ONSIGHT CONNECT

ONSIGHT WORKSPACE
USER GUIDE

Librestream
Guide
Onsight Workspace User Guide
Doc #: 400322-04 Rev B

July 2022 (v.11.4.11)

Information in this document is subject to change without notice.

Name of Librestream Software Onsight Connect

Patents Notice: United States Patent # 7,221,386, together with additional patents pending in Canada, the United States and other countries, all of which are in the name of Librestream Technologies Inc.

TABLE OF CONTENTS

OVERVIEW

Onsight Workspace is a secure online tool for Onsight Connect Users to centrally manage their Onsight Content including video and still images. Using Workspace, Onsight users can efficiently manage, maintain and share their Onsight generated content.

Workspace provides tools to:

- Upload Onsight generated video and still images
  - Perform Automatic Uploads when Onsight calls end.
  - Manually upload content from the Files panel.
  - Monitor Upload Queue status.
  - Launch Workspace from Onsight Connect clients to view the repository.
- File Management
  - View images and edit telestration.
  - View Onsight video recordings including telestration and shared images.
  - Create Onsight Video Clips from recordings.
  - Create file versions for tracking edits and audit controls.
  - Search tags, titles and Metadata.
  - View Favorites, Recent Files and Recent Activity on the Dashboard.

LOGGING INTO WORKSPACE

Your Onsight Administrator must enable access to Onsight Workspace before you are able to login to the Workspace or upload content.

There are three ways to login to Workspace:

- Using any Onsight Connect Client running on a Personal Computer (PC), smartphone or Onsight device.
- Using Onsight Platform Manager.
- Using a browser.

These browsers have been tested with Workspace and provide full support:

- Google Chrome
- Safari iOS 10.2 and Mac
- Microsoft Edge

Note: Internet Explorer is not supported. Firefox can display content but is unable to play video content.

LOGIN FROM AN ONSIGHT CONNECT CLIENT

Use your Onsight user credentials to login to Onsight Connect using a PC, smartphone or Onsight 5000HD Smartcam.

Navigate to **FILES**, click the green **Workspace ON** button to launch Onsight Workspace. You will be re-directed to a browser and automatically logged into the Onsight Workspace dashboard.

External Guest Users cannot access Workspace.

LOGIN DIRECTLY TO WORKSPACE

You can login directly to Workspace using a browser and your Onsight user account by navigating to the Onsight Workspace login page:

https://workspace.librestream.com

Enter your Onsight account credentials. You will be temporarily redirected to the OPM login screen in order to authenticate your credentials.

LOGIN VIA ONSIGHT PLATFORM MANAGER

Use your Onsight user credentials to login to OPM, open a browser and navigate to:
https://onsight.librestream.com.

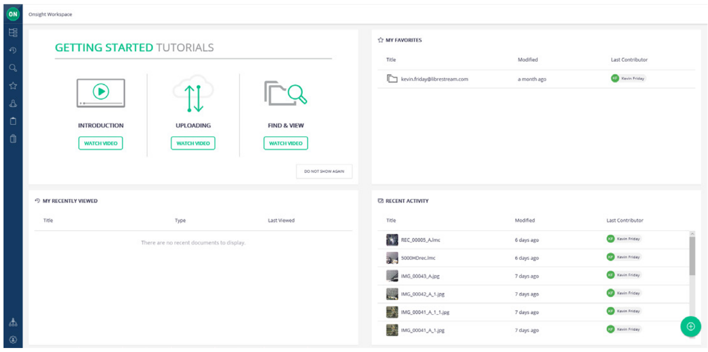
Enter your user name and password that Librestream provided to you via email in the following format:

User Name: *user@domain.com*
Password: *Password*

To avoid unauthorized access to the software, you should change this password immediately after logging in for the first time.

After successfully logging in, you will be taken to the OPM Home page. Tap the Workspace tab and you will be directed to the Workspace Home page.

WORKSPACE HOME PAGE



The Workspace Homepage includes a Dashboard with the following:

- **Getting Started** Tutorials.
- **My Favorites** – Content marked as favorite. By default, users' upload folders are automatically added to their Favorites list for quick access.
- **My Recently Viewed** – List of recently viewed content.
- **Recent Activity** – A list of recent activity in the Workspace based on the user's Read permissions.
- **Browse** – File system explorer.
- **Search** – File names, tags, metadata.
- **Personal Space** – Stores private user content accessible only by the owner. The owner can edit permissions to share access to the personal space with other users.
- **Clipboard** – Copy media between folders using the clip-board.

User Settings:

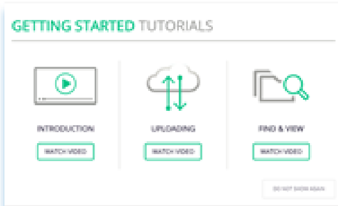
- Profile
- Settings
- Sign Out

WORKSPACE DASHBOARD

The Workspace Dashboard contains the following features:

Getting Started Tutorials

The Getting Started Tutorials provide an introduction to Workspace along with instructions on how to upload files from Onsight clients, and how to find and view files in the Workspace.



My Favorites

My Favorites is a quick access list of files and folders. You can quickly find your Upload folder by viewing the My Favorites panel on the dashboard or clicking on **My Favorites** in the menu. Your upload folder will contain all the files you have uploaded from our Onsight client.

You can also mark any file or folder using the **Add Favorite** icon to add it to the list.

My Recently Viewed

A list of recently viewed files and folders. The list is displayed in a panel as well as accessible from the Menu.

Recent Activity

A list of recent activity in the Workspace based on you user permissions. You will only see files and folders to which you have been granted access.

Browse - Find and View Files

Click the **Browse** icon within the menu to access the shared Workspace directory. You will see folders that you have been granted access to. Your upload folder (accessible from your **My Favorites** list) can also be found by following the upload path. Your upload path is displayed when you log in to an Onsight client under System Health – Details: Workspace Upload Path.

Your Workspace upload folder can be seen using the **Browse** icon and navigating to the path displayed:

Search

The menu provides a **Search** tab that enables you to search for Workspace content. The search tool will look for any file or folder that contains the search phrase you have entered. The Search can include the title, description, author, keywords, tags, and device names associated with your Onsight files.

Click the **Search** icon on the menu to access the Search Filters panel.

Full Text Search

Enter text in the **Full Text** search field to look for files and folders that contain words that start with your search phrase.

- Enter your search phrase in the **Full Text** field.
- Type partial words to search for specific terms that starts with your phrase, e.g., eng will find engine, engineer.
  Note: The wildcard characters * (asterisk) is automatically added as a suffix to your search phrase, e.g., eng is searched as though you typed eng*.
- To search for specific words, put the search phrase in double quotes, e.g., "inspection complete" will only find files with that specific phrase.
- To search for documents containing all of the words entered separate them by a single space, e.g., engine inspection complete. This is equivalent to typing: engine AND inspection AND complete.
- To search for documents containing any of the words entered, separate them by using OR, e.g., engine OR inspection OR complete.
- To search for a document that does not contain a specific word, place a **hyphen** or **dash** in front of it, e.g., engine inspection -overhaul. This will search for documents containing engine and inspection but not overhaul.

Note: if you are searching for a document that contains a hyphenated word, i.e., it contains a dash, "-", then you must enclose the search phrase in double quotes, e.g., "hazardous-waste". Not placing the search phrase in double quotes would result in a search for documents that included the word hazardous but not waste.

Note: The following characters are not searchable:
***!#$%&'()*+,./\\\\:-@{|}`^~**

Additional Search Filters

You can filter your searches by:

- Creation date
- Modification date
- Authors
- Tags – added as Search phrases
- Size of files

Note: Tags added to a file are valid search fields only when searching within Workspace. If the file is downloaded and shared between Onsight endpoints, the Tag will not be included in any local searches.

Note: Device name is the name of the Onsight client you uploaded your file from, e.g., your iPhone's name under Settings→About→Name.

Search Results

The Search results are displayed to the right of the Search panel. For quick access to the files in the search results, you can toggle your Search view between **Filter View** and **Queue View**.

- **Queue View** will display a list of the files in the Search panel. Select any file or folder in the list to view the contents.

- Return to the Search Filter by clicking the **Switch to Filter View** icon.

Click the **CLEAR** button to reset the search parameters.
Click the **SEARCH** button to search again.

Personal Space

Personal Space (PS) is a private folder that, as the owner, only you can access. You may create folders and add files to your PS. You may add any document type to your PS including PDFs, Word documents, etc.

- Click the **Personal Space** icon within the menu to open the panel.

- Click the **Add Content** button to add documents or create folders in your PS.
- You may copy or move files from your upload folder into your PS.
- You may edit permissions to share access to your personal space with other users.

Clipboard

The clipboard enables you to move, copy, and paste files between folders.

- Using **Browse**, find the files you wish to copy. Click the **Add to Clipboard** icon.

- Navigate to the folder you wish to paste the file into.
- Click the **Clipboard** icon on the menu.

- The Clipboard will open within a frame to the left.
- Click **Paste** to place a copy of the file in the folder.
- Click **Move** if you wish to move the file to the folder.

User Settings

The user settings panel enables you to access your user **Profile**, **Settings,** and **Sign Out**. **Profile** includes:

- your username
- Company
- Groups
- Local Permissions
- Member Permissions
- Tenant Permissions

The **Sign Out** link enables you to exit Workspace. You can log back in by navigating to:
https://workspace.librestream.com.
Sign in with your Onsight user credentials.

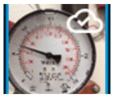
ADDING WORKSPACE CONTENT

Manually Uploading Files from an Onsight Client

To manually upload a file from an Onsight endpoint:

- Navigate to **Files**.
- Select the file(s).
- Click the **Upload** icon.
- The file upload will begin immediately if you are not in a call. If you are in a call the upload will begin when it ends.
- The Upload status can be viewed by clicking the **Upload Status** icon.

When the upload has completed, the file will be marked with a white upload succeeded icon shown at the top right.



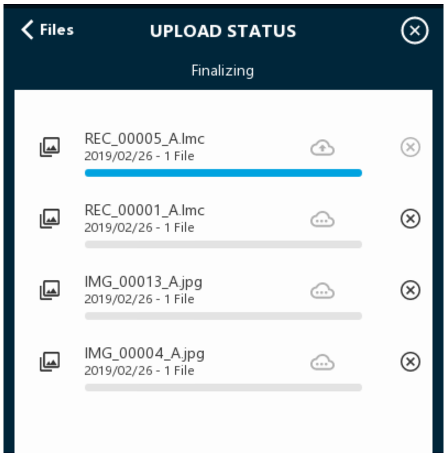
Automatically Uploading Files from an Onsight Client

Your account can be configured to automatically upload all images captured during an Onsight call. When a call ends, you will see the upload status bar appear on the screen. When the upload completes, all the uploaded files will be marked with the upload succeeded icon.

Files will only be uploaded when you are not in an Onsight call. Uploads will automatically pause if a call is established and will resume once the call ends.

You can view the upload status by clicking the **Upload Status** icon. You can pause, continue or cancel any file uploading on the Upload Status screen.

Note: You can still manually upload files when Auto upload is enabled.



Uploading Content from a PC

Uploading content to your Workspace can be done from your PC. This enables you to collaborate within your Workspace using content from other sources such as schematics, PDFs, images and recordings.

You can add content to the Workspace by clicking the **Add Content** button. The list of supported content categories is:

- File
- Folder
- Picture
- Video
- Audio

Any content added to Workspace will be shared unless you turn off sharing by blocking permissions. You must have Everything rights to adjust permissions within the shared Workspace.

Click the **Browse** icon, navigate to the location where you would like to add content, and then click on the **Add content** button.

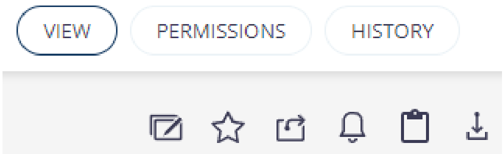
On the **CREATE FOLDER** tab, Add a title for a folder name and click **CREATE.** You can also select the **ADD FILES** tab to drag and drop files to upload to the Workspace and click **CREATE.**

Adding to Your Personal Space

*To add content, select your Personal Space (PS), click on the **Add Content** button. Any content added to your PS will be private. If you want to share content in your PS, copy or move it to a folder in the shared Workspace, or edit the permissions to enable access to others.*

Editing Documents

Each file supports the following actions.



View: The image or recording you have selected is visible in the View window.

Permissions: The permission settings on the file are displayed. If you are the owner of a file or folder, you can edit permissions to share the access to the folder with other users.

History: All actions performed on the file are listed.

Add to Favorites: Adds the file to the FAVORITES list.

Edit Document: Edit the Title for the document. Changing the Title does not change the filename. It will retain the original filename it had at the time it was uploaded.

Share: Provides the link to the document for sharing with others. Users must have an Onsight account to view a shared document.

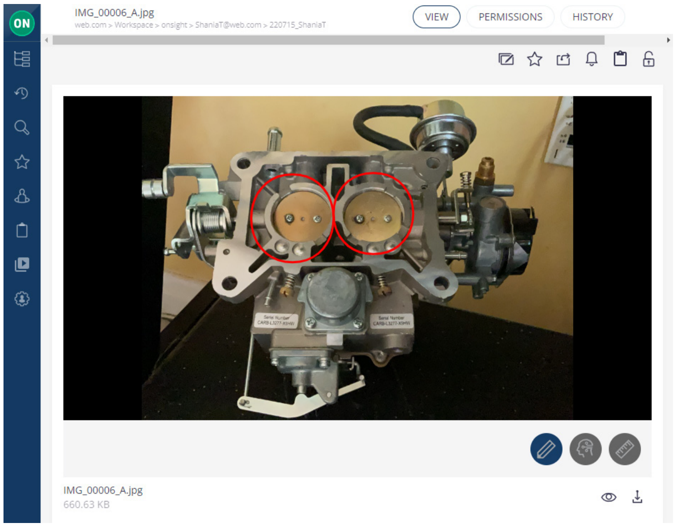
Notify Me: Enables document alerts sent to your email address. Any activity on the document will generate an alert.

Add to Clipboard: Copies the document to the clipboard.

Lock: Locks the document so that only the owner may edit.

ON SIGHT CONNECT

EDITING IMAGES



1. Select the image you wish to edit. The image and toolbar appear.
2. Enable **Telestration** by clicking the **Pencil** icon. The pencil icon changes color to **green**. When green, the toolbar expands to include more telestration tools: **Show** (Telestrations), **Color**, **Freehand**, **Undo**, **Erase** and **Save telestration**.

   SHOW

   To disable telestration, click the **Pencil** icon again.
3. Click the **Select Telestration tool** to access additional Telestration functions. Select from the **Freehand**, **Ellipse**, **Square**, **Line**, **Arrow** and **Text** tools.
   a. Telestrate on the image.
   b. When finished, you must click the **Save telestration** icon to apply your telestration to a Working copy of the image.
4. You can click the **Preview** icon to view the video in a larger window.
5. You can also click **Download** to view it locally on your PC or device with the following options:
   a. **Download Image** — Merges the Telestration & Onsight Image layer into a single-layer raster image prior to downloading.
   b. **Download Onsight Image** — Downloads the Onsight image without any telestrations.
6. When finished, you must click the **Save telestration** icon to apply your telestration to the Working copy of the image.
   Note: Your original version is still available. By saving, you have created a working copy of the original. If you wish to save a permanent version of the Working copy, navigate to the **Version** drop down menu and select **Create Version**. You will be asked to select a minor or major version number for the new version. Click **Create Version**.
7. You now have two versions of the image, the original and the new version. Navigate to the **Version** drop down list to select the version you wish to view.
8. If you want to edit the image further, select **Working Copy** from the **Version** drop down list and begin your new edits.

   Version 1.0 2.0 Working Copy

EDITING VIDEO

1. Select the video you wish to edit. The video and toolbar appear.
2. Enable **Telestration** by clicking the **Pencil** icon. The pencil icon changes color to **green**. When green, the toolbar expands to include **Show** (Telestrations).

   SHOW

   To disable telestration, click the **Pencil** icon again.
3. For **2500** and **5000HD** camera users, you can access dimensioning tools by clicking the **Ruler** icon. Use the **Show slider** SHOW to display dimensioning in the video. Select the **Dimensioning mode Grid**, **Axis**, **Ruler** or **Color**. Choose the Color of the Dimensioning overlay.
4. Enable the **Video Trimming** tool. The video time-line displays.
5. Click and drag the end points of the time-line to refine the video clip duration.
6. Click **TRIM** TRIM to shorten the video clip duration or press **CANCEL** CANCEL to discard your changes.
7. You now have a Working Copy of the video clip.
8. Navigate to the **Version** drop down menu and select **Create Version**. You will be asked to select a minor or major version number for the new version. Click **Create Version**.
   Note: Your original version is still available. By creating a version, you have created a trimmed copy of the original. You now have two versions of the image, the original and the new version. Navigate to the **Version** drop down list to select the version you wish to view.
9. If you want to edit the video further, select **Working Copy** from the **Version** drop down list and continue editing.
10. If you want to create more clips from the original video click RESTORE 1.0 to make the original video your Working Copy.
11. You can click the **Preview** icon to view the video in a larger window or click **Download** to view it locally on your PC or device as a Librestream Media Container (LMC) file.

VERSIONING

Versioning helps you to keep track of any changes made to a file. When you upload an Onsight image to the Workspace it is automatically assigned version number 1.0. It is archived in its original state. Any editing of the image will require the creation of a Working Copy on which you will perform your edits and create a new Version when ready to create a permanent archive of the version.

When creating new versions of an image, the steps are as follows:

1. Select the image.
2. Use the **Version** drop-down menu to select the version of the image to edit. For new files, the default is Version 1.0.
3. Click the **Telestration** icon. Make your telestration edits.
4. Click **Save telestration**. When you save changes, you are creating a Working Copy of the image. You can make multiple changes to the Working Copy. Each change you make must be saved.
5. When you are ready to commit the Working Copy to a Version, navigate to the **Version** drop down list and click the **CREATE VERSION** button.
6. You will be prompted to select the format of the version number, e.g., 1.1.
7. At this point, you will have two versions available the original, version 1 and the newly created version 1.1.
8. Version 1.1 will be the starting point or Working Copy for any additional edits you wish to make.
9. However, you have the option of selecting any version as the Working Copy if you wish to make more edits.
10. To designate another version as the Working Copy, navigate to the **Version** drop down list and select the version you wish to edit.
11. Click **RESTORE** to make it the Working Copy. If you select another version as the Working Copy, you will lose any edits on the current Working Copy unless you create a version first.
12. You can make as many versions as you like. When a version is created, it can no longer be edited. You must always use a new Working Copy to make changes.

TRASH - DELETING FILES

The **Trash** feature enables you to delete files and folders from Workspace to the trash bin where, depending on your company's policies, they can be permanently deleted by your Workspace Administrator. Once an item is moved to the trash, it is no longer accessible by users. Only your Administrator can delete items that have been moved to the trash. Also, trash bin items can only be restored to Workspace by your administrator.
Tip: Once items have been deleted from the trash bin, they can no longer be restored.

1. Find the file or folder you wish to delete using the **Browse** icon or **Navigation** bar.
2. Check the selection box to select the item.
3. The **Selection tool** bar will appear at the top of your browser.
4. Click the **Trash** icon.
5. Confirm the deletion by clicking **OK**. Click **Cancel** to abort the deletion.
6. The file or folder will be flagged as deleted and is no longer accessible from Workspace.
7. Contact your Workspace Administrator if you wish to recover any files you have put in the trash. Files cannot be recovered if they have been permanently deleted by the Administrator.

PERMISSIONS

As the owner of your PS and Upload folder, you can share access to them by editing permissions. You can only edit permissions if you are the owner of the file or folder.

Note: Your upload folder can be shared with everyone depending on how your Administrator has configured the Workspace.

To edit file and folder permissions:

1. Login to Onsight Workspace.
    a. Navigate to the file or folder to which you wish to manage permissions.
    b. Click the **Browse** icon or
    c. Navigate to your **Personal Space** or
    d. Navigate to **My Favorites**.
    e. Select your file or folder.
2. Click the **Permissions** button in the upper right-hand side of the screen.
3. Click **BLOCK** to remove the current permission settings. You and the administrator will still have access to the file.
4. To grant additional access to specific users and/or groups, click the **NEW** button.
5. Search for users and groups by entering text in the User/Group field. Select the Right to assign to the user or group from the drop-down list.
    a. **Read**, **ReadWrite** or **Everything**
       Note: Everything enables a user to manage permissions as well as ReadWrite.
6. Select the **Time Frame** for the duration of the Right to be applied.
7. **Permanent** or **Date-Based** (if using Date-Based enter the time period)
8. Send an email to notify users is selected by default.
9. Click the **CREATE** button to apply the permissions to the file or folder.
    a. Click **CREATE AND ADD ANOTHER USER** if adding more than one user to the permissions list.
10. The permission will be added to the **PERMISSIONS DEFINED LOCALLY** section.
11. To return to the default permission for a file or folder, click the **UNBLOCK** button on the permissions page.
    a. Also, delete the new permissions that were added to the **PERMISSIONS DEFINED LOCALLY** section.

Note: Administrators will always have access to all files and folders regardless of the defined permissions in the PERMISSIONS DEFINED LOCALLY section.

This process must be repeated for any private file or folder that you want to share with others.

Note: Whenever you BLOCK a file or folder you own, you will maintain your access to the file or folder unless removed by the administrator.

END USER LICENSE AGREEMENT

This software is licensed under the terms of an End User License Agreement (EULA). The latest version of which can be found at:
https://librestream.com/support-archives/termsofuse

NETWORK REQUIREMENTS

Onsight software requires HTTPS network protocol to communicate with Onsight WORKSPACE.

HTTPS	443
Browser	TLS v1.2 support.
Web Proxy	Configure as required by your Enterprise's security policy.
Wireless Network	802.11 a/b/g/n
Wired Network	A wired 10/100 Ethernet port is recommended.
Wired Network	A wired 10/100 Ethernet port is recommended.

FIREWALL CONFIGURATION

If Windows Firewall or other third-party firewall software is running on the network where you are attempting to access Onsight Workspace, you can need to add firewall exceptions for the ports listed in Table 1.

Table 1: Firewall Ports

Name	Protocol	Port	Description
HTTPS	TCP	443	Required if remote end-points will access the Web Service interface over TCP port 443. If your IIS configuration uses a port other than 443, ensure that you have enabled that port instead.

CONTACT SUPPORT

If you need assistance, please contact **support@librestream.com** or call **1.800.849.5507** or **+1.204.487.0612.**