

SOP 44 | Advanced administration

Manage approved data collection and timing policies

Review effective settings and apply an approved policy to future work.

For Web · Administrator

Before you start Administrator access and approval for the intended collection configuration are required. This guide does not authorize a new pilot.

Open Manage > Data collection admin

Step 1 Choose the scope

Open Data collection and select the intended organization/property. Read inherited defaults and current property overrides.

Step 2 Review the relevant section

Choose routine tracking, setup sensors, associate route evidence, collection defaults or run timing as appropriate. Read the displayed effective settings.

Step 3 Enter approved values

Set only the approved values, notice version and reason. For timing, review early-start behavior and the separate maximum run duration.

Step 4 Confirm futurerun changes

Review the form's confirmation checkbox or review step and publish using the named policy action.

Step 5 Verify the effective version

Refresh and confirm the new version and scope. Existing sessions keep their authorized snapshot and emergency cutoff.

Check your result The intended future-run policy is recorded with its reason and effective version.

If something goes wrong Technical settings do not themselves approve employee notice, retention, experimental pilots or employment consequences.

See the picture reference on the next page.

SOP 44 Picture reference

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Step 2 · The intended future-run policy is recorded with its reason and effective version.

Workflow illustration. Follow the complete numbered instructions on the previous page.