

Vedette™ User Manual

Version 1_0_0 as at 29/5/26

Overview	2
Installation	2
Registration	3
Licensing	4
Interface	5
Speech to Text	6
Home Screen	7
Alarm	9
Event Screen	11
Update Event	13
New Checklist Item	13
Checklist Viewer	14
Print Event QR Code	14
Print Event Report	15
Export Event CSV File	15
Incident Screen	16
New Incident	16
Update Incident	19
Incident Detail View	20
Incident Summary View	21
Incident Chart View	22
Map Screen	22
Admin Screen	25
Invite Team Member	25
Manage Team	25
Message Team	27
Change Password	27
Unregister Account	27
Unpair Account	28
Settings Screen	28
Override Primary License	28
Hide Expired Events	28

Hide Closed Incidents	28
Ghost Closed Incidents	28
Sync To DSC Database	29
Allow Tracking	29
UI Label Prefs	29
Messaging Prefs	29
Account Info	29

Overview

Vedette is an incident logging application for Android & IOs devices (*presently set-up as a mobile device app only - so not compatible with laptops or desktop computers*). It provides the following features:

- Create an Event, Project, Workplace or Site to administer incident management.
- Record incidents based on type, location and severity.
- Update Incidents with follow-up activities.
- Display incident data in an interactive map.
- Incident records are inviolable and cannot be deleted.
- Create a comprehensive audit ready report for the Event/Site/Workplace/Project (see note on User interface below) as a PDF or CSV file.
- Track team member location on interactive map.
- Invite team members to join events.
- Message team members.
- Manage shared operating licences with team members.
- User interface labels can be changed depending on the desired sector: Event, Site, Workplace, Project.
- Personal alarm system for team members.
- Create and update operational checklists.
- Print QR code posters for public incident reporting.

Important Note

In the 'Settings' page, users can change the User Interface (UI) so that Vedette is cross-industry/sector compatible for entertainment venues and events, hospitality, construction, retail, education to name a few.

The current options are:

Event:	(Incident/Activity)
Workplace:	(Accident/Action)
Site:	(Accident/Action)
Project:	(Incident/Activity)

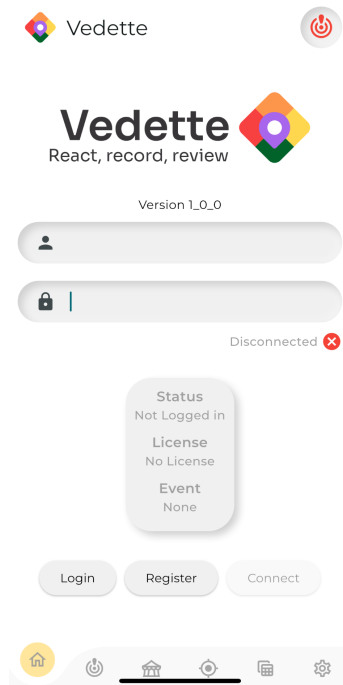
For the sake of brevity, the following documentation assumes the 'Event' nomenclature of Incident & Activity.

Installation

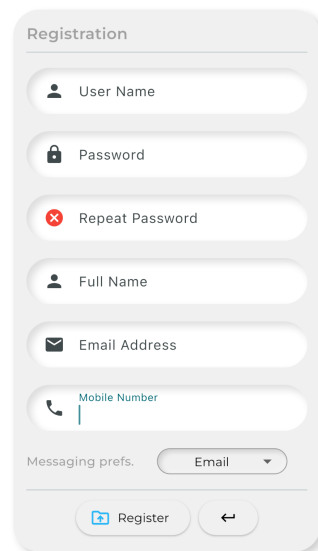
Download and install Vedette from the Apple or Android App Store. Before installing, we strongly suggest reading and understanding the license agreement. Vedette will allow Read Only access to an event by default. To be able to create and maintain Events requires a Super User license. Go to vedette.org.uk for further information.

Registration

Once the application has been installed on your mobile device you will be presented with the following screen:



Click on the 'Register' button to create a new account and fill in the requested details:

The image shows a registration form titled 'Registration'. It contains several input fields: 'User Name', 'Password', 'Repeat Password' (with a red 'x' icon), 'Full Name', 'Email Address', and 'Mobile Number' (with a phone icon). Below the 'Mobile Number' field is a 'Messaging prefs.' section with a dropdown menu set to 'Email'. At the bottom, there are two buttons: 'Register' (with a plus icon) and a back arrow.

User names have to be unique across the Vedette system, so you may be required to make an additional attempt if the name chosen is already in use. User names can consist of an email address if preferred.

Phone numbers must be in international format (+44 for UK). Any number input with a zero prefix will be converted to UK format.

Email and phone numbers are only used for application services like Team tracking and notifications. For privacy, both of these services can be disabled in the 'Settings screen.

Registration can be removed at any time, by de-registering. Personal data will be deleted from the Vedette database permanently. This can not be reversed.

Once a user has been registered and logged in, the user interface will unlock and an initial 'Read Only' license will become available for use until a full license is purchased.

Licensing

Licenses consist of the following types:

Primary - This will allow full permissions to create and manage events on your personal device.

Shared - These licences can be shared amongst team members connected to your events.

Sub-types of licenses are as follows:

SuperUser - Allows access to all functionality within the Vedette application. SuperUser licences are always classified as Primary. Super Users can create and update Events and manage team members.

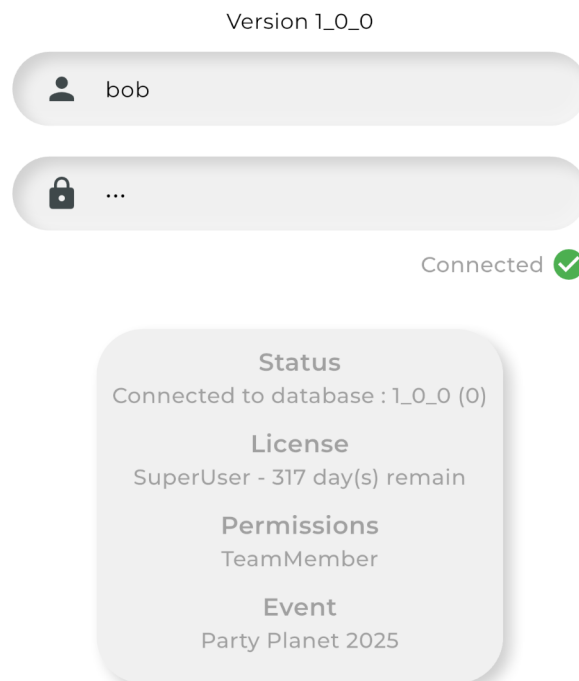
TeamMember - These are primarily shared licenses and allow access to create and update incidents.

ReadOnly - Allows access to the incident data. However, this license cannot create or update incidents. Read only access is available by default when installing the Vedette application.

As an example, for a small event, the license requirement could be as follows:

User name	adrian
1 off	Primary SuperUser (Ability to create and update events)
10 off	Shared TeamMember (For team members)

You will receive an Email to confirm license allocation. Login to the application with your user name and password. If the license is successful, you will gain access to the full application and see something like the following screen:



Important Licensing Notes

Primary licences can only run on one device at a time. If you want to transfer a license to another device, you will have to unpair the device first. This option can be found in the 'Admin' menu.

Primary licenses are not transferrable to other users but can be transferred between devices.

A Primary license will always take priority over a shared license.

Permissions on an Event can be allocated up to the level of the allocated license but not beyond.

Shared licenses are allocated within an event / workplace / etc to user(s). Once allocated a license cannot be shared with other events / workplaces / offices etc.

Licences do not concatenate. A license runs from the time purchased until expiry.

Shared licenses can only be allocated by the owner of the event and license.

If a team member is allocated multiple licenses, the first available unexpired license will be used.

If a team member has their own Primary license, this will override any license allocation by the event administrator. However, the team member can only operate within the constraints of the permissions level allocated to them for the event, irrespective of their own license.

Expired licenses can be permanently removed from the license pool using the license management screen.

Interface

The Vedette menu consists of the following options:



From left to right:

- HOME Access to login, registration and event connections.
- INCIDENT Creation, updating and viewing of incidents.
- EVENT Creation, updating and administration of the current event and checklists.
- MAP Interactive map of incidents, activities & team members.
- ADMIN Team and account management.
- SETTINGS General User Interface (UI) and account settings.

Clicking on the icon will jump to the page and display the options for the selected action.

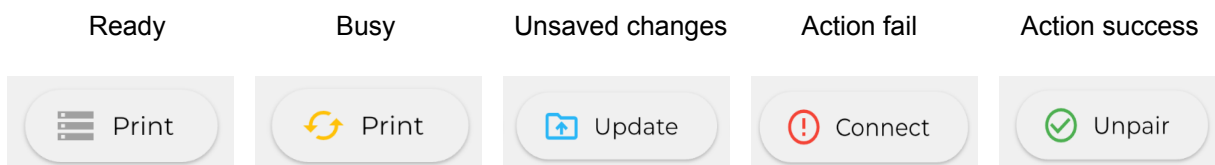
Without a valid user registration, this menu bar will be disabled. Certain other options may be disabled and are dependent on the level of the active license and permissions set by the event administrator. For example, a team member license will not allow access to event creation and updating.

Selecting menu options such as Event, Incident & Admin will display a sub-menu of options. Clicking the relevant button will take you to the function:



The interface uses common fields to display and interact with the data, such as text fields, drop-down menus, switches and buttons.

Screens that create and update data have state-aware buttons as per the examples below:

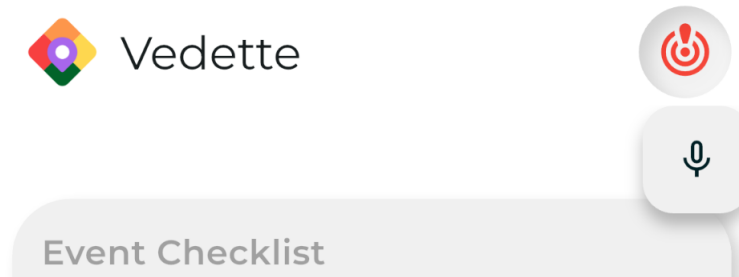


State aware buttons can be reset to a 'Ready' state by pressing the refresh button.

Speech to Text

Certain fields in the Vedette interface that consist of free-form text input can optionally be filled using speech to text functionality..

Screens that provide this will have a microphone icon at the top right hand side:



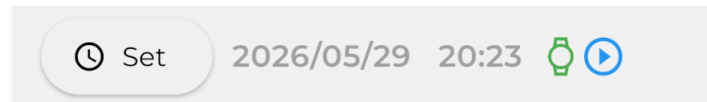
To use this feature just select the text field, click on the microphone button. Depending on the platform being used you will either hear a beep to denote recording start or the icon will change to highlighted. Speak normally, click the microphone icon a second time to stop recording.

The text will appear in the text field.

Not all text fields are appropriate for speech to text and accuracy is dependent on the platform operating system.

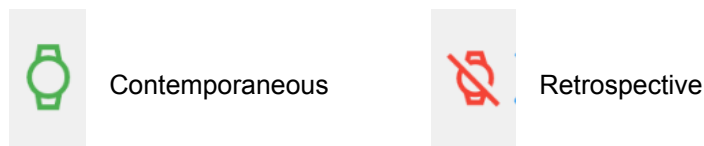
Date/Time Fields

All date/time entry fields within Vedette consist of the same layout:

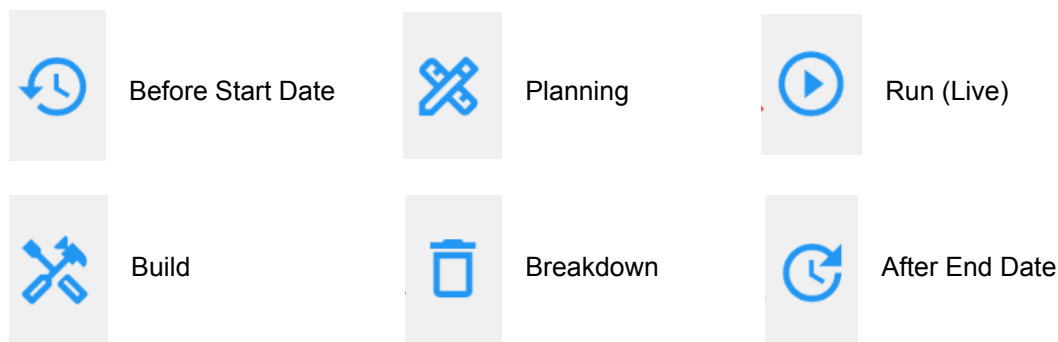


Clicking the date / time button will display a standard date/time selection field appropriate to the device being used. By default, this field will display the current date and time. If the date/time is changed then the entry is considered 'retrospective' and the green watch icon will turn red.

All date formatting in Vedette is in descending chronological order: Year/Month/Day Hour:Minute.



The blue icon displays the phase in which the date falls. The phase icons are as follows:



Phase settings in Vedette can be enabled/disabled in the Event creation stage. Events with phasing disabled will have a 'Start' and 'End' date. With phasing enabled there will be additional date entries for 'Build', 'Run' and 'Break'.

Home Page

The Home screen consists of the 'Login' screen, the 'Registration' screen and the 'Connect' screen.

Login

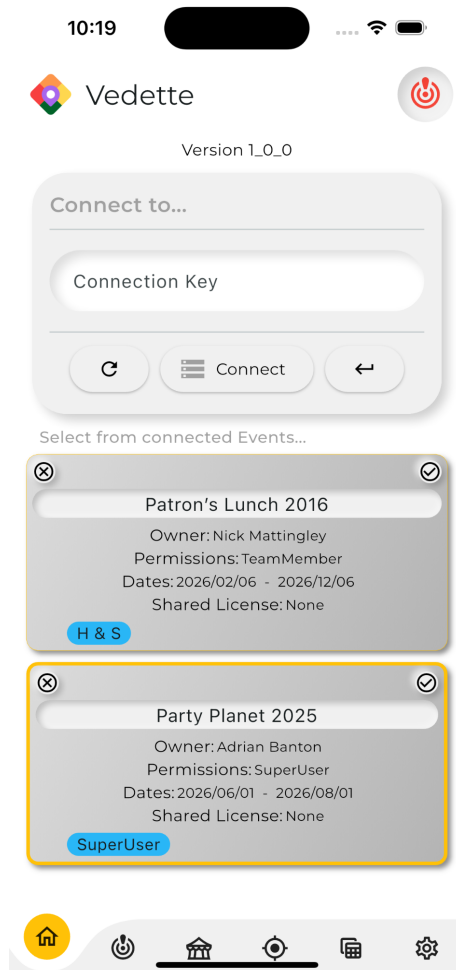
As described above.

Registration

As described above.

Connect

The connect screen allows the user to connect to a new event or choose the active event from a list of event connections.



If you are connecting to an event via an invitation, you will have received an email from the event administrator. This includes a unique, 20 character event key.. Copy and paste this key in its entirety to the

'Connection Key' text field and press the 'Connect' button. If successful, the new event will appear in the list of available connections. Pressing the right hand **tick** icon on the event will make it active.

If the event is no longer relevant, pressing the left hand cross icon will disconnect this event and remove it from the list of available events on the Home screen.

Expired events (with an historical date range) can be hidden from the connections list by setting the 'Hide Expired Events' in the settings.

Primary (SuperUser) who create an event will be automatically connected to their own event with SuperUser permissions.

Where a Primary (SuperUser) has more than one event the list of available events will be shown. Pressing the right hand **tick** icon on the event will make it active.

A Primary (SuperUser) cannot delete the connection to their own events.

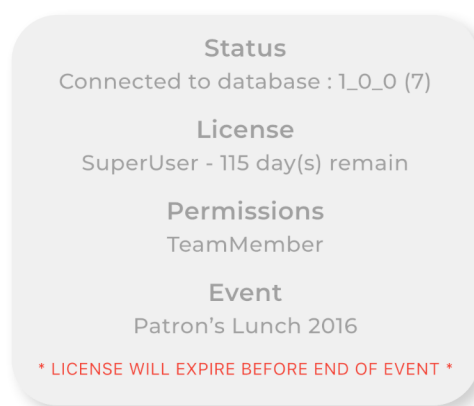
When a team member connects to an event, it will be deactivated by default. It is up to the administrator of the event to activate permissions and allocate a Shared license to the team member(s), if required.

An event administrator can reduce the permissions to the event for the connected user. Any unavailable tools/screens will be disabled.

A team member can be allocated a role or roles for the event (in the teams drop down of the Manage Team screen), these roles are denoted on the connection card in blue.

A team member can have multiple roles for an event. It is the responsibility of the event administrator to allocate these responsibilities.

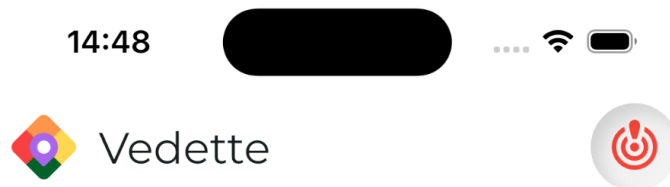
If a license (Primary or Shared) will expire before the end of the currently selected event. A warning message will be displayed on the login screen.



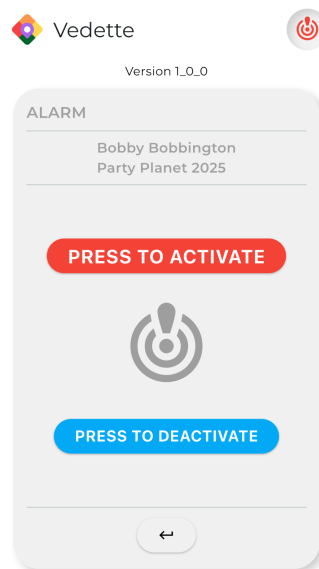
Alarm

Vedette contains a personal alarm system for team members. If the alarm is activated, a loud alarm siren will sound. Additionally, other team members will be notified via their messaging preferences and the tracking system will automatically activate to show team members attached to the active event the current position of the device/team member.

The alarm button can be found on every screen of the Vedette application on the top right hand side:



Pressing this button will display the activation screen:



The team member's location will be displayed on the event map in red until the alarm is deactivated.

Activating the personal alarm will override the 'Allow tracking' setting. To return the setting to 'off', the user must reset this manually from the 'Settings' screen.

Event Page

Event



New Event



Update Event



New Checklist Item



Checklist Viewer



Print Event QR Code



Print Event Report



Export Event CSV file

New Event

Primary (SuperUser) can create and update events to which they can invite other team members to join. To set up an event there are three steps that must be completed.

New Event

1: Venue >> 2: Event >> 3: Dates

Fill out all three sections before creating.

VENUE

Q Name

Address1

Address2

Address3

Town/City

County/State

Postcode/Zipcode

Country

As shown on the event creation screen there are three sub-screens that need to be completed: Venue, Event and Dates.

A new event can only be created once all three sections have been completed. Navigation is achieved by pressing the buttons at the top of the screen.

Certain fields are required. If you attempt to create an event with them un-filled a warning will be displayed.

Clicking on the magnifying glass icon next to the 'Name' field will allow you to select a venue from the National Events Database (this functionality is not currently available).

Clicking on the location icon next to the 'What 3 Words' field will display the map allowing you to select a location for the event. By clicking the back arrow (top left) you will be taken back to the Event Creation screen.

What 3 Words
pitch.developed.smudges

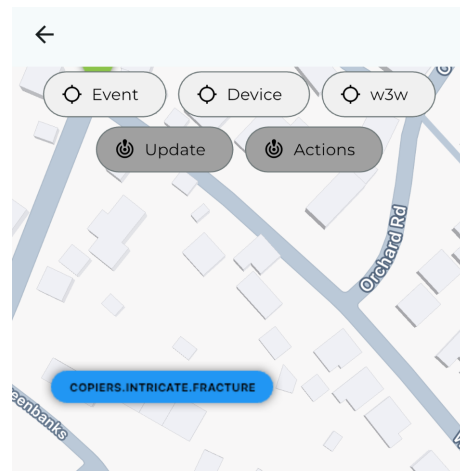
Capacity
0

Website

Martyn's Law Tier
n/a

Event Purpose
Commercial

Create



The date screen provides functionality to set the start and end dates and define the phases for an event. By default, Events will have phasing disabled and will only require a Start date and End date. If phasing is enabled, extra parameters of (Planning / Build / Run (Live) / Breakdown) will be available.

Phase buttons are disabled until a valid start and end date is set.

Before an event can be created, dates are sanity checked for their validity. As such, you cannot set an event in the past and you cannot set an end date before a start date.

Once the start and end dates are set, then phases can be set. These can be set two ways: either by using the date and time entry fields for 100% accuracy or by using the sliders by dragging the red, green and blue buttons left or right to the desired setting. If a phase reaches the limit of another phase it will be removed. If a phase is not relevant to the event it can be set to be equal to the previous or next date.

Phasing Enabled

New Event

1: Venue >> 2: Event >> 3: Dates

Fill out all three sections before creating.

DATES

Enable Phases
Enables Events to be divided into timed phases.

PLAN BUILD RUN BREAK

Start 2026/06/13 08:30

Build None

Run None

Break None

End 2026/06/13 08:30

Create

Phasing Disabled

New Event

1: Venue >> 2: Event >> 3: Dates

Fill out all three sections before creating.

DATES

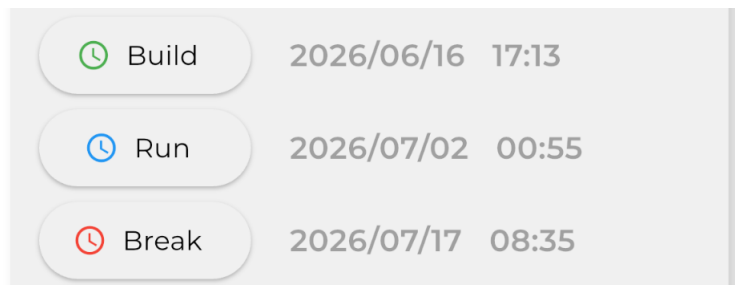
Enable Phases
Enables Events to be divided into timed phases.

Start 2026/06/13 08:30

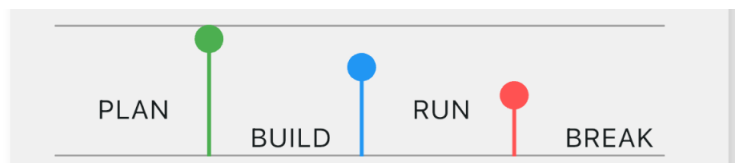
End 2026/06/13 08:30

Create

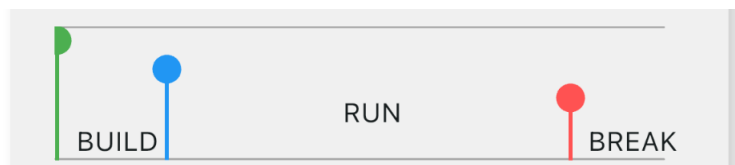
Phases can be adjusted by clicking on the date adjust buttons for each phase transition and specifying a date and time. Dates and times are sanity checked to prevent conflicts and overlap with adjacent phases.



Alternatively, phases can be adjusted using the graphical phase control. Clicking on the circular phase control and sliding the control left or right will adjust the date.



If a phase is not required it can be slid to the far left or far right of the adjacent phase. The unwanted phase will be removed.



Pressing the 'Create' button will create a new event. The Primary (SuperUser) will be automatically connected to this new event.

The Primary (SuperUser) will be sent a confirmation Email with the 20 character connection key. This connection key is the same one used to invite new team members to this event.

Update Event

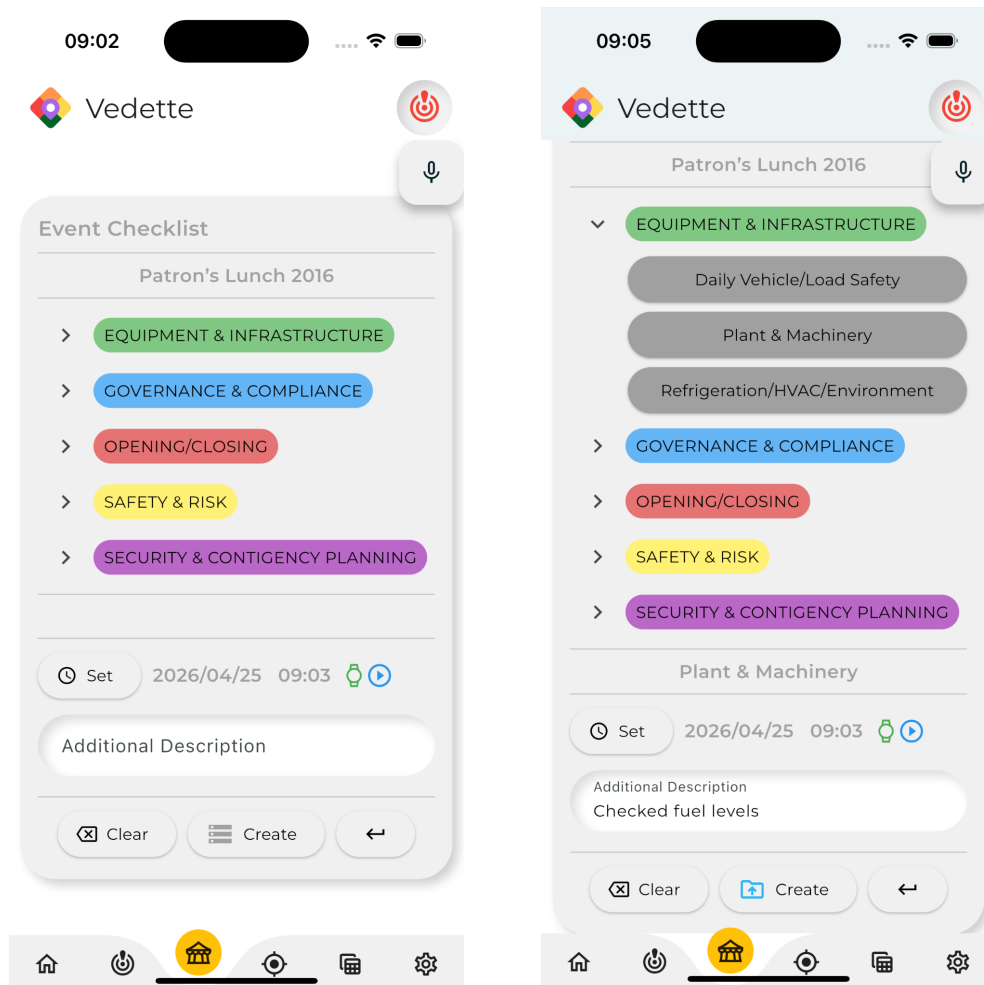
Update Event allows you to update any fields of a previously created event with new data.

If the event name is changed, team members will require a refresh of their event connections to see the name change. This can be achieved by pressing the refresh button within the 'Connect' screen. It does not require a new Event Key.

New Checklist Item

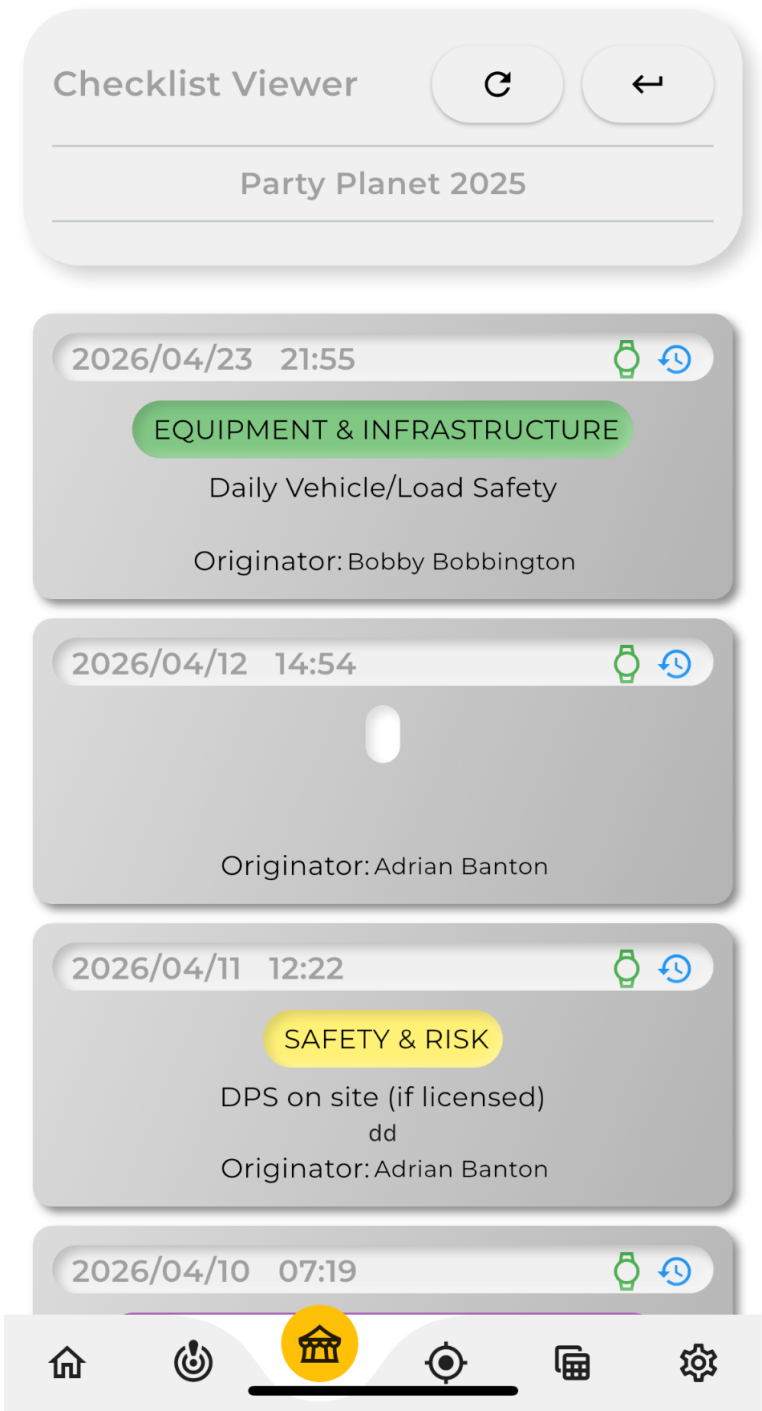
An event can have a selection of checklist items which can be recorded at any time. When a checklist item is created, the time and type is recorded along with an optional description. The checklist items can be displayed in reports in date/time order.

To select an item, hit the left hand arrow for a category to expand the options. Select the variant, add an optional description, change the date / time and press the 'Create' button. Pressing the left hand arrow a second time will collapse the list.



Checklist Viewer

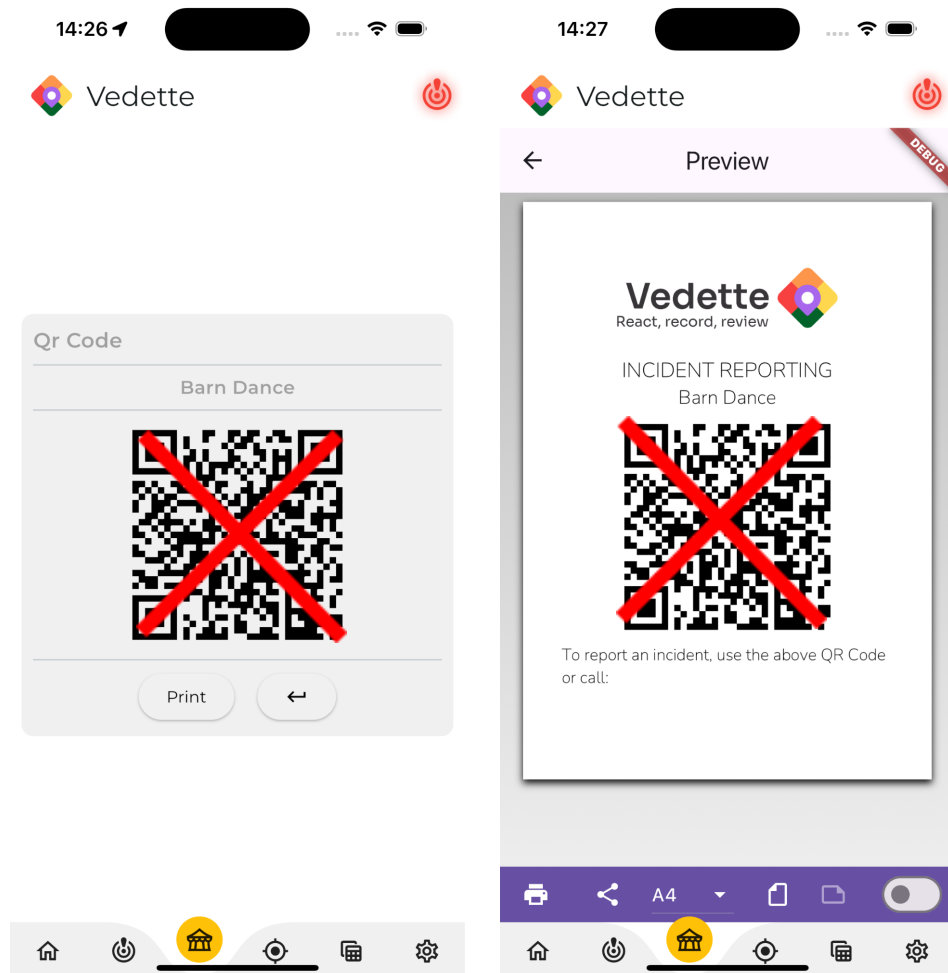
The checklist viewer will display any checklist items for the current event in date/time order. These can also be displayed in the report generation.



Print Event QR Code

Vedette supports the option to create a poster with an embedded QR Code. This QR Code can be used by the general public at an event to create an incident report. The code contains information about the event and takes the user to the website www.vedette-report.com They can then describe the incident they are reporting.

The poster can be saved as a PDF file:



Print Event Report

Vedette report printing enables the Primary (SuperUser) to export all data collected from an event into a PDF file suitable for saving, printing and distribution.

Reports can consist of any combination of the following:

- Summary: A brief summary by incident, date and location.
- Detail: Broken down into individual incidents with date ordered activity information.
- Checklist: Checklist items ordered by date.
- Charts: Pie chart illustrating incidents proportioned by severity.

Event Report

Party Planet 2025

Summary

Include a summary report of Incidents.

Detail

Include a detail report of Incidents.

Checklist

Include a checklist report for Event.

Charts

Include severity charts.

Print

Preview

DEBUG

Vedette

React, record, review

What3Words location: doors.agents.speeded
Prepared by: Adrian Banton
Prepared on: 2025/11/23 11:27
Event capacity: 500

INCIDENT REPORT

Barn Dance
2025/11/13 08:14 - 2025/12/01 23:59

Summary

Incident	W3W	Severity	Time	Phase	Actions
Car alarm going off	puppy lampight rally	0	2025/11/13 15:54	Planning	12
Drunk guest reported by security	meco overtones tint	3	2025/11/13 15:55	Planning	7
Blank	economics harnesses lawn	2	2025/11/17 15:13	Planning	2
Lost child	economics harnesses lawn	1	2025/11/17 15:15	Planning	2

Detail

Car alarm going off
2025/11/13 15:54

Time	W3W	Phase	Action	Originator	Severity
2025/11/13 15:54	puppy lampight rally	Planning	Fixing owner reg RA66VWV	Nick Martingley	1
2025/11/13 15:55	puppy lampight rally	Planning	Owner found.	Nick Martingley	1

2025/11/13 15:57 puppy lampight rally Planning Owner reports hus car has been broken into. Nick Martingley 1

2025/11/13 15:58 trials Planning Security reports tgy Nick Martingley 1

Export Event CSV File

As per PDF printing, all event data can be exported as a comma delimited CSV file. Formatting follows the same layout principals.

CSV files can be imported into any spreadsheet application.

Incident Page

Incident

 New Incident

 Update Incident

 Incident Detail View

 Incident Summary View

 Incident Chart View

New Incident

All new incidents are created within this screen.

The incident will default to the current date and time. However, if the incident report is being made retrospectively, then this can be changed by pressing the time 'Set' button. A date/time field will be displayed appropriate to the device platform. The event Phase & retrospective input icons will update accordingly.

The location of the incident will default to the last location the map was set to. If a new location is required, press the location button to the far left of the 'W3W' text entry field. This functionality is identical to the location entry for Event creation and any other 'W3W' fields available within Vedette. Pressing the back arrow on the map (top left of the screen) will return to the Incident creation page.

The screenshot shows a mobile app interface for creating a new incident. The form is titled "New Incident" and has a subtitle "Party Planet 2025". It includes several input fields and buttons:

- Set**: A button with a clock icon, followed by the date and time "2026/06/20 17:19".
- What 3 Words**: A text input field containing "pitch.developed.smudges".
- Description**: A large text input field.
- Action**: A text input field.
- Severity**: A dropdown menu showing "1".
- Information**: A green button with a power icon.
- Tags**: A dropdown menu showing "# Tags".
- Teams**: A dropdown menu showing "Teams".
- Create**: A button with a plus icon.
- Back**: A button with a left arrow icon.

All fields must be completed. The description is used as the common name for the incident throughout Vedette. It is beneficial to keep the description short and concise as these will be displayed inside drop-down lists, if too long these could be truncated within the interface to fit the drop-down fields. An example would be: "Person unwell in the catering tent". Descriptions will not be truncated in any generated reports.

It is important that similar incidents are differentiated, for example Lost Child, these need to be numbered or differentiated by the user.

Record an individual's identity only where necessary for safeguarding, referral, legal, or operational continuity purposes. Where identity is not essential, use a unique reference and descriptive characteristics

instead such as initials or an abbreviation followed by a sequence of numbers +1 etc. An example would be: "LP-014. Male, age 14. Neurodiverse. Separated from guardian".

An initial action for the event can be specified at this time. If the Action text field is left blank it will default to 'Opened'. An example would be: "Medics called to attend to un-well male / female".

Ensure records capture:

- Key decisions
- Rationale
- Information sources
- Review points

Records focus on decision logic, not narrative detail

Both the Description and Action text fields support speech to text functionality.

Choose an initial severity from the Severity drop-down list. If a subsequent incident update increases or decreases the severity, the initial incident will inherit the change with the severity changes recorded in any reporting and incident summaries. The Severity drop down also includes a Follow-up tag - this enables a particular action or moment to be earmarked for later review - highlighted in Black on the screen and in the reports section.

Incidents can also be given a category using the Tags dropdown, these are preset incident categories. An incident can have multiple tags associated to aid in identifying the incident type.

Incidents can also be attached to specific team responsibilities. This allows incident alert messages to be distributed to specific team members. By leaving this blank an Incident alert message will be sent to all members of an event.

Clicking 'Create' will create a new incident and send an alert message to all team members using their preferred messaging system (see admin page for communication preferences).

Incident records are indelible. Once an incident is created it cannot be deleted. Future actions, location changes, tagging and team changes will be recorded (contemporaneously or retrospectively - as described earlier). Once an incident has reached a conclusion it can be marked as closed, see below.

Update Incident

From this screen an incident can be updated or closed. There are various short cuts to this screen depending on the context. For example: from the map screen and the incident viewer screen.

The screenshot shows the 'Update Incident' screen in a mobile app. At the top, there's a title bar with a microphone icon. Below it, the incident title is 'Party Planet 2025'. A 'Set' button is next to the date and time '2026/04/25 09:09', with location and refresh icons. A dropdown menu shows 'help' with a green checkmark. Below that, a box displays 'Previous: 2026/04/02 14:01' and 'Opened'. The 'What 3 Words' section shows 'cuddled.moats.dinner' with a location icon on the left. A 'New Action' text field is below. The 'Severity' is set to '1' with a dropdown arrow, and a green 'Information' button is next to it. There are 'Tags' and 'Teams' dropdown menus. A 'Close' toggle switch is at the bottom right, with the text 'Close the selected incident' below it. At the very bottom, there's an 'Update' button with a list icon and a back arrow. The bottom navigation bar has icons for home, a highlighted incident icon, a map, a calendar, and settings.

If an incident is still open it can be selected from the Incident drop-down list. Selecting will display the previous action for this event to aid in creating a follow-up action.

This screenshot shows a grey box with the text: 'Previous Action: 2025/11/17 15:15 Stewards looking out'.

If the incident has changed location a new location can be specified by pressing the location icon on the left hand side of the 'W3W' text entry.

Incidents that progress across different locations are shown on the map using a red dotted line. The action markers can be displayed by selecting the initial incident balloon marker.

As per incident creation, the Action text field supports speech to text. If this is left blank, the action will default to 'Updated'. If the Incident is closed then the action will default to 'Closed'.

Tags, Teams and Severity can be updated for any incident and will be shown in the action history and reporting.

Pressing the 'Update' button will create a new action for this incident. Pressing the 'Close' button will mark the incident as 'Closed' and will prevent any further updating.

Closed incidents can be displayed or hidden on the map selectively by changing preferences within settings.

Closed incidents may be re-opened only by the event administrator.

Incident Detail View

The incident detail view displays a chronological list of all actions attached to an incident. Each card contains details of the action, including: Description, originator of action, timestamp and any associated team and tag data. Closed incidents can be hidden from the list by selecting the 'Hide Closed Incidents' switch.

If the Incident is still open and requires editing, a shortcut to the Incident update screen is available by pressing the pencil icon at the top of the screen.

Incidents are able to be updated by another team member, therefore it is advisable to refresh the list by pressing the refresh button at the top left of the screen.

Incidents

Party Planet 2025

Lost Child #4

Hide Closed Incidents

Closed incidents will be hidden from selection list

Teams

Lost Child #4

1

2026/04/25 09:25

Opened

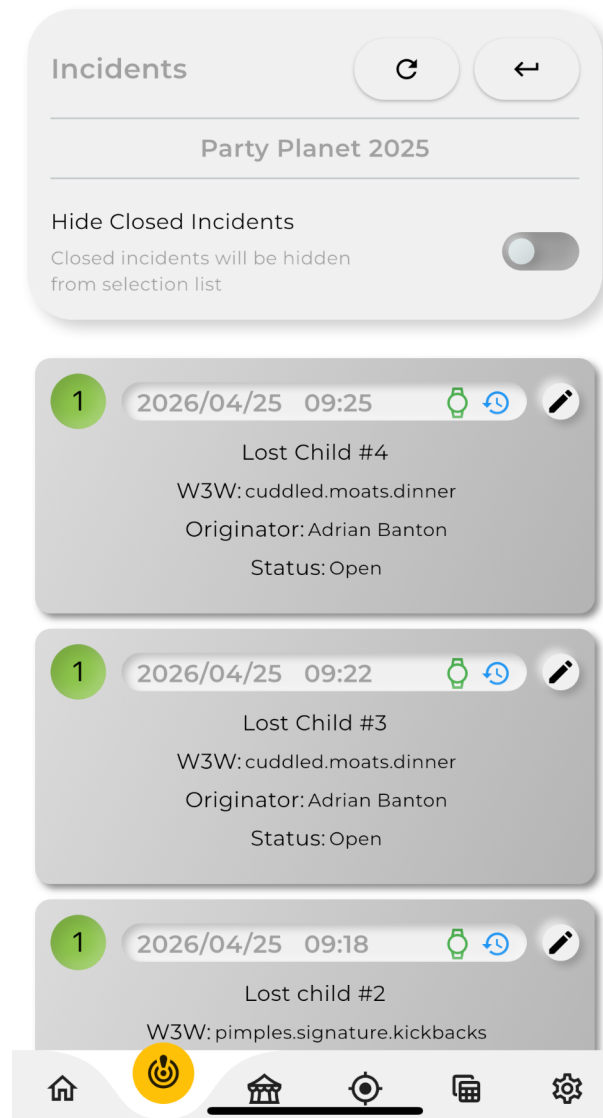
Originator: Adrian Banton

Crowd

Crowd

Incident Summary View

The incident summary view displays a list of all Incidents associated with the current event in chronological order. Details include: Incident description, location as W3W, originator and whether the incident is opened or closed. Closed incidents can be hidden from the list by activating the 'Hide Closed Incidents' switch at the top of the screen.



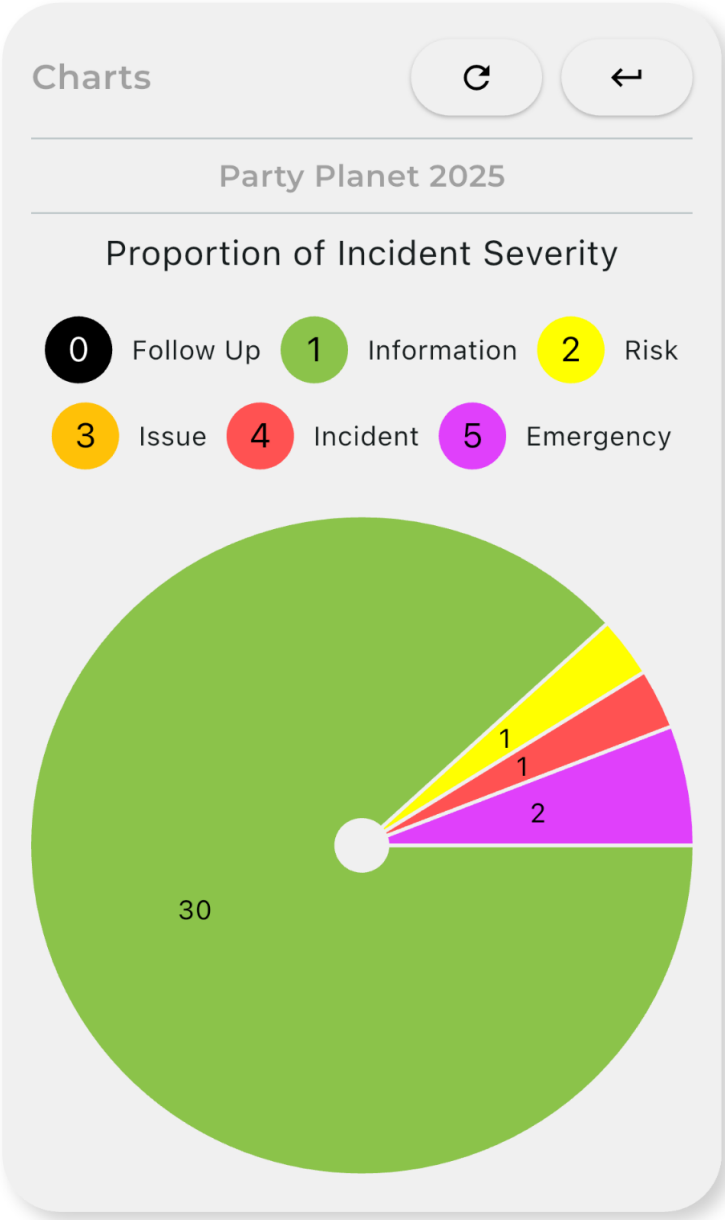
Each incident card within the list has certain editing functions depending on status.

If the current user is a Super User and an Incident has been closed, it is possible to re-open the incident. A lock icon is displayed at the top right of each card. Clicking this icon will re-open the incident. This function is not available to users with Read Only or Team Member status.

A short-cut to the incident update screen is also available by clicking the pencil icon situated at the top right of each incident card.

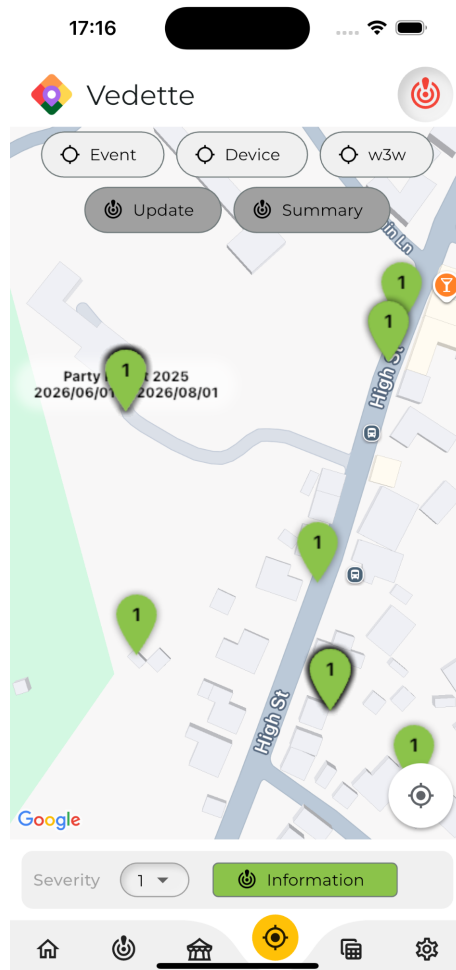
Incident Chart View

Incident chart view displays a pie chart indicating the proportion of incident severity for an event. The pie chart can also be included in the PDF report.

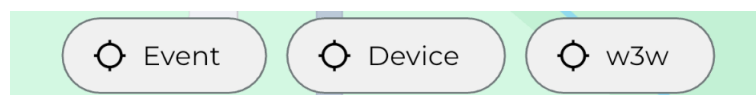


Map Page

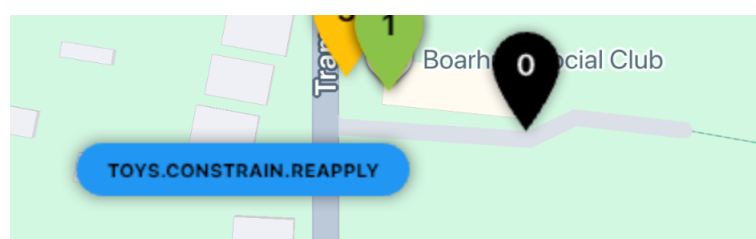
The interactive map screen is the main hub of Vedette. It can display the location of the current event, the current 'What 3 Words' location, positions of reported incidents and any actions/activities attached to the selected incident.



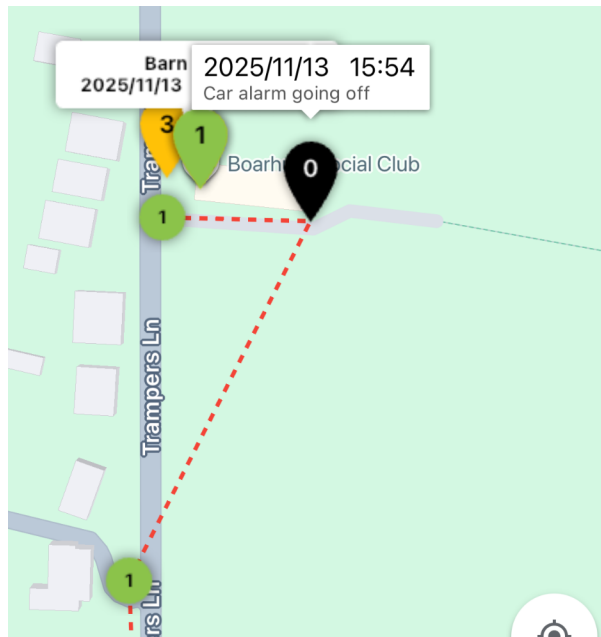
The three location buttons at the top of the screen will position the map to one of three preferred locations. The active event, the current device location or a user specified 'What 3 Words' location.



The current 'What 3 Words' location is marked in blue. By pressing on the map the 'W3W' of that location is shown. This value is persistent across other Vedette screens.



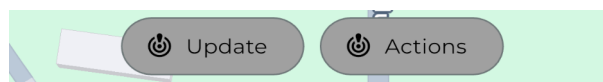
Incidents are marked using colour coded balloons. By clicking on a balloon it will make the incident active and will show the last action recorded. . If there are any associated actions attached to the incident, they will be displayed with a linking dotted red line to show their positional progress. Clicking on an action will also display a summary.



The display of incidents can be limited to a specific severity using the severity drop-down.



Shortcuts to update or view the selected incident can be achieved by pressing the 'Update' and 'Actions' buttons. Pressing 'Update' will jump to the Incident Update screen and pressing the 'Actions' button will jump to the Incident Viewer screen.



If an Incident is marked as 'Closed' the 'Update' button will be greyed out and unselectable.

The Map can also show the current locations of team members. The 'Allow Tracking' switch in the Admin settings needs to be selected for this to work. Team members will be marked on the map with yellow indicators, including their full name and team responsibilities.

If a team member activates their personal alarm, the indicator will turn from yellow to red.

A personal alarm will override the 'Allow tracking' function. Users will need to manually reset this in the admin section if they wish to not be tracked.

Admin Page

Admin

 Invite Team Member

 Manage Team

 License Team

 Message Team

 Change Password

 Unregister Account

 Unpair Account

Invite Team Member

To invite a new team member to the currently active event, type in their Email address along with an optional introductory message. Multiple emails can be added if each address is separated by a comma.

Invite Team Member

Party Planet 2025

Email(s)

Additional Message

↺

⋮

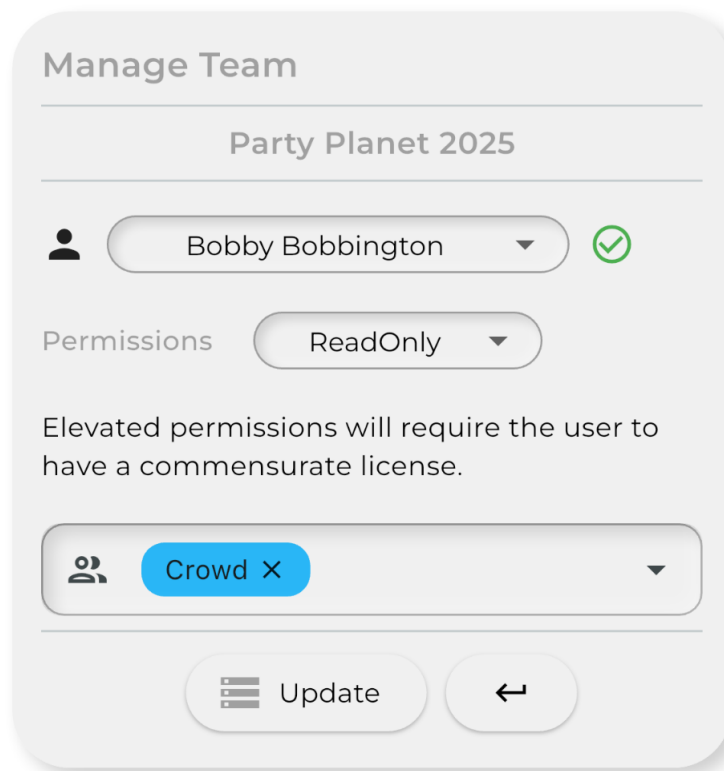
Invite

↻

Team members will receive an Email with a unique 20 character key for the Event and details on how to connect. When they connect, the administrator of the Event will receive an Email confirming the connection. It is then up to the administrator to activate the Shared (TeamMember) connection and allocate a license to the team member.

Manage Team

When a new team member has connected to an event, their membership can be administered here:



The image shows a 'Manage Team' interface for an event titled 'Party Planet 2025'. At the top, there's a header 'Manage Team' and a sub-header 'Party Planet 2025'. Below this, there's a section for a team member. It features a person icon, a dropdown menu showing 'Bobby Bobbington' with a green checkmark to its right, and a 'Permissions' dropdown menu set to 'ReadOnly'. Below the permissions, a text note states: 'Elevated permissions will require the user to have a commensurate license.' At the bottom of this section is another dropdown menu showing a group icon and 'Crowd X'. At the very bottom of the interface are two buttons: 'Update' (with a list icon) and a back arrow.

Connected team members of the event are listed in the member drop-down field. Their details will be displayed and can be edited.

Permissions can be specified for the selected team member:

- Deactivated - The Team Member will be unable to read or write to the event.
- ReadOnly - Data can be viewed but the Team Member will be unable to create new incidents or actions.
- TeamMember - Full Read/Write access to the event.
- SuperUser - As TeamMember privileges, but with the additional ability to print reports and manage users.

A permissions setting will limit the functionality of a user's license for the connected event but will not elevate it. Permissions will only work up to the level of the currently available license.

E.g. A user with a SuperUser license attached to an event with ReadOnly permissions will be limited to ReadOnly privileges. However, a user with a ReadOnly license will only get ReadOnly privileges even if their permissions may be set higher for the connected event by the event administrator.

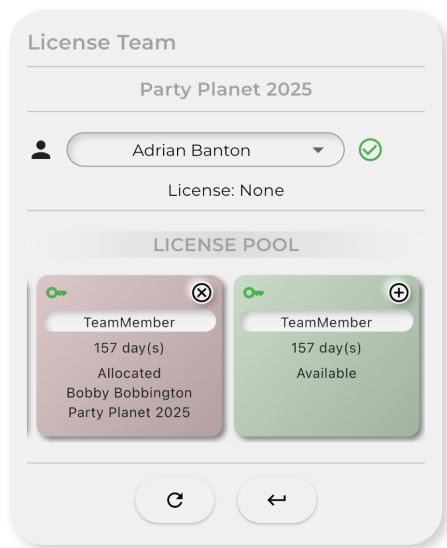
A user with a SuperUser license connecting to an event with reduced permissions will still be able to Create and Update events owned by themselves..

A team member can be allocated a responsibility using the team drop-down. They can be assigned a single or multiple responsibilities.

Once they have been given a responsibility tag, messages and alerts can be targeted to groups of team members.

License Team

If the team member has been allocated a license, it will be displayed in the License Pool.



Licences can be allocated and revoked ad-hoc from the pool of purchased licenses. Licences are displayed in a horizontally scrollable list.

Allocated licences are displayed in pale red and unallocated in green. Expired licences are displayed in grey and are unselectable but can be removed from the pool by pressing the trash button. Primary licences are displayed in blue and are uneditable.

To allocate a license to a team member make sure they are selected by name at the top of the screen. Select the type of license from the list and press the plus icon to allocate.

To revoke a license from the team member, simply press the cross icon on the license.



If an allocated license will expire before the completion of the associated event, a warning icon will be displayed as indicated:



Message Team

If you need to send a generic message to your team you can do it here. Select the team responsibilities from the multi-dropdown and type or speak a message in the Message text field. Recipients of the message will be displayed at the top. If no team responsibilities are specified, the message will be directed to all team members in the active event.

This function is useful if you want to advise all or some team members that a certain action has taken place - for example: "Public Gates open", but it does not warrant broadcast over primary communications channels.

Message Team

Party Planet 2025

Recipients:
Adrian Banton,

 SuperUser X 

Message

 Clear

 Send



Change Password

User account passwords can be updated at any time. Type in a new password and repeat it for confirmation. Pressing the 'Save' button will update the password. Log back in using the new password.

If you forget your password, please contact support admin@vedette.org.uk for a reset.

Change Password

bob

 New Password

 Repeat Password

 Save



Change Password

bob

 New Password

 Repeat Password

 Save



Unregister Account

If you wish to close your Vedette account. Press the 'Unregister' button and your personal user data will be marked for deletion. Personal registration data will be removed from the database within 72 hours. This data cannot be restored once deleted.

Event and incident data is not affected by this action and will persist after user deletion.

Unregister Account

bob

This will flag account details for deletion from the Vedette user database.

 Unregister

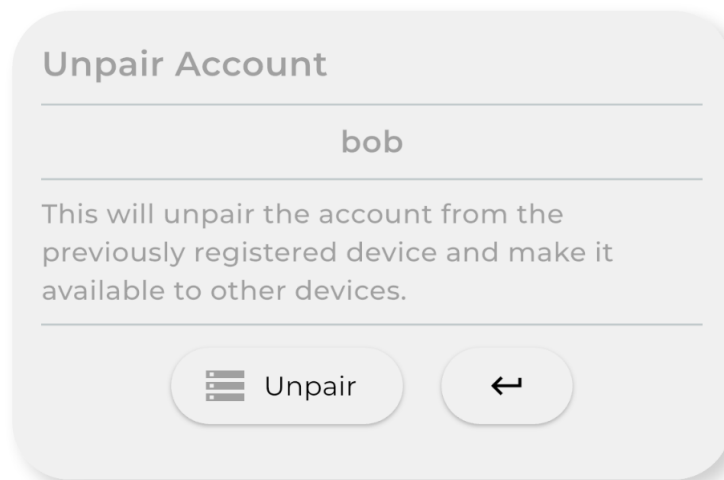


Unpair Account

When a user logs in to Vedette for the first time, the account is automatically paired with the current device. If the user attempts to login from another device, a warning is generated that the license is already paired and unavailable.

This can be reset by pressing the 'Unpair' button. The account will be unpaired from the current device and logged out making it available to other devices.

As soon as the user logs in to a new device it will be re-paired. This process can be repeated as many times as required.



Settings Page

Hide Expired Events

By default, the event connection screen will show all connected events. However, checking this option will hide any events that have subsequently finished.

Hide Closed Incidents

The map will display all incidents from the selected event. However, checking this option will reduce clutter and hide any incidents marked as 'Closed'.

Ghost Closed Incidents

As above, but will display closed incidents as semi-transparent.

Sync To DSC Database

Copies events and venues created in Vedette to the National Events Database (Not currently implemented).

Allow Tracking

Selecting this option will allow other members of your team to see your location on the interactive map.

Deselecting this option will hide your location, however you will not be able to see the location of your team members either.

If tracking is active, the application will indicate by showing the following icon at the top right of the screen:



Tracking is temporarily suspended whenever an Event or Incident is being created/edited.

UI (User Interface) Label Prefs

The UI can be configured with different semantics and Icons depending on the requirement. Currently the options are:

Event:	(IncidentAction)
Workplace:	(Accident/Action)

Site: (Accident/Action)
Project: (Incident/Activity)

Messaging Prefs

Incident, event and alert messages can be sent via various, user-selectable means:

None	Disables messaging entirely.
Email	Send messages to the registered email address for the account.
Text	Send messages to the phone number registered for the account.
Push	Dependent on phone service (messages are not kept and not guaranteed to arrive)
Telegram	Linking the Vedette app to the Telegram Vedette bot is required.

For text and push messaging to succeed, the registered phone number and the device running the Vedette application must be the same.

Telegram configuration

If Telegram is selected, there are a few processes to link Vedette to a Telegram account:

Step 1: Search for the Telegram Vedette bot using: @vedette_admin_bot.

Step 2: Once the bot is discovered, press the 'Start' button. A message will be displayed prompting for an activation key.

Step 3: Return to the Vedette Settings screen and press the 'Generate Telegram Activation Key'. This will copy the key to the clipboard. The key should be used within ten minutes before it expires.

Step 4: Return to the Telegram app and paste the activation key. Press message send.

If successful, a confirmation message will be displayed. Other than submitting activation keys, the Telegram messaging service is read only.

To reset the activation, delete the message history and press the 'Start' button again.

Account Info

Account settings like Email Address, Phone Number etc. can be updated here. In fact, the only immutable value is the user name.