

Dynamic VMS

User Manual

Administration Guide

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10Tacle Pte Ltd

Confidential

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1. Getting Started

1.1 System Requirements

- Modern web browser (Chrome, Firefox, Safari, Edge)
- Screen resolution: 1024x768 or higher recommended
- Internet connection to access the VMS server
- Valid user credentials provided by your administrator

1.2 Logging In

To access Dynamic VMS, open your web browser and navigate to the system URL provided by your administrator. You will be presented with the login screen.

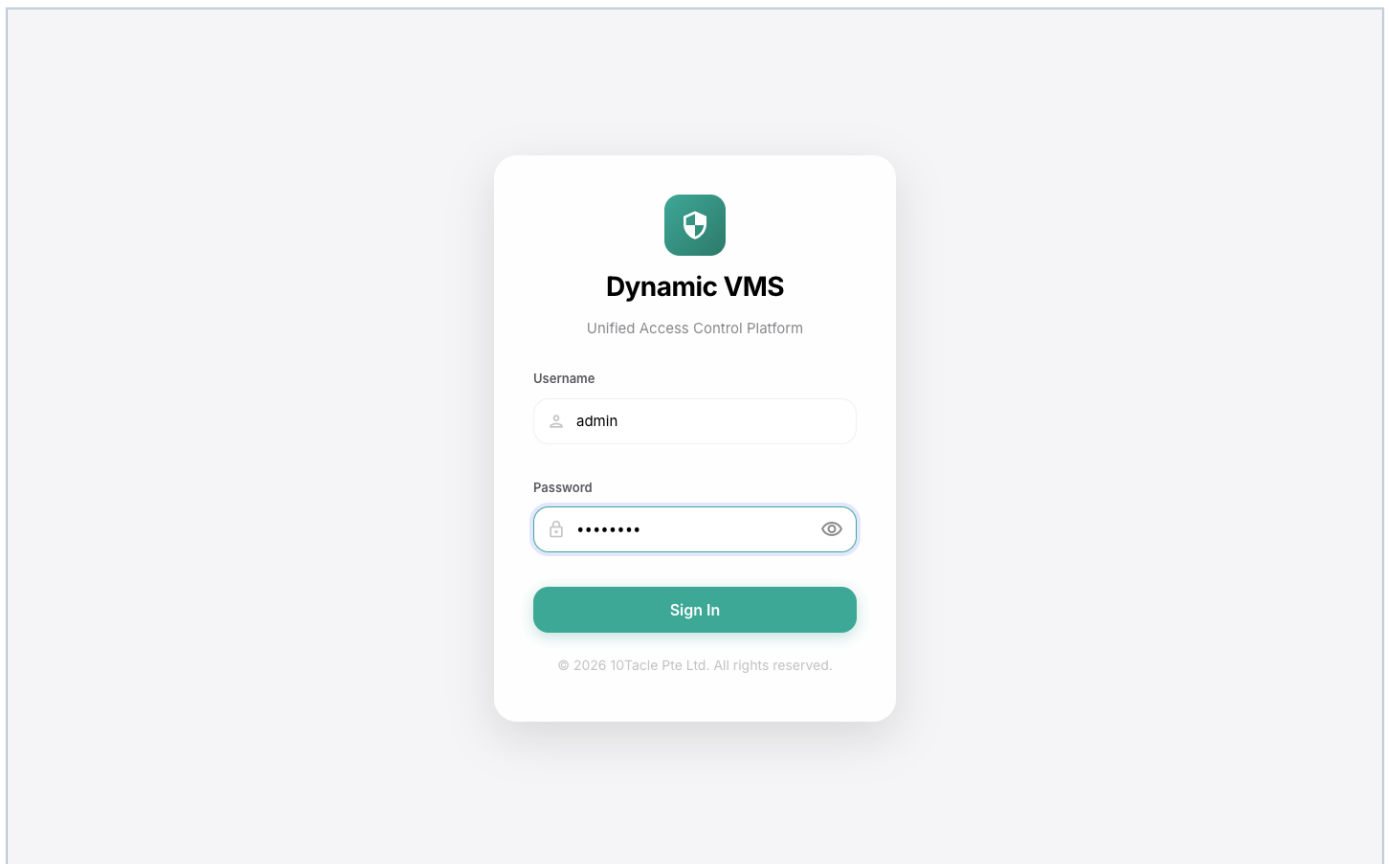


Figure 1.1 - Login Screen

1. Enter your username in the "Username" field
2. Enter your password in the "Password" field
3. Click the "Sign In" button to access the system
4. Upon successful login, you will be redirected to the Dashboard

Note: If you forget your password, please contact your system administrator to reset it.

1.3 User Interface Overview

The Dynamic VMS interface consists of the following main components:

- Sidebar Navigation: Located on the left side, provides access to all system modules. Can be collapsed for more workspace.
- Header Bar: Shows the current page title, site selector (for admin users), and notification area.
- Content Area: The main workspace where page content, tables, forms, and reports are displayed.
- Site Selector: Allows admin users to switch between managed sites. Non-admin users see only their assigned site.
- Theme Toggle: Switch between Light and Dark mode using the toggle in the sidebar footer.

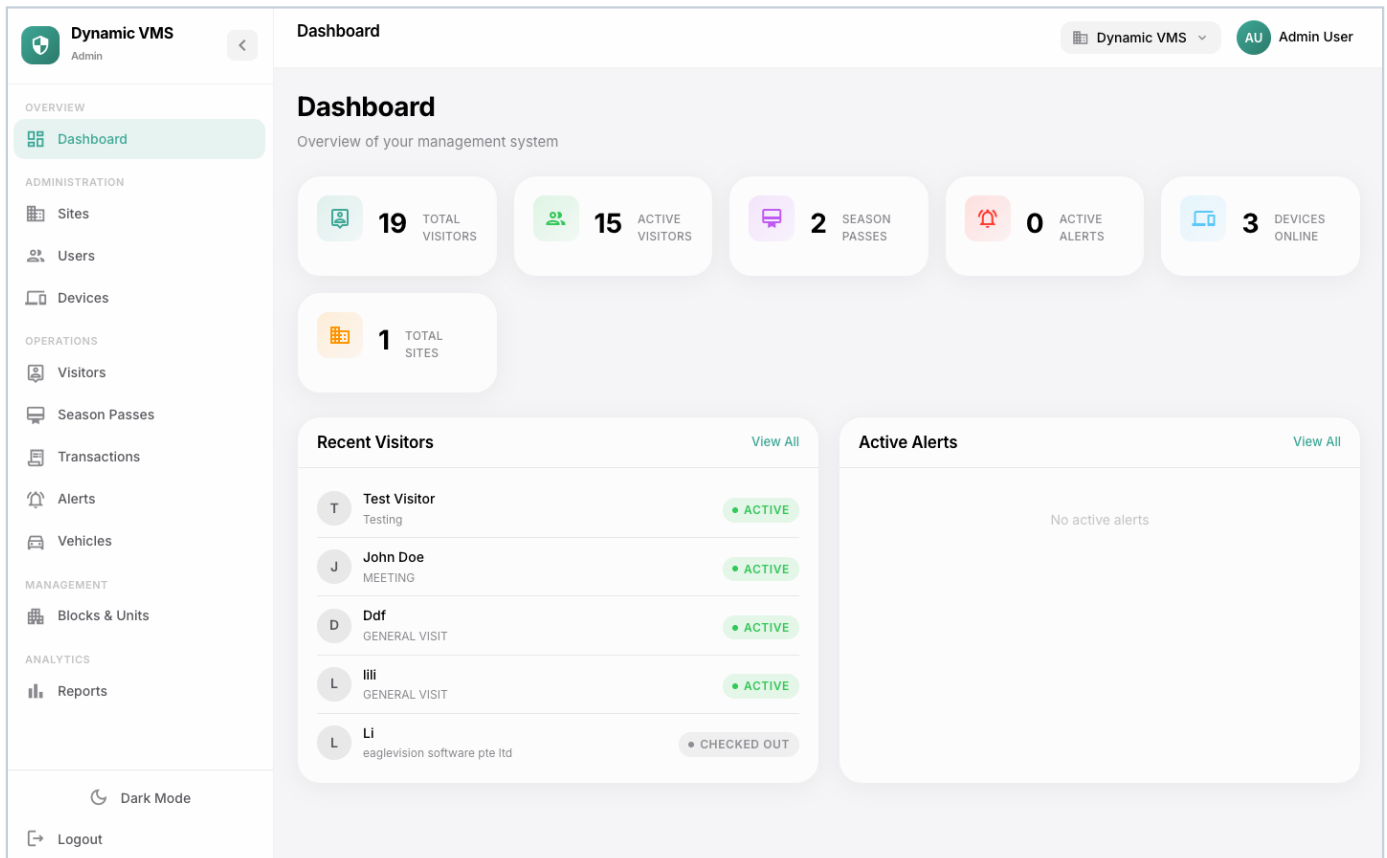


Figure 1.2 - Main Interface Layout

2. Dashboard

The Dashboard provides a real-time overview of your site operations. It displays key performance indicators (KPIs) and quick-access statistics.

Key Metrics

- Active Visitors: Number of visitors currently on-site
- Devices Online: Count of connected and active access control devices
- Total Sites: Number of managed properties (filtered by user access)
- Season Passes: Active parking subscriptions

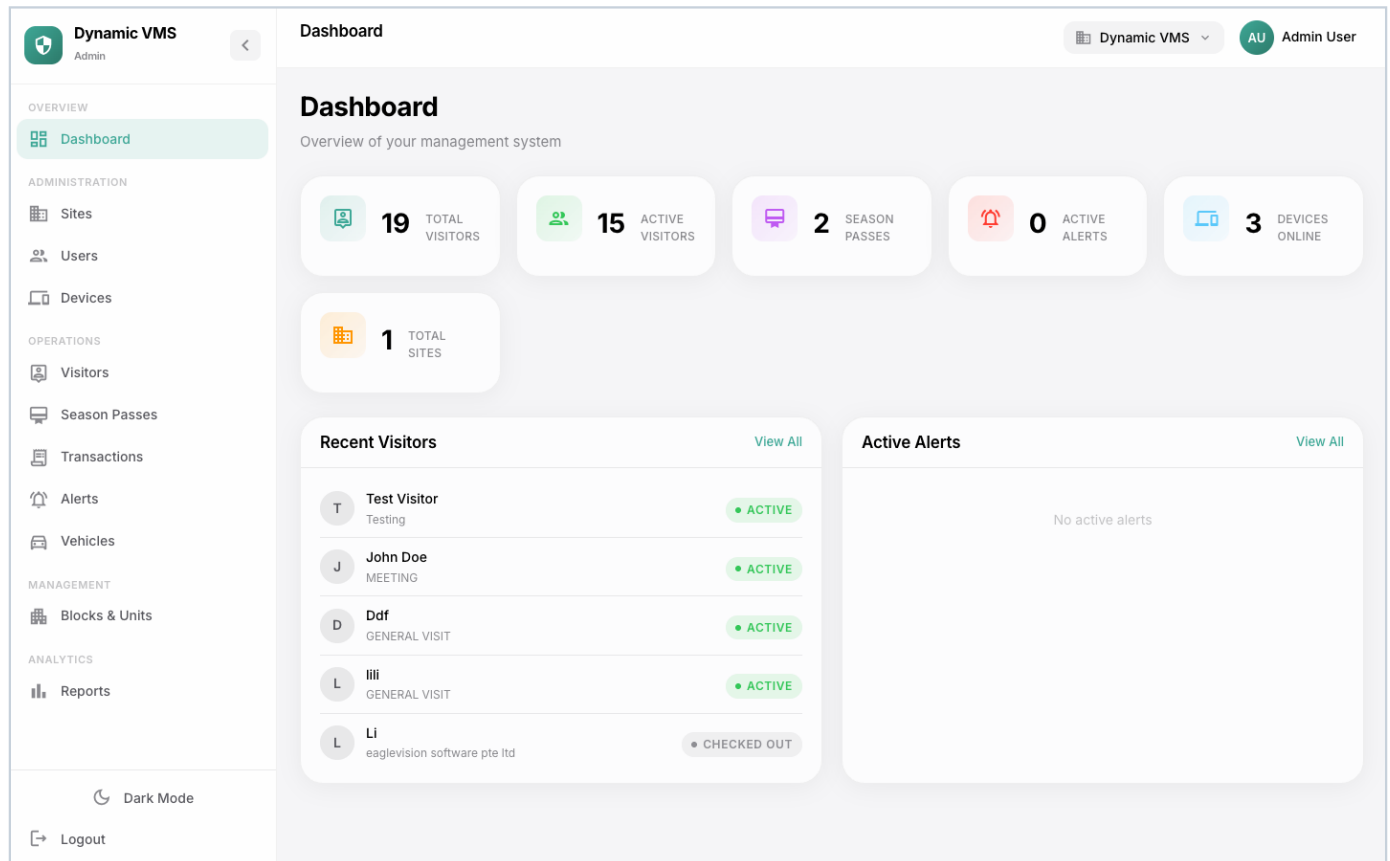


Figure 2.1 - Dashboard Overview

The dashboard automatically refreshes when you switch sites using the Site Selector. All statistics are scoped to your selected site.

3. Visitor Management

The Visitors module allows you to register, track, and check out visitors. It supports both walk-in and drive-in visitor types.

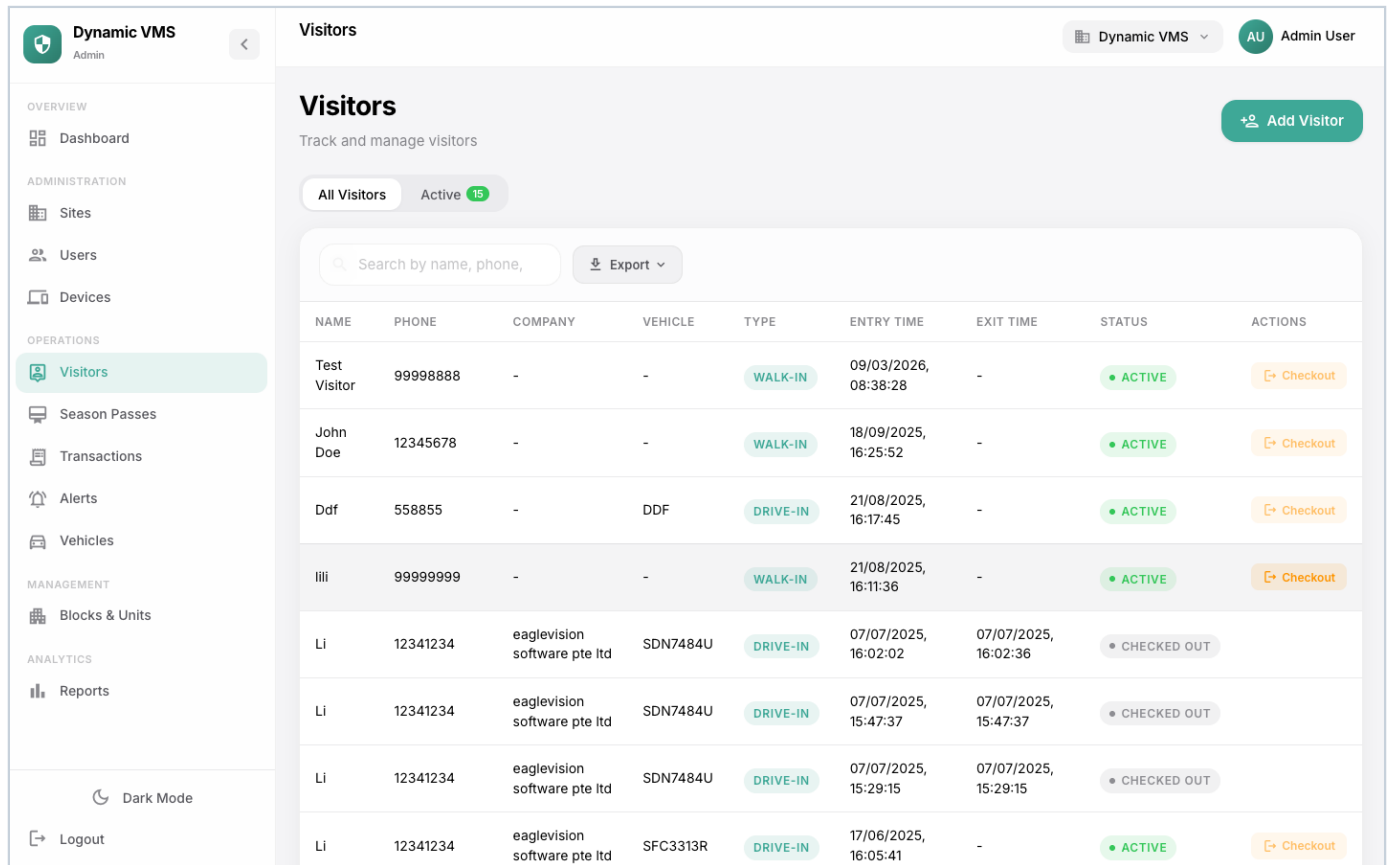


Figure 3.1 - Visitor Management Page

Checking In a Visitor

1. Click the "Add Visitor" button in the top-right corner
2. Fill in the visitor details: Name (required), Phone, Company, Vehicle Number
3. Select the visit type: Walk-in or Drive-in
4. Enter the purpose of visit and location (e.g., "Block 1 - #01-02")
5. Click "Check In" to register the visitor

Checking Out a Visitor

To check out an active visitor, locate them in the table and click the "Checkout" button in the Actions column. The visitor's exit time will be recorded automatically.

Filtering Visitors

- Use the search bar to find visitors by name, phone, vehicle, or company
- Switch between "All Visitors" and "Active" tabs to filter by status
- The Active tab badge shows the count of currently on-site visitors

4. Season Passes

Season Passes manage long-term parking subscriptions for residents, tenants, or authorized personnel.

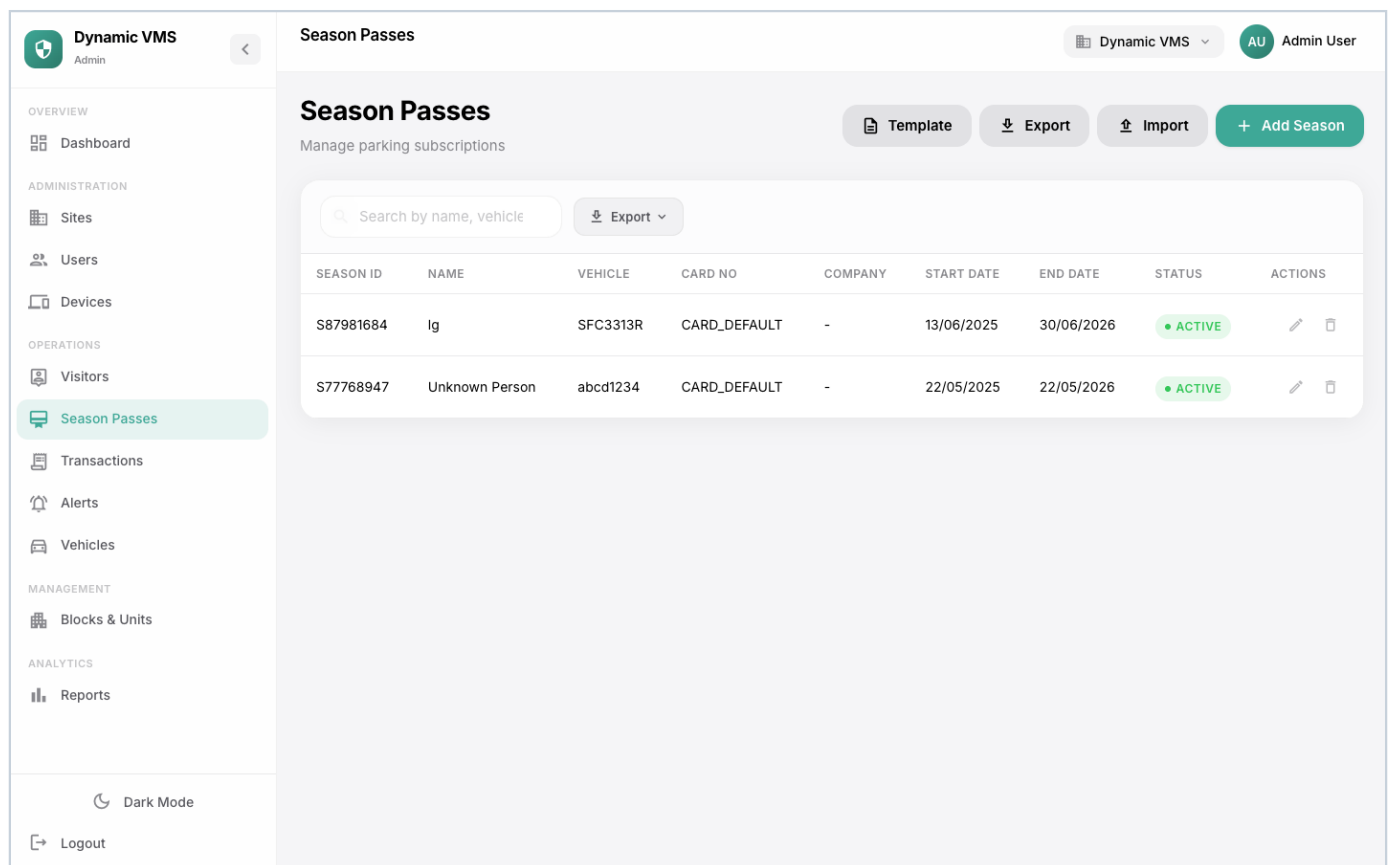


Figure 4.1 - Season Pass Management

Creating a Season Pass

1. Click "Add Season" button
2. Enter person name, vehicle number (required), and optional details
3. Set start and end dates for the subscription period
4. Assign to a site and add any remarks
5. Click "Save" to create the pass

Bulk Import via CSV

1. Click "Template" to download the standard CSV import template
2. Fill in the template with season pass data
3. Click "Import" and select your completed CSV file
4. The system will process and create all passes from the file

Season passes are automatically categorized as Active, Expired, or Upcoming based on their date range.

5. Transactions

The Transactions module displays all entry and exit records captured by access control devices. Each transaction may include an image from the camera.

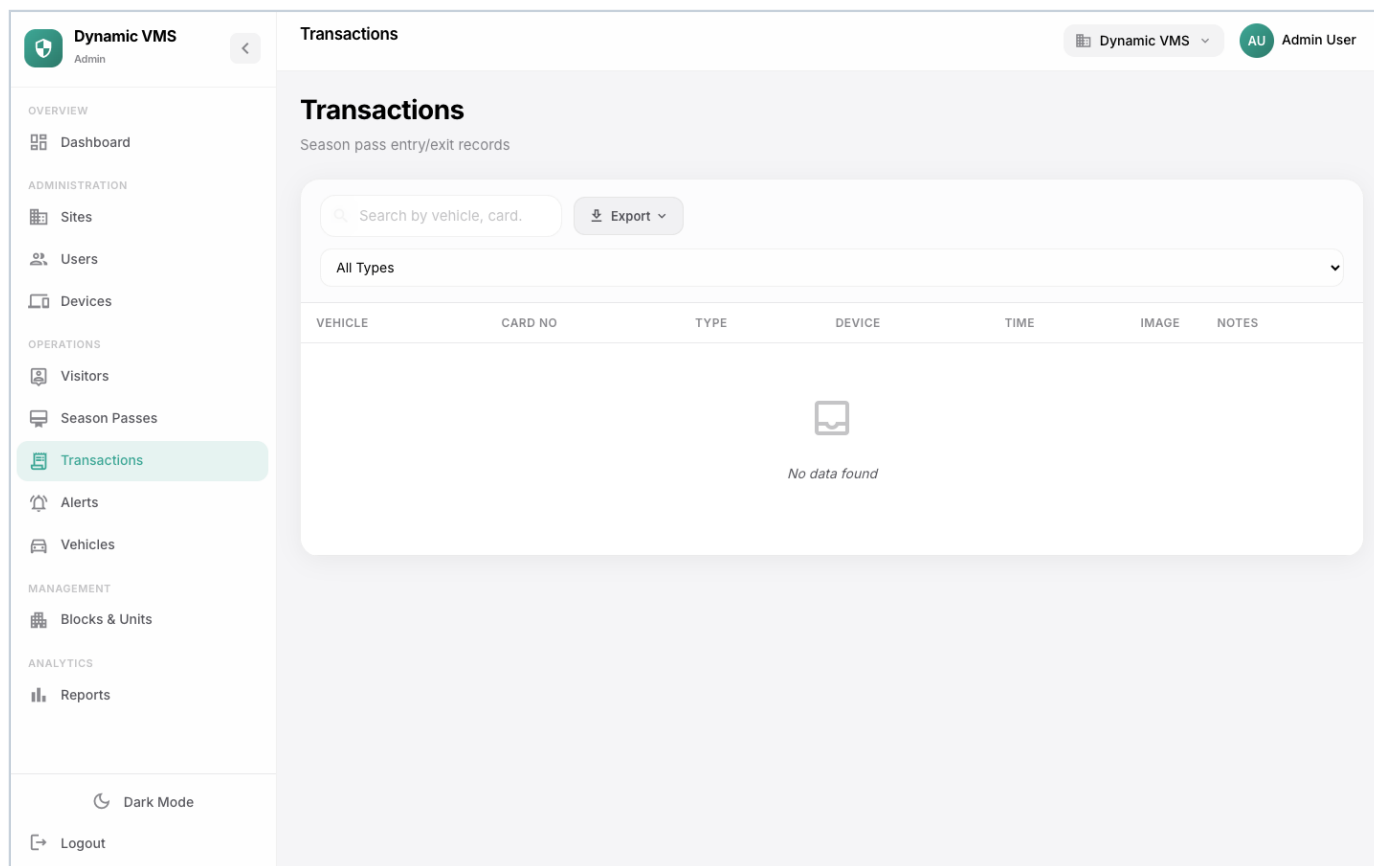


Figure 5.1 - Transaction Records

Features

- Filter by transaction type: Entry or Exit
- Search by vehicle number, card number, or device name
- Click on transaction images to view full-size preview
- Export transaction records to Excel or PDF for auditing

6. Alerts

The Alerts module provides security and incident management. Create alerts for suspicious activity, system issues, or operational incidents.

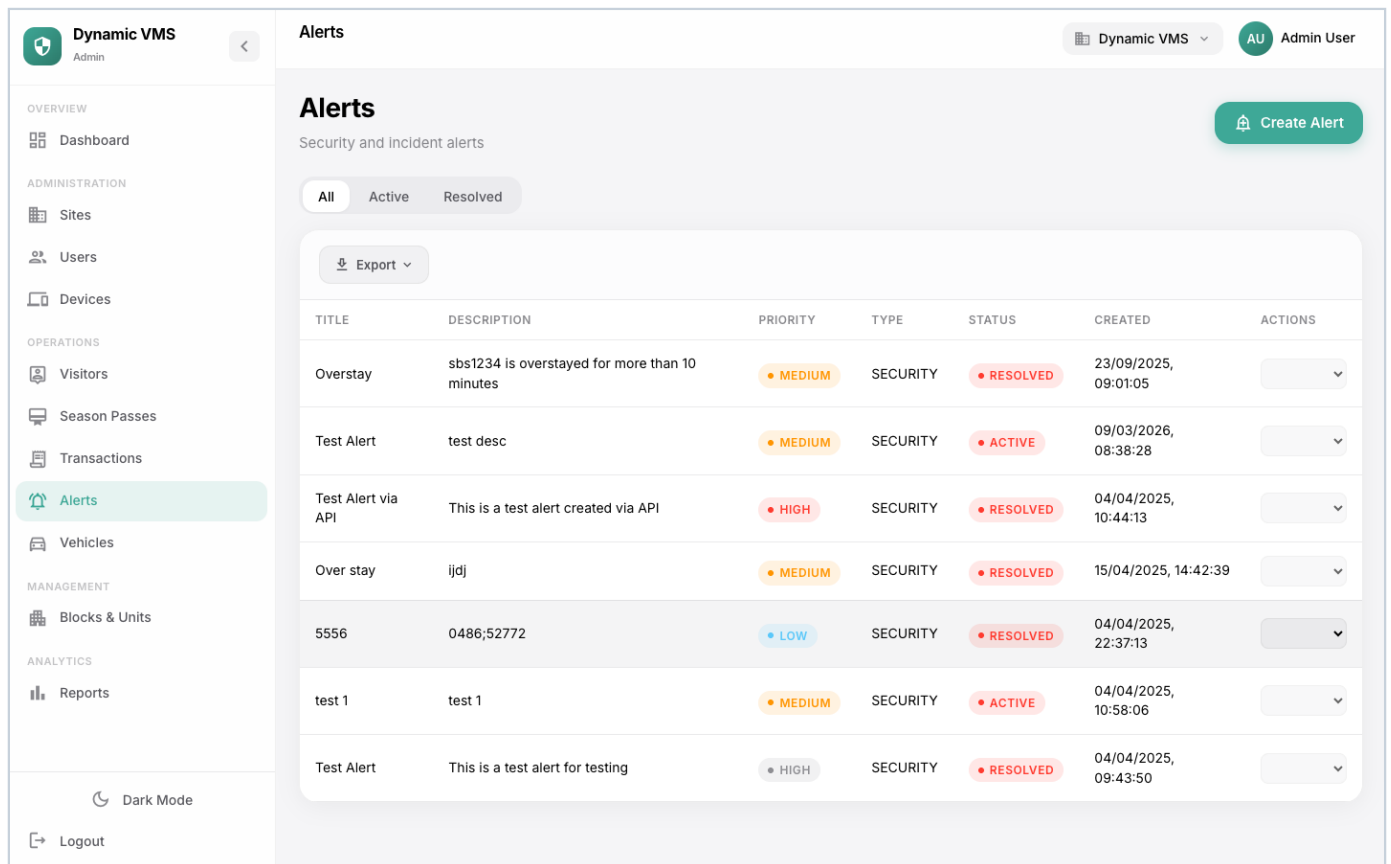


Figure 6.1 - Alert Management

Managing Alerts

1. Click "Create Alert" to report a new incident
2. Set the title, description, priority level, and type
3. Active alerts appear with a red badge in the filter tabs
4. Use the status dropdown in each row to resolve alerts

Priority Levels

- High: Critical security incidents requiring immediate attention
- Medium: Important issues that should be addressed promptly
- Low: Informational alerts for record-keeping

7. Vehicle Detections

This module displays all license plate detections captured by connected LPR cameras. Each detection includes the vehicle number, timestamp, and captured image.

VEHICLE NUMBER	DETECTION TIME	IMAGE	STATUS	ACTIONS
SLT9498R	18/11/2025, 12:26:26		PROCESSED	
SGM729E	25/08/2025, 16:29:24		PROCESSED	
SGM729E	25/08/2025, 16:28:53		PENDING	Mark Processed
SGM729E	25/08/2025, 16:28:23		PENDING	Mark Processed
SGM729E	25/08/2025, 16:27:53		PENDING	Mark Processed
SGM729E	25/08/2025, 16:27:23		PENDING	Mark Processed
SGM729E	25/08/2025, 16:26:52		PENDING	Mark Processed
SGM729E	25/08/2025, 16:26:20		PENDING	Mark Processed
SGM729E	25/08/2025, 16:25:50		PENDING	Mark Processed
SGM729E	25/08/2025, 16:25:19		PENDING	Mark Processed

Figure 7.1 - Vehicle Detection List

Processing Detections

New detections appear with "Pending" status. After reviewing a detection, click "Mark Processed" to update its status. This helps track which detections have been reviewed by security personnel.

Search & Export

Use the search bar to find specific vehicle numbers. Export the detection list to Excel or PDF for external reporting or compliance requirements.

8. Site Management

The Sites module allows administrators to create and configure managed properties. Each site can have its own branding, including custom logo and color scheme.

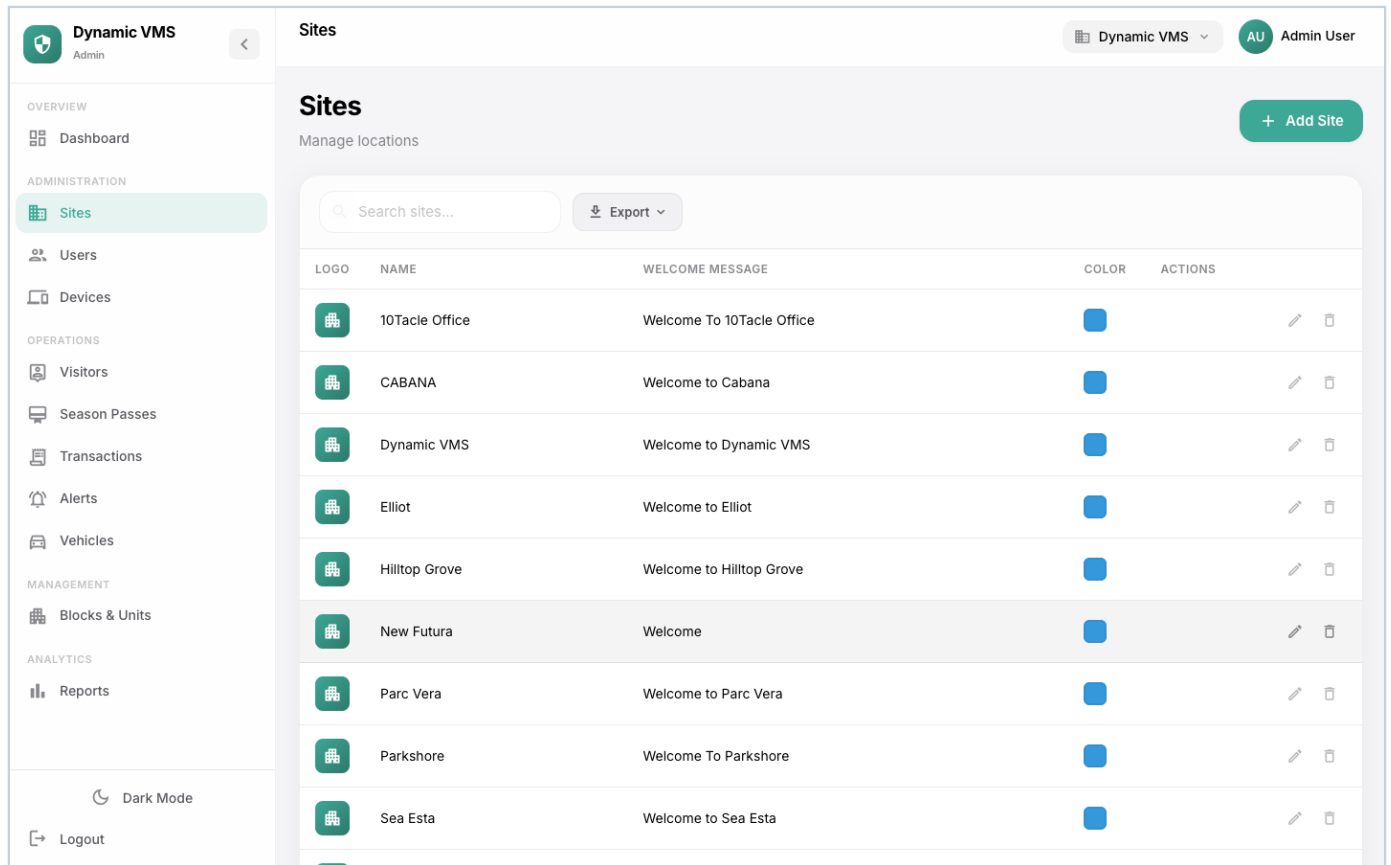


Figure 8.1 - Site Management

Creating a Site

1. Click "Add Site" button
2. Enter the site name (required)
3. Optionally set a welcome message, logo URL, and brand colors
4. Click "Save" to create the site

Site Branding

Each site supports custom primary and secondary colors, which are applied to the visitor-facing kiosk interface. The logo URL should point to an accessible image file for display on the kiosk and reports.

9. User Management

Manage system users with role-based access control. Users can be assigned to specific sites to restrict their data access.

	USERNAME	FULL NAME	EMAIL	ROLES	SITE	LAST LOGIN	ACTIONS
	admin	Admin User	admin@example.com	ADMIN	Dynamic VMS	09/03/2026	
	admin2	linge	linge@eaglevisionsoftware1.com	SECURITY	Dynamic VMS	22/05/2025	
	aforce_admin	A Force	aforce@a.com	SITE ADMIN	Elliot	25/08/2025	
	cabana_admin	Cabana Admin	a@cabana.com	SITE ADMIN	CABANA	09/03/2026	
	elliot_admin	Elliot Admin	test@test.com	SITE ADMIN	Elliot	28/09/2025	
	elliot_ma	MA	ma@ma.com	SITE ADMIN	Elliot	26/09/2025	
	floravale_admin	admin	admin@floravale.com	SITE ADMIN	The Floravale	08/03/2026	
	gabztl	Gab	gabriel@10Tacle.io	ADMIN	Dynamic VMS	21/07/2025	
	hg_admin	site admin	a@hg.com	SITE ADMIN	Hilltop Grove	09/03/2026	

Figure 9.1 - User Management

User Roles

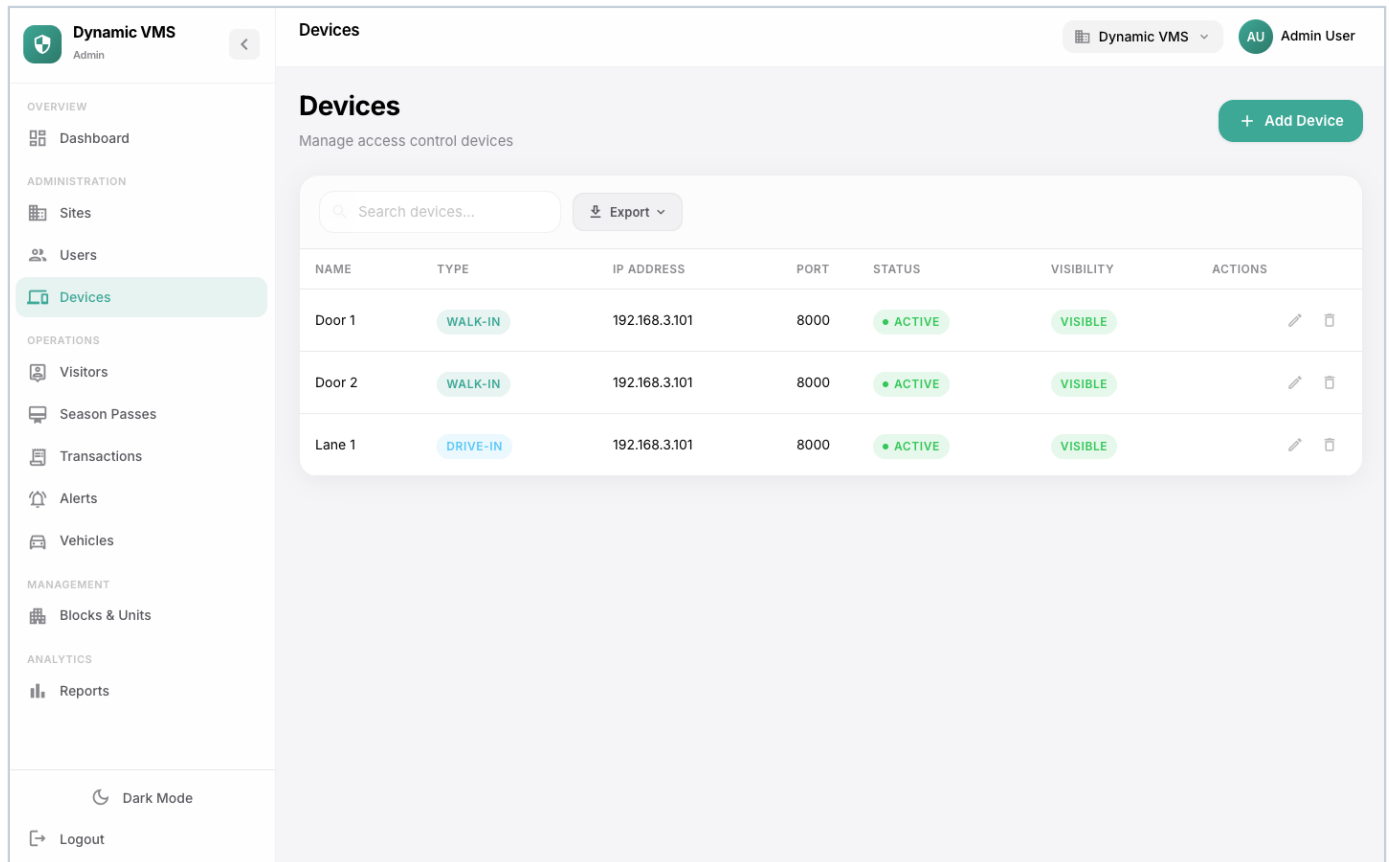
- Admin: Full system access across all sites. Can manage users, sites, and global settings.
- Site Admin: Full access within assigned site. Can manage visitors, passes, and devices.
- Security: Access to visitors, alerts, and vehicle detections for daily operations.
- Receptionist: Limited access for visitor check-in and check-out operations.

Creating a User

1. Click "Add User" button
2. Enter username, full name, email, and password
3. Select one or more roles using the checkboxes
4. Assign the user to a specific site
5. Click "Save" to create the account

10. Device Management

Configure and monitor access control hardware including barriers, cameras, and card readers connected to each site.



The screenshot shows the 'Dynamic VMS' interface for 'Admin User'. The main heading is 'Devices' with the subtitle 'Manage access control devices'. A search bar and an 'Export' button are at the top. Below is a table with the following data:

NAME	TYPE	IP ADDRESS	PORT	STATUS	VISIBILITY	ACTIONS
Door 1	WALK-IN	192.168.3.101	8000	ACTIVE	VISIBLE	[Edit] [Delete]
Door 2	WALK-IN	192.168.3.101	8000	ACTIVE	VISIBLE	[Edit] [Delete]
Lane 1	DRIVE-IN	192.168.3.101	8000	ACTIVE	VISIBLE	[Edit] [Delete]

Figure 10.1 - Device Management

Adding a Device

1. Click "Add Device" button
2. Enter the device name, type (Walk-in or Drive-in), IP address, and port
3. Configure the device status and visibility settings
4. Assign the device to a site
5. Click "Save" to register the device

Device Status

- Active/Online: Device is connected and operational
- Inactive/Offline: Device is not responding
- Maintenance: Device is under maintenance

11. Blocks & Units

Organize your property into blocks (buildings) and units (apartments/offices) for structured visitor location tracking.

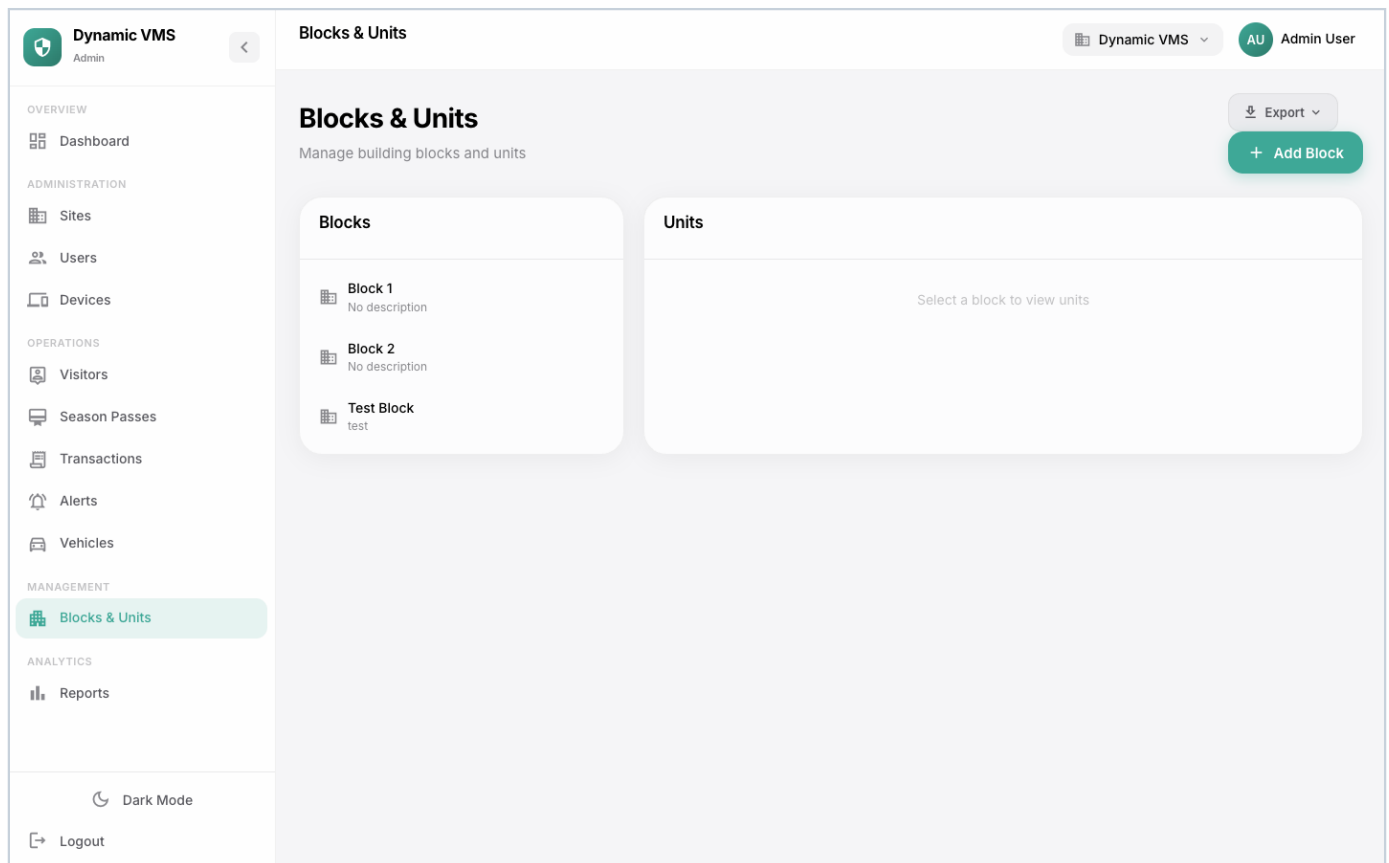


Figure 11.1 - Blocks & Units Management

Managing Blocks

1. Select a site using the Site Selector
2. Click "Add Block" to create a new building block
3. Enter the block name and optional description
4. Click on a block in the left panel to view its units

Managing Units

After selecting a block, click "Add Unit" to create units within that block. Units can be marked as Available, Occupied, or Maintenance.

12. Reports & Analytics

The Reports page provides comprehensive data analytics with visual charts and summary statistics across all operational areas.

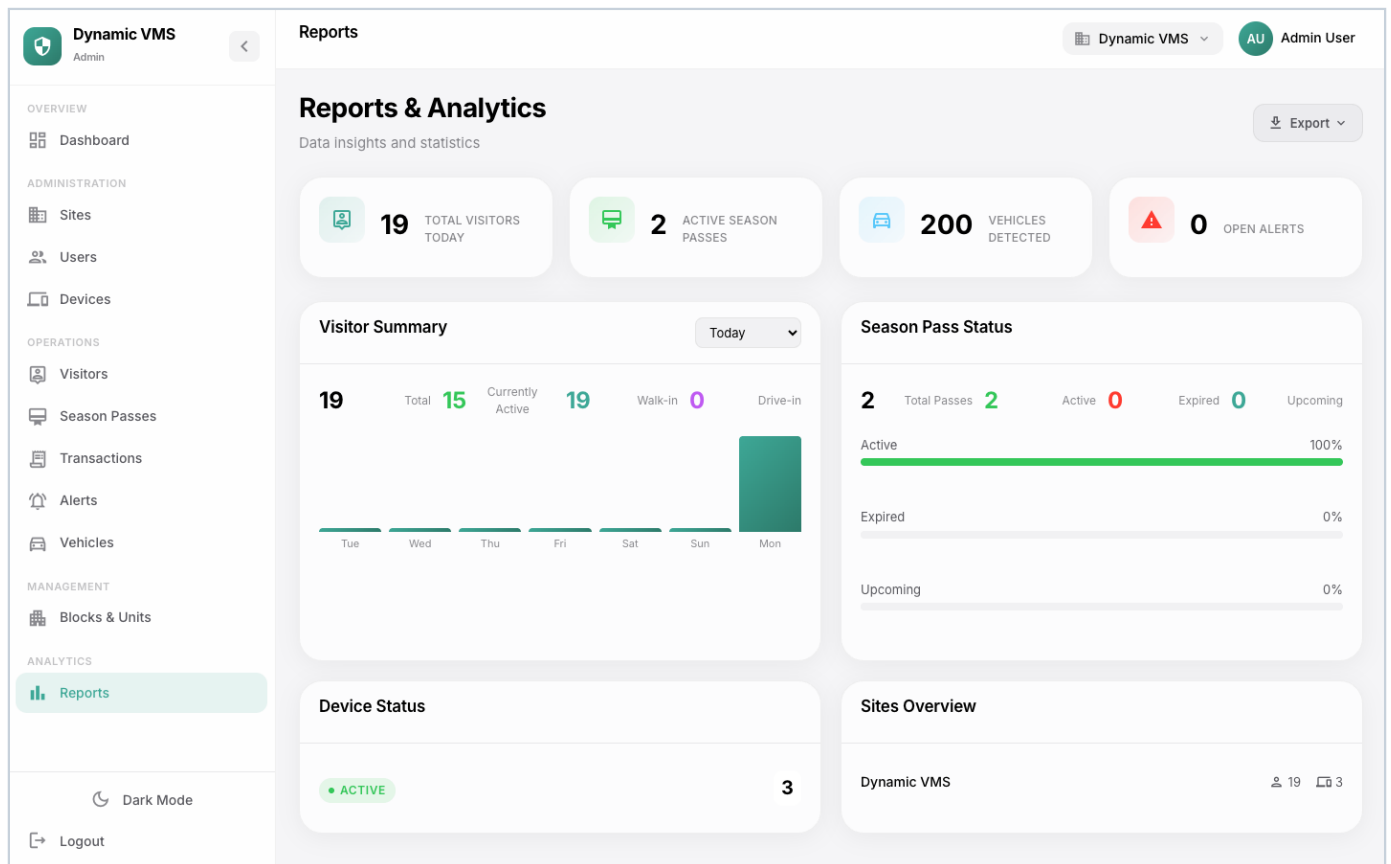


Figure 12.1 - Reports & Analytics

Available Reports

- Visitor Summary: Total, active, walk-in, and drive-in counts with 7-day trend chart
- Season Pass Status: Breakdown of active, expired, and upcoming passes with percentage bars
- Device Status: Overview of all device connection states
- Sites Overview: Per-site visitor and device counts

Use the period selector on the Visitor Summary card to switch between Today, This Week, and This Month views. All report data respects the current site filter.

13. Data Export

All data tables in Dynamic VMS support exporting to Excel (.xlsx) and PDF formats. This feature is available on every page that contains a data table.

How to Export

1. Navigate to the desired page (e.g., Visitors, Transactions, Alerts)
2. Apply any search filters or tab selections to narrow down the data
3. Click the "Export" dropdown button in the table toolbar
4. Select "Export to Excel" for spreadsheet format or "Export to PDF" for print-ready format
5. The file will be automatically downloaded to your device

Export Notes

- Exports include all filtered/visible data, not just the current page
- Image columns are excluded from exports
- Date values are formatted for readability
- PDF exports include a header with the report title and generation timestamp
- Excel exports feature auto-sized columns for optimal readability

14. Site Selector & Filtering

The Site Selector in the header allows admin users to switch between managed sites. All data across the application is automatically filtered based on the selected site.

- Admin users: Can select "All Sites" to view aggregate data, or choose a specific site
- Non-admin users: Automatically locked to their assigned site, with the site name displayed in the header
- Switching sites updates all pages including Dashboard, Reports, and all data tables
- The selected site is remembered during your session

Need Help?

For technical support, please contact your system administrator
or reach out to 10Tacle Pte Ltd support team.

Website: www.10tacle.io

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