Digital Evidence Forwarder Administrator's Guide

version 4.0.10

SAFE **SF** FLEET
Law Enforcement

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1 Introduction

This manual provides data entry instructions and technical reference information for users of Digital Evidence Forwarder (DEF). DEF is a companion software application for Flashback, an in-car digital video recorder sold by L3 Mobile-Vision, Inc.

DEF allows you to search for and view the video files recorded by your Flashback and Body Worn cameras.

'F' is for Forwarder DEF is designed to forward videos to a main DEP server, also referred to as the "parent" server. Agencies that choose this software/server configuration typically run DEP at one central location and run DEF on multiple servers at different precinct locations.

Aside from the video forwarding capability, DEF and DEP are completely separate, stand-alone applications. The only major functional difference between these two applications is that DEP includes the *case* and *exporting* functionality, whereas DEF does not. **Cases** are a type of record used to store videos and other data that pertains to an incident, such as a motor vehicle accident. **Exporting** is a system process used to copy video files, case files, and/or *Body*VISION snapshots for the purpose of burning them to disc or downloading them to your PC.

As with DEP, DEF is 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 DEF.

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

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

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

For more information, see:

- ❑ Forwarding Videos to DEP, below
- ❑ User Roles, next page
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Forwarding Videos to DEP

During night processing, DEF automatically forwards all newly ingested videos to the DEP server. This process does not require any action on your part. A copy of these videos will remain on your DEF server until those videos "age out". The exact lifecycle for a video is determined by several factors, including the video's category and your Online Life-Cycle settings. For more information, see "Changing Video Categories" in chapter 2 and/or "Viewing/Changing the Online Lifecycle Settings" in chapter 4.

User Roles

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

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

System-Defined User Roles

System-defined user role*s* are pre-defined user groups that come standard with DEF. They include:

- ❒ Officer
- ❒ Display-only Video
- ❒ Supervisor Lvl 1
- ❒ Supervisor Lvl 2
- ❒ Administrator.

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

Custom User Roles

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

Logging into the System for the First Time

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

- ❒ URL needed to access your DEF server
- ❒ User ID
- ❒ DEF User Password (if needed)[*]

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

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

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 Implementation Specialist (SIS) provided you with.

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

5 Select the correct domain name from the *Domain* drop-down list.

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

For a detailed description of this page, see "DEF 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 DEF, as described below.

Please note that passwords are case-sensitive.

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

2 Enter your new password in the *User Password* field. For security reasons, your password will not display as you type it.

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

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

DEF 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 →

WELCOME HOME
Your last login was on: 01/13/2015 10:34:48

mvadmin is logged in. Logout

The Message Board contains system messages →

Date	State	Message Text	Actions
01/02/2015 17:07	Queued	File quarantined, please accept or permanently delete this video.	
12/23/2014 13:11	Completed	New DVR was discovered and added to your server.	✕
12/12/2014 15:04	Completed	Server Update to build number 3.8.RC6-16455 was successfully completed.	✕

Message Board

Whenever you login to DEF, the Message Board displays. The Message Board displays system messages. As an administrative user, you will see messages related to system problems and administrative functions. If you select the *All Messages* radio button, you will also see all messages that the system sent to other DEF users.

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

❐ *Queued*. The system has placed the job in a queue, which is a waiting list of system jobs.
❐ *Working*. The system is processing the job.
❐ *Completed*. The system has processed the job.
❐ *Failed*. The job 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	Description
▶	Play quarantined video
✕	Delete a system message
⊘	Deny request
→	View video details
☑	Accept quarantined video into the system
🗑	Reject (i.e., delete) quarantined video
?	View DVR troubleshooting materials
✎	Resolve a DVR naming conflict

Main Menu

▼ **Home Menu**
Home   ←——— View system messages
Search Video   ←——— Search for video; play video
Media Reader   ←——— Transfer video from a storage card or other external device to DEF
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   ←——— Copy your Flashback login information to a USB flash drive

▼ **Administration**
System Setup   ←——— Configure the DEF application; change system defaults
System Status   ←——— View system logs and statuses; access manuals and training videos; check for updates
Assign Videos   ←——— Reassign video to a different officer or DVR
Manage DVRs   ←——— Add/update DVR records and/or DVR groups
Mobile Devices   ←——— Assign Body Worn DVRs to officers; configure new Body Worn DVRs
Manage Users   ←——— Add/update system users

Definitions

This section describes some of the key terms and concepts that are central to the DEF 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 DEF software, so it's important to understand what each hardware component is and how it relates to the evidence collection system as a whole.

DEF Server

The DEF server is the network computer that hosts the DEF application and stores all of your video data.

DEP Server

The DEP server is the "parent" server to which DEF forwards videos after they are ingested by DEF. Unlike DEF, DEP has the case management feature and disc burning capabilities.

Flashback DVRs

Flashback DVRs are the digital video recorders that are installed inside your precinct's patrol cars and/or interview room(s). These recorders collect video evidence and store it temporarily on a storage card until the video can be transmitted to the DEF server. For more information on the Flashback, refer to your Flashback User's Guide.

*Body*VISION DVRs

The *Body*VISION 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 the DEF server via a *Body*VISION docking station. Videos recorded using this device are assigned the category of **Body Worn**.

BWX-100 DVRs

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

Access Point

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

Some smaller agencies do not use Access Points, as they download all their videos manually.

See also "Transmission" below.

Transmission

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

☐ *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 DEF server via the access point.

☐ *Manual transmission*. Each Flashback DVR holds a temporary storage device called an *SD card* (Flashback3/FlashbackHD) or *CF card* (Flashback2). This card is used to temporarily store an officer's videos until they can be transferred to the DEF server. If necessary, an officer can use this card to *manually* transfer videos to their PC, 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

User Metadata (UMD)

User Metadata or "UMD" refers to custom data fields that you can link to a video. You define these fields through DEF. 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 DEF server. For more information, see "Adding Predefined User Metadata to a Video" in chapter 2.

Offline Files

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

Software Navigation

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

Minimizing/Maximizing Menus

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

Minimized menu — When the arrow points RIGHT, the menu options are hidden

Maximized menu — When the arrow points DOWN, the menu options are visible

Scrolling Through Multiple Records

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

Button	Description
> <	Next Page/Previous Page. Used to scroll through the search results one page at a time.
>> <<	Fast forward/fast rewind. Used to scroll through the search results ten pages at a time.
|< >|	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 Video Search Results page is sorted by *Video Start*. However, you can change that sort value to *Owner*, *DVR Name*, or *Category*, as described here.

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: Category ▲

– 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: Category ▼

Right-clicking on a Row

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

Edit Menu
Edit
Delete

You can also select these same options from the Action column.

Action
New
Edit
Delete

Interview Room

Interview Room is an optional module that is used to record officer/subject interviews at your precinct. If your agency chose to purchase this module, you will have one or more Flashback cameras set up in your agency's interview room(s). All of the DEF features and functions for videos generated by these DVRs are the same as they are for videos generated by in-car units, with minor exceptions that are noted in the product documentation.

If your agency is interested in the Interview Room module, contact Mobile-Vision Sales at 1-800-336-8475.

Using the Online Help System

DEF 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 Help Contents page displays.

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

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2   Videos

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

The Flashback videos that an officer captures during each shift are automatically transmitted to the DEF server whenever his patrol car comes within range of an *access point* (see Glossary for definition). Body Worn videos and snapshots, on the other hand, upload to the server after an officer places the Body Worn camera in a docking station that's connected to the server.

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

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

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

For more information, see:
      (Continued)

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[*]   Includes BodyVISION and BWX-100 cameras

❒ Reassigning Video to a Different DVR, page 87
❒ Maintaining User Metadata, page 89
❒ Video Notations, page 96
❒ Updating Viewing Options, page 107
❒ Video Categories, page 113
❒ Installing the UMD Editor on an Officer's Mobile Data Computer, page 118
❒ Accepting/Rejecting Quarantined Video, page 121
❒ Exporting Video Activity to a Spreadsheet, page 123
❒ Flashback File Converter, page 125
❒ Installing the Windows Codec Utility for Flashback1 Videos, page 132
❒ Manually Installing the VIEVU Drivers, page 135
❒ Manually Installing the Flashback Player, page 137
❒ Body Worn Viewing Requests, page 141
❒ Keeping Offline Video Records on the Server, page 160
❒ Generating the Purged Videos Report, page 162
❒ Customizing the Video Search Results Page, page 164.

Searching for Videos

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

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

For specific instructions, see:

❐ Performing a Basic Video Search, below
❐ Performing an Advanced Video Search, page 20.

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 ▼ Home Menu 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 below.

Basic Search Form	
Search Field	**Description**
Date	Limits your search to those videos that began recording on this date. *Select this date from the calendar popup OR enter directly in mm/dd/yyyy format.*
DVR	Limits your search to those videos that were captured by this DVR unit. For more information, see *DVR Name* in the table on page 30. *Select this value from the drop-down list.*
System ID	Limits your search to a video in which the System ID is equal to this value. For more information, see *System ID* in the table on page 29.

(Continued)

Basic Search Form (cont'd)	
Search Field	**Description**
Owner	Limits your search to those videos that are owned by this officer. For more information, see *Owner* in the table on page 29. *Select this value from the drop-down list.*
Category	Limits your search to those videos that fall within this category. For more information, see *Category* in the table on page 30. *Select this value from the drop-down list.*
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 20.
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.

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

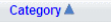The example on the previous page shows the default columns for the Video Search Results page. If desired, your agency can customize the Video Search Results screen, as described in "Customizing the Video Search Results Page" on page 160.

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

5 Go to the column heading you wish to sort by[*]:

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

– OR –

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

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

`|◁ ◁◁ ◁    ▷ ▷▷ ▷|`

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

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

These fields are described in the table on page 26.

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

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

For a detailed description of the components on the Video Search Results page, see
"Viewing Video Search Results" on page 25.

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

For a detailed description of the components on this page, see the table beginning on
page 29.

Performing an Advanced Video Search

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

- ❑   After Date
- ❑   Before Date
- ❑   DVR
- ❑   DVR Type
- ❑   Body Worn Mode*
- ❑   System ID
- ❑   Owner
- ❑   Category
- ❑   Tagged
- ❑   Status
- ❑   Record Trigger
- ❑   Latitude
- ❑   Longitude
- ❑   Speed Greater Than
- ❑   UMD
- ❑   Incident #

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

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*   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 *after* this date. To search for a date *range*, use this field in combination with the *Before Date* field. *Select this date from the calendar popup OR enter directly in mm/dd/yyyy format.*
Incident #	The agency incident number associated with this snapshot.
Before Date	Limits your search to those videos that began recording *before* this date. To search for a date *range*, use this field in combination with the *After Date* field. *Select this date from the calendar popup OR enter directly in mm/dd/yyyy format.*
Incident #	Limits your search to those videos in which the Incident number contains these digits.
DVR	Limits your search to those videos that were captured by this DVR unit. For more information, see *DVR Name* in the table on page 30. *Select this value from the drop-down list.*
DVR Type	Limits your search to those videos that were captured by one of these DVR types: ▪ *Vehicle*. A DVR that is installed inside a vehicle, such as a police cruiser. *(Continued)*

| Advanced Search Form (cont'd)	
Search Field	**Description**
DVR Type (cont'd)	▪ *Body Worn*. A *Body*VISION or BWX-100 Body Worn camera. ▪ *VieVu.* A VIEVU Body Worn camera. *Select this value from the drop-down list.*
Body Worn Mode	Limits your search to *Body*VISION and BWX-100 videos, snapshots, or both. This field will only display if you select a *DVR Type* of **Body Worn**. *Select this value from the drop-down list.*
System ID	Limits your search to a video in which the System ID is equal to this value. For more information, see *System ID* in the table on page 29.
Owner	Limits your search to those videos that are owned by this officer. For more information, see *Owner* in the table on page 29. *Select this value from the drop-down list.*
Category	Limits your search to those videos that fall within this category. For more on video categories, see *Category* in the table on page 30. *Select this value from the drop-down list.*
Tagged	Limits your search to those videos that are either tagged or not tagged. For more information, see "Tagging" on page 64. *Select this value from the drop-down list.*
Status	Limits your search to those videos with a status of *online* or *offline*. If a video is *online*, it means that it is still stored on the DEF server and you can play it directly off of the server. If a video is *offline*, it means that it has been purged from DEF due to its age, category, and/or other system settings. You may still be able to view *some* of an offline video's information (owner, category, duration, etc.), but not the video itself. *Select this value from the drop-down list.*
Record Trigger	Limits your search to those videos with this record trigger. For a list of record triggers, see *Record Trigger* in the table on page 32. *Select this value from the drop-down list.*
Latitude	Limits your search to those videos in which the latitudinal coordinate contains this text. *Must be used in conjunction with the 'Longitude' field.* The *Player Display GPS* permission is required to search on this field.
Longitude	Limits your search to those videos in which the longitudinal coordinate contains this text. *Must be used in conjunction with the 'Latitude' field.* The *Player Display GPS* permission is required to search on this field.

Advanced Search Form (cont'd)	
Search Field	**Description**
Speed Greater Than	Limits your search to those videos whose recorded maximum vehicle speed during a recording was greater than this value. The *Player Display Speed* 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 "Maintaining User Metadata" on page 89.
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 17.
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.

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

The previous example shows the default columns for the Video Search Results page. If desired, your agency can customize this screen, as described in "Customizing the Video Search Results Page" on page 160.

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 scroll 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 29.

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[*] 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 17 and "Performing an Advanced Video Search" on page 20.

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.

The example above shows the default columns for the Video Search Results page. If desired, your agency can customize this screen, as described in "Customizing the Video Search Results Page" on page 160.
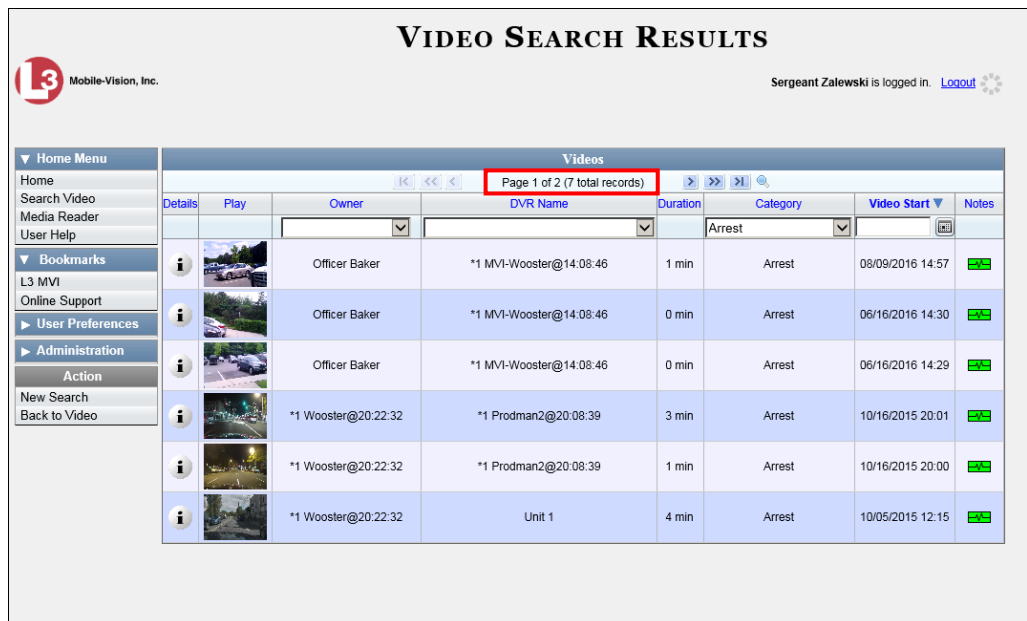
The other components of the Video Search Results page are described in the table below and on the next page.

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 *Quick Search Fields* below. This icon only displays after you perform a *Basic* 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 *Owner* in the table on page 29. *Select this value from the drop-down list.*
DVR Name	Limits your search to those videos that were recorded by a specific DVR unit. For more information, see *DVR Name* in the table on page 30. *Select this value from the drop-down list.*
Category	Limits your search to those videos that fall within a selected category. For more information, see *Category* in the table on page 30. *Select this value from the drop-down list.*
Video Start	Limits your search to those videos that began recording on a specified date. *Select this date from the calendar popup OR enter directly in mm/dd/yyyy format.*

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 *Owner* in the table on page 29.
DVR Name	The name of the DVR unit on which this video was recorded. For more information, see *DVR Name* in the table on page 30.
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 *Body*VISION or BWX-100 snapshot.
Category	The category assigned to this video. For more information, see *Category* in the table on page 30.

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*   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 time format.
Notes	Status icons used to provide details on each video.
	The video file has been tagged by a user. For more information, see "Tagging" on page 44.
	The video file is *online*. This means that all of the file's information is currently available for viewing on the DEF server. If this icon does *not* display, it indicates that the video is offline.
	The video file belongs to a video group. For more information, see "Viewing a Video's Group Information" on page 36.
	The video record includes one or more snapshot still images. *Applies to Body Worn videos only.*
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 *Owner*. If no one was logged into the DVR at the time of the recording, the system will assign a default DVR Officer Name of ***1 No name@[time at which default officer name was created]**
DVR Type	The type of DVR that captured this video: ▪ *Vehicle*. A Flashback DVR that is installed inside a vehicle, such as a police cruiser. ▪ *Body Worn*. A *Body*VISION or BWX-100 Body Worn camera. ▪ *VieVu*. A VIEVU Body Worn camera.
Incident #	The agency incident number associated with this video.
Ingest Date	The date and time at which this video file transmitted to the server from the DVR unit. Displays in mm/dd/yyyy hh:mm format.
Record Trigger	The event that caused your Flashback DVR to start recording. For a list of record triggers, see page 32.
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.
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 Video

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

For instructions on displaying a *Body*VISION or BWX-100 snapshot file, see "Displaying a Snapshot" on page 44 instead.

1   Perform a basic or advanced search, as described in "Searching for Videos" on page 16.
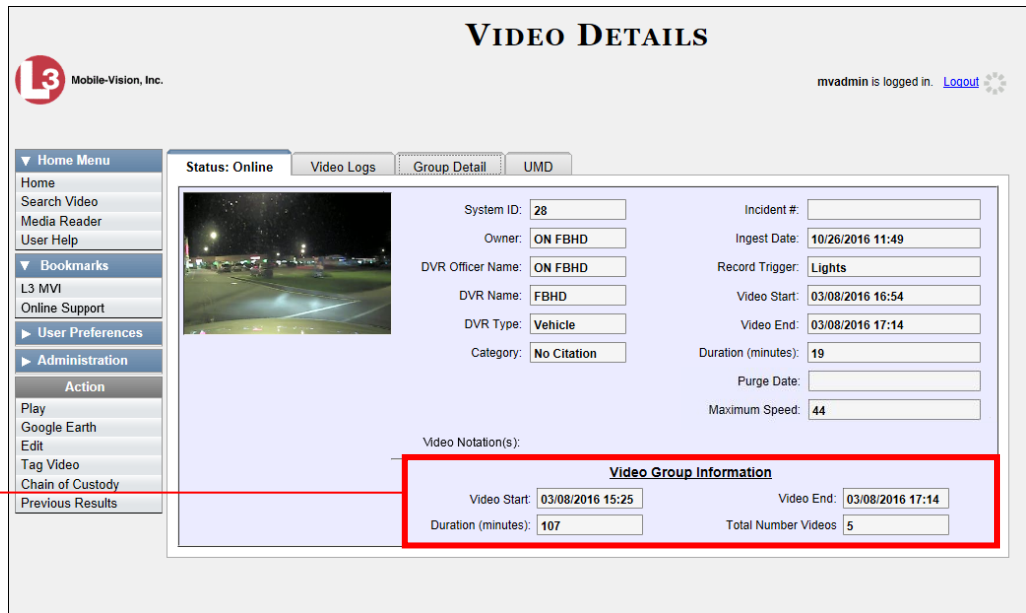
The Video Search Results page displays.

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

This section only displays for longer videos that the system subdivided into 2 or more files

The information on the Video Details page is described below.

Status Tab	
Field	**Description**
System ID	The unique identification number that the system assigned to this video.
Owner	The name of the officer who owns this video. By default, the owner of a video file is the officer who was logged into the DVR unit during the recording.
	If an owner name starts with ***1**, it means that it was auto-created by the system. There are two scenarios in which the system will auto-create an owner:
	1. An officer logs into a DVR using a User ID that does not reside on the server. After 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 *Owner* field. **Note**: When officers login to their DVRs 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.
	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 efault owner of ***1 No Name@ [time at which default officer name was created]** to any videos that were recorded during that session.
	(Continued)

Status Tab (cont'd)	
Field	**Description**
Owner (cont'd)	If necessary, you can reassign a ***1** video to its proper owner, as described in "Reassigning Video to a Different Officer" on page 83.
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 *Owner*. 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	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 the DVR is a *Flashback*, **Vehicle** or **Interview Room** will display here. If the DVR is a *VIEVU*, **VieVu** will display. If the DVR is a *Body*VISION or *BWX-100*, **Body Worn** will display. If the DVR is *newly discovered* * 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. Some DVR records are entered by your SIS or System Administrator (typical), and some are created automatically by the system.
DVR Type	The type of DVR that captured this video: ▪ *Vehicle*. A DVR that is installed inside a vehicle. ▪ *Body Worn*. A *Body*VISION or BWX-100 Body Worn camera. ▪ *VieVu.* A VIEVU Body Worn camera.
Category	The category assigned to this video. A video's category determines the order in which it transmits to the server. Videos will transmit in the order in which they are listed on the **Categories** tab, as pictured on the next page. *(Continued)*

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

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Status Tab (cont'd)	
Field	**Description**
Category (cont'd)

A video's category also determines its *online life*. You can assign a number of online days to each category, as described in "Maintaining Video Categories" on page 113. If an option called *Strict Purger* is selected, then after a video reaches its category's predetermined age, the system will automatically purge that file from DEF. If the *Strict Purger* option is *not* selected, the system will purge a video from DEF after **two** conditions are met: 1) the video reaches its category's predetermined age, and 2) the server needs the extra disk space to store other, higher priority data. However, you can also assign categories back at the precinct after you've logged onto the server, as described in "Changing a Video's Category" on page 60. The default video categories that you can assign to a video are: *No Citation*, *Citation*, *Search*, *Arrest*, *Other 1 – 5*. You have the option of customizing these default category names to meet your agency's needs, as described in "Maintaining Video Categories" on page 113.

The following categories are assigned automatically by DEF:

▪ *Interrupted Recording*. A recording session was interrupted because the SD card (Flashback3/Flashback HD) or CF card (Flashback1/Flashback2) was full.
▪ *Background Mode*. 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.
▪ *Power Failure*. A recording session was interrupted after a power failure occurred.
▪ Firmware Upgrade. An officer requested a DVR firmware upgrade in the middle of a recording session (highly unlikely scenario).

(Continued) |

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[*] Where **X** = the Ignition Timer setting. For more information, see "Programming the Ignition Timer" in your Flashback User's Guide.

Status Tab (cont'd)	
Field	**Description**
Category (cont'd)	▪ *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). ▪ *Corrupt QBX*. The system detected a possible file corruption in a Flashback2, Flashback3, FlashbackHD, or *Body*VISION video (highly unlikely scenario). ▪ *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 1-800-336-8475. ▪ *VieVu*. The video was captured using a VIEVU Body Worn camera. ▪ *Body Worn*. The video was captured using a *Body*VISION or BWX-100 Body Worn camera. ▪ *Interview*. The video was captured using a Flashback installed in an Interview Room. ▪ *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 *or* 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 *Enable Re-categorization of Media on Delete* checkbox on the **Life-Cycle** tab is selected. **Note**: System-assigned categories cannot be changed.
Incident #	The agency incident number associated with this video.
Ingest Date	The date and time at which this video file was 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. Record triggers include: ▪ *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. *(Continued)*

Status Tab (cont'd)	
Field	**Description**
Record Trigger (cont'd)	▪ *Lights*. An officer turned the vehicle's emergency lights on. Automatic trigger. ▪ *Microphone 1*. An officer activated the *Record* switch on the wireless mic that's plugged into the Flashback's VLP 1 port. Manual trigger. ▪ *Microphone 2*. An officer activated the *Record* switch on the wireless mic that's plugged into the Flashback's VLP 2 port. Manual trigger. ▪ *Record button*. An officer pressed the 🅡 button on the Flashback monitor, DVR, or Vehicle Viewer screen. Manual trigger. ▪ *Siren*. An officer turned the vehicle's siren on. Automatic trigger. ▪ Speed. The vehicle reached a pre-defined rate of speed. You set the rate of speed through the DVR menu, as described in "Turning the Speed Trigger On/Off" in your Flashback User's Guide.
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 *Body*VISION or BWX-100 snapshot.
Purge Date	The date on which the video is scheduled to be removed (i.e., purged) from the DEF server.
Maximum Speed	The highest vehicle speed that was reached during this Flashback recording. If you do not have the *Display MAX Speed* permission, this field will not display. If the video was recorded by a Body Worn camera, this field will not display.
Video Group Information*	
Field	**Description**
Video Start	The date and time at which the DVR began recording the *first* 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 *last* video in this group. Displays in mm/dd/yyyy hh:mm format.

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

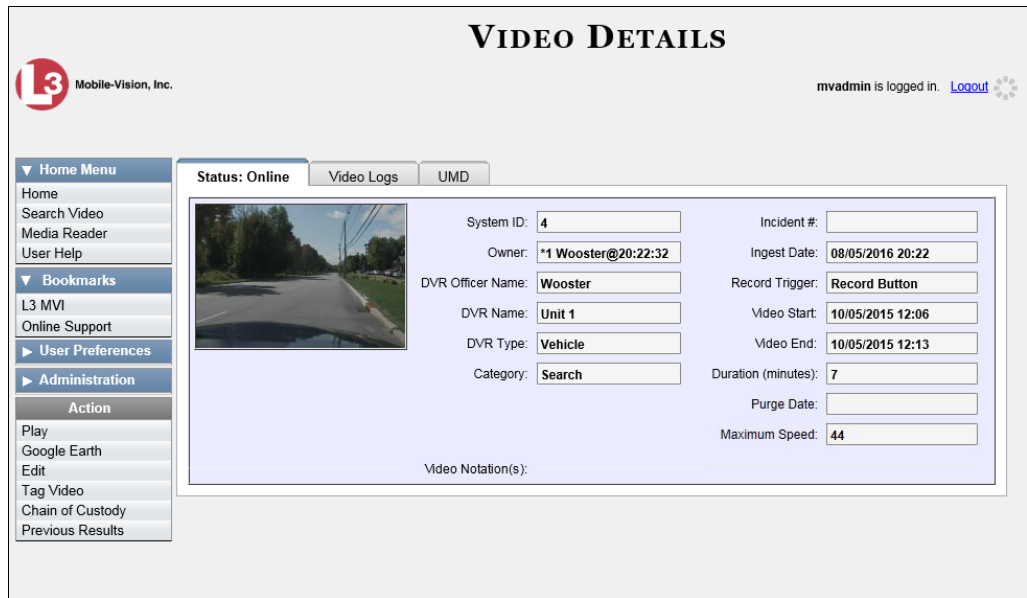| Status Tab (cont'd)	
Video Group Information (cont'd)	
Field	**Description**
Duration (minutes)	The length of this group, in minutes (i.e., the sum of minutes for all the videos in the group).
Total Number Videos	The total number of video files in this group.
Available Actions	
Action	**Description**
Play	Play the video. For more information, see "Playing a Video" on page 49.
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 *not* have Google Earth installed on your PC, this action will not display. For more information, see "Viewing a Video in Google Earth" on page 38.
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 60, "Adding Predefined User Metadata to a Media File" on page 62, and/or "Adding Predefined Video Notations to a Media File" on page 63.
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 "Taggng a Video" on page 64. **Untag**: Remove the "tagged" flag from a video. For more information, see "Untagging a Video" on page 65.
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 66.
Previous Results	Return to the previous Video Search Results page.
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, see:

❏ Viewing a Video's Logs, page 77, beginning with step 2
❏ Viewing a Video's User Metadata, next page, beginning with step 2
❏ Viewing a Video's Group Information, page 36, beginning with step 2
❏ Viewing a Video in Google Earth, page 38, beginning with step 2
❏ Viewing a Video's Snapshots, page 40, 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. For instructions on adding/updating UMD fields, see "Maintaining User Metadata" on page 89.

1 Search for and display the video you wish to view. (If necessary, review "Displaying a Video" on page 28.) The Video Details page displays.

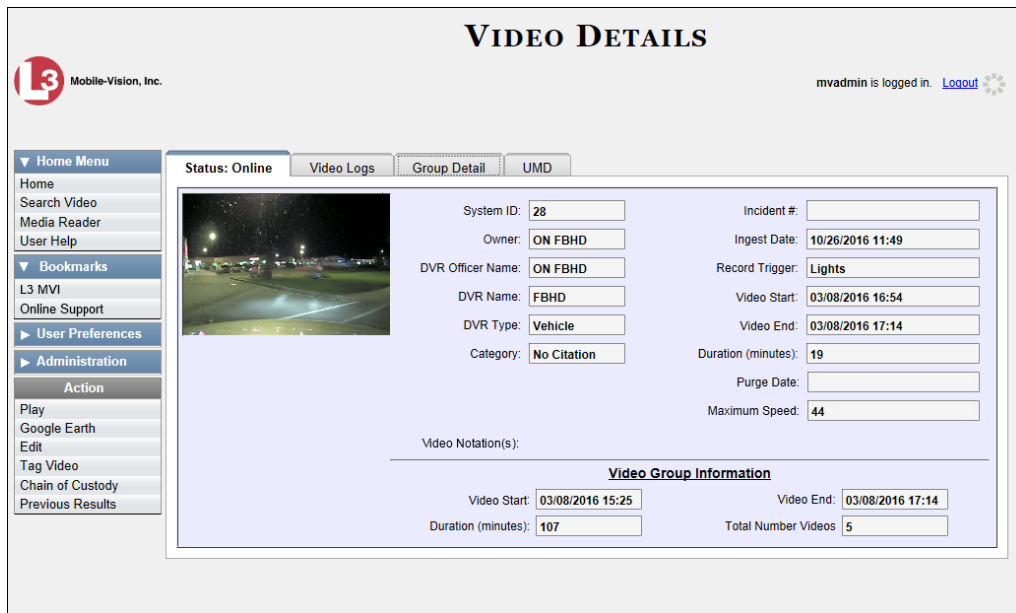**2** Click the **UMD** tab. The UMD form displays.

Because UMD data is custom-defined by each agency, your screen view may differ from the example on the previous page.

Viewing a Video's Group Information

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 DVR divided the original video file into two or more files.

1   Search for and display the video you wish to view. (If necessary, review "Displaying a Video" on page 28.)

The Video Details page displays.

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

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 *Owner* in the table on page 29.
DVR Name	The name of the DVR that recorded the original full-length video. For more on DVRs, see *DVR Name* in the table on page 30.
Category	The video category assigned to the original full-length video. For a description of this field's values, see page 30.
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.

(Continued)

Group Detail Tab (cont'd)	
Column	**Description**
Details	The Video Details icon. Used to open the Video Details page for this video segment.
Play	A thumbnail image of the video segment. Used to launch the Flashback Player and watch this video segment.
Owner	The name of the officer who owns this video. When the system divides the original video file into multiple files, it gives each file the same owner as the original file.
Video Number	The sequence of this video segment in the total group. For example, **2 of 6** means that this is the second video in a group of six.
Duration	The length of this video segment, in minutes.
Video Start	The date and time at which this segment of the video began 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 27.

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

1 Search for and display the video you wish to view in Google Earth. (If necessary, review "Displaying a Video" on page 28.)
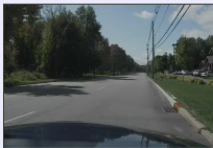
The Video Details page displays.

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.

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* If Google Earth does not display, it indicates that you either lack the proper permissions to perform this task *or* you do not have the Google Earth application installed on your PC.
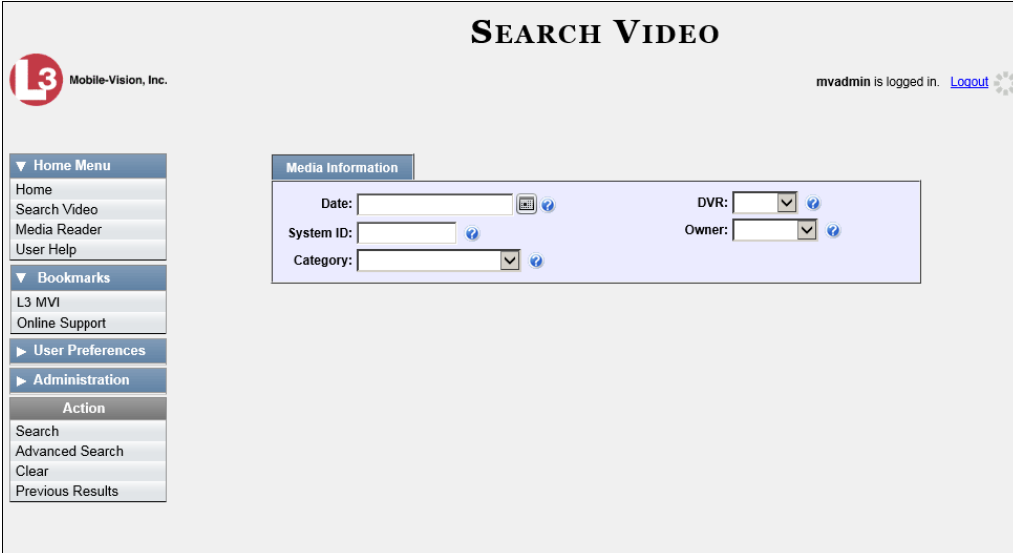
4 To reposition the map and/or zoom in or out, use the Google Earth controls provided. For information on other Google Earth functions and features, refer to the Google Earth documentation.

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 *Body*VISION or BWX-100 record. If you wish to view the Details page for an individual snapshot, see "Displaying a Snapshot" on page 44 instead.

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

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

3 Select **Body Worn** from the *DVR Type* drop-down list.

4 If desired, enter/select additional search criteria.

5 Go to the Action column and click **Search**. All *Body*VISION and/or BWX-100 videos that match your selection criteria display on the Video Search Results page.

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

(Continued)

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

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

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 *Body*-VISION or BWX-100 device was assigned to at the time the snapshot was captured. For more information, see *Owner* in the table on page 29.
DVR Name	The name of the *Body*VISION or BWX-100 device that captured this snapshot. For more on DVRs, see *DVR Name* in the table on page 30.
Category	The video category that is assigned to this snapshot. The system automatically assigns all *Body*VISION and BWX-100 snapshots a category of *Body Worn*.
Video Start	The date and time at which the associated Body Worn camera captured this snapshot image. Displays in mm/dd/yyyy hh:mm:ss format.
Notes	Status icons used to provide details on this snapshot. For a description of each icon, see page 27.

Displaying a Snapshot

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

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

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

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

4 Select **Snapshots Only** from the *Body Worn Mode* drop-down list.

5 If desired, enter/select additional search criteria.

6 Go to the Action column and click **Search**. All *Body*VISION and/or BWX-100 snapshot files that match your selection criteria display on the Video Search Results page.

*Body*VISION snapshots display the word "Image" in this column

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.

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

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 *Owner* on page 29.
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 *Body Worn*.
Category	The video category that is assigned to this snapshot. The system assigns all *Body*VISION and BWX-100 snapshots a category of *Body Worn*.
Incident #	The agency incident number associated with this snapshot.
Ingest Date	The date and time at which this snapshot was uploaded to the DEF server. Displays in mm/dd/yyyy hh:mm format.

Snapshot Details (cont'd)	
Field	**Description**
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 *Manual Record.*
Capture Date	The date and time at which this snapshot was captured from a Body Worn device while a recording was in progress. Displays in mm/dd/yyyy hh:mm format.
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 60, "Adding Predefined User Metadata to a Media File" on page 62, and/or "Adding Predefined Video Notations to a Media File" on page 63.
Tag Video/ Untag Video	**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 64. **Untag**: Remove the "tagged" flag from a snapshot. For more information, see "Untagging a Video" on page 65
Chain of Custody	Generate a Chain of Custody report for this snapshot. For more information, see "Generating a Chain of Custody Report for a Media File" on page 66.
Previous Results	Return to the previous Video Search Results page.

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

(Continued)

The columns on this tab are described in the table on page 82.

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

For more information on user metadata, see "Maintaining User Metadata" on page 89.

Playing a Video

This section describes how to play an online video, that is, a video that is currently stored on your agency's DEF server.

1 Search for the video you wish to play. (If necessary, review "Searching for Videos" on page 16.)

The Video Search Results page displays.

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)

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 55 and "Flashback2/3/HD/BV Player" on page 51.

4 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 **5** To view the video in full-screen mode, press **Ctrl** + **F**. When you're ready to exit full-screen mode, press **Esc**.

– OR –

Display video on a Google 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 58.

6 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 (☐) or un-mute (☑) the audio from the wireless microphone that's connected to the Flashback's VLP 1 port.
VLP2	A checkbox used to mute (☐) or un-mute (☑) the audio from the wireless microphone that's connected to the Flashback's VLP 2 port.
In-Car Audio	A checkbox used to mute (☐) or un-mute (☑) the audio from the in-car microphone.
Volume	The volume control bar.
🔊	*Audio On* indicator. To turn all audio *off*, click this button.
🚫	*Audio Off* indicator. To turn all audio back *on*, click this button.
🟩	*Audio Enabled* indicator. Indicates that the audio channel was enabled at the DVR.
🟥	*Audio Disabled* indicator. Indicates that the audio channel was disabled at the DVR.

Flashback2/3/HD/BV Player (cont'd)	
Audio (cont'd)	
	Audio Indeterminate indicator. Indicates that the audio channel status at the DVR (enabled or disabled) is indeterminate.
Triggers	
As you watch a video, some of the boxes in the *Triggers* 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 *siren* is one of your triggers and the *Siren* box remains red for the first five minutes of the video, it indicates that the driver had his siren on during that 5-minute time period.	
Lights	This box turns red when the vehicle's emergency lights were on during the course of the video.
Siren	This box turns red when the vehicle's siren was on during the course of the video.
Brakes	If brakes are one of your "triggers" (see **Note** below), this box turns red when the vehicle's breaks were activated during the course of the video. **Note**: Brakes are technically a display option rather than a trigger.
Aux 1	If the Auxilary 1 device is one of your triggers (actual device may vary), this box turns red whenever the device is triggered. For example, if your Auxiliary 1 device is the CrashBat2 crash detector, this box will turn red at the point in the video when the CrashBat2's G-force meter detected a crash. If the Auxiliary 1 device is *not* one of your triggers, this box will remain blank during the entire video regardless of whether the device was triggered or not.
Aux 2	If the Auxilary 2 device is one of your triggers (actual device may vary), this box turns red whenever the device is triggered. If the Auxiliary 2 device is *not* one of your triggers, this box will remain blank during the entire video regardless of whether the device was triggered or not.
Cameras	
	A control button used to switch to the viewpoint of Camera Channel **2**, which includes the Backseat camera and/or Bullet camera(s).
	A control button used to switch to the viewpoint of Camera Channel **1**—typically the forward facing zoom camera.

Flashback2/3/HD/BV Player (cont'd)	
Cameras (cont'd)	
Enable PIP	A checkbox used to display (☑) or hide (☐) 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 (☑) or reduce (☐) the size of the picture-in-picture (PIP) image.*
Move to Corner ⊙ ○ / ○ ○	Move the picture-in-picture (PIP) image to the upper left corner of the video display.*
Move to Corner ○ ⊙ / ○ ○	Move the picture-in-picture (PIP) image to the upper right corner of the video display.*
Move to Corner ○ ○ / ⊙ ○	Move the picture-in-picture (PIP) image to the lower left corner of the video display.*
Move to Corner ○ ○ / ○ ⊙	Move the picture-in-picture (PIP) image to the lower right corner of the video display.*
GPS	
The GPS display indicates the exact speed and location of the vehicle during each segment of the video. The *Player Display Speed* permission is required to view the *Speed* field, and the *Player Display GPS* permission is required to view the *Latitude, Longitude,* and *Heading* fields.	
Latitude	The GPS latitude coordinate.
Longitude	The GPS longitude coordinate.
Speed	The vehicle's speed, as determined by the GPS coordinates.
Heading	The direction in which the vehicle is moving.
General	
Cause	The trigger event that started the recording (lights, siren, etc.)
Officer	The name of the officer who was logged into the DVR at the time this video was recorded.
DVR Name	The name of the DVR that recorded this video.
Radar	
If your department is using the Radar interface module, the following fields will be populated.	
Target	The MPH or KPH reading that an officer obtained after the radar device was aimed at a speeding vehicle.

(Continued)

---

* See *Enable PIP* above

Flashback2/3/HD/BV Player (cont'd)	
Radar (cont'd)	
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 yyyy-mm-dd hh:mm:ss format.
End	The date and time at which the video stopped recording. Displays in yyyy-mm-dd hh:mm:ss format.
Play Controls	
⏮	Go to beginning
⏸	Pause/Unpause
▶	Play
◼	Stop
⏭	Advance one frame at a time
Ⓣ	Advance to a tracepoint. A tracepoint is a placemarker that an officer can add to a video while it's recording.
⏭	Go to end

SAFE FLEET
Law Enforcement

Flashback1 Player

Flashback1 Player	
Video	
Camera 1	A viewing window for Camera Channel **1**—the Nite-Watch camera.
Camera 2	A viewing window for Camera Channel **2**—the Backseat camera.
Sound	
	Audio On indicator. To turn all audio *off*, click this button.
	Audio Off indicator. To turn all audio *on*, click this button.
	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.

(Continued)

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 not a trigger, but you may choose to monitor brake use during a video.
Auxilary	If the *CrashBat* crash detector 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 *not* one of your triggers, this checkbox will remain blank during the entire video regardless of whether there was a crash or not.
Auxilary2	If the *radar detector* 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. You program the rate of speed through the DVR menu. If the radar detector is *not* 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 *miles-per-hour* or *kilometers-per-hour* is one of your triggers, this box turns red when the police vehicle reached a pre-defined rate of speed during the course of the video. You set the rate of speed through the DVR menu. If MPH/KPH is *not* 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	▪ *Date*. 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. ▪ *Time*. 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 placemarker that an officer can add to a video while it's recording.

Exporting a Video Frame

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

❐ JPEG
❐ GIF
❐ PNG
❐ TIF
❐ BMP

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

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

1 Search for and display the video from which you wish to export a frame. (If necessary, review "Displaying a Video" on page 28 or "Displaying a Snapshot" on page 44.) The Video Details page displays.

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

3   Using the navigation buttons, advance to the section of the video from which you wish to select a frame.

4   Once you reach the desired video segment, press **Ctrl** + **S**. The following popup displays.

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

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

– OR –

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

7 Enter your comment in the *Comments* box provided.

8 To capture this still frame as a JPG file (default), proceed to the next step. Otherwise select a different file format in the *Snapshot Format* box.

Snapshot Format
⦿ JPG   ◯ TIF
◯ GIF   ◯ BMP
◯ PNG

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

– OR –

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

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

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 30.

1 Search for and display the video you wish to update. (If necessary, review "Displaying a Video" on page 28.)

The Video Details page displays.

For a description of the Video Details fields, see the table on page 29.

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

3   Select a new value from the *Category* drop-down list at the top of the form.

4   Click **Save**. The new value displays in the *Category* field on the Video Details page.

(Continued)

Adding Predefined User Metadata to a Media File

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. For instructions on adding/updating these fields, see "Maintaining User Metadata" on page 89.

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.

1   Search for and display the video or snapshot you wish to add user metadata to. (If necessary, review "Displaying a Video" on page 28 or "Displaying a Snapshot" on page 44.)

The Video Details page displays.

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

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*. For instructions on how to create video notations, see "Adding a Video Notation" on page 96.

1   Search for and display the video or snapshot you wish to notate. (If necessary, review "Displaying a Video" on page 28 or "Displaying a Snapshot" on page 44.) 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 above.

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, see "Adding a Video Notation" on page 96.
❒   Your agency has created video notation records, but the feature is currently inactivated. For more information, see "Turning Video Notations On/Off" on page 103.

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. The exact number of days is determined by the *Days to extend the life of tagged video* field on the **Life-Cycle** tab. (For instructions on changing this setting, see "Viewing/Changing the Online Lifecycle Settings" in chapter 4.)

The system will archive a tagged video just as it archives other videos—according to your system settings.
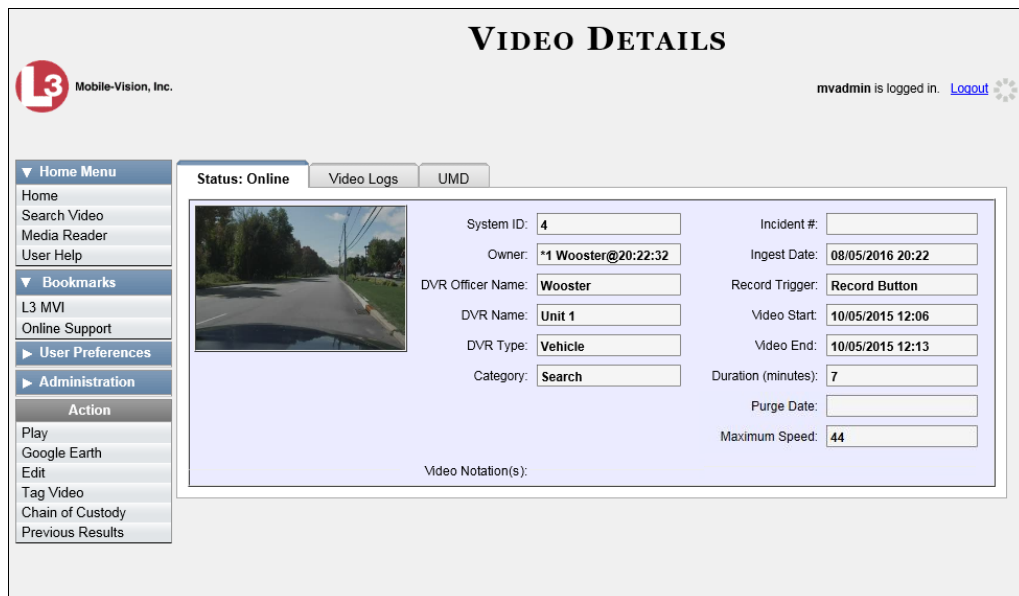
For specific instructions, see:

❒ Tagging a Video, below
❒ Untagging a Video, page 65.

Tagging a Video

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

1 Search for and display the video you wish to tag. (If necessary, review "Displaying a Video" on page 28.)

The Video Details page displays.

2 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 64.

In order to perform this task, the *Enable Un-tagging* function must be selected on the Life-Cycle form, as pictured below. For instructions on how to access this form, see "Viewing/Changing the Online Lifecycle Settings" in chapter 4.

1 Search for and display the video you wish to untag. (If necessary, review "Displaying a Video" on page 28.) The Video Details page displays, as pictured above.

The *Video Tagged* field indicates that the video is currently tagged.

2 Go to the `Action` column and click **Untag Video**. The *Video Tagged* field is removed from the Video Details page.

Generating a Chain of Custody Report for a Media File

This section describes how to generate a Chain of Custody report for a selected video or *Body*VISION snapshot. The Chain of Custody report contains a log of all operations that have been performed on a video or snapshot, such as the transfer of data from a vehicle to the DEF 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.

1 Search for and display the video or snapshot you wish to generate a report for. (If necessary, review "Displaying a Video" on page 28 or "Displaying a Snapshot" on page 44.)

The Video Details page displays.

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

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

– OR –

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

– OR –

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

4 Click **OK**. A Windows message displays.

Do you want to open or save **sys_vid3.pdf** from **166.20.101.81**? [Open] [Save ▼] [Cancel] ✕

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

The sys_vid3.pdf download has completed. [Open ▼] [Open folder] [View downloads] ✕

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

7 To print this report, proceed to the next step. Otherwise skip to step 10.

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

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[*] International Association of Chiefs of Police

9   Select your desired printer settings, then click **OK** or **Print**. The report is directed to your active printer.

10   When you are finished viewing/printing the report, click the ⊠ in the upper right corner of the page to exit Adobe Reader.

Manually Uploading Flashback Videos

Typically, video files are transmitted to the server automatically whenever your vehicle comes within about 300 feet of your precinct's access points. 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 videos yourself. Manual uploads are also used to transmit videos captured with a Body Worn camera, such as *Body*VISION, BWX-100, or VIEVU.

For specific instructions, see:

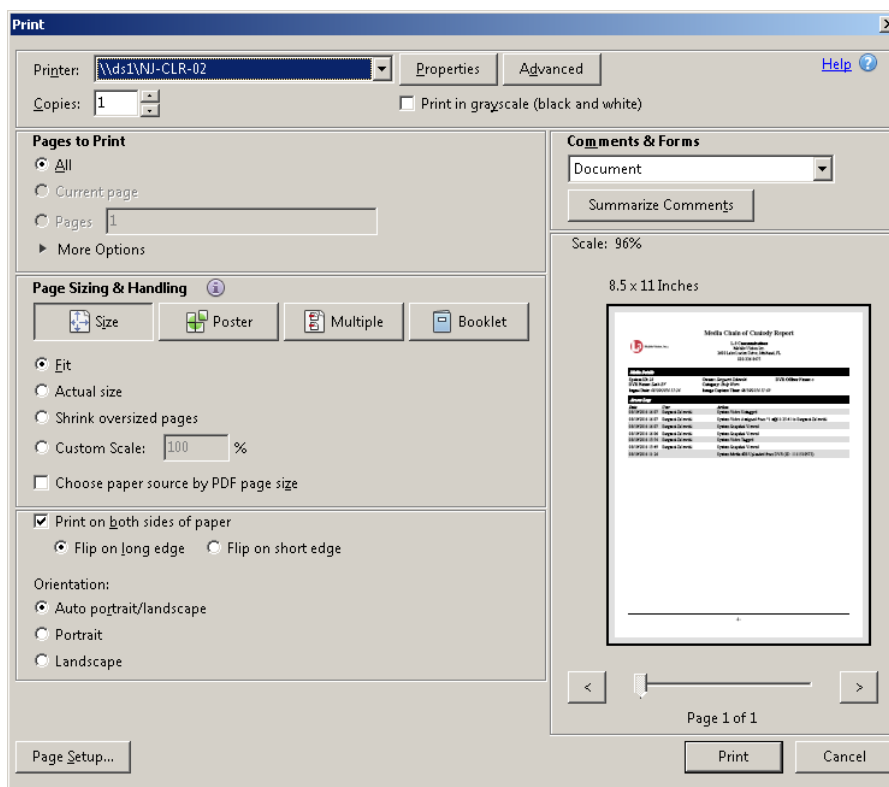❒   Manually Uploading Flashback Videos, next page
❒   Manually Uploading VIEVU Videos, page 71
❒   Manually Uploading *Body*VISION or BWX-100 Videos. To upload these videos, simply place the Body Worn camera in your agency's Uplink Station, which consists of a group of docking stations connected to 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. These manuals are available for download from our Online Support Center. (To access, click the appropriate link under ▼ Bookmarks .)

Manually Uploading Flashback Videos

This section describes how to manually upload new Flashback videos from an SD Card (Flashback3/FlashbackHD) or CF Card (Flashback2). For more information on when/why you might need to perform this procedure, see the previous section, "Manually Uploading Flashback Videos".

1 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.

Automatic | **Manual**

Automatic Upload

To upload video from your PC, please complete the following steps:

- Connect the media to this computer (via card reader or ESU reader).
- Wait about 15 seconds for the computer to recognize the device.
- Click the 'Read & Upload' button below.

Files Found for Upload

File Names	Status

Read & Upload

0%

---

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.
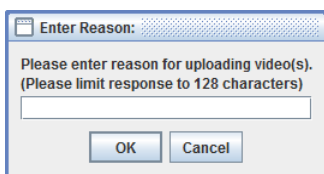
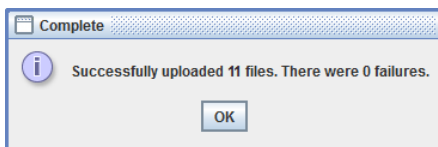*(Continued)*

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.

Manually Uploading VIEVU Videos

This section describes how to upload new videos from a VIEVU— a small wearable DVR sold by Mobile-Vision. This procedure differs slightly depending on whether you have an LE2 or LE3 model VIEVU.
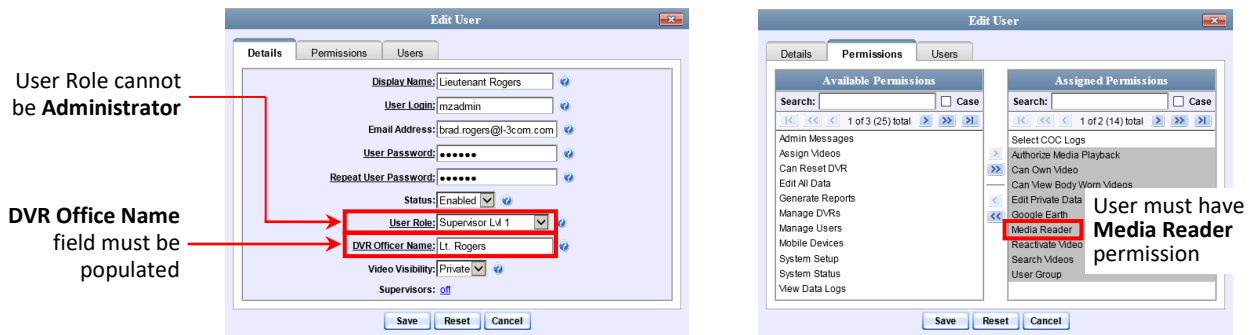
For specific instructions, see:

❒ Manually Uploading Videos from a VIEVU LE2, below
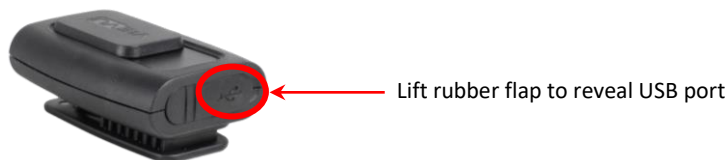❒ Manually Uploading Videos from a VIEVU LE3, page 74.

Manually Uploading Videos from a VIEVU LE2

This section describes how to upload new videos from a VIEVU model LE2. This procedure must be performed by a *non-admin* user (typically a *Supervisor Lvl 1* or *Supervisor Lvl 2*) who has a *DVR Officer Name* and is assigned the *Media Reader* permission. See illustration below.

User Role cannot be **Administrator**

DVR Office Name field must be populated

User must have **Media Reader** permission

For instructions on Viewing/Updating user records, see "Changing a User" in chapter 6.

1 Login to the DEF application as a non-admin user who has a *DVR Office Name* and is assigned the *Media Reader* permission. (See illustration above.)

2 Take out the USB cable that came in the box with your VIEVU LE2.

3 Insert the smaller USB plug into the VIEVU's USB port, as pictured below.

Lift rubber flap to reveal USB port

4 Insert the remaining USB plugs into any two USB ports on the PC that you use to access DEF.

(Continued)

5   If this is the first time you've connected the VIEVU to this PC and you are prompted to download the VIEVU drivers, proceed to the next step.

– OR –

If this is the first time you've connected the VIEVU to this PC and you are *not* prompted to download the VIEVU drivers, you will have to manually download them before continuing. See "Manually Installing the VIEVU Drivers" on page 135 for instructions. Once the drivers are installed, proceed to step 12 for further instructions.
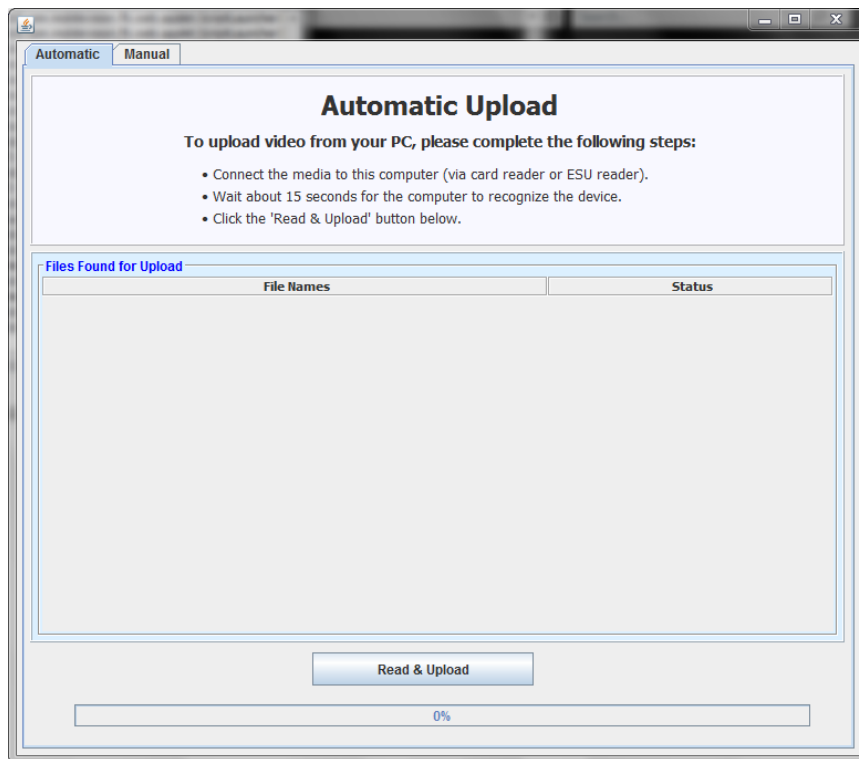
– OR –

If this is *not* the first time you've used this PC to upload videos to DEF (i.e., this PC already has the VIEVU drivers installed on it), skip to step 14.

6   Select the **Yes, this time only** button.

7   Click **Next**.

8   Click **Next** again.

9   Click **Finish**.

10   Repeat steps 6 – 9.

11   Disconnect the USB cables, then reboot your PC.

12   Plug the USB cables back in.

13   Log back into DEF as a non-admin user who has a *DVR Office Name* and is assigned the *Media Reader* permission.

14   Push the VIEVU's slide bar into the ON position, as pictured below.

ON position

15   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.
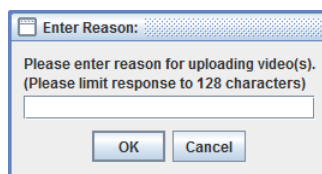
⚠️ **WARNING**: If you are also using VIEVU's Veripatrol software, make sure the Veripatrol application is **closed** before you proceed.

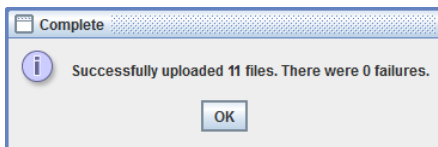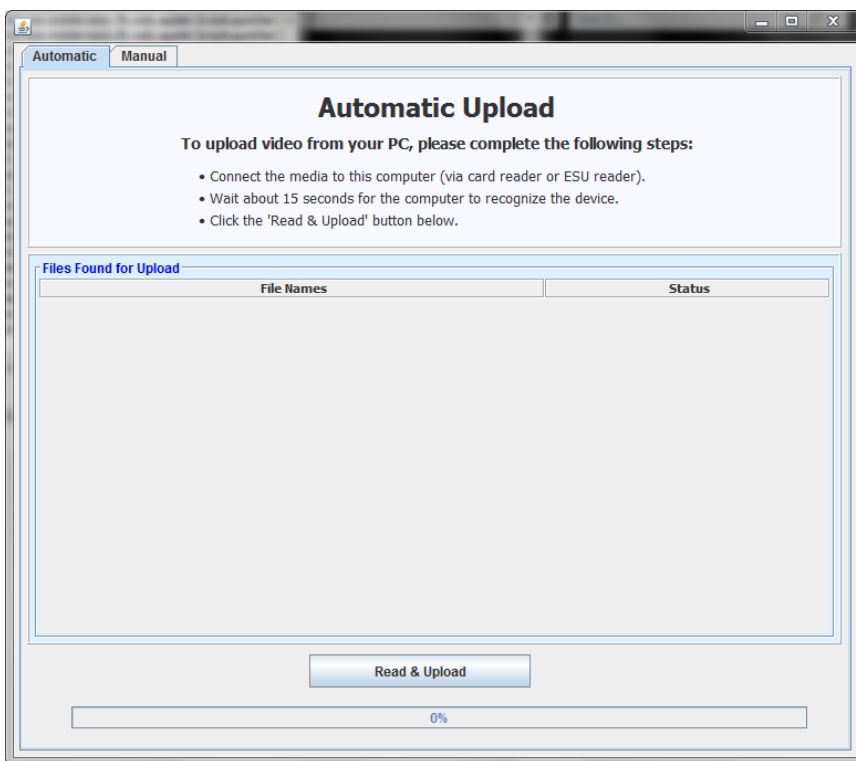**16** Click the **Read & Upload** button. The Select Officer to Assign Video popup displays.

17 Select an officer name from the drop-down list, then click **OK**. The Enter Reason popup displays.

18 Type **VIEVU video upload** in the blank field provided, then click **OK**. Your entry displays for confirmation purposes.

19 Click **Yes**. 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.

Complete

Successfully uploaded **11** files. There were **0** failures.

OK

20 Click **OK**.

Manually Uploading Videos from a VIEVU LE3

This section describes how to upload new videos from a VIEVU model LE3. This procedure must be performed by a user who has the *Media Reader* permission, such as an Administrator or Supervisor.

1 Take out the USB cable that came in the box with your VIEVU LE3.

NOTE: If you also have an LE2 model VIEVU, make sure you use the cable that came with the LE3, *not* the LE2.

2 Insert the smaller USB plug into the VIEVU's USB port.

Lift rubber flap to reveal USB port

3 Insert the remaining USB plugs into two USB ports on the PC that you use to access DEF.

⇒ If this is the **first time** you've connected the VIEVU to this PC, the system will automatically begin downloading the VIEVU drivers. Once the installation of the drivers is complete, click **Close** in response to the system prompt. Next, you need to set the VIEVU's COM port to COM9 or lower in Windows. Proceed to the next step.

⇒ If this is *not* the first time you've connected the VIEVU to this PC (i.e., the VIEVU drivers are already installed on this PC), skip to step 15.

4 Click the Windows **Start** button or 🌐 icon in the lower left corner of your screen.

5 Right-click on the word **Computer**.

6 Click **Manage**.

7 Go to the left column and click **Device Manager**.

8 Double-click on **Ports (COM & LPT)**.

9 Double-click on **USB Serial Port**.

10 Click the **Port Settings** tab.

11 Click the **Advanced** button.

12 Select a new COM port from the *COM Port Number* drop-down list. You may select any unused port that is COM9 or lower.

13 Disconnect the USB cables, then restart your PC.

14 Plug the USB cables back in.

15 Push the VIEVU's slide bar into the ON position.

ON position

16 Login to DEF as an Administrator or Supervisor user.

17 Go to ▼ Home Menu and click **Media Reader**.

⇒ If the Automatic Upload popup displays (typical), proceed to the next page.

⇒ 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.

(Continued)

WARNING: If you are also using VIEVU's Veripatrol software, make sure the Veripatrol application is **closed** before you proceed.

18 Click the **Read & Upload** button. The Confirm Officer Assignment popup displays.

19 If you wish to assign videos to the officer name displayed here, click **Yes**. The Enter Reason popup displays. Skip to step 21.

– OR –

If you do *not* wish to assign videos to the officer displayed here, click **No**. The Select Officer to Assign Video popup displays.

20 Select an officer name from the drop-down list, then click **OK**. The Enter Reason popup displays.

> **Enter Reason:**
> Please enter reason for uploading video(s).
> (Please limit response to 128 characters)
>
> [   ]
>
> [OK]   [Cancel]

21 Type **VIEVU 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.

> **Complete**
> (i) Successfully uploaded **11** files. There were **0** failures.
>
> [OK]

22 Click **OK**.

Viewing a Video's Logs

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

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

❒ Who played this video, and when?
❒ When was this video uploaded from the DVR unit?
❒ Who manually uploaded this video from a flashcard, when, and why?
❒ Who was this video reassigned to?
❒ Who made the reassignment, and when?

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

1 Search for and display the video you wish to view logs for. (If necessary, review "Displaying a Video" on page 28.)

The Video Details page displays.

(Continued)

2 Click the **Video Logs** tab. The video's log records display.

If necessary, use the navigation arrows at the top of the page to scroll through the list.

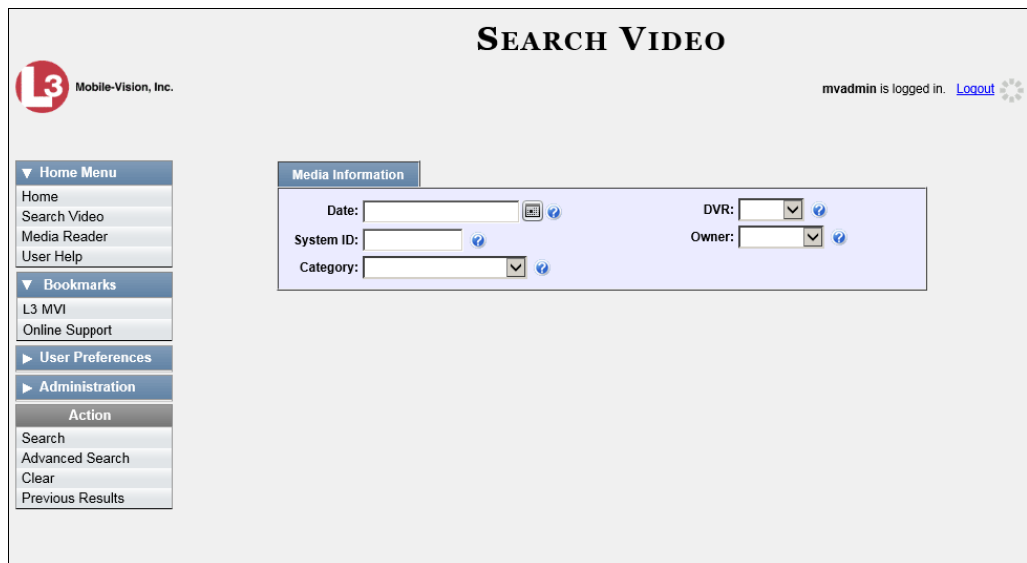The columns on the **Video Logs** tab are described in the following table.

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

Viewing a Snapshot's Logs

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

❒ The date/time at which the snapshot was uploaded to the server
❒ The users who have viewed the source video (i.e., the video from which the snapshot was excerpted), and the date/time at which they did so.

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

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

(Continued)

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

4   Select **Snapshots Only** from the *Body Worn Mode* drop-down list.

5   If desired, enter/select additional search criteria.

6   Go to the Action column and click **Search**.

All *Body*VISION or BWX-100 snapshot files that match your selection criteria display on the Video Search Results page.

*Body*VISION snapshots display the word "Image" in this column

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.

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

9 Click the **Snapshot Logs** tab. The snapshot's log records display.

(Continued)

If necessary, use the navigation arrows at the top of the page to scroll through the list.

The columns on the **Snapshot Logs** tab are described below.

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

Reassigning Video to a Different Officer

Periodically, you may need to reassign a video to a different officer. The procedures for reassigning single vs. multiple videos are slightly different. Proceed to the appropriate section for further instructions:

❑ Reassigning One Video to a Different Officer, below
❑ Reassigning Multiple Videos to a Different Officer, page 84.

Reassigning One Video to a Different Officer

This section describes how to reassign a single video to a different officer.

1 Search for and display the video you wish to reassign. (If necessary, review "Displaying a Video" on page 28.)

The Video Details page displays.

For a description of the fields on this screen, see the table on page 29.

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

(Continued)

3 Select a new name from the *Assign To Officer* drop-down list.

4 Click **Save**.

Reassigning Multiple Videos to a Different Officer

This section describes how to reassign multiple videos to a different officer. For example, if an officer forgets to login to his DVR one day, you can use this procedure to link that day's videos to the correct officer. Once an officer owns a video, he has permission to view, notate, or tag that video.

1 Go to ▼ Administration and click **Assign Videos**. The Search Video for Assignment page displays.

Next, search for the video(s) you wish to reassign.

2 To search for videos using the Basic Search form (default), proceed to the next step.

– OR –

To search for videos using the Advanced Search form, go to the Action column and click **Advanced Search**.

3 Enter or select your search criteria in the search fields provided.

4 Go to the Action column and click **Search**. The Assign Videos page displays.

(Continued)

The components on this page are described below.

Video Information	
Column	**Description**
Video	A thumbnail image of the video.
Owner	The name of the officer who currently owns this video. For more information, see *Owner* in the table on page 29.
Category	The category assigned to this video. For more on video categories, see *Category* in the table on page 30.
DVR Type	The type of DVR that captured this video: ▪ *Vehicle*. A DVR that is installed inside a vehicle, such as a police cruiser. ▪ *Interview Room*. A DVR that is installed inside an interview room. This type of DVR is used in conjunction with the optional *Interview Room* module. ▪ *Body Worn*. A *Body*VISION or BWX-100 Body Worn camera. ▪ *VieVu*. A VIEVU Body Worn camera.
DVR Name	The name of the DVR that captured this video. For more information, see *DVR Name* in the table on page 30.
Video Start	The date and time at which this video began recording. Displays in mm/dd/yyyy hh:mm:ss format.
Duration	The video's length, in minutes. If the word "Image" displays in this field, it indicates that this record is a *Body*VISION or BWX-100 still image.

Available Actions	
Action	**Description**
Select All on Page	Highlight the videos that are currently displayed on-screen.
Assign Selected	Assign all selected (i.e., highlighted) videos to the officer shown in the *Assign to Officer* field.
Assign All # Videos	Assign all the videos in your search results to the officer shown in the *Assign to Officer* field.
Deselect	Deselect all videos that are currently selected. You can also click on a video to deselect it.

5   Go to the *Assign to Officer* field at the top of the page and select a new officer from the drop-down list.

⚠️   **WARNING**: Video assignments cannot be undone. Before you proceed, make sure you are reassigning the videos to the correct officer.

6   To reassign *all* of the videos in your search results, go to the `Action` column and click **Assign All ## Videos**. Click **Yes** in response to the confirmation message. **End of procedure**.

– OR –

To reassign *some* of the videos in your search results, either click on the videos you wish to reassign *or* go to the `Action` column and click **Select All on Page**.

7   Go to the `Action` column and click **Assign Selected**. A confirmation message displays.

18 video(s) successfully assigned to James Ward

Reassigning Video to a Different DVR

This section describes how to reassign selected video(s) to a different DVR.

1   Go to `▼ Administration` and click **Assign Videos**. The Search Video for Assignment page displays.

(Continued)

2 To search for videos using the Basic Search form (default), proceed to the next step.

– OR –

To search for videos using the Advanced Search form, go to the Action column and click **Advanced Search**.

3 Enter or select your search criteria in the search fields provided.

4 Go to the Action column and click **Search**. The Assign Videos page displays.

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The columns and available actions on the Assign Videos page are described in the table on page 86.

5   Go to the *Assign to DVR* field at the top of the page and select a new DVR from the drop-down list.

⚠️ **WARNING**: Video assignments cannot be undone. Before you proceed, make sure you are reassigning the videos to the correct DVR.

6   To reassign *all* of the videos in your search results, go to the `Action` column and click **Assign All ## Videos**. Click **Yes** in response to the confirmation message. **End of procedure**.

– OR –

To reassign *some* of the videos in your search results, either click on the videos you wish to reassign *or* go to the `Action` column and click **Select All on Page**.

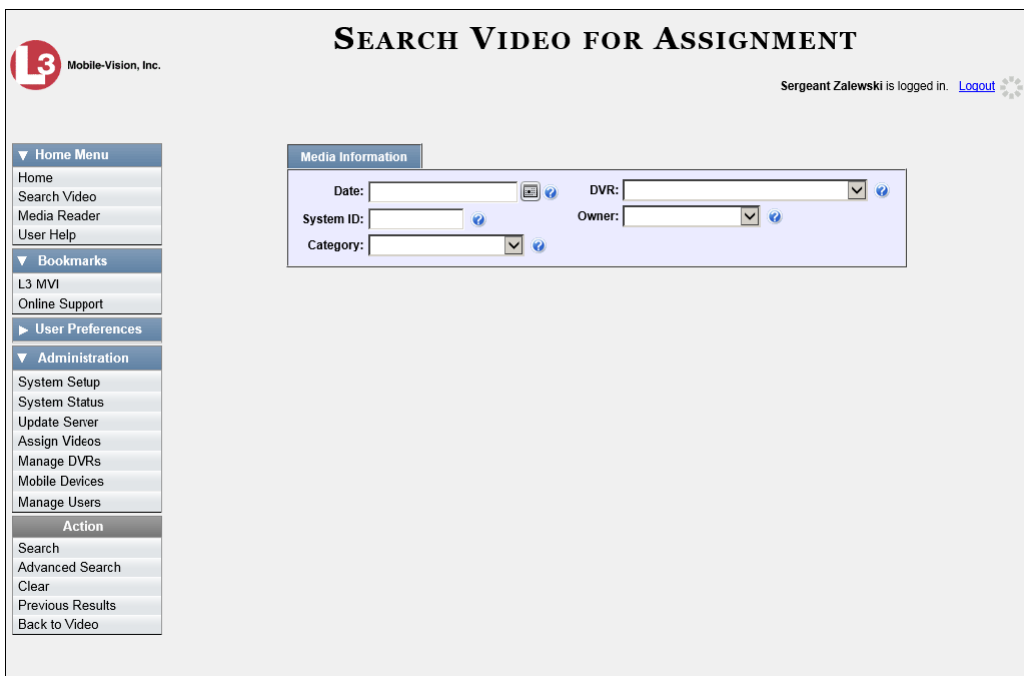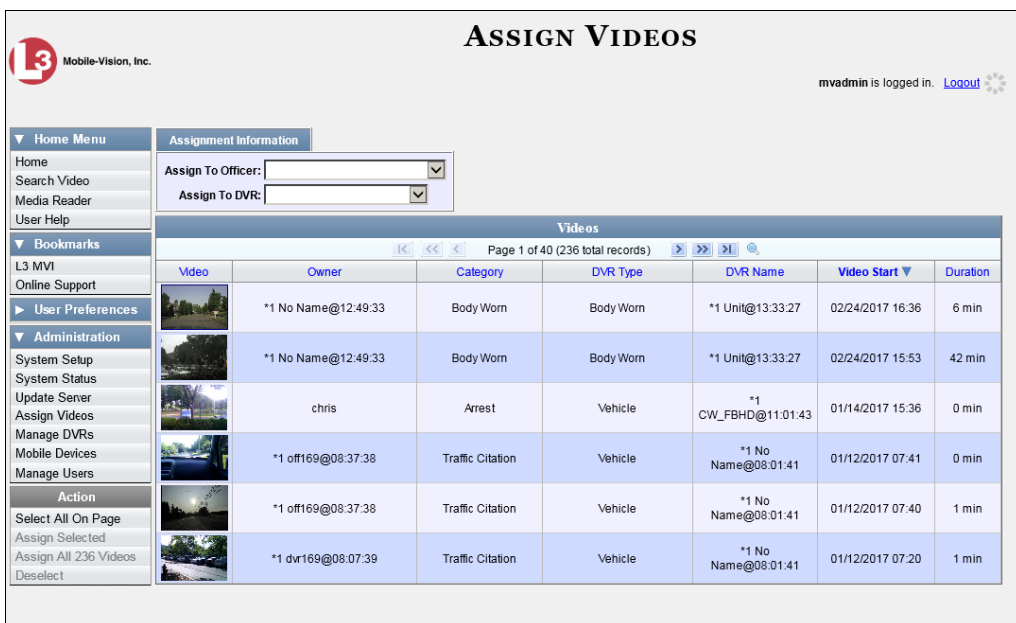7   Go to the `Action` column and click **Assign Selected**. A confirmation message displays.

> **18 video(s) successfully assigned to Unit 146**

Maintaining User Metadata

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

For further instructions, see:

❒   Displaying the UMD Types List, below
❒   Adding a User Metadata Field, page 91
❒   Changing a User Metadata Field, page 94
❒   Deleting a User Metadata Field, page 95
❒   Changing the User Metadata Display Order, page 95.

Displaying the UMD Types List

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

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

2 Click the **System** tab.

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

For further instructions, see:

❒ Adding a User Metadata Field, below, beginning with step 2
❒ Changing a User Metadata Field, page 94, beginning with step 2
❒ Deleting a User Metadata Field, page 95, beginning with step 2
❒ Changing the User Metadata Display Order, page 95, beginning with step 2.

Adding a User Metadata Field

This section describes how to add a new user metadata field to DEF. Once defined, the user metadata field will display under the **UMD** tab on the Video Details page. For more on this topic, see "Maintaining User Metadata" on page 89.

1 Display the UMD Types List, as pictured above. (If necessary, see the previous section, "Displaying the UMD Types List.")

2 Go to the Action column and click **New**. The New UMD Type form displays.

(Continued)

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

New UMD Type	
Field	**Description**
Unique ID	The internal identification code for this field. This code does not display on the videos' **UMD** tab. It is used for system tracking purposes only.
Label	The field name that will display on the videos' **UMD** tab.
Mask	The allowable entry for each character of the UMD field, as defined in the on-screen character descriptions. A mask allows the system to perform checks, or edits, on a particular field to make sure that the user enters the field in a predefined format. For example, you might use a mask of ##-##-#### for a date field.
Input Type	The input type for this field: *Single line text* (default) or *Text box*. *Select this value from the drop-down list*.
Max size	The maximum number of characters that the user is allowed to enter in a single line text field. If you are using a mask, leave this field blank.

3   Enter an ID code for this UMD in the *Unique ID* field.

4   Enter the name of the UMD in the *Label* field. This is how the UMD field will appear on the actual data entry form.

5   To apply a mask to this UMD (see description on the previous page), proceed to the next step. Otherwise skip to step 7.

6   Using the appropriate characters (see onscreen list), enter a UMD mask in the *Mask* field.

7   If this UMD will be a *single line text field* (default), proceed to the next step.

– OR –

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

Skip to step 9.

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

– OR –

If you did *not* enter a value in the *Mask* field, enter the maximum length for this UMD in the *Max Size* field.

9   Click the **Save** button. The UMD Types List redisplays. Notice that the new record displays at the bottom of the list. Unless you move the record up or down, this is the order in which the new data field will appear on the video record.

10   To move the new data field up the list, click the up arrow to the left of that record. Each mouse click will move the record *up* one row.

Changing a User Metadata Field

This section describes how to change an existing user metadata field in DEF. For more on this topic, see "Maintaining User Metadata" on page 89.

1 Display the UMD Types List. (If necessary, review "Displaying the UMD Types List" on page 89.)

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

For a description of the fields on this popup, see the table on page 92.

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3   Enter/select your new field value(s).

4   Click **Save**.

Deleting a User Metadata Field

This section describes how to delete a user metadata field in DEF. For more on this topic, see "Maintaining User Metadata" on page 89.

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

1   Display the UMD Types List, as pictured on the previous page. (If necessary, review "Displaying the UMD Types List" on page 89.)

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

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

Changing the User Metadata Display Order

This section describes how to change the display order for your custom user metadata fields. For more on this topic, see "Maintaining User Metadata" on page 89.

1   Display the UMD Types List, as pictured on the previous page. (If necessary, review "Displaying the UMD Types List" on page 89.) The UMD records display in the order in which they appear on the UMD form.

2   Use the arrow icons to move record(s) up or down the list:

▼   To move a record *down* the list, click the *down* arrow to the left of that record. Each mouse click will move the record *down* one row.

▲   To move a record *up* the list, click the *up* arrow to the left of that record. Each mouse click will move the record *up* one row.

Video Notations

Video notations are custom checkboxes that you can use to classify and organize videos. Once the Video Notation feature is activated (see "Turning Video Notations On/Off" on page 103), any video notations you create will display on the Edit Video form.

For more information, see:

❑ Adding a Video Notation, below
❑ Changing a Video Notation, page 99
❑ Deleting a Video Notation, page 101
❑ Turning Video Notations On/Off, page 103
❑ Exporting Video Notations Activity to a Spreadsheet, page 105.

Adding a Video Notation

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

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

2 Click the **Video** tab.

3 Click the **Notations** tab.

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

5 Enter a name for the new video notation in the *Notation* field.

6 Click **Save**. The new notation is added to the Video Notations list.

Changing a Video Notation

This section describes how to update an existing video notation. For more on video notations and how they are used in DEF, see "Video Notations" on page 96.

1 Go to ▼ Administration and click **System Setup**.

.

2 Click the **Video** tab.

(Continued)

3 Click the **Notations** tab.

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

5 To change the name of this video notation, enter a new value in the *Notation* field. Otherwise proceed to the next field.

6 To change this video notation's status (i.e., *active* vs. *inactive*), proceed to the next step. Otherwise skip to step 8.

7 To *inactivate* this video notation, select **DISABLED** from the *Status* drop-down list.

– OR –

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

8 Click **Save**.

Deleting a Video Notation

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

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

2 Click the **Video** tab.

3 Click the **Notations** tab.

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

Confirm Delete

Delete this video notation? UC/CI

Yes   No

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

Turning Video Notations On/Off

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

For more on video notations and how they are used in DEF, see "Video Notations" on page 96.

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

SYSTEM SETUP

L3 Mobile-Vision, Inc.

mvadmin is logged in. Logout

▼ **Home Menu**
Home
Search Video
Media Reader
User Help

▼ **Bookmarks**
L3 MVI
Online Support

▶ **User Preferences**

▼ **Administration**
System Setup
System Status
Update Server
Assign Videos
Manage DVRs
Mobile Devices
Manage Users

Action
Edit

| Precinct | System | Security | Video | Modules | DVR Firmware |

| Precinct Info | Logos | Bookmarks |

Precinct

|◀ ◀◀ ◀   Page 1 of 1 (1 total records)   ▶ ▶▶ ▶|

Precinct Name ▲	IP Address	Last Comm Date	DES Version	Status	Registration Key
Maitland Headquarters	Local	---	4.0.10.RC1	Local	144FA246BB70050568AE3B6

2 Click the **System** tab.

(Continued)

SYSTEM SETUP

3 Click the **Other** tab.

SYSTEM SETUP

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

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

– OR –

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

6 Click **Save**.

Exporting Video Notations Activity to a Spreadsheet

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

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

2   Click the **Reports** tab.

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

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

> **New Report** ✖
>
> **Start Date:** 11/13/2018 🗓 ❷
>
> **End Date:** 02/11/2019 🗓 ❷
>
> Generate Cancel

🗓 **5** Proceed to the *Start Date* field. Using the calendar icon, select the beginning of the date range for this report.

🗓 **6** Proceed to the *End Date* field. Using the calendar icon, select the end of the date range for this report.

7 Click **Generate**. A Windows message displays.

> Do you want to open or save **video_notations_report_20150924_20151223.csv** (752 bytes) from **trinity**?   ✕
>
>   Open   Save ▼   Cancel

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

Updating Viewing Options

There are two viewing options that you can change:

❐ *Video Playback Method*. You can select the manner in which the system delivers videos to DEF users for viewing purposes. For example, you can choose to download and play videos on a PC, or stream the videos directly from the DEF server.

❐ *Metric Display*. You have the option of displaying vehicle speeds in either *miles-per-hour* or *kilometers-per-hour*.

For further instructions, see:

❐ Changing the Video Playback Method, below
❐ Turning the Metric Display On or Off, page 111.

Changing the Video Playback Method

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

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

Video Playback Methods	
Method	**Description**
Download and Play – No Cache (SMB)	Download the video file to the user's PC via the SMB internet protocol. Once the user exits the Flashback Player, the system will remove the video file from the user's PC.
Download and Play – No Cache (HTTP)	Download the video file to the user's PC via the HTTP internet protocol. Once the user exits the Flashback Player, the system will remove the video file from the user's PC.
Download and Play – No Cache (FTP)	Download the video file to the user's PC via the FTP internet protocol. Once the user exits the Flashback Player, the system will remove the video file from the user's PC.
Download and Play – With Cache (SMB)	Download the video file to the user's PC via the SMB internet protocol. Once the user exits the Flashback Player, the system will leave the video file on the user's PC for immediate playback later.
Download and Play – With Cache (HTTP)	Download the video file to the user's PC via the HTTP internet protocol. Once the user exits the Flashback Player, the system will leave the video file on the user's PC for immediate playback later.
Download and Play – With Cache (FTP)	Download the video file to the user's PC via the FTP internet protocol. Once the user exits the Flashback Player, the system will leave the video file on the user's PC for immediate playback later.
Stream – No Cache (SMB)	Play the video file directly from the DEF server via the SMB internet protocol. In this option, the video file is not stored temporarily or permanently on the user's PC. This method requires approximately 6mb of network bandwidth to provide smooth playback. *System default*.

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

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

2 Click the **System** tab.

3 Click the **Other** tab.

(Continued)

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

5 Go to the *Video Playback Method* field and select a new value from the drop-down list. The various playback methods are described in detail in the table on page 108.

6 Click **Save**.

Turning the Metric Display On/Off

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

Speed field as it may appear on the Flashback Player

NOTE: The *Display MAX Speed* permission is required to view speed information on the Video Details page; the *Player Display Speed* permission is required to view speed information on the Flashback Player while online (i.e., from the server); and the *Export Display Speed* permission is required to view speed information on the Flashback Player while offline (i.e., from an export disc or file). For more information on this topic, see chapter 8, Security.

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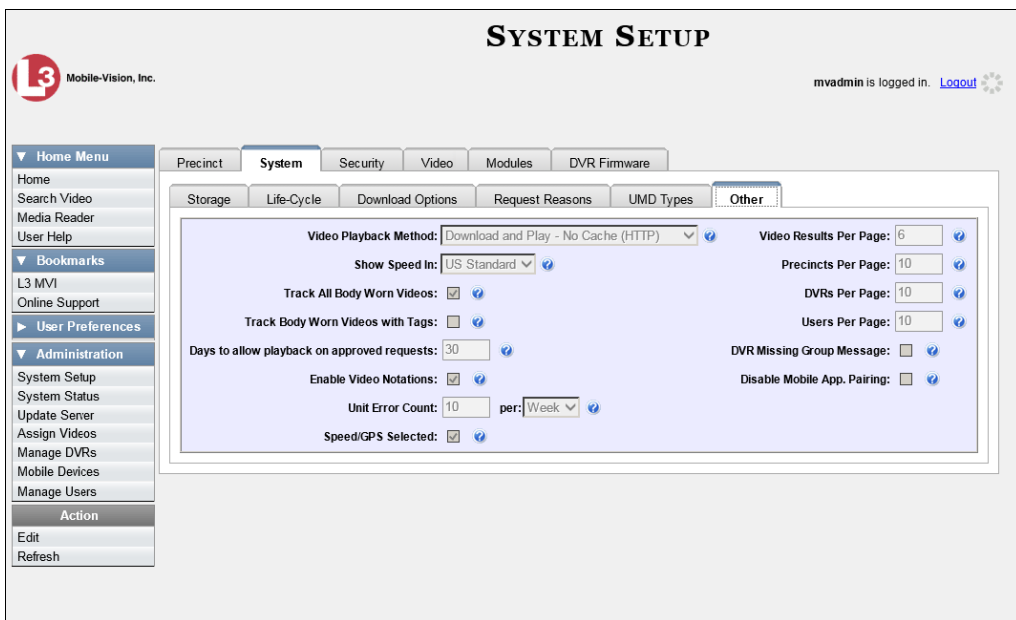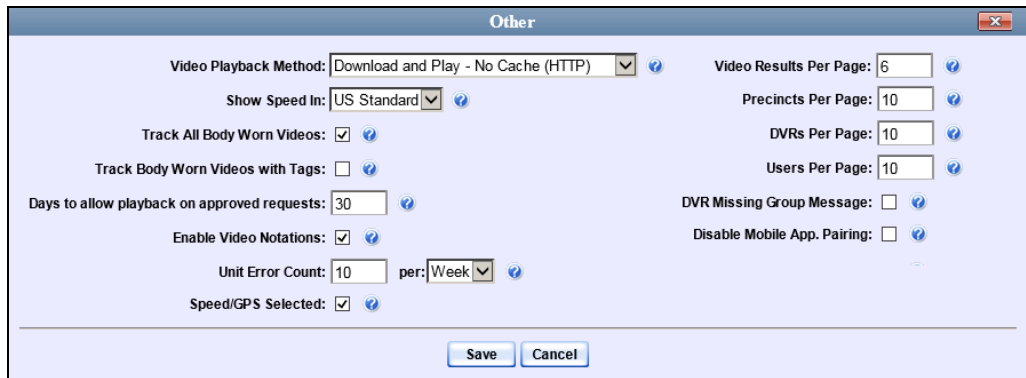

2   Click the **System** tab.

(Continued)

3 Click the **Other** tab.

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

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

6 Click **Save**.

Video Categories

This section describes how to change and/or export the information associated with
video categories. For a detailed description of video categories and how they are used
in DEF, see *Category* in the table on page 30.

For specific instructions, see:

❒ Maintaining Video Categories, below
❒ Manually Exporting Video Categories, page 116.

Maintaining Video Categories

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

❒ Download Priority. This setting will determine the order in which videos will
download to the DEF server.
❒ Category name.
❒ Days online setting. This setting will determine the number of days a video of a
certain category will remain online before it can be purged from the DEF server.
❒ Category usage status (*in-use* vs. *disabled*).

For more information on video categories, see *Category* in the table on page 30.

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

(Continued)

2 Click the **Video** tab.

3 Make sure the **Categories** tab is selected, as pictured above.

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

The fields on this popup are described below.

Video Categories		
Field	**Description**	**Affected Server(s)**
Priority	A system-defined number that determines the order in which a video with this category will be transmitted from your DVRs to the DEF server. Videos will transmit in the order in which they are listed on the **Categories** tab.	DEF
Description	A descriptive name for this category. *Only change this field value in coordination with the DEP System Administrator. Field values should match on both servers.*	DEF & DEP
Day(s) Online	The number of days that a video with this category will remain online before it can be purged (i.e., moved offline) from the DEF server. **Note**: Just because a video *can* be purged after a certain number of days doesn't necessarily mean that it *will* be purged at that time. The exact purge date depends on other factors, such as the amount of storage space available on your server, and/or whether or not the *Strict Purger* setting is selected. For more information, see "Viewing/Changing the Online Lifecycle Settings" in chapter 4.	DEF
Backup Enabled	*Do not change this field value unless instructed to do so by the DEF System Administrator.*	DEF only
In Use	A system indicator that determines whether or not this category is currently being used. **Yes**............ This category is currently in use and can be assigned to a video from the DVR or server. **No**............. This category is *not* currently in use (i.e., it's *disabled*) and *cannot* be assigned to a video. *Only change this field value in coordination with the DEP System Administrator. Field values should match on both servers.*	DEF & DEP

5 To change the name of this category, enter a new name in the *Description* field. Otherwise proceed to the next step.

6 To change the number of days that a video with this category will remain online before it can be purged, enter a new number in the *Day(s) Online* field. Otherwise proceed to the next step.

7 To change the *In Use* status for this category (see description on the previous page), select a new value from the *In Use* drop-down list. Otherwise proceed to the next step.

8 Click **Save**.

9 To update another category, repeat steps 4 – 8.

Manually Exporting Video Categories

Normally, when you change video categories on the server, that information is auto-matically transmitted to each DVR during the next server-to-DVR transmission. How-ever, if your department does not use the wireless downloading feature, you can man-ually copy updated video categories from the server to a Flashback2 DVR, as de-scribed below.

1 Insert a USB drive in a USB port on your PC.

2 Go to ▼ Administration and click **System Setup**. The System Setup page displays.

3 Click the **Video** tab.

4   Make sure the **Categories** tab is selected, as pictured above.

5   Go to the Action column and click **Export Categories**. A download message displays.

6   Select **Save As** from the *Save* drop-down list.

7   Navigate to your USB drive.

8   Click **Save**. If a confirmation message displays, click **Close**.

9   Take the USB drive and use it to load the config.xml file onto the Flashback2, as described in "Copying the config.xml File from a USB Drive to Your DVR" in your Flashback User's Guide.

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

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

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

1 If you have not done so already, configure each of your MDCs as an Ethernet network, as described in "Configuring a Flashback DVR for Use With Vehicle Viewer, Vehicle Viewer Live, or the UMD Editor" in chapter 5—DVRs. (**Note**: Using an Ethernet connection in the vehicle will not interfere with your wireless video transmission.)

2 Insert a USB flash drive into a USB port on your PC (i.e., the PC you use to connect to the DEF application).

3 Go to ▼ Administration and click **System Status**. The System Status page displays.

4 Click the **Tools** tab.

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

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

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

The FBUMD_windows_2_4.exe download has completed.   Run | Open folder | View downloads | ×

8 Remove the USB drive from your PC.

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

9 Insert the USB drive into a USB port on the in-car mobile data computer.

10 Login to the mobile data computer.

11 Navigate to the USB drive.

12 Click on the **FBUMD_windows_2_4.exe** file, then press **Ctrl + C** to copy it to your clipboard.

13 Navigate to the directory on your mobile data computer where you wish to install the UMD editor.

14 Press **Ctrl + V** to copy the .exe file to the selected directory.

15 Double-click on the **FBUMD_windows_2_4.exe** file. After a momentary delay, the Install Wizard displays.

Setup - UMD Editor 2.4

Welcome to the UMD Editor Setup Wizard

This will install UMD Editor on your computer.

It is recommended that you close all other applications before continuing.

Click Next to continue, or Cancel to exit Setup.

Next >   Cancel

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

17 Click **Finish**.

18 Remove the USB stick from the USB port.

19 Repeat steps 9 – 18 for all of the vehicles in your fleet.

NOTE: The first time you use the UMD Editor you will be prompted to enter the DVR's IP address. If you don't know the IP address, you can find it in the DVR's record. For more information, see "Searching for a DVR" in chapter 5.

Accepting/Rejecting Quarantined Video

A quarantined file is a video that is shorter than the *Minimum File Duration* value entered on the **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.

If you selected the quarantine settings pictured on the next page (*Enable Quarantine* checkbox selected; *Auto Reject Quarantined* files checkbox deselected), then all quarantine videos will display on your Home Page. You will need to periodically review each of the quarantined videos and either accept or reject them, as described in this section.

(Continued)

For more information on quarantine settings, see "Viewing/Changing the Online Lifecycle Settings" in chapter 4.

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

2 Locate the quarantined files on your *Inbox Messages* list.

3 Proceed to the first file you wish to review and click the ⊙ icon to the right of that record. The Flashback Player launches and the selected video plays.

4 When you are finished reviewing the video, click the ⊠ in the upper right corner of the Flashback Player to close it.

5 If you wish to accept the new video into DEF, proceed to the next step.

– OR –

If you do *not* wish to accept the new video into DEF, skip to step 8.

6 Click the ☑ icon to the right of that record. The following popup displays.

Accept this video into the system? ☒

Yes   No

7 Click **Yes**. A confirmation message displays:

Video is being accepted into the server now.

End of Procedure.

8 Click the 🗑 icon to the right of that record. The following popup displays.

Permanently delete this video? ☒

Yes   No

9 Click **Yes**. The video is permanently removed from DEF.

Exporting Video Activity to a Spreadsheet

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

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

(Continued)

2 Click the **Reports** tab.

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

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

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

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

Flashback File Converter

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

❒ AVD files into AVI files (VIEVUs)
❒ QBX files into MP4 files (Flashback2, Flashback3, and FlashbackHD videos).

For specific instructions, see:

❒ Installing the Flashback File Converter, next page
❒ Using the Flashback File Converter, page 129.

Installing the Flashback File Converter

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

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

2 Click the **Tools** tab.

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

Do you want to run or save **FlashbackConverter.exe** (13.5 MB) from **localhost**?   Run   Save ▾   Cancel   ×

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

The Flashback Converter InstallShield Wizard displays.

5 Click **Next**.

6 Click **Next** again.

(Continued)

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

8 Click **Install**. The system begins installing the application. After the installation is complete, a confirmation message displays.

9 Click **Finish**.

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

Using the Flashback File Converter

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

1 If you have not done so already, install the Flashback File Converter on your PC, as described in "Installing the Flashback File Converter" on page 126.

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

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

(Continued)

4 Navigate to the disk drive location where the file you wish to convert is located.

5 If you are converting a Flashback1 or VIEVU AVD file to AVI, select AVD from the Files of type drop down list. Otherwise proceed to the next step.

6 Click on the file you wish to convert.

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

8 Click **Open**. The selected file name displays in the *Input File* field.

9 Click on the ellipsis icon to the right of the *Output Folder* field. The Browse For Folder popup displays.

10   Navigate to the folder in which you wish to save the converted file, then click on that folder to highlight it.

11   Click **OK**. The selected disc drive location displays in the *Output Folder* field.

12   If you wish to change any of the default video/audio settings, click the appropriate radio button or checkbox. Otherwise proceed to the next step.

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

14   Click **OK**. When you're ready to import the file into a third-party application, you will find it in your selected output folder.

15   To convert another file, repeat steps 3 – 14. Otherwise select **File→ Exit** from the menubar to exit the application.

Installing the Windows Codec Utility for AVI Videos

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

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

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

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

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

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

6   Click **OK**. The WVID Filter popup displays.

(Continued)

7 Click **Next**.

8 Click **Install**.

9 Click **Close**.

Manually Installing the VIEVU Drivers

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

1 If the VIEVU is currently connected to your PC, disconnect the two USB cables.

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

3 Click the **Tools** tab.

(Continued)

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

5 Select **Save As** from the *Save* drop-down list.

6 Navigate to an empty folder, then select the "extract to [name] folder" option.

7 Click **Open**. The contents of the VIEVU_DRIVERS.zip file display.

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

– OR –

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

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

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

9 Go to the upper right corner of the page and click **Logout** to exit DEP.

10 Click the ⊠ in the upper right corner of the page to close your browser.

11 Reboot your PC.

12 Log back into DEF.

13 If you plan to upload VIEVU videos right now, plug the VIEVU's USB cables back into your PC, then proceed to the appropriate topic:

❒ Manually Uploading Videos from a VIEVU LE2, page 71, beginning with step 13, or
❒ Manually Uploading Videos from a VIEVU LE3, page 74, beginning with step 4.

Manually Installing the Flashback Player

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

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

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

(Continued)

2 Click the **Tools** tab.

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

– OR –

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

A Windows message displays. This message will differ slightly depending on whether or not you are performing a *silent* or *PC* installation.

Silent Installation

PC Installation

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

– OR –

If you are performing a *PC* installation, click **Run**.

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

6   Once the Install Wizard displays, click **Next**. A License Agreement displays.

(Continued)

7 Review the on-screen license agreement. If you agree with the terms, click the "I accept…" radio button.

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

9 Click **Install**. Once the installation is complete, a confirmation message displays.

10 Click **Finish**.

11 Go to the upper right corner of the page and click **Logout** to exit the application.

12 Click the ⊠ in the upper right corner of the page to close your browser.

13 Open your browser again and log back into DEF.

Body Worn Viewing Requests

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

❏ *Track All Body Worn Videos*. When this feature is on, DEF will restrict the viewing of all *Body*VISION and BWX-100 videos unless a user has the *Authorize Media Playback* or *Can View Body Worn Videos* permission. Users who lack the required permissions will have to submit a *viewing request* to their supervisor. The supervisor, in turn, will subsequently approve or deny their subordinate's viewing request as described in "Approving/Denying a Viewing Request" on page 144.

❏ *Track All Body Worn Videos with Tags*. When this feature is on, DEF will restrict the viewing of *Body*VISION and BWX-100 videos that have a trace point or video notation attached to them. The only exception is for users that have the *Authorize Media Playback* or *Can View Body Worn Videos* permission. Such users will be able to view all Body Worn videos, regardless of whether a video has an embedded trace point or video notation. Users who *lack* the required permissions will have to submit a *viewing request* to their supervisor.

For more information, see:

❏ Tracking Body Worn Videos, next page
❏ Approving/Denying a Viewing Request, page 144
❏ Displaying Your Active Viewing Requests, page 147
❏ Revoking an Active Viewing Request, page 149
❏ Changing the Expiration Date for Viewing Approvals, page 150

❒   Exporting Viewing Request Activity to a Spreadsheet, page 153
❒   Maintaining Viewing Request Reasons, page 155.

Tracking Body Worn Videos

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

❒   *Track All Body Worn Videos*. When this function is *on*, all users who lack the proper permissions[*] will have to submit a viewing request to their supervisor in order to view any Body Worn video or its associated snapshots.

❒   *Track All Body Worn Videos with Tags*. When this function is *on*, all un-permissioned users[*] will have to submit a viewing request to their supervisor in order to view a Body Worn video that has an embedded *tracepoint* or *video notation*.

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

2   Click the **System** tab.

---

[*]   *Authorize Media Playback* and/or *Can View Body Worn Videos*

3 Click the **Other** tab.

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

(Continued)

Select one of these options

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

– OR –

If you want all un-permissioned[*] to submit a viewing request to their supervisor in order to view a *Body*VISION or BWX-100 video that has an embedded *tracepoint* or *video notation*, select the *Track Body Worn Videos with Tags* checkbox.

6 Click **Save**.

Approving/Denying a Viewing Request

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

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

For more information on *viewing requests* and how they are used in DEF, see "Body Worn Viewing Requests" on page 141.

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

2 Locate the *viewing request* on your *Inbox Messages* list.

---

[*] Users who do not have at least one of these permissions: *Authorize Media Playback* or *Can View Body Worn Videos*.

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

– OR –

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

4 Click on the video's thumbnail image. The video launches in the Flashback Player.

5 When you've finished viewing the video, click the ⊠ in the upper right corner of the window to close the Flashback Player.

6 Go to ▼ Home Menu and click **Home**. The Home page redisplays.

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

– OR –

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

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

9 Click **Save**. The system sends a denial notice to the requestor's *Inbox Messages* list, as pictured below. That user will have an opportunity to view your denial reason by clicking the ❓ icon.

Displaying Your Active Viewing Requests

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

In this example, all viewing requests will remain in effect for 30 days after they are granted

For more information on *viewing requests* and how they are used in DEF, see "Body Worn Viewing Requests" on page 141.

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

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

(Continued)

The columns on this popup are described below.

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

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

– OR –

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

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

5 Click **Save**. The system sends a denial notice to the requestor's *Inbox Messages* list, as pictured on page 146. That user will have an opportunity to view your denial reason by clicking the ❔ icon.

6   When you are finished viewing the active viewing requests, click the ![x] in the upper right corner of the popup.

Revoking an Active Viewing Request

This section describes how to revoke an active *viewing request*, which is an approval granted to an officer to view a Body Worn video or snapshot record within a predefined time period.

For more information on *viewing requests* and how they are used in DEF, see "Body Worn Viewing Requests" on page 141.

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

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

The columns on this popup are described in the table on page 148.

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

(Continued)

4 Enter the reason why you are revoking this user's viewing approval.

5 Click **Save**. The system sends a denial notice to the requestor's *Inbox Messages* list, as pictured below. That user will have an opportunity to view your denial reason by clicking the ⓘ icon.

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

Changing the Expiration Date for Viewing Approvals

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

For more information on *viewing requests* and how they are used in DEF, see "Body Worn Viewing Requests" on page 141.

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

2 Click the **System** tab.

3 Click the **Other** tab.

(Continued)

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

5 Enter a new number in the *Days to allow playback on approved requests* field.

6 Click **Save**.

Exporting Viewing Request Activity to a Spreadsheet

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

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

2 Click the **Reports** tab.

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

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

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

6   Click **Generate**. A Windows message displays.

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

Maintaining Viewing Request Reasons

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

These agency-defined reasons are used to help create *viewing requests*, which an officer submits to his supervisor in order to obtain permission to view a Body Worn video or snapshot file. For more information on *viewing requests* and how they are used in DEF, see "Body Worn Viewing Requests" on page 141.

For specific instructions, see:

❐ Adding a Viewing Request Reason, below
❐ Changing a Viewing Request Reason, page 157
❐ Deleting a Viewing Request Reason, page 158.

Adding a Viewing Request Reason

This section describes how to add a new *viewing request reason*. For more on viewing request reasons and how they are used in DEF, see the previous section, "Maintaining Viewing Request Reasons."

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

(Continued)

2   Click the **System** tab.

3   Click the **Request Reasons** tab. A list of all existing *viewing request reasons* display.

4   Go to the `Action` column and click **New**. The New Request Reason popup displays.

5   Enter a name for the *viewing request reason* in the *Description* field.

6   Click **Save**. The new reason is added to the Reasons list.

Changing a Viewing Request Reason

This section describes how to update an existing *viewing request reason* record. For more on viewing request reasons and how they are used in DEF, see "Maintaining Viewing Request Reasons" on page 155.

1   Go to `▼ Administration` and click **System Setup**. The System Setup page displays, as pictured on the previous page.

2   Click the **System** tab, as pictured on the previous page.

3   Click the **Request Reasons** tab, as pictured above.

4   Right-click on the record you wish to update, then select **Edit** from the popup menu.

The Edit Request Reason popup displays.

5 To change the name of this request reason, enter a new value in the *Description* field. Otherwise proceed to the next field.

6 To change the request reason's *status* (i.e., *disabled* vs. *enabled*), proceed to the next step. Otherwise skip to step 8.

7 To *inactivate* this request reason, select **Disabled** from the *Status* drop-down list.

– OR –

To *activate* this request reason, select **Enabled** from the *Status* drop-down list.

8 Click **Save**.

Deleting a Viewing Request Reason

This section describes how to delete an existing *viewing request reason* record. For more on viewing request reasons and how they are used in DEF, see "Maintaining Viewing Request Reasons" on page 155.

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

2   Click the **System** tab.

3   Click the **Request Reasons** tab.

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

5 Click **Yes**. The selected record is removed from the Reasons list.

Keeping Offline Video Records on the Server

Normally, when a video reaches the end of its online lifecycle, the system permanently removes its record from the DEF server. However, if desired, you can change a system setting that will cause expired[1] videos to remain in an offline[2] but restorable state indefinitely (see **NOTE** below). The system assigns such videos a category of "purged." As with all offline videos, you will still be able to search for the video and view its Video Details page, but you won't be able to play it or edit.

NOTE: You can only restore a video for which there is a backup file, such as on an archive or export disc.

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

----

[1] Media that is too old to be reactivated, based on the *Days to enable restore of backed up media* setting and other system settings

[2] A video status which indicates that some, but not all, of that video's data associated data is available on the server. If a video is offline, you will be able to view its thumbnail image and statistics (category, duration, record reason, etc.), but not the video itself. Also, you cannot export an offline video.

2 Click the **System** tab.

3 Click the **Life-Cycle** tab.

4 Go to the Action column and click **Edit**. The Life-Cycle form displays.

5   Select the *Enable Re-categorization of Media on Delete* checkbox.

6   Click **Save**.

Generating the Purged Videos Report

This section describes how to generate the Purged Videos Report, which lists all videos with a system-assigned category of "Purged." This category indicates that an expired* video was reclassified as "purged" in order to remain in an *offline* but *restorable* state on the server. This occurs when the *Enable Re-categorization of Media on Delete* checkbox on the **Life-Cycle** tab is selected.

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

---

*   Media that is too old to be reactivated, based on the *Days to enable restore of backed up media* setting and other system settings.

2 Click the **Reports** tab.

3 Click on the **Purged Videos** report to highlight it.

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

5 Using the calendar popup, select a start date for the report.

6 Enter the number of days you wish to report on, starting from the date you just selected.

7 Click **Generate**. A Windows message displays.

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

Customizing the Video Search Results Page

If desired, your agency can customize the Video Search Results page to display columns of your choosing.

By default, the system displays the following columns:

❒ Owner
❒ DVR Name
❒ Category
❒ Duration
❒ Video Start (Date)
❒ Notes

In addition, you may display some or all of the following columns:

❒ System ID
❒ DVR Officer Name
❒ Incident #
❒ Ingest Date
❒ Record Trigger
❒ Video End (Date)

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

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

2 Click the **Video** tab.

3 Click the **Columns** tab.

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

5   Proceed to the *Visible* column. Select all the column names you wish to *include* on the Video list and deselect all the column names you wish to *exclude* from the Video list.

HINT: Since there is a limited amount of space in which to display this data, it is not advisable to select *all* columns. Carefully evaluate which information is most helpful to your agency, then select the appropriate columns.

6   Click **Save**.

3 DVRs

This chapter describes the various procedures used to update and maintain your Flashback and Body Worn DVRs. If you have an Extended Maintenance Agreement with Mobile-Vision, you will occasionally receive DVR firmware updates via the DEF application. The procedure for updating the firmware is described later in this chapter.

For more information, see:

DVR Units

Each of your Flashback and Body Worn DVRs has a corresponding record entered in DEF. These records store all the information required for successful communication between your DVRs and the server.

At system start-up, your System Implementation Specialist (SIS) will assist you in getting your DVRs properly configured in DEF. After that, you will only have to make occasional changes to these records as needed. For example, when you add a new Flashback DVR to your fleet, you may need to enter a new DVR record in DEF.

Procedures that do not reference a particular DVR type apply to both Flashback and Body Worn DVRs.

For specific instructions, see:

❒   Selecting the Download Options for a Body Worn DVR, page 256
❒   Viewing the Mobile Devices Page for a Body Worn DVR, page 258
❒   Replacing a Body Worn DVR, 261
❒   Resolving Naming Conflicts, page 261.

Searching for a DVR

This section describes how to search for an existing DVR record by one or more of the following fields: *DVR Name*, *Last Comm IP*, *DVR ID*, *Status*, *Type*, *Product Code*, *Group*, and/or *Version*.

1   Go to   ▼ Administration   and click **Manage DVRs**. The Manage DVRs page displays.

2   Using the search fields at the top of the page, enter/select the field values you wish to search on, as described in the following table.

DVR Search Fields	
Search Field	**Description**
DVR Name	Limits your search to the DVR unit that has this name.
Last Comm IP	Limits your search to the DVR unit that last used this IP address.
DVR ID	Limits your search to the DVR unit that has this serial number. If you are searching for a Body Worn DVR, this is the external DVR *hardware* serial number. If you are searching for a Flashback DVR, this is the internal DVR *software* serial number.
Status	Limits your search to those DVR units that have a status of either **Enabled** or **Disabled**. *Select the appropriate status from the drop-down list.*
Type	Limits your search to those videos that were captured by one of these DVR types: ▪ *Vehicle*. A Flashback DVR that is installed inside a vehicle, such as a police cruiser. ▪ *Interview Room*. A Flashback DVR that is installed inside an interview room. ▪ *Body Worn.* A *Body*VISION or BWX-100 Body Worn camera. ▪ *VieVu.* A VIEVU Body Worn camera. *Select the appropriate DVR Type from the drop-down list.*
Product Code	Limits your search to those DVR units that have this Product Code (enter one): **FB1**..................Flashback1 **FB2**..................Flashback2 **FB3**..................Flashback3 **FBHD**..............FlashbackHD **FBBW1** ....*Body*VISION **BWX-100** BWX-100
Group	Limits your search to those DVR units that are assigned to this DVR group.
Version	Limits your search to those DVR units that have this firmware version. *Select the appropriate version number from the drop-down list.*

After you enter a search value, the system will automatically display those records that match your search criteria.

What is the 'Config Sync' field for?

The *Config Sync* field displays the DVR's configuration synchronicity for Flashback and Body Worn devices, as described here.

❒ **Pending**. The system is in the process of synchronizing the *server's* DVR configuration with the actual *device's* DVR configuration. In other words, the server and DVR are not yet synchronized.

❒ **Complete**. All previous changes to the server's DVR configuration have already been copied to the actual DVR. The server and DVR are fully synchronized.

Adding Flashback DVRs

There are three methods for adding Flashback DVR records to DEF:

❒ Manually enter records one at a time, as described in "Manually Adding a Single Flashback DVR," next page.

❒ Add multiple records "en mass" by importing the DVR information from a spreadsheet, as described in "Importing Multiple Flashback DVRs from a Spreadsheet" on page 174.

❒ Configure the system to automatically create a DVR record whenever it discovers a new DVR on the network (see example on the next page). If you choose this option, then you only have to review and update each auto-created record, as described in "Configuring a New 'Auto Insert' DVR Record" on page 217.

If these options are selected, the system will automatically insert new Flashback2, Flashback3, and/or FlashbackHD DVR records

Manually Adding a Single Flashback DVR

This section describes how to manually enter a new Flashback DVR record.

Depending on your agency's selected download options, you may or may not need to perform this procedure:

❐ If your agency is using the default "ping" method of DVR discovery, perform this procedure whenever you add a new DVR to your fleet.

❐ If your agency is using the *UDP broadcast* discovery method and the applicable "Auto Insert X Device" checkbox on the **Download Options** tab is <u>not selected</u>, perform this procedure whenever you add a new DVR to your fleet.

❐ If your agency is using the *UDP broadcast* discovery method and the applicable "Auto Insert X Device" checkbox on the **Download Options** tab is <u>selected</u> (see illustration above), you don't need to perform this procedure, as the system will automatically create a DVR record for each new DVR that it discovers on the network. Instead, see "Configuring a New 'Auto Insert' DVR" on page 217 instead.

NOTE: If you need to add a large number of Flashback records at one time, you may prefer to import that data from a spreadsheet to save time. For more information, see "Importing Multiple Flashback DVRs from a Spreadsheet" on page 174.

1 Go to ▼ Administration and click **Manage DVRs**. The Manage DVRs page displays, as pictured on the previous page.

2 Go to the Action column and click **New DVR**. The New DVR form displays.

(Continued)

The fields on this form are described below.

DVR Form	
Field	**Description**
DVR Name	A unique name for the DVR. You may, for example, want to give the DVR the same name as the patrol car in which it is installed (e.g., Unit 146).
DVR Officer Name (for agencies that are *not* using USB Login Keys)	The default officer who will be associated with this DVR's video recordings. This value must match the value in the *Officer Name* field on the officer's user record. If your agency is using USB login keys, leave this field blank.
IP Address	The DVR's IP address. This number identifies the DVR to the server. If Fleet Management is *disabled*, this field will not display.
Download Priority	The download priority for the DVR's video transmissions: *low*, *medium*, or *high*. The system uses this setting to determine the order in which videos will transmit to the server in the event that multiple patrol cars come into transmission range at the same time. DVRs with a **high** Download Priority will transmit *first*; DVRs with a **med** Download Priority will transmit *second*; and DVRs with a **low** Download Priority will transmit *last*. System default is **Low**. *Select this value from the drop-down list*.
Status	A system setting that determines whether or not *automatic* video transmissions are allowed for this DVR: ▪ *Enabled*. The system is allowed to automatically download video off of this DVR. ▪ *Disabled*. The system is *not* allowed to automatically download video off of this DVR. However, users can still download video *manually*. System defaults to **Enabled**. *Select this value from the drop-down list*.

DVR Form (cont'd)	
Field	**Description**
DVR Type	The type of DVR this is: ▪ *Vehicle*. A Flashback DVR that is installed inside a vehicle, such as a police cruiser. ▪ *Interview Room*. A Flashback DVR that is installed inside an interview room. This type of DVR is used in conjunction with the Interview Room module. ▪ *Body Worn*. A *Body*VISION or BWX-100 Body Worn camera. Select a value from the drop-down list.
Group Name	The DVR group to which you wish to assign this DVR. *Select this value from the drop-down list*.

NOTE: If Fleet Management is *disabled*, the *Group Name* field will not display. Enter a unique name for this DVR in the *DVR Name* field. For example, you may wish to give the DVR the same name as the patrol car in which it will be installed (e.g., Unit 146).

4 If your agency is using USB Login Keys, proceed to the next step.

– OR –

If your agency is *not* using USB Login Keys, enter a default officer name in the *Officer Name* field. Make sure this name is <u>exactly</u> the same as the *Officer Name* field on the officer's user record.

5 Enter this DVR's IP address in the *IP Address* field.

6 If you want to change this DVR's *download priority* setting (see description on the previous page), select **Med** or **High** from the *Download Priority* drop-down list. Otherwise proceed to the next step.

7 If you wish to activate this DVR *right now* so that it can begin transmitting videos to the server immediately (default), proceed to the next step.

– OR –

If you do *not* wish to activate this DVR at this time, select **Disabled** from the *Status* drop-down list.

8 If this Flashback is installed in a *vehicle* (default), proceed to the next step.

– OR –

If this Flashback is installed in an *interview room*, select **Interview Room** from the *DVR Type* drop-down list. *Only applies to customers who have purchased the 'Interview Room' module.*

9 If the *Group Name* field displays, proceed to the next step. Otherwise skip to step 11.

10 To assign this DVR to a *DVR group*, select a group from the *Group Name* drop-down list. Otherwise proceed to the next step.

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

> The DVR named **Unit 146** successfully saved.

Importing Multiple Flashback DVRs from a Spreadsheet

At system start-up, your System Implementation Specialist (SIS) will provide you with a spreadsheet that contains all your basic Flashback DVR records. You can import this information to DEF to save data entry time. After that, you will typically add DVR records one at a time whenever you add a new vehicle/DVR to your fleet.[*]

1 Using Microsoft Excel, open the DVR spreadsheet provided by your System Implementation Specialist (SIS).

	VEH #	IP	FLASH CARD	ID	SERIAL #	WLAN MAC
26	4312	192.168.10.101	216785	13783	29446	00.80.48.6e.68.af
27	4313	192.168.10.102	216628	13784	29447	00.80.48.6b.96.90
28		192.168.10.103	216629	13785	29448	00.80.48.6b.98.6f
29		192.168.10.104	216630	13786	29449	00.80.48.6e.68.a0
30		192.168.10.105	216631	13787	29450	00.80.48.6b..98.6b
31		192.168.10.106	216751	13788	29451	00.80.48.6e.68.b3
32		192.168.10.107	216752	13789	29452	00.80.48.6e.68.b5
33	4310	192.168.10.108	216753	13790	29453	00.80.48.6b.96.8f
34	4321	192.168.10.109	216754	13791	29454	00.80.48.6f..6f.1a
35	4315	192.168.10.110	216755	13792	29455	00.80.48.6f.75.0b
36	4316	192.168.10.111	216756	13793	29456	00.80.48.6f.75.0e
37		192.168.10.112	216757	13794	29457	00.80.48.6f.75.53
38	4328	192.168.10.113	216758	13795	29458	00.80.48.6f.75.42
39	4314	192.168.10.114	216759	13796	29459	00.80.48.6f.75.13
40	4311	192.168.10.115	216760	13797	29460	00.80.48.6f.75.11

2 Using the Excel "Save As" function, convert the spreadsheet from **XLS** to **CSV** format.

3 Go to ▼ Administration and click **Manage DVRs**. The Manage DVRs page displays.

---

[*] Exception: If your agency is using the *UDP Broadcast* discovery method with the "Auto-Insert DVRs" feature, the system will automatically create new DVR records for you.

4   Go to the Action column and click **Import DVRs**. The Import DVRs popup displays.

5   Click **Browse**.

6   Navigate to the spreadsheet that contains your DVR information (config_units.csv).

7   Double-click on the spreadsheet file. A list of DVR records displays.

(Continued)

Look at the value in the *Info* column. All records that have a value of **Insert Valid** will import. All records that have a *different* value (such as *Updating Existing Unit*) will *not* import. You can try importing such "problem" records again later. If you are still unable to import them, contact Mobile-Vision Support for assistance.

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

> **Config file configunits.csv successfully loaded. 10 unit(s) added.**

The default status of your imported DVRs will be set to **Disabled**. When you're ready to start using the DVRs, make sure you change their status to **Enabled**.

Changing a Flashback DVR When Fleet Management is Off

This section describes how to change the following fields on a Flashback DVR record when Fleet Management is *disabled*:

❒ DVR Name
❒ Officer Name
❒ IP Address
❒ Assigned Firmware
❒ Download Priority
❒ Status (*Enabled* vs. *Disabled*)
❒ DVR Type
❒ Recategorize Video (used to recategorize all video recorded from the DVR as *Interview Room*).

As long as Fleet Management is disabled, all other DVR settings (audio/video settings, display options, triggers, etc.) must be changed from the DVR itself, as described in your Flashback User's Guide.

NOTE: DVR changes made from the server will always override any changes made from the DVR itself.

1   Go to ▼ Administration and click **Manage DVRs**. The Manage DVRs page
    displays.

2   Locate the DVR record you wish to update. If you have a large number of records to
    scan through, see "Searching for a DVR" on page 168, beginning with step 2.

3   Right-click on the DVR record you wish to update, then select **Edit** from the popup
    menu. The Edit DVR form displays.

This field will only be visible if this
is an Interview Room Flashback

4   Enter/select your changes in the appropriate fields.

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

DVR ICV-50064 successfully saved.

Changing a Flashback DVR When Fleet Management is On

This section describes how to change the setting(s) for a single Flashback DVR record when Fleet Management is enabled.

If your agency is not using the Fleet Management feature, see the previous section, "Changing a Flashback DVR When Fleet Management is Off" instead.

To make global changes to a group of Flashback2 or Flashback3/HD DVRs, see "Changing a Flashback DVR Group" on page 288 instead.

To update a *Body*VISION DVR, see "Changing a *Body*VISION DVR" on page 226 instead.

To update a BWX-100 DVR, see "Changing a BWX-100 DVR" on page 241 instead.

For detailed instructions, see:

❒ Changing a Flashback DVR that is Not Assigned to a DVR Group, below
❒ Changing a Flashback DVR that is Assigned to a DVR Group, page 213.

Changing a Flashback DVR that is Not Assigned to a DVR Group

This section describes how to update a discovered Flashback2, Flashback3, or FlashbackHD DVR record that is not currently assigned to a DVR group.

To make global changes to a group of Flashback2 or Flashback3/HD DVRs, see "Changing a Flashback DVR Group" on page 288 instead.

To update a *Body*VISION DVR, see "Changing a *Body*VISION DVR" on page 226 instead.

To update a BWX-100 DVR, see "Changing a BWX-100 DVR" on page 241 instead.

If your agency is not using the Fleet Management Feature, see "Changing a Flashback DVR When Fleet Management is Off" on page 176 instead.

For a definition of *discovered* vs. *undiscovered* DVRs, see the box on page 180.

For specific instructions, see:

❒ Displaying the Edit DVR Popup, next page
❒ Changing the General DVR Settings for a Flashback DVR that is Not Assigned to a DVR Group, page 181
❒ Changing the IP Settings for a Flashback DVR that is Not Assigned to a DVR Group, page 185
❒ Changing the Audio Settings for a Flashback DVR that is Not Assigned to a DVR Group, page 196
❒ Changing the Video Settings for a Flashback DVR that is Not Assigned to a DVR Group, page 200.

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❐ Changing the Triggers for a Flashback DVR that is Not Assigned to a DVR
Group, page 205

❐ Changing the Display Options for a Flashback DVR that is Not Assigned to a
DVR Group, page 208.

Displaying the Edit DVR Popup

This section describes how to display the Edit DVR popup. This is the first step in
updating a Flashback2, Flashback3, or FlashbackHD DVR record.

1 Go to ▼ Administration and click **Manage DVRs**. The Manage DVRs page displays.

2 Locate the DVR record you wish to update. If you have a large number of records to
scan through, see "Searching for a DVR" on page 168, beginning with step 2.

3 Right-click on the DVR record you wish to update, then select **Edit** from the popup
menu. The Edit DVR form displays. This form may appear slightly different depend-
ing on whether the DVR is "discovered" or not. For a definition of *discovered* vs.
undiscovered DVRs, see the box on the next page.

(Continued)

> **Discovered vs. Undiscovered DVRs**. A *discovered* DVR is one that has been in communication with the server at least once. An *undiscovered* DVR is one that has not been in communication with the server yet (i.e., a DVR for which you just created a record or uploaded a record). To determine if a DVR has been discovered yet, go to the **Administration** menu and click **Manage DVRs**. Next, click the **DVR COM** tab. Look in the *Last COM Date* column. If a date and time display, the DVR has been discovered. If the word **Never** displays, the DVR has *not* been discovered.

Discovered DVR

Undiscovered DVR

Proceed to one of the following sections for further instructions:

❐ Changing the General DVR Settings for a Flashback DVR that is Not Assigned to a DVR Group, next page, beginning with step 2
❐ Changing the IP Settings for a Flashback DVR that is Not Assigned to a DVR Group, page 185, beginning with step 2

❑   Changing the Audio Settings for a Flashback DVR that is Not Assigned to a DVR Group, page 196, beginning with step 2

❑   Changing the Video Settings for a Flashback DVR that is Not Assigned to a DVR Group, page 200, beginning with step 2

❑   Changing the Triggers for a Flashback DVR that is not Assigned to a DVR Group, page 205

❑   Changing the Display Options for a Flashback DVR that is Not Assigned to a DVR Group, page 208, beginning with step 2.

Changing the General DVR Settings for a Flashback DVR that is Not Assigned to a DVR Group

This section describes how to change the following settings for a Flashback2, Flashback3, or FlashbackHD DVR record that is not currently assigned to a DVR group:

❑   DVR Name

❑   DVR Officer Name

❑   Allow USB Logins checkbox

❑   Download Priority setting

❑   Group Name

❑   Assigned Firmware

❑   Status (*Enabled* vs. *Disabled*)

❑   DVR Type

❑   Recategorize Video setting (used to recategorize all video recorded from the DVR as *Interview Room*)

❑   Admin Login Name

❑   Admin Login Password

❑   Time Zone

❑   Ignition Timer

To make global changes to a group of Flashback2 or Flashback3/HD DVRs, see "Changing the General DVR Settings for a Flashback DVR Group" on page 302 instead.

To perform this procedure, the DVR record must be *discovered*. For a definition of *discovered* vs. *undiscovered* DVRs, see the box on page 180.

1   Search for and display the Flashback record you wish to change, as pictured on the previous page. (If necessary, review "Displaying the Edit DVR Popup" on page 179.)

The fields on the **DVR** tab are described in the table on the next page.

(Continued)

DVR Tab	
Field	**Description**
DVR Name	A unique name for the DVR. You may, for example, want to give the DVR the same name as the patrol car in which it is installed (e.g., Unit 146). If this field is grayed out, it indicates that there is a naming conflict associated with the DVR. For more information, see "Resolving Naming Conflicts" on page 261.
Version	The firmware version that is currently loaded on this DVR. *System-generated field.*
DVR Officer Name	The default officer associated with this video. This is the officer to whom the videos recorded on this DVR will be linked. If the *Allow USB Logins* checkbox is selected, this field will be grayed out.
Assigned Firmware	The new firmware version that you wish to assign to this DVR during the next DVR-to-server transmission. If the value of this field is **None** (default), the firmware version will remain the same as the value in the *Version* field. *Select this value from the drop-down list.*
Allow USB Logins	A checkbox used to indicate whether or not an officer will be able to use a USB login key to access this DVR. ☑ Different officers will be able to log in and out of this DVR using a USB login key. ☐ No officers will be able to log in and out of this DVR using a USB login key. Select this option if 1) this DVR is used by only one officer (i.e., the officer whose name appears in the *DVR Officer Name* field), or 2) your agency has chosen not to use USB Login Keys.
Status	A system setting that determines whether or not automatic video transmissions are allowed for this DVR: ▪ *Enabled*. The system is allowed to automatically download video off of this DVR ▪ *Disabled*. The system is *not* allowed to automatically download video off of this DVR. System defaults to **Enabled**. *Select this value from the drop-down list.*
Download Priority	The download priority for the DVR's video transmissions: *low*, *medium*, or *high*. The system uses this setting to determine the order in which videos will be transmitted to the server in the event that multiple patrol cars come into transmission range at the same time. DVRs with a *(Continued)*

DVR Tab (cont'd)	
Field	**Description**
Download Priority (cont'd)	*Download Priority* of **High** will transmit *first*; DVRs with a *Download Priority* of **Medium** will transmit *second*; and DVRs with a *Download Priority* of **Low** (default) will transmit *last*. *Select this value from the drop-down list.*
DVR Type	The type of DVR: ▪ *Vehicle*. A Flashback DVR that is installed inside a vehicle, such as a police cruiser. ▪ *Interview Room*. A Flashback DVR that is installed inside a precinct interview room. ▪ *Body Worn*. A *Body*VISION or BWX-100 Body Worn camera. *Select a value from the drop-down list.*
Group Name	A drop-down list used to assign this DVR to a DVR group.
Recategorize Video	A checkbox used to recategorize all video recorded from this DVR as *Interview Room*. ▪ *Yes*. Recategorize all existing videos recorded from this DVR as *Interview Room*. Select this option if this DVR is installed in an *interview room* rather than in a *vehicle*. ▪ *No*. Do *not* recategorize all videos recorded from this DVR as *Interview Room* (default), as this DVR is installed in a vehicle. This field will only be visible if this is a Flashback3 or FlashbackHD *Interview Room* DVR. *Select a value from the drop-down list.*
Main Board	The DVR's Main Board ID. *For internal use only*. Does not apply to Flashback2s.
Video Board	The DVR's Video Board ID. *For internal use only*. Does not apply to Flashback2s.

2 To change one or more settings on this tab, enter or select your changes in the appropriate field(s). Otherwise proceed to the next step.

3 If you wish to change additional DVR settings, click the **DVR Settings** tab. Otherwise, skip to step 5.

(Continued)

The fields on the **DVR Settings** tab are described below.

DVR Settings Tab	
Field	**Description**
Admin Login Name	The Flashback User ID. The system uses this ID in combination with the *Admin Login Password* to 1) wirelessly transmit videos to the DEF server and 2) download configuration changes from the DEF server to the DVR. *Do not change this value unless instructed to do so by a Mobile-Vision Technical Support Engineer.*
Admin Login Password	The Flashback login password. The system uses this ID in combination with the *Admin Login Name* to 1) wirelessly transmit videos to the DEF server and 2) download configuration changes from the DEF server to the DVR. *Do not change this value unless instructed to do so by a Mobile-Vision Technical Support Engineer.*
Time Zone	The time zone in which this DVR will be recording. *Select this value from the drop-down list*.
Ignition Timer	A setting which determines how many minutes this DVR will remain on in *idle* mode after a vehicle's ignition has been turned off. *Select this value from the drop-down list*.

4 To change one or more settings on this tab, enter or select your changes in the appropriate field(s). Otherwise proceed to the next step.

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

> **DVR ICV-50064 successfully saved.**

Changing the IP Settings for a Flashback DVR that is Not Assigned to a DVR Group

This section describes how to change the IP settings for a discovered Flashback2, Flashback3, or FlashbackHD DVR that is not currently assigned to a DVR group.

To make global changes to a group of Flashback2 or Flashback3/HD DVRs, see "Changing the IP Settings for a Flashback DVR Group" on page 290 instead.

If your agency is not using the Fleet Management Feature, you will have to make these changes from the DVR itself. For instructions, refer to your Flashback User's Guide.

Interview Room DVRs typically utilize an *Ethernet* connection, whereas in-car DVRs typically utilize a *wireless* connection. However, in-car units are still *Ethernet-enabled* to support Vehicle Viewer or Vehicle Viewer Live, which requires the use of the Ethernet port on the Flashback DVR. An Ethernet connection is also required if you have the UMD Editor installed on your mobile data computer.

❒ To change the *remote broadcast IP address*, *remote unicast IP address*, and/or *gateway type* for a Flashback DVR, see "Changing the General IP Settings for a Flashback DVR that is Not Assigned to a DVR Group" below.

❒ To configure a Flashback DVR for use with Interview Room, Vehicle Viewer, Vehicle Viewer Live, and/or the UMD Editor, see "Changing the Ethernet Settings for a Flashback DVR that is Not Assigned to a DVR Group" on page 187.

❒ To configure a Flashback DVR that does *not* interface with Vehicle Viewer, Vehicle Viewer Live, and/or the UMD Editor, see "Changing the Wireless Settings for a Flashback DVR that is Not Assigned to a DVR Group" on page 192.

For a definition of *discovered* vs. *undiscovered* DVRs, see the box on page 180.

Changing the General IP Settings for a Flashback DVR that is Not Assigned to a DVR Group

This section describes how to change the following IP settings for a selected Flashback2, Flashback3, or FlashbackHD DVR.

❒ *Remote broadcast IP(s).*[*] An IP address range across which the Flashback DVR announces its identity so the server can locate it. System default is **255.255.255.255**.

❒ *Remote unicast IP(s).*[*] A list of unique IP address(es) to which the Flashback DVR announces its identity so that the server can locate it.

(Continued)

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[*] Based on your department's network setup and security requirements, you would enter **either** a *Remote broadcast IP address* (typical) **or** a *Remote unicast IP address.*

❐ *Gateway type.* The type of connection used to link this Flashback DVR to the server: *wireless* (for in-car DVRs that do not interface with Vehicle Viewer, Vehicle Viewer Live, or the UMD Editor), or *Ethernet* (for Interview Room DVRs and in-car DVRs that interface with Vehicle Viewer, Vehicle Viewer Live, and/or the UMD Editor).

To perform this procedure, the DVR record must be *discovered*. For a definition of *discovered* vs. *undiscovered* DVRs, see the box on page 180.

1 Search for and display the Flashback DVR record you wish to update. (If necessary, review "Displaying the Edit DVR Popup" on page 179.)

2 If it is not already selected, click the **General** tab. The *Remote Broadcast IP*, *Remote Unicast IP*, and *Gateway Type* fields display.

3 To change the *remote broadcast IP address(es)*, enter the new IP address(es) in the *Remote Broadcast IP(s)* field, separating multiple addresses with a space. Otherwise proceed to the next step.

4 To change the *remote unicast IP address(es)*, enter the new IP address(es) in the *Remote Unicast IP(s)* field, separating multiple addresses with a space. Otherwise proceed to the next step.

5 To change the *gateway type*, select a new value from the *Gateway Type* drop-down list. Otherwise proceed to the next step.

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

> **DVR ICV-50064 successfully saved.**

Changing the Ethernet Settings for a Flashback DVR that is Not Assigned to a DVR Group

This section describes how to change the Ethernet settings for a discovered Flashback2, Flashback3, or FlashbackHD DVR that is not currently assigned to a DVR group. Ethernet settings are required for the following DVR configurations:

❒ DVRs that are installed in an Interview Room
❒ DVRs that are installed in a vehicle and interface with one of the following applications: Vehicle Viewer, Vehicle Viewer Live, and/or the UMD Editor.

For instructions, see:

❒ Configuring a Flashback DVR for Use with Interview Room, next page
❒ Configuring a Flashback DVR for Use with Vehicle Viewer, Vehicle Viewer Live, or the UMD Editor, page 190

Configuring a Flashback DVR for Use with Interview Room

This section describes how to select the settings required to use a Flashback2, Flashback3, or FlashbackHD *Interview Room* DVR with your agency's Ethernet network.

If this DVR is currently assigned to a DVR group, you will have to make these changes at the group level. For instructions, see "Configuring a Flashback DVR Group for Use with Interview Room" on page 292.

If your agency is not using the Fleet Management feature, you will have to make these changes from the DVR itself. For instructions, refer to your Flashback User's Guide.

To perform this procedure, the DVR record must be *discovered*. For a definition of *discovered* vs. *undiscovered* DVRs, see the box on page 180.

This configuration is typically used in conjunction with the *UDP Broadcast* discovery method.

WARNING: Do not attempt the following procedure without the assistance of your agency's network specialist OR a Mobile-Vision Technical Support Engineer. Entering incorrect data could cause wireless transmission to fail.

1. Search for and display the Flashback record you wish to configure for Interview Room. (If necessary, review "Displaying the Edit DVR Popup" on page 179.)

2 Click the **IP Setup** tab. The IP options display.

3 Click the **Ethernet** tab. The Ethernet form displays.

(Continued)

4   If this Flashback will be installed on a *DHCP* network, check the *Ethernet DHCP* checkbox at the top of the form. The system grays out the *Ethernet IP*, *Ethernet Mask, and Ethernet Gateway IP* fields. Skip to step 8.

– OR –

If this Flashback will be installed on a non-*DHCP* network, make sure the *Ethernet DHCP* checkbox is deselected, then proceed to the next step.

5   Go to the *Ethernet IP* field and enter the Ethernet IP address that this DVR will use on your network.

6   Go to the *Ethernet Mask* field and enter the Ethernet Mask IP address that this DVR will use on your network.

7   Go to the *Ethernet Gateway IP* field and enter the Ethernet gateway IP address that this DVR will use on your network.

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

> DVR ICV-50064 successfully saved.

Configuring a Flashback DVR for Use With Vehicle Viewer, Vehicle Viewer Live, or the UMD Editor

This procedure describes how to configure a Flashback2, Flashback3, or FlashbackHD DVR to automatically assign IP addresses to a laptop or MDC that has Vehicle Viewer, Vehicle Viewer Live, or the UMD Editor installed on it.

To perform this procedure, the DVR record must be *discovered*. For a definition of *discovered* vs. *undiscovered* DVRs, see the box on page 180.

If this DVR is currently assigned to a DVR group, you will have to make these changes at the group level. For instructions, see "Configuring a Flashback DVR Group for Use with Vehicle Viewer, Vehicle Viewer Live, or the UMD Editor" on page 294 instead.

If your agency is not using the Fleet Management feature, you will have to make these changes from the DVR itself. For instructions, refer to your Flashback User's Guide.

WARNING: Do not attempt the following procedure without the assistance of your agency's network specialist OR a Mobile-Vision Technical Support Engineer. Entering incorrect data could cause wireless transmission to fail.

1   Search for and display the DVR you wish to configure. (If necessary, review "Displaying the Edit DVR Popup" on page 179.)

2 Click the **IP Setup** tab.

3 Click the **Ethernet** tab. The Ethernet form displays.

(Continued)

The DHCP Server options are located on the lower half of the screen.

4   Select the *DHCP Enable* checkbox.

5   Go to the *DHCP Starting Address* field and enter the first IP address that can be assigned to a device by the DVR DHCP server.

6   Go to the *DHCP Ending Address* field and enter the last IP address that can be assigned to a device by the DVR DHCP server.

NOTE: The IP range you specify in steps 5 and 6 must be outside the range of any existing DHCP servers.

7   Go to the *DHCP Lease Time (minutes)* drop-down list and select a *lease time* for the IP Address. This is the amount of time that the DVR DHCP server will reserve the IP address it gives your device before it puts that address back onto the unused (i.e., available) list.

8   Click **Save**.

Changing the Wireless Settings for a Flashback DVR that is Not Assigned to a DVR Group

This section describes how to change the wireless settings for a Flashback2, Flashback3, or FlashbackHD DVR that is not currently assigned to a DVR group. This procedure is only necessary if you selected a wireless mode of **WPA-ENTERPRISE** or **WPA2-ENTERPRISE** on the *Wireless Settings* tab.

To perform this procedure, the DVR record must be *discovered*. For a definition of *discovered* vs. *undiscovered* DVRs, see the box on page 180.

1   Search for and display the Flashback record you wish to change. (If necessary, review "Displaying the Edit DVR Popup" on page 179.)

2   Click the **IP Setup** tab. The IP options display.

3   Click the **Wireless Settings** tab. The Wireless settings display.

The fields on the **Wireless Settings** tab are described below.

Wireless Settings Tab	
Setting	**Description**
Wireless IP Address	The IP address of the DVR's wireless NIC.*
Wireless IP Mask	The wireless subnet mask address of the DVR's wireless NIC.* Usually **255.255.255.0** if using the default 192.168.10.X network.
Wireless Gateway IP	The gateway address for the DVR's wireless NIC.* Usually set to the IP of the server.
Wireless Mode	The wireless security mode that you wish to use. *Select this value from the drop-down list*.
Wireless Auth	The authentication type used by the wireless mode displayed in the *Wireless Mode* field: NONE, OPEN, or SHARED. *Select this value from the drop-down list.*
Wireless Encryption	The wireless security type that you wish to use. *Select this value from the drop-down list.*
Wireless Interface	The 802.11 mode that you are using on your wireless network. *Select this value from the drop-down list.*

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* Network Interface Controller, sometimes referred to as a "network card"

Wireless Settings Tab (cont'd)	
Setting	**Description**
Wireless DHCP	A checkbox used to indicate whether or not you want your DHCP server to provide the wireless IP addresses to this DVR. When this checkbox is selected, the system will automatically override the values in the *Wireless IP Address* and *Wireless IP Mask* fields. **Note**: If your agency does not have a DHCP server, leave this checkbox deselected. ☑ DHCP server automatically assigns an IP address to this DVR via the *Wireless IP Address* and *Wireless IP Mask* fields ☐ User manually assigns an IP address to this DVR
Wireless SSL (Secure Socket Layer)	A checkbox used to indicate whether or not you are using the SSL (Secure Socket Layer) type encryption to authenticate on your wireless network. ☑ Using SSL ☐ *Not* using SSL
Validate Certificate	A checkbox used to indicate whether or not you are providing valid certificates for communication. ☑ Providing valid certificates for communication ☐ *Not* providing valid certificates for communication
Wireless SSID	The name of your wireless network, also referred to as a *wireless service set identifier*. *This field is required for all wireless modes*.
Wireless Name	Your wireless username. Used in combination with the *Wireless Password* field to login to the wireless network. This field is required for wireless modes **WPA-PSK** and **WPA2-PSK**.
Wireless Password	Your wireless password. This field is used in combination with the *Wireless Name* field. This field is required for wireless modes **WPA-PSK** and **WPA2-PSK**. Your wireless password. This field is used in combination with the *Wireless Name* field. This field is required for wireless modes **WPA-PSK** and **WPA2-PSK**. Your password may contain any combination of the following characters: a b c d e f g h i j k l m n o p q r s t u v w x y z A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 0 1 2 3 4 5 6 7 8 9 ~ ! @ # % ^ * ( ) _ + . ; : { }

Wireless Settings Tab (cont'd)	
Setting	**Description**
Wireless Encryption Key	Your wireless encryption password. Only enter this field if the *Wireless Mode* is **WEP-PSK**. Your encryption key can be either 10 digits long (64 bits/ascii) or 26 digits long (128 bits/hex). It may include any combination of the characters listed on the previous page.

WARNING: In order for the automatic transmission process to work properly, the Wireless settings must match those on the Wireless Acess Points. Do not change any of these settings unless instructed to do so by your agency's Network Administrator *or* a Mobile-Vision Technical Support Engineer.

4 Enter/select your changes in the appropriate field(s).

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

> **DVR ICV-50064 successfully saved.**

Changing the Audio Settings for a Flashback DVR that is Not Assigned to a DVR Group

This section describes how to change the audio settings for a Flashback2, Flashback3, or FlashbackHD DVR that is not currently assigned to a DVR group.

To make global changes to a group of Flashback2 or Flashback3/HD DVRs, see "Changing the Audio Settings for a Flashback DVR Group" on page 297 instead.

To perform this procedure, the DVR record must be *discovered*. For a definition of *discovered* vs. *undiscovered* DVRs, see the box on page 180.

1 Search for and display the Flashback record you wish to change. (If necessary, review "Displaying the Edit DVR Popup" on page 179.)

2 Click the **Audio/Video** tab. The Audio form displays.

Flashback2s only

The fields on the **Audio** tab are described in the table on the next page.

(Continued)

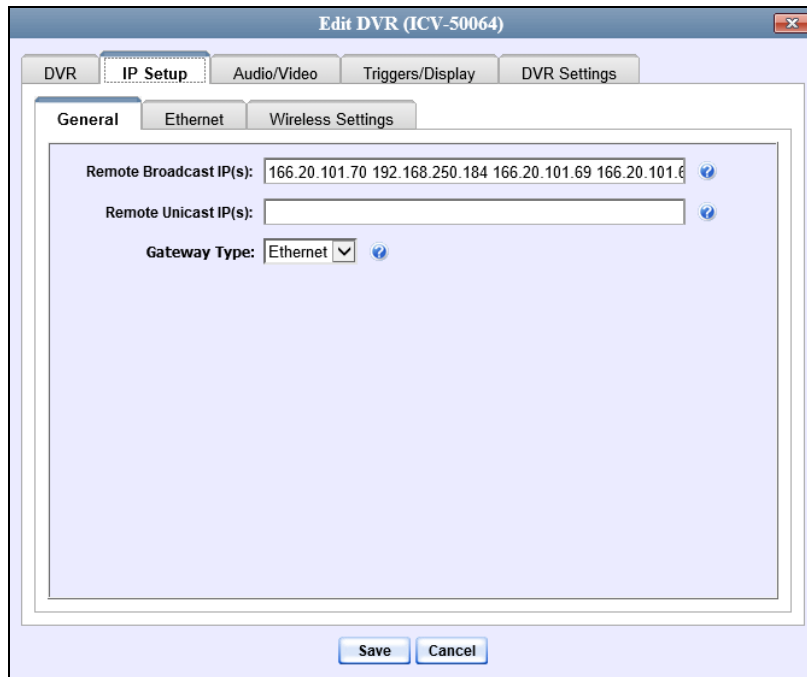| Audio Tab	
Audio Feedback	
Setting	**Description**
VLP1	A checkbox used to indicate whether or not you wish to include the audio from the wireless microphone that's connected to the Flashback's VLP 1 port. ☑ Include audio from the VLP 1 port microphone ☐ Do *not* include audio from the VLP 1 port microphone
VLP2	A checkbox used to indicate whether or not you wish to include the audio from the wireless microphone that's connected to the Flashback's VLP 2 port, if applicable. ☑ Include audio from the VLP 2 port microphone ☐ Do *not* include audio from the VLP 2 port microphone
Keyboard Beep	A checkbox used to indicate whether or not you want the DVR to beep every time you press one of the buttons on the DVR or DVR monitor. ☑ Make DVR beep every time a button is pressed ☐ Do *not* make DVR beep every time a button is pressed
Record Beep	A checkbox used to indicate whether or not you want the DVR to beep every 30 seconds when the DVR is recording. ☑ Make DVR beep every 30 seconds when recording ☐ Do *not* make DVR beep every 30 seconds when recording
In-Car Mic	A checkbox used to indicate whether or not you wish to include the audio from the in-car microphone. ☑ Include audio from in-car microphone ☐ Do *not* include audio from in-car microphone
Recycle Record *Flashback2s only*	A checkbox used to indicate whether or not you wish to continue recording even after the space on your CF card is used up. When this feature is selected, the Flashback will record over existing files after the CF card is full, beginning with the oldest file. When this feature is *off* (default), the Flashback will automatically stop recording as soon as the CF card is full. ☑ Continue recording after space on CF card is used up ☐ Stop recording after space on CF card is used up
Audio Properties	
Pre/Post Audio Control	A checkbox used to indicate whether or not you wish to include audio in your pre- and post- recordings. Including audio in these recordings will *increase* your file size; omitting audio from these recordings will *reduce* your file size. *(Continued)*

Audio Tab (cont'd)	
Audio Properties (cont'd)	
Setting	**Description**
Pre/Post Audio Control (cont'd)	☑ Include audio in pre- and post-recordings ☐ Exclude audio from pre- and post-recordings
Background Record *Flashback2s only*	A checkbox used to indicate whether or not you wish to use your wireless microphone (see **Note** below) to capture audio for Background Record videos. ☑ Use wireless microphone to capture audio for Background Record videos. ☐ Use wireless microphone to capture audio for regular (foreground) videos only. **Note**: If you have two wireless mics, only the one that's connected to the VLP 1 port on the back of your DVR will be used to capture Background Record audio.
VLP 1 Gain	The strength of the audio line level signal into the DVR for the wireless microphone that's connected to your Flashback's VLP 1 port. This signal has an effect on volume: ▪ *Increasing* the numeric value of the *VLP1 Gain* field will result in *decreased* volume ▪ *Decreasing* the numeric value of the *VLP1 Gain* field will result in *increased* volume. *Select this value from the drop-down list*. System default is **4**. **Note**: If you notice increased distortion after changing this setting, increase the value of this field.
VLP 2 Gain	The strength of the audio line level signal into the DVR for the wireless microphone that's connected to your Flashback's VLP 2 port. This signal has an effect on volume: ▪ *Increasing* the numeric value of the *VLP2 Gain* field will result in *decreased* volume ▪ *Decreasing* the numeric value of the *VLP2 Gain* field will result in *increased* volume. *Select this value from the drop-down list*. System default is **4**. **Note**: If you notice increased distortion after changing this setting, increase the numeric value of this field.

(Continued)

Audio Tab (cont'd)
Audio Properties (cont'd)

Setting	Description
In-Car Mic Gain	The strength of the audio line level signal into the DVR for your in-car microphone. This signal has an effect on volume: ▪ *Increasing* the numeric value of the *In-Car Mic Gain* field will result in *decreased* volume ▪ *Decreasing* the numeric value of the *In-Car Mic Gain* field will result in *increased* volume. *Select this value from the drop-down list*. System default is **2**. **Note**: If you notice increased distortion after changing this setting, increase the numeric value of this field.

3   Enter/select your changes in the appropriate field(s).

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

> DVR **FB2** **successfully saved.**

Changing the Video Settings for a Flashback DVR that is Not Assigned to a DVR Group

This section describes how to change the video settings for a Flashback2, Flashback3, or FlashbackHD DVR that is not assigned to a DVR group.

To make global changes to a group of Flashback2 or Flashback3/HD DVRs, see "Changing the Video Settings for a Flashback DVR Group" on page 298 instead.

To perform this procedure, the DVR record must be *discovered*. For a definition of *discovered* vs. *undiscovered* DVRs, see the box on page 180.

1   Search for and display the Flashback record you wish to change. (If necessary, review "Displaying the Edit DVR Popup" on page 179.)

2 Click the **Audio/Video** tab. The Audio form displays.

3 Click the **Video** tab. The Video form displays. This form will appear slightly different for Flashback2s vs. Flashback3/HDs.

Video tab:
Flashback2
version

Video tab:
Flashback3/
FlashbackHD
version

Flashback3s &
FlashbackHDs only

The fields on the **Audio/Video** tab are described in the following table.

Video Tab	
Video Properties	
Setting	**Description**
(Channel 1) Frame Rate	The frame rate for your forward facing zoom camera videos. This is the number of frames that will display every second. The higher the number, the smoother the video's picture *and* the larger the video's file size. *Select this value from the drop-down list.*
(Channel 1) Quality	A number that indicates how high the quality of your forward facing zoom camera videos will be. This setting denotes the video's bitrates in megabits-per-second (mbps). The higher the quality setting, the better the video quality *and* the larger the video's file size. *Select this value from the drop-down list.* Flashback2/3 Settings: FlashbackHD Settings: 1............. 1.5 mbps 4 ....3.0 mbps 2............. 2.0 mbps 6 ....4.0 mbps 3............. 2.5 mbps 8 ....5.0 mbps
(Channel 1) Resolution	The display resolution (pixels per inch) for your forward facing zoom camera videos. The higher the number, the clearer the video's picture *and* the larger the video's file size. *Select this value from the drop-down list.*
Channel 2	A checkbox used to indicate whether or not there is a Backseat camera and/or Bullet camera(s) installed on this DVR's second camera channel. ☑ There is at least one camera installed on camera Channel 2 ☐ There are no cameras installed on camera Channel 2
(Channel 2) Frame Rate	The frame rate for your Backseat camera videos and/or Bullet camera videos. This is the number of frames that will display every second. The higher the number, the smoother the video's picture *and* the larger the video's file size. *Select this value from the drop-down list.*
(Channel 2) Quality	A number that indicates how high the quality of your Backseat camera videos and/or Bullet camera videos will be. This setting denotes the video's bitrates in either kilobits-per-second (kbps) or megabits-per-second (mbps). The higher the quality setting, the better the video quality *and* the larger the video's file size. *Select this value from the drop-down list.* 1............. 250 kbps 4...........1.0 mbps 2............. 500 kbps 5...........1.25 mbps 3............. 750 kbps

Video Tab (cont'd)	
Video Properties (cont'd)	
Setting	**Description**
(Channel 2) Resolution	The display resolution (pixels per inch) for your Back-seat camera videos and/or Bullet camera videos. The higher the number, the clearer the video's picture *and* the larger the video's file size. *Select this value from the drop-down list.*
Active Cameras *Flashback3s & FlashbackHDs only*	The number of cameras that will be recording on Channel 2. You can have up to four cameras recording on this channel: the *Backseat* camera and 1 – 3 *Bullet* cameras. If there will be *no* cameras recording on Channel 2, set the value of this field to **OFF**. This field will only display on Flashback3 and FlashbackHD DVR records.
Background Record	A checkbox used to indicate whether or not you want the Flashback2, Flashback3, or FlashbackHD to record continuously whenever the vehicle's ignition is on. Keep in mind that the use of Background Record requires a lot of disc space. ☑ Turn Background Record *on* ☐ Turn Background Record *off*
(Background Record) Frame Rate	The frame rate for videos recorded when Background Record is *on*. This is the number of frames that will display every second. The higher the number, the smoother the video's picture *and* the larger the video's file size. *Select this value from the drop-down list.*
Stealth Record	A checkbox used to indicate whether or not you want the *Background Record* indicator (🅱) to be hidden from view when the DVR is in *Background Record* mode. By default, 🅱 displays on the Flashback monitor whenever *Background Record* is ON. ☑ Hide 🅱 when *Background Record* mode is on ☐ Show 🅱 when *Background Record* mode is on
Unit Shutdown	A checkbox used to indicate whether or not you wish to continue recording *after* the vehicle's ignition is turned off but *before* the DVR automatically shuts down. The *Ignition Timer* setting will determine the exact length of this post-ignition recording. For more information on this feature, see "Programming the Ignition Timer" in your *Flashback User's Guide*. *(Continued)*

Video Tab (cont'd)	
Video Properties (cont'd)	
Setting	**Description**
Unit Shutdown (cont'd)	☑ Continue recording after the vehicle's ignition is turned off ☐ Stop recording after the vehicle's ignition is turned off
Recording Properties	
Pre Record Time	The number of seconds of recording that you wish to capture *prior* to pressing the **Record** button on your DVR. *Select this value from the drop-down list.*
Post Record Time	The number of seconds of recording that you wish to capture *after* pressing the **Stop** button on your DVR. *Select this value from the drop-down list.* **Note**: If you wish to continue recording for more than 60 seconds, use the *Delay Stop* feature instead, as described below.
Delay Stop	A checkbox used to indicate whether or not you wish to use the *Delay Stop* feature, which enables you to continue recording for a specified number of minutes *after* pressing the **Stop** button on your DVR. This feature is used in conjunction with the Aux2 trigger. ☑ Use *Delay Stop* feature ☐ Do *not* use *Delay Stop* feature If you select this checkbox, you must enter a value in the *Delay Minutes* field.
Delay Minutes	The number of minutes that you wish to continue recording *after* pressing the **Stop** button on your DVR. Used in conjunction with the *Delay Stop* field above. *Select this value from the drop-down list.*

4 Enter/select your changes in the appropriate field(s).

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

> DVR ICV-50064 successfully saved.

Changing the Triggers for a Flashback DVR that is Not Assigned to a DVR Group

This section describes how to change the video record triggers for a Flashback2, Flashback3, or FlashbackHD that is not assigned to a DVR group.

To make global changes to a group of Flashback2 or Flashback3/HD DVRs, see "Changing the Triggers for a Flashback DVR Group" on page 300 instead.

To perform this procedure, the DVR record must be *discovered*. For a definition of *discovered* vs. *undiscovered* DVRs, see the box on page 180.

1   Search for and display the Flashback record you wish to change. (If necessary, review "Displaying the Edit DVR Popup" on page 179.)

2   Click the **Triggers/Display** tab. A list of triggers displays at the top of the form.

SAFE FLEET Law Enforcement

The available triggers are described below.

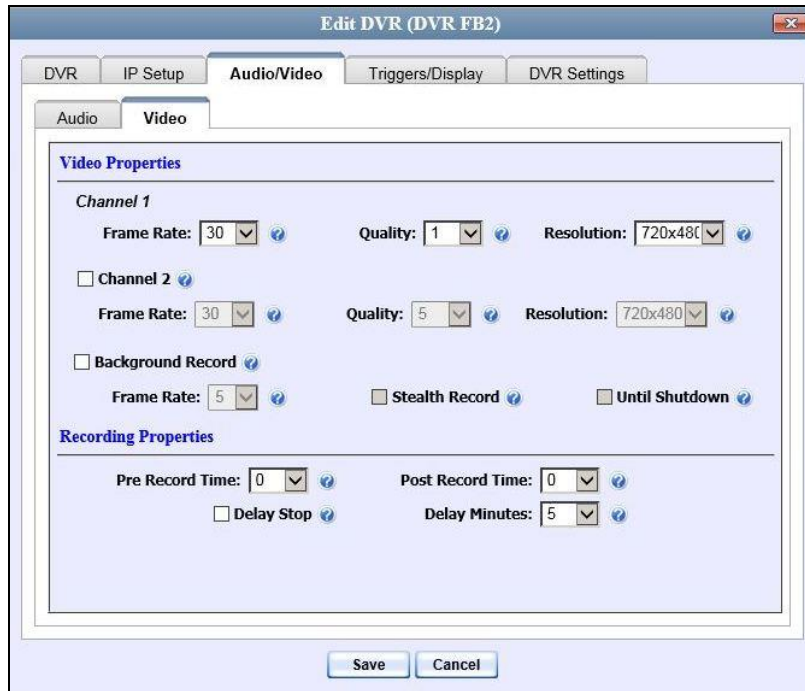| Triggers Tab	
Trigger Name	**Description**
Aux 1 Trigger	A checkbox used to indicate whether or not a recording will begin if the Auxiliary 1 device detects an event, such as a vehicle crash on vehicles equipped with the CrashBat2. ☑ Start recording when Aux 1 device is engaged ☐ Do *not* start recording when Aux 1 device is engaged
Aux 2 Trigger	A checkbox used to indicate whether or not a recording will begin if the Auxiliary 2 trigger device detects an event, such as the opening of a door or other triggering event. ☑ Start recording when Aux 2 device is engaged ☐ Do *not* start recording when Aux 2 device is engaged
MPH/KPH Trigger	A checkbox used to indicate whether or not a recording will begin if the police vehicle reaches the speed entered in the *Trigger Speed* field. ☑ Start recording when police vehicle reaches *Trigger Speed* ☐ Do *not* start recording when police vehicle reaches *Trigger Speed*
Lights Trigger	A checkbox used to indicate whether or not a recording will begin if the vehicle's emergency lights go on. ☑ Start recording when emergency lights go on ☐ Do *not* start recording when emergency lights go on

Triggers Tab (cont'd)	
Trigger Name	**Description**
Stop Overrides Trigger	A checkbox used to indicate what will happen when the emergency lights are on and an officer tries to manually stop a lights-triggered recording. By default, officers are not allowed to stop a recording while the emergency lights are still on. If they press ⬤, nothing will happen. However, you can override this default by checking the *Stop Overrides Trigger* checkbox. ☑ Pressing the ⬤ button when the emergency lights are on will stop a lights-triggered recording ☐ Pressing the ⬤ button when the emergency lights are on will *not* stop a lights-triggered recording
Trigger Speed	The miles-per-hour *or* kilometers-per-hour speed that the vehicle must reach before a recording will begin. Used in conjunction with the *MPH/KPH Trigger* field.
Siren Trigger	A checkbox used to indicate whether or not a recording will begin if the vehicle's siren goes on. ☑ Start recording when siren goes on ☐ Do *not* start recording when siren goes on
VLP Trigger	A checkbox used to indicate whether or not a recording will begin if the officer presses the *record* button on his wireless microphone. ☑ Start recording when wireless mic is engaged ☐ Do *not* start recording when wireless mic is engaged

3 Enter/select your changes in the appropriate field(s).

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

> DVR ICV-50064 successfully saved.

Changing the Display Options for a Flashback DVR that is Not Assigned to a DVR Group

This section describes how to change the display options for a Flashback2, Flashback3, or FlashbackHD DVR that is not currently assigned to a DVR group. Display options are the status indicators that will display on the following:

❒ The Flashback monitor during a recording,
❒ The Vehicle Viewer or Vehicle Viewer Live application while the DVR is active
❒ The Flashback Player while you are viewing a video off the server.

To make global changes to a group of Flashback2s or Flashback3/HDs, see "Changing the Display Options for a Flashback DVR Group" on page 301 instead.

To perform this procedure, the DVR record must be *discovered*. For a definition of *discovered* vs. *undiscovered* DVRs, see the box on page 180.

1 Search for and display the Flashback record you wish to change. (If necessary, review "Displaying the Edit DVR Popup" on page 179.)

2 Click the **Triggers/Display** tab. Display options are listed at the bottom of the form.

The Display options are described in the table on the next page.

Display Options	
Display Option	**Description**
Date Format	The format in which the video's start date will display on the Flashback monitor, Flashback2/3/HD/BV Player, and Vehicle Viewer or Vehicle Viewer Live display. *Select this value from the drop-down list*.
Daylight Savings Time	A checkbox used to indicate whether or not this DVR will be recording in a region that observes Daylight Savings Time. ☑ Daylight Savings Time is observed in this recording region ☐ Daylight Savings Time is *not* observed in this recording region When this checkbox is selected, the DVR will automatically adjust its videos' recording start/end times to reflect daylight savings time.
Lights Display Ⓛ	A checkbox used to indicate whether or not you want to show the *lights* display during videos (see sample pictured left). This display indicates when the vehicle's emergency lights are engaged. ☑ Show Lights display ☐ Do *not* show Lights display
Temperature Display	A checkbox used to indicate whether or not you want to show the Temperature Display during videos. This display indicates what the temperature was inside the DVR at each point in the video. ☑ Show Temperature display ☐ Do *not* show Temperature display
Metric Units	A checkbox used to indicate whether or not you want to display readings in metric units, such as *kilometers-per-hour*. ☑ Use metric units for on-screen displays ☐ Do *not* use metric units for on-screen displays
Category Display *Flashback2s only*	A checkbox used to indicate whether or not you want the Category Selection List to display after an officer presses the ⬭ button. If you choose to display this list, the officer will be able to assign a category to his videos immediately after stopping a recording. If you choose *not* to display this list, the officer will *not* be able to assign a category to his videos immediately after stopping a recording; instead, the *system* will automatically assign all videos the first category listed on the **Video Categories** tab, such as "No Citation." *(Continued)*

Display Options (cont'd)	
Display Option	**Description**
Category Display (cont'd)	☑ Display the Category Selection List after an officer presses the 🔘 button. ☐ Do not display the Category Selection List after an officer presses the 🔘 button.
GPS Format *Flashback2s only*	The format in which the video's GPS coordinates will display on the Flashback2 monitor. This field will only display if you have the *Player Display GPS* permission. *Select this value from the drop-down list provided*.
Aux 1 Display **A1**	A checkbox used to indicate whether or not you want to show the Aux 1 Display during a video (see sample pictured left). This display indicates when the Aux 1 Trigger device detected an event. For example, if your Aux 1 Trigger device is the Crashbat2 crash detector, then this display will indicate the precise time at which a vehicle crash occurred. ☑ Show Aux 1 display ☐ Do *not* show Aux 1 display
Aux 2 Display **A2**	A checkbox used to indicate whether or not you want to show the Aux 2 Display during a video (see sample pictured left). This display indicates when the Aux 2 Trigger device detected an event, such as the opening of a vehicle door. ☑ Show Aux 2 display ☐ Do *not* show Aux 2 display
GPS Display	A checkbox used to indicate whether or not you want to show the GPS Display during a video. This display indicates what the vehicle's longitudinal and latitudinal coordinates are at each point in the video. ☑ Show GPS display ☐ Do *not* show GPS display To access this field, you must have the *Player Display GPS* permission.
Brakes Display **B**	A checkbox used to indicate whether or not you want to show the Brakes Display during a video (see sample pictured left). This display indicates when the vehicle's brakes are engaged during a video. ☑ Show Brakes display ☐ Do *not* show Brakes display
Radar Info	The type of radar reading (target, lock, and/or patrol) that will display during a video. *Select this value from the drop-down list. (Continued)*

Display Options (cont'd)	
Display Option	**Description**
Radar Info (cont'd)	**T** ....Target speed **L** ....Lock speed **T/L**...........Target *and* lock speed **T/L/P** ....Target, lock, *and* patrol speed (default). This field is used in conjunction with the *Radar Box* field.
MPH/KPH Display	A checkbox used to indicate whether or not you want to show a vehicle's current speed during videos. The speed will display in either miles-per-hour (default) or kilometers-per-hour (if *Metric Units* checkbox is selected). ☑ Show MPH/KPH display ☐ Do *not* show MPH/KPH display
Siren Display	A checkbox used to indicate whether or not you want to show the Siren display during videos (see sample pictured left). This display indicates when a vehicle's siren is engaged. ☑ Show siren display ☐ Do *not* show siren display
WLAN Display	A checkbox used to indicate whether or not you want to show the WLAN display during videos (see Flashback3/HD sample pictured left). This display indicates when a vehicle is within range of the wireless local area network (WLAN). ☑ Show WLAN display ☐ Do *not* show WLAN display
Radar Box	A checkbox used to indicate whether or not your radar device's target, lock, and/or patrol speeds will display during a video. In order for this feature to work, your radar device must be wired to the radar trigger on your Flashback DVR. ☑ Show Radar display ☐ Do *not* show Radar display This field is used in conjunction with the *Radar Info* field.

3 To change the format for your date display, select a new value from the *Date Format* drop-down list. Otherwise proceed to the next step.

4 To change the format for your GPS display (permissions required), select a new value from the *GPS Format* drop-down list. Otherwise proceed to the next step.

5 To change the type of radar reading (target, lock, and/or patrol) that will display during a video, select a new value from the *Radar Info* drop-down list. Otherwise proceed to the next step.

6 Using the checkboxes provided, select those items you wish to display on the Flash-back monitor, Flashback Player screen, and Vehicle Viewer/Vehicle Viewer Live screen.

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

> DVR NJSPFB3A successfully saved.

Changing a Flashback DVR that is Assigned to a DVR Group

This section describes how to update a Flashback2, Flashback3, or FlashbackHD DVR record that is currently assigned to a DVR group.

To make global changes to a group of Flashback2 or Flashback3/HD DVRs, see "Changing a Flashback DVR Group" on page 288 instead.

To perform this procedure, the DVR record must be *discovered*. For a definition of *discovered* vs. *undiscovered* DVRs, see the box on page 180.

1 Go to ▼ Administration and click **Manage DVRs**.

2 Locate the DVR record you wish to update. If you have a large number of records to scan through, see "Searching for a DVR" on page 168, beginning with step 2.

3 Right-click on the DVR record you wish to update, then select **Edit** from the popup menu. The Edit DVR form displays.

If the *Group Managed Ethernet* checkbox is selected on the DVR's **group** record, then the three ethernet fields will be grayed out here. To edit these fields at the group level, see "Changing the Ethernet Settings for a DVR Group" on page 292.

The fields on the Edit DVR screen are described below.

DVR Tab	
Field	**Description**
DVR Name	The name of this DVR. If this field is grayed out, it indicates that there is a naming conflict associated with the DVR. For more information, see "Resolving Naming Conflicts" on page 261.
Officer Name	The default officer who is associated with this DVR's video recordings. This is the officer to whom the videos recorded on this DVR will be linked. If your agency is using USB Login Keys, this field will be grayed out.
Download Priority	The download priority for the DVR's video transmissions: *low*, *medium*, or *high*. The system uses this setting to determine the order in which videos will be transmitted to *(Continued)*

DVR Tab (cont'd)	
Field	**Description**
Download Priority (cont'd)	the server in the event that multiple patrol cars come into transmission range at the same time. DVRs with a **high** *Download Priority* will transmit *first*; DVRs with a **med** *Download Priority* will transmit *second*; and DVRs with a **low** *Download Priority* will transmit *last*. System default is **low**. *Select this value from the drop-down list.*
DVR Type	The type of DVR: ▪ *Vehicle*. A Flashback DVR that is installed inside a vehicle, such as a police cruiser. ▪ *Interview Room*. A Flashback DVR that is installed inside a precinct interview room. This type of DVR is used in conjunction with the optional Interview Room module. ▪ *Body Worn*. A *Body*VISION or BWX-100 Body Worn camera. This field will only be visible if your agency is using the Interview Room module. *Select a value from the drop-down list.*
Group Name	A drop-down list used to assign this DVR to a DVR group.
Version	The firmware version that is currently loaded on this DVR. *Display only field.*
Assigned Firmware	The new firmware version that you wish to assign to this DVR during the next DVR-to-server transmission. If the value of this field is **None**, the firmware version will remain the same. *Select this value from the drop-down list.*
Status	A system setting that determines whether or not video transmissions are allowed for this DVR: ▪ *Enabled*. The system is allowed to download video off of this DVR ▪ *Disabled*. The system is *not* allowed to download video off of this DVR. System defaults to **Enabled**. *Select this value from the drop-down list.*
Recategorize Video	A checkbox used to recategorize all video recorded from this DVR as *Interview Room*. ▪ *Yes*. Recategorize all existing videos recorded from this DVR as *Interview Room*. Select this option if this DVR is installed in an *interview room* rather than in a *vehicle*. ▪ *No*. Do *not* categorize all videos recorded from this DVR as Interview Room (default). *(Continued)*

DVR Tab (cont'd)	
Field	**Description**
Recategorize Video (cont'd)	This field will only be visible if this is a Flashback3 or FlashbackHD *Interview Room* DVR. *Select a value from the drop-down list*.
Main Board	The DVR's Main Board ID. For internal use only. Applies to Flashback3s and Flashback HDs.
Video Board	The DVR's Video Board ID. For internal use only. Applies to Flashback3s and Flashback HDs.
Ethernet DHCP	A checkbox used to indicate whether or not a DHCP server will automatically provide the wireless IP address to this DVR. ☑ DHCP server will automatically assign an IP address to the DVR ☐ User will manually assign an IP address to the DVR If your agency does not have a DHCP server, leave this checkbox deselected.
Ethernet IP	The same Ethernet IP address that you use on your private Ethernet network.
Ethernet Mask	The same Ethernet Mask address that you use on your private Ethernet network.
Ethernet Gateway IP	The same Ethernet gateway IP address that you use on your private Ethernet network.
Wireless IP	The wireless IP address for this DVR.

4 Enter/select your changes in the appropriate fields (see **NOTE** below).

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

> **DVR ICV-50064** successfully saved.

NOTE: Some changes can only be made at the group level. To change a DVR setting that does not appear on the Edit Group form, see "Changing a Flashback DVR Group" on page 288.

Configuring a New 'Auto Insert' DVR Record

This section describes how to configure a new Flashback or Body Worn DVR record that was created automatically by the system.

1 Go to ▼ Administration and click **Manage DVRs**. The Manage DVRs page displays.

2 Search for the new DVR record:

Enter the device's serial number in the *DVR ID* field. You can find this number on the silver sticker located on the inside door of Flashback DVR *or* on the back of the Body Worn device.

– OR –

Enter the DVR's Product Code in the *Product Code* field:

FBHD........................... FlashbackHD
FB3.............................. Flashback3
FB2.............................. Flashback2
FBBW1 .... *Body*VISION
BWX-100..................... BWX-100

Once the desired DVR record displays on-screen, proceed to the next step.

3 Right-click on the new DVR record, then select **Edit** from the popup menu. The Edit DVR form displays.

(Continued)

Sample
Flashback
record

Sample
*Body*VISION
record
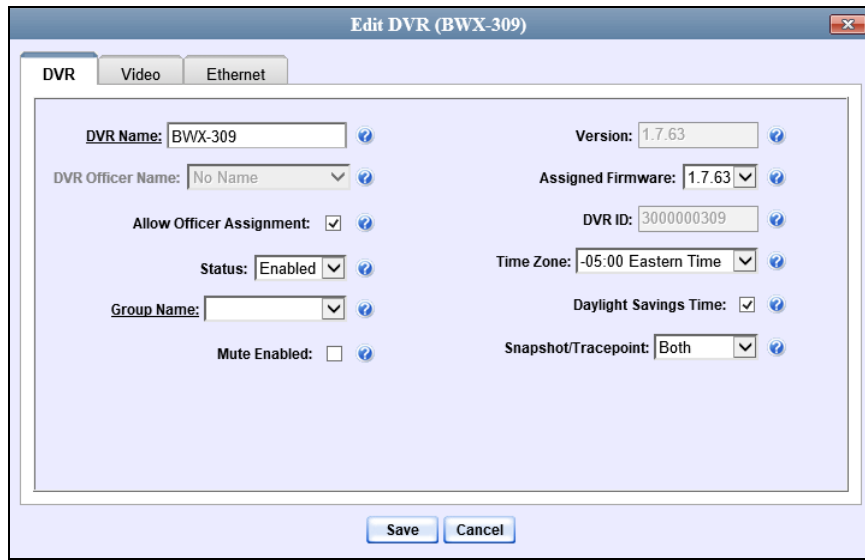
Sample
BWX-100 record

4 Using your agency's naming conventions, enter a new name for the DVR in the *DVR Name* field.

5 If your agency is using the Fleet Management feature, proceed to the next step. Otherwise skip to step 7.

6 Using the *Group Name* drop-down list, select the DVR Group to which you wish to assign this DVR.

7 Review the remaining field values. Enter/select any necessary changes.

8 Click **Save**.

Replacing a Flashback DVR

Occasionally, you may need to replace a Flashback that is lost, stolen, or damaged beyond repair. If you have an older model Flashback, you may also wish to upgrade to a newer model, such as the FlashbackHD. This section describes how to perform a replacement procedure that will allow the *new* DVR record to assume the name and video assignments of the *old* DVR record.

This procedure differs slightly depending on whether or not your agency is using the Fleet Management feature.
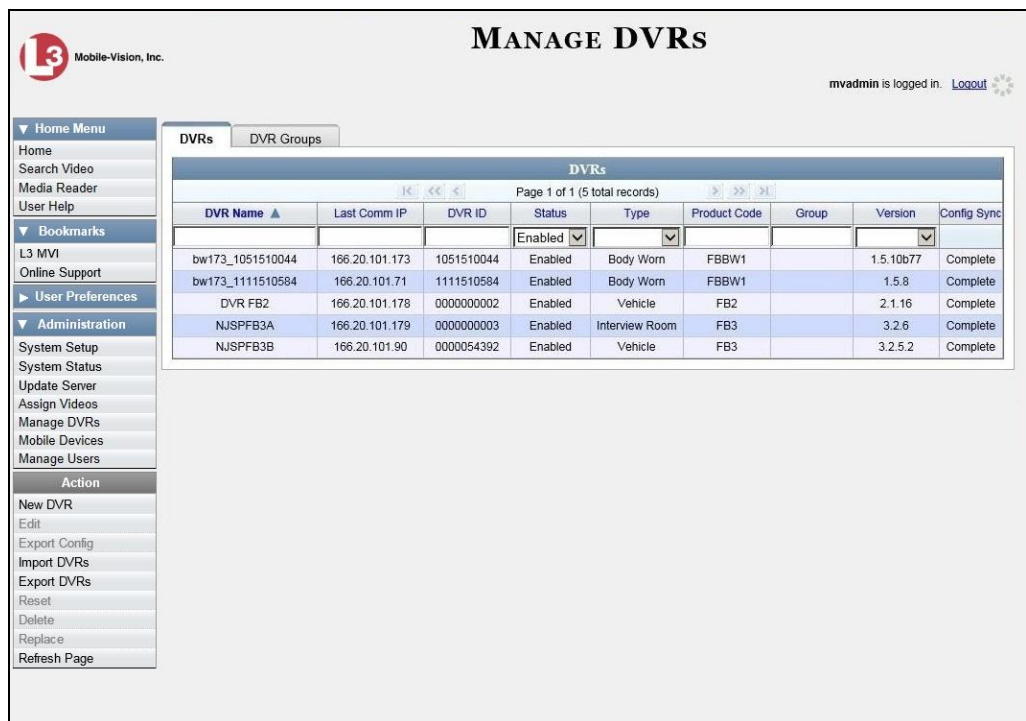
For instructions, see:

❑ Replacing a Flashback DVR When Fleet Management is On, next page
❑ Replacing a Flashback DVR When Fleet Management is Off, page 221.

Replacing a Flashback DVR When Fleet Management is On

This section describes how to replace an existing Flashback DVR with a new unit when Fleet Management is *on*. If you're not sure if Fleet Management is on/off, see "Is Fleet Management On?" on page 241.

If Fleet Management is *off*, see "Replacing a Flashback DVR When Fleet Management is Off" on page 221 instead.

1 Write down the serial numbers for both the old Flashback and the new one. You can find this number on the inside door of the Flashback.

2 Install the new Flashback in the appropriate vehicle or Interview Room. If the unit is installed in a *vehicle*, make sure that the vehicle is within 300 feet of your agency's access point. This will enable the server to discover the device on the network.

3 Return to the precinct and login to DEF as an administrator.

4 Go to ▼ Administration and click **Manage DVRs**. The Manage DVRs page displays.

5 Enter the serial number for the *old* DVR record in the *DVR ID* field. The old DVR record displays.

6 Click on the old DVR record to highlight it.

7   Go to the [Action] column and click **Replace**. The Replace DVR popup displays.

8   Using the drop-down list provided, select the name of the *new* DVR. To identify the correct DVR, look for the DVR's Product Code (**FB2**, **FB3**, or **FBHD**) followed by its 10-digit serial number.

9   Click **Save**.

Replacing a Flashback DVR When Fleet Management is Off

This section describes how to replace an existing Flashback DVR with a new unit when Fleet Management is *off*. If you're not sure if Fleet Management is on/off, see "Is Fleet Management On?" on page 241.

If Fleet Management is *on*, see "Replacing a Flashback DVR When Fleet Management is On" on page 220 instead.
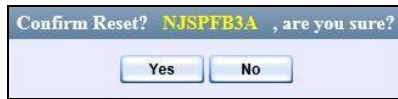
NOTE: By default, this feature is not accessible to any DEF users. In order to perform this function, you first need to add the **Can Reset DVR** permission to your user record, as described in Chapter 8, "Assigning Permissions to a User."

Perform this procedure *before* you swap out the existing DVR for a new one.

1   If the DVR is located in an *Interview Room*, proceed to the next step.

– OR –

If the DVR is located in a *vehicle*, make sure that the vehicle is within transmission distance of the server (i.e., approximately 300 feet or less from an access point.)

2   Proceed to the vehicle or Interview Room and disconnect the old DVR. Next, write down the unit's serial number, which is located on the inside door of the Flashback.

3   Return to the precinct and login to DEF as an administrator.

4   Go to [▼ Administration] and click **Manage DVRs**. The Manage DVRs page displays, as pictured on the previous page.

5   Enter the serial number for the *old* DVR record in the *DVR ID* field. The old DVR record displays.

6   Click on the old DVR record to highlight it.

(Continued)

7   Go to the Action column and click **Reset**. A verification message displays.

> **Confirm Reset?   NJSPFB3A   , are you sure?**
>
>   Yes   No

8   Click **Yes**. A confirmation message displays.

> DVR 'NJSPFB3A' successfully reset and removed from any assigned groups.

9   Wait ten minutes, then return to the vehicle or interview room and connect the new DVR.

Deleting a DVR

This section describes how to permanently remove a DVR record from the server. You can only delete a DVR that does not currently have any videos assigned to it. If the DVR you wish to delete *does* have video(s) assigned to it, first reassign those videos to a different DVR, as described in "Reassigning Video to a Different DVR" in chapter 2.

1   Go to   ▼ Administration   and click **Manage DVRs**. The Manage DVRs page displays.

2   Locate the DVR record you wish to delete. If you have a large number of records to scan through, see "Searching for a DVR" on page 168, beginning with step 2.

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

4 Click **Delete**. The system removes the selected record from the DVR list.

Exporting DVR Information to a Spreadsheet

This procedure describes how to copy the basic DVR information for all of your DVRs to a text file. The text file will be in **CSV** format, which you can use with spreadsheet software such as Excel. If your agency has more than one DEF server, this procedure can be used to copy DVR information from one server to another.

This feature is only available when Fleet Management is *on*.

1 Go to ▼ Administration and click **Manage DVRs**. The Manage DVRs page displays, as pictured on the previous page.

2 Go to the Action column and click **Export Units**. A download message displays.

Do you want to open or save **config_units.csv** (382 bytes) from **trinity**?   Open   Save ▼   Cancel   ✕

3 Select **Save As** from the *Save* drop-down list.

4 Navigate to the disk drive location where you wish to save the export file.

5 Click **Save**.

6 If a confirmation message displays, click **Close**.

If you wish to copy the Flashback DVR configurations to another server, first login to the second server as a System Administrator, then proceed to "Importing Multiple Flashback DVRs from a Spreadsheet" on page 174 for further instructions.
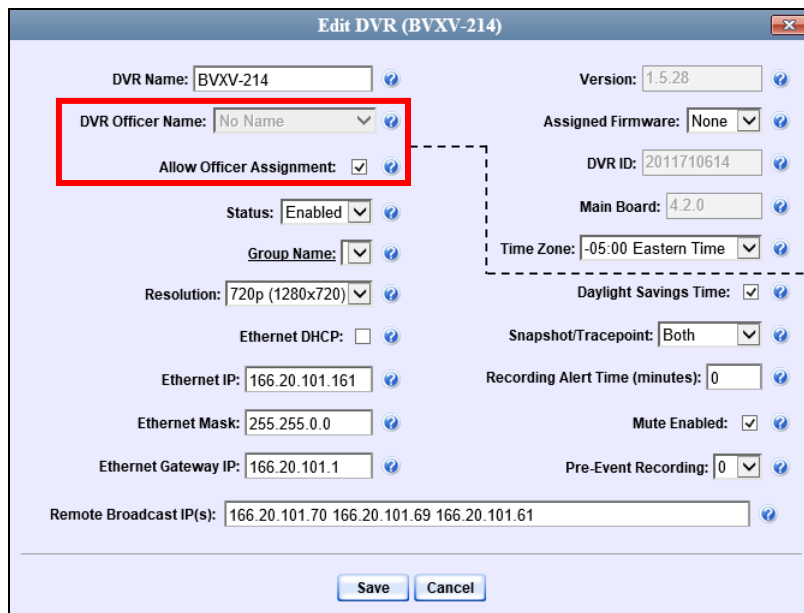
*Body*VISION DVRs

*Body*VISION is a body worn digital video recorder that can be used to capture high definition video with audio. After recording video, you upload it to DEF by placing the device in a docking station connected to your DEF server.

Officer Dispatch Feature

As with Flashback videos, *Body*VISION videos (and JPG files) are typically linked to a particular officer, that is, the officer who recorded the video or captured the snapshot. To create this link, DEF includes an *Officer Dispatch* feature that is some-what similar to the *USB Login Key* feature used with Flashbacks. Specifically, the *Officer Dispatch* feature allows you to assign different *Body*VISION devices to differ-ent officers each shift. This allows multiple officers working different shifts to share a limited number of *Body*VISION devices. Once an officer completes his shift and places the *Body*VISION back in its docking station, the system downloads that device's files and flags the device as "In" (i.e., available). You may then reassign that device to a different officer.

Alternately, some agencies may choose to assign one "take home" *Body*VISION to each officer. This eliminates the need for the *Officer Dispatch* feature. Instead, you simply enter each officer's name on their *Body*VISION record. All videos recorded on that device will then be linked to that officer.

Option 1:
Assign different
*Body*VISIONs to
different officers
each shift

NOTE: If Fleet
Management is
OFF, these fields will
appear in a slightly
different order on
your screen

Option 2:
Permanently assign
one *Body*VISION
to each officer

For more information, see:

❑ Configuring a New *Body*VISION DVR, next page
❑ Changing a *Body*VISION DVR, page 226
❑ Assigning a *Body*VISION DVR to an Officer, page 236
❑ *Body*VISION Battery Status Indicators, page 238
❑ Checking the Record Time Left on Your *Body*VISION, page 238
❑ Selecting the Download Options for a Body Worn DVR, page 256
❑ Viewing the Mobile Devices Page for a Body Worn DVR, page 258
❑ Replacing a Body Worn DVR, page 261.

All other DVR procedures, such as those that relate to Fleet Management and firmware, are the same for *Body*VISION devices as they are for Flashbacks. For more information, refer to the relevant procedures in this chapter, as listed on page 167.

Configuring a New *Body*VISION DVR

This section describes how to configure a new *Body*VISION DVR. The configuration process consists of three steps:

1   Select the appropriate *Body*VISION download options. Perform this step *after* you've purchased your first *Body*VISION device(s) but *before* you begin using the device (s). For instructions, see "Selecting the Download Options for a Body Worn DVR" on page 256.

2   Place your *Body*VISION in one of the docking stations in your Charging/Transmitting station* so that the device can charge and the system can discover the new DVR on the network. Charging typically takes about two hours.

3   Configure the new *Body*VISION record. For instructions, see "Changing a *Body*-VISION DVR" below.

Changing a BodyVISION DVR

This section describes how to update a *Body*VISION record. This procedure differs slightly depending on whether or not your agency has Fleet Management enabled.

Is Fleet Management On?

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*   If you haven't set up a Charging/Transmitting station yet, please review the "Getting Started" section of your *Body*VISION User's Guide.

For specific instructions, see:

❐ Changing a *Body*VISION DVR When Fleet Management is On, below
❐ Changing a *Body*VISION DVR When Fleet Management is Off, page 231.

Changing a *Body*VISION DVR When Fleet Management is On

This section describes how to update a *Body*VISION record when the Fleet Management feature is enabled (on). If you're not sure if your agency is using Fleet Management, examine the *Enable Fleet Management for DVRs* checkbox on the **Download Options** tab, as pictured in [4] on the previous page. If the checkbox is *selected*, use this procedure. If the checkbox is *deselected*, see "Changing a *Body*VISION DVR When Fleet Management is Off" on page 231 instead.

NOTE: If you are configuring a *Body*VISION record **for the first time**, we recommend that you follow the "Changing a *Body*VISION DVR When Fleet Management is On" procedure in your *Body*VISION User's Guide instead. The latter version guides you step-by-step through the initial configuration process.

1 Go to ▼ Administration and click **Manage DVRs**. The Manage DVRs page displays.

2 Locate the DVR record you wish to view. If you have a large number of records to scroll through, use the *Search* fields and/or navigation arrows at the top of the page to scroll through the list.

HINT: To display all Body Worn DVRs (including *Body*VISIONs), select **Body Worn** from the *Type* drop-down list.

4 Right-click on the record you wish to view, then select **Edit** from the popup menu. The Edit DVR form displays.

The fields on the Edit DVR form are described below.

Edit DVR	
Column	**Description**
DVR Name	The name of this *Body*VISION device. By default, the system assigns the following name to a newly discovered device: [product code]_[serial number]. For example, if this is a *Body*VISION XV, the DVR Name would begin with **FBBW1_**, followed by the device's 10-digit serial number.
	If this field is grayed out, it indicates that there is a naming conflict associated with the DVR. For more information, see "Resolving Naming Conflicts" on page 261.
DVR Officer Name	The name of the officer to whom this *Body*VISION is currently assigned, if applicable. If the *Allow Officer Assignment* checkbox is selected, this field will be grayed out.
Allow Officer Assignment	A checkbox used to turn the *Officer Dispatch* feature on/off. For more information on this feature, see page 224.
	☑ Officer Dispatch feature is on (activated)
	☐ Officer Dispatch feature is off (deactivated)

SAFE FLEET
Law Enforcement

Edit DVR (cont'd)	
Column	**Description**
Status	A system setting that determines whether or not video uploads are allowed for this DVR: ▪ *Enabled*. The system is allowed to upload video from this *Body*VISION when the device is connected to the server. ▪ *Disabled*. The system is *not* allowed to upload video from this *Body*VISION when the device is connected to the server. **Note**: If you select this option, disabled *Body*VISION devices will *not* display on the Manage DVRs list unless you change the value of the *Status* search field to **Disabled**. *Select this value from the drop-down list.*
Group Name	The name of the *Body*VISION DVR group to which this DVR is currently assigned, if applicable. *Select this value from the drop-down list.*
Resolution	The video resolution for this DVR's recordings. The system defaults to high definition (1280 x 720). *Select this value from the drop-down list.*
Ethernet DHCP	A checkbox used to indicate whether or not a DHCP server will automatically provide the IP address to this *Body*VISION DVR. ☑ DHCP server will automatically assign an IP address to this DVR ☐ User will manually assign an IP address to this DVR
Ethernet IP	The unique IP address that is assigned to this *Body*VISION. This field is only required when the *Ethernet DHCP* checkbox is deselected.
Ethernet Mask	The same Ethernet mask address that you use on your private Ethernet network. This field is only required when the *Ethernet DHCP* checkbox is deselected.
Ethernet Gateway IP	The same Ethernet gateway IP address that you use on your private Ethernet network. This field is only required when the *Ethernet DHCP* checkbox is deselected.
Remote Broadcast IP(s)	An IP address range across which the *Body*VISION DVRs announce their identity so the server can locate them. System default is **255.255.255.255**. Separate multiple IP addresses with a space.
Version	The current firmware version loaded on this DVR. Display-only field.

Edit DVR (cont'd)	
Column	**Description**
Assigned Firmware	The new firmware version that you wish to assign to this *Body*VISION device. *Select this value from the drop-down list.*
DVR ID	The *Body*VISION's 10-digit serial number. The system obtains this number from the device during the first DVR-to-server communication. *Display only field.*
Main Board	The DVR's Main Board ID. *Display only field. For internal use only.*
Time Zone	The time zone in which this *Body*VISION device will be recording. System default is *Eastern Time*. *Select this value from the drop-down list.*
Daylight Savings Time	A checkbox used to indicate whether or not this device will be recording in a region that observes Daylight Savings Time. When this checkbox is selected, *Body*VISION will automatically adjust its videos' recording start/end times to reflect daylight savings time. ☑ Daylight Savings Time is observed in this device's recording region ☐ Daylight Savings Time is *not* observed in this device's recording region
Snapshot/Tracepoint	A field used to program the *Body*VISION to capture a JPG still image and/or insert a "Trace Point" placemarker in a video whenever a user presses the *Snapshot/Tracepoint* button on the top of the device while a recording is in progress. Select a value from the drop-down list: ▪ *Snapshot*. Capture a JPG still image ▪ *Tracepoint*. Insert a "trace point" placemarker in a video ▪ *Both* (default). Perform both actions—capture a JPG image *and* insert a "tracepoint" placemarker in a video. ▪ *Off*. Do not perform either action.
Recording Alert Time (minutes)[*]	Enable the *recording-in-progress* alert, which causes the *Body*VISION to vibrate every X number of minutes after a recording is initiated. System defaults to **0** (alert feature disabled). *To enable recording alerts, enter a number between **1** and **30**; to disable recording alerts, enter **0**.*

[*]   For BodyVISIONs with firmware version 1.5.2 and higher

Edit DVR (cont'd)	
Column	**Description**
Mute enabled[*]	Enable/disable the recording mute button. ☑ User can mute audio on this device while a recording is in progress (default) ☐ User *cannot* mute audio on this device while a recording is in progress
Pre-Event Recording *BodyVISION XVs only*	If you have a *Body*VISION XV, you may capture 10, 30, 60, or 90 seconds of video *before* a recording session is initiated. The reason that the *Body*VISION is able to capture video *before* a recording session even begins is because the device is, in fact, recording all the time—it just doesn't save all that data to the device's internal storage drive unless you choose to do so. Pre-event recordings are similar to the short-term memory on a computer. Before you ever click **Save** (or in this case, the *record* switch), there is still some data stored in the computer's short-term memory. *Select a value from the drop-down list:* **0** Omit pre-event recording **10** Capture 10 seconds of pre-event recording **30** Capture 30 seconds of pre-event recording **60** Capture 60 seconds of pre-event recording **90** Capture 90 seconds of pre-event recording

4 Enter/select your changes in the appropriate fields.

5 Click **Save**.

For more information, see:

❒ Assigning a *Body*VISION DVR to an Officer, page 236
❒ Viewing the Mobile Devices page for a Body Worn DVR, page 258.

Changing a *Body*VISION DVR When Fleet Management is Off

This section describes how to update a *Body*VISION record when the Fleet Management feature is disabled (off). If you're not sure if your agency is using Fleet Management, examine the *Enable Fleet Management for DVRs* checkbox on the **Download Options** tab, as pictured on page 241. If the checkbox is *deselected*, use the procedure in this section. If the checkbox is *selected*, see "Changing a *Body*VISION DVR When Fleet Management is On" on page 227 instead.

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[*] For BodyVISIONs with firmware version 1.5.2 and higher

NOTE: If you are configuring a *Body*VISION record **for the first time**, we recommend that you refer to the "Changing a *Body*VISION DVR When Fleet Management is Off" procedure in your *Body*VISION User's Guide instead. The latter version guides you step-by-step through the initial configuration process.

1   Go to ▼ Administration and click **Mobile Devices**. The Mobile Devices page displays.

Click here to trigger an audio/visual alert on a docked *Body*VISION

2   If the *Body*VISION record you wish to update displays on-screen, click on it. Skip to step 5.

– OR –

If the *Body*VISION record you wish to update does *not* display on-screen, proceed to the next step.

3   Use the navigation arrows at the top of the page to scroll through the DVR records.

– OR –

Enter or select search criteria in the *Display Name*, *Serial #*, *Status*, and/or *DVR Officer Name* fields. The system automatically narrows the DVR list to those DVRs that match your newly entered criteria.

4   Once the desired record displays on-screen, click on it.

5   Go to the Action column and click **Edit Configuration**. The Edit Device popup displays.

The fields on the Edit Device popup are described below.

Edit Device	
Column	**Description**
DVR Name	The name of this *Body*VISION device. By default, the system assigns the following name to a newly discovered device: **[product code]_[serial number]**. For example, if this is a *Body*VISION XV, the DVR Name would begin with **FBBW1_**, followed by the device's 10-digit serial number. If this field is grayed out, it indicates that there is a naming conflict associated with the DVR. For more information, see "Resolving Naming Conflicts" on page 261.
Serial #	The *Body*VISION device's 10-digit serial number. *Display-only field*. The system obtains this number from the device during the first DVR-to-server communication.
Allow Officer Assignment	A checkbox used to turn the *Officer Dispatch* feature on/off. For more information on this feature, see page 224. ☑ Officer Dispatch feature is *on* (activated) ☐ Officer Dispatch feature is *off* (deactivated)
Snapshot/Tracepoint	A field used to program the *Body*VISION to capture a JPG still image and/or insert a "tracepoint" place-marker in a video whenever a user presses the Snapshot/Tracepoint button on the top of the device while a recording is in progress. *Select a value from the drop-down list*: *(Continued)*

Edit Device (cont'd)	
Column	**Description**
Snapshot/Tracepoint (cont'd)	▪ *Snapshot*. Capture a JPG still image ▪ Tracepoint. Insert a "tracepoint" placemarker in a video ▪ Both (default). Perform both actions—capture a JPG still image and insert a "tracepoint" placemarker in a video. ▪ Off. Do not perform either action.
Ethernet DHCP	A checkbox used to indicate whether or not a DHCP server will automatically provide the IP address to this *Body*VISION DVR. ☑ DHCP server will automatically assign an IP address to this DVR ☐ User will manually assign an IP address to this DVR If you are not running DEF on a DHCP network, leave this checkbox deselected.
Ethernet IP	The unique IP address that is assigned to this *Body*-VISION. This field is only required when the *Ethernet DHCP* checkbox is deselected.
Ethernet Mask	The same *Ethernet Mask* address that you use on your private Ethernet network. This field is only required when the *Ethernet DHCP* checkbox is deselected.
Ethernet Gateway IP	The same Ethernet gateway IP address that you use on your private Ethernet network. This field is only required when the *Ethernet DHCP* checkbox is deselected.
Remote Broadcast IP(s)	An IP address range across which the *Body*VISION DVRs announce their identity so the server can locate them. System default is **255.255.255.255**. Separate multiple IP addresses with a space.
Daylight Savings Time	A checkbox used to indicate whether or not this *Body*-VISION will be recording in a region that observes Daylight Savings Time. When this checkbox is selected, *Body*VISION will automatically adjust its videos' recording start/end times to reflect daylight savings time. ☑ Daylight Savings Time is observed in this device's recording region ☐ Daylight Savings Time is *not* observed in this device's recording region
Time Zone	The time zone in which this *Body*VISION device will be recording. System default is *Eastern Time*. *(Cont'd)*

Edit Device (cont'd)	
Column	**Description**
Time Zone (cont'd)	*Select this value from the drop-down list.*
DVR Officer Name	The name of the officer to whom this device is currently assigned, if applicable. If the *Allow Officer Assignment* checkbox is selected, this field will be grayed out. *Select this value from the drop-down list.*
Resolution	The video resolution for this DVR's recordings. The system defaults to high definition (1280 x 720). *Select this value from the drop-down list.*
Recording Alert Time (minutes) *Feature available for BodyVISIONs with firmware version 1.5.2 and higher*	Enable the *recording-in-progress* alert, which causes the *Body*VISION device to vibrate every X number of minutes after a recording is initiated. System defaults to **0** (alert feature disabled). *To enable recording alerts, enter a number between 1 and 30; to disable recording alerts, enter 0.*
Mute enabled *Feature available for BodyVISIONs with firmware version 1.5.2 and higher*	Enable/disable the recording mute button. ☑ User can mute audio on this device while a recording is in progress (default) ☐ User *cannot* mute audio on this device while a recording is in progress
Pre-Event Recording *BodyVISION XVs only*	If you have a *Body*VISION XV, you may capture 10, 30, 60, or 90 seconds of video *before* a recording session is initiated. The reason that the *Body*VISION is able to capture video *before* a recording session even begins is because the device is, in fact, recording all the time—it just doesn't save all that data to the device's internal storage drive unless you choose to do so. Pre-event recordings are similar to the short-term memory on a computer. Before you ever click **Save** (or in this case, the *record* switch), there is still some data stored in the computer's short-term memory. *Select a value from the drop-down list:* **0** Omit pre-event recording **10** Capture 10 seconds of pre-event recording **30** Capture 30 seconds of pre-event recording **60** Capture 60 seconds of pre-event recording **90** Capture 90 seconds of pre-event recording

6 Enter/select your changes in the appropriate fields.

7 Click **Save**.

For more information, see:

❒ Assigning a *Body*VISION DVR to an Officer, below
❒ Viewing the Mobile Devices page for a Body Worn DVR, page 258

Assigning a *Body*VISION DVR to an Officer

This section describes how to assign an available *Body*VISION device to a selected officer. In order to perform this procedure, the *Officer Dispatch* feature must be activated, as described in step 1 below.

1 Check to make sure the *Allow Officer Assignment* checkbox on the DVR record *or* DVR group record is selected.

In order to assign
BodyVISIONs to
your officers, this
checkbox must
be selected on the
DVR record (right)
or DVR group
record (below)

NOTE: If Fleet Management is OFF, this field will display beneath the *Serial #* field

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

2   Go to ▼ Administration and click **Mobile Devices**. The Mobile Devices page displays.

These are all the devices that are currently connected to the server. All DVRs that have an **Assign** button next to them are available for assignment.

For a description of the columns on this page, see the table on page 259.

3   Click the **Assign** button to the left of the device you wish to assign. The Assign Officer popup displays.

4   Select an officer from the *DVR Officer Name* drop-down list.

5   Click **Save**. The officer you just selected now displays in the *DVR Officer Name* field. If that officer happens to be in close proximity to the *Body*VISION Uplink station, you may wish to activate an audio/visual alert. This will make it easier for the officer to identify his *Body*VISION. To activate this alert, click the green notification icon for that device. The device's alert will sound and the Status/Battery LED on the top of the device will flash yellow/red.

*Body*VISION Battery Status Indicators

Battery Status	Indicators
50% – <100% capacity	▪ If device is *idle*, battery LED flashes green every 5 seconds ▪ If device is *recording*, battery LED flashes green every 2 seconds
15% – 50% capacity	▪ If device is *idle*, battery LED flashes yellow every 5 seconds ▪ If device is *recording*, LED flashes yellow every 2 seconds
< 15% capacity	Battery LED displays solid red *and* device vibrates twice every 5 minutes

WARNING: When possible, avoid letting the battery become completely depleted. If this does occur, you must connect the *Body*VISION to your agency's Uplink station before attempting to record again. This will synch the *Body*VISION to your server, ensuring that the device's date/time information is correct. Failure to connect to the Uplink Station right away could result in inaccurate date/time information.

Checking the Record Time Left on Your *Body*VISION

To determine how much record time you have left on your *Body*VISION, make sure the device is in idle mode (i.e., not recording), then press and release the *Stealth/ Record Time* button. An LED light will display. The color of this light will tell you how much time you have, as described in the table below.

To check your remaining record time, press and release this button

Color of Status LED tells you how much record time you have left; see table below

Time Status Indicators	Recording Time Left
Status LED is solid green for 5 seconds	> 3 hours
Status LED is solid yellow for 5 seconds	> = 1 hour and < = 3 hours
Status LED is solid red for 5 seconds	< 1 hour

BWX-100 DVRs

BWX-100 is a body worn digital video recorder that can be used to capture full high definition video with audio. After recording video, you upload it to DES by placing the device in a docking station connected to your DES server.

Officer Dispatch Feature

As with Flashback videos, BWX-100 videos are typically linked to a particular officer, that is, the officer who recorded the video or captured the snapshot. To create this link, DES includes an *Officer Dispatch* feature that is somewhat similar to the *USB Login Key* feature used with Flashbacks. Specifically, the *Officer Dispatch* feature allows you to assign different BWX-100 devices to different officers each shift. This allows multiple officers working different shifts to share a limited number of BWX-100 devices. Once an officer completes his shift and places the BWX-100 back in its docking station, the system uploads that device's files and flags the device as "In" (i.e., available). You may then reassign that DVR to a different officer.

Alternately, some agencies may choose to assign one "take home" BWX-100 to each officer. This eliminates the need for the *Officer Dispatch* feature. Instead, you simply enter each officer's name on their BWX-100 record. In the future, all videos recorded on that device will then be linked to that officer.

WARNING: Under certain circumstances, your Mobile-Vision Support professional may provide you with a procedure used to reset the configuration file within your BWX-100 device. If you are familiar with this procedure, do *not* use it again unless instructed to do so by a Mobile-Vision Support professional! Doing so could interfere with DVR-to-server communication, making it impossible for you to upload your videos to the server.

(Continued)

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

Option 1:
Assign different
BWX-100s to
different officers
each shift

Option 2:
Permanently assign
one BWX-100
to each officer

For more information, see:

❒ Configuring a BWX-100 DVR, next page
❒ Changing a BWX-100 DVR, page 241
❒ Assigning a BWX-100 DVR to an Officer, page 254
❒ Selecting the Download Options for a Body Worn DVR, page 256
❒ Viewing the Mobile Devices Page for a Body Worn DVR, page 258
❒ Replacing a Body Worn DVR, page 261.

All other DVR procedures, such as those that relate to Fleet Management and firm-ware, are the same for BWX-100 devices as they are for Flashbacks. For more information, refer to the relevant procedures in this chapter, as listed on page 167.

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Configuring a BWX-100 DVR

This section describes how to configure new BWX-100 DVRs. The configuration process consists of two steps:

1 Select the appropriate BWX-100 download options. Perform this step *after* you've purchased your first BWX-100 device(s) but *before* you begin using the device(s). For instructions, see "Selecting the Download Options for a Body Worn DVR" on page 256.

2 Update the new BWX-100 DVR record. For instructions, see "Changing a BWX-100 DVR" on page 241.

Changing a BWX-100 DVR

This section describes how to update a BWX-100 record. This procedure differs slightly depending on whether or not your agency has Fleet Management enabled.

Is Fleet Management On?

For specific instructions, see:

❐ Changing a BWX-100 DVR When Fleet Management is On, next page
❐ Changing a BWX-100 DVR When Fleet Management is Off, page 248.

Changing a BWX-100 DVR When Fleet Management is On

This section describes how to update a BWX-100 record when the Fleet Management feature is *enabled*. If you're not sure if your agency is using Fleet Management, examine the *Enable Fleet Management for DVRs* checkbox on the **Download Options** tab, as pictured on the previous page. If the checkbox is *selected*, use this procedure. If the checkbox is *deselected*, see "Changing a BWX-100 DVR When Fleet Management is Off" on page 248 instead.

NOTE: If you are configuring a BWX-100 record **for the first time**, we recommend that you refer to the "Changing a BWX-100 DVR When Fleet Management is On" procedure in your BWX-100 User's Guide instead. The latter version guides you step-by-step through the initial configuration process.

1   Go to ▼ Administration and click **Manage DVRs**. The Manage DVRs page displays.

2   Locate the DVR record you wish to view. If you have a large number of records to scroll through, enter **BWX-100** in the *Product Code* field to display BWX-100 records only.

3   Right-click on the DVR record you wish to view, then select **Edit** from the popup menu. The BWX-100's Edit DVR record displays.

The fields on the **DVR** tab are described below.

Edit DVR: DVR Tab	
Field	**Description**
DVR Name	The name assigned to this BWX-100. By default, the system assigns the following name to a newly discovered device: **[product code]_[serial number]**.
	If this field is grayed out, it indicates that there is a naming conflict associated with the DVR. For more information, see "Resolving Naming Conflicts" on page 261.
DVR Officer Name	The name of the officer to whom this BWX-100 is currently assigned, if applicable. If the *Allow Officer Assignment* checkbox is selected, this field will be grayed out. *Select this value from the drop-down list*.
Allow Officer Assignment	A checkbox used to turn the *Officer Dispatch* feature on/off. For more information on this feature, see page 239.
	☑ Officer Dispatch feature is *on* (activated) ☐ Officer Dispatch feature is *off* (deactivated)
Status	A system setting that determines whether or not video downloads are allowed for this DVR:
	▪ *Enabled*. The system is allowed to upload video off of this BWX-100 when the device is connected to the server. ▪ *Disabled*. The system is *not* allowed to upload video off of this BWX-100 when the device is connected to the server.

Edit DVR: DVR Tab (cont'd)	
Field	**Description**
Status (cont'd)	If you set the *Status* field to *Disabled*, disabled BWX-100 devices will *not* display on the Manage DVRs list unless you change the value of the *Status* search field to **Disabled**.
Group Name	The name of the BWX-100 DVR group to which this DVR is currently assigned, if applicable. *Select this value from the drop-down list*.
Mute Enabled	A checkbox used to enable/disable the recording mute button. ☑ Officer can mute audio while a recording is in progress (default) ☐ Officer cannot mute audio while a recording is in progress
Version	The current firmware version loaded on this DVR. Display-only field.
Assigned Firmware	The new firmware version that you wish to assign this BWX-100. *Select this value from the drop-down list*.
DVR ID	The BWX-100's serial number. The system obtains this number from the device during the first DVR-to-server communication.
Time Zone	The time zone in which this BWX-100 will be recording. System default is Eastern Time. *Select this value from the drop-down list*.
Daylight Savings Time	A checkbox used to indicate whether or not this device will be recording in a region that observes Daylight Savings Time. When this checkbox is selected, the BWX-100 will automatically adjust its videos' recording start/end times to reflect daylight savings time. ☑ Daylight Savings Time is observed in this device's recording region (default) ☐ Daylight Savings Time is *not* observed in this device's recording region
Snapshot/Tracepoint	A field used to program the BWX-100 to capture a JPG still image and/or insert a "tracepoint" place-marker in a video whenever a user presses the *Snap/ Trace* button on the side of the device while a recording is in progress. Select a value from the drop-down list: *(Continued)*

Edit DVR: DVR Tab (cont'd)	
Field	**Description**
Snapshot/Tracepoint (cont'd)	▪ *Snapshot*. Capture a JPG still image ▪ *Tracepoint*. Insert a "tracepoint" placemarker ▪ *Both* (default) Perform both actions—capture a JPG still image *and* insert a "tracepoint" placemarker ▪ *Off*. Do not perform either action.

4 Enter/select any changes in the desired field(s).

5 Click the **Video** tab.

The fields on this tab are described below.

Edit DVR: Video Tab	
Video Properties	
Field	**Description**
Pre-Event Recording	If desired, you may capture 10, 30, 60, or 90 seconds of video *before* a recording session is initiated. The reason that the BWX-100 is able to capture video *before* a recording session even begins is because the evice is, in fact, recording all the time—it just doesn't save all that data to the device's internal storage drive unless you choose to do so. Pre-event recordings are similar to the short-term memory on a computer. Before you ever click **Save** (or in this case, the *record* button), there is still some data stored in the computer's short-term memory. *(Continued)*

Edit DVR: Video Tab (cont'd)	
Video Properties (cont'd)	
Field	**Description**
Pre-Event Recording (cont'd)	*Select a value from the drop-down list:* **0** Omit pre-event recording **10** Capture 10 seconds of pre-event recording **30** Capture 30 seconds of pre-event recording **60** Capture 60 seconds of pre-event recording **90** Capture 90 seconds of pre-event recording
Resolution	The video resolution for this camera. *Select a value from the drop-down list:* ▪ 720 x 480 cropped. Standard definition video with a reduced field of view. Also referred to as "480p cropped." ▪ 1280 x 720 cropped. High definition video with a reduced field of view. Also referred to as "720p cropped." ▪ 1280 x 720. High definition video with a full field of view. Also referred to as "720p." ▪ 1920 x 1080 (default). Full high definition video with a full field of view. This is the highest resolution available for BWX-100 video and the most resource intensive. Also referred to as "1080p."
Recording Properties	
GPS Runtime	*This feature will be available in a future release.*
GPS Tracking	*This feature will be available in a future release.*
Audio/Video Mode	The type of data this BWX-100 will capture: **0** Audio and video (default) **1** Video only **2** Audio only
Recording Alert Time (minutes)	When a value higher of **1** or higher is entered in this field, it activates the *recording-in-progress* alert, which causes the BWX-100 to vibrate every X number of minutes after a recording is initiated. System default is **0** (alert feature disabled). To *enable* recording alerts, enter a number between **1** and **30**; to *disable* recording alerts, enter **0**.
Bluetooth Transmission	The BWX-100's bluetooth transmission status: ▪ *Enabled*. Automatically initiate a recording on remote device(s) whenever an officer manually *(Continued)*

Edit DVR: Video Tab (cont'd)	
Recording Properties (cont'd)	
Field	**Description**
Bluetooth Transmission (cont'd)	starts a BWX-100 recording within line sight of in-range BWX-100(s)—assuming those device(s) are configured for bluetooth transmission. ▪ *Disabled*. Do not broadcast or receive *bluetooth transmission* messages. For more on this feature, see "Remotely Starting a Recording" in the BWX-100 User's Guide.
Bluetooth ID	A code used to identify a device *group*. When you assign a Bluetooth ID to a BWX-100, that camera will only communicate with devices that share the same Bluetooth ID. *ID Requirements*: 1 - 12 characters, with a combination of numbers from 1 - 9 and/or letters from a - f.
Record LED	A checkbox used to indicate whether or not you want the red LEDs on the front and top of the BWX-100 to illuminate whenever a recording is in progress. ☑ Enable LED recording-in-progress lights (default). ☐ Disable LED recording-in-progress lights.

6 Enter/select any changes in the desired field(s).

7 Click the **Ethernet** tab.

The fields on this tab are described in the table on the next page.

Edit DVR: Ethernet Tab	
Column	**Description**
Ethernet DHCP	A checkbox used to indicate whether or not a DHCP server will automatically provide the IP address to this BWX-100. ☑ DHCP server will automatically assign an IP address to this device ☐ User will manually assign an IP address to this device
Ethernet IP	The unique IP address that is assigned to this BWX-100.[*]
Ethernet Mask	The same Ethernet mask address that you use on your private Ethernet network.[*]
Ethernet Gateway IP	The same Ethernet gateway IP address that you use on your private Ethernet network.[*]
Remote Broadcast IP(s)	An IP address range across which the BWX-100 devices announce their identity so the server can locate them. System default is **255.255.255.255**. Separate multiple IP addresses with a space.

8 Enter/select any changes in the desired field(s).

9 Click **Save**.

For more information, see:

❒ Assigning a BWX-100 DVR to an Officer, page 254
❒ Viewing the Mobile Devices Page for a Body Worn DVR, page 258
❒ Replacing a Body Worn DVR, page 261.

Changing a BWX-100 DVR When Fleet Management is Off

This section describes how to update a BWX-100 record when the Fleet Management feature is *disabled*. If you're not sure if your agency is using Fleet Management, examine the *Enable Fleet Management for DVRs* checkbox on the **Download Options** tab, as pictured on page 241. If the checkbox is *deselected*, use this procedure. If the checkbox is *selected*, see "Changing a BWX-100 DVR When Fleet Management is On" on page 242 instead.

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[*] This field is only required when the *Ethernet DHCP* checkbox is *not* selected.

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NOTE: If you are configuring a BWX-100 record **for the first time**, we recommend that you refer to the "Changing a BWX-100 DVR When Fleet Management is Off" procedure in your BWX-100 User's Guide instead. The latter version guides you step-by-step through the initial configuration process.

1 Go to ▼ Administration and click **Mobile Devices**. The Mobile Devices page displays.

2 If the BWX-100 record you wish to update displays on-screen, click on it. Skip to step 5.

– OR –

If the BWX-100 record you wish to update does *not* display on-screen, proceed to the next step.

3 Use the navigation arrows at the top of the page to scroll through the DVR records.

– OR –

Enter or select search criteria in the *Display Name*, *Serial #*, *Status*, and/or *DVR Officer Name* fields. The system automatically narrows the DVR list to those DVRs that match your newly entered criteria.

4 Once the desired record displays on-screen, click on it.

5 Go to the Action column and click **Edit Configuration**. The Edit Device popup displays.

(Continued)

The fields on this screen are described below.

Edit Device	
Column	**Description**
DVR Name	The name assigned to this BWX-100. If this field is grayed out, it indicates that there is a naming conflict associated with the DVR. For more information, see "Resolving Naming Conflicts" on page 261.
Serial #	The BWX-100's serial number. The system obtains this number from the device during the first DVR-to-server communication.
Allow Officer Assignment	A checkbox used to turn the *Officer Dispatch* feature on/off. For more information on this feature, see page 239. ☑ Officer Dispatch feature is *on* (activated) ☐ Officer Dispatch feature is *off* (deactivated)
GPS Tracking	*This feature will be available in a future release.*
Snapshot/Tracepoint	A field used to program the BWX-100 to capture a JPG still image and/or insert a "tracepoint" place-marker in a video whenever a user presses the *Snap/Trace* button on the side of the device while a recording is in progress. Select a value from the drop-down list: ▪ *Snapshot*. Capture a JPG still image ▪ *Tracepoint*. Insert a "tracepoint" placemarker in a video ▪ *Both* (default) Capture a JPG still *(Continued)*

Edit Device (cont'd)	
Column	**Description**
Snapshot/Tracepoint (cont'd)	image *and* insert a "tracepoint" placemarker in a video. ▪ *Off*. Do not perform either action.
Bluetooth Transmission	The BWX-100's bluetooth transmission status: ▪ *Enabled*. Automatically trigger a recording on remote device(s) whenever an officer manually starts a BWX-100 recording within line sight of in-range BWX-100(s)—assuming those device(s) are configured for bluetooth transmission. ▪ *Disabled*. Do not broadcast or receive *Bluetooth transmissions*. For more on this feature, see "Remotely Starting a Recording" in the BWX-100 User's Guide.
Ethernet DHCP	A checkbox used to indicate whether or not a DHCP server will automatically provide the IP address to this BWX-100. ☑ DHCP server will automatically assign an IP address to this device ☐ User will manually assign an IP address to this device
Ethernet IP	The unique IP address that is assigned to this BWX-100.*
Ethernet Mask	The same Ethernet mask address that you use on your private Ethernet network.*
Ethernet Gateway IP	The same Ethernet gateway IP address that you use on your private Ethernet network.*
Remote Broadcast IP(s)	An IP address range across which the BWX-100 devices announce their identity so the server can locate them. System default is 255.255.255.255. Separate multiple IP addresses with a space.
Daylight Savings Time	A checkbox used to indicate whether or not this device will be recording in a region that observes Daylight Savings Time. When this checkbox is selected, the BWX-100 will automatically adjust its videos' recording start/end times to reflect daylight savings time. ☑ Daylight Savings Time is observed in this device's recording region—default *(Continued)*

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*   This field is only required when the Ethernet DHCP checkbox is not selected.

Edit Device (cont'd)	
Column	**Description**
Daylight Savings Time (cont'd)	☐ Daylight Savings Time is *not* observed in this device's recording region
Time Zone	The time zone in which this BWX-100 will be recording. System default is EASTERN time. *Select this value from the drop-down list.*
DVR Officer Name	The name of the officer to whom this BWX-100 is currently assigned, if applicable. If the *Allow Officer Assignment* checkbox is selected, this field will be grayed out. *Select this value from the drop-down list.*
GPS Runtime	*This feature will be available in a future release.*
Audio/Video Mode	The type of data this BWX-100 will capture: **0** Audio and video (default) **1** Video only **2** Audio only
Bluetooth Id	A code used to identify a device *group*. When you assign a Bluetooth ID to a BWX-100, that camera will only communicate with devices that share the same Bluetooth ID. *ID Requirements*: 1 - 12 characters, with a combination of numbers from 1 - 9 and/or letters from a - f.
Resolution	The video resolution for this camera. *Select a value from the drop-down list:* ▪ 720 x 480 cropped. Standard definition video with a reduced field of view. Also referred to as "480p cropped." ▪ 1280 x 720 cropped. High definition video with a reduced field of view. Also referred to as "720p cropped." ▪ 1280 x 720. High definition video with a full field of view. Also referred to as "720p." ▪ 1920 x 1080 (default). Full high definition video with a full field of view. This is the highest resolution available for BWX-100 video and the most resource intensive. Also referred to as "1080p."
Recording Alert Time (minutes)	When a value higher of **1** or higher is entered in this field, it activates the *recording-in-progress* alert, which causes the BWX-100 to vibrate every X number of minutes after a recording is initiated. System default is **0** (alert feature disabled). To *enable* recording alerts, enter a number between **1** and **30**; to *disable* recording alerts, enter **0**.

Edit Device (cont'd)	
Column	**Description**
Mute Enabled	A checkbox used to enable/disable the recording mute button. ☑ Officer can mute audio while a recording is in progress (default) ☐ Officer cannot mute audio while a recording is in progress
Pre-Event Recording	If desired, you may capture 10, 30, 60, or 90 seconds of video *before* a recording session is initiated. The reason that the BWX-100 is able to capture video *before* a recording session even begins is because the device is, in fact, recording all the time—it just doesn't save all that data to the device's internal storage drive unless you choose to do so. Pre-event recordings are similar to the short-term memory on a computer. Before you ever click **Save** (or in this case, the *record* button), there is still some data stored in the computer's short-term memory. *Select a value from the drop-down list:* **0** Omit pre-event recording **10** Capture 10 seconds of pre-event recording **30** Capture 30 seconds of pre-event recording **60** Capture 60 seconds of pre-event recording **90** Capture 90 seconds of pre-event recording
Record LED	A checkbox used to indicate whether or not you want the red LEDs on the front and top of the BWX-100 to illuminate whenever a recording is in progress. ☑ Enable LED recording-in-progress lights (default). ☐ Disable LED recording-in-progress lights.

6 Enter/select your changes in the appropriate field(s).

7 Click **Save**.

For more information, see:

❒ Assigning a BWX-100 DVR to an Officer, next page
❒ Viewing the Mobile Devices Page for a Body Worn DVR, page 258
❒ Replacing a Body Worn DVR, page 261.

All other DVR procedures, such as those that relate to Fleet Management and firmware, are the same for BWX-100 devices as they are for Flashbacks. For more information, refer to the relevant procedures in this chapter, as listed on page 167.

Assigning a BWX-100 DVR to an Officer

This section describes how to assign an available BWX-100 device to a selected officer. In order to perform this procedure, the *Officer Dispatch* feature must be activated, as described in step 1 below.

1 Check to make sure the *Allow Officer Assignment* checkbox on the DVR record *or* DVR group record is selected, as pictured here.

BWX-100 DVR Record

BWX-100 DVR Group Record

2   Go to ▼ Administration and click **Mobile Devices**. The Mobile Devices page displays.

This displays all the devices that are currently connected to the server. All DVRs that have an **Assign** button next to them are available for assignment.

For a description of the columns on this page, see the table on page 259.

3   Click the **Assign** button to the left of the device you wish to assign. The Assign Officer popup displays.

4   Select an officer from the *DVR Officer Name* drop-down list.

5   Click **Save**. The officer you just selected now displays in the *DVR Officer Name* field. If that officer happens to be in close proximity to the BWX-100 Uplink station, you may wish to activate an audio/visual alert. This will make it easier for the officer to identify his BWX-100. To activate this alert, click the green notification icon for that device. The BWX-100 will buzz/chirp for five seconds.

Selecting the Download Options for a Body Worn DVR

This section describes how to select the download options that are required for a *Body-VISION* or BWX-100 Body Worn camera. You only have to perform this task *once*.

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

2 Click the **System** tab.

3 Click the **Download Options** tab.

4 Go to the `Action` column and click **Edit**. The Download Options popup displays.

The settings for Body Worn DVRs are on the *bottom* of this popup.

4 Unless otherwise instructed by a Mobile-Vision Support representative, select the following Body Worn settings: *(Continued)*

Field	Suggested Settings
Enable Body Worn Downloads	Selected
Discover Body Worn by	UDP
Auto Insert Body Worn Devices	Selected
Insert Devices As	Enabled

6 Click **Save**.

Viewing the Mobile Devices Page for a Body Worn DVR

This section describes how to view the Mobile Devices page, which lists the following information:

❒ *Body*VISION and BWX-100 Body Worn cameras that are currently connected to the server

❒ *Body*VISION and BWX-100 Body Worn cameras that have been in communication with the server at least once.

1 Go to ▼ Administration and click **Mobile Devices**. The Mobile Devices page displays.

The **Mobile Devices** tab displays all Body Worn devices that are currently connected to the server via a docking station. If necessary, use the navigation arrows and/or search fields at the top of the form to scan the full list.

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

Mobile Devices Tab	
Column	**Description**
Assign	A button used to assign this Body Worn camera to an officer. This button will only display when the following conditions apply: 1) the Allow Officer Assignment check-box is on the device's DVR record or DVR Group record is selected, and 2) the device is currently available for assignment. A device is considered "available" when it is connected to the server via a docking station, uploading/downloading is complete, and the device is not currently assigned to another officer.
Identify	An icon used to activate an audio/visual alert on the Body Worn camera, making it easy for an officer or evidence clerk to locate the device. This alert varies slightly depending on what model of Body Worn camera you have: ▪ *BodyVISIONs*. Device will beep and its Status/Battery LED on the top of the unit will flash yellow/red, ▪ *BWX-100s*. Device will repeatedly buzz/chirp for five seconds.
Display Name	The name of this Body Worn device, as displayed on its DVR record.
Serial #	The Body Worn device's 10-digit serial number. The system obtains this number from the device during the first DVR-to-server communication.
Battery Level (%)	The percentage of battery power remaining on this Body Worn device. ▪ If the *Battery Level* bar is solid green, it indicates that the device is fully charged. ▪ If the *Battery Level* bar is partially yellow, it indicates that this device has 1 – 3 hours of recording time left. ▪ If the *Battery Level* bar is partially red, it indicates that this device has less than one hour of recording time left. In this case, you should leave the device in the docking station until the Battery Level % is either solid green (preferred) or at least yellow.
Free Space (%)	The percentage of storage space remaining on this Body Worn device. ▪ If the *Free Space* bar is solid green, it indicates that there is 100% recording time available on this device ▪ If the *Free Space* bar is partially red or yellow, it indicates that there is less than 100% recording time available on this device

(Continued)

Mobile Devices Tab (cont'd)	
Column	**Description**
Status	The current status of this Body Worn camera: ▪ *Idle*. The device's media files (video and snapshots) have finished uploading to the server. ▪ *Downloading*. The device is currently uploading media to the server ▪ *Upgrading*. The server is currently downloading a firmware update to the device.
Revision	The current firmware version loaded on this Body Worn device.
DVR Officer Name	The name of the officer to whom this Body Worn device is currently assigned. If **No Name** displays here, it indicates that this device is not assigned to anyone.

2 To view *all* discovered Body Worn camera devices, including those devices that are not currently connected to the server, click the **Mobile Inventory** tab.

These are all the Body Worn devices that have been in communication with the server at least once. If necessary, use the navigation arrows and/or search fields at the top of the form to scan the full list.

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

Mobile Inventory Tab	
Column	**Description**
Display Name	The name of this Body Worn device, as displayed on its DVR record.
Serial #	The Body Worn device's 10-digit serial number. The system obtains this number from the device during the first DVR-to-server communication.
Revision	The current firmware version loaded on this Body Worn device.
DVR Officer Name	The name of the officer to whom this Body Worn camera is currently assigned. If **No Name** displays here, it indicates that this Body Worn camera is not assigned to anyone.
Last Comm Date	The date and time of the most recent communication between this Body Worn camera and the server. Displays in mm/dd/yyyy hh:mm format.
In/Out	An indicator used to denote whether or not this Body Worn device is currently connected to the server via a docking station. ▪ *In*. The Body Worn device is connected to the server ▪ *Out*. The Body Worn device is *not* connected to the server.

Replacing a Body Worn DVR

This section describes how to replace an existing BWX-100 or *Body*VISION with a new device in DEF. Specifically, this procedure will assign the old DVR record's settings and videos to the new DVR record, then remove the old DVR record from the system.

1 Write down the serial number for both the old Body Worn camera and the new one. You can find this number on the sticker located on the back of each device.

2 Place the new Body Worn camera in an available docking station at your agency's Uplink Station. Once the camera connects to the server, the system will be able to discover the device on the network.

3 Go to **▼ Administration** and click **Manage DVRs**. The Manage DVRs page displays.

(Continued)

4 Enter the serial number for the *old* DVR record in the *DVR ID* field. The associated DVR record displays.

5 Click on the old DVR's record to highlight it.

6 Go to the `Action` column and click **Replace**. The Replace DVR popup displays.

7 Using the drop-down list provided, select the name of the *new* Body Worn camera. To identify this record, look for the letters **FBBW1** (for *Body*VISIONs) or **BWX-100** (for BWX-100s), followed by the new device's serial number.

8 Click **Save**. The system assigns the old DVR record's settings and videos to the new DVR record, then removes the old DVR record from the system.

Resolving Naming Conflicts

Whenever a DVR transmits video to the server for the first time, the system checks all existing DVR records for possible duplicates. If it finds another DVR on the system that has the same exact name but a different serial number, it does two things. First, it gives the newly discovered DVR a suffix of @[DVR serial number]. Secondly, the system sends a message to the Administrators' *Inbox Messages* list, indicating that there is a potential naming conflict.

When you see this message, follow the procedure described in this section to resolve the naming conflict.

NOTE: The *naming conflict* message does not necessary mean that something is wrong. For example, any time you replace a damaged DVR or decommission an older DVR, it makes sense that you would assign the replacement DVR the same name as the old one (after all, it *is* going in the same vehicle). The system only prompts you with the *naming conflicts* message to *verify* that the duplicate DVR is, indeed, an intentional replacement for an existing DVR, rather than a naming error.

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

2 Locate the DVR naming conflict message on your *Inbox Messages* list, as pictured above.

3 Click the ✎ icon to the right of the naming conflict message. The Edit Duplicate DVR form displays.

4 Determine whether or not the newly discovered DVR is a *replacement* for an existing DVR in the system. For example, if one of your DVRs was destroyed in a car accident (SCP 58) and you had to purchase a new DVR to put in that vehicle (SCP 58@00000 0016), that would be considered a *replacement*. Also, if you recently upgraded from a Flashback2 (DVR SCP 58) to a FlashbackHD (SCP 58@000000029), that would also be considered a *replacement*. However, if you purchased a DVR for a brand new vehicle but accidentally gave it the same name as an existing DVR, that would *not* be considered a replacement.

5 If the newly discovered DVR is a *replacement* for an existing DVR, select the *Replace Existing* radio button. Proceed to the next step.

– OR –

If the newly discovered DVR is *not* a replacement for an existing DVR (i.e., you gave the new DVR the same name as an existing DVR *in error*), enter a new name in the *DVR Name* field. Skip to step 8.

6 To assign the new or replacement DVR to an existing DVR Group, select a value from the *Assign to Group* drop-down list. Otherwise proceed to the next step.

7 Click **Save**. If you chose the *replacement* option, several actions will occur automatically:

❒ All videos that were previously assigned to the original DVR will be reassigned to the replacement DVR
❒ The auto-created DVR NAME@[DVR serial number] record will be deleted from the system
❒ The naming conflict message will be removed from the Administrators' *Inbox Messages* list.

Disabling/Enabling Mobile App Pairing for BWX-100s

There is a Mobile-Vision app called "LEC Mobile." This app is used to view BWX-100 videos from a smart phone or tablet in the field. This section describes how to disable or re-enable the pairing function between LEC Mobile and your BWX-100 cameras.

When the *Disable Mobile App Paring* feature is *selected*, none of your agency's BWX-100 Body Worn cameras will have the ability to communicate with the LEC Mobile app. When the *Mobile App Paring* feature is *deselected* (default), all of your agency's BWX-100 cameras will have the ability to communicate with LEC Mobile.

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

2 Click the **System** tab.

3 Click the **Other** tab.

(Continued)

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

5 To prevent your BWX-100 cameras from pairing with the LEC Mobile app, select the *DVR Missing Group Message* checkbox, located in the lower right corner of the popup.

– OR –

To allow your BWX-100 cameras to pair with the LEC Mobile app, deselect the *DVR Missing Group Message* checkbox.

6 Click **Save**.

Fleet Management

Fleet Management is a system feature that grants you access to many of the same DVR functions that are found on your Flashback menus. Previously, you could only access the DVR functions via the Flashback menu, which required physical access to the DVR. Now you can access these options from the server back at your precinct.

If desired, you can also use the Fleet Management feature to make global changes across multiple Flashback and Body Worn DVRs. This is accomplished using a feature called *DVR groups*. A DVR group is simply a record that contains the same information found on an individual DVR record. After you create a DVR group and assign DVRs to it, you can update an entire fleet of DVRs at the same time from the server. If, for example, your agency adds an Aux 2 device, you could display the appropriate DVR group record and select the *Aux 2 Trigger* checkbox on the *Triggers/ Display* tab. Each of the DVRs that were assigned to that group would, in turn, be updated during their next DVR-to-server transmission.

When Fleet Management is enabled, the DVR settings on the server always override the in-car settings. You can still change DVR settings from the DVR itself, but it's recommended that you select one method or the other: either use the Fleet Management feature to update your DVRs from the server, or use the Flashback menu to update DVRs from within the vehicles. Generally, the larger your vehicle/DVR fleet, the more sense it makes to use Fleet Management.

When you create DVR groups, always place similar DVRs together in the same DVR group. Flashback3s and FlashbackHDs may be placed in the same group, but all other DVRs must be in a group by themselves. See recommended groups below.

❒ Group 1: Flashback2s that are installed in a vehicle with Vehicle Viewer, Vehicle Viewer Live, or the UMD Editor
❒ Group 2: Flashback2s that are installed in a vehicle *without* Vehicle Viewer, Vehicle Viewer Live, or the UMD Editor
❒ Group 3: Flashback3s and/or FlashbackHDs that are installed in a vehicle with Vehicle Viewer, Vehicle Viewer Live, or the UMD Editor
❒ Group 4: Flashback3s and/or FlashbackHDs that are installed in a vehicle *without* Vehicle Viewer, Vehicle Viewer Live, or the UMD Editor
❒ Group 5: Flashback2s that are installed in an Interview Room
❒ Group 6: Flashback3s and/or FlashbackHDs that are installed in an Interview Room
❒ Group 7: *Body*VISION DVRs
❒ Group 8: BWX-100 DVRs
❒ Group 9: CycleVision DVRs

For more information, see:

❒ Enabling/Disabling Fleet Management, next page
❒ Adding a DVR Group, page 270
❒ Exporting a DVR's config.xml File, page 286
❒ Changing a DVR Group, page 288
(Continued)

❐ Deleting a DVR Group, page 319
❐ Assigning a New DVR to a DVR Group, page 320
❐ Reassigning a DVR to a Different DVR Group, page 322
❐ Identifying DVRs that are Not Assigned to a DVR Group, page 325.

Enabling/Disabling Fleet Management

This section describes how to enable (turn on) or disable (turn off) Fleet Management. For a detailed description of this feature, see "Fleet Management" on page 267.

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

2 Click the **System** tab.

3 Click the **Download Options** tab.

5 Go to the Action column and click **Edit**. The Download Options popup displays.

(Continued)

5 Go to the *Enable Fleet Management for DVRs* checkbox at the top of the form.

To *enable* the Fleet Management feature, select the *Enable Fleet Management for DVRs* checkbox.

– OR –

To *disable* the Fleet Management feature, deselect the *Enable Fleet Management for DVRs* checkbox.

6 Click **Save**.

Adding a DVR Group

There are three methods for adding a new Flashback or Body Worn DVR group:

1. Create a group from an existing DVR group record
2. Create a group from an existing DVR record
3. Create a group from a DVR configuration file (config.xml).

If you have a mixed fleet of DVRs, please note that only Flashback3s and FlashbackHDs may share the same group. All other DVRs must be in a group by themselves. For a list of recommended groups, see page 267.

For specific instructions, see:

❒ Creating a DVR Group from an Existing DVR Group, next page
❒ Creating a DVR Group from an Existing DVR, page 276
❒ Creating a DVR Group from a DVR's config.xml File, page 280.

Creating a DVR Group from an Existing DVR Group

This section describes how to create a new DVR group from an existing group. To do so, you simply copy the settings from an existing DVR group to a new group, then edit the new group as desired.

1 Go to ▼ Administration and click **Manage DVRs**. The Manage DVRs page displays.

2 Click the **DVR Groups** tab. A list of existing groups displays, as pictured on the next page.

NOTE: If the **DVR Groups** tab does not display, it indicates that Fleet Management is currently disabled. For more information, see "Enabling/Disabling Fleet Management" on page 268.

(Continued)

3 Go to the Action column and click **New Group**. The Create Group form displays.

4 Enter a unique name for this group in the *Group Name* field.

5 Go to the *Select Source* drop-down list and select **From existing group**.

6 Go to the *Select Type* drop-down list and select the new group's type:

- ❐ *FB2*. This group will contain Flashback2 DVRs only
- ❐ *FB3/FBHD*. This group will contain Flashback3 and/or FlashbackHD DVRs
- ❐ *BodyVision*. This group will contain *Body*VISION DVRs only
- ❐ *BWX-100*. This group will contain BWX-100 DVRs only.

7 Go to the *Select Group* drop-down list and select the DVR group that you wish to use as a template for your new group.

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

Group BWX-100 DVRs successfully created.

Next, you need to assign DVRs to your new group.

9 Right-click on the new group record you just created, then select **Edit** from the popup menu. The Edit Group record displays. This screen will look slightly different for Flashback records vs. Body Worn records.

Flashback version of
Edit Group record

(Continued)

*Body*VISION version of Edit Group record

BWX-100 version of Edit Group record

10 Click the **DVRs** tab. A list of available DVRs displays in the left column.

Any DVRs that are currently assigned to a different group will display that group's name in parentheses—e.g., *NJSPFBHD(Traffic Patrol)*.

11 Go to the left column (Available) and click on each of the DVRs you wish to assign to this DVR group. As you do so, keep in mind that only Flashback3s and FlashbackHDs may be in the same group. All other DVRs must be in a group by themselves.

12 Once you've highlighted the correct DVRs, click the ▶ icon located between the two columns. The selected DVRs display in the right column (Assigned).

13 If you wish to further modify this record (i.e., change audio/video settings, display options, etc), click the appropriate tab, then enter/select your changes. More detailed instructions can be found in "Changing a Flashback DVR Group" on page 288, "Changing a *Body*VISION DVR Group" on page 304, or "Changing a BWX-100 DVR Group" on page 309.

– OR –

If you do *not* wish to further modify this record right now, proceed to the next step.

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

> **The group BWX-100 DVRs successfully saved.**

Creating a DVR Group from an Existing DVR

This section describes how to create a new DVR group from an existing Flashback or *Body*VISION DVR. To do so, you simply copy the settings from an existing DVR to a new DVR group, then edit the new group as desired.

NOTE: You can only copy information from a DVR that has been "discovered," that is, a DVR that has been in communication with the server at least once. If you are a new customer, some of your DVRs may not be recognized by the server yet. If such is the case, you can use the procedure titled "Creating a DVR Group from a DVR's config.xml File" on page 280 instead.

HINT: If your agency has more than one server and you wish to copy a DVR's settings from one server to another, you will have to use a slightly different procedure. First, export the DVR's config.xml file to a USB drive, as described in "Exporting a DVR's config.xml File" on page 286. Next, upload the config.xml file to the other server, as described in "Creating a DVR Group from a DVR's config.xml File" on page 280.

1   Go to ▼ Administration and click **Manage DVRs**. The Manage DVRs page displays.

2   Click the **DVR Groups** tab. A list of existing groups displays, if any.

3 Go to the Action column and click **New Group**. The Create Group form displays.

4 Enter a unique name for this group in the *Group Name* field.

5 Go to the *Select Source* drop-down list and select **From DVR**.

6 Go to the *Select Type* drop-down list and select the new group's type:

- ❒ *FB2*. This group will contain Flashback2 DVRs only
- ❒ *FB3/FBHD*. This group will contain Flashback3 and/or FlashbackHD DVRs
- ❒ *BodyVision*. This group will contain *Body*VISION DVRs only
- ❒ *BWX-100*. This group will contain BWX-100 DVRs only.

7 Go to the *Select DVR* field and select a template DVR from the drop-down list.

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

> **Group BWX-100 DVRs successfully created.**

Next, you need to assign DVRs to your new group.

9 Right-click on the new group record you just created, then select **Edit** from the popup menu. The Edit Group record displays. This screen will look slightly different for Flashback records vs. Body Worn records.

Flashback version of
Edit Group record

*Body*VISION version
of Edit Group record

BWX-100 version of
Edit Group record

10 Click the **DVRs** tab. A list of available DVRs displays in the left column.

(Continued)

Any DVRs that are currently assigned to a different group will display that group's name in parentheses—e.g., *NJSPFBHD(Traffic Patrol)*.

11 Go to the left column (Available) and click on each of the DVRs you wish to assign to this DVR group. As you do so, keep in mind that only Flashback3s and FlashbackHDs may be in the same group. All other DVRs must be in a group by themselves.

12 Once you've highlighted the correct DVRs, click the ▶ icon located between the two columns. The selected DVRs display in the right column (Assigned).

13 If you wish to further modify this record (i.e., change audio/video settings, display options, etc), click the appropriate tab, then enter/select your changes. More detailed instructions can be found in "Changing a Flashback DVR Group" on page 288, "Changing a *Body*VISION DVR Group" on page 304, or "Changing a BWX-100 DVR Group" on page 309.

– OR –

If you do *not* wish to further modify this record right now, proceed to the next step.

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

> The group **BWX-100 DVRs** successfully saved.

Creating a DVR Group from a DVR's config.xml File

This section describes how to create a new DVR group from a config.xml file, which contains information on a Flashback or Body Worn DVR. There are two ways in which you can acquire this file:

❒ Your Mobile-Vision Technical Support Engineer can give it to you.
❒ You can copy the file from a Flashback DVR to a USB drive, as described in "Copying the config.xml File from Your DVR to a USB Drive" in your Flashback User's Guide.

If your agency has more than one server and you wish to copy a DVR's config.xml file from another server, you will first have to export that config.xml file to a USB drive, as described in "Exporting a DVR's config.xml File" on page 286.

1   Go to ▼ Administration and click **Manage DVRs**. The Manage DVRs page displays.

2   Click the **DVR Groups** tab. A list of existing groups displays, if applicable.

(Continued)

3 Go to the `Action` column and click **New Group**. The Create Group form displays.

4 Enter a unique name for this group in the *Group Name* field.

5 If you are copying a config.xml file from a USB drive, insert the USB stick into a USB port on your PC. Otherwise proceed to the next step.

6 Make sure the value of the *Select Source* field is **From file**.

7 Go to the *Select Type* drop-down list and select the new group's type:

❒ *FB2*. This group will contain Flashback2 DVRs only
❒ *FB3/FBHD*. This group will contain Flashback3 and/or FlashbackHD DVRs
❒ *BodyVision*. This group will contain *Body*VISION DVRs only
❒ *BWX-100*. This group will contain BWX-100 DVRs only

8   Click **Browse**. The Choose File to Upload Popup displays.

9   Navigate to the disk drive location where the config.xml file is located.

10   Double-click on the config.xml file to select it.

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

> The group **BWX-100 DVRs** successfully saved.

Next, you need to assign DVRs to your new group.

12   Right-click on the new group record you just created, then select **Edit** from the popup menu. The Edit Group record displays. This screen will look slightly different for Flashback records vs. Body Worn records.

(Continued)

Flashback version of
Edit Group record

*Body*VISION version
of Edit Group record

BWX-100 version of
Edit Group record

13 Click the **DVRs** tab. A list of available DVRs displays in the left column.

Any DVRs that are currently assigned to a different group will display that group's name in parentheses—e.g., *NJSPFBHD(Traffic Patrol)*.

14 Go to the left column (Available) and click on each of the DVRs you wish to add to this DVR group. As you do so, keep in mind that only Flashback3s and FlashbackHDs may be in the same group. All other DVRs must be in a group by themselves.

15 Once you've highlighted the correct DVRs, click the ▶ icon located between the two columns. The selected DVRs display in the right column (Assigned).

16 If you wish to further modify this record (i.e., change audio/video settings, display options, etc), click on the appropriate tab, then enter/select your changes. More detailed instructions can be found in "Changing a Flashback DVR Group" on page 288, "Changing a *Body*VISION DVR Group" on page 304, or "Changing a BWX-100 DVR Group" on page 309.

– OR –

If you do *not* wish to further modify this record right now, proceed to the next step.

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

> **Group BWX-100 DVRs successfully saved.**

Exporting a DVR's config.xml File

This procedure describes how to export a DVR's config.xml file from the server to a USB drive. The config.xml file contains all of a DVR's settings. This procedure is typically performed by Mobile-Vision employees. However, if your agency has more than one server, there may be a circumstance where you wish to use a DVR record on *one* server as a template for creating a new DVR group on a *different* server. To do so, first perform this procedure to copy the config.xml file to a USB stick. Next, login to the other server and proceed to "Creating a DVR Group from a DVR's config.xml File" on page 280 for further instructions.

1 Go to ▼ Administration and click **Manage DVRs**. The Manage DVRs page displays.

2 Go to the DVRs list and click on the record you wish to export. If you have a large number of records to scan through, see "Searching for a DVR" on page 168, beginning with step 2.

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

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

5 Navigate to the USB drive where you wish to save the file, then click **Save**. A confirmation message displays.

6 Click ⊠ to close the popup.

Changing a DVR Group

This section describes how to change the attributes for a DVR Group. For more information, see:

❑ Changing a Flashback DVR Group, below
❑ Changing a BodyVISION DVR Group, page 304
❑ Changing a BWX-100 DVR Group, page 309.

Changing a Flashback DVR Group

This section describes how to change the attributes for a Flashback2 or Flashback3/HD group record. Any change you make to a Flashback group will automatically be applied to all of the DVRs that are assigned to that group during the next DVR-to-server transmission.

If you need to change the setting(s) for a *Body Worn* group, see "Changing a *Body*-VISION DVR Group" on page 304 or "Changing a BWX-100 DVR Group" on page 309 instead.

For specific instructions, see:

❑ Displaying the Edit Group Popup, below
❑ Changing the IP Settings for a Flashback DVR Group, page 290
❑ Changing the Audio Settings for a Flashback DVR Group, page 297
❑ Changing the Video Settings for a Flashback DVR Group, page 298
❑ Changing the Triggers for a Flashback DVR Group, page 300
❑ Changing the Display Options for a Flashback DVR Group, page 301
❑ Changing the General DVR Settings for a Flashback DVR Group, page 302.

Displaying the Edit Group Popup

This section describes how to display the Edit Group popup for a Flashback2 or Flashback3/HD group. This is the first step in updating a Flashback DVR group.

1 Go to ▼ Administration and click **Manage DVRs**. The Manage DVRs page displays.

2 Click the **DVR Groups** tab. A list of existing groups displays.

3 Right-click on the group record you wish to update, then select **Edit** from the popup menu. The Edit Group record displays.

Proceed to the appropriate section:

❐ Changing the IP Settings for a Flashback DVR Group, below
❐ Changing the Audio Settings for a Flashback DVR Group, page 297
❐ Changing the Video Settings for a Flashback DVR Group, page 298
❐ Changing the Triggers for a Flashback DVR Group, page 300
❐ Changing the Display Options for a Flashback DVR Group, page 301
❐ Changing the General DVR Settings for a Flashback DVR Group, page 302.

Changing the IP Settings for a Flashback DVR Group

This section describes how to change the IP settings for a Flashback2 or Flashback3/ HD group.

Interview Room DVRs typically utilize an *Ethernet* connection, whereas in-car DVRs typically utilize a *wireless* connection. However, in-car units are still *Ethernet-enabled* to support Vehicle Viewer, Vehicle Viewer Live, and the UMD Editor, which require the use of the Ethernet port on the Flashback DVR.

❐ To change the *remote broadcast IP address*, *remote unicast IP address*, and/or *gateway type* for a Flashback DVR group, see "Changing the General IP Settings for a Flashback DVR Group," next page.
❐ To configure a Flashback DVR group for use with Interview Room, Vehicle Viewer, Vehicle Viewer Live, and/or the UMD Editor, see "Changing the Ethernet Settings for a Flashback DVR Group" on page 292.
❐ To configure a Flashback DVR group that's comprised of in-car DVRs that do *not* interface with Vehicle Viewer, Vehicle Viewer Live, and/or the UMD Editor, see "Changing the Wireless Settings for a Flashback DVR Group" on page 296.

Changing the General IP Settings for a Flashback DVR Group

This section describes how to change the following IP settings for a selected Flashback2 or Flashback3/HD group.

❐ *Remote broadcast IP address(es).*[*] An IP address range across which the group's Flashback DVRs announce their identity so the server can locate them. System default is **255.255.255.255**.

❐ *Remote unicast IP address(es).*[*] A list of unique IP address(es) to which the group's Flashback DVRs announce their identity so that the server can locate them.

❐ *Gateway type.* The type of connection used to link a group's Flashback DVRs to the server: *wireless* (for in-car DVRs that do not interface with Vehicle Viewer, Vehicle Viewer Live, or the UMD Editor), or *Ethernet* (for Interview Room DVRs and in-car DVRs that interface with Vehicle Viewer, Vehicle Viewer Live, and/or the UMD Editor).

1   Search for and display the Flashback DVR group record you wish to update. (If necessary, review "Displaying the Edit Group Popup" on page 288.)

2   If it is not already selected, click the **General** tab, as pictured on the previous page. The *Remote Broadcast IP(s)*, *Remote Unicast IP(s)*, and *Gateway Type* fields display.

3   To change the group's *remote broadcast IP address(es)*, enter the new IP address(es) in the *Remote Broadcast IP(s)* field, separating multiple addresses with a space. Otherwise proceed to the next step.

4   To change the group's *remote unicast IP* address(es), enter the new IP address(es) in the *Remote Unicast IP(s)* field, separating multiple addresses with a space. Otherwise proceed to the next step.

5   To change the *gateway type*, select a new value from the *Gateway Type* drop-down list. Otherwise proceed to the next step.

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

> **Group FlashbackHD DVRs successfully saved.**

If you changed the gateway type, you may need to update your Ethernet or wireless settings. For more information, see:

❐ Changing the Ethernet Settings for a Flashback DVR Group, next page
❐ Changing the Wireless Settings for a Flashback DVR Group, page 296, beginning with step 2.

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[*]   Based on your department's network setup and security requirements, you would enter **either** *Remote broadcast IP* address(es)—typical—**or** *Remote unicast IP* address(es).

Changing the Ethernet Settings for a Flashback DVR Group

There are four DVR groups that utilize Ethernet settings:
1. Flashback2s that are installed in an Interview Room
2. Flashback3s and/or FlashbackHDs that are installed in an Interview Room
3. Flashback2s that are installed in a vehicle that is using Vehicle Viewer, Vehicle Viewer Live, or the UMD Editor.
4. Flashback3s and/or FlashbackHDs that are installed in a vehicle that is using Vehicle Viewer, Vehicle Viewer Live, or the UMD Editor

For instructions, see:

❒ Configuring a Flashback DVR Group for Use with Interview Room, below
❒ Configuring a Flashback DVR Group for Use with Vehicle Viewer, Vehicle Viewer Live, or the UMD Editor, page 294.

Configuring a Flashback DVR Group for Use with Interview Room

This section describes how to select the settings required to use a group of Interview Room Flashback2s or Flashback3/HDs with your agency's Ethernet network.

This configuration is typically used in conjunction with the *UDP Broadcast* discovery method.

WARNING: When using this feature, exercise extreme caution. Any incorrect entries could cause transmission problems for a group's interview room cameras, and/or conflicts with in-car mobile data computers that have Vehicle Viewer, Vehicle Viewer Live, or the UMD Editor installed on them.

1 Search for and display the DVR group you wish to configure for Interview Room. (If necessary, review "Displaying the Edit Group Popup" on page 288.)

2 Click the **Ethernet** tab. The Ethernet fields display.

3   If the DVRs in this group will be installed on a DHCP network, check the *Group Man-aged Ethernet* and *Ethernet DHCP* checkboxes at the top of the form. Skip to step 7.

– OR –

If the DVRs in this group will *not* be installed on a DHCP network, make sure the *Group Managed Ethernet* and *Ethernet DHCP* checkboxes are deselected, then proceed to the next step.

4   Go to the *Ethernet IP* field and enter the Ethernet IP address that the DVRs in this group will use on their private Ethernet networks.

5   Go to the *Ethernet Mask* field and enter the Ethernet mask IP address that the DVRs in this group will use on their Ethernet network.

6   Go to the *Ethernet Gateway IP* field and enter the Ethernet gateway IP address that the DVRs in this group will use on their Ethernet network.

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

> **Group FlashbackHD DVRs successfully saved.**

Configuring a Flashback DVR Group for Use with Vehicle Viewer, Vehicle Viewer Live, or the UMD Editor

This procedure describes how to configure a group of in-car Flashback2s or Flash-back3/HDs for use with one of the following applications: *Vehicle Viewer*, *Vehicle Viewer Live*, or the *UMD Editor*.

If you are using private network IPs in your vehicles, you may wish to assign the same Ethernet IPs to all of the vehicles in your DVR Group in order to avoid potential IP conflicts with the wireless IP settings.

1   Search for and display the DVR group you wish to configure for use with Vehicle Viewer, Vehicle Viewer Live, or the UMD Editor. (If necessary, review "Displaying the Edit Group Popup" on page 288.)

2   Click the **Ethernet** tab. The Ethernet fields display.

3   Go to the *DHCP Server* section at the bottom of the form and select the *DHCP Enable* checkbox.

4   Go to the *DHCP Starting Address* field and enter the first IP address that can be assigned to a device by the DVR DHCP server.

6   Go to the *DHCP Ending Address* field and enter the last IP address that can be assigned to a device by the DVR DHCP server.

NOTE: The IP range you specify in steps 4 and 5 must be outside the range of any existing DHCP servers.

6   Go to the *DHCP Lease Time (minutes)* drop-down list and select a *lease time* for the device's IP Address. This is the amount of time that the DVR DHCP server will reserve the IP address it gives each device before it puts that address back onto the unused (i.e., available) list.

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

> **Group FlashbackHD DVRs successfully saved.**

Changing the Wireless Settings for a Flashback DVR Group

This section describes how to change the wireless LAN settings for all the DVRs in a selected Flashback2 or Flashback3/HD group.

1   Search for and display the Flashback DVR group record you wish to update. (If necessary, review "Displaying the Edit Group Popup" on page 288.)

2 Click the **Wireless Settings** tab. The following fields display.

For a description of the fields on the **Wireless Settings** tab, see the table beginning on page 194.

3 Enter/select your changes in the appropriate field(s). If you need to enter a wireless password or encryption key, be sure to review the password guidelines on page 194 first.

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

Group FlashbackHD DVRs successfully saved.

Changing the Audio Settings for a Flashback DVR Group

This section describes how to change the audio settings for all the DVRs in a selected Flashback2 or Flashback3/HD group.

1 Search for and display the Flashback DVR group record you wish to update, as pictured on the previous page. (If necessary, review "Displaying the Edit Group Popup" on page 288.)

2 Click the **Audio/Video** tab. The available audio options display.

(Continued)

For a description of the fields on this tab, refer to the table on page 198.

3 Enter/select your changes in the appropriate field(s).

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

> **Group FlashbackHD DVRs successfully saved.**

Changing the Video Settings for a Flashback DVR Group

This section describes how to change the video settings for all the DVRs in a selected Flashback2 or Flashback3/HD group.

1 Search for and display the Flashback DVR group record you wish to update. (If necessary, review "Displaying the Edit Group Popup" on page 288.)

2 Click the **Audio/Video** tab. The Audio properties display, as pictured on the previous page.

3 Click the **Video** tab. The Video Properties display.

For a description of the fields on the **Video** tab, see the table on page 203.

4 Enter/select your changes in the appropriate field(s).

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

> Group FlashbackHD DVRs **successfully saved.**

Changing the Triggers for a Flashback DVR Group

This section describes how to change the trigger settings for all the DVRs in a selected Flashback2 or Flashback3/HD group. A *trigger* is the event that causes a DVR to automatically start recording.

1 Search for and display the Flashback DVR group record you wish to update. (If necessary, review "Displaying the Edit Group Popup" on page 288.)

2 Click the **Triggers/Display** tab. Your trigger options display at the top of the form.

For a detailed description of all the available triggers, see the table on page 207.

3 Enter/select your changes in the appropriate field(s).

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

> Group **FlashbackHD DVRs** successfully saved.

Changing the Display Options for a Flashback DVR Group

This section describes how to change the display options for all the DVRs in a selected Flashback2 or Flashback3/HD group. Display options are the status indicators that will display on the following:

❒ The Flashback monitor during a recording
❒ The Vehicle Viewer or Vehicle Viewer Live application while the DVR is active
❒ The Flashback Player while you are viewing a video off the server.

1 Search for and display the Flashback DVR group record you wish to update, as pictured on the previous page. (If necessary, review "Displaying the Edit Group Popup" on page 288.)

2 Click the **Triggers/Display** tab. The display options are listed at the bottom of the form.

(Continued)

These fields are described in the table on page 210.

3 To change the format for your date display, select a new value from the *Date Format* drop-down list. Otherwise proceed to the next step.

4 To change the format for your GPS display, select a new value from the *GPS Format* drop-down list (see **NOTE** below). Otherwise proceed to the next step.

NOTE: If the *GPS Format* field does not display, it indicates that you lack the *Player Display GPS* permission required to display this field.

5 To change the type of radar reading[*] that will display during a video, select a new value from the *Radar Info* drop-down list. Otherwise proceed to the next step.

6 Using the checkboxes provided, select those items you wish to display on your Flashback monitor, Flashback Player, and/or Vehicle Viewer/Vehicle Viewer Live screen.

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

Group FlashbackHD DVRs successfully saved.

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[*]   Target, lock, and/or patrol

Changing the General DVR Settings for a Flashback DVR Group

This section describes how to change the following settings for a selected Flashback2 or Flashback3/HD group:

❒ *Admin login name and password*. The Flashback User ID and password used by the system to 1) wirelessly transmit videos to the server and 2) download configuration changes from the server to the group's DVRs. *Do not change this value unless instructed to do so by a Mobile-Vision Technical Support Engineer.*

❒ *Time zone*. The time zone in which the group's DVRs in a selected group will be recording.

❒ *Ignition timer setting*. The number of minutes the group's DVRs will remain on in *idle* mode after a vehicle's ignition has been turned off.

❒ *Allow USB Logins*. A checkbox used to indicate whether or not an officer will be able to use a USB login key to access the DVRs in this group. If this checkbox is selected, different officers will be able to log in and out of the group's DVRs using a USB login key. If this checkbox is *not* selected, *no* officers will be able to log in and out of the group's DVRs using a USB login key. Select the latter option if 1) each DVR in a group is used by only *one officer*, or 2) your agency has chosen not to use DVR Login Keys.

1 Search for and display the DVR group record you wish to update. (If necessary, review "Displaying the Edit Group Popup" on page 288.)

2 Click the **DVR Settings** tab.

(Continued)

3 Enter/select your changes in the appropriate field(s).

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

> **Group FlashbackHD DVRs successfully saved.**

Changing a *Body*VISION DVR Group

This section describes how to change the attributes for a selected *Body*VISION DVR group record. Any change you make to a *Body*VISION group will automatically be applied to all of the *Body*VISIONs that are assigned to that group during each *Body*-VISION's next DVR-to-server download.

1 Go to ▼ Administration and click **Manage DVRs**. The Manage DVRs page displays.

2   Click the **DVR Groups** tab. A list of existing groups displays.

3   Locate the *Body*VISION Group you wish to update. *Body*VISION DVRs have a type of **FBWHD**.

4 Right-click on the *Body*VISION record, then select **Edit** from the popup menu. The Edit Group popup displays.

The fields on this popup are described in the following table.

Edit Group	
Field	**Description**
Allow Officer Assignment	A checkbox used to turn the *Officer Assignment* feature on/off. ☑ Users can assign the *Body*VISIONs in this group to different officers each shift ☐ Users *cannot* assign the *Body*VISIONs in this group to different officers each shift. Rather, you will assign one *Body*VISION to each officer for his/her exclusive use. For more information on this feature, see page 224.
Ethernet DHCP	A checkbox used to indicate whether or not a DHCP server will automatically provide IP addresses to the *Body*VISIONs in this group. ☑ The DHCP server will automatically assign an IP address to each *Body*VISION in this group ☐ User will manually assign an IP address to each *Body*VISION in this group *(Continued)*

Edit Group (cont'd)	
Field	**Description**
Ethernet DHCP (cont'd)	If your agency does not have a DHCP server, leave this checkbox deselected.
Daylight Savings Time	A checkbox used to indicate whether or not the *Body*VISIONs in this group will be recording in a region that observes Daylight Savings Time. When this checkbox is selected, the *Body*VISIONs in this group will automatically adjust their videos' recording start/ end time to reflect daylight savings time. ☑ Daylight Savings Time is observed in this region ☐ Daylight Savings Time is *not* observed in this region
Time Zone	The time zone in which the *Body*VISIONs in this group will be recording. *Select this value from the drop-down list*.
Resolution	The video resolution for recordings made by *Body*VISIONs in this group. By default, the system defaults to high definition (1280 x 720 pixels per inch). *Select this value from the drop-down list.*
Remote Broadcast IP(s)	An IP address range across which the group's *Body*VISIONs announce their identity so the server can locate them. System default is **255.255.255.255**. Separate multiple IP addresses with a space.
Snapshot/Tracepoint	A field used to program the *Body*VISIONs in this group to capture a JPG still image and/or insert a "Trace Point" placemarker in a video whenever a user presses the *Snapshot/Tracepoint* button on the top of a device while a recording is in progress. Select a value from the drop-down list: ▪ *Snapshot*. Capture a JPG still image ▪ *Tracepoint*. Insert a placemarker in a video ▪ *Both*. Capture a JPG still image and insert a "trace point" placemarker in a video. ▪ *Off*. Do not perform either action (default).
Recording Alert Time (minutes) *	Enable the *recording-in-progress* alert, which causes the *Body*VISIONs in this group to vibrate 1 – 30 minutes after a recording is initiated. System defaults to **0** (alert feature disabled). This feature is only available for *Body*VISIONs with firmware version 1.5.2 and higher. *(Continued)*

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* Feature available for *Body*VISIONs with firmware version 1.5.2 and higher

Edit Group (cont'd)	
Field	**Description**
Recording Alert Time Minutes (cont'd)	*To* enable *recording alerts, enter a number between 1 – 30; to* disable *recording alerts, enter 0.*
Mute Enabled[*]	A checkbox used to enable/disable the recording mute button for *Body*VISIONs in this group. A checkbox used to enable/disable the recording mute button for *Body*VISIONs in this group. ☑ Officer can mute audio while a recording is in progress (default) ☐ Officer *cannot* mute audio while a recording is in progress This feature is only available for *Body*VISIONs with firmware version 1.5.2 and higher.
Pre-Event Recording[*] *BodyVISION XVs only*	If you have any BodyVISION XVs, you may capture 10, 30, 60, or 90 seconds of video *before* a recording session is initiated. The reason that the *Body*VISION XV is able to capture video *before* a recording session even begins is because the device is, in fact, recording all the time—it just doesn't save all that data to the *Body*VISION XV's internal storage drive unless you choose to do so. Pre-event recordings are similar to the short-term memory on a computer. Before you ever click **Save** (or in this case, the *record* switch), there is still some data stored in the computer's short-term memory. *Select a value from the drop-down list:* **0** Omit pre-event recording for *Body*VISION XVs in this group **10** Capture 10 seconds of pre-event recording for *Body*VISION XVs in this group **30** Capture 30 seconds of pre-event recording for *Body*VISION XVs in this group **60** Capture 60 seconds of pre-event recording for *Body*VISION XVs in this group **90** Capture 90 seconds of pre-event recording for *Body*VISION XVs in this group

5 Enter/select your changes in the appropriate field(s).

6 To add/remove *Body*VISIONs from this group, proceed to the next step. Otherwise skip to step 14.

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[*] Feature available for *Body*VISIONs with firmware version 1.5.2 and higher

7   Click the **DVRs** tab. A list of available *Body*VISIONs displays in the left column.

8   To *add Body*VISIONs to this group, proceed to the next step. Otherwise skip to step 11.

9   Go to the left column (Available) and click on each of the *Body*VISIONs you wish to assign to this DVR group.

10 Once you've highlighted the correct *Body*VISIONs, click the ▶ icon located between the two columns. The selected DVRs display in the right column (Assigned).

11 To *remove Body*VISIONs from this group, proceed to the next step. Otherwise skip to step 14.

12 Go to the right column (Assigned) and click on each of the *Body*VISIONs you wish to remove from this DVR group.

13 Once you've highlighted the correct *Body*VISIONs, click the ◀ icon located between the two columns. The selected *Body*VISIONs are removed from the DVR group.

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

> **The group BodyVISION DVRs successfully saved.**

Changing a BWX-100 DVR Group

This section describes how to change the attributes for a selected BWX-100 DVR group record. Any change you make to a BWX-100 group will automatically be applied to all of the BWX-100s that are assigned to that group during each BWX-100's next DVR-to-server download.

1 Go to **▼ Administration** and click **Manage DVRs**. The Manage DVRs page displays.

2 Click the **DVR Groups** tab. A list of existing groups displays.

3 Locate the BWX-100 Group you wish to update. BWX-100 DVRs have a *Group Type* of **FBMHD2**.

4 Right-click on the BWX-100 record, then select **Edit** from the popup menu. The Edit Group popup displays.

The fields on this popup are described below.

Edit Group: Settings Tab	
Field	**Description**
Allow Officer Assignment	A checkbox used to turn the *Officer Assignment* feature on/off. ☑ Users can assign the BWX-100 in this group to different officers each shift ☐ Users *cannot* assign the BWX-100s in this group to different officers each shift. Rather, you will assign one device to each officer for his/her exclusive use. For more information on this feature, see page 239.
Ethernet DHCP	A checkbox used to indicate whether or not a DHCP server will automatically provide IP addresses to the BWX-100s in this group. ☑ The DHCP server will automatically assign an IP address to each BWX-100 in this group ☐ An *Admin* user will manually assign an IP address to each BWX-100 in this group If your agency does not have a DHCP server, leave this checkbox deselected.
Daylight Savings Time	A checkbox used to indicate whether or not the BWX-100s in this group will be recording in a region that observes Daylight Savings Time. When this checkbox is selected, the BWX-100s in this group will automatically adjust their videos' recording start/ end time to reflect daylight savings time. ☑ Daylight Savings Time is observed in this recording region ☐ Daylight Savings Time is *not* observed in this recording region
Time Zone	The time zone in which the BWX-100s in this group will be recording. *Select this value from the drop-down list*.
Snapshot/Tracepoint	A field used to program the BWX-100s in this group to capture a JPG still image and/or insert a "tracepoint" placemarker in a video whenever a user presses the *Snap/ Trace* button on the top of a device while a recording is in progress. Select a value from the drop-down list: ▪ *Snapshot*. Capture a JPG still image ▪ *Tracepoint*. Insert a placemarker in a video ▪ *Both* (default) Capture a JPG still image and insert a "trace point" placemarker in a video. ▪ *Off*. Do not perform either action. *Select this value from the drop-down list.*

Edit Group: Settings Tab (cont'd)	
Field	**Description**
Recording Alert Time (minutes)	Enable the *recording-in-progress* alert, which causes the BWX-100s in this group to vibrate 1 – 30 minutes after a recording is initiated. System defaults to **0** (alert feature disabled). *To* enable *recording alerts, enter a number between 1 – 30; to* disable *recording alerts, enter 0.*
Mute Enabled	A checkbox used to enable/disable the recording mute button for BWX-100s in this group. ☑ Officer can mute audio while a recording is in progress (default) ☐ Officer *cannot* mute audio while a recording is in progress

5 Enter/select your changes in the appropriate field(s).

6 If you wish to change the Ethernet settings for this BWX-100 group, click the **IP Setup** tab. Proceed to the next step.

– OR –

If you do *not* wish to change the Ethernet settings for this BWX-100 group, skip to step 8.

The fields on this tab are described in the table on the next page.

Edit Group: IP Setup Tab	
Field	**Description**
Group Managed Ethernet	A checkbox used to determine whether your agency will manage Ethernet settings within the individual BWX-100 DVR records or within the parent DVR Group record. ☑ Allow changes to the Ethernet settings within the parent DVR Group record only (that is, the group to which the individual BWX-100 records are assigned). If the DVRs in this group will be installed on a DHCP network, choose this setting. ☐ Allow changes to Ethernet settings within each individual DVR record
Ethernet DHCP	A checkbox used to indicate whether or not a DHCP server will automatically provide the wireless IP address to the DVRs in this DVR group. ☑ DHCP server will automatically assign an IP address to the DVRs in this DVR group ☐ Individual users will manually assign an IP address to their DVRs If your agency does not have a DHCP server, leave this checkbox deselected. If the *Group Managed Ethernet* setting is deselected, this field will be grayed out.
Ethernet IP	The Ethernet IP address that the DVRs in this group will use on their private Ethernet networks. If the *Group Managed Ethernet* setting is deselected, this field will be grayed out.
Ethernet Mask	The Ethernet mask IP address that the DVRs in this group will use on their Ethernet network. If the *Group Managed Ethernet* setting is deselected, this field will be grayed out.
Ethernet Gateway IP	The Ethernet gateway IP address that the DVRs in this group will use on their Ethernet network. If the *Group Managed Ethernet* setting is deselected, this field will be grayed out.
Remote Broadcast IP(s)	An IP address range across which the group's BWX-100s announce their identity so the server can locate them. System default is **255.255.255.255**. Separate multiple IP addresses with a space.

7 Enter/select your changes in the appropriate field(s).

8 If you wish to change the video settings for this BWX-100 group, click the **Video** tab. Proceed to the next step.

– OR –

If you do *not* wish to change the video settings for this BWX-100 group, skip to step 10.

The fields on this tab are described below.

Edit Group: Video tab	
Field	**Description**
Pre-Event Recording	If desired, you may capture 10, 30, 60, or 90 seconds of video *before* a recording session is initiated. The reason that the BWX-100 is able to capture video *before* a recording session even begins is because the BWX-100 is, in fact, recording all the time—it just doesn't save all that data to the BWX-100's internal storage drive unless you choose to do so. Pre-event recordings are similar to the short-term memory on a computer. Before you ever click **Save** (or in this case, the *record* switch), there is still some data stored in the computer's short-term memory. *Select a value from the drop-down list: (Continued)*

Edit Group: Video tab (cont'd)	
Field	**Description**
Pre-Event Recording (cont'd)	**0** Omit pre-event recording for BWX-100s in this group **10** Capture 10 seconds of pre-event recording for BWX-100s in this group **30** Capture 30 seconds of pre-event recording for BWX-100s in this group **60** Capture 60 seconds of pre-event recording for BWX-100s in this group **90** Capture 90 seconds of pre-event recording for BWX-100s in this group
Resolution	The video resolution for recordings made by BWX-100s in this group. *Select this value from the drop-down list*: ▪ 720 x 480 cropped. Standard definition video with a reduced field of view. Also referred to as "480p cropped." ▪ 1280 x 720 cropped. High definition video with a reduced field of view. Also referred to as "720p cropped." ▪ 1280 x 720. High definition video with a full field of view. Also referred to as "720p." ▪ 1920 x 1080. Full high definition video with a full field of view. This is the highest resolution available for BWX-100 video and the most resource inten-sive. Also referred to as "1080p." *System default*.
GPS Run Time	This field is not currently available.
GPS Tracking	This field is not currently available.
Audio/Video Mode	The type of data that BWX-100s in this group will capture: **0** Audio and video (default) **1** Video only **2** Audio only
Recording Alert Time (minutes)	The interval, in minutes, for the recording-in-progress alert. This alert will cause all BWX-100s in the group to vibrate every X number of minutes, reminding the officer that a recording is progress. ▪ If **0** is entered in this field, it means that the *recording-in-progress* alert is disabled (default) ▪ If a number between **1** and **30** is entered in this field, it means that the *recording-in-progress* alert is *(Continued)*

Edit Group: Video tab (cont'd)	
Field	**Description**
Recording Alert Time (cont'd)	enabled and the BWX-100s in this group will vibrate every X minutes, where X = the value entered here *To enable recording alerts, enter a number between 1 and 30.*
Bluetooth Transmission	The BWX-100 group's Bluetooth transmission status: ▪ *Enabled.* Automatically initiate a recording on remote devices whenever an officer manually starts a BWX-100 recording within line sight of in-range BWX-100(s)—assuming those device(s) are configured for Bluetooth transmission. ▪ *Disabled.* Do not broadcast or receive *Bluetooth transmission* messages. For more on this feature, see "Remotely Starting a Recording" in the BWX-100 User's Guide.
Bluetooth ID	A code used to identify other devices—Flashback DVRs, BWX-100s, and/or Bluetooth Transmitters. When you assign a Bluetooth ID to a BWX-100 Group, the BWX-100s in that group will only communicate with devices that share the same Bluetooth ID. *ID Requirements*: 1 - 12 characters, with a combination of numbers from 1 - 9 and/or letters from a - f.
Record LED	A checkbox used to indicate whether or not you want the red LEDs on the front and top of the BWX-100s in this group to illuminate whenever a recording is in progress. ☑ Enable LED recording-in-progress lights (default). ☐ Disable LED recording-in-progress lights.

9 Enter/select your changes in the appropriate field(s).

10 To add/remove BWX-100s from this group, proceed to the next step. Otherwise skip to step 18.

11 Click the **DVRs** tab. A list of available BWX-100s displays in the left column.

(Continued)

12 To *add* BWX-100s to this group, proceed to the next step. Otherwise skip to step 15.

13 Go to the left column (Available) and click on each of the BWX-100s you wish to assign to this DVR group.

14 Once you've highlighted the correct BWX-100s, click the ▶ icon located between the two columns. The selected BWX-100s display in the right column (Assigned).

15 To *remove* BWX-100s from this group, proceed to the next step. Otherwise skip to step 18.

16 Go to the right column (Assigned) and click on each of the BWX-100s you wish to remove from this DVR group.

17 Once you've highlighted the correct BWX-100s, click the ◀ icon located between the two columns. The selected BWX-100s are removed from the DVR group.

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

> **The group BWX-100 DVRs successfully saved.**

Deleting a DVR Group

This section describes how to delete a DVR group record. You can only delete a DVR group that has no DVRs currently assigned to it. If the DVR group you wish to delete *does* have DVRs assigned to it, you will first have to reassign those DVRs to another DVR group or groups, *or* remove them from all groups. For more information, see

1 Go to ▼ Administration and click **Manage DVRs**. The Manage DVRs page displays.

2 Click the **DVR Groups** tab. A list of existing groups displays.

(Continued)

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

4 Click **Yes**. The selected DVR group is removed from the Groups list.

Assigning a New DVR to a DVR Group

This section describes how to assign a newly discovered DVR to a DVR Group from the *Inbox Messages* list.

Depending on your system settings, the system may display this message when it discovers a new DVR on the network that is not yet assigned to a DVR Group.

To turn this notification feature on, see "Identifying DVRs that are Not Assigned to a DVR Group" on page 325.

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

2 Locate the "*...DVR...was inserted with no group assignment*" message on your *Inbox Messages* list.

3 Click the ✎ icon to the right of the message. The Assign to Group popup displays.

4 Select a DVR Group from the *Assign to Group* drop-down list.

5 Click **Save**.

Reassigning a DVR to a Different DVR Group

This section describes how to change the assignment of a DVR from one DVR group to another.

1 Go to ▼ Administration and click **Manage DVRs**. The Manage DVRs page displays.

2 Click the **DVR Groups** tab. A list of existing groups displays.

3 Right-click on the new group record that you wish to reassign the DVR to, then select **Edit** from the popup menu. The Edit Group record displays. This screen will look slightly different for Flashback records vs. Body Worn records.

FlashbackHD version
of Edit Group record

*Body*VISION version of Edit Group record

BWX-100 version of Edit Group record

4   Click the **DVRs** tab. The DVRs that are currently assigned to this DVR group display in the *Assigned* column, and all other DVRs display in the *Available* column. The DVRs that are currently assigned to a different group show the group's name in parentheses—e.g., *NJSPFBHDs(Traffic Patrol)*.

5 Go to the *Available* column and click on the DVR you wish to reassign.

6 Click ▶. The selected DVR moves to the *Assigned* column.

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

> **The group BWX-100 DVRs successfully saved.**

Identifying DVRs that are Not Assigned to a DVR Group

If desired, you can opt to have the system notify you whenever it detects a newly discovered DVR that is not assigned to a DVR Group yet.

We recommend that you select this function when the circumstances apply:

❐ Your agency has decided to assign every DVR in your fleet to a DVR Group
❐ Your agency is using the "auto create DVR" function for its Flashbacks or *Body-VISIONs*, as illustrated below.

Auto create DVR option for Flashbacks (top) and Body Worn DVRs (bottom)

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

(Continued)

2 Click the **System** tab.

3 Click the **Other** tab.

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

5 Select the *DVR Missing Group Message* checkbox located in the lower right corner of the popup.

6 Click **Save**.

DVR Firmware

This section describes the procedures related to DVR firmware. Depending on your service agreement with Mobile-Vision, you may occasionally receive DVR firmware updates via the application. If you qualify for upgrades, the upgraded firmware files will automatically appear on the **DVR Firmware** tab within the application.

It's recommended that you upgrade your firmware from the server.

For specific instructions, see:

❒   Updating DVR Firmware from the Server, below
❒   Viewing/Printing Firmware Release Notes, page 338.

Updating DVR Firmware from the Server

There are several methods for updating DVR firmware from the server. You can:

❒   Update all your DVR records at the same time
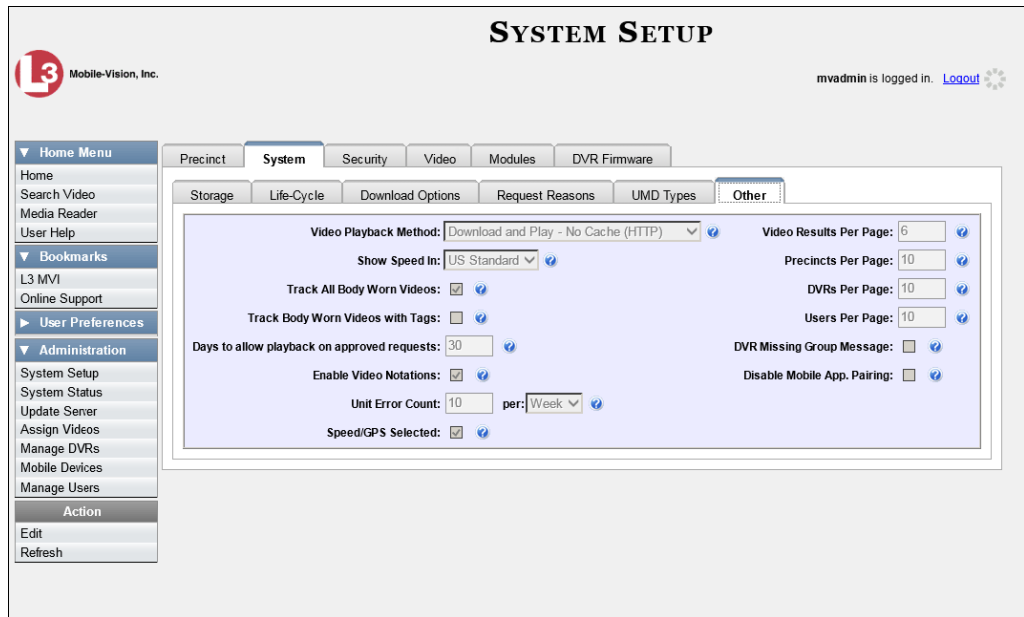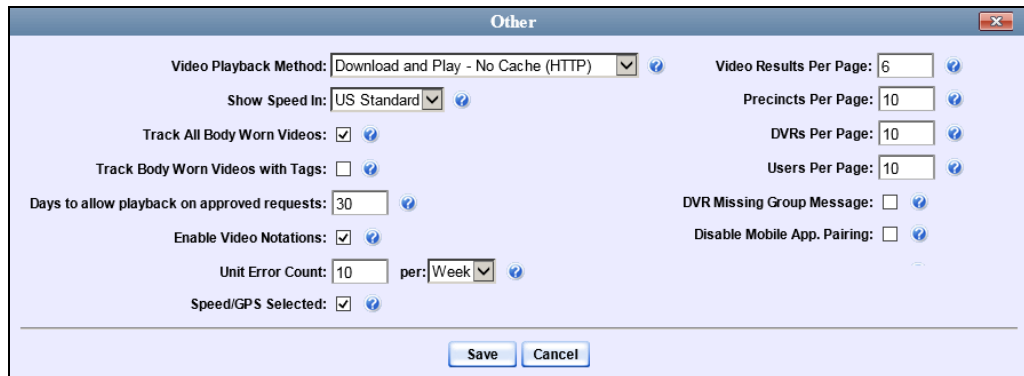❒   Update one DVR record at a time
❒   Update one DVR *group* record at a time.

For specific instructions, see:

❒   Globally Updating Firmware for an Entire Fleet of DVRs, below
❒   Updating the Firmware for a DVR Record, page 330
❒   Updating the Firmware for a DVR Group Record, page 335.

Globally Updating Firmware for an Entire Fleet of DVRs

This section describes how to update the firmware on all of your Flashback and/or Body Worn DVRs. This is the fastest and easiest method for updating your firmware. Perform this task whenever Mobile-Vision notifies you that there is a new firmware version available.

HINT: Before you perform this procedure, you may want to test the new firmware on just one unit before pushing the firmware out to all of the DVRs in your fleet. For further instructions, see "Updating the Firmware for a DVR Record" on page 330.

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

2 Click the **DVR Firmware** tab. A list of the current and past firmware versions displays.

3 Click on the record at the top of the firmware list (i.e., the most recent firmware version for Flashback3s and FlashbackHDs).

(Continued)

4 Go to the Action column and click **Assign to All DVRs**. A verification prompt displays:

5 Click **Yes**. A confirmation message displays:

The system will automatically copy the new firmware version to each of your Flash-back3 and/or FlashbackHD DVRs during the next server-to-DVR communication.

6 If your DVR fleet includes some Flashback2s, proceed to the next step for further instructions. Otherwise skip to step 10.

7 Click on the highest firmware version that begins with **2.1**.

8 Go to the Action column and click **Assign to All DVRs**. A verification prompt displays:

9 Click **Yes**. A confirmation message displays.

Assigned 5 active DVRs to version 2.1.17

The system will automatically copy the most recent Flashback2 firmware to each of your Flashback2 DVRs during the next server-to-DVR communication.

10 If you also have *Body*VISION DVRs, proceed to the next step.

– OR –

If you do *not* have *Body*VISION DVRs, skip to step 14.

11 Click on the highest firmware version that begins with the number **1** and has a *File Name* that starts with **BodyVision**.

(Continued)

12 Go to the Action column and click **Assign to All DVRs**. A verification prompt displays.

13 Click **Yes**. A confirmation message displays.

Assigned 8 active DVRs to version 1.5.28

14 If you also have BWX-100 DVRs, proceed to the next step.

– OR –

If you do *not* have BWX-100 DVRs, **End of Procedure**.

15 Click on the highest firmware version that begins with the number **1** and has a *File Name* that starts with **BV**.

16 Go to the `Action` column and click **Assign to All DVRs**. A verification prompt displays.

17 Click **Yes**. A confirmation message displays.

> Assigned 7 active DVRs to version 1.7.63

Updating the Firmware for a DVR Record

This section describes how to update the firmware for a single DVR record. That firmware will then be transmitted to the DVR during the next server-to-DVR transmission. If your agency is using the Fleet Management feature (see description on page 267), you can perform this procedure for both Flashback and Body Worn DVRs. If your agency is *not* using the Fleet Management feature, you can only perform this procedure for Flashback DVRs.

1 Search for and display the DVR record you wish to update. (If necessary, review "Displaying the Edit DVR Popup" on page 179.) The Edit DVR popup displays. This screen will differ slightly depending on whether this is a Flashback or Body Worn record.

Flashback version of
Edit DVR record

*Body*VISION version
of Edit DVR record

Edit DVR (BWX-309)

BWX-100 version of
Edit DVR record

2 If this is a Flashback record and Fleet Management is enabled, make sure the **DVR** tab is selected. Otherwise proceed to the next step.

3 Go to the *Assigned Firmware* field and select the highest firmware version from the drop-down list.

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

> DVR BWX-309 successfully saved.

Updating the Firmware for a DVR Group Record

This section describes how to update the firmware for a selected DVR group record. That firmware will then be transmitted to the group's DVRs during the next DVR-to-server transmission.

1 Go to ▼ Administration and click **Manage DVRs**. The Manage DVRs page displays.

(Continued)

2   Click the **DVR Groups** tab. A list of existing groups displays.

3   Right-click on the group record you wish to update, then select **Edit** from the popup menu. The Edit Group record displays. This screen will look slightly different for Flashbacks vs. Body Worn records.

Flashback version of
Edit Group record

*Body*VISION version
of Edit Group record

(Continued)

BWX-100 version of
Edit Group record

4 Go to the *Minimum Firmware* field in the upper right corner of the screen and select the highest firmware version from the drop-down list.

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

> **Group BWX-100 DVRs successfully saved.**

Viewing/Printing Firmware Release Notes

This section describes how to view and/or print firmware Release Notes for Flashback and Body Worn DVRs. These notes describe the changes and enhancements to each new firmware version.

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

2 Click the **DVR Firmware** tab. A list of the current and past firmware versions displays.

(Continued)

3 Click on a record in the 1, 2, or 3 series:

⇒ To view the release notes for Flashback3/FlashbackHD DVRs, click on any version number that starts with a **3**.

⇒ To view the release notes for Flashback2 DVRs, click on any version number that starts with a **2**.

⇒ To view the release notes for BodyVISION DVRs, click on any version number that starts with a **1** and has a *File Name* that begins with **BodyVision**.

⇒ To view the release notes for BWX-100 DVRs, click on any version number that starts with a **1** and has a *File Name* that begins with **BV**.

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

Do you want to open or save **FB3v3.2.10.notes.html** (26.6 KB) from **trinity**?   Open   Save ▼   Cancel   ✕

5 Click **Open**. The release notes display.

https://l3mvicrm.blob.core.usgovcloudapi.net/ - DES Release Notes - Internet Explorer   — ☐ ✕

DES 4.0.10 RC1 | 12/27/2018

ID	Type	Release Notes
DES4010-06	Bug	**Unable to add Unit to DVR Group when any unit has an empty product code.** Previously, if any unit had an empty product code, then new units might not be able to be added to a DVR Group.
DES4010-07	Bug	**Upgrading sometimes creates empty crontab.** Crontabs are now preserved during product upgrades.
DES4010-11	Feature	**The port number used to communicate with the backup PC is now configurable.** The default port used between DES and the backup PC is port 9000. If there is other software using this port, you can now change the port that DES uses.
DES4010-12	Feature	**Applets expire when their certificate expires.** Appelts no longer expire when their certificates expire.
DES4010-13	Bug	**DES cannot parse LDAP string with multiple domain controller entries** If there are more than one dc= in the of the LDAP string, DES was not able to handle it.
DES4010-14	Bug	**Unable to create DVDs on a backup PC reporting more than 8 processors** The backup PC software can now create consumer DVDs, when Windows reports more than 8 processors.
DES4010-20	Bug	**HCPInserter fails to move files when failed media exceed available threads.** Bug only occurs when using a Hitachi Content Platform storage device. The HCP inserter is hung up on video that does not exist on the server but is in the database. Inserter hangs until the thread becomes inactive, then moves on to the next video. The process takes so long the system cannot move any video that actually exists in the file system.
DES4010-30	Bug	**Cases appear to not be archiving** Media with invalid metadata previously prevented cases and videos from being exported.
DES4010-36	Bug	**The Deleter service gets hung on duplicate video groups** Previously, the deleter will run and gets hung on any video that is associated with multiple video groups.
DES4010-39	Bug	**Videos made with devices with the characters <, >, or & in the name cannot be exported** DES will now block these characters from being used in device names.
DES4010-41	Bug	**Orphaned continuation videos are not being deleted by the Deleter service.** Previously, the deleter was not able to handle orphaned continuation videos which would cause the deleter to gets hung if there were too many videos in this situation.
DES4010-57	Bug	**Exports spanning multiple DVDs fail after disk 2**

6 If you wish to print the release notes, press **Ctrl + P**. The Print form displays. Proceed to the next step.

– OR –

If you do *not* wish to print the release notes, skip to step 8.

7   Select your printer options, then click **OK** or **Print**. The print job is directed to your active printer.

8   When you are finished viewing/printing the release notes, click the ⊠ in the upper right corner of the page.

Viewing the DVRs' Status List

This section describes how to view information on your DVRs' most recent download to the server.

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

2   Click the **DVR COM** tab.

(Continued)

The download status of each of your DVRs displays, as described below.

DVR Status by Last Contact Date	
Column	**Description**
DVR Name	The name of the DVR. If a DVR name is followed by @ [DVR serial number], it indicates that the DVR has an unresolved naming conflict. For more information, see "Resolving Naming Conflicts" on page 261.
IP Address	The IP Address for this DVR. An IP Address is a numerical label that identifies the DVR to the network.
DL Status (To update status, click **Refresh Page**)	The current download status for this DVR, which updates after you click **Refresh Page**: ▪ *Idle*. Download is not currently in progress. ▪ *Downloading*. Download is currently in progress.
Last COM Date	The date and time at which the last communication occurred between this DVR and the DEF server. Time displays in hh:mm format. If this DVR has not communicated with the server for 48 hours or longer, this field will display in red.

To view more detailed information on a particular transmission, see the next section, "Viewing the DVR Downloader Log," beginning with step 3.

Turning the DVR Error Notification Feature On/Off

If desired, you can choose to have the system automatically notify you whenever one of your DVRs generates X number of "problem" videos per day or week, where X is equal to the value of the *Unit Error Count* field on the **Other** tab.

In the example above, if any of your agency's DVRs generate 10 problem videos within a 24-hour period, the system will automatically display a notification message on the *Inbox Messages* list of all users who have the *Authorize Media Playback* permission.

This section describes how to turn this DVR error notification feature *on* or *off*.

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

(Continued)

2 Click the **System** tab.

3 Click the **Other** tab.

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

5 Go to the *Unit Error Count* field and enter the number of DVR errors that should occur each day or week before the system sends a notification message to the appropriate users (i.e., all users who have the *Authorize Media Playback* permission). If you no longer wish to receive notification messages, change this number to **0** (zero).

6 If you entered **0** in the *Unit Error Count* field, skip to step 8. Otherwise proceed to the next step.

7 Select the appropriate value from the *per* drop-down list (e.g., 10 errors per *day* or 10 errors per *week*).

8 Click **Save**.

Troubleshooting DVR Errors

If your agency has chosen to receive DVR error notifications, then when a particular DVR produces a predefined number of "problem" videos within a one day or one week time period, a message will display on the *Inbox Messages* list of all users who have the *Authorize Media Playback* permission. For example, if you have the *Authorize Media Playback* permission and the *Unit Error Count* field on the *Other* popup looks like this: Unit Error Count: 10   per: Day , then if a DVR generates 10 power failures in one 24 hour period, the system will automatically send a notification message to your *Inbox Messages* list that looks like the one below.

Before you contact Mobile-Vision Support, we commend that you try and trouble-shoot the problem yourself, as described in this section.

NOTE: The information below is also in the DES Online Help System, which you can access directly from the error message by clicking on the help icon.

1   Determine if the "problem" DVR is a Flashback, *Body*VISION, or BWX-100. To do so, note the value of the unit number, which is highlighted in green:

❒   If the unit number begins with multiple zeros, it is a *Flashback* device.
❒   If the unit number begins with **1** or **2**, it is a *BodyVISION* device.
❒   If the unit number begins with **3**, it is a *BWX-100* device.

2   If the device is a *Flashback*, skip to step 7.

– OR –

If the device is a *Body*VISION, skip to step 5.

– OR –

If the device is a BWX-100, proceed to the next step.

3 Verify that the BWX-100 has sufficient storage space and a sufficient battery charge, as described in the BWX-100 User's Guide—See "Checking Remaining Record Time" and "Checking Remaining Batter Power."

4 If you determine that the BWX-100 lacks sufficient storage space and/or a sufficient battery charge, immediately place it in your agency's Uplink Station. The videos on the unit will automatically upload to the DEF server, creating more storage space. The device's battery will also begin to charge. You'll know that charging is complete when the word "CHARGED" displays on the LCD screen.

– OR –

If you determine that the BWX-100 has both sufficient storage space and a sufficient battery charge, contact your Mobile-Vision Support professional for assistance. To do so, call 800-336-8475 and select option **3** (Service), followed by option **1** (In-Car Components).

End of Procedure.

5 Verify that the *BodyVISION* has sufficient storage space and a sufficient battery charge, as described in the following sections:

❐ *Body*VISION Battery Status Indicators, page 238
❐ Checking Record Time Left on Your *Body*VISION, page 238

6 If you determine that the *Body*VISION lacks sufficient storage space and/or a sufficient battery charge, immediately place it in your agency's Uplink Station. The videos on the unit will automatically upload to the DEF server, creating more storage space. The unit's battery will also begin to charge. You'll know that charging is complete when the battery indicator light is solid green.

– OR –

If you determine that the *Bod*yVISION has both sufficient storage space and a sufficient battery charge, contact your Mobile-Vision Support professional for assistance. To do so, call 800-336-8475 and select option **3** (Service), followed by option **1** (In-Car Components).

End of Procedure.

7 Proceed to the error message on your *Inbox Messages* list.

| 11/06/2015 09:44 | Completed | The system has encountered **10** or more error(s) for unit **0000006551** in the last 24 hours. | ❓ ✖ |

8 Highlight the green unit number and press **Ctrl** + **C** to copy it to your clipboard.

9 Go to ▼ Administration and click **Manage DVRs**. The Manage DVRs page displays.

(Continued)

10 Position your cursor in the *DVR ID* field and press **Ctrl** + **V** to insert the unit number you copied from the error message. The record for the "problem" DVR displays.

11 Write down the values in the *DVR Name* and *Product Code* columns. This information will help you select the appropriate troubleshooting procedures later.

12 Go to ▼ Home Menu and click **Search Video**. The Search Video page displays.

13 Select the unit's DVR name from the *DVR* drop-down list (i.e., the DVR Name that you jotted down earlier).

14 Go to the Action column and click **Search**. All videos that were recorded by the "problem" DVR display.

15 Look in the *Category* column to determine if any of the videos share a common *system-assigned* video category:

⇒ If any of the videos share one of the system-assigned categories listed in the table on the next page, proceed to step 16.

⇒ If any of the videos do *not* share one of the system-assigned categories listed in the table below, contact Mobile-Vision Technical Support for assistance. **End of Procedure**.

Common System-Assigned Categories	
Category	**Description**
Background Mode	A Flashback recording session occurred when the Background Mode option was set to ON. When Background Mode is ON, it means that the Flashback DVR records continuously whenever the vehicle's ignition is on, and for X, where X = the Ignition Timer setting.
Power Failure	A Flashback recording session was interrupted after a power failure occurred.
Interrupted Recording	A recording session was interrupted because the SD card (Flashback3/Flashback HD) or CF card (Flashback2) was full.
Corrupt QBX	The system detected a possible file corruption in a Flashback2, Flashback3, or FlashbackHD video.

16 Download the appropriate troubleshooting guide from the Mobile-Vision Online Support Center:

❒ Flashback3 & FlashbackHD Troubleshooting Guide
❒ Flashback2 Troubleshooting Guide

NOTE: If you're not sure if the DVR is a Flashback2, Flashback3, or FlashbackHD, look at the Product Code that you jotted down earlier. Flashback2s have a product code of **FB2**, Flashback3s have a product code of **FB3**, and FlashbackHDs have a product code of **FBHD**.

17 Once you've downloaded the appropriate troubleshooting guide, review the section(s) that relate to the video category(ies) you saw. For example, if some of the videos had a category of "Power Failure", review the section titled "Power and Boot Problems."

Viewing the DVR Downloader Log

This section describes how to view the DVR Downloader Log. This log contains detailed information on each video transmitted to the server during a DVR's most recent download.

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

2 Click the **DVR COM** tab. The status of each of your DVRs displays.

3   Click on the DVR record for which you wish to view a log.

4   Go to the [Action] column and click **Get DVR Log**. The DVR Log popup displays.

DVR Name: Maitland BV Unit			
|< << < Page 1 of 2 (18 total records) > >> >|			
System ID	**Download Date ▲**	**DL Speed (Kbps)**	**Size (MB)**
45	09/30/2014 11:01	Manual Upload	274
55	01/02/2015 12:36	Manual Upload	1456
56	01/02/2015 12:38	Manual Upload	1459
57	01/02/2015 12:40	Manual Upload	1502
59	01/02/2015 17:06	Manual Upload	477
60	01/02/2015 17:07	Manual Upload	476
61	01/02/2015 17:07	Manual Upload	185
62	01/02/2015 17:08	Manual Upload	402
80	05/08/2015 08:50	Manual Upload	13
81	05/08/2015 08:50	Manual Upload	13

The columns on this popup are described below.

DVR Name: XYZ	
Column	**Description**
System ID	The system-assigned video identification number for each video clip included in this download.
Download Date	The date and time at which this video clip was transmitted to the server. Displays in mm/dd/yyyy hh:mm format.
DL Speed (Kbps)	The download speed for this video clip, in kilobits per second.
Size (MB)	The size of this video clip, in megabytes.

5   When you are finished viewing the DVR Log, click the ❌ in the upper right corner of the popup.

Disabling/Enabling Your DVRs

This section describes how to disable or enable your Flashback and/or Body Worn DVRs. When you disable a group of DVRs, those DVRs will no longer be able to communicate with the server.

1   Go to [▼ Administration] and click **System Setup**. The System Setup page displays.

2 Click the **System** tab.

3 Click the **Download Options** tab. The Download options display.

(Continued)

4 Go to the `Action` column and click **Edit**. The Download Options popup displays.

5 To enable/disable your Flashback2/3/HD devices, proceed to the next step. Otherwise skip to step 8.

6 To *enable* your Flashback2/3/HD devices, select the *Enable FB2/FB3/FBHD DVR Downloads* checkbox.

– OR –

To *disable* your Flashback2/3/HD devices, deselect the *Enable DVR FB2/FB3/FBHD DVR Downloads* checkbox.

7 To enable/disable your Body Worn devices (includes both *Body*VISIONs and BWX-100s), proceed to the next step. Otherwise skip to step 9.

8 To *enable* your Body Worn devices, select the *Enable Body Worn Downloads* checkbox.

– OR –

To *disable* your Body Worn devices, deselect the *Enable Body Worn Downloads* checkbox.

9 Click **Save**.

Generating a DVR Login Key for an Officer

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

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

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

1 Insert the officer's USB Login Key in one of your PC's USB ports.

2 Go to ▼ Administration and click **Manage Users**. The Manage Users page displays.

(Continued)

3 Locate the user for which you wish to generate a DVR login key. If necessary, review "Searching for a User" in chapter 6.

4 Click on the user record to highlight it.

5 Go to the Action column and click **Generate Key**. A download message displays.

6 Select **Save As** from the *Save* drop-down list.

7 Navigate to the USB drive.

8 Click **Save**. The system copies the login file to the USB drive.

9 Remove the USB key from your PC and give it to the appropriate officer. He can then use it to login to any Flashback DVR. For more information, see "Logging into a DVR Using Your USB Login Key" in the Flashback User's Guide.

Exporting DVR Activity to a Spreadsheet

This section describes how to export all your DVR activity to a spreadsheet for use with another application, such as a custom reporting tool. This is referred to as the *DVR Activity* report. It includes information such as when a DVR's video was updated to the server, when a DVR setting was changed and by whom, when a DVR was added to or removed from a DVR group, etc. The system automatically updates this report once every day.

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

2 Click the **Reports** tab.

(Continued)

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

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

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

Do you want to open or save **dvr_activity_report_20150812.csv** (20.3 KB) from **trinity**?   Open   Save ▼ Cancel   ×

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

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4   Utilities

This chapter describes how to perform those system maintenance procedures that are not covered in any other part of this guide. Perform these procedures in response to agency needs, user requests, and/or *Inbox* messages received.

For more information, see:

Viewing the System Logs

This section describes how to view the system logs. These logs track changes and updates to the system settings.

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

2 Click the **Logs** tab. The system logs display.

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

System Logs	
Column	**Description**
Date	The date and time at which this event occurred. Displays in mm/dd/yyyy hh:mm format.
IP Address	The IP address of the machine from which the change was made.
Event	The type of change that was made to the system.
Description	A detailed description of the change that was made, including: ▪ Name and ID number of field changed ▪ Old field value ▪ New field value ▪ User who made the change

3 If necessary, use the navigation arrows at the top of the page to scroll through the complete logs list.

Viewing System Alerts from the 'Messages' Tab

Occasionally, the system may send alert messages to the System Administrator, informing you of a possible problem or error that may require some action on your part. These messages show up in two places: on your Home page's *Inbox Messages* list, and on the *Messages* tab. The difference between viewing messages on the *Inbox Messages* list and viewing them on the *Messages* tab is that the messages on the *Messages* tab are grouped by *type*, whereas the messages on the *Inbox Messages* list are listed *individually*. Also, the messages on the Home page may be mixed in with other non-urgent messages.

If, for example, you have fifty different 404 errors, all 404 errors would show up on the *Messages* tab as one entry with the number **50** in the *Quantity* column. Any unique information associated with these errors (e.g., the system path for the video file that threw the error) are masked out by brackets; therefore you lose any message-specific information. In contrast, on the Home page's *Inbox Messages* list, you would see all fifty 404 errors, including the actual paths to the videos that caused the errors.

As System Administrator, you may want to review the combined system messages on the *Messages* tab first, and then review individual messages on the Home page if more information is required.

1 Go to ▼ Administration and click **System Status**. The System Status page displays, as pictured on the previous page.

2 Click the **Messages** tab. Any alert messages for the System Administrator display.

The columns on this tab are described below.

Messages Tab	
Column	**Description**
Quantity	The number of messages related to the issue described in the *Message Type* column.
State	The current status of the issue described in the *Message Type* column.
Message Type	A description of the system issue. Because system messages are grouped by *type*, any information that is specific to an individual message is replaced by **{0}**. If you want to review the specific message content, you will have to view the message from your *Inbox Messages* list on the Home Page.
Action	An icon used to delete all messages related to the issue described in the *Message Type* column.

3 After you have resolved the issue associated with an alert message, click the ✕ to the right of that message to delete all messages related to that issue.

Updating Precinct Information

During installation, your System Implementation Specialist (SIS) will enter your Precinct information into DEF. This section describes how to update your precinct information as needed.

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

2   If it is not already selected, click the **Precinct** tab.

3   If it is not already selected, click the **Precinct Info** tab.

4   Right-click on the precinct record, then select **Edit** from the popup menu. The Edit Precinct popup displays.

(Continued)

Precinct data

The Precinct Data fields are described below.

Precinct Data	
Field	**Description**
Organization Name	The name of your agency.
Precinct Name	The name of the precinct that this DEF server is installed at, if applicable.
Address	Your precinct's mailing address.
Phone Number	Your precinct's phone number.
Support Expiration	The date on which your service contract with Mobile-Vision expires. *Display-only field*.
Registration Key	Your DEF product identification code. *Display-only field*.

For information on the Mail Server function, see "Forwarding System Messages to Your Regular Mailbox" on the next page.

5 Go to the Precinct Data section of the form and enter your changes in the appropriate field(s).

6 Click **Save**.

Forwarding System Messages to Your Regular Mailbox

By default, DEF system messages display in the *Inbox Messages* section of the Message Board, located on the DEF Home Page. However, if your precinct has its own SMTP mail server, you can configure the system so that users' *Inbox Messages* are also copied to their regular email accounts, as described below.

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

2 If it is not already selected, click the **Precinct** tab.

3 If it is not already selected, click the **Precinct Info** tab.

4 Right-click on the precinct record, then select **Edit** from the popup menu. The Edit Precinct popup displays.

(Continued)

Mail Server data

The Mail Server fields are described below.

Mail Server	
Field	**Description**
Mail Server Login	A User ID that has send-mail privileges in your mail system.
Mail Server Password	The security password for the *Mail Server Login* above.
From Address	The email address that will display in the *From Address* field of the forwarded emails (e.g., System_Admin@safefleet.net).
SMTP host	The SMTP email host.
SMTP port	The SMTP email port.

For a description of the *Precinct Data* fields, see the table on page 366.

5 Position your cursor in the *Mail Server Login* field. Enter a User ID that has send-mail privileges in your mail system, then press **Tab**.

6 Enter the security password for the *Mail Server Login*, then press **Tab**.

7 Enter the email address that you wish to display in the messages' *From* field, then press **Tab**.

8 Enter the name of the SMPT email host, then press **Tab**.

9 Enter the port number of the SMPT email host.

10 Click **Save**.

Changing the Application Display Logo

This section describes how to change the graphics file that displays in the upper left corner of the DEF application. You may, for example, want to replace the default logo with your agency's logo.

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

2 If it is not already selected, click the **Precinct** tab. Your precinct record displays, as pictured above.

3 Click the **Logos** tab. If you previously uploaded any graphics files to DEF, a thumbnail image of those file(s) will display on-screen. Otherwise just the Mobile-Vision logo will display.

(Continued)

4 If the desired graphic already displays on-screen, skip to step 8. Otherwise proceed to the next step.

5 Click the **Browse** button to the right of the *Logo File* field.

6 Navigate to the disk drive location where the graphics file is located.

7 Double-click on the graphics file you wish to upload. A thumbnail image of the graphic displays in the space above the *Logo File* field.

8 Click on the thumbnail image of the graphic you wish to display. That graphic will appear in the upper left corner of the DEF application.

Note that the graphic you select here will display on *every* page of DEF, not just on the Home page.

Maintaining Storage Devices

The **Storage Machines** tab lists the settings that DEF uses to determine where data is stored on the server and how to interact with client workstations. It also may contain information on additional storage devices, such as a RAID unit. RAID is an acronym for *Redundant Array of Independent Disks*—a storage device that contains multiple disk drive components.

Storage server data is configured by your System Implementation Specialist (SIS) during implementation. You do not need to modify this data unless the disk resources available to the server have changed.

WARNING: Do not modify any of the field values on a Storage Device record without the assistance of your agency's network specialist OR a Mobile-Vision Technical Support Engineer. Entering incorrect data could have dire consequences. Some of your video could become inaccessible, wireless transmission could fail, and/or data could be permanently lost.

For specific instructions, see:

❐ Adding a Storage Device, next page
❐ Viewing/Changing a Storage Device, page 374
❐ Deleting a Storage Device, page 376.

Adding a Storage Device

This section describes how to set up a new storage device in DEF. Your System Implementation Specialist (SIS) or Technical Support Engineer (TSE) may instruct you to perform this task when your agency acquires a new RAID storage unit. For more on RAIDs, see the previous section.

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

2 Click the **System** tab.

3 Make sure that the **Storage** tab is selected.

4 Go to the Action column and click **New**. The New Storage popup displays.

The fields on the New Storage popup are described below.

New Storage	
Field	**Description**
Internal Path	The server path to the storage machine being added.
External Media UNC	The path by which AVD (VIEVU), QBX (Flash-back2/3/HD), MKV (*Body*VISION), and MP4 (BWX-100) files are served (\exportxx\). Also re-ferred to as the *SMB share name*.
FTP Username	The FTP user account for this storage device.
FTP Password	The FTP password for this storage device.
IP Address of RAID unit	The IP address for the RAID unit. RAID is an acro-nym for *Redundant Array of Independent Disks*—a storage device that contains multiple disk drive com-ponents.
Status	The current status of this storage device. ▪ *Enabled.* This storage device is available to re-ceive videos. ▪ *Disabled.* The storage device is *not* available to receive videos.

NOTE: The values entered on this form *must* match the actual configuration of the storage server.

5 Enter the top level path to data storage (/fbdata/xx) in the *Internal Path* field.

6 Enter the path by which the video files will be served (\exportxx\) in the *External Media UNC* field.

7 Enter the FTP user account for this storage device in the *FTP Username* field.

8 Enter the FTP password for this storage device in the *FTP Password* field.

9 Enter the IP address for this storage device in the *IP Address of RAID unit* field.

10 If this storage device will be immediately available to receive videos (default), proceed to the next step.

– OR –

If this storage device will *not* be immediately available to receive videos, select **Disabled** from the *Status* drop-down list.

11 Click **Save**. A confirmation message displays at the top of your page.

> **Storage save successful**

Viewing/Changing a Storage Device

This section describes how to view and/or update a storage machine record. These records contain the settings that DEF uses to determine where data is stored on the server and how to interact with client workstations. Storage Device records also contain information on RAID units. For more on RAIDs, see "Maintaining Storage Devices" on page 371.

Because storage server data is configured by your System Implementation Specialist (SIS) during implementation, you do not need to modify this data unless the disk resources available to the server have changed.

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

2 Click the **System** tab.

3 Make sure that the **Storage** tab is selected.

4 Right-click on the storage device you wish to view/edit, then select **Edit** from the popup menu.

The Edit Storage popup displays.

Edit Storage

Internal Path:	/fbdata/00/
External Media UNC:	\export00\
External Case URI:	/stream00/
FTP Username:	upload00
FTP Password:	upload00
IP Address of RAID unit:	127.0.0.1
Status:	Enabled

Save   Cancel

For a description of the fields on this form, see the table on page 373.

5 To change your storage configuration, proceed to the next step. Otherwise click **Cancel** to close the popup.

WARNING: Do not modify any of the field values on this popup without the assistance of your agency's network specialist OR Mobile-Vision Technical Support Engineer.

6 Enter your changes in the appropriate field(s).

7 Click **Save**. A confirmation message displays at the top of the page.

> **Storage save successful**

Deleting a Storage Device

This section describes how to delete an existing storage device record. Only perform this procedure when instructed to do so by a Mobile-Vision Technical Support Engineer.

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

2 Click the **System** tab.

3 Make sure that the **Storage** tab is selected.

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

5 Click **Yes**. The selected storage device is removed from the Storage Machines list.

Viewing/Changing the Online Lifecycle Settings

This section describes how to change the lifecycle settings for video files. These settings determine how long video files will stay online, and when/if video files will be purged.

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

2 Click the **System** tab.

3 Click the **Life-Cycle** tab.

4 Go to the Action column and click **Edit**. The Life-Cycle form displays.

The fields on the Life-Cycle form are described in the table on the next page.

(Continued)

Lifecycle	
Field	**Description**
Days to extend the life of tagged video	The number of additional days that a tagged video will stay online beyond its original life expectancy. Default is 60 days. For more on tagging, see "Tagging" in chapter 2.
Enable Un-tagging	☑ If this checkbox is selected, then users are allowed to remove the "tagged" designation from a video (i.e., "un-tag" a previously tagged video). ☐ If this checkbox is *not* selected, then users are *not* allowed to remove the "tagged" designation from a video.
Enable Strict Purger	☑ If this checkbox is selected, the system will move videos offline as soon as the video ages out. ☐ If this checkbox is *not* selected, the system will move aged-out videos offline only when space is needed on the server. Until then, they will remain online.
Enable Re-categorization of Media on Delete	☑ If this checkbox is selected, the system will reassign expired[*] videos and snapshots the category of "Purged", which will keep that media in an *offline* but *restorable* state on the server indefinitely. ☐ If this checkbox is *not* selected, the system will permanently purge expired videos and snapshots from the server.
Enable Quarantine	☑ If this checkbox is selected, the system will set aside all quarantine files (see definition below) so that they can either be reviewed or automatically deleted. If you want to **review** these files, make sure the *Auto Reject Quarantine Files* checkbox is deselected. If you want the system to automatically **delete** these files, make sure the *Auto Reject Quarantine Files* checkbox is selected. ☐ If the *Enable Quarantine* checkbox is *not* selected, the system will download **all** video files to the server, regardless of their duration. **What is a quarantine file?** A quarantine file is a video that is shorter than the *Minimum File Duration* value. 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.

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[*] Media that is too old to be reactivated, based on its category's *Days Online* setting and other system settings.

Lifecycle (cont'd)	
Field	**Description**
Auto Reject Quarantined Files (cont'd)	☑ If this checkbox is selected, the system will automatically delete quarantine files (see definition on the previous page) without giving you the opportunity to review them first. ☐ If this checkbox is *not* selected, the system will send all quarantine files to your Home Page, where you will have the opportunity to accept or reject each file. **Note**: If you previously de-selected the *Enable Quarantine* checkbox, the *Auto Reject Quarantined Files* checkbox will not appear on the **Online Life-cycle** tab.
Minimum File Duration	The minimum length (in seconds) that a video must be before it will be classified as a quarantine file. Default is 60 seconds. The system treats these files in one of several ways depending on whether or not the *Enable Quarantine* and *Auto Reject Quarantined Files* checkboxes are selected: Enable Quarantine: ☐ — If the *Enable Quarantine* checkbox is de-selected, the system will automatically transfer files shorter than X seconds to the server. Enable Quarantine: ☑ + Auto Reject Quarantined Files: ☐ — If the *Enable Quarantine* checkbox is selected **and** the *Auto Reject Quarantined Files* checkbox is de-selected, the system will send files shorter than X seconds to your Home Page, where you will have the opportunity to accept or reject each file. Enable Quarantine: ☑ + Auto Reject Quarantined Files: ☑ — If the *Enable Quarantine* checkbox is selected **and** the *Auto Reject Quarantined Files* checkbox is also selected, the system will automatically delete files shorter than X seconds.
Forwarding IP Address	The IP address of the DEP "parent" server to which the system will forward all newly ingested DEF videos during night processing.
Forwarding User Name	The Admin User Name that will be used to access the DEP server.
Forwarding Password	The password associated with the *Forwarding User Name* above.

5 If you wish to change any of the online lifecycle settings, enter/select your changes in the appropriate field(s), then click **Save**.

– OR –

If you do *not* wish to change any of the online lifecycle settings, click **Cancel**.

Activating the Interview Room Module

This section describes how to activate the Interview Room module within DEF. Interview Room allows you to set up a Flashback DVR inside your precinct's interview room(s) and record subject interviews. This module requires the purchase of additional equipment. If you're interested in this add-on, contact your Mobile-Vision Sales Representative at 800-336-8475 before proceeding.

There are two procedures used to activate Interview Room. Typically, you would use Procedure 1. However, if there is a technical problem or security issue of some kind, your Mobile-Vision Technical Support Engineer may instruct you to use Procedure 2 instead.

For specific instructions, see:

❒ Procedure 1: Activating Interview Room via the Update Server, below
❒ Procedure 2: Activating Interview Room via the Modules Tab, page 384.

Procedure 1: Activating Interview Room via the Update Server

This section describes how to activate the Interview Room module. For a description of this module, see the previous section.

After you perform this task, the system will automatically update the software license that is required to access Interview Room.

Please note that this procedure requires remote access to the Mobile-Vision update server. If this raises security concerns within your organization, you may wish to use Procedure 2 on page 384 instead.

Before performing this procedure, contact your Mobile-Vision Sales Representative.

1 Go to ▼ Administration and click **Update Server**.

⇒ If the Update Server popup displays (typical), proceed to the next step.

⇒ If a security popup displays, select the checkbox at the bottom of the popup, then click **Allow**. Next, select the checkbox at the bottom of the *second* popup, then click **Run**. The Update Server popup displays.

2 If our Service department provided you with an update CD, place that CD in your PC's DVD/CD tray. Otherwise proceed to the next step.

3 Click the **Check for Update** button. The system searches for the update. Once it's discovered, the message *Update Found* displays in the *Status* field.

4 Click **Continue** to begin the update. When the update is complete, the system logs you out of the application.

5 Restart your browser.

6 Log back into DEF.

If you encounter any problems or error messages, your Technical Support Engineer may instruct you to perform Procedure 2, as described in the next section.

Procedure 2: Activating Interview Room via the Modules Tab

This section describes how to activate the Interview Room module. For a description of this module, see "Activating the Interview Room Module" on page 382.

This is one of two procedures used to perform this task. Procedure 1 on page 382 is the simpler, preferred method. Only use Procedure 2 when one of the following conditions applies:

❐ You already tried Procedure 1 and it resulted in an error message
❐ Procedure 1 raises security concerns within your organization since it requires remote access to the Mobile-Vision update server
❐ Your Mobile-Vision Technical Support Engineer instructed you to use Procedure 2.

1 Call Mobile-Vision Technical Support at 800-336-8475.

2 Ask the Technical Support Engineer to create and email a new license file for Interview Room.

3 After you receive the email attachment, place the new license file on your PC's desktop.

4 Go to ▼ Administration and click **System Setup**. The System Setup page displays.

5 Click the **Modules** tab.

6 Click the **Browse** button.

7 Navigate to your desktop where the installation file resides.

8 Double-click on the installation file. The file name displays in the *DES License File* field.

9 Click **Install**. The system begins installing Interview Room. When the installation is complete, a confirmation message will display.

- **Module(s) successfully installed.**

10 Log out of DEF.

11 Close your browser.

12 Reopen your browser and log back into DEF.

Viewing the System Status Page

This section describes how to view the System Status page. This page provides important information and statistics on videos, DVRs, storage space, and users. It also indicates what version of the application you're running.

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

2 Make sure the **System** tab is selected, as pictured above. The statuses on this page are described below.

System Status Settings	
Field	**Description**
Storage Capacity	The total amount of usable space allotted for storing videos on the DEF server.
Available Disk Space	The amount of storage space that is currently available to store videos.
Enabled DVRs	The number of active DVRs in your fleet. Active DVRs have a status of *Enabled*.*
Disabled DVRs	The number of disabled DVRs in your fleet. Disabled DVRs have a status of *Disabled*.* They cannot be used to record videos.
Total Video Count	The total number of searchable videos on the DEF server.

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* To view a particular DVR's status, go to ▼**Administration** and click **Manage DVRs**.

System Status Settings (cont'd)	
Field	**Description**
Last 24 Hours Video Count	The number of videos that have been uploaded from DVRs to the server in the last 24 hours.
Last 7 Days Video Count	The number of videos that have been uploaded from DVRs to the server in the last seven days.
Last 30 Days Video Count	The number of videos that have been uploaded from DVRs to the server in the last 30 days.
Body Worn Video Count	The number of searchable *Body*VISION and BWX-100 videos that are currently on the server.
Body Worn Hours	The number of recorded hours from searchable *Body*-VISION and BWX-100 videos that are currently on the server.
Average Body Worn Video Length	The average length, in minutes, of the searchable *Body*VISION and BWX-100 videos that are currently on the server.
VieVu Video Count	The number of VIEVU videos that are currently in the system.
Downloader Errored Out	A true/false display that indicates whether or not there is currently a problem with the transmission of video files from DVR to server: ▪ True. There is a video transmission problem. ▪ False. There is no video transmission problem.
Simultaneous Users Allowed	The number of DEF users that are allowed on the application at the same time. The value of this field will always be **unlimited** for DEF users.
Untagging Allowed	A true/false display that indicates whether or not users are allowed to remove a tag from a previously tagged video. ▪ True. Untagging is allowed. This value will display if the *Enable Un-tagging* checkbox on the **Life-Cycle** tab is selected. ▪ False. Untagging is *not* allowed. This value will display if the *Enable Un-tagging* checkbox on the **Life-Cycle** tab is deselected.
Last Update Check	The last date and time at which the DEF update service connected to the Mobile-Vision update server.
Version	The version of DEF that you currently have installed. This field also includes a link to the technical Release Notes. Whenever you call Mobile-Vision Technical Support, please have the current version number on hand.

System Status Settings (cont'd)	
Field	**Description**
Active Users	Information on the user who is currently logged into DEF: ▪ User ID ▪ IP address of the PC from which the user logged in ▪ Date and time at which the user last logged in. Displays in mm/dd/yyyy hh:mm hour format.
Action	
Action	**Description**
Refresh Page	Redisplay the System Status page so that you can see any changes that have occurred since you first displayed the page. The system updates screen information every 15 minutes.

Viewing/Printing Software Release Notes

This section describes how to view and/or print the technical release notes for the current software release.

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

2 Click the link to the right of the *Version* field at the bottom of the page. A Windows popup displays.

3 Click **Save**.

4 Click **Open**. The release notes display.

5 If you wish to print the release notes, press **Ctrl** + **P**. The Print form displays. Proceed to the next step.

– OR –

If you do *not* wish to print the release notes, skip to step 7.

6 Select your print options, then click **OK** or **Print**. The print job is directed to your active printer.

7 When you are finished viewing/printing the release notes, click the ⊠ in the upper right corner of the page.

Accessing Product Manuals & Training Videos

This section describes how to access Mobile-Vision's product manuals and training videos via links to our Online Support Center.

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

2 Click the **Tools** tab. The video and documentation links are listed in the right column.

3 Click on the appropriate button:

To view a list of training videos, click **Online Training Videos**.

– OR –

To view a list of manuals and quick reference guides, click **Online Product Documentation List**. A PDF file displays.

4 Click on the desired documentation or video link. If you selected the Product Documentation List (pictured on the previous page), the DEF documentation that may pertain to your agency is listed below.

Manual	Audience
Digital Evidence Forwarder (DEF) Officer's Guide	Non-supervisory users
Digital Evidence Forwarder (DEF) Administrator's Guide	System administrators & supervisory users
Flashback3 & FlashbackHD User's Guide	Flashback3 and/or FlashbackHD users
Flashback3 Installation Guide	Flashback3 installers
FlashbackHD Installation Guide	FlashbackHD installers
*Body*VISION User's Guide	*Body*VISION users
BWX-100 User's Guide	BWX-100 users

5 Follow the Windows prompts to view the selected video or document.

Updating the Application

If your agency has an up-to-date Extended Maintenance Agreement (EMA) and your hardware/software configuration meets our system requirements, you qualify for software upgrades whenever one is available. This section describes how to update the DEF application after you receive an upgrade notification in your in-box (*"There is an update available for your Server…"*).

The following procedure requires that your DEF server have internet access to our Auto Update server. If you do *not* have direct access to our update server *or* your agency does not *allow* direct access to our server for security reasons, please contact Mobile-Vision Service at 973-263-1090. A Technical Support Engineer will provide you with an alternate method for upgrading your software.

Before you begin an update, make sure that your user type has a *Session Timeout* setting of at least 60 minutes to prevent you from being logged out during the update process.

Make sure that this field is set to 60 or higher

For instructions on changing this setting, see "Changing the Session Timeout Setting" on page 395.

Depending on the size of the update and speed of your network connection, the update process may take up to an hour.

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

2 Go to your *Inbox Messages* list and click on the arrow icon to the right of the upgrade notification message (*'There is an update available for your Server...'*).

– OR –

Go to ▼ Administration and click **Update Server**.

⇒ If the Update Server popup displays, proceed to the next step.

⇒ If a security popup displays, select the checkbox at the bottom of the popup, then click **Allow**. Next, select the checkbox at the bottom of the *second* popup, then click **Run**. The Update Server popup displays.

3   Click the **Check for Update** button. The system searches for a new update.

⇒ If an update is available, the message *Update Found* displays in the *Status* field. Proceed to the next step.

⇒ If an update is *not* available, the message *No Update Found* displays in the *Status* field. Click the ⊠ in the upper corner of the page to exit. **End of Procedure**.

4   If you would like to review the Release Notes before beginning the update, click the **Release Notes** button. Otherwise proceed to the next step.

5   Click **Continue**. The system begins updating the system. When the update is complete, the system logs you out of the application.

6   Login to DEF again.

Changing the Session Timeout Setting

This section describes how to change the number of minutes of inactivity the system will allow before automatically logging a particular user type off the DEF application. If a user type will be performing time-intensive tasks, such as performing application updates or manually uploading videos, it's recommended that you set their session timeout to a *minimum* of 60 minutes.

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

(Continued)

2 Click the **Security** tab.

3 Click the **User Roles** tab. A list of User Roles displays.

4 Right-click on the user type you wish to update, then select **Edit** from the popup menu. The Edit User Role popup displays.

5 Go to the *Session Timeouts (minutes)* field and enter the number of minutes you wish to elapse before this user type is automatically logged off the system.

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

User Role Administrator successfully saved.

Changing the Application's Color Scheme

This section describes how to change the application's color scheme from the current color to *blue, brown*, *green*, or *red*.

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

2 If it is not already selected, click the **Precinct** tab.

3 Click the **Logos** tab.

4 Select a new color scheme from the *Select Color scheme* drop-down list. The new color scheme will immediately take effect.

Downloading the Support Logs

This section describes how to download the logs that are used by Mobile-Vision's Technical Support Engineers to troubleshoot technical problems. This procedure is only used by those customers who have no remote access whatsoever (i.e., your agency is unable or unwilling to allow remote access to the DEF server). Perform this task when instructed to do so by a Technical Support Engineer.

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

(Continued)

2 Click the **Tools** tab.

3 Go to the *Applications* column and click the **Download Support Logs** button. The following message displays.

Compressing logs. Please wait

After a delay of a few seconds to a few minutes, a Windows message displays.

Do you want to open or save **logs4u.mvi** (199 MB) from **trinity**?   Open   Save ▼   Cancel   ✕

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

5 Navigate to the disk drive location where you wish to temporarily store the log file. (You will be uploading this file to Mobile-Vision.)

6 Click **Save**. The system copies the logs4u.mvi file to the selected location. When the process is complete, a confirmation message will display.

The logs4u.mvi download has completed.   Open   ▼   Open folder   View downloads   ✕

7 Click **Open folder** to display the file.

8 Upload the file to Mobile-Vision, as per your Technical Service Engineer's instructions.

Downloading the Java Runtime Environment (JRE) Application

The Java Runtime Environment (JRE) application is required on workstations to perform certain functions, such as playing video, manually uploading files, and performing system updates. A download of this application is provided within DEF as a convenience.

1 Save and close any open PC files/applications other than DEF.

2 Go to ▼ Administration and click **System Status**. The System Status page displays, as pictured on the previous page.

3 Click the **Tools** tab.

(Continued)

4 Go to the *Applications* column and click the **Java Runtime Environment** button. A download message displays.

5 Click **Run**.

6 If you receive a security warning, click **Run** again. Otherwise proceed to the next step.

7 Click **Install**.

8 Follow the Java system prompts. At the end of the installation process, a confirmation message will display.

9 Click **Close**.

10 Reboot your PC.

Maintaining Bookmarks

A bookmark is a link to a website. By default, DEF comes with two bookmarks:

❏ *L3 MVI*. Takes you to the regular Mobile-Vision web site
❏ *Online Support*. Takes you to the login page for our Online Support Center.

These links display under the *Bookmarks* column on the Main Menu.

If desired, you may wish to set up some agency-defined links as well. Doing so will provide you with quick and easy access to frequently used websites. You can display up to five links on the Main Menu, including the *L3 MVI* and *Online Support* links.

For specific instructions, see:

❒   Adding a Bookmark, below
❒   Changing a Bookmark, page 406
❒   Deleting a Bookmark, page 407.

Adding a Bookmark

This section describes how to add a new bookmark link, which will display in the *Bookmarks* column on the Home page. For more on bookmarks and how they are used in the DEF application, see the previous section, "Maintaining Bookmarks."

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

2   Click the **Bookmarks** tab. Your existing bookmarks display.

3 Go to the `Action` column and click **New**. The New Bookmark form displays.

4 Enter a descriptive name for the new bookmark in the *Label* field. This is the text that will display in the *Bookmarks* column on the Main Menu.

5 Enter the website's web address in the *URL* field. The **http://** portion of the URL is prepopulated for you, but you may need to insert an "s" if your web address begins with **https://**.

6 If you want this bookmark to display in the *Bookmarks* column on the Main Menu, select the *Visible* checkbox. Otherwise proceed to the next step.

7 Click **Save**. Your new bookmark displays at the top of the Bookmarks list.

(Continued)

Changing a Bookmark

This section describes how to update an existing bookmark link. For more on bookmarks and how they are used in the DEF application, see "Maintaining Bookmarks" on page 403.

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

2 Click the **Bookmarks** tab. Your existing bookmarks display, as pictured above.

SAFE FLEET
Law Enforcement

3 Go to the *Edit* column and click ✎. The Edit Bookmark form displays.

4 Enter/select your changes in the appropriate field(s).

5 Click **Save**.

Deleting a Bookmark

This section describes how to delete a bookmark link so that it no longer displays in the *Bookmarks* column on the Home page. For more on bookmarks and how they are used in the DEF application, see "Maintaining Bookmarks" on page 403.

1 Go to ▼ Administration and click **System Setup**. The System Setup page displays, as pictured on the previous page.

2 Click the **Bookmarks** tab. Your existing bookmarks display, as pictured on the previous page.

3 Go to the *Delete* column and select the bookmark(s) you wish to delete.

HINT: To delete *all* the Bookmarks, select the first checkbox at the top of the *Delete* column.

4 Go to the Action column and click **Delete**. A confirmation message displays.

Confirm Delete [X]

Do you wish to delete selected 1?

[Yes] [No]

5 Click **Yes**. The selected record is removed from the Bookmarks list.

Changing the Number of Rows Per Page

Whenever you search for or display certain records (videos, cases, DVRs, etc.), a certain number of records will display by default, such as six rows per page for videos. If desired, you may increase or decrease these defaults, as described in this section.

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

2 Click the **System** tab.

3 Click the **Other** tab.

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

(Continued)

The rows per page settings are on the right side of the Other popup.

5 Go to the right of the screen and enter the desired number of rows in the boxes provided. The screens that correspond to each setting are pictured below.

Setting	Corresponding Screen
Video Results Per Page	
Precincts Per Page	

Setting	Corresponding Screen
DVRs Per Page	
Users Per Page	

6 Click **Save**.

5 Security

User Roles

DEF includes a security feature called *user roles*. A user role is simply a group of permissions that you can assign to one or more users. When a user logs into DEF, the system will grant him access to the various system functions according to his assigned user role. If desired, you may also grant certain users access to additional permissions above and beyond what is included in their assigned user role. For example, if you want only one of your supervisors to be able to reset DVRs, you might assign that user the role of *Supervisor Lvl 2* **and** one additional permission: *Can Reset DVR*.

Password Rules

To further enhance your application security, DEF also allows you to define the rules that apply to a user password. These include password length, password complexity, and the number of logon attempts allowed before the system disables a password.

For more information, see:

❒ Assigning Permissions, below
❒ Defining Password Policies, page 435.

Assigning Permissions

Users are granted access to various system functions by assigning them a *user role*. There are two types of user roles: *system-defined* and *custom*.

For more information, see:

❒ Permissions for User Roles, below
❒ System-Defined User Roles, page 415
❒ Custom User Roles, page 423
❒ Assigning Permissions to a User, page 433.

Permissions for User Roles

As System Administrator, you need to determine which options you want each *user role* to have access to. If an officer's assigned user role allows him to perform a particular task, he will have access to that function. Otherwise he will *not* have access to that function.

The table on the next page describes all the system tasks that are permission-driven.

(Continued)

Permissions for User Roles	
Name of Permission	**Allows the User to…**
Admin Messages	Send administrator messages to the user's *Inbox Messages* list
Authorize Media Playback	Grant or deny user access to *Body*VISION and/or BWX-100 videos
Assign Videos	Access the Assign Video menu
Can Own Video	Own system video
Can Reset DVR	Remove a non-operational DVR's serial number from the server
Can View Body Worn Videos	View *Body*VISION and BWX-100 videos/ snapshots without having to submit a viewing request
Display MAX Speed	View the *Maximum Speed* field on the Video Details page
Edit All Data	View/edit all video
Edit Private Data	View/edit private video
Generate Reports	Access the *Advanced Reporting* feature.
Export Display GPS	Include a *Show GPS* checkbox on the Export Options popup, which, when selected, will allow user to view the *Latitude*, *Longitude*, and *Heading* fields while playing exported Data DVD videos
Export Display Speed	Include a *Show Speed* checkbox on the Export Options popup, which, when selected, will allow user to view the *Speed* field while playing exported Data DVD videos
Google Earth	Download GPS data in a KML file format for use with Google Earth
Manage DVRS	Access the Manage DVRs menu
Manage Users	Access the Manage Users menu
Media Reader	Manually upload video via the Media Reader option
Mobile Devices	Access the Mobile Devices menu, which is used to track *Body*VISION and BWX-100 cameras
Player Display GPS	View the *Latitude*, *Longitude*, and *Heading* fields while playing videos on the server; search on the *Latitude* and *Longitude* fields
Player Display Speed	View the *Speed* field while playing videos on the server; search on the *Speed Greater Than* field
Search Videos	Search video records
Select COC Logs	Select the type of logs that will display on the Video Chain of Custody Report
System Setup	Access the System Setup menu. This permission should only be given to System Administrators.
System Status	Access the System Status menu

Permissions for User Roles (cont'd)	
Name of Permission	**Allows the User to…**
User Group	Have other users assigned to him. This limits his video searches to 1) public videos and 2) videos owned by users in his group.
View Data Logs	View video logs
View Only	View, but not edit, system data

System-Defined User Roles

System-Defined User Roles are the pre-defined user groups that come standard with DEF. These include:

❐ Officer
❐ Display-only Video
❐ Supervisor Lvl 1
❐ Supervisor Lvl 2
❐ Administrator.

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

For more information, see:

❐ Permissions for User Roles, page 413
❐ Default Permissions for System-Defined User Roles, next page
❐ Changing the Settings for a System-Defined User Role, page 417
❐ Restoring a System-Defined User Role to its Default Settings, page 421.

Default Permissions for System-Defined User Roles

This section lists the default permissions for the system-defined user roles that come standard with DEF. For more on user roles, refer to this chapter's introduction and/or "System-Defined User Roles" on the previous page.

Name of Permission	Allows the User to…	Supervisor Lvl 2	Supervisor Lvl 1	Officer	Display-only Video	System Administrator
Admin Messages	Access administrator messages	✓				✓
Authorize Media Playback	Grant or deny user access to Body Worn videos	✓	✓			
Assign Videos	Access the Assign Video menu	✓				✓
Can Own Video	Own system video	✓	✓	✓		
Can Reset DVR	Remove a non-operational DVR's serial number from DEF					✓
Can View Body Worn Video	View Body Worn files without a viewing request	✓	✓			✓
Display Max Speed	View *Maximum Speed* field on the Video Details page	✓	✓		✓	✓
Edit All Data	View/edit all video					✓
Edit Private Data	View/edit video that is marked as *private*	✓	✓			✓
Generate Reports	Access the Advanced Reporting feature					✓
Export Display GPS	Include GPS fields with video exports*	✓	✓	✓	✓	✓
Export Display Speed	Include *Speed* field with video exports*	✓	✓	✓	✓	✓
Google Earth	Download GPS data as .KML file for use with Google Earth	✓	✓			✓
Manage DVRS	Access the Manage DVRs menu	✓				✓
Manage Users	Access the Manage Users menu	✓				✓
Media Reader	Upload video via the Media Reader option	✓	✓			✓
Mobile Devices	Access the Mobile Devices menu					✓
Player Display GPS	View GPS fields when playing videos on the server	✓	✓	✓	✓	✓
Player Display Speed	View *Speed* field when playing videos on the server	✓	✓	✓	✓	✓
Search Videos	Search public video records	✓	✓	✓	✓	✓
Select COC Logs	Select logs to display on Video Chain of Custody Report					✓
System Setup	Access the System Setup menu					✓
System Status	Access the System Status menu	✓				✓
User Group	Have other users assigned to him		✓			
View Data Logs	View video logs					✓
View Only	View, but not edit, system data				✓	✓

---

*   Data DVD format only

Changing the Settings for a System-Defined User Role

This section describes how to change the default settings for one of the predefined user roles that come with DEF:

❏ Officer
❏ View-only Video
❏ Supervisor Lvl 1
❏ Supervisor Lvl 2
❏ System Administrator.

You can change a user role's *session timeout setting* and/or its *permissions*, as described below.

❏ *Session Timeout*. The *session timeout* setting is the number of idle-time minutes that must pass before the system automatically logs a user off DEF. If a user type will be performing time-intensive tasks, such as manually uploading videos or performing system updates, it's recommended that you set their session timeout to a *minimum* of 60 minutes.
❏ *Permissions*. A user role's *permissions* determine what system functions a user will or will not be able to access. You can add/remove any number of permissions to/from a selected user role. For a list of permissions, see "Permissions for User Roles" in the table on page 414.

Whenever you update a user role, your changes will affect all users who share that role. For example, if you add the *Can Reset DVR* permission to the *Supervisor Lvl 1* user role, then all *Supervisor Lvl 1* users will automatically be assigned the *Can Reset DVR* permission. See FAQ below.
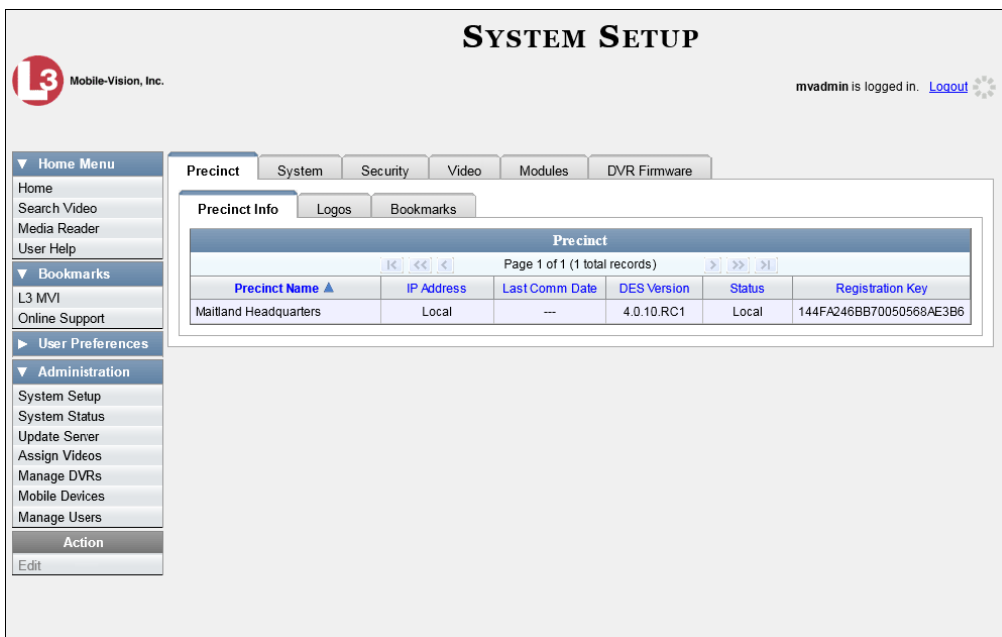
> **FAQ: Do I need to update my user records after I modify a user role?** No. The new permissions will automatically be assigned to all users who share that user role. However, there **are** two circumstances where you should update a user's permissions from within their user record:
> 1. You need to change a user's assigned *user role*. For example, if an officer gets a promotion, you might want to change their user role from **Officer** to **Supervisor Lvl 1**. For more information, see "Changing a User" in the next chapter.
> 2. You want to give a user a few extra permissions that are not included with their assigned user role. For more information, see "Assigning Permissions to a User" on page 433.

Please note that you cannot change the name of a system-defined user role. If the predefined names do not meet your agency's needs, see "Adding a Custom User Role" on page 423 instead.

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

2 Click the **Security** tab.

3 Click the **User Roles** tab. The User Roles form displays.

4 Right-click on the predefined user role that you wish to update, then select **Edit** from the popup menu. The Edit User Role popup displays.

5 To change the *Session Timeout* setting for this user role (see definition on page 417), proceed to the next step. Otherwise skip to step 7.

6 Enter a new value in the *Session Timeouts (minutes)* field.

7 To *add* a permission to this user role, proceed to the next step. Otherwise skip to step 10.

8 Go to the left column (Available Permissions) and click on each of the permissions you wish to add. If a permission you're looking for does not appear onscreen, use the *Search* field and/or navigation arrows at the top of the column to scroll through the permissions list.

9 Once you've highlighted the desired permissions, click the ⊳ icon located between the two columns. The selected permissions display in the right column (Assigned Permissions).

10 To *remove* a permission from this user role, proceed to the next step. Otherwise skip to step 13.

11 Go to the right column (Assigned Permissions) and click on each of the permissions you wish to remove.

12 Once you've highlighted the desired permissions, click the ⊲ icon located between the two columns. The selected permissions are removed from the *Assigned Permissions* list.

13 Click **Save**. The system analyzes your selections to make sure that they are logical. If there are any problems, the system will prompt you to make another selection.

Once you've saved the user role without any errors, a confirmation message displays.

> **User Role Administrator successfully saved.**

Restoring a System-Defined User Role to its Default Settings

This section describes how to restore a system-defined user role to its original factory settings. Perform this task if you previously changed the settings for a system-defined user role, but you now wish to restore that user role to its default settings.

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

2 Click the **Security** tab.

3   Click the **User Roles** tab. The User Roles form displays.

4   Click on the user role that you wish to restore.

5   Go to the Action column and click **Restore Defaults**. A confirmation message displays.

User Role Officer successfully saved.

Custom User Roles

A *custom* user role is a group of permissions that has a unique name, that is, a name which differs from the five default names (*Officer*, *View-only Video*, *Supervisor Lvl 1*, *Supervisor Lvl 2*, and *System Administrator*). As with system-defined user roles, you can add or remove permissions from custom user roles as desired. For a list of permissions, see "Permissions for User Roles" in the table on page 414.

For specific instructions, see:

❐   Adding a Custom User Role, below
❐   Changing a Custom User Role, page 427
❐   Deleting a Custom User Role, page 431.

Adding a Custom User Role

This section describes how to create a new user role. For more on user roles, refer to this chapter's introduction and/or "Custom User Roles" above.

Perform this task when you wish to create a user role that has a *unique name*. Otherwise you can simply customize the system-defined user roles that come with DEF, as described in "Changing the Settings for a System-Defined User Role" on page 417.

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

2   Click the **Security** tab.

(Continued)

3 Click the **User Roles** tab. The User Roles form displays.

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

User Roles	
Column	**Description**
Display Name	The name of this user role. The *system-defined* user role names never change. They are: ▪ Administrator ▪ Display Only – Video ▪ Officer ▪ Supervisor Lvl 1 ▪ Supervisor Lvl 2
AD Group Name (Active Directory users only)	The Active Directory Group that this user role belongs to, if applicable. This field will only display if your agency is using the Active Directory Integration feature, which links DEF to your agency's existing internal network.
Session Timeouts (minutes)	The number of idle-time minutes that must pass before the system automatically logs a user with this user role off the system.
System Defined	A true/false indicator that denotes whether or not this user role is system defined: **True** ....The user role is system-defined **False** ....The user role is *not* system-defined (i.e., it is *user-defined*)

4 Go to the Action column and click **New**. The New User Role form displays.

(Continued)

5 Go to the *Name* field and enter the name you wish to give this custom user role.

6 If your agency is using the Active Directory Integration feature, go to the *AD Group Name* field and select the Active Directory group that is associated with this user role.

– OR –

If your agency is *not* using the Active Directory Integration feature, proceed to the next step.

7 If you want to keep the Session Timeout setting[*] at 45 minutes (default), proceed to the next step.

– OR –

If you want to increase/decrease the Session Timeout setting[*], go to the *Session Timeouts (minutes)* field and enter a new value.

8 Go to the left column (Available Permissions) and click on each of the permissions you wish to assign to this user role. If a permission you're looking for does not appear onscreen, use the *Search* field and/or navigation arrows at the top of the column to scroll through the permissions list.

For a detailed description of permissions, see "Permissions for User Roles" on page 414.

9 Once you've highlighted the desired permissions, click the ▶ icon located between the two columns. The selected permissions display in the right column (Assigned Permissions).

10 Click **Save**. The system analyzes your selections to make sure that they are logical. If there are any problems, the system will prompt you to make another selection.

Once you've saved the user role without any errors, a confirmation message displays.

> **User Role Sergeant successfully created.**

---

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

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Changing a Custom User Role

This section describes how to update a custom user role. You can change the following information:

❏ *User Role Name*
❏ *Session Timeout*. The *session timeout* setting is the number of idle-time minutes that must pass before the system automatically logs a user off the system.
❏ *Permissions*. A user role's *permissions* determine what system functions a user will or will not be able to access. You can add/remove any number of permissions to/from a selected user role. For a list of permissions, see "Permissions for User Roles" in the table on page 414.

Whenever you update a user role, your changes will affect all users who share that role. For example, if you add the *Can Reset DVR* permission to the *Sergeant* user role, then all *Sergeant* users will automatically be assigned the *Can Reset DVR* permission. See FAQ below.

FAQ: Do I need to update my user records after I modify a user role? No. The new permissions will automatically be assigned to all users who share that user role. However, there **are** two circumstances where you should update a user's permissions from within their user record:
1. You need to change a user's assigned *user role*. For more information, see "Changing a User" in the next chapter.
2. You want to give a user a few extra permissions that are not included with their assigned user role. For more information, see "Assigning Permissions to a User" on page 433.

For more on user roles, refer to this chapter's introduction and/or "Custom User Roles" on page 423.

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

(Continued)

2 Click the **Security** tab.

3 Click the **User Roles** tab. The User Roles form displays.

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For a description of the columns on this form, see the table on page 425.

4 Right-click on the custom user role that you wish to update, then select **Edit** from the popup menu. The Edit User Role popup displays.
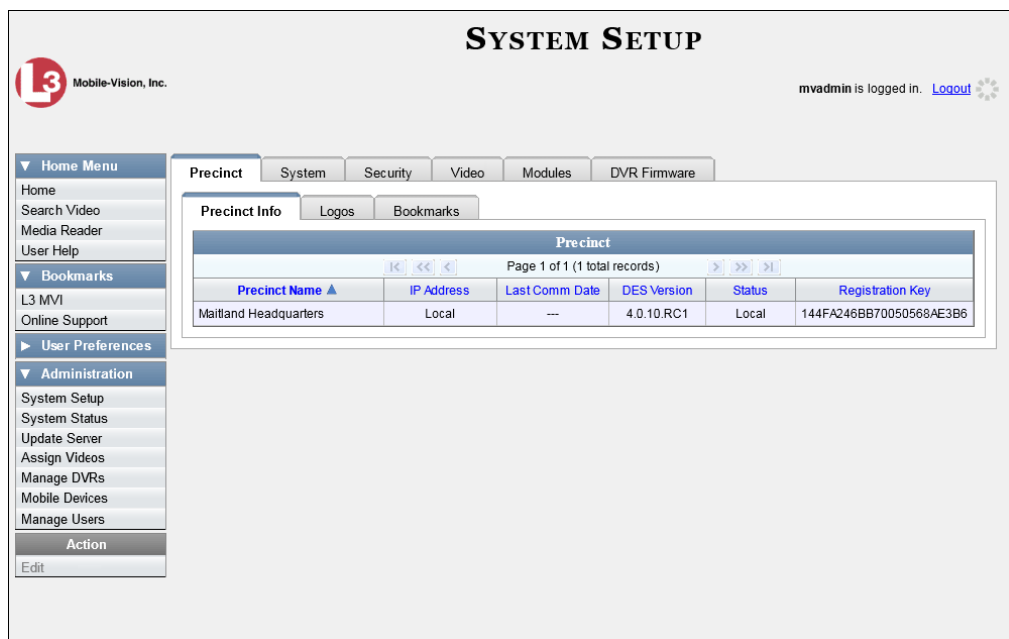

5 To change the name of this user role, enter a new value in the *Name* field. Otherwise proceed to the next step.

6 If your agency is using the Active Directory Integration feature, proceed to the next step. Otherwise skip to step 8.

7 To change the Active Directory group that is associated with this user role, select a new value from the *AD Group Name*. Otherwise proceed to the next step.

8 To change the Session Timeout setting[*] for this user role, proceed to the next step. Otherwise skip to step 10.

9 Enter a new value in the *Session Timeouts (minutes)* field.

10 To add a permission to this user role, proceed to the next step. Otherwise skip to step 13.

11 Go to the left column (Available Permissions) and click on each of the permissions you wish to add. If a permission you're looking for does not appear onscreen, use the *Search* field and/or navigation arrows at the top of the column to scroll through the permissions list.

12 Once you've highlighted the desired permissions, click the ⊳ icon located between the two columns. The selected permissions display in the right column (Assigned Permissions).

13 To *remove* a permission from this user role, proceed to the next step. Otherwise skip to step 16.

14 Go to the right column (Assigned Permissions) and click on each of the permissions you wish to remove.

15 Once you've highlighted the desired permissions, click the ◁ icon located between the two columns. The selected permissions are removed from the *Assigned Permissions* list.

16 Click **Save**. The system analyzes your selections to make sure that they are logical. If there are any problems, the system will prompt you to make another selection.

Once you've saved the user role without any errors, a confirmation message displays.

> **User Role Captain successfully saved.**

---

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

Deleting a Custom User Role

This section describes how to delete a custom user role that is not currently assigned to any users. If the user role you wish to delete *is* currently assigned to one or more users, you will have to change each user's role assignment first before you can perform this procedure.

For more information, see "Changing a User" in chapter 6.

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

2 Click the **Security** tab.

3 Click the **User Roles** tab. The User Roles form displays.

4 Right-click on the custom user role that you wish to delete, then select **Delete** from the popup menu. A confirmation message displays.

5 Click **Yes**. The selected user role is permanently removed from the User Roles list.

Assigning Permissions to a User

There are two ways in which you can assign permissions to a user. First, you can assign permissions at the same time you create a user. This method is described in chapter 6, "Adding a User." Secondly, you can assign permissions by changing an existing user's *role* and/or granting additional permissions to a user on an ad-hoc basis, as described in this section.

1 Go to **▼ Administration** and click **Manage Users**. The Manage Users page displays.

MANAGE USERS

Mobile-Vision, Inc.   mvadmin is logged in. Logout

▼ Home Menu	Users			
Home	|< << < Page 1 of 1 (13 total records) > >> >|			
Search Video	**Display Name ▲**	**User Login**	**User Role**	**Status**
Media Reader				
User Help				Enabled ▼
▼ Bookmarks	admin	admin	Administrator	Enabled
L3 MVI	Kenny Carter	kcarter	Administrator	Enabled
Online Support	Lt. Anderson	randerson	Supervisor Lvl 1	Enabled
▼ Administration	Lt. Gates	mgates	Supervisor Lvl 1	Enabled
System Setup	mvadmin	mvadmin	Administrator	Enabled
System Status	Officer Frier	bfrier	Officer	Enabled
Update Server	Officer Jackson	sjackson	Officer	Enabled
Assign Videos	Officer ODonnell	mmcdonnel	Officer	Enabled
Manage DVRs	Officer Ostrum	eostrum	Officer	Enabled
Mobile Devices	Officer Ryan	doc-lesliez	Officer	Enabled
Manage Users	Officer Wooster	swooster	Officer	Enabled
Action	Officer Zaleski	mzalewski	Officer	Enabled
New User	Sergeant Williams	swilliams	Supervisor Lvl 1	Enabled
Edit				
Delete				
Generate Key				

2 If the user record you wish to update appears in the *Display Name* column, skip to step 4.

– OR –

If the user record you wish to update does *not* appear in the *Display Name* column, proceed to the next step.

3 Use the navigation arrows at the top of the form to scroll through the user list.

– OR –

Enter/select search criteria in the search field(s) provided.

Display Name ▲	User Login	User Role	Status
		▼	Enabled ▼

4 Once the desired record appears in the *Display Name* column, right-click on it, then select **Edit** from the popup menu. The Edit User popup displays.

5   To change this user's *user role*, select a new role from the *User Role* drop-down list. Otherwise proceed to the next step.

6   Click the **Permissions** tab. A list of permissions displays.

User role permissions

Please note that you cannot remove any of the permissions highlighted in gray. These are the permissions associated with the user's assigned *role*.

7   Review the current list of permissions for this user.

If you want to assign *additional* permissions to this user, proceed to the next step.

– OR –

If you do *not* want to assign additional permissions to this user (i.e., the default permissions are sufficient), skip to step 10.

8 Go to the left column (Available Permissions) and click on the new permissions you wish to assign. If a permission you're looking for does not appear onscreen, use the *Search* field and/or navigation arrows at the top of the column to scroll through the permissions list.

9 Once you've highlighted the desired permissions, click the ◀ icon located between the two columns. The selected permissions display in the right column (Assigned Permissions).

10 Click **Save**. The system analyzes your selections to make sure that they are logical. If there are any problems, the system will prompt you to make another selection.

Once you've saved the user record without any errors, a confirmation message displays.

> **User Sergeant Zalewski successfully saved.**

Defining Password Policies

This section describes how to define the rules that apply to a user password. These include password length, password complexity, and the number of login attempts allowed before the system disables a password.

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

(Continued)

2 Click the **Security** tab.

3 Make sure the **Security Policy** tab is selected, as pictured above.

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

The security options on this form are described in the following table.

Edit Security Policy	
Security Option	**Description**
Verify password has a numeric character	When you select this checkbox, the system will check to make sure all new passwords contain at least one numeric character (e.g., 1 – 9).
Verify password has an alpha character	When you select this checkbox, the system will check to make sure all new passwords contain at least one alpha character (e.g., a – z).
Verify password has an uppercase character	When you select this checkbox, the system will check to make sure all new passwords contain at least one uppercase character (e.g., A – Z).
Verify password has a special character	When you select this checkbox, the system will check to make sure all new passwords contain at least one special character (e.g., ! @ # $ % &, etc.)
Verify password is not a commonly used password	When you select this checkbox, the system will check to make sure all new passwords do not match any of the passwords on the "common passwords" list. A copy of this list is found in the /fb/conf/word_list.txt file on the server. You can add more passwords to this file, if desired.
Disable account on the 3rd failed login attempt	When you select this checkbox, the system will lock a user out of the system after he has tried to login to the system three consecutive times using invalid User ID(s) and/or password(s).
Verify password has not been used recently	This password function works in conjunction with the *number of passwords to save in history per user* field. When you select this checkbox, the system will check to make sure that a password has not been used in **x** number of times, with **x** being the number entered in the *number of passwords to save in history per user* field.
The number of passwords to save in history per user	This password function works in conjunction with the *Verify password has not been used recently* field. It indicates the number of passwords to save in history per user. When a user is required to change their password, they will not be able to reuse any of the same passwords they have used since the last **x** number of times their password was changed, with **x** being the number entered in this field.

(Continued)

Edit Security Policy (cont'd)	
Security Option	**Description**
Verify password length	This password function works in conjunction with the *Required number of characters for password* field. When you select this checkbox, the system will check to make sure that a password is a minimum of **x** number of characters in length, with **x** being the number entered in the *Required number of characters for password* field.
Required number of characters for password	This password function works in conjunction with the *Verify password length* field. It indicates the required minimum length for each password. When you enter a number in this field, it means that all passwords must be a minimum of **x** characters in length, with **x** being the number entered in this field.
Video visibility for auto-created Officers	The default visibility to use for videos that are owned by auto-created Officers.
	Public. Allow any user to view videos that are owned by auto-created Officers.
	Private. Allow only those users who have the *View Private Data* **or** *View All Data* permissions to view videos owned by auto-created Officers.

5 Scan through the first six security options and check those security features you wish to use.

6 If you don't want your users to be able to re-use recent passwords, proceed to the next step. Otherwise skip to step 9.

7 Select the checkbox to the right of *Verify password has not been used recently*.

8 Enter the number of passwords you want each of your users to have in the *number of passwords to save in history per user* field.

9 To set a minimum required length for passwords, proceed to the next step. Otherwise skip to step 12.

10 Select the checkbox to the right of the *Verify password length* field.

11 Enter the minimum number of characters that your passwords must have in the *Required number of characters for password* field.

12 To allow only those users with the *View Private Data* **or** *View All Data* permission to view videos owned by auto-created Officers (see box below), proceed to the next step.

– OR –

To allow *any* user to view videos that are owned by auto-created Officers, select **Public** from the *Video Visibility for Auto-Created Officers* drop-down list.

> **What is an auto-created officer?** If the value of a video's *Owner* field starts with ***1**, it indicates that it was auto-created by the system. There are two scenarios in which the system will automatically create an owner: 1) A user logs into a DVR using a User ID that does not reside on the server. After transmission occurs, the system recognizes that the DVR Officer Name does not match any existing records in the database, and so it creates a new owner name using the following naming convention: ***1 [DVR login name] @ [date/time]**. This name will display in the video's *Owner* field. 2) The **Record** feature on the DVR is activated when no officer is logged into the DVR. In this instance, the system will assign a default owner of ***1 No Name @ [time at which default officer was created]** to any videos that were recorded during that session.

13 Click **Save**.

6 Users

There are two methods for entering and maintaining user records in DEF: *directly*, as described in "Maintaining Users in DEF" on page 443, or through your agency's existing internal network, as described in "Using Active Directory," beginning on page 454.

The Active Directory Integration feature enables you to integrate DEF with your agency's existing Windows Active Directory or Novell eDirectory. This feature allows for a single password authentication with your agency's internal network, eliminating the need to maintain two sets of User IDs and passwords. It also allows you to import existing network users into the system. If you choose to use this feature, your System Implementation Specialist (SIS) will assist you in setting up your Active Directory. After that, you only have to update the user list periodically as needed.

For more information, see:

❒ Searching for a User, next page
❒ Maintaining Users in DEF, page 443
❒ Using Active Directory, page 454
❒ Exporting User Activity to a Spreadsheet, page 464.

Searching for a User

This section describes how to search for an existing user record by one or more of the following fields: *Display Name*, *User Login*, *User Role*, and/or *Status*.

1 Go to ▼ Administration and click **Manage Users**. The Manage Users page displays.

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

Search Field	Description
Display Name	Limits your search to those users who have this text in their display name.
User Login	Limits your search to those users who have this text in their User ID.
User Role	Limits your search to those users who are assigned this user role. For more on user roles, see chapter 5. *Select the appropriate role from the drop-down list.*
Status	Limits your search to those users who have a status of either **Enabled** or **Disabled**. *Select the appropriate status from the drop-down list.*

After you enter a search value, the system will automatically display those records that match your search criteria.

3 If your search results are more than one page long, use the navigation buttons at the top of the user list to scan through the remaining search results.

|◁ ◁◁ ◁   ▷ ▷▷ ▷|

Maintaining Users in DEF

This section describes how to add, change, and/or delete user records in DEF. These procedures only apply to those users who are *not* using the Active Directory Integration feature, which integrates DEF with your agency's existing internal network. If your agency *is* using the Active Directory Integration feature, see "Maintaining Users in Active Directory" on page 454 instead.

For specific instructions, see:

❒ Adding a User, below
❒ Changing a User, page 450
❒ Deleting a User, page 453.

Adding a User

This section describes how to enter a new user record in DEF. If your agency is using the Active Directory Integration feature, see "Maintaining Users in Active Directory" on page 454 instead.

Before you add users for the first time, it's important to define your user roles. For more information, see "Assigning Permissions" in chapter 5.

NOTE: If the new user will be uploading VIEVU Model LE2 videos, they must be a non-Admin user (such as *Supervisor Lvl 1* or *Supervisor Lvl 2*) whose *DVR Officer Name* field is populated and who is assigned the *Media Reader* permission.

1 Go to ▼ Administration and click **Manage Users**. The Manage Users page displays, as pictured on the previous page.

2 Go to the Action column and click **Create**. The New User popup displays.

(Continued)

The fields on the New User form are described below.

New User Form	
Field	**Description**
Display Name	The name used to represent this user throughout the DEF application. This name will appear on application pages, drop-down lists, reports, etc.
User Name	The user's login ID. This is the text that the user enters in the *User Name* field to login to the application.
Email Address	The user's email address.
User Password	The user's login password. This is the text that the user enters in the *Password* field to login to the application. For security reasons, this value does not display on screen as you type it. **Note**: After a new user logs into the application for the first time, he should change his user password, as described in "Changing Your Password" in chapter 1.
Repeat User Password	Same as *User Password* above. The system requires that you type the password a second time to verify your entry.
Status	The current status of this user: ▪ **Enabled**. The user is allowed to login to the application. ▪ **Disabled**. The user is *not* allowed to login to the application.

New User Form (cont'd)	
Field	**Description**
User Role	The name of the permissions group that is assigned to this user. This designation determines what system features the user will or will not be able to access. For more on user roles, see chapter 8, *Security*.
DVR Officer Name	The officer name associated with the DVR device. If this user logs into a *Flashback* DVR using a USB login key, the system will automatically populate the Flashback's *Officer Name* field with the DVR Officer Name value. This ensures that all videos recorded during that officer's shift will be linked to the correct officer. If an officer uses the same patrol car every day, the Flashback's *Officer Name* field will typically be entered manually during system start-up. In this circumstance, it's important that the **DVR Officer Name** in DEF match the **Officer Name** in Flashback[*]. If these names match *exactly*, the system will automatically link the videos recorded on that DVR with the correct officer. If the names do *not* match exactly, the system will assign a default DVR Officer Name of ***1 [No Name]@[time at which default officer name was created]** to any videos that are recorded on that device. If the new user will be uploading VIEVU Model LE2 videos, this field must be populated. *This field can only be configured on user accounts with the 'Can Own Video' permission.*
Video Visibility	A flag that determines which users will be able to access this user's videos: ■ **Public**. The videos owned by this user will be viewable by all DEF users. ■ **Private**. The videos owned by this user will be viewable by the user and other users who have the proper *edit* permissions (i.e., the *Edit Private Data* or *Edit All Data* permission). *This field can only be accessed by users with the 'Can Own Video' permission.*

The name you enter here should match the Officer Name entered on the Flashback2's 'Misc. Setup' menu or the Flashback3/HD's 'User' menu

3 Enter an officer display name in the *Display Name* field. This is the name that will display throughout the application.

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[*] For instructions on how to obtain this name, see "Obtaining the Officer Name from a Flashback DVR" later in this section.

4   Enter the user's login ID in the *User Name* field.

5   Enter the user's email address in the *Email Address* field.

6   Enter the user's initial login password in the *Password* field. This is password that the user will use to login to the application for the first time.

7   Re-enter the user's initial login password in the *Repeat User Password* field.

8   If you want this user to be able to login to the application immediately (default), proceed to the next step.

– OR –

If you do *not* want this user to be able to login to the application immediately, select **Disabled** from the *Status* drop-down list. If you do so, remember that you must enable the account before the user will be allowed to login.

9   Select a user role from the *User Role* drop-down list.

⇒   If the user role you selected includes the *Can Own Video* permission, the *DVR Officer Name* and *Video Visibility* fields will become accessible. Proceed to the next step.

⇒   If the user role you selected does *not* include the *Can Own Video* permission, the *DVR Officer Name* and *Video Visibility* fields will remain grayed-out. Skip to step 13.

10   If this user will be using a USB login key to login to a Flashback DVR each shift, enter a DVR officer name in the *DVR Officer Name* field. Skip to step 12.

– OR –

If this user will *not* be using a USB login key to login to a Flashback DVR each shift, go to the actual Flashback unit and jot down the display name located in the Flashback's *Officer Name* field (see box on the next page). Proceed to the next step.

– OR –

If this user will *only* be using a Body Worn camera rather than a Flashback, skip to step 12.

Obtaining the Officer Name from a Flashback DVR

Flashback2:
1 Unlock the Flashback
2 Press the Ⓜ button
3 Press the ⏩ button until **Misc. Setup** is highlighted
4 Press the Ⓡ button
5 Jot down the value displayed in the *Officer Name* field

Flashback3 or FlashbackHD:
1 Unlock the Flashback
2 Press the Ⓜ button
3 Press the ⬜ button until **User** is highlighted
4 Press the Ⓡ button
5 Jot down the value displayed in the *Officer Name* field

11 Enter the Flashback Officer Name in the *DVR Officer Name* field. *Required field.*

12 If you want this user's videos to be *private* (i.e., only viewable by the user himself and other users with *edit* permissions), proceed to the next step.

– OR –

If you want this user's videos to be *public* (i.e., viewable by all DEF users), select **Public** from the *Visibility* drop-down list.

13 Click the **Permissions** tab. A list of grayed-out permissions displays in the right column, as pictured below. These are the permissions associated with the user's assigned *user role* (i.e., the role you just selected from the *User Role* drop-down list). You cannot remove any of these permissions. However, you *can* assign additional permissions to the user.

14 Review the current list of permissions for the new user (highlighted in gray).

If you wish to assign *additional* permissions to this user, proceed to the next step.

– OR –

If you do *not* wish to assign additional permissions to this user (i.e., the permissions displayed in the right column are sufficient), skip to step 17.

15 Go to the left column (Available Permissions) and click on the new permissions you wish to assign. If you don't see a permission you're looking for, use the *Search* field and/or navigation arrows at the top of the column to scan the list.

NOTE: If this user will be uploading VIEVU videos, they must have the *Media Reader* permission.

16 Once you've highlighted the desired permissions, click the ⊡ icon located between the two columns. The selected permissions display in the right column (Assigned Permissions).

17 If the **Users** tab displays, proceed to the next step.

– OR –

If the **Users** tab does *not* display, skip to step 21.

18 If you want this user to have access to other officers' videos (typically the officers that they supervise), click on the **Users** tab.

– OR –

If you do *not* want this user to have access to other officers' videos, skip to step 21.

19 Go to the left column (Available Officers) and click on the appropriate users. If you don't see a user you're looking for, use the *Search* field and/or navigation arrows at the top of the column to scan the list.

20 Once you've highlighted the desired users, click the ▶ icon located between the two columns. The selected users display in the right column (Assigned Officers).

21 Click **Save**. The system analyzes your selections to make sure that they are logical. If there are any problems, the system will prompt you to make another selection.

Once you've saved the user record without any errors, a confirmation message displays.

> **User Lieutenant McDonnell successfully saved.**

Changing a User

This section describes how to change an existing user record in DEF. If your agency is using the Active Directory Integration feature, see "Maintaining Users in Active Directory" on page 454 instead.

1 Go to **▼ Administration** and click **Manage Users**. The Manage Users page displays.

2 If the user record you wish to update displays in the *Display Name* column, skip to step 4.

– OR –

If the user record you wish to update does *not* display in the *Display Name* column, proceed to the next step.

3 Use the navigation arrows at the top of the form to scroll through the user list.

– OR –

Enter/select search criteria in the search field(s) provided. For a description of these search fields, see the table on page 444.

4 Once the desired record appears in the *Display Name* column, right-click on that record, then select **Edit** from the popup menu.

The Edit User form displays.

The fields on this form are described in the table on page 444.

5 Enter/select your desired changes in the appropriate fields.

6 If you would like to assign additional permissions to this user, proceed to the next step. Otherwise skip to step 10.

7 Click the **Permissions** tab. A list of permissions displays.

Please note that you cannot remove any of the permissions highlighted in gray. These are the permissions associated with the user's assigned *user role*.

8 Go to the left column (Available Permissions) and click on the new permissions you wish to assign. If a permission you're looking for does not appear onscreen, use the *Search* field and/or navigation arrows at the top of the column to scan the list.

NOTE: If this user will be uploading VIEVU videos, they must have the *Media Reader* permission.

9 Once you've highlighted the desired permissions, click the ▶ icon located between the two columns. The selected permissions display in the right column (Assigned Permissions).

10 If the **Users** tab displays, proceed to the next step.

– OR –

If the **Users** tab does *not* display, skip to step 18.

11 If you wish to assign or un-assign officers[*] to this user, click on the **Users** tab. Otherwise skip to step 18.

12 To assign an officer to this user, proceed to the next step. Otherwise skip to step 15.

13 Go to the left column (Available Officers) and click on the appropriate users. If you don't see a user you're looking for, use the *Search* field and/or navigation arrows at the top of the column to scan the list.

14 Once you've highlighted the desired users, click the ▶ icon located between the two columns. The selected users display in the right column (Assigned Officers).

15 To un-assign one or more officers from this user, proceed to the next step. Otherwise skip to step 18.

16 Go to the right column (Assigned Officers) and click on the appropriate users. If you don't see a user you're looking for, use the *Search* field and/or navigation arrows at the top of the column to scan the list.

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[*] When an officer is assigned to you, it means that you have access to that officer's videos.

17 Once you've highlighted the desired users, click the ◄ icon located between the two columns. The selected users display in the left column (Available Officers).

18 Click **Save**. The system analyzes your selections to make sure that they are logical. If there are any problems, the system will prompt you to make another selection.

Once you've saved the user record without any errors, a confirmation message displays.

> **User Lieutenant Beffa successfully saved.**

Deleting a User

This section describes how to delete an existing user record in DEF. If your agency is using the Active Directory Integration feature, see "Maintaining Users in Active Directory" on page 454 instead.

NOTE: If a user owns video or has any activity logs, they cannot be deleted.

1 Go to ▼ Administration and click **Manage Users**. The Manage Users page displays.

2 If the user record you wish to delete displays in the *Display Name* column, skip to step 4.

– OR –

If the user record you wish to delete does *not* display in the *Display Name* column, proceed to the next step.

3 Use the navigation arrows at the top of the form to scroll through the user list.

– OR –

Enter/select search criteria in the search field(s) provided. For a description of these search fields, see the table on page 444.

4 Once the desired record displays in the *Display Name* column, right-click on that record, then select **Delete** from the popup menu. A confirmation message displays.

5 Click **Yes**. The selected user record is removed from the system.

Using Active Directory

If desired, you can link DEF to your agency's existing Windows Active Directory or Novell eDirectory. This feature, called *Active Directory Integration*, allows for a single password authentication with your agency's internal network, eliminating the need to maintain two sets of User IDs and passwords. This feature also allows you to import existing network users.

Your System Implementation Specialist (SIS) will assist you in setting up your Active Directory for the first time. After that, you only have to update the user list as needed.

For specific procedures used to integrate your Active Directory with DEF, see Appendix A.

For more information, see:

❒ Maintaining Users in Active Directory, below
❒ Updating the Active Directory Settings, page 461.

Maintaining Users in Active Directory

There are two methods for updating the Active Directory user list:

❒ *Method 1: Auto-Create Users Upon Login*. This method will automatically create a new user record in DEF whenever a new user logs into DEF for the first time. This method is fully automated. It is the "set it and forget it" option.

❒ *Method 2: Manually Add Users En Mass*. This method is used to manually update your user list on a periodic basis.

For specific instructions, see:

❑ Method 1: Auto-Creating Active Directory Users Upon Login, below
❑ Method 2: Manually Adding Active Directory Users En Mass, page 457.

Method 1: Auto-Creating Active Directory Users Upon Login

This section describes how to set up the system so that it automatically creates a new user record in DEF whenever a new user logs in for the first time. This procedure only applies to those customers who are using the Windows Activity Directory feature.

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

2 Click the **Security** tab.

(Continued)

3 Click the **Active Directory Settings** tab. The Active Directory form displays.

4 Go to the Action column and click **Edit**. The Edit LDAP Active Directory Settings popup displays.

The fields on this popup are described in the table on page 463.

5 Select the *Auto Create Use*rs checkbox.

6 Click **Save**.

Method 2: Manually Adding Active Directory Users En Mass

This section describes how to manually update your user list on a periodic basis. This procedure only applies to those customers who are using the Active Directory Integration feature.

1 Go to ▼ Administration and click **Manage Users**. The Manage Users page displays.

(Continued)

2 Go to the Action column and click **Add Active Directory User**. The Active Directory Users page displays.

Use the Active Directory Users page to search for and select the active directory users that you wish to add to the system, as described below.

3 Go to the *Top Level OU* drop-down list and select the organization unit in which you wish to search for users.

4 Go to the *Search by* drop-down list and select the field name you wish to search by.

5 Go to the blank field to the right of the *Search by* field and enter the field value you wish to search by. This value should correspond to the selected *Search by* value. For example, if you entered **Department** in the *Search by* field, you might enter **Traffic Patrol** in the search field.

6 Go to the Action column and click **Search**. The system displays all user records that match your selection criteria.

(Continued)

7 Select all of the users you wish to add:

Go to the Action column and click **Select All**.

– OR –

Go to the Action column and click **Select All on Page**.

– OR –

Go to the *Add* column and manually select the appropriate checkboxes.

8 Go to the *User Type* column and select a role for each user from the drop-down list.

9 Once the desired users are selected and their *User Types* are set to the correct values, go to the Action column and click **Add Selected**. A confirmation message displays.

> **9 user(s) successfully saved.**

The selected users are added to your DEF users list.

Updating the Active Directory Settings

This section describes how to update your Active Directory settings.

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

2 Click the **Security** tab.

3 Click the **Active Directory Settings** tab. The Active Directory form displays.

4   Go to the `Action` column and click **Edit**. The Edit LDAP Active Directory Settings popup displays.

The fields on this popup are described in the following table.

Edit LDAP Active Directory Settings	
Field	**Description**
Host	The address of the host active directory server.
Port	The port to use when connecting to the Active Directory server. Default values are: ▪ No encryption – 389 ▪ SSL encryption – 636
LDAP Base Name	The LDAP string which represents the base distinguished name of the Active Directory server. This is usually a full distinguished name path, such as: DC=MVI,DC=MyCompany,DC=com
User	The name of the user to connect to the Active Directory server. If you use our setup instructions to create the user (recommended), you may use the user's name, such as "Mark Jones." Otherwise you **MUST** use a full distinguished name, such as: CN=CraigReinen,OU=Florida,DC=MVI,DC=MyCompany,DC=com
Password	The security password that matches the *User* name above.
Encryption	The type of encryption used on the Active Directory server: **None** or **SSL**. *Select this value from the drop-down list*.
Auto Create Users	A checkbox used to indicate whether or not the system will automatically create users. If this box is selected, the system will automatically create users at login time if the user's credentials authenticate against the Active Directory server.

5 Enter/select your changes in the appropriate field(s).

6 Click **Save**.

Exporting User Activity to a Spreadsheet

This section describes how to export all your user activity to a spreadsheet for use with another application, such as a custom reporting tool. This is referred to as the *User Activity* report. It includes information such as which users logged in/out of the system, played video, edited a case, etc. The system automatically updates this report once every day.

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

2 Click the **Reports** tab.

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

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

(Continued)

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

Do you want to open or save **user_activity_report_20150812.csv** (49.6 KB) from **trinity**?   [Open]   [Save] ▼   [Cancel]   ×

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

G Glossary

Access Point

A device used to transmit videos from your in-car DVR to your DEF server. The access point 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. Some smaller agencies do not use Access Points, as they download all their videos manually. See also Transmission.

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.

*Body*VISION

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

Body Worn Tracking Function

A system feature that restricts the viewing of *Body*VISION or BWX-100 videos to users who have the *Authorize Media Playback* and/or *Can View Body Worn Videos* permission. All other users who are interested in viewing a Body Worn video are required to submit a viewing request to their supervisor, which includes a "need to know" reason, referred to as a viewing request reason.

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**.

CF Card

The storage card that saves your Flashback2 videos until they can be transmitted to your DEF server.

Chain of Custody Report

A log of all operations that have been performed on a particular video or Body Worn snapshot (e.g., *System Media Uploaded from Unit*). This report shows the date and time at which each activity occurred, as well as the user name of the officer who performed the action, if applicable.

DEF

An acronym for *Digital Evidence Forwarder*, a software component of Mobile-Vision's Digital Evidence Collection System.

DEF Server

The network computer that hosts the DEF application and stores all of your video data.

DEP

An acronym for *Digital Evidence PRO*, a software component of Mobile-Vision's Digital Evidence Collection System.

DEP Server

The DEP server to which DEF forwards videos after they are ingested by DEF. Also referred to as the "parent" server.

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 DVRs
- *Body*VISION DVRs (optional)
- BWX-100 DVRs (optional)
- Access point(s)
- DEF software
- RAID storage device (optional).

Discovered DVR

A DVR that has been in communication with the DEF server at least once.

DVR

See Flashback DVR, *Body*VISION, BWX-100, or VIEVU.

DVR Login Key

A file on a USB drive that contains your user information. You insert this flash drive in your Flashback's USB port at the beginning of each shift, then log in. This iden-

Flashback DVR

A digital video recorder that is installed inside a vehicle or interview room. This recorder collects video evidence and stores it temporarily on an SD card or CF card until the video can be transmitted to the DEF 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 DEF, the Flashback Player launches automatically.

Ingest Date

The date and time at which a video file was transmitted to the DEF server from the DVR unit.

LEC Mobile

A Mobile-Vision app used to view BWX-100 videos from a smart phone or tablet in the field.

Online

A status for a video file which indicates that all of the file's information is currently available for viewing on the DEF server.

Offline

A status for a video which indicates that some, but not all, of that record's data or functions are available on the DEF 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.

Private File

A video 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 or snapshot that can be viewed by *all* DEF users.

Quarantined File

A video that is shorter than the *Minimum File Duration* value entered on the **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

tifies you as the owner of all videos recorded on that DVR while you are logged in.

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.

Record Trigger

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.

SD Card

The temporary storage device that stores Flashback3 or FlashbackHD videos until they can be transmitted to the DEF server.

Snapshot

A JPG still image captured with a *Body*VISION or BWX-100 Body Worn camera. These images are uploaded to the DEF server along with the Body Worn device's videos.

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.

Tagging

A procedure used 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 **Life-Cycle** tab.

Transmission

The process of transferring Flashback video files from your in-car DVR to the DEF server. This transmission can occur either *automatically* (typical) or *manually*.

❐ *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 Flashback will wirelessly transfer to the DEF server via the access point.

❐ *Manual transmission*. Your Flashback holds a temporary storage device called a CF card or SD Card. This card is used to temporarily store your videos until they can be transferred to the server. If necessary, you can use this card to *manually* transfer videos to your PC, assuming you have the proper permissions. You would typically use this procedure if you 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.

Tracepoint

A placemarker 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 *Body*VISION, 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.

Undiscovered DVR

A DVR that has not been in communication with the DEF server yet.

User Metadata (UMD)

Custom data fields that an officer can link to a video. You define these fields on the **UMD Types** tab. Their purpose is to allow officers to annotate their videos with custom data, such as a subject description. If you have a mobile data computer with the UMD Editor installed on it, you have the option of attaching UMD to a video immediately after it is finished recording. Otherwise you can attach UMD back at the precinct when you connect to the DEF server. For more information, see "Adding Predefined User Metadata to a Video" in chapter 2.

User Role

A group of permissions that determines what system functions a user will have access to. Whenever you login to DEF, the system will grant you access to various system functions according to the user role that is assigned to your User ID. As System Administrator, you are responsible for assigning permissions to each user role.

Video Notation

A custom checkbox used to notate video records and snapshots. These checkboxes are defined by your agency.

VIEVU

A small, wearable digital video recorder sold by Mobile-Vision. Videos recorded using this device are assigned the category of **VieVu**.

Viewing Request

A request to view a *Body*VISION or BWX-100 Body Worn video. Users who lack the *Can View Body Worn Videos* permission are required to submit viewing requests

to their supervisor, who will then review each request and either approve or deny it.

Viewing Request Reason

The reason why a user wants or needs to view a particular *Body*VISION or BWX-100 video. When a user submits a Body Worn viewing request to their supervisor, they are required to select a reason for that request from a drop-down list. These reasons are defined by your agency.

A   Appendices

Appendix A: Ports & Protocols

MDC to DVR

Vehicle Viewer:
- ❏ TCP port 9003
- ❏ TCP port 9004

UMD Editor (Notes):
- ❏ Need write permission to C:\Program Files\MobileVision\FB2UMD\
- ❏ TCP port 80 (HTTP)

DVR to Server Downloading

UDP 54771 (if using UDP)

Server to DVR:
- ❏ TCP port 80 (HTTP)
- ❏ ICMP Echo-Reply (if using discover by ping)

Agency Server to Precinct Server

- ❏ TCP Port 80 (HTTP)
- ❏ TCP port 22 (FTP Passive Mode)

Workstations to Servers

- ❏ TCP port 80 (if using HTTP Playback)
- ❏ TCP port 21 (if using FTP Playback)
- ❏ TCP port 139 (if using SMB playback)
- ❏ TCP port 445 (if using SMB playback)

Appendix B: End-User License Agreement

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https://l3mvicrm.blob.core.usgovcloudapi.net/mvicrm/Flashback/Third%20Party%20Software%20Licenses.pdf

Appendix C: Suppressing Java Security Prompts

If you receive a security popup each time you access DEF, 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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