VT Writer

VT Writer Admin
Access required

QUICKSTART GUIDES

Administration

Roles in VT Writer

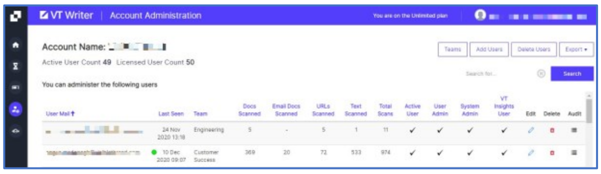
The On-Prem application deployment process will create the first user with User Admin & System Admin access. Please request your I.T. team to create an additional user with Active User & User Admin access.

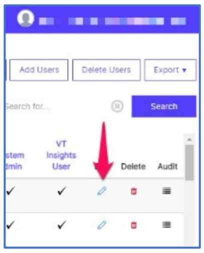
1. **Active User**
   - Perform Scans
   - View Scan History
   - Export Scan History
   - View Usage
   - View Thresholds
   - Change Password
2. **User Admin**
   - View Thresholds
   - Edit Thresholds
   - Change Password
   - Edit Ignore list
   - Edit Watch Words
   - Edit Users/Teams
   - Export Revision History
   - Export Users
   - Export Audit
3. **System Admin**
   - Change Password
   - System Settings
   - Email Settings
   - Authentication Settings
   - License Uploading
4. **Insights User**
   - View Insights

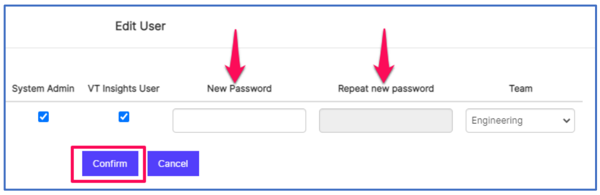
Password reset by Admin

Log into VT Writer with your credentials.

1. Click on the **“Administration”** button on the sidebar
2. The Account Administration window is shown in the browser
3. Locate the user needing a password reset
4. Click on the “Edit” button for the user
5. Set “New Password” and “Repeat new password”
6. Click **“Confirm”**
7. Send an email to the user with the password you set
8. Recommend the user changes their password once logged in Steps to complete user password change below.



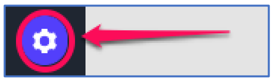


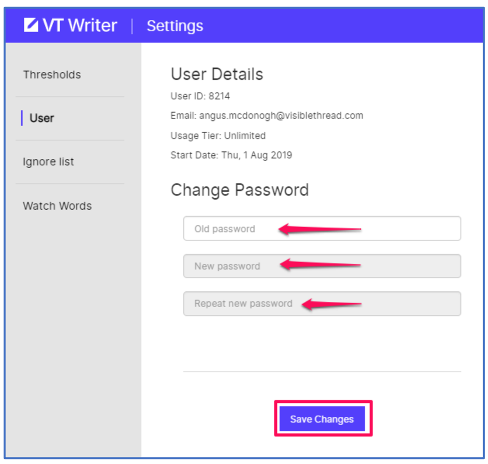


Password reset by User

Log into VT Writer with your credentials.

1. Click on the **“Settings”** button on the sidebar
2. The Settings window is shown in the browser
3. Select **“User”** from the side menu
4. User inputs
   - Old Password
   - New Password
   - Repeat New Password
5. Click **“Save Changes”**

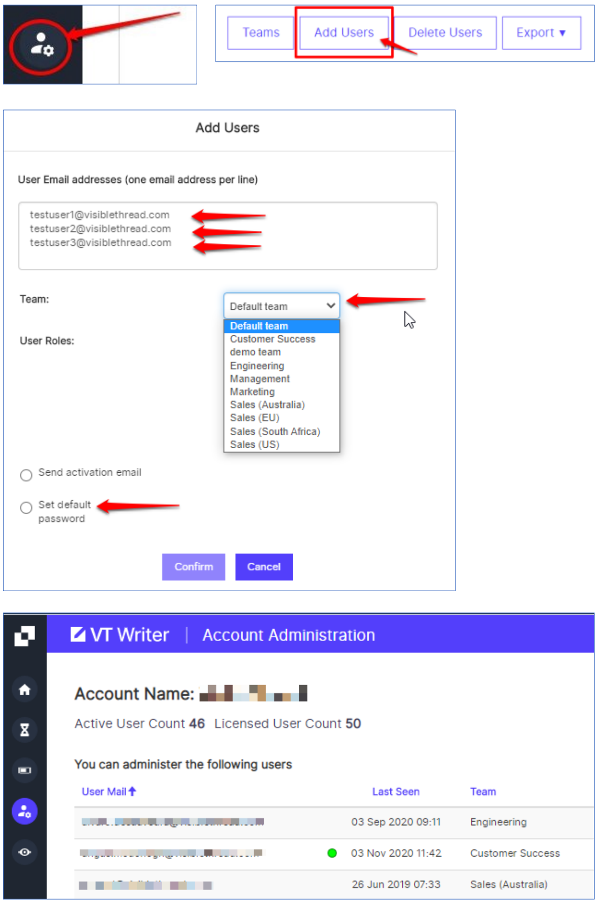




Adding Users

Log into VT Writer with your credentials.

1. Click on the User Admin button on the sidebar
2. Click on the **"Add Users"** button
3. Add the email addresses of the new users in the text box. Please add one email ONLY per line.
4. Select the Team from the drop-down menu (if created).
5. Set the default password for the new users (e.g. "Password1"). This should be communicated to the users.
6. Click **"Confirm"**
7. Verify the NEW users appear in the User Admin list

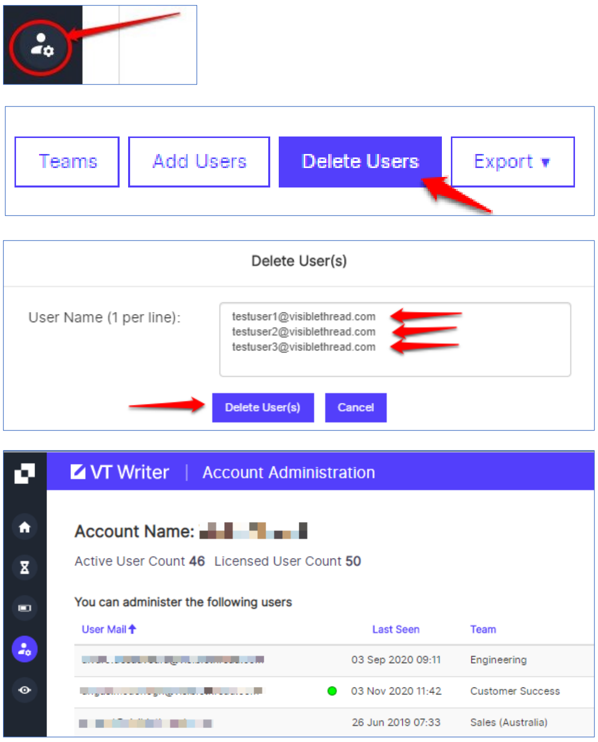


PRO TIP

For bulk user creation, complete in batches of 500 users following Steps 2 & 3 above. Choose to configure a default password. **DO NOT** choose the option to send an activation email.

Deleting User(s)

1. Click on the User Admin button on the sidebar
2. Click on the **"Delete User(s)"** button
3. Add the email addresses of the user(s) for deletion in the text box. Please add one email **ONLY** per line.
4. Select the **"Delete User(s)"** button
5. Verify the deleted users are removed from User Admin list.



> **NOTE**
>
> Users must be created in VT Writer before you assign them to Teams.

Adding Teams

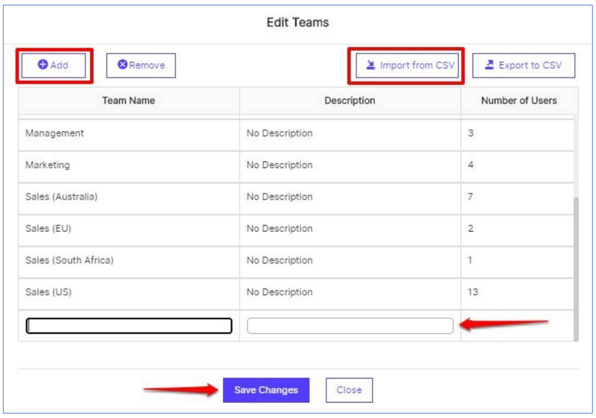
1. Click on the User Admin button on the sidebar

2. Click on the **“Teams”** button

3. There are two methods to use, manually add Teams or import from a prepared .csv file.

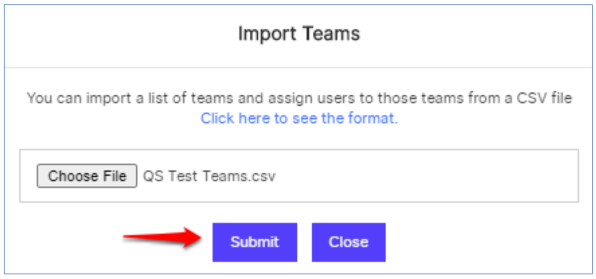
   Manual import

   a. Click on the **“Add”** button
   b. A new row is displayed at the bottom of the dialog box
   c. Manually input Team Name and Description
   d. Click **“Save Changes”**



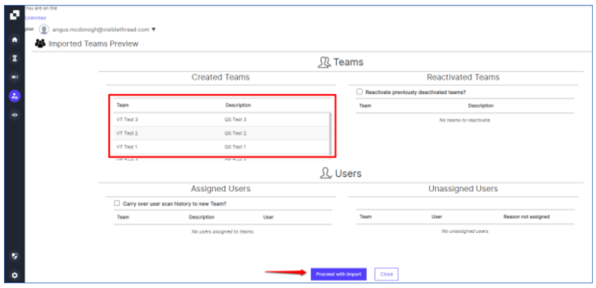
   Bulk import

   a. Click on the **“Import from CSV”** button
   b. The **“Import Teams”** Dialog box is presented
   c. Select the .csv file prepared with the list of new teams. This file should have 3 columns. The Team Name is mandatory while the description and user are optional.
   d. Click **“Submit”**



4. The **“Imported Teams Preview”** is displayed.

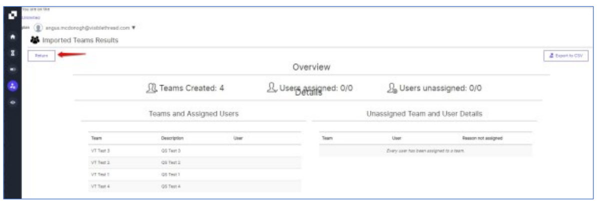
5. Drag the scroll bar down to preview new Teams from the .csv file.



6. Click the **“Proceed with Import”** button.

7. The **“Imported Teams Results”** dialog box is presented.

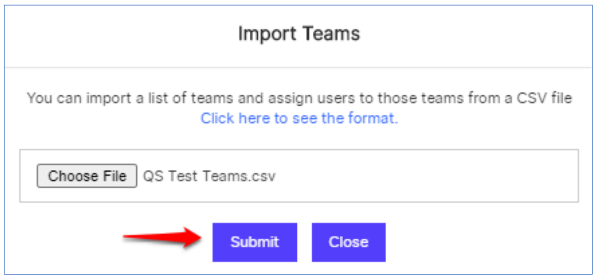
8. Click the **“Return”** button to go back to the Account Admin page.

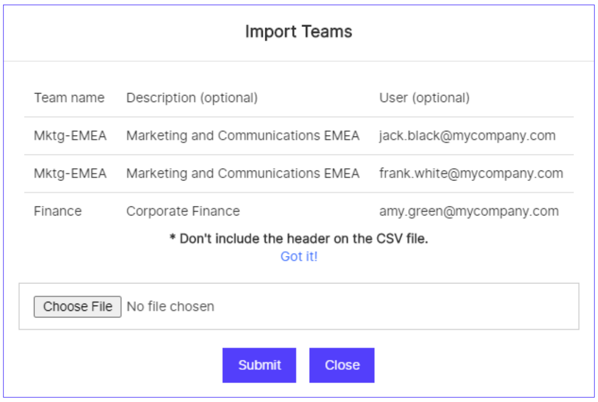


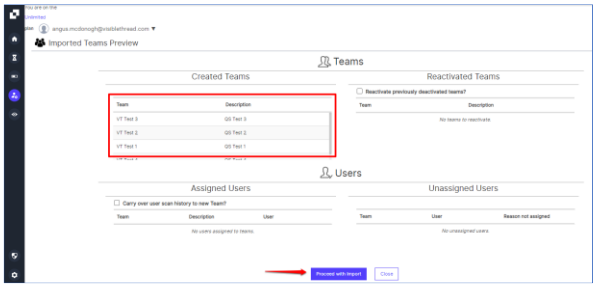
Assigning Teams to existing users

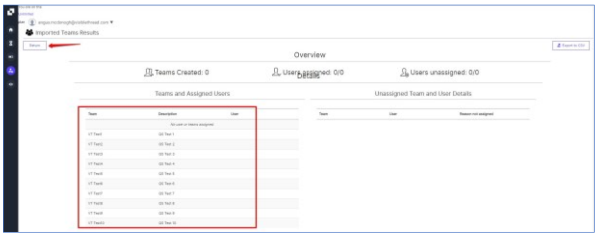
1. Click on the User Admin button on the sidebar
2. Click on the **“Teams”** button
3. Click on the **“Import from CSV”** button
4. The **“Import Teams”** Dialog box is presented. **“Click here to see the format”** for your .csv file.
5. Select the .csv file prepared with the list of Teams and users to be assigned to each team. This file should have 3 columns. The Team Name is mandatory, description, optional but must have the created username in the third column.
6. Click **“Submit”**
7. The **“Imported Teams Preview”** is displayed.
8. Drag the scroll bar down to preview Teams and users assigned. from the .csv file.

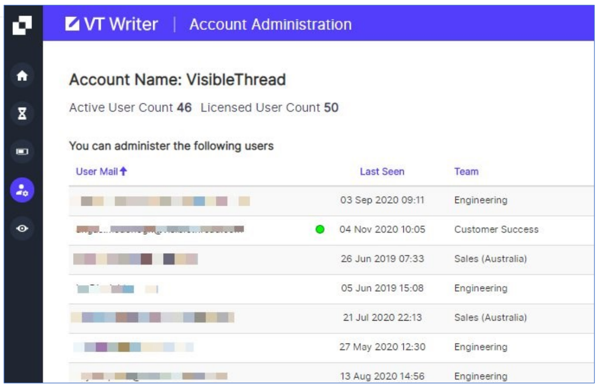
   * Bulk import Team / User assignment in batches of up to 2,000
9. Click the **“Proceed with Import”** button.
10. The **“Imported Teams Results”** dialog box is presented.
11. Click the **“Return”** button to go back to the Account Admin page.
12. The team alignment for your users will be displayed.











PRO TIP

Please make sure the email addresses used in your .csv file in lowercase only.

See here for instructions:

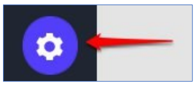
https://support.visiblethread.com/hc/en-us/articles/360037411431-Converting-email-addresses-to-lowercase-for-VisibleThread-import

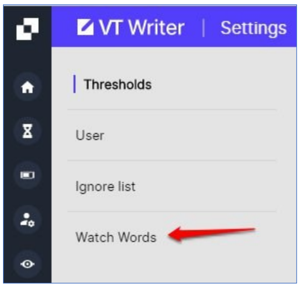
Creating Watch Words

What are Watch Words?

1. Watch Words help you flag terms and phrases for review by your authors/writers.

How to create your Watch Word list?



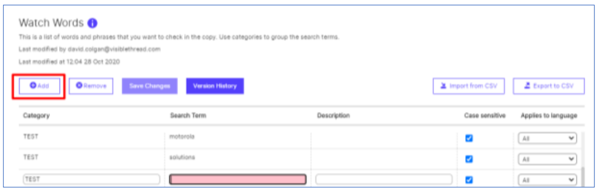


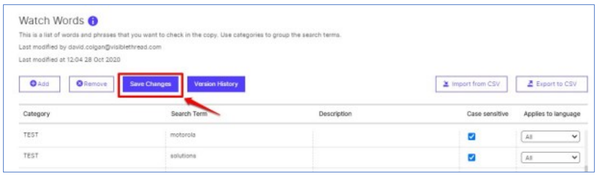
1. Click on the Settings button on the sidebar
2. Click on **"Watch Words"**

There are two primary ways to build your Watch Word lists. These are:

- Manually adding your watch words individually with VT Writer.
- A Bulk import from .CSV (Comma Separated Value) formatted text file.

Manually Add your Watch Word Terms





1. Click on the **"Add"** button in the Watch Words window
2. A new row is displayed for your input.
3. Insert your new term details. Click the Case Sensitive box if your term requires this. Language is set to "All" by default.
4. Click **"Save Changes"**

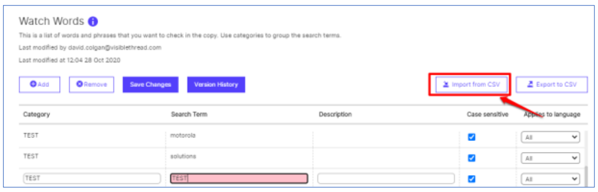
You can add multiple terms by clicking the "Add" button prior to saving the Watch Word list.

Import Watch Words from .csv

Write your list of Watch Word terms within MS Excel before creating in VT Writer

1. Create a new MS Excel file.
2. Populate Column A with the Category name/s.
3. Populate Column B with the Search Term.
4. Populate Column C with Advice.
5. Populate Column D with TRUE or FALSE. (Insert TRUE if the term is case sensitive.)
6. Save the file as a .csv file to your local desktop.

Import your Watch Word Terms



1. Click on the "Import from CSV" button in the Watch Words window
2. The Watch Word dialog box is displayed
3. Select **"Choose File"** and browse to your csv file location
4. Select your import option. You can Append or Overwrite exiting watch words. Keep the default option for your first watch word list.
5. Click **"Submit"**
6. Your watch word list is displayed on screen.

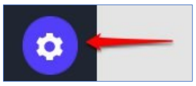
Creating an “Ignore List”

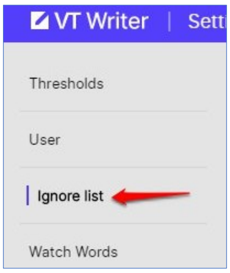
What is the Ignore List?

The **“Ignore List”** is a list of terms and/or phrases excluded from Readability and Grade Level calculations.

How to create your “Ignore List”

1. Click on the Settings button on the sidebar
2. Click on **“Ignore list”**





There are two primary ways to build your “Ignore List”.

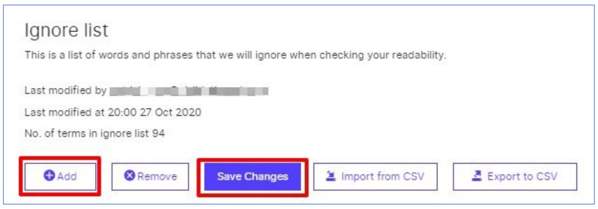
These are:

- Manually adding your Terms and phrases individually with VT Writer.
- A Bulk import from .CSV (Comma Separated Value) formatted text file.

Manually Add your “Ignore list” Terms

1. Click on the **“Add”** button in the window
2. A new row is displayed for your input.
3. Insert your new term/phrase details.
4. Click “**Save Changes**”

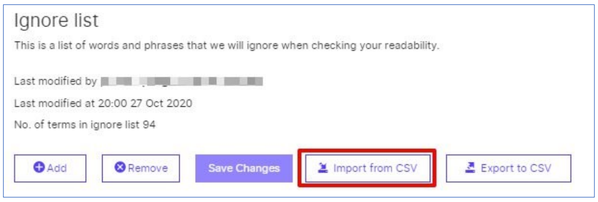
You can add multiple terms by clicking the **“Add”** button prior to saving the “Ignore list”.



Import your “Ignore list” from .csv

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

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 “Ignore list” Terms

1. Click on the **“Import from CSV”** button in the **“Ignore List”** window
2. The **“Ignore list”** dialog box is displayed
3. Select **“Choose File”** and browse to your csv file location
4. Select your import option. You can Append or Overwrite exiting **“Ignore list”.** Keep the default option for your first Ignore list.
5. Click **“Submit”**
6. Your **“Ignore list”** is displayed on screen.