Version 26.1

vosaic™ User Guide

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2. Features available in different user roles
3. Example of utilization methods (for three laboratories)
4. The relationship between each user role and function

Contact: Tachibana Tosho Kyozai

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1. Introduction / Precautions

This document is a basic user guide for both trial and licensed users.

■ Before Starting Your Analysis

When you receive your account activation email, follow the instructions to set your password and log in.

Google Chrome and Microsoft Edge are the recommended web browsers for accessing Vosaic. Some features may not display correctly in other browsers.

The software is not localized to Japanese. Please do not use your web browser's automatic translation feature, as using the Japanese translation feature of the browser may cause some features to become unstable.

You can, however, enter video titles, button names, and tags in Japanese.

■ User Support Page (Online)

In addition to this guide, you can refer to the support page on vosaic.jp. If you have any questions, feel free to contact our support team.

Support Page: https://www.vosaic.jp/support-login/
Login Name: **User**
Password: **Vosaic**

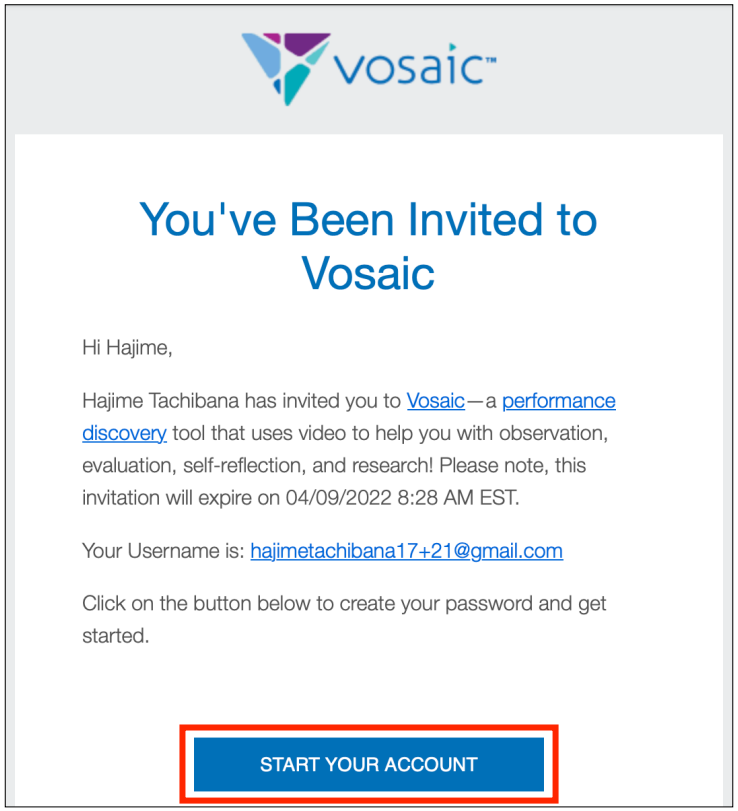
© Vosaic

1-1. Password setting and login

Administrator	Educator
Learner	Viewer

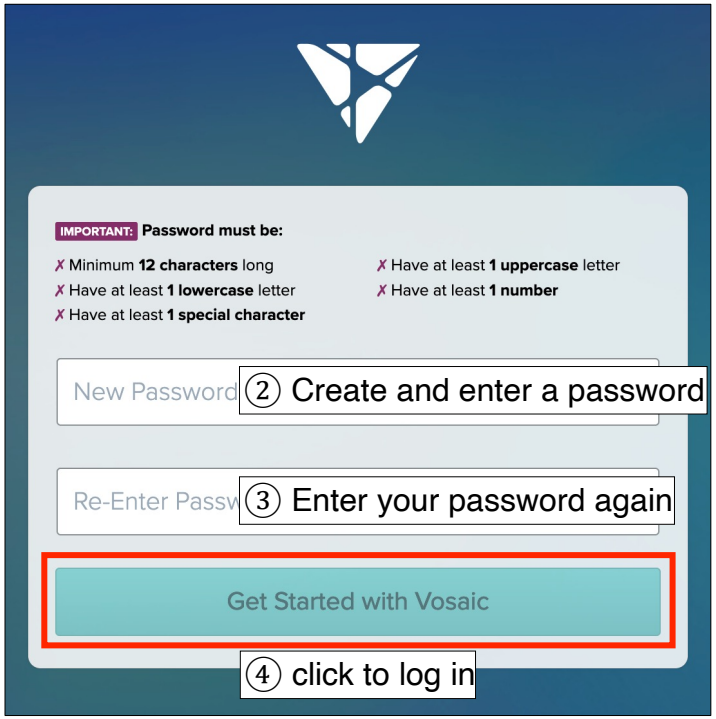
When you receive an email from Vosaic, set your password and log in.

Email



Click ”START YOUR ACCOUNT" in the email from Vosaic.

Browser



Password must be at least **12 characters** long and must contain uppercase letters, lowercase letters, numbers, and special charactor (#, $, +, etc.).

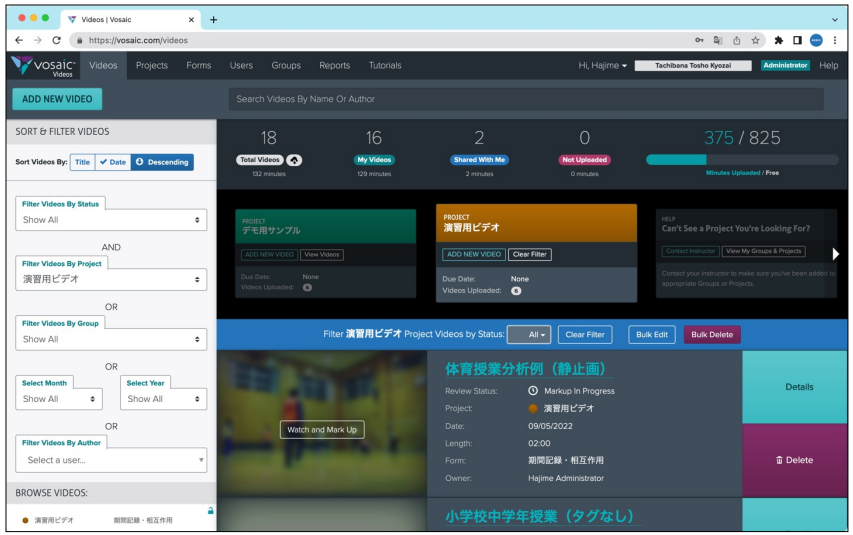
If you do not receive the email, please check your junk mail folder.
If you still do not receive the email, please ask the administrator to send the email again.

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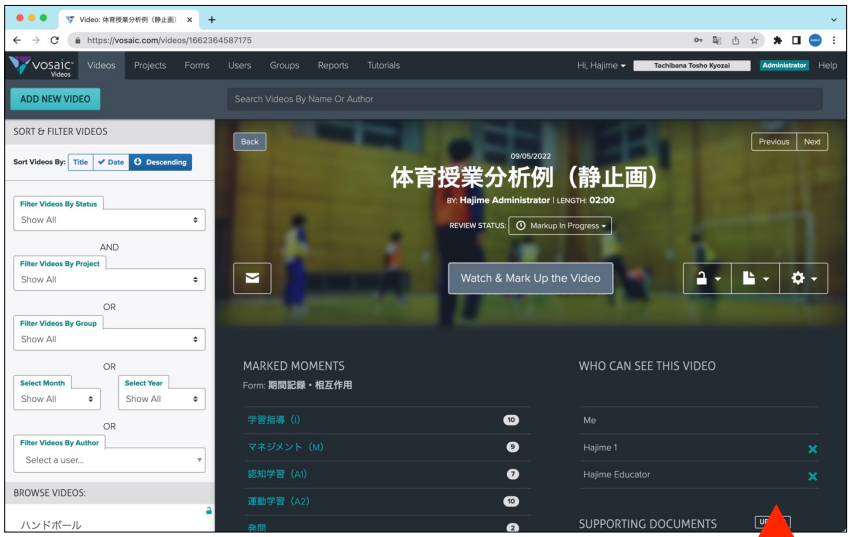
1-2. Screen and Major Components

Vosaic is mainly used to move between the four screens below.

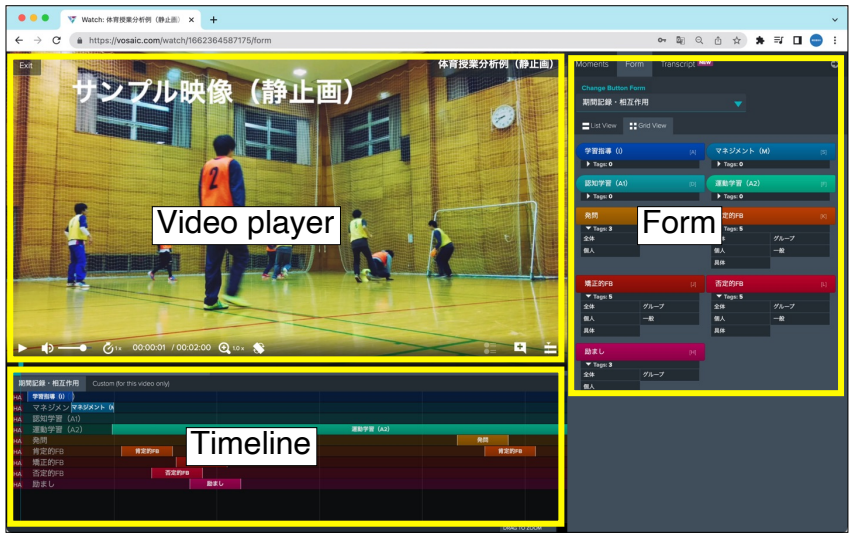
① Login - Video List



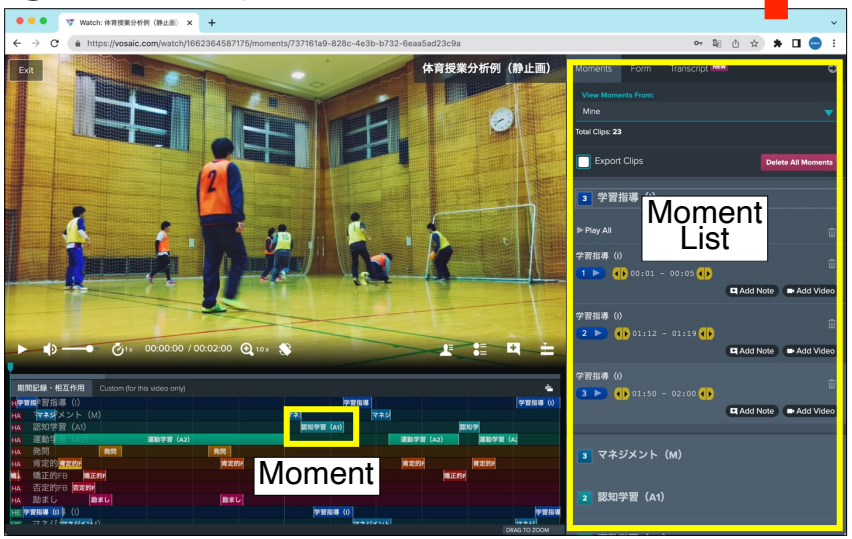
② Video Detail



③ Video Player + Form



④ Video Player + Moment List

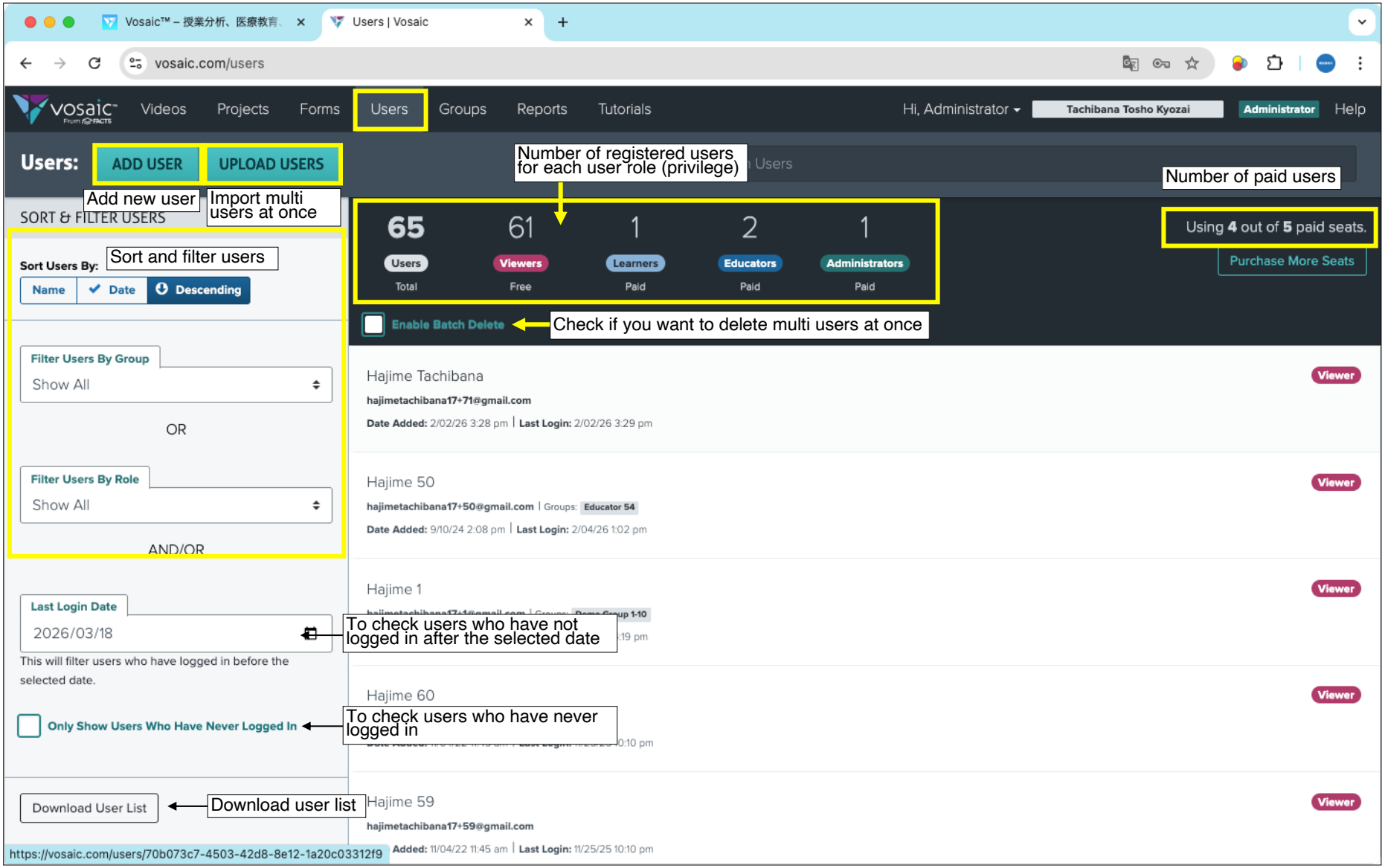


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2. Users

Administrator	Educator
Learner	Viewer

Users Menu

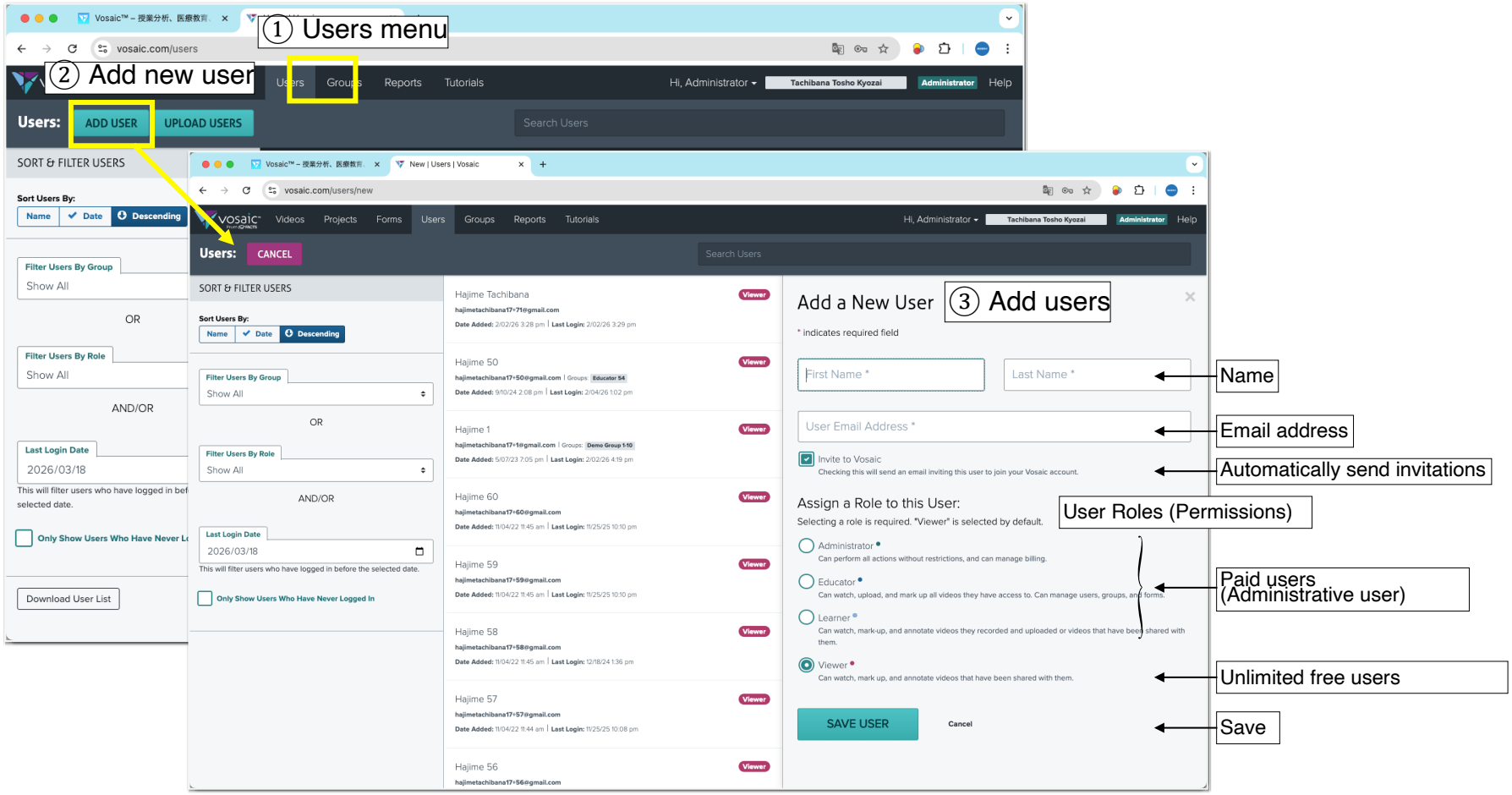


© Vosaic

2-1. Add a New User

Administrator	Educator
Learner	Viewer

After you log in, the administrator registers and invites other users.



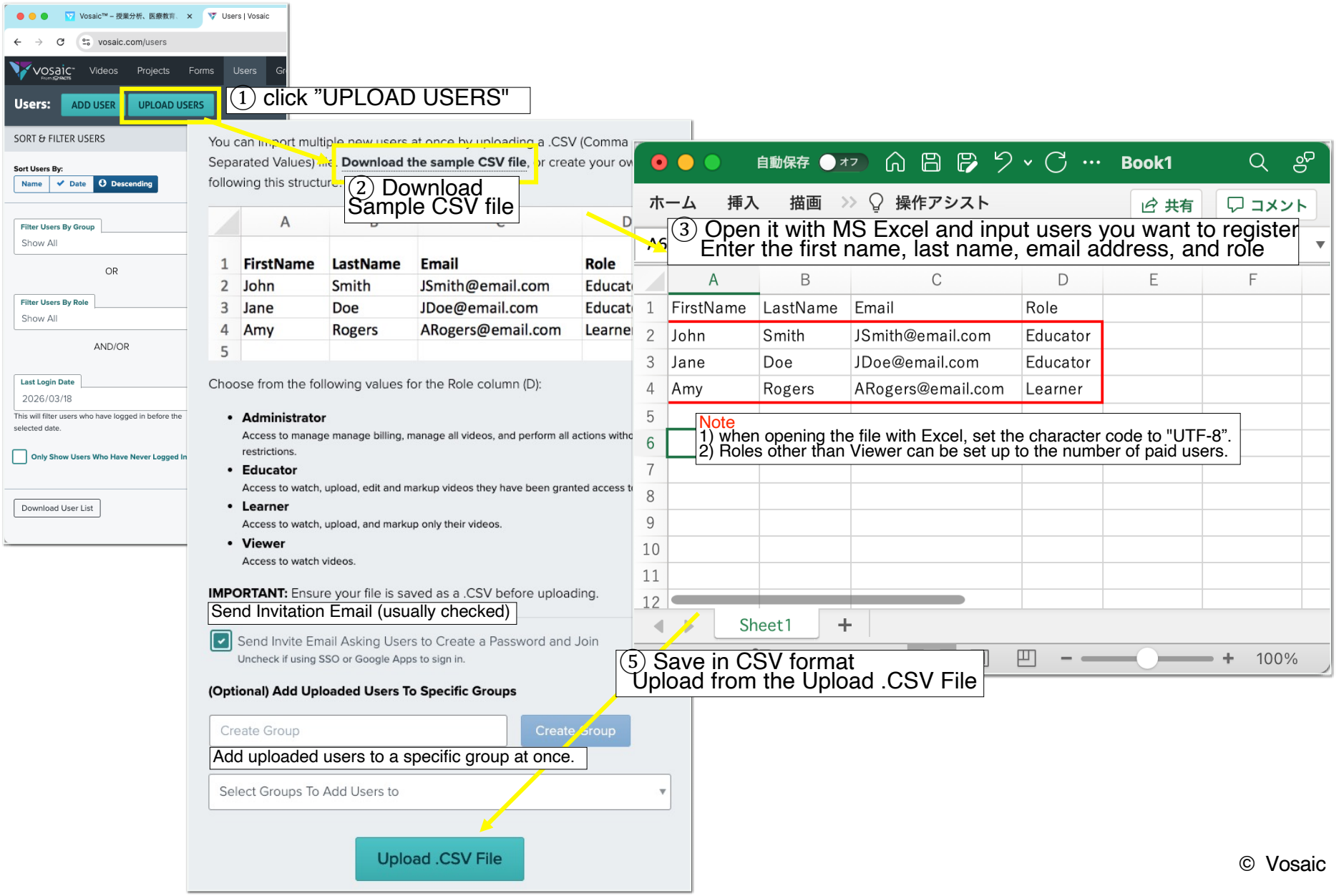
Note: If you want to start with only one user, skip this item.
* If there is only one paid user (administrative user), be sure to set it to 'Administrator' role.

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2-2. Batch registration of multiple users

Administrator	Educator
Learner	Viewer

You can use a CSV file to register a large number of users at once



© Vosaic

2-3. Features available in different user roles

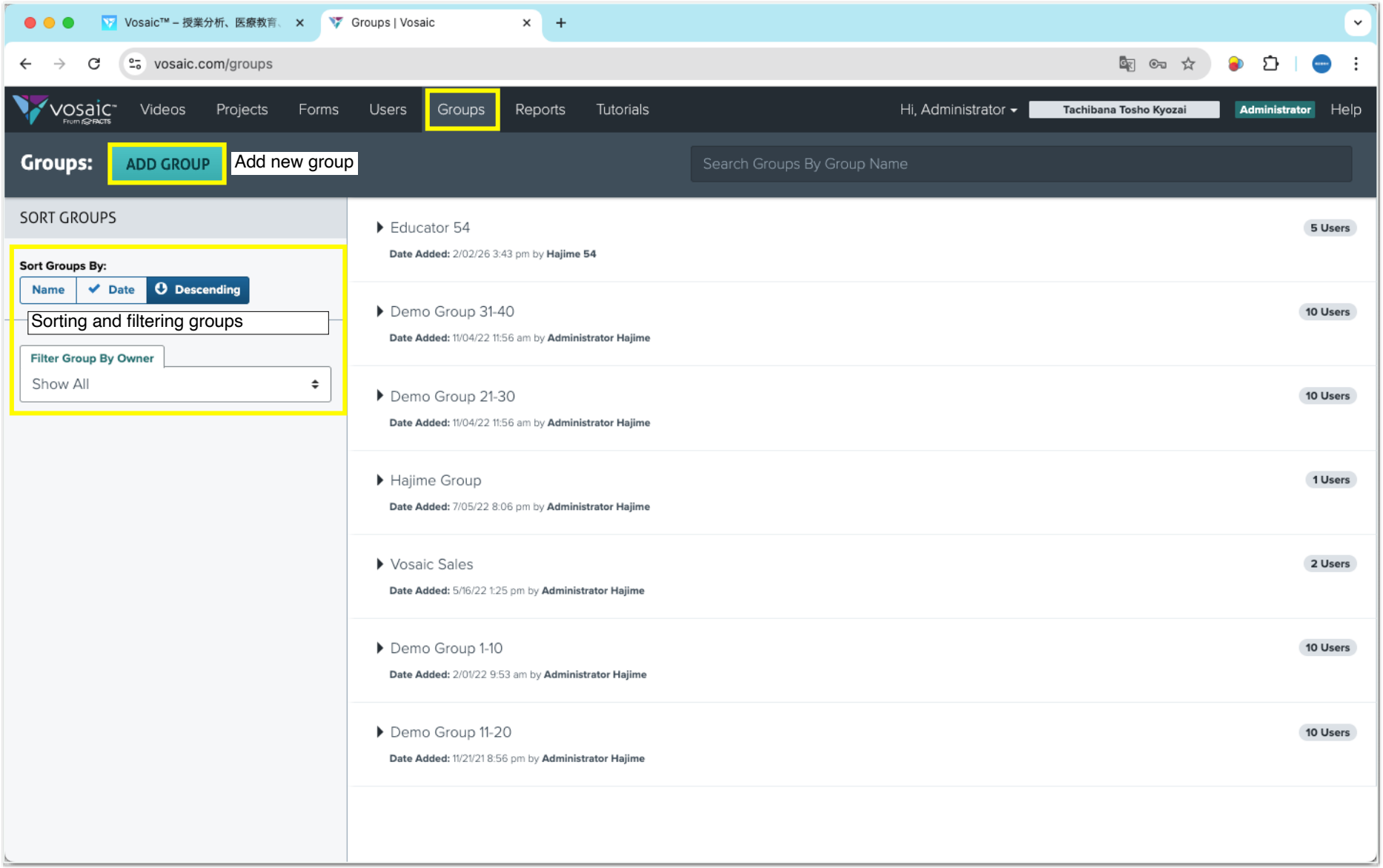
	Paid user			Free user (unlimited)
Featuresunction（Numbers are the item numbers in this user guide）	Administrator	Educator	Learner	Viewer
Viewing the marked-up video	○	○	○	△（only shared videos）
Mark up videos	○	○	○	△（only shared videos）
Use multiple forms for mark up	○	○	○	△（only shared videos）
Add a comment to the moment	○	○	○	△（only shared videos）
Add tags to moments	○	○	○	△（only shared videos）
6. Record new video	○	○	○	
5. Upload video file	○	○	○	
5. Mark up during recording	○	○	○	
9. Automatic transcription	○	○	○	
6. Video sharing settings	○	△（only uploaded videos）		
Export data as a spreadsheet（CSV）	○	○	○	△（only shared videos）
Export summary report（PDF）	○	○	○	△（only shared videos）
Create and download highlight video	○	○		
2. Manage users	○	○		
3. Manage groups	○	○		
Manage forms	○	○		
11. Manage reports	○	○		
Manage all users in the account	○			

© Vosaic

3. Group

Administrator	Educator
Learner	Viewer

Groups Menu

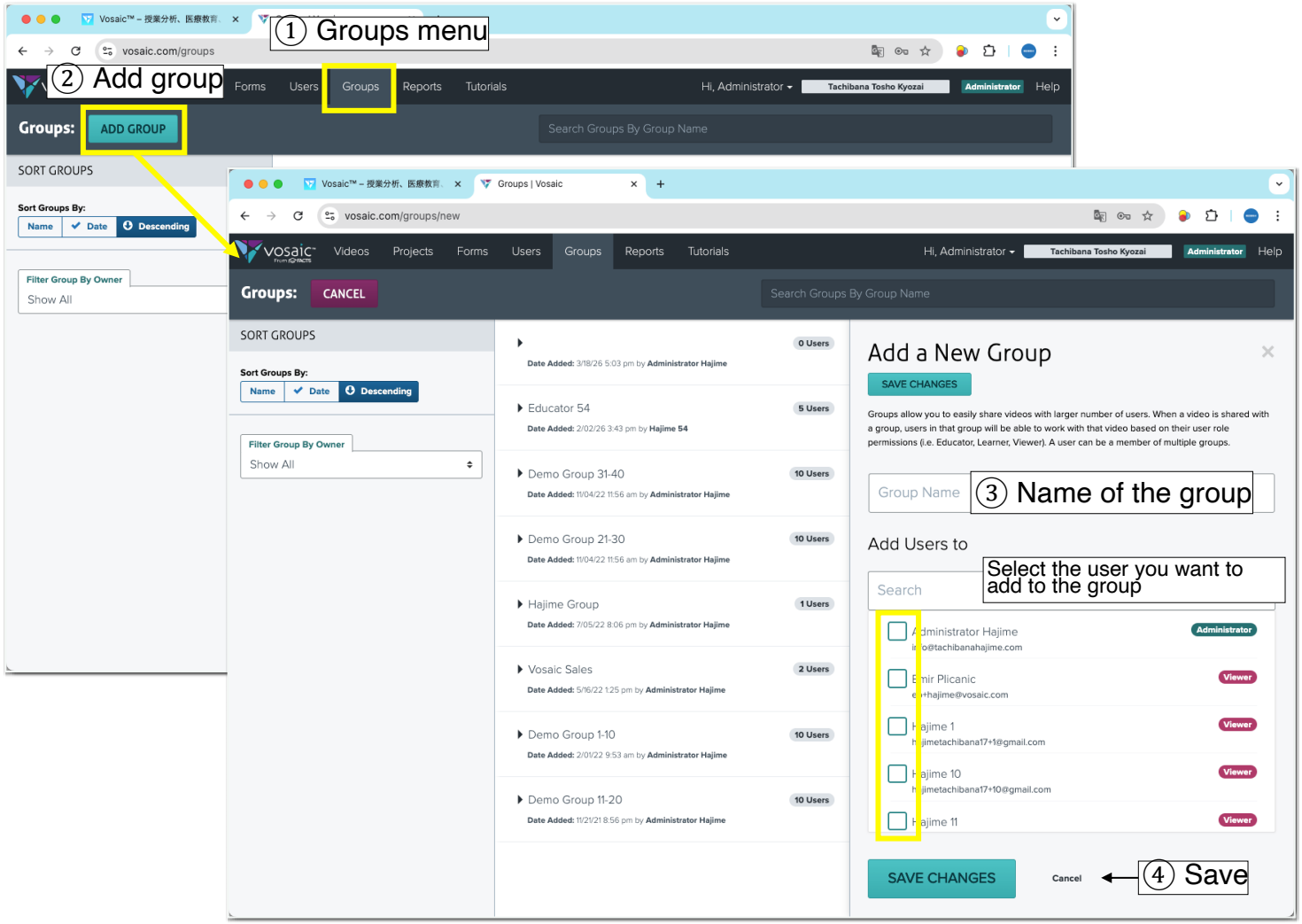


© Vosaic

3-1. Add a new Group

Administrator	Educator
Learner	Viewer

You can create groups that combine multiple users.

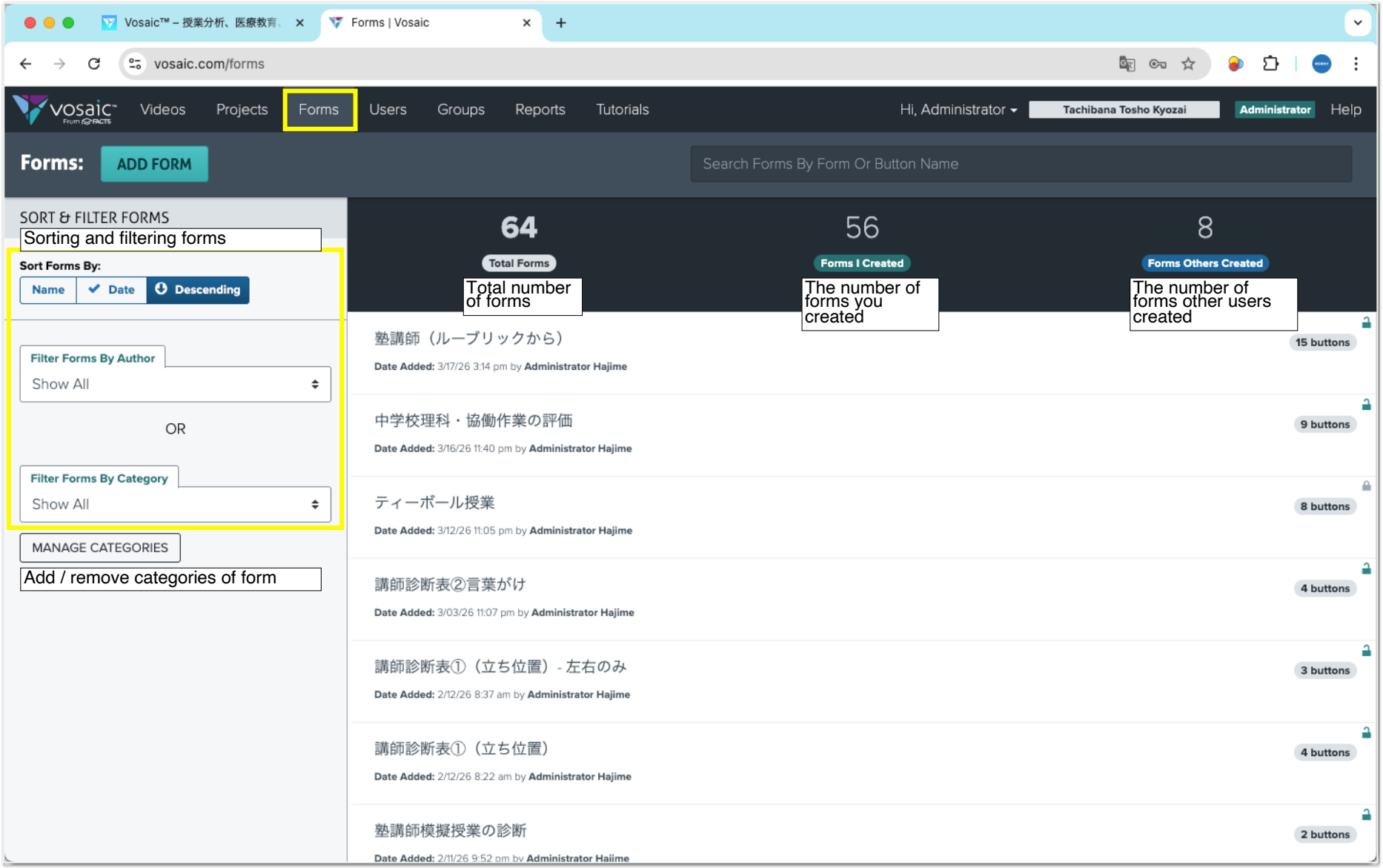


© Vosaic

4. Form

Administrator	Educator
Learner	Viewer

Forms Menu

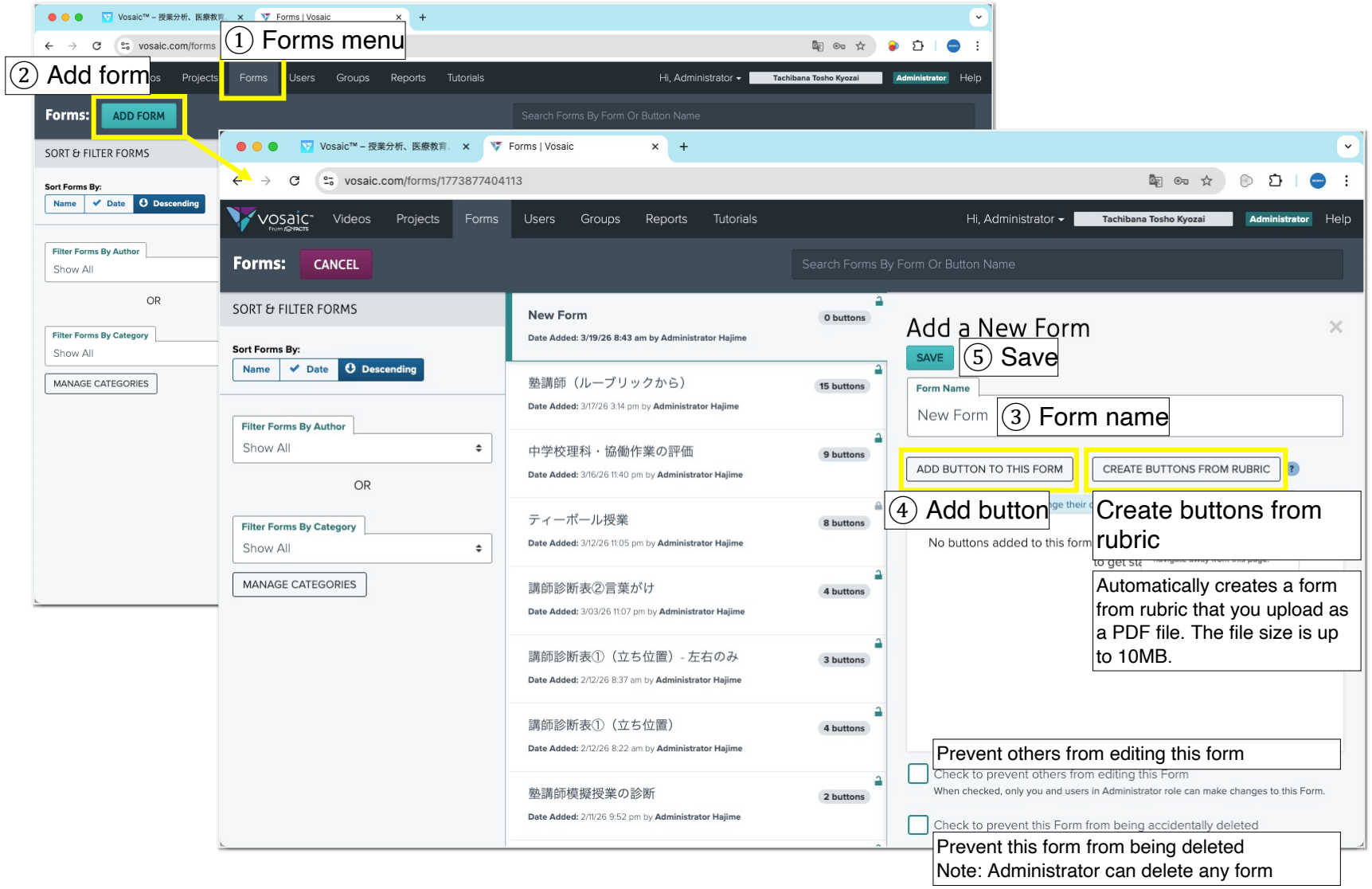


© Vosaic

4-1. Create a new form

Administrator	Educator
Learner	Viewer

Create a form that will be the cornerstone of your analysis.

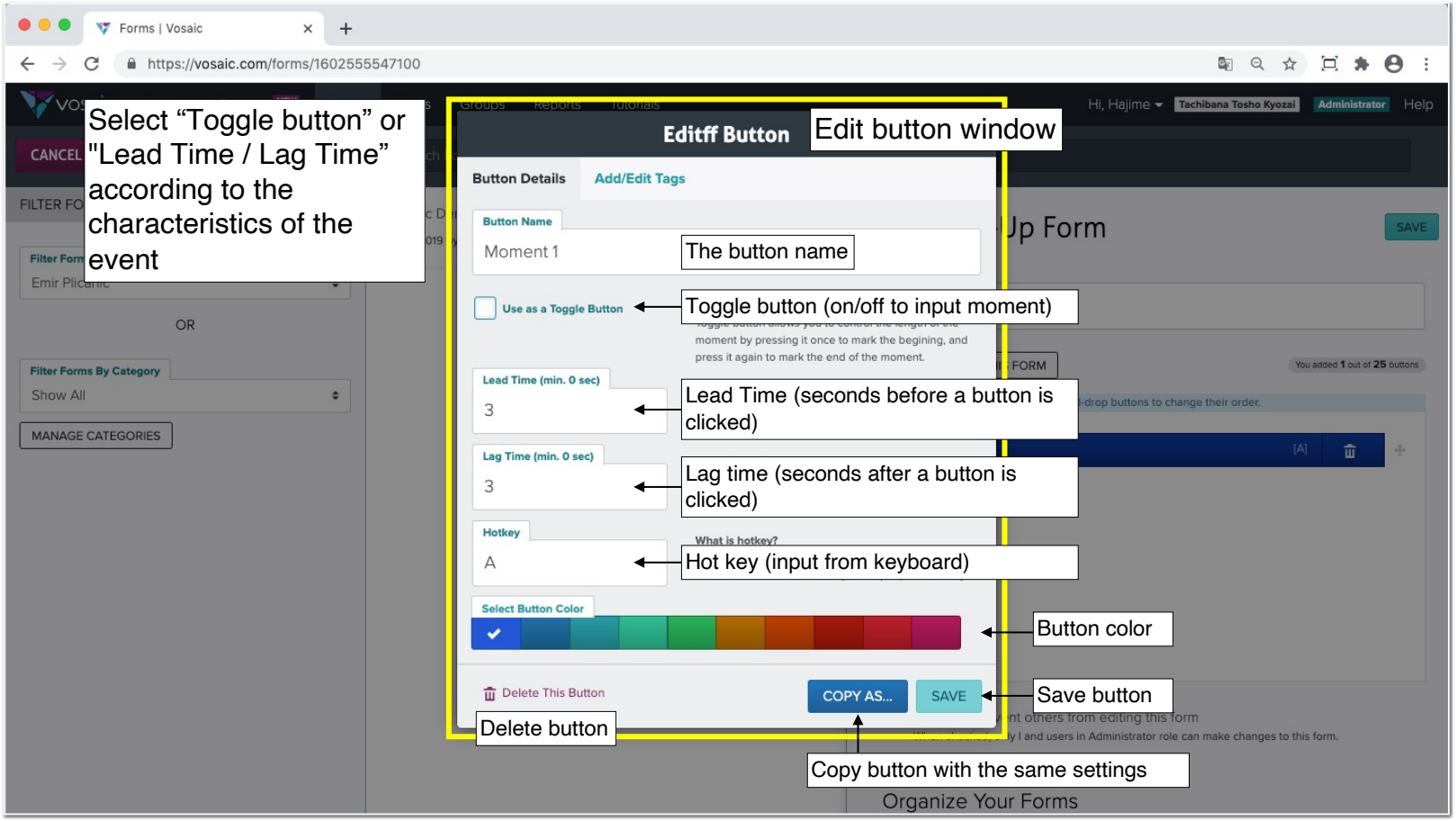


© Vosaic

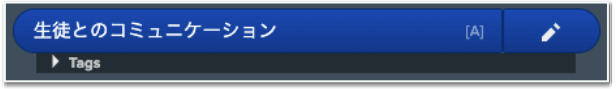
4-2. Create a button

Administrator	Educator
Learner	Viewer

Configure the button settings for recording events.

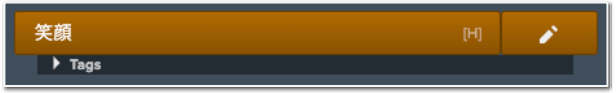


The types of button



Toggle button (Rounded)

- Start and end point are needed to click to input a moment
- You can input a moment which has a variable length



Lead time / Lag time (Square)

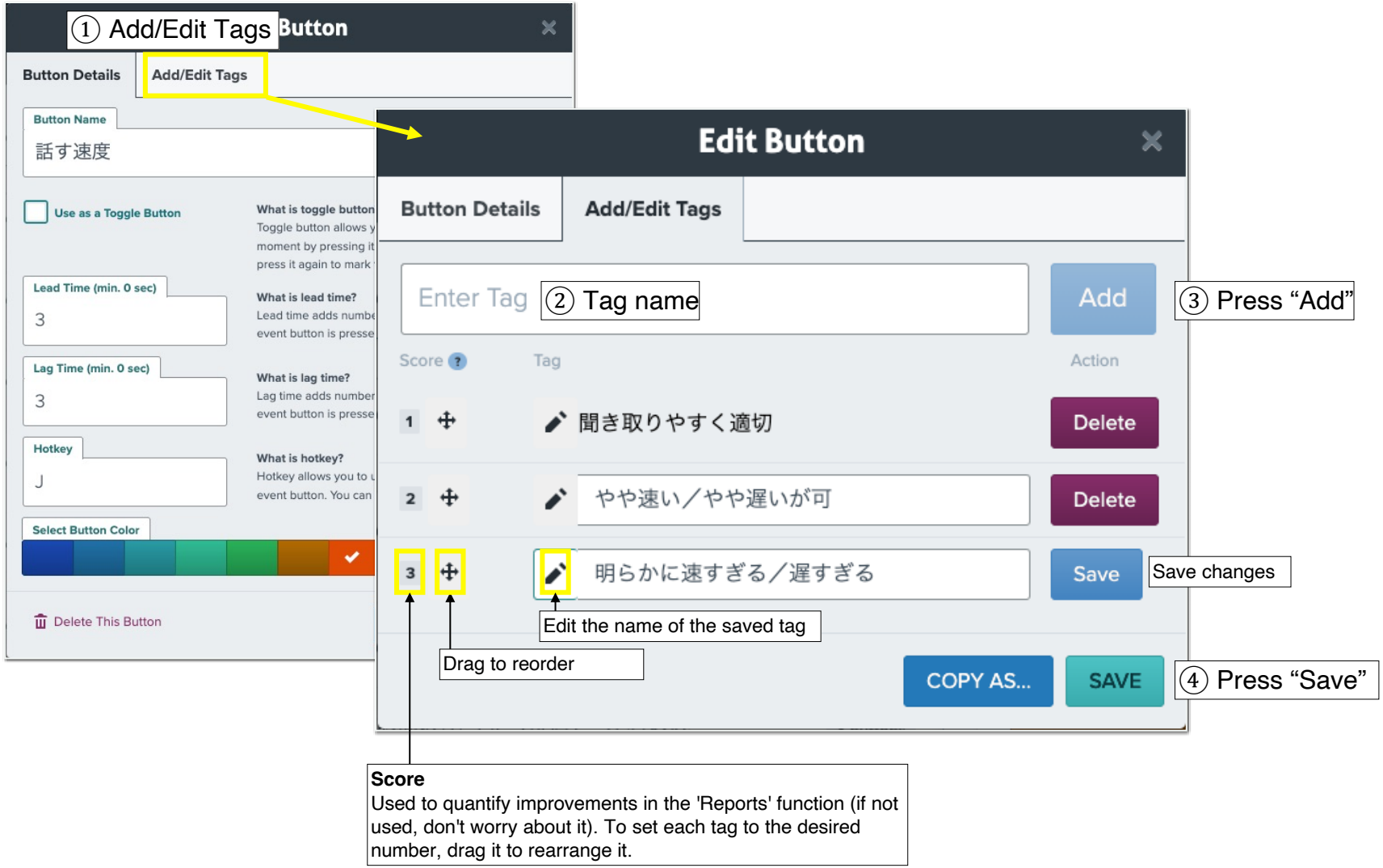
- You can input a moment with a fixed length by single click

© Vosaic

4-3. Add / Edit tags

Administrator	Educator
Learner	Viewer

Configure the tag settings to add information to the event.

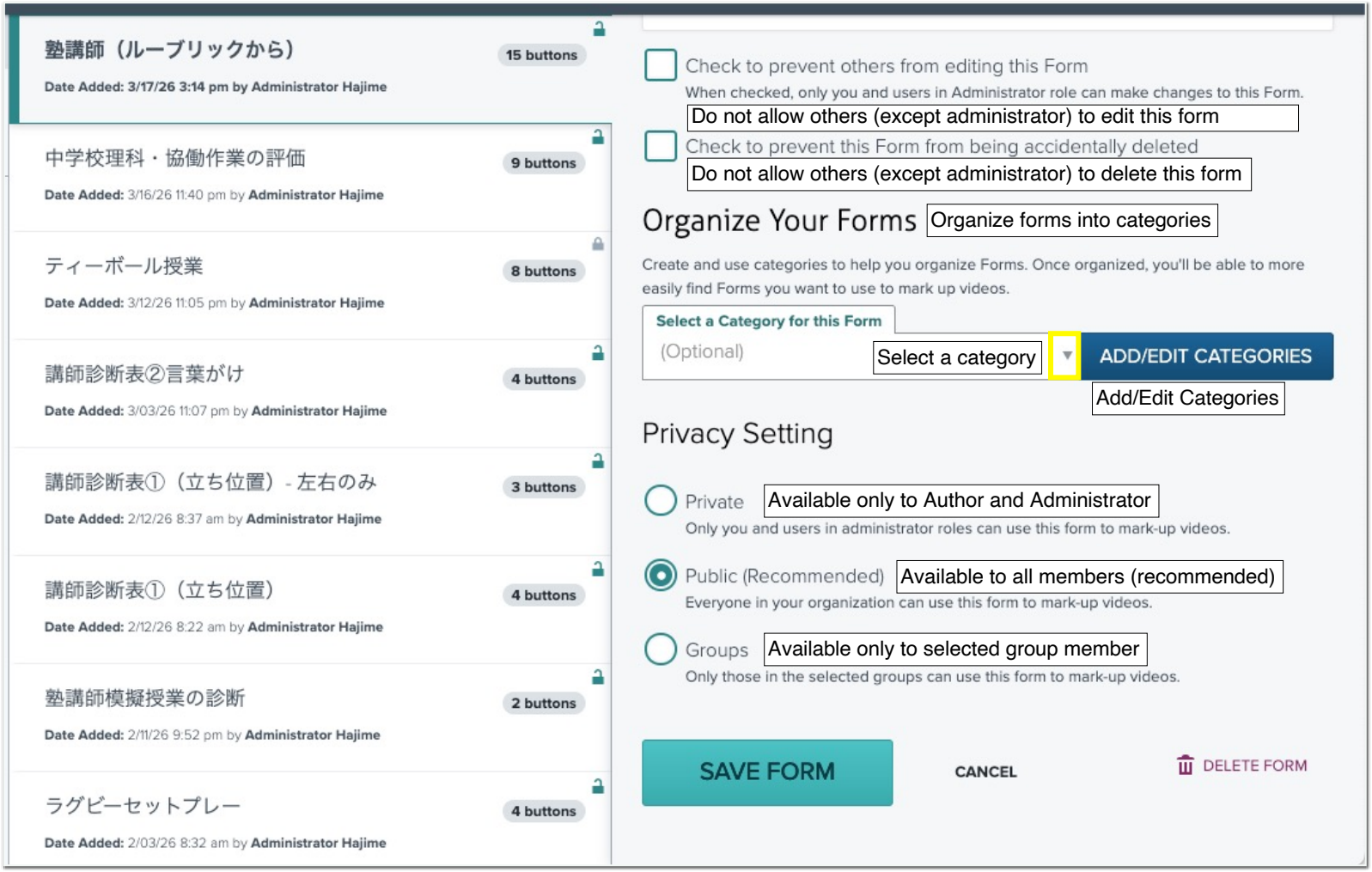


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4-4. Form settings

Administrator	Educator
Learner	Viewer

Configure editing form and permission settings.

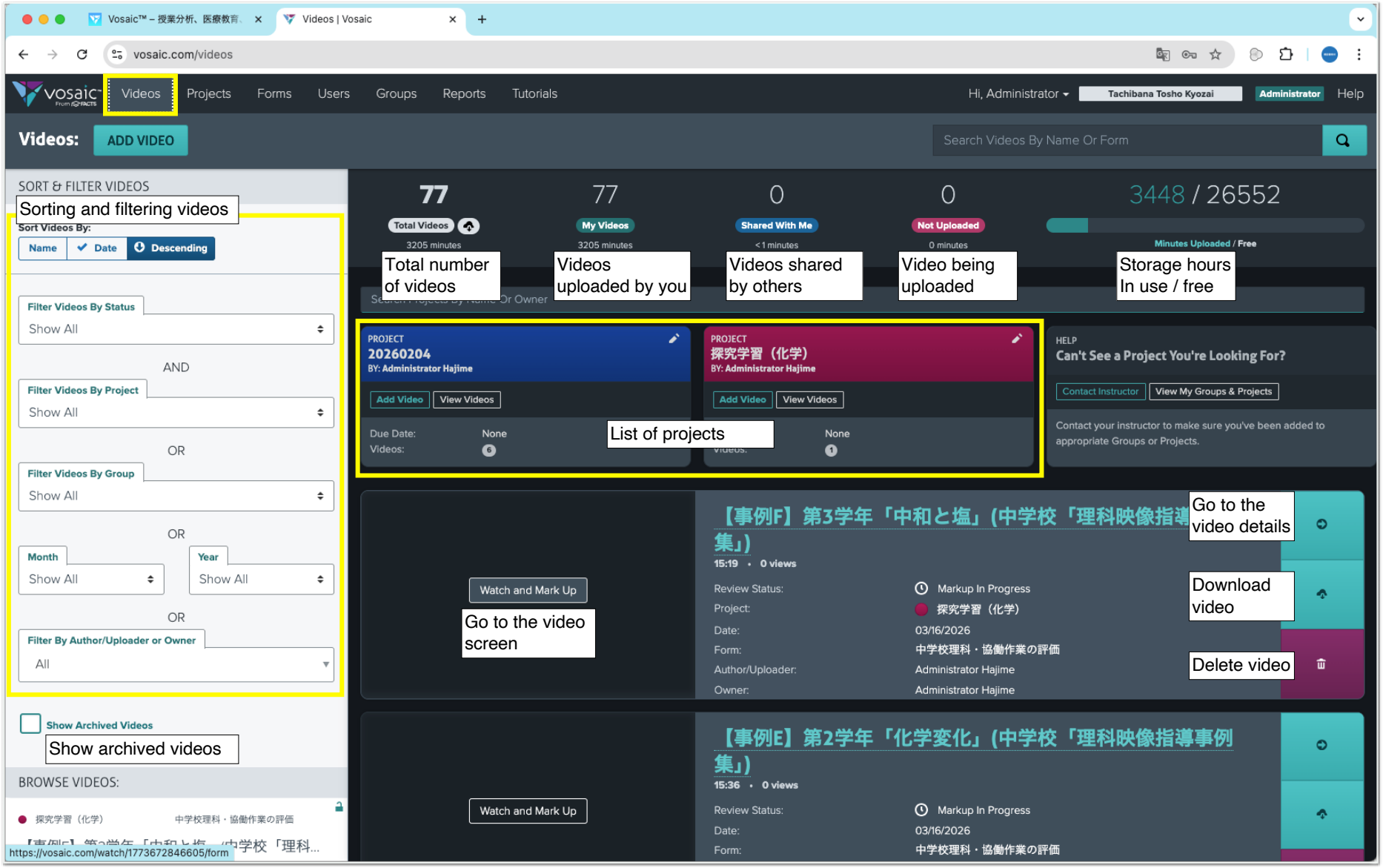


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5. Video

Administrator	Educator
Learner	Viewer

Videos Menu

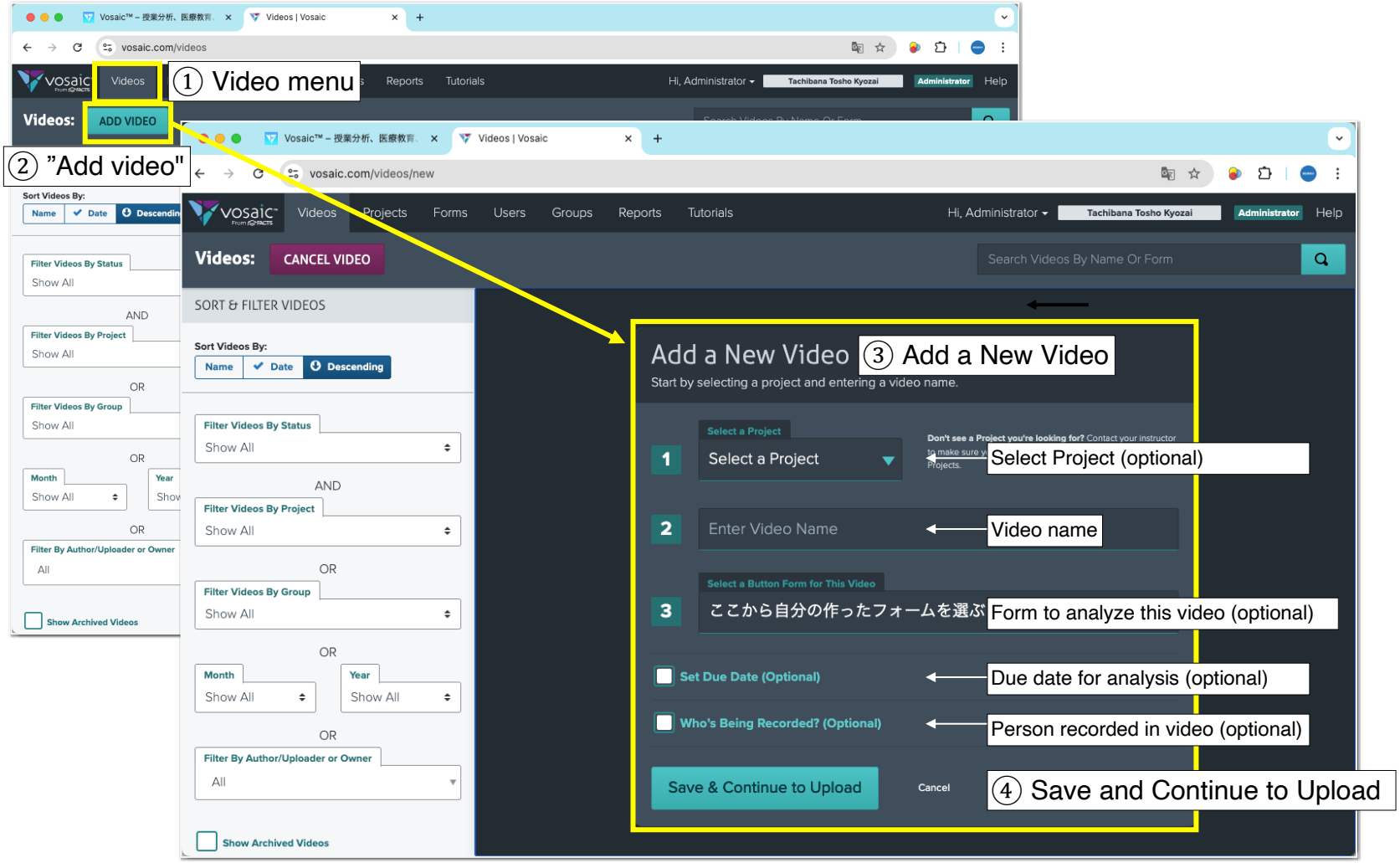


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5-1. Upload video

Administrator	Educator
Learner	Viewer

Configure settings for uploading videos.

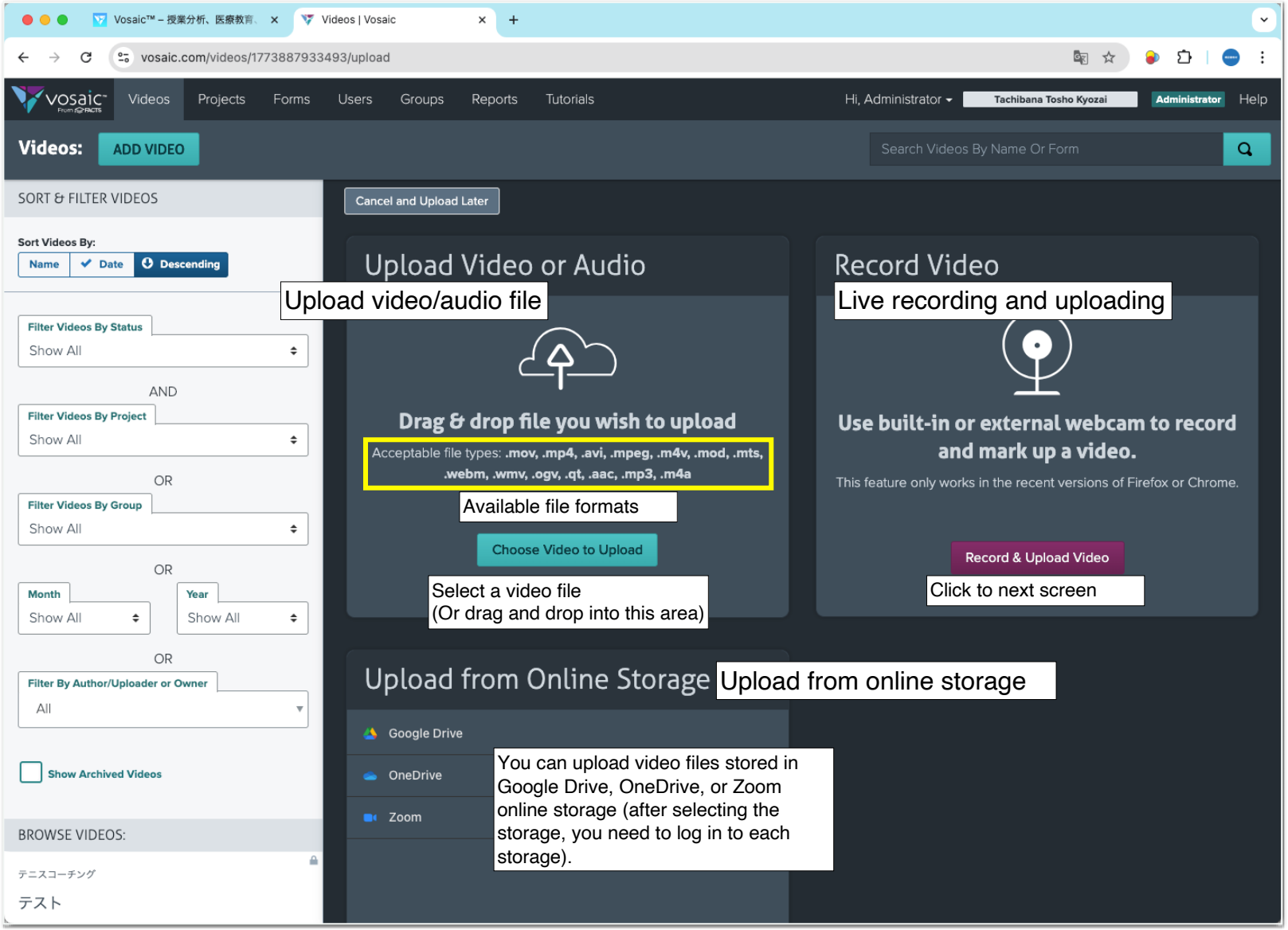


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5-2. Select video source

Administrator	Educator
Learner	Viewer

Select a source of the video.



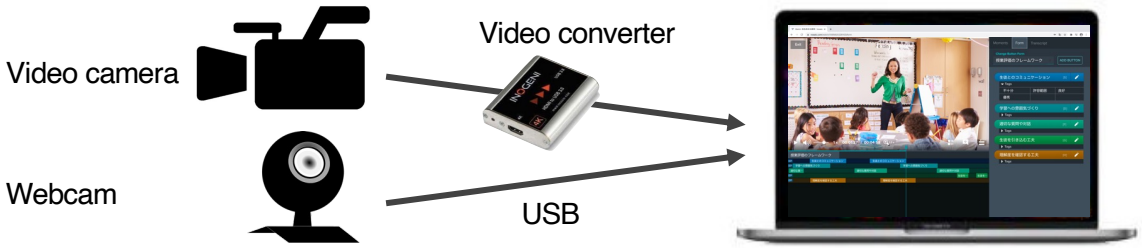
© Vosaic

5-3. How to mark up in live

Administrator	Educator
Learner	Viewer

There are three ways for live (real-time) mark up"

① PC + Camera - easy to operate because it can be input on PC.

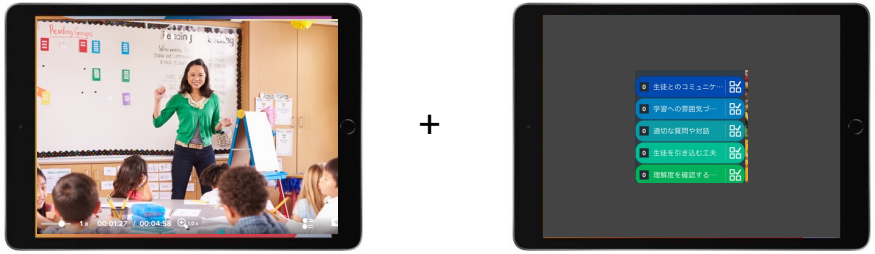


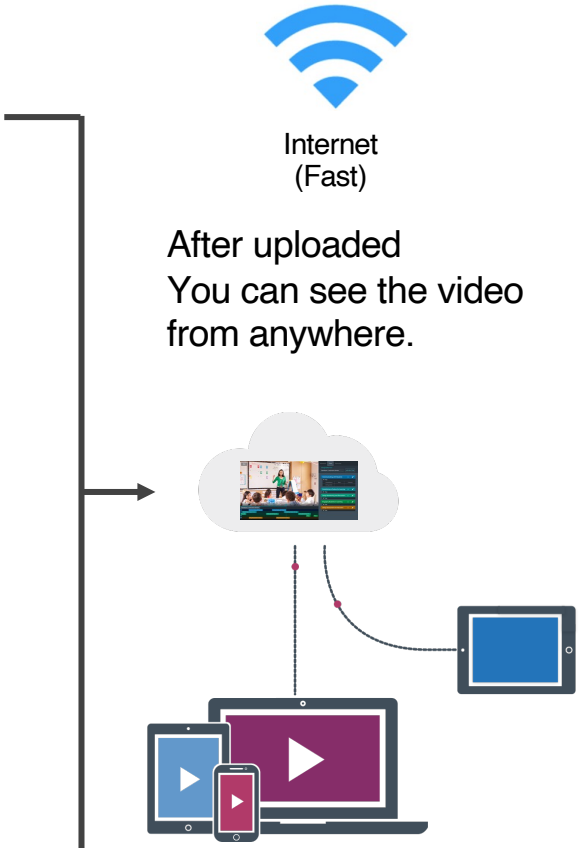
② One iPad - easy to set up because everything can be done on single iPad.



For the iPad app
Click here for the
operation manual

③ Two iPads - one for shooting one for markup. Operator can move anywhere.





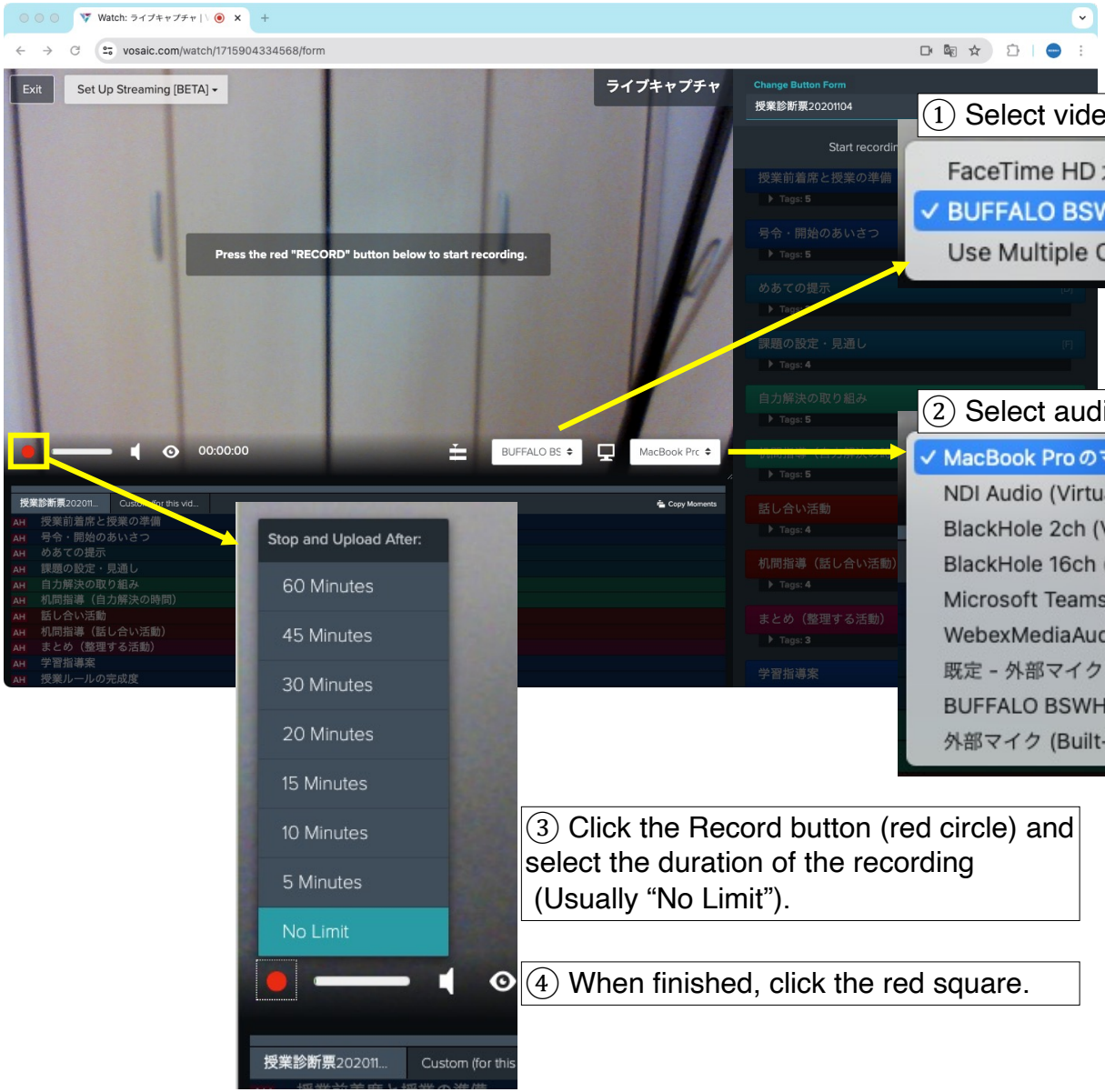
After uploaded
You can see the video
from anywhere.

© Vosaic

5-4. Recording and mark up with PC + camera

Administrator	Educator
Learner	Viewer

You can record live and mark up at the same time.

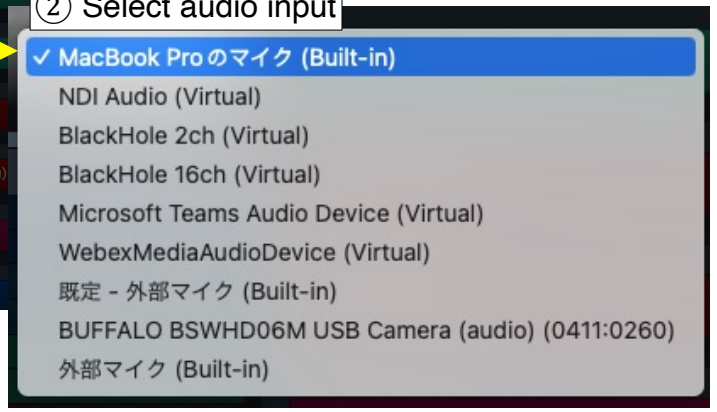


① Select video input



Note: The list of the camera will differ depending on the connected camera.

② Select audio input



③ Click the Record button (red circle) and select the duration of the recording (Usually “No Limit”).

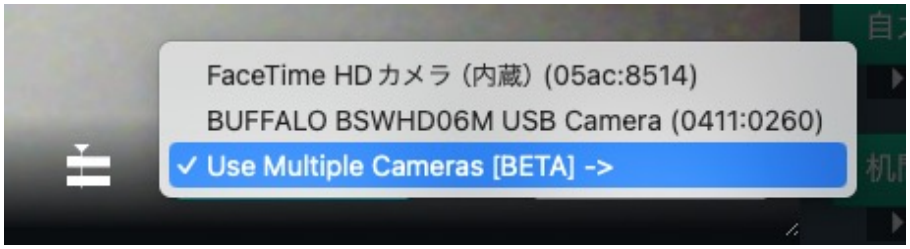
④ When finished, click the red square.

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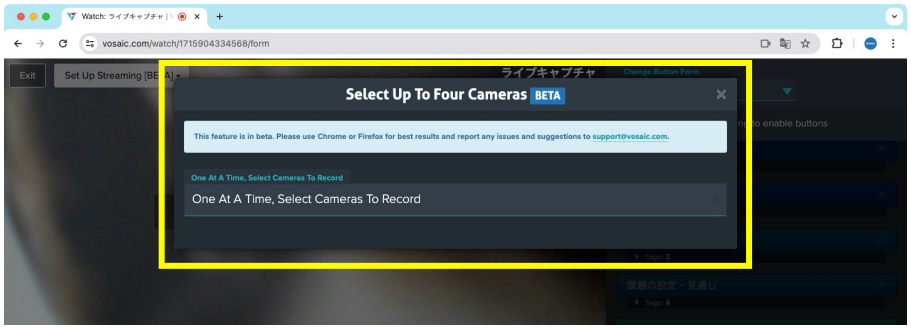
5-5. Markup with multi-camera

Administrator	Educator
Learner	Viewer

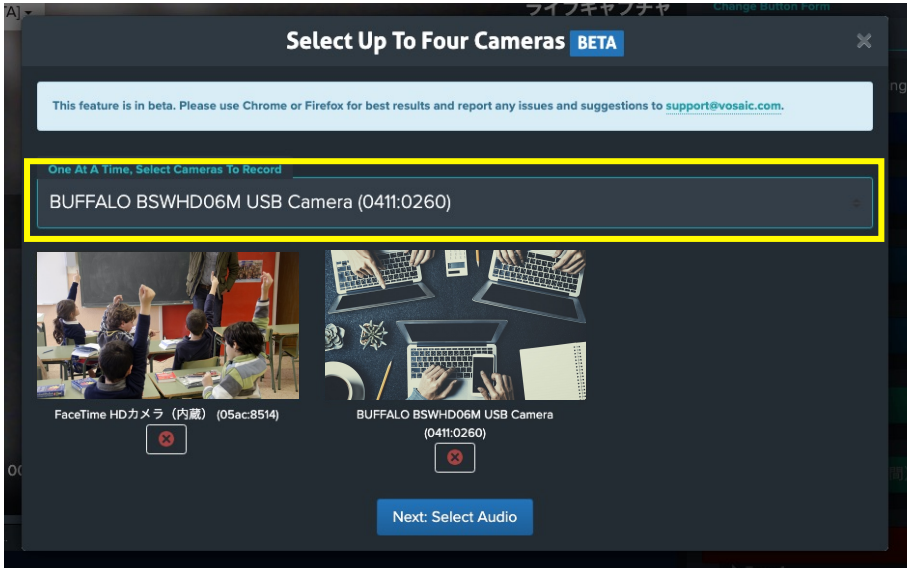
① Select "use multiple Camera" in the video input selection



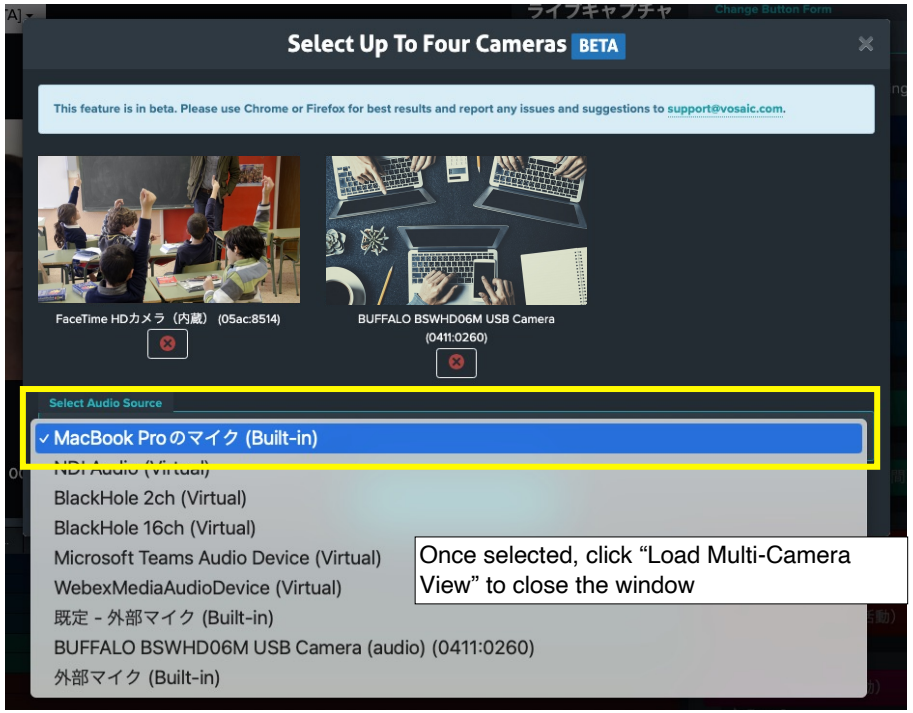
② Multi-camera settings window opens



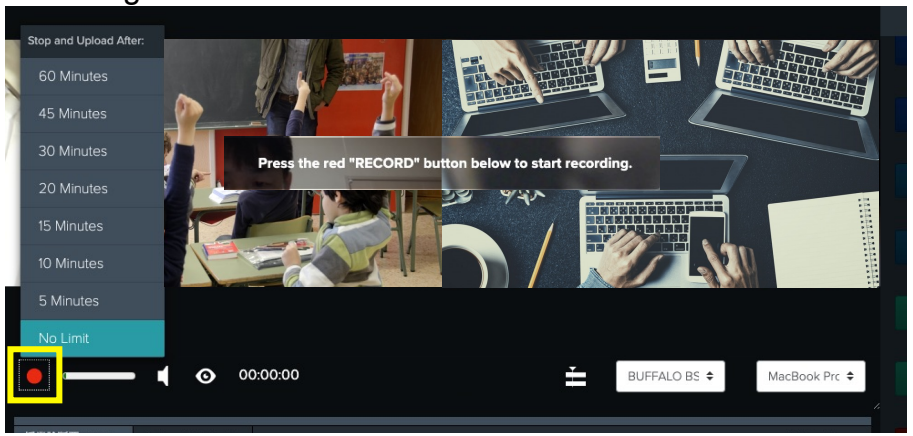
③ Select input sources (up to 4)



④ Select audio source (only one)



⑤ Check the screen and press the record button to start recording

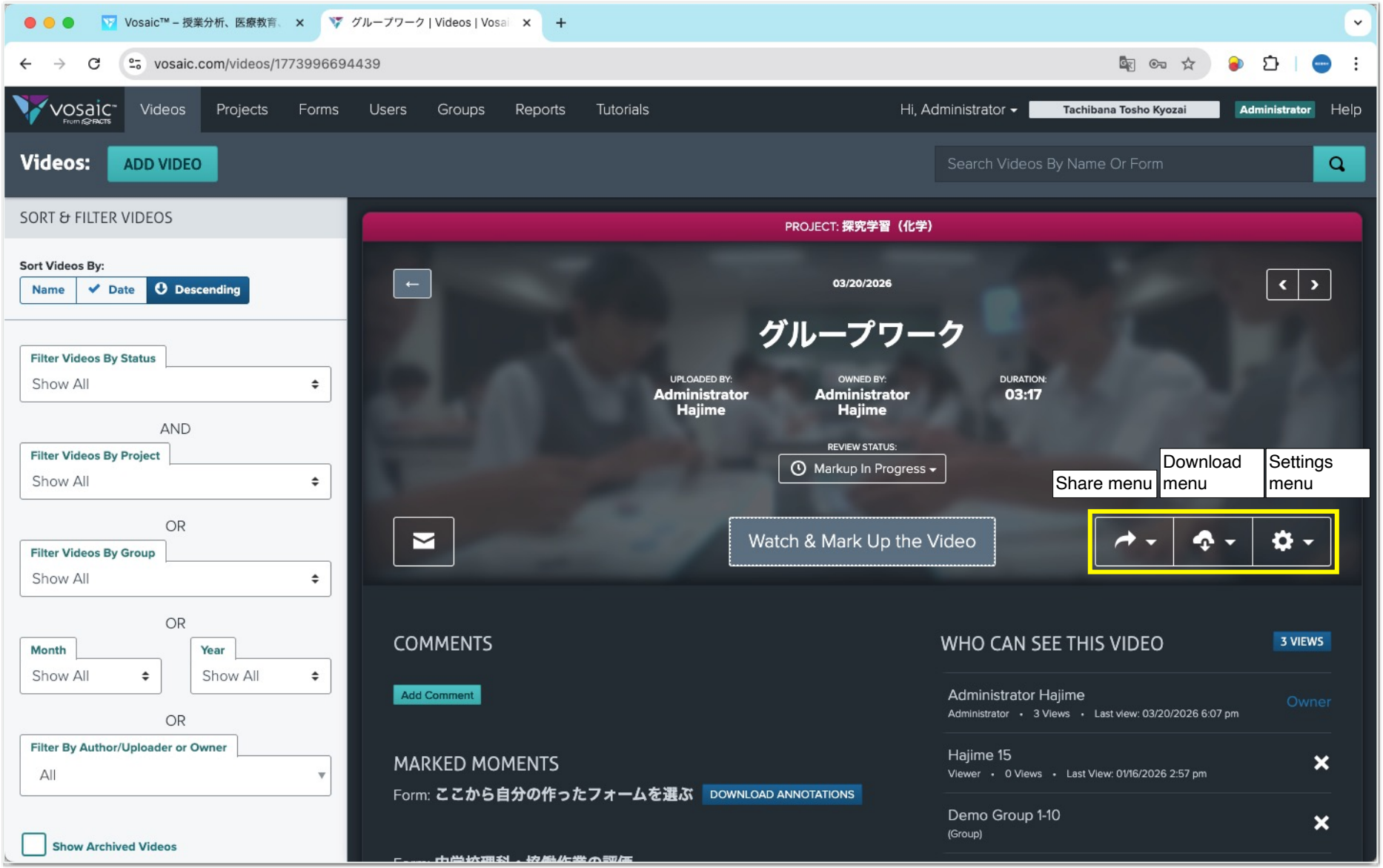


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6. Working with video

Administrator	Educator
Learner	Viewer

Menu for sharing and downloading data and videos.

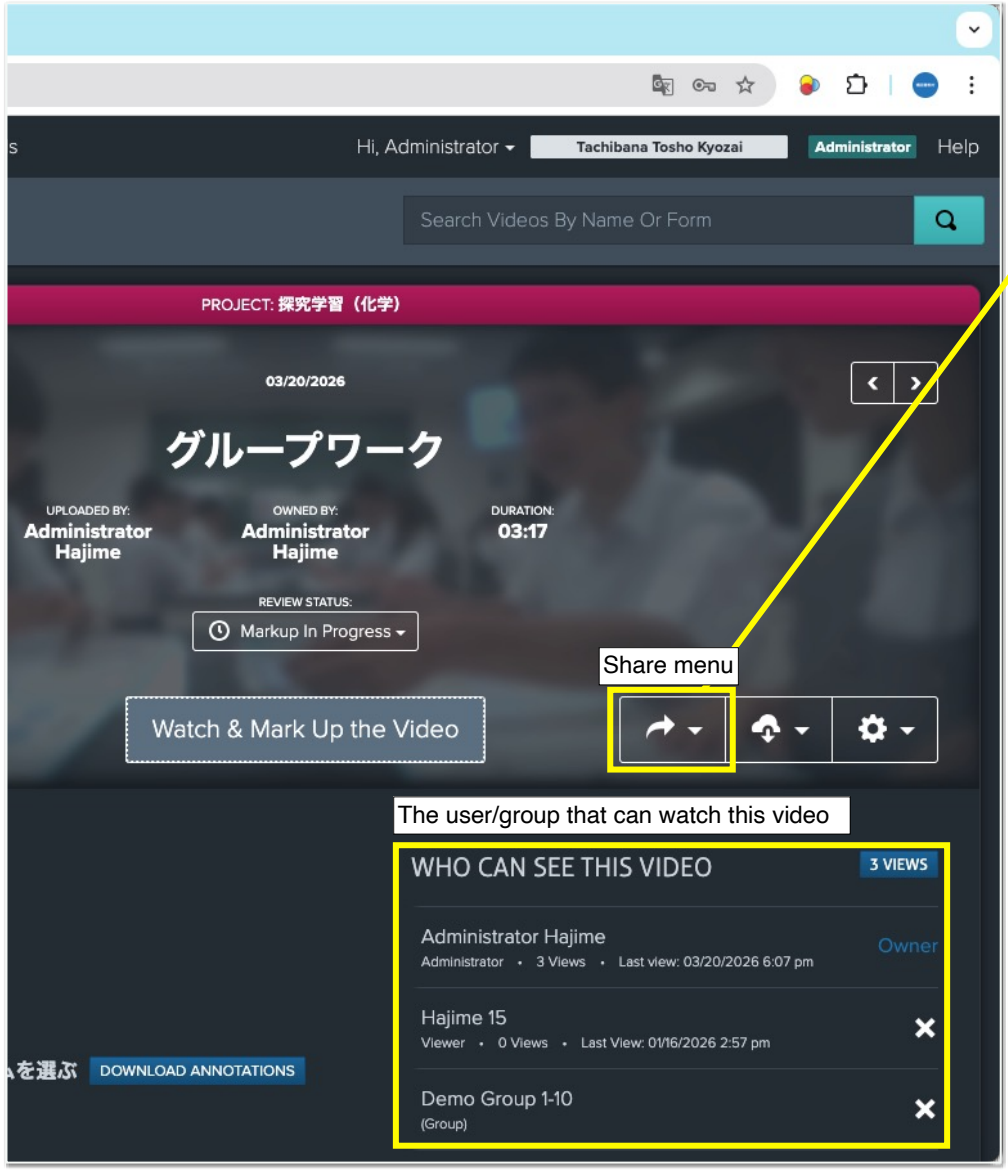


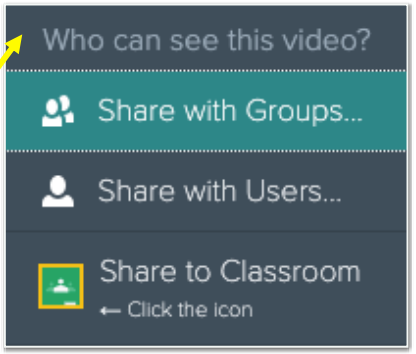
© Vosaic

6-1. Video sharing

Administrator	Educator
Learner	Viewer

Share your video with the user or group.





Share with Groups:
Share to a specified group

Share with Users:
Share to specified users

Share to Classroom:
Share with Google classroom

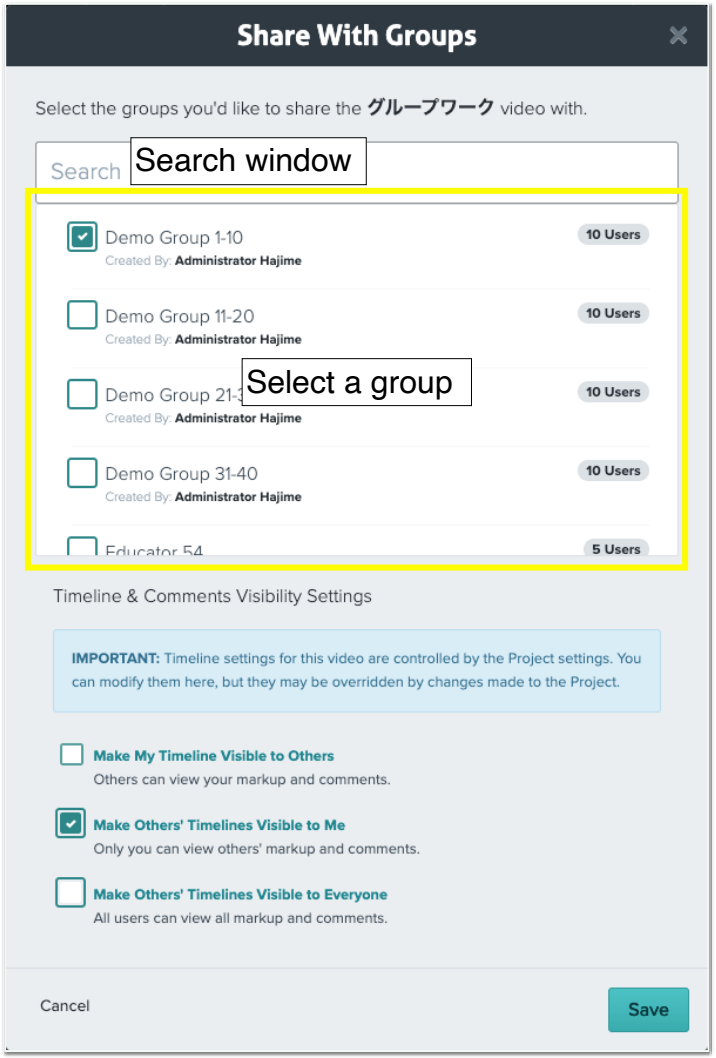
© Vosaic

6-2. Setting up video sharing

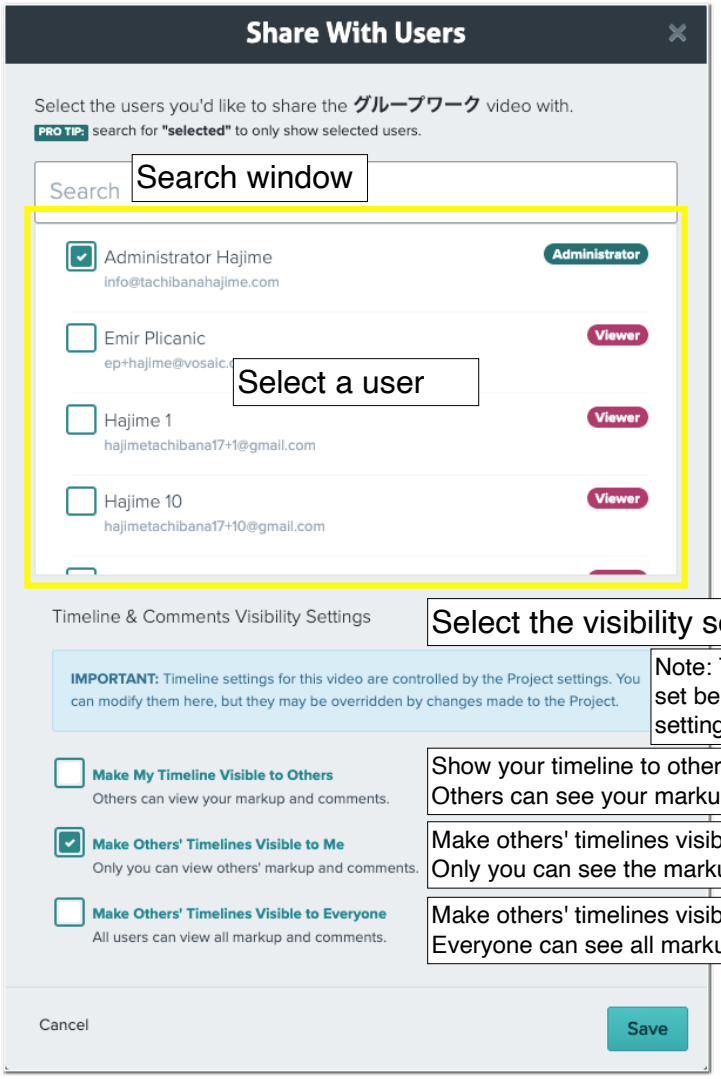
Administrator	Educator
Learner	Viewer

Select the user or group you want to share with.

Share with a group



Share with users



Select the visibility settings of the timeline

Note: The visibility settings of the timeline set below may be overridden by the project settings.

Show your timeline to others
Others can see your markup and comments

Make others' timelines visible to me
Only you can see the markup and comments of others

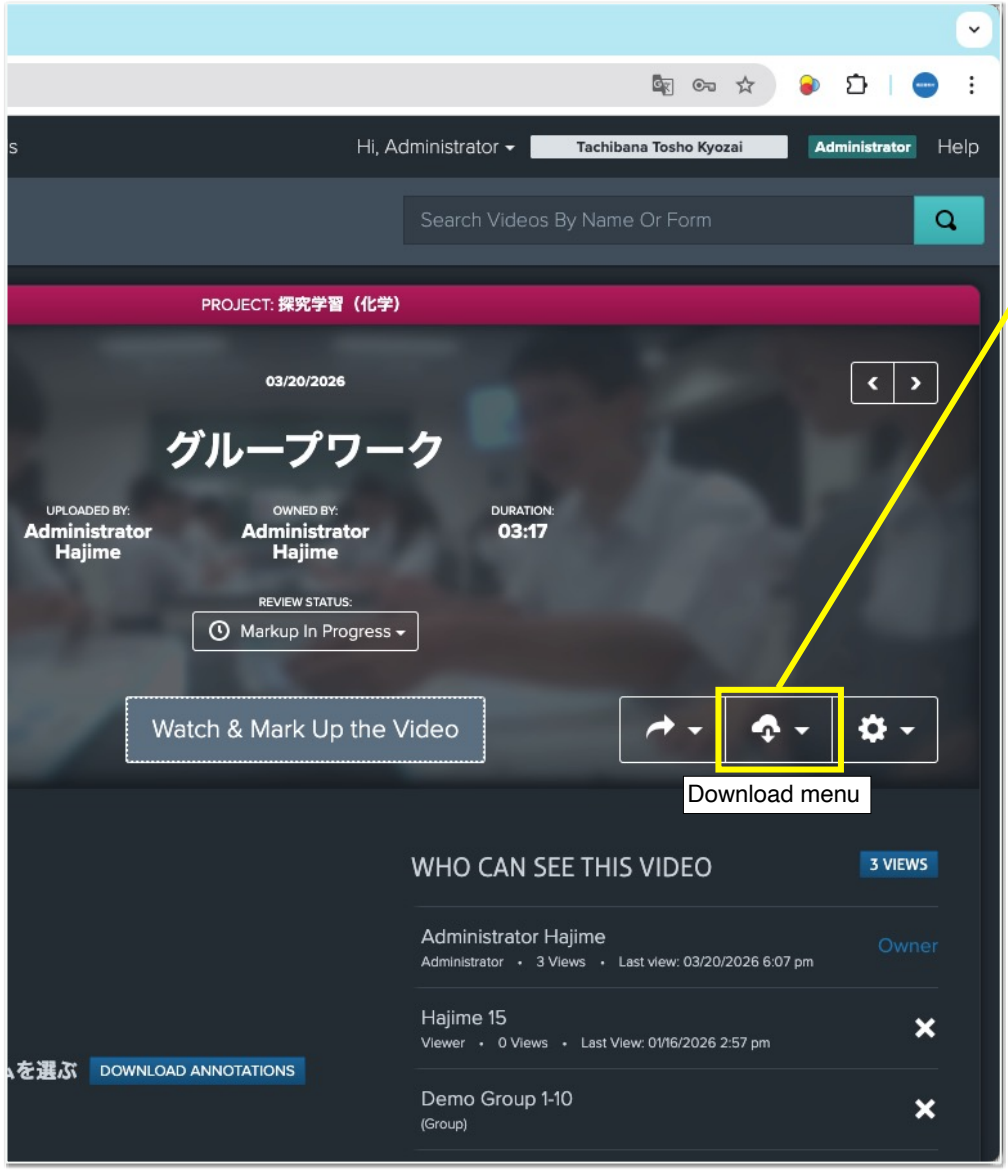
Make others' timelines visible to everyone
Everyone can see all markup and comments

© Vosaic

6-3. Download data

Administrator	Educator
Learner	Viewer

Download the video or data in the format that suits your purpose.



Download Video (MP4)	Download videos as MP4 files*
Overview Report (PDF)	Download the analysis summary as a PDF file
Detailed Report (CSV)	Download event list as a CSV file (for analysis in Excel)
Legacy Detailed Report (CSV) Don't use. This report will be removed soon.	*This menu is not used
Video Transcript (TXT)	Download transcript as a TXT files
Time Stamped Transcript (TXT)	Download transcript as a time stamped TXT file
Video Captions (VTT)	Download transcript as a VTT file
Video Captions (SRT)	Download transcript as a SRT files
Studiocode Timeline (XML)	Download event list as an XML file (for re-uploading to Vosaic)

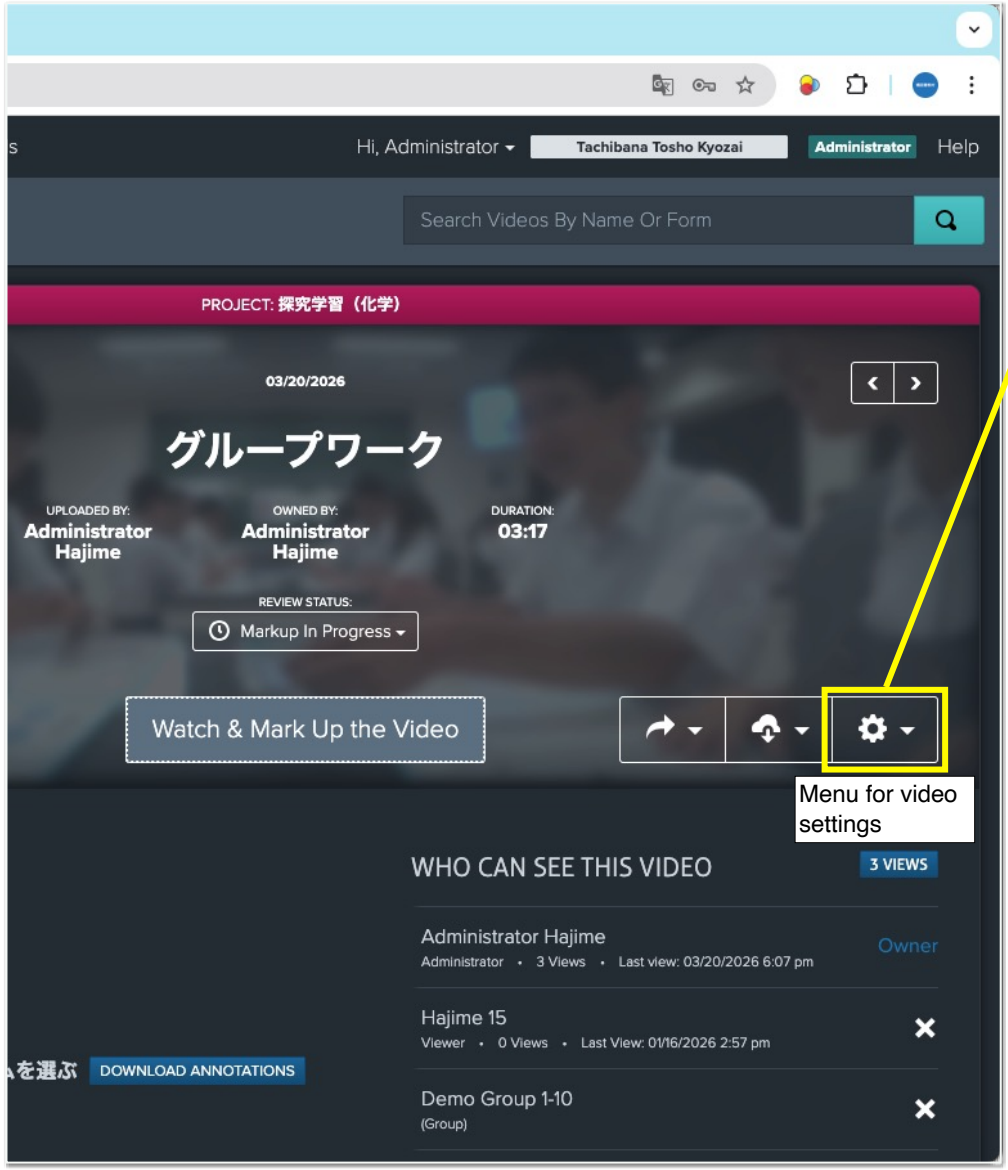
* Not available in viewer.

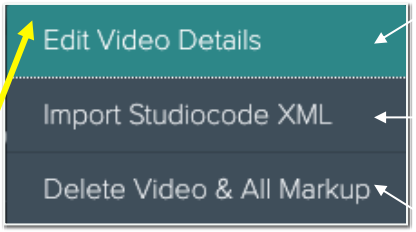
© Vosaic

6-4. Menu of video settings

Administrator	Educator
Learner	Viewer

Settings for the video and delete video menu





Edit video details (see next page)

Import an XML event list (to relink with video)

* Only XML files output from Vosaic or Studiocode is effective.

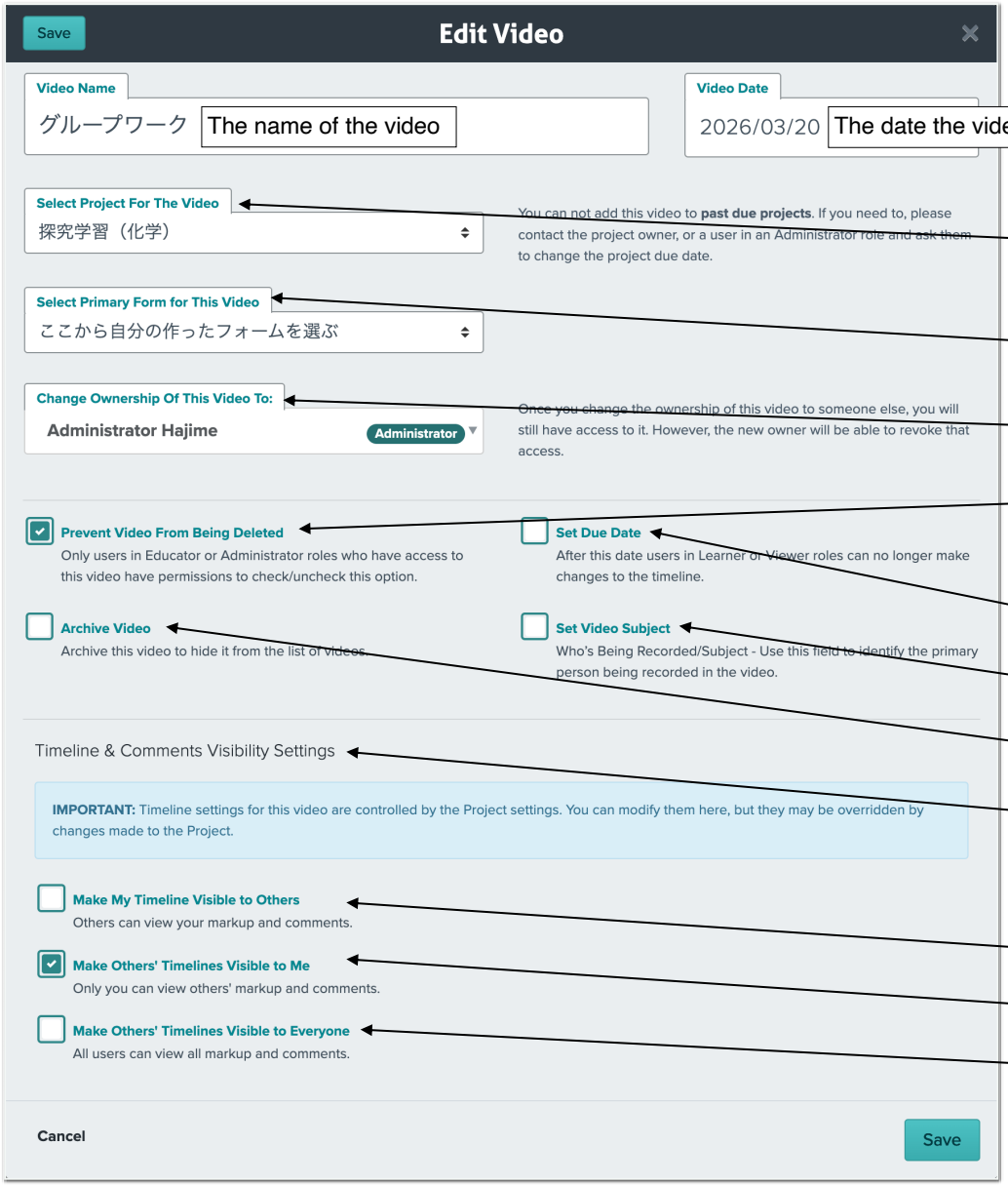
Deleted all videos and markup
* Please be careful when use.

© Vosaic

6-5. Video settings

Administrator	Educator
Learner	Viewer

Share your video with the user or group.



Choose a project for your video: Select as needed. It cannot be added to an expired project. If you need to add it to an expired project, please contact the project owner or a user with administrative privileges to request that the project's deadline be changed.
Select a preferred form for video: This setting overrides the form specified in the project.
Change ownership of the video: After you change ownership of this video to someone else, you can still access the video. However, the new owner can revoke that access.
Prevent video from being deleted: Only users with the Educator or Administrator role who have access to this video can turn this option on or off.
Set due Date: If you set this date, Learner or Viewer users will not be able to make any changes to the timeline.
Set the subject of the video: Identify the key person who is being recorded in the video.
Archive Video: You can hide this video from the list of videos. You can also make it visible again.

Select the visibility settings of the timeline
Note: This visibility settings of the timeline may be overridden by the project settings.

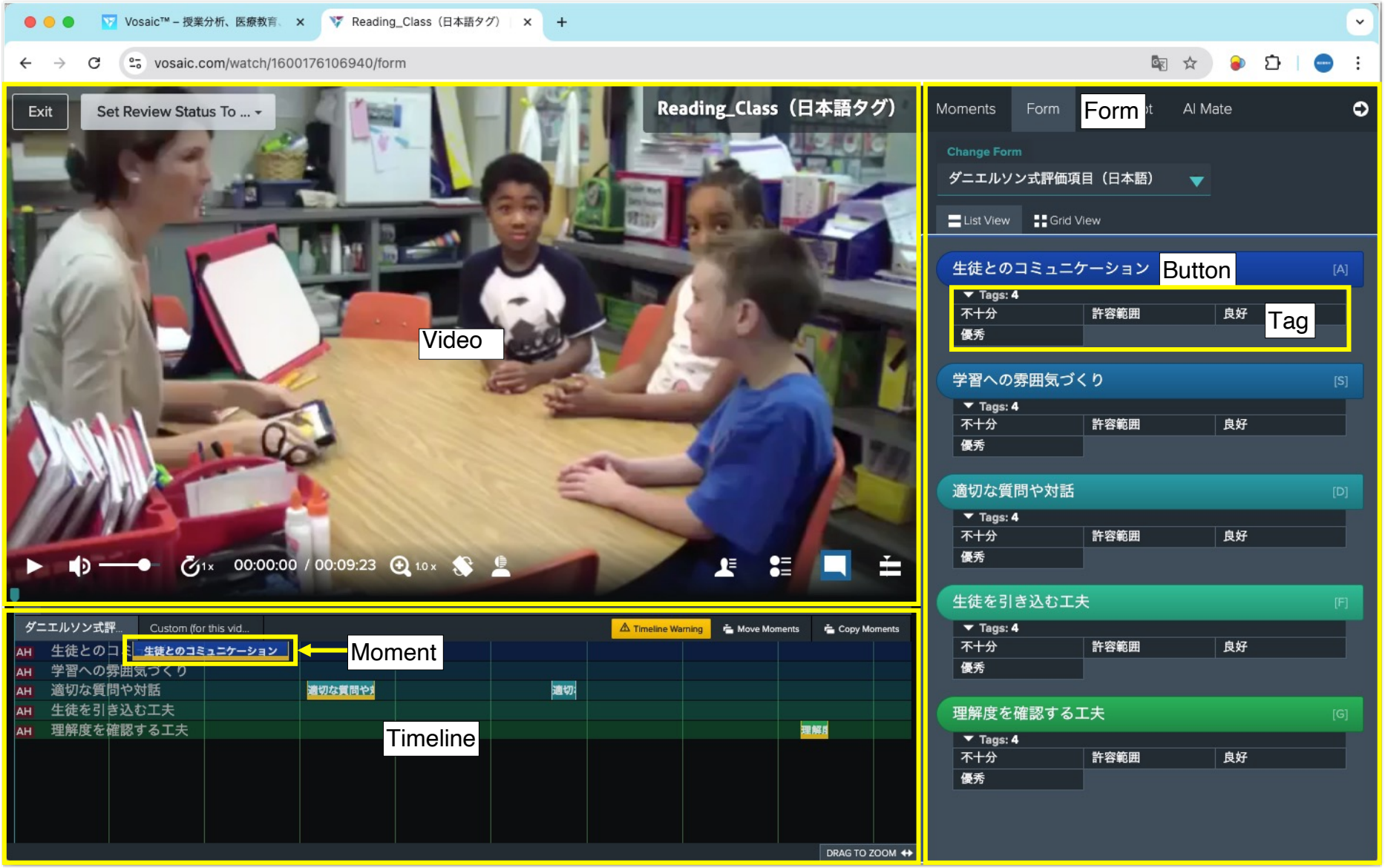
Show your timeline to others: Others can see your markup and comments
Make others' timelines visible: Only you can see the markup and comments of others
Make others' timelines visible to everyone: Everyone can see all markup and comments

© Vosaic

7. Mark up

Administrator	Educator
Learner	Viewer

Screen for mark up

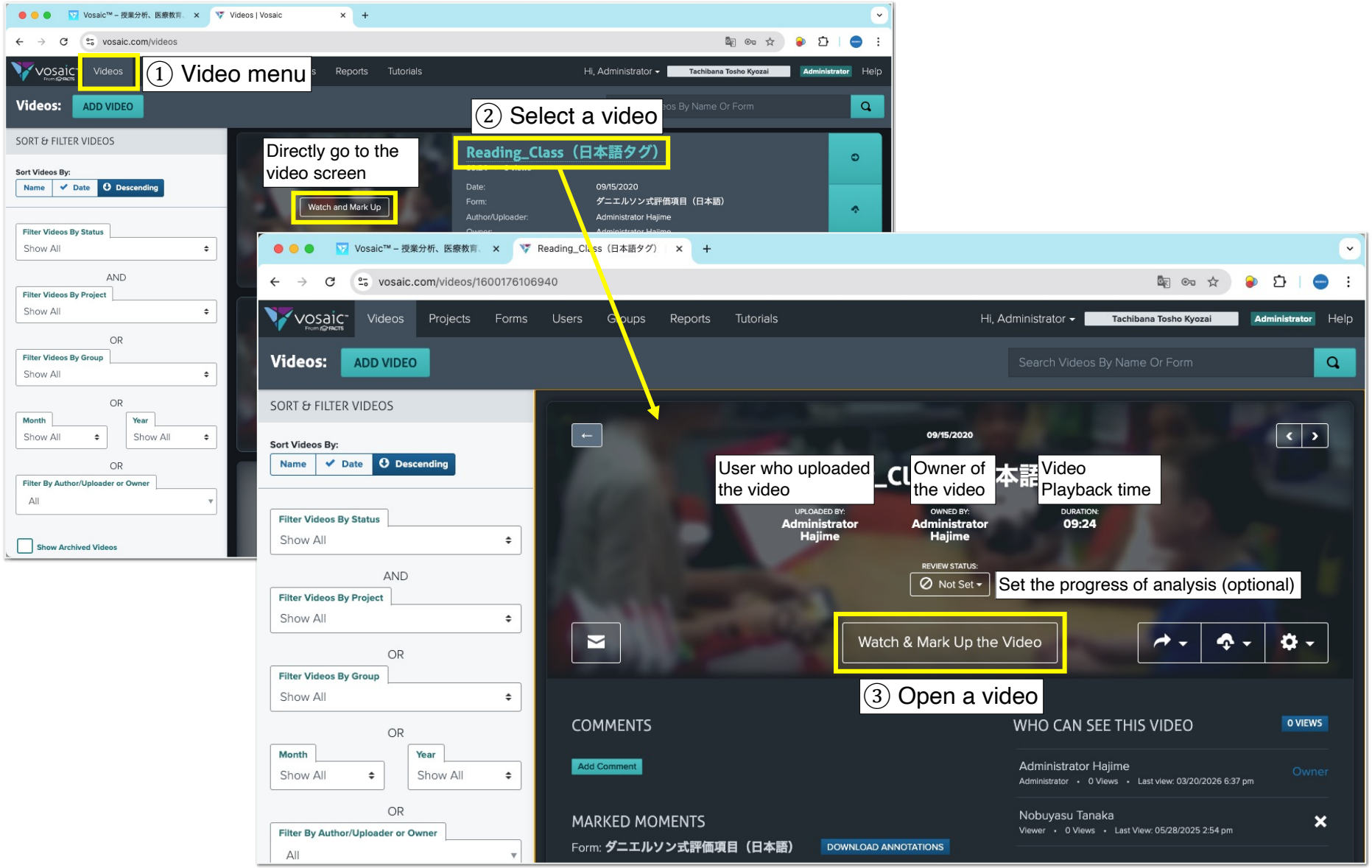


© Vosaic

7-1. Mark up for video

Administrator	Educator
Learner	Viewer

Go to the video screen where you want to make markup.

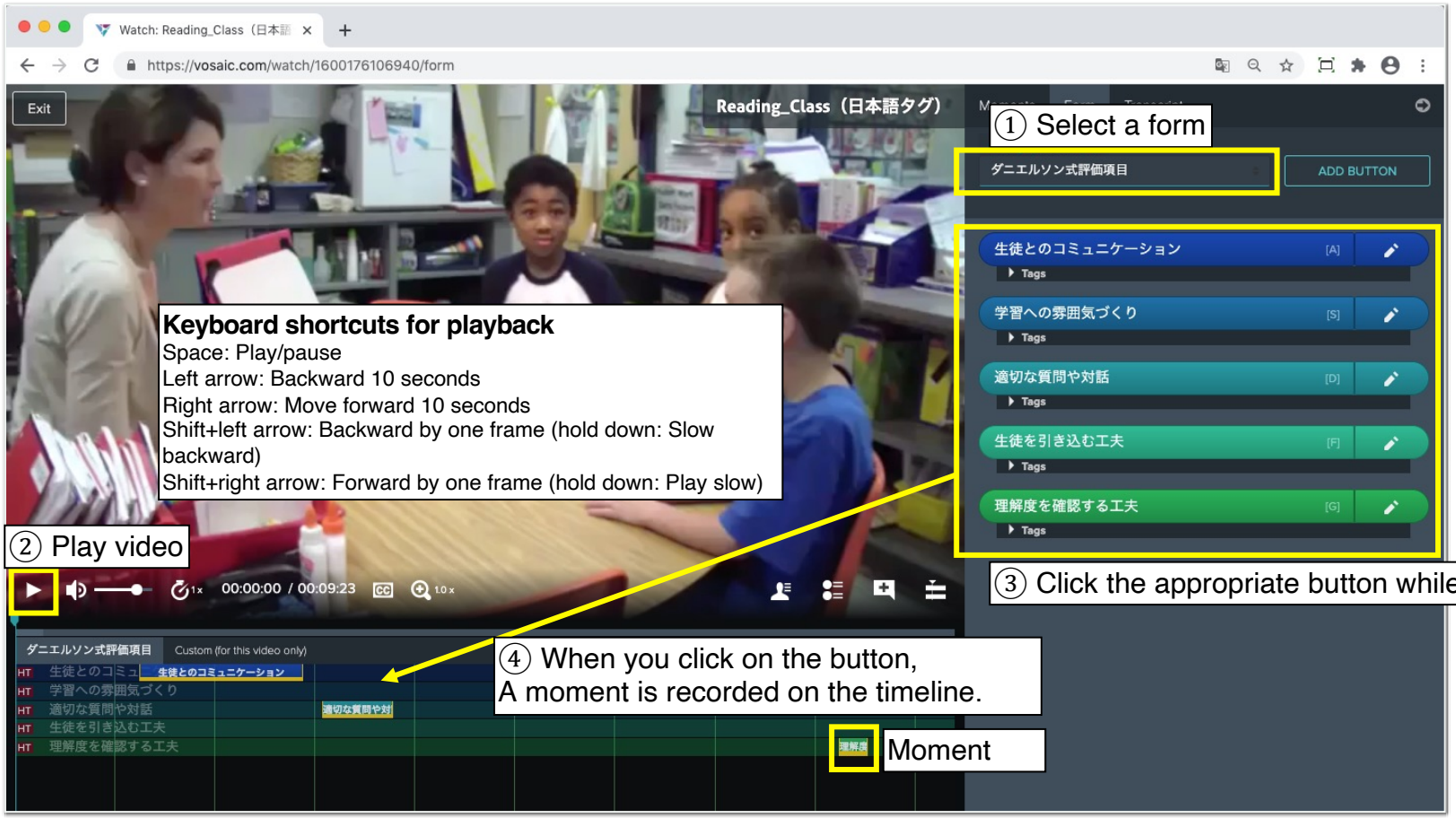


© Vosaic

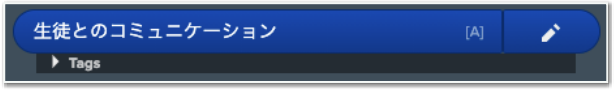
7-2. Video Mark up only by button

Administrator	Educator
Learner	Viewer

Use the buttons to mark up and input moments.

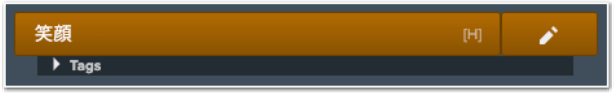


The types of button



Toggle button (Rounded)

- Start and end point are needed to click to input a moment
- You can input a moment which has a variable length



Lead time / Lag time (Square)

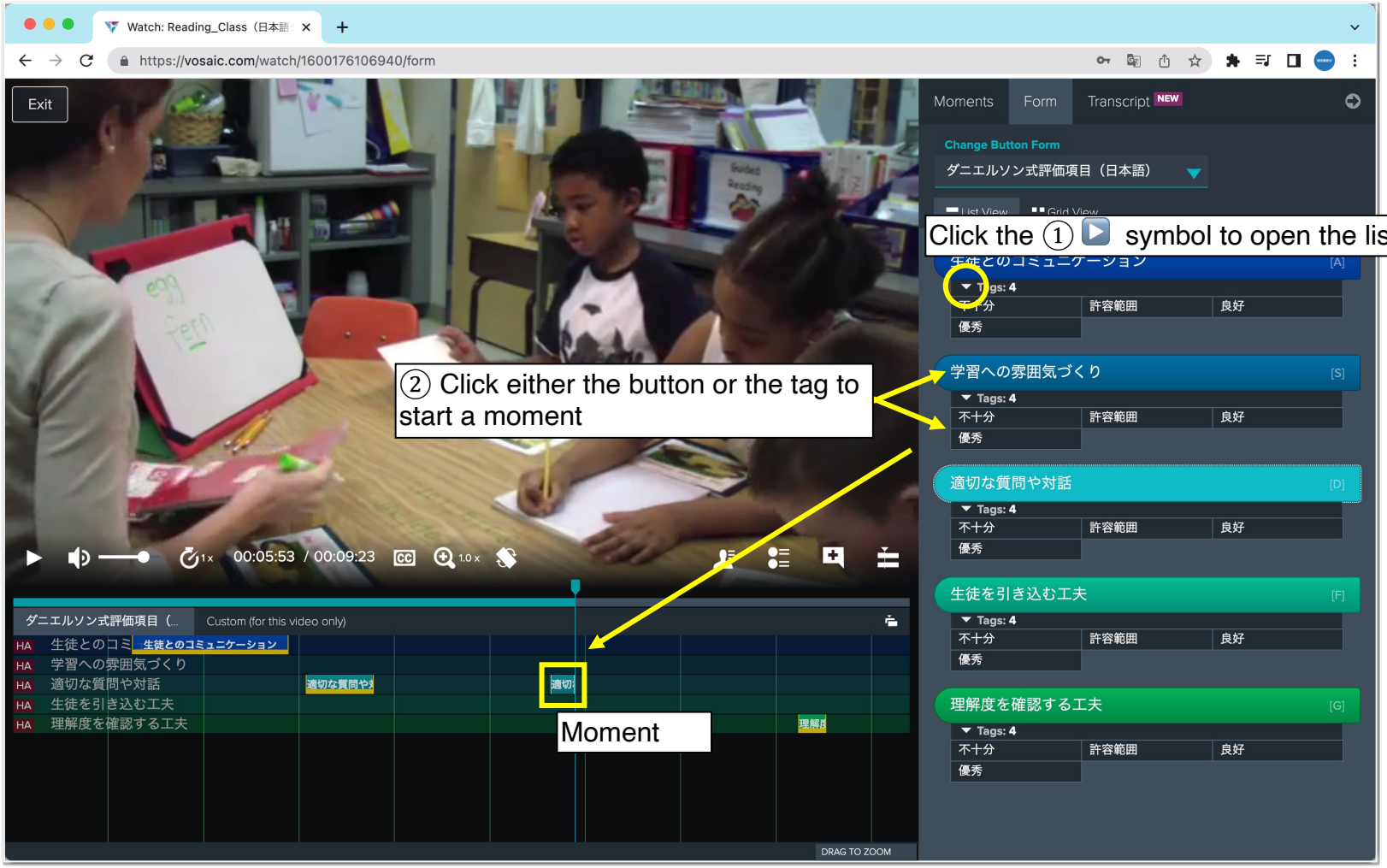
- You can input a moment with a fixed length by single click

© Vosaic

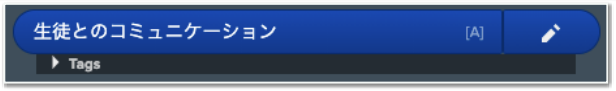
7-3. Using “tags” for mark up

Administrator	Educator
Learner	Viewer

You can enter the tag at the same time as the button, or you can add it later.

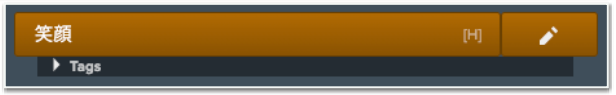


Points to keep in mind



Toggle button (Rounded)

- All tags selected before you click the end point of the moment are entered.



Lead time / Lag time (Square)

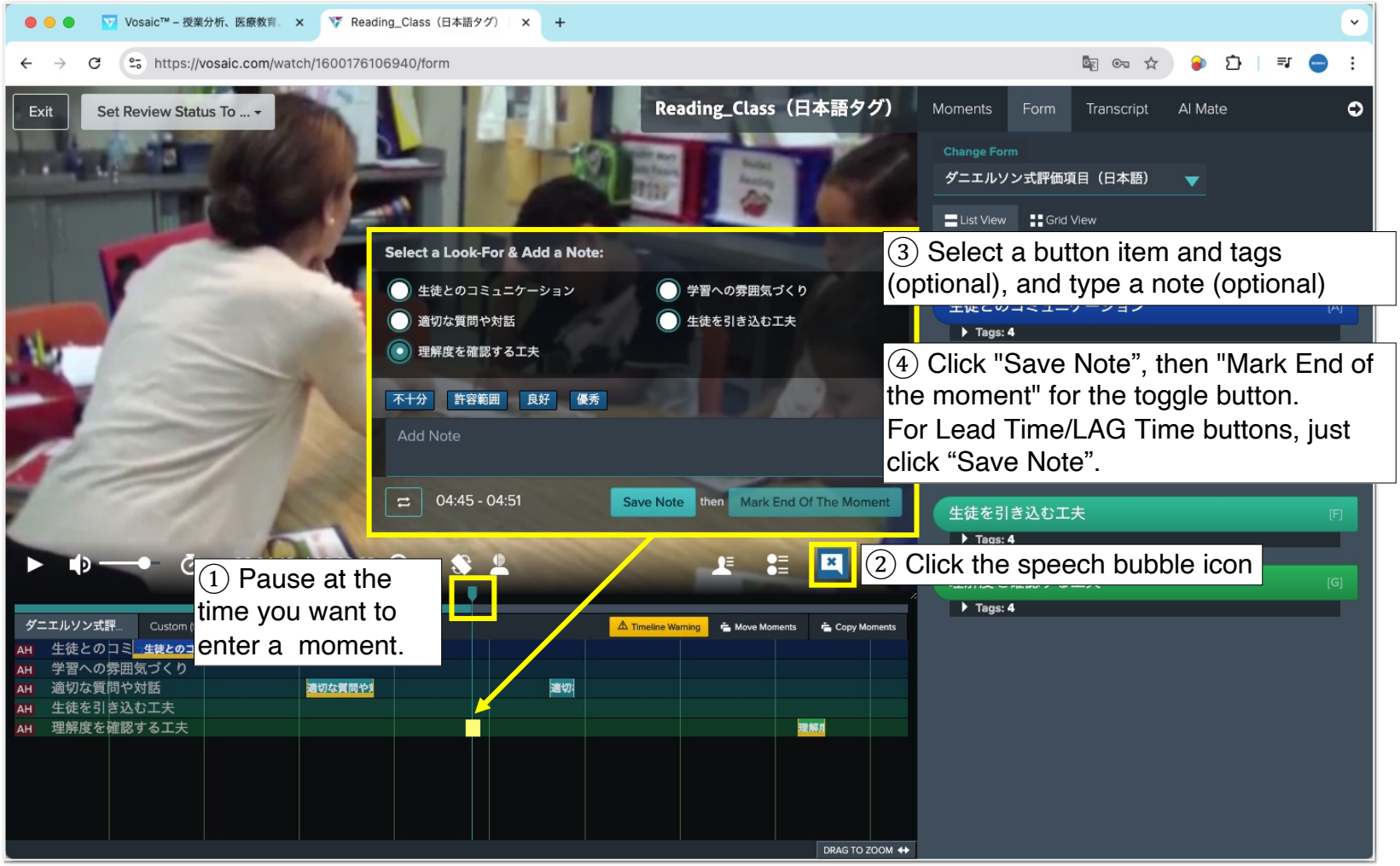
- Only tags selected before the lag time ends will be entered.

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7-4. Enter moments/tags directly in the timeline

Administrator	Educator
Learner	Viewer

You can enter the moments/tags and notes without using the button.

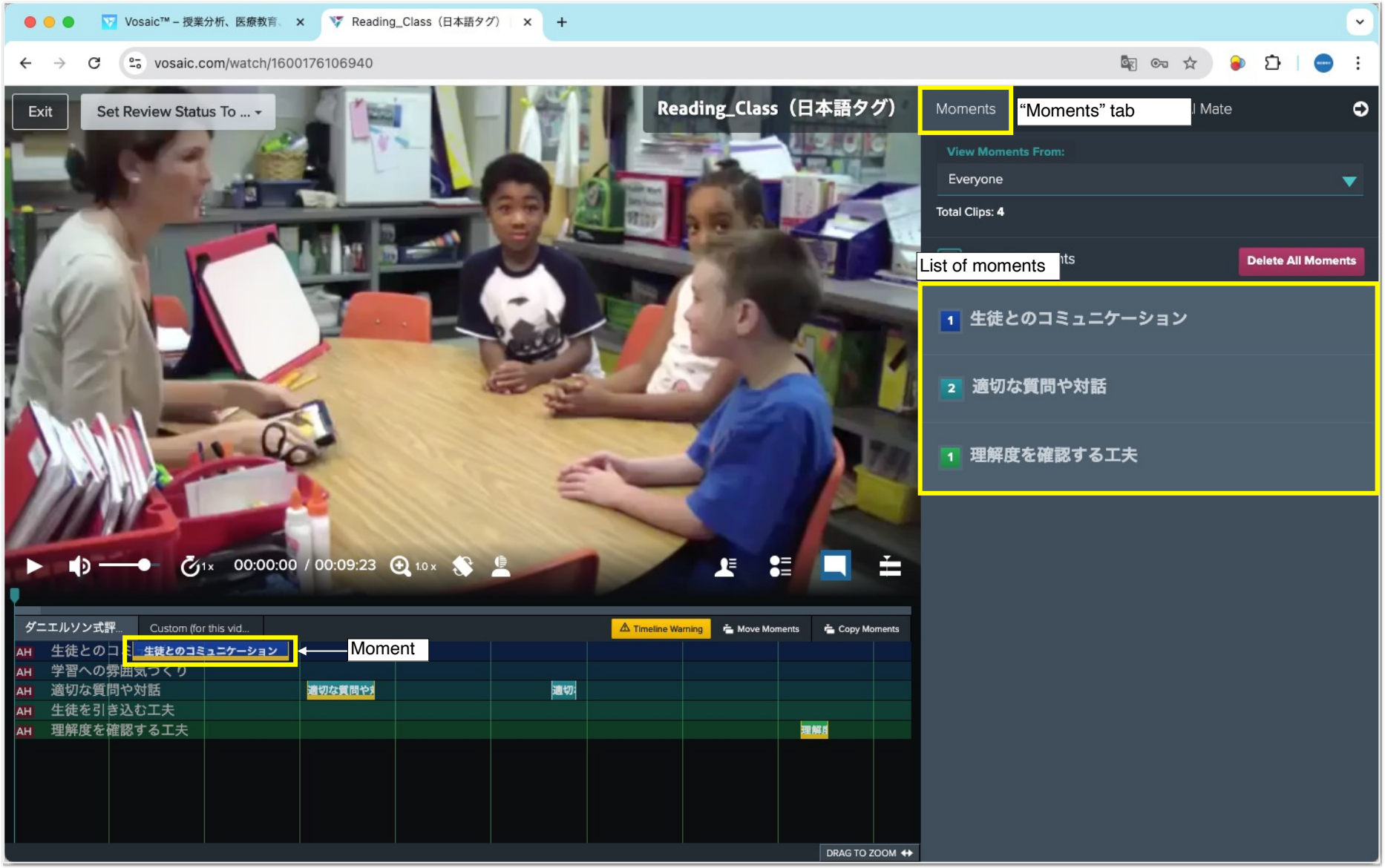


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8. Manipulating moments (playback and edit)

Administrator	Educator
Learner	Viewer

The screen to manipulate the moments

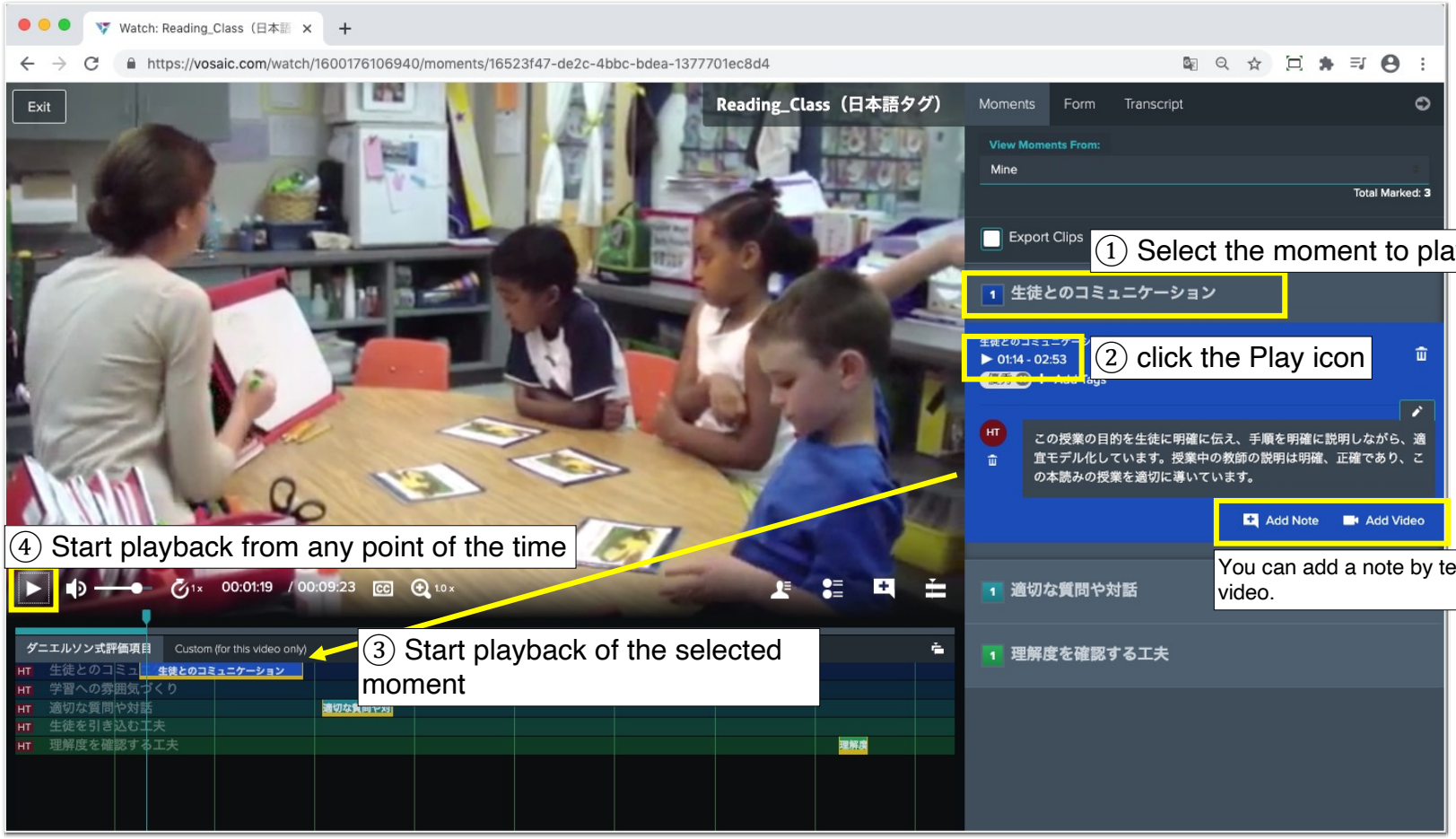


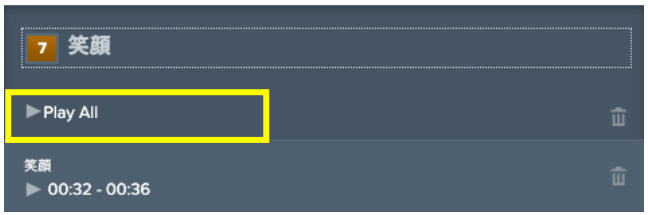
© Vosaic

8-1. Playback of moments

Administrator	Educator
Learner	Viewer

You can do directly from the timeline or from the moments tab.





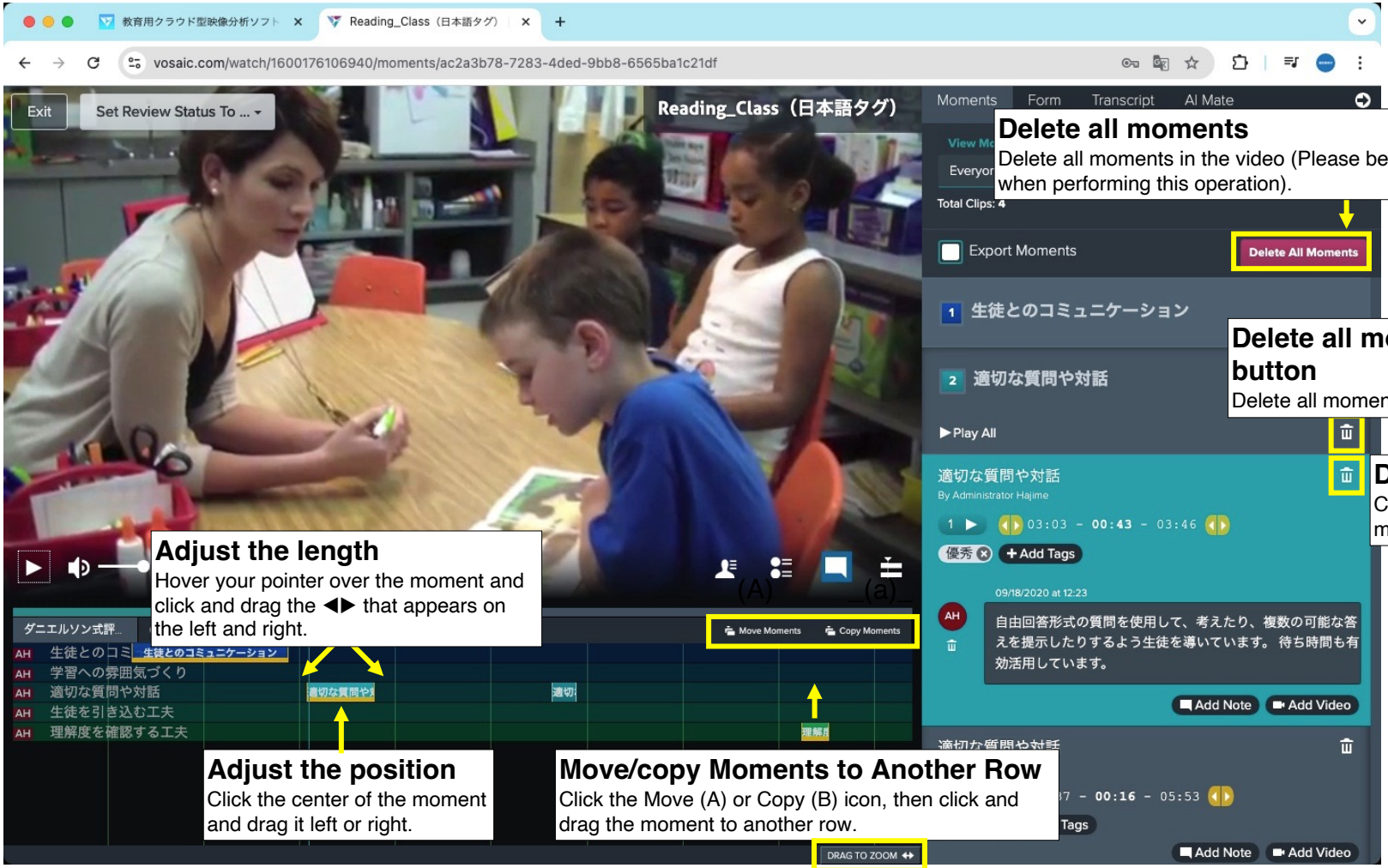
If you entered multiple moments, click “Play All” to play them one after the other.

© Vosaic

8-2. Edit or delete moments

Administrator	Educator
Inspector	_Dominant_

You can change the length or raw of the moments and delete moments.

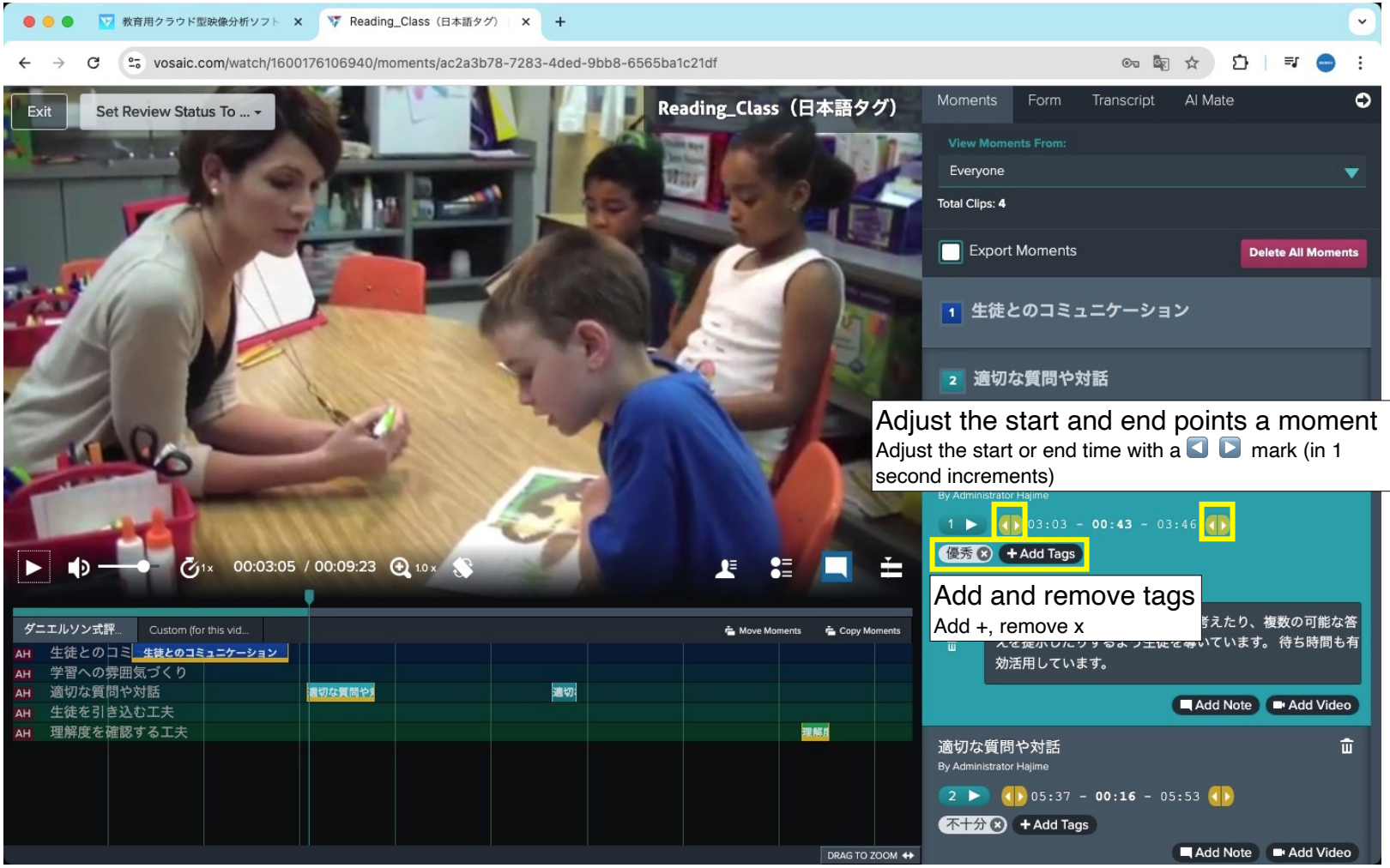


© Vosaic

8-3. Edit and delete tags

Administrator	Educator
Learner	Viewer

You can modify the tag or make additional entries.

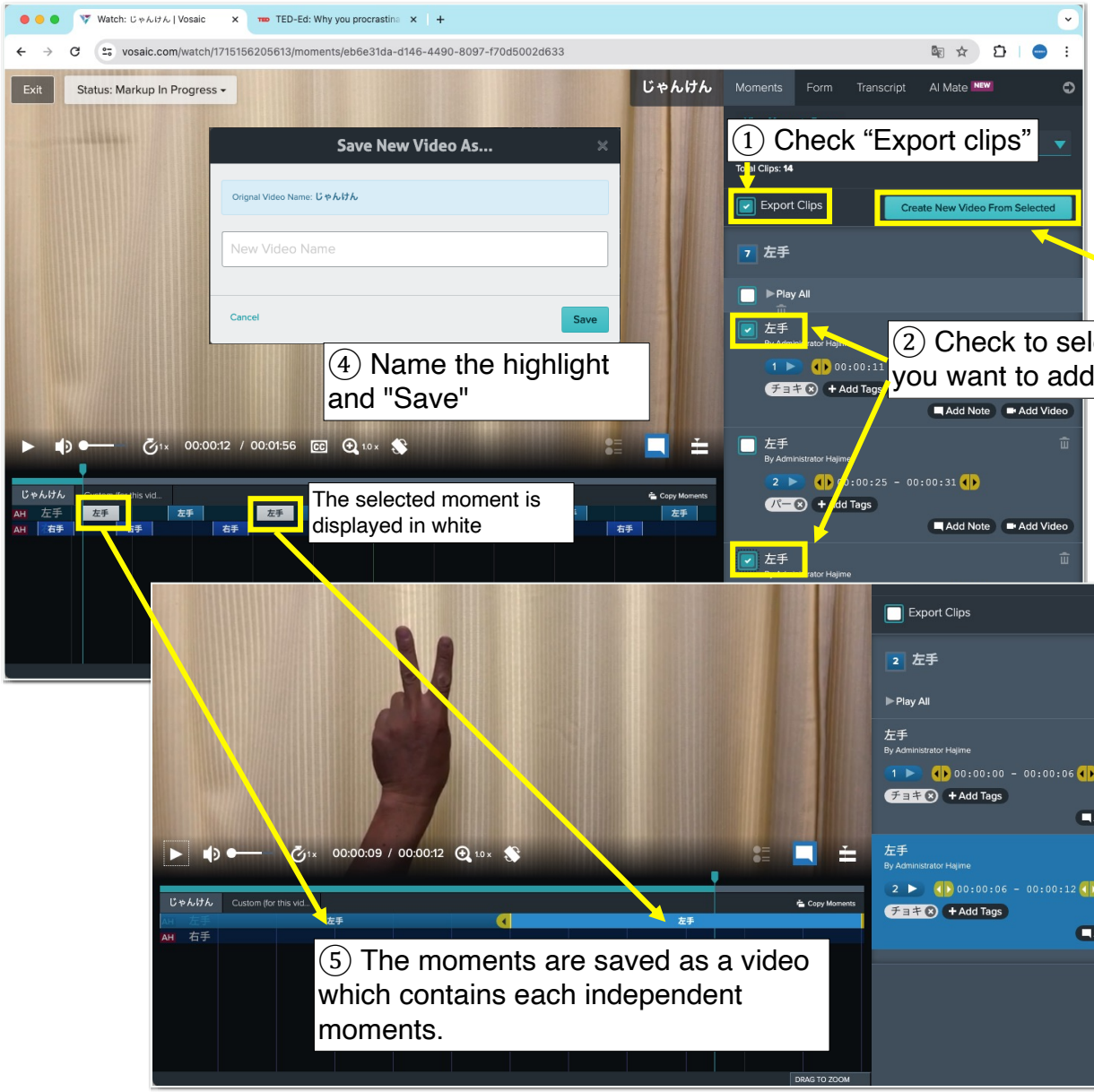


© Vosaic

8-4. Creating a highlight video

Administrator	Educator
Learner	Viewer

You can create a highlight video that collects the scenes you want.

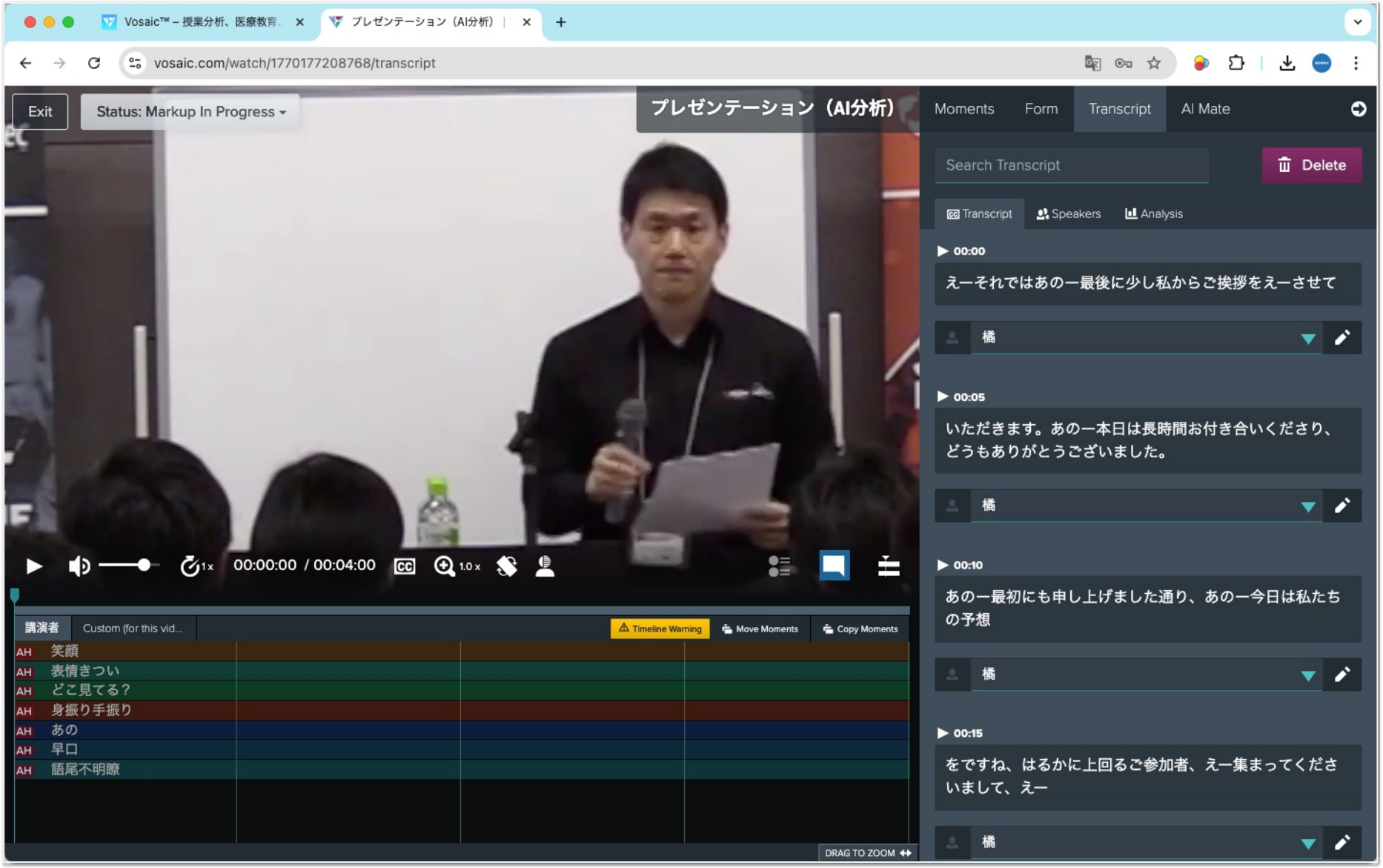


© Vosaic

9. Transcription

Administrator	Educator
Learner	Viewer

Automatically transcribe speeches during video.

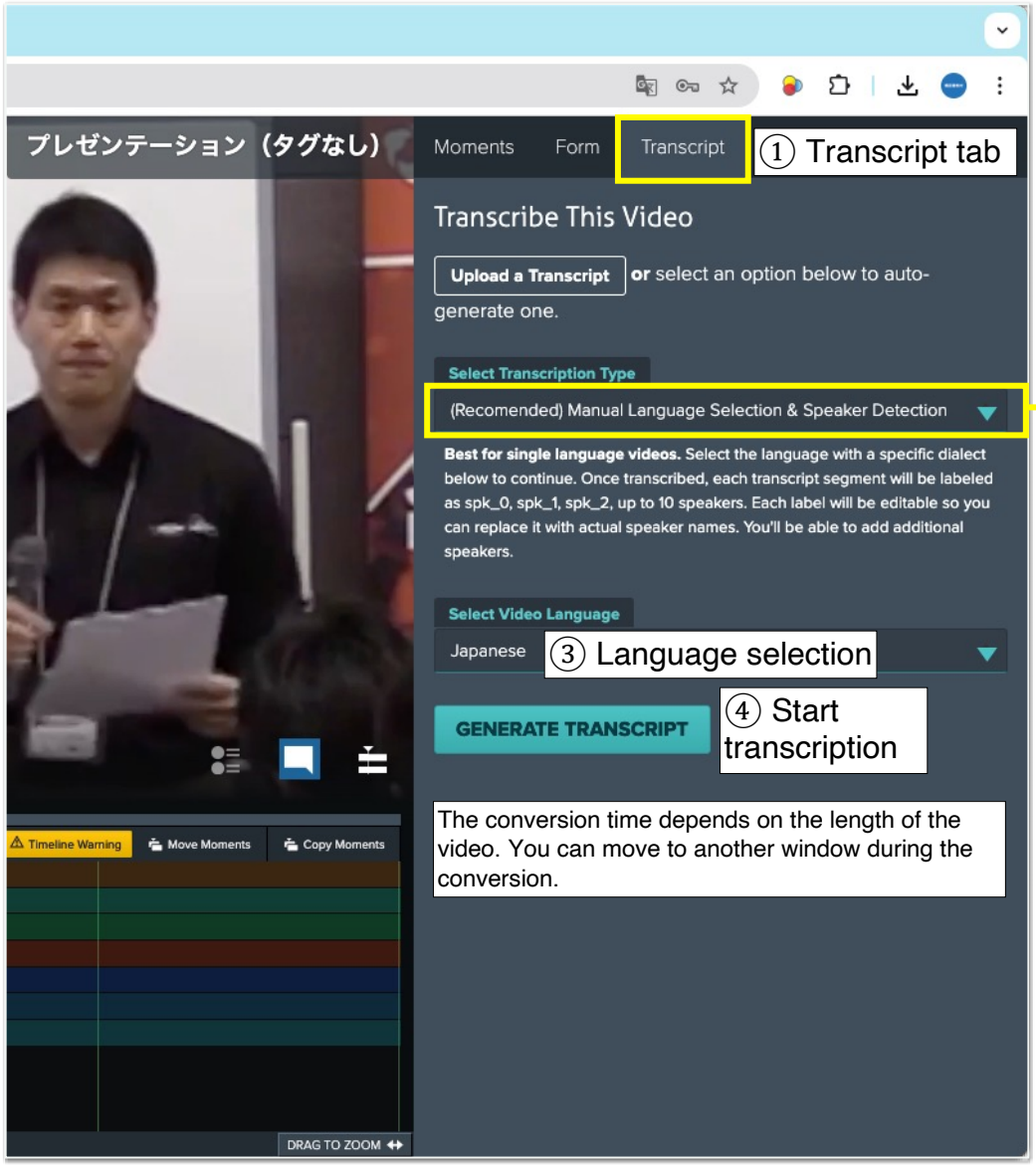


© Vosaic

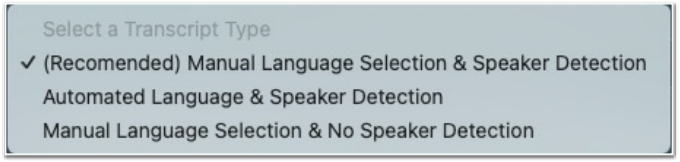
9-1. Transcription procedure

Administrator	Educator
Learner	Viewer

Select File Upload or Auto Transcription.



The conversion time depends on the length of the video. You can move to another window during the conversion.



② Type of transcription

Select one of the following three options:

(Recommended) Manual language selection & automatic speaker classification
Perfect for monolingual videos. When transcription is complete, each transcription segment displays spk_0, spk_1, spk_2, and up to 10 speakers. Each label is editable and can be replaced with the actual speaker name. You can also add talkers.

Automatic Language Selection & Speaker Selection
Perfect for multilingual videos. This option automatically detects the language and speaker. Each segment is labeled spk_0, spk_1, spk_2, and up to 10 speakers. Each label is editable and can be replaced with the actual speaker name. You can also add additional speakers.

Manual language selection & no speaker classification
Ideal for simple transcriptions. This option does not analyze talker, multi-language detection, or utterance time.

The transcript is divided into 5-second segments. Also, due to the specification of the external transcription engine, half-width spaces are inserted in Japanese.

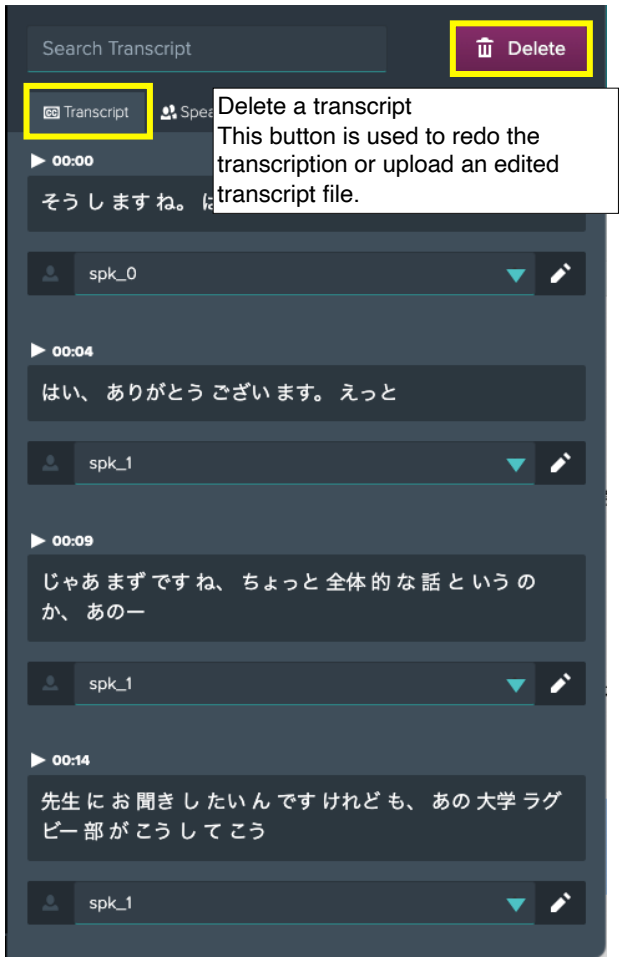
© Vosaic

9-2. Editing transcriptions

Administrator	Educator
Intervals	Viewer

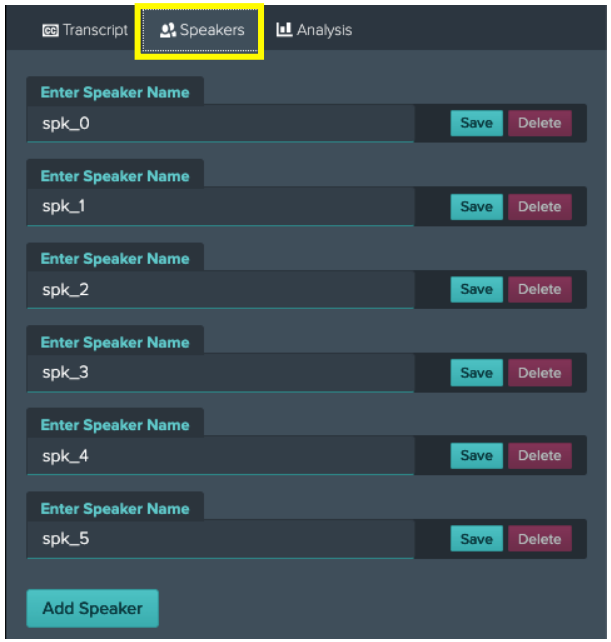
Edit and analyze transcriptions.

Transcript tab



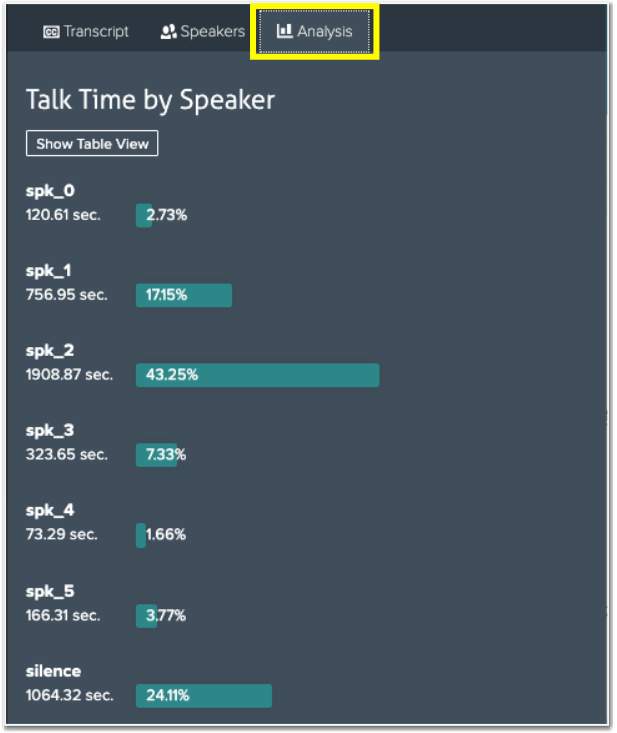
The transcript is divided into 5-second segments. Also, due to the specification of the external transcription engine, half-width spaces are inserted in Japanese.

Speakers tab



You can change the name of the speaker from the populated one (spk_1, spk_2,) to the name of your choice.

Analysis tab



It aggregates and calculates the percentage of utterance time for each speaker.

If you want to remove half-width spaces in the transcript, please follow this procedure.

(1) Download the transcript as a time-stamped transcript (.txt).
(2) Open it in a text editor.
(3) Using “Find and Replace”, remove spaces (replace a space with nothing).
(4) All half-width spaces will disappear, so only the necessary spaces are needed to restore.
- Converts "—>" to "—>" with a space on the left and right sides.
- Convert “vspk” to “v spk”.

(5) Save.
(6) Delete the transcript by clicking Delete in the Transcript tab.
(7) Click “Upload a Transcript” to upload the file with the half-width spaces are deleted.

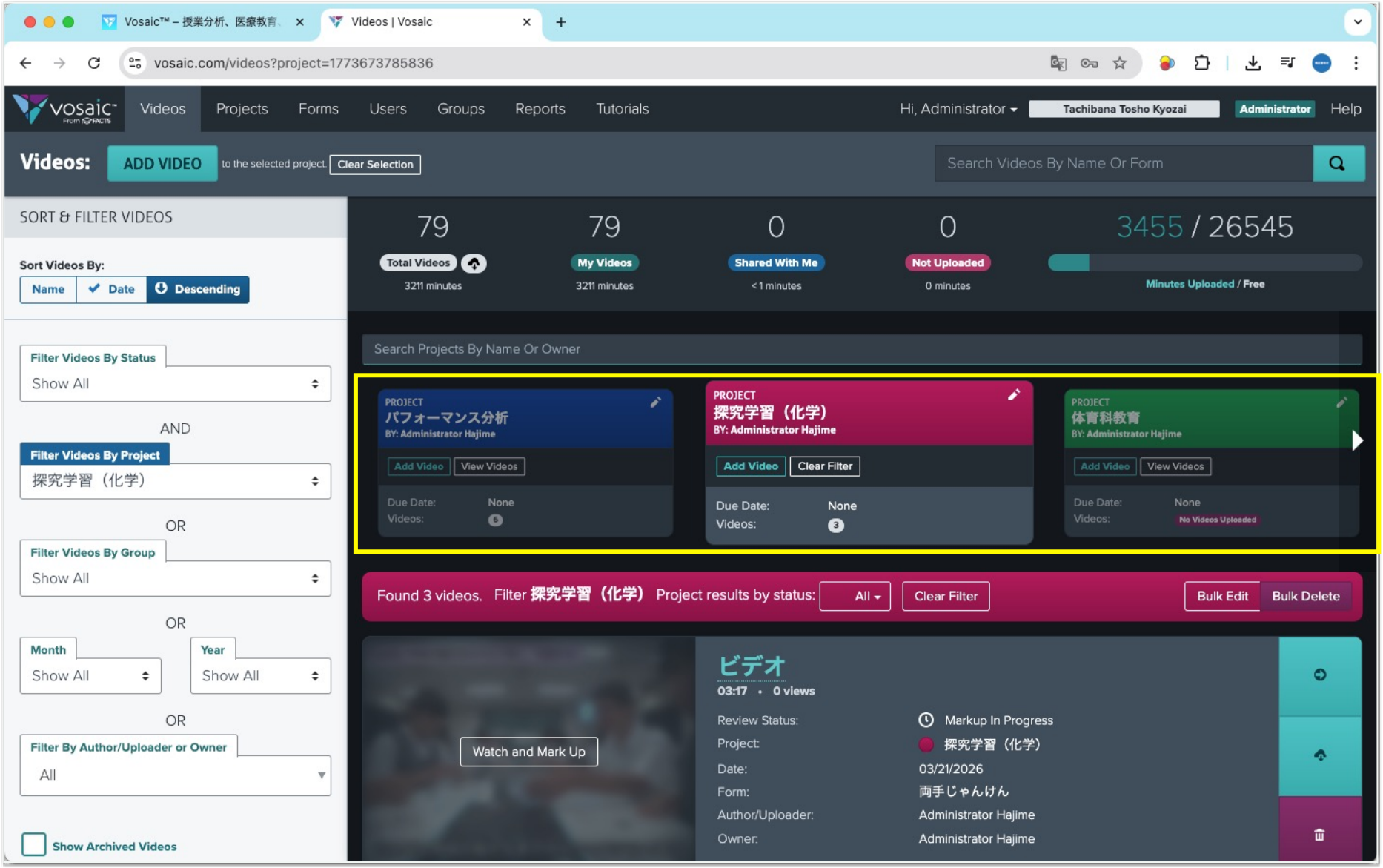
Note: It is not possible to analyze the utterance time in the Analysis tab by using the uploaded transcript.

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10. Project

Administrator	_Durability_
Learner	_Filtrate_

You can create projects to connect videos, forms, and users.

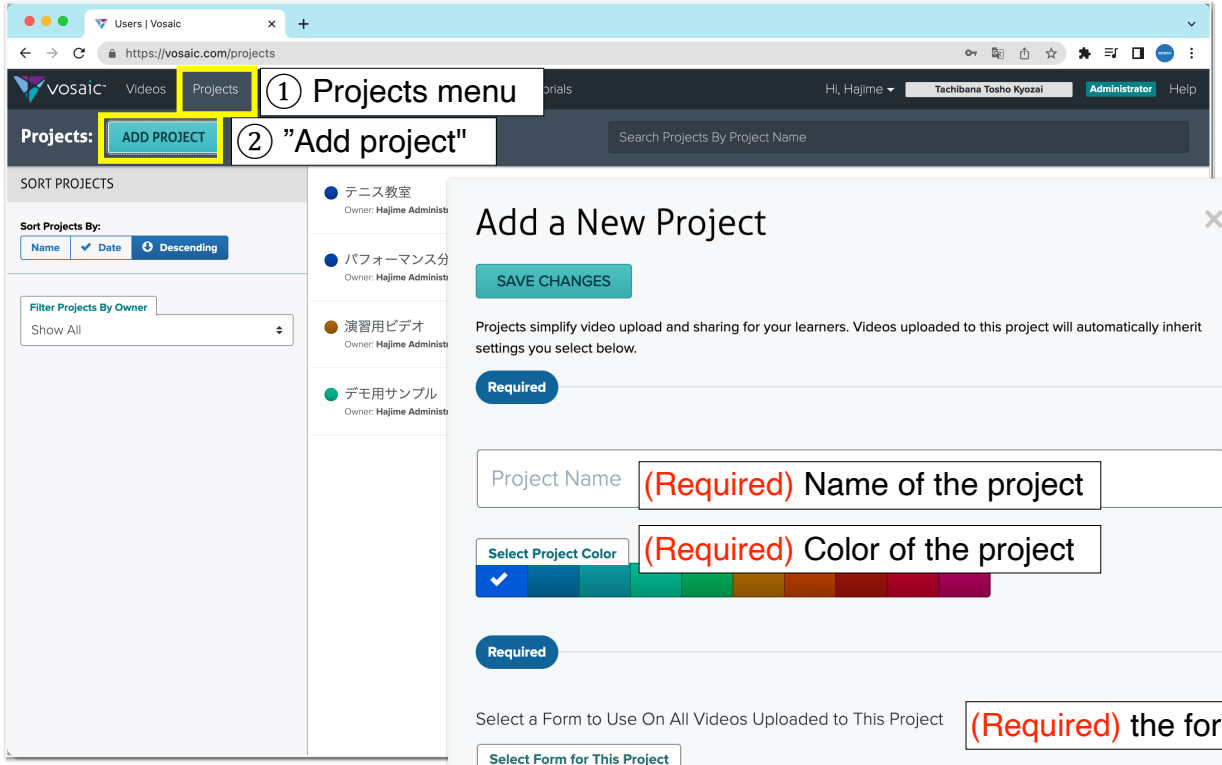


© Vosaic

10-1. Creating a project ①

Administrator	Educator
Learner	Viewer

Enter basic information for the project and create it.



The Project makes it easy to organize your videos.
It makes it easy to upload and share videos with certain member or group.
Videos uploaded to your project will automatically have the settings you selected below.

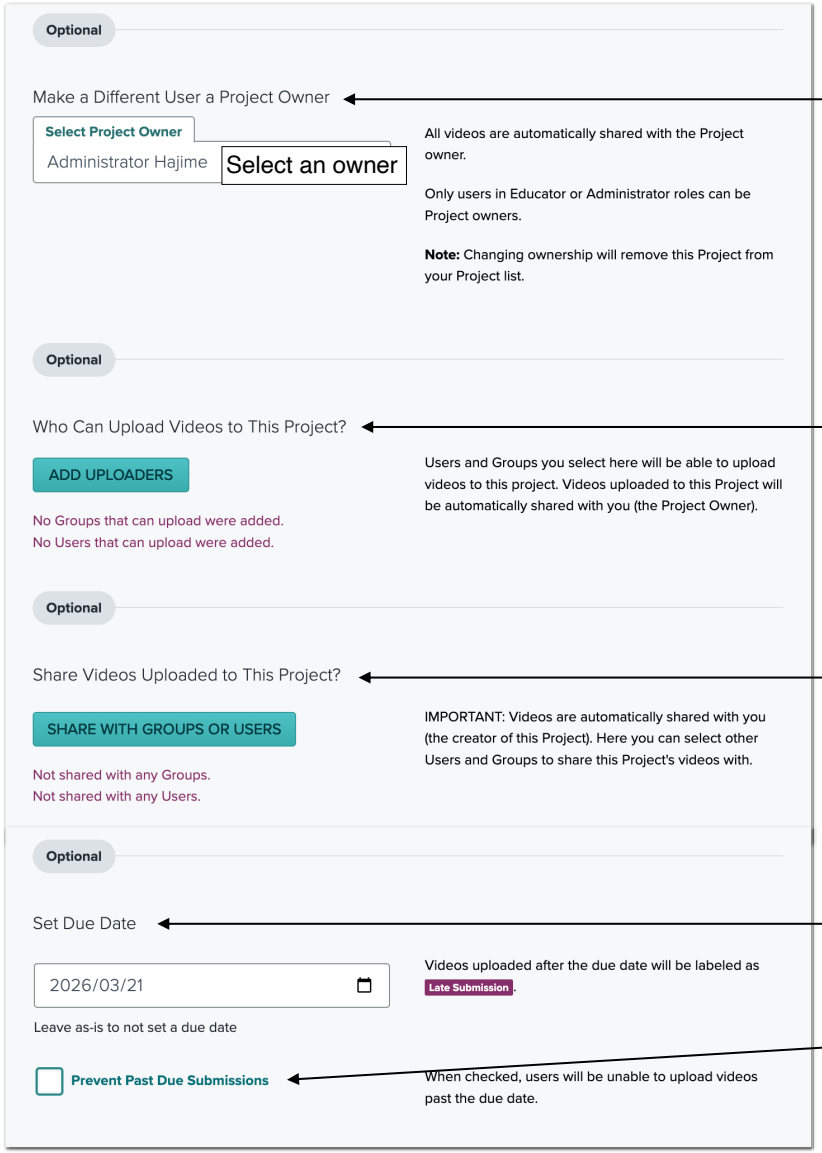
Prevent form Change
If checked, only selected form can be used for the videos uploaded to this project.

(Optional) Instructions for recording and uploading
You can also upload the description as a file.

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10-2. Creating a project ②

Administrator	Educator
Learner	Viewer



Owner of the project
All videos are automatically shared with the project owner. Only Educator or Administrator users can be owner.
Note: Changing the owner will remove this project from the project list.

Who can upload videos to this project
The users and groups you select here will be able to upload videos to this project. Videos uploaded to this project will automatically be shared with you (the owner of the project).

The person with whom you want to share the video uploaded to this project
Important: Your video will automatically be shared with you (the creator of this project). Here you can choose other users or groups to share videos for this project.

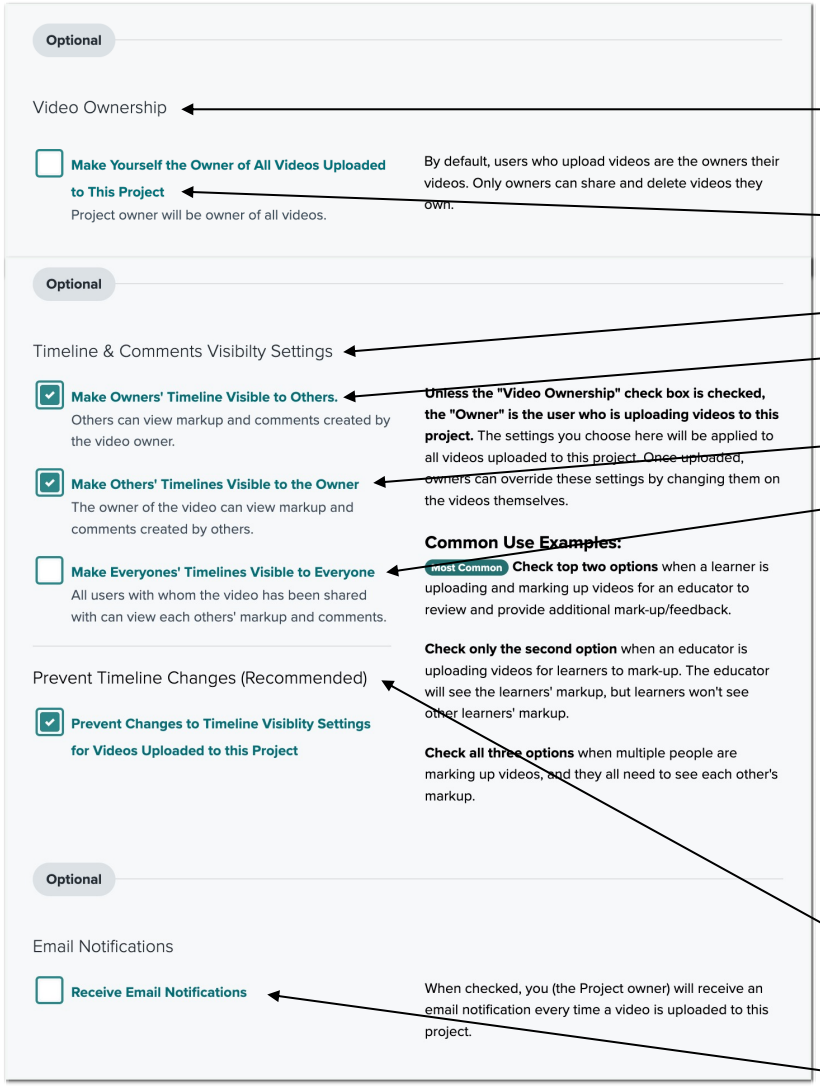
The due date (optional)
Set the due date for the analysis of this project. Users of the Learner and Viewer roles will not be able to change the timeline after the due date.
If you do not want to set it, leave it as it is.

No uploads after the deadline
If checked, users will not be able to upload videos after the due date.

© Vosaic

10-3. Creating a project ③

Administrator	Educator
Learner	Viewer



Owner of the video

Owner of the video
By default, the person who uploaded the video becomes the owner of the video. Only the owner can share or delete their own videos.

If checked, you (the owner of the project) become the owner of all videos uploaded to this project.

Select the visibility settings of the timeline

Make Owner's timeline Visible to Others
Others can see your markup and comments.

Make others' timelines visible to the Owner
Only you can see the markup and comments of others.

Make Everyone's timelines Visible to Everyone
Everyone can see everyone's markup and comments.

Example of configuration by purpose:

Common settings:

If Learner uploads a video and marks up it, and Educator reviews it to give a feedback, select the top two options checked.

If Educator uploads videos and have Learner or Viewer mark up them, select the second option only. Educators can see Learner's markups, but learners cannot see other Learner's markups.

If more than one person will markup the video and everyone needs to see each other's markup, choose all three options.

Prohibit timeline changes

If checked, prevents change of timeline visibility settings for videos uploaded to this project.

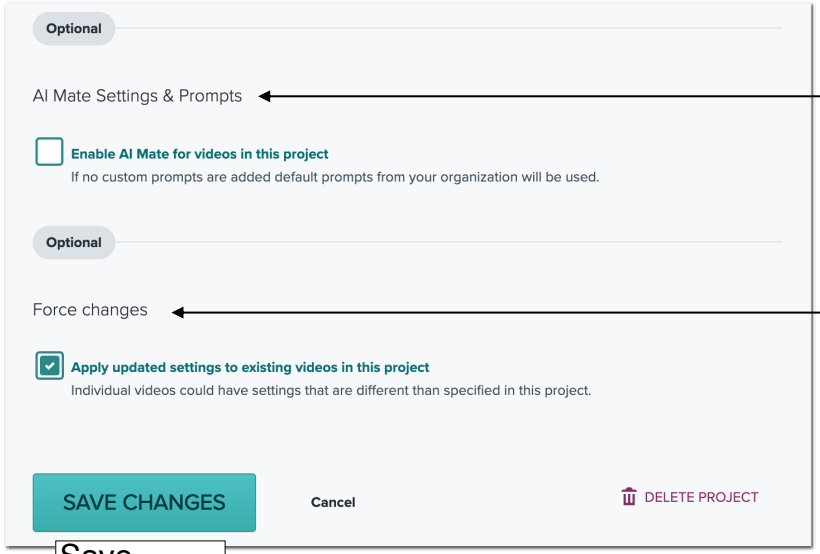
E-mail notification

Every time a video is uploaded to a project, the project owner will receive an email notification.

© Vosaic

10-4. Creating a project ④

Administrator	Educator
Learner	Viewer



Save configuration

AI Mate settings and prompts

If checked, AI Mate will be enabled for videos in this project. If no custom prompts are added, the default prompts set up by your organization are used.

Force changes

If checked, the updated settings will be applied to existing videos in this project. Individual videos may have different settings from those specified in this setting.

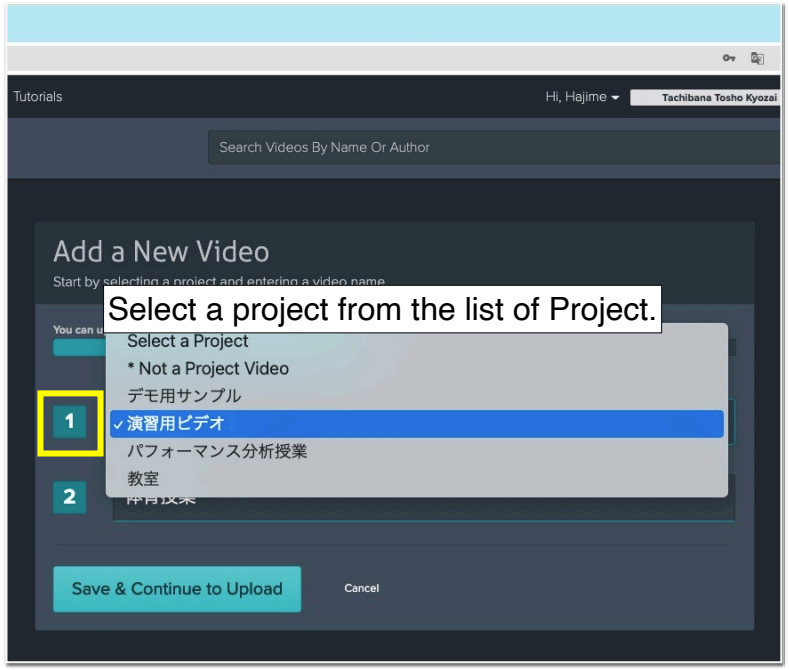
© Vosaic

10-5. How to add video to the project

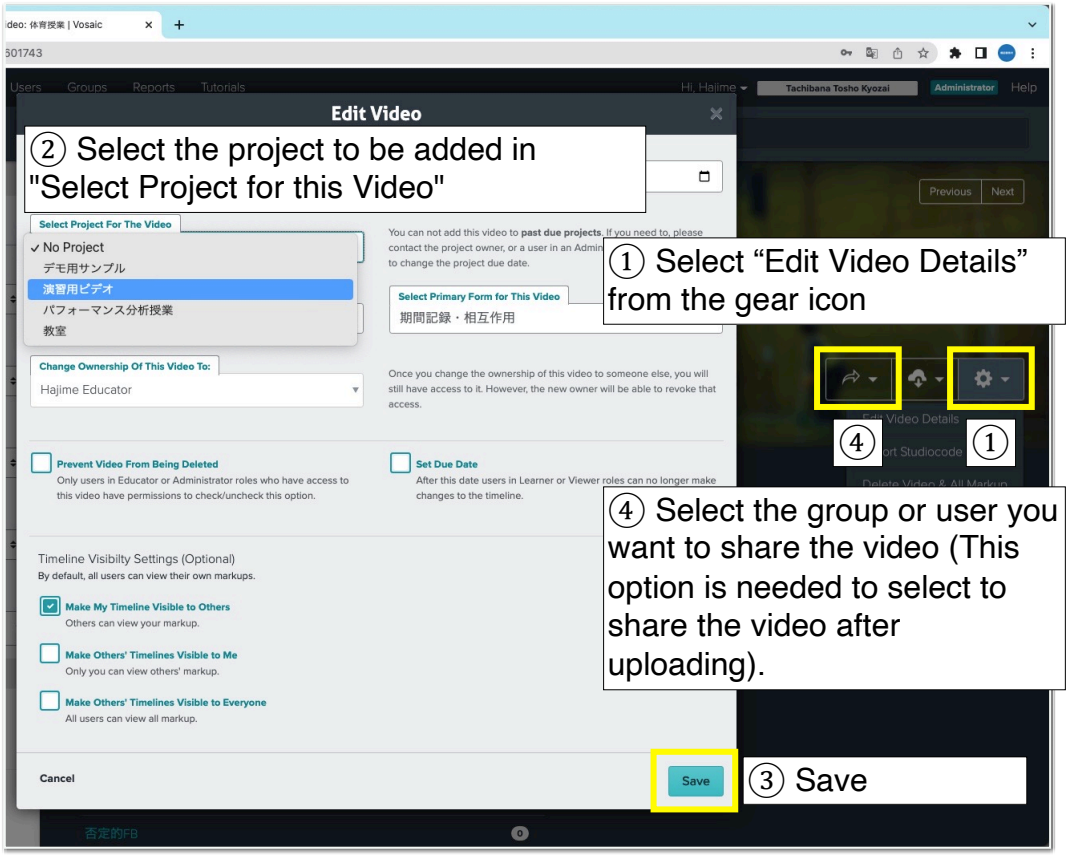
Administrator	Educator
Learner	Viewer

This can be done either when uploading a video or in the Video Settings window.

(1) Add a video when uploading it



(2) Add a video that has already been uploaded

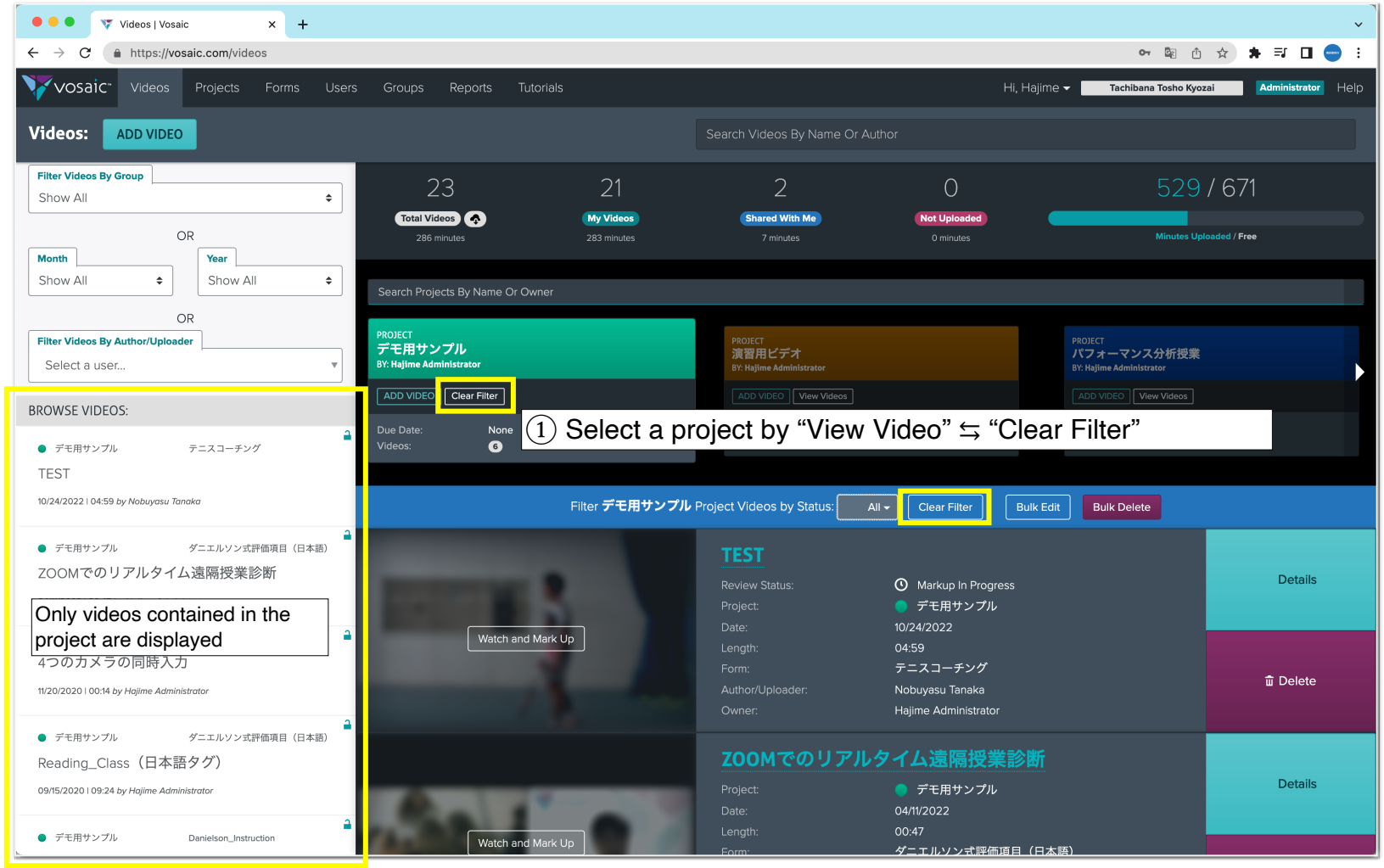


© Vosaic

10-6. Filtering video by project

Administrator	Educator
Learner	Viewer

You can view only the videos contained in your project.

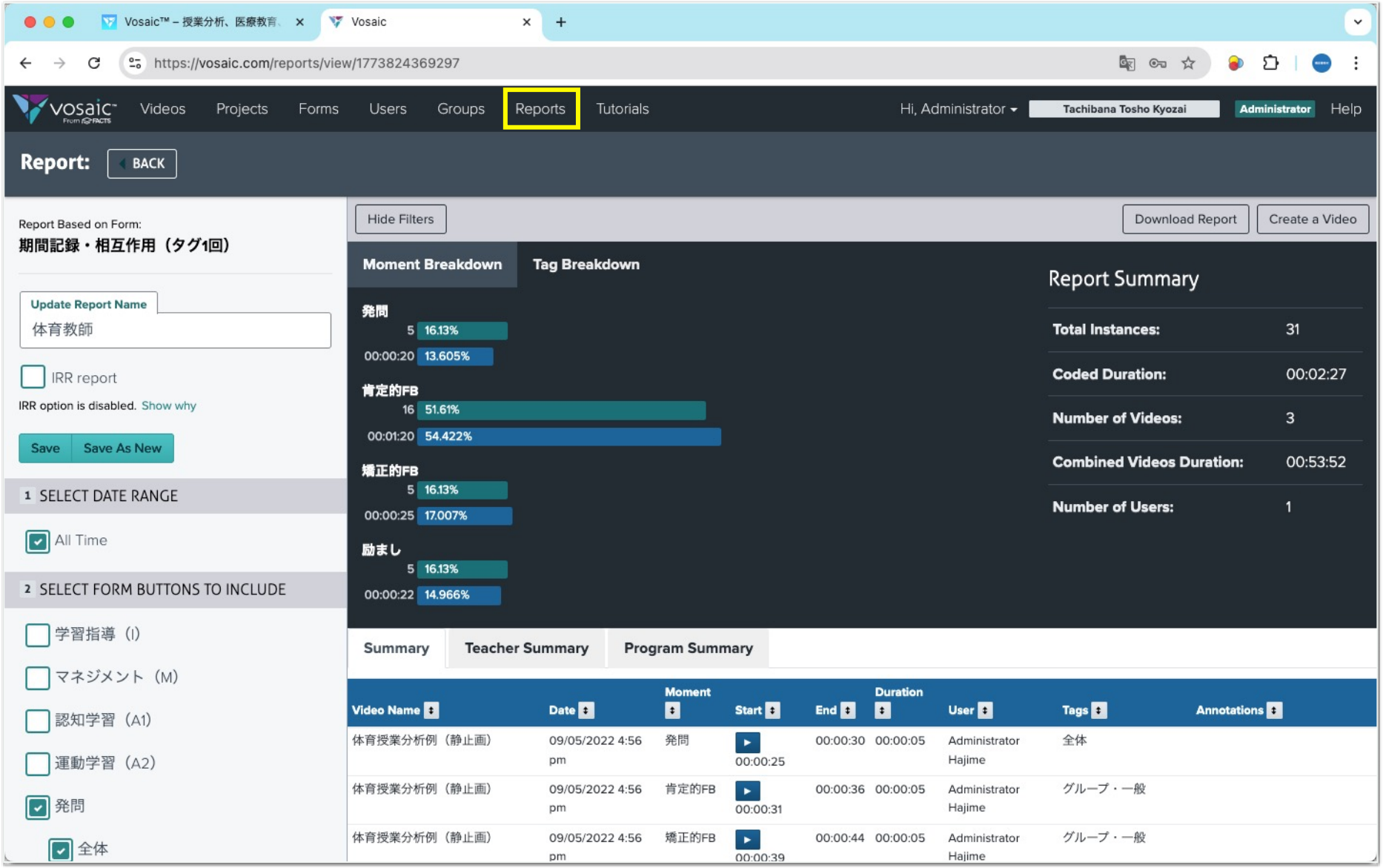


© Vosaic

11. Report

Administrator	Educator
Learner	Viewer

Create reports and highlight videos that summarize data from multiple videos.

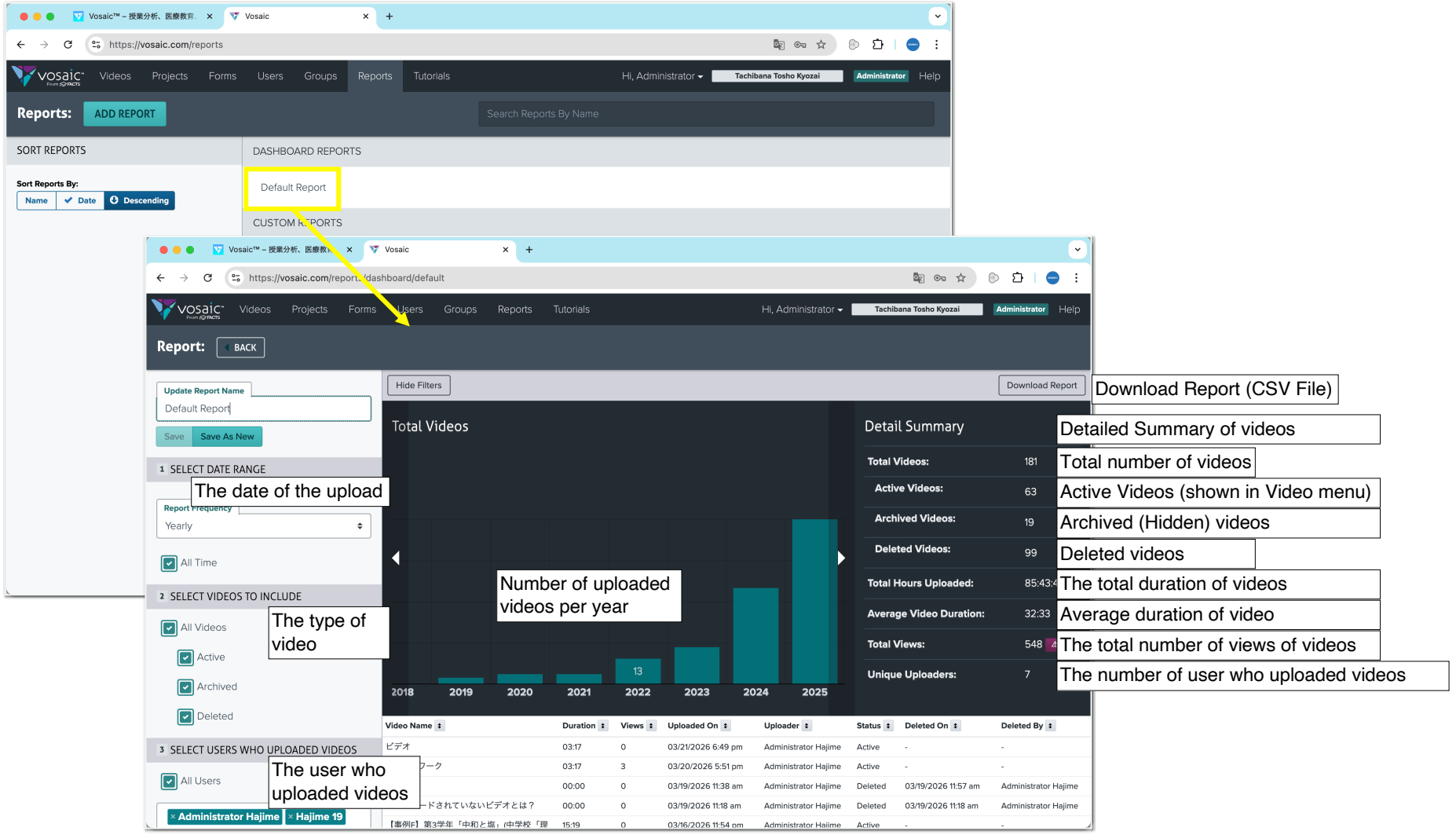


© Vosaic

11-1. Default Report

Administrator	Educator
Learner	Viewer

Reports about videos uploaded to your account.

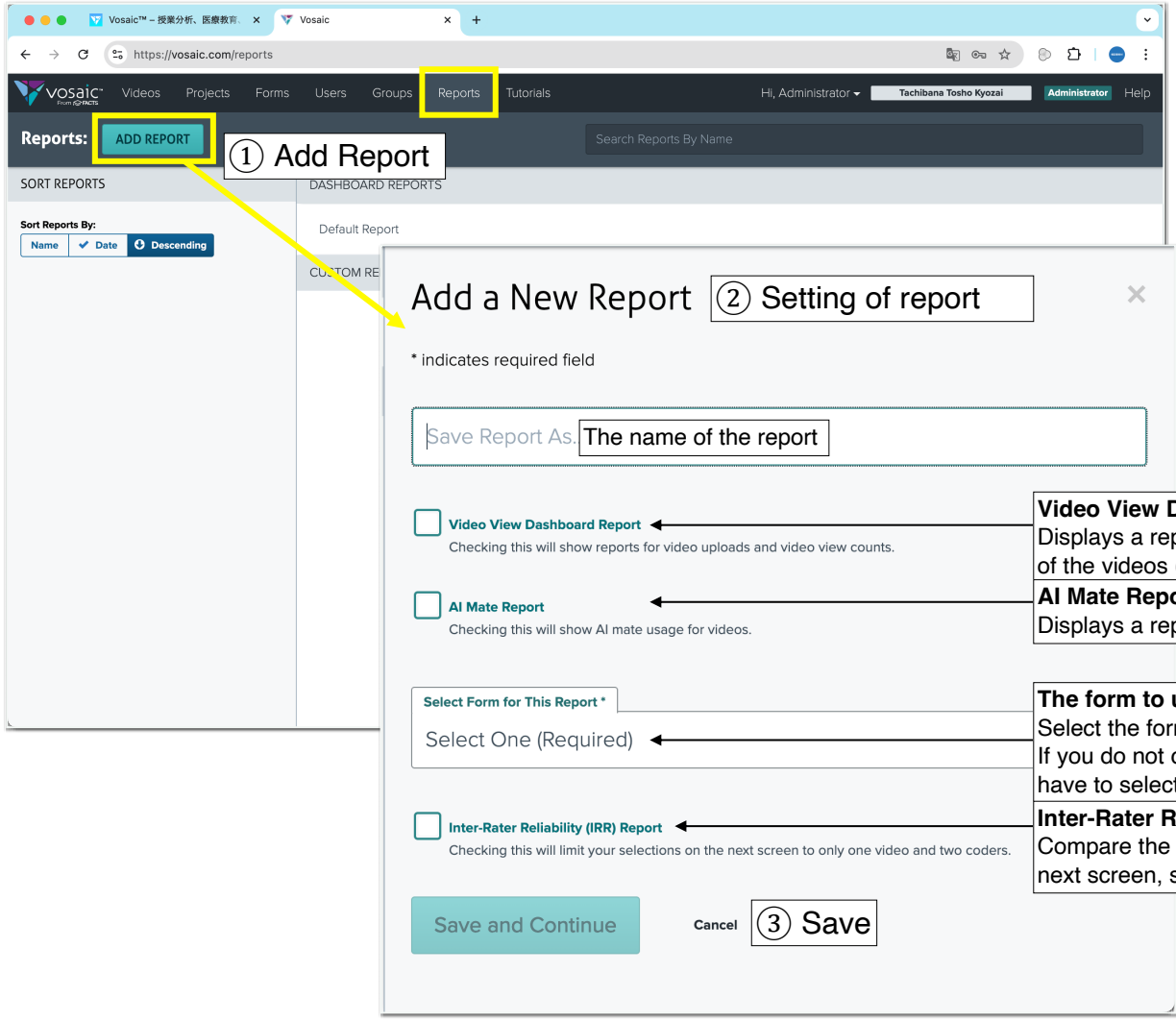


© Vosaic

11-2. Custom Report

Administrator	Educator
Learner	Viewer

Create a report by your choice of videos and forms.



Video View Dashboard Report
Displays a report on the number of uploads and views of the videos (same as the default report).

AI Mate Report
Displays a report on AI Mate usages.

The form to use for the report
Select the form you want to use to create the report.
If you do not check either of the two items above, you have to select it.

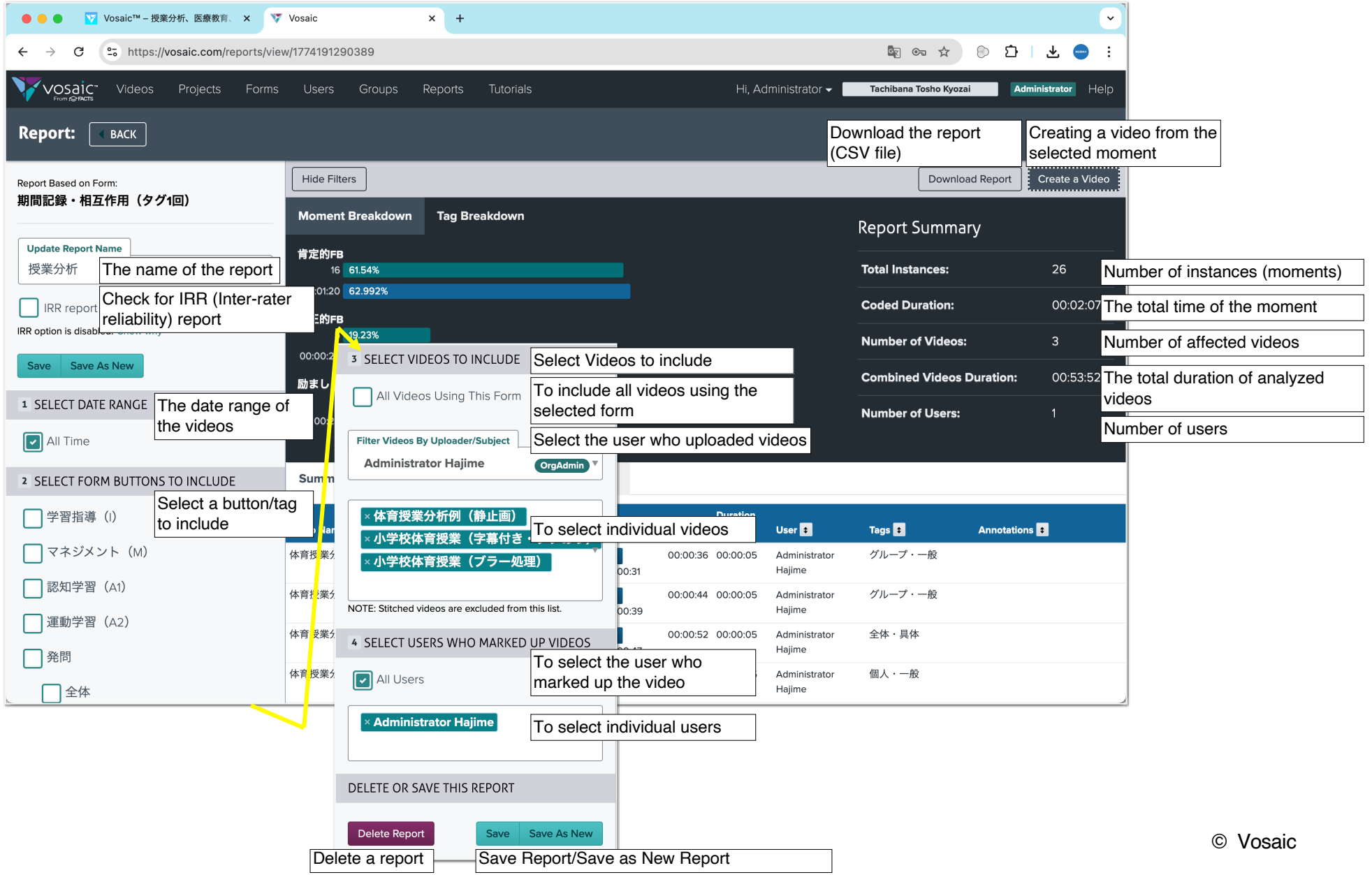
Inter-Rater Reliability (IRR) Report
Compare the ratings between the two raters. On the next screen, select 1 video and 2 raters.

© Vosaic

11-3. Setting up Custom Report

Administrator	Educator
Learner	Viewer

Configure custom report settings.

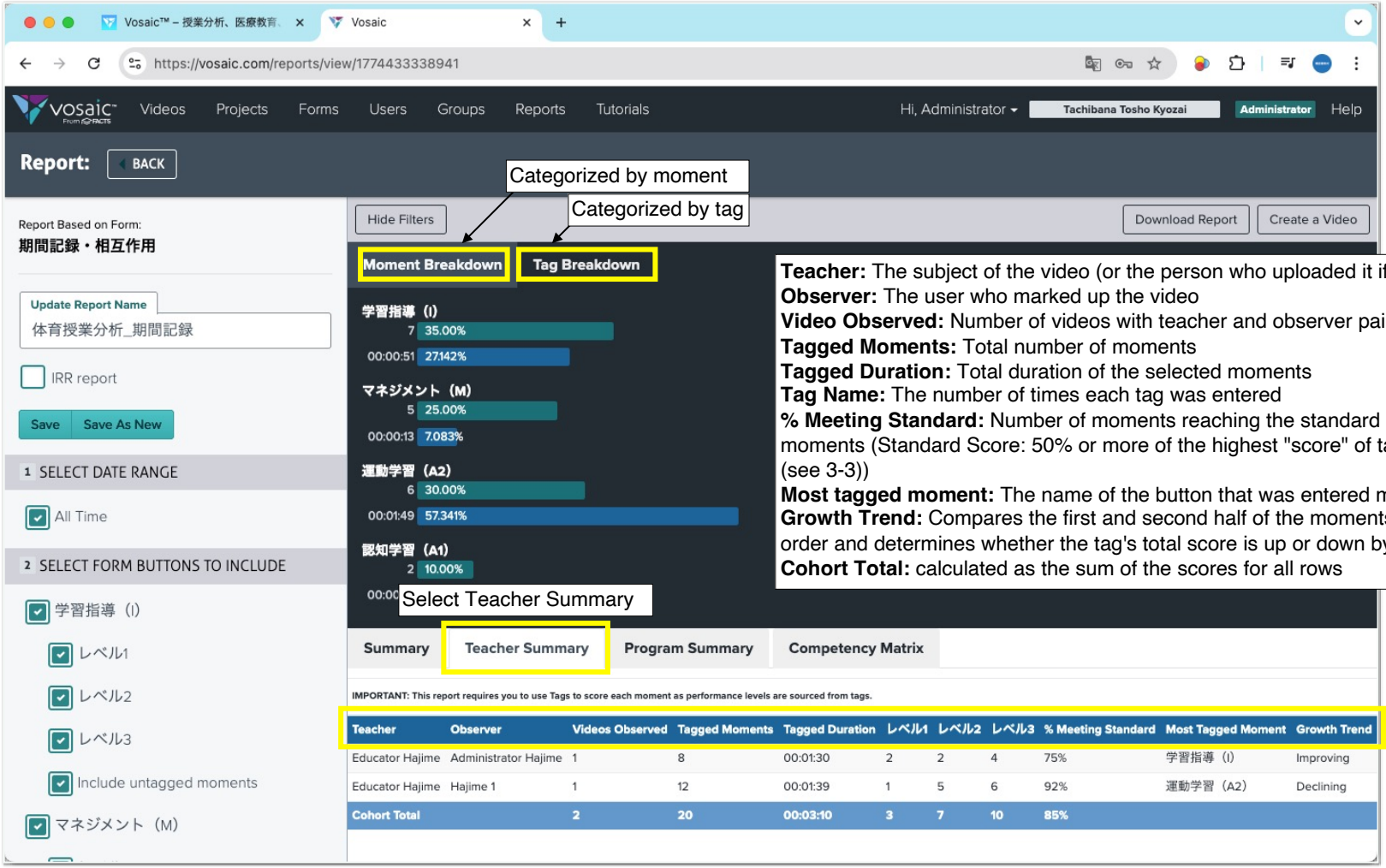


© Vosaic

11-4. Teacher Summary Report

Administrator	Educator
Learner	Viewer

Summarize by the combination of Teacher and Observer.



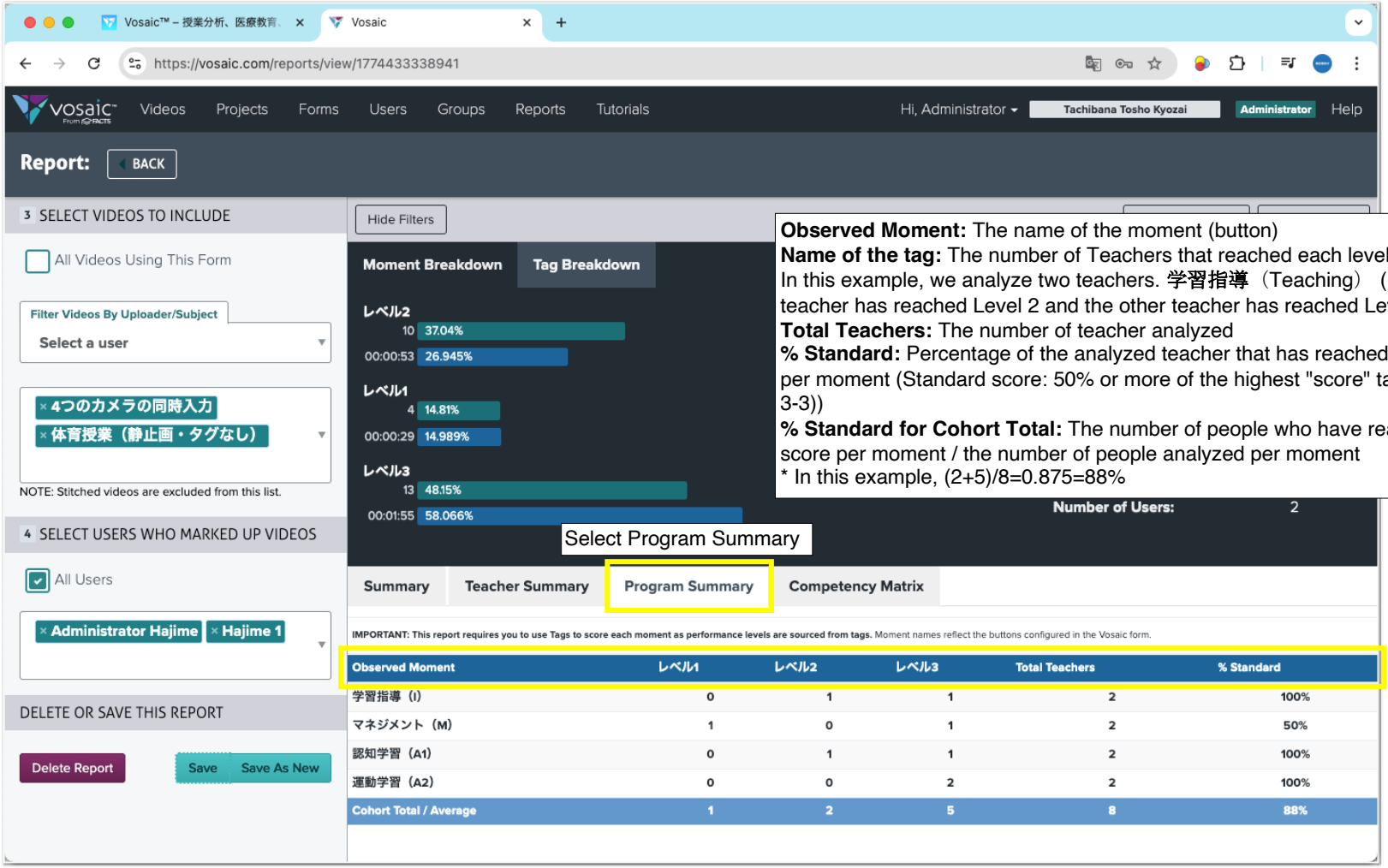
Teacher: The subject of the video (or the person who uploaded it if no subject is set)
Observer: The user who marked up the video
Video Observed: Number of videos with teacher and observer paired
Tagged Moments: Total number of moments
Tagged Duration: Total duration of the selected moments
Tag Name: The number of times each tag was entered
% Meeting Standard: Number of moments reaching the standard score / number of all moments (Standard Score: 50% or more of the highest "score" of tag for that button (see 3-3))
Most tagged moment: The name of the button that was entered most often
Growth Trend: Compares the first and second half of the moments in chronological order and determines whether the tag's total score is up or down by at least 10%
Cohort Total: calculated as the sum of the scores for all rows

© Vosaic

11-5. Program Summary Report

Administrator	Educator
Learner	Viewer

Summarize the summary of all the Teachers for each analysis.



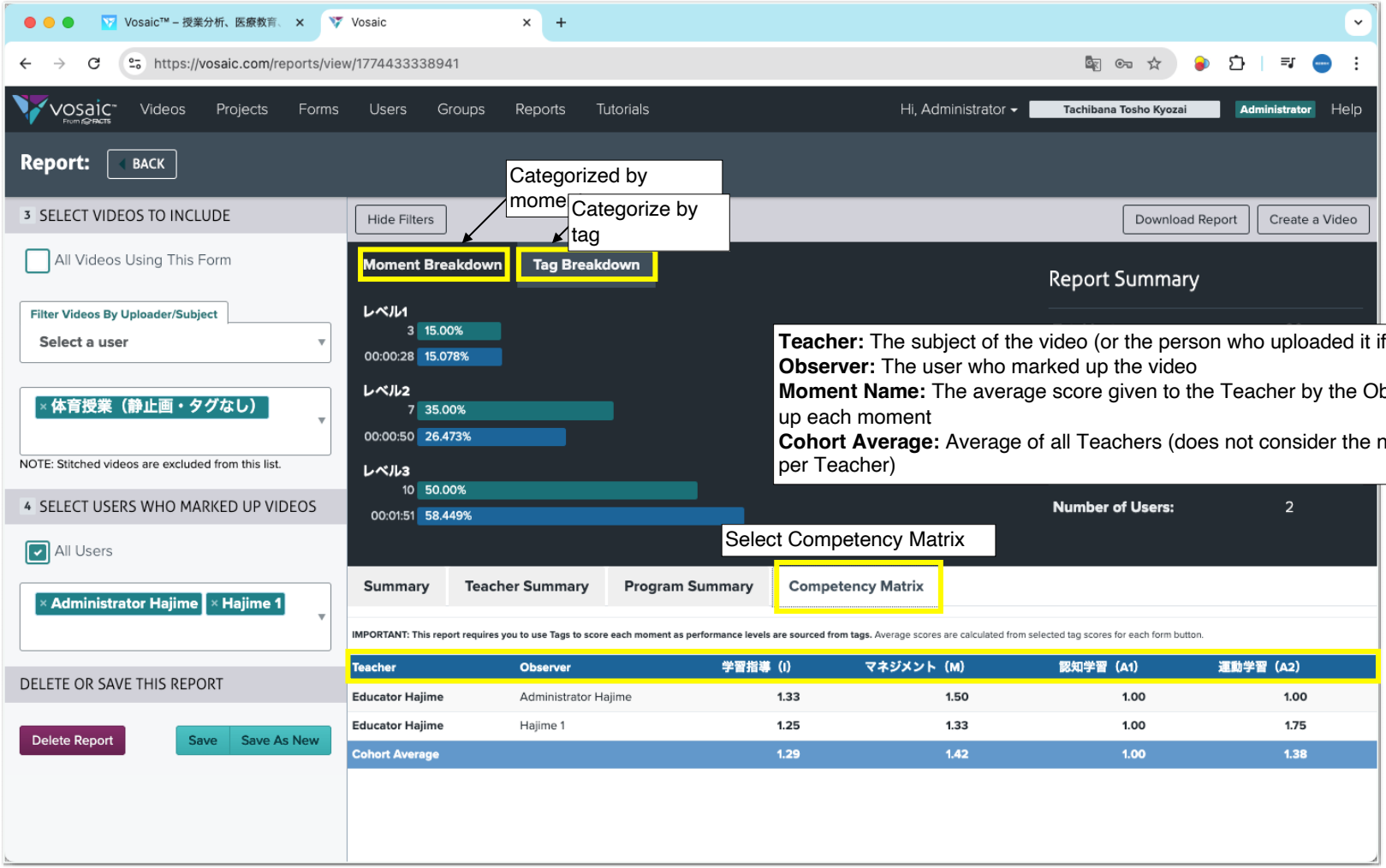
Observed Moment: The name of the moment (button)
Name of the tag: The number of Teachers that reached each level
In this example, we analyze two teachers. 学習指導（Teaching） (I) indicates that one teacher has reached Level 2 and the other teacher has reached Level 3.
Total Teachers: The number of teacher analyzed
% Standard: Percentage of the analyzed teacher that has reached the standard score per moment (Standard score: 50% or more of the highest "score" tag for that button (see 3-3))
% Standard for Cohort Total: The number of people who have reached the standard score per moment / the number of people analyzed per moment
* In this example, (2+5)/8=0.875=88%

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11-6. Competency Matrix Report

Administrator	Educator
Learner	Viewer

Summarize trends by combination of Teacher and Observer.



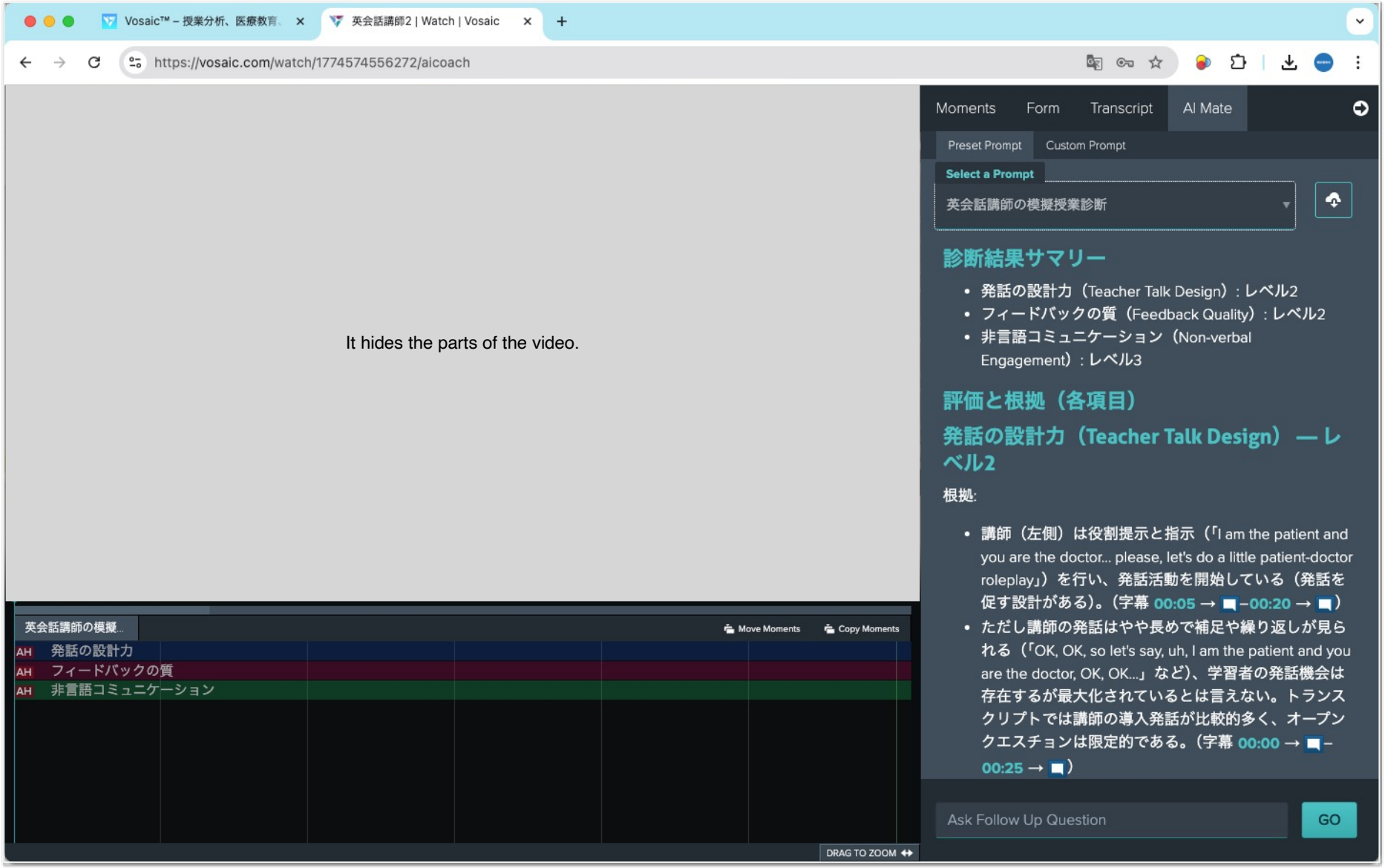
Teacher: The subject of the video (or the person who uploaded it if no subject is set)
Observer: The user who marked up the video
Moment Name: The average score given to the Teacher by the Observer who marked up each moment
Cohort Average: Average of all Teachers (does not consider the number of moments per Teacher)

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12. AI Mate (Generative AI Feedback)

Administrator	Educator
Learner	Viewer

Generate feedback from video and audio information by using AI.

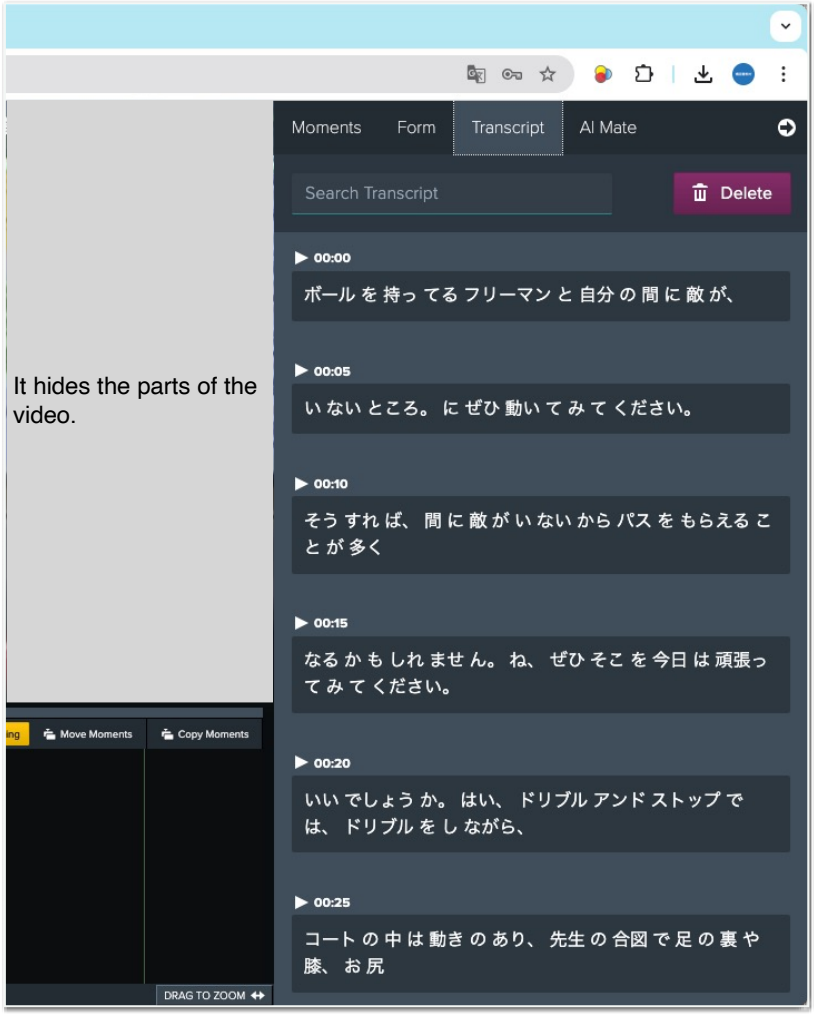


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12-1. Preparation before using AI Mate

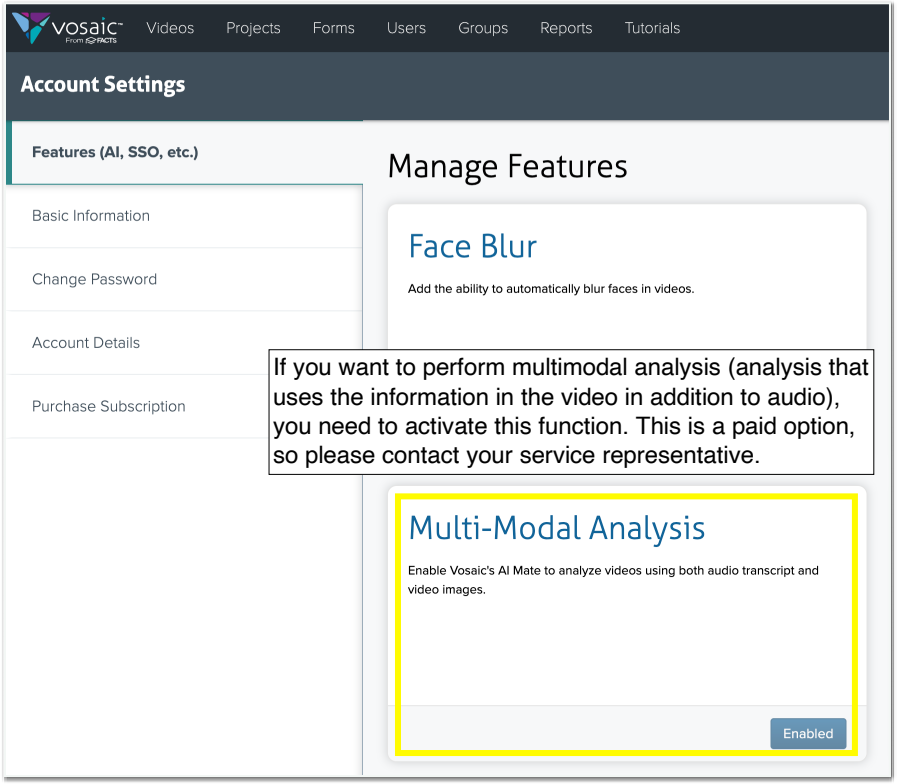
Administrator	Educator
Learner	Viewer

After the video is uploaded, transcribe it.



It hides the parts of the video.

Option: Multi-Modal analysis



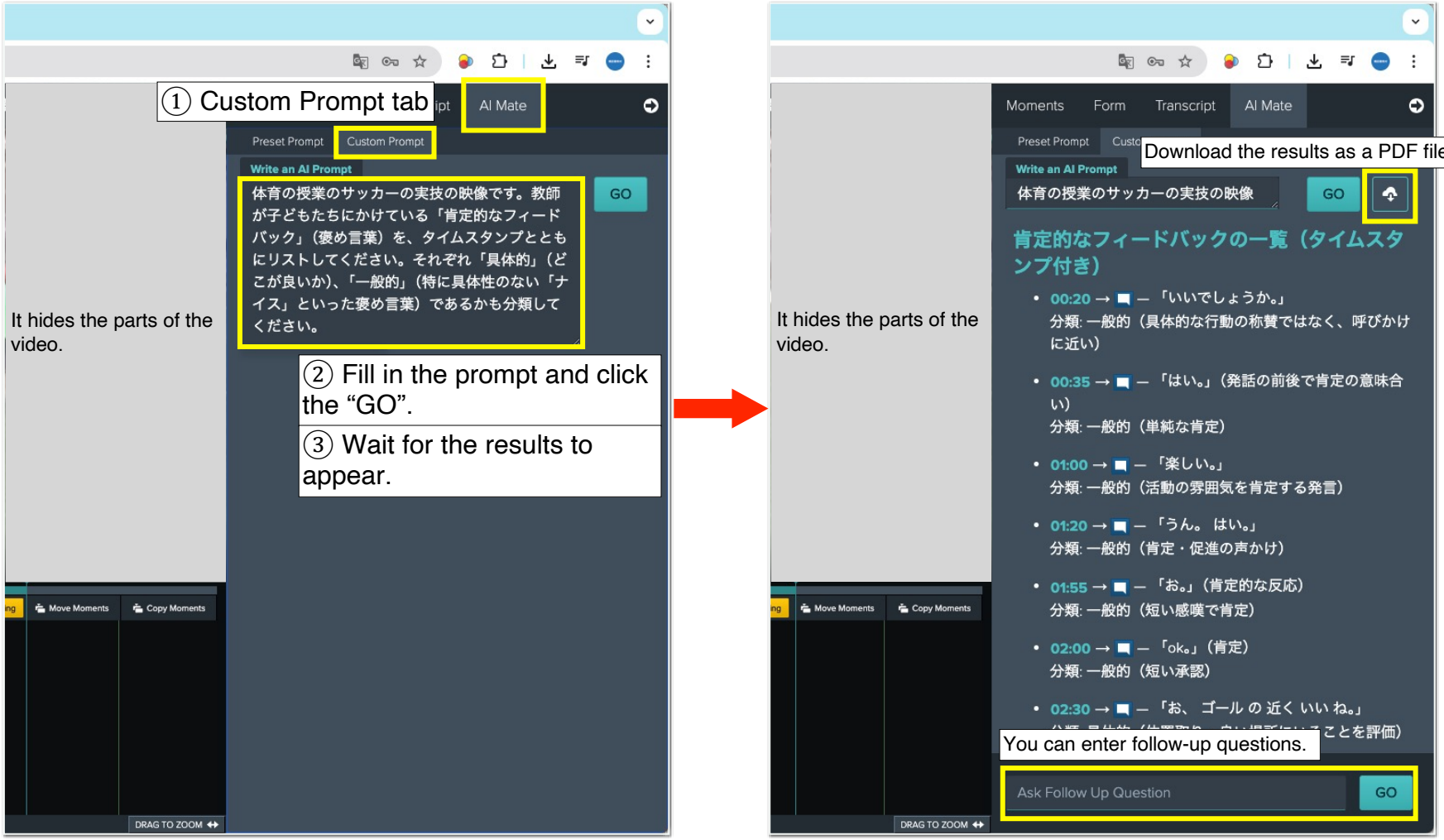
If you want to perform multimodal analysis (analysis that uses the information in the video in addition to audio), you need to activate this function. This is a paid option, so please contact your service representative.

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12-2. Custom Prompt

Administrator	Educator
Learner	Viewer

You can run a “custom prompt” where you can write prompts freely.



Note: The output from AI depends on the prompt. For information in image or audio that is not clear or difficult to recognize, the results may not be appropriate. Please think of AI Mate’s diagnostic results as a supplement to human checks.

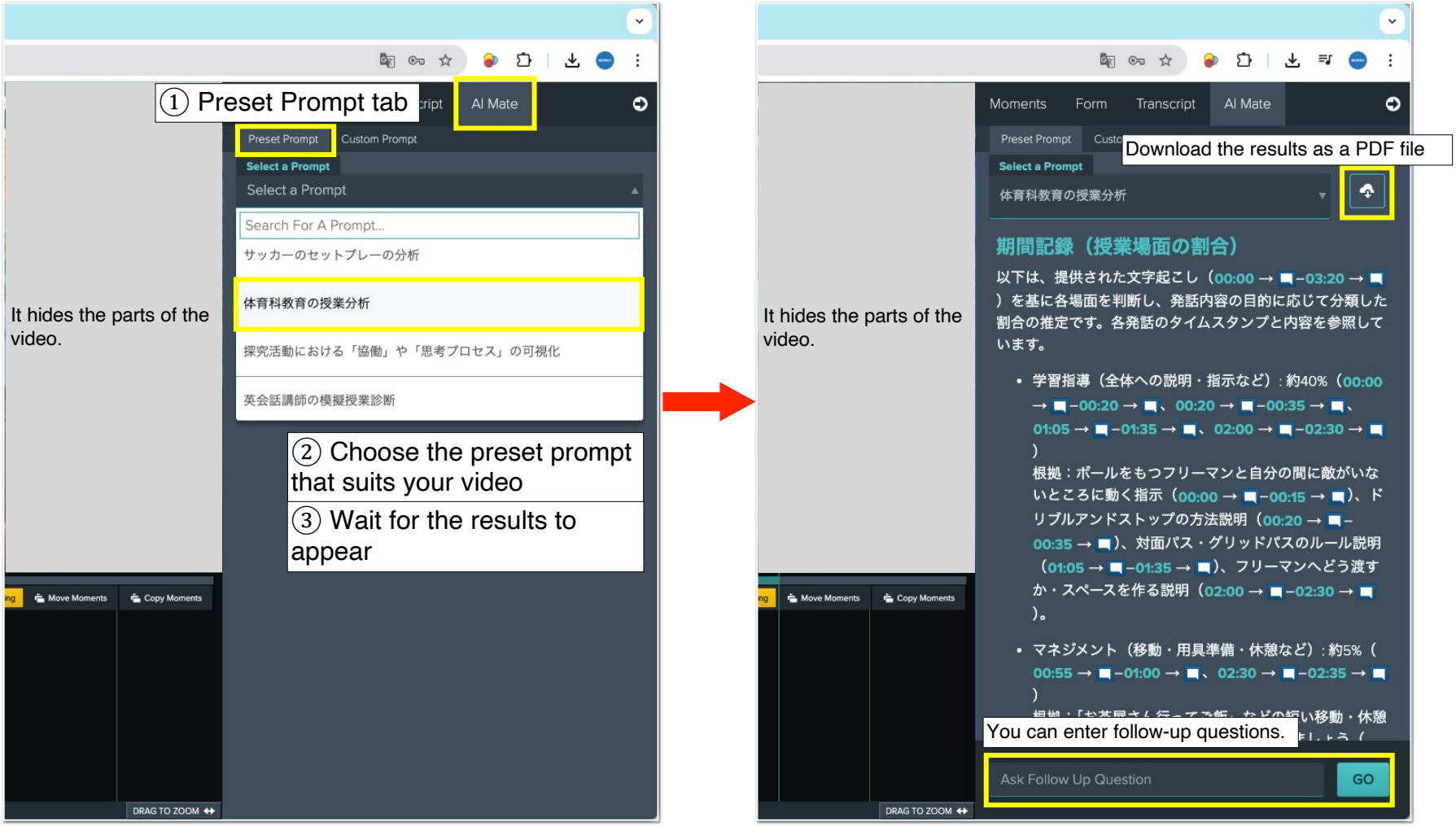
Check out the video and audio for the accuracy of AI Mate reports. You should also consult with your coach or mentor about measures you can take to improve your practice.

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12-3. Preset Prompt

Administrator	Educator
Learner	Viewer

You can run a preset prompt that has been registered beforehand.



Note: The output from AI depends on the prompt. For information in image or audio that is not clear or difficult to recognize, the results may not be appropriate. Please think of AI Mate's diagnostic results as a supplement to human checks.

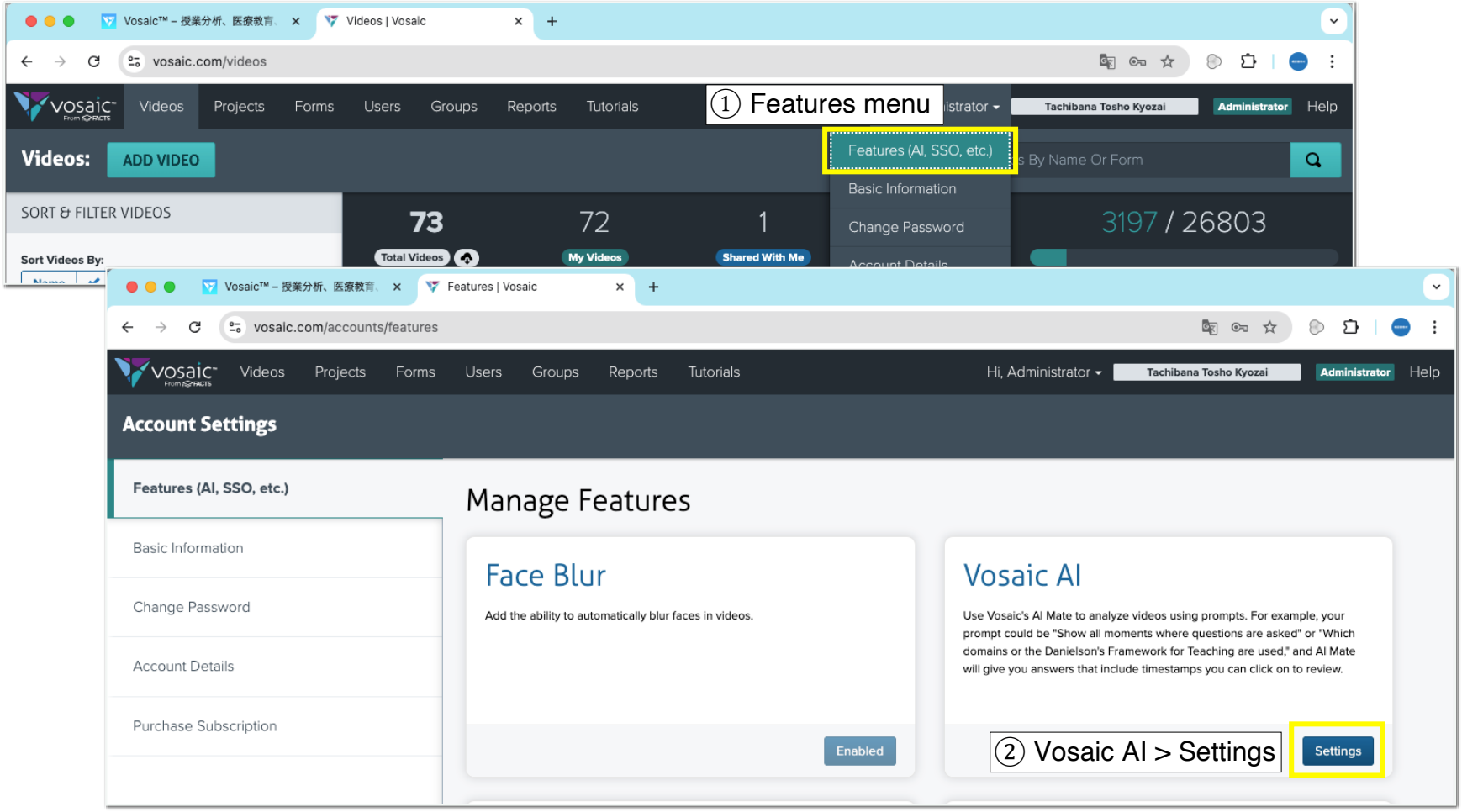
Check out the video and audio for the accuracy of AI Mate reports. You should also consult with your coach or mentor about measures you can take to improve your practice.

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12-4. Setting the Preset Prompt ①

Administrator	Educator
Learner	Viewer

Pre-set the "Preset Prompt" according to the purpose of the analysis.

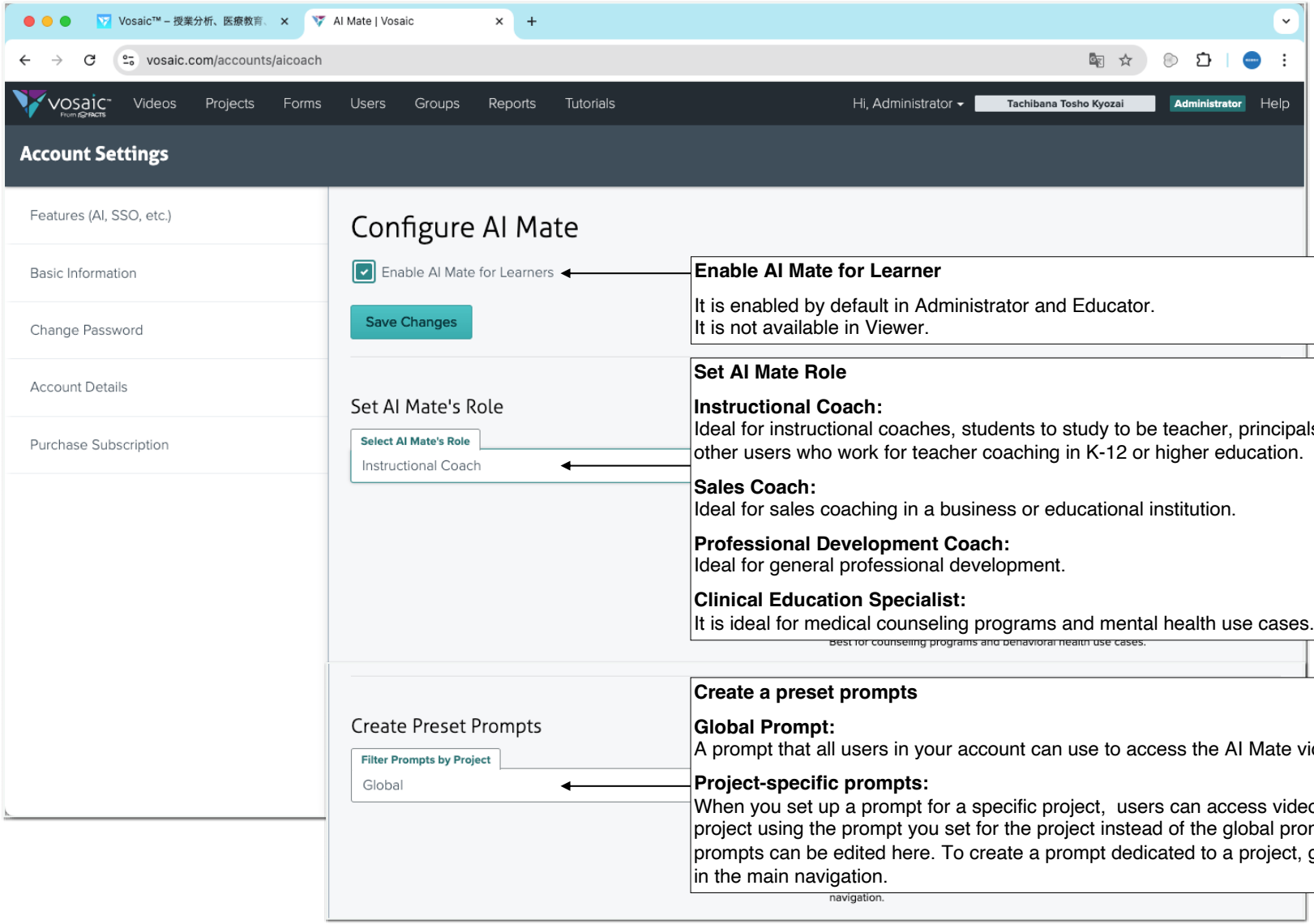


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12-5. Setting the Preset Prompt ②

Administrator	Educator
Learner	Viewer

Set the role to match the observer and video you want to analyze.



Enable AI Mate for Learner

It is enabled by default in Administrator and Educator.
It is not available in Viewer.

Set AI Mate Role

Instructional Coach:
Ideal for instructional coaches, students to study to be teacher, principals, supervisors, and other users who work for teacher coaching in K-12 or higher education.

Sales Coach:
Ideal for sales coaching in a business or educational institution.

Professional Development Coach:
Ideal for general professional development.

Clinical Education Specialist:
It is ideal for medical counseling programs and mental health use cases.

Create a preset prompts

Global Prompt:
A prompt that all users in your account can use to access the AI Mate video player.

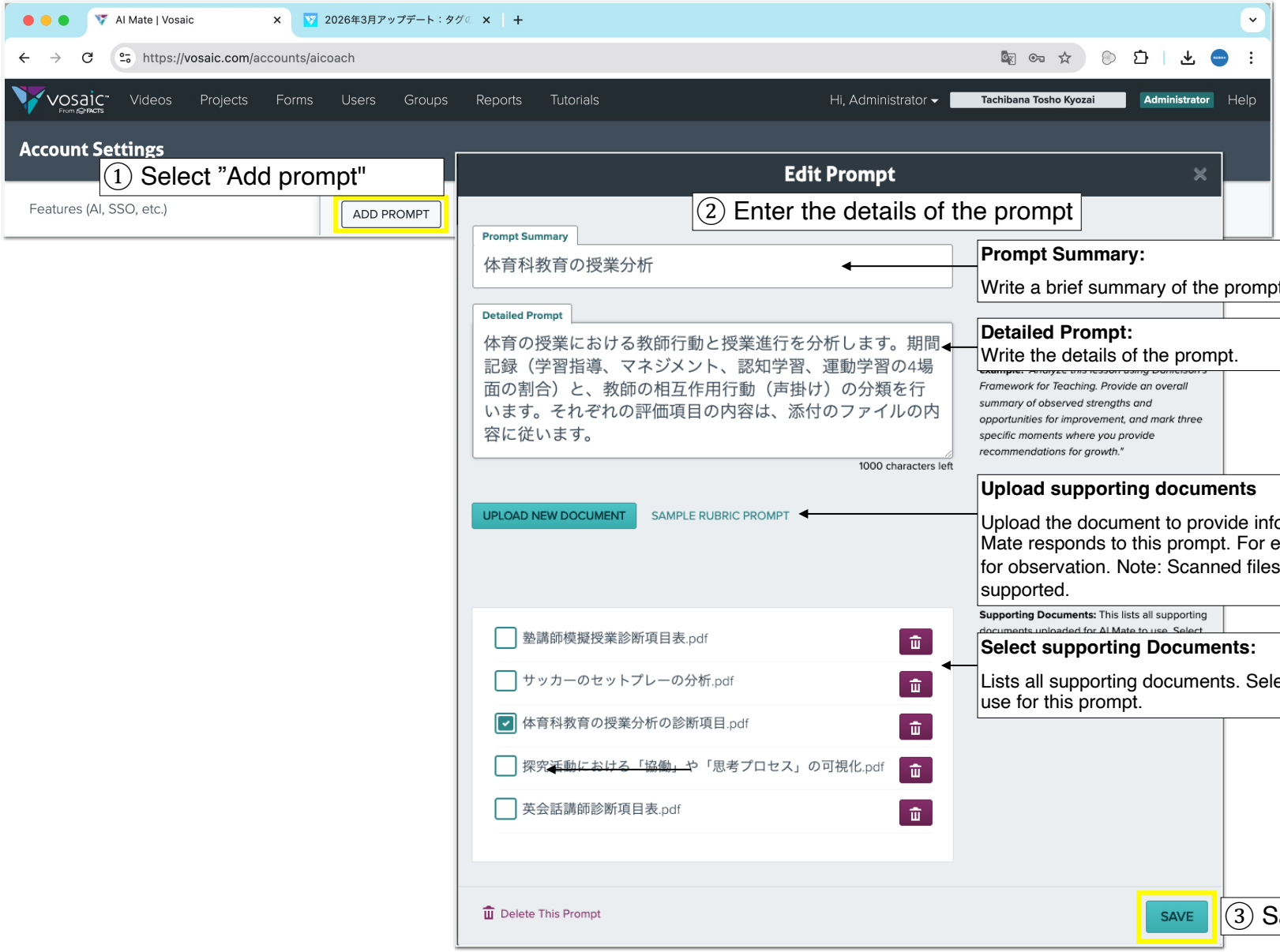
Project-specific prompts:
When you set up a prompt for a specific project, users can access videos uploaded to that project using the prompt you set for the project instead of the global prompt. Project-specific prompts can be edited here. To create a prompt dedicated to a project, go to the Projects tab in the main navigation.

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12-6. Setting the Preset Prompt ③

Administrator	Educator
Learner	Viewer

Enter the rubric and upload the supporting document as PDF.

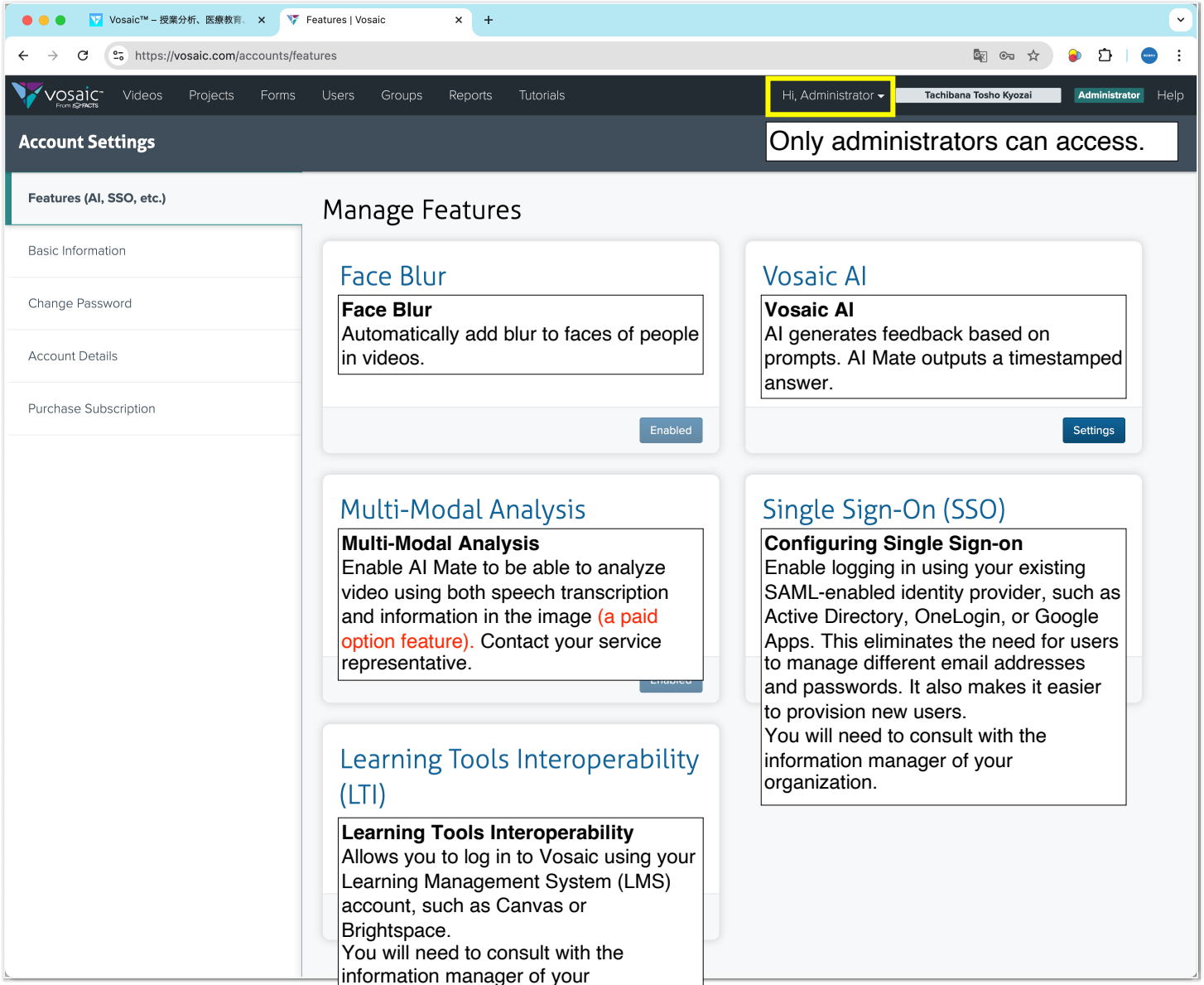


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13. Various settings

Administrator	Educator
Learner	Viewer

Manage account settings and settings for optional features.



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Contact

Please contact us for how-to-use, training, and on-site support.

Vosaic certified distributor in Japan
Tachibana Tosho Kyozai
Hajime Tachibana

https://www.vosaic.jp

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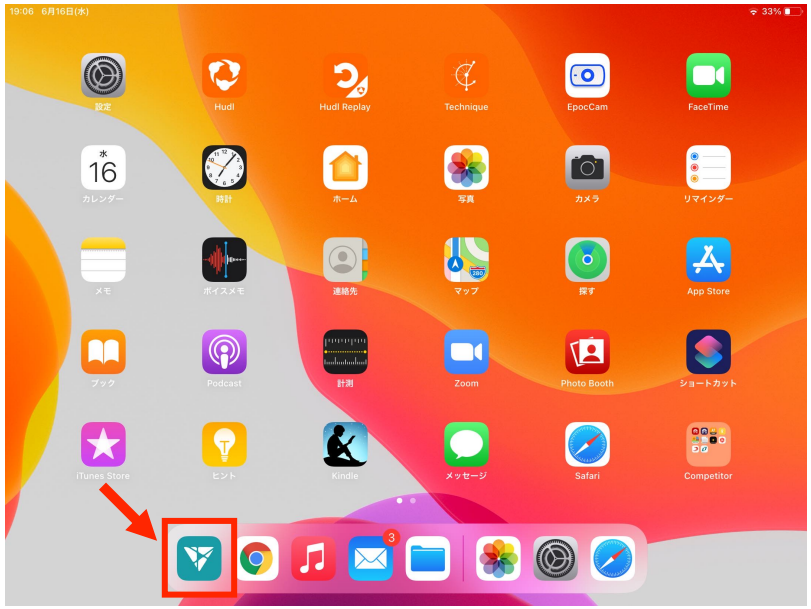
iOS app user guide

1. Launch the app
2. Set the file name and the form to use
3. Start and stop recording

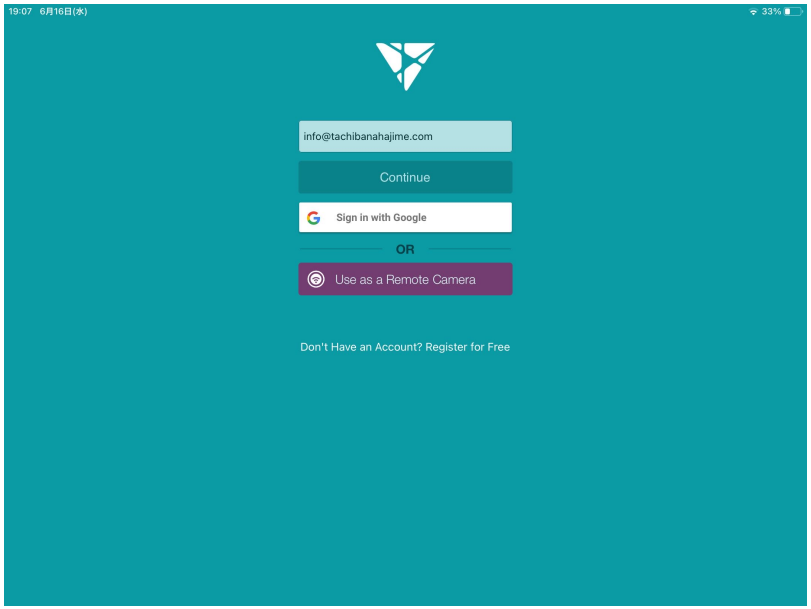
Contact: Tachibana Tosho Kyozai

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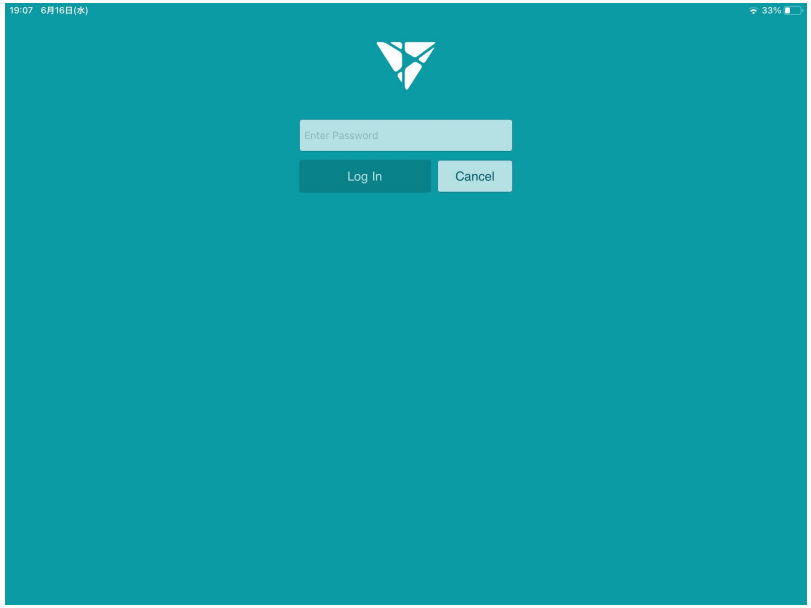
1. Launch the app



① Tap the Vosaic icon.



② Enter your ID（email address） and tap “Continue”.



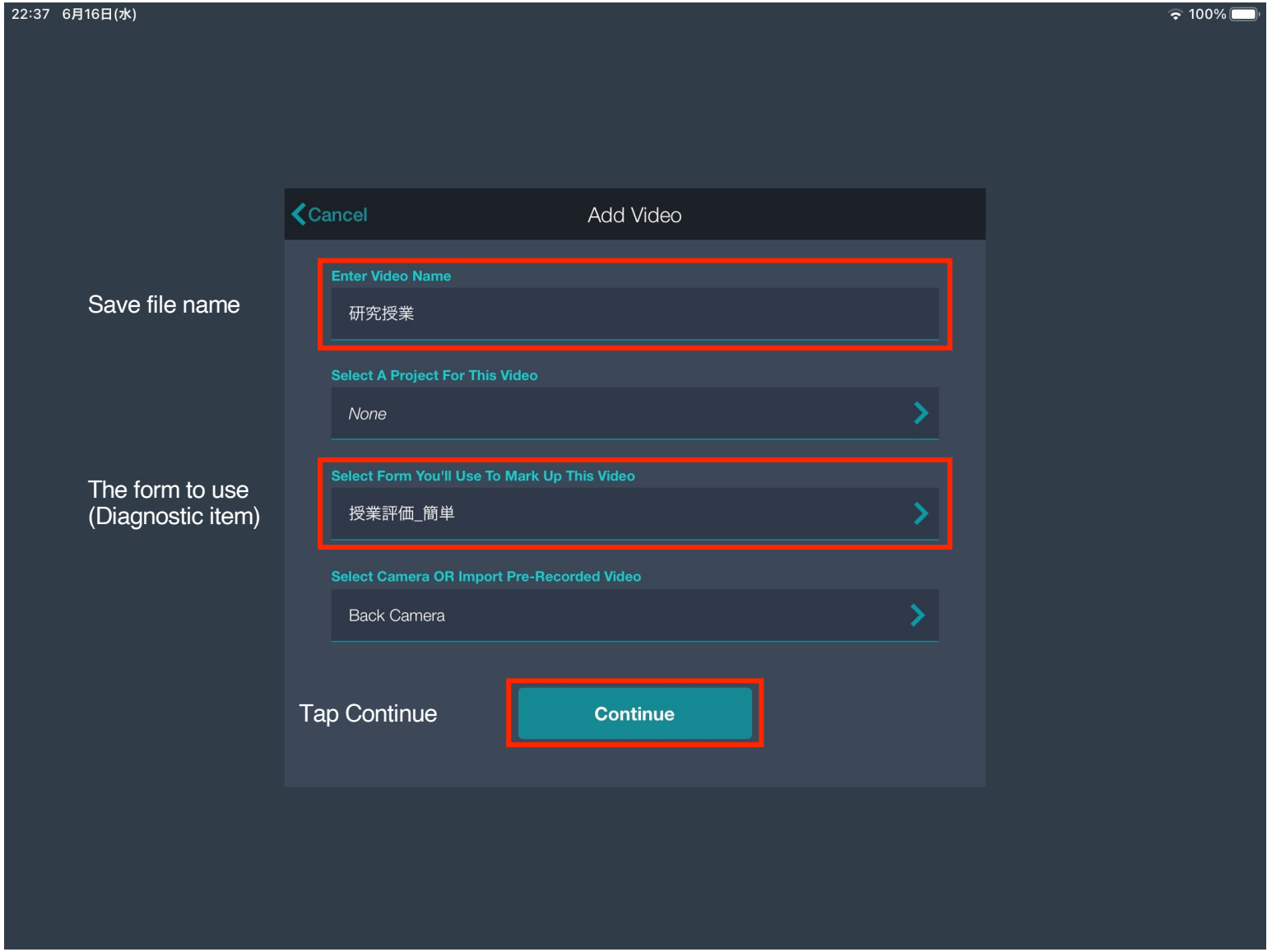
③ Enter your password and tap Log in.



④ Tap the red record button on the left edge of the screen.

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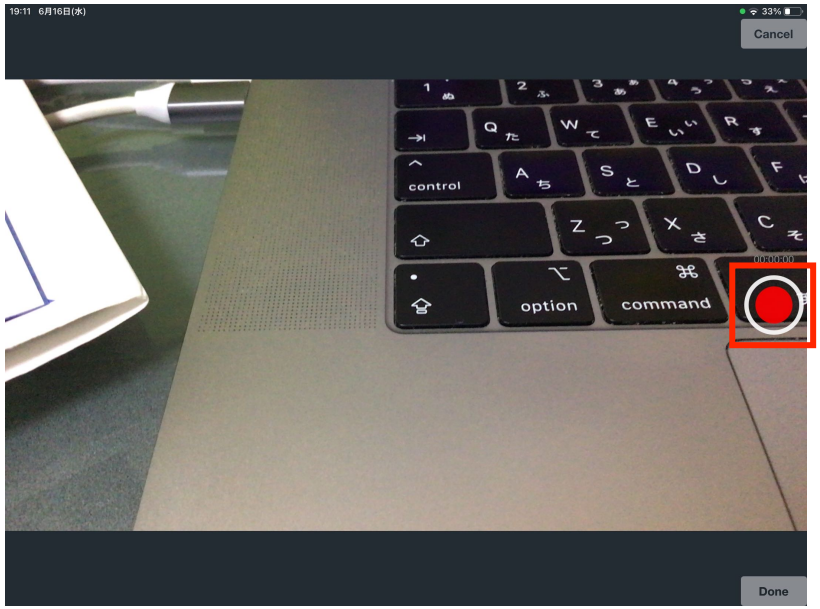
2. Set the file name and form to use



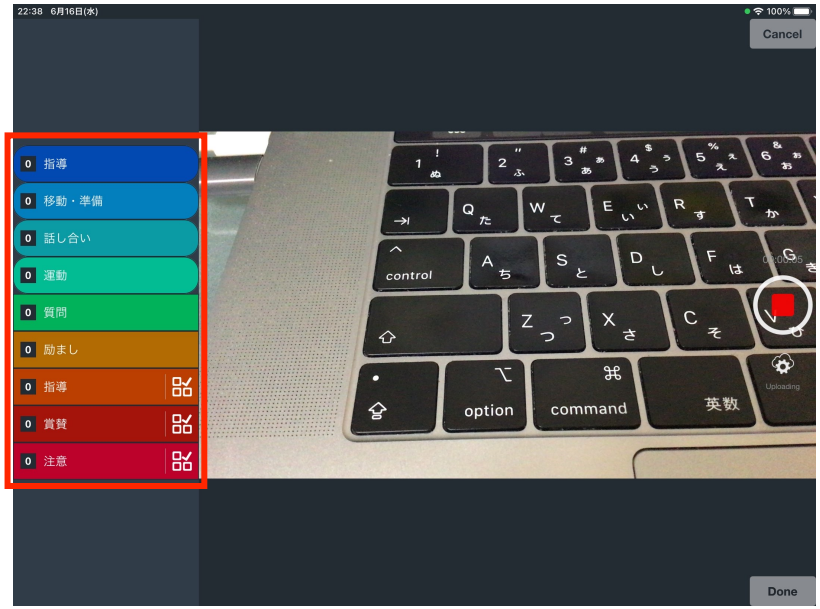
⑤ Name the file, select the form you want to use, and tap “Continue”.

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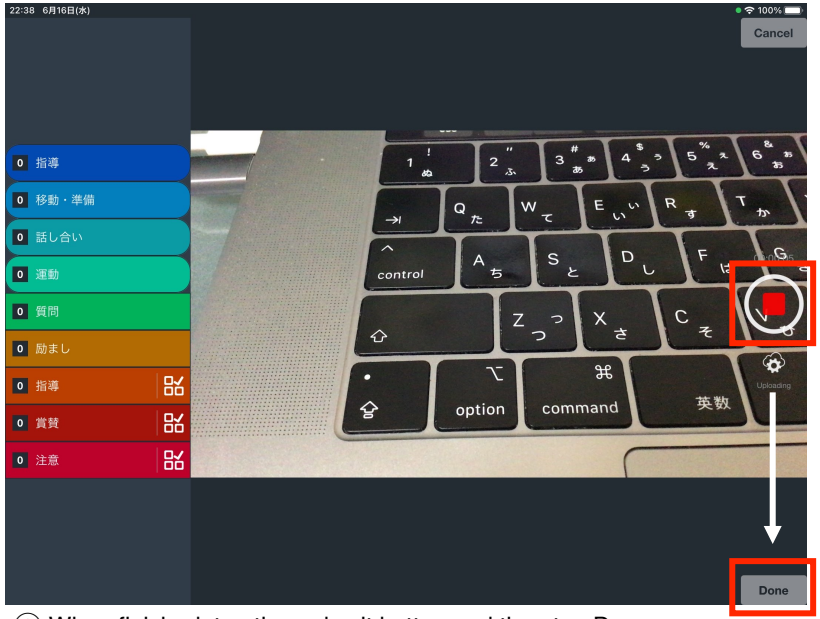
3. Start and end recording



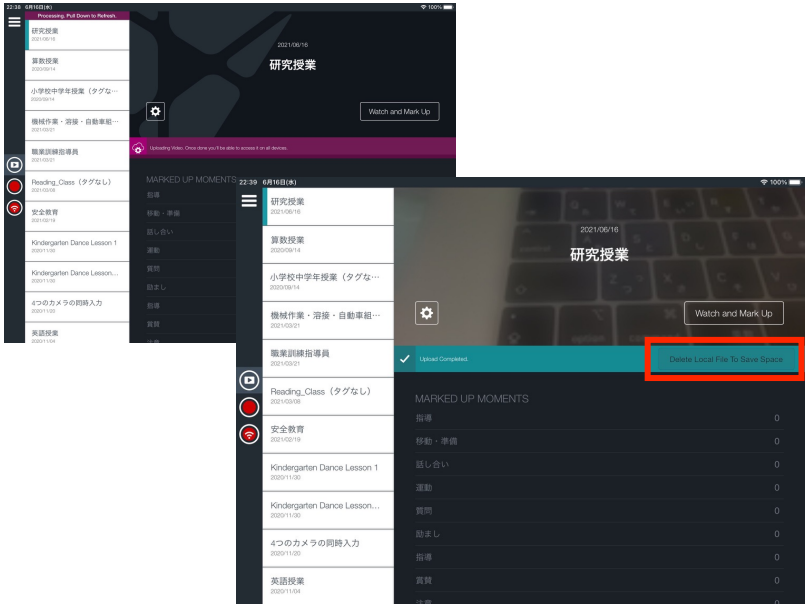
⑥ When the camera image appears, tap the red record button.



⑦ Tap the form buttons displayed on the left.



⑧ When finished, tap the red exit button and then tap Done.



⑨ When the purple bar turns green, the upload＆ conversion is completed. Tap “Delete Local” to delete the video from your iPad.

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Version 26.1

Multi-user guide

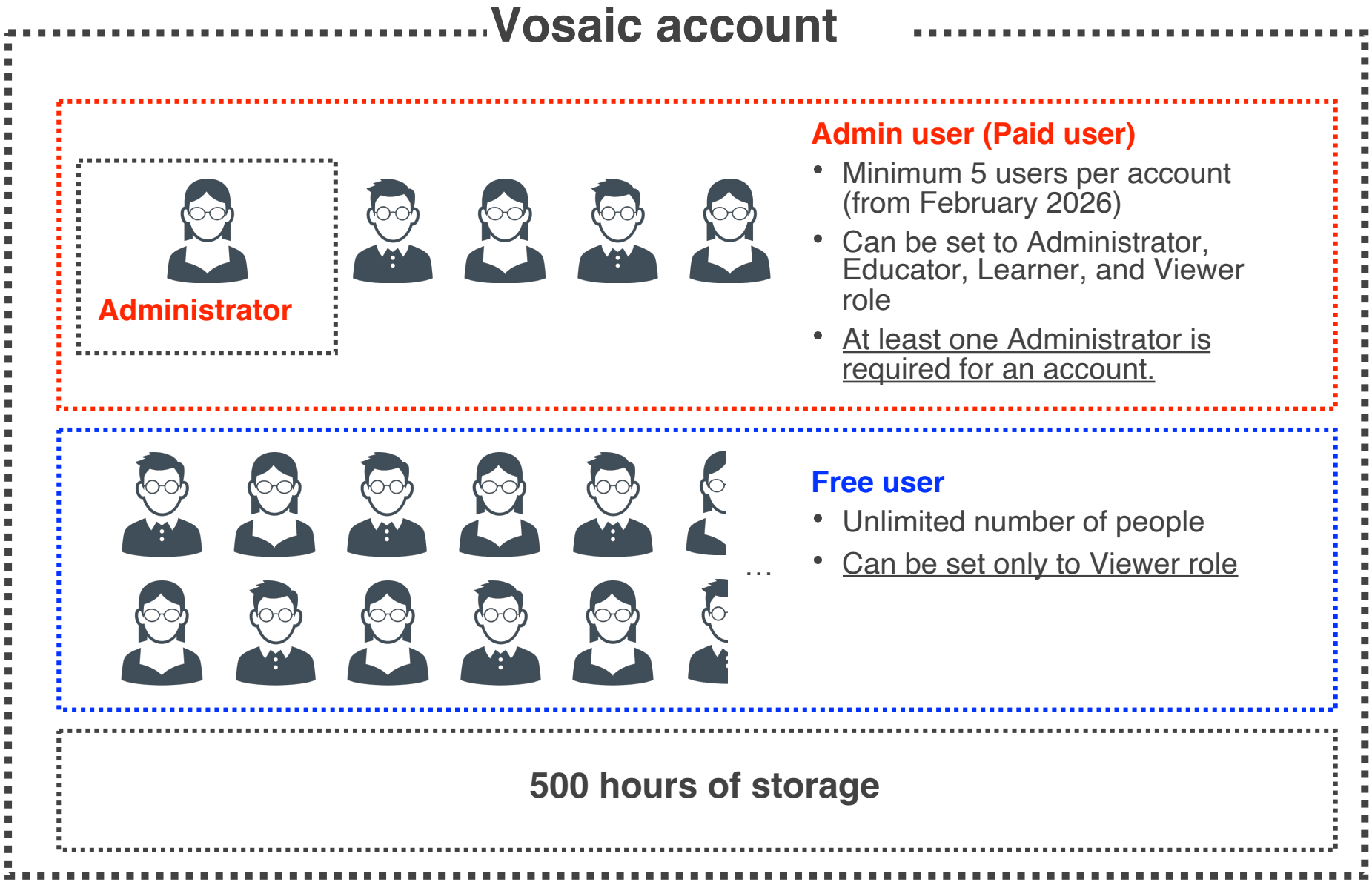
This guide provides an example of how to use a Vosaic with multiple paid users across multiple labs or research groups.

For the basic operation of Vosaic, please refer to the attached Vosaic User Guide or contact the following support.

Contact: Tachibana Tosho Kyozai

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1. Vosaic account and user configuration



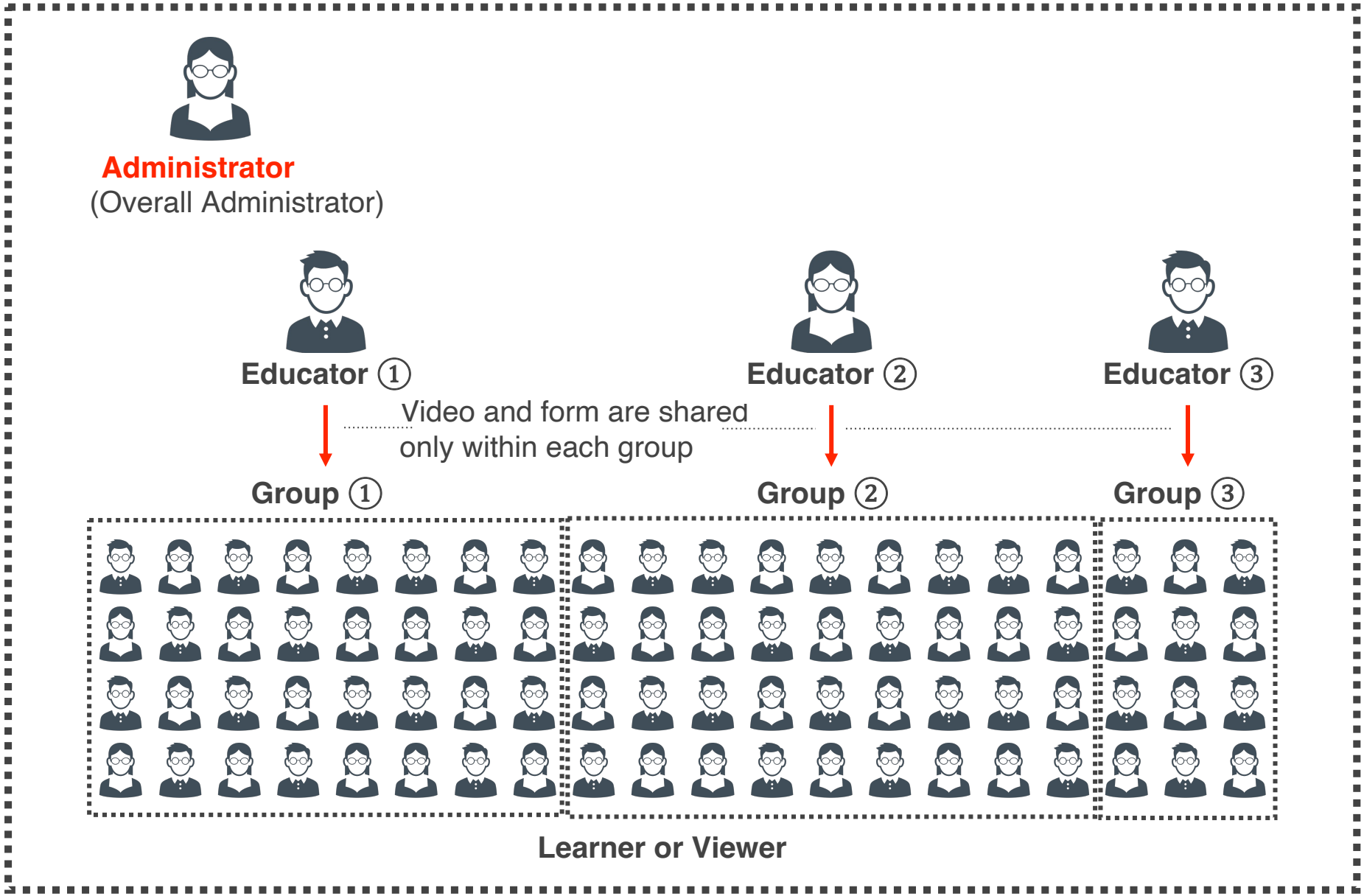
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2-3. Features available in different user roles

	Paid user（only for the number of people purchased）			Free (unlimited) users
Features	Administrator	Educator	Learner	Viewer
Viewing marked-up videos	○	○	○	△（only shared videos）
Markup to the uploaded video	○	○	○	△（only shared videos）
Using multiple forms for markup	○	○	○	△（only shared videos）
Add a comment to a moment	○	○	○	△（only shared videos）
Add tags to moments	○	○	○	△（only shared videos）
Record video	○	○	○	
Upload recorded video files	○	○	○	
Markup during recording	○	○	○	
Automatic transcription transcription	○	○	○	△（only shared videos）
Video sharing settings	○	△ (only uploaded videos)		
Export Data to a Spreadsheet（CSV）	○	○	○	△（only shared videos）
Export Summary Report（PDF）	○	○	○	△（only shared videos）
Create highlight videos, download videos	○	○	○	
Manage users	○	○		
Manage groups	○	○		
Manage forms	○	○		
Manage reports	○	○		
Renewal and upgrade procedures	○			
Payment procedures	○			

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3. Example of utilization methods (for three laboratories)



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4. The relationship between each user role and function

- can be created and uploaded

	Administrator	Educator	Learner	Viewer
User	Can view and edit all users in the account			
Group	Can view and edit all the groups in the account	Can't see any groups created by Administrator or other Educators		
Video	Can view and edit all videos in the account	Can't see any videos uploaded by Administrator or other Educators	Can't see any videos uploaded by other users	Can see only shared videos
Form	**You can set the following setting of form in the Privacy setting** Private: Available only to the user and administrator who created it Public: Available to all users (once set to Public, it cannot be changed) Group: Available only to users in the specified group			
Reports	Can view and edit all reports in the account	Can’t see report created by Administrator or other Educators		

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