



AutoVu Cloudrunner™ User Guide

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You can send your comments, corrections, and suggestions about this guide to documentation@genetec.com.

About this guide

This guide teaches how to deploy and operate AutoVu Cloudrunner™ as their law enforcement solution.

Notes and notices

The following notes and notices might appear in this guide:

- **Tip:** Suggests how to apply the information in a topic or step.
- **Note:** Explains a special case or expands on an important point.
- **Important:** Points out critical information concerning a topic or step.
- **Caution:** Indicates that an action or step can cause loss of data, security problems, or performance issues.
- **Warning:** Indicates that an action or step can result in physical harm, or cause damage to hardware.

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Getting started

Find out what you can do with AutoVu Cloudrunner™ and how it works within a law enforcement system.

This section includes the following topics:

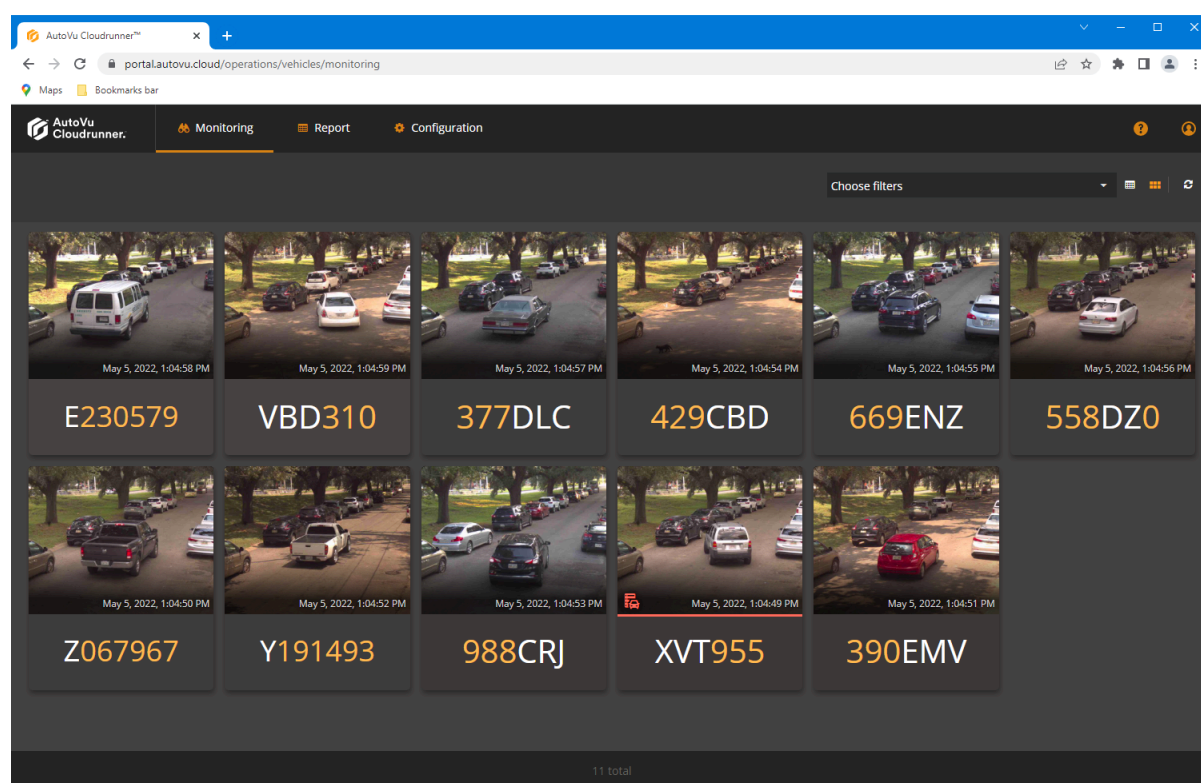
- ["What is AutoVu Cloudrunner™?"](#) on page 2
- ["How AutoVu Cloudrunner™ works"](#) on page 3

What is AutoVu Cloudrunner™?

AutoVu Cloudrunner™ is a cloud-based vehicle-centric investigation platform. In its current version, it facilitates law enforcement agencies with license plate reporting functionality.

AutoVu Cloudrunner™ provides ALPR functionality for law enforcement officials, such as police departments, campus security, and home owner's associations that require a hosted (SaaS) solution. Functionality includes:

- Live monitoring
- Vehicle search report
- Hotlist hit alerts
- Plate list management
- Export reports
- ALPR device management



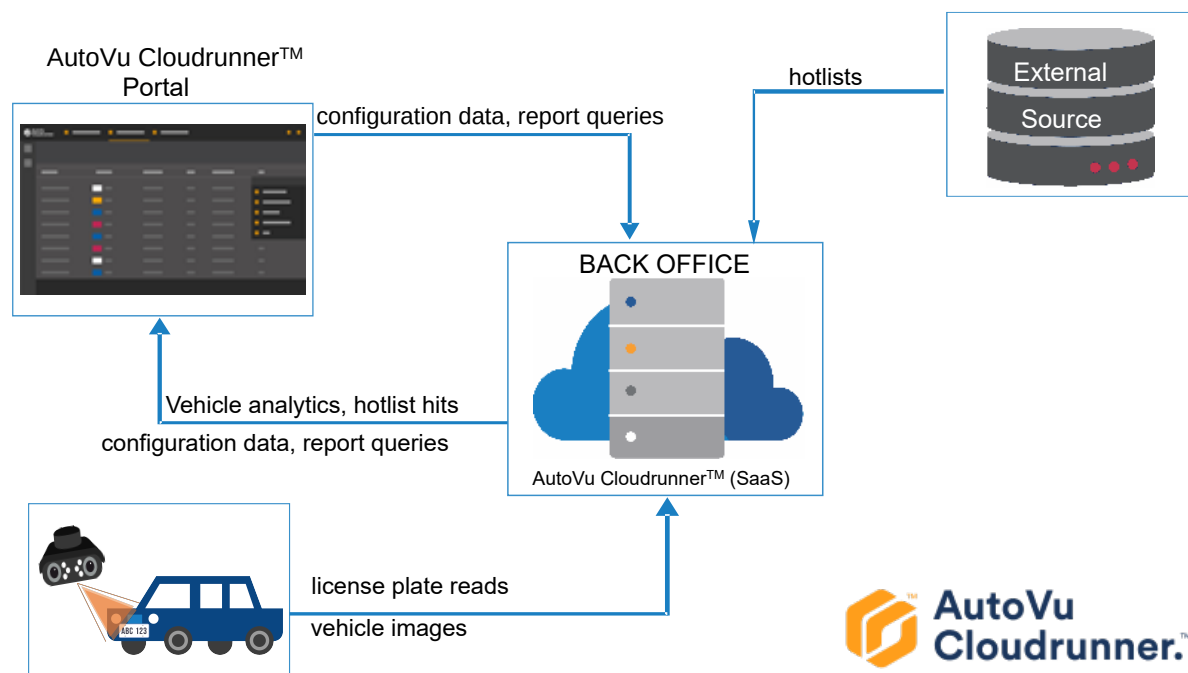
Advantages of AutoVu Cloudrunner™

- Built using a privacy-by-design principle
- Access the system from any web-enabled device
- Simplified camera installation process
- Minimal infrastructure to maintain
- Benefit from over-the-air updates and background installations

How AutoVu Cloudrunner™ works

AutoVu Cloudrunner™ is the component that provides vehicle-centric investigation information within a complete law enforcement system.

The following diagram shows how AutoVu Cloudrunner™ integrates with the Automated License Plate Recognition (ALPR) cameras to provide vehicle analytics to law enforcement officials.



Functional modules

- **License plate reads:** Automated License Plate Recognition (ALPR) cameras in your network scan the license plates of vehicles passing. For each plate read, the camera sends the plate number, and vehicle images to the back office for processing and storage.
- **Back office:** The AutoVu Cloudrunner™ back office functions are offered on a software as a service (SaaS) model. You don't need to install anything nor do you have to worry about buying servers. The application is hosted in the cloud. Application updates are carried out continuously. You access the back office through the AutoVu Cloudrunner™ portal.
- **AutoVu Cloudrunner™ portal:** Administrators and operators use the AutoVu Cloudrunner™ portal to configure the system, monitor the live events, and generate reports. Hotlists are stored directly in a database managed by AutoVu Cloudrunner™.
- **External source (SFTP):** The external source is a third-party sftp server that hosts hotlists generated from the federal crime database such as National Crime Information Center (NCIC) hotlists. You need authorized credentials to setup a secure connection to the external source to import hotlists every time the list is refreshed at the source.

Release notes

Check out what's new in the latest release of AutoVu Cloudrunner™.

This section includes the following topics:

- ["What's new in AutoVu Cloudrunner™"](#) on page 5
- ["System requirements"](#) on page 7

What's new in AutoVu Clouddrunner™

AutoVu Clouddrunner™ follows a continuous delivery model. Software updates are released on a regular basis.

What's new in AutoVu Clouddrunner™ April 2022

The AutoVu Clouddrunner™ April 2022 release includes the following enhancements.

General enhancements

- **Manage data retention policies:** Using the new data policies, you can now specify the retention period after which the system deletes license plate read and hit events from the system. This is especially useful to comply with your local jurisdiction and maintain data privacy. For more information on how to set up the retention period, see [Configuring data retention policies](#) on page 36.
- **User privileges now supported:** You can now grant specific privileges to your registered users to manage hotlists, and data retention policies. This is especially useful when you need to create and maintain user profiles depending on the tasks they perform. For more information, see [Configuring users](#) on page 19.
NOTE: The privileges are not enabled by default.
- **National Crime Information Center (NCIC) hotlists now supported:** You can now upload **NCIC** hotlists to investigate vehicles that have been identified in criminal activities by the federal law enforcement agencies. You can upload this list either from your local drive or an external source. This is especially useful if you want to instantly create hotlists from the national crime database. For more information, see [Configuring hotlists](#) on page 25.
- **Export vehicle search report:** You can now export *Vehicle search* reports as an **Excel** file to the required destination folder. For more information, see [Generating vehicle search reports](#) on page 14.

What's new in AutoVu Clouddrunner™ Beta 3

The AutoVu Clouddrunner™ Beta 3 release includes the following enhancements.

General enhancements

- **Collapsible side navigation bar:** The left side navigation bar of the AutoVu Clouddrunner™ is now collapsible, allowing users more control over the workspace.
- **Redesigned profile menu:** The profile menu has been redesigned to include the language preference, allowing for a better user experience.
- **Hit alert notification now supported:** Using *Actions*, you can now configure AutoVu Clouddrunner™ to send hotlist hit alerts to the required users. This is especially useful when users want to receive hit alerts without logging into the portal. For more information, see [Configuring actions](#) on page 33.

What's new in AutoVu Clouddrunner™ Beta 2

The AutoVu Clouddrunner™ Beta 2 release includes the following enhancements.

General enhancements

- **Switch between accounts without logging out:** You can now switch between different accounts associated with your email without logging out of the AutoVu Clouddrunner™ portal. For more information, see [Switching accounts in AutoVu Clouddrunner™ portal](#) on page 10.

NOTE: You can only switch between different accounts associated to your current user. To access accounts associated to another user, you must first log out.

- **Live vehicle monitoring supported:** Using the *Vehicle monitoring* task, you can now monitor live ALPR events received from the cameras associated with your account. Additionally, you can set up filters to monitor live hits raised against specific hotlists, or received from specific LPR units and so on. For more information, see [Monitoring live ALPR events](#) on page 11.

What's new in AutoVu Clouddrunner™ Beta 1

The AutoVu Clouddrunner™ Beta 1 release includes the following enhancements.

General enhancements

- **Configure users:** You can now create and manage different types of users depending on the task they perform. For more information, see [Configuring users](#) on page 19.
- **Hotlist management:** A hotlist is a list of the vehicles that you want to identify and investigate in the *Vehicle Search* report. You can now create one or more hotlists to identify vehicles such as wanted vehicles, or stolen vehicles. Additionally, you can manage the hotlists in the following ways:
 - Import vehicle plate lists from a source text file.
 - Activate or deactivate specific hotlists.
 - Search hotlists for one or more license plates.
 For more information, see [About hotlists](#) on page 24.
- **Configure ALPR cameras:** You can now configure, view, and manage the ALPR cameras connected to your account. For more information, see [Configuring ALPR cameras](#) on page 21.
- **Improved vehicle search report:** With the improved *Vehicle search* report, you can now do the following:
 - View and filter the events received from ALPR cameras.
 - Filter the report to view only the events that matched against one or more hotlists.
 - View the events in tile mode or table mode.

For more information, see [Generating vehicle search reports](#) on page 14.

System requirements

To ensure that AutoVu Cloudrunner™ performs as expected, the following hardware and software components are required.

Requirements for AutoVu Cloudrunner™ portal

AutoVu Cloudrunner™ is a software as a service (SaaS) application hosted in the Microsoft Azure US Government Cloud. There is no installation or management of physical servers required and application updates are carried out continuously. The application can be accessed via the AutoVu Cloudrunner™ portal.

The following web browsers are supported:

- Google Chrome (latest version)
- Firefox (latest version)
- Microsoft Edge (latest version)

Operation

Learn how to view and filter the ALPR events generated with AutoVu Cloudrunner™ portal.

This section includes the following topics:

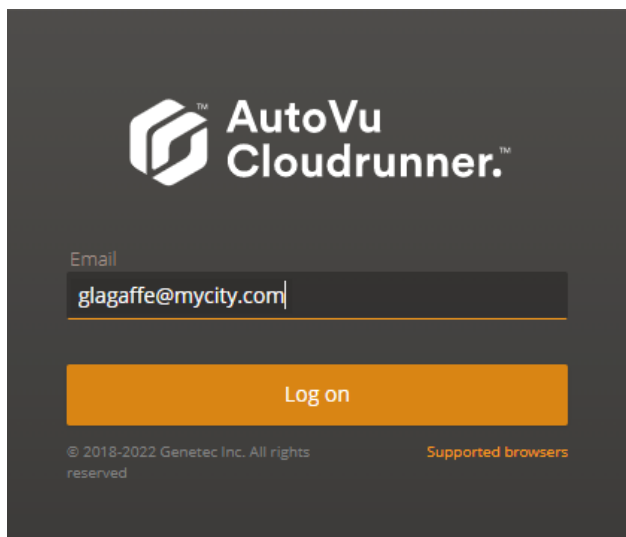
- ["Logging on to the AutoVu Cloudrunner™ portal"](#) on page 9
- ["Switching accounts in AutoVu Cloudrunner™ portal"](#) on page 10
- ["Monitoring live ALPR events"](#) on page 11
- ["Generating vehicle search reports"](#) on page 14

Logging on to the AutoVu Clouddrunner™ portal

You must use a web browser to log on to the AutoVu Clouddrunner™ portal.

To log on to AutoVu Clouddrunner™ portal:

- 1 Enter <https://portal.autovu.cloud> in your web browser.



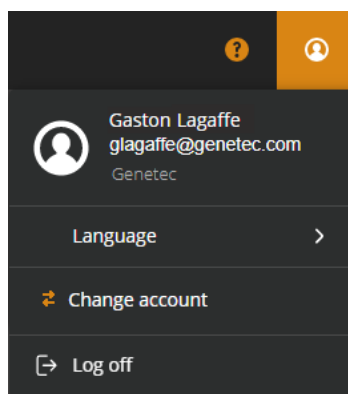
- 2 On the logon page, enter your email address and click **Log on**.

Switching accounts in AutoVu Clouddrunner™ portal

You must use a web browser to switch accounts in AutoVu Clouddrunner™ portal.

What you should know

The drop-down option to change accounts is only available if you have more than one account associated with your email.



To switch accounts in AutoVu Clouddrunner™ portal :

- 1 [Log on to the AutoVu Clouddrunner™ portal.](#)
- 2 Click , and click **Change account** in the drop-down menu.
All the accounts associated with your email address are displayed.
- 3 Select the account you want to switch to.
- 4 Click **Submit**.

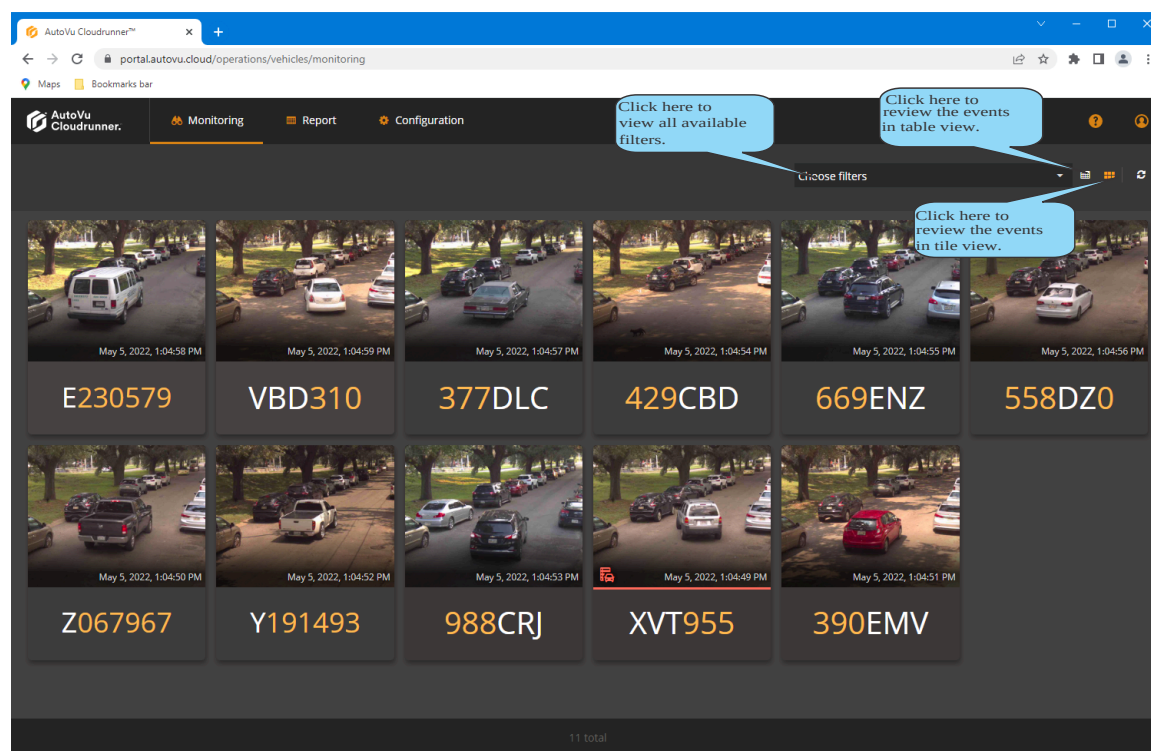
Monitoring live ALPR events

You can use the *Monitoring* tab to view and investigate live ALPR events captured by the cameras associated with your account.

What you should know

The report automatically displays every new ALPR event as the first event in the feed. At any time, the maximum number of live ALPR events displayed in the report is 25. When a new event is received after the maximum number of events are displayed, the report follows the first-in, first-out order and removes the oldest ALPR event from the feed. To view the old ALPR events, see [Generating vehicle search reports](#) on page 14. To clear the events currently displayed in the report, click .

NOTE: If you navigate away from the report, the system automatically resets the feed.



To monitor live ALPR events:

- 1 Log on to the AutoVu Cloudrunner™ portal.
- 2 Click **Monitoring** tab.
The report displays new live ALPR events captured by the cameras associated with your account. By default, the results are displayed in tile view.
- 3 Click **Choose filters** and apply [filters](#) to your report.

- 4 Click a tile to view the license plate read details.

The license plate read details are divided into the following sections:

- *Timestamp*: The time when the ALPR read was captured.
- *Plate details*: A context image, license plate image, plate number, and plate state of the vehicle captured in the read.
- *Vehicle analytics*: The type, make, color, and speed of the vehicle captured in the read.
- *Camera*: The ALPR camera that captured the license plate read.
- *Capture location*: The street, borough, city, county, state, and country where the ALPR read was captured.
- *Associated hits*: The hotlists associated with the ALPR read.

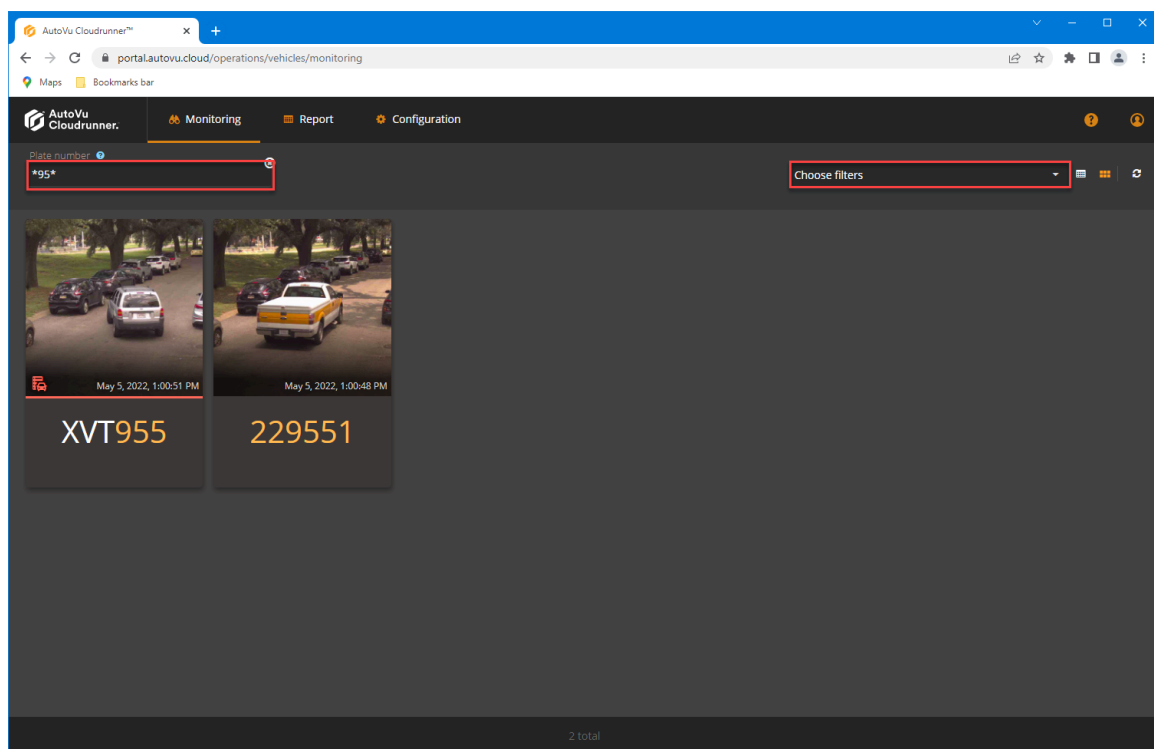
NOTE: The associated hits section is displayed only if the ALPR read matched against one or more hotlists.

- 5 (Optional) Click  to review the ALPR reads in table view.

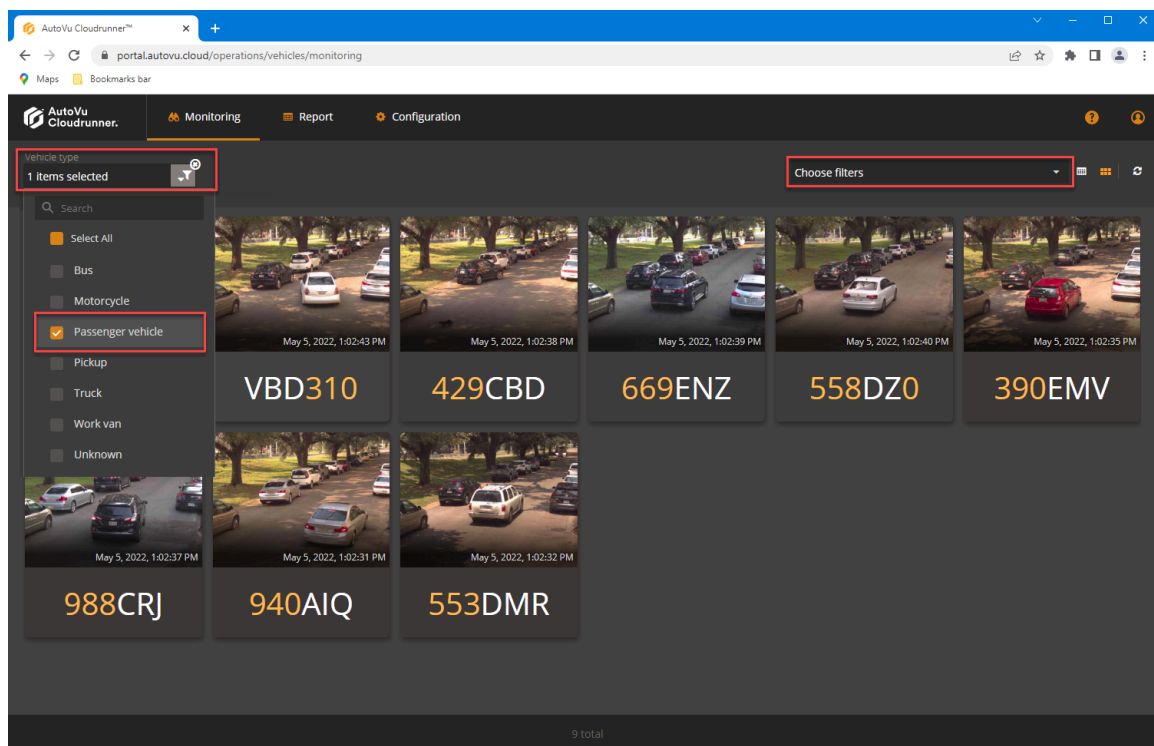
Example

The following examples illustrate how you can use filters to investigate real time events:

- In this example, the search for a partial plate number "*95*" results in two matches:



- In this example, the search for **Vehicle type: Passenger** results in six matches:

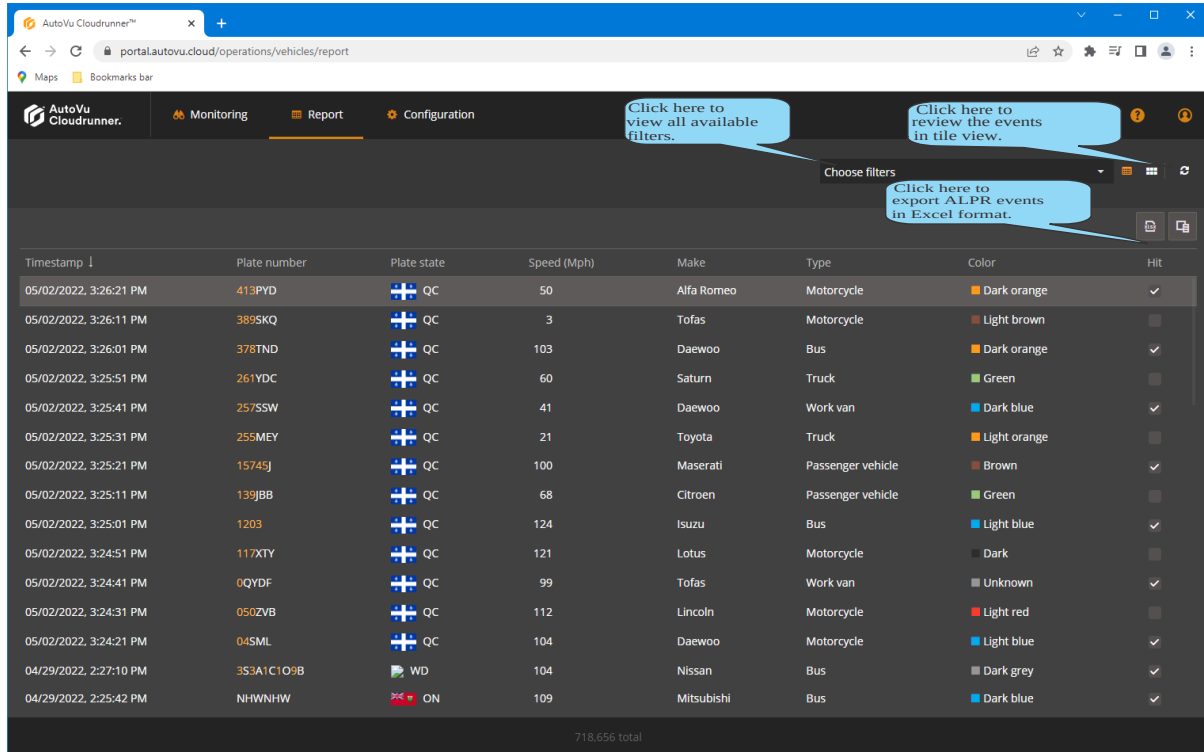


Generating vehicle search reports

You can use the *Report* tab to view and investigate ALPR events captured by the cameras associated with your account.

What you should know

The following image illustrates the *Vehicle search* report when no filters are selected. The report refreshes automatically every time you change a filter value. To force a refresh, click .



Timestamp ↓	Plate number	Plate state	Speed (Mph)	Make	Type	Color	Hit
05/02/2022, 3:26:21 PM	413PYD	QC	50	Alfa Romeo	Motorcycle	Dark orange	✓
05/02/2022, 3:26:11 PM	389SKQ	QC	3	Tofas	Motorcycle	Light brown	✓
05/02/2022, 3:26:01 PM	378TND	QC	103	Daewoo	Bus	Dark orange	✓
05/02/2022, 3:25:51 PM	261YDC	QC	60	Saturn	Truck	Green	✓
05/02/2022, 3:25:41 PM	257SSW	QC	41	Daewoo	Work van	Dark blue	✓
05/02/2022, 3:25:31 PM	255MEY	QC	21	Toyota	Truck	Light orange	✓
05/02/2022, 3:25:21 PM	1574SJ	QC	100	Maserati	Passenger vehicle	Brown	✓
05/02/2022, 3:25:11 PM	139JBB	QC	68	Citroen	Passenger vehicle	Green	✓
05/02/2022, 3:25:01 PM	1203	QC	124	Isuzu	Bus	Light blue	✓
05/02/2022, 3:24:51 PM	117XTY	QC	121	Lotus	Motorcycle	Dark	✓
05/02/2022, 3:24:41 PM	0QYDF	QC	99	Tofas	Work van	Unknown	✓
05/02/2022, 3:24:31 PM	050ZVB	QC	112	Lincoln	Motorcycle	Light red	✓
05/02/2022, 3:24:21 PM	04SML	QC	104	Daewoo	Motorcycle	Light blue	✓
04/29/2022, 2:27:10 PM	3S3A1C109B	WD	104	Nissan	Bus	Dark grey	✓
04/29/2022, 2:25:42 PM	NHWNHW	ON	109	Mitsubishi	Bus	Dark blue	✓

718,656 total

To generate a vehicle search report:

- 1 Log on to the AutoVu Cloudrunner™ portal.

- 2 Click **Report** tab.

The tab displays the ALPR events captured by the cameras associated with your account. By default, the results are displayed in table view.

- 3 (Optional) Configure the appearance of the report:

- Click **Choose filters** and apply [filters](#) to your report.
- Click a column heading to sort the report. Click the column heading again to sort the report in the reverse order.

TIP: To sort the report with more than one column at a time, hold the Shift key while clicking the column headings.

- Show and hide additional columns by clicking , selecting the columns you want to show, clearing the columns you want to hide, and then clicking . For example, if you have selected the location filter, you can hide the location columns displayed in the feed.
- Click and drag the required columns to change the columns arrangements.

- 4 Click a row to view the license plate read details.

The screenshot shows the AutoVu Cloudrunner web application interface. The main table displays a list of license plate reads with columns: Timestamp, Plate number, Plate state, Speed (Mph), Make, Type, Color, and Hit. A detailed view on the right shows a context image of a silver car, the license plate image, and the plate number 413PYD. Below this, the plate state is shown as QC - Quebec. Further down, vehicle analytics (Type: Motorcycle, Make: Alfa Romeo, Color: Dark orange, Speed: 50 Mph) and camera information (Décarie Highway North @ De La Savane, Autoroute Décarie, Montréal, Communauté Urbaine de Montréal, Québec, Canada) are displayed. The associated hits section shows a hit for Plate List SPVM.

Timestamp	Plate number	Plate state	Speed (Mph)	Make	Type	Color	Hit
05/02/2022, 3:26:21 PM	413PYD	QC	50	Alfa Romeo	Motorcycle	Dark orange	✓
05/02/2022, 3:26:11 PM	389SKQ	QC	3	Tofas	Motorcycle	Light brown	✓
05/02/2022, 3:26:01 PM	378TND	QC	103	Daewoo	Bus	Dark orange	✓
05/02/2022, 3:25:51 PM	261YDC	QC	60	Saturn	Truck	Green	✓
05/02/2022, 3:25:41 PM	257SSW	QC	41	Daewoo	Work van	Dark blue	✓
05/02/2022, 3:25:31 PM	255MEY	QC	21	Toyota	Truck	Light orange	✓
05/02/2022, 3:25:21 PM	1574SJ	QC	100	Maserati	Passenger vehicle	Brown	✓
05/02/2022, 3:25:11 PM	139JBB	QC	68	Citroen	Passenger vehicle	Green	✓
05/02/2022, 3:25:01 PM	1203	QC	124	Isuzu	Bus	Light blue	✓
05/02/2022, 3:24:51 PM	117XTY	QC	121	Lotus	Motorcycle	Dark	✓
05/02/2022, 3:24:41 PM	0QYDF	QC	99	Tofas	Work van	Unknown	✓
05/02/2022, 3:24:31 PM	050ZVB	QC	112	Lincoln	Motorcycle	Light red	✓
05/02/2022, 3:24:21 PM	04SML	QC	104	Daewoo	Motorcycle	Light blue	✓
04/29/2022, 2:27:10 PM	3S3A1C1O8B	WD	104	Nissan	Bus	Dark grey	✓
04/29/2022, 2:25:42 PM	NHWNHWW	ON	109	Mitsubishi	Bus	Dark blue	✓

718,665 total

The license plate read details are divided into the following sections:

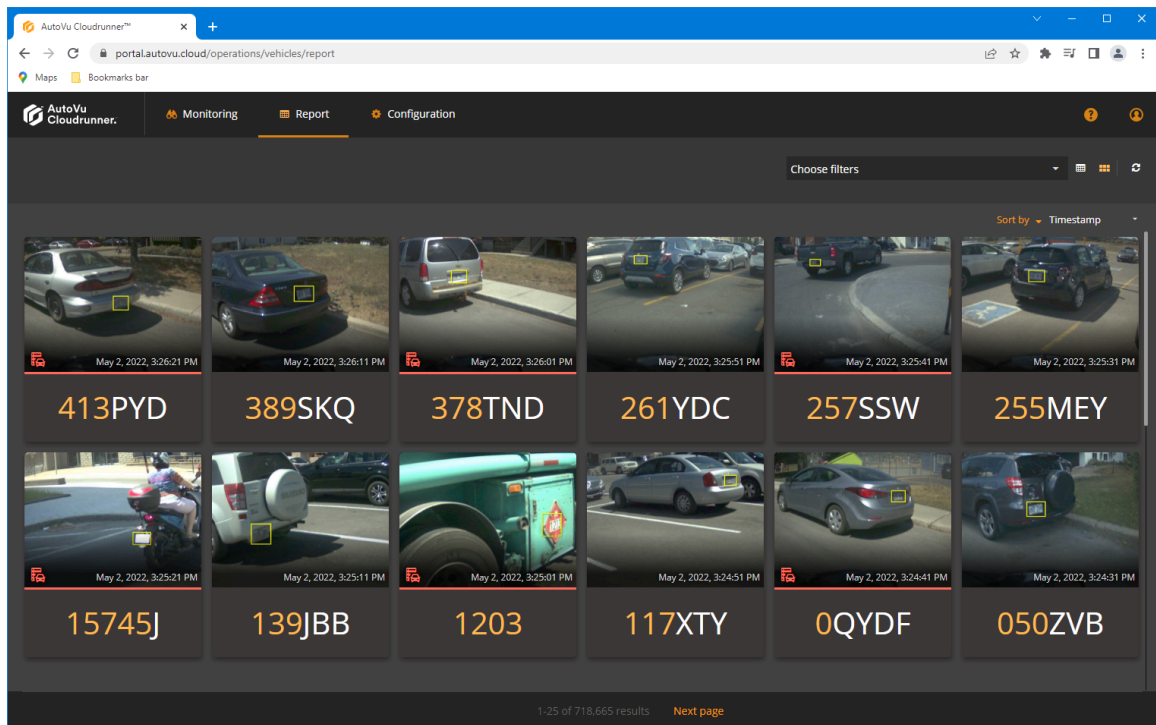
- **Timestamp:** The time when the ALPR read was captured.
- **Plate details:** A context image, license plate image, plate number, and plate state of the vehicle captured in the read.
- **Vehicle analytics:** The type, make, color, and speed of the vehicle captured in the read.
- **Camera:** The ALPR camera that captured the license plate read.
- **Capture location:** The street, borough, city, county, state, and country where the ALPR read was captured.
- **Associated hits:** The hotlist name at the time of the ALPR read. If the hotlist is renamed after the read has been sent, the read shows the previous hotlist name. The associated hits section is displayed only if the ALPR read matched against one or more hotlists.

NOTE: AutoVu Cloudrunner™ tries to account for Optical Character Recognition (OCR) errors for characters that looks similar, such as 8 and B. For example, if the hotlist includes the plate number ABC123, and the ALPR camera detects the plate, but incorrectly reads A8C123, it still generates a hit for ABC123.

- 5 Click  to export the results to an **Excel** file.

To view a vehicle search report in grid pattern:

- 1 Click  to review the ALPR events in tile view.



The following information about the ALPR read is displayed in the tile view:

- **Plate details:** A context image, plate number, ALPR event timestamp and plate state of the vehicle captured in the read.
 - **Hotlist match:** If the ALPR read matched against one or more hotlists, a hotlist match () icon is displayed and the image is highlighted red.
- 2 (Optional) From the *Sort by* menu, select a column heading to sort the report. Click the *Sort* again to sort the report in the reverse order.
 - 3 (Optional) Click  to review the ALPR reads in table view.

Vehicle search report filters

The *Vehicle search* report offers optional filters that you can add or remove as required.

The following filters are available.

- **Time range:** Search for activities within a specified time range.
 - **Today:** All activities performed today.
 - **During the last:** Activities performed during the last x minutes, hours, days, weeks, months, or years.
 - **Specific dates:** Activities performed within a specific date and time range.
- **Plate number:** Enter a license plate number. To enter multiple license plates or search partial plates, see [About using license plate filter](#) on page 31.
- **Plate state:** Select the plate state or province to investigate.
- **Speed:** Specify a speed limit you want to investigate. The possible options are:
 - **Faster than:** All vehicles traveling faster than the specified speed.
 - **Slower than:** All vehicles traveling slower than the specified speed.
 - **Range:** All reads with speed values within the specified range.
- **Location:** Specify a street, city, borough, county, state or country you want to investigate.

NOTE: If you enter more than two words to represent a location, you should put the words between double quotes. For example, if you want to search for ALPR events in New York, enter "New York" in the location filter.

- **Vehicle color:** Select the vehicle color you want to investigate.
- **Vehicle type:** Select a vehicle type you want to investigate.
- **Vehicle make:** Select a vehicle make you want to investigate.
- **Hotlist:** Select the hotlists you want to investigate.
- **Cameras:** Select the cameras you want to investigate.

Configuration

As an administrator, learn how to configure hotlists and ALPR cameras for your city with AutoVu Cloudrunner™.

This section includes the following topics:

- ["Configuring users"](#) on page 19
- ["Configuring ALPR cameras"](#) on page 21
- ["About hotlists"](#) on page 24
- ["Configuring actions"](#) on page 33
- ["Configuring data retention policies"](#) on page 36

Configuring users

To allow someone to log on to AutoVu Clouddrunner™ portal, you must create a user entity for them with logon credentials.

What you should know

You can add or modify user details in AutoVu Clouddrunner™, but existing users can only be deactivated. When you deactivate a user, the system does the following:

- revokes the access of the user to the specified tenant
- does not send event to action emails to that user

To create a AutoVu Clouddrunner™ user:

- 1 [Logging on to the AutoVu Clouddrunner™ portal](#) on page 9.
- 2 Click **Configuration > Users > All users**.
All system users are listed.
- 3 Click .
- 4 In the dialog that opens, enter the following information:

The screenshot shows a user creation form with the following details:

- General** tab is selected.
- Email:** glagaffe@upd.com
- First name:** Gaston
- Last name:** Lagaffe
- Phone number:** 05 7266 5544 (with a note: International format supported. Example: +1 514 856 7100)
- Roles:** A list with 'None' selected. There is an '+ Add role' button.
- Privileges:** A list with checkboxes for 'Name', 'Manage data policies', and 'Manage hotlists'.

- **Email:** User's email address used for logging on to AutoVu Clouddrunner™ portal.
- **First name:** First name of the user.
- **Last name:** Last name of the user.
- **Phone number:** (Optional) Number where the user can be reached.
- **Roles:** Click **Add role** and select a role for the user.
 - **Administrator:** An administrator can configure the system, generate reports, and view the dashboard.
 - **Operator:** An operator can only generate reports and view the dashboard.
- **Privileges:** Define the user's privileges in the system. You can grant privilege to any user role, however, only a user with administrator role can access the required setting.

NOTE: The privileges are not granted by default. Privileges are granted in one of the follow ways:

- An administrator grants privileges.
- Administrator can grant privileges to their user role.

- **Manage hotlists:** Selecting this option allows the back office user to add or modify hotlists in the system.
 - **Manage data policies:** Selecting this option allows the back office user to configure data retention settings.
- 5 Click **Save**.
- To deactivate a AutoVu Clouddrunner™ user:**
- 1 Click **Configuration > Users > All users**.
All system users are listed.
 - 2 Click the user you want to deactivate.
 - 3 Under *State*, deselect **Active**.
 - 4 Click **Save**.

Configuring ALPR cameras

To investigate the ALPR events captured by a specific camera, you must first configure the ALPR camera details.

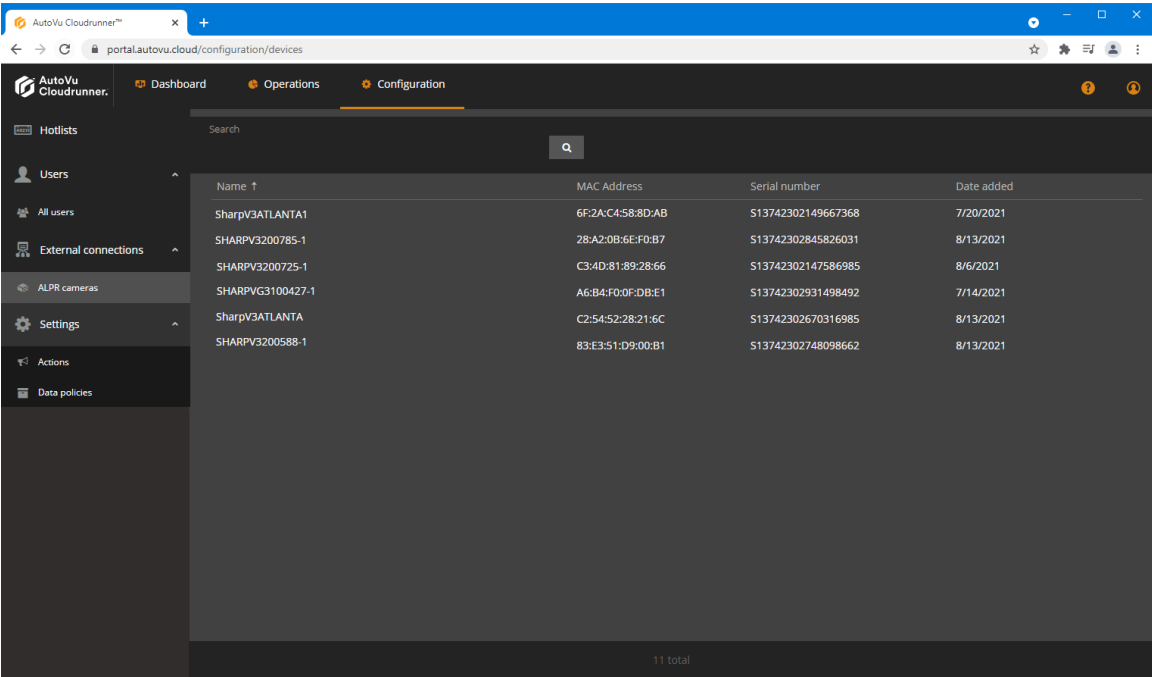
Before you begin

Ensure that the required ALPR cameras are properly installed and have an internet connection established. For more information, contact your Genetec Inc. representative.

To configure the ALPR cameras:

- 1 [Log on to the AutoVu Cloudrunner™ portal.](#)
- 2 Click **Configuration > External connections > ALPR cameras.**

The cameras that are configured in your system are listed.



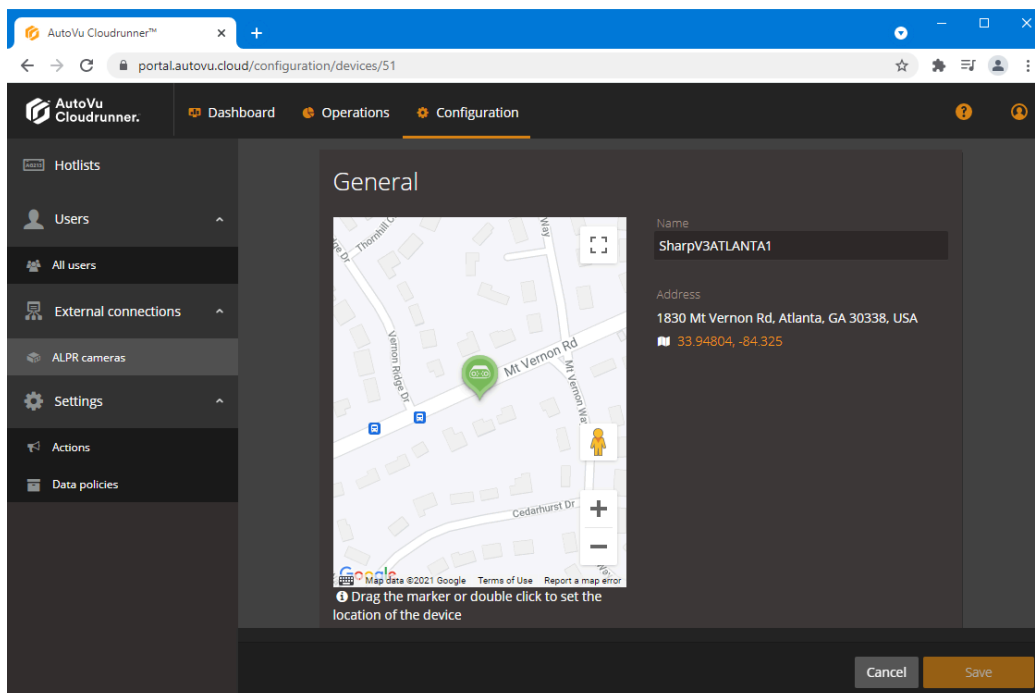
Name ↑	MAC Address	Serial number	Date added
SharpV3ATLANTA1	6F:2A:C4:58:8D:AB	S13742302149667368	7/20/2021
SHARPV3200785-1	28:A2:0B:6E:F0:B7	S13742302845826031	8/13/2021
SHARPV3200725-1	C3:4D:81:89:28:66	S13742302147586985	8/6/2021
SHARPVG3100427-1	A6:B4:F0:0F:DB:E1	S13742302931498492	7/14/2021
SharpV3ATLANTA	C2:54:52:28:21:6C	S13742302670316985	8/13/2021
SHARPV3200588-1	83:E3:51:D9:00:B1	S13742302748098662	8/13/2021

11 total

- 3 Click the camera you want to configure.

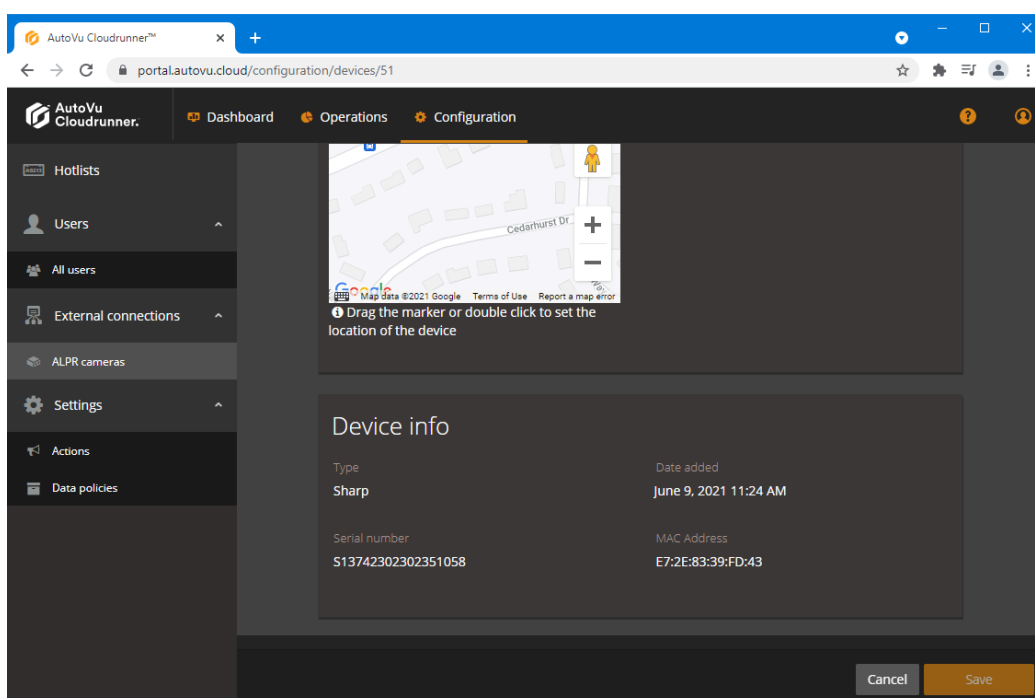
4 In the *General* section, do the following:

- **Name:** Enter the name of the camera.
- **Address:** Drag the marker or double-click to set the location of the device.



5 In the *Device info* section, you can view the following details:

- **Type:** The type of ALPR camera configured at the location.
- **Date added:** The date when the ALPR camera was added.
- **Serial number:** The serial number of the ALPR camera.
- **MAC Address:** The MAC address of the ALPR camera.



- 6 Click **Save** or **Cancel**.

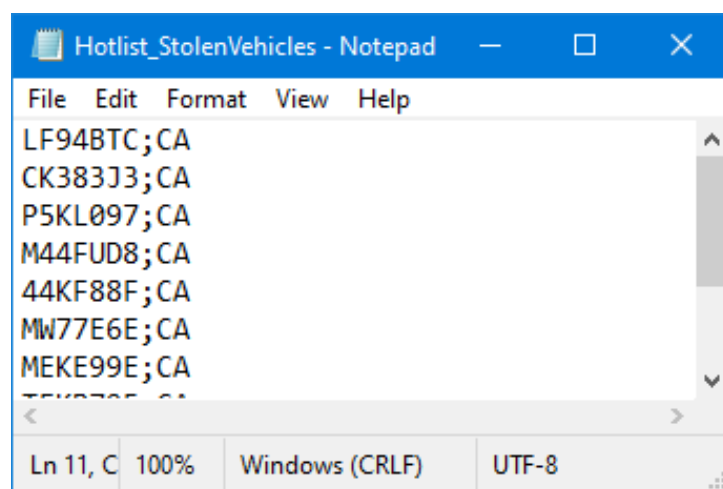
About hotlists

A hotlist is a list of the vehicles that you want to identify and investigate. You can create one or more hotlists in the AutoVu Cloudrunner™ system.

When a license plate is detected by an ALPR camera, the plate number is matched against all active hotlists in the AutoVu Cloudrunner™ system. Positive matches (hits) are highlighted in *Live monitoring* task and *Vehicle Search* report.

- Only users with *Manage hotlists* privileges can access hotlists.
- A hotlist text file contains a list of plate numbers of each vehicle you want to monitor.
- A **valid entry** in the text file must contain the plate number followed by a semicolon. If the entry includes the plate state, add it after the semicolon, for example, *ABC123;* and *ABC123;CA* are both valid entries.
- You can create multiple hotlists for different purposes, for example, amber alerts, wanted vehicles, or stolen vehicles.
- You can delete a plate number from a hotlist in AutoVu Cloudrunner™. To add a plate number, you must update and re-import the plate list text file. For more information, see [Modifying hotlists](#) on page 27.
- **NOTE:** AutoVu Cloudrunner™ tries to account for Optical Character Recognition (OCR) errors for characters that looks similar, such as 8 and B. For example, if the hotlist includes the plate number ABC123, and the ALPR camera detects the plate, but incorrectly reads A8C123, it will still generate a hit for ABC123.

In the following example, each entry in the license plate TXT file contains the license plate number, followed by a semicolon, followed by the plate state.



Hotlist status

The following table describes the different statuses available for a hotlist:

Status	Displayed when
Ready	All the entries in the hotlist are valid. NOTE: This is the default status when you create a new hotlist with no entries.
In Progress	There is a huge volume of entries to be processed.
Warning	There are some invalid entries in the hotlist.
Error	There are no valid entries in the hotlist.

NOTE: You need to manually refresh the page to view the current hotlist status.

Configuring hotlists

To identify and investigate vehicles of interest in the *Vehicle Search* report, you must create hotlists and AutoVu Cloudrunner™ hotlist.

Before you begin

Ensure you have the following:

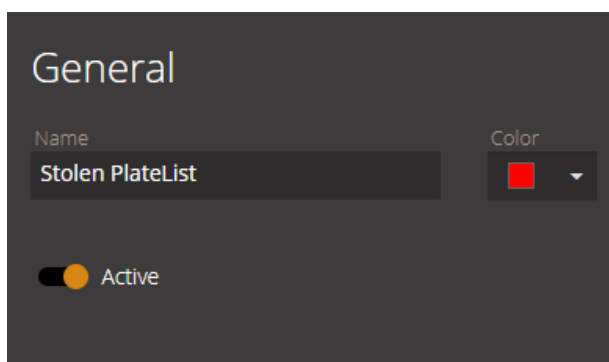
- *Manage hotlists* privilege granted to your user role.
- The plate list file with the required license plate numbers. You can obtain the file in one of the following ways:
 - Create a plate list text file containing the required plate numbers. For more information, see [About hotlists](#) on page 24.
 - Import the plate list file from an external source.
- Authorized credentials to import hotlists from the **National Crime Information Center (NCIC)** database.

What you should know

NOTE: You can add or modify hotlists in AutoVu Cloudrunner™, but existing hotlists cannot be deleted.

To add a hotlist:

- 1 [Log on to the AutoVu Cloudrunner™ portal.](#)
- 2 Click **Configuration > Hotlists**.
The hotlists that are already configured in your system are displayed.
- 3 Click **Add** (+).
- 4 In the *General* section, enter the following information:
 - **Name:** Name of hotlist, for example, *City Vehicles*.
 - **Color:** Color associated with the hotlist. Used to easily identify if the ALPR read matched against a hotlist in the *Vehicle Search* report.
 - **Active:** Deactivate this option if you do not want an ALPR read to be matched against the selected hotlist.



The screenshot shows a dark-themed interface for configuring a hotlist. The title 'General' is at the top. Below it, there are three fields: 'Name' with the text 'Stolen PlateList', 'Color' with a red square and a dropdown arrow, and 'Active' with a toggle switch that is currently turned on.

- 5 In the *Import List* section, configure the following information as required:

- **List location:** Choose the location of the plate list as required.

- **My computer:** Select this mode if the plate listed is stored on your local drive. Configure the

following information:

- **Type:** Select the type of hotlist.
 - **NCIC:** Plate lists that are obtained from federal crime database.
 - **Other:** Plate lists that are regional.
- **Select the file to upload:** Enter or browse to the path where the file is stored.
NOTE: This parameter is displayed only if list location is *My computer* is selected.
- **External source:** Select this mode if the plate list needs to be imported from a **SFTP** server. Configure the following information:
TIP: Select this mode if you need to import platelist from a federal database such as **NCIC**.

- **Type:** Select the type of hotlist.
 - **NCIC:** Plate lists that are obtained from federal crime database.
 - **Other:** Plate lists that are regional.
 - **Connection:** Select the connection type.
 - **Server address (URL):** Enter the path of the destination file on the third-party server. For example, `https://ptms.windows.net/Hotlists/Stolen_Platelist.txt`
 - **Username:** Enter the authorized username.
 - **Password:** Enter the authorized password.
 - **Test connection:** Click to test the connection.
NOTE: This setting only verifies the connection and does not download the hotlist file.
 - **Force immediate import upon saving:** Deactivate this setting if you do not want to upload the hotlist immediately.
- 6 Click **Create**.
- When you import the plate list file from *My computer*, a pop-up dialog window displays the progress of the upload.

IMPORTANT: If you close the window before the upload is complete, an empty hotlist is created.

- 7 Click **Hotlists** to view all the hotlists in your system.

The status of the modified hotlist is displayed as *In progress* while the system is validating the data. The change in status depends on the number of records in the hotlist that need to be validated. To view the updated status, refresh the page.

The following list describes the different statuses of a hotlist:

- **In progress:** The system is validating the text file uploaded to the system.
- **Ready:** The values in the text file are valid.
- **Warning:** Some of the values in the text file are either incomplete or invalid.
NOTE: The system automatically removes any invalid entries found in the file.
- **Error:** All of the values in the text file are either incomplete or invalid.
NOTE: For more information on plate list text files, see [About hotlists](#) on page 24.

Modifying hotlists

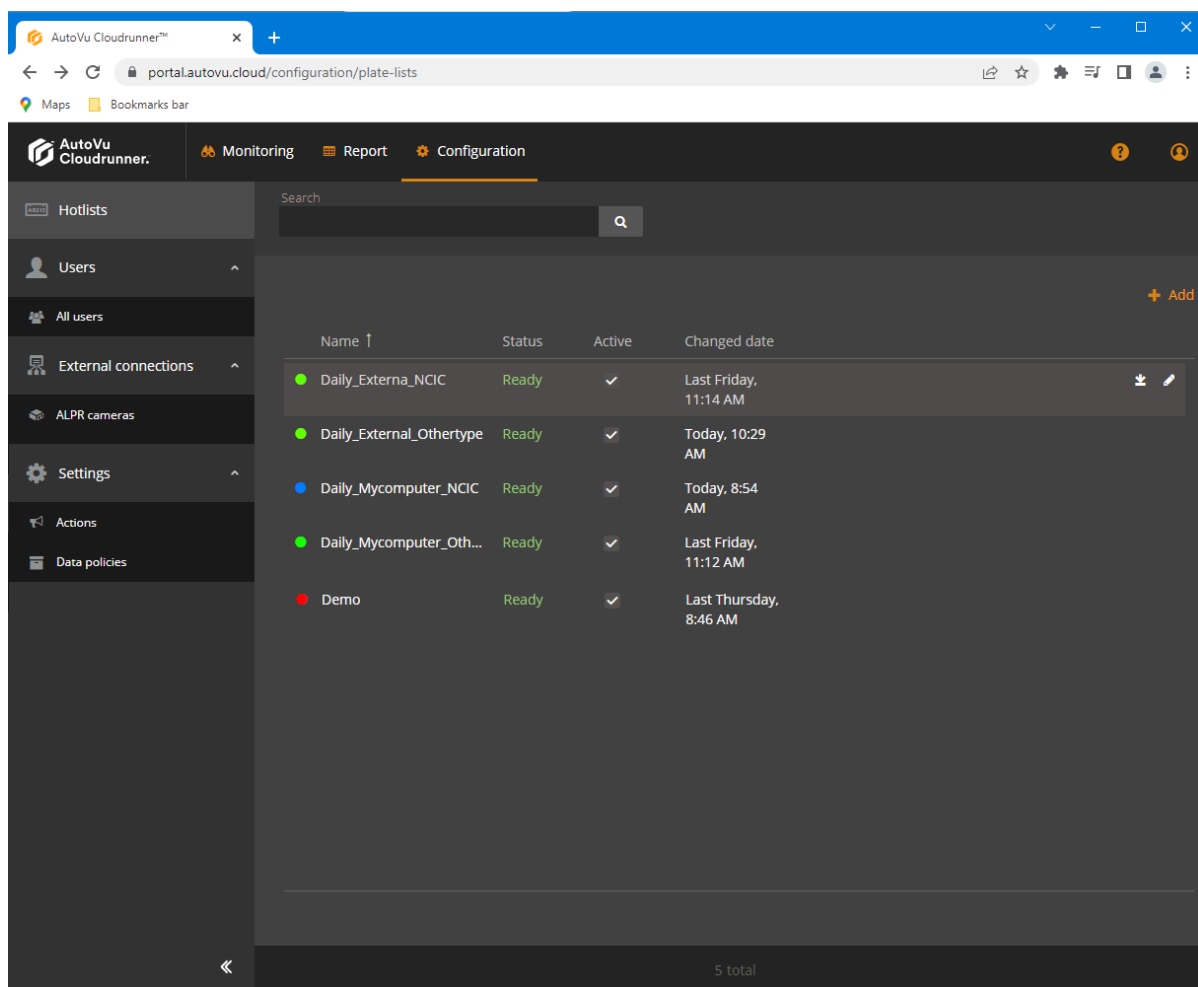
From the AutoVu Clouddriver™ portal, you can modify hotlist details, specific plate numbers, or import an updated source file.

Before you begin

Ensure you have the following:

- *Manage hotlists* privilege granted to your user role.
- The updated plate list file with the required license plate numbers.

What you should know



NOTE: The date in the *Changed date* column is only updated when the plate list entries are updated.

To modify the general settings of a hotlist:

- From the **Hotlists** page, you can click **Edit** (✎) next to the hotlist you want to modify. Alternatively, you can do the following:
 - Click the hotlist you want to modify.
 - On the hotlist page, click **Edit** (✎) next to the hotlist name.
- In the *General* section, modify the hotlist's **Name** or **Color**.

NOTE: You can also select whether the hotlist is **Active** or **Inactive**. For more information, see [Activating or deactivating a hotlist](#) on page 30.

- Click **Update**.

To import hotlist from external source:

- On the hotlist page, click **Import now** (📄) next to the hotlist name.

To modify the hotlist imported from a local device:

- Modify the source plate list text file as required.

- 2 From the **Hotlists** page, you can click **Edit** () next to the hotlist you want to modify. Alternatively, you can do the following:
 - a) Click the hotlist you want to modify.
 - b) On the hotlist page, click **Edit** () next to the hotlist name.
- 3 Import plate list text file into the hotlist. For more information on importing a hotlist, see [Configuring hotlists](#) on page 25.

NOTE: You cannot modify the *Type* of the hotlist.

To delete specific plate numbers from a hotlist:

- 1 Click the hotlist containing the entry you want to remove.
- 2 In the search box, enter a plate number or partial plate number.

NOTE:

- You can search using wildcard characters.
 - Use ? to represent one unknown character.
 - Use * to represent one or more unknown characters.

For more information on wildcard characters, see [About using license plate filter](#) on page 31.

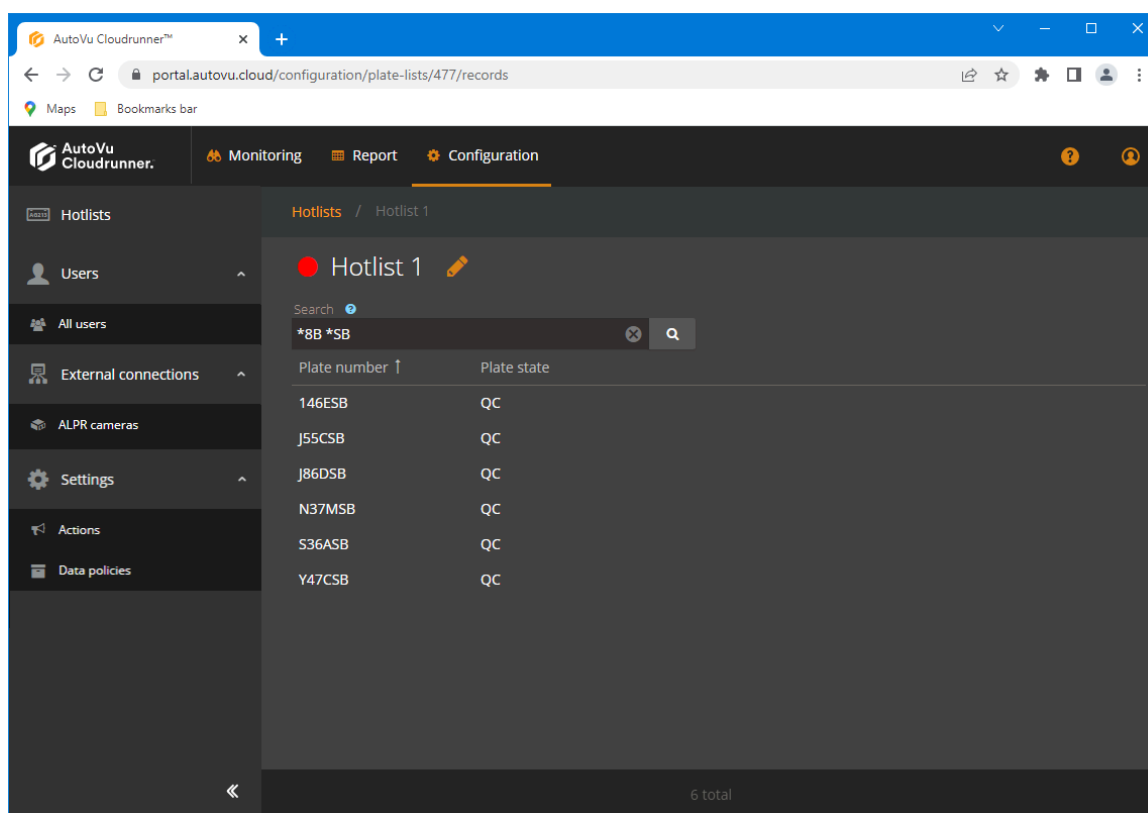
- To search multiple plates, enter the plate numbers separated by a space, a semicolon, or a coma.
- The search results are updated dynamically as you add characters to the search.

- 3 Click **Delete** () beside the entry and confirm the deletion.

IMPORTANT: If you delete a license plate in AutoVu Cloudrunner™, it is recommended that you also delete the entry from the plate list text file. This is to ensure that if the source plate list has to be uploaded again, the deleted entries are re-added to the hotlist.

Example

The following example uses the asterisk wildcard character to search the hotlist for license plates that begin with "SB" or "8B".



Activating or deactivating a hotlist

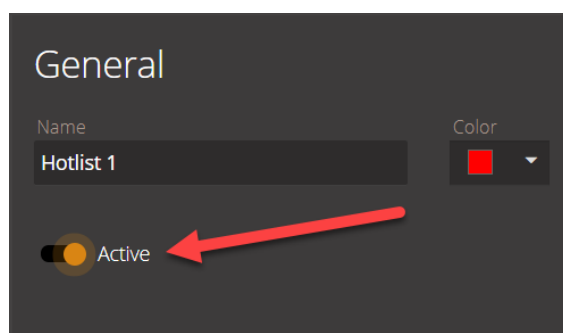
To control whether the system verifies an ALPR read against a hotlist, you can make the hotlist active or inactive in the AutoVu Clouddrunner™ portal.

What you should know

- When a new hotlist is added, it is set to **Active** by default.
- If a hotlist is set to **Inactive**, it is no longer monitored by ALPR cameras in the system.
- Only users with *Manage hotlists* privilege can change the state of the hotlist.

To make a hotlist active or inactive:

- 1 Click **Configuration > Hotlists**.
The hotlists that are configured in your system are displayed.
- 2 Click **Edit** (✎) next to the hotlist you want to modify.
- 3 In the *General* section, set the hotlist to **Active** or **Inactive**.



4 Click **Update**.

About using license plate filter

When you want to investigate specific vehicles in the *Monitoring* feed or *Reports* tab, you can enter the plate numbers in the license plate filter. Additionally, when you do not know the exact license plate number, you can enter wildcards such as asterisks (*) or question marks (?) to replace unknown characters.

Multiple license plate numbers

If you want to investigate multiple license plates simultaneously, you can enter the desired license plate numbers using a delimiter. You can use one of the following delimiters to enter multiple license plate numbers in the filter:

- Semi-colon (;)
- Comma (,)
- Space

Limitation: You might experience slow search speeds in the following conditions:

- You use a combination of wildcards on every license plate number entered.
- You have a huge volume of records to scan through for the selected time range. For example, you have selected a six month time period and the database has nearly half a million records that correspond to that time period.

Wildcard characters

You can use wildcard characters such as * and ? to represent unknown characters of a license plate number.

- **Asterisks (*):** You can enter one or more asterisks to represent one character, multiple characters, or no characters. For example, You know the plate starts with "A" and ends with "123", but you are not sure what is in the middle. Filtering for **A*123** would include the following plates in the report:

Plate number	Report results	Reason
AB 123	Included	One character appears between "A" and "123".
ABC 123	Included	Multiple characters appear between "A" and "123".
A 123	Included	No characters appear between "A" and "123".
ABC 1234	Excluded	The plate does not end with "123".

- **Question mark (?):** You can enter one or more question marks to represent any single character. For example, if you can't remember the first or last character in the license plate, filtering for **?BC 12?** would include the following plates in the report:

Plate number	Report results	Reason
ABC 123	Included	There is one character before and after "BC 12".
5BC 12L	Included	There is one character before and after "BC 12".
AABC 123	Excluded	Each "?" can only represent one character.

- **Combination:** You can enter a combination of asterisks and question marks. For example, filtering for **A?C 1*** would include the following plates in the report:

Plate number	Report results	Reason
ABC 123	Included	The "?" is replaced by "B" and there are characters after the "1".
A2C 1	Included	The "?" is replaced by "2" and there are no characters after the "1".
ABBC 123	Excluded	Each "?" can only represent one character.

Configuring actions

To send hotlist hit alerts to the required users, you must first configure an action in the AutoVu Cloudrunner™ portal.

Before you begin

Make sure that you set the status of the required *hotlists* to **Active**. For more information, see [Activating or deactivating a hotlist](#) on page 30.

What you should know

When a hotlist hit is generated, an email with the following information is sent to the selected users:

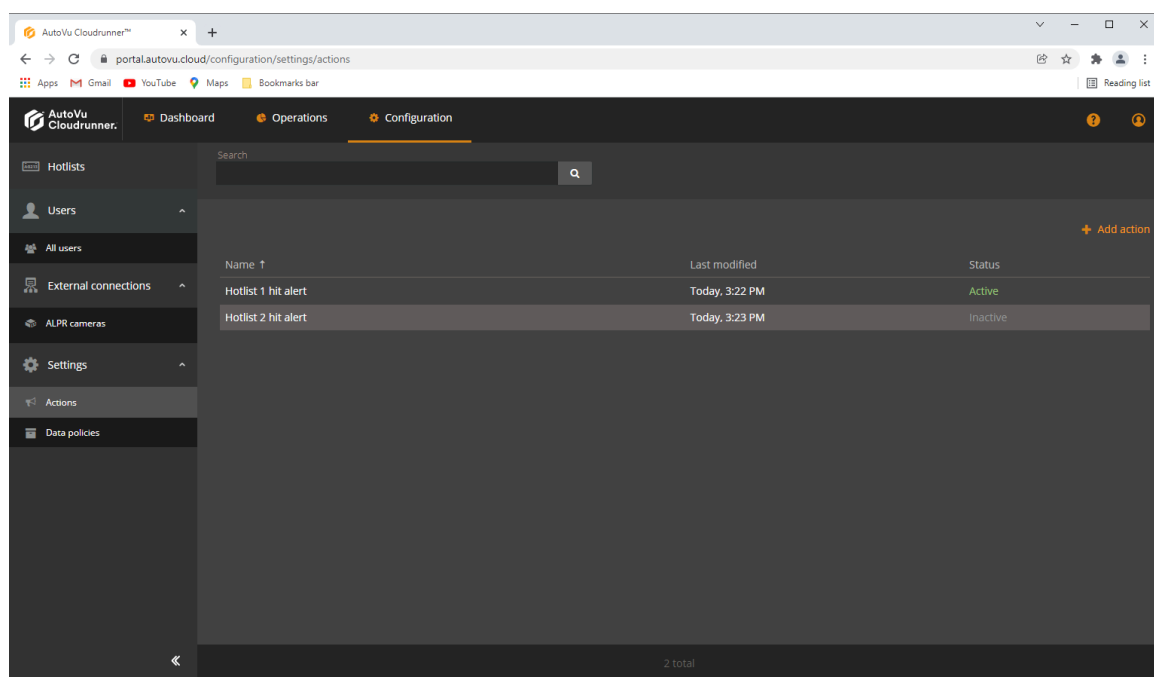
- Timestamp
- Hotlist names
- License plate number
- License plate state
- Available vehicle analytics
- ALPR camera name
- Address details
- GPS location of the ALPR camera
- Portal URL

You can click the portal url to view LPR and context images of the vehicle. Additionally, you can click the GPS link to view the location of the camera in Google Maps.

To add an action:

- 1 [Logging on to the AutoVu Cloudrunner™ portal](#) on page 9.
- 2 Click **Configuration > Settings > Actions**.

All actions are listed.



- 3 Click **Add action**.

New action window opens in the side panel.

New action [X]

Send email for hotlist hit

Hotlists + Add

No data to display

Recipients + Add

No data to display

Status

☒ Active

Name

Send email to 0 users for hits on 0 hotlists

Cancel Add action

- 4 In the *Hotlists* section, do the following:

- a) Click + Add.
- b) Select the hotlists you want to send hit alerts for.

BEST PRACTICE: You should be cautious while selecting a hotlist. If the hotlist is large, you might spam the inbox of users added in the *Recipients* section.

- c) Click **Add**.

- 5 In the *Recipients* section, do the following:

- a) Click + Add.
- b) Select the AutoVu Cloudrunner™ users you want to email the hit alerts to.
- c) Click **Add**.

- 6 In the *Status* section, select **Active** to send emails for the hotlists hits.

- 7 In the *Name* section, enter a subject line for the email.

- 8 Click **Add action**.

To update an action:

- 1 From the **Actions** page, click the name of the required action.
- 2 Update the required settings.
- 3 Click **Delete**.

To delete an action:

- 1 From the **Actions** page, click the name of the required action.
- 2 Click **Delete**.

Example

The following sample email illustrates the information typically displayed when a hit alert notification is

Hotlist hit: This is a test



AutoVu CloudRunner <noreply@autovu.cloud>

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

↩ Reply
↩ Reply All
→ Forward
⋮

Thu 2021-12-16 1:35 PM



sent:

12/16/2021 8:34:53 AM -05:00

Hit detected on Demo hotlist(s):

Plate number	101BBS
Plate state	OK
Vehicle Color	Black
Vehicle Type	Passenger Vehicle
Vehicle Make	BMW
Speed	3 Mph
Camera	New Orleans
Street	Montegut Street
City	New Orleans
County	Orleans Parish
State	Louisiana
Country	United States
Web view	Web portal

If you received this email by mistake, please contact your administrator.

Configuring data retention policies

To be compliant with the data privacy laws, you must first configure the data retention policies.

Before you begin

To configure the values, ensure that you have the *Manage data policies* privilege granted. For information on how to grant the privilege, see [Configuring users](#) on page 19.

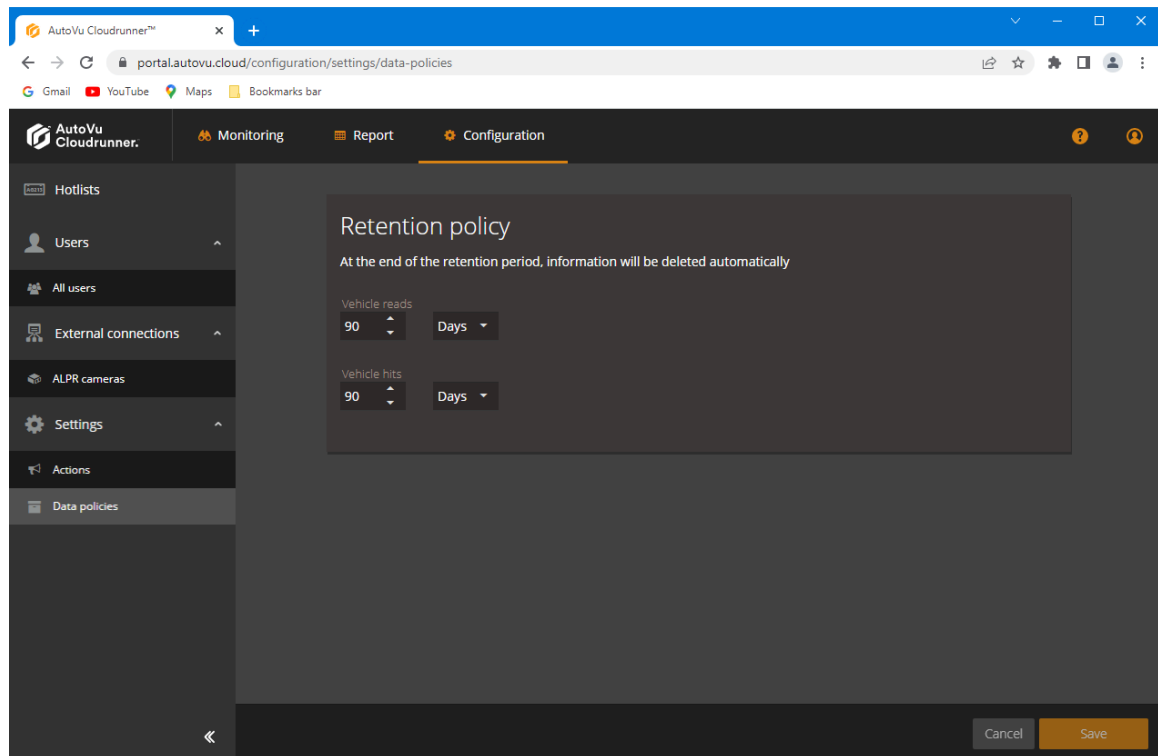
What you should know

NOTE: The retention period of the read events cannot exceed the retention period set for hit events.

To configure data retention policy:

- 1 [Log on to AutoVu Cloudrunner™ portal.](#)
- 2 Click **Configuration** > **Settings** > **Data policies**.

The retention policy settings are displayed. The maximum retention period is 90 days. To increase the limit, please contact your Genetec Inc. sales agent.



- 3 To change the data retention period settings for *Vehicle reads* or *Vehicle hits*, do the following:
 - a) Select the unit of time: *Days* or *Hours*.
 - b) Enter or adjust the numeric value accordingly.

NOTE: When you reduce the values, a warning message pops up to explain the impact of the changes. Click **Confirm** if you want to proceed with the modified values.

- 4 Click **Save**.