



VISION

NEW USER MANUAL



AFAP.COM



AFA VISION MONITORING

ACCESS YOUR ACCOUNT FROM ANYWHERE

AFA's Vision Monitoring app provides you the ability to manage your central station account from anywhere. You can Save Time and Stay Informed through any web enabled device.

AFA's FREE Mobile and Web apps will allow you to remotely:

- Place your systems in and out of test
- View your account activity including test and event history
- Manage your emergency notification list
- Search your Account information

No longer will you have to spend time calling our central station to be put in and out of test status. You can now manage your entire account through our Free App!

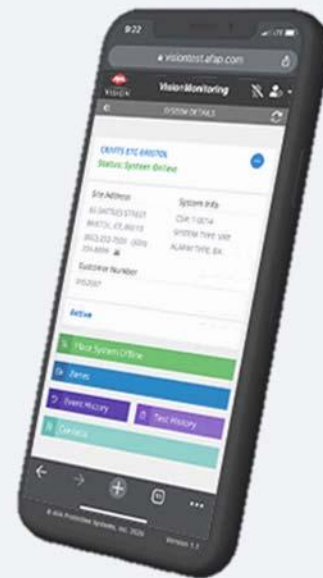
SETTING UP YOUR VISION MONITORING ACCOUNT

Please follow these easy steps:

- Go to <https://www.afap.com/my-central-station/>
- Under Setting Up Your Account click on the link to register
- Fill out the Central Station Account Management Registration form and click Submit

After your account has been set-up, an email will be sent to you to create your password and instructions on how to use Vision Monitoring. AFA has implemented extensive security measures to ensure the safe use of this convenient and efficient value added feature.

For additional information please contact your local AFA representative or email us at vision@afap.com.



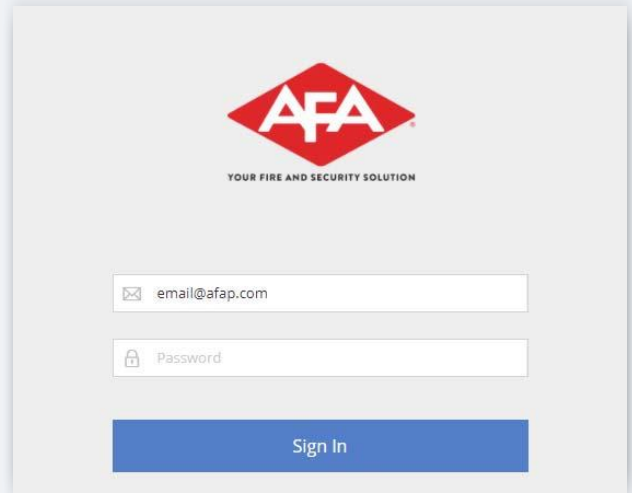
LEARN MORE AT AFAP.COM

VISION MONITORING

Vision Monitoring allows you to manage your Central Station Account to perform tasks like placing your account on/offline, manage your Call List, view Event and Test History.

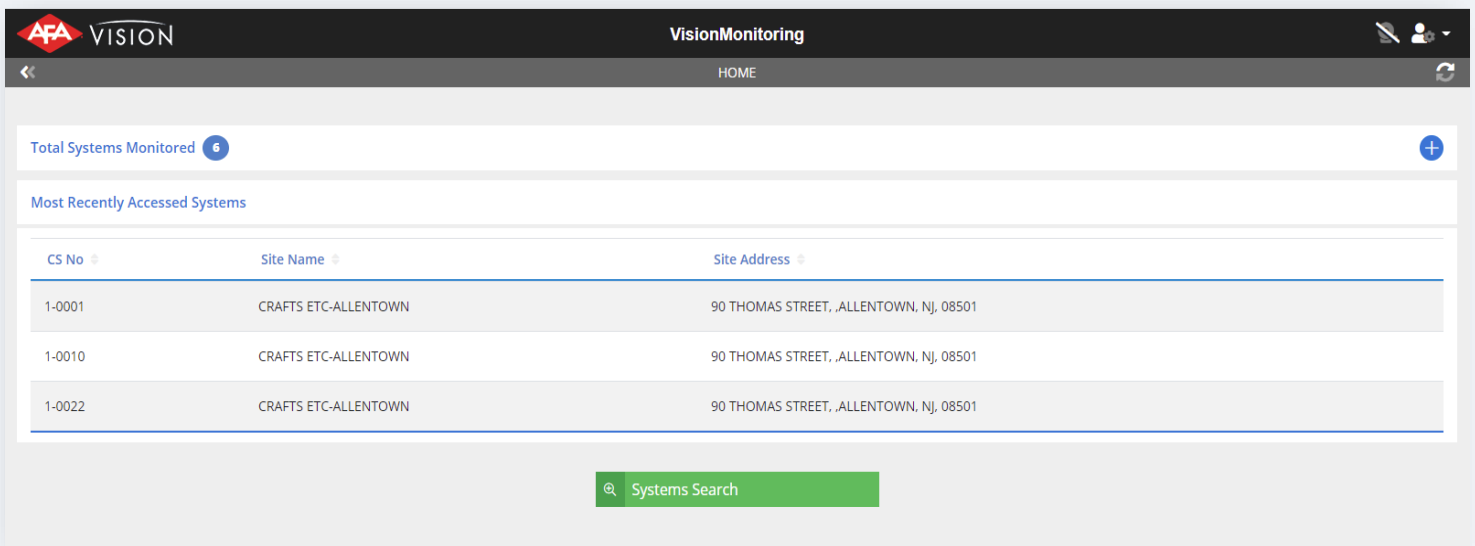
To access Vision Monitoring you will go to <https://vision.afap.com> on your web browser on your phone or desktop.

To login enter your email address and password that you created.



Only if you have access to multiple systems will you see the following Home screen:

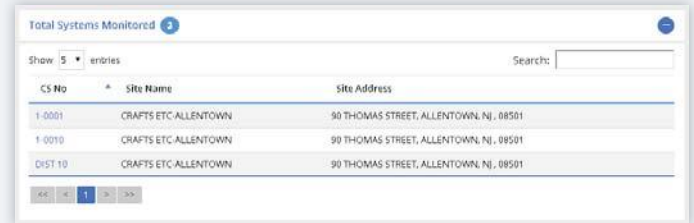
- Total Systems Monitored
- Systems On Test
will only display if a system is on test
- Most Recently Accessed
- Systems Search



TOTAL SYSTEMS MONITORED

Next to **Total Systems Monitored** it will display the number of systems you have access to.

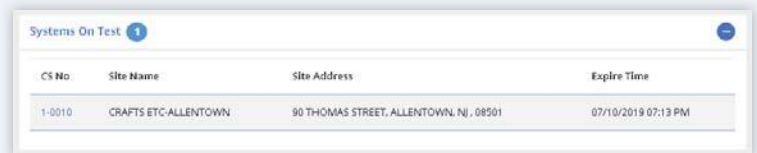
To see the systems, just expand by clicking the + icon. The search field allows you to search any of the columns shown (CS#, Site Name or Site Address). Simply click on the CS# to access that system.



CS No	Site Name	Site Address
1-0001	CRAFTS ETC ALLENTOWN	90 THOMAS STREET, ALLENTOWN, NJ, 08501
1-0010	CRAFTS ETC ALLENTOWN	90 THOMAS STREET, ALLENTOWN, NJ, 08501
DIST 10	CRAFTS ETC ALLENTOWN	90 THOMAS STREET, ALLENTOWN, NJ, 08501

SYSTEMS ON TEST

This will only display when you have a system on test. This will show all systems that are currently on test. Click the + icon to expand to view and access the systems.



CS No	Site Name	Site Address	Expire Time
1-0010	CRAFTS ETC ALLENTOWN	90 THOMAS STREET, ALLENTOWN, NJ, 08501	07/10/2019 07:13 PM

MOST RECENTLY ACCESSED SYSTEMS

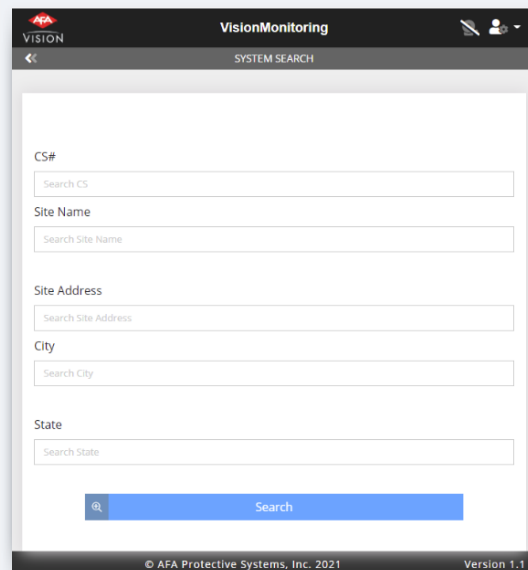
This will show the recent systems you viewed.



CS No	Site Name	Site Address
1-0010	CRAFTS ETC ALLENTOWN	90 THOMAS STREET, ALLENTOWN, NJ, 08501

SYSTEMS SEARCH

System search allows you to enter additional search criteria like City and State.



VISION VisionMonitoring SYSTEM SEARCH

CS#
Search CS

Site Name
Search Site Name

Site Address
Search Site Address

City
Search City

State
Search State

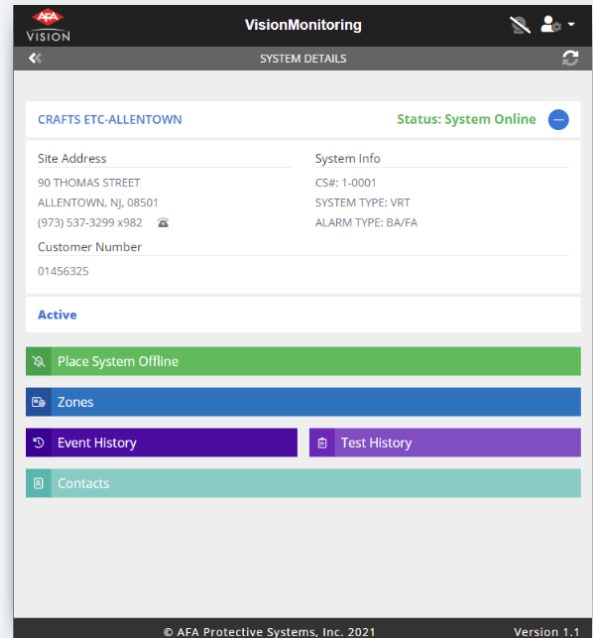
Search

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SYSTEM DETAILS

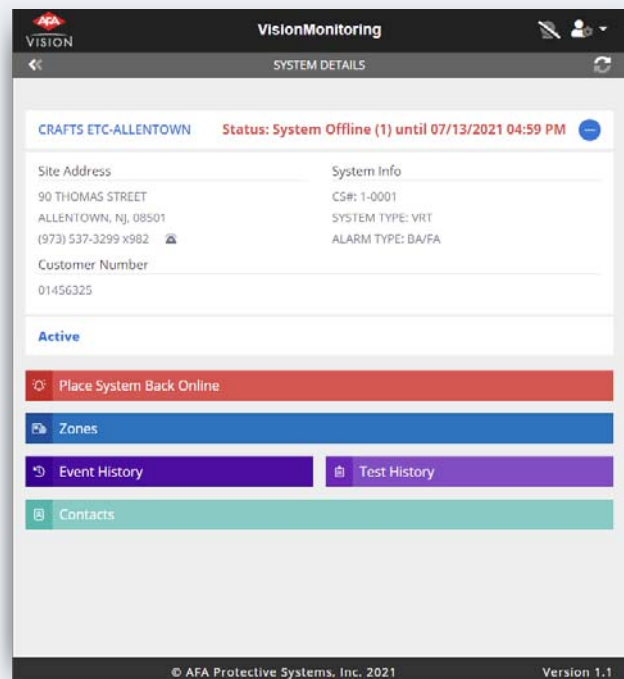
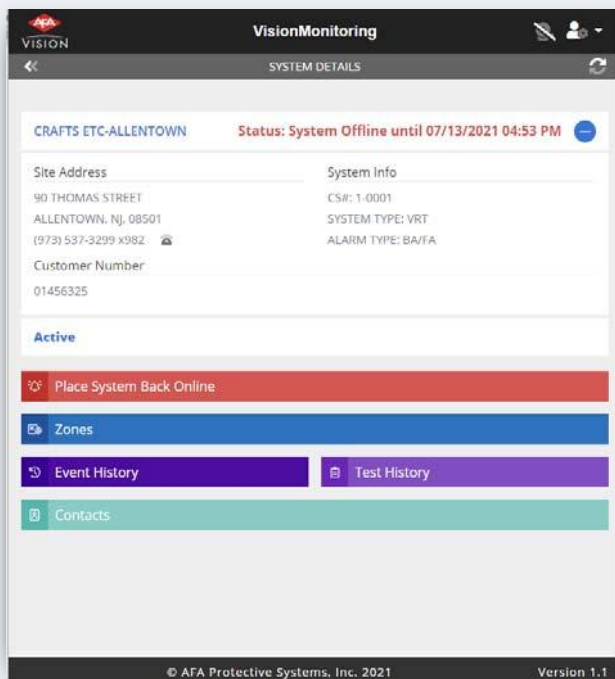
When you click on a System from the Home screen it will bring you to the System Details window. Here you will be able to place the system on/offline, manage your call, view zones and event & test history.

For users with only one system this will be the screen you see once you log in.



SYSTEM DETAILS

The top right corner will display the status of the system, whether it is online or offline and when the test will expire. It will indicate if all zones (All) are offline or just specific zone(s).



PLACE SYSTEM OFFLINE

To place the system offline, click Place System Offline.

It will automatically default to the max of 8 hours. If you need to place the system offline for less than 8 hours click Custom and select the time from the drop-down.

If you have a radio account it will ask if you wish to take the back-up system offline along with the primary.

Enter a comment and re-enter your password then click Yes to proceed with taking the system offline.

Place System Offline?

Expire Date:

Max (8hrs)
 Custom

Comments*:

Do you also want to place the back-up system CS# 1-1345 BACKUP ACCT offline? *

Note: All zones will be placed offline for back-up system.

Yes
 No

Password*:

Place System Offline?

Expire Date:

Max (8hrs)
 Custom

Comments*:

Do you also want to place the back-up system CS# 1-1345 BACKUP ACCT offline? *

Note: All zones will be placed offline for back-up system.

Yes
 No

Password*:

10:13 am (0 mins)

11:13 am (1 hr)

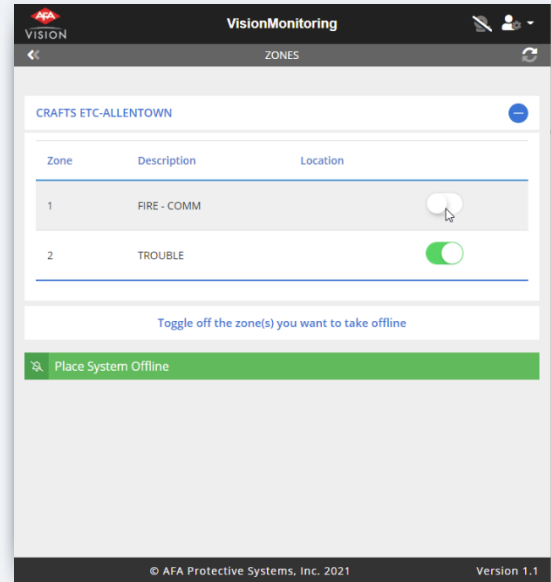
12:13 pm (2 hrs)

01:13 pm (3 hrs)

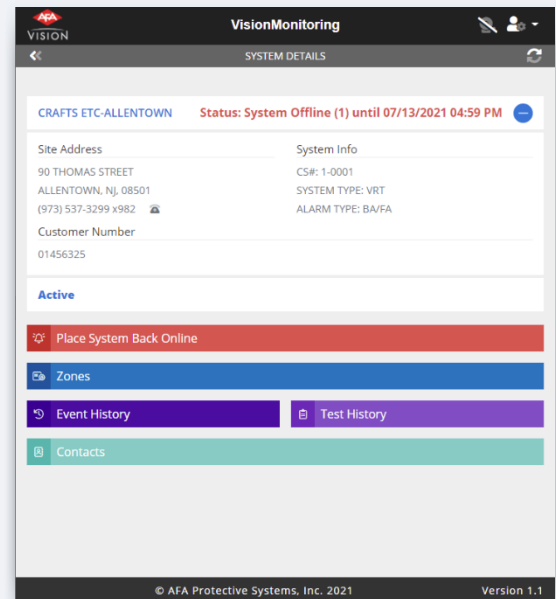
02:13 pm (4 hrs)

PLACE SYSTEM OFFLINE (CONTINUED)

To place specific zones offline, click Zones. Toggle the zone(s) you wish to take offline and click Place System Offline. It will ask you to enter a comment and re-enter your password.



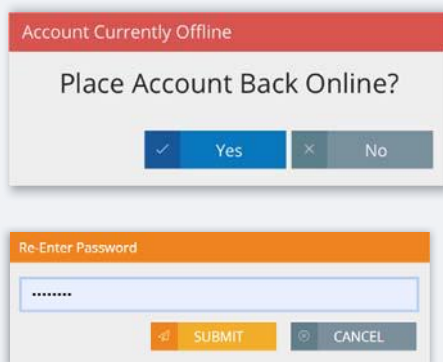
The system status will display the zone that was placed offline, along with date and time.



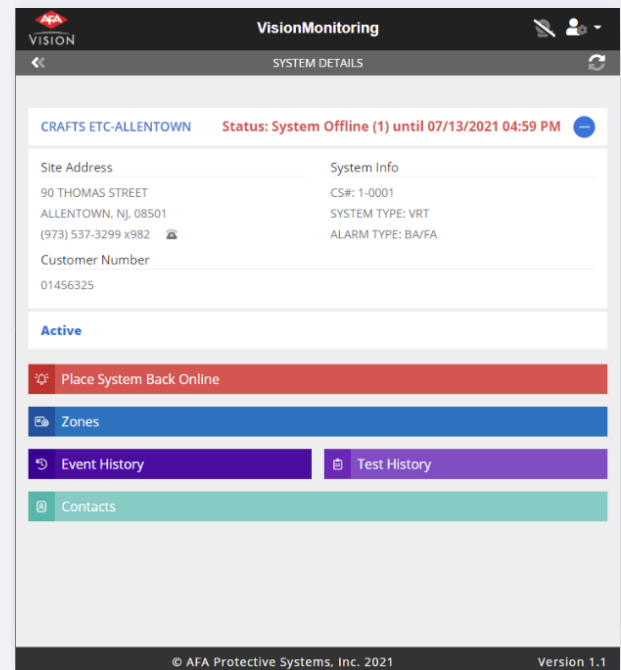
PLACE SYSTEM BACK ONLINE

When the system is offline, the Place System Back Online will display.

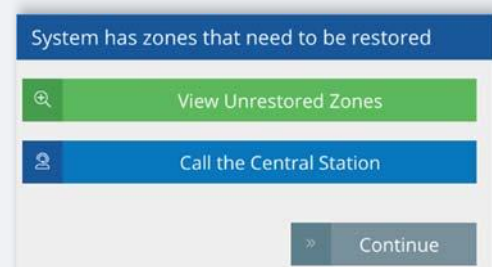
To place system back online click Place System Back Online. If there are no zones that need to be restored it will ask you to verify you want to place the account back online and you will need to re-enter your password.



The first dialog box has a red header 'Account Currently Offline' and asks 'Place Account Back Online?' with 'Yes' and 'No' buttons. The second dialog box has an orange header 'Re-Enter Password' and contains a password input field with a 'SUBMIT' button and a 'CANCEL' button.

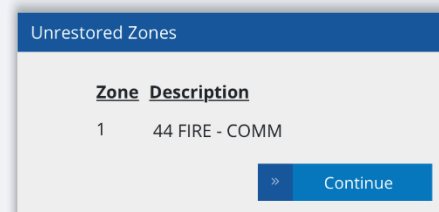


If there are zones needed to be restored, you will get the following message:



The dialog box has a blue header 'System has zones that need to be restored'. It contains three buttons: 'View Unrestored Zones' (green), 'Call the Central Station' (blue), and 'Continue' (grey with a right arrow).

Click on View Unrestored Zones to view the zone(s) that need to be restored.



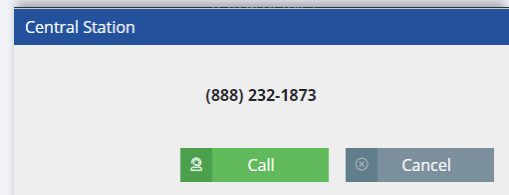
The dialog box has a blue header 'Unrestored Zones'. It contains a table with the following data:

Zone	Description
1	44 FIRE - COMM

At the bottom right, there is a 'Continue' button with a right arrow.

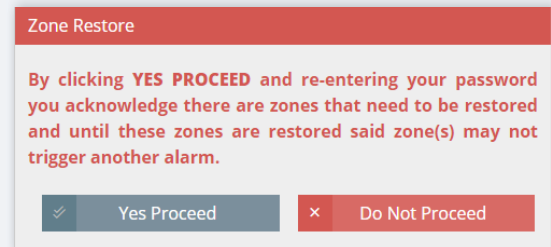
PLACE SYSTEM BACK ONLINE (CONTINUED)

To call the Central Station click Call the Central Station.



A warning will pop up will display about the unrestored zones. When you click "Yes Proceed" you are acknowledging said warning.

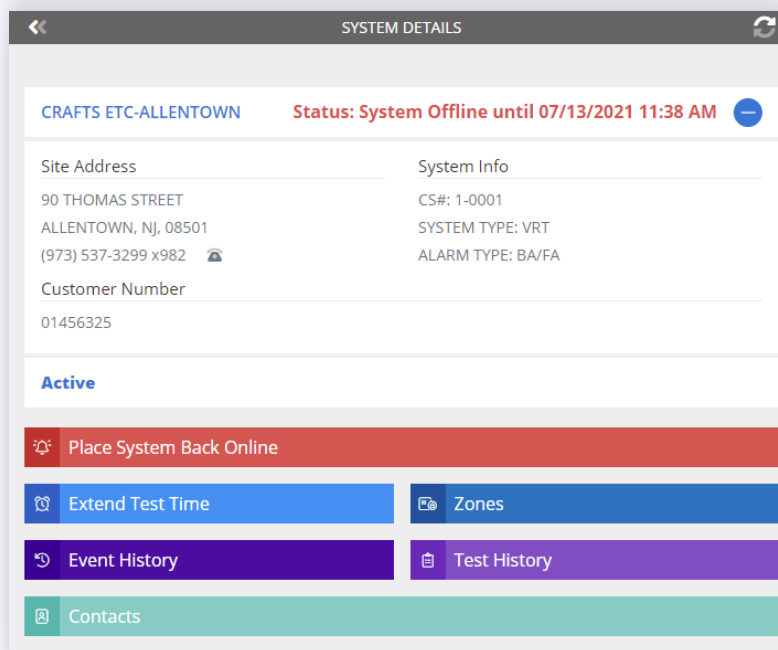
Please remember when you click "Yes Proceed", this does not restore the zone(s) and until the zone(s) are restored it may not trigger another alarm.



EXTEND OFFLINE

To extend the offline for a system, log into Vision Monitoring an hour before the current test expires. The Extend Test Time will display.

Click on Extend Test Time, it will default to the max 8 hours from the time you are logged in. If you want to extend it less than 8 hours, click Custom and select the time. Re-enter your password and click Yes to proceed.



SYSTEM DETAILS

CRAFTS ETC-ALLENTOWN **Status: System Offline until 07/13/2021 11:38 AM**

Site Address 90 THOMAS STREET ALLENTOWN, NJ, 08501 (973) 537-3299 x982	System Info CS#: 1-0001 SYSTEM TYPE: VRT ALARM TYPE: BA/FA
Customer Number 01456325	

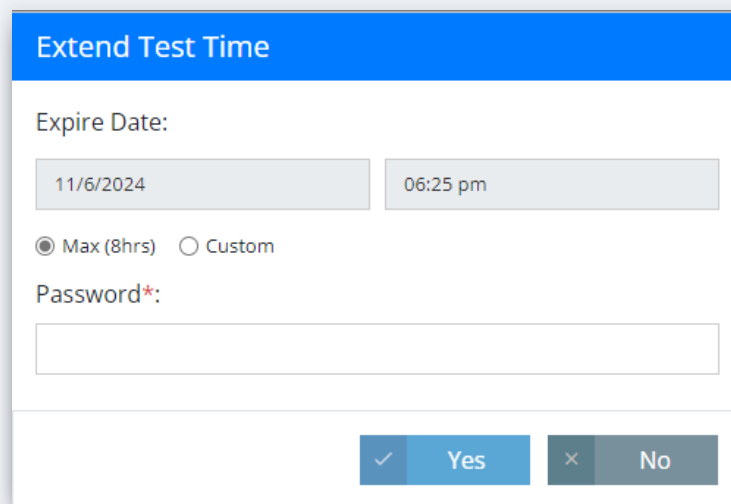
Active

Place System Back Online

Extend Test Time Zones

Event History Test History

Contacts



Extend Test Time

Expire Date:

11/6/2024 06:25 pm

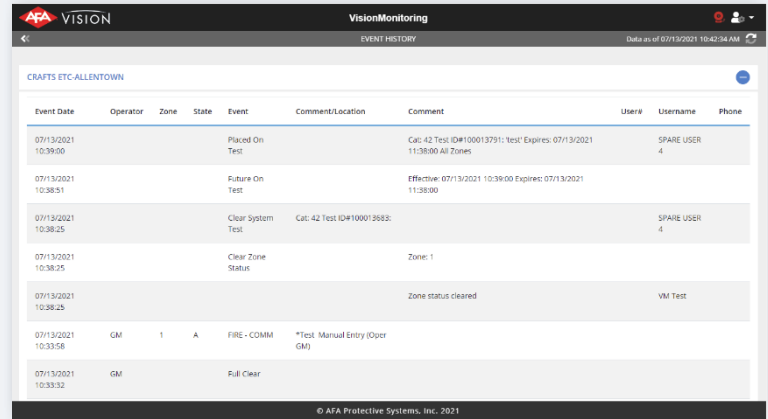
Max (8hrs) Custom

Password*:

Yes No

EVENT HISTORY

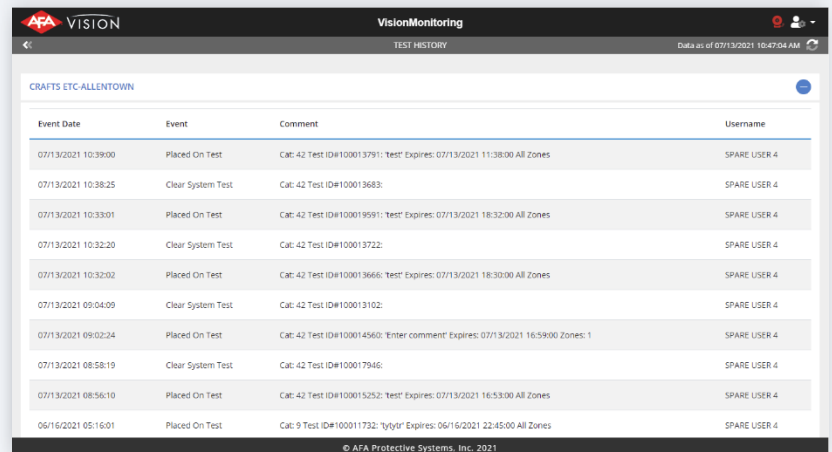
The Event History window enables you to view all recorded activity, including alarm events, open and close events, operator actions, operator comments, and the expiration date/time for system tests.



Event Date	Operator	Zone	State	Event	Comment/Location	Comment	User#	Username	Phone
07/13/2021 10:39:00				Placed On Test		Cat: 42 Test ID#100013791: Test Expires: 07/13/2021 11:38:00 All Zones		SPARE USER 4	
07/13/2021 10:38:51				Future On Test		Effective: 07/13/2021 10:39:00 Expires: 07/13/2021 11:38:00			
07/13/2021 10:38:25				Clear System Test	Cat: 42 Test ID#100012682:			SPARE USER 4	
07/13/2021 10:38:25				Clear Zone Status		Zone: 1			
07/13/2021 10:38:25						Zone status cleared			VNI Test
07/13/2021 10:33:58	GM	1	A	FIRE - COMM	*Test: Manual Entry (Oper GM)				
07/13/2021 10:33:32	GM			Full Clear					

TEST HISTORY

The Test History window allows you to view system tests. It displays expiration date/time, who placed the system on/offline and the unique ID associated with each test.

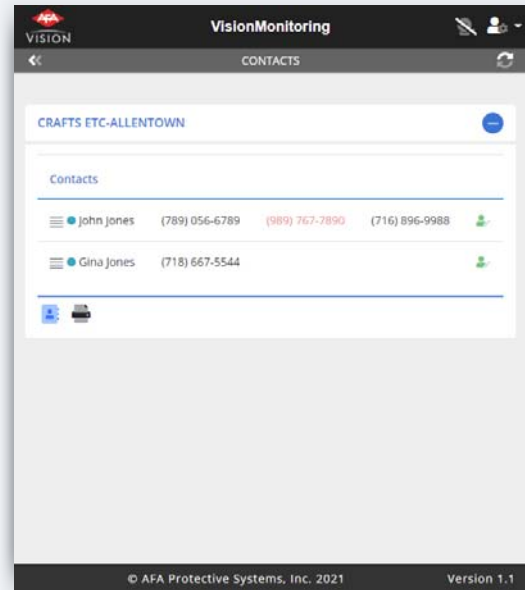


Event Date	Event	Comment	Username
07/13/2021 10:39:00	Placed On Test	Cat: 42 Test ID#100013791: Test Expires: 07/13/2021 11:38:00 All Zones	SPARE USER 4
07/13/2021 10:38:25	Clear System Test	Cat: 42 Test ID#100013683:	SPARE USER 4
07/13/2021 10:33:01	Placed On Test	Cat: 42 Test ID#100019591: Test Expires: 07/13/2021 18:32:00 All Zones	SPARE USER 4
07/13/2021 10:32:20	Clear System Test	Cat: 42 Test ID#100013722:	SPARE USER 4
07/13/2021 10:32:02	Placed On Test	Cat: 42 Test ID#100013666: Test Expires: 07/13/2021 18:30:00 All Zones	SPARE USER 4
07/13/2021 09:04:09	Clear System Test	Cat: 42 Test ID#100013102:	SPARE USER 4
07/13/2021 09:02:24	Placed On Test	Cat: 42 Test ID#100014560: Enter comment Expires: 07/13/2021 16:59:00 Zones: 1	SPARE USER 4
07/13/2021 08:58:19	Clear System Test	Cat: 42 Test ID#100017946:	SPARE USER 4
07/13/2021 08:56:10	Placed On Test	Cat: 42 Test ID#100015252: Test Expires: 07/13/2021 16:53:00 All Zones	SPARE USER 4
06/16/2021 05:16:01	Placed On Test	Cat: 9 Test ID#100011732: Test Expires: 06/16/2021 22:45:00 All Zones	SPARE USER 4

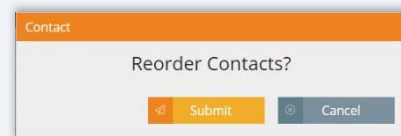
MANAGE CONTACTS

To view or update your call list, click on Contacts from the System Details window.

This will display the call list for the system. You can update existing contact information, add or remove contacts and rearrange the call list order.

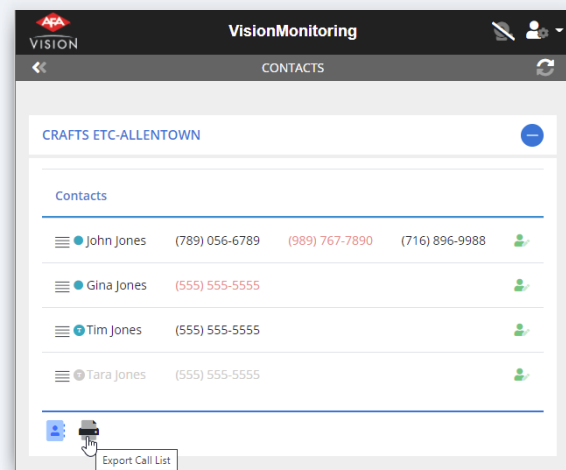


To rearrange the call list order, drag the handle next to the contact you wish to move and drop where you want it to go.



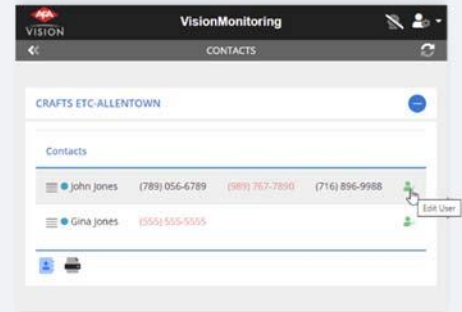
Click Submit to save changes.

To export the call list, click the printer icon.

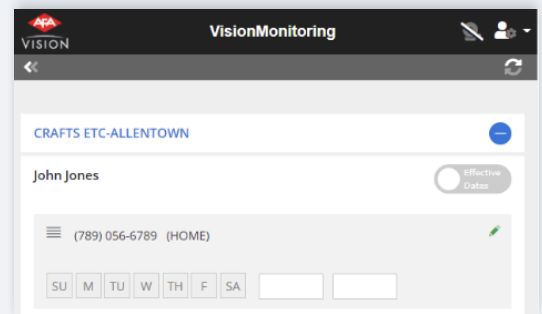


EDIT CONTACT

To edit an existing phone number, click the person icon next to the name you want to edit.



Click on the pencil icon next to the phone number you want to edit.



From the Edit Phone window, you can edit the phone number, make the number inactive or set day or time restrictions.

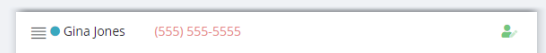
Edit Phone

Phone Number 5555555555	Extension <input type="text"/>	Phone Type HOME
Inactive Date <input type="text"/>	Day Restrictions <input type="checkbox"/> SU <input checked="" type="checkbox"/> M <input type="checkbox"/> TU <input checked="" type="checkbox"/> W <input type="checkbox"/> TH <input checked="" type="checkbox"/> F <input type="checkbox"/> SA	
Start Time 8:00 AM	End Time 4:00 PM	

Submit
Cancel

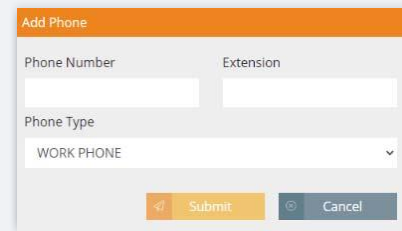
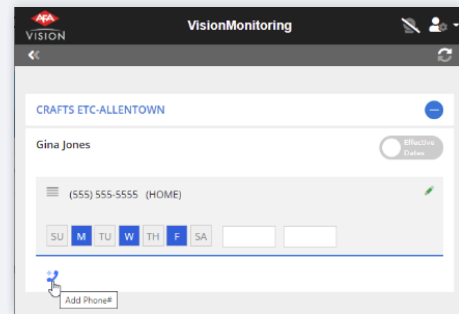
To enter specific days and times a contact is to be called, select the days and/or enter the times and click Submit. The contact will only be called during the specific days/time indicated.

Phone numbers with day/time restrictions will display in red font.

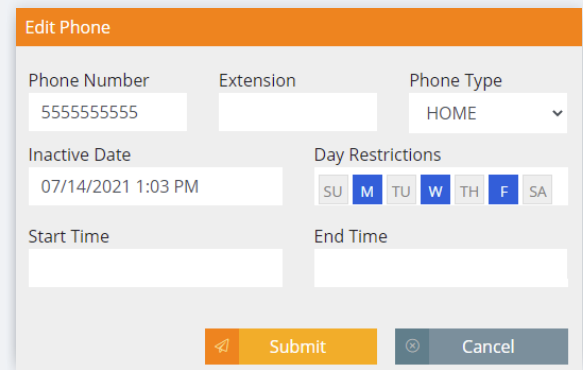


EDIT CONTACT (CONTINUED)

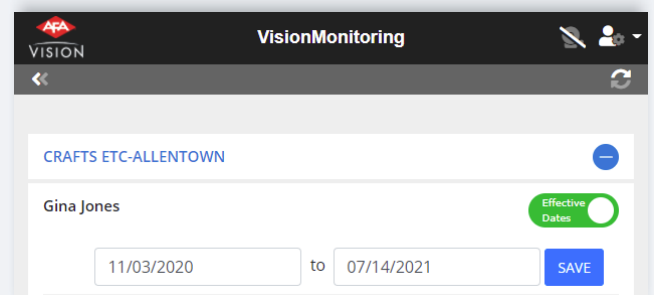
To add a phone number to a contact, click the phone icon. Enter the phone number without the dashes, select the Phone Type and click Submit.



To make a phone number inactive, enter an Inactive Date and click Submit. This will only disable that specific phone number.



To make the Contact inactive, click the Effective Dates toggle, enter an End Date and click Save. This will remove the user from the contact list.

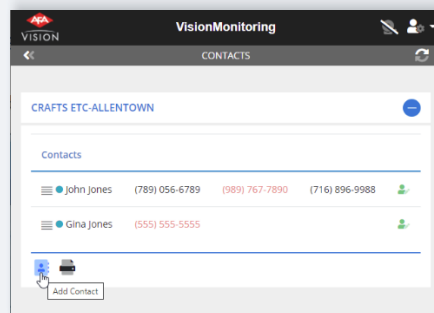
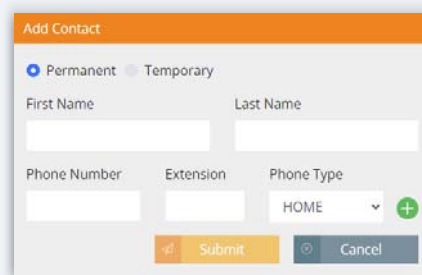


ADD NEW CONTACT

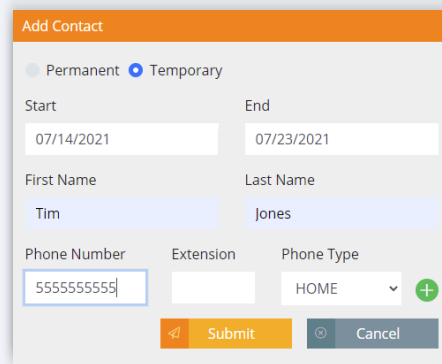
To add a new contact, click on the address book.

You can select from adding a Permanent or Temporary contact.

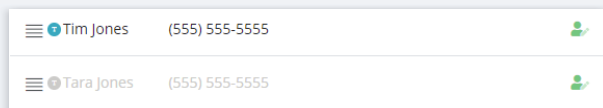
Enter the contact information and click Submit. The new contact will be added to the end of the call list, you can reorder accordingly.

To add a temporary contact, click on Temporary. Enter a Start and End date, the contact information then click Submit.

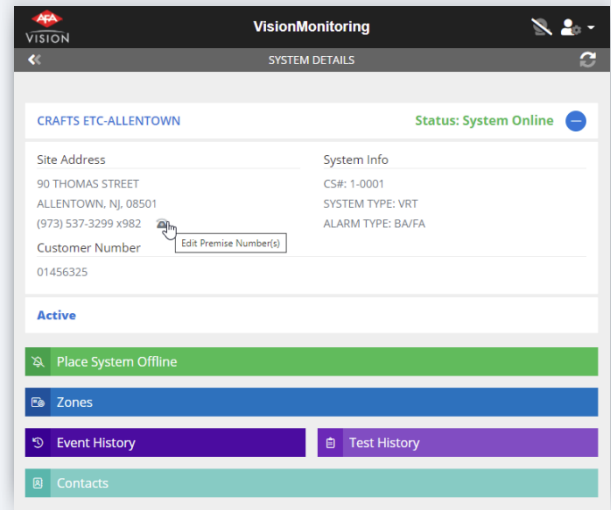


The contact will display either a blue circle with a T or greyed out circle with a T to indicate they are a temporary contact. If a contact is temporary and not currently active, the contact will be greyed out.

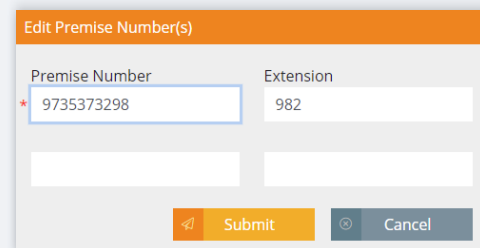


UPDATE PREMISE NUMBER(S)

To update the premise number(s), click the phone icon.

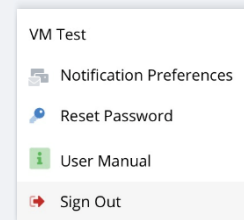


Enter the premise number(s) and click Submit. You are required to have at least one premise number listed.



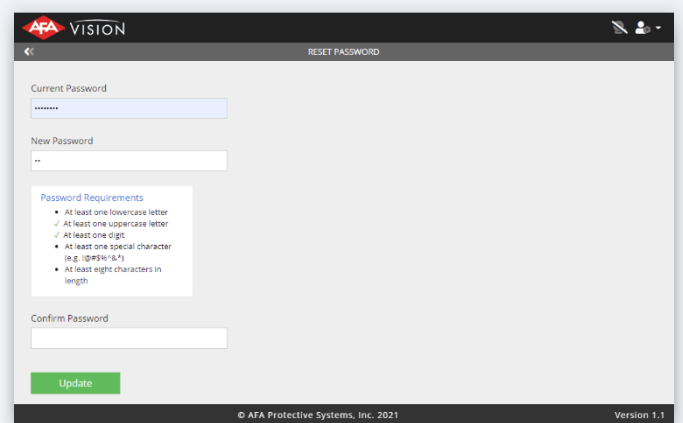
USER PREFERENCES

Under User Preferences you can reset your password, set your on/offline email notification preferences, view the Vision Monitoring User Manual or sign out.



To reset your password, enter your current password, enter your new password, and click Update.

As you type your new password, it will verify the password requirements.

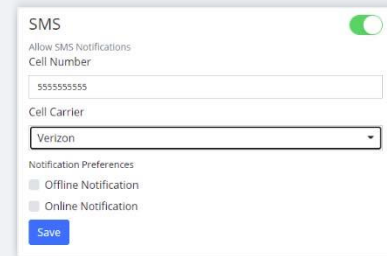
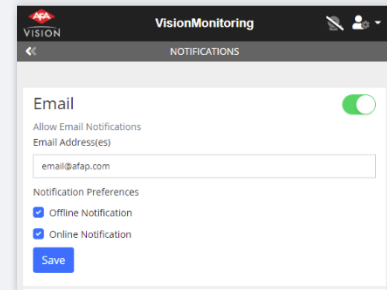


USER PREFERENCES (CONTINUED)

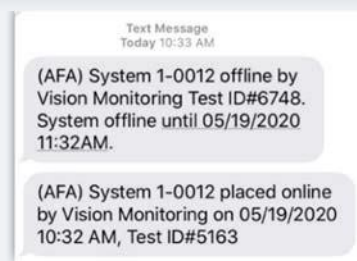
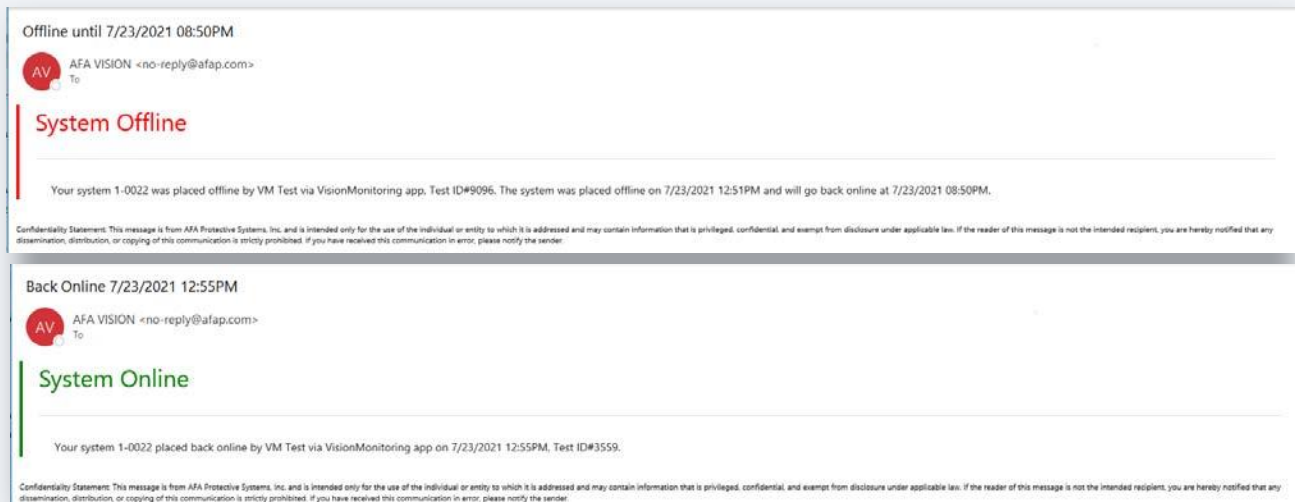
Click on Notification Preferences to set your system test email/SMS preferences. You can select from the following: only when you place your system offline, only when you place your system back online or both.

To add multiple email addresses, separate each email with a comma.

To receive SMS Notification, enter your phone number, select your carrier, then select your notification preferences.



The email/SMS will include the CS#, who placed it on/offline, unique ID of the test, time it was placed on/offline and time test will expire ([offline only](#)).





YOUR FIRE AND SECURITY SOLUTION



www.AFAP.COM