

# Operation guide: How to manage Active Case

## A. Access the Active Case Management

### 1. Launch BOClient> Click **Maintenance**> Select **Active Case Management**



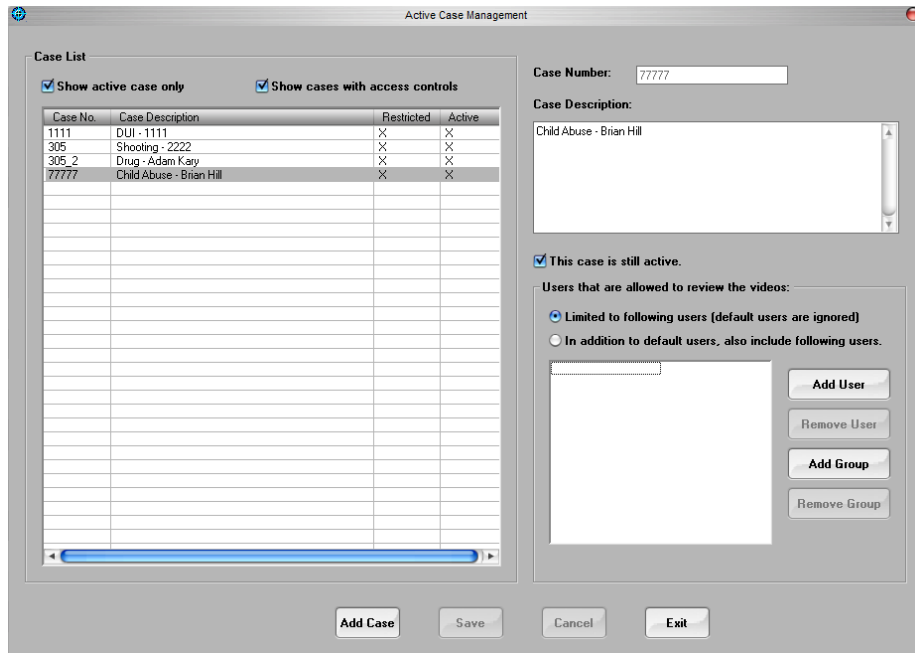
## B. View the Active Case Management

### 1. The Case list is displayed on the left of the screen. This list displays:

- Case No
- Case Description
- Whether or not the case is restricted: when Restricted is checked, the users/groups included with the case are the only users/groups that can have access rights on this case.
- Whether or not the case is currently still active
- The Show active case only filter: when checked, will filter out non active cases
- The Show cases with access controls: when checked, will filter out cases without access controls.

### 2. The panel on the right displays the detail information of the selected case on the left:

- Case Number
- Case Description
- The case is still active checkbox: if checked, the video will not be deleted from the primary raid.
- Limited to following users radio button: when selected, only the users/groups that are included in the following list box can view. It overwrites the standard access rights.
- In addition to default users radio button: when selected, the users/groups in the list box are granted access as well.



C. Add Case to Active Case Management

1. Click **Add Case** at the bottom of the screen
2. Enter a case number in the field provided
3. Enter a case description
4. Check the **This case is still active** box if keeping the videos on the primary raid for an unlimited time is desired.
5. Click **Save** if done, or continue to step 6 or 7 if defining access rights is desired.
6. Select the **Limited to following users** radio button to limit access to selected users/groups only (will be saved in step 8) and overwrite the access rights defined by traditional methods on the videos of this case, **or**
7. Select the **In addition to default users** radio button to grant more users/groups selected (will be saved in step 8) to view the videos of this case as well.
8. Click **Save**.
9. Click the **Add User** button to bring up the Select Users window to select users, **and/or**
10. Click the **Add Group** button to bring up the Select Groups window to select users.



Select Users

Search

Order by  First Name  Last Name  UserID

	User ID	First Name	Last Name
<input type="checkbox"/>	02841	02841	02841
<input type="checkbox"/>	0644	0644	0644
<input type="checkbox"/>	1111	Mark	Richards
<input type="checkbox"/>	2222	David	Hank
<input type="checkbox"/>	31111	31111	31111
<input type="checkbox"/>	3333	Bob	Birch
<input type="checkbox"/>	3557	3557	3557
<input type="checkbox"/>	4444	Larry	Lauderback
<input type="checkbox"/>	bkb	bkb	bkb
<input type="checkbox"/>	Detective A	A	Detective
<input type="checkbox"/>	PD	PC0F971	PC0F971
<input type="checkbox"/>	SA	System	Administrator

Select Groups

	Group ID	Boss Group	Description
<input type="checkbox"/>	111		1111 leader
<input type="checkbox"/>	222	111	
<input type="checkbox"/>	DE	PA	Detective
<input type="checkbox"/>	OF1	OFF	Officer 1
<input type="checkbox"/>	OFF	PA	Officers
<input type="checkbox"/>	PA		Police All