**VIVAX**
**METROTECH**

**VMMap Web Portal User Manual**
(English Edition)
Version 1.0

# Table of Content

# 1.   Service & Support

## 1.1   Distributors and Service Centers Closest to You:

| Worldwide Sales Offices and Service Centers | |
| --- | --- |
| **World Headquarters, United States of America** | **Central/South America and the Caribbean** |
| **Vivax-Metrotech Corporation**<br>3251 Olcott Street, Santa Clara, CA 95054, USA<br><br>T/Free  : 1-800-446-3392<br>Tel     : +1-408-734-1400<br>Fax     : +1-408-734-1415<br>Website: www.vivax-metrotech.com<br>Email    : SalesUSA@vxmt.com | **Ventas para América Latina**<br>3251 Olcott Street,<br>Santa Clara, CA 95054, USA<br><br>T/Free  : 1-800-446-3392<br>Tel     : +1-408-734-1400<br>Fax     : +1-408-743-5597<br>Website: www.vivax-metrotech.com<br>Email    : LatinSales@vxmt.com |
| **Canada** | |
| **Vivax Canada Inc.**<br>41 Courtland Ave Unit 8,<br>Vaughan, ON L4K 3T3, Canada<br><br>Tel     : +1-289-846-3010<br>Fax     : +1-905-752-0214<br>Website: www.vivax-metrotech.com<br>Email    : SalesCA@vxmt.com | **France** |
| | **Vivax-Metrotech SAS**<br>Technoparc － 1 allée du Moulin Berger,<br>69130 Ecully, France<br><br>Tel     : +33(0)4 72 53 03 03<br>Fax     : +33(0)4 72 53 03 13<br>Website: www.vivax-metrotech.fr<br>Email    : SalesFR@vxmt.com |
| **Germany** | |
| **Metrotech Vertriebs GmbH**<br>Am steinernen Kreuz 10a, D-96110 Schesslitz<br><br>Tel     : +49 954 277 227 43<br>Website: www.vivax-metrotech.de<br>Email    : SalesEU@vxmt.com | **United Kingdom** |
| | **Vivax-Metrotech Ltd.**<br>Unit 1, B/C Polden Business Centre,<br>Bristol Road, Bridgwater, Somerset,<br>TA6 4WA, UK<br><br>Tel     : +44(0)1793 822679<br>Website: www.vivax-metrotech.com<br>Email    : SalesUK@vxmt.com |
| **China** | |
| **Vivax-Metrotech (Shanghai) Ltd.**<br>3/F No.90, Lane 1122 Qinzhou Rd.(N),<br>Shanghai, China 200233<br><br>Tel     : +86-21-5109-9980<br>Fax     : +86-21-2281-9562<br>Website: www.vivax-metrotech.com<br>Email    : SalesCN@vxmt.com.cn | |
| International Distributors and Service Centers | |
| **Australia** | **China** |
| **Vivax-Metrotech AUS**<br>Unit 1, 176 South Creek Road,<br>Cromer NSW 2099, Australia<br><br>Tel     : +61-2-9972-9244<br>Fax     : +61-2-9972-9433<br>Website: www.vivax-metrotechaus.com<br>Email    : sales@vxmtaus.com | **Shanghai Vimap Technology Co. Ltd.**<br>9/F, building 89, Xinhuiyuan,<br>No.1122 Qinzhou North Road<br>Shanghai, China 200233<br><br>Tel     : 4000-999-811<br>Website: www.vimap.cn<br>Email    : info@vimap.cn |

# 2.   The VMMap Web Portal

When used with Bluetooth-enabled vLoc, vLoc2, vLoc3 series or the RTK-Pro receiver, the VMMap Utility Mapping app records data from the receiver in the field and is instantly available online in the VMMap Cloud web portal.

The VMMap Web Portal stores data from the VMMap mobile apps registered users. All the data collected in the field is immediately available for viewing and manipulating online or for download.

Two types of cloud accounts are available:
**Individual User** accounts can be created in the VMMap mobile App or online at https://vmmap.vxmt.com/login
**Company** accounts, which (currently) need to be opened by Vivax-Metrotech's mapping technical support department.

## 2.1   Open an Individual VMMap Web Portal Account

1. Download the VMMap app from the Apple or Google Play Stores by searching for **"VMMap"** or scan the below QR codes. Alternatively, visit the VMMap Web Portal to set up an account without the need for a mobile device. Using your preferred web browser navigate to https://vmmap.vxmt.com/login



2. After installing the app, the VMMap icon will appear on the mobile device. Press the VMMap icon to launch the app.
3. Enter your login credentials or create an account if needed by selecting the "Create One" option at the bottom of the screen. If you have an account and cannot remember your password use the "Forgot Password" link to reset your password.
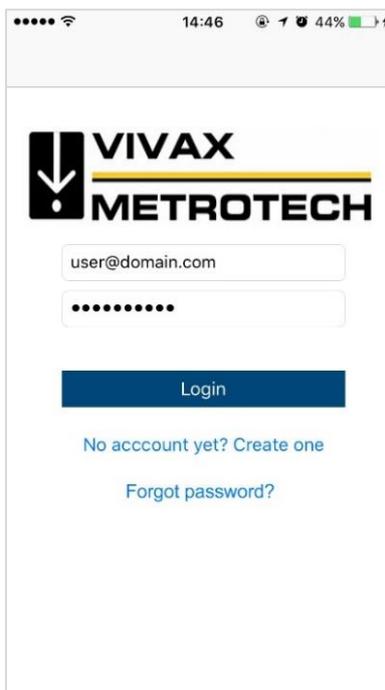
**4.** If creating a new account, fill in the required information, and select "Sign Up."
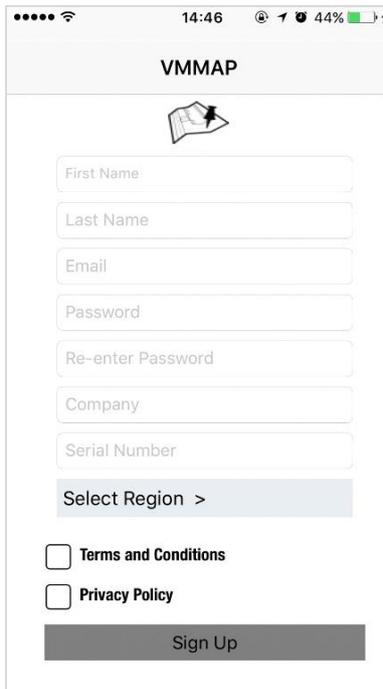


**5.** A confirmation email will be sent from the VMMap server. Follow the instructions in the email to activate the account.



**Note**:
Make sure that your email client application accepts outside/external emails. Sometimes this confirmation email may end up in the "spam" folder.
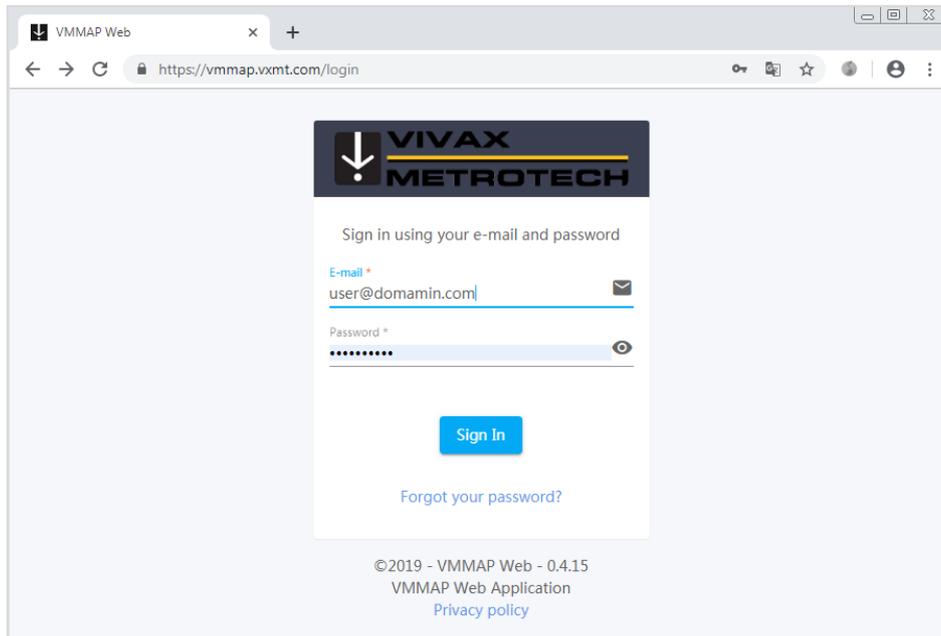
## 2.2    Login to the VMMap Web Portal

From the Vivax-Metrotech website, click on the VMMap icon to the navigation bar's right to enter the VMMap Web Portal. You can also enter the web address of https://vmmap.vivax-metrotech.com/ into your browser.
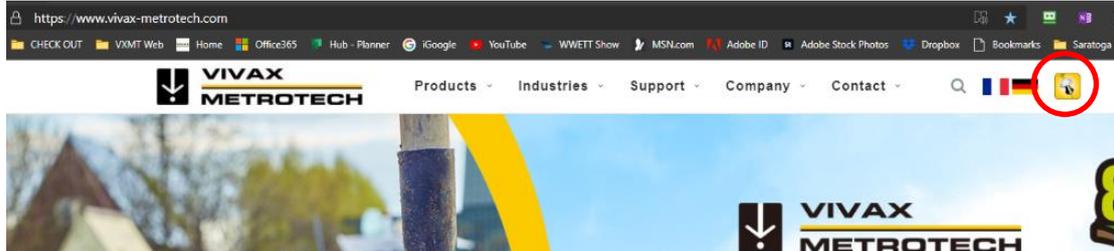
## 2 VMMap Web Portal

1. Enter a username and password and Sign In.



2. When logged in a Home screen similar to the below is seen. 🏠 Home
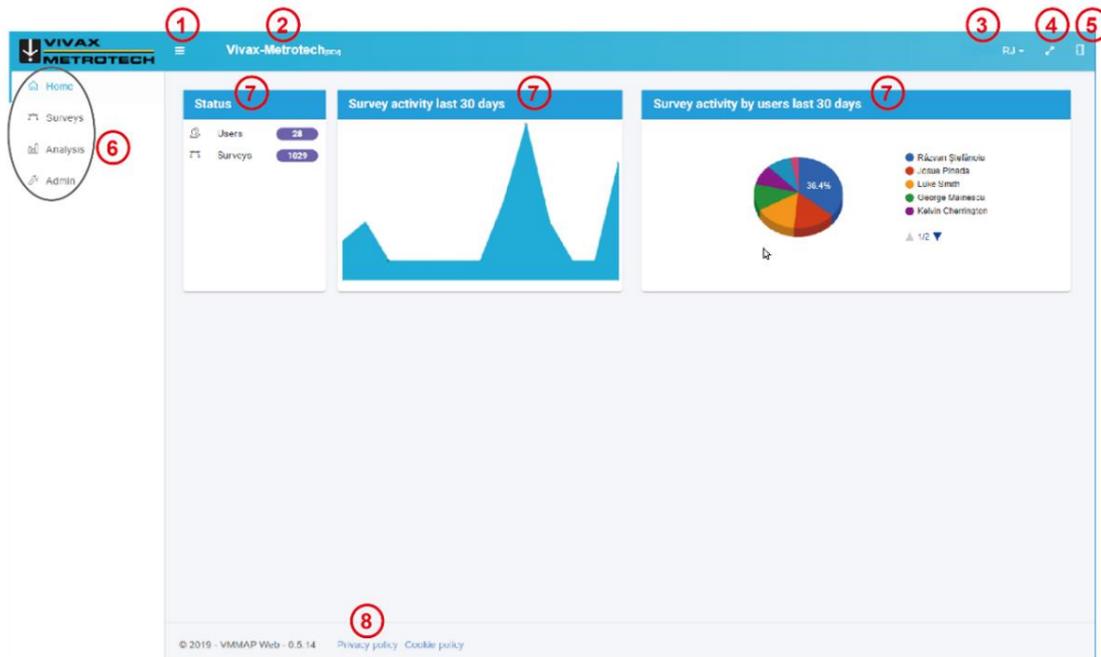


**VMMap Home Screen**

| 1. | Show/Hide side menu | 5. | Application settings and view settings preferences |
|---|---|---|---|
| 2. | Company name (if entered at account creation) | 6. | Side menu |
| 3. | User profile access | 7. | Account statistics |
| 4. | Full-screen button | 8. | Legal information |

3.  **Show/Hide side menu** – Pressing the Menu icon ▤ will show or hide the side menu. When shown, icons and text are present. When hidden, only the icons are shown. Hiding the side menu provides more space when viewing the home screen.
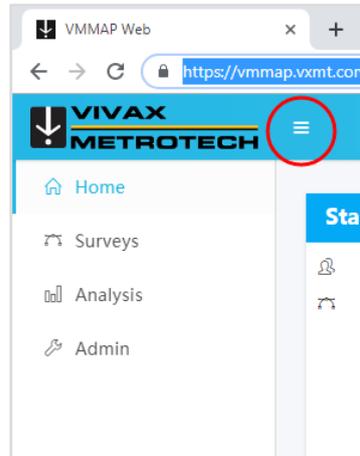


| **The side menu is shown** | **The side menu is hidden** |
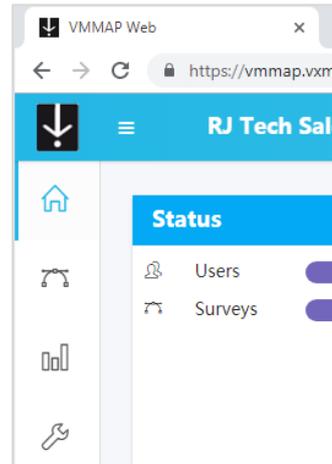
4.  **User profile access** – is used to edit the user profile, user or administer role, and sign out of the program. Use Change Password to reset your password. Passwords must be greater than ten characters contain numbers, lowercase and uppercase letters and special characters.
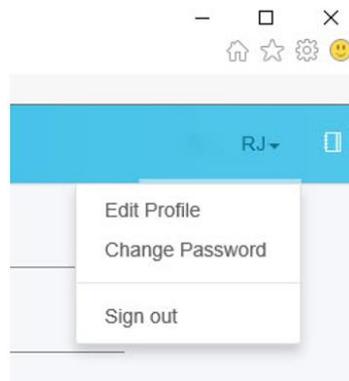


**User profile access menu**

5.  **Application settings** and **view settings preferences** – gives on-fly-access to Units of Measure, Date and Time formats and GPS coordinates formats under the **Applications Settings** tab, and Themes, Layout, Language, under the **View Settings** tab
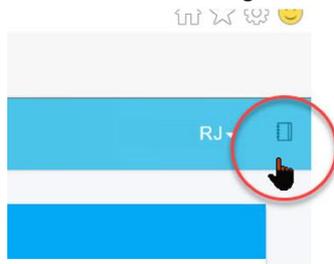


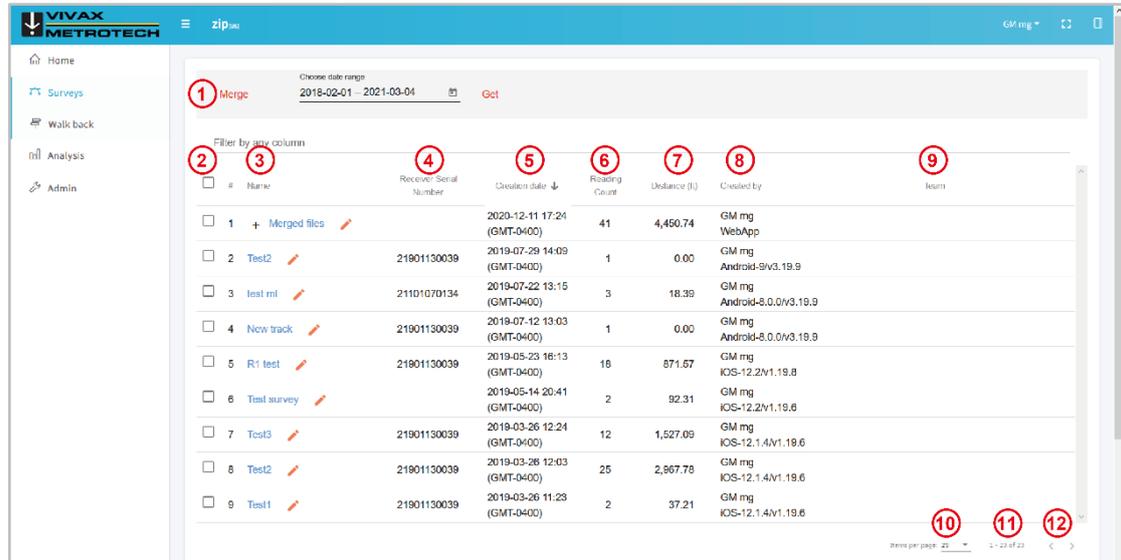| **Click on the App Set/Theme settings icon** | **View and modify the settings of the app** | **View and modify the preferences details** |
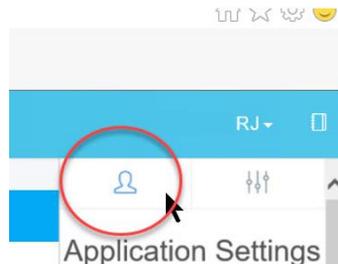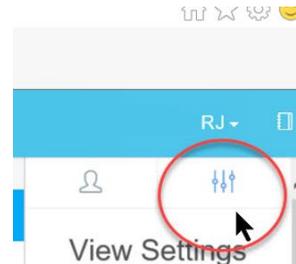
# 3.   Using the VMMap Web Portal

The VMMap Web Portal consists of three sections. They are the **Surveys, Analysis** and **Admin** sections.

## 3.1   Surveys

The Survey page shows all the records that have been uploaded from the vLoc receivers.



**The main survey page**

| | | | |
|---|---|---|---|
| **1.** | Date range filter | **8.** | Created by |
| **2.** | Record number | **9.** | Team |
| **3.** | Survey name | **10.** | Items per page filter |
| **4.** | Receiver serial number | **11.** | Page and number of pages |
| **5.** | Creation date | **12.** | Move back/forward between screens |
| **6.** | Reading count | | |
| **7.** | Distance | | |

Comments icon – The pencil icon nearby a title indicates that a comment window can be open if that icon is pressed. Comments or additional comments can be entered.
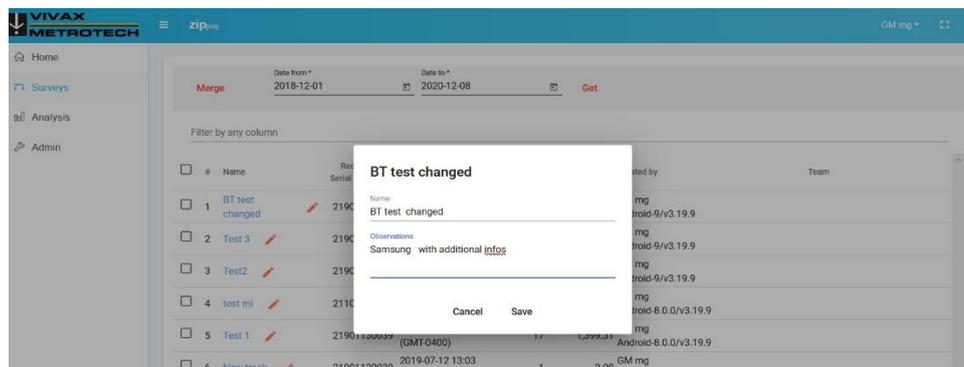


**Comments Window**

If you want to display records from a particular period, enter the starting and ending dates. Press "Get."
NOTE: The default period for displayed records is one month.
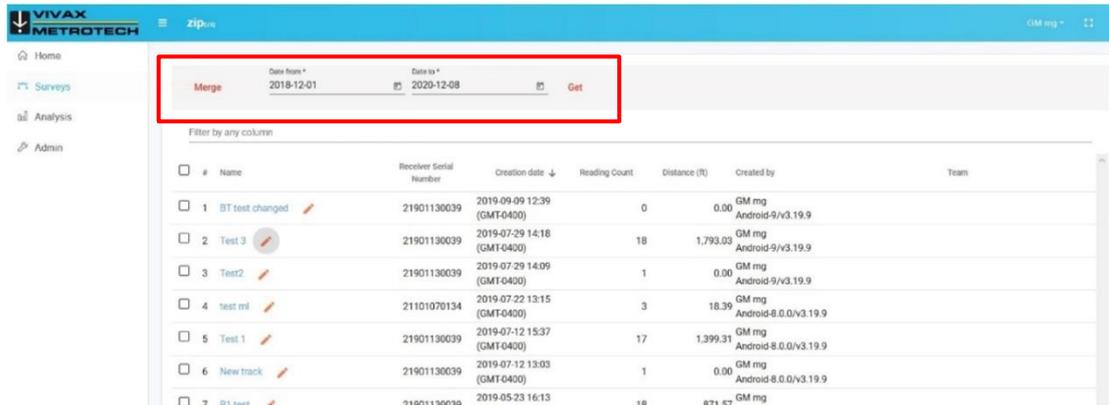
**Use the filters to select a date range**

If the user wants to merge multiple entries in a single record, it can be done using the checkbox in front of those particular records. Once that is done, pressing MERGE will open a window to enter information for the newly created file.
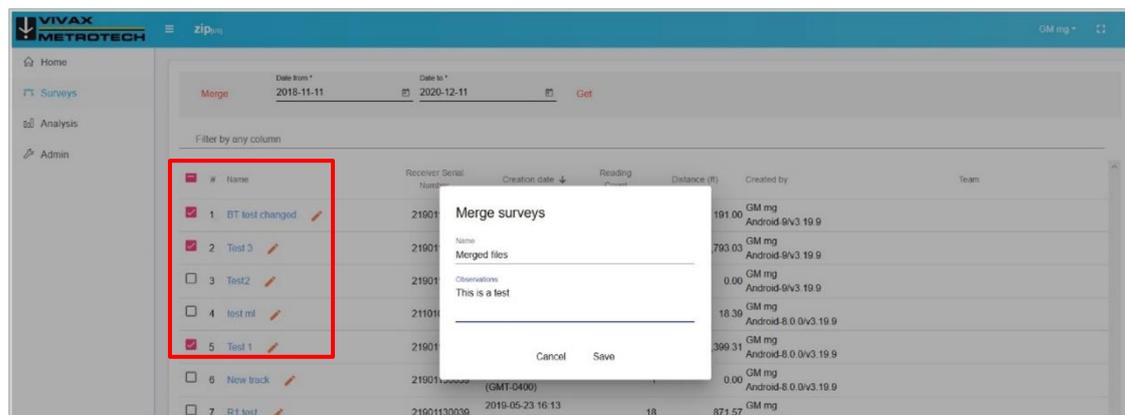

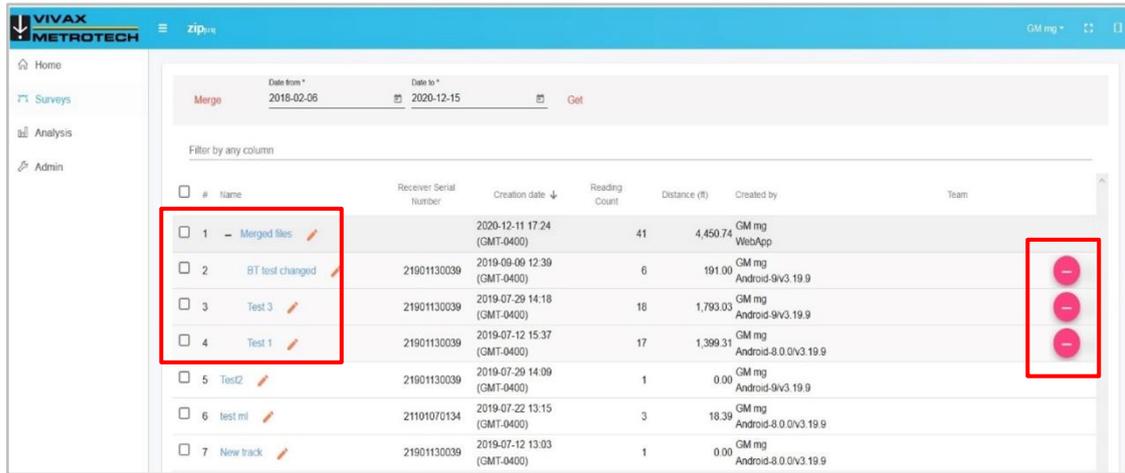**Marking the surveys that will be merged into a new record.**

A new file will be created with the selected name.
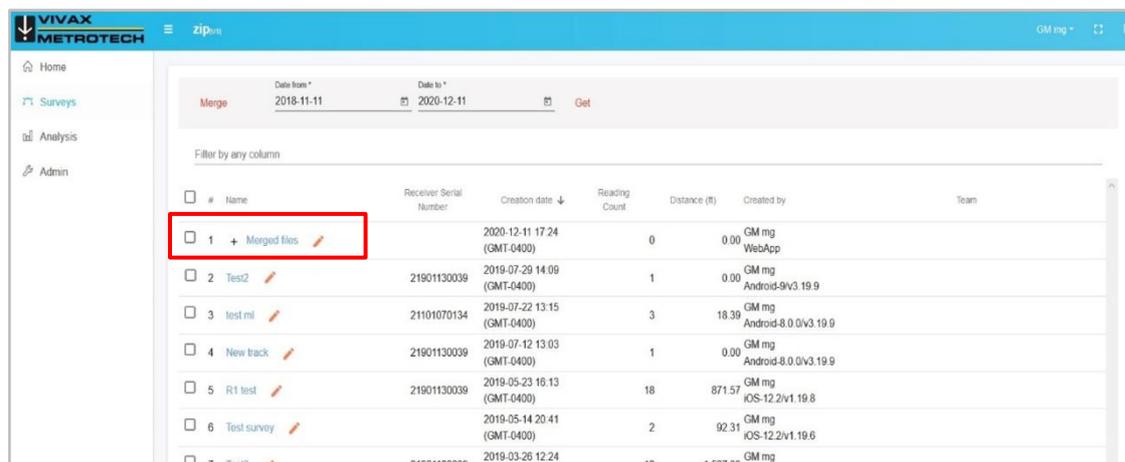

**The new file created from the file merge**

Pressing on the "+" sign in front of the file's name will list the files that have been merged. Pressing the "-" sign button at the right of a particular file raw will remove that file from the newly created file.

**Merged files and Remove buttons**

### 3.1.1   Maps

Clicking on one of the records(name) will open the Map screen. The below illustration shows the default view, and, on the map, all the taken readings are shown as pins.
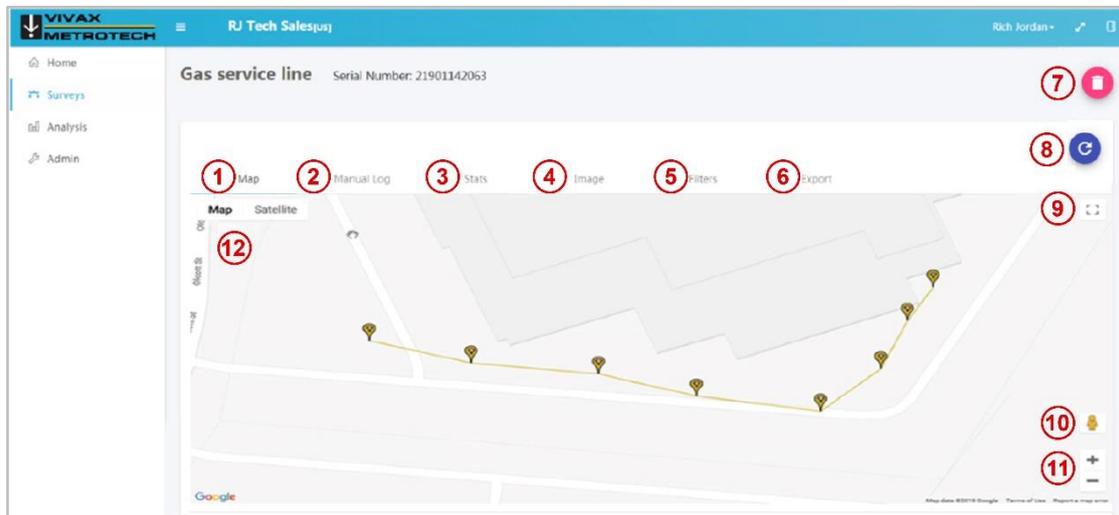


| 1. | Map tab | 5. | Filters | 9. | Full-screen view |
|---|---|---|---|---|---|
| 2. | Manual log | 6. | Export | 10. | Street view |
| 3. | Stats | 7. | Delete survey | 11. | Zoom |
| 4. | Image | 8. | Refresh | 12. | Map or Satellite view |

Clicking on any of the pins will show the information for that pin in a pop-up window.
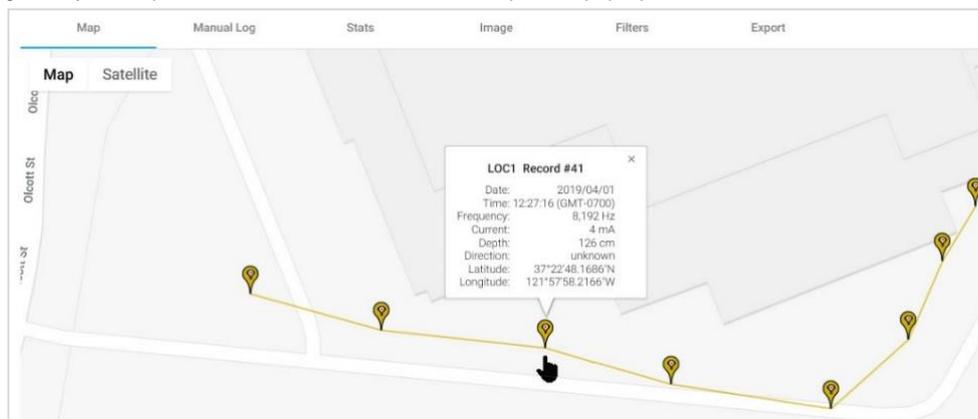
**Pop up window showing record #41 information**

## 3.1.2   Manual Log Tab

All the log readings are listed in this option, with all the saved information for that entry.

All the columns, except for the Location column, can be sorted in ascending or descending order. The mouseover for each column's header will display an arrow indicating that that column is sortable in ascending or descending order.



**Arrows showing sorting ability**



**Parts of the Manual Log Main Screen**

| | | | |
|---|---|---|---|
| **1.** | Reference number | **7.** | Locate Current – shows the line current from the locator |
| **2.** | Index number – Is the actual log number from the locator. | **8.** | Locate Current Direction – if the SD or SiS features were used in the receiver, that information would show here |
| **3.** | Creation date – shows the timestamp of when the record was created | **9.** | Mode – shows the locate mode used in the locator for this record |
| **4.** | Location – shows the recorded GPS coordinates | **10.** | Locator Gain - shows the locators gain setting for this particular reading |
| **5.** | Frequency – shows the locators frequency when the record was created | **11.** | Utility Type – Describes the color-coded Utility Type pin used when creating the record |
| **6.** | Depth – shows the recorded depth from the locator | **12.** | Refresh screen button |

### 3.1.3   Stats tab

This tab gives statistics for that log entry, including graphs of the current and depth taken.
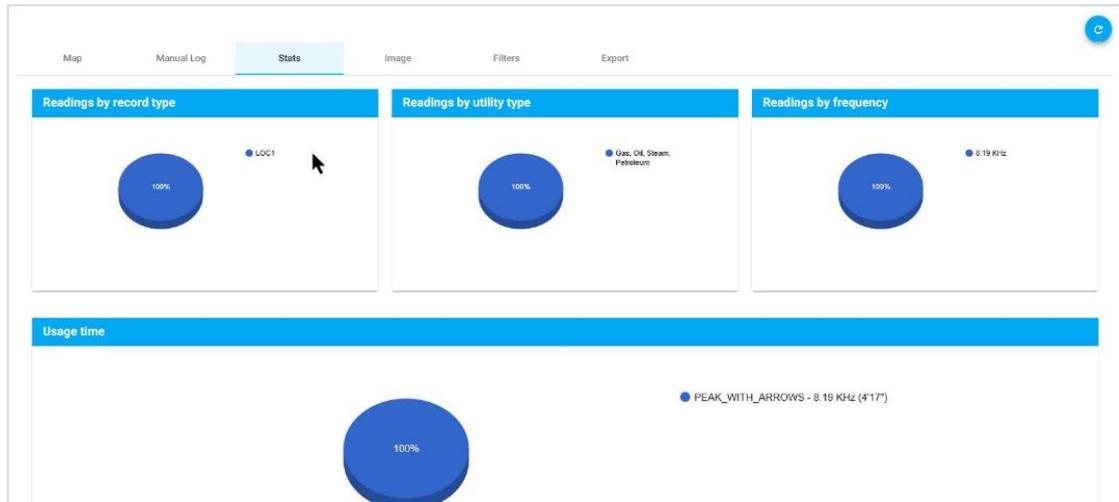


**Example analysis**
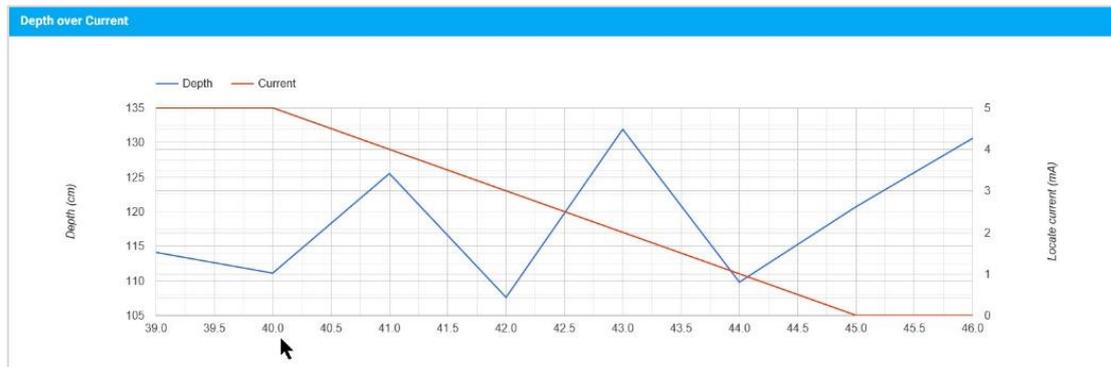


**The depth and Current readings graph**

### 3.1.4   Filters Tab

Filters are available for each log. Selecting Filters opens the page where the filters can be set.

First, select the **Criteria** for filter options of **Current, Frequency, Depth,** or **Index**.

Next select **Operator** for filter options of **Equal, Less than, Less than or equal, Greater than, Greater than or equal.**

Next, select **Value** and enter a numeric value based on the criteria and Operator chosen.

When the filtering values have been entered, press the **Add** button, and the filter criteria will be displayed in the Current Filters box to the right
Pressing **Go to the Previous View** will activate the filter, and the results will be displayed in the Map tab.

### 3.1.5   Export Tab

Press the **Export** button to open the export menu. Currently, three formats of CSV, KML and SHAPE are supported.
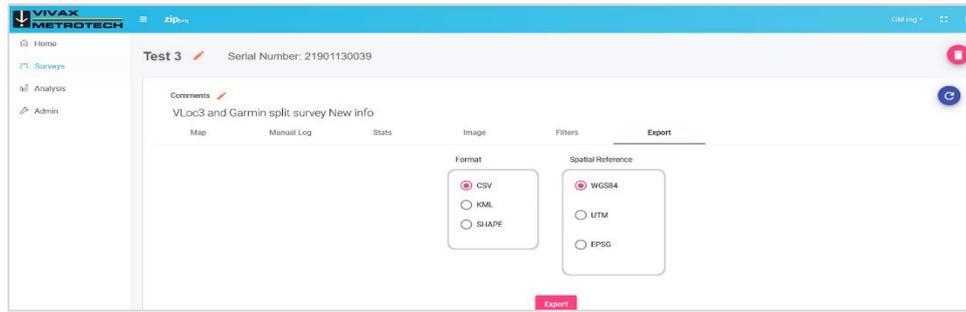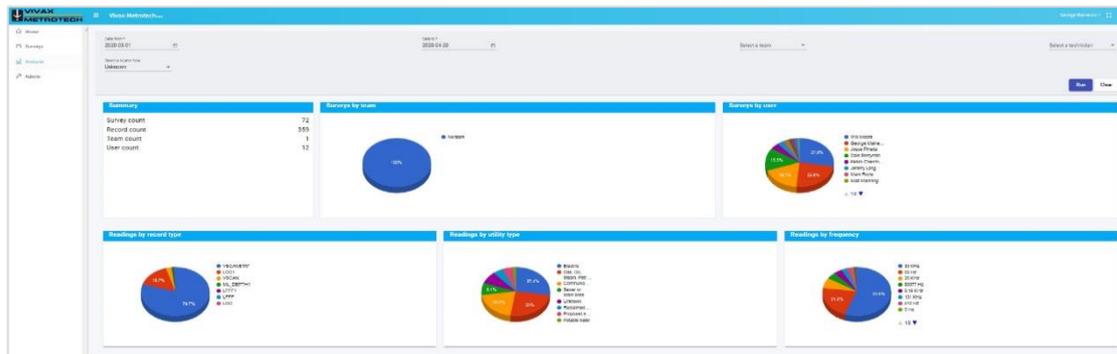


**Export options**

## 3.2   Analysis

Once a log has been selected, press the Analysis Tab to open the criteria section to choose the analysis parameters. For single users, the parameters are dates and locator types.
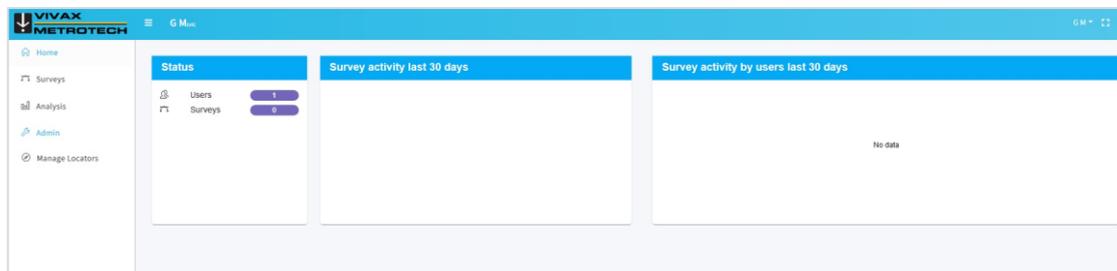


**Choose the criteria for analysis**



**Results of the chosen criteria**

## 3.3   Admin menu

This menu is used in a SINGLE USER account if the owner wants to register multiple locators.

1.   Press the **Admin** button, and the **Manage Locator** submenu will be displayed:

2. Pressing the **Manage Locator** button, the list of existing locators will be displayed. Pressing the" **+**" key user can add/delete locators:



3. You can introduce the relevant information for multiple receivers assigned to the same single user account in the below screens.



4. Press **Save** and the list of devices will be displayed.

# 4.   Multiple User Accounts

To open this type of account, please contact Vivax-Metrotech Corporation at 1-800-446-3392

For this type of account, an additional menu is available where a designated company administrator can add, delete, and organize users and teams.

For this user, the "**ADMIN**" button on the left side will be active. Pressing this button will offer the company the designated administrator of the account a couple of additional menus.

## 4.1   Manage Users

Press the Manage Users button on the left side to display a list of existing users.
In this menu, the admin will add, delete, or activate different switches for a particular user.
NOTE: some options are receiver type dependent.
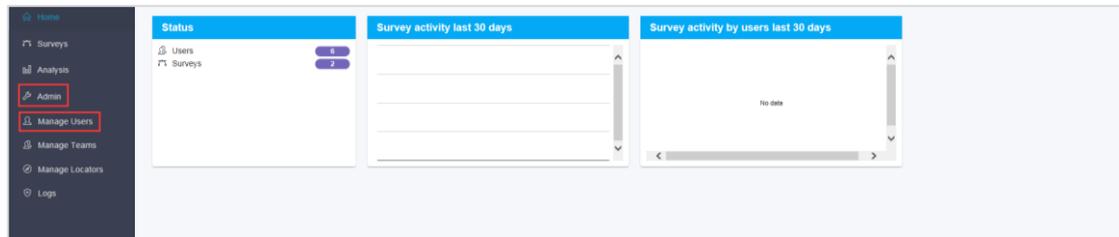


**Manage user's menu**

To add a user, press the red People icon found at the top right portion of the screen.
The "add new user" window will open.
Fill in the requested fields. The ones marked with an asterisk should not be empty. Additional information can also be added at a later time.
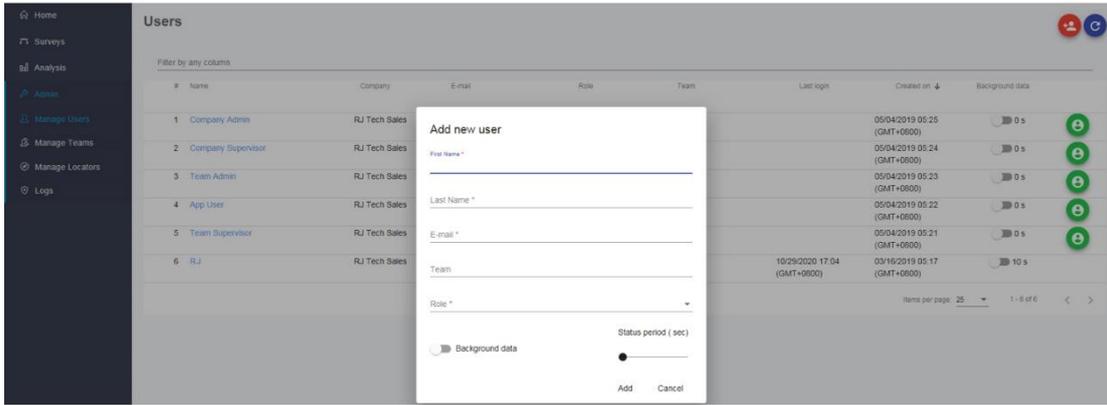Once a user is added, it will show up in the user list.

**TIP**
It is also good to refresh the screen by pressing the round blue button in the top right corner from time to time.
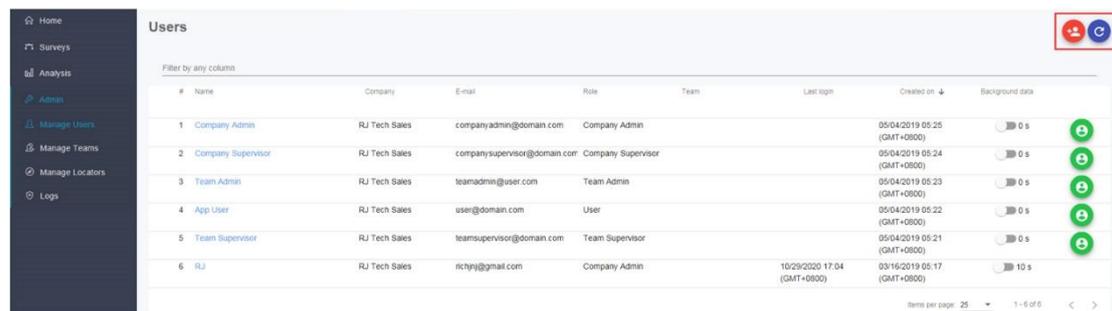


**User** list, **Refresh** and **Add new user** buttons

**New user window**

The **BACKGROUND data** and **STATUS period** switches are specific for some particular type of receivers. If they are enabled in the **Add new user** window, these features can automatically send to the server some data collected by the receiver at the chosen rate.
Check with our factory for these particular features and receiver models.
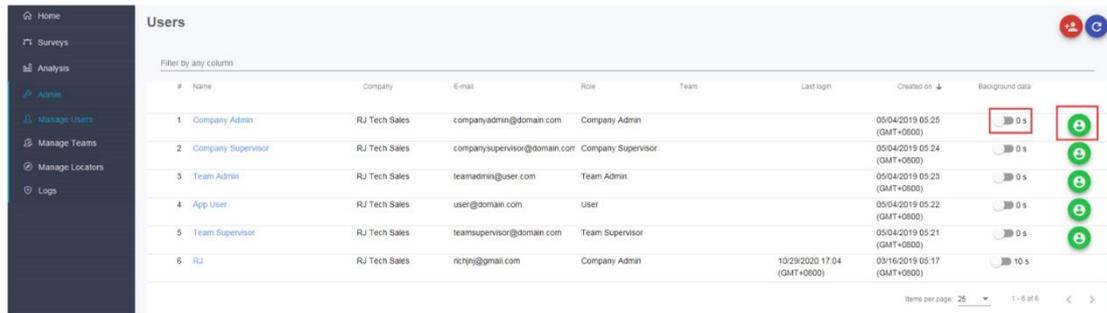


**Switches for background data and data collection for a particular user**

Collection of the background data and receiver data from a particular receiver can also be enabled or suspended using the round buttons at the top right side of the USER list screen.

At any time, click on one user's name, the "Edit user info" screen can be opened and updated.
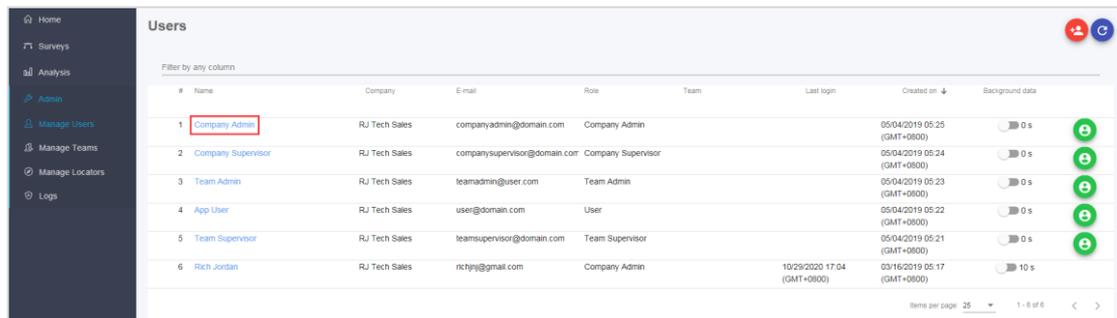


**User information window**

### 4.1.1  Classes of users

In the**" Edit user info screen,"** there is a mandatory field marked "**Role.**"
This information will assign a particular user qualification in the structure of the database.
There are five types of users:
1. **Company Admin:** this is the highest hierarchy in an account, and it has the rights to create users, teams, inspect all the data entered in the database, etc.
2. **Company Supervisor:** can view all the surveys of all the teams.
3. **Team Admin:** can create sub-teams from their team down, can visualize all the surveys of their team, and sub-teams can create new users.

4. **Team Supervisor:** can visualize all the surveys from their team down.
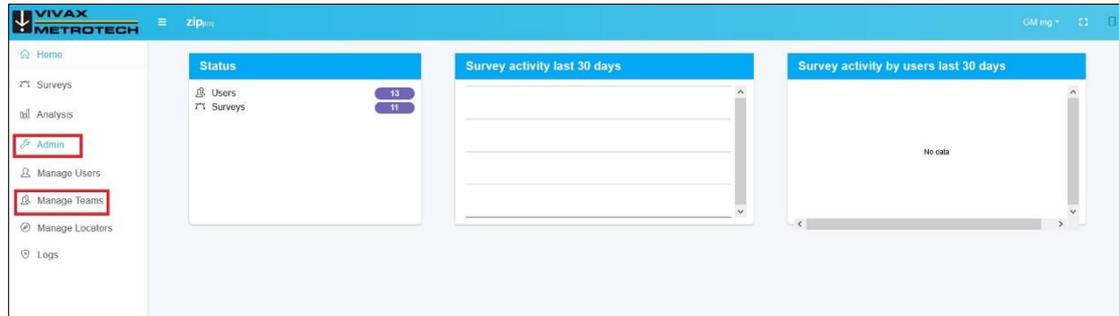5. **User:** can see only their surveys.

## 4.2   Manage Teams Menu

To get to this menu, press the **Manage Teams** button under **the Admin** menu.
In this menu, a structure of teams and sub-teams can be created, configured, and users be assigned to a team.
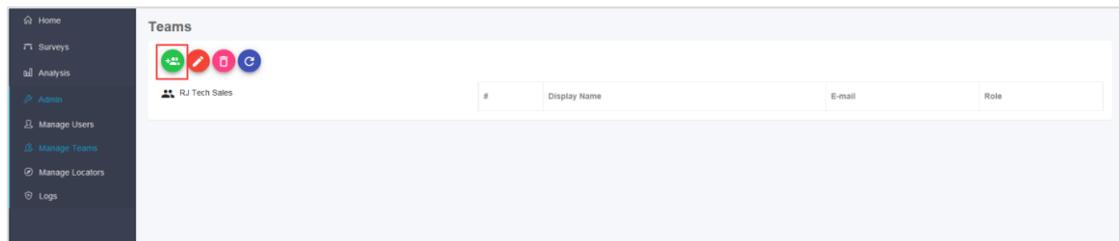
> To be able to create teams, you must have the credentials for this function (see above classes of users)
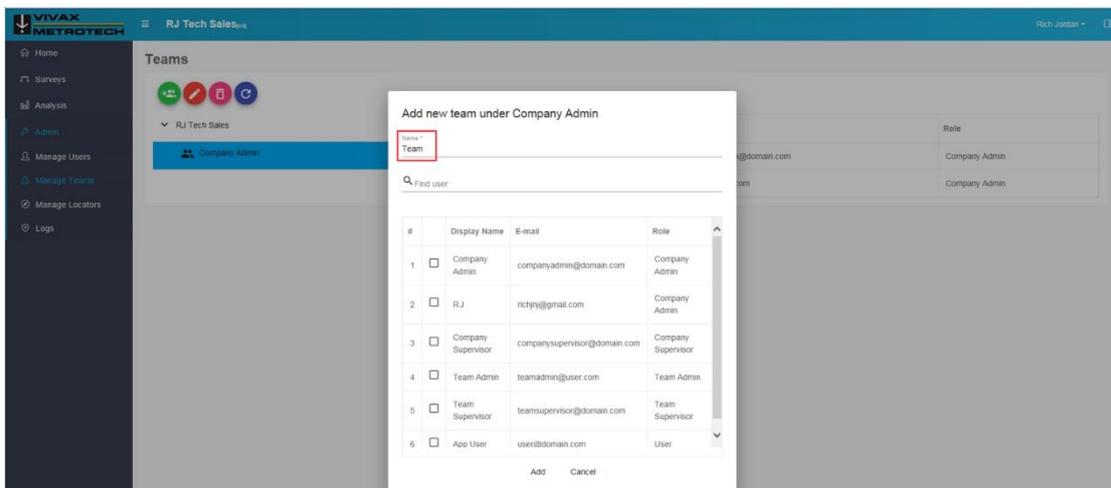


**Manage Teams**

### 4.2.1   Create a new team

To create a new team, press the **Add new team** button while in the **Manage Teams** menu.
The "Add new team" window will open.



**Add new team**



**Creating a new team**

Fill in the name of the new team. You can assign users to this team at this moment from the list of unassigned users.
In the example below, a team with the name "Team" has been created.
After that, two users from the unassigned user list have been allocated to the newly created team, clicking the appropriate boxes from the name list. Press **ADD** to save.
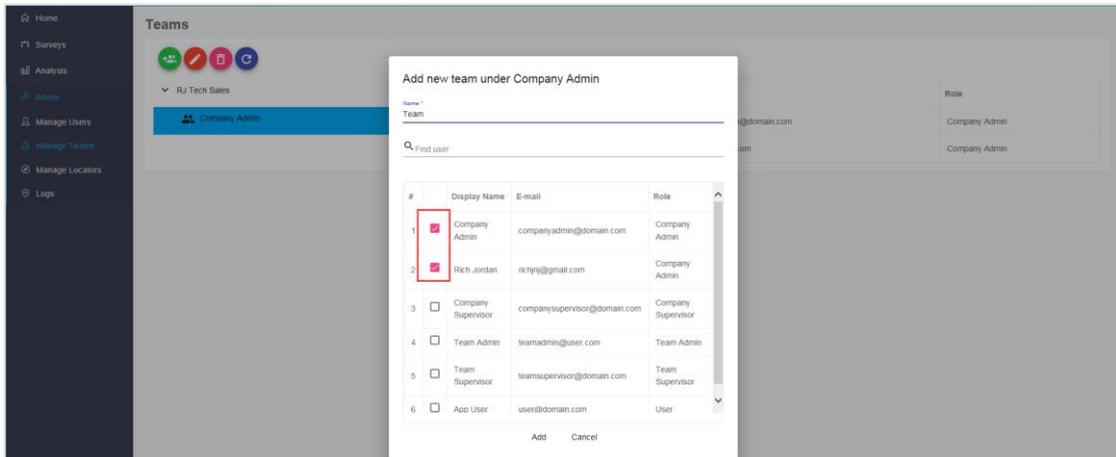
**Assigning users to the newly created team**

**Note:** - a user can be assigned to only one team at a time.
A user can be assigned to a team at a future date, using the **Manage user's** menu and clicking on the user's name that is not assigned to a team.
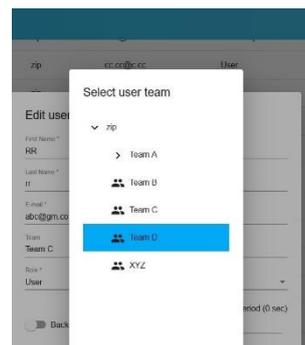


**Unassigned users**

If a user needs to be changed to a different team, use the **Manage user's** menu. Select the user, click on their name and "Team" line in the open window. "Select user team" window will open. Highlight the new team.
In our example, a user has been changed from **Team C** to **Team D**.
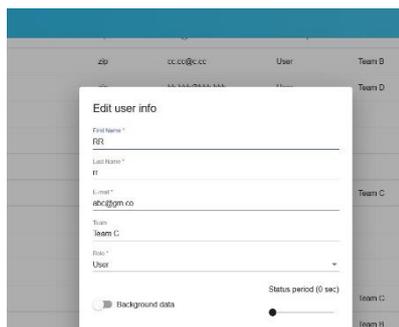


**User originally in Team C**



**Changing the user to Team D**



**The user is now in the new Team D**
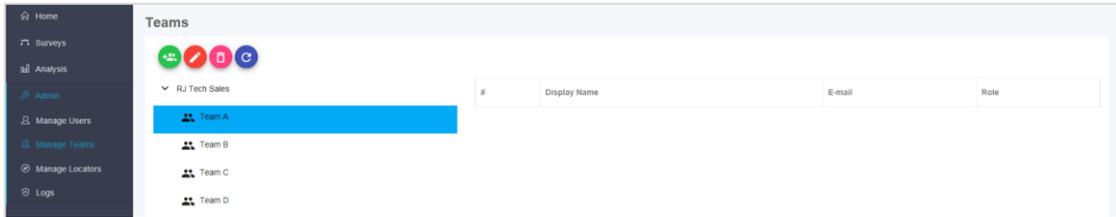
### 4.2.2  *Create sub-teams*

Multiple levels of sub-teams can also be created following the same sequence as above.

To do that, follow the below steps:

1. Highlight the team under which you would like to create the sub-team.
2. Press the **Add new team** button as above. The "Add new team" window should open. Enter the new sub-team name. In this example, Team AA has been created under Team.
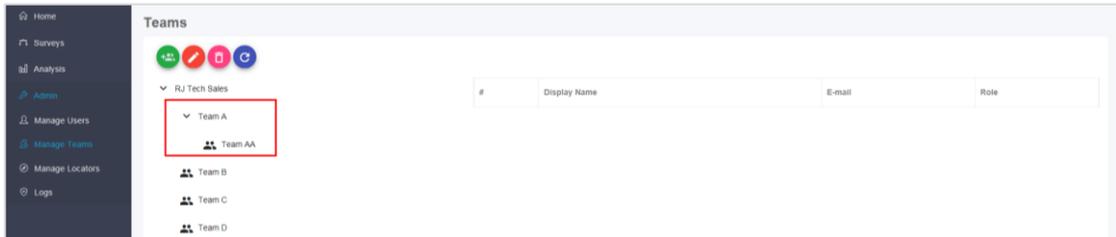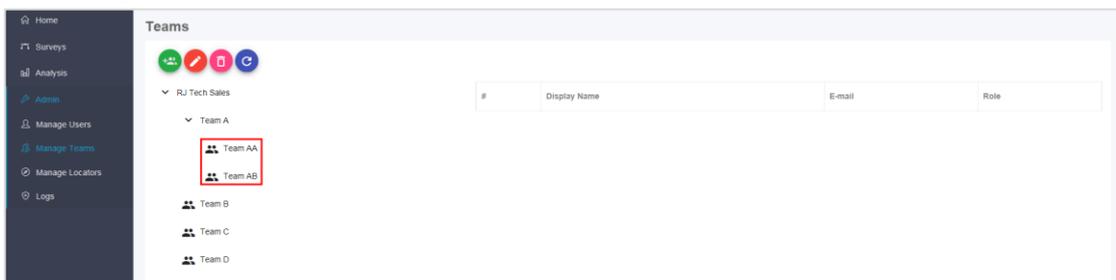


**Creating a sub-team**
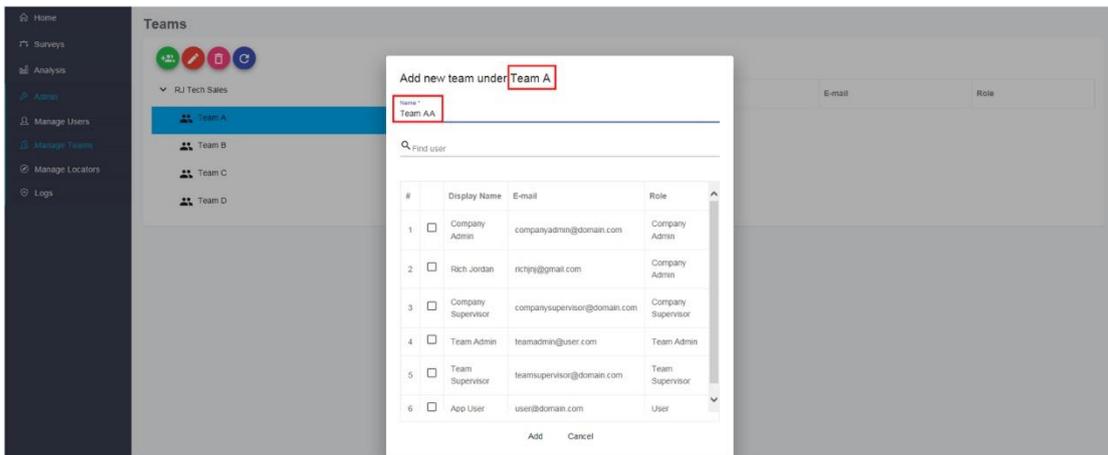


**Enter the sub-team name**

Once they have been created, they will show up under Team A in this case.



**New sub-team AA**

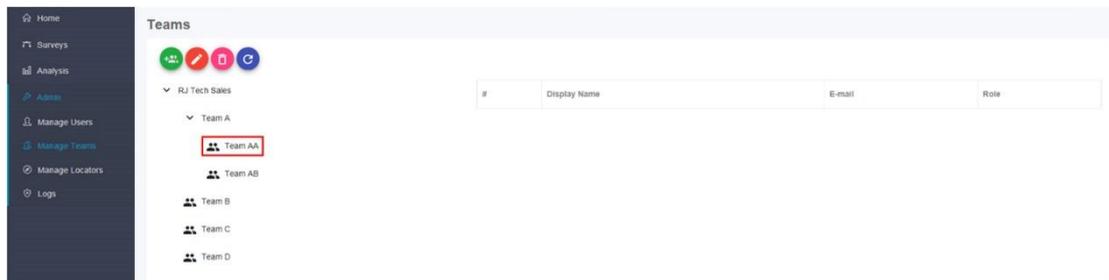3. Similarly, another sub-team can be created under the main Team A. In our case, Team AB.
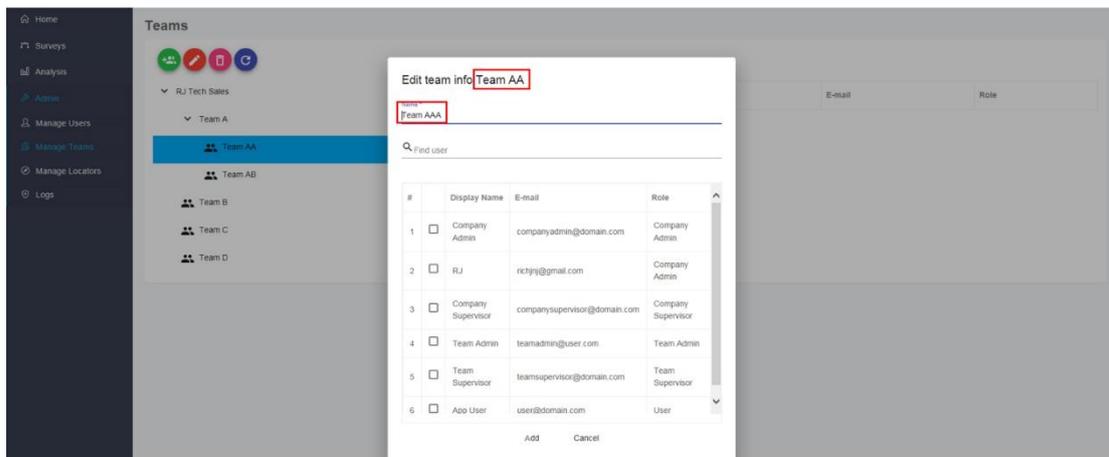


**New sub-team AB**

**4.** If another sub-team level must be created, follow the above steps, highlighting the sub-team under which the new sub-team must be created. Once the "Save" button is pressed, the new team will be added.
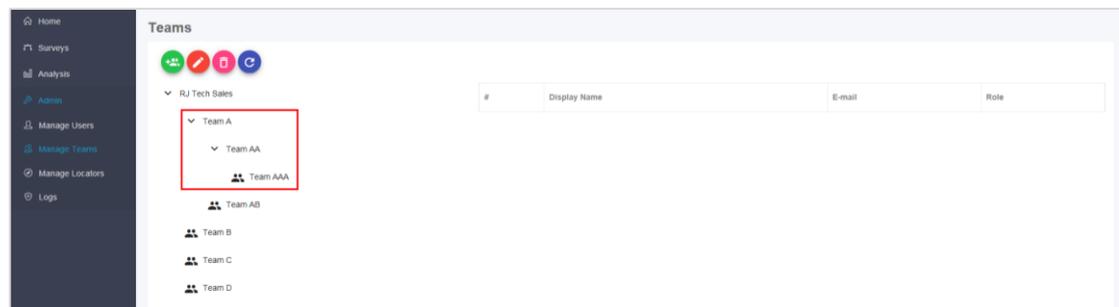In our example below, a sub-team Team "AAA" was created under sub-team "Team AA."



**Select the parent team**



**Enter the new sub-team AAA**



**The new sub-team AAA is created**

**5.** Teams that have sub-teams will show an arrow icon in front of them. Downward pointing arrow icons "**V**" show that the list is expanded right-pointing arrow icons  "**>**" show that the list of sub-teams is collapsed. The "**person**" icon in front of the team shows that that team does not have sub-teams and has only members.
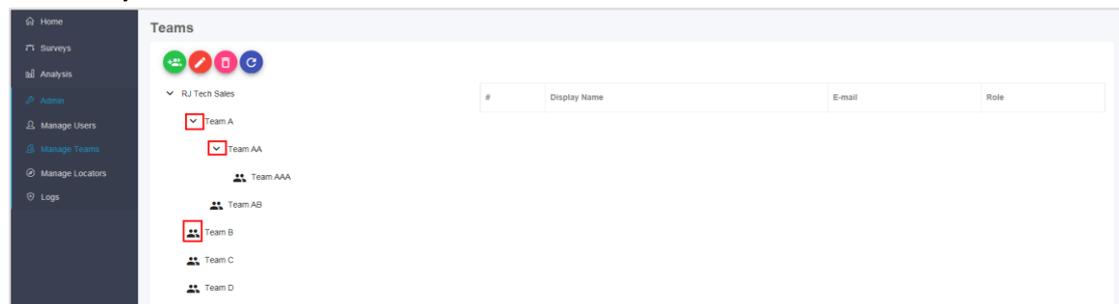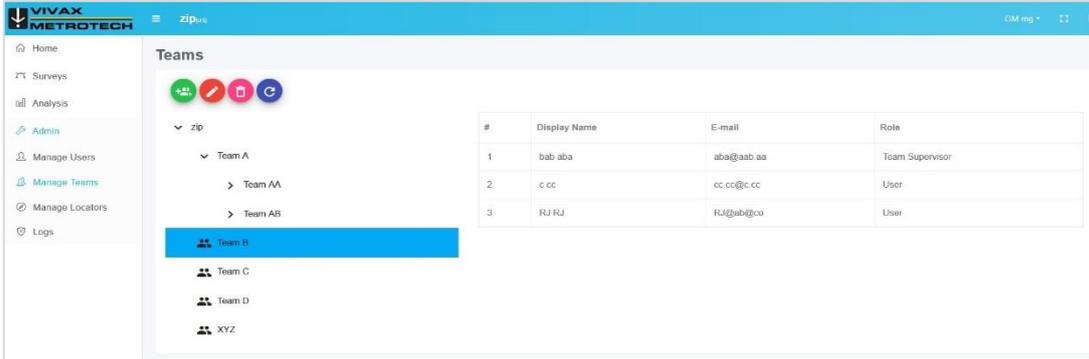


**Icons used**

**NOTE:**

Clicking on a team that has the **person** icon in front of it will display the members of that team:



**List of team members**
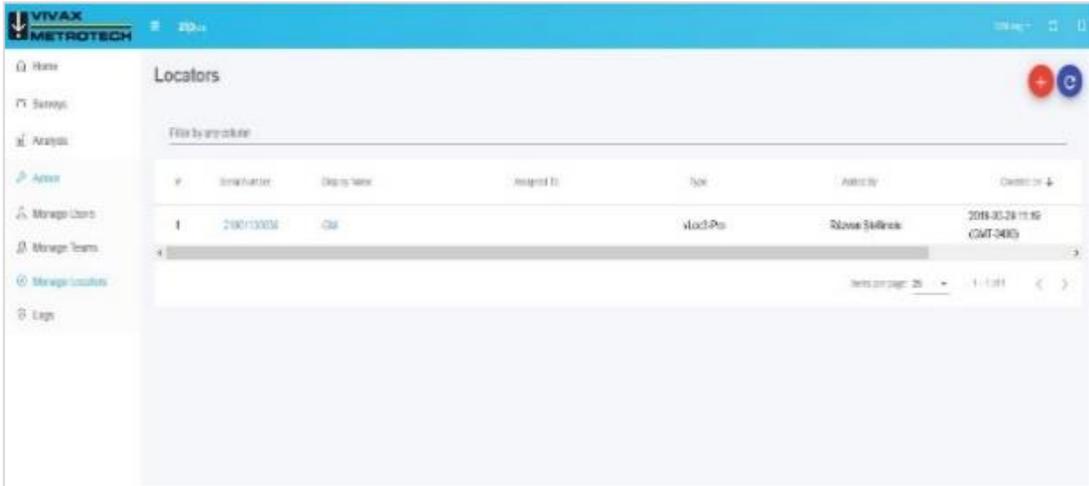
## 4.3   Manage Locators Menu

All the locators belonging to an account can be handled from this menu

Based on the S/N, receivers can be allocated or reallocated to different users. Additional information is available in this menu.
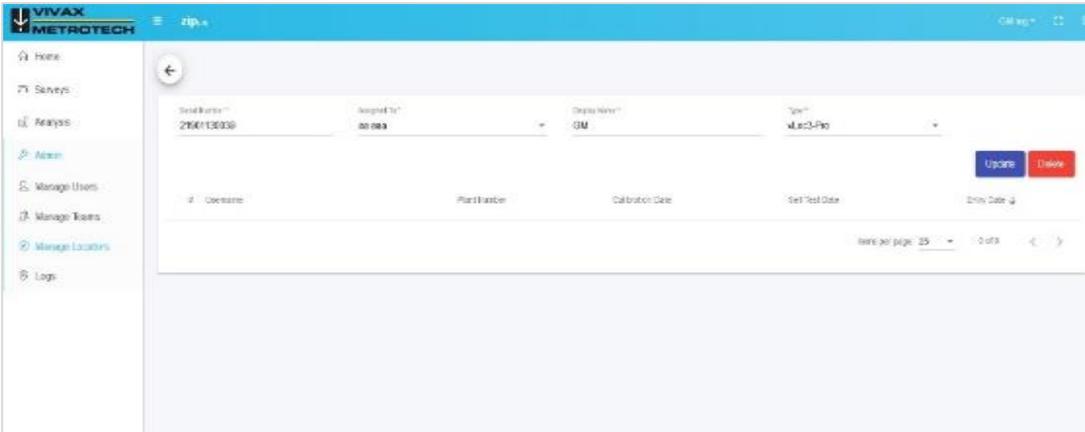
**Note**: Some fields are specific for receiver models.



**Registered devices**



**Device details**

*Notes:*

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____