



# Blue Voice Admin

Guide for Desktop Usage

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## Admin Panel Features

The admin panel is accessible at <https://admin.bluevoice.io/> 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:** Admins can reset passwords for users in the Users panel.

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

**Anything else:** Email Emily (our customer success manager) at [emily@bluevoice.io](mailto:emily@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 <https://admin.bluevoice.io/>
4. Bookmark this page for easy access.

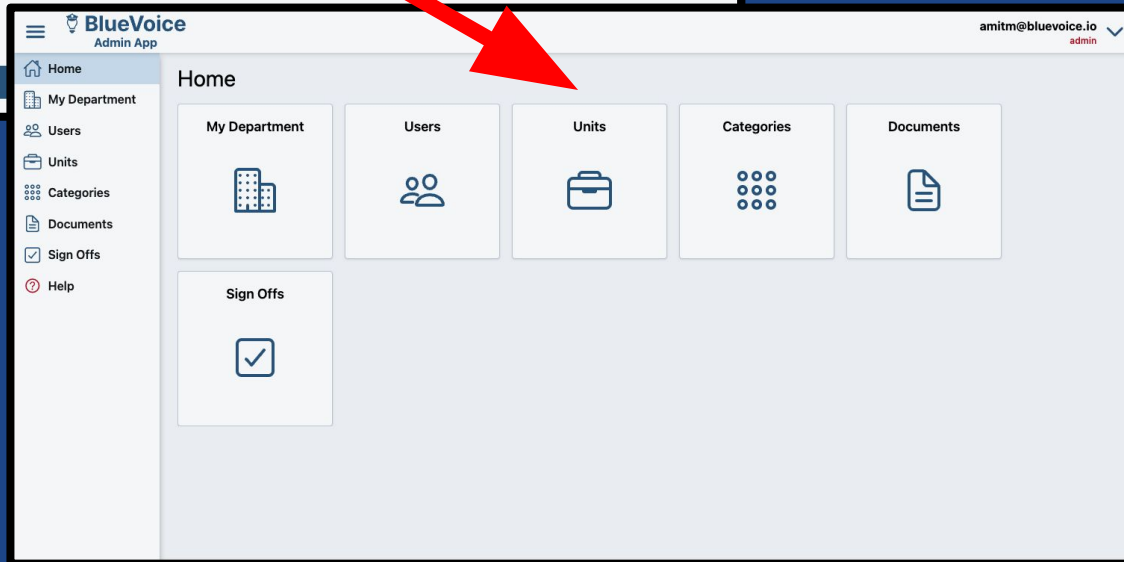


Email

Use your department work email

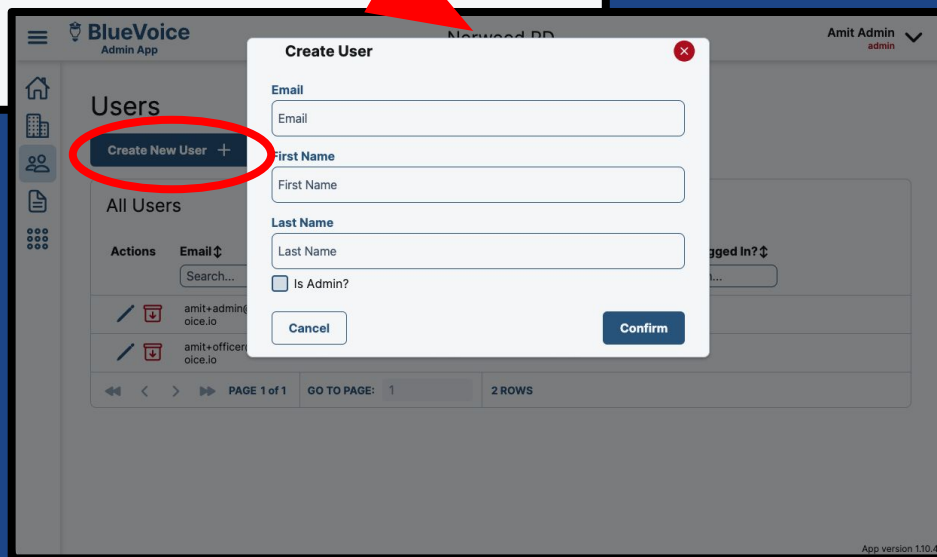
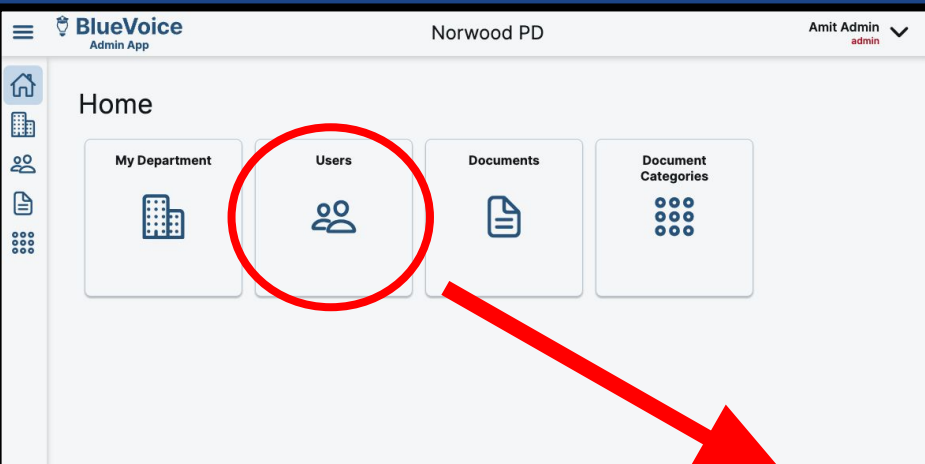
Password

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



# 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?↓
	Search...	Search...	Search...	Search...	Search...
 	amit+admin@bluevoice.io	Amit	Admin	admin	Yes
 	amit+officer@bluevoice.io	Bob	Officer	officer	Yes

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App version 1.10.4

app-dev.bluevoice.io says

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

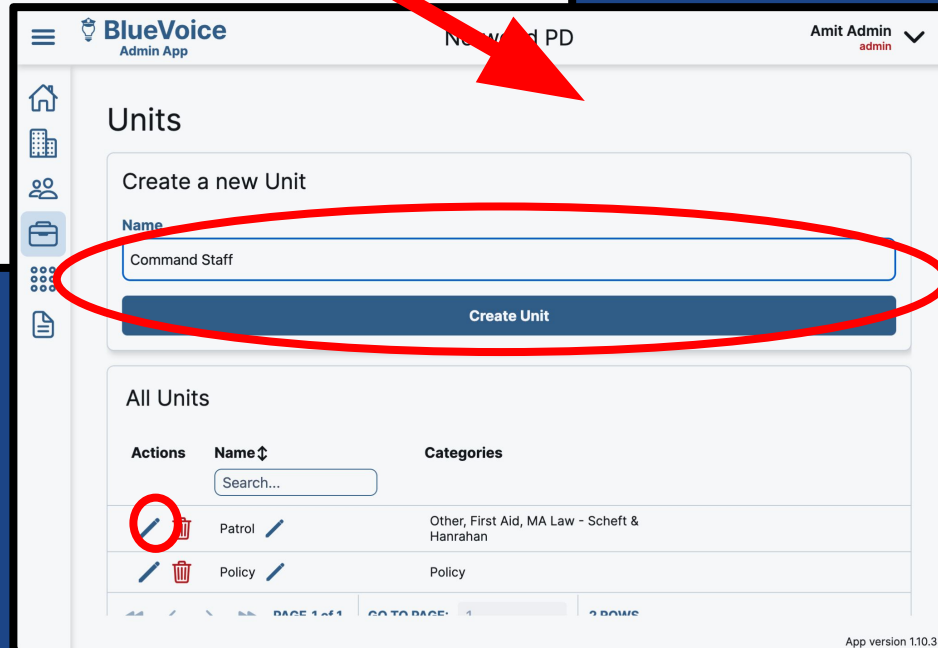
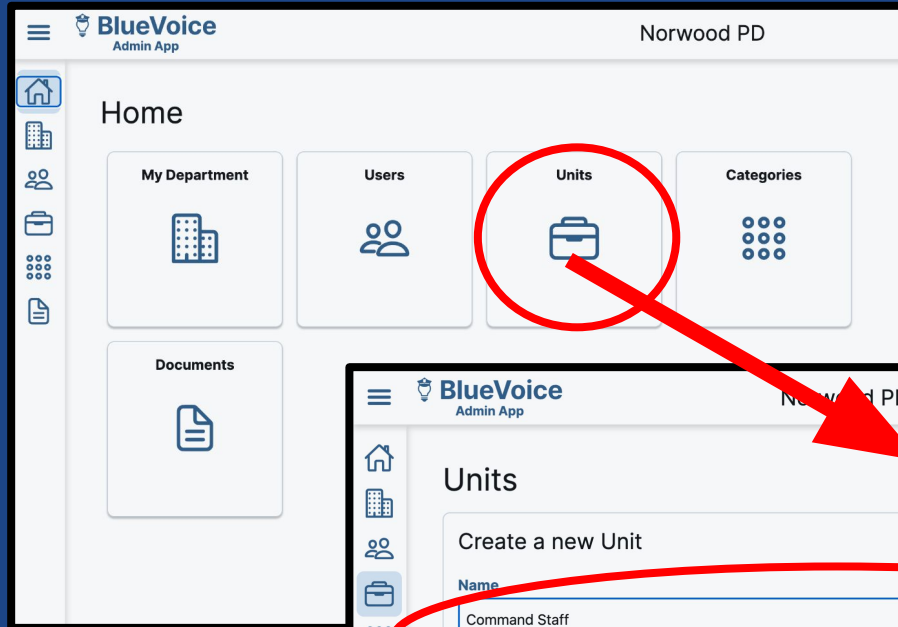
Are you sure you want to delete the user with email:  
amit+admin@bluevoice.io?

Cancel

OK

# Creating Units

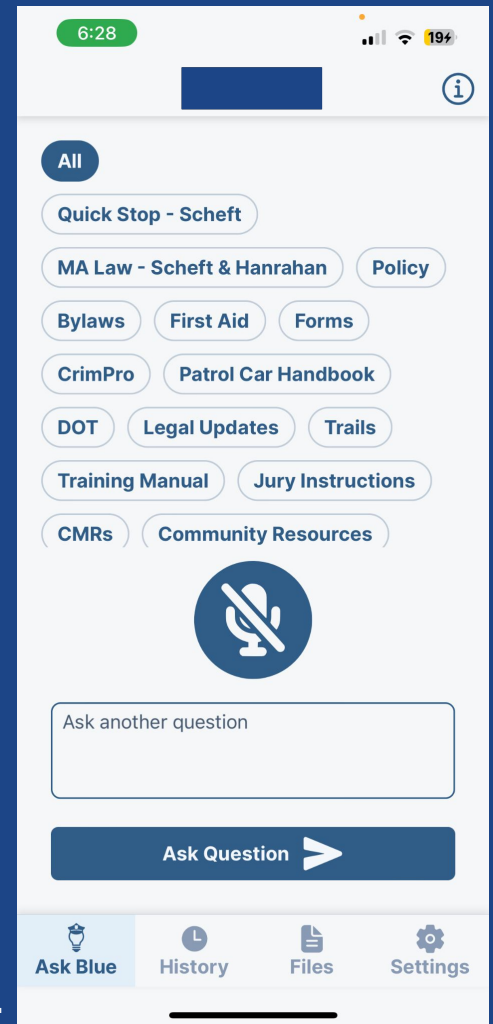
1. Tap the Units Button.
2. Enter a new Unit name and press "Create Unit" to create. The "Patrol" unit has been created by default and cannot be deleted.
3. After you create categories, come back here and tap the edit button to assign them to particular Units. For example, you can assign a "Union" category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



# Notes on Creating Categories

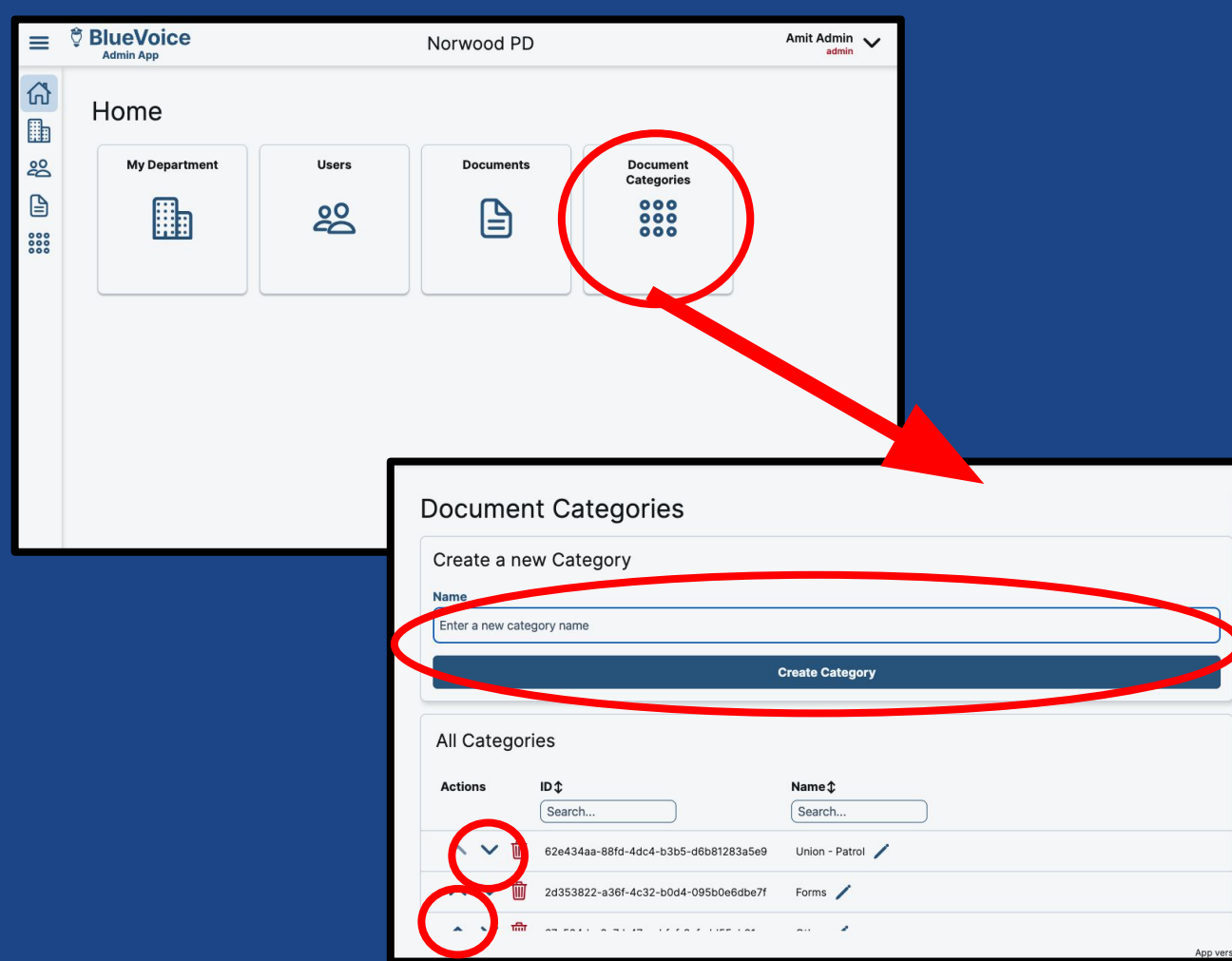
1. Group related categories and create as few as possible (ideally around 8). Too many categories makes it confusing for officers.
  - a. Eg. Create a category for "Policy" and include general orders, policies, protocols, and rules and regulations inside it.
2. Be sure to order the categories in order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

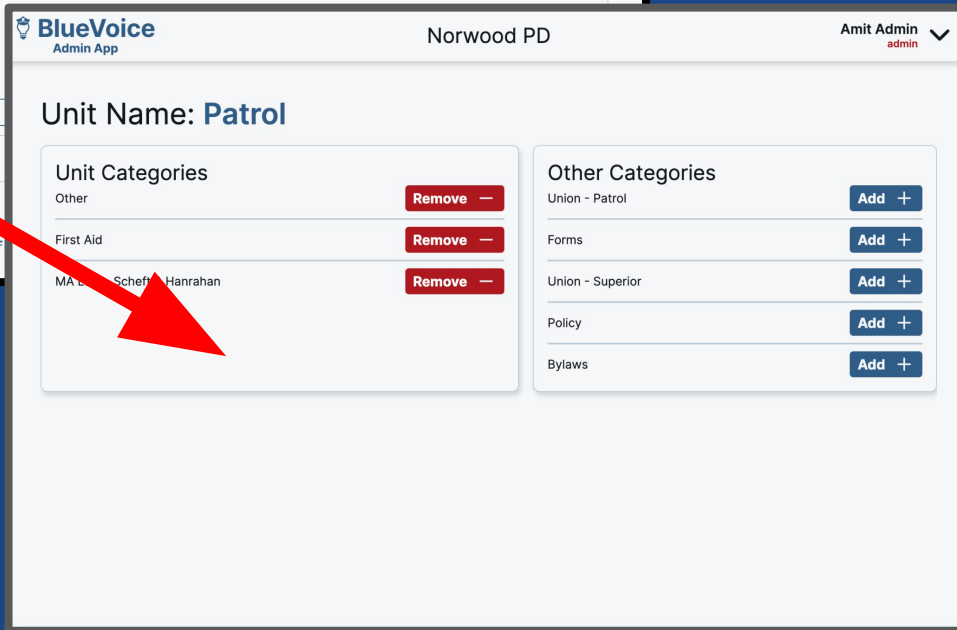
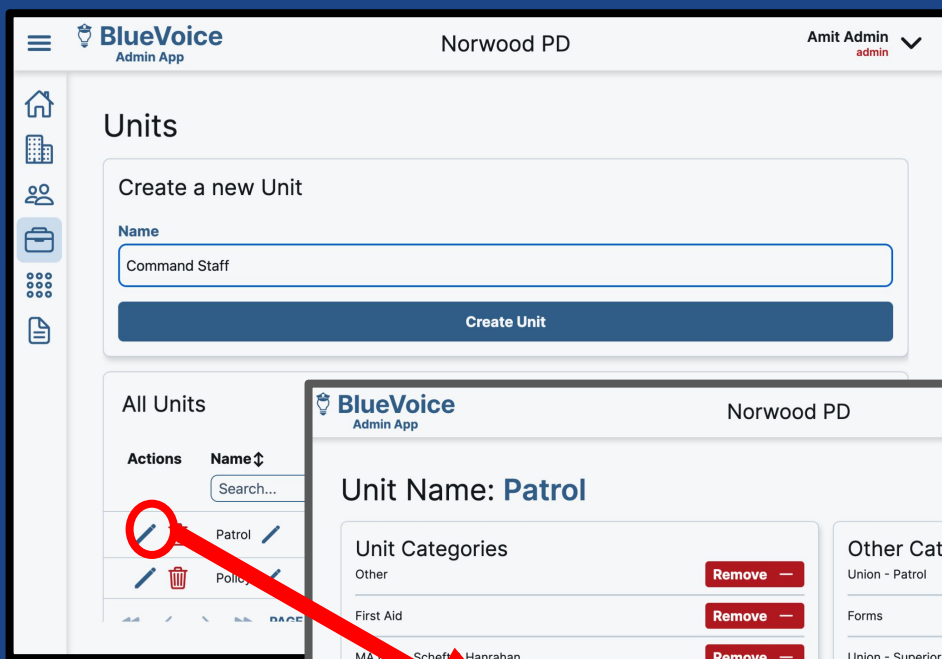
Too many categories make it overwhelming for officers as shown on the right.



# Creating and Reordering Categories

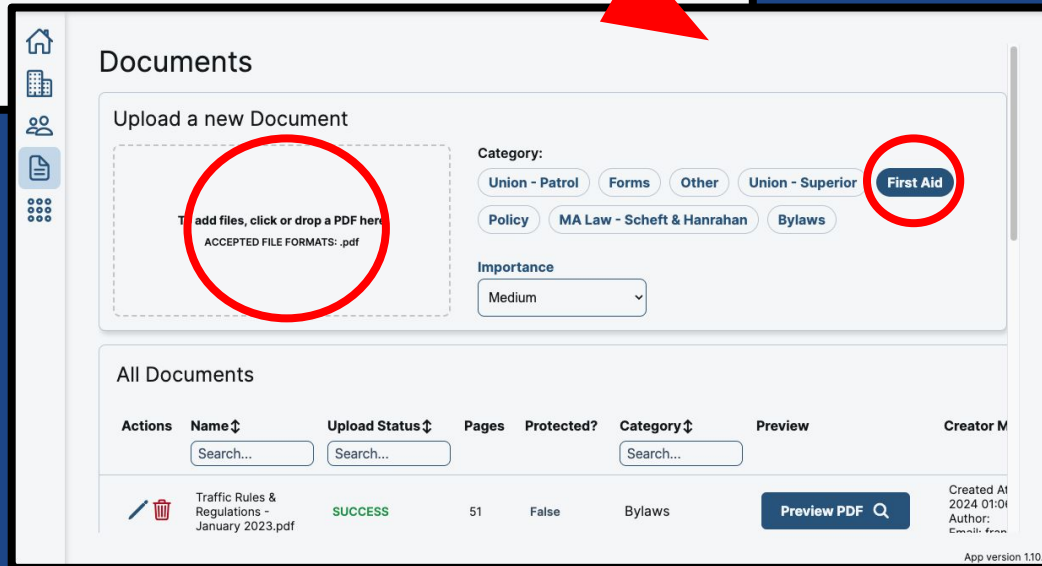
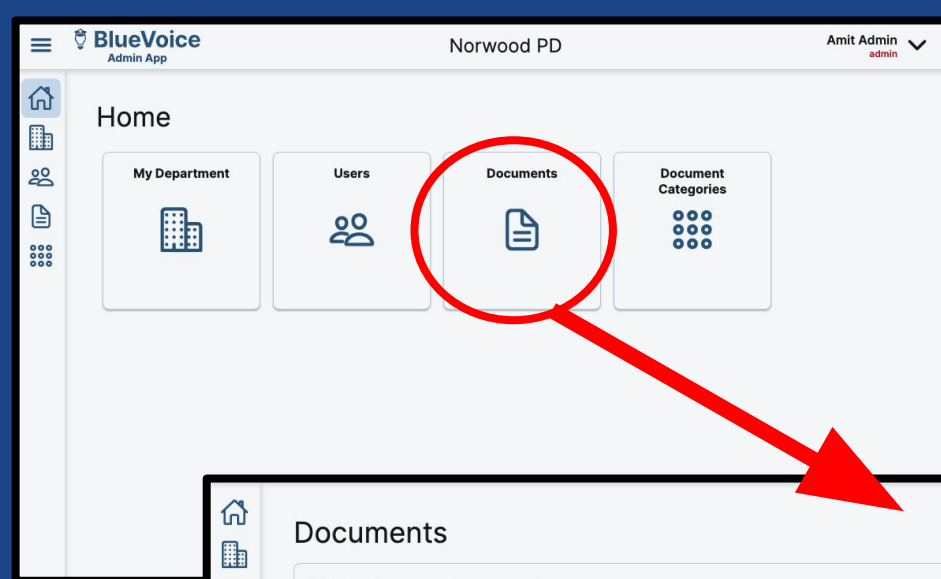
1. Tap the Categories Button.
2. Enter a new category name and press "Create Category" to create.
3. To reorder categories in order of importance, scroll down and use the up and down arrows. This will reorder the categories on the officer search page.





## 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....

## Adding Documents (2/3)

### Documents

Upload a new Document

Category:

Union - Patrol Forms Other Union - Superior **First Aid**

Policy MA Law - Scheft & Hanrahan Bylaws

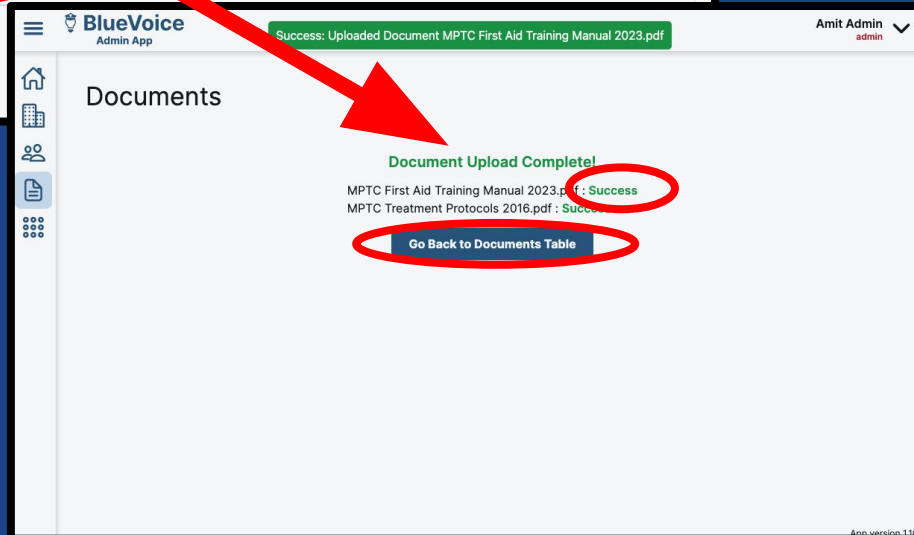
**MPTC First Aid Training Manual 2023.pdf**

**MPTC Treatment Protocols 2016.pdf**

**Upload Document**

Importance: Medium



















All Documents



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 803cmr1 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

⏪ < > ⏩

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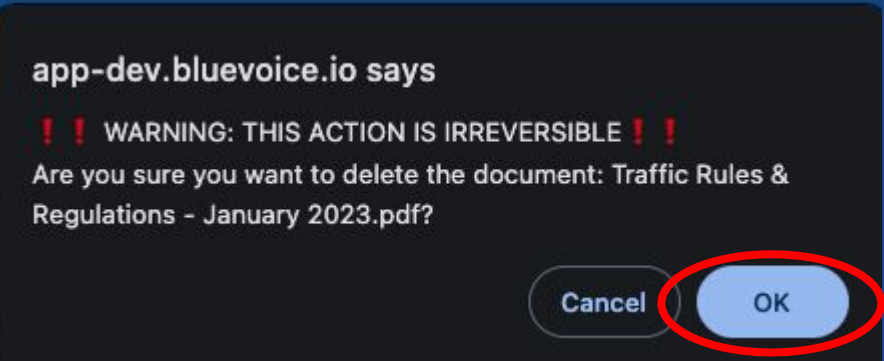
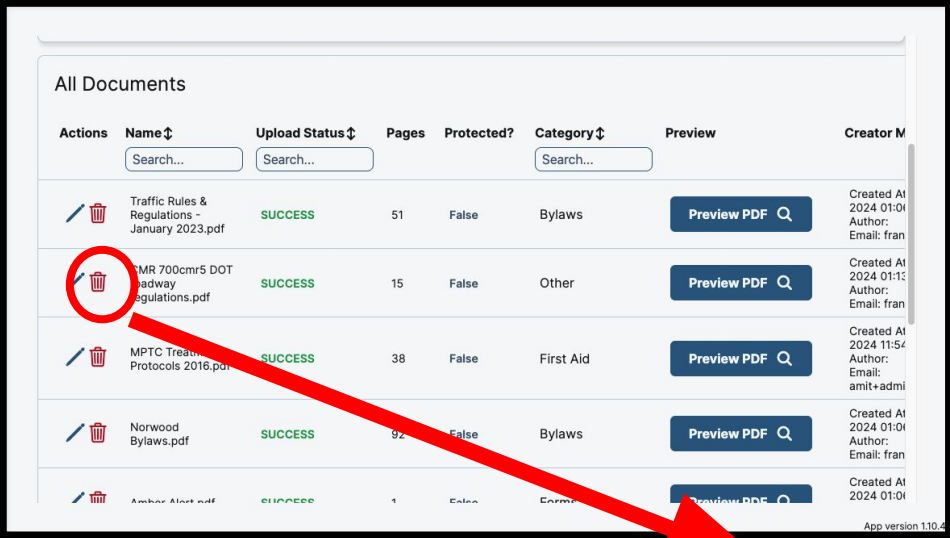
GO TO PAGE:

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)

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

**+ Create New Sign Off Task**

Sign Offs

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

Archived Sign Offs

Actions	Name	Description	Due Date	Assigned Officers	Other Info
	Search...	Search...		Search...	

**Create Sign Off Task**

Name\*

Description

Document\*

No Document Selected

Upload a New Document

Search Docs...

- ☒ 105 - Duty Chief Responsibilities.pdf
- ☐ 110 - Written Directive System.pdf
- ☐ 130 2 - Cambridge Auxiliary Police.pdf
- ☒ 131 - Special Police Officer Paid Detail Program.pdf

Cancel Confirm

## Create New Task (2/3)

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 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

## 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 shows a web application interface with a sidebar on the left containing navigation links: Home, My Department, Users, Units, Categories, Documents, Sign Offs (selected), and Help. The main content area is titled 'Sign Offs' and features a '+ Create New Sign Off Task' button. Below this is a table with columns: Actions, Name, Description, Due Date, Assigned Officers, and Other Info. The 'Actions' column has a dropdown menu open, showing options: View Document, Edit, Download Report (highlighted with a red circle), Archive, and Delete. The 'Download Report' option is also highlighted with a red circle. The table contains one row of data for 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 for this row 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, there is a pagination bar showing 'PAGE 1 of 1', 'GO TO PAGE: 1', and '1 ROW'. A second, partially visible table below shows 'No Results Found...'.

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

PAGE 1 of 1 GO TO PAGE: 1 1 ROW

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

PAGE 0 of 0 GO TO PAGE: 1 0 ROWS

# 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 sidebar contains navigation links: 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 red circle highlights the 'Actions' dropdown menu, which is open, showing options: View Document, Edit, Download Report, Archive (highlighted with a red circle), and Delete. The table contains one row for a task named 'Computer Usage Policy Refresher' with a due date of 'Wed, 30 Oct 24 05:00 PM PDT'. The 'Assigned Officers' column lists '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', 'Created By: admin@bluevoice.io', and 'Created On: Fri, 25 Oct 24'. Below the table, a pagination bar shows 'PAGE 1 of 1', 'GO TO PAGE: 1', and '1 ROW'. A second, partially visible table below shows 'No Results Found...'.

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

PAGE 1 of 1 GO TO PAGE: 1 1 ROW

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

PAGE 0 of 0 GO TO PAGE: 1 0 ROWS

**Update 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 **Manual Sign Off**

☐ Department Admin **Manual Sign Off**

☐ David Lawrence **Manual Sign Off**

☒ Has Email Notifications?

**Cancel** **Confirm**

**Update Sign Off Task**

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**

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.