



# Blue Voice Admin

Guide for Desktop Usage

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## Admin Panel Features

The admin panel is accessible at [www.bluevoice.io/admin](http://www.bluevoice.io/admin) with your regular Blue Voice credentials and allows you to:

**Manage Users:** Add new users and delete old ones.

**Manage Units:** Create units such as Patrol, Command Staff etc. Assign categories to units.

**Create Categories:** Create categories to add documents to. (Eg. Forms, Resources, Bylaws) **Tip:** Fewer and more distinct categories are best.

**Add Documents:** Upload digital (electronically readable) PDFs and make them searchable on every officer's phone, computer, and cruiser within 10 minutes.

- **Examples:** Local building passcodes, IAPs, and jury instructions.

## Blue Voice Features

Blue allows officers to have:

**Easy Access:** Use Blue on your smartphone or any computer and cruiser MDT at [www.bluevoice.io](http://www.bluevoice.io)

**Fillable Forms:** Make any department form fillable, fill it out, and share it quickly.

**Instant Information:** Get the exact quoted information you need from department documents or excerpts from authors like John Scheft and Chief Hanrahan in seconds. Open the entire file or excerpt for context as well.

**File Viewer:** Push information to patrol officers like policy updates, IAPs, and other resources within minutes.

## Technical Support

Here are some troubleshooting tips:

**Instructions:** Detailed instruction guides can be found at [www.bluevoice.io/instructions](http://www.bluevoice.io/instructions)

**Passwords:** The default password for new users is your department name followed by "123!". **Eg:** Quincy123!

**Uploading documents:** Please email documents to [admin@bluevoice.io](mailto:admin@bluevoice.io) if you have any difficulties uploading.

**Anything else:** Email Amit (our CTO) at [amit@bluevoice.io](mailto:amit@bluevoice.io) with any other questions you may have.

# Accessing Admin Panel

1. Visit [app.bluevoice.io](https://app.bluevoice.io)
2. Log in with the same credentials for your normal Blue account.
3. To access the admin panel visit [app.bluevoice.io/admin](https://app.bluevoice.io/admin)
4. Bookmark this page for easy access.



Email

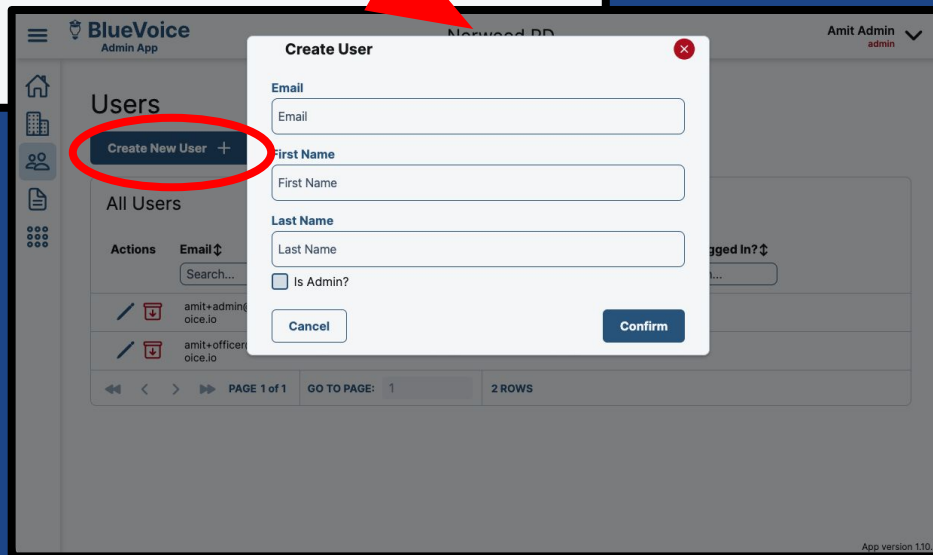
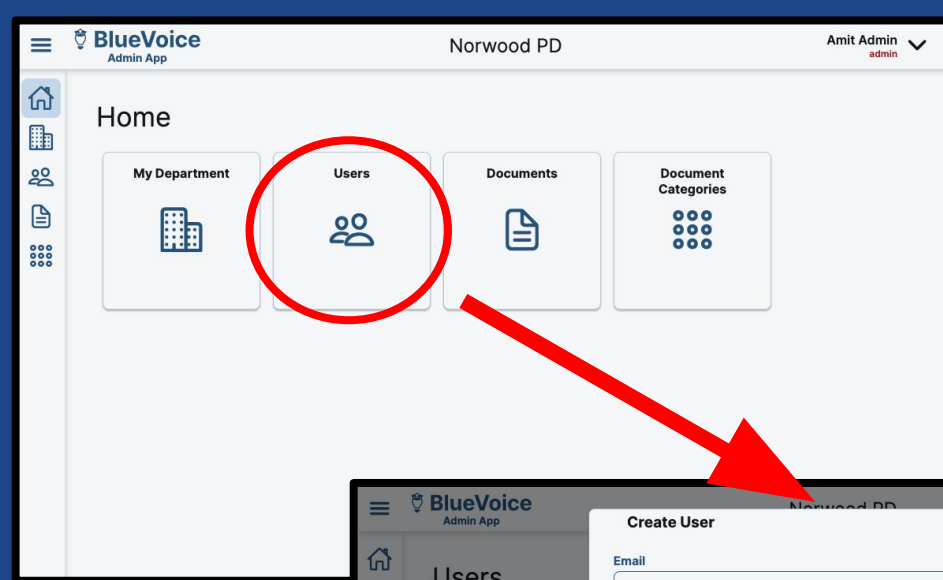
Use your department work email

Password

[Forgot your password? Click Here.](#)



A screenshot of the BlueVoice Admin App dashboard. The top left shows the BlueVoice logo and "Admin App". The top right shows the user "amitm@bluevoice.io" with a dropdown arrow. A sidebar on the left contains navigation items: Home, My Department, Users, Units, Categories, Documents, Sign Offs, and Help. The main content area is titled "Home" and contains five cards: "My Department" (building icon), "Users" (people icon), "Units" (briefcase icon), "Categories" (grid icon), and "Documents" (document icon). Below these is a "Sign Offs" card with a checkmark icon. A red arrow points from the "Forgot your password?" link in the login form to the "Units" card in the dashboard.



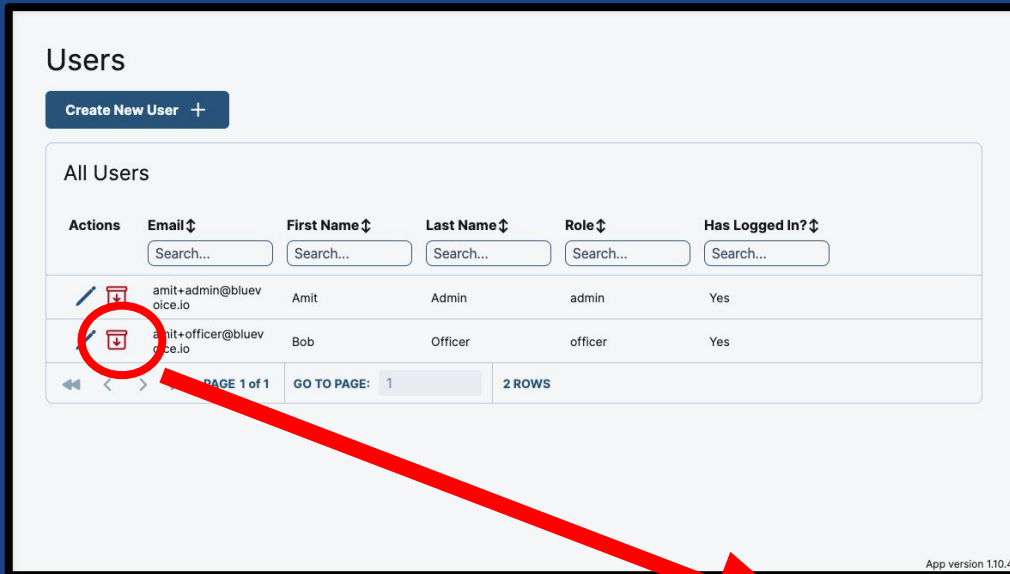
## Adding Users

1. Tap the Users button on the admin home page.
2. Tap “Create New User”.
3. Fill in the fields. **Do not enable the “Is Admin” checkbox unless you want to give them admin privileges.**
4. Click “Confirm”. An email with the password will automatically be sent to them.

## Deleting Users

1. Find a particular document and tap the “Trash” icon.
2. Confirm you want to delete the particular user. You can only delete one user at a time.





**WARNING: Take caution not to accidentally delete your own account.**



Users

Create New User +

All Users

Actions	Email↓	First Name↓	Last Name↓	Role↓	Has Logged In?↓
 	amit+admin@bluevoice.io	Amit	Admin	admin	Yes
 	amit+officer@bluevoice.io	Bob	Officer	officer	Yes

PAGE 1 of 1 GO TO PAGE: 1 2 ROWS

App version 1.10.4

app-dev.bluevoice.io says

!!! WARNING: THIS ACTION IS IRREVERSIBLE !!!

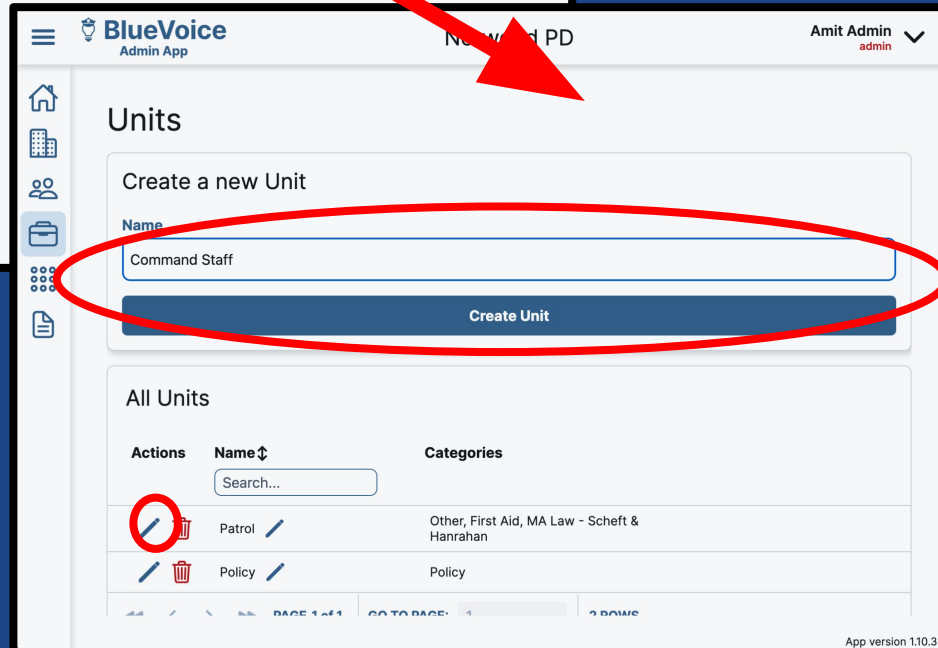
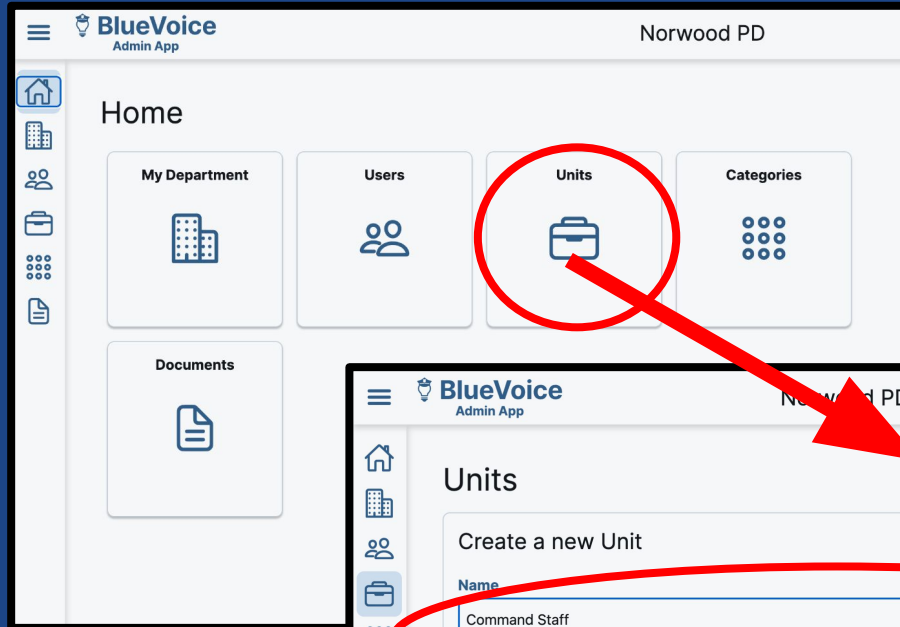
Are you sure you want to delete the user with email:  
amit+admin@bluevoice.io?

Cancel

OK

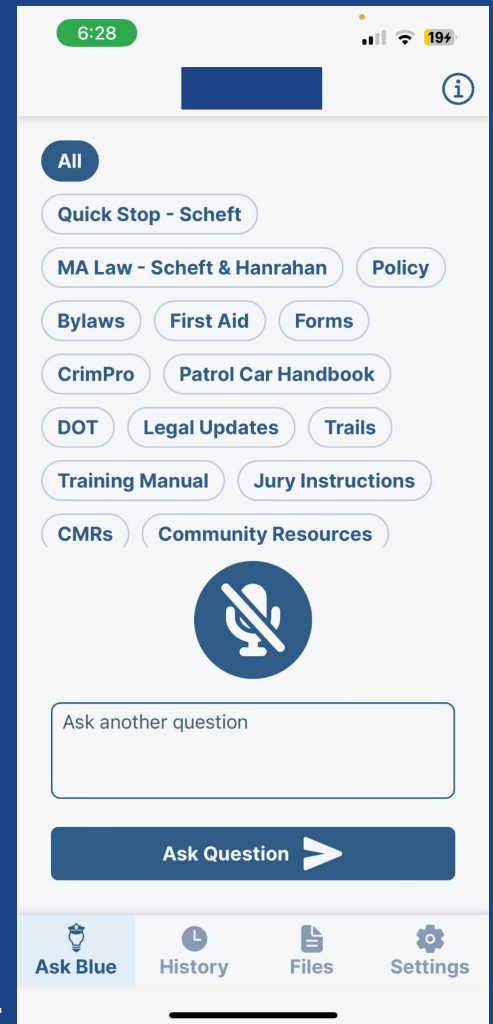
# Creating Units

1. Tap the Units Button.
2. Enter a new Unit name and press "Create Unit" to create. The "Patrol" unit has been created by default and cannot be deleted.
3. After you create categories, come back here and tap the edit button to assign them to particular Units. For example, you can assign a "Union" category to a Command Staff unit or Motor Vehicle Law category to Patrol unit.



# Notes on Creating Categories

1. **Group related categories and create as few as possible (ideally around 8). Too many categories makes it confusing for officers.**
  - a. Eg. Create a category for "Policy" and include general orders, policies, protocols, and rules and regulations inside it.
2. **Be sure to order the categories in order of importance. Officers tend to filter using the ones in the beginning of the list.**



Too many categories make it overwhelming for officers as shown on the right.



# Creating and Reordering Categories

1. Tap the Categories Button.
2. Enter a new category name and press "Create Category" to create.
3. To reorder categories in order of importance, scroll down and use the up and down arrows. This will reorder the categories on the officer search page.

BlueVoice Admin App

Norwood PD

Amit Admin admin

Home

My Department

Users

Documents

Document Categories

Create a new Category

Name

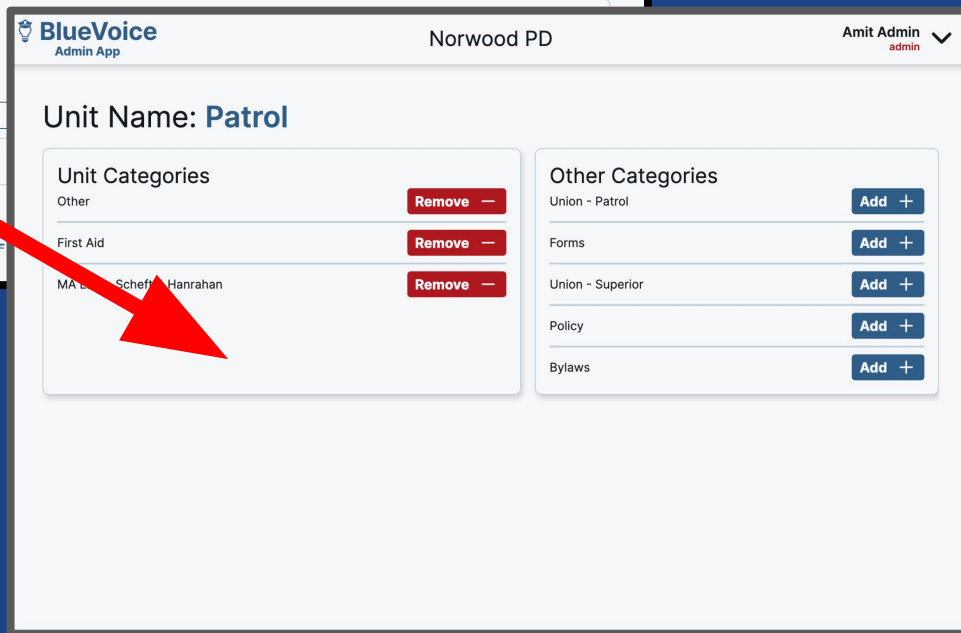
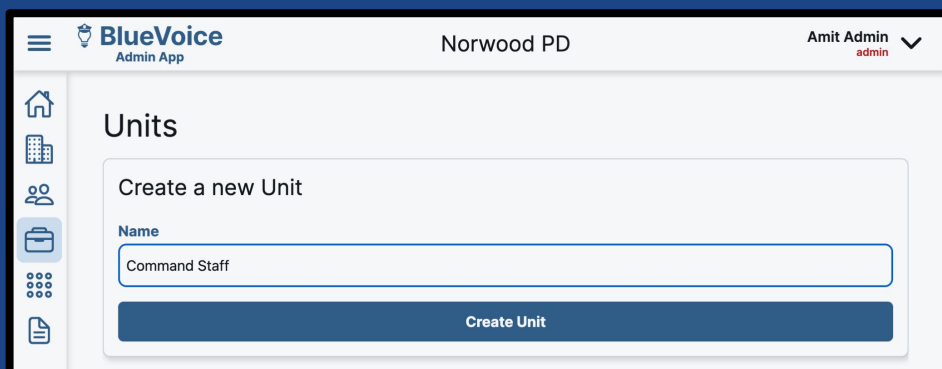
Enter a new category name

Create Category

All Categories

Actions	ID ↕	Name ↕
	62e434aa-88fd-4dc4-b3b5-d6b81283a5e9	Union - Patrol
	2d353822-a36f-4c32-b0d4-095b0e6d6e7f	Forms

App versio



## Adding Categories to Units

1. Tap the Units Button.
2. Click the “edit” pencil icon on the left.
3. Add categories to a unit by hitting “Add”. Remove them by hitting “Remove”. This makes them available to that unit in the app.

# Adding Documents (1/3)

1. Tap the Documents Button.
2. Tap the File uploader. You can select multiple documents as long as they are PDFs.
3. Select the category they belong to.

Continued on next page....

The screenshot shows the BlueVoice Admin App interface. At the top, it displays 'BlueVoice Admin App', 'Norwood PD', and the user 'Amit Admin admin'. The 'Home' screen features four main sections: 'My Department', 'Users', 'Documents', and 'Document Categories'. The 'Documents' section is highlighted with a red circle, and a red arrow points to the 'Documents' page.

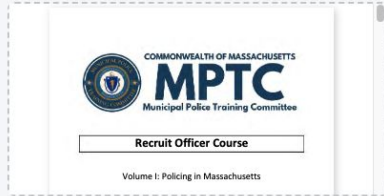
The 'Documents' page has a header 'Documents' and a section 'Upload a new Document'. This section includes a file uploader area (circled in red) with the text 'add files, click or drop a PDF here' and 'ACCEPTED FILE FORMATS: .pdf'. To the right, there are category selection buttons: 'Union - Patrol', 'Forms', 'Other', 'Union - Superior', and 'First Aid' (circled in red). Below these are 'Policy' and 'MA Law - Scheft & Hanrahan' buttons. There is also an 'Importance' dropdown menu set to 'Medium'.

Below the upload section is a table titled 'All Documents' with columns: 'Actions', 'Name', 'Upload Status', 'Pages', 'Protected?', 'Category', 'Preview', and 'Creator M'. A search bar is provided for each column. The table contains one entry: 'Traffic Rules & Regulations - January 2023.pdf' with a status of 'SUCCESS', 51 pages, not protected, and category 'Bylaws'. A 'Preview PDF' button is next to the entry. The footer shows 'App version 1.10.4'.

## Adding Documents (2/3)

### Documents

Upload a new Document



Category:

Union - Patrol   Forms   Other   Union - Superior   **First Aid**  
Policy   MA Law - Scheft & Hanrahan   Bylaws

✖ MPTC First Aid Training Manual 2023.pdf

✖ MPTC Treatment Protocols 2016.pdf

Upload Document

Importance

Medium

All Documents

BlueVoice  
Admin App

Success: Uploaded Document MPTC First Aid Training Manual 2023.pdf

Amit Admin  
admin

### Documents

**Document Upload Complete!**

MPTC First Aid Training Manual 2023.pdf: Success

MPTC Treatment Protocols 2016.pdf: Success













Go Back to Documents Table

App version: 1.10.0



1. Tap the “Upload Document” button.
2. Wait until all documents show “Success”. If one does not, please retry uploading it again.
3. Tap “Go Back to Documents Table.” to see the newly added documents.

# Adding Documents (3/3)

1. Documents will take up to 15 minutes to process.
2. Keep refreshing the page to see the document status. Once it says "Success" it will be available to all officers to search and access.

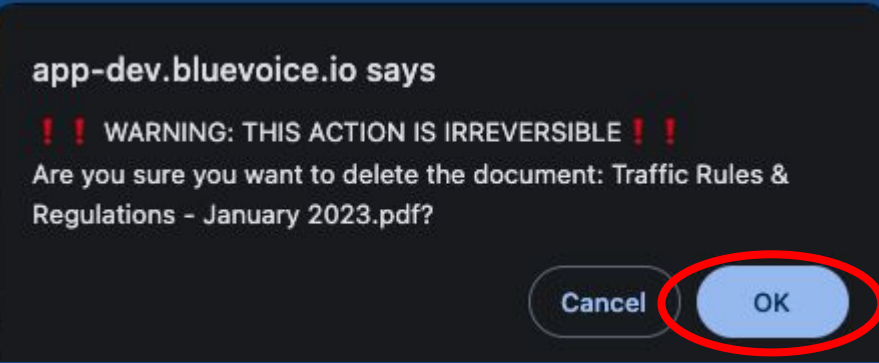
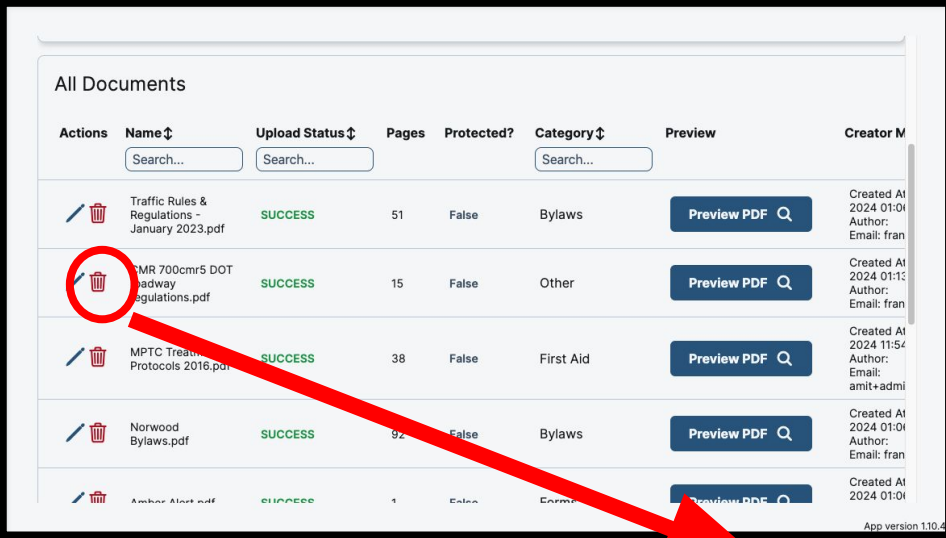
 	Amber Alert.pdf	SUCCESS	1	False	Forms	<a href="#">Preview PDF</a>	Created At: Fri, May 31, 2024 01:06 PM Author: frank@bluevoice.io
 	MPTC First Aid Training Manual 2023.pdf	SUCCESS	346	False	First Aid	<a href="#">Preview PDF</a>	Created At: Wed, Jun 5, 2024 11:54 AM Author: amit+admin@bluevoice.io
 	Consent-Digital Evidence.pdf	SUCCESS	1	False	Forms	<a href="#">Preview PDF</a>	Created At: Fri, May 31, 2024 01:07 PM Author: frank@bluevoice.io
 	CMR 803cm1 SORB.pdf	SUCCESS	39	False	Other	<a href="#">Preview PDF</a>	Created At: Fri, May 31, 2024 01:13 PM Author: frank@bluevoice.io
 	First Aid Doc.pdf	PROCESSING	7	False	Bylaws	<a href="#">Preview PDF</a>	Created At: Wed, Jun 5, 2024 04:25 PM Author: amit+admin@bluevoice.io
 	Immediate Threat License Suspension or Revocation - Fillable.pdf	SUCCESS	1	False	Forms	<a href="#">Preview PDF</a>	Created At: Fri, May 31, 2024 01:07 PM Author: frank@bluevoice.io

« < > » PAGE 1 of 16 GO TO PAGE:  160 ROWS

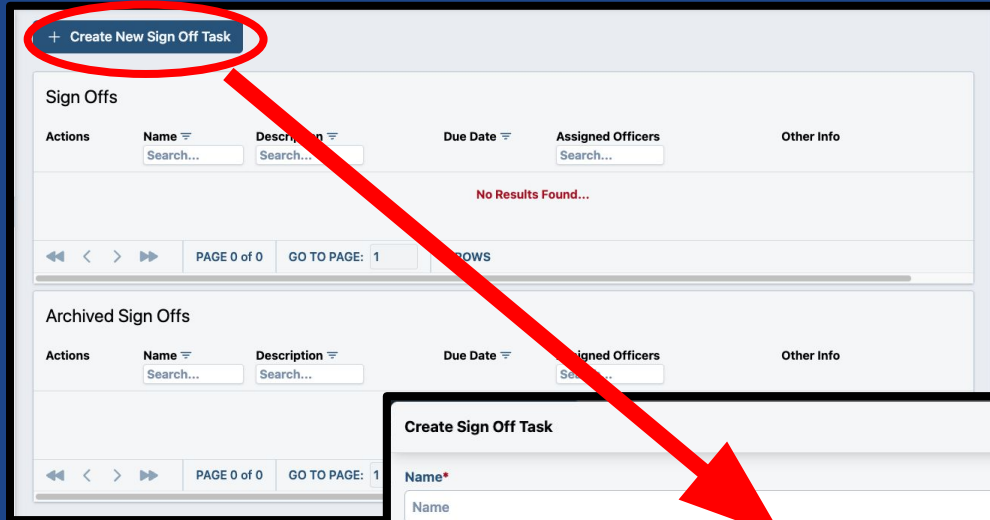
 	First Aid Doc.pdf	SUCCESS	7	False	Bylaws	<a href="#">Preview PDF</a>
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# Deleting Documents

1. Find a particular document and tap the “Trash” icon.
2. Confirm you want to delete the particular document. You can only delete one document at a time.



# Create New Task (1/3)



The 'Create Sign Off Task' pop-up window contains the following fields and elements:

- Name\***: A text input field with the placeholder text 'Name'.
- Description**: A text input field with the placeholder text 'Description'.
- Document\***: A section with a blue button labeled 'Upload a New Document' and a red message 'No Document Selected'.
- Search Docs...**: A search input field.
- Document List**: A list of documents with checkboxes:
  - 105 - Duty Chief Responsibilities.pdf
  - 110 - Written Directive System.pdf
  - 130 2 - Cambridge Auxiliary Police.pdf
  - 131 - Special Police Officer Paid Detail Program.pdf
- Buttons**: 'Cancel' and 'Confirm' buttons at the bottom right.

1. Click the “Create New Sign Off Task” button.\
2. A pop-up window will appear.

## Create New Task (2/3)

### Create Sign Off Task ✕

**Name\***

**Description**

**Document\*** Upload a New Document

*Selected: 212 - Internet, E-Mail and Computer Usage.pdf*

✕

- 212 - Internet, E-Mail and Computer Usage.pdf

**Due Date\***

Cancel Confirm



1. Name the task and add a description.
2. Each task corresponds to a particular document. Search for the document you want to assign for review and select by clicking the checkbox as shown.



## Create New Task (3/3)

### Create Sign Off Task ✕

**Due Date\***

10/30/2024  05:00 PM 

Pick the date and time the task is due.

**Officers Assigned**

Search...

Select All

Michael Gropman

Department Admin

David Lawrence

Has Email Notifications?

Cancel Confirm

1. Select a date and time that the task is due.
2. Select the officers you want to assign to review it.
3. Enable daily email notifications for those who have not completed their assignment.
4. Hit "Confirm" when complete.

# Downloading Reports

1. Click “Actions” and hit “Download Report” to get a CSV download of who has completed the task and who has not.

The screenshot displays a web application interface for managing 'Sign Offs'. On the left, a navigation sidebar includes links for Home, My Department, Users, Units, Categories, Documents, Sign Offs, and Help. The main content area features a '+ Create New Sign Off Task' button and a table of sign-off records. The table has columns for Actions, Name, Description, Due Date, Assigned Officers, and Other Info. A red circle highlights the 'Actions' dropdown menu, which is open to show options: View Document, Edit, Download Report (circled in red), Archive, and Delete. The table contains one entry: 'Computer Usage Policy Refresher' with a due date of 'Wed, 30 Oct 24 05:00 PM PDT', assigned to '1. Michael Gropman', and a status of 'Not Signed'. The 'Other Info' column for this entry includes 'Has Email Notifications? Yes', 'Doc Name: 212 - Internet, E-Mail a Computer Usage.pdf', 'Created By: admin@bluevoice.io', and 'Created On: Fri, 25 Oct 24'. Below the table, pagination controls show 'PAGE 1 of 1', 'GO TO PAGE: 1', and '1 ROW'. A second, empty table is visible below, showing 'No Results Found...'.

Actions	Name	Description	Due Date	Assigned Officers	Other Info
<a href="#">Actions</a>	Computer Usage Policy Refresher	Review what you can and cannot use your computer for.	Wed, 30 Oct 24 05:00 PM PDT	1. Michael Gropman <span>Not Signed</span>	Has Email Notifications? <span>Yes</span> Doc Name: 212 - Internet, E-Mail a Computer Usage.pdf Created By: admin@bluevoice.io Created On: Fri, 25 Oct 24

# Archiving Tasks

1. Click “Actions” and hit “Archive” to archive the report. This stops email notifications to those who have yet to submit it and moves the task to the archived section.

The screenshot displays a web application interface for managing 'Sign Offs'. On the left, a navigation sidebar includes links for Home, My Department, Users, Units, Categories, Documents, Sign Offs (selected), and Help. The main content area features a '+ Create New Sign Off Task' button and a 'Sign Offs' table. The table has columns for Actions, Name, Description, Due Date, Assigned Officers, and Other Info. A single row is visible, detailing a 'Computer Usage Policy Refresher' task due on 'Wed, 30 Oct 24 05:00 PM PDT', assigned to '1. Michael Gropman', with a status of 'Not Signed'. The 'Other Info' column includes 'Has Email Notifications? Yes', 'Doc Name: 212 - Internet, E-Mail a Computer Usage.pdf', and 'Created By: admin@bluevoice.io'. A dropdown menu is open over the 'Actions' column, with 'Archive' highlighted. Below the table, a pagination bar shows 'PAGE 1 of 1', 'GO TO PAGE: 1', and '1 ROW'. A second, empty 'Sign Offs' table is visible below, with a 'No Results Found...' message.

Actions	Name	Description	Due Date	Assigned Officers	Other Info
<a href="#">View Document</a> <a href="#">Edit</a> <a href="#">Download Report</a> <b>Archive</b> <a href="#">Delete</a>	Computer Usage Policy Refresher	Review what you can and cannot use your computer for.	Wed, 30 Oct 24 05:00 PM PDT	1. Michael Gropman <span>Not Signed</span>	Has Email Notifications? <span>Yes</span> Doc Name: 212 - Internet, E-Mail a Computer Usage.pdf Created By: admin@bluevoice.io Created On: Fri, 25 Oct 24

Sign Offs

Actions	Name	Description	Due Date	Assigned Officers	Other Info
No Results Found...					

**Update Sign Off Task** [X]

Due Date: 10/30/2024 05:00 PM  
Pick the date and time the task is due.

Officers Assigned

Search...

Select All

Michael Gropman **Manual Sign Off**

Department Admin **Manual Sign Off**

David Lawrence **Manual Sign Off**

Has Email Notifications?

**Cancel** **Confirm**

**Update Sign Off Task** [X]

Pick the date and time the task is due.

Officers Assigned

Search...

Select All

Michael Gropman Enter total time reviewed:  
010 min(s) 0 sec(s) **Cancel** **Confirm**

Department Admin **Manual Sign Off**

David Lawrence **Manual Sign Off**

**Cancel** **Confirm**

**Confirm Manual Sign Off** [X]

I, Department Admin, confirm that the following information is correct:

**Assignee:** Michael Gropman  
**Document:** 212 - Internet, E-Mail and Computer Usage.pdf  
**Time Reviewed:** 10 minute(s) and 0 second(s)

**Cancel** **Confirm**

1. To sign off on a policy for another officer, you can hit "Actions" then "Edit" and then click the "Manual Sign Off" for an officer.
2. Enter the amount of time they reviewed and click "Confirm."
3. Click "Confirm" one more time on the last pop-up.

# Troubleshooting and Information

1. If you're encountering issues, please email [amit@bluevoice.io](mailto:amit@bluevoice.io) for assistance.
2. Please try and upload documents in smaller batches to avoid overloading the servers. Documents typically take 15 minutes to be ingested.