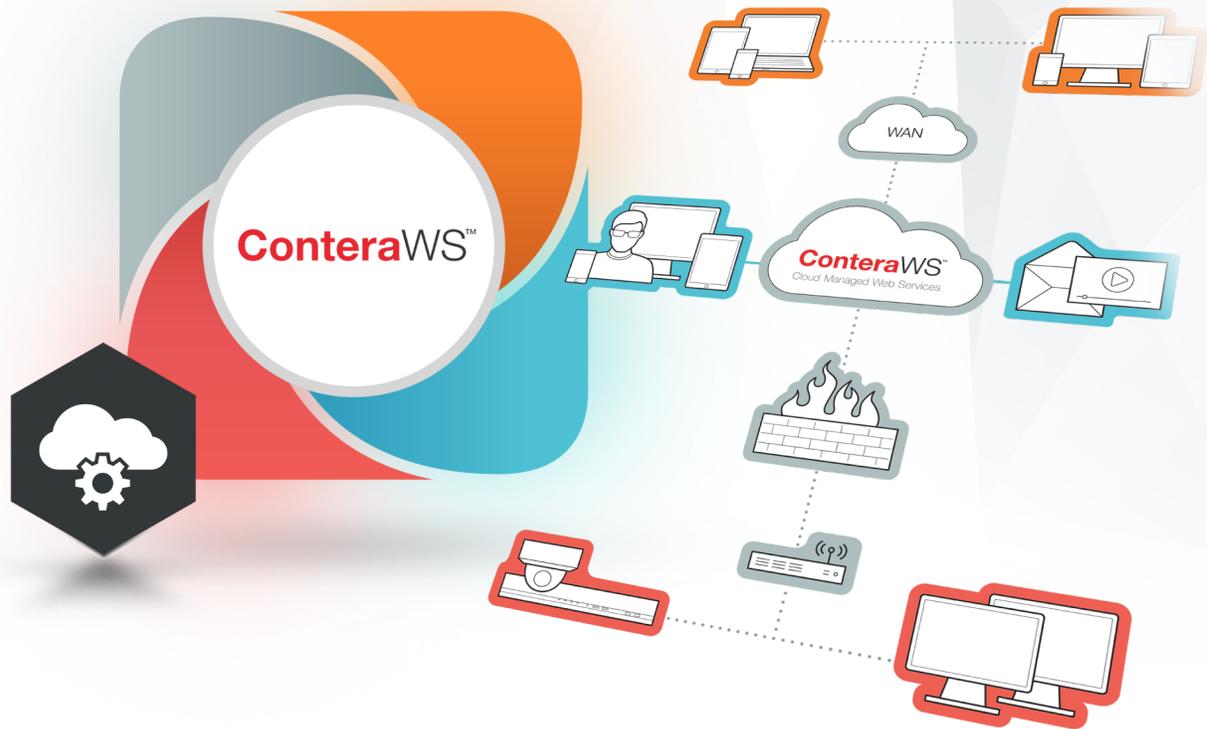


ConteraWS™ Cloud Managed Web Services



Channel Partner Web Services User Manual

Arecont Vision®
A COSTAR COMPANY

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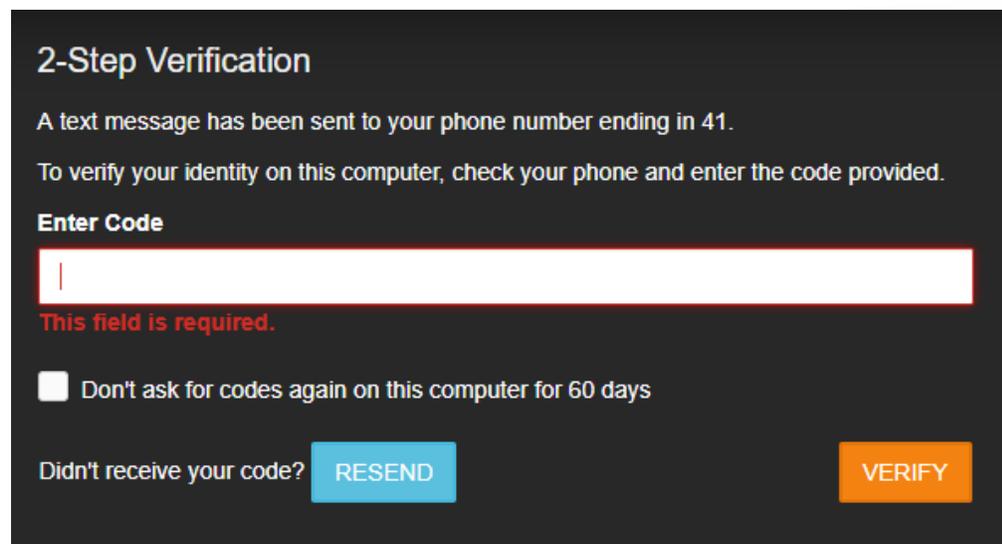
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Logging in to ConteraWS™ (Web Services)

Using a web browser, navigate to arecontvision-ws.com and login with your Arecont Vision ConteraWS™ Web Services account credentials to access the full suite of ConteraWS features.

2-Step Verification

If 2-Step Verification is enabled, ConteraWS will prompt the user to enter a code sent via text message to the user's registered phone number before log in. If a text message is not received, clicking **RESEND** will attempt to send the code again using an alternative service.



2-Step Verification

A text message has been sent to your phone number ending in 41.

To verify your identity on this computer, check your phone and enter the code provided.

Enter Code

This field is required.

Don't ask for codes again on this computer for 60 days

Didn't receive your code? **RESEND** **VERIFY**

Customer Accounts

Once logged in to ConteraWS, you will see your **Management Portal**. Your Management Portal contains Customer Accounts you control, as well as the option to manage **Alerts** and **Reports** cross all your accounts.

Click **SELECT** to access the customer account, click **MANAGE** to change **Account Options**, or click **ADD NEW ACCOUNT** to create a new one.

Creating a New Customer Account

The following steps will allow you to create a new Customer Account.

1. From the **Customer Accounts** page, click **ADD NEW ACCOUNT**.
2. Enter an **Account Name**, **Account ID**, **City**, **State/Province**, and **Time Zone**.
3. Click **ADD CUSTOMER ACCOUNT**.

Company Profile

The screenshot shows the 'Management Portal' interface. At the top, there are navigation tabs for 'ACCOUNTS', 'ALERTS', and 'REPORTS'. The main content area is titled 'Manage Account' and includes a breadcrumb trail: 'Automation Tooling International > Profile'. A sidebar on the left contains a menu with four items: 'Company Profile' (highlighted in blue), 'Account Options', 'Software Update Options', and 'Report and Alert Options'. The main form area contains the following fields:

- Account Name:** Automation Tooling International
- Account ID:** 5834993
- City:** Pueblo
- State/Province:** Colorado
- Postal Code:** 91558
- Time Zone:** -7:00 | Arizona
- Recorder Registration Code:** NJQ6G8TL

At the bottom of the form, there are three buttons: 'DELETE ACCOUNT', 'CANCEL', and 'SAVE'.

After creating a Customer Account, click **MANAGE** to access the **Company Profile**.
The Company Profile page contains the following elements:

Account Name

The name of the customer account.

Account ID

A manually assigned ID for internal organization.

City, State/Province, Postal Code

Address for the customer account.

Time Zone

Select a time zone.

Recorder Registration Code

This automatically generated code is used to register recorders to the account.

Click **SAVE** when finished making changes.

To delete a Customer Account, it is necessary to remove all recorders from the account first.

Account Options

The Account Options page allows you to Drop Administrative Access, Disable the account, Use Global Defaults, and Enable Video Archive.

Drop Administrative Access

The Company Account will have full administrative access to this end user's account. This allows The Company Account to manage the end user's recorders, users, video archive, and all other functions of the site. If this level of access is not required, dropping Administrator permissions from the Company Account is recommended.

Disable Account

Disabling an account will prevent users on that account from logging into it.

Use Global Defaults

This option will enable the Global Defaults set by the Company Account.

Enable Video Archive

This option will allow the user to see the Video Archive pages and upload videos.

Software Update Options

The Software Update Options page will allow you to adjust update notifications sent to the Customer Account.

Hide Server Software Updates from User

This option will hide all server software update notices from the user. This option applies to recorders only and does not affect remote applications.

Hide ConteraVMS™ Updates from User

This option will hide ConteraVMS update notices from the user.

Report and Alert Options

Manage Account → Marketing Demo → Report and Alert Options

Company Profile
Account Options
Software Update Options
Report and Alert Options

Enable Reports and Alerts

These options allow end users to view reports and alerts.

- Enable Health Alerts for this Account
- Enable Sensor/Motion Alerts for this Account
- Enable Reports for this Account

This is a global option that enables/disables all reports, including shared and custom, for this account. This option must be enabled for the account to access any reports.

Create/Edit Reports

These options allow end users to create their own reports.

- Day/Night Images Report
- System Summary Report
- Inventory Report

Allow end users to view the following shared reports

If enabled, end users will be able to view the selected reports but will not be able to edit or delete them. These reports are created on the Channel Partner site, in the Accounts/Shared Reports page.

<input type="checkbox"/> Day/Night Images Report	None ▼
<input type="checkbox"/> System Summary Report	None ▼
<input type="checkbox"/> Inventory Report	None ▼

CANCEL SAVE

Enable Reports and Alerts

These options allow end users to view reports and alerts:

- Health Alerts
- Enable Sensor/Motion Alerts
- Enable Reports

NOTE: This is a global option that enables/disables all reports, including shared and custom, for this account. This option must be enabled for the account to access any reports.

Create/Edit Reports

These options allow end users to create their own reports.

- Day/Night Images Report
- System Summary Report
- Inventory Report

View Shared Reports

If enabled, end users will be able to view the selected reports but will not be able to edit or delete them. These reports are created on the Channel Partner site, in the **Accounts/Shared Reports** page.

- Day/Night Images Report
- System Summary Report
- Inventory Report

Use the dropdown menu to select which shared reports are accessible to the **Customer Account**.

Global Defaults (Applies Setting to All Accounts at Once)

Use **Global Defaults** to apply settings to all your accounts at once. These settings will apply to any account that has the **USE GLOBAL DEFAULTS** option enabled. You can enable/disable this option for each account by selecting **MANAGE** on the **Customer Accounts** page and then selecting the **Account Options** page from the left menu.

Report and Alert Defaults (Same as Individual Account)

See Customer Account Report and Alert Options for details about these options.

Software Update Defaults

Hide Server Station Updates from User

This option will hide all software update notices from the user. This option applies to recorders only and does not affect remote applications.

Hide ConteraVMS Updates from User

This option will hide ConteraVMS update notices from the user.

Account Options

Enable Video Archive

This option will allow the user to see the Video Archive pages and upload videos.

Shared Reports

The Shared Reports options allow you to create a predefined report for your customers. These reports cannot be deleted by your customers and can only be edited to include users able to view them.

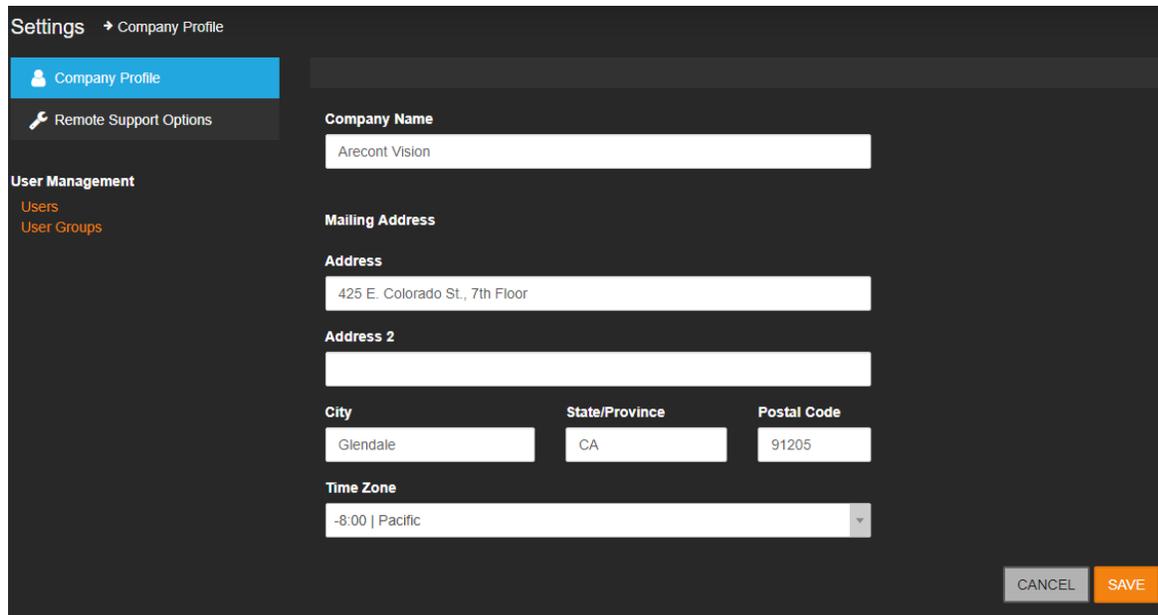
Refer to the **Reports** section for more information about creating and managing reports.

Settings (Under Gear Icon)

Use the options listed beneath the  to adjust the settings of your **Company Profile**.

Company Profile

Here you can adjust the **Company Name**, **Mailing Address**, and **Time Zone**.



The screenshot shows the 'Settings' page with a sub-section for 'Company Profile'. The left sidebar contains 'Company Profile' (selected), 'Remote Support Options', and 'User Management' (with sub-items 'Users' and 'User Groups'). The main content area includes the following fields:

- Company Name:** Text input field containing 'Arecont Vision'.
- Mailing Address:** Section containing:
 - Address:** Text input field containing '425 E. Colorado St., 7th Floor'.
 - Address 2:** Text input field (empty).
 - City:** Text input field containing 'Glendale'.
 - State/Province:** Text input field containing 'CA'.
 - Postal Code:** Text input field containing '91205'.
- Time Zone:** Dropdown menu showing '-8:00 | Pacific'.

At the bottom right, there are 'CANCEL' and 'SAVE' buttons.

Remote Support Options

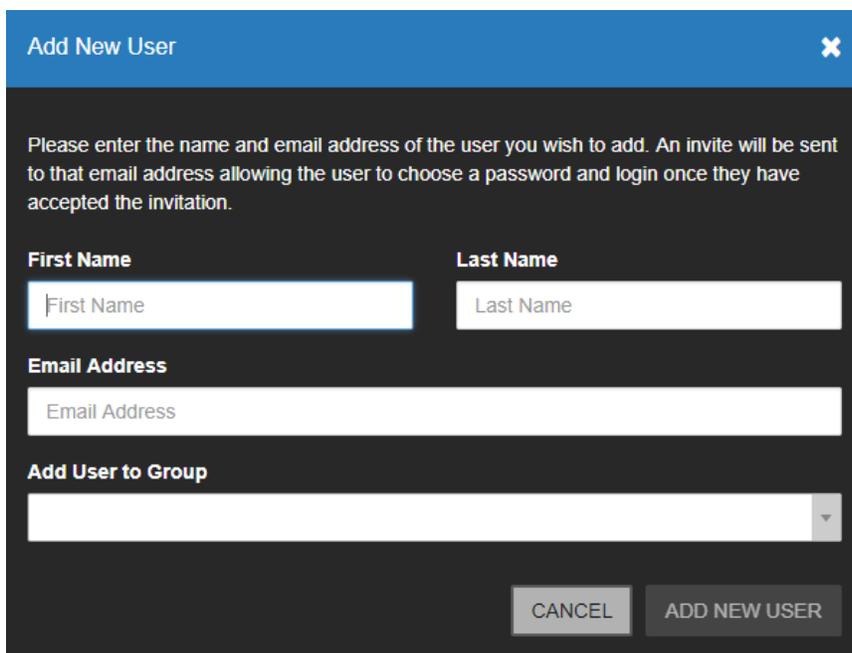
Checking the box labelled Allow Arecont Vision to Manage and Support My Channel Partner Account grants Arecont Vision the ability to assume administrative control over your **Channel Partner Account** and all end users associated with it.

Users

The **Users** page is used to add new users to your **Channel Partner Account** and to make edits to existing user accounts.

Adding and Modifying Users:

1. Click **ADD NEW USER**.
2. Enter a **First Name**, **Last Name**, and **Email Address**.
3. Use the **Add User to Group** dropdown menu to assign the new user a **User Group**.
4. Click **ADD NEW USER**



The screenshot shows a modal window titled "Add New User" with a close button (X) in the top right corner. The modal has a dark background and contains the following elements:

- Instructions:** "Please enter the name and email address of the user you wish to add. An invite will be sent to that email address allowing the user to choose a password and login once they have accepted the invitation."
- Form Fields:**
 - First Name:** A text input field with the placeholder "First Name".
 - Last Name:** A text input field with the placeholder "Last Name".
 - Email Address:** A text input field with the placeholder "Email Address".
 - Add User to Group:** A dropdown menu with a downward arrow on the right side.
- Buttons:** Two buttons at the bottom: "CANCEL" and "ADD NEW USER".

Click [Edit](#) next to a user's name to access and modify the following information pertaining to their **User Account**:

- Email
- Name
- Employee ID
- Job Title
- Department
- Password
- Phone Number

The screenshot shows a web interface for editing user details. At the top, a breadcrumb trail reads 'Settings → Users → User Name → User Details'. On the left, there is a navigation sidebar with two tabs: 'User Details' (selected) and 'Group Membership'. The main content area contains several input fields: 'Email Address' with an 'Edit' link, 'First Name', 'Middle Name', 'Last Name', 'Employee Id', 'Job Title', and 'Department'. Below these is a checkbox labeled 'Primary Technical Contact for this account'. There are also fields for 'Password' (with a 'Change Password' link) and 'Phone Number' (with an 'EDIT PHONE NUMBER' button). At the bottom, there are three buttons: 'DELETE USER', 'CANCEL', and 'SAVE'.

You also have the option to identify the user as a **Primary Technical Contact** for your **Channel Partner Account**.

To modify the user's **Group Membership**, click the [Group Membership](#) tab on the navigation sidebar. Click [X](#) to remove groups, or [Add User to User Group](#) to add more.

User Groups

User Groups are categories which grant users permissions to access various aspects of your Channel Partner account. They can also be used to organize users for recorder access and alert receipt.

To Add a New User Group:

1. Click **Add New User Group**.
2. Enter a **User Group Name** and a **Description**.
3. Click **Create** when finished.

Add Users to your new group by clicking **ADD USER** and checking the box next to each name you'd like included. Remove users by clicking the **X** next to their names. You can also check the box labelled **Automatically Include All Users in This User Group**.

Channel Partner Permissions

Use these options to adjust the permissions given to members of this User Group. The available permissions are as followed:

Manage Accounts

Provides the ability to create, edit, and disable accounts. Also provides the ability to edit Global default settings.

Manage Unassigned Recorders

Allow user to assign recorders in the Unassigned Recorders section to End User accounts.

Manage Channel Partner Users and Groups

Allow adding, editing, and deleting Channel Partner users and groups.

NOTE: A user is granted view permissions when they are added to a report.

Create/Edit Reports

Allows user to create and edit reports. User can only edit reports they have been previously added to.

Report Administrator

User will be able to see all Reports, even if they are not added to the Reports as a user. User will be able to create and edit template reports.

Manage Health Alert Rules

Provides the ability to create, edit, and delete health and storage retention alert rules. You can also enable each permission individually.

Manage Sensor/Motion Alerts

Provides the ability to create, edit, and delete sensor/motion alert rules. You can also enable each permission individually.

Click **SAVE** when finished.

Channel Partner 2-Step Verification

Enable 2-Step Verification

Using 2-step verification will help prevent unauthorized users from accessing an account with just a stolen password. When users sign in using a new device, 2-step verification will require users to enter both their password and a unique code that they receive on their phone.

Once enabled, the user will be prompted to enter a phone number the next time they login. This phone number will be used to send verification codes whenever the user logs in on a new device.

2-step verification is highly recommended.

Check the box to **Enable 2-Step Verification**.

Force Disable 2-Step Verification Requirement

In some cases you may have users who are unable to use 2-Step Verification (users who don't have access to a phone, etc). When this happens, these users may need to be exempted from 2-Step Verification.

To Exempt Users from 2-Step Verification Follow These Steps:

1. Create a new user group (optionally called '2-Step opt out') and add the users who should be exempted.
2. Enable the [Disable 2-Step Verification Requirement](#) option on this page.

It is not necessary to add additional permissions to this group if the users exist in other groups with permissions already configured.

Company Account Access

Use This Page to Add or Remove Accounts to Your User Group:

1. Click [Add Account](#).
2. Check the boxes next to each account you'd like included in your **User Group**.
***NOTE:** To include all accounts in the User Group, check the top-most box.*
3. Click [Add](#) when finished.

Company Web Services Permissions

Use this page to enable or disable User Group permissions pertaining to Web Services.

Settings → Channel Partner User Groups → Administrator → Web Services Permissions

CHANNEL PARTNER Descriptions

- Channel Partner Users
- Channel Partner Permissions
- 2-Step Verification

COMPANY

- Account Access
- Web Services Permissions**
- Command Station Permissions
- Recorder Permissions

GENERAL

- General Information

Administration

- Administrative Access**
Allow Channel Partner user full administrative control of End User Accounts specified in Account Access section of this group

Video Archive Management

- Access Other Users' Video Clips**
Allow access to view and manage video clips uploaded by other users based on the permissions below
- Video Clip Permissions**
Allow access to all Video Clip Permissions
- Edit Video Clips**
Allow editing video clip titles and notes
- Delete Video Clips**
Allow permanently deleting video clips
- Share Video Clips**
Allow email sharing of video clips
- View Video Clips**
Allow viewing of video clips

Recorders

- Recorder Access**
Allow Channel Partner user to connect to recorders associated with the End User Accounts specified in Account Access with the permissions defined in the Recorder Permissions section
- Manage Recorders**
Allow Channel Partner user to register and assign new recorders to the End User account

User Management

- Manage Users and Groups**
Allow adding, editing, and deleting End User Users and Groups

Alerts

- Manage Health Alert Rules**
Provides the ability to create, edit, and delete health and storage retention alert rules
- Manage Sensor/Motion Alerts**
Provides the ability to create, edit, and delete sensor/motion alert rules

Reports

A user is granted view permissions when they are added to a report.

- Create/Edit Reports**
Allows user to create and edit reports. User can only edit reports they have been previously added to.
- Report Administrator**
User will be able to see all Reports, even if they are not added to the Reports as a user. User will be able to create and edit template reports.

CANCEL SAVE

Administrative Access

Allow Channel Partner user full administrative control of End User Accounts specified in Account Access section of this group.

Access Other Users' Video Clips

Allow access to view and manage video clips uploaded by other users based on the permissions.

Video Clip Permissions

Allow access to all Video Clip Permissions. You can also enable each permission individually: Edit, Delete, Share, View.

Recorder Access

Allow Channel Partner user to connect to recorders associated with the End User Accounts specified in Account Access with the permissions defined in the Recorder Permissions section.

Manage Recorders

Allow Channel Partner user to register and assign new recorders to the End User account.

Manage Users and Groups

Allow adding, editing, and deleting End user Users and Groups.

Manage Health Alert Rules

Provides the ability to create, edit, and delete health and storage retention alert rules.

Manage Sensor/Motion Alerts

Provides the ability to create, edit, and delete sensor/motion alert rules.

Create/Edit Reports

Allows user to create and edit reports. User can only edit reports they have been previously added to.

Report Administrator

User will be able to see all Reports, even if they are not added to the Reports as a user. User will be able to create and edit template reports.

***NOTE:** A user is granted view permissions when they are added to a report.*

ConteraVMS™ Permissions

Use this page to enable or disable User Group permissions pertaining to Web Services.

View Shared Camera Layouts

Allow viewing of shared camera layouts.

Manage Shared Camera Layouts

Allow editing of shared camera layouts.

Click **Save** when finished.

Recorder Permissions

Use this page to enable or disable User Group permissions pertaining to Recorders.

Settings → Channel Partner User Groups → Test → Recorder Permissions

CHANNEL PARTNER Descriptions

- Channel Partner Users
- Channel Partner Permissions
- 2-Step Verification

COMPANY

- Account Access
- Web Services Permissions
- Command Station Permissions
- Recorder Permissions**

GENERAL

- General Information

Video Recorder

- Video**
Allow access to all video operations
- View Video Live**
Allow viewing of live video
- View Recorded Video**
Allow viewing of recorded video
- Export Video**
Allow exporting of recorded video
- Control PTZ**
Allow PTZ and auto-focus control of cameras
- Set PTZ Presets**
Provides ability to set PTZ presets
- Web Services**
Allow management of all Web Services settings
 - Manage Web Services Registration**
Allow adding or removing recorders
 - Manage Web Services Uploads**
Allow managing video clip uploads to Web Services
- System User Management**
Allow full control of all System User Management tasks
 - Manage Roles**
Allow adding, editing, and deleting roles
 - Manage System Users**
Allow adding, editing, and deleting system users
- Setup**
Allow control of all system setup settings
 - Access Power Off / Restart Options**
Allow access to recorder power options
 - Access Support Tools**
Allow access to recorder support tools

Video

Grant the User Group access to all video operations. You can also enable each permission individually: View Video Live, View Recorded Video, Export Video, Control PTZ, Set PTZ Presets.

Web Services

Grant the User Group management of all Web Services settings. You can also enable each permission individually: Web Services Registration, Web Services Uploads.

System User Management

Grant the User Group management of all System User Management settings. You can also enable each permission individually: Manage Roles, Manage System Users.

Setup

Grant the User Group management of all system setup settings. You can also enable each permission individually: Access Power Off/Restart Options, Access Support Tools, Manage Cameras, Manage Holidays, Manage Licensing, Manage Macros Settings, Manage Network Configuration, Manage Schedules, Manage Sensor/Relay Settings, Manage Software Upgrade, Manage Storage Settings, Manage System Settings, and Manage System Logs.

General Information

Use this page to edit the Name or Descriptions of the User Group, or to delete the group entirely. All users must be removed from the User Group before it can be deleted.

Alerts

ConteraWS Alerts and Reports grant insight into operational events at recorder locations, ensure your recorders are operating properly, and provide valuable business intelligence based on customer or employee activity. Alerts data can be viewed via interactive reports online or configured to notify you in real time via email or push notifications through the Arecont Vision ConteraMobile™ App.

Rules

ConteraWS Alerts work by defining **Rules** for system **Events**. Each time a recorder loses connection or a sensor is triggered, it is registered as an event in the server software. These events are transmitted to the cloud as part of their lightweight connection to ConteraWS. Then, they're run through the Alert rules defined by the user, and if they meet the conditions then an Alert is sent. As an example, a motion alert will not be sent unless the motion event lasts 5 seconds or longer.

Event

Some examples of events are: Recorder Restart, Hard Drive Full, Missing Video, Connection Lost, Motion Detected, and Sensor Activated.

Rule

A Rule is a set of user-defined parameters designed to filter out significant Events from insignificant ones. It is crucial to configure Rules correctly to avoid being flooded with unimportant Events

Alert

An Alert is sent when an Event or Events meet the parameters set in a Rule. If the Rule's parameters are properly configured, only important Events will be reported.

Alert Types

There are four types of ConteraWS Alerts: Health Alerts, Storage Retention Alerts, Motion Alerts, and Sensor Alerts.

Health and Storage Retention Alerts

Health and Storage Retention Alerts help identify when something is affecting the ability of your hardware to capture or record video. The four types of health alerts are: Abnormal Restart, Recorder Not Reporting, Connection Lost to Camera, and Hard Drive Error. Storage Retention is treated as a separate alert type, and is sent when your recorder is failing to retain a minimum number of days' worth of video from a camera.

Motion and Sensor Alerts

Motion Alerts are sent when movement is detected by a camera during a specified time period, and Sensor Alerts are sent when a sensor connected to a recorder is triggered. Sensor types can include, but are not limited to, door contact, temperature, pressure, and moisture.

Adding New Alert Rules

Creating A New Alert:

1. From **Alerts** on the main navigation bar, select **Rules** from the dropdown menu.
2. Click **Add New Rule**.
3. Select your **Alert Type** from the dropdown menu.
4. **Name** your alert and give it a **Description** as desired.
5. Click **Add**.

Defining an Alert Rule: Health Alerts

1. Enter the **number of restarts** that must occur in 24 hours before sending an alert.
2. Enter the **time a recorder should be offline** before sending an alert. Select **Hours** or **Minutes** using the dropdown menu.
3. Enter the **time a camera should be offline** before sending an alert. Select **Hours** or **Minutes** using the dropdown menu.
4. Under **TAKE THIS ACTION**, use the dropdown menu to select **Create NOTICE Alert** or **Create CRITICAL Alert**.

ALERTS | REPORTS

Alert Rules → (Critical Health Monitor) → Rule Definition

RULE DEFINITION

Events

Abnormal Restart		3	Occurrences per 24 hours	-
Hard Drive Error				-
Recorder Not Reporting	Offline for more than	4	Hour(s)	-
Connection Lost to Camera	Offline for more than	4	Hour(s)	-
No Recorded Video	No recorded video for more than		3 Days	-

DURING THIS TIME

This rule is always active.

TAKE THIS ACTION

Create NOTICE Alert

CANCEL SAVE

NOTE: To remove a Health Event, click the  next to the undesired event.

5. Click **SAVE**.

Defining an Alert Rule: Storage Retention Alerts

1. Enter the minimum number of days a camera should retain recorded video. An alert will be sent if the camera falls below it.

ALERTS | REPORTS

Alert Rules → Video Retention Monitor → Rule Definition

- Rule Definition
- Cameras
- Users/Notifications
- General Info

RULE DEFINITION

Days of Recorded Video Is Less Than Days

Do not generate alerts while the total storage is increasing

This prevents new recorders from generating alerts when they have not had enough time to reach the defined threshold.
Once an alert has been generated, this will also prevent subsequent alerts from being generated if steps have been made to increase the total storage.

DURING THIS TIME

This rule is always active.

TAKE THIS ACTION

Create NOTICE Alert

CANCEL SAVE

NOTE: Check the box below the entry field to prevent the system from generating alerts as long as total camera storage is increasing.

2. Under **TAKE THIS ACTION**, use the dropdown menu to select **Create NOTICE Alert** or **Create CRITICAL Alert**.
3. Click **SAVE**.

Defining an Alert Rule: Motion and Sensor Alerts

1. Enter the **Time of Day** range that this rule should be active for.
2. Check the boxes beneath the **Days of the Week** on which the rule should be active.
3. Select the minimum **Motion Duration** or **Sensor Duration** necessary before sending an alert.
 - Select **Seconds**, **Minutes**, or **Hours** using the dropdown menu.

4. Click **SAVE**.

Adding Recorders, Cameras, or Sensors to an Alert Rule

1. Click **Recorders**, **Cameras**, or **Sensors** on the navigation sidebar.
2. Click **Add Recorder**, **Add Camera**, or **Add Sensor**.
3. Check the box next to each **Recorder**, **Camera**, or **Sensor** you'd like to include in your Alert.

NOTE: If you want to apply the rule to every **Recorder**, check the box next to **Automatically include all recorders in this Alert Rule**.

4. Click **Add** when finished.

Adding Users to an Alert Rule

NOTE: Adding Users to a rule automatically grants them permission to view the Alerts and Reports.

1. Click **Users/Notifications** on the navigation sidebar.
2. Click **Add User** or **Add Group**.
3. Check the box next to each **User** or **User Group** you want to receive this alert.
4. Click **Add** when finished.

Updating, Disabling, or Deleting an Alert Rule

1. Click **General Info** on the navigation sidebar.
 - Edit the **Name** and **Description** as desired.
 - Click **Disable Rule** to turn the Alert Rule off without deleting it.
 - Click **Delete Rule** to permanently remove the Alert Rule.
2. Click **SAVE** when finished.

Alert History

Alert History can be accessed by clicking History in the Alerts dropdown menu on the main navigation bar. Alert History can also be exported as a Comma Separated Values (.csv) document.

Filtering and Exporting Alerts

1. Use the dropdown menu beneath **Alerts** on the main navigation bar to select **History**.
2. Click **Show Filters**.
3. Use the various fields to specify which Alerts should display.

Hide Filters

Account Name

Account ID

Recorder Name

Recorder ID

Location ID

Date

APPLY CLEAR

Mervin's Grocery

Store 1

Next Account

Next Recorder

4. Click **APPLY** when finished.

NOTE: Exports are limited to the first 300k alerts.

5. Click **Export**.
6. Click **Export** again.

Reports

ConteraWS Reports are designed to help monitor the health of your system by displaying for the user crucial systems information at a glance. ConteraWS Reports includes three types of reports: **Day/Night Reports**, **Inventory Reports**, and **System Summary Reports**.

Day/Night and Inventory Reports

Day/Night Reports allow users to monitor the health of their cameras by comparing the current image with reference images to ensure the cameras aren't obstructed or facing the wrong direction. Inventory reports display lists of recorders and detailed information about each, allowing users to monitor their recorders and ensure they are up-to-date and functioning correctly.

Day/Night Report:

Reports → Day/Night Report

Show Filters ▾

#105 Plaza Riviera NVR1 (Office & Street) ◀ Next Recorder ▶

Account	(Pike Properties)	City	Redondo Beach
Account ID	PIKE	State/Province	CA
Location ID			
Recorder ID			

Update All Reference Images

Pike Office (Andrew Ofc)

12-03-2017 12:00:00 PST Reference Image 06-21-2017 12:00:00 PDT 12-03-2017 23:55:00 PST Reference Image 06-20-2017 23:55:00 PDT

Update Update

Dumpster-EquipPad

12-03-2017 12:00:00 PST Reference Image 06-21-2017 12:00:00 PDT 12-03-2017 23:55:00 PST Reference Image 06-20-2017 23:55:00 PDT

Update Update

Inventory Report:

Reports → Inventory Report

Search Recorders

[Export](#)

Status	Serial Number	Recorder Name	Recorder ID	Account	Account ID	City	State/Province	Postal Code	Location ID	MAC Address	Software Version	Model Name	License	Channel Count	Last Connection Time (Recorder)	Last Connection Time (UTC)
Online	5158505	#111 504 Esplanade SeaView		(Pike Properties)	PIKE	Redondo Beach	CA	90277		0CC47A480BC4	1.3.1.3237				12-04-2017 11:48AM PST	12-04-2017 07:48PM
Online	162721WELDHE	#116 2512 Artesia Blvd		(Pike Properties)	PIKE	Redondo Beach	CA	90277		FAA1495DB69 FAA1495DB68	1.3.1.3237				12-04-2017 11:50AM PST	12-04-2017 07:50PM
Online	5131920	#105 Plaza Riviera NVR1 (Office & Street)		(Pike Properties)	PIKE	Redondo Beach	CA	90505		4C72B94389FD 90E2BA3EDA52	1.3.1.3237				12-04-2017 11:51AM PST	12-04-2017 07:51PM
Online	161923KG24HE	#105 Plaza Riviera NVR2 (Parking)		(Pike Properties)	PIKE		CA	90505			1.3.1.3237				12-04-2017 11:51AM PST	12-04-2017 07:51PM
Online	165249YK4HE	#158 2100 N Sepulveda Blvd		(Pike Properties)	PIKE		CA	90266		FAA147E2477 FAA147E2479 00D08912F807	1.3.1.3237				12-04-2017 11:52AM PST	12-04-2017 07:52PM
Online	5136071	#159 Stingaree Crystal Beach		(Pike Properties)	PIKE	Crystal Beach	TX	77650		7954D21984FC 6805CATBA88	1.3.1.3237				12-04-2017 11:52AM PST	12-04-2017 07:52PM

Creating a New Day/Night or Inventory Report

1. Click **REPORTS** in the main navigation bar.
2. Click **Add New Report**.
3. Choose your **Report Type**.
4. Enter a **Report Name** and **Report Description**.
5. Click **Create** when finished.

Adding Recorders to Your Day/Night or Inventory Report

1. Click **Recorders** on the navigation sidebar.
2. Click **Add Recorders** or **Add Recorder Group**.

NOTE: If you want to apply the rule to every **Recorder**, check the box next to **Automatically include all recorders in this Alert Rule**.

3. Check the box next to each **Recorder** or **Recorder Group** you want to include in this report..
4. Click **ADD** when finished.

Adding Users to Your Day/Night or Inventory Report

1. Click **Users/Notifications** on the navigation sidebar.
2. Check the box if you would like to **Enable Email Reminder Notifications**, then do the following:
 - Enter **Time of day to send** the email.
 - Select **How frequently to send** from the dropdown menu.
 - Enter the **Day of every Month** you would like to receive the email.

3. Click **ADD USER** or **ADD GROUP**.
4. Check the box next to each **User** or **Group** you want to receive this report.
5. Click **ADD** when finished.

Updating, Disabling, or Deleting Your Day/Night Report

1. Click **General Info** on the navigation sidebar.
 - Edit the **Name** and **Description** as desired.
 - Click **Delete Rule** to permanently remove the Report.
2. Click **SAVE** when finished.

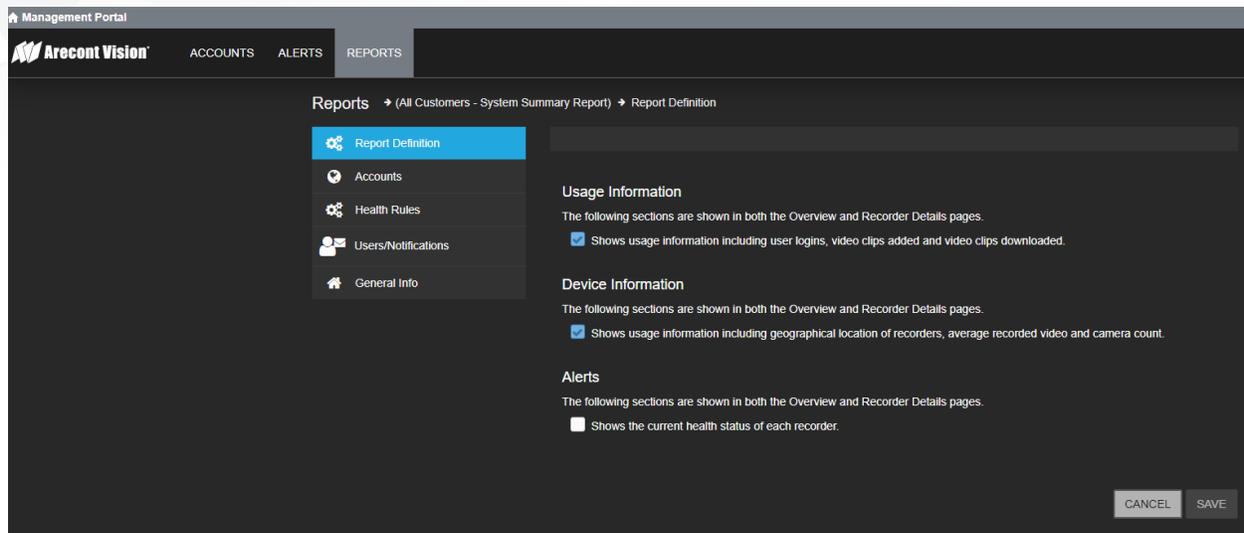
System Summary Report

System Summary Reports provide usage summaries for one or more recorders. These reports are useful for tracking vital information.



Defining Your System Summary Report

1. Click **Report Definition** on the navigation sidebar.
2. Check the boxes next to each section you'd like included in your report.



3. Click **SAVE** when finished.

Adding Recorders to Your System Summary Report

1. Click **Recorders** on the navigation sidebar.
2. Click **Add Recorder** or **Add Recorder Group**.
3. Check the box next to each **Recorder** or **Recorder Group** you want to receive this alert.
4. Click **ADD** when finished.

Adding Users to Your System Summary Report

1. Click **Users/Notifications** on the navigation sidebar.
2. Check the box if you would like to **Enable Email Reminder Notifications**, then do the following:
 - Enter **Time of day to send** the email.
 - Select **How frequently to send** from the dropdown menu.
 - Enter the **Day of every Month** you would like to receive the email.
3. Click **ADD USER** or **ADD GROUP**.
4. Check the box next to each **User** or **Group** you want to receive this report.
5. Click **ADD** when finished.

Updating, Disabling, or Deleting Your System Summary Report

1. Click **General Info** on the navigation sidebar.
 - Edit the **Name** and **Description** as desired.
 - Click **Delete Rule** to permanently remove the Report.
2. Click **SAVE** when finished.

For additional help with ConteraWS (web services), please email support@arecontvision.com.

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