


The Valtus Administration Tools are intuitive, easy to use tools that allow users to administer Valtus Imagery Services accounts. This user guide is meant to provide a quick overview of each of the features available for any Valtus account (Views, Spatial Data Store, VOD, and Vault).


After logging-in users will land at the Account Administration homepage, which is broken out into the following sections:

Account Options, Account Administrator, Accounting Contact, and Account Information




In each of the **Account Administrator**, **Accounting Contact** and **Account Information** sections, users can change or update information in any of the available fields. All fields marked with a grey bar in front of them are required fields and must contain information to exit the page. To save any updates or changes made to information on this page, click the  button located at the bottom of the page.

Account Options - within this section you are presented with three options: **Administer Users, View Reports and Change Password**



Administer Users - To add, edit or delete users on an account. To **edit** a user, click on the username which opens the user record. Update or change user information, passwords or the access that individual users have to different data layers.


Under the **VIEWS Information** section of this page, users manage the detail of which datasets individual user(s) have access. If you have requested LiDAR access for your account, but need to restrict this dataset from an individual user, check the **AOI LiDAR access** only check box. This will disable access to LiDAR data for that particular user. If you have a Views: Spatial Data Access Subscription account, this is also the area where access to your subscribed data layers is defined. Simply click on the **Administer Views** link near the bottom of the page. You will then be able to check and uncheck different layers as applicable for each user. To save your changes, click the  button located in the lower right-hand portion of the page.

From the main **Administer Users** page, you can quickly **activate/deactivate** webstore and Views status for individual users by clicking on the links.


From the same area users can also be added or deleted. When the **delete** link is selected, a confirmation page is displayed. To continue press the  button or to cancel the action, press the  button. Clicking the  button in the lower right-hand portion of the page allows you to enter the relevant information of a new user. Once required fields are populated, press the  button to complete the addition of a new user to your account.

View Reports - On this page users and administrators can create reports that describe user and account metrics. First, define parameters for the information you'd like to have returned in a report.

Once selections are made (not selecting values will default to all), click on the  button to run the report. If you wish to change the report parameters you have selected, click the  button located on the bottom right portion of the page. This resets the form.

Change Password - From this page you are able to change your password. Enter the new password of your choice and then re-enter to confirm in the Password Confirmation field. Press the  button to apply your changes.

Tips - to navigate back to previous screens do not use your browsers back button, use the navigation trail links located directly below the Valtus main site links.

- When finished administrating an account, be sure to log out by pressing the  button located just below the title area near the top of the page.

Should you require assistance or would like additional information, please contact us at support@valtus.com or by phone at (403)539-9543.