

DEA Precinct Officer's Guide

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1

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 Flashback and body worn cameras. You can also 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 a standard web browser. You can use either *Internet Explorer* or *Mozilla Firefox* to access DEA.

DEA is a client/server application. The *client* side is DEA Precinct, a group of multi-user 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 Precinct *Officer* users and other non-supervisory users. If you are a DEA Precinct *Administrator* user or other supervisory user, refer to the *DEA Precinct Administrator's Guide* instead. If you are a DEA Agency user, refer to the *DEA Agency Officer'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, *BodyVISION*, 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 4
- Changing Your Password, page 5
- DEA Precinct Home Page, page 6
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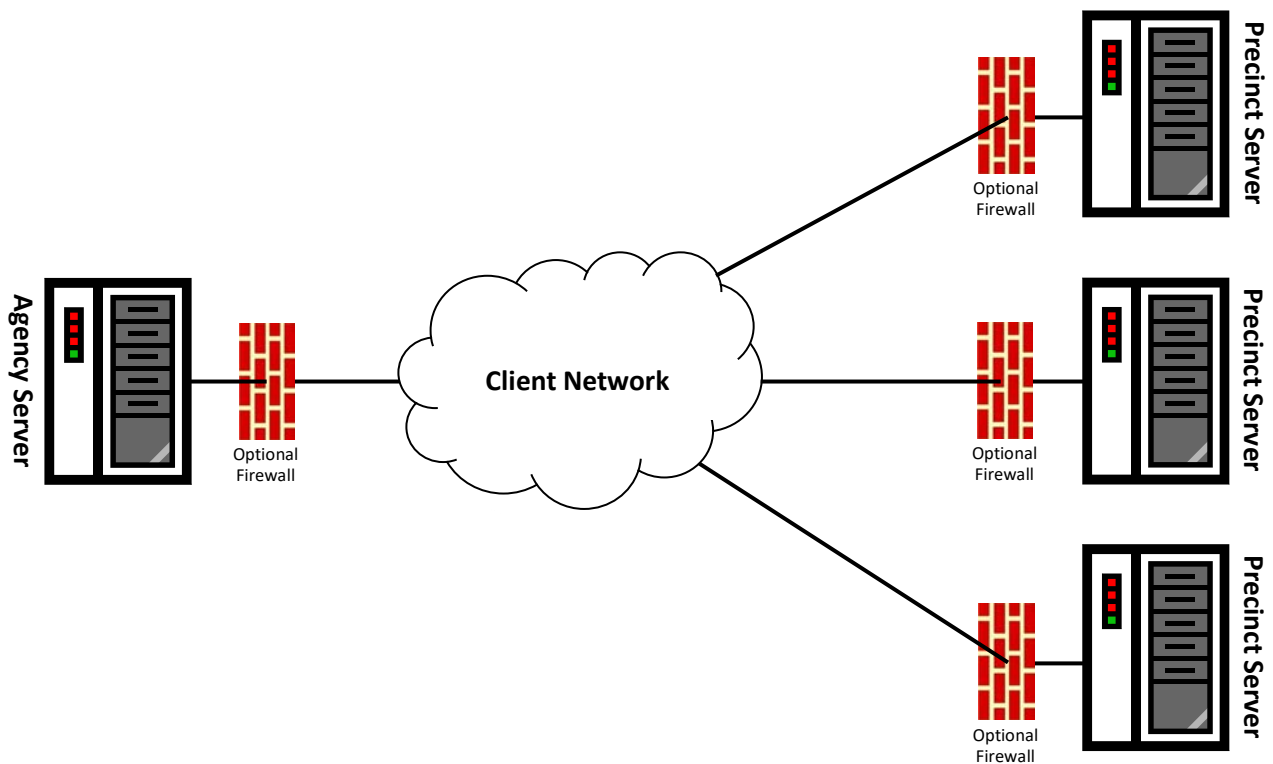
Agency/Precinct Communication

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:

- Maintained on Agency server*
- User metadata fields
 - Video categories
 - Case notations
 - 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.



User Roles

In DEA Precinct, users are granted access to various system functions by assigning them a *user role*. A user role is simply a group of permissions. Whenever you log into DEA Precinct, the system will grant you access to various system functions according to the user role that's assigned to your User ID. Your System Administrator is 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 Precinct. They include:

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

These roles are customizable. Your System Administrator 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 your System Administrator can create and then assign any number of permissions to. He can add, change, or delete custom user roles as desired.

Permissions



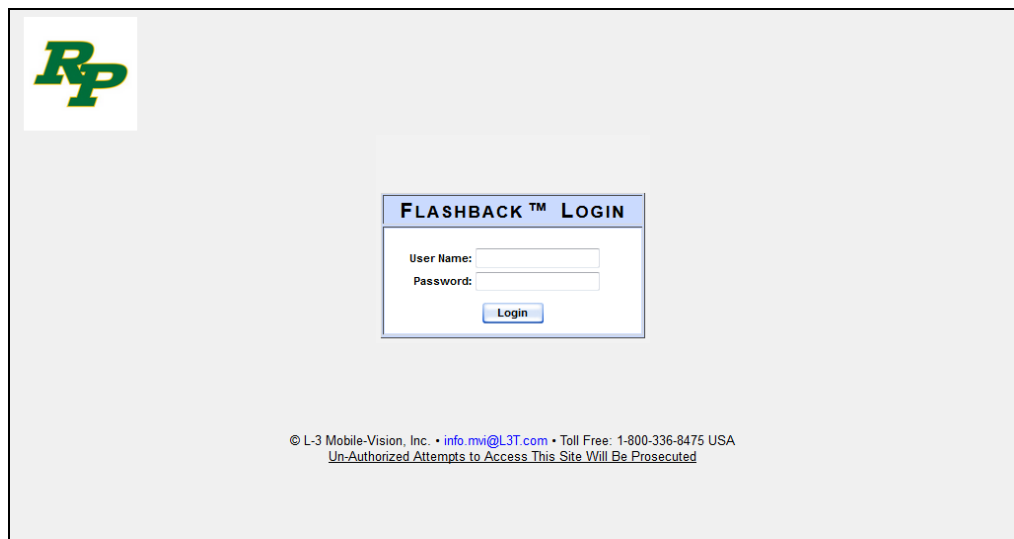
At system start-up, your System Administrator will determine which options he wants his users to have access to. This means that you will be able to perform some, but possibly not all, of the tasks described in this guide. Whenever you see the 'P' icon next to a procedure, it indicates that you must have the proper permissions to perform that task. If you cannot perform a function that you want or need access to, speak with your System Administrator.

Logging into the System for the First Time

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

- URL needed to access your Precinct server
- DEA Precinct User ID
- DEA Precinct User Password (if needed)*

- 1 Double-click on the Mobile-Vision desktop icon. The Flashback Login screen displays.



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

- 2 Enter your user name in the *User Name* field.
- 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 Administrator provided you with.
- 4 If the *Domain* field appears on your screen, proceed to the next step. Otherwise skip to step 6.

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

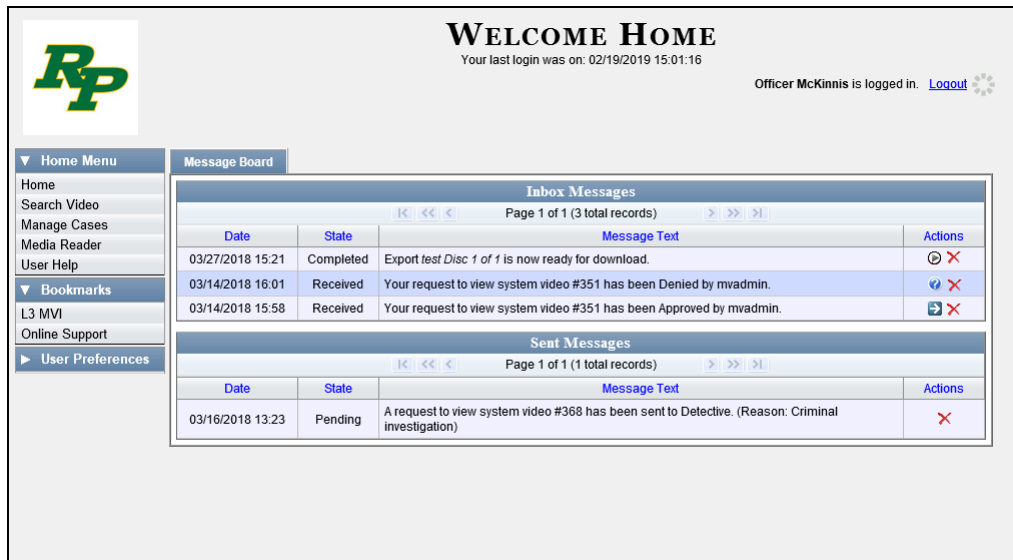
- 5 Select the correct domain name from the *Domain* drop-down list. If you aren't sure which domain to select, ask your System Administrator.



The image shows a login form titled "FLASHBACK™ LOGIN". It contains three input fields: "User Name" with the text "wSchirmer", "Password" with masked characters "*****", and "Domain" with a dropdown menu showing "mvt-qa". A "Login" button is located below the fields.

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

Depending on your permissions, this page may appear slightly different to you. For example, Media Reader will only display if you have the proper permissions to access that option



The screenshot shows the "WELCOME HOME" page for Officer McKinnis. The page includes a navigation menu on the left with options like Home, Search Video, Manage Cases, Media Reader, User Help, Bookmarks, L3 MVI, Online Support, and User Preferences. The main content area displays "Inbox Messages" and "Sent Messages" tables.

Inbox Messages			
Date	State	Message Text	Actions
03/27/2018 15:21	Completed	Export test Disc 1 of 1 is now ready for download.	
03/14/2018 16:01	Received	Your request to view system video #351 has been Denied by madmin.	
03/14/2018 15:58	Received	Your request to view system video #351 has been Approved by madmin.	

Sent Messages			
Date	State	Message Text	Actions
03/16/2018 13:23	Pending	A request to view system video #368 has been sent to Detective. (Reason: Criminal investigation)	

For a detailed description of this page, see “DEA Precinct Home Page” on page 6.

Changing Your Password

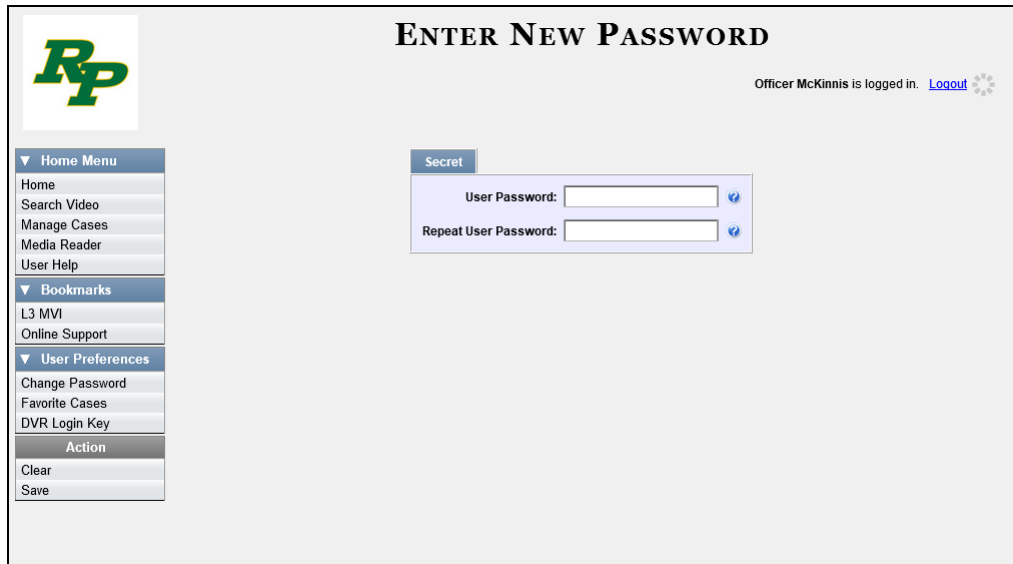
Unless your agency is using the Active Directory Integration feature, you should change your password the first time you login to DEA Precinct, as described below.

Your System Administrator will provide you with any password requirements, such as minimum length, characters required, etc.

Please note that passwords are case-sensitive.

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

(Continued)



- 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.

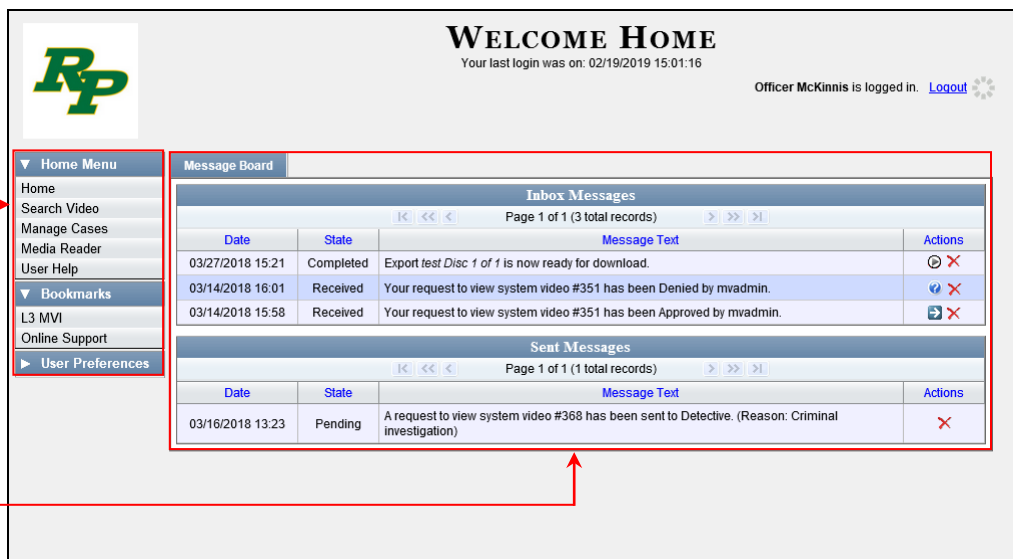
Password has been updated

DEA Precinct Home Page

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

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

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





Message Board






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

- ❑ *Inbox Messages.* These are the messages that the *system* sent to *you*, such as *Export XYZ is now ready for download.*
- ❑ *Sent Messages.* These are the messages that *you* sent to the *system*, such as a burn request, download request, or reactivation 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. A *reactivation request* is a request to restore an offline video or case file from an archive disc to the Precinct server.

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 *reactivation*, this means that the archived case or video you asked for has been restored. 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  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.

Icon	Action
	Download file
	If selected from <i>Inbox Messages</i> : Delete a system message If selected from <i>Sent Messages</i> : Delete a queued job
	View <i>export</i> or <i>video</i> details
	Resubmit job
	View DVR troubleshooting materials

Main Menu

▼ Home Menu	
Home	← View system messages
Search Video	← Search for video; play video; burn video to disc
Manage Cases	← Search for a case; add a new case; burn a case to disc
Media Reader	← Transfer video from a storage card or other external storage device to DEA Precinct
User Help	← Search the online help system
▼ Bookmarks	
L3 MVI	← Advance to Mobile-Vision's regular website
Online Support	← Advance to Mobile-Vision's Online Support Center
▼ User Preferences	
Change Password	← Change your login password
Favorite Cases	← View a list of favorite cases
DVR Login Key	← Transfer your login information to a USB flash drive

Definitions

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

Hardware Components

This user guide focuses on the *software* component of the Mobile-Vision Digital Evidence System. However, our evidence collection system has several *hardware* components as well. These components interface with the DEA Precinct 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. 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 your Precinct server. For more information on the Flashback, refer to your Flashback User's Guide.

BodyVISION DVRs

The *BodyVISION* is a small, wearable digital video recorder sold by Mobile-Vision. This device allows you to capture both high definition videos and JPG “snapshot” images, then upload them to your Precinct server via a *BodyVISION* 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 Precinct 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 Backup Discs* and *User-Requested Certified Copies* (see definitions below and on the next page). 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 your Precinct 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. Some of the backup parameters, such as which video categories to back up, are entered on the Agency server and downloaded to your local Precinct server. Other backup parameters, such as which *category* of data will be backed up (videos only, videos and cases, etc.) are entered on the local Precinct server.

If a video file is supposed to be backed up, the system will add it to an archive job shortly after it transmits to your Precinct 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 in-car Flashback DVR to the Precinct server. This device is connected to a wireless network antenna mounted on the outside of the building that houses your server.

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

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 your 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 a problem has occurred that interfered with the wireless file transfer. For more information, see "Manually Uploading New Videos" in chapter 2.

Software Concepts

Automatic Archive

An automatic archive is a backup process that is triggered by the system based on predefined rules that are set in the DEA Agency and Precinct 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. These fields are defined through DEA Agency, then downloaded to the Precinct servers. 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. See also "Adding Predefined User Metadata to a Video" in chapter 2.

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 Precinct server.

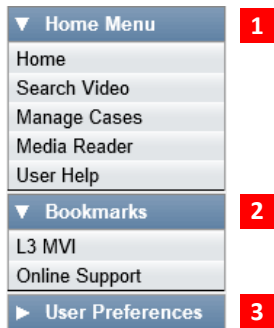
If a *video* is offline, you will be able to view that video's thumbnail image and statistics (category, duration, record reason, etc.), but not the video itself. Also, you cannot export an offline video.

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.

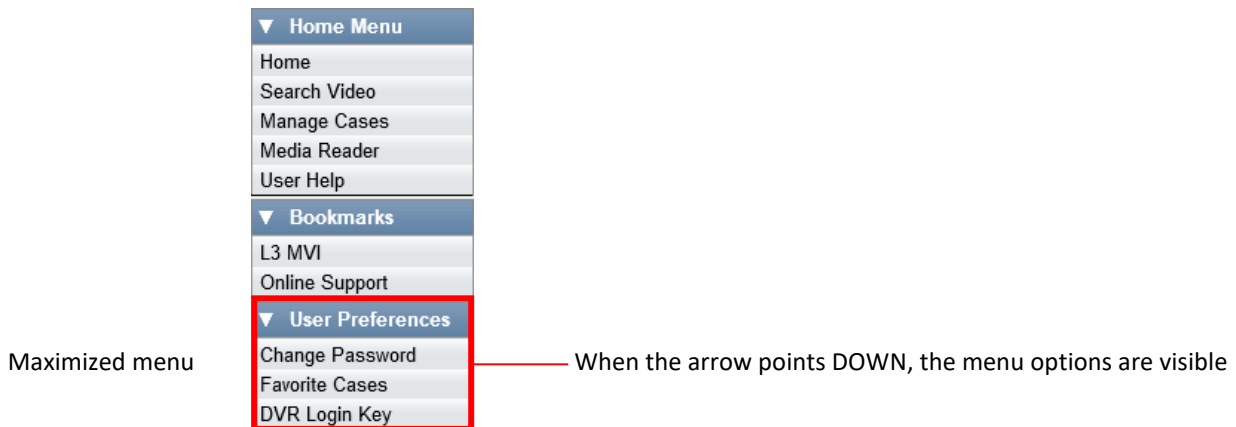
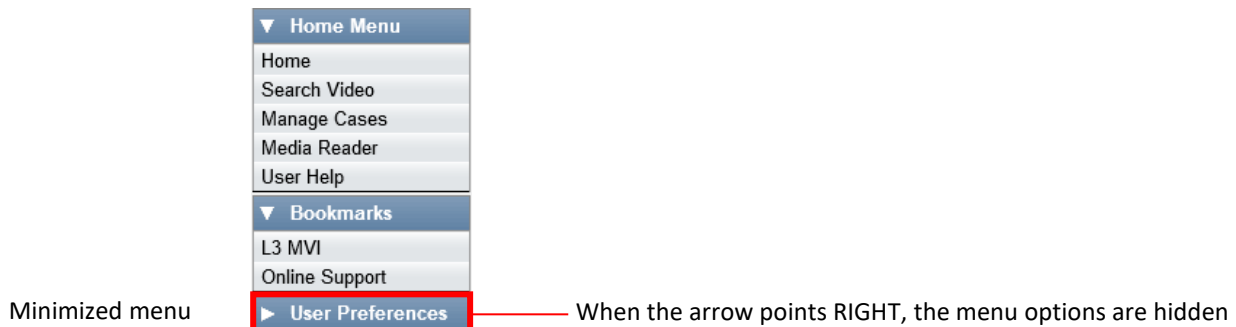
Software Navigation

When you first login to DEA Precinct, you will notice three main menus on the far left of your screen: *Home Menu*, *Bookmarks*, and *User Preferences*. These menus are the starting point for all DEA Precinct functions. By default, the Home Menu (1) and Bookmarks (2) menus are *maximized* upon login and the User Preferences (3) menu is *minimized*.






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

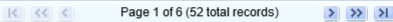
















Sorting Multiple Records

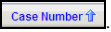
Whenever you display a list of records, you have the option of changing the manner in which those records are sorted. For example, by default, the Case Search Results page is sorted by *Incident Date*. However, you can change that sort value to *Display Name*, *Case Number*, or *Subject*, as described here.



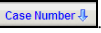
CASE SEARCH RESULTS

Officer McKinnis is logged in. [Logout](#) 

	Manage Cases					
▼ Home Menu	Page 1 of 6 (52 total records)					
Home						
Search Video	Details	Display Name	Case Number	Subject	Incident Date ▼	Status
Manage Cases		MVA on Rt. 80	2019-000086	Ostrum, Edward	02/01/2019	
Media Reader		Peeping Tom	2018-000142	Cates, Devin	11/01/2018	
User Help		Auto theft	2018-000228	Garber, Elaine	10/02/2018	
▼ Bookmarks		House Fire	2018-000297	Multiple	08/03/2018	
L3 MVI		Incident on Rt. 46	2018-000965	---	02/12/2018	
Online Support		Domestic	2018-000674	Karamanol, Jack	07/12/2017	
▶ User Preferences		Residential break-in	20-9834008	Multiple	03/02/2017	
Action		First Degree Assault	09-776345	169_000000003	03/01/2017	
New Case						
New Search						
Back to Case						

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

– OR –

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: 

Generating a DVR Login Key

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

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

- 1 Go to **User Preferences** and click **DVR Login Key**. The Generate Key page displays.



- 2 Insert a blank USB drive into a USB slot on your PC.
- 3 Go to the **Action** column and click **Generate Key**. A download message displays.



- 4 Select **Save As** from the *Save* drop-down list.
- 5 Navigate to your USB drive.
- 6 Click **Save**. The system copies the login file to your USB drive, then displays a confirmation message.



To login to a Flashback DVR, place the USB drive in the DVR's USB port and then

press the following buttons on your Flashback monitor:



For more information, see “Logging into a DVR Using Your USB Login Key” in the *Flashback2/3/HD User’s Guide*.

DVD File Formats—A Side-by-Side Comparison

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

Interchange Format			
Consumer DVD			
Data DVD			
Play on a consumer DVD player connected to a TV		✓	
Play on a PC	✓	✓*	✓*
Import into third-party applications		✓	✓
Edit			✓
Tamper proof	✓		
Advance to ‘trace points’ inserted at time of recording	✓		
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		✓*	✓*

* Special software required, such as Power DVD.



NOTE: There are two more formats, *Uncompressed* and *FOIA redacted*, that are typically available to System Administrators and other supervisory users. For more information, see “Uncompressed DVD Format” and/or “FOIA Redacted DVD Format” in chapter 3 of the *DEA Precinct Administrator’s Guide*.

Using the Online Help System

DEA Precinct 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 **Home Menu** and click **User Help**.

The screenshot shows a web interface titled "WELCOME HOME" with a sub-header "Your last login was on: 02/19/2019 15:01:16" and "Officer McKinnis is logged in. Logout". On the left is a "Home Menu" with items: Home, Search Video, Manage Cases, Media Reader, **User Help** (highlighted in red), Bookmarks, L3 MVI, Online Support, and User Preferences. The main content area shows a "Message Board" with "Inbox Messages" and "Sent Messages" tables.

Inbox Messages				
Date	State	Message Text	Actions	
03/27/2018 15:21	Completed	Export test Disc 1 of 1 is now ready for download.		
03/14/2018 16:01	Received	Your request to view system video #351 has been Denied by madmin.		
03/14/2018 15:58	Received	Your request to view system video #351 has been Approved by madmin.		

Sent Messages				
Date	State	Message Text	Actions	
03/16/2018 13:23	Pending	A request to view system video #368 has been sent to Detective. (Reason: Criminal investigation)		

The Help Contents page displays.

The screenshot shows the "Introduction" page with a navigation menu on the left containing: Introduction, Videos, DVDs, Cases, DVRs, Backup PCs, Utilities, Security, and Users. The main content area has a search bar and a breadcrumb "Home > Introduction".

Introduction

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 [Body Worn](#) cameras. You can also [export](#) and burn selected videos to DVD or Blu-Ray disc.

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 *Internet Explorer* or *Mozilla Firefox* to access DES. Any differences between Flashback, [BodyVISION](#), [BWV-100](#), and [VIEVU](#) 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 [Online Support](#) link under the **Bookmarks** menu option).

For more information, see:

- [The Video Lifecycle](#)
- [User Roles](#)
- [Permissions](#)
- [Changing Your Password](#)
- [DES Home Page](#)
- [Software Navigation](#)

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

Content Summary

This manual is divided into four chapters, as described below.

Chapter	Description
1: Introduction	Provides an overview of DEA Precinct and describes key system concepts.
2: Videos	Describes how to: <ul style="list-style-type: none">▪ Search for a video▪ Play a video▪ Notate a video▪ Tag a video to extend its online life▪ Restore an offline video▪ Manually upload new video▪ Download video to your PC▪ Export a Body Worn snapshot to a PDF File.
3: DVDs	Describes how to burn video and case DVDs in a variety of formats using either the agency's robotic DVD burner or your PC's DVD burner.
4: Cases	Describes how to: <ul style="list-style-type: none">▪ Create a new case▪ Search for an existing case▪ Update a case▪ Add a case to your list of 'Favorites'▪ Restore an offline case▪ Download a case to your PC.

The manual also includes a Glossary and a topical index.

2 Videos

This chapter describes how to search for, display, and view your Flashback videos, Body Worn* videos, and Body Worn still images or “snapshots”. It also describes how to add video notations, termed *User Metadata* (UMD).

The Flashback videos that you capture during each shift are automatically transmitted to the Precinct server when your 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 unit in a Body Worn docking station that’s connected to that server.

Once a video or snapshot file resides on the Precinct server, you can access it by logging into the application from your PC workstation.

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

Unless otherwise noted, all procedures described in this chapter apply to both videos and 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 49
- Playing a Video, page 54
- Submitting a Request to View a *BodyVISION* Video, page 64
- Exporting a Video Frame, page 68
- Changing a Video’s Category, page 71
- Adding Predefined User Metadata to a Video, page 73
- Adding Predefined Video Notations to a Media File, page 73
- Tagging, page 74
- Generating a Chain of Custody Report for a Media File, page 76
- Reactivating an Offline Video, page 78
- Re-importing ‘Expired’ Video, page 83
- Manually Uploading Flashback Videos, page 87
- Downloading Video Files to Your PC, page 90
- Exporting a Snapshot, page 99.

* Includes BodyVISION and BWX-100 cameras

Searching for Videos

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

Search Method	Used to search for video by some or all of this criteria...
Basic	<ul style="list-style-type: none">▪ Date▪ DVR▪ System ID▪ Owner▪ Category
Advanced	<ul style="list-style-type: none">▪ After Date▪ Before Date▪ DVR▪ System ID▪ Owner▪ Category▪ Tagged▪ Status▪ Record Trigger▪ Latitude▪ Longitude▪ Speed Greater Than▪ UMD

For specific instructions, see:

- Performing a Basic Video Search, below
- Performing an Advanced Video Search, page 24.

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  and click **Search Video**. The Search Video page displays.

- 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 in the following table.

Basic Search Form	
Search Field	Description
Date	Limits your search to those videos that began recording on this date. <i>Select this date from 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 on DVRs, 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.
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>
Category	Limits your search to those videos that fall within this category. For more on video categories, see <i>Category</i> in the table on page 36. <i>Select this value from the drop-down list.</i> If you are searching for a VIEVU video, select VieVu . If you are searching for a BodyVISION video or snapshot, select Body Worn .

(Continued)

Available Actions	
Action	Description
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, see “Performing an Advanced Video Search” on page 24.
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 applicable. 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 applicable. If you have not viewed a case since you logged on, this action will not display.

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




VIDEOS								
Page 1 of 1 (7 total records)								
Details	Play	Owner	DVR Name	DVR Type	Duration	Category	Video Start	Notes
		FBHD	UN FB2	Vehicle	1 min	No Citation	11/20/2016 13:40	
		*1 ON FB3 A@13:40:41	UN FB3	Vehicle	1 min	No Citation	11/20/2016 13:40	
		FBHD	UN FBHD	Vehicle	1 min	No Citation	11/20/2016 13:40	
		*1 ONBV22@13:40:43	BV22	Body Worn	Image	Body Worn	11/20/2016 13:31	
		*1 ONBV22@13:40:43	BV22	Body Worn	1 min	Body Worn	11/20/2016 13:30	
		VV	VieVu	VieVu	1 min	VieVu	11/20/2016 13:28	
		*1 FB1@15:32:21	FB1	Vehicle	0 min	No Citation	06/09/2016 15:34	


The example above shows the default columns for the Video Search Results page. If your System Administrator has customized this screen, different columns may display.

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.

- 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: 

– OR –

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

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



- To further narrow your selection results, proceed to the next step. Otherwise skip to step 10.

- Click the Quick Search icon at the top of the Video list. A row of search fields displays.



VIDEO SEARCH RESULTS

Sergeant Mathews is logged in. [Logout](#)

- ▼ Home Menu
- Home
- Search Video
- Manage Cases
- Media Reader
- User Help
- ▼ Bookmarks
- L3 MVI
- Online Support
- User Preferences
- Action
- New Search
- Export

Videos
Page 1 of 1 (7 total records)

	Details	Play	Owner	DVR Name	DVR Type	Duration	Category	Video Start	Notes
			Lieutenant Rogers	UN FB2	Vehicle	1 min	No Citation	11/20/2016 13:40	
			*1 ON FB3 A@13:40:41	UN FB3	Vehicle	1 min	No Citation	11/20/2016 13:40	
			Lieutenant Rogers	UN FBHD	Vehicle	1 min	No Citation	11/20/2016 13:40	
			*1 ONBV22@13:40:43	BV22	Body Worn	Image	Body Worn	11/20/2016 13:31	
			*1 ONBV22@13:40:43	BV22	Body Worn	1 min	Body Worn	11/20/2016 13:30	
			Officer Kehoe	VieVu	VieVu	1 min	VieVu	11/20/2016 13:28	
			*1 FB1@15:32:21	FB1	Vehicle	0 min	No Citation	06/09/2016 15:34	

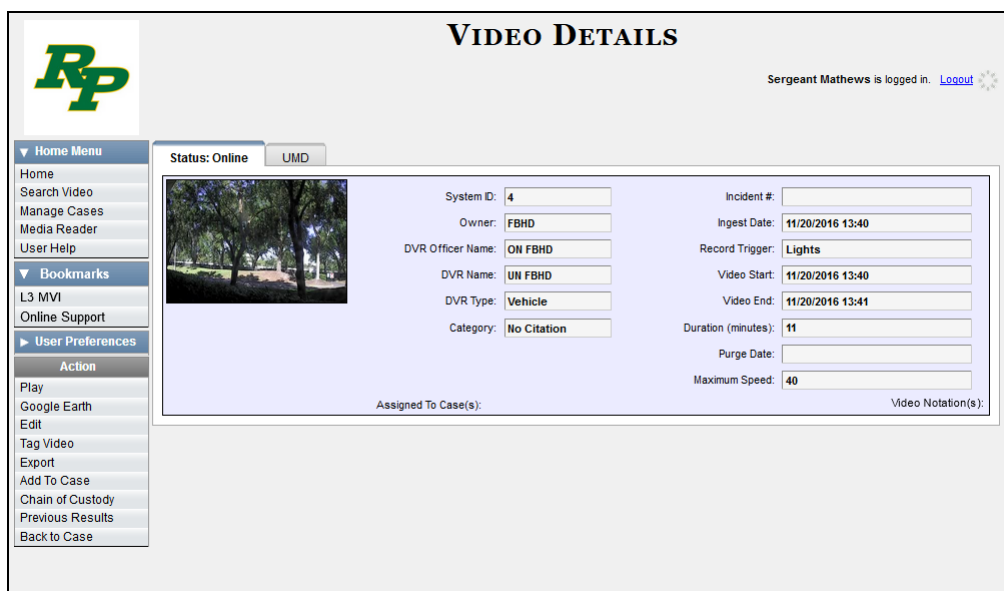
For a description of the Quick Search fields, see the table on page 30.

- 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.

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

- 10** To view a video’s details, click the Details icon to the left of the video. The Video Details page displays, as pictured below.



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

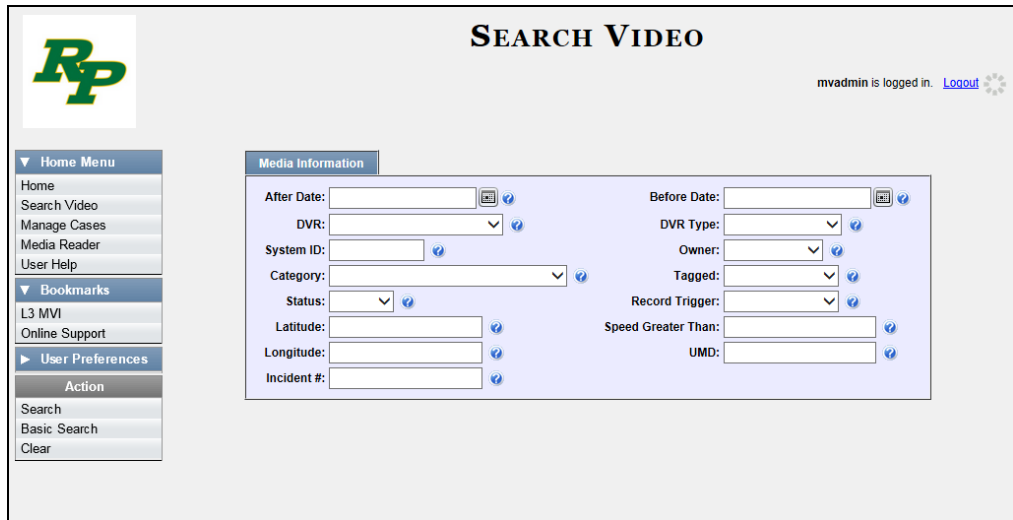
Performing an Advanced Video Search

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

- | | |
|--|---|
| <input type="checkbox"/> After Date | <input type="checkbox"/> Tagged |
| <input type="checkbox"/> Before Date | <input type="checkbox"/> Status |
| <input type="checkbox"/> DVR | <input type="checkbox"/> Record Trigger |
| <input type="checkbox"/> DVR Type | <input type="checkbox"/> Latitude |
| <input type="checkbox"/> Body Worn Mode* | <input type="checkbox"/> Longitude |
| <input type="checkbox"/> System ID | <input type="checkbox"/> Speed Greater Than |
| <input type="checkbox"/> Owner | <input type="checkbox"/> UMD |
| <input type="checkbox"/> Category | |

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

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



- 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.

Advanced Search Form	
Search Field	Description
After Date	Limits your search to those videos that began recording <i>after</i> 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 from the calendar popup OR enter directly in mm/dd/yyyy format.</i>
Before Date	Limits your search to those videos that began recording <i>before</i> 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 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 on DVRs, 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 this type of DVR: <ul style="list-style-type: none"> ▪ <i>Vehicle</i>. A DVR that is installed inside a vehicle, such as a police cruiser. ▪ <i>Body Worn</i>. A BodyVISION or BWX-100 Body Worn camera. ▪ <i>VieVu</i>. A VIEVU Body Worn camera. <i>Select this value from the drop-down list.</i>

Advanced Search Form (cont'd)	
Search Field	Description
Body Worn Mode	Limits your search to <i>BodyVISION</i> 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-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 on this ID code, 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>
Category	Limits your search to those videos that fall within this category. For more on video categories, see <i>Category</i> in the table on page 36. <i>Select this value from the drop-down list.</i> If you are searching for a VIEVU video, select VieVu . If you are searching for a <i>BodyVISION</i> video or snapshot, select Body Worn .
Tagged	Limits your search to those videos that are either tagged or not tagged. For more information, see “Tagging” on page 74. <i>Select this value from the drop-down list.</i>
Status	Limits your search to those videos with a status of <i>online</i> or <i>offline</i> . If a video is <i>online</i> , it means that it is still stored on the Precinct 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 Precinct server due to its age, category, and/or other system settings. You may still be able to view <i>some</i> of an offline video’s information (owner, category, duration, etc.), 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.

Advanced Search Form (cont'd)	
Search Field	Description
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 maximum 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 on User Metadata, see “Adding Predefined User Metadata to a Video” on page 73.
Available Actions	
Action	Description
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, see “Performing a Basic Video Search” on page 20.
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 applicable. 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 applicable. If you have not viewed a case since you logged on, this action will not display.

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

(Continued)



VIDEO SEARCH RESULTS

Sergeant Mathews is logged in. [Logout](#)

	Videos							
	Page 1 of 1 (7 total records)							
Details	Play	Owner	DVR Name	DVR Type	Duration	Category	Video Start	Notes
		FBHD	UN FB2	Vehicle	1 min	No Citation	11/20/2016 13:40	
		*1 ON FB3 A@13:40:41	UN FB3	Vehicle	1 min	No Citation	11/20/2016 13:40	
		FBHD	UN FBHD	Vehicle	1 min	No Citation	11/20/2016 13:40	
		*1 ONBV22@13:40:43	BV22	Body Worn	Image	Body Worn	11/20/2016 13:31	
		*1 ONBV22@13:40:43	BV22	Body Worn	1 min	Body Worn	11/20/2016 13:30	 
		VV	VieVu	VieVu	1 min	VieVu	11/20/2016 13:28	
		*1 FB1@15:32:21	FB1	Vehicle	0 min	No Citation	06/09/2016 15:34	 

The example above shows the default columns for the Video Search Results page. If your System Administrator has customized this screen, different columns may display.

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 ▼

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



-  7 To view a video’s details, click the Details icon to the left of that video. The Video Details page displays. For a detailed description of the components on this page, see the table beginning on page 35.

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

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 20 and “Performing an Advanced Video Search” on page 24.

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 below.






VIDEO SEARCH RESULTS

Sergeant Mathews is logged in. [Logout](#)


Home Menu		Videos								
Home		Details	Play	Owner	DVR Name	DVR Type	Duration	Category	Video Start	Notes
Search Video				FBHD	UN FB2	Vehicle	1 min	No Citation	11/20/2016 13:40	
Manage Cases				*1 ON FB3 A@13:40:41	UN FB3	Vehicle	1 min	No Citation	11/20/2016 13:40	
Media Reader				FBHD	UN FBHD	Vehicle	1 min	No Citation	11/20/2016 13:40	
User Help				*1 ONBV22@13:40:43	BV22	Body Worn	Image	Body Worn	11/20/2016 13:31	
Bookmarks				*1 ONBV22@13:40:43	BV22	Body Worn	1 min	Body Worn	11/20/2016 13:30	
L3 MVI				VV	VieVu	VieVu	1 min	VieVu	11/20/2016 13:28	
Online Support				*1 FB1@15:32:21	FB1	Vehicle	0 min	No Citation	06/09/2016 15:34	
User Preferences										
Action										
New Search										
Export										
Back to Case										

The example above shows the default columns for the Video Search Results page. If your System Administrator has customized this screen, different columns may display.









The other components of the Video Search Results page are described below and 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.
	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*	
	A toggle switch used to display or collapse a row of search fields. You can use these fields to narrow your search results even further (i.e., perform a “search within a search”). See <i>Quick Search 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 specified date. <i>Select this date from the calendar popup OR enter directly in mm/dd/yyyy format.</i>
Default Video Information	
Column	Description
Details	The View Video Details icon. Used to open 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 Body Worn snapshot.
Owner	The name of the officer who owns this video. For more information, 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.
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>BodyVISION</i> or <i>BWX-100</i> snapshot.
Category	The category assigned to this video. For more information, see <i>Category</i> in the table on page 36.

* Basic Search only.

Default Video Information (cont'd)	
Column	Description
Video Start	The date and time at which this video began recording. Displays in mm/dd /yyyy hh:mm format.
Notes	<p>Status icons used to provide details on each video.</p> <ul style="list-style-type: none">  The video file has been tagged by a user. For more information, see “Tagging” on page 74.  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 has been burned to an archive disc.  The video is being burned to an archive disc (burn job in progress)  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 on cases, 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.	
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	<p>The type of DVR that captured this video:</p> <ul style="list-style-type: none"> ▪ <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. <p>(Continued)</p>

Custom Video Information (cont'd)	
Column	Description
DVR Type (cont'd)	<ul style="list-style-type: none"> ▪ <i>Body Worn.</i> A <i>BodyVISION</i> or <i>BWX-100</i> Body Worn camera. ▪ <i>VieVu.</i> A <i>VIEVU</i> 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 information, see chapter 3, DVDs, and/or “Downloading Video Files to Your PC” on page 90.
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.
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.

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 *BodyVISION* or *BWX-100* snapshot file, see “Displaying a Snapshot” on page 49 instead.

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



VIDEO SEARCH RESULTS

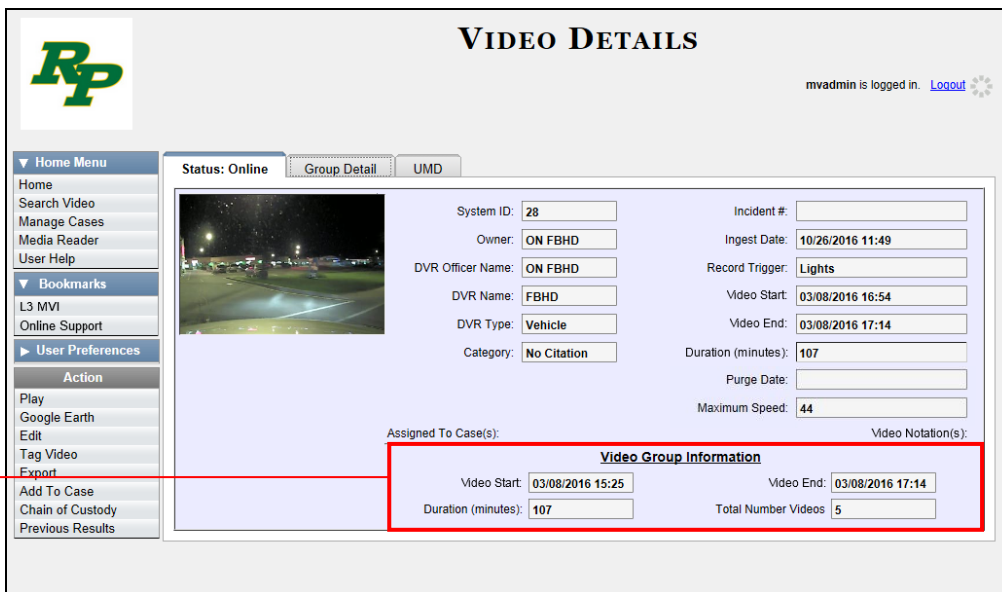
mvadmin is logged in. [Logout](#)

Home Menu		Videos								
Home		Page 1 of 3 (17 total records)								
Search Video		Details	Play	Owner	DVR Name	DVR Type	Duration	Category	Video Start	Notes
Manage Cases				*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	Vehicle	19 min	00-Unclassified-90 Days	03/08/2016 16:54	
Media Reader				*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	Vehicle	22 min	00-Unclassified-90 Days	03/08/2016 16:32	
User Help				*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	Vehicle	22 min	00-Unclassified-90 Days	03/08/2016 16:10	
Bookmarks				*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	Vehicle	22 min	00-Unclassified-90 Days	03/08/2016 15:48	
L3 MVI				*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	Vehicle	22 min	00-Unclassified-90 Days	03/08/2016 15:25	
Online Support				*1 ON ONFB3@21:03:10	*1 UN FB3@21:11:10	Vehicle	3 min	00-Unclassified-90 Days	01/15/2016 15:10	
User Preferences										
Action										
New Search										
Export										
Back to Video										

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

(Continued)

Sample
BodyVISION
Record



VIDEO DETAILS

mvadmin is logged in. [Logout](#)

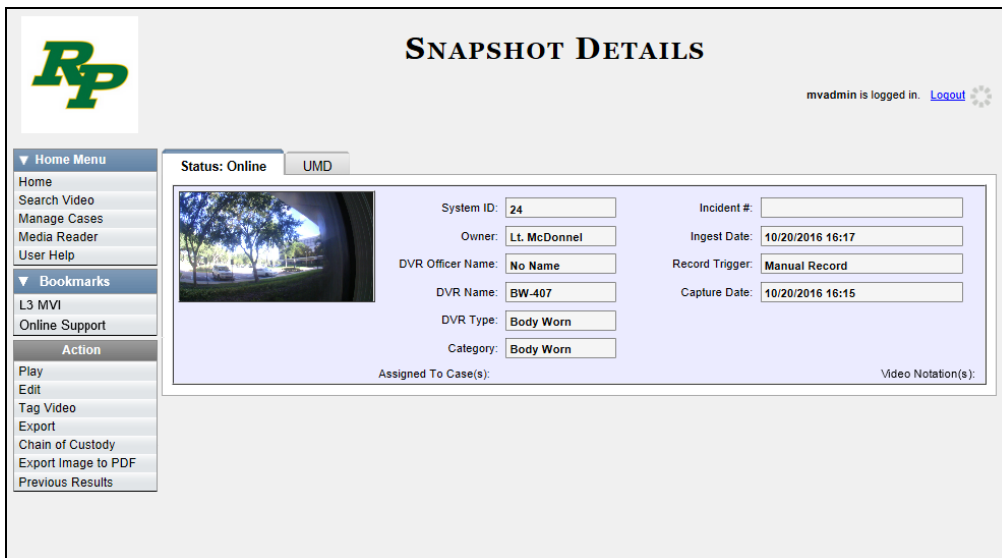
Status: **Online** | Group Detail | UMD

Video Group Information

System ID:	28	Incident #:	
Owner:	ON FBHD	Ingest Date:	10/26/2016 11:49
DVR Officer Name:	ON FBHD	Record Trigger:	Lights
DVR Name:	FBHD	Video Start:	03/08/2016 16:54
DVR Type:	Vehicle	Video End:	03/08/2016 17:14
Category:	No Citation	Duration (minutes):	107
		Purge Date:	
		Maximum Speed:	44
Assigned To Case(s):		Video Notation(s):	

This section only displays for longer videos that the system has subdivided into two or more files

Sample
BodyVISION
Record



SNAPSHOT DETAILS

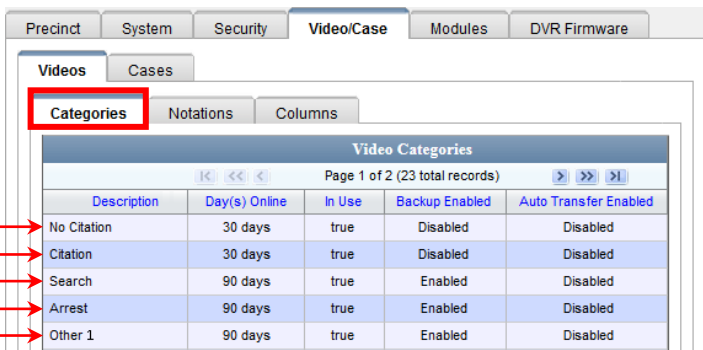
mvadmin is logged in. [Logout](#)

Status: **Online** | UMD

System ID:	24	Incident #:	
Owner:	Lt. McDonnell	Ingest Date:	10/20/2016 16:17
DVR Officer Name:	No Name	Record Trigger:	Manual Record
DVR Name:	BW-407	Capture Date:	10/20/2016 16:15
DVR Type:	Body Worn		
Category:	Body Worn		
Assigned To Case(s):		Video Notation(s):	

The information on the **Status** tab is described in the following table.

Status Tab	
Field	Description
System ID	The unique identification number that the system assigned to this video.
Owner	<p>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.</p> <p>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:</p> <ol style="list-style-type: none"> 1. An officer logs into a DVR using a User ID that does not reside on the Precinct server. After DVR-to-precinct transmission 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 convention: *1 [DVR login name] @ [date/time]. This name will display in the video's <i>Owner</i> field. Note: When you login to your DVR using a DVR Login Key, it eliminates the possibility of typos, thus reducing the number of *1 Owners that are auto-created by the system. For more information, see "Generating a DVR Login Key" in chapter 1. 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 name was created] to any videos that were recorded during that session. <p>If necessary, your System Administrator can reassign a *1 video to its proper owner.</p>
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 Name	<p>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 Room</i> module, a Flashback DVR may also be associated with an interview room.</p> <p>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>BodyVISION</i> or <i>BWX-100</i>, Body Worn will display.</p> <p><i>(Continued)</i></p>

Status Tab (cont'd)	
Field	Description
DVR Name (cont'd)	<p>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]. 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 of the <i>DEA Precinct Administrator’s Guide</i>.</p> <p>Some DVR records are entered by your SIS or System Administrator (typical), and some are created automatically by the system.</p>
DVR Type	<p>The type of DVR that captured this video:</p> <ul style="list-style-type: none"> ▪ <i>Vehicle</i>. A DVR that is installed inside a vehicle, such as a police cruiser. ▪ <i>Interview Room</i>. A DVR that is installed inside an interview room. This type of DVR is used in conjunction with the optional <i>Interview Room</i> module. ▪ <i>Body Worn</i>. A <i>BodyVISION</i> or <i>BWX-100</i> Body Worn camera. ▪ <i>VieVu</i>. A <i>VIEVU</i> Body Worn camera.
Category	<p>The category assigned to this video. A video’s category determines the order in which it transmits to the Precinct server. Videos will transmit in the order in which they are listed on the Categories tab, as illustrated below.</p> <div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;"> <p>Transmits first →</p> <p>Transmits second →</p> <p>Transmits third →</p> <p>Transmits fourth →</p> <p>Transmits fifth →</p> </div>  </div> <p>A video’s category also determines its <i>online life</i>. Your System Administrator assigns a number of online days to each category. If an option called <i>Strict Purger</i> is selected, then after a video reaches its category’s predetermined age, the system will automatically purge that file from DEA Precinct. If the <i>Strict Purger</i> option is <i>not</i> selected, the system will purge a video from DEA Precinct (<i>Continued</i>)</p>

* A DVR that has been in communication with the server for the first time

Status Tab (cont'd)	
Field	Description
Category (cont'd)	<p>after two conditions are met: 1) the video reaches its category's predetermined age, and 2) the Precinct server needs the extra disk space to store other, higher priority data.</p> <p>Most categories are assigned by the officer immediately after a video is done recording. However, you can also assign categories back at the precinct after you've logged onto the Precinct server, as described in "Changing a Video's Category" on page 71.</p> <p>The default video categories that you can assign to a video are: <i>No Citation, Citation, Search, Arrest, Other 1 – 5</i>. Your System Administrator has the option of customizing these default category names to meet your agency's needs. The following categories are assigned automatically:</p> <ul style="list-style-type: none"> ▪ <i>Background Mode</i>. A recording session occurred when the Background Mode option was set to ON. When Background Mode is ON, it means that the DVR records continuously whenever the vehicle's ignition is on, and for X number of minutes after the ignition is turned off, Where X = the Ignition Timer setting. <p>For more information on Background Record, see "Programming the Ignition Timer" in your Flashback User's Guide.</p> <p>Power Failure. A recording session was interrupted after a power failure occurred.</p> <p>Interrupted Recording. A recording session was interrupted because the SD card (Flashback3/FlashbackHD) or CF card (Flashback2) was full.</p> <p>Body Worn. The video was captured using a BodyVISION or BWX-100 Body Worn camera.</p> <p>VieVu. The video was captured using a VIEVU Body Worn camera.</p> <p>Firmware Upgrade. An officer requested a DVR firmware upgrade in the middle of a recording session (highly unlikely scenario).</p> <p>Card Format. 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).</p> <p>Corrupt QBX. The system detected a possible file corruption in a Flashback2, Flashback3, FlashbackHD, or BodyVISION video (highly unlikely scenario).</p> <p><i>(Continued)</i></p>

Status Tab (cont'd)	
Field	Description
Category (cont'd)	<ul style="list-style-type: none"> ▪ Crash Battery Died. The CrashBat battery failed during a recording session. The CrashBat is an optional piece of hardware used to trigger the record function after a car crash occurs. ▪ Aggressive Driving. The optional “Aggressive Driving” add-on detected aggressive driving in the officer’s vehicle during a 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. ▪ Unknown. A 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. ▪ Non Playable. A problem occurred during the recording process <i>or</i> video ingestion process that rendered the video unplayable. ▪ Purged. 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. <p>Note: System-assigned categories cannot be changed.</p>
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	<p>The event that caused your Flashback DVR to start recording. Record triggers include:</p> <ul style="list-style-type: none"> ▪ Auxiliary 1. The CrashBat crash detector or other device detected an event, such as a vehicle crash. Automatic trigger. ▪ Auxiliary 2. A secondary device registered an event, such as the opening of a vehicle door. Automatic trigger. ▪ Lights. An officer turned the vehicle’s emergency lights on. Automatic trigger. ▪ Microphone 1. An officer activated the <i>Record</i> switch on the wireless mic that’s plugged into the Flashback’s VLP 1 port. Manual trigger. ▪ Microphone 2. An officer activated the <i>Record</i> switch on the wireless mic that’s plugged into the Flashback’s VLP 2 port. Manual trigger. ▪ Record button. An officer pressed the R button on the Flashback monitor, DVR, or Vehicle Viewer screen. Manual trigger.

Status Tab (cont'd)	
Field	Description
Record Trigger (cont'd)	<ul style="list-style-type: none"> ▪ <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. This speed is set by your 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>BodyVISION</i> or <i>BWX-100</i> snapshot.
Purge Date	The date on which the video is scheduled to be removed (i.e., purged) from the DEA Precinct server.
Maximum Speed	The highest vehicle speed that was reached during this Flashback recording. If you do not have the <i>Display MAX Speed</i> permission, this field will not display. If the video was recorded 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 Group Information*	
Field	Description
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 the group).
Total Number Videos	The total number of video files in this group.

(Continued)

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

Available Actions	
Action	Description
Play	Play the video. For more information, see “Playing a Video” on page 54.
Google Earth	If you have the Google Earth application installed on your PC, this option will display an aerial view of a video’s route and its tracepoints, if applicable. If you do <i>not</i> have Google Earth installed on your PC <i>or</i> you do not have the proper permissions to use Google Earth, this action will not display. For more information, see “Viewing a Video in Google Earth” on page 44.
Edit	Change the category, user metadata, and/or video notations associated with this video. For more information, see “Changing a Video’s Category” on page 71, “Adding Pre-defined User Metadata to a Video” on page 73, and/or “Adding Predefined Video Notations to a Video” on page 73.
Tag Video/ Untag Video	Tag: Add extra days to the video’s on-line life. The specific number of days depends on your system settings. For more information, see “Tagging a Video” on page 74. Untag: Remove the “tagged” flag from a video. For more information, see “Untagging a Video” on page 75.
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 90.
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.
Request Activation	Submit a request to restore this video from a backup disc or external backup device to the Precinct 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 Video” on page 82. This action will only display if the video is <i>offline</i> .
Reactivate Now	Restore this video from a backup disc or external backup device to the Precinct server. For more information, see “Reactivating an Offline Video” on page 78. 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 this video. For more information, see “Generating a Chain of Custody Report for a Media File” on page 76.

Available Actions (cont'd)	
Action	Description
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 viewed 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.

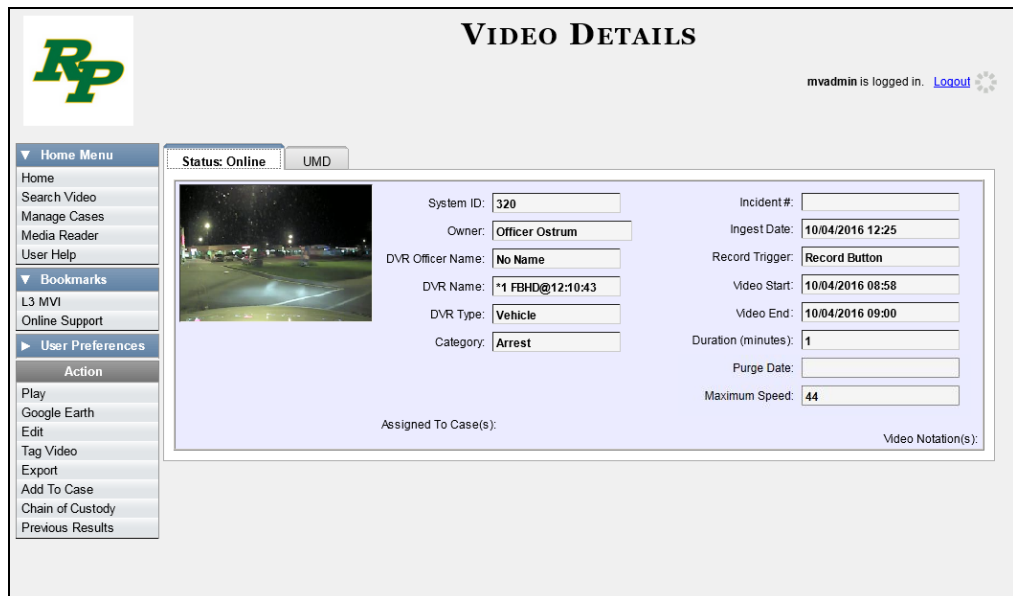
To view other information associated with this video, proceed to the appropriate section:

- Viewing a Video's User Metadata, below, beginning with step 2
- Viewing a Video's Group Information, page 42, beginning with step 2
- Viewing a Video in Google Earth, page 44, beginning with step 2
- Viewing a Video's Snapshots, page 46, beginning with step 2.

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. Your System Administrator defines these fields.

- 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.



VIDEO DETAILS

mvadmin is logged in. [Logout](#)

Status: **Online** | UMD

System ID: 320 | **Incident #:**

Owner: Officer Ostrum | **Ingest Date:** 10/04/2016 12:25

DVR Officer Name: No Name | **Record Trigger:** Record Button

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):

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

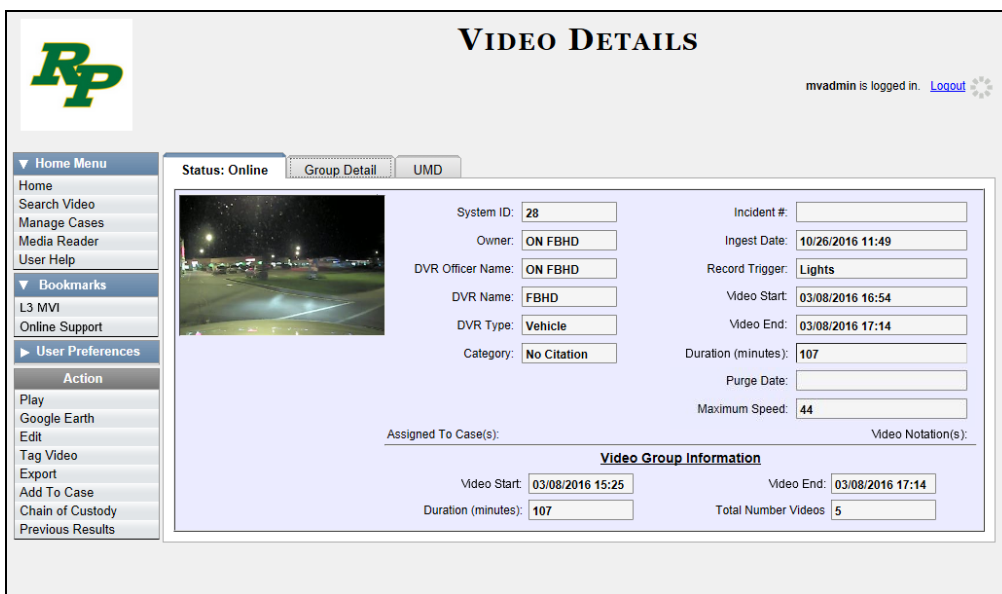


Because this data is custom-defined by your System Administrator, your screen view may differ from the example above.

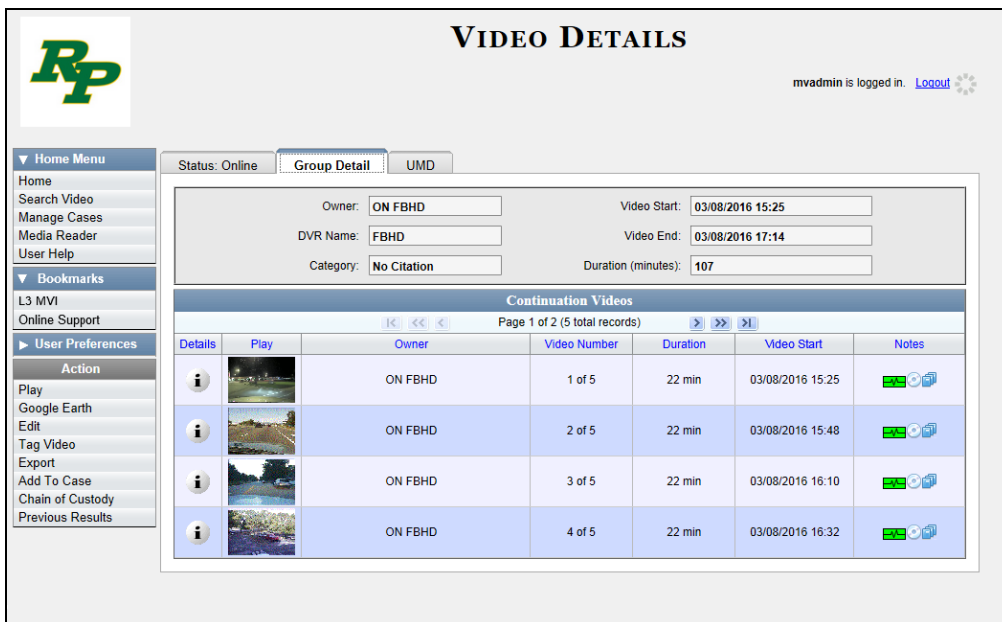
Viewing a Video's Group Information

For burning purposes, Flashback 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 your 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.



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



VIDEO DETAILS

mvadmin is logged in. [Logout](#)

Status: Online | **Group Detail** | UMD

Owner: ON FBHD | Video Start: 03/08/2016 15:25
 DVR Name: FBHD | Video End: 03/08/2016 17:14
 Category: No Citation | Duration (minutes): 107

Continuation Videos
 Page 1 of 2 (5 total records)

Details	Play	Owner	Video Number	Duration	Video Start	Notes
		ON FBHD	1 of 5	22 min	03/08/2016 15:25	
		ON FBHD	2 of 5	22 min	03/08/2016 15:48	
		ON FBHD	3 of 5	22 min	03/08/2016 16:10	
		ON FBHD	4 of 5	22 min	03/08/2016 16:32	

The fields on the **Group Detail** tab are described below.

Group Detail Tab	
Field	Description
Owner	The name of the officer who created the original full-length video. For more information, see <i>Owner</i> in 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 open the Video Details page for this video segment.

(Continued)

Group Detail Tab (cont'd)	
Column	Description
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 recording. 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 each icon, see page 31.

Viewing a Video in Google Earth

This section describes how to use the Google Earth application to display an aerial view of a video's route and its tracepoints, if applicable. To accomplish this, the system downloads GPS data into a KML file format that can be read by Google Earth.

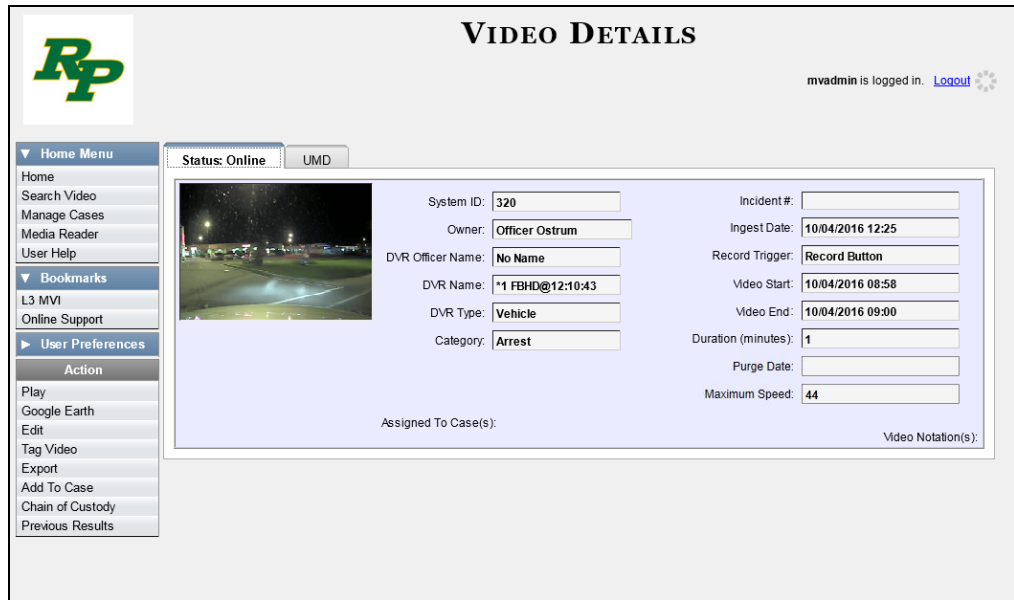
You can download and install Google Earth from the internet by going to:
<http://www.google.com/earth/download/ge/agree.html>



You must have the proper permissions to perform this task. For more information, contact your System Administrator.

- 1 Search for and display the video you wish to view in Google Earth. (If necessary, review “Displaying a Video” on page 33.)

The Video Details page displays.



2 Go to the **Action** column and click **Google Earth**.*

⇒ If a popup message displays, proceed to the next step.


⇒ If an aerial view of the video's route displays in red, skip to step 4.

3 Click **Open**. After a pause of a few seconds to a few minutes, an aerial view of the video's route displays in red.



Note that the beginning and end of the video route are marked by a green and red thumbtack icon, respectively.

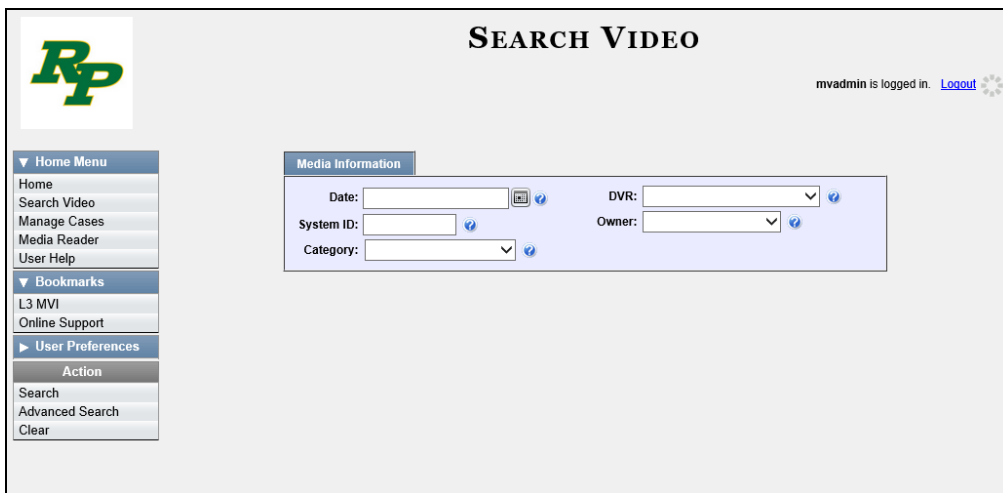
* If Google Earth does not display, it means that you either lack the proper permissions to perform this task or you do not have the Google Earth application installed on your PC.

- 4 To reposition the map and/or zoom in or out, use the Google Earth controls provided. For information on other Google Earth functions and features, refer to the Google Earth documentation.
- 5 When you are ready to exit Google Earth, click the  in the upper right corner of the window, then click **Discard**.


Viewing a Video's Snapshots

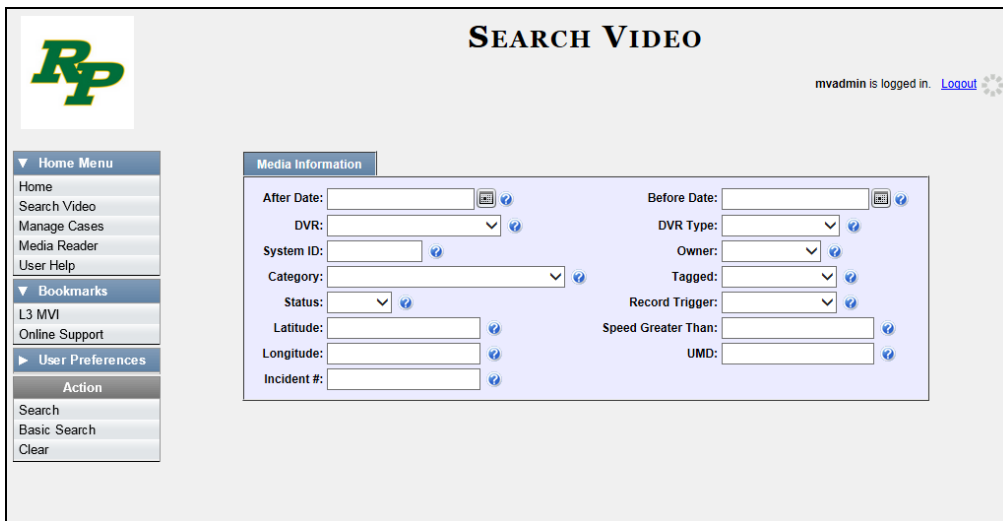
This section describes how to view the snapshot files that are associated with a particular *BodyVISION* or *BWX-100* record. If you wish to view the Details page for an individual snapshot, see “Displaying a Snapshot” on page 49 instead.

- 1 Go to  and click **Search Video**. The Search Video page displays.



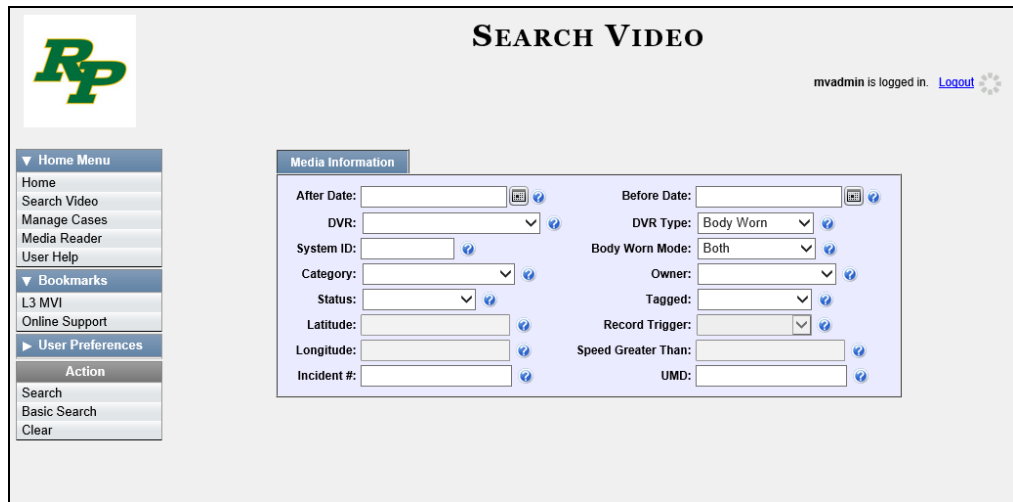
The screenshot shows the 'SEARCH VIDEO' interface. On the left is a navigation menu with sections: Home Menu (Home, Search Video, Manage Cases, Media Reader, User Help), Bookmarks (L3 MVI, Online Support), and User Preferences (Action, Search, Advanced Search, Clear). The main area has a 'Media Information' tab with the following fields: Date (text input), DVR (dropdown), System ID (text input), Owner (dropdown), and Category (dropdown). The user 'mvadmin' is logged in, with a 'Logout' link and a gear icon.

- 2 Go to the  column and click **Advanced Search**.



The screenshot shows the 'SEARCH VIDEO' interface with the 'Media Information' tab expanded to show advanced search filters. The fields include: After Date (text input), Before Date (text input), DVR (dropdown), DVR Type (dropdown), System ID (text input), Owner (dropdown), Category (dropdown), Tagged (dropdown), Status (dropdown), Record Trigger (dropdown), Latitude (text input), Speed Greater Than (text input), Longitude (text input), UMD (text input), and Incident # (text input). The user 'mvadmin' is logged in, with a 'Logout' link and a gear icon.

- 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 Worn videos that match your selection criteria display on the Video Search Results page.



Videos							
Page 2 of 3 (15 total records)							
Details	Play	Owner	DVR Name	Duration	Category	Video Start	Notes
		Lt. McDonnel	BW-407	0 min	Body Worn	10/20/2016 16:15	
		Lt. McDonnel	BW-407	Image	Body Worn	10/20/2016 16:11	
		Lt. McDonnel	BW-407	Image	Body Worn	10/20/2016 16:11	
		Lt. McDonnel	BW-407	Image	Body Worn	10/20/2016 16:10	
		Lt. McDonnel	BW-407	Image	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.



NOTE: If you see the word **Restricted** instead of the video's thumbnail image, it means that you lack the required permissions to view that record. For instructions on how to obtain viewing permission, see "Submitting a Request to View a Body Worn Video" on page 64, beginning with step 7.

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



VIDEO DETAILS

Sergeant Larkin is logged in. [Logout](#)

▼ Home Menu
Home
Search Video
Manage Cases
Media Reader
User Help

▼ Bookmarks
L3 MVI
Online Support

► User Preferences

Action
Play
Edit
Tag Video
Export
Add To Case
Chain of Custody
Previous Results

Status: Online Snapshots UMD

System ID: Incident #:

Owner: Ingest Date:

DVR Officer Name: Record Trigger:

DVR Name: Video Start Date:

DVR Type: Video End Date:

Category: Duration (minutes):

Purge Date:

Assigned To Case(s):
Video Notation(s): *Deactivation request denial*

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



VIDEO DETAILS

mvadmin is logged in. [Logout](#)

▼ Home Menu
Home
Search Video
Manage Cases
Media Reader
User Help

▼ Bookmarks
L3 MVI
Online Support

► User Preferences

Action
Play
Edit
Tag Video
Export
Add To Case
Chain of Custody
Previous Results

Status: Online **Snapshots** UMD

Snapshots

Page 1 of 1 (4 total records)

Play	Owner	DVR Name	Category	Video Start	Notes
	No Name	BW-407	Body Worn	10/20/2016 16:11:06	
	No Name	BW-407	Body Worn	10/20/2016 16:11:01	
	No Name	BW-407	Body Worn	10/20/2016 16:10:50	
	No Name	BW-407	Body Worn	10/20/2016 16:10:39	

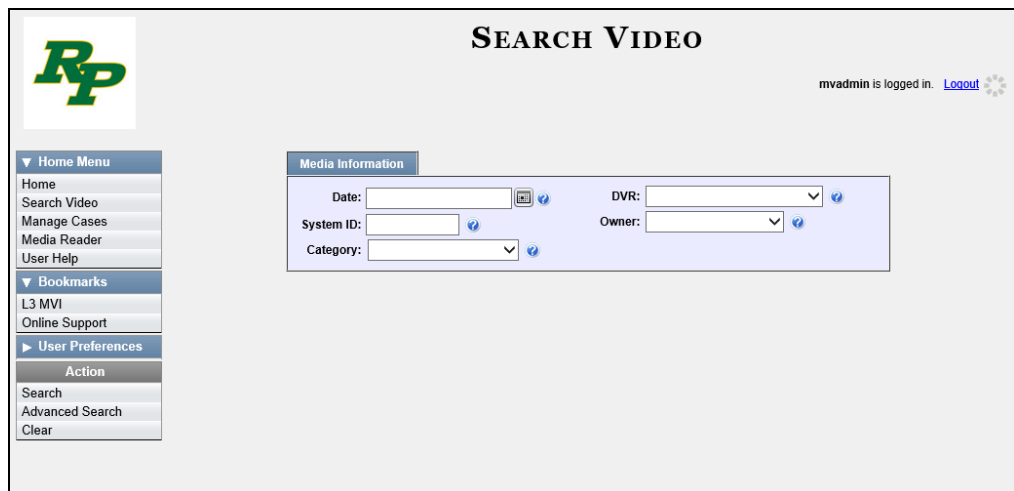
The columns on the **Snapshots** tab are described in the following table.

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 default, this is the officer to whom the associated <i>BodyVISION</i> or <i>BWX-100</i> 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>BodyVISION</i> or <i>BWX-100</i> 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>BodyVISION</i> and <i>BWX-100</i> snapshots a category of <i>Body Worn</i> .
Video Start	The date and time at which the associated <i>Body Worn</i> 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.

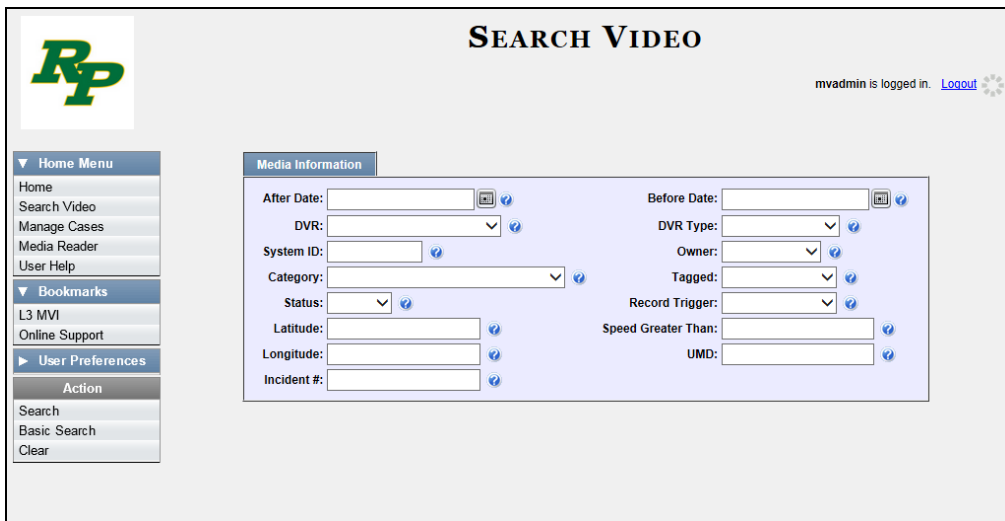
Displaying a Snapshot

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

- 1 Go to  and click **Search Video**. The Search Video page displays.



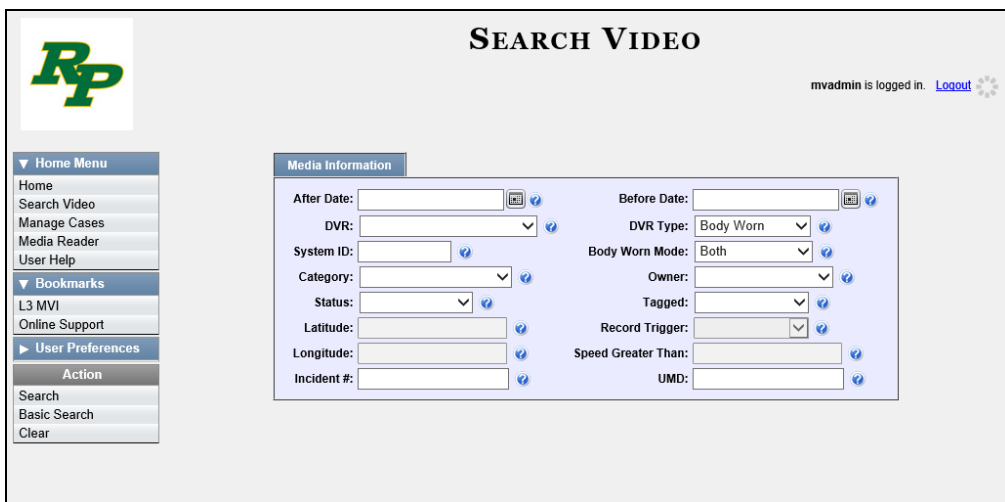
- Go to the **Action** column and click **Advanced Search**.



The screenshot shows the 'SEARCH VIDEO' interface. On the left is a navigation menu with sections: Home Menu (Home, Search Video, Manage Cases, Media Reader, User Help), Bookmarks (L3 MVI, Online Support), and User Preferences (Action, Search, Basic Search, Clear). The 'Action' menu item is highlighted. The main area is titled 'SEARCH VIDEO' and shows 'mvadmin is logged in. Logout'. Below this is a 'Media Information' search form with the following fields:

- After Date: [text input]
- Before Date: [text input]
- DVR: [dropdown menu]
- DVR Type: [dropdown menu]
- System ID: [text input]
- Owner: [dropdown menu]
- Category: [dropdown menu]
- Status: [dropdown menu]
- Record Trigger: [dropdown menu]
- Latitude: [text input]
- Speed Greater Than: [text input]
- Longitude: [text input]
- UMD: [text input]
- Incident #: [text input]

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



This screenshot shows the 'SEARCH VIDEO' interface after the first step. The 'DVR Type' dropdown menu is now set to 'Body Worn', and a new 'Body Worn Mode' dropdown menu has appeared, set to 'Both'. The other search criteria remain the same as in the previous screenshot.

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

BodyVISION snapshots display the word "Image" in this column



Details	Play	Owner	DVR Name	DVR Type	Duration	Category	Video Start	Notes
		*1 ONBV22@13:40:43	BV22	Body Worn	Image	Body Worn	11/20/2016 13:31	
		*1 ONBV22@13:40:43	BV22	Body Worn	1 min	Body Worn	11/20/2016 13:30	


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

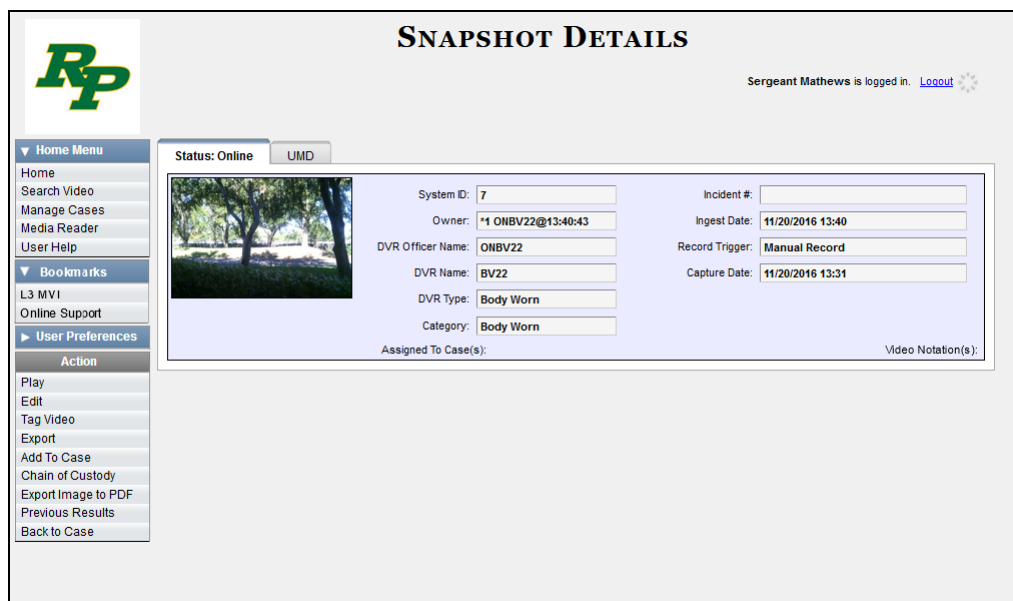
– OR –

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



NOTE: If you see the word **Restricted** instead of the snapshot's thumbnail image, it means that you lack the required permissions to view that record. Before you continue, you'll first have to obtain permission to view the parent video associated with this snapshot. For instructions, see "Submitting a Request to View a Body Worn Video" on page 64.

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



SNAPSHOT DETAILS

Status: Online UMD

System ID: 7 Incident #:

Owner: *1 ONBV22@13:40:43 Ingest Date: 11/20/2016 13:40

DVR Officer Name: ONBV22 Record Trigger: Manual Record

DVR Name: BV22 Capture Date: 11/20/2016 13:31

DVR Type: Body Worn

Category: Body Worn

Assigned To Case(s): Video Notation(s):

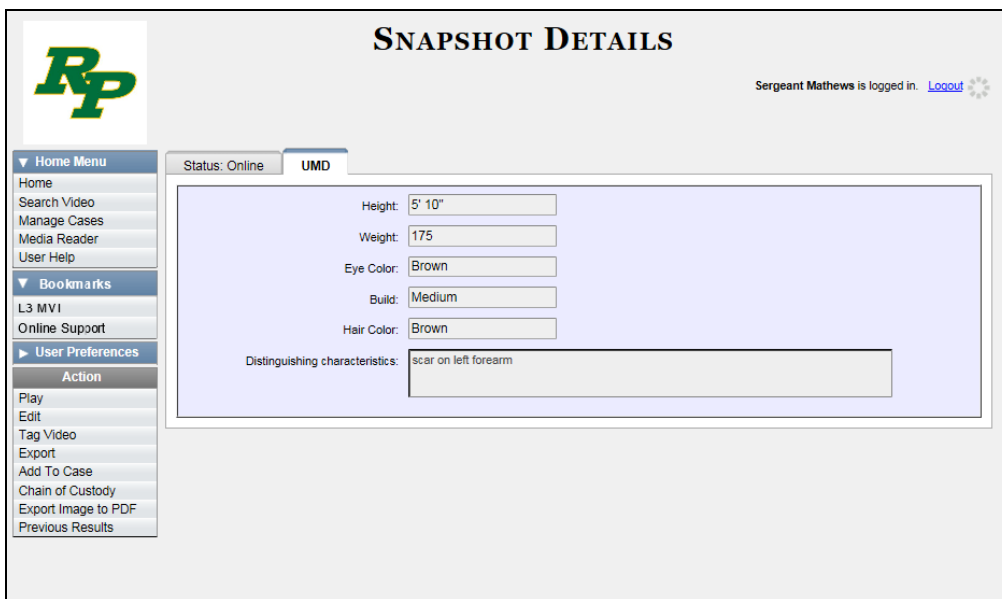
The fields on the Snapshot Details page are described below.

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> 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 snapshot 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>BodyVISION</i> and <i>BWX-100</i> snapshots a category of <i>Body Worn</i> .
Incident #	The agency incident number associated with this snapshot.
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 captured. 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 Record</i> .
Capture Date	The date and time at which this snapshot was captured from a Body Worn camera while a recording was in progress. Displays in mm/dd/yyyy hh:mm format.
Assigned To Case(s)	The name of the case or cases that this snapshot 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 snapshot. Video notations are agency-defined checkboxes used to categorize video and snapshot files.

Actions	
Action	Description
Play	Display the snapshot image in a larger format
Edit	Change the category, user metadata, and/or video notations saved with this snapshot. For more information, see “Changing a Video’s Category” on page 71, “Adding Predefined User Metadata to a Video” on page 73, and/or “Adding Predefined Video Notations to a Video” on page 73.
Tag Video/ Untag Video	<p>Tag: Add extra days to the snapshot’s online life. The specific number of days depends on your system settings. For more information, see “Tagging a Video” on page 74.</p> <p>Untag: Remove the “tagged” flag from a snapshot. For more information, see “Untagging a Video” on page 75</p>
Export	<p>Submit a request to burn this snapshot to DVD <i>or</i> download it to your PC as a JPG file. For more information, see chapter 3 and/or “Downloading Video Files to Your PC” on page 90.</p> <p>If you prefer to export a snapshot to a PDF file, select the Export Image to PDF option instead.</p>
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 snapshot. For more information, see “Generating a Chain of Custody Report for a Media File” on page 76.
Export Image to PDF	<p>Export this image to a PDF file. For more information, see “Exporting a Snapshot” on page 99.</p> <p>If you prefer to export a snapshot as a JPG file, select the Export option instead.</p>
Previous Results	Return to the previous Video Search Results page.

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

(Continued)



SNAPSHOT DETAILS

Sergeant Mathews is logged in. [Logout](#)

Status: Online **UMD**

Height: 5' 10"
Weight: 175
Eye Color: Brown
Build: Medium
Hair Color: Brown

Distinguishing characteristics: scar on left forearm

For more information on user metadata, see “Maintaining User Metadata” in chapter 2 of the *DEA Agency Administrator’s Guide*.

Playing a Video

This section describes how to play an online video, that is, a video that is stored on your agency’s Precinct server. If you wish to view a BodyVISION video and lack the permissions to do so, see “Submitting a Request to View a Body Worn Video” on page 82 instead.

- 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

Sergeant Mathews is logged in. [Logout](#) 


- ▼ Home Menu
- Home
- Search Video
- Manage Cases
- Media Reader
- User Help
- ▼ Bookmarks
- L3 MVI
- Online Support
- User Preferences
- Administration
- Action
- New Search
- Export

Videos								
Page 1 of 1 (7 total records)								
Details	Play	Owner	DVR Name	DVR Type	Duration	Category	Video Start	Notes
		Lieutenant Rogers	UN FB2	Vehicle	1 min	No Citation	11/20/2016 13:40	 
		*1 ON FB3 A@13:40:41	UN FB3	Vehicle	1 min	No Citation	11/20/2016 13:40	
		Lieutenant Rogers	UN FBHD	Vehicle	1 min	No Citation	11/20/2016 13:40	
		*1 ONBV22@13:40:43	BV22	Body Worn	Image	Body Worn	11/20/2016 13:31	
		*1 ONBV22@13:40:43	BV22	Body Worn	1 min	Body Worn	11/20/2016 13:30	  
		Officer Kehoe	VieVu	VieVu	1 min	VieVu	11/20/2016 13:28	
		*1 FB1@15:32:21	FB1	Vehicle	0 min	No Citation	06/09/2016 15:34	 


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 –

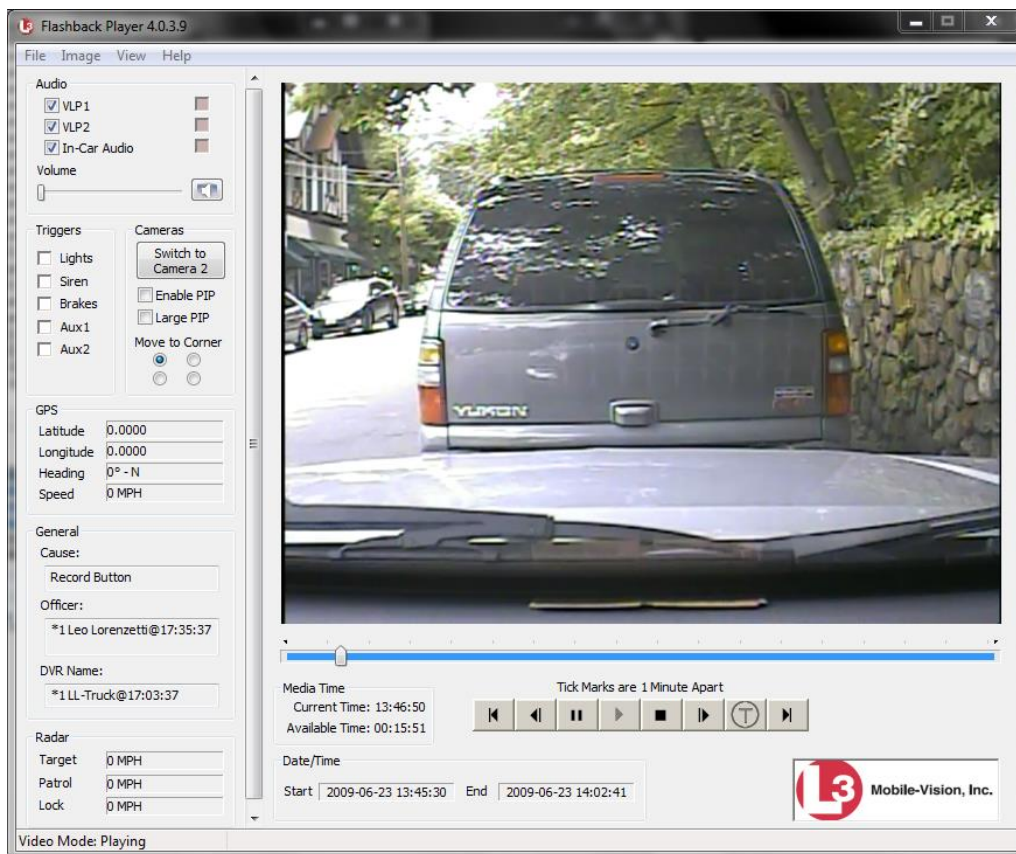
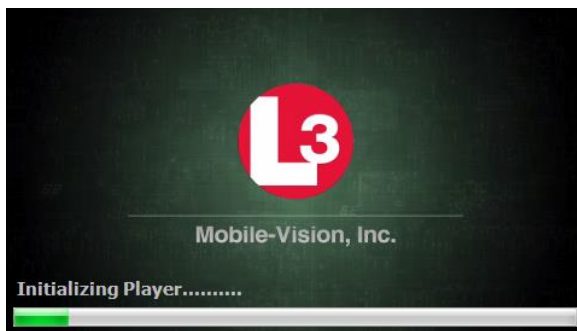
-  Click the *Details* icon to the left of the video, then go to the **Action** column and click **Play**.*

⇒ If the Flashback Player launches in a separate window (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 Flashback Player launches in a separate window.


(Continued)

* If the word "RESTRICTED" displays in place of a video thumbnail image, it means that you lack the permissions required to view Body Worn videos. For instructions, see "Submitting a Request to a View a Body Worn Video."



- 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 61 and “Flashback2/3/HD/BV Player” on page 57.


- If the video does not launch automatically, click the  icon under the viewing window. Otherwise proceed to the next step.

View video on full screen

- 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 map

To 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  in the upper right corner of the GPS Mapper window to exit.


– OR –

Export a Video Frame




To save a selected video frame as a file, press **Ctrl + S**. The Snapshot popup 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 64.




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


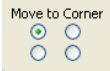
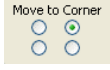
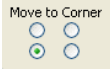

– OR –

Click the  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 (<input type="checkbox"/>) or un-mute (<input checked="" type="checkbox"/>) the audio from the wireless microphone that's connected to the Flashback's VLP 1 port.
VLP2	A checkbox used to mute (<input type="checkbox"/>) or un-mute (<input checked="" type="checkbox"/>) the audio from the wireless microphone that's connected to the Flashback's VLP 2 port.
In-Car Audio	A checkbox used to mute (<input type="checkbox"/>) or un-mute (<input checked="" type="checkbox"/>) the audio from the in-car microphone.
Volume	The volume control bar.
	<i>Audio On</i> indicator. To turn all audio <i>off</i> , click this button.
	<i>Audio Off</i> indicator. To turn all audio back <i>on</i> , click this button.
	<i>Audio Enabled</i> indicator. Indicates that the audio channel was enabled at the DVR.

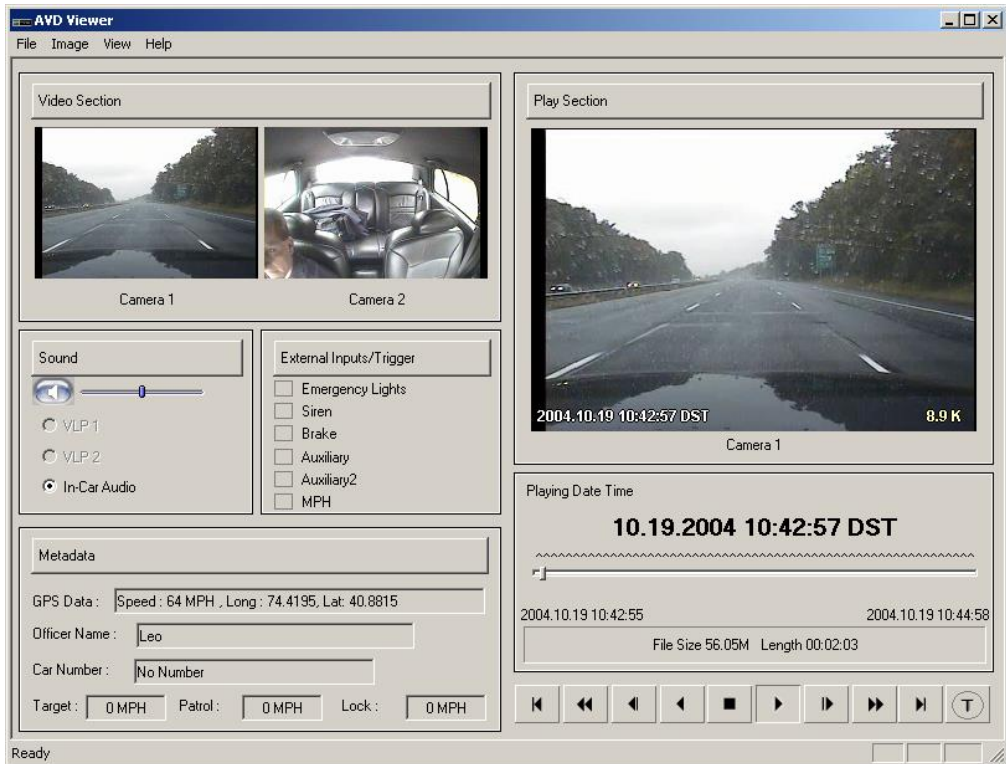
Flashback2/3/HD/BV Player (cont'd)	
Audio (cont'd)	
	<i>Audio Disabled</i> indicator. Indicates that the audio channel was disabled at the DVR.
	<i>Audio Indeterminate</i> indicator. Indicates that the audio channel status at the DVR (enabled or disabled) is indeterminate.
Triggers	
<p>As you watch a video, some of the boxes in the <i>Triggers</i> column may turn red, indicating 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 triggers 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.</p>	
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.
Brakes	<p>If brakes are one of your display options (see Note below), this box turns red when the vehicle's brakes were activated during the course of the video.</p> <p>Note: Brakes are technically a display option rather than a trigger.</p>
Aux 1	<p>If the Auxiliary 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.</p> <p>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.</p>
Aux 2	<p>If the Auxiliary 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.</p>
Cameras	
	A control button used to switch to the viewpoint of Camera Channel 2, which includes the Backseat camera and/or Bullet camera(s).




Flashback2/3/HD/BV Player (cont'd)	
Cameras	
	A control button used to switch to the viewpoint of Camera Channel 1 —the forward facing zoom camera.
Enable PIP	A checkbox used to display (<input checked="" type="checkbox"/>) or hide (<input type="checkbox"/>) 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 (<input checked="" type="checkbox"/>) or reduce (<input type="checkbox"/>) the size of the picture-in-picture (PIP) image.*
	Move the picture-in-picture (PIP) image to the upper left corner of the video display.*
	Move the picture-in-picture (PIP) image to the upper right corner of the video display.*
	Move the picture-in-picture (PIP) image to the lower left corner of the video display.*
	Move the picture-in-picture (PIP) image to the lower right corner of the video display.*
GPS	
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</i> , <i>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.	

* See *Enable PIP* above











Flashback2/3/HD/BV Player (cont'd)	
Radar (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 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.
Date/Time	
Start	The date and time at which the video began recording. Displays in mm/dd/yyyy hh:mm:ss format.
End	The date and time at which the video stopped recording. Displays in mm/dd/yyyy hh:mm:ss format.
Play Controls	
	Go to beginning
	Pause/Unpause
	Play
	Stop
	Advance one frame at a time
	Advance to a tracepoint. A tracepoint is a place-marker 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	
	<i>Audio On</i> indicator. To turn all audio <i>off</i> , click this button.
	<i>Audio Off</i> indicator. To turn all audio back <i>on</i> , click this button.
	The volume control bar
VLP1	A radio button used to select the audio track from the wireless microphone that's connected to the DVR's VLP 1 port.
VLP2	A radio button used to select the audio track from the wireless microphone that's connected to the DVR'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 during the course of the video. Note: Brakes are technically a display option rather than a trigger.
Auxiliary	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 detector 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.
Auxiliary2	If the <i>radar detector</i> is one of your triggers, this box turns red when the vehicle's radar detector registered a pre-defined rate of speed during the course of the video. The rate of speed is set by your System Administrator. 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. The rate of speed is set by your System Administrator. 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 coordinates 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 installed 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	<ul style="list-style-type: none"> ▪ <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.
	Go to beginning
	Fast rewind
	Go back one frame at a time
	Slow rewind
	Stop
	Play
	Advance one frame at a time
	Fast forward
	Go to end
	Advance to a tracepoint. A tracepoint is a place-marker that an officer can add to a video while it's recording.

Submitting a Request to View a Body Worn Video

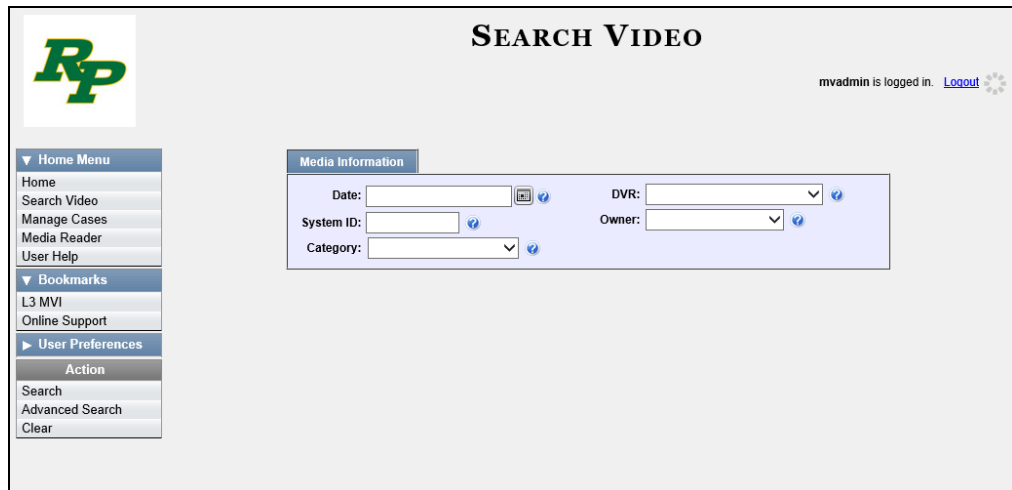
Some agencies choose to restrict the viewing of *BodyVISION* and *BWX-100* videos to users who have certain permissions (i.e., the *Authorize Media Playback* and/or *Can View Body Worn Videos* permission). All other users are required to submit a valid “need to know” reason to the appropriate supervisor, as described below.


How do I know if a Body Worn video is restricted? If your assigned user role requires that you request permission to view Body Worn videos, all such videos will be marked as “Restricted” on the Video Search Results:

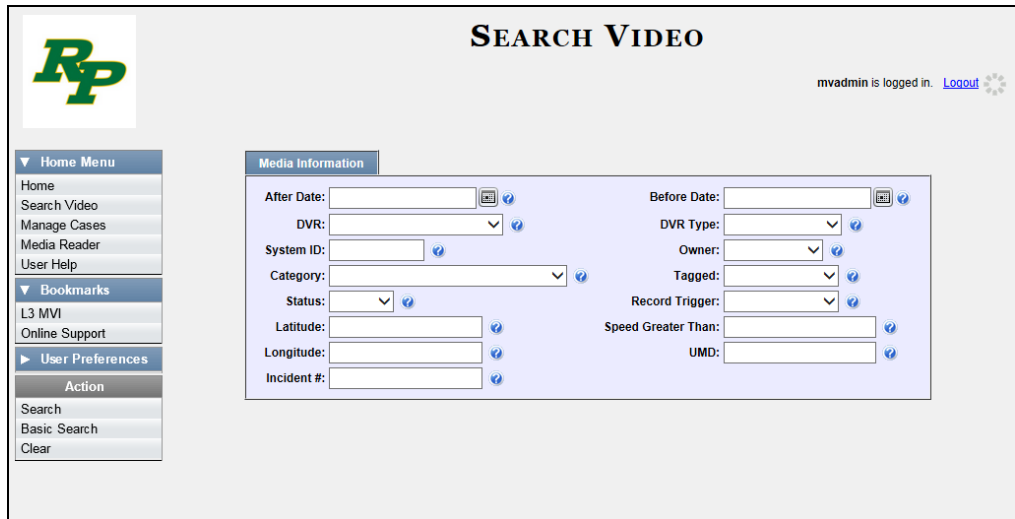
	Restricted	Officer Baker	BW-101	0 min	Arrest	06/16/2016 14:29	
---	------------	---------------	--------	-------	--------	------------------	---

Also, when you attempt to play a *BodyVISION* or *BWX-100* video, the following message will display: *This video has been marked for restricted viewing. A request to view it must be submitted and approved by an authorized supervisor.*

- 1 Go to  and click **Search Video**. The Search Video page displays.

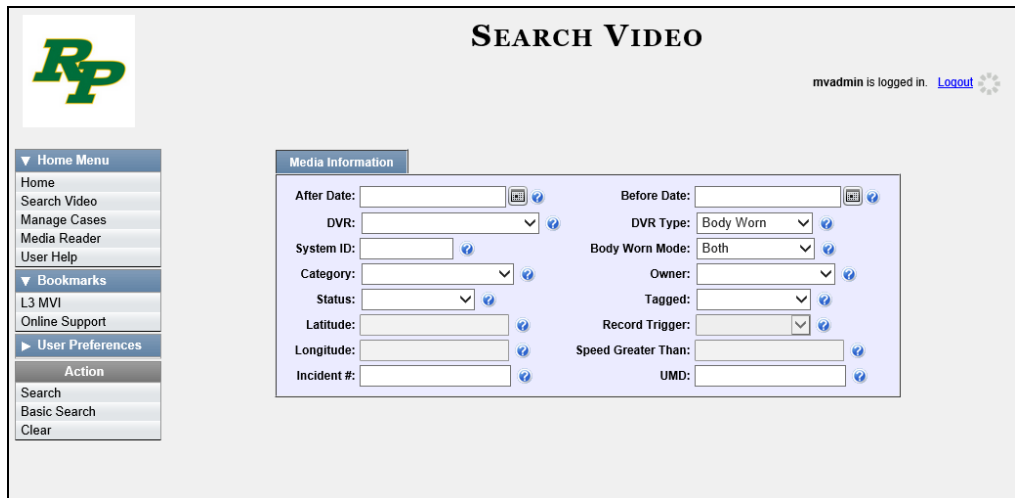


- 2 Go to the  column and click **Advanced Search**.



The screenshot shows the 'SEARCH VIDEO' interface. On the left is a navigation menu with sections: Home Menu (Home, Search Video, Manage Cases, Media Reader, User Help), Bookmarks (L3 MVI, Online Support), User Preferences, and Action (Search, Basic Search, Clear). The main area is titled 'SEARCH VIDEO' and shows 'mvadmin is logged in. Logout'. Below the title is a 'Media Information' search form with the following fields: After Date, Before Date, DVR (dropdown), DVR Type (dropdown), System ID, Category (dropdown), Status (dropdown), Latitude, Longitude, Incident #, Owner, Tagged, Record Trigger, Speed Greater Than, and UMD.

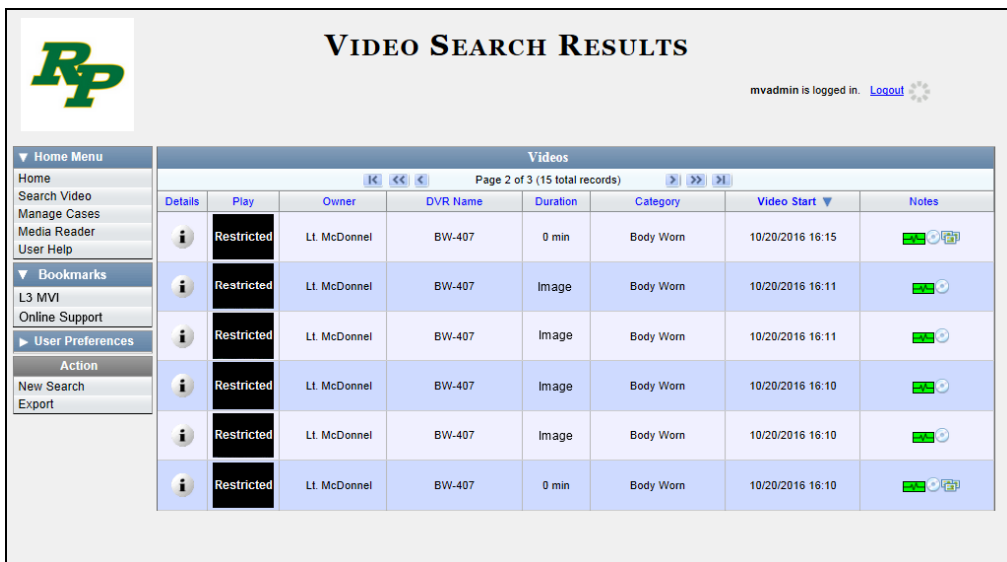
- 3 Select **Body Worn** from the *DVR Type* drop-down list. The *Body Worn Mode* field displays.



This screenshot is identical to the previous one, but the 'DVR Type' dropdown menu is now set to 'Body Worn'. Additionally, a 'Body Worn Mode' dropdown menu has appeared next to it, which is currently set to 'Both'.

- 4 If desired, enter/select additional search criteria.
- 5 Go to the **Action** column and click **Search**. All Body Worn records that match your selection criteria display on the Video Search Results page.

(Continued)





Details	Play	Owner	DVR Name	Duration	Category	Video Start	Notes
	Restricted	Lt. McDonnel	BW-407	0 min	Body Worn	10/20/2016 16:15	
	Restricted	Lt. McDonnel	BW-407	Image	Body Worn	10/20/2016 16:11	
	Restricted	Lt. McDonnel	BW-407	Image	Body Worn	10/20/2016 16:11	
	Restricted	Lt. McDonnel	BW-407	Image	Body Worn	10/20/2016 16:10	
	Restricted	Lt. McDonnel	BW-407	Image	Body Worn	10/20/2016 16:10	
	Restricted	Lt. McDonnel	BW-407	0 min	Body Worn	10/20/2016 16:10	

6 If the video you wish to view displays on this page, proceed to the next step.

– OR –

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

 7 Click on the video’s Details icon. The Video Details page displays.



VIDEO DETAILS

Sergeant Larkin is logged in. [Logout](#)

Status: Online | Snapshots

Restricted

System ID: 252 | Incident #:

Owner: *1 No Name@12:49:33 | Ingest Date: 11/06/2015 13:42

DVR Officer Name: No Name | Record Trigger: Manual Record

DVR Name: Lance's BV Unit | Video Start Date: 11/06/2015 12:42

DVR Type: Body Worn | Video End Date: 11/06/2015 12:43

Category: Body Worn | Duration (minutes): 0

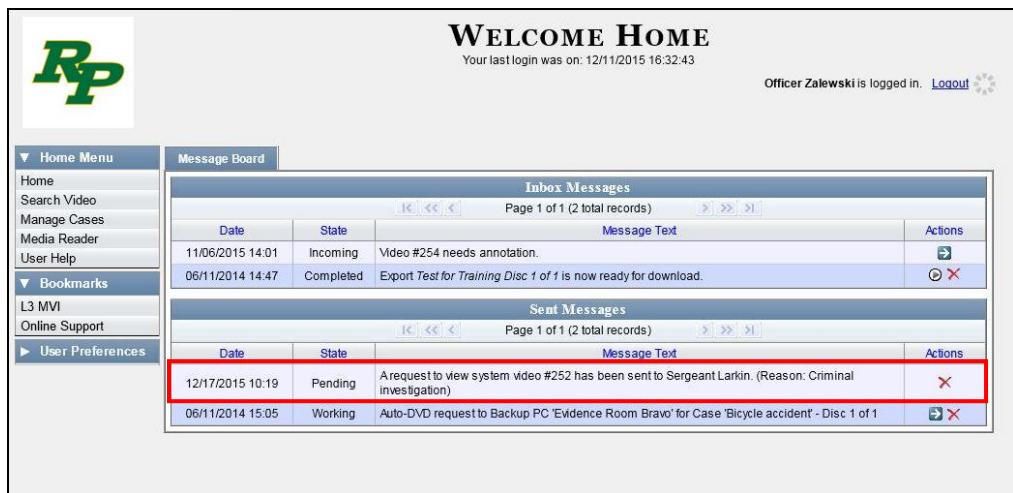
Assigned To Case(s):
Video Notation(s): Deactivation request denial

8 Go to the **Action** column and click **Request Viewing**. The Request Viewing popup displays.



A dialog box titled "Request Viewing" with a close button (X) in the top right corner. It contains two dropdown menus: "Request reason:" with "Audit" selected, and "Supervisor:" with "Sergeant Larkin" selected. Below the dropdowns are "Save" and "Cancel" buttons.

- 9 Select a reason from the *Request reason* drop-down list.
- 10 Select your supervisor's name from the *Supervisor* drop-down list.
- 11 Click **Save**. The system sends the request to your supervisor's *Inbox Messages* list. A copy of the request displays on your *Sent Messages* list.



The screenshot shows the "WELCOME HOME" dashboard for Officer Zalewski. The "Message Board" section is active, displaying two tables: "Inbox Messages" and "Sent Messages".

Inbox Messages			
Date	State	Message Text	Actions
11/06/2015 14:01	Incoming	Video #254 needs annotation.	
06/11/2014 14:47	Completed	Export Test for Training Disc 1 of 1 is now ready for download.	

Sent Messages			
Date	State	Message Text	Actions
12/17/2015 10:19	Pending	A request to view system video #252 has been sent to Sergeant Larkin. (Reason: Criminal investigation)	
06/11/2014 15:05	Working	Auto-DVD request to Backup PC 'Evidence Room Bravo' for Case 'Bicycle accident' - Disc 1 of 1	

- 12 Check your *Inbox Messages* list periodically until you receive an approval or denial from your supervisor.




The screenshot shows the "WELCOME HOME" dashboard with annotations. Red arrows point from the text "Sample denial" to the message dated 12/17/2015 10:28, and from "Sample approval" to the message dated 12/17/2015 10:24. The "User Help" menu item in the left sidebar is also highlighted with a red arrow.


Inbox Messages			
Date	State	Message Text	Actions
12/17/2015 10:28	Received	Your request to view system video #250 has been Denied by Sergeant Larkin.	
12/17/2015 10:24	Received	Your request to view system video #252 has been Approved by Sergeant Larkin.	
11/06/2015 14:01	Incoming	Video #254 needs annotation.	
06/11/2014 14:47	Completed	Export Test for Training Disc 1 of 1 is now ready for download.	

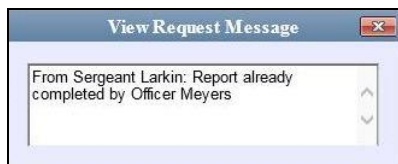
Sent Messages			
Date	State	Message Text	Actions
06/11/2014 15:05	Working	Auto-DVD request to Backup PC 'Evidence Room Bravo' for Case 'Bicycle accident' - Disc 1 of 1	

(Continued)

- 13 If you received an *approval* message, click the  icon to advance to the video. For further instructions, see “Playing a Video” on page 54, beginning with step 2.

– OR –

If you received a *denial* message, click the  icon to view the denial reason.



Exporting a Video Frame

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

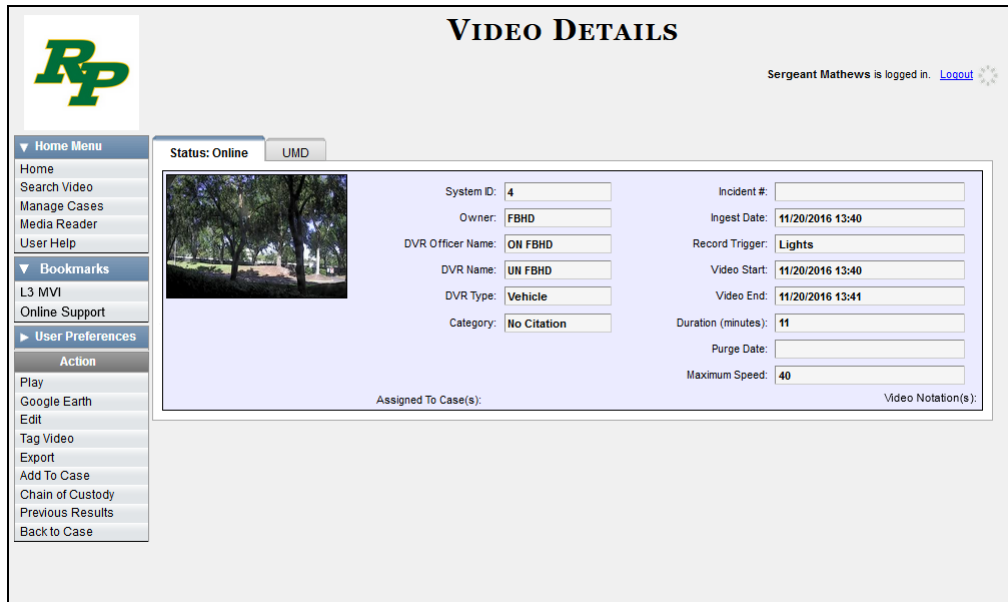
- JPEG
- GIF
- PNG
- TIF
- BMP

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

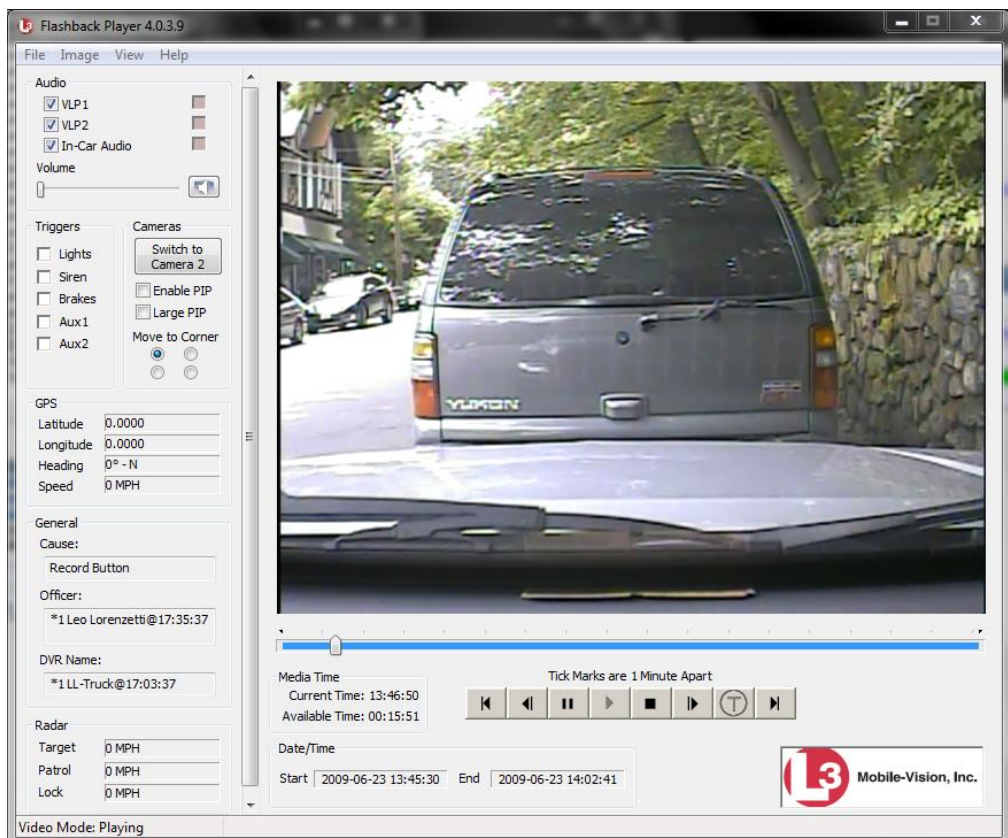
What’s the difference between a ‘snapshot’ and a ‘video frame’? *Snapshots* are still images that are captured from a *BodyVISION* or *BWX-100* camera while a recording is in progress. They upload to the server as separate files (that is, separate from the video from which they were captured). Snapshots 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 Precinct.

- 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.

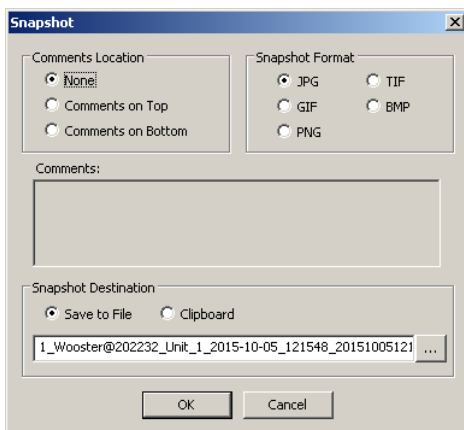


- 2 Click on the video's thumbnail image. The video begins playing in the Flashback Player.

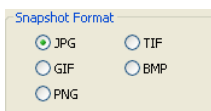



(Continued)

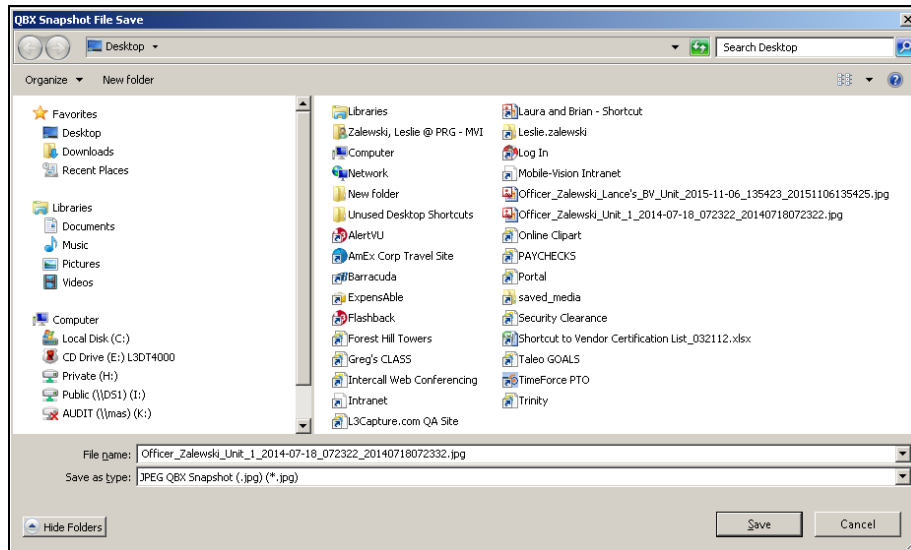
- Using the navigation buttons, advance to the section of the video from which you wish to select a frame.
- Once you reach the desired video segment, press **Ctrl + S**. The Snapshot popup displays.



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



- To save this image to your *hard disk* (default), proceed to the next step.
– OR –
To save this image to your PC's *clipboard*, select the *Clipboard* radio button. Next, skip to step 13.
-  Click on the ellipsis button. The QBX Snapshot File Save popup displays.



- 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**.

Changing a Video's Category

This section describes how to change a video's category. For more information on video categories, see *Category* in the table on page 36.

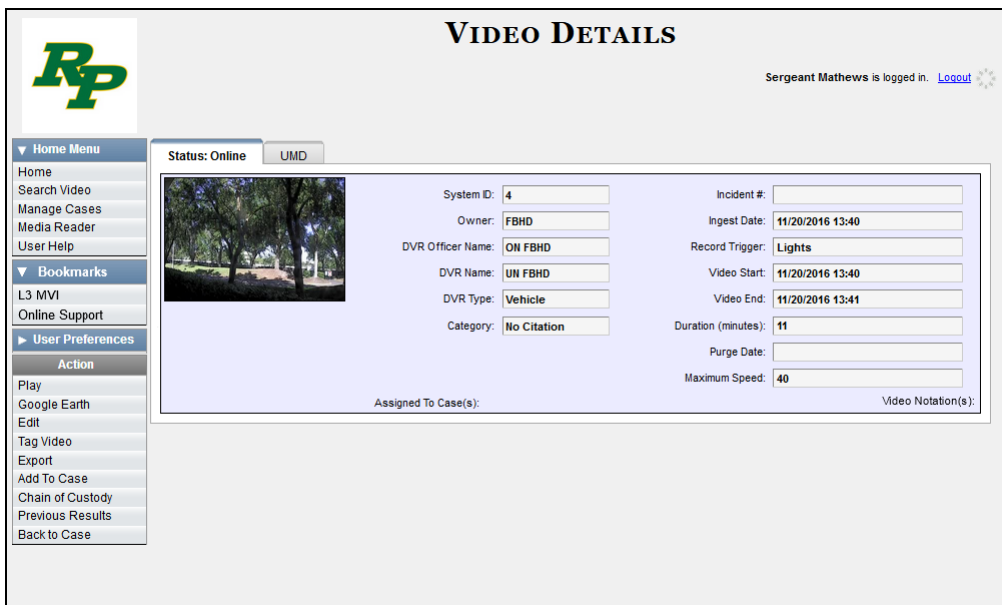


In order to change a category, you must either be the video's owner or have *edit* permissions. For more information, contact your System Administrator.

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

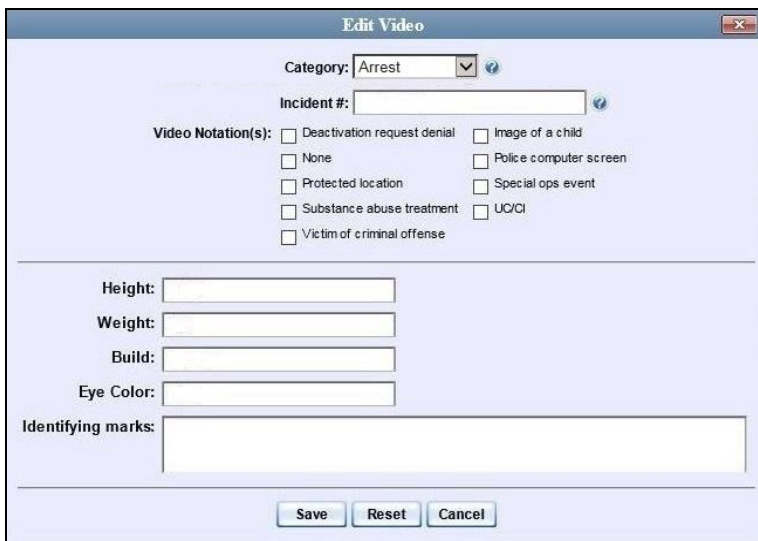
The Video Details page displays.

(Continued)



For a description of the Video Details fields, see the table on page 35.

- Go to the **Action** column and click **Edit**. The Edit Video popup displays.



Because UMD fields are custom-defined by your System Administrator, your screen display may differ from the one pictured here.

- Select a new value from the *Category* drop-down list.
- Click **Save**. The new value displays in the *Category* field on the Video Details page.

Adding Predefined User Metadata to a Video

This section describes how to use predefined user metadata (UMD) to notate a video or Body Worn snapshot with custom data, such as a subject description. Your System Administrator defines these fields.

If you have a mobile data computer with the UMD Editor installed on it, you can attach UMD to a Flashback video immediately after it is finished recording. Otherwise you can use the following procedure to attach UMD back at the precinct.



In order to add UMD to a video, you must either be the video's owner or have *edit* permissions. For more information, contact your System Administrator.

- 1 Search for and display the video you wish to add user metadata to. (If necessary, review “Displaying a Video” on page 33 or “Displaying a Snapshot” on page 49.)

The Video Details page displays, as pictured on the previous page.

- 2 Go to the **Action** column and click **Edit**. The Edit Video popup displays, as pictured on the previous page.
- 3 Enter your data in the appropriate fields. If you see a *Mask* field to the right of a data entry field, it indicates that your entry must adhere to a specific format. Alpha characters (a – z) are represented by an **A**, and numeric characters are represented by a pound sign (#). For example, if you see **##-A####** next to a field labeled *Citation No.*, it indicates that you must enter a citation number that starts with two numbers, followed by a hyphen, followed by a letter, ending with four numbers (e.g., 22-L5600).
- 4 Click **Save**. Your entries are saved under the **UMD** tab.

Adding Predefined Video Notations to a Media File

In addition to the agency-defined *user metadata* fields, you can also notate, or *tag*, videos and Body Worn snapshots using custom checkboxes that are stored in the video record. These checkboxes are referred to as *video notations*.



In order to add UMD to a video, you must either be the video's owner or have *edit* permissions. For more information, contact your System Administrator.

- 1 Search for and display the video or snapshot you wish to notate. (If necessary, review “Displaying a Video” on page 33 or “Displaying a Snapshot” on page 49.) The Video Details page displays, as pictured on the previous page.
- 2 Go to the **Action** column and click **Edit**. The Edit Video popup displays, as pictured on the previous page.

(Continued)

If no checkboxes display on the Edit Video popup, it indicates one of two things:

- Your agency has not created any video notation records yet. For more information, contact the System Administrator for DEA Agency.
- Your agency has created video notation records, but the feature is currently inactivated. For more information, contact the System Administrator for DEA Agency.

3 Select all checkboxes that apply.

4 Click **Save**.

Tagging

Tagging is a procedure used to add extra days to a video's online life. By tagging a video, you extend the video's online life by a certain number of days set by your System Administrator.

The system will archive a tagged video just as it archives other videos—according to your system settings.

For specific instructions, see:

- Tagging a Video, below
- Untagging a Video, page 75.

Tagging a Video

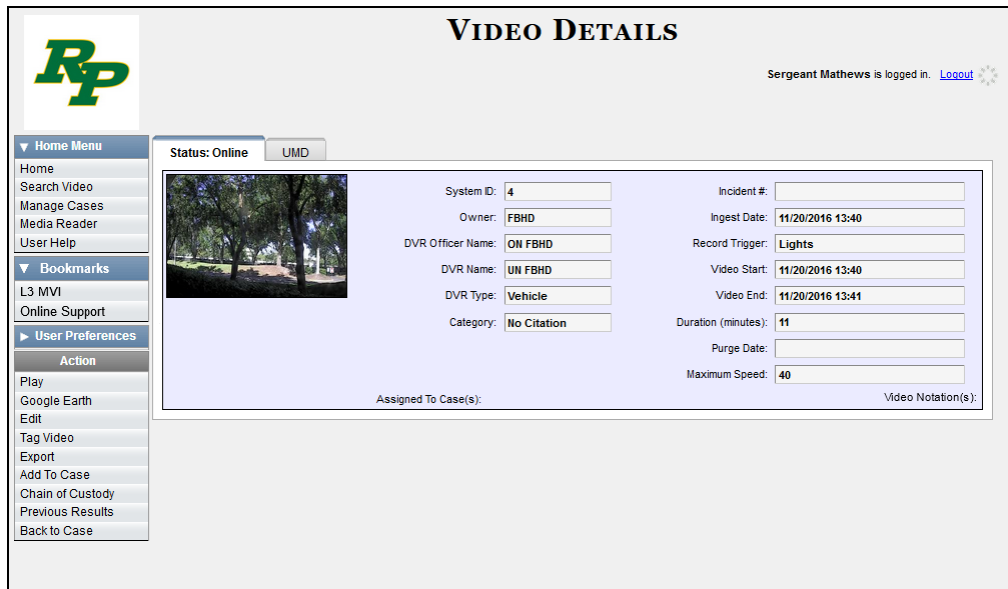
This section describes how to tag a video. For a definition of tagging, refer to the previous section.



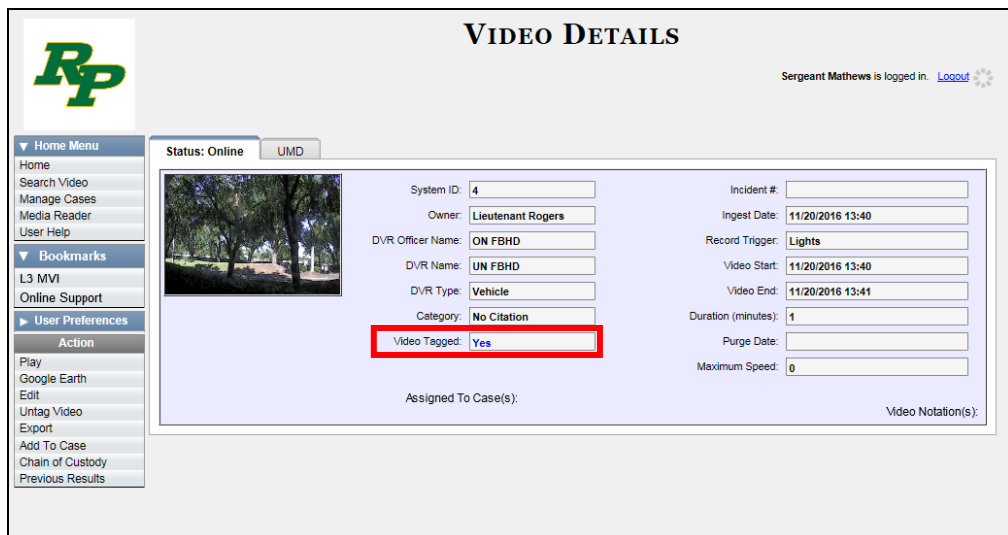
In order to tag a video, you must either be the video's owner or have *edit* permissions. For more information, contact your System Administrator.

- 1** Search for and display the video you wish to tag. (If necessary, review “Displaying a Video” on page 33.)

The Video Details page displays.



- Go to the **Action** column and click **Tag Video**. A new field displays on the **Status** tab, indicating that the video is now tagged.



Untagging a Video

This section describes how to remove the “tagged” flag from a video. For a definition of tagging, see “Tagging” on page 74.



In order to untag a video, you must either be the video’s owner or have *edit* permissions. For more information, contact your System Administrator.

- Search for and display the video you wish to untag. (If necessary, review “Displaying a Video” on page 33.) The Video Details page displays. The *Video Tagged* field indicates that the video is *currently* tagged, as pictured above.

- Go to the **Action** column and click **Untag Video**. (If **Untag Video** does not display, it means that you lack the permissions required to perform this function.)

Generating a Chain of Custody Report for a Media File

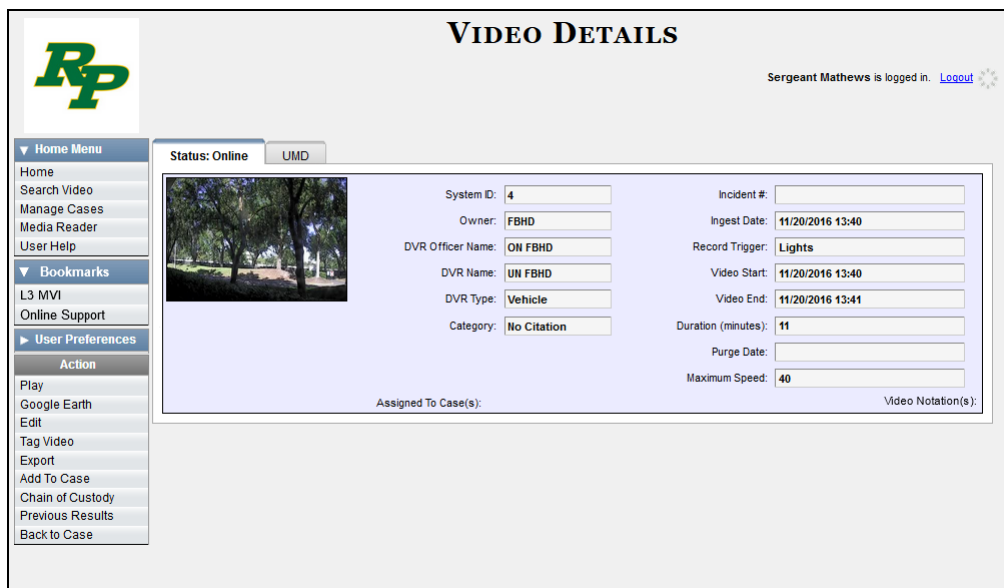
This section describes how to generate a Chain of Custody Report for a selected video or *BodyVISION* snapshot. The Chain of Custody report contains a log of all operations that have been performed on a video or snapshot, such as the transfer of data from your vehicle to the Precinct server (i.e., *System 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.



In order to generate a Chain of Custody Report, you must either be the video's owner or have *edit* permissions. For more information, contact your System Administrator.

- 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 49.) The Video Details page displays.



VIDEO DETAILS

Sergeant Mathews is logged in. [Logout](#)

Status: Online UMD

System ID: 4 Incident #:

Owner: FBHD Ingest Date: 11/20/2016 13:40

DVR Officer Name: ON FBHD Record Trigger: Lights

DVR Name: UN FBHD Video Start: 11/20/2016 13:40

DVR Type: Vehicle Video End: 11/20/2016 13:41

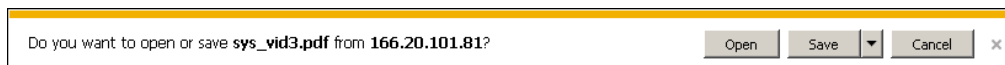
Category: No Citation Duration (minutes): 11

Purge Date:

Maximum Speed: 40

Assigned To Case(s): Video Notation(s):

- Go to the **Action** column and click **Chain of Custody**. A message prompt displays.

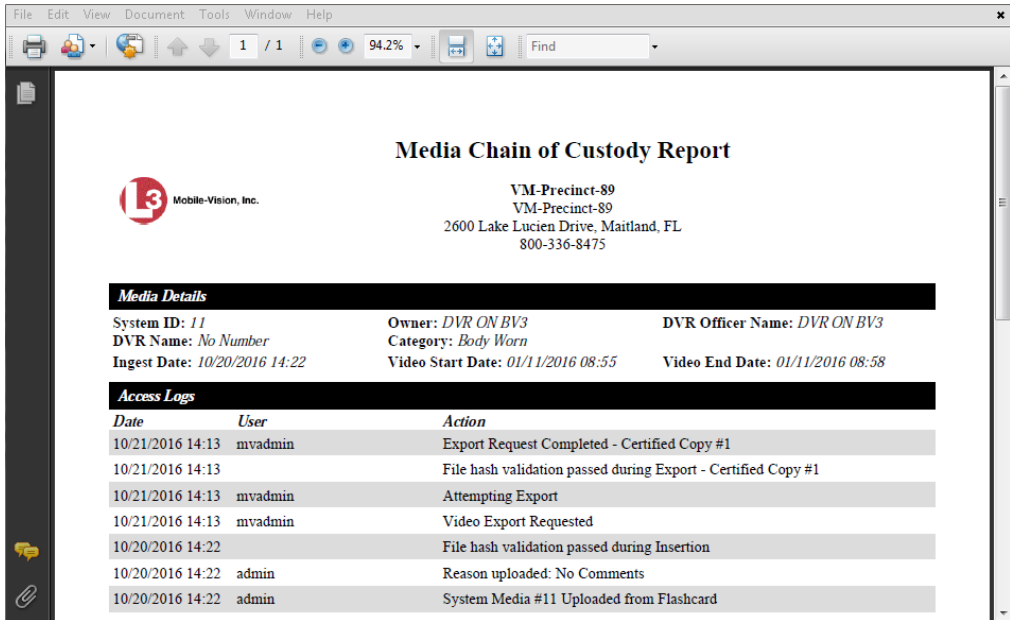


Do you want to open or save **sys_vid3.pdf** from 166.20.101.81?

- Click **Open**. Another message prompt displays.



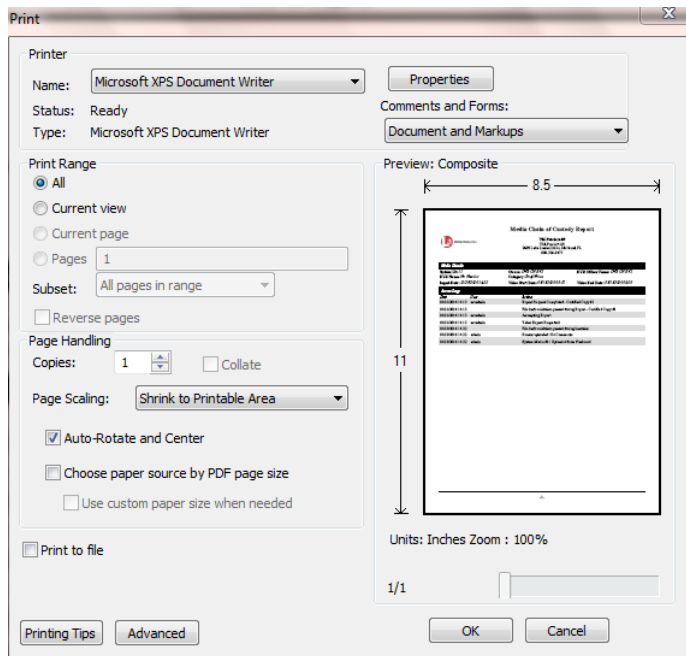
4 Click **Open** again. The Media Chain of Custody Report displays.




5 To print this report, proceed to the next step. Otherwise skip to step 8.



6 Go to the Acrobat menu bar and click the Printer icon. The Print popup displays.



- 7 Select your desired printer settings, then click **OK** or **Print**. The report is directed to your active printer.
- 8 When you are finished viewing/printing the report, click the  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 Precinct 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 Precinct 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 a system setting selected by your System Administrator. You can tell that a video has exceeded its reactivation time limit when its thumbnail image and statistics no longer display online. If the video you wish to restore has exceeded this time limit, you will have to use an alternate procedure to restore it, as described in "Re-importing 'Expired' Video" on page 83.

For specific instructions, see:

- Reactivating a Video from a Backup Disc, below
- Reactivating a Video from an External Backup Device, page 80
- Submitting a Request to Reactivate a Video, page 82.

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.



Use this procedure if you have reactivating privileges (see **HINT** below) **and** you have physical access to the backup disc. Otherwise see "Submitting a Request to Reactivate a Video" on page 82.



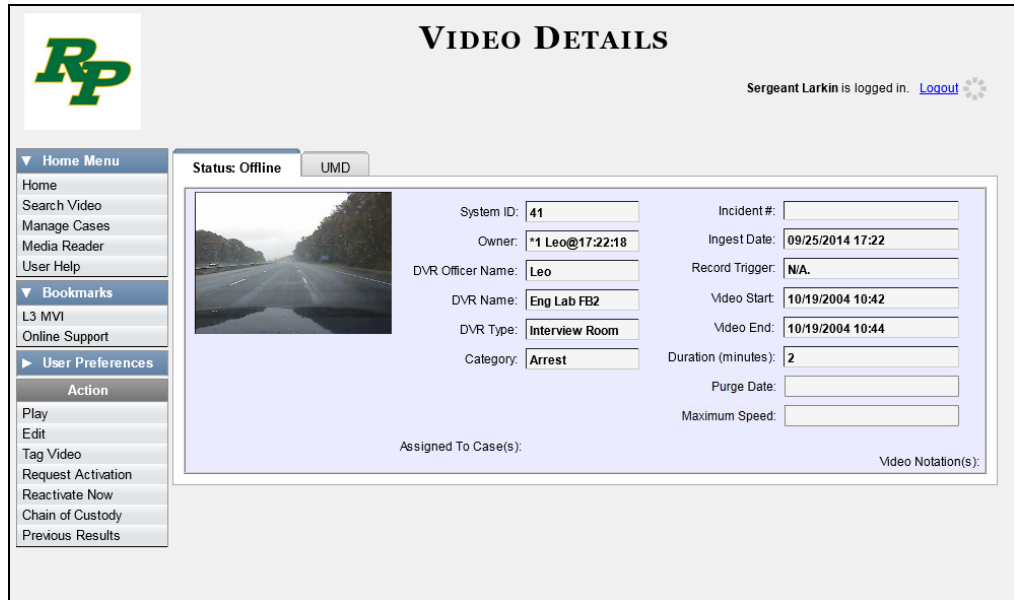
HINT: To determine if you have reactivating privileges, look in the **Action** column. If *Reactivate Now* displays, you have reactivating privileges. If only *Request Reactivation* displays, you do *not* have reactivating privileges.

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

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

- 1 Search for and display the desired video. (If necessary, review “Displaying a Video” on page 33.)

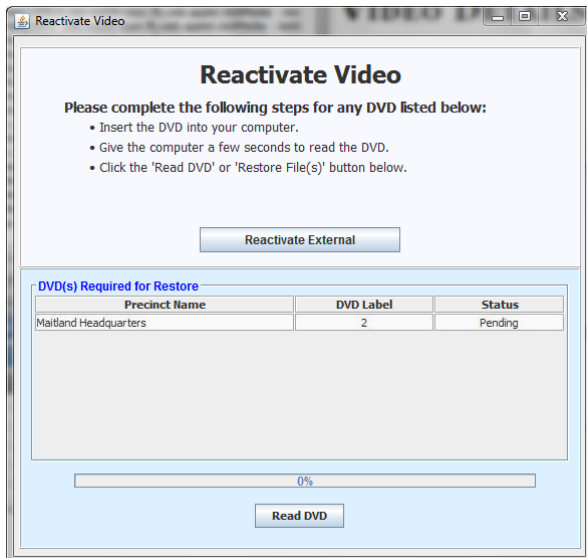
The Video Details page displays.



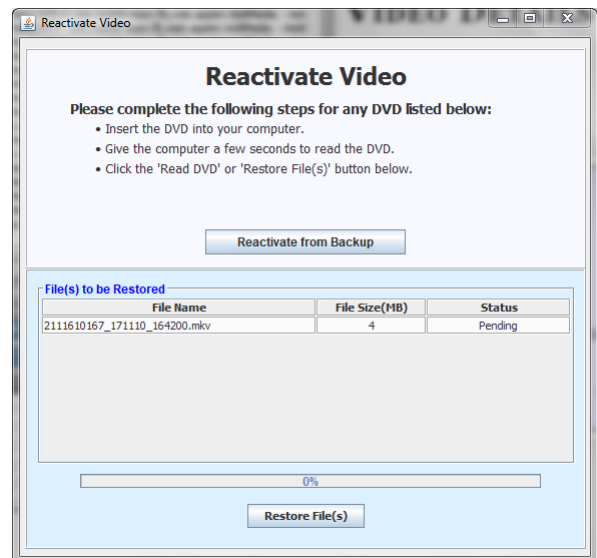
- 2 Go to the **Action** column and click **Reactivate Now**.

⇒ If the Reactivate Video popup displays, proceed to the next step.

⇒ If a security popup displays, select the checkbox at the bottom of the popup, then click **Allow**. The Reactivate Video popup displays.



Reactivating from an Archive disc



Reactivating from an Export disc

The Reactivate Video 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 Backup).

- 3 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 5.
- 4 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.
- 5 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.
- 6 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 7 of the *DEA Precinct Administrator's Guide*.

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 Precinct server.

For more on *offline* vs. *online* videos, see “Reactivating an Offline Video” on page 78.

Use this procedure if your Backup Mode is set to **EXTERNAL**. If you're not sure what your backup mode is, ask your System Administrator. If your backup mode is set to something other than **EXTERNAL**, see “Reactivating a Video from a Backup Disc” on page 78 instead.



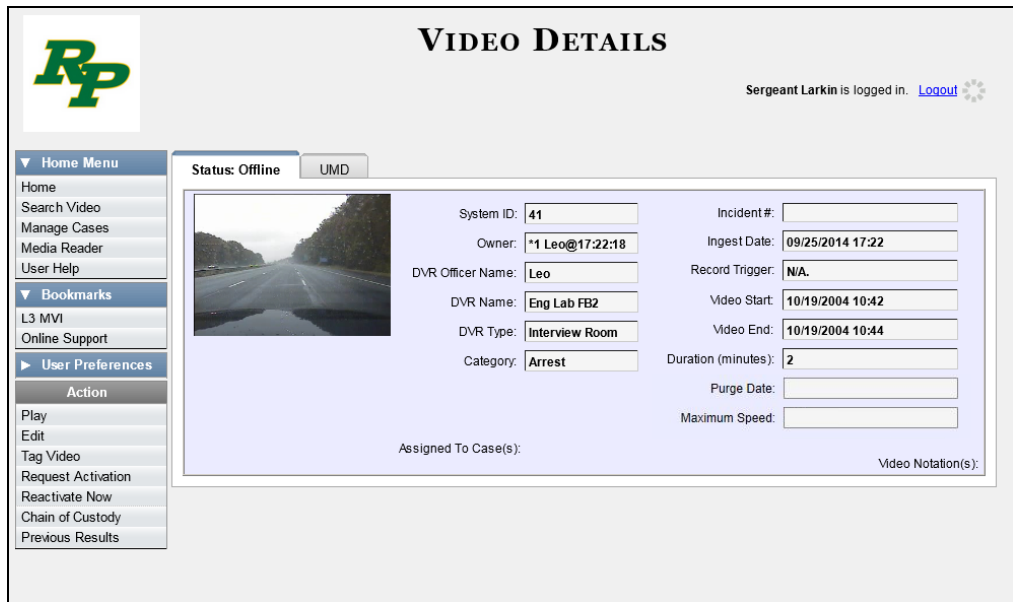
You must have reactivating privileges to perform this task (see **HINT** below).



HINT: To determine if you have reactivating privileges, look in the **Action** column. If *Reactivate Now* displays, you have reactivating privileges. If only *Request Reactivation* displays, you do *not* have reactivating privileges.

- 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.



VIDEO DETAILS

Sergeant Larkin is logged in. [Logout](#)

Status: **Offline** UMD

System ID: **41** Incident #:

Owner: ***1 Leo@17:22:18** Ingest Date: **09/25/2014 17:22**

DVR Officer Name: **Leo** Record Trigger: **N/A.**

DVR Name: **Eng Lab FB2** Video Start: **10/19/2004 10:42**

DVR Type: **Interview Room** Video End: **10/19/2004 10:44**

Category: **Arrest** Duration (minutes): **2**

Purge Date:

Maximum Speed:

Assigned To Case(s): Video Notation(s):

Home Menu

- Home
- Search Video
- Manage Cases
- Media Reader
- User Help

Bookmarks

- L3 MVI
- Online Support

User Preferences

Action

- Play
- Edit
- Tag Video
- Request Activation
- Reactivate Now
- Chain of Custody
- Previous Results

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



DIRECTORIES TO RESTORE FOR REACTIVATION

Sergeant Larkin is logged in. [Logout](#)

Reactivate from Tape

- Please use your tape backup software to restore the directory listed as 'Server Path' below.
- Once you have restored the directory, please click the 'Continue' button.

Server Path	File Name	Backup Label
/bdata/00/media/1999/12/31/42/	1010001076_000101_000039.mkv	65

Home Menu

- Home
- Search Video
- Manage Cases
- Media Reader
- User Help

Bookmarks

- L3 MVI
- Online Support

User Preferences

Action

- Cancel
- Continue

- 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.
- Go to the **Action** column and click **Continue**. After a momentary delay, a confirmation message will display.

Video Reactivate Successful.

Submitting a Request to Reactivate a Video

This section describes how to submit a request to reactivate an offline video, that is, ask another user to copy a video from a Certified Backup Disc to the Precinct server. Specifically, this procedure will send a message to the *In Box* of all users who have reactivation privileges. The message will include the CBD number for the disc that contains the video you wish to restore (e.g., *Please restore video 123 to an online status*).

For more on *offline* vs. *online* videos, see “Reactivating an Offline Video” on page 78.



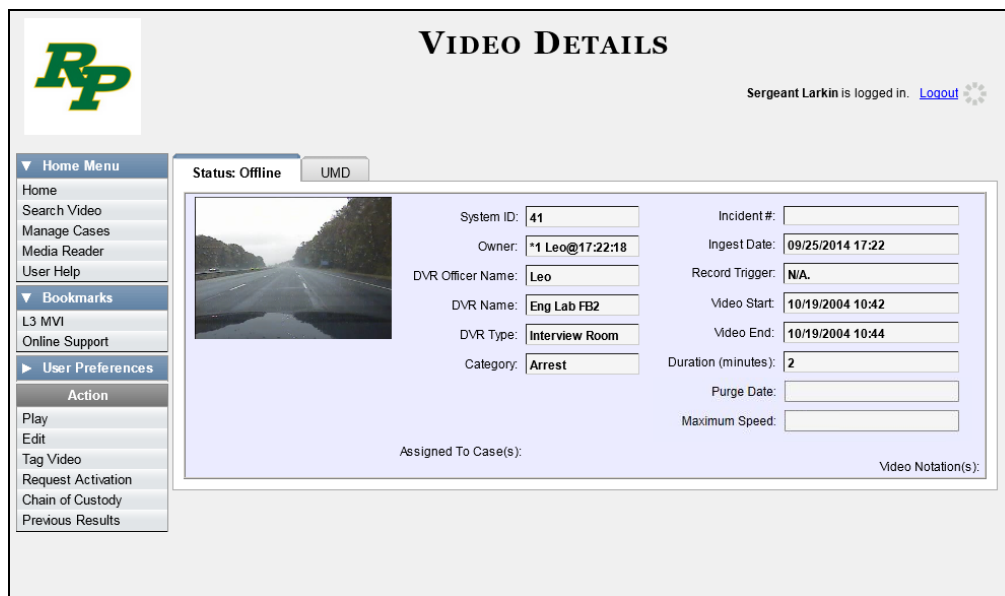
Use this procedure if you do *not* have reactivating privileges (see **HINT** below), and/or you do not have access to the Certified Backup Disc. If you *do* have reactivation privileges as well as access to the archive disc, see “Reactivating a Video from a Backup Disc” on page 78 instead.



HINT: To determine if you have reactivating privileges, look in the **Action** column. If *Reactivate Now* displays, you have reactivating privileges. If only *Request Activation* displays, you do *not* have reactivating privileges.

- 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.



VIDEO DETAILS

Sergeant Larkin is logged in. [Logout](#)

Status: Offline UMD

System ID:	41	Incident #:	
Owner:	*1 Leo@17:22:18	Ingest Date:	09/25/2014 17:22
DVR Officer Name:	Leo	Record Trigger:	N/A
DVR Name:	Eng Lab FB2	Video Start:	10/19/2004 10:42
DVR Type:	Interview Room	Video End:	10/19/2004 10:44
Category:	Arrest	Duration (minutes):	2
		Purge Date:	
		Maximum Speed:	

Assigned To Case(s):

Video Notation(s):



- 2 Go to the **Action** column and click **Request Activation**. A confirmation message displays at the top of the page.

Your request to make this video available online has been made.

An activation request will display on the Message Board of all DEA Precinct users who have reactivation privileges.

04/21/2011 01:05	Queued	Please restore System Video #11 to an online status.	  
------------------	--------	--	---

After a user with reactivation privileges restores your video, the word **Completed** will display in the *State* column of your reactivation request.

04/25/2011 10:59	Completed	Please restore System Video #11 to an online status.	 
------------------	-----------	--	---

Re-importing “Expired” Video

Occasionally, you may need to re-import an “expired” video. An *expired* video is one that is too old to be reactivated based on a setting in the System Administrator’s application. Although this is not the recommended method for restoring videos, this procedure may be used in an emergency situation to re-import important data that is too old to be reactivated.

You can re-import expired video from either a Certified Backup Disc or a manual backup disc* that is in **Data DVD** format.

When you perform this procedure, the system treats the uploaded video as if it were a new record, rather than a “reactivation” of an existing record. The video will therefore begin the same lifecycle as a new video that is downloaded for the first time from DVR to Precinct server.

This procedure is not commonly performed.

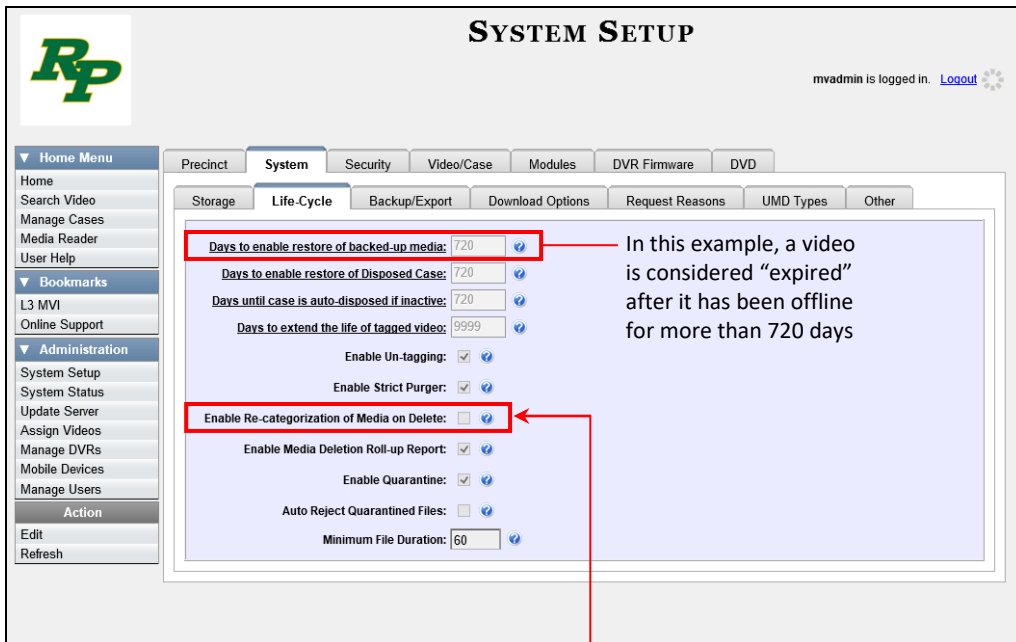


You must have the proper permissions to perform this task. For more information, contact your System Administrator.

If you are restoring video from an *export* disc (i.e., user-requested certified copy) rather than an *archive* disc (i.e., Certified Backup Disc), that disc **must** be in *Data DVD* format.

(Continued)

* Also referred to as an “export” disc or a “user-requested certified copy”



SYSTEM SETUP

mvadmin is logged in. [Logout](#)

Home Menu

- Home
- Search Video
- Manage Cases
- Media Reader
- User Help

Bookmarks

- L3 MVI
- Online Support

Administration

- System Setup
- System Status
- Update Server
- Assign Videos
- Manage DVRs
- Mobile Devices
- Manage Users

Action

- Edit
- Refresh

Precinct System Security Video/Case Modules DVR Firmware DVD

Storage Life-Cycle Backup/Export Download Options Request Reasons UMD Types Other

Days to enable restore of backed-up media: 720

Days to enable restore of Disposed Case: 720

Days until case is auto-disposed if inactive: 720

Days to extend the life of tagged video: 9999

Enable Un-tagging:

Enable Strict Purger:

Enable Re-categorization of Media on Delete:

Enable Media Deletion Roll-up Report:

Enable Quarantine:

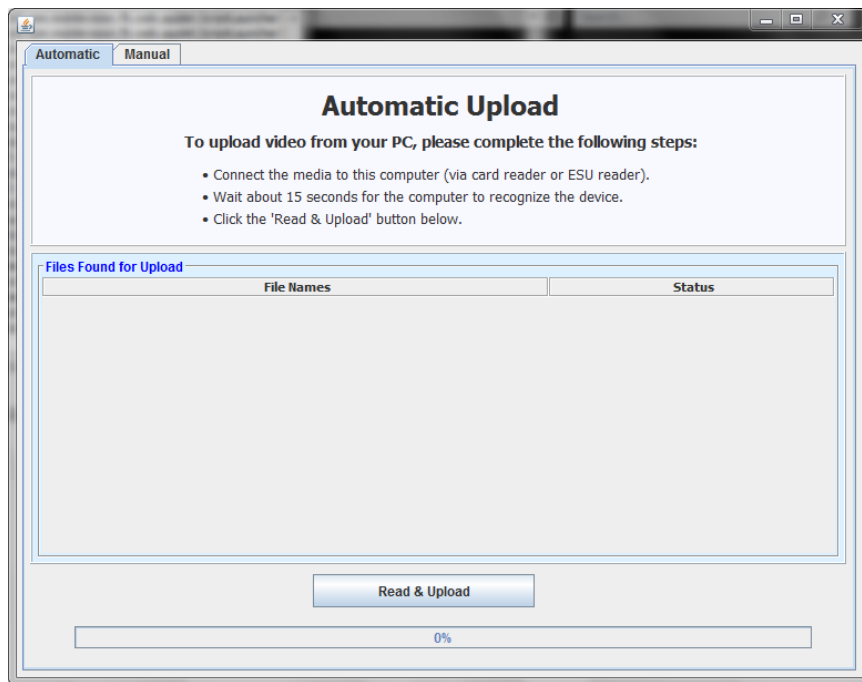
Auto Reject Quarantined Files:

Minimum File Duration: 60

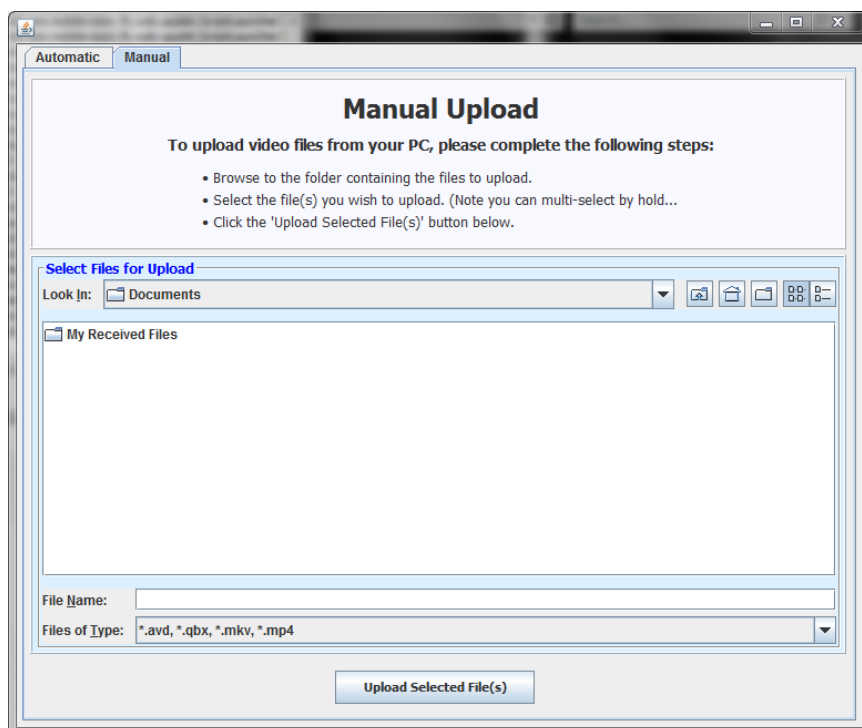


NOTE: If the *Enable Re-categorization of Media on Delete* option on the **Life-Cycle** tab is selected, you do not need to use this procedure. That’s because that feature causes the system to reassign all expired videos a category of “Purged”, which allows them to be reactivated at any time (assuming you have a backup disc). For more information, see “Reactivating an Offline Video” on page 78.

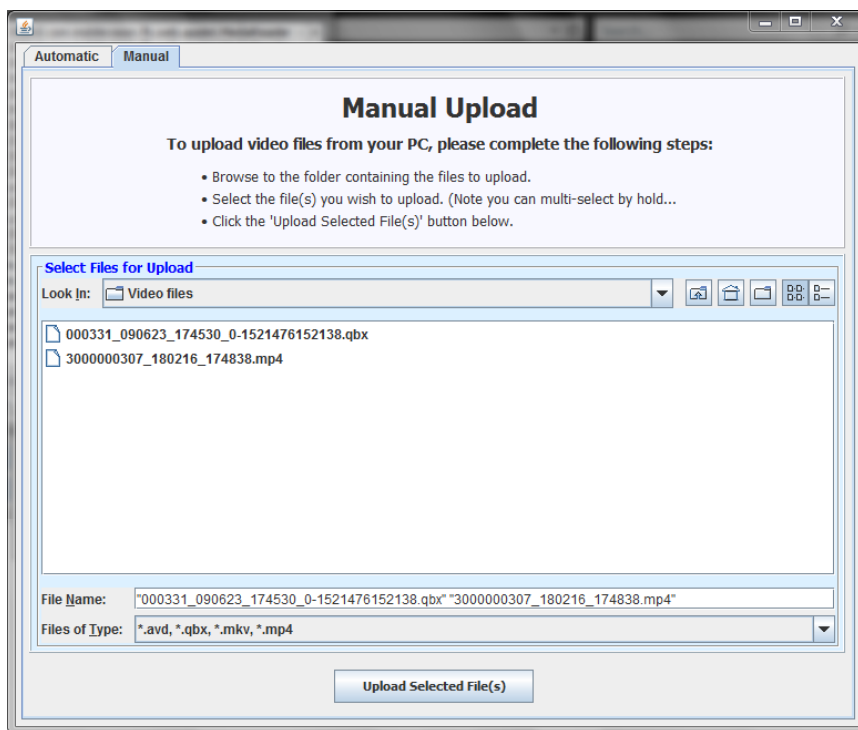
- 1 Insert the backup disc into your PC’s DVD/CD tray. This will either be an *Archive* disc (i.e., *Certified Backup Disc*) or an *Export* disc (i.e., *User Requested Certified Copy*).
- 2 Go to **Home Menu** and click **Media Reader**.
 - ⇒ If the Automatic Upload popup displays (typical), proceed 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 Automatic Upload popup displays.



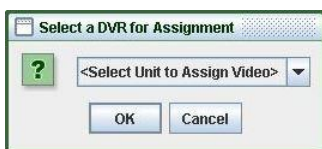
3 Click the **Manual** tab at the top of the page. The Manual Upload page displays.



4 Using the *Look in* field, *navigate* to your PC's CD/DVD drive. The files on the backup disc display onscreen.



- 5 Click on the video file you wish to upload (must have an extension of **QBX**, **MKV**, **MP4**, or **AVD**). To select more than one video, hold the **Ctrl** key *down* while you click on each video.
- 6 Click **Upload Selected File(s)**.
 - ⇒ If the Select a DVR for Assignment popup displays, proceed to the next step.
 - ⇒ If the Enter Reason popup displays, skip to step 8.



Next, you need to specify which DVR unit you want to assign the video to.

- 7 Select a DVR unit from the drop-down list, then click **OK**. The Enter Reason popup displays.



- 8 Enter the reason for this video upload in the blank field provided, then click **OK**. Your entry displays for confirmation purposes.



- 9 If the displayed reason for the video upload is correct, click **Yes**. The system begins uploading your video file(s). When the transmission is complete, a confirmation message displays, as pictured below. Proceed to the next step.

– OR –

If the displayed reason for the video upload is *not* correct, click **No**. The Enter Reason popup redisplay. Repeat step 8.



- 10 Click **OK**.

Manually Uploading Flashback Videos

This section describes how to manually upload new Flashback videos from an SD Card (Flashback3/FlashbackHD) or CF Card (Flashback2).

Typically, video files are transmitted automatically whenever your vehicle comes within about 300 feet of your precinct’s access point. However, if you can’t wait for the automatic file transfer to occur, or a problem has occurred that interfered with the wireless file transfer, you can manually upload the videos yourself, as described in this section.



NOTE: To upload *BodyVISION* or *BWX-100* videos, simply place the Body Worn camera in your agency’s Uplink Station, which consists of a group of docking stations connected to your **storage** server. For more information, see “Downloading Videos to DES or Basic Viewer HD” in the *BodyVISION User’s Guide*, or “Uploading Videos to DES” in the *BWX-100 User’s Guide*. Both of these manuals are available for download from the Mobile-Vision Online Support Center. To access this site, click the appropriate link under the **Bookmarks** menu.

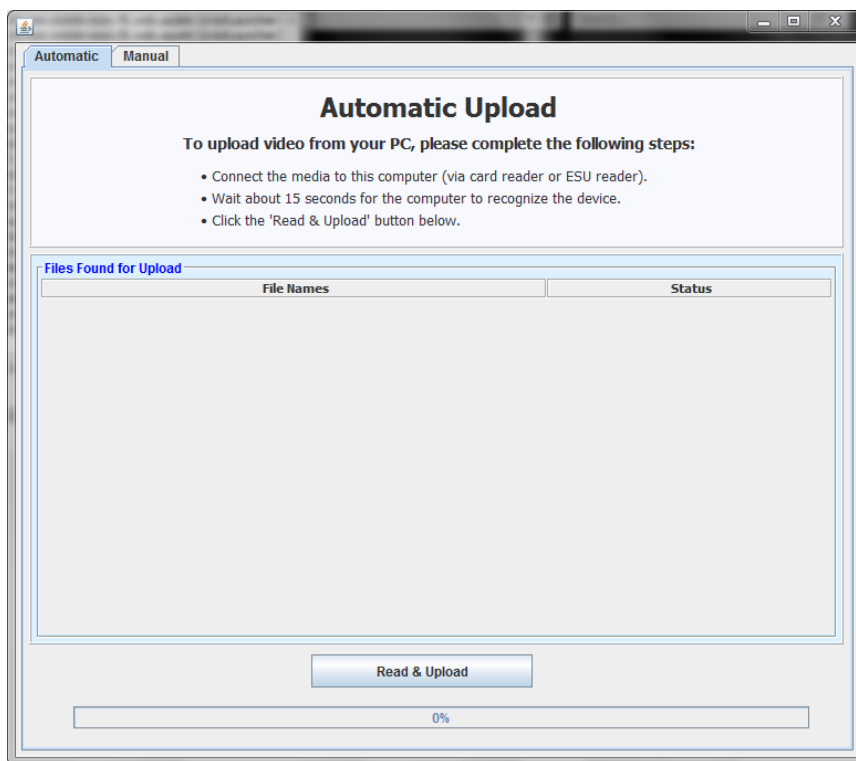


You must have the proper permissions to perform this task. For more information, contact your System Administrator.

- 1 Go to  and click **Media Reader**.

(Continued)

- ⇒ If the Automatic Upload 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 Automatic Upload popup displays.



- 2 If your PC has a built-in card reader (i.e., CF slot for Flashback2s or SD slot for Flashback3s/FlashbackHDs), proceed to the next step.
- OR –
- If you are using a stand-alone card reader, make sure it's connected to your PC.

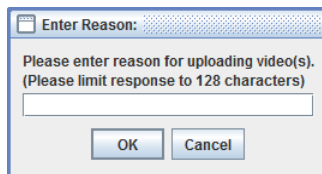


Sample CF/SD card reader

- 3 If you have not done so already, remove the memory card from the Flashback DVR.

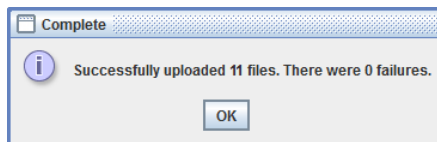


- 4 Insert the memory card in your PC's CF/SD slot or an external card reader.
- 5 Click the **Read & Upload** button. The Enter Reason popup displays.



- 6 Enter the reason for this video upload in the blank field provided, then click **OK**. The system begins uploading your video files. This may take several seconds or several minutes, depending on the size of your files.

When the transmission is complete, a confirmation message displays.



- 7 Click **OK**. You may now remove the memory card from the card reader and reinsert it in your Flashback DVR.

Downloading Video Files to Your PC

If you have the proper permissions, 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 94.

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 download 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
- A copy of the Flashback Player.



You must have the proper permissions to perform this task. For more information, contact your System Administrator.

- 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 20.



Sergeant Mathews is logged in. [Logout](#)

Sys ID	Play	Owner	DVR Name	Category	Duration	Video Start	Notes
2		Lieutenant Rogers	UN FB2	No Citation	1 min	11/20/2016 13:40	
3		*1 ON FB3 A@13:40:41	UN FB3	No Citation	1 min	11/20/2016 13:40	
4		Lieutenant Rogers	UN FBHD	No Citation	1 min	11/20/2016 13:40	
7		*1 ONBV22@13:40:43	BV22	Body Worn	---	11/20/2016 13:31	
6		*1 ONBV22@13:40:43	BV22	Body Worn	1 min	11/20/2016 13:30	
5		Officer Kehoe	VieVu	VieVu	1 min	11/20/2016 13:28	
1		*1 FB1@15:32:21	FB1	No Citation	0 min	06/09/2016 15:34	

Owner	DVR Name	Category	Duration	Video Start	Remove
Lieutenant Rogers	UN FBHD	No Citation	1 min	11/20/2016 13:40	
*1 ONBV22@13:40:43	BV22	Body Worn	---	11/20/2016 13:31	
Lieutenant Rogers	UN FB2	No Citation	1 min	11/20/2016 13:40	

If you searched for and selected *one* video, that video record displays at the bottom of the page; skip to step 4. Otherwise proceed to the next step.

- Go to the top of the page and click each of the videos you wish to download.



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Sys ID	Play	Owner	DVR Name	Category	Duration	Video Start	Notes
2		Lieutenant Rogers	UN FB2	No Citation	1 min	11/20/2016 13:40	
3		*1 ON FB3 A@13:40:41	UN FB3	No Citation	1 min	11/20/2016 13:40	
4		Lieutenant Rogers	UN FBHD	No Citation	1 min	11/20/2016 13:40	
7		*1 ONBV22@13:40:43	BV22	Body Worn	---	11/20/2016 13:31	
6		*1 ONBV22@13:40:43	BV22	Body Worn	1 min	11/20/2016 13:30	
5		Officer Kehoe	VieVu	VieVu	1 min	11/20/2016 13:28	
1		*1 FB1@15:32:21	FB1	No Citation	0 min	06/09/2016 15:34	

Owner	DVR Name	Category	Duration	Video Start	Remove
Lieutenant Rogers	UN FBHD	No Citation	1 min	11/20/2016 13:40	
*1 ONBV22@13:40:43	BV22	Body Worn	---	11/20/2016 13:31	
Lieutenant Rogers	UN FB2	No Citation	1 min	11/20/2016 13:40	

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

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



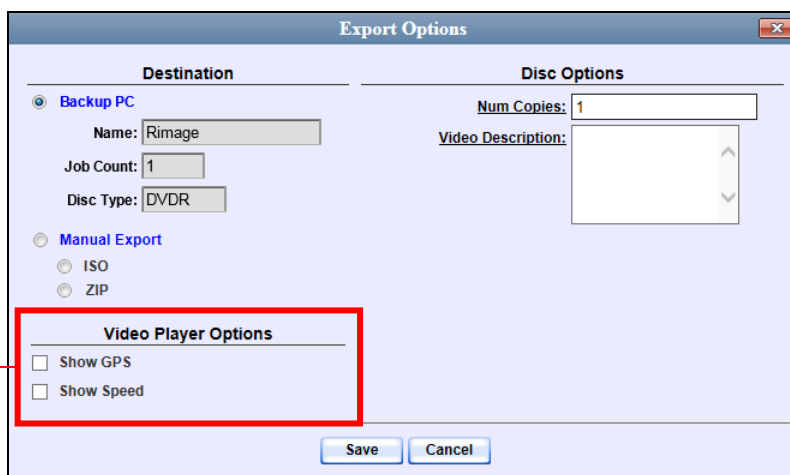
- If **Data DVD** displays in the *Output Format* field, proceed to the next step.

– OR –

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

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

Depending on your user permissions, these checkboxes may or may not display



- Select **ZIP**.
- Enter a description for this video download in the *Video Description* field.
- If a *Video Player Options* section displays in the lower left corner of the Export Options popup (pictured left; will include one or two checkboxes), proceed to the next step. Otherwise skip to step 14.



10 If the *Show GPS* checkbox displays in the Video Player Options section, proceed to the next step. Otherwise skip to step 13.

Latitude	40.8578
Longitude	-74.7090
Heading	59° - NEbE

11 If you want this download 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 the *Show Speed* checkbox displays in the Video Player Options section, proceed to the next step. Otherwise skip to step 14.




Speed	5 MPH
-------	-------

13 If you want this 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.


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*.

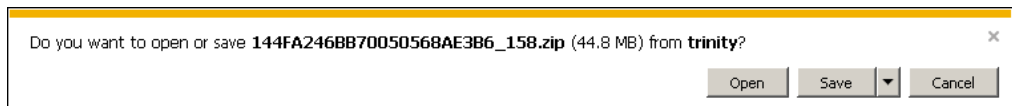
15 Go to your *Inbox Messages* and look for a download icon next to the export confirmation message.

Inbox Messages			
Date	State	Message Text	Actions
07/05/2017 17:34	Completed	Export MVA on 80 Disc 1 of 1 is now ready for download.	  

⇒ 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  and click **Home** to refresh your screen. Once you see the download icon, proceed to the next step.

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



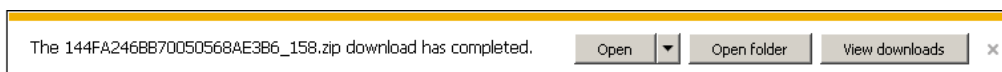
17 Select **Save As** from the *Save* drop-down list. The Save As popup displays.

18 Navigate to the disk drive location where you wish to store the video file.

19 To change the file name, enter a new name in the *File name* field. Otherwise proceed to the next step.

(Continued)

- 20 Click **Save**. The system copies your file to the selected location. When the download is complete, a confirmation message displays.



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.



You must have the proper permissions to perform this task. For more information, contact your System Administrator.



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 20.



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Videos							
Sys ID	Play	Owner	DVR Name	Category	Duration	Video Start	Notes
2		Lieutenant Rogers	UN FB2	No Citation	1 min	11/20/2016 13:40	
3		*1 ON FB3 A@13:40:41	UN FB3	No Citation	1 min	11/20/2016 13:40	
4		Lieutenant Rogers	UN FBHD	No Citation	1 min	11/20/2016 13:40	
7		*1 ONBV22@13:40:43	BV22	Body Worn	---	11/20/2016 13:31	
6		*1 ONBV22@13:40:43	BV22	Body Worn	1 min	11/20/2016 13:30	
5		Officer Kehoe	VieVu	VieVu	1 min	11/20/2016 13:28	
1		*1 FB1@15:32:21	FB1	No Citation	0 min	06/09/2016 15:34	

Selected Videos						
Owner	DVR Name	Category	Duration	Video Start	Remove	
Lieutenant Rogers	UN FBHD	No Citation	1 min	11/20/2016 13:40		
*1 ONBV22@13:40:43	BV22	Body Worn	---	11/20/2016 13:31		
Lieutenant Rogers	UN FB2	No Citation	1 min	11/20/2016 13:40		

If you searched for and selected *one* video, that video record displays at the bottom of the page. Skip to step 4. Otherwise proceed to the next step.

- Click on each of the videos you wish to download. As you select each video, it will display on the *Selected Videos* list at the bottom of the page.



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Videos							
Sys ID	Play	Owner	DVR Name	Category	Duration	Video Start	Notes
2		Lieutenant Rogers	UN FB2	No Citation	1 min	11/20/2016 13:40	
3		*1 ON FB3 A@13:40:41	UN FB3	No Citation	1 min	11/20/2016 13:40	
4		Lieutenant Rogers	UN FBHD	No Citation	1 min	11/20/2016 13:40	
7		*1 ONBV22@13:40:43	BV22	Body Worn	---	11/20/2016 13:31	
6		*1 ONBV22@13:40:43	BV22	Body Worn	1 min	11/20/2016 13:30	
5		Officer Kehoe	VieVu	VieVu	1 min	11/20/2016 13:28	
1		*1 FB1@15:32:21	FB1	No Citation	0 min	06/09/2016 15:34	

Selected Videos						
Owner	DVR Name	Category	Duration	Video Start	Remove	
Lieutenant Rogers	UN FBHD	No Citation	1 min	11/20/2016 13:40		
*1 ONBV22@13:40:43	BV22	Body Worn	---	11/20/2016 13:31		
Lieutenant Rogers	UN FB2	No Citation	1 min	11/20/2016 13:40		

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



EXPORT VIDEO(S)

admin is logged in. [Logout](#)

Home Menu

- Home
- Search Video
- Manage Cases
- Media Reader
- User Help

Bookmarks

- L3 MVI
- Online Support

User Preferences

Action

- Save
- Return to Select
- Cancel
- Help

Videos

Page 1 of 1 (2 total records)

Output Format: Data DVD

Video	Officer	Category	DVR ID	Duration	Date / Time
	ONBV22	Body Worn	BV22	1 min	11/20/2016 13:30
	ON FBHD	No Citation	UN FBHD	1 min	11/20/2016 13:40

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



EXPORT VIDEO(S)

admin is logged in. [Logout](#)

Home Menu

- Home
- Search Video
- Manage Cases
- Media Reader
- User Help

Bookmarks

- L3 MVI
- Online Support

User Preferences

Action

- Save
- Return to Select
- Cancel
- Help

Videos

Page 1 of 1 (2 total records)

Output Format: Interchange Format

Video	Officer	Category	DVR ID	Video Source	Audio Source	Duration	Date / Time
	ONBV22	Body Worn	BV22	Camera	Camera	1 min	11/20/2016 13:30
	ON FBHD	No Citation	UN FBHD	<input checked="" type="checkbox"/> Front <input type="checkbox"/> Rear	<input checked="" type="checkbox"/> VLP1/In Car <input type="checkbox"/> VLP2 <input checked="" type="checkbox"/> VLP1/In Car <input type="checkbox"/> VLP2	1 min	11/20/2016 13:40

- 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 following table.

Video Source Setting	Description
<input checked="" type="checkbox"/> Front <input type="checkbox"/> Rear	Copy only the video recorded from Camera Channel 1 (forward facing zoom camera).
<input type="checkbox"/> Front <input checked="" type="checkbox"/> Rear	Copy only the video recorded from Camera Channel 2 (Backseat and/or Bullet cameras).
<input checked="" type="checkbox"/> Front <input checked="" type="checkbox"/> 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 –

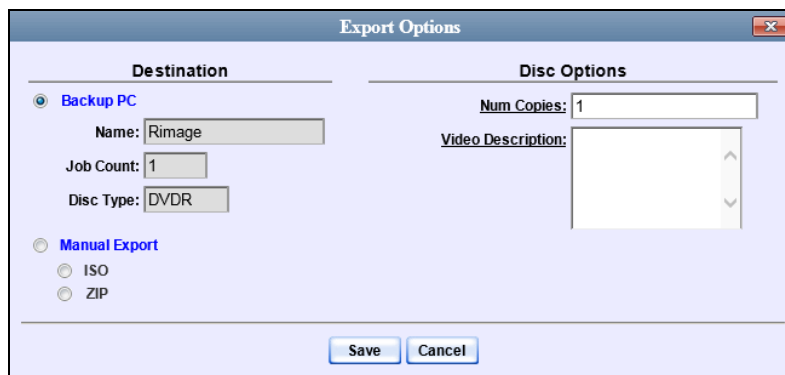
If two checkboxes display in the *Audio Source* column, select the audio source that you wish to include for each video, as described below:

- VLP1/In Car*. The audio from both your first wireless microphone and your in-car microphone (default). *See note below.*
- VLP2*. The audio from a second VLP microphone, if applicable.

Note on 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 your first wireless microphone (VLP1) and the stream from your in-car microphone (In-car). 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, that audio stream will be available on your DVD player’s *left* stereo channel, and the *right* stereo channel will be mute.

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

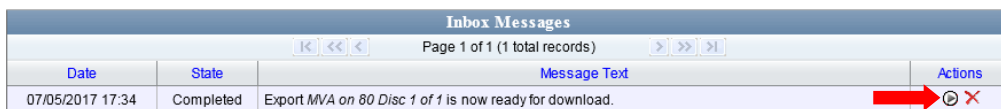




9 Select **ZIP**.


- 10 Enter a description for this video download in the *Video Description* field.
- 11 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*.

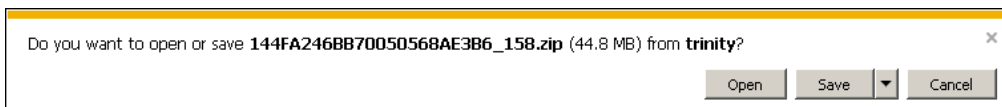
- 12 Go to your *Inbox Messages* and look for a download icon next to your export confirmation message.



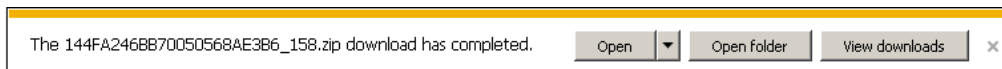
Inbox Messages			
Page 1 of 1 (1 total records)			
Date	State	Message Text	Actions
07/05/2017 17:34	Completed	Export MVA on 80 Disc 1 of 1 is now ready for download.	 

- ⇒ 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  and click **Home** to refresh your screen. Once you see the download icon, proceed to the next step.

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



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



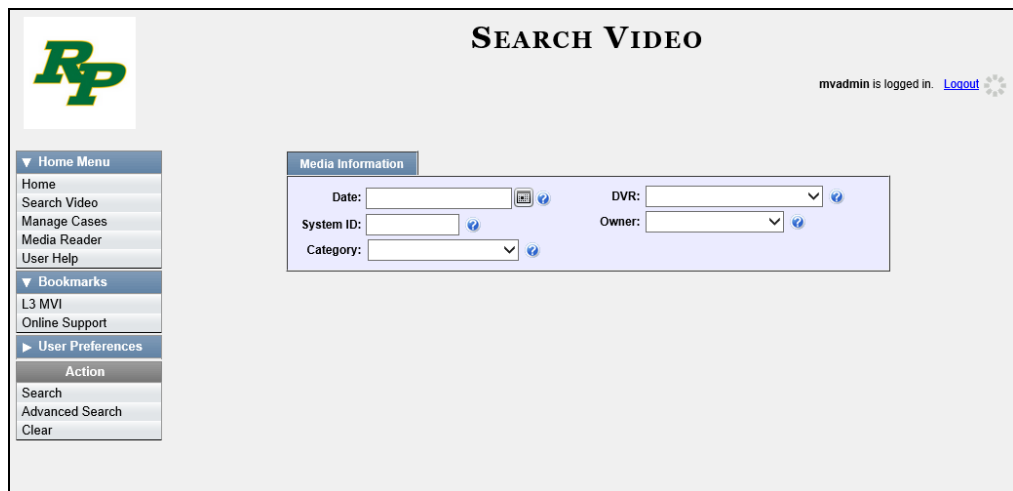
Exporting a Snapshot

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 *BodyVISION* 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 Precinct.

If you prefer to export a snapshot to a JPG file, see “Downloading Video Files to Your PC” on page 90 instead.

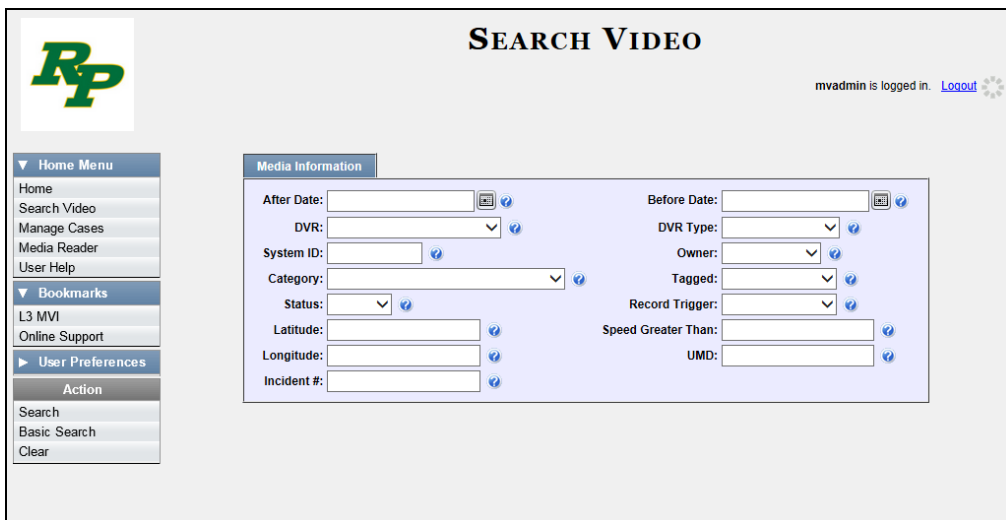
- 1 Go to **Home Menu** and click **Search Video**. The Search Video page displays.



The screenshot shows the 'SEARCH VIDEO' interface. On the left is a navigation menu with sections: 'Home Menu' (containing Home, Search Video, Manage Cases, Media Reader, User Help), 'Bookmarks' (containing L3 MVI, Online Support), and 'User Preferences' (containing an 'Action' sub-section with Search, Advanced Search, and Clear). The main content area has a 'Media Information' header and a search form with fields for Date, System ID, Category, DVR, and Owner. A user status indicator in the top right shows 'mvadmin is logged in.' with a 'Logout' link and a refresh icon.

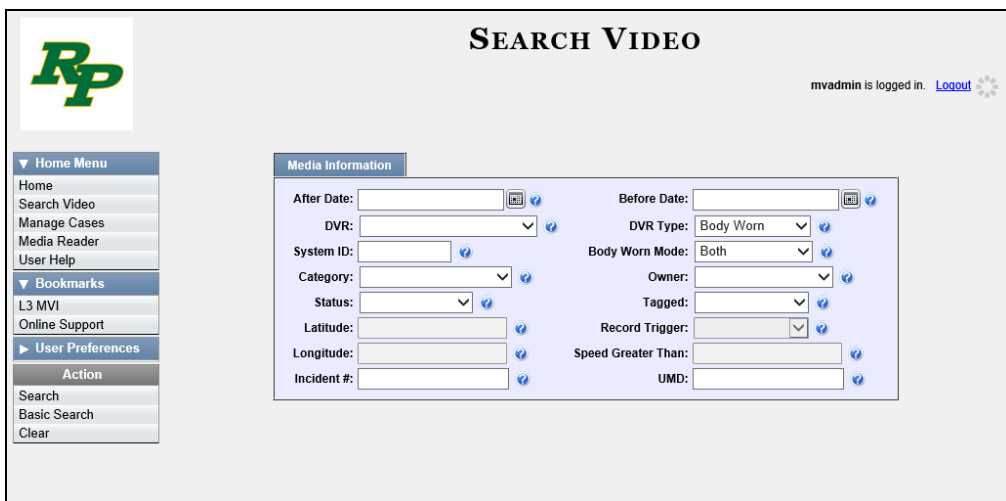
- 2 Go to the **Action** column and click **Advanced Search**.

(Continued)



The screenshot shows the 'SEARCH VIDEO' interface. On the left is a navigation menu with sections: Home Menu (Home, Search Video, Manage Cases, Media Reader, User Help), Bookmarks (L3 MVI, Online Support), User Preferences, and Action (Search, Basic Search, Clear). The main area is titled 'Media Information' and contains a search form with the following fields: After Date, Before Date, DVR (dropdown), DVR Type (dropdown), System ID, Category (dropdown), Status (dropdown), Latitude, Longitude, Incident #, Owner, Tagged, Record Trigger, Speed Greater Than, and UMD. The user 'mvadmin' is logged in, and a 'Logout' link is visible.

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



The screenshot shows the 'SEARCH VIDEO' interface with the 'Media Information' search form. The 'DVR Type' dropdown is now set to 'Body Worn', and a new 'Body Worn Mode' dropdown has appeared, set to 'Both'. The other search criteria fields remain the same as in the previous screenshot.

- 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 Worn snapshot files that match your selection criteria display on the Video Search Results page.

BodyVISION snapshots display the word "Image" in this column



VIDEO SEARCH RESULTS

mvadmin is logged in. [Logout](#)

Home Menu

- Home
- Search Video
- Manage Cases
- Media Reader
- User Help

Bookmarks

- L3 MVI
- Online Support

User Preferences

Action

- New Search
- Export

Videos							
Page 2 of 3 (15 total records)							
Details	Play	Owner	DVR Name	Duration	Category	Video Start	Notes
		Lt. McDonnel	BW-407	0 min	Body Worn	10/20/2016 16:15	
		Lt. McDonnel	BW-407	Image	Body Worn	10/20/2016 16:11	
		Lt. McDonnel	BW-407	Image	Body Worn	10/20/2016 16:11	
		Lt. McDonnel	BW-407	Image	Body Worn	10/20/2016 16:10	
		Lt. McDonnel	BW-407	Image	Body Worn	10/20/2016 16:10	


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

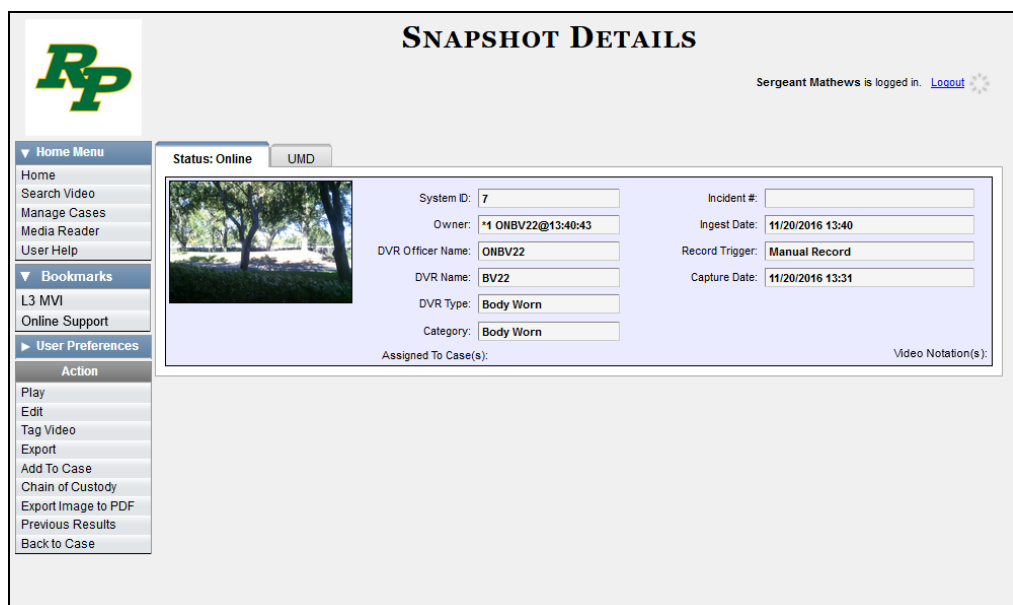
– OR –

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



NOTE: If you see the word **Restricted** instead of the snapshot's thumbnail image, it means that you lack the required permissions to view that record. Before you continue, you'll first have to obtain permission to view the parent video associated with this snapshot. For instructions, see "Submitting a Request to View a Body Worn Video" on page 64.

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



SNAPSHOT DETAILS

Sergeant Mathews is logged in. [Logout](#)

Home Menu

- Home
- Search Video
- Manage Cases
- Media Reader
- User Help

Bookmarks


- L3 MVI
- Online Support

User Preferences

Action

- Play
- Edit
- Tag Video
- Export
- Add To Case
- Chain of Custody
- Export Image to PDF
- Previous Results
- Back to Case

Status: Online UMD



System ID: Incident #:

Owner: *1 ONBV22@13:40:43 Ingest Date:

DVR Officer Name: ONBV22 Record Trigger:

DVR Name: BV22 Capture Date:

DVR Type:

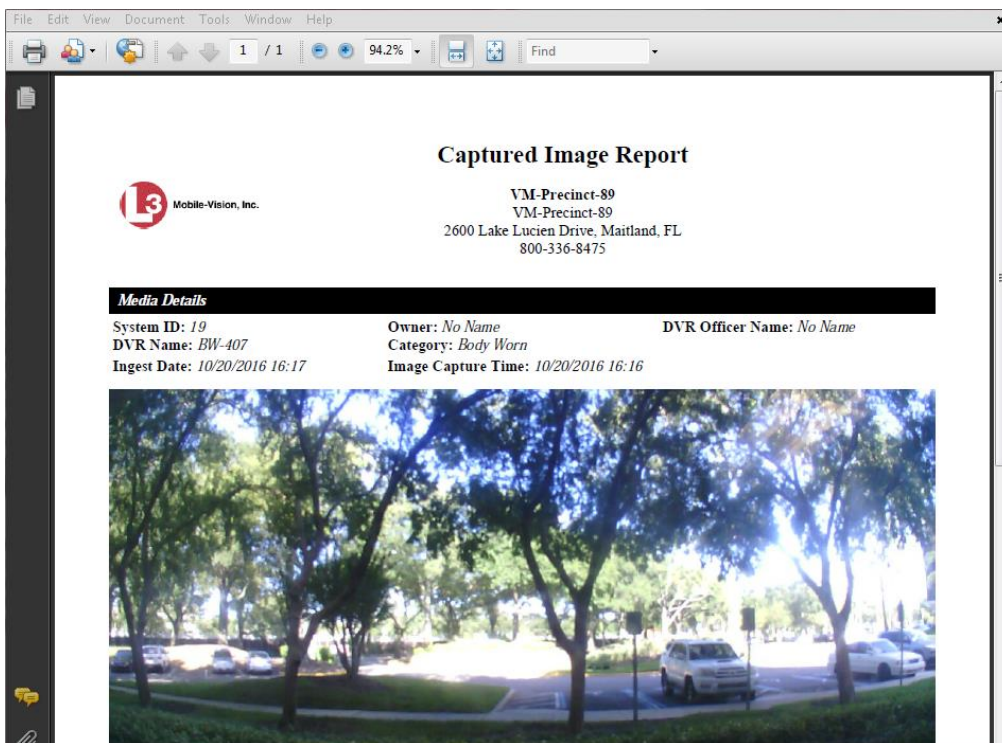
Category:


Assigned To Case(s): Video Notation(s):

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



- Click **Open**. The Captured Image Report displays.



- To print this report, proceed to the next step. Otherwise skip to step 14.
-  Go to the Acrobat menu bar and click the Printer icon. The Print popup displays.
- Select your desired printer settings, then click **OK** or **Print**. The report is directed to your active printer.
- When you are finished viewing/printing the report, click the in the upper right corner of the page to exit Adobe Reader.

3

DVDs

This chapter describes how to create DVDs for backup and/or evidential purposes. This process may be either automatic (i.e., system-requested) or manual (i.e., user-requested).

Certified Backup Discs

Your DEA Precinct software interfaces with a robotic DVD burner or BluRay burner. If archiving is enabled, the system uses this burner to create periodic backup discs based on rules that are set in the application by your System Administrator. 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 Certified Copies

User-requested certified copies are video and/or case files that you burn to DVD on 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.



NOTE: Depending on your user role, you may not have the proper permissions to perform all of the tasks described in this chapter. Permission-driven functions are marked by the ‘P’ symbol.

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 107
- Viewing DVDs, page 107.

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. Blu-Ray discs also 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 disk. 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, page 105
- Interchange DVD Format, page 106.

You may also wish to review the section titled “DVD File Formats—A Side-by-Side Comparison” in chapter 1.



NOTE: Two additional formats, *Uncompressed* and *ROIA Redacted*, are only available to System Administrators and other users with the required permissions. For more information on these formats, refer to the *DEA Precinct Administrator's Guide*.

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*)

- 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 you inserted 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.
- 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 108
- Burning Video to a Data DVD via the Robotic DVD Burner, page 127
- Burning a Case to a Data DVD via Your PC's DVD Burner, page 118
- Burning Video to a Data DVD via Your PC's DVD Burner, page 136.

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.

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 Mobile-Vision Service.

For specific instructions, see:

- Burning a Case to a Consumer DVD via the Robotic DVD Burner, page 111
- Burning Video to a Consumer DVD via the Robotic DVD Burner, page 129

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 *BodyVISION* 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 104. 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 114
- Burning Video to an Interchange Format DVD via the Robotic DVD Burner, page 132
- Burning a Case to an Interchange Format DVD via Your PC’s DVD Burner, page 121
- Burning Video to an Interchange Format DVD via Your PC’s DVD Burner, page 139.

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.....	Approximately 30 minutes for a full disc
	Double-layer DVD	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:

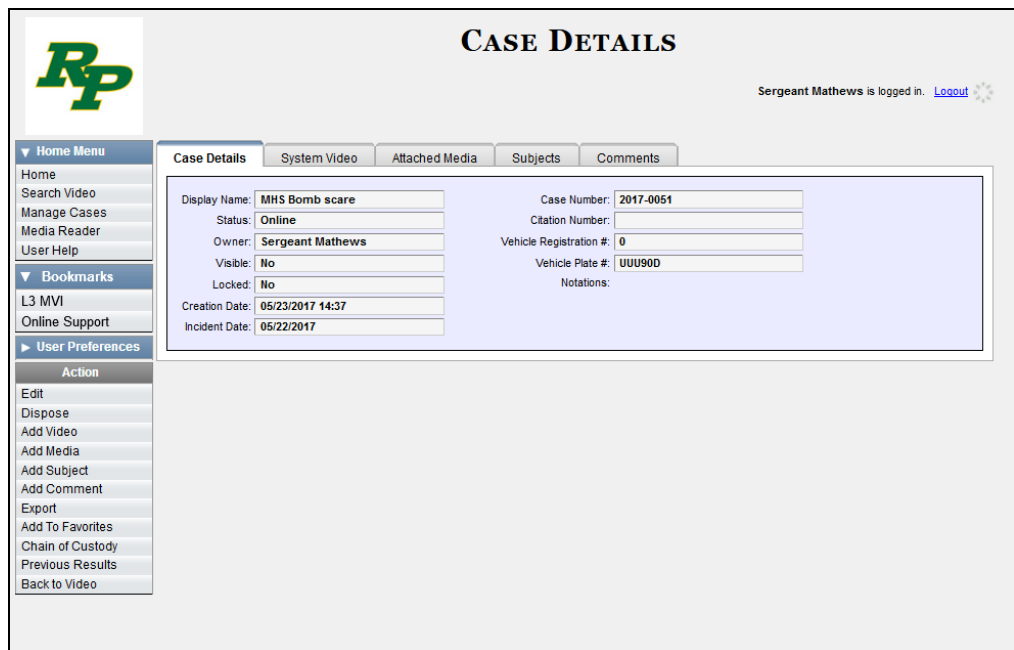
- Burning a Case to DVD, below
- Burning Video to DVD, page 125.

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.



CASE DETAILS

Sergeant Mathews is logged in. [Logout](#)

Case Details | System Video | Attached Media | Subjects | Comments

Display Name: MHS Bomb scare	Case Number: 2017-0051
Status: Online	Citation Number: <input type="text"/>
Owner: Sergeant Mathews	Vehicle Registration #: 0
Visible: No	Vehicle Plate #: UUU90D
Locked: No	Notations: <input type="text"/>
Creation Date: 05/23/2017 14:37	
Incident Date: 05/22/2017	

Home Menu
Home
Search Video
Manage Cases
Media Reader
User Help

Bookmarks
L3 MVI
Online Support

User Preferences

Action
Edit
Dispose
Add Video
Add Media
Add Subject
Add Comment
Export
Add To Favorites
Chain of Custody
Previous Results
Back to Video

- 2 Go to the **Action** column and click **Export**. The Export Case page displays.



EXPORT CASE

Sergeant Mathews is logged in. [Logout](#)

System Video Attached Media

System Video

Page 1 of 1 (2 total records)

Output Format: Data DVD

Deselect All	Video	Officer	Category	DVR ID	Duration	Date / Time
<input checked="" type="checkbox"/>		ONBV22	Body Worn	BV22	1 min	11/20/2016 13:30
<input checked="" type="checkbox"/>		ON FBHD	No Citation	UN FB2	1 min	11/20/2016 13:40

Home Menu

- Home
- Search Video
- Manage Cases
- Media Reader
- User Help

Bookmarks

- L3 MVI
- Online Support

User Preferences

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 111, beginning with step 2
- Burning a Case to an Interchange Format DVD via the Robotic DVD Burner, page 114, beginning with step 2
- Burning a Case to a Data DVD via Your PC's DVD Burner, page 118, beginning with step 2
- Burning a Case to an Interchange Format DVD via Your PC's DVD Burner, page 121, 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 104.

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 118 instead.

- 1 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 107.)

The Export Case page displays, as pictured above.

- To include all of the case's videos on your DVD (default), proceed to the next step.

– OR –

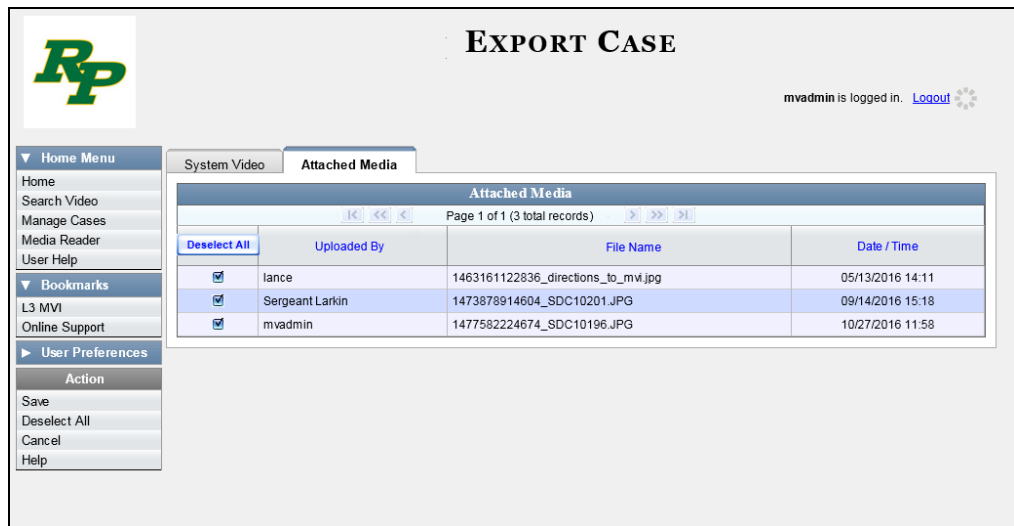
To include some, but not all, of the case's videos on your DVD, deselect the checkbox to the left of each video you wish to exclude.

- 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.

- If you see the **Attached Media** tab, click on it. Otherwise skip to step 6.



The screenshot shows the 'EXPORT CASE' interface. At the top left is the 'RP' logo. The user 'mvadmin' is logged in. The interface has two tabs: 'System Video' and 'Attached Media'. The 'Attached Media' tab is active, showing a table with the following data:

<input type="checkbox"/>	Uploaded By	File Name	Date / Time
<input checked="" type="checkbox"/>	lance	1463161122836_directions_to_mv1.jpg	05/13/2016 14:11
<input checked="" type="checkbox"/>	Sergeant Larkin	1473878914604_SDC10201.JPG	09/14/2016 15:18
<input checked="" type="checkbox"/>	mvadmin	1477582224674_SDC10196.JPG	10/27/2016 11:58

Below the table is an 'Action' column with buttons for 'Save', 'Deselect All', 'Cancel', and 'Help'.



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 next step.

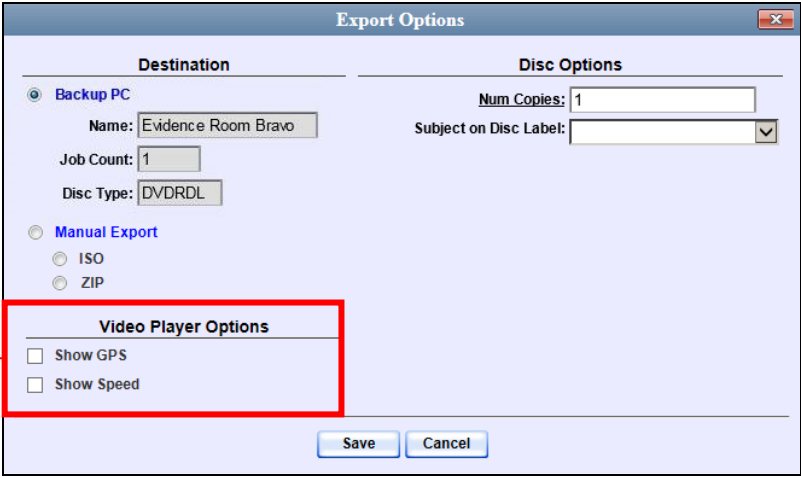
– OR –

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.

(Continued)

Depending on your user permissions, these checkboxes may or may not display



- 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 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.

- 12 If a *Show GPS* checkbox displays in the Video Player Options section, proceed to the next step. Otherwise skip to step 15.

Latitude	40.8578
Longitude	-74.7090
Heading	59° - NEbE

- 13 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.

- 14 If a *Show Speed* checkbox displays in the Video Player Options section, proceed to the next step. Otherwise skip to step 16.

Speed	5 MPH
-------	-------

- 15 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.

- 16 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 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 105.

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.

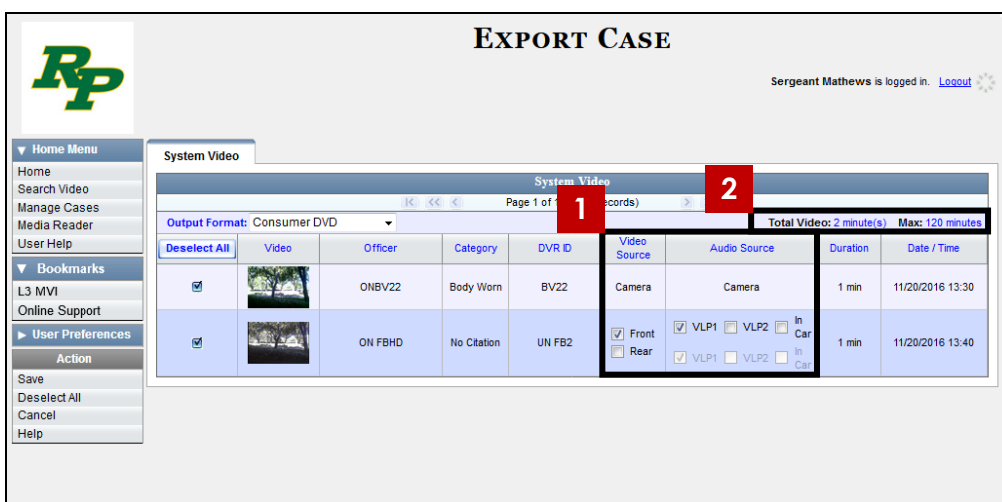
- 1 If you have not done so already, display the case you wish to burn, then select the Export option. (For detailed instructions, see "Burning a Case to DVD" on page 107.)

The Export Case page displays.

(Continued)



- 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).



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.

- 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.
- 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 following table.

Video Source Setting	Description
<input checked="" type="checkbox"/> Front <input type="checkbox"/> Rear	Copy only the video recorded from Camera Channel 1 (forward facing zoom camera).
<input type="checkbox"/> Front <input checked="" type="checkbox"/> Rear	Copy only the video recorded from Camera Channel 2 (Backseat and/or Bullet cameras).
<input checked="" type="checkbox"/> Front <input checked="" type="checkbox"/> 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.

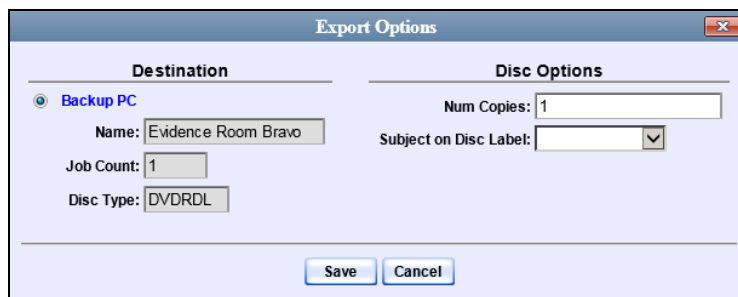
5 If the word “Camera” displays in the *Audio Source* column, proceed to the next step.

– 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.



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** 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.

- 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 106.

If you prefer to burn a case using your PC's DVD burner, see "Burning a Case to an Interchange Format DVD via Your PC's DVD Burner" on page 121 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 case you wish to burn, then select the Export option. (For detailed instructions, see "Burning a Case to DVD" on page 107.)

The Export Case page displays.



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



- 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
<input checked="" type="checkbox"/> Front <input type="checkbox"/> Rear	Copy only the video recorded from Camera Channel 1 (forward facing zoom camera).
<input type="checkbox"/> Front <input checked="" type="checkbox"/> Rear	Copy only the video recorded from Camera Channel 2 (Backseat and/or Bullet cameras).
<input checked="" type="checkbox"/> Front <input checked="" type="checkbox"/> 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 –

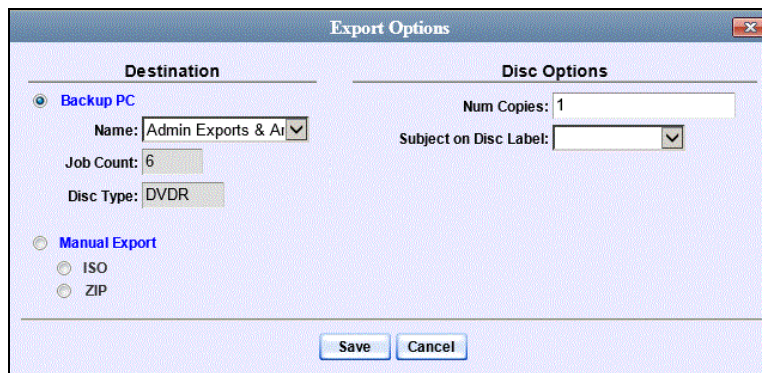
If two checkboxes display in the *Audio Source* column, select the audio source that you wish to include for each video, as described below.

- 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 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.



- 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 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 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 104.

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 108 instead.

- 1 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 107.)

The Export Case page displays.





EXPORT CASE

Sergeant Mathews is logged in. [Logout](#)

System Video Attached Media

System Video

Output Format: Data DVD

	Video	Officer	Category	DVR ID	Duration	Date / Time
<input checked="" type="checkbox"/>		ONBV22	Body Worn	BV22	1 min	11/20/2016 13:30
<input checked="" type="checkbox"/>		ON FBHD	No Citation	UN FB2	1 min	11/20/2016 13:40

Home Menu
Home
Search Video
Manage Cases
Media Reader
User Help

Bookmarks
L3 MVI
Online Support

User Preferences

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.



EXPORT CASE

mvadmin is logged in. [Logout](#)

System Video Attached Media

Attached Media

Page 1 of 1 (3 total records)

Deselect All	Uploaded By	File Name	Date / Time
<input checked="" type="checkbox"/>	lance	1463161122836_directions_to_mvi.jpg	05/13/2016 14:11
<input checked="" type="checkbox"/>	Sergeant Larkin	1473878914604_SDC10201.JPG	09/14/2016 15:18
<input checked="" type="checkbox"/>	mvadmin	1477582224674_SDC10196.JPG	10/27/2016 11:58

Home Menu

- Home
- Search Video
- Manage Cases
- Media Reader
- User Help

Bookmarks

- L3 MVI
- Online Support

User Preferences

Action

- Save
- Deselect All
- Cancel
- Help



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 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.

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

Depending on your user permissions, these checkboxes may or may not display



Export Options

Destination

Backup PC

Name: Evidence Room Bravo

Job Count: 1

Disc Type: DVDRDL

Disc Options

Num Copies: 1

Manual Export

- ISO
- ZIP

Video Player Options

- Show GPS
- Show Speed

Save Cancel

- 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.

8 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**.

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	-74.7090
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.




Speed	5 MPH
-------	-------

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*.

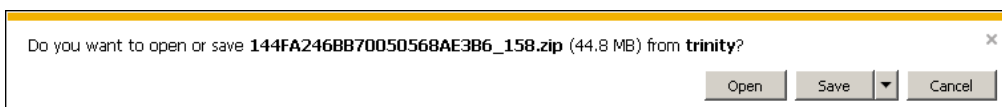
15 Go to your *Inbox Messages* and look for a download icon next to the export confirmation message.

Inbox Messages			
Date	State	Message Text	Actions
07/05/2017 17:34	Completed	Export MVA on 80 Disc 1 of 1 is now ready for download.	  

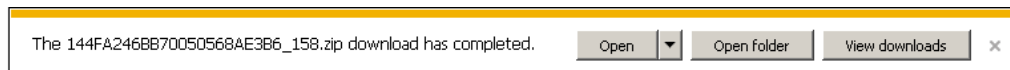
⇒ If you see the download icon, proceed to the next step.

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

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



- 17 Select **Save As** from the *Save* drop-down list. The Save As popup displays.
- 18 Navigate to the disk drive location where you wish to temporarily save 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.



- 21 Use the Windows Disc Image Burner (or other commercial disc burning software) to burn the case to DVD.

Burning a Case to an Interchange Format DVD via Your PC's DVD Burner

This section describes how to burn selected videos from a case to an *Interchange Format* DVD using your PC's DVD burner. For a description of this format, see "Interchange DVD Format" on page 106.

If you prefer to burn a case using your agency's robotic DVD burner, see "Burning a Case to an Interchange Format DVD via the Robotic DVD Burner" on page 114 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 case you wish to burn, then select the Export option. (For detailed instructions, see "Burning a Case to DVD" on page 107.) The Export Case page displays.



System Video						
Page 1 of 1 (2 total records)						
Output Format: Data DVD						
Deselect All	Video	Officer	Category	DVR ID	Duration	Date / Time
<input checked="" type="checkbox"/>		ONBV22	Body Worn	BV22	1 min	11/20/2016 13:30
<input checked="" type="checkbox"/>		ON FBHD	No Citation	UN FB2	1 min	11/20/2016 13:40

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



- 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.
- 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
<input checked="" type="checkbox"/> Front <input type="checkbox"/> Rear	Copy only the video recorded from Camera Channel 1 (forward facing camera).
<input type="checkbox"/> Front <input checked="" type="checkbox"/> Rear	Copy only the video recorded from Camera Channel 2 (Backseat and/or Bullet cameras).
<input checked="" type="checkbox"/> Front <input checked="" type="checkbox"/> 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.

- 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: (*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.



- 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.

- 8 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**.

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

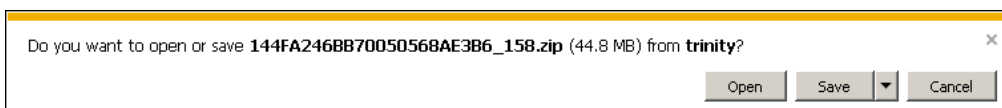
When processing is complete, a confirmation message will display on your Home Page under *Inbox Messages*.

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

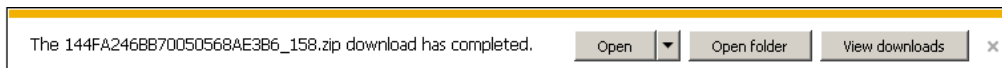
Inbox Messages			
Page 1 of 1 (1 total records)			
Date	State	Message Text	Actions
07/05/2017 17:34	Completed	Export MVA on 80 Disc 1 of 1 is now ready for download.	 

- ⇒ 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  and click **Home** to refresh your screen. Once you see the download icon, proceed to the next step.

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



- 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.




- 16 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.

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



SELECT VIDEO(S) FOR EXPORT

Sergeant Mathews is logged in. [Logout](#)

Sys ID	Play	Owner	DVR Name	Category	Duration	Video Start	Notes
2		Lieutenant Rogers	UN FB2	No Citation	1 min	11/20/2016 13:40	
3		*1 ON FB3 A@13:40:41	UN FB3	No Citation	1 min	11/20/2016 13:40	
4		Lieutenant Rogers	UN FBHD	No Citation	1 min	11/20/2016 13:40	
7		*1 ONBV22@13:40:43	BV22	Body Worn	---	11/20/2016 13:31	
6		*1 ONBV22@13:40:43	BV22	Body Worn	1 min	11/20/2016 13:30	
5		Officer Kehoe	VieVu	VieVu	1 min	11/20/2016 13:28	
1		*1 FB1@15:32:21	FB1	No Citation	0 min	06/09/2016 15:34	

Selected Videos

Owner	DVR Name	Category	Duration	Video Start	Remove
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- ⇒ If you selected *one* video, skip to step 4.
- ⇒ If you selected *multiple* videos, proceed to the next step.

- 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.










(Continued)

* If necessary, review “Searching for Videos” in chapter 2.



SELECT VIDEO(S) FOR EXPORT

Sergeant Mathews is logged in. [Logout](#)

Videos							
Sys ID	Play	Owner	DVR Name	Category	Duration	Video Start	Notes
2		Lieutenant Rogers	UN FB2	No Citation	1 min	11/20/2016 13:40	
3		*1 ON FB3 A@13:40:41	UN FB3	No Citation	1 min	11/20/2016 13:40	
4		Lieutenant Rogers	UN FBHD	No Citation	1 min	11/20/2016 13:40	
7		*1 ONBV22@13:40:43	BV22	Body Worn	---	11/20/2016 13:31	
6		*1 ONBV22@13:40:43	BV22	Body Worn	1 min	11/20/2016 13:30	
5		Officer Kehoe	VieVu	VieVu	1 min	11/20/2016 13:28	
1		*1 FB1@15:32:21	FB1	No Citation	0 min	06/09/2016 15:34	

Selected Videos						
Owner	DVR Name	Category	Duration	Video Start	Remove	
Lieutenant Rogers	UN FBHD	No Citation	1 min	11/20/2016 13:40	✗	
*1 ONBV22@13:40:43	BV22	Body Worn	---	11/20/2016 13:31	✗	
Lieutenant Rogers	UN FB2	No Citation	1 min	11/20/2016 13:40	✗	

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



EXPORT VIDEO(S)

admin is logged in. [Logout](#)

Videos						
Page 1 of 1 (2 total records)						
Output Format: Data DVD						
Video	Officer	Category	DVR ID	Duration	Date / Time	
	ONBV22	Body Worn	BV22	1 min	11/20/2016 13:30	
	ON FBHD	No Citation	UN FBHD	1 min	11/20/2016 13:40	

Action
Save
Return to Select
Cancel
Help

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 129, beginning with step 2
- Burning Video to an Interchange Format DVD via the Robotic DVD Burner, page 132, beginning with step 2

- Burning Video to a Data DVD via Your PC’s DVD Burner, page 136, beginning with step 2
- Burning Video to an Interchange Format DVD via Your PC’s DVD Burner, page 139, 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 104.


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 136 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 125.)

The Export Video(s) page displays.



The screenshot shows the 'EXPORT VIDEO(S)' page. At the top left is the 'RP' logo. At the top right, it says 'admin is logged in. Logout'. Below the header is a navigation menu with options like Home, Search Video, Manage Cases, Media Reader, User Help, Bookmarks, L3 MVI, Online Support, and User Preferences. The main content area is titled 'Videos' and shows 'Page 1 of 1 (2 total records)'. Below this is a table with the following data:

Video	Officer	Category	DVR ID	Duration	Date / Time
	ONBV22	Body Worn	BV22	1 min	11/20/2016 13:30
	ON FBHD	No Citation	UN FBHD	1 min	11/20/2016 13:40

At the bottom of the page, there is an 'Action' column with buttons for Save, Return to Select, Cancel, and 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.

(Continued)

Depending on your user permissions, these checkboxes may or may not display



- 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 (see **NOTE** below), 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, 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 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 12.
- 8 If a *Show GPS* checkbox displays in the Video Player Options section, proceed to the next step. Otherwise skip to step 11.

Latitude	40.8578
Longitude	-74.7090
Heading	59° - NEbE

- 9 If you want this 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.
- 10 If a *Show Speed* checkbox displays in the Video Player Options section, proceed to the next step. Otherwise skip to step 12.

Speed	5 MPH
-------	-------

- 11 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.
- 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 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 Consumer DVD via the Robotic DVD Burner

This section describes how to burn selected stand-alone videos 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 105.

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 125.)

The Export Video(s) page displays.

(Continued)



EXPORT VIDEO(S)

admin is logged in. [Logout](#)

Home Menu

- Home
- Search Video
- Manage Cases
- Media Reader
- User Help

Bookmarks

- L3 MVI
- Online Support

User Preferences

Action

- Save
- Return to Select
- Cancel
- Help

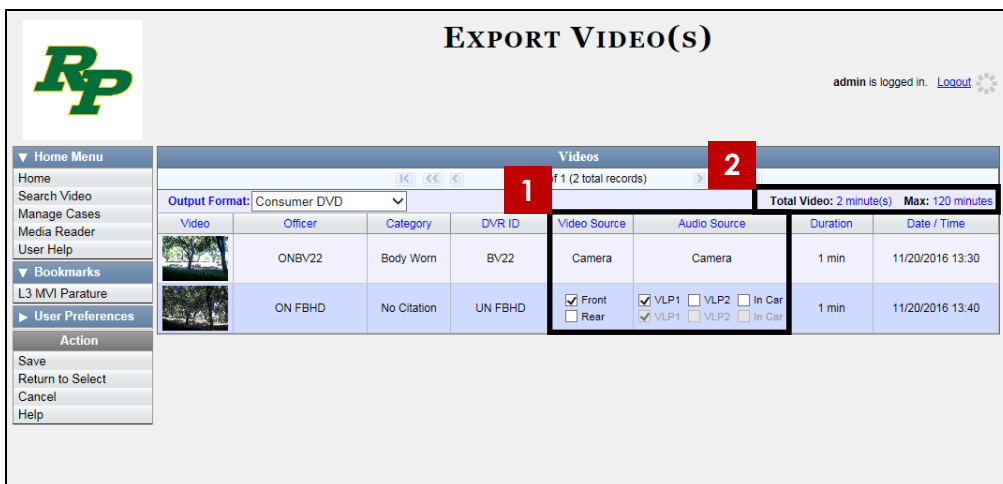
Videos

Page 1 of 1 (2 total records)

Output Format: Data DVD

Video	Officer	Category	DVR ID	Duration	Date / Time
	ONBV22	Body Worn	BV22	1 min	11/20/2016 13:30
	ON FBHD	No Citation	UN FBHD	1 min	11/20/2016 13:40

- 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).



EXPORT VIDEO(S)

admin is logged in. [Logout](#)

Home Menu

- Home
- Search Video
- Manage Cases
- Media Reader
- User Help

Bookmarks

- L3 MVI Parature

User Preferences

Action



- Save
- Return to Select
- Cancel
- Help

Videos

Page 1 of 1 (2 total records)

Output Format: Consumer DVD

Total Video: 2 minute(s) Max: 120 minutes

Video	Officer	Category	DVR ID	Video Source	Audio Source	Duration	Date / Time
	ONBV22	Body Worn	BV22	Camera	Camera	1 min	11/20/2016 13:30
	ON FBHD	No Citation	UN FBHD	<input checked="" type="checkbox"/> Front <input type="checkbox"/> Rear	<input checked="" type="checkbox"/> VLP1 <input type="checkbox"/> VLP2 <input type="checkbox"/> In Car <input checked="" type="checkbox"/> VLP1 <input type="checkbox"/> VLP2 <input type="checkbox"/> In Car	1 min	11/20/2016 13:40

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.

- 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 following table.

Video Source Setting	Description
<input checked="" type="checkbox"/> Front <input type="checkbox"/> Rear	Copy only the video recorded from Camera Channel 1 (forward facing zoom camera).
<input type="checkbox"/> Front <input checked="" type="checkbox"/> Rear	Copy only the video recorded from Camera Channel 2 (Backseat and/or Bullet cameras).
<input checked="" type="checkbox"/> Front <input checked="" type="checkbox"/> 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.



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 (see **NOTE** on the next page), 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, 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 videos 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 106.

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 139 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 125.)

The Export Video(s) page displays.



EXPORT VIDEO(S)

admin is logged in. [Logout](#)

Home Menu

- Home
- Search Video
- Manage Cases
- Media Reader
- User Help

Bookmarks

- L3 MVI
- Online Support

User Preferences

Action

- Save
- Return to Select
- Cancel
- Help

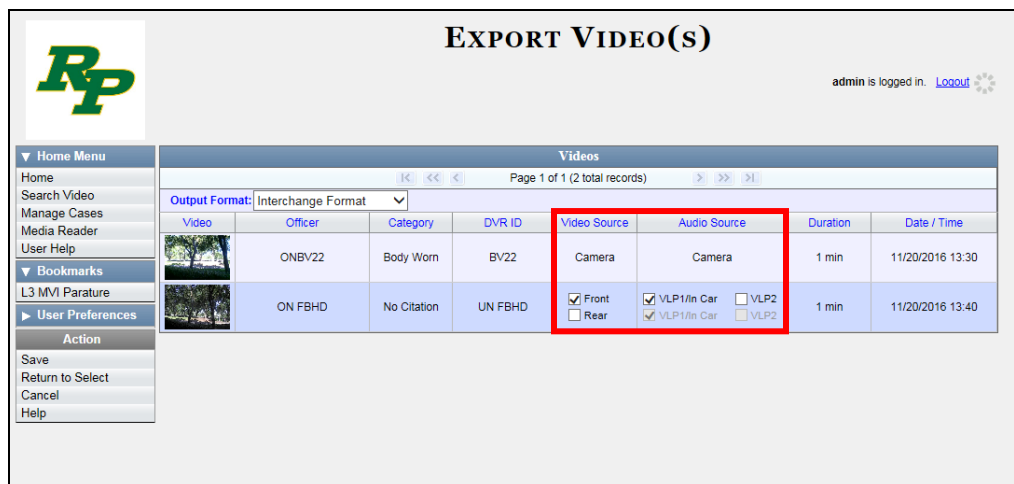
Videos

Page 1 of 1 (2 total records)

Output Format: Data DVD

Video	Officer	Category	DVR ID	Duration	Date / Time
	ONBV22	Body Worn	BV22	1 min	11/20/2016 13:30
	ON FBHD	No Citation	UN FBHD	1 min	11/20/2016 13:40

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



EXPORT VIDEO(S)

admin is logged in. [Logout](#)

Home Menu

- Home
- Search Video
- Manage Cases
- Media Reader
- User Help

Bookmarks

- L3 MVI Parature

User Preferences



Action

- Save
- Return to Select
- Cancel
- Help

Videos

Page 1 of 1 (2 total records)

Output Format: Interchange Format

Video	Officer	Category	DVR ID	Video Source	Audio Source	Duration	Date / Time
	ONBV22	Body Worn	BV22	Camera	Camera	1 min	11/20/2016 13:30
	ON FBHD	No Citation	UN FBHD	<input checked="" type="checkbox"/> Front <input type="checkbox"/> Rear	<input checked="" type="checkbox"/> VLP1/in Car <input type="checkbox"/> VLP2 <input checked="" type="checkbox"/> VLP1/in Car <input type="checkbox"/> VLP2	1 min	11/20/2016 13:40

- 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
<input checked="" type="checkbox"/> Front <input type="checkbox"/> Rear	Copy only the video recorded from Camera Channel 1 (forward facing zoom camera).
<input type="checkbox"/> Front <input checked="" type="checkbox"/> Rear	Copy only the video recorded from Camera Channel 2 (Backseat and/or Bullet cameras).
<input checked="" type="checkbox"/> Front <input checked="" type="checkbox"/> 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 –

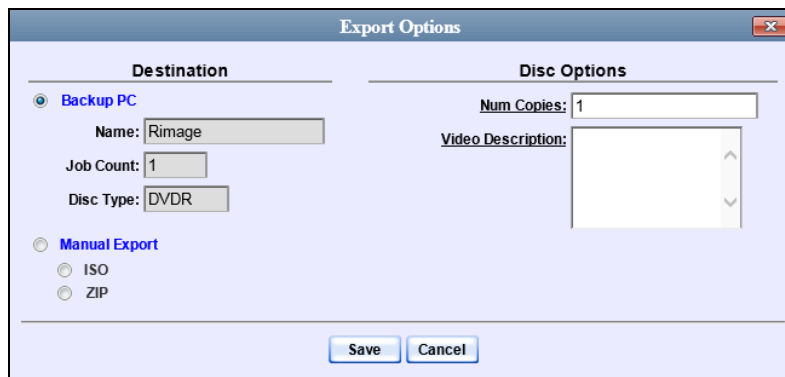
If two checkboxes display in the *Audio Source* column, select the audio source that you wish to include for each video, as described below:

- 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 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.

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



- 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 (see **NOTE** below), 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, 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 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 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 104.

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 127 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 125.)

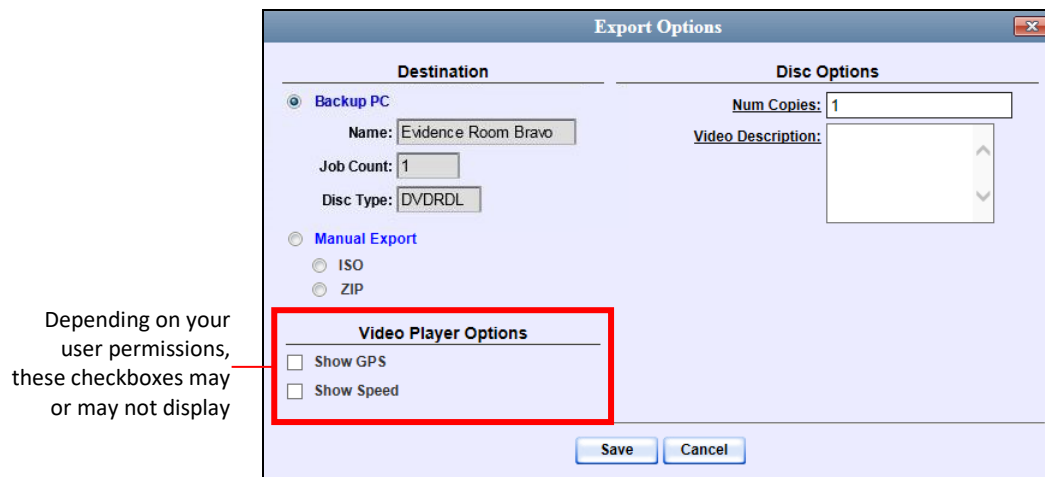
The Export Video(s) page displays.



The screenshot shows the 'EXPORT VIDEO(S)' page. At the top left is the 'RP' logo. At the top right, it says 'admin is logged in. Logout'. Below the logo is a navigation menu with options like Home, Search Video, Manage Cases, Media Reader, User Help, Bookmarks, L3 MVI, Online Support, User Preferences, and Action. The main content area is titled 'Videos' and shows a table with the following data:

Video	Officer	Category	DVR ID	Duration	Date / Time
	ONBV22	Body Worn	BV22	1 min	11/20/2016 13:30
	ON FBHD	No Citation	UN FBHD	1 min	11/20/2016 13:40

- 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.



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 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 12.

8 If a *Show GPS* checkbox displays in the Video Player Options section, proceed to the next step. Otherwise skip to step 11.

Latitude	40.8578
Longitude	-74.7090
Heading	59° - NEbE

9 If you want this 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.

10 If a *Show Speed* checkbox displays in the Video Player Options section, proceed to the next step. Otherwise skip to step 12.

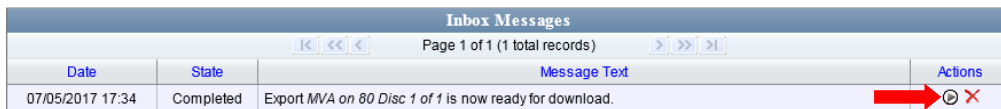
Speed	5 MPH
-------	-------



11 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.


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*.

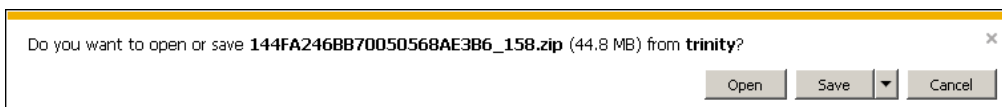
- Go to your *Inbox* messages and look for a download icon next to the export confirmation message.



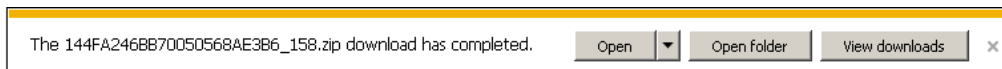
Inbox Messages			
Page 1 of 1 (1 total records)			
Date	State	Message Text	Actions
07/05/2017 17:34	Completed	Export MVA on 80 Disc 1 of 1 is now ready for download.	 

- ⇒ 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  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.



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



- 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 106.

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 132 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 125.)

The Export Video(s) page displays.

Video	Officer	Category	DVR ID	Duration	Date / Time
	ONBV22	Body Worn	BV22	1 min	11/20/2016 13:30
	ON FBHD	No Citation	UN FBHD	1 min	11/20/2016 13:40

- 2 Go to the *Output Format* field and select **Interchange Format** from the drop-down list. Two new columns display: *Video Source* and *Audio Source*.

(Continued)



EXPORT VIDEO(S)

admin is logged in. [Logout](#)

Home Menu

- Home
- Search Video
- Manage Cases
- Media Reader
- User Help

Bookmarks

- L3 MVI
- Online Support

User Preferences

Action

- Save
- Return to Select
- Cancel
- Help

Videos

Page 1 of 1 (2 total records)

Output Format: Interchange Format

Video	Officer	Category	DVR ID	Video Source	Audio Source	Duration	Date / Time
	ONBV22	Body Worn	BV22	Camera	Camera	1 min	11/20/2016 13:30
	ON FBHD	No Citation	UN FBHD	<input checked="" type="checkbox"/> Front <input type="checkbox"/> Rear	<input checked="" type="checkbox"/> VLP1/In Car <input type="checkbox"/> VLP2 <input checked="" type="checkbox"/> VLP1/In Car <input type="checkbox"/> VLP2	1 min	11/20/2016 13:40

- 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
<input checked="" type="checkbox"/> Front <input type="checkbox"/> Rear	Copy only the video recorded from Camera Channel 1 (forward facing zoom camera).
<input type="checkbox"/> Front <input checked="" type="checkbox"/> Rear	Copy only the video recorded from Camera Channel 2 (Backseat and/or Bullet cameras).
<input checked="" type="checkbox"/> Front <input checked="" type="checkbox"/> 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 –

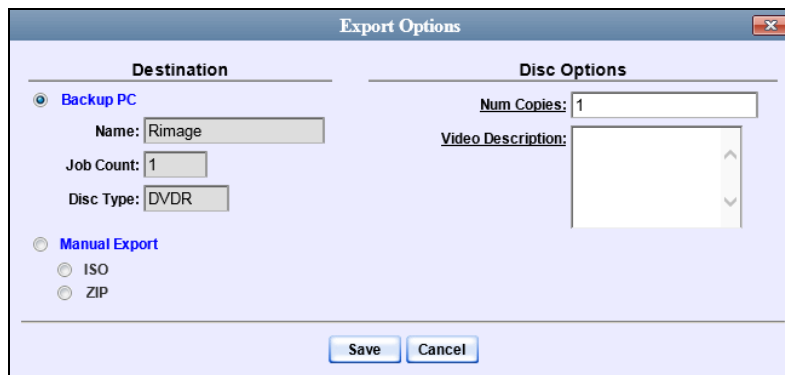
If two checkboxes display in the *Audio Source* column, select the audio source that you wish to include for each video, as described below:

- 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.



- 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 –

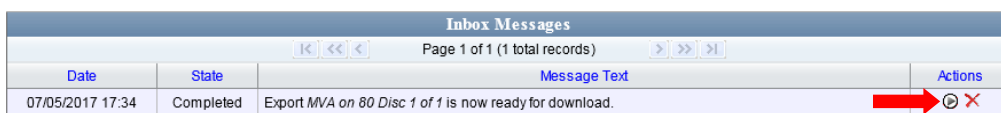
To burn this video as a ZIP file, select **ZIP**.




- 8 Enter a description for this DVD in the *Video Description* field.


- 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*.

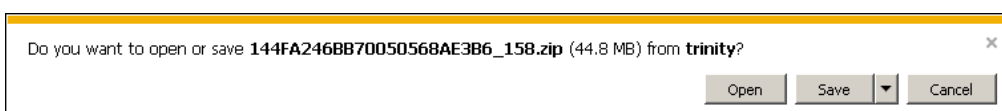
- 10 Go to your *Inbox* messages and look for a download icon next to the export confirmation message.



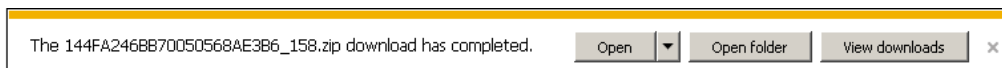
Date	State	Message Text	Actions
07/05/2017 17:34	Completed	Export MVA on 80 Disc 1 of 1 is now ready for download.	  

- ⇒ 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  and click **Home** to refresh your screen. Once you see the download icon, proceed to the next step.

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



- 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 video 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.



- 16 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 (Certified Backup Disc). The latter is only used to restore videos and cases to the Precinct 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, next page
- Viewing a Consumer DVD, page 144
- Viewing an Interchange or FOIA Redacted Format DVD, page 145.

Viewing a Data DVD

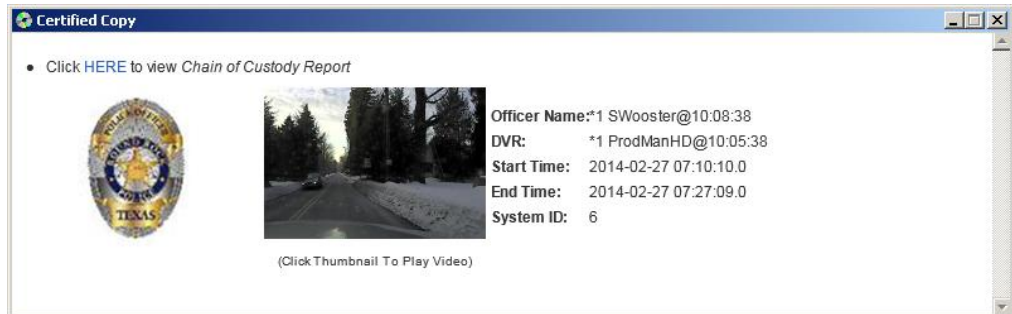
This section describes how to view information stored on an export disc (i.e., *user requested certified copy*) that is in *Data DVD* format.



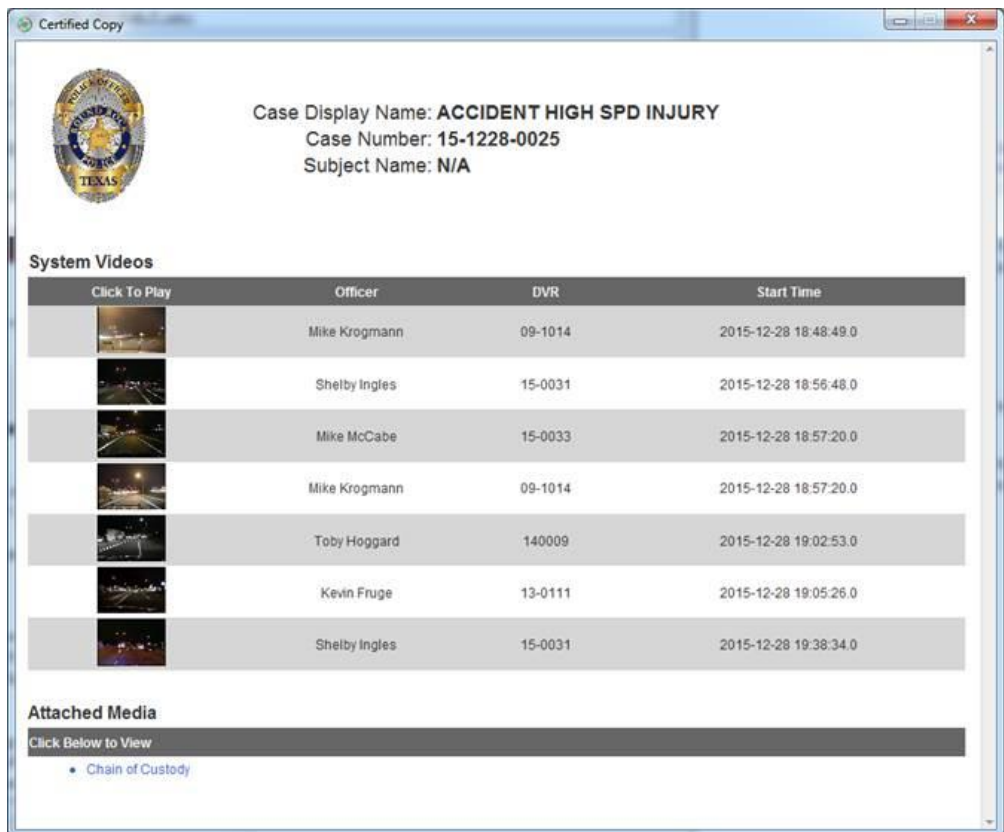
- 1 Insert the Data DVD into your PC's DVD player. In most cases, the DVD menu will display automatically. If it does *not* display, navigate to your PC's DVD/CD drive and double-click on the **AutoPlay.exe** icon.

The appearance of this menu will differ slightly depending on whether this is a *video* or *case* DVD.

Video DVD



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 –

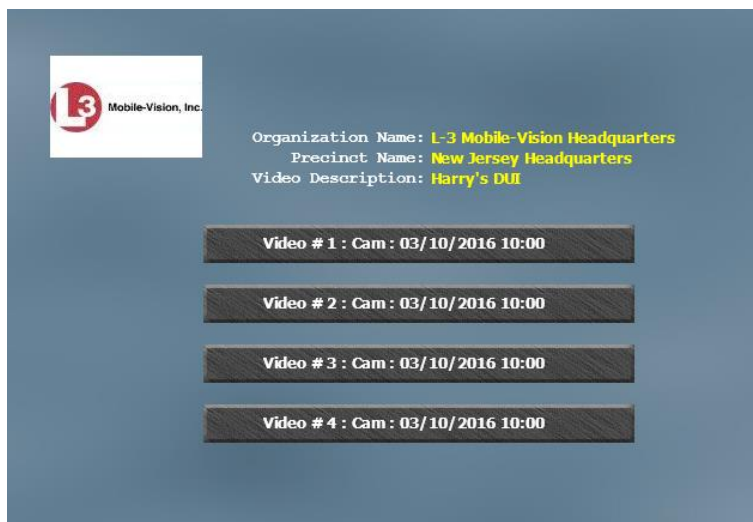
To display other information, such as the Chain of Custody Report or an attached media file, click on the appropriate hypertext link. The file will display in the associated software application, such as Adobe Reader.

- 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.

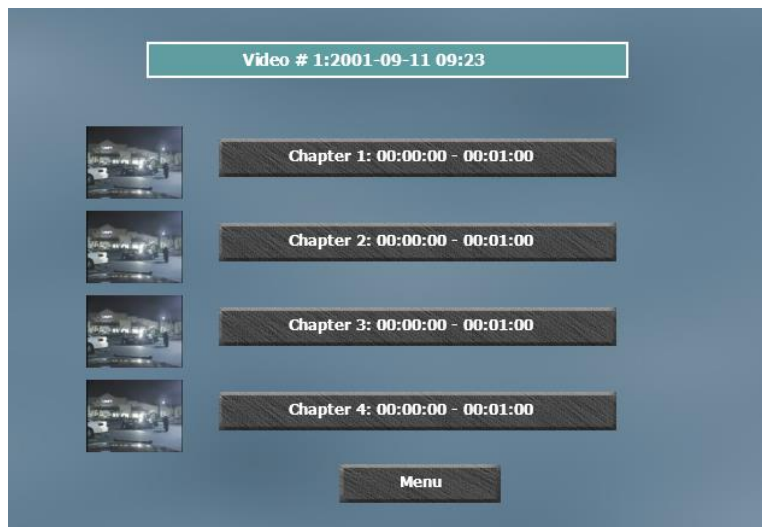
Viewing a Consumer DVD

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 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

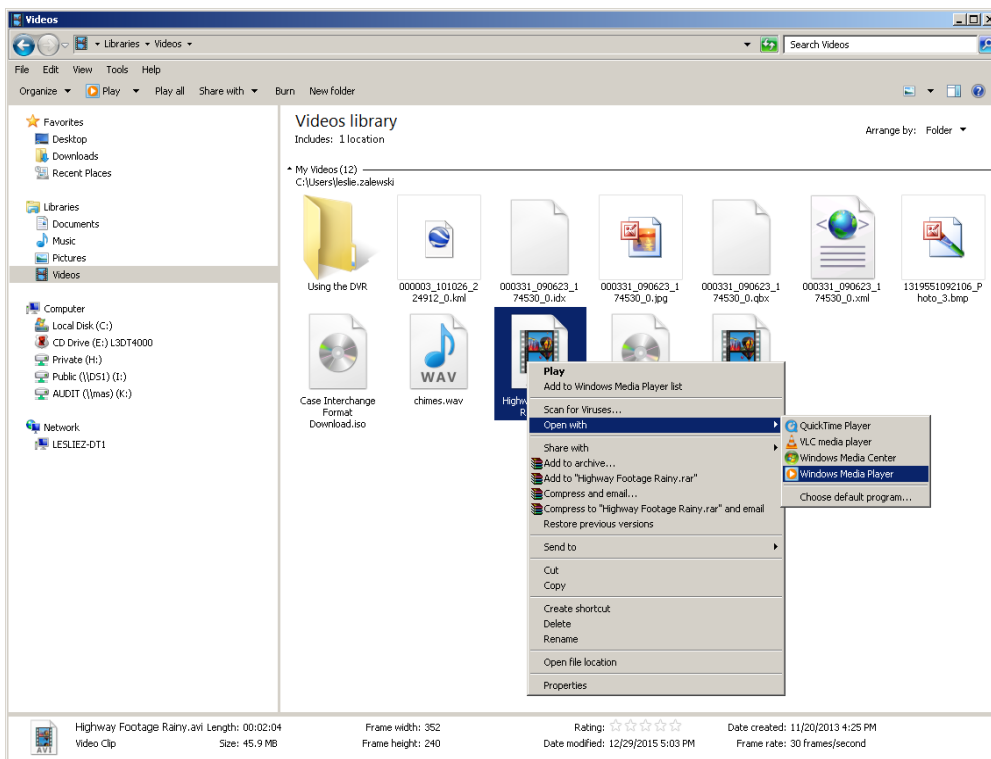
This section describes how to view videos stored on an export disc (i.e., *user requested certified copy*) that is in *Interchange* or *FOIA Redacted* format.

- 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** (*BodyVISION* 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**.

(Continued)



The selected video player displays.



- 5 If the video does not launch automatically, click the **Play** button.

4 Cases

This chapter describes how to work with cases in the DEA Precinct 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.

For more information, see:

- Creating a New Case, bottom
- Searching for Cases, page 151
- Viewing Case Search Results, page 158
- Displaying a Case, page 159
- Viewing Your List of Favorite Cases, page 169
- Updating a Case, page 170
- Adding a Case to Your List of Favorite Cases, page 187
- Removing a Case from Your List of Favorite Cases, page 188
- Marking a Case for Disposal, page 188
- Reactivating an Offline Case, page 189
- Generating a Chain of Custody Report for a Case, page 195
- Downloading Case Files to Your PC, page 196.

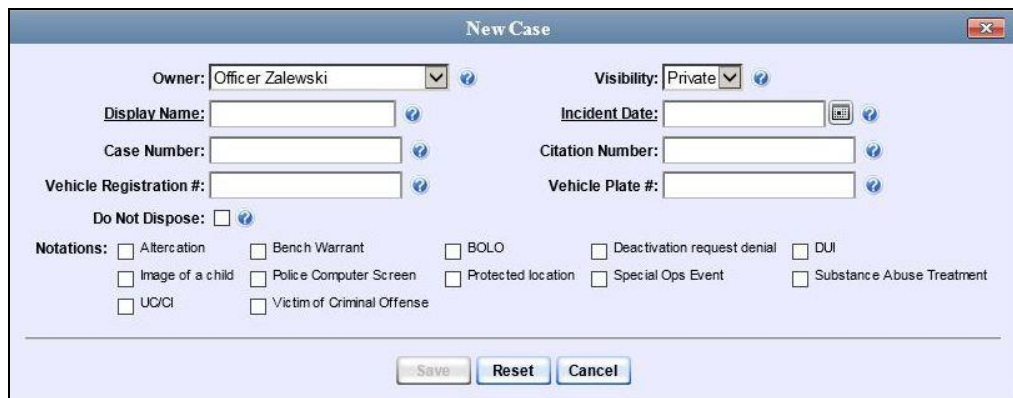
Creating a New Case

This section describes how to create a new case. For a description of cases and how they are using in DEA Precinct, see the previous section.

There are two methods for creating a new case:

- Method 1: Open a new case and attach video(s). This method is described in this section
- Method 2: Open a video and create a new case to attach it to.

- 1 Go to ▼ 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.



The fields on this form are described below.

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 drop-down list.</i>
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 Precinct 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	Your agency's case number.
Citation Number	The citation number associated with this case, 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>(Continued)</i>

New Case Form (cont'd)	
Field	Description
Do Not Dispose (cont'd)	<p><i>Auto Dispose Time</i> is a period of inactivity after which the system automatically changes a case's status from <i>online</i> to <i>offline</i>.[*] If, for example, your System Administrator sets the <i>Auto Dispose Time</i> to 90 days, then 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, your System Administrator may choose to change this default.</p> <p>If this checkbox does <i>not</i> display, it means that you lack the proper permissions to perform this task.</p> <p>For more information on this topic, see "Viewing/ Changing the Online Lifecycle Settings" in chapter 7 of the DEA Precinct Administrator's Guide.</p> <p><input checked="" type="checkbox"/> Keep this case's status as <i>online</i> even after the Auto Dispose Time expires. <input type="checkbox"/> Change this case's status to <i>offline</i> after the Auto Dispose Time expires.</p>
Notations	User-defined checkboxes used to notate a case. Your System Administrator defines these notations. <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 If you wish to mark this case as *private* (i.e., only viewable by its owner and users with *edit* permissions), proceed to the next step.

– OR –

If you wish 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.*

* Videos that are attached to the case will remain online as long as their categories allow

- 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 Precinct 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 171, beginning with step 2
- Add a media attachment to this case. See “Adding a Media Attachment to a Case” on page 174, beginning with step 2
- Add a subject name to this case. See “Adding a Subject to a Case” on page 178, beginning with step 2
- Add a comment to this case. See “Adding a Comment to a Case” on page 183, beginning with step 2
- Add this case to your “Favorite Cases” list. See “Adding a Case to Your List of Favorite Cases” on page 187, beginning with step 2.

* For more information on Auto Dispose Time, see *Do Not Dispose* in the table on page 154.

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: <ul style="list-style-type: none"> ▪ Incident Date ▪ Citation Number ▪ Case Number ▪ Case Display Name ▪ Vehicle Registration # ▪ Owner 	Subject Information: <ul style="list-style-type: none"> ▪ First Name ▪ Last Name
Advanced	Case Information: <ul style="list-style-type: none"> ▪ Creation Date ▪ After Incident Date ▪ Before Incident Date ▪ Citation Number ▪ Case Number ▪ Case Display Name ▪ Vehicle Registration # ▪ Owner ▪ Vehicle Plate # ▪ Comments ▪ Notations 	Subject Information: <ul style="list-style-type: none"> ▪ 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 154.

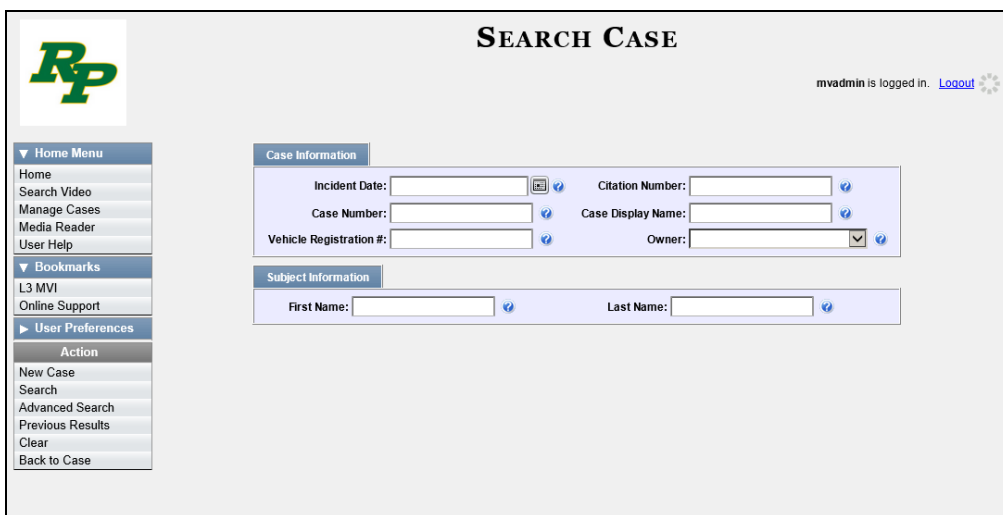
Performing a Basic Case Search

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
- Subject first/last name.

- 1 Go to  and click **Manage Cases**. The Search Case page displays.

(Continued)




- 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 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>
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.

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 Advanced Case Search” on page 154.
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 New Case” on page 147.
Back to Case	Display the Case Details of the last case you viewed, if applicable. If you have not viewed a video 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.

- Go to the **Action** column and click **Search**. All cases that match your selection criteria display on the Case Search Results page.



CASE SEARCH RESULTS


Officer McKinnis is logged in. [Logout](#)

	Manage Cases					
▼ Home Menu	Page 1 of 6 (52 total records)					
Home	Details	Display Name	Case Number	Subject	Incident Date ▼	Status
Search Video	i	MVA on Rt. 80	2019-000086	Ostrum, Edward	02/01/2019	✔
Manage Cases	i	Peeping Tom	2018-000142	Cates, Devin	11/01/2018	✔
Media Reader	i	Auto theft	2018-000228	Garber, Elaine	10/02/2018	✔
User Help	i	House Fire	2018-000297	Multiple	08/03/2018	✔
▼ Bookmarks	i	Incident on Rt. 46	2018-000965	---	02/12/2018	✘
L3 MVI	i	Domestic	2018-000674	Karamanol, Jack	07/12/2017	✔
Online Support	i	Residential break-in	20-9834008	Multiple	03/02/2017	✔
► User Preferences	i	First Degree Assault	09-776345	169_000000003	03/01/2017	✔
Action						
New Case						
New Search						
Back to Case						

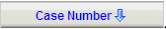
For a detailed description of the components on the Case Search Results page, see “Viewing Case Search Results” on page 158.

By default, cases are sorted chronologically by *Incident Date*. To sort the results differently, proceed to the next step. Otherwise skip to step 6.

- Go to the column heading you wish to sort by: *Display Name*, *Case Number*, or *Subject*.

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

– OR –

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

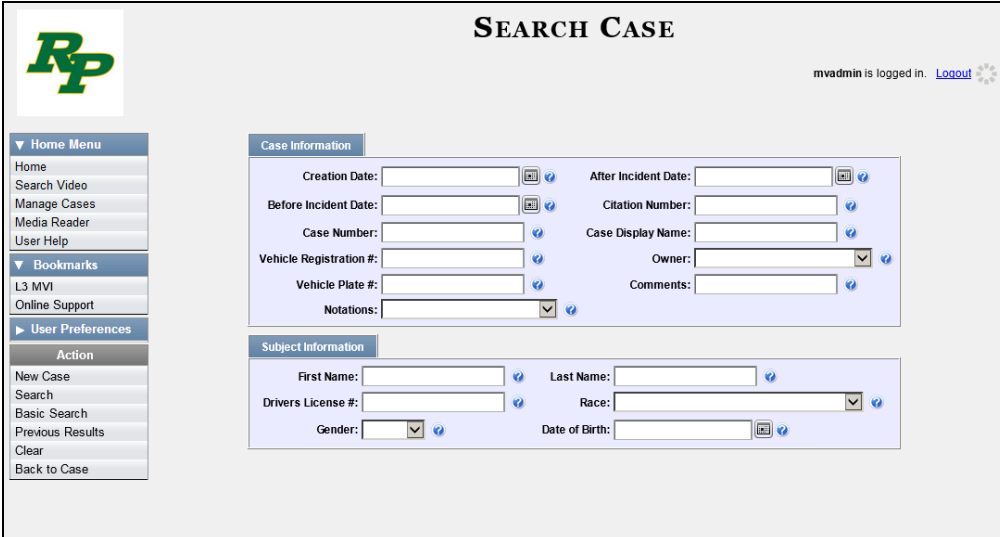
- To view a case’s details, click the Details icon to the left of that case. The Case Details page displays. For a detailed description of the components on this page, see the table beginning on page 160.

Performing an Advanced Case Search

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

- | | |
|--|--|
| <input type="checkbox"/> Case Creation Date | <input type="checkbox"/> Case Comments |
| <input type="checkbox"/> After Incident Date | <input type="checkbox"/> Case Notations |
| <input type="checkbox"/> Before Incident Date | <input type="checkbox"/> Subject’s First Name |
| <input type="checkbox"/> Citation Number | <input type="checkbox"/> Subject’s Last name |
| <input type="checkbox"/> Case Number | <input type="checkbox"/> Subject’s Driver’s License Number |
| <input type="checkbox"/> Case Display Name | <input type="checkbox"/> Subject’s Race |
| <input type="checkbox"/> Vehicle Registration Number | <input type="checkbox"/> Subject’s Gender |
| <input type="checkbox"/> Case Owner | <input type="checkbox"/> Subject’s Date of Birth |
| <input type="checkbox"/> Vehicle Plate Number | |

- Go to  and click **Manage Cases**. The Search Case page displays.



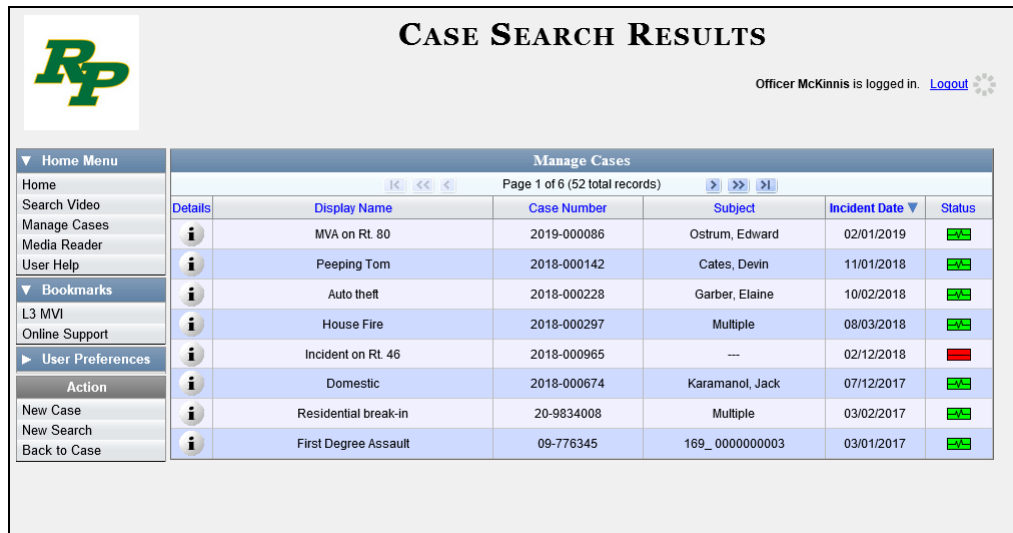
- 2 Look under the **Action** column. If the **Advanced Search** option displays, click on it. Otherwise proceed to the next step.
- 3 Enter/select the field values you wish to search on, as described below.

















Case Information	
Search Field	Description
Creation Date	Limits your search to those cases that were created on this date. <i>Select this date from the calendar popup OR enter directly in mm/dd/yyyy format.</i>
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 Date</i> field. <i>Select this date from the calendar popup OR 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 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 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 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>

(Continued)

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 Race drop-down list.</i>
Gender	Limits your search to those cases that involve a subject of this gender. <i>Select this value from the Gender 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 "Performing a Basic Case Search" on page 151.
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 New Case" on page 147.
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.

- Go to the **Action** column and click **Search**. All cases that match your selection criteria display on the Case Search Results page.

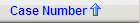


Manage Cases					
Page 1 of 6 (52 total records)					
Details	Display Name	Case Number	Subject	Incident Date	Status
	MVA on Rt. 80	2019-000086	Ostrum, Edward	02/01/2019	
	Peeping Tom	2018-000142	Cates, Devin	11/01/2018	
	Auto theft	2018-000228	Garber, Elaine	10/02/2018	
	House Fire	2018-000297	Multiple	08/03/2018	
	Incident on Rt. 46	2018-000965	---	02/12/2018	
	Domestic	2018-000674	Karamanol, Jack	07/12/2017	
	Residential break-in	20-9834008	Multiple	03/02/2017	
	First Degree Assault	09-776345	169_000000003	03/01/2017	

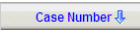
For a detailed description of the components on this page, see the next section, “Viewing Case Search Results.”


By default, cases are sorted chronologically by *Incident Date*. To sort the results differently, proceed to the next step. Otherwise skip to step 6.

- Go to the column heading you wish to sort by: *Display Name*, *Case Number*, or *Subject*.

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


– OR –

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


-  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 160.

















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 151 and “Performing an Advanced Case Search” on page 154.






CASE SEARCH RESULTS

Officer McKinnis is logged in. [Logout](#) 

Manage Cases						
	Details	Display Name	Case Number	Subject	Incident Date	Status
		MVA on Rt. 80	2019-000086	Ostrum, Edward	02/01/2019	
		Peeping Tom	2018-000142	Cates, Devin	11/01/2018	
		Auto theft	2018-000228	Garber, Elaine	10/02/2018	
		House Fire	2018-000297	Multiple	08/03/2018	
		Incident on Rt. 46	2018-000965	---	02/12/2018	
		Domestic	2018-000674	Karamanol, Jack	07/12/2017	
		Residential break-in	20-9834008	Multiple	03/02/2017	
		First Degree Assault	09-776345	169_000000003	03/01/2017	

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 below and 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.
	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.
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.

Case Information (cont'd)	
Column	Description
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), or permanently <i>offline</i> (red bar).
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 147.
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 151.

– OR –

Go to **▼ User Preferences** and click **Favorite Cases** to select a case from your list of Favorite Cases. A list of cases displays.

- i 2 Click the Details icon to the left of the case you wish to view. The Case Details page displays.

(Continued)

The information on this page is described below.

Case Details Tab	
Field	Description
Display Name	The name of this case.
Status	<p>The current status of this case:</p> <ul style="list-style-type: none"> ▪ <i>Online</i>. The case is still stored on the Precinct server; you can add new videos, media files, subjects, and/or comments to the case. ▪ <i>Offline</i>. Some, but not all, of the case functions are available on the Precinct 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 189.
Owner	The individual to whom this case is assigned.
Visible	<p>The visibility status of this case:</p> <ul style="list-style-type: none"> ▪ <i>No</i>. This case is marked as private; therefore it can only be viewed by its owner <i>or</i> users with <i>edit</i> permissions. ▪ <i>Yes</i>. This case is marked as public; therefore it can be viewed by all DEA Precinct users. <p>If this is a restricted case, this field will not display.</p>

Case Details Tab (cont'd)	
Field	Description
Locked	A yes/no indicator used to denote whether or not this case can be updated from the Precinct server. <ul style="list-style-type: none"> ▪ Yes. This case is controlled by the Agency server. You cannot update it from the Precinct server. ▪ No. This case is controlled by the Precinct server. You can update it as long as you have 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 148.
Notations	Agency-specific checkboxes used to notate a case. Case notations are defined by your System Administrator (e.g., DUI, Argumentative, etc.).
Available Actions	
Action	Description
Edit	Update information stored in this case record. If the Agency server has control of this case (Locked = yes), this action will not display.
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 171, beginning with step 2. If the Agency server has control of this case (Locked = yes), this option will not display.

(Continued)

Available Actions (cont'd)	
Action	Description
Add Media	Add a media file attachment to this case. For instructions, see “Adding a Media Attachment to a Case” on page 174, beginning with step 2. If the Agency 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 instructions, see “Adding a Subject to a Case” on page 178, beginning with step 2. If the Agency 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 183, beginning with step 2. If the Agency 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 exporting, see chapter 3. If this case is currently <i>offline</i> , this action will not display.
Add to Favorites	Add this case to your <i>Favorite Cases</i> list. For instructions, see “Adding a Case to Your List of Favorite Cases” on page 187, beginning with step 2.
Request Activation	Submit a request to restore this case from a backup disc or tape to the Precinct 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” on page 193, beginning with step 2. 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 server. For more information, see “Reactivating an Offline Case” on page 189, beginning with step 2. 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 instructions, see “Generating a Chain of Custody Report for a Case” on page 195, 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:

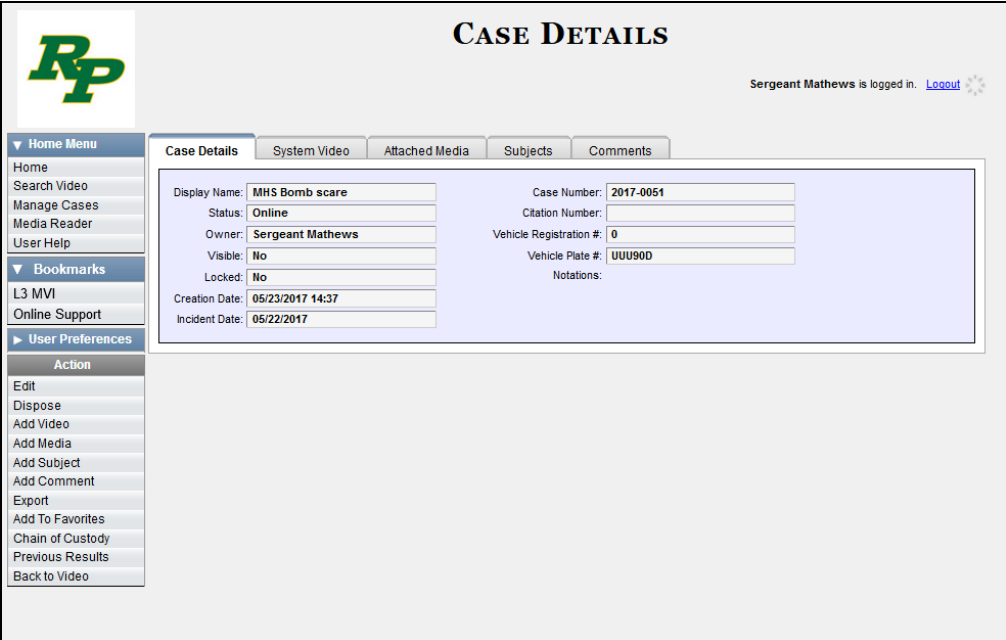
- Viewing a Case's Videos, below, beginning with step 2
- Viewing a Case's Media Attachments, page 165, beginning with step 2
- Viewing a Case's Subjects, page 167, beginning with step 2
- Viewing a Case's Comments, page 168, beginning with step 2.

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 159.)

The Case Details page displays.



CASE DETAILS

Sergeant Mathews is logged in. [Logout](#)

Home Menu

- Home
- Search Video
- Manage Cases
- Media Reader
- User Help

Bookmarks

- L3 MVI
- Online Support

User Preferences

Action

- Edit
- Dispose
- Add Video
- Add Media
- Add Subject
- Add Comment
- Export
- Add To Favorites
- Chain of Custody
- Previous Results
- Back to Video

Case Details | System Video | Attached Media | Subjects | Comments

Display Name:	MHS Bomb scare	Case Number:	2017-0051
Status:	Online	Citation Number:	
Owner:	Sergeant Mathews	Vehicle Registration #:	0
Visible:	No	Vehicle Plate #:	UUU900
Locked:	No	Notations:	
Creation Date:	05/23/2017 14:37		
Incident Date:	05/22/2017		

- 2 Click the **System Video** tab. All videos that are currently linked to this case display.

(Continued)





The columns on the **System Video** tab are described in the following table.

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, your System Administrator 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 manually 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: <ul style="list-style-type: none"> <i>Vehicle</i>. A 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)	<ul style="list-style-type: none"> ▪ <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>BodyVISION</i> or <i>BWX-100</i> Body Worn camera. ▪ <i>VieVu.</i> A <i>VIEVU</i> 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.
-  **4** 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" and/or "Flashback2/3/HD/BV Player" in chapter 2.

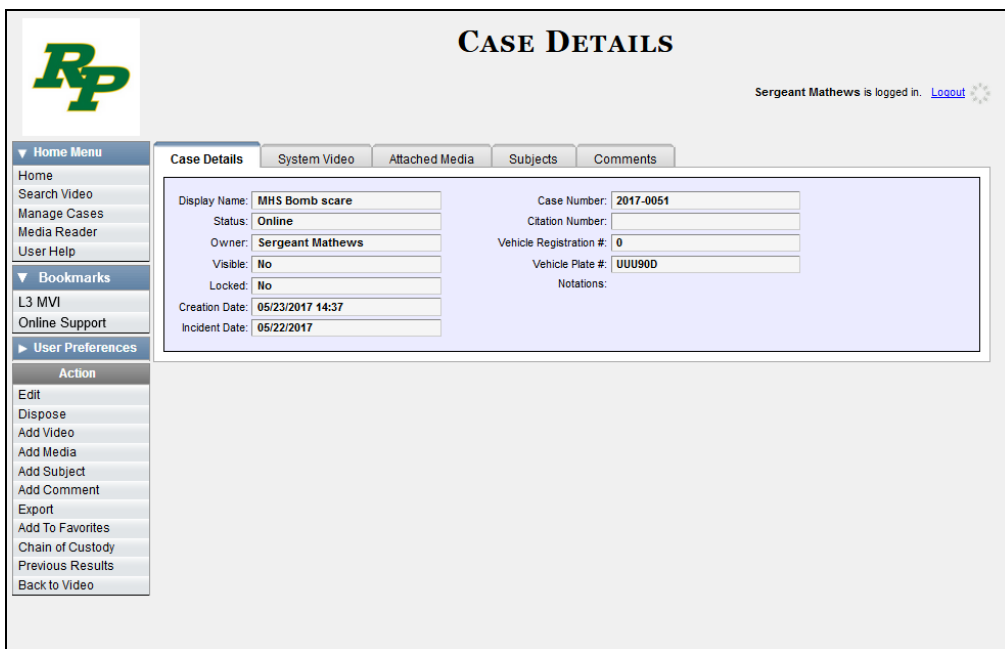
Viewing a Case's Media Attachments

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 159.)

The Case Details page displays.

(Continued)



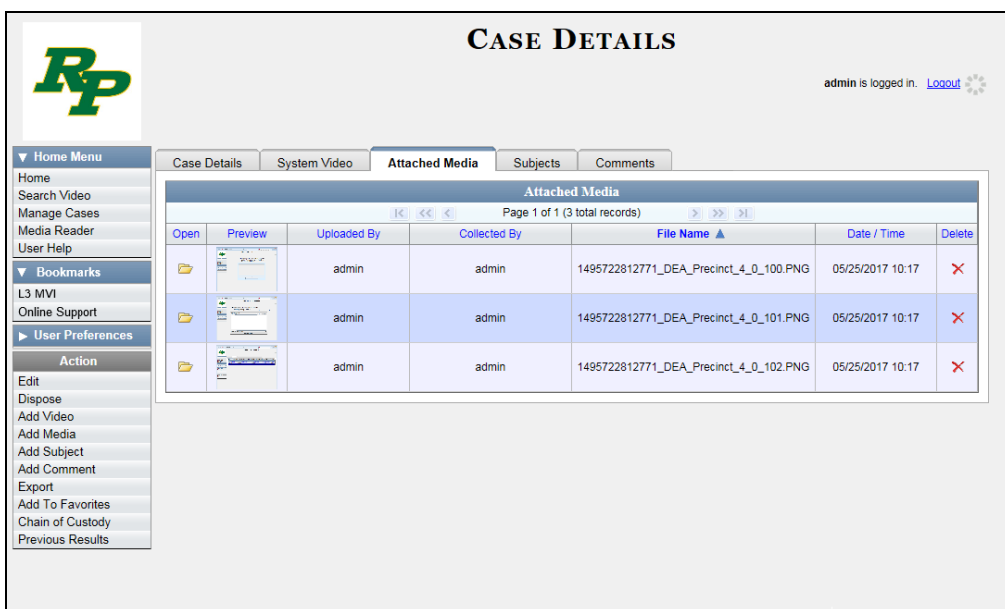
CASE DETAILS

Sergeant Mathews is logged in. [Logout](#)

Case Details | System Video | Attached Media | Subjects | Comments

Display Name: **MHS Bomb scare** | Case Number: **2017-0051**
 Status: **Online** | Citation Number:
 Owner: **Sergeant Mathews** | Vehicle Registration #: **0**
 Visible: **No** | Vehicle Plate #: **UUU90D**
 Locked: **No** | Notations:
 Creation Date: **05/23/2017 14:37**
 Incident Date: **05/22/2017**

- Click the **Attached Media** tab. All media files that are currently linked to this case display.












CASE DETAILS

admin is logged in. [Logout](#)

Case Details | System Video | **Attached Media** | Subjects | Comments

Attached Media

Page 1 of 1 (3 total records)

Open	Preview	Uploaded By	Collected By	File Name	Date / Time	Delete
		admin	admin	1495722812771_DEA_Precinct_4_0_100.PNG	05/25/2017 10:17	
		admin	admin	1495722812771_DEA_Precinct_4_0_101.PNG	05/25/2017 10:17	
		admin	admin	1495722812771_DEA_Precinct_4_0_102.PNG	05/25/2017 10:17	

The columns on the **Attached Media** tab are described in the following table.

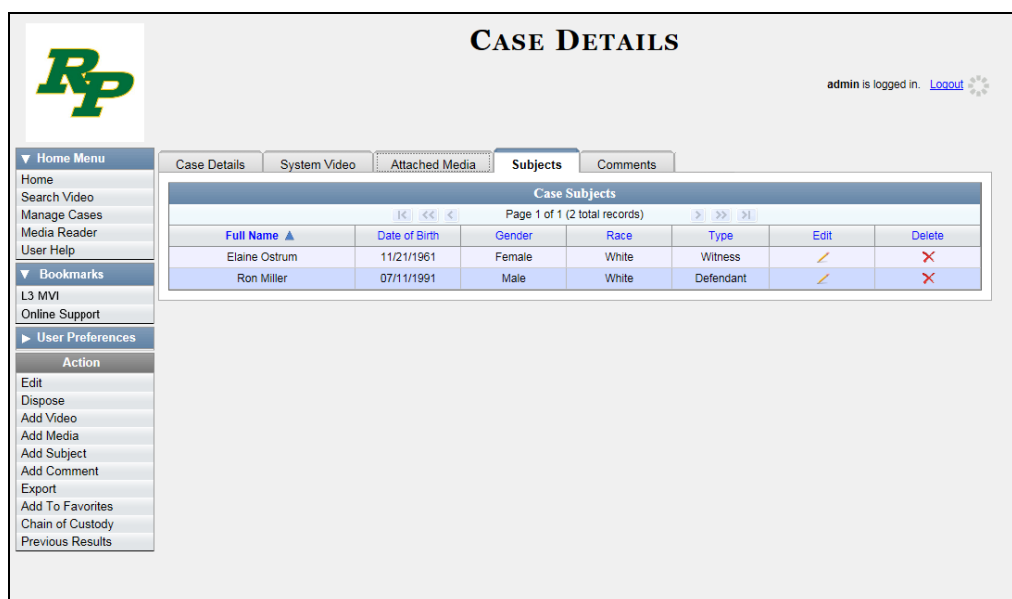
Attached Media Tab	
Column	Description
Open	View the attached media file.
Preview	View the thumbnail image of an attached photo or graphic, if applicable. Text files will read <i>No Preview Available</i> .
Uploaded By	The user name of the officer who attached this media file to the case.
Collected By	The name of the officer who is responsible for collecting this evidence.
File Name	The name of the 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 159.) The Case Details page displays, as pictured on the previous page.
- 2 Click the **Subjects** tab. All subjects that are currently linked to this case display.







CASE DETAILS

admin is logged in. [Logout](#)

Case Details System Video Attached Media **Subjects** Comments

Case Subjects

Page 1 of 1 (2 total records)

Full Name ▲	Date of Birth	Gender	Race	Type	Edit	Delete
Elaine Ostrum	11/21/1961	Female	White	Witness		
Ron Miller	07/11/1991	Male	White	Defendant		

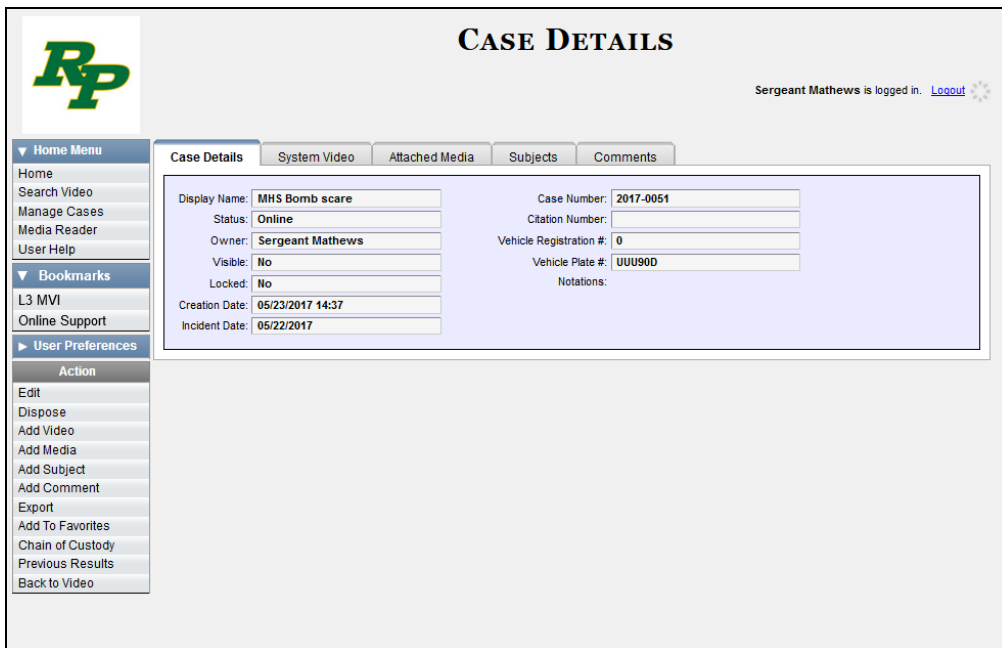
The columns on the **Subjects** tab are described below.

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.
Type	The type of subject (e.g., <i>Witness</i> , <i>Victim</i> , <i>Defendant</i> , etc.)
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 159.) The Case Details page displays.



CASE DETAILS

Sergeant Mathews is logged in. [Logout](#)

Home Menu: Home, Search Video, Manage Cases, Media Reader, User Help

Bookmarks: L3 MVI, Online Support

User Preferences

Case Details | System Video | Attached Media | Subjects | Comments

Display Name: **MHS Bomb scare** | Case Number: **2017-0051**

Status: **Online** | Citation Number:

Owner: **Sergeant Mathews** | Vehicle Registration #: **0**

Visible: **No** | Vehicle Plate #: **UUU90D**

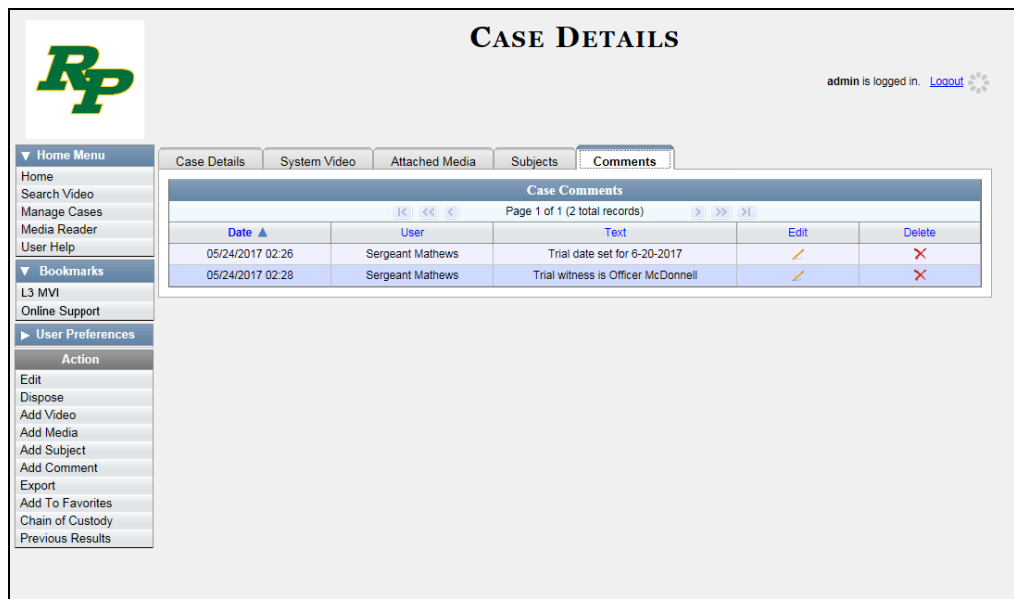
Locked: **No** | Notations:

Creation Date: **05/23/2017 14:37**

Incident Date: **05/22/2017**

Action: Edit, Dispose, Add Video, Add Media, Add Subject, Add Comment, Export, Add To Favorites, Chain of Custody, Previous Results, Back to Video

- 2 Click the **Comments** tab. All comments that are currently linked to this case display.



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

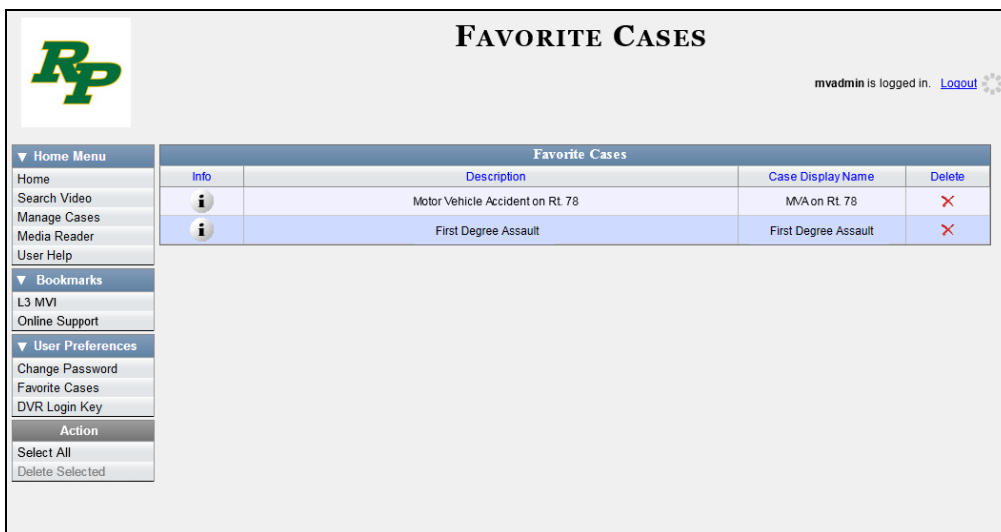
Comments Tab	
Column	Description
Date	The date and time at which this comment was added to the case. Displays in mm/dd/yyyy hh:mm format.
User	The user name of the officer who entered this comment.
Edit	Update this comment.
Delete	Permanently delete this comment.





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 187.

- 1 Go to **▼ User Preferences** and click **Favorite Cases**. The Favorite Cases page displays.


(Continued)




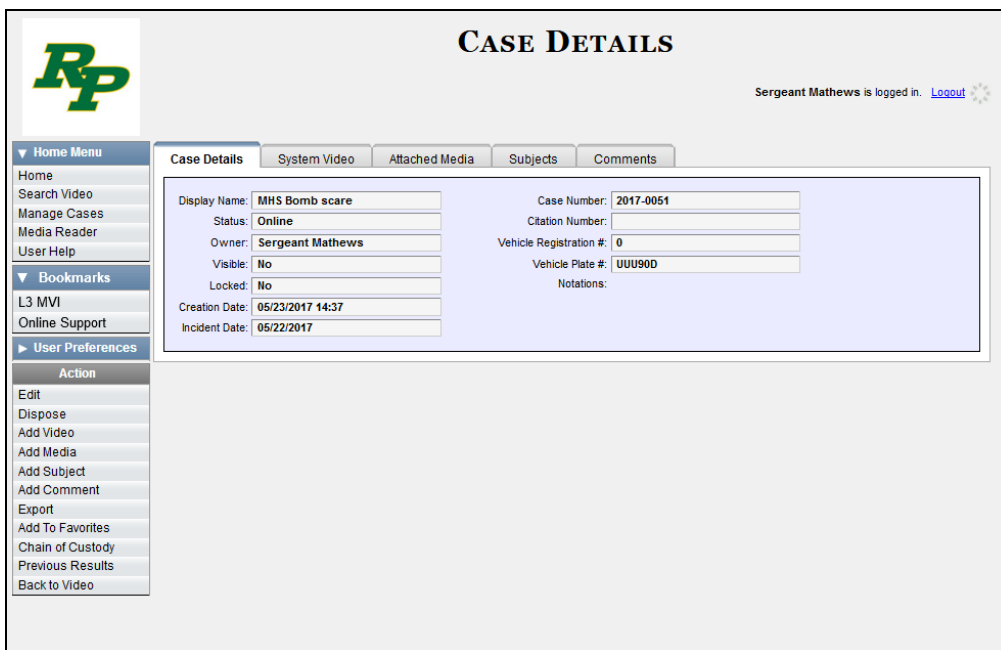
Favorite Cases			
Info	Description	Case Display Name	Delete
	Motor Vehicle Accident on Rt. 78	MVA on Rt. 78	
	First Degree Assault	First Degree Assault	

-  2 To *add* a case to this list, see “Adding a Case to Your List of Favorite Cases” on page 187.

– OR –

To *remove* a case from this list, click the  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. The Case Details page displays.



Case Details	
Display Name:	MHS Bomb scare
Status:	Online
Owner:	Sergeant Mathews
Visible:	No
Locked:	No
Creation Date:	05/23/2017 14:37
Incident Date:	05/22/2017
Case Number:	2017-0051
Citation Number:	
Vehicle Registration #:	0
Vehicle Plate #:	UUU90D
Notations:	

For a detailed description of the components on this page, see the table beginning on page 160.

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:

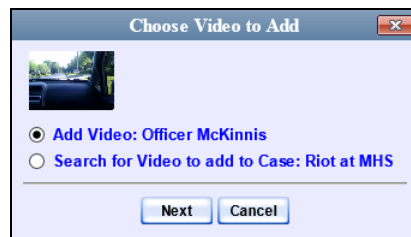
- Adding a Video to a Case, below
- Removing a Video from a Case, page 173
- Adding a Media Attachment to a Case, page 174
- Removing a Media Attachment from a Case, page 177
- Adding a Subject to a Case, page 178
- Removing a Subject from a Case, page 180
- Updating a Case's Subjects, page 182
- Adding a Comment to a Case, page 183
- Removing a Comment from a Case, page 185.



Adding a Video to a Case

This section describes how to add a video to an existing case

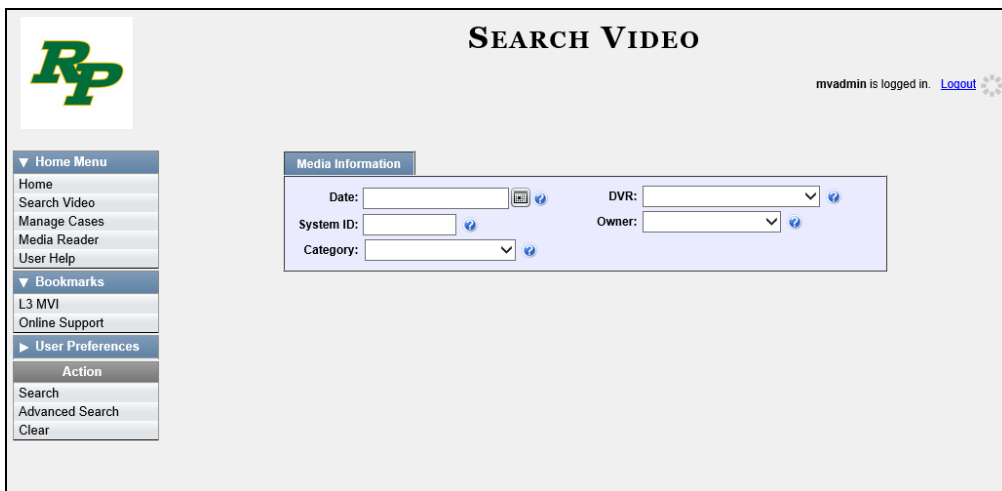
- 1 Search for and display the case you wish to add a video to. (If necessary, review “Displaying a Case” on page 159.) The Case Details page displays, as pictured on the previous page.
- 2 Check the value of the *Locked* field:
 - ⇒ If the value of the *Locked* field is **Yes**, it indicates that this case is controlled by the Agency server. You cannot update it. **End of Procedure.**
 - ⇒ If the value of the *Locked* field is **No**, it indicates that this case is controlled by the Precinct server. You can update it as long as you have the proper permissions.
- 3 Go to the **Action** column and click **Add Video**. The Choose Video to Add popup displays.



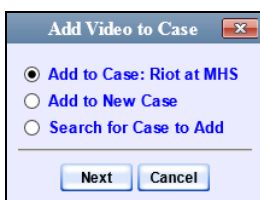
If you've viewed a video since you last logged onto the system, the most recent video you viewed will display on this popup.

- ⇒ If *one* radio button displays, skip to step 5.
- ⇒ If *two* radio buttons display, proceed to the next step.

- 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**.
- Click **Next**. The Search Video page displays.



- Search for and display the video you wish to add. (If necessary, review “Searching for Videos” in chapter 2.)
- Go to the **Action** column and click **Add To Case**. The Add Video to Case popup displays.



- Click **Next**. The Case Details page redisplay.
- Click the **System Video** tab. Note that the new video now displays on the case’s video list.



Details	Play	Video	Owner	Category	DVR Type	DVR Name	Duration	Video Start	Remove
			*1 ONBV22@13:40:43	Body Worn	Body Worn	BV22	1 min	11/20/2016 13:30	
			Lieutenant Rogers	No Citation	Vehicle	UN FB2	1 min	11/20/2016 13:40	

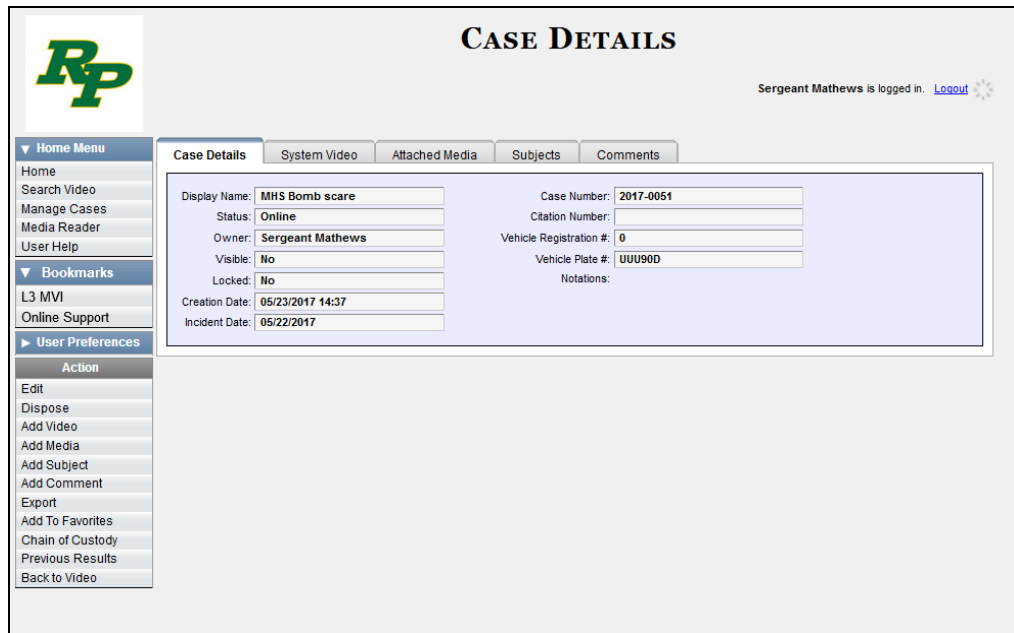
- To add another video to this case, repeat steps 3 through 9.



Removing a Video from a Case

This section describes how to remove a video from an existing case.

- Search for and display the case you wish to remove a video from. (If necessary, review “Displaying a Case” on page 159.) The Case Details page displays.



Display Name:	MHS Bomb scare	Case Number:	2017-0051
Status:	Online	Citation Number:	
Owner:	Sergeant Mathews	Vehicle Registration #:	0
Visible:	No	Vehicle Plate #:	UUU90D
Locked:	No	Notations:	
Creation Date:	05/23/2017 14:37		
Incident Date:	05/22/2017		

(Continued)


- 2 Check the value of the *Locked* field:
 - ⇒ If the value of the *Locked* field is **Yes**, it indicates that this case is controlled by the Agency server. You cannot update it. **End of Procedure**.
 - ⇒ If the value of the *Locked* field is **No**, it indicates that this case is controlled by the Precinct server. You can update it as long as you have the proper permissions.
- 3 Click the **System Video** tab. All the videos that are currently linked to this case display.



The screenshot shows the 'CASE DETAILS' page with the 'System Video' tab selected. The page displays a table of video records with the following columns: Details, Play, Video, Owner, Category, DVR Type, DVR Name, Duration, Video Start, and Remove. The table contains two rows of data.

Details	Play	Video	Owner	Category	DVR Type	DVR Name	Duration	Video Start	Remove
			*1 ONBV22@13:40:43	Body Worn	Body Worn	BV22	1 min	11/20/2016 13:30	
			Lieutenant Rogers	No Citation	Vehicle	UN FB2	1 min	11/20/2016 13:40	

For a description of the columns on the **System Video** tab, see page 164.

- 4 Locate the video you wish to remove, then go to the *Remove* column and click . The system removes the selected video from the case's video list.

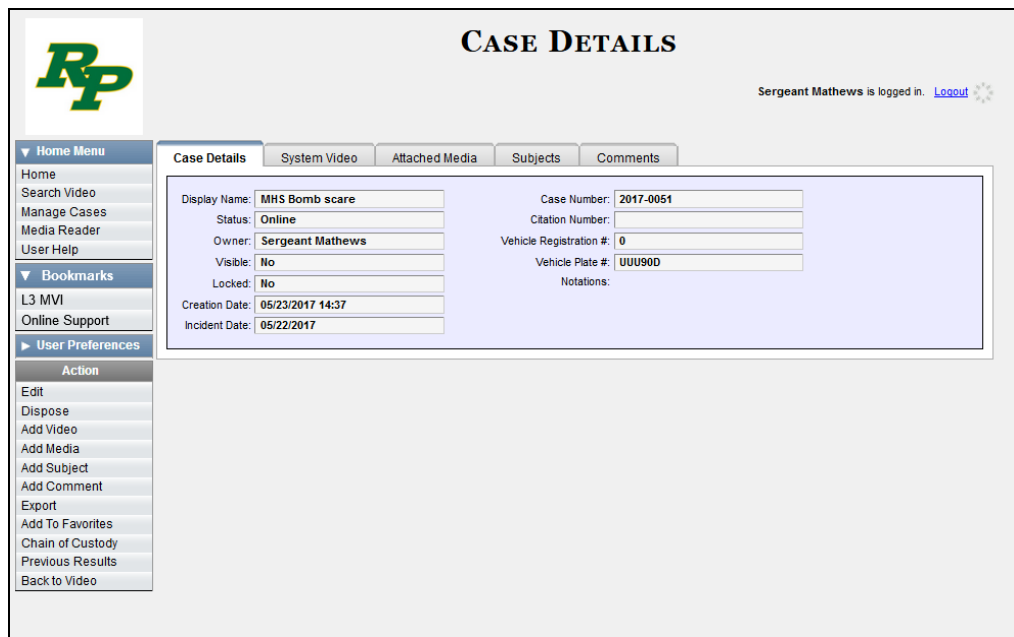
Adding a Media Attachment to a Case



This section describes how to add an attachment file to a case, such as an evidential photograph.

- 1 Search for and display the case you wish to attach a file to. (If necessary, review “Displaying a Case” on page 159.)

The Case Details page displays.



CASE DETAILS

Sergeant Mathews is logged in. [Logout](#)

Case Details | System Video | Attached Media | Subjects | Comments

Display Name:	MHS Bomb scare	Case Number:	2017-0051
Status:	Online	Citation Number:	
Owner:	Sergeant Mathews	Vehicle Registration #:	0
Visible:	No	Vehicle Plate #:	UUU90D
Locked:	No	Notations:	
Creation Date:	05/23/2017 14:37		
Incident Date:	05/22/2017		

Action

- Edit
- Dispose
- Add Video
- Add Media
- Add Subject
- Add Comment
- Export
- Add To Favorites
- Chain of Custody
- Previous Results
- Back to Video

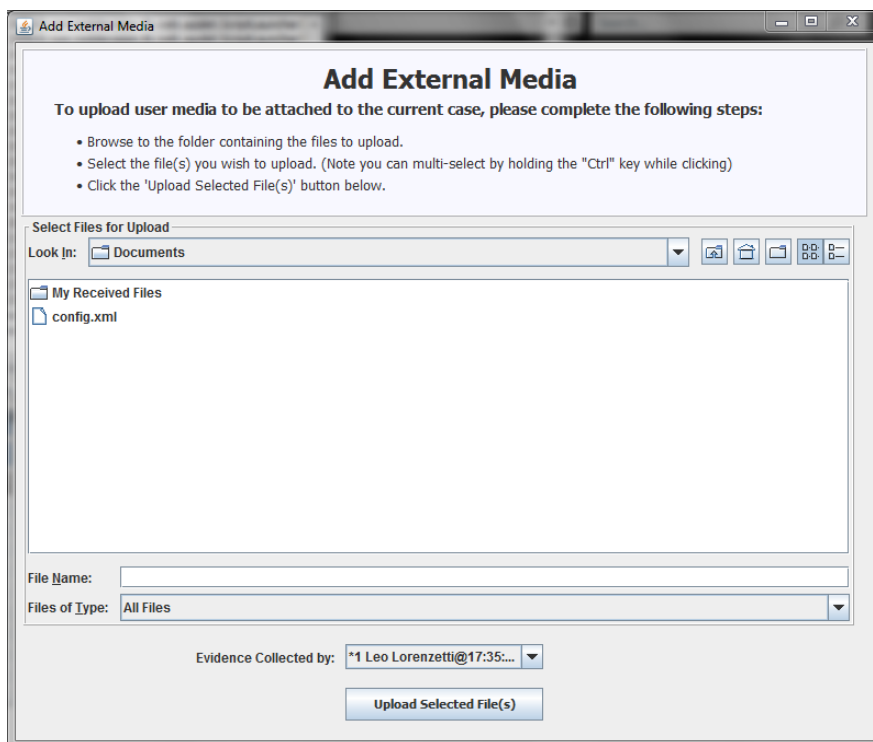
2 Check the value of the *Locked* field:

- ⇒ If the value of the *Locked* field is **Yes**, it indicates that this case is controlled by the Agency server. You cannot update it. **End of Procedure.**
- ⇒ If the value of the *Locked* field is **No**, it indicates that this case is controlled by the Precinct server. You can update it as long as you have the proper permissions.

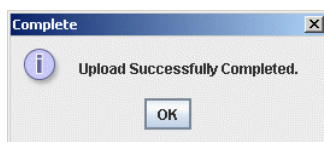
3 Go to the **Action** column and click **Add Media**.

- ⇒ 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)

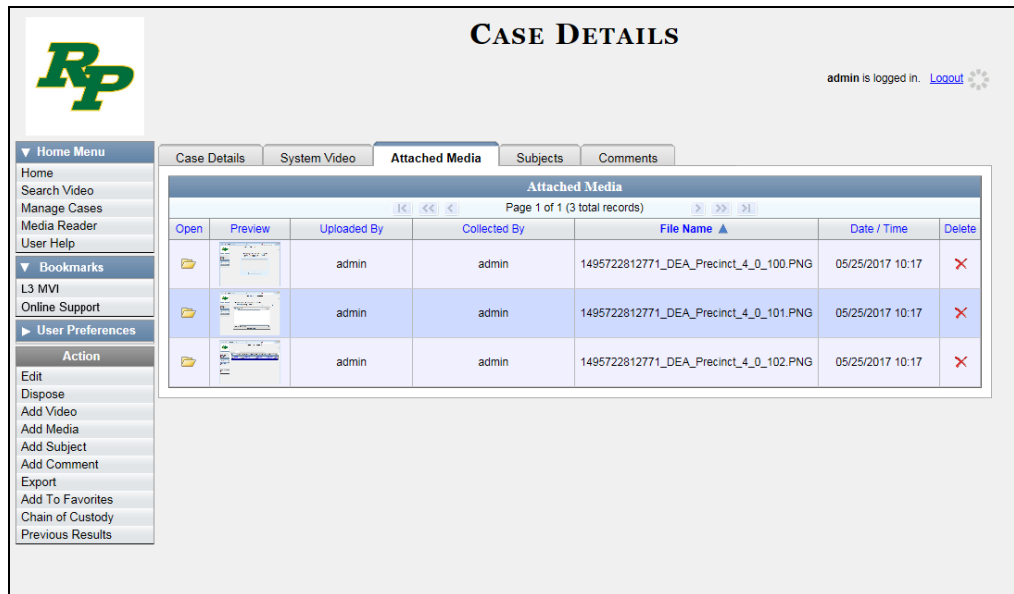


- 4 Using the *Look in* drop-down list, navigate to the disk drive location where the file is located.
- 5 Click on the file or files you wish to link. To select more than one file, hold the **Ctrl** key down while you click on each file.
- 6 If the owner of this case is the same person responsible for collecting this evidence (default), skip to step 8.
– OR –
If the owner of this case is *not* the same person responsible for collecting this evidence, proceed to the next step.
- 7 Go to the *Evidence Collected By* field and select the name of the officer who is responsible for collecting this evidence.
- 8 Click **Upload Selected File(s)**. After the selected files are uploaded, a confirmation message displays.



- 9 Click **OK**.

- 10 Close the Add External Media popup.
- 11 Click the **Attached Media** tab. Your newly added files display on the Attached Media list.



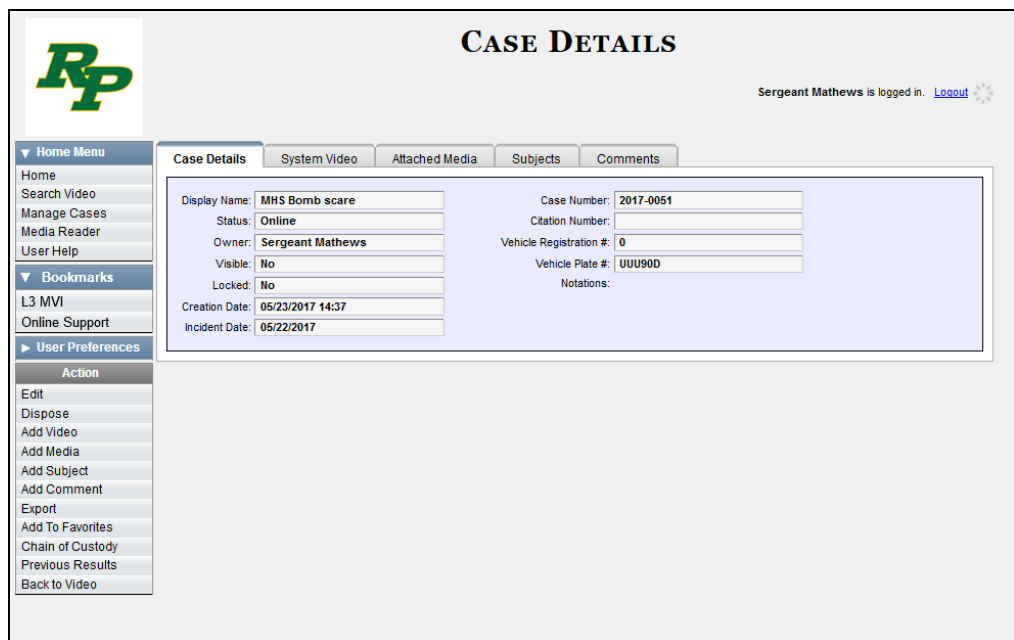
Open	Preview	Uploaded By	Collected By	File Name	Date / Time	Delete
		admin	admin	1495722812771_DEA_Precinct_4_0_100.PNG	05/25/2017 10:17	
		admin	admin	1495722812771_DEA_Precinct_4_0_101.PNG	05/25/2017 10:17	
		admin	admin	1495722812771_DEA_Precinct_4_0_102.PNG	05/25/2017 10:17	



Removing a Media Attachment from a Case

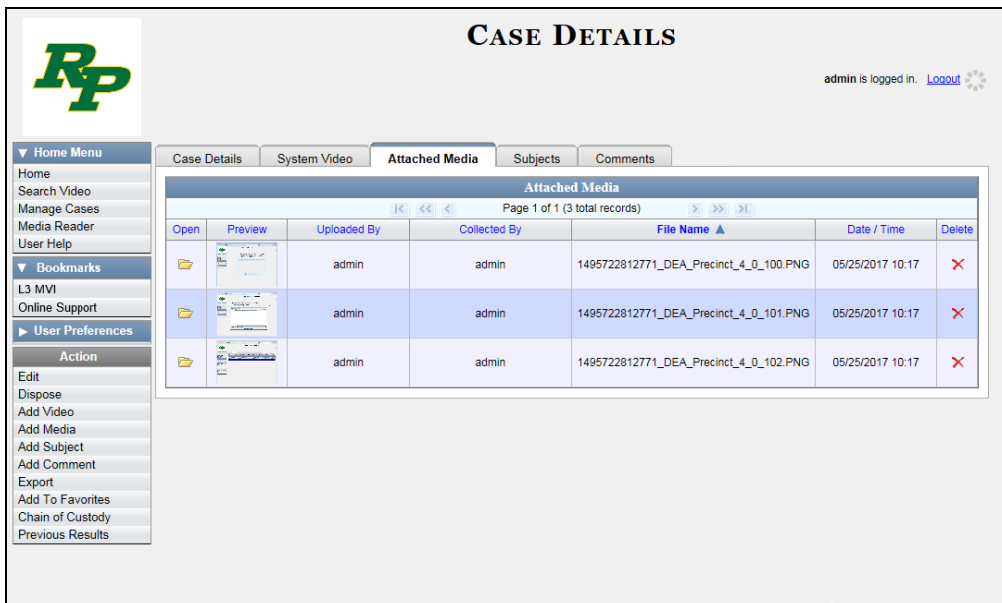
This section describes how to remove a media file from a case.

- 1 Search for and display the case you wish to update. (If necessary, review “Displaying a Case” on page 159.) The Case Details page displays.



Display Name:	MHS Bomb scare	Case Number:	2017-0051
Status:	Online	Citation Number:	
Owner:	Sergeant Mathews	Vehicle Registration #:	0
Visible:	No	Vehicle Plate #:	UUU90D
Locked:	No	Notations:	
Creation Date:	05/23/2017 14:37		
Incident Date:	05/22/2017		

- 2 Check the value of the *Locked* field:
 - ⇒ If the value of the *Locked* field is **Yes**, it indicates that this case is controlled by the Agency server. You cannot update it. **End of Procedure**.
 - ⇒ If the value of the *Locked* field is **No**, it indicates that this case is controlled by the Precinct server. You can update it as long as you have the proper permissions.
- 3 Click the **Attached Media** tab. All files that are currently linked to this case display.












CASE DETAILS

admin is logged in. [Logout](#)


Case Details System Video **Attached Media** Subjects Comments

Attached Media

Page 1 of 1 (3 total records)

Open	Preview	Uploaded By	Collected By	File Name ▲	Date / Time	Delete
		admin	admin	1495722812771_DEA_Precinct_4_0_100.PNG	05/25/2017 10:17	
		admin	admin	1495722812771_DEA_Precinct_4_0_101.PNG	05/25/2017 10:17	
		admin	admin	1495722812771_DEA_Precinct_4_0_102.PNG	05/25/2017 10:17	

For a description of the columns on this tab, see page 167.

- 4 Locate the file that you wish to remove, then go to the *Delete* column and click . The system removes the selected file from the case's Attached Media list.

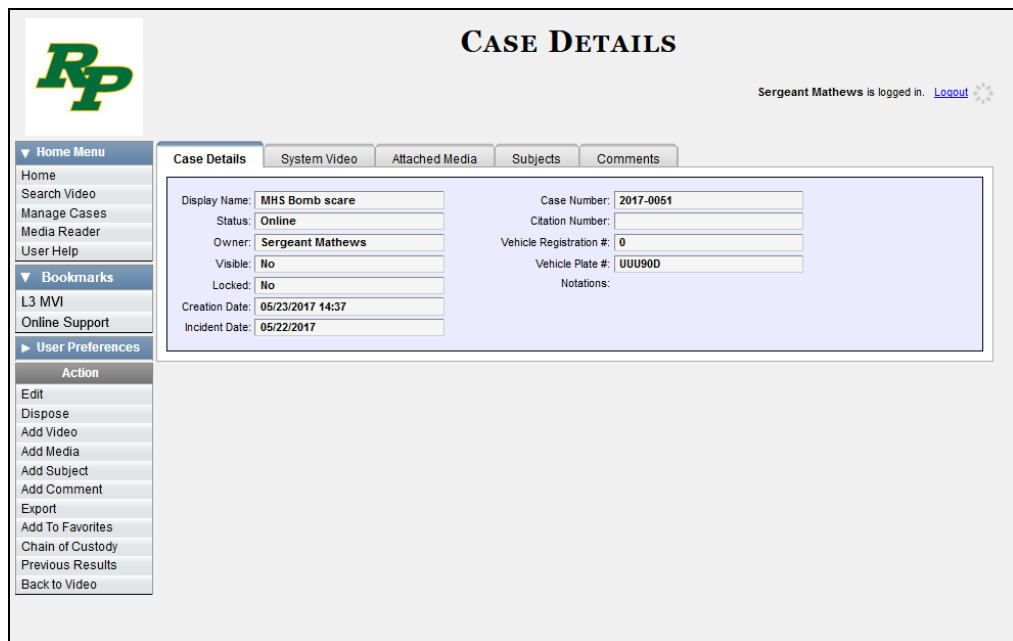


Adding a Subject to a Case

This section describes how to add a subject name to a case.

- 1 Search for and display the case you wish to add a subject to. (If necessary, review “Displaying a Case” on page 159.)

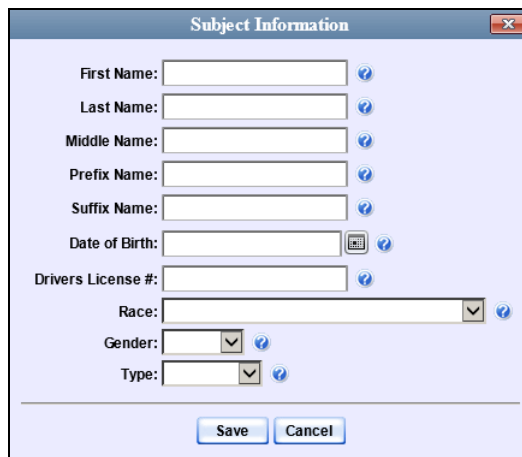
The Case Details page displays.



2 Check the value of the *Locked* field:

- ⇒ If the value of the *Locked* field is **Yes**, it indicates that this case is controlled by the Agency server. You cannot update it. **End of Procedure.**
- ⇒ If the value of the *Locked* field is **No**, it indicates that this case is controlled by the Precinct server. You can update it as long as you have the proper permissions.

3 Go to the **Action** column and click **Add Subject**. The Subject Information popup displays.



(Continued)

4 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.)



5 Enter or select the subject's date of birth in the *Date of Birth* field. Observe mm/dd/yyyy format.

6 If you know the subject's driver's license number, enter it in the *Driver's License #* field. Otherwise proceed to the next step.

7 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.

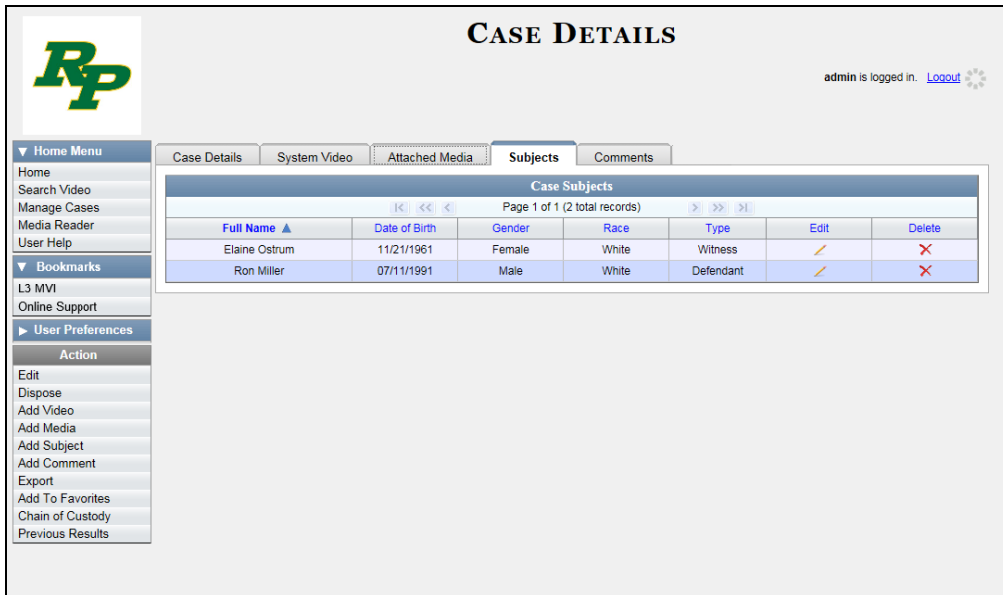
8 Select the subject's gender from the *Gender* drop-down list.

9 If your agency is using the *Type* field, select the type of subject from the *Type* drop-down list. Otherwise proceed to the next step.

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

Subject Edward Ostrum successfully saved.

11 Click the **Subjects** tab. Your newly added subject displays.



CASE DETAILS

admin is logged in. [Logout](#)

Home Menu
Home
Search Video
Manage Cases
Media Reader
User Help
Bookmarks
L3 MVI
Online Support
User Preferences
Action
Edit
Dispose
Add Video
Add Media
Add Subject
Add Comment
Export
Add To Favorites
Chain of Custody
Previous Results

Case Details System Video Attached Media **Subjects** Comments

Case Subjects
Page 1 of 1 (2 total records)

Full Name ▲	Date of Birth	Gender	Race	Type	Edit	Delete
Elaine Ostrum	11/21/1961	Female	White	Witness		
Ron Miller	07/11/1991	Male	White	Defendant		

The columns on this tab are described in the table on page 168.

- 12 To add another subject to this case, repeat steps 3 – 10.



Removing a Subject from a Case

This section describes how to remove an existing subject name from a case.

- 1 Search for and display the case you wish to remove a subject from. (If necessary, review “Displaying a Case” on page 159.)

The Case Details page displays.

CASE DETAILS	
Display Name:	MHS Bomb scare
Status:	Online
Owner:	Sergeant Mathews
Visible:	No
Locked:	No
Creation Date:	05/23/2017 14:37
Incident Date:	05/22/2017
Case Number:	2017-0051
Citation Number:	
Vehicle Registration #:	0
Vehicle Plate #:	UUU90D
Notations:	

- 2 Check the value of the *Locked* field:
 - ⇒ If the value of the *Locked* field is **Yes**, it indicates that this case is controlled by the Agency server. You cannot update it. **End of Procedure.**
 - ⇒ If the value of the *Locked* field is **No**, it indicates that this case is controlled by the Precinct server. You can update it as long as you have the proper permissions.
- 3 Click the **Subjects** tab. All subjects that are currently linked to this case display, as pictured on the previous page. The columns on the **Subjects** tab are described in the table on page 168.
- 4 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.

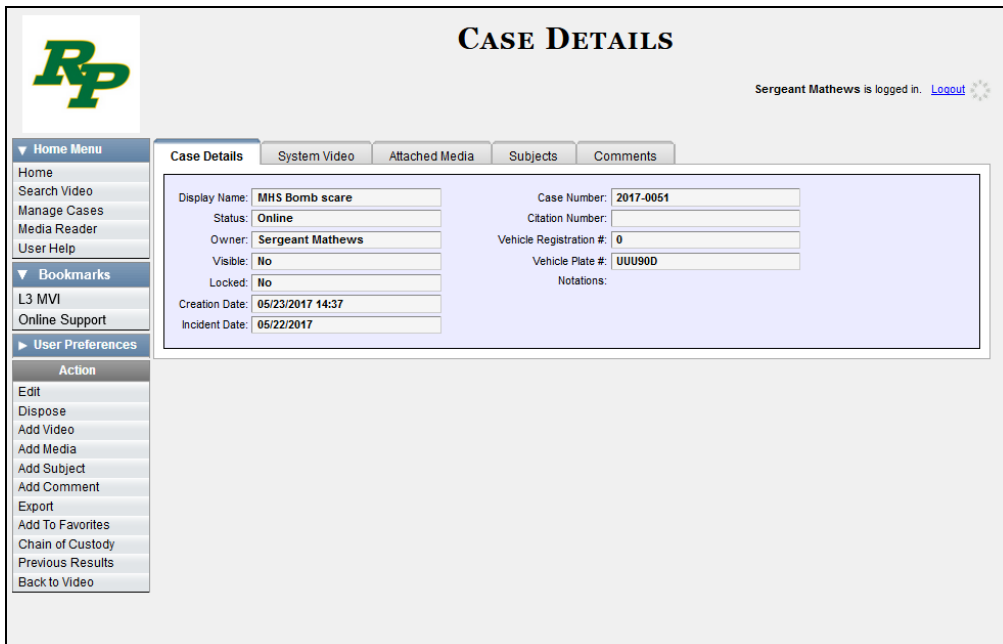
Updating a Case's Subjects

This section describes how to update information on the subject(s) that are currently linked to a case.



Search for and display the case you wish to update. (If necessary, review “Displaying a Case” on page 159.)

The Case Details page displays.



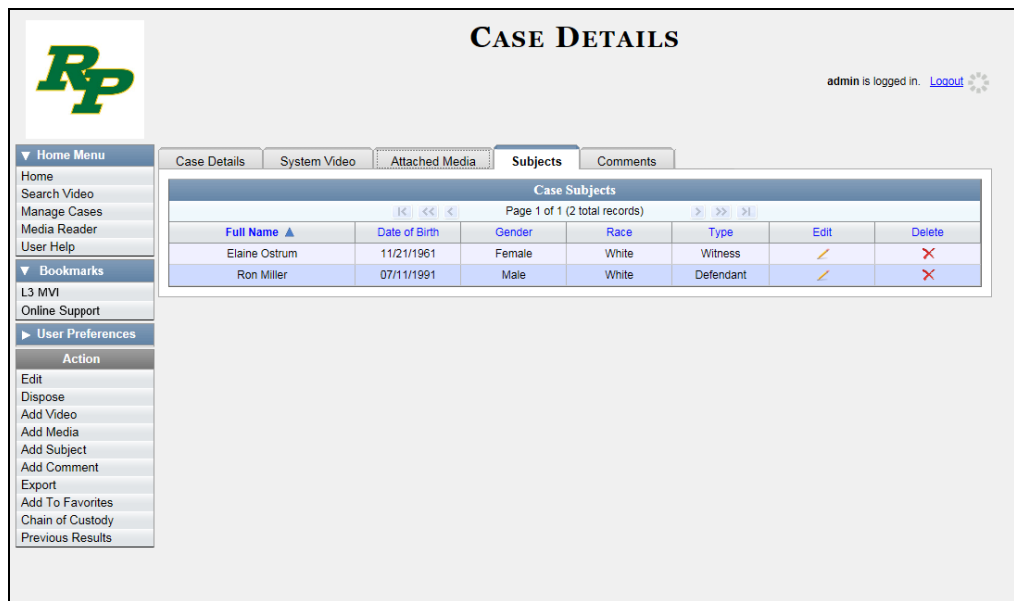
The screenshot shows the 'CASE DETAILS' page. At the top left is the 'RP' logo. At the top right, it says 'Sergeant Mathews is logged in. Logout'. Below the logo and user info is a navigation menu with tabs: 'Case Details', 'System Video', 'Attached Media', 'Subjects', and 'Comments'. The 'Case Details' tab is active. On the left side, there is a 'Home Menu' with options like 'Home', 'Search Video', 'Manage Cases', 'Media Reader', 'User Help', 'Bookmarks', 'L3 MVI', 'Online Support', and 'User Preferences'. Below 'User Preferences' is an 'Action' menu with options like 'Edit', 'Dispose', 'Add Video', 'Add Media', 'Add Subject', 'Add Comment', 'Export', 'Add To Favorites', 'Chain of Custody', 'Previous Results', and 'Back to Video'. The main content area shows case information in a table-like format:


Display Name:	MHS Bomb scare	Case Number:	2017-0051
Status:	Online	Citation Number:	
Owner:	Sergeant Mathews	Vehicle Registration #:	0
Visible:	No	Vehicle Plate #:	UUU90D
Locked:	No	Notations:	
Creation Date:	05/23/2017 14:37		
Incident Date:	05/22/2017		

2 Check the value of the *Locked* field:

- ⇒ If the value of the *Locked* field is **Yes**, it indicates that this case is controlled by the Agency server. You cannot update it. **End of Procedure.**
- ⇒ If the value of the *Locked* field is **No**, it indicates that this case is controlled by the Precinct server. You can update it as long as you have the proper permissions.

3 Click the **Subjects** tab. All subjects that are currently linked to this case display.



- Click the  icon in the *Edit* column. The Subject Information popup displays.

- Enter/select your changes, then click **Save**.



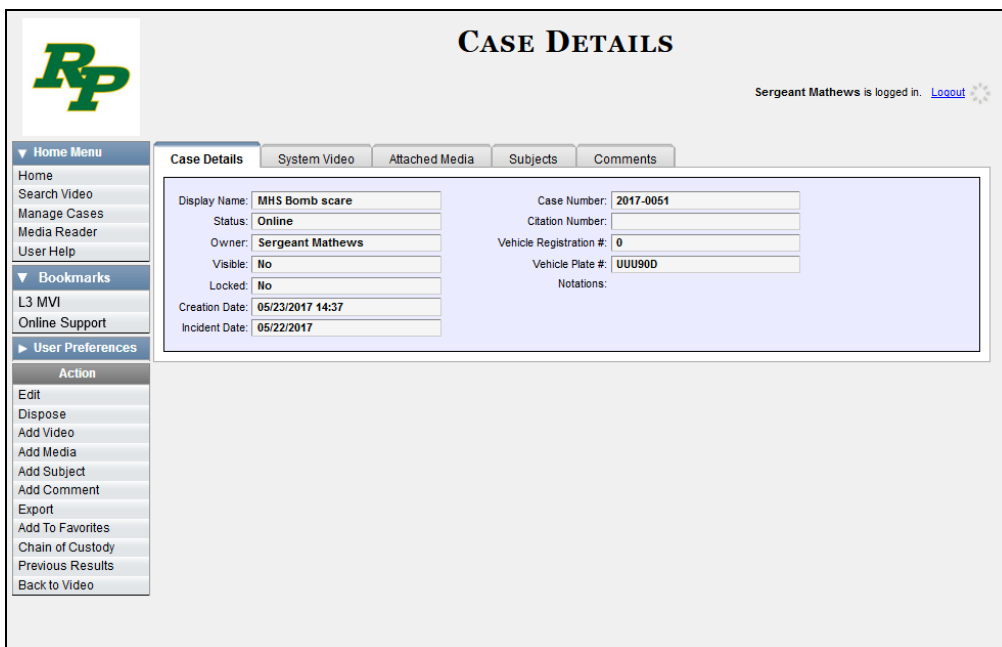
Adding a Comment to a Case

This section describes how to add a comment to a case.

- Search for and display the case you wish to add a comment to. (If necessary, review “Displaying a Case” on page 159.)

The Case Details page displays.


(Continued)



2 Check the value of the *Locked* field:

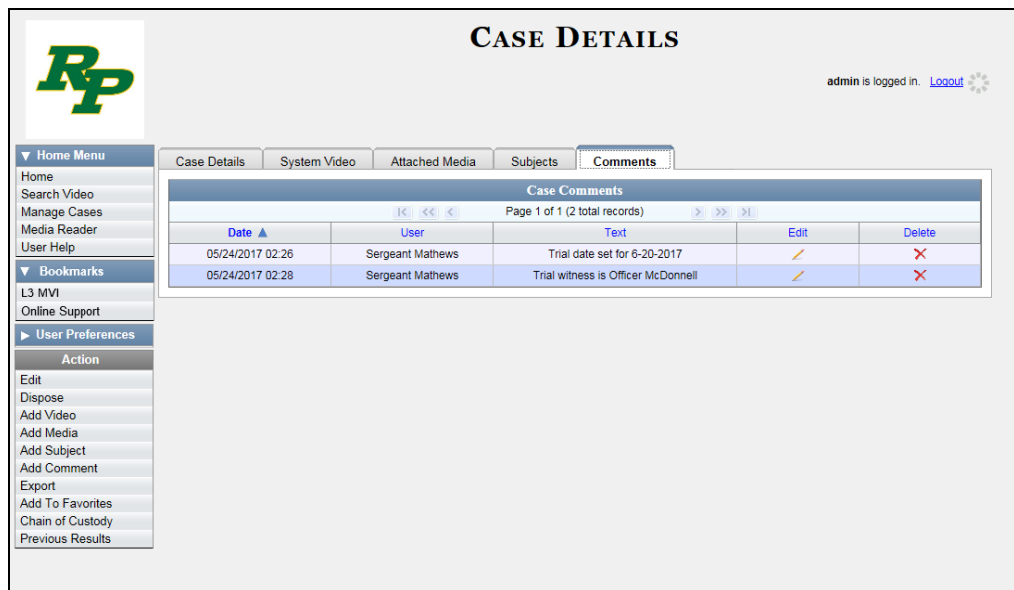
- ⇒ If the value of the *Locked* field is **Yes**, it indicates that this case is controlled by the Agency server. You cannot update it. **End of Procedure.**
- ⇒ If the value of the *Locked* field is **No**, it indicates that this case is controlled by the Precinct server. You can update it as long as you have the proper permissions.

3 Go to the **Action** column and click **Add Comment**. The Please Add Your Comment Below popup displays.



4 Enter your comment in the space provided, then click **Save**.

5 Click the **Comments** tab. The new comment displays on the *Comments* list.




The columns on this tab are described on page 169.



Removing a Comment from a Case

This section describes how to remove an existing comment from a case.

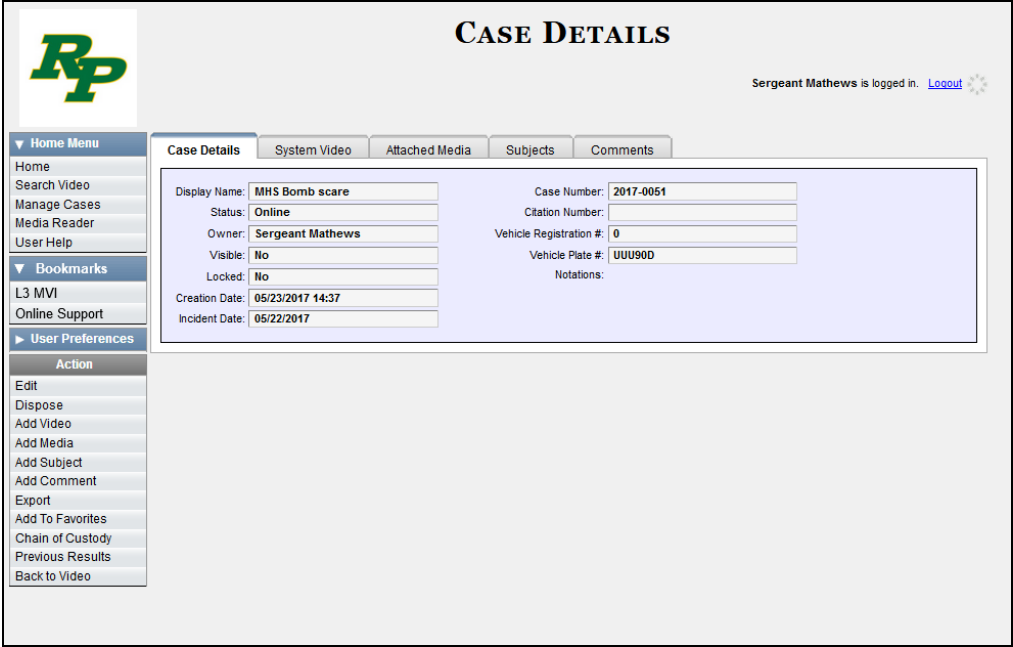
- 1 Search for and display the case you wish to remove a comment from. (If necessary, review “Displaying a Case” on page 159.) The Case Details page displays, as pictured on the previous page.
- 2 Check the value of the *Locked* field:
 - ⇒ If the value of the *Locked* field is **Yes**, it indicates that this case is controlled by the Agency server. You cannot update it. **End of Procedure.**
 - ⇒ If the value of the *Locked* field is **No**, it indicates that this case is controlled by the Precinct server. You can update it as long as you have the proper permissions.
- 3 Click the **Comments** tab. All comments that are currently linked to this case display, as pictured above.
- 4 Locate the comment you wish to remove, then go to the *Delete* column and click . 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.

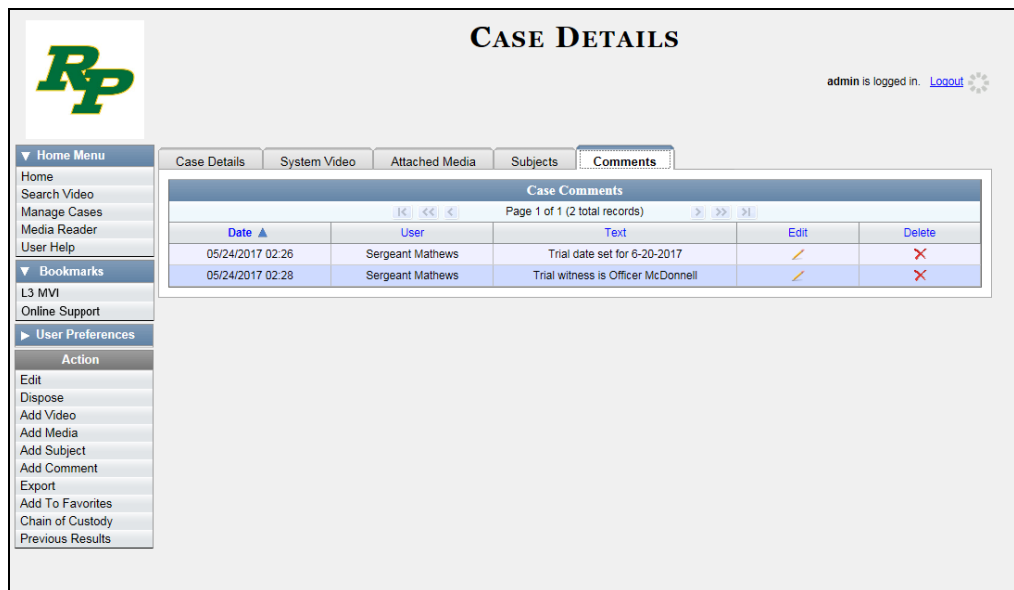
- 1 Search for and display the case you wish to update. (If necessary, review “Displaying a Case” on page 159.)

The Case Details page displays.




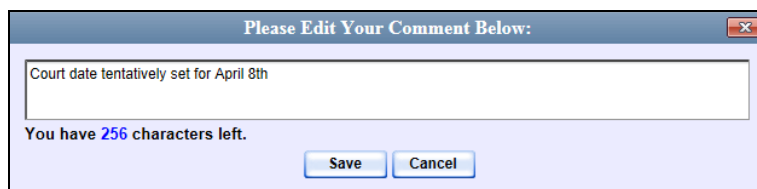
CASE DETAILS	
Display Name:	MHS Bomb scare
Status:	Online
Owner:	Sergeant Mathews
Visible:	No
Locked:	No
Creation Date:	05/23/2017 14:37
Incident Date:	05/22/2017
Case Number:	2017-0051
Citation Number:	
Vehicle Registration #:	0
Vehicle Plate #:	UUU90D
Notations:	

- 2 Check the value of the *Locked* field:
 - ⇒ If the value of the *Locked* field is **Yes**, it indicates that this case is controlled by the Agency server. You cannot update it. **End of Procedure.**
 - ⇒ If the value of the *Locked* field is **No**, it indicates that this case is controlled by the Precinct server. You can update it as long as you have the proper permissions.
- 3 Click the **Comments** tab. All comments that are currently linked to this case display.



The columns on this tab are described in the table on page 169.

- 4 Click the  icon in the *Edit* column. The Comments box displays.



- 5 Enter your changes, then click **Save**.

Adding a Case to Your List of Favorite Cases



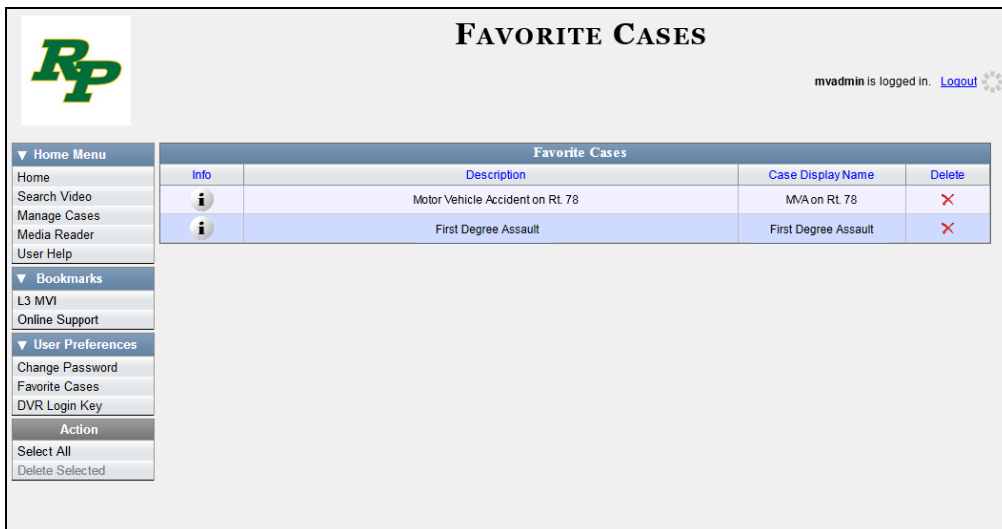
This section describes how to add a case to your “Favorite Cases” list. This feature provides you with a quick and easy method to access those cases that you refer to frequently.





- 1 Search for and display the case you wish to add to your Favorite Cases list. (If necessary, review “Displaying a Case” on page 159.) The Case Details page displays, as pictured on the previous page.
- 2 Go to the **Action** column and click **Add To Favorites**. The Add Description for Favorite popup displays.



- 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 [▼ User Preferences](#) and click **Favorite Cases**.



Favorite Cases			
Info	Description	Case Display Name	Delete
	Motor Vehicle Accident on Rt. 78	MVA on Rt. 78	
	First Degree Assault	First Degree Assault	

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.

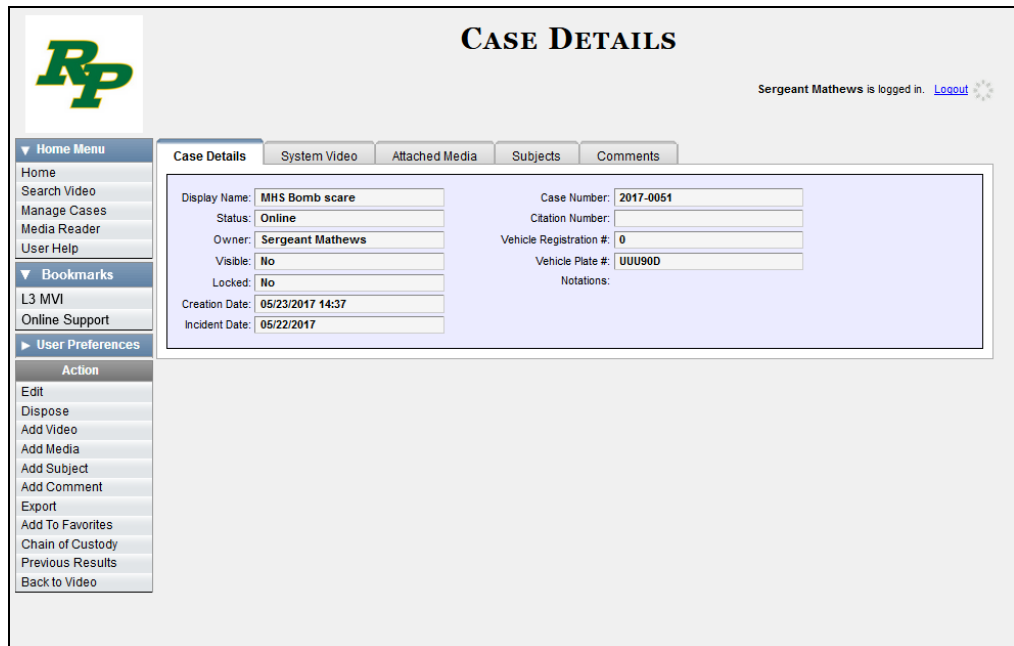
Marking a Case for Disposal



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 Precinct server.

Perform this task when you no longer need to track a case online.

- 1 Search for and display the case you wish to dispose of. (If necessary, review “Displaying a Case” on page 159.) The Case Details page displays.



CASE DETAILS	
Display Name:	MHS Bomb scare
Status:	Online
Owner:	Sergeant Mathews
Visible:	No
Locked:	No
Creation Date:	05/23/2017 14:37
Incident Date:	05/22/2017
Case Number:	2017-0051
Citation Number:	
Vehicle Registration #:	0
Vehicle Plate #:	UUU90D
Notations:	



HINT: Before you continue, look in the **Action** column. If the **Dispose** option does *not* display, it means that the dispose feature 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 148.

- 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 Precinct server from a backup disc or tape drive.

There is a limited time period in which you can reactivate an offline case. This time period depends on a system setting chosen by your System Administrator. 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 192
- Submitting a Request to Reactivate a Case, page 193.

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 192 for further instructions. If you’re not sure what your backup mode is, ask your System Administrator.




Use this procedure if you have reactivating privileges (see **HINT** below) **and** you have physical access to the Certified Backup Disc. Otherwise see “Submitting a Request to Reactivate a Case” on page 193.



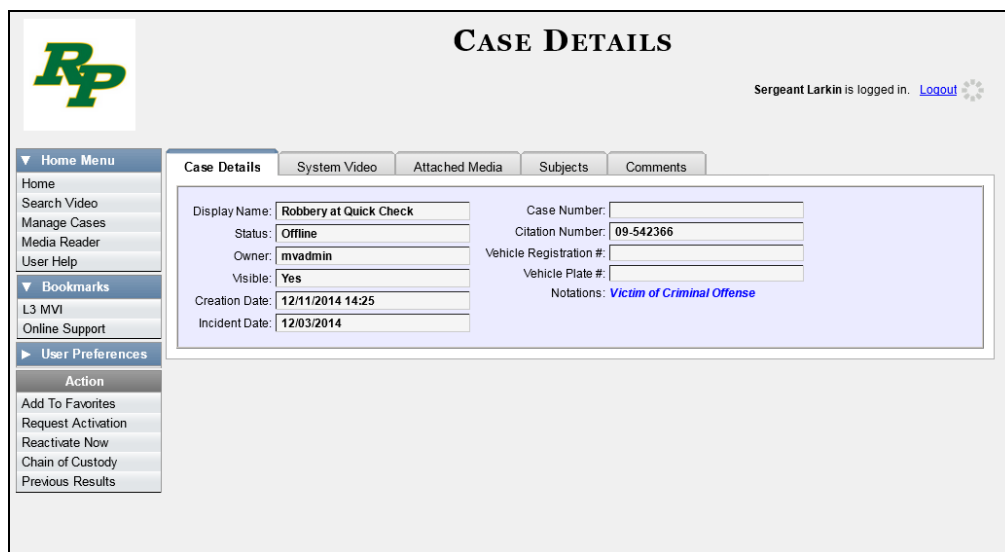
HINT: To determine if you have reactivating privileges, look in the **Action** column. If *Reactivate Now* displays, you have reactivating privileges. If only *Request Reactivation* displays, you do *not* have reactivating privileges.

- 1 To reactivate a case for your own use, search for and display the desired case. (If necessary, review “Displaying a Case” on page 159.) The Case Details page displays, as pictured below. Skip to step 3.

– OR –

To reactivate a case for another user, go to  **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.



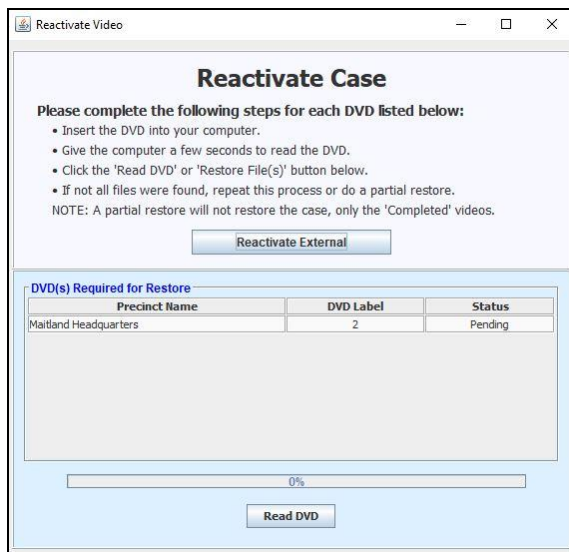
The screenshot shows the 'CASE DETAILS' page. At the top left is the 'RP' logo. At the top right, it says 'Sergeant Larkin is logged in. Logout'. Below the logo is a 'Home Menu' dropdown with options: Home, Search Video, Manage Cases, Media Reader, User Help, Bookmarks (L3 MVI, Online Support), and User Preferences (Action, Add To Favorites, Request Activation, Reactivate Now, Chain of Custody, Previous Results). The main content area has tabs for 'Case Details', 'System Video', 'Attached Media', 'Subjects', and 'Comments'. The 'Case Details' tab is active and shows a form with the following fields: Display Name: Robbery at Quick Check; Status: Offline; Owner: mvadmin; Visible: Yes; Creation Date: 12/11/2014 14:25; Incident Date: 12/03/2014; Case Number: [empty]; Citation Number: 09-542366; Vehicle Registration #: [empty]; Vehicle Plate #: [empty]; and Notations: Victim of Criminal Offense.

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

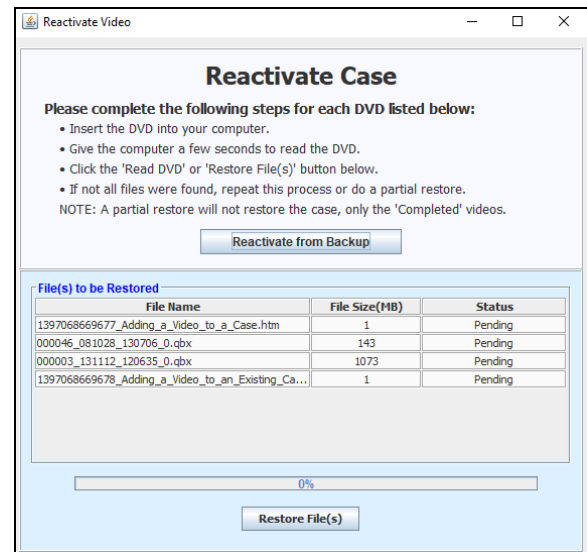
⇒ If the Reactivate Case popup displays (pictured below), proceed to the next step.

⇒ 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).



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 Timeouts number. For further instructions, see “Changing the Session Timeout Settings” in chapter 7 of the *DEA Precinct Administrator’s Guide*.

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 189.

Use this procedure if your Backup Mode is set to **EXTERNAL**. If you’re not sure what your backup mode is, ask your System Administrator. If your backup mode is set to something other than **EXTERNAL**, see “Reactivating a Case from a Backup Disc” on page 190 instead.

You must have reactivating privileges to perform this task (see **HINT** below).



HINT: To determine if you have reactivating privileges, look in the **Action** column. If *Reactivate Now* displays, you have reactivating privileges. If only *Request Reactivation* displays, you do *not* have reactivating privileges.

- 1 Search for and display the case you wish to reactivate. (If necessary, review “Displaying a Case” on page 159.)

The Case Details page displays.

CASE DETAILS	
Display Name:	Robbery at Quick Check
Status:	Offline
Owner:	mvadmin
Visible:	Yes
Creation Date:	12/11/2014 14:25
Incident Date:	12/03/2014
Case Number:	
Citation Number:	09-542366
Vehicle Registration #:	
Vehicle Plate #:	
Notations:	Victim of Criminal Offense

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



DIRECTORIES TO RESTORE FOR REACTIVATION

Sergeant Larkin is logged in. [Logout](#)

Home Menu: Home, Search Video, Manage Cases, Media Reader, User Help

Bookmarks: L3 MVI, Online Support

User Preferences: Action, Cancel, Continue

Reactivate from Tape

- Please use your tape backup software to restore the directory listed as 'Server Path' below.
- Once you have restored the directory, please click the 'Continue' button.

Server Path	File Name	Backup Label
/bdata/00/media/1999/12/31/42/	1010001076_000101_000039.mkv	65

- 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.
- Go to the **Action** column and click **Continue**. After a momentary delay, a confirmation message will display.

Case Reactivate Successful.

Submitting a Request to Reactivate a Case

This section describes how to submit a request to reactivate an offline case, that is, ask another user to copy a case from a Certified Backup Disc to the Precinct server. Specifically, this procedure will display a message on the *Inbox Messages* list of all users who have reactivation privileges. The message will include the CBD number for the disc that contains the case you wish to restore (e.g., *Please restore case 123 to an online status*). Use this procedure if you do not have reactivating privileges (see **HINT** below), and/or you do not have access to the Certified Backup Disc. If you *do* have reactivation privileges as well as physical access to the archive disc, see “Reactivating a Case from a Backup Disc” on page 190 instead.

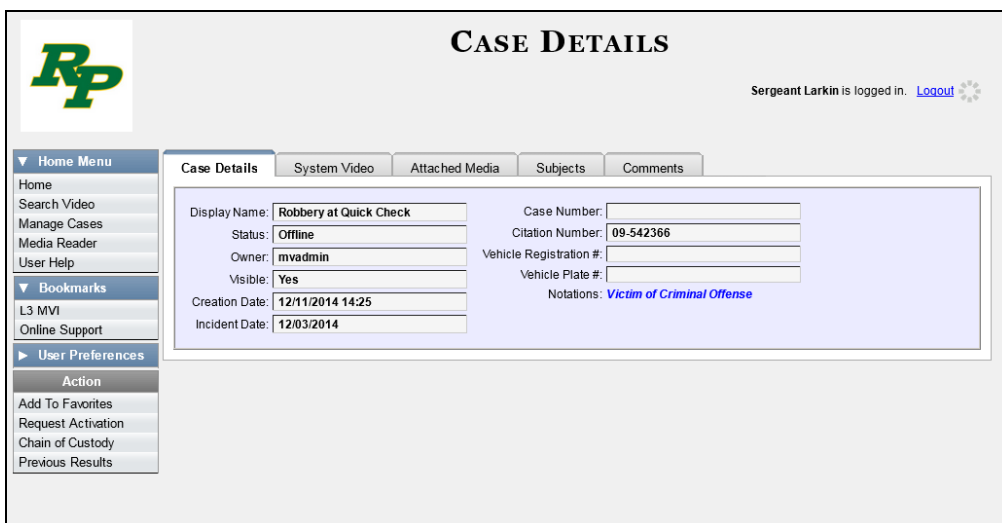
For more on *offline* vs. *online* videos, see “Reactivating an Offline Case” on page 189.



HINT: To determine if you have reactivating privileges, look in the **Action** column. If *Reactivate Now* displays, you have reactivating privileges. If only *Request Reactivation* displays, you do *not* have reactivating privileges.

- Search for and display the case you wish to reactivate. (If necessary, review “Displaying a Case” on page 159.)




The Case Details page displays.






- Go to the **Action** column and click **Request Activation**. A confirmation message displays at the top of the page.

Your request to make this case available online has been made.

An activation request will display on the *Inbox Messages* list of all DEA Precinct users who have reactivation privileges.

05/21/2019 18:12	Queued	Please restore Case 'Dean Park Assalt' to an online status.	  
------------------	--------	---	---

After a user with reactivation privileges restores your case, a confirmation message will appear on your *Inbox Messages* list. You will see the word **Completed** in the message's *State* column.

05/21/2019 18:12	Completed	Please restore Case 'Dean Park Assalt' to an online status.	  
------------------	-----------	---	---

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.

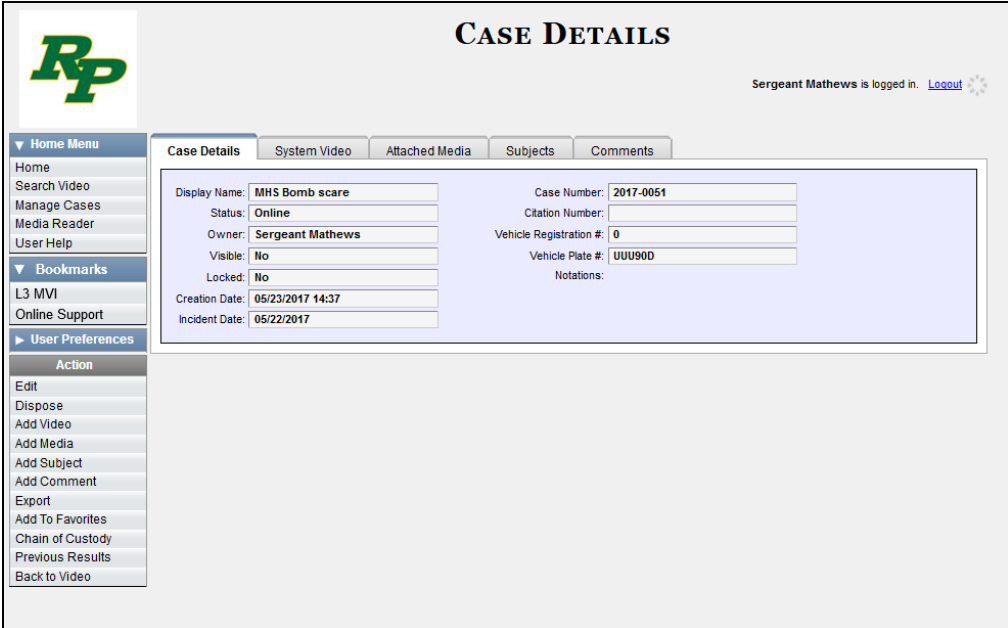
To view the Chain of Custody report, you must have Adobe Reader installed on your PC.



In order to generate a Chain of Custody Report, you must be the video's owner or have *edit* permissions. For more information, contact your System Administrator.

- 1 Search for and display the case you wish to report on. (If necessary, review “Displaying a Case” on page 159.)

The Case Details page displays.

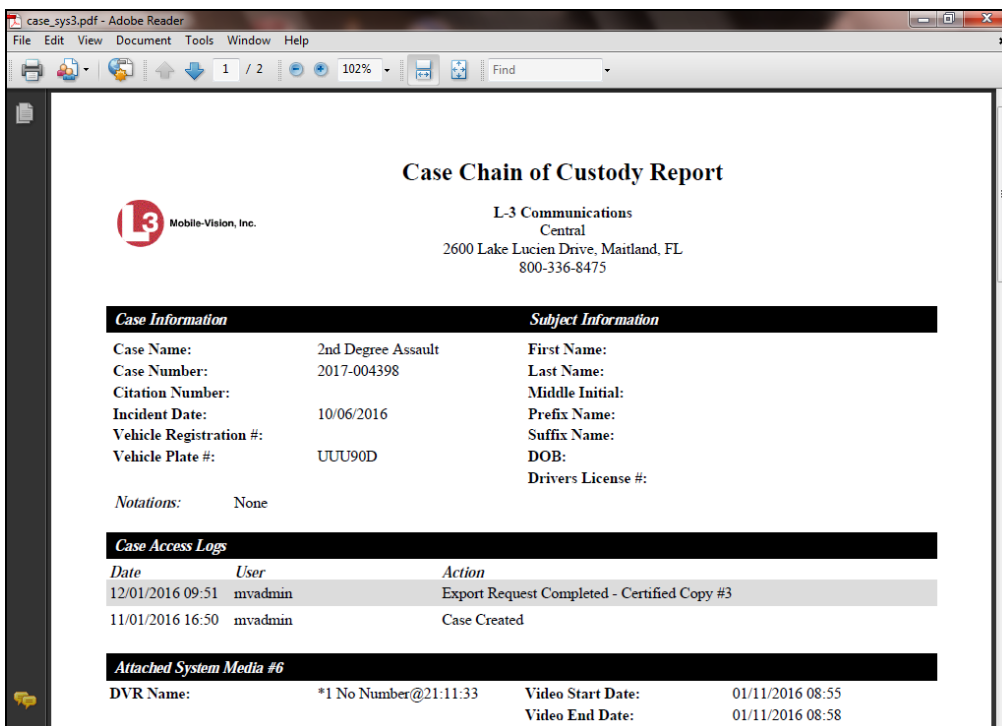


- 2 Go to the **Action** column and click **Chain of Custody**. A Windows message displays.



- 3 Click **Open**. The Case Chain of Custody Report displays.

(Continued)




Case Chain of Custody Report

L-3 Mobile-Vision, Inc. L-3 Communications
Central
2600 Lake Lucien Drive, Maitland, FL
800-336-8475

Case Information		Subject Information	
Case Name:	2nd Degree Assault	First Name:	
Case Number:	2017-004398	Last Name:	
Citation Number:		Middle Initial:	
Incident Date:	10/06/2016	Prefix Name:	
Vehicle Registration #:		Suffix Name:	
Vehicle Plate #:	UUU90D	DOB:	
		Drivers License #:	
Notations:	None		

Case Access Logs		
Date	User	Action
12/01/2016 09:51	mvadmin	Export Request Completed - Certified Copy #3
11/01/2016 16:50	mvadmin	Case Created

Attached System Media #6			
DVR Name:	*1 No Number@21:11:33	Video Start Date:	01/11/2016 08:55
		Video End Date:	01/11/2016 08:58

- To print the Chain of Custody report, proceed to the next step. Otherwise skip to step 7.
-  Go to the Acrobat menubar and click the Printer icon. The Print popup displays.
- Select your desired printer settings, then click **OK** or **Print**. The report is directed to your active printer.
- 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, next page
- Downloading a Case to Your PC in Interchange Format, page 200.

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:

- 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
- A copy of the Flashback Player.

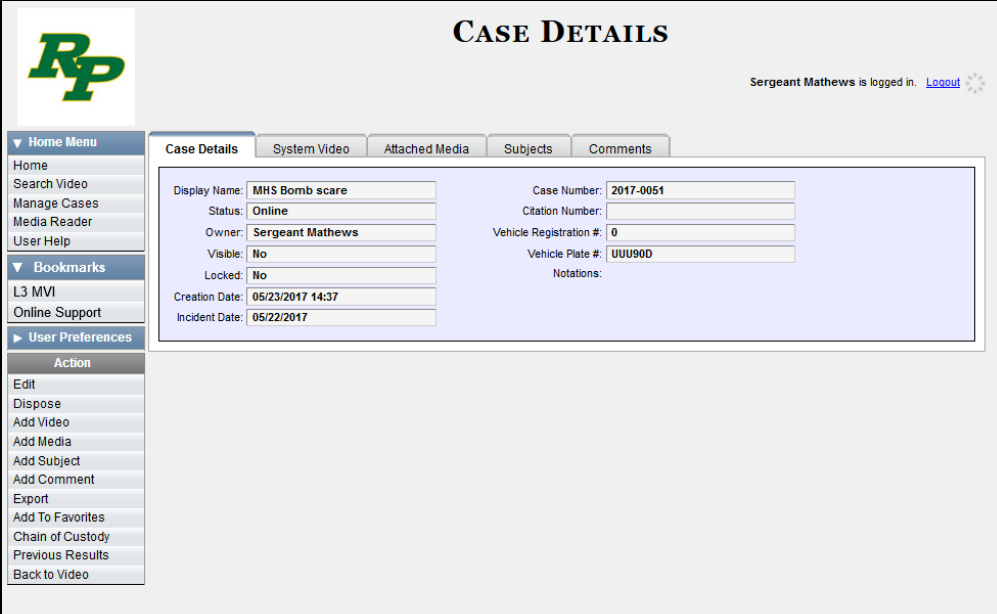
For more information on the Data DVD format, see “Data DVD Format” in chapter 3.



You must have the proper permissions to perform this task. For more information, contact your System Administrator.

- 1 Search for and display the case you wish to download. (If necessary, review “Displaying a Case” on page 159.)

The Case Details page displays.



The screenshot shows the 'CASE DETAILS' page. At the top left is the 'RP' logo. At the top right, it says 'Sergeant Mathews is logged in. Logout'. Below the logo is a navigation menu with sections: Home Menu (Home, Search Video, Manage Cases, Media Reader, User Help), Bookmarks (L3 MVI, Online Support), and User Preferences (Action, Edit, Dispose, Add Video, Add Media, Add Subject, Add Comment, Export, Add To Favorites, Chain of Custody, Previous Results, Back to Video). The main content area has tabs for Case Details, System Video, Attached Media, Subjects, and Comments. The 'Case Details' tab is active, showing a form with the following fields:

Display Name:	MHS Bomb scare	Case Number:	2017-0051
Status:	Online	Citation Number:	
Owner:	Sergeant Mathews	Vehicle Registration #:	0
Visible:	No	Vehicle Plate #:	UUU90D
Locked:	No	Notations:	
Creation Date:	05/23/2017 14:37		
Incident Date:	05/22/2017		

- 2 Go to the **Action** column and click **Export**. The Export Case page displays.



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.

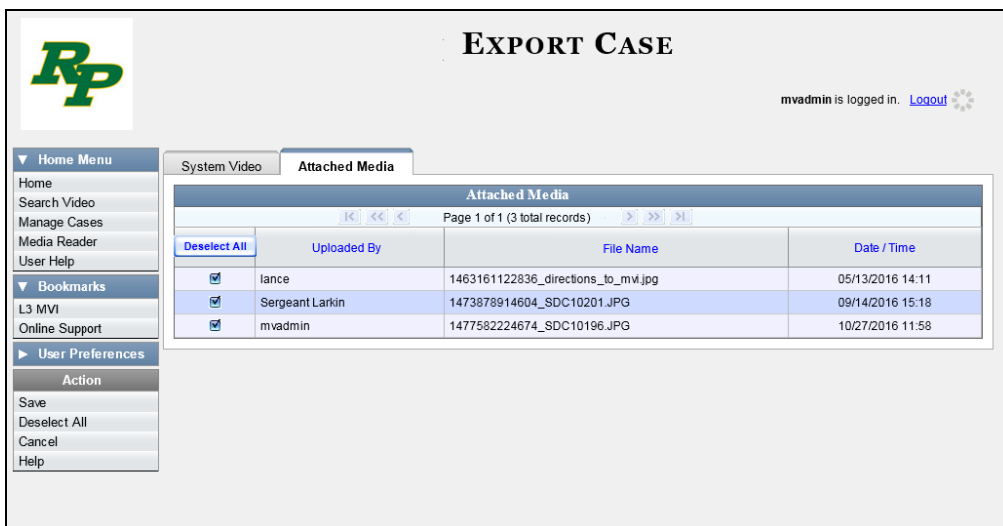
– OR –

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.

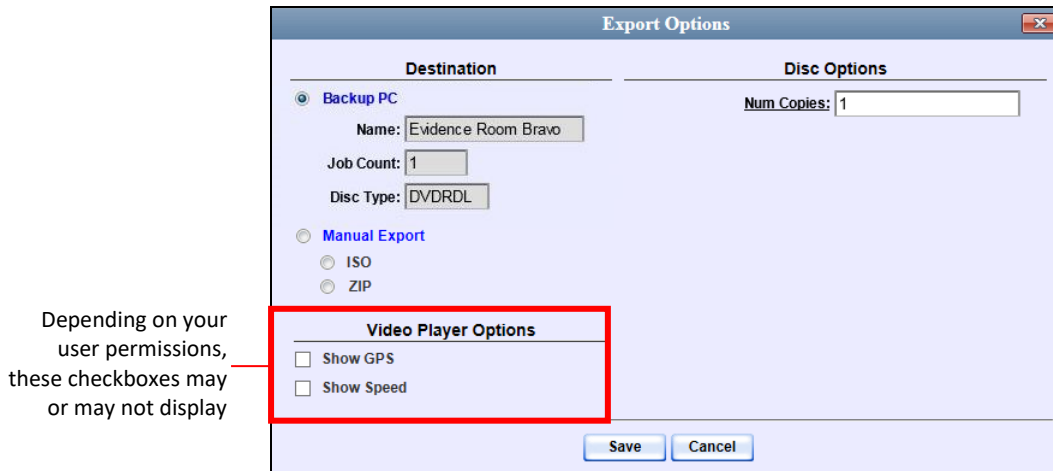


- To include all of the case's attachment files in your download (default), proceed to the next step.

– 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.

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



- Select **ZIP**.
- If a Video Player Options section displays in the lower left corner of the Export Options popup (pictured left; will include one or two checkboxes), proceed to the next step. Otherwise skip to step 14.
- 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	-74.7090
Heading	59° - NEbE

- If you want this download 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.

- If a *Show Speed* checkbox displays in the Video Player Options section, proceed to the next step. Otherwise skip to step 14.




Speed	5 MPH
-------	-------

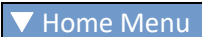
- If you want this download to include vehicle speed data with the Flashback Player (displays in the GPS section during video playback, as pictured left), select the *Show Speed* checkbox. Otherwise proceed to the next step.

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

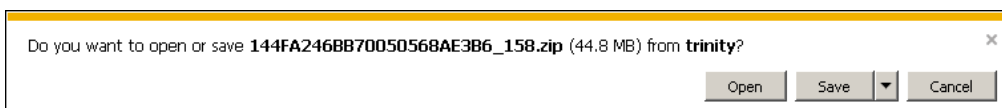
When processing is complete, a confirmation message will display on your Home Page under *Inbox Messages*.

- 15 Go to your *Inbox* messages and look for a download icon next to the export confirmation message.

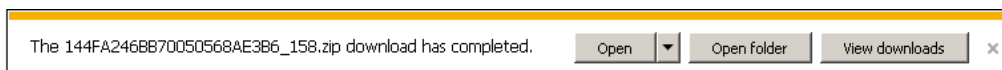
Inbox Messages			
Page 1 of 1 (1 total records)			
Date	State	Message Text	Actions
07/05/2017 17:34	Completed	Export MVA on 80 Disc 1 of 1 is now ready for download.	  

- ⇒ If you see the download icon, proceed to the next step.
- ⇒ If you do *not* see the download icon, it means that the system is still processing your request. Go to  and click **Home** to refresh your screen. Once you see the download icon, proceed to the next step.

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



- 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 save 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 the ZIP file to the selected location. When the download is complete, a confirmation message displays.



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 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.



You must have the proper permissions to perform this task. For more information, contact your System Administrator.



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 159.)

The Case Details page displays.

CASE DETAILS

Sergeant Mathews is logged in. [Logout](#)

Case Details | System Video | Attached Media | Subjects | Comments

Display Name: **MHS Bomb scare** Case Number: **2017-0051**
 Status: **Online** Citation Number:
 Owner: **Sergeant Mathews** Vehicle Registration #: **0**
 Visible: **No** Vehicle Plate #: **UUU90D**
 Locked: **No** Notations:
 Creation Date: **05/23/2017 14:37**
 Incident Date: **05/22/2017**

Action

- Edit
- Dispose
- Add Video
- Add Media
- Add Subject
- Add Comment
- Export
- Add To Favorites
- Chain of Custody
- Previous Results
- Back to Video

- 2 Go to the **Action** column and click **Export**. The Export Case page displays.

EXPORT CASE

Sergeant Mathews is logged in. [Logout](#)

System Video | Attached Media

System Video

Page 1 of 1 (2 total records)

Output Format: Data DVD

	Video	Officer	Category	DVR ID	Duration	Date / Time
<input checked="" type="checkbox"/>		ONBV22	Body Worn	BV22	1 min	11/20/2016 13:30
<input checked="" type="checkbox"/>		ON FBHD	No Citation	UN FB2	1 min	11/20/2016 13:40

Action

- Save
- Deselect All
- Cancel
- Help

- 3 Go to the *Output Format* field and select **Interchange Format** from the drop-down list.

Two new columns display: *Video Source* and *Audio Source*.



- 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.

- 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
<input checked="" type="checkbox"/> Front <input type="checkbox"/> Rear	Copy only the video recorded from Camera Channel 1 (forward facing zoom camera).
<input type="checkbox"/> Front <input checked="" type="checkbox"/> Rear	Copy only the video recorded from Camera Channel 2 (Backseat and/or Bullet cameras).
<input checked="" type="checkbox"/> Front <input checked="" type="checkbox"/> Rear	Copy the video that was recorded from <i>both</i> Camera Channel 1 and Camera Channel 2.

- If the word “Camera” displays in the *Audio Source* column, proceed to the next step.

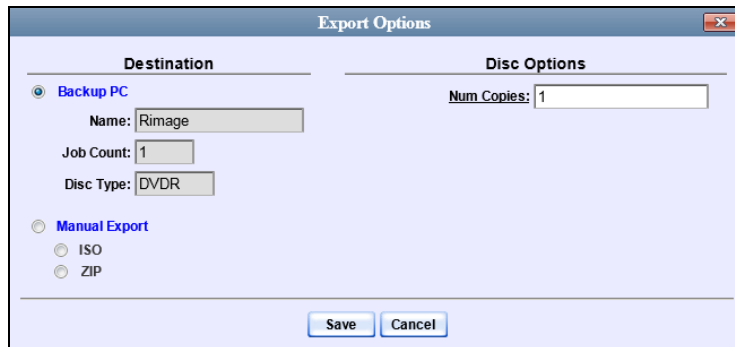
– OR –

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.

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

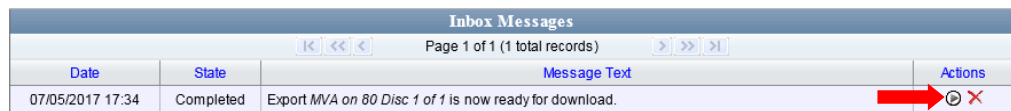


8 Select **ZIP**.

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*.

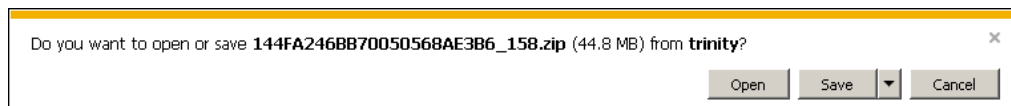
10 Go to your *Inbox Messages* and look for a download icon next to the export confirmation message.



⇒ 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.

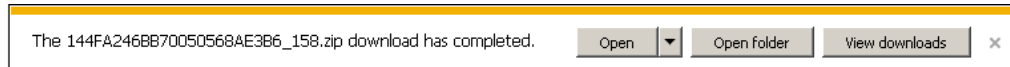
11 Click the download icon to the right of the export message. A Windows message displays.



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 save this 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 the ZIP file to the selected location. When the download is complete, a confirmation message displays.





Glossary

Access Point

A device used to transmit videos from an in-car DVR to the [Precinct server](#). 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 [Transmission](#).

Agency Server

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.

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 [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](#). Automatic archives can be performed from both the [Agency server](#) and the [Precinct server\(s\)](#), as each server has its own disc burner.

Auto Dispose Time

A period of inactivity after which the system automatically changes a [case’s](#) status from [online](#) to [offline](#).^{*} 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.

* Videos that are attached to the case will remain online as long as their categories allow

BodyVISION

A small, wearable digital video recorder sold by Mobile-Vision. This device allows you to capture both high definition videos and JPG “snapshot” images, then upload them to your [Precinct server](#) via a BodyVISION docking station. Videos recorded using this device are assigned the category of **Body Worn**.

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 [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.

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.

Burn Request

A request to generate a [user requested certified copy](#), 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 [Backup PC's](#) 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, in turn, send your burn job to the Backup PC's burn queue.

Burn requests can be submitted from both the [Agency server](#) and the [Precinct server\(s\)](#), as each server has its own disc burner.

Case

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 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 [case](#) files to a [Precinct](#) or [Agency](#) server. The system automatically sends CBD [burn requests](#) to your server's [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 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 your Flashback2 videos until they can be transmitted to the appropriate [Precinct server](#).

Chain of Custody Report

A log of all operations that have been performed on a particular video, Body Worn [snapshot](#), or [case](#) (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 [Agency](#) and [Precinct](#) server(s).

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 [Flashback Player](#). When you burn a [case](#) in Data DVD format, the disc will include selected videos from the case; any [user metadata](#) attached to the case's videos; the [Chain of Custody Report](#); 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 [Digital Evidence Collection System](#). The *server* side of this application is *DEA Agency*, a server that collects video data from one or more [precinct server\(s\)](#). 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\(s\)](#)
- [BodyVISION Body Worn cameras](#) (optional)
- [BWX-100 Body Worn cameras](#) (optional)
- [Access point\(s\)](#)
- [Agency server](#)
- [Precinct server\(s\)](#)
- [DEA software](#)
- [Backup PC\(s\)](#)
- [Robotic DVD burner\(s\)](#)
- [RAID storage device](#) (optional).

Discovered DVR

A DVR that has been in communication with its [Precinct server](#) at least once.

Download Request

A request to download, or [export](#), a selected video or [case](#) 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 [Agency](#) and [Precinct](#) server(s).

DVR

See [Flashback](#), [BodyVISION](#), [BWX-100](#), or [VIEVU](#).

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, [case](#) files, and/or Body Worn [snapshots](#) for the purpose of either burning them to DVD or downloading them to your PC. You must have the proper permissions to export files.

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 [SD card](#) (Flashback3/FlashbackHD) or [CF card](#) (Flashback1/Flashback2) until the video can be transmitted to the appropriate [Precinct server](#). 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 [online](#) video from within the DEA Agency or DEA Precinct application, the Flashback Player launches automatically. When you burn a [user requested certified copy](#) of a [case](#) or video in [Data DVD](#) 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 [case](#) record.

Ingest Date

The date and time at which a video file was transmitted to a [Precinct server](#) 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 [VIEVU](#) Body Worn cameras, your Interchange videos will have an extension of **AVI**. If your agency has any [BodyVISION](#) 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 [BWX-100](#) videos from a smart phone or tablet in the field.

Manual Backup Disc

See [User Requested Certified Copy](#).

Manual Export

The system process used to download video and/or [case](#) files to your PC. You must have the proper permissions to perform a manual export.

Online

A status for a video or [case](#) file which indicates that all of the file's information is currently available for viewing on the [Precinct](#) or [Agency](#) server.

Offline

A status for a video or [case](#) which indicates that some, but not all, of that record's data and functions are available on the Precinct or [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. 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 [Agency server](#).

Private File

A video, [case](#), or [snapshot](#) 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, [case](#), or [snapshot](#) that can be viewed by all [DEA](#) users.

Quarantined File

A video that is shorter than the *Minimum File Duration* value entered on the **Online Life-Cycle** tab. Typically, a quarantine file is a small "test" video that an officer makes at the beginning of each shift to test his equipment before going out into the field. The system automatically marks these short videos for review or disposal, depending on your system settings.


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 [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.

Record Reason

The event or “trigger” that caused a DVR to start recording. Common record reasons include pressing the  button, turning the emergency lights on, activating the siren, or reaching a particular speed, such as 90 miles per hour.

Restricted Case

A [case](#) that can only be accessed by a predefined list of users.

Robotic DVD Burner

A disc duplicator that burns and labels your [Certified Backup Discs](#) and [User Requested Certified Copies](#). 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.

SD Card

The temporary storage device that stores Flashback3 and/or FlashbackHD videos until they can be transmitted to the [Precinct server](#).

Snapshot

A JPG still image captured with a [BodyVISION](#) or [BWX-100](#) Body Worn camera. These images are uploaded to the [Precinct server](#) along with the device’s videos.

Stand-alone Video

Video that is not currently linked to any [cases](#).

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 [access points](#), [Precinct](#) and [Agency](#) servers, [robotic DVD burner](#), [Backup PC](#), and [DEA](#) software.

Tagging


A procedure used by DEA Precinct users to add extra days to the [online](#) 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 **Online Life-Cycle** tab.

Transmission

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](#) (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 [BodyVISION](#), this is accomplished by pressing the Snapshot/Tracepoint button on the top of the unit (configuration required). If you are using a [BWX-100](#), this is accomplished by pressing the Snap/Trace button on the side of the unit (configuration required). By marking a video with a tracepoint, it allows you to quickly advance to an important segment in that video during playback.

Trigger

See [Record Reason](#).

Uncompressed DVD

A [Data DVD](#) 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 not available for Flashback videos only.

Undiscovered DVR

A DVR that has not been in communication with the [Precinct server](#) yet.

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 [Precinct server](#). 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 [robotic DVD burner](#) or your PC’s DVD burner. This type of DVD is, as its name implies, requested by the user. You create these discs on an “as-needed” basis 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.

VIEVU

A small DVR that is worn on an officer’s body. Videos recorded using this device are assigned the category of **VieVu**.



Appendix

Appendix A: End-User License Agreement

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END OF SOFTWARE LICENSE AGREEMENT

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For a list of third party software licenses, please click on the following link:

<https://l3mvicrm.blob.core.usgovcloudapi.net/mvicrm/Flashback/Third%20Party%20Software%20Licenses.pdf>

Appendix B: Suppressing Java Security Prompts

If you receive a security popup each time you access DEP, 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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