





















# User Management

Viso has five user roles that differ in rights to work with the program. This ensures that actions in Viso, like managing users and locations, session recording, and session viewing, can only be done by those whose user role allows it. Users that have rights to create sessions can invite others to view them.

Your colleague who manages the Viso set-up specifies the user role of each user. The Viso Setup Manual contains a full description of the rights per user role. The table below summarizes the rights of the different user roles.

|  | Setup   | Technician  | Administrator   | Trainer   | Trainee  |
|--|---|---|---|---|--|
| <b>Manage terminology*</b>               |    |    |    |          |           |
| <b>Manage session recording options*</b> |    |    |    |          |           |
| <b>Upgrade Viso license*</b>             |   |   |   |         |          |
| <b>Manage users*</b>                     |  |  |  |        |         |
| <b>Manage locations*</b>                 |  |  |  |        |         |
| <b>Force-stop recording*</b>             |  |  |  |        |         |
| <b>Manage departments*</b>               |  |  |  |        |         |
| <b>Define groups*</b>                    |  |  |  |        |         |
| <b>Create Codes list <sup>a</sup></b>    |  |  |  |        |         |
| <b>Record sessions</b>                   |  |  |  |        |         |
| <b>Schedule sessions <sup>b</sup></b>    |  |  |  |        |         |
| <b>View and review sessions</b>          |  |  |  | <br>** | <br>*** |

|   |   |   |   |   |   |
|---|---|---|---|---|---|
| Manage sessions<br>*                              |  |  |  | <br>** |  |
| Log in via Viso<br>Web App                        |  |  |  |        |  |
| Start and stop<br>recording with<br>Viso Web App* |  |  |  |        |  |
| Make an audit<br>report                           |  |  |  |        |  |

\* This information is present in the Viso Help.

<sup>a</sup> With the Annotation Module

<sup>b</sup> With the Scheduler Module

\*\* Sessions that the Trainer has recorded, sessions of which he/she received session ownership, sessions for which he/she received annotator rights and sessions for which he/she has been invited.

\*\*\* Sessions of which the Trainee received ownership, sessions for which he/she received annotator rights and sessions for which he/she has been invited.

**NOTE** Trainees do not have the rights to schedule or record sessions and create codes lists. Therefore the tabs Locations, Scheduler, and Codes are not present for a Trainee.

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