The First Responders Page provides internal staff and partner agencies, such as emergency first responders, access to the state or region’s live streaming video. Credentialed users are able to create and customize a virtual video wall. This feature provides First Responders a greater level of situational awareness, not only at the scene of an incident, but the surrounding areas affected by the incident. Additionally, operators at the Statewide and Regional Traffic Management Centers can access the virtual video wall to monitor roadways and apply appropriate incident management response plans.
Go to the First Responders Page by navigating to the website below: https://trafficvid.lexingtonky.gov/first_resp

Login to the First Responders Page with issued user credentials.
If you have forgotten your password, click the link **I forgot my password** located under the Sign in button.

On the Password Recovery page, enter the username or account email address in the contact field, and then click the **Verify Username** button. Once username is found, click the **Send password** button. You will then receive an email with a temporary password.
If you need help or assistance while utilizing the First Responders Page, click the Contact button on the login page to obtain LFUCG contact information.
Once a user has logged in to the First Responders Page, a default tour is displayed on the virtual video wall. The default tour is displayed in a 2x2 format.
Many functional features are located at the top of the First Responders Page.

**Sign Out** - The user can click the Sign Out button to sign out of the First Responders Page.

**Change Password** - The user can click the Change Password button to go to a page to change the account’s current password to a new password.

**Admin** - A user with administrative privileges can click the Admin button to make administrative changes. The Admin button is functional only for users with administrative privileges.
**Drop Down box** - The user can select from all tours the user has created.

**Stop Touring/Start Touring** - The user can prevent the screen from switching to the next phase. However, the videos will continue to play. When a tour is stopped, the Stop Touring button will change to Start Touring.

**Manage Tours** - The user can create or modify tours via the Tour Manager Portal.

**Set as default** - The user can set the current tour as the default tour to automatically run on login.

**Phases** - The numbered boxes displayed at the top of the screen show the phase of the current tour. On the default tour, a two phase tour is displayed. The current phase displayed is indicated by a thin yellow border around the numbered box.
Each video in the tour features functions to pause video, play video, and maximize the video to view in full screen. Click on the double arrow in the top right side of the window to maximize the video. Click anywhere on the stream to pause video or resume playing video.
To access the Tour Manager Portal, click the **Manage Tours** button.
In the following slides, the Tour Manager Portal is displayed. The user will have access to create new tours, edit, copy or delete existing tours. For each tour, the user can manage camera views, number of phases, and display dimensions for each tour.

**Create New Tour** - The user can create a new tour and customize with camera views and number of phases.

**Load Video Wall** - The user can exit the page and return to the video wall to view selected tour.
**Tour Name** - The user can customize tour with a unique and recognizable tour name.

**Number of Rows** - The user can choose the number of rows to display on the tour.

**Number of Columns** - The user can choose the number of columns to display on the tour.

**Number of Phases** - The user can choose the number of times the tour will switch to a new phase with another set of videos.

**Display Time** - The user can choose how many seconds each phase shall play video before switching to the next phase.

**Set as Default Tour** - The user can set the current tour as default, which means every time the user logs in to the First Responders Page, that tour will automatically be playing on the virtual video wall.

**Save Changes** - The user will need to click Save Changes in order to save any customizations.
To create a new tour, click the **Create New Tour** button under the Tour Manager section. Enter a tour name. Select number of Rows, Columns, Phases, and Display Time for the tour. You can also set the tour as default tour. The next time you log in to the First Responders Page, that tour will be the default tour displayed on the virtual video wall.
There are two ways to locate and add available camera views to a tour:

- List View
- Map View

To navigate to a camera view via the list view, click the **Lexington Views** tab. On the map view, available cameras will be indicated by camera icons. Click on the camera icon to view a snapshot of the camera.
Once you’ve located a camera view to add to the tour, drag and drop the camera view into the pane on the right in order of display preference.
On the list view, a camera view will display a green border once it has been added to the tour. On the map view, a camera already added to the tour will bounce if duplicated.
To remove or replace a camera view in the tour, the user can drag and drop the image to the recycle bins on either side of the pane, or drag and drop a new camera on top of an existing camera to replace it.

Once a camera view has been moved to the recycle bin or replaced by another camera view, the green border will no longer appear on the camera in the list view.
The First Responders Page also features a Search function to assist in finding specific camera views. In the Search box, enter in a search string in the search field (example: Newtown). Then, click the Search button. All matches will be displayed as camera views below and on the map.
The tour must be given a name, and all phase windows must be allocated with a camera in order for the tour to be saved. An error will occur if an empty phase window is left blank.
Click the **Save Changes** button to save the new tour. The new tour will automatically load on the virtual video wall.
On the virtual video wall, the tour will automatically switch through the phases. To stop touring, click the **Stop Touring** button. To resume touring, click the **Start Touring** button. To set the tour as the default tour, click the **Set as default** button. To choose another tour, click the drop down button and select a tour. Click the **Manage Tours** button to return to the Tour Manager portal.
To edit a tour, click the **Edit** button. The tour will be highlighted in yellow to indicate edit mode. Make any changes, and click the **Save Changes** button.

To copy a tour, click the **Copy** button. Make any changes, and click the **Save Changes** button.

To delete a tour, click the **Delete** button.
To access the admin page, click the **Admin** button on the virtual video wall.

*The Admin feature is only enabled for admin accounts and not accessible by regular user accounts.*
On the admin page, details are listed for current users, including username, first name, last name, administrative privileges, organization and date/time of last login. To add a new user, click the **Add new** link.

<table>
<thead>
<tr>
<th>Username</th>
<th>Admin</th>
<th>Deactivated</th>
<th>First Name</th>
<th>Last Name</th>
<th>Email</th>
<th>Phone</th>
<th>Organization</th>
<th>Last Login</th>
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Enter in the details for the new user, including username, first name, last name, organization and a password (the user will have access to change the password at any time). Grant the user admin access if desired by checking the box next to admin access. Click the Submit button to save the information.
To edit the details for an existing user, click on the user’s username. Click the **Delete** button to delete the user. Once all changes are made, click the **Update** button to save the information.

Additionally, you can reset a user’s password if needed. Enter a new password for the user, and click the **Submit** button. The user will be emailed their username and new password. The user will have access to change their password at any time.

### Account Edit/Create

<table>
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<tr>
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<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
<tr>
<td>First Name</td>
<td>John</td>
</tr>
<tr>
<td>Last Name</td>
<td>Doe</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:jdoe@lexingtonky.gov">jdoe@lexingtonky.gov</a></td>
</tr>
<tr>
<td>Phone</td>
<td>111-111-1111 (XXX-XXX-XXXX)</td>
</tr>
<tr>
<td>Organization</td>
<td>LFUCG</td>
</tr>
<tr>
<td>Password</td>
<td>*****</td>
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<tr>
<td>Admin Access</td>
<td>ADMIN ACCESS</td>
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<tr>
<td>First Resp Access</td>
<td>FIRST RESP ACCESS</td>
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<tr>
<td>Media Access</td>
<td>MEDIA ACCESS</td>
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<tr>
<td>Deactivated?</td>
<td>DEACTIVATED</td>
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[Submit] [Cancel]