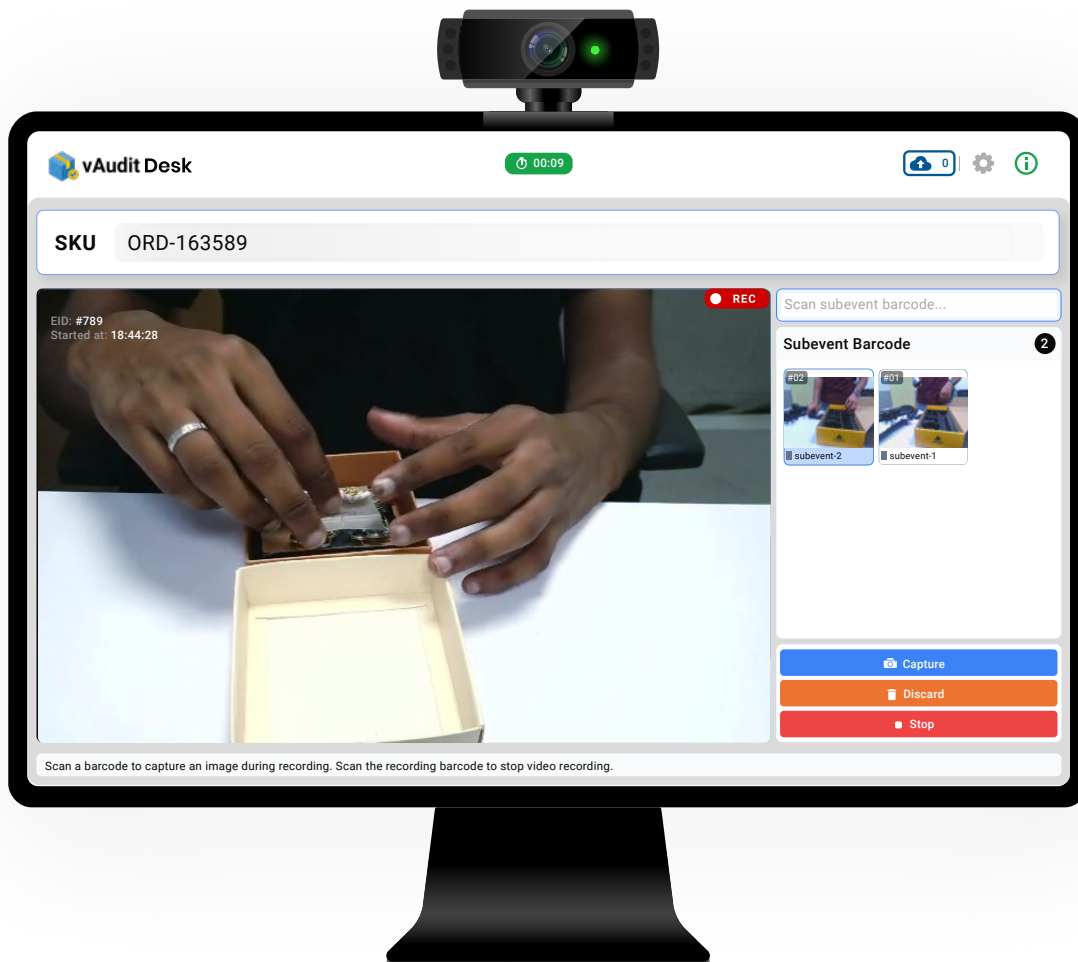




vAudit Desk

Installation and Operation Guide



Revision History

This section records the major updates to this manual, including improvements, corrections, and enhancements made to ensure accurate installation and operation of the vAudit Desk and vAudit Chrome Extension

Revision	Date Updated	Description
1.1	5 May 2026	Official release of the complete vAudit Desk and vAudit Chrome Extension Manual, including detailed instructions for installation and workflow

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1.0 Account Creation

vAudit Sales team will create an account on request with the user email ID. This will trigger an automated email asking you to set a password for your Forge account.

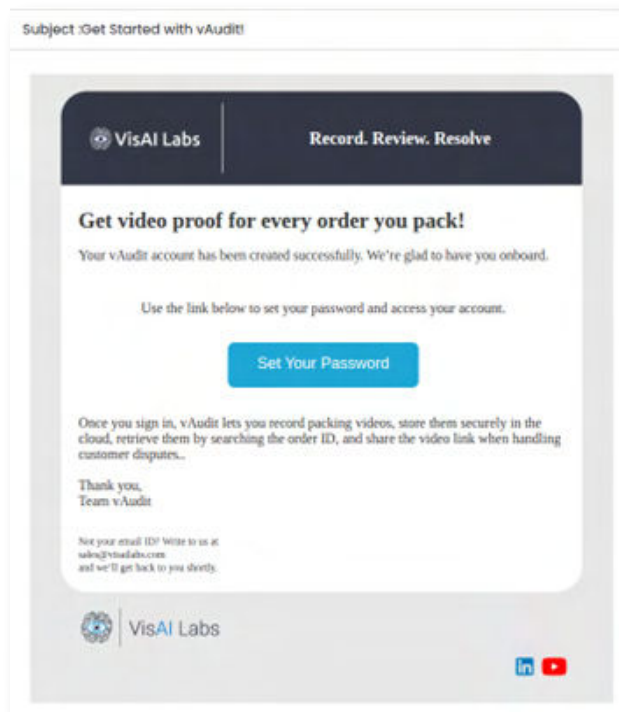


Figure 1 - Authentication Screen

Step 1: Click on Set Your Password

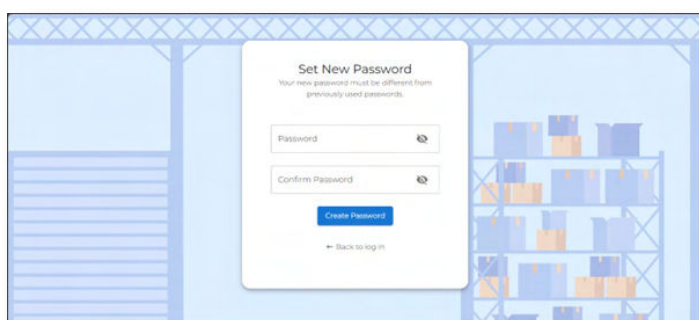


Figure 2 - Set Password

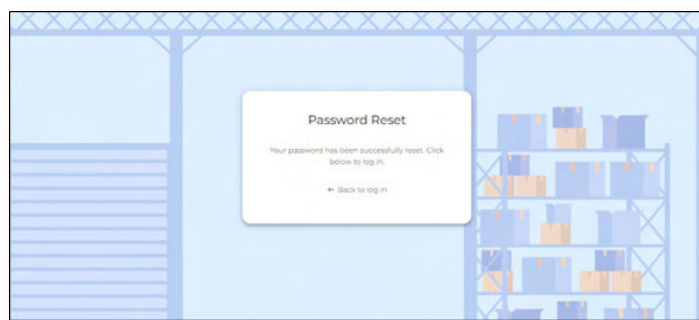
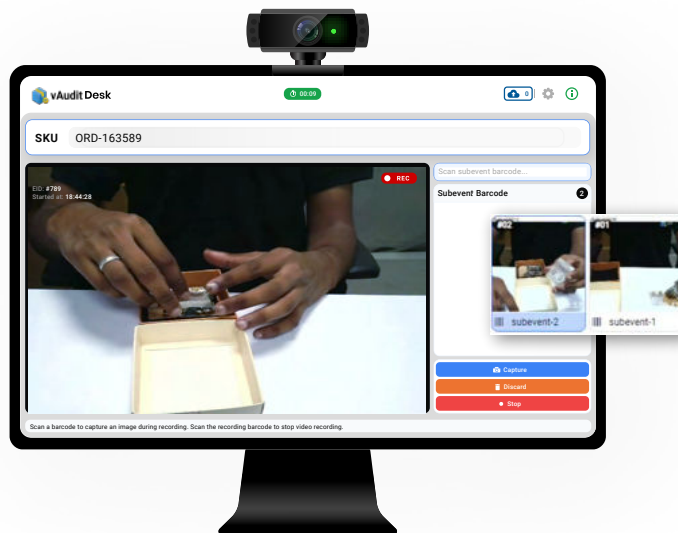


Figure 3 - Reset Password Successful

Step 2: Enter a secure password for your Forge Account. Once the password is set, you are all set to use the vAudit Desk and store order ID-linked videos on cloud (Forge)

2.0 vAudit Desk

2.1 What is vAudit Desk?



vAudit Desk is a software-based video logging tool for packing stations. It runs on your existing desktop computer and webcam, so there is nothing new to install or set up at the station.

When a packer is about to ship an order, they scan the order ID barcode. vAudit Desk starts recording. When the order is done, they scan again and the recording stops. That video is then stored in the cloud, linked to that order ID.

If a dispute comes in later, a customer claims the wrong item was sent or something was missing, anyone with access can search for that order ID and pull up the footage instantly. Proof can be shared as a link, without digging through files or security camera archives.

vAudit Desk is managed through Forge Cloud, which is where your recordings are stored, your devices are configured, and your reports are accessed.



IMPORTANT: Your vAudit Desk application must be connected to Forge before you can start recording, store footage in the cloud, and search videos by order ID. This connection allows the application to sync with your Forge account, apply device settings, and make recorded proof available for quick access whenever it is needed.

2.2 How to set up vAudit Desk?

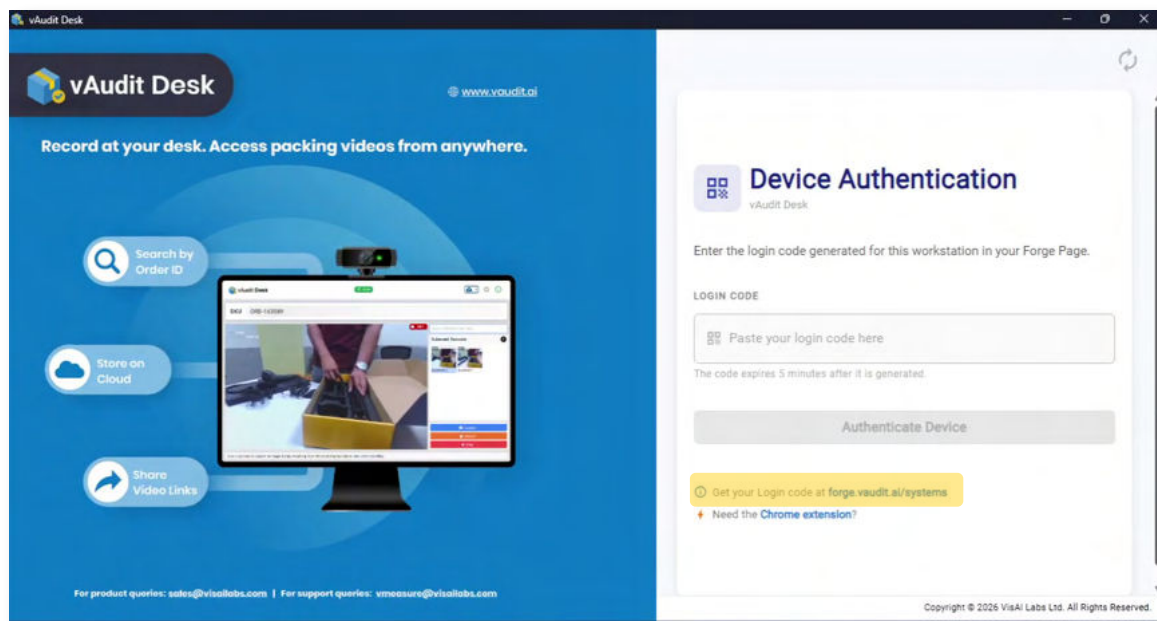


Figure 4 - Authentication Screen

Step 1: You need a login code to authenticate the device. Click on the Forge link provided to go directly to the systems page.

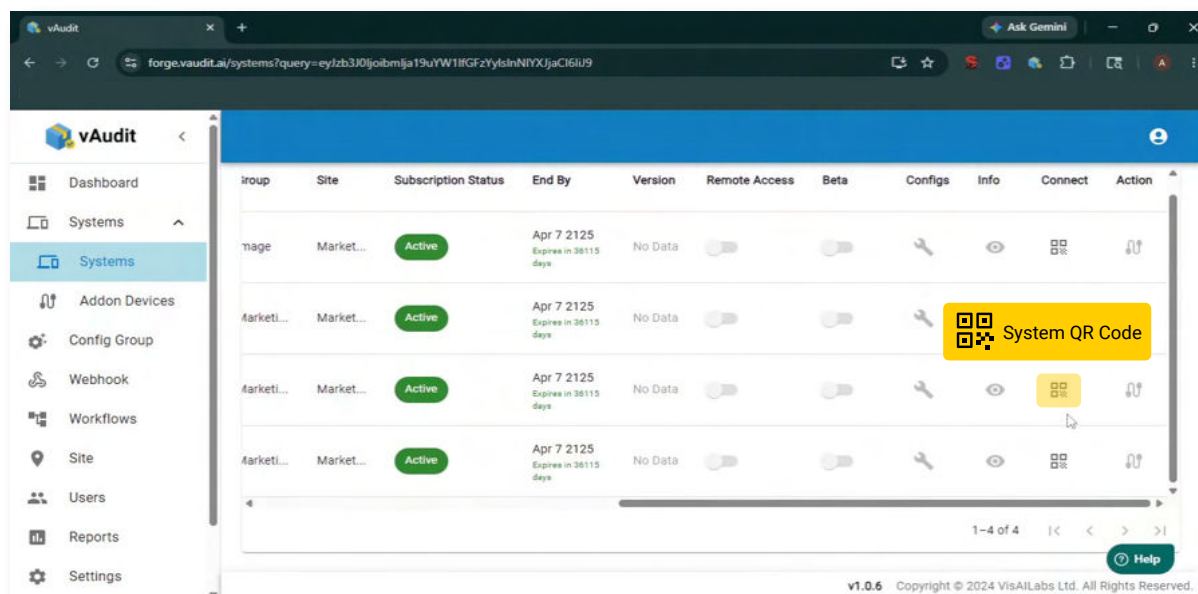


Figure 5 - System QR Code

Step 2: Click on the system QR code

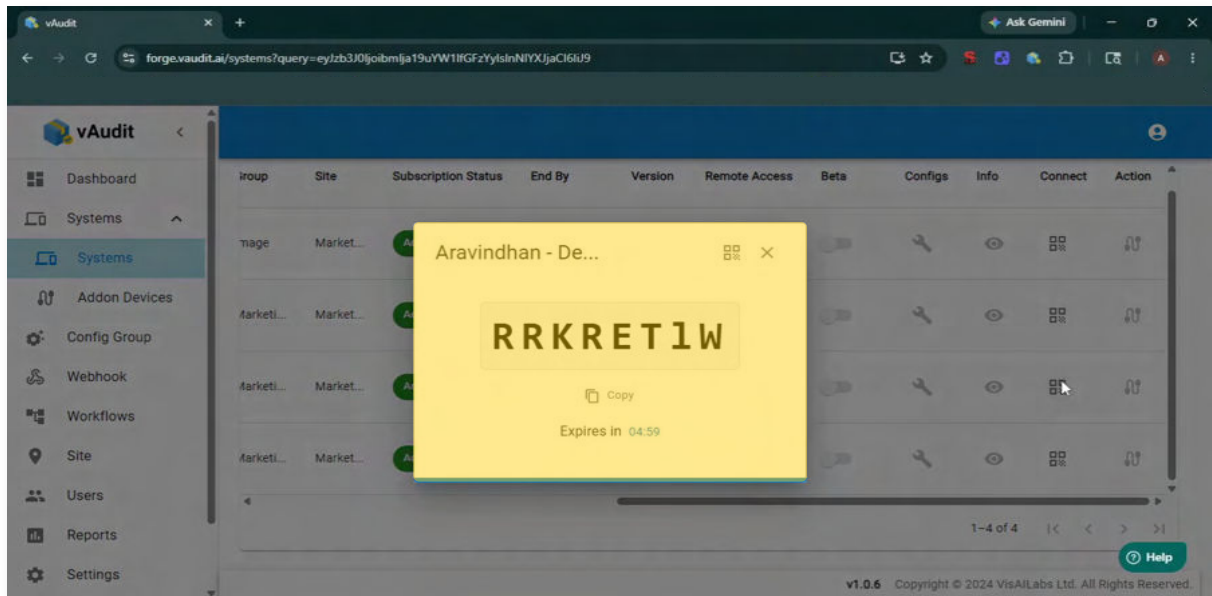


Figure 6 - Authentication Code

Step 3: Copy the code.

 **IMPORTANT:** This code will expire in 5 minutes.

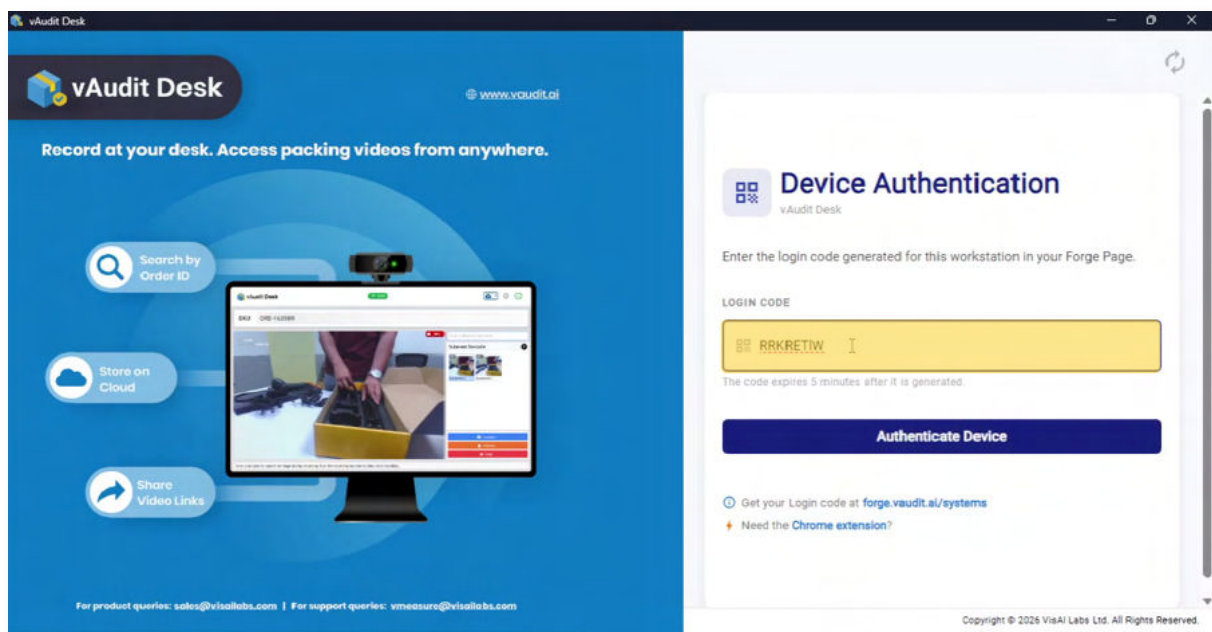


Figure 7 – Paste Authentication Code

Step 4: Paste the code and click on Authenticate Device

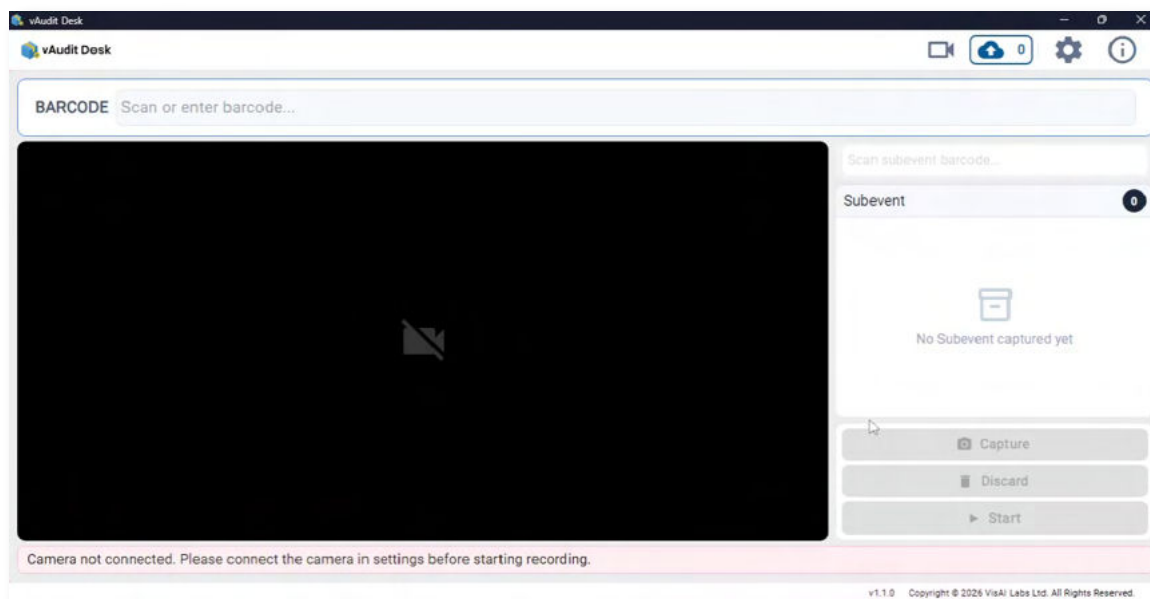


Figure 8 - vAudit Desk Connected

Step 5: Once authentication is complete, vAudit Desk is connected to Forge and ready for camera setup.

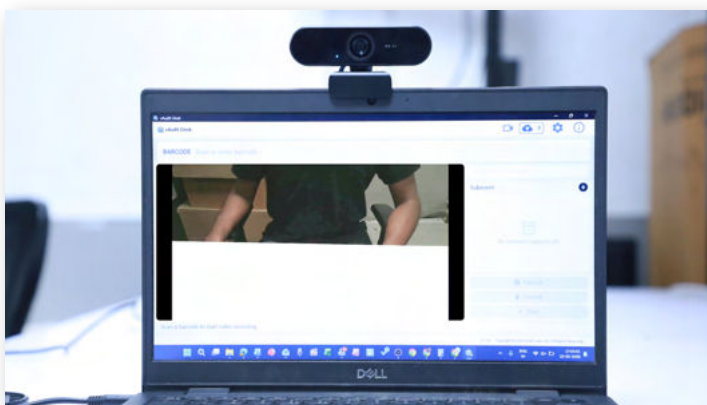


Figure 9 - Web Camera Connection

Step 6: Connect the recommended web camera to your desktop or laptop. Position it so the packing area is clearly visible during recording.



IMPORTANT: Recommended web cameras

Webcamera	Video Quality	Link (US)	Link (India)
Logitech BRIO 100	1080p	Buy Online	Buy Online
EMEET NOVA 4K	4K	Buy Online	Buy Online

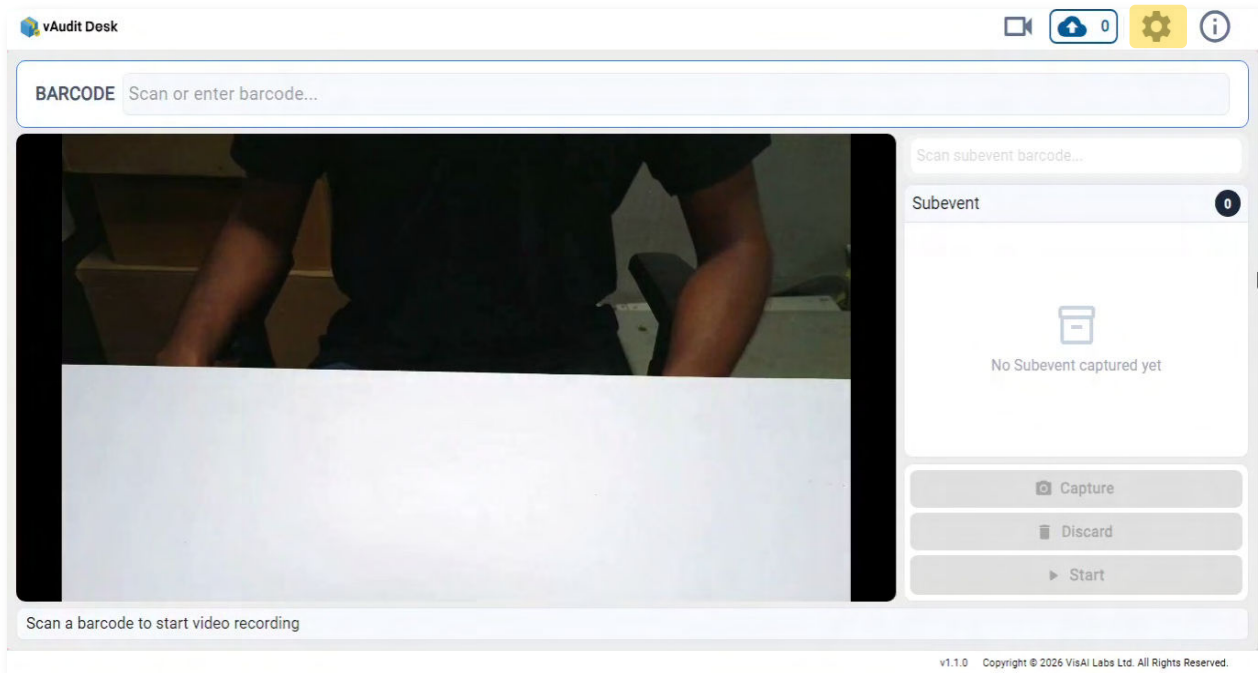


Figure 10 – Settings

Step 7: Go to settings to start camera configuration.

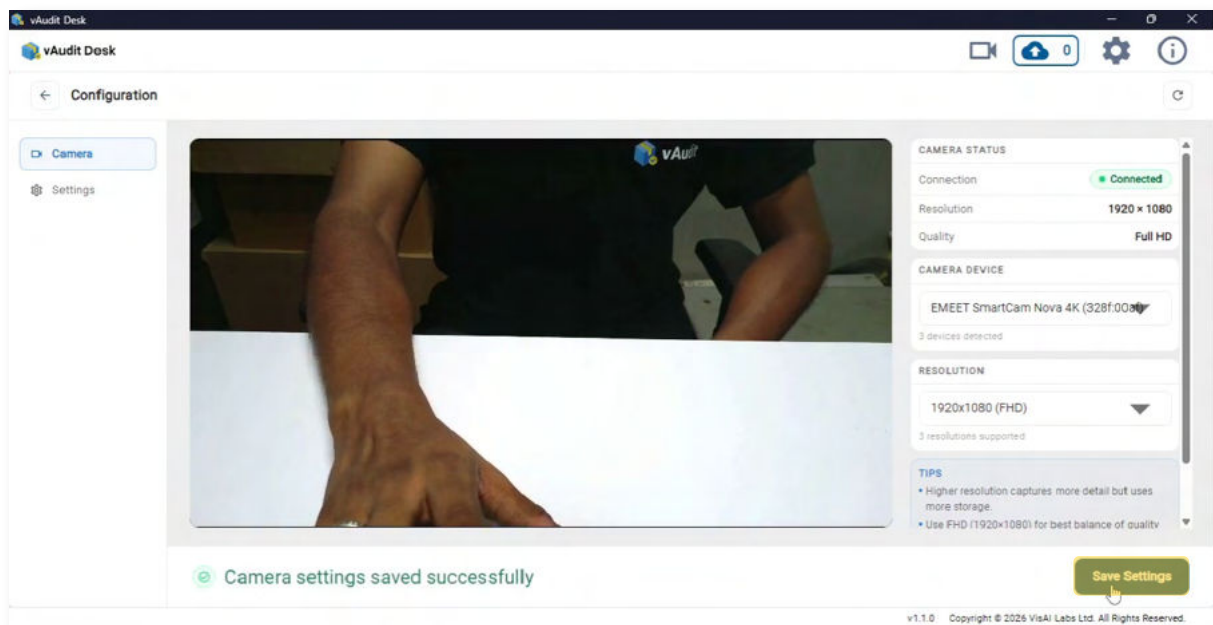


Figure 11 - Camera Settings

Step 8: Select the camera and the preferred resolution from the dropdown menu. Click save.

2.3 How to record videos on vAudit Desk?

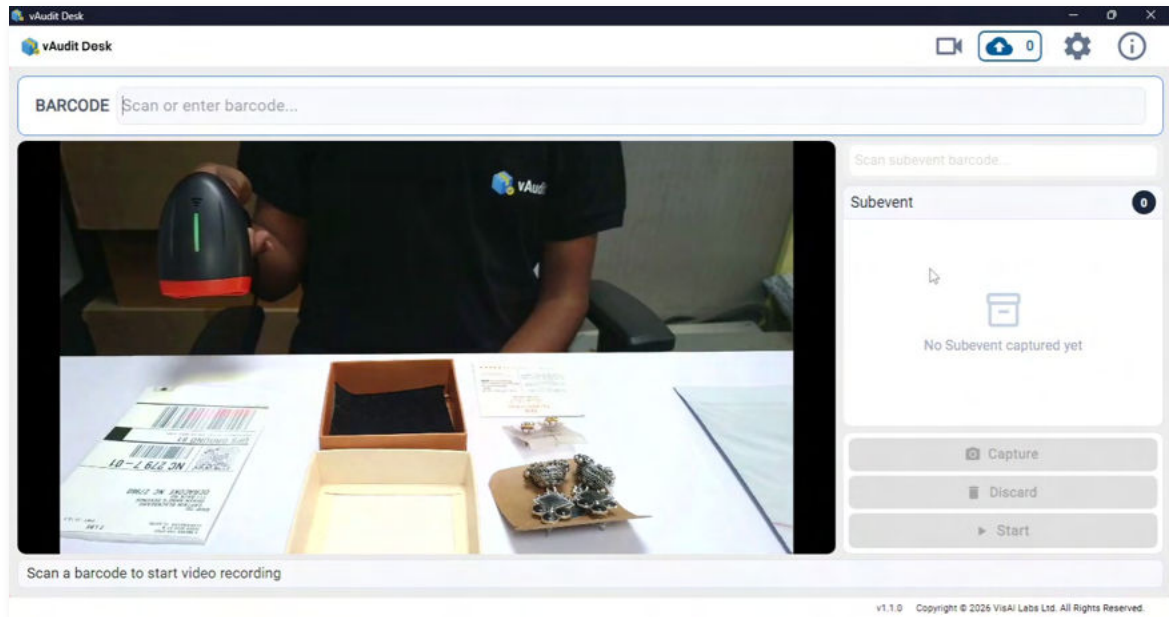


Figure 12 - Start Video Recording

Step 1: Scan the order ID to start recording.

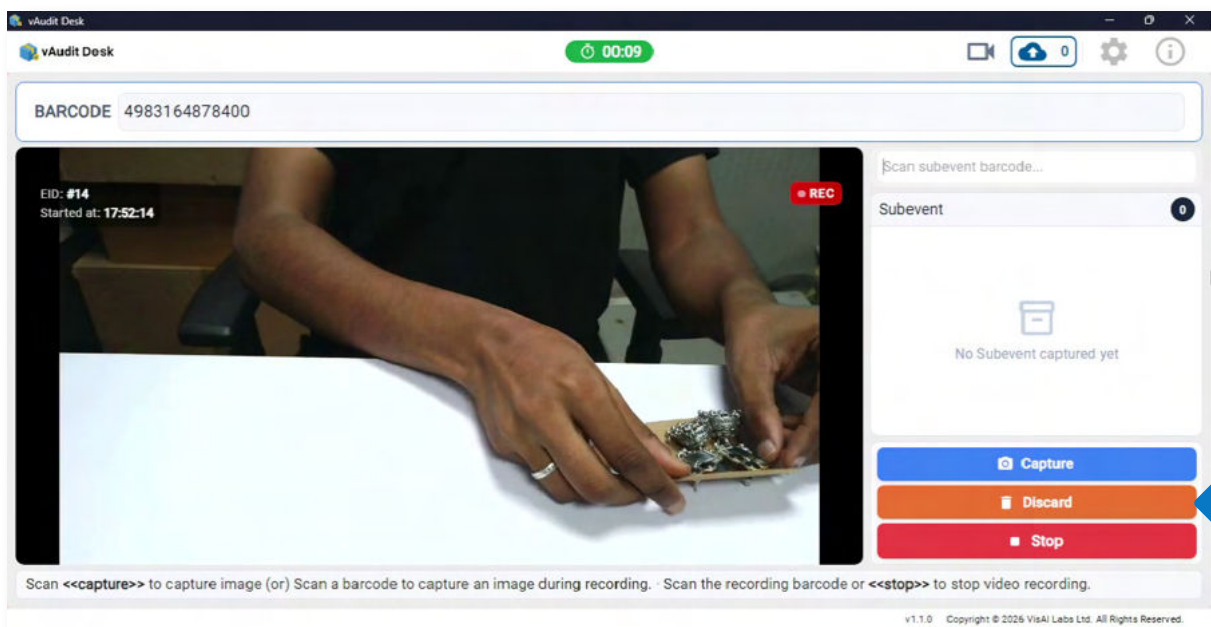


Figure 13 - Discard Button

IMPORTANT: In case the recording was started by mistake, click on Discard button within the first 10 seconds to delete the video.

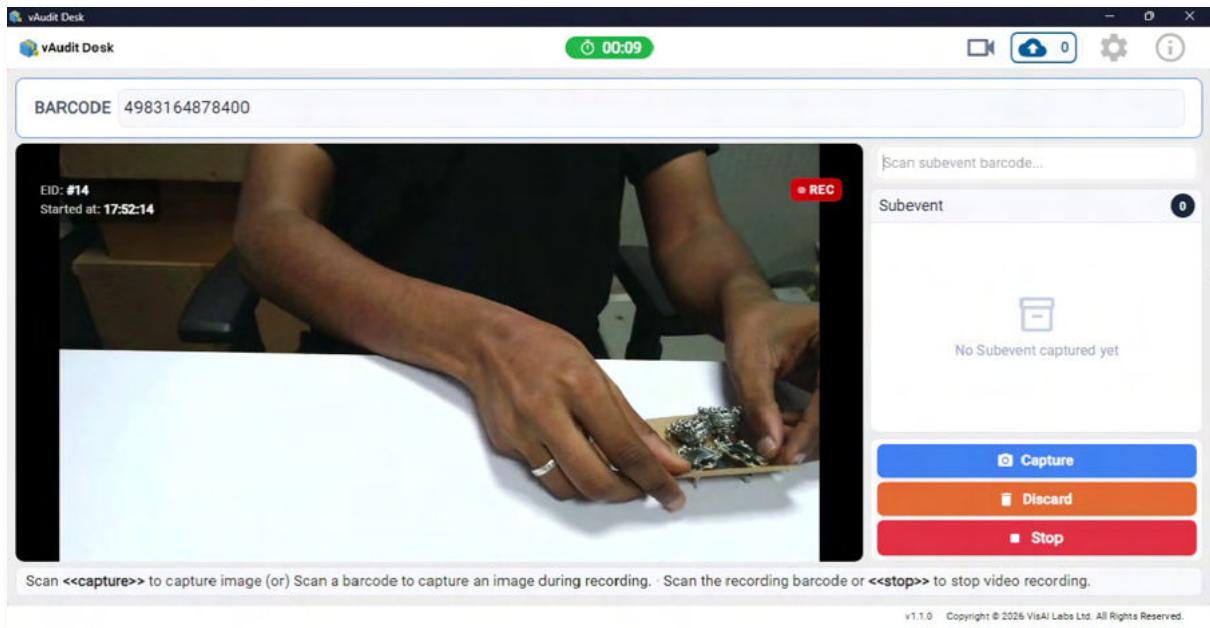


Figure 14 - Packing Session In Progress



IMPORTANT: Pack the order as usual. vAudit Desk records the process in the background.

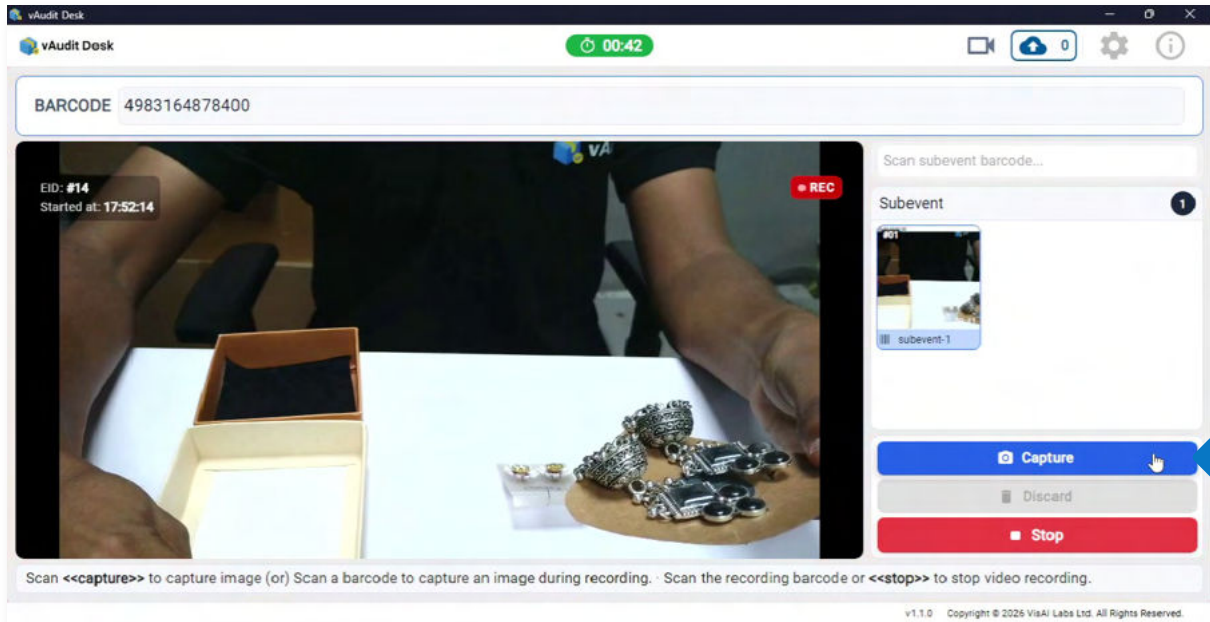


Figure 15 - Snapshot Captured

Step 2: Click capture or scan the item's barcode to capture timestamped images during video recording.

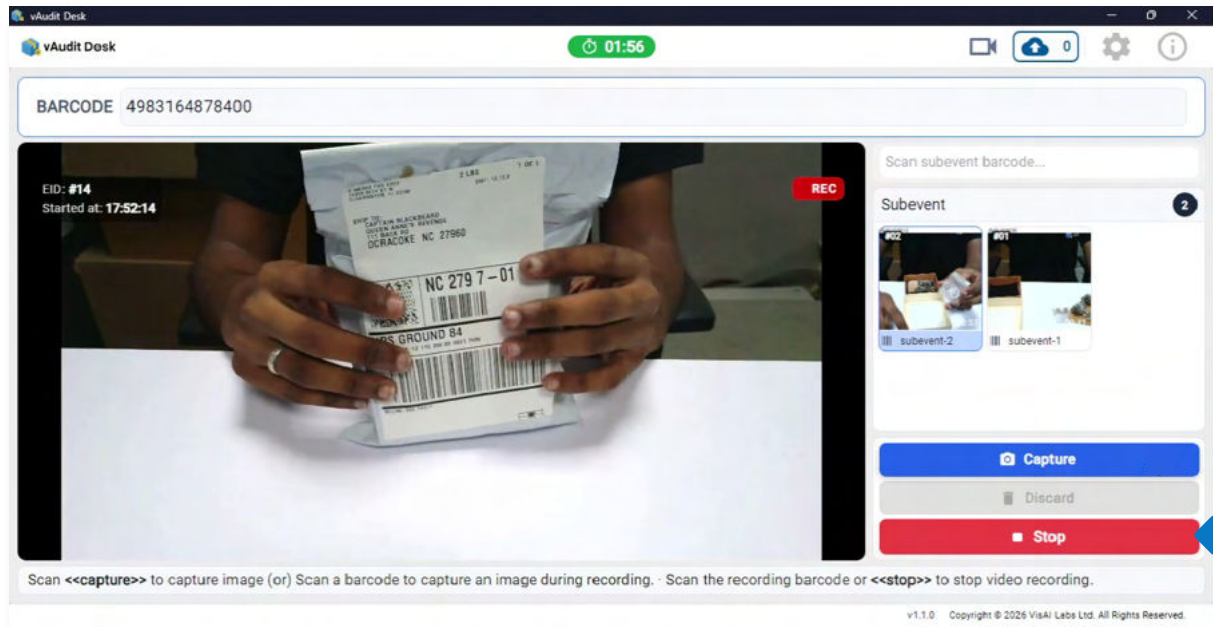


Figure 16 - Stop Recording

Step 3: Click on Stop button or scan the order ID again to stop recording.

 **IMPORTANT:** The packing video is now recorded. This video is stored on Forge.

3.0 vAudit Forge

3.1 How to view/download packing videos from Forge?

vAudit Forge is the SOC-2 certified cloud platform where your packing videos and images are stored. You can access it anytime, from anywhere, to search by order ID and quickly find a packing video when needed. This makes it easier to review proof and share it during disputes.

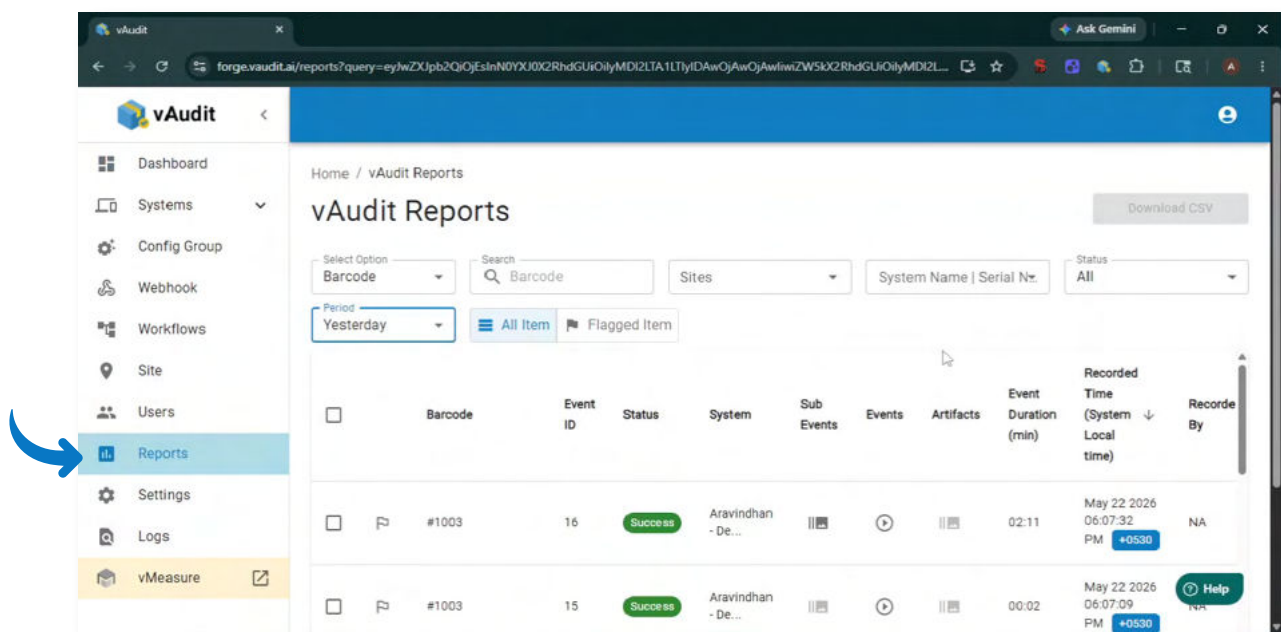


Figure 17 - Reports Menu

Step 1: Login to your Forge account. Go to reports menu.

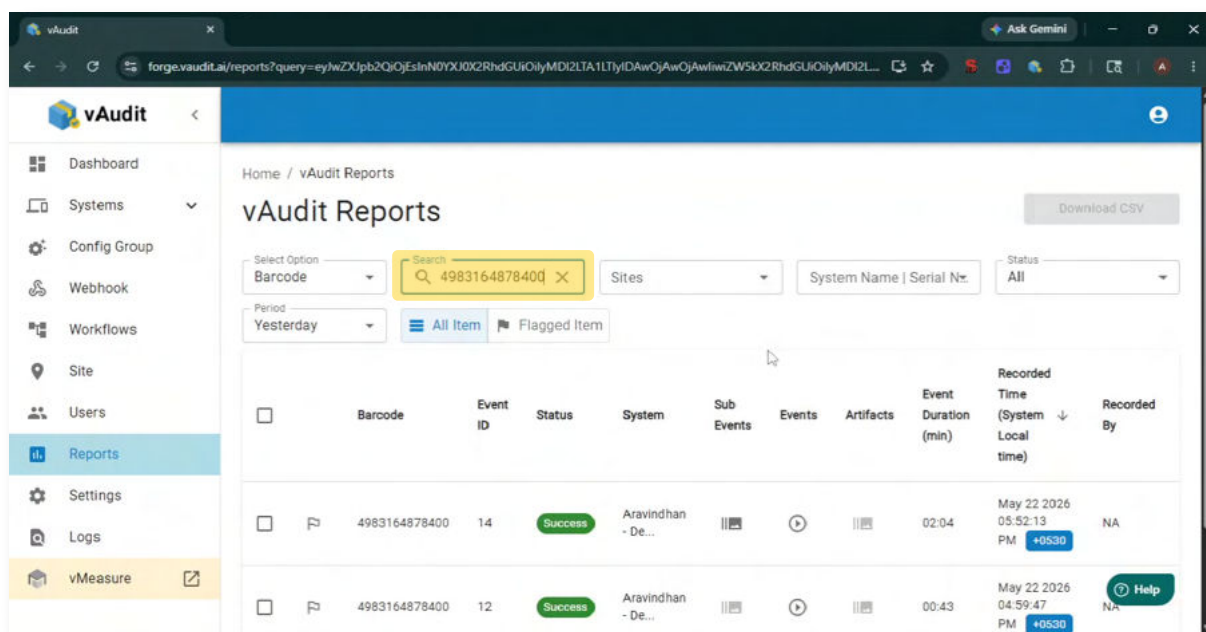


Figure 18 - Search by Order ID

Step 2: Enter the order ID in the search field.

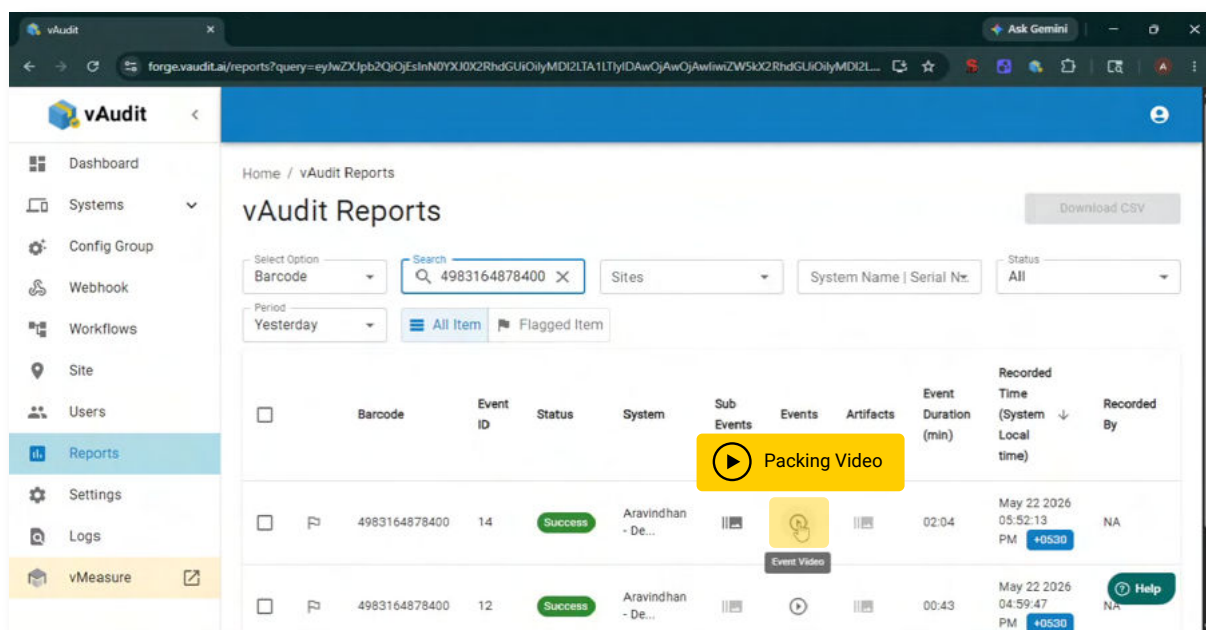


Figure 19 - Packing Video

Step 3: Click Events to open the recorded video and review the packing activity for that order.

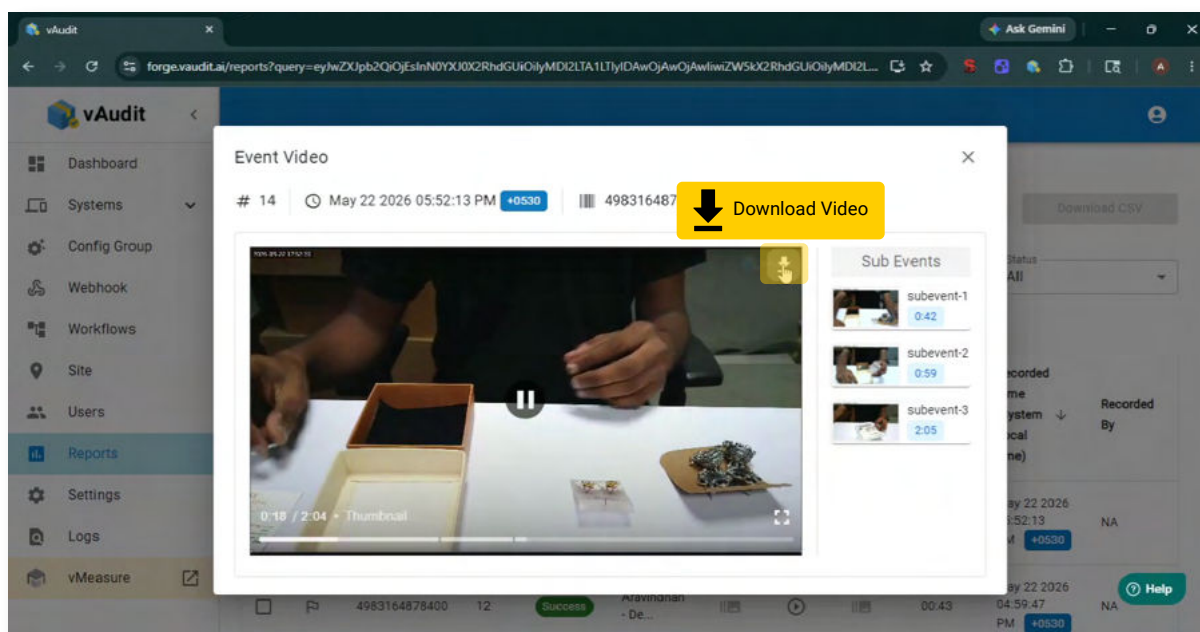


Figure 20 - Download Video

Step 4: Use the Download option when the video file needs to be shared, stored, or reviewed offline.

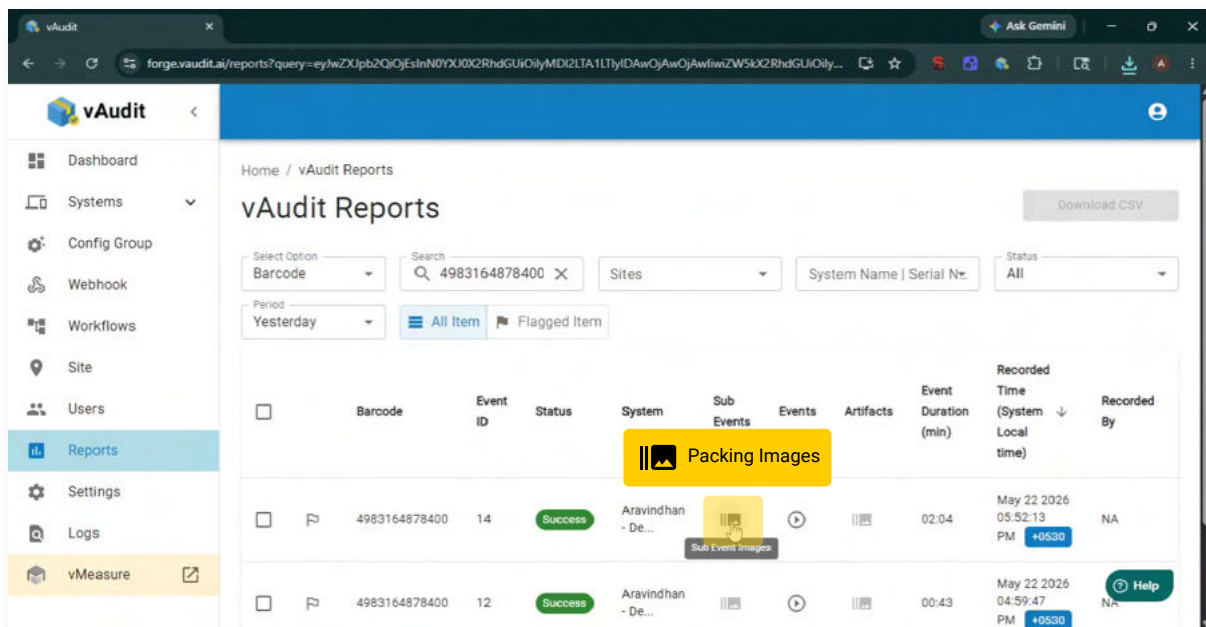


Figure 21 - Packing Images (Sub-events)

Step 5: Open Sub-events to view the timestamped images captured during the recording.

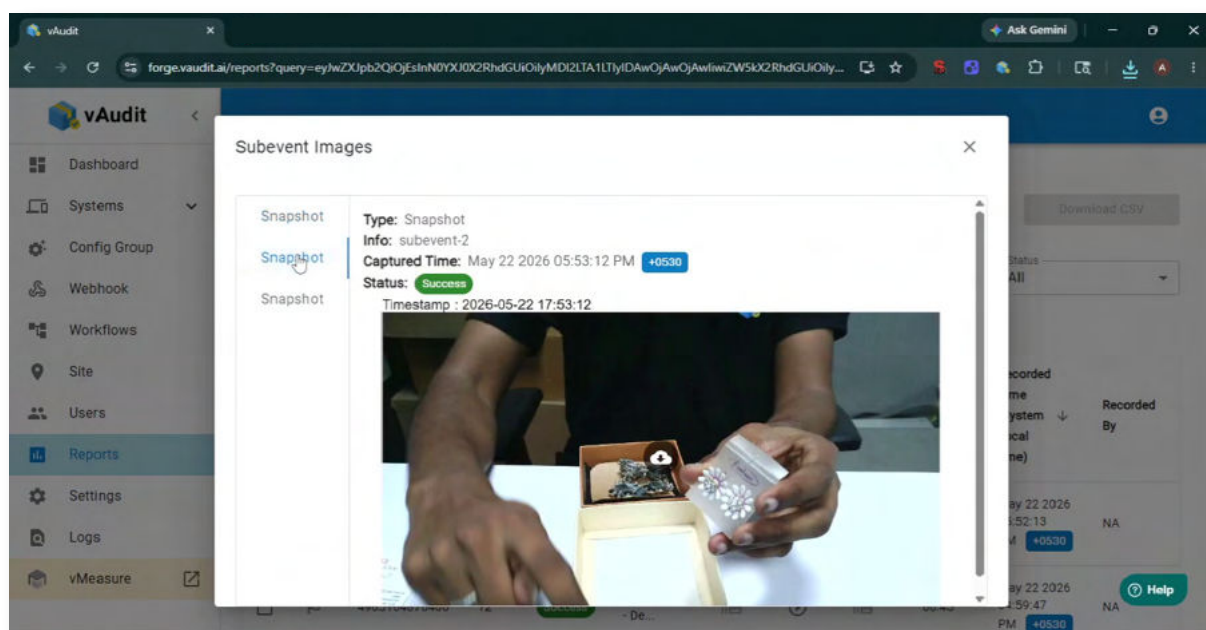


Figure 22 - Timestamped Images

Step 6: Download timestamped images for proof

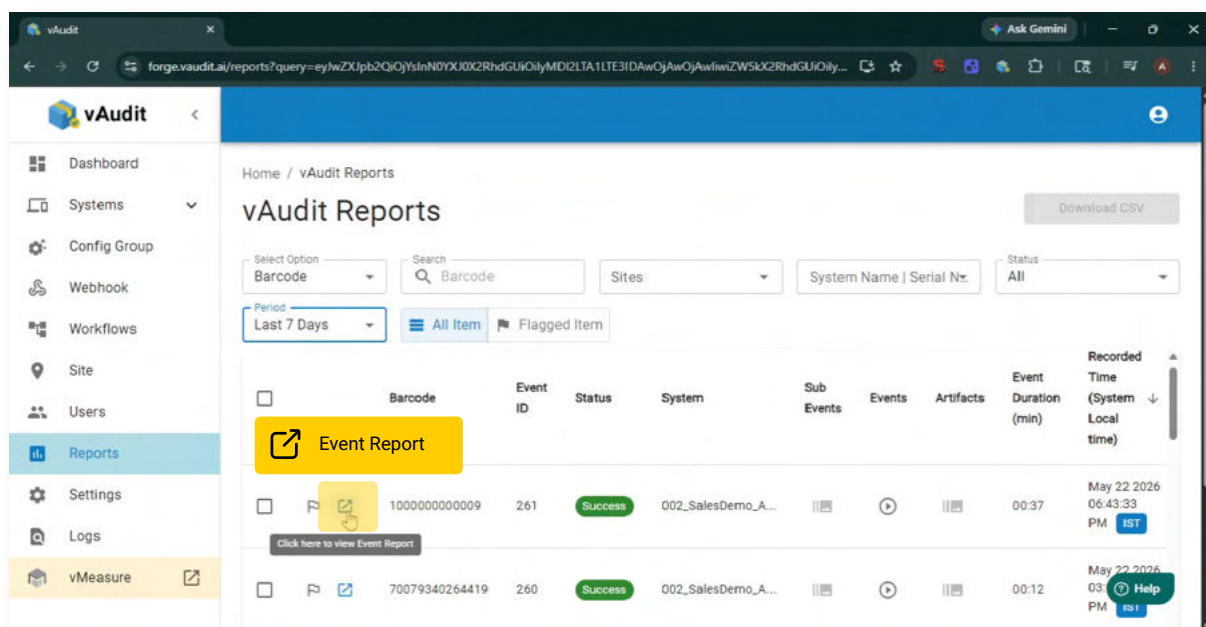


Figure 23 - Event Report

Step 7: Click on the Event reports to get a shareable link to the packing video

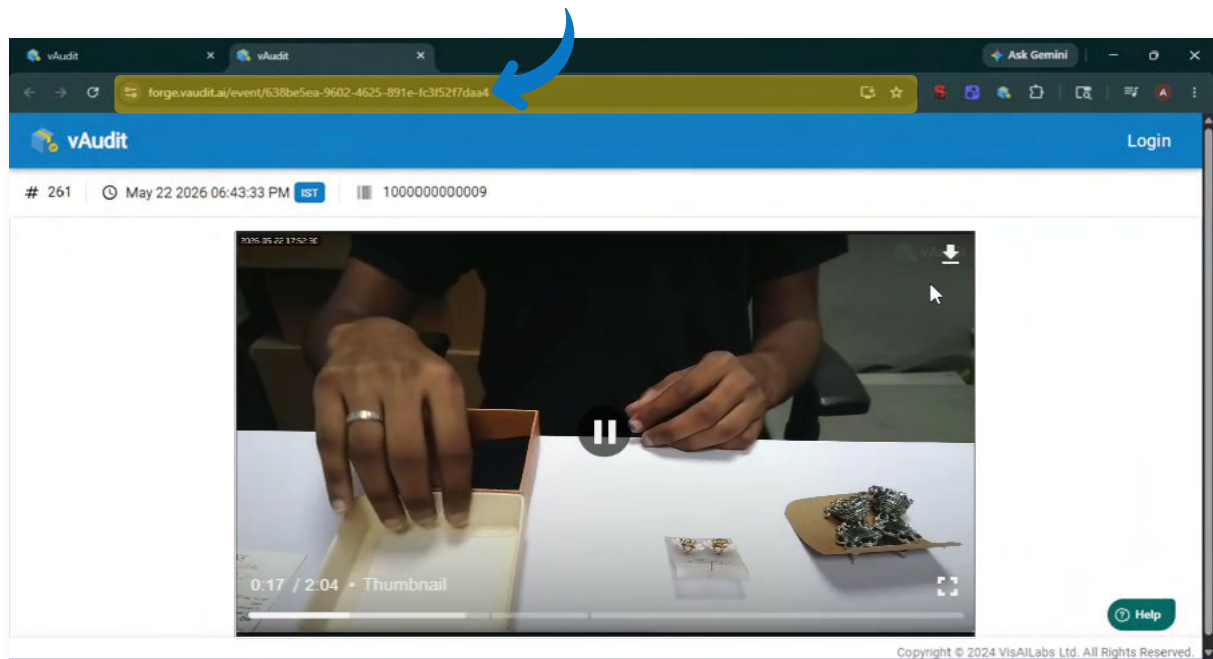


Figure 24- Shareable Link

Step 8: Copy the URL and share the video with your customers or marketplaces

4.0 vAudit Desk Chrome Extension

4.1 What is vAudit Desk Chrome Extension?

With the vAudit Desk Chrome Extension, you can start and stop recordings and capture images directly from your OMS/WMS screen. This enables the packer to stay inside the OMS/WMS screen for the entirety of the order fulfillment process and record packing video without the need to switch between multiple screens.

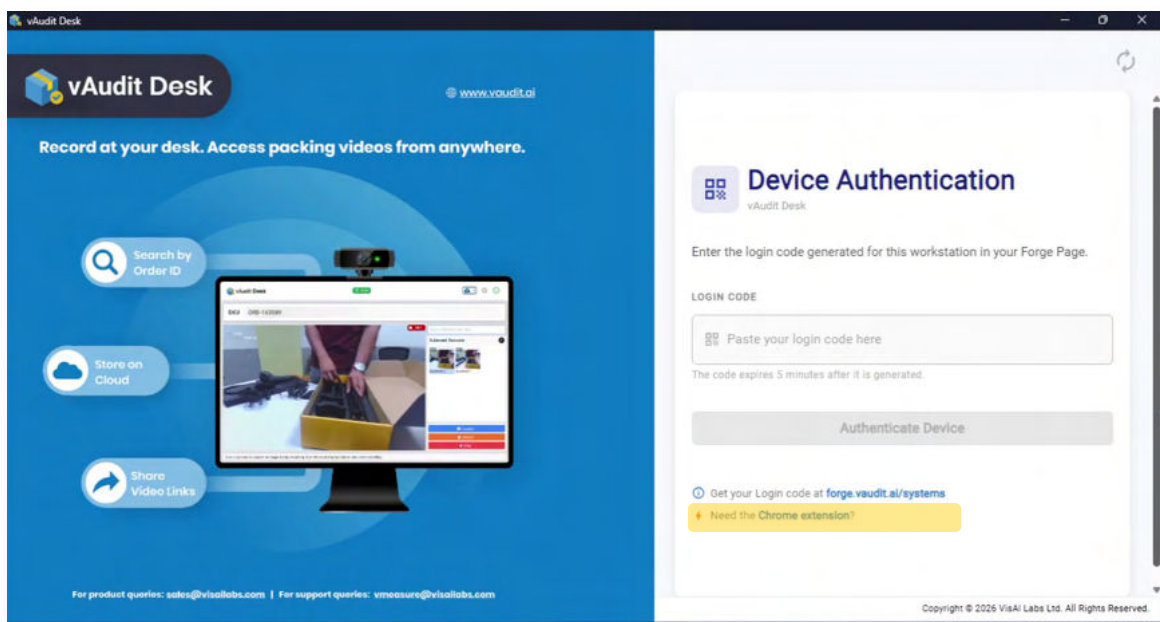


Figure 25 - Chrome Extension Download Link

Step 1: Download the vAudit Desk Chrome Extension using the download link provided in this manual or from the Device Authentication screen in the Desk application.



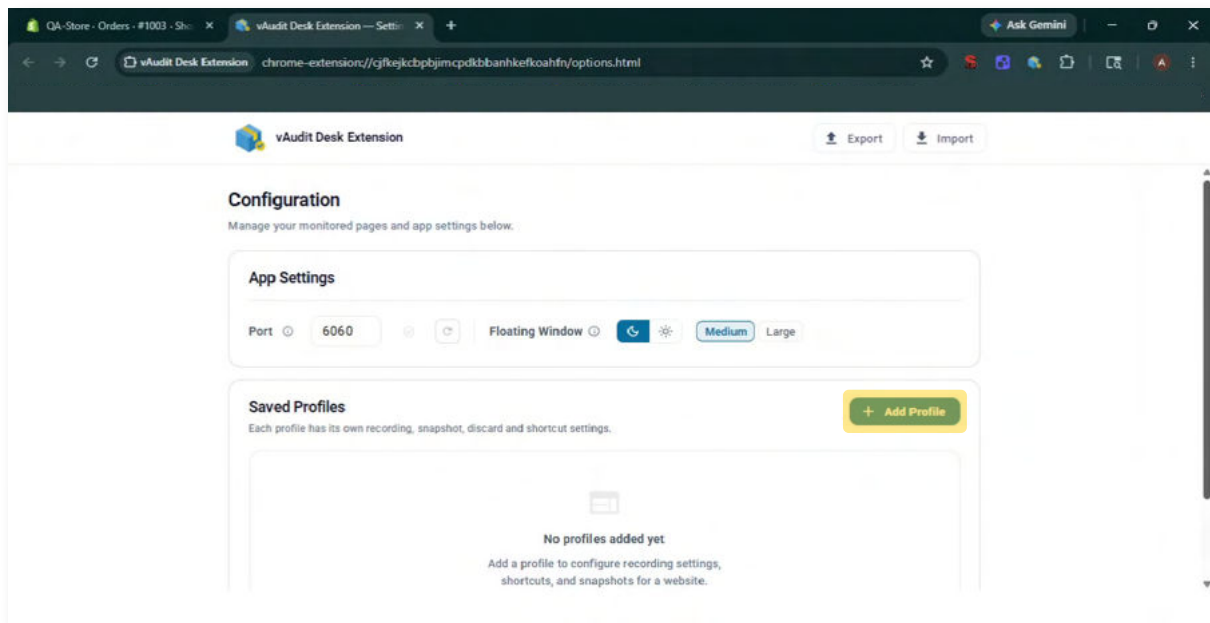


Figure 26 - Add Profile

Step 2: Click Add Profile to create a new recording profile for your order screen.

IMPORTANT: Creation of different profiles allows the users to record videos. For example, you may use one screen for packing orders and another screen for processing returns. The packing screen may use the Order ID to link videos, while the returns screen may use a Return ID or RMA number. In this case, the user creates one profile for the packing screen and another profile for the returns screen. Each profile tells vAudit which page to watch, which unique ID to read, and when to start or stop recording.

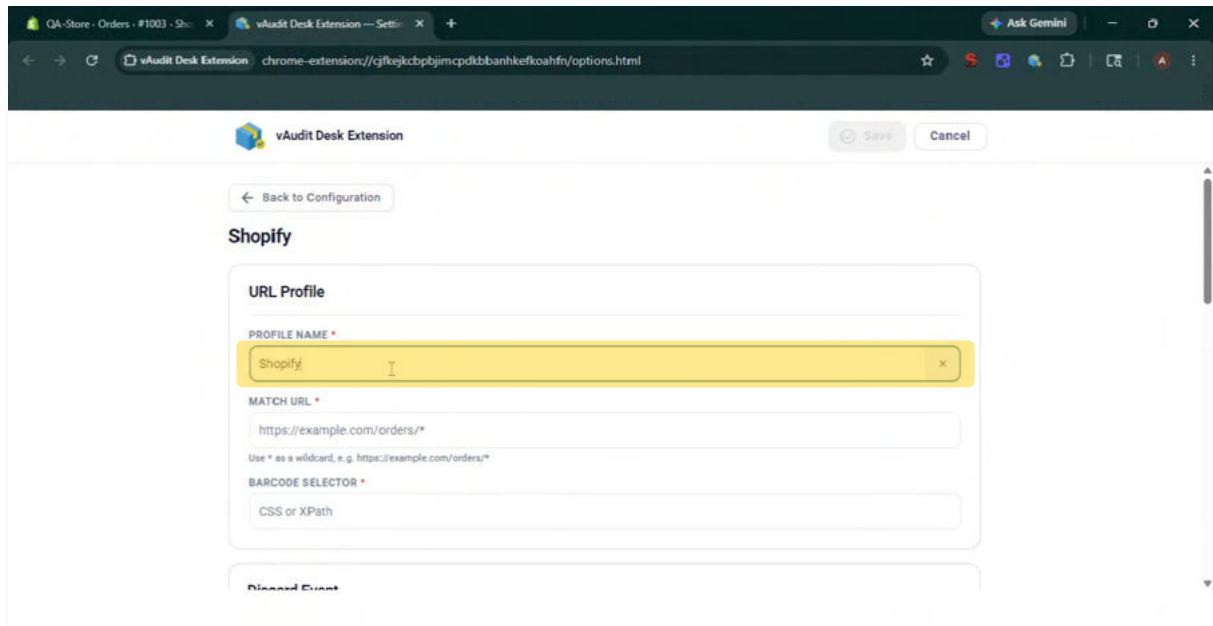


Figure 27 - Profile Name Creation

 **IMPORTANT:** URL Profile configuration has three fields:

- ① **Profile name**
- ② **Match URL:** The Match URL tells the extension which page it should work on. When the user opens a page that matches this URL, the vAudit Desk Extension becomes available for recording and data capture.
- ③ **Barcode Selector:** The Barcode Selector tells the extension where to find the order's unique identifier on the page. The user enters the CSS selector or XPath of the field that contains the order ID, barcode, shipment ID, or any other unique value. The extension reads this value from the page and uses it to link the recording with the correct order.

(Matching URL and Mapping Barcode Selector steps explained in Section 4.2 and Section 4.3)

Step 3: Enter a clear profile name. Use a name that makes it easy to identify the workflow later.

 **IMPORTANT:** Shopify has been taken as an example for the purpose of this document.

4.2 How to map URL of the order screen to the extension?

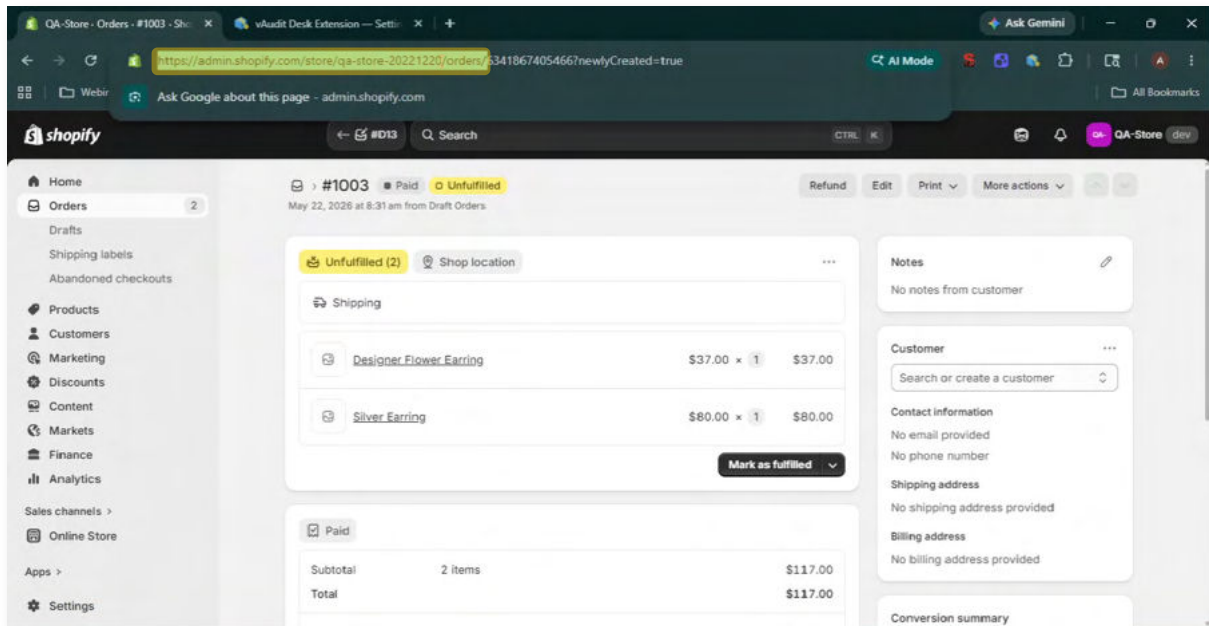


Figure 28 - Map URL

Step 4: Copy the URL of your order screen. This tells the extension where the profile should work.

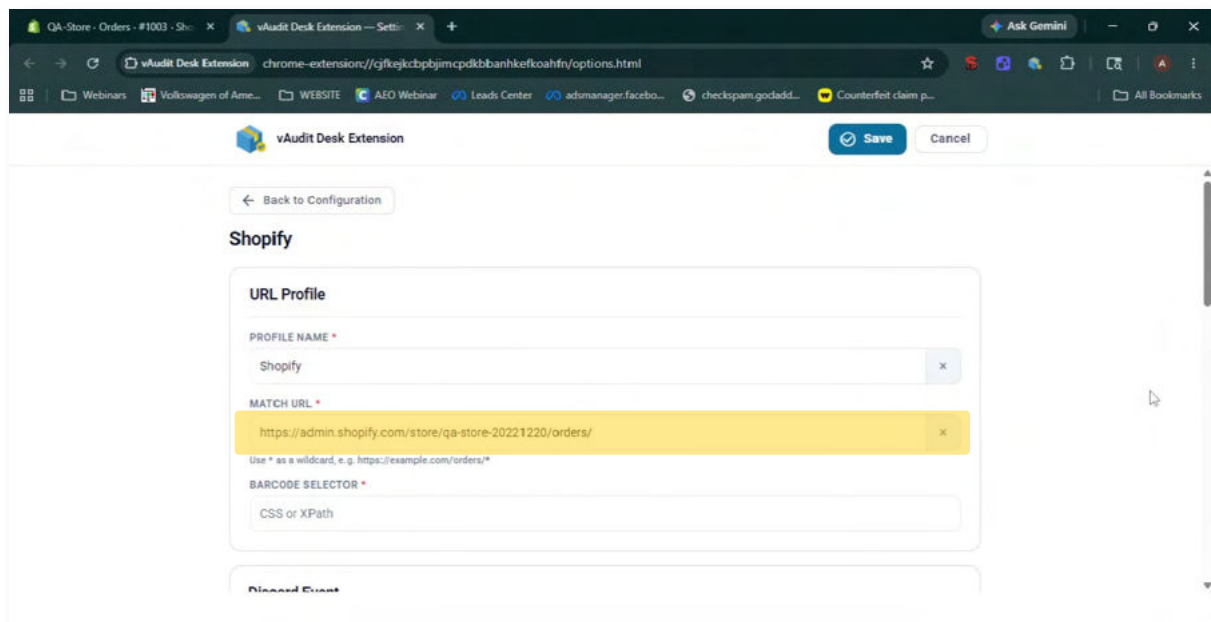


Figure 29 - Paste order screen URL

Step 5: Paste the URL of the order screen in the Match URL field.

4.3 How to map barcode field to the extension?

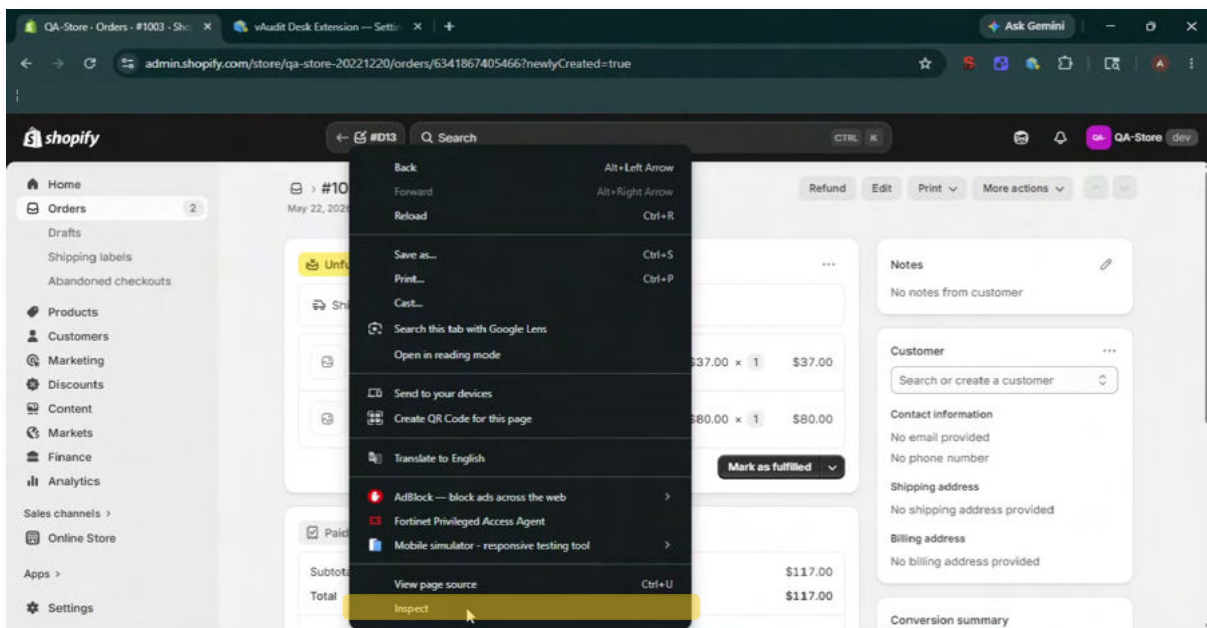


Figure 30 - Inspect Page

Step 6: Right click on the order screen and select Inspect to bring up the developer tools.

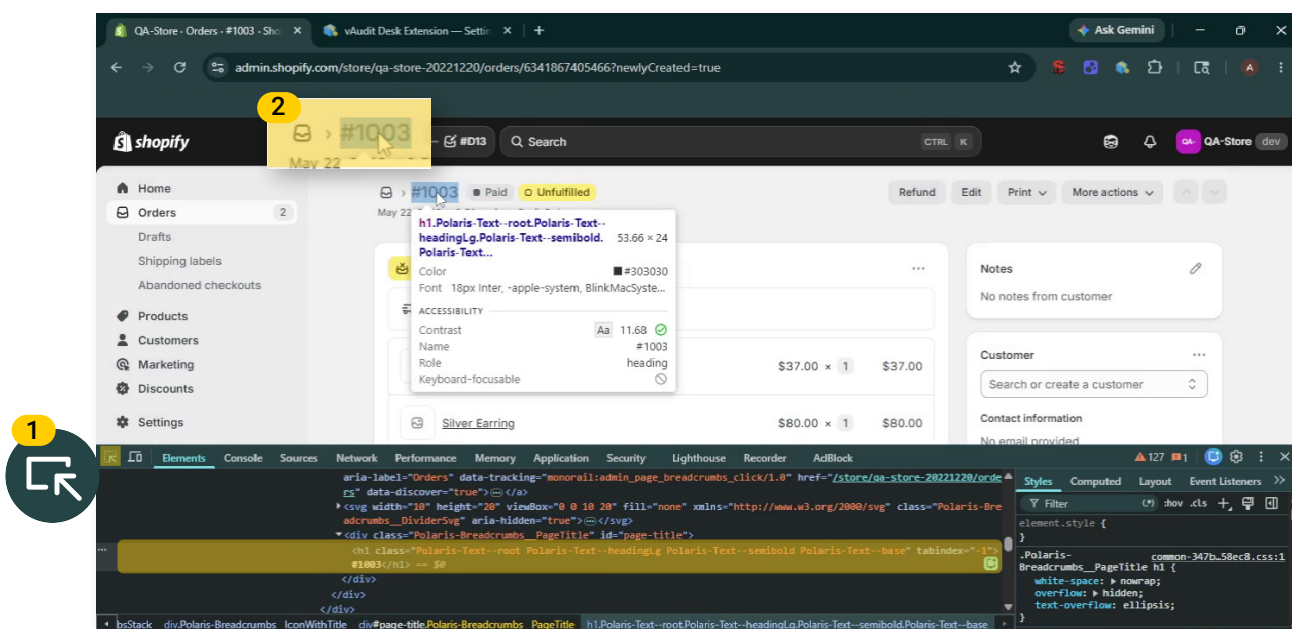


Figure 31 - Order ID Field Mapping

Step 7: Click on the pointer icon (1) in the left corner of the developer toolbar and then click on the order ID field (2) to get the respective code.

IMPORTANT: Packing videos do not need to use only the Order ID. You may link videos to any unique field, such as a shipment ID, return ID, tracking ID, or barcode ID

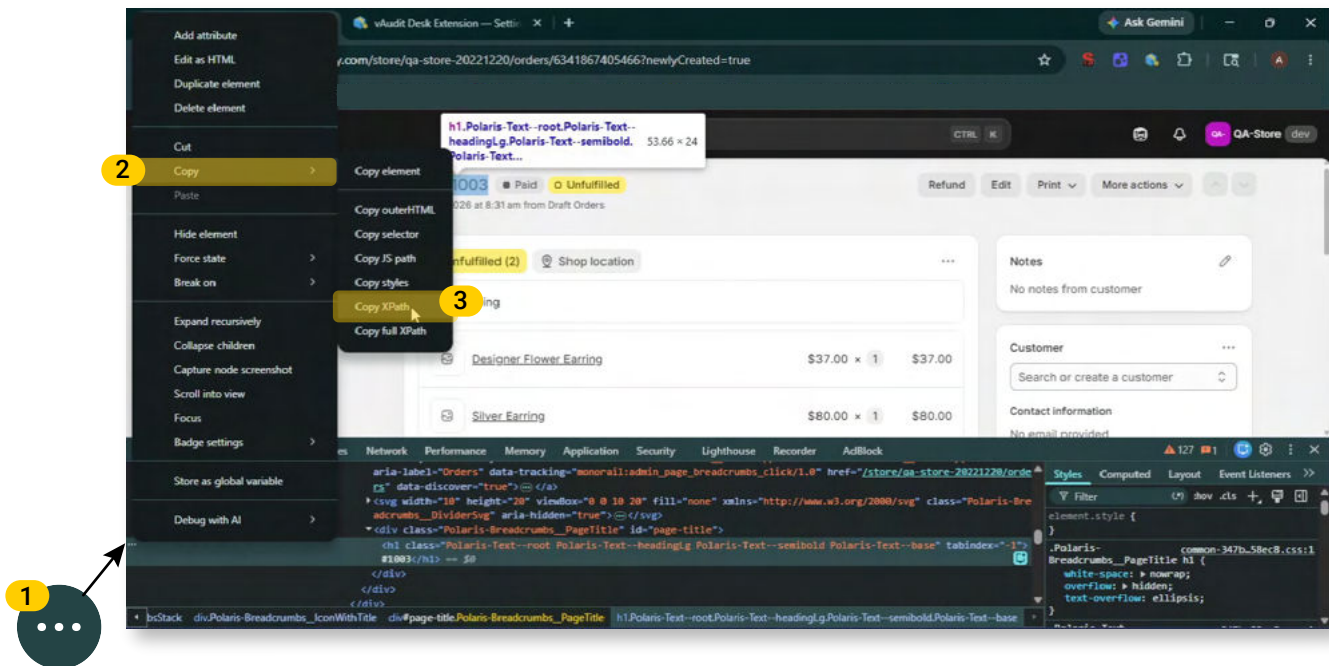


Figure 32 - Copy XPath

Step 8: Right click on the three dots (1) beside the code of the order ID field. Click Copy (2) > Copy XPath (3).

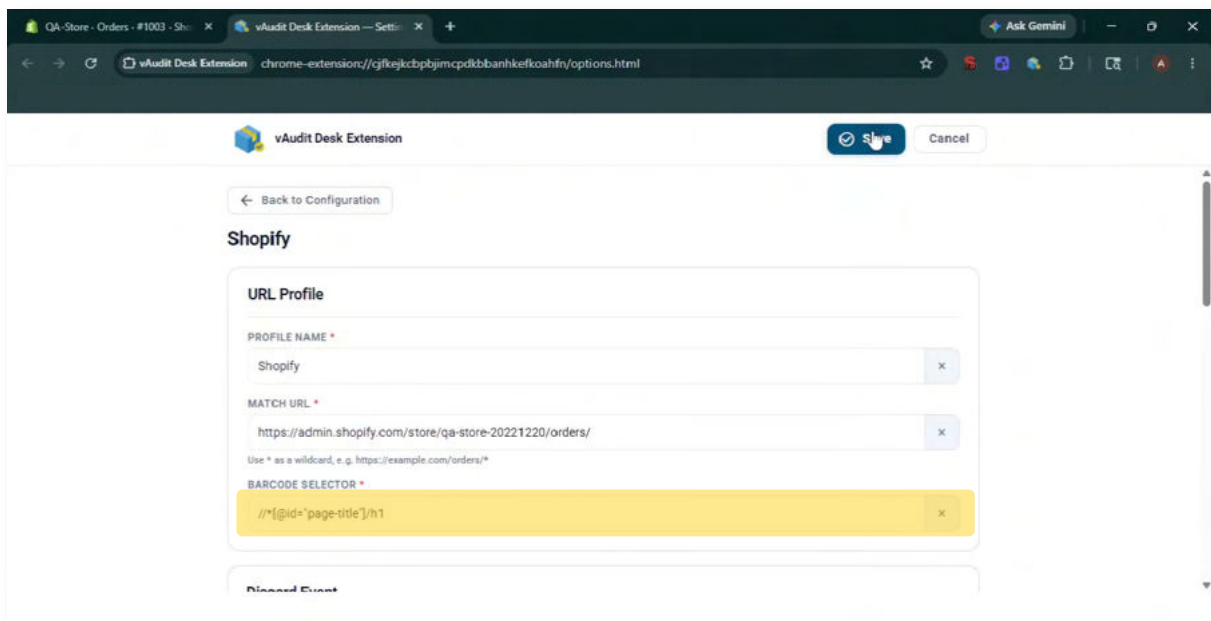


Figure 33 - Paste XPath

Step 9: Paste the XPath in the Barcode Selector field.

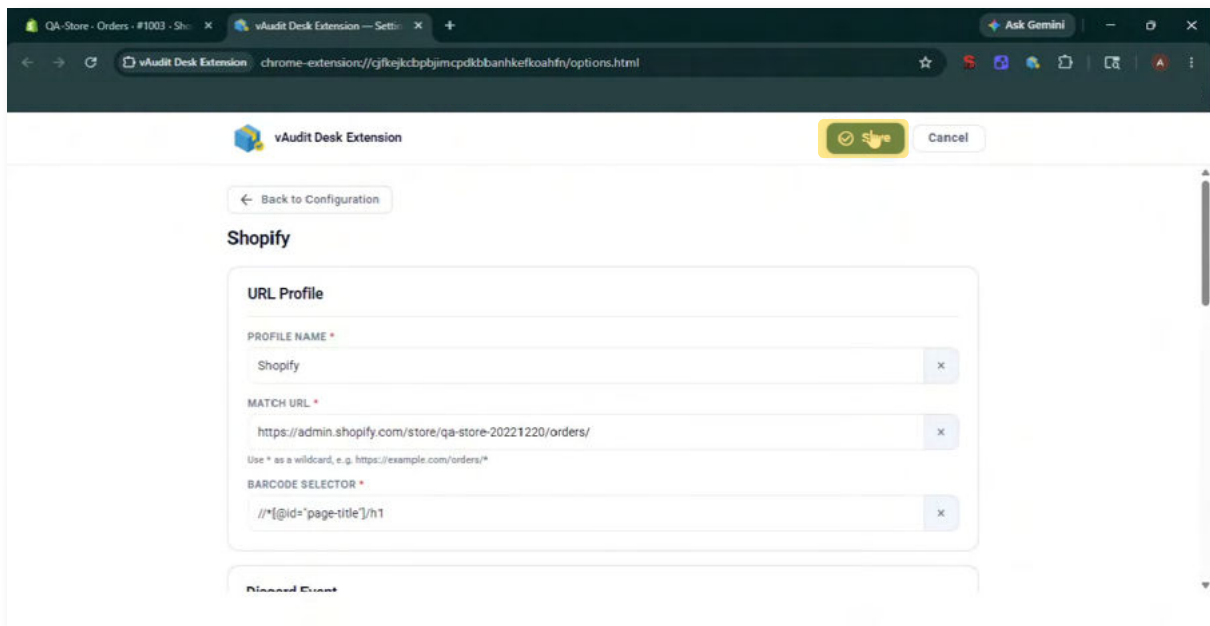


Figure 34 – Save Profile

Step 10: Click save.

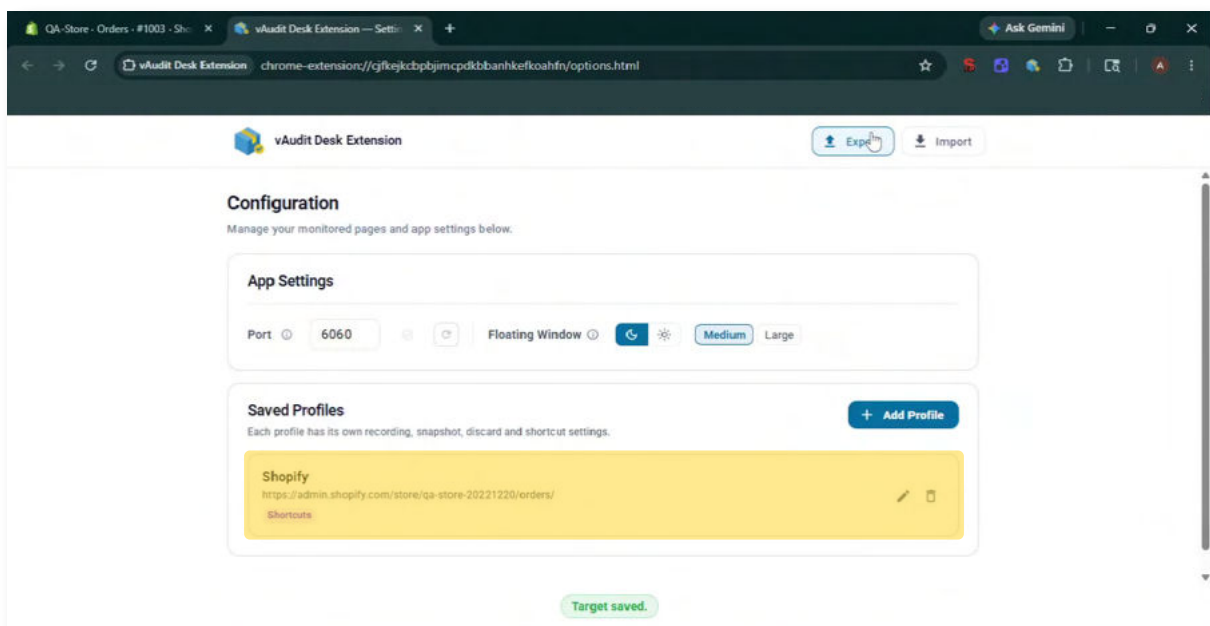


Figure 35 - Profile Creation Successful

The saved profile will be displayed on this screen. You also have the option to export the profile for future use.

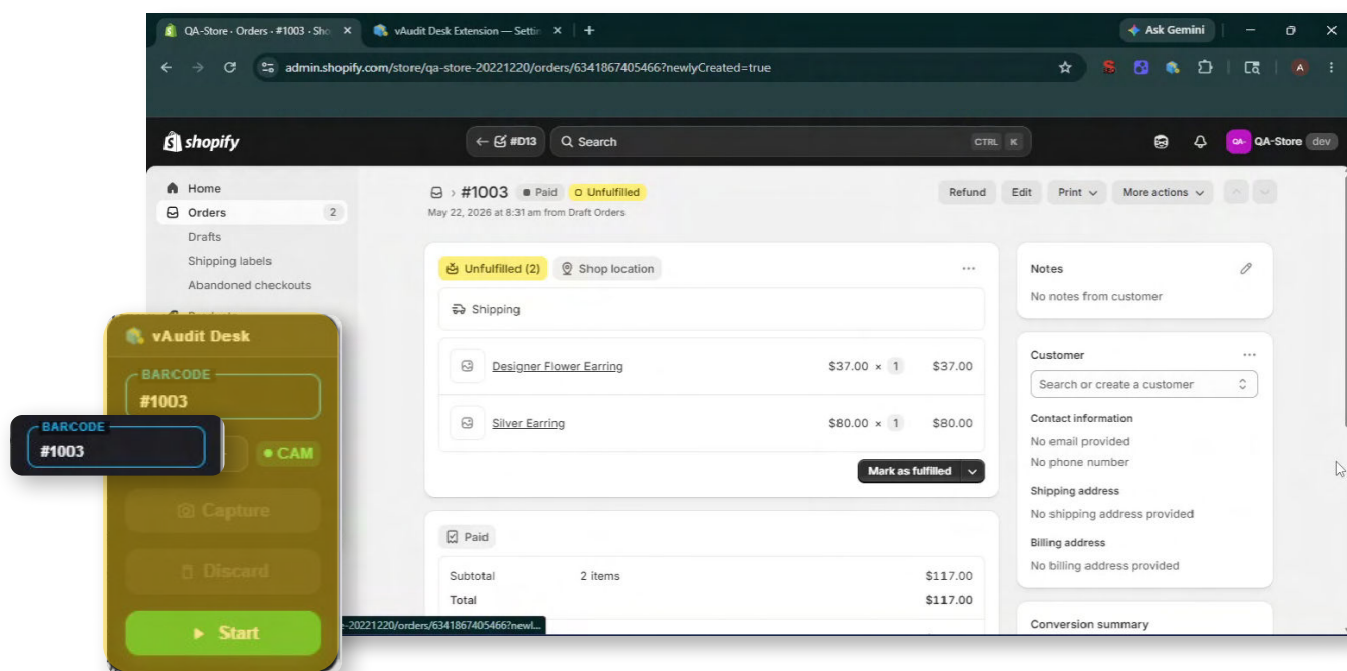


Figure 36 - Extension Enabled

The vAudit Desk Extension is ready for use on your order screen. Click Start to begin video recording.

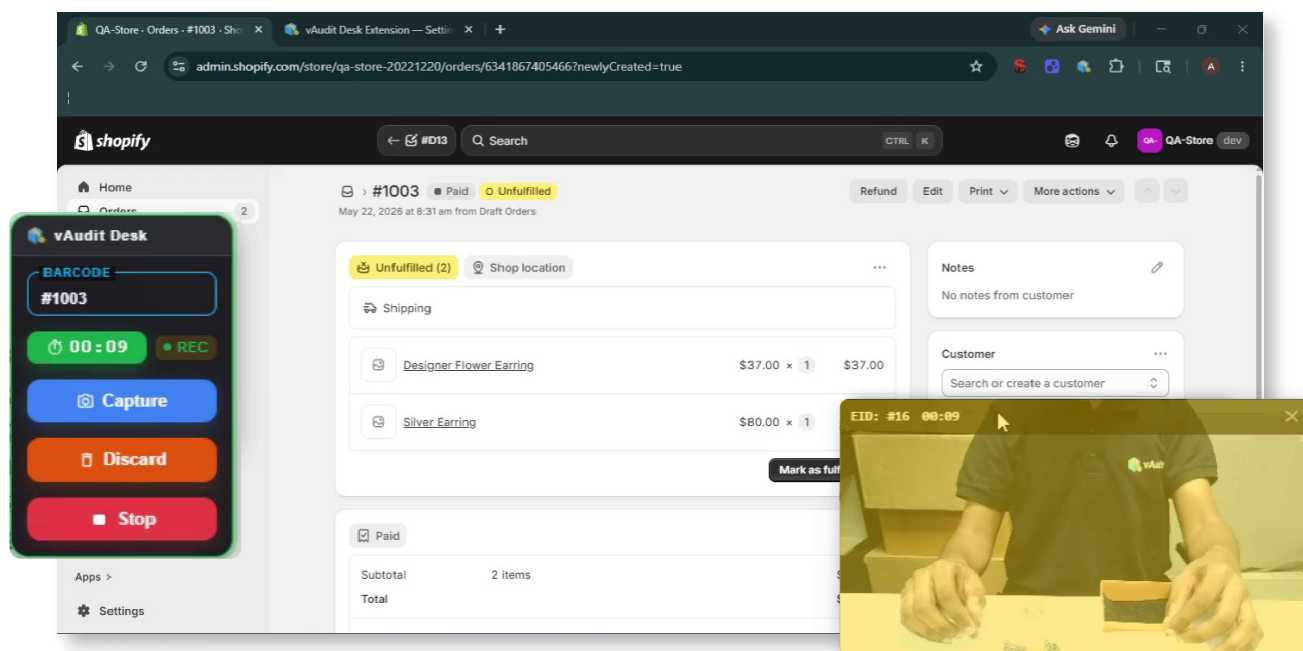


Figure 37 - Video Recording in Progress

A Picture-in-picture (PIP) window will appear once the video recording is in progress.

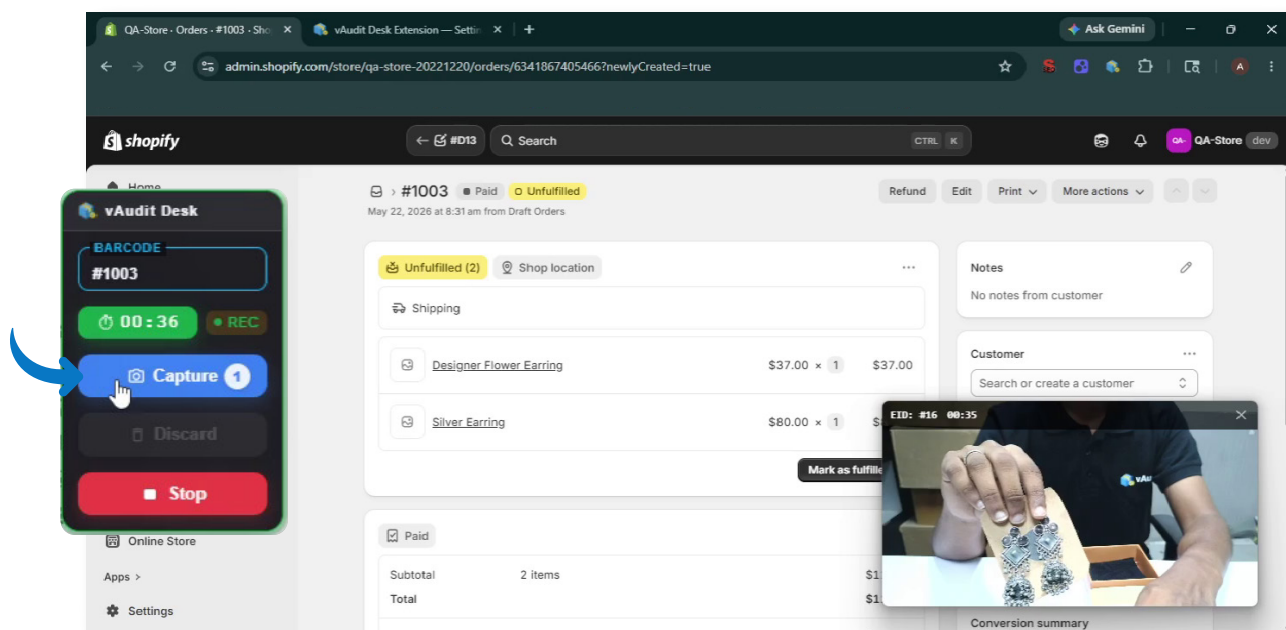


Figure 38 - Image capture During Video Recording

Click on Capture to take snapshots of barcodes, labels, or any other details for proof during video recording.

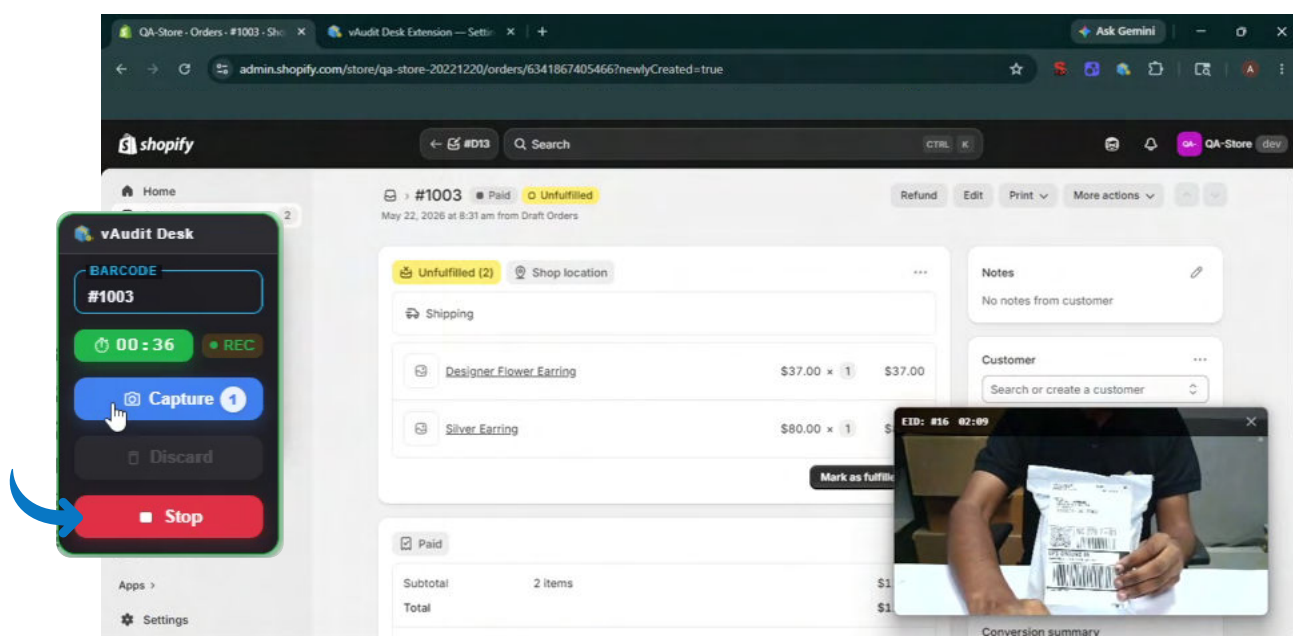


Figure 39 - Stop Video Recording

Click on Stop once the packing process is completed.

5.0 vAudit Desk Additional Settings

While setting up a profile, you can configure additional settings that makes your video capture workflow much easier by synchronizing with the packer actions on the WMS/OMS screen.

5.1 Discard Event

The operator has the option to discard a recording in case it was triggered by mistake within the first ten seconds.

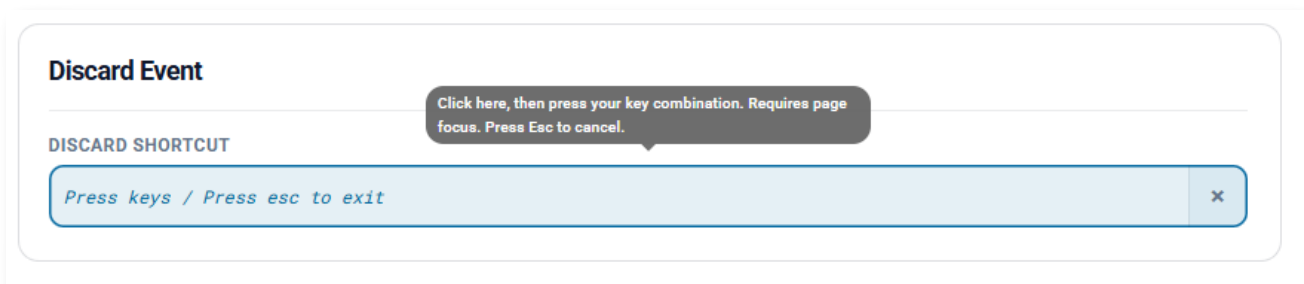


Figure 40 - Discard Button Shortcut

The saved profile will be displayed on this screen. You also have the option to export the profile for future use.

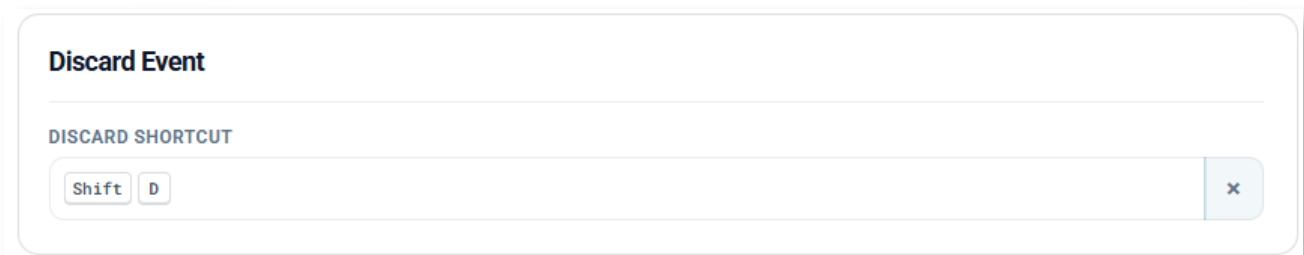
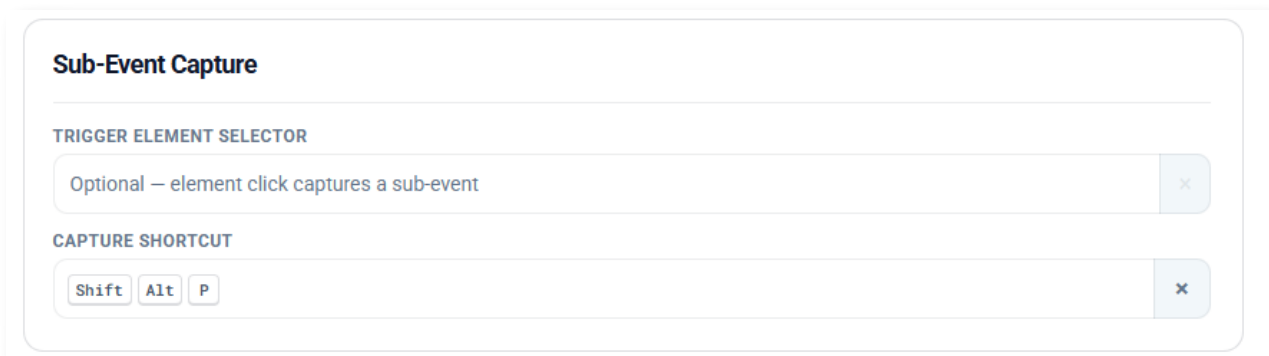


Figure 41 - Discard Shortcut Setup Complete

The shortcut combination is successfully set.

5.2 Sub-event Capture



The screenshot shows a settings window titled "Sub-Event Capture". It contains two sections: "TRIGGER ELEMENT SELECTOR" and "CAPTURE SHORTCUT". The "TRIGGER ELEMENT SELECTOR" section has a text input field with the placeholder text "Optional — element click captures a sub-event" and a clear button (X). The "CAPTURE SHORTCUT" section has a text input field with the placeholder text "Shift Alt P" and a clear button (X).

Figure 42 - Sub-event Capture Setup

You can capture images during video recording by clicking Capture on the extension. You can also configure sub-event capture to trigger image capture with a shortcut or when a mapped button on the WMS/OMS screen is clicked.

Trigger Element Selector:

This feature allows the packer to capture an image by clicking on a button in the WMS/OMS screen.

To setup this feature:

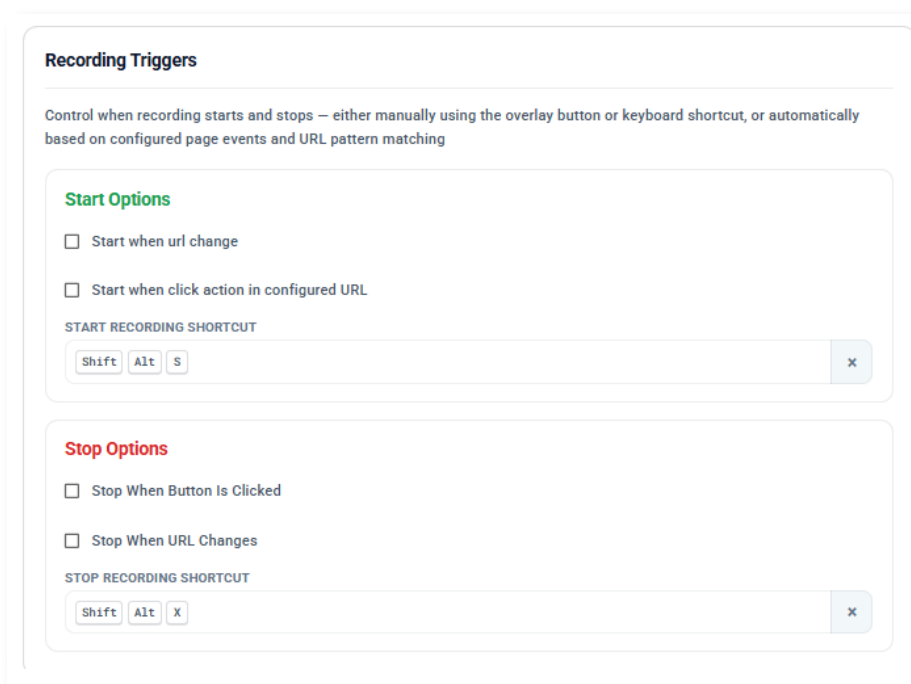
Repeat the inspect steps used for mapping order ID field with the extension.

Copy the selector code for the button you want to use to trigger image capture, then paste it into this field.

Capture shortcut: Configure a shortcut for image capture

5.3 Video Start/Stop Triggering Options

The **Recording Triggers** screen controls when vAudit Desk starts and stops a recording. Recording may be handled manually through the overlay button or keyboard shortcuts, or automatically through URL changes and configured click actions.



The screenshot shows the 'Recording Triggers' configuration window. It has a title bar 'Recording Triggers' and a subtitle 'Control when recording starts and stops — either manually using the overlay button or keyboard shortcut, or automatically based on configured page events and URL pattern matching'. The window is divided into two main sections: 'Start Options' and 'Stop Options'. Under 'Start Options', there are two checkboxes: 'Start when url change' and 'Start when click action in configured URL'. Below these is a field for 'START RECORDING SHORTCUT' with a button 'Shift', 'Alt', and 'S' and a close button 'x'. Under 'Stop Options', there are two checkboxes: 'Stop When Button Is Clicked' and 'Stop When URL Changes'. Below these is a field for 'STOP RECORDING SHORTCUT' with a button 'Shift', 'Alt', and 'X' and a close button 'x'.

Figure 43 - Triggering Options

Start Options:

Check the **Start when URL change** when recording should begin after the browser moves to a different URL.

This is useful when the packing or order workflow begins after opening a new page, moving to an order screen, or loading a specific workflow URL.

Select **Start when click action in configured URL** when recording should begin only after a user clicks a specific button on a configured page.

This is useful when the page loads first, but recording should start only after an action such as opening an order or clicking a workflow button.

You can also configure a shortcut to begin recording

Stop Options:

Select **Stop When URL Changes** when recording should stop after the browser moves away from the current page.

This is useful when leaving the order screen, moving to the next order, or redirecting to a confirmation page marks the end of the recording.

Alternatively, you can create a shortcut key combination to stop the recording.

Recommended Setup

Use automatic start and stop triggers when the packing workflow follows a consistent page or button pattern.

Use keyboard shortcuts when operators need manual control over recording start and stop points.

6.0 Support

The vAudit support team is available 24/7 to assist with setup, usage, and any questions that come up during day-to-day operations.

Our support team works efficiently to understand the request, review the context, and guide you with the right next step as quickly as possible.

For support queries: vmeasure@visailabs.com

For product queries: sales@visailabs.com



vAudit Desk

Installation and Operation Guide

Contact us

For any assistance or more information, please contact:

✉ vmeasure@visailabs.com

🌐 www.vaudit.ai