GENETEC WEB CLIENT USER GUIDE

December 2022

Version 2.0

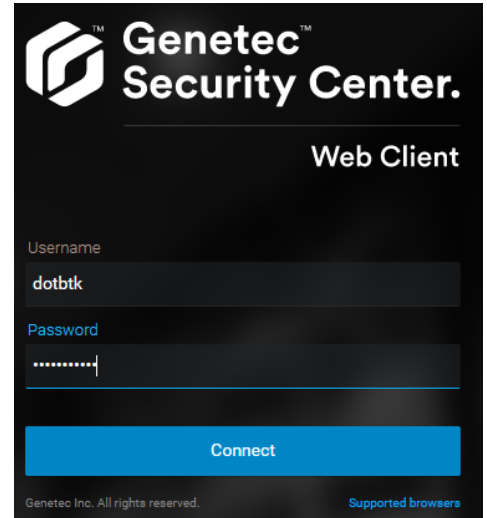## Table of Contents

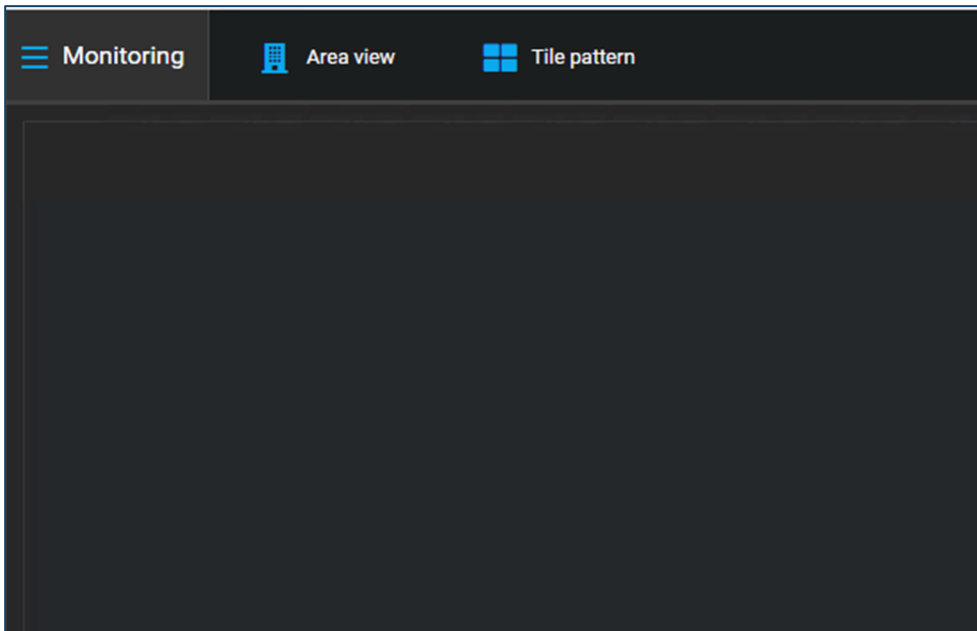# 1. Logging into Web Client:

Must be on Remote VPN or connected to a DOT office network (wired or wireless) to access

1. Open a web browser (Chrome or Edge) and in the address bar type in one of the web server locations below:
    https://miltocvgenws1.toc.dot.state.wi.us/securitycenter/#/login
    https://miltocvgenws2.toc.dot.state.wi.us/securitycenter/#/login
    https://miltocvgenws3.toc.dot.state.wi.us/securitycenter/#/login
    https://miltocvgenws4.toc.dot.state.wi.us/securitycenter/#/login

2. The Genetec Web Client login page will open.

3. On the login page, enter your AD username (Ex: DOT XXX or MSCXXX) and password and then click **Connect**.

Note: If you do not know your AD username and password, contact the IT Service Desk (608) 266-9434.
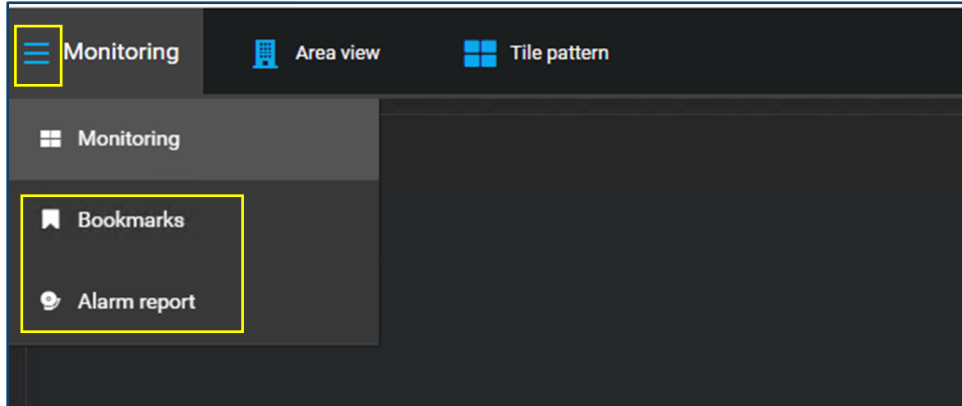
Upon successful log in, the Genetec Web Client opens to the following screen:
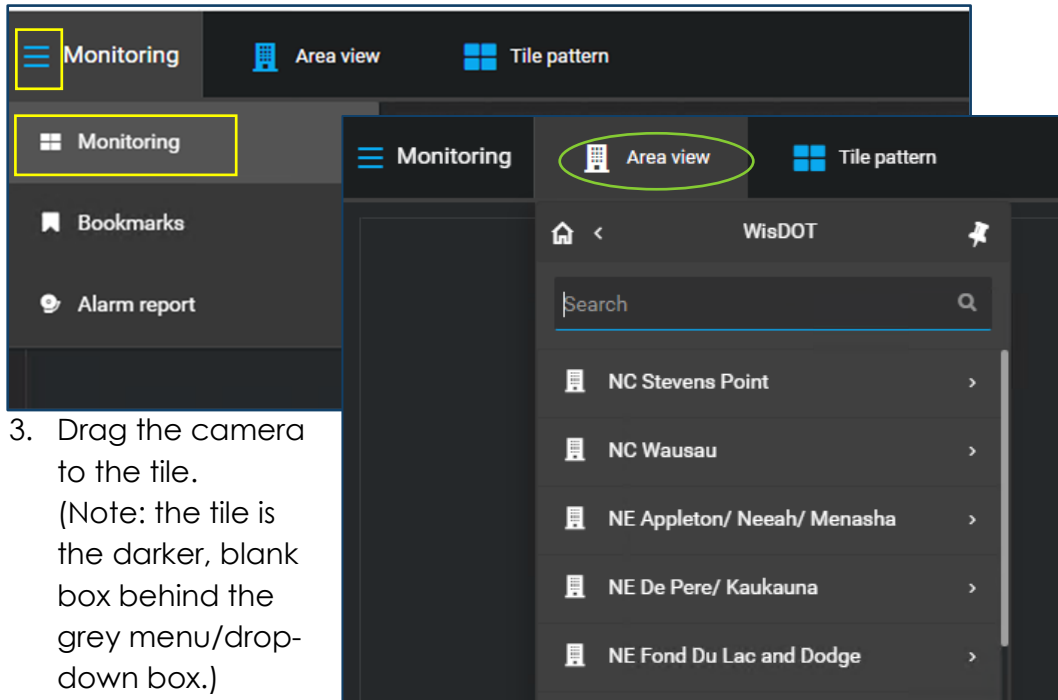
2. Navigating the Web Client

2.1   Bookmarks and Alarm Reports

To access **Bookmarks** and **Alarm Reports**, click the hamburger menu to the left of Monitoring

2.2   Monitoring Task Overview

1. Click on the hamburger menu icon on the left and select the Monitoring task.
2. Click the Area View 🏢 tab and find the camera you want to monitor.

3. Drag the camera to the tile.
   (Note: the tile is the darker, blank box behind the grey menu/drop-down box.)
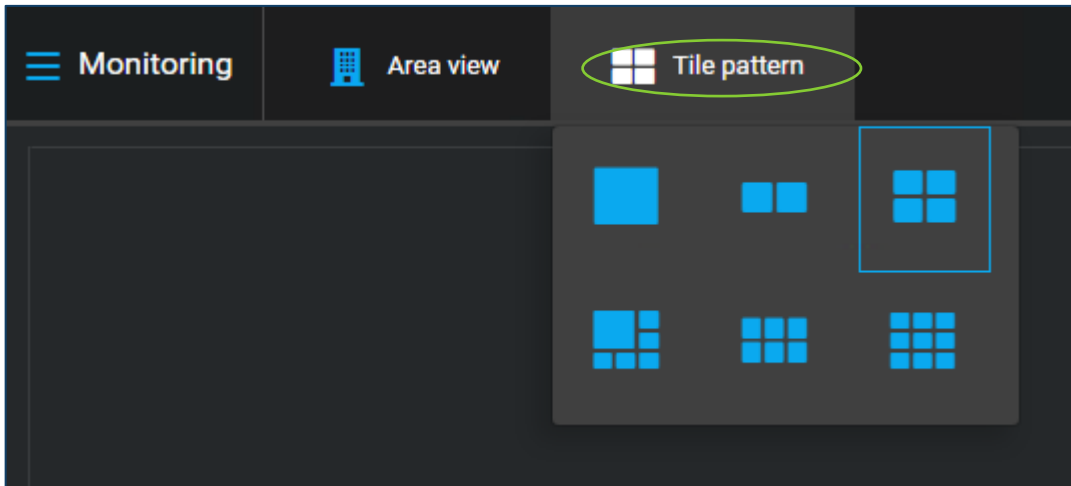
The tile(s) displays the video feed, data, or controls associated with the device. The next section discusses how to change the tile pattern and view multiple video streams simultaneously. This screenshot shows a one tile display.

2.3   Changing Tile Patterns

You can change the tile pattern of the canvas to suit your needs and fit the number of video streams you need to view at once.

Note: The default tile pattern in the canvas displays four viewing tiles in a 4x4 formation (shown in the blue box below).
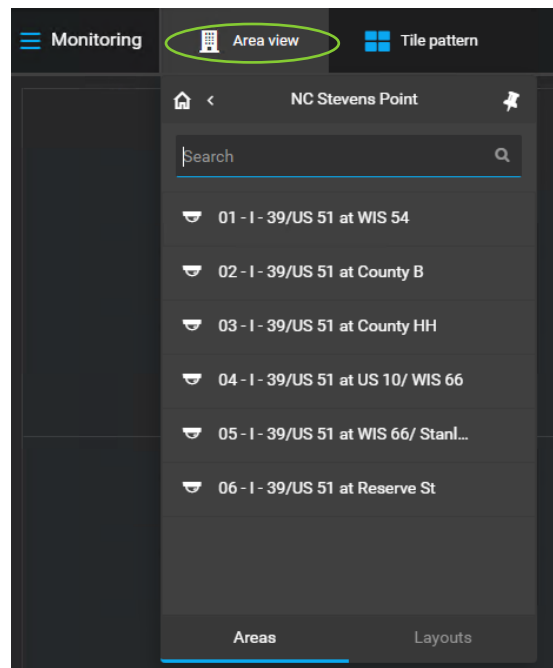
1.   At the top of the page, select **Tile Pattern** .
2.   Select one of the displayed tile patterns. The available options range between 1, 2, 4, 6, or 9 files.

2.4   Viewing Cameras In Tiles

You can add a video stream to each tile for a customized dashboard screen. To configure your canvas and add camera streams to tiles, complete the following steps:

1.   Click the Area View tab and find the device you want to monitor. (**Note**: make sure "Areas" not "Layouts" is underlined in blue)
2.   Double-click or drag it to a tile.
3.   Repeat steps 1 and 2 until your canvas tiles have video streams playing.
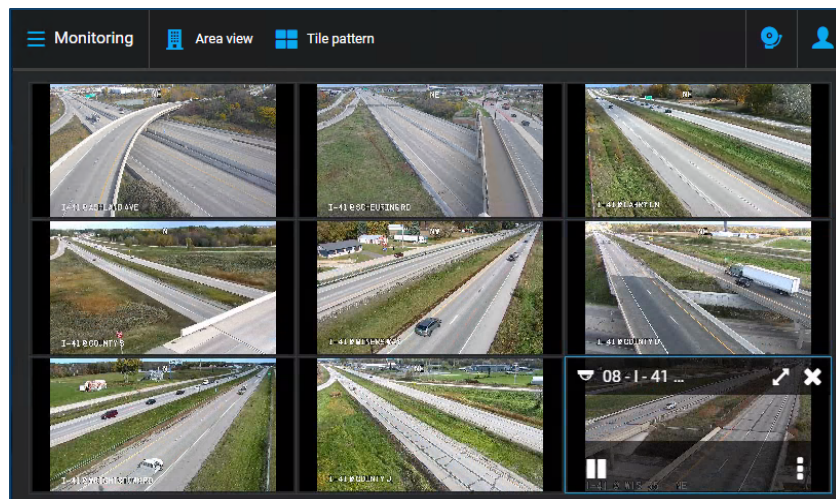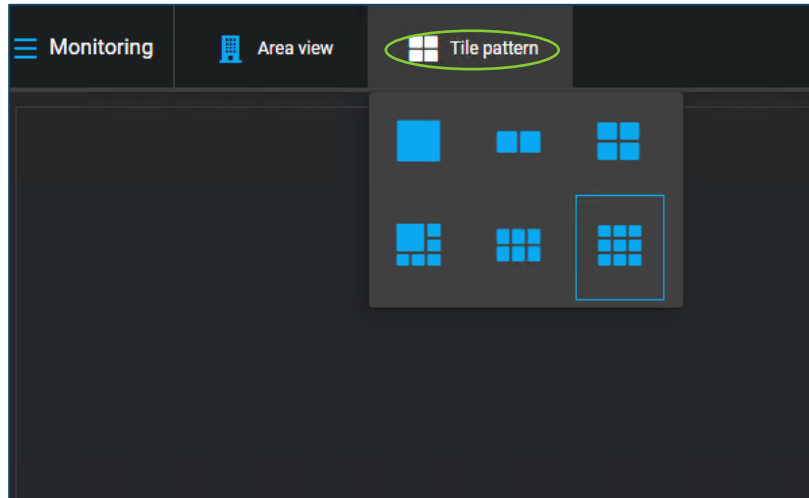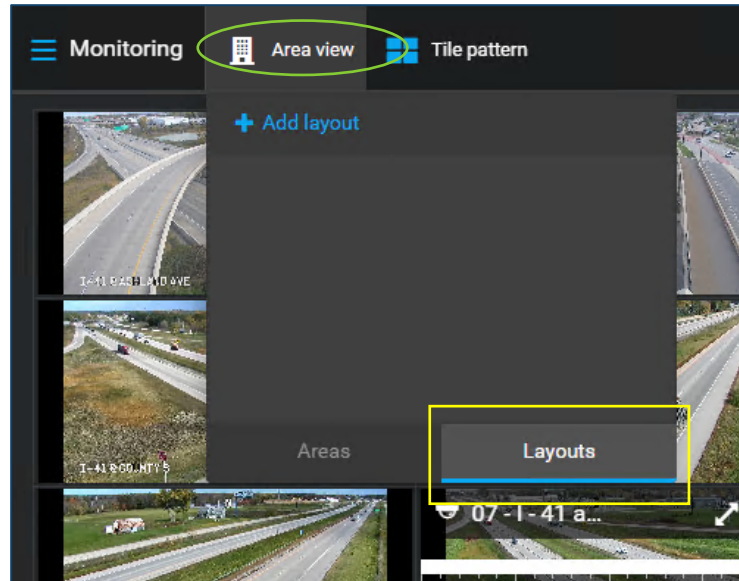
2.5 Creating and Saving Layouts

You can save the configurations to create a list of layouts that are pre-populated with the camera streams you selected.
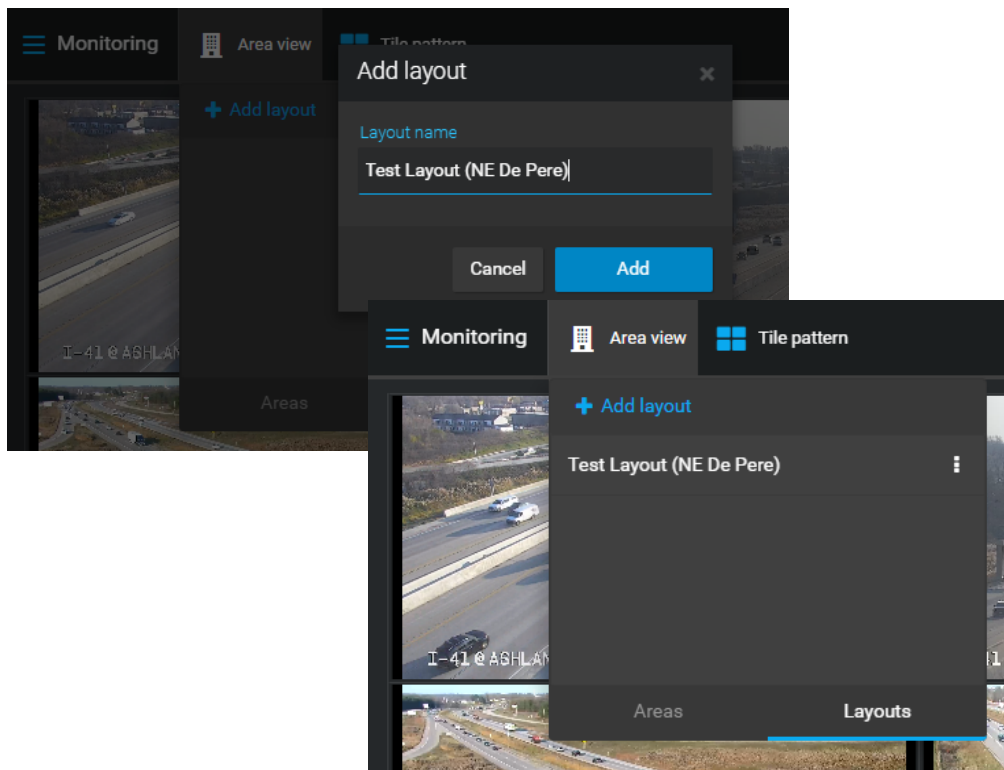
First, you need to create a layout

1. Select the tile pattern and all cameras you want in the layout (see the steps for "Changing Tile Patterns" and "Viewing Cameras in Tiles" on the previous page).

2. Select **Area View**.
3. Select **Layouts**
   Note: At the bottom of the window, make sure "Layouts" is underlined in blue, not "Areas"
4. Select **+Add layout**.

5. Type the name for your layout in the textbox.
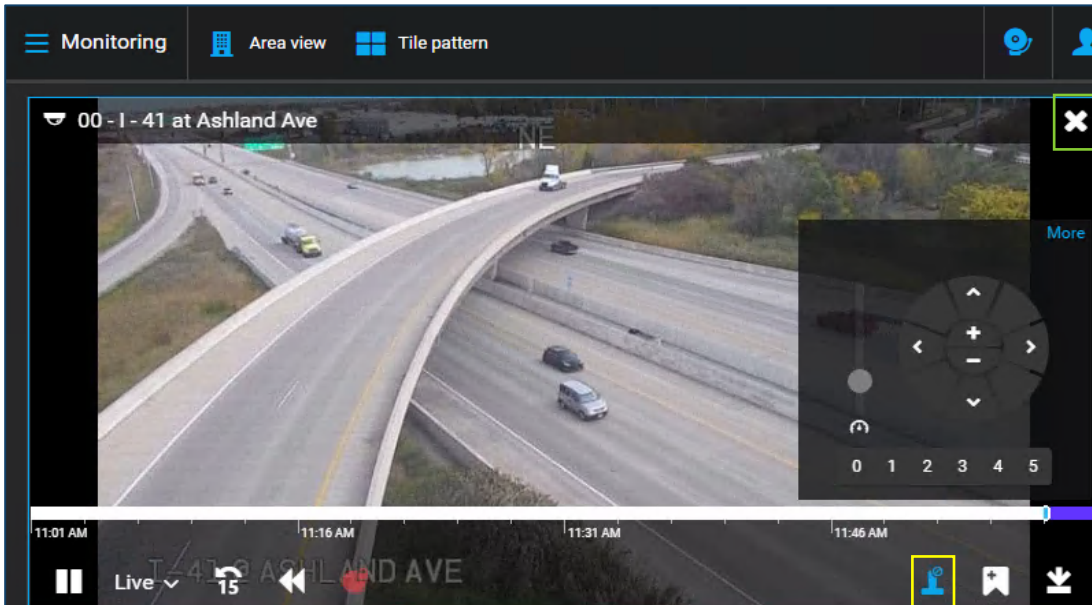6. Select **Add**.

The Layout is now saved and will appear in the **Area View > Layouts** drop-down menu.

2.6   Controlling Cameras from the Tile View

1. To control the camera, hover over the tile with your cursor.
2. Select one of the available functions at the bottom of the tile
    - On the left: Pause, Live or jump to Specific Time, Jump Backwards in 15 second increments, and Rewind,
    - On the Right: PTZ Controls (joystick icon), Bookmark, or Download

3. PTZ controls can be operated by selecting the joystick Icon at the bottom right of the screen.
4. From the popup, you can control presets, the speed of PTZ, and Zoom In/Out.

5. To clear cameras from the canvas, hover over the tile and click on the white (X) at top right of the tile.
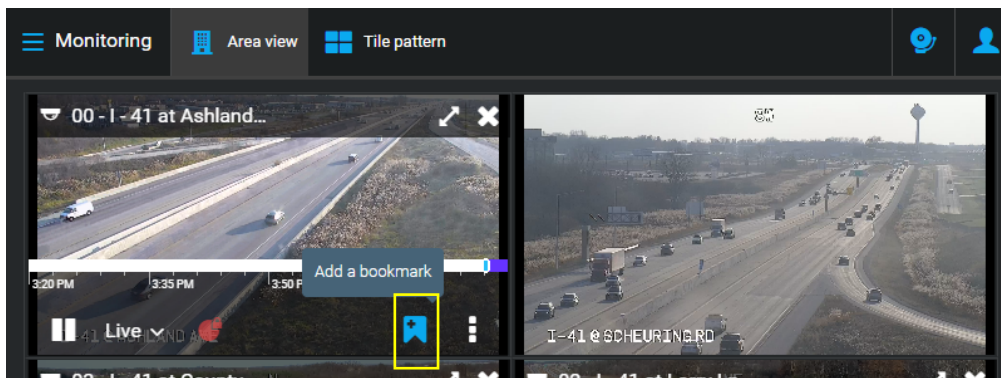
2.7   Adding Bookmarks to Video in Web Client

If you see an activity worth noting while you are monitoring a video feed in the Security Center Web Client, you can add a bookmark to the video. This allows you to review the sequence later.
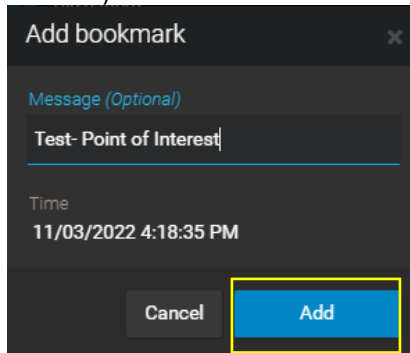
A bookmark is a short piece of text that is used to mark a specific position in a recorded video sequence. If a camera is not currently recording, adding a bookmark forces it to begin recording.

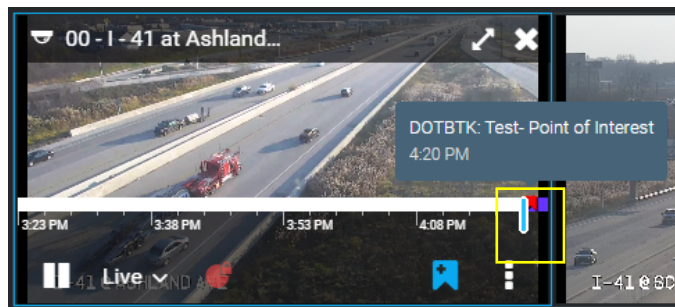Complete the following steps to bookmark a video:
1. While you are monitoring a video feed, click the **bookmark** button on the lower right-hand side of the tile.

2. Enter a short message to identify the bookmark and click **Add**.

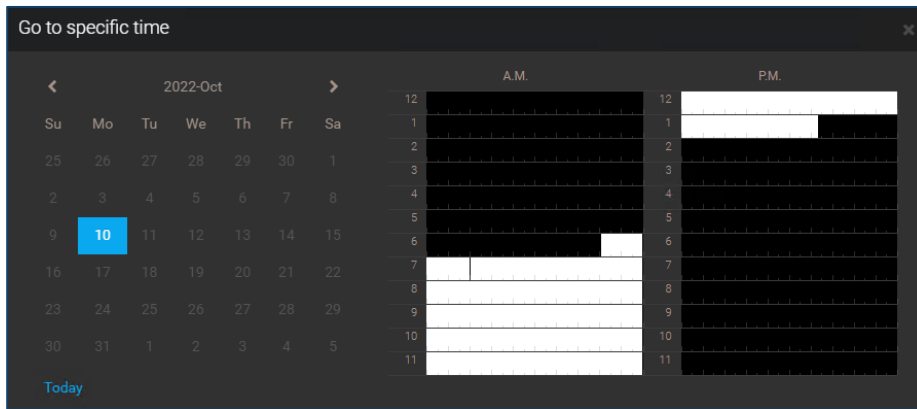3. A bookmark is added to the timeline in the tile.

You can review bookmarked video sequences in the **Bookmarks** task.
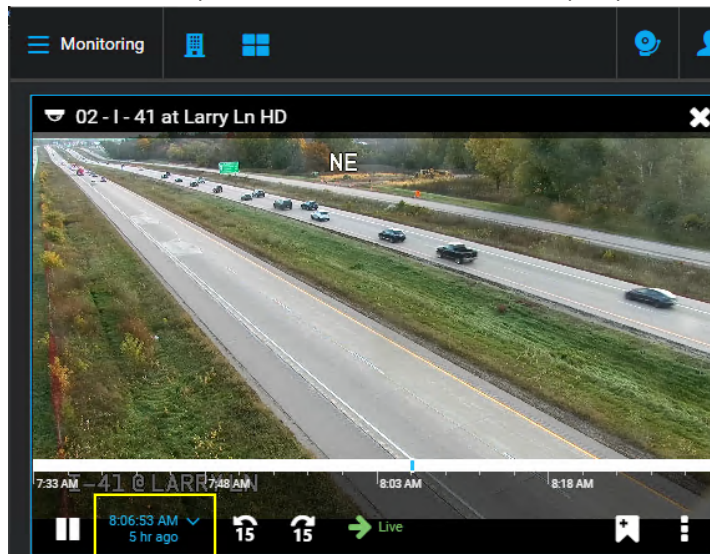
2.8   Reviewing Recorded Video

1. Click on the tile with the video stream you wish to view.
2. Select **Live**, located on the bottom left of the tile.

3. Select a Specific date and time.

4. Recorded video from that specific date and time will play in the tile.

5. To return to Live video, click on the time and reselect **Live**.