

## Recording

### ***For Organisational Administrators Only***

To enable users within an organisation to use the JANET Videoconferencing Recording Service follow the simple steps below. Note, if a user had requested (via the Booking Service) to be enabled for use of the JVCRS, Organisational Admin will receive an email notifying them of the request.

1. If you have received an email to enable a user for the JVCRS go to Administrator tasks – at the bottom of the page under Recording tasks (Figure 1) click on [Process requests](#).



This will take administrators to an 'Activate pending user request' (Figure 2) page with a list of users with pending requests. JVCRS Administrators can accept or reject these requests. Users may be accepted or rejected.

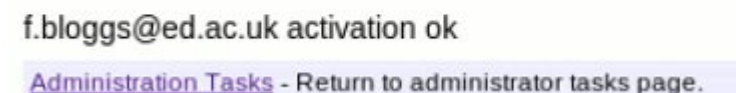
#### [Activate pending user request.](#)



*Figure 2: Pending user requests – Active users*

Once a user has been activated a confirmation page will appear (Figure 3).

#### [Activate pending user request.](#)



*Figure 3: Activated users*

2. Alternatively, new users who have not requested activation but who the organisation wishes access to the service may be activated in 2 different ways:

- from the 'Activate pending user request' page (Figure 2) by clicking 'Enable user', or by clicking on 'Active users' (Figure 4) which brings up a list of activated users (Figure 4)

List of activated users.

User	Enabled By	Enabled On
<a href="mailto:m.mcintosh@ed.ac.uk">m.mcintosh@ed.ac.uk</a>	<a href="mailto:m.mcintosh@ed.ac.uk">m.mcintosh@ed.ac.uk</a>	02/02/2009 19:17
<a href="mailto:roger.gachago@ed.ac.uk">roger.gachago@ed.ac.uk</a>	<a href="mailto:m.mcintosh@ed.ac.uk">m.mcintosh@ed.ac.uk</a>	02/02/2009 19:18
<a href="mailto:plk@ed.ac.uk">plk@ed.ac.uk</a>	<a href="mailto:m.mcintosh@ed.ac.uk">m.mcintosh@ed.ac.uk</a>	02/02/2009 19:18
<a href="mailto:vidconf@jvcs.ja.net">vidconf@jvcs.ja.net</a>	<a href="mailto:m.mcintosh@ed.ac.uk">m.mcintosh@ed.ac.uk</a>	02/02/2009 19:18
<a href="mailto:c.j.adie@ed.ac.uk">c.j.adie@ed.ac.uk</a>	<a href="mailto:m.mcintosh@ed.ac.uk">m.mcintosh@ed.ac.uk</a>	02/02/2009 19:18
<a href="mailto:f.boroujerdi@ed.ac.uk">f.boroujerdi@ed.ac.uk</a>	<a href="mailto:m.mcintosh@ed.ac.uk">m.mcintosh@ed.ac.uk</a>	02/02/2009 19:18
<a href="mailto:alan.sloan@ed.ac.uk">alan.sloan@ed.ac.uk</a>	<a href="mailto:m.mcintosh@ed.ac.uk">m.mcintosh@ed.ac.uk</a>	02/02/2009 19:18
<a href="mailto:jim.sheach@ed.ac.uk">jim.sheach@ed.ac.uk</a>	<a href="mailto:m.mcintosh@ed.ac.uk">m.mcintosh@ed.ac.uk</a>	05/02/2009 16:05
<a href="mailto:f.bloggs@ed.ac.uk">f.bloggs@ed.ac.uk</a>	<a href="mailto:mark.mcintosh@ed.ac.uk">mark.mcintosh@ed.ac.uk</a>	07/07/2009 08:37

[Enable user](#) - Enable selected user for videoconference recording.  
[Administration Tasks](#) - Return to administrator tasks page.

Figure 4: List of active users & enable user

3. In either case a search box will appear allowing administrators to search for the required user. They may search for users in their organisation (Figure 5) or for users in other administrator.

Select user

**Find users:**

At organisation:

User name containing:

Enter search criteria.

Figure 5: User search

4. Highlight the user's name and click **Activate user** (Figure 6). This user should now appear in the 'List of activated users' (Figure 4).

## User activation.

Select user:

**Find users:**

At organisation:

**Enter optional organisation search criteria.**

User name containing:

**Select from list:** 54 users

Sort by:  Email  Name

select a user from the list

charlotte.king@ja.net - Charlotte King
<b>darren.belltrai@ja.net - Darren Belltrai</b>
devid.richardson@ja.net - David Richardson
devid.salmon@ja.net - David Salmon
denise.newton@ja.net - Denise Newton
diane.berolatti@ja.net - Diane Berolatti
don.bishop@ja.net - Don Bishop
doreen.bestmann@ja.net - Doreen Bestmann

*Figure 6: Activate user*

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**Source URL:** <https://community-stg.jisc.ac.uk/library/janet-services-documentation/recording>