Vedette
React, record, review

Vedette™ User Manual

Version v1 as at 27.11.25

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, 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.

Installation (for beta testing please also see Tab 2 of this manual for the step by step method)

During the beta testing phase there are two methods of installation depending on the platform.

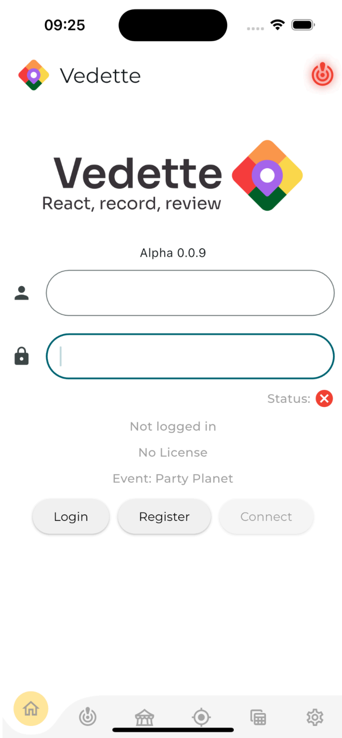
For Apple Iphone users you will need to join an official Apple testing system called 'TestFlight'. Once you have been invited to join the program, you will be required to install the TestFlight application on your mobile device. The Vedette application can be installed through this system.

For Android users it just requires copying an APK file to your phone and using a file browser or package manager to install the application. You will get a warning to proceed with the installation. It should not require a reset of the phone. Do not proceed if you get a reset warning.

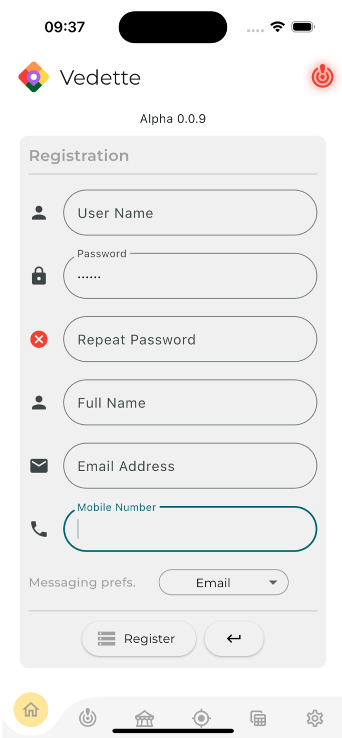
Please read the Vedette Beta Test – Disclaimer & Privacy Statement in Tab 3.

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:



Licensing

For the Beta release, licensing is currently a manual process. As per the instructions in Tab 2 please send an Email to adrianbanton@vedette.org.uk quoting your user name and the quantity and type of license.

Licenses consist of the following types:

Primary - This will allow you to run the application 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 IMS application. SuperUser licences are always classified as Primary. Super Users can create and update Events and manage team members.

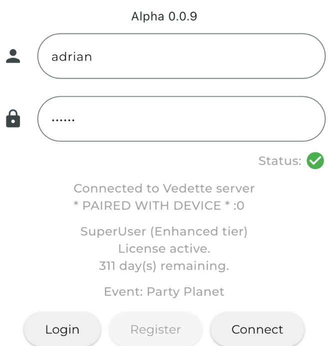
TeamMember - These are primarily shared licenses and allow access to create and update incidents.

ReadOnly - Allows access to the incident data. However, this license cannot create or update incidents.

As an example, for a small event, the license request would be as follows:

User name	adrian
1 x	Primary SuperUser (Ability to create and update events)
10 x	Shared TeamMember (For team members)
2 x	ReadOnly (For interested parties or authorities)

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 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.

A Primary license will always take priority over a shared license. However, if a shared license on an event has higher access rights it is possible to override the primary license with a shared license. This option can be found on the settings page.

In the Settings screen 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 options are:

Event
Workplace
Site
Project

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.

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.

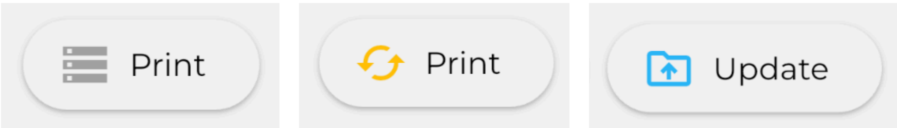
Without a valid and active license, this menu bar will be disabled. Certain other options may be disabled and are dependent on the level of the active license. For example, a team member license will not allow access to event creation and updating.

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: :

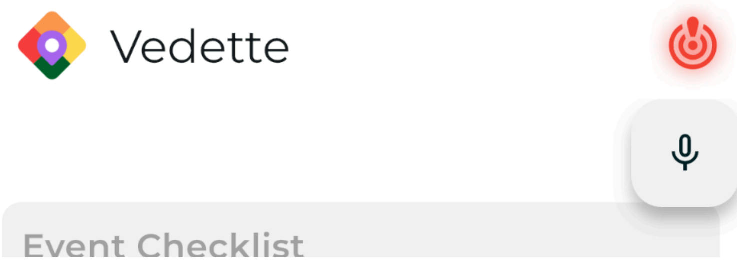
Ready Busy Unsaved changes



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:



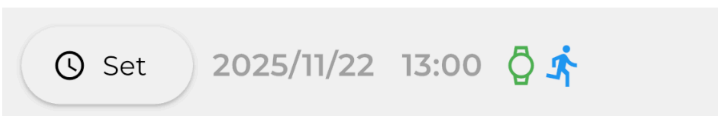
To use this feature just select the text field, click on the microphone button. Depending on the platform being used you will either hear a beep to denote recording start or the icon gets highlighted. Speak normally, click the microphone icon a second time to stop recording.

The text will appear in the text field.

Not all text fields are appropriate for speech to text.

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.

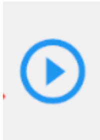
 Contemporaneous

 Retrospective

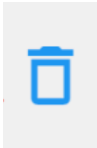
The blue icon displays the phase in which the date falls. The phase icons are as follows:

 Before Start Date

 Planning

 Run (Live)

 Build

 Breakdown

 After End Date

Home Screen

The Home screen consists of the default login screen, the registration screen and the connect screen.

Login

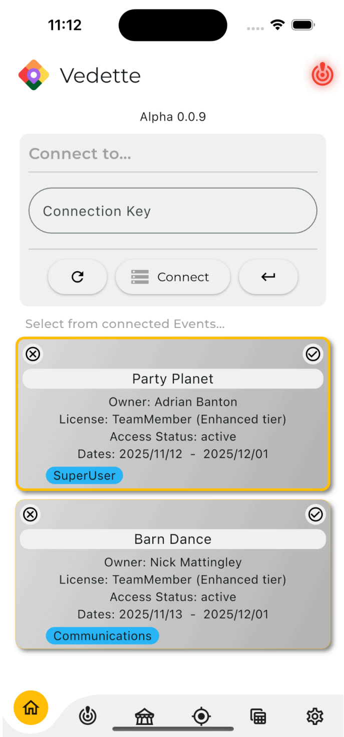
As described above.

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 connected events.



If you are connecting to an event via an invitation, you will have received an email from the event administrator. This includes a unique event key. This is a 20 character code. 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 the active event.

If the event is no longer relevant, pressing the left hand cross icon will disconnect the 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.

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 the active event.

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

An event that a team member connects to will be deactivated by default. It is up to the Primary (SuperUser) of the event to activate and allocate a license to Shared (team member(s)).

A team member can be allocated a role or roles for the event (in the teams drop down of the Manage Team page), 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 administrator to allocate these responsibilities.

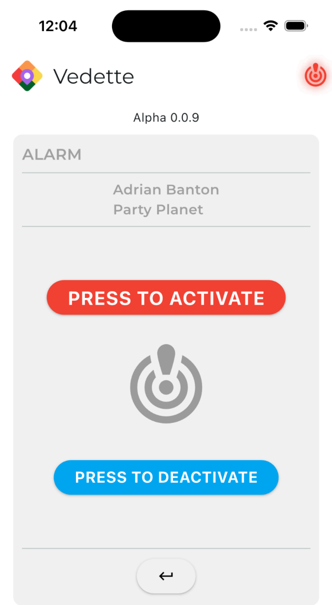
A team member may also have their own Primary license, to override any allocations the Primary (SuperUser) of an event has made. can be overridden in the admin settings.

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 other team members the current position of the owner's device

The alarm button can be found on every page 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.

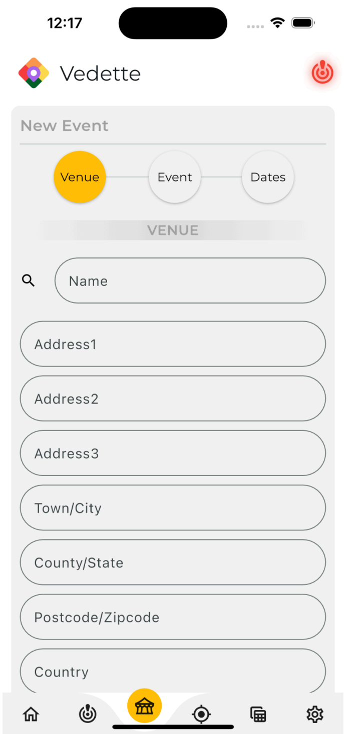
Important Note

Activating the personal alarm will override the 'Allow tracking' setting in the admin page. To return the setting to 'off', the user must reset this manually in the admin page.

Event Screen

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.



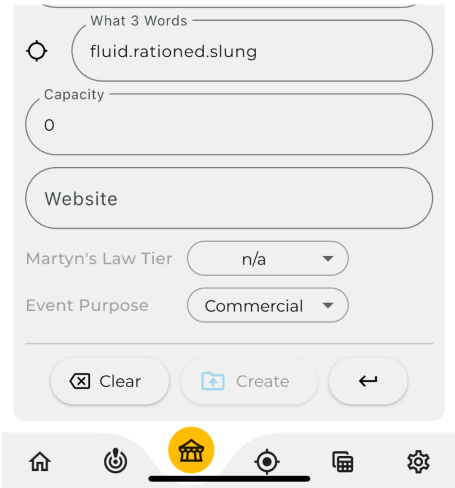
As shown on the event creation screen there are three sub-screens that need to be completed: Venue, Event and Dates.

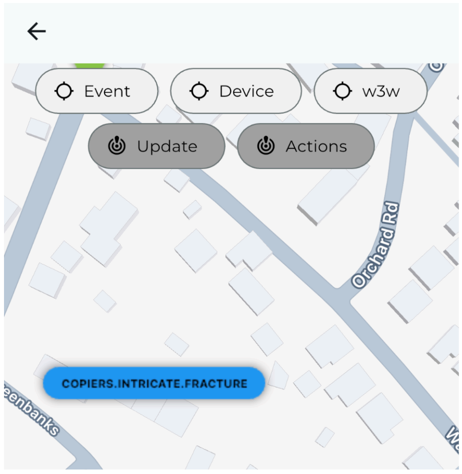
A new event can only be created once all three sections have been completed. Navigation is achieved by pressing the three buttons at the top of the screen.

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.

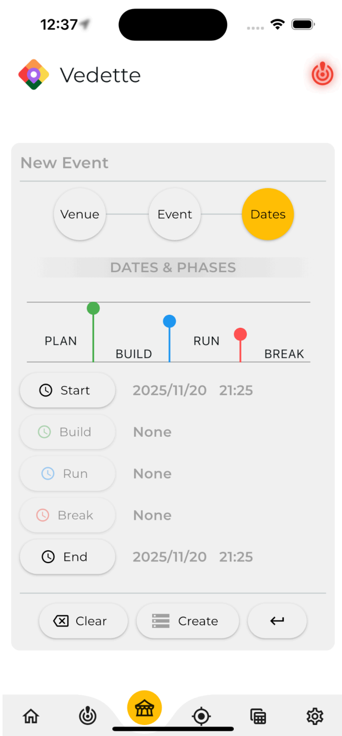




The date screen provides functionality to set the start and end dates and define the phases for an event (Planning / Build / Run (Live) / Breakdown). Phase buttons are disabled until a valid start and end date is set.

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.



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 an event.

Update Event

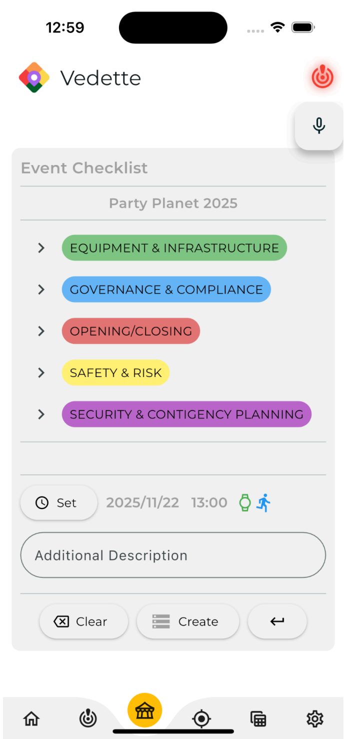
Update Event allows you to update any fields with new data.

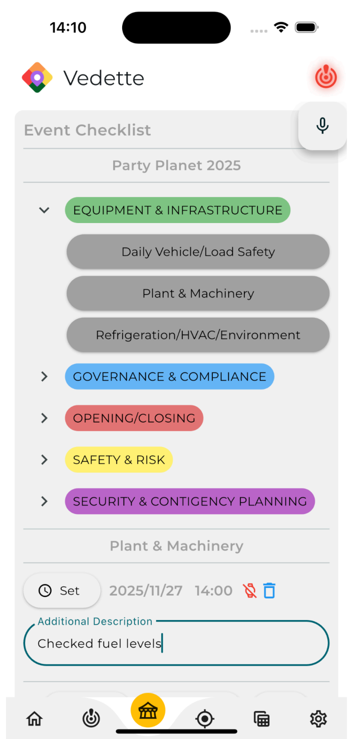
If the event name is changed, team members will require a refresh of their event connections to see the change. This can be achieved by pressing the refresh button within the Connect screen. It does not require a new Event Key.

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.





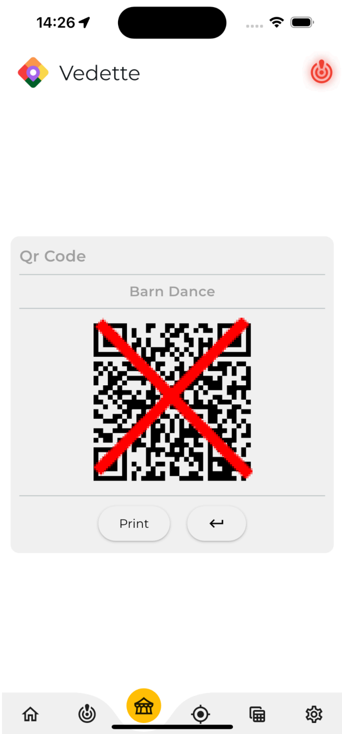
Checklist Viewer

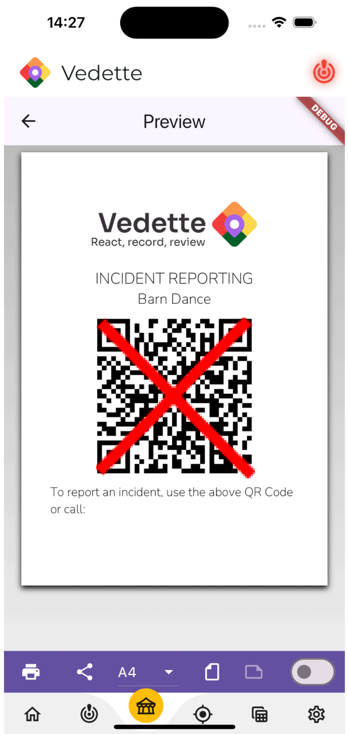
The checklist viewer will display any checklist items for the current event in date / time order. These can also be displayed in the report generation.

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:



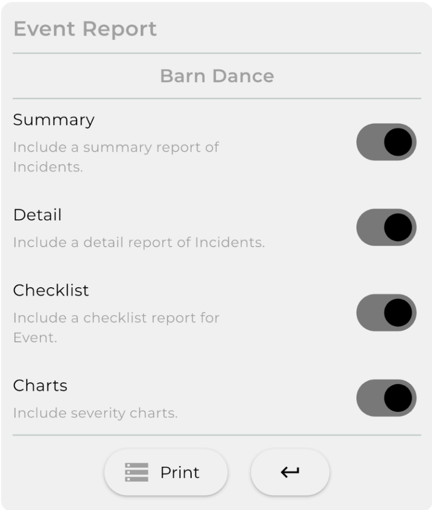


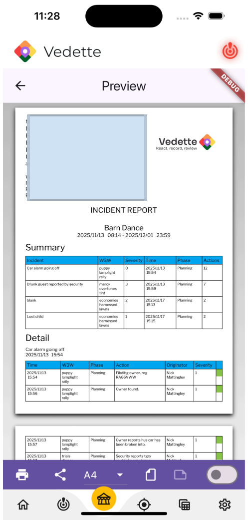
Print Event Report

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 incident proportioned by severity.





Export Event CSV File

As per PDF printing, all event data can be exported as a comma delimited CSV file.

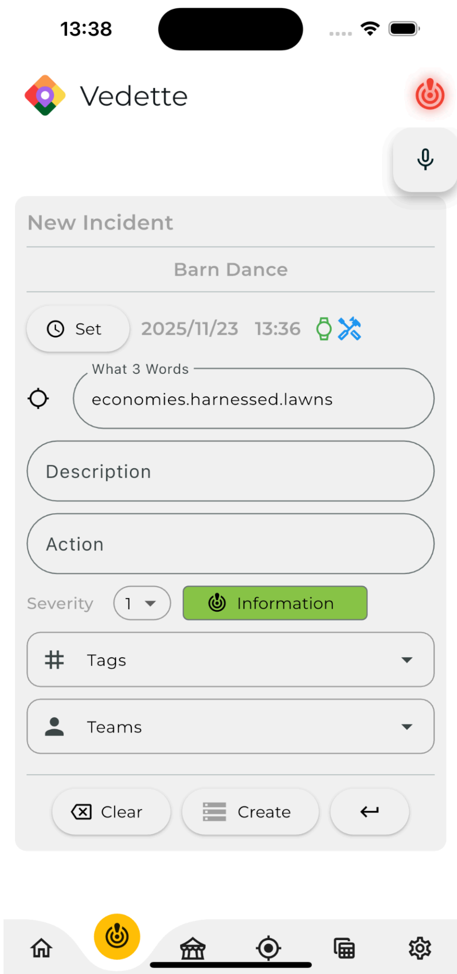
Incident Screen

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.



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.

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 person”.

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.

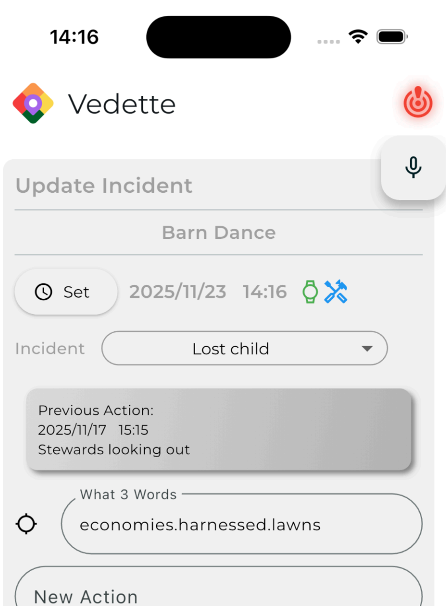
Incidents can also be attached to specific team responsibilities. This allows incident alert messages to be distributed to specific team members. By leaving this blank an Incident alert message will be sent to all members of an event.

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).

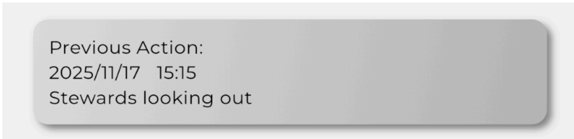
Incident records are indelible. Once an incident is created it cannot be deleted. Future actions, location changes, tagging and team changes will be recorded (contemporaneously or retrospectively - as described earlier). Once an incident has reached a conclusion it can be marked as closed, see below.

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.



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.



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.

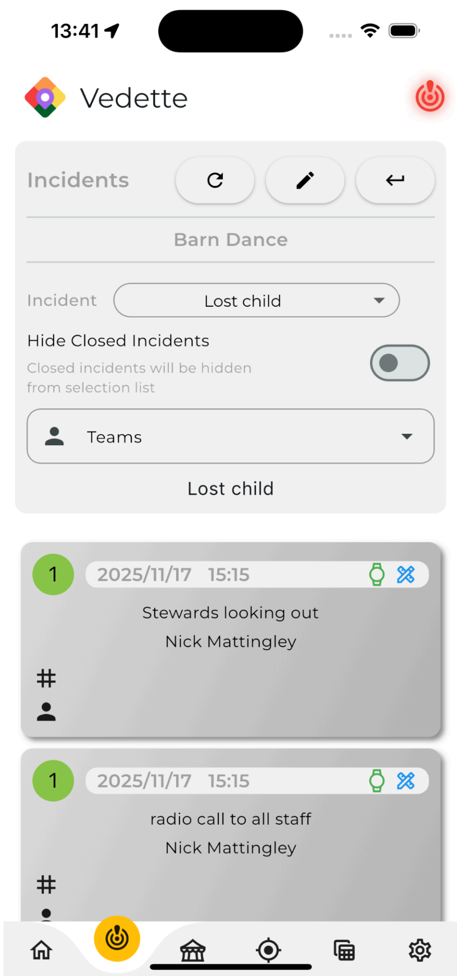
Closed incidents can be displayed or hidden on the map selectively by changing preferences within settings.

Incident Viewer

The incident viewer 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.

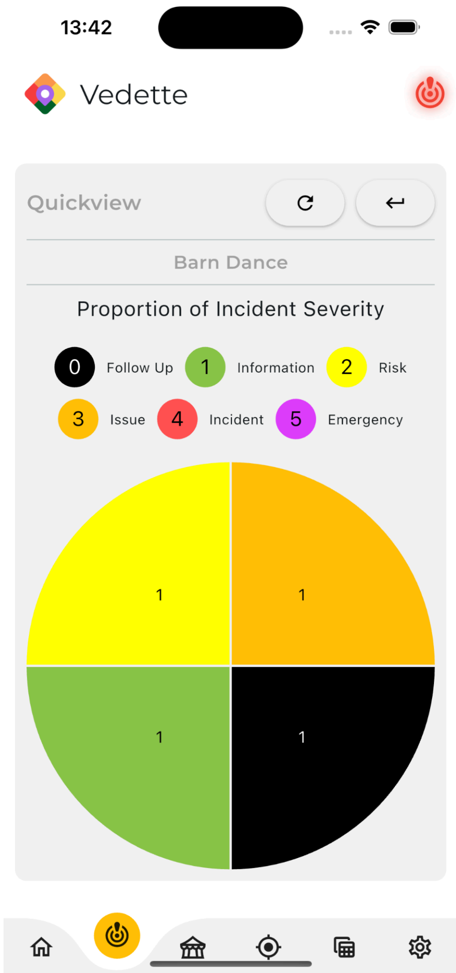
If the Incident is still open and requires editing, a shortcut to the Incident update screen is available by pressing the pencil icon at the top of the screen.

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.



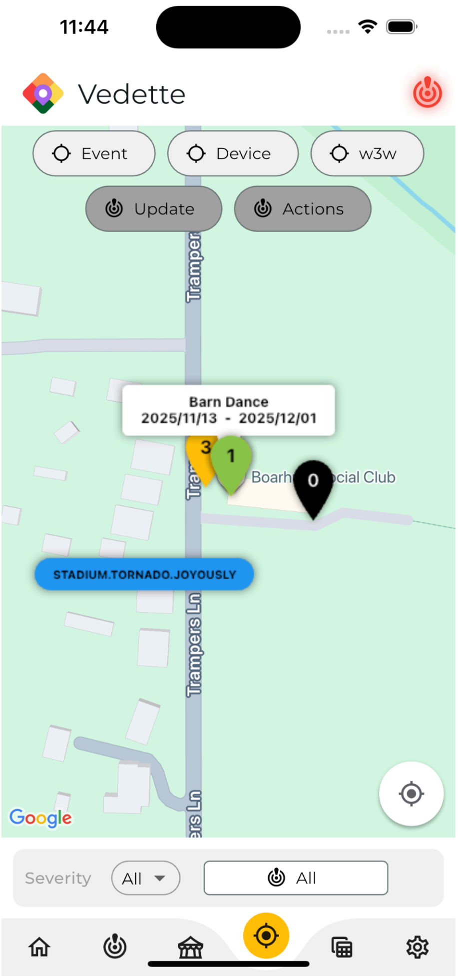
Incident Quickview

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



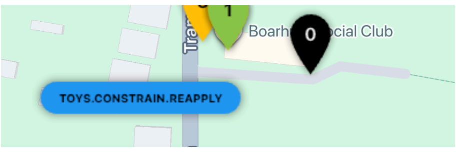
Map Screen

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.

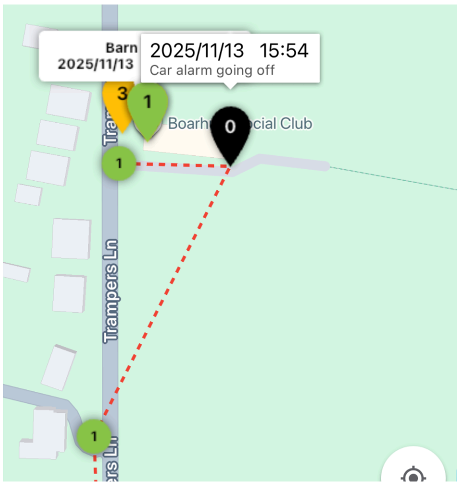


The three location buttons at the top of the screen will position the map to one of three preferred locations. The active event, the current location of the device or a user specified 'What 3 Words' location.

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

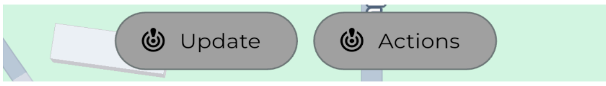


Incidents are marked using colour coded balloons. By clicking on a balloon it will make the incident active and will show the last action recorded. . If there are any associated actions attached to the incident, they will be displayed with a linking dotted red line to show their positional progress.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

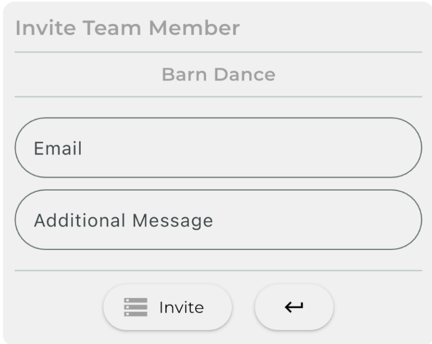
If a team member activates their personal alarm, the indicator will turn from yellow to red.

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 Screen

Invite Team Member

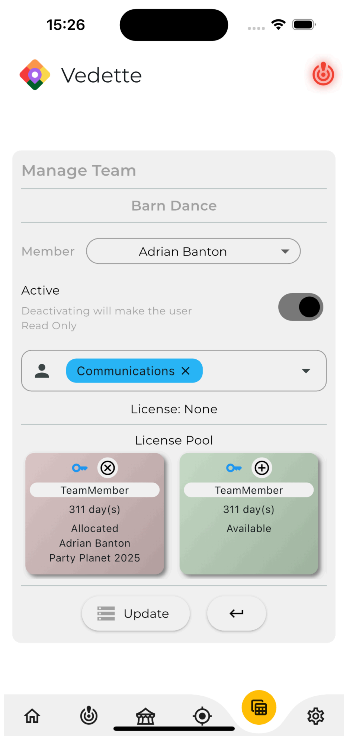
To invite a new team member to the currently active event, type in their Email address along with an optional introductory message.



They 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:



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

Status defaults to active. If you want to suspend a team member from the event, toggle the status to ‘deactivated’.

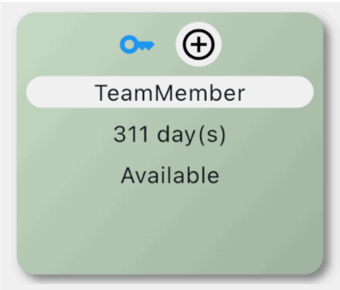
A team member can be allocated a responsibility using the team drop-down. They can be assigned a single or multiple responsibilities.

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

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

Licences can be allocated and revoked from the license pool. 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.

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. This action will not be stored until you confirm by pressing the ‘Update’ button.



Licences can only be allocated one at a time, so it is important to press ‘Update’ before changing team members.

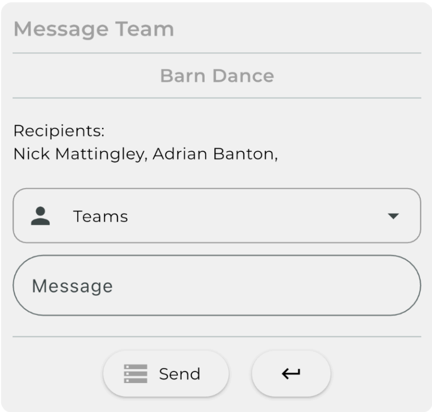
To revoke a license from the currently selected team member press the ‘Revoke this license’ button and then confirm by pressing the ‘Update’ button.

If you require revoking a license from another event or user, it is possible to immediately revoke the license by pressing the cross icon in a license from the license pool. Pressing ‘Update’ is not required in this instance. Licenses are finite and purchased from Vedette. This facility allows you to revoke and free up a license for use by another Shared (TeamMember).

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.



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 adrianbanton@vedette.org.uk for a reset.

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 and user data will be removed from the database within 72 hours. This data cannot be restored once deleted.

Please note event and incident data is not affected by this action.

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.

This can be overridden 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 Screen

Override Primary License

When a user has a Primary (SuperUser) license this takes priority over any shared license they may have for an event. However, under certain circumstances, the shared license may be required over the primary license. By checking this field it will prioritise shared licences over primary licences. This would be required if the user's Primary License has less privileges than the Shared License.

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 this 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 - Incident - Action
Workplace - Accident - Action
Site - Accident - Action
Project - Incident - Activity

Messaging Prefs

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

None
Email
Text - (Currently disabled for beta testing)
Push - dependent on phone service
Whatsapp (Not yet implemented)

Account Info

Account info can be updated here. In fact, the only immutable value is the user name.