



# **Elisa Videra REC.Connect Admin Guide v1.0**

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## 1. INTRODUCTION

The REC.VC Administration Guide covers the following aspects of the REC.Connect Admin Interface:

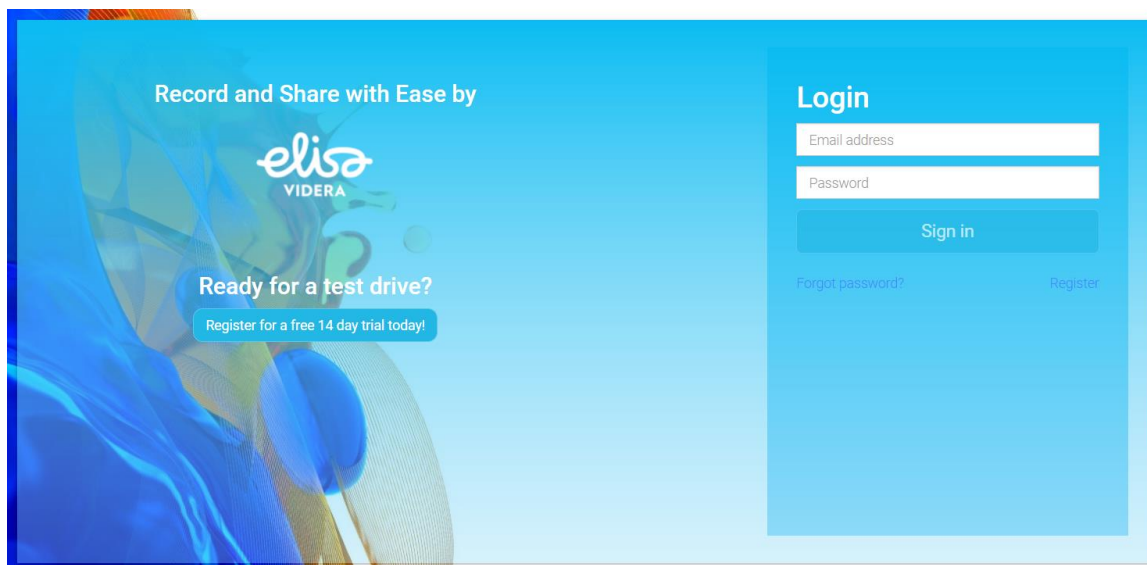
- Admin Interface login
- User accounts
- Recorders
- Settings
- Subscriptions
- Billing
- Usage
- Recording Log

Contact your Elisa Videra account manager for the order of the admin account.

Admin account is a read-only account so changes to the service cannot be made.

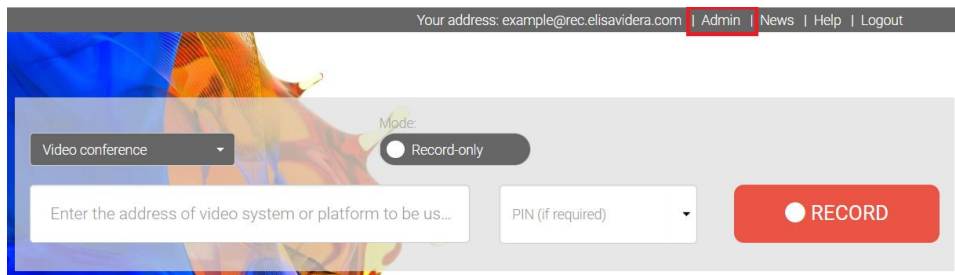
## 2. ADMIN INTERFACE LOGIN

The REC.Connect Admin Interface is available via [rec.elisavidera.com/adm](https://rec.elisavidera.com/adm).



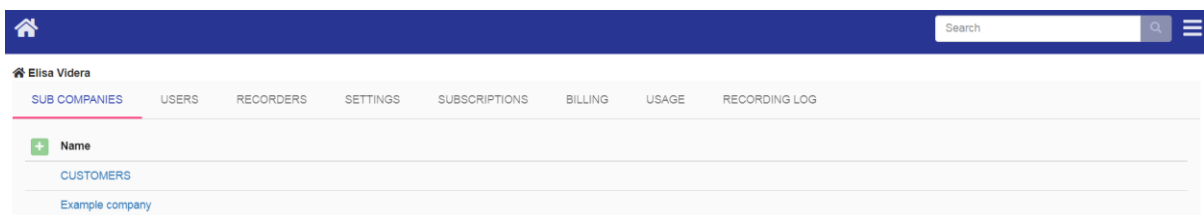
Picture 1: Admin login interface

Enter email and password and click on sign in to access the admin interface. For users with both Admin access and recording feature enabled, the login credentials will be the same for both the User Interface and the Admin Interface. Admin users are able to navigate to the admin pages via the user interface by clicking the Admin on the menu.



Picture 2: Access admin pages via the user interface

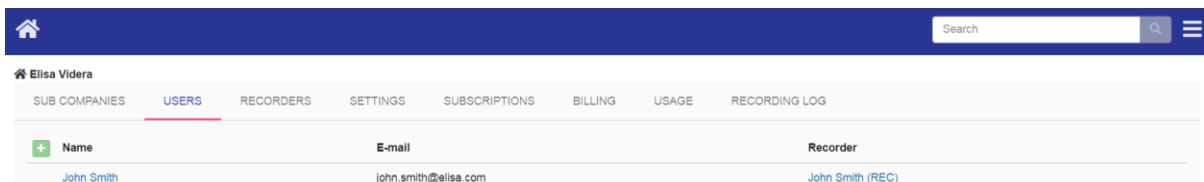
After the login you are able to see the admin navigation. First page is the sub companies which do not show



Picture 3: Admin interface

### 3. USER ACCOUNTS

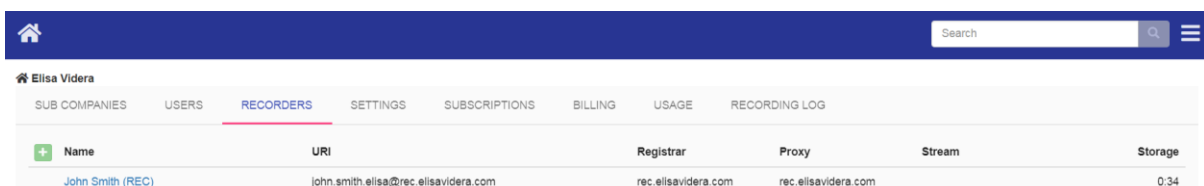
On the users menu you are able to see all the users which have account to the Elisa Videra REC.Connect service. User may have a recording capability or be a read-only admin. User accounts are currently managed by the Elisa Videra and admin Users will only have view access to this section.



Picture 4: User accounts

### 4. RECORDERS

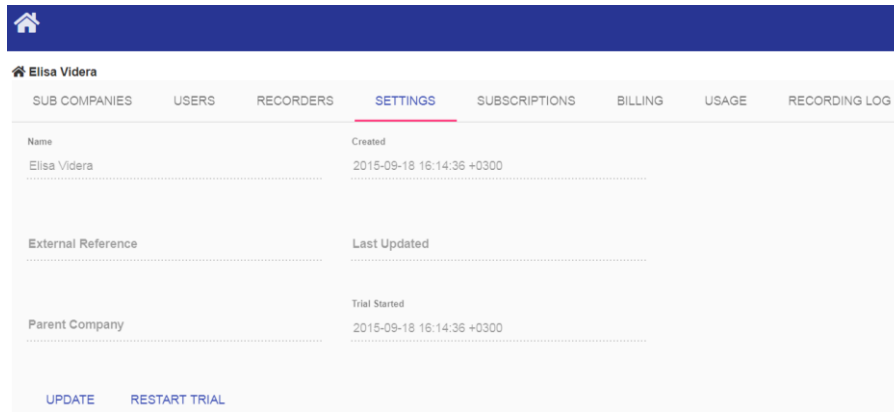
On the recorders menu you are able to see details of the users recorders which record the meeting. Recorders are currently managed by the Elisa Videra and admin Users will only have view access to this section.



Picture 5: Recorders

## 5. SETTINGS

Settings will show you summary of your company details. Settings are currently managed by the Elisa Videra and admin Users will only have view access to this section.

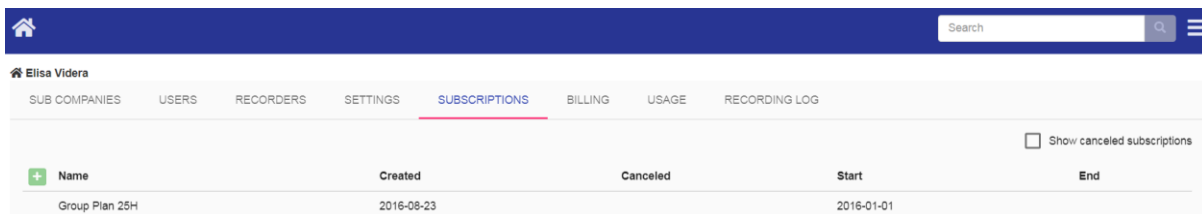


Elisa Videra							
SUB COMPANIES	USERS	RECORDERS	SETTINGS	SUBSCRIPTIONS	BILLING	USAGE	RECORDING LOG
Name	Created						
Elisa Videra	2015-09-18 16:14:36 +0300						
External Reference	Last Updated						
Parent Company	Trial Started						
	2015-09-18 16:14:36 +0300						
<a href="#">UPDATE</a>		<a href="#">RESTART TRIAL</a>					

Picture 6: Company settings

## 6. SUBSCRIPTION

Subscriptions menu will show you the current package of the service which your company has purchased. Subscriptions are currently managed by the Elisa Videra and admin Users will only have view access to this section.



Elisa Videra							
SUB COMPANIES	USERS	RECORDERS	SETTINGS	SUBSCRIPTIONS	BILLING	USAGE	RECORDING LOG
						<input type="checkbox"/> Show canceled subscriptions	
Name	Created	Canceled	Start	End			
Group Plan 25H	2016-08-23		2016-01-01				

Picture 7: Subscriptions

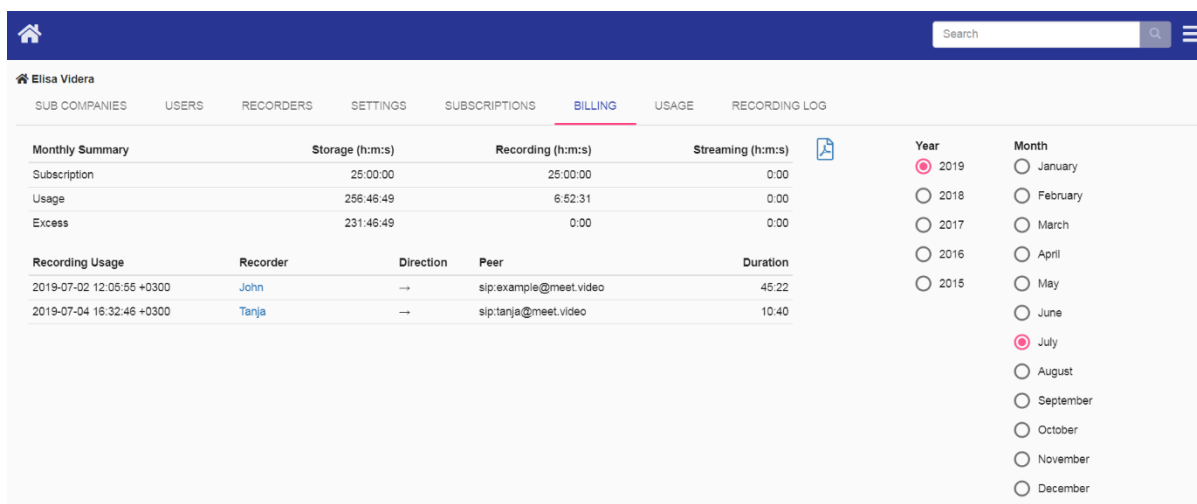
## 7. BILLING

You can click on Billing to view:

- Recording, Storage and Live Streaming volumes included in Company's subscription
- Summarized and detailed records for a Company's Recording, Storage and Live Streaming consumption in a particular month.
- Any Monthly excess / overage for Recording, Storage and Live Streaming (has Company consumed more than the volume included in Company's subscription?).

On the right hand side of the Monthly Summary table you have the option to:

- Select billing month by changing Month (and Year if applicable)
- Export the report in Adobe PDF format by clicking on the PDF icon



The screenshot shows the Elisa Videra admin interface. The top navigation bar includes a home icon, a search bar, and a menu icon. Below the navigation bar, the breadcrumb trail shows: Elisa Videra > SUB COMPANIES > USERS > RECORDERS > SETTINGS > SUBSCRIPTIONS > BILLING > USAGE > RECORDING LOG. The 'BILLING' tab is active.

The main content area displays a 'Monthly Summary' table with the following data:

Monthly Summary	Storage (h:m:s)	Recording (h:m:s)	Streaming (h:m:s)	
Subscription	25:00:00	25:00:00	0:00	
Usage	256:46:49	6:52:31	0:00	
Excess	231:46:49	0:00	0:00	

To the right of the table is a sidebar for filtering. It includes a 'Year' section with radio buttons for 2019 (selected), 2018, 2017, 2016, and 2015. Below that is a 'Month' section with radio buttons for each month from January to December, with July selected. A PDF icon is located to the right of the 'Streaming' column header.

Below the summary table is a 'Recording Usage' table with the following data:

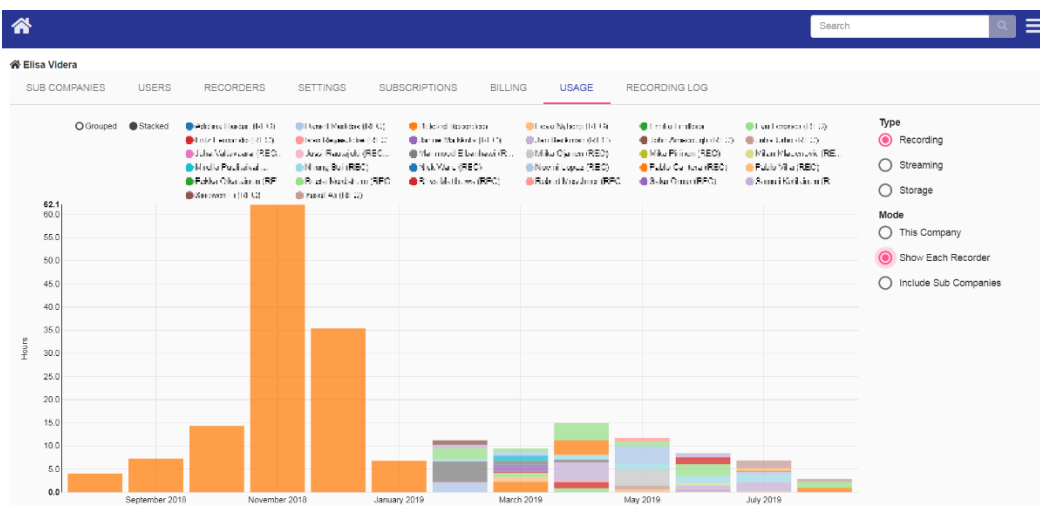
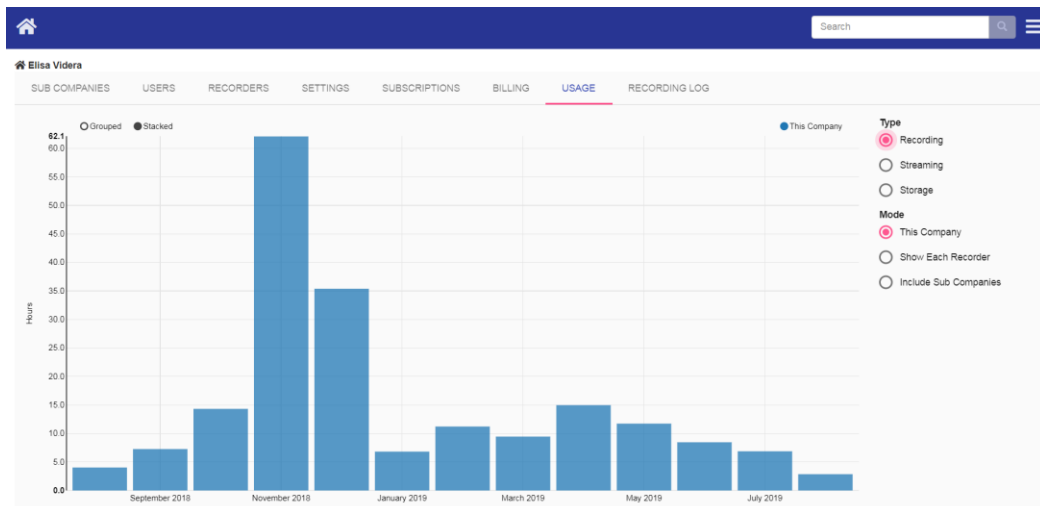
Recording Usage	Recorder	Direction	Peer	Duration
2019-07-02 12:05:55 +0300	John	→	sip:example@meet.video	45:22
2019-07-04 16:32:46 +0300	Tanja	→	sip:tanja@meet.video	10:40

## 8. USAGE

You can click on Usage to view the aggregated monthly usage for a Company. Usage Types include:

- Recording Hour
  - For this Company (aggregated recording activity from all Recorders in Company)
  - For each Recorder (in Company)
- Streaming View Hours
  - For this Company (aggregated live streaming activity from all Recorders in Company)
  - For each Recorder (in this Company)
- Storage Hours
  - For this Company only
  - Based on Peak Storage in Month

You are able to view the company as whole or each user separately.



## 9. RECORDING LOG

The Recording Log provides overview of all calls to/from Recorder(s) within a Company. The period is defined by a start date entered by you (default date is yesterday) and with last date predefined set to today). Similar to other tabs, the log data view may be refreshed by clicking the tab heading.

Start	Recorder	Direction	Peer	Duration
2019-08-22 10:30:23 +0300	<a href="#">Anna</a>	→	sip:sales@meet.video	30:11
2019-08-21 13:07:58 +0300	<a href="#">John</a>	→	sip:trainings@meet.video	53:25
2019-08-21 13:07:23 +0300	<a href="#">Phoenix</a>	→	sip:trainings@meet.video	0:16

Field	Description
Start	Data and time of recording start: YYYY-MM-DD HH:MM:SS GMT+2
Recorder	Recorder Name with link to Recorder
Direction	Left arrow: Call from Recorder to Source Right arrow: Call from Source to Recorder
Peer	The video address (SIP URI) of the remote site (e.g. endpoint or VMR)
Duration	DD:HH:MM:SS