



# Managing Your V-Note Users: A Manual for Local Administrators

v. 1.1, September 2016  
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## Quick Start Guide

Follow the Steps at Numbers 1-3  
to Get Started Quickly



(pp. 5,7,8)



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**Thank you.**

Thank you for choosing to use V-Note for groups. We appreciate your business and look forward to serving you.

You can find **short tutorial videos** on V-Note, including our iPad and iPhone Versions, here:

**<http://bit.ly/2cqBRxM>**

## Introduction

This manual will show you how to manage your users via our website.

With this site you will be able to: add and remove users, retrieve serial numbers for users, unlink a serial number from an old computer for use with a new computer, and more.

If you should require assistance, please email: [support@v-note.org](mailto:support@v-note.org). We are also happy to set up a phone call or Skype talk to provide responses to your questions. We are usually able to respond within 24 hours on business days.

## Logging onto the V-Note Admin Website

You have been provided a user name and a password via email for your administrator account on V-Note.

Please go to this page and enter them:

<https://institution.v-note.org/home>

V-Note Administration Dashboard for Organization Accounts Management



The screenshot shows a login interface for the V-Note Administration Dashboard. At the top, it reads "V-Note Administration Dashboard for Organization Accounts Management". Below this, there is a light gray rectangular area containing a login form. The form has two input fields: "Email or Username" and "password". Below the "password" field is a blue "Log In" button. To the right of the form is a large blue circle with a white outline, containing the number "1" in white.

Please keep this web address and your related credentials on file, as you will need them to manage your V-Note Users in the future.

### Your V-Note Admin Credentials:

Username: \_\_\_\_\_

Associated Email Address: \_\_\_\_\_

Password: \_\_\_\_\_

# Facts and Figures on Your V-Note-for-Group Account

Once you are logged on, you will view the page below. It contains the key facts and figures about your group account. These are defined below.

The screenshot shows a web interface for 'University Imaginarius'. On the left is a navigation menu with options: Overview (selected), Active Users, Hours only Users, Temp Users, Reports, and My Profile. The main content area is titled 'Overview' and contains a 'Key statistics' table. Above the table, a message states: 'Users from this organization can create an account here : [https://v-note.org/institution\\_create\\_account/](https://v-note.org/institution_create_account/) X'. The table lists the following statistics:

Key statistics	
Active users	0
Temporary Users	0
Authorized Max Users	20
Remaining User Count	20
Projects	0
Authorized Hours/Minutes	100 / 6000
Used Hours	

- Active Users** = The number of users that have finished creating their V-Note Account
- Temporary Users** = The number of users whose email you have uploaded but have not finished setting up their account
- Authorized Max Users** = The number of users you have paid V-Note for (This can be increased at any time; Contact us at [sales@v-note.org](mailto:sales@v-note.org))
- Remaining User Count** = Amount of users that still can be added to V-Note before your limit of users is reached
- Projects** = The number of projects all your users have created
- Authorized Hours/Mins** = The number of hours you have paid V-Note for. (This can be changed at any time; Contact us at [sales@v-note.org](mailto:sales@v-note.org))
- Used Hours** = The amount of time your users have occupied on our server

## Adding New Users

Once logged in, click on the tab at left called “Temp Users.” Here you can add new users by uploading their email address.



If you have subscribed to V-Note as an entire institution, it is NOT necessary to add any list of users. Any user attempting to create a V-Note account will be able to create a new V-Note account at no charge to them when their email domain matches the email domain of your institution.

Add an address one-by-one with “Add new user”

or

as a text- based list of email addresses (e.g., an .rtf file, made with email addresses copied and pasted into Notepad or TextEdit, for example) separated by commas under “Upload bulk users.” This will allow you to browse to and select the file containing the names.

NOTE: if you would like to be a user of V-Note yourself, you must also upload your own email address.

#	Email	Action
28	gautam@shopperstomp.com	<a href="#">edit</a>   <a href="#">delete</a>
35	joe@gmail.com	<a href="#">edit</a>   <a href="#">delete</a>
36	joe@gmail.com	<a href="#">edit</a>   <a href="#">delete</a>
38	Brandon@gmail.com	<a href="#">edit</a>   <a href="#">delete</a>

**IMPORTANT: V-Note uses email addresses as a unique identifier. If a user already has a free account with this email, he or she will need to:**

1. Log on to prior account and change email, or
2. Delete the free account, or
3. Use another email for this new account

## Inviting Users to Set Up Their Accounts

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Once you have added your temporary users to the list per the instructions on the preceding page, the web address at the top of your overview page must be shared with them. You can email them the address below.

This web address will take the form of:

[https://v-note.org/institution\\_create\\_account/XXXXXX](https://v-note.org/institution_create_account/XXXXXX)

Where the **XXXXXX** is replaced with a random number, from 2-5 digits long, specific to your institution.

Once there, your users will create their own accounts and select a password using the email address for them that you provided. (Other email addresses will not work.) They can then log onto our regular site: [v-note.org](http://v-note.org) to download and manage their account.

The account creation cannot happen on our regular consumer page. It must happen only on this page, which you must share with them.

Key statistics	
Active users	0
Temporary Users	0
Authorized Max Users	20
Remaining User Count	20
Projects	0
Authorized Hours/Minutes	100 / 6000
Used Hours	

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1. Log on to prior account and change email, or
2. Delete the free account, or
3. Use another email for this new account

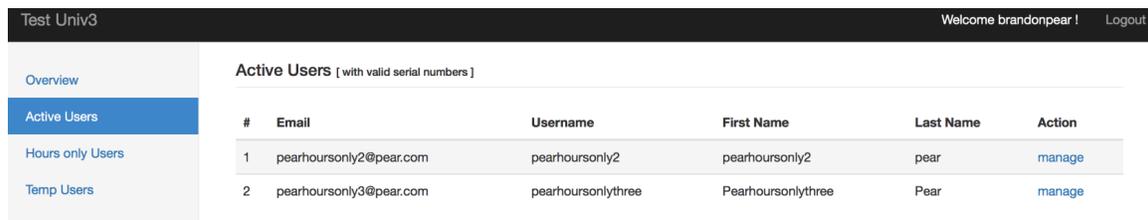
Once they have created their new account, they will receive an email containing their serial number. If they do not receive this automatically generated email, they should check their Spam folder. Alternatively, you can access this as described on page 9.

They can then log on to v-note.org to download the application also. You can also access their serial number via this dashboard.

## Managing Active Users

Once they have set up their accounts (i.e., chosen a username and password at the page above), their name will appear on the page accessed by clicking on “Active Users” tab, and will no longer appear under the “Temporary Users” list.

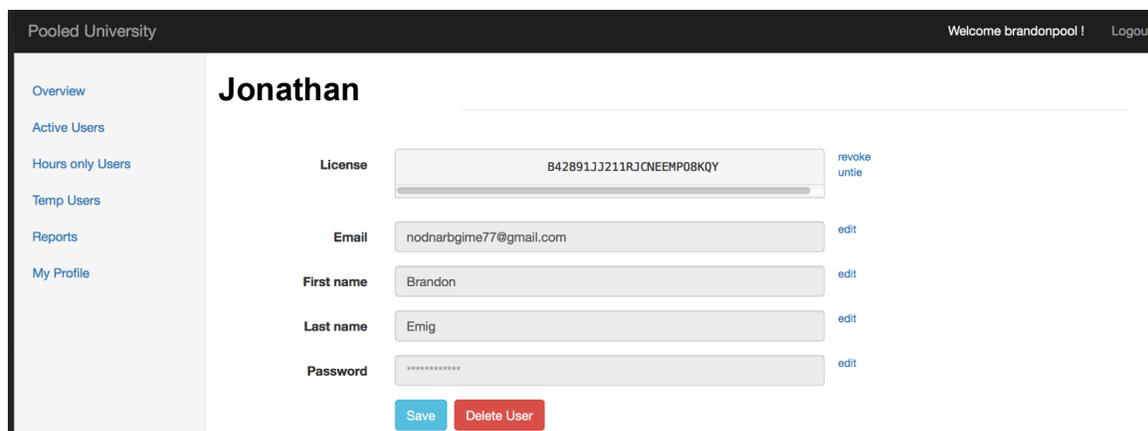
From this page, you can click on “Manage” (in blue text to the right of the screen) to manage your users.



#	Email	Username	First Name	Last Name	Action
1	pearhouronly2@pear.com	pearhouronly2	pearhouronly2	pear	<a href="#">manage</a>
2	pearhouronly3@pear.com	pearhouronlythree	Pearhouronlythree	Pear	<a href="#">manage</a>

After clicking “Manage,” you can:

- copy and paste the serial number to share with your members (*lost serial number*)
- untie a serial number (*when a new computer is purchased, for example*)
- delete a user (*e.g., they leave the group*)
- revoke a user’s serial number (*e.g., missing/stolen computer*)
- change an email or password



**Jonathan**

License: B42891JJ211RJCNEMP08KQY [revoke](#) [untie](#)

Email: nodnargime77@gmail.com [edit](#)

First name: Brandon [edit](#)

Last name: Emig [edit](#)

Password: \*\*\*\*\* [edit](#)

[Save](#) [Delete User](#)

Note: some of these functions are duplicated on the user's own dashboard also, for his or her convenience and for yours.

Once a user account is created, he or she can also log on to our main site (v-note.org) and choose "Manage Account" to manage his or her own account password.

NOTE: When copying a serial number, DO NOT COPY OR ADD LEADING OR TRAILING SPACES. The serial number will not work, if you do.

## **Creating More than One Administrator**

If you would like to have more than one administrator, V-Note can support this also. Simply email us at support@v-note.org and provide: the institution associated with your account, a description of your request (i.e., create a new local administrator), and the email address of the person you wish to assign as an administrator. (The email address is used as a unique identifier.)

## **Additional Information**

Additional tabs include:

### **Reports**

The "Reports" tab displays projects currently uploaded under your group account and users. You are not able to join or view the projects associated with these users, even if you are an administrator, unless you have been invited by that user. See our user manual for more details (v-note.org/manuals).

### **Hours Only Users**

Unless specifically requested, you will not use "Hours Only Users" Separate documentation is available for managing your "Hours only users." This is useful when large groups have computer labs, or multiple users per computer, for example.

This tab displays users that do not have serial numbers but only hours. These users use V-Note Lite but are included in hours packages. Such users may also be added here. This is not the default type of account, and if you did not specifically ask for such users, you do not have them. Please contact v-note at (sales@v-note.org) to purchase hours packages for such users.

## My Profile

The “My profile” tab allows you as an administrator to manage your: email address, password, etc. If you would like to assign the responsibility to another individual, this is the page. If you would like to add additional administrators, please email us at [support@v-note.org](mailto:support@v-note.org) per the instructions on page 10.

The screenshot displays a web interface for managing a user profile. At the top, a dark header contains the text "Test Accounts Free" on the left and "Welc" on the right. A sidebar on the left lists navigation options: "Overview", "Active Users", "Hours only Users", "Temp Users", "Reports", and "My Profile" (which is highlighted in blue). The main content area is titled "My Profile" and contains four input fields:

- Email:** A text input field containing "test@email.com" with a "cancel" button to its right.
- First name:** A text input field containing "John" with a "cancel" button to its right.
- Last name:** A text input field containing "Smith" with a "cancel" button to its right.
- Password:** A password input field with masked characters "\*\*\*\*\*" and an "edit" button to its right.

Below the password field is a "Save" button.