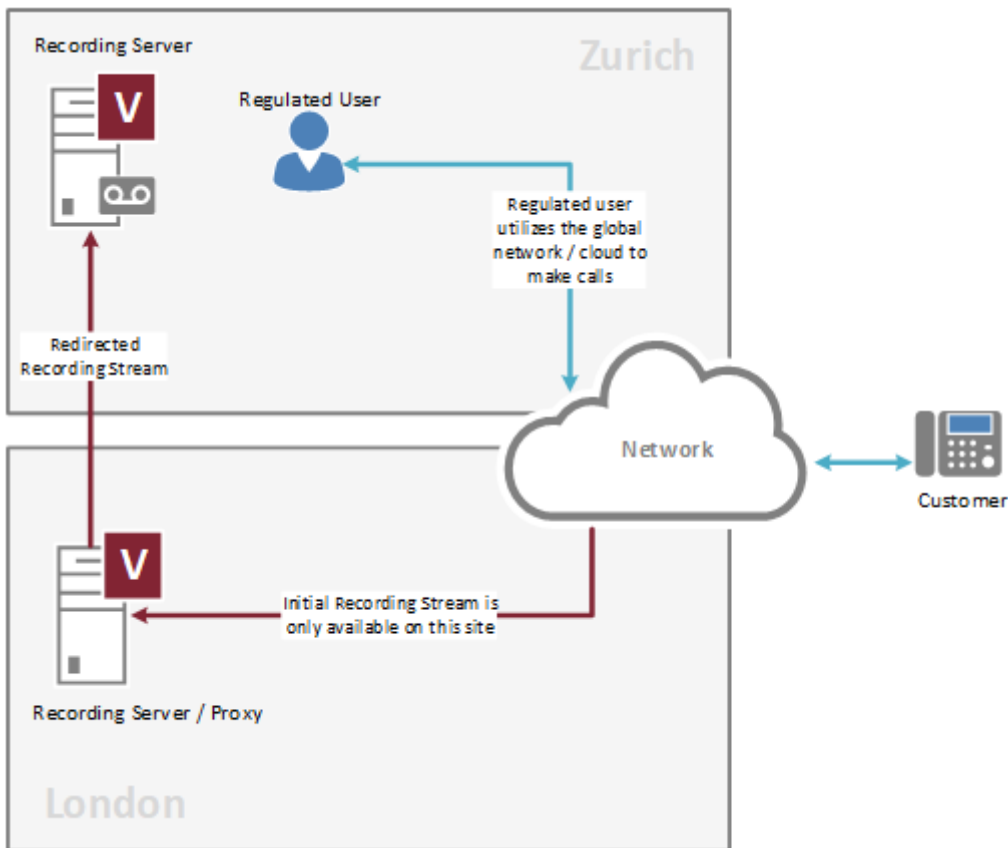


# Sites

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## Overview

Sites link users (their recorded lines/URIs/User IDs) and servers together to configure a preference for the location of the recording. Regulations in many countries require in-country recording which often interpreted as the recording process must take place in the country (moving WAVE file across borders is not allowed, streaming is OK). Complex networks and communication systems are not always able to meet this requirement and recording streams for specific regulated users might only be available on locations that are not in-country and the recording streams have to be redirected to the right location (server).



Sites can be organized into site groups, e.g. 2 data centers in a city/country. Recording Servers can understand site/location information for regulated/recorded users and can redirect recording streams to another server configured for the site which the user belongs to.

Supported integrations:  
Symphony (using SIP 300 REDIRECT to route the SIP INVITE to the preferred Recording Server)

When multiple Verba instances are deployed, and the site information has to be shared across the instances, a Verba Hub has to be deployed. For more information, see [Hub](#).

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## Enable site configuration

Site configuration is disabled by default. In order to enable site configuration for an administrator user, the necessary permission has to be enabled in the role configuration. Follow the steps below to enable site configuration in a role.

**Step 1** - In the Verba Web Interface go to **Users / Roles**

**Step 2** - Select the role from the list (e.g, System Administrators)

**Step 3** - On the **Role Permissions** tab, scroll to **Administrative Permissions / Operation and Maintenance**

**Step 4** - Change the **Site Configuration** option to **Read, Update, Create, Delete** to grant full permission to sites configuration

**Step 5** - Click on **Save** to save the new role configuration. Users with this role assigned will have access to site configuration after the next login.

## Site and site group configuration

### Creating a new site

To add a new site, follow the steps below.

**Step 1** - In the Verba Web Interface go to **System / Sites**

**Step 2** - Click on the **Add New Site** link on the top right

**Step 3** - Enter a unique **Name** for the site. If you are using Active Directory synchronization, the system can automatically assign users to sites based on a selected AD attribute. Make sure you are adding sites with the same name.

**Step 4** - Click **Save**

**Step 5** - Assigning users, extensions and servers to the site, see below

### Creating a new site group

Site groups can have multiple sites where each site can be configured as a Primary or a Backup (Secondary) site. In the case of 2N recording, the Primary recorder always tries to redirect to another recorder on a Primary site.

To add a new site, follow the steps below.

**Step 1** - In the Verba Web Interface go to **System / Site Groups**

**Step 2** - Click on the **Add New Site Group** link on the top right

**Step 3** - Enter a unique **Name** for the site group

**Step 4** - Click **Save**

**Step 5** - Assign sites to the site group on the **Assign Sites** tab. Select a site from the **Available Sites** list, select the priority of the site from the drop-down list and then press **Add**.

**Step 6** - Repeat the previous step for each site you want to add to the site group

**Step 7** - Click **Save**

## Assigning users to sites and site groups

By assigning users to sites or site groups, the system will record the conversations of the users on the servers assigned to the same site or site group. The user assignment automatically assigns the associated extensions of the users to the site or site group. There is no need to add extensions individually.

A user can be assigned to a single site or site group.

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Users can be added to sites or site groups in the following ways:

- Using the site or site group configuration screens
- Using the user configuration page
- Using Active Directory synchronization, a new site or site group attribute can be configured which maps to an AD field (based on the name of the site or site group)

## Assigning users on the site or site group configuration page

To assign a recorded user to a site on the site configuration page, follow the steps below.

**Step 1** - In the Verba Web Interface go to **System / Sites** or **Site Groups**

**Step 2** - Select the site or site group, which the user(s) will be added to, from the list

**Step 3** - Click on the **Assing Users** tab

**Step 4** - Enter the name of the user in the **Search Users** input field. The system will automatically filter the list of users after entering the first characters. Select the user from the list.

**Step 5** - Repeat the previous step for each user you want to add to the site or site group

**Step 6** - Click **Save**

## Assigning users by Active Directory synchronization

To assign a recorded user to a site or site group using Active Directory synchronization, follow the steps below.

**Step 1** - Create a new **Active Directory Synchronization Profile** under **Users / Active Directory Synchronization** or modify an existing one. Follow [Active Directory synchronization](#) for more information.

**Step 2** - In the Active Directory Synchronization Profile configuration, define the Active Directory attribute, which will be mapped to sites or site groups, under **Synchronized AD Attributes Mapping / Site Attribute**. The mapping is based on the name of the sites or site groups. If the AD attribute contains a site or site group that is not configured in the system, the AD synchronization process will automatically create a new site and assign the user to it.

**Step 3** - Alternatively, select a site or site group from the **Site** drop-down list which will be used when the **Site Attribute** is not set up or the attribute is not filled in for a user in the AD.

## Assigning recorded extensions to sites or site groups

The user assignment automatically assigns the associated extensions of the users to the site or site group.

An extension can be assigned to a single site or site group. Extensions can be added to sites or site groups in the following ways:

- Using the site or site group configuration screens
- Using the extension configuration page

To add recorded extensions (lines/URIs/User IDs) to a site or site group on the site or site group configuration page, follow the steps below.

**Step 1** - In the Verba Web Interface go to **System / Sites** or **Site Groups**

**Step 2** - Select the site or site group, which the extension(s) will be added to, from the list

**Step 3** - Click on the **Assing Extensions** tab

**Step 4** - Enter the extension in the **Search Extensions** input field. The system will automatically filter the list of extensions after entering the first characters. Select the user from the list.

**Step 5** - Repeat the previous step for each extension you want to add to the site or site group

**Step 6** - Click **Save**

## Assigning server to sites

Servers can be assigned one by one to one or more sites (not site groups) in the following ways:

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- Using the site configuration screens
- Using the server configuration page

To add server(s) to a site on the site configuration page, follow the steps below.

**Step 1** - In the Verba Web Interface go to **System / Sites**

**Step 2** - Select the site, which the server(s) will be added to, from the list

**Step 3** - Click on the **Assing Servers** tab

**Step 4** - Select one or more servers from the list and click on the >> button to assign them to the site.

**Step 5** - Click **Save**