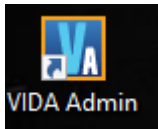


VIDA Admin Set Up

After receiving your temporary password then setting up your 90-day password, you will need to do some work in VIDA admin.

You will be predominantly working in VIDA admin for the following. Additionally, you will be going into VIDA, therefore you will need your permanent 90-day password. Please be certain you have completed setting your 90-day password prior to beginning here.

VIDA admin is the VIDA icon on your desktop with the tan outline.



VIDA is the Blue icon on your desktop.



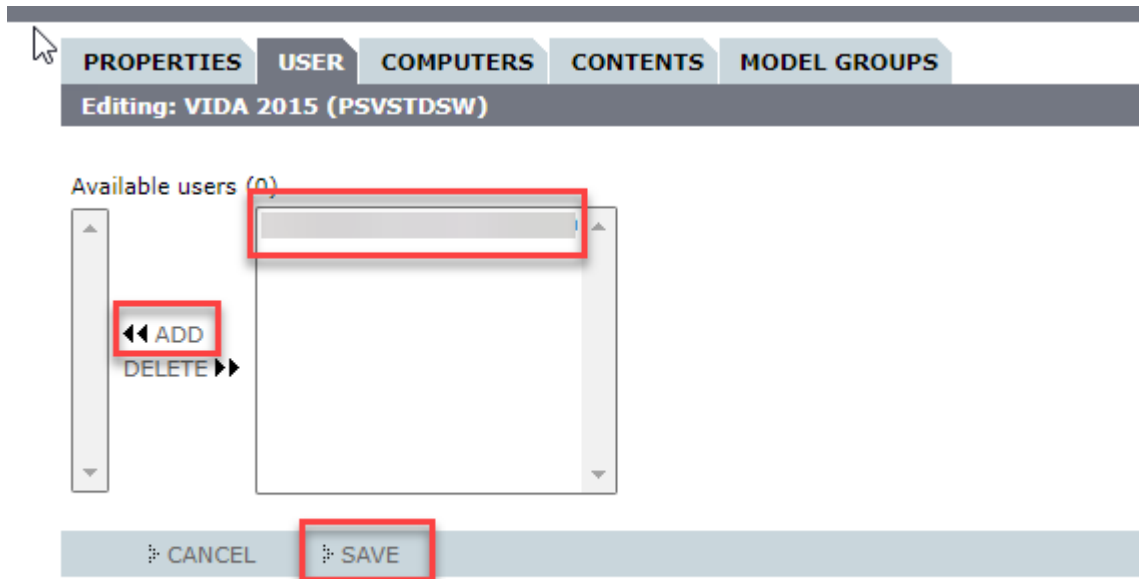
Use VIDA Admin Connect Users to Your Subscription

- Click on Subscription then click on the subscription name to bring up the user area.

COMPANY INFORMATION USER COMPUTERS SUBSCRIPTION				
NAME	END DATE	CONFIGURATION TYPE	AVAILABLE LICENSES	LAST MODIFIED
VIDA 2015 (PSVSTDSW)	2019-08-15	VIDA	1	

- User IDs that have been created in IDM website will appear in a box on the right.
- Highlight the name you wish to assign to the subscription.
- Click ADD to move the names to the box on the left.
- At the bottom of the screen, click SAVE.

Always remember to click save for your changes to be activated



Please Note additional information:

If additional users are needed, they may be added. See adding a user document.

Please note If you have (1) one subscription only (1) one user may be using VIDA at a time.

If (2) two users will need to be working on VIDA simultaneously a second subscription purchase is necessary.

If you purchased (2) subscriptions, they will both appear under the SUBSCRIPTION tab in VIDA admin.

You will need to use VIDA Admin to connect each user to the corresponding subscription.

Use VIDA Admin to activate your subscription

- Close any open VIDA sessions.
- From your Windows Desktop, double-click the VIDA Admin icon.
- In VIDA Administration, click the SUBSCRIPTION tab.

COMPANY INFORMATION					USER					COMPUTERS					SUBSCRIPTION				
NAME	END DATE	CONFIGURATION TYPE	AVAILABLE LICENSES	LAST MODIFIED															
VIDA 2015 (PSVSTD SW)	2019-08-15	VIDA	1																

- In the SUBSCRIPTION tab, click on the name of the subscription you want to activate. The subscription details will appear. (Properties tab)
- Click in the check box to the left of the word Activate.
- At the bottom of the screen, click SAVE. The screen will change to confirm the SAVE, and the subscription will be shown as Activated.

Logging onto VIDA prior to activating your subscription will most commonly send an object reference error

PROPERTIES USER COMPUTERS CONTENTS MODEL GROUPS

Editing: VIDA 2015 (PSVSTDWS)

Name: * VIDA 2015 (PSVSTDWS)

Configuration type: VIDA

Length (in days): 3

Number of licenses: * 1

Activated: ☐ Check the box to activate
NOT activated

When a subscription is activated, the start date cannot be changed when it has passed.

Continuous:

Suspended:

Store front system:

Transaction ID:

Order row ID:

Cost:

Price:

Transaction date:

Last modified:

(*Mandatory field)

DELETE CANCEL SAVE

Use VIDA admin and VIDA to attain Device approval

Approving the Device- your computer is referred to as a “Device”

- VIDA is cloud based; therefore, it is no longer necessary to assign computers etc.
- Sign onto VIDA with your new computer.
- Upon signing on to VIDA with your new computer you will receive a “device approval” message.
- Once you receive this message go into VIDA admin and approve the device.

Approving the DEVICE

- Click on DEVICE at top pf page
- The DEVICE you attempted to sign onto VIDA with will appear and the APPROVED BY column will be blank.
- Click on the device under device name.
- From the drop-down change from “Registered, Registered” to “Approved, Approved”

- Click on save to keep your changes

Always remember to click save for your changes to be activated

The screenshot displays the Volvo VIDA system interface. At the top, a navigation bar includes tabs for 'COMPANY INFORMATION', 'USER', 'COMPUTERS', 'SUBSCRIPTION', 'OPERATIONS AND PACKAGES', and 'DEVICE'. The 'DEVICE' tab is selected and highlighted with a red box. Below the navigation bar is a table with columns: 'DEVICE NAME', 'DEVICE ID', 'STATUS', 'REGISTERED BY', 'APPROVED BY', and 'LAST MODIFIED'. The first row of the table is highlighted with a red box. Below the table, the 'PROPERTIES' form is shown for editing a device named 'PATCHAPMAN-PC'. The form includes fields for 'Device Name', 'Device ID', 'Mother Board ID', 'Mac Address', 'IP Address', 'System description', 'Registered by', 'Approved by', 'Last modified', and 'Status'. The 'Status' field is a dropdown menu with 'Registered, Registered' selected, highlighted with a red box. Below the form is a 'Note!' section with three status options: 'Registered', 'Approved', and 'Rejected'. At the bottom of the form, there are three buttons: 'DELETE', 'CANCEL', and 'SAVE'. The 'SAVE' button is highlighted with a red box.

DEVICE NAME	DEVICE ID	STATUS	REGISTERED BY	APPROVED BY	LAST MODIFIED

PROPERTIES
Editing: PATCHAPMAN-PC

Device Name:
Device ID:
Mother Board ID:
Mac Address:
IP Address:
System description:
Registered by:
Approved by:
Last modified:
Status: Registered, Registered

Note!
Registered: This device has been registered and is ready to be Approved or Rejected. It will not be possible for a user to log in to VIDA when this status is present.
Approved: Once you approve this device any user with a valid subscription will be able to use VIDA on this device.
Rejected: Set this status when there is a need to prevent VIDA to be used on this device.

DELETE CANCEL SAVE