Operation guide: How to manage Active Case

A. Access the Active Case Management

- 1. Launch BOClient> Click Maintenance> Select Active Case Management

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 Description

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- 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.

🗹 Show ac	tive case only	🗹 Show cases with a	ccess cont	rols	Case Number: 77777
Case No.	Case Description		Restricted		Case Description:
1111 305 305_2 77777	DUI • 1111 Shooting • 2222 Drug • Adam Kary Child Abuse • Brian Hill		× × × ×	X X X X	Child Abuse - Brian Hill
					 This case is still active. Users that are allowed to review the videos: Imited to following users (default users are ignored) In addition to default users, also include following users. Add User Remove User
۰ (Add Group Remove Group

- 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.
 - 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, <u>or</u>
 - 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.

	tive case only	🗹 Show cases with	access con	trols	Case Number:	
Case No. 111 105 105_2 17777	Case Description DUI - 1111 Shooting - 2222 Drug - Adam Kary Child Abuse - Brian Hill		Restricted X X X X X	Active X X X X	Case Description:	Ā
					 This case is still active. Users that are allowed to review the Limited to following users (defaul In addition to default users, also 	t users are ignored)
		Add	Case	Save	Cancel	
Case No. 1111 305 305_2 77777	DUI - 1111 Shooting - 2222 Drug - Adam Kary Child Abuse - Brian Hill	Add (Active access con Restricted X X X	trols Active X X		
Show an Case No. 1111 305 305 2	Case Description DUI - 1111 Shooting - 2222		Active access con Restricted X	trols	Case Number: CN-56543 Case Description:	It users are ignored)

Search			Order by	🔾 First Name	🔾 Last Name	🖲 UserID
	User ID	First Name		Last Name		
Г	02841	02841		02841		
Г	0644	0644		0644		
	1111	Mark		Richards		
	2222	David		Hank		
	31111	31111		31111		
	3333	Bob		Birtch		
	3557	3557		3557		
	4444	Larry		Lauderback		
	bkb	bkb		bkb		
	Detective A	A		Detective		
	PD	PC0F971		PC0F971		
	SA	System		Administrator		

C			Select Groups		000
	Group ID	Boss Group	Description		
	 111		1111 leader	1	
	222	111		1	
	DE	PA	Detective	1	
	OF1	OFF	Officer 1]	
	OFF	PA	Officers		
	PA		Pollice All		
1					
				Add	Cancel