

DEA Agency Administrator's Guide version 4.0.10



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Introduction

This manual provides data entry instructions and technical reference information for users of Digital Evidence Agency (DEA). DEA is the companion software for Flashback, an in-car digital video recorder sold by Mobile-Vision, Inc.

DEA allows you to:

- Search for and view the video files recorded by your precincts' Flashback and body worn cameras
- □ Export and burn selected videos to disc.

DEA was designed to run on server-class hardware. It is a web-based application, meaning that you access the software via the *Internet Explorer* browser.

DEA is a client/server application. The *client* side is DEA Precinct, a group of multiuser servers that ingest videos from the in-field DVRs. The *server* side is DEA Agency, a multi-user server that collects video data from the precinct servers. Since DEA Agency does not communicate directly with the DVRs, all DVR records are maintained on the DEA Precinct servers.

This user guide is geared towards DEA Agency *Administrators* and other supervisory users. If you are a DEA Agency *Officer* user or other non-supervisory user, refer to the *DEA Agency Officer's Guide* instead. If you are a DEA Precinct user, refer to the *DEA Precinct Administrator's Guide*.

For brevity, this user guide refers to all non-supervisory users as *Officers* and all supervisory users as *System Administrators*.

Any differences between Flashback, *Body*VISION, BWX-100, and VIEVU DVRs are clearly noted in this documentation. For additional information on your particular DVR, refer to that DVR's User Guide, which is available for download from our Online Support Center (see *Online Support* link under *Bookmarks* menu option).

For more information, see:

- □ Agency/Precinct Communication, next page
- □ User Roles, page 3
- □ Logging into the System for the First Time, page 3
- □ Changing Your Password, page 5
- □ DEA Agency Home Page, page 6
- □ Definitions, page 8
- □ Software Navigation, page 12
- □ DVD File Formats, page 15
- Generating a DVR Login Key for an Officer, page 16
- □ Using the Online Help System, page 17.



Agency/Precinct Communication

In DEA, there is only one *Agency* server, but there can be multiple *Precinct* servers. Video data first downloads from the DVRs to the Precinct servers. It then transmits to the Agency server during night processing.

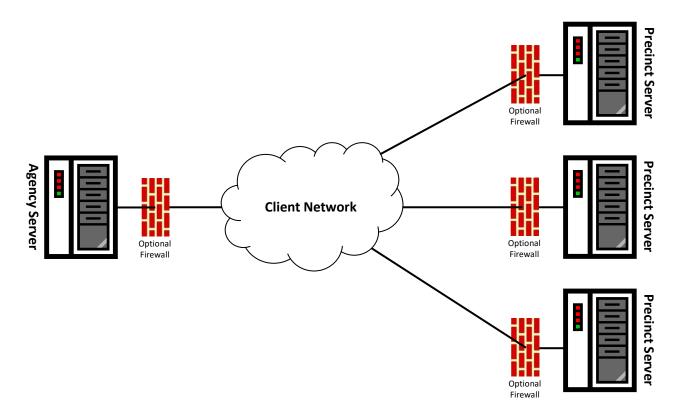
The Agency and Precinct servers maintain separate administrative and backup settings, with the following exceptions:

- □ User metadata fields
- Video categories
- □ Case notations

Maintained on Agency server

- □ Race types
- □ Subject types

The data listed above is maintained on the Agency server, then copied to the Precinct servers during server-to-server transmissions. Users on the Precinct servers can *view*, but not *update*, these fields.



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



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User Roles

In DEA Agency, 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 DEA Agency, the system will grant him access to various system functions according to the user role that's assigned to his User ID. As System Administrator, you are responsible for assigning permissions to each user role.

There are two types of user roles: system-defined and custom, as described below.

System-Defined User Roles

System-defined user roles are pre-defined user groups that come standard with DEA. They include:

- □ Officer
- □ Display-only Case
- Display-only Video
- □ Supervisor Lvl 1
- □ Supervisor Lvl 2
- Internal Affairs
- □ Administrator

User roles are customizable. You can add or remove permissions from them as desired. However, the names of these roles cannot be changed, nor can they be deleted from the system.

Custom User Roles

Custom user roles are user-defined user groups that you can create and then assign any number of permissions to. You can add, change, or delete custom user roles as desired.

Logging into the System for the First Time

This section describes how to login to the DEA Agency application. During installation, your System Implementation Specialist (SIS) will provide you with the following login information:

- □ URL needed to access your DEA Agency server
- □ User ID
- \Box DEA Agency User Password (if needed)^{*}
- 1 Double-click on the Safe Fleet Mobile-Vision desktop icon. The Flashback Login screen displays.

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



Mobile-Vision, Inc.		
	FLASHBACK M LOGIN	
	User Name: Password:	
	Domain: mvi-qa 💟	
©L	3 Mobile-Vision, Inc. • info.mvi@L-3com.com • Toll Free: 1-800-336-8475 USA Un-Authorized Attempts to Access This Site Will Be Prosecuted	

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.
- **3** Enter your security password in the *Password* field:
 - □ If your organization is using the Active Directory Interface, 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 Interface, this is the initial password that your System Installation Specialist (SIS) provided you with.
- **4** If the *Domain* field appears on your screen, proceed to the next step. Otherwise skip to step 6.
- **5** Select the correct domain name from the *Domain* drop-down list.

User Name:	wSchirmer
Password:	•••••
Domain:	mvi-ga 🗸

6 Click the Login button *or* press Enter. The DEA Agency Home Page displays.



Mobile-Vision, Inc.			WELCOME HOME Your last login was on: 07/25/2014 08:42:53	mvadmin is logged in. Logout
▼ Home Menu	Message Board			
Home Search Video	My Messages ()) All Message	\$	
Manage Cases			Inbox Messages	
Jser Help	Date	State	Message Text	Actions
7 Bookmarks	07/25/2014 08:59	Queued	Please restore Case 'MVA on Rt 46' to an online status.	🔁 🛛 🗙
.3 MVI Online Support	07/24/2014 08:25	Completed	Server Update to build number 3.7-16052 was successfully completed.	×
 User Preferences 	06/23/2014 15:28	Completed	Please restart flashback server to complete module installation.	×
 Administration 	05/27/2014 12:16	Completed	Flush request for Precinct 'DEA Precinct'.	×
Action			Sent Messages	
Manage Requests	Date	State	Message Text	Actions
	07/25/2014 08:59	Queued	Please restore Case 'MVA on Rt 46' to an online status.	🔁 🛛 🗙

For a detailed description of this page, see "DEA Agency Home Page" on page 6.

Changing Your Password

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

Please note that passwords are case-sensitive.

1 Go to **▼** User Preferences and click **Change Password**. The Enter New Password page displays.

Wobile-Vision, Inc. mvadmin is logged in. Logout V Home Menu Home Secret User Password: @ User Help @ V Bookmarks I3. M/M I		ENTER NEW PASSWORD	
Home Secret Search Video User Password: Manage Cases User Password: User Help Repeat User Password: ▼ Bookmarks	Mobile-Vision, Inc.		mvadmin is logged in. Logout
Coline Support V User Preferences Change Password Favorite Cases ► Administration Action Clear Save	Home Search Video Manage Cases User Help Bookmarks L3 MVI Online Support User Preferences Change Password Favorite Cases Administration Action Clear	User Password:	



- 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

DEA Agency Home Page

The Home Page is divided into two components: a Main Menu and a Message Board.

WELCOME HOME

The Main Menu is the starting point for all system tasks, such as searching for a video or case

> The Message Board contains information on recent burn requests and other system messages

V Home Menu	Message Board			
Home Search Video	My Messages () All Messages	S	
Manage Cases			Inbox Messages	
User Help	Date	State	Message Text	Actions
▼ Bookmarks	07/25/2014 08:59	Queued	Please restore Case 'MVA on Rt 46' to an online status.	🔁 🛛 🗙
L3 MVI Online Support	07/24/2014 08:25	Completed	Server Update to build number 3.7-16052 was successfully completed.	×
 User Preferences 	06/23/2014 15:28	Completed	Please restart flashback server to complete module installation.	×
 Administration 	05/27/2014 12:16	Completed	Flush request for Precinct 'DEA Precinct'.	×
Action			Sent Messages	
Manage Requests	Date	State	Message Text	Actions
\longrightarrow	07/25/2014 08:59	Queued	Please restore Case 'MVA on Rt 46' to an online status.	

Message Board

Whenever you login to DEA Agency, the Message Board displays. The Message Board is divided into two parts:

- □ *Inbox Messages*. These are the messages that the *system* sent to you. As an administrative user, you will see messages related to system problems and administrative functions. If you selected the *All Messages* radio button, you will also see all messages that the system sent to other DEA Agency users.
- Sent Messages. These are the messages that you sent to the system, such as a burn request or download request. A burn request is a request to place a burn job in the Backup PC's burn queue. A download request is a request to export a selected video or case file to your PC.



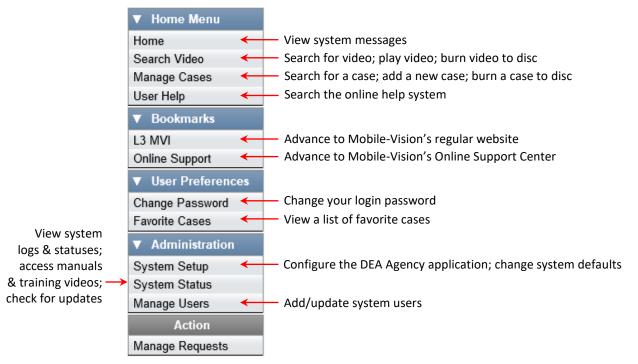
Note the value in the *State* column under *Sent Messages*. This is the message's current status. There are four status types:

- □ *Queued*. The system has placed your request in a queue, which is a waiting list of system jobs.
- □ *Working*. The system is processing your request.
- □ *Completed*. The system has processed your request. If you requested a *burn job*, this means that your disc is ready. If you requested a *file download*, you will see a download icon—◎—next to your request.
- □ *Failed*. Your request could not be processed. Click on the *S* icon to retry the job.

To the right of some of your messages, you will see icons. Click these icons to perform various actions, as described below.

lcon	Description
۲	Download video or case file
×	If selected from Inbox Messages: Delete a system message If selected from Sent Messages: Delete a queued job
0	Deny request
⇒	View export or video details
	Resubmit job

Main Menu





Definitions

This section describes some of the key terms and concepts that are central to the DEA Agency application.

Hardware Components

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

Agency Server

The Agency server is the network computer that hosts the DEA Agency application, which stores all of your video and case data. The Agency server is the "server" side of the DEA client/server application. The Agency server does not ingest videos directly. Rather, the Precinct server(s) ingest the videos, then transmit them to the Agency server during night processing.

Precinct Server

The Precinct server is the network computer that hosts the DEA Precinct application, which ingests video evidence from the in-field DVRs. The Precinct servers are the "client" side of the DEA client/server application. During night processing, the Precinct servers transmit all newly recorded videos to the Agency server.

Flashback DVRs

Flashback DVRs are the digital video recorders that are installed inside your precincts' patrol cars. These recorders collect video evidence and store it temporarily on a storage card until the video can be transmitted to the Precinct server. For more information on the Flashback, refer to the appropriate Flashback User's Guide.

BodyVISION DVRs

The *Body*VISION is a small, wearable digital video recorder sold by Mobile-Vision. This device allows officers to capture both high definition videos and JPG "snapshot" images, then upload them to their Precinct server via a *Body*VISION docking station. Videos recorded using this device are assigned the category of **Body Worn**.

BWX-100 DVRs

The BWX-100 is a small, wearable digital video recorder sold by Mobile-Vision. This device allows you to capture both full high definition videos and JPG "snapshot" images, then upload them to the server via a BWX-100 docking station. Videos recorded using this device are assigned the category of **Body Worn**.



Backup PC

A Backup PC is a computer used to process DVD burn requests. Because the process of burning DVDs is resource-intensive, one PC per server is dedicated to this task. If you are using a *Bravo* robotic DVD burner, 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 Back-up Discs* and *User-Requested Certified Copies* (see definitions below). 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 DVD used to restore videos and/or case files to the Agency server. The system automatically sends CBD burn requests to the Backup PC without any action on your part. The number and type of files burned to CBD is determined by your system settings. Factors such as a file's age, type, category, etc., all help determine what the system will back up. You define these backup parameters through DEA. If a video file is supposed to be backed up, the system will add it to an archive job shortly after the video transmits from a Precinct server to the Agency server (for more information, see *Transmission* on the next page). Once there are enough files to fill up an archive disc, the system automatically generates a CBD.

All CBDs are printed with an identification number that makes it easy for you to restore the files at a later date, should the need arise (permissions required).

User-Requested Certified Copy

A DVD that you can, with the proper permissions, create yourself using either the robotic DVD burner or your PC's DVD burner. Also referred to as an *export* disc. You create these discs as needed for evidential and/or backup purposes. For more on the different types of DVDs and how they are created, see chapter 3.

Access Point

An access point is a device used to transmit videos from your precinct's in-car Flashback DVRs to the Precinct server. This device is connected to a wireless network antenna mounted on the outside of the building that houses your Precinct server.



Some precincts have more than one access point to accommodate multiple vehicles that park in different areas outside the building. See also *Transmission* below.

Transmission

Transmission refers to the process of transferring video files from your in-car DVR to the Precinct server. This transmission can occur either *automatically* (typical) or *manually*, as described below:

- Automatic transmission. Whenever a vehicle comes within approximately 300 feet of an access point, it triggers an automatic transmission. During this transmission, all videos that are currently stored on the DVR will wirelessly transfer to the Precinct server via the access point.
- Manual transmission. Each Flashback DVR holds a temporary storage device called an SD card (Flashback3/FlashbackHD) or CF card (Flashback2). This card is used to temporarily store an officer's videos until they can be transferred to the Precinct server. If necessary, an officer can use this card to manually transfer videos to the Precinct server, assuming he has the proper permissions. An officer would typically use this procedure if he can't wait for an automatic file transfer to occur, or a problem has occurred that interfered with the wireless file transfer. For more information, see "Manually Uploading New Videos" in chapter 2 of the DEA Precinct Administrator's Guide.

Software Concepts

Automatic Archive

An automatic archive is a backup process that is triggered by the system based on predefined rules that you set in the DEA Precinct and Agency applications. When a video's category is set to *Backup Enabled* and that video has been online for at least five minutes, the system will automatically back that video up during the next archive session. Once there are enough files to fill up an archive disc, the robotic DVD burner will burn a Certified Backup Disc. Aside from the initial system configuration, automatic archives do not require any action on your part.

Export

An export is the system process used to copy video, case files, and/or Body Worn snapshots for the purpose of either burning them to DVD *or* downloading them to your PC.

Case

A case is a record that contains data which pertains to one incident, such as a motor vehicle accident. DEA's case feature allows you to conveniently gather all of an incident's evidence in one record, allowing for easy viewing and archiving of evidence. A case may contain videos, media files (such as photographs), subject names, comments, and/or general information relating to the incident, such as the incident's *date*.



User Metadata (UMD)

User Metadata or "UMD" refers to custom data fields that an officer can link to a video. You define these fields through DEA Agency. Their purpose is to allow officers to annotate their videos with custom data, such as a subject description. If an officer has a mobile data computer with the UMD Editor installed on it, he has the option of attaching UMD to a video immediately after it is finished recording. Otherwise he can attach UMD back at the precinct when he connects to the Precinct server. For more information, see "Adding Predefined User Metadata to a Video" in chapter 2 of the *DEA Precinct Administrator's Guide*.

Reactivation

Reactivation is the process used to restore a video or case file that the system took *offline* after it was backed up to disc. There is a limited time period in which you can reactivate an archived video or case. This time period depends on your system settings. You must have the proper permissions to reactivate files.

Offline Files

If the status of a video or case is "offline," it indicates that some, but not all, of that record's data and functions are available on the Agency server.

If a *video* is offline, you will be able to view that video's thumbnail image and statistics (category, duration, record reason, etc.), but not the video itself. Also, you cannot export an offline video.

If a *case* is offline, you will be able to view the case record, but not its attached videos. Also, you cannot *export* an offline case.

You can, in some cases, reactivate an offline file. For more information, see "Reactivating an Offline Video" in chapter 2 and/or "Reactivating an Offline Case" in chapter 4.



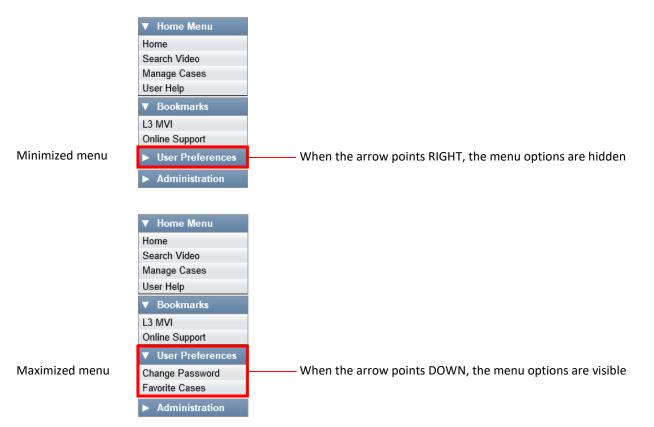
Software Navigation

▼ Home Menu	1
Home	
Search Video	
Manage Cases	
User Help	
▼ Bookmarks	2
L3 MVI	
Online Support	
User Preferences	3

When you first login to DEA Agency, you will see four main menus on the far left of your screen: *Home Menu*, *Bookmarks*, *User Preferences*, and *Administration*. These menus are the starting point for all DEA Agency functions. By default, the Home Menu (1) and Bookmarks (2) menus are *maximized* (open) upon login and the User Preferences (3) and Administration (4) menus are *minimized* (closed).

Minimizing/Maximizing Menus

When you click on one of the menu buttons on the left side of your screen, you can toggle back and forth between a minimized (closed) and maximized (open) view.





Scrolling Through Multiple Records

Whenever you search for records in the application (videos, cases, users, 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.
KX	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 Case Search Results page is sorted by *Incident Date*. However, you can change that sort value to *Display Name*, *Case Number*, *Precinct*, or *Subject*, as described here.

Mobile-Vision, Inc					mvadmin is logged in.	Logout
▼ Home Menu			Manage Cases			
Home		>>> >>	Page 1 of 6 (51 total records) > >> >		
Search Video	Details	Display Name	Case Number	Subject	Incident Date 🔻	Status
Manage Cases User Help	1	MVA on Rt. 80			11/01/2018	
▼ Bookmarks	i 👔 👘	Auto theft			10/02/2018	
L3 MVI	1	House Fire	123		08/03/2018	
Online Support		Incident on Rt. 46	2018-000965		02/12/2018	
 User Preferences Administration 	•	Motor Vehicle Accident on Rt. 78	1234567	joe	01/03/2018	
Administration Action	1	Quick Check Robbery			01/02/2018	
New Case	•	Domestic			07/12/2017	
New Search	i	Residential break-in	20-9834008	Multiple	03/02/2017	
Back to Case	•	First Degree Assault	09-776345	169_000000003	03/01/2017	
	(1)	Dean Park Assalt	2016-000456	Multiple	11/16/2016	

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: Case Number?

– OR –

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: Cese Number &



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 same options from the Action column.

Mobile-Vision, Inc.		mvadmin is logged in. Loqout
Home Menu ome earch Video lanage Cases	Precinct System Security Video/Case Modules DVD Videos Cases	
ser Help	Notations Race Types Subject Types	
Bookmarks	Case Notations	
3 MVI	Rege 1 of 1 (12 total records)	
nline Support	Notation 🛦	Status
User Preferences	Altercation	Enabled
Administration	Bench Warrant	Enabled
stem Setup	BOLO	Enabled
stem Status	Deactivation request denial	Enabled
late Server	DUI	Enabled
nage Users	Image of a child	Enabled
Action	Police Computer Screen	Enabled
	Protected location	Enabled
ete	Special Ops Event	Enabled
ete	Substance Abuse Treatment	Enabled
		Enabled
	Victim of Criminal Offense	Enabled



DVD File Formats—A Side-by-Side Comparison

Depending on your permissions, there are several file formats that may be available to you: *Data DVD*, *Consumer DVD*, *Interchange Format*, and *Uncompressed Format*. Each of these formats has advantages and disadvantages, as outlined below.

FOIA Redacted Format					
Interchange Format					
Consumer DVD					
Data DVD]				
Uncompressed format					
Play on a consumer DVD player connected to a TV			×		
Play on a PC	✓*	✓	∕*	</td <td>✓*</td>	✓*
Import into third-party applications	✓		×	√	√
Edit	✓			√	~
Tamper proof		✓			
Advance to 'Trace Point" placemarkers	✓	✓			
View user metadata attached to videos	✓	✓			
View media files attached to cases	✓	✓			
View Chain of Custody Report	✓	✓		×	✓
View 'Record Triggers'	✓	✓			
View GPS coordinates (permissions required)	✓	✓			
View vehicle speed (permissions required)	✓	✓			
View braking information	✓	✓			
View radar information	✓	✓			
View in Google Maps	✓	✓			
Show both front and rear camera views	✓	✓			
Include up to two audio streams per video			×	×	✓
Include up to three audio streams per video	✓	✓			
Play on a Macintosh			✓*	✓*	∕*
Redact view prior to exporting					✓
Convert QBX files to MP4 and DV files	✓				

Special software required, such as Power DVD.



Generating a DVR Login Key for an Officer

When more than one officer uses the same patrol car, you need a way to identify each officer to the Flashback DVR at the beginning of each shift so that their videos will be linked to them. That is what the DVR Login Key is used for. It is simply a file that contains an officer's user information. You copy this file from DEA Precinct to a USB flash drive, then the officer inserts the flash drive in the Flashback's USB port and logs in at the beginning of each shift.

Officers can generate this file themselves, as described in chapter 1 of the *DEA Precinct Officer's Guide*, or you can create it for them, as described in this section.

You typically need to perform this procedure only *once* at system startup.

- 1 Insert the officer's USB Login Key in one of your PC's USB ports.
- **2** Go to **V** Administration and click **Manage Users**. The Manage Users page displays.

		MANAGE USE	RS	
Mobile-Vision, Inc.			mvz	admin is logged in. Logout
▼ Home Menu		Users		
Home	K	Page 1 of 5 (43 total records)	> >> >	
Search Video	Display Name 🔺	User Login	User Role	Status
Manage Cases	0			Enabled 🔽 🥝
User Help	*1 Leo@17:22:18	AUTO-250914.172218	Officer	Enabled
Bookmarks	admin	admin	Administrator	Enabled
L3 MVI	Andy	Andy	Supervisor Lvl 1	Enabled
Online Support	Detective	Detective	Interview-Detectives	Enabled
 User Preferences 	Gisela Perla	giselap	Administrator	Enabled
Administration	Greg Lipton	Glipton	Display Only - Case	Enabled
System Setup	Jmabry	jmabry	Administrator	Enabled
System Status	Lieutenant James	djames	Supervisor Lvl 1	Enabled
Update Server Manage Users	Lieutenant Powers	JPowers	Supervisor Lvl 1	Enabled
Action	Lieutenant Rogers	mzadmin	Supervisor Lvl 2	Enabled
New User Edit Delete Generate Key				

- **3** Locate the user for which you wish to generate a DVR login key. If necessary, review "Searching for a User" in chapter 9.
- 4 Click on the user record to highlight it.
- 5 Go to the Action column and click Generate Key. A Windows message displays.



6 Select Save As from the Save drop-down list. The Save As window displays.



🕺 Save As					×
🔾 🔰 🔸 Libraries 🕶 Documents 🕶 Invincea D	ownloads - Temp	▼ 60 1	Search Temp		<u> </u>
Organize 🔻 New folder				H • 🕐)
🔆 Favorites	Documents library		Arrange by:	Folder 🔻	
), Downloads	Name			1	Date
_		No items match your search.			
Documents					
Music					
E Pictures					
Videos					
_					
P Computer					
🚣 Local Disk (C:) 🕶 Private (H:)					
Private (n:)	-] - [Þ
File name: userid.dat				1	ਹ∣
Save as type: DAT File (*.dat)					=
Sale as Short Istuation (1996)					- 1
Hide Folders			Save	Cancel	

- 7 Navigate to the USB drive.
- 8 Click Save. The system copies the login file to the USB drive.
- **9** Remove the USB key from your PC and give it to the appropriate officer. He can then use it to login to any Flashback DVR. For more information, see "Logging into a DVR Using Your USB Login Key" in your Flashback User's Guide.

Using the Online Help System

DEA comes with a searchable online help system that provides you with the same how-to steps and definitions that are covered in this manual. To access Help, go to V Home Menu and click User Help.

Mobile-Vision, Inc.			WELCOME HOME Your last login was on: 07/25/2014 08:42:53	mvadmin is logged in. Logo
▼ Home Menu	Message Board			
Home Search Video) My Messages) All Messages		
Manage Cases			Inbox Messages	
Jser Help	Date	State	Message Text	Actions
7 Bookmarks	07/25/2014 08:59	Queued	Please restore Case 'MVA on Rt 46' to an online status.	S 0 X
.3 MVI Online Support	07/24/2014 08:25	Completed	Server Update to build number 3.7-16052 was successfully completed.	×
 User Preferences 	06/23/2014 15:28	Completed	Please restart flashback server to complete module installation.	×
 Administration 	05/27/2014 12:16	Completed	Flush request for Precinct 'DEA Precinct'.	×
Action			Sent Messages	
Manage Requests	Date	State	Message Text	Actions
	07/25/2014 08:59	Queued	Please restore Case 'MVA on Rt 46' to an online status.	> 0 K

This



The Help Contents page displays.

📁 Contents 👔 Index 🛛 👰 Se	arch 🙀 Glossary 🕵 Print - Search - 🦉
	Home > Introduction
Introduction Videos	Introduction
 DVDs Cases DVRs 	Digital Evidence Series (DES) is the companion software for Flashback, an in-car digital video recorder sold by Mobile-Vision. DES allows you to search for and view the video files recorded by your Flashback and <u>Body Worn</u> cameras. You can also <u>export</u> and burn selected videos to DVD or Blu-Ray disc.
 Backup PCs Utilities Security Users 	DES 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 <i>Internet Explorer</i> or <i>Mozilla Firefox</i> to access DES. Any differences between Flashback, <u>BodyVISION</u> , <u>BWX-100</u> , and <u>VIEVU</u> DVRs are clearly noted in this help system. For additional information on your particular DVR, refer to that DVR's User's Guide, which is available for download from our Online Support Center (see <i>Online Support</i> link under the Bookmarks menu option).
	The Video Lifecycle User Roles Permissions Changing Your Password DES Home Page Software Navigation Generating a DVR Login Key for Yourself Generating a DVR Login Key for Another Officer Interview Room DVD File Formats—A Side-by-Side Comparison

To search the topical index, click the **Index** tab.

2

Videos

This chapter describes how to search for, display, view, and/or download Flashback videos, Body Worn^{*} videos, and Body Worn still images or "snapshots". It also describes how to update and maintain those system settings that relate to videos, such as video categories and notations.

The Flashback videos that an officer captures during each shift are automatically transmitted to the Precinct server whenever his vehicle comes within range of an *access point* (see Glossary for definition). Body Worn videos and snapshots, on the other hand, upload to the Precinct server after an officer places the Body Worn camera in a docking station that's connected to the Precinct server. During the next server-to-server communication, those videos and/or snapshot files then transmit to the Agency server. Once a video or snapshot file resides on the Agency server, you can access it by logging into the DEA Agency application from your PC workstation.

Video viewing privileges are associated with User IDs. When you create a User ID for a user, you set his viewing privileges to either *private* or *public*. If his viewing privileges are *private*, the only users who can view and/or notate his files are he and users with *edit* permissions. If his viewing privileges are *public*, any DEA user can *view* his files, but only he and users with *edit* permissions can *notate* them.

Unless otherwise noted, all video procedures described in this chapter apply to both videos and Body Worn snapshots. For brevity, the term "video" is used to apply to both file types.

For more information, see:

- □ Searching for Videos, next page
- □ Viewing Video Search Results, page 29
- □ Displaying a Video, page 33
- Displaying a Snapshot, page 47
- □ Playing a Video, page 52
- □ Exporting a Video Frame, page 62
- Generating a Chain of Custody Report for a Media File, page 65
- □ Reactivating an Offline Video, page 67
- Downloading Video Files to Your PC, page 73
- □ Exporting a Snapshot, page 92
- □ Viewing a Video's Logs, page 96
- □ Viewing a Snapshot's Logs, page 98
- □ Maintaining User Metadata, page 101
- □ Video Notations, page 108 (Continued)

Includes BodyVISION and BWX-100 cameras



- □ Updating Viewing Options, page 119
- □ Video Categories, page 125
- □ Installing the UMD Editor on an Officer's Mobile Data Computer, page 131
- □ Exporting Video Activity to a Spreadsheet, page 134
- □ Flashback File Converter, page 136
- □ Installing the Windows Codec Utility for Flashback1 Videos, page 143
- □ Manually Installing the VIEVU Drivers, page 146
- □ Manually Installing the Flashback Player, page 148
- □ Body Worn Viewing Requests, page 152
- □ Keeping Offline Video Records on the Server, page 172
- Generating the Purged Videos Report, page 174
- □ Customizing the Search Results Page, page 176.

Searching for Videos

You can search for videos by a number of different criteria. DEA Agency provides you with two search methods: *basic* and *advanced*.

Search Method	Used to search for video by some or all of this criteria
Basic	 Date DVR System ID Owner Precinct Category
Advanced	 After Date Before Date DVR DVR Type System ID Body Worn Mode Category Owner Precinct Status Tagged Record Trigger Latitude Longitude Incident number Speed Greater Than UMD



For specific instructions, see:

- □ Performing a Basic Video Search, below
- □ Performing an Advanced Video Search, page 25.

Performing a Basic Video Search

This section describes how to search for a video by the following criteria: *date*, *DVR*, *System ID*, *owner*, and/or *category*.

1 Go to **V** Home Menu and click **Search Video**. The Search Video page displays.

		SEARCH V	IDEO		
Mobile-Vision, Inc.				mvadmin is logged in.	Logout
▼ Home Menu	Media Informatio				
Home	Media mormation				
Search Video	Date:		DVR:	✓ Ø	
Manage Cases	System ID:	0	Owner:	✓ @	
User Help	Precinct:	~ ⊘	Category:	~ ⊘	
▼ Bookmarks					
L3 MVI					
Online Support					
► User Preferences					
► Administration					
Action					
Search					
Advanced Search					
Clear					

- 2 Look under the Action column. If the **Basic Search** option displays, click on it. Otherwise proceed to the next step.
- **3** Enter/select the field values you wish to search on, as described below.

Basic Search Form						
Search Field	Description					
Date	Limits your search to those videos that began recording on this date. Select this date from the calendar popup OR enter directly in mm/dd/yyyy format.					
DVR	Limits your search to those videos that were captured by this DVR unit. For more information, see <i>DVR Name</i> in the table on page 35. <i>Select this value from the drop-down list</i> .					
System ID	Limits your search to a video in which the System ID (also termed <i>System Video Number</i>) is equal to this value. For more information, see <i>System ID</i> in the table on page 35.					

(Continued)

his



	Basic Search Form (cont'd)
Search Field	Description
Owner	Limits your search to those videos that are owned by this of- ficer. For more information field, see <i>Owner</i> in the table on page 35. <i>Select this value from the drop-down list</i> .
Precinct	Limits your search to those videos that originated from this Precinct. <i>Select this value from the drop-down list</i> .
Category	Limits your search to those videos that fall within this cate- gory. For more information, see <i>Category</i> in the table on page 36. <i>Select this value from the drop-down list</i> .
	Available Actions
Action	Description
Search	Execute your search.
Advanced Search/ Basic Search	Toggle back and forth between the Basic Search form and Advanced Search form. For more information, see "Perform- ing an Advanced Video Search" on page 25.
Clear	Remove all entries and selections from the Search form.
Previous Results	Return to the Video Search Results page, if applicable. If you have not performed a search since you logged on, this action will not display.
Back to Video	Display the Video Details of the last video you viewed or played. If you have not viewed or played a video since you logged on, this action will not display.
Back to Case	Display the Case Details of the last case you viewed. If you have not viewed a case since you logged on, this action will not display.

4 Go to the Action column and click **Search**. All videos that match your selection criteria display on the Video Search Results page.

Mobile-Vision, Inc.								mvadmin is logge	ed in. <u>Loqout</u>
▼ Home Menu					Vi	deos			
Home				K << <	Page 1 of 3 (17	total record	ls) 🔰 💓 🔍		
Search Video	Details	Play	Owner	DVR Name	Precinct	Duration	Category	Video Start 🔻	Notes
Manage Cases User Help	•		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	DEA Precinct	19 min	00-Unclassified-90 Days	03/08/2016 16:54	
 Bookmarks L3 MVI Online Support 	1		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	DEA Precinct	22 min	00-Unclassified-90 Days	03/08/2016 16:32	~
► User Preferences ► Administration	•	12	*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	DEA Precinct	22 min	00-Unclassified-90 Days	03/08/2016 16:10	 1
Action lew Search	•		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	DEA Precinct	22 min	00-Unclassified-90 Days	03/08/2016 15:48	
xport ack to Video	•	Mar and	*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	DEA Precinct	22 min	00-Unclassified-90 Days	03/08/2016 15:25	
	•		*1 ONFB3@21:03:10	*1 FB3@21:11:10	DEA Precinct	3 min	00-Unclassified-90 Days	01/15/2016 15:10	=1-------------

The previous example shows the default columns for the Video Search Results page. If desired, your agency can customize this screen, as described in "Customizing the Video Search Results Page" on page 176.

By default, videos are sorted chronologically by the video's start date/time. To sort the results differently, proceed to the next step. Otherwise skip to step 6.

5 Go to the column heading you wish to sort by^{*}:

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

-OR -

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

6 If necessary, use the navigation buttons at the top of the video list to scroll through the search results.

К«<>>>>

- 7 To further narrow your selection results, proceed to the next step. Otherwise skip to step 10.
- 8 Click the Quick Search icon at the top of the Videos list. A row of search fields displays.

^{*} You can sort on all columns except Duration, Notes, and Incident #



			V	IDEO SEAR	сн ке	SUL	LTS		
Mobile-Vision, Inc							mvad	min is logged in. Lo	gout
▼ Home Menu					Video	s			
Home				K << <	Page 1 of 3 (17 tota	I records	> >> > = = = = = = = = = = = = = = = =		
Search Video	Details	Play	Owner	DVR Name	Precinct	Duration	Category	Video Start 🔻	Notes
Manage Cases			~	×	~]			
User Help ▼ Bookmarks	۲		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	DEA Precinct	19 min	00-Unclassified-90 Days	03/08/2016 16:54	6
L3 MVI Online Support	•		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	DEA Precinct	22 min	00-Unclassified-90 Days	03/08/2016 16:32	<u></u> 6
 User Preferences Administration 	۲		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	DEA Precinct	22 min	00-Unclassified-90 Days	03/08/2016 16:10	
Action New Search	•		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	DEA Precinct	22 min	00-Unclassified-90 Days	03/08/2016 15:48	
Export Back to Video	1	No. 10	*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	DEA Precinct	22 min	00-Unclassified-90 Days	03/08/2016 15:25	 -
	•	ben A	*1 ONFB3@21:03:10	*1 FB3@21:11:10	DEA Precinct	3 min	00-Unclassified-90 Days	01/15/2016 15:10	

These fields are described in the table on page 30.

9 Using the search fields provided, select additional search criteria. The system automatically narrows the video list to those videos that match your newly entered criteria.

For a detailed description of the components on this page, see "Viewing Video Search Results" on page 29.

To view a video's details, click the Details icon to the left of the video. The Video Details page displays.

		Vid	EO DETAI	ILS	
Mobile-Vision, Inc.					mvadmin is logged in. Logout
▼ Home Menu Home	Status: Online Video Logs	UMD			
Search Video Manage Cases		System ID:	320	Incident#:	
User Help		Owner:	Officer Ostrum	Ingest Date:	10/04/2016 12:25
▼ Bookmarks	all sounds which there	DVR Officer Name:	No Name	Record Trigger:	Record Button
L3 MVI Online Support		DVR Name:	*1 FBHD@12:10:43	Video Start:	10/04/2016 08:58
► User Preferences		DVR Type:	Vehicle	Video End:	10/04/2016 09:00
 Administration 		Category:	Arrest	Duration (minutes):	1
Action				Purge Date:	
Play				Maximum Speed:	44
Export					
Add To Case		Assigned To Case(s	s):		Video Notation(s);
Chain of Custody					
Previous Results					

For a detailed description of the components on this page, see the table beginning on page 35.



Performing an Advanced Video Search

This section describes how to search for a video by one or more of the following criteria:

- □ After Date
- Before DateDVD
- DVR
- DVR Type
- $\square \quad Body Worn Mode^*$
- □ System ID
- □ Owner
- Precinct
- □ Category

- □ Tagged
- StatusRecord Trigger
- □ Latitude
- □ Longitude
- □ Incident #
- □ Speed Greater Than
- □ UMD
- **1** Go to **▼** Home Menu and click **Search Video**. The Search Video page displays, as pictured below.
- 2 Look under the Action column. If the Advanced Search option displays, click on it. Otherwise proceed to the next step.

View Interview		SEARCH VIDEO
Home Search Basic Search	Mobile-Vision, Inc.	mvadmin is logged in. Logout
Search Video After Date: Im @ Before Date: Im @ Manage Cases User Help VR: V DVR Type: V System ID: V Owner: V V System ID: V Owner: V V Category: V V Precinct: V V Is MVI Online Support Status: V Record Trigger: V V Administration Longitude: V Speed Greater Than: V V UMD: V Search Basic Search VMD: VMD: V V V V	▼ Home Menu	Media Information
Wanage Cases User Help V Bookmarks L3 MVI Online Support V User Preferences Administration Longitude: Action Search Basic Search		After Date: Before Date:
User Help System ID: Owner: Image: Category:		
Y Bookmarks L3 MVI Online Support > User Preferences ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	-	
L3 MVI Status: Image: Ima	▼ Bookmarks	
Online Support Latitude: Q Record Trigger: V > Administration Longitude: Q Speed Greater Than: Q Action Incident #: Q UMD: Q Basic Search Search Search Search Search	L3 MVI	
> User Preferences > Administration Action Search Basic Search	Online Support	
Administration Action Search Basic Search	 User Preferences 	
Action Search Basic Search	 Administration 	
Search Basic Search	Action	Incident #: VMD: V
Clear	Basic Search	
	Clear	

3 Enter/select the field values you wish to search on, as described on the next page.

Only displays if you select a DVR Type value of Body Worn



	Advanced Search Form
Search Field	Description
After Date	Limits your search to those videos that began recording after this date. To search for a date <i>range</i> , use this field in combination with the <i>Before Date</i> field. <i>Select this date</i> <i>from the calendar popup OR enter directly in mm/dd/yyyy</i> <i>format.</i>
Before Date	Limits your search to those videos that began recording before this date. To search for a date <i>range</i> , use this field in combination with the <i>After Date</i> field. <i>Select this date from</i> <i>the calendar popup OR enter directly in mm/dd/yyyy format</i> .
DVR	Limits your search to those videos that were captured by this DVR unit. For more information, see <i>DVR Name</i> in the table on page 35. <i>Select this value from the drop-down list</i> .
DVR Type	 Limits your search to those videos that were captured by one of these DVR types: <i>Vehicle</i>. A DVR that is installed inside a vehicle, such as a police cruiser. <i>Body Worn</i>. A <i>Body</i>VISION or BWX-100 Body Worn camera. <i>VieVu</i>. A VIEVU Body Worn camera. <i>Select this value from the drop-down list</i>.
Body Worn Mode	Limits your search to <i>Body</i> VISION and BWX-100 videos, snapshots, or both. This field will only display if you select a <i>DVR Type</i> of Body Worn . <i>Select this value from the drop-</i> <i>down list</i> .
System ID	Limits your search to a video in which the System ID is equal to this value. For more information, see <i>System ID</i> in the table on page 35.
Owner	Limits your search to those videos that are owned by this officer. For more information, see <i>Owner</i> in the table on page 35. <i>Select this value from the drop-down list</i> .
Precinct	Limits your search to those videos that originated from this Precinct. <i>Select this value from the drop-down list</i> .
Category	Limits your search to those videos that fall within this cate- gory. For more information, see <i>Category</i> in the table on page 36. <i>Select this value from the drop-down list</i> .
Tagged	Limits your search to those videos that are either tagged or not tagged. <i>Select this value from the drop-down list</i> .
Status	Limits your search to those videos with a status of either <i>online</i> or <i>offline</i> . If a video is <i>online</i> , it means that it is still <i>(Continued)</i>



	Advanced Search Form (cont'd)
Search Field	Description
Status (cont'd)	stored on the Agency server and you can play it directly off of the server. If a video is <i>offline</i> , it means that it has been purged from the Agency server due to its age, category, and/ or other system settings. You can still view that video's thumbnail image and statistics, but not the video itself. <i>Select this value from the drop-down list.</i>
Record Trigger	Limits your search to those videos with this record trigger. For a list of record triggers, see <i>Record Trigger</i> in the table on page 38. <i>Select this value from the drop-down list</i> .
Latitude	Limits your search to those videos in which the latitudinal coordinate contains this text. <i>Must be used in conjunction with the 'Longitude' field.</i> The <i>Player Display GPS</i> permission is required to search on this field.
Longitude	Limits your search to those videos in which the longitudinal coordinate contains this text. <i>Must be used in conjunction with the 'Latitude' field.</i> The <i>Player Display GPS</i> permission is required to search on this field.
Incident #	Limits your search to those videos in which the Incident number contains these digits.
Speed Greater Than	Limits your search to those videos whose recorded maxi- mum vehicle speed during a recording was greater than this value. The <i>Player Display Speed</i> permission is required to search on this field.
UMD	Limits your search to videos that contain this user metadata. For more information, see "Maintaining User Metadata" on page 101.
	Available Actions
Action	Description
Search	Execute your search.
Basic Search/ Advanced Search	Toggle back and forth between the Advanced Search form and Basic Search form. For more information, see "Performing a Basic Video Search" on page 21.
Clear	Remove all entries and selections from the Search form.
Previous Results	Return to the previous Video Search Results page, if applicable. If you have not performed a search since you logged on, this action will not display.
Back to Video	Display the Video Details page for the last video you viewed or played. If you have not viewed or played a video since you logged on, this action will not display.



	Advanced Search Form (cont'd)
Search Field	Description
Back to Case	Display the Case Details of the last case you viewed. If you have not viewed a case since you logged on, this action will not display.

4 Go to the Action column and click **Search**. All videos that match your selection criteria display on the Video Search Results page.

Mobile-Vision, Inc.			VID	eo Sea	RCH]	Resi	ULTS	mvadmin is logge	ed in. <u>Loqout</u>
▼ Home Menu					Vi	ideos			
Home				K K K	Page 1 of 3 (17	total record	is) 🔰 💓 🔍		
Search Video	Details	Play	Owner	DVR Name	Precinct	Duration	Category	Video Start 🔻	Notes
Manage Cases User Help	•		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	DEA Precinct	19 min	00-Unclassified-90 Days	03/08/2016 16:54	
Bookmarks L3 MVI Online Support	•		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	DEA Precinct	22 min	00-Unclassified-90 Days	03/08/2016 16:32	
 User Preferences Administration 	•		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	DEA Precinct	22 min	00-Unclassified-90 Days	03/08/2016 16:10	
Action New Search	1		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	DEA Precinct	22 min	00-Unclassified-90 Days	03/08/2016 15:48	
Export Back to Video	•	Han and	*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	DEA Precinct	22 min	00-Unclassified-90 Days	03/08/2016 15:25	
	•		*1 ONFB3@21:03:10	*1 FB3@21:11:10	DEA Precinct	3 min	00-Unclassified-90 Days	01/15/2016 15:10	-M -

The example above shows the default columns for the Video Search Results page. If desired, your agency can customize this screen, as described in "Customizing the Video Search Results Page" on page 176.

For a detailed description of the components on this page, see the next section, "Viewing Video Search Results."

By default, videos are sorted chronologically by the video's start date/time. To sort the results differently, proceed to the next step. Otherwise skip to step 6.

5 Go to the column heading you wish to sort by^{*}:

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

– OR –

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

^{*} You can sort on all columns except *Duration, Notes,* and *Incident* #



6 If necessary, use the navigation buttons at the top of the video list to scroll through the search results.

K << < > >> >

To view a video's details, click the Details icon to the left of that video. The Video Details page displays.

		VID	EO DETA	ILS	
Mobile-Vision, Inc.					mvadmin is logged in. Logout
▼ Home Menu Home	Status: Online	Video Logs UMD			
Search Video		System ID:	320	Incident#:	
Manage Cases User Help				Ingest Date:	10/04/2016 12:25
7 Bookmarks	en sourt inter	DVR Officer Name:			Record Button
.3 MVI		Contraction of the local division of the loc	*1 FBHD@12:10:43		10/04/2016 08:58
Online Support	and the second s				10/04/2016 09:00
 User Preferences 	and the second	DVR Type:			
 Administration 		Category:	Arrest	Duration (minutes):	1
Action				Purge Date:	
lay				Maximum Speed:	44
Export					
Add To Case		Assigned To Case(s):		Video Notation(s):
Chain of Custody					naco notazon(o).
Previous Results					

For a detailed description of the components on this page, see the table on page 35.

Viewing Video Search Results

This section describes the various components on the Video Search Results page. This page displays after you execute a search, as described in "Performing a Basic Video Search" on page 21 and "Performing an Advanced Video Search" on page 25.

The Video Search Results page consists of a table with information about each video. The total number of videos included in your search results displays at the top of the results list, as pictured on the previous page—*Page 1 of 3 (17 total records)*.

The example on the previous page shows the default columns for the Video Search Results page. If desired, your agency can customize this screen, as described in "Customizing the Video Search Results Page" on page 176.

The other components of the Video Search Results page are described in the table on the next page.



	Navigation Buttons
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.
КУ	First Page/Last Page. Used to advance to the first page or last page of the search results, respectively.

If the navigation buttons are grayed out, it indicates that there is only one page of search results.

	Quick Search Icon [*]
٩	A toggle switch used to display or collapse a row of search fields. You can use these fields to further narrow your search results (i.e., perform a "search within a search"). See <i>Quick Search</i> <i>Fields</i> below.
	This icon only displays after you perform a <i>Basic</i> search.
	Quick Search Fields [*]
Search Field	Description
Owner	Limits your search to those videos that are owned by a particular officer. For more information, see <i>Owner</i> in the table on page 35. <i>Select this value from the drop-down list.</i>
DVR Name	Limits your search to those videos that were recorded by a specific DVR unit. For more information, see <i>DVR Name</i> in the table on page 35. <i>Select this value from the drop-down list</i> .
Category	Limits your search to those videos that fall within a selected category. For more information, see <i>Category</i> in the table on page 36. <i>Select this value from the drop-down list</i> .
Video Start	Limits your search to those videos that began recording on a spec- ified date. Select this date from the calendar popup OR enter directly in mm/dd/yyyy format.

Basic Search only.



	Default Video Information
Column	Description
Details	The View Video Details icon; displays the Video Details page.
Play	A thumbnail image of the video. Used to launch the Flashback Player and watch the video (online videos only) or display a larger view of the <i>Body</i> VISION or BWX-100 snapshot.
Owner	The name of the officer who owns this video. For more infor- mation, see <i>Owner</i> in the table on page 35.
DVR Name	The name of the DVR unit on which this video was recorded. For more information, see <i>DVR Name</i> in the table on page 35.
Precinct	The Precinct server from which this video originated.
Duration	The video's length, in minutes. If the word "Image" displays in this field rather than a number, it indicates that this record is a <i>Body</i> VISION or BWX-100 snapshot.
Category	The category assigned to this video. For more information, see <i>Category</i> in the table on page 36.
Video Start	The date and time at which this video began recording. Displays in mm/dd/yyyy hh:mm format.
Notes	Status icons used to provide details on each video.
	The video file has been tagged by a DEA Precinct user.
	The video file is <i>online</i> .
	The video file is <i>offline</i> and has not been backed up to an archive disc.
	The video file is part <i>online</i> and part <i>offline</i> . This typically means that the video's metadata has transferred from a Precinct server to the Agency server, but the video itself has not transferred yet. In this case, you will usually be able to view the video the following day after night processing has occurred.
	The video file has been burned to an archive disc.
	The video is being burned to an archive disc
	The video file belongs to a video group. For more information, see "Viewing a Video's Group Information" on page 42.
	The video file is assigned to a case. For more infor- mation on cases and how they are used in DEA Agency, see chapter 4.
	The video record includes one or more snapshot still images. <i>Applies to Body Worn videos only</i> .



Custom Video Information

If your agency has chosen to customize the Video list, some of the following columns may also appear.

umns may also a	ppear.
Column	Description
System ID	The unique identification number that the system assigned to this video.
DVR Officer Name	The name of the officer who was logged into the DVR at the time this video was recorded. This person may or may not be the same as the video <i>Owner</i> . If no one was logged into the DVR at the time of the recording, the system will assign a default DVR Officer Name of *1 No name@[time at which default officer name was created].
DVR Type	 The type of DVR that captured this video: <i>Vehicle</i>. A Flashback DVR that is installed inside a vehicle, such as a police cruiser. <i>Interview Room</i>. A Flashback DVR that is installed inside a precinct interview room. This type of DVR is used in conjunction with the optional <i>Interview Room</i> module. <i>Body Worn</i>. A <i>Body</i>VISION or BWX-100 Body Worn camera. <i>VieVu</i>. A VIEVU Body Worn camera.
Incident #	The agency incident number associated with this video.
Ingest Date	The date and time at which this video file transmitted to the server from the DVR unit. Displays in mm/dd/yyyy hh:mm format.
Record Trigger	The event that caused your Flashback DVR to start recording. For a list of record triggers, see page 38.
Video End	The date and time at which this video stopped recording. Displays in mm/dd/yyyy hh:mm format.
	Available Actions
Action	Description
New Search	Return to the Search Video page and clear the search form.
Export	Select videos to download and/or burn to DVD. For more infor- mation, see chapter 3, DVDs, and/or "Downloading Video Files to Your PC" on page 73.
Back to Video	Return to the last video you viewed or played. If you have not viewed or played a video since you logged on, this action will not display.
Back to Case	Return to the last case you viewed. If you have not viewed a case since you logged on, this action will not display.



Displaying a Video

This section describes how to view the Details page for a selected video. Typically, you have access to *your* videos and any *public* videos. If you have the *Edit All Data* and/or *Edit Private Data* permissions, you will have access to other videos as well.

For instructions on displaying a *Body*VISION or BWX-100 snapshot file, see "Displaying a Snapshot" on page 47 instead.

 Perform a basic or advanced search, as described in "Searching for Videos" on page 20. The Video Search Results page displays.

Mobile-Vision, Inc.			VID	EO S EA	rch]	Resu	ULTS	mvadmin is logge	d in. <u>Loqout</u>
▼ Home Menu					Vi	deos			
Home				K << <	Page 1 of 3 (17	total record	ls) >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>		
Search Video	Details	Play	Owner	DVR Name	Precinct	Duration	Category	Video Start 🔻	Notes
Manage Cases User Help V Bookmarks	•		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	DEA Precinct	19 min	00-Unclassified-90 Days	03/08/2016 16:54	
Contine Support	1		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	DEA Precinct	22 min	00-Unclassified-90 Days	03/08/2016 16:32	
 User Preferences Administration 	•		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	DEA Precinct	22 min	00-Unclassified-90 Days	03/08/2016 16:10	
Action New Search	1		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	DEA Precinct	22 min	00-Unclassified-90 Days	03/08/2016 15:48	
Export Back to Video	•	Mar Anthenia	*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	DEA Precinct	22 min	00-Unclassified-90 Days	03/08/2016 15:25	
	•		*1 ONFB3@21:03:10	*1 FB3@21:11:10	DEA Precinct	3 min	00-Unclassified-90 Days	01/15/2016 15:10	E2

Click the Details icon to the left of the video you wish to view. The Video Details page displays.



	Mobile-Vision, Inc.		Video D	ETAILS		mvadmin is logged in. Loqout
ample Flashback	▼ Home Menu Home	Status: Online Video Logs	Group Detail U	MD		
Record	Search Video Manage Cases User Help V Bookmarks L3 MVI Online Support		DVR Officer Name: DVR Name:	28 ON FBHD ON FBHD FBHD Vehicle	Record Trigger: L Video Start: 0	2/24/2017 22:18 ights 2/24/2017 15:53 2/24/2017 17:22
	User Preferences Administration Action Play Export			No Citation	Duration (minutes): 1 Purge Date: Maximum Speed: 4	07
This section only	Add To Case Chain of Custody		Assigned To Case(s):			Video Notation(s):
splays for longer	Previous Results			Video Group		
that the system —			Video Start: Duration (minutes):	02/24/2017 15:53	Video E Total Number Vid	End: 02/24/2017 17:22
s subdivided into wo or more files						
	Mobile-Vision, Inc.		Video E	ETAILS	Sergeant La	rkin is logged in. Loqout
	Mobile-Vision, Inc.	Status: Online Snapsho		ETAILS	Sergeant La	rkin is logged in. Logout

The information on the Video Details page is described in the following table.



	Status Tab
Field	Description
System ID	The unique identification number that the system assigned to this video.
Owner	The name of the officer who owns this video. By default, the owner of a video file is the officer who was logged into the DVR unit during the recording.
	If an owner name starts with *1 , it means that it was auto- created by the system. There are two scenarios in which the system will auto-create an owner:
	 An officer logs into a DVR using a User ID that does not reside on the Precinct server. After DVR-to-precinct trans- mission occurs, the system recognizes that the User ID does not match any existing records in the database, and so it creates a new owner name using the following naming con- vention: *1 [DVR login name] @ [date/time]. This name will display in the video's <i>Owner</i> field. Note: When officers login to Flashback DVRs using a DVR Login Key, it elimi- nates the possibility of typos, thus reducing the number of *1 Owners that are auto-created by the system. The Record feature on the DVR is activated when no officer is logged into or assigned to the DVR. In this instance, the system will assign a default owner of *1 No Name@ [time at which default officer name was created] to any videos that were recorded during that session.
DVR Officer Name	The name of the officer who was logged into or assigned to the DVR at the time this video was recorded. This person may or may not be the same as the video <i>Owner</i> . If no one was logged into or assigned to the DVR at the time of the recording, the system will assign a default DVR Officer Name of *1 No name@[time at which default officer name was created].
DVR Name	The name of the DVR unit that recorded this video. Flashback DVRs are typically associated with a vehicle, such as a police cruiser (e.g., unit 146). If your agency is using the <i>Interview</i> <i>Room</i> module, a Flashback DVR may also be associated with an interview room. If the DVR is a <i>Flashback</i> , Vehicle or Interview Room will display here. If the DVR is a <i>VIEVU</i> , VieVu will display. If the DVR is a <i>Body</i> VISION or <i>BWX-100</i> , Body Worn will display. If the DVR is <i>newly discovered</i> and has a name that is identical to an existing DVR on the server, the system will give the newly discovered DVR a suffix of @[DVR serial number].
	(<i>Continued</i>)



	Status Tab (cont'd)					
Field	Description					
DVR Name (cont'd)	When you see this naming convention, it means that there is a potential conflict between a new and existing DVR record. To resolve such a conflict, see "Resolving Naming Conflicts" in chapter 5. Some DVR records are entered by your SIS or System Administrator (typical), and some are created automatically by the system.					
DVR Type	 The type of DVR that captured this video: <i>Vehicle</i>. A Flashback DVR that is installed inside a vehicle, such as a police cruiser. <i>Body Worn</i>. A <i>Body</i>VISION or BWX-100 Body Worn camera. <i>VieVu</i>. A VIEVU Body Worn camera. <i>Select this value from the drop-down list</i>. 					
Category	The category assigned to this video. A Flashback video's category determines the order in which it transmits to the Precinct server. Flashback videos will transmit in the order in which they are listed on the Categories tab, as pictured below. Precinct System Security Video/Case Modules DVD Videos Categories Total records) DVD Total records) DVD Videos Categories Notations Columns Categories Notations Columns Videos Categories Notations Columns Categories Notations Columns Videos Categories Notations Columns Columns Notations Columns Videos Categories Notations Columns Notations Description Notations Notations Notation Categories Notations Notations Notations Notations Notations Notations Notation Categories Notations Notations Notations Notations Notations Notations Notation Categories Notations Secure Enabled Enabled Enabled Notations Notations Notations </td					

Page | 36

	Status Tab (cont'd)
Field	Description
Category (cont'd)	 <i>Card Format</i>. An officer began formatting the DVR's SD card (Flashback3/FlashbackHD) or CF card (Flashback2) in the middle of a recording session (highly unlikely scenario). <i>Corrupt QBX</i>. The system detected a possible file corruption in a Flashback2, Flashback3, or FlashbackHD video (highly unlikely scenario). <i>Crash Battery Died</i>. The CrashBat battery failed during an in-car Flashback recording session. The CrashBat is an optional piece of hardware used to trigger the RECORD function when a car crash occurs. <i>Aggressive Driving</i>. The optional "Aggressive Driving" addon detected aggressive driving in the officer's vehicle during an in-car Flashback recording session. The Aggressive Driving module includes both a hardware and firmware component. If you are interested in purchasing this product, please contact Mobile-Vision Sales at 800-336-8475.
	The default video categories that you can assign to a video are: No Citation, Citation, Search, Arrest, Other $1-5$. You have the option of customizing these default category names to meet your agency's needs, as described in "Maintaining Video Categories" on page 125.
	The following categories are assigned automatically by the system:
	 Background Mode. A Flashback recording session occurred when the Background Mode option was set to ON. When Background Mode is ON, it means that the Flashback DVR records continuously whenever the vehicle's ignition is on, and for X* number of minutes after the ignition is turned off. Power Failure. A Flashback recording session was interrupted after a power failure. Interrupted Recording. A Flashback recording session was interrupted because the SD card (Flashback3/Flashback HD) or CF card (Flashback1/Flashback2) was full. Body Worn. The video was captured using a BodyVISION or BWX-100 Body Worn camera. VieVu. The video was captured using a VIEVU Body Worn camera. Unknown. A Flashback recording session was interrupted after an unrecognized event occurred, that is, an event that did not fall into any of the other system-assigned categories. (Continued)

^{*} Where **X** = the Ignition Timer setting. For more information, see "Programming the Ignition Timer" in your Flashback2/3/HD User's Guide.



	Status Tab (cont'd)
Field	Description
Category (cont'd)	 <i>Non Playable.</i> A problem occurred during the recording process <i>or</i> video ingestion process that rendered the video unplayable. <i>Purged.</i> The system re-characterized a video as "restorable" after it reached the end of its online lifecycle. This occurs when the <i>Enable Re-categorization of Media on Delete</i> checkbox on the Life-Cycle tab is selected
In aid and #	Note : System-assigned categories cannot be changed.
Incident #	The agency incident number associated with this video, if any.
Ingest Date	The date and time at which this video file was transmitted to the Precinct server from the DVR unit. Displays in mm/dd/ yyyy hh:mm format.
Record Trigger	 The event that caused your Flashback DVR to start recording. Record triggers include: Auxiliary 1. The CrashBat crash detector or other device
	 detected an event, such as a vehicle crash. Automatic trigger. <i>Auxiliary 2</i>. A secondary device registered an event, such as the opening of a vehicle door. Automatic trigger. <i>Lights</i>. An officer turned the vehicle's emergency lights on. Automatic trigger.
	 <i>Microphone 1</i>. An officer activated the <i>Record</i> switch on the wireless mic that's plugged into the Flashback's VLP 1 port. Manual trigger. <i>Microphone 2</i>. An officer activated the <i>Record</i> switch on the wireless mic that's plugged into the Flashback's VLP 2 port. Manual trigger. <i>Record button</i>. An officer pressed the R button on the Flashback monitor, DVR, or Vehicle Viewer screen. Manual trigger. <i>Siren</i>. An officer turned the vehicle's siren on. Automatic trigger. <i>Speed</i>. The vehicle reached a pre-defined rate of speed set by the Precinct's System Administrator.
Video Start	The date and time at which the DVR began recording this video. Displays in mm/dd/yyyy hh:mm format.
Video End	The date and time at which the DVR stopped recording this video. Displays in mm/dd/yyyy hh:mm format.
Duration (minutes)	The length of this video, rounded down to the nearest minute. If the word "Image" displays in this field, it indicates that this record is a <i>Body</i> VISION or BWX-100 snapshot.



Status Tab (cont'd)				
Field	Description			
Purge Date	The date on which the video is scheduled to be removed (i.e., purged) from the DEA Agency server.			
Maximum Speed	The highest vehicle speed that was reached during this Flash- back recording. If you do not have the <i>Display MAX Speed</i> permission, this field will not display. If the video was rec- orded by a Body Worn camera, this field will not display.			
Assigned To Case(s)	The name of the case or cases that this video is assigned to, if applicable. For more on cases, see chapter 4.			
Video Notation(s)	The name of any video notations that are assigned to this video. Video notations are agency-defined checkboxes used to categorize videos.			
	Video Group Information [*]			
Video Start	The date and time at which the DVR began recording the <i>first</i> video in this group. Displays in mm/dd/yyyy hh:mm format.			
Video End	The date and time at which the DVR stopped recording the <i>last</i> video in this group. Displays in mm/dd/yyyy hh:mm format.			
Duration (minutes)	The length of this group, in minutes (i.e., the sum of minutes for all the videos in this group).			
Maximum Speed	The highest vehicle speed that was reached during this Flash- back recording. If you do not have the <i>Display MAX Speed an</i> <i>GPS Data</i> permission, this field will not display. If this video was recorded via a <i>Body</i> VISION or VIEVU camera, this field will not display.			
Total Number Videos	The total number of video files in this group.			
	Available Actions			
Action	Description			
Play	Play the video. For more information, see "Playing a Video" on page 52.			
Export	Select videos to download and/or burn to DVD. For more information, see chapter 3 and/or "Downloading Video Files to Your PC" on page 73.			
Add To Case	Add this video to a new or existing case. For more information, see "Adding a Video to a Case" in chapter 4.			

(Continued)

*

This section only displays if the video is part of a Video Group.



	Available Actions (cont'd)					
Action	Description					
Request Activation	Submit a request to restore this video from a backup disc or external backup device to the Agency server. After you click this option, your request will display on the <i>Inbox Messages</i> list of all users who have reactivation privileges. For more information, see "Submitting a Request to Reactivate a Video" in chapter 2 of the <i>DEA Agency Officer's Guide</i> . This action will only display if the video is offline.					
Reactivate Now	Restore this video from a backup disc or external backup device to the Agency server. For more information, see "Re- activating an Offline Video" on page 67. This action will only display if the video is offline <i>and</i> you have the <i>Reactivate Video</i> permission.					
Chain of Custody	Generate a Chain of Custody report. For more information, see "Generating a Chain of Custody Report for a Media File" on page 65.					
Previous Results	Return to the previous Video Search Results page.					
Back to Case	Return to the last case that you viewed. If you have not viewe a case since you logged on, this action will not display.					
Back to Video	Return to the last video that you viewed. If you have not viewed a video since you logged on, this action will not display.					

To view other information associated with this video, proceed to the appropriate section:

- □ Viewing a Video's Logs, page 96, beginning with step 2
- □ Viewing a Video's User Metadata, below, beginning with step 2
- □ Viewing a Video's Group Information, page 42, beginning with step 2
- □ Viewing a Video's Snapshots (*Body*VISIONs and BWX-100s only), page 44.

Viewing a Video's User Metadata

This section describes how to view the user metadata (UMD) that is saved as part of a video or snapshot's record. UMD refers to custom data fields that are used to notate a video or snapshot. For instructions on adding/updating UMD fields, see "Maintaining User Metadata" on page 98.

1 Search for and display the video you wish to view. (If necessary, review "Displaying a Video" on page 33.) The Video Details page displays.



			VID	ео Dета	ILS	
Mobile-Vision, Inc.						mvadmin is logged in. Logout
▼ Home Menu Home	Status: Online	Video Logs	UMD			
Search Video			System ID:	320	Incident#:	
Manage Cases User Help				Officer Ostrum	Indest Date:	10/04/2016 12:25
▼ Bookmarks	an another in the	-				Record Button
L3 MVI			DVR Officer Name:			
Online Support			DVR Name:	*1 FBHD@12:10:43		10/04/2016 08:58
 User Preferences 			DVR Type:	Vehicle	Video End:	10/04/2016 09:00
Administration			Category:	Arrest	Duration (minutes):	1
					Purge Date:	
Action Play					Maximum Speed:	44
Export						
Add To Case			Assigned To Case(s	-):		Video Notation(s):
Chain of Custody						video ivotation(s).
Previous Results						

2 Click the **UMD** tab. The UMD form displays.

	Video De	TAILS
Mobile-Vision, Inc.		mvadmin is logged in. Logout $\phi_{\mu\nu}^{\mu}$
▼ Home Menu Home	Status: Offline Video Logs UMD	
Search Video Manage Cases User Help V Bookmarks L3 MVI Online Support V User Preferences	Height 5" 10" Weight 170 Build: Medium Eye Color: Brown Identifying Marks: Eagle tatloo on right forearm	
Administration Action Play Export Add To Case Chain of Custody Previous Results		

Because this data is custom-defined by each agency, your screen view may differ from the example above.



Viewing a Video's Group Information

For burning purposes, videos cannot be any larger than one gigabyte in size. If an original video is too big, the system will automatically subdivide it into multiple video files. If you see a **Group Detail** tab on the Video Details page, it indicates that the system divided the original video file into two or more files.

1 Search for and display the video you wish to view. (If necessary, review "Displaying a Video" on page 33.) The Video Details page displays.

Mobile-Vision, Inc.	VIDEO DETAILS	mvadmin is logged in. <u>Loqout</u>
▼ Home Menu Home	Status: Online Video Logs Group Detail UMD	
Search Video Manage Cases User Help V Bookmarks L3 MVI Online Support User Preferences Administration Action Play Export		c 02/24/2017 22:18 Lights 1 c 02/24/2017 15:53 c 02/24/2017 17:22 c 107
Add To Case Chain of Custody	Assigned To Case(s): Video Group Information	Video Notation(s):
Previous Results		leo End: 02/24/2017 17:22
	Duration (minutes): 107 Total Number	r Videos 5

2 Click the Group Detail tab. Details for the Video Group display.

			VIDEO	DETAIL	S		
Mobile-Vision, Inc.						mvadmin is	logged in. <u>Loqout</u>
V Home Menu	Status: Onlin	e Video Logs	Group Detail U	MD			
Search Video Manage Cases Jser Help 7 Bookmarks 3 MVI		Owner: DVR Name: Category:	FBHD	v	ideo Start: 02/24/2 /ideo End: 02/24/2 (minutes): 107		
Online Support			c	ontinuation Videos	5		
User Preferences				ge 1 of 2 (5 total record	<u> </u>		
Administration	Details	Play	Owner	Video Number	Duration	Video Start	Notes
Action lay	i	and the second	Officer Ostrum	1 of 5	42 min	02/24/2017 15:53	 0 1
xport dd To Case hain of Custody	•		Officer Ostrum	2 of 5	6 min	02/24/2017 15:48	
revious Results	•		Officer Ostrum	3 of 5	1 min	02/24/2017 16:10	 01
	1		Officer Ostrum	4 of 5	22 min	02/24/201716:32	 01



The components on the Group Detail tab are described below.

	Group Detail Tab			
Field	Description			
Owner	The name of the officer who was logged into or assigned to the DVR that recorded the original full-length video. For more information, see the table on page 35.			
DVR Name	The name of the DVR that recorded the original full-length video. For more on DVRs, see <i>DVR Name</i> in the table on page 35.			
Category	The video category assigned to the original full-length video. For a description of this field's values, see page 36.			
Video Start	The date and time at which the DVR began recording the original full-length video. Displays in mm/dd/yyyy hh:mm format.			
Video End	The date and time at which the DVR stopped recording the original full-length video. Displays in mm/dd/yyyy hh:mm format.			
Duration (minutes)	The length of the original video, in minutes. This is the sum of all minutes for all videos in the group.			
Details	The Video Details icon. Used to display the Video Details page for this video segment.			
Play	A thumbnail image of the video segment. Used to launch the Flashback Player and watch this video segment.			
Owner	The name of the officer who owns this video. When the system divides the original video file into multiple files, it gives each file the same owner as the original file.			
Video Number	The sequence of this video segment in the total group. For example, 2 of 6 means that this is the second video in a group of six.			
Duration	The length of this video segment, in minutes.			
Video Start	The date and time at which this segment of the video began re- cording. Displays in mm/dd/yyyy hh:mm format.			
Notes	Status icons used to provide details on each video. When the system divides the original video file into multiple files, it gives each file the same status icons as the original. For a description of these icons, see page 31.			



Viewing a Video's Snapshots

This section describes how to view the snapshot files that are associated with a particular *Body*VISION or BWX-100 record. If you wish to view the Details page for an individual snapshot, see "Displaying a Snapshot" on page 47 instead.

1 Go to **V** Home Menu and click **Search Video**. The Search Video page displays.

-	Search VII	DEO
Mobile-Vision, Inc.		mvadmin is logged in. Logout
▼ Home Menu	Media Information	
Home	Date:	DVR: 🗸 🥥
Search Video		
Manage Cases User Help		
▼ Bookmarks	Precinct: V	Category: 🔽 🗸
L3 MVI	. <u>.</u>	
Online Support		
User Preferences		
Administration		
Action		
Search		
Advanced Search		
Clear		

2 Go to the Action column and click Advanced Search.

Mobile-Vision, Inc.	mvadmin is logged in. Logout 👌
▼ Home Menu	Media Information
Home	After Date: Before Date: 0
Search Video Manage Cases	
Jser Help	System ID: Owner:
Bookmarks	
L3 MVI	
Online Support	Status: 🔽 🥑 Tagged: 🔽 🖉
 User Preferences 	Latitude: Q Record Trigger: Q
Administration	Longitude: O Speed Greater Than:
Action	Incident #: 00 UMD: 0
Search	
Basic Search	
Clear	

- **3** Select **Body Worn** from the *DVR Type* drop-down list.
- 4 If desired, enter/select additional search criteria.
- **5** Go to the Action column and click **Search**. All *Body*VISION and/or BWX-100 videos that match your selection criteria display on the Video Search Results page.

			VIDE	o Searci	h Res	SULTS		
Mobile-Vision, Inc.							mvadmin is logged	in. <u>Loqout</u>
▼ Home Menu					Vi	deos		
Home				к « «	Page 2 of 3 (1	5 total records)	> >> >I	
Search Video	Details	Play	Owner	Precinct	Duration	Category	Video Start 🔻	Notes
Manage Cases User Help	۲		Lt. McDonnel	DEA Precinct	0 min	Body Worn	10/20/2016 16:15	<mark>~</mark> 07
Bookmarks L3 MVI	٠		Lt. McDonnel	DEA Precinct	Image	Body Worn	10/20/2016 16:11	~
Online Support User Preferences	٠		Lt. McDonnel	DEA Precinct	Image	Body Worn	10/20/2016 16:11	~
Administration Action New Search	•		Lt. McDonnel	DEA Precinct	Image	Body Worn	10/20/2016 16:10	••••
Export Back to Video	•		Lt. McDonnel	DEA Precinct	Image	Body Worn	10/20/2016 16:10	
	•		Lt. McDonnel	DEA Precinct	0 min	Body Worn	10/20/2016 16:10	

HINT: To determine if a Body Worn video includes any snapshots, look for the image in the *Notes* column.

6 Click the Details icon to the left of the desired video. The Video Details page displays.

Mobile-Vision, Inc.			/ideo D	ETAILS	Sergeant Lark	in is logged in. <u>Loqout</u> :
▼ Home Menu	Status: Online	Snapshots	Video Logs	UMD		
Home	Satas: Online	Unapariota	VIGCO E0g3	OWD		
Search Video			System ID:	252	Incident#:	
Manage Cases	A STATE	No.			Ingest Date:	11/06/2015 13:42
Jser Help	12.	1 and the second	Owner.	*1 No Name@12:49:33		
/ Bookmarks	and the second second		DVR Officer Name:	No Name	Record Trigger:	Manual Record
.3 MVI	Contraction of the local division of the loc	Contraction of the local division of the loc	DVR Name:	Lance's BV Unit	Video Start:	11/06/2015 12:42
Online Support	Service Services	A CONTRACTOR		-	Video End:	11/06/2015 12:43
 User Preferences 			DVR Type.	Body Worn		
Administration			Category:	Body Worn	Duration (minutes):	0
	in the second second				Purge Date:	
Action Play Export			Assigned To Case(s) Video Notation(s): D): Deactivation request denial	Ê	
Add To Case						
Chain of Custody						
Previous Results						

7 Click the **Snapshots** tab. The snapshot(s) that were captured during this video display.



VIDEO DETAILS						
Mobile-Vision, Inc.					mvadmin is logged in.	<u>Loqout</u>
▼ Home Menu	Status: Online	Snapshots	Video Logs	UMD		
Home				Caranah ata		
Search Video		_		Snapshots	N	
Manage Cases User Help				of 1 (4 total records)	> >> >	
	Play	Owner	Precinct	Category	Video Start 🔻	Notes
 Bookmarks L3 MVI 		No Name	DEA Precinct	Body Worn	10/20/2016 16:11:06	
Online Support User Preferences		No Name	DEA Precinct	Body Worn	10/20/2016 16:11:01	-
Administration Action Play		No Name	DEA Precinct	Body Worn	10/20/2016 16:10:50	89
Export Chain of Custody		No Name	DEA Precinct	Body Worn	10/20/2016 16:10:39	-

The columns on the **Snapshots** tab are described below.

	Snapshots Tab
Column	Description
Play	Thumbnail image of the snapshot. When you click on this image, the system will display the image in a larger format.
Owner	The name of the officer who owns this snapshot. By de- fault, this is the officer to whom the associated <i>Body</i> - VISION or BWX-100 device was assigned to at the time the snapshot was captured. For more information, see <i>Owner</i> in the table on page 35.
DVR Name	The name of the <i>Body</i> VISION or BWX-100 device that captured this snapshot. For more on DVRs, see <i>DVR Name</i> in the table on page 35.
Category	The video category that is assigned to this snapshot. The system automatically assigns all <i>Body</i> VISION and BWX-100 snapshots a category of <i>Body Worn</i> .
Video Start	The date and time at which the associated Body Worn camera captured this snapshot image. Displays in mm/dd/ yyyy hh:mm:ss format.
Notes	Status icons used to provide details on this snapshot. For a description of each icon, see page 31.



Actions				
Action	Description			
Play	Display the snapshot image in a larger format.			
Export	Submit a request to burn this snapshot to DVD <i>or</i> down- load it to your PC. For more information, see chapter 3 and/or "Downloading Video Files to Your PC" on page 73.			
Add to Case	Add this snapshot to a new or existing case. For more information, see "Adding a Video to a Case" in chapter 4.			
Chain of Custody	Generate a Media Chain of Custody report for this snap- shot. For more information, see "Generating a Chain of Custody Report for a Media File" on page 65.			
Previous Results	Return to the previous Video Search Results page.			

Displaying a Snapshot

This section describes how to view the Details page for a *Body*VISION or BWX-100 still image, referred to as a *snapshot*.

1 Go to **V** Home Menu and click **Search Video**. The Search Video page displays.

			IDEO		
Mobile-Vision, Inc.				mvadmin is logged in.	Logout
/ Home Menu	Media Information				
lome	Data (DVR:		
Search Video	Date:		DVR:	~ ⊘	
lanage Cases	System ID:		Owner:	✓ Ø	
Jser Help	Precinct:	✓ Ø	Category:	✓ Ø	
7 Bookmarks					
3 MVI					
Online Support					
User Preferences					
Administration					
Action					
Search					
dvanced Search					
Clear					

2 Go to the Action column and click Advanced Search.



		SEARCH	VIDEO		
Mobile-Vision, Inc.				mvadmin is lo	gged in. <u>Loqout</u>
▼ Home Menu	Media Inform	nation			
Home	After Date:		Before Date:		
Search Video Manage Cases					
User Help	DVR:				
▼ Bookmarks	System ID:	0	Owner:	✓ Ø	
	Category:	✓ Ø	Precinct:	✓ ⊘	
L3 MVI Online Support	Status:		Tagged:		
► User Preferences	Latitude:	0	Record Trigger:	✓ ②	
	Longitude:	0	Speed Greater Than:	0	
Administration Action	Incident #:		UMD:	0	
Search					
Basic Search					
Clear					

3 Select **Body Worn** from the *DVR Type* drop-down list. The *Body Worn Mode* field displays.

		SEARC	H VIDEO		
Mobile-Vision, Inc.				Sergeant	Larkin is logged in. Logout
▼ Home Menu	Media Informatio	n			
Home	After Date:		Before Date:		
Search Video				1	
Manage Cases	DVR:	\checkmark	OVR Type:	: Body Worn 🔽 📢	2
User Help	System ID:	0	Body Worn Mode:	: Both 🗸	0
V Bookmarks	Category:		Owner	:	0
L3 MVI			Precinct		
Online Support	Status:				No.
User Preferences	Latitude:	0	Tagged	:)
Administration	Longitude:	0	Record Reason	: 🗸 🗸	
	Incident #:	0	Speed Greater Than:	:	0
Action	monactic and		UMD		0
Search			omb.	·I	
Basic Search	-				
Clear					

- 4 Select Snapshots Only from the Body Worn Mode drop-down list.
- **5** If desired, enter/select additional search criteria.
- **6** Go to the Action column and click **Search**. All *Body*VISION and/or BWX-100 snapshot files that match your selection criteria display on the Video Search Results page.



	Mobile-Vision, Inc.			VIDE	O SEARCI	h Re	SULTS	mvadmin is logge	d in. <u>Loqout</u>
	▼ Home Menu					Videos			
	Home			К	C Page 1 of	4 (24 total rec	cords) >> >>	٩	
	Search Video	Details	Play	Owner	Precinct	Duration	Category	Video Start 🔻	Notes
<i>Body</i> VISION snapshots display —	Manage Cases User Help		2.20	No Name	DEA Agency	Image	Body Worn	10/20/2016 16:16	
the word "Image" in this column	Bookmarks L3 MVI Online Support	4		No Name	DEA Agency	Image	Body Worn	10/20/2016 16:16	
	User Preferences Administration Action New Search Export Back to Video	•		No Name	DEA Agency	Image	Body Worn	10/20/2016 16:15	
		•		No Name	DEA Agency	Image	Body Worn	10/20/2016 16:15	
				No Name	DEA Agency	Image	Body Worn	10/20/2016 16:15	
		•		No Name	DEA Agency	Image	Body Worn	10/20/2016 16:15	EVS.

7 If the snapshot you're looking for displays on this page, proceed to the next step.

-OR -

If the snapshot you're looking for does *not* display on this page, use the navigation arrows to scroll through the results list.

к « < > > >

i 8 Click on the snapshot's Details icon. The Snapshot Details page displays.

		S NAPSH	от Deta	AILS		
Mobile-Vision, Inc.					mvadmin is log	ged in. Logout
▼ Home Menu Home	Status: Online Snapshot Log	IS UMD				
Search Video Manage Cases	18 Aller	System ID:	24	Incident #:		
User Help		Owner:	Lt. McDonnel	Ingest Date:	10/20/2016 16:17	
▼ Bookmarks		DVR Officer Name:	No Name	Record Trigger:	Manual Record	
L3 MVI		DVR Name:	BW-407	Capture Date:	10/20/2016 16:15	
Online Support		DVR Type:	Body Worn			
User Preferences		Category:	Body Worn			
Administration		Assigned To Case(s):	body worn			Video Notation(s):
Action		Assigned to Case(s).				video ivolation(s).
Play						
Export Obain of Oustantin						
Chain of Custody Export Image to PDF						
Previous Results						

The fields on the Snapshot Details page are described in the table on the next page.



	Snapshot Details
Field	Description
System ID	The unique identification number that the system assigned to this snapshot.
Owner	The name of the officer who owns this snapshot. For more information, see <i>Owner</i> in the table on page 35.
DVR Officer Name	The name of the officer to whom the associated Body- Worn device was assigned to at the time this snapshot was captured.
DVR Name	The name of the Body Worn device from which this snap- shot was captured.
DVR Type	The type of DVR that captured this snapshot. Because snapshot images are captured from Body Worn cameras, the default value of the field will always be <i>Body Worn</i> .
Category	The video category that is assigned to this snapshot. The system assigns all <i>Body</i> VISION and BWX-100 snapshots a category of <i>Body Worn</i> .
Incident #	The agency incident number associated with this snapshot, if applicable.
Ingest Date	The date and time at which this snapshot was uploaded to the DEA Precinct server. Displays in mm/dd/yyyy hh:mm format.
	
Record Trigger	The manner in which this Body Worn snapshot was cap- tured. A snapshot image is captured by manually pressing the Body Worn camera's Snapshot/Tracepoint button. Therefore the value of this field will always be <i>Manual</i> <i>Record</i> .
Capture Date	The date and time at which this snapshot was captured from a Body Worn device while a recording was in progress. Displays in mm/dd/yyyy hh:mm format.

The name of the case or cases that this snapshot is assigned to, if applicable. For more on cases, see chapter 4.

used to categorize video and snapshot files.

The name of any video notations that are assigned to this snapshot. Video notations are agency-defined checkboxes

Assigned To Case(s)

Video Notation(s)



Actions		
Action	Description	
Play	Display the snapshot image in a larger format.	
Export	Submit a request to burn this snapshot to DVD <i>or</i> down- load it to your PC. For more information, see chapter 3 and/or "Downloading Video Files to Your PC" on page 73.	
	If you prefer to export a snapshot to a PDF file, select the Export Image to PDF option instead.	
Add to Case	Add this snapshot to a new or existing case. For more information, see "Adding a Video to a Case" in chapter 4.	
Chain of Custody	Generate a Media Chain of Custody report for this snap- shot. For more information, see "Generating a Chain of Custody Report for a Media File" on page 65.	
Export Image to PDF	Export this image to a PDF file. For more information, see "Exporting a Snapshot" on page 92.	
	If you prefer to export a snapshot as a JPG file, select the Export option instead.	
Previous Results	Return to the previous Video Search Results page.	

9 To view logs of all the activities performed on this snapshot, click the **Snapshot Logs** tab. Otherwise proceed to the next step.

Mobile-Vision, Inc.			m	vadmin is logged in. <u>Loqou</u> l
▼ Home Menu				
	Status: Online	Snapshot Logs UM	D	
Home Search Video			Video Logs	
Manage Cases		14	-	N
User Help	Date 🛦	User	Action	IP Address
Bookmarks	10/20/2016 16:17		System Media #24 Uploaded from DVR (ID: 204161002	2)
L3 MVI	10/21/2016 14:59	mvadmin	Video Export Requested	24.187.221.146
Online Support	10/21/2016 14:59	mvadmin	Attempting Export	
User Preferences	10/21/2016 14:59	mvadmin	Export Request Completed - Certified Copy #2	
Administration				
-				
Action				
Play Export				
Chain of Custody				
Export Image to PDF				
Previous Results				

The columns on this tab are described in the table on page 101.



10 To view any user metadata associated with this snapshot, click the **UMD** tab.

-		SN	APSH	OT DETAILS	3
Mobile-Vision, Inc.					Sergeant Larkin is logged in. Logout
▼ Home Menu	Status: Online	Snapshot Logs	UMD		
Home					
Search Video	Heigh	t 6'5"			
Manage Cases		-			
User Help	Weigh	t 270			
▼ Bookmarks	Duil	: Large			
L3 MVI	Duik	. Large			
Online Support	Eye Colo	r: Brown			
User Preferences		-	1)316		
 Administration 	Identifying marks	5: -			
Action					
Play					
Export					
Add To Case					
Chain of Custody					
Export Image to PDF					
Previous Results					

For more information on user metadata, see "Maintaining User Metadata" on page 101.

Playing a Video

This section describes how to play an online video, that is, a video that is currently stored on your Agency server.

1 Search for the video you wish to play. (If necessary, review "Searching for Videos" on page 20.) The Video Search Results page displays.

VIDEO SEARCH RESULTS Mobile-Vision, Inc. mvadmin is logged in. Logout									
▼ Home Menu					Vi	ideos			
Home				K (K (Page 1 of 3 (17	total record	is) 🔰 💓 🔍		
Search Video	Details	Play	Owner	DVR Name	Precinct	Duration	Category	Video Start 🔻	Notes
Manage Cases User Help	•		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	DEA Precinct	19 min	00-Unclassified-90 Days	03/08/2016 16:54	
Bookmarks L3 MVI Online Support	1		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	DEA Precinct	22 min	00-Unclassified-90 Days	03/08/2016 16:32	
 User Preferences Administration 	•		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	DEA Precinct	22 min	00-Unclassified-90 Days	03/08/2016 16:10	
Action New Search	1		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	DEA Precinct	22 min	00-Unclassified-90 Days	03/08/2016 15:48	
Export Back to Video	•	Han and	*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	DEA Precinct	22 min	00-Unclassified-90 Days	03/08/2016 15:25	
	•		*1 ONFB3@21:03:10	*1 FB3@21:11:10	DEA Precinct	3 min	00-Unclassified-90 Days	01/15/2016 15:10	-M -



There are several ways to launch a video, as described below.

2 Go to the *Play* column and click on the video's thumbnail image.

- OR -

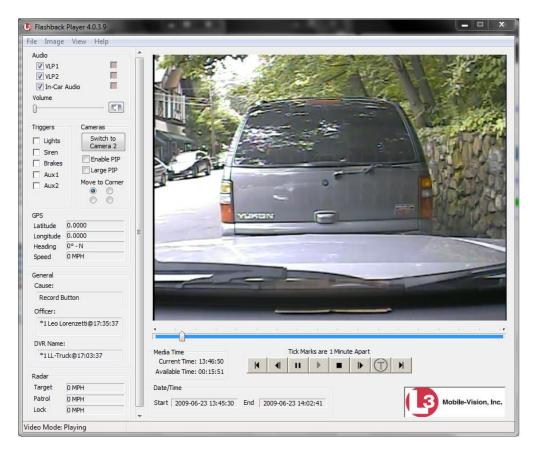
Click the Details icon to the left of the video, then click on the video's thumbnail image.

-OR -

- Click the Details icon to the left of the video, then go to the Action column and click **Play**.
 - \Rightarrow If the Flashback Player launches in a separate window (typical), proceed to the next step.
 - \Rightarrow If a security popup displays, select the checkbox at the bottom of the popup, then click **Allow**. Next, select the checkbox at the bottom of the *second* popup, then click **Run**. The Flashback Player launches in a separate window.







3 Use the Flashback Player to play, pause, stop, rewind, change cameras, and/or move between tracepoints. You can also view important information captured by the DVR during the recording, such as the active video and audio feeds, brake activation, and record trigger.

The appearance and functionality of the Flashback Player will differ slightly depending on whether you are viewing an AVD file (Flashback1 only) or a QBX file (all other DVRs), as described in "Flashback1 Player" on page 59 and "Flashback2/3/ HD/BV Player" on page 55.

- 4 If the video does not launch automatically, click the D icon under the viewing window. Otherwise proceed to the next step.
- View video on *full screen*5 To view the video in full-screen mode, press Ctrl + F. When you're ready to exit full-screen mode, press Esc.

-OR -

Display video on
a Google mapTo view the video's route on a Google map, press Ctrl + M. The GPS Mapper
window displays. When you're finished viewing the map, click the \boxtimes in the upper
right corner of the GPS Mapper window to exit.

– OR –

*Export a*To save a selected video frame as a file, press Ctrl + S. The Snapshot popup*Video Frame*displays. Select a file format and any other options, then click OK. For a more



detailed description of this procedure, see "Exporting a Video Frame" on page 62.

6 When you're finished viewing the video, select File→Exit from the menubar to close the Flashback Player.

-OR -

Click the \boxtimes in the upper right corner of the Flashback Player.

Flashback2/3/HD/BV Player

Flashback2/3/HD/BV Player		
Audio		
VLP1	A checkbox used to mute (\Box) or un-mute (\Box) the audio from the wireless microphone that's connected to the Flashback's VLP 1 port.	
VLP2	A checkbox used to mute (\Box) or un-mute (\Box) the audio from the wireless microphone that's connected to the Flashback's VLP 2 port.	
In-Car Audio	A checkbox used to mute (\Box) or un-mute (\Box) the audio from the in-car microphone.	
Volume	The volume control bar.	
K R	Audio On indicator. To turn all audio off, click this button.	
0	Audio Off indicator. To turn all audio back on, click this button.	
	<i>Audio Enabled</i> indicator. Indicates that the audio channel was enabled at the DVR.	
	<i>Audio Disabled</i> indicator. Indicates that the audio channel was disabled at the DVR.	
	<i>Audio Indeterminate</i> indicator. Indicates that the audio channel status at the DVR (enabled or disabled) is indeterminate.	
Triggers		
As you watch a video, some of the boxes in the <i>Triggers</i> column may turn red, in- dicating when a particular trigger or triggers were engaged. A trigger is the event that causes a DVR to start recording. For example, if the <i>siren</i> is one of your trig- gers and the <i>Siren</i> box remains red for the first five minutes of the video, it indicates that the driver had his siren on during that 5-minute time period.		
Lights	This box turns red when the vehicle's emergency lights were on during the course of the video.	



Flashback2/3/HD/BV Player (cont'd)			
	Triggers (cont'd)		
Siren	This box turns red when the vehicle's siren was on during the course of the video.		
Brakes	If brakes are one of your "triggers" (see Note below), this box turns red when the vehicle's breaks were activated during the course of the video.		
	Note : Brakes are technically a display option rather than a trigger.		
Aux 1	If the Auxilary 1 device is one of your triggers (actual device may vary), this box turns red whenever the device is triggered. For example, if your Auxiliary 1 device is the CrashBat2 crash detector, this box will turn red at the point in the video when the CrashBat2's G-force meter detected a crash.		
	If the Auxiliary 1 device is <i>not</i> one of your triggers, this box will remain blank during the entire video regardless of whether the device was triggered or not.		
Aux 2	If the Auxilary 2 device is one of your triggers (actual device may vary), this box turns red whenever the device is triggered. If the Auxiliary 2 device is <i>not</i> one of your triggers, this box will remain blank during the entire video regardless of whether the device was triggered or not.		
	Cameras		
Switch to Camera 2	A control button used to switch to the viewpoint of Camera Channel 2 , which includes the Backseat camera and/or Bullet camera(s).		
Switch to Camera 1	A control button used to switch to the viewpoint of Camera Channel 1 —typically the forward facing zoom camera.		
Enable PIP	A checkbox used to display (\square) or hide (\square) a "picture in picture" (PIP). A PIP is a small video display for video captured from the opposite Camera Channel.		
Large PIP	A checkbox used to enlarge (\square) or reduce (\square) the size of the picture-in-picture (PIP) image. [*]		
Move to Corner	Move the picture-in-picture (PIP) image to the upper left corner of the video display.*		
Move to Corner	Move the picture-in-picture (PIP) image to the upper right corner of the video display.*		

See Enable PIP above

*



Flashback2/3/HD/BV Player (cont'd)			
Cameras (cont'd)			
Move to Corner	Move the picture-in-picture (PIP) image to the lower left corner of the video display.*		
Move to Corner	Move the picture-in-picture (PIP) image to the lower right corner of the video display.*		
	GPS		
segment of the vi Speed field, and	The GPS display indicates the exact speed and location of the vehicle during each segment of the video. The <i>Player Display Speed</i> permission is required to view the <i>Speed</i> field, and the <i>Player Display GPS</i> permission is required to view the <i>Latitude, Longitude,</i> and <i>Heading</i> fields.		
Latitude	The GPS latitude coordinate.		
Longitude	The GPS longitude coordinate.		
Speed	The vehicle's speed, as determined by the GPS coordinates.		
Heading	The direction in which the vehicle is moving.		
	General		
Cause	The trigger event that started the recording (lights, siren, etc.)		
Officer	The name of the officer who was logged into the DVR at the time this video was recorded.		
DVR Name	The name of the DVR that recorded this video.		
Radar			
If your department is using the Radar interface module, the following fields will be populated.			
Target	The MPH or KPH reading that an officer obtained after the radar device was aimed at a speeding vehicle.		
Patrol	The MPH or KPH reading of the officer's patrol car at the time a radar reading was obtained.		
Lock	The minimum MPH or KPH reading that the officer was looking for when the radar device was aimed at a speeding vehicle.		
Media Time			
Current Time	The time at which the video was recorded. This display changes constantly during playback to indicate the exact time of day that each video frame was recorded. Displays in hh:mm:ss format.		
Available Time	The amount of time remaining on the video. Displays in hh:mm: ss format.		

See Enable PIP on the previous page

*



Flashback2/3/HD/BV Player (cont'd)			
	Date/Time		
Start	The date and time at which the video began recording. Displays in yyyy-mm-dd hh:mm:ss format.		
End	The date and time at which the video stopped recording. Displays in yyyy-mm-dd hh:mm:ss format.		
	Play Controls		
μ	Go to beginning		
н	Pause/Unpause		
•	Play		
	Stop		
I	Advance one frame at a time		
\bigcirc	Advance to a tracepoint. A tracepoint is a placemarker that an officer can add to a video while it's recording.		
	Go to end		



Flashback1 Player



Flashback1 Player				
	Video			
Camera 1	A viewing window for Camera Channel 1 —the Nite-Watch camera.			
Camera 2	A viewing window for Camera Channel 2 —the Backseat camera.			
	Sound			
	Audio On indicator. To turn all audio off, click this button.			
	Audio Off indicator. To turn all audio on, click this button.			
0	The volume control bar			
VLP1	A radio button used to select the audio track from the wire- less microphone that's connected to the Flashback's VLP 1 port.			
VLP2	A radio button used to select the audio track from the wire- less microphone that's connected to the Flashback's VLP 2 port.			



Flashback1 Player (cont'd)				
Sound (cont'd)				
In-Car Audio	A radio button used to select the audio track from the in-car microphone.			
	External Inputs/Trigger			
Emergency Lights	This box turns red when the vehicle's emergency lights were on during the course of the video.			
Siren	This box turns red when the vehicle's siren was on during the course of the video.			
Brake	If brakes are one of your "triggers" (see Note below), this box turns red when the vehicle's brakes were activated dur- ing the course of the video. Note : Brakes are technically not a trigger, but you may choose to monitor brake use during a video.			
Auxilary	If the <i>CrashBat crash detector</i> is one of your triggers, this box turns red at the point in the video when the CrashBat's G-force meter detected a crash. If the CrashBat crash detec- tor is <i>not</i> one of your triggers, this checkbox will remain blank during the entire video regardless of whether there was a crash or not.			
Auxilary2	If the <i>radar detector</i> is one of your triggers, this box turns red when the vehicle's radar detector registered a pre-de- fined rate of speed during the course of the video. You program the rate of speed through the DVR menu. If the radar detector is <i>not</i> one of your triggers, this checkbox will remain blank during the entire video regardless of whether the speeder reached the predetermined rate of speed.			
MPH/KPH	If <i>miles-per-hour</i> or <i>kilometers-per-hour</i> is one of your triggers, this box turns red when the police vehicle reached a pre-defined rate of speed during the course of the video. You set the rate of speed through the DVR menu. If MPH/ KPH is <i>not</i> one of your triggers, this checkbox will remain blank during the entire video regardless of whether the vehicle reached the predetermined rate of speed.			
Metadata				
GPS Data	The vehicle's exact speed and latitudinal/longitudinal coor- dinates during each segment of the video.			
Officer Name	The name of the officer who was logged into the DVR at the time this video was recorded.			
Car Number	The number of the patrol car in which this DVR was in- stalled at the time of the recording.			

	Flashback1 Player (cont'd)				
	Metadata (cont'd)				
Target	The MPH or KPH reading that an officer obtained after the radar device was aimed at a speeding vehicle.				
Patrol	The MPH or KPH reading of the officer's patrol car at the time a radar reading was obtained.				
Lock	The minimum MPH or KPH reading that an officer was looking for when the radar device was aimed at a speeding vehicle.				
	Play				
Camera 1	A viewing window for Camera Channel 1 —the Nite-Watch camera.				
Playing Date Time	 <i>Date</i>. The date on which the video was recorded. If the video was recorded during the course of two days (from 11:50 p.m. to 12:05 a.m., for example), the date display will update at the appropriate place in the video. Displays in mm.dd.yyyy format. <i>Time</i>. The video's time display. This indicator changes constantly during playback to indicate the exact time of day that each frame of the video was recorded. Displays in hh:mm:ss format. 				
File Size	The total size of this video file, in megabytes.				
Length	The total play time for this video, in hh:mm:ss format.				
H	Go to beginning				
*	Fast rewind				
•	Go back one frame at a time				
•	Slow rewind				
•	Stop				
•	Play				
▶	Advance one frame at a time				
**	Fast forward				
н	Go to end				
T	Advance to a tracepoint. A tracepoint is a placemarker that an officer can add to a video while it's recording.				



Exporting a Video Frame

This section describes how to select a frame from a video that resides on the server and save it as a file. You may choose from one of the following file formats:

- □ JPEG
- □ GIF
- D PNG
- □ TIF
- □ BMP

You have the option of attaching comments to the top or bottom of the frame.

What's the difference between a 'snapshot' and a 'video frame'? *Snapshots* are still images that are captured from a *Body*VISION or BWX-100 camera while a recording is in progress. They upload to the server as separate files (that is, separate from the video from which they were captured). Snapshots are similar to videos in that they can be searched on, notated with video notations, assigned user metadata, and/or exported to DVD or other media. *Video frames* are also still images, but they are excerpted from a video *after* that video is already on the server. Unlike snapshots, video frames are not treated like videos in the system. They are stand-alone files that are separate and apart from DEA Agency.

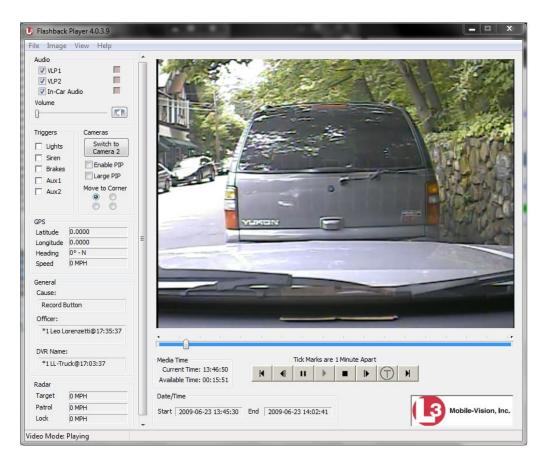
1 Search for and display the video from which you wish to export a frame. (If necessary, review "Displaying a Video" on page 33.)

The Video Details page displays.

		VIDE	D DETAIL	.S	
Mobile-Vision, Inc.					mvadmin is logged in. Logout
▼ Home Menu	Status: Online Video Logs	UMD			
Home Search Video Manage Cases User Help V Bookmarks L3 MVI Online Support V User Preferences Administration		DVR Officer Name:	Officer Ostrum No Name *1 FBHD@12:10:43 Vehicle	Record Trigger: Video Start:	10/04/2016 08:58 10/04/2016 09:00
Action Play Export Add To Case Chain of Custody Previous Results		Assigned To Case(s	\$):	Maximum Speed:	44 Video Notation(s):

2 Click on the video's thumbnail image. The video begins playing in the Flashback Player.





- **3** Using the navigation buttons, advance to the section of the video from which you wish to select a frame.
- 4 Once you reach the desired video segment, press **Ctrl** + **S**. The following popup displays.

Snapshot			×
Comments Location	Snapshot Forma	at	
None	💿 JPG	O TIF	
C Comments on Top	C GIF	C BMP	
C Comments on Bottom	C PNG		
Comments:			
Snapshot Destination			
Save to File C Clipboard			
1_Wooster@202232_Unit_1_2015	-10-05_121548_20	0151005121]
ОК	Cancel		

5 To attach a comment to this frame, proceed to the next step. Otherwise skip to step 8.



6 To attach a comment to the *top* of this frame, select the *Comments on Top* radio button.

– OR –

To attach a comment to the *bottom* of this frame, select the *Comments on Bottom* radio button.

- 7 Enter your comment in the *Comments* box provided.
- **8** To capture this frame as a JPG file (default), proceed to the next step. Otherwise select a different file format in the *Snapshot Format* box.

Snapshot Forma	at
💽 JPG	🔵 TIF
🚫 GIF	🚫 BMP
O PNG	

9 To save this frame to your *hard disk* (default), proceed to the next step.

– OR –

To save this frame to your PC's *clipboard*, select the *Clipboard* radio button. Next, skip to step 13.

-
- **10** Click on the ellipsis button. The QBX Snapshot File Save popup displays.

QBX Snapshot File Save				×
Desktop 👻		- <u>6</u>	Search Desktop	2
Organize 🔻 New folder			88 ·	• 🕡
Yevorites Desktop Downloads Secht Places Documents Wisic Pictures Videos Videos Local Disk (C:) Co Drive (E:) L3D74000 Pirvate (H:) Public (()D51) (1:) Q AUDIT (()mas) (K:) Video	Computer Co	Aura and Brian - Shortcut Solution Issile-zalewski Mobile-Vision Intranet Mobile-Vision Intranet Mobile-Vision Intranet Mofficer_Zalewski_Lance's_BV_Unit_2015- Mofficer_Zalewski_Lanct_s_BV_Unit_2017- Mofficer_Zalewski_Lanct_s_DV_Unit_2017- Moffi	2322_20140718072322.jpg	5.jpg
File name: Officer_Zalewski_Unit_1_2014-07-18_ Save as type: JPEG QBX Snapshot (.jpg) (*.jpg)	_072322_20140718072332.jpg			-
Save as gype: [JPEG Qex Snapshot (.)pg) (*.)pg) Hide Folders			Save Canc	el

- **11** Navigate to the disk drive location where you wish to save this file.
- **12** To use the default file name, proceed to the next step. Otherwise enter a new file name in the *File name* field.
- 13 Click Save.
- 14 Click OK.



Generating a Chain of Custody Report for a Media File

This section describes how to generate a Chain of Custody report for a selected video or *Body*VISION snapshot. The Chain of Custody report contains a log of all operations that have been performed on a video or snapshot, such as the transfer of data from a vehicle to DEA Precinct (i.e., *System Media Uploaded from Unit*). It shows the date and time at which each activity occurred, as well as the User ID of the officer who performed the action, if applicable. If the *User* field is blank, it indicates that the action listed was performed automatically by the system.

To display this report, you must have the Adobe Reader installed on your PC.

1 Search for and display the video or snapshot you wish to generate a report for. (If necessary, review "Displaying a Video" on page 33 or "Displaying a Snapshot" on page 47.)

		Vid	ео Дета:	ILS	
Mobile-Vision, Inc.					mvadmin is logged in. Logout
▼ Home Menu Home	Status: Online Video Log	s UMD			
Search Video Manage Cases		System ID:	320	Incident#:	
User Help		Owner:	Officer Ostrum	Ingest Date:	10/04/2016 12:25
▼ Bookmarks	AD SOUTH THE STORE	DVR Officer Name:	No Name	Record Trigger:	Record Button
L3 MVI	- The second	DVR Name:	*1 FBHD@12:10:43	Video Start:	10/04/2016 08:58
Online Support User Preferences	A CONTRACTOR	DVR Type:	Vehicle	Video End:	10/04/2016 09:00
 Administration 		Category:	Arrest	Duration (minutes):	1
Administration				Purge Date:	
Play				Maximum Speed:	44
Export Add To Case		Assigned To Case(s	s):		Video Notation(s):
Chain of Custody					video Notation(s).
Previous Results					

The Video Details page displays.

2 Go to the Action column and click **Chain of Custody**. The Chain of Custody Options popup displays.

Chain of Cus	tody Options
Chain of Custody Log Level:	Include basic logs 🛛 👻
ОК	Cancel

3 If you'd like the Chain of Custody report to include basic logs only (default), proceed to the next step.

– OR –

(Continued)



If you'd like the Chain of Custody report to include basic logs *and* IACP^{*} logs, select **Include IACP logs** from the *Chain of Custody Log Level* drop-down list.

- OR -

If you'd like the Chain of Custody report to include all available logs, select **Include all available logs** from the *Chain of Custody Log Level* drop-down list.

4 Click OK. A Windows message displays.

Do you want to open or save sys_vid3.pdf from 166.20.101.81?	Open Save 🔻 Cancel 🗙

5 Click **Open**. Another Windows message displays.

The sys_vid3.pdf download has completed.	Open	-	Open folder	View downloads	×

6 Click Open again. The Media Chain of Custody Report displays.

Create + 🛛 🛱 🏟 🖨 🕅 🕻	i @ @ 9 G G G G		
	30		Tools Fill 4
Mobile-Visio	on, Inc.	Media Chain of Custod L-3 Mobile-Vision Headqua New Jersey Headquarter 2700 Westhall Ln., Maitland 973-263-1090	arters s
		973-263-1090	
Media Details			
System ID: 66		Owner: Officer Zalewski	DVR Officer Name: No Name
DVR Name: CAR		Category: Traffic Citation	
Ingest Date: 01/12	2/2015 16:23	Video Start Date: 07/18/2014 07:23	Video End Date: 07/18/2014 07:33
Access Logs			
	User	Action	
Date	Sergeant Larkin	System Video Category Change	ed.
Date 12/18/2015 15:55	0		
	Sergeant Larkin	System Video Played	
12/18/2015 15:55	-	System Video Played System Video Played	
12/18/2015 15:55 12/18/2015 15:50	Sergeant Larkin		
12/18/2015 15:55 12/18/2015 15:50 12/18/2015 15:48	Sergeant Larkin Sergeant Larkin	System Video Played	of criminal offense

- 7 To print this report, proceed to the next step. Otherwise skip to step 10.
- 8 Go to the Acrobat menu bar and click the Printer icon. The Print popup displays.

International Association of Chiefs of Police



Printer		
Name:	Microsoft XPS Document Writer	▼ Properties
	leady ⁄licrosoft XPS Document Writer	Comments and Forms: Document and Markups
Print Range All		Preview: Composite 8.5
Current Current Pages Subset: Reverse Page Handli Copies: Page Scalin V Auto-	page 1 All pages in range pages ng 1 Collate	
Choo:	se paper source by PDF page size te custom paper size when needed	×
Print to fi	le	Units: Inches Zoom : 100%
Printing Tips	Advanced	OK Cancel

- **9** Select your desired printer settings, then click **OK** or **Print**. The report is directed to your active printer.
- **10** When you are finished viewing/printing the report, click the \boxtimes in the upper right corner of the page to exit Adobe Reader.

Reactivating an Offline Video

An *offline* video is one that has been backed up but not completely removed from the Agency server. You can view an offline video's thumbnail image and its statistics (category, duration, record trigger, etc.), but not the video itself. If you want to view the video from the server again, you will have to restore or "reactivate" it from a backup disc or external backup device.

There is a limited time period in which you can reactivate an offline video. This time period depends on the value of the *Days to enable restore of backed-up media* field on the **Life-Cycle** tab, as pictured on the next page. For instructions on changing this setting, see "Viewing/Changing the Online Lifecycle Settings" in chapter 6.

(Continued)



Mobile-Vision, Inc.								Sergeant Larkin is logged in. Logour
▼ Home Menu Home	Precinct	System	Security	Video/Ca	ase Modules	DVD		
Search Video	Storage	Life-Cycle	Backu	p/Export	Request Reason	is UM	D Types	Other
Manage Cases		-			Manager and Andrews			
User Help	Days to	enable restore	of backed-up	media: 720	0			
▼ Bookmarks	Days	to enable restor	re of Dispose	d Case: 720	0			
L3 MVI		ntil case is auto-						
Online Support	Days un	till Case is auto-						
User Preferences				ble Strict Purg				
-		Enable Re-cate	gorization of I	Media on Dele	əte: 📃 🕜			
 Administration 		Enable N	Media Deletion	n Roll-up Rep	ort: 🛃 🥝			
System Setup								
System Status								
Update Server								
Manage Users								
Action								
Edit								

You can tell that a video has exceeded its reactivation time limit when its thumbnail image and statistics no longer display online.

For specific instructions, see:

- □ Reactivating a Video from a Backup Disc, below
- □ Reactivating a Video from an External Backup Device, page 71.

Reactivating a Video from a Backup Disc

This section describes how to reactivate, or restore, an offline video from a backup disc. You can reactivate a video from either a Certified Backup Disc *or* a manual backup disc^{*} that is in Data DVD format.

For more on *offline* vs. *online* videos, see the previous section, "Reactivating an Offline Video."

You can reactivate a video for your own use, or at the request of another user. Requests from other users display on your *Inbox Messages* list, located on the Home Page.



NOTE: If your backup mode is set to **EXTERNAL**, you will need to use an alternate procedure. See "Reactivating a Video from an External Backup Device" on page 71 for further instructions. If you're not sure what your backup mode is, see "View Your Backup Mode" on page 71.

^{*} Also referred to as an "export" disc or a "user-requested certified copy"



1 To reactive a video for your own use, search for and display the desired video. (If necessary, review "Displaying a Video" on page 33.) The Video Details page displays. Skip to step 3.

-OR -

To reactive a video for another user, go to V Home Menu and click **Home**. The Home menu displays.

2 Locate the reactivation request on your *Inbox Messages* list, then click the View Video Detail icon.

B Mobile-Vision, In	с.		Your last login was on: 01/08/2016 13:50:59	Sergeant Larkin is log	gged in. <u>Logout</u> :
Home Menu	Message Board				
lome	My Messages ©	All Message	S		
earch Video			Inbox Messages		
lanage Cases ser Help			Rege 1 of 1 (10 total records)	x xx x1	
Bookmarks	Date	State	Message Text		Actions
MVI	01/08/2016 13:54	Queued	Please restore System Video #277 to an online status		E O X
nline Support	01/08/2016 13:50	Queued	Please restore System Video #278 to an online status		ÐØX
User Preferences			Sent Messages		
			Rage 1 of 1 (0 total records)	2 22 21	
Administration	Date	State	Message Text		Actions

The Video Details page displays.

		۲	Video I	DETAILS	3	
Mobile-Vision, Inc.					Serg	eant Larkin is logged in. Logout
▼ Home Menu Home	Status: Offline	Video Logs	UMD			
Search Video		A CONTRACT	System ID:	41	Incident#:	
Manage Cases User Help	B	1	Owner:	*1 Leo@17:22:18	Ingest Date:	09/25/2014 17:22
▼ Bookmarks	Contraction of the second		DVR Officer Name:	-	Record Trigger:	N/A.
L3 MVI		CONTRACT OF		Eng Lab FB2		10/19/2004 10:42
Online Support				Interview Room		10/19/2004 10:44
User Preferences			Category:		Duration (minutes):	
 Administration 			Calegory.	Arrest	Purge Date:	2
Action					Maximum Speed:	
Play Request Activation					Maximum Speed:	
Reactivate Now			Assigned To Case(s):			√ideo Notation(s):
Add To Case						
Chain of Custody Previous Results						

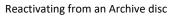
3 Go to the Action column and click **Reactivate Now**.



- \Rightarrow If the Reactivate Video popup displays, proceed to the next step.
- \Rightarrow If a security popup displays, select the checkbox at the bottom of the popup, then click **Allow**. The Reactivate Video popup displays.

This popup may appear slightly different depending on whether this video was previously backed up to an *Archive* disc (Certified Backup Disc) or an *Export* disc (User-Requested Certified Copy).

🛃 Reactivate Video	- VIDE	_ = X	Reactivate Video	- VIDEO	
React	vate Video		Reactiv	ate Video	
Please complete the following • Insert the DVD into your comp • Give the computer a few seco • Click the 'Read DVD' or 'Resto Read	uter. nds to read the DVD.	d below:	Please complete the following st • Insert the DVD into your comput • Give the computer a few second • Click the 'Read DVD' or 'Restore Reactivat	er. s to read the DVD.	l below:
DVD(s) Required for Restore			⊢ File(s) to be Restored		
Precinct Name	DVD Label	Status	File Name	File Size(MB)	Status
Maitland Headquarters	2	Pending	2111610167_171110_164200.mkv	4	Pending
	0% Read DVD		Rest	0%	



Reactivating from an Export disc

4 If the center column reads *DVD Label*, proceed to the next step.

– OR –

If the center column reads *File Size(MB)*, locate your backup disc, then skip to step 6.

- **5** Look at the number in the *DVD Label* column. This is the number of the Certified Backup Disc that contains the video you're looking for. Locate this disc, then proceed to the next step.
- 6 Insert the backup disc in your PC's CD/DVD tray. (Must be either a Certified Backup Disc or an Export disc that is in Data DVD format.) Give the computer a few seconds to read the DVD, then proceed to the next step.
- 7 Click **Read DVD** or **Restore File(s)**. After a momentary delay, the Video Details screen will redisplay, indicating that the video has been successfully restored.



NOTE: If your session "times out" during the reactivation, you need to increase your Session Timeouts number. For instructions, see "Changing the Session Timeout Setting" in chapter 6.



Reactivating a Video from an External Backup Device

This section describes how to reactivate, or restore, an offline video from an external backup device, such as a tape drive. Once a video has been reactivated, you will be able to play it from the Agency server.

For more on offline vs. online videos, see "Reactivating an Offline Video" on page 67.

Use this procedure if your Backup Mode is set to EXTERNAL.

	Edit Backup Options	
Backup Mode: EX	TERNAL	
	Save Cancel	
	Save Cancel	

If you're not sure what your backup mode is, select the following menu options to display the **Backup Options** tab.

				Syst	TEM SETU	Ρ		
	Mobile-Vision, Inc.			2			Sergeant Larkin i	s logged in. Logout
	▼ Home Menu	Precinct	System	Security Video/	3 Modules	DVD		
View Your	Home Search Video Manage Cases	Storage	Life-Cycle	Backup/Export	Request Reasons	UMD Types	Other	
Backup Mode	User Help	Backup	PC Backu	p Options				
F	Bookmarks L3 MVI Online Support User Preferences		ackup Mode: EXI		v			
	Administration System Setup System Status	1						
	Update Sener Manage Users Action							
	Edit							

If your backup mode is set to something other than **EXTERNAL**, see "Reactivating a Video from a Backup Disc" on page 68 instead.

1 Search for and display the video you wish to reactivate. (If necessary, review "Displaying a Video" on page 33.)

The Video Details page displays.

(Continued)



V Home Menu Status: Offline Video Logs UMD Home System ID: 41 Incident#:	t Larkin is logged in. Logout 🖧
Home Search Video	
Search Video System ID: 41 Incident #:	
Anage Cases Jser Help Owner: *1 Leo@17:22:18 Ingest Date: 09	9/25/2014 17:22
/ Bookmarks DVR Officer Name: Leo Record Trigger: N/	Α.
3 MVI DVR Name: Eng Lab FB2 Video Start: 10	
Diline Support DVR Type: Interview Room Video End: 10	
User Preferences	
Administration Category: Arrest Duration (minutes): 2 Purce Date:	
Action	
Aaximum Speed:	
Assigned To Case(s):	Video Notation(s):
Ndd To Case	nace neutron(c).
Chain of Custody	

2 Go to the Action column and click **Reactivate Now**. The Directories to Restore for Reactivation page displays.

		RESTORE FOR REACT	IVATION
	h.	Sergi	eant Larkin is logged in. Logout
▼ Home Menu	Reactivate from Tape		
Home Search Video Manage Cases	Please use your tape backup software to Once you have restored the directory, ple	restore the directory listed as 'Server Path' below. ase click the 'Continue' button.	
User Help	Server Path	File Name	Backup Label
▼ Bookmarks	/fbdata/00/media/2009/6/23/277/	000331_090623_174530_0.qbx	109
L3 MVI Online Support			
User Preferences			
 Administration 			
Action			
Cancel			

- **3** Using the software that came with your backup device (e.g., tape backup software), restore the directory or directories that are listed in the *Server Path* column.
- **4** Go to the Action column and click **Continue**. After a momentary delay, a confirmation message will display.

Video Reactivate Successful.



Downloading Video Files to Your PC

If desired, you can download selected videos to your PC. For specific instructions, see:

- Downloading Video to Your PC in Data DVD Format, below
- Downloading Video to Your PC in Interchange Format, page 77
- Downloading Video to Your PC in Uncompressed Format, page 82
- Downloading Video to Your PC in FOIA Redacted Format, page 86.

Downloading Video to Your PC in Data DVD Format

This section describes how to download stand-alone video information to your PC in *Data DVD* format. For more information on the Data DVD format, see "Data DVD Format" in chapter 3.

Stand-alone video is video that is not linked to a case.

Perform this procedure if you wish to email video, put it on a USB drive or other device, and/or play it back locally without burning it to a disc. If you wish to down-load video for the sole purpose of burning a DVD, see "Burning Video to a Data DVD via Your PC's DVD Burner" in chapter 3 instead.

A Data DVD download will include:

- □ Selected videos
- □ General information associated with the videos (Officer Name, DVR, Start/End Times, System ID)
- □ The Chain of Custody Report
- \Box A copy of the Flashback Player.
- 1 To download *one* video, search for and display the desired video.^{*} The Video Details page displays.

-OR -

To download *more than one* video, search for the desired videos.^{*} The Video Search Results page displays.

2 Go to the Action column and click **Export**. The Select Video(s) for Export page displays.

(Continued)



Mobile-Vision, Inc								mvadmin is logge	d in. <u>Loqout</u>
▼ Home Menu					Vi	deos			
Home				K << <	Page 1 of 3 (17	total record	ls) 🔰 🎽 🔍		
Search Video	Details	Play	Owner	DVR Name	Precinct	Duration	Category	Video Start 🔻	Notes
Manage Cases User Help ▼ Bookmarks	•		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	DEA Precinct	19 min	00-Unclassified-90 Days	03/08/2016 16:54	
L3 MVI Online Support	1		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	DEA Precinct	22 min	00-Unclassified-90 Days	03/08/2016 16:32	
 User Preferences Administration 	•	2	*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	DEA Precinct	22 min	00-Unclassified-90 Days	03/08/2016 16:10	
Action New Search	1		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	DEA Precinct	22 min	00-Unclassified-90 Days	03/08/2016 15:48	
Export Back to Video	•	Mar and	*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	DEA Precinct	22 min	00-Unclassified-90 Days	03/08/2016 15:25	
	1		*1 ONFB3@21:03:10	*1 FB3@21:11:10	DEA Precinct	3 min	00-Unclassified-90 Days	01/15/2016 15:10	EM =

- \Rightarrow If you selected *one* video, skip to step 4.
- \Rightarrow If you selected *multiple* videos, proceed to the next step.
- **3** Go to the top of the page and click on each of the videos you wish to download. You can click on any part of the record except the thumbnail image, as that will launch the Flashback Player.

As you select each video, it will appear in the *Selected Videos* list at the bottom of the page.

Mobile-Vision, Inc										mvadmin is logge	ad in. <u>Loqout</u>
▼ Home Menu		Videos									
Home				К « «	Page 1	of 3 (14 total r	record	s) 🔰 🕽	> >		
Search Video	Sys ID	Play	Ow	ner	Precir	ct	(Category	Duration	Video Start 🔻	Notes
Aanage Cases Jser Help 7 Bookmarks	4		*1 ON FBHE	0@21:00:01	DEA Pre	cinct	00-Uı	nclassified-90 Days	19 min	03/08/2016 16:54	 🚳 👔
3 MVI Online Support	8		*1 ON FBHE	0@21:00:01	DEAPre	ecinct	00-UI	nclassified-90 Days	22 min	03/08/2016 16:32	 🍛 🖆
User Preferences Administration	2	-25	*1 ON FBHE	0@21:00:01	DEAPre	ecinct	00-Ur	nclassified-90 Days	22 min	03/08/2016 16:10	 🙆 🖆
Action xport Video(s)	3		*1 ON FBHE	*1 ON FBHD@21:00:01 *1 ON FBHD@21:00:01		ecinct	00-Ur	nclassified-90 Days	22 min	03/08/2016 15:48	 🙆 🔮
teturn to Video Cancel	1		*1 ON FBHE			DEA Precinct 00-Unclassified Days			I-90 22 min	03/08/2016 15:25	 🙆 🖆
	13		*1 ONFB3	@21:03:10	DEA Pre	cinct	00-UI	nclassified-90 Days	3 min	01/15/2016 15:10	
					Se	lected Vide	eos				
		Owner		DVRN	lame	Categor	y	Duration		Video Start	Remove
		*1 ON FBHD@	21:00:01	*1 UN FBHD	@21:11:01	00-Unclassi 90 Days		22 min	03	/08/2016 15:25	×
		*1 ONFB3@2	1:03:10	*1 FB3@2	21:11:10	00-Unclassi 90 Days		3 min	01	/15/2016 15:10	×



4 Go to the Action column and click **Export Video(s)**. The Export Video(s) page displays.

			Ex	PORT VID	EO(S)		
Mobile-Vision, Inc						mvadn	nin is logged in. <u>Loqout</u>
▼ Home Menu				Vi	ideos		
Home			K	Rage 1 of 1 ((2 total records) > >>	Я	
Search Video	Output Form	at: Data DVD	~				
Manage Cases	Video	Officer		Category	DVR ID	Duration	Date / Time
User Help Bookmarks L3 MVI 		ONFB3		00-Unclassified-90 Days	*1 FB3@21:11:10	3 min	01/15/2016 15:10
Online Support User Preferences		ON FBHD		00-Unclassified-90 Days	*1 UN FBHD@21:11:01	22 min	03/08/2016 15:25
Administration Action Save Return to Detail Return to Select Cancel Help							

5 If **Data DVD** displays in the *Output Format* field, proceed to the next step.

-OR -

If **Data DVD** does *not* display in the *Output Format* field, select it from the drop-down list.

6 Go to the Action column and click **Save**. The Export Options popup displays.

		Export Options	×
	Destination	Disc Options	
	Backup PC Name: Evidence Room Bravo Job Count: 1 Disc Type: DVDRDL Manual Export ISO ZIP	Num Copies: 1 Video Description:	>
Depending on your user permissions, these checkboxes may or may not display	Video Player Options Show GPS Show Speed		
		Save Cancel	

- 7 Select **ZIP**.
- 8 Enter a description for this video download in the *Video Description* field.



Latitude

If you'd like the Chain of Custody report to include basic logs only (default), proceed 9 to the next step.

-OR -

If you'd like the Chain of Custody report to include basic logs and IACP* logs, select Include IACP logs from the Chain of Custody Log Level drop-down list.

-OR -

If you'd like the Chain of Custody report to include all available logs, select **Include** all available logs from the Chain of Custody Log Level drop-down list.

- **10** If a Video Player Options section displays in the lower left corner of the Export Options popup (will include one or two checkboxes), proceed to the next step. Otherwise skip to step 15.
- **11** If a *Show GPS* checkbox displays in the Video Player Options section, proceed to the next step. Otherwise skip to step 14.
- **12** If you want this download to include GPS data with the Flashback Player (displays 40.8578 Longitude -74.7090 during video playback, as pictured left), select the Show GPS checkbox. Otherwise Heading 59° - NEbE proceed to the next step.
 - **13** If a *Show Speed* checkbox displays in the Video Player Options section, proceed to the next step. Otherwise skip to step 15.
- **14** If you want this download to include vehicle speed data with the Flashback Player Speed 5 MPH (displays in the GPS section during video playback, as pictured left), select the Show *Speed* checkbox. Otherwise proceed to the next step.
 - Click Save. The system begins processing your request. A copy of this request will 15 display on your Home Page under Sent Messages.

When processing is complete, a confirmation message will display on your Home Page under Inbox Messages.

16 Go to your *Inbox Messages* and look for a download icon next to the export confirmation message.

		Inbox Messages	
		Rege 1 of 1 (1 total records)	
Date	State	Message Text	Actions
07/05/2017 17:34	Completed	Export MVA on 80 Disc 1 of 1 is now ready for download.	→ ⊙ ×

- \Rightarrow If you see the download icon, proceed to the next step.
- \Rightarrow If you do *not* see the download icon, the system is still processing your request. Go to V Home Menu and click **Home** to refresh your screen. Once you see the download icon, proceed to the next step.

International Association of Chiefs of Police



s I l

I7 Click the download icon to the right of the export message. A Windows message displays.

Do you want to open or save 144FA246BB70050568AE3B6_158.zip (44.8 MB) from t	rinity?			×
	Open	Save	•	Cancel

- 18 Select Save As from the Save drop-down list. The Save As window displays.
- **19** Navigate to the disk drive location where you wish to save the video file.
- **20** To change the file name, enter a new name in the *File name* field. Otherwise proceed to the next step.
- **21** Click **Save**. The system copies your file to the selected location. When the download is complete, a confirmation message displays.

The 144FA246BB70050568AE3B6_158.zip download has completed.	Open 🔻	Open folder	View downloads	×
				. ·

Downloading Video to Your PC in Interchange Format

This section describes how to download selected stand-alone videos to your PC in *interchange format*. For more information on this format, see "Interchange Format" in chapter 3.

Stand-alone video is video that is not linked to a case.

Perform this procedure if you wish to email video, put it on a USB drive or other device, play it back locally without burning it to a disc, and/or import the video into another software application. If you wish to download video for the sole purpose of burning a DVD, see "Burning Video to an Interchange Format DVD via Your PC's DVD Burner" in chapter 3 instead.



WARNING: Once a video has been exported in Interchange format, its authenticity can no longer be verified. Such video can be edited and tampered with using commercial video editing software.

1 To download *one* video, search for and display the desired video.^{*} The Video Details page displays.

– OR –

To download *more than one* video, search for the desired videos.^{*} The Video Search Results page displays.

2 Go to the Action column and click **Export**. The Select Video(s) for Export page displays.

^{*} If necessary, review "Searching for Videos" on page 18.



Mobile-Vision, Inc	2.							mvadmin is logge	d in. <u>Loqout</u>	
▼ Home Menu					Vi	ideos				
Home				K << <	Page 1 of 3 (17	total record	s) > >> >> >> >>	ł		
Search Video	Details	Play	Owner	DVR Name	Precinct	Duration	Category	Video Start 🔻	Notes	
Manage Cases User Help V Bookmarks	۲		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	DEA Precinct	19 min	00-Unclassified-90 Days	03/08/2016 16:54	-~	
L3 MVI Online Support	1		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	DEA Precinct	22 min	00-Unclassified-90 Days	03/08/2016 16:32		
 User Preferences Administration 	۲	2	*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	DEA Precinct	22 min	00-Unclassified-90 Days	03/08/2016 16:10		
Action New Search	1		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	DEA Precinct	22 min	00-Unclassified-90 Days	03/08/2016 15:48		
Export Back to Video	•	Mar and	*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	DEA Precinct	22 min	00-Unclassified-90 Days	03/08/2016 15:25		
	1		*1 ONFB3@21:03:10	*1 FB3@21:11:10	DEA Precinct	3 min	00-Unclassified-90 Days	01/15/2016 15:10	EV 3	

- \Rightarrow If you selected *one* video, skip to step 4.
- \Rightarrow If you selected *multiple* videos, proceed to the next step.
- **3** Go to the top of the page and click on each of the videos you wish to download. You can click on any part of the record except the thumbnail image, as that will launch the Flashback Player.

As you select each video, it will appear in the *Selected Videos* list at the bottom of the page.

		Select Video(s) for Export										
Mobile-Vision, Inc										mvadmin is logg	ed in. <u>Loqout</u>	
▼ Home Menu						Videos						
Home				K < <	Page 1	of 3 (14 total re	ecords) 🔰	» N			
Search Video	Sys ID	Play	Owr	ner	Precir	nct	С	ategory	Duration	Video Start 🔻	Notes	
Aanage Cases Jser Help 7 Bookmarks	4		*1 ON FBHD	@21:00:01	DEAPre	ecinct	00-Unclassified-90 Days		19 min	03/08/2016 16:54	 🖗	
3 MVI Online Support	8	And And	*1 ON FBHD@21:00:01		DEAPre	ecinct	00-Unclassified-90 Days		22 min	03/08/2016 16:32		
 User Preferences Administration 	2	2	*1 ON FBHD@21:00:01		DEAPre	ecinct	00-Unclassified-90 Days		22 min	03/08/2016 16:10		
Action Export Video(s) Return to Video	3		*1 ON FBHD	@21:00:01	DEAPre	ecinct	inct 00-Unclassified-90 Days		22 min	03/08/2016 15:48		
teturn to Video Cancel	1		*1 ON FBHD	@21:00:01	DEA Precinct 00-Ur		00-Unclassified-90 Days 22		22 min	03/08/2016 15:25	 🙆 👩	
	13		*1 ONFB3@	*1 ONFB3@21:03:10		DEA Precinct 0		00-Unclassified-90 Days		01/15/2016 15:10		
					Se	elected Video	DS					
		Owner		DVR N	lame	Category		Duration		Video Start	Remove	
		*1 ON FBHD@2	21:00:01	*1 UN FBHD	@21:11:01	00-Unclassifi 90 Days	assified- 22 min		03	/08/2016 15:25	×	
		*1 ONFB3@21	1:03:10	*1 FB3@2	21:11:10	00-Unclassified- 90 Days 3 min		01/15/2016 15:10		×		



4 Go to the Action column and click **Export Video(s)**. The Export Video(s) page displays.

		Ex	XPORT VID	eo(s)		
Mobile-Vision, Inc	2.				mvadm	in is logged in. <u>Loqout</u>
▼ Home Menu			Vi	ideos		
Home		K	< < Page 1 of 1	(2 total records)	×	
Search Video	Output Forma					
Manage Cases	Video	Officer	Category	DVR ID	Duration	Date / Time
User Help		Officer	Category	UVRID	Duration	Date / Time
 Bookmarks L3 MVI 		ONFB3	00-Unclassified-90 Days	*1 FB3@21:11:10	3 min	01/15/2016 15:10
Online Support User Preferences		ON FBHD	00-Unclassified-90 Days	*1 UN FBHD@21:11:01	22 min	03/08/2016 15:25
► Administration						1
Action	i					
Save						
Return to Detail						
Return to Select						
Cancel						
Help						
	_					

5 Go to the *Output Format* field and select **Interchange Format** from the dropdown list. Two new columns display: *Video Source* and *Audio Source*.

			Export	r Vide	o(s))					
Mobile-Vision, Inc							r	nvadmin is lo	ogged in. <u>Loqout</u>		
▼ Home Menu				Videos							
Home		C C Page 1 of 1 (2 total records)									
Search Video	Output Form	nat: Interchange Form	nat 🗸					-			
Manage Cases User Help	Video	Officer	Category	DVR ID	Video Source	Audio Source		Audio Source		Duration	Date / Time
▼ Bookmarks L3 MVI Online Support		ONFB3	00-Unclassified-90 Days	*1 FB3@21:11:10	✔ Front Rear	VLP1/In Car VLP1/In Car	VLP2	3 min	01/15/2016 15:10		
 User Preferences Administration 		ON FBHD	00-Unclassified-90 Days	*1 UN FBHD@21:11:01	✓ Front □ Rear	VLP1/In Car VLP1/In Car	VLP2	22 min	03/08/2016 15:25		
Action Save Return to Detail Return to Select Cancel Help						<u>.</u>					

6 If the word "Camera" displays in the *Video Source* column, proceed to the next step.

– OR –

If two checkboxes display in the *Video Source* column, select the camera views you wish to include for each video, as described in the table on the next page.

(Continued)



Video Source Setting	Description
Front Rear	Copy only the video recorded from Camera Channel 1 (forward facing zoom camera).
Front Rear	Copy only the video recorded from Camera Channel 2 (Backseat and/or Bullet cameras).
Front Rear	Copy the video that was recorded from <i>both</i> Camera Channel 1 and Camera Channel 2.

7 If the word "Camera" displays in the *Audio Source* column, proceed to the next step. – OR –

If two checkboxes display in the *Audio Source* column, select the audio source that you wish to include for each video, as described below:

- □ *VLP1/In Car*. The audio from both the wireless microphone that's connected to your Flashback's VLP 1 port *and* your in-car microphone (default).
- □ *VLP2*. The audio from the wireless microphone that's connected to your Flashback's VLP 2 port, if applicable.
- 8 Go to the Action column and click **Save**. The Export Options popup displays.

	Export Options	— ×
Destination	Disc	Options
Backup PC	Num Copies:	1
Name: H-W10 BUPC	Video Description:	
Job Count: 1		
Disc Type: DVDR		
Manual Export		
© ISO	Chain of Custody Log Level:	Include basic logs 🔹
© ZIP		
	Save Cancel	

- 9 Select ZIP.
- **10** Enter a description for this video download in the *Video Description* field.
- **11** If you'd like the Chain of Custody report to include basic logs only (default), proceed to the next step.

-OR -

If you'd like the Chain of Custody report to include basic logs *and* IACP^{*} logs, select **Include IACP logs** from the *Chain of Custody Log Level* drop-down list.

- OR - (Continued)

^{*} International Association of Chiefs of Police



If you'd like the Chain of Custody report to include all available logs, select **Include** all available logs from the *Chain of Custody Log Level* drop-down list.

12 Click **Save**. The system begins processing your request. A copy of this request will display on your Home Page under *Sent Messages*.

When processing is complete, a confirmation message will display on your Home Page under *Inbox Messages*.

13 Go to your *Inbox Messages* and look for a download icon next to the export confirmation message.



- \Rightarrow If you see the download icon, proceed to the next step.
- $\Rightarrow If you do$ *not*see the download icon, the system is still processing your request. Go to**V**Home Menu and click**Home**to refresh your screen. Once you see the download icon, proceed to the next step.
- 14 Click the download icon to the right of the export message. A Windows message displays.

Do you want to open or save 144FA246BB70050568AE3B6_158.zip (44.8 MB) from tr	inity?			×	
	Open	Save	•	Cancel	

- 15 Select Save As from the Save drop-down list. The Save As window displays.
- **16** Navigate to the disk drive location where you wish to save the video file.
- **17** To change the file name, enter a new name in the *File name* field. Otherwise proceed to the next step.
- **18** Click **Save**. The system copies your file to the selected location. When the download is complete, a confirmation message displays.

The 144FA246BB70050568AE3B6_158.zip download has completed.	Open 🔻	Open folder	View downloads	×
---	--------	-------------	----------------	---



Downloading Video to Your PC in Uncompressed Format

This section describes how to download stand-alone video information to your PC in *Uncompressed Format*. For more information on this format, see "Uncompressed Format" in chapter 3.

Stand-alone video is video that is not linked to a case.

Perform this procedure if you wish to email video, put it on a USB drive or other device, play it back locally without burning it to a disc, and/or import the video into another software application. If you wish to download video for the sole purpose of burning a DVD, see "Burning Video to an Uncompressed Format DVD via Your PC's DVD Burner" in chapter 3 instead.



WARNING: Once a video has been downloaded in Uncompressed format and then converted to MP4 and DV files, its authenticity can no longer be verified. Such video can be edited and tampered with using commercial video editing software.

1 To download *one* video, search for and display the desired video.^{*} The Video Details page displays.

- OR -

To download *more than one* video, search for the desired videos.^{*} The Video Search Results page displays.

2 Go to the Action column and click **Export**. The Select Video(s) for Export page displays.

Mobile-Vision, Inc			VID	eo S ea	RCH]	Res	ULTS	mvadmin is logg	ed in. Loqout
▼ Home Menu					Vi	ideos			
Home				I< << <	Page 1 of 3 (17	total record	ls) 🔉 🔀 🔍		
Search Video	Details	Play	Owner	DVR Name	Precinct	Duration	Category	Video Start 🔻	Notes
Manage Cases User Help	•		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	DEA Precinct	19 min	00-Unclassified-90 Days	03/08/2016 16:54	 1
Bookmarks L3 MVI Online Support	•		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	DEA Precinct	22 min	00-Unclassified-90 Days	03/08/2016 16:32	
 User Preferences Administration 	1	12	*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	DEA Precinct	22 min	00-Unclassified-90 Days	03/08/2016 16:10	
Action New Search	1		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	DEA Precinct	22 min	00-Unclassified-90 Days	03/08/2016 15:48	
Export Back to Video	1	And	*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	DEA Precinct	22 min	00-Unclassified-90 Days	03/08/2016 15:25	
	•		*1 ONFB3@21:03:10	*1 FB3@21:11:10	DEA Precinct	3 min	00-Unclassified-90 Days	01/15/2016 15:10	

 \Rightarrow If you selected *one* video, skip to step 4.

 \Rightarrow If you selected *multiple* videos, proceed to the next step.

* If necessary, review "Searching for Videos"



3 Go to the top of the page and click on each of the videos you wish to download. You can click on any part of the record except the thumbnail image, as that will launch the Flashback Player.

As you select each video, it will appear in the *Selected Videos* list at the bottom of the page.

Mobile-Vision, Inc.										mvadmin is logg	ed in. <u>Loqout</u> i
▼ Home Menu						Videos					
Home		IK KK K Page 1 of 3 (14 total records)									
Search Video	Sys ID	Play	Ow	ner	Precir	ict		Category	Duration	Video Start 🔻	Notes
Aanage Cases Jser Help 7 Bookmarks	4		*1 ON FBHD@21:00:01		DEA Pre	ecinct	00-Unclassified-90 Days		19 min	03/08/2016 16:54	 🙆 👩
3 MVI Online Support	8		*1 ON FBHE	0@21:00:01	DEAPre	ecinct	00-Unclassified-90 Days		22 min	03/08/2016 16:32	 🙆 🖆
User Preferences Administration	2	-25	*1 ON FBHD@21:00:01		DEAPre	ecinct	00-Unclassified-90 Days		22 min	03/08/2016 16:10	 🐼 🔮
Action export Video(s) Return to Video	3		*1 ON FBHE	0@21:00:01	DEAPre	ecinct 00-Unclassified-90 Days		22 min	03/08/2016 15:48	 🍛 🖆	
Cancel	1	and the second s	*1 ON FBHD@21:00:01		DEA Precinct		00-Unclassified-90 Days		22 min	03/08/2016 15:25	 🚱 😭
	13		*1 ONFB3	@21:03:10	DEAPre	ecinct	00-U	nclassified-90 Days	3 min	01/15/2016 15:10	we 🍙 🧐
					Se	elected Vid	leos				
		Owner		DVR N	lame	Catego	ory			Video Start	Remove
		*1 ON FBHD@	21:00:01	*1 UN FBHD	@21:11:01	00-Unclas 90 Da		22 min	03	/08/2016 15:25	×
		*1 ONFB3@2	1:03:10	*1 FB3@2	*1 FB3@21:11:10 00-Uncla		assified- ays 3 min		01/15/2016 15:10		×

4 Go to the Action column and click **Export Video(s)**. The Export Video(s) page displays.

Export Video(s)													
Mobile-Vision, Inc					mvadm	in is logged in. Logout							
▼ Home Menu	Videos												
Home		K	C Page 1 of 1	(2 total records) >>>>	Я								
Search Video	Output Format:	Data DVD 🗸											
Manage Cases	Video	Officer	Category	DVR ID	Duration	Date / Time							
User Help Bookmarks L3 MVI		ONFB3	00-Unclassified-90 Days	*1 FB3@21:11:10	3 min	01/15/2016 15:10							
Online Support User Preferences		ON FBHD	00-Unclassified-90 Days	*1 UN FBHD@21:11:01	22 min	03/08/2016 15:25							
Administration Action Save Return to Detail Return to Select Cancel Help													



- Go to the *Output Format* field and select **Uncompressed Format** from the 5 drop-down list.
- 6 Go to the Action column and click **Save**. The Export Options popup displays.

	E	xport Options	×
	Destination Backup PC Name: Evidence Room Bravo Job Count: Disc Type: DVDRDL Manual Export ISO ZIP	Disc Options Num Copies: 1 Video Description:	ogs V
Depending on your user permissions, hese checkboxes may or may not display	Video Player Options Show GPS Show Speed		
		Save Cancel	

- Select **ZIP**. 7
- 8 Enter a description for this video download in the Video Description field.
- 9 If you'd like the Chain of Custody report to include basic logs only (default), proceed to the next step.

- OR -

If you'd like the Chain of Custody report to include basic logs and IACP* logs, select Include IACP logs from the Chain of Custody Log Level drop-down list.

-OR -

If you'd like the Chain of Custody report to include all available logs, select **Include** all available logs from the Chain of Custody Log Level drop-down list.

- **10** If a Video Player Options section displays in the lower left corner of the Export Options popup (will include one or two checkboxes), proceed to the next step. Otherwise skip to step 15.
- **11** If a *Show GPS* checkbox displays in the Video Player Options section, proceed to the next step. Otherwise skip to step 14.
- If you want this download to include GPS data with the Flashback Player (displays 12 40.8578 Longitude -74.7090 during video playback, as pictured left), select the Show GPS checkbox. Otherwise Heading 59° - NEbE proceed to the next step.

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International Association of Chiefs of Police



- **13** If a *Show Speed* checkbox displays in the Video Player Options section, proceed to the next step. Otherwise skip to step 15.
- **Speed 14** If you want this video download to include vehicle speed data with the Flashback Player (displays in the GPS section during video playback, as pictured left), select the *Show Speed* checkbox. Otherwise proceed to the next step.
 - **15** Click **Save**. The system begins processing your request. A copy of this request will display on your Home Page under *Sent Messages*.

When processing is complete, a confirmation message will display on your Home Page under *Inbox Messages*.

16 Go to your *Inbox Messages* and look for a download icon next to the export confirmation message.

	Inbox Messages										
		Image 1 of 1 (1 total records) Image 1 > Image 1									
Date	State	Message Text	Actions								
07/05/2017 17:34	Completed	Export MVA on 80 Disc 1 of 1 is now ready for download.	── >⊙×								

- \Rightarrow If you see the download icon, proceed to the next step.
- ⇒ If you do *not* see the download icon, the system is still processing your request. Go to \checkmark Home Menu and click **Home** to refresh your screen. Once you see the download icon, proceed to the next step.
- Click the download icon to the right of the export message. A Windows message displays.

Do you want to open or save 144FA246BB70050568AE3B6_158.zip (44.8 MB) from trinity?									
	Open	Save	•	Cancel					

- **18** Select **Save As** from the *Save* drop-down list. The Save As window displays.
- **19** Navigate to the disk drive location where you wish to save the video file.
- **20** To change the file name, enter a new name in the *File name* field. Otherwise proceed to the next step.
- **21** Click **Save**. The system copies your file to the selected location. When the download is complete, a confirmation message displays.

The 144FA246BB70050568AE3B6_158.zip download has completed.	Open 🔻	Open folder	View downloads	×
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Downloading Video to Your PC in FOIA Redacted Format

This section describes how to download selected stand-alone videos to your PC in *FOIA Redacted* format. For more information on this format, see "FOIA Redacted Format" in chapter 3.

Stand-alone video is video that is not linked to a case.



WARNING: Once a video has been exported in FOIC Redacted format, its authenticity can no longer be verified. Such video can be edited and tampered with using commercial video editing software.

1 To download *one* video, search for and display the desired video.^{*} The Video Details page displays.

-OR -

To download *more than one* video, search for the desired videos.^{*} The Video Search Results page displays.

2 Go to the Action column and click **Export**. The Select Video(s) for Export page displays.

Mobile-Vision, Inc.								mvadmin is logge	d in. <u>Loqout</u>
▼ Home Menu					Vi	deos			
Home				K	Page 1 of 3 (17	total record	ls) > >> >I 🔍		
Search Video	Details	Play	Owner	DVR Name	Precinct	Duration	Category	Video Start 🔻	Notes
Manage Cases User Help	•		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	DEA Precinct	19 min	00-Unclassified-90 Days	03/08/2016 16:54	
▼ Bookmarks L3 MVI Online Support	1		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	DEA Precinct	22 min	00-Unclassified-90 Days	03/08/2016 16:32	
 User Preferences Administration 	•		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	DEA Precinct	22 min	00-Unclassified-90 Days	03/08/2016 16:10	
Action New Search	1		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	DEA Precinct	22 min	00-Unclassified-90 Days	03/08/2016 15:48	
Export Back to Video	•	And Anther	*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	DEA Precinct	22 min	00-Unclassified-90 Days	03/08/2016 15:25	
	•		*1 ONFB3@21:03:10	*1 FB3@21:11:10	DEA Precinct	3 min	00-Unclassified-90 Days	01/15/2016 15:10	

- \Rightarrow If you selected *one* video, skip to step 4.
- \Rightarrow If you selected *multiple* videos, proceed to the next step.
- **3** Go to the top of the page and click on each of the videos you wish to include in this download. You can click on any part of the record except the thumbnail image, as that will launch the Flashback Player.

⁶ If necessary, review "Searching for Videos" on page 18.



As you select each video, it will appear in the *Selected Videos* list at the bottom of the page.

Mobile-Vision, Inc.										mvadmin is logge	ed in. <u>Loqout</u>
/ Home Menu						Videos					
lome				к « «	Page 1	of 3 (14 total re	ecords	;) > >	× ×		
earch Video	Sys ID	Play	Ow	ner	Precir	oct	С	ategory	Duration	Video Start 🔻	Notes
anage Cases ser Help Bookmarks	4		*1 ON FBHE	0@21:00:01	DEA Pre	ecinct		classified-90 Days	19 min	03/08/2016 16:54	<u></u> 🚳 👔
3 MVI nline Support	8		*1 ON FBHE	0@21:00:01	DEAPre	ecinct		classified-90 Days	22 min	03/08/2016 16:32	
User Preferences Administration	2		*1 ON FBHE	@21:00:01	DEAPre	ecinct		classified-90 Days	22 min	03/08/2016 16:10	
Action (port Video(s)	3		*1 ON FBHE	0@21:00:01	DEAPre	ecinct		classified-90 Days	22 min	03/08/2016 15:48	
eturn to Video ancel	1		*1 ON FBHE	0@21:00:01	DEAPre	ecinct		classified-90 Days	22 min	03/08/2016 15:25	 🙆 🖆
	13		*1 ONFB3	@21:03:10	DEAPre	cinct		classified-90 Days	3 min	01/15/2016 15:10	
					Se	lected Video	0S				
		Owner		DVR N	lame	Category	/	Duration		Video Start	Remove
		1 ON FBHD@2	1:00:01	*1 UN FBHD	@21:11:01	00-Unclassif 90 Days		22 min	03	/08/2016 15:25	×
		*1 ONFB3@21	:03:10	*1 FB3@2	21:11:10	00-Unclassif 90 Days		3 min	01	/15/2016 15:10	×

4 Go to the Action column and click **Export Video(s)**. The Export Video(s) page displays.

	Export Video(s)											
Mobile-Vision, Inc.	mvadmin is logged in. <u>Loqout</u>											
▼ Home Menu	Videos											
Home		Contract Con										
Search Video	Output Forma	t: Data DVD 🗸	•									
Manage Cases	Video	Officer	Category	DVR ID	Duration	Date / Time						
User Help Bookmarks L3 MVI		ONFB3	00-Unclassified-90 Days	*1 FB3@21:11:10	3 min	01/15/2016 15:10						
Online Support		ON FBHD	00-Unclassified-90 Days	*1 UN FBHD@21:11:01	22 min	03/08/2016 15:25						
► Administration Action Save Return to Detail Return to Select Cancel Help				,		1						

5 Go to the *Output Format* field and select **FOIA Redacted Format** from the dropdown list. Three new columns display: *Video Source, Audio Source,* and *Redaction*.



			Export	VIDEO	b(s))			
Mobile-Vision, Inc.						m	vadmin is lo	ogged in.	<u>Loqout</u>
▼ Home Menu				Videos	5				
Home			К << <	Page 1 of 1 (2 tota	al records)	> >> >I			
Search Video	Output Forma	at: FOIA Redaction F	Format 🗸					-	
Manage Cases User Help	Video	Officer	Category	DVR ID	Video Source	Audio Source	Redaction	Duration	Date / Tim
▼ Bookmarks L3 MVI		ONFB3	00-Unclassified-90 Days	*1 FB3@21:11:10	✓ Front □ Rear	VLP1 VLP2 In Car	Front Rear	3 min	01/15/2010 15:10
Online Support User Preferences	Marine Marine	ON FBHD	00-Unclassified-90 Days	*1 UN FBHD@21:11:01	✓ Front Rear	VLP1 VLP2 In Car	Front Rear	22 min	03/08/201 15:25
 Administration 				1				-	
Action									
Save Return to Detail									
Return to Select Cancel									

6 If the word "Camera" displays in the *Video Source* column, proceed to the next step. – OR –

If two checkboxes display in the *Video Source* column, select the camera views you wish to include for each video, as described below.

Video Source Setting	Description
Front Rear	Copy only the video recorded from Camera Channel 1 (forward facing zoom camera).
Front Rear	Copy only the video recorded from Camera Channel 2 (Backseat and/or Bullet cameras).
Front Rear	Copy the video that was recorded from <i>both</i> Camera Channel 1 and Camera Channel 2.

7 To include at least one audio track with this export, proceed to the next step.

-OR -

To include *no* audio tracks with this export (i.e., omit all audio), deselect the VLP1 checkbox. Skip to step 9.

8 If the word "Camera" displays in the Audio Source column, proceed to the next step.

- OR -

If two checkboxes display in the *Audio Source* column, select the audio sources that you wish to include for each video. You may select up to two sources for each video. These audio tracks will play concurrently when watching the video.

□ *VLP1*. The audio from the wireless microphone that's connected to your Flashback's VLP 1 port (default)



- □ *VLP2*. The audio from the wireless microphone that's connected to your Flashback's VLP 2 port, if applicable
- □ *In Car*. The audio from your in-car microphone.
- 9 Go to the *Redaction* column and click on one of the following buttons:
 - **Camera**. Redact the video from a Body Worn camera.
 - □ **Front**. Redact the video from a Flashback's Camera Channel 1. For in-car systems, this is the video captured with your forward facing zoom camera.
 - Rear. Redact the video from a Flashback's Camera Channel 2. For in-car systems, this is the video captured with your Backseat camera and/or Bullet camera(s).

The Redaction Settings popup displays.

Blur Level:		
None O Lo	ow 🔿 Med 🔾 High	
nable Trimming: 🔲		
Trim Start:	02/27/2014 07:10:10	

The Redaction settings are described below.

	Redaction Settings								
Setting	Description								
Blur Level	The degree to which you wish to blur the video or video segment you are exporting. By default, the system does not blur the video at all (Blur Level = <i>None</i>). However, if you select any of the other settings (<i>Low</i> , <i>Med</i> , or <i>High</i>), the system will blur every frame of the video or video segment.								
	Low Medium High								
Enable Trimming	 A checkbox used to indicate whether you wish to export <i>all</i> of the video or a selected <i>segment</i> of the video. □ Export the entire full-length video ☑ Export a segment of the full-length video If you select Enable Trimming, you will have to select a date/time range using the <i>Trim Start</i> and <i>Trim Stop</i> fields described on the next page. 								

(Continued)

Page | 89

- his



Redaction Settings (cont'd)						
Setting	Description					
Trim Start	The beginning of the date/time range you wish to excerpt from the original full-length video. <i>Use the calendar popup to select this date/time</i> .					
Trim Stop	The end of the date/time range you wish to excerpt from the original full-length video. <i>Use the calendar popup to select this date/time</i> .					

- **10** To blur the entire video or video segment, proceed to the next step. Otherwise skip to step 12.
- **11** Select a *Blur Level*: **Low**, **Med**, or **High** (see samples on the previous page).
- **12** To export a *segment* of the original full-length video, proceed to the next step. OR -

To export the entire full-length video, skip to step 16.

- **13** Select the *Enable Trimming* checkbox.
- **14** Proceed to the *Trim Start* field. Using the calendar popup, select the beginning of the video date/time range you wish to export.
- **15** Proceed to the *Trim Stop* field. Using the calendar popup, select the end of the video date/time range you wish to export.
 - 16 Click Save.
 - 17 To redact other videos that are included with this download, repeat steps 9 16. Otherwise proceed to the next step.
 - **18** Go to the Action column and click **Save**. The Export Options popup displays.

Destination	Disc Options
ISOZIP	Num Copies: 1 Video Description:
	Chain of Custody Log Level: Include basic logs

- **19** Select **ZIP**.
- **20** Enter a description for this video in the *Video Description* field.



21 If you'd like the Chain of Custody report to include basic logs only (default), proceed to the next step.

– OR –

If you'd like the Chain of Custody report to include basic logs *and* IACP^{*} logs, select **Include IACP logs** from the *Chain of Custody Log Level* drop-down list.

– OR –

If you'd like the Chain of Custody report to include all available logs, select **Include all available logs** from the *Chain of Custody Log Level* drop-down list.

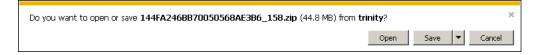
22 Click **Save**. The system begins processing your request. A copy of this request will display on your Home Page under *Sent Messages*.

When processing is complete, a confirmation message will display on your Home Page under *Inbox Messages*.

23 Go to your *Inbox Messages* and look for a download icon next to the export confirmation message.

	Inbox Messages							
		Rage 1 of 1 (1 total records)						
Date	State	Message Text	Actions					
07/05/2017 17:34	Completed	Export MVA on 80 Disc 1 of 1 is now ready for download.	I ⊗ ×					

- \Rightarrow If you see the download icon, proceed to the next step.
- $\Rightarrow If you do$ *not* $see the download icon, the system is still processing your request. Go to <math>\checkmark$ Home Menu and click **Home** to refresh your screen. Once you see the download icon, proceed to the next step.
- 24 Click the download icon to the right of the export message. A Windows message displays.



- 25 Select Save as from the Save drop-down list. The Save As window displays.
- 26 Navigate to the disk drive location where you wish to save the video.
- **27** To change the file name, enter a new name in the *File name* field. Otherwise proceed to the next step.

International Association of Chiefs of Police



28 Click **Save**. The system copies your files to the selected location. When the download is complete, a confirmation message displays:

The :	144FA246BB70050568AE3B6_	158.zip download has completed.	Open	•	Open folder	View downloads	×
-------	--------------------------	---------------------------------	------	---	-------------	----------------	---

Exporting a Snapshot

This section describes how to export a Body Worn still image or "snapshot" to a PDF file.

What's the difference between a 'snapshot' and a 'video frame'? *Snapshots* are still images that are captured from a *Body*VISION or BWX-100 camera while a recording is in progress. They upload to the server as separate files (that is, separate from the video from which they were captured). Snapshots are similar to videos in that they can be searched on, notated with video notations, assigned user metadata, attached to cases, and/or exported to DVD or other media. *Video frames* are also still images, but they are excerpted from a video *after* that video is already on the server. Unlike snapshots, video frames are not treated like videos in the system. They are stand-alone files that are separate and apart from DEA Agency.

If you prefer to export a snapshot to a JPG file, see "Downloading Video Files to Your PC" on page 73 instead.

- **SEARCH VIDEO** lmin is logged in. Loqout 💒 ▼ Н Home DVR: Date ✓ Ø Search Video Owner **~** 0 Manage Cases System ID 0 User Help **~** Ø v 0 Precinct: Category ▼ Bo L3 MVI Online Support Search Advanced Search Clear
- **1** Go to V Home Menu and click **Search Video**. The Search Video page displays.

2 Go to the Action column and click Advanced Search.



	SEARCH VIDEO	
Mobile-Vision, Inc.		mvadmin is logged in. Logout
▼ Home Menu	Media Information	
Home		
Search Video	After Date: 🛛 🖬 🤣 Before Date:	
Manage Cases	DVR: 🔽 🕜 DVR Type:	
User Help	System ID: Owner:	
▼ Bookmarks		
L3 MVI		
Online Support	Status: 🔽 🥝 Tagged:	
▶ User Preferences	Latitude: 🕜 Record Trigger:	
► Administration	Longitude: Speed Greater Than:	
Action	Incident #: 0 UMD:	@
Search		
Basic Search		
Clear		

3 Select **Body Worn** from the *DVR Type* drop-down list. The *Body Worn Mode* field displays.

Mobile-Vision, Inc.					Serge	eant Larkin is logg	ed in. Logout
▼ Home Menu	Media Informati	on .					
Home	After Date:	_	• •	Before Date:	r		
Search Video						_	
Manage Cases	DVR:		v 🕐	DVR Type:	Body Worn	· •	
Jser Help	System ID:	0		Body Worn Mode:	Both	~	
7 Bookmarks	Category:	~	0	Owner:			
.3 MVI				Precinct:	1		
Online Support	Status:						
User Preferences	Latitude:		0	Tagged:	L	• •	
Administration	Longitude:		0	Record Reason:	· · · · · · · · · · · · · · · · · · ·	< 0	
Action	Incident #:		0	Speed Greater Than:		0	
Search				UMD:		0	
Search Basic Search				(1979) 	1		
Clear							

- 4 Select Snapshots Only from the Body Worn Mode drop-down list.
- **5** If desired, enter/select additional search criteria.
- **6** Go to the Action column and click **Search**. All *Body*VISION and/or BWX-100 snapshot files that match your selection criteria display on the Video Search Results page.

(Continued)



				VIDE	O SEARCI	h Re	SULTS		
	Mobile-Vision, Inc.							mvadmin is logge	d in. <u>Loqout</u>
	▼ Home Menu					Videos			
	Home			K	C Page 1 of	4 (24 total rec	cords) >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	Q,	
Reduvicion	Search Video	Details	Play	Owner	Precinct	Duration	Category	Video Start 🔻	Notes
BodyVISION snapshots display	Manage Cases User Help	•	1.200	No Name	DEA Agency	Image	Body Worn	10/20/2016 16:16	
the word "Image" in this column	Bookmarks L3 MVI Online Support User Preferences Administration Action New Search	•		No Name	DEA Agency	Image	Body Worn	10/20/2016 16:16	-
		٠	() E	No Name	DEA Agency	Image	Body Worn	10/20/2016 16:15	
		4		No Name	DEA Agency	Image	Body Worn	10/20/2016 16:15	
	Export Back to Video	٠		No Name	DEA Agency	Image	Body Worn	10/20/2016 16:15	
		4		No Name	DEA Agency	Image	Body Worn	10/20/2016 16:15	89

7 If the snapshot you wish to export displays on this page, proceed to the next step.

-OR -

If the snapshot you wish to export does *not* display on this page, use the navigation arrows to scroll through the results list.

К « < > >> >

1 8 Click on the snapshot's *Details icon*. The Snapshot Details page displays.

	SNAPSH	OT DETAILS	
Mobile-Vision, Inc.			mvadmin is logged in. Logout
▼ Home Menu Home	Status: Online Snapshot Logs UMD		
Search Video Manage Cases	System ID:	24 Incident #:	
User Help	Owner:	Lt. McDonnel Ingest Date:	10/20/2016 16:17
▼ Bookmarks	DVR Officer Name:	No Name Record Trigger:	Manual Record
L3 MVI	DVR Name:	BW-407 Capture Date:	10/20/2016 16:15
Online Support	DVR Type:	Body Worn	
User Preferences			
Administration	Category:	Body Worn	
Action	Assigned To Case(s):		Video Notation(s):
Play			
Export			
Chain of Custody			
Export Image to PDF			
Previous Results			

9 Go to the Action column and click **Export Image to PDF**. A Windows message displays.

Do you want to open or save sys_vid50.pdf from 166.20.101.91?	Open	Save 🔽	Cancel	×
---	------	--------	--------	---

- Pie Edit View Document Tools Window Help
 *

 Image: Section Vision, Inc.
 Captured Image Report

 VM-Precinct-89
 2000 Lake Lucien Drive, Maitland, FL 800-336-8475

 System Dir. 19
 DVR Officer Name: No Name Category: Body Worn

 Tagest Date: 10/20/2016 16:17
 Owner: No Name Category: Body Worn

 Tagest Date: 10/20/2016 16:17
 Image Capture Time: 10/20/2016 16:16
- **10** Click **Open**. The Captured Image Report displays.

- **11** To print this report, proceed to the next step. Otherwise skip to step 14.
 - 23 Print Printe Properties Microsoft XPS Document Writer Name: Comments and Forms: Status: Readv Type: Microsoft XPS Document Write Document and Markups Preview: Composite Print Range o All 8.5 Current view Current page L - lafaint Pages 1 Subset: All pages in range $\overline{\mathbf{w}}$ Reverse pages Page Handling -11 Copies: 1 Collate Shrink to Printable Area Page Scaling: • Auto-Rotate and Center Choose paper source by PDF page size Use custom paper size when needed Units: Inches Zoom : 100% Print to file 1/1 OK Cancel Printing Tips Advanced
- **12** Go to the Acrobat menu bar and click the Printer icon. The Print popup displays.



- **13** Select your desired printer settings, then click **OK** or **Print**. The report is directed to your active printer.
- 14 When you are finished viewing/printing the report, click the \boxtimes in the upper right corner of the page to exit Adobe Reader.

Viewing a Video's Logs

This section describes how to view a video's logs. The video logs show *who* performed various actions on a video and *when*. In some instances, it also records the reason for an action, such as why a video was uploaded from a flashcard.

The video logs can, for example, answer these questions:

- □ Who played this video, and when?
- □ When was this video uploaded from the DVR unit?
- □ Who requested an export of this video, and when?
- □ Who manually uploaded this video from a flashcard, when, and why?
- □ Who was this video reassigned to?
- □ Who made the reassignment, and when?

For instructions on viewing the logs for a *Body*VISION or BWX-100 snapshot, see the next section, "Viewing a Snapshot's Logs."

1 Search for and display the video you wish to view logs for. (If necessary, review "Displaying a Video" on page 33.) The Video Details page displays.

			VID	ео Dета	ILS	
Mobile-Vision, Inc.						mvadmin is logged in. Logout
▼ Home Menu Home	Status: Online	Video Logs	UMD			
Search Video			System ID:	320	Incident#:	
Manage Cases User Help			Owner:	Officer Ostrum	Ingest Date:	10/04/2016 12:25
▼ Bookmarks	Enternet in		DVR Officer Name:	No Name	Record Trigger:	Record Button
L3 MVI				*1 FBHD@12:10:43	Video Start:	10/04/2016 08:58
Online Support	a de		DVR Type:		Video End:	10/04/2016 09:00
 User Preferences 			Category:		Duration (minutes):	
 Administration 				741001	Purge Date:	
Action Play					Maximum Speed:	44
Export						· · · · · · · · · · · · · · · · · · ·
Add To Case			Assigned To Case(s	s):		Video Notation(s):
Chain of Custody						
Previous Results						

2 Click the **Video Logs** tab. The video's log records display. If necessary, use the navigation arrows at the top of the page to scroll through the list.



Mobile-Vision, Inc.			mv	admin is logged in. Loqout
V Home Menu	Status: Online	/ideo Logs UMD		
Home Search Video			Video Logs	
Manage Cases		ार २२ २		
User Help	Date 🛦	User	Action	IP Address
Bookmarks	10/04/2016 12:25		System Media #320 Uploaded from DVR (ID: 0000050080)	
.3 MVI	10/04/2016 12:25		File hash validation passed during Insertion	
Online Support	10/04/2016 13:15	mvadmin	Video Export Requested	166.20.101.101
 User Preferences 	10/04/2016 13:16	mvadmin	Attempting Export	
Administration	10/04/2016 13:16		File hash validation passed during Export - Certified Copy#131	
Action	10/04/2016 13:26	mvadmin	Export Request Completed - Certified Copy#131	
Play	10/24/2016 11:26	mvadmin	System Video Tagged	166.20.100.160
Export	10/24/2016 11:26	mvadmin	System Video Untagged	166.20.100.160
Add To Case				
Chain of Custody				
Previous Results				

The columns on the Video Logs tab are described below.

	Video Logs						
Column	Description						
Date	The date and time at which the action was performed on this video. Displays in mm/dd/yyyy hh:mm format.						
User	The name of the user who performed the action. If this column is blank, it indicates that the <i>system</i> performed this action.						
Action	A description of the action performed on this video.						
IP Address	The IP address of the device from which the activity was exe- cuted. For example, if an officer played the video on a PC with an IP address of 192.168.250.10, that number will display here.						



Viewing a Snapshot's Logs

This section describes how to view the activity logs for a *Body*VISION or BWX-100 still image, referred to as a *snapshot*. The snapshot log lists the following information:

- □ The date/time at which the snapshot was uploaded to the server
- □ The users who have viewed the source video (i.e., the video from which the snapshot was excerpted), and the date/time at which they did so.
- **1** Go to **V** Home Menu and click **Search Video**. The Search Video page displays.

	SEARCH VIDEO	
Mobile-Vision, Inc.	mvad	min is logged in. Loqout
▼ Home Menu	Media Information	
Home		
Search Video	Date: @ DVR: (* (
Manage Cases	System ID: 🕜 Owner: 🗸 🥥	
User Help	Precinct: V 🕢 Category: V 💜	
▼ Bookmarks		
L3 MVI		
Online Support		
► User Preferences		
► Administration		
Action		
Search		
Advanced Search		
Clear		

2 Go to the Action column and click Advanced Search.

		SEAR	сн	VIDEO			
Mobile-Vision, Inc.					m	admin is	logged in. Logout
▼ Home Menu	Media Inform	nation					
Home				1			
Search Video	After Date:		•	Before Date:			
Manage Cases	DVR:		~ 🕜	DVR Type:	✓ Ø		
User Help	System ID:	0		Owner:		~	
▼ Bookmarks	Category:		0	Precinct:			
L3 MVI			•	Tagged:			
Online Support	Status:						
 User Preferences 	Latitude:		0	Record Trigger:		_	
 Administration 	Longitude:		0	Speed Greater Than:		0	
Action	Incident #:		0	UMD:		0	
Search	<u> </u>						
Basic Search							
Clear							

3 Select **Body Worn** from the *DVR Type* drop-down list. The *Body Worn Mode* field displays.



-		SEAR	CH	VIDEO				
Mobile-Vision, Inc.					Serge	ant Lai	r kin is logged	in. <u>Loqout</u>
▼ Home Menu	Media Information							
Home Search Video	After Date:	10		Before Date:	[
Manage Cases	DVR:		20		Body Worn	0		
User Help			10			1		
▼ Bookmarks	System ID:	0		Body Worn Mode:		0		
L3 MVI	Category:	~	0	Owner:			2	
Online Support	Status:	☑ 📀		Precinct:	~	0		
▶ User Preferences	Latitude:		0	Tagged:	~	0		
 Administration 	Longitude:		0	Record Reason:	~	0		
	Incident #:		0	Speed Greater Than:			0	
Action	incident#.		v	UMD:	[
Search				UWD.	L			
Basic Search								
Clear								

- 4 Select Snapshots Only from the Body Worn Mode drop-down list.
- **5** If desired, enter/select additional search criteria.
- **6** Go to the Action column and click **Search**. All *Body*VISION or BWX-100 snapshot files that match your selection criteria display on the Video Search Results page.

	Mobile-Vision, Inc.			VIDE	O SEARCI	h Re	SULTS	mvadmin is logged	in. <u>Loqout</u>
	▼ Home Menu Home			K		Videos 4 (24 total rec	cords)		
BodyVISION snapshots display	Search Video Manage Cases User Help	Details	Play	Owner No Name	Precinct DEA Agency	Duration	Category Body Worn	Video Start V 10/20/2016 16:16	Notes
the word "Image" in this column	Bookmarks L3 MVI Online Support	•		No Name	DEA Agency	Image	Body Worn	10/20/2016 16:16	-
	User Preferences Administration	•		No Name	DEA Agency	Image	Body Worn	10/20/2016 16:15	
	Action New Search	۲		No Name	DEA Agency	Image	Body Worn	10/20/2016 16:15	
	Export Back to Video	۲		No Name	DEA Agency	Image	Body Worn	10/20/2016 16:15	
		•		No Name	DEA Agency	Image	Body Worn	10/20/2016 16:15	22

7 If the snapshot you wish to export displays on this page, proceed to the next step.

-OR -

If the snapshot you wish to export does *not* display on this page, use the navigation arrows to scroll through the results list.

K << > >> >



i 8 Click on the snapshot's *Details icon*. The Snapshot Details page displays.

V Home Menu Note-Vision, Inc. Incident #: Incident #:			SNAPSH	от Dет	AILS		
Home Shattle: Online Shapshot Logs UMD Search Video Manage Cases User Help Incident #: Incident #: User Help V Bookmarks IN Owner: Lt McDonnel Ingest Date: 10/20/2016 16:17 IS MV1 Online Support DVR Officer Name: No Name Record Trigger: Manual Record V Bookmarks DVR Preferences DVR Type: Body Worn Calegory: Body Worn Action Assigned To Case(s): Video Notation(s): Video Notation(s):	Mobile-Vision, Inc.					mvadmin is l	ogged in. Loqout
Export Chain of Custody Export Image to PDF Previous Results	Home Search Video Manage Cases User Help V Bookmarks L3 MVI Online Support V User Preferences Administration Action Play Export Chain of Custody Export Image to PDF	Status: Online	System ID: Owner: DVR Officer Name: DVR Name: DVR Type: Category:	Lt. McDonnel No Name BW-407 Body Worn	Ingest Date: Record Trigger:	10/20/2016 16:17 Manual Record	

9 Click the **Snapshot Logs** tab. The snapshot's log records display. If necessary, use the navigation arrows at the top of the page to scroll through the list.

		S NAP	SHOT DETAILS	
Mobile-Vision, Inc.			mvadmin	is logged in. <u>Loqout</u>
▼ Home Menu	Status: Online	Snapshot Logs UMI		
Home	otatus: online	Shapshot Loga Onit		
Search Video			Video Logs	
Manage Cases		K K		
User Help	Date 🛦	User	Action	IP Address
Bookmarks	10/20/2016 16:17		System Media #24 Uploaded from DVR (ID: 2041610022)	
L3 MVI	10/21/2016 14:59	mvadmin	Video Export Requested	24.187.221.146
Online Support	10/21/2016 14:59	mvadmin	Attempting Export	
User Preferences	10/21/2016 14:59	mvadmin	Export Request Completed - Certified Copy #2	
Administration				
·				
Action				
Play Export				
Chain of Custody				
Export Image to PDF				

The columns on this tab are described in the following table.



	Snapshot Logs							
Column	Description							
Date	The date and time at which the action was performed on this snapshot file. Displays in mm/dd/yyyy hh:mm format.							
User	The name of the user who performed the action. If this column is blank, it indicates that the <i>system</i> performed this action.							
Action	A description of the action performed on this snapshot file.							
IP Address	The IP address of the device from which the activity was ex- ecuted. For example, if an officer viewed the snapshot on a PC with an IP address of 192.168.250.10, that number will display here.							

Maintaining User Metadata

As a System Administrator, you have the ability to add, change, and/or delete user metadata fields at any time. These fields allow officers to notate their videos with custom data, such as a citation number or subject description. If an officer has a mobile data computer with the UMD editor installed on it, he can attach UMD to a video immediately after it is finished recording. Otherwise he can attach UMD back at the precinct when he logs into DEA Precinct.

For further instructions, see:

- □ Displaying the UMD Types List, below
- □ Adding a User Metadata Field, page 103
- □ Changing a User Metadata Field, page 106
- Deleting a User Metadata Field, page 107
- □ Changing the User Metadata Display Order, page 107.

Displaying the UMD Types List

This section describes how to display the UMD Types list. This is the first step towards adding, changing, or deleting a UMD record.

1 Go to **V** Administration and click **System Setup**. The System Setup page displays.



		SYST	em Setup		
Mobile-Vision, Inc.					mvadmin is logged in. Loqout
▼ Home Menu	Precinct System St	ecurity Video/Cas	e Modules DVI		
Home	Precinci System S	ecunty video/cas	se Modules DVL)	
Search Video	Precinct Info Logos	Bookmarks			
Manage Cases			-		
User Help			Precinct		
▼ Bookmarks		<u> </u>	Page 1 of 1 (2 total recor	ds) 🔊	<u>≫ ≫</u>
L3 MVI	Precinct Name 🔺	FTP IP Address	Last Comm Date	Status	Registration Key
Online Support	DEA Precinct	192.168.20.37	08/11/2014 06:15	Enabled	145AADF39B9D69FA463DLZ2
User Preferences	L-3 Leslie Z.	Local	Local	Local	142489E3D36002219527153
▼ Administration					
System Setup					
System Status					
Update Server Manage Users					
Action					
New					
Edit					
Register					
Flush					
Flush Synchronize Delete					

2 Click the System tab.

			Syste	M S	ETUP	•				
Mobile-Vision, Inc.							mvadmin is log <u>o</u>	ged in. <u>Loqout</u>		
▼ Home Menu	Precinct	System	Security Video/Ca	se N	odules	DVD				
Home										
Search Video	Storage	Life-Cycle	Backup/Export	Request	Reasons	UMD Types	Other			
Manage Cases				5	Storage					
User Help	Interr	al Path	External Media UNC External Case URI			Case URI	IP Address of RAID unit	Status		
7 Bookmarks			/fbdata/00/		\export00\		/stream00/		127.0.0.1	Enabled
L3 MVI	, in data of		is porte of		,ou ou noo,		121.0.0.1	Lindbiod		
Online Support										
 User Preferences 										
Administration										
System Setup										
System Status										
Jpdate Sener										
Manage Users										
Action										
New										
New Edit										

3 Click the **UMD Types** tab. A list of existing UMD records (if any) displays.



			U U	151		Setu	1			
Mobile-Vision, Inc.									mvadmin i	s logged in. Loqou
▼ Home Menu	Precinct	System	Security	Video/0	2000	Modules	DVD			
Home	Flecifict	System	Security	Videor	Jase	Modules				
Search Video	Storage	Life-Cycle	Backup	/Export	Reques	t Reasons	UMD T	ypes	Other	
Manage Cases					l	U MD Types				
User Help	Order	Uniq	Unique ID		pel	Mask	In	put Type		Max Size
Bookmarks	1 🔽 🔺	phys d	phys desc 01		aht		Sin	ale line te	xt	12
L3 MVI	2		lesc 02	Wei	aht		Sinc	, gle line te	xt	3
Online Support	3 🔽 🔺		lesc 03	Bu	-			, gle line te		12
 User Preferences 	4		lesc 04	Eye C				ale line te		8
Administration		j pilja d	00004	2,00	/0101		Uni	gie inte te	./12	
System Setup										
System Status										
Update Server										
Manage Users										
Action										
New										
Edit										
Delete Refresh Page										
Reliesti Faye										

For further instructions, see:

- □ Adding a User Metadata Field, below, beginning with step 2
- □ Changing a User Metadata Field, page 106, beginning with step 2
- Deleting a User Metadata Field, page 107, beginning with step 2
- □ Changing the User Metadata Display Order, page 107, beginning with step 2.

Adding a User Metadata Field

This section describes how to add a new user metadata field to DEA. Once defined, the user metadata field will display under the **UMD** tab on the Video Details page. For more on this topic, see "Maintaining User Metadata" on page 98.

- 1 Display the UMD Types List, as pictured above. (If necessary, refer to the previous section, "Displaying the UMD Types List.")
- 2 Go to the Action column and click New. The New UMD Type form displays.



	New UMD Type
<u>Ur</u>	nique ID:
	Label:
	Mask:
Inp	ut Type: Single line text 🔜 🥝
м	ax Size: 0 0
	wing characters can be specified for the mask field:
Character	
#	Any valid number.
#	-
· · ·	Escape character, used to escape any of the special formatting characters.
U	Any character. All lowercase letters are mapped to upper case.
L	Any character. All upper case letters are mapped to lower case.
A	Any character or number (letter or digit).
?	Any character.
*	Anything.
Н	Any hex character (0-9, a-f or A-F).
	Save Cancel

The fields on the New UMD Type form are described below.

		New UMD Type
Field	Description	1
Unique ID	not display	l identification code for this field. This code does on the videos' UMD tab. It is used for system rposes only.
Label	The field na	ame that will display on the videos' UMD tab.
Mask	defined in the sallows the sallows the sales of the sales	ble entry for each character of the UMD field, as he on-screen character descriptions. A mask system to perform checks, or edits, on a particular ke sure that the user enters the field in a predefined example, you might use a mask of ##-##-##### eld.
	Character	Description
	# Any v	alid number.
	' Esca	ape character, used to escape any of the special formatting characters.
	U Any c	character. All lowercase letters are mapped to upper case.
	L Any o	character. All upper case letters are mapped to lower case.
		character or number (letter or digit).
		character.
	* Anyth	2
	H Any h	nex character (0-9, a-f or A-F).
Input Type		ype for this field: <i>Single line text</i> (default) or <i>elect this value from the drop-down list</i> .
Max size		um number of characters that the user is allowed a single line text field. If you are using a mask, eld blank.



- **3** Enter an ID code for this UMD in the *Unique ID* field.
- 4 Enter the name of the UMD in the *Label* field. This is how the UMD field will appear on the actual data entry form.
- **5** To apply a mask to this UMD (see description on the previous page), proceed to the next step. Otherwise skip to step 7.
- **6** Using the appropriate characters (see onscreen list), enter a UMD mask in the *Mask* field.
- 7 If this UMD will be a *single line text field* (default), proceed to the next step.

-OR -

If this UMD will be a *text box*, select **Text box** from the *Input Type* drop-down list. The New UMD Type popup displays.

Unique ID:	Phys desc 4	0
Label:	Identifying marks	0
Input Type:	Text box 🛛 🗸 🥑	

Skip to step 9.

8 If you entered a value in the Mask field, proceed to the next step.

– OR –

Enter the maximum length for this UMD in the Max Size field.

- **9** Click the **Save** button. The UMD Types List redisplays. Notice that the new record displays at the bottom of the list. Unless you move the record up or down, this is the order in which the new data field will appear on the video record.
- **10** To move the new data field up the list, click the up arrow to the left of that record. Each mouse click will move the record *up* one row.



Changing a User Metadata Field

This section describes how to change an existing user metadata field in DEA. For more on this topic, see "Maintaining User Metadata" on page 98.

1 Display the UMD Types List. (If necessary, see "Displaying the UMD Types List" on page 101.)

				S	YST	EM	Setu	Р			
Mobile-Vision, Inc.										mvadmin	is logged in. Logout
▼ Home Menu	Precin	ct	System	Security	Video/	Case	Modules	DVD			
Home Search Video	Stor	age	Life-Cycle	Backup	/Export	Reques	st Reasons	UMD T	ypes	Other	
Manage Cases						1	UMD Types				
User Help	Order		Uniqu	ue ID	La	bel	Mask	In	put Type	_	Max Size
▼ Bookmarks	1		phys de	esc O1	Hei	ight		Sin	gle line te	ext	12
L3 MVI	2			esc O2	We	ight		Sin	gle line te	ext	3
Online Support	3			esc O3	Bu	ild		Sin	gle line te	ext	12
 User Preferences Administration 	4			esc O4	Eye (Color		Sin	gle line te	ext	8
System Setup											
System Status											
Update Server Manage Users											
Action New											
Edit											
Delete											

2 Right-click on the record you wish to change, then select **Edit** from the popup menu. The Edit UMD Type popup displays.

	Edit UMD Type
Unique	elD: dob
La	bel: Date of Birth
Ма	nsk: ###/#################################
Input Ty	n <u>pe:</u> Single line text 💌 🥢
Max S	ize: 10 🕜
*The follow	wing characters can be specified for the mask field:
Character	Description
#	Any valid number.
'	Escape character, used to escape any of the special formatting characters.
U	Any character. All lowercase letters are mapped to upper case.
L	Any character. All upper case letters are mapped to lower case.
A	Any character or number (letter or digit).
?	Any character.
*	Anything.
Н	Any hex character (0-9, a-f or A-F).
	Save Cancel



For a description of the fields on this popup, see the table on page 104.

- **3** Enter/select your new field value(s).
- 4 Click Save.

Deleting a User Metadata Field

This section describes how to delete a user metadata field in DEA. For more on this topic, see "Maintaining User Metadata" on page 98.



WARNING: If you delete a UMD field that is currently attached to one or more videos, the system will permanently remove that UMD field from those videos.

- 1 Display the UMD Types List, as pictured on the previous page. (If necessary, review "Displaying the UMD Types List" on page 101.)
- 2 Right-click on the record you wish to delete, then select **Delete** from the popup menu. A confirmation message displays.

	Confirm	Delete	
Delete th	is UMD?	Identify	ing marks
	Yes	No]

3 Click **Yes**. The system removes the selected record from the UMD list and from any videos that it is currently attached to.

Changing the User Metadata Display Order

This section describes how to change the display order for your custom user metadata fields. For more on this topic, see "Maintaining User Metadata" on page 98.

1 Display the UMD Types List, as pictured on the previous page. (If necessary, see "Displaying the UMD Types List" on page 101.)

The UMD records display in the order in which they appear on the UMD form.

- **2** Use the arrow icons to move record(s) up or down the list:
- To move a record *down* the list, click the *down* arrow to the left of that record. Each mouse click will move the record *down* one row.
- To move a record *up* the list, click the *up* arrow to the left of that record. Each mouse click will move the record *up* one row.



Video Notations

Video notations are custom checkboxes that you can use to classify and organize videos. Once the Video Notation feature is activated (see "Turning Video Notations On/ Off" on page 115), any video notations you create will display on the Edit Video form.

	Edit Video	×
	Category: Search 💙 🏈 Currently Belongs to Officer: Officer Zalewski 🏈 Assign To Officer: Officer Zalewski 💙 🏈 Incident #: 09-86422 💞	
Ň	Video Notation(s): Deactivation request denial Vinage of a child None Police computer screen Protected location Special ops event Substance abuse treatment UC/Cl Victim of criminal offense	
Height: Weight:		
	Large	
Eye Color: Identifying marks:		٦
	Save Reset Cancel	

For more information, see:

- □ Adding a Video Notation, below
- □ Changing a Video Notation, page 110
- Deleting a Video Notation, page 113
- □ Turning Video Notations On/Off, page 115
- □ Exporting Video Notations Activity to a Spreadsheet, page 117.

Adding a Video Notation

This section describes how to add a new video notation to the Video Details page. For more on video notations and how they are used in DEA, see the previous section, "Video Notations."

1 Go to **V** Administration and click **System Setup**. The System Setup page displays.



_		Syst	EM SETUP		
Mobile-Vision, Inc.					mvadmin is logged in. Logout
▼ Home Menu	Precinct System Se	curity Video/Cas	e Modules DV		
Home Search Video	Precinct Info Logos	Bookmarks	inoutics Diff		
Manage Cases User Help			Precinct		
▼ Bookmarks		14 22 2	Page 1 of 1 (2 total recor	ds) 🚿	>> >I
L3 MVI	Precinct Name	FTP IP Address	Last Comm Date	Status	Registration Key
Online Support	DEA Precinct	192.168.20.37	08/11/2014 06:15	Enabled	145AADF39B9D69FA463DLZ2
► User Preferences	L-3 Leslie Z.	Local	Local	Local	142489E3D36002219527153
Administration					
System Setup					
System Status					
Update Server					
Manage Users					
Action					
New					
Edit					
Register					
Flush					
Synchronize Delete					

2 Click the Video/Case tab.

		System	1 SETU	JP	
Mobile-Vision, Inc.					mvadmin is logged in. Logou
Home Menu	Precinct System Sec	curity Video/Case	Modules	DVD	
lome					
earch Video	Videos Cases				
lanage Cases Iser Help	Categories Notations	Columns			
· .	Categories Notations				
Bookmarks			o Categories		
3 MVI			of 2 (23 total reco	and the second	
Online Support	Description	Day(s) Online	In Use	Backup Enabled	Auto Transfer Enabled
User Preferences	No Citation	365	Yes	Disabled	Disabled
Administration	Citation	365	Yes	Enabled	Enabled
ystem Setup	Search	365	Yes	Enabled	Enabled
ystem Status	Arrest	365	Yes	Enabled	Enabled
pdate Server	Other	365	Yes	Enabled	Enabled
lanage Users	Other 2	90	Yes	Enabled	Enabled
Action	Other 3	90	Yes	Enabled	Enabled
dit	Other 4	90	Yes	Enabled	Enabled
xport Categories	Other 5	90	Yes	Enabled	Enabled
	Interrupted Recording	1	Yes	Enabled	Enabled
	Background Mode	30	Yes	Disabled	Enabled
	Power Failure	30	Yes	Disabled	Enabled
	Firmware Upgrade	30	Yes	Disabled	Enabled
	Card Format	30	Yes	Disabled	Enabled
	Corrupt QBX	30	Yes	Disabled	Enabled
	Crash Battery Died	30	Yes	Disabled	Enabled
	Aggressive Driving	30	Yes	Disabled	Enabled

3 Make sure the Videos tab is selected.



4 Click the **Notations** tab.

	System Setup	
Mobile-Vision, Inc.		mvadmin is logged in. Logout
V Home Menu	Precinct System Security Video/Case Modules DVD	
lome learch Video lanage Cases lser Help	Videos Cases Categories Notations Columns	
7 Bookmarks	Video Notations	
3 MVI Parature	R R Page 1 of 1 (10 total records)	
· User Preferences	Notation A	Status
Administration	Deactivation request denial	Enabled
system Setup	DUI	Enabled
ystem Status	Image of a child	Enabled
pdate Server	None	Enabled
anage Users	Police computer screen	Enabled
Action	Protected location	Enabled
ew	Special ops event	Enabled
dit	Substance abuse treatment	Enabled
	UC/CI	Enabled
	Victim of criminal offense	Enabled

5 Go to the Action column and click **New**. The New Video Notation form displays.

	New Vide	o Notation	X
Notation:			0
Status:	ENABLED	• •	
	Save	Cancel	

- 6 Enter a name for the new video notation in the *Notation* field.
- 7 Click Save. The new notation is added to the Video Notations list.

Changing a Video Notation

This section describes how to update an existing video notation. For more on video notations and how they are used in DEA, see "Video Notations" on page 108.

1 Go to **V** Administration and click **System Setup**. The System Setup page displays.



Home Precinct System Security Video/Lase Modules DVD Search Video Manage Cases Precinct Info Logos Bookmarks User Help Precinct Info Logos Bookmarks 13 MV1 Online Support Precinct 192.168.20.37 08/11/2014 06.15 > User Preferences ▼ Administration System Status Update Sener Manage Usars	mvadmin is logged in. Logout 🖇
Home Search Video Manage Cases V Bookmarks L3 MVI Online Support ► User Preferences V Administration System Setup System Setup System Setup System Setup Manage Users	
Home Search Video Manage Cases User Help	
Home Search Video Manage Cases User Help	
Manage Cases User Help ▼ Bookmarks I L3 MVI Precinct Name ▲ Online Support 192.168.20.37 ØBer Preferences User Preferences	
User Help Precinct ▼ Bookmarks Page 1 of 1 (2 total records) L3 MVI Precinct Name ▲ FTP IP Address Last Comm Date Status DEA Precinct 192.168.20.37 08/11/2014 06:15 Enabled L-3 Leslie Z. Local Local Local V Administration System Status Update Sener Manage Usars	
V Bookmarks Page 1 of 1 (2 total records) L3 MVI Precinct Name ▲ FTP IP Address Last Comm Date Status DEA Precinct 192.168.20.37 08/11/2014 06:15 Enabled L-3 Leslie Z. Local Local Local V Administration System Stetus Update Sener Manage Usars	
Viscontrol Index Support Precinct Name A FTP IP Address Last Comm Date Status DEA Precinct 192.168.20.37 08/11/2014 06.15 Enabled User Preferences L-3 Leslie Z. Local Local Local V Administration System Setup System Setus Update Sener Manage Usars	
DEA Precinct 192.168.20.37 08/11/2014 06:15 Enabled L-3 Leslie Z. Local Local Local Y Administration System Setup System Status Update Sener Manage Usars	<u>>> > </u>
User Preferences L-3 Leslie Z. Local Local V Administration System Setup Update Sener Manage Usars	Registration Key
Vacinitistration System Setup Update Sener Manage Users	145AADF39B9D69FA463DLZ2
System Setup System Status Update Sener Manage Users	142489E3D36002219527153
System Status Update Sener Manage Users	
System Status Update Sener Manage Users	
Manage Users	
Action	
New	
Edit	
Register	
Flush Synchronize	
Delete	
Leigte	

2 Click the Video/Case tab.

		System	A SETU	JP	
Mobile-Vision, Inc.					mvadmin is logged in. Loqou
/ Home Menu	Precinct System Sec	curity Video/Case	Modules	DVD	
Home					
Search Video	Videos Cases				
Manage Cases	Categories Notations	Columns			
User Help	Categories Notations				
▼ Bookmarks			eo Categories		
L3 MVI			l of 2 (23 total reco	and the second	
Online Support	Description	Day(s) Online	In Use	Backup Enabled	Auto Transfer Enabled
 User Preferences 	No Citation	365	Yes	Disabled	Disabled
Administration	Citation	365	Yes	Enabled	Enabled
System Setup	Search	365	Yes	Enabled	Enabled
System Status	Arrest	365	Yes	Enabled	Enabled
Update Server	Other	365	Yes	Enabled	Enabled
Manage Users	Other 2	90	Yes	Enabled	Enabled
Action	Other 3	90	Yes	Enabled	Enabled
Edit	Other 4	90	Yes	Enabled	Enabled
Export Categories	Other 5	90	Yes	Enabled	Enabled
	Interrupted Recording	1	Yes	Enabled	Enabled
	Background Mode	30	Yes	Disabled	Enabled
	Power Failure	30	Yes	Disabled	Enabled
	Firmware Upgrade	30	Yes	Disabled	Enabled
	Card Format	30	Yes	Disabled	Enabled
	Corrupt QBX	30	30 Yes Disa		Enabled
	Crash Battery Died	30	Yes	Disabled	Enabled
	Aggressive Driving	30	Yes	Disabled	Enabled

3 Make sure the Videos tab is selected.



4 Click the **Notations** tab.

	System Setup	
Mobile-Vision, Inc.		mvadmin is logged in. Logout
V Home Menu	Precinct System Security Video/Case Modules DVD	
Home Search Video Manage Cases Jser Help	Videos Cases Categories Notations Columns	
7 Bookmarks	Video Notations	
3 MVI Parature	Page 1 of 1 (10 total records)	
 User Preferences 	Notation A	Status
Administration	Deactivation request denial	Enabled
System Setup	DUI	Enabled
ystem Status	Image of a child	Enabled
pdate Server	None	Enabled
lanage Users	Police computer screen	Enabled
Action	Protected location	Enabled
lew	Special ops event	Enabled
dit	Substance abuse treatment	Enabled
	UC/CI	Enabled
	Victim of criminal offense	Enabled

5 Right-click on the record you wish to update, then select **Edit** from the popup menu. The Edit Video Notation popup displays.

Notation	Substance abuse treatment	0
Status		
otatat		

- **6** To change the name of this video notation, enter a new value in the *Notation* field. Otherwise proceed to the next field.
- 7 To change this video notation's status (i.e., *active* vs. *inactive*), proceed to the next step. Otherwise skip to step 9.
- 8 To *inactivate* this video notation, select **DISABLED** from the *Status* drop-down list. - OR -

To activate this video notation, select ENABLED from the Status drop-down list.

9 Click Save.



Deleting a Video Notation

This section describes how to delete a video notation record that was previously created by you or another user.

1 Go to **V** Administration and click **System Setup**. The System Setup page displays.

		Syst	EM SETUP		
Mobile-Vision, Inc.					mvadmin is logged in. Loqout
▼ Home Menu	Precinct System S	ecurity Video/Ca	se Modules DV	'n	
Home	Treemer oystem o		se modules by		
Search Video Manage Cases	Precinct Info Logos	Bookmarks			
User Help			Precinct		
▼ Bookmarks		<u> </u>	Page 1 of 1 (2 total reco	rds) 🚿 🔊	X
3 MVI	Precinct Name 🔺	FTP IP Address	Last Comm Date	Status	Registration Key
Online Support	DEA Precinct	192.168.20.37	08/11/2014 06:15	Enabled	145AADF39B9D69FA463DLZ2
User Preferences	L-3 Leslie Z.	Local	Local	Local	142489E3D36002219527153
Administration					
System Setup					
System Status					
Jpdate Server					
Manage Users					
Action					
Edit					
Register					
Flush					
Synchronize					

2 Click the Video/Case tab.



Mobile-Vision, Inc.					mvadmin is logged in. Logo
▼ Home Menu	Precinct System Secu	urity Video/Case	Modules	DVD	
Home			moduloo	515	
Search Video	Videos Cases				
Manage Cases					
User Help	Categories Notations	Columns			
Bookmarks		Vide	o Categories		
L3 MVI	<u> </u> <	Rage 1	of 2 (23 total reco	rds) >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	
Online Support	Description	Day(s) Online	In Use	Backup Enabled	Auto Transfer Enabled
 User Preferences 	No Citation	365	Yes	Disabled	Disabled
 Administration 	Citation	365	Yes	Enabled	Enabled
System Setup	Search	365	Yes	Enabled	Enabled
System Status	Arrest	365	Yes	Enabled	Enabled
Update Server	Other	365	Yes	Enabled	Enabled
Manage Users	Other 2	90	Yes	Enabled	Enabled
Action	Other 3	90	Yes	Enabled	Enabled
Edit	Other 4	90	Yes	Enabled	Enabled
Export Categories	Other 5	90	Yes	Enabled	Enabled
	Interrupted Recording	1	Yes	Enabled	Enabled
	Background Mode	30	Yes	Disabled	Enabled
	Power Failure	30	Yes	Disabled	Enabled
	Firmware Upgrade	30	Yes	Disabled	Enabled
	Card Format	30	Yes	Disabled	Enabled
	Corrupt QBX	30	Yes	Disabled	Enabled
	Crash Battery Died	30	Yes	Disabled	Enabled
	Aggressive Driving	30	Yes	Disabled	Enabled

- **3** Make sure the **Videos** tab is selected.
- 4 Click the **Notations** tab.

	System Setup	
Mobile-Vision, Inc.		mvadmin is logged in. Logout
▼ Home Menu	Precinct System Security Video/Case Modules DVD	
lome		
Search Video	Videos Cases	
Manage Cases	Categories Notations Columns	
User Help		
Bookmarks	Video Notations	
.3 MVI Parature	R C Page 1 of 1 (10 total records)	
 User Preferences 	Notation 🛦	Status
Administration	Deactivation request denial	Enabled
System Setup	DUI	Enabled
System Status	Image of a child	Enabled
Jpdate Server	None	Enabled
Aanage Users	Police computer screen	Enabled
Action	Protected location	Enabled
lew	Special ops event	Enabled
dit	Substance abuse treatment	Enabled
	UC/CI	Enabled
	Victim of criminal offense	Enabled



5 Right-click on the record you wish to delete, then select **Delete** from the popup menu. A confirmation message displays.

	Confirm	Delete
Delete t	his video	notation? UC/CI
	Yes	No

6 Click Yes. The selected record is removed from the Video Notations list.

Turning Video Notations On/Off

This section describes how to turn the video notations feature *on* or *off*. When this feature is ON, all predefined video notations will display on the Edit Video form. When this feature is OFF, *no* video notations will display on the Edit Video form.

For more on video notations and how they are used in DEA, see "Video Notations" on page 108.

1 Go to **V** Administration and click **System Setup**. The System Setup page displays.

Mobile-Vision, Inc.			5151	EM SETUP		mvadmin is logged in. Logout
▼ Home Menu	Precinct Sv	stem S	ecurity Video/Ca	se Modules DV	D	
Home Search Video Manage Cases	Precinct Info	Logos	Bookmarks	· · ·		
User Help				Precinct		
▼ Bookmarks			14 44 4	Page 1 of 1 (2 total reco	rds) 🚿	<u>>> >1</u>
L3 MVI	Precinct Name 🔺		FTP IP Address	FTP IP Address Last Comm Date		Registration Key
Online Support	DEA Precinct		192.168.20.37	08/11/2014 06:15	Enabled	145AADF39B9D69FA463DLZ2
User Preferences	L-3 Leslie Z.		Local	Local	Local	142489E3D36002219527153
▼ Administration						
System Setup						
System Status						
Update Server						
Manage Users						
Action						
New						
Edit						
Register						
Flush						
Synchronize						
Delete						

2 Click the **System** tab.



		System S	ETUP		
Mobile-Vision, Inc.		mvadmin is logg	ed in. <u>Loqout</u>		
▼ Home Menu	Precinct System	Security Video/Case	Nodules DVD		
Home			Y		
Search Video	Storage Life-Cycl	e Backup/Export Request	Reasons UMD Types	Other	
Manage Cases					
User Help	Internal Path	External Media UNC	IP Address of RAID unit	Status	
▼ Bookmarks	/fbdata/00/	\export00\	External Case URI /stream00/	127.0.0.1	Enabled
L3 MVI	/IDUata/00/	(expondor	/streamou/	127.0.0.1	Enableu
Online Support	L				
 User Preferences 					
 Administration 					
System Setup					
System Status					
Update Sener					
Manage Users					
Action					
New					
Edit					

3 Click the **Other** tab.

	System Setup	
Mobile-Vision, Inc.		mvadmin is logged in. Logout
▼ Home Menu	Precinct System Security Video/Case Modules DVD	
Home Search Video		
Search Video Manage Cases	Storage Life-Cycle Backup/Export Request Reasons UMD Types Other	·
User Help	Video Playback Method: Download and Play - No Cache (HTTP)	Video Results Per Page: 10
Bookmarks		
L3 MVI	Show Speed In: US Standard 🗸 🕢	Case Results Per Page: 12
Online Support	Track All Body Worn Videos: 🔟 🥝	Videos In Case Per Page: 4
 User Preferences 	Track Body Worn Videos with Tags: 🔲 🧕	Precincts Per Page: 10 🕜
 Administration 	Days to allow playback on approved requests: 30	Users Per Page: 14 🕜
System Setup	Enable Video Notations: 📝 🕜	
System Status		
Update Server	Speed/GPS Selected: 🗹 🕜	
Manage Users		
Action		
Edit		
Refresh		

4 Go to the Action column and click **Edit**. The Other popup displays.





Other	
Video Playback Method: Download and Play - No Cache (HTTP)	Video Results Per Page: 6
Show Speed In: US Standard 🔽 🥝	Case Results Per Page: 10
Track All Body Worn Videos: 🗹 🥝	Videos In Case Per Page: 4 🥑
Track Body Worn Videos with Tags: 🔲 🥝	Precincts Per Page: 10 🛛 🥥
Days to allow playback on approved requests: 30 🛛 🥝	Users Per Page: 10 🛛 🥝
Enable Video Notations: 🔽 🥝	
Speed/GPS Selected: 🔽 🔞	
Save Cancel	

5 To turn the Video Notations feature *on*, select the *Enable Video Notations* checkbox.

-OR -

To turn the Video Notations feature *off*, deselect the *Enable Video Notations* checkbox.

6 Click Save.

Exporting Video Notations Activity to a Spreadsheet

This section describes how to export video notations activity to a spreadsheet for use with another application, such as a custom reporting tool. The export includes a list of all video notations that have been added or removed from a video or snapshot file during a selected time period.

1 Go to **V** Administration and click **System Status**. The System Status page displays.

					Syste	м St	ATUS			
Mobile-Vision, Inc.								,	nvadmin is logged i	in. <u>Loqout</u>
▼ Home Menu	System	Transfers	Reports	Logs	Backups	Tools	Messages	Local Queue	Backup PC	1
Home	,				· · ·					
Search Video	Storage Capacity:		1.1 T	в	0	Active U				
Manage Cases			0	• mv	admin From 166.	20.100.160 Since 09	9/15/2017 15:51			
User Help	Total Video Count:		238		0					
▼ Bookmarks	Non-archiv	ved Video Count:	19		0					
L3 MVI	Last 24 Ho	ours Video Count:	0		0					
Online Support	Last 7 Days Video Count:		0		0					
	Last 30 Da	ays Video Count:	4		0					
 User Preferences 	Body Worr	n Video Count:	98		0					
 Administration 	Body Worr	n Hours:	12		0					
System Setup	Average B	Body Worn Video Le	ngth: 7 mir	ı	0					
System Status	VieVu Vide	eo Count:	0		0					
Update Server	Oldest Nor	n-case Video:	841 (days	0					
	Oldest Cas	se Video:	1270	days	0					
Manage Users	Number of	f Active Cases:	14		0					
Action	Number of	f Backup DVDs:	230		0					
Refresh Page	Number of	f Exported DVDs:	108		0					
	Archiver E	Frored Out:	false		0					
	Simultane	ous Users Allowed:	unlin	nited	0					
	Backup So	cheme:	none		0					
	Untagging	Allowed:	true		0					
	Last Upda	te Check:	09/15	5/2017 07:12	2 🕜					
	Version:		4.0.1	0	0					



2 Click the **Reports** tab.

					Syst	em S	TATUS			
Mobile-Vision, Inc.									mvadmin is logged in. L	oqout
▼ Home Menu	System	Transfers	Reports	Logs	Backups	Tools	Messages	Local Queue	Backup PC	
Home			•		· ·	Conto no Dono o	-4-			
Search Video						System Repo				
Manage Cases	Report Name 🔺					Last Refreshed Date			Report Status	
User Help	BW Video Requests									
Bookmarks	DVR Activity				01/22/2019 00:00			Ready		
L3 MVI	DVR Fleet Com									
Online Support	Media Activity				01/22/2019 00:00			Ready		
 User Preferences 	Purged Videos									
 Administration 			/iewing Cases							
System Setup		Use	r Activity						Ready	
System Status			Notations			02/12/	2019 00:00		Ready	
Update Server		1400	10 autorio			02/13/2	2013 00.00		Reauy	
Manage Users										
Action										
Download Report										
Refresh Report										

3 Click on the **Video Notations** report to highlight it.

_				5	Syste	м S т	FATUS		
Mobile-Vision, Inc.									mvadmin is logged in. Loqout
▼ Home Menu	System	Transfers	Reports	Logs	Backups	Tools	Messages	Local Queue	Backup PC
Home				9-					
Search Video					Sys	tem Repoi	ts		
Manage Cases	Report Name 🛦				Last Refreshed Date			Report Status	
User Help	BW Video Requests								
Bookmarks	DVR Activity				02/11/2019 00:00			Ready	
L3 MVI	DVR Fleet Com								
Online Support	Media Activity				02/11/2019 00:00			Ready	
 User Preferences 		Purgeo	d Videos						
 Administration 		Restricted V	iewing Cases						
System Setup		User	Activity						Ready
System Status	Video Notations				02/13/2019 00:00			Ready	
Update Server									
Manage Users									
Action									
Generate Report									
Refresh Page									

4 Go the Action column and click Generate Report. The New Report popup displays.

New Report	×
Start Date: 11/13/2018	
End Date: 02/11/2019	
Generate Cancel	

5 Proceed to the *Start Date* field. Using the calendar icon, select the beginning of the date range you wish to report on.



- **6** Proceed to the *End Date* field. Using the calendar icon, select the end of the date range you wish to report on.
 - 7 Click Generate. A Windows message displays.



8 Click **Open**. The report displays in your default spreadsheet application, such as Microsoft Excel.

Updating Viewing Options

There are two viewing options that you can change:

- Video Playback Method. You can select the manner in which the system delivers videos to DEA Agency users for viewing purposes. For example, you can choose to download and play videos on a PC, or stream the videos directly from the DEA Agency server.
- □ *Metric Display.* You have the option of displaying vehicle speeds in either *miles per hour* or *kilometers per hour*.

For further instructions, see:

- □ Changing the Video Playback Method, below
- □ Turning the Metric Display On or Off, page 122.

Changing the Video Playback Method

This section describes how to change the manner in which the system delivers videos to DEA Agency users for viewing purposes. The optimal playback method for your agency will depend on your networking environment and available bandwidth. If the default playback method, *Stream–No Cache (SMB)*, isn't working for you, consult with your agency's IT specialist to determine which playback method might be preferable.

The available playback methods are described in the table on the next page.



	Video Playback Methods
Method	Description
Download and Play – No Cache (SMB)	Download the video file to the user's PC via the SMB internet protocol. Once the user exits the Flashback Player, the system will remove the video file from the user's PC.
Download and Play – No Cache (HTTP)	Download the video file to the user's PC via the HTTP internet protocol. Once the user exits the Flashback Player, the system will remove the video file from the user's PC.
Download and Play – No Cache (FTP)	Download the video file to the user's PC via the FTP internet protocol. Once the user exits the Flashback Player, the system will remove the video file from the user's PC.
Download and Play – With Cache (SMB)	Download the video file to the user's PC via the SMB internet protocol. Once the user exits the Flashback Player, the system will leave the video file on the user's PC for immediate playback later.
Download and Play – With Cache (HTTP)	Download the video file to the user's PC via the HTTP internet protocol. Once the user exits the Flashback Player, the system will leave the video file on the user's PC for immediate playback later.
Download and Play – With Cache (FTP)	Download the video file to the user's PC via the FTP internet protocol. Once the user exits the Flashback Player, the system will leave the video file on the user's PC for immediate playback later.
Stream – No Cache (SMB)	Play the video file directly from the DEA Agency server via the SMB internet protocol. In this option, the video file is not stored temporarily or perma- nently on the user's PC. This method requires ap- proximately 6MB of network bandwidth to provide smooth playback. <i>System default</i> .

One advantage of the "download and play" methods is that you don't have to wait for the entire video to download before you can begin viewing it. The system starts playing the video immediately after it buffers a small amount of video data.

1 Go to **V** Administration and click **System Setup**. The System Setup page displays.



		SYST	em Setup		
Mobile-Vision, Inc.					mvadmin is logged in. Logout
V Home Menu	Precinct System Se	ecurity Video/Cas	e Modules DVI	2	
łome Search Video Manage Cases	Precinct Info Logos	Bookmarks			
Jser Help			Precinct		
Bookmarks		<u>IK</u> <u>XX</u>	Page 1 of 1 (2 total recor	ds) 🚿	>> >I
L3 MVI	Precinct Name 🔺	FTP IP Address	Last Comm Date	Status	Registration Key
Online Support	DEA Precinct	192.168.20.37	08/11/2014 06:15	Enabled	145AADF39B9D69FA463DLZ2
User Preferences	L-3 Leslie Z.	Local	Local	Local	142489E3D36002219527153
Administration					
System Setup					
System Status					
Jpdate Server					
Manage Users					
Action					
New					
Edit					
Register					
Flush					
Flush Synchronize Delete					

2 Click the **System** tab.

			Sys	тем S	ETUF	•		
Mobile-Vision, Inc.							mvadmin is log <u>o</u>	ged in. <u>Logout</u>
▼ Home Menu	Precinct	System	Security Vi	deo/Case	Modules	DVD		
Home						Y		
Search Video	Storage	Life-Cycle	Backup/Expo	rt Reques	t Reasons	UMD Types	Other	
Manage Cases					Storage			
User Help	Internal Path External Media UNC External Case URI			al Case URI	IP Address of RAID unit	Status		
Bookmarks	/fbdata/00/		\export00\		/stream00/		127.0.0.1	Enabled
L3 MVI	/Ibdata/00/		icsportoon	isteaniou/			121.0.0.1	Enabled
Online Support								
 User Preferences 								
 Administration 								
System Setup								
System Status								
Update Sener								
Manage Users								
Action								
New								
Edit								

3 Click the **Other** tab.



	System Setup	
Mobile-Vision, Inc.		mvadmin is logged in. Logout
▼ Home Menu	Precinct System Security Video/Case Modules DVD	
Home Search Video Manage Cases	Storage Life-Cycle Backup/Export Request Reasons UMD Types Oth	er
User Help	Video Playback Method: Download and Play - No Cache (HTTP) 🗸 💡	Video Results Per Page: 10 🕜
▼ Bookmarks	Show Speed In: US Standard V	Case Results Per Page: 12
L3 MVI Online Support	Track All Body Worn Videos: 📝 😮	Videos In Case Per Page: 4
User Preferences	Track Body Worn Videos with Tags: 🔲 🥝	Precincts Per Page: 10 🕜
 Administration 	Days to allow playback on approved requests: 30	Users Per Page: 14 🕜
System Setup	Enable Video Notations: 👿 🥝	
System Status Update Server	Speed/GPS Selected: 🥑 🥡	
Manage Users		
Action		
Edit Refresh		
Reliesti		

4 Go to the Action column and click **Edit**. The Other popup displays.

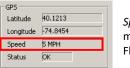
Other		×
Video Playback Method: Download and Play - No Cache (HTTP)	Video Results Per Page: 6	
Show Speed In: US Standard 🗸 🥝	Case Results Per Page: 10 🥝	
Track All Body Worn Videos: 🔽 🥝	Videos In Case Per Page: 4 🥝	
Track Body Worn Videos with Tags: 🔲 🥝	Precincts Per Page: 10 🥝	
Days to allow playback on approved requests: 30	Users Per Page: 10 🛛 🥝	
Enable Video Notations: 🔽 🕜		
Speed/GPS Selected: 🔽 🕜		
Save Cancel		

- **5** Go to the *Video Playback Method* field and select a new value from the drop-down list. The various playback methods are described in detail in the table on page 120.
- 6 Click Save.

Turning the Metric Display On or Off

This section describes how to change the GPS speed display on the Flashback Player and Video Details page. You can display a vehicle's speed in either *miles-per-hour* (default) or *kilometers-per-hour*.

Speed display on Flashback Player



Speed field as it may appear on the Flashback Player Speed display on Video Details page



Status: Online Video Logs	UMD			
	System ID:	320	Incident#:	
	Owner:	Officer Ostrum	Ingest Date:	10/04/2016 12:25
and a set of the	DVR Officer Name:	No Name	Record Trigger:	Record Button
- Charles	DVR Name:	*1 FBHD@12:10:43	Video Start:	10/04/2016 08:58
	DVR Type:	Vehicle	Video End:	10/04/2016 09:00
	Category:	Arrest	Duration (minutes):	1
			Purge Date:	
			Maximum Speed:	44
	Assigned To Case(s):		Video Notation(s):



NOTE: The *Display MAX Speed* permission is required to view speed information on the Video Details page; the *Player Display Speed* permission is required to view speed information on the Flashback Player while *online* (i.e., from the Agency server); and the *Export Display Speed* permission is required to view speed information on the Flashback Player while *offline* (i.e., from an export disc or file). For more information on this topic, see chapter 7, Security.

1 Go to **V** Administration and click **System Setup**. The System Setup page displays.

Mobile-Vision, Inc.			Syst	EM SETUP		mvadmin is logged in. Logou
▼ Home Menu						
V Home Menu Home	Precinct Sy	stem S	ecurity Video/Ca	ase Modules DV	D	
Search Video	Precinct Info	Logos	Bookmarks			
Manage Cases User Help				Precinct		
▼ Bookmarks			14 23 3	Page 1 of 1 (2 total reco	rds) 🚿	>> >1
L3 MVI	Precino	t Name 🔺	FTP IP Address	Last Comm Date	Status	Registration Key
Online Support	DEA Precinct		192.168.20.37	08/11/2014 06:15	Enabled	145AADF39B9D69FA463DLZ2
User Preferences	L-3 Leslie Z.		Local	Local	Local	142489E3D36002219527153
 Administration 						
System Setup						
System Status						
Update Server						
Manage Users						
Action						
New						
Edit						
Register Flush						
riusn						
Synchronize						

2 Click the **System** tab.



		Systi	EM SETUP		
Mobile-Vision, Inc.				mvadmin is lo	gged in. Logout
▼ Home Menu	Precinct Svs	tem Security Video/	Case Modules E	DVD	
Home			·····		
Search Video	Storage L	ife-Cycle Backup/Export	Request Reasons	UMD Types Other	
Manage Cases			Storage		
User Help					
▼ Bookmarks	Internal Pat				
L3 MVI	/fbdata/00/	\export00\	/stream00/	127.0.0.1	Enabled
Online Support					
 User Preferences 					
Administration					
System Setup					
System Status					
Update Sener					
Manage Users					
Action					
New					
New					
Edit					

3 Click the **Other** tab.

	System Setup	
Mobile-Vision, Inc.		mvadmin is logged in. Logout
▼ Home Menu	Precinct System Security Video/Case Modules DVD	
Home Search Video	Storage Life-Cycle Backup/Export Request Reasons UMD Types Other	-
Manage Cases User Help	Video Playback Method: Download and Play - No Cache (HTTP) 🗸 🧭	Video Results Per Page: 10 🕜
 Bookmarks L3 MVI 	Show Speed In: US Standard 🗸 🥥	Case Results Per Page: 12 🕡
Online Support	Track All Body Worn Videos: 🗹 🤡	Videos In Case Per Page: 4 0 Precincts Per Page: 10 0
 User Preferences Administration 	Days to allow playback on approved requests: 30	Users Per Page: 14
System Setup System Status	Enable Video Notations: 📝 🥝	
Update Server	Speed/GPS Selected: 📝 🥝	
Manage Users Action	<u>-</u>	
Edit Refresh		
I/Gildon		

4 Go to the Action column and click **Edit**. The Other popup displays.



Other	×
Video Playback Method: Download and Play - No Cache (HTTP)	🕐 🕜 Video Results Per Page: 6 🔗 🥝
Show Speed In: US Standard 🔽 🥡	Case Results Per Page: 10 🕜
Track All Body Worn Videos: 🗹 🥝	Videos In Case Per Page: 4
Track Body Worn Videos with Tags: 🔲 🥝	Precincts Per Page: 10 🕜
Days to allow playback on approved requests: 30 🛛 🕢	Users Per Page: 10 🕜
Enable Video Notations: 🔽 🥝	
Speed/GPS Selected: 🗹 🕜	
Save Cancel	

- 5 Go to the *Show Speed In* field and select a new value from the drop-down list:US Standard (for *miles per hour*) or Metric (for *kilometers per hour*).
- 6 Click Save.

Video Categories

This section describes how to change and/or export the information associated with video categories. For a detailed description of video categories and how they are used in DEA, see *Category* in the table on page 36.

Video categories are maintained on the Agency server. Whenever you add or update a category, that information will transmit to the Precinct server(s) during the next server-to-server communication.

For specific instructions, see:

- □ Maintaining Video Categories, below
- □ Manually Exporting Video Categories, page 129.

Maintaining Video Categories

This section describes how to change the following information for a video or snapshot category:

- □ Category name
- □ Category backup status (*enabled* vs. *disabled*)
- □ Category usage status (*in-use* vs. *disabled*)
- Days online (i.e., the number of days a video or snapshot of a certain category will remain online before it can be purged from the server).

For more information on video categories, see *Category* in the table on page 36.

1 Go to **V** Administration and click **System Setup**. The System Setup page displays.



Mobile-Vision, Inc.					mvadmin is logged in. Loqout
▼ Home Menu					
Home	Precinct System S	ecurity Video/Cas	e Modules DV	D	
Search Video	Precinct Info Logos	Bookmarks			
Manage Cases					
User Help		in a state state state	Precinct		
Bookmarks		<u>× × ×</u>	Page 1 of 1 (2 total reco	rds) 🔰	≫ ≥1
L3 MVI	Precinct Name 🔺	FTP IP Address	Last Comm Date	Status	Registration Key
Online Support	DEA Precinct	192.168.20.37	08/11/2014 06:15	Enabled	145AADF39B9D69FA463DLZ2
User Preferences	L-3 Leslie Z.	Local	Local	Local	142489E3D36002219527153
Administration					
System Setup System Status					
Update Server					
Manage Users					
Action					
New					
271720000000000000000000000000000000000					
Register					
Edit Register Flush Synchronize					

2 Click the Video/Case tab. The current category list displays.

Mobile-Vision, Inc.					mvadmin is logged in. Lo
Home Menu					
me	Precinct System Secu	rity Video/Case	Modules	DVD	
arch Video	Videos Cases				
nage Cases	Videos Cases				
er Help	Categories Notations	Columns			
Bookmarks		Vide	o Categories		
MVI	K		of 2 (23 total reco	ords) > >> >>	
line Support	Description	Day(s) Online	In Use	Backup Enabled	Auto Transfer Enabled
User Preferences	No Citation	365	Yes	Disabled	Disabled
Administration	Citation	365	Yes	Enabled	Enabled
stern Setup	Search	365	Yes	Enabled	Enabled
stem Status	Arrest	365	Yes	Enabled	Enabled
date Server	Other	365	Yes	Enabled	Enabled
nage Users	Other 2	90	Yes	Enabled	Enabled
Action	Other 3	90	Yes	Enabled	Enabled
it	Other 4	90	Yes	Enabled	Enabled
port Categories	Other 5	90	Yes	Enabled	Enabled
	Interrupted Recording	1	Yes	Enabled	Enabled
	Background Mode	30	Yes	Disabled	Enabled
	Power Failure	30	Yes	Disabled	Enabled
	Firmware Upgrade	30	Yes	Disabled	Enabled
	Card Format	30	Yes	Disabled	Enabled
	Corrupt QBX	30	Yes	Disabled	Enabled
	Crash Battery Died	30	Yes	Disabled	Enabled
	Aggressive Driving	30	Yes	Disabled	Enabled

3 Right-click on the category you wish to change, then select **Edit** from the popup menu. The Edit Video Category popup displays.



Edit Video Category	
Priority: 3	
Description: Search	
Day(s) Online: 365	
Backup Enabled: ENABLED 🔽 🥝	
In Use: Yes 🔽 🥝	
Auto Transfer Enabled: ENABLED 🔽 🥝	

The fields on this popup are described below.

	Video Categories
Field	Description
Priority	A system-defined number that determines the order in which a Flashback video with this category will be trans- mitted from DVR to server. Flashback videos will transmit in the order in which they are listed on the Categories tab.
Description	A descriptive name for this category.
Day(s) Online	The number of days that a video or snapshot with this category will remain online before it can be purged (i.e., moved offline) from the DEA Agency server. Note : Just because a file <i>can</i> be purged after a certain number of days doesn't necessarily mean that it <i>will</i> be purged at that time. The exact purge date depends on other factors, such as the amount of storage space available on your server, and/or whether or not the <i>Strict Purger</i> setting is selected. For more information, see "Viewing/Changing the Online Lifecycle Settings" in chapter 6.
Backup Enabled	A system indicator that determines whether or not a video or snapshot with this category will be auto-archived:
	ENABLED Any video or snapshot with this category will be auto-archived, unless one of the following conditions applies: 1) the designated backup PC is disabled for some reason, or 2) the <i>Backup Mode</i> field on the <i>Backup Options</i> tab is set to <i>NONE</i> .
	DISABLED Any video or snapshot with this category will <i>not</i> be auto-archived unless the <i>Backup Mode</i> field on the <i>Backup Options</i> tab is set to <i>ALL</i> .
In Use	A system indicator that determines whether or not this category is currently being used.
	Yes



	Video Categories (cont'd)						
Field	Description						
In Use (cont'd)	No This category is not currently in use (i.e., it's disabled) and cannot be assigned to a video or snapshot.						
Auto Transfer Enabled	A system indicator that determines whether or not a video or snapshot with this category will automatically be transferred from the Precinct servers to the Agency server: ENABLED Any video or snapshot with this category will be transferred from the Precinct servers to the Agency server during night processing.						
	DISABLED Any video or snapshot with this category will not be transferred from the Precinct servers to the Agency server during night processing.						

- **4** To change the name of this category, enter a new name in the *Description* field. Otherwise proceed to the next step.
- **5** To change the number of days that a video or snapshot with this category will remain online before it can be purged, enter a new number in the *Day(s) Online* field. Otherwise proceed to the next step.
- **6** To change the *Backup Enabled* status for this category (see description on the previous page), select a new value from the *Backup Enabled* drop-down list. Otherwise proceed to the next step.
- 7 To change the *In Use* status for this category (see description on the previous page), select a new value from the *In Use* drop-down list. Otherwise proceed to the next step.
- **8** To enable or disable the Auto Transfer feature (see description above), proceed to the next step. Otherwise skip to step 10.
- **9** To *enable* the Auto Transfer feature, select **ENABLED** from the *Auto Transfer Enabled* drop-down list.

-OR -

To *disable* the Auto Transfer feature, select **DISABLED** from the *Auto Transfer Enabled* drop-down list.

- 10 Click Save.
- **11** To update another category, repeat steps 3 10.



Manually Exporting Video Categories (Flashback2s Only)

Normally, when you change video categories on the server, that information is automatically transmitted to each DVR during the next server-to-DVR transmission. However, if your department does not use the wireless downloading feature, you can manually copy updated video categories from the server to a Flashback2 DVR, as described here.

- **1** Insert a USB drive in a USB port on your PC.
- **2** Go to **V** Administration and click **System Setup**. The System Setup page displays.

		Syst	EM SETUP		
Mobile-Vision, Inc.					mvadmin is logged in. Logout
▼ Home Menu Home	Precinct System S	ecurity Video/Ca	se Modules DV	D	
Search Video	Precinct Info Logos	Bookmarks			
Manage Cases User Help			Precinct		
▼ Bookmarks		1K XX X	Page 1 of 1 (2 total reco	rds) 🚿	>> >1
L3 MVI	Precinct Name	FTP IP Address	Last Comm Date	Status	Registration Key
Online Support	DEA Precinct	192.168.20.37	08/11/2014 06:15	Enabled	145AADF39B9D69FA463DLZ2
User Preferences	L-3 Leslie Z.	Local	Local	Local	142489E3D36002219527153
 Administration 					
System Setup					
System Status					
Update Server					
Manage Users					
Action					
New					
Edit					
en en anzan an a					
Register					
Register Flush Synchronize					

3 Click the **Video/Case** tab. The current category list displays.



Mobile-Vision, Inc.						mvadmin is logged in. Logo
▼ Home Menu			·	h		
	Precinct System	Security	Video/Case	Modules	DVD	
Home Search Video	Videos Cases					
Manage Cases						
User Help	Categories N	lotations C	olumns			
▼ Bookmarks			Video	Categories		
L3 MVI		×> N	< Page 1 d	of 2 (23 total reco	ords) >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	
Online Support	Descriptio	n	Day(s) Online	In Use	Backup Enabled	Auto Transfer Enabled
 User Preferences 	No Citation		365	Yes	Disabled	Disabled
Administration	Citation		365	Yes	Enabled	Enabled
System Setup	Search		365	Yes	Enabled	Enabled
System Status	Arrest		365	Yes	Enabled	Enabled
Update Server	Other		365	Yes	Enabled	Enabled
Manage Users	Other 2		90	Yes	Enabled	Enabled
Action	Other 3		90	Yes	Enabled	Enabled
Edit	Other 4		90	Yes	Enabled	Enabled
Export Categories	Other 5		90	Yes	Enabled	Enabled
	Interrupted Recording		1	Yes	Enabled	Enabled
	Background Mode		30	Yes	Disabled	Enabled
	Power Failure		30	Yes	Disabled	Enabled
	Firmware Upgrade		30	Yes	Disabled	Enabled
	Card Format		30	Yes	Disabled	Enabled
	Corrupt QBX		30	Yes	Disabled	Enabled
	Crash Battery Died		30	Yes	Disabled	Enabled
	Aggressive Driving		30	Yes	Disabled	Enabled

4 Go to the Action column and click **Export Categories**. A Windows message displays.

- 5 Select Save As from the Save drop-down list. The Save As window displays.
- **6** Navigate to your USB drive.
- 7 Click Save.
- **8** Take the USB drive and use it to load the config.xml file onto the Flashback2, as described in "Copying the config.xml File from a USB Drive to Your DVR" in your *Flashback2 User's Guide*.



Installing the UMD Editor on an Officer's Mobile Data Computer

If your vehicles are equipped with mobile data computers (MDCs), officers have the option of assigning user metadata to their Flashback videos immediately after they are finished recording. However, this option requires that you install an application called the *UMD Editor* on your mobile data computers. You will also need to configure your MDCs for Ethernet.

If your agency is using *Vehicle Viewer* or *Vehicle Viewer Live*, the UMD Editor is already included with those applications.

- 1 If you have not done so already, configure each of your MDCs as an Ethernet network, as described in "Configuring a Flashback DVR for Use With Vehicle Viewer, Vehicle Viewer Live, or the UMD Editor" in chapter 5—DVRs. (Note: Using an Ethernet connection in the vehicle will not interfere with your wireless video transmission.)
- **2** Insert a USB flash drive into a USB port on your PC (i.e., the PC you use to connect to the DEA Agency application).
- **3** Go to **V** Administration and click **System Status**. The System Status page displays.

		SYSTE	M STATUS			
Mobile-Vision, Inc.				r	nvadmin is logged i	n. <u>Loqo</u>
Home Menu System Transfers	Reports Logs	Backups	Tools Messages	Local Queue	Backup PC	
me			· · · -			
arch Video Storage Capacity:	1.1 TB	0	Active Users:			
nage Cases Available Disc Space:	979.5 GB	0	 mvadmin From 16 	5.20.100.160 Since 09	9/15/2017 15:51	
er Help Total Video Count:	238	0				
Bookmarks Non-archived Video Count:	19	0				
Last 24 Hours Video Count:	0	0				
Last / Days Video Count:	0	0				
Last 50 Days Video Count:	4	0				
User Preferences Body Worn Video Count:	98	0				
Administration Body Worn Hours:	12	0				
stem Setup Average Body Worn Video Leng	th: 7 min	0				
stem Status VieVu Video Count:	0	0				
date Server Oldest Non-case Video:	841 days	0				
Oldest Case Video:	1270 days	0				
Number of Active Cases:	14	0				
Action Number of Backup DVDs:	230	0				
fresh Page Number of Exported DVDs:	108	0				
Archiver Errored Out:	false	0				
Simultaneous Users Allowed:	unlimited	0				
Backup Scheme:	none	0				
Untagging Allowed:	true	0				
Last Update Check:	09/15/2017 07:12	2 🕜				
Version:	4.0.10	0				

4 Click the **Tools** tab.



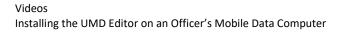
	System Status
Mobile-Vision, Inc.	mvadmin is logged in. Logout
Home Menu Home Search Video Manage Cases User Help Bookmarks L3 MVI Online Support User Preferences	System Transfers Reports Logs Backups Tools Messages Local Queue Backup PC Applications System Documentation Online Product Documentation List Flashback File Converter Online Training Videos Online Training Videos FB1 AVD File Recover Util AVD File Converter/Player Online Training Videos
Administration System Setup System Status	FB1 Windows Codec DVD Image Burner (ISO)
Update Server Manage Users Action	VieVu Drivers LE Camera Tool
	Win32 DHCP Server User Meta Data Editor Flashback Player Installer
	Flashback Player Installer Bundle
	Java Runtime Environment
	Backup PC Updater Download Support Logs

5 Go to the *Applications* column and click the **User Meta Data Editor** button. A Windows message displays.

Do you want to run or save FBUMD_windows_2_4.exe (28.5 MB) from trinity?				×
🕡 This type of file could harm your computer.	Run	Save	•	Cancel

6 Select Save As from the Save drop-down list. The Save As window displays.

🕺 Save As			×
🖉 🔰 🖌 Libraries 🔹 Documents 🔹 Invincea	ownloads - Temp -	Search Temp	<u> 2</u>
Organize 🔻 New folder			::: • 😢
	Documents library Temp	Arrange by:	Folder 🔻
	Name *	Date modified	Туре
	No items match your search.		
😝 Libraries			
Documents			
 Music Pictures 			
Videos			
Buar			
🛀 Computer			
🚣 Local Disk (C:)			
CD Drive (E:) L3DT4000			Þ
File name: FB2UMD_windows_2_3.exe			
			- -
Save as type: Application (*.exe)			
Hide Folders		Save	Cancel





7 Navigate to your USB drive, then click **Save**. A confirmation message displays.



8 Remove the USB drive from your PC.

Next, you need to install the UMD editor application on each mobile data computer, as described below.

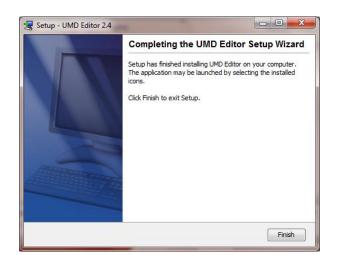
- **9** Insert the USB drive into a USB port on the in-car mobile data computer.
- **10** Login to the mobile data computer.
- **11** Navigate to the USB drive.
- 12 Click on the FBUMD_windows_2_4.exe file, then press Ctrl + C to copy it to your clipboard.
- **13** Navigate to the directory on your mobile data computer where you wish to install the UMD editor.
- **14** Press **Ctrl** + **V** to copy the .exe file to the selected directory.
- **15** Double-click on the **FBUMD_windows_2_4.exe** file. After a momentary delay, the Install Wizard displays.



16 Click **Next**. The system begins installing the application on the mobile data computer. When the installation is complete, a confirmation message displays.

(Continued)





- **17** Click **Finish**.
- **18** Remove the USB stick from the USB port.
- **19** Repeat steps 9 18 for all of the vehicles in your fleet.



NOTE: The first time you use the UMD Editor you will be prompted to enter the DVR's IP address.

Exporting Video Activity to a Spreadsheet

This section describes how to export information on your video activity to a spreadsheet for use with another application, such as a custom reporting tool. This is referred to as the *Media Activity* report. It includes information such as the date and time of automatic video transmissions, the name of users who performed manual uploads, and videos' backup status. The system automatically updates this report once every day.

1 Go to **V** Administration and click **System Status**. The System Status page displays.



Mobile-Vision, Inc.										
Mobile-Vision, Inc.								n	nvadmin is logged in. Log	<u>out</u>
Home Menu	System	Transfers	Reports	Logs	Backups	Tools	Messages	Local Queue	Backup PC	
me	Jyatem	Transfera	Керона	Loga	Баскира	10013	Wessages	Local Queue	Dackup I C	_
arch Video	Storage Ca	apacity:	1.1 1	в	0	Active U	sers:			
nage Cases	Available [Disc Space:	979.	5 GB	0	• mv	admin From 166.	20.100.160 Since 09	/15/2017 15:51	
er Help	Total Video	o Count:	238		0					
Bookmarks	Non-archiv	ed Video Count:	19		0					
MVI	Last 24 Ho	urs Video Count:	0		0					
	Last 7 Day	s Video Count:	0		0					
line Support	Last 30 Da	ys Video Count:	4		0					
User Preferences		Video Count:	98		0					
Administration	Body Worr		12		0					
stem Setup	-	ody Worn Video Len	gth: 7 mi	n	0					
stem Status	VieVu Vide		0		0					
date Server		1-case Video:		days	0					
nage Users	Oldest Cas) days	0					
Action		Active Cases:	14		0					
		Backup DVDs:	230		0					
resh Page		Exported DVDs:	108		0					
		rrored Out:	false		0					
		ous Users Allowed:	unlin		0					
	Backup Sc		none	9	0					
	Untagging		true		0					
	Last Updat Version:	te Check:	09/1	5/2017 07:12	0					

2 Click the **Reports** tab.

					Systi	ем S	TATUS				
Mobile-Vision, Inc.									mvadmin is logged	in. <u>Loqout</u>	
▼ Home Menu	System	Transfers	Reports	Logs	Backups	Tools	Messages	Local Queue	Backup PC		
Home					6	ystem Repo	-				
Search Video			No. 4		3	-			Deced Otatus		
Manage Cases	Report Name 🛦					Last Refreshed Date			Report Status		
User Help	BW Video Requests										
 Bookmarks 	DVR Activity					01/22/	2019 00:00		Ready		
L3 MVI		DVR F	leet Com								
Online Support		Media	a Activity			01/22/2019 00:00			Ready		
 User Preferences 		Purge	d Videos								
Administration		Restricted \	fewing Cases								
System Setup			Activity						Ready		
System Status			Notations			02/13/2019 00:00					
Update Server		Video I	votations			02/13/.	2019 00:00		Ready		
Manage Users											
Action											
Download Report											
Refresh Report											
Refresh Page											

3 Click on the **Media Activity** report to highlight it.

(Continued)



Mobile-Vision, Inc.									mvadmin is logged in. L	oqou	
' Home Menu	System	Transfers	Reports	Logs	Backups	Tools	Messages	Local Queue	Backup PC		
Home					Sve	tem Repor	te				
Search Video		Desert	Name 🛦		593				Report Status		
Manage Cases User Help						Last Refreshed Date					
Bookmarks	BW Video Requests				02/11/2019 00:00						
	DVR Activity				02/11/2	019 00:00		Ready			
L3 MVI	DVR Fleet Com										
Online Support		Media	Activity			02/11/2019 00:00			Ready		
 User Preferences 		Purgeo	d Videos								
Administration		Restricted V	iewing Cases								
System Setup		User	Activity						Ready		
System Status			lotations								
Update Server		110001	iotations.								
Manage Users											
Action											
Download Report											
Refresh Report											
Refresh Page											

Note the date in the *Last Refreshed Date* column. The Media Activity report you are about to download will contain all system video activity up to this date/time. If you prefer to report on all video activity up to the *current* time, go to the **Action** column and click **Refresh Report** first before proceeding.

4 Go to the Action column and click **Download Report**. A Windows message displays.

Do you want to open or save media_report_20150812.csv (35.8 KB) from trinity?	Open	Save	-	Cancel	×
		<u>11 - 2000 2000 - 2000</u>			

5 Click Open. The report displays in your default spreadsheet application, such as Microsoft Excel.

Flashback File Converter

The Flashback File Converter utility allows you to convert selected Flashback video files into a format that can be used with third party software applications. Specifically, you can convert:

- □ AVD files into AVI files (VIEVU videos)
- **QBX** files into MP4 files (Flashback2, Flashback3, and FlashbackHD videos).

For specific instructions, see:

- □ Installing the Flashback File Converter, next page
- □ Using the Flashback File Converter, page 140.



Installing the Flashback File Converter

This procedure describes how to install the Flashback File Converter utility on your PC. For more information on this utility, see the previous section.

1 Go to V Administration and click **System Status**. The System Status page displays.

_				5	Syste	м St	ATUS			
Mobile-Vision, Inc.								,	nvadmin is logged in.	Lo
' Home Menu	System	Transfers	Reports	Logs	Backups	Tools	Messages	Local Queue	Backup PC	
lome										
earch Video	Storage Ca		1.1 TE		0	Active U				
anage Cases		Disc Space:	979.5	GB	0	• mv	admin From 166.	20.100.160 Since 09	/15/2017 15:51	
ser Help	Total Video	o Count:	238		0					
' Bookmarks	Non-archiv	ved Video Count:	19		0					
3 MVI		urs Video Count:	0		0					
Online Support		s Video Count:	0		0					
	Last 30 Da	ys Video Count:	4		0					
 User Preferences 	Body Worr	n Video Count:	98		0					
Administration	Body Worr	n Hours:	12		0					
ystem Setup	Average B	ody Worn Video Le	ngth: 7 min		0					
ystem Status	VieVu Vide	eo Count:	0		0					
pdate Server	Oldest Nor	n-case Video:	841 d	ays	0					
	Oldest Cas	se Video:	1270	days	0					
lanage Users	Number of	Active Cases:	14		0					
Action	Number of	Backup DVDs:	230		0					
efresh Page	Number of	Exported DVDs:	108		0					
	Archiver E	rrored Out:	false		0					
	Simultane	ous Users Allowed	unlim	ited	0					
	Backup Sc	:heme:	none		0					
	Untagging	Allowed:	true		0					
	Last Updat	te Check:	09/15	2017 07:12	0					
	Version:		4.0.1	n	0					

2 Click the **Tools** tab.

				5	Syste	м St	ATUS		
Mobile-Vision, Inc.								r	nvadmin is logged in. Logo
▼ Home Menu	System	Transfers	Reports	Logs	Backups	Tools	Messages	Local Queue	Backup PC
Home		·							
Search Video		Applie	cations				System I	Documentatio	on
Manage Cases User Help		Disc \	/alidator				Online Produ	uct Documentation	List
▼ Bookmarks		Flashback	File Converter				Online	e Training Videos	
L3 MVI		504 AMD 58	e Recover Util						
Online Support		FB1 AVD FI	e Recover Util						
User Preferences		AVD File Co	nverter/Player						
 Administration 		FB1 Wind	lows Codec						
System Setup		DVD Image	Burner (ISO)	=					
System Status		Dybinage	Burner (150)						
Update Server		VieVu	Drivers						
Manage Users		LE Can	nera Tool						
Action		Win32 D	HCP Server						
		User Meta	a Data Editor						
		Flashback F	Player Installer						
		Flashback Play	er Installer Bun	dle					
		Java Runtim	e Environment						
		Backup	PC Updater						
			Support Logs	_					



3 Go to the *Applications* column and click the **Flashback File Converter** button. A Windows message displays.

Do you want to run or save FlashbackConverter.exe (13.5 MB) from trinity?				×
It is type of file could harm your computer.	Run	Save	-	Cancel

4 Click **Run**. If a security message displays, click **Run** again. Otherwise proceed to the next step.

The Flashback Converter InstallShield Wizard displays.

j Flashback Converter -	InstallShield Wizard	×
2	Welcome to the InstallShield Wizard f Flashback Converter The InstallShield(R) Wizard will allow you to modify remove Flashback Converter. To continue, click Ne	, repair, or
	< Back Next >	Cancel

5 Click Next.



6 Click Next again.

Page | 138



Custom Setup Select the program features you want installed.	4
Click on an icon in the list below to change how a fe	eature is installed. Flashback Converter application For converting Mobile-Vision Flashback DVR files from QBX or AVD format to MP4 or AVI format. This feature requires 0KB on your hard drive.
italishield	Back Next > Cancel

7 Click Next again. The system prompts you to begin the installation.

🕏 Flashback Converter - InstallShield Wizard	
Ready to Modify the Program	4
The wizard is ready to begin installation.	C
Click Install to begin the installation.	
If you want to review or change any of your installation settings, exit the wizard.	click Back. Click Cancel to
EAL OF WEAD.	
istallShield	
< Back In	istall Cancel

- 8 Click **Install**. The system begins installing the application. After the installation is complete, a confirmation message displays: *InstallShield Wizard Completed*.
- 9 Click Finish.

For instructions on how to use the Flashback File Converter, see the next section, "Using the Flashback File Converter."



Using the Flashback File Converter

This section describes how to use the Flashback File Converter utility to convert selected video files into a format that can be used with redaction software. Specifically, you can convert AVD files into AVI files (Flashback1s and VIEVUs) and QBX files into MP4 files (all other DVRs).

1 If you have not done so already, install the Flashback File Converter on your PC, as described in "Installing the Flashback File Converter" on page 137.



....

2 Go to your desktop and double-click on the Flashback Converter icon. The Flashback Converter application opens.

nput File	
utput Folder	
Video Stream Selection	Start
 Video Channel 1 (Front) Video Channel 2 (Rear) 	Stop
AVD Audio Stream Selection	QBX Audio Stream Selection
	VLP1 / In-Car Mic VLP2
🔲 In-Car Mic	

3 Click on the ellipsis icon to the right of the *Input File* field. The Flashback Converter Input File screen displays.



(**b**) F

Flashback Converter Input File				×
🕖 🕖 🔸 Computer 🕶 Public (\'	\DS1) (I:) + Common + Sample Video	👻 🛃 s	earch Sample Video	<u> </u>
Drganize 🔻 New folder				• 🔳 🔞
🔆 Favorites	Name ^	Date modified	Туре	Size
Desktop		11 - 3		
Downloads		No items match your search.		
🗓 Recent Places				
🥽 Libraries				
Documents				
👌 Music				
📔 Pictures				
🛃 Videos				
-				
Computer				
🕌 Local Disk (C:)				
CD Drive (E:) L3DT4000				
🖵 Private (H:) 😴 Public (\\DS1) (I:)	- 1			
Public (((DS1) (1:) Q AUDIT ()(mas) (K:)				
📬 Network				
T	▼ <u>1</u>			•
File <u>n</u> ame:		• Q	BX Files (*.qbx)	•
			0.000	Cancel
			<u>O</u> pen	Cancel

- 4 Navigate to the disk drive location where the file you wish to convert is located.
- 5 If you are converting a Flashback1 or VIEVU AVD file to AVI, select AVD from the *Files of type* drop-down list. Otherwise proceed to the next step.
- 6 Click on the file you wish to convert.
- 7 To change the file's name, enter a new name in the *File name* field. Otherwise proceed to the next step.
- 8 Click Open. The selected file name displays in the *Input File* field.
- 9 Click on the ellipsis icon to the right of the *Output Folder* field. The Browse For Folder popup displays.

Browse For Folder	×
Flashback Converter Output Directory	
🧮 Desktop	
🕀 🥽 Libraries	
🛨 📙 Zalewski, Leslie @ PRG - MVI	
🛨 🌉 Computer	
🕀 👽 Network	
🕀 🐖 Control Panel	
👿 Recycle Bin	
New folder	
Unused Desktop Shortcuts	
Eolder: Zalewski, Leslie @ PRG - MVI	
Make New Folder OK Canc	





- **10** Navigate to the folder in which you wish to save the converted file, then click on that folder to highlight it.
- **11** Click **OK**. The selected disc drive location displays in the *Output Folder* field.
- **12** If you wish to change any of the default video/audio settings, click the appropriate radio button or checkbox. Otherwise proceed to the next step.

I:\Common\Sample Video\Highway Foota	ge Rainy, avd
Dutput Folder	
C:\Users\leslie.zalewski\Videos	
Video Stream Selection Video Channel 1 (Front) Video Channel 2 (Rear)	Start Stop
AVD Audio Stream Selection	QBX Audio Stream Selection VLP1 / In-Car Mic VLP2

13 Click the **Start** button. The conversion begins. When the process is complete, a confirmation message displays.

Flashback Converter	X
AVD to AVI conversion succeeded.	
(OK	

- **14** Click **OK**. When you're ready to import the file into a third-party application, you will find it in your selected output folder.
- **15** To convert another file, repeat steps 3 14. Otherwise select **File** \rightarrow **Exit** from the menubar to exit the application.



Installing the Windows Codec Utility for AVI Videos

Occasionally, customers who have purchased a new PC *or* reimaged an existing PC may have difficulty playing VIEVU videos on their PC. In this circumstance, we recommend that you install a utility called a "codec," which restores the files that are necessary to play AVI files on a Windows PC. If this procedure does not solve your problem, please contact Mobile-Vision Support for assistance.

1 Go to **V** Administration and click **System Status**. The System Status page displays.

		S	Syste	м Ят	ATUS			
Mobile-Vision, Inc.						n	nvadmin is logged ir	n. <u>Loqout</u>
V Home Menu	System Transfers	Reports Logs	Backups	Tools	Messages	Local Queue	Backup PC	
Home								
earch Video	Storage Capacity:	1.1 TB	0	Active U				
lanage Cases	Available Disc Space:	979.5 GB	0	• mv	admin From 166.	20.100.160 Since 09	/15/2017 15:51	
Jser Help	Total Video Count:	238	0					
Bookmarks	Non-archived Video Count:	19	0					
3 MVI	Last 24 Hours Video Count:	0	0					
Online Support	Last 7 Days Video Count:	0	0					
	Last 30 Days Video Count:	4	0					
 User Preferences 	Body Worn Video Count:	98	0					
Administration	Body Worn Hours:	12	0					
System Setup	Average Body Worn Video Le	ngth: 7 min	0					
System Status	VieVu Video Count:	0	0					
Ipdate Server	Oldest Non-case Video:	841 days	0					
Aanage Users	Oldest Case Video:	1270 days	0					
-	Number of Active Cases:	14	0					
Action	Number of Backup DVDs:	230	0					
Refresh Page	Number of Exported DVDs:	108	0					
	Archiver Errored Out:	false	0					
	Simultaneous Users Allowed:	unlimited	0					
	Backup Scheme:	none	0					
	Untagging Allowed:	true	0					
	Last Update Check:	09/15/2017 07:12	0					
	Version:	4.0.10	0					

2 Click the **Tools** tab. A list of downloadable applications displays in the left column.

(Continued)



	System Status
Mobile-Vision, Inc.	mvadmin is logged in. Logout
▼ Home Menu Home	System Transfers Reports Logs Backups Tools Messages Local Queue Backup PC
Search Video Manage Cases User Help Bookmarks L3 MVI Online Support User Preferences Administration System Setup System Status Update Server Manage Users Action	Applications System Documentation Disc Validator Online Product Documentation List Flashback File Converter Online Training Videos FB1 AVD File Recover Util AVD File Recover Util AVD File Converter/Player FB1 Windows Codec DVD Image Burner (ISO) VieVu Drivers LE Camera Tool Win32 DHCP Server User Meta Data Editor Flashback Player Installer Flashback Player Installer Flashback Player Installer
	Java Runtime Environment Backup PC Updater Download Support Logs

3 Click the **FB1 Windows Codec** button. A Windows message displays.

Do you want to run or save WVIDInstall.exe (155 KB) from trinity?			×
It is type of file could harm your computer.	Run	Save 💌	Cancel

4 Click **Run**. A security warning displays.

8	The publisher of WVIDInstall.exe couldn't be verified. Are you sure you want to run the program? Learn more	Run	View downloads	×

5 Click **Run** again. The Installer Language popup displays.

Installer L	.anguage	×
	Please select a language.	
	English	•
	OK	Cancel

6 Click OK. The WVID Filter popup displays.



🗑 WVID Filter 1.0.2 Setup			_ 🗆 🗙
Choose Components			NUMB
Choose which features of WVII) Filter you want to install.		4
Check the components you war install. Click Next to continue.	nt to install and uncheck the con	nponents you don't wan	t to
Select components to install:	WVID Filterss (required)	Description Copy the DVID filte to the System folde	
Space required: 164.0KB			
Nullsoft Install System v2.0b3			
		Next > C	ancel

7 Click Next.

😚 WYID Filter 1.0.2 Setup	
Choose Install Location Choose the folder in which to install WVID Filter.	
Setup will install WVID Filter in the following folder.	
To install in a different folder, click Browse and select another folder. Click Install to st installation.	art the
⊂ Destination Folder	
C:\WINNT\system32	
Space required: 164.0KB	
Space available: 3473GB	
Nullsoft Install System v2.0b3	
< <u>B</u> ack	Cancel

8 Click Install.

😽 WVID Filter 1.0.2 Setup	
Installation Complete Setup was completed successfully.	
Completed	
Show details	
Nullsoft Install System v2:0b3	Cancel



9 Click Close.

Manually Installing the VIEVU Drivers

The VIEVU is a small body worn DVR previously sold by Mobile-Vision. The first time you connect a VIEVU to your PC, you will typically be prompted to download two drivers that are required to operate the VIEVU. However, if your computer does not recognize the VIEVU cable or cannot automatically locate the drivers, you can *manually* download these drivers from the **Tools** tab, as described here.

1 If the VIEVU is currently connected to your PC, disconnect the VIEVU's two USB cables. Otherwise proceed to the next step.

– OR –

If the VIEVU is not connected to your PC, proceed to the next step.

2 Go to **V** Administration and click **System Status**. The System Status page displays.

					Syste	w SI	AIUS			
Mobile-Vision, Inc.								r	nvadmin is logged in.	Logout
T Home Menu	System	Transfers	Rer	ports Logs	Backups	Tools	Messages	Local Queue	Backup PC	
Home	Jucin	Transfero	110	Logo	Duckupo	10010	meosageo	Local Good	Buckup I O	
Search Video	Storage Ca	apacity:		1.1 TB	0	Active U	sers:			
Manage Cases	Available [Disc Space:		979.5 GB	0	• m\	admin From 166.	20.100.160 Since 09	9/15/2017 15:51	
Jser Help	Total Video	o Count:		238	0					
Bookmarks		ed Video Count:		19	0					
L3 MVI		urs Video Count:		0	0					
Online Support		s Video Count:		0	0					
		ys Video Count:		4	0					
 User Preferences 	-	Video Count:		98	0					
Administration	Body Worr			12	0					
System Setup	-	ody Worn Video Lei	igth:	7 min	0					
System Status	VieVu Vide			0	0					
Update Server		1-case Video:		841 days	0					
Manage Users	Oldest Cas			1270 days	0					
Action		Active Cases:		14	0					
		Backup DVDs:		230	0					
Refresh Page		Exported DVDs:		108	0					
		rrored Out:		false	0					
		ous Users Allowed:		unlimited	0					
	Backup So			none	0					
	Untagging			true						
	Last Updat Version:	le check:		09/15/2017 07:12 4.0.10	20					

3 Click the **Tools** tab.



				2	Syste	м Вт	ATUS			
Mobile-Vision, Inc.									mvadmin is logged in	Logout
		~						~		
▼ Home Menu	System	Transfers	Reports	Logs	Backups	Tools	Messages	Local Queue	Backup PC	
Home Search Video		Applie	cations				System I	Documentati	on	
Manage Cases User Help		Disc	/alidator				Online Produ	uct Documentation	List	
▼ Bookmarks				=				Training Videos		
L3 MVI			File Converter				Comme	Training Videos		
Online Support		FB1 AVD Fil	e Recover Util							
 User Preferences 		AVD File Co	nverter/Player							
 Administration 		FB1 Wind	lows Codec							
System Setup		DVD Image	Burner (ISO)							
System Status Update Server		VieVu	Drivers	-						
Manage Users		-	nera Tool							
Action				-						
		Win32 D	HCP Server							
		User Meta	a Data Editor							
		Flashback F	Player Installer							
		Flashback Play	er Installer Bun	dle						
		Java Runtim	e Environment							
		Backup	PC Updater							
		Download	Support Logs							

4 Go to the *Applications* column and click the **VieVu Drivers** button. A Windows message displays.

Do you want to open or save VIEVU_DRIVERS.zip (1.36 MB) from trinity?	Open Save 💌 Cancel 🗙

- 5 Select Save As from the *Save* drop-down list.
- 6 Navigate to an empty folder, then select the "extract to [name] folder" option.
- 7 Click **Open**. The contents of the VIEVU_DRIVERS.zip file display.

VIEVU_DRIVERS.zip - WinRAR (evaluation copy) e Commands Tools Favorites Options Help				
Add Extract To Test View Delete Find Wizard Info	Comment SFX			
VIEVU_DRIVERS.zip - ZIP archive, unpacked size 3,421,836 bytes				-
ame 🔺	Size	Packed	Туре	Modified
		~	File folder	
amd64			File folder	
i386			File folder	
dpinst.xml	121	100	XML Document	6/29/2007 6
DPInst_Monx64.exe	75,600	37,821	Application	12/19/2007
DPInst_Monx86.exe	75,088	32,530	Application	12/19/2007
DPInstx64.exe	845,736	286,897	Application	11/17/2005
DPInstx86.exe	521,128	207,332	Application	11/17/2005
]ftd2xx.h	20,132	5,005	H File	3/10/2008 3
/ftdibus.cat	14,436	5,892	Security Catalog	3/20/2008 7:
ftdibus,inf	3,019	1,032	Setup Information	3/13/2008 6:
/ftdiport.cat	13,556	6,339	Security Catalog	3/20/2008 7:
ftdiport.inf	4,584	1,295	Setup Information	3/13/2008 6
O5_Detect.exe	75,080	32,073	Application	9/28/2007 3
			1	



8 If your PC has a 64-bit operating system, double-click on **DPInstx64.exe** – OR –

If your PC has a 32-bit operating system, double-click on **DPInst_Mon86.exe**



HINT: If you aren't sure what type of operating system you have, double-click on either **DPInstx64.exe** *or* **DPInst_Mon86.exe**. If you get an error message, you'll know that you selected the *wrong* file.

Once you double-click on the appropriate file, a DOS screen will briefly flash on-screen, indicating that the drivers have been installed.

- **9** Go to the upper right corner of the page and click <u>Logout</u> to exit DEA Agency.
- **10** Click the \boxtimes in the upper right corner of the page to close your browser.
- **11** Reboot your PC.
- **12** Log back into DEA Agency.

Manually Installing the Flashback Player

Typically, the Flashback Player launches automatically when you attempt to play a video from the DEA Agency server. However, if your agency prohibits the running of .exe files from users' browsers' "temp" folder, you can manually download the Flashback Player from the **Tools** tab. The Flashback Player is installed like any other Windows 32-bit application—in the Windows *Program Files* folder.

There are two file options available for installing the Flashback Player:

- □ .exe file (*Flashback Player Installer* button)
- □ .zip file (*Flashback Player Installer Bundle* button).

Both file options require Windows administrative privileges on the client workstation to install. Select the bundle option if you are an IT Administrator and you plan to install the Flashback Player through a Microsoft System Management Server (SMS) or a Microsoft System Center Configuration Manager (ConfigMgr). The bundled scripts will allow IT Administrators to install the Flashback Player silently.

1 Go to **V** Administration and click **System Status**. The System Status page displays.



				S	SYSTE	м St	ATUS			
Mobile-Vision, Inc.								n	nvadmin is logged in.	<u>Loqout</u>
Home Menu	System	Transfers	Reports	Logs	Backups	Tools	Messages	Local Queue	Backup PC	
ome	-						g			
earch Video	Storage Ca	apacity:	1.1 T	В	0	Active U	sers:			
anage Cases	Available D	isc Space:	979.5	5 GB	0	• mv	admin From 166.	20.100.160 Since 09	/15/2017 15:51	
ser Help	Total Video	Count:	238		0					
Bookmarks	Non-archiv	ed Video Count:	19		0					
3 MVI	Last 24 Ho	urs Video Count:	0		0					
nline Support	-	s Video Count:	0		0					
		ys Video Count:	4		0					
User Preferences	Body Worn	Video Count:	98		0					
Administration	Body Worn	Hours:	12		0					
ystem Setup	-	ody Worn Video Len	gth: 7 mir	ı	0					
ystem Status	VieVu Vide	o Count:	0		0					
pdate Server	Oldest Non	-case Video:	841 0	lays	0					
anage Users	Oldest Cas	e Video:	1270	days	0					
	Number of	Active Cases:	14		0					
Action	Number of	Backup DVDs:	230		0					
efresh Page	Number of	Exported DVDs:	108		0					
	Archiver Er	rrored Out:	false		0					
	Simultaneo	ous Users Allowed:	unlim	nited	0					
	Backup Sc	heme:	none		0					
	Untagging.	Allowed:	true		0					
	Last Updat	e Check:	09/15	5/2017 07:12	0					
	Version:		4.0.1	0	0					

2 Click the **Tools** tab. An *Applications* list displays in the left column.

		System Status												
Mobile-Vision, Inc.								r	nvadmin is logged i	n. <u>Loqout</u>				
/ Home Menu	System	Transfers	Reports	Logs	Backups	Tools	Messages	Local Queue	Backup PC					
lome Search Video		Appli	cations				Sustam	Documentatio	- · ·					
anage Cases		Аррік	cauons				-		_					
ser Help		Disc \				Online Prod	uct Documentation	List						
Bookmarks		Flashback	File Converter				Online	e Training Videos						
3 MVI		FB1 AVD Fil	le Recover Util	=										
nline Support			AVD File Converter/Player											
User Preferences				_										
Administration		FB1 Wind	dows Codec											
ystem Setup ystem Status		DVD Image	e Burner (ISO)											
odate Server		VieVu	u Drivers											
anage Users		LECan	nera Tool	=										
Action				-										
		Win32 D	HCP Server											
		User Meta	a Data Editor											
		Flashback F	Player Installer											
		Flashback Play	er Installer Bun	dle										
			ne Environment	_										
				2										
		Backup	PC Updater											
		Download	Support Logs											

3 To install the Flashback Player on your local PC, click the **Flashback Player Installer** button.

-OR -

To install the Flashback Player through SMS or ConfigMgr (also referred to as a *silent* installation or update), click the **Flashback Player Installer Bundle** button.

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



A Windows message displays. This message will differ slightly depending on whether you are performing a *silent* or *PC* installation.

Silent Installation Rashback Player Installer Bundle	Do you want to open or save FBPlayer-Bundle-3_8_7_3.zip (15.6 MB) from trinity?	Open Save 💌 Cancel 🗙
PC Installation Rashback Player Installer	Do you want to run or save FlashbackPlayer-3_8_7_3.exe (16.3 MB) from trinity ?	× Run Save ▼ Cancel

4 If you are performing a *silent* installation, click **Open**. From this point on, the installation procedure will vary depending on your particular network configuration. If you are not sure how to proceed, speak with your agency's IT network specialist *or* Mobile-Vision Support professional for assistance. **End of Procedure**.

– OR –

If you are performing a PC installation, click Run.

Ø	The publisher of FlashbackPlayer-3_8_7_3.exe couldn't be verified. Are you sure you want to run the program? Learn more		×
		Run	View downloads

5 If a security message like the one pictured above displays, click **Run** again. Otherwise proceed to the next step.



6 Once the Install Wizard displays, click Next.



Program Mair Modify, repair	ntenance r, or remove the program.
• Modify	Change which program features are installed. This option displays the Custom Selection dialog in which you can change the way features are installed.
C Repair	Repair installation errors in the program. This option fixes missing or corrupt files, shortcuts, and registry entries.
C Remove	Remove Flashback Player from your computer.
stallShield ———	< Back Next > Cancel

7 Click Next again.

ustom Setup	
Select the program features you want installed.	
lick on an icon in the list below to change how a featur	
	Feature Description
tallShield	

8 Click Next again. The system prompts you to begin the installation.

Flashback Player - InstallShield Ready to Modify the Program	d Wizard
The wizard is ready to begin install	lation.
Click Install to begin the installation	n.
If you want to review or change ar exit the wizard.	any of your installation settings, click Back. Click Cancel to
nstallShield	

9 Click **Install**. The system begins installing the Flashback Player. Once the installation is complete, a confirmation message displays. *(Continued)*





- **10** Click **Finish**.
- **11** Go to the upper right corner of the page and click <u>**Logout**</u> to exit DEA Agency.
- **12** Click the \boxtimes in the upper right corner of the page to close your browser.
- **13** Log back into DEA Agency.

Body Worn Viewing Requests

If desired, your agency can limit access to *Body*VISION and BWX-100 videos by activating one of two *Body*VISION Tracking functions:

- Track All Body Worn Videos. When this feature is on, the system will restrict the viewing of all BodyVISION and BWX-100 videos unless a user has the Authorize Media Playback or Can View Body Worn Videos permission. Users who lack the required permissions will have to submit a viewing request to their supervisor. The supervisor, in turn, will subsequently approve or deny their subordinate's viewing request as described in "Approving/Denying a Viewing Request" on page 155.
- □ *Track All Body Worn Videos with Tags*. When this feature is *on*, the system will restrict the viewing of *Body*VISION and BWX-100 videos that have a trace point or video notation attached to them. The only exception is for users that have the *Authorize Media Playback* or *Can View Body Worn Videos* permission. Such users will be able to view all Body Worn videos, regardless of whether a video has an embedded tracepoint or video notation. Users who *lack* the required permissions will have to submit a *viewing request* to their supervisor.



For more information, see:

- □ Tracking Body Worn Videos, below
- □ Approving/Denying a Viewing Request, page 155
- Displaying Your Active Viewing Requests, page 158
- □ Revoking an Active Viewing Request, page 160
- Changing the Expiration Date for Viewing Approvals, 162
- □ Exporting Viewing Request Activity to a Spreadsheet, page 164
- □ Maintaining Viewing Request Reasons, page 166.

Tracking Body Worn Videos

This section describes how to activate (turn on) one of the two functions used to limit user access to *Body*VISION and BWX-100 Body Worn videos:

- □ *Track All Body Worn Videos*. When this function is *on*, all users who lack the proper permissions^{*} will have to submit a viewing request to their supervisor in order to view a Body Worn video or its associated snapshots.
- □ *Track All Body Worn Videos with Tags.* When this function is *on*, all un-permissioned users^{*} will have to submit a viewing request to their supervisor in order to view a Body Worn video that has an embedded *tracepoint* or *video notation*.
- **1** Go to **V** Administration and click **System Setup**. The System Setup page displays.

Mobile-Vision, Inc.			0151	EM SETUP		mvadmin is logged in. Logo
lome Menu	Precinct Sy	stem Se	ecurity Video/Ca	se Modules DV	D	
ne rch Video lage Cases	Precinct Info	Logos	Bookmarks			
r Help		with the state of the		Precinct		
Bookmarks			18 33 8	Page 1 of 1 (2 total reco	rds) 🔰	»» »I
/VI	Precino	t Name 🔺	FTP IP Address	Last Comm Date	Status	Registration Key
ne Support	DEA Precinct		192.168.20.37	08/11/2014 06:15	Enabled	145AADF39B9D69FA463DLZ2
Iser Preferences	L-3 Leslie Z.		Local	Local	Local	142489E3D36002219527153
Administration						
tem Setup						
tem Status						
ate Server						
age Users						
Action						
/						
ister						
h						
chronize						
ete						

2 Click the **System** tab.

^{*} Authorize Media Playback and/or Can View Body Worn Videos



			Syste	EM S	ETUP	•		
Mobile-Vision, Inc.							mvadmin is logg	ed in. Logout
▼ Home Menu	Precinct	System	Security Video/0	Case N	lodules	DVD		
Home		· · ·	~			· · · · · · · · · · · · · · · · · · ·		
Search Video	Storage	Life-Cycle	Backup/Export	Request	Reasons	UMD Types	Other	
Manage Cases					S'4			
User Help	lete e	al Dath	Education		Storage		ID Address of DAID well	Otatus
Bookmarks	Internal Path		External Media UNC		External Case URI		IP Address of RAID unit	Status
L3 MVI	/fbdata/00/		\export00\		/stream00/		127.0.0.1	Enabled
Online Support								
 User Preferences 								
Administration								
System Setup								
System Status								
Update Sener Manage Users								
Action								
New Edit								

3 Click the **Other** tab.

	System Setup	
Mobile-Vision, Inc.		mvadmin is logged in. Logout
▼ Home Menu	Precinct System Security Video/Case Modules DVD	
Home Search Video	Storage Life-Cycle Backup/Export Request Reasons UMD Types C	Other
Manage Cases		
User Help	Video Playback Method: Download and Play - No Cache (HTTP) 🗸 🔮	Video Results Per Page: 10 🕜
▼ Bookmarks	Show Speed In: US Standard 🗸 🕢	Case Results Per Page: 12 🕜
L3 MVI	Track All Body Worn Videos: 🔽 🥝	Videos In Case Per Page: 4
Online Support		
User Preferences	Track Body Worn Videos with Tags: 🔲 🔌	Precincts Per Page: 10
Administration	Days to allow playback on approved requests: 30	Users Per Page: 14 🕜
System Setup	Enable Video Notations: 🔽 🥝	
System Status		
Update Server	Speed/GPS Selected: 🗹 🥝	
Manage Users	<u>-</u>	
Action		
Edit		
Refresh		

4 Go to the Action column and click **Edit**. The Other popup displays.



Other	×
Video Playback Method: Download and Play - No Cache (HTTP) 🛛 🥑	Video Results Per Page: 6
Show Speed In: US Standard 🗸 🥥	Case Results Per Page: 10 🛛 🥝
Track All Body Worn Videos: 🔽 🥝	Videos In Case Per Page: 4 🥑
Track Body Worn Videos with Tags: 🔲 🥝	Precincts Per Page: 10 🕜
Days to allow playback on approved requests: 30 🛛 🥑	Users Per Page: 10 🛛 🥥
Enable Video Notations: 🔽 🥝	
Speed/GPS Selected: 🔽 🕜	
Save	

5 If you want all un-permissioned* users to submit a viewing request to their supervisor in order to view any *Body*VISION or BWX-100 video, select the *Track Body Worn Videos* checkbox.

– OR –

If you want all users who lack the proper permissions^{*} to submit a viewing request to their supervisor in order to view a *Body*VISION or BWX-100 video that has an embedded *tracepoint* or *video notation*, select the *Track Body Worn Videos with Tags* checkbox.

6 Click Save.

Approving/Denying a Viewing Request

This section describes how to approve or deny a request to view a *Body*VISION or BWX-100 video. A user submits such a request to his supervisor when he wants to view a particular Body Worn video or snapshot image, but lacks the required permission to do so. (i.e., the *Can View Body Worn Videos* and/or *Authorize Media Playback* permission)

To approve/deny viewing requests, you must have the *Authorize Media Playback* permission.

For more information on *viewing requests* and how they are used in DEA, see "Body Worn Viewing Requests" on page 152.

- Make sure the Home page displays. (If necessary, go to ▼Home Menu and click Home.)
- 2 Locate the *viewing request* on your *Inbox Messages* list.

(Continued)

^{*} Users who do not have at least one of these permissions: Authorize Media Playback or Can View Body Worn Videos



Mobile-Vision, Inc.			Sergeant Larkin is logged	lin. <u>Loqout</u>
7 Home Menu	Message Board			
lome	My Messages	All Messages		
Search Video Manage Cases			Inbox Messages	
User Help			Rege 1 of 1 (10 total records)	
▼ Bookmarks	Date	State	Message Text	Actions
L3 MVI	12/17/2015 10:19	Requested	A request to view system video #252 has been sent by Officer Zalewski. (Reason: Criminal investigation)	
Online Support	12/16/2015 14:35	Completed	Account 'chris' has been disabled for exceeding failed login attempts	<i>🛃</i> 🗙
 User Preferences 	12/16/2015 07:54	Queued	There is an update available for your Server, click the arrow to the right to download the update.	E ×
	12/11/2015 15:00	Completed	Server Update to build number 3.9-17394 was successfully completed.	×
 Administration 	12/09/2015 15:05	Completed	Please restore Case 'M/A on Rt 80' to an online status.	E ×
Action	11/11/2015 15:34	Queued	Please restore Case 'Quick Check Robbery' to an online status.	DOX
Manage Requests	11/11/2015 15:19	Completed	Export Test for Training Disc 1 of 1 is now ready for download.	$\odot \times$
			Sent Messages	
			R K K Page 1 of 1 (2 total records)	
	Date	State	Message Text	Actions
	12/09/2015 15:40	Working	Auto-DVD request to Backup PC 'Evidence Room Bravo' for Case 'Armed Robbery' - Disc 1 of 1	E ×
	11/11/2015 15:34	Queued	Please restore Case 'Quick Check Robbery' to an online status.	DOX

3 If you need to view the video first to make a determination, click the ∋ icon to the right of the request. The Video Details page displays. Proceed to the next step.

-OR -

If you do *not* need to view the video first to make a determination, skip to step 7.

Mobile-Vision, Inc.		١	ideo E	ETAILS	Sergeant Lari	tin is logged in. Loqout
▼ Home Menu Home	Status: Online	Snapshots	Video Logs	UMD		
Search Video Manage Cases User Help ▼ Bookmarks L3 MVI Online Support ▶ User Preferences	34		DVR Officer Name: DVR Name:	*1 No Name@12:49:33	Record Trigger: Video Start:	11/06/2015 13:42 Manual Record 11/06/2015 12:42 11/06/2015 12:43
Administration Action Play Export	un de la compañía de		Assigned To Case(s	Body Worn): Deactivation request denial	Duration (minutes): Purge Date:	-
Add To Case Chain of Custody Previous Results						

- 4 Click on the video's thumbnail image. The video launches in the Flashback Player.
- 5 When you've finished viewing the video, click the ⊠ in the upper right corner of the window to close the Flashback Player.
- **6** Go to **V** Home Menu and click **Home**. The Home page redisplays.



7 To *accept* the viewing request, click the ☑ icon to the right of that request. A confirmation message displays at the top of the page: *Request Approved*. The system also sends an approval notice to the requestor's *Inbox Messages* list, as pictured on the Welcome Home page below. End of Procedure.

– OR –

To *deny* the viewing request, click the \bigotimes icon to the right of that request. The Deny Request popup displays.

nter a reason below:	
	~
	~

- 8 Enter the reason why you are denying this *viewing request*.
- **9** Click **Save**. The system sends a denial notice to the requestor's *Inbox Messages* list, as pictured below. That user will have an opportunity to view your denial reason by clicking the *@* icon.

	Mobile-Vision, Inc.			WELCOME HOME Your last login was on: 12/17/2015 10:25:18 Officer Zalewski is logged	d in. <u>Loqout</u>
	▼ Home Menu	Message Board			
	Home			Inbox Messages	
Sample denial	Search Video Manage Cases			IC C Page 1 of 1 (4 total records)	
	User Help	Date	State	Message Text	Actions
	▼ Bookmarks	12/17/2015 10:28	Received	Your request to view system video #250 has been Denied by Sergeant Larkin.	2 × 2
	L3 MVI	> 12/17/2015 10:24	Received	Your request to view system video #252 has been Approved by Sergeant Larkin.	E ×
energia energia el	Online Support	11/06/2015 14:01	Queued	There is an update available for your Server, click the arrow to the right to download the update.	E ×
ample approval	 User Preferences 	06/11/2014 14:47	Completed	Export Test for Training Disc 1 of 1 is now ready for download.	Θ×
				Sent Messages	
				IC C Page 1 of 1 (1 total records)	
		Date	State	Message Text	Actions
		06/11/2014 15:05	Working	Auto-DVD request to Backup PC 'Evidence Room Bravo' for Case 'Bicycle accident' - Disc 1 of 1	

Displaying Your Active Viewing Requests

This section describes how to view all active *viewing requests* that you previously approved. Once you grant a *viewing request* to a user, that request remains active for X number of days, where X is equal to the value of the *Days to allow playback on approved requests* field on the Other form.

	Mobile-Vision, Inc.			Sy	STEM	SETUP		geant Larkin is logged in.	Logout
	Home Menu Home Search Video Manage Cases	Precinct Storage	System Life-Cycle	Security Backup/f	Video/Case Export Re	Modules equest Reasons	DVD UMD Types	Other	
		Show Sp	lethod: Downlos eed In: US Star /ideos: 🔽 🕐		Other lo Cache (HTTP	²⁾ 🗸	Video Results Case Results Videos In Case	Per Page: 6 0 Per Page: 10 0	×
In this example, all viewing requests will remain in effect for 30 days after they are granted	Track Body Wo Days to allow playback o En	orn Videos with n approved req able Video Nota	Tags: 🗌 🥝	0			Precincts	Per Page: 10 Ø	I
				Sa	ve Cancel]			

For more information on *viewing requests* and how they are used in DEA, see "Body Worn Viewing Requests" on page 152.

Make sure the Home page displays. (If necessary, go to ▼Home Menu and click Home.)

Mobile-Vision, Inc.			Your last login was on: 12/16/2015 13:57:20 Sergeant Larkin is logged	l in. <u>Loqou</u>
Home Menu	Message Board			
lome	🖲 My Messages 🔘 /	All Messages		
earch Video Ianage Cases			Inbox Messages	
ser Help			K K Page 1 of 1 (10 total records)	
Bookmarks	Date	State	Message Text	Actions
MVI	12/17/2015 10:19	Requested	A request to view system video #252 has been sent by Officer Zalewski. (Reason: Criminal investigation)	1
line Support	12/16/2015 14:35	Completed	Account 'chris' has been disabled for exceeding failed login attempts	≥ ×
User Preferences	12/16/2015 07:54	Queued	There is an update available for your Server, click the arrow to the right to download the update.	E ×
	12/11/2015 15:00	Completed	Server Update to build number 3.9-17394 was successfully completed.	×
Administration	12/09/2015 15:05	Completed	Please restore Case 'M/A on Rt 80' to an online status.	E X
Action	11/11/2015 15:34	Queued	Please restore Case 'Quick Check Robbery' to an online status.	DOX
nage Requests	11/11/2015 15:19	Completed	Export Test for Training Disc 1 of 1 is now ready for download.	Θ×
			Sent Messages	
			K K Page 1 of 1 (2 total records)	
	Date	State	Message Text	Actions
	12/09/2015 15:40	Working	Auto-DVD request to Backup PC 'Evidence Room Bravo' for Case 'Armed Robbery' - Disc 1 of 1	E ×
	11/11/2015 15:34	Queued	Please restore Case 'Quick Check Robbery' to an online status.	DOX



2 Go to the Action column and click Manage Requests. The Manage Approved Media View Requests popup displays.

	N	lanage Approved N	fedia View Reques	ts	2
		Page 1 of 1 (3	total records)		
User Name	System ID	Reason	Authorized	Expires	Revoke
Officer Baker	15	Discovery	08/09/2016 21:22	09/08/2016 21:22	0
Officer Baker	11	Public dissemination (SOPA)	08/09/2016 21:22	09/08/2016 21:22	0
Officer Baker	19	Audit	08/09/2016 21:22	09/08/2016 21:22	0

The columns on this popup are described below.

	Manage Approved Media View Requests
Column	Description
User Name	The name of the user who submitted this viewing request.
System ID	The system identification number of the Body Worn video or snapshot file that the user requested to view.
Reason	The reason that the user gave for wanting to view the video or snapshot file identified in the <i>System ID</i> column.
Authorized	The date and time at which you approved the user's <i>viewing request</i> .
Expires	The date and time at which the user's <i>viewing request</i> will expire. This date is determined by the value in the <i>Days to allow playback on approved requests</i> field on the Other form.
Revoke	An icon used to revoke the viewing permission that you previ- ously granted the user identified in the <i>User Name</i> column.

3 If you wish to revoke a user's viewing permission, click the ⊗ icon to the right of that request. The Deny Request popup displays, as pictured below. Proceed to the next step.

- OR -

If you do not wish to revoke a user's viewing permission, skip to step 6.

Enter a re	ason below:	
I		~
		~

4 Enter the reason why you are denying this *viewing request*.



- **5** Click **Save**. The system sends a denial notice to the requestor's *Inbox Messages* list, as pictured on page 157. That user will have an opportunity to view your denial reason by clicking the *i* icon.
- 6 When you are finished viewing the active viewing requests, click the E in the upper right corner of the popup.

Revoking an Active Viewing Request

This section describes how to revoke an *active viewing request*, which is an approval granted to an officer to view a Body Worn video or snapshot record within a predefined time period. For example, let's say that an officer submitted a viewing request to you on December 1st to view Body Worn video number 241. You reviewed and approved the request, which would have remained in effect until December 30th according to your system settings. However, on December 15th, you received an email from your Chief stating that from now on, only Detectives can access video 241. In that instance, you could use this procedure to revoke that user's video access permission.

For more information on *viewing requests* and how they are used in DEA, see "Body Worn Viewing Requests" on page 152.

1 Make sure the Home page displays. (If necessary, go to ▼Home Menu and click Home.)

Mobile-Vision, Inc			- Sergeant Larkin is logged	1 in. <u>Loqout</u>
/ Home Menu	Message Board			
lome	My Messages	All Messages		
Search Video			Inbox Messages	
lanage Cases Iser Help			IC C Page 1 of 1 (10 total records)	
Bookmarks	Date	State	Message Text	Actions
3 MVI	12/17/2015 10:19	Requested	A request to view system video #252 has been sent by Officer Zalewski. (Reason: Criminal investigation)	1
nline Support	12/16/2015 14:35	Completed	Account 'chris' has been disabled for exceeding failed login attempts	<i>⊠</i> ×
User Preferences	12/16/2015 07:54	Queued	There is an update available for your Server, click the arrow to the right to download the update.	EX
	12/11/2015 15:00	Completed	Server Update to build number 3.9-17394 was successfully completed.	×
Administration	12/09/2015 15:05	Completed	Please restore Case 'MVA on Rt 80' to an online status.	Ð×
Action	11/11/2015 15:34	Queued	Please restore Case 'Quick Check Robbery' to an online status.	Dox
lanage Requests	11/11/2015 15:19	Completed	Export Test for Training Disc 1 of 1 is now ready for download.	Θ×
			Sent Messages	
			IC C Page 1 of 1 (2 total records)	
	Date	State	Message Text	Actions
	12/09/2015 15:40	Working	Auto-DVD request to Backup PC 'Evidence Room Bravo' for Case 'Armed Robbery' - Disc 1 of 1	
	11/11/2015 15:34	Queued	Please restore Case 'Quick Check Robbery' to an online status.	DOX

2 Go to the Action column and click Manage Requests. The Manage Approved Media View Requests popup displays.

Manage Approved Media View Requests									
	K (Page 1 of 1 (3	total records)	X X					
User Name	System ID	Reason	Authorized	Expires	Revoke				
Officer Baker	15	Discovery	08/09/2016 21:22	09/08/2016 21:22	0				
Officer Baker	11	Public dissemination (SOPA)	08/09/2016 21:22	09/08/2016 21:22	0				
Officer Baker	19	Audit	08/09/2016 21:22	09/08/2016 21:22	0				

The columns on this popup are described in the table on page 159.

3 Click the ⊗ icon to the right of the approved *viewing request* you wish to revoke. The Deny Request popup displays.

	Deny Request	
inter a re	ason below:	
		~
		V

- 4 Enter the reason why you are revoking the user's viewing approval.
- **5** Click **Save**. The system sends a denial notice to the requestor's *Inbox Messages* list, as pictured below. That user will have an opportunity to view your denial reason by clicking the *@* icon.

Mobile-Vision, Inc.			WELCOME HOME Your last login was on: 12/17/2015 10:25:18 Officer Zalewski is logge	d in. <u>Loqout</u>
▼ Home Menu	Message Board			
Home Search Video	u.		Inbox Messages	
Manage Cases			K K Page 1 of 1 (4 total records)	
Iser Help	Date	State	Message Text	Actions
Bookmarks	12/17/2015 10:28	Received	Your request to view system video #250 has been Denied by Sergeant Larkin.	0 ×
3 MVI	12/17/2015 10:24	Received	Your request to view system video #252 has been Approved by Sergeant Larkin.	Ð×
Inline Support	11/06/2015 14:01	Queued	There is an update available for your Server, click the arrow to the right to download the update.	Ð×
User Preferences	06/11/2014 14:47	Completed	Export Test for Training Disc 1 of 1 is now ready for download.	Θ×
			Sent Messages	
			K K Page 1 of 1 (1 total records)	
	Date	State	Message Text	Actions
	06/11/2014 15:05	Working	Auto-DVD request to Backup PC 'Evidence Room Bravo' for Case 'Bicycle accident' - Disc 1 of 1	E ×

6 Click the **s** in the upper right corner of the popup to exit this function.



Changing the Expiration Date for Viewing Approvals

By default, all viewing approvals that you grant your staff members will remain in effect for 30 days. However, you can increase or decrease this number to meet your agency's needs, as described here.

For more information on *viewing requests* and how they are used in DEA, see "Body Worn Viewing Requests" on page 152.

1 Go to **V** Administration and click **System Setup**. The System Setup page displays.

Mobile-Vision, Inc.			Syst	EM SETUP		mvadmin is logged in. Logo
/ Home Menu						
lome	Precinct Sy	stem S	ecurity Video/Ca	ise Modules DV	D	
Search Video	Precinct Info	Logos	Bookmarks			
lanage Cases	T Teemet mie	Logos	Bookmarks			
Jser Help				Precinct		
7 Bookmarks			<u> </u>	Page 1 of 1 (2 total reco	rds) 🚿	»» »I
3 MVI	Precino	t Name 🔺 👘	FTP IP Address	Last Comm Date	Status	Registration Key
Online Support	DEA Precinct		192.168.20.37	08/11/2014 06:15	Enabled	145AADF39B9D69FA463DLZ2
User Preferences	L-3 Leslie Z.		Local	Local Local		142489E3D36002219527153
Administration						
System Setup System Status						
Jpdate Server						
Anage Users						
Action						
lew						
dit						
legister						
lush						
Synchronize						

2 Click the **System** tab.



		System S	ETUP		
Mobile-Vision, Inc.				mvadmin is logg	ed in. Loqout
▼ Home Menu	Precinct System	Security Video/Case	Modules DVD		
Home		· · · · · · · · · · · · · · · · · · ·	· · · · · ·		
Search Video	Storage Life-Cy	/cle Backup/Export Reques	t Reasons UMD Types	Other	
Manage Cases			Storage		
User Help	Internal Path	IP Address of RAID unit	Status		
Bookmarks	/fbdata/00/	External Media UNC \export00\	External Case URI /stream00/	127.0.0.1	Enabled
L3 MVI	/ibuata/00/	lexpolition	/streamou/	127.0.0.1	Ellableu
Online Support					
 User Preferences 					
Administration					
System Setup					
System Status					
Update Sener					
Manage Users					
Action					
New					
Edit					

3 Click the **Other** tab.

	System Setup	
Mobile-Vision, Inc.		mvadmin is logged in. Logout
▼ Home Menu	Precinct System Security Video/Case Modules DVD	
Home		_
Search Video	Storage Life-Cycle Backup/Export Request Reasons UMD Types Other	
Manage Cases	Video Playback Method: Download and Play - No Cache (HTTP) V	Video Results Per Page: 10
User Help		Video Results Per Page: 10 0
Bookmarks	Show Speed In: US Standard 🗸 📀	Case Results Per Page: 12 🕜
L3 MVI	Track All Body Worn Videos: 📝 🧭	Videos In Case Per Page: 4
Online Support		
 User Preferences 	Track Body Worn Videos with Tags: 🔲 🥝	Precincts Per Page: 10 🕜
Administration	Days to allow playback on approved requests: 30	Users Per Page: 14 🕜
System Setup	Enable Video Notations: 📝 🖗	
System Status	Enable Video Notations: 🤟 🧭	
Update Server	Speed/GPS Selected: 📝 🥑	
Manage Users		
Action		
Edit		
Refresh		

4 Go to the Action column and click **Edit**. The Other popup displays.

(Continued)



Other	
Video Playback Method: Download and Play - No Cache (HTTP)	🥝 Video Results Per Page: 6
Show Speed In: US Standard 🔽 🥡	Case Results Per Page: 10 🥝
Track All Body Worn Videos: 🗹 🥝	Videos In Case Per Page: 4
Track Body Worn Videos with Tags: 🔲 🥝	Precincts Per Page: 10 🧭
Days to allow playback on approved requests: 30 🕜	Users Per Page: 10 🕜
Enable Video Notations: 🗹 🧭	
Speed/GPS Selected: 🔽 🕜	
Save Cancel	

- 5 Enter a new number in the Days to allow playback on approved requests field.
- 6 Click Save.

Exporting Viewing Request Activity to a Spreadsheet

This section describes how to export viewing request activity to a spreadsheet for use with another application, such as a custom reporting tool. This data includes a list of all Body Worn viewing requests that have been made during a selected time period.

1 Go to **V** Administration and click **System Status**. The System Status page displays.

			9	Syste	M STATUS		
Mobile-Vision, Inc.						п	wadmin is logged in. Logout
′Home Menu	System	Transfers	Reports Logs	Backups	Tools Messages	Local Queue	Backup PC
lome	-		· · · ·		_		
earch Video	Storage Ca		1.1 TB	0	Active Users:		
anage Cases		Disc Space:	979.5 GB	0	 mvadmin From 166.3 	20.100.160 Since 09	/15/2017 15:51
ser Help	Total Video		238	0			
Bookmarks		red Video Count:	19	0			
MVI		urs Video Count:	0	0			
line Support	-	s Video Count:	0	0			
		ys Video Count:	4	0			
User Preferences	-	Video Count:	98	0			
Administration	Body Worn		12	0			
stem Setup	-	ody Worn Video Lengt		0			
stem Status	VieVu Vide		0	0			
date Server		1-case Video:	841 days	0			
anage Users	Oldest Cas		1270 days	0			
Action		Active Cases:	14	0			
		Backup DVDs:	230	0			
efresh Page		Exported DVDs:	108	0			
	Archiver E		false	0			
		ous Users Allowed:	unlimited	0			
	Backup Sc		none	0			
	Untagging		true	0			
	Last Updat	te Check:	09/15/2017 07:12	0			
	Version:		4.0.10	0			

2 Click the **Reports** tab.



V Home Menu System Transfers Reports Logs Backups Tools Messages Local Queue Backup PC Home Search Video Manage Cases System Reports Report Stat Wanage Cases BW Video Requests 02/13/2019 00:00 Ready BW Video Requests 02/13/2019 00:00 Ready V Bookmarks DVR Activity 02/13/2019 00:00 Ready DVR Fleet Com Ohine Support Media Activity 02/13/2019 00:00 Ready V User Preferences Purged Videos V Administration Restricted Viewing Cases System Setup User Activity Ready	enu System Transfers Reports Logs Backups Tools Messages Local Queue Backup PC System Transfers Report Satus es System Reports BW Video Requests 02/13/2019 00:00 BW Video Requests 02/13/2019 00:00 DVR Activity 02/13/2019 00:00 DVR Filed Com Media Activity 02/13/2019 00:00 Report Video Media Activity 02/13/2019 00:00 Restricted Viewing Cases User Activity Video Notations 02/13/2019 00:00						Syst	'ем S	STATUS	5			
Report Name A Logs Datkups Itonis Messages Local Lueue Dackup // Lueue Search Video Manage Cases System Exports System Exports Report Stat User Help BW Video Requests 02/13/2019 00:00 Report Stat V Bookmarks DVR Activity 02/13/2019 00:00 Ready L3 MVI DVR Fleet Com V Media Activity 02/13/2019 00:00 Ready User Preferences Purged Videos V Administration Restricted Weiving Cases System Setup User Activity Ready	system i ransrers keports Logs backups i cools viessages Local Queue backup PC System Report System	Mobile-Vision, Inc.										mvadmin is I	ogged in. <u>Loqout</u>
Search Video System Reports Manage Cases Report Name A Last Referende Date Report Stat User Help BW Video Requests 02/13/2019 00:00 Ready Bookmarks DVR Activity 02/13/2019 00:00 Ready J MV1 DVR Fleet Com Online Support Media Activity 02/13/2019 00:00 Ready V User Preferences Purged Videos System Setup User Activity 02/13/2019 00:00 Ready	Report Name A Last Refreshed Date Report Status BW Video Requests 02/13/2019 00:00 Ready rks DVR Activity 02/13/2019 00:00 Ready DVR Activity 02/13/2019 00:00 Ready DVR Activity 02/13/2019 00:00 Ready ort Media Activity 02/13/2019 00:00 Ready ferences Purged Videos Purged Videos User Activity Ready User Activity Ready Video Notations 02/13/2019 00:00 Ready	▼ Home Menu	System	Transfers	Reports	Logs	Backups	Tools	Messages	Local C	Queue	Backup PC	1
Nanage Cases Report Name A Last Refreshed Date Report Stat User Help BW Video Requests 02/13/2019 00:00 Ready J Monage Cases DW Activity 02/13/2019 00:00 Ready J MVI DVR Activity 02/13/2019 00:00 Ready Online Support Media Activity 02/13/2019 00:00 Ready J User Preferences Purged Videos V Administration Restricted Viewing Cases System Setup User Activity Ready	Report Name A Last Refreshed Date Report Status BW Video Requests 02/13/2019 00:00 Ready rks DVR Activity 02/13/2019 00:00 Ready DVR Activity 02/13/2019 00:00 Ready DVR Activity 02/13/2019 00:00 Ready ort Media Activity 02/13/2019 00:00 Ready ferences Purged Videos Purged Videos User Activity Ready User Activity Ready Video Notations 02/13/2019 00:00 Ready							S D					
User Help BW Mdeo Requests 02/13/2019 00:00 Ready Bookmarks DVR Activity 02/13/2019 00:00 Ready L3 MV1 DVR Activity 02/13/2019 00:00 Ready DINE Support Media Activity 02/13/2019 00:00 Ready User Preferences Purged Videos V Administration Restricted Mewing Cases System Setup User Activity Ready	BW Mdeo Requests 02/13/2019 00:00 Ready rks DVR Activity 02/13/2019 00:00 Ready DVR Activity 02/13/2019 00:00 Ready DVR Filed Com Media Activity 02/13/2019 00:00 Ready ferences Purged Videos ration Restricted Viewing Cases User Activity Ready Video Notations 02/13/2019 00:00 Ready												
Bookmarks DVR Activity 02/13/2019 00:00 Ready L3 MV1 DVR Fleet Com Online Support Media Activity 02/13/2019 00:00 Ready > User Preferences Purged Videos Y Administration Restricted Viewing Cases System Setup User Activity Ready	rks DVR Activity 02/13/2019 00:00 Ready ort DVR Fleet Com ort Media Activity 02/13/2019 00:00 Ready ferences Purged Mdeos Purged Mdeos Intration Restricted Mewing Cases User Activity Ready Video Notations 02/13/2019 00:00 Ready										Report Status		
L3 MV1 DVR Fleet Com Online Support Media Activity 02/13/2019 00:00 Ready User Preferences Purged Videos Administration Restricted Viewing Cases System Setup User Activity Ready	ort ort Media Activity 02/13/2019 00:00 Ready ferences Purged Videos rration Restricted Viewing Cases us User Activity Ready v/deo Notations 02/13/2019 00:00 Ready	User Help		BW Vid	eo Requests			02/13	\$/2019 00:00				
Online Support Media Activity 02/13/2019 00:00 Ready User Preferences Purged Mdeos Administration Restricted Mewing Cases System Setup User Activity Ready	ont Media Activity 02/13/2019 00:00 Ready ferences Purged Mdeos ration Restricted Vewing Cases up User Activity Ready Video Notations 02/13/2019 00:00 Ready	▼ Bookmarks	DVR Activity					02/13	/2019 00:00		Ready		
User Preferences Purged Videos Administration Restricted Viewing Cases System Setup User Activity Ready	Inclusion Cating Control Control ferences Purged Videos ration Restricted Viewing Cases User Activity Ready Video Notations 02/13/2019 00:00 Ready	L3 MVI	DVR Fleet Com										
Administration Restricted Mewing Cases System Setup User Activity Ready	ration Restricted Vewing Cases User Activity User Activity User Activity Video Notations O2/13/2019 00:00 Ready rs	Online Support	Media Activity					02/1:	3/2019 00:00			Ready	
System Setup User Activity Ready	up User Activity Ready us Video Notations 02/13/2019 00:00 Ready rs	 User Preferences 		Purg	ed Videos								
	rs	 Administration 	Restricted Viewing Cases										
System Status	21 22 132 19 00.00 (1000) 15 15	System Setup	User Activity									Ready	
Video Notations 02/13/2019/00,00 Ready	15	System Status		Video	Notations			02/1	3/2019 00:00			Ready	
Update Server		Update Server											
Action													
Download Report													
Download Report Refresh Report	ort	Refresh Page											

3 Click on the **BW Video Requests** report to highlight it.

_					Syste	м S 1	TATUS			
Mobile-Vision, Inc.									mvadmin is logge	ed in. <u>Loqor</u>
▼ Home Menu	System	Transfers	Reports	Logs	Backups	Tools	Messages	Local Queue	Backup PC	
Home						(D				
Search Video					Sys	tem Repor				
Manage Cases	Report Name 🛦						eshed Date		Report Status	
User Help	BW Video Requests					02/13/20	019 00:00		Ready	
Bookmarks	DVR Activity					02/11/2	019 00:00		Ready	
L3 MVI		DVR F	leet Com							
Online Support		Media	a Activity			02/11/2	019 00:00		Ready	
 User Preferences 	Purged Videos									
 Administration 	Restricted Viewing Cases									
System Setup		User Activity							Ready	
System Status		Video 1	Votations							
Update Server										
Manage Users										
Action										
Generate Report										
Refresh Page										

4 Go the Action column and click Generate Report. The New Report popup displays.

New Report	×
Start Date: 11/13/2018	
End Date: 02/11/2019	
Generate Cancel	

5 Using the *Start Date* and *End Date* fields, enter or select a date range for your report.

(Continued)



6 Click Generate. A Windows message displays.



7 Click **Open**. The report displays in your default spreadsheet application, such as Microsoft Excel.

Maintaining Viewing Request Reasons

This section describes how to add, change, and/or delete *viewing request reasons*, which are used to populate the *Request Reason* drop-down list on the Request Viewing popup.

			Video De	TAIL	.S		
Mobile-Vision, Inc.					Offic	cer McKinnis is logged in. Loqout	
▼ Home Menu Home	Status: Online UMD						
Search Video		Syster	m ID: 369		Incident #:		
Manage Cases User Help		0\	wner: *1 off250@10:26:19			12/28/2017 10:32	
▼ Bookmarks	Restricted	DVR Officer N	ame: off250		Record Trigger:	Manual Record	
L3 MVI			ame: BV22A		Video Start:	12/28/2017 08:28	
Online Support			Type: Body Worn			12/28/2017 09:06	
User Preferences			Request Viewing	×			
Action			cequest viewing		Duration (minutes):	37	
Play			Audit	0	Purge Date:		
Edit			Civilian review with officer Criminal investigation				
Tag Video		ſ	Discovery			Video Notation(s):	
Export			Intelligence purposes Internal Affairs investigation				
Add To Case			Management review	'			
Request Viewing			Media request				
Chain of Custody			Public dissemination (SOF	PA)			
Previous Results			Review for report writing Supervisor review Training				

These agency-defined reasons are used to help create *viewing requests*, which an officer submits to his supervisor in order to obtain permission to view a Body Worn video or snapshot file. For more information on *viewing requests* and how they are used in DEA, see "Body Worn Viewing Requests" on page 152.

For specific instructions, see:

- □ Adding a Viewing Request Reason, next page
- □ Changing a Viewing Request Reason, page 168
- □ Deleting a Viewing Request Reason, page 170.



Adding a Viewing Request Reason

This section describes how to add a new *viewing request reason*. For more on viewing request reasons and how they are used in DEA, see the previous section, "Maintaining Viewing Request Reasons."

1 Go to **V** Administration and click **System Setup**. The System Setup page displays.

		Syst	EM SETUP		
Mobile-Vision, Inc.					mvadmin is logged in. Logou
r Home Menu	Precinct System	Security Video/Ca	se Modules DV	(D	
lome	Treemer J System	Security Videoroa	se wouldes Dv	D	
earch Video	Precinct Info Logo	s Bookmarks			
lanage Cases					
ser Help			Precinct		
Bookmarks		14 44 4	Page 1 of 1 (2 total reco	rds) 💦 🔊	>> >1
3 MVI	Precinct Name	FTP IP Address	Last Comm Date	Status	Registration Key
nline Support	DEA Precinct	192.168.20.37	08/11/2014 06:15	Enabled	145AADF39B9D69FA463DLZ2
User Preferences	L-3 Leslie Z.	Local	Local	Local	142489E3D36002219527153
Administration					
system Setup					
ystem Status					
pdate Server					
lanage Users					
Action					
ew					
dit					
egister					
lush					
Synchronize					
lelete					

2 Click the **System** tab.

		System S	Setup		
Mobile-Vision, Inc.				mvadmin is log <u>o</u>	ied in. Logout
▼ Home Menu	Precinct System	Security Video/Case	Modules DVD		
Home		· · · · · · · · · · · · · · · · · · ·			
Search Video	Storage Life-Cy	cle Backup/Export Reque	st Reasons UMD Types	Other	
Manage Cases			Storage		
User Help	Internal Path	External Media UNC	External Case URI	IP Address of RAID unit	Status
Bookmarks	/fbdata/00/	\export00\	/stream00/	127.0.0.1	Enabled
L3 MVI					
Online Support					
 User Preferences 					
Administration					
System Setup					
System Status					
Update Sener					
Manage Users					
Action					
New					
Edit					



3 Click the **Request Reasons** tab. A list of all existing *viewing request reasons* displays.

			S	YSTI	EM	SETUI	P		
Mobile-Vision, Inc.								Sergeant L	arkin is logged in. Logout
▼ Home Menu	Precinct	System	Security	Video/	Case	Modules	DVD		
Home	Ticomot	System _	occurry	Theory	ouse	modulos			_
Search Video	Storage	Life-Cycle	Backup	/Export	Requ	est Reasons	UMD Ty	pes Other	
Manage Cases	Page 1 of 1 (12 total records)								
User Help			12 123	and a second		1 (12 10/01/10/00	(43)	<u> </u>	Status
Bookmarks	Audit						Enabled		
L3 MVI									
Online Support	Civilian review with officer						Enabled		
 User Preferences 	Criminal investigation					Enabled			
Administration	Discovery						Enabled		
	Intelligence purposes						Enabled		
System Setup System Status	Internal Affairs investigation					Enabled			
Update Server	Management review					Enabled			
Manage Users	Other legal obligation					Enabled			
Action	Public dissemination (SOPA)					Enabled			
New	Review for report writing					Enabled			
Edit	Supervisor review					Enabled			
Delete		IEVIEW							
	Training								Enabled

4 Go to the Action column and click New. The New Request Reason popup displays.

	New Request Reason	
Description:		0
Status:	Enabled 🔽 🥝	
	Save Cancel	

- 5 Enter a name for the *viewing request reason* in the *Description* field.
- 6 Click Save. The new reason is added to the Reasons list.

Changing a Viewing Request Reason

This section describes how to update an existing *viewing request reason* record. For more on viewing request reasons and how they are used in DEA, see "Maintaining Viewing Request Reasons" on page 166.

1 Go to **V** Administration and click **System Setup**. The System Setup page displays.



Mobile-Vision, Inc.							mvadmin is logged in. Logou
▼ Home Menu Home	Precinct Sys	tem Se	curity Video/Ca	se Modules	DVD		
Search Video	Precinct Info	Logos	Bookmarks				
Manage Cases User Help				Precinc	t		
▼ Bookmarks			16 << <	Page 1 of 1 (2 tota	al records)	>	>> >I
L3 MVI	Precinct	Name 🛦	FTP IP Address	Last Comm Date		itus	Registration Key
Online Support	DEA Precinct		192.168.20.37	08/11/2014 06:15	5 Ena	bled	145AADF39B9D69FA463DLZ2
User Preferences	L-3 Leslie Z.		Local	Local	Lo	cal	142489E3D36002219527153
▼ Administration							
System Setup							
System Status							
Update Server							
Manage Users							
Action							
New							
Edit							
Register							
Flush							
Flush Synchronize Delete							

2 Click the **System** tab.

_			Syste	EM SI	ETUP			
Mobile-Vision, Inc.							mvadmin is log	ged in. Loqout
▼ Home Menu	Precinct	System	Security Video/0	Case M	lodules	DVD		
Home Search Video	Et	Life-Cycle	Deslum/Eurost	Request	Deserves		Other	
Manage Cases	Storage	Lile-Cycle	Backup/Export	Request	Reasons	UMD Types	Other	
User Help				\$	Storage			
▼ Bookmarks	Interr	al Path	External Media	UNC	External	Case URI	IP Address of RAID unit	Status
	/fbdata/00/		\export00\		/stream00/		127.0.0.1	Enabled
L3 MVI								
Online Support								
 User Preferences 								
Administration								
System Setup								
System Status								
Update Sener								
Manage Users								
Action								
Action New Edit								

- **3** Click the **Request Reasons** tab, as pictured on the previous page.
- **4** Right-click on the record you wish to update, then select **Edit** from the popup menu. The Edit Request Reason popup displays.

(Continued)





- **5** To change the name of this request reason, enter a new value in the *Description* field. Otherwise proceed to the next field.
- **6** To change the request reason's *status* (i.e., *disabled* vs. *enabled*), proceed to the next step. Otherwise skip to step 8.
- 7 To *inactivate* this request reason, select **Disabled** from the *Status* drop-down list.

– OR –

To activate this request reason, select Enabled from the Status drop-down list.

8 Click Save.

Deleting a Viewing Request Reason

This section describes how to delete an existing *viewing request reason* record. For more on viewing request reasons and how they are used in DEA, see "Maintaining Viewing Request Reasons" on page 166.

1 Go to **V** Administration and click **System Setup**. The System Setup page displays.

		Syst	em Setup		
Mobile-Vision, Inc.					mvadmin is logged in. Logout
▼ Home Menu	Precinct System S	ecurity Video/Ca	se Modules DV	D	
Home Search Video	Precinct Info Logos	Bookmarks			
Manage Cases			<u></u>		
User Help			Precinct		
Bookmarks		K << <	Page 1 of 1 (2 total reco	rds) 🔊	>> >1
L3 MVI	Precinct Name 🔺	FTP IP Address	Last Comm Date	Status	Registration Key
Online Support	DEA Precinct	192.168.20.37	08/11/2014 06:15	Enabled	145AADF39B9D69FA463DLZ2
User Preferences	L-3 Leslie Z.	Local	Local	Local	142489E3D36002219527153
Administration					
System Setup					
System Status					
Update Server					
Manage Users					
Action					
New					
Edit					
CONTRACTOR DE CONT ANTERNET O CONTRACTOR DE CONTRACTOR DE CONTRACTOR DE CONTRACTOR					
Edit Register Flush					
Register					



2 Click the **System** tab.

		Systi	em Setui	P		
Mobile-Vision, Inc.					mvadmin is logg	ed in. Logout
▼ Home Menu	Precinct System	Security Video/	Case Modules	DVD		
Home Search Video	Storage Life-Cy	cle Backup/Export	Request Reasons	UMD Types	Other	
Manage Cases	Storage Lile-Cy	cie Backup/Export	Request Reasons	UND Types	Other	
User Help			Storage			
	Internal Path	External Medi	a UNC Extern	al Case URI	IP Address of RAID unit	Status
7 Bookmarks	/fbdata/00/	\export00\	/stream00	V/	127.0.0.1	Enabled
L3 MVI Online Support						
User Preferences Administration System Seup System Status Update Sener Manage Users Action						
ew dit elete						

3 Click the **Request Reasons** tab.

urity Video Backup/Export	/Case Modules Request Reasons	DVD UMD Types	·	in is logged in. <u>Logo</u> u			
Backup/Export	of.	Y)				
Backup/Export	of.	Y	·				
	Request Reasons	UMD Types					
(<< <			Other				
	Page 1 of 1 (12 total reco	ords) 🔊 🔊	() SE				
De	scription			Status			
Audit							
Civilian review with officer							
				Enabled Enabled			
				Enabled			
				Enabled			
				Enabled			
				Enabled			
				Enabled			
				Enabled			
				Enabled			
				Enabled			
				Enabled			

4 Right-click on the record you wish to delete, then select **Delete** from the popup menu. A confirmation message displays.

(Continued)





5 Click **Yes**. The selected record is removed from the Reasons list.

Keeping Offline Video Records on the Server

Normally, when a video reaches the end of its online lifecycle, the system permanently removes its record from the DEA Agency server. However, if desired, you can change a system setting that will cause expired¹ videos to remain in an offline² but restorable state indefinitely (see **NOTE** below). The system assigns such videos a category of "purged." As with all offline videos, you will still be able to search for the video and view its Video Details page, but you won't be able to play it, export it, or edit it unless you reactivate it first. (For more on reactivation, see "Reactivating an Offline Video" on page 67).



NOTE: You can only restore a video for which there is a backup file, such as on an archive or export disc.

1 Go to **V** Administration and click **System Setup**. The System Setup page displays.

Mobile-Vision, Inc.					mvadmin is logged in. Logou
▼ Home Menu Home	Precinct System S	ecurity Video/Ca	ise Modules DV	D	
Search Video	Precinct Info Logos	Bookmarks			
Manage Cases User Help			Precinct		
▼ Bookmarks			Page 1 of 1 (2 total reco	rds) 🚿	>> >1
L3 MVI	Precinct Name 🔺	FTP IP Address	Last Comm Date	Status	Registration Key
Online Support	DEA Precinct	192.168.20.37	08/11/2014 06:15	Enabled	145AADF39B9D69FA463DLZ2
User Preferences	L-3 Leslie Z.	Local	Local	Local	142489E3D36002219527153
Administration System Setup System Status Update Sener Manage Users			ke.		
Action New Edit Register Flush Synchronize					
Delete					

- ¹ Media that is too old to be reactivated, based on the *Days to enable restore of backed up media* setting and other system settings
- ² A video status which indicates that some, but not all, of that video's data associated data is available on the server. If a video is offline, you will be able to view its thumbnail image and statistics (category, duration, record reason, etc.), but not the video itself. Also, you cannot export an offline video.



2 Click the **System** tab.

Action Vew Video/Lase Modules DVD Video/Lase Modules DVD Storage Life-Cycle Backup/Export Request Reasons UMD Types Other Storage Life-Cycle Backup/Export Request Reasons UMD Types Other Storage Internal Path External Media UNC External Case URI IP Address of RAID unit Status Notice Support User Preferences Action Vew Edit				S	YSTEM	Set	UP						
Storage Security Video/Case Modules DVD Storage Storage UMD Types Other Jser Help Internal Path External Media UNC External Case URI IP Address of RAID unit Status //bdata/00/ Vexport00\ /stream00/ 127.0.0.1 Enabled //bdata/00/ Vexport00\ /stream00/ 127.0.0.1 Enabled //bdata/00/ Vexport00\ /stream00/ 127.0.0.1 Enabled	Mobile-Vision, Inc.		mvadmi										
Search Video Manage Cases Jser Help Internal Path External Media UNC External Case URI IP Address of RAID unit Status I/bdata/00/ Vexport00\ Ve		Precinct	System	Security	Video/Case	Module	s DVD						
Manage Cases Storage User Help Internal Path External Media UNC External Case URI IP Address of RAID unit Status 13 MVI Online Support ////////////////////////////////////		Storage	Life-Cycle	Backur	/Export R	equest Reas	ons LIM	D Types	Other				
Internal Path External Media UNC External Case URI IP Address of RAID unit Status //bdata/00/ //bdata/00/ //stream00/ 127.0.0.1 Enabled //bdata/00/ //stream00/ 127.0.0.1 Enabled //bdata/00/ //stream00/ 127.0.0.1 Enabled //bdata/00/ //stream00/ 127.0.0.1 Enabled		storage	Life by the	Duckup	- Export 10	•		b types	other				
Bookmarks // Modata/00// / Vexport00\ / Stream00// 127.0.0.1 Enabled Johine Support - - - - - - Juser Preferences - - - - - - Value System Setup System Setup Setup - <td>Jser Help</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>5</td> <td></td> <td></td> <td></td> <td></td>	Jser Help						5						
3 MVI Online Support User Preferences Administration System Setup System Status Jpdate Sener Manage Users Action New Edit	7 Bookmarks		hal Path		ernal Media UNC			URI		ID unit			
Administration System Setup System Setus Jpdate Sener Aarage Usars Action lew Edit	3 MVI	/fbdata/00/		\export00\		/stre	am00/		127.0.0.1		Enabled		
▶ User Preferences ▼ Administration System Setup System Status Update Sener Manage Users Action New Edit													
Administration System Setup System Status Jpdate Sener Anage Usars Action lew Edit													
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System Status Jpdate Sener Manage Usars Action New Edit	Administration												
Jpdate Sener Aanage Usars Action New Edit													
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Action lew cdit													
New Contract of the second sec	/lanage Users												
Edit	Action												
	lew												
	- P1												
	Edit												
	Edit Delete												

3 Click the **Life-Cycle** tab.

	Sys	STEM SETUP		
Mobile-Vision, Inc.			Sergeant	Larkin is logged in. Loqout
▼ Home Menu	Precinct System Security	Video/Case Modules	DVD	
Home Search Video Manage Cases User Help	Storage Life-Cycle Backup/E	·	UMD Types Other	
Bookmarks L3 MVI Online Support User Preferences Administration System Setup	Days to enable restore of Disposed C Days until case is auto-disposed if inac	Case: 720 0 ctive: 60 0 Strict Purger: 0 dia on Delete: 0		
System Status Update Server				
Manage Users Action				
ACUOII				

4 Go to the Action column and click **Edit**. The Life-Cycle form displays.

(Continued)



Life-Cycle		×
Days to enable restore of backed-up media:	720	0
Days to enable restore of Disposed Case:	720	0
Days until case is auto-disposed if inactive:	60	0
Enable Strict	Purger:	0
Enable Re-categorization of Media or	Delete:	0
Enable Media Deletion Roll-up	Report: 🗸	
Save Cancel		

- **5** Select the *Enable Re-categorization of Media on Delete* checkbox.
- 6 Click Save.

Generating the Purged Videos Report

This section describes how to generate the Purged Videos Report, which lists all videos with a system-assigned category of "Purged." This category indicates that an expired* video was reclassified as "purged" in order to remain in an *offline* but *restorable* state on the server. This occurs when the *Enable Re-categorization of Media on Delete* checkbox on the **Life-Cycle** tab is selected.

-			S	Syste	м St	ATUS			
Mobile-Vision, Inc.								mvadmin is logged i	n. <u>Loqout</u> :
▼ Home Menu	System	Transfers	Reports Logs	Backups	Tools	Messages	Local Queue	Backup PC	
Home				· ·					
Search Video	Storage Ca		1.1 TB	0	Active U				
Manage Cases	Available D	isc Space:	979.5 GB	0	• mv	admin From 166.	20.100.160 Since 0	9/15/2017 15:51	
User Help	Total Video	Count:	238	0					
▼ Bookmarks		ed Video Count:	19	0					
3 MVI	Last 24 Hou	urs Video Count:	0	0					
	Last 7 Days	s Video Count:	0	0					
Online Support	Last 30 Day	ys Video Count:	4	0					
 User Preferences 	Body Worn	Video Count:	98	0					
Administration	Body Worn	Hours:	12	0					
System Setup	Average Bo	dy Worn Video Len	gth: 7 min	0					
System Status	VieVu Vide	o Count:	0	0					
Update Server	Oldest Non	-case Video:	841 days	0					
	Oldest Cas	e Video:	1270 days	0					
Manage Users	Number of	Active Cases:	14	0					
Action	Number of	Backup DVDs:	230	0					
Refresh Page	Number of	Exported DVDs:	108	0					
	Archiver Er	rored Out:	false	0					
	Simultaneo	ous Users Allowed:	unlimited	0					
	Backup Scl	heme:	none	0					
	Untagging /	Allowed:	true	0					
	Last Update	e Check:	09/15/2017 07:12	0					
	Version:		4.0.10	0					

1 Go to **V** Administration and click **System Status**. The System Status page displays.

^{*} Media that is too old to be reactivated, based on the *Days to enable restore of backed up media* setting and other system settings.



2 Click the **Reports** tab.

					Systi	em S	TATUS		
Mobile-Vision, Inc.									mvadmin is logged in. Loqout
▼ Home Menu	System	Transfers	Reports	Logs	Backups	Tools	Messages	Local Queue	Backup PC
lome					S.	stem Repo	-		
earch Video						-			
lanage Cases			Name 🛦			Last Ref	reshed Date		Report Status
lser Help		BW Vide	o Requests						
Bookmarks		DVR	t Activity			01/22/2	2019 00:00		Ready
3 MVI		DVR F	leet Com						
Inline Support		Medi	a Activity			01/22/2	2019 00:00		Ready
User Preferences		Purge	d Videos						
Administration		-	/iewing Cases						
ystem Setup			r Activity						Ready
System Status			Notations			02/42/2	2019 00:00		Ready
Ipdate Server		Video	10000010			02/13/2	2013 00.00		rteauy
lanage Users									
Action									
ownload Report									
efresh Report									

3 Click on the **Purged Videos** report to highlight it.

Y Home Menu System Transfers Report Logs Backups Tools Messages Local Queue Backup PC Home Search Video Manage Cases User Help System Transfers Report Logs Backup S Last Refreshed Dale Report Status V Bookmarks Usar Help BW Video Requests V Bookmarks Usar Mido Online Support DVR Activity 02/11/2019 00.00 Ready V User Preferences Purged Videos 02/13/2019 00.00 Ready V Book Natus Update Sener Manage Users User Activity Action References Toto Action References Action Readp System Status Update Sener Manage Users Video Notations Kation References Action Kation References Wideo Notations					5	Syste	м S т	FATUS			
Keport System Transfers Report Logs Dackup Doils Messages Local Odeute Dackup PC Search Video Manage Cases Report Name A Last Refershed Date Report Status Report Status User Help BW Video Requests	Mobile-Vision, Inc.									mvadmin is logged	in. <u>Loqout</u>
Home System Reports Search Video Report Name A Last Refesched Date Report Status User Help BW Video Requests V Bookmarks DVR Activity 02/11/2019 00:00 Ready I.3 MVI DVR Activity 02/11/2019 00:00 Ready V Bookmarks DVR Activity 02/11/2019 00:00 Ready I.3 MVI DVR Fielt Com Media Activity 02/11/2019 00:00 Ready V Bookmarks 02/11/2019 00:00 Ready System Status Quark Activity 0///// System Status Uideo Notations Update Server Manage Users Action Generate Report	▼ Home Menu	System	Transfers	Reports	Logs	Backups	Tools	Messages	Local Queue	Backup PC	
Report Name A Last Refershed Date Report Status Manage Cases BW Video Requests V Bookmarks DVR Activity 02/11/2019 00:00 Ready L3 MVI DVR Activity 02/11/2019 00:00 Ready Manage Cases V Bookmarks DVR Activity 02/11/2019 00:00 Ready US MVI DVR Fleet Com Media Activity 02/11/2019 00:00 Ready V Administration Restricted Viewing Cases System Status Video Notations Update Server Wideo Notations Kation Generate Report	Home	,			5						
Beer Netport Image: Status statu	Search Video					Sys					
V Bookmarks DVR Activity 02/11/2019 00:00 Ready L3 MVI DVR Fleet Com	Manage Cases		Report	Name 🛦			Last Refr	eshed Date		Report Status	
L3 MVI Online Support DVR Fleet Com V Monite Support Media Activity 02/11/2019 00:00 Ready V Monite Straton Purged Videos 02/13/2019 00:00 Ready System Status User Activity V Administration System Status Update Server Manage Users Action Generate Report	User Help		BW Video	Requests							
Online Support Image Users V Administration System Setup Update Server Manage Users Media Activity 02/11/2019 00:00 Ready V Administration System Setup Update Server Manage Users Media Activity 02/13/2019 00:00 Ready	▼ Bookmarks		DVR	Activity			02/11/2	019 00:00		Ready	
Vesit Purget Videos 02/13/2019/00/00 Ready V Administration Restricted Viewing Cases System Setup User Activity Ready Update Server Video Notations Action Generate Report	L3 MVI		DVR FI	eet Com							
A dministration Restricted Viewing Cases System Setup User Activity Ready System Status Video Notations Ready Update Server Action Generate Report	Online Support		Media	Activity			02/11/2	019 00:00		Ready	
System Setup User Activity Ready System Status Video Notations	User Preferences		Purgeo	d Videos			02/13/2	019 00:00		Ready	
System Status Video Notations Update Server Manage Users Action Generate Report	 Administration 		Restricted V	iewing Cases							
Update Server Manage Users Action Generate Report	System Setup		User	Activity						Ready	
Action Generate Report	System Status		Video N	lotations							
Action Generate Report	Update Server										
Generate Report	Manage Users										
	Action										
Refresh Page	Generate Report										
	Refresh Page										

4 Go the Action column and click Generate Report. The New Report popup displays.

NewReport	×
Start Date: 12/01/2017	
# days: 10	0
Generate Cancel	

5 Using the calendar popup, select a start date for the report.



- 6 Enter the number of days you wish to report on, starting from the date you just selected.
- 7 Click Generate. A Windows message displays.



8 Click **Open**. The report displays in your default spreadsheet application, such as Microsoft Excel.

Customizing the Video Search Results Page

If desired, your agency can customize the Video Search Results page to display columns of your choosing.

By default, the system displays the following columns:

- □ Owner
- DVR Name
- □ Category
- **D**uration
- □ Video Start (Date/Time)
- □ Notes

In addition, you may display some or all of the following columns:

- □ System ID
- DVR Officer Name
- □ Incident #
- Ingest Date
- □ Record Trigger
- □ Video End (Date/Time)

You can sort on all columns except for the *Duration*, *Notes*, and *Incident* # columns.

1 Go to **V** Administration and click **System Setup**. The System Setup page displays.



v Home Menu Home Search Video Manage Cases User Help Precinct System Suck Video/Case Modules DVD V Bookmarks I3 MVI Online Support Precinct Info Logos Bookmarks Precinct New V Bookmarks I3 MVI Online Support Precinct Name ▲ FTP IP Address Last Comm Date Status Registration Key User Preferences V Administration System Setus User Preferences Local Local Local 142489E3D36002219527153 New Edit Register Flush Synchronize New New New New New New New	3 Mobile-Vision, Inc.			5151	em Set	UP		mvadmin is logged in. Logout
Home Search Video Manage Cases User Help								
Home Precinct Search Video Precinct Manage Cases Isa Mi V Bookmarks L3 MVI Precinct Name ▲ Online Support Precinct V User Preferences V V Administration System Status Update Sener Manage Usars Action New Edit Register Flush Synchronize	▼ Home Menu	Precinct Syst	em Sec	urity Video/Cas	e Modules	DVD		
User Help Precinct ▼ Bookmarks Ist With Support IS MVI Precinct Name ▲ Online Support Ist Status V User Preferences Value V Administration System Stups System Stups Update Sener Manage Users Action New Edit Register Flush Synchronize Ist Status	Search Video			· ·				
▼ Bookmarks L3 MVI Precinct Name ▲ FTP IP Address Last Comm Date Status Registration Key DEA Precinct 192.168.20.37 08/11/2014 06:15 Enabled 145AADF39B9D69FA463DLZ2 L 3 Lestie Z Local Local Local 142489E3D36002219527153 ▼ Administration System Setup System Setus Update Sener Manage Usars Action New Edit Fush Synchronize					Precin	ct		
L3 MVI Precinct Name ▲ FTP IP Address Last Comm Date Status Registration Key DEA Precinct 192.168.20.37 08/11/2014 06:15 Enabled 145AADF39B9D69FA463DLZ2 L 3 Leslie Z. Local Local Local 142489E3D36002219527153 Y Administration System Setup System Status Update Sener Manage Users Edit Register Flush Synchronize				14 44 4	Page 1 of 1 (2 to	tal records)	
Online Support User Preferences V User Preferences Local Local 145AADF39B9D69FA463DLZ2 L-3 Leslie Z. Local Local 142489E3D36002219527153 System Setup System Status Update Sener Manage Users Marce Sener Manage Users Vertical Sener Manage Users Vertical Sener Manage Users Vertical Sener Manage Users New Edit Register Flush Synchronize Vertical Sener Manage Users Vertical Sener Manage Users Vertical Sener Manage Users Vertical Sener Manage Users		Precinct	Name 🛦	FTP IP Address	Last Comm Dat	te	Status	Registration Key
V User Preferences Local Local 142489E3D36002219527153 V Administration System Seup System Status Update Sener Manage Usars Action New Edit Register Flush Synchronize		DEA Precinct		192.168.20.37	08/11/2014 06:1	15	Enabled	145AADF39B9D69FA463DLZ2
System Setup System Status Update Sener Manage Usars Action New Edit Register Flush Synchronize		L-3 Leslie Z.		Local	Local		Local	142489E3D36002219527153
System Status Update Sener Manage Users Action New Edit Register Flush Synchronize	Administration							
Update Sener Manage Users Action New Edit Register Flush Synchronize	System Setup							
Manage Users Action New Edit Register Flush Synchronize								
Action New Edit Register Flush Synchronize								
New Edit Register Flush Synchronize	-							
Edit Register Flush Synchronize	and a second							
Register Flush Synchronize								
Flush Synchronize	728707207000000000000000000000000000000							
Synchronize								
	Contraction of the second s							
	Synchronize							

2 Click the Video/Case tab.

Mobile-Vision, Inc.					mvadmin is logged in. Logou
					IIIvatumin is logged in. <u>Logod</u>
▼ Home Menu	Precinct System Secu	urity Video/Case	Modules	DVD	
Home		The state of cardo	Wodaloo	0,0	
Search Video	Videos Cases				
Manage Cases					
User Help	Categories Notations	Columns			
▼ Bookmarks			eo Categories	and the second second second second	
L3 MVI	<u> </u>	Rage 1	of 2 (23 total reco	ords) >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	
Online Support	Description	Day(s) Online	In Use	Backup Enabled	Auto Transfer Enabled
 User Preferences 	No Citation	365	Yes	Disabled	Disabled
Administration	Citation	365	Yes	Enabled	Enabled
System Setup	Search	365	Yes	Enabled	Enabled
System Status	Arrest	365	Yes	Enabled	Enabled
Update Server	Other	365	Yes	Enabled	Enabled
Manage Users	Other 2	90	Yes	Enabled	Enabled
Action	Other 3	90	Yes	Enabled	Enabled
Edit	Other 4	90	Yes	Enabled	Enabled
Export Categories	Other 5	90	Yes	Enabled	Enabled
	Interrupted Recording	1	Yes	Enabled	Enabled
	Background Mode	30	Yes	Disabled	Enabled
	Power Failure	30	Yes	Disabled	Enabled
	Firmware Upgrade	e Upgrade 30		Disabled	Enabled
	Card Format	30	Yes Disabled		Enabled
	Corrupt QBX	30) Yes Disabled		Enabled
	Crash Battery Died	30	Yes	Disabled	Enabled
	Aggressive Driving	30	Yes	Disabled	Enabled

3 Make sure the **Videos** tab is selected.



4 Click the **Columns** tab.

		Systi	EM SETUP	
Mobile-Vision, Inc.				mvadmin is logged in. Logout
▼ Home Menu				
Home	Precinct System	Security Video/Case	Modules DVD	
Search Video	Videos Cases			
Manage Cases				
User Help	Categories Nota	ions Columns		
Bookmarks	Column Name	Visible		
L3 MVI Online Support				
User Preferences	System ID			
	Owner	1		
▼ Administration	DVR Officer Name			
System Setup System Status	DVR Name	\checkmark		
Update Server	DVR Type	~		
Manage Users	Category	~		
Action	Incident #			
Edit				
	Ingest Date			
	Record Trigger			
	Video Start			
	Video End			
	Duration	\checkmark		

5 Go to the Action column and click **Edit**. The Edit Video Columns popup displays.

Edit Video Co	lumns 🗾 💌
Column Name	Visible
System ID	
Owner	~
DVR Officer Name	
DVR Name	\checkmark
DVR Type	~
Category	v
Incident #	
Ingest Date	
Record Trigger	
Video Start	
Video End	
Duration	\checkmark
Save	ancel

6 Proceed to the *Visible* column. Select all the column names you wish to *include* on the Video list and deselect all the column names you wish to *exclude* from the Video list.



HINT: Since there is a limited amount of space in which to display this data, it is not advisable to select *all* columns. Carefully evaluate which information is most helpful to your agency, then select the appropriate columns.

7 Click Save.

3

DVDs

This chapter describes how to create DVDs for backup and/or evidential purposes. This process may be automatic (i.e., system-requested) or manual (i.e., user-requested). This chapter also describes how to update and maintain those system settings that relate to DVDs. **Certified** Your DEA Agency software interfaces with a robotic DVD burner or BluRay burner. **Backup Discs** If archiving is enabled, the system uses this burner to create periodic backup discs based on rules that you set in the application. This process occurs automatically without any action on your part. The automatic archive discs that the disc burner generates are called *Certified Backup Discs*. The sole purpose of these discs is to restore system data at a later date, should the need arise. User-Requested User-requested certified copies are video and/or case files that you burn to DVD on **Certified** Copies an as-needed basis for evidential and/or backup purposes. The process of copying files for the purpose of creating a DVD is called *exporting*. Therefore this type of disc is sometimes referred to as an "export" disc. The various procedures used to create these discs and the different file formats available for them are explained in this chapter. Unless otherwise noted, the term **DVD** is used throughout this chapter to refer to *both* DVD and Blu-Ray discs. For more information, see: □ Disc Capacity, next page □ Available File Formats for User-Requested DVDs, next page □ Burning DVDs, page 184 □ Viewing DVDs, page 245 □ Changing the File Types that are Automatically Archived, page 251 □ Customizing the Consumer DVD Menus, page 254 Customizing DVD Labels, 264 □ Viewing the Certified Backups List, 266 Downloading a DVD Burn Application to Your PC, 268 □ Validating that a Disc is Unaltered, 273 □ Viewing the DVD Burn Queue, 275 Deleting a DVD Burn Request, 280 □ Changing the Default Export Type for DVDs, 282 Generating the Video Deletion Roll-Up Report, 284 □ Changing the Default Values for the 'Show GPS' & 'Show Speed' Checkboxes,

page 287.



Disc Capacity

The storage capacity of your discs will vary depending on the type of disc you select. Blu-Ray discs store the most data, but they also require a special Blu-Ray disc burner. In addition, Blu-Ray discs require a Blu-Ray disc reader or burner to *read* the discs. You can't put a Blu-Ray disc in a DVD drive and read the disc. If you are burning archives to Blu-Ray disc and the only Blu-Ray disc drive you have is in your Bravo robotic disc burner, you'll have to use that Bravo drive to perform all of your restores.

Type of Disc	Maximum storage capacity
Single-layer DVD disc	4.7 gigabytes
Double-layer DVD disc	8.5 gigabytes
Single-layer Blu-Ray disc	25 gigabytes
Double-layer Blu-Ray disc	50 gigabytes

When burning discs, please leave approximately 5% of each disc free for system information. For example, if you are burning to a disc that has a maximum storage capacity of 8.5 gigabytes, the data you select for that disc should be approximately eight gigabytes or less.

Available File Formats for User-Requested DVDs

Depending on your system permissions, there are several file formats that may be available to you:

- Data DVD Format, below
- □ Consumer DVD Format, next page
- □ Interchange DVD Format, page 182
- □ Uncompressed Format^{*}, page 182
- □ FOIA Redacted DVD Format, page 183

You may also wish to review the section titled "DVD File Formats—A Side-by-Side Comparison" in chapter 1.

Data DVD Format

The *Data DVD Format* is a disc format that is designed to play on any PC DVD player using the Flashback Player.

When you burn a *case* in Data DVD format, the disc may include some or all of the following: (*Continued*)

Not available for Flashback1 videos



- \Box Selected videos from the case
- General information associated with the case's videos*
- □ The Chain of Custody Report
- □ Selected media files attached to the case
- □ A copy of the Flashback Player (if videos are included).

When you burn videos in Data DVD format, the disc will include the following:

- □ Selected videos
- General information associated with the videos*
- □ The Chain of Custody Report
- □ A copy of the Flashback Player.

Some advantages of data DVDs are that they allow you to:

- □ Listen to three audio streams.
- □ View images from all cameras.
- □ Automatically advance to "Trace Point" placeholders that the officer entered in the video at the time it was recorded.
- □ View general information associated with the videos.^{*}
- □ View additional information that displays only on the Flashback Player, such as the active video and audio feeds, brake activation, and video trigger.
- □ View the Chain of Custody Report.
- \Box View selected media files for a case.

The disadvantage of Data DVDs is that they require a Windows PC for playback. You cannot play them in a standard consumer DVD player connected to a TV.

For specific instructions, see:

- □ Burning a Case to a Data DVD via the Robotic DVD Burner, page 185
- Burning Video to a Data DVD via the Robotic DVD Burner, page 218
- □ Burning a Case to a Data DVD via Your PC's DVD Burner, page 199
- □ Burning Video to a Data DVD via Your PC's DVD Burner, page 230.

Consumer DVD Format

The *Consumer DVD* format disc can be played in any standard consumer DVD player that connects to a TV. This format is useful if, for example, you need to play a video in court on a large screen TV for a jury to see. You can also play a Consumer DVD on a Windows PC or Macintosh equipped with a DVD player and appropriate software.

One advantage of this format is that it comes with a customizable play menu/ submenu. (See "Customizing the Consumer DVD Menus" on page 254.)

The disadvantage of this format is that it lacks the special viewing options available with the Flashback player, as listed in the previous section.

Officer Name, DVR, Start/End Times, and System ID



This format requires the Consumer DVD module. This module is available free of charge to all our customers. For assistance in activating this module, contact L3 Mobile-Vision Service.

For specific instructions, see:

- □ Burning a Case to a Consumer DVD via the Robotic DVD Burner, page 189
- Burning Video to a Consumer DVD via the Robotic DVD Burner, page 221
- □ Burning a Case to a Consumer DVD via Your PC's DVD Burner, page 202

Interchange DVD Format

The Interchange format allows you to import videos into various third-party applications, such as video editing software.

Video from VIEVU DVRs will have an extension of **AVI**. Video from *Body*VISION DVRs will have an extension of **MKV**. And video from all other DVRs will have an extension of **MP4**.

The disadvantage of this format is that it lacks the special viewing options available with the Flashback player, as listed in "Data DVD Format" on page 180. Also, because Interchange video is editable, anyone with access to the video could potentially tamper with it. For this reason, converting a video to interchange format effectively breaks the chain of custody.

For specific instructions, see:

- Burning a Case to an Interchange Format DVD via the Robotic DVD Burner, page 192
- Burning Video to an Interchange Format DVD via the Robotic DVD Burner, page 224
- Burning Video to an Interchange Format DVD via Your PC's DVD Burner, page 233.

Uncompressed DVD Format

The Uncompressed format, also referred to as *decompressed* format, is a file that has the same viewing functions and features as the Data DVD format (see page 180). The difference is that this DVD includes a button that allows you to convert each QBX file into two raw video files: an **MP4** file and a **DV** (digital video) file. You can use these files with third party software, such as video editing or redaction software. The type of file that you need (i.e., MP4 vs. DV) depends on the type of software that you are importing the video into. MP4 files can be imported into most modern software applications, whereas DV files are required for some older applications.



NOTE: This format is not available for Flashback1 videos.





When you click on one of these links, the system generates one MP4 and one DV (digital video) file and places them in a folder on your desktop called 'raw_video'

> The advantage of this format is that it gives you all the viewing options available with the Flashback Player, but you can also export raw video into third party applications, including older "legacy" software. The disadvantage of this format is that anyone with access to the raw video could potentially tamper with it. For this reason, converting a video to uncompressed format effectively breaks the chain of custody.

Uncompressed format is not available for Flashback1 videos.

For specific instructions, see:

- Burning a Case to an Uncompressed Format DVD via the Robotic DVD Burner, page 195
- Burning Video to an Uncompressed Format DVD via the Robotic DVD Burner, page 227
- Burning a Case to an Uncompressed Format DVD via Your PC's DVD Burner, page 207
- Burning Video to an Uncompressed Format DVD via Your PC's DVD Burner, page 237.

FOIA Redacted DVD Format

The FOIA format gives you the ability to redact video(s) prior to downloading them to your PC or external storage device. If you wish to burn redacted video(s) to DVD, you will have to use your PC's DVD burner, as this format is not supported by the robotic DVD burners.

Video from VIEVU DVRs will have an extension of **AVI**. Video from *Body*VISION DVRs will have an extension of **MKV**. And video from all other DVRs will have an extension of **MP4**.

For specific instructions, see:

- Burning a Case to an FOIA Redacted DVD via Your PC's DVD Burner, page 210
- Burning Video to an FOIA Redacted DVD via Your PC's DVD Burner, page 240.





Burning DVDs

To burn an evidential or backup DVD, also referred to as an "export" disc, you must forward a burn request to the Backup PC's job queue.

How long will
the disc take
to burn?Single-layer DVD......
Double-layer DVD.....Approximately 30 minutes for a full disc
Approximately 45 minutes for a full disc
Single- or double-layer Blu-Ray disc...........Variable, depending on your Backup
PC's processor speed



NOTE: The burn times listed above refer to the time it takes to burn a disc once the job's status changes from *Queued* to *Working*. If your server has a high maximum queue size and there are a number of queued DVD jobs ahead of your job, it could take hours for your job to even start.

For more information, see:

- □ Burning a Case to DVD, below
- □ Burning Video to DVD, page 216.

Burning a Case to DVD

This section describes how to burn a case record to a DVD.

1 Search for and display the case you wish to burn. (If necessary, review "Searching for Cases" in chapter 4.) The Case Details page displays.

Mobile-Vision, Inc.						mv	admin is logged in. Logout
▼ Home Menu Ca	se Details	System Video	Attached Media	Subjects	Comments	Authorized Users	Logs
Home Search Video							
	Display Name:	Quick Check Rol	bbery	Case Numb	per: 2014-0022		
Manage Cases Jser Help	Status:	Online		Citation Numb	per:		
	Remote Status:			Vehicle Registration	. #		
7 Bookmarks		mvadmin		Vehicle Plate			
.3 MVI							
Online Support	Restricted Viewing:	Yes		Do Not Dispo	and the second se		
User Preferences	Locked:	No		Notatio	ns:		
	Creation Date:	07/25/2014 10:01					
 Administration 	Incident Date:	07/17/2014					
Action							
dit							
dd Video							
dd Media							
dd Subject							
dd Comment							
xport							
lequest Media							
dd To Favorites							
hain of Custody							
Previous Results							

2 Go to the Action column and click **Export**. The Export Case page displays.

			Exp	ORT CASE			
Mobile-Vision, Inc.						mvadmin	is logged in. Logout
▼ Home Menu	System Video	Attache	d Media				
Home				System Vide	_		
Search Video			internal internal internal				
Manage Cases			× >> >>	Page 1 of 1 (2 total re	ecords)		
User Help	Output Format	t: Data DVD	\checkmark				
▼ Bookmarks	Deselect All	Video	Officer	Category	DVR ID	Duration	Date / Time
L3 MVI							
Online Support	M	prese	DI03971	Arrest	*1 DI03971@08:10:38	1 min	09/21/2016 06:55
 User Preferences 							
 Administration 	Ø		No Name	Arrest	*1 FBHD@12:10:43	1 min	10/04/2016 08:58
Action							
Save							
Deselect All							
Cancel							
Help							

The remaining steps will vary slightly depending on your file format and disk burning method. For further instructions, see:

- Burning a Case to a Data DVD via the Robotic DVD Burner, below, beginning with step 2
- Burning a Case to a Consumer DVD via the Robotic DVD Burner, page 189, beginning with step 2
- Burning a Case to an Interchange Format DVD via the Robotic DVD Burner, page 192, beginning with step 2
- Burning a Case to an Uncompressed Format DVD via the Robotic DVD Burner, page 195, beginning with step 2
- Burning a Case to a Data DVD via Your PC's DVD Burner, page 199, beginning with step 2
- Burning a Case to a Consumer DVD via Your PC's DVD Burner, page 202, beginning with step 2
- Burning a Case to an Uncompressed Format DVD via Your PC's DVD Burner, page 207, beginning with step 2
- Burning a Case to an FOIA Redacted DVD via Your PC's DVD Burner, page 210, beginning with step 2.

Burning a Case to a Data DVD via the Robotic DVD Burner

This section describes how to burn case information to a *Data DVD* using your agency's robotic DVD burner. For a definition of Data DVDs, see "Data DVD Format" on page 180.

If you prefer to burn a case using your PC's DVD burner, see "Burning a Case to a Data DVD via Your PC's DVD Burner" on page 199 instead.

If you have not done so already, display the case you wish to burn, then select the Export option. (For detailed instructions, see "Burning a Case to DVD" on page 184.) The Export Case page displays.



Mobile-Vision, Inc.						myadmin	is logged in. Logout
						mvuum	is logged in. <u>Logodi</u>
▼ Home Menu	System Video	Attache	d Media				
Home				System Vide	~		
Search Video				•			
Manage Cases			K << <	Page 1 of 1 (2 total re	ecords)		
User Help	Output Forma	t: Data DVD	\sim				
Bookmarks	Deselect All	Video	Officer	Category	DVR ID	Duration	Date / Time
L3 MVI							
Online Support	۲	Armen	DI03971	Arrest	*1 DI03971@08:10:38	1 min	09/21/2016 06:55
 User Preferences 							
			No Name	Arrest	*1 FBHD@12:10:43	1 min	10/04/2016 08:58
 Administration 			NUNAME	Allest	1 FBHD@12.10.43		10/04/2010 00:56
Action							
Save							
Deselect All							
Cancel							
Help							

2 To include all of the case's videos on your DVD (default), proceed to the next step. – OR –

To include some, but not all, of the case's videos on your DVD, deselect the checkbox to the left of each video you wish to exclude.

3 If **Data DVD** displays in the *Output Format* field, proceed to the next step.

-OR -

If **Data DVD** does *not* display in the *Output Format* field, select it from the drop-down list.

4 If you see the **Attached Media** tab, click on it. Otherwise skip to step 6.

			Ехр	ORT CASE		
Mobile-Vision, Inc.						mvadmin is logged in. Logout
/ Home Menu	System Vide	o Attached Media				
Home Search Video				Attached Media		
Aanage Cases			K << <	Page 1 of 1 (3 total records)	> >> >1	
Jser Help	Deselect All	Uploaded B	у	File	Name	Date / Time
Bookmarks	Ø	lance		1463161122836_directions_to_mvi.jp	n	05/13/2016 14:11
3 MVI	Image: A start and a start	Sergeant Larkin		1473878914604_SDC10201.JPG	-	09/14/2016 15:18
Online Support User Preferences	۷	mvadmin				10/27/2016 11:58
Administration Action Save Deselect All Cancel						



NOTE: If any of the file names are "grayed out", it indicates that the media file is missing. That data will therefore not be included in your export.



5 To include all of the case's attached media on your DVD (default), proceed to the next step.

– OR –

To include some, but not all, of the case's attached media on your DVD, deselect the checkbox to the left of each file you wish to exclude.

6 Go to the Action column and click **Save**. The Export Options popup displays.

		Export Options
	Destination Backup PC Name: Evidence Room Bravo Job Count: 1 Disc Type: DVDRDL Manual Export ISO ZIP	Disc Options Num Copies: 1 Subject on Disc Label: ✓ Chain of Custody Log Level: Include basic logs ✓
Depending on your user permissions, these checkboxes may or may not display	Video Player Options Show GPS Show Speed	Save Cancel

7 If your agency has only *one* robotic DVD burner, proceed to the next step.

- OR -

If your agency has more than one robotic DVD burner and you wish to use the Backup PC displayed in the *Name* field, proceed to the next step.

-OR -

If your agency has *more than one* robotic DVD burner and you do *not* wish to use the Backup PC displayed in the *Name* field (see **NOTE** below), select a new Backup PC from the drop-down list.



NOTE: Whenever you submit a request to burn an export disc, the system will automatically analyze your Backup PC resources to determine which Backup PC has the fewest number of jobs in its queue. It then displays that Backup PC in the *Name* field on the Export Options popup. Although you can override this selection if desired, the system choice will typically give you the fastest burn time.

8 If you want to burn only *one* DVD (default), proceed to the next step.

- OR -

If you want to burn *more than one* DVD, enter the desired quantity in the *Num Copies* field.

9 If the *Subject on Disc Label* field displays on this form, proceed to the next step. Otherwise skip to step 11.



- **10** Select a name from the *Subject on Disc Label* drop-down list. This is the name that will print on the disc label.
- **11** If you'd like the Chain of Custody report to include basic logs only (default), proceed to the next step.

– OR –

If you'd like the Chain of Custody report to include basic logs *and* IACP^{*} logs, select **Include IACP logs** from the *Chain of Custody Log Level* drop-down list.

-OR -

If you'd like the Chain of Custody report to include all available logs, select **Include** all available logs from the *Chain of Custody Log Level* drop-down list.

- **12** If a Video Player Options section displays in the left corner of the Export Options popup (will include one or two checkboxes), proceed to the next step. Otherwise skip to step 17.
- **13** If a *Show GPS* checkbox displays in the Video Player Options section, proceed to the next step. Otherwise skip to step 16.

Latitude 40.8578 Longitude -74.7090 Heading 59° - NEbE

- 14 If you want this case/video export to include GPS data with the Flashback Player (displays during video playback, as pictured left), select the *Show GPS* checkbox. Otherwise proceed to the next step.
- **15** If a *Show Speed* checkbox displays in the Video Player Options section, proceed to the next step. Otherwise skip to step 17.
- **Speed 5 MPH 16** If you want this case/video export to include vehicle speed data with the Flashback Player (displays in the GPS section during video playback, as pictured left), select the *Show Speed* checkbox. Otherwise proceed to the next step.
 - **17** Click **Save**. The system places your burn request in the burn queue and displays a status message on your Home Page under *Sent Messages*.

When your request reaches the top of the list, the robotic DVD burner will automatically burn the DVD. A status message will then appear on your Home Page under *Inbox Messages* notifying you that the job is complete.

Once you see the *Completed* message in your *Inbox*, you may retrieve the disc from your burner's output tray.

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Burning a Case to a Consumer DVD via the Robotic DVD Burner

This section describes how to burn selected videos from a case to a *Consumer DVD* using your agency's robotic DVD burner. For a definition of Consumer DVDs, see "Consumer DVD Format" on page 181.

Your burn time will be approximately three hours per 120 minutes of video.



NOTE: You can only create Consumer DVDs using single- or double-layer DVDs, *not* Blu-Ray discs.

If you have not done so already, display the case you wish to burn, then select the Export option. (For detailed instructions, see "Burning a Case to DVD" on page 184.) The Export Case page displays.

			Ехро	RT CASE			
Mobile-Vision, Inc.						mvadmin	is logged in. Logout
▼ Home Menu							
Home	System Video	Attache	d Media				
Search Video				System Vide	0		
Vanage Cases			K << <	Page 1 of 1 (2 total re	ecords) 🔰 🔀 🔀		
Jser Help	Output Format	Data DVD	\checkmark				
Bookmarks	Deselect All	Video	Officer	Category	DVR ID	Duration	Date / Time
L3 MVI Online Support	Ø		DI03971	Arrest	*1 DI03971@08:10:38	1 min	09/21/2016 06:55
 User Preferences Administration 	Ø	-4	No Name	Arrest	*1 FBHD@12:10:43	1 min	10/04/2016 08:58
Action		Mar March					
Action							
ave Deselect All							
Cancel							

2 Go to the *Output Format* field and select **Consumer DVD** from the drop-down list. Two new columns display: *Video Source* and *Audio Source*. (see no. **1** below).

				Ex	PORT CA	SE				
Mobile-Vision, Inc.								mva	ıdmin is lo	ogged in. Loqout
▼ Home Menu		_								
Home	System Vide	D								
Search Video					System	Vide o				
Manage Cases			K	<<] <	Page 1	tal records)	2			
User Help	Output Forma	t: Consumer [Total Video: 2 m	inute(s)	Max: 120 minutes
▼ Bookmarks	Deselect All	Video	Officer	Category	DVR ID	Video Source	Audio S	ource	Duration	Date / Time
L3 MVI						Courco		In		
Online Support	-				*1	✓ Front	VLP1	VLP2 🗌 In Car		
► User Preferences	Ø	1 miles	DI03971	Arrest	DI03971@08:10:38	🗌 Rear	VLP1	-	1 min	09/21/2016 06:55
 Administration 						_	✓ VLP1	VLP2 🗌 İn Car		
Action		In the	No Name	Arrest	*1	 Front 	VLFI	VLF2 Car	1 min	10/04/2016 08:58
Save		-	no nume	/11001	FBHD@12:10:43	Rear	VLP1	VLP2		10/04/2010 00:00
Deselect All								VLP2 Car		
Cancel										
Help										

Notice the message in the upper right corner (see no. 2 above). This display indicates



what the current and maximum length for your DVD is.

3 To include all of the case's videos on your DVD (default), proceed to the next step. - OR -

To include some, but not all, of the case's videos on your DVD, deselect the checkbox to the left of each video you wish to exclude.

4 If the word "Camera" displays in the *Video Source* column, proceed to the next step. - OR -

If two checkboxes display in the *Video Source* column, select the camera views you wish to include for each video, as described below.

Video Source Setting	Description				
Front Rear	Copy only the video recorded from Camera Channel 1 (forward facing zoom camera).				
Front Rear	Copy only the video recorded from Camera Channel 2 (Backseat and/or Bullet cameras).				
Front Rear	Copy the video that was recorded from <i>both</i> Camera Channel 1 and Camera Channel 2. When you choose this option, the system will burn two separate video files on the DVD that will appear as separate menu items. This doubles your DVD space requirement.				

5 If the word "Camera" displays in the *Audio Source* column, proceed to the next step. – OR –

If two checkboxes display in the *Audio Source* column, select the audio sources that you wish to include for each video. You may select up to two audio sources for each video, as described below. These audio tracks will play concurrently when watching the video.

- □ *VLP1*. The audio from the wireless microphone that's connected to your Flashback's VLP 1 port (default).
- □ *VLP2*. The audio from the wireless microphone that's connected to your Flashback's VLP 2 port, if applicable
- □ *In Car*. The audio from your in-car microphone.
- 6 Go to the Action column and click Save. The Export Options popup displays.



Export Options								
Destination Backup PC Name: Evidence Room Bravo Job Count: 1 Disc Type: DVDRDL	Disc Options Num Copies: 1 Subject on Disc Label:							
Sa	ve Cancel							

7 If your agency has only *one* robotic DVD burner, proceed to the next step.

– OR –

If your agency has more than one robotic DVD burner and you wish to use the Backup PC displayed in the *Name* field, proceed to the next step.

– OR –

If your agency has *more than one* robotic DVD burner and you do *not* wish to use the Backup PC displayed in the *Name* field (see **NOTE** below), select a new Backup PC from the drop-down list.



NOTE: Whenever you submit a request to burn an export disc, the system will automatically analyze your Backup PC resources to determine which Backup PC has the fewest number of jobs in its queue. It then displays that Backup PC in the *Name* field on the Export Options popup. Although you can override this selection if desired, the system choice will typically give you the fastest burn time.

8 If you want to burn only one DVD (default), proceed to the next step.

-OR -

If you want to burn *more than one* DVD, enter the desired quantity in the *Num Copies* field.

- **9** If the *Subject on Disc Label* field displays on this form, proceed to the next step. Otherwise skip to step 11.
- **10** Select a name from the *Subject on Disc Label* drop-down list. This is the name that will print on the disc label.
- **11** Click **Save**. The system places your burn request in the burn queue and displays a status message on your Home Page under *Sent Messages*.

When your request reaches the top of the list, the robotic DVD burner will automatically burn the DVD. A status message will then appear on your Home Page under *Inbox Messages* notifying you that the job is complete.

Once you see the *Completed* message in your *Inbox*, you may retrieve the disc from your burner's output tray.



Burning a Case to an Interchange Format DVD via the Robotic DVD Burner

This section describes how to burn selected videos from a case to an *Interchange Format* DVD using your agency's robotic DVD burner. For a description of this format, see "Interchange Data Format" on page 182.



WARNING: Once a video has been exported in interchange format, its authenticity can no longer be verified. Such video can be edited and tampered with using commercial video editing software.

If you have not done so already, display the case you wish to burn, then select the Export option. (For detailed instructions, see "Burning a Case to DVD" on page 184.) The Export Case page displays.

			Ехро	RT CASE			
Mobile-Vision, Inc.						mvadmin	is logged in. Loqout
▼ Home Menu	System Video	Attach	ed Media				
Home Search Video				System Vide			
Manage Cases			× × ×	Page 1 of 1 (2 total re	cords)		
User Help	Output Forma	t: Data DVD	\checkmark				
▼ Bookmarks	Deselect All	Video	Officer	Category	DVR ID	Duration	Date / Time
L3 MVI Online Support	۲		DI03971	Arrest	*1 DI03971@08:10:38	1 min	09/21/2016 06:55
 User Preferences Administration 	۲		No Name	Arrest	*1 FBHD@12:10:43	1 min	10/04/2016 08:58
Action							
Save							
Deselect All							
Cancel Help							
Tielp							

2 To include all of the case's videos on your DVD (default), proceed to the next step. - OR -

To include some, but not all, of the case's videos on your DVD, deselect the checkbox to the left of each video you wish to exclude.

3 Go to the *Output Format* field and select **Interchange Format** from the dropdown list. Two new columns display: *Video Source* and *Audio Source*.

			I	Ехрс	ORT CAS	Е			
Mobile-Vision, Inc.							m	vadmin is lo	ogged in. Loqout
▼ Home Menu		_							
Home	System Vide	0							
Search Video					System Video				
Manage Cases		R K K Page 1 of 1 (2 total records)							
User Help	Output Forma	Output Format: Interchange Format							
Bookmarks	Deselect All	Video	Officer	Category	DVR ID	Video Source	Audio Source	Duration	Date / Time
L3 MVI						Cource	M D1/m		
Online Support		100			*1	✓ Front	Car VLP1/In VLP2		
▶ User Preferences	Ø	Amer	DI03971	Arrest	DI03971@08:10:38	🗌 Rear	Car VLP2	1 min	09/21/2016 06:55
 Administration 									
Action		L				✓ Front	Car VLP1/In VLP2		
	1		No Name	Arrest	*1 FBHD@12:10:43	_	14 044-	1 min	10/04/2016 08:58
Save		and the second			10110@12.10.40	🗌 Rear	Car VLP1/In VLP2		
Deselect All							Oui		
Cancel									
Help									

4 If the word "Camera" displays in the *Video Source* column, proceed to the next step. – OR –

If two checkboxes display in the *Video Source* column, select the camera views you wish to include for each video, as described below.

Video Source Setting	Description
Front Rear	Copy only the video recorded from Camera Channel 1 (forward facing zoom camera).
Front Rear	Copy only the video recorded from Camera Channel 2 (Backseat and/or Bullet cameras).
Front Rear	Copy the video that was recorded from <i>both</i> Camera Channel 1 and Camera Channel 2. When you choose this option, the system will burn two separate video files on the DVD that will appear as separate menu items. This doubles your DVD space requirement.

5 If the word "Camera" displays in the Audio Source column, proceed to the next step.

– OR –

If two checkboxes display in the *Audio Source* column, select the audio source that you wish to include for each video, as described below.

- □ VLP1/In Car. The audio from the wireless microphone that's connected to your Flashback's VLP 1 port *and* the audio from your in-car microphone (default). *See note on the next page*.
- □ VLP2. The audio from the wireless microphone that's connected to your Flashback's VLP 2 port, if applicable.



Note on Flashback Audio Playback: If you choose the **VLP1/In Car** audio setting, you will be able to toggle back and forth between two audio streams: the stream from the wireless microphone that's connected to your Flashback's VLP 1 port, and the stream from your in-car microphone. On your DVD player, the *VLP1* audio stream is available on the *left* stereo channel, and the *In Car* audio stream is available on the *right* stereo channel. You can use the balance controls on your DVD player to switch back and forth between these two streams.

If you choose the **VLP2** audio setting, the audio stream from the wireless microphone that's connected to your Flashback's VLP 2 port will be available on your DVD player's *left* stereo channel, and the *right* stereo channel will be mute.

6 Go to the Action column and click **Save**. The Export Options popup displays.

Destination	Disc Options
Backup PC Name: Admin Exports & Ar Job Count: 6 Disc Type: DVDR	Num Copies: 1 Subject on Disc Label: Chain of Custody Log Level: Include basic logs
Manual Export	
O ISO	
⊘ ZIP	

7 If your agency has only *one* robotic DVD burner, proceed to the next step.

-OR -

If your agency has more than one robotic DVD burner and you wish to use the Backup PC displayed in the *Name* field, proceed to the next step.

– OR –

If your agency has *more than one* robotic DVD burner and you do *not* wish to use the Backup PC displayed in the *Name* field (see **NOTE** below), select a new Backup PC from the drop-down list.



NOTE: Whenever you submit a request to burn an export disc, the system will automatically analyze your Backup PC resources to determine which Backup PC has the fewest number of jobs in its queue. It then displays that Backup PC in the *Name* field on the Export Options popup. Although you can override this selection if desired, the system choice will typically give you the fastest burn time.

8 If you want to burn only *one* DVD (default), proceed to the next step.

– OR –

If you want to burn *more than one* DVD, enter the desired quantity in the *Num Copies* field.



- **9** If the *Subject on Disc Label* field displays on this form, proceed to the next step. Otherwise skip to step 11.
- **10** Select a name from the *Subject on Disc Label* drop-down list. This is the name that will print on the disc label.
- **11** If you'd like the Chain of Custody report to include basic logs only (default), proceed to the next step.

- OR -

If you'd like the Chain of Custody report to include basic logs *and* IACP^{*} logs, select **Include IACP logs** from the *Chain of Custody Log Level* drop-down list.

– OR –

If you'd like the Chain of Custody report to include all available logs, select **Include** all available logs from the *Chain of Custody Log Level* drop-down list.

12 Click **Save**. The system places your burn request in the burn queue and displays a status message on your Home Page under *Sent Messages*.

When your request reaches the top of the list, the robotic DVD burner will automatically burn a disc for you. A status message will then appear on your Home Page under *Inbox Messages* notifying you that the job is complete.

Once you see the *Completed* message in your *Inbox*, you may retrieve the disc from your burner's output tray.

Burning a Case to an Uncompressed Format DVD via the Robotic DVD Burner

This section describes how to burn case information to an *Uncompressed Format DVD* using your agency's robotic DVD burner. An Uncompressed Format DVD will include the same information found on a Data DVD. In addition, this type of DVD includes a link that allows you to convert the included videos into MP4 and DV files.

For more information on Uncompressed Format DVDs, see "Uncompressed Format" on page 182.

If you prefer to burn a case using your PC's DVD burner, see "Burning a Case to an Uncompressed Format DVD via Your PC's DVD Burner" on page 207 instead.



WARNING: Once a video has been downloaded in uncompressed format and then converted to MP4 and DV files, its authenticity can no longer be verified. Such video can be edited and tampered with using commercial video editing software.

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If you have not done so already, display the case you wish to burn, then select the Export option. (For detailed instructions, see "Burning a Case to DVD" on page 184.) The Export Case page displays.

			Ехро	RT CASE			
Mobile-Vision, Inc.						mvadmin	is logged in. Logou
▼ Home Menu	System Video	Attache	d Media				
Home				System Vide	•		
Search Video			K << <	Page 1 of 1 (2 total r			
Manage Cases User Help	Output Format	Data DVD		Tage For T(2 total h	ecolus)		
▼ Bookmarks	Deselect All	Video	Officer	Category	DVR ID	Duration	Date / Time
L3 MVI Online Support	۲		DI03971	Arrest	*1 DI03971@08:10:38	1 min	09/21/2016 06:55
 User Preferences Administration 	۲		No Name	Arrest	*1 FBHD@12:10:43	1 min	10/04/2016 08:58
Action							
Save							
Deselect All							
Cancel							
Help							

2 To include all of the case's videos on your DVD (default), proceed to the next step. - OR -

To include some, but not all, of the case's videos on your DVD, deselect the checkbox to the left of each video you wish to exclude.

- **3** Go to the *Output Format* field and select **Uncompressed Format** from the drop-down list.
- 4 If you see the Attached Media tab, click on it. Otherwise skip to step 6.

Molie Vision, Inc. mvadmin is logged in. Logged in. V Home System Video Attached Media Home System Video Attached Media Manage Cases Is MVI Deselect AI Uploaded By V Bookmarks Id ance 1463161122836_directions_to_mvi.pg 05/13/2016 14.11 I ance 1463161122836_directions_to_mvi.pg 09/14/2016 15.18 V User Preferences Variantistation 1477582224674_SDC10196.JPG 10/27/2016 11.58				Ехр	ORT CASE		
Attached Media Attached Media System video Page 1 of 1 (3 total records) System video Page 1 of 1 (3 total records) System video Deselect All Uploaded By File Name Date / Time Ø System video OS/13/2016 14:11 Ø System video OS/13/2016 14:11 Ø System video Ø System video Ø OS/13/2016 14:11 Ø System video Ø System video Ø OS/13/2016 14:11 Ø System video Ø OS/13/2016 14:11 Ø OS/13/2016 14:11 Ø OS/13/2016 14:11 Ø OS/13/2016 14:11 Ø OS/13/	Mobile-Vision, Inc.					mvadmin	is logged in. Loqout
Attached Media Attached Media Manage Cases Page 1 of 1 (3 total records) >>>> User Help Deselect All Uploaded By File Name Date / Time Ø Iance 1463161122836_directions_to_mwi.pg 05/13/2016 14.11 I MMI Online Support Ø Sergeant Larkin 1473878914604_SDC10201.JPG 09/14/2016 15.18 V User Preferences Administration Action Save Deselect All Cancel	▼ Home Menu	System Vide	o Attached Media				
Search Video Page 1 of 1 (3 total records) >>>>>>>>>>>>>>>>>>>>>>>>>>>>					Attached Media		
Manage Cases User Help Deselect All Uploaded By File Name Date / Time V Bookmarks Iance 1463161122836_directions_to_mv.jpg 05/13/2016 14:11 I MVI Image Cases Image Cases 05/13/2016 14:11 I MVI Image Cases 147378914604_SDC10201.JPG 09/14/2016 15:18 I User Preferences Image Cases 1477582224674_SDC10196.JPG 10/27/2016 11:58 Action Save Deselect All Image Cases Image Cases							
V Bookmarks Consessed by Intercase Consessed by L3 MV1 Online Support iance 1463161122836_directions_to_mW.jpg 05/13/2016 14:11 Image: Support Sergeant Larkin 1473878914604_SDC10201.JPG 09/14/2016 15:18 Image: Support mwadmin 1477582224674_SDC10196.JPG 10/27/2016 11:58 Administration Save Deselect All Save Save Deselect All Cancel Save Save Save	-				Page For F(3 total records)		
L3 MV1 Online Support 05/13/2016 14.11 05/13/2016 14.11 Online Support Sergeant Larkin 1473878914604_SDC10201.JPG 09/14/2016 15.18 > User Preferences mvadmin 1477582224674_SDC10196.JPG 10/27/2016 11.58 Administration Action Save Deselect All Verticities Verticities	User Help	Deselect All	Uploaded By		File	Name	Date / Time
L3 MVi Online Support Image: Sergeant Larkin 1473878914604_SDC10201_JPG 09/14/2016 15.18 Image: User Preferences Image: Marking	▼ Bookmarks	a	lanco		1462161122926 directions to multi	29	05/12/2016 14:11
Online support Image: Constraint of the support of the s	L3 MVI	-				<u>, </u>	
► User Preferences Administration Action Save Deselect All Cancel	Online Support				-		
Action Save Deselect All Cancel	User Preferences	⊠	mvadmin		1477582224674_SDC10196.JPG		10/27/2016 11:58
Action Save Deselect All Cancel	Administration						
Save Deselect All Cancel							
Deselect All Cancel							
Cancel							
Help							
	Help						

s L



NOTE: If any of the file names are "grayed out", it indicates that the media file is missing. That data will therefore not be included in your export.

To include all of the case's attached media on your DVD (default), proceed to the 5 next step.

-OR -

To include some, but not all, of the case's attached media on your DVD, deselect the checkbox to the left of each file you wish to exclude.

Go to the Action column and click **Save**. The Export Options popup displays. 6

		Export Options
	Destination Backup PC Name: Evidence Room Bravo Job Count: 1 Disc Type: DVDRDL Manual Export ISO ZIP	Disc Options Num Copies: 1 Subject on Disc Label: ✓ Chain of Custody Log Level: Include basic logs ✓
Depending on your user permissions, these checkboxes may or may not display	Video Player Options Show GPS Show Speed	Save Cancel

If your agency has only one robotic DVD burner, proceed to the next step. 7

-OR -

If your agency has more than one robotic DVD burner and you wish to use the Backup PC displayed in the *Name* field, proceed to the next step.

-OR -

If your agency has *more than one* robotic DVD burner and you do *not* wish to use the Backup PC displayed in the Name field (see NOTE below), select a new Backup PC from the drop-down list.



NOTE: Whenever you submit a request to burn an export disc, the system will automatically analyze your Backup PC resources to determine which Backup PC has the fewest number of jobs in its queue. It then displays that Backup PC in the Name field on the Export Options popup. Although you can override this selection if desired, the system choice will typically give you the fastest burn time.

8 If you want to burn only one DVD (default), proceed to the next step.

-OR -

If you want to burn more than one DVD, enter the desired quantity in the Num Copies field.



- **9** If the *Subject on Disc Label* field displays on this form, proceed to the next step. Otherwise skip to step 11.
- **10** Select a name from the *Subject on Disc Label* drop-down list. This is the name that will print on the disc label.
- **11** If you'd like the Chain of Custody report to include basic logs only (default), proceed to the next step.

-OR -

If you'd like the Chain of Custody report to include basic logs *and* IACP^{*} logs, select **Include IACP logs** from the *Chain of Custody Log Level* drop-down list.

- OR -

If you'd like the Chain of Custody report to include all available logs, select **Include** all available logs from the *Chain of Custody Log Level* drop-down list.

- **12** If a Video Player Options section displays in the lower left corner of the Export Options popup (will include one or two checkboxes), proceed to the next step. Otherwise skip to step 17.
- **13** If a *Show GPS* checkbox displays in the Video Player Options section, proceed to the next step. Otherwise skip to step 16.

78	14	If you want this case/video export to include GPS data with the Flashback Player
090 NEBE		(displays during video playback, as pictured left), select the Show GPS checkbox.
NEDE		Otherwise proceed to the next step.

- **15** If a *Show Speed* checkbox displays in the Video Player Options section, proceed to the next step. Otherwise skip to step 17.
- **Speed 5 MPH 16** If you want this case/video export to include vehicle speed data with the Flashback Player (displays in the GPS section during video playback, as pictured left), select the *Show Speed* checkbox. Otherwise proceed to the next step.
 - **17** Click **Save**. The system places your burn request in the burn queue and displays a status message on your Home Page under *Sent Messages*.

When your request reaches the top of the list, the robotic DVD burner will automatically burn the DVD. A status message will then appear on your Home Page under *Inbox Messages* notifying you that the job is complete.

Once you see the *Completed* message in your *Inbox*, you may retrieve the disc from your burner's output tray.

Latitude

Longitude

Heading

40.85

-74.7 59° -

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Burning a Case to a Data DVD via Your PC's DVD Burner

This section describes how to burn a case record to a *Data DVD* using your PC's DVD burner. For a description of Data DVDs, see "Data DVD Format" on page 180.

If you prefer to burn a case using your agency's robotic DVD burner, see "Burning a Case to a Data DVD via the Robotic DVD Burner" on page 185 instead.

If you have not done so already, display the case you wish to burn, then select the Export option. (For detailed instructions, see "Burning a Case to DVD" on page 184.) The Export Case page displays.

			Ехро	RT CASE			
Mobile-Vision, Inc.						mvadmin	is logged in. Logout
▼ Home Menu							
	System Vide	o Attache	d Media				
Home Search Video				System Vide	0		
Manage Cases			K << <	Page 1 of 1 (2 total re			
User Help	Output Forma	t: Data DVD			, ,,,,,,		
▼ Bookmarks	Deselect All	Video	Officer	Category	DVR ID	Duration	Date / Time
L3 MVI							
Online Support	۲	person	DI03971	Arrest	*1 DI03971@08:10:38	1 min	09/21/2016 06:55
 User Preferences 							
 Administration 	۷		No Name	Arrest	*1 FBHD@12:10:43	1 min	10/04/2016 08:58
Action							
Save							
Deselect All							
Cancel							
Help							

2 To include all of the case's videos on your DVD (default), proceed to the next step. - OR -

To include some, but not all, of the case's videos on your DVD, deselect the checkbox to the left of each video you wish to exclude.

3 If Data DVD displays in the *Output Format* field, proceed to the next step.

– OR –

If **Data DVD** does *not* display in the *Output Format* field, select it from the drop-down list.

4 If you see the Attached Media tab, click on it. Otherwise skip to step 6.

(Continued)



Attached Media		mvadmin is logged in. Loqout
Attached Media		
	Attached Media	
	Page 1 of 1 (3 total records)	
Uploaded By	File Name	Date / Time
°9	1463161122836 directions to myling	05/13/2016 14:11
		09/14/2016 15:18
	=	
admin	1477582224674_SDC10196.JPG	10/27/2016 11:58
	[IK] KK] K Uploaded By ce geantLarkin admin	IC Page 1 of 1 (3 total records) >



NOTE: If any of the file names are "grayed out", it indicates that the media file is missing. That data will therefore not be included in your export.

5 To include all of the case's attachment files in your DVD (default), proceed to the next step.

- OR -

To include some, but not all, of the case's attachment files in your DVD, deselect the checkbox to the left of each video you wish to exclude.

6 Go to the Action column and click Save. The Export Options popup displays.

		Export Options	×
	Destination Backup PC Name: Evidence Room Bravo Job Count: 1 Disc Type: DVDRDL	Disc Options Num Copies: 1 Chain of Custody Log Level: Include basic logs	K
Depending on your	 Manual Export ISO ZIP 	1	
user permissions, these checkboxes may or may not display	Video Player Options Show GPS Show Speed		
		Save Cancel	

7 Select Manual Export.

You have two file options: an **ISO** file or a **ZIP** file. If you are exporting this data for the *sole purpose* of burning a DVD, select **ISO**. Otherwise select **ZIP**, which will copy your videos and any metadata to a folder first.

DVDs **Burning DVDs**

Latitude



To burn this case as an ISO file (default), proceed to the next step. 8

-OR -

To burn this case as a *zip* file, select **ZIP**.

9 If you'd like the Chain of Custody report to include basic logs only (default), proceed to the next step.

-OR -

If you'd like the Chain of Custody report to include basic logs and IACP* logs, select Include IACP logs from the Chain of Custody Log Level drop-down list.

-OR -

If you'd like the Chain of Custody report to include all available logs, select **Include** all available logs from the Chain of Custody Log Level drop-down list.

- **10** If a Video Player Options section displays in the lower left corner of the Export Options popup (will include one or two checkboxes), proceed to the next step. Otherwise skip to step 15.
- **11** If a *Show GPS* checkbox displays in the Video Player Options section, proceed to the next step. Otherwise skip to step 14.
- **12** If you want this case/video export to include GPS data with the Flashback Player 40.8578 Longitude -74.7090 (displays during video playback, as pictured left), select the Show GPS checkbox. Heading 59° - NEbE Otherwise proceed to the next step.
 - **13** If a *Show Speed* checkbox displays in the Video Player Options section, proceed to the next step. Otherwise skip to step 15.
- **14** If you want this case/video export to include vehicle speed data with the Flashback Speed 5 MPH Player (displays in the GPS section during video playback, as pictured left), select the Show Speed checkbox. Otherwise proceed to the next step.
 - **15** Click **Save**. The system begins processing your request. A copy of this request will display on your Home Page under Sent Messages.

When processing is complete, a confirmation message will display on your Home Page under Inbox Messages.

16 Go to your *Inbox Messages* and look for a download icon next to the export confirmation message.

Inbox Messages			
IC IC Page 1 of 1 (1 total records) IC IC			
Date	State	Message Text	Actions
07/05/2017 17:34	Completed	Export MVA on 80 Disc 1 of 1 is now ready for download.	→ ⊗×

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- \Rightarrow If you see the download icon, proceed to the next step.
- \Rightarrow If you do *not* see the download icon, the system is still processing your request. Go to **V** Home Menu and click **Home** to refresh your screen. Once you see the download icon, proceed to the next step.
- I7 Click the download icon to the right of the export message. A Windows message displays.

Do you want to open or save 142489E3D36002219527153_13.iso (87.1 MB) from 192.168.20.31?				3	ĸ
	Open	Save	•	Cancel	

- **18** Select **Save As** from the *Save* drop-down list. The Save As popup displays.
- **19** Navigate to the disk drive location where you wish to temporarily save this file.
- **20** To change the file name, enter a new name in the *File name* field. Otherwise proceed to the next step.
- **21** Click **Save**. The system copies your file to the selected location. When the download is complete, a confirmation message displays.

The 144FA246BB70050568AE3B6_86.zip download has completed.	Open 🔻	Open folder	View downloads	×
--	--------	-------------	----------------	---

22 Use the Windows Disc Image Burner or other commercial disc burning software to burn the case to DVD.

Burning a Case to a Consumer DVD via Your PC's DVD Burner

This section describes how to burn selected videos from a case to a *Consumer DVD* using your PC's DVD burner.

If you prefer to burn a case using your agency's robotic DVD burner, see "Burning a Case to a Consumer DVD via the Robotic DVD Burner" on page 189 instead.

To perform this task, you first need to export the case file in Interchange format, then convert it to Consumer DVD format using commercial DVD burning software *or* video editing software. For example, you may use any of these popular software applications to convert your files: (*Continued*)



Product Name	Description
Windows Live Movie Maker	Video editing software; comes standard with Windows 7 and 8
Adobe Premier Elements	Video editing software
Nero	DVD burning software
Roxio Easy DVD Copy	DVD burning software



WARNING: Once a video has been exported in interchange format, its authenticity can no longer be verified. Such video can be edited and tampered with using commercial video editing software.

If you have not done so already, display the case you wish to burn, then select the Export option. (For detailed instructions, see "Burning a Case to DVD" on page 184.) The Export Case page displays.

			Ехро	RT CASE			
Mobile-Vision, Inc.						mvadmin	is logged in. Logout
▼ Home Menu	6 ()//l						
Home	System Video	Attache		System Vide	•		
Search Video			IC << <	Page 1 of 1 (2 total re			
Manage Cases User Help	Output Format:	Data DVD		Fage For F(2 total te	ecolos)		
V Bookmarks	Deselect All	Video	Officer	Category	DVR ID	Duration	Date / Time
L3 MVI Online Support	Ø		DI03971	Arrest	*1 DI03971@08:10:38	1 min	09/21/2016 06:55
 User Preferences Administration 	Ø		No Name	Arrest	*1 FBHD@12:10:43	1 min	10/04/2016 08:58
Action							·
Save Deselect All							
Cancel							
Help							

2 Go to the *Output Format* field and select **Interchange Format** from the dropdown list. (**Note**: DO NOT select 'Consumer DVD', as this procedure requires that you export the case file in Interchange format first.)

Two new columns display: Video Source and Audio Source.

(Continued)



Y Home Menu System Video Home Search Video System Video Manage Cases User Help Image Format: Deselect All Video V Bookmarks Online Support Deselect All Video Officer Category DVDR ID Mdeo Source V Bookmarks Officer Category DVR ID Mdeo Source MLP1/n V ID Officer Category DVDR ID McCar VLP1/n VLP2 1 mill Front	s logged in. <u>Loqout</u>					
Home System Video Search Video System Video Manage Cases User Help Output Format: Interchange Format Deselect All Video Officer Category DVR ID Source Audio Source Durati Online Support 1						
Search Video Manage Cases User Help Output Format: Interchange Format Bookmarks Deselect All Video Officer Category DVR ID Mdeo Source Output format: Deselect All Video Officer Category DVR ID Mdeo Source Output Category DVR ID VLP1/n VLP2 1mi						
Search Yudeo Manage Cases User Help V Bookmarks L3 MVI Online Support						
Durput Format: Interchange Format: V Bookmarks Deselect All Video Officer Category DVR ID Mdeo Source Audio Source Durational L3 MVI Online Support Officer Category DVR ID Mdeo Source Audio Source Durational						
Deselect All Video Officer Category DVR ID Video Audio Source Durati 3 MV1 Online Support Image: Support Im						
L3 MVI Online Support						
L3 MVI Online Support I I Front VLP1/In VLP2	n Date / Time					
	09/21/2016 06:55					
Car VLP2						
Administration Action ✓ No Name Arrest rpup op op of the temperature ✓ VLP1/In VLP2 1 min	10/04/2016 08:50					
Save FBHD@12:10:43 Rear VLP1/n VLP2	10/04/2010 00:56					
Help						

3 To include all of the case's videos on your DVD (default), proceed to the next step. – OR –

To include some, but not all, of the case's videos on your DVD, deselect the checkbox to the left of each video you wish to exclude.

4 If the word "Camera" displays in the *Video Source* column, proceed to the next step. - OR -

If two checkboxes display in the *Video Source* column, select the camera views you wish to include for each video, as described below.

Video Source Setting	Description
Front Rear	Copy only the video recorded from Camera Channel 1 (forward facing zoom camera).
Front Rear	Copy only the video recorded from Camera Channel 2 (Backseat and/or Bullet cameras).
Front Rear	Copy the video that was recorded from <i>both</i> Camera Channel 1 and Camera Channel 2. When you choose this option, the system will burn two separate video files on the DVD that will appear as separate menu items. This doubles your DVD space requirement.

5 If the word "Camera" displays in the *Audio Source* column, proceed to the next step. – OR –

If two checkboxes display in the *Audio Source* column, select the audio source that you wish to include for each video, as described on the next page: (*Continued*)



- □ VLP1/In Car. The audio from the wireless microphone that's connected to your Flashback's VLP 1 port *and* the audio from your in-car microphone (default). *See note below*.
- □ VLP2. The audio from the wireless microphone that's connected to your Flashback's VLP 2 port, if applicable.

Note on Flashback Audio Playback: If you choose the **VLP1/In Car** audio setting, you will be able to toggle back and forth between two audio streams: the stream from the wireless microphone that's connected to your Flashback's VLP 1 port, and the stream from your in-car microphone. On your DVD player, the *VLP1* audio stream is available on the *left* stereo channel, and the *In Car* audio stream is available on the *right* stereo channel. You can use the balance controls on your DVD player to switch back and forth between these two streams.

If you choose the **VLP2** audio setting, the audio stream from the wireless microphone that's connected to your Flashback's VLP 2 port will be available on your DVD player's *left* stereo channel, and the *right* stereo channel will be mute.

6 Go to the Action column and click **Save**. The Export Options popup displays.

Destination	Disc Options
Backup PC Name: Evidence Room Bravo Job Count: 1 Disc Type: DVDRDL	Num Copies: 1 Chain of Custody Log Level: Include basic logs
Manual Export	

- 7 Select ZIP.
- 8 If you'd like the Chain of Custody report to include basic logs only (default), proceed to the next step.

- OR -

If you'd like the Chain of Custody report to include basic logs *and* IACP^{*} logs, select **Include IACP** logs from the *Chain of Custody Log Level* drop-down list.

-OR -

If you'd like the Chain of Custody report to include all available logs, select **Include** all available logs from the *Chain of Custody Log Level* drop-down list.

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9 Click **Save**. The system begins processing your request. A copy of this request will display on your Home Page under *Sent Messages*.

When processing is complete, a confirmation message will display on your Home Page under *Inbox Messages*.

10 Go to your *Inbox Messages* and look for a download icon next to the export confirmation message.

Inbox Messages					
IK K Page 1 of 1 (1 total records) >>>>					
Date	State	Message Text	Actions		
07/05/2017 17:34	Completed	Export MVA on 80 Disc 1 of 1 is now ready for download.	•••		

- \Rightarrow If you see the download icon, proceed to the next step.
- \Rightarrow If you do *not* see the download icon, the system is still processing your request. Go to **V** Home Menu and click **Home** to refresh your screen. Once you see the download icon, proceed to the next step.
- I1 Click the download icon to the right of the export message. A Windows message displays.

Do you want to open or save 142489E3D36002219527153_10.zip (360 MB) from 192.168.20.31?			×
	Open	Save	Cancel

- 12 Select Save As from the *Save* drop-down list. The Save As window displays.
- **13** Navigate to the disk drive location where you wish to temporarily store the case file.
- **14** To change the file name, enter a new name in the *File name* field. Otherwise proceed to the next step.
- **15** Click **Save**. The system copies your file to the selected location. When the download is complete, a confirmation message displays.

The 144FA246B870050568AE3B6_86.zip download has completed.

16 Click Open folder.

- 17 Right-click on the .ZIP file, then select **Extract All** from the popup menu.
- **18** Using your commercial DVD burning software *or* film editing software, convert the case's video files into a format that can be played on a consumer DVD player.* For specific instructions, refer to the documentation that came with your software.

For example, Windows Live Movie Maker, Adobe Premier Elements, Nero, Roxio Easy DVD Copy, etc.





NOTE: Although DEA Agency uses the term "Consumer DVD," other applications may use different terminology, such as "DVD Video."

19 Once you've finished converting the video file(s), use the Windows Disc Image Burner or other commercial disc burning software to burn the case video to DVD.

Burning a Case to an Uncompressed Format DVD via Your PC's DVD Burner

This section describes how to burn a case record to an *Uncompressed Format DVD* using your PC's DVD burner. An Uncompressed Format DVD will include the same information found on a Data DVD. In addition, this type of DVD includes a button that allows you to convert the included videos into MP4 and DV files.

For more information on Uncompressed Format DVDs, see "Uncompressed DVD Format" on page 182.

If you prefer to burn a case using your agency's robotic DVD burner, see "Burning a Case to an Uncompressed Format DVD via the Robotic DVD Burner" on page 195 instead.



WARNING: Once a video has been downloaded in uncompressed format and then converted to MP4 and DV files, its authenticity can no longer be verified. Such video can be edited and tampered with using commercial video editing software.

If you have not done so already, display the case you wish to burn, then select the Export option. (For detailed instructions, see "Burning a Case to DVD" on page 184.) The Export Case page displays.

			Ехро	RT CASE			
Mobile-Vision, Inc.						mvadmin	is logged in. Logout
▼ Home Menu	System Video	Attached Me	dia				
Home				System Vide	0		
Search Video			र २२ २	Page 1 of 1 (2 total re			
Manage Cases User Help	Output Format:	Data DVD		r ago i ol 1 (2 total le			
▼ Bookmarks	Deselect All	Video	Officer	Category	DVR ID	Duration	Date / Time
L3 MVI Online Support	Ø		DI03971	Arrest	*1 DI03971@08:10:38	1 min	09/21/2016 06:55
 User Preferences Administration 	Ø		No Name	Arrest	Arrest *1 FBHD@12:10:43		10/04/2016 08:58
Action Save Deselect All Cancel Help					·		

- **2** Go to the *Output Format* field and select **Uncompressed Format** from the drop-down list.
- 3 If you see the Attached Media tab, click on it. Otherwise skip to step 5.



Mobile-Vision, Inc.			KPORT CASE	
				mvadmin is logged in. Logout
V Home Menu	/stem Video	Attached Media		
lome			Attached Media	
Search Video		× >> >		
Manage Cases			rage i oi i (Stotai records)	
	eselect All	Uploaded By	File Name	Date / Time
Bookmarks	N	ance	1463161122836_directions_to_mvi.jpg	05/13/2016 14:11
MVI	-	Sergeant Larkin	1473878914604 SDC10201.JPG	09/14/2016 15:18
nline Support	-	mvadmin	=	
User Preferences		mvadmin	1477582224674_SDC10196.JPG	10/27/2016 11:58



NOTE: If any of the file names are "grayed out", it indicates that the media file is missing. That data will therefore not be included in your export.

4 To include all of the case's attached media on your DVD (default), proceed to the next step.

- OR -

To include some, but not all, of the case's attached media on your DVD, deselect the checkbox to the left of each file you wish to exclude.

5 Go to the Action column and click Save. The Export Options popup displays.

		Export Options	
	Destination	Disc Options	
	Backup PC	Num Copies: 1	
	Name: Evidence Room Bravo	Chain of Custody Log Level: Include basic logs	~
	Job Count: 1		
	Disc Type: DVDRDL		
	Manual Export		
	S ISO		
Depending on your	© ZIP		
Depending on your user permissions,	Video Player Options		
these checkboxes may	Show GPS		
or may not display	Show Speed		
- , ,		Save Cancel	

6 Select Manual Export.

You have two file options: an **ISO** file or a **ZIP** file. If you are exporting this data for the *sole purpose* of burning a DVD, select **ISO**. Otherwise select **ZIP**, which will copy your videos and any metadata to a folder first.

DVDs Burning DVDs

Speed



7 To burn this case as an ISO file (default), proceed to the next step.

-OR -

To burn this case as a *zip* file, select **ZIP**.

8 If you'd like the Chain of Custody report to include basic logs only (default), proceed to the next step.

-OR -

If you'd like the Chain of Custody report to include basic logs *and* IACP^{*} logs, select **Include IACP logs** from the *Chain of Custody Log Level* drop-down list.

-OR -

If you'd like the Chain of Custody report to include all available logs, select **Include** all available logs from the *Chain of Custody Log Level* drop-down list.

- **9** If a Video Player Options section displays in the lower left corner of the Export Options popup (will include one or two checkboxes), proceed to the next step. Otherwise skip to step 14.
- **10** If a *Show GPS* checkbox displays in the Video Player Options section, proceed to the next step. Otherwise skip to step 13.
- Latitude 40.8578 Longitude 774.7090 Heading 59°-NEbE **11** If you want this case/video export to include GPS data with the Flashback Player (displays during video playback, as pictured left), select the *Show GPS* checkbox. Otherwise proceed to the next step.
 - **12** If a *Show Speed* checkbox displays in the Video Player Options section, proceed to the next step. Otherwise skip to step 14.
 - **13** If you want this case/video export to include vehicle speed data with the Flashback Player (displays in the GPS section during video playback, as pictured left), select the *Show Speed* checkbox. Otherwise proceed to the next step.
 - **14** Click **Save**. The system begins processing your request. A copy of this request will display on your Home Page under *Sent Messages*.

When processing is complete, a confirmation message will display on your Home Page under *Inbox Messages*.

15 Go to your *Inbox Messages* and look for a download icon next to the export confirmation message.

Inbox Messages					
		Rege 1 of 1 (1 total records)			
Date	State	Message Text	Actions		
07/05/2017 17:34	Completed	Export MVA on 80 Disc 1 of 1 is now ready for download.	►		

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- \Rightarrow If you see the download icon, proceed to the next step.
- ⇒ If you do *not* see the download icon, the system is still processing your request. Go to **▼**Home Menu and click **Home** to refresh your screen. Once you see the download icon, proceed to the next step.
- I6 Click the download icon to the right of the export message. A Windows message displays.

Do you want to open or save 142489E3D36002219527153_13.iso (87.1 MB) from 192.168.20.31?			×	
	Open	Save	Cancel	

- 17 Select Save As from the *Save* drop-down list. The Save As window displays.
- **18** Navigate to the disk drive location where you wish to temporarily store this file.
- **19** To change the file name, enter a new name in the *File name* field. Otherwise proceed to the next step.
- **20** Click **Save**. The system copies your file to the selected location. When the download is complete, a confirmation message displays.

he 144FA246BB70050568AE3B6_86.zip download has completed.	Open 🔻	Open folder	View downloads	1 3
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21 Use the Windows Disc Image Burner or other commercial disc burning software to burn the case to DVD.

Burning a Case to an FOIA Redacted DVD via Your PC's DVD Burner

This section describes how to burn selected videos from a case to an *FOIA Redacted DVD* using your PC's DVD burner. For more information on FOIA Redacted DVDs, see "FOIA Redacted DVD Format" on page 183.



WARNING: Once a video has been exported in FOIA Redacted DVD Format, its authenticity can no longer be verified. Such video can be edited and tampered with using commercial video editing software.

If you have not done so already, display the case you wish to burn, then select the Export option. (For detailed instructions, see "Burning a Case to DVD" on page 184.) The Export Case page displays.



l his

Mobile-Vision, Inc.			LAIO	RT CASE			
Mobile-Vision, Inc.						mvadmin	is logged in. Loqout
▼ Home Menu	System Vide	o Attache	d Media				
Home				0 4 371			
Search Video				System Vide			
Manage Cases			K << <	Page 1 of 1 (2 total re	ecords)		
User Help	Output Forma	t: Data DVD	\checkmark				
✓ Bookmarks	Deselect All	Video	Officer	Category	DVR ID	Duration	Date / Time
L3 MVI							
Online Support	Ø	pine	DI03971	Arrest	*1 DI03971@08:10:38	1 min	09/21/2016 06:55
 User Preferences 							
 Administration 	۲		No Name	Arrest	*1 FBHD@12:10:43	1 min	10/04/2016 08:58
Action							
Save							
Deselect All							
Cancel							
Help							

2 Go to the *Output Format* field and select **FOIA Redaction Format** from the drop-down list. Three new columns display: *Video Source, Audio Source,* and *Redaction.*

				I	Export	CASI	Ε					
Mobile-Vision, Inc.										mva	dmin is lo	ogged in. Loqout
▼ Home Menu		_										
Home	System Vide	0										
Search Video						System Vid	eo					
Manage Cases				14	<< < Page	1 of 1 (2 total	records)	> >>	×			
User Help	Output Forma	t: FOIA Reda	ction Forma	at 🗸								
▼ Bookmarks	Deselect All	Video	Officer	Category	DVR ID	Video Source	A	udio Source		Redaction	Duration	Date / Time
L3 MVI		No. 7 All					VI P1	VLP2	_ In			
Online Support			DI03971	Arrest	*1 DI03971@08:10:38	 Front 	V. VLI I		oui	Front	1 min	09/21/2016 06:55
 User Preferences 		1 miles			DI03971@08.10.38	🗌 Rear	VLP1	VLP2	□ In Car	Rear		
 Administration 									_ In			
Action	₹	100 M	No Name	Arrest	*1	 Front 	VLP1	VLP2	□ In Car	Front	1 min	10/04/2016 08:58
Save			Nonvanie	Allest	FBHD@12:10:43	Rear	VLP1	VLP2	□ In Car	Rear		10/04/2010 00:30
Deselect All							_	_	— Car			
Cancel												
Help												

3 To include all of the case's videos on your DVD (default), proceed to the next step. – OR –

To include some, but not all, of the case's videos on your DVD, deselect the checkbox to the left of each video you wish to exclude.

4 If the word "Camera" displays in the *Video Source* column, proceed to the next step.

-OR -

If two checkboxes display in the *Video Source* column, select the camera views you wish to include for each video, as described in the table on the next page.

(Continued)



Video Source Setting	Description
Front Rear	Copy only the video recorded from Camera Channel 1 (forward facing zoom camera).
Front Rear	Copy only the video recorded from Camera Channel 2 (Backseat and/or Bullet cameras).
Front Rear	Copy the video that was recorded from <i>both</i> Camera Channel 1 and Camera Channel 2.

5 To include at least one audio track with this export, proceed to the next step.

- OR -

To include *no* audio tracks with this export (i.e., omit all audio), deselect the VLP1 checkbox. Skip to step 7.

6 If the word "Camera" displays in the *Audio Source* column, proceed to the next step. - OR -

If two checkboxes display in the *Audio Source* column, select the audio sources that you wish to include for each video. You may select up to two sources for each video. These audio tracks will play concurrently when watching the video.

- □ *VLP1*. The audio from the wireless microphone that's connected to your Flashback's VLP 1 port (default)
- □ *VLP2*. The audio from the wireless microphone that's connected to your Flashback's VLP 2 port, if applicable
- □ In Car. The audio from your in-car microphone.

Note on Flashback Audio Playback: If you choose the **VLP1** and **In Car** audio settings, you will be able to toggle back and forth between two audio streams: the stream from the wireless microphone that's connected to your Flashback's VLP 1 port, and the stream from your in-car microphone. On your DVD player, the *VLP1* audio stream is available on the *left* stereo channel, and the *In Car* audio stream is available on the *right* stereo channel. You can use the balance controls on your DVD player to switch back and forth between these two streams.

If you choose the VLP2 audio setting, the audio stream from the wireless microphone that's connected to your Flashback's VLP 2 port will be available on your DVD player's *left* stereo channel, and the *right* stereo channel will be mute.

- 7 Go to the *Redaction* column and click on one of the following buttons:
 - **Camera**. Redact the video from a *Body*VISION or BWX-100 camera.
 - □ **Front**. Redact the video from a Flashback's Camera Channel 1. For in-car systems, this is the video captured with your forward facing zoom camera.



□ **Rear**. Redact the video from a Flashback's Camera Channel 2. For in-car systems, this is the video captured with your backseat camera and/or bullet camera(s).

The Redaction Settings popup displays.

Re	edaction Settings (front)	
Blur Level:		
None O	Low 🔿 Med 🔾 High	
Enable Trimming: 🗌		
		-
Trim Start:	02/27/2014 07:10:10	

The Redaction settings are described below.

	Redaction Settings									
Setting	Description									
Blur Level	The degree to which you wish segment you are exporting. By blur the video at all (Blur Leve select any of the other settings system will blur every frame of Low Media	default, the system does $A = None$). However, if $y = (Low, Med, or High)$, the f the video or video segneration of the video or video segneratio or video segneration of the	s not you ie							
Enable Trimming	A checkbox used to indicate w all of the video or a selected se □ Export the entire full-lengt ☑ Export a segment of the full	<i>gment</i> of the video.	ort							
	If you select <i>Enable Trimming</i> , date/time range using <i>Trim Sta</i>	, you will have to select	a							
Trim Start	The beginning of the date/time range you wish to excerpt from the original full-length video. <i>Use the calendar popup to select this date/time</i> .									
Trim Stop	The end of the date/time range original full-length video. <i>Use</i> <i>this date/time</i> .									

- **8** To blur the entire video or video segment, proceed to the next step. Otherwise skip to step 10.
- 9 Select a *Blur Level*: Low, Med, or High (see samples in the table above).



10 To export a *segment* of the original full-length video, proceed to the next step. - OR -

To export the entire full-length video, skip to step 14.

- **11** Select the *Enable Trimming* checkbox.
- **12** Proceed to *Trim Start* field. Using the calendar popup, select the beginning of the video date/time range you wish to export.
- **13** Proceed to *Trim Stop* field. Using the calendar popup, select the end of the video date/time range you wish to export.
 - 14 Click Save.
 - **15** To redact other videos that are included with this case DVD, repeat steps 7 14. Otherwise proceed to the next step.
 - **16** Go to the Action column and click **Save**. The Export Options popup displays.

Destination	Disc Options	
ISO	Num Copies: 1	
ZIP	Subject on Direct about	
	Subject on Disc Label:	~
	Chain of Custody Log Level: Include	basic logs 🗸 🗸

You have two file options: an **ISO** file or a **ZIP** file. If you are exporting this data for the *sole purpose* of burning a DVD, select **ISO**. Otherwise select **ZIP**, which will copy your videos and any metadata to a folder first.

17 To burn this case as an ISO file (default), proceed to the next step.

– OR –

To burn this case as a *zip* file, select **ZIP**.

18 If you'd like the Chain of Custody report to include basic logs only (default), proceed to the next step.

-OR -

If you'd like the Chain of Custody report to include basic logs *and* IACP^{*} logs, select **Include IACP** logs from the *Chain of Custody Log Level* drop-down list.

-OR -

If you'd like the Chain of Custody report to include all available logs, select **Include** all available logs from the *Chain of Custody Log Level* drop-down list.

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19 Click **Save**. The system begins processing your request. A copy of this request will display on your Home Page under *Sent Messages*.

When processing is complete, a confirmation message will display on your Home Page under *Inbox Messages*.

20 Go to your *Inbox Messages* and look for a download icon next to the export confirmation message.

	Inbox Messages								
	[K] <<] Page 1 of 1 (1 total records) >) >> > > >>								
Date	State	Message Text	Actions						
07/05/2017 17:34	07/05/2017 17:34 Completed Export MVA on 80 Disc 1 of 1 is now ready for download.								

- \Rightarrow If you see the download icon, proceed to the next step.
- ⇒ If you do *not* see the download icon, the system is still processing your request. Go to \checkmark Home Menu and click **Home** to refresh your screen. Once you see the download icon, proceed to the next step.
- 21 Click the download icon to the right of the export message. A Windows message displays.

Do you want to open or save 142489E3D36002219527153_13.iso (87.1 MB) from 192.168.20.31?			×
	Open	Save 🔻	Cancel

- 22 Select Save as from the *Save* drop-down list. The Save As window displays.
- 23 Navigate to the disk drive location where you wish to temporarily save the case file.
- **24** To change the file name, enter a new name in the *File name* field. Otherwise proceed to the next step.
- **25** Click **Save**. The system copies your file to the selected location. When the download is complete, a confirmation message displays:

The 144FA246BB70050568AE3B6_86.zip download has completed.	Open 🔻	Open folder	View downloads	3
				÷

26 Use the Windows Disc Image Burner or other commercial disc burning software to burn the case video to DVD.





Burning Video to DVD

This section describes how to burn video to a DVD.

1 To burn *one* video, search for and display the desired video.^{*} The Video Details page displays.

- OR -

To burn *more than one* video, search for the desired videos.^{*} The Video Search Results page displays.

2 Go to the Action column and click **Export**. The Select Video(s) for Export page displays.

Mobile-Vision,	Inc.								mvadmin is logge	ed in. <u>Logout</u>	
▼ Home Menu						Videos					
Home				к « «	Page 1 o	f 3 (14 total rec	ords) 🔰 🗄	× ×			
Search Video	Sys ID	Play	Own	er	Precinc	t	Category	Duration	Video Start 🔻	Notes	
Manage Cases User Help ▼ Bookmarks	4		*1 ON FBHD(*1 ON FBHD@21:00:01		nct OC	-Unclassified-90 Days	19 min	03/08/2016 16:54		
L3 MVI Online Support	8		*1 ON FBHD@21:00:01		DEA Prec	nct OC	-Unclassified-90 Days	22 min	03/08/2016 16:32		
 User Preferences Administration 	2	22 ⁴	*1 ON FBHD(21:00:01	DEA Prec	inct OC	-Unclassified-90 Days	22 min	03/08/2016 16:10	 🖗 🗊	
Action Return to Video Cancel	3		*1 ON FBHD@21:00:01 DEA Precinct		nct OC	-Unclassified-90 Days	22 min	03/08/2016 15:48			
Cancel	1	And	*1 ON FBHD@	21:00:01	DEA Prec	inct OC	-Unclassified-90 Days	22 min	03/08/2016 15:25	 🖗 🗊	
	13		*1 ONFB3@	*1 ONFB3@21:03:10		00-Unclassifie DEA Precinct Days		-Unclassified-90 Days			
					Sel	ected Videos					
		Owner		DVR N	ame	Category	Duration		Video Start	Remove	

- \Rightarrow If you selected *one* video, skip to step 4.
- \Rightarrow If you selected *multiple* videos, proceed to the next step.
- **3** Go to the top of the page and click on each of the videos you wish to include on this DVD. You can click on any part of the record except the thumbnail image, as that will launch the Flashback Player.

As you select each video, it will appear in the *Selected Videos* list at the bottom of the page.

^{*} If necessary, review "Searching for Videos" in chapter 2.



Mobile-Vision, Inc	a.									mvadmin is logge	d in. <u>Loqout</u>
▼ Home Menu						Videos					
Home				к « «	Page 1	of 3 (14 total	records)	× ×		
	Sys ID	Play	Ow	ner	Precir	ct	С	ategory	Duration	Video Start 🔻	Notes
Janage Cases Jser Help	4		*1 ON FBHD	0@21:00:01	DEAPre	cinct	00-Un	classified-90 Days	19 min	03/08/2016 16:54	 🚳 🖆
3 MVI Dnline Support	8		*1 ON FBHE	0@21:00:01	DEAPro	ecinct	00-Unclassified-90 Days		22 min	03/08/2016 16:32	 🙆 👔
 ▶ User Preferences ▶ Administration 	2	a	*1 ON FBHE	@21:00:01	DEAPre	ecinct	00-Un	classified-90 Days	22 min	03/08/2016 16:10	
Action Export Video(s)	3	*1 ON FBHD@21:00:01 DEA Precinct 00-Unclassified-90 Days		22 min	03/08/2016 15:48						
Return to Video Cancel	1		*1 ON FBHD	0@21:00:01	DEAPre	ecinct	00-Un	classified-90 Days	22 min	03/08/2016 15:25	 🙆 👩
	13		*1 ONFB3@	*1 ONFB3@21:03:10		cinct	00-Unclassified-90 Days		3 min	01/15/2016 15:10	
	Selected Videos										
		Owner		DVRN	lame	Categor	ry	Duration		Video Start	Remove
		1 ON FBHD@2	21:00:01	*1 UN FBHD	@21:11:01	00-Unclass 90 Days		22 min	03	/08/2016 15:25	×
		*1 ONFB3@21	:03:10	*1 FB3@2	21:11:10	00-Unclass 90 Days		3 min	01	/15/2016 15:10	×

4 Go to the Action column and click **Export Video(s)**. The Export Video(s) page displays.

		Ех	XPORT VID	EO(S)		
Mobile-Vision, Inc.					mvadn	in is logged in. Loqout
▼ Home Menu			Vi	ideos		
Home		K	<< < Page 1 of 1	(2 total records)	×	
Search Video	Output Form	at: Data DVD 🗸				
Manage Cases	Video	Officer	Category	DVR ID	Duration	Date / Time
User Help ▼ Bookmarks						
L3 MVI		ONFB3	00-Unclassified-90 Days	*1 FB3@21:11:10	3 min	01/15/2016 15:10
Online Support User Preferences	All and a state of the state of	ON FBHD	00-Unclassified-90 Days	*1 UN FBHD@21:11:01	22 min	03/08/2016 15:25
► Administration						
Action						
Save						
Return to Detail Return to Select						
Cancel						
Help						
	1					

The remaining steps will vary slightly depending on your file format and disk burning method. For further instructions, see:

- Burning Video to a Data DVD via the Robotic DVD Burner, next page, beginning with step 2
- Burning Video to a Consumer DVD via the Robotic DVD Burner, page 221, beginning with step 2 (*Continued*)



- Burning Video to an Interchange Format DVD via the Robotic DVD Burner, page 224, beginning with step 2
- Burning Video to an Uncompressed Format DVD via the Robotic DVD Burner, page 227, beginning with step 2
- Burning Video to a Data DVD via Your PC's DVD Burner, page 230, beginning with step 2
- Burning Video to an Interchange Format DVD via Your PC's DVD Burner, page 233, beginning with step 2
- Burning Video to an Uncompressed Format DVD via Your PC's DVD Burner, page 237, beginning with step 2
- Burning Video to an FOIA Redacted DVD via Your PC's DVD Burner, page 240, beginning with step 2

Burning Video to a Data DVD via the Robotic DVD Burner

This section describes how to burn stand-alone video information to a *Data DVD* using your agency's robotic DVD burner. For a definition of Data DVDs, see "Data DVD Format" on page 180.

If you prefer to burn video using your PC's DVD burner, see "Burning Video to a Data DVD via Your PC's DVD Burner" on page 230 instead.

1 If you have not done so already, display the video(s) you wish to burn, then select Export → Export Video(s). (For more detailed instructions, see "Burning Video to DVD" on page 216.)

			Ex	PORT VID	eo(s)		
Mobile-Vision, I	nc.					mvadm	in is logged in. <u>Loqout</u>
▼ Home Menu				V	ideos		
Home			K	Page 1 of 1	(2 total records)	Ы	
Search Video	Output Format:	Data DVD	~				
Manage Cases User Help	Video	Officer		Category	DVR ID	Duration	Date / Time
▼ Bookmarks		ONFB3		00-Unclassified-90 Days	*1 FB3@21:11:10	3 min	01/15/2016 15:10
Online Support User Preferences		ON FBHD		00-Unclassified-90 Days	*1 UN FBHD@21:11:01	22 min	03/08/2016 15:25
► Administration				1			
Action							
Save							
Return to Detail							
Return to Select							
Cancel							
Help							

The Export Video(s) page displays.



2 If **Data DVD** displays in the *Output Format* field, proceed to the next step. - OR -

If **Data DVD** does *not* display in the *Output Format* field, select it from the drop-down list.

3 Go to the Action column and click **Save**. The Export Options popup displays.

		Export Options	×
	Destination	24	ptions
	Backup PC	Num Copies:	1
	Name: Evidence Room Bravo	Video Description:	~
	Job Count: 1		
	Disc Type: DVDRDL		~
	Manual Export	Chain of Custody Log Level:	Include basic logs 🗸
	ISO		
	© ZIP		
Depending on your	Video Player Options		
user permissions,	Show GPS		
these checkboxes may	Show Speed		
or may not display			
		Save Cancel	

4 If your agency has only *one* robotic DVD burner, proceed to the next step. - OR -

If your agency has *more than one* robotic DVD burner and you wish to use the Backup PC displayed in the *Name* field, proceed to the next step.

– OR –

If your agency has *more than one* robotic DVD burner and you do *not* wish to use the Backup PC displayed in the *Name* field (see **NOTE** below), select a new Backup PC from the drop-down list.



NOTE: Whenever you submit a request to burn an export disc, the system will automatically analyze your Backup PC resources to determine which Backup PC has the fewest number of jobs in its queue. It then displays that Backup PC in the *Name* field on the Export Options popup. Although you can override this selection if desired, the system choice will typically give you the fastest burn time.

5 If you want to burn only *one* DVD (default), proceed to the next step.

- OR -

If you want to burn *more than one* DVD, enter the desired quantity in the *Num Copies* field.

6 Enter a description for this DVD in the *Video Description* field. This text will print on the surface of the DVD.



Latitude

40.8578 Longitude -74.7090 7 If you'd like the Chain of Custody report to include basic logs only (default), proceed to the next step.

-OR -

If you'd like the Chain of Custody report to include basic logs and IACP* logs, select Include IACP logs from the Chain of Custody Log Level drop-down list.

-OR -

If you'd like the Chain of Custody report to include all available logs, select **Include** all available logs from the Chain of Custody Log Level drop-down list.

- If a Video Player Options section displays in the lower left corner of the Export 8 Options popup (will include one or two checkboxes), proceed to the next step. Otherwise skip to step 13.
- If a Show GPS checkbox displays in the Video Player Options section, proceed to the 9 next step. Otherwise skip to step 12.
- If you want this video export to include GPS data with the Flashback Player (displays 10 during video playback, as pictured left), select the Show GPS checkbox. Otherwise Heading 59° - NEbE proceed to the next step.
 - **11** If a *Show Speed* checkbox displays in the Video Player Options section, proceed to the next step. Otherwise skip to step 13.
- **12** If you want this video export to include vehicle speed data with the Flashback Player Speed 5 MPH (displays in the GPS section during video playback, as pictured left), select the Show Speed checkbox. Otherwise proceed to the next step.
 - **13** Click **Save**. The system places your burn request in the burn queue and displays a status message on your Home Page under Sent Messages.

When your request reaches the top of the list, the robotic DVD burner will automatically burn the DVD. A status message will then appear on your Home Page under Inbox Messages notifying you that the job is complete.

Once you see the Completed message in your Inbox, you may retrieve the disc from your burner's output tray.

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Burning Video to a Consumer DVD via the Robotic DVD Burner

This section describes how to burn selected stand-alone video(s) to a *Consumer DVD* using your agency's robotic DVD burner. *Stand-alone* video is video that is not linked to a case.

For a definition of Consumer DVDs, see "Consumer DVD Format" on page 181.

Your burn time will be approximately three hours per 120 minutes of video.



NOTE: You can only create Consumer DVDs using single- or double-layer DVDs, *not* Blu-Ray discs.

1 If you have not done so already, display the video(s) you wish to burn, then select Export → Export Video(s). (For more detailed instructions, see "Burning Video to DVD" on page 216.)

The Export Video(s) page displays.

B Mobile-Vision,	inc.					mvadm	in is logged in. Loqout				
▼ Home Menu					ideos						
Home			K	<< < Page 1 of 1	(2 total records)	Ы					
Search Video	Output Form	at: Data DVD	~								
Manage Cases	Video	Officer		Category	DVR ID	Duration	Date / Time				
User Help Bookmarks		ONFB3		00-Unclassified-90 Days	*1 FB3@21:11:10	3 min	01/15/2016 15:10				
L3 MVI Online Support User Preferences		ON FBHD		00-Unclassified-90 Days	*1 UN FBHD@21:11:01	22 min	03/08/2016 15:25				
Administration Action Save Return to Detail Return to Select Cancel Help				1							

2 Go to the *Output Format* field and select **Consumer DVD** from the drop-down list. Two new columns display: *Video Source* and *Audio Source* (see no. 1 on the next page).

(Continued)



			Export	VIDE	o(s))			
Mobile-Vision, Inc.							m	vadmin is log	ged in. <u>Loqout</u>
▼ Home Menu				Video	5	2			
Home			I< << <	Page 1 o	I records)		>		
Search Video	Output Form	at: Consumer DVD	~				Total Video:	25 minute(s)	Max: 120 minutes
Manage Cases User Help	Video	Officer	Category	DVR ID	Video Source	Audio S	ource	Duration	Date / Time
▼ Bookmarks L3 MVI		ONFB3	00-Unclassified-90 Days	*1 FB3@21:11:10	Front Rear	VLP1 VL		3 min	01/15/2016 15:10
Online Support User Preferences	In the	ON FBHD	00-Unclassified-90 Days	*1 UN FBHD@21:11:01		VLP1 VL		22 min	03/08/2016 15:25
Administration									
Action									
Save									
Return to Detail									
Return to Select									
Cancel									
Help									

Notice the message in the upper right corner (see no. 2 above). This display indicates what the current and maximum length for your DVD is.

3 If the word "Camera" displays in the *Video Source* column, proceed to the next step. – OR –

If two checkboxes display in the *Video Source* column, select the camera views you wish to include for each video, as described below.

Video Source Setting	Description
Front Rear	Copy only the video recorded from Camera Channel 1 (forward facing zoom camera).
Front Rear	Copy only the video recorded from Camera Channel 2 (Backseat and/or Bullet cameras).
Front Rear	Copy the video that was recorded from <i>both</i> Camera Channel 1 and Camera Channel 2. When you choose this option, the system will burn two separate video files on the DVD that will appear as separate menu items. This doubles your DVD space requirement.

4 If the word "Camera" displays in the *Audio Source* column, proceed to the next step. – OR –

If two checkboxes display in the *Audio Source* column, select the audio sources that you wish to include for each video. You may select up to two sources for each video. These audio tracks will play concurrently when watching the video.

- □ *VLP1*. The audio from the wireless microphone that's connected to your Flashback's VLP 1 port (default)
- □ *VLP2*. The audio from the wireless microphone that's connected to your Flashback's VLP 2 port, if applicable
- □ *In Car*. The audio from your in-car microphone.



5 Go to the Action column and click **Save**. The Export Options popup displays.

Expor	Export Options			
Destination Backup PC Name: Evidence Room Bravo Job Count: 1 Disc Type: DVDRDL	Disc Options Num Copies: 1 Video Description:	×		
Save	Cancel			

6 If your agency has only *one* robotic DVD burner, proceed to the next step.

– OR –

If your agency has *more than one* robotic DVD burner and you wish to use the Backup PC displayed in the *Name* field, proceed to the next step.

- OR -

If your agency has *more than one* robotic DVD burner and you do *not* wish to use the Backup PC displayed in the *Name* field (see **NOTE** below), select a new Backup PC from the drop-down list.



NOTE: Whenever you submit a request to burn an export disc, the system will automatically analyze your Backup PC resources to determine which Backup PC has the fewest number of jobs in its queue. It then displays that Backup PC in the *Name* field on the Export Options popup. Although you can override this selection if desired, the system choice will typically give you the fastest burn time.

7 If you want to burn only *one* DVD (default), proceed to the next step.

– OR –

If you want to burn *more than one* DVD, enter the desired quantity in the *Num Copies* field.

- 8 Enter a description for this DVD in the *Video Description* field. This text will print on the surface of the DVD.
- **9** Click **Save**. The system places your burn request in the burn queue and displays a status message on your Home Page under *Sent Messages*.

When your request reaches the top of the list, the robotic DVD burner will automatically burn the DVD. A status message will then appear on your Home Page under *Inbox Messages* notifying you that the job is complete.

Once you see the *Completed* message in your *Inbox*, you may retrieve the disc from your burner's output tray.



Burning Video to an Interchange Format DVD via the Robotic DVD Burner

This section describes how to burn selected stand-alone video(s) to an *Interchange Format* DVD using your agency's robotic DVD burner. *Stand-alone* video is video that is not linked to a case.

For a description of the Interchange format, see "Interchange DVD Format" on page 182.

If you prefer to burn video using your PC's DVD burner, see "Burning Video to an Interchange Format DVD via Your PC's DVD Burner" on page 233 instead.



WARNING: Once a video has been exported in Interchange format, its authenticity can no longer be verified. Such video can be edited and tampered with using commercial video editing software.

1 If you have not done so already, display the video(s) you wish to burn, then select Export → Export Video(s). (For more detailed instructions, see "Burning Video to DVD" on page 216.)

]	Ex	port Vid	eo(s)		
Mobile-Vision,	Inc.					mvadm	in is logged in. Loqout
▼ Home Menu				Vi	ideos		
Home			K <	Page 1 of 1	(2 total records)	Я	
Search Video	Output Format:	Data DVD	~				
Manage Cases User Help	Video	Officer		Category	DVR ID	Duration	Date / Time
▼ Bookmarks		ONFB3		00-Unclassified-90 Days	*1 FB3@21:11:10	3 min	01/15/2016 15:10
Online Support User Preferences	-	ON FBHD		00-Unclassified-90 Days	*1 UN FBHD@21:11:01	22 min	03/08/2016 15:25
► Administration							
Action							
Save							
Return to Detail							
Return to Select							
Cancel							
Help							
	_						

The Export Video(s) page displays.

2 Go to the *Output Format* field and select **Interchange Format** from the dropdown list. Two new columns display: *Video Source* and *Audio Source*.

			EXPORT	r Vide	o(s))			
Mobile-Vision, Inc								mvadmin is lo	ogged in. <u>Loqout</u>
▼ Home Menu				Videos					
Home			K << <	Page 1 of 1 (2 tota	al records)	> >>	>1		
Search Video	Output Form	at: Interchange Form	nat 🗸						
Manage Cases User Help	Video	Video					Duration	Date / Time	
Bookmarks L3 MVI Online Support		ONFB3	00-Unclassified-90 Days	*1 FB3@21:11:10	✓ Front	VLP1/In Car VLP1/In Car	VLP2	3 min	01/15/2016 15:10
User Preferences Administration		ON FBHD	00-Unclassified-90 Days	*1 UN FBHD@21:11:01	✓ Front Rear	VLP1/In Car VLP1/In Car	VLP2	22 min	03/08/2016 15:25
Action Save Return to Detail Return to Select Cancel Help									

3 If the word "Camera" displays in the *Video Source* column, proceed to the next step.

-OR-

If two checkboxes display in the *Video Source* column, select the camera views you wish to include for each video, as described below.

Video Source Setting	Description
Front Rear	Copy only the video recorded from Camera Channel 1 (forward facing zoom camera).
Front Rear	Copy only the video recorded from Camera Channel 2 (Backseat and/or Bullet cameras).
Front Rear	Copy the video that was recorded from <i>both</i> Camera Channel 1 and Camera Channel 2. When you choose this option, the system will burn two separate video files on the DVD that will appear as separate menu items. This doubles your DVD space requirement.

4 If the word "Camera" displays in the *Audio Source* column, proceed to the next step.
 – OR –

If two checkboxes display in the *Audio Source* column, select the audio source that you wish to include for each video, as described below:

- □ VLP1/In Car. The audio from the wireless microphone that's connected to your Flashback's VLP 1 port *and* the audio from your in-car microphone (default). *See note on the next page*.
- □ VLP2. The audio from the wireless microphone that's connected to your Flashback's VLP 2 port, if applicable.



Note on Flashback Audio Playback: If you choose the **VLP1/In Car** audio setting, you will be able to toggle back and forth between two audio streams: the stream from the wireless microphone that's connected to your Flashback's VLP 1 port, and the stream from your in-car microphone. On your DVD player, the *VLP1* audio stream is available on the *left* stereo channel, and the *In Car* audio stream is available on the *right* stereo channel. You can use the balance controls on your DVD player to switch back and forth between these two streams.

If you choose the **VLP2** audio setting, the audio stream from the wireless microphone that's connected to your Flashback's VLP 2 port will be available on your DVD player's *left* stereo channel, and the *right* stereo channel will be mute.

5 Go to the Action column and click **Save**. The Export Options popup displays.

	Export Options	E
Destination	Disc Options	
Backup PC Name: Evidence Room Bravo Job Count: 1 Disc Type: DVDRDL	Num Copies: 1 <u>Video Description:</u> Chain of Custody Log Level: Include basic logs	
Manual Export ISO ZIP	Save Cancel	

6 If your agency has only *one* robotic DVD burner, proceed to the next step.

-OR -

If your agency has *more than one* robotic DVD burner and you wish to use the Backup PC displayed in the *Name* field, proceed to the next step.

- OR -

If your agency has *more than one* robotic DVD burner and you do *not* wish to use the Backup PC displayed in the *Name* field (see **NOTE** below), select a new Backup PC from the drop-down list.



NOTE: Whenever you submit a request to burn an export disc, the system will automatically analyze your Backup PC resources to determine which Backup PC has the fewest number of jobs in its queue. It then displays that Backup PC in the *Name* field on the Export Options popup. Although you can override this selection if desired, the system choice will typically give you the fastest burn time.

7 If you want to burn only *one* DVD (default), proceed to the next step.

– OR –

If you want to burn *more than one* DVD, enter the desired quantity in the *Num Copies* field.

DVDs Burning DVDs



- 8 Enter a description for this DVD in the *Video Description* field. This text will print on the surface of the DVD.
- **9** If you'd like the Chain of Custody report to include basic logs only (default), proceed to the next step.

– OR –

If you'd like the Chain of Custody report to include basic logs *and* IACP^{*} logs, select **Include IACP logs** from the *Chain of Custody Log Level* drop-down list.

-OR -

If you'd like the Chain of Custody report to include all available logs, select **Include** all available logs from the *Chain of Custody Log Level* drop-down list.

10 Click **Save**. The system places your burn request in the burn queue and displays a status message on your Home Page under *Sent Messages*.

When your request reaches the top of the list, the robotic DVD burner will automatically burn a disc for you. A status message will then appear on your Home Page under *Inbox Messages* notifying you that your job is complete.

Once you see the *Completed* message in your *Inbox*, you may retrieve the disc from your burner's output tray.

Burning Video to an Uncompressed Format DVD via the Robotic DVD Burner

This section describes how to burn stand-alone video information to an *Uncompressed Format DVD* using your agency's robotic DVD burner. *Stand-alone video* is video that is not linked to a case.

An uncompressed format DVD will include the same information found on a Data DVD. In addition, this type of DVD includes a link that allows you to convert the included videos into MP4 and DV files.

For more information on Uncompressed Format DVDs, see "Uncompressed DVD Format" on page 182.

If you prefer to burn video using your PC's DVD burner, see "Burning Video to an Uncompressed Format DVD via Your PC's DVD Burner" on page 237 instead.



WARNING: Once a video has been downloaded in uncompressed format and then converted to MP4 and DV files, its authenticity can no longer be verified. Such video can be edited and tampered with using commercial video editing software.

1 If you have not done so already, display the video(s) you wish to burn, then select Export → Export Video(s). (For more detailed instructions, see "Burning Video to DVD" on page 216.)

^{*} International Association of Chiefs of Police



The Export Video(s) page displays.

EXPORT VIDEO(S)						
Mobile-Vision,	Inc.				mvadm	nin is logged in. <u>Loqout</u>
- 11 14			37	• 1		
▼ Home Menu				ideos		
Home Search Video				(2 total records)	21	
Manage Cases	Output Format:		✓		1	
User Help	Video	Officer	Category	DVR ID	Duration	Date / Time
▼ Bookmarks		ONFB3	00-Unclassified-90 Days	*1 FB3@21:11:10	3 min	01/15/2016 15:10
L3 MVI		ONFB3	00-Officiassilleu-90 Days	1 FB3@21.11.10	5 1101	01/15/2010 15:10
Online Support	- still					
User Preferences	Alter and	ON FBHD	00-Unclassified-90 Days	*1 UN FBHD@21:11:01	22 min	03/08/2016 15:25
Administration						
Action						
Save	1					
Return to Detail						
Return to Select						
Cancel						
Help						

- **2** Go to the *Output Format* field and select **Uncompressed Format** from the drop-down list.
- **3** Go to the Action column and click **Save**. The Export Options popup displays.

	I	Export Options	×
	Destination Backup PC Name: Evidence Room Bravo Job Count: 1 Disc Type: DVDRDL Manual Export ISO	Disc Options Num Copies: 1 Video Description:	
Depending on your user permissions, these checkboxes may or may not display	 ZIP Video Player Options Show GPS Show Speed 	Save Cancel	

4 If your agency has only *one* robotic DVD burner, proceed to the next step.

-OR -

If your agency has *more than one* robotic DVD burner and you wish to use the Backup PC displayed in the *Name* field, proceed to the next step.

– OR –

If your agency has *more than one* robotic DVD burner and you do *not* wish to use the Backup PC displayed in the *Name* field (see **NOTE** on the next page), select a new Backup PC from the drop-down list.





NOTE: Whenever you submit a request to burn an export disc, the system will automatically analyze your Backup PC resources to determine which Backup PC has the fewest number of jobs in its queue. It then displays that Backup PC in the *Name* field on the Export Options popup. Although you can override this selection if desired, the system choice will typically give you the fastest burn time.

5 If you want to burn only *one* DVD (default), proceed to the next step.

- OR -

If you want to burn more than one DVD, enter the desired quantity in the Num Copies field.

- 6 Enter a description for this DVD in the *Video Description* field. This text will print on the surface of the DVD.
- 7 If you'd like the Chain of Custody report to include basic logs only (default), proceed to the next step.

-OR -

If you'd like the Chain of Custody report to include basic logs and IACP* logs, select Include IACP logs from the Chain of Custody Log Level drop-down list.

– OR –

If you'd like the Chain of Custody report to include all available logs, select **Include** all available logs from the Chain of Custody Log Level drop-down list.

- 8 If a Video Player Options section displays in the lower left corner of the Export Options popup (will include one or two checkboxes), proceed to the next step. Otherwise skip to step 13.
- If a Show GPS checkbox displays in the Video Player Options section, proceed to the 9 next step. Otherwise skip to step 12.
- If you want this video export to include GPS data with the Flashback Player (displays 10 40.8578 Longitude -74.7090 during video playback, as pictured left), select the Show GPS checkbox. Otherwise Heading 59° - NEbE proceed to the next step.
 - **11** If a *Show Speed* checkbox displays in the Video Player Options section, proceed to the next step. Otherwise skip to step 13.
- 12 If you want this video export to include vehicle speed data with the Flashback Player 5 MPH Speed (displays in the GPS section during video playback, as pictured left), select the Show Speed checkbox. Otherwise proceed to the next step.
 - **13** Click **Save**. The system places your burn request in the burn queue and displays a status message on your Home Page under Sent Messages.

Latitude

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When your request reaches the top of the list, the robotic DVD burner will automatically burn the DVD. A status message will then appear on your Home Page under *Inbox Messages* notifying you that the job is complete.

Once you see the *Completed* message in your *Inbox*, you may retrieve the disc from your burner's output tray.

Burning Video to a Data DVD via Your PC's DVD Burner

This section describes how to burn stand-alone video information to a *Data DVD* using your PC's DVD burner. *Stand-alone* video is video that is not linked to a case.

For a description of Data DVDs, see "Data DVD Format" on page 180.

If you prefer to burn video using your agency's robotic DVD burner, see "Burning Video to a Data DVD via the Robotic DVD Burner" on page 218 instead.

1 If you have not done so already, display the video(s) you wish to burn, then select Export → Export Video(s). (For more detailed instructions, see "Burning Video to DVD" on page 216.)

The Export Video(s) page displays.

]	Ex	PORT VID	DEO(S)		
Mobile-Vision,	Inc.					mvadm	in is logged in. Logout
▼ Home Menu				V	ideos		
Home			K (Page 1 of 1	(2 total records)	Я	
Search Video	Output Format:	Data DVD	~				
Manage Cases User Help	Video	Officer		Category	DVR ID	Duration	Date / Time
Bookmarks L3 MVI		ONFB3		00-Unclassified-90 Days	*1 FB3@21:11:10	3 min	01/15/2016 15:10
Online Support User Preferences		ON FBHD		00-Unclassified-90 Days	*1 UN FBHD@21:11:01	22 min	03/08/2016 15:25
► Administration					1		
Action Save Return to Detail Return to Select Cancel Help							

2 If **Data DVD** displays in the *Output Format* field, proceed to the next step.

-OR -

If **Data DVD** does *not* display in the *Output Format* field, select it from the drop-down list.

3 Go to the Action column and click **Save**. The Export Options popup displays.



s I l

	I	Export Options
	Destination Backup PC Name: Evidence Room Bravo Job Count: 1 Disc Type: DVDRDL Manual Export ISO ZIP	Disc Options Num Copies: Video Description: Video Description: Chain of Custody Log Level: Include basic logs
Depending on your user permissions, these checkboxes may or may not display	Video Player Options Show GPS Show Speed	Save Cancel

4 Select Manual Export.

You have two file options: an **ISO** file or a **ZIP** file. If you are exporting this data for the *sole purpose* of burning a DVD, select **ISO**. Otherwise select **ZIP**, which will copy your videos and any metadata to a folder first.

5 To burn this video as an ISO file (default), proceed to the next step.

– OR –

To burn this video as a *zip* file, select **ZIP**.

- 6 Enter a description for this DVD in the *Video Description* field.
- 7 If you'd like the Chain of Custody report to include basic logs only (default), proceed to the next step.

– OR –

If you'd like the Chain of Custody report to include basic logs *and* IACP^{*} logs, select **Include IACP** logs from the *Chain of Custody Log Level* drop-down list.

– OR –

If you'd like the Chain of Custody report to include all available logs, select **Include** all available logs from the *Chain of Custody Log Level* drop-down list.

- 8 If a Video Player Options section displays in the lower left corner of the Export Options popup (will include one or two checkboxes), proceed to the next step. Otherwise skip to step 13.
- **9** If a *Show GPS* checkbox displays in the Video Player Options section, proceed to the next step. Otherwise skip to step 12.

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Latitude	40.8578	10	If you want this video export to include GPS data with the Flashback Player (displays
Longitude	-74.7090		during video playback, as pictured left), select the Show GPS checkbox. Otherwise
Heading	59° - NEbE		proceed to the next step.
			proceed to the next step.

- **11** If a *Show Speed* checkbox displays in the Video Player Options section, proceed to the next step. Otherwise skip to step 13.
- **Speed 5 MPH 12** If you want this video export to include vehicle speed data with the Flashback Player (displays in the GPS section during video playback, as pictured left), select the *Show Speed* checkbox. Otherwise proceed to the next step.
 - **13** Click **Save**. The system begins processing your request. A copy of this request will display on your Home Page under *Sent Messages*.

When processing is complete, a confirmation message will display on your Home Page under *Inbox Messages*.

14 Go to your *Inbox* messages and look for a download icon next to the export confirmation message.

Inbox Messages					
Image: Page 1 of 1 (1 total records) Image: Sector Secto					
Date	State	Message Text	Actions		
07/05/2017 17:34	Completed	Export MVA on 80 Disc 1 of 1 is now ready for download.	→ ⊙×		

- \Rightarrow If you see the download icon, proceed to the next step.
- ⇒ If you do *not* see the download icon, the system is still processing your request. Go to VHOME Menu and click Home to refresh your screen. Once you see the download icon, proceed to the next step.
- Solution 15 Click the download icon to the right of the export message. A Windows message displays.



- 16 Select Save As from the Save drop-down list. The Save As window displays.
- 17 Navigate to the disk drive location where you wish to temporarily store the video file.
- **18** To change the file name, enter a new name in the *File name* field. Otherwise proceed to the next step.
- **19** Click **Save**. The system copies your file to the selected location. When the download is complete, a confirmation message displays.

The 144FA246BB70050568AE3B6_86.zip download has completed.	Open 🔻	Open folder	View downloads	×
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20 Use the Windows Disc Image Burner or other commercial disc burning software to burn the video to DVD.

Burning Video to an Interchange Format DVD via Your PC's DVD Burner

This section describes how to burn selected stand-alone videos to an *Interchange Format* DVD using your PC's DVD burner. *Stand-alone* video is video that is not linked to a case.

For a description of the Interchange format, see "Interchange DVD Format" on page 182.

If you prefer to burn video using your agency's robotic DVD burner, see "Burning Video to an Interchange Format DVD via the Robotic DVD Burner" on page 224 instead.



WARNING: Once a video has been exported in interchange format, its authenticity can no longer be verified. Such video can be edited and tampered with using commercial video editing software.

 If you have not done so already, display the video(s) you wish to burn, then select Export→ Export Video(s). (For more detailed instructions, see "Burning Video to DVD" on page 216.)

The Export Video(s) page displays.

EXPORT VIDEO(S)							
Mobile-Vision,	, Inc.				mvadn	nin is logged in. <u>Loqout</u>	
▼ Home Menu			V	ideos			
Home		k	Page 1 of 1	(2 total records)	×		
Search Video	Output Format:		~				
Manage Cases	Video	Officer	Category	DVR ID	Duration	Date / Time	
User Help		Onicer	Category	DVRID	Duration	Date / Time	
▼ Bookmarks		ONFB3	00-Unclassified-90 Days	*1 FB3@21:11:10	3 min	01/15/2016 15:10	
L3 MVI							
Online Support	- 1 354						
► User Preferences		ON FBHD	00-Unclassified-90 Days	*1 UN FBHD@21:11:01	22 min	03/08/2016 15:25	
► Administration			I	1	1		
Action							
Save							
Return to Detail							
Return to Select							
Cancel							
Help							

2 Go to the *Output Format* field and select **Interchange Format** from the dropdown list. Two new columns display: *Video Source* and *Audio Source*.



Export Video(s)										
Mobile-Vision, Inc.								mvadmin is lo	gged in. <u>Loqout</u>	
▼ Home Menu				Videos	5					
Home			К « «	Page 1 of 1 (2 tota	al records)	> >>	×			
Search Video	Output Form	at: Interchange Forn	nat 🗸							
Manage Cases User Help	Video	Officer	Category	DVR ID	O Video Audio Source			Duration	Date / Time	
Bookmarks L3 MVI Option Surgeryt		ONFB3	00-Unclassified-90 Days	*1 FB3@21:11:10	✓ Front Rear	VLP1/In Car VLP1/In Car	VLP2	3 min	01/15/2016 15:10	
Online Support User Preferences Administration		ON FBHD	00-Unclassified-90 Days	*1 UN FBHD@21:11:01	✓ Front	VLP1/In Car VLP1/In Car	VLP2	22 min	03/08/2016 15:25	
Action Save										
Return to Detail										
Return to Select										
Cancel										
Help										

3 If the word "Camera" displays in the *Video Source* column, proceed to the next step.

-OR -

If two checkboxes display in the *Video Source* column, select the camera views you wish to include for each video, as described below.

Video Source Setting	Description
Front Rear	Copy only the video recorded from Camera Channel 1 (forward facing zoom camera).
Front Rear	Copy only the video recorded from Camera Channel 2 (Backseat and/or Bullet cameras).
Front Rear	Copy the video that was recorded from <i>both</i> Camera Channel 1 and Camera Channel 2.

4 If the word "Camera" displays in the *Audio Source* column, proceed to the next step.

- OR -

If two checkboxes display in the *Audio Source* column, select the audio source that you wish to include for each video, as described below:

- □ VLP1/In Car. The audio from the wireless microphone that's connected to your Flashback's VLP 1 port *and* the audio from your in-car microphone (default). *See note on the next page*.
- □ VLP2. The audio from the wireless microphone that's connected to your Flashback's VLP 2 port, if applicable.



Note on Flashback Audio Playback: If you choose the **VLP1/In Car** audio setting, you will be able to toggle back and forth between two audio streams: the stream from the wireless microphone that's connected to your Flashback's VLP 1 port, and the stream from your in-car microphone. On your DVD player, the *VLP1* audio stream is available on the *left* stereo channel, and the *In Car* audio stream is available on the *right* stereo channel. You can use the balance controls on your DVD player to switch back and forth between these two streams.

If you choose the **VLP2** audio setting, the audio stream from the wireless microphone that's connected to your Flashback's VLP 2 port will be available on your DVD player's *left* stereo channel, and the *right* stereo channel will be mute.

5 Go to the Action column and click **Save**. The Export Options popup displays.

Destination	Disc O	ptions	
 Backup PC Name: Evidence Room Bravo Job Count: 1 Disc Type: DVDRDL Manual Export ISO ZIP 	Num Copies: <u>Video Description:</u> Chain of Custody Log Level:		

6 Select Manual Export.

You have two file options: an **ISO** file or a **ZIP** file. If you are exporting this data for the *sole purpose* of burning a DVD, select **ISO**. Otherwise select **ZIP**, which will copy your videos and any metadata to a folder first.

7 To burn this video as an ISO file (default), proceed to the next step.

- OR -

To burn this video as a *zip* file, select **ZIP**.

8 Enter a description for this DVD in the *Video Description* field.

(Continued)



9 If you'd like the Chain of Custody report to include basic logs only (default), proceed to the next step.

- OR -

If you'd like the Chain of Custody report to include basic logs *and* IACP^{*} logs, select **Include IACP logs** from the *Chain of Custody Log Level* drop-down list.

- OR -

If you'd like the Chain of Custody report to include all available logs, select **Include** all available logs from the *Chain of Custody Log Level* drop-down list.

10 Click **Save**. The system begins processing your request. A copy of this request will display on your Home Page under *Sent Messages*.

When processing is complete, a confirmation message will display on your Home Page under *Inbox Messages*.

11 Go to your *Inbox* messages and look for a download icon next to the export confirmation message.

Inbox Messages						
			Image 1 of 1 (1 total records) Image 1 is 1 (1 total records)			
	Date	State	Message Text		Actions	
	07/05/2017 17:34	Completed	Export MVA on 80 Disc 1 of 1 is now ready for download.		≥ ≥×	

- \Rightarrow If you see the download icon, proceed to the next step.
- $\Rightarrow If you do$ *not* $see the download icon, the system is still processing your request. Go to <math>\checkmark$ Home Menu and click **Home** to refresh your screen. Once you see the download icon, proceed to the next step.
- I2 Click the download icon to the right of the export message. A Windows message displays.

Do you want to open or save 142489E3D36002219527153_13.iso (87.1 MB) from 192.168.20.31?			×
	Open	Save 🔻	Cancel

- 13 Select Save As from the Save drop-down list. The Save As window displays.
- 14 Navigate to the disk drive location where you wish to temporarily store the video file.
- **15** To change the file name, enter a new name in the *File name* field. Otherwise proceed to the next step.
- **16** Click **Save**. The system copies your file to the selected location. When the download is complete, a confirmation message displays.

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The 144FA246BB70050568AE3B6_86.zip download has completed.	Open 🔻	Open folder	View downloads	

17 Use the Windows Disc Image Burner or other commercial disc burning software to burn the video to DVD.

Burning Video to an Uncompressed Format DVD via Your PC's DVD Burner

This section describes how to burn stand-alone video information to an *Uncompressed Format DVD* using your PC's DVD burner. *Stand-alone* video is video that is not linked to a case.

An Uncompressed Format DVD will include the same information found on a Data DVD. In addition, this type of DVD includes a button that allows you to convert the included videos into MP4 and DV files.

For more information on Uncompressed Format DVDs, see "Uncompressed DVD Format" on page 182.

If you prefer to burn video using your agency's robotic DVD burner, see "Burning Video to an Uncompressed Format DVD via the Robotic DVD Burner" on page 227 instead.



WARNING: Once a video has been downloaded in Uncompressed format and then converted to MP4 and DV files, its authenticity can no longer be verified. Such video can be edited and tampered with using commercial video editing software.

If you have not done so already, display the video(s) you wish to burn, then select **Export** \rightarrow **Export** Video(s). (For more detailed instructions, see "Burning Video to DVD" on page 216.)

The Export Video(s) page displays.

EXPORT VIDEO(S)							
▼ Home Menu Videos							
Home		K	Rage 1 of 1	(2 total records)	Х		
Search Video	Output Format:	Data DVD					
Manage Cases	Video	Officer	Category	DVR ID	Duration	Date / Time	
User Help Bookmarks L3 MVI		ONFB3	00-Unclassified-90 Days	*1 FB3@21:11:10	3 min	01/15/2016 15:10	
Online Support User Preferences		ON FBHD	00-Unclassified-90 Days	*1 UN FBHD@21:11:01	22 min	03/08/2016 15:25	
Administration Action Save Return to Detail Return to Select Cancel Help							



- 2 Go to the *Output Format* field and select **Uncompressed Format** from the dropdown list.
- **3** Go to the Action column and click **Save**. The Export Options popup displays.

	Export Options					
	Destination Backup PC Name: Evidence Room Bravo Job Count: 1 Disc Type: DVDRDL	Disc Op <u>Num Copies:</u> 1 <u>Video Description:</u>	tions			
	 Manual Export ISO ZIP 	Chain of Custody Log Level: 1	nclude basic logs 💙			
Depending on your user permissions, these checkboxes may or may not display	Video Player Options Show GPS Show Speed					
		Save Cancel				

4 Select Manual Export.

You have two file options: an **ISO** file or a **ZIP** file. If you are exporting this data for the *sole purpose* of burning a DVD, select **ISO**. Otherwise select **ZIP**, which will copy your videos and any metadata to a folder first.

5 To burn this video as an ISO file (default), proceed to the next step.

-OR -

To burn this video as a ZIP file, select **ZIP**.

- 6 Enter a description for this DVD in the *Video Description* field.
- 7 If you'd like the Chain of Custody report to include basic logs only (default), proceed to the next step.

– OR –

If you'd like the Chain of Custody report to include basic logs *and* IACP^{*} logs, select **Include IACP** logs from the *Chain of Custody Log Level* drop-down list.

-OR -

If you'd like the Chain of Custody report to include all available logs, select **Include** all available logs from the *Chain of Custody Log Level* drop-down list.

8 If a Video Player Options section displays in the lower left corner of the Export Options popup (will include one or two checkboxes), proceed to the next step. Otherwise skip to step 13.

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- If a Show GPS checkbox displays in the Video Player Options section, proceed to the 9 next step. Otherwise skip to step 12. If you want this video export to include GPS data with the Flashback Player (displays 10 40,8578 Latitude Longitude -74.7090 during video playback, as pictured left), select the Show GPS checkbox. Otherwise Heading 59° - NEbE proceed to the next step. **11** If a *Show Speed* checkbox displays in the Video Player Options section, proceed to the next step. Otherwise skip to step 13. 12 If you want this video export to include vehicle speed data with the Flashback Player Speed 5 MPH (displays in the GPS section during video playback, as pictured left), select the Show *Speed* checkbox. Otherwise proceed to the next step. **13** Click **Save**. The system begins processing your request. A copy of this request will display on your Home Page under Sent Messages. When processing is complete, a confirmation message will display on your Home Page under Inbox Messages. **14** Go to your *Inbox* messages and look for a download icon next to the export confirmation message. 1< << < Page 1 of 1 (1 total records) > >> >> Date State Message Text Completed Export MVA on 80 Disc 1 of 1 is now ready for download. 07/05/2017 17:34
 - \Rightarrow If you see the download icon, proceed to the next step.
 - \Rightarrow If you do *not* see the download icon, the system is still processing your request. Go to **Home Menu** and click **Home** to refresh your screen. Once you see the download icon, proceed to the next step.
 - IS Click the download icon to the right of the export message. A Windows message displays.

Do you want to open or save 142489E3D36002219527153_13.iso (87.1 MB) from 192.168.20.31?					×
	Open	Save	-	Cancel	

- 16 Select Save As from the *Save* drop-down list. The Save As window displays.
- 17 Navigate to the disk drive location where you wish to temporarily store the video file.
- **18** To change the file name, enter a new name in the *File name* field. Otherwise proceed to the next step.

(Continued)





19 Click **Save**. The system copies your file to the selected location. When the download is complete, a confirmation message displays.

The 144FA246BB70050568AE3B6_86.zip download has completed.	Open	-	Open folder	View downloads	×

20 Use the Windows Disc Image Burner or other commercial disc burning software to burn the video to DVD.

Burning Video to an FOIA Redacted DVD via Your PC's DVD Burner

This section describes how to burn selected stand-alone video(s) to an FOIA Redacted DVD using your PC's DVD burner. *Stand-alone* video is video that is not linked to a case.

For a description of the FOIA format, see "FOIA Redacted DVD Format" on page 183.



WARNING: Once a video has been exported in FOIA Redacted DVD Format, its authenticity can no longer be verified. Such video can be edited and tampered with using commercial video editing software.

1 If you have not done so already, display the video(s) you wish to burn, then select Export→ Export Video(s). (For more detailed instructions, see "Burning Video to DVD" on page 216.)

The Export	Video(s)	page displays.	
The Enport	1400(5)	puge unspingo.	

		Ex	RPORT VID	DEO(S)		
Mobile-Vision, Inc					mvadm	in is logged in. <u>Loqout</u>
▼ Home Menu			v	ideos		
Home		K	<< < Page 1 of 1	(2 total records) >>>>	×	
Search Video	Output Forma	at: Data DVD 🗸	1			
Manage Cases	Video	Officer	Category	DVR ID	Duration	Date / Time
User Help ▼ Bookmarks		ONFB3	00-Unclassified-90 Days	*1 FB3@21:11:10	3 min	01/15/2016 15:10
L3 MVI Online Support > User Preferences		ON FBHD	00-Unclassified-90 Days	*1 UN FBHD@21:11:01	22 min	03/08/2016 15:25
Administration						
Action						
Save						
Return to Detail						
Return to Select						
Cancel						
Help						

2 Go to the *Output Format* field and select **FOIA Redaction Format** from the dropdown list. Three new columns display: *Video Source, Audio Source,* and *Redaction*.

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Safe Fleet Mobile-Vision • 7.22.2019

			Export	VIDEO)(s)				
Mobile-Vision, I	nc.					m	vadmin is lo	ogged in.	<u>Loqout</u>
▼ Home Menu				Videos	;				
Home			K << <	Page 1 of 1 (2 tota	al records)	> >> >1			
Search Video	Output Form	nat: FOIA Redaction f	ormat 🗸						
Manage Cases User Help	Video	Officer	Category	DVR ID	Video Source	Audio Source	Redaction	Duration	Date / Time
Bookmarks L3 MVI		ONFB3	00-Unclassified-90 Days	*1 FB3@21:11:10	✓ Front Rear	VLP1 VLP2 In Car VLP1 VLP2 In Car	Front Rear	3 min	01/15/2016 15:10
Online Support User Preferences		ON FBHD	00-Unclassified-90 Days	*1 UN FBHD@21:11:01	✔ Front □ Rear	VLP1 VLP2 In Car VLP1 VLP2 In Car	Front Rear	22 min	03/08/2016 15:25
Administration Action Save		-							
Return to Detail									
Return to Select									
Cancel									
Help									

3 If the word "Camera" displays in the *Video Source* column, proceed to the next step.

- OR -

If two checkboxes display in the *Video Source* column, select the camera views you wish to include for each video, as described below.

Video Source Setting	Description
Front Rear	Copy only the video recorded from Camera Channel 1 (forward facing zoom camera).
Front Rear	Copy only the video recorded from Camera Channel 2 (Backseat and/or Bullet cameras).
Front Rear	Copy the video that was recorded from <i>both</i> Camera Channel 1 and Camera Channel 2.

4 To include at least one audio track with this export, proceed to the next step.

-OR -

To include *no* audio tracks with this export (i.e., omit all audio), deselect the VLP1 checkbox. Skip to step 6.

5 If the word "Camera" displays in the *Audio Source* column, proceed to the next step.

-OR -

If two checkboxes display in the *Audio Source* column, select the audio sources that you wish to include for each video. You may select up to two sources for each video. These audio tracks will play concurrently when watching the video.

VLP1. The audio from the wireless microphone that's connected to your Flashback's VLP 1 port (default) (Continued)



- □ *VLP2*. The audio from the wireless microphone that's connected to your Flashback's VLP 2 port, if applicable
- □ In Car. The audio from your in-car microphone.

Note on Flashback Audio Playback: If you choose the **VLP1** and **In Car** audio settings, you will be able to toggle back and forth between two audio streams: the stream from the wireless microphone that's connected to your Flashback's VLP 1 port, and the stream from your in-car microphone. On your DVD player, the *VLP1* audio stream is available on the *left* stereo channel, and the *In Car* audio stream is available on the *right* stereo channel. You can use the balance controls on your DVD player to switch back and forth between these two streams.

If you choose the VLP2 audio setting, the audio stream from the wireless microphone that's connected to your Flashback's VLP 2 port will be available on your DVD player's *left* stereo channel, and the *right* stereo channel will be mute.

- 6 Go to the *Redaction* column and click on one of the following buttons:
 - **Camera**. Redact the video from a *Body*VISION or BWX-100 camera.
 - □ **Front**. Redact the video from a Flashback's Camera Channel 1. For in-car systems, this is the video captured with your forward facing zoom camera.
 - □ **Rear**. Redact the video from a Flashback's Camera Channel 2. For in-car systems, this is the video captured with your Backseat camera and/or Bullet cameras.

The Redaction Settings popup displays.

Blur Level:		
None O Lo	ow 🔿 Med 🔿 High	
Enable Trimming: 📃		
Trim Start:	02/27/2014 07:10:10	
min start.		
Trim Stop:	02/27/2014 07:27:09	

The Redaction settings are described in the table on page 213.

- **7** To blur the entire video or video segment, proceed to the next step. Otherwise skip to step 9.
- 8 Select a *Blur Level*: Low, Med, or High (see samples on page 213).
- **9** To export a *segment* of the original full-length video, proceed to the next step. OR –

To export the entire full-length video, skip to step 13.



s I l

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

- **10** Select the *Enable Trimming* checkbox.
- **11** Proceed to *Trim Start* field. Using the calendar popup, select the beginning of the video date/time range you wish to export.
- **12** Proceed to *Trim Stop* field. Using the calendar popup, select the end of the video date/time range you wish to export.
 - 13 Click Save.
 - **14** To redact other videos that are included with this DVD, repeat steps 6 13. Otherwise proceed to the next step.
 - **15** Go to the Action column and click **Save**. The Export Options popup displays.

	Export Options	100			
Destination	Disc Options				
ISOZIP	Num Copies: 1 Video Description:				
	Chain of Custody Log Level: Include basic logs	~			

You have two file options: an **ISO** file or a **ZIP** file. If you are exporting this data for the sole purpose of burning a DVD, select ISO. Otherwise select ZIP, which will copy your videos and any metadata to a folder first.

16 To burn this video as an ISO file (default), proceed to the next step.

-OR -

To burn this video as a *zip* file, select **ZIP**.

- **17** Enter a description for this DVD in the *Video Description* field.
- **18** If you'd like the Chain of Custody report to include basic logs only (default), proceed to the next step.

-OR -

If you'd like the Chain of Custody report to include basic logs and IACP* logs, select Include IACP logs from the Chain of Custody Log Level drop-down list.

-OR -

If you'd like the Chain of Custody report to include all available logs, select Include all available logs from the Chain of Custody Log Level drop-down list.

International Association of Chiefs of Police



19 Click **Save**. The system begins processing your request. A copy of this request will display on your Home Page under *Sent Messages*.

When processing is complete, a confirmation message will display on your Home Page under *Inbox Messages*.

20 Go to your *Inbox* messages and look for a download icon next to the export confirmation message.

		Inbox Messages	
		Rage 1 of 1 (1 total records)	
Date	State	Message Text	Actions
07/05/2017 17:34	Completed	Export MVA on 80 Disc 1 of 1 is now ready for download.	■

- \Rightarrow If you see the download icon, proceed to the next step.
- ⇒ If you do *not* see the download icon, the system is still processing your request. Go to www.energy.com and click Home to refresh your screen. Once you see the download icon, proceed to the next step.
- 21 Click the download icon to the right of the export message. A Windows message displays.

Do you want to open or save 142489E3D36002219527153_13.iso (87.1 MB) from 192.168.20.31?			×
	Open	Save 🔻	Cancel

- 22 Select Save as from the *Save* drop-down list. The Save As window displays.
- 23 Navigate to the disk drive location where you wish to temporarily save the video file.
- **24** To change the file name, enter a new name in the *File name* field. Otherwise proceed to the next step.
- **25** Click **Save**. The system copies your file to the selected location. When the download is complete, a confirmation message displays:

The second best of the second s				
The 144FA246BB70050568AE3B6_86.zip download has completed.	Open 🔻	Open folder	View downloads	×
			241	-

26 Use the Windows Disc Image Burner or other commercial disc burning software to burn the video to DVD.



Viewing DVDs

This section describes how to view the videos and case information stored on your export discs, also referred to as *user-requested certified copies*. You *cannot* view videos or case information on an archive disc (i.e., Certified Backup Disc). The latter is only used to restore videos and cases to the Agency server if/when the need arises.

The manner in which you view videos and other data on a DVD depends on the DVD's format. For specific instructions, see:

- □ Viewing a Data DVD, below
- □ Viewing a Consumer DVD, page 247
- □ Viewing an Interchange or FOIA Redacted Format DVD, page 248
- □ Viewing an Uncompressed Format DVD, page 249.

Viewing a Data DVD

This section describes how to view information stored on an export disc (i.e., *user requested certified copy*) that is in *Data DVD* format.



Video DVD

1 Insert the Data DVD into your PC's DVD player. In most cases, the DVD menu will display automatically. If it does *not* display, navigate to your PC's DVD/CD drive and double-click on the **AutoPlay.exe** icon.

The appearance of this menu will differ slightly depending on whether this is a *video* or *case* DVD.



(Continued)



Q	Case Display Name: AC Case Number: 15 Subject Name: N/	-1228-0025	INJURY
System Videos			
Click To Play	Officer	DVR	Start Time
	Mike Krogmann	09-1014	2015-12-28 18:48:49.0
and the second second	Shelby Ingles	15-0031	2015-12-28 18:56:48.0
-	Mike McCabe	15-0033	2015-12-28 18 57 20 0
	Mike Krogmann	09-1014	2015-12-28 18:57:20.0
a second	Toby Hoggard	140009	2015-12-28 19:02:53.0
· inizian	Kevin Fruge	13-0111	2015-12-28 19:05:26.0
a deserved of	Shelby Ingles	15-0031	2015-12-28 19:38:34.0
Attached Media			
Click Below to View			

Case DVD

2 To play a video, click on the thumbnail image for that video. The Flashback Player launches. This player will differ slightly depending on whether you are watching a Flashback1 or Flashback2/3/HD/BV video. For more information, see "Flashback1 Player" or "Flashback2/3/HD/BV Player" in chapter 2.

– OR –

To display other information, such as the Chain of Custody Report or an attached media file, click on the appropriate hypertext link. The file will display in the associated software application, such as Adobe Reader.

3 When you are finished viewing the files on this DVD, click the ⊠ in the upper right corner of the popup to exit the DVD menu.



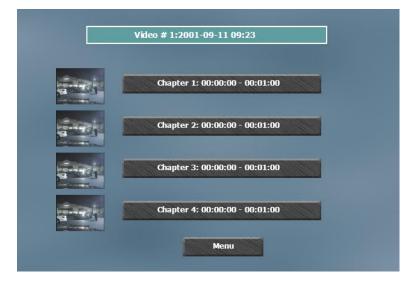
Viewing a Consumer DVD

This section describes how to view videos stored on an export disc (i.e., *user requested certified copy*) that is in *Consumer DVD* format.

1 Insert the Consumer DVD into the input tray of a consumer DVD player. After you close the tray, the DVD main menu will automatically display on your TV screen or monitor.



2 Click on the button that corresponds to the video and camera view you are interested in. The Group menu displays.



The system automatically divides each video into four time segments. This allows you to start viewing at a particular point in the video without having to watch the whole thing.



3 To play the entire video from start to finish, click the **Chapter 1** button. The video begins playing on your TV screen or monitor. **End of Procedure**.

– OR –

To start viewing the video partway in, click the **Chapter 2**, **Chapter 3**, or **Chapter 4** button. The video begins playing on your TV screen or monitor.

Viewing an Interchange or FOIA Redacted Format DVD

This section describes how to view videos stored on an export disc (i.e., *user requested certified copy*) that is in *Interchange* or *FOIA Redacted* format.

- 1 Insert the Interchange or FOIA Redacted DVD into your PC's DVD drive.
- 2 Using Windows Explorer, navigate to the DVD drive.
- **3** Locate the desired video file, which will have an extension of either .**mkv** (*Body*-VISION videos), .**avi** (VIEVU videos), or .**mp4** (all other videos).
- 4 Right-click on the video file, then select **Open with→[player software]** from the popup menu. For example, to play your video on the Windows Media Player, select **Open with→Windows Media Player**.



HINT: If you are playing a *BodyVISION* video, select the **VLC media player**.

Videos						_ 🗆 ×
O ✓ I · Libraries · Videos ·				÷ 🛃	Search Videos	<u></u>
File Edit View Tools Help Organize • O Play • Play all Share with • E	urn New folder					■ •] 0
	249	S 101026_2 12_0.4ml VAV	31_090623_1 530_0.45x Play	000331_090623_1 74530_0.dx	Arrange	by: Folder 1319551092106_P hoto_5.bmp
v Polac ((Iros) (k:) v AUDT ((Iros) (k:) v Ietwok ⊯ LESJEZ-011		Hohn P	Scan for Viruses Copen with Add to archive Compress and email Compress and email Compress to "Highway Footage F Restore providus versions Send to Cut Copy Create shortcut Delete Rename Copen file location Properties) • rar"	QuickTime Player CuickTime Player ViLC media player ViLC media player Vindows Media Center Choose default program	har
Highway Footage Rainy.avi Length: 00:02:04 Video Clip Size: 45.9 MB	Frame width: 3 Frame height: 2		Rating: 삶 삶 삶 삶 삶 Date modified: 12/29/2015 5:03		: 11/20/2013 4:25 PM : 30 frames/second	

0

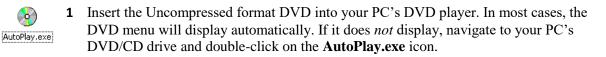
The selected video player displays.



If the video does not launch automatically, click the **Play** button. 5

Viewing an Uncompressed Format DVD

This section describes how to view information stored on an export disc (i.e., user requested certified copy) that is in Uncompressed format.



The appearance of this menu is similar to that of a Data DVD disc, except that it includes links at the bottom of the page that are used to convert selected QBX files into DV and MP4 files.





2 To play a video, click on the thumbnail image for that video. The Flashback Player launches. For a description of the Flashback Player and its various features, see "Flashback2/3/HD/BV Player" in chapter 2. End of procedure.

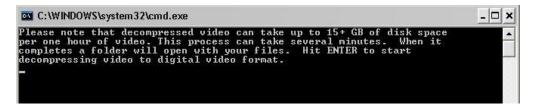
– OR –

To display other information, such as the Chain of Custody Report or an attached media file, click on the appropriate hypertext link. The file will display in the associated software application, such as Adobe Reader. **End of procedure**.

– OR –

To convert a selected video to DV and MP4 files, click the **HERE** link to the left of the file you wish to convert. If a security message displays, click **Run**.

A confirmation message displays.



3 Read the onscreen message. If you are sure you want to proceed with the conversion, press **Enter**. The system begins converting the selected file. When the conversion is complete, the current screen closes and the system automatically opens a folder on your desktop called *raw_video* which contains the MP4 and DV files.

🗅 raw_video			
File Edit View Favorites 1	ools Help		At 1997
🕝 Back 🔹 🕥 👻 🏓	🔎 Search 🔀 Folders 🔢 🗸		
Address 🛅 C:\Documents and Set	tings\leslie.zalewski\Desktop\raw_video		💌 🄁 Go
	Name 🔺	Size Type	Date Modified
File and Folder Tasks	O000331_090623_174530_0_r_vlp2 O000331_090623_174530_0_r_vlp2 O000331_090623_174530_0_r_vlp2	3,620,977 KB DV Movie 2,412 KB MPEG-4 Movie	11/1/2011 1:58 PM 11/1/2011 1:57 PM
Other Places	*		
C Desktop C My Documents S My Computer My Network Places			
Details	*		



Changing the File Types that are Automatically Archived

This section describes how to designate which type of files will be backed up automatically by the system using your agency's robotic DVD burner or BluRay burner. Backups occur on a schedule according to video category. A video's category determines how long it will remain online. For more information on video category settings, see "Changing Video Categories" in chapter 2.

1 Go to **V** Administration and click **System Setup**. The System Setup page displays.

			Syst	em Setup		
Mobile-Vision, Inc.						mvadmin is logged in. Logout
V Home Menu	Precinct Sy	stem Se	curity Video/Cas	se Modules DV	'n	
Search Video Manage Cases	Precinct Info	Logos	Bookmarks			
Jser Help				Precinct		
Bookmarks			K X X	Page 1 of 1 (2 total reco	rds) 🚿	× ×
3 MVI	Precinct Name		FTP IP Address	Last Comm Date	Status	Registration Key
Online Support	DEA Precinct		192.168.20.37	08/11/2014 06:15	Enabled	145AADF39B9D69FA463DLZ2
User Preferences	L-3 Leslie Z.		Local	Local	Local	142489E3D36002219527153
Administration						
System Setup System Status						
lpdate Server						
lanage Users						
Action						
lew						
dit						
legister						
lush						
Synchronize						
Delete						

2 Click the **System** tab.

(Continued)



			Sy	STEM	I SETU	Р		
Mobile-Vision, Inc.							mvadmin is logg	ied in. <u>Loqout</u>
▼ Home Menu	Precinct	System	Security	Video/Case	Modules	DVD		
Home	1 Hoomist	Juon	Coounty	11000/00000	moduloo	0.00		
Search Video	Storage	Life-Cycle	Backup/l	Export R	equest Reasons	UMD Type:	o Other	
Manage Cases								
User Help					Storage	10 110	10.1.1.1	21.1
Bookmarks		nal Path		mal Media UNC		nal Case URI	IP Address of RAID unit	Status
L3 MVI	/fbdata/00/		\export00\		/stream0	10/	127.0.0.1	Enabled
Online Support								
 User Preferences 								
 Administration 								
System Setup								
System Status								
Update Sener								
Manage Users								
Action								
New								
Edit								
Edit								

3 Click the **Backup/Export** tab.

Mobile-Vision, Inc.				TEM SET		mvadmir	n is logged in. <u>Loqout</u>
▼ Home Menu Home	Precinct	System	Security Video/C	Case Modules	DVD		
Search Video Manage Cases	Storage	Life-Cycle	Backup/Export	Request Reasons	UMD Types	Other	
User Help	Backup	PC Back	up Options				
▼ Bookmarks				Backup PC			
L3 MVI			IC CC C	Page 1 of 1 (1 total reco	ords)	> > >	
Online Support	Expor	t Default	Name 🔺		IP	Exports	Archives
User Preferences		2	Bravo	111	.111.11.11	2	I
 Administration 				1			
System Setup							
System Status							
Update Server							
Manage Users							
Action							
New							
Edit							
Delete							

4 Click the **Backup Options** tab.



-	System Setup	
Mobile-Vision, Inc.	mvadmin is logged in. Logout	4. I C
Home Menu Home Search Video Manage Cases User Help Bookmarks L3 MVI Online Support User Preferences	Precinct System Security Video/Case Modules DVD Storage Life-Cycle Backup/Export Request Reasons UMD Types Other Backup PC Backup Options Backup Mode: ALL V	
▼ Administration System Setup System Status Update Sener Manage Users Action Edit Refresh		

5 Go to the Action column and click **Edit**. The Edit Backup Options popup displays.

	Edit Backup Options	
Backup Mode:	ALL	♥ 0
	Save Cancel	

6 Select an option from the *Backup Mode* drop-down list. The different backup modes are described below.

	Backup Modes
Mode	Description
ALL	Before purging, the system will backup all videos, regardless of what the video categories' individual backup settings are.
CASE	Before purging, the system will backup cases only.
CASE & CATEGORY	 Before purging, the system will backup: All cases Videos with a video category that is <i>backup enabled</i>. For more on video categories and how they are used in DEA Agency, see "Changing Video Categories" in chapter 2.
EXTERNAL	Before purging, the system will use an external backup device, such as the Dell Power Vault 124T backup device [*] , to backup all cases and videos.

^{*} Works in conjunction with the Barracuda Yosemite backup software.



	Backup Modes (cont'd)
Mode	Description
NONE	The system will not backup any media. Select this option if either of the following circumstances apply:
	 Your agency does not have a robotic DVD burner or BluRay burner
	 Your agency only wants to use your disc burner to generate export discs (i.e., user-requested certified copies).

7 Click Save.

Customizing the Consumer DVD Menus

When you insert a Consumer DVD disc into a consumer DVD player, a menu displays. This menu, referred to as the DVD *main menu*, lists the videos and other files that are stored on that disc. There is a separate main menu for *case* and *video* DVDs. Both menus are customizable. There is also a customizable group menu that divides each video into four viewing segments.

Altogether there are four Consumer DVD menus that you can customize to meet your agency's needs:

- Case DVD Main Menu
- □ Case DVD Group Menu
- Video DVD Main Menu
- □ Video DVD Group Menu.

For specific instructions, see:

- □ Changing the Color & Style of the Consumer DVD Menus, below
- □ Changing the Heading Text for the Consumer DVD Main Menu, page 258
- □ Changing the Button Values for the Consumer DVD Main Menu, page 261.

Changing the Color & Style of the Consumer DVD Menus

This section describes how to change the style and/or color of the various components on the four Consumer DVD menus:

- Case DVD Main Menu
- □ Case DVD Group Menu
- Video DVD Main Menu
- □ Video DVD Group Menu.

Specifically, you can change each menu's background colors, text colors, button style/color, and logo display. If desired, you may also remove the logo display.

1 Go to **V** Administration and click **System Setup**. The System Setup page displays.



			Syst	ем Set	UP		
Mobile-Vision, Inc.							mvadmin is logged in. Logout
▼ Home Menu	Precinct Sy	stem Se	curity Video/Ca	ase Modules	DVD		
Home Search Video Manage Cases	Precinct Info	Logos	Bookmarks				
User Help				Precin	ct		
▼ Bookmarks			1X XX X	Page 1 of 1 (2 to	tal records)		<u>>></u>
L3 MVI	Precinc	Precinct Name 🔺		Last Comm Dat	Last Comm Date Status		Registration Key
Online Support	DEA Precinct		192.168.20.37 08/11/2014 06:15		15	Enabled	145AADF39B9D69FA463DLZ2
User Preferences	L-3 Leslie Z.		Local	Local		Local	142489E3D36002219527153
Administration							
System Setup							
System Status							
Update Server							
_							
Action							
Action New							
Action New Edit							
Action New Edit Register							
Manage Users Action New Edit Register Flush Synchronize							

2 Click the **DVD** tab.

	System Setup
Mobile-Vision, Inc.	mvadmin is logged in. Logout
▼ Home Menu Home	Precinct System Security Video/Case Modules DVD
Search Video	Main Menu Group Menu Settings Buttons Backgrounds DVD Label
Manage Cases	Case Video
User Help	
▼ Bookmarks	
L3 MVI	
Online Support	Case Number: Sample Case
User Preferences	Full Name: Doe, John
Administration	Incident Date: 2018/03/08
System Setup	
System Status	Officer : Cam : 2018/03/08 04:50:10
Update Server	
Manage Users	Officer : Cam : 2018/03/08 04:50:10
Action	Officer : Call : 2018/03/08 04:50:10
Save	KNOCOMPOSICIONEN NED CONTRACTORISTICA CONTRACTORISTICO CONTRACTORISTICA CONT
Reset	Officer : Cam : 2018/03/08 04:50:10
Restore Defaults	
Help	Officer : Cam : 2018/03/08 04:50:10

3 Review the available styles/colors for buttons and backgrounds. To do so, click the **Buttons** and **Backgrounds** tabs, respectively.



Aain Menu	Group Menu	Settings	Buttons	Backgrounds	DVD Label	
Case	© Video					
	RECESSE	D	RAISED	ROUNDED	HIGHLIGHT ROU	NDED
MARBLE1						294
MARBLE2					A manual	-
MARBLE3	In the second	10	West of	a constant of		s z
METAL1			-			
METAL2	and the second second		The second	THE REAL PROPERTY.		
ROCK1						
ROCK2	1 and the second			The property of	en angeneration	15 m
WOOD1	1 Car		cere	Cres	e see	in the

/lain Menu	Group Menu	Settings	Buttons	Backgrounds	DVD Label
Case	© Video				
100					100000000 100000000
1.00					
	No. 1				
-					
and the second se					
12		A HE WARD			
A CONTRACTOR OF THE OWNER OWNER OF THE OWNER OWNE	A CONTRACTOR OF A	. Casher and	Test the		



HINT: While you are reviewing styles/colors, it's a good idea to jot down the names of the designs you like most. To do so, hover your mouse over a selected design until a yellow popup displays.

4 Display the first menu you wish to customize:

To customize the Case DVD Main Menu, select Main Menu + @ Case O Video

– OR –

To customize the Case DVD Group Menu, select Group Menu + Case Video

- OR -

To customize the Video DVD Main Menu, select Main Menu + Case Video.

To customize the Video DVD Group Menu, select Group Menu + Case Video.

5 Right-click on the menu component you wish to change (background, button, heading, etc.), then select the desired style and/or color from the drop-down list.

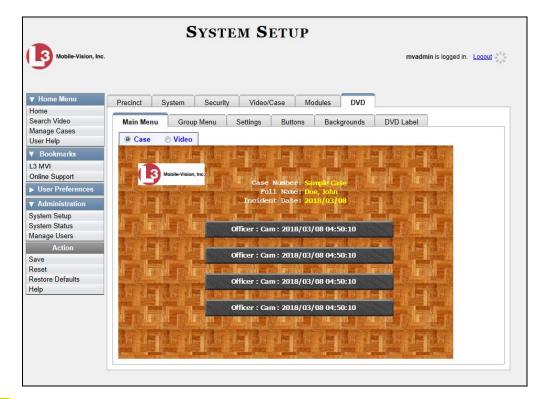
		SY	STEM SE	TUP		
Mobile-Vision, Inc.					mvadr	nin is logged in. <u>Loqout</u>
Home Menu	Precinct Sy	stem Security	Video/Case	Modules DVD		
łome Search Video Manage Cases Jser Help	Main Menu	Group Menu	Settings Butte	ons Backgrounds	DVD Label	
7 Bookmarks						
3 MVI Online Support	1 3 M	obile-Vision, Inc.				
User Preferences				:: Sample Case :: Doe, John :: 2018/03/08		
ystem Setup						
ystem Status		Background	Officer : Cam : 201	8/03/08 04:50:10		
pdate Server	Set 1	▶	steel.jpg			
Action	Set 2	•	gold.jpg metal1.gif	03/08 04:50:10		
eset			green_border.jpg	03/08 04:50:10		
estore Defaults			rock1.jpg			
elp			turbulence_green.jpg	03/08 04:50:10	COLUMN STATE	
			wood3.gif	03/08 04:50:10		
			turbulence_blue.jpg			
			hands-bar.jpg			
			and saulty			

SAFE

FLEET

Law Enforcement

The system automatically applies your changes to the selected menu component.





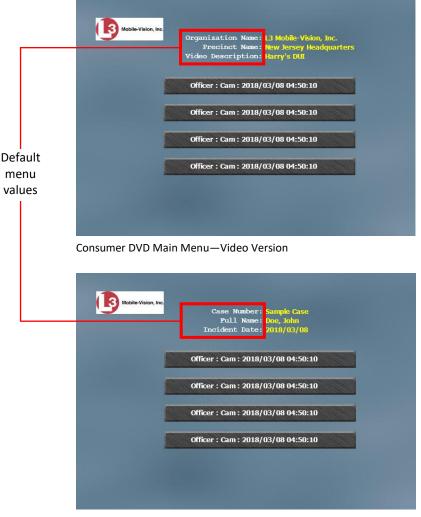
NOTE: To remove the logo from a DVD menu, right-click on the logo, then select **NO-LOGO** from the drop-down list.



- 6 If desired, change the style/color of other menu components, as described in step 5.
- 7 Display the next menu you wish to customize, as described in step 4.
- 8 Repeat steps 5 7 until you have made all desired changes to the four Consumer DVD menus.
- 9 Go to the Action column and click Save.

Changing the Heading Text for the Consumer DVD Main Menu

This section describes how to change the three lines of heading text that display at the top left of the Consumer DVD main menus. There are two versions of this menu: A *video* version and a *case* version, as pictured below.



Consumer DVD Main Menu—Case Version



1 Go to **V** Administration and click **System Setup**. The System Setup page displays.

Mobile-Vision, Inc.			SYST	EM SETUP		mvadmin is logged in. Logo
9						
Home Menu	Precinct Sys	stem Se	curity Video/Cas	e Modules DV	D	
ome earch Video anage Cases	Precinct Info	Logos	Bookmarks			
ser Help				Precinct		
Bookmarks			× × ×	Page 1 of 1 (2 total reco	ds) 🔊	>> >1
3 MVI	Precinc	t Name 🔺	FTP IP Address	Last Comm Date	Status	Registration Key
Online Support	DEA Precinct		192.168.20.37	08/11/2014 06:15	Enabled	145AADF39B9D69FA463DLZ2
User Preferences	L-3 Leslie Z.		Local	Local	Local	142489E3D36002219527153
Administration						
System Setup System Status						
Jpdate Server						
Aanage Users						
Action						
lew						
Edit						
Register						
Flush						
Synchronize						
Delete						

2 Click the **DVD** tab.





3 Click the **Settings** tab. Your current menu settings for the selected DVD menu display.

	System Setup
Mobile-Vision, Inc.	mvadmin is logged in. Logout
▼ Home Menu Home Search Video Manage Cases User Help ▼ Bookmarks	Precinct System Security Video/Case Modules DVD Main Menu Group Menu Settings Buttons Backgrounds DVD Label Case Video Label Color: white Data Color: yellow
L3 MVI Online Support User Preferences Administration System Setup Souther Setup	Main Menu: Heading 1 Case Number Case Number Heading line 1 Main Menu: Heading 2 Full Name Heading line 2 Main Menu: Heading 3 Incident Date Heading line 3 Note: Label value text is limited to 18 characters. Heading line 3
System Status Update Server Manage Users Action Save Reset Restore Defaults Help	Main Menu Buttons Label: Officer:Cam:Date Image: Cam:Date Main Menu Background: wood3.gif Group Menu Background: turbulence_blue.jpg Main Menu Button Label: white Group Menu Button Label: white Main Menu Button Background: fock1_out Group Menu Button Background: fock1_out Group Menu Header Background: Group Menu Button Background: fock1_out Group Menu Button Background: Group Menu Header Label: white white Group Menu Header Label: white
	Default DVD Export Type: Default DVD Consumer DVD

Case O Video
Video

© Case

4 To change the main menu for the *case* DVD, select the *Case* radio button.

-OR -

To change the main menu for the *video* DVD, select the *Video* radio button.

- 5 To change the *first* heading line, proceed to the next step. Otherwise skip to step 8.
- 6 Select a new label name from the *Main Menu Heading 1* drop-down list.
- 7 To use the *default* label value, proceed to the next step.

– OR –

To use a *custom* label value, enter a new label value in the *Main Menu Heading 1* field to the left of the drop-down list.

- **8** To change the *second* heading line, proceed to the next step. Otherwise skip to step 11.
- 9 Select a new label name from the *Main Menu Heading 2* drop-down list.
- **10** To use the *default* label value, proceed to the next step.

- OR -

To use a *custom* label value, enter a new label value in the *Main Menu Heading 2* field to the left of the drop-down list.



- **11** To change the *third* heading line, proceed to the next step. Otherwise skip to step 14.
- **12** Select a new label name from the *Main Menu Heading 3* drop-down list.

Label Color: white Data Color: yellow	
Main Menu: Heading 1 Case Number Precinct Name	
Main Menu: Heading 2 Full Name Display Name	
Main Menu: Heading 3 Incident Date Incident Date	
Note: Label value text is limited to 1 Case Number Citation Number	
Main Menu Buttons Label: Officer:Cam:Date DOB User Text	
Main Menu Background: turbulence_blue.jpg Group Menu Background: turbulence_blue.jpg	
Main Menu Button Label: white Group Menu Button Label: white	
Main Menu: Heading 1 Case Number Precinct Name Precinct Name Phone Number Display Name Creation Date Incident Date Main Menu: Heading 3 Incident Date Note: Label value text is limited to 1 Creation Number Main Menu Buttons Label: Officer:Cam:Date Main Menu Button Label: Officer:Cam:Date Main Menu Button Label: White Group Menu Background: furbulence_blue.jpg Group Menu Button Label: White Group Menu Button Background: rock1_out Group Menu Header Label: white	
Group Menu Header Background: cadetblue Group Menu Header Label: white	
Default DVD Export Type: Data DVD Consumer DVD	

13 To use the *default* label value, proceed to the next step.

– OR –

To use a *custom* label value, enter a new label value in the *Main Menu Heading 3* field to the left of the drop-down list.

- **14** To change the heading text on the other main menu, repeat steps 4 13.
- **15** Go to the Action column and click **Save**.

Changing the Button Values for the Consumer DVD Main Menu

This section describes how to change the field values that display on the video selection buttons located on the Consumer DVD main menu.



This



1 Go to **V** Administration and click **System Setup**. The System Setup page displays.

		Syst	em Setup		
Mobile-Vision, Inc.					mvadmin is logged in. Logou
▼ Home Menu Home	Precinct System	Security Video/Ca	se Modules DVD)	
Search Video Manage Cases	Precinct Info Log	os Bookmarks			
User Help			Precinct		
▼ Bookmarks		14 34 4	Page 1 of 1 (2 total record	is) >	»» »I
L3 MVI	Precinct Name	FTP IP Address	Last Comm Date	Status	Registration Key
Online Support	DEA Precinct	192.168.20.37	08/11/2014 06:15	Enabled	145AADF39B9D69FA463DLZ2
User Preferences	L-3 Leslie Z.	Local	Local	Local	142489E3D36002219527153
 Administration 					
System Setup					
System Status					
Update Server					
Manage Users					
Action					
New					
Edit					
Register					
Flush					
A THE PACENT AND A CONTRACT OF A					
Synchronize Delete					

2 Click the **DVD** tab.





Mobile-Vision, Inc.		mvadmin is logged in. Logout
/ Home Menu	Precinct System Security Video/Case Modules DVD	
earch Video	Main Menu Group Menu Settings Buttons Backgrounds DVD	abel
lanage Cases		
ser Help		
7 Bookmarks	Label Color: white Data Color: yellow	
3 MVI		
nline Support	Main Menu: Heading 1 Case Number Case Number	
User Preferences	Main Menu: Heading 2 Full Name	
Administration	Main Menu: Heading 3 Incident Date	
System Setup	Note: Label value text is limited to 18 characters.	
System Status		
Jpdate Server	Main Menu Buttons Label: Officer:Cam:Date 💟 🥝	
Manage Users	Main Menu Background: wood3.gif Group Menu Backgroun	d: turbulence_blue.jpg
Action	Main Menu Button Label: white Group Menu Button Labe	el: white
ave	Main Menu Button Background: rock1 out Group Menu Button Backgroun	d: rock1 out
eset	Group Menu Header Background: cadetblue Group Menu Header Labo	_
estore Defaults		. writte
elp	Default DVD Export Type: Data DVD	
	Consumer DVD	

3 Click the **Settings** tab. Your current menu settings for the selected DVD menu display.

4 To change the main menu for the *case* DVD, select the *Case* radio button.

-OR -

To change the main menu for the *video* DVD, select the *Video* radio button.

5 Go to the *Main Menu Button Label* field and select a set of field values from the drop-down list. Again, these are the values that will display on the main menu buttons. Heading values are as follows:

Heading	Description
System ID	The video's system identification number. This ID is assigned automatically by the system.
Cam (Flashback videos only)	The Camera Channel on which the Flashback video was recorded: <i>Camera Channel 1</i> (forward facing zoom camera) or <i>Camera Channel 2</i> (Backseat and/or Bullet cameras).
Date	The date and time at which the video was recorded. Displays in yyyy/mm/dd hh:mm format.
Officer	The name of the officer who was logged into the DVR at the time the video was recorded. If this value starts with an asterisk (*), it indicates that either <i>no</i> officer was logged into the DVR at the time of the recording, or an officer was logged in manually using an incorrect DVR Officer Name.
DVR	The name of the DVR that recorded the video.



6 Go to the Action column and click **Save**.

Customizing DVD Labels

This section describes how to customize the labels for your video and case DVDs. You can design a different label for five of the DVD formats:

- □ Archive Certified Backup Disc
- Data DVD Case
- \Box Consumer DVD Case
- Data DVD Video
- □ Consumer DVD Video



NOTE: Interchange format and Uncompressed format DVDs receive the Data DVD label. Therefore all customizations to the Data DVD label will affect those DVDs too.

1 Go to **V** Administration and click **System Setup**. The System Setup page displays.

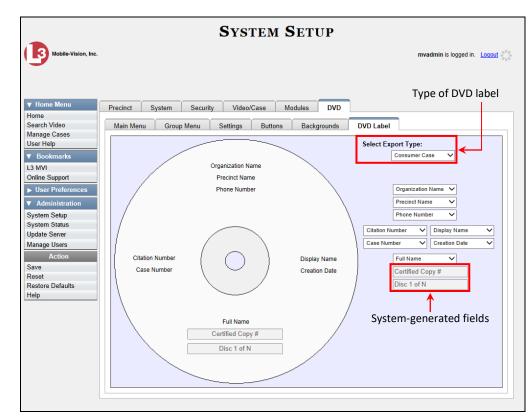
		Syst	em Setup		
Mobile-Vision, Inc.					mvadmin is logged in. Logout
▼ Home Menu					
Home	Precinct System	Security Video/Cas	e Modules DV	D	
Search Video Manage Cases	Precinct Info Logos	Bookmarks			
User Help			Precinct		
▼ Bookmarks		14 44 4	Page 1 of 1 (2 total reco	rds) 🚿	≫ <u>></u>
L3 MVI	Precinct Name	FTP IP Address	Last Comm Date	Status	Registration Key
Online Support	DEA Precinct	192.168.20.37	08/11/2014 06:15	Enabled	145AADF39B9D69FA463DLZ2
► User Preferences	L-3 Leslie Z.	Local	Local	Local	142489E3D36002219527153
▼ Administration		1			
System Setup					
System Status					
Update Server					
Manage Users					
Action					
New					
Edit					
Register					
Flush					
STREET, CAROLESING, CAROCCERD, CALORDON, CAROLESING, CAROL					
Synchronize Delete					

2 Click the **DVD** tab.



	System Setup
Mobile-Vision, Inc.	mvadmin is logged in. Loqout
▼ Home Menu Home Search Video	Precinct System Security Video/Case Modules DVD Main Menu Group Menu Settings Buttons Backgrounds DVD Label
Manage Cases	
User Help	
▼ Bookmarks	
L3 MVI	(R) Mobile-Vision, Inc.
Online Support	Case Number: Sample Case
User Preferences	Full Name: Doe, John Incident Date: 2018/03/08
Administration	incluent bate: 2018/05/08
System Setup	
System Status Update Server	Officer : Cam : 2018/03/08 04:50:10
Manage Users	Kinoneneenoone mainimatoreeneenoone mainimatoreeneenooneeneenooneeneenooneen
Action	Officer : Cam : 2018/03/08 04:50:10
Save	
Reset	Officer : Cam : 2018/03/08 04:50:10
Restore Defaults Help	
пер	Officer : Cam : 2018/03/08 04:50:10

3 Click the **DVD Label** tab. A mock-up of a DVD label displays.





- **4** Go to the *Select Export Type* field in the upper right corner of the form and select a DVD label type from the drop-down list.
- 5 Using the other drop-down lists on this page, select values for each section of the DVD label. Note that the drop-down lists are in the exact same order and layout as the label itself. If you select one of the custom fields—Administrator Static or Administrator Prompt—you will be prompted to enter a corresponding value on the disc diagram. These fields are described in detail below.

Administrator Static. This field enables you to enter a label value that will always be the same, such as "For internal use only."

Administrator Prompt. This field enables you to enter a label value that will be different for every disc, such as "Requestor." When you use this type of field, the system will prompt you to enter an associated field value every time you submit a burn request (see illustration below).

Expo	rt Options 🥏	×
Destination	Disc Options	_
Backup PC	Num Copies: 1	
Name: Bravo	Requestor DA's Office]∢
Job Count: 0		
Disc Type: DVDR		Custom
Save	Cancel	 'Administrator Prompt field for DVD label



NOTE: Two fields on the label—*Certified Copy* # and the *Disk 1 of N*—are generated automatically by the system.

6 Go to the Action column and click Save.

Viewing the Certified Backups List

This section describes how to view a list of the following:

- □ All of the prior external backups (if applicable)
- □ All of the prior DVD backups.
- □ All of the *pending* backups. These are the backup jobs that are in the queue but have not occurred yet (e.g., archive discs that are waiting to be burned).
- **1** Go to **V** Administration and click **System Status**. The System Status page displays.



Mobile-Vision, Inc.								n	nvadmin is logged in. Logo
Home Menu	System	Transfers	Repo	ts Logs	Backups	Tools	Messages	Local Queue	Backup PC
ome	-								
earch Video	Storage Ca			.1 TB	0	Active U			
inage Cases		Disc Space:		79.5 GB	0	• m\	admin From 166.	20.100.160 Since 09	/15/2017 15:51
er Help	Total Video		-	:38	0				
Bookmarks		red Video Count:		9	0				
MVI		urs Video Count:	(0				
ine Support	-	s Video Count:	(0				
		ys Video Count:	4		0				
User Preferences	-	Video Count:		8	0				
Administration	Body Worn			2	0				
tem Setup	-	ody Worn Video Ler	-	' min	0				
tem Status	VieVu Vide)	0				
late Server		1-case Video:		341 days	0				
nage Users	Oldest Cas			270 days	0				
Action		Active Cases:		4	0				
		Backup DVDs:		230	0				
resh Page		Exported DVDs:		08	0				
	Archiver Er			alse	0				
		ous Users Allowed:	ι	Inlimited	0				
	Backup Sc		r	ione	0				
	Untagging		t	rue	0				
	Last Updat	te Check:	(9/15/2017 07:12	2 🕜				

2 Click the **Backups** tab.

Mobile-Vision, In								Sergea	nt Larkin is logged	n. <u>Loqout</u>
▼ Home Menu	System	Transfers	Reports	Logs	Backups	Tools	Messages	Local Queue	Backup PC	
Home	System	Indiisiers	Reports	Logs	Dackups	10015	messages	Local Queue	Backup PC	
Search Video	External	Backups	DVD Backups	DVD	Rollup			1		
Manage Cases	External									
User Help			K	S 35	Page 1 of	11 (106 total	records) 🔉	>> >		
▼ Bookmarks	Label						Completion Til	ne	Purgabl	e
L3 MVI Online Support		Cei	rtified Backup #1	0			07/29/2014 04	05	No	
User Preferences		Cer	tified Backup #10	00		11/05/2014 04:05			No	
-		Cert	tified Backup #10	01		11/06/2014 04:05			No	
Administration		Cer	tified Backup #10)2		11/07/2014 04:05			No	
System Setup		Cert	tified Backup #10)3		11/08/2014 04:05			No	
System Status			tified Backup #10			11/09/2014 04:05			No	
Update Server Manage Users			tified Backup #10			11/10/2014 04:05			No	
Action			tified Backup #10			11/11/2014 04:05			No	
Manage Requests	Certified Backup #100				11/12/2014 04:05			No		
manage requests			rtified Backup #1				07/30/2014 04		No	

3 To view a list of tape backups, make sure the **External Backups** tab is selected.

-OR -

To view a list of DVD backups, click the **DVD Backups** tab.

The columns on the *External Backups* and *DVD Backups* lists are described in the table on the next page.



Column	Description
Label	The number of the Certified Backup. Backup numbers are assigned automatically by the system in sequential order, beginning with no. 1. The highest number on this list is the most recent backup.
	Note : If a backup job is cancelled for some reason, that number will not be used again. This explains why the backup list occasionally "skips" a number. If you see a 15 followed by a 17 , for example, it just means that archive disc 16 was cancelled.
Completion Time	The date and time at which the backup was completed. Displays in mm/dd/yyyy hh:mm format. If a backup is in the queue but has not been performed yet, the word Pending will display here.
Purgable	A yes/no indicator that tells you whether or not you can safety discard a backup tape or DVD based on your Online Lifecycle Settings:
	 No. You can still use the Backup tape or DVD to reactivate a case or video; therefore you should <i>not</i> discard it yet. Yes. The Backup tape or DVD is "expired" and can no longer be used to reactivate a case or video; therefore you may discard or destroy it according to your agency's policies.
Precinct	The Precinct or Agency at which this backup tape or DVD was generated.

Downloading a DVD Burn Application to Your PC

In order to burn a DVD on your PC, you need to have DVD burning software installed, such as the Windows Disc Image Burner or other commercial disc burning software. If you don't have such an application, you can download one called *cdrtools*, as described in this section.

1 Go to **V** Administration and click **System Status**. The System Status page displays.



				Syste	JI DI	1105		
Mobile-Vision, Inc.							n	nvadmin is logged in. Loqo
▼ Home Menu	System	Transfers Re	eports Logs	Backups	Tools	Messages	Local Queue	Backup PC
Home						meeengee		
Search Video	Storage Ca	pacity:	1.1 TB	0	Active U	sers:		
Manage Cases	Available D	isc Space:	979.5 GB	0	• mv	admin From 166.	20.100.160 Since 09	/15/2017 15:51
User Help	Total Video	Count:	238	0				
7 Bookmarks	Non-archive	ed Video Count:	19	0				
	Last 24 Hou	urs Video Count:	0	0				
L3 MVI	Last 7 Days	s Video Count:	0	0				
Online Support	Last 30 Day	ys Video Count:	4	0				
User Preferences	Body Worn	Video Count:	98	0				
Administration	Body Worn	Hours:	12	0				
	Average Bo	dy Worn Video Length:	7 min	0				
System Setup	VieVu Vide	o Count:	0	0				
System Status	Oldest Non	-case Video:	841 days	0				
Update Server	Oldest Cas	e Video:	1270 days	0				
Manage Users	Number of	Active Cases:	14	0				
Action	Number of	Backup DVDs:	230	0				
Refresh Page	Number of	Exported DVDs:	108	0				
	Archiver Er	rored Out:	false	0				
	Simultaneo	ous Users Allowed:	unlimited	0				
	Backup Scl	heme:	none	0				
	Untagging /		true	0				
	Last Update		09/15/2017 07:12	0				
	Version:		4.0.10	0				

2 Click the **Tools** tab. A list of downloadable applications displays on the left side of the page.

	System Status											
Mobile-Vision, Inc.								r	nvadmin is logged i	n. <u>Loqout</u>		
/ Home Menu	System	Transfers	Reports	Logs	Backups	Tools	Messages	Local Queue	Backup PC			
lome	oyotom	Transiere	rioporto	Logo	Buonapo		mooougoo	Loodi Quodo	Buonupro			
earch Video		Applic	ations				System I	Documentati	on			
lanage Cases		(n:)		_			Online Dredu	ct Documentation	Lint			
lser Help		Disc V	alidator						LIST			
' Bookmarks		Flashback F	ile Converter				Online	Training Videos				
3 MVI		EB1 AVD File	e Recover Util									
Online Support				_								
 User Preferences 		AVD File Co	nverter/Player									
Administration		FB1 Wind	ows Codec									
System Setup		D)/D Image	Burner (ISO)									
System Status		DVD Image	Burlier (ISO)									
Ipdate Server		VieVu	Drivers									
/lanage Users		LE Can	nera Tool									
Action				=								
		Win32 Di	ICP Server									
		User Meta	Data Editor									
		Flashback P	layer installer	=								
			-	_								
		Flashback Playe	er Installer Bun	dle								
		Java Runtim	e Environment									
		Backup	PC Updater									
		Download	Support Logs									

3 Click the DVD Image Burner (ISO) button. A Windows message displays.

Do you want to open or save cdrtfe-1.3.5.zip (4.23 MB) from trinity?



- 4 Select Save As from the *Save* drop-down list. The Save As window displays.
- 5 Navigate to the disk drive location where you wish to install this application, then click Save again. The system copies the application files to the selected directory.

The cdrtfe-1.3.5.zip download has completed.	Open	-	Open folder	View downloads	×

6 Click Open Folder.

-OR -

Use Windows to navigate to the disk drive location where you just copied the application.

7 Right-click on the cdrtfe-1.3.5 folder, then select Extract All from the popup menu.

📙 Temp				_ 🗆 🗵
🕥 🔛 👻 Zalewski, Leslie @ PRG - MVI 👻 My Docu	ments 🔹 Invincea Downloads 👻 Temp 👻	▼ 50	Search Temp	<u> 2</u>
Eile Edit View Tools Help				
Organize 🔻 📜 Open 💌 Share with 👻 E-mail	Burn New folder		88 -	
Favorites Desitop Downloads Recert Places Documents Documents Masic Pictures Videos Computer Local Disk (C:) Co Drive (E:) L3014000 SecureISB (F:) Private (H:) Public (I(DS1) (1:) AUDIT (I(mas) (k:)	Extract files Extract files Extract files Extract for Viruses Open with Share with Restore previous versions Send to Cut Copy Create shortcut Delete Rename Properties			
👊 Network				
cdrtfe-1.3.5.zip Date modified: 12/30/20 WinRaR ZIP archive Size: 4.23 MB	15 4:00 PM Date created: 12/30/2015 4:00 PM			

- 8 If prompted, press Enter once. Otherwise proceed to the next step.
- 9 Double-click on the **cdrtfe-1.3.5.exe** file.



🔒 Temp				- 🗆 🗵
G V Libraries + Documents + Invincea Down	loads 🕶 Temp	👻 🚺 50	arch Temp	2
Ele Edit View Iools Help Organize • 🗂 Open Share with • E-mail Burn	New folder			. • . 0
★ Favorites ■ Desktop	Documents library Temp		Arrange b	y: Folder 🔻
Downloads	Name ^	Date modified	Туре	Size
	cdrtfe_file_assoc.reg	8/25/2009 12:06 PM	Registration Entries	4 KB
Contraction Contra	r drtfe-1.3.5.exe	8/21/2009 2:20 PM	Application	4,359 KB
Documents	Cdrtfe-1.3.5.zip	12/30/2015 4:00 PM	WinRAR ZIP archive	4,338 KB
Public Documents	INSTALL.TXT	8/25/2009 12:53 PM	Text Document	1 KB
Music	README.TXT	8/25/2009 12:47 PM	Text Document	1 KB
Fictures				
🖳 Computer				
Local Disk (C:)				
ED Drive (E:) L3DT4000 L3SecureUSB (F:)				
Private (H:)				
Public (\\DS1) (I:)				
😪 AUDIT (\\mas) (K:)				
🙀 Network				
cdrtfe-1.3.5.exe Date modified: 8/21/2009 Application Size: 4.25 MB	2:20 PM Date created: 12/30/2015 4:06 PM			

10 If you are prompted with a security warning, click **Run**. Otherwise proceed to the next step.

The Select Setup Language popup displays.



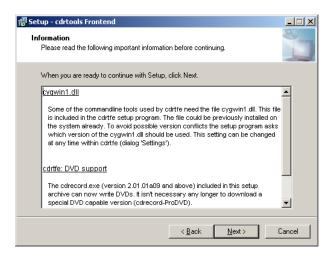
11 Click **OK**. The Setup cdrtools Frontend setup wizard displays.



- **12** Click **Next**. A license agreement displays.
- **13** Review the on-screen license agreement. If you agree with the terms, click the "I accept..." radio button.



14 Click Next.



15 Continue to click the **Next** button in response to each of the system prompts until the "Ready to Install" message displays.

🖶 Setup - cdrtools Frontend	_ 🗆 🗙
Ready to Install Setup is now ready to begin installing cdrtools Frontend on your computer.	8
Click Install to continue with the installation, or click Back if you want to review or change any settings.	
Destination location: C:\Program Files (x86)\cdtfe	-
Setup type: cdttfe Setup	
Selected components: cdrtfe 1.3.5 Multi language support (necessary for languages other than German) Commandline tools cdrtools Mode2CDMaker XCD extraction tools (dat2rile, d2fgui, M2F2Extract)	_
	<u>}</u>
< <u>B</u> ack [Install]	Cancel

16 Click **Install**. The system begins installing the disc burner software. When the installation is complete, a confirmation message displays.



🕞 Setup - cdrtools Frontend	
C	Completing the cdrtools Frontend Setup Wizard Setup has finished installing cdrtools Frontend on your computer. The application may be launched by selecting the installed icons. Click Finish to exit Setup.
	 View readme_dvd_en.txt View changes.txt ✓ Launch cditools Frontend
	Einish

17 Click Finish. The cdrtools Application screen displays.

Validating that a Disc is Unaltered

This section describes how to use the Disc Validator utility to verify that an evidence DVD has not been altered in any way.

- 1 Place the DVD you wish to validate in your PC's DVD tray.
- **2** Go to **V** Administration and click **System Status**. The System Status page displays.

				5	Syste	м St	ATUS			
Mobile-Vision, Inc.									mvadmin is logged	in. <u>Loqout</u>
Home Menu	System	Transfers	Reports	Logs	Backups	Tools	Messages	Local Queue	Backup PC	
ome	-,									
earch Video	Storage Ca	apacity:	1.1 T	3	0	Active U	sers:			
anage Cases	Available D	Disc Space:	979.5	GB	0	• mv	admin From 166.	20.100.160 Since 0	9/15/2017 15:51	
er Help	Total Video	o Count:	238		0					
Bookmarks		ved Video Count:	19		0					
MVI	Last 24 Ho	ours Video Count:	0		0					
nline Support	Last 7 Day	s Video Count:	0		0					
		ys Video Count:	4		0					
User Preferences	Body Worn	n Video Count:	98		0					
Administration	Body Worn		12		0					
stem Setup	-	ody Worn Video Ler	gth: 7 min	l.	0					
stem Status	VieVu Vide	eo Count:	0		0					
date Server	Oldest Nor	1-case Video:	841 c	ays	0					
anage Users	Oldest Cas	se Video:	1270	days	0					
-	Number of	Active Cases:	14		0					
Action	Number of	Backup DVDs:	230		0					
fresh Page	Number of	Exported DVDs:	108		0					
	Archiver E	rrored Out:	false		0					
	Simultaneo	ous Users Allowed:	unlim	ited	0					
	Backup Sc	cheme:	none		0					
	Untagging	Allowed:	true		0					
	Last Updat	te Check:	09/15	/2017 07:12	0					
	Version:		4.0.1	0	0					

3 Click the **Tools** tab.



Mobile-Vision, Inc.									
								'	nvadmin is logged in. Logou
Home Menu	System	Transfers	Reports	Logs	Backups	Tools	Messages	Local Queue	Backup PC
ne									
rch Video		Applic	cations				System I	Documentati	on
nage Cases r Help		Disc	/alidator				Online Produ	uct Documentation	List
Bookmarks							Online	Training Videos	_
		Flashback	File Converter				Chille	e training videos	
//VI ne Support		FB1 AVD Fil	e Recover Util						
User Preferences		AVD File Co	nverter/Player						
				=					
Administration		FB1 Wind	lows Codec						
tem Setup		DVD Image	Burner (ISO)						
tem Status ate Server		VieVu	Drivers	_					
age Users				-					
Action		LE Can	nera Tool						
7100011		Win32 D	HCP Server						
		User Meta	a Data Editor						
		Flashback F	Player Installer						
		Flashback Play	er Installer Bun	dle					
		Java Runtim	e Environment						
		Backup	PC Updater						
		D	Support Logs	_					

4 Click the **Disk Validator** button. A Windows message displays.

Do you want to open or save verify.jar (867 KB) from trinity ?	Open	Save	-	Cancel	×

5 Click **Open**. The Disk Validator screen displays.

🖥 Disk Valida	ator			
communications	Disk	Valio	ator	
Mobile Vision, Inc. Disk Status:	No Disk Found	Date Burned:		
Disk Number:		Disk Type:		
Precinct:				
File Name		Status		
	Load & Verify Disk Now			Quit

6 Click the Load & Verify Disk Now button. The Validator begins checking the DVD for signs of tampering. This may take several minutes, depending on the size of the disc.



s L

- \Rightarrow If the validator determines that the DVD has been altered, you will be prompted with a warning message. Proceed to the next step.
- \Rightarrow If the validator determines that the DVD has *not* been altered, the Disk IS Valid popup will display.

Disk IS	Valid	×
⚠	Disk Validation Complete!	
	ОК	

- 7 Click **OK** to close the popup.
- 8 Click **Quit** to close the Validator application.

If you determine that a disc has been altered, throw it away and burn a new one. You may also wish to evaluate your agency's policies/procedures for burning and storing evidence DVDs.

Viewing the DVD Burn Queue

After a user submits a request to burn selected video and/or case files to DVD, the system sends that burn request or "job" to the local burn queue. This section describes how to view the pending burn jobs in that queue.

1 Go to **V** Administration and click **System Status**. The System Status page displays.

				S	Syste	м S т	ATUS			
Mobile-Vision, Inc.								1	mvadmin is logged i	n. <u>Loqout</u>
▼ Home Menu	System	Transfers	Reports	Logs	Backups	Tools	Messages	Local Queue	Backup PC	
lome	Jucin	Transfero	reporto	Logo	Duckupo	10010	meobugeo	Local Good	Duckup 1 0	
Search Video	Storage Ca	apacity:	1.1 TB	1	0	Active U	sers:			
lanage Cases	Available E	Disc Space:	979.5	GB	0	• m\	admin From 166.	20.100.160 Since 0	9/15/2017 15:51	
Jser Help	Total Video	o Count:	238		0					
Bookmarks	Non-archiv	ved Video Count:	19		0					
3 MVI	Last 24 Ho	ours Video Count:	0		0					
	Last 7 Day	s Video Count:	0		0					
Inline Support	Last 30 Da	ys Video Count:	4		0					
• User Preferences	Body Worr	n Video Count:	98		0					
Administration	Body Worr	n Hours:	12		0					
ystem Setup	Average B	ody Worn Video Le	ngth: 7 min		0					
ystem Status	VieVu Vide	eo Count:	0		0					
pdate Server	Oldest Nor	1-case Video:	841 da	ays	0					
lanage Users	Oldest Cas	se Video:	1270 0	days	0					
	Number of	Active Cases:	14		0					
Action	Number of	Backup DVDs:	230		0					
lefresh Page	Number of	Exported DVDs:	108		0					
	Archiver E	rrored Out:	false		0					
	Simultane	ous Users Allowed	: unlimi	ted	0					
	Backup Sc	cheme:	none		0					
	Untagging	Allowed:	true		0					
	Last Updat	te Check:	09/15/	2017 07:12	0					
	Version:		4.0.10		0					



2 Click the Local Queue tab. A list of all system-requested and user-requested burn jobs displays.

				Systi	EM STA	TUS				
Mobile-Vision, Inc.								Sergeant L	arkin is log <u>o</u>	jed in. Loqout
▼ Home Menu	System	Transfers	Reports	Logs	Backups	Tools N	Vessages	Local Queue	Backup F	
Home	System	Transfers	Reports	Logs	Dackups	100IS 1	viessages	Local Queue	васкир н	
Search Video					Disc	Queue				
Manage Cases				K K K	Page 1 of 1 (2 total record	s) >	>> >1		
User Help	Sequence 🛦	Destinati	on	Disc Type	Export Type	Priority	Copies	Status	Failed	Requested By
▼ Bookmarks	1	Sales Rim	age	DVDR	Archive	9	1	LOCAL_PREPPED	False	System
L3 MVI	112	Evidence Room	m Bravo	DVDRDL	Consumer DV	5	1	LOCAL_PREPPED	False	Izadmin
Online Support										
▶ User Preferences										
 Administration 										
System Setup										
System Status										
Update Server										
Manage Users										
Action										
Refresh Page										

The columns on the Local Queue are described below.

Disk Queue	
Column	Description
Sequence	A system-assigned sequential number for the burn job. For example, if the value of this field is 89 , it means that this is the eighty-ninth burn job that has been sent to the Burn Queue from the Agency server.
Destination	The name of the Backup PC workstation to which this burn job is directed.
Disc Type	The type of disc that will be used to create this backup: DVDRDVD single layer disc DVDRDLDVD dual layer disc BDBlu-ray single layer disc [*] BDDLBlu-ray dual layer disc [*]
Export Type	 The file format for this disc: Archive (CBD) Data DVD Consumer DVD Interchange Format Decompressed (a.k.a. Uncompressed) Format FOIA Redacted Format For a detailed description of these file formats, see "Available File Formats for User-Requested DVDs" on page 180.

^{*} You must have a Blu-Ray burner to use this type of disc



	Disk Queue (cont'd)
Column	Description
Priority	A number between 1 and 9 that represents the system-assigned priority code for this burn job. By default, the system assigns a code of 5 or 9 to each burn job:
	5 User-requested export—medium priority9 System-requested archive—low priority.
	Most DVDs burn in the order in which they are submitted to the burn queue. However, in the event that the Backup PC processes an archive job <i>and</i> an export job at the same time, the export disc (code 5) will be burned first.
	The remaining priority codes (1-4 and 6-8) are used by your Technical Support Engineer to prioritize a backlog of DVD jobs in the event that your DVD burner is out of order for an extended period of time.
Copies	The total number of discs included in this burn job.
Status	The current status of this burn job. The status codes will differ slightly depending on the type of job that is being processed.
	Archive jobs:
	NEW. The system has begun processing (i.e., compiling) an archive job.LOCAL PREPPING. The system is waiting for enough video
	to come in to fill an archive disc.
	LOCAL PREPPED. Enough video has come in to fill an
	archive disc; the archive job is now waiting its turn to be
	transferred to the Backup PC. TRANSFERRING. The system is downloading the archive job from the Agency server to the Backup PC.
	BUILDING. The Backup PC is merging the video and/or case files into one single burn job.
	BUILT. The Backup PC has finished building the burn job; the file is now waiting its turn to be burned.
	BURNING. The Backup PC has submitted the burn job to the robotic DVD burner. The archive disc is in the process of
	being burned. COMPLETE. The archive job is complete; you may retrieve the disc from your burner's output tray.
	Export jobs:
	LOCAL PREPPED. The system has prepared (i.e., compiled) the export job for transfer to the Backup PC, but the Backup PC is not ready to receive it due to a problem of some kind (e.g., Backup PC's queue is full, Backup PC's hard drive is
	full, Backup PC is offline, etc.).
	(Continued)



	Disk Queue (cont'd)
Column	Description
Status (cont'd)	Export jobs : (cont'd) SUBMITTED. The system has processed (i.e., compiled) the export job on the Agency server, then submitted a Job ID to the Backup PC. The Backup PC then performed several tasks in preparation for receipt of the archive job. (These prepara- tory tasks are sometimes referred to as <i>ticketing</i> .) The export job is now waiting its turn to be transferred to the Backup PC. TRANSFERRING. The system is in the process of download- ing the export job to the Backup PC. TRANSCODING (applies to Consumer Exports, Interchange Exports, and/or Decompressed* Exports only). The Backup PC is converting video into Consumer DVD format, Interchange DVD format, or Decompressed* DVD format. BUILDING. The Backup PC is merging the video and/or case files into one single burn job. BUILT. The Backup PC has finished building the burn job; the file is now waiting its turn to be burned. BURNING. The Backup PC has submitted the burn job to the robotic DVD burner. The export disc is in the process of being burned. COMPLETE. The export job is complete; you may retrieve the disc from your burner's output tray.
Failed	 A True/False indicator that denotes whether or not the burn job failed: TRUE. An error occurred while processing this burn request. The DVD will <i>not</i> be burned. FALSE. No errors occurred while processing this burn request. The DVD will be burned in the appropriate order.
Requested By	The requestor of this burn job. If this is an <i>archive</i> DVD, the word System will display in this field. If this is a <i>user-re-quested</i> DVD, this field will display the User ID of the individual who submitted the burn request.

3 To view more detailed information on a burn job, click once on the record you wish to view. The **Video** tab displays at the bottom of your page. If the burn job you selected also has attached media, a **Media** tab will display as well.

Same as 'Uncompressed'

			Syst	тем Ят.	ATUS				
Mobile-Vision, Inc.							Sergeant	Larkin is lo	gged in. <u>Loqout</u>
▼ Home Menu	System	Transfers Rer	oorts Logs	Backups T	Tools M	essages	Local Queue	Backup	PC
Home Search Video				Disc	Oueue	0			
Search Video Manage Cases			ार दर द	Page 1 of 1 (2)	>> >]		
User Help	Sequence 🛦	Destination	Disc Type	Export Type	Priority	Copies	Status	Failed	Requested By
Bookmarks	1	Sales Rimage	DVDR	Archive	9	1	LOCAL_PREPPED	False	System
.3 MVI	112	Evidence Room Brave	DVDRDL	Consumer DVD	5	1	LOCAL_PREPPED	False	Izadmin
Online Support	Video	Media							
 User Preferences 	Video	Wedia							
 Administration 				-	tail (Video)				
System Setup	Media ID 🛦			Page 1 of 1 (7	r total records Start Date) _2	[≫] N	fficer	
System Status	1		No 2@12:03:37		08/02/2011 12	-57	*1 RC DVR@12:48:37		
Update Server Manage Users	2		dManHD@12:03:46		02/27/2014 07		*1 Leslie Zalewski@12:49:42		
Action	3		dManHD@12:03:46		12/27/2014 07		*1 Leslie Zalewski@12:49:42		
	4		dManHD@12:03:46	1	11/12/2013 07	:06	*1 Leslie Zalewski@12:49:42		
Refresh Page			Number@12:03:33	(02/04/2011 15	35		ne@12:49:	
•	5						*1 No Name@12:49:33		
Refresh Page Delete	5		Number@12:03:33	1	12/07/2010 11	:39	*1 No Nar	ne@12:49:3	33

The columns on the Video tab are described below.

	Video Tab
Column	Description
Media ID	The unique identification number that the system assigned to this video. Also referred to as the <i>System ID</i> .
DVR	The name of the DVR unit that recorded this video. If the video was recorded by a VIEVU, the word VieVu will display in this column.
	If the video was recorded by a <i>Body</i> VISION or BWX-100 camera, the words Body Worn will display here.
Start Date	The date and time at which the DVR began recording this video. Displays in mm/dd/yyyy hh:mm format.
Officer	The name of the officer who was logged into the DVR when this video was recorded. If no one was logged into the DVR at the time of the recording, the system will assign a default Officer Name of *1 No name@[time at which this officer ID was created]

4 To view more information on the burn job's media attachments (if applicable), click the **Media** tab. Detailed information on each of the media attachments displays.



-								Sergean	t Larkin is lo	gged in. <u>Loqout</u>
▼ Home Menu	System	Transfers Repo	rts Logs	Backups	Tools	Mess	ages	Local Queue	Backup F	PC 24
lome		· · ·			Disc Queue					
earch Video Ianage Cases			K K K		of 1 (2 total n		1	>> >		
Jser Help	Sequence A	Destination	Disc Type	Export			Copies	Status	Failed	Requested By
Bookmarks	1	Sales Rimage	DVDR	Arch		9	1	LOCAL_PREPPED	False	System
3 MVI	112	Evidence Room Bravo	DVDRDL	Consum	er DVD	5	1	LOCAL_PREPPED	False	Izadmin
Online Support		1								
► User Preferences	Video	Media								
Administration				Expo	rt Detail (M	ledia)				
System Setup			× × ×	Page 1	of 1 (3 total r	ecords)	>	>> >1		
System Status	Media ID 🛦	-	Filename		Downl	oad Date		Owner		
pdate Server	12	139577749	1395777496518_Photo_1.bmp					Leslie		
	13	139577749	6519_Photo_2.bm	ıp	03/25/2014 15:55			Leslie		
/lanage Users		130577740	ip	03/25/2014 15:55			Leslie			
lanage Users Action	14	14 1395777496519_Photo_3.bmp 03/25/2014 15:55								

The columns on the Media tab are described below.

	Media Tab
Column	Description
Media ID	The unique identification number that the system assigned to the associated video (i.e., the video to which this media file is attached). Also referred to as the <i>System ID</i> .
Filename	The name of this media file, including extension.
Download Date	The date and time at which this media file was attached to the burn job. Displays in mm/dd/yyyy hh:mm format.
Owner	The name of the individual who is responsible for collecting this evidence.

Deleting a DVD Burn Request

This section describes how to delete a burn request, or *burn job*, that is in the DVD Queue.

When you delete a system-requested *archive* job as opposed to a user-requested *export* job, the system will reassign that job's videos to the next archive disc. Also, that job's intended CBD number will be skipped. In other words, the system will *not* reassign the job's CBD number to the next sequential disc. Keep this in mind when you are searching for archive discs in the future. If there appears to be a disc number missing, it doesn't necessary mean that a disc is lost. Rather, it's likely that someone deleted an archive burn job at one point.

1 Go to **V** Administration and click **System Status**. The System Status page displays.



								n	nvadmin is logged in. Logo
Home Menu	System	Transfers	Reports	Logs	Backups	Tools	Messages	Local Queue	Backup PC
Home	,				Buentepo			2000 2000	
	Storage Ca		1.1 Ti	-	0	Active U			
initiage encou	Available D		979.5	GB	0	• mv	admin From 166.	0.100.160 Since 09	/15/2017 15:51
serriep	Total Video		238		0				
7 Bookmarks		ed Video Count:	19		0				
2 MM		urs Video Count:	0		0				
Online Support		S Video Count:	0		0				
	-	ys Video Count:	4		0				
		Video Count:	98		0				
Autoninisuauon	Body Worn		12		0				
System Setup	Average Bo	ody Worn Video Leng	th: 7 min	l.	0				
System Status	VieVu Vide	o Count:	0		0				
Jpdate Server	Oldest Non	-case Video:	841 d	ays	0				
Vanage Users	Oldest Cas	e Video:	1270	days	0				
		Active Cases:	14		0				
		Backup DVDs:	230		0				
		Exported DVDs:	108		0				
	Archiver Er		false		0				
		ous Users Allowed:	unlim	ited	0				
	Backup Scl	heme:	none		0				
	Untagging /	Allowed:	true		0				
	Last Update	e Check:	09/15	/2017 07:12	0				
	Version:		4.0.1	0	0				

2 Click the Local Queue tab. A list of all pending burn jobs displays.

				Syst	EM STA	TUS				
Mobile-Vision, Inc.								Sergeant	t Larkin is log	gged in. <u>Loqout</u>
▼ Home Menu	System	Transfers	Repor	ts Logs	Backups	Tools I	Messages	Local Queue	Backup F	2c
Home					D	0				
Search Video						Queue				
Manage Cases				K << <		2 total record		>> N		
User Help	Sequence 🛦	Destinati	on	Disc Type	Export Type	Priority	Copies	Status	Failed	Requested By
▼ Bookmarks	1	Sales Rim	age	DVDR	Archive	9	1	LOCAL_PREPPED	False	System
L3 MVI	112	Evidence Room	m Bravo	DVDRDL	Consumer DVI	5 5	1	LOCAL_PREPPED	False	Izadmin
Online Support										
 User Preferences 										
Administration										
System Setup										
System Status										
Update Server										
Manage Users										
Action										
Action										

3 Right-click on the burn job you wish to delete, then select **Delete** from the popup menu. A confirmation message displays.

Confirm	Delete	
Delete thi	a lab 2 1	17
Delete un	s lop : T	12

4 Click Yes. The selected job is removed from the Local Queue.



Changing the Default Export Type for DVDs

This section describes how to change the default value for the *Output Format* field on the Export Video(s) page and/or Export Case page. You can default to either *Data DVD* format or *Consumer DVD* format. For all other file formats, you will have to manually select a value from the *Output Format* drop-down list.

			Εχρο	RT CASE			
Mobile-Vision, Inc.						mvadmin	is logged in. Logout
▼ Home Menu	System Video	Attached	l Media				
Home				System Vide	0		
Search Video			14 44 4	Page 1 of 1 (2 total re			
Manage Cases User Help	Output Format	: Data DVD		Tage For (2 total it			
▼ Bookmarks	Deselect All	Video	Officer	Category	DVR ID	Duration	Date / Time
L3 MVI Online Support	Ø		DI03971	Arrest	*1 DI03971@08:10:38	1 min	09/21/2016 06:55
 User Preferences Administration 	Ø		No Name	Arrest	*1 FBHD@12:10:43	1 min	10/04/2016 08:58
Action							
Save							
Deselect All							
Cancel							
Help							

1 Go to **Administration** and click **System Setup**. The System Setup page displays.

Mobile-Vision, Inc.						mvadmin is logged in. Logo
ome Menu	Precinct Sy	stem Se	ecurity Video/Ca	se Modules DV	D	
e rch Video age Cases	Precinct Info	Logos	Bookmarks			
Help				Precinct		
Bookmarks				Page 1 of 1 (2 total reco	rds) 🚿	>> >I
	Precino	t Name 🔺	FTP IP Address	Last Comm Date	Status	Registration Key
ne Support	DEA Precinct		192.168.20.37	08/11/2014 06:15	Enabled	145AADF39B9D69FA463DLZ2
ser Preferences	L-3 Leslie Z.		Local	Local	Local	142489E3D36002219527153
dministration						
em Setup						
em Status						
ate Server						
age Users						
Action						
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2 Click the **DVD** tab.



System Setup
Mobile-Vision, Inc. mvadmin is logged in. Logout
V Home Menu Precinct System Security Video/Case Modules DVD Home Main Menu Group Menu Settings Buttons Backgrounds DVD Label
Manage Cases
Bookmarks L3 MVI Online Support
Case Number: Sample Case
Administration Incident Date: 2018/03/08
System Setup
System Status Officer : Cam : 2018/03/08 04:50:10
Jpdate Server
Manage Users Officer : Cam : 2018/03/08 04:50:10
Action
Save Officer : Cam : 2018/03/08 04:50:10
Restore Defaults
Officer : Cam : 2018/03/08 04:50:10

3 Click the **Settings** tab.

Mobile-Vision, Inc.				
				mvadmin is logged in. Logout
Home Menu P	Precinct System Secur	rity Video/Case	Modules DVD	
ome earch Video				
anage Cases	Main Menu Group Menu	Settings Button	s Backgrounds DVD Lal)ei
ser Help	Case O Video Video			
Bookmarks				
3 MVI	Label Color: white	Data Color: yell	ow	
nline Support	Main Menu: Heading 1 Case N	umber Case Nur	nber 🗸	
User Preferences	-			
	Main Menu: Heading 2 Full Nar	me Full Name	• •	
Administration	Main Menu: Heading 3 Incident	t Date Incident E	Date 🗸	
ystem Setup	Note: Label value text	t is limited to 18 characte	rs.	
ystem Status	Main Menu Buttons Label: Office	er:Cam:Date 🔽 🥥		
pdate Server anage Users				
	Main Menu Background:	0	Group Menu Background:	_ //0
Action	Main Menu Button Label:	white	Group Menu Button Label:	white
ave eset	Main Menu Button Background:	rock1_out	Group Menu Button Background:	rock1_out
	Group Menu Header Background:	cadetblue	Group Menu Header Label:	white
elp		· · · · · · · · · · · · · · · · · · ·	1	
	Default DVD Export Type:			
		Consumer DVD		

(Continued)



O Case
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© Case

• **4** To change the default *Output Format* for *case* DVDs, select the *Case* radio button. - OR -

• Video To change the default *Output Format* for *video* DVDs, select the *Video* radio button.

- **5** Go to the *Default DVD Export Type* field at the bottom of the page.
- 6 If you want the *Output Format* field to default to **Data DVDs**, select the *Data DVD* radio button.
 - OR –

If you want the *Output Format* field to default to **Consumer DVDs**, select the *Consumer DVD* radio button.

- 7 To change the *Output Format* for the other DVD type (i.e., case or video), repeat steps 4 6. Otherwise proceed to the next step.
- **8** Go to the Action column and click **Save**.

Generating the Video Deletion Roll-Up Report

This section describes how to view, save, and/or print the Video Deletion Roll-Up Report. This report lists information on all archived videos and BodyVISION snapshots that the system has deleted from the Agency server in the prior month.

This report will help you determine which archive DVDs you can safely dispose of, as the system only deletes those videos and snapshots that are too old to be restored (i.e., files that have "aged out").

1 Go to **V** Administration and click **System Status**. The System Status page displays.



Mobile-Vision, Inc.							wadmin is logged in.	Logout
							rvaunnin is logged in.	Loquu
V Home Menu	System Transfers Re	ports Logs	Backups	Tools	Messages	Local Queue	Backup PC	
Home		ponto Logo	Ductup		mooragee		Daonap . o	
Search Video	Storage Capacity:	1.1 TB	0	Active U	sers:			
Manage Cases	Available Disc Space:	979.5 GB	0	• mv	admin From 166.	20.100.160 Since 09	/15/2017 15:51	
User Help	Total Video Count:	238	0					
7 Bookmarks	Non-archived Video Count:	19	0					
L3 MVI	Last 24 Hours Video Count:	0	0					
Online Support	Last 7 Days Video Count:	0	0					
	Last 30 Days Video Count:	4	0					
► User Preferences	Body Worn Video Count:	98	0					
Administration	Body Worn Hours:	12	0					
	Average Body Worn Video Length:	7 min	0					
System Status	VieVu Video Count:	0	0					
Update Server	Oldest Non-case Video:	841 days	0					
Manage Users	Oldest Case Video:	1270 days	0					
	Number of Active Cases:	14	0					
	Number of Backup DVDs:	230	0					
Refresh Page	Number of Exported DVDs:	108	0					
	Archiver Errored Out:	false	0					
	Simultaneous Users Allowed:	unlimited	0					
	Backup Scheme:	none	0					
	Untagging Allowed:	true	0					
	Last Update Check:	09/15/2017 07:12	0					
	Version:	4.0.10	0					

2 Click the **Backups** tab.

B Mobile-Vision, In								Sergea	nt Larkin is logged	in. <u>Loqou</u>
▼ Home Menu	System	Transfers	Reports	Logs	Backups	Tools	Messages	Local Queue	Backup PC	
Home Search Video	External Bac	kupe	DVD Backups		lallun					
Manage Cases User Help	· ·					External				
▼ Bookmarks					11 (106 total i		>> >	1	_	
L3 MVI Online Support	Label A Certified Backup #10					Completion Tin 07/29/2014 04:		Purgabl No	e	
User Preferences	Certified Backup #100						11/05/2014 04:	05	No	
▼ Administration		Cert	ified Backup #10	1			11/06/2014 04:	05	No	
		Cert	ified Backup #10	2			11/07/2014 04:	05	No	
System Setup System Status		Cert	ified Backup #10	3			11/08/2014 04:	05	No	
Update Server		Cert	ified Backup #10	4			11/09/2014 04:	05	No	
Manage Users		Cert	ified Backup #10	5			11/10/2014 04	05	No	
Action	Certified Backup #106					11/11/2014 04:	05	No		
Manage Requests		Cert	ified Backup #10	7			11/12/2014 04:	05	No	
5 1		Cer	tified Backup #11	6			07/30/2014 04:	05	No	

3 Click the **DVD Rollup** tab. A list of reports displays. Each report is identified by a first-of-the-month date, which lists all media that has aged-out in the previous month. For example, the 06/01/2019 report will include all videos, Body Worn snapshots, and cases that have aged-out in May 2019.



Mobile-Vision, Inc.								Sergea	nt Larkin is logged in. L	<u>.oqoı</u>
▼ Home Menu	System	Transfers	Reports	Logs	Backups	Tools	Messages	Local Queue	Backup PC	
Home		· · · · · · · · · · · · · · · · · · ·		(g			
Search Video	External	Backups	DVD Backups	DVD F	Rollup					
Manage Cases User Help					Rol	up Report	S			
▼ Bookmarks			K		Page 1 o	1 (4 total red	cords) 主	>> >		
L3 MVI		Report Creation Time 🔺						Downloa	ad Delete	
Online Support	06/01/2015 03:04							×		
 User Preferences 		07/01/2015 03:04							×	
				10/01/201	5 03:04				×	
 Administration 				12/01/201	5 03:04				×	
System Setup System Status										_
Update Server										
Manage Users										
Action										
Refresh Page										

- H
- **4** Locate the date for which you wish to view a report, then click on the appropriate download icon. A Windows message displays.

Do you want to open or save DeletedMediaRollupReport-2.pdf (4.55 KB) from trinity?	Open	Save	Cancel	×
--	------	------	--------	---

5 Click **Open**. The report displays in Adobe Acrobat.

Open	🔁 Create 🔻 📄	4 🖨 🖹 🖂	🏟 🖻 😼 🕼	🗳 🔁	Custor	mize 🔻 🛓
1	/1 🗈 🖑 😑 (78.3% 🕶 📙			Tools Fill & Sign	n Commen
	Mobile-Vis	ion, Inc.	Video Deletion L-3 Mobile-Visio New Jersey J	n Headquarter	-	
			2700 Westhall L 973-26	n., Maitland, FL	,	_
	Deleted Media Start Date	Officer Name	Unit Name	DVD Label	Media File Name	- 1
	06/23/2014 21:35	Officer Zalewski	Unit 1	23	000003_140624_013547_0.qbx	
	06/24/2014 07:06	Officer Zalewski	Unit 1	24	000003 140624 110618 0.qbx	_
	05/13/2015 15:30	*1 No Name@12:49:33	*1 No Number@09:34:43	26	008987 150513 193055 0.qbx	
	05/13/2015 15:32	*1 No Name@12:49:33	*1 No Number@09:34:43	27	008987 150513 193246 0.qbx	_
	05/13/2015 15:33	*1 No Name@12:49:33	*1 No Number@09:34:43	29	008987 150513 193329 0.qbx	_ 1
	05/13/2015 15:33	*1 No Name@12:49:33	*1 No Number@09:34:43	30	008987 150513 193350 0.qbx	_
	05/13/2015 15:34	*1 No Name@12:49:33	*1 No Number@09:34:43	31	008987 150513 193424 0.qbx	_

The columns on this report are described in the following table.

	Video Deletion Rollup Report
Column	Description
Start Date	The date and time at which this video began recording. Displays in mm/dd/yyyy hh:mm format.
Officer Name	The name of the officer who was logged into the DVR unit at the time the recording was made.
Unit Name	The name of the DVR that recorded this video.
DVD Label	The number of the archive disc to which this video file was copied.
Media File Name	The name of the media file that was deleted. The file's extension can help you identify what type of media it is: avdFlashback1 or VIEVU video qbxFlashback2, Flashback3, or FlashbackHD video mkvBodyVISION video mp4BWX-100 video jpgBodyVISION or BWX-100 snapshot

6 If you wish to print this report, click the printer icon. The Print popup displays. - OR -

If you do not wish to print this report, skip to step 8.

- 7 Select your printer options, then click **OK**. The report is directed to your active printer.
- 8 When you are finished viewing/printing this report, click the \boxtimes in the upper right corner of the report to exit this option.

Changing the Default Values for the 'Show GPS' & 'Show Speed' Checkboxes

When you export a video or case file in Data DVD or Uncompressed format, you will see two checkboxes in the lower left corner: *Show GPS* and *Show Speed*. By default, these checkboxes are *selected*. However, if desired, you can change this default value to *deselected*, as described in this section.

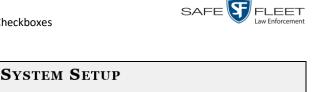


		Export Options
	Destination Backup PC Name: Rimage Job Count: 1 Disc Type: DVDR Manual Export SISO ZIP	Disc Options Num Copies: 1 Video Description: • Chain of Custody Log Level: Include basic logs
Factory default: Checkboxes selected	Video Player Options Show GPS Show Speed	Save Cancel

1 Go to **V** Administration and click **System Setup**. The System Setup page displays.

Mobile-Vision, Inc.		5151	EM SETUP		mvadmin is logged in. Logo
▼ Home Menu	Precinct System S	ecurity Video/Ca	se Modules DV	D	
Home Search Video					
Manage Cases	Precinct Info Logos	Bookmarks			
User Help			Precinct		
▼ Bookmarks		K 🔀 🗶	Page 1 of 1 (2 total reco	rds) 🚿	>> (>L
L3 MVI	Precinct Name 🔺	FTP IP Address	Last Comm Date	Status	Registration Key
Online Support	DEA Precinct	192.168.20.37	08/11/2014 06:15	Enabled	145AADF39B9D69FA463DLZ2
User Preferences	L-3 Leslie Z.	Local	Local	Local	142489E3D36002219527153
		1			
Administration					
System Setup System Status					
Update Server					
Manage Users					
Action					
New					
Edit					
Register					
Flush					
Synchronize					
OVIICINUMZC					

2 Click the **System** tab.



			51	STEM S	DEIUI			
Mobile-Vision, Inc.							mvadmin is logg	ed in. <u>Loqou</u>
′ Home Menu	Precinct	System	Security	Video/Case	Modules	DVD		
Home					_			
Search Video	Storage	Life-Cycle	Backup	Export Reque	st Reasons	UMD Types	Other	
vlanage Cases Jser Help					Storage			
	Interr	nal Path	Exte	ernal Media UNC	Externa	al Case URI	IP Address of RAID unit	Status
7 Bookmarks	/fbdata/00/		\export00\		/stream00.	/	127.0.0.1	Enabled
L3 MVI Online Support								
 User Preferences 								
 Administration 								
System Setup								
System Selup System Status								
System Setup System Status Jpdate Sener								
System Setup System Status Update Sener Manage Users								
System Setup System Status Jpdate Sener Manage Users Action								
System Setup System Status Update Sener Manage Users Action New								
System Selup System Status Update Sener Manage Users								

3 Click the **Other** tab.

V Home Precinct System Security Video/Case Modules DVD Home Storage Life-Cycle Backup/Export Request Reasons UMD Types Other Manage Cases User Help Video Playback Method: Download and Play - No Cache (HTTP) Video Results	
Home Security Video/Lase Modules DVD Home Search Video Storage Life-Cycle Backup/Export Request Reasons UMD Types Other Manage Cases User Help Video Playback Method: Download and Play - No Cache (HTTP) V Video Results	dmin is logged in. Loqout
Search Video Storage Life-Cycle Backup/Export Request Reasons UMD Types Other Manage Cases User Help Video Playback Method: Download and Play - No Cache (HTTP) Video Results	
Manage Cases User Help Video Playback Method: Download and Play - No Cache (HTTP) V @ Video Result	
User Help Video Playback Method: Download and Play - No Cache (HTTP) Video Result	
	a a 40
	s Per Page: 10 🕜
	s Per Page: 12 🕜
L3 MVI Track All Body Worn Videos: 📝 🕖 Videos In Case	e Per Page: 4
Online Support	
► User Preferences Track Body Worn Videos with Tags:	s Per Page: 10 🕜
▼ Administration Days to allow playback on approved requests: 30 (2) Users	s Per Page: 14 🛛 🥑
System Setup Enable Video Notations: 🕡 👔	
System Status	
Update Server Speed/GPS Selected: 🗹 🤣	
Manage Users	
Action	
Edit	
Refresh	

4 Go to the Action column and click **Edit**. The Other popup displays.



Other	
Video Playback Method: Download and Play - No Cache (HTTP)	Video Results Per Page: 6
Show Speed In: US Standard 🗸 🥥	Case Results Per Page: 10 🕜
Track All Body Worn Videos: 🗹 🕜	Videos In Case Per Page: 4 🕜
Track Body Worn Videos with Tags: 🔲 🕜	Precincts Per Page: 10 🕜
Days to allow playback on approved requests: 30 🕜	Users Per Page: 10 🛛 🕜
Enable Video Notations: 🗹 🛛 🤡	
Speed/GPS Selected: 🗹 💡	
Save Cancel	

- **5** Deselect the *Speed/GPS Selected* checkbox.
- 6 Click Save.



Cases

This chapter describes how to work with cases in the DEA Agency application. A case is a record that contains one or more videos and other data that pertains to an incident, such as a motor vehicle accident. This feature allows you to conveniently gather all of an incident's evidence in one record, allowing for easy viewing and archiving of evidence.

Besides video, a case may contain other media files (such as photographs), subject names, comments, and general information relating to the incident.

If you have a case that you access frequently, you may add it to a list of favorite cases. This feature provides you with a quick and easy method to access those cases that you refer to often.

Cases can be created both on the Agency server and on the Precinct server(s). However, if a case is originally created on a Precinct server, you cannot update it on the Agency server unless you first request control of that case from the Precinct. For more on this topic, see page 321.

For more information, see:

- □ Creating a Case, next page
- □ Searching for Cases, page 299
- □ Viewing Case Search Results, page 306
- □ Displaying a Case, page 307
- □ Viewing Your List of Favorite Cases, page 320
- □ Updating a Case, page 321
- □ Adding a Case to Your List of Favorite Cases, page 338
- □ Removing a Case from Your List of Favorite Cases, page 339
- □ Marking a Case for Disposal, page 339
- □ Reactivating an Offline Case, page 340
- Generating a Chain of Custody Report for a Case, page 345
- □ Downloading Case Files to Your PC, page 347
- □ Maintaining Case Notations, page 359
- □ Maintaining Subject Types, page 374
- Generating the Restricted Viewing Cases Report, page 385.



Creating a Case

This section describes how to enter a new case. For a description of cases and how they are used in DEA Agency, see the previous section.

There are two methods for creating a new case:

- Method 1: Open a new case and attach video(s) to it. This method is described in "Creating a Regular Case," below, and "Creating a Restricted Case" on page 295. Restricted cases allow you to define which users will be allowed to access a case.
- □ Method 2: Open a video and create a new case to attach it to.

For specific instructions, see:

- □ Creating a Regular Case, below
- □ Creating a Restricted Case, page 295.

Creating a Regular Case

This section describes how to enter a new case that has the typical access privileges. In DEA, this means that the case is either *public* or *private*. Public cases can be accessed by *any* DEA user. Private cases can be accessed by the case's *owner* and users who have *edit* permissions. If you prefer to create a case that grants access to a *specific group* of users, see "Creating a Restricted Case" on page 295 instead.

- **1** Go to V Home Menu and click Manage Cases. The Search Case page displays.
- 2 Go to the Action column and click New Case. The New Case form displays.

			New Case			e
Owner:	Sergeant Larkin	~	0	Visibility: Private 💟 🥝		
Restricted Viewing:			Disp	olay Name:		0
Incident Date:		Ø	Cas	e Number:		0
Citation Number:		0	Vehicle Regi	stration #:		0
Vehicle Plate #:		0	Do No	t Dispose: 🗌 🕜		
Notations: Altercation	Bench Warrant	1	BOLO	Deactivation request denia		
Image of a ch	hild Police Computer Scree		Protected location	Special Ops Event	Subst	tance Abuse Treatment

The fields on this form are described in the following table.



	New Case Form
Field	Description
Owner	The name of the case's owner. By default, the owner is the person who creates the case (i.e., <i>you</i>), but you can change this name if desired. <i>Select this value from the</i> <i>drop-down list.</i>
Restricted Viewing	A checkbox used to specify whether or not you want to make this a <i>restricted</i> case. A restricted case is one that can only be accessed by a specified list of users. For more information on this topic, see "Creating a Restrict- ed Case" on page 295.
	 ☑ This is a restricted case □ This is <i>not</i> a restricted case
Visibility	The visibility status for this case: <i>private</i> (default) or <i>public</i> . If you mark a case as <i>private</i> , it can only be viewed by the case's owner and users who have <i>edit</i> permissions. If you mark a case as <i>public</i> , it can be viewed by any DEA Agency user. <i>Select this value from the drop-down list</i> .
Display Name	The case name. This is the name that will appear on the Case Results page after you search for the case. It is also the default label value for case DVDs.
Incident Date	The date on which the incident occurred. The <i>incident</i> is the event that the case pertains to, such as a motor vehicle accident. <i>Select this date from the calendar popup OR enter directly in mm/dd/yyyy format. Required field.</i>
Case Number	The agency-assigned case number.
Citation Number	The agency-assigned citation number, if applicable.
Vehicle Registration #	The vehicle registration number associated with this case, if applicable.
Vehicle Plate #	The vehicle license plate number associated with this case, if applicable.
Do Not Dispose	A checkbox used to indicate whether or not you want the system to keep this case online even after the Auto Dispose Time has expired. <i>Auto Dispose Time</i> is a pe- riod of inactivity after which the system automatically changes a case's status from <i>online</i> to <i>offline</i> . [*] If, for ex- ample, you set the <i>Auto Dispose Time</i> to 90 days, then <i>(Continued)</i>

^{*} Videos that are attached to the case will remain online as long as their categories allow



New Case Form (cont'd)				
Field	Description			
Do Not Dispose (cont'd)	if that case has not been touched in 90 days, the system will automatically change the case's status to <i>offline</i> . If you have 'archiving' enabled for your case files, the system will archive the case first. The default setting for Auto Dispose is 60 days. However, you may change this default. For more information on this topic, see "Viewing/ Changing the Online Lifecycle Settings" in chapter 6.			
	 Keep this case's status as <i>online</i> even after the Auto Dispose Time expires. Change this case's status to <i>offline</i> after the Auto Dispose Time expires. 			
Notations	User-defined checkboxes used to notate a case. You define these notations using the procedure described in "Adding a Case Notation" on page 366. <i>Select all that apply.</i>			

3 If you will be the owner of this case (default), proceed to the next step.

-OR -

If you will *not* be the owner of this case, select another name from the *Owner* drop-down list.

4 To mark this case as *private* (i.e., only viewable by its owner and users with *edit* permissions), proceed to the next step.

-OR -

To mark this case as *public* (i.e., viewable by all users), select **Public** from the *Visibility* drop-down list.

- **5** Enter a descriptive name for this case in the *Display Name* field. *This is a required field*.
- **6** Enter or select the case's incident date in the *Incident Date* field. Observe mm/dd/yyyy format. *This is a required field*.
- 7 Enter your agency's case number in the *Case Number* field.
- **8** If there is a citation number associated with this case, enter it in the *Citation Number* field. Otherwise proceed to the next step.
- **9** If there is a vehicle registration number associated with this case, enter it in the *Vehicle Registration #* field. Otherwise proceed to the next step.



- **10** If there is a license plate number associated with this case, enter it in the *Vehicle Plate* # field. Otherwise proceed to the next step.
- **11** If the *Do Not Dispose* checkbox displays, proceed to the next step. Otherwise skip to step 13.
- 12 If you want the system to keep this case available online even after the *Auto Dispose Time*^{*} has expired, select the *Do Not Dispose* checkbox. Otherwise proceed to the next step.



NOTE: Once you select the *Do Not Dispose* checkbox, the system will *not* remove the case from the Agency server until you de-select that checkbox.

- **13** If there are any checkboxes to the right of the *Notations* field, select all that apply to this case. Otherwise proceed to the next step.
- 14 Click Save. A confirmation message displays at the top of the Case Details page.

Case Bomb Scare at CMS successfully saved

At this point, you may wish to perform one of the following tasks:

- □ Add a video to this case. See "Adding a Video to a Case" on page 322, beginning with step 2
- □ Add a media attachment to this case. See "Adding a Media Attachment to a Case" on page 325, beginning with step 2
- □ Add a subject name to this case. See "Adding a Subject to a Case" on page 329, beginning with step 2
- □ Add a comment to this case. See "Adding a Comment to a Case" on page 332, beginning with step 2
- □ Add this case to your "Favorite Cases" list. See "Adding a Case to Your List of Favorite Cases" on page 338, beginning with step 2.

Creating a Restricted Case

This section describes how to enter a new case that is *restricted*. Restricted cases can only be accessed by a predefined list of users. This feature is particularly useful if you want to limit video access across multiple permission levels. For example, let's say that you only want detectives to have access to interrogation videos. In this scenario, you could create ONE restricted case called *Restricted Viewing—Interroga-tions*, then add all of your detectives to that case's list of authorized users. Whenever there is a new interrogation video available, you would then link that video to the *Restricted Viewing—Interrogations* case. In this manner, the interrogation videos would always be hidden from unauthorized users on the system, even if those videos are linked to other cases.

For more information on Auto Dispose Time, see *Do Not Dispose* in the table on page 273.



You must have the proper permissions to perform this task. Typically, this capability is given to Internal Affairs detectives.

- **1** Go to **V** Home Menu and click **Manage Cases**. The Search Case page displays.
- 2 Go to the Action column and click **New Case**. The New Case form displays.

			New Case			
Owner: Ser	geant Larkin	~	0	Visibility: Private 🔽 🥝		
Restricted Viewing:	0		Disp	olay Name:		0
Incident Date:		9	Cas	e Number:] 🧿
Citation Number:		0	Vehicle Regi	istration #:		0
Vehicle Plate #:		0	Do No	ot Dispose: 🔲 🥝		
Notations: Altercation	Bench Warrant	C	BOLO	Deactivation request denial		
Image of a child	Police Computer Screen		Protected location	Special Ops Event	Subst	ance Abuse Treatment

The fields on this form are described in the table on page 293.

3 If you will be the owner of this case (default), proceed to the next step.

-OR -

If you will *not* be the owner of this case, select another name from the *Owner* drop-down list.

- Restricted Viewing: 🔽
- **4** Select the *Restricted Viewing* checkbox. Note that a new tab displays at the top of the New Case form.

		New Case		ĺ
Details Authorized	Users			
Owner:	Sergeant Larkin	Vis 🕜	ibility: Private 🗸 🕢	
Restricted Viewing:	✓ Ø	Display	Name:	0
Incident Date:		🧭 Case Nu	mber:] @
Citation Number:		👔 Vehicle Registra	tion #:] 0
Vehicle Plate #:		😧 Do Not Dis	spose: 🗌 🥝	
Notations: 🗌 Altercation	Bench Warrant	BOLO	Deactivation request denial	
Image of a	a child Police Computer		n 🔄 Special Ops Event	Substance Abuse Treatmen
		C	- 100 M 20	
		Save Reset	Cancel	

This tab will be used later to specify which users you want to have access to this case.

5 Enter a descriptive name for this case in the *Display Name* field. *Required field*.



- 6 Enter or select the case's incident date in the *Incident Date* field. Observe mm/dd/yyyy format. *This is a required field*.
 - 7 Enter your agency's case number in the *Case Number* field.
 - 8 If there is a citation number associated with this case, enter it in the *Citation Number* field. Otherwise proceed to the next step.
 - **9** If there is a vehicle registration number associated with this case, enter it in the *Vehicle Registration #* field. Otherwise proceed to the next step.
 - **10** If there is a license plate number associated with this case, enter it in the *Vehicle Plate* # field. Otherwise proceed to the next step.
 - **11** If the *Do Not Dispose* checkbox displays, proceed to the next step. Otherwise skip to step 13.
 - 12 If you want the system to keep this case available online even after the *Auto Dispose Time*^{*} has expired, select the *Do Not Dispose* checkbox. Otherwise proceed to the next step.



NOTE: Once you select the *Do Not Dispose* checkbox, the system will *not* remove the case from the server until you de-select that checkbox.

13 If there are any checkboxes to the right of the *Notations* field, select all that apply to this case. Otherwise proceed to the next step.

Details Authorized Users		
Select Authorized Users		Approved Users
Search: Case		Search: Case
📧 < 1 of 4 (35) total 🕨 🁀 👀		K K 1 of 1 (0) total >>> >>
*1 Leo@17:22:18		
*1 No Name@12:49:33	>	
admin	>>	
cfannin		
chris	<	
cwadmin	<<	
Detective		
herm		
jthomas		
justin		
lance		

14 Click the Authorized Users tab. A list of system users displays.

s L

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

For more information on Auto Dispose Time, see Do Not Dispose in the table on page 273.



15 Go to the left column (Select Authorized Users) and click on each of the users that you wish to allow access to this case.



HINT: To scroll through a large user list, use the navigation arrows at the top of the column *or* enter a user name in the *Search* field.

16 Once you've highlighted the desired users, click \ge in the center column.

The selected users display in the right column (Approved Users).

Ne	w Ca	ise 🔀
Details Authorized Users		
Select Authorized Users		Approved Users
Search: Case		Search: Case
🔣 < 1 of 3 (30) total 🔰 🌺 🔰		K K 1 of 1 (5) total >>>>
*1 Leo@17:22:18		Lieutenant Rogers
*1 No Name@12:49:33		Officer McKinnis
admin	>>	Officer Meyers
cfannin		Officer Ostrum
chris	<	Officer Vian
cwadmin	<<	
Detective		
herm		
jthomas		
justin		
lance		
Save	Reset	Cancel

17 Click Save. A confirmation message displays at the top of the Case Details page.

Case Assault at Knoll Park successfully saved, 5 officer(s) added, 0 officer(s) removed.

At this point, you may wish to perform one of the following tasks:

- □ Add a video to this case. See "Adding a Video to a Case" on page 322, beginning with step 2
- □ Add a media attachment to this case. See "Adding a Media Attachment to a Case" on page 325, beginning with step 2
- □ Add a subject name to this case. See "Adding a Subject to a Case" on page 329, beginning with step 2.
- □ Add a comment to this case. See "Adding a Comment to a Case" on page 332, beginning with step 2.
- □ Add this case to your "Favorite Cases" list. See "Adding a Case to Your List of Favorite Cases" on page 338, beginning with step 2



Searching for Cases

You can search for cases by a number of different criteria, as described below.

Search Method	Used to search for cases by	some or all of this criteria
Basic	Case Information: Incident Date Citation Number Case Number Case Display Name Vehicle Registration # Owner Precinct 	Subject Information:First NameLast Name
Advanced	Case Information: Creation Date After Incident Date Before Incident Date Citation Number Case Number Case Display Name Vehicle Registration # Owner Vehicle Plate # Comments Notations Precinct	Subject Information: First Name Last name Driver's License # Race Gender Date of Birth

For specific instructions, see:

- □ Performing a Basic Case Search, below
- □ Performing an Advanced Case Search, page 302.

Performing a Basic Case Search

This section describes how to search for a case by one or more of the following criteria:

- □ Incident Date
- □ Citation Number
- □ Case Number
- □ Case Display Name
- □ Vehicle Registration Number
- □ Owner
- □ Precinct
- □ Subject first/last name.

s L



1 Go to **V** Home Menu and click **Manage Cases**. The Search Case page displays.

	5	SEARCH CA	SE	
Mobile-Vision, Inc.				Sergeant Larkin is logged in.
▼ Home Menu	Case Information			
Home	Incident Date:		Citation #:	0
Search Video	Case #:	0	Case Display Name:	0
Manage Cases User Help	Vehicle Registration #:		Owner:	✓ 0
▼ Bookmarks	Precinct:	0		
L3 MVI				
Online Support	Subject Information			
User Preferences	First Name:	0	Last Name:	0
Administration	L			
Action				
New Case				
Search				
Advanced Search				
Previous Results				
Clear				
Back to Case				
Back to Video				

- 2 Look under the Action column. If the **Basic Search** option displays, click on it. Otherwise proceed to the next step.
- **3** Enter/select the field values you wish to search on, as described below.

Case Information		
Search Field	Description	
Incident Date	Limits your search to those cases that involve an incident that occurred on this date. <i>Select this date from the calendar popup OR enter directly in mm/dd/yyyy format.</i>	
Citation Number	Limits your search to those cases in which the <i>Citation Number</i> field contains this text.	
Case Number	Limits your search to those cases in which the <i>Case Number</i> field contains this text.	
Case Display Name	Limits your search to those cases in which the <i>Display Name</i> field contains this text.	
Vehicle Registration #	Limits your search to those cases in which the <i>Vehicle</i> <i>Registration</i> # field contains this text.	
Owner	Limits your search to those cases that are owned by a particular officer. <i>Select this value from the drop-down list.</i>	
Precinct	The precinct or agency server from which this case record originated. <i>Select this value from the drop-down list.</i>	



	Subject Information
First Name	Limits your search to those cases in which the subject's first name contains this text.
Last Name	Limits your search to those cases in which the subject's last name contains this text.
	Available Actions
Action	Description
New Case	Enter a new case record.
Search	Execute your search.
Advanced Search/ Basic Search	Toggle back and forth between the Basic Search form and the Advanced Search form. For more information on the Advanced Search form, see "Performing an Ad- vanced Case Search" on the next page.
Previous Results	Return to the Case Search results, if applicable. If you have not performed a search since you logged on, this action will not display.
Clear	Remove all entries and selections from the search form.
Create	Open a new case. For more information, see "Creating a Regular Case" on page 292 and/or "Creating a Restricted Case" on page 295.
Back to Case	Display the Case Details of the last case you viewed, if applicable. If you have not viewed a case since you logged on, this action will not display.
Back to Video	Display the Video Details of the last video you viewed or played, if applicable. If you have not viewed or played a video since you logged on, this action will not display.

4 Go to the Action column and click **Search**. All cases that match your selection criteria display on the Case Search Results page.



Mobile-Vision, Inc					mvadmin is logged in.	Logout
V Home Menu Home		inset i set	Manage Cases Page 1 of 1 (10 total records)	ing in the second second		
∺ome Search Video	Details	Display Name	Case Number	Subject	Incident Date 🔻	Status
Vanage Cases Jser Help	i	Assault at Knoll Park	20-9834008	Sharif Abudago	03/02/2017	
7 Bookmarks	1	First Degree Assault	09-776345		03/01/2017	_ /_
L3 MVI		MVA on Rt. 78		Multiple	03/04/2015	
Online Support	1	Blizzard Feb 2015		Mark Johnson	02/03/2015	
 User Preferences Administration 		Break in at 32 Huron		Santiago, Ray	01/02/2015	
Administration	1	MVA on Rt. 80		Cates, Devin	12/04/2014	
New Case	1	Robbery at Quick Check		Multiple	12/03/2014	
New Search	1	Riot at MHS	2014-01	Ruth Ann Cates	10/03/2014	
Back to Case Back to Video		Street Fight		Multiple	08/04/2014	
	(1)	Quick Check Robbery	09-008765	Lisa Johnson	07/04/2014	

For a detailed description of the components on the Case Search Results page, see "Viewing Case Search Results" on page 306.

By default, cases are sorted chronologically by *Incident Date*. To sort the results differently, proceed to the next step. Otherwise skip to step 6.

5 Go to the column heading you wish to sort by: *Display Name*, *Case Number*, *Precinct*, or *Subject*.

To sort in *ascending* order—that is, from lowest value to highest value—click the column header *once*. An *up* arrow displays: Case Number 1

-OR -

To sort in *descending* order—that is, from highest value to lowest value—click the column header *twice*. A *down* arrow displays: Case Number 8.

6 To view a case's details, click the Details icon to the left of that case. The Case Details page displays. For a detailed description of the components on this page, see the table beginning on page 308.

Performing an Advanced Case Search

This section describes how to search for a case by one or more of the following criteria:

- □ Case Creation Date
- □ After Incident Date
- □ Before Incident Date
- □ Citation Number
- □ Case Number
- □ Case Display Name
- □ Vehicle Registration Number
- □ Case Owner
- □ Vehicle Plate Number

- □ Case Comments
- □ Case Notations
- □ Precinct
- □ Subject's First Name
- □ Subject's Last name
- Subject's Driver's License Number
- □ Subject's Race
- □ Subject's Gender
- □ Subject's Date of Birth

s I l

- **SEARCH CASE** R Sergeant Larkin is logged in. Logout ▼ Ho Case Information Home Creation Date: After Incident Date: Search Video Manage Cases Before Incident Date: Citation #: 0 User Help Case #: 0 0 Case Display Name ▼ Book 0 ✓ Ø Vehicle Registration #: Owner: L3 MVI Vehicle Plate #: 0 0 Online Support Comments: Notations: ✓ Ø Precinct: **~** 0 User Preferen Δ First Name: 0 Last Name: 0 New Case **v** 🥝 Search Drivers License #: Ø Race: Basic Search Gender: ✓ Ø Date of Birth: Previous Results Clear Back to Case Back to Video
- **1** Go to **V** Home Menu and click **Manage Cases**. The Search Case page displays.

- 2 Look under the Action column. If the Advanced Search option displays, click on it. Otherwise proceed to the next step.
- **3** Enter/select the field values you wish to search on, as described below.

Case Information			
Search Field	Description		
Creation Date	Limits your search to those cases that were created on this date. Select this date from the calendar popup OR enter directly in mm/dd/yyyy format.		
After Incident Date	Limits your search to those cases that involve an incident that occurred <i>after</i> this date. To search for a date <i>range</i> , use this field in combination with the <i>Before Incident</i> <i>Date</i> field. <i>Select this date from the calendar popup OR</i> <i>enter directly in mm/dd/yyyy format.</i>		
Before Incident Date	Limits your search to those cases that occurred <i>before</i> this date. To search for a date <i>range</i> , use this field in combination with the <i>After Incident Date</i> field. <i>Select this date from the calendar popup OR enter directly in mm/dd/yyyy format</i> .		
Citation Number	Limits your search to those cases in which the <i>Citation</i> <i>Number</i> field contains this text.		
Case Number	Limits your search to those cases in which the <i>Case Number</i> field contains this text.		



	Case Information (cont'd)
Search Field	Description
Case Display Name	Limits your search to those cases in which the <i>Display</i> <i>Name</i> field contains this text.
Vehicle Registration #	Limits your search to those cases in which the <i>Vehicle</i> <i>Registration</i> # field contains this text.
Owner	Limits your search to those cases that are owned by a particular officer. <i>Select this value from the drop-down list</i> .
Vehicle Plate #	Limits your search to those cases in which the <i>Vehicle</i> <i>Plate</i> # field contains this text.
Comments	Limits your search to those cases in which the comments entered on the Comments tab contain this text.
Notations	Limits your search to those cases that are marked with a specific checkbox notation. <i>Select this value from the drop-down list</i> .
Precinct	The precinct or agency server from which this case rec- ord originated. <i>Select this value from the drop-down list.</i>
	Subject Information
Search Field	Description
First Name	Limits your search to those cases in which the subject's first name contains this text.
Last name	Limits your search to those cases in which the subject's last name contains this text.
Driver's License #	Limits your search to those cases in which the subject's driver's license number contains this text.
Race	Limits your search to those cases that involve a subject of this race. <i>Select this value from the</i> Race <i>drop-down list</i> .
Gender	Limits your search to those cases that involve a subject of this gender. <i>Select this value from the</i> Gender <i>drop-down list</i> .
Date of Birth	Limits your search to those cases that involve a subject with this date of birth. <i>Select this date from the calendar popup OR enter directly in mm/dd/yyyy format.</i>



Available Actions				
Action	Description			
New Case	Enter a new case record.			
Search	Execute your search.			
Basic Search/ Advanced Search	Toggle back and forth between the Advanced Search form and the Basic Search form. For more information on the Basic Search form, see page 299.			
Previous Results	Return to the previous Case Search Results page, if applicable. If you have not performed a search since you logged on, this action will not display.			
Clear	Remove all entries and selections from the Advanced Search form.			
Create	Open a new case. For more information, see "Creating a Case" on page 292.			
Back to Case	Display the Case Details of the last case you viewed, if applicable. If you have not viewed a case since you logged on, this action will not display.			
Back to Video	Display the Video Details of the last video you viewed or played, if applicable. If you have not viewed or played a video since you logged on, this action will not display.			

4 Go to the Action column and click **Search**. All cases that match your selection criteria display on the Case Search Results page, as pictured on the next page. For a detailed description of the components on this page, see the next section, "Viewing Case Search Results."

By default, cases are sorted chronologically by *Incident Date*. To sort the results differently, proceed to the next step. Otherwise skip to step 6.

5 Go to the column heading you wish to sort by: *Display Name*, *Case Number*, *Precinct*, or *Subject*.

To sort in *ascending* order—that is, from lowest value to highest value—click the column header *once*. An *up* arrow displays: Case Number 1

- OR -

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

6 To view a case's details, click the Details icon to the left of that case. The Case Details page displays.



Viewing Case Search Results

This section describes the various components on the Case Search Results page. This page displays after you execute a search, as described in "Performing a Basic Case Search" on page 299 and "Performing an Advanced Case Search" on page 302. It consists of a table that contains information about each case.

Mobile-Vision, Inc					mvadmin is logged in.	Logout
▼ Home Menu		fact face: free:	Manage Cases	in line line l		
Home Search Video	Details	Display Name	Page 1 of 1 (10 total records) Case Number	Subject	Incident Date V	Status
Manage Cases User Help	i	Assault at Knoll Park	20-9834008	Subject Sharif Abudago	03/02/2017	
▼ Bookmarks	1	First Degree Assault	09-776345		03/01/2017	
L3 MVI		MVA on Rt. 78		Multiple	03/04/2015	
Online Support		Blizzard Feb 2015		Mark Johnson	02/03/2015	
 User Preferences Administration 	•	Break in at 32 Huron		Santiago, Ray	01/02/2015	
Administration		MVA on Rt. 80		Cates, Devin	12/04/2014	
New Case		Robbery at Quick Check		Multiple	12/03/2014	
New Search		Riot at MHS	2014-01	Ruth Ann Cates	10/03/2014	
Back to Case Back to Video		Street Fight		Multiple	08/04/2014	
		Quick Check Robbery	09-008765	Lisa Johnson	07/04/2014	

The total number of cases included in your search results displays at the top of the results list. The other components of the Case Search Results page are described in the following table.

Navigation Buttons				
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.			
K	First Page/Last Page. Used to advance to the first or last page of the search results, respectively.			
	Case Information			
Column	Description			
Details	View Case Details icon. Used to open the Case Details page.			
Display Name	The name of this case.			
Case Number	The agency-assigned ID number for this case.			



Case Information (cont'd)				
Column	Description			
Precinct	The precinct or agency server from which this case record originated.			
Subject	The name of the individual associated with this case. If there is more than one subject associated with this case, the word multiple will display here.			
Incident Date	The date on which the case-related incident occurred (i.e., car accident, crime, etc.) Displays in mm/dd/yyyy format.			
Status	The current status of this case: <i>online</i> (green bar), permanently <i>offline</i> (red bar), or transferring from Precinct server (half green and half red).			
	Available Actions			
Action	Description			
New Search	Return to the Search Case page and clear the search form.			
Create	Display the New Case form used to enter a new case. For more information, see "Creating a Case" on page 292.			
Back to Case	Display the Case Details of the last case you viewed, if applicable. If you have not viewed a case since you logged on, this action will not display.			
Back to Video	Display the Video Details of the last video you viewed or played, if applicable. If you have not viewed or played a video since you logged on, this action will not display.			

Displaying a Case

This section describes how to display an existing case record. Typically, you have access to *your* cases and any *public* cases. Depending on your user role, however, you may have access to other cases as well.

1 Perform a basic or advanced search, as described in "Searching for Cases" on page 299.

– OR –

Go to **Vuser Preferences** and click **Favorite Cases** to select a case from your list of Favorite Cases. A list of cases displays.

2 Click the Details icon to the left of the case you wish to view. The Case Details page displays.



			CASE	DETAILS	5			
Mobile-Vision, Inc.						m	vadmin is logged in.	<u>Loqout</u>
▼ Home Menu	Case Details	System Video	Attached Media	Subjects	Comments	Authorized Users	Logs	
Home					un and an			
Search Video	Display Name	Quick Check Ro	bbery	Case Number	2014-0022]	
lanage Cases ser Help	Status	Online		Citation Number			ĺ	
	Remote Status			Vehicle Registration #			1	
Bookmarks		mvadmin		Vehicle Plate #]	
3 MVI]	0.00
nline Support	Restricted Viewing			Do Not Dispose			J	
User Preferences	Locked			Notations				
Administration	Creation Date	07/25/2014 10:01						
	Incident Date	07/17/2014						
Action								
dit								
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port								
equest Media								
d To Favorites								
nain of Custody								
revious Results								

The information on this page is described below.

Case Details Tab				
Field	Description			
Display Name	The name of this case.			
Status	 The current status of this case on the Agency server: Online. The case is still stored on the Agency server; you can add new videos, media files, subjects, and/or comments to the case. Offline. Some, but not all, of the case functions are available on the Agency server. You can still view the case record, but you can't view its media attachments. Also, you can't export the case or add any new attachments to it (i.e., videos, media files, subjects, and/or comments). If desired, you can restore an offline case to online status within a limited time period. For more information, see "Re-activating an Offline Case" on page 340. 			
Remote Status	The current status of this case on the Precinct server: <i>online</i> or <i>offline</i> (see descriptions above). If this case was created on the <i>Agency</i> server, this field will be blank.			
Owner	The individual to whom this case is assigned.			
Visible	 The visibility status of this case: No. This case is marked as private; therefore it can only be viewed by its owner or users with <i>edit</i> permissions. Yes. This case is marked as public; therefore it can be viewed by all DEA Agency users. 			



	Case Details Tab (cont'd)
Field	Description
Visible (cont'd)	If this is a restricted case, this field will not display.
Restricted Viewing (yes)	The Restricted Case Indicator. If this field displays, it indicates that this case is marked as "restricted" and can only be viewed by a select group of users.
Locked	 A yes/no indicator that denotes whether this case is editable. A non-editable or "locked" case is one that was originally created on a Precinct server. Such cases cannot be updated on the Agency side unless you first request permission from the source Precinct. For instructions, see "Requesting Control of a Case from a Remote Precinct" on page 321. <i>Yes.</i> This case is locked and cannot be edited. <i>No.</i> This case is <i>not</i> locked and can therefore be edited by any user with the proper permissions.
Creation Date	The date and time at which this case record was created. Displays in mm/dd/yyyy hh:mm format.
Incident Date	The date on which the case-related incident occurred (i.e., car accident, crime, etc.) Displays in mm/dd/yyyy hh:mm format.
Case Number	The agency-assigned case number.
Citation Number	The agency-assigned citation number, if applicable.
Vehicle Registration #	The vehicle registration number associated with this case, if applicable.
Vehicle Plate #	The license plate number associated with this case, if applicable.
Do Not Dispose	A checkbox that indicates whether or not the system will keep this case's data available online after the Auto Dispose Time has expired. For more information on this feature, see page 293.
Notations	Agency-specific checkboxes used to notate a case. You define case notations using the procedure described in "Adding a Case Notation" on page 366.
	Available Actions
Action	Description
Edit	Update information stored in this case record. If a Precinct server has control of this case (Locked = yes), this option will not display.



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

	Available Actions (cont'd)
Action	Description
Dispose	Change this case's status from <i>online</i> to <i>offline</i> . If the case is already offline or it's too young to dispose of, this action will not display.
Add Video	Add a video to this case. For instructions, see "Adding a Video to a Case" on page 322, beginning with step 2. If a Precinct server has control of this case (Locked = yes), this option will not display.
Add Media	Add a media file attachment to this case. For instructions, see "Adding a Media Attachment to a Case" on page 325, beginning with step 2. If a Precinct server has control of this case (Locked = yes), this option will not display.
Add Subject	Add a subject name or names to this case. For instruc- tions, see "Adding a Subject to a Case" on page 329, beginning with step 2. If a Precinct server has control of this case (Locked = yes), this option will not display.
Add Comment	Add a comment to this case. For instructions, see "Adding a Comment to a Case" on page 332, beginning with step 2. If a Precinct server has control of this case (Locked = yes), this option will not display.
Export	Open the Export page in order to burn a case to DVD or download it to your PC. For more information on ex- porting, see chapter 3. If this case is currently <i>offline</i> , this action will not display.
Request Control	Request control of the case from the source [*] Precinct.
Request Media	Request the case's media files from the source [*] Precinct.
Add to Favorites	Add this case to your <i>Favorite Cases</i> list. For instruc- tions, see "Adding a Case to Your List of Favorite Cases" on page 338, beginning with step 2.
Request Activation	Submit a request to restore this case from a backup disc or tape to the Agency server. After you click this option, your request will display on the <i>Inbox Messages</i> list for all users who have reactivation privileges. For more information, see "Submitting a Request to Reactivate a Case" in chapter 4 of the <i>DEA Agency Officer's Guide</i> . This action will only display if the case is offline.
Reactivate Now	Restore this case from a backup disc or external backup device to the Agency server. For more information, see "Reactivating an Offline Case" on page 340.

^{*} The remote Precinct from which the case originated

Available Actions (cont'd)				
Action	Description			
Reactivate Now (cont'd)	This action will only display if the case is offline <i>and</i> you have the <i>Reactivate Video</i> permission.			
Chain of Custody	Generate a Chain of Custody report. For further instruc- tions, see "Generating a Chain of Custody Report for a Case" on page 345, beginning with step 2.			
Previous Results	Return to the Case Search Results page.			
Back to Video	Display the Video Details of the last video you viewed or played, if applicable. If you have not viewed or played a video since you logged on, this action will not display.			

To view the other case information, proceed to the appropriate section:

- Requesting a Case's Media Files from a Remote Precinct, below, beginning with step 2
- □ Viewing a Case's Videos, next page, beginning with step 2
- □ Viewing a Case's Media Attachments, page 314, beginning with step 2
- □ Viewing a Case's Subjects, page 316, beginning with step 2
- □ Viewing a Case's Comments, page 317, beginning with step 2
- □ Viewing a Case's Logs, page 318, beginning with step 2
- □ Viewing a Restricted Case's Authorized Users, page 319, beginning with step 2.

Requesting a Case's Media Files from a Remote Precinct

When a case is originally created on a Precinct server, you may find that some of the case's videos or media attachments are *offline*, that is, not viewable from the Agency server. In this instance, you can use the *Request Media* option to transmit that media from the Precinct server to the Agency server.

1 Search for and display the case you wish to request media files from. (If necessary, review "Displaying a Case" on page 307.)

The Case Details page displays.



			CASE	DETAILS	6		
Mobile-Vision, Inc.						m	vadmin is logged in. Logout
Home Menu	Case Details	System Video	Attached Media	Subjects	Comments	Authorized Users	Logs
ne Irch Video							7
nage Cases		Quick Check Ro	obbery		2014-0022		
r Help	Status:	Online		Citation Number	r.		
Bookmarks	Remote Status:			Vehicle Registration #	F.]
1VI	Owner	mvadmin		Vehicle Plate #	k 👘]
ne Support	Restricted Viewing:	Yes		Do Not Dispose	NO]
	Locked:	No		Notations	s:		
Iser Preferences		07/25/2014 10:01					
dministration			•				
Action	Incident Date:	0//1//2014					
Action							
ose							
Video							
Media							
Subject							
Comment							
ort							
uest Media							
To Favorites							
in of Custody							

2 Go to the Action column and click **Request Media**. A confirmation message displays:

This Video Transfer has been successfully requested.

The requested files will transmit to the Agency server during the next server-toserver communication.

Viewing a Case's Videos

This section describes how to view the videos that are currently linked to a case.

- 1 Search for and display the case you wish to view. (If necessary, review "Displaying a Case" on page 307.) The Case Details page displays, as pictured above.
- 2 Click the System Video tab. All videos that are currently linked to this case display.



Mobile-Vision, Inc.												mvadmin is logged in.	<u>Loqout</u>
r Home Menu	Case De	etails	System	Video	Attached Me	dia Sul	jects	Com	ments	Authori	zed Users	Logs	
ome			- ,				vstem Vid	100			. Mariana an		
earch Video anage Cases					K ((of 1 (3 total		te)	> >>			
	Details	Play	Video		Owner	Category	DVR Typ		DVR N		Duration	Video Start 🛦	Remov
Bookmarks	Jetalis	Flay	VILLEO Dia constanti		Owner	Category	DVK Ty	he	DVKT	ame	Duration	VIGEO Start A	Kentow
	i)	•		*1 SWo	oster@20:24:05	No Citation	Vehicle		*11		5 min	05/13/2014 18:03	×
MVI	•	9	A CONTRACTOR OF						Number@	20:07:46			
line Support User Preferences	i		(D	*1 No N	lame@18:20:27	No Citation	Vehicle	•	*1 I Number@		2 min	06/23/2014 20:49	×
Administration Action	i)			*1 No N	lame@18:20:27	No Citation	Vehicle	9	*1 I Number@		1 min	06/24/2014 07:06	×
it 📃													
d Video													
d Media													
d Subject d Comment													
port													
quest Media													
To Favorites													
ain of Custody													
evious Results													
ck to Video													

The columns on the System Video tab are described below.

	System Video Tab
Column	Description
Details	View Video Details icon. Used to open the Video Details page.
Play	Play button. Used to launch the Flashback Player and view the video recording.
Video	A thumbnail image of the beginning of this video.
Owner	The officer who owns this video. By default, the owner of a video file is the officer who was logged on to the DVR unit during the recording. However, you may, in some circumstances, reassign a video to another officer. Note : If the value of the <i>Owner</i> field begins with *1 No Name @, it means one of two things: 1) no officer was logged in to the DVR unit when the recording began, or 2) an officer was manu- ally logged in to the unit [*] when the recording began, but they logged in using a DVR Officer Name that was not an exact match to the one on the server.
Category	The category assigned to this video.
DVR Type	 The type of DVR that captured this video: <i>Vehicle</i>. A Flashback DVR that is installed inside a vehicle, such as a police cruiser. (<i>Continued</i>)

Using the 'User' screen on the DVR

*



	System Video Tab (cont'd)
Column	Description
DVR Type (cont'd)	 <i>Interview Room.</i> A DVR that is installed inside an interview room. This type of DVR is used in conjunction with the optional Interview Room module. <i>Body Worn.</i> A <i>Body</i>VISION or BWX-100 Body Worn camera. <i>VieVu.</i> A VIEVU Body Worn camera.
DVR Name	The name of the DVR unit that recorded this video.
Duration	The length of this video, in minutes.
Video Start	The date and time at which this video began recording. Displays in mm/dd/yyyy hh:mm:ss format.
Remove	Unlink this video from the case record.

- **3** To view a video's details, click the video's Details icon. Otherwise proceed to the next step.
- To play a video, click the video's *Play* button. The Flashback Player launches in a separate window. This player will differ slightly depending on whether you are watching a Flashback1 or Flashback2/3/HD/BV video. For more information, see "Flashback1 Player" or "Flashback2/3/HD/BV Player" in chapter 2.

Viewing a Case's Media Attachments

This section describes how to view the media files that are currently linked to a case.

1 Search for and display the case you wish to view. (If necessary, review "Displaying a Case" on page 307.) The Case Details page displays.

			CASE	DETAILS	5		
Mobile-Vision, Inc.						mv	admin is logged in. Logout
▼ Home Menu	Case Details	System Video	Attached Media	Subjects	Comments	Authorized Users	Logs
Home Search Video					And the second second		
and the second	Display Name	Quick Check Ro	bbery	Case Numbe	r: 2014-0022		
lanage Cases	Status	Online		Citation Numbe	r 🗌		
	Remote Status			Vehicle Registration			
Bookmarks		mvadmin		Vehicle Plate			
3 MVI							
Inline Support	Restricted Viewing	r: Yes		Do Not Dispose			
User Preferences	Locked	l: No		Notation	5:		
Administration	Creation Date	07/25/2014 10:01					
Administration	Incident Date	07/17/2014					
Action							
dit							
Dispose							
dd Video							
dd Media							
dd Subject							
dd Comment							
xport							
equest Media							
dd To Favorites							
Chain of Custody							
Previous Results							



- **CASE DETAILS** З Vision, Inc mvadmin is logged in. Loqout ▼ Ho Case Details System Video Attached Media Subjects Comments Authorized Users Logs Home ttached Media Search Video Page 1 of 1 (2 total records) Manage Cases User Help Date / Time Open Previe Uploaded By Collected By File Name 🛦 Delete ▼ Bookr × 1488837434331 SDC10196.JPG 03/06/2017 16:54 mvadmin mvadmin L3 MVI Online Support × User Pre mvadmin mvadmin 1488837440010_SDC10201.JPG 03/06/2017 16:54 ► Admir Edit Add Video Add Media Add Subject Add Comment Export Request Media Add To Favorites Chain of Custody Previous Results Back to Video
- 2 Click the **Attached Media** tab. All media files that are currently linked to this case display.

The columns on the Attached Media tab are described below.

	Attached Media Tab
Column	Description
Open	View the attached media file.
Preview	View the thumbnail image of an attached photo or graphic, if applicable. Text files will read <i>No Preview Available</i> .
Uploaded By	The user name of the officer who attached this media file to the case.
Collected By	The name of the officer who is responsible for collecting this evidence.
File Name	The name of this media file.
Date / Time	The date and time at which this media file was attached to the case. Displays in mm/dd/yyyy hh:mm:ss format.
Delete	Remove this media file from the case record.



3 To view an attachment, click the folder icon in the *Open* column.



Viewing a Case's Subjects

This section describes how to view information on the subject(s) that are currently linked to a case.

1 Search for and display the case you wish to view. (If necessary, review "Displaying a Case" on page 307.) The Case Details page displays.

			CASE	DETAIL	S			
Mobile-Vision, Inc.						m	wadmin is logge	d in. <u>Loqout</u>
	Case Details	System Video	Attached Media	Subjects	Comments	Authorized Users	Logs	
ome earch Video								
anage Cases	Display Name:	Quick Check Ro	bbery	Case Numbe	er: 2014-0022		1	
ser Help	Status:	Online		Citation Numbe	er:			
	Remote Status:			Vehicle Registration	#			
Bookmarks		mvadmin		Vehicle Plate				
MVI								
line Support	Restricted Viewing:			Do Not Dispos				
User Preferences	Locked:	No		Notation	IS:			
Administration	Creation Date:	07/25/2014 10:01						
	Incident Date:	07/17/2014						
Action								
lit								
spose								
d Video								
ld Media								
ld Subject								
ld Comment								
port								
equest Media								
Id To Favorites								
nain of Custody								
revious Results								

2 Click the **Subjects** tab. All subjects that are currently linked to this case display.

			CA	SE DE	FAILS				
Mobile-Vision, In	с.						m	wadmin is log	iged in. <u>Loqo</u>
▼ Home Menu	Case Details	System Video	Attached M	edia Subje	cts Comments	Authorized	Users	Logs	
Home					Subjects				
Search Video			र २२ २		(2 total records)	> >> সা			
Manage Cases User Help			i i i i	-					
•	Full Na		Date of Birth	Gender	Race	Туре	Edi		Delete
Bookmarks	Devin	Cates	11/14/1989	Male	Caucasian	Defendant			×
L3 MVI	Lisa N	leyers	12/23/1963	Female	Caucasian	Victim			×
Online Support			-						
Administration Action Edit Add Video Add Media Add Subject Add Comment									
Export									
Request Media									
Add To Favorites									
Chain of Custody Previous Results Back to Video									

Subjects Tab								
Column	Description							
Full Name	The subject's first and last name.							
Date of Birth	The subject's date of birth.							
Gender	The subject's gender.							
Race	The subject's race. This field's values are defined by the System Administrator. For more information, see "Adding a Race" in chapter 7.							
Туре	The type of subject (e.g., <i>Witness</i> , <i>Victim</i> , <i>Defendant</i> , etc.). This field's values are defined by the System Administrator. For more information, see "Maintaining Subject Types" on page 374.							
Edit	Update this subject record.							
Delete	Permanently delete this subject record.							

Viewing a Case's Comments

This section describes how to view the comment records that are currently linked to a case.

- 1 Search for and display the case you wish to view. (If necessary, review "Displaying a Case" on page 307.) The Case Details page displays, as pictured on the previous page.
- 2 Click the **Comments** tab. All comments that are currently linked to this case display.

Mobile-Vision, Inc.			•	se Detai					
							mv	admin is iog	ged in. <u>Loqout</u>
▼ Home Menu	Case Details	System \	√ideo Attached	Media Subjects	Comments	Authori	zed Users	Logs	
Home	Ouse Betails	- Oyotom -				7 tatrion	200 00010	Logo	
Search Video				Case Com					
Manage Cases			I< << <	Page 1 of 1 (2 to	tal records)	> >> :	>1		
User Help	Date /	A	User		Text		Edit	_	Delete
Bookmarks	03/07/2017	01:07	mvadmin	mvadmin Trial tentatively scheduled for early		/ June	1		×
L3 MVI	03/07/2017	01:08	mvadmin	mvadmin Officer Day may be required to testify (@ trial	1		×
Online Support						. G	-		· · ·
User Preferences									
Administration									
Action									
Edit									
Add Video									
Add Media									
Add Subject									
Add Comment									
Export									
Request Media									
Request Media									
Add To Favorites Chain of Custody									
Add To Favorites Chain of Custody Previous Results Back to Video									



	The columns on	the Comments ta	ab are described below.
--	----------------	------------------------	-------------------------

	Comments Tab							
Column	Description							
Date	The date and time at which this comment was added to the case. Displays in mm/dd/yyyy hh:mm format.							
User	The user name of the officer who entered this comment.							
Text	The comment itself.							
Edit	Update this comment.							
Delete	Permanently delete this comment.							

Viewing a Case's Logs

This section describes how to view a case's logs. The case logs show *who* performed various actions on a case and *when*. The case logs can, for example, tell you who created, edited, reactivated, or added media attachments to a case and when.

1 Search for and display the case you wish to view. (If necessary, review "Displaying a Case" on page 307.) The Case Details page displays.

			CASE	DETAIL	S		
Mobile-Vision, Inc.	·					mv	admin is logged in. Logour
V Home Menu	Case Details	System Video	Attached Media	Subjects	Comments	Authorized Users	Logs
ome earch Video					and the second second		
earch Video Ianage Cases	Display Name	Quick Check Ro	bbery	Case Numb	er: 2014-0022		
ser Help	Status	Online		Citation Numb	er:		
	Remote Status			Vehicle Registration			
Bookmarks		mvadmin		Vehicle Plate			
3 MVI							
nline Support	Restricted Viewing			Do Not Dispos			
User Preferences	Locked	l: No		Notation	IS:		
Administration	Creation Date	07/25/2014 10:01					
	Incident Date	07/17/2014					
Action							
dit	1						
lispose							
dd Video							
dd Media							
dd Subject							
dd Comment							
xport							
equest Media							
dd To Favorites							
hain of Custody							
revious Results							

2 Click the Logs tab. The case's log records display.



Mobile-Vision, Inc							п	nvadmin is l	ogged in. Loqout
▼ Home Menu	Case Details	System Video	Attached	Madia	Subjects	Comments	Authorized Users	Logs	1
Home	Ouse Betails	Cystem video	7 titue neu	meana	,	,	/ Addition2ed 03er3	Loga	
Search Video					Case L	ogs			
Manage Cases			K << <	F	Page 1 of 3 (18 to	otal records)	> >> >		
User Help	Date 🛦 User					Action			IP Address
▼ Bookmarks	01/27/2016 15:44	01/27/2016 15:44 admin 0							166.20.101.101
L3 MVI	05/09/2016 14:00	/2016 14:00 (Deactivated				
Online Support	01/26/2017 13:49			Case Re	nartivated				166 20 101 101
User Preferences	01/26/2017 13:49					Viewing Toggled			166.20.101.101
Administration	03/06/2017 16:28					ed To Restricted C	ase 'Chris test 1'		166.20.100.160
Action	03/06/2017 16:37	mvadn		System Media #331 Added To Restricted Case 'Chris test 1'					166.20.100.160
Edit Add Video	03/06/2017 16:53	mvadn	mundmin		User Media #341 Uploaded With File Name "1488837380633_temp_11.png" Collected By 'mvadmin'				166.20.100.160
Add Media	03/06/2017 16:54	mvadn	nin	User Me	dia #341 Remov	ed From Case			166.20.100.160
Add Subject Add Comment	L								
Export									
Request Media									
Add To Favorites									
Chain of Custody									
Previous Results									

If necessary, use the navigation arrows at the top of the page to scroll through the list.

К « < > >> >

The columns on the **Logs** tab are described below.

	Logs Tab
Column	Description
Date	The date and time at which this action occurred. Displays in mm/dd/yyyy hh:mm format.
User	The user name of the individual who performed this action.
Action	The specific action that was performed on this case.
IP Address	The IP address of the PC on which this case action was performed.

Viewing a Restricted Case's Authorized Users

This section describes how to view a list of those users who have permission to access a restricted case. For more on restricted cases, see "Creating a Restricted Case" on page 295.

- 1 Search for and display the restricted case you wish to view. (If necessary, review "Displaying a Case" on page 307.) The Case Details page displays, as pictured on the previous page.
- 2 Click the Authorized Users tab. The list of authorized users for this case displays.



_			CASE	Deta	ILS				
Mobile-Vision, Inc.							mv	admin is log	gged in. Logout
▼ Home Menu	Case Details	System Video	Attached Media	Subjects	Comments	Authorized	lsers	Logs	1
Home				•				9-	
Search Video				Authorized					
Manage Cases		Display Nam	e		Login Name			User	Role
User Help		Officer Vian				Officer			
▼ Bookmarks		Officer McKinr	is		doc-lesliez				er
L3 MVI		Officer Meyer	s		SMeyers		Officer		
Online Support		Officer Ostrur	n		EOstrum			Offic	er
User Preferences									
Administration									
Action									
Edit									
Add Video									
Add Media									
Add Subject									
Add Comment									
Add Comment Export									
Add Comment Export Request Media									
Add Comment Export Request Media Add To Favorites									
Add Subject Add Comment Export Request Media Add To Favorites Chain of Custody Previous Results									

For instructions on adding/removing users from the *Authorized Users* list, refer to the following sections:

- □ Adding a User to a Restricted Case, page 335, beginning with step 3
- **D** Removing a User from a Restricted Case, page 336, beginning with step 3.

Viewing Your List of Favorite Cases

This section describes how to view cases on your "Favorite Cases" list. For more information on this feature, see page 338.

1 Go to **V** User Preferences and click **Favorite Cases**. The Favorite Cases page displays.

- 7						m	nvadmin is logged in. Lo
Home Menu Case	Details	System Video	Attached Media	Subjects	Comments	Authorized Users	Logs
ome		,					
Search Video	Disnlay Name:	Quick Check Ro	hherv	Case Number	2014-0022		
anage Cases		Online		Citation Number			
ser Help		Onnie					
Bookmarks	Remote Status:			Vehicle Registration #			
3 MVI	Owner:	mvadmin		Vehicle Plate #	e 🔤		
nline Support Rest	ricted Viewing:	Yes		Do Not Dispose	: No		
· User Preferences	Locked:	No		Notations	c		
	Creation Date:	07/25/2014 10:01	1				
Administration	Incident Date:		•				
Action	meident Date.	011112014					
dit							
dd Video							
dd Media							
dd Subject							
dd Comment							
xport							
equest Media							
dd To Favorites							
Chain of Custody							



2 To *add* a case to this list, see "Adding a Case to Your List of Favorite Cases" on page 338.

– OR –

To *remove* a case from this list, click the \times icon to the right of the case you wish to remove.

3 To access one of the cases on your list, click the Details icon to the left of that case.

Updating a Case

Periodically, you may need to add/remove data from a case, including videos, subject names, media attachments, and comments.

For specific instructions, see:

- □ Requesting Control of a Case from a Remote Precinct, below
- □ Adding a Video to a Case, page 322
- □ Removing a Video from a Case, page 324
- □ Adding a Media Attachment to a Case, page 325
- □ Removing a Media Attachment from a Case, page 327
- □ Adding a Subject to a Case, page 329
- □ Removing a Subject from a Case, page 330
- □ Updating a Case's Subjects, page 331
- □ Adding a Comment to a Case, page 332
- □ Removing a Comment from a Case, page 333
- □ Updating a Case's Comments, page 334
- □ Adding a User to a Restricted Case, page 335
- □ Removing a User from a Restricted Case, page 336.

If a case was originally created on a Precinct server, you must have control of that case before you can update it. For instructions, see the next section, "Requesting Control of a Case from a Remote Precinct."

Requesting Control of a Case from a Remote Precinct

Before you can update a case, you need to verify that you have control of that case. If the value of the *Locked* field is **No**, then you have control of the case. If the value of the *Locked* field is **Yes**, it indicates that the "source" Precinct (that is, the Precinct from which the case originated) currently has control of the case. In this instance, you will have to ask the system to give you control of the case before you can update it.



WARNING: Do not perform this procedure unless you wish to assume full and permanent control over a case file. Once you assume control of a case, you can never transfer that control back to the original Precinct.

1 Search for and display the case you wish to assume control of. (If necessary, review "Displaying a Case" on page 307.) The Case Details page displays.



			CASE D	ETAILS	5		
Mobile-Vision, Inc							mvadmin is logged in. Logout
▼ Home Menu	Case Details	System Video	Attached Media	Subjects	Comments	Logs	1
Home Search Video Manage Cases User Help	Display Name: Status:	Riot a MHS Online		Case Number: Citation Number:			
▼ Bookmarks	Remote Status:	Online	Vel	nicle Registration #.			
L3 MVI Online Support	Owner: Visible:	mvadmin No		Vehicle Plate #: Notations:			
User Preferences	Locked:						ou can't change
Administration Action	Creation Date: Incident Date:	07/28/2014 20:10 07/22/2014			uniess the u control d		Precinct gives case
Export Request Control Request Media Add To Favorites Chain of Custody							
Previous Results							

2 Go to the Action column and click **Request Control**. You now have permanent control over the case. Precinct users can no longer update this case.

Adding a Video to a Case

This section describes how to add a video to an existing case. In order to perform this task, you must be the case's owner or have *edit* permissions. Also, the value of the *Locked* field must be **No**, indicating that the Agency precinct has control of the case. If the value of the *Locked* field is **Yes**, see "Requesting Control of a Case from a Remote Precinct" on page 311 for more information.

- 1 Search for and display the case you wish to add a video to. (If necessary, review "Displaying a Case" on page 307.) The Case Details page displays, as pictured above.
- 2 Go to the Action column and click Add Video. The Choose Video to Add popup displays.

	Choose Video to Add
Contraction of the second s	
Add Vide	o: Officer Zalewski
	o: Officer Zalewski or Video to add to Case: Quick Check Robbery

If you've viewed a video since you last logged onto the system, the most recent video you viewed will display on this popup.

- \Rightarrow If *one* radio button displays, skip to step 4.
- \Rightarrow If *two* radio buttons display, proceed to the next step.



3 To add the displayed video to your case, click **Next**. Skip to step 8. – OR –

To add a *different* video to your case, select Search for Video to add to Case.

4 Click Next. The Search Video page displays.

-	SI	EARCH VIDE	2 0	
Mobile-Vision, Inc.				mvadmin is logged in. Logout
▼ Home Menu	Media Information			
Home				
Search Video	Date:	II 🕢 🔲	OVR:	<u>∼</u> ⊗
Manage Cases	System ID:	🕜 Ow	vner: 🗸 🗸 🕜	
User Help	Precinct:	🗸 👔 Categ	iory:	7 🧿
▼ Bookmarks				
L3 MVI				
Online Support				
► User Preferences				
Administration				
Action				
Search				
Advanced Search				
Clear				

5 Search for and display the video you wish to add. (If necessary, review "Searching for Videos" in chapter 2.)

The Video Details page displays.

		VIDE	eo Detai	LS	
Mobile-Vision, Inc.					mvadmin is logged in. Logout
▼ Home Menu Home	Status: Online Video Logs	UMD			
Search Video		System ID:	320	Incident#:	
Manage Cases User Help		Owner:	Officer Ostrum	Ingest Date:	10/04/2016 12:25
▼ Bookmarks	IN ACCOUNT OF ANY CONTRACTOR	DVR Officer Name:		Record Trigger:	Record Button
L3 MVI			*1 FBHD@12:10:43	Video Start:	10/04/2016 08:58
Online Support User Preferences	and the	DVR Type:	-	Video End:	10/04/2016 09:00
Administration		Category:		Duration (minutes):	1
Action				Purge Date:	
Play				Maximum Speed:	44
Export Add To Case Chain of Custody		Assigned To Case(s):	0	Video Notation(s):
Previous Results					
Back to Case					

6 Go to the Action column and click Add To Case. The Add Video to Case popup displays.



- 7 Click Next. The Case Details page redisplays.
- 8 Click the System Video tab. The new video now displays on the case's video list.

Mobile-Vision, Inc.												mvadmin is l	ogged in.	Logout
▼ Home Menu	Case De	etails	System	Video	Attached Me	dia Sul	jects	Con	nments	Authori	zed Users	Logs)	
Home Search Video			-			s	ystem Vid	00			and the second second			
Manage Cases							of 1 (3 total	1.1	rde)	> >>	NC.			
	etails	Play	Video		Owner	Category	DVR Ty			Name	Duration	Video Sta	art A	Remove
7 Bookmarks	alano	. 107			Culler	Jalegoly	Dark 19	~			Jurauoli	VIGEO SU		Remove
3 MVI	i		The Second	*1 SW0	oster@20:24:05	No Citation	Vehicle	• 👘		No 020:07:46	5 min	05/13/2014	18:03	×
Online Support			All and a second se		-				Number@	920.07.40				
User Preferences	i			*1 No N	lame@18:20:27	No Citation	Vehicle	,		No 020:07:46	2 min	06/23/2014	20:49	×
Administration									Number	920.01.40				
Action	i	•		*1 No M	lame@18:20:27	No Citation	Vehicle			No 20:07:46	1 min	06/24/2014	07:06	×
dit			10 × 10					692	Number	920.01.40				
Add Video														
Add Media														
Add Subject														
Add Comment														
xport														
Request Media														
dd To Favorites														
Chain of Custody														
Previous Results														

9 To add another video to this case, repeat steps 2 through 8.

Removing a Video from a Case

This section describes how to remove a video from an existing case. In order to perform this task, you must be the case's owner or have *edit* permissions. Also, the value of the *Locked* field must be **No**, indicating that the Agency precinct has control of the case. If the value of the *Locked* field is **Yes**, see "Requesting Control of a Case from a Remote Precinct" on page 311 for more information.

1 Search for and display the case you wish to remove a video from. (If necessary, review "Displaying a Case" on page 307.) The Case Details page displays.



			CASE	DETAILS	S			
Mobile-Vision, Inc.						mv	admin is logged	in. <u>Loqout</u>
Home Menu	Case Details	System Video	Attached Media	Subjects	Comments	Authorized Users	Logs	
earch Video	Dista North		••••••	0	er: 2014-0022	1		
anage Cases		Quick Check Ro	obery					
er Help		Online		Citation Numbe				
Bookmarks	Remote Status:			Vehicle Registration	#:			
IVI	Owner:	mvadmin		Vehicle Plate	#:			
ine Support	Restricted Viewing:	Yes		Do Not Dispos	e: No			
	Locked:	No		Notation	s:			
User Preferences		07/25/2014 10:01						
Administration	Incident Date:							
Action	incident Date.	0//1//2014						
pose								
d Video								
Media								
Subject								
Comment								
ort								
uest Media								
To Favorites								
ain of Custody								
vious Results								

2 Click the **System Video** tab. All the videos that are currently linked to this case display, as pictured on the previous page.

For a description of the columns on this tab, see page 313.

3 Locate the video you wish to remove, then go to the *Remove* column and click \times . The system removes the selected video from the case's video list.

Adding a Media Attachment to a Case

This section describes how to add an attachment file to a case, such as an evidential photograph. In order to perform this task, you must be the case's owner or have *edit* permissions. Also, the value of the *Locked* field must be **No**, indicating that the Agency precinct has control of the case. If the value of the *Locked* field is **Yes**, see "Requesting Control of a Case from a Remote Precinct" on page 311 for more information.

- 1 Search for and display the case you wish to attach a file to. (If necessary, review "Displaying a Case" on page 307.) The Case Details page displays, as pictured above.
- 2 Go to the Action column and click Add Media.
- \Rightarrow If the Add External Media page displays (typical), proceed to the next step.
- ⇒ If a security popup displays, select the checkbox at the bottom of the popup, then click Allow. Next, select the checkbox at the bottom of the *second* popup, then click Run. The Add External Media page displays.

(Continued)

s I l



Add External Media To upload user media to be attached to the current case, please complete the following steps: 9 rowse to the folder containing the files to upload. 9 celect the file(s) you wish to upload. (Note you can multi-select by holding the "Ctrl" key while clicking) • Click the 'Upload Look Jn: Occuments • Config.xml File Name: Files of Type: All Files Evidence Collected by:	🛓 Add External M	Aledia
Browse to the folder containing the files to upload. Select the file(s) you wish to upload. (Note you can multi-select by holding the "Ctrl" key while clicking) Click the "Upload Selected File(s)" button below. Select Files for Upload Look In: Documents My Received Files Config.xml File Name: Files of Type: All Files		Add External Media
 Select the file(s) you wish to upload. (Note you can multi-select by holding the "Ctrl" key while clicking) Click the 'Upload Selected File(s)' button below. Select Files for Upload Look In: Documents My Received Files config.xml File Name: Files of Type: All Files All Files 	To uploa	d user media to be attached to the current case, please complete the following steps:
	Brows	se to the folder containing the files to upload.
Select Files for Upload Look In: Documents My Received Files Config.xml File Name: Files of Type: All Files		
Look In: Documents My Received Files Config.xml File Name: File Name: File State S	 Click t 	the 'Upload Selected File(s)' button below.
Look In: Documents My Received Files Config.xml File Name: File Name: File Structure	- Select Files for	linioad
My Received Files config.xml File Name: File Name: Files of Type: All Files		
Config.xml File Name: Files of Type: All Files		
File Name: Files of Type: All Files	My Receive	d Files
Files of Type: All Files	Config.xml	
Files of Type: All Files		
Files of Type: All Files		
Files of Type: All Files		
Files of Type: All Files		
Files of Type: All Files		
Files of Type: All Files		
Files of Type: All Files		
Files of Type: All Files		
Files of Type: All Files		
	File Name:	
	Files of Type:	All Files
Evidence Collected by: *1 Leo Lorenzetti@17:35: 💌		
		Evidence Collected by: *1 Leo Lorenzetti@17:35: 💌
Upload Selected File(s)		Upload Selected File(s)

- **3** Using the *Look in* drop-down list, navigate to the disk drive location where the file is located.
- 4 Click on the file or files you wish to link. To select more than one file, hold the **Ctrl** key down while you click on each file.
- **5** If the owner of this case is the same person responsible for collecting this evidence (default), skip to step 7.

- OR -

If the owner of this case is *not* the same person responsible for collecting this evidence, proceed to the next step.

- **6** Go to the *Evidence Collected By* field and select the name of the officer who is responsible for collecting this evidence.
- 7 Click Upload Selected File(s). After the selected files are uploaded, a confirmation message displays.

Complete	x
(i) Upload Successfully Completed.	
ОК	



- 8 Click OK.
- **9** Close the Add External Media popup.
- **10** Click the **Attached Media** tab. Your newly added files display on the Attached Media list.

				CASE I)ETAI	LS			
Mobile-Vision, Inc	.						n	nvadmin is logged in.	Logout
▼ Home Menu	Case D	etails S	vstem Video A	ttached Media	Subjects	Comments	Authorized Users	Logs	
Home					Attached	Media			
Search Video Manage Cases			R	<< <	Page 1 of 1 (2 to		<u>স</u> ্স		
Jser Help	Open	Preview	Uploaded By	Collecte			Name A	Date / Time	Delete
Bookmarks	opon		opioudou by	000000	<i>u D</i> ,	110		Date / Hillo	00101
		🗁 🚺 mvadmin		mvadr	nin	14888374343	31_SDC10196.JPG	03/06/2017 16:54	×
3 MVI		march							
nline Support	~								
User Preferences			mvadmin	mvadr	nin	14888374400	10_SDC10201.JPG	03/06/2017 16:54	×
Administration		R. Lossell							
Action									
dit									
dd Video									
dd Media									
dd Subject									
dd Comment									
kport									
equest Media									
d To Favorites									
hain of Custody									
evious Results									
ack to Video									

Removing a Media Attachment from a Case

This section describes how to remove a media file from a case. In order to perform this task, you must be the case's owner or have *edit* permissions. Also, the value of the *Locked* field must be **No**, indicating that the Agency precinct has control of the case. If the value of the *Locked* field is **Yes**, see "Requesting Control of a Case from a Remote Precinct" on page 311 for more information.

1 Search for and display the case you wish to update. (If necessary, review "Displaying a Case" on page 307.)

The Case Details page displays.

(Continued)



			CASE	DETAILS			
Mobile-Vision, Inc.						mv	admin is logged in. Logout
Home Menu	Case Details	System Video	Attached Media	Subjects	Comments	Authorized Users	Logs
ome earch Video							
anage Cases	Display Name:	Quick Check Ro	bbery	Case Number	2014-0022		
er Help	Status:	Online		Citation Number			
	Remote Status:			Vehicle Registration #			
Bookmarks	Owner:	mvadmin		Vehicle Plate #			
MVI	Restricted Viewing:			Do Not Dispose:			
ine Support				Notations:			
User Preferences	Locked:			Notations.			
Administration	Creation Date:	07/25/2014 10:01					
	Incident Date:	07/17/2014					
Action							
it							
spose							
d Video							
d Media							
d Subject							
d Comment							
oort guest Media							
d To Favorites							
ain of Custody							

2 Click the Attached Media tab. All files that are currently linked to this case display.

Mobile-Vision, Inc	.			Case I)etai	LS		nvadmin is logged in.	ocout 2
-					<u></u>				<u></u>
▼ Home Menu	Case De	etails S	System Video A	ttached Media	Subjects	Comments	Authorized Users	Logs	
Home Search Video					Attached	Media			
Manage Cases			14	< < <	Page 1 of 1 (2 to	otal records)	> >> >1		
User Help	Open	Preview	Uploaded By	Collecte	d By	File	Name 🔺	Date / Time	Delete
▼ Bookmarks L3 MVI	mvadmin		mvadmin	mvadn	nin	14888374343	31_SDC10196.JPG	03/06/2017 16:54	×
Online Support									
User Preferences	6		mvadmin	mvadn	nin	14888374400	10_SDC10201.JPG	03/06/2017 16:54	×
 Administration 									
Action									
Edit									
Add Video									
Add Media									
Add Subject									
Add Comment									
Export Request Media									
Add To Favorites									
Chain of Custody									
Previous Results									

For a description of the columns on the Attached Media tab, see page 315.

3 Locate the file that you wish to remove, then go to the *Delete* column and click \times . The system removes the selected file from the case's Attached Media list.



Adding a Subject to a Case

This section describes how to add a subject name to a case. In order to perform this task, you must be the case's owner or have *edit* permissions. Also, the value of the *Locked* field must be **No**, indicating that the Agency precinct has control of the case. If the value of the *Locked* field is **Yes**, see "Requesting Control of a Case from a Remote Precinct" on page 311 for more information.

- 1 Search for and display the case you wish to add a subject to. (If necessary, review "Displaying a Case" on page 307.) The Case Details page displays, as pictured on the previous page.
- **2** Go to the Action column and click Add Subject. The Subject Information popup displays.

	Subject Information	
End Name -		
First Name:		
Last Name:	0	
Middle Name:	0	
Prefix Name:	0	
Suffix Name:	0	
Date of Birth:		
Drivers License #:	0	
Race:	✓ Ø	
Gender:		
Type:		
	Save Cancel	

- **3** Enter the subject's name in the following fields:
 - □ First Name
 - Last Name
 - □ Middle Name, if applicable
 - □ Prefix Name (Mr., Mrs., Ms., etc.)
 - □ Suffix Name, if applicable (Jr., III, etc.)
- **4** Enter or select the subject's date of birth in the *Date of Birth* field. Observe mm/dd/yyyy format.
- 5 If you know the subject's driver's license number, enter it in the *Driver's License* # field. Otherwise proceed to the next step.
- 6 If your agency is using the *Race* field, select the subject's race from the *Race* drop-down list. Otherwise proceed to the next step.
- 7 Select the subject's gender from the *Gender* drop-down list.



- 8 If your agency is using the *Type* field, select the type of subject from the *Type* dropdown list. Otherwise proceed to the next step.
- 9 Click Save. A confirmation message displays.

Subject Edward Ostrum successfully saved.

10 Click the Subjects tab. Your newly added subject displays.

Mobile-Vision, In	с.		CAS	E DETA	AILS		m	vadmin is k	ogged in. Logol
▼ Home Menu	Case Details	System Video	Attached Med	ia Subjects	Comments	Authorized	Ulsors	Logs	
Home	Case Details	System video	Attached wed	,		Authorized		Logs	
Search Video				Case Sul					
Manage Cases				Page 1 of 1 (2 to	otal records)	> >> >1			
User Help	Full Nar	ne 🛦	Date of Birth	Gender	Race	Туре	Edit	t –	Delete
▼ Bookmarks	Devin (Cates	11/14/1989	Male	Caucasian	Defendant	1		×
L3 MVI	Lisa M	eyers	12/23/1963	Female	Caucasian	Victim	1		×
Online Support									
User Preferences									
► Administration									
Administration Action									
 Administration Action Edit 									
Administration Action Edit Add Video									
 Administration Action Edit Add Video Add Media 									
Administration Action Edit Add Video Add Media Add Subject									
Administration Action Edit Add Video Add Media Add Subject Add Comment									
Administration Action Edit Add Video Add Media Add Subject Add Comment Export									
Administration Action Edit Add Video Add Media Add Subject Add Comment Export Request Media									
Administration Action Edit Add Video Add Media Add Subject Add Comment Export Request Media Add To Favorites									
Administration Action Edit Add Video Add Media Add Subject Add Comment									

11 To add another subject to this case, repeat steps 2-9.

Removing a Subject from a Case

This section describes how to remove a subject name from a case. In order to perform this task, you must be the case's owner or have *edit* permissions. Also, the value of the *Locked* field must be **No**, indicating that the Agency precinct has control of the case. If the value of the *Locked* field is **Yes**, see "Requesting Control of a Case from a Remote Precinct" on page 311 for more information.

1 Search for and display the case you wish to remove a subject from. (If necessary, review "Displaying a Case" on page 307.)

The Case Details page displays.



			CASE]	DETAILS	5			
Mobile-Vision, Inc.						mv	admin is logg	ed in. <u>Loqout</u>
Home Menu	Case Details	System Video	Attached Media	Subjects	Comments	Authorized Users	Logs	
ome earch Video								
anage Cases		e: Quick Check Ro	bbery		r: 2014-0022			
er Help		s: Online		Citation Numbe	r			
Bookmarks	Remote Statu	s:		Vehicle Registration #	<i>‡</i> .			
MVI	Owne	er: mvadmin		Vehicle Plate #	t.			
line Support	Restricted Viewin	g: Yes		Do Not Dispose	e: No			
	Locke	d: No		Notations	5.			
User Preferences	Creation Dat	e: 07/25/2014 10:01						
Administration		e: 07/17/2014						
Action	Incluent Dat	e. 07/17/2014						
it								
spose								
d Video								
d Media								
d Subject								
d Comment								
port								
quest Media								
d To Favorites								
ain of Custody								
evious Results								

- 2 Click the **Subjects** tab. All subjects that are currently linked to this case display, as pictured on the previous page.
- 3 Locate the subject name you wish to remove, then go to the *Delete* column and click
 X. The system removes the selected subject from the case's *Subjects* list.

Updating a Case's Subjects

This section describes how to update information on the subject(s) that are currently linked to a case. To do so, you must be the case's owner or have *edit* permissions. Also, the value of the *Locked* field must be **No**, indicating that the Agency precinct has control of the case. If the value of the *Locked* field is **Yes**, see "Requesting Control of a Case from a Remote Precinct" on page 311 for more information.

- **1** Search for and display the case you wish to view and/or update. (If necessary, review "Displaying a Case" on page 307.) The Case Details page displays, as pictured above.
- 2 Click the **Subjects** tab. All subjects that are currently linked to this case display, as pictured on the previous page.

The columns on this tab are described in the table on page 317.

3 Click the Z icon in the *Edit* column. The Subject Information popup displays.

(Continued)



5	Subject Information
First Name: Ray	
Last Name: San	
Middle Name:	
Prefix Name:	0
Suffix Name:	
Date of Birth: 09/0)4/1962
Drivers License #:	0
Race: Hisp	panic 🔽 🥑
Gender: Mal	e 🔽 🥝
Type: Witr	ness 🔽 🕜
	Save Cancel

4 Enter/select your changes, then click **Save**.

Adding a Comment to a Case

This section describes how to add a comment to a case. In order to perform this task, you must be the case's owner or have *edit* permissions. Also, the value of the *Locked* field must be **No**, indicating that the Agency precinct has control of the case. If the value of the *Locked* field is **Yes**, see "Requesting Control of a Case from a Remote Precinct" on page 311 for more information.

1 Search for and display the case you wish to add a comment to. (If necessary, review "Displaying a Case" on page 307.) The Case Details page displays.

Mobile-Vision, Inc.						mv	admin is logged in	. <u>Loqou</u>
▼ Home Menu	Case Details	System Video	Attached Media	Subjects	Comments	Authorized Users	Logs	
lome								
Search Video	Display Name:	Quick Check Ro	bbery	Case Number	2014-0022			
Manage Cases Jser Help	Status:	Online		Citation Number	-			
	Remote Status:			Vehicle Registration #				
Bookmarks		mvadmin		Vehicle Plate #				
.3 MVI								
Online Support	Restricted Viewing:	Yes		Do Not Dispose:				
User Preferences	Locked:	No		Notations				
	Creation Date:	07/25/2014 10:01						
Administration	Incident Date:	07/17/2014						
Action								
Edit								
Dispose								
Add Video								
Add Media								
Add Subject								
Add Comment								
Export								
Request Media								
Add To Favorites								
Chain of Custody								

2 Go to the Action column and click Add Comment. The Please Add Your Comment Below popup displays.

s I l

Please Add Your Comment Below:	×
You have 256 characters left.	
Save Cancel	

- **3** Enter your comment in the space provided, then click **Save**.
- 4 Click the **Comments** tab. The new comment displays on the *Comments* list.

			CASE	DETAI	LS				
Mobile-Vision, Inc.							mva	dminis log	ged in. <u>Loqout</u>
▼ Home Menu	Case Details	System Vid	deo Attached Media	Subjects	Comments	Autho	rized Users	Logs	
Home Search Video				Case Com	ments			-	
Manage Cases			16 86	Page 1 of 1 (2 to		> >>	21		
User Help	Date 4		User		Text		Edit		Delete
▼ Bookmarks	03/07/2017		mvadmin	Trial tentatively	scheduled for ear	lv.lune	/		×
L3 MVI Online Support	03/07/2017		mvadmin	-	be required to test		1		×
Administration Action Edit Add Video Add Video Add Media Add Subject Add Comment Export Request Media Add To Favorites Chain of Custody									

The columns on this tab are described on page 318.

Removing a Comment from a Case

This section describes how to remove an existing comment from a case. In order to perform this task, you must be the case's owner or have *edit* permissions. Also, the value of the *Locked* field must be **No**, indicating that the Agency precinct has control of the case. If the value of the *Locked* field is **Yes**, see "Requesting Control of a Case from a Remote Precinct" on page 311 for more information.

- 1 Search for and display the case you wish to remove a comment from. (If necessary, review "Displaying a Case" on page 307.) The Case Details page displays, as pictured on the previous page.
- 2 Click the **Comments** tab. All comments that are currently linked to this case display, as pictured above.
- **3** Locate the comment you wish to remove, then go to the *Delete* column and click \times . The system removes the selected comment from the case's *Comments* list.



Updating a Case's Comments

This section describes how to update information on the subject(s) that are currently linked to a case.

1 Search for and display the case you wish to update. (If necessary, review "Displaying a Case" on page 307.) The Case Details page displays.

			CASE	Detaii	ĴS			
Mobile-Vision, Inc.						mv	admin is logged in.	<u>Loqout</u>
Home Menu	Case Details	System Video	Attached Media	Subjects	Comments	Authorized Users	Logs	
earch Video					-			
inage Cases	Display Name:	Quick Check Ro	bbery	Case Num	iber: 2014-0022			
er Help	Status:	Online		Citation Num	iber:			
Bookmarks	Remote Status:			Vehicle Registratio	on #:			
MVI	Owner:	mvadmin		Vehicle Pla	te #:			
line Support	Restricted Viewing:	Yes		Do Not Disp	ose: No			
	Locked:			Notati				
User Preferences		07/25/2014 10:01						
Administration								
Action	Incident Date:	07/17/2014						
it								
spose								
d Video								
d Media								
d Subject								
d Comment								
port								
quest Media								
d To Favorites								
ain of Custody								
all of Custody								

2 Click the **Comments** tab. All comments that are currently linked to this case display.

				CASE	Detai	LS				
Mobile-Vision, Inc.								mv	admin is lo	gged in. <u>Loqout</u>
▼ Home Menu	Case Details	System V	/ideo	Attached Media	Subjects	Comments	Autho	orized Users	Logs	
Home		eyeren i	1400		Case Com		, 10111		Logo	
Search Video Manage Cases				र र र	Page 1 of 1 (2 to		21.221	[N]		
User Help	Date 4				Page For F(210		> >>			Delete
▼ Bookmarks				User		Text		Edit		
	03/07/2017			mvadmin		scheduled for ear		2		×
L3 MVI Online Support	03/07/2017	01:08		mvadmin	Officer Day may	be required to testi	fy @ trial	2		×
Administration Action Edit Add Video Add Media Add Subject Add Comment										

The columns on this tab are described in the table on page 318.



3 Click the \angle icon in the *Edit* column. The Comments box displays.



4 Enter your changes, then click **Save**.

Adding a User to a Restricted Case

This section describes how to add a user to the *Authorized Users* list for a restricted case. For more on restricted cases, see "Creating a Restricted Case" on page 295.

In order to perform this task, you must be the case's owner or have *edit* permissions. Also, the value of the *Locked* field must be **No**, indicating that the Agency precinct has control of the case. If the value of the *Locked* field is **Yes**, see "Requesting Control of a Case from a Remote Precinct" on page 311 for more information.

- **1** Search for and display the restricted case you wish to update, as pictured on the previous page. (If necessary, review "Displaying a Case" on page 307.)
- **2** Go to the Action column and click **Edit**. The Edit Case form displays.

	Edit Case	3
ſ	Details Authorized Users	
	Owner: admin Visibility: Private V	
	Restricted Viewing: 🔽 🥑 Display Name: Quick Check Robbery	
	Incident Date: 01/05/2016 🛛 🕼 🥢 Case Number:	
	Citation Number: 🛛 🕜 Vehicle Registration #: 🜍	
	Vehicle Plate #: 🛛 🕜 Do Not Dispose: 🗌 🧭	
	Notations: Altercation Bench Warrant BOLO Deactivation request denial DUI	
	□ Image of a child □ Police Computer Screen □ Protected location □ Special Ops Event □ Substance Abuse Treatment	
	UC/CI Victim of Criminal Offense	
L		_
	Save Reset Cancel	

3 Click the **Authorized Users** tab.

(Continued)



	lit Ca	ise 💽
Details Authorized Users		
Select Authorized Users		Approved Users
Search: Case		Search: Case
K K 1 of 3 (30) total >>>> >>		K K 1 of 1 (4) total > >> >>
*1 Leo@17:22:18	1	Officer McKinnis
*1 No Name@12:49:33	>	Officer Meyers
cfannin	>>	Officer Ostrum
chris	_	Officer Vian
cwadmin	<	
Detective	<<	
herm		
jthomas		
justin		
lance		
Lieutenant Rogers		
Save	Rese	t Cancel

- **4** Go to the left column (Select Authorized Users) and click on the user you wish to allow access to this case. If the user name is not visible, use the navigation arrows at the top of the column to scroll through the list *or* enter the user's name in the *Search* field at the top of the *Authorized Users* column.
- 5 Once you've highlighted the appropriate user, click ≥ in the center column. The selected user name moves to the right column (Approved Users).
- 6 Click Save. A confirmation message displays at the top of the Case Details page.

Case Quick Check Robbery successfully saved

Removing a User from a Restricted Case

This section describes how to remove a user from the *Authorized Users* list for a restricted case. For more on restricted cases, see "Creating a Restricted Case" on page 295.

In order to perform this task, you must be the case's owner or have *edit* permissions. Also, the value of the *Locked* field must be **No**, indicating that the Agency precinct has control of the case. If the value of the *Locked* field is **Yes**, see "Requesting Control of a Case from a Remote Precinct" on page 311 for more information.

1 Search for and display the restricted case you wish to update. (If necessary, review "Displaying a Case" on page 307.)

The Case Details page displays.



			CASE]	DETAILS	5			
Mobile-Vision, Inc.						mv	admin is logger	d in. <u>Loqout</u>
Home Menu	Case Details	System Video	Attached Media	Subjects	Comments	Authorized Users	Logs	
me arch Video								
nage Cases		Quick Check Rol	bbery	Case Number	2014-0022			
er Help	Status	Online		Citation Number	:			
Bookmarks	Remote Status	¢ [Vehicle Registration #	:			
MVI	Owner	mvadmin		Vehicle Plate #				
ine Support	Restricted Viewing	Yes		Do Not Dispose:	NO			
	Locked	No		Notations				
User Preferences		07/25/2014 10:01						
Administration								
Action	Incident Date	07/17/2014						
it								
pose								
d Video								
d Media								
d Subject								
d Comment								
port								
quest Media								
d To Favorites								
ain of Custody								
evious Results								

2 Go to the Action column and click Edit. The Edit Case form displays.

Edit Case	٢
Details Authorized Users	
Owner: admin 🔽 🥝 Visibility: Private 🗸 🤡	
Restricted Viewing: 🔽 🥝 Display Name: Quick Check Robbery	
Incident Date: 01/05/2016 🛛 🗐 🧭 Case Number:	
Citation Number: 0 Vehicle Registration #: 0	
Vehicle Plate #: 🛛 👔 Do Not Dispose: 🗌 🚱	
Notations: Altercation Bench Warrant BOLO Deactivation request denial DUI	
🗌 Image of a child 📄 Police Computer Screen 📄 Protected location 📄 Special Ops Event 📄 Substance Abuse Treatment	
UC/CI Victim of Criminal Offense	
	1
Save Reset Cancel	

- 3 Click the Authorized Users tab, as pictured on the previous page.
- 4 Go to the right column (Approved Users) and click on the user you wish to remove.
- 5 Once you've highlighted the correct user, click ≤ in the center column. The selected user is removed from the Approved Users list.
- 6 Click Save. A confirmation message displays at the top of the Case Details page.

Case Quick Check Robbery successfully saved



Adding a Case to Your List of Favorite Cases

This section describes how to add a case to your "Favorite Cases" list. This feature provides you with a quick and easy method to access those cases that you refer to frequently.

In order to add a case to your Favorite Cases list, you must be the case's owner or have *edit* permissions.

1 Search for and display the case you wish to add to your Favorite Cases list. (If necessary, review "Displaying a Case" on page 307.) The Case Details page displays.

			CASE	DETAILS	5			
Mobile-Vision, Ind	c.					mv	admin is logged i	n. <u>Loqout</u>
7 Home Menu	Case Details	System Video	Attached Media	Subjects	Comments	Authorized Users	Logs	
ome earch Video	Display Name:	Quick Check Ro	bberv	Case Numbe	r: 2014-0022			
anage Cases	Status			Citation Numbe				
ser Help	Remote Status			Vehicle Registration #				
Bookmarks		mvadmin		Vehicle Plate #				
MVI	Restricted Viewing:	L		Do Not Dispose				
line Support	Locked:			Notations				
User Preferences		07/25/2014 10:01						
Administration								
Action	Incident Date:	07/17/2014						
lit								
spose								
ld Video								
d Media								
d Subject								
d Comment								
port								
quest Media								
d To Favorites								
nain of Custody								
revious Results								

2 Go to the Action column and click **Add To Favorites**. The Add Description for Favorite popup displays.

Add Description for Favorite	×
Case Display Name: Quick Check Robbery	
Description:	
Save Cancel	

3 Enter a description for the case in the field provided, then click **Save**. The selected case is added to your Favorite Cases list.

To view the Favorite Cases list, go to **V** User Preferences and click **Favorite Cases**.



		FAVORITE CASE	ES	
Mobile-Vision, Inc.			mvadmin is logged ir	i. <u>Loqout</u>
▼ Home Menu		Favorite Cases		
Home	Info	Description	Case Display Name	Delete
Search Video	1	Motor Vehicle Accident on Rt. 78	MVA on Rt. 78	×
Manage Cases User Help	1	First Degree Assault Domestic	First Degree Assault	×
▼ Bookmarks	i	Quick Check Robbery	Quick Check Robbery	×
L3 MVI Online Support				
▼ User Preferences				
Change Password				
Favorite Cases				
DVR Login Key				
 Administration 				
Action				
Select All				

Removing a Case from Your List of Favorite Cases

This section describes how to remove a case from your "Favorite Cases" list.

- **1** Go to **▼** User Preferences and click **Favorite Cases**. Your Favorite Cases list displays, as pictured above.
- 2 Locate the case you wish to remove from the list, then go to the *Delete* column and click ★. The system removes the selected case from the Favorite Cases list.

Marking a Case for Disposal

This section describes how to mark, or flag, a case for *disposal*. Disposal is the process of changing a case's status from *online* to *offline*. Once a case is offline, you can still view the case record, but you can't export the case or add any new attachments to it (i.e., videos, media files, subjects, and/or comments). After a case goes offline, it enters a "countdown" period, after which it can no longer be restored to the server. For more information, see the 'Days to enable restore of Disposed case' function on the **Life-Cycle** tab, as described in chapter 6, "Viewing/Changing the Online Lifecycle Settings."

Perform this task when you no longer need to track a case online.

In order to perform this task, you must be the case's owner or have *edit* permissions.

1 Search for and display the case you wish to dispose of. (If necessary, review "Displaying a Case" on page 307.) The Case Details page displays, as pictured on the previous page.





HINT: Before you continue, look in the Action column. If the **Dispose** option does not display, it means that the *dispose* action is not available for this case. Either the case is already offline, it is too young to be disposed of, or the case's *Do Not Dispose* checkbox is selected. For more on the *Do Not Dispose* feature, see page 293.

2 Go to the Action column and click **Dispose**. The value of the *Status* field changes to *Offline*.

Reactivating an Offline Case

An *offline* case is a case that you can view but not export or add attachments to (i.e., videos, media files, subjects, and comments). If you wish to perform these tasks again, you will first have to reactivate the case. Reactivation is the process of restoring a case to the Agency server from a backup disc or external backup device.

There is a limited time period in which you can reactivate an offline case. This time period depends on the Days to enable restore of backed-up media setting on the Life-Cycle tab. See example below.

			S	STEM	SETUP	•		
Mobile-Vision, Inc.								Sergeant Larkin is logged in. Logout
▼ Home Menu	Precinct	System	Security	Video/Cas	e Modules	DVD		
Home Search Video Manage Cases	Storage	Life-Cycle	Backu	ıp/Export	Request Reasons	UMD	Types	Other
User Help		enable restore			0			
 Bookmarks L3 MVI 		to enable restor			0			
Online Support	Days ur	til case is auto-		hactive: 60 ble Strict Purge	r 0			
User Preferences		Enable Re-cate		-				
 Administration 		Enable N	ledia Deletio	n Roll-up Repo	t: 🔽 🕜			
System Setup System Status								
Update Server								
Manage Users								
Action								
Edit Refresh								

For instructions on changing this setting, see "Viewing/Changing the Online Lifecycle Settings" in chapter 6.

You can tell that a case has exceeded this time limit when you can no longer view its record online.

For specific instructions, see:

- □ Reactivating a Case from a Backup Disc, next page
- □ Reactivating a Case from an External Backup Device, page 343.



Reactivating a Case from a Backup Disc

This section describes how to reactivate, or restore, an offline case from an archive or export disc. For more on *offline* vs. *online* cases, see the previous section, "Reactivating an Offline Case." You can reactivate a case for your own use, or at the request of another user (permissions required). Requests from other users display on your *Inbox Messages* list.



NOTE: If your backup mode is set to **EXTERNAL**, you will need to use a different procedure. See "Reactivating a Case from an External Backup Device" on page 343 for further instructions. If you're not sure what your backup mode is, see "View Your Backup Mode" on page 343.

1 To reactive a case for your own use, search for and display the desired case. (If necessary, review "Displaying a Case" on page 307.) The Case Details page displays, as pictured below. Skip to step 3.

-OR -

To reactive a case for another user, go to **V** Home Menu and click **Home**. The Home menu displays.

2 Locate the reactivation request on your *Inbox Messages* list, then click the View Case Detail icon. The Case Details page displays.

			CASE	DETAILS	5			
Mobile-Vision, Inc.							mvadmin is logged in. Log	<u>aout</u>
▼ Home Menu	Case Details	System Video	Attached N	fedia Subjects	Comments	Logs	1	
Home						Logo		<u></u>
Search Video	Display Name:	Overturned TT on R	t 80	Case Number	2014-009			
Manage Cases		Offline		Citation Number				
User Help		Onnine						
▼ Bookmarks	Remote Status:			Vehicle Registration #				
L3 MVI	Owner:	mvadmin		Vehicle Plate #				
Online Support	Visible:	No		Notations	1			
User Preferences	Locked:	No						
Administration	Creation Date:	07/25/2014 10:08						
Action	Incident Date:	03/10/2014						
and a second								
Request Media Add To Favorites								
Request Activation								
Reactivate Now								
Chain of Custody								
Previous Results								
Back to Video								

- **3** Go to the Action column and click **Reactivate Now**.
- \Rightarrow If the Reactivate Case popup displays (pictured on the next page), proceed to the next step.
- \Rightarrow If a security popup displays, select the checkbox at the bottom of the popup, then click **Allow**. The Reactivate Case popup displays.



The Reactivate Case popup may appear slightly different depending on whether this case was previously backed up to an *Archive* disc (Certified Backup Disc) or an *Export* disc (User-Requested Certified Copy).

		- 🗆 X	Areactivate Video		
React	ivate Case		Reactiva	ate Case	
Please complete the following step • Insert the DVD into your computer.	os for each DVD listed be	alow:	Please complete the following steps f • Insert the DVD into your computer.	or each DVD listed b	pelow:
Give the computer a few seconds to	read the DVD.		 Give the computer a few seconds to rea 	d the DVD.	
Click the 'Read DVD' or 'Restore File			Click the 'Read DVD' or 'Restore File(s)'	button below.	
• If not all files were found, repeat thi		tore.	 If not all files were found, repeat this pr 		store.
NOTE: A partial restore will not restor			NOTE: A partial restore will not restore th		
React	tivate External		Reactivate 1	rom Backup	
DVD(s) Required for Restore			File(s) to be Restored		
Precinct Name	DVD Label	Status	File Name	File Size(MB)	Status
aitland Headquarters	2	Pending	1397068669677_Adding_a_Video_to_a_Case.htm	1	Pending
			000046_081028_130706_0.qbx	143	Pending
			000003_131112_120635_0.gbx	1073	
			1397068669678 Adding a Video to an Existing Ca.		Pending Pending

Reactivating from an Archive disc

Reactivating from an Export disc

4 If the center column reads *DVD Label*, proceed to the next step.

– OR –

If the center column reads *File Size(MB)*, locate your backup disc, then skip to step 6.

- **5** Look at the number in the *DVD Label* column. This is the number of the Certified Backup Disc that contains the case you're looking for. Locate this disc, then proceed to the next step.
- 6 Insert the backup disc in your PC's CD/DVD tray. (Must be either a Certified Backup Disc or an Export disc that is in Data DVD format.) Give the computer a few seconds to read the DVD, then proceed to the next step.
- 7 Click **Read DVD** or **Restore File(s)**. After a momentary delay, the Case Details screen will redisplay, indicating that the case has been successfully restored.



NOTE: If your session "times out" during the reactivation, you need to increase your Session Timeout number. For further instructions, see "Changing the Session Timeout Setting" in chapter 6.



Reactivating a Case from an External Backup Device

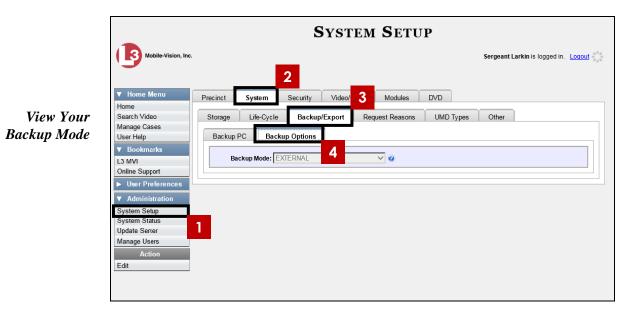
This section describes how to reactivate, or restore, an offline case from an external backup device, such as a tape drive. For more on *offline* vs. *online* videos, see "Reactivating an Offline Case" on page 340.

You can either reactivate a case for your own use, or reactivate a case at the request of another user (permissions required). Requests from other users display on your *Inbox Messages* list.

Use this procedure if your Backup Mode is set to EXTERNAL.

Backup Mode: EXTERNAL 🥥 🥥
Save Cancel

If you're not sure what your backup mode is, select the following menu options to display the **Backup Options** tab.



If your backup mode is set to something other than **EXTERNAL**, see "Reactivating a Case from a Backup Disc" on page 341 instead.

1 To reactive a case for your own use, search for and display the desired case. (If necessary, review "Displaying a Case" on page 307.) The Case Details page displays, as pictured below. Skip to step 3.

– OR –

To reactive a case for another user, go to **V** Home Menu and click **Home**. The Home menu displays.



2 Locate the reactivation request on your *Inbox Messages* list, then click the View Case Detail icon. The Case Details page displays.

			CASE]	DETAILS	1		
Mobile-Vision, Inc	•					п	wadmin is logged in. Logou
▼ Home Menu	Case Details	System Video	Attached Me	edia Subjects	Comments	Logs	
Home	In the second						
Search Video	Display Name:	Overturned TT on Rt	(80	Case Number:	2014-009		
Manage Cases		Offline		Citation Number			
User Help		Omme		Vehicle Registration #:			
7 Bookmarks	Remote Status:						
L3 MVI	Owner:	mvadmin		Vehicle Plate #:			
Online Support	Visible:	No		Notations:			
User Preferences	Locked:	No					
Administration		07/25/2014 10:08					
	Incident Date:						
Action	incluent Date.	03/10/2014					
Request Media							
Add To Favorites							
Request Activation							
Reactivate Now							
Chain of Custody							
Previous Results							
Back to Video							

3 Go to the Action column and click **Reactivate Now**. The Directories to Restore for Reactivation page displays.

DIRECTORIES TO RESTORE FOR REACTIVATION								
Mobile-Vision, Inc		Sergeant Larkin is logged in. Logoul						
▼ Home Menu	Reactivate from Tape							
Home Search Video Manage Cases	Please use your tape backup software to restore t Once you have restored all the directories, please							
User Help	Server Path	File Name	Backup Label					
▼ Bookmarks	/fbdata/00/media/2008/10/28/11/	000046_081028_130706_0.qbx	2					
L3 MVI Online Support								
 User Preferences 								
 Administration 								
Action								
Cancel								
Continue								

- **4** Using the software that came with your backup device (e.g., tape backup software), restore the directory(ies) that are listed in the *Server Path* column.
- **5** Go to the Action column and click **Continue**. After a momentary delay, a confirmation message will display.

Case Reactivate Successful.



Generating a Chain of Custody Report for a Case

This section describes how to generate a Chain of Custody Report for a selected case. This report contains a log of all operations that have been performed on the case, such as *Export of Case Completed*. It shows the time and date on which an activity occurred, as well as the user name of the officer who performed the action, if applicable. If the *User* field is blank, it means that the system performed the action.

To view the Chain of Custody report, you must have Adobe Reader installed on your PC.

1 Search for and display the case you wish to report on. (If necessary, review "Displaying a Case" on page 307.) The Case Details page displays.

V Home Menu	ase Details					mv	vadmin is logged in.	Logout 214
	ase Details							****
Home		System Video	Attached Media	Subjects	Comments	Authorized Users	Logs	
Search Video								
Manage Cases	Display Name:	Quick Check Rol	obery	Case Numbe	r: 2014-0022			
User Help	Status:	Online		Citation Numbe	er:			
	Remote Status:			Vehicle Registration	#:			
▼ Bookmarks	Owner:	mvadmin		Vehicle Plate	#			
L3 MVI	Restricted Viewing:			Do Not Dispose				
Offiline Support	Locked:			Notation			I	
User Preferences				Holadon	J.			
Administration		07/25/2014 10:01						
Action	Incident Date:	07/17/2014						
Edit Dispose								
Add Video								
Add Media								
Add Subject								
Add Comment								
Export								
Request Media								
Add To Favorites								
Chain of Custody								
Previous Results								

2 Go to the Action column and click **Chain of Custody**. The Chain of Custody Options popup displays.

Chain of Cus	tody Options
Chain of Custody Log Level:	Include basic logs 🛛 👻
ок	Cancel

(Continued)



3 If you'd like the Chain of Custody report to include basic logs only (default), proceed to the next step.

- OR -

If you'd like the Chain of Custody report to include basic logs *and* IACP^{*} logs, select **Include IACP logs** from the *Chain of Custody Log Level* drop-down list.

-OR -

If you'd like the Chain of Custody report to include all available logs, select **Include** all available logs from the *Chain of Custody Log Level* drop-down list.

4 Click OK. A message prompt displays.



5 Click Open. The Case Chain of Custody Report displays in Adobe Reader.

.pdf - Adobe Reader View Document Tools	Window He	lp		
)• 🖏 🔶 🖊 [1 / 2 🥃) 🖲 102% - 拱 🔂	Find -	
		Care Ch	ain of Custodu Dor	
		Case Ch	ain of Custody Rep	port
	sion, Inc.		L-3 Communications	
		2600 L	Central ake Lucien Drive, Maitland, FL	
			800-336-8475	
Case Information	n -		Subject Information	
Case Name:		Quick Check Robbery	First Name:	
Case Number: Citation Numbe		2017-004398	Last Name: Middle Initial:	
Incident Date:	r:	10/06/2016	Prefix Name:	
Vehicle Registra	ation #:	10/00/2010	Suffix Name:	
Vehicle Plate #:		UUU90D	DOB:	
			Drivers License #:	
Notations:	None			
Case Access Log	25			
Date	User	Action		
12/01/2016 09:51	mvadmin	Export	Request Completed - Certified (Copy #3
11/01/2016 16:50	mvadmin	Case Ci	eated	
Attached System DVR Name:	Media #6	*1 No Number@21:11:33	Video Start Date:	01/11/2016 08:55

- **6** To print the Chain of Custody report, proceed to the next step. Otherwise skip to step 9.
- **7** Go to the Acrobat menubar and click the Printer icon. The Print popup displays.

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- 8 Select your desired printer settings, then click **OK** or **Print**. The report is directed to your active printer.
- 9 When you are finished viewing/printing the report, click the ⊠ in the upper right corner of the page to exit Adobe Reader.

Downloading Case Files to Your PC

If you have the proper permissions, you have the option of downloading a case and its associated videos to your PC.

For specific instructions, see:

- Downloading a Case to Your PC in Data DVD Format, below
- Downloading a Case to Your PC in Interchange Format, page 351
- Downloading a Case to Your PC in Uncompressed Format, page 355
- Downloading a Case to Your PC in FOIA Redacted Format, page 359.

Downloading a Case to Your PC in Data DVD Format

This section describes how to download a case record to your PC in *Data DVD* format. Perform this procedure if you wish to email a case's video, put it on a USB drive or other external device, and/or play it back locally without having to burn it to a disc. If you wish to download this case for the sole purpose of burning a DVD, see "Burning a Case to a Data DVD via Your PC's DVD Burner" in chapter 3 instead.

A Data DVD download will include some or all of the following:

- \Box Selected videos from the case
- □ General information associated with the videos (Officer Name, DVR, Start/End Times, System ID)
- □ The Chain of Custody Report
- □ Selected media files attached to the case, if applicable
- \Box A copy of the Flashback Player.

For more information on the Data DVD format, see "Data DVD Format" in chapter 3.

1 Search for and display the case you wish to download. (If necessary, review "Displaying a Case" on page 307.)

The Case Details page displays.

(Continued)





			CASE	DETAILS	5					
Mobile-Vision, Inc.								mvadmin is logged in. Logo		
/ Home Menu	Case Details	System Video	Attached Media	Subjects	Comments	Authorized Users	Logs			
ome			-							
earch Video	Display Name:	Quick Check Ro	bbery	Case Number	r: 2014-0022	1				
anage Cases	Status	Online		Citation Number	r					
ser Help	Remote Status:			Vehicle Registration #						
Bookmarks					-					
3 MVI		mvadmin		Vehicle Plate #						
nline Support	Restricted Viewing:	Yes		Do Not Dispose	CONTRACTOR OF THE OWNER					
User Preferences	Locked:	No		Notations	S :					
	Creation Date:	07/25/2014 10:01	1							
Administration	Incident Date:	07/17/2014								
Action										
dit										
)ispose										
Add Video										
dd Media										
dd Subject										
Add Comment										
xport										
lequest Media										
dd To Favorites										
Chain of Custody										
Previous Results										

2 Go to the Action column and click **Export**. The Export Case page displays.

			Ехро	RT CASE			
Mobile-Vision, Inc.						mvadmin	is logged in. Logout
▼ Home Menu	System Video	Attach	ned Media				
Home				System Vide	0		
Search Video Manage Cases			IC (()	Page 1 of 1 (2 total re			
User Help	Output Format	: Data DVD					
▼ Bookmarks	Deselect All	Video	Officer	Category	DVR ID	Duration	Date / Time
L3 MVI Online Support			DI03971	Arrest	*1 DI03971@08:10:38	1 min	09/21/2016 06:55
 User Preferences Administration 	ø		No Name	Arrest	*1 FBHD@12:10:43	1 min	10/04/2016 08:58
Action							
Save							
Deselect All							
Cancel							
Help							

3 To include all of the case's videos in your download (default), proceed to the next step.

-OR -

To include some, but not all, of the case's videos in your download, deselect the checkbox to the left of each video you wish to exclude.

4 If Data DVD displays in the *Output Format* field, proceed to the next step.

- OR -

If **Data DVD** does *not* display in the *Output Format* field, select it from the drop-down list.



5 If the Attached Media tab displays on this page, click on it. Proceed to the next step.
 - OR -

If the Attached Media tab *does* not display on this page, skip to step 7.

Export Case							
Mobile-Vision, Inc.				mvadmin is logged in. Logout			
▼ Home Menu							
	System Vide	o Attached Media					
Home Search Video			Attached Media				
Manage Cases		5 55 51	Page 1 of 1 (3 total records)				
User Help	Deselect All	Uploaded By	File Name	Date / Time			
▼ Bookmarks		lance	1463161122836_directions_to_mvi.jpg	05/13/2016 14:11			
L3 MVI	Ø	Sergeant Larkin	1473878914604_SDC10201.JPG	09/14/2016 15:18			
Online Support	Ø	mvadmin	1477582224674_SDC10196.JPG	10/27/2016 11:58			
 User Preferences 		Invaumm	14//3622240/4_3DC10190.3PG	10/2//2010 11:36			
 Administration 							
Action							
Save							
Deselect All							
Cancel							
Help							

6 To include all of the case's videos in your download (default), proceed to the next step.

– OR –

To include some, but not all, of the case's videos in your download, deselect the checkbox to the left of each video you wish to exclude.

7 Go to the Action column and click **Save**. The Export Options popup displays.



8 Select **ZIP**.

(Continued)

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Latitude

If you'd like the Chain of Custody report to include basic logs only (default), proceed 9 to the next step.

-OR -

If you'd like the Chain of Custody report to include basic logs and IACP* logs, select Include IACP logs from the Chain of Custody Log Level drop-down list.

-OR -

If you'd like the Chain of Custody report to include all available logs, select **Include** all available logs from the Chain of Custody Log Level drop-down list.

- **10** If a Video Player Options section displays in the lower right corner of the Export Options popup (will include one or two checkboxes), proceed to the next step. Otherwise skip to step 15.
- **11** If a *Show GPS* checkbox displays in the Video Player Options section, proceed to the next step. Otherwise skip to step 14.
- **12** If you want this download to include GPS data with the Flashback Player (displays 40.8578 Longitude -74.7090 during video playback, as pictured left), select the Show GPS checkbox. Otherwise Heading 59° - NEbE proceed to the next step.
 - **13** If a *Show Speed* checkbox displays in the Video Player Options section, proceed to the next step. Otherwise skip to step 15.
- **14** If you want this download to include vehicle speed data with the Flashback Player Speed 5 MPH (displays in the GPS section during video playback, as pictured left), select the Show *Speed* checkbox. Otherwise proceed to the next step.
 - 15 Click Save. The system begins processing your request. A copy of this request will display on your Home Page under Sent Messages.

When processing is complete, a confirmation message will display on your Home Page under Inbox Messages.

16 Go to your *Inbox* messages and look for a download icon next to the export confirmation message.

Inbox Messages					
		Rage 1 of 1 (1 total records)			
Date	State	Message Text	Actions		
07/05/2017 17:34	Completed	Export MVA on 80 Disc 1 of 1 is now ready for download.	→ ⊙×		

 \Rightarrow If you see the download icon, proceed to the next step.

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- \Rightarrow If you do *not* see the download icon, it means that the system is still processing your request. Go to **V** Home Menu and click **Home** to refresh your screen. Once you see the download icon, proceed to the next step.
- Click the download icon to the right of the export message. A Windows message displays.

Do you want to open or save 144FA246BB70050568AE3B6_158.zip (44.8 MB) from	n trinity? ×
	Open Save 🔻 Cancel

- 18 Select Save As from the Save drop-down list. The Save As window displays.
- **19** Navigate to the disk drive location where you wish to save this file.
- **20** To change the file name, enter a new name in the *File name* field. Otherwise proceed to the next step.
- **21** Click **Save**. The system copies the ZIP file to the selected location. When the download is complete, a confirmation message displays.

The 144FA246BB70050568AE3B6_158.zip download has completed.	Open 🔻	Open folder	View downloads	×

Downloading a Case to Your PC in Interchange Format

This section describes how to download selected videos from a case to your PC in *interchange format*. For a detailed description of this format, see "Interchange DVD Format" in chapter 3.

Perform this procedure if you wish to email a case's video, put it on a USB drive or other external device, play it back locally without burning it to a disc, and/or import the video into another software application. If you wish to download this case for the sole purpose of burning a DVD, see "Burning a Case to an Interchange Format DVD via Your PC's DVD Burner" in chapter 3 instead.



WARNING: Once a video has been exported in interchange format, its authenticity can no longer be verified. Such video can be edited and tampered with using commercial video editing software.

1 Search for and display the case you wish to download. (If necessary, review "Displaying a Case" on page 307.)

The Case Details page displays.





			CASE	DETAIL	S		
Mobile-Vision, Inc.						m	wadmin is logged in.
e Menu	Case Details	System Video	Attached Media	Subjects	Comments	Authorized Users	Logs
/ideo	Display Name:	Quick Check Ro	bbenr	Case Numb	er: 2014-0022		7
Cases			obery				
p		Online		Citation Numb			
marks	Remote Status:	L		Vehicle Registration	#:		
	Owner:	mvadmin		Vehicle Plate	#:		
pport	Restricted Viewing:	Yes		Do Not Dispo	se: No]
	Locked:	No		Notation	ns:		
Preferences	Creation Date:	07/25/2014 10:01					
nistration	Incident Date:		·				
ction	incident Date.	0//1//2014					
0							
a							
ect							
ment							
Media							
avorites							
Custody							

2 Go to the Action column and click **Export**. The Export Case page displays.

EXPORT CASE								
Mobile-Vision, Inc.						mvadmin	is logged in. Logout	
T. Harro Manual								
▼ Home Menu	System Video	Attach	ed Media					
Home				System Vide	0			
Search Video			K (K) (Page 1 of 1 (2 total re				
Manage Cases User Help	Output Format	Data DVD		r ago r or r (2 totarre				
See Help ▼ Bookmarks	Deselect All	Video	Officer	Category	DVR ID	Duration	Date / Time	
	Desciectivii	Kin: Addis	Onicer	Calegory	DVICID	Duration	Dater Hille	
L3 MVI Online Support	۲	Armen	DI03971	Arrest	*1 DI03971@08:10:38	1 min	09/21/2016 06:55	
 User Preferences Administration 	Ø		No Name	Arrest	*1 FBHD@12:10:43	1 min	10/04/2016 08:58	
Action						-		
Save								
Deselect All								
Cancel								
Help								

3 Go to the *Output Format* field and select **Interchange Format** from the dropdown list. Two new columns display: *Video Source* and *Audio Source*.

EXPORT CASE									
Mobile-Vision, Inc.							m	vadmin is lo	ogged in. Logout
▼ Home Menu		_							
	System Vide	0							
Home					System Video)			
Search Video			× ×	4	Page 1 of 1 (2 total re		> >> >I		
Manage Cases					Fage For F(2 total le	colus)	· · · ·		
Jser Help	Output Forma	t: Interchange	Format 🗸	1		_		-	
Bookmarks	Deselect All	Video	Officer	Category	DVR ID	Video Source	Audio Source	Duration	Date / Time
.3 MVI	-						VLP1/In ULP2		
Online Support	_				*1	Front	Car ULP2		
 User Preferences 	Ø	per	DI03971	Arrest	DI03971@08:10:38	🗌 Rear	Car VLP1/In VLP2	1 min	09/21/2016 06:55
 Administration 									
Action		L 4			*1	✓ Front	Car VLP1/In VLP2		
			No Name	Arrest	FBHD@12:10:43			1 min	10/04/2016 08:58
Save		and the second second			10110@12.10.10	🗌 Rear	✓ VLP1/In 🔲 VLP2		
Deselect All						_	00.		
Cancel									
Help									

4 To include all of the case's videos in your download (default), proceed to the next step.

-OR -

To include some, but not all, of the case's videos in your download, deselect the checkbox to the left of each video you wish to exclude.

5 If the word "Camera" displays in the *Video Source* column, proceed to the next step. – OR –

If two checkboxes display in the *Video Source* column, select the camera views you wish to include for each video, as described below.

Video Source Setting	Description
Front Rear	Copy only the video recorded from Camera Channel 1 (forward-facing zoom camera).
Front Rear	Copy only the video recorded from Camera Channel 2 (Backseat and/or Bullet cameras).
Front Rear	Copy the video that was recorded from <i>both</i> Camera Channel 1 and Camera Channel 2.

6 If the word "Camera" displays in the *Audio Source* column, proceed to the next step. – OR –

If two checkboxes display in the *Audio Source* column, select the audio source that you wish to include for each video, as described below.

- □ VLP1/In Car. The audio from the wireless microphone that's connected to your Flashback's VLP 1 port *and* the audio from your in-car microphone (default).
- □ VLP2. The audio from the wireless microphone that's connected to your Flashback's VLP 2 port.

s L



7 Go to the Action column and click **Save**. The Export Options popup displays.

Destination	Disc Options
 Backup PC Name: Admin Exports & At Job Count: 6 Disc Type: DVDR Manual Export ISO ZIP 	Num Copies: 1 Subject on Disc Label: V Chain of Custody Log Level: Include basic logs V

- 8 Select ZIP.
- **9** If you'd like the Chain of Custody report to include basic logs only (default), proceed to the next step.

-OR -

If you'd like the Chain of Custody report to include basic logs *and* IACP^{*} logs, select **Include IACP logs** from the *Chain of Custody Log Level* drop-down list.

-OR -

If you'd like the Chain of Custody report to include all available logs, select **Include** all available logs from the *Chain of Custody Log Level* drop-down list.

10 Click **Save**. The system begins processing your request. A copy of this request will display on your Home Page under *Sent Messages*.

When processing is complete, a confirmation message will display on your Home Page under *Inbox Messages*.

11 Go to your *Inbox Messages* and look for a download icon next to the export confirmation message.

Inbox Messages				
		Rege 1 of 1 (1 total records)		
Date	State	Message Text	Actions	
07/05/2017 17:34	Completed	Export MVA on 80 Disc 1 of 1 is now ready for download.		

- \Rightarrow If you see the download icon, proceed to the next step.
- \Rightarrow If you do *not* see the download icon, it means that the system is still processing your request. Go to **V** Home Menu and click **Home** to refresh your screen. Once you see the download icon, proceed to the next step.

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Click the download icon to the right of the export message. A Windows message displays.

Do you want to open or save 144FA246BB70050568AE3B6_158.zip (44.8 MB) from t	trinity?			×
	Open	Save	•	Cancel

- 13 Select Save As from the *Save* drop-down list. The Save As window displays.
- **14** Navigate to the disk drive location where you wish to save this file.
- **15** To change the file name, enter a new name in the *File name* field. Otherwise proceed to the next step.
- **16** Click **Save**. The system copies the ZIP file to the selected location. When the down-load is complete, a confirmation message displays.

The 144FA246BB70050568AE3B6_158.zip download has completed.	Open 💌	Open folder	View downloads	×

Downloading a Case to Your PC in Uncompressed Format

This section describes how to download a case record to your PC in *Uncompressed* format. For a detailed description of this format, see "Uncompressed DVD Format" in chapter 3.

An Uncompressed Format download will include some or all of the following:

- □ Selected videos from the case
- □ General information associated with the case's videos (Officer Name, DVR, Start/End Times, System ID)
- □ The Chain of Custody Report
- □ Selected media files attached to the case
- □ A copy of the Flashback Player.

In addition, the Play Menu for this type of download includes a link that allows you to convert the case's videos into MP4 and DV files.

Perform this procedure if you wish to email a case, put it on a USB drive or other external device, play its video back locally without burning it to a disc, and/or import the case's video into another software application. If you wish to download a case for the sole purpose of burning a DVD, see "Burning a Case to an Uncompressed Format DVD via Your PC's DVD Burner" in chapter 3 instead.



WARNING: Once a video has been downloaded to uncompressed format and then converted to MP4 and DV files, its authenticity can no longer be verified. Such video can be edited and tampered with using commercial video editing software.



1 Search for and display the case you wish to download. (If necessary, review "Displaying a Case" on page 307.) The Case Details page displays.

			CASE]	DETAIL	S			
Mobile-Vision, Inc.						mv	admin is logged in.	Logout
Home Menu	Case Details	System Video	Attached Media	Subjects	Comments	Authorized Users	Logs	
me arch Video nage Cases	Display Nan	ne: Quick Check Ro	bbery	Case Numbe	er: 2014-0022			
er Help	Stat	us: Online		Citation Numbe	er:			
Bookmarks	Remote Stat	us:		Vehicle Registration	#:			
MVI	Own	er: mvadmin		Vehicle Plate	#:			
line Support	Restricted Viewin	ng: Yes		Do Not Dispos	e: No			
••	Lock	ed: No		Notation	IS:			
User Preferences		te: 07/25/2014 10:01						
Administration		te: 07/17/2014						
Action	incident Da	011112014						
it								
spose								
d Video								
d Media								
d Subject								
d Comment								
port								
quest Media								
d To Favorites								
nain of Custody								
evious Results								

2 Go to the Action column and click **Export**. The Export Case page displays.

Mobile-Vision, Inc.						myadmin	is logged in. Logout			
▼ Home Menu										
	System Video	Attache	ed Media							
Home				System Vide	0					
Search Video			14 44 4	Page 1 of 1 (2 total re						
/lanage Cases Jser Help	Output Format: Data DVD									
7 Bookmarks	Deselect All	Video	Officer	Category	DVR ID	Duration	Date / Time			
3 MVI	-	100								
Online Support	Ø	press	DI03971	Arrest	*1 DI03971@08:10:38	1 min	09/21/2016 06:55			
 User Preferences 										
 Administration 	Ø		No Name	Arrest	*1 FBHD@12:10:43	1 min	10/04/2016 08:58			
Action										
ave										
eselect All										
ancel										
elp										

3 To include all of the case's videos in your download (default), proceed to the next step.

-OR -

To include some, but not all, of the case's videos in your download, deselect the checkbox to the left of each video you wish to exclude.

4 Go to the *Output Format* field and select **Uncompressed Format** from the dropdown list.



5 If the Attached Media tab displays on this page, click on it.

– OR –

If the Attached Media tab does not display on this page, skip to step 7.

EXPORT CASE									
Mobile-Vision, Inc.				mvadmin is logged in. Logout					
▼ Home Menu	System Vide	o Attached Media							
Home	-		Attached Media						
Search Video		14 44 4	Page 1 of 1 (3 total records)						
Manage Cases User Help	Deselect All	Uploaded By	File Name	Date / Time					
▼ Bookmarks		lance	1463161122836_directions_to_mvi.jpg	05/13/2016 14:11					
.3 MVI		Sergeant Larkin	1473878914604_SDC10201.JPG	09/14/2016 15:18					
Online Support User Preferences	Ø	mvadmin	1477582224674_SDC10196.JPG	10/27/2016 11:58					
Administration									
Action									
Save									
Deselect All									
Cancel									

6 To include all of the case's attachment files in your download (default), proceed to the next step.

- OR -

To include some, but not all, of the case's attachment files in your download, deselect the checkbox to the left of each video you wish to exclude.

7 Go to the Action column and click **Save**. The Export Options popup displays.



8 Select ZIP.



Latitude

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If you'd like the Chain of Custody report to include basic logs only (default), proceed 9 to the next step.

-OR -

If you'd like the Chain of Custody report to include basic logs and IACP* logs, select Include IACP logs from the Chain of Custody Log Level drop-down list.

-OR -

If you'd like the Chain of Custody report to include all available logs, select **Include** all available logs from the Chain of Custody Log Level drop-down list.

- **10** If a Video Player Options section displays in the lower left corner of the Export Options popup (will include one or two checkboxes), proceed to the next step. Otherwise skip to step 15.
- **11** If a *Show GPS* checkbox displays in the Video Player Options section, proceed to the next step. Otherwise skip to step 14.
- **12** If you want this download to include GPS data with the Flashback Player (displays Longitude -74.7090 during video playback, as pictured left), select the Show GPS checkbox. Otherwise Heading 59° - NEbE proceed to the next step.
 - **13** If a *Show Speed* checkbox displays in the Video Player Options section, proceed to the next step. Otherwise skip to step 15.
- **14** If you want this download to include vehicle speed data with the Flashback Player Speed 5 MPH (displays in the GPS section during video playback, as pictured left), select the Show *Speed* checkbox. Otherwise proceed to the next step.
 - Click Save. The system begins processing your request. A copy of this request will 15 display on your Home Page under Sent Messages.

When processing is complete, a confirmation message will display on your Home Page under Inbox Messages.

16 Go to your *Inbox* messages and look for a download icon next to the export confirmation message.

Inbox Messages								
		Rage 1 of 1 (1 total records)						
Date	State	Message Text	Actions					
07/05/2017 17:34	Completed	Export MVA on 80 Disc 1 of 1 is now ready for download.	I ⊘ X					

- \Rightarrow If you see the download icon, proceed to the next step.
- \Rightarrow If you do *not* see the download icon, it means that the system is still processing your request. Go to V Home Menu and click **Home** to refresh your screen. Once you see the download icon, proceed to the next step.

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I7 Click the download icon to the right of the export message. A Windows message displays.

Do you want to open or save 144FA246BB70050568AE3B6_158.zip (44.8 MB) from t	rinity?			×
	Open	Save	•	Cancel

- 18 Select Save As from the *Save* drop-down list. The Save As window displays.
- **19** Navigate to the disk drive location where you wish to store this file.
- **20** To change the file name, enter a new name in the *File name* field. Otherwise proceed to the next step.
- **21** Click **Save**. The system copies your file to the selected location. When the download is complete, a confirmation message displays.

The 144FA246BB70050568AE3B6_158.zip download has completed.	Open 🔻	Open folder	View downloads	×

Downloading a Case to Your PC in FOIA Redacted Format

This section describes how to download selected videos from a case to your PC in *FOIA Redacted* format. For a detailed description of this format, see "FOIA Redacted DVD Format" in chapter 3.

Perform this procedure if you wish to redact a case's video(s) and then perform one of the following actions with it:

- □ Place the video on a USB drive or other external device
- □ Play the video back locally without burning it to a disc
- □ Import the video into another software application.

If you wish to download a case's video for the sole purpose of burning a DVD, see "Burning a Case to an FOIA Redacted DVD via Your PC's DVD Burner" in chapter 3 instead.



WARNING: Once a video has been exported in FOIA Redacted format, its authenticity can no longer be verified. Such video can be edited and tampered with using commercial video editing software.

1 Search for and display the case you wish to download. (If necessary, review "Displaying a Case" on page 307.)

The Case Details page displays.





Jobie Vision, Inc. Mone Manu Jome Search Video Manage Cases Jser Help Bookmarks JMV Johne Support User Preferences Administration Action Git Display Mare: Quick Check Robbery Case Number: 2014-0022 Citation Number: Owner: mwadmin Vehicle Registration # f: Locked: No Not Status Officient Date: 07/25/2014 10:01 Incident Date: 07/17/2014				CASE	DETAILS	S			
Case Details System Video Attached Media Subjects Comments Authorized Users Logs Barage Cases Status Online Citation Number: 2014-0022 Bookmarks Owner: Weinie Registration #: Owner: Owner: Owner: NMI Minime Support Owner: Twadmin Vehicle Registration #: Oo Not Dispose: No Verice Preferences - Administration G7/25/2014 10:01 Incident Date: G7/17/2014 Notations: Add Video dd Media dd Media dd Media dd Media dd Media dd Media dd To Favorites Media Ketody Ketody Ketody Ketody Ketody	Mobile-Vision, Inc.						mv	admin is logg	ed in. <u>Loqout</u>
earch Video lanage Cases iser Help Status: Online Citaton Number: Status: Online Citaton Number: Citaton Number: Vehicle Registration #: Owner: mwadmin Vehicle Plate #: Ob Not Dispose: No Notations: Creation Date: 07/25/2014 10:01 Incident Date: 07/17/2014 Action dit lispose dd Mideo dd Media dd Media dd Media dd Comment sport tequest Media dd To Favorites Media dd To Favorites		Case Details	System Video	Attached Media	Subjects	Comments	Authorized Users	Logs	
anage Cases ser Help Bookmarks 3 MV Anline Support User Preferences Administration dit ispose dd Video dd Media dd Subject dd Comment xport equest Media dd To Favortes han of Custody									
ser Help Status: Online Citation within the status: Vehicle Registration # NVV Inline Support Vehicle Registration # Vehicle Plate # Vehicle Plate # User Preferences Administration No Notations: Action O/17/2014 Notations: dit spose 0/17/2014 spose O/17/2014 Vehicle Registration # dit optimizer 0/17/2014 spose O/17/2014 Vehicle Registration: dit divideo 0/17/2014 Vehicle Registration: add Video Notations: Vehicle Registration: add Video 0/17/2014 Vehicle Registration: add Subject dd Comment Vehicle Registration: aguest Media dd To Favorites Vehicle Registration: anion of Custody Vehicle Registration: Vehicle Registration:	Construction of the second	Display Name:	Quick Check Ro	bbery	Case Numbe	er: 2014-0022			
Bookmarks Vehicle Registration # MVI Owner: mvadmin Vehicle Registration # Illne Support Vehicle Plate # User Preferences Do Not Dispose: No Administration Creation Date: 07/25/2014 10:01 Action Incident Date: 07/17/2014 it Spose spose Id Media Id Subject Id Comment iguest Media Id To Favorites nain of Custody Favorites		Status:	Online		Citation Numbe	er:			
Dookmarks MVI Mine Support User Preferences Administration Action It spose Id Video Id Subject Id Subject Id Comment sport spot id Subject Id Comment spot id Consent spot id Subject Id Consent spot id Subject id Subject id Consent spot id Subject		Remote Status:	State of the state of the state		Vehicle Registration	#:			
MVI Restricted Viewing: Yes Do Not Dispose: No User Preferences Locked: No Notations: Administration Creation Date: 07/25/2014 10:01 Incident Date: 07/17/2014 dit spose 00/117/2014 dit spose 00/117/2014 dit oport 00/117/2014 did Video 01/117/2014 00/117/2014		Owner	myadmin						
User Preferences Locket: No Notations: Administration Creation Date: 07/25/2014 10:01 Incident Date: 07/17/2014									
User Proferences Creation Date: 07/25/2014 10:01 Administration Incident Date: 07/17/2014 Action incident Date: 07/17/2014 dift spose 07/25/2014 10:01 incident Date: 07/17/2014 0 id Video 01/05/2014 10:01 0 id Jose 07/05/2014 10:01 0 id Subject 10 0 id Comment 0 0 oport 0 0 squest Media 0 0 id To Favorites 0 0 in of Custody 0 0	nline Support								
Administration Action Incident Date: 07/17/2014 Incident Date: 07/17/2	User Preferences				NULALIUN	5.			
Action dit bipose dd Video dd Media dd Media dd Subject dd Comment sport equest Media dd To Favorites han of Custody	Administration	Creation Date:	07/25/2014 10:01						
dit dispose dd Video dd Media dd Media dd Comment yport equest Media dd To Favorites hain of Custody		Incident Date:	07/17/2014						
lispose dd Video dd Media dd Subject dd Subject tequest Media dd To Favorites thain of Custody									
dd Video dd Media dd Subject dd Comment xport equest Media dd To Favorites hain of Custody									
dd Media dd Subject dd Comment xport equest Media dd To Favorites hari of Custody									
dd Subject dd Comment xport equest Media dd To Favorites hain of Custody									
dd Comment xport equest Media dd To Favorites hain of Custody									
xport equest Media dd To Favorites hain of Custody									
equest Media dd To Favorites hain of Custody	CARCERCOM DEPENDENCE AND A SECOND PARTY OF A SECOND								
dd To Favorites hain of Custody									
hain of Custody									
	CONTRACTOR CONTRACTOR DESCRIPTION OF THE DESCRIPTIO								
Ironious Deputs	Previous Results								

2 Go to the Action column and click **Export**. The Export Case page displays.

			Ехро	RT CASE							
Mobile-Vision, Inc.						mvadmin	is logged in. Logout				
▼ Home Menu	System Video	Attache	d Modia								
Home	System video	Allache	u media								
Search Video				System Vide							
Manage Cases			K << <	Page 1 of 1 (2 total r	ecords)						
User Help	Output Format: Data DVD										
▼ Bookmarks	Deselect All	Video	Officer	Category	DVR ID	Duration	Date / Time				
L3 MVI Online Support	Ø		DI03971	Arrest	*1 DI03971@08:10:38	1 min	09/21/2016 06:55				
 User Preferences Administration 	ø		No Name	Arrest	*1 FBHD@12:10:43	1 min	10/04/2016 08:58				
Action											
Save											
Deselect All											
Cancel											
Help											

3 Go to the *Output Format* field and select **FOIA Redacted Format** from the drop-down list. Three new columns display: *Video Source, Audio Source,* and *Redaction.*



				H	Export	CASI	E			
Mobile-Vision, Inc.								mvad	dminis lo	gged in. Logout
▼ Home Menu	System Vide	0								
Home						C 177.2				
Search Video		System Video								
Manage Cases		Regel 1 of 1 (2 total records) S S								
User Help	Output Forma	Output Format: FOIA Redaction Format								
Bookmarks	Deselect All	Video	Officer	Category	DVR ID	Video Source	Audio Source	Redaction	Duration	Date / Time
.3 MVI										
Online Support	Ø	all Star	D100074		*1	 Front 	✓ VLP1 □ VLP2 □ In Car	Front	4 1	09/21/2016 06:55
 User Preferences 		perto	DI03971	Arrest	DI03971@08:10:38	🗌 Rear	VLP1 VLP2 In Car	Rear	1 min	09/21/2016 06:55
 Administration 										
Action					*1	✓ Front	✓ VLP1 □ VLP2 □ In Car	Front		
Save		and the second	No Name	Arrest	FBHD@12:10:43	Rear		Rear	1 min	10/04/2016 08:58
		and a second				🗌 Rear	VLP1 VLP2 In Car	rteal		
eselect All										
Cancel										
Help										

4 To include all of the case's videos in your download (default), proceed to the next step.

– OR –

To include some, but not all, of the case's videos in your download, deselect the checkbox to the left of each video you wish to exclude.

5 If the word "Camera" displays in the *Video Source* column, proceed to the next step. – OR –

If two checkboxes display in the *Video Source* column, select the camera views you wish to include for each video, as described below.

Video Source Setting	Description
Front Rear	Copy only the video recorded from Camera Channel 1 (forward facing zoom camera).
Front Rear	Copy only the video recorded from Camera Channel 2 (Backseat and/or Bullet cameras).
Front Rear	Copy the video that was recorded from <i>both</i> Camera Channel 1 and Camera Channel 2.

6 To include at least one audio track with this export, proceed to the next step.

– OR –

To include *no* audio tracks with this export (i.e., omit all audio), deselect the VLP1 checkbox. Skip to step 8.



7 If the word "Camera" displays in the Audio Source column, proceed to the next step.

-OR -

If two checkboxes display in the Audio Source column, select the audio sources that you wish to include for each video. You may select up to two sources for each video. These audio tracks will play concurrently when watching the video.

- □ VLP1. The audio from the wireless microphone that's connected to your Flashback's VLP 1 port (default)
- □ VLP2. The audio from the wireless microphone that's connected to your Flashback's VLP 2 port, if applicable
- □ In Car. The audio from your in-car microphone.
- Go to the *Redaction* column and click on one of the following buttons: 8
 - **Camera**. Redact the video from a *Body*VISION or BWX-100 camera.
 - **Front**. Redact the video from a Flashback's Camera Channel 1. For in-car systems, this is the video captured with your forward facing zoom camera.
 - **Rear**. Redact the video from a Flashback's Camera Channel 2. For in-car systems, this is the video captured with your backseat camera and/or bullet camera(s).

The Redaction Settings popup displays.

Blur Level:	
None O Le	ow 🔿 Med 🔾 High
Enable Trimming: 🗌	
Trim Start:	02/27/2014 07:10:10

The Redaction settings are described below.

	Redaction Settings										
Setting	Description										
Blur Level	blur the video at all select any of the oth	oorting. By default (Blur Level = Non er settings (Low, M	, the system does not <i>e</i>). However, if you								
	Low	Medium	High								



	Redaction Settings (cont'd)				
Setting	Description				
Enable Trimming	A checkbox used to indicate whether you wish to export <i>all</i> of the video or a selected <i>segment</i> of the video.				
	 Export the entire full-length video Export a segment of the full-length video 				
	If you select <i>Enable Trimming</i> , you will have to select a date/time range using the <i>Trim Start</i> and <i>Trim Stop</i> fields.				
Trim Start	The beginning of the date/time range you wish to excerpt from the original full-length video. <i>Use the calendar popup to select this date/time</i> .				
Trim Stop	The end of the date/time range you wish to excerpt from the original full-length video. <i>Use the calendar popup to select this date/time</i> .				

- **9** To blur the entire video or video segment, proceed to the next step. Otherwise skip to step 11.
- **10** Select a *Blur Level*: **Low**, **Med**, or **High** (see samples on the previous page).
- **11** To export a *segment* of the original full-length video, proceed to the next step.

– OR –

To export the entire full-length video, skip to step 15.

- **12** Select the *Enable Trimming* checkbox.
- **13** Proceed to *Trim Start* field. Using the calendar popup, select the beginning of the video date/time range you wish to export.
- **14** Proceed to *Trim Stop* field. Using the calendar popup, select the end of the video date/time range you wish to export.
 - 15 Click Save.

- **16** To redact other videos that are included with this case download, repeat steps 8 15. Otherwise proceed to the next step.
- **17** Go to the Action column and click **Save**. The Export Options popup displays.



Destination	Disc Options	
● ISO● ZIP	Num Copies: 1 Subject on Disc Label: V Chain of Custody Log Level: Include basic log	s V

You have two file options: an **ISO** file or a **ZIP** file. If you are exporting this data for the *sole purpose* of burning a DVD, select **ISO**. Otherwise select **ZIP**, which will copy your videos and any metadata to a folder first.

18 To burn this case as an ISO file (default), proceed to the next step.

– OR –

To burn this case as a *zip* file, select **ZIP**.

19 If you'd like the Chain of Custody report to include basic logs only (default), proceed to the next step.

-OR -

If you'd like the Chain of Custody report to include basic logs *and* IACP^{*} logs, select **Include IACP logs** from the *Chain of Custody Log Level* drop-down list.

-OR -

If you'd like the Chain of Custody report to include all available logs, select **Include** all available logs from the *Chain of Custody Log Level* drop-down list.

20 Click **Save**. The system begins processing your request. A copy of this request will display on your Home Page under *Sent Messages*.

When processing is complete, a confirmation message will display on your Home Page under *Inbox Messages*.

21 Go to your *Inbox Messages* and look for a download icon next to the export confirmation message.

		Inbox Messages	
		Rage 1 of 1 (1 total records)	
Date	State	Message Text	Actions
07/05/2017 17:34	Completed	Export MVA on 80 Disc 1 of 1 is now ready for download.	→ ⊙×

- \Rightarrow If you see the download icon, proceed to the next step.
- ⇒ If you do *not* see the download icon, the system is still processing your request. Go to **▼**Home Menu and click **Home** to refresh your screen. Once you see the download icon, proceed to the next step.

International Association of Chiefs of Police



22 Click the download icon to the right of the export message. A Windows message displays.

Do you want to open or save 144FA246BB70050568AE3B6_158.zip (44.8 MB) from	trinity?			×
	Open	Save	•	Cancel

- 23 Select Save As from the Save drop-down list. The Save As window displays.
- 24 Navigate to the disk drive location where you wish to save the case file.
- **25** To change the file name, enter a new name in the *File name* field. Otherwise proceed to the next step.
- **26** Click **Save**. The system copies your file to the selected location. When the download is complete, a confirmation message displays:

The 144FA246BB70050568AE3B6_158.zip download has completed.	Open 🔻	Open folder	View downloads	×

Maintaining Case Notations

Case notations are user-defined checkboxes that you can use to notate a case file. They display at the bottom of the New Case and Edit Case forms, as pictured below. Case notations are maintained on the Agency server. Whenever you add or update a notation, that information will transmit to the Precinct server(s) during the next server-to-server communication.

		Edit Case		
Details Authorize	d Users			
Owner	Sergeant Larkin	🛛 🕜 Visibility	r: Private 🗸 🕜	
Restricted Viewing	: 🔽 🔞	Display Name	MVA on Rt 80	0
Incident Date	10/02/2015	Case Number		0
Citation Number		Vehicle Registration #	e.	0
Vehicle Plate #		Do Not Dispose	: 🗌 🕜	
Notations: Altercation	n 🔄 Bench Warrant	BOLO	Deactivation request denial	
Image of	a child 🔄 Police Computer Scree	en 🔽 Protected location	Special Ops Event	Substance Abuse Treatment
	Victim of Criminal Offer	nse		
		Reset Cano	cel	

For specific instructions, see:

- □ Adding a Case Notation, next page
- □ Changing a Case Notation, page 368
- □ Deleting a Case Notation, page 370
- □ Disabling a Case Notation, page 372.



Adding a Case Notation

This section describes how to create a new case notation. For more on case notations, see the previous section, "Maintaining Case Notations."

1 Go to **V** Administration and click **System Setup**. The System Setup page displays.

Mobile-Vision, Inc.					mvadmin is logged in. Logou
▼ Home Menu Home Search Video		ecurity Video/Ca	ise Modules DV	Ď	
Manage Cases	Precinct Info Logos	Bookmarks			
User Help			Precinct		
▼ Bookmarks		<u> </u>	Page 1 of 1 (2 total reco	rds) 🚿	<u>>></u> >1
L3 MVI	Precinct Name 🔺	FTP IP Address	Last Comm Date	Status	Registration Key
Online Support	DEA Precinct	192.168.20.37	08/11/2014 06:15	Enabled	145AADF39B9D69FA463DLZ2
User Preferences	L-3 Leslie Z.	Local	Local	Local	142489E3D36002219527153
▼ Administration					
System Setup					
System Status					
Update Server					
Manage Users					
Action					
New					
Edit					
Register					
Flush					
Synchronize					
Delete					

2 Click the Video/Case tab.



Mobile-Vision, Inc.					mvadmin is logged in. Loqout
▼ Home Menu					
	Precinct System Secur	ity Video/Case	Modules	DVD	
Home Search Video					
Aanage Cases	Videos Cases				
Jser Help	Categories Notations	Columns			
Bookmarks		Vide	o Categories		
L3 MVI	<u>ای</u>		of 2 (23 total reco	ords) > >> >>	
Online Support	Description	Day(s) Online	In Use	Backup Enabled	Auto Transfer Enabled
 User Preferences 	No Citation	365	Yes	Disabled	Disabled
Administration	Citation	365	Yes	Enabled	Enabled
System Setup	Search	365	Yes	Enabled	Enabled
System Status	Arrest	365	Yes	Enabled	Enabled
Jpdate Server	Other	365	Yes	Enabled	Enabled
Manage Users	Other 2	90	Yes	Enabled	Enabled
Action	Other 3	90	Yes	Enabled	Enabled
Edit	Other 4	90	Yes	Enabled	Enabled
Export Categories	Other 5	90	Yes	Enabled	Enabled
	Interrupted Recording	1	Yes	Enabled	Enabled
	Background Mode	30	Yes	Disabled	Enabled
	Power Failure	30	Yes	Disabled	Enabled
	Firmware Upgrade	30	Yes	Disabled	Enabled
	Card Format	30	Yes	Disabled	Enabled
	Corrupt QBX	30	Yes	Disabled	Enabled
	Crash Battery Died	30	Yes	Disabled	Enabled
	Aggressive Driving	30	Yes	Disabled	Enabled

3 Click the **Cases** tab.

Mobile-Vision, Inc.	System Setup	mvadmin is logged in. Logout
▼ Home Menu	Precinct System Security Video/Case Modules DVD	
Home Search Video Manage Cases	Videos Cases	
User Help	Notations Race Types Subject Types	
▼ Bookmarks	Case Notations	
L3 MVI	Page 1 of 1 (12 total records)	
Online Support	Notation A	Status
User Preferences	Attercation	Enabled
Administration	Bench Warrant	Enabled
System Setup	BOLO	Enabled
System Status	Deactivation request denial	Enabled
Update Server	DUI	Enabled
Manage Users Action	Image of a child	Enabled
Action	Police Computer Screen	Enabled
Edit	Protected location	Enabled
Delete	Special Ops Event	Enabled
	Substance Abuse Treatment	Enabled
	UC/CI	Enabled
	Victim of Criminal Offense	Enabled



- 4 Make sure the **Notations** tab is selected.
- 5 Go to the Action column and click New. The New Case Notation popup displays.

New Case Notation	
Notation: Status: ENABLED 🔽 😵	0
Save Cancel	

- 6 Enter a name for the new notation in the *Notation* field. This is the value that will display on the New Case and Edit Case forms.
- 7 Click Save. The new notation displays on the Case Notations list.

Changing a Case Notation

This section describes how to change a case notation's name or status. For more on case notations, see page 359.

1 Go to **V** Administration and click **System Setup**. The System Setup page displays.

Mobile-Vision, Inc.			01511	em Setup		mvadmin is logged in. Logou
▼ Home Menu Home	Precinct Sys	stem Se	ecurity Video/Cas	e Modules D ¹	VD	
Search Video	Precinct Info	Logos	Bookmarks			
Manage Cases User Help				Precinct		
▼ Bookmarks			14 44 4	Page 1 of 1 (2 total rec		>> >)
L3 MVI	Precinc	t Name 🔺	FTP IP Address	Last Comm Date	Status	Registration Key
Online Support	DEA Precinct		192.168.20.37	08/11/2014 06:15	Enabled	145AADF39B9D69FA463DLZ2
► User Preferences	L-3 Leslie Z.		Local	Local	Local	142489E3D36002219527153
▼ Administration						
System Setup						
System Setup System Status						
Update Server						
Manage Users						
Action						
New						
Edit						
Register						
Flush						
Synchronize						
Delete						

2 Click the Video/Case tab.



Mobile-Vision, Inc.					mvadmin is logged in. Logo
▼ Home Menu	Precinct System Secu	rity Video/Case	Modules	DVD	
Home	Precinct System Secu	illy video/case	wodules	DVD	
Search Video	Videos Cases				
Vanage Cases					
User Help	Categories Notations	Columns			
▼ Bookmarks		Vide	o Categories		
L3 MVI	K	Rege 1	of 2 (23 total reco	ords) >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	
Online Support	Description	Day(s) Online	In Use	Backup Enabled	Auto Transfer Enabled
 User Preferences 	No Citation	365	Yes	Disabled	Disabled
Administration	Citation	365	Yes	Enabled	Enabled
System Setup	Search	365	Yes	Enabled	Enabled
System Status	Arrest	365	Yes	Enabled	Enabled
Update Server	Other	365	Yes	Enabled	Enabled
Manage Users	Other 2	90	Yes	Enabled	Enabled
Action	Other 3	90	Yes	Enabled	Enabled
Edit	Other 4	90	Yes	Enabled	Enabled
Export Categories	Other 5	90	Yes	Enabled	Enabled
	Interrupted Recording	1	Yes	Enabled	Enabled
	Background Mode	30	Yes	Disabled	Enabled
	Power Failure	30	Yes	Disabled	Enabled
	Firmware Upgrade	30	Yes	Disabled	Enabled
	Card Format	30	Yes	Disabled	Enabled
	Corrupt QBX	30	Yes	Disabled	Enabled
	Crash Battery Died	30	Yes	Disabled	Enabled
	Aggressive Driving	30	Yes	Disabled	Enabled

3 Click the **Cases** tab.

-	System Setup	
Mobile-Vision, Inc.		mvadmin is logged in. Logout
▼ Home Menu	Precinct System Security Video/Case Modules DVD	
Home Search Video	Videos Cases	
Manage Cases User Help	Notations Race Types Subject Types	
▼ Bookmarks	Case Notations	
L3 MVI	Page 1 of 1 (12 total records)	21
Online Support	Notation A	Status
User Preferences	Altercation	Enabled
Administration	Bench Warrant	Enabled
System Setup	BOLO	Enabled
System Status	Deactivation request denial	Enabled
Update Server	DUI	Enabled
Manage Users	Image of a child	Enabled
Action New	Police Computer Screen	Enabled
Edit	Protected location	Enabled
Delete	Special Ops Event	Enabled
	Substance Abuse Treatment	Enabled
	UC/CI	Enabled
	Victim of Criminal Offense	Enabled

4 Make sure the **Notations** tab is selected, as pictured above.



5 Right-click on the record you wish to update, then select **Edit** from the popup menu. The Edit Case Notation popup displays.

Edit Case Notation	
Notation: DUI Status: ENABLED 🔽 🧭	0
Save Cancel	

- **6** To change the checkbox's label, enter a new value in the *Notation* field. Otherwise proceed to the next step.
- 7 To change the checkbox's status, select a new value from the *Status* drop-down list. Otherwise proceed to the next step.
- 8 Click Save.

Deleting a Case Notation

This section describes how to delete a case notation. You can only delete those notations that are not in use by an active case. If you wish to discontinue use of a notation but cannot delete it, see "Disabling a Case Notation" on page 372 instead.

1 Go to **V** Administration and click **System Setup**. The System Setup page displays.

B Mobile-Vision, Inc.					mvadmin is logged in. Logou
▼ Home Menu	Precinct System	Security Video/Ca	se Modules DV	D	
Home Search Video Manage Cases	Precinct Info Logos	Bookmarks			
User Help			Precinct		
▼ Bookmarks		R X X	Page 1 of 1 (2 total reco	rds) 🚿	>> >)
L3 MVI	Precinct Name	FTP IP Address	Last Comm Date	Status	Registration Key
Online Support	DEA Precinct	192.168.20.37	08/11/2014 06:15	Enabled	145AADF39B9D69FA463DLZ2
User Preferences	L-3 Leslie Z.	Local	Local	Local	142489E3D36002219527153
 Administration 					
System Setup					
System Status					
Update Sener					
Manage Users					
Action					
New					
Edit					
Register					
Flush Synchronize					

2 Click the Video/Case tab.



Mobile-Vision, Inc.					mvadmin is logged in. Logo
Home Menu					
tome	Precinct System Secu	rity Video/Case	Modules	DVD	
iearch Video	Videos Cases				
Ianage Cases	Videos Cases				
lser Help	Categories Notations	Columns			
Bookmarks		Vid	eo Categories		
.3 MVI	K		1 of 2 (23 total reco	ords) > >> >>	
Online Support	Description	Day(s) Online	In Use	Backup Enabled	Auto Transfer Enabled
 User Preferences 	No Citation	365	Yes	Disabled	Disabled
Administration	Citation	365	Yes	Enabled	Enabled
System Setup	Search	365	Yes	Enabled	Enabled
System Status	Arrest	365	Yes	Enabled	Enabled
Ipdate Server	Other	365	Yes	Enabled	Enabled
/lanage Users	Other 2	90	Yes	Enabled	Enabled
Action	Other 3	90	Yes	Enabled	Enabled
dit	Other 4	90	Yes	Enabled	Enabled
Export Categories	Other 5	90	Yes	Enabled	Enabled
	Interrupted Recording	1	Yes	Enabled	Enabled
	Background Mode	30	Yes	Disabled	Enabled
	Power Failure	30	Yes	Disabled	Enabled
	Firmware Upgrade	30	Yes	Disabled	Enabled
	Card Format	30	Yes	Disabled	Enabled
	Corrupt QBX	30	Yes	Disabled	Enabled
	Crash Battery Died	30	Yes	Disabled	Enabled
	Aggressive Driving	30	Yes	Disabled	Enabled

3 Click the **Cases** tab.

Mobile-Vision, Inc	System Setup	mvadmin is logged in. Logout
▼ Home Menu	Precinct System Security Video/Case Modules DVD	
Home Search Video Manage Cases	Videos Cases	
User Help	Notations Race Types Subject Types	
▼ Bookmarks	Case Notations	
L3 MVI	C << Page 1 of 1 (12 total records)	>[]
Online Support	Notation A	Status
User Preferences	Attercation	Enabled
Administration	Bench Warrant	Enabled
System Setup	BOLO	Enabled
System Status	Deactivation request denial	Enabled
Update Server Manage Users	DUI	Enabled
Action	Image of a child	Enabled
New	Police Computer Screen	Enabled
Edit	Protected location	Enabled
Delete	Special Ops Event	Enabled
	Substance Abuse Treatment	Enabled
	UC/CI	Enabled

4 Make sure the **Notations** tab is selected, as pictured above.



5 Right-click on the notation you wish to delete, then select **Delete** from the popup menu. A confirmation message displays.

	Confirm	Delete	
Delete	this case	e notation? D	UI
	Yes	No	
	Yes	No	

- 6 Click Yes.
- \Rightarrow If the selected notation is *not* in use by an active case, the system removes it from the Case Notations list. **End of procedure**.
- \Rightarrow If the selected notation *is* in use by an active case, the system displays an error message:

In this instance, you will have to disable the notation instead, as described in the next section. Begin with step 4.

Disabling a Case Notation

If you wish to discontinue use of a particular case notation, you may not be able to delete that notation due to the fact that it is in use by one or more active cases. If such is the case, you have the option of *disabling* the case notation so that it cannot be used to notate any future cases, as described in this section.

1 Go to **V** Administration and click **System Setup**. The System Setup page displays.

Mobile-Vision, Inc.		0101	EM SETUP		mvadmin is logged in. Loqou
▼ Home Menu	Precinct System	Security Video/Ca	se Modules DV	'D	
Home Search Video Manage Cases	Precinct Info Logo	s Bookmarks			
User Help			Precinct		
▼ Bookmarks		K X X	Page 1 of 1 (2 total reco	rds) 🚿	>> >>
L3 MVI	Precinct Name		Last Comm Date	Status	Registration Key
Online Support	DEA Precinct	192.168.20.37	08/11/2014 06:15	Enabled	145AADF39B9D69FA463DLZ2
► User Preferences	L-3 Leslie Z.	Local	Local	Local	142489E3D36002219527153
▼ Administration					
System Setup					
System Status					
Update Server					
Manage Users					
Action					
New					
Edit					
Register					
Flush					
Synchronize					
Delete					



2 Click the Video/Case tab.

Mobile-Vision, Inc.					mvadmin is logged in. Log
			_		
V Home Menu	Precinct System Secu	rity Video/Case	Modules	DVD	
lome					
Search Video	Videos Cases				
Vanage Cases Jser Help	Categories Notations	Columns			
7 Bookmarks	Categories Notations				
A BOOKMARKS			eo Categories	and a line in the line in the	
Online Support	Description		I of 2 (23 total reco In Use		Auto Transfer Enabled
User Preferences	No Citation	Day(s) Online 365	Yes	Backup Enabled	Disabled
	Citation	365	Yes	Enabled	Enabled
Administration	Search	365	Yes	Enabled	Enabled
System Setup					
System Status	Arrest	365	Yes	Enabled	Enabled
Jpdate Server Manage Users	Other	365	Yes	Enabled	Enabled
	Other 2	90	Yes	Enabled	Enabled
Action	Other 3	90	Yes	Enabled	Enabled
dit	Other 4	90	Yes	Enabled	Enabled
Export Categories	Other 5	90	Yes	Enabled	Enabled
	Interrupted Recording	1	Yes	Enabled	Enabled
	Background Mode	30	Yes	Disabled	Enabled
	Power Failure	30	Yes	Disabled	Enabled
	Firmware Upgrade	30	Yes	Disabled	Enabled
	Card Format	30	Yes	Disabled	Enabled
	Corrupt QBX	30	Yes	Disabled	Enabled
	Crash Battery Died	30	Yes	Disabled	Enabled
	Aggressive Driving	30	Yes	Disabled	Enabled

3 Click the **Cases** tab.

Mobile-Vision, Inc.		mvadmin is logged in. Logout
▼ Home Menu	Precinct System Security Video/Case Modules DVD	
Home Search Video	Videos Cases	
Manage Cases User Help	Notations Race Types Subject Types	
▼ Bookmarks	Case Notations	
L3 MVI	Page 1 of 1 (12 total records)	6
Online Support	Notation A	Status
 User Preferences 	Attercation	Enabled
Administration	Bench Warrant	Enabled
System Setup	BOLO	Enabled
System Status	Deactivation request denial	Enabled
Update Server	DUI	Enabled
Manage Users Action	Image of a child	Enabled
Action	Police Computer Screen	Enabled
Edit	Protected location	Enabled
Delete	Special Ops Event	Enabled
	Substance Abuse Treatment	Enabled
	UC/CI	Enabled



- 4 Make sure the **Notations** tab is selected.
- **5** Right-click on the notation you wish to disable, then select **Edit** from the popup menu. The Edit Case Notation popup displays.

Edit Case Notation	
Notation: DUI Status: ENABLED 💌 🧭	0
Save Cancel	

- 6 Select **DISABLED** from the *Status* drop-down list.
- 7 Click Save.

Maintaining Subject Types

Subject Types are the field values that display in the *Type* drop-down list on the Subject Information form. These user-defined categories help you classify the subject names that you attach to your cases.

			CASE	Detai	LS		
						mvadmin is lo	gged in. Logout
	Case Details	System Video	Attached Media	Subjects	Comments	Logs	
			Cas	e Subjects			
Subject Information		IK <<		1 (3 total records)	> >> >	1	
	Full Name A	DOB	Gender	Race	Туре	Edit	Delete
First Name:	Edward O Ostrum	10/09/19	61 Male	Asian	Witness	2	×
Last Name:	Ms. Lisa Martin	11/21/19	61 Female	Latino	Defendant	1	×
Middle Name:	William Schirmer	09/11/19	59 Male	Caucasian	Victim	2	×
Prefix Name:							
Suffix Name: 🕜							
DOB: 🗾 🔍							
Drivers License #:							
Race: 🗸 🤡							
Gender: 🛛 🗸 🥝							
Туре: 🖌 🖌 🏈							
Save Cancel							

For specific instructions, see:

- □ Adding a Subject Type, next page
- □ Changing a Subject Type, page 377
- □ Deleting a Subject Type, page 380
- □ Disabling a Subject Type, page 382.



Adding a Subject Type

This section describes how to create a new Subject Type, used to populate the *Type* drop-down list on the Subject Information form. For more on this topic, see the previous section, "Maintaining Subject Types."

1 Go to **V** Administration and click **System Setup**. The System Setup page displays.

Contine Support → User Preferences ▼ Administration System Setup	t Info Logos Precinct Name	Bookmarks	Ise Modules DV Precinct Page 1 of 1 (2 total reco Last Comm Date		mvadmin is logged in. Logo
Home Search Video Manage Cases Jser Help V Bookmarks Call MVI Online Support User Preferences Administration System Selup	t Info Logos Precinct Name	Bookmarks	Precinct Page 1 of 1 (2 total reco	rrds)	
Home Search Video Manage Cases User Help ▼ Bookmarks S Bookmarks 1 MVI Online Support ► User Preferences ▼ Administration System Setup	t Info Logos Precinct Name	Bookmarks	Precinct Page 1 of 1 (2 total reco	rrds)	
Search Video Manage Cases Jser Help	Precinct Name	IK K K FTP IP Address	Page 1 of 1 (2 total reco		
ser Help T Bookmarks 3 MVI Juline Support User Preferences T Administration system Seup		FTP IP Address	Page 1 of 1 (2 total reco		
Bookmarks MVI Online Support User Preferences Administration System Setup		FTP IP Address			<u>>></u>
A MVI Dela Prec DEA Prec L-3 Leslie Administration System Setup		FTP IP Address			
Online Support > User Preferences Administration System Setup	inct	102 168 20 37			Registration Key
User Preferences Administration System Setup			08/11/2014 06:15	Enabled	145AADF39B9D69FA463DLZ2
Administration System Setup	Ζ.	Local	Local	Local	142489E3D36002219527153
System Setup					1
System Status					
Update Server					
Manage Users					
Action					
Vew					
Edit					
Register					
Flush					
Synchronize					
Delete					

2 Click the Video/Case tab.



		Syste	M SEI		
Mobile-Vision, Inc.					mvadmin is logged in. Logo
Home Menu me arch Video inage Cases	Precinct System Seco		Modules	DVD	
er Help	Categories Notations	Columns			
Bookmarks			leo Categories		
MVI			1 of 2 (23 total reco	and the second se	
line Support	Description	Day(s) Online	In Use	Backup Enabled	Auto Transfer Enabled
User Preferences	No Citation	365	Yes	Disabled	Disabled
Administration	Citation	365	Yes	Enabled	Enabled
stem Setup	Search	365	Yes	Enabled	Enabled
tem Status	Arrest	365	Yes	Enabled	Enabled
ate Server	Other	365	Yes	Enabled	Enabled
age Users	Other 2	90	Yes	Enabled	Enabled
Action	Other 3	90	Yes	Enabled	Enabled
	Other 4	90	Yes	Enabled	Enabled
ort Categories	Other 5	90	Yes	Enabled	Enabled
	Interrupted Recording	1	Yes	Enabled	Enabled
	Background Mode	30	Yes	Disabled	Enabled
	Power Failure	30	Yes	Disabled	Enabled
	Firmware Upgrade	30	Yes	Disabled	Enabled
	Card Format	30	Yes	Disabled	Enabled
	Corrupt QBX	30	Yes	Disabled	Enabled
	Crash Battery Died	30	Yes	Disabled	Enabled
	Aggressive Driving	30	Yes	Disabled	Enabled
	[00			

3 Click the **Cases** tab.

Mobile-Vision, Inc.	System Setup	mvadmin is logged in. Logout	
▼ Home Menu	Precinct System Security Video/Case Modules DVD		
Home Search Video Manage Cases	Videos Cases		
User Help	Notations Race Types Subject Types		
Bookmarks	Case Notations		
.3 MVI	K K Page 1 of 1 (12 total records)		
Online Support	Notation A	Status	
 User Preferences 	Attercation	Enabled	
Administration	Bench Warrant	Enabled	
System Setup	BOLO	Enabled	
System Status	Deactivation request denial	Enabled	
Jpdate Server	DUI	Enabled	
Manage Users Action	Image of a child	Enabled	
New	Police Computer Screen	Enabled	
Edit	Protected location	Enabled	
Delete	Special Ops Event	Enabled	
	Substance Abuse Treatment	Enabled	
	UC/CI	Enabled	
	Victim of Criminal Offense	Enabled	



4 Click the **Subject Types** tab.

Mobile-Vision, Inc		mvadmin is logged in. Logout
-		interation of the second se
▼ Home Menu	Precinct System Security Video/Case Modules DVD	
ome	Precinct Oysenn Occurry Precincuse Incluses DVD	
earch Video	Videos Cases	
anage Cases		
ser Help	Notations Race Types Subject Types	
Bookmarks	Subject Types	
8 MVI	R K Page 1 of 1 (4 total records)	
nline Support	Subject Description A	Status
Administration	Defendant	Enabled
stem Setup	First Responder	Enabled
stem Status	Victim	Enabled
odate Server	Witness	Enabled
anage Users	Williess	Enabled
Action		
ew .		
lit		

5 Go to the Action column and click **New**. The New Subject Type popup displays.

New Subject Type	
Subject Description:	0
Status: Enabled 💙 🕐	
Save Cancel	

- 6 Enter a name for the new subject type in the *Subject Description* field. This is the value that will display on the Subject Information form.
- 7 Click Save. The new subject type displays on the Subject Types list.

Changing a Subject Type

This section describes how to change a Subject Type's name or status. For more on this topic, see "Maintaining Subject Types" on page 374.

1 Go to **V** Administration and click **System Setup**. The System Setup page displays.



		SYST	em Setup		
Mobile-Vision, Inc.					mvadmin is logged in. Logout
▼ Home Menu	Precinct System Se	ecurity Video/Cas	e Modules DV	D	
Home Search Video					
Manage Cases	Precinct Info Logos	Bookmarks			
User Help			Precinct		
▼ Bookmarks		IK << <	Page 1 of 1 (2 total reco	rds) 🚿	≫ <u>></u>
L3 MVI	Precinct Name 🔺	FTP IP Address	Last Comm Date	Status	Registration Key
Online Support	DEA Precinct	192.168.20.37	08/11/2014 06:15	Enabled	145AADF39B9D69FA463DLZ2
User Preferences	L-3 Leslie Z.	Local	Local	Local	142489E3D36002219527153
▼ Administration					
System Setup					
System Status					
Update Server					
Manage Users					
Action					
New					
Edit					
Register					
Fluch					
Flush Synchronize					

2 Click the Video/Case tab.

Mobile-Vision, Inc.					mvadmin is logged in. Logou
▼ Home Menu	Precinct System Secu	urity Video/Case	Modules	DVD	
Home					
Search Video	Videos Cases				
Manage Cases User Help	Categories Notations	Columns			
▼ Bookmarks			eo Categories		0.000
L3 MVI	T		of 2 (23 total reco	ords) > >> >>	
Online Support	Description	Day(s) Online	In Use	Backup Enabled	Auto Transfer Enabled
 User Preferences 	No Citation	365	Yes	Disabled	Disabled
▼ Administration	Citation	365	Yes	Enabled	Enabled
System Setup	Search	365	Yes	Enabled	Enabled
System Status	Arrest	365	Yes	Enabled	Enabled
Update Server	Other	365	Yes	Enabled	Enabled
Manage Users	Other 2	90	Yes	Enabled	Enabled
Action	Other 3	90	Yes	Enabled	Enabled
Edit	Other 4	90	Yes	Enabled	Enabled
Export Categories	Other 5	90	Yes	Enabled	Enabled
	Interrupted Recording	1	Yes	Enabled	Enabled
	Background Mode	30	Yes	Disabled	Enabled
	Power Failure	30	Yes	Disabled	Enabled
	Firmware Upgrade	30	Yes	Disabled	Enabled
	Card Format	30	Yes	Disabled	Enabled
	Corrupt QBX	30	Yes	Disabled	Enabled
	Crash Battery Died	30	Yes	Disabled	Enabled
	Aggressive Driving	30	Yes	Disabled	Enabled

3 Click the **Cases** tab.



Mobile-Vision, Inc.		mvadmin is logged in. Logout		
V Home Menu	Precinct System Security Video/Case Modules DVD			
lome Search Video	Videos Cases			
Manage Cases Jser Help	Notations Race Types Subject Types			
Bookmarks	Case Notations			
_3 MVI	Page 1 of 1 (12 total records)	a l		
Online Support	Notation A	Status		
User Preferences	Attercation	Enabled		
Administration	Bench Warrant	Enabled		
System Setup	BOLO	Enabled		
System Status	Deactivation request denial	Enabled		
Update Server	DUI	Enabled		
Manage Users Action	Image of a child	Enabled		
Action	Police Computer Screen	Enabled		
Edit	Protected location	Enabled		
Delete	Special Ops Event	Enabled		
	Substance Abuse Treatment	Enabled		
	UC/CI	Enabled		
	UC/CI Victim of Criminal Offense			

4 Click the **Subject Types** tab.

Mobile-Vision, In	a.	mvadmin is logged in. Logout
▼ Home Menu	Precinct System Security Video/Case Modules DVD	
Home Search Video	Videos Cases	
Manage Cases User Help	Notations Race Types Subject Types	
▼ Bookmarks	Subject Types	
L3 MVI	R K K Page 1 of 1 (4 total records)	
Online Support	Subject Description 🛦	Status
Administration	Defendant	Enabled
System Setup	First Responder	Enabled
System Status	Victim	Enabled
Update Server Manage Users	Witness	Enabled
Action		
New		
Edit		
Delete		

5 Right-click on the record you wish to update, then select **Edit** from the popup menu.

The Edit Subject Type popup displays.



Edit Subject Type	
Subject Description: Defendant	0
Status: Enabled 👽 🥥	
Save Cancel	

- **6** To change the description for the Subject Type, enter a new value in the *Subject Description* field. Otherwise proceed to the next step.
- 7 To change the Subject Type's status, select a new value from the *Status* drop-down list. Otherwise proceed to the next step.
- 8 Click Save.

Deleting a Subject Type

This section describes how to delete a Subject Type. You can only delete those Subject Types that are not in use by an active case. If you wish to discontinue use of a Subject Type but cannot delete it, see "Disabling a Subject Type" on page 382 instead.

1 Go to **V** Administration and click **System Setup**. The System Setup page displays.

		Syst	EM SETUP		
Mobile-Vision, Inc.					mvadmin is logged in. Logout
▼ Home Menu	Precinct System S	ecurity Video/Ca	se Modules DV	D	
Home	Frecinci System 3	ecunty videorca		U	
Search Video	Precinct Info Logos	Bookmarks			
Manage Cases	-		Precinct		
User Help					
Bookmarks		<u> </u>	Page 1 of 1 (2 total reco		<u>>></u> >1
L3 MVI	Precinct Name 🔺	FTP IP Address	Last Comm Date	Status	Registration Key
Online Support	DEA Precinct	192.168.20.37	08/11/2014 06:15	Enabled	145AADF39B9D69FA463DLZ2
User Preferences	L-3 Leslie Z.	Local	Local	Local	142489E3D36002219527153
▼ Administration					
System Setup					
System Status					
Update Server					
Manage Users					
Action					
New					
Edit					
Register					
Flush					
Synchronize Delete					

2 Click the Video/Case tab.



Mobile-Vision, Inc.					mvadmin is logged in. Log
Home Menu	Precinct System Secu	rity Video/Case	Modules	DVD	
me					
arch Video	Videos Cases				
inage Cases		0.1			
er Help	Categories Notations	Columns			
Bookmarks		CALLS IN COMPANY OF A DAMAGE AND A	o Categories		
3 MVI		the second s	of 2 (23 total reco		
nline Support	Description	Day(s) Online	In Use	Backup Enabled	Auto Transfer Enabled
User Preferences	No Citation	365	Yes	Disabled	Disabled
Administration	Citation	365	Yes	Enabled	Enabled
stem Setup	Search	365	Yes	Enabled	Enabled
stem Status	Arrest	365	Yes	Enabled	Enabled
date Server	Other	365	Yes	Enabled	Enabled
anage Users	Other 2	90	Yes	Enabled	Enabled
Action	Other 3	90	Yes	Enabled	Enabled
lit	Other 4	90	Yes	Enabled	Enabled
cport Categories	Other 5	90	Yes	Enabled	Enabled
	Interrupted Recording	1	Yes	Enabled	Enabled
	Background Mode	30	Yes	Disabled	Enabled
	Power Failure	30	Yes	Disabled	Enabled
	Firmware Upgrade	30	Yes	Disabled	Enabled
	Card Format	30	Yes	Disabled	Enabled
	Corrupt QBX	30	Yes	Disabled	Enabled
	Crash Battery Died	30	Yes	Disabled	Enabled
	Aggressive Driving	30	Yes	Disabled	Enabled

3 Click the **Cases** tab.

	System Setup			
Mobile-Vision, Inc.	3 Mobile-Vision, Inc.			
▼ Home Menu	Precinct System Security Video/Case Modules DVD			
Home Search Video	Videos Cases			
Manage Cases User Help	Notations Race Types Subject Types			
▼ Bookmarks	Case Notations			
L3 MVI	Page 1 of 1 (12 total records)			
Online Support	Notation A	Status		
User Preferences	Altercation	Enabled		
▼ Administration	Bench Warrant	Enabled		
System Setup	BOLO	Enabled		
System Status	Deactivation request denial	Enabled		
Update Server	DUI	Enabled		
Manage Users	Image of a child	Enabled		
Action New	Police Computer Screen	Enabled		
Edit	Protected location	Enabled		
Delete	Special Ops Event	Enabled		
	Substance Abuse Treatment	Enabled		
	UC/CI	Enabled		

4 Click the **Subject Types** tab.



-	System Setup			
Mobile-Vision, Inc	e	nvadmin is logged in. Logout		
▼ Home Menu	Precinct System Security Video/Case Modules DVD			
Home				
Search Video	Videos Cases			
Manage Cases				
Jser Help	Notations Race Types Subject Types			
7 Bookmarks	Subject Types			
_3 MVI	R C Page 1 of 1 (4 total records)			
Online Support	Subject Description A	Status		
Administration	Defendant	Enabled		
System Setup	First Responder	Enabled		
System Status	Victim	Enabled		
Jpdate Server	Witness	Enabled		
Manage Users	Williess	Lindbieu		
Action				
lew				
Edit				
Delete				

5 Right-click on the Subject Type you wish to delete, then select **Delete** from the popup menu. A confirmation message displays.

	Confirm Dele	te
Delete thi	s subject type	? Defendant
	Yes No	

- 6 Click Yes.
- \Rightarrow If the selected Subject Type is *not* in use by an active case, the system removes it from the Subject Types list. **End of procedure**.
- \Rightarrow If the selected Subject Type *is* in use by an active case, the system displays an error message:

Defendant used in active case!

Try disabling the Subject Type instead, as described in the next section. Begin with step 4.

Disabling a Subject Type

If you wish to discontinue use of a particular Subject Type, you may not be able to delete that value due to the fact that it is in use by one or more active cases. If such is the case, you have the option of *disabling* the Subject Type so that users cannot attach it to any future cases, as described in this section.

1 Go to **V** Administration and click **System Setup**. The System Setup page displays.



Mobile-Vision, Inc.					mvadmin is logged in. Logout
▼ Home Menu Home	Precinct System St	ecurity Video/Cas	e Modules DVI	D	
Search Video	Precinct Info Logos	Bookmarks			
Manage Cases User Help			Precinct		
▼ Bookmarks	Page 1 of 1 (2 total records)				
L3 MVI	Precinct Name	FTP IP Address	Last Comm Date	Status	Registration Key
Online Support	DEA Precinct	192.168.20.37	08/11/2014 06:15	Enabled	145AADF39B9D69FA463DLZ2
► User Preferences	L-3 Leslie Z.	Local	Local	Local	142489E3D36002219527153
▼ Administration					
System Setup					
System Status					
Update Server					
Manage Users					
Action					
New					
Edit					
Edit Register					
New Edit Register Flush Synchronize					

2 Click the Video/Case tab.

		System	I DEIT	51	
Mobile-Vision, Inc.					mvadmin is logged in. Logou
Home Menu	Precinct System Sec	urity Video/Case	Modules	DVD	
Home		anty cruco case	modules	0.0	
Search Video	Videos Cases				
Manage Cases					
User Help	Categories Notations	Columns			
▼ Bookmarks		Vide	eo Categories		
L3 MVI	K	Rage 1	l of 2 (23 total reco	ords) 🔰 💓 射	
Online Support	Description	Day(s) Online	In Use	Backup Enabled	Auto Transfer Enabled
User Preferences	No Citation	365	Yes	Disabled	Disabled
Administration	Citation	365	Yes	Enabled	Enabled
System Setup	Search	365	Yes	Enabled	Enabled
System Status	Arrest	365	Yes	Enabled	Enabled
Update Server	Other	365	Yes	Enabled	Enabled
Manage Users	Other 2	90	Yes	Enabled	Enabled
Action	Other 3	90	Yes	Enabled	Enabled
Edit	Other 4	90	Yes	Enabled	Enabled
Export Categories	Other 5	90	Yes	Enabled	Enabled
	Interrupted Recording	1	Yes	Enabled	Enabled
	Background Mode	30	Yes	Disabled	Enabled
	Power Failure	30	Yes	Disabled	Enabled
	Firmware Upgrade	30	Yes	Disabled	Enabled
	Card Format	30	Yes	Disabled	Enabled
	Corrupt QBX	30	Yes	Disabled	Enabled
	Crash Battery Died	30	Yes	Disabled	Enabled
	Aggressive Driving	30	Yes	Disabled	Enabled

3 Click the **Cases** tab.



Mobile-Vision, Inc.		mvadmin is logged in. Logout		
▼ Home Menu	Precinct System Security Video/Case Modules DVD			
Home Search Video	Videos Cases			
Manage Cases	Videos Cases			
Jser Help	Notations Race Types Subject Types			
Bookmarks	Case Notations			
_3 MVI	IC C Page 1 of 1 (12 total records)			
Online Support	Notation A	Status		
 User Preferences 	Attercation	Enabled		
Administration	Bench Warrant	Enabled		
System Setup	BOLO	Enabled		
System Status	Deactivation request denial	Enabled		
Jpdate Server	DUI	Enabled		
Anage Users Action	Image of a child	Enabled		
Action	Police Computer Screen	Enabled		
dit	Protected location	Enabled		
)elete	Special Ops Event	Enabled		
	Substance Abuse Treatment	Enabled		
	UC/CI	Enabled		
		Enabled		

4 Click the **Subject Types** tab.

B Mobile-Vision, Ind		mvadmin is logged in. Logout
/ Home Menu	Precinct System Security Video/Case Modules DVD	
ome earch Video lanage Cases	Videos Cases	
Jser Help 7 Bookmarks	Notations Race Types Subject Types Subject Types	
3 MVI	K K Page 1 of 1 (4 total records)	1
Inline Support	Subject Description A	Status
Administration	Defendant	Enabled
ystem Setup	First Responder	Enabled
stem Status	Victim	Enabled
pdate Server lanage Users	Witness	Enabled
Action New Edit Delete		

5 Right-click on the Subject Type you wish to disable, then select **Edit** from the popup menu. The Edit Subject Type popup displays.







- 6 Select **Disabled** from the *Status* drop-down list.
- 7 Click Save.

Generating the Restricted Viewing Cases Report

This section describes how to download information on restricted cases to a .csv spreadsheet file. Restricted cases are those cases that can only be accessed by a specified group of users, as listed on the case's **Authorized Users** tab.

1 Go to **V** Administration and click **System Status**. The System Status page displays.

				S	SYSTE	м St	ATUS		
Mobile-Vision, Inc.								n	n vadmin is logged in.
ome Menu	System	Transfers	Reports	Logs	Backups	Tools	Messages	Local Queue	Backup PC
n Video	Storage Ca		1.1 TB		0	Active U			
e Cases	Available Disc Space: 979.5			GB	0	• m\	admin From 166.	20.100.160 Since 09	/15/2017 15:51
lelp	Total Video		238		0				
okmarks		red Video Count:	19		0				
		urs Video Count:	0		0				
Support		s Video Count:	0		0				
		ys Video Count:	4		0				
er Preferences	Body Worn	Nideo Count:	98		0				
ministration	Body Worn	Hours:	12		0				
n Setup	-	ody Worn Video Le	ngth: 7 min		0				
n Status	VieVu Vide	o Count:	0		0				
Sener	Oldest Nor	n-case Video:	841 da	ays	0				
e Users	Oldest Cas	se Video:	1270 0	days	0				
	Number of	Active Cases:	14		0				
Action	Number of	Backup DVDs:	230		0				
h Page	Number of	Exported DVDs:	108		0				
	Archiver E	rrored Out:	false		0				
	Simultaneo	ous Users Allowed:	unlimi	ted	0				
	Backup Sc	heme:	none		0				
	Untagging	Allowed:	true		0				
	Last Updat	te Check:	09/15/	2017 07:12	0				
	Version:		4.0.10		0				

2 Click the **Reports** tab.



			Sı	STEM S	TATUS				
Mobile-Vision, Inc.							mvadmin is logged in. Logout		
▼ Home Menu	System Transfers	Reports Log	gs Ba	ckups Tools	Messages	Local Que	ue Backup PC		
Home				System Repo	rts				
Search Video	Banart	Namo Å					Report Status		
Manage Cases User Help	Report Name A BW Video Requests			Last Refreshed Date			Report Status		
v Bookmarks	DVR Activity			01/22/2019 00:00			Ready		
L3 MVI	DVR Activity DVR Fleet Com			01/22/					
Online Support	Media Activity			04.000			Ready		
 User Preferences 		d Videos		01/22/2019 00:00					
	-			01/22/2019 00:00					
 Administration 		/iewing Cases					Ready		
System Setup		r Activity					Ready		
System Status	Video	Notations							
Update Server Manage Users									
Action									
Download Report									
Refresh Report									
Refresh Page									
g2									

3 Click on the **Restricted Viewing Cases** report to highlight it.

_					Syste	EM S	FATUS			
Mobile-Vision, Inc.									mvadmin is logged in. Logou	
▼ Home Menu	System	Transfers	Reports	Logs	Backups	Tools	Messages	Local Queue	Backup PC	
Home					· ·					
Search Video					Sy:	stem Repo				
Manage Cases	Report Name 🛦					Last Refreshed Date			Report Status	
User Help	BW Video Requests									
Bookmarks	DVR Activity				02/13/2019 00:00			Ready		
L3 MVI		DVR FI	leet Com							
Online Support		Media	a Activity			02/13/2	019 00:00		Ready	
 User Preferences 		Purge	d Videos							
Administration		Restricted V	fewing Cases			02/13/2019 00:00			Ready	
System Setup		User	Activity						Ready	
System Status		Video N	Votations							
Update Server										
Manage Users										
Action										
Generate Report										
Refresh Page										

4 Go the Action column and click Generate Report. The New Report popup displays.

New Report	×
Start Date: 10/25/2018	
End Date: 01/23/2019	
All Dates:	
Generate Cancel	

5 To report on a selected date range, proceed to the next step.

- OR -

To report on *all* dates, select the *All Dates* checkbox. Skip to step 8.



- **6** Proceed to the *Start Date* field. Using the calendar icon, select the beginning of the date range you wish to report on.
- **7** Proceed to the *End Date* field. Using the calendar icon, select the end of the date range for this report.
 - 8 Click Generate. A Windows message displays.

Do you want to open or save restricted_view_case_report_20181024_20190122.csv (881 bytes) from trinity?				×
	Open	Save	•	Cancel

9 Click **Open**. The report displays in your default spreadsheet application, such as Microsoft Excel.

Backup PCs

A Backup PC is a computer used to process DVD burn requests. 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 work-station 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.

If your Agency server has more than one Bravo DVD burner, each DVD burner must have its own Backup PC. Any time you add a new Backup PC/DVD Burner to your setup, you will have to enter a new backup PC record, as described on page 393.

Your System Implementation Specialist will initially install and configure the Agency server's Backup PC(s) during implementation. However, you may occasionally need to perform tasks related to this device, such as viewing the Backup PC Status page, which logs any Backup PC errors that occur.

For more information, see:

- □ Updating the Backup PC Software, below
- □ Adding a Backup PC, page 393
- □ Changing a Backup PC, page 397
- □ Deleting a Backup PC, page 399
- □ Viewing the Backup PC Status Page, page 400.

To change your auto-backup settings, see "Changing the File Types that are Automatically Archived" in chapter 3.

Updating the Backup PC Software

Occasionally, you may need to update the software that controls your backup PC. Perform this task whenever you receive an update notification in your Inbox (*Update Required for your Backup PC*), or you are instructed to do so by a Mobile-Vision Technical Support Engineer.

The Backup PC update procedure needs to be performed on the Backup PC itself.

- 1 Go to the top right of the Home page and click <u>Logout</u>.
- **2** Walk to the Backup PC.
- **3** Login to DEA Agency again from the Backup PC. (Make sure that you login as an Administrator.)



4 Go to **V** Administration and click **System Status**. The System Status page displays.

		5	SYSTE	M STATUS			
Mobile-Vision, Inc.					r	nvadmin is logged in	. <u>Loqout</u>
Home Menu	System Transfers F	Reports Logs	Backups	Tools Messages	Local Queue	Backup PC	
Home		tepente Lege		i i i i i i i i i i i i i i i i i i i	2000 20000		
Search Video	Storage Capacity:	1.1 TB	0	Active Users:			
Aanage Cases	Available Disc Space:	979.5 GB	0	 mvadmin From 16 	5.20.100.160 Since 09	9/15/2017 15:51	
Jser Help	Total Video Count:	238	0				
7 Bookmarks	Non-archived Video Count:	19	0				
3 MVI	Last 24 Hours Video Count:	0	0				
	Last 7 Days Video Count:	0	0				
Online Support	Last 30 Days Video Count:	4	0				
 User Preferences 	Body Worn Video Count:	98	0				
Administration	Body Worn Hours:	12	0				
System Setup	Average Body Worn Video Length	: 7 min	0				
System Status	VieVu Video Count:	0	0				
Jpdate Server	Oldest Non-case Video:	841 days	0				
Manage Users	Oldest Case Video:	1270 days	0				
•	Number of Active Cases:	14	0				
Action	Number of Backup DVDs:	230	0				
Refresh Page	Number of Exported DVDs:	108	0				
	Archiver Errored Out:	false	0				
	Simultaneous Users Allowed:	unlimited	0				
	Backup Scheme:	none	0				
	Untagging Allowed:	true	0				
	Last Update Check:	09/15/2017 07:12	0				
	Version:	4.0.10	0				

5 Click the **Tools** tab.

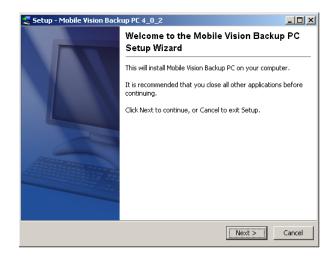
					Syste	м Вт	ATUS			
Mobile-Vision, Inc.								r	nvadmin is logged	in. <u>Loqout</u>
′Home Menu	System	Transfers	Reports	Logs	Backups	Tools	Messages	Local Queue	Backup PC	
earch Video		Applie	cations				System	Documentatio	on	
anage Cases			/alidator				-	uct Documentation	_	
ser Help Bookmarks				-				Training Videos		
Bookmarks 3 MVI		Flashback	File Converter				Unine	Training videos		
nline Support		FB1 AVD Fil	e Recover Util							
User Preferences		AVD File Co	nverter/Player							
Administration		FB1 Wind	lows Codec							
stem Setup		DVD Image	Burner (ISO)							
vstem Status odate Server			Drivers	=						
anage Users				-						
Action			nera Tool							
		Win32 D	HCP Server							
		User Meta	a Data Editor							
		Flashback F	Player Installer							
		Flashback Play	er Installer Bun	dle						
		Java Runtim	e Environment	=						
			PC Updater	_						
		Download	Support Logs							
	1									

6 Go to the *Applications* column and click the **Backup PC Updater** button. A Windows message displays.

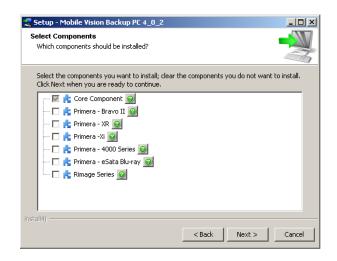


Do you want to run or save backup-updater_4_0_2.exe (433 MB) from trinity?	×
🕐 This type of file could harm your computer.	Run Save 🔻 Cancel

7 Click Run. The system copies some files from the server to your PC. After a momentary delay, the Setup Wizard launches.



Click **Next**. A list of DVD burners displays. 8



9 Select the type of disc burner that your Backup PC is connected to. Make sure you select only one burner.



WARNING: If you select more than one DVD burner or you select the wrong DVD burner, or it could render your Backup PC system temporarily inoperable.

10 Click **Next**. The system begins updating your Backup PC.



😞 Setup - Mobile Vision Backup PC 4_0_2	
Installing Please wait while Setup installs Mobile Vision Backup PC on your computer.	
Extracting files	
install4j	
	Cancel

Once the software has been installed on your PC, a confirmation message displays.



11 Click Finish. The system prompts you to reboot your PC.



12 Close any files that you may have open on the Backup PC, then click Yes.



Adding a Backup PC

This section describes how to enter a new record for a Backup PC. This information will be used to control your robotic DVD burner. For more on Backup PCs and how they are used in DEA, see page 389.

Every Bravo DVD burner has one or two *input* bins and one *output* bin. The *input* bin is where the blank DVDs go. The *output* bin is where the robotic DVD burner places the completed DVDs.

Regarding Bravo units There are two modes used to configure a Bravo DVD burner: *regular* mode and *kiosk* mode. In *regular* mode, the DVD burner's *right* bin is used as the *input* bin and the *left* bin is used as the *output* bin. In *kiosk* mode, both the right and left bins are used as *input* bins, and a center "catch" tray is used as the *output* bin. If you prefer to configure your DVD burner in *kiosk* mode, ask a Mobile-Vision Technical Support Engineer to assist you.

- 1 Contact Mobile-Vision Support at 800-336-8475 (when prompted, select the phone option for "Service", then "Back Office"). A Technical Support Engineer will assist you with the preliminary setup tasks required to add a new burning station. This step is sometimes referred to as "pre-staging."
- 2 Obtain an IP address for the new Backup PC. If the Backup PC will be connected to the Mobile-Vision network, your TSE will provide you with this address. If the Backup PC will be connected to your agency's network, your agency's Network Specialist will provide you with this address.
- **3** Go to **V**Administration and click **System Setup**. The System Setup page displays.

		Syst	em Setup		
Mobile-Vision, Inc.					mvadmin is logged in. Logout
▼ Home Menu	Precinct System	Security Video/Ca	se Modules DV	'D	
Home Search Video Manage Cases	Precinct Info Logos	Bookmarks	· · ·		
User Help			Precinct		
▼ Bookmarks		14 44 4	Page 1 of 1 (2 total reco	rds) 🔰	<u>>> >1</u>
L3 MVI	Precinct Name 🔺	FTP IP Address	Last Comm Date	Status	Registration Key
Online Support	DEA Precinct	192.168.20.37	08/11/2014 06:15	Enabled	145AADF39B9D69FA463DLZ2
User Preferences	L-3 Leslie Z.	Local	Local	Local	142489E3D36002219527153
Administration					
System Setup					
System Status					
Update Server					
Manage Users					
Action					
New					
Edit					
Edit Register					
Edit Register Flush Synchronize					

s I l



4 Click the **System** tab.

		System S	SETUP		
Mobile-Vision, Inc.				mvadmin is logg	ed in. <u>Loqout</u>
▼ Home Menu	Precinct System	Security Video/Case	Modules DVD		
Home	Jiechict System	Jecunty Videordase	modules DVD		
Search Video	Storage Life-Cy	cle Backup/Export Reque	st Reasons UMD Types	Other	
Manage Cases			Storage		
User Help	Internal Path	External Media UNC	External Case URI	IP Address of RAID unit	Status
Bookmarks	/fbdata/00/	\export00\	/stream00/	127.0.0.1	Enabled
_3 MVI	/ibuata/00/	1exportoor	/streamou/	127.0.0.1	Ellabled
Online Support					
User Preferences					
Administration					
System Setup System Status					
Jpdate Sener					
Manage Users					
Manage Users Action					
Anage Users Action					
Manage Users					

5 Click the **Backup/Export** tab.

			Syst	EM SETUP		
Mobile-Vision, Inc					mvadmir	n is logged in. Loqout
▼ Home Menu Home	Precinct	System	Security Video/Case			
Search Video Manage Cases	Storage	Life-Cycl		Request Reasons UMD Type	s Other	
User Help	Backup	PC Ba	ckup Options			
▼ Bookmarks				Backup PC		
L3 MVI			1< << < P	age 1 of 1 (1 total records)	>> >I	
Online Support	Expor	t Default	Name 🔺	IP	Exports	Archives
User Preferences			Bravo	111.111.11.11		2
Administration						
System Setup	L					
System Status						
Update Server						
Manage Users						
Action	i i					
New						
Edit						
Delete						

6 Make sure that the **Backup PC** tab is selected, as pictured above. The columns on this form are described in the following table.



	Backup PC
Column	Description
Export Default	 If your agency is using more than one backup PC/DVD burner, this checkbox is used to indicate whether or not the system will default to this backup PC when you display the Export Options popup: ☑ Use this backup PC as the default on the Export Options popup □ Do <i>not</i> use this backup PC as the default on the Export Options popup
Name	The name of this Backup PC.
IP	The IP address of this Backup PC.
Exports	 If your agency is using more than one backup PC/DVD burner, this checkbox is used to indicate whether or not you wish to enable this device to process user-requested burn jobs: ☑ Allow this Backup PC to process user-requested burn jobs □ Do <i>not</i> allow this Backup PC to process user-request-ed burn jobs
Archives	 If your agency is using more than one backup PC/DVD burner, this checkbox is used to indicate whether or not you wish to enable this device to process system-requested burn jobs (i.e., archives on Certified Backup Discs): ☑ Allow this Backup PC to process system-requested burn jobs □ Do <i>not</i> allow this Backup PC to process system-requested burn jobs Note: If you have more than one robotic DVD burner, it's recommended that you allocate only <i>one</i> DVD burner for system archives.

7 Go to the Action column and click New. The New Backup PC popup displays.



Ν	ew Backup PC
Name:	
IP Address:	
Left bin (bin2):	
Right bin (bin1):	
Archive:	NO 💌 🥝
Export:	NO 💌 🥝
Γ	Use as Export Default 🔞
Save	Reset Cancel

- 8 Enter a descriptive name for this backup PC in the *Name* field.
- **9** Enter the IP Address for this backup PC in the *IP Address* field.
- **10** If this record is for a *Bravo* burner, proceed to the next step.

– OR –

If this record is for a *Rimage* burner, skip to step 12.

11 If you plan to use the DVD burner in *kiosk* mode (see description on page 393), proceed to the next step.

– OR –

If you plan to use the DVD burner in *regular* mode (see description on page 393), keep the *Left bin (bin 2)* field set to the default value (OUTPUT) and skip to step 13.

12 Go to the *Left bin (bin 2)* field and select the type of disc that you plan to place in the DVD burner's *left* bin (Bravo units) or bin 2 (Rimage units):

DVDR......DVD single layer discs DVDRDLDVD dual layer discs BDBlu-ray single layer discs BDDLBlu-ray dual layer discs

- **13** Go to the *Right bin (bin 1)* field and select the type of disc that you plan to place in the DVD burner's *right* bin (for Bravo) or bin 1 (for Rimage), as listed in step 12 above.
- **14** Go to the *Archive* field and select the type of disc that you wish to use for your system-generated archive discs (i.e., Certified Backup Discs).
- **15** Go to the *Export* field and select the type of disc that you wish to use for your user-requested certified copies (i.e., export discs).



16 If you wish to use this backup PC as the default on the Export Options popup, select the *Use as Export Default* checkbox.

– OR –

If you do *not* wish to use this backup PC as the default on the Export Options popup, proceed to the next step.

17 Click Save. The new Backup PC record displays on the Backup PC list.

Changing a Backup PC

This section describes how to update an existing backup PC record. For example, if you decide to switch from using *single* layer DVDs to *dual* layer DVDs, you'd need to update the associated backup PC record.

1 Go to **V** Administration and click **System Setup**. The System Setup page displays.

Mobile-Vision, Inc.					mvadmin is logged in. Logo
▼ Home Menu	Precinct System S	Security Video/Ca	se Modules DV	'n	
Home Search Video	Precinct Info Logos	Bookmarks			
Manage Cases User Help			Precinct		
▼ Bookmarks		1K KK K	Page 1 of 1 (2 total reco	rds) 🚿	>> >1
L3 MVI	Precinct Name	FTP IP Address	Last Comm Date	Status	Registration Key
Online Support	DEA Precinct	192.168.20.37	08/11/2014 06:15	Enabled	145AADF39B9D69FA463DLZ2
User Preferences	L-3 Leslie Z.	Local	Local	Local	142489E3D36002219527153
		1			
▼ Administration					
System Setup					
System Status Update Sener					
Manage Users					
Action					
New					
Edit					
Register					
Flush					
Synchronize					

2 Click the **System** tab.



			Syste	EM S	ETUP	,		
Mobile-Vision, Inc.							mvadmin is logg	ged in. <u>Loqout</u>
▼ Home Menu	Precinct	System	Security Video/0	Case M	odules	DVD		
Home Search Video	Storage	Life-Cycle	Backup/Export	Request	Dessere	UMD Types	Other	
Manage Cases	storage	Lile-Cycle	Dackup/Export	Request	Reasons	OWD Types	Other	
User Help				5	Storage			
▼ Bookmarks	Internal	Path	External Media	UNC	External Case URI		IP Address of RAID unit	Status
L3 MVI	/fbdata/00/		\export00\		/stream00/		127.0.0.1	Enabled
Online Support								
User Preferences								
 Administration 								
System Setup								
System Status								
Update Server								
Manage Users								
Action								
New								
Edit								

3 Click the **Backup/Export** tab.

V Home Menu Precinct System Security Video/Case Modules DVD Home Storage Life-Cycle Backup/Export Request Reasons UMD Types Other Manage Cases User Help Backup PC Backup Options Backup PC Backup PC IS MVI Image Cases Page 1 of 1 (1 total records) Image Cases Image Cases Image Cases User Preferences Image Cases Bravo 111.111.11.11 Image Cases Image Cases System Status Update Server Brave 111.111.11.11 Image Cases Image Cases			SETUP	S ystem		
Home Security Video/Lase Modules DVD Search Video Manage Cases UMD Types Other Wanage Cases Backup PC Backup Options ▼ Bookmarks Backup PC Backup PC L3 MVI Online Support Page 1 of 1 (1 total records) > User Preferences V Administration System Status Update Sener Manage Users Differences	logged in. <u>Loqout</u>	mvadmin				Mobile-Vision, Inc.
Search Video Manage Cases Wanage Cases User Help ▼ Bookmarks Backup PC L3 MVI Page 1 of 1 (1 total records) Online Support Feferences ▼ Administration System Status Update Server Manage Users			lodules DVD	Security Video/Case M	cinct System	▼ Home Menu
Bookmarks Backup PC L3 MVI I lotal records) Online Support I lotal records) User Preferences IP Export Default Name A IP Exports Image Users Intervention		Other	Reasons UMD Types			Search Video Manage Cases
L3 MVI Online Support ► User Preferences V Administration System Status Update Sener Manage Users			:kup PC	· · ·		
► User Preferences ■ ■ ■ ■ ■ ▼ Administration System Setup System Status Update Server Manage Users		হ হা	-			L3 MVI
▼ Administration System Setup System Status Update Server Manage Users	Archives	Exports	IP	Name 🔺	Online Support	
System Setup System Status Update Server Manage Users	2	⊠	111.111.11.11	Bravo	⊠	User Preferences
System Status Update Server Manage Users						Administration
Update Server Manage Users						
						Update Server
Action						Manage Users
						Action
New						
Edit						
Delete						Delete

- 4 Make sure that the **Backup PC** tab is selected, as pictured above. For a description of the columns on this form, see the table on page 395.
- **5** Right-click on the backup PC record you wish to update, then select **Edit** from the popup menu. The Edit Backup PC popup displays.



Name:	Officer Workstation	0
IP Address:	112.113.114.0	0
Left bin (bin2):	DVDR 🔽 🥝	
Right bin (bin1):	DVDRDL 👤 🥝	
Archive:	DVDRDL 👤 🥝	
Export:	DVDR 👤 🥝	
	Use as Export Default 🛛 🥝	

6 Enter/select your changes in the appropriate field(s), then click **Save**.

Deleting a Backup PC

This section describes how to delete an existing backup PC record. Perform this task after a backup PC/DVD burner has been decommissioned, or as directed by your Mobile-Vision Technical Support Engineer.

1 Go to **V** Administration and click **System Setup**. The System Setup page displays.

			Syst	EM SETU	UP	
Mobile-Vision, Inc.						mvadmin is logged in. Logout
▼ Home Menu						
	Precinct S	ystem S	ecurity Video/Ca	se Modules	DVD	
Home Search Video Manage Cases	Precinct Info	Logos	Bookmarks			
User Help				Precinc	•	
▼ Bookmarks			14 44 4	Page 1 of 1 (2 tota		× >> >1
L3 MVI	Precin	ct Name 🔺	FTP IP Address	Last Comm Date	e Status	Registration Key
Online Support	DEA Precinct		192.168.20.37	08/11/2014 06:1	5 Enabled	145AADF39B9D69FA463DLZ2
User Preferences	L-3 Leslie Z.		Local	Local	Local	142489E3D36002219527153
Administration						
System Setup						
System Status						
Jpdate Server						
Manage Users						
Action						
New						
Edit						
Register						
Flush						
Synchronize						
Delete						

- 2 Click the **System** tab, as pictured on the previous page.
- **3** Click the **Backup/Export** tab, as pictured on the previous page.



- 4 Make sure that the **Backup PC** tab is selected.
- **5** Right-click on the backup PC record you wish to delete, then select **Delete** from the popup menu. A confirmation message displays.

	Confirm	1 Delete	
Delet	e this back	up pc? Exp	oorts
	Yes	No	

6 Click Yes. The selected record is removed from the system.

Viewing the Backup PC Status Page

This section describes how to view the current status of a backup PC workstation.

1 Go to **V** Administration and click **System Status**. The System Status page displays.

-				5	Syste	м S т	ATUS		
Mobile-Vision, Inc.								п	nvadmin is logged in. L
▼ Home Menu	System	Transfers	Reports	Logs	Backups	Tools	Messages	Local Queue	Backup PC
Home	Jacom	Transfero	Ropono	Logo	Buckupo	10010	messages	Local Good	Buckup I O
Search Video	Storage Ca	apacity:	1.1 TE	З	0	Active U	sers:		
Manage Cases	Available D	Available Disc Space:		GB	0	• m\	admin From 166.	20.100.160 Since 09	/15/2017 15:51
User Help	Total Video	o Count:	238		0				
▼ Bookmarks	Non-archiv	ved Video Count:	19		0				
L3 MVI	Last 24 Ho	ours Video Count:	0		0				
	Last 7 Day	s Video Count:	0		0				
Online Support	Last 30 Da	ys Video Count:	4		0				
User Preferences	Body Worr	n Video Count:	98		0				
Administration	Body Worr	n Hours:	12		0				
System Setup	Average B	ody Worn Video Len	gth: 7 min		0				
System Status	VieVu Vide	eo Count:	0		0				
Update Server	Oldest Nor	1-case Video:	841 d	ays	0				
Manage Users	Oldest Cas	se Video:	1270	days	0				
<u>.</u>	Number of	Active Cases:	14		0				
Action	Number of	Backup DVDs:	230		0				
Refresh Page	Number of	Exported DVDs:	108		0				
	Archiver E	rrored Out:	false		0				
	Simultane	ous Users Allowed:	unlim	ited	0				
	Backup Sc	cheme:	none		0				
	Untagging	Allowed:	true		0				
	Last Updat	te Check:	09/15	/2017 07:12	0				
	Version:		4.0.1	0	0				

2 Click the **Backup PC** tab. The current status of your backup PC displays. If there are any error messages, they will display here.



				Syst	гем S	TATU	U S		
Mobile-Vision, Inc.								mvadmir	is logged in. Logout
▼ Home Menu						Y = .	· · ·		
Home	System	Transfers	Reports	Logs	Backups	Tools	Messages	Local Queue	Backup PC
Search Video					Curren	t Status			
Manage Cases	Na	me	State	Error Message		Discs Ribbon C		Black/Col	or % Version
User Help	Rim	age	READY	No Errors		9/5	341	-/-	8.7.56.0
User Preferences Administration System Setup									
System Status									
Update Server									
Manage Users Action									
Refresh Page									

The columns on the ${\bf Backup}\ {\bf PC}$ tab are described below.

	Backup PC
Column	Description
Name	The name of this Backup PC
State	 The current state of this Backup PC: READY. Backup PC is up and running; DVD burner is ready to burn ERROR. A problem has occurred that is preventing the Backup PC from processing burn request(s). OFFLINE. The Backup PC and/or robotic DVD burner is turned off.
Error Message	A description of the error that has occurred, if applicable. You can fix many of these problems yourself (for example, <i>The color cartridge is in the black cartridge holder</i> , or <i>The</i> <i>cover on the unit has been open for an extended period of</i> <i>time</i>). However, if you encounter a problem that you can't fix on your own, feel free to contact Mobile-Vision Support for assistance.
Discs	The number of discs that are left in the DVD burner's input bin(s). When this number gets low, you need to add more discs to the input tray(s).
Ribbon Count (Rimage units only)	The exact number of disc labels that can still be printed using the Rimage's heat transfer printing mechanism.
Black Color % (Bravo units only)	An estimate of the percentage of remaining ink left in the Bravo's ink jet cartridges.
Version	This field is used by Mobile-Vision employees only.

6 Utilities

This chapter describes how to perform those system maintenance procedures that are not covered in any other part of this guide. Perform these procedures in response to agency needs, user requests, and/or *Inbox* messages received.

For more information, see:

- Viewing the System Logs, next page
- □ Viewing System Alerts from the 'Messages' Tab, page 405
- □ Updating Precinct & Agency Information, page 407
- □ Forwarding System Messages to Your Regular Mailbox, page 415
- □ Changing the Application Display Logo, page 416
- □ Maintaining Storage Devices, page 418
- □ Viewing/Changing the Online Lifecycle Settings, page 425
- □ Maintaining the 'Race' Field, page 428
- □ Activating a New Module, page 435
- □ Viewing the System Status Page, page 439
- □ Viewing/Printing Software Release Notes, page 442
- □ Accessing Product Manuals & Training Videos, page 444
- □ Updating the Application, page 445
- □ Changing the Session Timeout Setting, page 448
- □ Changing the Application's Color Scheme, page 457
- □ Downloading the Support Logs, page 459
- Downloading the Java Runtime Environment (JRE) Application, page 461
- □ Performing a Data Flush, page 462
- □ Manually Synchronizing a Precinct Server with the Agency Server, page 464
- □ Viewing Data Transfer Records, page 466
- □ Requesting a 'No Transfer' Video, page 467
- □ Maintaining Bookmarks, page 469
- □ Changing the Number of Rows Per Page, page 474.



Viewing the System Logs

This section describes how to view the system logs. These logs track changes and updates to the system settings.

1 Go to **V** Administration and click **System Status**. The System Status page displays.

	System Status										
Mobile-Vision, Inc.							п	nvadmin is logged in.	Logout		
▼ Home Menu	System	Transfers	Reports Logs	Backups	Tools	Messages	Local Queue	Backup PC			
Home						g					
Search Video	Storage Ca		1.1 TB	0	Active U						
Manage Cases		Disc Space:	979.5 GB	0	• mv	admin From 166.	20.100.160 Since 09	/15/2017 15:51			
User Help	Total Video		238	0							
7 Bookmarks		ved Video Count:	19	0							
3 MVI		ours Video Count:	0	0							
Online Support		s Video Count:	0	0							
		ys Video Count:	4	0							
 User Preferences 	-	n Video Count:	98	0							
Administration	Body Worr		12	0							
System Setup		ody Worn Video Lengt		0							
System Status	VieVu Vide		0	0							
Jpdate Server		1-case Video:	841 days	0							
Aanage Users	Oldest Cas	se Video:	1270 days	0							
Action		Active Cases:	14	0							
		Backup DVDs:	230	0							
Refresh Page		Exported DVDs:	108	0							
		rrored Out:	false	0							
		ous Users Allowed:	unlimited	0							
	Backup Sc	cheme:	none	0							
	Untagging		true	0							
	Last Updat	te Check:	09/15/2017 07:	12 🕜							
	Version:		4.0.10	0							

2 Click the Logs tab. The system logs display.

	System Status									
Mobile-Vision, Inc.							mvadmin is log	gged in. <u>Loqout</u>		
▼ Home Menu	System T	Transfers Re	eports Logs	Backups	Tools	Messages	Local Queue	Backup PC		
Home		Constant Trans								
Search Video Manage Cases		System Logs K K K Page 1 of 475 (4748 total records)								
User Help	Date 🛦	IP Address	K K K Pa		3 total records		Description			
▼ Bookmarks	05/15/2019 12:01		User Login/out		Logged In					
L3 MVI	05/15/2019 10:42		User Login/out		Logged In					
Online Support	05/15/2019 09:55		User Login/out		Logged In					
User Preferences	05/14/2019 16:27		User Login/out		Logged In					
Administration	05/14/2019 16:23		User Login/out		Logged In					
System Setup	05/14/2019 15:05	5 166.20.101.121	User Report Downlo	oaded/Refreshed	d Media Activity Report Refreshed					
System Status	05/14/2019 15:04	4 166.20.101.121	User Report Downlo	oaded/Refreshed	d Media Activity Report Refreshed					
Update Server	05/14/2019 15:04	4 166.20.101.121			Logged In					
Manage Users	05/14/2019 15:03	3 166.20.101.127	User Login/out		Logged In					
Action	05/14/2019 14:37	7 166.20.100.42	User Login/out		Logged In					
Refresh Page					35					



System Logs						
Column	Description					
Date	The date and time at which this event occurred. Displays in mm/dd/yyyy hh:mm format.					
IP Address	The IP address of the machine from which the change was made.					
Event	The type of change that was made to the system.					
Description	A detailed description of the change that was made, including:					
	 Name and ID number of field changed Old field value 					
	New field valueUser who made the change					

The columns on the Logs tab are described below.

3 If necessary, use the navigation arrows at the top of the page to scroll through the complete logs list.

K K K > >> X

Viewing System Alerts from the 'Messages' Tab

Occasionally, the system may send alert messages to the System Administrator, informing you of a possible problem or error that may require some action on your part. These messages show up in two places: on your Home page's Inbox Messages list, and on the *Messages* tab. The difference between viewing messages on the *Inbox Messages* list and viewing them on the *Messages* tab is that the messages on the *Messages* tab are grouped by *type*, whereas the messages on the *Inbox Messages* list are listed *individually*. Also, the messages on the Home page may be mixed in with other non-urgent messages, such as burn requests.

If, for example, you have fifty different 404 errors, all 404 errors would show up on the *Messages* tab as one entry with the number **50** in the *Quantity* column. Any unique information associated with these errors (e.g., the system path for the video file that threw the error) are masked out by brackets; therefore you lose any message-specific information. In contrast, on the Home page's *Inbox Messages* list, you would see all fifty 404 errors, including the actual paths to the videos that caused the errors.

As System Administrator, you may want to review the combined system messages on the *Messages* tab first, and then review individual messages on the Home page if more information is required.



1 Go to **Administration** and click **System Status**. The System Status page displays.

		S	SYSTEI	M STATUS		
Mobile-Vision, Inc.					m	wadmin is logged in. Logo
▼ Home Menu	System Transfers R	eports Logs	Backups	Tools Messages	Local Queue	Backup PC
Home			0			
Search Video	Storage Capacity:	1.1 TB	0	Active Users:	6.20.100.160 Since 09	45/0047 45-54
Aanage Cases	Available Disc Space: Total Video Count:	979.5 GB 238	0	 mvadmin From Td 	0.20.100.100 Since 09.	/15/2017 15.51
Jser Help	Non-archived Video Count:	238	0			
7 Bookmarks	Last 24 Hours Video Count:	0	0			
3 MVI	Last 7 Days Video Count:	0	0			
Online Support	Last 30 Days Video Count:	4	ő			
► User Preferences	Body Worn Video Count:	4 98	ő			
	Body Worn Hours:	12	ä			
Administration	Average Body Worn Video Length:		ő			
System Setup	VieVu Video Count:	0	ö			
System Status	Oldest Non-case Video:	841 days	ö			
Jpdate Server	Oldest Case Video:	1270 days	ő			
Manage Users	Number of Active Cases:	14	ö			
Action	Number of Backup DVDs:	230	ö			
Refresh Page	Number of Exported DVDs:	108	ö			
	Archiver Errored Out:	false	õ			
	Simultaneous Users Allowed:	unlimited	õ			
	Backup Scheme:	none	õ			
	Untagging Allowed:	true	õ			
	Last Update Check:	09/15/2017 07:12	0			
	Version:	4.0.10	0			

2 Click the Messages tab. Any alert messages for the System Administrator display.

_				Sys	STEM 8	Sтат	'US			
Mobile-Vision, Inc.								mvadmin is lo	gged in. 🛔	<u>oqout</u>
▼ Home Menu				·					·	
Home	System	Transfers	Reports	Logs	Backups	Tools	Messages	Local Queue	Back	up PC
Search Video				No	otify Admin Ty	pe Messag	es			
Manage Cases	Quantity	State				essage Type				Action
User Help	3	Incoming \	/ideo {0} needs anno	otation but is						×
▼ Bookmarks	1	Completed	Varning the DES server cannot connect to the Backup PC "(0)". The server will continue to attempt connecting ind this message will automatically be deleted once it has successfully connected.							×
Online Support	_									
► User Preferences										
Administration										
System Setup										
System Status										
Update Server										
Manage Users										
Action										

The columns on this tab are described in the following table.



	Messages Tab						
Column	Description						
Quantity	The number of messages related to the issue described in the <i>Message Type</i> column.						
State	The current status of the issue described in the <i>Message Type</i> column.						
Message Type	A description of the system issue. Because system messages are grouped by <i>type</i> , any information that is specific to an individual message is replaced by {0 }. If you want to review the specific message content, you will have to view the message from your <i>Inbox Messages</i> list on the Home Page.						
Action	An icon used to delete all messages related to the issue described in the <i>Message Type</i> column.						

3 After you have resolved the issue associated with an alert message, click the x to the right of that message to delete all messages related to that issue.

Updating Precinct & Agency Information

During installation, your System Implementation Specialist (SIS) will enter one record for your Agency server and one record for each of your Precinct servers. (These are called *Precinct* records even though they include one Agency record.) By default, the system prints some of this information on your archive DVDs, including the Precinct name and phone number.

For more information, see:

- □ Adding a Precinct, below
- □ Registering a Precinct, page 410
- □ Changing a Precinct, page 411
- □ Changing the Agency, page 412
- Deleting a Precinct, page 414

Adding a Precinct

This section describes how to add a new record for a remote *Precinct*^{*} server. After you do so, you need to register that Precinct in order to establish communication between the Precinct and Agency servers, as described in "Registering a Precinct" on page 410.

Your System Implementation Specialist will enter your Agency server record at system start-up.



1 Go to **V** Administration and click **System Setup**. The System Setup page displays.

Mobile-Vision, Inc.		Syst	EM SETUP		mvadmin is logged in. Logo
 Home Menu Home 	Precinct System	Security Video/Ca	ise Modules DV	D	
Search Video	Precinct Info Log	os Bookmarks			
Manage Cases User Help			Precinct		
▼ Bookmarks		16	Page 1 of 1 (2 total reco	rds) 🚿	>> >I
L3 MVI	Precinct Name		Last Comm Date	Status	Registration Key
Online Support	DEA Precinct	192.168.20.37	08/11/2014 06:15	Enabled	145AADF39B9D69FA463DLZ2
► User Preferences	L-3 Leslie Z.	Local	Local	Local	142489E3D36002219527153
▼ Administration					
System Setup					
System Status					
Update Server					
Manage Users					
Action					
New					
Edit					
Register					
Register Flush Synchronize					

For a description of the columns on this screen, see page 411.

- 2 If it is not already selected, click the **Precinct** tab.
- **3** If it is not already selected, click the **Precinct Info** tab.
- **4** Go to the Action column and click **New**. The New Precinct form displays.

	New P	recinct			×
Precinct Data					
Organization Name:				0	
Precinct Name:				0	
Address:					0
Phone Number:		0			
FTP IP Address:			0		
FTP User Name:			0		
FTP Password:			0		
Status:	Enabled V	0			
Last Comm Date:	Never		0		
	Save	Cancel]		

The fields on this form are described in the following table.



	Precinct Data
Field	Description
Organization Name	The police agency or organization name associated with this remote server (e.g., <i>NYPD</i>).
Precinct Name	The name of the precinct at which this remote server is installed (e.g., 34 th Precinct). If you don't need this field to specify precinct information, you can use it to enter default text that you wish to print on archive/export discs, such as "For Official Use Only."
Address	The address at which this remote server is installed.
Phone Number	The phone number associated with the remote precinct <i>Address</i> above. By default, this phone number will print on this precinct's archive DVDs.
Support Expiration	The date on which your service contract with Mobile- Vision expires. <i>Display-only field</i> .
Registration Key	Your DEA Agency product identification code. <i>Display-</i> only field.
FTP IP Address	The FTP IP address required to move data to and from this remote server.
FTP User Name	The FTP User Name required to move data to and from this remote server.
FTP User Password	The FTP User Password required to move data to and from this remote server.
Status	The current status of this Precinct server: <i>Enabled</i> (in use) or <i>Disabled</i> (not in use).
Last Comm Date	The date and time of the most recent communication between this Precinct server and the Agency server. <i>System-generated field</i> .

- **5** Enter the police agency or organization name in the *Organizational Name* field (e.g., *NYPD*), then press **Tab**.
- 6 Enter the remote precinct's name (e.g., 34th Precinct), then press **Tab**.
- 7 Enter the remote precinct's address, then press **Tab**.
- 8 Enter the remote precinct's phone number, then press Tab.
- 9 Enter the FTP IP address required to move data to and from this Precinct server, then press **Tab**.



- **10** Enter the FTP User Name required to move data to and from this Precinct server, then press **Tab**.
- **11** Enter the FTP User Password required to move data to and from this Precinct server, then press **Tab**.
- 12 Click Save. The system adds the new record to your Precinct list.

Next, you need to register the new Precinct server in order to establish communication between the Precinct server and the Agency server. For instructions, see the next section, "Registering a Precinct."

Registering a Precinct

This section describes how to register a new Precinct server in order to establish communication between the Precinct server and the Agency server. Perform this task immediately after you enter a new precinct record.

1 Go to **V** Administration and click **System Setup**. The System Setup page displays.

Mobile-Vision, Inc.						mvadmin is logged in. Logo
Home Menu	Precinct Sy	vstem Se	curity Video/Ca	se Modules	DVD	
earch Video	Precinct Info	Logos	Bookmarks			
anage Cases ser Help		··		Precinct		
Bookmarks			<u> </u>	Page 1 of 1 (2 total re	ecords) 🔊	>> >1
3 MVI	Precin	ct Name 🔺	FTP IP Address	Last Comm Date	Status	Registration Key
nline Support	DEA Precinct		192.168.20.37	08/11/2014 06:15	Enabled	145AADF39B9D69FA463DLZ2
User Preferences	L-3 Leslie Z.		Local	Local	Local	142489E3D36002219527153
Administration						
stem Setup						
stem Status						
odate Server						
anage Users						
Action						
ew						
dit						
egister						
ush						
nchronize						
elete						

- 2 If it is not already selected, click the **Precinct** tab.
- 3 If it is not already selected, click the **Precinct Info** tab.
- 4 Click on the precinct record you wish to register. If you have a large number of precincts, use the navigation arrows at the top of the page to scroll through the list.

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5 Go to the Action column and click **Register**.

Changing a Precinct

This section describes how to update an existing record for a remote Precinct server. Perform this task whenever any of the information associated with one of the Precinct server changes, such as its phone number or mailing address.

- **1** Go to **Administration** and click **System Setup**. The System Setup page displays, as pictured on the previous page.
- 2 If it is not already selected, click the **Precinct** tab.
- **3** If it is not already selected, click the **Precinct Info** tab.

	Precinct Info Tab					
Column	Description					
Precinct Name	The name of the Agency or Precinct server.					
FTP IP Address	If this is a <i>Precinct</i> server, this field displays the FTP IP address used to move data to and from this server. If this is the <i>Agency</i> server, the word Local will display here.					
Last Comm Date	If this is a <i>Precinct</i> server, this field displays the last date and time at which that server communicated with the Agen- cy server. If this is the <i>Agency</i> server, the word Local will display here.					
Status	If this is a <i>Precinct</i> server, this field displays the current status of that server: <i>Enabled</i> (in use) or <i>Disabled</i> (not in use). If this is the <i>Agency</i> server, the word Local will display here.					
Registration Key	The product identification code associated with this DEA Agency application.					

The columns on the **Precinct Info** tab are described below.

4 Locate the precinct record you wish to change. If you have a large number of precincts, use the navigation arrows at the top of the page to scroll through the list.

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5 Right-click on the precinct record, then select **Edit** from the popup menu. The Edit Precinct popup displays.



cinct Data			1
Organization Name:	L-3 Communications		0
Precinct Name:	DEA Precinct		0
Address:	2600 Lake Lucien Dr		
Phone Number:	0		
FTP IP Address:	192.168.20.37	0	
FTP User Name:	mvadmin	0	
FTP Password:	•••••	0	
Status:	Enabled 🗸 🥝		
Last Comm Date:	08/21/2014 06:15	0	

The fields on this form are described in the table on page 409.

- **6** Enter your changes in the appropriate field(s).
- 7 Click Save.

Changing the Agency

This section describes how to update the record for your Agency server. Perform this task whenever any of the information associated with your Agency server changes, such as the agency's phone number or mailing address.

1 Go to **V** Administration and click **System Setup**. The System Setup page displays.

			Syst	EM SET	UP		
Mobile-Vision, Inc.							mvadmin is logged in. Logout
▼ Home Menu					·		
Home	Precinct Sy	/stem Se	ecurity Video/C	ase Modules	DVD		
Search Video	Precinct Info	Logos	Bookmarks				
Manage Cases	Flecifict fillo	LUGUS	DOOKITIAIKS				
User Help				Precin	ıct		
Bookmarks			14 44 4	Page 1 of 1 (2 tot	tal records)		>> >I
3 MVI	Precin	ct Name 🔺	FTP IP Address	Last Comm Dat	te	Status	Registration Key
Online Support	DEA Precinct		192.168.20.37	08/11/2014 06:1	15	Enabled	145AADF39B9D69FA463DLZ2
User Preferences	L-3 Leslie Z.		Local	Local		Local	142489E3D36002219527153
▼ Administration				-T			
System Setup							
System Status			Age	ency server			
Update Server							
Manage Users							
Action							
New							
Edit							
Register Flush							
Synchronize							
Delete							

2 If it is not already selected, click the **Precinct** tab.



3 If it is not already selected, click the **Precinct Info** tab. The columns on this tab are described in the table on page 411.



- **HINT**: To identify the Agency record, look for the word "Local" in the *FTP IP Address, Last Comm Date,* and *Status* fields.

4 Right-click on the agency record, then select **Edit** from the popup menu (see **HINT** above). The Edit Precinct popup displays.

	Edit Precinct		×
Precinct Data			
Organization Name:	L-3 Leslie Z.	0	
Precinct Name:	L-3 Leslie Z.	0	
Address:	90 Fanny Road, Boonton NJ 07	005	0
Phone Number:	800-336-8475		
Support Expiration:	12/31/2099		
Registration Key:	142489E3D36002219527153	0	
Mail Server			
Mail Server Login:	0		
Mail Server Password:	0		
From Address:	0		
SMTP Host:	0		
SMTP Port:	0		

The fields on this form are described below.

	Agency Data				
Field	Description				
Organization Name	The police agency or organization name associated with the Agency server (e.g., <i>NYPD</i>).				
Precinct Name	The name of the precinct at which the Agency server is installed (e.g., 34 th Precinct). If you don't need this field to specify precinct information, you can use it to enter default text that you wish to print on the agency's archive/export discs, such as "For Official Use Only."				
Address	The mailing address of the precinct at which the Agency server is installed.				
Phone Number	The phone number of the precinct at which the Agency server is installed. By default, the system will print this field on the agency's archive DVDs.				
Support Expiration	The date on which your service contract with Mobile- Vision expires. <i>Display-only field</i> .				
Registration Key	The product identification code for your DEA Agency application. <i>Display-only field</i> .				



For information on the Mail Server function, see "Forwarding System Messages to Your Regular Mailbox" on page 415.

- 5 Go to the Precinct Data section of the form and enter your changes in the appropriate field(s).
- 6 Click Save.

Deleting a Precinct

This section describes how to delete a Precinct record *after* it has been created but *before* it has been registered.

1 Go to **V** Administration and click **System Setup**. The System Setup page displays.

Mobile-Vision, Inc.			Syst	EM SETUP		muselmin is logged in the set
Mobile-Vision, Inc.						mvadmin is logged in. Logout
▼ Home Menu	Precinct Sy	/stem S	ecurity Video/Ca	ase Modules D	/D	
Home Search Video	Precinct Info	Logos	Bookmarks			
Manage Cases				Precinct		
User Help			ारे। रर । र	Page 1 of 1 (2 total rec	orde)	>> >I
Bookmarks	Desete	ct Name 🔺	FTP IP Address	Last Comm Date	Status	Registration Key
L3 MVI						
Online Support	DEA Precinct		192.168.20.37	08/11/2014 06:15	Enabled	145AADF39B9D69FA463DLZ2
User Preferences	L-3 Leslie Z.		Local	Local	Local	142489E3D36002219527153
Administration						
System Setup						
System Status						
Update Server						
Manage Users						
Action						
New						
Edit						
Register						
Flush						
0						
Synchronize						
Delete						

- 2 If it is not already selected, click the **Precinct** tab.
- **3** If it is not already selected, click the **Precinct Info** tab.
- 4 Locate the precinct record you wish to delete. If you have a large number of precincts, use the navigation arrows at the top of the page to scroll through the list.

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5 Right-click on the precinct record, then select **Delete** from the popup menu. A confirmation message displays.



	Confirm	m Delete
Delete t	his precin	ict? L-3 Leslie Z
	Yes	No

6 Click Yes. The selected record is removed from the Precinct list.

Forwarding System Messages to Your Regular Mailbox

By default, DEA Agency system messages display in the *Inbox Messages* section of the Message Board, located on the DEA Agency Home Page. However, if your precinct* has its own SMTP mail server, you can configure the system so that users' *Inbox Messages* are also copied to their regular email accounts, as described below.

- **1** Go to **Administration** and click **System Setup**. The System Setup page displays, as pictured on the previous page.
- 2 If it is not already selected, click the **Precinct** tab.
- 3 If it is not already selected, click the **Precinct Info** tab.
- **4** Right-click on the precinct record, then select **Edit** from the popup menu. The Edit Precinct popup displays.

Edit Precinct			
Precinct Data			
Organization Name: L-3 MVI Headquarters	0		
Precinct Name: New Jersey Headquarters	0		
Address: 90 Fanny Road		0	
Phone Number: 800-336-8475			
Support Expiration: 06/02/2011			
Registration Key: 10B05046B1600123F6F9257			
Mail Server			
Mail Server Login:			
Mail Server Password:			
From Address:			Mail Server dat
SMTP Host:			
SMTP Port: 25			
Save Cancel			

The Mail Server fields are described in the table on the next page.

The precinct at which the Agency server is installed.



Mail Server					
Field	Description				
Mail Server Login	A User ID that has send-mail privileges in your mail system.				
Mail Server Password	The security password for the Mail Server Login above.				
From Address	The email address that will display in the <i>From Address</i> field of the forwarded emails (e.g., System_Admin@ safefleet.net).				
SMTP host	The SMTP email host.				
SMTP port	The SMTP email port.				

For a description of the *Precinct Data* fields, see the table on page 411.

- **5** Position your cursor in the *Mail Server Login* field. Enter a User ID that has sendmail privileges in your mail system, then press **Tab**.
- 6 Enter the security password for the *Mail Server Login*, then press **Tab**.
- 7 Enter the email address that you wish to display in the messages' *From* field, then press **Tab**.
- 8 Enter the name of the SMPT email host, then press **Tab**.
- **9** Enter the port number of the SMPT email host.
- 10 Click Save.

Changing the Application Display Logo

This section describes how to change the graphics file that displays in the upper left corner of the DEA application. You may, for example, want to replace the default logo with your agency's logo.

1 Go to **V** Administration and click **System Setup**. The System Setup page displays.



		Syst	em Setup		
Mobile-Vision, Inc.					mvadmin is logged in. Logout
▼ Home Menu	Precinct System Se	ecurity Video/Cas	se Modules DVE		
Home Search Video Manage Cases	Precinct Info Logos	Bookmarks			
User Help			Precinct		
▼ Bookmarks		14 34 4	Page 1 of 1 (2 total record	is) 🚿	>> (N
L3 MVI	Precinct Name 🛦			Status	Registration Key
Online Support	DEA Precinct	192.168.20.37	08/11/2014 06:15 Enable		145AADF39B9D69FA463DLZ2
► User Preferences	L-3 Leslie Z.	Local	Local	Local	142489E3D36002219527153
▼ Administration					
System Setup System Status					
System Setup System Status Update Sener					
System Setup System Status Update Sener Manage Users					
System Setup System Status Update Senver					
System Setup System Status Update Sener Manage Users Action New					
System Setup System Status Update Sener Manage Users Action New Edit					
System Setup System Status Update Sener Manage Users Action New Edit Register					
System Setup System Status Update Sener Manage Users					

- 2 If it is not already selected, click the **Precinct** tab.
- **3** Click the **Logos** tab.

	System Setup	
Mobile-Vision, Inc.	mvadmin is logged in. Logout	
▼ Home Menu	Precinct System Security Video/Case Modules DVD	
Home		
Search Video	Precinct Info Logos Bookmarks	
Manage Cases		1
User Help		
	Mobile-Vision, Inc.	
System Setup		
System Status		
Manage Users		
Action	Logo File: Browse Select Color Scheme: Blue 🔽	
L		

If you previously uploaded any graphics files to DEA, a thumbnail image of those file(s) will display on-screen. Otherwise just the Mobile-Vision logo will display.

- **4** If the desired graphic already displays on-screen, skip to step 8. Otherwise proceed to the next step.
- **5** Click the **Browse** button to the right of the *Logo File* field.



- **6** Navigate to the disk drive location where the graphics file is located.
- 7 Double-click on the graphics file you wish to upload. A thumbnail image of the graphic displays in the space above the *Logo File* field.

	System Setup	
Mobile-Vision, Inc.		mvadmin is logged in. Logout
▼ Home Menu Home	Precinct System Security Video/Case Modules DVD	
Search Video	Precinct Info Logos Bookmarks	
Manage Cases User Help V Bookmarks L3 MVI Online Support V User Preferences V Administration	Mobile-Vision, Inc.	
System Setup System Status Manage Users		
Action	Logo File: Browse Select Color Sch	eme: Blue 🗸

8 Click on the thumbnail image of the graphic you wish to display. That graphic will appear in the upper left corner of the DEA Agency application.

Note that the graphic you select here will display on *every* page of DEA Agency, not just on the Home page.

Maintaining Storage Devices

The **Storage** tab lists the settings that DEA uses to determine where data is stored on the Agency server and how to interact with client workstations. It also may contain information on additional storage devices, such as a RAID unit. RAID is an acronym for *Redundant Array of Independent Disks*—a storage device that contains multiple disk drive components.

Storage server data is configured by your System Implementation Specialist (SIS) during implementation. You do not need to modify this data unless the disk resources available to the server have changed.



WARNING: Do not modify any of the field values on a Storage Device record without the assistance of your agency's network specialist OR a Mobile-Vision Technical Support Engineer. Entering incorrect data could have dire consequences. Some of your video could become inaccessible, wireless transmission could fail, and/or data could be permanently lost.



For specific instructions, see:

- □ Adding a Storage Device, below
- □ Viewing/Changing a Storage Device, page 422
- □ Deleting a Storage Device, page 424.

Adding a Storage Device

This section describes how to set up a new storage device in DEA. Your System Implementation Specialist (SIS) or Technical Support Engineer (TSE) may instruct you to perform this task when your agency acquires a new RAID storage unit. For more on RAIDs, see the previous section.

1 Go to **V** Administration and click **System Setup**. The System Setup page displays.

		SYST	em Setup		
Mobile-Vision, Inc.					mvadmin is logged in. Logou
-					
V Home Menu	Precinct System St	ecurity Video/Ca	se Modules DVI	2	
Home	Treemer System St	ecunty videoroa.		5	
Search Video	Precinct Info Logos	Bookmarks			
Manage Cases					
Jser Help			Precinct		
Bookmarks		<u> </u>	Page 1 of 1 (2 total recor	ds) 🚿	<u>>> >1</u>
L3 MVI	Precinct Name 🔺	FTP IP Address	Last Comm Date	Status	Registration Key
Online Support	DEA Precinct	192.168.20.37	08/11/2014 06:15	Enabled	145AADF39B9D69FA463DLZ2
User Preferences	L-3 Leslie Z.	Local	Local	Local	142489E3D36002219527153
Administration					
System Setup					
System Status					
Jpdate Server					
Manage Users					
Action					
New					
Edit					
Register					
Flush					
PER EX CANON CONCERNING CALL CONTRACTOR CONTRACTOR					
Synchronize Delete					

2 Click the **System** tab.



_			Systi	е м S е	ETUP	•		
Mobile-Vision, Inc.							mvadmin i	s logged in. <u>Loqout</u>
▼ Home Menu	Precinct	System	Security Video/0	Case N	odules	DVD		
Home Search Video		17.0.1	D. 1. (5.)				01	
	Storage	Life-Cycle	Backup/Export	Request	Reasons	UMD Types	Other	
Manage Cases				:	Storage			
Jser Help	Internal	Path	External Media	UNC	Externa	I Case URI	IP Address of RAID	unit Status
7 Bookmarks	/fbdata/00/		\export00\		/stream00/		127.0.0.1	Enabled
.3 MVI								
Online Support								
► User Preferences								
Administration								
System Setup								
System Status								
Aanage Users Action								
Update Sener Manage Users Action New Edit								

- **3** If it is not already selected, click the **Storage** tab.
- **4** Go to the Action column and click **New**. The New Storage popup displays.

New Storage	×
	_
Internal Path:	0
External Media UNC:	0
External Case URI:	0
FTP Username:	0
FTP Password:	0
IP Address of RAID unit:	0
Status: Enabled	
Save Cancel	

The fields on the New Storage popup are described in the following table.



	New Storage
Field	Description
Internal Path	The server path to the storage machine being added.
External Media UNC	The path by which AVD (VIEVU), QBX (Flashback2/3/HD), MKV (<i>Body</i> VISION), and MP4 (BWX-100) files are served (\exportxx\). Also referred to as the <i>SMB share name</i> .
External Case URI	The path by which thumbnail images and user media are served through the web application (/streamxx/).
FTP Username	The FTP user account for this storage device.
FTP Password	The FTP password for this storage device.
IP Address of RAID unit	The IP address for the RAID unit. RAID is an acronym for <i>Redundant Array of Independent Disks</i> —a storage device that contains multiple disk drive components.
Status	 The current status of this storage device. <i>Enabled</i>. This storage device is available to receive videos. <i>Disabled</i>. The storage device is <i>not</i> available to receive videos.



NOTE: The values entered on this form *must* match the actual configuration of the storage server.

- **5** Enter the top level path to data storage (/fbdata/xx) in the *Internal Path* field.
- **6** Enter the path by which the video files will be served (\exportxx\) in the *External Media UNC* field.
- 7 Enter the path by which thumbnail images and user media will be served in the *External Case URI* field.
- 8 Enter the FTP user account for this storage device in the *FTP Username* field.
- **9** Enter the FTP password for this storage device in the *FTP Password* field.
- **10** Enter the IP address for this storage device in the *IP Address of RAID unit* field.



11 If this storage device will be immediately available to receive videos (default), proceed to the next step.

– OR –

If this storage device will *not* be immediately available to receive videos, select **Disabled** from the *Status* drop-down list.

12 Click Save. A confirmation message displays at the top of your page.

Storage save successful

Viewing/Changing a Storage Device

This section describes how to view and/or update a storage machine record. These records contain the settings that DEA uses to determine where data is stored on the server and how to interact with client workstations. Storage Device records also contain information on RAID units. For more on RAIDs, see "Maintaining Storage Devices" on page 418.

Because storage server data is configured by your System Implementation Specialist (SIS) during implementation, you do not need to modify this data unless the disk resources available to the server have changed.

			ĸ	JISIE	EM SET	0 F		
Mobile-Vision, Inc								mvadmin is logged in. Logo
▼ Home Menu	Precinct Sv	stem S	ecurity	Video/Case	Modules	DVD		
Home	Precinct Sy	stem 5	ecunty	video/Case	wodules			
Search Video	Precinct Info	Logos	Bookm	arks				
Manage Cases		Logoo	Dookin					
User Help			Service State		Precin	ct		
▼ Bookmarks					Page 1 of 1 (2 to	tal records) 🚿	<u>>></u>
L3 MVI	Precino	ct Name 🔺	FTP IP	Address	Last Comm Date		Status	Registration Key
Online Support	DEA Precinct		192.168.20.37		08/11/2014 06:15		Enabled	145AADF39B9D69FA463DLZ2
User Preferences	L-3 Leslie Z.		Local		Local		Local	142489E3D36002219527153
Administration								
System Setup								
System Status								
Update Server								
Manage Users								
Action								
New								
Edit								
Register								
Flush								
Synchronize								
Synchronize								

1 Go to **V** Administration and click **System Setup**. The System Setup page displays.

2 Click the **System** tab.

			Sy	STEM S	ETUI	2		
Mobile-Vision, Inc.							mvadmin is	logged in. Logout
▼ Home Menu	Precinct	System	Security	Video/Case	Modules	DVD		
Home		-,						
Search Video	Storage	Life-Cycle	Backup/E	xport Reques	t Reasons	UMD Types	Other	
Manage Cases					Storage			
User Help	Inter	nal Path	Extern	External Media UNC External Case URI				unit Status
Bookmarks	/fbdata/00/		\export00\		/stream00/		IP Address of RAID u 127.0.0.1	Enabled
_3 MVI	/ibdata/00/		/exportuu/		streamou	1	127.0.0.1	Enabled
Online Support								
 User Preferences 								
Administration								
System Setup								
System Status								
Jpdate Sener								
Manage Users								
Action								
New								
Edit								
Delete								
Delete								

- 3 If it is not already selected, click the **Storage** tab.
- **4** Right-click on the storage device you wish to view/edit, then select **Edit** from the popup menu. The Edit Storage popup displays.

Edit Storage	×
Internal Path: /fbdata/00/	0
External Media UNC: \export00\	0
External Case URI: /stream00/	0
FTP Username: upload00	0
FTP Password: upload00	0
IP Address of RAID unit: 127.0.0.1	0
Status: Enabled	
Save Cancel	

For a description of the fields on this form, see the table on page 421.

5 To change your storage configuration, proceed to the next step. Otherwise click Cancel to close the popup.



WARNING: Do not modify any of the field values on this popup without the assistance of your agency's network specialist OR Mobile-Vision Technical Support Engineer.



- **6** Enter your changes in the appropriate field(s).
- 7 Click Save. A confirmation message displays at the top of the page.

Storage save successful

Deleting a Storage Device

This section describes how to delete an existing storage device record. Only perform this procedure when instructed to do so by a Mobile-Vision Technical Support Engineer.

1 Go to **V** Administration and click **System Setup**. The System Setup page displays.

Mobile-Vision, Inc.		J	YSTEM SET	UI	mvadmin is logged in. Logo
Home Menu	Des sin et Custon	County 1	video/Case Modules	DVD	
ome	Precinct System	Security	video/Case Iviodules	DVD	
earch Video	Precinct Info	.ogos Bookmark	e		
anage Cases	Treemetinio	Logos Bookmank			
ser Help			Precir	nct	
Bookmarks		<u> </u>	Page 1 of 1 (2 to	otal records)	>> >1
3 MVI	Precinct Na	me 🛦 🛛 FTP IP Ad	dress Last Comm Da	ate Status	Registration Key
nline Support	DEA Precinct	192.168.2	0.37 08/11/2014 06:	15 Enabled	145AADF39B9D69FA463DLZ2
User Preferences	L-3 Leslie Z.	Loca	l Local	Local	142489E3D36002219527153
		1		1	
Administration					
/stem Setup					
stem Status					
odate Server					
anage Users					
Action					
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dit					
egister					
ush					
ush /nchronize elete					

2 Click the **System** tab.



			Systi	CM S	ETUI	,			
Mobile-Vision, Inc.							mvac	lmin is logg	ed in. <u>Loqou</u>
▼ Home Menu	Precinct	System	Security Video/	Case N	lodules	DVD			
Home		-				· · · · · ·			
Search Video	Storage	Life-Cycle	Backup/Export	Request	Reasons	UMD Types	Other		
Manage Cases					Storage				
User Help	Inter	nal Path	External Media	External Media UNC External Case URI				RAID unit	Status
Bookmarks					/stream00/		127.0.0.1		Enabled
.3 MVI	/fbdata/00/		lexponuul		/streamou/		127.0.0	J. I	Enabled
Online Support									
► User Preferences									
Administration									
System Setup									
System Status									
Jpdate Sener									
Vanage Users									
5									
Action									
Action									

- **3** Make sure that the **Storage** tab is selected. A list of your existing storage machine(s) displays.
- **4** Right-click on the storage device you wish to delete, then select **Delete** from the popup menu. A confirmation message displays.

Confirm Delete
Delete this storage path? /fbdata/00/
Yes No

5 Click Yes. The selected storage device is removed from the Storage Machines list.

Viewing/Changing the Online Lifecycle Settings

This section describes how to change the lifecycle settings for video, snapshot, and case files stored on the Agency server. These settings determine:

- □ How long various files will stay online
- □ When/if files will be purged, and
- $\hfill\square$ When/if files can be restored to the server.
- **1** Go to **Administration** and click **System Setup**. The System Setup page displays, as pictured on the previous page.
- 2 Click the **System** tab, as pictured above.



3 Click the **Life-Cycle** tab.

Mobile-Vision, Inc	•								Sergeant	.arkin is lo	gged in.	<u>Loqout</u>
▼ Home Menu	Precinct	System	Security	Video/0	ase Module	s [DVD	1				
Home Search Video Manage Cases User Help	Storage	Life-Cycle	Backu	p/Export	Request Reaso	ns	UMD	Types	Other]		
Bookmarks L3 MVI Online Support User Preferences Administration System Setup System Status	<u>Days</u> Days ur	enable restore to enable resto til case is auto Enable Re-cate Enable M	re of Dispose -disposed if i Enal	d <u>Case:</u> 72 <u>nactive:</u> 60 ble Strict Pur Media on De	ger: v							
Update Server Manage Users Action Edit Refresh												

4 Go to the Action column and click **Edit**. The Life-Cycle form displays.

Life-Cycle	×
Days to enable restore of backed-up media: 720	0
Days to enable restore of Disposed Case: 720	0
Days until case is auto-disposed if inactive: 60	0
Enable Strict Purger:	0
Enable Re-categorization of Media on Delete:	0
Enable Media Deletion Roll-up Report: 🖌	2 🕜
Save Cancel	

The fields on this form are described in the following table.

Online Lifecycle				
Field	Description			
Days to enable restore of backed-up media	The minimum number of days that a video or snapshot will stay in an <i>offline</i> and <i>restorable</i> state before the system permanently removes it from the database. Default is 720 days.			
Days to enable restore of Disposed Case	The minimum number of days that a case will stay in an <i>offline</i> and <i>restorable</i> state before the system per- manently removes it from the database. Default is 720 days. (<i>Continued</i>)			

	Online Lifecycle (cont'd)
Field	Description
Days until case is auto- disposed if inactive (cont'd)	The minimum number of days that a case will stay on- line after it is last viewed. Default is 60 days. For ex- ample, if 30 is entered here, then at least 30 days must elapse between the time that a user last viewed a case and the time that the system changes the case's status to <i>offline</i> . For more information on offline vs. online cases, see "Offline Files" in chapter 1.
Enable Strict Purger	 If this checkbox is selected, the system will move videos and snapshots offline as soon as 1) the video or snapshot ages out, and 2) the video or snapshot has been archived, assuming that it is a backupenabled record. If this checkbox is <i>not</i> selected, the system will move aged-out videos and snapshots offline only when space is needed on the server. Until then, they will remain online.
Enable Recategorization of Media on Delete	 If this checkbox is selected, the system will reassign expired* videos and snapshots the category of "Purged", which will keep that media in an <i>offline</i> but <i>restorable</i> state on the server indefinitely. If this checkbox is not selected, the system will permanently purge expired videos and snapshots from the server.
Enable Media Deletion Roll-up Report	 ☑ If this checkbox is selected, the system will generate a Media Deletion Roll-Up Report, also referred to as a <i>Video Deletion Roll-Up Report</i>, which lists details of all media that has become "unrestorable" each month. Unrestorable media includes videos, snapshots, and cases that can no longer be restored, according to your system settings. To access this report, see "Generating the Video Deletion Roll-Up Report" in chapter 3. □ If this checkbox is <i>not</i> selected, the system will <i>not</i> generate a Media Deletion Roll-Up Report each month.

5 If you wish to change any of the online lifecycle settings, enter/select your changes in the appropriate field(s), then click **Save**.

- OR -

If you do *not* wish to change any of the online lifecycle settings, click **Cancel**.

^{*} Media that is too old to be reactivated, based on its category's *Days Online* setting and other system settings.



Maintaining the 'Race' Field

The *Race* field displays on the Case form. You can add, change, or delete the values in the *Race* drop-down list. You can also temporarily disable a race so that users cannot use it to notate a case.

Race values are maintained on the Agency server. Whenever you add or update a race field, that information will transmit to the Precinct server(s) during the next server-to-server communication.

For specific instructions, see:

- □ Adding a Race, below
- □ Changing a Race, page 430
- □ Deleting a Race, page 433.

Adding a Race

This section describes how to add a new value to the *Race* field's drop-down list. The *Race* field is located on the Case form.

1 Go to **V** Administration and click **System Setup**. The System Setup page displays.

Mobile-Vision, Inc.		SYST	EM SETUP		mvadmin is logged in. Logou
▼ Home Menu	Precinct System S	Security Video/Ca	se Modules DV	D	
Home Search Video Manage Cases	Precinct Info Logos	Bookmarks			
User Help			Precinct		
▼ Bookmarks		K XX X	Page 1 of 1 (2 total reco	ds) 🚿	>> >I
L3 MVI	Precinct Name 🔺	FTP IP Address	Last Comm Date	Status	Registration Key
Online Support	DEA Precinct	192.168.20.37	08/11/2014 06:15	Enabled	145AADF39B9D69FA463DLZ2
User Preferences	L-3 Leslie Z.	Local	Local	Local	142489E3D36002219527153
▼ Administration					
System Setup System Status					
Update Server					
Manage Users					
Action					
New					
Edit					
Register					
Flush					
Synchronize					

2 Click the Video/Case tab.



Mobile-Vision, Inc.					mvadmin is logged in. Logo
-					
T Home Menu	Precinct System Secu	rity Video/Case	Modules	DVD	
lome	Theemet bystem been	inty viaco/case	Wodules	0,0	
Search Video	Videos Cases				
Vanage Cases					
Jser Help	Categories Notations	Columns			
▼ Bookmarks		Vide	eo Categories		
L3 MVI	K	Page 1	of 2 (23 total reco	ords) >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	
Online Support	Description	Day(s) Online	In Use	Backup Enabled	Auto Transfer Enabled
 User Preferences 	No Citation	365	Yes	Disabled	Disabled
Administration	Citation	365	Yes	Enabled	Enabled
System Setup	Search	365	Yes	Enabled	Enabled
System Status	Arrest	365	Yes	Enabled	Enabled
Update Server	Other	365	Yes	Enabled	Enabled
Manage Users	Other 2	90	Yes	Enabled	Enabled
Action	Other 3	90	Yes	Enabled	Enabled
Edit	Other 4	90	Yes	Enabled	Enabled
Export Categories	Other 5	90	Yes	Enabled	Enabled
	Interrupted Recording	1	Yes	Enabled	Enabled
	Background Mode	30	Yes	Disabled	Enabled
	Power Failure	30	Yes	Disabled	Enabled
	Firmware Upgrade	30	Yes	Disabled	Enabled
	Card Format	30	Yes	Disabled	Enabled
	Corrupt QBX	30	Yes	Disabled	Enabled
	Crash Battery Died	30	Yes	Disabled	Enabled
	Aggressive Driving	30	Yes	Disabled	Enabled

3 Click the **Cases** tab.

Mobile-Vision, Inc.	System Setup	mvadmin is logged in. Logout
3		invadimin is logged in. Logdon
▼ Home Menu	Precinct System Security Video/Case Modules DVD	
Home Search Video	Videos Cases	
Manage Cases User Help	Notations Race Types Subject Types	
Bookmarks	Case Notations	
L3 MVI	Page 1 of 1 (12 total records)	
Online Support	Notation A	Status
 User Preferences 	Altercation	Enabled
Administration	Bench Warrant	Enabled
System Setup	BOLO	Enabled
System Status	Deactivation request denial	Enabled
Update Server Manage Users	DUI	Enabled
Action	Image of a child	Enabled
New	Police Computer Screen	Enabled
Edit	Protected location	Enabled
Delete	Special Ops Event	Enabled
	Substance Abuse Treatment	Enabled
	UC/CI	Enabled
	Victim of Criminal Offense	Enabled



4 Click the **Race Types** tab.

	System Setup	
Mobile-Vision, Inc.		mvadmin is logged in. Logout
V Home Menu Home	Precinct System Security Video/Case Modules DVD	
earch Video Ianage Cases	Videos Cases	
Iser Help	Notations Race Types Subject Types	
Bookmarks	Race Types	
MVI	Research Page 1 of 1 (7 total records)	[]
nline Support	Race Description 🔺	Status
User Preferences	American Indian and Alaska Native	Enabled
Administration	Asian	Enabled
stem Setup	Black or African American	Enabled
stem Status	Hispanic	Enabled
date Server	Native Hawaiian and Other Pacific Islander	Enabled
anage Users	Other	Enabled
Action	White	Enabled
9W		
dit		

5 Go to the Action column and click **New**. The New Race Type popup displays.

New Race Type	
Race Description: Status: Enabled 文 🤡	0
Save Cancel	

- 6 Enter the race's name in the *Race Description* field.
- 7 Click Save.

Changing a Race

This section describes how to change an existing value on the *Race* field's drop-down list. The *Race* field is located on the Case form.

1 Go to **V** Administration and click **System Setup**. The System Setup page displays.



Mobile-Vision, Inc.		Syst			mvadmin is logged in. Logout
▼ Home Menu Home	Precinct System S	Security Video/Cas	e Modules DVE)	
Search Video	Precinct Info Logos	Bookmarks			
Manage Cases User Help		•	Precinct		
▼ Bookmarks		10 22 2	Page 1 of 1 (2 total recon	ds) 🚿	55 XI
L3 MVI	Precinct Name	FTP IP Address	Last Comm Date	Status	Registration Key
Online Support	DEA Precinct	192.168.20.37	08/11/2014 06:15	Enabled	145AADF39B9D69FA463DLZ2
► User Preferences	L-3 Leslie Z.	Local	Local	Local	142489E3D36002219527153
▼ Administration					
System Setup System Status					
Update Server					
Manage Users					
Action					
Edit					
Edit Register					
New Edit Register Flush Synchronize					

2 Click the Video/Case tab.

		System	A SETU	JP	
Mobile-Vision, Inc.					mvadmin is logged in. Logou
7 Home Menu	Precinct System Sec	urity Video/Case	Modules	DVD	
Home					
Search Video Manage Cases	Videos Cases				
Vlanage Cases User Help	Categories Notations	Columns			
V Bookmarks	Categories		eo Categories		
L3 MVI	Tr.		eo Categories 1 of 2 (23 total reco	ords) > >> >>	
Online Support	Description	Day(s) Online	In Use	Backup Enabled	Auto Transfer Enabled
User Preferences	No Citation	365	Yes	Disabled	Disabled
✓ Administration	Citation	365	Yes	Enabled	Enabled
System Setup	Search	365	Yes	Enabled	Enabled
System Setup System Status	Arrest	365	Yes	Enabled	Enabled
Update Server	Other	365	Yes	Enabled	Enabled
Manage Users	Other 2	90	Yes	Enabled	Enabled
Action	Other 3	90	Yes	Enabled	Enabled
Edit	Other 4	90	Yes	Enabled	Enabled
Export Categories	Other 5	90	Yes	Enabled	Enabled
	Interrupted Recording	1	Yes	Enabled	Enabled
	Background Mode	30	Yes	Disabled	Enabled
	Power Failure	30	Yes	Disabled	Enabled
	Firmware Upgrade	30	Yes	Disabled	Enabled
	Card Format	30	Yes	Disabled	Enabled
	Corrupt QBX	30	Yes	Disabled	Enabled
	Crash Battery Died	30	Yes	Disabled	Enabled
	Aggressive Driving	30	Yes	Disabled	Enabled

3 Click the **Cases** tab.



Mobile-Vision, Inc.		mvadmin is logged in. Logout
▼ Home Menu Home	Precinct System Security Video/Case Modules DVD	
Search Video	Videos Cases	
Manage Cases User Help	Notations Race Types Subject Types	
▼ Bookmarks	Case Notations	
L3 MVI	Page 1 of 1 (12 total records)	n1
Online Support	Notation A	Status
 User Preferences 	Attercation	Enabled
Administration	Bench Warrant	Enabled
System Setup	BOLO	Enabled
System Status	Deactivation request denial	Enabled
Manage Users	DUI	Enabled
Action	Image of a child	Enabled
New Edit	Police Computer Screen	Enabled
Delete	Protected location	Enabled
	Special Ops Event	Enabled
	Substance Abuse Treatment	Enabled
	UC/CI	Enabled
	Victim of Criminal Offense	Enabled

4 Click the **Race Types** tab.

V Home Menu Precinct System Security Video/Case Modules DVD Home Videos Cases Videos Cases Videos Cases Cases Cases	
Home Precinct System Security Videor.Case Modules DVD Search Video Manage Cases User Help Notations Race Types Videos Cases Notations Race Types Is MVI Online Support Is (K << Page 1 of 1 (7 total records) >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	Logout
Home Search Video Wanage Cases User Help ▼ Bookmarks L3 MVI Online Support ► User Preferences ▼ Administration System Setup System Setup System Setus Update Server Manage Users Action	
Manage Cases User Help Notations Race Types ▼ Bookmarks Race Types L3 MVI Online Support Race Types ▶ User Preferences Race Description ▲ ▼ Administration Status System Status Black or African American Black or African American Enabled Hispanic Enabled Native Hawaiian and Other Pacific Islander Enabled Other Enabled	
User Help Notations Race Types Sokmarks Subject Types L3 MVI Online Support Race Types User Preferences Race Description ▲ V Administration System Status Glack or African American Black or African American Enabled Hispanic Enabled Native Hawaiian and Other Pacific Islander Enabled Other Enabled	
Y Bookmarks Race Types L3 MVI Image: Second S	
L3 MVI Online Support ► User Preferences ► Administration System Setup System Status Update Server Manage Users Action ► Contemport Action ► Contemport Contemp	
L3 MVI Online Support ► User Preferences ▲ Administration System Status Black or African American System Status Update Sener Manage Users Action	
Online Support Race Description ▲ Status ▶ User Preferences American Indian and Alaska Native Enabled ▲ Administration System Setup Black or African American Enabled System Status Black or African American Enabled Hispanic Enabled Enabled Native Hawaiian and Other Pacific Islander Enabled Other Enabled	
> User Preferences American Indian and Alaska Native Enabled Y Administration Asian Enabled System Setup Black or African American Enabled Update Sener Hispanic Enabled Native Hawaiian and Other Pacific Islander Enabled Other Enabled	
Administration Asian Enabled System Setup Black or African American Enabled System Status Hispanic Enabled Update Sener Native Hawaiian and Other Pacific Islander Enabled Action Other Enabled	
System Setup Black or African American Enabled System Status Hispanic Enabled Update Sener Native Hawaiian and Other Pacific Islander Enabled Action Other Enabled	
System Status Hispanic Enabled Update Server Native Hawaiian and Other Pacific Islander Enabled Action Other Enabled	
Update Server Inspanie Enabled Manage Users Native Hawaiian and Other Pacific Islander Enabled Other Enabled	
Anage Users Other Addition Facility Islander Control Enabled Enabled Enabled	
Action Other Enabled	
Action	
White Enabled	
New	
Edit	
Delete	

5 Right-click on the value you wish to update, then select Edit from the popup menu. The Edit Race Type popup displays.





- **6** To change the race *name*, enter a new value in the *Race Description* field. Otherwise proceed to the next step.
- 7 To change the race's *status*, select a new value from the *Status* drop-down list. Otherwise proceed to the next step.
- 8 Click Save.

Deleting a Race

This section describes how to delete an existing value on the *Race* field's drop-down list. The *Race* field is located on the Case form.

1 Go to **V** Administration and click **System Setup**. The System Setup page displays.

			SYST	EM SETUP		
Mobile-Vision, Inc.						mvadmin is logged in. Logo
Home Menu	Precinct Sy	stem Se	ecurity Video/Ca	se Modules DV	'n	
me			soundy machine		0	
arch Video	Precinct Info	Logos	Bookmarks			
nage Cases				Precinct		
er Help						
Bookmarks			<u> </u>	Page 1 of 1 (2 total reco		<u>>></u>
MVI		t Name 🔺	FTP IP Address	Last Comm Date	Status	Registration Key
line Support	DEA Precinct		192.168.20.37	08/11/2014 06:15	Enabled	145AADF39B9D69FA463DLZ2
User Preferences	L-3 Leslie Z.		Local	Local	Local	142489E3D36002219527153
Administration						
stem Setup						
stem Status						
date Server nage Users						
_						
Action						
W						
t						
gister						
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nchronize lete						
ete						

2 Click the Video/Case tab.



		Systei	M SEI	J r	
Mobile-Vision, Inc.					mvadmin is logged in. Log
tome Menu ne rch Video age Cases	Precinct System Secu Videos Cases	rity Video/Case	Modules	DVD	
r Help	Categories Notations	Columns			
Bookmarks		Vid	eo Categories		
١٧I	K	Regeleter Page	1 of 2 (23 total reco	ords) >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	
ne Support	Description	Day(s) Online	In Use	Backup Enabled	Auto Transfer Enabled
lser Preferences	No Citation	365	Yes	Disabled	Disabled
dministration	Citation	365	Yes	Enabled	Enabled
em Setup	Search	365	Yes	Enabled	Enabled
em Status	Arrest	365	Yes	Enabled	Enabled
te Server	Other	365	Yes	Enabled	Enabled
age Users	Other 2	90	Yes	Enabled	Enabled
Action	Other 3	90	Yes	Enabled	Enabled
	Other 4	90	Yes	Enabled	Enabled
rt Categories	Other 5	90	Yes	Enabled	Enabled
	Interrupted Recording	1	Yes	Enabled	Enabled
	Background Mode	30	Yes	Disabled	Enabled
	Power Failure	30	Yes	Disabled	Enabled
	Firmware Upgrade	30	Yes	Disabled	Enabled
	Card Format	30	Yes	Disabled	Enabled
	Corrupt QBX	30	Yes	Disabled	Enabled
	Crash Battery Died	30	Yes	Disabled	Enabled
	Aggressive Driving	30	Yes	Disabled	Enabled

3 Click the **Cases** tab.

Mobile-Vision, Inc.	System Setup	mvadmin is logged in. Logout
▼ Home Menu	Precinct System Security Video/Case Modules DVD	
Home Search Video Manage Cases	Videos Cases	
User Help	Notations Race Types Subject Types	
▼ Bookmarks	Case Notations	
L3 MVI	R C C Page 1 of 1 (12 total records)	>> >L
Online Support	Notation A	Status
 User Preferences 	Altercation	Enabled
 Administration 	Bench Warrant	Enabled
System Setup	BOLO	Enabled
System Status	Deactivation request denial	Enabled
Manage Users	DUI	Enabled
Action	Image of a child	Enabled
New	Police Computer Screen	Enabled
Edit Delete	Protected location	Enabled
Delete	Special Ops Event	Enabled
	Substance Abuse Treatment	Enabled
	UC/CI	Enabled
	Victim of Criminal Offense	Enabled

4 Click the **Race Types** tab.



	System Setup	
Mobile-Vision, Inc.		mvadmin is logged in. Logout
▼ Home Menu	Precinct System Security Video/Case Modules DVD	
Home		
Search Video	Videos Cases	
Manage Cases		
User Help	Notations Race Types Subject Types	
▼ Bookmarks	Race Types	
L3 MVI	Page 1 of 1 (7 total records)	
Online Support		
User Preferences	Race Description 🔺	Status
	American Indian and Alaska Native	Enabled
 Administration 	Asian	Enabled
System Setup	Black or African American	Enabled
System Status	Hispanic	Enabled
Update Server	Native Hawaiian and Other Pacific Islander	Enabled
Manage Users		Enabled
Action	Other	
New	White	Enabled
Edit		
Delete		

5 Right click on the race code you wish to delete, then select **Delete** from the popup menu. A confirmation message displays.

	Confirm	Delete	
Dele	ete this rac	e type? Other	r
	Yes	No	

6 Click Yes. The selected value is removed from the *Race* list.

Activating a New Module

This section describes how to activate a software module within DEA Agency. There are two procedures used to activate a module. Typically, you would use Procedure 1. However, if there is a technical problem or security issue of some kind, your Mobile-Vision Technical Support Engineer may instruct you to use Procedure 2 instead.

For specific instructions, see:

- D Procedure 1: Activating a Module via the Update Server, next page
- □ Procedure 2: Activating a Module via the Modules Tab, page 437.



Procedure 1: Activating a Module via the Update Server

This section describes how to activate a software module within DEA Agency. After you perform this task, the system will automatically update the software license that is required to access that module.

Please note that this procedure requires remote access to the Mobile-Vision update server. If this raises security concerns within your organization, you may wish to use Procedure 2 on page 437 instead.

Before performing this procedure, contact your Mobile-Vision Sales Representative.

- **1** Go to **V** Administration and click **Update Server**.
- \Rightarrow If the Update Server popup displays (typical), proceed to the next step.
- ⇒ If a security popup displays, select the checkbox at the bottom of the popup, then click Allow. Next, select the checkbox at the bottom of the *second* popup, then click Run. The Update Server popup displays.

ι	Jpdat	e Server
Please follow the instru	ictions be	elow:
 If you have an update C 	D, place it	in your PC.
Otherwise your PC must	t have an ii	nternet connection.
 Click the button labeled 	'Check For	Update'.
 If an update is found, re 	ad the rele	aasa notes helow
· if an update is found, re		edse notes below.
		ick the new button labeled 'Continue'.
• If you wish to apply the	update, cli	
• If you wish to apply the	update, cli	ick the new button labeled 'Continue'.
 If you wish to apply the The status label and pro 	update, cli	ick the new button labeled 'Continue'. will keep you informed of your progress.
 If you wish to apply the The status label and pro 	update, cli ogress bar . Duration:	ick the new button labeled 'Continue'. will keep you informed of your progress.
 If you wish to apply the The status label and pro 	update, cli ogress bar . Duration:	ick the new button labeled 'Continue'. will keep you informed of your progress.
 If you wish to apply the The status label and pro 	update, cli ogress bar . Duration:	ck the new button labeled 'Continue'. will keep you informed of your progress. Unknown Initialized

- 2 If our Service department provided you with an update CD, place that CD in your PC's DVD/CD tray. Otherwise proceed to the next step.
- **3** Click the **Check for Update** button. The system searches for the update. Once it's discovered, the message *Update Found* displays in the *Status* field.

🖞 DES System Update	
Update	Server
Please follow the instructions below If you have an update CD, place it in Otherwise your PC must have an intu- Click the button labeled 'Check For L If an update is found, read the relead If you wish to apply the update, click The status label and progress bar w	your PC. ernet connection. Ipdate'. se notes below.
	Update Found 0% tinue Release Notes

- 4 Click **Continue** to begin the update. When the update is complete, the system logs you out of the application.
- 5 Restart your browser.
- 6 Log back into DEA Agency.

If you encounter any problems or error messages, your Technical Support Engineer may instruct you to perform Procedure 2, as described in the next section.

Procedure 2: Activating a Module via the Modules Tab

This section describes how to activate a new software module within DEA Agency. This is one of two procedures used to perform this task. Procedure 1 on page 436 is the simpler, preferred method. Only use Procedure 2 when one of the following circumstances apply:

- □ You already tried Procedure 1 and it resulted in an error message
- □ Procedure 1 raises security concerns within your organization since it requires remote access to the Mobile-Vision update server
- □ Your Mobile-Vision Technical Support Engineer instructed you to use Procedure 2.
- **1** Call Mobile-Vision Technical Support at 800-336-8475.
- **2** Ask the Technical Support Engineer to create and email a license file for the new module, if required.
- **3** After you receive the email attachment, place the new license file on your PC's desktop.
- **4** Go to **V** Administration and click **System Setup**. The System Setup page displays.



		Syst	EM SETUP		
Mobile-Vision, Inc.					mvadmin is logged in. Logout
▼ Home Menu	Precinct System Se	ecurity Video/Cas	se Modules DVE	<u>\</u>	
Home	Flecinici System Se	scunty videorcas	se modules DVL	,	
Search Video Manage Cases	Precinct Info Logos	Bookmarks			
User Help			Precinct		
▼ Bookmarks		16 << <	Page 1 of 1 (2 total recon	is) 🚿	>> >I
L3 MVI	Precinct Name 🛦	FTP IP Address	Last Comm Date	Status	Registration Key
Online Support	DEA Precinct	192.168.20.37	08/11/2014 06:15	Enabled	145AADF39B9D69FA463DLZ2
User Preferences	L-3 Leslie Z.	Local	Local	Local	142489E3D36002219527153
Administration					
System Setup					
System Status					
Update Server					
Manage Users					
Action					
New					
Edit					
Register					
Flush					
Synchronize					
Delete					

5 Click the **Modules** tab.

Mobile-Vision, Inc.			21	STEM S		mvadmin is logged in. Logout
▼ Home Menu	Precinct	System	Security	Video/Case	Modules DVD	
Home Search Video				-	Modules	
Search Video Manage Cases	Module Ke	y I			Module Description	Module Loaded
User Help	agency	A CONTRACT OF A CONTRACT OF	cy Module			Yes
✓ Bookmarks	base	Base	Module			Yes
L3 MVI	case	Case	Module			Yes
Online Support	dvd	dvd Consumer DVD			Yes	
User Preferences	email	Email	Module			Yes
 Administration 	DES Licens	e File:				
System Setup System Status Update Server Manage Users	Install			Browse		

- 6 Click the **Browse** button.
- 7 Navigate to your desktop where the installation file resides.
- **8** Double-click on the installation file. The file name displays in the *DES License File* field.



- **9** Click **Install**. The system begins installing the selected application. When the installation is complete, a confirmation message will display.
 - Module(s) successfully installed.
- **10** Log out of DEA Agency.
- **11** Log back into DEA Agency.

Viewing the System Status Page

This section describes how to view the System Status page. This page provides important information and statistics on videos, cases, backups, storage space, and users. It also indicates what version of the application you're running.

1 Go to **V** Administration and click **System Status**. The System Status page displays.

				2	Syste	M 91	ATUS			
Mobile-Vision, Inc.								n	nvadmin is logged in.	Logo
V Home Menu	System	Transfers	Reports	Logs	Backups	Tools	Messages	Local Queue	Backup PC	
Home			Topono	2090	- Dustrops		mooragee		a dentep 1 a	
Search Video	Storage Ca	pacity:	1.1 T	В	0	Active U	sers:			
Manage Cases	Available D	isc Space:	979.5	GB	0	• mv	admin From 166.	20.100.160 Since 09	/15/2017 15:51	
User Help	Total Video		238		0					
▼ Bookmarks		ed Video Count:	19		0					
L3 MVI		urs Video Count:	0		0					
Online Support	-	s Video Count:	0		0					
		ys Video Count:	4		0					
 User Preferences 	-	Video Count:	98		0					
Administration	Body Worn		12		0					
System Setup	-	ody Worn Video Ler	-	1	0					
System Status	VieVu Vide		0		0					
Update Server		-case Video:	841 c	-	0					
Manage Users	Oldest Cas		1270	days	0					
Action		Active Cases:	14		0					
		Backup DVDs:	230		0					
Refresh Page		Exported DVDs:	108		0					
	Archiver Er		false		0					
		ous Users Allowed:			0					
	Backup Sc		none		0					
	Untagging		true		0					
	Last Updat	e Check:		/2017 07:12						
	Version:		4.0.1	0	0					

2 If it is not already selected, click the **System** tab, as pictured above. The statuses on this page are described in the table on the next page.



	System Status Settings
Field	Description
Storage Capacity	The total amount of usable space allotted for storing videos on the Agency server.
Available Disk Space	The amount of storage space on the Agency server that is currently available to store videos.
Total Video Count	The total number of searchable videos on the Agency server.
Non-archived Video Count	The number of videos on the Agency server that have not been burned to DVD yet.
Last 24 Hours Video Count	The number of videos that have been transmitted from Precinct servers to the Agency server in the last 24 hours.
Last 7 Days Video Count	The number of videos that have been transmitted from Precinct servers to the Agency server in the last seven days.
Last 30 Days Video Count	The number of videos that have been transmitted from Precinct servers to the Agency server in the last 30 days.
Body Worn Video Count	The number of searchable <i>Body</i> VISION and BWX-100 videos that are currently on the server.
Body Worn Hours	The number of recorded hours from searchable <i>Body</i> VISION and BWX-100 videos that are currently on the server.
Average Body Worn Video Length	The average length, in minutes, of the searchable <i>Body</i> VISION and BWX-100 videos that are currently on the server.
VieVu Video Count	The number of VIEVU videos that are currently on the Agency server.
Oldest Non-case Video	The oldest video on the Agency server that is not attached to a case.
Oldest Case Video	The oldest video on the Agency server that is attached to a case.
Number of Active Cases	The number of cases on the Agency server that have a status of <i>online</i> .
Number of Backup DVDs	The total number of archive DVDs (i.e., <i>Certified Backup Discs</i>) that the system has burned from the Agency server since DEA Agency was installed. This type of disc is burned automatically on a schedule.



Syste	m Status Settings (cont'd)
Field	Description
Number of Exported DVDs	The total number of export DVDs (i.e., <i>user requested certified copies</i>) that DEA Agency users have requested since DEA Agency was installed. This type of disc is burned as needed.
Archiver Errored Out	A true/false display that indicates whether or not there is currently a problem with the archive service on the Agency server. Problems can occur either on the software side (DEA) or hardware side (DVD burner).
	True. There is an error with the archive service.False. There is no error with the archive service.
Simultaneous Users Allowed	The number of DEA Agency users that are al- lowed on the application at the same time. The value of this field will always be unlimited for DEA Agency users.
Backup Scheme	 The current backup scheme for DEA Agency: NONE. Backup nothing ALL. Backup everything TAPE. Backup everything to a Dell PowerVault tape backup device CASE. Backup any case video and media CATEGORY. Backup any video that has a video category that is <i>Backup Enabled</i> For assistance in creating a custom backup plan, contact Mobile-Vision Support.
Last Update Check	The last date and time at which the DEA Agency update service connected to the Mobile-Vision update server.
Version	The version of DEA Agency that you currently have installed. This field also includes a link to the technical Release Notes. Whenever you call Mobile-Vision Technical Support, please have the current version number on hand.
Active Users	 Information on the user who is currently logged into DEA Agency: User ID IP address of the PC from which the user logged in Date and time at which the user last logged in. Displays in mm/dd/yyyy hh:mm format.



Action				
Action	Description			
Refresh Page	Redisplay the System Status page so that you can see any changes that have occurred since you first displayed the page. The system updates screen information every 15 minutes.			

Viewing/Printing Software Release Notes

This section describes how to view and/or print the technical release notes for the current software release.

1 Go to **V** Administration and click **System Status**. The System Status page displays.

_		2	Syste	m Status		
Mobile-Vision, Inc.					п	wadmin is logged in. Logo
V Home Menu	System Transfers	Reports Logs	Backups	Tools Messages	Local Queue	Backup PC
Home	-1					
Search Video	Storage Capacity:	1.1 TB	0	Active Users:		
lanage Cases	Available Disc Space:	979.5 GB	0	 mvadmin From 166.2 	20.100.160 Since 09	/15/2017 15:51
ser Help	Total Video Count:	238	0			
Bookmarks	Non-archived Video Count:	19	0			
3 MVI	Last 24 Hours Video Count	. 0	0			
nline Support	Last 7 Days Video Count:	0	0			
	Last 30 Days Video Count:	4	0			
User Preferences	Body Worn Video Count:	98	0			
Administration	Body Worn Hours:	12	0			
ystem Setup	Average Body Worn Video	Length: 7 min	0			
ystem Status	VieVu Video Count:	0	0			
odate Server	Oldest Non-case Video:	841 days	0			
anage Users	Oldest Case Video:	1270 days	0			
Action	Number of Active Cases:	14	0			
	Number of Backup DVDs:	230	0			
efresh Page	Number of Exported DVDs:		0			
	Archiver Errored Out:	false	0			
	Simultaneous Users Allowe	ed: unlimited	0			
	Backup Scheme:	none	0			
	Untagging Allowed:	true	0			
	Last Update Check:	09/15/2017 07:12	2 🧭			
	Version:	4.0.10	0			

2 Click the link to the right of the *Version* field at the bottom of the page. A Windows popup displays.



View Downloads - Internet Explorer			
View and track your downloads	Search	n downloads	Q
Name	Location	Actions	
des-detailed-releashtml s6.parature.com	Do you want to save this file?	Sa	ve 🔻

- **3** Click **Save**.
- 4 Click **Open**. The release notes display.

€C:\Users\leslie	e.zalewsl	ki\Downloa	ads\des-detailed-release-notes-4_0_4.html - Internet Explorer
<u>)</u> - <u>(</u>	C:\Users\	leslie.zalews	kilDownloads\des-detailed-release-notes-4_0_4.h 🖉 🗹 🚺 Digital Evidence Series 🧉 🎯 C:\Users\leslie.zalewskilDow 🗙 🏠 🏠
<u>File E</u> dit <u>V</u> iew	F <u>a</u> vorit	es <u>T</u> ools	
🔓 🚾 Infor CRM	🕑 Digit	al Evidence :	Series 🕘 httpchulak-choose.html 🕒 L-3 Mobile-Vision - DES Flas 🤭 🏠 🔹 🔊 🕆 🖸 🖛 💌 Bage 🐑 Safety 🔻 Tools 👻 🕖 🖲
DES 4.0.4	07/28	/2017	
	ID	Type	Release Notes
	1160	Feature	Make Show Speed and GPS export options checked by default.
			Changed the default show speed and GPS data when exporting to Data or Uncompressed to true.
DES 4.0.3	06/29	/2017	
	ID	Type	Release Notes
	1057	Bug	Request media from Agency Server generates "Failed to request media"
			Fixed issue where media attached to the precinct servers case would not transfer to the agency server.
	1043	Feature	Remote Forwarder Message configuration check and notification.
			Added feature that auto corrects the messaging configuration on the Centralized Fleet Management Forwarder. Also added
			Central server inbox messages for communication loss with forwarders.
	1009	Feature	Integrate the latest Flashback Player
			Added the latest Flashback Player 4.0.3.1
	1008	Feature	Replace DVR action Item added in "Manage DVRs".
			Feature added in manage DVRs to allow admin to replace an existing DVR of the same product version
	1007	Feature	Auto inserted DVR naming convention.
			Feature added when a factory default DVR is auto inserted with the DVR name "No Number" or "No Name", DES changes the
			DVR name to the product type underscore serial number.
	1001	Bug	Permission to generate reports not working.
			Corrected the "Generate Reports" permission
	1000	Bug	Downloader creates a .dld file on DVR when kicked
	1.000	205	Fixed issue when the downloader created a dld file for the video when it stopped the download process because the download
			speed was too slow.
	999	Bug	The collision message rename option allowing duplicate DVR names
		205	Fixed issue so admin could not use DVR name already in the system.
	998	Bug	DVR communication page not updating with the correct precinct.
	1.10		Fixed the Central servers DVR Compage to update the last precinct DVRs communicated with.
	997	Bug	DVR COM page sort by Last Download Date returns 0 devices
		205	Fixed sort issue on DVR Com page when selecting Last Com Date or Last Precinct on a Central Server.
	996	Bug	BodyWorn units docked not showing in Mobile Device Page
	1,20	Dug	Douy word and docked not showing in moone Device 1 age

5 If you wish to print the release notes, press **Ctrl** + **P**. The Print form displays. Proceed to the next step.

-OR -

If you do not wish to print the release notes, skip to step 7.

6 Select your print options, then click **OK** or **Print**. The print job is directed to your active printer.



7 When you are finished viewing/printing the release notes, click the ⊠ in the upper right corner of the page.

Accessing Product Manuals & Training Videos

This section describes how to access L-3 Mobile-Vision's product manuals and training videos via links to our Online Support Center.

1 Go to **V** Administration and click **System Status**. The System Status page displays.

					S	SYSTE	м St	ATUS			
Mobile-Vision, Inc.									п	nvadmin is logged i	n. <u>Loqout</u>
/ Home Menu	System	Transfers	Rep	orts Log	IS	Backups	Tools	Messages	Local Queue	Backup PC	
lome	,				-	Duritopo					
earch Video	Storage Ca	pacity:		1.1 TB		0	Active U				
anage Cases	Available D	isc Space:		979.5 GB		0	• mv	admin From 166.2	20.100.160 Since 09	/15/2017 15:51	
ser Help	Total Video			238		0					
′ Bookmarks	Non-archiv	ed Video Count:		19		0					
3 MVI		urs Video Count:		0		0					
nline Support	Last 7 Days	s Video Count:		0		0					
		ys Video Count:		4		0					
 User Preferences 	Body Worn	Video Count:		98		0					
Administration	Body Worn	Hours:		12		0					
ystem Setup	Average Bo	ody Worn Video Le	ngth:	7 min		0					
system Status	VieVu Vide	o Count:		0		0					
pdate Server	Oldest Non	-case Video:		841 days		0					
anage Users	Oldest Cas	e Video:		1270 days		0					
	Number of	Active Cases:		14		0					
Action	Number of	Backup DVDs:		230		0					
Refresh Page	Number of	Exported DVDs:		108		0					
	Archiver Er	rored Out:		false		0					
	Simultaneo	ous Users Allowed		unlimited		0					
	Backup Sc	heme:		none		0					
	Untagging A	Allowed:		true		0					
	Last Updat	e Check:		09/15/2017 0	7:12	0					
	Version:			4.0.10		0					

2 Click the **Tools** tab. The video and documentation links are listed at the top of the page.



Mobile-Vision, Inc.								r	n vadmin is logged i	n. <u>Log</u>
V Home Menu	System	Transfers	Reports	Logs	Backups	Tools	Messages	Local Queue	Backup PC	
lome Search Video		Annli	- Alio ma				Curata ma I			
Aanage Cases		Аррие	cations				System L	Documentatio	on	
User Help		Disc \	/alidator				Online Produ	ct Documentation	List	
7 Bookmarks		Flashback	File Converter	=			Online	Training Videos		
L3 MVI				_				Ū		
Online Support		FB1 AVD Fil	e Recover Util							
User Preferences		AVD File Co	nverter/Player							
Administration		EB1 Wind	lows Codec	=						
System Setup				_						
System Status		DVD Image	Burner (ISO)							
Update Server		VieVu	Drivers							
Manage Users		LECan	nera Tool	=						
Action				_						
		Win32 D	HCP Server							
		User Meta	a Data Editor							
		Flashback	Player Installer							
			-	-						
		Flashback Play	er Installer Bun	dle						
		Java Runtim	e Environment							
		Backup	PC Updater	=						
			-							
		Download	Support Logs							

3 Click on the appropriate button:

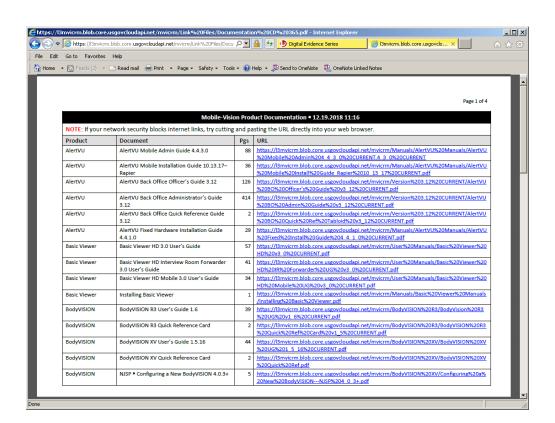
To view a list of training videos, click **Online Training Videos**.

- OR -

To view a list of manuals and quick reference guides, click **Online Product Documentation List**.

A PDF file displays.





4 Click on the desired documentation or video link. If you selected the Product Documentation List (pictured above), the DEA Agency documentation that may pertain to your agency is listed below.

Document	Audience
DEA Agency Officer's Guide	DEA Agency Officer users & other non-supervisory users
DEA Agency Administrator's Guide	DEA Agency System administrators & other supervisory users
DEA Precinct Officer's Guide	DEA Precinct Officer users & other non-supervisory users
DEA Precinct Administrator's Guide	DEA Precinct System administrators & other supervisory users
Flashback3/HD User's Guide	Flashback3 & FlashbackHD users
Flashback3 Installation Guide	Flashback3 installers
FlashbackHD Installation Guide	FlashbackHD installers
BodyVISION R3 User's Guide	BodyVISION R3 users
BodyVISION XV User's Guide	BodyVISION XV users
BWX-100 User's Guide	BWX-100 users



5 Follow the Windows prompts to view the selected video or document.

Updating the Application

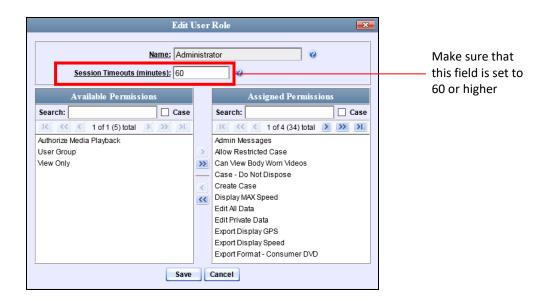
If your agency has an up-to-date Extended Maintenance Agreement (EMA) and your hardware/software configuration meets our system requirements, you qualify for software upgrades whenever one is available. This section describes how to update the DEA Agency application after you receive an upgrade notification in your in-box (*"There is an update available for your Server…"*).

Mobile-Vision, Inc.			WELCOME HOME Your last login was on: 03/11/2016 12:15:49 Sergeant Larkin is logged	in. <u>Loqout</u>
▼ Home Menu	Message Board			
Home	My Messages	All Messages		
Search Video Manage Cases			Inbox Messages	
User Help			R R Page 1 of 1 (7 total records)	
Bookmarks	Date	State	Message Text	Actions
3 MVI	03/08/2016 13:47	Queued	Please restore System Video #305 to an online status.	🔁 🛇 🗙
Online Support	03/08/2016 09:08	Completed	Notify L-3 Mobile Vision Support of Flashback Error Code:500 =>/fbdata/00/incoming/019139_1455937430256_20160216_212832.vt1.ERR	×
User Preferences	03/01/2016 08:52	Queued	Please restore System Video #303 to an online status.	🔁 🛇 🗙
Administration	02/04/2016 09:05	Queued	There is an update available for your Server, click the arrow to the right to download the update.	D 🗙
Action	02/02/2016 11:30	Completed	Export Video 002 Disc 1 of 1 is now ready for download.	Θ×
Aanage Requests			Sent Messages	
			IX IX IX IX IX IX IX IX	
	Date	State	Message Text	Actions
	03/10/2016 10:48	Working	Auto-DVD request to Backup PC 'Evidence Room Bravo' for Case 'Second Degree Assalt' - Disc 1 of 1	D 🗙

The following procedure requires that your Agency server have internet access to our Auto Update server. If you do *not* have direct access to our update server *or* your agency does not *allow* direct access to our server for security reasons, please contact Mobile-Vision Service at 973-263-1090. A Technical Support Engineer will provide you with an alternate method for upgrading your software.

Before you begin an update, make sure that your user type has a *Session Timeout* setting of at least 60 minutes to prevent you from being logged out during the update process.





For instructions on changing this setting, see "Changing the Session Timeout Setting" on page 448.

Depending on the size of the update and speed of your network connection, the update process may take up to an hour.

- **1** Make sure the Home page displays. (If necessary, go to **▼** Home and click **Home**.)
- **2** Go to your *Inbox Messages* list and click on the arrow icon to the right of the upgrade notification message (*'There is an update available for your Server...'*).

-OR -

Go to V Administration and click **Update Server**.

- \Rightarrow If the Update Server popup displays, proceed to the next step.
- ⇒ If a security popup displays, select the checkbox at the bottom of the popup, then click Allow. Next, select the checkbox at the bottom of the *second* popup, then click Run. The Update Server popup displays.

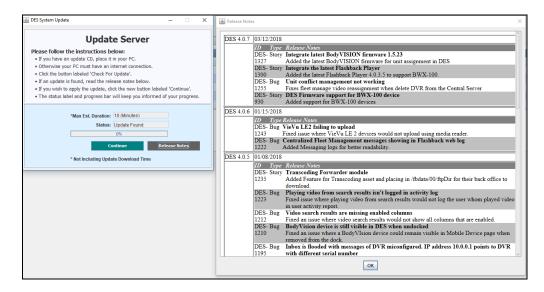
DES System Update	_
Updat	e Server
Please follow the instructions be	elow:
• If you have an update CD, place it	in your PC.
Otherwise your PC must have an in	nternet connection.
Click the button labeled 'Check For	r Update'.
 If an update is found, read the relevant 	ease notes below.
	ick the new button labeled 'Continue'. will keep you informed of your progress.
*Max Est. Duration:	Unknown
Status:	Initialized
	0%
Check	For Update

- **3** Click the **Check for Update** button. The system searches for a new update.
- \Rightarrow If an update is available, the message *Update Found* displays in the *Status* field. Proceed to the next step.
- ⇒ If an update is *not* available, the message *No Update Found* displays in the *Status* field. Click the \boxtimes in the upper corner of the page to exit. **End of Procedure**.

Updat	e Server
lease follow the instructions be	elow:
• If you have an update CD, place it	in your PC.
Otherwise your PC must have an ir	ternet connection.
Click the button labeled 'Check For	Update'.
• If an update is found, read the rele	ase notes below.
• If you wish to apply the update, cli	ck the new button labeled 'Continue'.
 The status label and progress bar 	will keep you informed of your progress
*Max Est. Duration:	10 (Minutes)
Status:	Update Found
	0%

4 If you would like to review the Release Notes before beginning the update, click the **Release Notes** button. Otherwise proceed to the next step.





- **5** Click **Continue**. The system begins updating the system. When the update is complete, the system logs you out of the application.
- 6 Login to DEA Agency again.
- 7 Once the Home page displays, look for a new message in your Inbox that says: "A *Required update is needed for the Backup Workstation...*"

Mobile-Vision, Inc.			WELCOME HOME Your last login was on: 04/04/2019 14:33:14	
			mvadmin is logged in.	Logout
▼ Home Menu	Message Board			
Home Search Video	My Messages	C All Messages	8	
Manage Cases			Inbox Messages	
User Help	Date	State	Message Text	Actions
Bookmarks			A required update is needed for the Backup Workstation. Please login to the flashback application on	
L3 MVI	03/05/2019 20:49	Completed	the backup workstation, go to the Tools tab in System Status, click "Backup PC Update", and click "Run" to update your backup workstation.	×
Online Support				
 User Preferences 			Sent Messages	
 Administration 	Date	State	Message Text	Actions
System Setup				
System Status				
Update Server				
Manage Users				
Action				

- \Rightarrow If you see the update message pictured above, it means that you have to update your Backup PC(s) in order for the new DEA Agency update to work properly. Proceed to the next step.
- \Rightarrow If you do *not* see the update message pictured above, it means that you do *not* have to update your Backup PC(s). **End of Procedure**.



The Backup PC update procedure needs to be performed on the Backup PC itself, so you must log out of the DEV application now, then log back in from the Backup PC, as described below.

- 8 Go to the top right of the Home page and click <u>Logout</u>.
- **9** Walk to the Backup PC.
- **10** Login to DEA Agency again from the Backup PC. (Be sure to login as an Administrator.)
- **11** Go to **V** Administration and click **System Status**. The System Status page displays.

		S	Syste	M STATUS	5		
3 Mobile-Vision, Inc.					r	nvadmin is logged in	ı. <u>Loqout</u>
Home Menu	vstem Transfers R	eports Logs	Backups	Tools Message	s Local Queue	Backup PC	
me	yatem manalera in	Ebga	Баскора	Tools Message	Eocal Queue	Dackupi C	
arch Video St	torage Capacity:	1.1 TB	0	Active Users:			
anage Cases A	vailable Disc Space:	979.5 GB	0	 mvadmin From 1 	66.20.100.160 Since 09	0/15/2017 15:51	
er Help To	otal Video Count:	238	0				
Bookmarks	on-archived Video Count:	19	0				
MVI	ast 24 Hours Video Count:	0	0				
La	ast 7 Days Video Count:	0	0				
	ast 30 Days Video Count:	4	0				
User Preferences B	ody Worn Video Count:	98	0				
Administration B	ody Worn Hours:	12	0				
stem Setup	verage Body Worn Video Length:	7 min	0				
stem Status	eVu Video Count:	0	0				
date Server	Idest Non-case Video:	841 days	0				
onage lieere	ldest Case Video:	1270 days	0				
Action	umber of Active Cases:	14	0				
N	umber of Backup DVDs:	230	0				
	umber of Exported DVDs:	108	0				
	rchiver Errored Out:	false	0				
Si	multaneous Users Allowed:	unlimited	0				
Bi	ackup Scheme:	none	0				
	ntagging Allowed:	true	0				
Lá	ast Update Check:	09/15/2017 07:12	0				
V	ersion:	4.0.10	0				

12 Click the **Tools** tab.

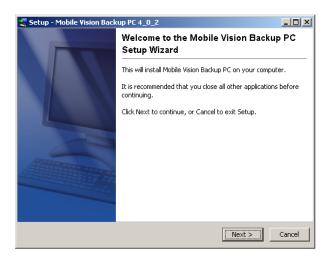


				•	Syste	MOI	A105			
Mobile-Vision, Inc.								r	nvadmin is logged in	Logou
lome Menu	System	Transfers	Reports	Logs	Backups	Tools	Messages	Local Queue	Backup PC	
e		Transiero e	nopono	Logo	Duckupo		moodagoo	Loodin Quodo	Buckup i o	
rch Video		Applie	cations				System I	Documentatio	on	
age Cases		Diec	/alidator				Online Produ	ct Documentation	list	
Help				-						
lookmarks IVI		Flashback	File Converter				Unine	Training Videos		
ne Support		FB1 AVD Fil	e Recover Util							
Iser Preferences		AVD File Co	nverter/Player							
dministration		FB1 Wind	lows Codec							
em Setup		DVD Image	Burner (ISO)	=						
em Status				_						
ate Server		VieVu	Drivers							
age Users		LE Can	nera Tool							
Action		Win32 D	HCP Server							
		User Meta	a Data Editor							
		Flashback F	Player Installer							
		Flashback Play	er Installer Bun	dle						
		Java Runtim	e Environment							
		Backup	PC Updater							
			Support Logs							

13 Go to the *Applications* column and click the **Backup PC Updater** button. A Windows message displays.

Do you want to run or save backup-updater_4_0_2.exe (433 MB) from trinity?				×
🕐 This type of file could harm your computer.	Run	Save	•	Cancel

14 Click **Run**. The system copies some files from the server to the Backup PC. After a momentary delay, the Setup Wizard launches.



15 Click **Next**. A list of DVD burners displays.





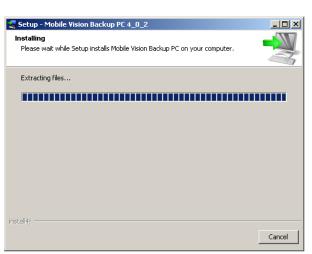
Setup - Mobile Vision Backup PC 4_0_2
Select the components you want to install; clear the components you do not want to install. Click Next when you are ready to continue. Click Next when you are ready to continue.
<pre>cancel</pre>

16 Select the type of disc burner that your Backup PC is connected to. Make sure you select *only one* burner.



WARNING: If you select more than one DVD burner *or* you select the *wrong* DVD burner, or it could render your Backup PC system temporarily inoperable.

17 Click **Next**. The system begins updating your Backup PC.

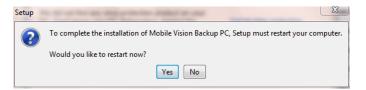


Once the software has been installed on your PC, a confirmation message displays.





18 Click Finish. The system prompts you to reboot the Backup PC.



- 19 Close any files that you may have open on the Backup PC, then click Yes.
- \Rightarrow If you have only *one* Backup PC, **End of Procedure**.
- \Rightarrow If you have *more than one* Backup PC, log out of DEV and repeat steps 9 19 for your next Backup PC.

Changing the Session Timeout Setting

This section describes how to change the number of minutes of inactivity the system will allow before automatically logging a particular user type off the DEA Agency application. If a user type will be performing time-intensive tasks, such as restoring cases or manually uploading videos, it's recommended that you set their session timeout to a *minimum* of 60 minutes.

1 Go to **V** Administration and click **System Setup**. The System Setup page displays.



3 Mobile-Vision, Inc.						mvadmin is logged in. Logout
▼ Home Menu	Precinct Sys	tem Se	curity Video/Ca	se Modules I	DVD	
Home Search Video Manage Cases	Precinct Info	Logos	Bookmarks			
User Help				Precinct		
▼ Bookmarks			14 44 4	Page 1 of 1 (2 total re	ecords)	>> >)
L3 MVI	Precinct Name		FTP IP Address	Last Comm Date	Status	Registration Key
Online Support	DEA Precinct		192.168.20.37	08/11/2014 06:15	Enabled	145AADF39B9D69FA463DLZ2
► User Preferences	L-3 Leslie Z.		Local	Local	Local	142489E3D36002219527153
▼ Administration	L					
System Setup						
System Status						
Update Server						
Manage Users						
Action						
New						
Edit						
Register						
FILL AND						
Flush Synchronize						

2 Click the **Security** tab.

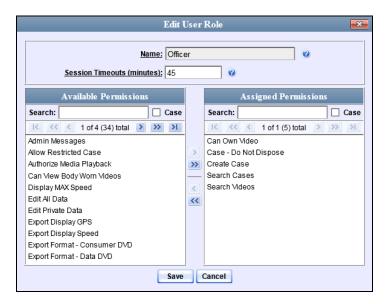
	System Setup	
Mobile-Vision, Inc.		mvadmin is logged in. Logout
▼ Home Menu Home	Precinct System Security Video/Case Modules DVD	
Search Video	Security Policy User Roles Active Directory Settings	
Manage Cases		
User Help	Verify password has a numeric character:	
▼ Bookmarks	Verify password has an alpha character:	
L3 MVI	Verify password has an uppercase character:	
Online Support		
User Preferences	Verify password has a special character: 📃 🕜	
	Verify password is not a commonly used password: 📃 🕜	
 Administration 	Disable account on the 3rd failed login attempt: 📃 🤣	
System Setup	Verify password has not been used recently:	
System Status	The number of passwords to save in history per user: 3	
Update Server		
Manage Users	Verify password length:	
Action	Required number of characters for password: 1	
Edit	Video visibility for auto-created Officers: Private 🗸 🧭	

3 Click the **User Roles** tab. A list of User Roles displays.



Mobile-Vision, Inc.		mvadm	mvadmin is logged in. Loqout		
▼ Home Menu	Precinct System Sec	urity Video/Case Modules	DVD		
Home					
Search Video Manage Cases	Security Policy User Role	s Active Directory Settings			
User Help	User Roles				
▼ Bookmarks		Page 1 of 2 (11 total r	records)		
L3 MVI	Display Name 🔺	AD Group Name	Session Timeouts (minutes)	System Defined	
Online Support	Administrator	L3MM_DES_ADMIN	60	true	
User Preferences	Captain	L3MM_DES_CAPTAIN	45	false	
·	Display Only - Case	L3MM_DES_MEW_CASE	60	true	
Administration	Display Only - Video	L3MM_DES_MEW_MDEO	60	true	
System Setup System Status	DVR Management	L3MM_DES_DVR_MANAGEMENT	45	false	
Update Server	First Sergeant	L3MM_DES_FIRST_SERGEANT	45	false	
Manage Users	Internal Affairs	L3MM_DES_INTERNAL_AFFAIRS	60	true	
Action	Interview-Detectives	L3MM_DES_INTERMEW-DETECTIVES	45	false	
New	Officer	L3MM_DES_OFFICER	45	true	
Edit	Supervisor Lvl 1	L3MM DES SUPERMSOR	60	true	
Delete					

4 Right-click on the user type you wish to update, then select **Edit** from the popup menu. The Edit User Role popup displays.



- **5** Go to the *Session Timeouts (minutes)* field and enter the number of minutes you wish to elapse before this user type is automatically logged off the system.
- 6 Click Save. A confirmation message displays:

User Role Officer successfully saved.



Changing the Application's Color Scheme

This section describes how to change the application's color scheme from the current color to *blue, brown, green*, or *red*.

1 Go to **V** Administration and click **System Setup**. The System Setup page displays.

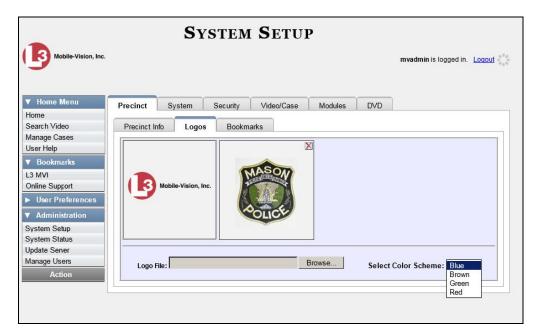
		Syst	EM SETUP		
Mobile-Vision, Inc.					mvadmin is logged in. Logout
▼ Home Menu	Precinct System S	ecurity Video/Ca	se Modules DV		
Home	Precinci System S	ecunity video/ca	se wodules Dv	D	
Search Video	Precinct Info Logos	Bookmarks			
Manage Cases			-		
User Help			Precinct		
▼ Bookmarks		1K KK K	Page 1 of 1 (2 total reco	rds) 🔊	<u>>></u> <u>></u>
L3 MVI	Precinct Name 🔺	FTP IP Address	Last Comm Date	Status	Registration Key
Online Support	DEA Precinct	192.168.20.37	08/11/2014 06:15	Enabled	145AADF39B9D69FA463DLZ2
User Preferences	L-3 Leslie Z.	Local	Local	Local	142489E3D36002219527153
▼ Administration					
System Setup					
System Status					
Update Server Manage Users					
_					
Action					
New					
Edit					
Register Flush					
Synchronize					
Delete					
U VINIV					

- 2 If it is not already selected, click the **Precinct** tab.
- **3** Click the **Logos** tab.

			Sy	STEM S	SETUP			
Mobile-Vision, Inc.							mvadmin is logged	in. Loqout
▼ Home Menu Home Search Video	Precinct In	System fo Logo	Security Bookn	Video/Case	Modules	DVD		
Manage Cases User Help	Treemeening				M			
 ▼ Bookmarks L3 MVI Online Support ▶ User Preferences ▼ Administration 	(3	Mobile-Vision, I	Inc.	MASON OLICE				
System Setup System Status								
Update Server Manage Users Action	Logo F	ile:			Browse	Select	Color Scheme: Blue	~



4 Select a new color scheme from the *Select Color scheme* drop-down list.



The new color scheme will immediately take effect.

			Sy	stem S	Setup			
Mobile-Vision, Inc.							mvadmin is logged in.	Logout
▼ Home Menu Home	Precinct	System	Security	Video/Case	Modules	DVD		
Search Video	Precinct Ir	nfo Log	os Booki	narks				
Manage Cases	[
User Help					X			
▼ Bookmarks			100					
L3 MVI				MASON				
Online Support		Mobile-Visior	. Inc.	AND ALL DESCRIPTION OF				
► User Preferences								
Administration				OLICY				
System Setup								
System Status								
Update Server Manage Users					Browse			
	Logo I	File:			Browse	Select	Color Scheme: Green	~
Action							18.5	



Downloading the Support Logs

This section describes how to download the logs that are used by Mobile-Vision's Technical Support Engineers to troubleshoot technical problems. This procedure is only used by those customers who have no remote access whatsoever (i.e., your agency is unable or unwilling to allow remote access to the DEA Agency server). Perform this task when instructed to do so by a Technical Support Engineer.

1 Go to **V** Administration and click **System Status**. The System Status page displays.

		S	Syste	м Ят	ATUS			
Mobile-Vision, Inc.						n	nvadmin is logged in	Loqout
V Home Menu	System Transfers F	Reports Logs	Backups	Tools	Messages	Local Queue	Backup PC	
Home						,		
ouron nuoo	Storage Capacity:	1.1 TB	0	Active Us				
anage eaces	Available Disc Space:	979.5 GB	0	• mva	admin From 166.	20.100.160 Since 09	/15/2017 15:51	
serriep	Total Video Count:	238	0					
7 Bookmarks	Non-archived Video Count:	19	0					
2 MM/I	Last 24 Hours Video Count:	0	0					
allas Connert	Last 7 Days Video Count:	0	0					
	Last 30 Days Video Count:	4	0					
	Body Worn Video Count:	98	0					
	Body Worn Hours:	12	0					
System Setup	Average Body Worn Video Length		0					
System Status	VieVu Video Count:	0	0					
Indate Server	Oldest Non-case Video:	841 days	0					
Aanago Usors	Oldest Case Video:	1270 days	0					
A	Number of Active Cases:	14	0					
	Number of Backup DVDs:	230	0					
	Number of Exported DVDs:	108	0					
	Archiver Errored Out:	false	0					
	Simultaneous Users Allowed:	unlimited	0					
	Backup Scheme:	none	0					
	Untagging Allowed:	true	0					
	Last Update Check:	09/15/2017 07:12						
	Version:	4.0.10	0					

2 Click the **Tools** tab.



Mobile-Vision, Inc.								n	n vadmin is logged i	n. <u>Logo</u>
Home Menu	System	Transfers	Reports	Logs	Backups	Tools	Messages	Local Queue	Backup PC	
ome earch Video									· ·	
earch video anage Cases		Аррію	cations				System I	Documentatio	on	
er Help		Disc V	/alidator				Online Produ	ict Documentation I	list	
Bookmarks				=			Onlino	Training Videos	=	
BOOKINAIKS B MVI		Flashback	File Converter				Unine	Training videos		
nline Support		FB1 AVD Fil	e Recover Util							
		AVD File Co	nverter/Player							
User Preferences				_						
Administration		FB1 Wind	lows Codec							
ystem Setup		DVD Image	Burner (ISO)							
ystem Status		MieMu	Drivers	=						
pdate Server lanage Users										
Action		LE Can	nera Tool							
ACIION		Win32 D	HCP Server							
		Liner Mete	Data Editor	=						
		User weta	Data Eultor							
		Flashback F	Player Installer							
		Flashback Play	er Installer Bun	dle						
				=						
		Java Runtim	e Environment							
		Backup	PC Updater							

3 Go to the *Applications* column and click the **Download Support Logs** button. The following message displays.

Compressing logs. Please wait

After a delay of a few seconds to a few minutes, a Windows message displays.

Do you want to open or save logs4u.mvi (199 MB) from trinity?	Open	Save	-	Cancel	×
			_		

- 4 Select Save As from the Save drop-down list. The Save As window displays.
- 5 Navigate to the disk drive location where you wish to temporarily store the log file. (You will be uploading this file to Mobile-Vision.)
- 6 Click **Save**. The system copies the logs4u.mvi file to the selected location. When the process is complete, a confirmation message will display.



- 7 Click **Open folder** to display the file.
- **8** Upload the file to Mobile-Vision, as per your Technical Support Engineer's instructions.



Downloading the Java Runtime Environment (JRE) Application

The Java Runtime Environment (JRE) application is required on workstations to perform certain functions, such as playing video, manually uploading files, and performing system updates. A download of this application is provided within DEA as a convenience. For the most current version of JRE, you can also download this application from:

http://www.oracle.com/technetwork/java/javase/downloads/index.html

- **1** Save and close any open PC files/applications other than DEA Agency.
- **2** Go to **V** Administration and click **System Status**. The System Status page displays.

				5	Syste	м St	ATUS			
Mobile-Vision, Inc.								п	nvadmin is logged ir	ı. <u>Loqou</u>
V Home Menu	System	Transfers	Reports	s Logs	Backups	Tools	Messages	Local Queue	Backup PC	
Home		·			· · ·					
earch Video	Storage Ca			1 TB	0	Active U				
Aanage Cases	Available D	•		9.5 GB	0	• mv	admin From 166.	20.100.160 Since 09	/15/2017 15:51	
User Help	Total Video		23	-	0					
7 Bookmarks		ed Video Count:	19		0					
L3 MVI		urs Video Count:	0		0					
Online Support	-	s Video Count:	0		0					
		ys Video Count:	4		0					
 User Preferences 	Body Worn	Video Count:	98		0					
Administration	Body Worn	Hours:	12		0					
System Setup	Average Bo	ody Worn Video Le	ngth: 7	nin	0					
System Status	VieVu Vide	o Count:	0		0					
Jpdate Server	Oldest Non	-case Video:	84	1 days	0					
	Oldest Cas	e Video:	12	70 days	0					
Manage Users	Number of	Active Cases:	14		0					
Action	Number of	Backup DVDs:	23	0	0					
Refresh Page	Number of	Exported DVDs:	10	8	0					
	Archiver Er	rored Out:	fal	se	0					
	Simultaneo	ous Users Allowed:	ur ur	limited	0					
	Backup Sc	heme:	nc	ne	0					
	Untagging	Allowed:	tru	e	0					
	Last Updat	e Check:	09	/15/2017 07:12	0					
	Version:			0.10	0					

- **3** Click the **Tools** tab, as pictured on the previous page.
- **4** Go to the *Applications* column and click the **Java Runtime Environment** button. A Windows message displays.

Do you want to run or save jre-8u45-windows-i586.exe (35.5 MB) from trinity?				2	<
It is type of file could harm your computer.	Run	Save	•	Cancel	1

- 5 Click Run.
- 6 If you receive a security warning, click **Run** again. Otherwise proceed to the next step.





- 7 Click Install.
- 8 Follow the Java system prompts. At the end of the installation process, a confirmation message will display.
- 9 Click Close.
- **10** Reboot your PC.

Performing a Data Flush

A "data flush" is a system maintenance procedure that is used to help correct a synchronization problem that sometimes occurs during server-to-server communications. Perform this task whenever you're looking for, but cannot find, a video on the Agency server 24 hours or more after it was ingested into a Precinct server (see **HINT** below).



HINT: Before you perform this procedure, make sure the network link between the Agency and Precinct server is up and running, as a lack of good communication between servers can also interrupt a video transfer.

1 Go to **V** Administration and click **System Setup**. The System Setup page displays.



Mobile-Vision, Inc.					mvadmin is logged in. Logou
Home Menu	Precinct System Se	curity Video/Ca	se Modules DVE)	
arch Video	Precinct Info Logos	Bookmarks			
nage Cases er Help			Precinct		
Bookmarks		N 22 31	Page 1 of 1 (2 total record	ds) 🚿	>> >
MVI	Precinct Name 🔺	FTP IP Address	Last Comm Date	Status	Registration Key
line Support	DEA Precinct	192.168.20.37	08/11/2014 06:15	Enabled	145AADF39B9D69FA463DLZ2
User Preferences	L-3 Leslie Z.	Local	Local	Local	142489E3D36002219527153
Administration					
vstem Setup					
stem Status					
date Sener					
anage Users					
Action					
ew.					
lit					
gister					
ish					
nchronize					

- 2 If it is not already selected, click the **Precinct** tab.
- **3** If it is not already selected, click the **Precinct Info** tab.
- 4 Click on the Precinct to which the missing video was downloaded. If you have a large number of precincts, use the navigation arrows at the top of the page to scroll through the list.
 K << >>>>
- **5** Go to the Action column and click **Flush**. The Flush Precinct Options popup displays.

Flush As Of	Every		ecinct : 🗌		tion	S	×
<	JL	ıly	>	<	2014		0
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31			
	C	ancel		Flush	No	N	1

Next, you need to select the date range for which you wish to perform a data flush. If, for example, you first became aware of missing data on July 21, you might want to select the prior date—July 20. This would flush all data from July 20 to the present.



6 To flush data for *all* dates since this Precinct was first registered, select the *Flush Everything* checkbox.

– OR –

To flush data for a specific date range, select the beginning of that date range.

7 Click Flush Now. The following confirmation message displays:

Flush Request Submitted.

8 Wait 5 minutes, then check to see if the missing video now displays on your Agency server. (If necessary, see "Displaying a Video" in chapter 2.) If the video does *not* display, contact Mobile-Vision Support for assistance.

Manually Synchronizing a Precinct Server with the Agency Server

Every day, automatic communication occurs between the Agency server and the various Precinct servers. Videos, cases, system settings, and other system data all transmit to and from the various servers on a continual basis. However, different types of data transmit at variable times and speeds. For example, because video transfers require a lot of bandwidth, those transfers occur during night processing. Other data transfers, such as that of video metadata,^{*} occur much faster. If you wish to speed up the communication between a Precinct server and the Agency server, you have the option of performing a *manual synchronization*. This procedure will decrease the time it takes for new metadata on a Precinct server to become visible on the Agency server.



NOTE: This procedure does not decrease the time it takes for new videos to display. Rather, it decreases the time it takes for new video *metadata* to display. That's because the actual video transfers always occur during night processing.

1 Go to **V** Administration and click **System Setup**. The System Setup page displays.

The information associated with a video, such as its category, record reason, duration, etc.

Flush Synchronize Delete



SAFE

FLEET

- 2 If it is not already selected, click the **Precinct** tab.
- 3 If it is not already selected, click the **Precinct Info** tab.
- 4 Click on the Precinct you wish to synchronize with. If you have a large number of precincts, use the navigation arrows at the top of the page to scroll through the list.

 $\mathbf{K} \ll \mathbf{C} \rightarrow \mathbf{N}$

5 Go to the Action column and click **Synchronize**. The following confirmation message displays:

Synchronize Started.

A confirmation message will also display on your Home page under *Sent Messages*. Once the data transfer is complete, a notification message will display in your *Inbox*.



Viewing Data Transfer Records

This section describes how to view information on the daily data transfers that occur between the Precinct servers and the Agency server. Perform this task if you're interested in knowing just how many data fields and files (both video and media) have successfully transmitted from a Precinct server to the Agency server on a particular day.

1 Go to **V** Administration and click **System Status**. The System Status page displays.

		S	System	и Вт	ATUS			
Mobile-Vision, Inc.						п	nvadmin is logged in	. <u>Loqout</u>
▼ Home Menu	System Transfers Re	ports Logs	Backups	Tools	Messages	Local Queue	Backup PC	
Home	-	· · · · · ·						
earch Video	Storage Capacity:	1.1 TB	0	Active Us				
lanage Cases	Available Disc Space:	979.5 GB	0	• mva	admin From 166.	20.100.160 Since 09	/15/2017 15:51	
Jser Help	Total Video Count:	238	0					
Bookmarks	Non-archived Video Count:	19	0					
3 MVI	Last 24 Hours Video Count:	0	0					
online Support	Last 7 Days Video Count:	0	0					
	Last 30 Days Video Count:	4	0					
 User Preferences 	Body Worn Video Count:	98	0					
Administration	Body Worn Hours:	12	0					
System Setup	Average Body Worn Video Length:	7 min	0					
System Status	VieVu Video Count:	0	0					
Jpdate Server	Oldest Non-case Video:	841 days	0					
Aanage Users	Oldest Case Video:	1270 days	0					
Action	Number of Active Cases:	14	0					
	Number of Backup DVDs:	230	0					
Refresh Page	Number of Exported DVDs:	108	0					
	Archiver Errored Out:	false	0					
	Simultaneous Users Allowed:	unlimited	0					
	Backup Scheme:	none	0					
	Untagging Allowed:	true	0					
	Last Update Check:	09/15/2017 07:12	0					
	Version:	4.0.10	0					

2 Click the Transfers tab. A list of your DEA precincts displays.

Mobile-Vision, Inc.								mvadmin is	logged in. Logout
▼ Home Menu	System	Transfers	Reports	Logs	Backups	Tools	Messages	Local Queue	Backup PC
Home									
Search Video	and the second second	a second and a second	in the second		nct Status by]				0.2010.201
Manage Cases User Help	15-105-070	Mar Harverten	IC <<	<	Page 1 of 1 (1	or commences and the loss			
	and the second	Server		North State	Date 🛦	D	ata Inserted	Med	ia Transfers
▼ Bookmarks	DEA Precinct 001				8/20/2018				
L3 MVI		DEA Precin	ct 002	C	8/20/2018		-		-
Online Support									
User Preferences									
Administration									
System Setup									
System Status									
Update Server									
Manage Users									
Action									
Refresh Page									



3 Click on the precinct record whose history you wish to view. The following popup displays.

K K Page 3 of 3 (28 total records)									
Server	Date 🔻	Data Inserted	Media Transfers						
DEA Precinct	07/31/2014	31	1						
DEA Precinct	07/30/2014	67	2						
DEA Precinct	07/29/2014								
DEA Precinct	07/28/2014	50	2						
DEA Precinct	07/27/2014								
DEA Precinct	07/26/2014								
DEA Precinct	07/25/2014	49	11						
DEA Precinct	07/24/2014	1							

The columns on this popup are described below.

	Transfers
Column	Description
Server	The Precinct server from which the transfer occurred or is occurring.
Date	The date on which the data transfer was initiated.
Data Inserted	The number of metadata fields (owner, category, duration, etc.) that have transferred from this Precinct server to the Agency server since this transfer was initiated.
Media Transfers	The number of video and media files that have transferred from this Precinct server to the Agency server since this transfer was initiated.

4 When you're finished viewing the Precinct's transfer history, click the ⊠ in the upper right corner of the popup to exit.

Requesting a 'No Transfer' Video

On the Video Categories screen, there is a field called *Auto Transfer Enabled* that determines whether or not stand-alone^{*} videos of a particular category will automatically transfer to the Agency server. For example, you may decide not to bother transferring "No Citation" videos from the Precinct servers to the Agency server, as videos of this category are typically low priority.

Videos that are not linked to a case.



			System	і Ѕ етч	JP	
	Mobile-Vision, Inc.					mvadmin is logged in. Logou
	▼ Home Menu Home	Precinct System Security	Video/Case	Modules	DVD	
	Search Video Manage Cases	Videos Cases				
	User Help	Categories Notations	Columns			
Because this	▼ Bookmarks		Vide	o Categories		
ield is disabled.	L3 MVI	K K	C C Page 1	of 2 (23 total rec	ords) >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	
ideos that have	Online Support	Description	Day(s) Online	In Use	Backup Enabled	Auto Transfer Enabled
	User Preferences	No Citation	365	Yes	Disabled	Disabled
category of 'No	Administration	Citation	365	Yes	Enabled	Enabled
itation' will not	System Setup	Search	365	Yes	Enabled	Enabled
automatically -	System Status	Arrest	365	Yes	Enabled	Enabled
, ansfer from the	Update Server Manage Users	Other	365	Yes	Enabled	Enabled
	Action	Other 2	90	Yes	Enabled	Enabled
ecinct server(s)	Edit	Other 3	90	Yes	Enabled	Enabled
to the Agency	Export Categories	Other 4	90	Yes	Enabled	Enabled
server during	Export Gategories	Other 5	90	Yes	Enabled	Enabled
ght processing		Interrupted Recording	1 30	Yes	Enabled	Enabled
0		Background Mode Power Failure	30	Yes	Disabled	Enabled
		Firmware Upgrade	30	Yes	Disabled	Enabled
		Card Format	30	Yes	Disabled	Enabled
		Corrupt QBX	30	Yes	Disabled	Enabled
		Crash Battery Died	30	Yes	Disabled	Enabled
		Aggressive Driving	30	Yes	Disabled	Enabled

As with all rules, there are always exceptions. If there is a particular stand-alone video^{*} that you wish to transmit to the Agency server even through it has a "no transfer" category, you can use the following procedure to request that video.

1 Search for and display the video you wish to request. (If necessary, review "Displaying a Video" in chapter 2.) The Video Details page displays.

				VIDE	DETA	ILS	
	Mobile-Vision, Inc.					Ser	geant Larkin is logged in. Logout
	▼ Home Menu Home	Status: Offline	Video Logs	UMD			
If a video is 'Auto	Search Video			System ID:	41	Incident#:	
Transfer Disabled',	Manage Cases User Help			Owner:	*1 Leo@17:22:18	Ingest Date:	09/25/2014 17:22
some of its metadata -	▼ Bookmarks	Restr	icted	DVR Officer Name:		Record Trigger:	N/A.
will display, but not	L3 MVI				Eng Lab FB2		
the video itself	Online Support						
	User Preferences				Interview Room		10/19/2004 10:44
	Administration			Category:	Arrest	Duration (minutes):	2
	Action					Purge Date:	
	Play					Maximum Speed:	
	Request Activation			Assigned To Case(s):			
	Reactivate Now			, bolghou to oubo(o).			Video Notation(s):
	Add To Case						
	Chain of Custody						
	Request Video Previous Results						
	Frevious Results						



Slu

2 Go to the Action column and click **Request Video**. The following confirmation message displays:

This Video Transfer has been successfully requested.

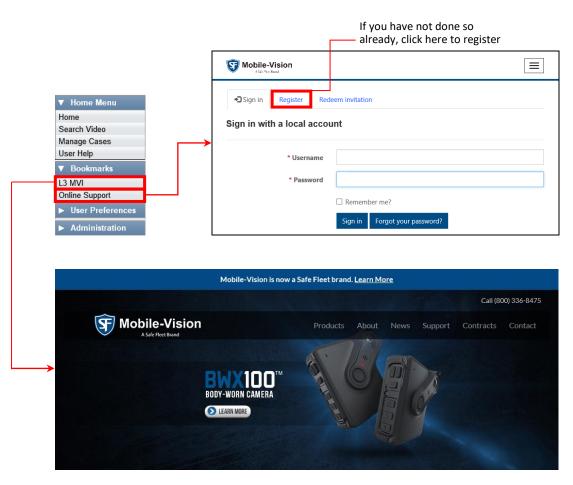
A confirmation message will also display on your Home page under *Sent Messages*. Once the video transfer is complete, a notification message will display in your *Inbox*.

Maintaining Bookmarks

A bookmark is a link to a website. By default, DEA Agency comes with two bookmarks:

- □ L3 MVI. Takes you to the regular Mobile-Vision web site
- □ Online Support. Takes you to the login page for our Online Support Center.

These links display under the Bookmarks column on the Main Menu.



If desired, you may wish to set up some agency-defined links as well. Doing so will provide you with quick and easy access to frequently used websites. You can display up to five links on the Main Menu, including the *L3 MVI* and *Online Support* links.



For specific instructions, see:

- □ Adding a Bookmark, below
- □ Changing a Bookmark, page 472
- **D** Deleting a Bookmark, page 473.

Adding a Bookmark

This section describes how to add a new bookmark link, which will display in the *Bookmarks* column on the Home page. For more on bookmarks and how they are used in the DEA Agency application, see the previous section, "Maintaining Bookmarks."

1 Go to **V** Administration and click **System Setup**. The System Setup page displays.

			Syst	em Setup		
Mobile-Vision, Inc.						mvadmin is logged in. Logout
▼ Home Menu	Precinct Sv	stem Se	ecurity Video/Cas	e Modules D	/D	
Home			india ou			
Search Video	Precinct Info	Logos	Bookmarks			
Manage Cases		· · · ·		-		
User Help				Precinct		
▼ Bookmarks			14 44 4	Page 1 of 1 (2 total reco	ords) 🔉 🔊	>> ≥1
L3 MVI	Precin	ct Name 🔺	FTP IP Address	Last Comm Date	Status	Registration Key
Online Support	DEA Precinct		192.168.20.37	08/11/2014 06:15	Enabled	145AADF39B9D69FA463DLZ2
User Preferences	L-3 Leslie Z.		Local	Local	Local	142489E3D36002219527153
Administration						
System Setup						
System Status						
Update Server						
Manage Users						
Action						
New						
Edit						
Register						
Flush						
Synchronize						
Delete						

2 Click the **Bookmarks** tab. Your existing bookmarks display.

					Syste	м Ѕет	UP			
Mobile-Vision, Inc.									mvadmin is	logged in. Loqout
▼ Home Menu		_		·	· · · · · · · · · · · · · · · · · · ·			_		
Home	Precir	nct	System	Security	Video/Case	Modules	DVD			
Search Video	Deres	inct Inf		Produ	marks					
Manage Cases	Prec	inct inf	io Logo	DOOK	marks					
User Help						Bookm	arks			
▼ Bookmarks					K K K	Page 1 of 1 (2 to	otal reco	ds) >	>> >I	
		Label			URL			Visible	Edit	Delete
L3 MVI Online Support		L3 N		http://www.mobile-vision.com						
								\checkmark	1	
User Preferences		Online S	Support	https://l3tmvi.d	lynamics365portals.	us/SignIn?ReturnU	Irl=%2F	v	1	
▼ Administration										
System Setup										
System Status										
Update Server										
Manage Users										
Action										
New										
Delete										

3 Go to the Action column and click **New**. The New Bookmark form displays.

	New Bookmark	×
Label:		0
URL:	http://	0
Visible:		
ĺ	Save Cancel	

- 4 Enter a descriptive name for the new bookmark in the *Label* field. This is the text that will display in the *Bookmarks* column on the Main Menu.
- 5 Enter the website's web address in the URL field. The http:// portion of the URL is prepopulated for you, but you may need to insert an "s" if your web address begins with https://.
- 6 If you want this bookmark to display in the *Bookmarks* column on the Main Menu, select the *Visible* checkbox. Otherwise proceed to the next step.
- 7 Click Save. Your new bookmark displays on the Bookmarks list.



		System Setup			
Mobile-Vision, Inc.				mvadmin is	logged in. Loqout
▼ Home Menu			_		
	Precinct System	Security Video/Case Modules DVD			
Home Search Video					
Manage Cases	Precinct Info Logo	Bookmarks			
User Help		Bookmarks			
v Bookmarks		Page 1 of 1 (3 total record	is) > >	2	
	Label	URL	Visible	Edit	Delete
L3 MVI			VISIDIE	Euli	
Online Support	IRS	https://www.irs.gov/			
User Preferences	L3 MVI	http://www.mobile-vision.com	~	1	
▼ Administration	Online Support	https://l3tmvi.dynamics365portals.us/SignIn?ReturnUrl=%2F	~	1	
System Setup					
System Status					
Update Server					
Manage Users					
Action					
New					
Delete					

Changing a Bookmark

This section describes how to update an existing bookmark link. For more on bookmarks and how they are used in the DEA Agency application, see "Maintaining Bookmarks" on page 469.

1 Go to **V** Administration and click **System Setup**. The System Setup page displays.

Mobile-Vision, Inc.						mvadmin is logged in. Logour
▼ Home Menu	Precinct Sy:	stem S	ecurity Video/Ca	se Modules D	/D	
Home Search Video	Precinct Info	Logos	Bookmarks			
Manage Cases User Help				Precinct		
▼ Bookmarks			N N	Page 1 of 1 (2 total rec	ords)	>> >1
	Precinc	Name 🛦	FTP IP Address	Last Comm Date	Status	Registration Key
L3 MVI Online Support	DEA Precinct	-	192.168.20.37	08/11/2014 06:15	Enabled	145AADF39B9D69FA463DLZ2
User Preferences	L-3 Leslie Z.		Local	Local	Local	142489E3D36002219527153
Administration						
System Setup						
System Status						
Update Server						
Manage Users						
Action						
New						
Edit						
Register						
Flush						
Synchronize						
Delete						

2 Click the **Bookmarks** tab. Your existing bookmarks display.



Mobile-Vision, Inc.					
				mvadmin is	logged in. Logout
▼ Home Menu					
	Precinct System	Security Video/Case Modules DVD			
Home Search Video					
	Precinct Info Logos	Bookmarks			
Manage Cases User Help		Bookmarks			
		Page 1 of 1 (3 total record	ts) > >	> >	
Bookmarks	Label 🛦	URL	Visible	I.	Delete
L3 MVI				Edit	
Online Support	IRS	https://www.irs.gov/		1	
User Preferences	L3 MVI	http://www.mobile-vision.com	\checkmark	1	
Administration	Online Support	https://l3tmvi.dynamics365portals.us/SignIn?ReturnUrl=%2F	~	1	
System Setup					
System Status					
Update Server					
Manage Users					
Action					
New					
Delete					
Delete					

3 Go to the *Edit* column and click \angle . The Edit Bookmark form displays.

	Edit Bookmark	×
Label:	IRS	0
URL:	https://www.irs.gov/	0
Visible:		
(Save Cancel	

- **4** Enter/select your changes in the appropriate field(s).
- 5 Click Save.

Deleting a Bookmark

This section describes how to delete a bookmark link so that it no longer displays in the *Bookmarks* column on the Home page. For more on bookmarks and how they are used in the DEA Agency application, see "Maintaining Bookmarks" on page 469.

- **1** Go to **Administration** and click **System Setup**. The System Setup page displays, as pictured on the previous page.
- 2 Click the **Bookmarks** tab. Your existing bookmarks display, as pictured above.
- **3** Go to the *Delete* column and select the bookmark(s) you wish to delete.



Mobile-Vision, Inc.								mvadmin is	logged in. Loqout
▼ Home Menu	Precinct	System	Security	Video/Case	Modules	DVD			
Home									
Search Video	Precinct I	nfo Log	os Booki	narks					
Vanage Cases User Help					Bookma	arks			
· · · · · · · · · · · · · · · · · · ·			Ĩ	K XX X	Page 1 of 1 (3 to	otal recor	ds) >>	> >	
▼ Bookmarks	Lab	Label 🛦 URI				Visible	Edit	Delete	
L3 MVI Online Support		_							
		RS		https://www.irs	-			1	
User Preferences		MVI		http://www.mobile-			✓		
Administration	Online	Support	https://l3tmvi.d	ynamics365portals.u	us/SignIn?ReturnU	rl=%2F	\checkmark	2	
System Setup									
System Status									
Update Server									
Vanage Users									
Action									
New									
Delete									



HINT: To delete *all* the Bookmarks, select the first checkbox at the top of the *Delete* column.

4 Go to the Action column and click **Delete**. A confirmation message displays.



5 Click **Yes**. The selected record(s) are removed from the Bookmarks list.

Changing the Number of Rows Per Page

Whenever you search for or display certain records (videos, cases, DVRs, etc.), a certain number of records will display by default, such as six rows per page for videos. If desired, you may increase or decrease these defaults, as described in this section.

1 Go to **V** Administration and click **System Setup**. The System Setup page displays.



Home Menu Jome Search Video Manage Cases Jser Help Precinct Sookmarks Bookmarks Precinct Info Logos Bookmarks 3 MVI Online Support IX Page 1 of 1 (2 total records) >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>			Syst	EM SETUP		
Home Search Video Manage Cases User Help ▼ Bookmarks I3 MVI Online Support > User Preferences ▼ Administration System Setup System Staus Update Sener Manage Users Action New Edit Register Fush Synchronize	Mobile-Vision, Inc.					mvadmin is logged in. Loqout
Search Video Manage Cases User Help Precinct Info Logos Bookmarks Page 1 of 1 (2 total records) >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>		Precinct System S	ecurity Video/Ca	se Modules DVE	,	
User Preferences Precinct Precinct V Bookmarks IX ≪ < Page 1 of 11 (2 total records) > >>>> >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	Search Video	Precinct Info Logos	Bookmarks			
Visit operation Precinct Name ▲ FTP IP Address Last Comm Date Status Registration Key Online Support DEA Precinct 192.168.20.37 08/11/2014.06:15 Enabled 145AADF39B9D69FA463DLZ2 V Juser Preferences V Administration System Setup System Status Update Sener Manage Usars Action New Edit Register Flush Synchronize	User Help			Precinct		
L3 MVI Precinct Name ▲ FTP IP Address Last Comm Date Status Registration Key Online Support DEA Precinct 192.168.20.37 08/11/2014 06:15 Enabled 145AADF39B9D69FA463DLZ2 L-3 Leslie Z Local Local Local 142489E3D36002219527153 Y Administration System Setup System Status Update Sener Manage Users Action New Edit Register Flush Synchronize Synchronize Status Status	▼ Bookmarks		18 28 8	Page 1 of 1 (2 total record	is) 🔊	>>
Online Support DEA Precinct 192.168.20.37 08/11/2014 06:15 Enabled 145AADF3989069FA463DLZ2 User Preferences Administration Local Local Local 142489E3D36002219527153 System Setup System Status Update Sener Manage Users Kenton Kenton<		Precinct Name 🔺	FTP IP Address	Last Comm Date	Status	Registration Key
User Preferences Administration System Setup System Status Jpdate Sener Manage Usars Action New Edit Register Tush Synchronize		DEA Precinct	192.168.20.37	08/11/2014 06:15	Enabled	145AADF39B9D69FA463DLZ2
System Selup System Status Jpdate Sener Manage Usars Action New Cdit Cdit Register Tush Synchronize		L-3 Leslie Z.	Local	Local	Local	142489E3D36002219527153
System Status Update Sener Manage Usars Action New Edit Calit Register Tush Synchronize	Administration					
Update Sener Manage Users Action New Edit Register Flush Synchronize						
Manage Users Action New Edit Register Flush Synchronize						
Action New Edit Register Tush Synchronize						
New Edit Register Flush Synchronize	_					
Edit Register Flush Synchronize	A CONTRACTOR AND A CONTRACT					
Register Flush Synchronize						
Flush Synchronize	1970 012 000 000 012 000 000 000 000 000 00					
Synchronize						
	NAMEZA A MONOPHICE AND A CLEAR OCCUPIES AND A COMPANY					
	Delete					

2 Click the **System** tab.

			Systi	е м S	ETUF	•		
Mobile-Vision, Inc.							mvadmin is lo <u>c</u>	ged in. <u>Loqout</u>
▼ Home Menu	Precinct	System	Security Video/	Case M	Nodules	DVD		
Home		· · · ·	- Y	· · · · ·		Y		
Search Video	Storage	Life-Cycle	Backup/Export	Request	Reasons	UMD Types	Other	
Manage Cases					Storage			
User Help	Inter	nal Path	External Medi				IP Address of RAID unit	Status
Bookmarks				auno	External Case URI			
L3 MVI	/fbdata/00/		\export00\		/stream00/		127.0.0.1	Enabled
Online Support								
► User Preferences								
 Administration 								
System Setup								
System Status								
Update Sener								
Manage Users								
Action								
Houon								
New Edit								

3 Click the **Other** tab.



	System Setup	
Mobile-Vision, Inc.		mvadmin is logged in. Logout
▼ Home Menu	Precinct System Security Video/Case Modules DVD	
Home		
Search Video	Storage Life-Cycle Backup/Export Request Reasons UMD Types	Other
Manage Cases		
User Help	Video Playback Method: Download and Play - No Cache (HTTP)	Video Results Per Page: 10
7 Bookmarks	Show Speed In: US Standard V	Case Results Per Page: 12 🕜
_3 MVI	Track All Body Worn Videos: 📝 🔞	Videos In Case Per Page: 4
Online Support		
 User Preferences 	Track Body Worn Videos with Tags: 📃 🥝	Precincts Per Page: 10 🕜
Administration	Days to allow playback on approved requests: 30	Users Per Page: 14 🕜
System Setup	Enable Video Notations: 📝 🥝	
System Status	Enable video Notations: 🗹 🥑	
Jpdate Server	Speed/GPS Selected: 📝 🕜	
Manage Users		
Action		
Edit		
Refresh		

4 Go to the Action column and click **Edit**. The Other popup displays.

Other	
Video Playback Method: Download and Play - No Cache (HTTP) 💟 🥝	Video Results Per Page: 6
Show Speed In: US Standard 🗸 🥝	Case Results Per Page: 10 🛛 🕜
Track All Body Worn Videos: 🗹 🥝	Videos In Case Per Page: 4 🛛 🕜
Track Body Worn Videos with Tags: 🔲 🥝	Precincts Per Page: 10 🛛 🧭
Days to allow playback on approved requests: 30 🛛 🧳	Users Per Page: 10 🛛 🧭
Enable Video Notations: 🔽 🕜	
Speed/GPS Selected: 🗹 🔞	
Save Cancel	

The rows per page settings are on the right side of the Other popup.

5 Go to the right of the screen and enter the desired number of rows in the boxes provided. The screens that correspond to each setting are displayed in the following table.

Corresp	ondi	ng Scr	een					
Mobile-Vision, Inc.		VID	EO S EA	arch I	RES	ULTS	mvadmin is logg	ed in. Leggest $\frac{\phi^{2}\phi}{\phi_{0}\phi}$
▼ Home Menu				vi	deos			
Home			14 44 4	Page 1 of 3 (17	total record	ds) 🔰 💓 🔍		
	Details Play	Owner	DVR Name	Precinct	Duration	Category	Video Start 🔻	Notes
User Help	:	*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	DEA Precinct	19 min	00-Unclassified-90 Days	03/08/2016 16:54	
L3 MVI Online Support	•	*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	DEA Precinct	22 min	00-Unclassified-90 Days	03/08/2016 16:32	
User Preferences Administration	i)	*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	DEA Precinct	22 min	00-Unclassified-90 Days	03/08/2016 16:10	-
Action New Search	•	*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	DEA Precinct	22 min	00-Unclassified-90 Days	03/08/2016 15:48	
Export Back to Video		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	DEA Precinct	22 min	00-Unclassified-90 Days	03/08/2016 15:25	-
	•	*1 ONFB3@21:03:10	*1 FB3@21:11:10	DEA Precinct	3 min	00-Unclassified-90 Days	01/15/2016 15:10	-
	Ideale Valer, tec. Ideale Valer, tec	Views Man Hone Man Hone Man Hone Kan Manage Cases Luer Hoje V Bochands Loine Seport Audioitation Hone Seport Audioitation Bat tvidee	VID	Kolske Vilker, kr. Konsen Marken Kenne Mark	VIDEO SEARCH D VIDEO SEARCH D	Video Search Res Video Search Res Video Search Res Video Search Res Video Hall Video Hall	Vibre Rest Vibre R	Notes Production Production </td



	Mobile-Vision, Inc.	CASE S	Search Resu		mvadmin is logged in.	Logout 🖏
	Home Menu Home					
	Search Video Deta Manage Cases		Case Number 20-9834008	Subject Sharif Abudago	03/02/2017	Status
	V Bookmarks		09-776345		03/01/2017	89
	L3 MVI Online Support			Multiple Mark Johnson	03/04/2015	-
Case Results Per Page	► User Preferences			Santiago, Ray	02/03/2015	-
	Administration Action			Cates, Devin	12/04/2014	-
	New Case New Search			Multiple	12/03/2014	-
	Back to Case		2014-01	Ruth Ann Cates Multiple	10/03/2014 08/04/2014	
	Back to Video		09-009765	Lisa Johnson	07/04/2014	-
	Mobile-Vision, Inc.	C.	ASE DETAILS		mvadmin is logged in	Lozou
	▼ Home Menu C	ase Details System Video Attac	hed Media Subjects Corr	ments Authorized User	s Logs	
	Search Video Manage Cases	.(¢ , ¢)				
	▼ Bookmarks	etails Play Video Owner	Category DVR Type	DVR Name Duration	and the second sec	Remo
	L3 MVI Online Support	i) > SWooster@20	24:05 No Citation Vehicle	*1 No Number@20.07:46 5 min	05/13/2014 18:03	×
Videos in Case Per Page	User Preferences Administration	1) I No Name@18	20.27 No Citation Vehicle	*1 No Number@20:07:46 2 min	96/23/2014 20:49	×
		1) > 1 No Name@18	20.27 No Citation Vehicle	*1 No Number@20:07:46 1 min	06/24/2014 07:08	×
	Add Media Add Subject Add Subject Add Subject Export Request Media Add To Favorites Chain of Custody Previous Results Back to Video					
	Mobile-Vision, Inc.	;	System Setu		wadmin is logged in	Logant {
Precincts Per Page	Flome Monu Home Search Video Manage Cases User Net Derrietg Vectorates L3 MV Online Support Vectorates Vectorat	Precinct Name A FTP II DEA Precinct 1921	Andrés Prostance Prodovas Laci Comm Date 66.20.27 Géri 1020 4 60.13 Local Local	Daus Enabled 145	T Regatation Key ALGY 30800007 4 832	
	Mobile-Vision, Inc.		MANAGE US		mvadmin is logged in.	Logout 👌
	▼ Home Menu		Users			
	Home Search Video	Display Name &	Page 1 of 5 (43 total record: User Login	User Role	Status	
	Manage Cases User Help	*1 Leo@17:22:18	AUTO-250914.172218	Officer	C Enabled C Enabled	0
	Bookmarks L3 MVI	admin	admin	Administrator	Enabled	
Lloons Don Dogo	Online Support	Andy Detective	Andy Detective	Supervisor Lvl 1 Interview-Detectives	Enabled	
Users Per Page	► User Preferences ▼ Administration	Gisela Perla Greg Lipton	giselap Glipton	Administrator Display Only - Case	Enabled	
U	System Setup		Glipton jmabry	Display Only - Case Administrator	Enabled	
6	System Status	Jmabry				
C	System Status Update Server Manage Users	Lieutenant James	djames JPowers	Supervisor Lvl 1 Supervisor Lvl 1	Enabled	

6 Click Save.

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Security

- User Roles DEA Agency includes a security feature called *user roles*. A user role is simply a group of permissions that you can assign to one or more users. When a user logs into DEA Agency, the system will grant him access to the various system functions according to his assigned user role. If desired, you may also grant certain users access to additional permissions above and beyond what is included in their assigned user role. For example, if you want only one of your officers to be able to burn Consumer DVDs, you might assign that user the role of *Officer* and two additional permissions: *Consumer DVD Format*, and *Burn to Disk*.
- **Password Rules** To further enhance your application security, DEA Agency also allows you to define the rules that apply to a user password. These include password length, password complexity, and the number of logon attempts allowed before the system disables a password.

For more information, see:

- □ Assigning Permissions, below
- □ Defining Password Policies, page 501.

Assigning Permissions

Users are granted access to various system functions by assigning them a *user role*. There are two types of user roles: *system-defined* and *custom*.

For more information, see:

- □ Permissions for User Roles, below
- □ System-Defined User Roles, page 481
- □ Custom User Roles, page 487
- □ Assigning Permissions to a User, page 499.

Permissions for User Roles

As System Administrator, you need to determine which options you want 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.

The table on the next page describes all the system tasks that are permission-driven. The permissions in gray are those that are not available to Agency users.



	Permissions for User Roles
Name of Permission	Allows the User to
Admin Messages	Send administrator messages to the user's Inbox Messages list
Allow Restricted Case	Enter a <i>restricted</i> case record (i.e., a case that can only be accessed by a select group of users)
Authorize Media Playback	Grant or deny user access to BodyVISION and/or BWX-100 videos
Assign Videos	Access the Assign Video menu. DEA Precinct users only.
Can Own Video	Own system video
Can Reset DVR	Remove a non-operational DVR's serial number from the server. <i>DEA Precinct users only</i> .
Can View Body Worn Videos	View <i>Body</i> VISION and BWX-100 videos/ snapshots without having to submit a viewing request
Case—Do not Dispose	Select the <i>Do Not Dispose</i> checkbox, therefore preventing a case from going offline.
Create Case	Enter a new case record
Display MAX Speed	View the Maximum Speed field on the Video Details page
Edit All Data	View/edit all video and cases, including restricted cases
Edit Private Data	View/edit video and cases that are marked as private
Export Display GPS	Include a <i>Show GPS</i> checkbox on the Export Options popup, which, when selected, will allow user to view the <i>Latitude</i> , <i>Longitude</i> , and <i>Heading</i> fields while playing exported Data DVD videos
Export Display Speed	Include a <i>Show Speed</i> checkbox on the Export Options popup, which, when selected, will allow user to view the <i>Speed</i> field while playing exported Data DVD videos
Export Format—Consumer DVD	Export video to a Consumer DVD disc
Export Format—Data DVD	Export video and cases to a Data DVD disc
Export Format—FOIA Redacted	Export video to your PC in FOIA Redacted format
Export Format—Interchange	Export video to an .MP4 or .AVI file
Export Format—Uncompressed	Export video to .MP4 and digital video (DV) format
Export To Disc	Export video and cases to a DVD disc
Export To File	Export video and cases to a ZIP or ISO file
Export Without Case	Export video that is not linked to any case
Generate Reports	Access the Advanced Reporting feature.
Google Earth	Download GPS data in a KML file format for use with Google Earth. <i>DEA Precinct users only</i> .
Manage Devices	Access the Manage Devices menu. DEA Precinct users only.



Permissions for User Roles (cont'd)						
Name of Permission	Allows the User to					
Manage DVRs	Access the Manage DVRs menu. DEA Precinct users only.					
Manage Users	Access the Manage Users menu					
Media Reader	Upload video via the Media Reader option. DEA Precinct users only.					
Player Display GPS	View the <i>Latitude</i> , <i>Longitude</i> , and <i>Heading</i> fields while playing videos on the server; search on the <i>Latitude</i> and <i>Longitude</i> fields					
Player Display Speed	View the <i>Speed</i> field while playing videos on the server; search on the <i>Speed Greater Than</i> field					
Reactivate Video	Restore videos and cases from DVD backups					
Request Media	Request a case's media files from a remote precinct					
Search Cases	Search case records					
Search Videos	Search video records					
Select COC Logs	Select the type of logs that will display on the Chain of Custody Report					
System Setup	Access the System Setup menu. This permission should only be given to System Administrators.					
System Status	Access the System Status menu					
User Group	Have other users assigned to him. This limits his video searches to 1) public videos and 2) videos owned by users in his group.					
View Data Logs	View video and case logs					
View Only	View, but not edit, system data					

System-Defined User Roles

System-Defined User Roles are the pre-defined user groups that come standard with DEA Agency. These include:

- □ Officer
- Display-only Case
- □ Display-only Video
- □ Supervisor Lvl 1
- □ Supervisor Lvl 2
- Internal Affairs
- □ Administrator.

These roles are customizable. You can add or remove permissions from them as desired. However, the names of these roles cannot be changed, nor can they be deleted from the system.



For more information, see:

- □ Permissions for User Roles, page 480
- □ Default Permissions for System-Defined User Roles, below
- □ Changing the Settings for a System-Defined User Role, page 483
- □ Restoring a System-Defined User Role to its Default Settings, page 484.

Default Permissions for System-Defined User Roles

This section lists the default permissions for the system-defined user roles that come standard with DEA Agency. For more on user roles, refer to this chapter's introduction and/or "System-Defined User Roles" on the previous page.

System Administrator								
Display-only Case								
Display-only Video								
Internal Affairs								
Officer								
Supervisor Lvl 1								
Supervisor Lvl 2								
Name of Permission	Allows the User to							
Admin Messages	Access administrator messages	✓						✓
Allow Restricted Case	Enter a <i>restricted</i> case record				✓			 Image: A set of the /li>
Authorize Media Playback	Grant or deny user access to BodyVISION or BWX-100 videos	✓	✓					
Can Own Video	Own system video	 ✓ 	✓	✓	✓			
Can View Body Worn Video	View BodyVISION or BWX-100 files without a viewing request	 ✓ 	✓					 Image: A set of the /li>
Case—Do Not Dispose	Flag a case so that it never gets deleted	✓	✓	✓	✓			V
Create Case	Enter a new case record	 ✓ 	✓	✓	✓			✓
Display Max Speed	View Maximum Speed field on the Video Details page	 ✓ 	✓	✓	✓	√	~	✓
Edit All Data	View all videos and view/edit all cases							✓
Edit Private Data	View all videos and view/edit all cases marked as private	 ✓ 	✓		✓			✓
Export Display GPS	Include GPS fields with video exports*	 ✓ 	✓	✓	✓	√	~	✓
Export Display Speed	Include Speed field with video exports*							
Export Format—Consumer DVD	Export video to a Consumer DVD disc							✓
Export Format—Data DVD	Export video and cases to a Data DVD disc							 Image: A start of the start of
Export Format—FOIA Redacted	Export Video to your PC in FOIA Redacted format							 Image: A set of the /li>
Export Format—Interchange	Export video to an .MP4 or .AVI file							✓
Export Format—Uncompressed	Export video to digital video (DV) and MP4 formats							 Image: A set of the /li>
Export To Disk	Export video and cases to a DVD disc							 Image: A set of the /li>
Export To File	Export video and cases to a .ZIP or .ISO file							✓
Export Without Case	Export video that is not linked to any case							 Image: A set of the /li>
Generate Reports	Access the Advanced Reporting feature							V
Manage Users	Access the Manage Users menu	✓						 Image: A start of the start of
Mobile Devices	Access the Mobile Devices menu							 Image: A set of the /li>
Reactivate Video	Restore videos and cases from DVD backups	✓	✓		✓			 Image: A set of the /li>
Request Media	Request a case's media files from a remote precinct							 Image: A set of the /li>
Search Cases	Search public case records	✓	✓	✓	✓		\checkmark	\checkmark

* Data DVD format only



System Administrator								
Display-only Case								
Display-only Video								
Internal Affairs								
Officer								
Supervisor Lvl 1								
Supervisor Lvl 2								
Name of Permission	Allows the User to							
Search Videos	Search public video records	✓	✓	✓	✓	✓	✓	~
Select COC Logs	Select logs to display on Chain of Custody Reports				✓			√
System Setup	Access the System Setup menu (System Administrators only)							~
System Status	Access the System Status menu	✓						~
User Group	Have other users assigned to him*	✓	✓					
View Data Logs	View video and case logs				✓			×
View Only	View, but not edit, system data					√	\checkmark	

Changing the Settings for a System-Defined User Role

This section describes how to change the default settings for one of the predefined user roles that come with DEA Agency:

- □ Officer
- □ View-only Case
- View-only Video
- □ Supervisor Lvl 1
- □ Supervisor Lvl 2
- □ Internal Affairs
- □ System Administrator.

You can change a user role's *session timeout setting* and/or its *permissions*, as described below.

- □ Session Timeout. The session timeout setting is the number of idle-time minutes that must pass before the system automatically logs a user off the system. If a user type will be performing time-intensive tasks, such as restoring cases or updating the application, it's recommended that you set their session timeout to a *minimum* of 60 minutes.
- Permissions. A user role's permissions determine what system functions a user will or will not be able to access. You can add/remove any number of permissions to/from a selected user role. For a list of permissions, see "Permissions for User Roles" in the table on page 480.

Whenever you update a user role, your changes will affect all users who share that role. For example, if you add the *Can Reset DVR* permission to the *Supervisor Lvl 1* user role, then all *Supervisor Lvl 1* users will automatically be assigned the *Can Reset DVR* permission. See FAQ on the next page.

This limits the user's video searches to 1) public videos and 2) videos owned by users in his group.



FAQ: Do I need to update my user records after I modify a user role? No. The new permissions will automatically be assigned to all users who share that user role. However, there **are** two circumstances where you should update a user's permissions from within their user record:

- 1. You need to change a user's assigned *user role*. For example, if an officer gets a promotion, you might want to change their user role from **Officer** to **Supervisor Lvl 1**. For more info, see "Changing a User" in chapter 8.
- 2. You want to give a user a few extra permissions that are not included with their assigned user role. For more information, see "Assigning Permissions to a User" on page 499.

Please note that you cannot change the name of a system-defined user role. If the predefined names do not meet your agency's needs, see "Adding a Custom User Role" on page 489 instead.

1 Go to **V** Administration and click **System Setup**. The System Setup page displays.

Mobile-Vision, Inc.		5151	EM SETUP		mvadmin is logged in. Logo
▼ Home Menu	Precinct System	Security Video/Ca	se Modules DV	D	
Home Search Video Manage Cases	Precinct Info Logo	s Bookmarks			
User Help			Precinct		
▼ Bookmarks		14 44 4	Page 1 of 1 (2 total reco	rds) 🔰	»» »I
L3 MVI	Precinct Name	FTP IP Address	Last Comm Date	Status	Registration Key
Online Support	DEA Precinct	192.168.20.37	08/11/2014 06:15	Enabled	145AADF39B9D69FA463DLZ2
User Preferences	L-3 Leslie Z.	Local	Local	Local	142489E3D36002219527153
Administration					
System Setup System Status					
Update Server					
Manage Users					
Action					
New					
Edit					
Register					
Flush					
The new Alter and the second of the second s					
Synchronize					

2 Click the **Security** tab.



	System Setup	
Mobile-Vision, Inc.		mvadmin is logged in. Logout
▼ Home Menu	Precinct System Security Video/Case Modules DVD	
Home		
Search Video	Security Policy User Roles Active Directory Settings	
Manage Cases User Help Bookmarks	Verify password has a numeric character: 🤤 🤪 Verify password has an alpha character: 🧰 🚱	
L3 MVI	Verify password has an uppercase character:	
Online Support	Verify password has a special character:	
User Preferences	Verify password is not a commonly used password:	
Administration	Disable account on the 3rd failed login attempt:	
System Setup	Verify password has not been used recently:	
System Status	The number of passwords to save in history per user: 3	
Update Server		
Manage Users	Verify password length:	
Action	Required number of characters for password: 1	
Edit	Video visibility for auto-created Officers: Private V	

3 Click the **User Roles** tab. The User Roles form displays.

Mobile-Vision, Inc.		mvadn	nin is logged in. Logout	
▼ Home Menu	Precinct System Sec	urity Video/Case Modules	DVD	
Home				
Search Video	Security Policy User Role	s Active Directory Settings		
Manage Cases		User Roles		
User Help		Page 1 of 2 (11 total	records) >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	
 Bookmarks 	Display Name 🛦	AD Group Name	Session Timeouts (minutes)	System Defined
L3 MVI	Administrator	L3MM DES ADMIN	60	true
Online Support			45	false
 User Preferences 	Captain	L3MM_DES_CAPTAIN		
Administration	Display Only - Case	L3MM_DES_MEW_CASE	60	true
System Setup	Display Only - Video	L3MM_DES_MEW_MDEO	60	true
System Status	DVR Management	L3MM_DES_DVR_MANAGEMENT	45	false
Update Server	First Sergeant	L3MM_DES_FIRST_SERGEANT	45	false
Manage Users	Internal Affairs	L3MM_DES_INTERNAL_AFFAIRS	60	true
Action	Interview-Detectives	L3MM_DES_INTERVIEW-DETECTIVES	45	false
New	Officer	L3MM DES OFFICER	45	true
Edit	Supervisor Lvl 1	L3MM_DES_SUPERVISOR	60	true
Delete		ESHIN_DEG_GON ERVIDORY		800

4 Right-click on the predefined user role that you wish to update, then select **Edit** from the popup menu. The Edit User Role popup displays.



Edit 1	User	Role
<u>Name:</u> Adm Session Timeouts (minutes): 60	ator 🕜	
Available Permissions		Assigned Permissions
Search: Case		Search: Case
K << 1 of 1 (5) total > >> >1		K K 1 of 4 (34) total > >> >1
Authorize Media Playback		Admin Messages
Can Own Video		Allow Restricted Case
User Group	>>	Can View Body Worn Videos
View Only		Case - Do Not Dispose
	<	Create Case
	<<	Display MAX Speed
		Edit All Data
		Edit Private Data
		Export Display GPS
		Export Display Speed
		Export Format - Consumer DVD
Save		Cancel

- **5** To change the *Session Timeout* setting for this user role (see definition on page 483), proceed to the next step. Otherwise skip to step 7.
- 6 Enter a new value in the Session Timeouts (minutes) field.
- **7** To *add* a permission to this user role, proceed to the next step. Otherwise skip to step 10.
- **8** Go to the left column (Available Permissions) and click on each of the permissions you wish to add. If a permission you're looking for does not appear onscreen, use the *Search* field and/or navigation arrows at the top of the column to scroll through the permissions list.
- 9 Once you've highlighted the desired permissions, click the ≥ icon located between the two columns. The selected permissions display in the right column (Assigned Permissions).
- **10** To *remove* a permission from this user role, proceed to the next step. Otherwise skip to step 13.
- **11** Go to the right column (Assigned Permissions) and click on each of the permissions you wish to remove.
- 12 Once you've highlighted the desired permissions, click the sicon located between the two columns. The selected permissions are removed from the *Assigned Permissions* list.
- **13** Click **Save**. The system analyzes your selections to make sure that they are logical. If there are any problems, the system will prompt you to make another selection. For example, if you selected **Export Format-Consumer DVD** but neglected to select



Export to Disc as well, the system will prompt you to add the latter permission, as you can't burn a Consumer DVD unless you have disc-burning permission.

Once you've saved the user role without any errors, a confirmation message displays.

User Role Administrator successfully saved.

Restoring a System-Defined User Role to its Default Settings

This section describes how to restore a system-defined user role to its original factory settings. Perform this task if you previously changed the settings for a system-defined user role, but you now wish to restore that user role to its default settings.

1 Go to **V** Administration and click **System Setup**. The System Setup page displays.

Mobile-Vision, Inc.						mvadmin is logged in. Logou
Home Menu	Precinct Sy	stem Se	curity Video/Ca	se Modules DV	D	
Home Search Video Manage Cases	Precinct Info	Logos	Bookmarks			
Jser Help				Precinct		
▼ Bookmarks			1K KK K	Page 1 of 1 (2 total reco	rds) 🚿	>> >)
L3 MVI	Precinct Name		FTP IP Address	Last Comm Date	Status	Registration Key
Online Support	DEA Precinct		192.168.20.37	08/11/2014 06:15	Enabled	145AADF39B9D69FA463DLZ2
User Preferences	L-3 Leslie Z.	L-3 Leslie Z		Local	Local	142489E3D36002219527153
					-	
Administration						
System Setup						
System Status Update Server						
Vanage Users						
Action						
New						
Edit						
Register						
Flush						
Synchronize						

2 Click the **Security** tab.



System Setup									
Mobile-Vision, Inc.		mvadmin is logged in. Logout							
▼ Home Menu	Precinct System Security Video/Case Modules DVD								
Home									
Search Video Manage Cases	Security Policy User Roles Active Directory Settings								
User Help	Varify necessard has a numeric charactery								
▼ Bookmarks	Verify password has a numeric character:								
L3 MVI	Verify password has an alpha character:								
Online Support	Verify password has an uppercase character: 📃 🕜								
	Verify password has a special character: 📃 🕢								
User Preferences	Verify password is not a commonly used password: 📃 🥡								
 Administration 	Disable account on the 3rd failed login attempt:								
System Setup	Verify password has not been used recently:								
System Status									
Update Server									
Manage Users	Verify password length:								
A	Required number of characters for password: 1								
Action	Required number of characters for password: 1								

3 Click the **User Roles** tab. The User Roles form displays.

SYSTEM SETUP							
Mobile-Vision, Inc.	mvadn	nin is logged in. Loqout					
▼ Home Menu	Precinct System Sec	urity Video/Case Modules	DVD				
Home Search Video	Security Policy User Rol	Active Directory Settings					
Manage Cases		User Roles					
User Help		Page 1 of 2 (11 total					
▼ Bookmarks	Display Name 🛦	AD Group Name	Session Timeouts (minutes)	System Defined			
L3 MVI	Administrator		60	true			
Online Support		L3MM_DES_ADMIN					
User Preferences	Captain	L3MM_DES_CAPTAIN	45	false			
Administration	Display Only - Case	L3MM_DES_MEW_CASE	60	true			
System Setup	Display Only - Video	L3MM_DES_MEW_MDEO	60	true			
System Status	DVR Management	L3MM_DES_DVR_MANAGEMENT	45	false			
Update Server	First Sergeant	L3MM_DES_FIRST_SERGEANT	45	false			
Manage Users	Internal Affairs	L3MM_DES_INTERNAL_AFFAIRS	60	true			
Action	Interview-Detectives	L3MM DES INTERMEW-DETECTIVES	45	false			
New	Officer	L3MM_DES_OFFICER	45	true			
Edit	Supervisor Lvl 1	L3MM_DES_SUPERVISOR	60	true			
Delete		ESMM_DEC_CON ERMOOR	55	100			

- 4 Click on the user role that you wish to restore.
- **5** Go to the Action column and click **Restore Defaults**. A confirmation message displays.

User Role Officer successfully saved.



Custom User Roles

A *custom* user role is a group of permissions that has a unique name, that is, a name which differs from the seven default names^{*}. As with system-defined user roles, you can add or remove permissions from custom user roles as desired. For a list of permissions, see "Permissions for User Roles" in the table on page 480.

For specific instructions, see:

- □ Adding a Custom User Role, below
- □ Changing a Custom User Role, page 493
- □ Deleting a Custom User Role, page 497.

Adding a Custom User Role

This section describes how to create a new user role. For more on user roles, refer to this chapter's introduction and/or "Custom User Roles" above.

Perform this task when you wish to create a user role that has a *unique name*. Otherwise you can simply customize the system-defined user roles that come with DEA Agency, as described in "Changing the Settings for a System-Defined User Role" on page 483.

1 Go to **V** Administration and click **System Setup**. The System Setup page displays.

		Syst	em Setup		
Mobile-Vision, Inc.					mvadmin is logged in. Loqout
▼ Home Menu	Precinct System St	ecurity Video/Cas	se Modules DV	D	
Home Search Video Manage Cases	Precinct Info Logos	Bookmarks			
User Help			Precinct		
▼ Bookmarks		14 << <	Page 1 of 1 (2 total reco	rds) 🔰	<u>>> >1</u>
L3 MVI	Precinct Name 🔺	FTP IP Address	Last Comm Date	Status	Registration Key
Online Support	DEA Precinct	192.168.20.37	08/11/2014 06:15	Enabled	145AADF39B9D69FA463DLZ2
User Preferences	L-3 Leslie Z.	Local	Local	Local	142489E3D36002219527153
▼ Administration					
System Setup					
System Status					
Update Sener					
Manage Users					
Action					
New					
Edit					
Register					
Flush					

(Continued)

his

Officer, View-only Case, View-only Video, Supervisor Lvl 1, Supervisor Lvl 2, Internal Affairs, and System Administrator



2 Click the **Security** tab.

				TEM SET					
Mobile-Vision, Inc.							mvadmin is logged in. Logout		
▼ Home Menu	Precinct	System	Security	Video/Case	Modules	DVD			
Home									
Search Video Manage Cases	Security	Policy	User Roles	Active Directory S	Settings				
User Help									
▼ Bookmarks	Verify password has a numeric character:								
L3 MVI	Verify password has an alpha character: 🦳 🧭								
Online Support				ercase character:					
User Preferences	Verify password has a special character: 📃 🧭								
-	Verify password is not a commonly used password: 📃 🤣								
Administration	Disable account on the 3rd failed login attempt: 📃 🥝								
System Setup	Verify password has not been used recently:								
System Status	The number of passwords to save in history per user: 3								
Update Server Manage Users			Verify	password length:					
Action		Required nu		ers for password: 1					
Edit		Video v	isibility for auto	-created Officers:	Private 🗸 🕜				

3 Click the **User Roles** tab. The User Roles form displays.

Mobile-Vision, Inc.	Mobile-Vision, Inc. mvadmir							
▼ Home Menu					51(5)			
Home	Precinct Sy	stem Secu	rity Video/Case	Modules	DVD			
Search Video	Security Policy	User Roles	Active Directory	Settings				
Manage Cases				User Roles				
User Help			inert inert inet					
▼ Bookmarks				ige 1 of 2 (11 total				
.3 MVI	Display Name 🛦		AD Group Name		Session Timeouts (minutes)	System Defined		
Online Support	Administrator		L3MM_DES_ADMIN		60	true		
 User Preferences 	Captain		L3MM_DES_CAPTAIN		45	false		
Administration	Display Only - Ca	se	L3MM_DES_MEW_CASE		60	true		
System Setup	Display Only - Vio	leo	L3MM_DES_MEW_MDEO		60	true		
System Status	D∨R Manageme	nt	L3MM_DES_DVR_MANAGEMENT		45	false		
Update Server	First Sergeant		L3MM_DES_FIRST_SERGEANT		45	false		
Manage Users	Internal Affairs	ernal Affairs L3MM_DES_INTERNAL_AFFAIRS		_AFFAIRS	60	true		
Action	Interview-Detection	/es	L3MM DES INTERVIEW-DETECTIVES		45	false		
New	Officer		L3MM_DES_OFFICER		L3MM DES OFFICER		45	true
Edit	Supervisor Lvl 1			SOR	60	true		
Delete	Capornoor En 1		L3MM_DES_SUPERMSOR			100		

The columns on this form are described in the following table.



User Roles				
Column	Description			
Display Name	The name of this user role. The <i>system-defined</i> user role names never change. They are: Administrator Display Only – Case Display Only – Video Internal Affairs Officer Supervisor Lvl 1 Supervisor Lvl 2			
AD Group Name (Active Directory users only)	The Active Directory Group that this user role belongs to, if applicable. This field will only display if your agency is using the Active Directory Integration fea- ture, which links DEA Agency to your agency's existing internal network.			
Session Timeouts (minutes)	The number of idle-time minutes that must pass before the system automatically logs a user with this user role off the system.			
System Defined	A true/false indicator that denotes whether or not this user role is system defined: True			

4 Go to the Action column and click New. The New User Role form displays.

New	User	Role 🗾						
Name: 0								
Available Permissions		Assigned Permissions						
Search: Case		Search: Case						
📧 < 1 of 4 (39) total 🔰 🍑 🔰		K K 1 of 1 (0) total > >> >1						
Admin Messages								
Allow Restricted Case	\geq							
Authorize Media Playback	>>							
Can Own Video								
Can View Body Worn Videos	$\mathbf{<}$							
Case - Do Not Dispose	2							
Create Case								
Display MAX Speed								
Edit All Data								
Edit Private Data								
Export Display GPS								
Save		Cancel						





- **5** Go to the *Name* field and enter the name you wish to give this custom user role.
- 6 If your agency is using the Active Directory Integration feature, go to the *AD Group Name* field and select the Active Directory group that is associated with this user role.

– OR –

If your agency is *not* using the Active Directory Integration feature, proceed to the next step.

7 If you want to keep the Session Timeout setting* at 45 minutes (default), proceed to the next step.

-OR -

If you want to increase/decrease the Session Timeout setting^{*}, go to the *Session Timeouts (minutes)* field and enter a new value.

8 Go to the left column (Available Permissions) and click on each of the permissions you wish to assign to this user role. If a permission you're looking for does not appear onscreen, use the *Search* field and/or navigation arrows at the top of the column to scroll through the permissions list.

For a detailed description of each of these permissions, see "Permissions for User Roles" on page 480.

- 9 Once you've highlighted the desired permissions, click the ≥ icon located between the two columns. The selected permissions display in the right column (Assigned Permissions).
- 10 Click Save. The system analyzes your selections to make sure that they are logical. If there are any problems, the system will prompt you to make another selection. For example, if you selected Export Format-Consumer DVD but neglected to select Export to Disc as well, the system will prompt you to add the latter permission, as you can't burn a Consumer DVD unless you have disc-burning permission.

Once you've saved the user role without any errors, a confirmation message displays.

User Role Second Sergeant successfully created.

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



Changing a Custom User Role

This section describes how to update a custom user role. You can change the following information:

- □ User Role Name
- □ Session Timeout. The session timeout setting is the number of idle-time minutes that must pass before the system automatically logs a user off the system.
- Permissions. A user role's permissions determine what system functions a user will or will not be able to access. You can add/remove any number of permissions to/from a selected user role. For a list of permissions, see "Permissions for User Roles" in the table on page 480.

Whenever you update a user role, your changes will affect all users who share that role. For example, if you add the *Can Reset DVR* permission to the *Captain* user role, then all *Captain* users will automatically be assigned the *Can Reset DVR* permission. See FAQ below.

FAQ: Do I need to update my user records after I modify a user role? No. The new permissions will automatically be assigned to all users who share that user role. However, there **are** two circumstances where you should update a user's permissions from within their user record:

- 1. You need to change a user's assigned *user role*. For more information, see "Changing a User" in the next chapter.
- 2. You want to give a user a few extra permissions that are not included with their assigned user role. For more information, see "Assigning Permissions to a User" on page 499.

For more on user roles, refer to this chapter's introduction and/or "Custom User Roles" on page 487.

1 Go to **V** Administration and click **System Setup**. The System Setup page displays.

(Continued)



		Syst	em Setup		
Mobile-Vision, Inc.					mvadmin is logged in. Logout
▼ Home Menu					
Home	Precinct System S	ecurity Video/Cas	e Modules DV	D	
Search Video	Precinct Info Logos	Bookmarks			
Manage Cases User Help			Precinct		
▼ Bookmarks		K << <	Page 1 of 1 (2 total reco	rds) 🚿	>>> (>)
L3 MVI	Precinct Name 🔺	FTP IP Address	Last Comm Date	Status	Registration Key
Online Support	DEA Precinct	192.168.20.37	08/11/2014 06:15	Enabled	145AADF39B9D69FA463DLZ2
User Preferences	L-3 Leslie Z.	Local	Local	Local	142489E3D36002219527153
▼ Administration					
System Setup					
System Status					
Update Server					
Manage Users					
Action					
New					
Edit Register					
Flush Synchronize					

2 Click the **Security** tab.

	System Setup	
Mobile-Vision, Inc.		mvadmin is logged in. Logout
▼ Home Menu	Precinct System Security Video/Case Modules DVD	
Home Search Video		
Manage Cases	Security Policy User Roles Active Directory Settings	
User Help	Verify password has a numeric character:	
▼ Bookmarks	Verify password has an alpha character:	
L3 MVI		
Online Support	Verify password has an uppercase character:	
User Preferences	Verify password has a special character: 📃 🥝	
	Verify password is not a commonly used password: 🧾 🕜	
 Administration 	Disable account on the 3rd failed login attempt: 📃 🥝	
System Setup	Verify password has not been used recently:	
System Status	The number of passwords to save in history per user: 3	
Update Server Manage Users	Verify password length:	
Action	Required number of characters for password:	
Edit	Video visibility for auto-created Officers: Private V	

3 Click the **User Roles** tab. The User Roles form displays.



Mobile-Vision, Inc.			mvadn	nin is logged in. <u>Loqout</u> :	
V Home Menu	Precinct System Secu	rrity Video/Case Modules	DVD		
Home Search Video	Security Policy User Role	s Active Directory Settings			
Manage Cases	Security Policy Oser Role				
User Help		User Roles			
▼ Bookmarks		R R Page 1 of 2 (11 total r			
L3 MVI	Display Name 🛦	AD Group Name	Session Timeouts (minutes)	System Defined	
Online Support	Administrator	L3MM_DES_ADMIN	60	true	
User Preferences	Captain	L3MM_DES_CAPTAIN	45	false	
Administration	Display Only - Case	L3MM_DES_MEW_CASE	60	true	
System Setup	Display Only - Video	L3MM_DES_MEW_MDEO	60	true	
System Status	DVR Management	L3MM_DES_DVR_MANAGEMENT	45	false	
Update Server	First Sergeant	L3MM_DES_FIRST_SERGEANT	45	false	
Manage Users	Internal Affairs	L3MM_DES_INTERNAL_AFFAIRS	60	true	
Action	Interview-Detectives	L3MM_DES_INTER/VEW-DETECTIVES	45	false	
New	Officer	L3MM_DES_OFFICER	45	true	
Edit	Supervisor Lvl 1	L3MM_DES_SUPERVISOR	60	true	
Delete					

For a description of the columns on this form, see the table on page 491.

4 Right-click on the custom user role that you wish to update, then select **Edit** from the popup menu. The Edit User Role popup displays.

Edit User Role							
Name: Captain Session Timeouts (minutes): 45							
Available Permissions Assigned Permissions							
Search: Case		Search:			Case		
K K 1 of 1 (6) total >>>>		K (<<	1 of 3 (33) total	> >	×		
Allow Restricted Case		Admin Messages					
Case - Do Not Dispose	\geq	Authorize Media Playback					
Create Case	>>	Can Own	Video				
Search Cases		Can View	Body Worn Videos				
View Only	$\mathbf{<}$	Display N	IAX Speed				
	<<	Edit All Da	ata				
		Edit Priva	te Data				
		Export Dis	splay GPS				
		Export Dis	splay Speed				
		Export Fo	rmat - Consumer DVD				
		Export Fo	rmat - Data DVD				
Save		Cancel					

- **5** To change the name of this user role, enter a new value in the *Name* field. Otherwise proceed to the next step.
- 6 If your agency is using the Active Directory Integration feature, proceed to the next step. Otherwise skip to step 8.



- 7 To change the Active Directory group that is associated with this user role, select a new value from the *AD Group Name*. Otherwise proceed to the next step.
- 8 To change the Session Timeout setting^{*} for this user role, proceed to the next step. Otherwise skip to step 10.
- 9 Enter a new value in the Session Timeouts (minutes) field.
- **10** To add a permission to this user role, proceed to the next step. Otherwise skip to step 13.
- **11** Go to the left column (Available Permissions) and click on each of the permissions you wish to add. If a permission you're looking for does not appear onscreen, use the *Search* field and/or navigation arrows at the top of the column to scroll through the permissions list.
- 12 Once you've highlighted the desired permissions, click the ≥ icon located between the two columns. The selected permissions display in the right column (Assigned Permissions).
- **13** To *remove* a permission from this user role, proceed to the next step. Otherwise skip to step 16.
- **14** Go to the right column (Assigned Permissions) and click on each of the permissions you wish to remove.
- **15** Once you've highlighted the desired permissions, click the ≤ icon located between the two columns. The selected permissions are removed from the *Assigned Permissions* list.
- **16** Click **Save**. The system analyzes your selections to make sure that they are logical. If there are any problems, the system will prompt you to make another selection. For example, if you added the **Export Format-Consumer DVD** permission but neglected to add **Export to Disc** as well, the system will prompt you to add the latter permission, as you can't burn a Consumer DVD unless you have disc-burning permission.

Once you've saved the user role without any errors, a confirmation message displays.

User Role Captain successfully saved.

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



Deleting a Custom User Role

This section describes how to delete a custom user role that is not currently assigned to any users. If the user role you wish to delete *is* currently assigned to one or more users, you will have to change each user's role assignment first before you can perform this procedure.

For more information, see "Changing a User" in chapter 8.

1 Go to **V** Administration and click **System Setup**. The System Setup page displays.

Mobile-Vision, Inc.			Syste	em Set	UP		mvadmin is logged in. Logou
▼ Home Menu	Precinct Sy	stem Se	ecurity Video/Case	e Modules	DVD		
Home Search Video	Precinct Info	Logos	Bookmarks				
Manage Cases User Help				Precin	ct		
▼ Bookmarks			14 44 4	Page 1 of 1 (2 to) 🔊	>> >]	
L3 MVI	Precino	ct Name 🔺	FTP IP Address	Last Comm Date		Status	Registration Key
Online Support	DEA Precinct		192.168.20.37	08/11/2014 06:15		Enabled	145AADF39B9D69FA463DLZ2
User Preferences	L-3 Leslie Z.	L-3 Leslie Z.		Local		Local	142489E3D36002219527153
▼ Administration							
System Setup							
System Status							
Update Server Manage Users							
Action							
Edit							
Register							
Flush							
Synchronize							
Delete							

2 Click the **Security** tab.

(Continued)



Mobile-Vision, Inc.		mvadmin is logged in. Logout
		Invadiminis logged in. <u>Logour</u>
V Home Menu		
Home	Precinct System Security Video/Case Modules DVD	
Search Video	Security Policy User Roles Active Directory Settings	
Manage Cases	Security Folicy Oser Holes Active Directory Gettings	
Jser Help	Verify password has a numeric character:	
Bookmarks	Verify password has an alpha character:	
.3 MVI	Verify password has an uppercase character:	
Online Support		
User Preferences	Verify password has a special character:	
	Verify password is not a commonly used password: 📃 🥑	
7 Administration	Disable account on the 3rd failed login attempt: 📃 🥥	
System Setup	Verify password has not been used recently:	
System Status	The number of passwords to save in history per user: 3	
Jpdate Server	Verify password length:	
Manage Users	Required number of characters for password: 1	
Action		
Edit	Video visibility for auto-created Officers: Private V	

3 Click the **User Roles** tab. The User Roles form displays.

Mobile-Vision, Inc.		2	YSTEM S				
5						mvadm	nin is logged in. Logout
▼ Home Menu	Precinct System	Security	Video/Case	Modules	DVD		
Home Search Video	Security Policy User	Roles	Active Directory S	ettings			
Manage Cases				User Role			
User Help		·				ing in the second	
▼ Bookmarks			R C Page 1 of 2 (11 total re			× × ×	
L3 MVI	Display Name 🛦		AD Group Name		Session	n Timeouts (minutes)	System Defined
Online Support	Administrator	L3N	L3MM_DES_ADMIN			60	true
User Preferences	Captain	L3M	L3MM_DES_CAPTAIN			45	false
▼ Administration	Display Only - Case	L3M	L3MM_DES_MEW_CASE			60	true
System Setup	Display Only - Video	L3M	L3MM_DES_MEW_MDEO			60	true
System Status	DVR Management	L3M	L3MM_DES_DVR_MANAGEMENT			45	false
Update Server	First Sergeant	L3N	L3MM_DES_FIRST_SERGEANT			45	false
Manage Users	Internal Affairs	L3N	M_DES_INTERNAL	AFFAIRS		60	true
Action	Interview-Detectives	L3N	L3MM DES INTERVIEW-DETECTIVES			45	false
New	Officer	L3N	L3MM_DES_OFFICER			45	true
Edit	Supervisor Lvl 1		L3MM_DES_SUPERVISOR			60	true
Delete		Low	020_001 El((10)				200

4 Right-click on the custom user role that you wish to delete, then select **Delete** from the popup menu. A confirmation message displays.

Confirm Delete						
Delete this User Role? DVR Management						
Yes No						

5 Click Yes. The selected user role is permanently removed from the User Roles list.



Assigning Permissions to a User

There are two ways in which you can assign permissions to a user. First, you can assign permissions at the same time you create a user. This method is described in chapter 8, "Adding a User." Secondly, you can assign permissions by changing an existing user's *role* and/or granting additional permissions to a user on an ad-hoc basis, as described in this section.

1 Go to **Administration** and click **Manage Users**. The Manage Users page displays.

	MANAGE USERS									
Mobile-Vision, Inc.			mva	dmin is logged in. Loqout						
▼ Home Menu		Users								
Home	1	Page 1 of 5 (43 total records)	> >> >							
Search Video	Display Name 🔺	User Login	User Role	Status						
Manage Cases	0	0		Enabled 🗸 🕜						
User Help	*1 Leo@17:22:18	AUTO-250914.172218	Officer	Enabled						
✓ Bookmarks	admin	admin	Administrator	Enabled						
L3 MVI	Andy	Andy	Supervisor Lvl 1	Enabled						
Online Support	Detective	Detective	Interview-Detectives	Enabled						
User Preferences	Gisela Perla	giselap	Administrator	Enabled						
 Administration 	Greg Lipton	Glipton	Display Only - Case	Enabled						
System Setup	Jmabry	jmabry	Administrator	Enabled						
System Status Update Server	Lieutenant James	djames	Supervisor Lvl 1	Enabled						
Manage Users	Lieutenant Powers	JPowers	Supervisor Lvl 1	Enabled						
Action	Lieutenant Rogers	mzadmin	Supervisor Lvl 2	Enabled						
New User Edit Delete Generate Key										

2 If the user record you wish to update appears in the *Display Name* column, skip to step 4.

- OR -

If the user record you wish to update does *not* appear in the *Display Name* column, proceed to the next step.

3 Use the navigation arrows at the top of the form to scroll through the user list.

- OR -

Enter/select search criteria in the search field(s) provided.



4 Once the desired record appears in the *Display Name* column, right-click on it, then select **Edit** from the popup menu. The Edit User popup displays.

(Continued)

s L



		E	dit User	×
Details	Permissions			
	Di	splay Name:	Lieutenant Rogers	
		<u>User Login:</u>	mzadmin 🕜	
	Em	ail Address:	brad.rogers@l-3com.com	
	Use	Password:	•••••	
	Repeat Use	Password:	•••••	
		Status:	Enabled 🔽 🥝	
		User Role:	Administrator 🔽 🥝	
	DVR O	ficer Name:	0	
	Vid	eo Visibility:	Private V	
	5	Supervisors:		
			<u>Lt. James</u>	
		Save	Reset Cancel	

- 5 To change this user's *user role*, select a new role from the *User Role* drop-down list. Otherwise proceed to the next step.
- 6 Click the **Permissions** tab. A list of permissions displays.

Ed	it Us	er 🗾		
Details Permissions			_	
Available Permissions		Assigned Permissions		
Search: Case		Search: Case		
K K 1 of 1 (5) total >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>		🔣 < 1 of 4 (34) total 👂 ≫ 刘		
Authorize Media Playback		Admin Messages		
Can Own Video		Allow Restricted Case		
User Group	>>	Can View Body Worn Videos		
View Only		Case - Do Not Dispose		
	<	Create Case		User role
	<<	Display MAX Speed	←	
		Edit All Data		permissions
		Edit Private Data		
		Export Display GPS		
		Export Display Speed		
		Export Format - Consumer DVD		
Save	Rese	t Cancel		

Please note that you cannot remove any of the permissions highlighted in gray. These are the permissions associated with the user's assigned *role*.

7 Review the current list of permissions for this user.

If you want to assign *additional* permissions to this user, proceed to the next step.

– OR –

If you do *not* want to assign additional permissions to this user (i.e., the default permissions are sufficient), skip to step 10.

8 Go to the left column (Available Permissions) and click on the new permissions you



wish to assign. If a permission you're looking for does not appear onscreen, use the *Search* field and/or navigation arrows at the top of the column to scroll through the permissions list.

- 9 Once you've highlighted the desired permissions, click the ≥ icon located between the two columns. The selected permissions display in the right column (Assigned Permissions).
- 10 Click Save. The system analyzes your selections to make sure that they are logical. If here are any problems, the system will prompt you to make another selection. For example, if you added the Export Format-Consumer DVD permission but neglected to add Export to Disc as well, the system will prompt you to add the latter permission, as you can't burn a Consumer DVD unless you have disc-burning permission.

Once you've saved the user record without any errors, a confirmation message displays.

User Daniel Saldutti successfully saved.

Defining Password Policies

This section describes how to define the rules that apply to a user password. These include password length, password complexity, and the number of login attempts allowed before the system disables a password.

1 Go to **V** Administration and click **System Setup**. The System Setup page displays.

Mobile-Vision, Inc.						mvadmin is logged in. Logout
▼ Home Menu Home	Precinct Sy	stem Se	ecurity Video/Ca	se Modules D\	′D	
Search Video	Precinct Info	Logos	Bookmarks			
Manage Cases User Help		3		Precinct		
▼ Bookmarks			14 33 3	Page 1 of 1 (2 total reco	ords)	>> >]
L3 MVI	Precino	t Name 🔺	FTP IP Address	Last Comm Date	Status	Registration Key
Online Support	DEA Precinct	_	192.168.20.37	08/11/2014 06:15	Enabled	145AADF39B9D69FA463DLZ2
► User Preferences	L-3 Leslie Z.		Local	Local	Local	142489E3D36002219527153
Administration						
System Setup						
System Status						
Update Server						
Manage Users						
Action						
New Edit						
Register						
Flush						
Flush Synchronize						



2 Click the **Security** tab.

Mobile-Vision, Inc.						
			mvadmin is logged in. Logout			
▼ Home Menu	Precinct System Secur	ity Video/Case Modules DVD				
Home						
Search Video	Security Policy User Role	s Active Directory Settings				
Manage Cases						
Jser Help	Verify password has a numeric character: 📃 🕜					
7 Bookmarks	Verify password h					
L3 MVI	Verify password has an	uppercase character:				
Online Support						
User Preferences	Verify password has a special character: 🗌 🕢 Verify password is not a commonly used password: 📃 🕢					
Administration	Disable account on the 3rd failed login attempt: 🔤 😮					
System Setup	Verify password has n	ot been used recently: 📃 🕜				
System Status	The number of passwords to sa	ve in history per user: 3				
Jpdate Server						
Manage Users	Verify password length:					
Action	Required number of cha	aracters for password: 1				
Edit	Video visibility for	auto-created Officers: Private 🗸 🕜				

- **3** Make sure the **Security Policy** tab is selected, as pictured above.
- 4 Go to the Action column and click **Edit**. The Edit Security Policy popup displays.

Edit Security Policy 💌
Verify password has a numeric character: 🔲 🍘
Verify password has an alpha character: 🔲 😧
Verify password has an uppercase character: 🔲 🥝
Verify password has a special character: 🗌 🥝
Verify password is not a commonly used password: 🔲 🥝
Disable account on the 3rd failed login attempt: 🗌 🥝
Verify password has not been used recently: 🔲 🕜
The number of passwords to save in history per user: 3
Verify password length: 🔲 🥝
Required number of characters for password: 1 🛛 🔞
Video visibility for auto-created Officers: Private 🗸 🕜
Save Cancel

The security options on this form are described in the following table.



	Edit Security Policy
Security Option	Description
Verify password has a numeric character	When you select this checkbox, the system will check to make sure all new passwords contain at least one numeric character (e.g., $1-9$).
Verify password has an alpha character	When you select this checkbox, the system will check to make sure all new passwords contain at least one alpha character (e.g., $a - z$).
Verify password has an uppercase character	When you select this checkbox, the system will check to make sure all new passwords contain at least one uppercase character (e.g., $A - Z$).
Verify password has a special character	When you select this checkbox, the system will check to make sure all new passwords contain at least one special character (e.g., ! @ #\$% &, etc.)
Verify password is not a commonly used password	When you select this checkbox, the system will check to make sure all new passwords do not match any of the passwords on the "common passwords" list. A copy of this list is found in the /fb/conf/word_list.txt file on the Agency server. You can add more passwords to this file, if desired.
Disable account on the 3 rd failed login attempt	When you select this checkbox, the system will lock a user out of the system after he has tried to login to the system three consecutive times using invalid User ID(s) and/or password(s).
Verify password has not been used recently	This password function works in conjunction with the <i>number of passwords to save in history per user</i> field. When you select this checkbox, the system will check to make sure that a password has not been used in x number of times, with x being the number entered in the <i>number of passwords to save</i> <i>in history per user</i> field.
The number of passwords to save in history per user	This password function works in conjunction with the Verify password has not been used recently field. It indicates the number of passwords to save in history per user. When a user is required to change their password, they will not be able to reuse any of the same passwords they have used since the last x number of times their password was changed, with x being the number entered in this field.
Verify password length	This password function works in conjunction with the <i>Required number of characters for password</i> field. (<i>Continued</i>)



Edit Security Policy (cont'd)				
Security Option	Description			
Verify password length (cont'd)	When you select this checkbox, the system will check to make sure that a password is a minimum of x number of characters in length, with x being the number entered in the <i>Required number of</i> <i>characters for password</i> field.			
Required number of characters for password	This password function works in conjunction with the <i>Verify password length</i> field. It indicates the required minimum length for each password. When you enter a number in this field, it means that all passwords must be a minimum of \mathbf{x} characters in length, with \mathbf{x} being the number entered in this field.			
Video visibility for auto created officers	The default visibility to use for videos that are owned by auto-created Officers.			
	 Public. Allow any user to view videos that are owned by auto-created Officers. Private. Allow only those users who have the <i>View Private Data</i> or <i>View All Data</i> permissions to view videos owned by auto-created Officers. 			

5 Scan through the first six security options and check those security features you wish to use.



- **6** If you don't want your users to be able to re-use recent passwords, proceed to the next step. Otherwise skip to step 9.
- 7 Select the checkbox to the right of *Verify password has not been used recently*.



- 8 Enter the number of passwords you want each of your users to have in the *number of passwords to save in history per user* field.
- **9** To set a minimum required length for passwords, proceed to the next step. Otherwise skip to step 12.
- **10** Select the checkbox to the right of the *Verify password length* field.
- **11** Enter the minimum number of characters that your passwords must have in the *Required number of characters for password* field.
- **12** To allow only those users with the *View Private Data* **or** *View All Data* permission to view videos owned by auto-created Officers (see box below), proceed to the next step.

– OR –

To allow *any* user to view videos that are owned by auto-created Officers, select **Public** from the *Video Visibility for Auto-Created Officers* drop-down list.

What is an auto-created officer? If the value of a video's *Owner* field starts with *1, it indicates that it was auto-created by the system. There are two scenarios in which the system will automatically create an owner: 1) A user logs into a DVR using a User ID that does not reside on the Agency server. After transmission occurs, the system recognizes that the DVR Officer Name does not match any existing records in the database, and so it creates a new owner name using the following naming convention: *1 [DVR login name] @ [date/time]. This name will display in the video's *Owner* field. 2) The Record feature on the DVR is activated when no officer is logged into the DVR. In this instance, the system will assign a default owner of *1 No Name @ [time at which default officer was created] to any videos that were recorded during that session.

13 Click Save.

Users

There are two methods for entering and maintaining user records in DEA Agency: *directly*, as described in "Maintaining Users in DEA Agency" on page 509, or through your agency's existing internal network, as described in "Using Active Directory," beginning on page 519.

The Active Directory Integration feature enables you to integrate DEA Agency with your agency's existing Windows Active Directory or Novell eDirectory. This feature allows for a single password authentication with your agency's internal network, eliminating the need to maintain two sets of User IDs and passwords. It also allows you to import existing network users into the system. If you choose to use this feature, your System Implementation Specialist (SIS) will assist you in setting up your Active Directory. After that, you only have to update the user list periodically as needed.

For more information, see:

- □ Searching for a User, next page
- □ Maintaining Users in DEA Agency, page 509
- □ Using Active Directory, page 519
- □ Exporting User Activity to a Spreadsheet, page 528.



Searching for a User

This section describes how to search for an existing user record by one or more of the following fields: *Display Name*, *User Login*, *User Role*, and/or *Status*.

1 Go to **V** Administration and click **Manage Users**. The Manage Users page displays.

	RS			
Mobile-Vision, Inc.			mva	admin is logged in. Logout
▼ Home Menu		Users		
Home	K	Page 1 of 5 (43 total records)	> >> >	
Search Video	Display Name 🔺	User Login	User Role	Status
Manage Cases User Help	0	0		Enabled 🗸 🥝
	*1 Leo@17:22:18	AUTO-250914.172218	Officer	Enabled
▼ Bookmarks	admin	admin	Administrator	Enabled
L3 MVI Online Support	Andy	Andy	Supervisor Lvl 1	Enabled
	Detective	Detective	Interview-Detectives	Enabled
User Preferences	Gisela Perla	giselap	Administrator	Enabled
Administration	Greg Lipton	Glipton	Display Only - Case	Enabled
System Setup	Jmabry	jmabry	Administrator	Enabled
System Status Update Server	Lieutenant James	djames	Supervisor Lvl 1	Enabled
Manage Users	Lieutenant Powers	JPowers	Supervisor Lvl 1	Enabled
Action	Lieutenant Rogers	mzadmin	Supervisor Lvl 2	Enabled
New User				
Edit				
Delete				
Generate Key				

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

Search Field	Description
Display Name	Limits your search to those users who have this text in their display name.
User Login	Limits your search to those users who have this text in their User ID.
User Role	Limits your search to those users who are assigned this user role. For more on user roles, see chapter 7. <i>Select the appropriate role from the drop-down list.</i>
Status	Limits your search to those users who have a status of either Enabled or Disabled . <i>Select the appropriate status from the drop-down list</i> .

After you enter a search value, the system will automatically display those records that match your search criteria.



3 If your search results are more than one page long, use the navigation buttons at the top of the user list to scroll through the remaining search results.

K << < > > >

Maintaining Users in DEA Agency

This section describes how to add, change, and/or delete user records in DEA Agency. These procedures only apply to those users who are *not* using the Active Directory Integration feature, which integrates DEA Agency with your agency's existing internal network. If your agency *is* using the Active Directory Integration feature, see "Maintaining Users in Active Directory" on page 519 instead.

For specific instructions, see:

- □ Adding a User, below
- □ Changing a User, page 515
- □ Deleting a User, page 518.

Adding a User

This section describes how to enter a new user record in DEA Agency. If your agency is using the Active Directory Integration feature, see "Maintaining Users in Active Directory" on page 519 instead.

Before you add users for the first time, it's important to define your user roles. For more information, see "Assigning Permissions" in chapter 7.

- 1 Go to ▼Administration and click Manage Users. The Manage Users page displays, as pictured on the previous page.
- **2** Go to the Action column and click **Create**. The New User popup displays.

	NewUser	×
Details	Permissions	
	Display Name:	
	User Login:	
	Email Address: 🛛 🕜	
	User Password:	
	Repeat User Password:	
	Status: Enabled 🔽 🍘	
	User Role:	
	DVR Officer Name:	
	Video Visibility: Private 🗸 🔮	
	Save Reset Cancel	



	New User Form					
Field	Description					
Display Name	The name used to represent this user throughout the DEA Agency application. This name will appear on application pages, drop-down lists, reports, etc. The user's login ID. This is the text that the user enters in the <i>User Name</i> field to login to the application.					
User Name						
Email Address	The user's email address.					
User Password	The user's login password. This is the text that the user enters in the <i>Password</i> field to login to the application. For security reasons, this value does not display on screen as you type it. Note : After a new user logs into the application for the first time, he should change his user password, as described in "Changing Your Password" in chapter 1.					
Repeat User Password	Same as <i>User Password</i> above. The system requires that you type the password a second time to verify your entry.					
Status	 The current status of this user: Enabled. The user is allowed to login to the application. Disabled. The user is <i>not</i> allowed to login to the application. 					
User Role	The name of the permissions group that is assigned to this user. This designation determines what system features the user will or will not be able to access. For more on user roles, see chapter 7, <i>Security</i> .					
DVR Officer Name	The officer name associated with the DVR device. If this user logs into a <i>Flashback</i> DVR using a USB login key, the system will automatically populate the Flashback's <i>Officer Name</i> field with the DVR Officer Name value. This ensures that all videos recorded during that officer's shift will be linked to the correct officer. If an officer uses the same patrol car every day, the Flashback's <i>Officer Name</i> field will typically be entered manually during system start-up. In this circumstance, it's important that the DVR Officer Name in DEA Agency match the Officer Name in Flashback. For instructions on how to obtain this name, see "Obtaining the Officer Name from a Flashback DVR" on page 512. (<i>Continued</i>)					

The fields on the New User form are described below.

The name you enter here should match the Officer Name entered on the Flashback2's 'Misc. Setup' menu or the Flashback3/HD's 'User' menu

	New User Form (cont'd)			
Field	Description			
DVR Officer Name (cont'd)	If the DVR Officer Name in DEA Agency and the Officer Name on the DVR match <i>exactly</i> , the system will automatically link the videos recorded on that DVR with the correct officer. If the names do <i>not</i> match exactly, the system will assign a default DVR Officer Name of *1 [No Name]@[time at which default officer name was created] to any videos that are recorded on that device. If the new user will be uploading VIEVU Model LE2 videos, this field must be populated. <i>This field can only be configured on user accounts</i>			
Video Visibility	with the 'Can Own Video' permission. A flag that determines which users will be able to			
	access this user's videos: Public . The videos owned by this user will be viewable by all DEA Agency users. Private . The videos owned by this user will be viewable by the user and other users who have the proper <i>edit</i> permissions (i.e., the <i>Edit Private Data</i> or <i>Edit All Data</i> permission).			
	<i>This field can only be accessed by users with the 'Can Own Video' permission.</i>			

- **3** Enter an officer display name in the *Display Name* field. This is the name that will display throughout the application.
- 4 Enter the user's login ID in the *User Name* field.
- 5 Enter the user's email address in the *Email Address* field.
- 6 Enter the user's initial login password in the *Password* field. This is password that the user will use to login to the application for the first time.
- 7 Re-enter the user's initial login password in the *Repeat User Password* field.
- **8** If you want this user to be able to login to the application immediately (default), proceed to the next step.
 - OR –

If you do *not* want this user to be able to login to the application immediately, select **Disabled** from the *Status* drop-down list. If you do so, remember that you must enable the account before the user will be allowed to login.



- 9 Select a user role from the User Role drop-down list.
- ⇒ If the user role you selected includes the *Can Own Video* permission, the *DVR Officer Name* and *Video Visibility* fields will become accessible. Proceed to the next step.
- ⇒ If the user role you selected does *not* include the *Can Own Video* permission, the *DVR Officer Name* and *Video Visibility* fields will remain grayed-out. Skip to step 13.
- **10** If this user will be using a USB login key to login to a Flashback DVR each shift, enter a DVR officer name in the *DVR Officer Name* field. Skip to step 12.

– OR –

If this user will *not* be using a USB login key to login to a Flashback DVR each shift, go to the actual Flashback unit and jot down the display name located in the Flashback's *Officer Name* field (see box below). Proceed to the next step.

– OR –

If this user will *only* be using a Body Worn camera rather than a Flashback, skip to step 12.

ο	btaining the Officer Name from a Flashback DVR
FI	ashback2:
1	Unlock the Flashback
2	Press the 🔘 button
3	Press the D button until Misc. Setup is highlighted
4	Press the R button
5	Jot down the value displayed in the Officer Name field
FI	ashback3 or FlashbackHD:
1	Unlock the Flashback
2	Press the 🔘 button
3	Press the O button until User is highlighted
4	Press the R button
5	Jot down the value displayed in the Officer Name field
<u> </u>	

- **11** Enter the Flashback Officer Name in the *DVR Officer Name* field. *Required field*.
- **12** If you want this user's videos to be *private* (i.e., only viewable by the user himself and other users with *edit* permissions), proceed to the next step.

– OR –

If you want this user's videos to be *public* (i.e., viewable by all DEA Agency users), select **Public** from the *Visibility* drop-down list.

13 Click the **Permissions** tab. A list of grayed-out permissions displays in the right column, as pictured on the next page. These are the permissions associated with the user's assigned *user role* (i.e., the role you just selected from the *User Role* drop-down



list). You cannot remove any of these permissions. However, you *can* assign additional permissions to the user.

Ne	w Us	ser 🗾	×	
Details Permissions Users				
Available Permissions		Assigned Permissions		
Search: Case		Search: Case		
K K K 1 of 3 (28) total >>> >>		K K 1 of 1 (11) total > >> >		
Admin Messages		Authorize Media Playback		
Allow Restricted Case		Can Own Video		
Can View Body Worn Videos	>>	Case - Do Not Dispose		
Display MAX Speed		Create Case		
Edit All Data	<	Edit Private Data		User role
Export Display GPS	<<	Reactivate Video		permissions
Export Display Speed		Search Cases		
Export Format - Consumer DVD		Search Videos		
Export Format - Data DVD		User Group		
Export Format - FOIA	'			
Export Format - Interchange				
Save	Rese	t Cancel	<u> </u>	

14 Review the current list of permissions for the new user (highlighted in gray).

If you wish to assign *additional* permissions to this user, proceed to the next step.

– OR –

If you do *not* wish to assign additional permissions to this user (i.e., the permissions displayed in the right column are sufficient), skip to step 17.

- **15** Go to the left column (Available Permissions) and click on the new permissions you wish to assign. If you don't see a permission you're looking for, use the *Search* field and/or navigation arrows at the top of the column to scan the list.
- 16 Once you've highlighted the desired permissions, click the ≥ icon located between the two columns. The selected permissions display in the right column (Assigned Permissions).
- **17** If the **Users** tab displays, proceed to the next step.

– OR –

If the Users tab does not display, skip to step 21.

18 If you want this user to have access to other officers' videos (typically the officers that they supervise), click on the **Users** tab.

– OR –

If you do not want this user to have access to other officers' videos, skip to step 21.

(Continued)



	New Us	er	— ×	
Details Permissions Users				
Available Users			Assigned Users	
Search:	Case	Search:	Case	
🔣 < 1 of 4 (38) total 🔰 ≫		[K] <<	🚺 1 of 1 (0) total [>] >>] 돈	
*1 David HD@15:50:40				
*1 DI03971@08:33:39	>			
*1 DVR ON BV3@14:26:37	>>			
*1 dvr169@08:07:39				
*1 FB1@16:58:20	<			
*1 FB2@17:18:38	<<			
*1 Herm@16:11:37				
*1 J Peterson@12:51:09				
*1 Leo Lorenzetti@17:07:37				
*1 Leo@17:22:18				
*1 Leslie Zalewski@12:49:42				
Save Reset Cancel				

- **19** Go to the left column (Available Officers) and click on the appropriate users. If you don't see a user you're looking for, use the *Search* field and/or navigation arrows at the top of the column to scan the list.
- 20 Once you've highlighted the desired users, click the ≥ icon located between the two columns. The selected users display in the right column (Assigned Officers).

Ne	w User 🗾
Details Permissions Users	
Available Officers	Assigned Officers
Search: Case	Search: Case
K K 1 of 2 (15) total > >> >	K K 1 of 1 (4) total >>>>
*1 Herm@16:11:37 *1 J Peterson@12:51:09 *1 Leo Lorenzetti@17:07:37 *1 Leo@17:22:18 *1 Leslie Zalewski@12:49:42 *1 No Name@12:49:33 *1 Officer Herm@08:55:37 *1 RC DVR@12:48:37 *1 SDA1@17:12:39 *1 SDA1@17:12:39 *1 SWooster@12:48:46 Ilacy	Officer Meyers Officer Ostrum Officer Vian Officer Zalewski

21 Click Save. The system analyzes your selections to make sure that they are logical. If there are any problems, the system will prompt you to make another selection. For example, if you selected Export Format-Consumer DVD but neglected to select Export to Disc as well, the system will prompt you to add the latter permission, as you can't burn a Consumer DVD unless you have disc-burning permission.

Once you've saved the user record without any errors, a confirmation message displays.

User Lieutenant McDonnell successfully saved.



Changing a User

This section describes how to change an existing user record in DEA Agency. If your agency is using the Active Directory Integration feature, see "Maintaining Users in Active Directory" on page 519 instead.

1 Go to **V** Administration and click **Manage Users**. The Manage Users page displays.

Mobile-Vision, Inc	()	MANAGE USE		
			mva	admin is logged in. Logout
▼ Home Menu		Users		
Home	K	Page 1 of 5 (43 total records)	> >> >1	
Search Video	Display Name 🔺	User Login	User Role	Status
Manage Cases	0	0		Enabled 🗸 🥝
User Help	*1 Leo@17:22:18	AUTO-250914.172218	Officer	Enabled
Bookmarks	admin	admin	Administrator	Enabled
L3 MVI	Andy	Andy	Supervisor Lvl 1	Enabled
Online Support	Detective	Detective	Interview-Detectives	Enabled
 User Preferences 	Gisela Perla	giselap	Administrator	Enabled
Administration	Greg Lipton	Glipton	Display Only - Case	Enabled
System Setup	Jmabry	jmabry	Administrator	Enabled
System Status Update Server	Lieutenant James	djames	Supervisor Lvl 1	Enabled
Manage Users	Lieutenant Powers	JPowers	Supervisor Lvl 1	Enabled
Action	Lieutenant Rogers	mzadmin	Supervisor Lvl 2	Enabled
New User Edit Delete Generate Key				

2 If the user record you wish to update displays in the *Display Name* column, skip to step 4.

– OR –

If the user record you wish to update does *not* display in the *Display Name* column, proceed to the next step.

3 Use the navigation arrows at the top of the form to scroll through the user list.

– OR –

Enter/select search criteria in the search field(s) provided. For a description of these search fields, see the table on page 510.

4 Once the desired record appears in the *Display Name* column, right-click on that record, then select **Edit** from the popup menu. The Edit User form displays.

(Continued)



Edit Us	er 🛛
Details Permissions Users	
Display Name: Lieute	nant Rogers
User Login: mzad	nin 🕜
Email Address: brad.r	ogers@l-3com.com 🕜
User Password:	•• 0
Repeat User Password:	•• 0
Status: Enabl	ed 🔽 🥝
User Role: Super	isor Lvl 1 🔽 🥝
DVR Officer Name: Lt. Ro	gers 🕜
Video Visibility: Private	
Supervisors: off	
Lt. Jar	<u>105</u>
Save Rese	Cancel

The fields on this form are described in the table on page 510.

- 5 Enter/select your desired changes in the appropriate fields.
- **6** If you would like to assign additional permissions to this user, proceed to the next step. Otherwise skip to step 10.
- 7 Click the **Permissions** tab. A list of permissions displays.

Ed	it Us	er 🗾		
Details Permissions Users			_	
Available Permissions		Assigned Permissions		
Search: Case		Search: Case		
🔣 < 1 of 3 (26) total 🕨 🌺 🔰		K K 1 of 2 (13) total >>> >		
Admin Messages		Display MAX Speed		
Allow Restricted Case		Select COC Logs		
Can View Body Worn Videos	>>	Authorize Media Playback		
Edit All Data		Can Own Video		
Export Display GPS	<	Case - Do Not Dispose		
Export Display Speed	<<	Create Case		User role
Export Format - Consumer DVD		Edit Private Data		permissions
Export Format - Data DVD		Reactivate Video		
Export Format - FOIA		Search Cases		J
Export Format - Interchange			'	
Export Format - Uncompressed				
Save	Rese	t Cancel		

Please note that you cannot remove any of the permissions highlighted in gray. These are the permissions associated with the user's assigned *user role*.

8 Go to the left column (Available Permissions) and click on the new permissions you wish to assign. If a permission you're looking for does not appear onscreen, use the *Search* field and/or navigation arrows at the top of the column to scan the list.



- 9 Once you've highlighted the desired permissions, click the ≥ icon located between the two columns. The selected permissions display in the right column (Assigned Permissions).
- **10** If the **Users** tab displays, proceed to the next step.

– OR –

If the **Users** tab does *not* display, skip to step 18.

Edit User 🗾				
Details Permissions Users				
Available Users		Assigned Users		
Search: Case		Search: Case		
🔣 < 1 of 3 (32) total 义 🌺 🔰		K K 1 of 1 (6) total >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>		
*1 David HD@15:50:40		Officer McKinnis		
*1 DI03971@08:33:39		Officer Meyers		
*1 DVR ON BV3@14:26:37	>>	Officer Ostrum		
*1 dvr169@08:07:39		Officer Vian		
*1 FB1@16:58:20	<	Sergeant Larkin		
*1 FB2@17:18:38	<<	Sergeant Williams		
*1 Herm@16:11:37				
*1 J Peterson@12:51:09				
*1 Leo Lorenzetti@17:07:37				
*1 Leo@17:22:18				
*1 Leslie Zalewski@12:49:42				
Save	Rese	t Cancel		

- **11** If you wish to assign or un-assign officers^{*} to this user, click on the **Users** tab. Otherwise skip to step 18.
- **12** To assign an officer to this user, proceed to the next step. Otherwise skip to step 15.
- **13** Go to the left column (Available Officers) and click on the appropriate users. If you don't see a user you're looking for, use the *Search* field and/or navigation arrows at the top of the column to scan the list.
- 14 Once you've highlighted the desired users, click the ≥ icon located between the two columns. The selected users display in the right column (Assigned Officers).
- **15** To un-assign one or more officers from this user, proceed to the next step. Otherwise skip to step 18.
- **16** Go to the right column (Assigned Officers) and click on the appropriate users. If you don't see a user you're looking for, use the *Search* field and/or navigation arrows at the top of the column to scan the list.
- 17 Once you've highlighted the desired users, click the ≤ icon located between the two columns. The selected users display in the left column (Available Officers).

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Slu

^{*} When an officer is assigned to you, it means that you have access to that officer's videos.



18 Click Save. The system analyzes your selections to make sure that they are logical. If there are any problems, the system will prompt you to make another selection. For example, if you selected Export Format-Consumer DVD but neglected to select Export to Disc as well, the system will prompt you to add the latter permission, as you can't burn a Consumer DVD unless you have disc-burning permission.

Once you've saved the user record without any errors, a confirmation message displays.

User Lieutenant Rogers successfully saved.

Deleting a User

This section describes how to delete an existing user record in DEA Agency. If your agency is using the Active Directory Integration feature, see "Maintaining Users in Active Directory" on page 519 instead.



1

NOTE: If a user owns video or has any activity logs, they cannot be deleted.

Go to Administration and click Manage Users. The Manage Users page displays.

9			mva	dmin is logged in. Loqout
▼ Home Menu		Users		
Home	K	Page 1 of 5 (43 total records)	> >> >	
Search Video	Display Name 🛦	User Login	User Role	Status
Manage Cases	0	0	✓ ②	Enabled 🔽 🥝
User Help	*1 Leo@17:22:18	AUTO-250914.172218	Officer	Enabled
▼ Bookmarks	admin	admin	Administrator	Enabled
L3 MVI Online Support	Andy	Andy	Supervisor Lvl 1	Enabled
	Detective	Detective	Interview-Detectives	Enabled
User Preferences	Gisela Perla	giselap	Administrator	Enabled
Administration	Greg Lipton	Glipton	Display Only - Case	Enabled
System Setup	Jmabry	jmabry	Administrator	Enabled
System Status Update Server	Lieutenant James	djames	Supervisor Lvl 1	Enabled
Manage Users	Lieutenant Powers	JPowers	Supervisor Lvl 1	Enabled
Action	Lieutenant Rogers	mzadmin	Supervisor Lvl 2	Enabled
New User				
Edit				
Delete				

2 If the user record you wish to delete displays in the *Display Name* column, skip to step 4.

– OR –

If the user record you wish to delete does *not* display in the *Display Name* column, proceed to the next step.



3 Use the navigation arrows at the top of the form to scroll through the user list.

– OR –

Enter/select search criteria in the search field(s) provided. For a description of these search fields, see the table on page 510.

4 Once the desired record displays in the *Display Name* column, right-click on that record, then select **Delete** from the popup menu. A confirmation message displays.

	Confirm	Delete	
Delete th	is user?	Officer M	AcDonnel
	Yes	No	

5 Click Yes. The selected user record is removed from the system.

Using Active Directory

If desired, you can link DEA Agency to your agency's existing Windows Active Directory or Novell eDirectory. This feature, called *Active Directory Integration*, allows for a single password authentication with your agency's internal network, eliminating the need to maintain two sets of User IDs and passwords. This feature also allows you to import existing network users.

Your System Implementation Specialist (SIS) will assist you in setting up your Active Directory for the first time. After that, you only have to update the user list as needed.

For more information, see:

- □ Maintaining Users in Active Directory, below
- □ Updating the Active Directory Settings, page 525.

Maintaining Users in Active Directory

There are two methods for updating the Active Directory user list:

- Method 1: Auto-Create Users Upon Login. This method will automatically create a new user record in DEA Agency whenever a new user logs in for the first time. This method is fully automated. It is the "set it and forget it" option.
- □ *Method 2: Manually Add Users En Mass.* This method is used to manually update your user list on a periodic basis.

For specific instructions, see:

- □ Method 1: Auto-Creating Active Directory Users Upon Login, next page
- □ Method 2: Manually Adding Active Directory Users En Mass, page 522.



Method 1: Auto-Creating Active Directory Users Upon Login

This section describes how to set up the system so that it automatically creates a new user record in DEA Agency whenever a new user logs in for the first time. This procedure only applies to those customers who are using the Windows Activity Directory feature.

1 Go to **V** Administration and click **System Setup**. The System Setup page displays.

		Syst	em Setup		
Mobile-Vision, Inc.					mvadmin is logged in. Logout
▼ Home Menu	Precinct System	Security Video/Ca	se Modules DV	D	
Home Search Video	Precinct Info Logos	Bookmarks		D	
Manage Cases User Help			Precinct		
▼ Bookmarks		× × ×	Page 1 of 1 (2 total reco	rds) 🚿	>> >
L3 MVI	Precinct Name	FTP IP Address	Last Comm Date	Status	Registration Key
Online Support	DEA Precinct	192.168.20.37	08/11/2014 06:15	Enabled	145AADF39B9D69FA463DLZ2
► User Preferences	L-3 Leslie Z.	Local	Local	Local	142489E3D36002219527153
▼ Administration					
System Setup					
System Status					
Update Server					
Manage Users					
Manage Users Action					
Manage Users Action New					
Manage Users Action New Edit					
Manage Users Action New Edit Register					
Manage Users					

2 Click the **Security** tab.

	System Setup	
Mobile-Vision, Inc.		mvadmin is logged in. Logout
▼ Home Menu	Precinct System Security Video/Case Modules DVD	
Home		
Search Video	Security Policy User Roles Active Directory Settings	
Manage Cases		
User Help	Verify password has a numeric character:	
▼ Bookmarks	Verify password has an alpha character:	
L3 MVI	Verify password has an uppercase character:	
Online Support		
User Preferences	Verify password has a special character:	
-	Verify password is not a commonly used password:	
 Administration 	Disable account on the 3rd failed login attempt: 📃 🤣	
System Setup	Verify password has not been used recently:	
System Status	The number of passwords to save in history per user: 3	
Update Server		
Manage Users	Verify password length: 📃 🕜	
Action	Required number of characters for password: 1	
	Video visibility for auto-created Officers: Private V	

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	System Setup	
Mobile-Vision, Inc.		mvadmin is logged in. Logout
▼ Home Menu	Precinct System Security Video/Case Modules DVD	
Home Search Video	Security Policy User Roles Active Directory Settings	
Manage Cases	Security Folicy User Roles Active Directory Settings	
User Help	Host: 192.168.110.59	
▼ Bookmarks	Port: 389	
L3 MVI	LDAP Base Name: dc=mvi-qa, dc=local	
Online Support		
User Preferences	User: mvadmin 🕜	
▼ Administration	Password: ••••••• 🧭	
System Setup	Encryption: None 🗸 🕢	
System Status	Auto Create Users: 📝 🔞	
Update Server	Auto cieate oseis. 🔤 👽	
Manage Users		
Action		
Edit		

3 Click the **Active Directory Settings** tab. The Active Directory form displays.

4 Go to the Action column and click **Edit**. The Edit LDAP Active Directory Settings popup displays.

Edit 1	LDAP Active Directory Settings		×
Host:	192.168.110.59		0
Port:	389 🕜		
LDAP Base Name:	dc=mvi-qa, dc=local	0	
User:	mvadmin 🕜		
Password:	•••••		
Encryption:	None 🗸 🥝		
Auto Create Users:			
	Save Cancel		

The fields on this popup are described in the table on page 527.

- **5** Select the *Auto Create Users* checkbox.
- 6 Click Save.



Method 2: Manually Adding Active Directory Users En Mass

This section describes how to manually update your user list on a periodic basis. This procedure only applies to those customers who are using the Active Directory Integration feature.

1 Go to **V** Administration and click **Manage Users**. The Manage Users page displays.

Mobile-Vision, Inc.			mva	admin is logged in. Logout
▼ Home Menu		Users		
Home	1	Page 1 of 5 (43 total records)	> >> >	
Search Video	Display Name 🔺	User Login	User Role	Status
Manage Cases	0	0		Enabled 🔽 🥝
User Help	*1 Leo@17:22:18	AUTO-250914.172218	Officer	Enabled
Bookmarks	admin	admin	Administrator	Enabled
.3 MVI	Andy	Andy	Supervisor Lvl 1	Enabled
Online Support	Detective	Detective	Interview-Detectives	Enabled
User Preferences	Gisela Perla	giselap	Administrator	Enabled
Administration	Greg Lipton	Glipton	Display Only - Case	Enabled
System Setup	Jmabry	jmabry	Administrator	Enabled
System Status	Lieutenant James	djames	Supervisor Lvl 1	Enabled
Jpdate Server Vanage Users	Lieutenant Powers	JPowers	Supervisor Lvl 1	Enabled
Action	Lieutenant Rogers	mzadmin	Supervisor Lvl 2	Enabled
New User	Electeriant Rogers	maadmin	Supervisor Eviz	Enabled
Edit				
Delete				
Generate Key				

Go to the Action column and click **Add Active Directory User**. The Active Directory Users page displays.

Mobile-Vision, Inc.		ACTIV	E DIRE	CTOR	y Users	mvadmin is logged in. Logout
V Home Menu	Active Director	y Users				
Home Search Video Manage Cases	Top Level OU:	All	V 0	Search by:	Last Name 🔽 =	د
Jser Help						
V Bookmarks						
3 MVI						
Online Support						
User Preferences						
Administration						
System Setup						
System Status						
Jpdate Server Manage Users						
Action						
Create						
dit						
)elete						
Add Active Directory ser						
Generate Key						



Use the Active Directory Users page to search for and select the active directory users that you wish to add to the system, as described below.

- **3** Go to the *Top Level OU* drop-down list and select the organization unit in which you wish to search for users.
- 4 Go to the *Search by* drop-down list and select the field name you wish to search by.

		ACTIVE	Dire	CTOR	y Users	5		
Mobile-Vision, Inc.						n	wadmin is logged in.	Logout
▼ Home Menu	Active Directory	Users						
Home								
Search Video	Top Level OU:	All	✓	Search by:	Last Name First Name	-		•
Manage Cases					Common Name			
User Help					Login Name			
V Bookmarks					Department LDAP Query			
L3 MVI					LUAP QUELY			
Online Support								
User Preferences								
Administration								
System Setup								
System Status								
Update Server								
Manage Users								
Action								
Search								
Select All								
Select All on Page								
Add Selected								
Reset								
Cancel								
Generate Key								

- **5** Go to the blank field to the right of the *Search by* field and enter the field value you wish to search by. This value should correspond to the selected *Search by* value. For example, if you entered **Department** in the *Search by* field, you might enter **Traffic Patrol** in the search field.
- 6 Go to the Action column and click **Search**. The system displays all user records that match your selection criteria.

(Continued)



Mobile-Vision, Inc.					mvadmin is logge	d in. Logout
▼ Home Menu	Active Din	ectory Users				
Home Search Video Manage Cases	Top Level		Search by:	.ogin Name 🔽 🍷	ad	0
User Help	1	Active Dire	ectory Users that are unde	fined in the DES Syste	m	
V Bookmarks		16 . 46 . 6	Page 1 of 1 (8 total re	cords)	>1	
L3 MVI	Add	Common Name 🛦	Login Name	Department	User T	/pe
Online Support		ad_admin	ad_admin		Officer	~
User Preferences		ad_la	ad_la		Officer	~
Administration		ad_officer1	ad_officer1		Officer	~
System Setup		ad_officer2	ad_officer2		Officer	V
System Status		ad_superv1	ad_superv1		Officer	~
Update Server		ad_superv2	ad_superv2		Officer	~
Manage Users Action		Administrator	Administrator		Officer	~
Search		adminmail	adminmail		Officer	~
Select All						, hereit
Select All on Page						
Add Selected						
Reset						
Cancel						

7 Select all of the users you wish to add:

Go to the Action column and click Select All.

- OR -

Go to the Action column and click Select All on Page.

– OR –

Go to the Add column and manually select the appropriate checkboxes.

- 8 Go to the *User Type* column and select a role for each user from the drop-down list.
- **9** Once the desired users are selected and their *User Types* are set to the correct values, go to the Action column and click **Add Selected**. A confirmation message displays.

9 user(s) successfully saved.

The selected users are added to your DEA Agency users list.



Updating the Active Directory Settings

This section describes how to update your Active Directory settings.

1 Go to **V** Administration and click **System Setup**. The System Setup page displays.

	System Setup								
Mobile-Vision, Inc.						mvadmin is logged in. Logou			
▼ Home Menu	Precinct Sv	stem Se	ecurity Video/Ca	ase Modules DVI	2				
Home Search Video Manage Cases	Precinct Info	Logos	Bookmarks	ase modules Dvi					
User Help				Precinct					
▼ Bookmarks			14 44 4	Page 1 of 1 (2 total recor	ds) 🔰	>> >1			
L3 MVI	Precinct Name 🔺		FTP IP Address	Last Comm Date	Status	Registration Key			
Online Support	DEA Precinct		192.168.20.37	08/11/2014 06:15	Enabled	145AADF39B9D69FA463DLZ2			
User Preferences	L-3 Leslie Z.		Local	Local	Local	142489E3D36002219527153			
Administration									
System Setup									
System Status									
Update Server Manage Users									
Action									
New									
Edit									
Register									
Flush									
Synchronize									

2 Click the **Security** tab.

Mobile-Vision, Inc.		mvadmin is logged in. Loqout
		* <u>*</u>
▼ Home Menu	Precinct System Security Video/Case Modules DVD	
Home	Precinct System Security Video/Case Modules DVD	
Search Video	Security Policy User Roles Active Directory Settings	
Manage Cases		1
User Help	Verify password has a numeric character:	
Bookmarks	Verify password has an alpha character:	
L3 MVI	Verify password has an uppercase character:	
Online Support		
User Preferences	Verify password has a special character:	
	Verify password is not a commonly used password: 📃 🕜	
 Administration 	Disable account on the 3rd failed login attempt: 📃 🥜	
System Setup	Verify password has not been used recently:	
System Status	The number of passwords to save in history per user: 3	
Update Server	Verify password length:	
Manage Users		
Action	Required number of characters for password: 1	
Edit	Video visibility for auto-created Officers: Private V	

3 Click the Active Directory Settings tab. The Active Directory form displays.



	System Setup	
Mobile-Vision, Inc.		mvadmin is logged in. Loqout
▼ Home Menu	Precinct System Security Video/Case Modules DVD	
Search Video	Security Policy User Roles Active Directory Settings	
Manage Cases		
User Help	Host: 192.168.110.59	
▼ Bookmarks	Port: 389	
L3 MVI	LDAP Base Name: dc=mvi-qa, dc=local	
Online Support		
 User Preferences 	User: mvadmin @	
▼ Administration	Password:	
System Setup	Encryption: None V	
System Status		
Update Server	Auto Create Users: 🗹 🕜	
Manage Users		
Action		
Edit		

4 Go to the Action column and click **Edit**. The Edit LDAP Active Directory Settings popup displays.

Edit 1	LDAP Active Directory Settings	×
Host:	192.168.110.59	0
Port:	389 🕜	
LDAP Base Name:	dc=mvi-qa, dc=local 🕜	
User:	mvadmin 🕜	
Password:	••••••	
Encryption:	None 🗸 🥝	
Auto Create Users:		
	Save Cancel	

The fields on this popup are described in the following table.



	Edit LDAP Active Directory Settings
Field	Description
Host	The address of the host active directory server.
Port	The port to use when connecting to the Active Directory server. Default values are: • No encryption – 389 • SSL encryption – 636
LDAP Base Name	The LDAP string which represents the base distinguished name of the Active Directory server. This is usually a full distinguished name path, such as: DC=MVI,DC=MyCompany,DC=com
User	The name of the user to connect to the Active Directory server. If you use our setup instructions to create the user (recommended), you may use the user's name, such as "Mark Jones." Otherwise you MUST use a full distin- guished name, such as: CN=CraigReinen,OU=Florida,DC =MVI,DC=MyCompany,DC=com
Password	The security password that matches the <i>User</i> name above.
Encryption	The type of encryption used on the Active Directory server: None or SSL . <i>Select this value from the drop-down list</i> .
Auto Create Users	A checkbox used to indicate whether or not the system will automatically create users. If this box is selected, the system will automatically create users at login time if the user's credentials authenticate against the Active Direc- tory server.

- **5** Enter/select your changes in the appropriate field(s).
- 6 Click Save.



Exporting User Activity to a Spreadsheet

This section describes how to export all your user activity to a spreadsheet for use with another application, such as a custom reporting tool. This is referred to as the *User Activity* report. It includes information such as which users logged in/out of the system, played video, edited a case, etc. The system automatically updates this report once every day.

1 Go to **V** Administration and click **System Status**. The System Status page displays.

	System Status									
Mobile-Vision, Inc.					r	nvadmin is logged in	. <u>Loqout</u>			
▼ Home Menu	System Transfers	Reports Logs	Backups	Tools Message	s Local Queue	Backup PC				
Home		· · ·	· · ·	· · · · · · · · · · · · · · · · · · ·						
Search Video	Storage Capacity:	1.1 TB	0	Active Users:						
lanage Cases	Available Disc Space:	979.5 GB	0	 mvadmin From 	166.20.100.160 Since 09	9/15/2017 15:51				
Jser Help	Total Video Count:	238	0							
Bookmarks	Non-archived Video Count:	19	0							
3 MVI	Last 24 Hours Video Count:	0	0							
Online Support	Last 7 Days Video Count:	0	0							
	Last 30 Days Video Count:	4	0							
 User Preferences 	Body Worn Video Count:	98	0							
Administration	Body Worn Hours:	12	0							
System Setup	Average Body Worn Video Len	-	0							
System Status	VieVu Video Count:	0	0							
Jpdate Server	Oldest Non-case Video:	841 days	0							
Aanage Users	Oldest Case Video:	1270 days	0							
Action	Number of Active Cases:	14	0							
Refresh Page	Number of Backup DVDs:	230 108	0							
circon raye	Number of Exported DVDs: Archiver Errored Out:		0							
	Archiver Errored Out: Simultaneous Users Allowed:	false unlimited	0							
		none	0							
	Backup Scheme: Untagging Allowed:	none true	0							
	Last Update Check:	09/15/2017 07:12								
	Version:	4.0.10	0							

2 Click the **Reports** tab.

Mobile-Vision, Inc.								mvadmir	i is logged in. Loqout	
▼ Home Menu	System	DVR COM	Reports	Logs	Backups	Tools	Messages	Local Queue	Backup PC	
Home	Oystein	DVICCOM	Reporta	LUgs				Local Queue	Баскартс	
Search Video					Syst	em Reports	5			
Manage Cases	Report Name 🛦					Last Refreshed Date			Report Status	
User Help	BW Video Requests									
▼ Bookmarks	DVR Activity				02/13/2019 00:00			Ready		
L3 MVI	DVR Fleet Com									
Online Support		Media	a Activity			02/13/2019 00:00			Ready	
 User Preferences 		Purge	d Videos							
Administration		Restricted V	iewing Cases							
System Setup		User	Activity			02/13/201	9 14:51		Ready	
System Status		Video N	Votations							
Update Server										
Manage Users										
Action										
Download Report										
Refresh Report										
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Mobile-Vision, Inc.	. mvadmin is logged i										
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▼ Home Menu	System	DVR COM	Reports	Logs	Backups	Tools	Messages	Local Queue	Backup PC		
Home					Svet	om Roports	,				
Search Video	System Reports										
Manage Cases	Report Name 🔺					Last Refreshed Date			Report Status		
User Help		BW Video	Requests								
Bookmarks	DVR Activity					02/13/2019 00:00			Ready		
L3 MVI	DVR Fleet Com										
Online Support	Media Activity					02/13/2019 00:00			Ready		
User Preferences	Purged Videos										
Administration	Restricted Viewing Cases										
System Setup	User Activity					02/13/2019 14:51			Ready		
System Status	Video Notations										
Update Server											
Manage Users											
Action											
Download Report											
Refresh Report											
Refresh Page											

3 Click on the **User Activity** report to highlight it.

Note the date in the *Last Refreshed Date* column. The User Activity report you are about to download will contain all system user activity up to this date/time. If you prefer to report on all user activity up to the *current* time, go to the **Action** column and click **Refresh Report** first before proceeding.

4 Go to the Action column and click **Download Report**. A Windows message displays.

Do you want to open or save user_activity_report_20150812.csv (49.6 KB) from trinity?	Open	Save 🔻	Cancel	×
			-	-

5 Click **Open**. The report displays in your default spreadsheet application, such as Microsoft Excel.



Glossary

Access Point

A device used to transmit videos from an in-car DVR to the <u>Precinct server</u>. The access point is connected to a wireless network antenna mounted on the outside of the building that houses the Precinct server.

Some precincts have more than one access point to accommodate multiple vehicles that park in different areas outside the building. See also <u>Transmission</u>.

Agency Server

The network computer that hosts the DEA Agency application, which stores all of your video and <u>case</u> data. The Agency server is the "server" side of the DEA client/server application. The Agency server does not ingest videos directly. Rather, the <u>Precinct server(s)</u> ingest the videos, then transmit them to the Agency server during night processing.

Automatic Archive

A backup process that is triggered by the system based on predefined rules that you set in the DEA Precinct and Agency applications. When a video's category is set to *Backup Enabled* and that video has been <u>online</u> for at least five minutes, the system will automatically back that video up during the next archive session. Once there are enough files to fill up an archive disc, the <u>robotic DVD burner</u> will burn a <u>Certified</u> <u>Backup Disc</u>. Automatic archives can be performed from both the <u>Agency server</u> and the <u>Precinct server(s)</u>, as each server has its own disc burner.

Auto Dispose Time

A period of inactivity after which the system automatically changes a <u>case's</u> status from <u>online</u> to <u>offline</u>.^{*} If, for example, you set the *Auto Dispose Time* to 90 days, then if that case has not been touched in 90 days, the system will automatically change the case's status to *offline*. If you have archiving enabled for your case files, the system will archive the case first.

The default setting for Auto Dispose is 60 days. However, you may change this default, as described in "Viewing/Changing the Online Lifecycle Settings" in chapter 6.

Backup PC

A computer used to process DVD <u>burn requests</u>. Because the process of burning DVDs is resource-intensive, one PC is dedicated to this task. If you are using a *Bravo*

Videos that are attached to the case will remain online as long as their categories allow



robotic DVD burner, 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.

Bookmark

An agency-defined link to a website. These links display in the *Bookmarks* column on the Main Menu. The default link will take you to the Mobile-Vision Online Support Center.

BodyVISION

A small, wearable digital video recorder sold by Mobile-Vision. This device allows officers to capture both high definition videos and JPG "snapshot" images, then upload them to their <u>Precinct server</u> via a BodyVISION docking station. Videos recorded using this device are assigned the category of **Body Worn**.

Body Worn Video Tracking Function

A system feature that restricts the viewing of <u>BodyVISION</u> or <u>BWX-100</u> videos to users who have the *Authorize Media Playback* and/or *Can View Body Worn Videos* permission. All other users who are interested in viewing a Body Worn video are required to submit a <u>viewing request</u> to their supervisor, which includes a "need to know" reason, referred to as a <u>viewing request reason</u>.

BWX-100

A small, wearable digital video recorder sold by Mobile-Vision. This device allows you to capture both full high definition videos and JPG "snapshot" images, then upload them to the server via a BWX-100 docking station. Videos recorded using this device are assigned the category of **Body Worn**.

Backup PC

A computer used to process DVD <u>burn requests</u>. Because the process of burning DVDs is resource-intensive, one PC per server 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.

Burn Request

A request to generate a <u>user requested certified copy</u>, also referred to as an *export* disc. When you submit a burn request and *you have burning privileges*, the system will place your burn job in the <u>Backup PC's</u> burn queue. When you submit a burn request and you *don't have burning privileges*, the system will place your burn request in the *Inbox Messages* list of all users who have burning privileges. If one of



those users approves your request, that will send your burn job to the Backup PC's burn queue.

Burn requests can be submitted from both the <u>Agency server</u> and the <u>Precinct</u> <u>server(s)</u>, as each server has its own disc burner.

Case

A record that contains data which pertains to one <u>incident</u>, such as a motor vehicle accident. DEA's *case* feature allows you to conveniently gather all of an incident's evidence in one record, allowing for easy viewing and archiving of evidence.

A case may contain one or more videos, media files (such as photographs), subject names, comments, and/or general information relating to the incident, such as the incident date.

Case records can be created from both the Agency server and the Precinct server(s).

Certified Backup Disc (CBD)

An archive DVD used to restore videos and/or <u>case</u> files to a <u>Precinct</u> or <u>Agency</u> server. The system automatically sends CBD <u>burn requests</u> to your server's <u>Backup</u> <u>PC</u> without any action on your part. The number and type of files burned to CBD is determined by your system settings. Factors such as a file's age, type, category, etc., all help determine what data the system will back up. Your System Administrator defines these backup parameters through DEA Precinct and/or DEA Agency.

All CBDs are printed with an identification number that makes it easy for you to restore the files at a later date, should the need arise (permissions required).

CF Card

The storage card that saves Flashback2 videos until they can be transmitted to the appropriate <u>Precinct server</u>.

Chain of Custody Report

A log of all operations that have been performed on a particular video, Body Worn snapshot, or <u>case</u> (e.g., *System Media Uploaded from Unit*). This report shows the date and time at which each activity occurred, as well as the User ID of the officer who performed the action, if applicable.

A Chain of Custody report can be generated from both the <u>Agency</u> and <u>Precinct</u> server(s).

(Continued)



Consumer DVD

An MP4 disc format that you can play on any standard consumer DVD player. Includes a customizable DVD menu.

Data DVD

A disc format that you can play on any PC DVD player using the <u>Flashback Player</u>. When you burn a <u>case</u> in Data DVD format, the disc will include selected videos from the case; any <u>user metadata</u> attached to the case's videos; the <u>Chain of Custody</u> <u>Report</u>; selected media files attached to the case, if applicable; and a copy of the Flashback Player. When you burn *videos* in Data DVD format, the disc will include selected videos; general information about the videos; the Chain of Custody Report; and a copy of the Flashback Player.

DEA

An acronym for *Digital Evidence Agency*, the software component of the client/ server edition of Mobile-Vision's <u>Digital Evidence Collection System</u>. The *server* side of this application is *DEA Agency*, a server that collects video data from one or more <u>precinct server(s)</u>. The *client* side is *DEA Precinct*, a group of one or more server(s) that ingest videos from the in-field DVRs.

Digital Evidence Collection System

A Mobile-Vision product that is used by law enforcement personnel to collect digital evidence. It includes the following hardware and software components:

- □ Flashback DVR(s)
- □ <u>BodyVISION Body Worn cameras</u> (optional)
- □ <u>BWX-100 Body Worn cameras</u> (optional)
- □ <u>Access point(s)</u>
- □ <u>Agency server</u>
- Precinct server(s)
- **DEA software**
- $\Box \quad \underline{Backup PC(s)}$
- □ <u>Robotic DVD burner(s)</u>
- □ <u>RAID storage device</u> (optional).

Discovered DVR

A DVR that has been in communication with its Precinct server at least once.

Download Request

A request to download, or <u>export</u>, a selected video or <u>case</u> file to your PC. This type of request is sent from *you* to the *system*. Once the system processes your request, a confirmation message and download icon will appear on your *Inbox Messages* list.

You can submit download requests from both the <u>Agency</u> and <u>Precinct</u> server(s).





DVR

See Flashback, BodyVISION, or BWX-100.

DVR Login Key

A file on a USB drive that contains an officer's user information. The officer inserts this flash drive in his DVR's USB port at the beginning of each shift, then logs in. This identifies that officer as the owner of all videos recorded on that DVR while he's logged in.

Export

The system process used to copy video files, <u>case</u> files, and/or Body Worn <u>snapshots</u> for the purpose of either burning them to DVD *or* downloading them to your PC. You must have the proper permissions to export files.

FOIA Redacted Format

An export format that allows you to <u>redact</u> a video prior to downloading it to your PC or external storage device. The exported video will have an extension of MP4, allowing you to play it using any MP4 player. You can also burn exported video to DVD using your PC's DVD burner.

Flashback DVR

The digital video recorder that is installed inside the precincts' patrol cars. These recorders collect video evidence and store it temporarily on an <u>SD card</u> (Flashback3/FlashbackHD) or <u>CF card</u> (Flashback1/Flashback2) until the video can be transmitted to the appropriate <u>Precinct server</u>. For more information on the Flashback, refer to your Flashback User's Guide.

Flashback Player

A software application used to play video files. When you select an <u>online</u> video from within the DEA Agency or DEA Precinct application, the Flashback Player launches automatically. When you burn a <u>user requested certified copy</u> of a <u>case</u> or video in <u>Data DVD</u> format, that disc will include a copy of the Flashback Player.

Incident

An event, such as a motor vehicle accident, that has digital evidence associated with it. In DEA, data that pertains to an incident is stored in a <u>case</u> record.

Ingest Date

The date and time at which a video file was transmitted to a <u>Precinct server</u> from the DVR unit.



Interchange Format

A disc format that allows you to import videos into various third-party applications, such as video editing software. If your agency has any <u>VIEVU</u> Body Worn cameras, your Interchange videos will have an extension of **AVI**. If your agency has any <u>BodyVISION</u> Body Worn DVRs, your Interchange videos will have an extension of **MKV**. All other Interchange videos will have an extension of **MP4**.

LEC Mobile

A Mobile-Vision app used to view $\underline{BWX-100}$ videos from a smart phone or tablet in the field.

Manual Export

The system process used to download video and/or <u>case</u> files to your PC. You must have the proper permissions to perform a manual export.

Online

A status for a video or <u>case</u> file which indicates that all of the file's information is currently available for viewing on the <u>Precinct</u> or <u>Agency</u> server.

Offline

A status for a video or <u>case</u> which indicates that some, but not all, of that record's data and functions are available on the Precinct or <u>Agency server</u>.

If a *video* is offline, you will be able to view that video's thumbnail image and statistics (category, duration, <u>record reason</u>, etc.), but not the video itself. Also, you cannot <u>export</u> an offline video.

If a **case** is offline, you will be able to view the case record, but not its attached videos. Also, you cannot export an offline case.

You can, in some cases, reactivate an offline file. See also Reactivation.

Precinct Server

The network computer that hosts the DEA Precinct application, which ingests video evidence from the in-field DVRs. The Precinct servers are the "client" side of the DEA client/server application. During night processing, the Precinct servers transmit all newly recorded videos to the <u>Agency server</u>.

Private File

A video, <u>case</u>, or <u>snapshot</u> that can only be viewed by its owner or a user with one of the following permissions: *Edit Private Data* or *Edit All Data*.





Public File

A video, <u>case</u>, or <u>snapshot</u> that can be viewed by *all* <u>DEA</u> users.

RAID

An acronym for *Redundant Array of Independent Disks*, a storage device that contains multiple disk drives but is treated by the system as one device.

Reactivation

The process used to restore a video or <u>case</u> file that the system took <u>offline</u> after it was backed up to disc. There is a limited time period in which you can reactivate an archived video or case. This time period depends on a setting that you enter on the **Life-Cycle** tab.

Record Trigger

The event or "trigger" that caused a DVR to start recording. Common record triggers include pressing the **R** button, turning the emergency lights on, activating the siren, or reaching a particular speed, such as 90 miles per hour.

Redaction

The process of editing a video prior to downloading it to your PC. In DEA Agency, the redaction feature gives you the ability to:

- **D** Export a portion of a video rather than the entire full-length video
- □ Blur a video's picture
- \Box Remove a video's audio track(s).

Restricted Case

A <u>case</u> that can only be accessed by a predefined list of users.

Robotic DVD Burner

A disc duplicator that burns and labels your <u>Certified Backup Discs</u> and <u>User Re-</u> <u>quested Certified Copies</u>. 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 <u>Backup PC</u>. 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.

SD Card

The temporary storage device that stores Flashback3 and/or FlashbackHD videos until they can be transmitted to the <u>Precinct server</u>.



Snapshot

A still image captured with the <u>BodyVISION</u> or <u>BWX-100</u> Body Worn camera. These images are uploaded to the <u>Precinct server</u> along with the device's videos.

Stand-alone Video

Video that is not currently linked to any <u>cases</u>.

System Implementation Specialist (SIS)

A Mobile-Vision representative who assists with the installation and configuration of the "back office" components of the Flashback Digital Evidence Collection system. These include the <u>access points</u>, <u>Precinct</u> and <u>Agency</u> servers, <u>robotic DVD burner</u>, <u>Backup PC</u>, and <u>DEA</u> software.

Tagging

A procedure used by DEA Precinct users to add extra days to the <u>online</u> life of a video. By tagging a video, you extend that video's online life by a certain number of days. The exact number of days is defined by a setting on the **Life-Cycle** tab.

Transmission

The process of transferring video files from your in-car DVR to the <u>Precinct server</u>. This transmission can occur either *automatically* (typical) or *manually*, as described below:

- Automatic transmission. Whenever a vehicle comes within approximately 300 feet of an access point, it triggers an automatic transmission. During this transmission, all videos that are currently stored on the DVR will wirelessly transfer to the Precinct server via the access point.
- Manual transmission. Each Flashback DVR holds a temporary storage device called an SD card (Flashback3/FlashbackHD) or CF card (Flashback1/Flashback2). This card is used to temporarily store an officer's videos until they can be transferred to the Precinct server. If necessary, an officer can use this card to manually transfer videos to the Precinct server, assuming he has the proper permissions. An officer would typically use this procedure if he can't wait for an automatic file transfer to occur, or if a problem has occurred that interfered with the wireless file transfer. For more information, see "Manually Uploading New Videos" in chapter 2 of the DEA Precinct Administrator's Guide.

Tracepoint

A place-marker that an officer can add to a video while it's recording. If you are using a Flashback, this is accomplished by pressing the **()** button on the Flashback menu or the **T** button on the DVR (pictured opposite). If you are using a <u>BodyVISION</u>, this is accomplished by pressing the Snapshot/Tracepoint button on the top of the unit (configuration required). If you are using a <u>BWX-100</u>, this is accomplished by pressing the Snap/Trace button on the side of the unit (configuration required). By marking a

T



Glossary



video with a Tracepoint, it allows you to quickly advance to an important segment in that video during playback.

Uncompressed DVD

A <u>Data DVD</u> disc that includes a link to two raw video files: an **MP4** file and a **DV** (digital video) file. You can import MP4 and DV files into third party software, such as video editing or redaction software. Uncompressed DVDs are available for Flashback videos only.

Undiscovered DVR

A DVR that has not been in communication with the <u>server</u> yet, that is, a DVR for which you just created or uploaded a record.

User Metadata (UMD)

Custom data fields that a DEA Precinct user can link to a video. You define these fields through the DEA Agency application. Their purpose is to allow officers to annotate their videos with custom data, such as a subject description. If an officer has a mobile data computer with the UMD Editor installed on it, he has the option of attaching UMD to a video immediately after it is finished recording. Otherwise he can attach UMD back at the precinct when he connects to the <u>Precinct server</u>. For more information, see "Adding Predefined User Metadata to a Video" in chapter 2 of the *DEA Precinct Administrator's Guide*.

User Requested Certified Copy

A DVD that you can, with the proper permissions, create yourself using either the <u>robotic DVD burner</u> or your PC's DVD burner. This type of DVD is, as its name implies, requested by the user. You create these discs as needed for evidential and/or backup purposes. Also referred to as an *export* disc.

For more on the different types of DVDs and how they are created, see chapter 3.

User Role

A group of permissions that determines what system functions a user will have access to. Whenever you login to DEA Precinct or DEA Agency, the system will grant you access to various system functions according to the user role that is assigned to your User ID. Your System Administrator is responsible for assigning permissions to each user role.

Video Notation

A custom checkbox used to notate video records and <u>snapshots</u>. These checkboxes are defined by your agency.



VIEVU

A small DVR that is worn on an officer's body. Videos recorded using this device are assigned the category of **VieVu**.

Viewing Request

A request to view a <u>BodyVISION</u> or <u>BWX-100</u> Body Worn video. Users who lack the Can View Body Worn Videos permission are required to submit viewing requests to their supervisor, who will then review each request and either approve or deny it.

Viewing Request Reason

The reason why a user wants or needs to view a particular <u>BodyVISION</u> or <u>BWX-100</u> video. When a user submits a Body Worn <u>viewing request</u> to their supervisor, they are required to select a reason for that request from a drop-down list. These reasons are defined by your agency.



Appendix A: Ports & Protocols

MDC to DVR

Vehicle Viewer:

- **TCP** port 9003
- **TCP** port 9004

UMD Editor (Notes):

- $\square Need write permission to C: Program Files Mobile Vision FB2UMD$
- □ TCP port 80 (HTTP)

DVR to Server Downloading

UDP 54771 (if using UDP)

Server to DVR:

□ TCP port 80 (HTTP)

□ ICMP Echo-Reply (if using discover by ping)

Agency Server to Precinct Server

- □ TCP Port 80 (HTTP)
- □ TCP port 22 (FTP Passive Mode)

Servers to Backup Workstation

- □ TCP port 21 (FTP Passive Mode)
- **TCP** port 9000 (HTTP)

Workstations to Servers

- □ TCP port 80 (if using HTTP Playback)
- □ TCP port 21 (if using FTP Playback)
- □ TCP port 139 (if using SMB playback)
- □ TCP port 445 (if using SMB playback)



Appendix B: End-User License Agreement

IMPORTANT-READ CAREFULLY: This License AGREEMENT (the "AGREEMENT") is a legal AGREEMENT between you (either an individual or single entity, including, but not limited to a Corporation, LLC, LLP, Partnership, Sole Proprietorship) ("LICENSEE") and Mobile-Vision, Inc. ("LICENSOR").

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- LICENSEE may not use the SOFTWARE for the benefit of a third party, not rent, timeshare or use the SOFTWARE in service bureau
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- Without prejudice to any other rights, LICENSOR may terminate this License AGREEMENT if LICENSEE fails to comply with the terms and conditions of this License AGREEMENT. In such event, LICENSEE must destroy all copies of the SOFTWARE and all of its component parts.
- 8. LICENSOR may create, from time to time, updated versions of the SOFTWARE. At its option LICENSOR will make such updates available to LICENSEE only if LICENSEE is covered under Annual Maintenance by paying the Annual Maintenance fee. Maintenance is mandatory for the first year and will be automatically invoiced to LICENSEE on an annual basis from the anniversary date of LICENSOR'S first maintenance invoice to LICENSEE. LICENSEE agrees to pay this fee, within the terms stated on the invoice, unless LICENSEE notifies LICENSOR in writing of its intention not to renew at least ninety (90) days in advance of being invoiced, or the anniversary date of the AGREEMENT, or purchase SOFTWARE. Should LICENSEE choose not to renew maintenance in any given year LICENSOR may terminate this License AGREEMENT pursuant to the provisions stated in this License Agreement. See the LICENSOR'S Maintenance Agreement for further details on Annual Maintenance. Should LICENSEE choose not to renew maintenance any given year, and then wishes to renew at a later date, and LICENSOR has elected not to terminate the License Agreement, LICENSEE shall be charged for all back maintenance, which was not renewed, plus the maintenance fee at current rate. In addition, 20% of the total sum of back maintenance and current maintenance fee may be added as a surcharge for an interruption in maintenance. A copy of the terms of the Annual Software Maintenance Agreement is included in this package.

Termination

1. Following termination of this Agreement for any reason, the LICENSEE shall pay LICENSOR all amounts due to LICENSOR within 15 days. Any amounts due LICENSOR which are not paid within this period shall accrue the highest applicable rates allowed by law up to 2%



per month. LICENSEE SHALL BE SOLELY RESPONSIBLE TO REIMBURSE TO LICENSOR ALL FEES, INCLUDING, BUT NOT LIMITED TO, COLLECTION AGENCY, LICENSOR TIME AND EXPENSE, AND REASONABLE ATTORNEY FEES AND EXPENSES INCURRED BY LICENSOR IN THE COLLECTION OF ANY AMOUNTS NOT PAID TO LICENSOR UNDER THIS AGREEMENT.

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- All of LICENSOR'S Proprietary Rights and the LICENSEE'S obligations regarding these Rights as detailed in this AGREEMENT shall survive the termination of this AGREEMENT.

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https://l3mvicrm.blob.core.usgovcloudapi.net/mvicrm/Flashback/Third%20Party%20Software%20Licenses.pdf

Appendix C: Suppressing Java Security Prompts

If you receive a security popup each time you access DEA Agency, you may want to perform a procedure that enables you to turn off this popup on all your workstation PCs. This procedure is documented in an article found on our Online Support Center. To access it, click on the following link:

https://l3tmvi.dynamics365portals.us/article/KA-04163/en-us

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