ALERT**VU**™

Back Office Officer's Guide

version 3.12

L3 Mobile-Vision, Inc.

Table of Contents

1   Introduction

This manual provides data entry instructions and technical reference information for users of *AlertVU Back Office*, the companion software for the AlertVU license plate reader sold by L3 Mobile-Vision, Inc. AlertVU is used to capture digital images of license plates using either an in-car (mobile) or stationary (fixed) camera system.

This guide is geared primarily towards *officer* users and other non-supervisory users. For information on administrative tasks and functions, refer to the *AlertVU Back Office Administrator's Guide*.

AlertVU Back Office allows you to search for and view the plate reads or *events* that AlertVU captures via its camera system. You can also use the application to create or import personal "hotlists." A hotlist is a list of wanted license plates.

AlertVU Back Office was designed to run on server-class hardware. It is a web-based application, meaning that you access the software via a standard web browser. You can use either *Internet Explorer* or *Mozilla Firefox* to access AlertVU.

For more information, see:

User Roles

In AlertVU, users are granted access to various system functions by assigning them a *user role*. A user role is simply a group of permissions. Whenever a user logs into AlertVU, the system will grant him access to various system functions according to the user role that's associated with his User ID. Your System Administrator is responsible for assigning permissions to each user role.

Permissions

Your System Administrator determines which options he wants each *user role* to have access to. If an officer's assigned user role allows him to perform a particular task, he will have access to that function. Otherwise he will *not* have access to that

function. For a list of permissions-driven tasks, see "Assigning Permissions" in chapter 7 of the *AlertVU Back Office Administrator's Guide*.

Logging into the System for the First Time

This section describes how to login to the AlertVU Back Office application. During installation, your Systems Implementation Specialist (SIS) will provide you with the following login information:
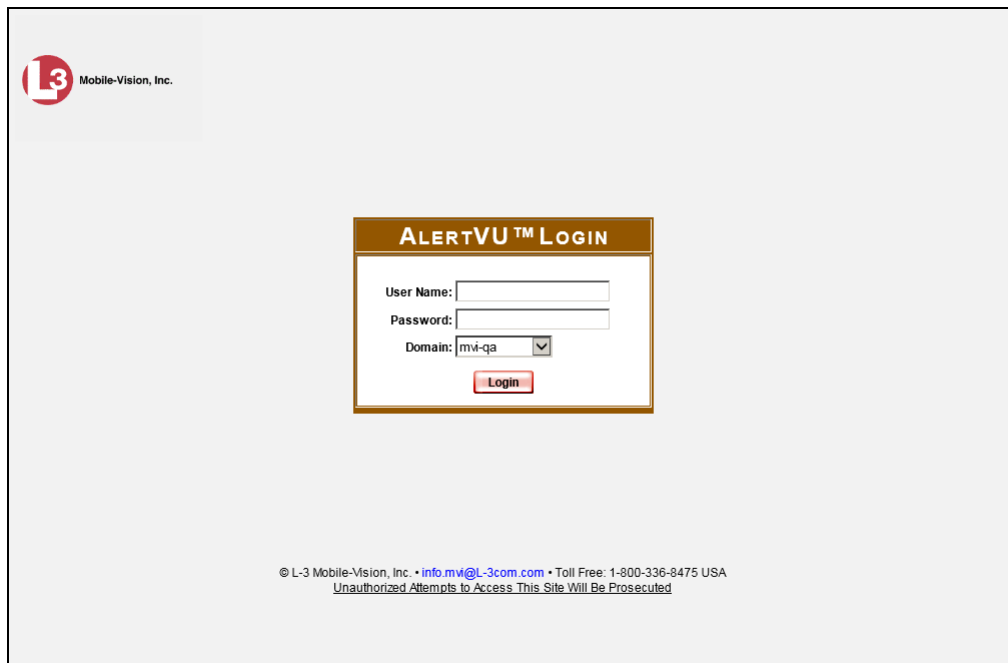
❒ URL needed to access your AlertVU server
❒ User ID
❒ AlertVU User Password (if needed)[*]

1 Double-click on the AlertVU desktop icon.

– OR –

Copy the AlertVU URL into your web browser.

The AlertVU Login screen displays.

If your organization is using the Active Directory Interface, a field labeled *Domain* will also display beneath the *Password* field.

2 Enter your user name in the *User Name* field.

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[*] If your organization is using the Active Directory Integration feature, you will not need a new password for AlertVU, as the application will be integrated with your existing Windows Active Directory or Novell eDirectory.

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3   Enter your security password in the *Password* field.

⇒ If your organization is using the Active Directory Integration feature, this is the same password that you use to login to your regular Windows network or Novell eDirectory.

⇒ If your organization is *not* using the Active Directory Integration feature, this is the initial password that your Systems Installation Specialist (SIS) provided you with.

Passwords are case-sensitive.

4   If the *Domain* field appears on your screen, proceed to the next step. Otherwise skip to step 6.

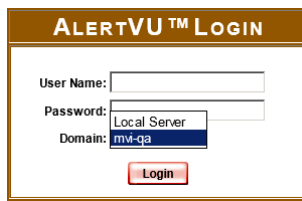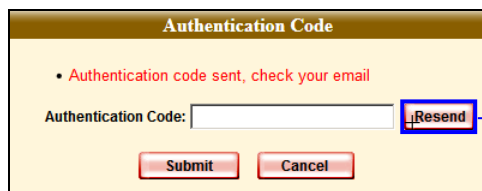**5**   Go to the *Domain* field and select the correct domain name from the drop-down list.

6   Click the **Login** button *or* press **Enter**.

⇒ If the AlertVU Home Page displays (pictured on the next page), **End of Procedure**.

Two-factor authentication   ⇒ If the Authentication Code popup displays (pictured below), it indicates that your agency is using the two-factor authentication feature. This feature requires that you enter an additional code whenever you log into AlertVU Back Office. As soon as you click the **Login** button, the system automatically generates an Authentication Code and sends it to the email address saved in your user record. *Proceed to the next step*.

If your Authentication Code expires before you have a chance to click **Submit**, click here to have a new code emailed to you

7   Check your email for a message with the subject line "User Notification." Highlight the Authentication Code contained in this email message, then copy it to your clipboard (**Ctrl + C**).

8   Position your cursor in the *Authentication Code* field, then press **Ctrl + V**.

9   Click **Submit**. The AlertVU Home Page displays.
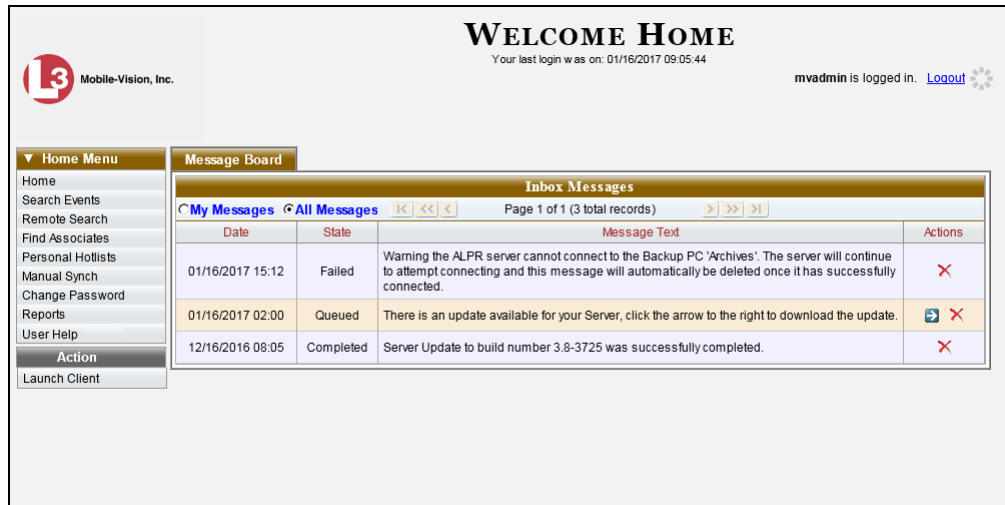
For a detailed description of this page, see "AlertVU Home Page" on page 5.

Changing Your Password

Unless your agency is using the Active Directory Integration feature, you should change your password the first time you login to AlertVU, as described below.

Please note that passwords are case-sensitive.

1 Go to ▼ Home Menu and click **Change Password**. The Enter New Password page displays.
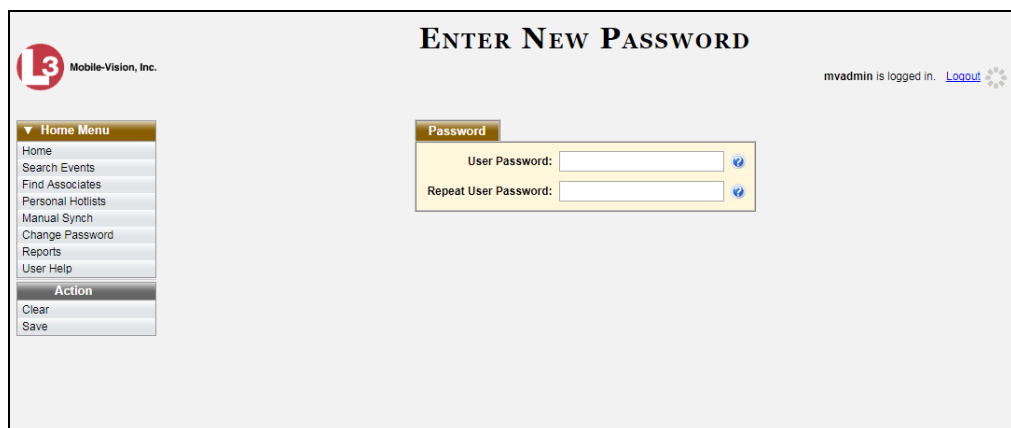
2 Enter your new password in the *User Password* field. For security reasons, your password will not display as you type it.

3 Re-enter your new password in the *Repeat User Password* field.

4 Go to the Action column and click **Save**. A confirmation message displays at the top of the page.

> Password has been updated

AlertVU Home Page

The Home Page is divided into two components: a *Main Menu* and a *Message Board*.
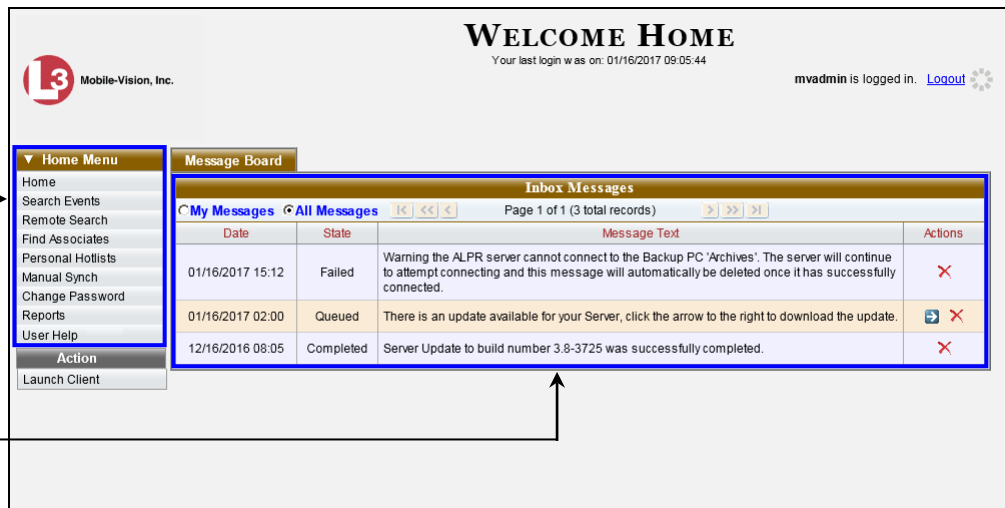
The Main Menu is the starting point for all system tasks, such as searching for an event

The Message Board contains messages sent to you by the system

Message Board

Whenever you login to AlertVU, the Message Board displays. Your Inbox displays messages sent to you by the system.

Main Menu

Search for event(s) that were captured in the same location at the same time as another event*

Home — View system messages
Search Events — Search for events on your local server
Remote Search — Search for events on remote servers*
Find Associates
Personal Hotlists — Create a license plate list for your own use
Manual Synch — Synchronize an AlertVU unit with the local server*
Change Password — Change your login password
Reports — View predefined reports*
User Help — Access online help

Launch Client — Activate the Live Alert utility, used to provide you with "real time" plate capture notifications from other units*

Definitions

This section describes some of the key terms and concepts that are central to the AlertVU Back Office application.

Software Concepts

Event

An event is the file that's created when an AlertVU unit captures the digital image of a license plate. Because the same license plate can be read multiple times, some license plate numbers have more than one event record associated with them.

Hotlist

A hotlist is a list of wanted license plates, such as BOLOs, Amber Alerts, persons of interest, etc. There are two types of hotlists in AlertVU: a *personal* hotlist and a *system* hotlist. For more on these hotlist types and how they are used, see chapter 3.

Alert

An alert is a notification that the system sends you any time an AlertVU unit receives a possible hit on a license plate that's on either one of your personal hotlists *or* a system hotlist for which you have Notification rights. For more on this topic, see "Alerts" in chapter 3.

Associate

An associate is an event that was captured in the same region and within the same timeframe as another event. The Associates search function allows you to link a suspect with other possible suspects or associates who happened to be in the same region at the same time as your suspect. For more information, see "Searching for Associates" in chapter 3.

In-Unit PC Applications

In addition to AlertVU Back Office, your AlertVU LPR system comes with several PC applications that run on the mobile data computers or laptops which are connected to your AlertVU units. Most of these applications run "behind the scenes" to facilitate the capture and transmission of events. Other applications allow you to perform various tasks in the field, as described in the table on the next page.

User Group

A record that allows you to combine like users for the purpose of assigning hotlists to them.

PC Application	Primary Function
L3 AlertVU Mobile *(mobile units only)*	Enables you to monitor plate read activity within your vehicle.
AlertVu Proxy	Enables you to manually synchronize your unit with the server. This involves transferring events from the unit to the server and transferring hotlists from the server to the unit. Because data transmission typically occurs *automatically* without any action on your part, you only need to use this application when your unit has lost its wireless signal for a prolonged period of time. For more on this topic, see "Manually Synchronizing Your Unit with the Server" in chapter 2.

Hardware Components

This user guide focuses on the back office software component of the AlertVU LPR system. However, AlertVU has several *hardware* components as well. These components interface with AlertVU back office, so it's important to understand what each hardware component is and how it relates to the AlertVU system as a whole.

Server

The server is the network computer that hosts the AlertVU back office application and stores all of your event and hotlist data.

AlertVU Unit

An AlertVU unit is the license plate reader that's installed either in a vehicle, such as a patrol car (mobile unit), or on a stationary device, such as a pole (fixed unit). The AlertVU cameras capture digital license plate images and transfer those files to a storage server over a wireless network.

Mobile Data Computer (MDC) or Laptop

Every AlertVU unit is connected to a PC of some kind. AlertVU *mobile* units connect to a mobile data computer. AlertVU *fixed* units connect to a laptop. These PCs control and transmit plate reads to the server via the AlertVU PC applications.

Backup PC

A Backup PC is a computer used to process DVD burn requests. AlertVU comes with an optional backup facility that automatically sends backup burn requests to a *robotic DVD burner*[*]. The resulting archive discs, termed *Certified Backup Discs*[*], contain system events and hotlists. Because the process of burning DVDs is resource-intensive, one PC is dedicated to this task.

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[*] See definition on the next page

If you are using a *Bravo* robotic DVD burner, then the backup PC is a separate computer workstation connected to the disc burner. If you are using a *Rimage* DVD/Blu-Ray burner that combines a disc burner with a computer, the Backup PC refers to the computer component of the Rimage.

Robotic DVD Burner

A robotic DVD burner is a disc duplicator that burns and labels your *Certified Backup Discs* (see definition below). L3 Mobile-Vision sells two types of burners: the *Bravo*, a stand-alone unit, and the *Rimage*, a combination disc burner/computer. If you have a Rimage, you do not need a separate Backup PC.

Rimage units can burn CDs, DVDs, and Blu-Ray discs. Most Bravo units can burn CDs and DVDs. The higher-end Bravos can burn Blu-Ray discs as well.

Certified Backup Disc (CBD)

A Certified Backup Disc or "CBD" for short is an archive disc. When the archive function is enabled, the system automatically sends CBD burn requests to the Backup PC without any action on your part. These discs contain the event records and hotlists that were previously stored on the server.

Software Navigation

When you first login to AlertVU, you will see the Home Menu on the far left of your screen. This menu is the starting point for all AlertVU functions. By default, the Home Menu is *maximized* (open) upon login.
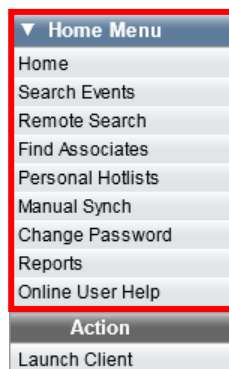
Minimizing/Maximizing Menus

When you click on the **Home Menu** button, you can toggle back and forth between a minimized (closed) and maximized (open) view.

Minimized menu ⎯⎯ When the arrow points RIGHT, the menu options are hidden
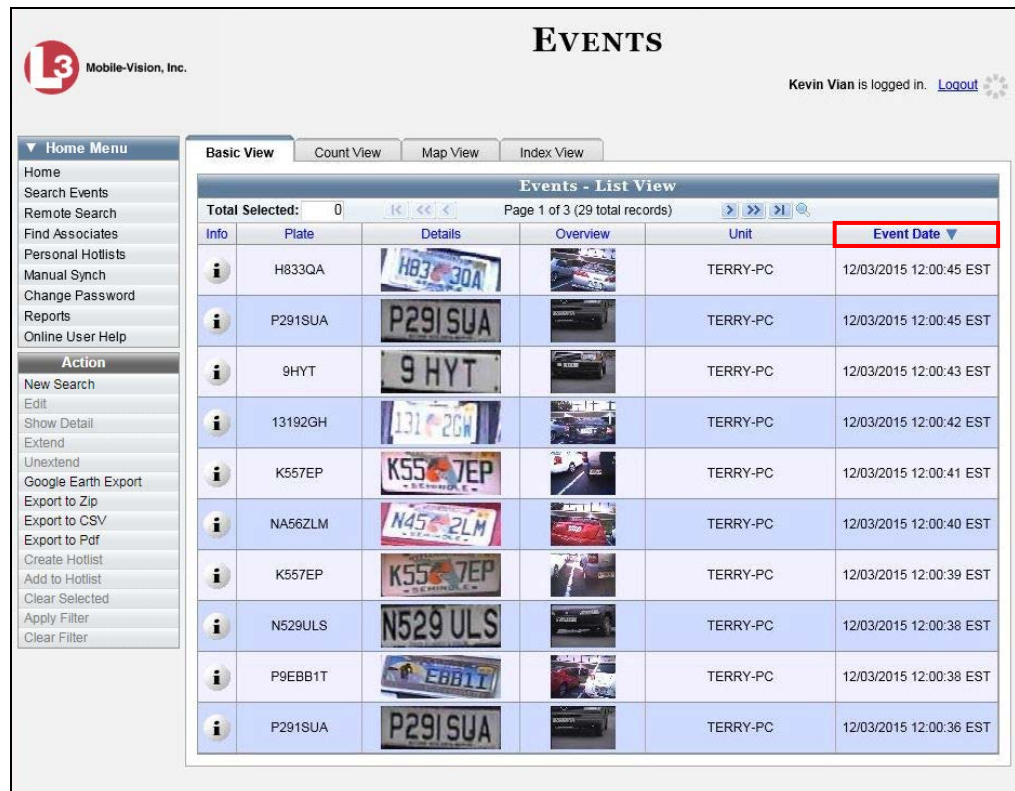
Maximized menu ⎯⎯ When the arrow points DOWN, the menu options are visible

Scrolling Through Multiple Records
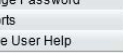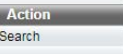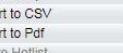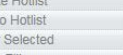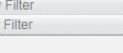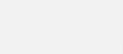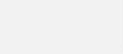
Whenever you search for records in the application (events, hotlists, etc.), your search results may yield a large number of records. The following navigation buttons are used to advance forward or backward through a results list.

Button	Description
> <	Next Page/Previous Page. Used to scroll through the search results one page at a time.
>> <<	Fast forward/fast rewind. Used to scroll through the search results ten pages at a time.
I< >I	First Page/Last Page. Used to advance to the first page or last page of the search results, respectively.

Sorting Multiple Records

Whenever you display a list of records, you have the option of changing the manner in which those records are sorted. For example, by default, the Event Search Results Basic View page is sorted by *Event Date*. However, you can change the sort value to *Plate* or *Unit*, as described on the next page.

Plate ▲

To sort a list in *ascending* order—that is, from lowest value to highest value—click *once* on the new column header you wish to sort by. An *up* arrow displays.

– OR –

Plate ▼

To sort a list in *descending* order—that is, from highest value to lowest value—click *twice* on the new column header you wish to sort by. A *down* arrow displays.

Right-clicking on a Row

If you right-click on a row that is editable, the system will display a "shortcut" popup similar to this one:

Edit Menu
Edit
Delete
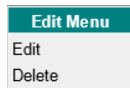
You can also select these options from the Action column on the left of your screen.

Content Summary

Chapter	Description
1: Introduction	Provides an overview of the *AlertVU Back Office* application and describes key system concepts.
2: Events	Describes how to search for, view, and correct event records
3: Hotlists	Describes how to create and update *personal* hotlists. For information on *system* hotlists, see chapter 3 of the *AlertVU Back Office Administrator's Guide*.

2 Events

This chapter describes how to search for and view event records. An event is a *plate read*. Every time an AlertVU unit captures a plate image via an AlertVU camera, that image becomes an event record in the application. Because the same license plate can be read multiple times, some license plate numbers may have more than one event record associated with them.

Each of your AlertVU units has a wireless connection to the AlertVU server. Whenever an in-car or stationary AlertVU unit captures an event, the system transfers that data to the server over a wireless network. This process occurs automatically without any action on your part. Once an event resides on the server, you can access it by logging into the AlertVU Back Office application from your PC workstation.

If you are using AlertVU Mobile, the transmission process may occasionally be delayed when a vehicle moves outside the signal range of the wireless network. As soon as the vehicle comes back within signal range, however, the data will transmit to the server.

For more information, see:

❐ Searching for Events, below
❐ Viewing Event Search Results, page 31
❐ Displaying Event Details, page 47
❐ Viewing/Exporting an Event Report, page 50
❐ Correcting a License Plate Read Error, page 62
❐ Exporting Search Results, page 63
❐ Manually Synchronizing Your Unit with the Server, page 70
❐ Extending the Life of an Event, page 78
❐ Canceling an Event Extension, page 80.

Searching for Events

The AlertVU search facility includes several unique features. For example, you can:

❐ Enter more than one set of search criteria.
❐ Limit your search to those events that are included on a specific Hotlist.
❐ Incorporate wildcard characters into your search criteria.
❐ Employ a "fuzzy" search, which enables you to search for characters that appear similar to other characters, such as **Q** and **O** (for more on fuzzy searches, see page 15).
❐ Search for *associates*—events that were captured in the same region during the same time period as another event.

You have the ability to search for events that reside on your agency's local server *or* on a remote server or servers.

For specific instructions, see:

❒ Searching for Events on Your Local Server, below
❒ Searching for Events on Remote Servers, page 20
❒ Searching for Associates, page 28.

Searching for Events on Your Local Server

This section describes how to search for an event that resides on your agency's AlertVU server. For an overview of the AlertVU search function, see the previous section.

To search for events that are stored on other agencies' servers, see "Searching for Events on Remote Servers" on page 20 instead.

1 Go to ▼ Home Menu and click **Search Events**. The Search Events page displays.

The Search Events page is used to enter search criteria, as described in the following table.

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| Event Search	
Search Field	**Description**
After Date	Limits your search to those events that were captured after this date and time. *Select a date from the calendar popup OR enter a date/time directly in mm/dd/yyyy hh:mm:ss format.* Once you enter this field, the system will automatically populate the *Before Date* field with a date/time that is equal to the *After Date*'s **end of day** (i.e., 23:59:59). That's because the *After Date* and *Before Date* fields are typically used in tandem to search for all events that were captured on a particular day. If you prefer an open ended search, simply delete the value in the *Before Date* field.
Before Date	Limits your search to those events that were captured before this date and time. If you entered a value in the *After Date* field, the system will automatically populate this field with a date/time that is equal to the *After Date*'s **end of day** (i.e., 23:59:59). To search for all events that were captured within this time period, leave the *Before Date* value as is. To search for a time range that is longer/shorter than this time period, *select a new date from the calendar popup OR enter a new date/time directly in mm/dd/yyyy hh:mm:ss format.* If you did *not* enter a value in the *After Date* field, *select a date from the calendar popup OR enter directly in mm/dd/yyyy hh:mm:ss format.*
License Plate	Limits your search to those events that match this license plate number. If the *Wildcards* checkbox is also selected, the value you enter here may include the asterisk (*****) and/ or question mark (**?**) wildcard characters. For more information, see *Wildcards* on the next page.
Frequency	Limits your search to those events that were captured a minimum of **X** times. For example, if you enter **2** in this field, the system will search for all plates that your AlertVU units have captured two or more times.
Unit	Limits your search to those events that were captured by a specific AlertVU unit. *Select this value from the drop-down list.*
Event ID	Limits your search to the event that matches this Event ID. An Event ID is a unique identification number that the system automatically assigns to each event.
Search Type	The type of search you wish to perform: ▪ *Standard* (default). A fuzzy "starts with" search that allows for wildcard entries. For more on fuzzy searches, see "What is a 'fuzzy' search?" on page 15.

Event Search (cont'd)	
Search Field	**Description**
Search Type (cont'd)	▪ *Exact*. An exact "starts with" search that allows for wildcard entries. ▪ *Any order*. An exact search that allows you to search for characters in any position (i.e., out of sequential order). For example, if a witness reported seeing a license plate that starts with either **PV7** or **P7V**, you might perform this type of search. ▪ *Mismatch*. A search that allows for a certain number of mismatched characters, as specified in the *# Wrong* field. *Select this value from the drop-down list*.
# Wrong	Used in conjunction with the "mismatch" *Search Type* to specify the number of mismatched characters you wish to allow in a search. If the value of the *Search Type* field is something other than **Mismatch**, this field will be disabled.
Wildcards (*Standard* or *Exact* search only)	A checkbox used to enable the use of the asterisk (**∗**) and/or question mark (**?**) wildcards when performing a *Standard* or *Exact* search (see *Search Type* definitions above). Wildcards let you substitute a character in your search for any other character or range of characters, as described below. **?** Match *one* of any character, e.g., L62?9N = L6249N **∗** Match *one or more* of any character, e.g., L62∗ = L6249N
GPS Location(s)	Limits your search to a specific geographical location. *Select this location by clicking the 🌐 icon and drawing a box on a map, as described in steps 4 – 5.*
Available Actions	
Action	**Description**
Search	Execute your search.
Add Criteria	Add entered search fields to your list of search criteria. This function allows you to include more than one set of search criteria in your search.
Add Hotlist Criteria	Search within a selected Hotlist only. This type of search will only return events that meet *all* the criteria sets included in your search.
Clear	Remove all entries and selections from the Event Search form.

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Available Actions (cont'd)	
Action	**Description**
Clear All	Remove all entries, selections, and added criteria from the Event Search form.

If you enter/select a value in one or more of the search fields, it will narrow your search results. If you leave all fields blank, the system will display all event files that are currently stored on your local server.
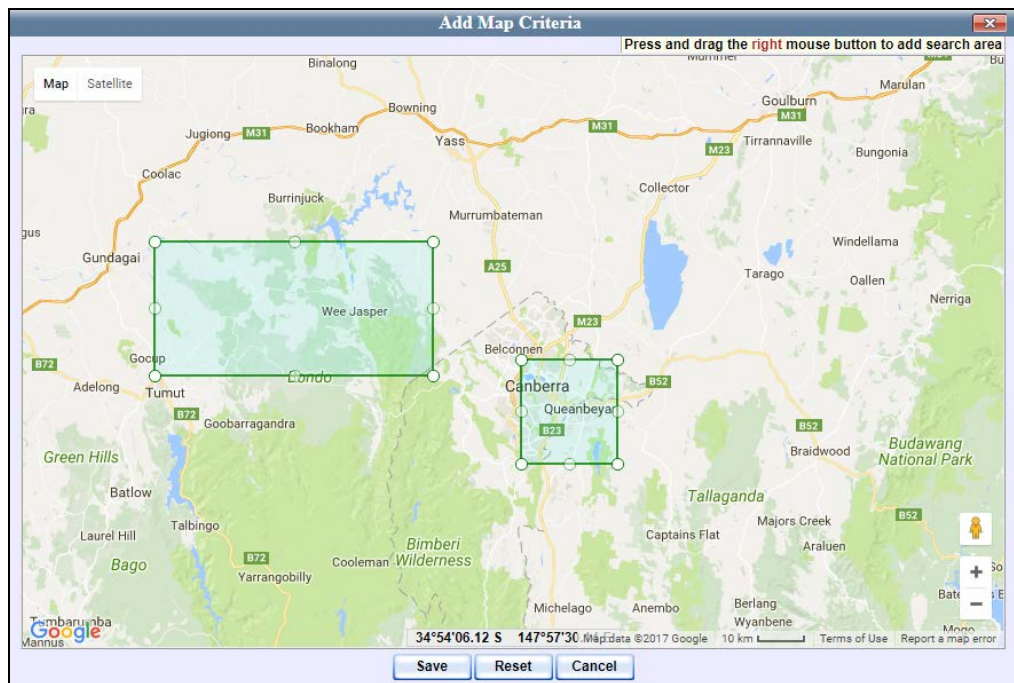
> **What is a 'fuzzy' search?** A fuzzy search is one that looks for characters that are similar looking to other characters. This type of search addresses the problem of misreads from the capture device. For example, to the AlertVU capture device, a **6** might look like a **G**, a **Q** might look like an **O**, a **Z** might look like an **2**, etc. If, for instance, there's an event in the system with a plate of **R6Q2KZY**, then fuzzy search results would include not only the exact match to that plate but R GO 2KZY, R G Q2KZY, R6 O 2KZY, R6Q2K 2 Y, R6 O 2K 2 Y, R GO 2K 2 Y, etc.

2   Enter/select the field values you wish to search on, as described in the previous table.

3   To include a geographical location in your search, proceed to the next step. Otherwise skip to step 10.

4   Go to the *GPS Location(s)* field and click the 🌐 icon. The Add Map Criteria popup displays.
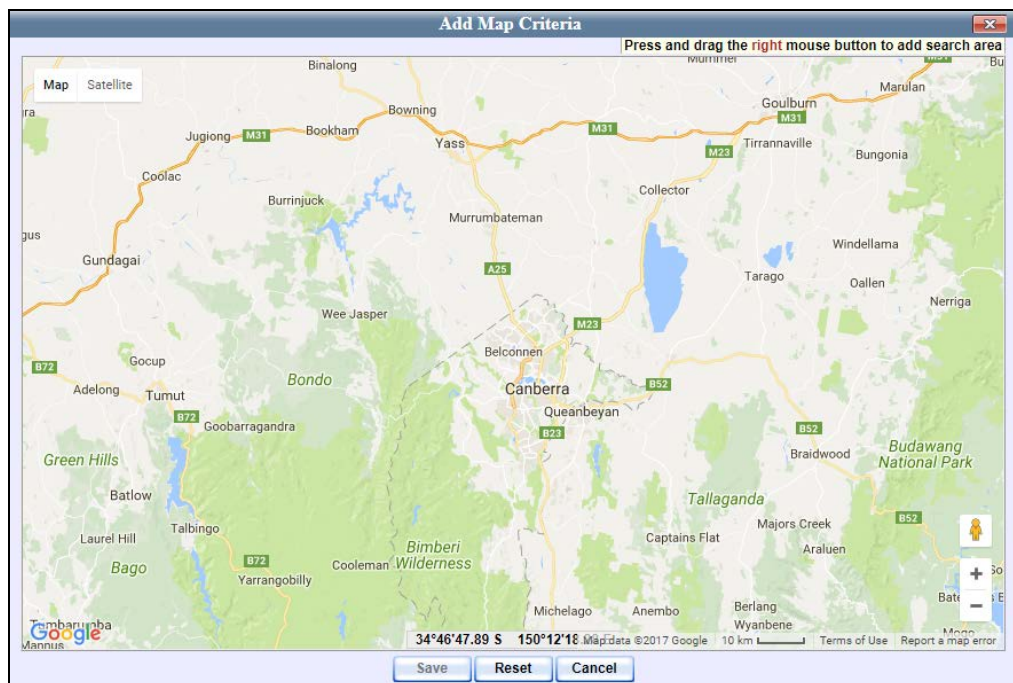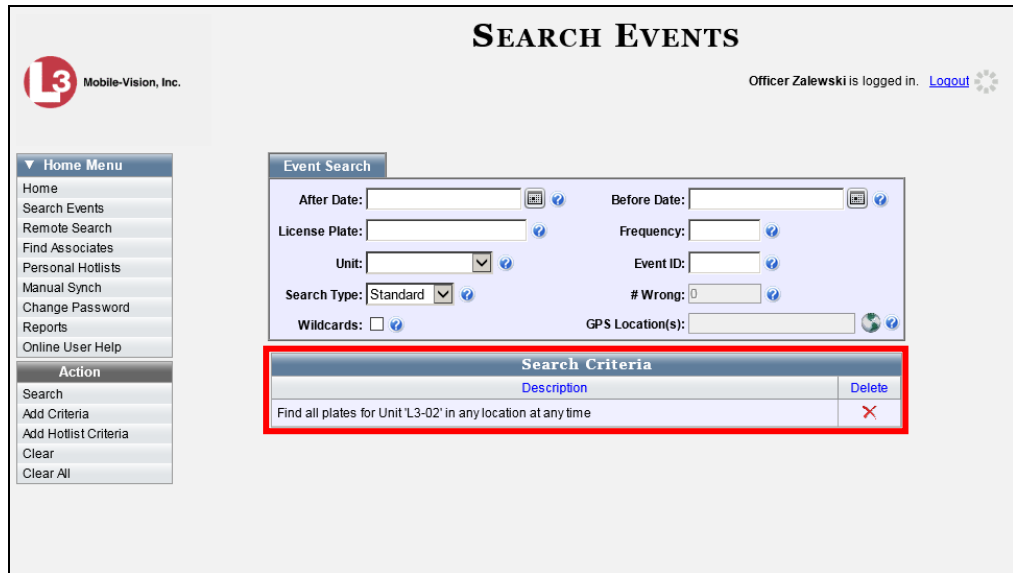
This map defaults to the location of your local precinct.

5 To reposition the map, proceed to the next step. Otherwise skip to step 7.

6 Left-click your mouse, then drag the map to the desired position.

7 To zoom in/out on the map, use the plus and minus arrows in the lower right corner of the page. Otherwise proceed to the next step.

8 Press and drag the right mouse button over the area you wish to search in. A shaded box appears in that area. If desired, you may draw more than one box.

9 Click **Save**. The latitudinal and longitudinal coordinates for the area(s) you selected display in the *GPS Location(s)* field.

10 To enter another set of search criteria, proceed to the next step. Otherwise skip to step 15.

11 Go to the Action column and click **Add Criteria**. The set of search criteria you just entered displays on your Search Criteria list.
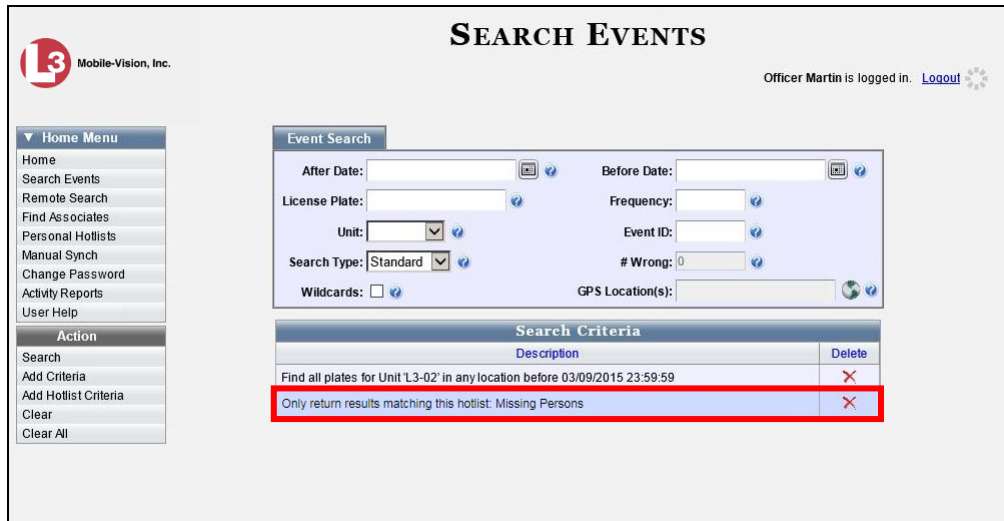
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12 Enter/select the next set of field values you wish to search on.

13 Go to the Action column and click **Add Criteria**. The set of search criteria you just entered displays at the bottom of the page.

14 To add another set of search criteria to your search, repeat steps 12 and 13. Otherwise proceed to the next step.

15 To limit your search to those events that are included on a specific Hotlist, proceed to the next step. Otherwise skip to step 20.

16 Go to the Action column and click **Add Hotlist Criteria**. The Add Hotlist Criteria popup displays.

17 Select a hotlist from the drop-down list.

18 To perform a *fuzzy* search (see definition on page 15), proceed to the next step.

– OR –

To perform an *exact match* search, select the *Exact Match* checkbox.

19 Click **Save** to close the popup. The Hotlist displays on your Search Criteria list.

20 Go to the Action column and click **Search**. All events that match your search criteria display on the Events page in either Basic View (typical) or Count View (if you searched on a Hotlist).

For a detailed description of the components on this page, see "Viewing Event Search Results" on page 31.

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If you entered multiple lines of search criteria, then what the system selects will depend in part on whether or not you included a hotlist in your search. When you enter multiple sets of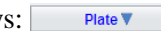 search criteria *that do **not** include a hotlist*, the system will select those events that meet any of your criteria sets. When you enter multiple sets of search criteria *that include a hotlist*, the system will first select those events that meet any of your criteria sets, then it will compare those results to your Hotlist. If there are any complete matches (i.e., a UUU90D plate on the preliminary search results list and a UUU90D plate on the Hotlist), your final results will include those plates only.

21   By default, events are sorted chronologically by event date. To sort the results differently, proceed to the next step. Otherwise skip to step 23.

22   Go to the column heading you wish to sort by. For example, if you are in Basic View, go to the *Plate* column.

To sort in *ascending* order—that is, from lowest value to highest value—click the column header *once*. An *up* arrow displays: Plate ▲

– OR –

To sort in *descending* order—that is, from highest value to lowest value—click the column header *twice*. A *down* arrow displays: Plate ▼

23   If your search yielded more than one page of results (i.e., Page 1 of 6), use the navigation buttons at the top of the page to scroll through the results list.

|◄ ◄◄ ◄   ► ►► ►|
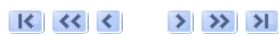
24   To view an event's details, first make sure the **Basic View** tab is selected. Next, hover your mouse over the *Info* icon to the left of the event.

– OR –

Click on the event record to select it, then go to the Action column and click **Show Detail** (see **HINT** below).

HINT: If you clicked on an event record but the **Show Detail** option is grayed-out, it indicates that you have more than one record selected. Click **Clear Selected**, then reselect the single event you wish to view.

The Event Detail popup displays.

(Continued)

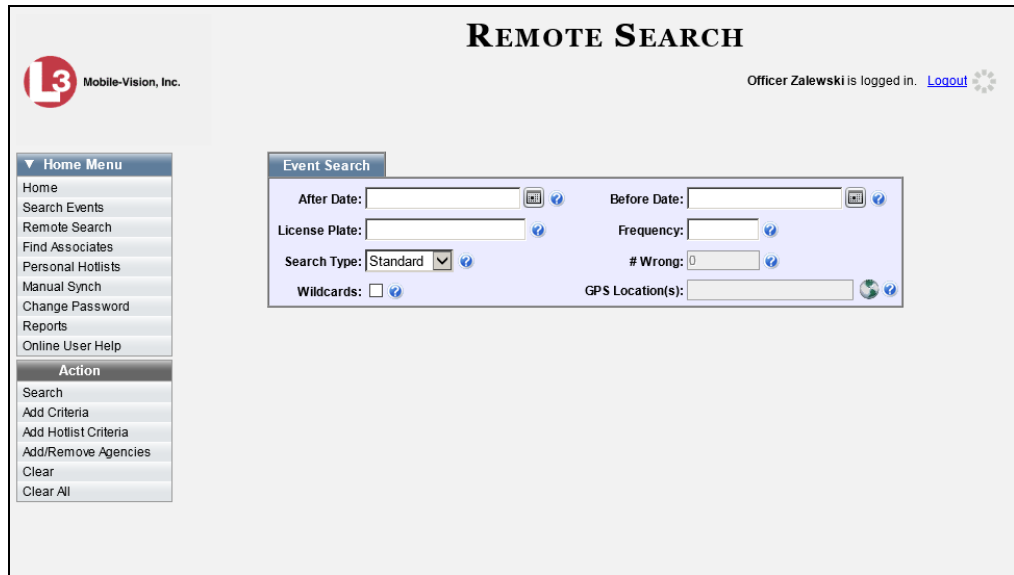For a detailed description of the components on this popup, see the table beginning on page 48.

Searching for Events on Remote Servers

If your System Administrator has configured the application to do so, you may be able to search for events that reside on other agencies' servers. Given the proper permissions, you can remotely search both AlertVU databases *and* non-AlertVU databases that conform to NIJ (National Institute of Justice) standards.

To search for events that are stored on your *local* AlertVU server, see "Searching for Events on Your Local Server" on page 12 instead.

For an overview of the AlertVU search function, see "Searching for Events" on page 11.

1 Go to ▼ Home Menu and click **Remote Search**. The Remote Search page displays.

This page is used to enter search criteria. For a description of the components on this page, see the table on page 13.

If you enter/select a value in one or more of these fields, it will narrow your search results. If you leave all fields blank, the system will display all event files that are currently stored on the selected server(s).
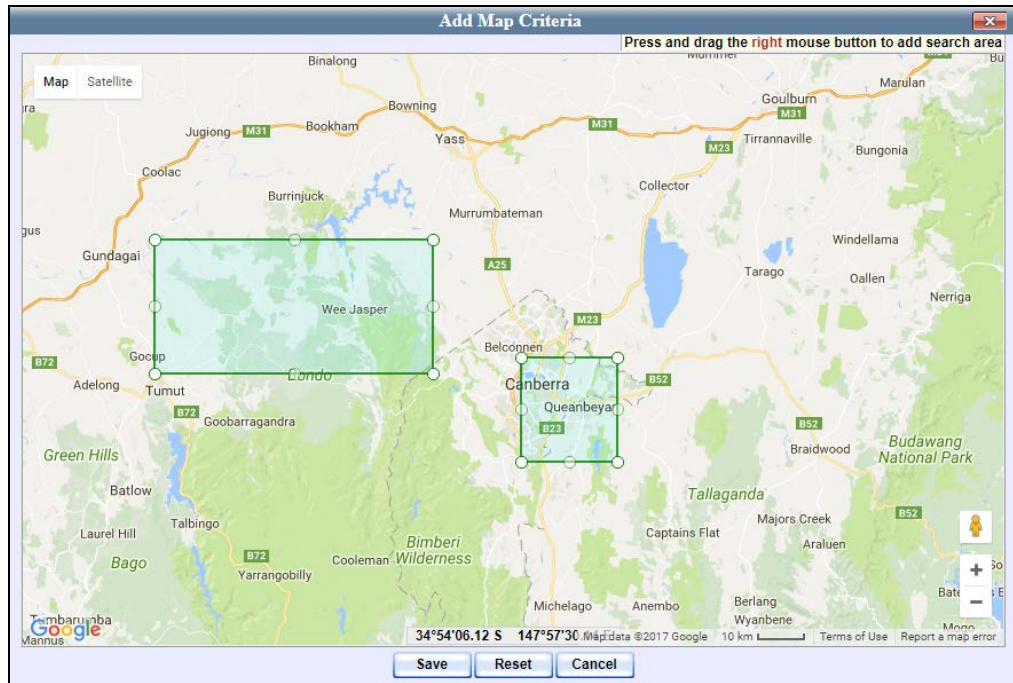
2 Enter/select the field values you wish to search on, as described in the table on page 13.

3 To include a geographical location in your search, proceed to the next step. Otherwise skip to step 10.

4 Go to the *GPS Location(s)* field and click the 🌐 icon. The Add Map Criteria popup displays.
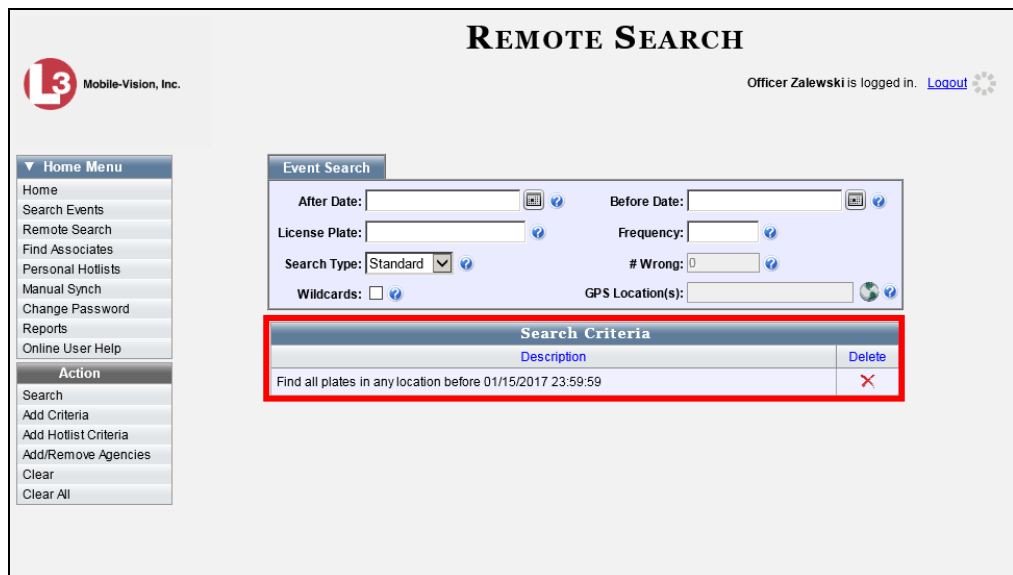
(Continued)
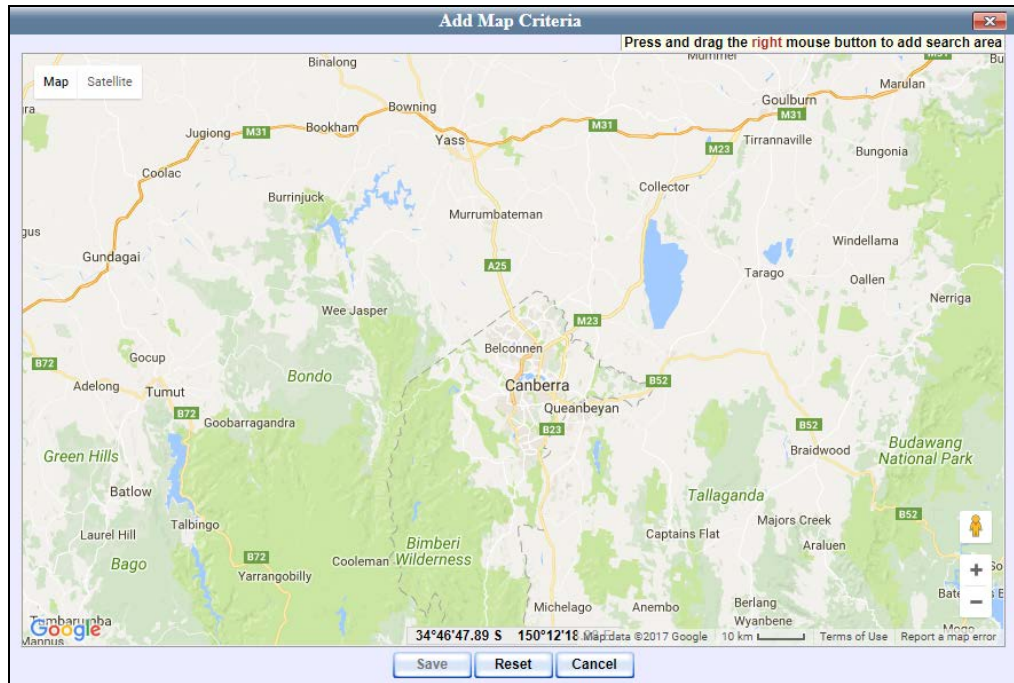
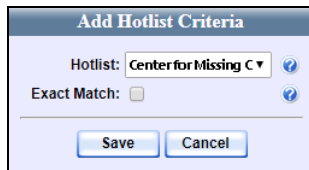This view defaults to the location of your local precinct.

5 To reposition the map, proceed to the next step. Otherwise skip to step 7.

6 Left-click your mouse, then drag the map to the desired position.

7 To zoom in/out on the map, use the plus and minus arrows in the lower right corner of the page. Otherwise proceed to the next step.

8 Press and drag the right mouse button over the area you wish to search in. A shaded box appears in that area. If desired, you may draw more than one box.

9 Click **Save**. The latitudinal and longitudinal coordinates for the area(s) you selected display in the *GPS Location(s)* field.

10 To enter another set of search criteria, proceed to the next step. Otherwise skip to step 15.

11 Go to the Action column and click **Add Criteria**. The set of search criteria you just entered display on your Search Criteria list.
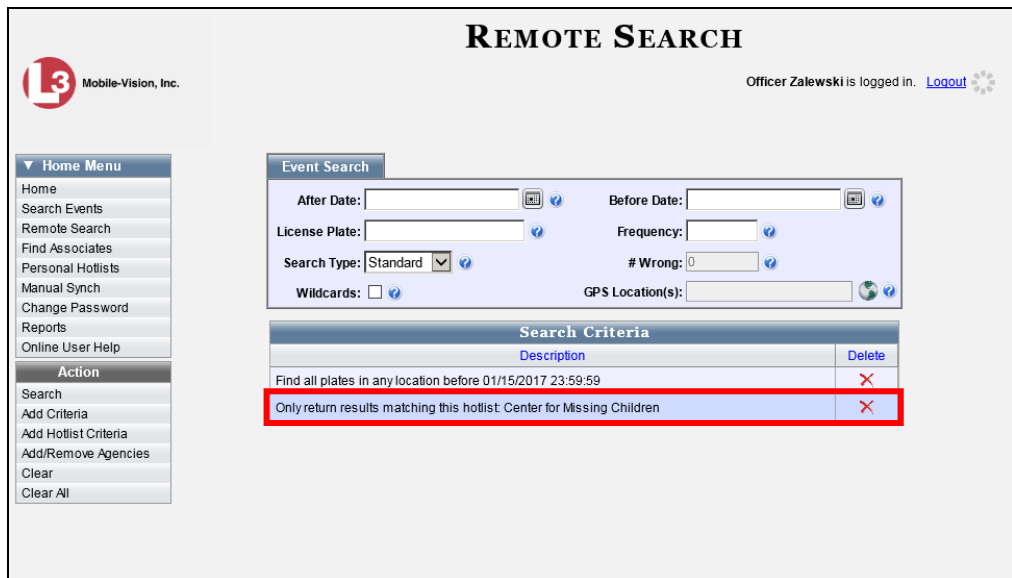
12 Enter/select the next set of field values you wish to search on.

13 Go to the Action column and click **Add Criteria**. The set of search criteria you just entered displays at the bottom of the page.

14 To add another set of search criteria to your search, repeat steps 12 and 13. Otherwise proceed to the next step.

15 To limit your search to those events that are included on a specific Hotlist, proceed to the next step. Otherwise skip to step 20.

16 Go to the Action column and click **Add Hotlist Criteria**. The Add Hotlist Criteria popup displays.

17 Select a hotlist from the drop-down list.

18 To perform a *fuzzy* search (see definition on page 15), proceed to the next step.

– OR –

To perform an *exact match* search, select the *Exact Match* checkbox.

19 Click **Save** to close the popup. The Hotlist displays on your Search Criteria list.

20 Go to the Action column and click **Add/Remove Agencies**. The Agencies popup displays.
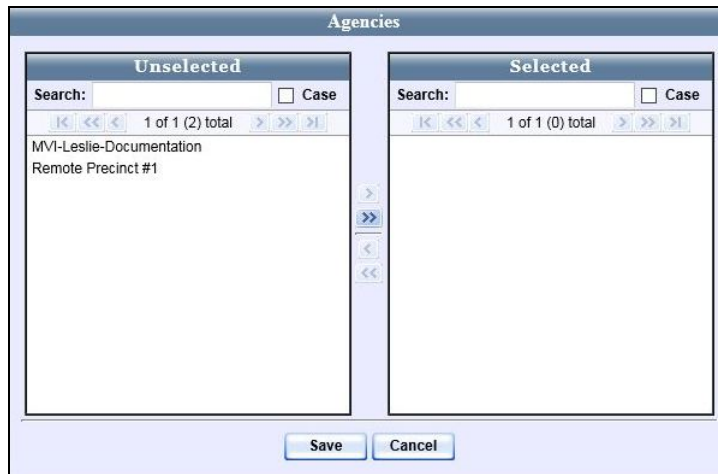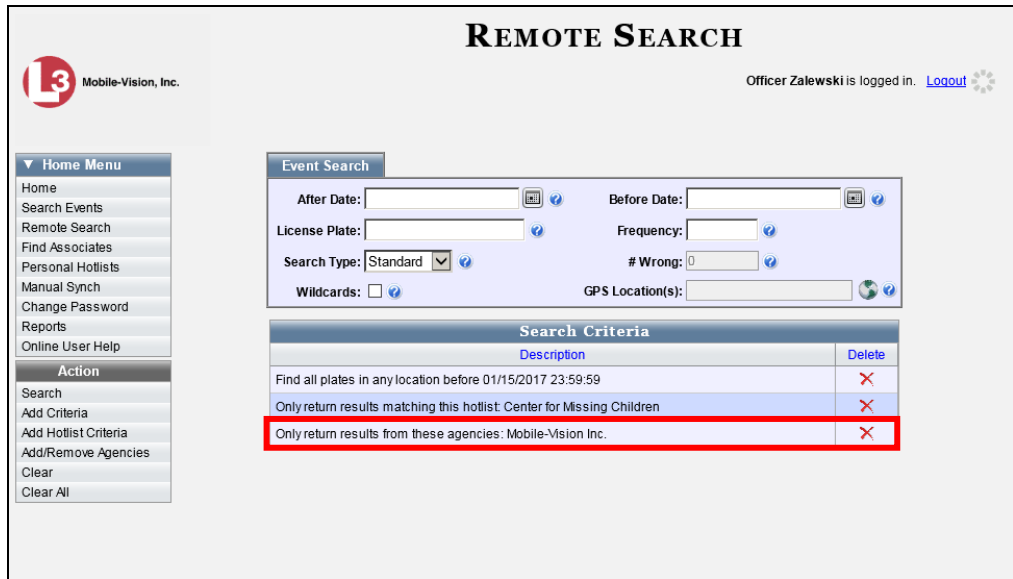
21 Go to the left column (Unselected) and click on each of the agencies you wish to add. If an agency you're looking for does not appear onscreen, use the navigation arrows at the top of the column to scroll through the agency list.

22 Once you've highlighted the desired agency(ies), click the ⟩ icon located between the two columns. The selected agency(ies) display in the right column (Selected).

23 Click **Save**. The selected agency(ies) display on your Search Criteria list.

(Continued)

24 Go to the Action column and click **Search**. All events that match your search criteria display on the Events page in either Basic View (typical) or Count View (if you searched on a Hotlist).

For a detailed description of the components on the Events page, see "Viewing Event Search Results" on page 31.

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If you entered multiple lines of search criteria, what the system selects will depend in part on whether or not you included a hotlist in your search. When you enter multiple sets of search criteria *that do **not** include a hotlist*, the system will select those events that meet any of your criteria sets. When you enter multiple sets of search criteria *that include a hotlist*, the system will first select those events that meet any of your criteria sets, then it will compare those results to your Hotlist. If there are any complete matches (i.e., a UUU90D plate on the preliminary search results list and a UUU90D plate on the Hotlist), your final results will include those plates only.

25 By default, events are sorted chronologically by event date. To sort the results differently, proceed to the next step. Otherwise skip to step 27.

26 Go to the column heading you wish to sort by. For example, if you are in Basic View, go to the *Plate* column.

To sort in *ascending* order—that is, from lowest value to highest value—click the column header *once*. An *up* arrow displays: [Plate ▲]

– OR –

To sort in *descending* order—that is, from highest value to lowest value—click the column header *twice*. A *down* arrow displays: [Plate ▼]

27 If your search yielded more than one page of results (i.e., Page 1 of 6), use the navigation buttons at the top of the page to scroll through the results list.

[|◀] [◀◀] [◀]   [▶] [▶▶] [▶|]

28 To view an event's details, first make sure the **Basic View** tab is selected. Next, hover your mouse over the Info icon to the left of the event.

– OR –

Click on the event record, then go to the [Action] column and click **Show Detail** (see **HINT** below).

HINT: If you clicked on an event record but the **Show Detail** option is grayed-out, it indicates that you have more than one record selected. Click **Clear Selected**, then reselect the single event you wish to view.

The Event Detail popup displays.

(Continued)

For a detailed description of the components on the Event Details popup, see the table beginning on page 48.

Searching for Associates

Occasionally, you may be interested in knowing if an accomplice or associate was in the same region at the same general time as a suspect. AlertVU can help you search for this type of data using the Associates feature. An associate is an event that is associated with another event based on the following criteria:

❐ The event was captured during the same time period as the other event.
❐ The event was captured within a 25-yard radius of the other event.

1 Go to ▼ Home Menu and click **Find Associates**. The Find Associates page displays.

This document consists of general capabilities information that is not defined as controlled technical data under ITAR part 120.10 or EAR
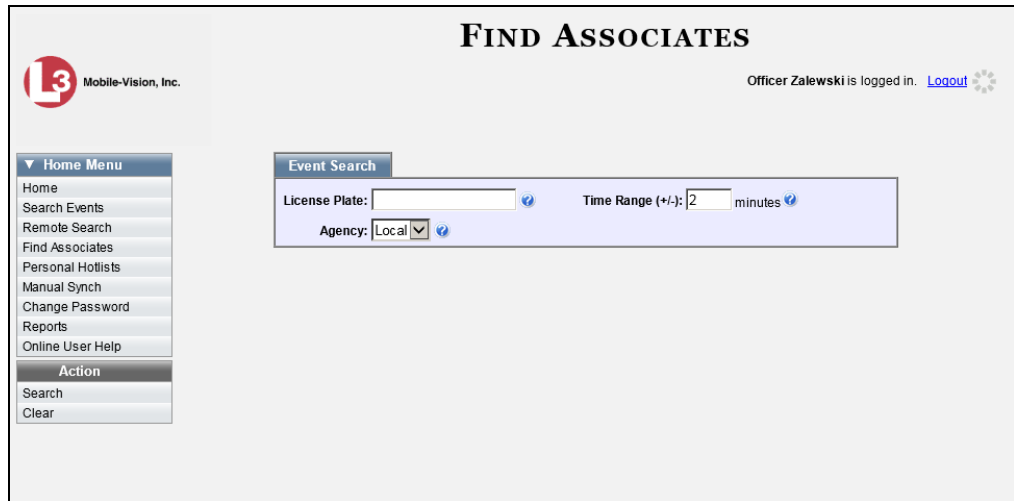
2   Go to the *License Plate* field and enter the **complete** license plate number that you wish to try and match to possible associates/accomplices.

3   Go to the *Time Range* field and enter the time range, in minutes, that you wish to search within. For example, if you're interested in knowing which events were captured within a half hour range of the captured license plate, enter **30** in the *Time Range* field.

4   To search for events stored on your local agency's server (default), proceed to the next step.

    – OR –

    To search for events stored on an outside agency's server, select an agency from the *Agency* drop-down list.

5   Go to the Action column and click **Search**. All events that match your search criteria (if any) display in Count View.

    (Continued)
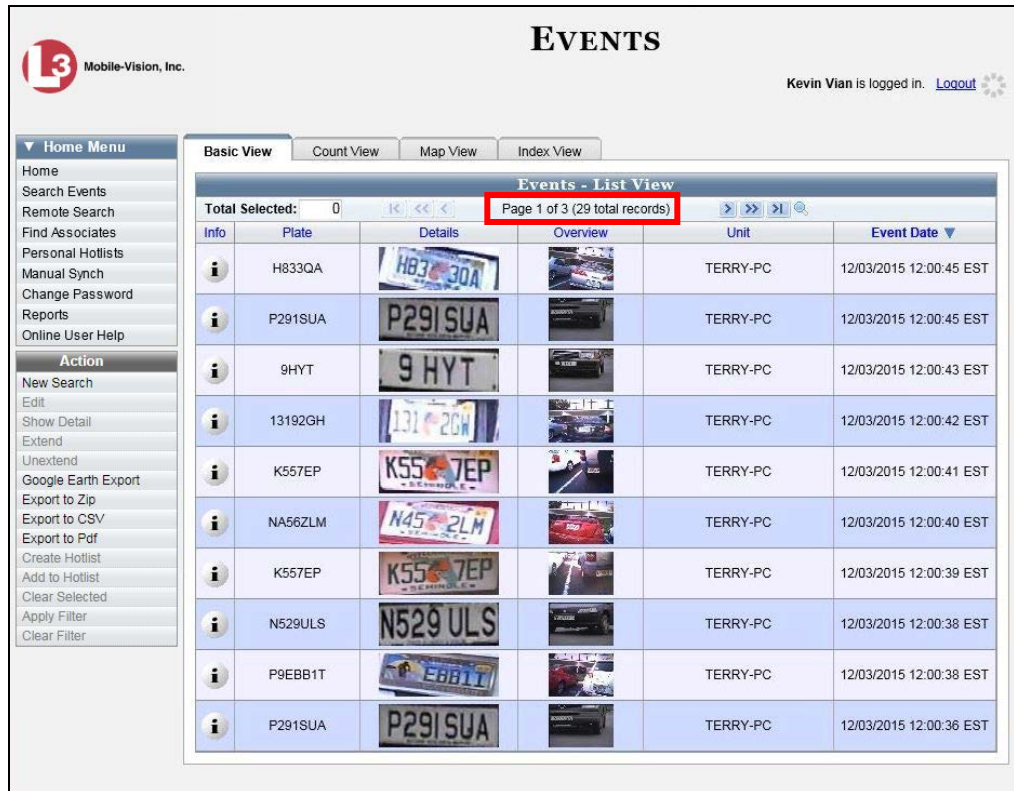
For more information on Count View as well as the other available event views, see the next section, "Viewing Event Search Results."

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Viewing Event Search Results

After you execute a search, the Events page will display. Note the heading at the top of the events list. This information tells you how many pages are included in your results (e.g., **3**), as well as the total number of event records (e.g., **29**).

To scroll through a multi-page results list, use the navigation buttons at the top of the form.

If your search results yield ten or less events, these buttons will be grayed out.

There are four available views for the Events page: *Basic*, *Count*, *Map*, and *Index*. Each of these views offers different advantages and features, as described in the next four sections. In addition, you have the option of viewing your search results in Google Earth.
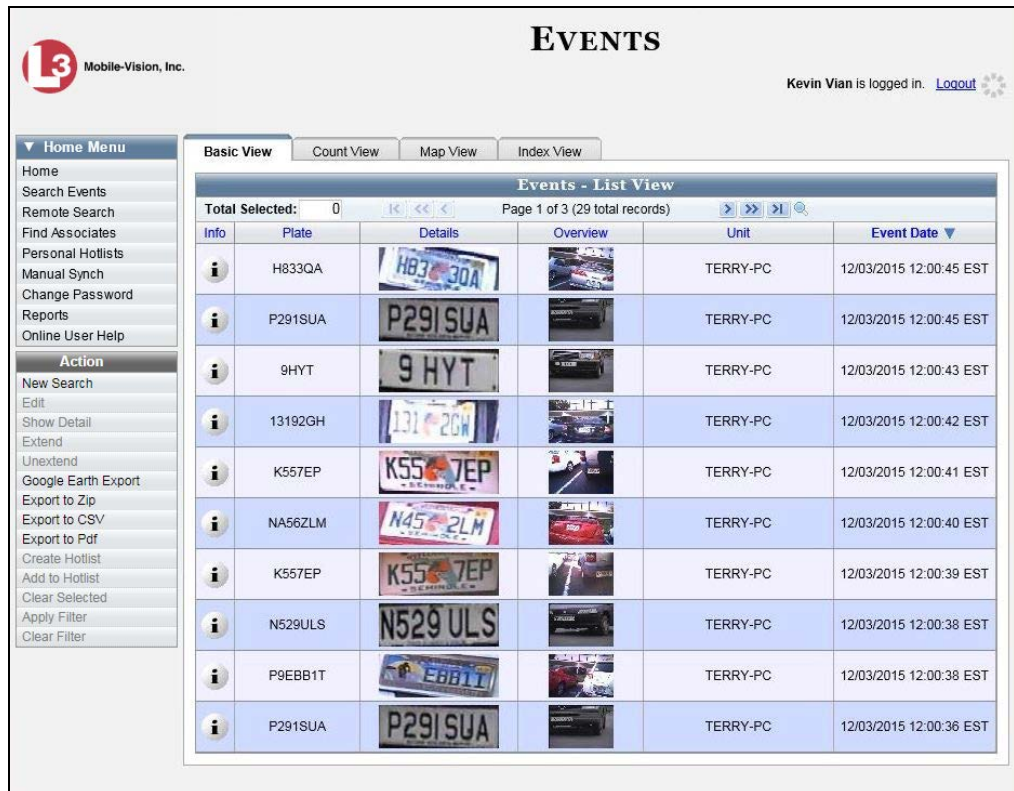
For more information, see:

❒ Viewing Event Search Results in Basic View, next page
❒ Viewing Event Search Results in Count View, page 34
❒ Viewing Event Search Results in Map View, page 37
❒ Viewing Event Search Results in Index View, page 42
❒ Viewing Event Search Results in Google Earth, page 45.

Viewing Event Search Results in Basic View

This section describes how to view a search results list in *Basic* view. This view consists of a table with information about each event.

1   Search for and display the events you wish to view. (If necessary, review "Searching for Events" on page 11.)

2   If your search yielded more than one page of results (i.e., Page 1 of 6), use the navigation buttons at the top of the page to scroll through the entire plate list.

The components of the Events page in Basic View are described in the following table.

Event Information	
Column	**Description**
Info	The View Event Detail icon. Hover your mouse over this icon to display the Event Detail page.
Plate	The license plate number. If you need to correct this number due to a read error, see "Correcting a License Plate Read Error" on page 62, beginning with step 2.
Details	A close-up image of the license plate.
Overview	A broad angle image of the front or back of the vehicle from which AlertVU captured this license plate.
Unit	The name of the AlertVU unit that captured this license plate.
Event Date	The date and time at which the AlertVU unit captured this license plate. Displays in mm/dd/yyyy hh:mm:ss format.
Available Actions	
If an action is "grayed out" (i.e., unavailable), it indicates that you must select one or more event records first before you can perform that action.	
Action	**Description**
New Search	Return to the Search Events page in order to perform a new search. For instructions, see "Searching for Events on Your Local Server" on page 12 or "Searching for Events on Remote Servers" on page 20, beginning with step 2.
Edit	Change the license plate number for a selected event record on this search results list. For instructions, see "Correcting a License Plate Read Error" on page 62, beginning with step 2.
Show Detail	Display the Event Detail page for a selected event record. (Select one record only.)
Google Earth Export	Download a KLM file in order to display event search results in a stand-alone version of Google Earth. For instructions, see "Viewing Event Search Results in Google Earth" on page 45, beginning with step 2.
Export to Zip	Export selected events to a zip file. For instructions, see "Exporting Event Search Results to a Zip File" on page 63, beginning with step 2.
Export to CSV	Export selected events to a CSV spreadsheet file. For instructions, see "Exporting Event Search Results to a CSV File" on page 68, beginning with step 2.
Export to Pdf	Export selected events to a PDF file. For instructions, see "Exporting Event Search Results to a Pdf File" on page 69, beginning with step 2.

Available Actions (cont'd)	
Action	**Description**
Create Hotlist	Create a new personal Hotlist from selected events. For instructions, see "Creating a Personal Hotlist from Existing Events" in chapter 3, beginning with step 2.
Add to Hotlist	Add selected events to an existing Hotlist. For instructions, see "Adding Events to a Personal Hotlist" in chapter 3, beginning with step 2.
Clear Selected	Deselect all event records that are currently selected.
Apply Filter	Display only those license plate records that are currently selected (i.e., highlighted).
Clear Filter	Undo "Apply Filter" action (i.e., redisplay all events that met the original search criteria).

3 To view an event's details, hover your mouse over the Info icon to the left of the event.

– OR –

Click on the event record, then go to the Action column and click **Show Detail** (see **HINT** below).

HINT: If you clicked on an event record but the **Show Detail** option is grayed-out, it indicates that you have more than one record selected. Click **Clear Selected**, then reselect the single event you wish to view.

The Event Detail popup displays. For a detailed description of the components on this popup, see the table beginning on page 48.

Viewing Event Search Results in Count View

This section describes how to view a search results list in *Count* view. This view groups multiple reads of one license plate under one record, thus reducing the number of records you have to scroll through.

1 Search for and display the events you wish to view. (If necessary, review "Searching for Events" on page 11.)

2 Click the **Count View** tab. The license plates display in Count View.

3 If your search yielded more than one page of results (i.e., Page 1 of 6), use the navigation buttons at the top of the page to scroll through the entire plate list.

|◀ ◀◀ ◀   ▶ ▶▶ ▶|

The components of the Events page in Count View are described below.

Count View	
Column	**Description**
Plate	The license plate number.
Frequency	The total number of reads for this license plate that match the search criteria.
Available Actions	
If an action is "grayed out" (i.e., unavailable), it indicates that you must select one or more license plate records first before you can perform that action.	
Action	**Description**
New Search	Return to the Search Events page in order to perform a new search. For instructions, see "Searching for Events on Your Local Server" on page 12 or "Searching for Events on Remote Servers" on page 20, beginning with step 2.
Show Detail	Display all the event records associated with a particular license plate. (Select one record only.)
Export to CSV	Export selected events to a CSV spreadsheet file. For instructions, see "Exporting Event Search Results to a CSV File" on page 68, beginning with step 2.
Export to Pdf	Export selected events to a PDF file. For instructions, see "Exporting Event Search Results to a Pdf File" on page 69, beginning with step 2.
Create Hotlist	Create a new personal Hotlist from selected plates. For instructions, see "Creating a Personal Hotlist from Existing Events" in chapter 3, beginning with step 2.
Add to Hotlist	Add selected plates to an existing Hotlist. For instructions, see "Adding Events to a Personal Hotlist" in chapter 3, beginning with step 2.
Clear Selected	Deselect all plate records that are currently selected.
Apply Filter	Display only those plate records that are currently selected (i.e., highlighted).
Clear Filter	Undo the "Apply Filter" action (i.e., redisplay all license plates that met the original search criteria).

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4 To view all the event records for a particular license plate, click on that plate's record, then go to the Action column and click **Show Detail**. The Tag popup displays.
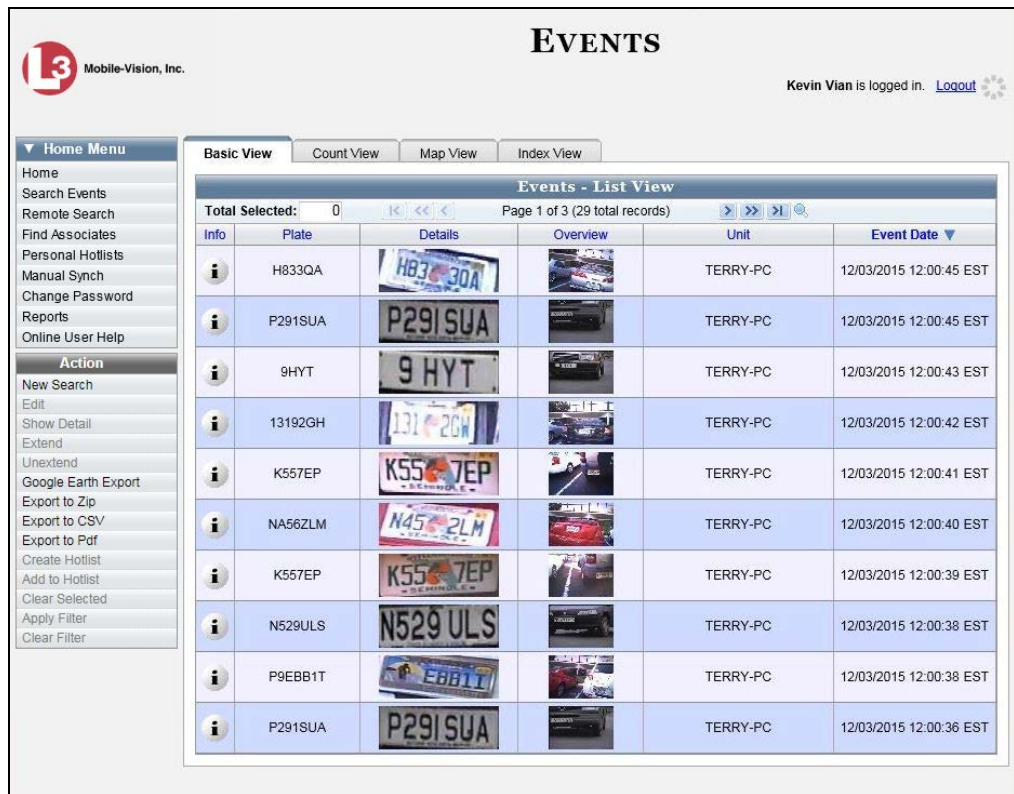
5 To view additional information on one of the events, hover your mouse over the *Info* icon. Otherwise click ⊠ to close the popup.

Viewing Event Search Results in Map View

This section describes how to view a search results list on a map. This view allows you to perform a "search within a search" by selecting an additional geographic area to search within.

1 Search for and display the events you wish to view. (If necessary, review "Searching for Events" on page 11.)

2 Click the **Map View** tab. The events display in map view. Each event is represented by a blue "event marker" icon. K446ZI
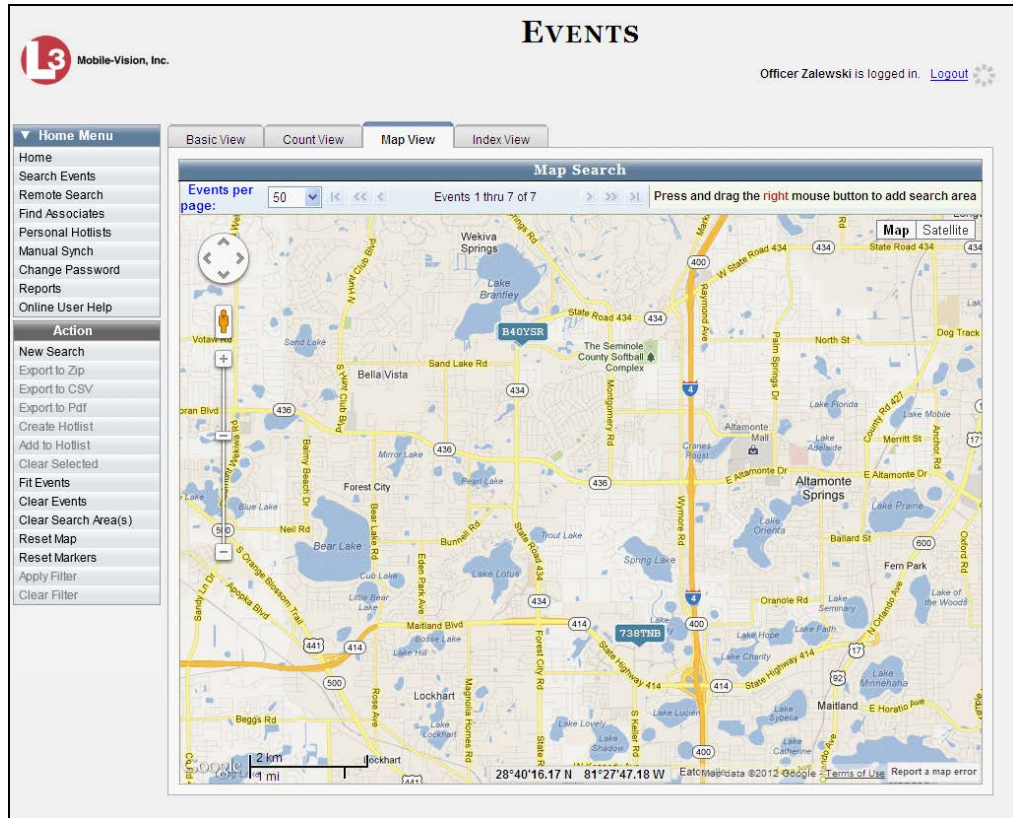
The available actions in Map View are described below.

Available Actions	
Action	**Description**
New Search	Return to the Search Events page in order to perform a new search. For instructions, see "Searching for Events on Your Local Server" on page 12 or "Searching for Events on Remote Servers" on page 20, beginning with step 2.
Fit Events	Zoom the map in or out to fit all matching results within the map view. To zoom *in*, double-click using the left mouse button. To zoom *out*, double-click using the right mouse button.
Clear Events	Remove all event markers from the map.
Clear Search Area(s)	Remove all search boxes from the map (i.e., any boxes that you drew by right-clicking and dragging the mouse).

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Available Actions (cont'd)	
Action	**Description**
Reset Map	Reset the map to its original position before you scrolled it up, down, left, or right.
Reset Markers	Reset all markers to their original position.

3 By default, the system displays 50 events per map. To change this number, select a new value from the *Events per page* drop-down list. Otherwise proceed to the next step.

4 If your search yielded more than one page of results (i.e., Page 1 of 6), use the navigation icons at the top of the page to scroll through the results list.
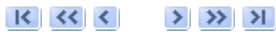
5 To view details for an individual event, proceed to the next step. Otherwise skip to step 9.

6 Locate and click on the event marker you wish to view. If the event appears to be hidden by other markers, simply drag those markers to another part of the map. This will reveal those tags that are stacked behind it. Later you can restore the markers to their original positions by clicking on the **Reset Markers** link in the Action column.

Once you click on an event marker, the details popup will display.
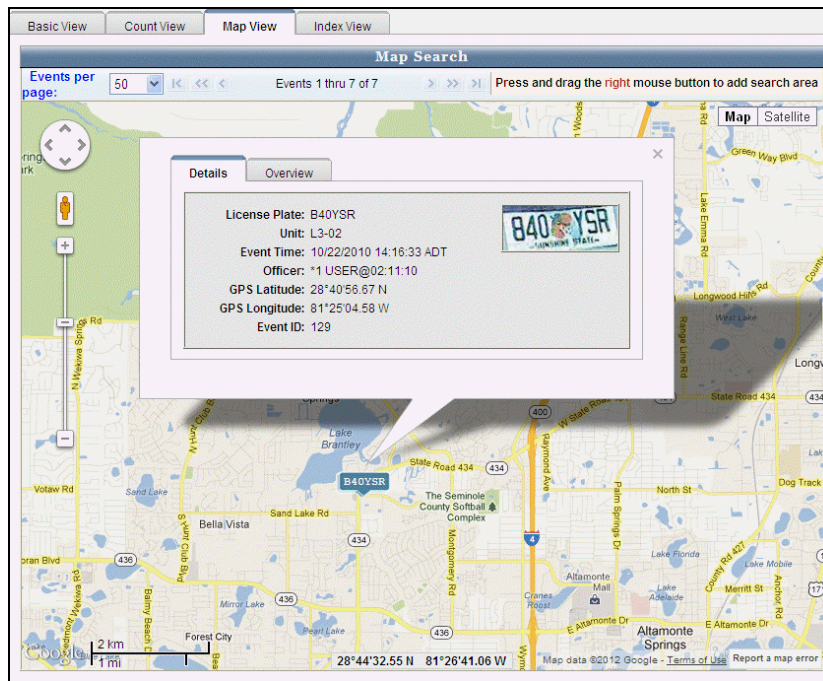
The event detail fields are described in the table on the next page.

Event Details	
Field	**Description**
License Plate	The license plate number. If you or another AlertVU user previously corrected a license plate read error, the updated value will display here.
Unit	The name of the AlertVU unit that captured this license plate.
Event Time	The date and time at which the AlertVU unit captured this license plate.
Officer[*]	The officer who was logged into the AlertVU unit at the time this license plate was captured.
GPS Latitude[*]	The latitudinal reading for the location at which AlertVU captured this license plate.
GPS Longitude[*]	The longitudinal reading for the location at which AlertVU captured this license plate.
Event ID	The numeric identification code that AlertVU assigned this plate read.

7 To view a digital image of the area from which AlertVU captured the license plate (i.e., *front* or *rear* of vehicle), click the **Overview** tab. Otherwise proceed to the next step.

8 To view any metadata associated with this plate (if available), click the **MetaData** tab. Otherwise proceed to the next step.

9 When you're finished viewing the event details, click the ⊠ in the upper right corner of the popup to close it.

10 To reposition the map, proceed to the next step. Otherwise skip to step 12.

11 Left-click your mouse, then drag the map to the desired position.

12 To zoom in/out on the map, use the plus and minus arrows in the lower right corner of the page. Otherwise proceed to the next step.

13 To further narrow your search results by geographic location, proceed to the next step. Otherwise skip to step 16.

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[*] Mobile units only

14 Press and drag the right mouse button over the area you wish to search in. A shaded box appears in that area. If desired, you may draw more than one box.
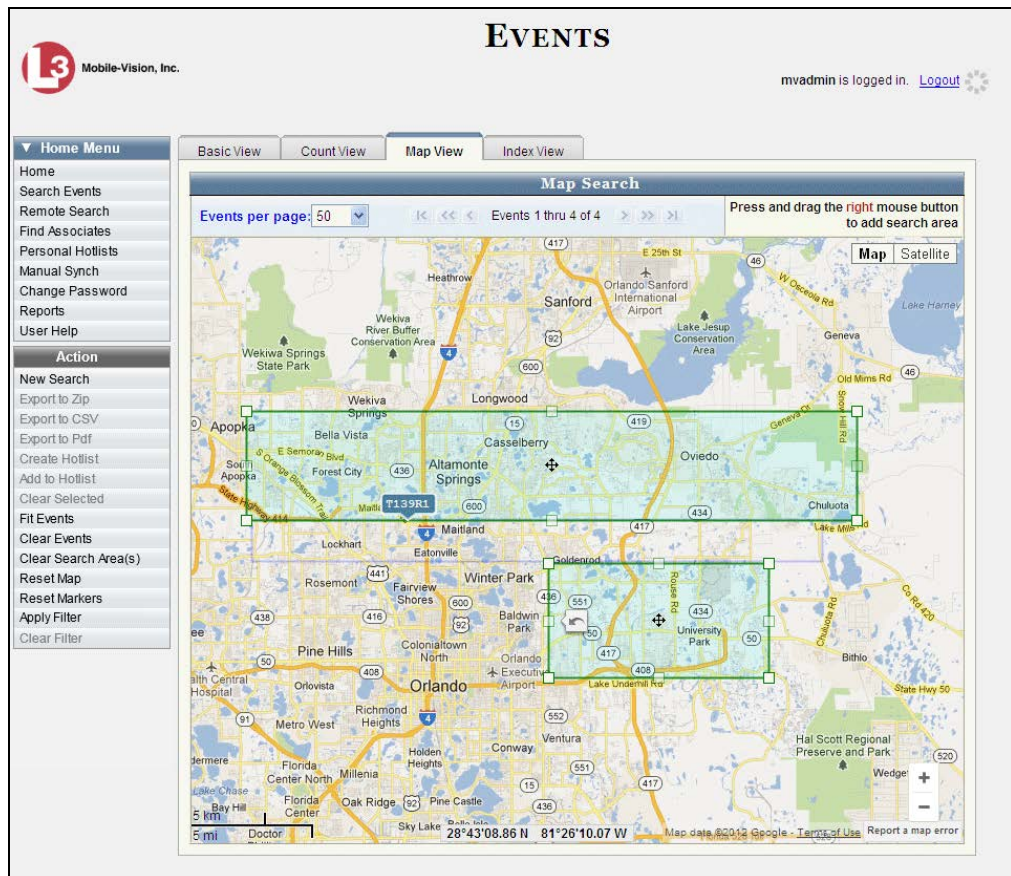
15 Go to the Action column and click **Apply Filter**. The system searches for and selects any events that meet your original search criteria **and** were captured within the highlighted area(s). If you look at the Events total, you will see the total events that meet your new search criteria.

(Continued)
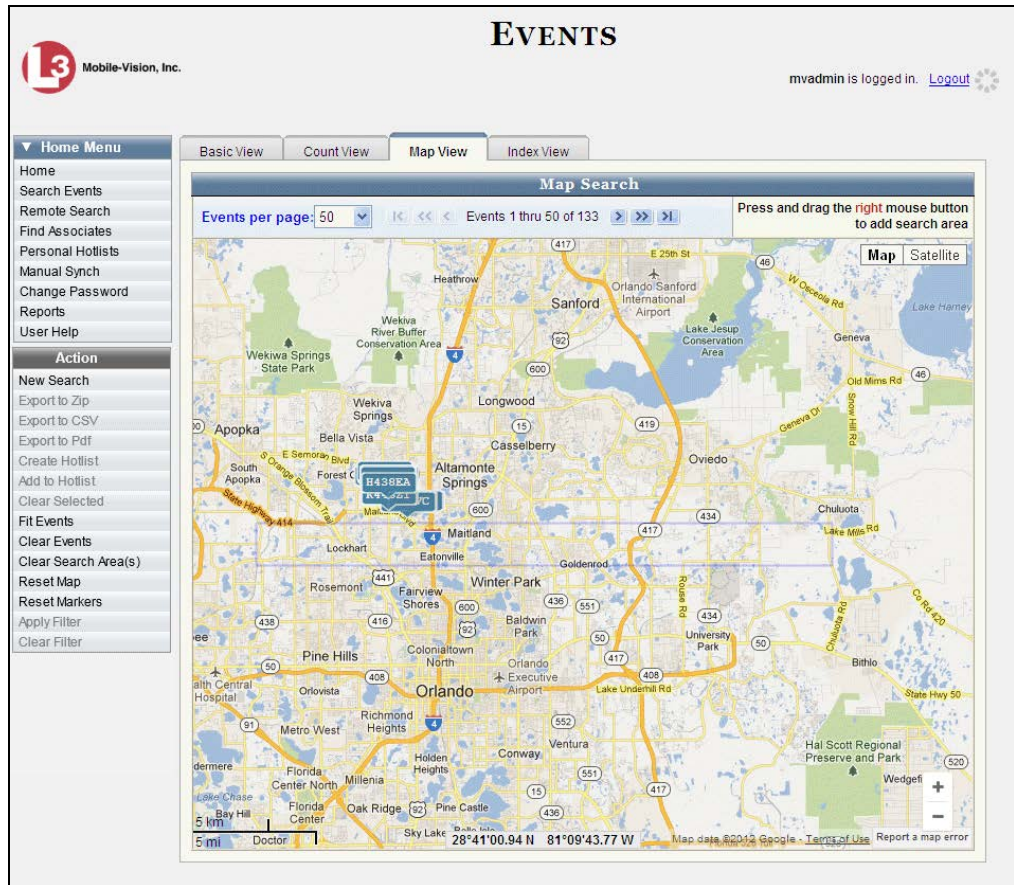
In the example above, the total number of events increased from **4** pages of 50 (200 events) to **133** pages of 50 (6,650 events) after the search area was enlarged.

16   To display this map in satellite view, click the **Satellite** button in the upper right corner of the page.

17   To return to map view, click the **Map** button.

Viewing Event Search Results in Index View

This section describes how to view a search results list in *Index* view. This view displays a digital image of the area from which AlertVU captured each license plate (i.e., *front* or *rear* of vehicle). The advantage of this view is that it allows you to select all of the records in your search results without having to click on each record.

1   Search for and display the events you wish to view. (If necessary, review "Searching for Events" on page 11.)

2 Click the **Index View** tab. The events display in index view.
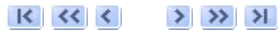
3 If your search yielded more than one page of results (i.e., Page 1 of 6), use the navigation buttons at the top of the page to scroll through the entire events list.

|◄ ◄◄ ◄   ► ►► ►|

4 If you wish to perform an action on some or all of these events (e.g., export events, add events to a hotlist, etc.) proceed to the next step.

– OR –

If you do *not* wish to perform an action on some or all of these events, **End of Procedure**.

5 Select the events you wish to work with:

To select *all* events, go to top of the page and click **Select All**. The system selects all events in your search results, including those that are not currently displayed.

– OR –

To select *some* events, click the checkbox in the upper left corner of the appropriate event(s). If necessary, use the navigation arrows at the top of the page to scroll through the complete list.

6 Go to the Action column and click on the appropriate action, as described below.
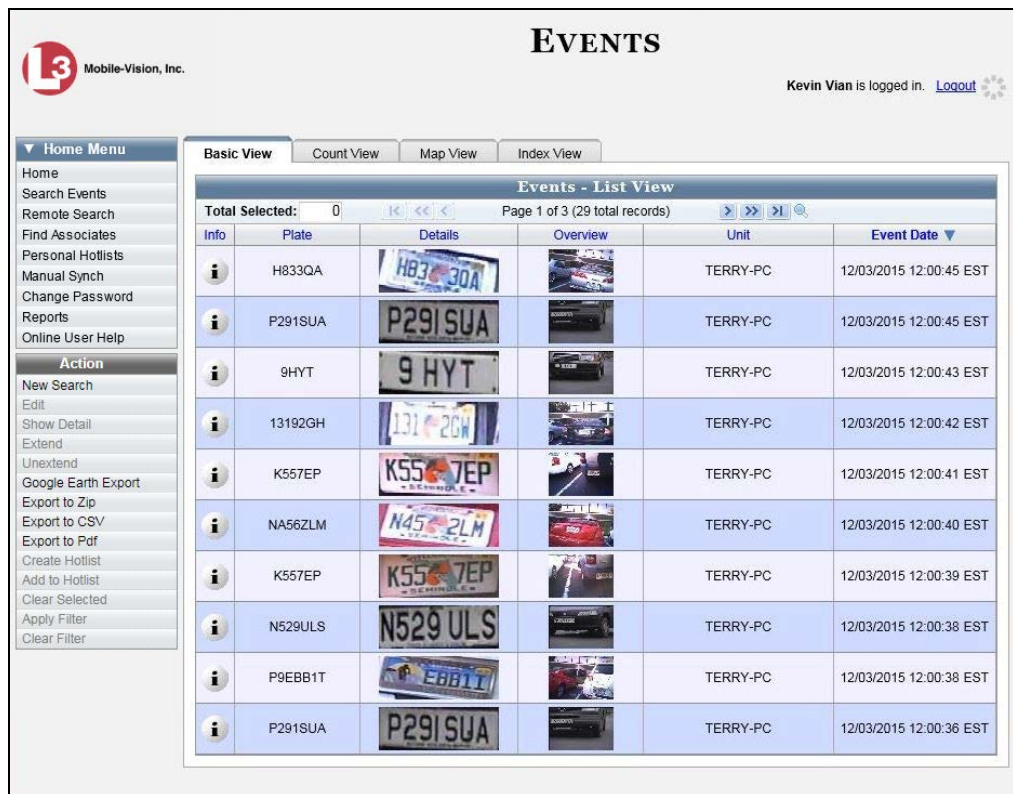
Available Actions	
Action	**Description**
New Search	Return to the Search Events page in order to perform a new search. For instructions, see "Searching for Events on Your Local Server" on page 12 or "Searching for Events on Remote Servers" on page 20, beginning with step 2.
Create Hotlist	Create a new personal Hotlist using selected events. For instructions, see "Creating a Personal Hotlist from Existing Events" in chapter 3, beginning with step 2.
Add to Hotlist	Add selected events to an existing Hotlist. For instructions, see "Adding Events to a Personal Hotlist" in chapter 3, beginning with step 2.
Apply Filter	Display only those event records that are currently selected (i.e., checked).
Clear Filter	Undo the geographical filter which you previously applied while in Map View. This will display only those events that met your original search criteria.

Viewing Event Search Results in Google Earth

This section describes how to use the Google Earth application to display an aerial view of search results. To accomplish this, the system downloads GPS data into a KML file format that can be read by Google Earth.

You can download and install Google Earth from the internet by going to: www.google.com/earth

1 Search for and display the events you wish to view. (If necessary, review "Searching for Events" on page 11.)

2 Make sure the **Basic View** tab is selected, as pictured above.

3 Go to the Action column and click **Google Earth Export**. The following popup displays.
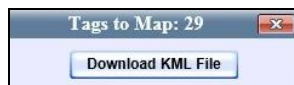
(Continued)

4   Click the **Download KML File** button. A Windows message displays.

Do you want to open or save **exportKML__1436803062673.kml** from **65.104.193.170**?   Open   Save   Cancel   ×

5   Click **Open**. An aerial view of the events displays in Google Earth.
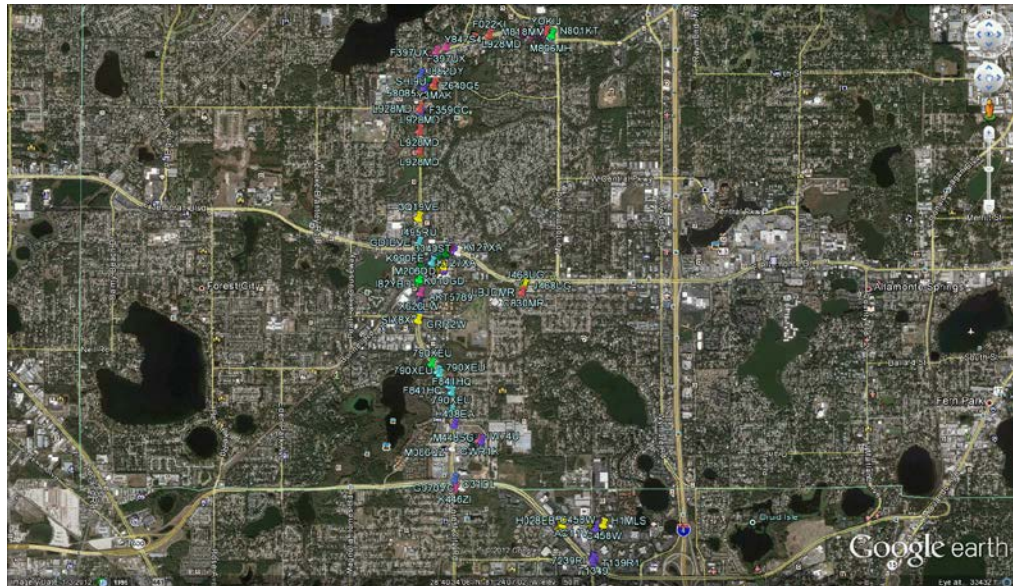
6   To reposition the map and/or zoom in or out, use the Google Earth controls located in the upper right portion of the screen. For information on Google Earth functions and features, refer to the Google Earth user manual and/or online help.

7   When you are ready to exit Google Earth, click the ⊠ in the upper right corner of the window, then click **Discard**.

Displaying Event Details

This section describes how to view the Details page for a selected event.

1 Search for the event you wish to view, as described in "Searching for Events" on page 11.

2 Hover your mouse over the *Info* icon to the left of the event you wish to view.

– OR –

Click on the event record, then go to the Action column and click **Show Detail** (see **HINT** below).

HINT: If you clicked on an event record but the **Show Detail** option is grayed-out, it indicates that you have more than one record selected. Click **Clear Selected**, then reselect the single event you wish to view.

The Event Details popup displays.

(Continued)
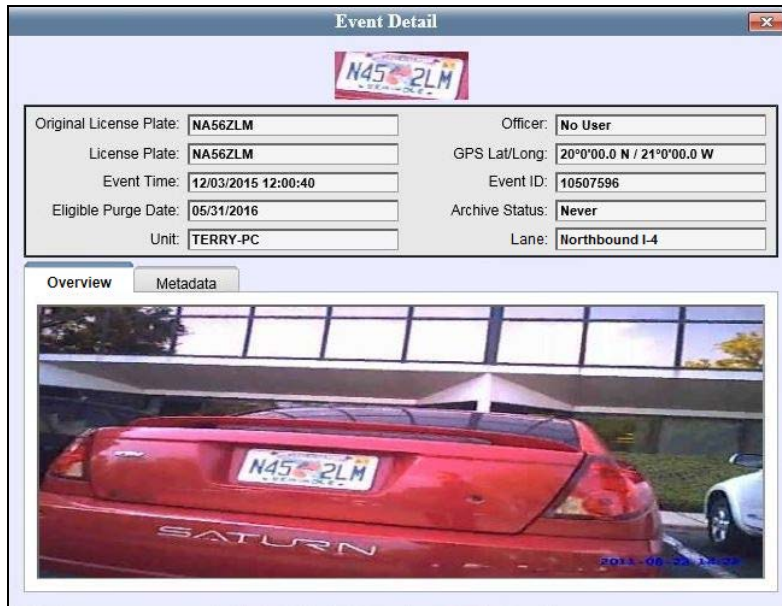
NOTE: If you imported this event from a spreadsheet, this popup will not include any digital images.

The information on the Event Detail popup is described below.

Event Details	
Field	**Description**
Original License Plate	The license plate number that was captured by AlertVU in the field. Depending on the capture device's ability to clearly read the license plate (influenced by such factors as lighting, camera angles, condition of plate, weather, etc.), this number may or may not be identical to the value in the *License Plate* field.
License Plate	The actual license plate number. By default, this value is equal to the value in the *Original License Pl*ate field. However, you have the ability to change/update this field as needed. For example, if you look at the license photo and observe that what the capture device interpreted as an **O** is actually a **C**, you can manually correct the license plate number. For more information, see "Correcting a License Plate Read Error" on page 62.
Event Time	The date and time at which the AlertVU capture device read the license plate. *Displays in mm/dd/yyyy hh:mm:ss format.*

Event Details (cont'd)	
Field	**Description**
Eligible Purge Date	The earliest date on which the system may purge this record from the AlertVU server. This date is determined by the system backup/purge settings selected by your System Administrator.
Unit	The name of the AlertVU unit that captured this license plate. If this event was imported from a spreadsheet, the words **AlertVU Importer** will display here.
Officer *(Mobile units only)*	The display name of the officer who was logged into the AlertVU unit at the time the license plate was captured.
GPS Lat/Long *(Mobile units only)*	The latitudinal and longitudinal coordinates of the vehicle at the time the license plate was captured.
Event ID	The event identification number that the system automatically assigned to this record.
Archive Status	The current backup status of this event: ▪ *Archived*. Event has already been burned to a backup disc ▪ *In-Progress*. Event is in the process of being burned to a backup disc ▪ *Restored*. Event was restored (i.e., copied) from a backup disc to the server. ▪ *Never*. The system has not assigned this record to a backup job yet, for one of two reasons: 1) either the event *just* transmitted to the server (in which case the system will soon assign to a backup job) or the system's backup feature is currently disabled (in which case the system will *never* assign the event to a backup job). ▪ *Unknown*. The current backup status of this event is unknown, as the record resides on a remote server.
Lane	The camera lane from which this event was captured.
Extend Reason	The reason provided by the user who extended this event's online life. This is typically the agency case number that the event is associated with. This field will display in place of the *Lane* field for extended event records.

3 To close the Event Details popup, either click the ❌ in the upper right corner of the popup (if applicable), or move your cursor off of the *Info* icon.

Viewing/Exporting an Event Report

AlertVU comes with several predefined reports. The *Summary* report lists the total number of events captured for all units within the last 24 hours, 7 days, and 30 days. The *Hotlist Hits* report shows the total number of hits for a selected unit, hotlist, and timeframe. And finally, the *Plate Reads* report lists the total number of events captured for a selected unit and timeframe.
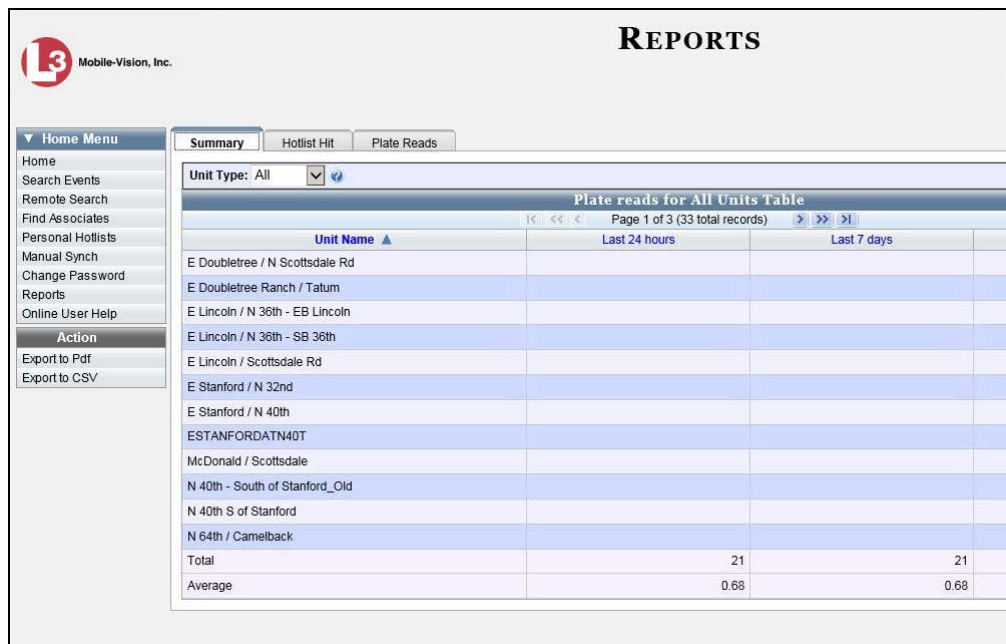
For more information, see:

❐   Viewing/Exporting the Summary Report, below
❐   Viewing/Exporting the Hotlist Hits Report, page 54
❐   Viewing/Exporting the Plate Reads Report, page 58.

Viewing/Exporting the Summary Report

The Summary report shows the total number of events that your AlertVU units have captured and transmitted to the server within the last 24 hours, 7 days, and 30 days.

1   Go to **▼ Home Menu** and click **Reports**. The Reports page displays.

2 To generate a report for all types of AlertVU units (*stationary*, *in-car*, and *trailer-mounted*), proceed to the next step.

– OR –

To generate a report for *stationary*[*] AlertVU units only, select **Fixed** from the *Unit Type* drop-down list.

– OR –

To generate a report for *in-car* AlertVU units only, select **Mobile** from the *Unit Type* drop-down list.

– OR –

To generate a report for *trailer-mounted* AlertVU units only, select **Portable** from the *Unit Type* drop-down list.

3 If you wish to export this report, proceed to the next step.

– OR –

If you do *not* wish to export this report, **End of Procedure**.

4 To export this report to a *pdf* file, go to the Action column and click **Export to pdf**.

– OR –

To export this report to a *csv* spreadsheet file, go to the Action column and click **Export to CSV**.

A Windows message displays. The appearance of this message may vary slightly depending on the version of Windows that you have.

PDF Download Messages

> Do you want to open or save **report-1448999380696.pdf** from **166.20.101.93**?   Open | Save ▼ | Cancel | ×
>
> 📕 report-150153386....pdf ⌃

CSV Download Messages

> Do you want to open or save **report-1448999409287.csv** (205 bytes) from **166.20.101.93**?   Open | Save ▼ | Cancel | ×
>
> 📊 report-150153411....csv ⌃
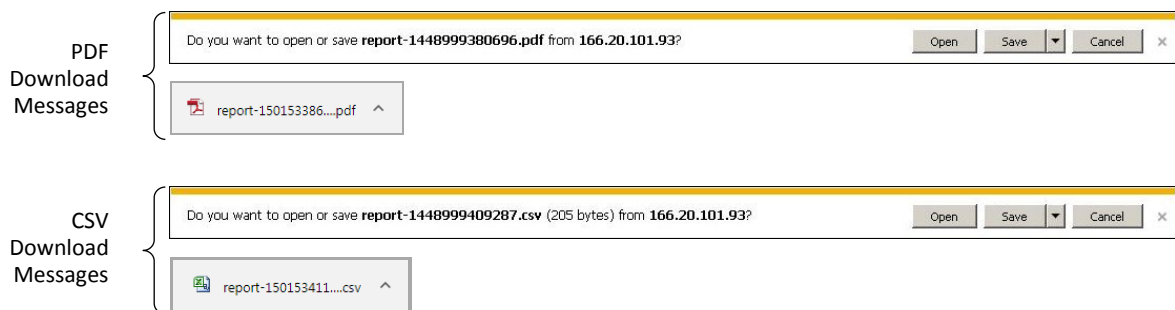
5 Click **Open**.

– OR –
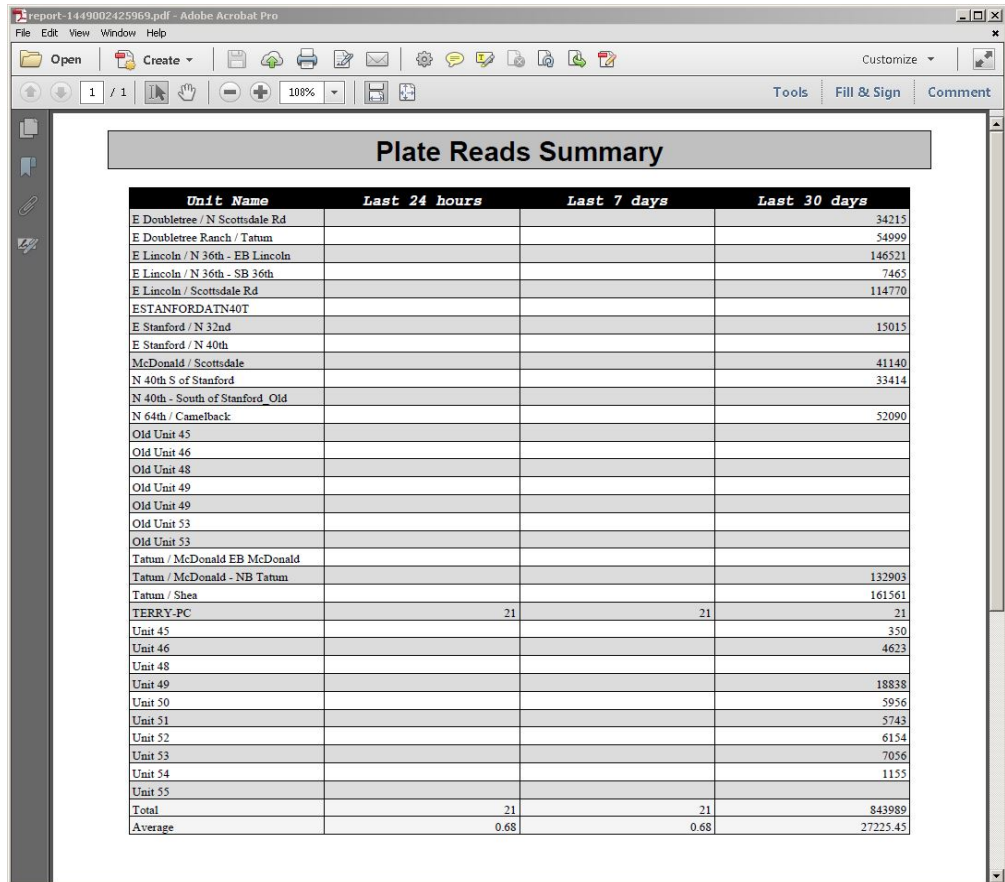
Double-click on the Windows download tab.

(Continued)

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[*] Units that are permanently mounted to a pole or other apparatus

⇒ If you selected the **Export to pdf** option, the report displays in Adobe Reader.

PDF file in Acrobat

Plate Reads Summary
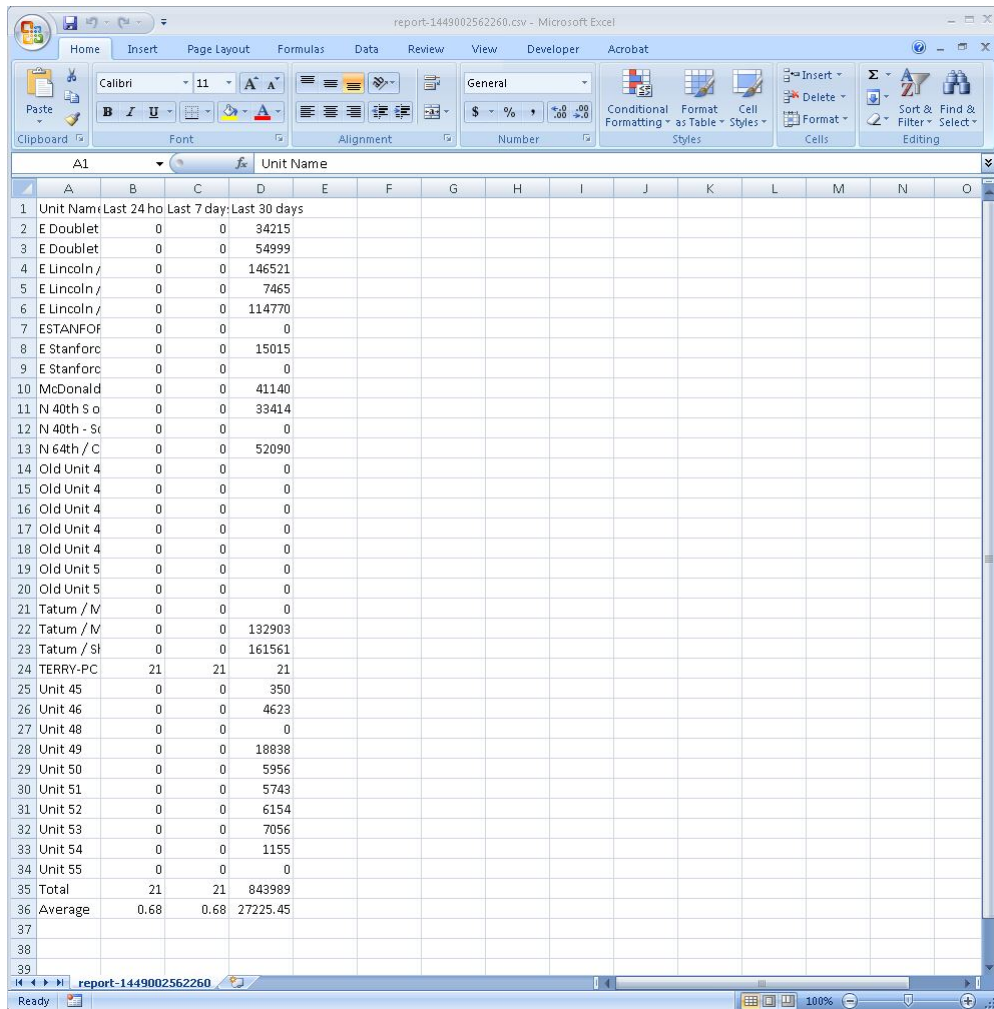
Unit Name	Last 24 hours	Last 7 days	Last 30 days
E Doubletree / N Scottsdale Rd			34215
E Doubletree Ranch / Tatum			54999
E Lincoln / N 36th - EB Lincoln			146521
E Lincoln / N 36th - SB 36th			7465
E Lincoln / Scottsdale Rd			114770
ESTANFORDATN40T			
E Stanford / N 32nd			15015
E Stanford / N 40th			
McDonald / Scottsdale			41140
N 40th S of Stanford			33414
N 40th - South of Stanford_Old			
N 64th / Camelback			52090
Old Unit 45			
Old Unit 46			
Old Unit 48			
Old Unit 49			
Old Unit 49			
Old Unit 53			
Old Unit 53			
Tatum / McDonald EB McDonald			
Tatum / McDonald - NB Tatum			132903
Tatum / Shea			161561
TERRY-PC	21	21	21
Unit 45			350
Unit 46			4623
Unit 48			
Unit 49			18838
Unit 50			5956
Unit 51			5743
Unit 52			6154
Unit 53			7056
Unit 54			1155
Unit 55			
Total	21	21	843989
Average	0.68	0.68	27225.45

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⇒ If you selected the **Export to CSV** option, the report displays in Microsoft Excel.

CSV file in Excel
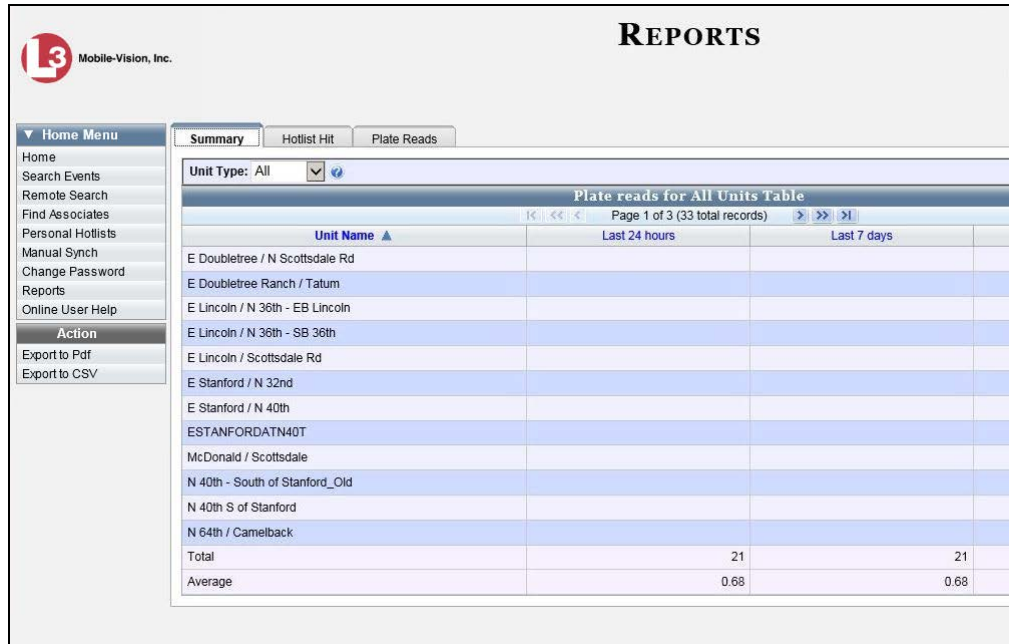
	A	B	C	D
1	Unit Name	Last 24 ho	Last 7 day:	Last 30 days
2	E Doublet	0	0	34215
3	E Doublet	0	0	54999
4	E Lincoln /	0	0	146521
5	E Lincoln /	0	0	7465
6	E Lincoln /	0	0	114770
7	ESTANFOF	0	0	0
8	E Stanforc	0	0	15015
9	E Stanforc	0	0	0
10	McDonald	0	0	41140
11	N 40th S o	0	0	33414
12	N 40th - Sc	0	0	0
13	N 64th / C	0	0	52090
14	Old Unit 4	0	0	0
15	Old Unit 4	0	0	0
16	Old Unit 4	0	0	0
17	Old Unit 4	0	0	0
18	Old Unit 4	0	0	0
19	Old Unit 5	0	0	0
20	Old Unit 5	0	0	0
21	Tatum / N	0	0	0
22	Tatum / N	0	0	132903
23	Tatum / Sh	0	0	161561
24	TERRY-PC	21	21	21
25	Unit 45	0	0	350
26	Unit 46	0	0	4623
27	Unit 48	0	0	0
28	Unit 49	0	0	18838
29	Unit 50	0	0	5956
30	Unit 51	0	0	5743
31	Unit 52	0	0	6154
32	Unit 53	0	0	7056
33	Unit 54	0	0	1155
34	Unit 55	0	0	0
35	Total	21	21	843989
36	Average	0.68	0.68	27225.45

6 When you're finished viewing/printing the report, click the ⊠ in the upper right corner of the report to exit Acrobat or Excel.

Viewing/Exporting the Hotlist Hits Report

A "hit" occurs when an AlertVU unit reads a plate that matches a plate number found on a system or personal hotlist. The Hotlist Hits report shows the total number of events captured by a selected unit (or all units) that hit on a selected hotlist (or hotlists) within a particular timeframe.

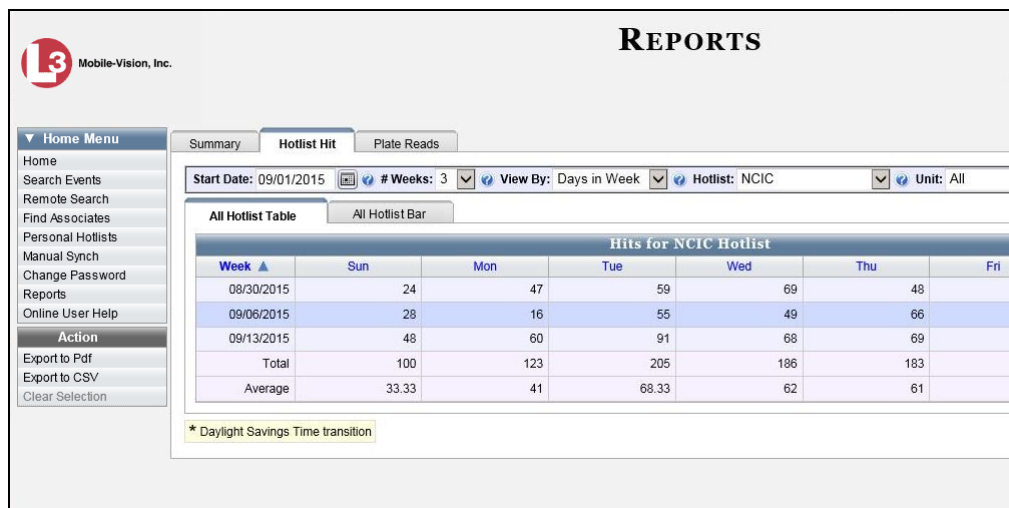**1** Go to ▼ Home Menu and click **Reports**. The Reports page displays.

2 Click the **Hotlist Hit** tab.

3 Go to the *Start Date* field and enter or select a start date for this report. Observe *mm/dd/yyyy* format. System defaults to today's date.

4 Go to the *# Weeks* field and select the total number of weeks you wish to report on (1 – 12) from the start date. System defaults to **6**.

5 Go to the *View By* field and select the manner in which you wish to display report totals: by *hours in day*, *days in week*, *days in month*, or *months in year*.

6 To report on *all* hotlist hits (default), proceed to the next step.

– OR –

To report on only *one* hotlist, select that hotlist from the *Hotlist* drop-down list.

7 To report on *all* AlertVU units (default), proceed to the next step.

– OR –

To report on only *one* AlertVU unit, select that unit from the *Unit* drop-down list.

8 To export this report, proceed to the next step. Otherwise skip to step 12.

9 To export this report to a *pdf* file, go to the Action column and click **Export to pdf**.

– OR –

To export this report to a *csv* spreadsheet file, go to the Action column and click **Export to CSV**.

A Windows message displays. The appearance of this message may vary slightly depending on the version of Windows that you have.

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report-150153386....pdf   ^

CSV
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Messages

Do you want to open or save **report-1448999409287.csv** (205 bytes) from **166.20.101.93**?   Open   Save   ▼   Cancel   ×

report-150153411....csv   ^

10 Click **Open**.

– OR –
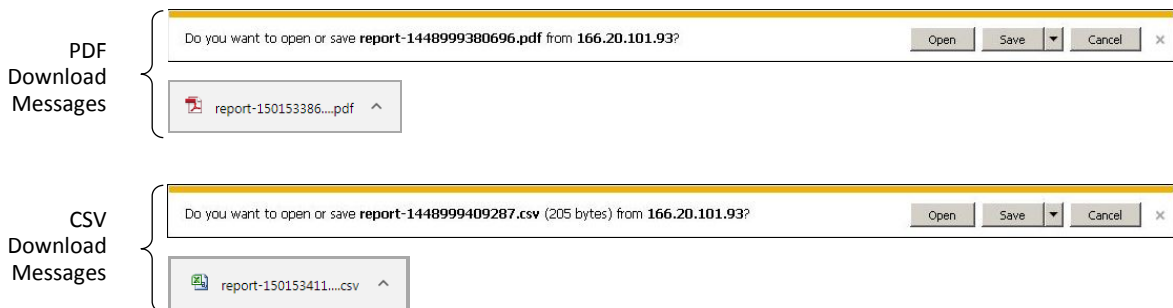
Double-click on the Windows download tab.

(Continued)

⇒ If you selected the **Export to pdf** option, the report displays in Adobe Reader.

PDF file in Acrobat

⇒ If you selected the **Export to CSV** option, the report displays in Microsoft Excel.

CSV file in Excel

11　When you're finished viewing/printing the report, click the ⊠ in the upper right corner of the report to exit Acrobat or Excel.

12　By default, the system displays this report in table format. To view the same data on a bar chart, click the **…Hotlist Bar** tab.
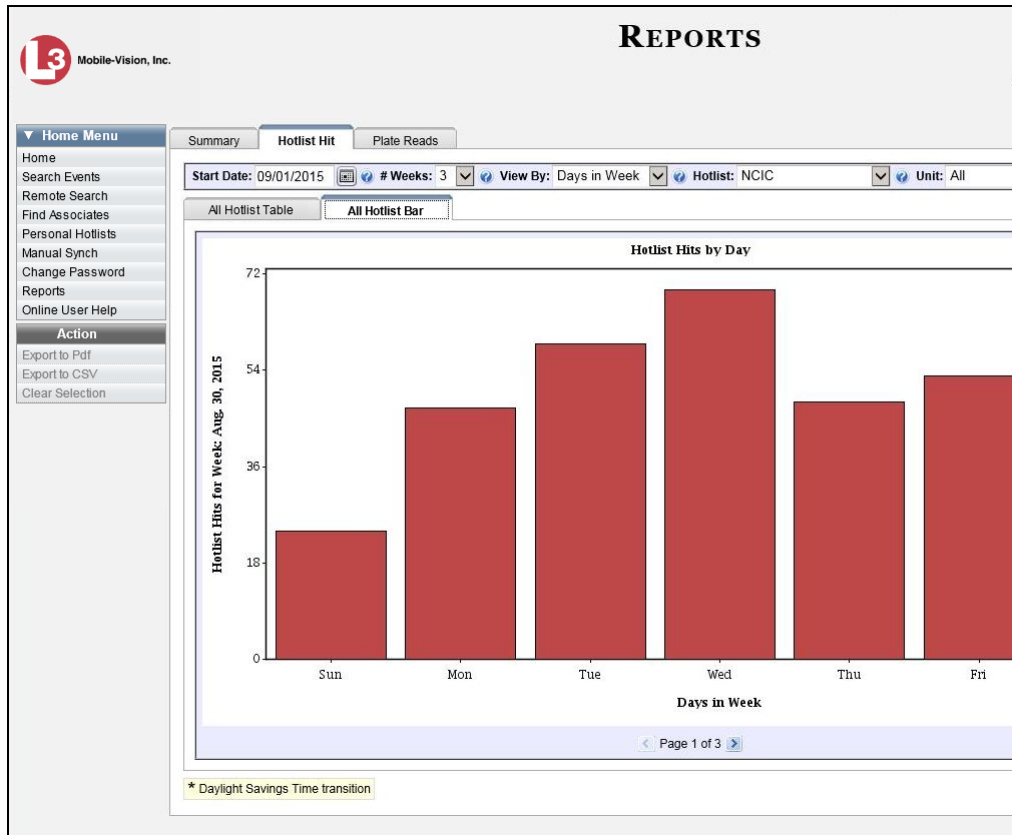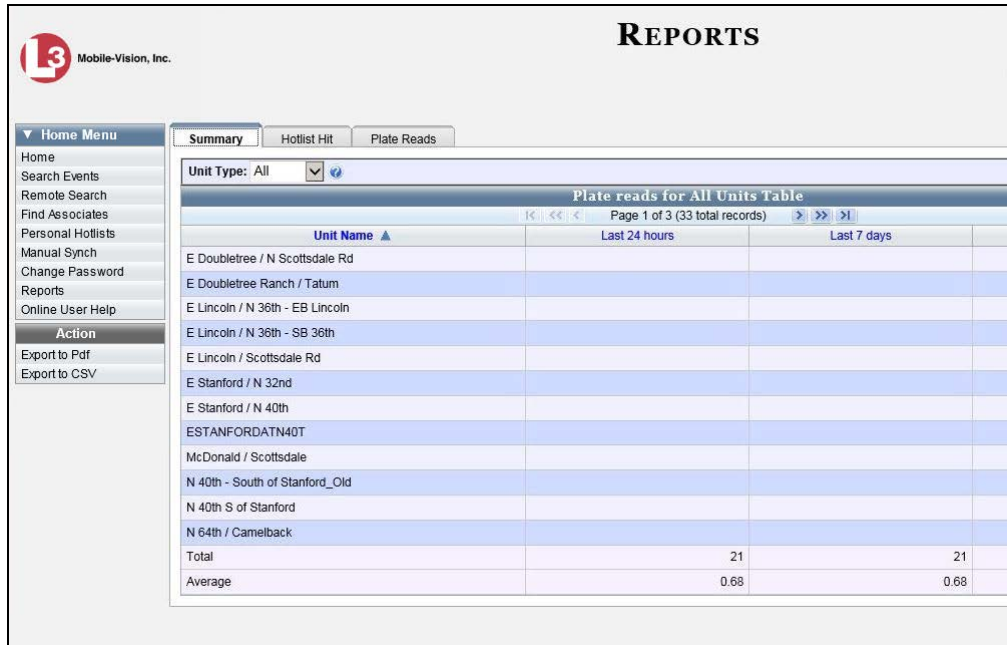
Viewing/Exporting the Plate Reads Report

The Plate Reads report shows the total number of events that a selected AlertVU unit (or all units) captured and transmitted to the server within a particular timeframe.

1 Go to ▼ Home Menu and click **Reports**. The Reports page displays.

2 Click the **Plate Reads** tab.

3 Go to the *Start Date* field and enter or select a start date for this report. Observe *mm/dd/yyyy* format. System defaults to today's date.

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4   Go to the *# Weeks* field and select the total number of weeks you wish to report on (1 – 12) from the start date. System defaults to **6**.

5   Go to the *View By* field and select the manner in which you wish to display report totals: by *hours in day*, *days in week*, *days in month*, or *months in year*.

6   To generate a report for all types of AlertVU units (*stationary*, *in-car*, and *trailer-mounted*), proceed to the next step.

   – OR –

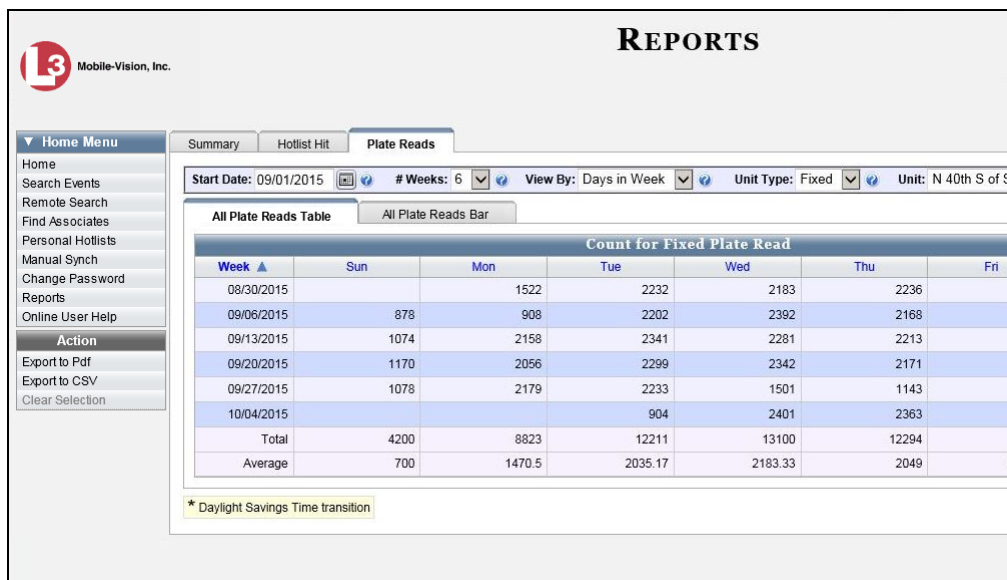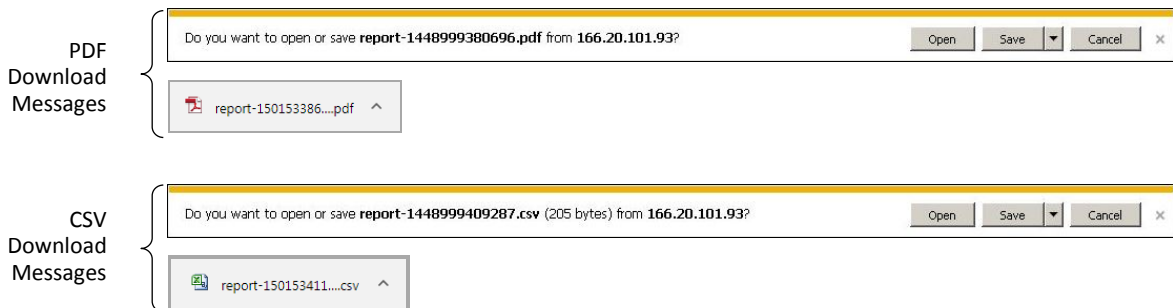   To generate a report for *stationary** AlertVU units only, select **Fixed** from the *Unit Type* drop-down list.

   – OR –

   To generate a report for *in-car* AlertVU units only, select **Mobile** from the *Unit Type* drop-down list.

   – OR –

   To generate a report for *trailer-mounted* AlertVU units only, select **Portable** from the *Unit Type* drop-down list.

7   To report on *all* AlertVU units (default), proceed to the next step.

   – OR –

   To report on only *one* AlertVU unit, select that unit from the *Unit* drop-down list.

8   To export this report, proceed to the next step. Otherwise skip to step 12.

9   To export this report to a *pdf* file, go to the Action column and click **Export to pdf**.

   – OR –

   To export this report to a *csv* spreadsheet file, go to the Action column and click **Export to CSV**.

   A Windows message displays. The appearance of this message may vary slightly depending on the version of Windows that you have.

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*   Units that are permanently mounted to a pole or other apparatus

This document consists of general capabilities information that is not defined as controlled technical data under ITAR part 120.10 or EAR

10 Click **Open**.

– OR –

Double-click on the Windows download tab.

⇒ If you selected the **Export to pdf** option, the report displays in Adobe Reader.

PDF file in Acrobat

⇒ If you selected the **Export to CSV** option, the report displays in Microsoft Excel.

CSV file in Excel

11 When you're finished viewing/printing the report, click the ⊠ in the upper right corner of the report to exit Acrobat or Excel.

12 By default, the system displays this report in table format. To view the same data on a bar chart, click the **…Plate Reads Bar** tab.

Correcting a License Plate Read Error

This section describes how to correct a license plate number when the system misinterprets one or more characters on a plate. For example, the system might misinterpret a **4** as an **A**, a **C** as an **O**, a **3** as an **8**, etc. Whenever possible, compare a plate's actual photo to the value in the *Plate* column to check for accuracy.

1 Search for the event record you wish to correct. (If necessary, review "Searching for Events" on page 11).

2 Click on the event row to highlight it.

3 Go to the Action column and click **Edit**.

– OR –

Right-click on the record and select **Edit Plate Name** from the popup menu.

The Edit Plate Name popup displays.

4   Enter the correct plate number in the *Plate* field.

5   Click **Save**. The corrected plate number displays in the *Plate* column.

Exporting Search Results

This section describes how to export a search results list of 1,000 events or less to one of three file types:

❒   Zip file that contains that contains the event image (JPEG) files and associated metadata
❒   CSV spreadsheet file, which can be viewed in Microsoft Excel
❒   Pdf file, which can be viewed in Adobe Reader.

For specific instructions, see:

❒   Exporting Event Search Results to a Zip File, below
❒   Exporting Event Search Results to a CSV File, page 68
❒   Exporting Event Search Results to a Pdf File, page 69

Exporting Event Search Results to a Zip File

This section describes how to export selected events to a zip file that contains the event image (JPEG) files and associated metadata. You can export up to 1,000 events at a time.

1   Search for the events you wish to export, as pictured on the previous page. (If necessary, review "Searching for Events" on page 11.)

2   Go to the Action column and click **Export to Zip**. The Export to Zip popup displays.
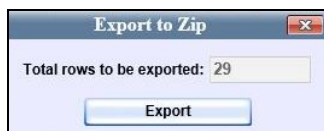
(Continued)

3 Click **Export**. The system begins exporting the selected events. After a momentary delay, the following message displays at the top of the page.

> The search results are being queued for export. Check your *Inbox* on the *Home* page for the status of your export. When the export is complete, a message will be sent to your *Inbox* with a clickable link allowing you to download the exported results.

4 Go to ▼ Home Menu and click **Home**.

5 Locate the export message on your *Inbox Messages* list.
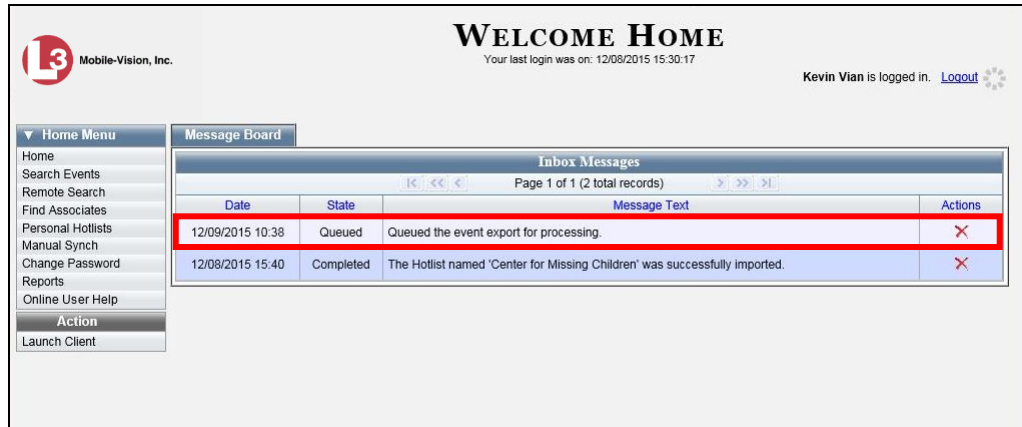
Initially, the status of your export request will be "Queued". Once the system has finished processing your request (see **HINT** below), the value in the *State* column will change to "Completed."

HINT: To refresh your screen and update the value in the *State* column, go to ▼ Home Menu and click **Home**.

6 Once your export request is complete, click the ⊚ icon to the right of that request. A Windows prompt displays.

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7   Select **Save As** from the *Save* drop-down list. The Save As popup displays.
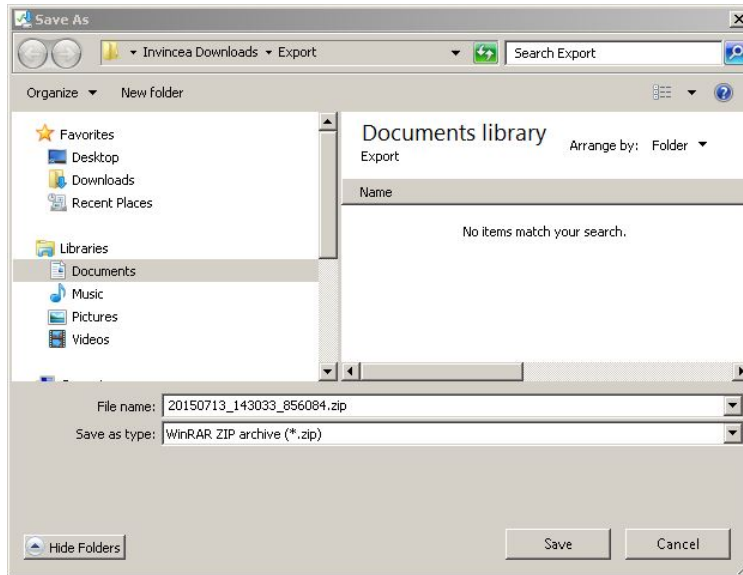
8   Navigate to the directory where you wish to save the .export file, then click **Save**. A download confirmation message displays.

9   Click **Open folder**. The events' .zip file displays in the selected directory.
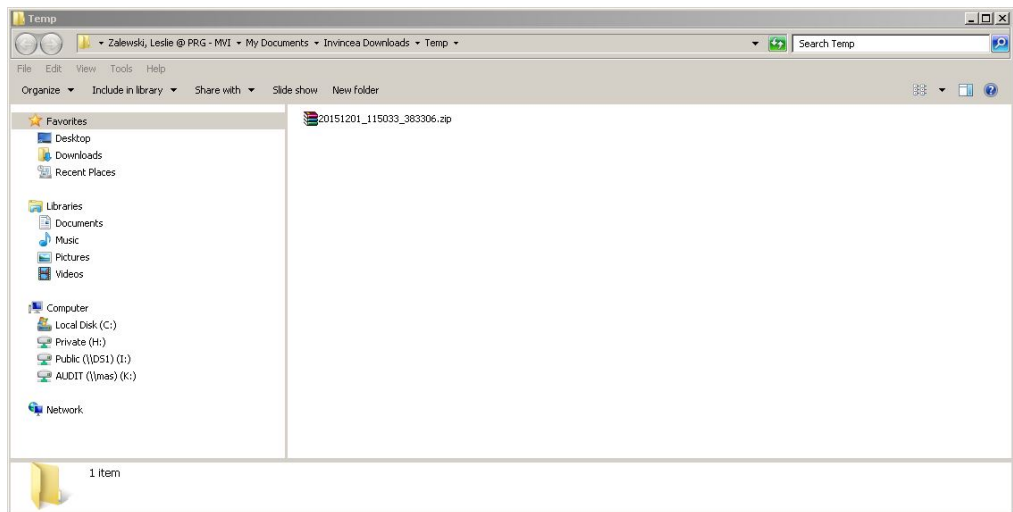
10   Right-click on the .zip file, then select **Extract Here** from the popup menu. The contents of the Export folder display.

(Continued)
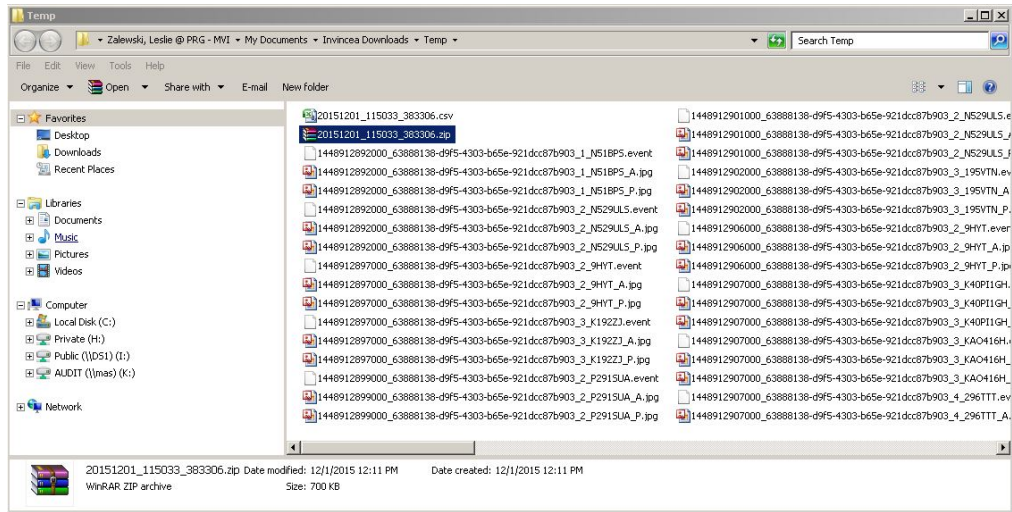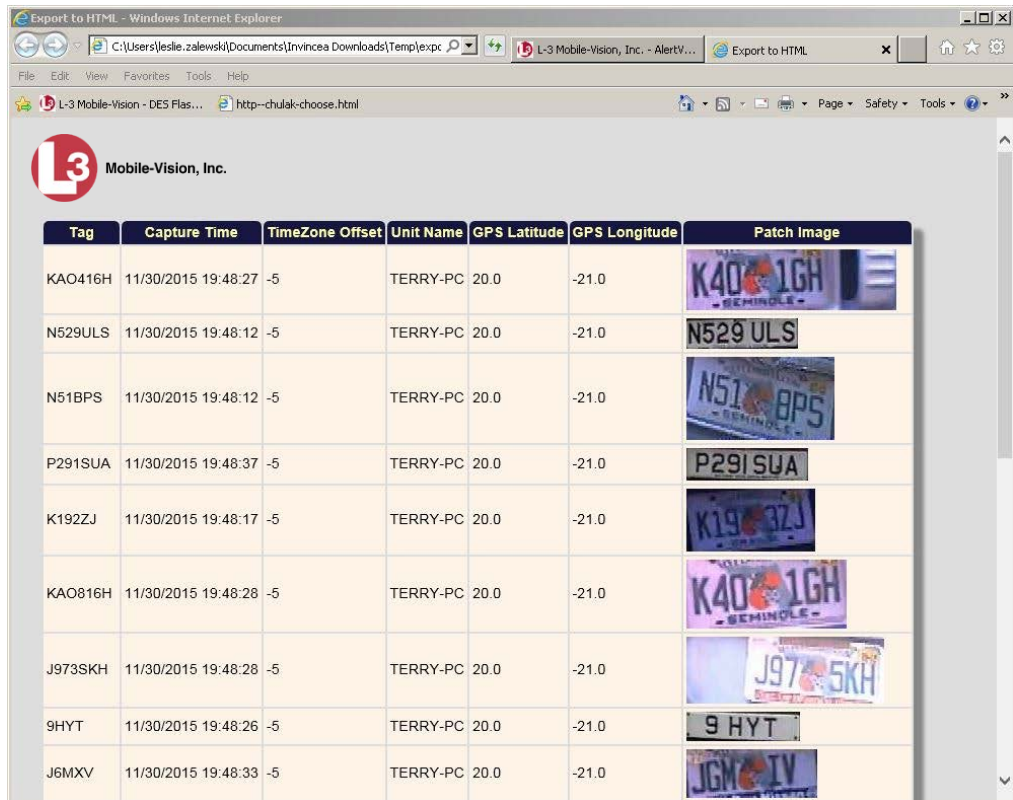
11 Double-click on the HTML Document, typically located at the bottom of the list.
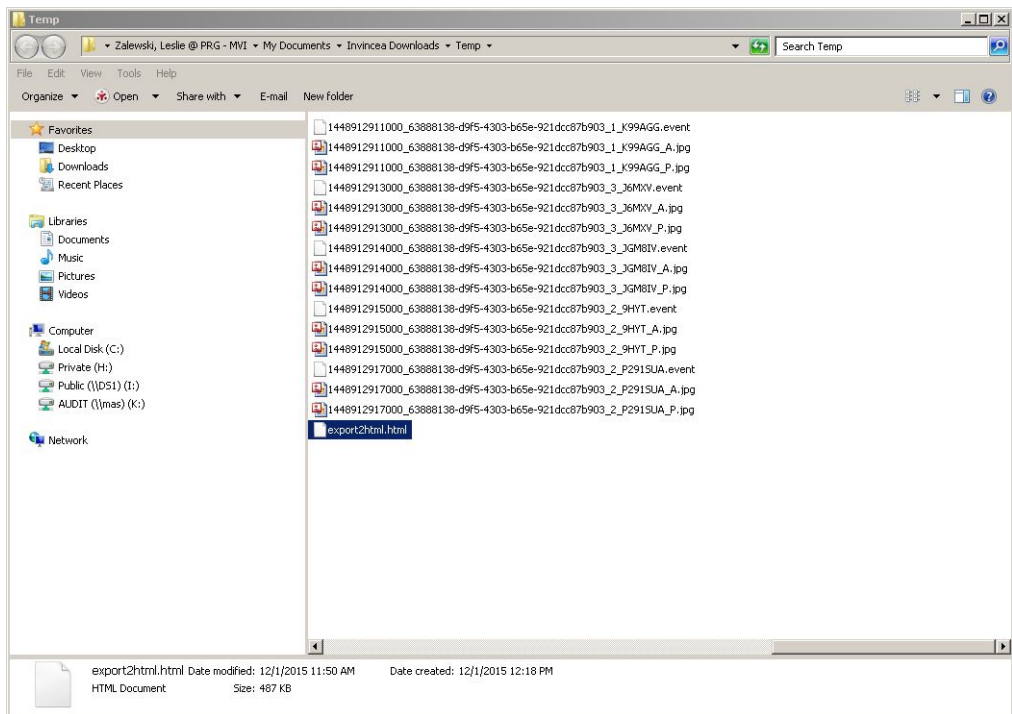
12 If you are prompted with a security message, click the **Allow Blocked Content** button. Otherwise proceed to the next step.

The export data displays.

13 When you're finished viewing the export data, click the ⊠ in the upper right corner of the browser to exit.

Exporting Event Search Results to a CSV File

This section describes how to export selected events to a CSV file, which can be viewed in Microsoft Excel. You can export up to 1,000 events at a time.
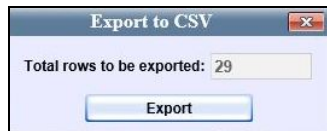
1 Search for the events you wish to export. (If necessary, review "Searching for Events" on page 11.)

**2** Go to the Action column and click **Export to CSV**. The Export to CSV popup displays.

3 Click **Export**. A Windows prompt displays.

4 Click **Open**. The Event data displays in Microsoft Excel.

5 When you're finished viewing the report, click the ⊠ in the upper right corner of the window to exit Excel.

Exporting Event Search Results to a Pdf File

This section describes how to export selected events to a PDF file, which can be viewed in Adobe Acrobat or other PDF viewer software. You can export up to 1,000 events at a time.

1 Search for the events you wish to export, as pictured on the previous page. (If necessary, review "Searching for Events" on page 11.)

2 Go to the `Action` column and click **Export to Pdf**. The following popup displays.
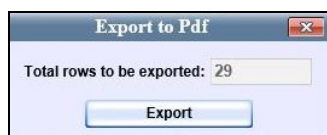
3 Click **Export**. A Windows prompt displays.

4 Click **Open**. The Event data displays in Adobe Acrobat.
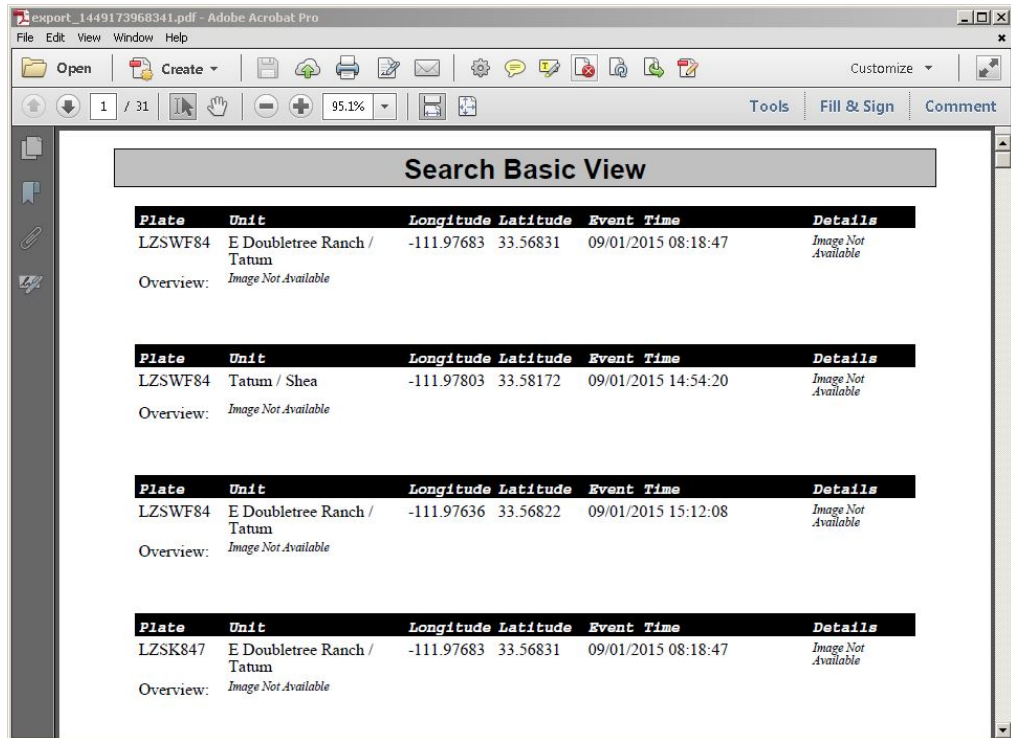
5 When you're finished viewing the report, click the ⊠ in the upper right corner of the window to exit Acrobat.

Manually Synchronizing Your Unit with the Server

Mobile units only

As long as your unit is within signal range of the wireless network, all newly captured event records will automatically transmit to the server without any action on your part. Similarly, the system will automatically push updated hotlists out to your unit, assuming that the required system settings are selected. However, in the event that your unit loses its wireless signal for a prolonged period of time, you may need to manually transfer data to/from the server, as described in this section.

1 Go to ▼ Home Menu and click **Manual Sync**. The Manual Sync page displays.
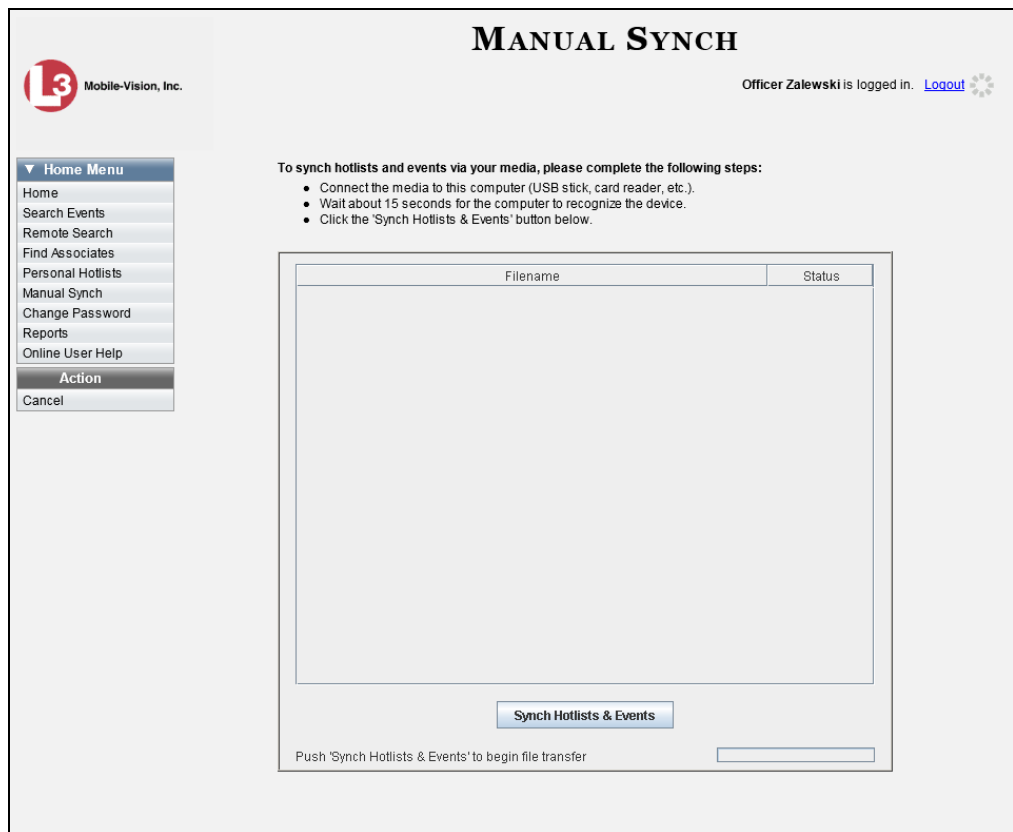
2 If this is your first manual sync, insert a blank, formatted USB drive into a free USB port on your PC.

– OR –

If this is *not* your first manual sync, insert the USB drive that you used for your last manual sync into a free USB port on your PC.

Wait 15 seconds, then proceed to the next step.

3 Click the **Sync Hotlists & Events** button. The system searches the application for updated hotlists that are flagged for unit updates (i.e., hotlists in which the *Update Units* checkbox is selected).

One of two messages display:

Message 1
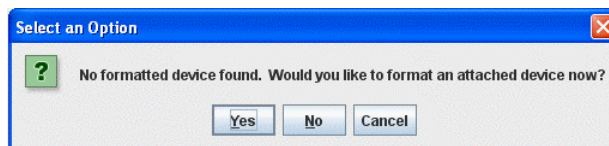
(Continued)

Message 2

No Files Found

ⓘ   No event packages found for transfer.

OK
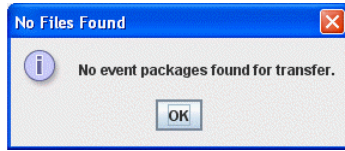
⇒ If *Message 1* displays, proceed to the next step.
⇒ If *Message 2* displays, skip to step 6.

4   Click **Yes**. A drop-down list displays.

Select Drive to Format

❓   Drive to Format:

D:\

OK   Cancel
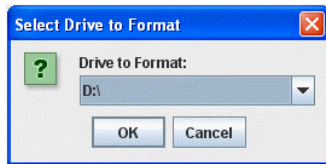
5   Select your USB drive from the drop-down list, then click **OK**. The following message displays.

No Files Found

ⓘ   No event packages found for transfer.

OK
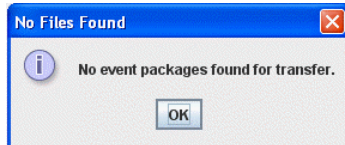
6   Click **OK**. The system copies the hotlist files to your USB drive.
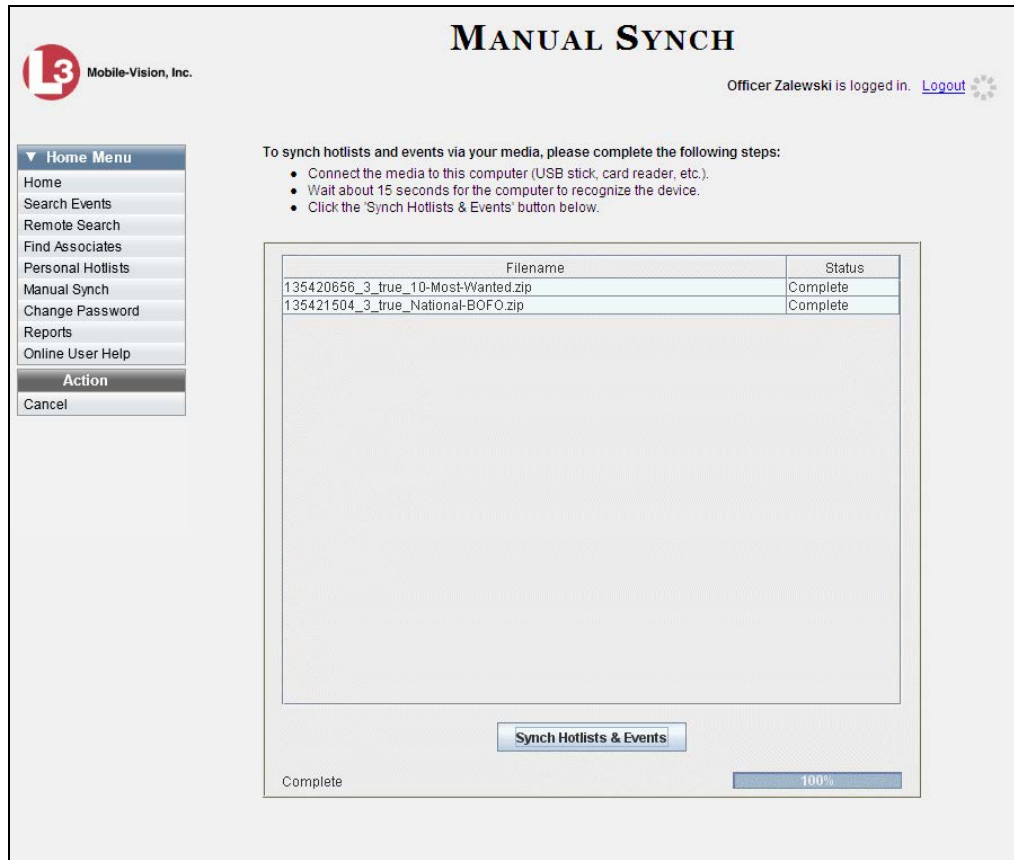
7 Remove the USB drive from your PC.

8 Proceed to your AlertVU unit.

9 Insert the USB drive into a free USB port on the mobile data computer or laptop.

10 Navigate to the **mobile_alpr** folder and double-click on it.

(Continued)
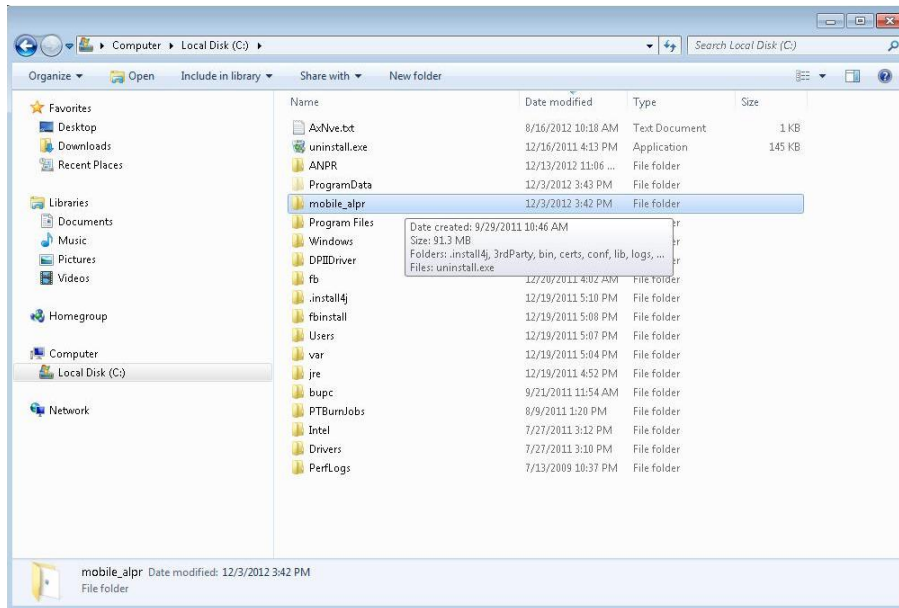
11 Double-click on the **bin** folder.
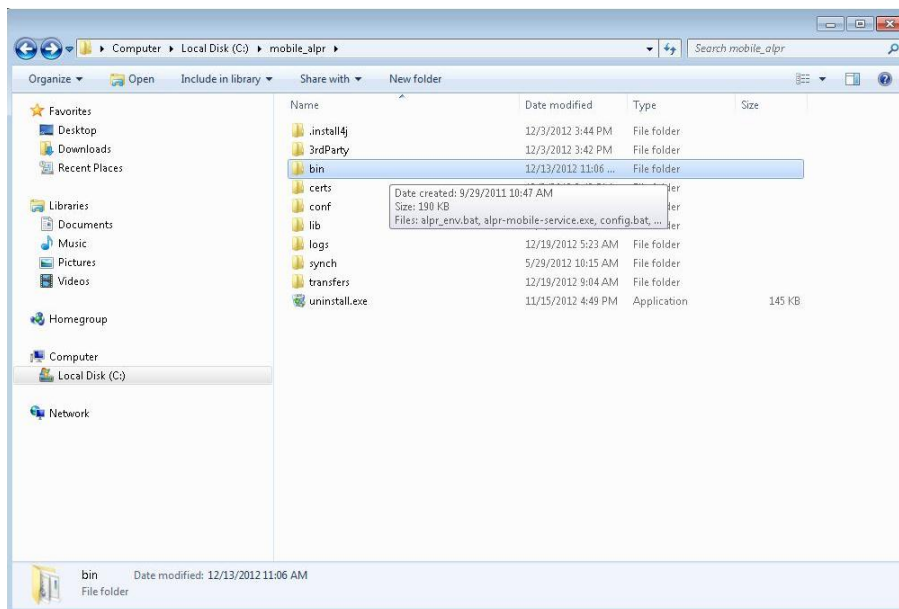
12 Double-click on the **manualSync.bat** file.
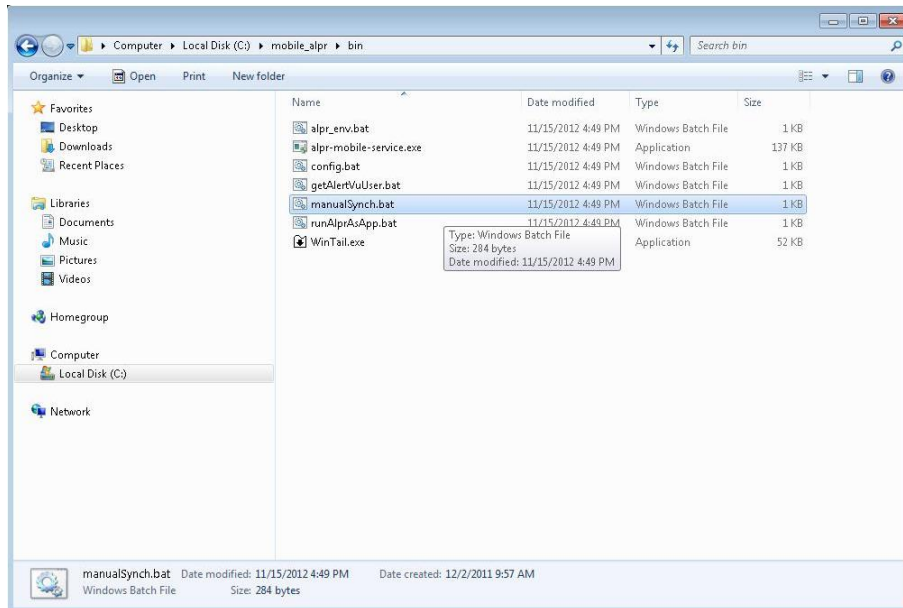
13   Click the **Synch Hotlists & Events** button.
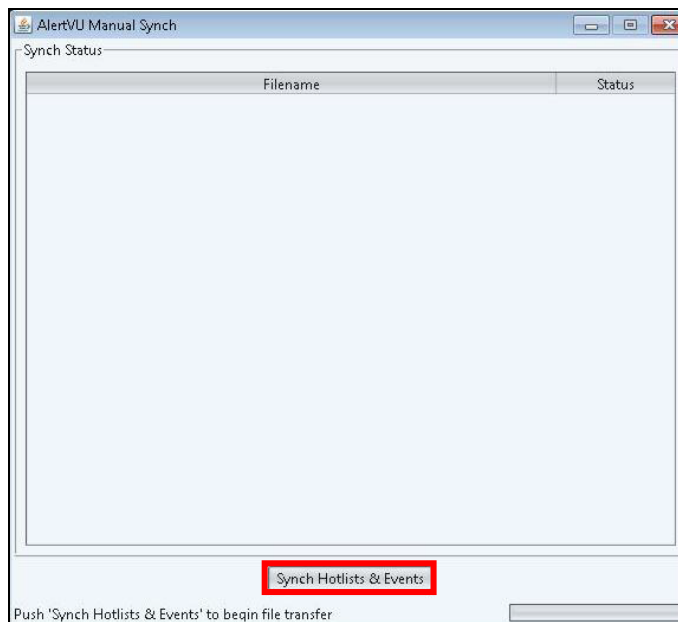
Next, you will see one of three messages.

(Continued)

Message 1
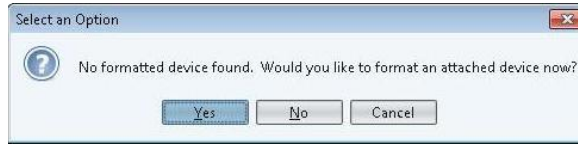
Select an Option

No formatted device found. Would you like to format an attached device now?

Yes   No   Cancel

Message 2

No Files Found

No event files or packages found for transfer.

OK

Message 3

AlertVU Manual Synch

Synch Status

Filename	Status
8b16ef7f-b715-4456-b710-65a019de0db0_1355949009037.xfer	Complete

Synch Hotlists & Events

Complete
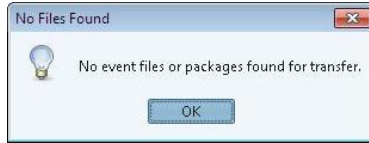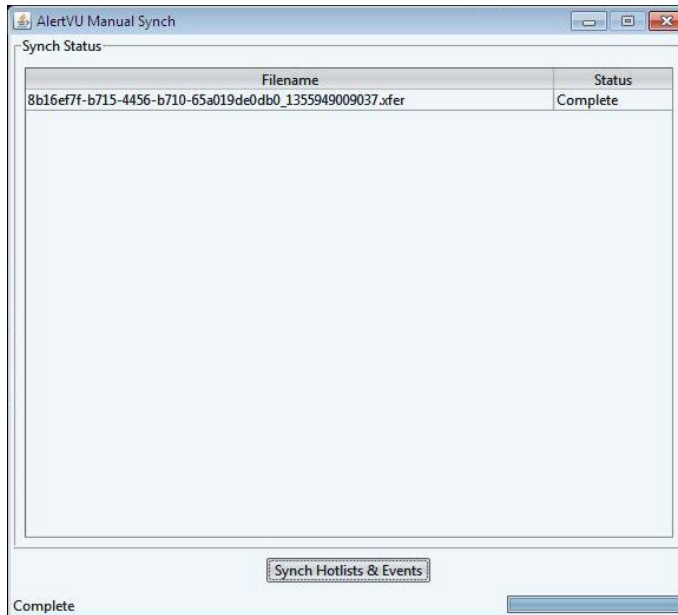
⇒ If *Message 1* displays, proceed to the next step.
⇒ If *Message 2* displays, skip to step 16.
⇒ If *Message 3* displays, skip to step 17.

14 Click **Yes**. A drop-down list displays.

15 Select your USB drive from the drop-down list, then click **OK**.

⇒ If *Message 2* displays, proceed to the next step.
⇒ If *Message 3* displays, skip to step 17.

16 Click **OK**. **End of Procedure**.

17 Remove the USB drive from the mobile data computer or laptop.

18 Return to your precinct and login to the AlertVU Back Office application again.

19 Go to ▼ Home Menu and click **Manual Sync**. The Manual Sync page displays.
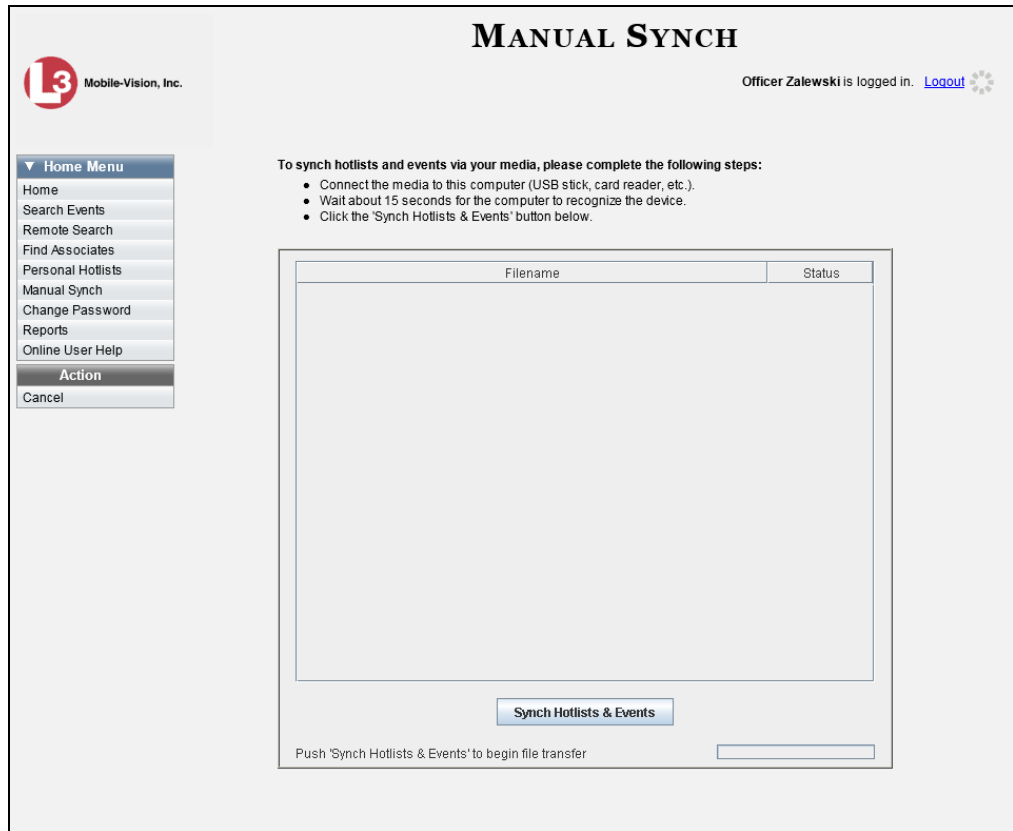
20   Insert the USB drive into an available USB port on your PC. Wait 15 seconds, then proceed to the next step.

21   Click the **Sync Hotlists & Events** button. The system copies the event files to the server.

22   Remove the USB drive from the PC.

Extending the Life of an Event

This section describes how to prevent an event from being purged from the server on its scheduled purge date. When a case becomes very active, for example, you may want to extend the online life of any events that are associated with that case.

An event's purge date is determined by several system settings, including:

❒ *Minimum Days Online* (*see* System Setup→ System Settings→ System Options)
❒ *Enable Strict Purger* (*see* System Setup→ System Settings→ System Options)
❒ *Backup Mode* (*see* System Setup→ Backup→ Backup Options)
❒ *Maximum Days Between Archives* (*see* System Setup→ Backup→ Backup Options)

Once you extend an event's online life, it will remain online until you *unextend* that event, as described in the next section, "Canceling an Event Extension."
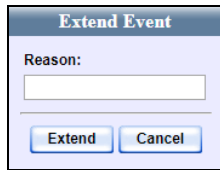
1 Search for and select the event you wish to extend. (If necessary, review "Searching for Events" on page 11.)

2 Go to the Action column and click **Extend**. The Extend Event popup displays.

3 Enter a case number in the *Reason* field (i.e., the agency case that is associated with this event).

4 Click **Extend**. Once an event is extended, the Extend Reason will display in the lower right corner of the event's record.

Canceling an Event Extension

This section describes how to release an extended event record. An *extended* event is one which has a "hold" on it, preventing it from being purged from the server. (For more on this topic, see the previous section, "Extending the Life of an Event.") Perform this procedure when the case associated with an extended event is no longer active, indicating that it is safe to remove that event from the server.

1 Search for and select the extended event. (If necessary, review "Searching for Events" on page 11.)

2 Go to the ⬚Action⬚ column and click **Unextend**.

3 Hotlists

This chapter describes how to create and maintain hotlists. A hotlist is list of wanted license plates, such as BOLOs, Amber Alerts, persons of interest, etc. There are two types of hotlists, as described below.

Personal A *personal* hotlist is a list of license plates that only *you* have access to. If you want to share a personal hotlist with other AlertVU users, you must first "promote" that list to a *system* hotlist, as described on page 89.

System A *system* hotlist is a list of license plates that authorized users can push out to all AlertVU units. Because system hotlists are typically created and maintained by a System Administrator or other supervisory user, they are not covered in this chapter. For more information on system hotlists, see chapter 3 of the *AlertVU Back Office Administrator's Guide*.

As an *officer* or non-supervisory user, you can create a personal hotlist by:

❐ Searching for and selecting existing event records.
❐ Manually importing a hotlist from a file, such as a CSV spreadsheet file or NCIC[*] file.

If desired, you can have the system send you an alert any time an AlertVU unit receives a hit on a license plate that's on either one of your personal hotlists *or* a system hotlist for which you have Notification rights.

For more information, see:

❐ Alerts, next page
❐ Creating Personal Hotlists, page 85
❐ Promoting a Personal Hotlist to a System Hotlist, page 89
❐ Maintaining Personal Hotlists, page 91
❐ Viewing a Personal Hotlist's Plates, page 96
❐ Exporting a Personal Hotlist, page 98
❐ Deleting a Personal Hotlist, page 100
❐ Activating the Live Alert Utility, page 101.

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[*] National Crime Information Center

Alerts

An alert is a notification that the system sends you any time an AlertVU unit receives a possible hit on a license plate that's on either one of your personal hotlists *or* a system hotlist for which you have Notification rights.

You can receive alerts in several different ways:

❏ A message sent to your *Inbox Messages* list on the Home page (see sample on next page).
❏ A message sent to your regular email account (see sample below). In order to receive this type of alert, you must supply the system with information on your agency's SMTP mail server, as described in chapter 6, "Forwarding System Messages to Your Regular Mailbox."
❏ A real-time popup displayed on your PC desktop (see sample on next page). In order to receive this type of alert, you must select specific settings both in the car and on the server. For detailed instructions, refer to the "Live Alerts Setup Guide" document, available for download from the **Tools** tab. (For downloading instructions, see "Viewing/Printing Manuals" in chapter 6.) To use live alerts, you must also activate the Live Alert Utility on your PC whenever you login, as described in "Activating the Live Alert Utility" on page 101. Please note that real-time alerts are only available for *system* hotlists. If you wish to receive alerts on a *personal* hotlist, you will first have to promote that list, as described in "Promoting a Personal Hotlist to a System Hotlist" on page 89.

In order for alerts to work properly, they have to be set up **both** at the user level **and** at the hotlist level, as described on page 84.

Regular
Email Alert

Subject: Hotlist Match Alert: Critical	
Critical Severity	
License Plate:	J975KH
Event Time:	2015.06.04 16:40:25 EDT
Unit Name:	MOBILECLIENT2
Lane:	undefined
Hotlist Name:	critical
Reason:	(Matched against similar tag, J97SKH) , Hall 12345
Originating State:	FL
GPS Coordinates:	28.63033,-81.39706
Patch Image:	
Overview Image:	
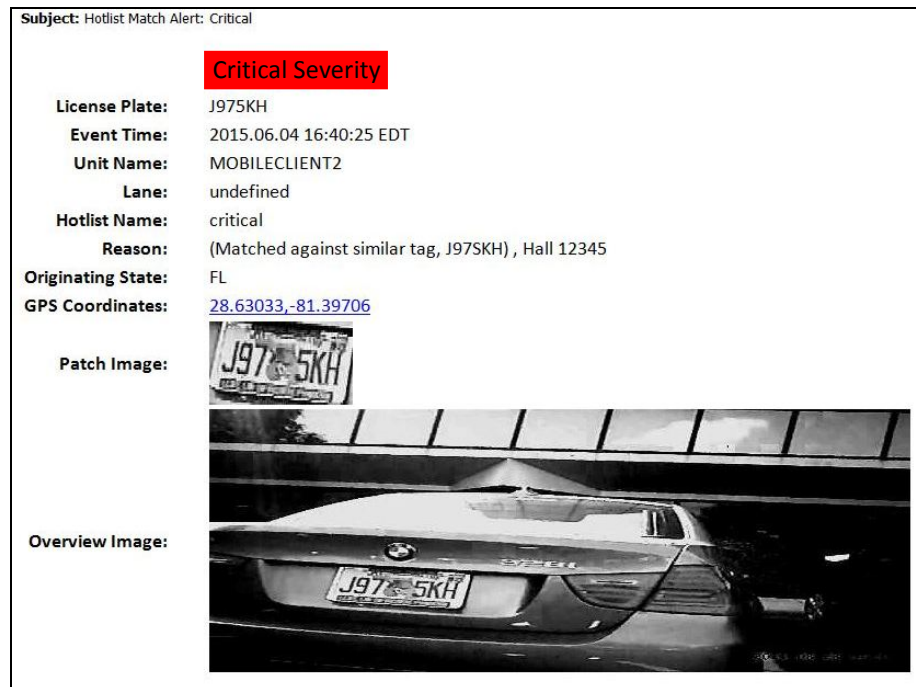
Inbox Messages Alert

Message Board

Inbox Messages

⦿ My Messages   ○ All Messages |< << <   Page 1 of 1 (5 total records)   > >> >|

Date	State	Message Text	Actions
07/10/2015 15:21	Completed	Incoming match detected on Hotlist 'quick-alert-test': Plate 'J97SKH' spotted on 2015.07.10 15:21:21 EDT by 'MVI-PC'.	➡ ✕

Real-Time Popup Alert

L3 Mobile-Vision - Notification Client - Version: 1.0.6 - 05/21/15 16:25

File Edit Tools Help

#	License Plate	Event Time	Hotlist
1	SCHK9	2015.07.09 13:45:24 EDT	cc-quick-alert-test
2	J97SKH	2015.07.09 13:44:47 EDT	critical
3	SCHK9	2015.07.09 13:44:23 EDT	cc-quick-alert-test
4	J97SKH	2015.07.09 13:43:45 EDT	critical
5	J97SKH	2015.07.09 13:42:44 EDT	critical

Message Details ✕

[Dismiss Sound]   **High Severity**

License Plate:	SCHK9
Event Time:	2015.07.09 13:45:24 EDT
Unit Name:	TERRY-PC
Lane:	undefined
Hotlist Name:	cc-quick-alert-test
Reason:	
Originating State:	
GPS Coordinates:	28.62867,-81.39555
Patch Image:	
Overview Image:	

*Connected

Setting Alerts at the User Level

To set an alert at the *user* level, your System Administrator must select the appropriate notification type(s) in your user record. For specific instructions, see "Changing a User" in chapter 8 of the *AlertVU Back Officer Administrator's Guide*.

Ask your System Administrator to select the type of notifications that you want to receive whenever an AlertVU unit captures a plate that's on either one of your personal hotlists *or* a system hotlist for which you have Notification rights

WARNING: If you select the *Inbox* and/or *Email* notifications, please be aware that you may receive dozens or even hundreds of notifications per day. You will have to review and delete these notifications on a daily basis.

Setting Alerts at the Hotlist Level

To set an alert at the *hotlist* level, first display the personal hotlist, then select the *Notify Me* checkbox.

For specific instructions, see "Changing the Attributes of a Personal Hotlist" on page 94.

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Creating Personal Hotlists

This section describes how to create a personal hotlist. For a description of this type of hotlist and how it's used, refer to this chapter's introduction.

There are two ways in which you can create a new personal hotlist:

❏ Manually import an existing plate list from a file, as described in "Manually Importing a Personal Hotlist," below
❏ Select event records that are currently in the system, as described in "Creating a Personal Hotlist from Existing Events," on page 88.
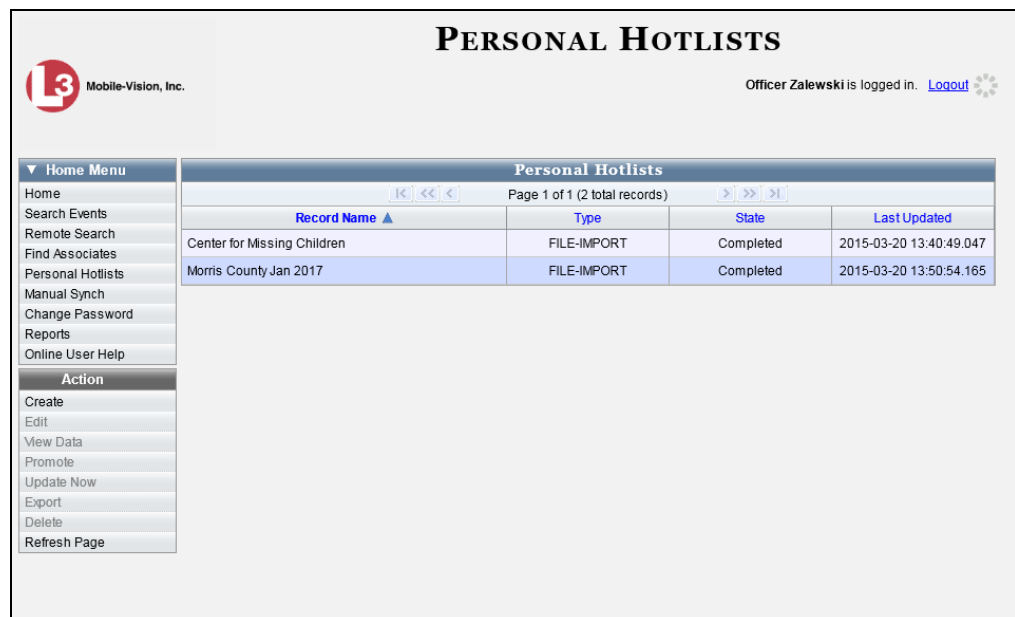
Manually Importing a Personal Hotlist

This section describes how to create a new personal hotlist by importing a list of license plates in a selected format.

For a definition of personal hotlists and how they're used, refer to this chapter's introduction.

To manually import a *system* hotlist, see "Manually Importing a System Hotlist" in chapter 3 of the *AlertVU Back Office Administrator's Guide*.

1 Go to **▼ Home Menu** and click **Personal Hotlists**. The Personal Hotlists page displays.

The columns on this page are described in the table on the next page.

This document consists of general capabilities information that is not defined as controlled technical data under ITAR part 120.10 or EAR

Personal Hotlists	
Column	**Description**
Record Name	The name of this personal hotlist. This is how the hotlist will appear throughout the application.
Type	The manner in which this hotlist was created: ▪ FILE-IMPORT. This hotlist was manually imported from a file. ▪ SYSTEM. This hotlist was created from a list of existing events.
State	The current creation status of this hotlist: ▪ *Completed*. The system has successfully imported this hotlist *or* created it from an events list. ▪ *Queued*. The system is in the process of importing this hotlist from a file. ▪ *Updating*. The system is in the process of reimporting this hotlist from a file. ▪ *Failed*. The system was unable to update this hotlist, possibly because the hotlist's format did not match the selected value in the *Format* field.
Last Updated	The date and time at which this hotlist was last updated.
Available Actions	
If an action is "grayed out" (i.e., unavailable), it indicates that you must select a hotlist record before you can perform that action.	
Action	**Description**
Create	Create a new hotlist by manually importing a file containing a list of license plates.
Edit	Change a hotlist's name or notification status.
View Data	View a hotlist's license plates and metadata.
Promote	Convert a *personal* hotlist to a *system* hotlist.
Update Now	Reimport a hotlist's source file.
Export	Copy a hotlist's license plates to a .csv spreadsheet file.
Delete	Permanently remove a hotlist from the server.
Refresh Page	Redisplay the current webpage to reflect any recent updates, such as a change in the value of the *State* column.

2 Go to the Action column and click **Create**. The Import Manual Hotlist popup displays.
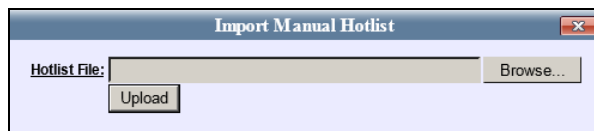
3 Click the **Browse** button. The Choose File to Upload popup displays.

4 Navigate to the disk drive location where the import file resides.

5 Double-click on the import file. The selected file name displays in the *Hotlist File* field.
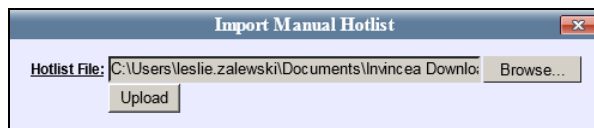
6 Click **Upload**. After a momentary delay, the Hotlist Properties popup displays.
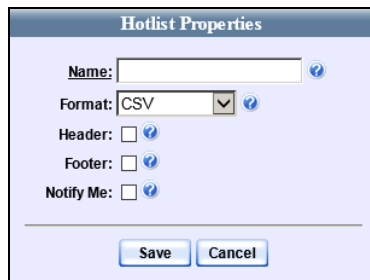
7 Enter a descriptive name for this hotlist in the *Name* field.

8 Select the import file's format from the *Format* drop-down list. This list includes some or all of the following formats, as well as any additional hotlist formats defined by your agency.

CSV .... Comma separated text file
NCIC .... National Crime Information Center
FCIC .... Florida Crime Information Center
AR NLETS .... Arkansas National Law Enforcement Telecommunication System
MD MVA .... Maryland Motor Vehicle Administration
TXLETS .... Texas Law Enforcement Telecommunication System
CLEW SVS .... California Law Enforcement Web Stolen Vehicle Systems

9 If the import file includes a header, select the *Header* checkbox. Otherwise proceed to the next step.

10 If the import file includes a footer, select the *Footer* checkbox. Otherwise proceed to the next step.

11 To receive a system alert whenever any AlertVU unit captures an event that matches a license plate on this hotlist, select the *Notify Me* checkbox. Otherwise proceed to the next step.

12 Click the **Save** button. A confirmation message displays.

> The Hotlist named **Bergen County** successfully saved and is queued for import. When import is complete, a message will be sent to your Inbox.

Creating a Personal Hotlist from Existing Events

This section describes how to create a new personal hotlist from event records that currently reside on either the local server or selected remote server(s).

For a definition of personal hotlists and how they're used, refer to this chapter's introduction.

1 Search for the events you wish to incorporate into your new hotlist. (If necessary, review "Searching for Events" in chapter 2.)

2 Select the events you wish to incorporate into your new hotlist:

To select *all* events on your search results list, click the **Index View** tab, then click the **Select All** button at the top of the page.

– OR –

To select *some* events on your search results list, click on the appropriate event record(s) to highlight them. If necessary, use the navigation arrows at the top of the page to scroll through the full list.

|◀ ◀◀ ◀   ▶ ▶▶ ▶|

3 Once the desired event records are selected, go to the `Action` column and click **Create Hotlist**. The Create Hotlist popup displays.
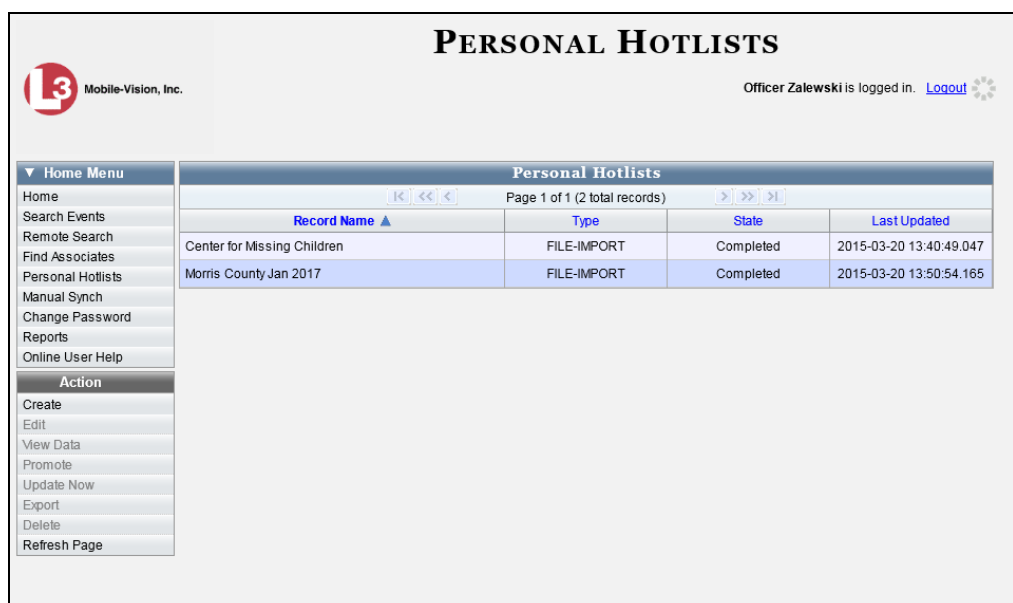
4 Enter a descriptive name for this hotlist in the *Hotlist Name* field.

5 To receive a system alert whenever any AlertVU unit captures an event that matches a license plate on this hotlist, select the *Notify Me* checkbox. Otherwise proceed to the next step.

6 Click **Save**. A confirmation message displays.

Hotlist Sussex County successfully created.

Promoting a Personal Hotlist to a System Hotlist

This section describes how to create a new system hotlist by converting or "promoting" an existing *personal* hotlist to a *system* hotlist. For a definition of personal hotlists and how they're used, refer to this chapter's introduction.

1 Go to ▼ Home Menu and click **Personal Hotlists**. The Personal Hotlists page displays.

2 Click on the hotlist you wish to promote.

3 Go to the Action column and click **Promote**. The Promote Hotlist popup displays.

4 To change the hotlist's name, enter a new value in the *Name* field. Otherwise proceed to the next step.

5 By default, the severity of this hotlist is set to **Medium**. To assign a higher or lower severity level to this hotlist, select a new value from the *Severity* drop-down list. Otherwise proceed to the next step.

6 Click **Save**. A confirmation message displays.

The hotlist named Morris County Jan 2017 successfully saved.

Note that the word "**Promoting…**" displays in the *State* column. When the process is complete, the value of this field will change to **Completed**.

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Maintaining Personal Hotlists

This section describes how to update and maintain your personal hotlists. For specific instructions, see:

❒ Adding Events to a Personal Hotlist, below
❒ Manually Reimporting a Personal Hotlist, page 92
❒ Changing the Attributes of a Personal Hotlist, page 94.

To update *system* hotlists, see "Maintaining Hotlists" in chapter 3 of the *AlertVU Back Office Administrator's Guide*.

Adding Events to a Personal Hotlist

This section describes how to add selected event records to a personal hotlist. The events can reside on either a local server or selected remote servers (permissions required).

To add event records to a *system* hotlist, see "Adding Events to an Existing Hotlist" in chapter 3 of the *AlertVU Back Office Administrator's Guide*.

1 Search for the events you wish to add to an existing hotlist. (If necessary, review "Searching for Events" in chapter 2.)

2 Select the events you wish to incorporate into the existing hotlist:

To select *all* events on your search results list, click the **Index View** tab, then click the **Select All** button at the top of the page.

– OR –

To select *some* events on your search results list, click on the appropriate event(s) to highlight them. If necessary, use the navigation arrows at the top of the page to scroll through the full list.

|◁ ◁◁ ◁   ▷ ▷▷ ▷|
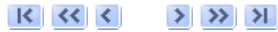
3 Once the desired event records are selected, go to the [Action] column and click **Add to Hotlist**. The Add to Hotlist popup displays.

Add to Hotlist

Hotlist: Center for Missing Children ⌄ ❓

Save   Cancel
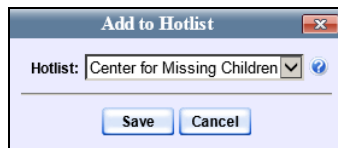
4 Select a hotlist from the *Hotlist* drop-down list.

5 Click **Save**. A confirmation message displays.

> Hotlist **Center for Missing Children** successfully updated. 4 plates added.

Manually Reimporting a Personal Hotlist

This section describes how to manually reimport a personal hotlist that you previously created using the manual import procedure described on page 85.

To manually reimport a *system* hotlist, see "Manually Reimporting a Hotlist" in chapter 3 of the *AlertVU Back Office Administrator's Guide*.

1 Go to ▼ Home Menu and click **Personal Hotlists**. The Personal Hotlists page displays.
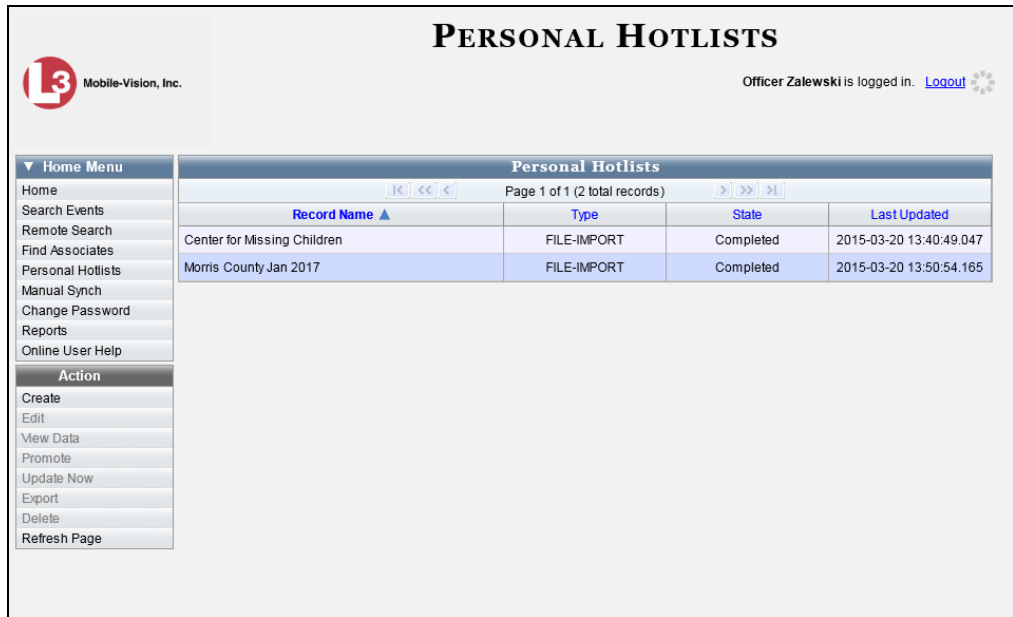
2 Click on the hotlist you wish to reimport.
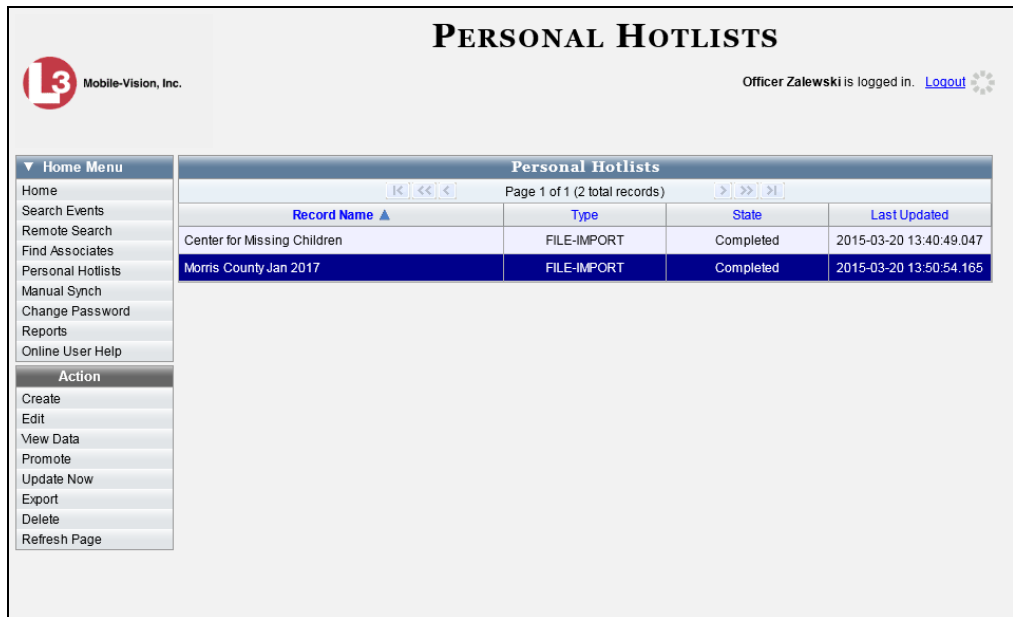
All files that were previously imported will have a *Type* value of **FILE-IMPORT**.

3 Go to the Action column and click **Update Now**. The Update Manual Hotlist popup displays.
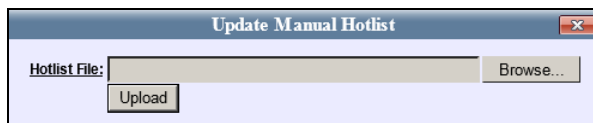
4 Click the **Browse** button. The Choose File to Upload popup displays.

5 Navigate to the disk drive location where the import file resides.

6 Double-click on the import file. The selected file name displays in the *Hotlist File* field.
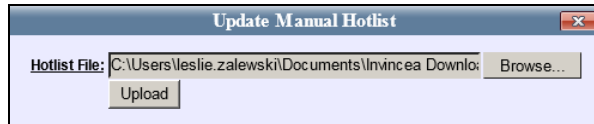
7 Click **Upload**. The system begins reimporting the selected file. While the update is in progress, the word **Updating** will display in the *State* column. When the update is complete, the word **Completed** will display.

Changing the Attributes of a Personal Hotlist

This section describes how to change the *name* or *notification status* of one of your personal hotlists.

To change the attributes of a *system* hotlist, see "Changing the Attributes of a System Hotlist" in chapter 3 of the *AlertVU Back Office Administrator's Guide*.

1 Go to ▼ Home Menu and click **Personal Hotlists**. The Personal Hotlists page displays.

The columns on the Personal Hotlists page are described in the table on page 86.

2 Click on the hotlist you wish to update.

3 Go to the Action column and click **Edit**.

– OR –

Right-click on the record and select **Edit** from the popup menu.

The Hotlist Properties popup displays.

4 To change the hotlist's *name*, enter a new value in the *Name* field. Otherwise proceed to the next step.

5 To change the hotlist's *notification status*, proceed to the next step. Otherwise skip to step 7.

6 If you wish to receive a system alert whenever any AlertVU unit captures an event that matches a license plate on this hotlist, select the *Notify Me* checkbox.

– OR –

If you do *not* wish to receive any system alerts for this hotlist, deselect the *Notify Me* checkbox.

7 Click **Save**. A confirmation message displays.

The Hotlist Morris County Jan 2017 successfully saved.

Viewing a Personal Hotlist's Plates

This section describes how to view the license plates associated with a personal hotlist. To view the plates associated with a *system* hotlist, see "Viewing a Hotlist's Plates" in the *AlertVU Back Office Administrator's Guide*.

1 Go to ▼ Home Menu and click **Personal Hotlists**. The Personal Hotlists page displays.

2 Click on the hotlist you wish to view.

3 Go to the Action column and click **View Data**. The hotlist's license plates display.

4 If necessary, use the navigation arrows at the top of the page to scroll through the full list.
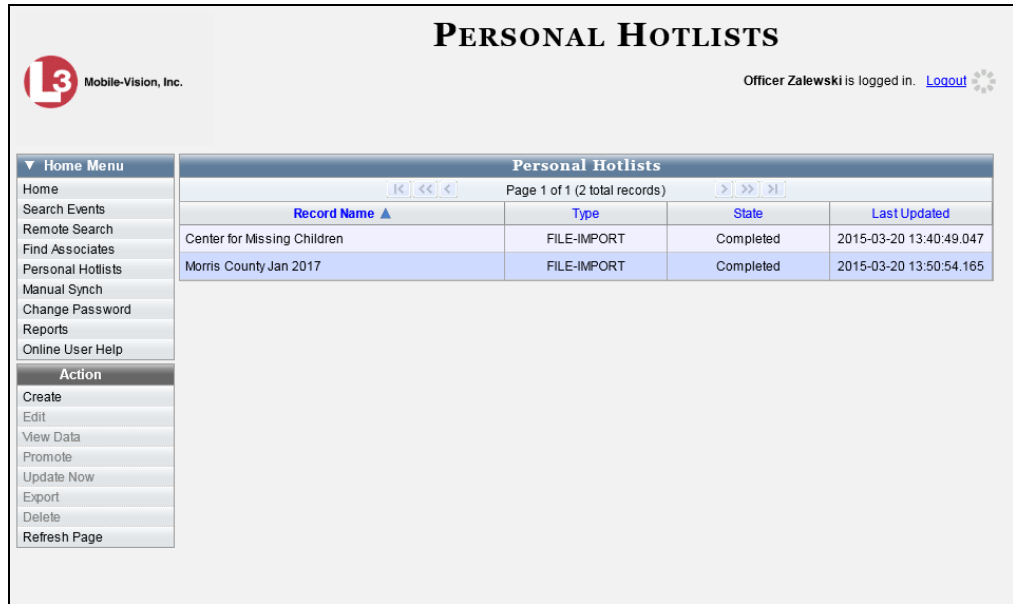
5 When you're finished viewing the plate list, click the ⊠ in the upper right corner of the popup.

Exporting a Personal Hotlist

This section describes how to export a personal hotlist to a .csv spreadsheet. To export a *system* hotlist, see "Exporting a Hotlist" in the *AlertVU Back Office Administrator's Guide*.

1 Go to ▼ Home Menu and click **Personal Hotlists**. The Personal Hotlists page displays.
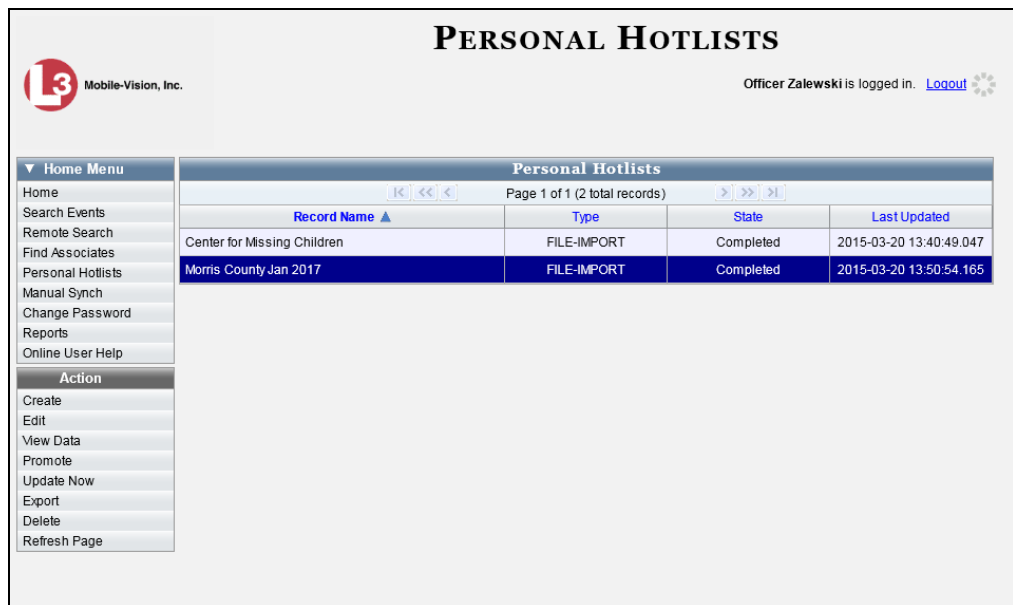
**2** Click on the hotlist you wish to export.

3 Go to the Action column and click **Export**. A Windows prompt displays.

Do you want to open or save **Hotlist_Osceola-Gang-List.csv** (4.30 KB) from **166.20.101.61**?   Open   Save ▼   Cancel   ×

4 Select **Save As** from the *Save* drop-down list. The Save As popup displays.
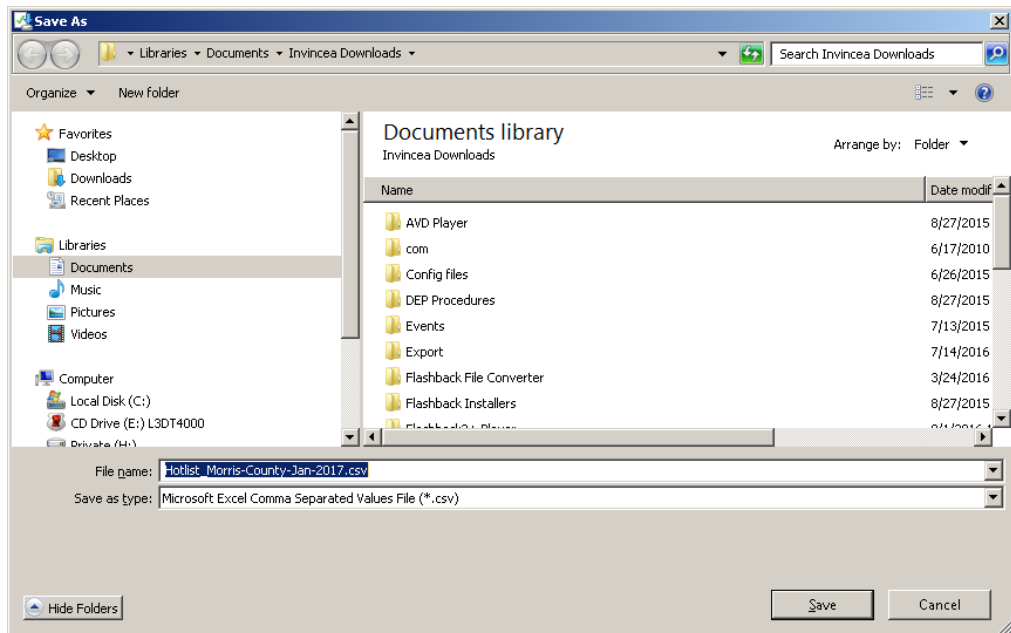
5 Navigate to the disk drive location where you wish to save the .csv file.

6 Click **Save**. The Download Complete popup displays.

The Hotlist_Morris-County-Jan-2017.csv download has completed.   Open ▼   Open folder   View downloads   ×
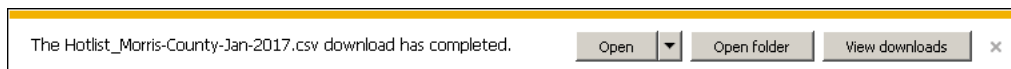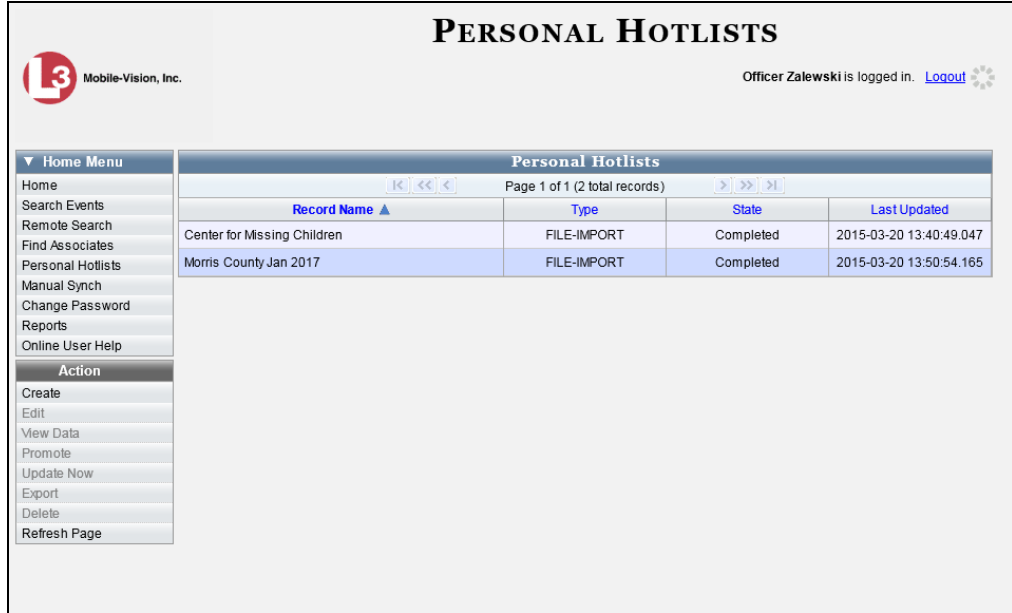
7 To open the spreadsheet right now, click **Open**. Otherwise click ⊠ to exit.

Deleting a Personal Hotlist

This section describes how to delete a personal hotlist. You can only delete personal hotlists that you created. To delete a *system* hotlist, see "Deleting a Hotlist" in the *AlertVU Back Office Administrator's Guide* instead.

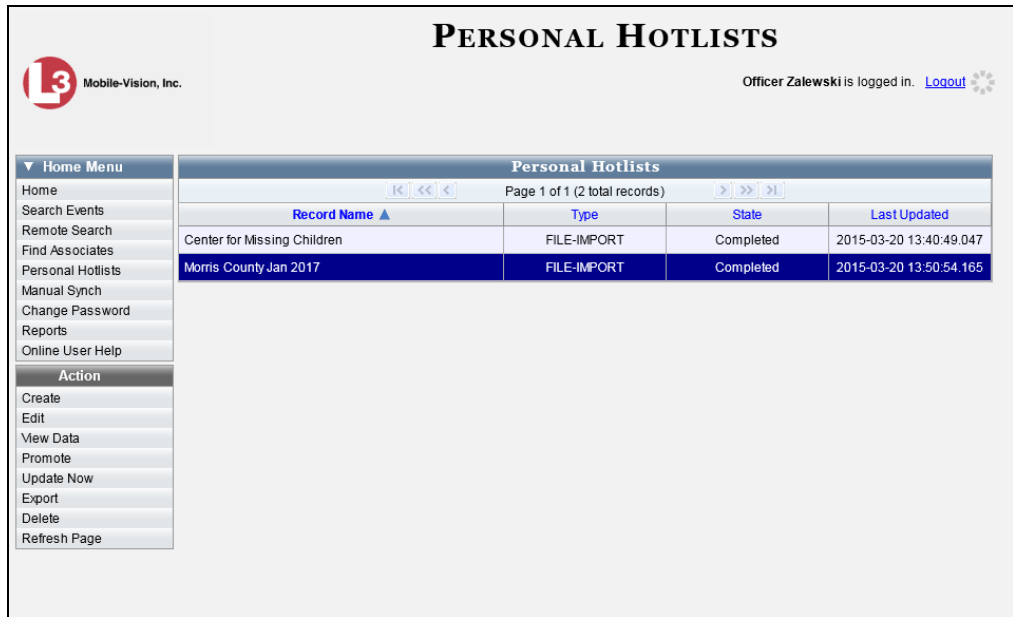**1** Go to ▼ Home Menu and click **Personal Hotlists**. The Personal Hotlists page displays.

2 Click on the hotlist you wish to delete.

3 Go to the Action column and click **Delete**.

– OR –

Right-click on the record and select **Delete** from the popup menu.

A confirmation message displays.

Confirm Delete

Delete this hotlist? Morris County Jan 2017

Yes   No

4 Click **Yes**. The selected hotlist is removed from the list.

Activating the Live Alert Utility

This section describes how to activate the optional Live Alert Utility, also referred to as "Notification Client". This utility allows you to display real-time alerts whenever an AlertVU unit receives a hit on a license plate that's on a system hotlist for which you have Notification rights. For more on this topic, see "Alerts" on page 82.

Perform this action whenever you login to the AlertVU Back Office application.

1 Go to ▼ Home Menu and click **Home**. The Home Page displays.

WELCOME HOME

Your last login was on: 12/09/2015 10:28:53

Kevin Vian is logged in. Logout

▼ Home Menu	Message Board
Home	
Search Events	
Remote Search	
Find Associates	
Personal Hotlists	
Manual Synch	
Change Password	
Reports	
Online User Help	
Action	
Launch Client	

Inbox Messages

Page 1 of 1 (2 total records)

Date	State	Message Text	Actions
12/09/2015 10:38	Completed	Completed the creation of the event export package.	⊙ ✕
12/08/2015 15:40	Completed	The Hotlist named 'Center for Missing Children' was successfully imported.	✕

2 Go to the Action column and click **Launch Client**. A processing message displays, followed by the Login Information popup.

(Continued)
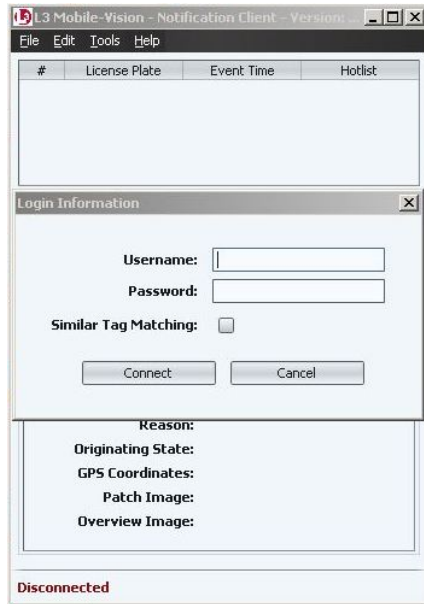
3 Enter your AlertVU Back Office User ID in the *Username* field.

4 Enter your AlertVU Back Office password in the *Password* field.

5 If you wish to receive alerts on plate reads that are an exact match to plates on your AlertVU hotlists (default), proceed to the next step.

– OR –

If you wish to receive alerts on plate reads that are either an exact match OR similar but not identical to plates on your AlertVU hotlists, select the *Similar Tag Matching* checkbox.

6 Click **Connect**.

⇒ If the word *Connected* displays in the lower left corner of the popup (see next page), it indicates that the Live Alert Utility is now activated. Skip to step 10.

⇒ If the Authentication Code popup displays (pictured below), it indicates that your agency is using the two-factor authentication feature. This feature requires that you enter an additional code whenever you log into AlertVU Back Office. As soon as you click the **Login** button, the system will automatically generate an Authentication Code and send it to the email address saved in your user record. *Proceed to the next step.*
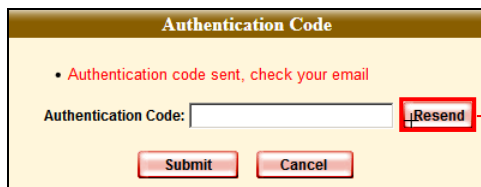
If your Authentication Code expires before you have a chance to click **Submit**, click here to have a new code emailed to you

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7 Check your email for a message with the subject line "User Notification." Highlight the Authentication Code contained in this email message, then copy it to your clipboard
(**Ctrl** + **C**).

8 Return to the AlertVU application. Position your cursor in the *Authentication Code* field, then press **Ctrl** + **V**.

9 Click **Submit**. the word *Connected* displays in the lower left corner of the popup, indicating that the Live Alert Utility is now activated.

10 If you wish to receive live alerts on hits that come from *all* of your AlertVU cameras (default), skip to step 14.

– OR –

If you wish to receive live alerts on hits that come from *some*, but not all, of your AlertVU cameras, proceed to the next step.

11 Select **Tools➜ Select Cameras** from the menubar.
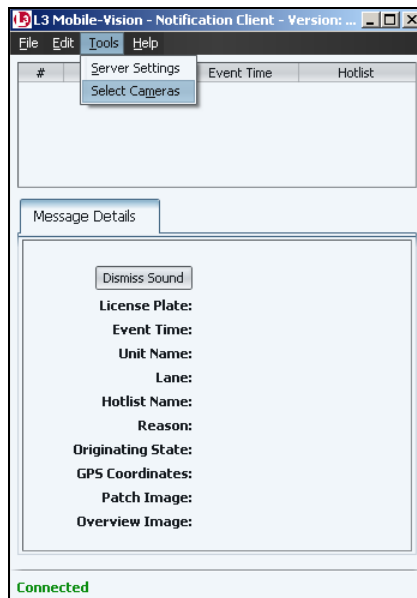
The Select Cameras popup displays.

(Continued)
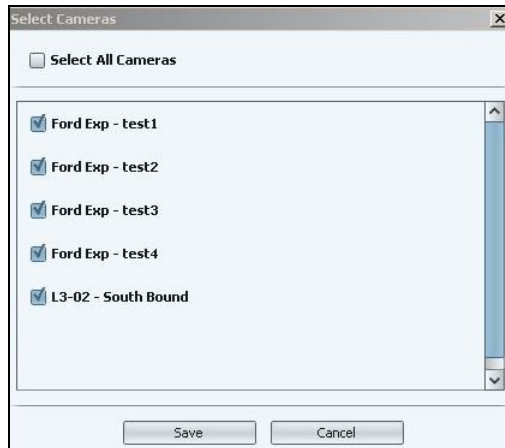
12 Deselect those camera(s) for which you do not wish to receive alerts.

13 Click **Save**.

14 Click the ▪ icon to minimize the popup.

Any time an AlertVU unit receives a hit on a license plate that's on a system hotlist for which you have Notification rights, the Notification Client popup will automatically redisplay with detailed information on the hit. If audio is activated on your PC, an alarm will sound as well.

G Glossary

Alert

A notification that the system sends you any time an AlertVU unit receives a possible hit on a license plate that's on either one of your personal hotlists or a system hotlist for which you have notification rights.

Associate

An event that was captured in the same region and within the same time frame as another event. The Associates search function allows you to link a suspect with other possible suspects or associates who happened to be in the same region at the same time as your suspect.

Backup PC

A computer used to process DVD burn requests. AlertVU comes with an optional backup facility that automatically sends backup burn requests to a robotic DVD burner. The resulting archive discs, termed Certified Backup Discs, contain system events and hotlists. Because the process of burning DVDs is resource-intensive, one PC is dedicated to this task. If you are using a Bravo robotic DVD burner, then the backup PC is a separate computer workstation connected to the disc burner. If you are using a Rimage DVD/Blu-Ray burner that combines a disc burner with a computer, the Backup PC refers to the computer component of the Rimage.

Certified Backup Disc (CBD)

An archive disc. When the archive function is enabled, the system automatically sends CBD burn requests to the Backup PC without any action on your part. These discs contain the event records and hotlists that were previously stored on the server.

Custom Hotlist Format

The predefined and user-defined formats that can be changed. The predefined formats include: Florida Crime Information Center (FCIC), Arkansas National Law Enforcement Telecommunication System (AR NLETS), Maryland Motor Vehicle Administration (MD MVA), Texas Law Enforcement Telecommunication System (TXLETS), and California Law Enforcement Web Stolen Vehicle Systems (CLEW SVS).

Delimited Hotlist Format

A type of file format that separates each piece of data with a comma, semicolon, or space.

Derivative Hotlist

A [hotlist](#) that is a subset of another, larger, hotlist.

Event

The file that's created when an AlertVU [unit](#) captures the digital image of a license plate. Because the same license plate can be read multiple times, some license plate numbers have more than one event record associated with them.

Event Exporter

A system feature that enables you to automatically copy your incoming [event](#) data into zip files or "packages" and place them in the Packages folder of the Event Exporter's Home Directory. This makes it possible for you to import your event data into third-party applications, such as other license plate reader systems.

Fixed Field Hotlist Format

A type of file format where each data element is in a column of a specific length, such as 8 characters wide.

Fuzzy Search

A search that looks for characters that are similar looking to other characters. This type of search addresses the problem of misreads from the capture device. For example, to the AlertVU capture device, a 3 might look like an 8, a 4 might look like an A, a C might look like an O, etc. If, for instance, there's an [event](#) in the system with a plate of R342KCY, then fuzzy search results would include not only the exact match to that plate but R842KCY, R8A2KCY, R8A7KCY, R8A7KOY, etc.

Hotlist

A list of wanted license plates, such as BOLOs, Amber Alerts, persons of interest, etc.

Hotlist Format

A record that contains the information that AlertVU needs to parse, or divide and analyze, the data that's contained in each hotlist type. For example, if the XYZ hotlist consists of five columns and the second column contains the license plate number, the system needs to know that.

MDC

Mobile Data Computer

Mobile Unit

An AlertVU license plate reader that is installed in a vehicle, such as a patrol car. The AlertVU connects to a Mobile Data Computer, which controls and transmits plate reads to the [server](#) via the AlertVU PC applications. Each AlertVU mobile unit has a corresponding record entered in AlertVU Back Office. These records store all the

information required for successful communication between your AlertVU mobile units and the server. They are created automatically by the system whenever it discovers a new (i.e., unknown) device on the network.

Notifications List

A list of users who will receive an Inbox, email, or real-time "popup" alert whenever an AlertVU unit captures a plate that's on a system hotlist.

Personal Hotlist

A list of license plates that only you have access to. If desired, you can have the system notify you whenever an AlertVU unit captures a license plate that is on one of your personal hotlists.

Quick Alert

A one plate "Amber Alert" style hotlist that you can transmit to all your AlertVU units.

RAID

Redundant Array of Independent Disks—a storage device that contains multiple disk drive components.

Robotic DVD Burner

A disc duplicator that burns and labels your Certified Backup Discs. L3 Mobile-Vision sells two types of burners: the Bravo, a stand-alone unit, and the Rimage, a combination disc burner/computer. If you have a Rimage, you do not need a separate Backup PC. Rimage units can burn CDs, DVDs, and Blu-Ray discs. Most Bravo units can burn CDs and DVDs. The higher-end Bravos can burn Blu-Ray discs as well.

Server

The network computer that hosts the AlertVU Back Office application and stores all of your event and hotlist data.

Session Timeout Setting

The number of idle-time minutes that must pass before the system automatically logs a user off the system.

System Hotlist

A list of license plates that you can share with other users and transmit to all your AlertVU units. If desired, you can have the system notify selected users whenever an AlertVU unit captures a license plate that's on a system hotlist.

System-defined Hotlist Format

The predefined formats that cannot be changed. These include CSV (Comma separated text file) and NCIC (National Crime Information Center).

Unit

The license plate reader that's installed either in a vehicle, such as a patrol car (mobile unit), or on a stationary device, such as a pole (fixed unit). The AlertVU cameras capture digital license plate images and transfer those files to a storage server over a wireless network.

User Group

A container that allows you to combine like users for the purpose of assigning hotlists to them.

User Role

A group of permissions that you can assign to one or more users.

A   Appendix: End-User License Agreement

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