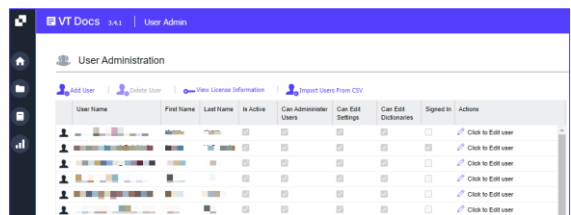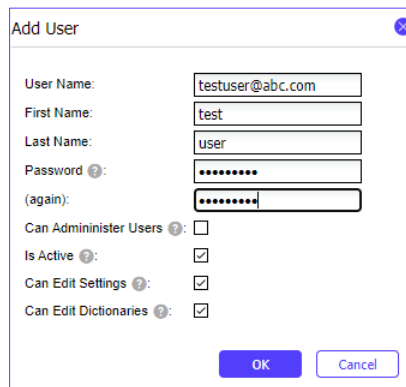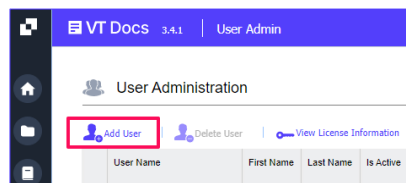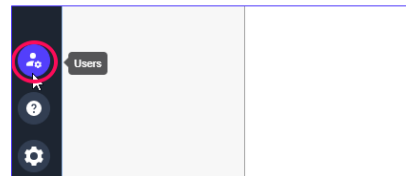QUICKSTART GUIDES

Administration

How to add users
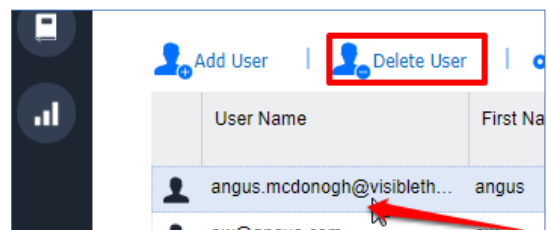
Log into VT Docs with your credentials.

1. Click on the User Admin button on the sidebar

2. Click on the **"Add User"** button.

3. The **"Add User"** dialog box is shown

4. Insert username and password.
   First and Last Name is optional.
   Create Password.

5. Check the **"Is Active"** box

   Note: Select the "Can Edit ..." checkboxes
   if user is to be an Administrator

6. Click **OK.**

7. Check that the new user is listed in the User list.
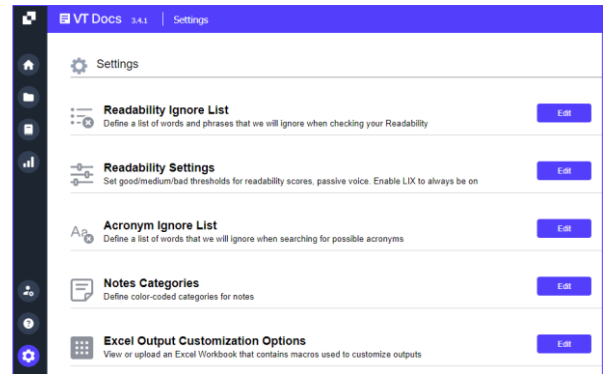

How to delete users

1. Select the user

2. Click on the **"Delete User"** button.
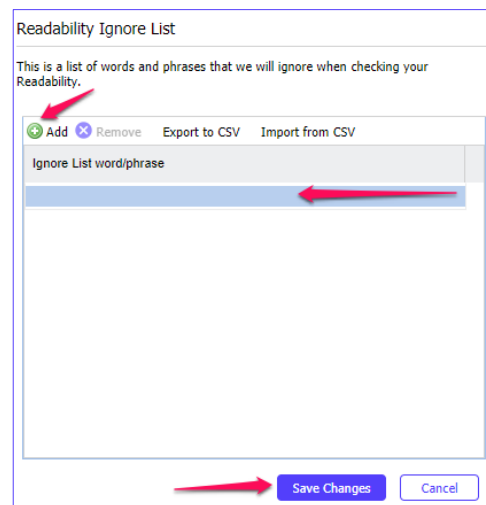
How to edit settings

VT Docs settings are configurable from the Settings menu.

- Configure your Readability threshold settings and Ignore list.

- Update your Acronym Ignore List

- Create Macros for customized outputs. Our Customer Success team can help you upload a macro if needed.

Readability Ignore List

1. Click on the Settings menu icon.

2. Click the **"Edit"** button opposite **"Readability Ignore List".**

3. Click the **"Add"** button.

4. Add your term to the new row.

5. Click **"Save Changes"**.

6. To remove a term, select the row and click "Remove"
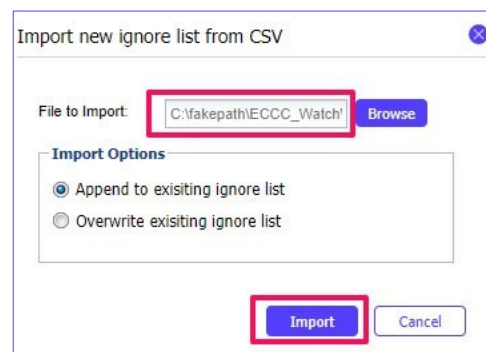
7. Click **"Save Changes"**.

Import your "Ignore list" from .csv

Write your list of terms and phrases within MS Excel before creating in VT Docs.

1. Create a new MS Excel file.

2. Populate Column A with the terms and phrases.

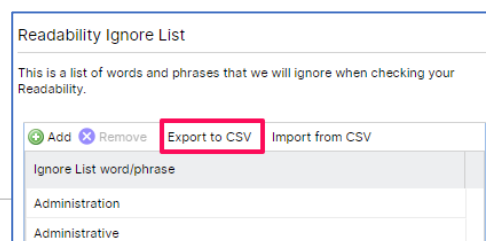3. Save the file as a .csv file to your local desktop.

Import your Readability "Ignore list" Terms

1. Click on the **"Import from CSV"** button in the **"Readability Ignore list"** dialog box is displayed

2. Select **"Browse"** and locate your csv file location

3. Select your import option. You can Append or Overwrite exiting **"Ignore list".** Keep the default option for your first ignore list.

4. Click **"Import"**

5. Your **"Ignore list"** is displayed on screen.

Export your Readability "Ignore list" Terms

1. Click on the **"Export to CSV"** button in the **"Readability Ignore list"** dialog box to review your full Ignore list with your team or use to build a larger list for import.
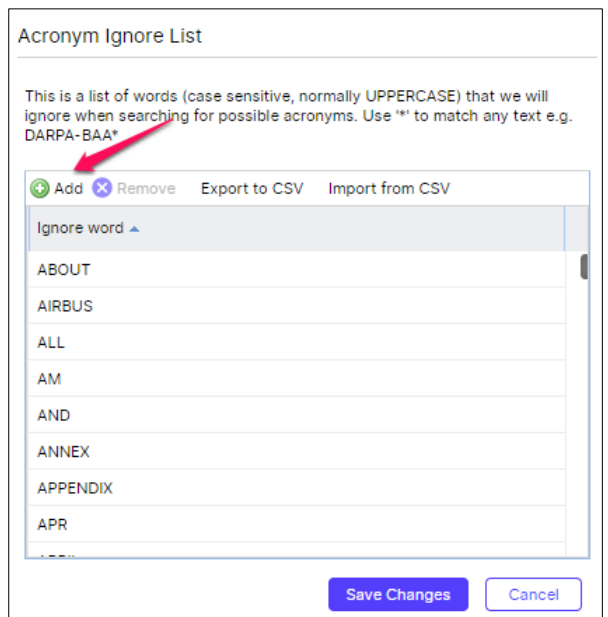
Readability Settings

1. Click on the Settings menu icon.

2. Click the **"Edit"** button opposite **"Readability Settings".**

3. Use the slider to adjust the settings for each Language Threshold.
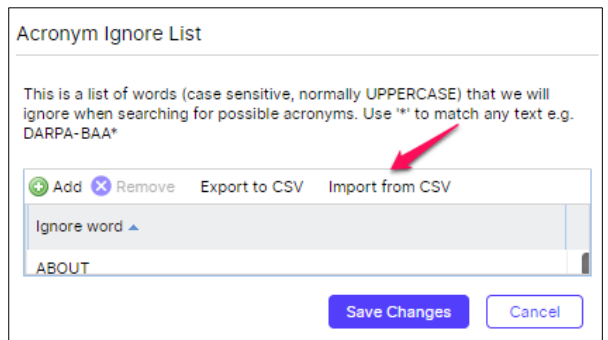
4. Click **"Save Changes"**.

Acronym Ignore List

1. Click on the Settings menu icon.

2. Click the **"Edit"** button opposite **"Acronym Ignore List".**

3. Click the **"Add"** button to insert the new item.

4. Click **"Save Changes"**.

5. To remove a term, select the row and click **"Remove"**
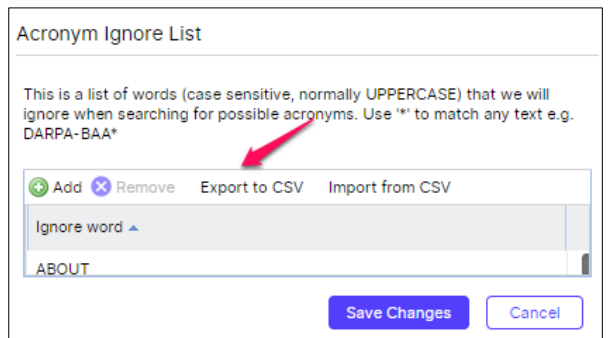
6. Click **"Save Changes"**.

Import your Acronym "Ignore list" Terms

1. Click on the **"Import from CSV"** button in the **"Acronym Ignore list"** dialog box.

2. Select **"Browse"** and locate your csv file location

3. Select your import option. You can Append or Overwrite exiting **"Ignore list".** Keep the default option for your first ignore list.

4. Click **"Import"**

5. Your **"Ignore list"** is displayed on screen.

Export your Acronym "Ignore list" Terms

1. Click on the **"Export to CSV"** button in the **"Readability Ignore list"** dialog box to review your full Ignore list with your team or use to build a larger list for import.

On-Prem renewed license install

The VT Support team will share an email with the .lic file.

Download the license file to your local drive.

To install the new license, follow the two steps below.

1. **Access VT Docs sandboxAdmin**
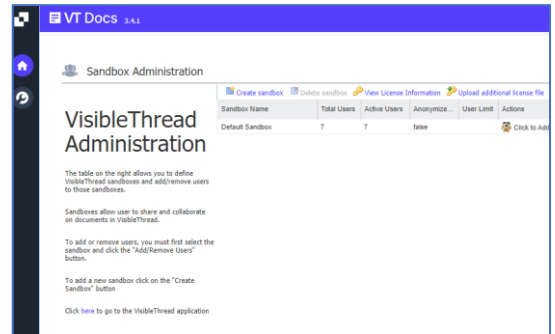
    First you will need to access the VT Docs sandboxAdmin app.
    In your web browser go to (note: "sandboxAdmin" is case sensitive):

    https://<VisibleThreadServer IP Address or Name>/sandboxAdmin

    You will be prompted for credentials to access this page.
    The default credentials are :

    Username: visiblethread
    Password: password

    We recommend that you change these credentials to
    something more secure once you have completed the
    initial deployment of VisibleThread

2. **Upload License File**

    Click the "Upload additional license file" button :

    Then hit "Select...", select the license file that you
    saved earlier and hit **"Upload"**.

    You should get the following confirmation message :