

Digital Evidence PRO

Administrator's Guide

version 3.7.x



Mobile-Vision, Inc.

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1

Introduction

This manual provides data entry instructions and technical reference information for users of Digital Evidence PRO (DEP). DEP is the companion software for Flashback, an in-car digital video recorder sold by L-3 Mobile-Vision, Inc. This guide is geared primarily towards *administrative* users and other supervisory users.

DEP allows you to search for and view the Flashback video files recorded by your in-car cameras. You can also export and burn selected videos to disc.

DEP was designed to run on server-class hardware. It is a web-based application, meaning that you access the software via a standard web browser. You can use either *Internet Explorer* or *Mozilla Firefox* to access DEP (for a list of supported versions, see page 4). During installation, your Systems Implementation Specialist (SIS) will provide you with the IP address needed to login to the application.

For more information, see:

- User Roles, next page
- Permissions, next page
- Supported Browsers, page 4
- Logging into the System for the First Time, page 4
- Changing Your Password, page 6
- DEP Home Page, page 7
- Definitions, page 9
- Software Navigation, page 12
- Interview Room, page 14
- DVD File Formats, page 15
- Using the Online Help System, page 16.

User Roles

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

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

System-Defined User Roles

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

- Officer
- View-only Case
- View-only Video
- Supervisor
- Supervisor Lvl II
- Internal Affairs
- System 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.

Permissions

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 following table describes all the system tasks that are permission-driven.

Permissions for User Roles	
Name of Permission	Allows the User to...
Admin Messages	Send administrator messages to the user's Inbox
Allow Restricted Case	Enter a <i>restricted</i> case record (i.e., a case that can only be accessed by a select group of users)
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
Consumer DVD Format	Export video to a Consumer DVD disc
Create Case	Enter a new case record
Data DVD Format	Export video and cases to a Data DVD disc
Display MAX Speed and GPS Data	View vehicle speed and GPS coordinates on the Video Details page and on the Flashback Player; search on GPS/Speed data; export GPS/Speed data
Do Not Dispose	Flag a case so that it never gets deleted
Edit All Data	View/edit all video and cases, including restricted cases
Edit Private Data	View/edit video and cases that are marked as <i>private</i>
Export Without Case	Export video that is not linked to any case
Google Earth	Download GPS data in a KML file format for use with Google Earth
Interchange Format	Export video to an .MP4 (Flashback2/Flashback3/FlashbackHD) or .AVI (Flashback1) file
Manage DVRS	Access the Manage DVRS menu
Manage Users	Access the Manage Users menu
Media Reader	Upload video via the Media Reader option
Reactivate Video	Restore videos and cases from DVD backups
Search Cases	Search case records
Search Videos	Search video records
Select CoC Logs	Select the type of information that will display on the Chain of Custody Report
System Setup	Access the System Setup menu. This permission should only be given to System Administrators.
System Status	Access the System Status menu
To Disc	Export video and cases to a DVD disc
To File	Export video and cases to a ZIP or ISO file
Uncompressed Format	Export video to digital video (DV) format, typically used for video editing

Permissions for User Roles (cont'd)	
Name of Permission	Allows the User to...
User Group	Have other users assigned to you. This limits your video searches to those videos which are owned by users in your group.
View Data Logs	View video and case logs
View Only	View, but not edit, system data

Supported Browsers

Internet Explorer version 7 – 10
Mozilla Firefox versions 2 - 22

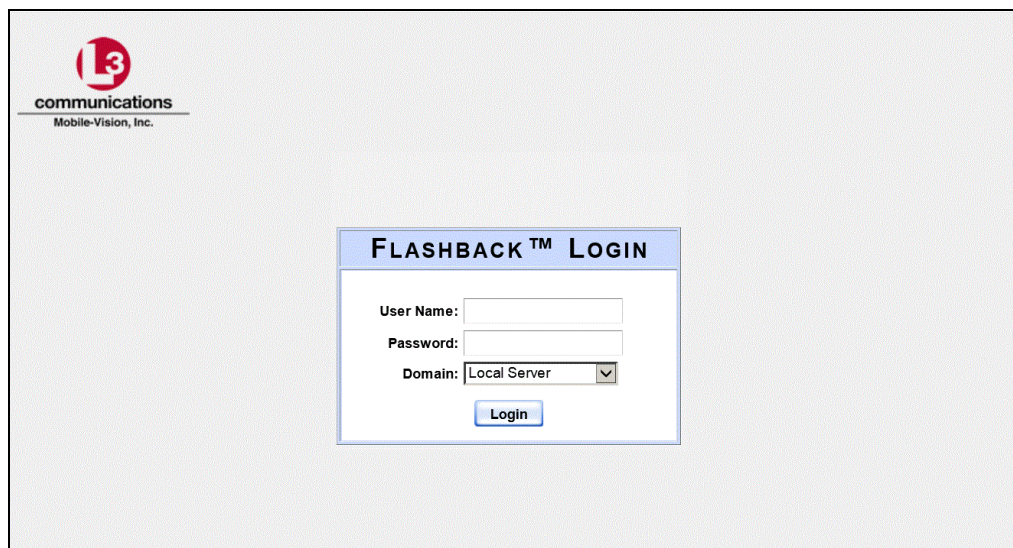
Logging into the System for the First Time

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

- URL needed to access your Flashback server
- User ID
- DEP User Password (if needed)*



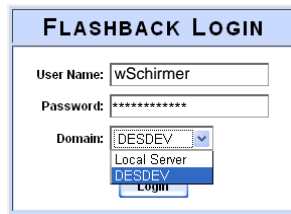
- 1 Double-click on the L-3 desktop icon. The Flashback Login screen displays.



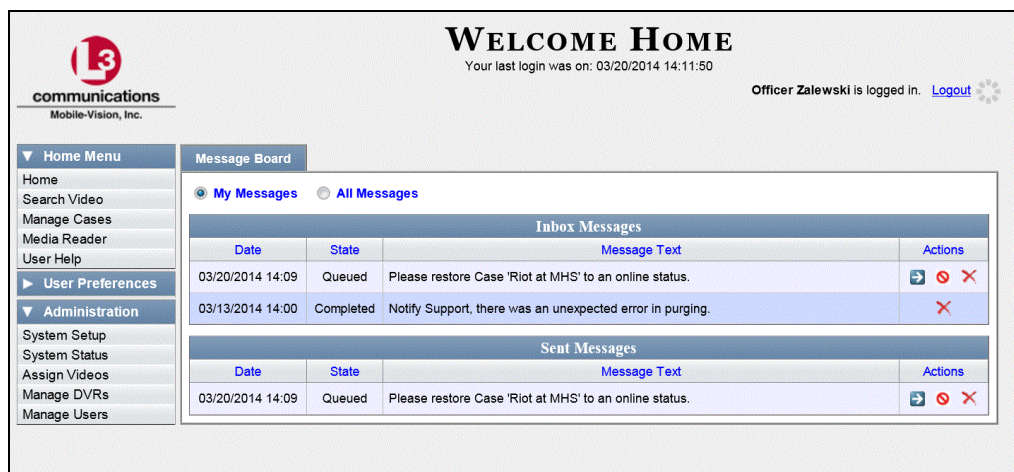
* If your organization is using the Active Directory Integration feature, you will not need a new password for DEP, as the application will be integrated with your existing Windows Active Directory or Novell eDirectory.

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 Systems Installation Specialist (SIS) provided you with.
- 4 If the *Domain* field appears on your screen, proceed to the next step. Otherwise skip to step 7.
- 5 Click the down arrow to the right of the *Domain* field. A drop-down list displays.



- 6 Select the correct domain name from the drop-down list.
- 7 Click the **Login** button *or* press **Enter**. The DEP Home Page displays.



WELCOME HOME
Your last login was on: 03/20/2014 14:11:50
Officer Zalewski is logged in. [Logout](#)

communications
Mobile-Vision, Inc.

Message Board

My Messages All Messages

Inbox Messages			
Date	State	Message Text	Actions
03/20/2014 14:09	Queued	Please restore Case 'Riot at MHS' to an online status.	▶ 🔍 ✖
03/13/2014 14:00	Completed	Notify Support, there was an unexpected error in purging.	✖

Sent Messages			
Date	State	Message Text	Actions
03/20/2014 14:09	Queued	Please restore Case 'Riot at MHS' to an online status.	▶ 🔍 ✖

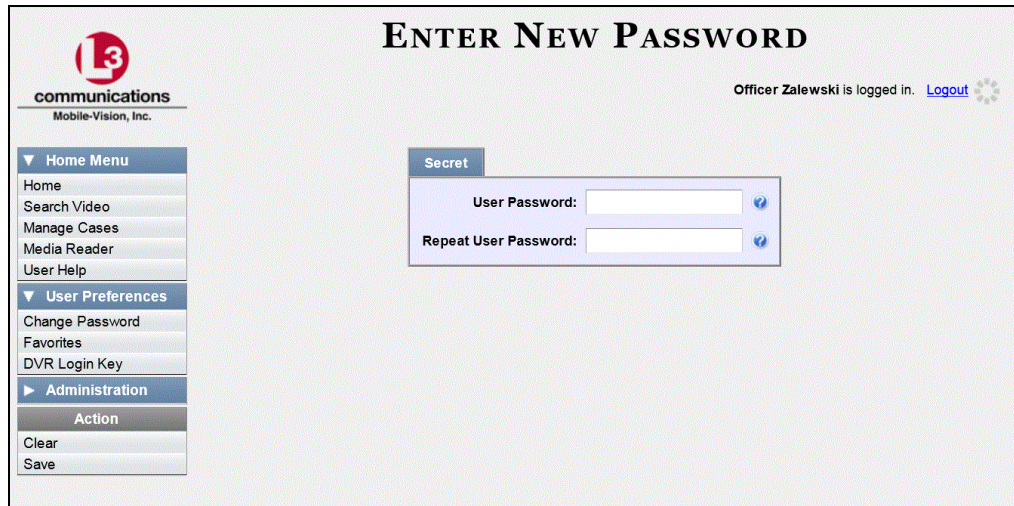
For a detailed description of this page, see “DEP Home Page” on page 7.

Changing Your Password

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



The screenshot shows the 'ENTER NEW PASSWORD' page. At the top left is the L3 Mobile-Vision logo. The page title is 'ENTER NEW PASSWORD'. On the right, it says 'Officer Zalewski is logged in. Logout'. A 'Secret' warning box is present above the password fields. There are two password input fields: 'User Password:' and 'Repeat User Password:'. The left sidebar has a 'Home Menu' and 'User Preferences' section. Under 'User Preferences', 'Change Password' is selected. At the bottom, there is an 'Action' column with 'Clear' and 'Save' buttons.

- 2 Enter your new password in the *User Password* field. For security reasons, your password will not display as you type it.
- 3 Re-enter your new password in the *Repeat User Password* field.
- 4 Go to the **Action** column and click **Save**. A confirmation message displays at the top of the page.

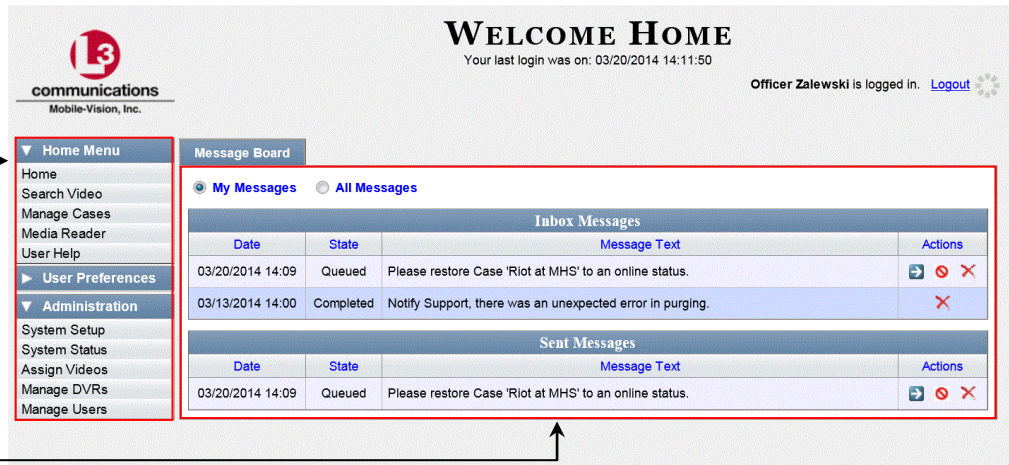
Password has been updated

DEP Home Page

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

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

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



The screenshot shows the DEP Home Page. At the top, it says "WELCOME HOME" and "Your last login was on: 03/20/2014 14:11:50". On the right, it says "Officer Zalewski is logged in. Logout". The page is divided into two main sections: a "Home Menu" on the left and a "Message Board" on the right. The "Home Menu" includes options like Home, Search Video, Manage Cases, Media Reader, User Help, User Preferences, and Administration. The "Message Board" is divided into "Inbox Messages" and "Sent Messages". The "Inbox Messages" table shows two messages: one from 03/20/2014 14:09 with a state of "Queued" and one from 03/13/2014 14:00 with a state of "Completed". The "Sent Messages" table shows one message from 03/20/2014 14:09 with a state of "Queued".

Message Board



Whenever you login to DEP, the Message Board displays. As an administrative user, you will see messages related to system problems and administrative functions.

By default, the system displays the messages that the system sent to *you*. To view all messages for all users, click the *All Messages* radio button.








The Message Board is divided into two parts:

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

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

- Queued*. The system has placed your request in a queue, which is a waiting list of system jobs.
- Working*. The system is processing your request.
- Completed*. The system has processed your request. If you requested a *burn job*, this means that your disc is ready. If you requested a *file download*, you will see a download icon——next to your request.
- Failed*. Your request could not be processed. Click on the  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
	Download file <i>or</i> play quarantined video
	<i>If selected from Inbox Messages:</i> Delete a system message <i>If selected from Sent Messages:</i> Delete a queued job
	Deny request
	View export or video detail
	Resubmit job
	Accept quarantined video into the system
	Reject (i.e., delete) quarantined video

Main Menu

▼ Home Menu	
Home	← View system messages
Search Video	← Search for video; play video; burn video to disc
Manage Cases	← Search for a case; add a new case; burn a case to disc
Media Reader	← Transfer video from an SD/CF card or other external device to DEP
User Help	← Search the online help system
▼ User Preferences	
Change Password	← Change your login password
Favorites	← View a list of favorite cases
DVR Login Key	← Transfer your login information to a USB flash drive
▼ Administration	
System Setup	← Configure the DEP application; change system defaults
System Status	← View system logs & statuses; print manuals; check for updates
Assign Videos	← Reassign videos to a different officer or DVR
Manage DVRs	← Add/update DVR records and/or DVR groups
Manage Users	← Add/update system users

Definitions

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

Hardware Components

This user guide focuses on the *software* component of the L-3 Mobile-Vision Digital Evidence System. However, our evidence collection system has several *hardware* components as well. These components interface with the DEP software, so it's important to understand what each hardware component is and how it relates to the evidence collection system as a whole.

Server

The server is the network computer that hosts the DEP application and stores all of your video and case data. Some larger agencies have more than one server.

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 an SD card (Flashback3/FlashbackHD) or CF card (Flashback1/Flashback2) until the video can be transmitted to the storage server. For more information on the Flashback, refer to the *Flashback User's Guide*.

Backup PC

Because the process of burning DVDs is resource-intensive, one PC is dedicated to this task. A Backup PC is a computer used to process DVD burn requests. If you are using a *Bravo* robotic DVD burner, then the backup PC is a separate computer workstation connected to the disc burner. If you are using a *Rimage* DVD/Blu-Ray burner that combines a disc burner with a computer, the Backup PC refers to the computer component of the Rimage.

Robotic DVD Burner

A robotic DVD burner is a disc duplicator that burns and labels your *Certified Backup Discs* and *User-Requested Certified Copies* (see definitions on the next page). L-3 Mobile-Vision sells two types of burners: the *Bravo*, a stand-alone unit, and the *Rimage*, a combination disc burner/computer. If you have a Rimage, you do not need a separate Backup PC.

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

Certified Backup Disc (CBD)

A Certified Backup Disc or “CBD” for short is an archive DVD used to restore videos and/or case files to the server. The system automatically sends CBD burn requests to the Backup PC without any action on your part. The number and type of files burned to CBD is determined by your system settings. Factors such as a file’s age, type, category, etc., all help determine what will be backed up. You define these backup parameters through DEP. If a video file is supposed to be backed up, the system will add it to an archive job shortly after it transmits to the server (for more information, see *transmission* below). Once there are enough files to fill up an archive disc, the system automatically generates a CBD.

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

User-Requested Certified Copy

A user-requested certified copy is a DVD that you can create yourself using either the robotic DVD burner or your PC’s DVD burner. This type of DVD is, as its name implies, requested by the user. You create these DVDs as needed for evidential and/or backup purposes. For more on the different types of DVDs and how they are created, see chapter 3.

Access Point

An access point is a device that is used to transmit videos from your in-car DVR to your storage server. This device is connected to a wireless network antenna mounted on the outside of the building that houses your server. The access point itself is mounted *inside* the building to shield it from the weather.

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

Transmission

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

- ❑ *Automatic transmission.* Whenever your 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 your DVR will wirelessly transfer to the storage server via an access point.
- ❑ *Manual transmission.* Each Flashback DVR holds a temporary storage device called an *SD card* (Flashback3/FlashbackHD) or *CF card* (Flashback1/Flashback2). This card is used to temporarily store an officer’s videos until they can be transferred to the 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

Automatic Archive

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

Export

An export is the system process used to copy video and/or case files for the purpose of either burning them to DVD *or* downloading them to your PC. The latter process is referred to as a *manual export*.

Case

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

User Metadata (UMD)

User Metadata or UMD refers to custom data fields that you can link to a video. You define these fields through the application. Their purpose is to allow officers to annotate 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 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 server. For more information, see “Adding Predefined User Metadata to a Video” in chapter 2.

Reactivation

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

Offline Files

If the status of a video or case is “offline,” it indicates that some, but not all, of that record’s data or functions are available on the server.

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

If a *case* is offline, you will be able to view the case record, but not export it or edit it in any manner.

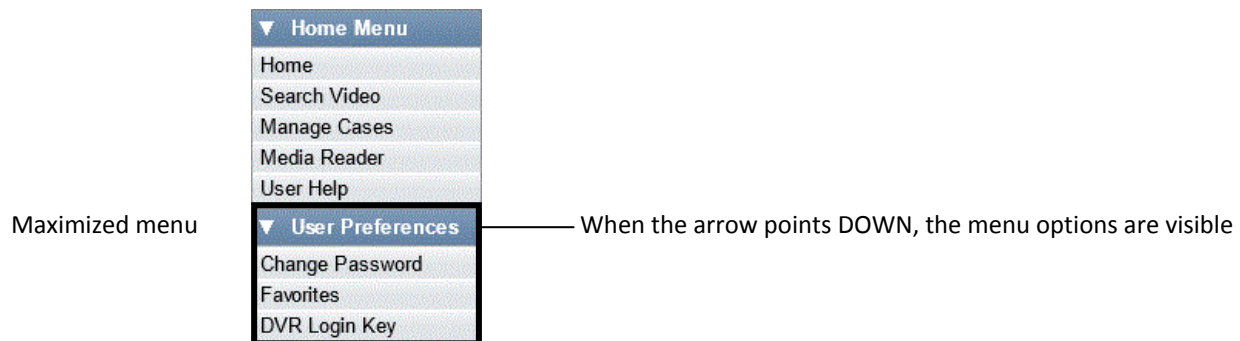
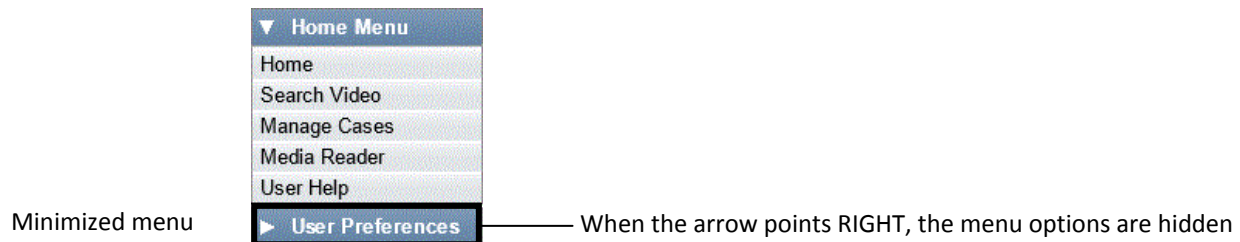
You can, in some cases, reactivate an offline file. For more information, see “Reactivating an Offline Video” in chapter 2 and/or “Reactivating an Offline Case” in chapter 4.

Software Navigation

When you first login to DEP, you will notice three main menus on the far left of your screen: *Home Menu*, *User Preferences*, and *Administration*. These menus are the starting point for all DEP functions. By default, the Home Menu is *maximized* (open) upon login and the User Preferences and Administration menus are *minimized* (closed).




Minimizing/Maximizing Menus

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



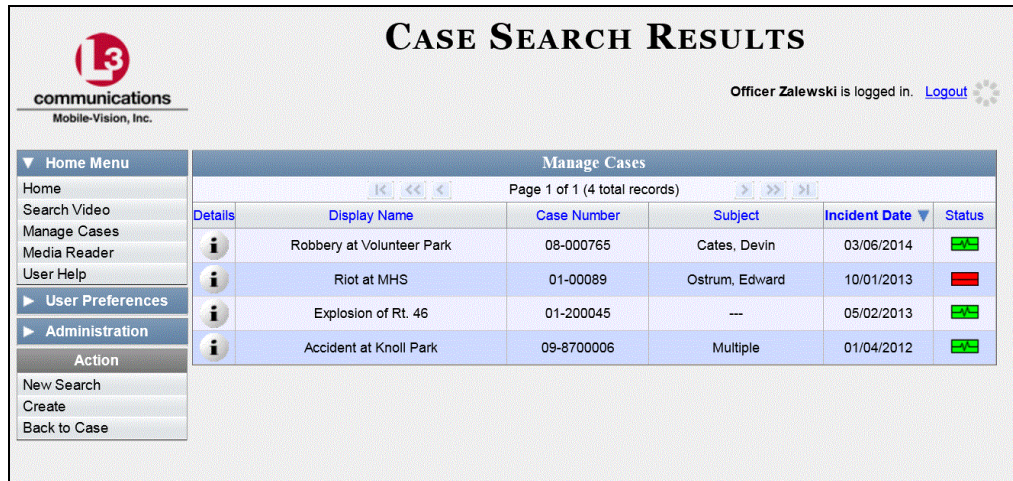
Scrolling Through Multiple Records

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









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


Sorting Multiple Records

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

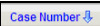


The screenshot shows the 'CASE SEARCH RESULTS' page. At the top left is the L3 communications logo. At the top right, it says 'Officer Zalewski is logged in. Logout'. Below the logo is a navigation menu with categories: Home Menu, User Preferences, Administration, and Action. The main content area is titled 'Manage Cases' and shows 'Page 1 of 1 (4 total records)'. Below this is a table with columns: Details, Display Name, Case Number, Subject, Incident Date, and Status. The table contains four rows of case data.

Details	Display Name	Case Number	Subject	Incident Date	Status
	Robbery at Volunteer Park	08-000765	Cates, Devin	03/06/2014	
	Riot at MHS	01-00089	Ostrum, Edward	10/01/2013	
	Explosion of Rt. 46	01-200045	---	05/02/2013	
	Accident at Knoll Park	09-8700006	Multiple	01/04/2012	

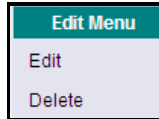
To sort a list in *ascending* order—that is, from lowest value to highest value—click *once* on the new column header you wish to sort by. An *up* arrow displays: 

– OR –

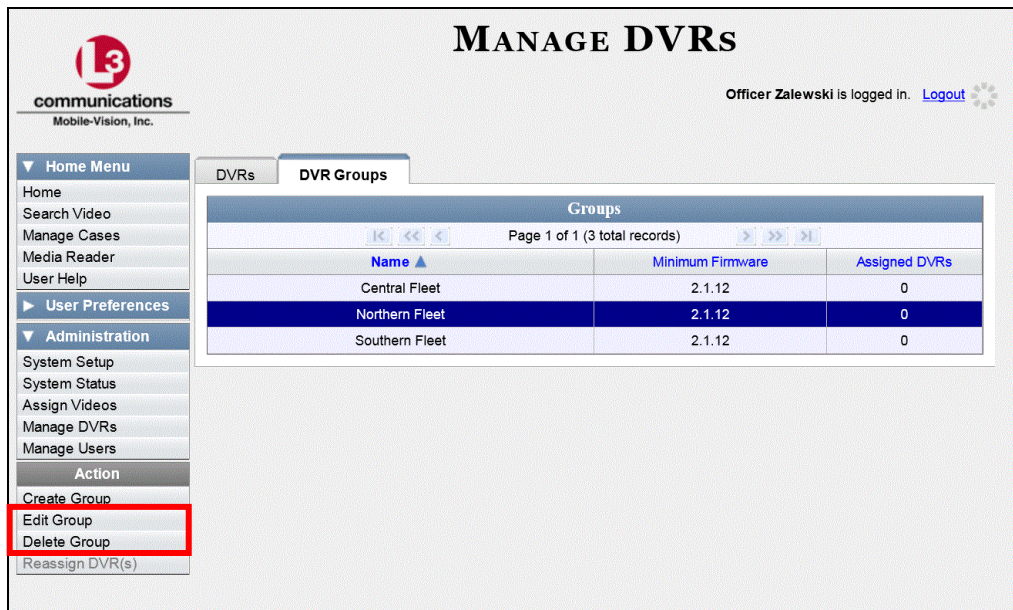
To sort a list in *descending* order—that is, from highest value to lowest value—click *twice* on the new column header you wish to sort by. A *down* arrow displays: 

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:



You can also select these same options from the **Action** column on the left of your screen.



The screenshot shows the 'MANAGE DVRs' interface. On the left is a navigation menu with sections: Home Menu, User Preferences, Administration, and Action. The 'Action' section contains 'Create Group', 'Edit Group', 'Delete Group', and 'Reassign DVR(s)'. The 'Edit Group' and 'Delete Group' options are highlighted with a red box. The main content area shows a table of DVR Groups:

Groups		
Name ▲	Minimum Firmware	Assigned DVRs
Central Fleet	2.1.12	0
Northern Fleet	2.1.12	0
Southern Fleet	2.1.12	0

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 DEP 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 text.

For brevity, DVR references in this manual refer to the in-car units only.

If your agency is interested in the Interview Room module, contact L-3 Mobile-Vision Sales at 1-800-336-8475.

DVD File Formats—A Side-by-Side Comparison

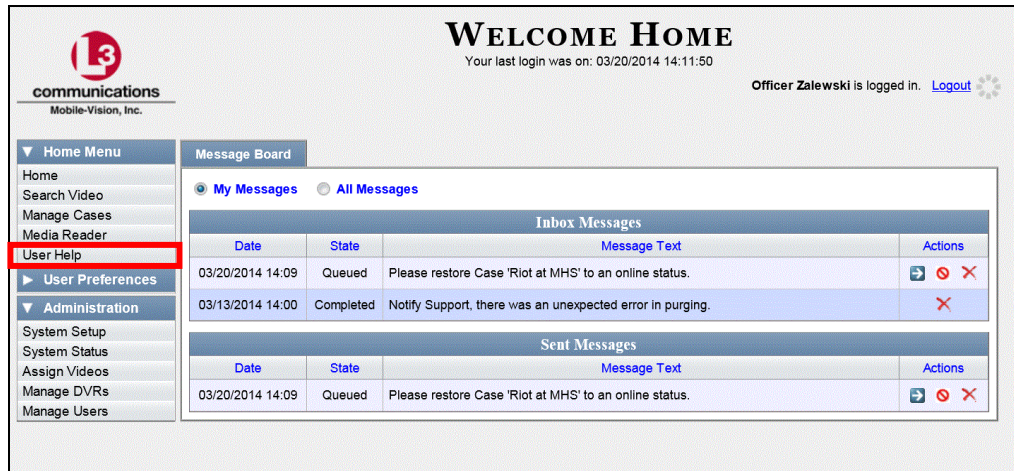
Depending on your permissions, there are several file formats that may be available to you as an administrative user: *Data DVD*, *Consumer DVD*, *Interchange Format*, and *Uncompressed Format*. Each of these formats has advantages and disadvantages, as outlined below.

Interchange Format				
Consumer DVD				
Data DVD				
Uncompressed format				
Play on a consumer DVD player connected to a TV			✓	
Play on a PC	✓*	✓	✓*	✓*
Import into third-party applications	✓		✓	✓
Editable	✓			✓
Tamper proof		✓		
Advance to 'Trace' points inserted at time of recording		✓		
View user metadata attached to videos		✓		
View media files attached to cases		✓		
View Chain of Custody Report		✓		
View 'Record Triggers'		✓		
View GPS coordinates (permissions required)		✓		
View vehicle speed (permissions required)		✓		
View braking information		✓		
View radar information		✓		
View in Google Maps		✓		
Show both front and rear camera views		✓		
Include up to two audio streams per video			✓	✓
Include up to three audio streams per video		✓		
Play on a Macintosh			✓*	✓*

* Special software required, such as Power DVD.

Using the Online Help System

DEP comes with a searchable online help system that provides you with the same how-to steps and definitions that are covered in this manual. To access Help, go to [▼ Home Menu](#) and click **User Help**.

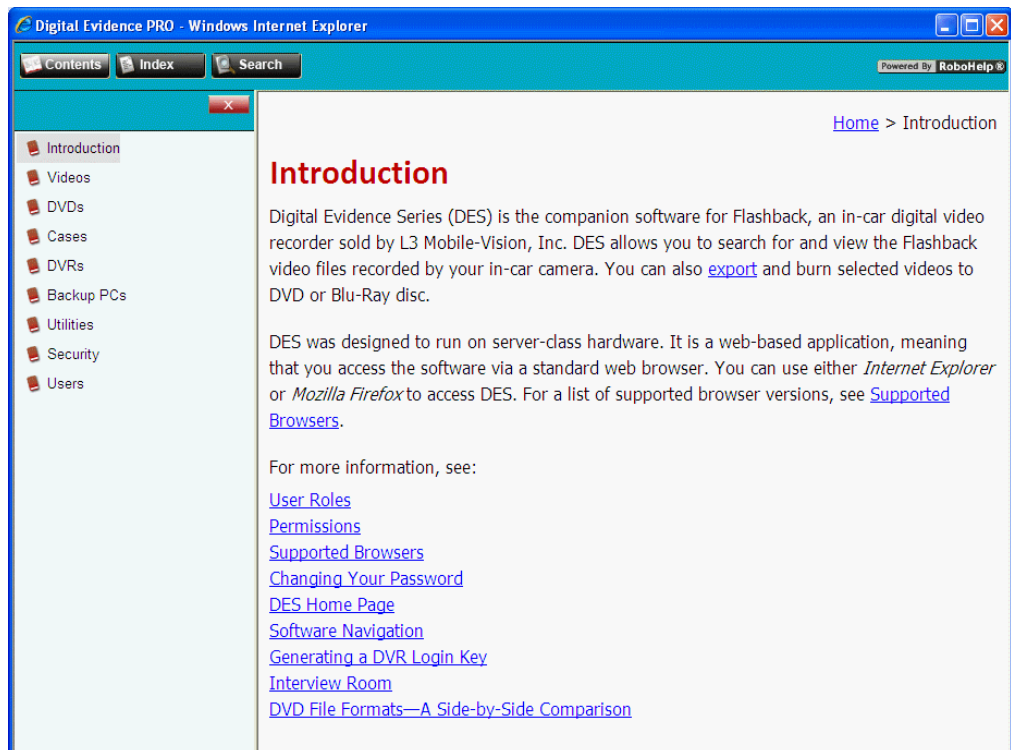


The screenshot shows the 'WELCOME HOME' dashboard for Officer Zalewski. On the left, the 'Home Menu' is expanded, and 'User Help' is highlighted with a red box. The main content area displays a 'Message Board' with 'Inbox Messages' and 'Sent Messages' tables.

Inbox Messages			
Date	State	Message Text	Actions
03/20/2014 14:09	Queued	Please restore Case 'Riot at MHS' to an online status.	↩ 🗑 ✖
03/13/2014 14:00	Completed	Notify Support, there was an unexpected error in purging.	✖

Sent Messages			
Date	State	Message Text	Actions
03/20/2014 14:09	Queued	Please restore Case 'Riot at MHS' to an online status.	↩ 🗑 ✖

The Help Contents page displays.



The screenshot shows the 'Introduction' page of the Digital Evidence PRO help system. The left sidebar contains a list of topics: Introduction, Videos, DVDs, Cases, DVRs, Backup PCs, Utilities, Security, and Users. The main content area displays the 'Introduction' text and a list of links for further information.

Introduction

Digital Evidence Series (DES) is the companion software for Flashback, an in-car digital video recorder sold by L3 Mobile-Vision, Inc. DES allows you to search for and view the Flashback video files recorded by your in-car camera. You can also [export](#) and burn selected videos to DVD or Blu-Ray disc.

DES was designed to run on server-class hardware. It is a web-based application, meaning that you access the software via a standard web browser. You can use either *Internet Explorer* or *Mozilla Firefox* to access DES. For a list of supported browser versions, see [Supported Browsers](#).

For more information, see:

- [User Roles](#)
- [Permissions](#)
- [Supported Browsers](#)
- [Changing Your Password](#)
- [DES Home Page](#)
- [Software Navigation](#)
- [Generating a DVR Login Key](#)
- [Interview Room](#)
- [DVD File Formats—A Side-by-Side Comparison](#)

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

2

Videos

This chapter describes how to search for, display, and view videos. It also describes how to update and maintain those system settings that relate to videos, such as video categories and user metadata.

The videos that an officer captures during each shift are automatically transmitted to the DEP server whenever his patrol car comes within range of an *access point* (see Glossary for definition). Once a video resides on the server, you can access it by logging into the application from your PC workstation.

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 DEP user can *view* his videos, but only he and users with *edit* permissions can *notate* them.

For more information, see:

- Searching for Videos, next page
- Viewing Video Search Results, page 27
- Displaying a Video, page 30
- Playing a Video, page 40
- Capturing a Video Still Image, page 49
- Notating a Video, page 52
- Tagging, page 54
- Generating a Chain of Custody Report for a Video, page 56
- Reactivating an Offline Video, page 59
- Re-importing “Expired” Video, page 64
- Adding a Video to a New Case, page 67
- Manually Uploading New Videos, page 71
- Downloading Video Files to Your PC, page 78
- Viewing a Video’s Logs, page 90
- Reassigning Video to a Different Officer, page 92
- Reassigning Video to a Different DVR, page 96
- Maintaining User Metadata, page 98
- Updating Viewing Options, page 104
- Video Categories, page 109
- Installing the UMD Editor on an Officer’s Mobile Data Computer, page 115
- Accepting/Rejecting Quarantined Video, page 118
- Exporting Daily Video Information to a Spreadsheet, page 120
- Flashback File Converter, page 121
- Recovering a Corrupt Flashback1 Video, page 128
- Installing the Windows Codec Utility for Flashback1 Videos, page 138
- Manually Installing the VIEVU Drivers, page 140.

Searching for Videos

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

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

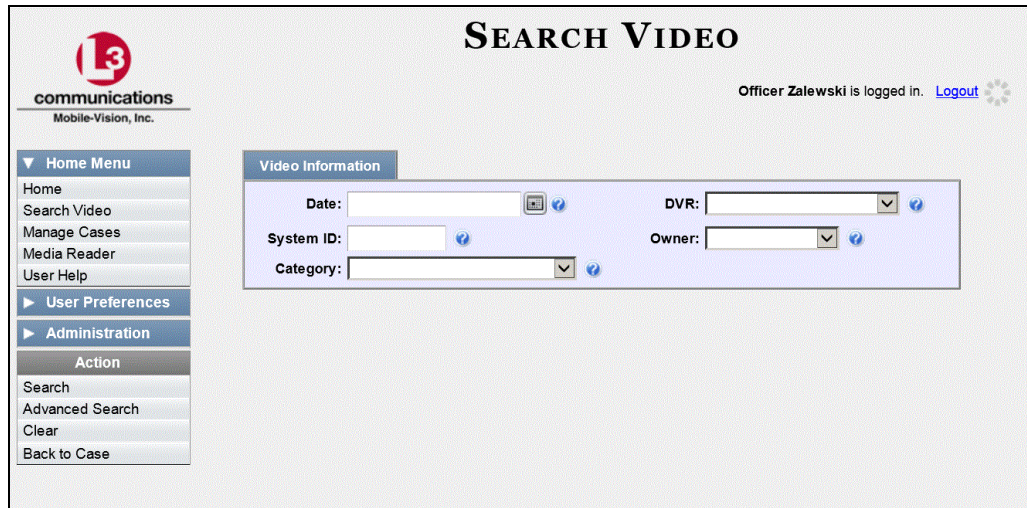
For specific instructions, see:

- Performing a Basic Video Search, below
- Performing an Advanced Video Search, page 22.

Performing a Basic Video Search

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

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



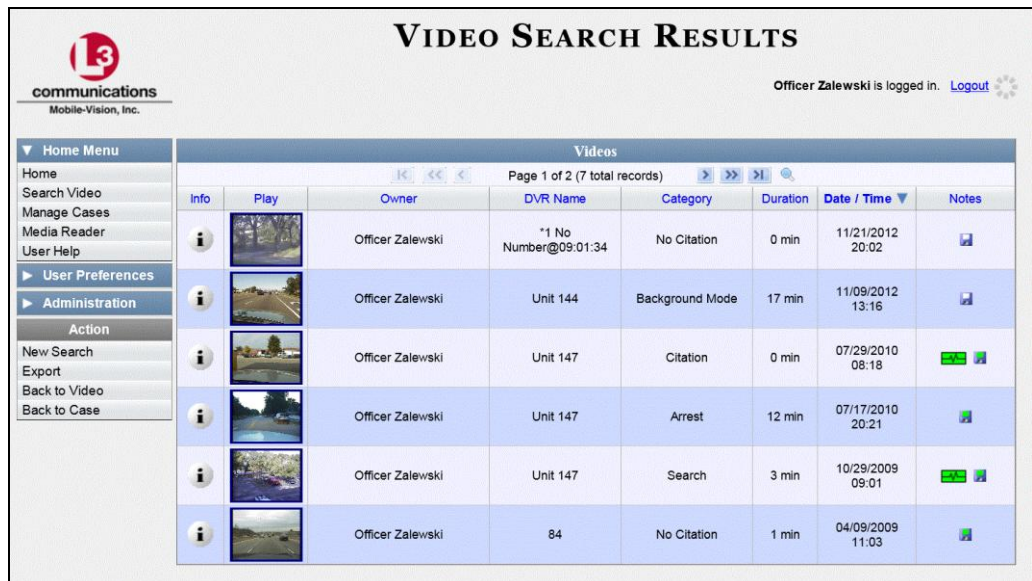
- 2 Look under the **Action** column. If the **Basic Search** option displays, click on it. Otherwise proceed to the next step.
- 3 Enter/select the field values you wish to search on, as described in the following table.

Video Information	
Search Field	Description
Date	Limits your search to those videos that began recording on this date. <i>Select this date from the calendar popup OR enter directly in mm/dd/yyyy format.</i>
DVR	Limits your search to those videos that were captured by this DVR unit. For more on DVRs, see <i>DVR Name</i> in the table on page 31. <i>Select this value from the drop-down list provided.</i>
System ID	Limits your search to a video in which the System ID (also termed <i>System Video Number</i>) is equal to this value. For more information, see <i>System Video #</i> in the table on page 31.
Owner	Limits your search to those videos that are owned by this officer. For more information on this field, see <i>Owner</i> in the table on page 31. <i>Select this value from the drop-down list provided.</i>
Category	Limits your search to those videos that fall within this category. For more on video categories, see <i>Category</i> in the table on page 32. <i>Select this value from the drop-down list provided.</i>

(Continued)

Available Actions	
Action	Description
Search	Execute your search.
Advanced Search/ Basic Search	Toggle back and forth between the Basic Search form and the Advanced Search form. For more information on the Advanced Search form, see “Performing an Advanced Video Search” on page 22.
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.



VIDEO SEARCH RESULTS

communications Mobile-Vision, Inc. Officer Zalewski is logged in. [Logout](#)


Home Menu
 Home
 Search Video
 Manage Cases
 Media Reader
 User Help
 User Preferences
 Administration
 Action
 New Search
 Export
 Back to Video
 Back to Case

Videos
 Page 1 of 2 (7 total records)

Info	Play	Owner	DVR Name	Category	Duration	Date / Time	Notes
		Officer Zalewski	*1 No Number@09:01:34	No Citation	0 min	11/21/2012 20:02	
		Officer Zalewski	Unit 144	Background Mode	17 min	11/09/2012 13:16	
		Officer Zalewski	Unit 147	Citation	0 min	07/29/2010 08:18	
		Officer Zalewski	Unit 147	Arrest	12 min	07/17/2010 20:21	
		Officer Zalewski	Unit 147	Search	3 min	10/29/2009 09:01	
		Officer Zalewski	84	No Citation	1 min	04/09/2009 11:03	

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

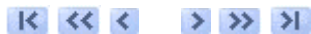
- Go to the column heading you wish to sort by—*Owner*, *DVR Name*, or *Category*:

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

– OR –

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

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



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



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



VIDEO SEARCH RESULTS

communications Mobile-Vision, Inc. Officer Zalewski is logged in. [Logout](#)

Page 1 of 2 (7 total records)

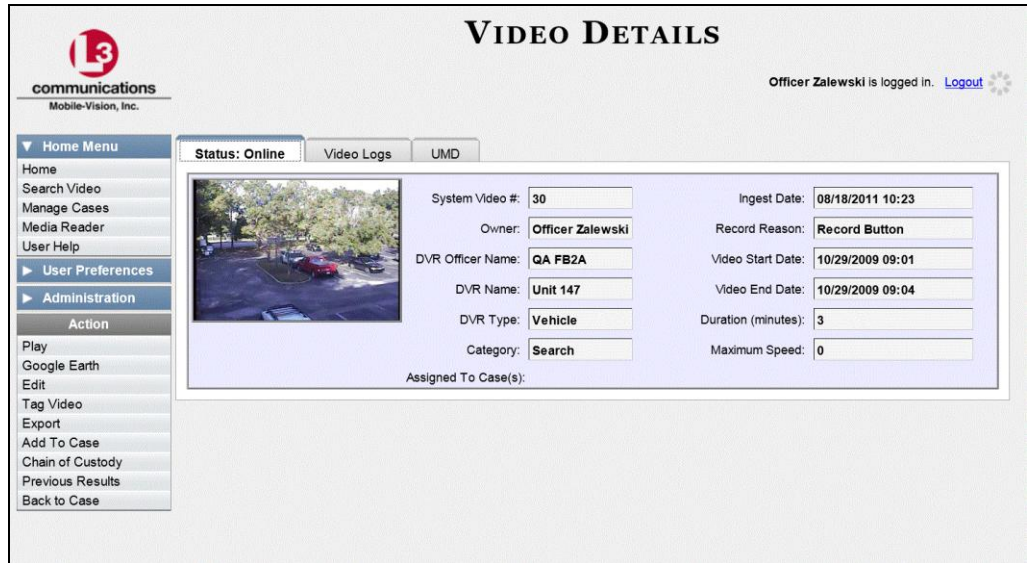
Info	Play	Owner	DVR Name	Category	Duration	Date / Time	Notes
		Officer Zalewski	*1 No Number@09:01:34	No Citation	0 min	11/21/2012 20:02	
		Officer Zalewski	Unit 144	Background Mode	17 min	11/09/2012 13:16	
		Officer Zalewski	Unit 147	Citation	0 min	07/29/2010 08:18	
		Officer Zalewski	Unit 147	Arrest	12 min	07/17/2010 20:21	
		Officer Zalewski	Unit 147	Search	3 min	10/29/2009 09:01	
		Officer Zalewski	84	No Citation	1 min	04/09/2009 11:03	

These fields are described in the table on page 28.

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

For a detailed description of the components on this page, see “Viewing Video Search Results” on page 27.

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



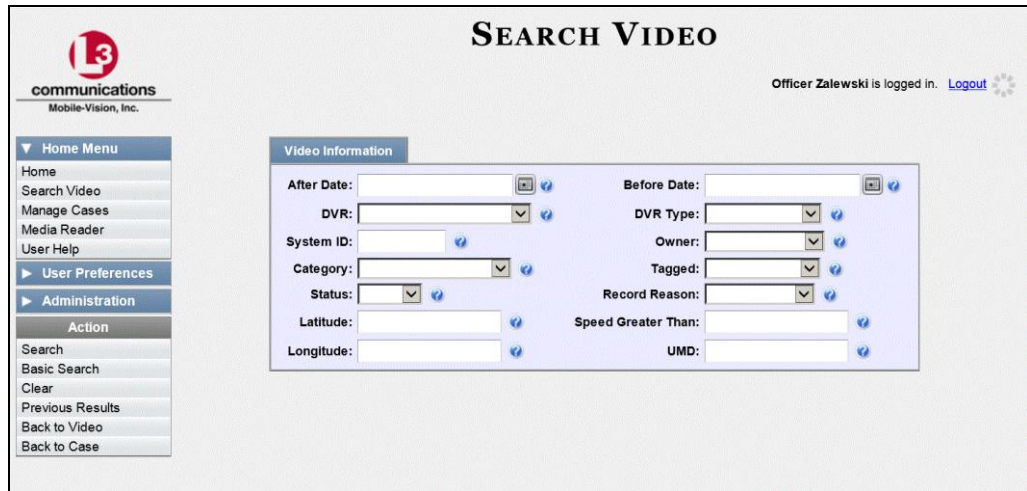
For a detailed description of the components on this page, see the table beginning on page 31.

Performing an Advanced Video Search

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

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

- 1 Go to **Home Menu** and click **Search Video**. The Search Video page displays, as pictured on the next page.
- 2 Look under the **Action** column. If the **Advanced Search** option displays, click on it. Otherwise proceed to the next step.



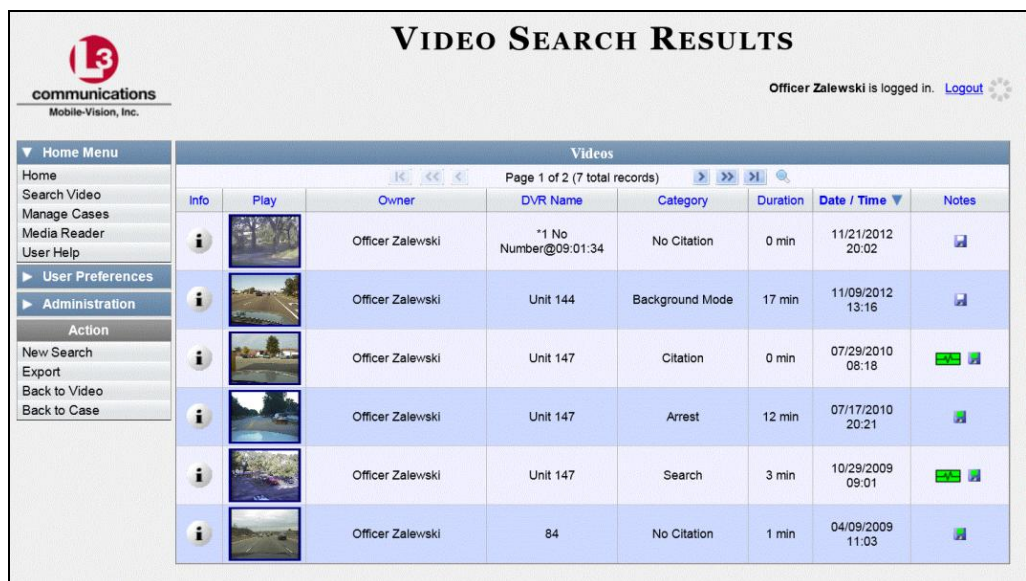
3 Enter/select the field values you wish to search on, as described in the following table.

Video Information	
Search Field	Description
After Date	Limits your search to those videos that began recording <i>after</i> this date. To search for a date <i>range</i> , use this field in combination with the <i>Before Date</i> field. <i>Select this date from the calendar popup OR enter directly in mm/dd/yyyy format.</i>
Before Date	Limits your search to those videos that began recording <i>before</i> this date. To search for a date <i>range</i> , use this field in combination with the <i>After Date</i> field. <i>Select this date from the calendar popup OR enter directly in mm/dd/yyyy format.</i>
DVR	Limits your search to those videos that were captured by this DVR unit. For more on DVRs, see <i>DVR Name</i> in the table on page 31. <i>Select this value from the drop-down list provided.</i>
DVR Type	Limits your search to those videos that were captured by one of these DVR types: <ul style="list-style-type: none"> ▪ <i>Vehicle.</i> A DVR that is installed inside a vehicle, such as a police cruiser. ▪ <i>Interview Room.</i> A DVR that is installed inside an interview room. This type of DVR is used in conjunction with the optional <i>Interview Room</i> module. ▪ <i>Body Worn.</i> A small, wearable DVR called the VIEVU. <i>Select this value from the drop-down list provided.</i>
System ID	Limits your search to a video in which the System ID (also termed <i>System Video Number</i>) is equal to this value. For more on this ID code, see <i>System Video #</i> in the table on page 31.

Video Information (cont'd)	
Search Field	Description
Owner	Limits your search to those videos that are owned by this officer. For more information on this field, see <i>Owner</i> in the table on page 31. <i>Select this value from the drop-down list provided.</i>
Category	Limits your search to those videos that fall within this category. For more on video categories, see <i>Category</i> in the table on page 32. <i>Select this value from the drop-down list provided.</i>
Tagged	Limits your search to those videos that are either tagged or not tagged. For more on tagging, see “Tagging” on page 54. <i>Select this value from the drop-down list provided.</i>
Status	Limits your search to those videos with a status of <i>online</i> or <i>offline</i> . If a video is <i>online</i> , it means that it is still stored on the DEP server and you can play it directly off of the server. If a video is <i>offline</i> , it means that it has been purged from DEP due to its age, category, and/or other system settings. You may still be able to view <i>some</i> of an offline video’s information (owner, category, duration, etc.), but not the video itself. <i>Select this value from the drop-down list provided.</i>
Record Reason	Limits your search to those videos with this record reason, also termed “trigger.” For a list of record reasons, see <i>Record Reason</i> in the table on page 34. <i>Select this value from the drop-down list provided.</i>
Latitude	Limits your search to those videos in which the latitudinal coordinate contains this text. <i>Must be used in conjunction with the ‘Longitude’ field.</i> The <i>Display MAX Speed and GPS Data</i> permission is required to search on this field.
Longitude	Limits your search to those videos in which the longitudinal coordinate contains this text. <i>Must be used in conjunction with the ‘Latitude’ field.</i> The <i>Display MAX Speed and GPS Data</i> permission is required to search on this field.
Speed Greater Than	Limits your search to those videos whose recorded maximum vehicle speed during a recording was greater than this value. The <i>Display MAX Speed and GPS Data</i> permission is required to search on this field.
UMD	Limits your search to videos that contain this user metadata. For more on User Metadata, see “Maintaining User Metadata” on page 98.

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 on the Basic Search form, see “Performing a Basic Video Search” on page 18.
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.

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



VIDEO SEARCH RESULTS

communications Mobile-Vision, Inc. Officer Zalewski is logged in. Logout

Home Menu

- Home
- Search Video
- Manage Cases
- Media Reader
- User Help
- User Preferences
- Administration
- Action**
- New Search
- Export
- Back to Video
- Back to Case

Videos Page 1 of 2 (7 total records)

Info	Play	Owner	DVR Name	Category	Duration	Date / Time	Notes
		Officer Zalewski	*1 No Number@09:01:34	No Citation	0 min	11/21/2012 20:02	
		Officer Zalewski	Unit 144	Background Mode	17 min	11/09/2012 13:16	
		Officer Zalewski	Unit 147	Citation	0 min	07/29/2010 08:18	
		Officer Zalewski	Unit 147	Arrest	12 min	07/17/2010 20:21	
		Officer Zalewski	Unit 147	Search	3 min	10/29/2009 09:01	
		Officer Zalewski	84	No Citation	1 min	04/09/2009 11:03	

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 date/time of recording. To sort the results differently, proceed to the next step. Otherwise skip to step 6.

- Go to the column heading you wish to sort by—*Owner*, *DVR Name*, or *Category*:

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

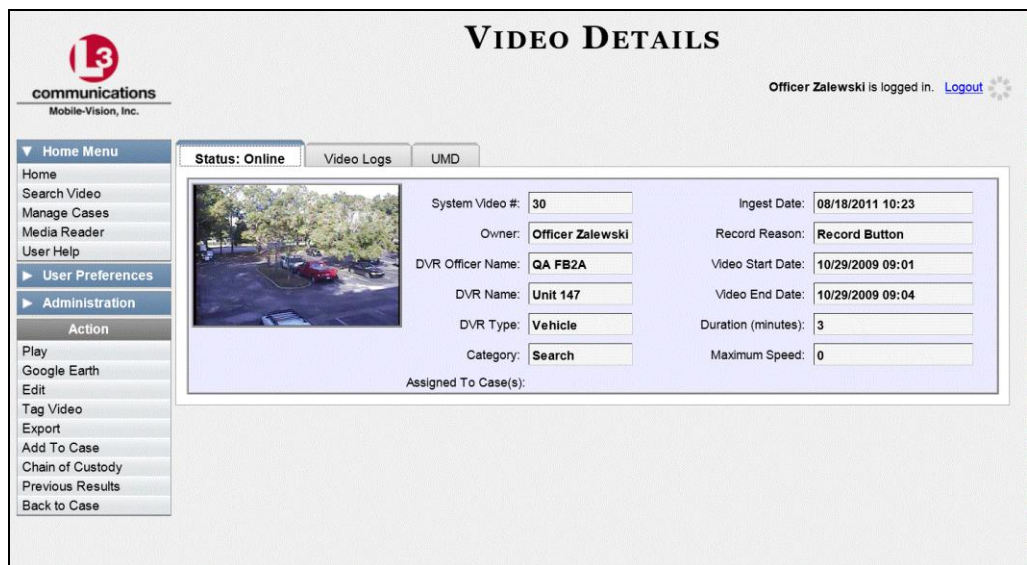
– OR –

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

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



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



VIDEO DETAILS

communications
Mobile-Vision, Inc.

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

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


▶ User Preferences

▶ Administration

Action

Play
Google Earth
Edit
Tag Video
Export
Add To Case
Chain of Custody
Previous Results
Back to Case

Status: Online | Video Logs | UMD



System Video #: Ingest Date:

Owner: Record Reason:

DVR Officer Name: Video Start Date:

DVR Name: Video End Date:

DVR Type: Duration (minutes):

Category: Maximum Speed:

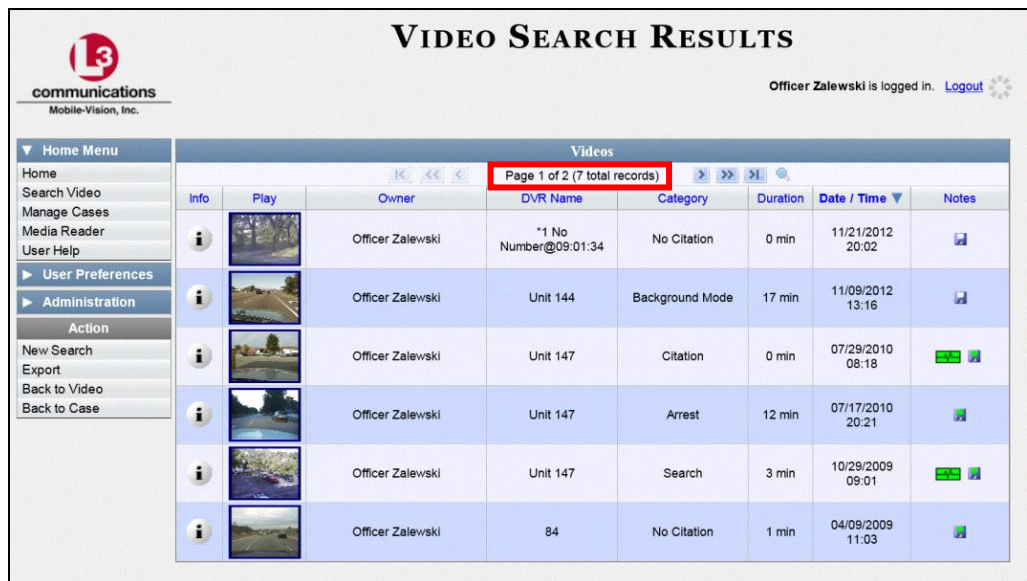
Assigned To Case(s):

For a detailed description of the components on this page, see the table beginning on page 31.

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 18 and “Performing an Advanced Video Search” on page 22.

The Video Search Results page consists of a table with information about each video. Six videos are listed at a time. The total number of videos included in your search results displays at the top of the results list, as pictured below.



VIDEO SEARCH RESULTS




communications Mobile-Vision, Inc. Officer Zalewski is logged in. Logout

Home Menu
Home
Search Video
Manage Cases
Media Reader
User Help
User Preferences
Administration
Action
New Search
Export
Back to Video
Back to Case


Videos
Page 1 of 2 (7 total records)

Info	Play	Owner	DVR Name	Category	Duration	Date / Time	Notes
		Officer Zalewski	*1 No Number@09:01:34	No Citation	0 min	11/21/2012 20:02	
		Officer Zalewski	Unit 144	Background Mode	17 min	11/09/2012 13:16	
		Officer Zalewski	Unit 147	Citation	0 min	07/29/2010 08:18	
		Officer Zalewski	Unit 147	Arrest	12 min	07/17/2010 20:21	
		Officer Zalewski	Unit 147	Search	3 min	10/29/2009 09:01	
		Officer Zalewski	84	No Citation	1 min	04/09/2009 11:03	








The other components of this page are described in the following table.

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

If your search results yield six or less videos, the navigation buttons will be grayed out.

Quick Search Icon *	
	<p>A toggle switch used to display or collapse a row of search fields. You can use these fields to narrow your search results even further (i.e., perform a “search within a search”). See <i>Quick Search Fields</i> below.</p> <p>This icon only displays after you perform a <i>Basic</i> search.</p>
Quick Search Fields *	
Search Field	Description
Owner	Limits your search to those videos that are owned by a particular officer. For a detailed description of this field, see <i>Owner</i> in the table on page 31. <i>Select this value from the drop-down list provided.</i>
DVR Name	Limits your search to those videos that were recorded by a specific DVR unit. For more on DVRs, see <i>DVR Name</i> in the table on page 31. <i>Select this value from the drop-down list provided.</i>
Category	Limits your search to those videos that fall within a selected category. For more on video categories, see <i>Category</i> in the table on page 32. <i>Select this value from the drop-down list provided.</i>
Date/Time	Limits your search to those videos that began recording on a specified date. <i>Select this date from the calendar popup OR enter directly in mm/dd/yyyy format.</i>
Video Information	
Column	Description
Info	The View Video Details icon. Used to open the Video Details page.
Play	Thumbnail image of video. Used to launch the Flashback Player and watch the video (online videos only).
Owner	The name of the officer who owns this video. For more information on this field, see <i>Owner</i> in the table on page 31.
DVR Name	The name of the DVR unit on which this video was recorded. For more on DVRs, see <i>DVR Name</i> in the table on page 31.
Category	The category assigned to this video. For more on video categories, see <i>Category</i> in the table on page 32.
Duration	The video’s length, in minutes.

* Basic Search only.

Video Information (cont'd)	
Column	Description
Date/Time	The date and time at which this video began recording. Time displays in hh:mm 24-hour time format.
Notes	<p>Status icons used to provide details on each video.</p> <ul style="list-style-type: none">  The video file has been tagged by a user. For more on tagging, see “Tagging” on page 54.  The video file is <i>online</i>. For a definition of online videos, refer to the Glossary.  The video file is <i>offline</i>. For a definition of offline videos, refer to the Glossary.  The video file has been burned to an archive disc.  The video file is in the process of being burned to an archive disc.  The video file belongs to a video group. For more on video groups, see “Viewing a Video’s Group Information” on page 37.  The video file is assigned to a case. For more on cases, see chapter 4.
Available Actions	
Action	Description
New Search	Return to the Search Video page and clear the search form.
Export	Select videos to download and/or burn to DVD. For more information on exporting, see chapter 3, DVDs, and/or “Downloading Video Files to Your PC” on page 78.
Back to Video	Return to the last video you viewed or played. If you have not viewed or played a video since you logged on, this action will not display.

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 proper permissions, you may have access to other videos as well.

- 1 Perform a basic or advanced search, as described in “Searching for Videos” on page 18. The Video Search Results page displays.

Info	Play	Owner	DVR Name	Category	Duration	Date / Time	Notes
		Officer Zalewski	*1 No Number@09:01:34	No Citation	0 min	11/21/2012 20:02	
		Officer Zalewski	Unit 144	Background Mode	17 min	11/09/2012 13:16	
		Officer Zalewski	Unit 147	Citation	0 min	07/29/2010 08:18	
		Officer Zalewski	Unit 147	Arrest	12 min	07/17/2010 20:21	
		Officer Zalewski	Unit 147	Search	3 min	10/29/2009 09:01	
		Officer Zalewski	84	No Citation	1 min	04/09/2009 11:03	

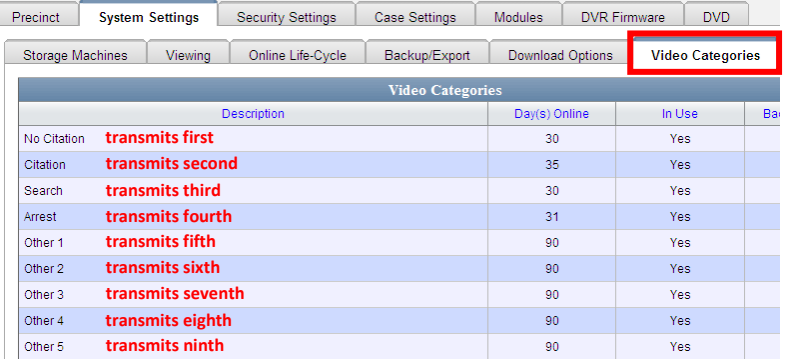
- 2 Click the Info icon to the left of the video you wish to view. The Video Details page displays.

This section only displays for longer videos that have been subdivided into several files

VIDEO DETAILS																																	
<div style="display: flex; justify-content: space-between;"> communications Mobile-Vision, Inc. mvadmin is logged in. Logout </div>																																	
<ul style="list-style-type: none"> Home Menu Home Search Video Manage Cases Media Reader User Help User Preferences Administration Action New Search Export Back to Video Back to Case 	<div style="display: flex; justify-content: space-between;"> Status: Online Video Logs Group Detail UMD </div> <div style="border: 1px solid gray; padding: 5px;"> <table border="0"> <tr> <td>System Video #:</td> <td><input type="text" value="3"/></td> <td>Ingest Date:</td> <td><input type="text" value="11/14/2013 13:24"/></td> </tr> <tr> <td>Owner:</td> <td><input type="text" value="Officer Zalewski"/></td> <td>Record Reason:</td> <td><input type="button" value="Record Button"/></td> </tr> <tr> <td>DVR Officer Name:</td> <td><input type="text" value="SWooster"/></td> <td>Video Start Date:</td> <td><input type="text" value="11/12/2013 07:06"/></td> </tr> <tr> <td>DVR Name:</td> <td><input type="text" value="*1 ProdMan@13:11:22"/></td> <td>Video End Date:</td> <td><input type="text" value="11/12/2013 07:47"/></td> </tr> <tr> <td>Category:</td> <td><input type="text" value="Arrest"/></td> <td>Duration (minutes):</td> <td><input type="text" value="41"/></td> </tr> <tr> <td colspan="4" style="text-align: center;">Video Group Information</td> </tr> <tr> <td>Video Start Date:</td> <td><input type="text" value="2013-11-12 07:06"/></td> <td>Video End Date:</td> <td><input type="text" value="2013-11-12 08:04"/></td> </tr> <tr> <td>Duration (minutes):</td> <td><input type="text" value="57"/></td> <td>Total Number Videos:</td> <td><input type="text" value="2"/></td> </tr> </table> </div>	System Video #:	<input type="text" value="3"/>	Ingest Date:	<input type="text" value="11/14/2013 13:24"/>	Owner:	<input type="text" value="Officer Zalewski"/>	Record Reason:	<input type="button" value="Record Button"/>	DVR Officer Name:	<input type="text" value="SWooster"/>	Video Start Date:	<input type="text" value="11/12/2013 07:06"/>	DVR Name:	<input type="text" value="*1 ProdMan@13:11:22"/>	Video End Date:	<input type="text" value="11/12/2013 07:47"/>	Category:	<input type="text" value="Arrest"/>	Duration (minutes):	<input type="text" value="41"/>	Video Group Information				Video Start Date:	<input type="text" value="2013-11-12 07:06"/>	Video End Date:	<input type="text" value="2013-11-12 08:04"/>	Duration (minutes):	<input type="text" value="57"/>	Total Number Videos:	<input type="text" value="2"/>
System Video #:	<input type="text" value="3"/>	Ingest Date:	<input type="text" value="11/14/2013 13:24"/>																														
Owner:	<input type="text" value="Officer Zalewski"/>	Record Reason:	<input type="button" value="Record Button"/>																														
DVR Officer Name:	<input type="text" value="SWooster"/>	Video Start Date:	<input type="text" value="11/12/2013 07:06"/>																														
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Video Start Date:	<input type="text" value="2013-11-12 07:06"/>	Video End Date:	<input type="text" value="2013-11-12 08:04"/>																														
Duration (minutes):	<input type="text" value="57"/>	Total Number Videos:	<input type="text" value="2"/>																														

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

Status Tab	
Field	Description
System Video #	The unique identification number that is automatically assigned to each video. Also referred to as the <i>System ID</i> .
Owner	<p>The name of the officer who owns this video. By default, the owner of a video file is the officer who was logged into the DVR unit during the recording.</p> <p>If an owner name starts with *1, it means that it was auto-created by the system. There are two scenarios in which the system will automatically create an owner:</p> <ol style="list-style-type: none"> 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 User ID does not match any existing records in the database, and so it creates a new owner name using the following naming convention: *1 [DVR login name] @ [date/time]. This name will display in the video's <i>Owner</i> field. Note: When 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 default owner of *1 No Name@ [time at which default officer name was created] to any videos that were recorded during that session. <p>If necessary, you can reassign a *1 video to its proper owner, as described in "Reassigning Video to a Different Officer" on page 92.</p>
DVR Officer Name	The name of the officer who was logged into the DVR at the time this video was recorded. This person may or may not be the same as the video <i>Owner</i> . If no one was logged into the DVR at the time of the recording, the system will assign a default DVR Officer Name of *1 No name@[time at which default officer name was created] .
DVR Name	The name of the DVR unit that recorded this video. Each DVR is typically associated with a vehicle, such as a police cruiser (e.g., unit 146). If your agency is using the <i>Interview Room</i> module, a DVR may also be associated with an interview room. If the DVR is a VIEVU (a small, wearable DVR sold by L-3 Mobile-Vision), the words Body Worn will display here. Some DVR records are entered by your SIS or System Administrator (typical), and some are created automatically by the system.

Status Tab (cont'd)																																									
Field	Description																																								
DVR Type	<p>The type of DVR that captured this video:</p> <ul style="list-style-type: none"> ▪ <i>Vehicle</i>. A DVR that is installed inside a vehicle, such as a police cruiser. ▪ <i>Interview Room</i>. A DVR that is installed inside a precinct interview room. This type of DVR is used in conjunction with the optional <i>Interview Room</i> module. ▪ <i>Body Worn</i>. A small, wearable DVR called the VIEVU. 																																								
Category	<p>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 Video Categories tab, as demonstrated below.</p>  <table border="1"> <thead> <tr> <th>Description</th> <th>Day(s) Online</th> <th>In Use</th> <th>Bar</th> </tr> </thead> <tbody> <tr> <td>No Citation transmits first</td> <td>30</td> <td>Yes</td> <td></td> </tr> <tr> <td>Citation transmits second</td> <td>35</td> <td>Yes</td> <td></td> </tr> <tr> <td>Search transmits third</td> <td>30</td> <td>Yes</td> <td></td> </tr> <tr> <td>Arrest transmits fourth</td> <td>31</td> <td>Yes</td> <td></td> </tr> <tr> <td>Other 1 transmits fifth</td> <td>90</td> <td>Yes</td> <td></td> </tr> <tr> <td>Other 2 transmits sixth</td> <td>90</td> <td>Yes</td> <td></td> </tr> <tr> <td>Other 3 transmits seventh</td> <td>90</td> <td>Yes</td> <td></td> </tr> <tr> <td>Other 4 transmits eighth</td> <td>90</td> <td>Yes</td> <td></td> </tr> <tr> <td>Other 5 transmits ninth</td> <td>90</td> <td>Yes</td> <td></td> </tr> </tbody> </table> <p>A video's category also determines its <i>online life</i>. You can assign a number of online days to each category, as described in "Changing Video Categories" on page 109. If an option called <i>Strict Purger</i> is selected, then after a video reaches its category's predetermined age, the system will automatically purge that file from DEP. If the <i>Strict Purger</i> option is <i>not</i> selected, the system will purge a video from DEP 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.</p> <p>Most categories are assigned by the officer immediately after a video is done recording. However, you can also assign categories back at the precinct after you've logged onto the server, as described in "Changing a Video's Category" on page 52. The default video categories that you can assign to a video are: <i>No Citation</i>, <i>Citation</i>, <i>Search</i>, <i>Arrest</i>, <i>Other 1 – 5</i>.</p> <p>You have the option of customizing the default category names to meet your agency's needs, as described in "Changing Video Categories" on page 109.</p> <p>The following categories are assigned automatically by the system: (<i>Continued</i>)</p>	Description	Day(s) Online	In Use	Bar	No Citation transmits first	30	Yes		Citation transmits second	35	Yes		Search transmits third	30	Yes		Arrest transmits fourth	31	Yes		Other 1 transmits fifth	90	Yes		Other 2 transmits sixth	90	Yes		Other 3 transmits seventh	90	Yes		Other 4 transmits eighth	90	Yes		Other 5 transmits ninth	90	Yes	
Description	Day(s) Online	In Use	Bar																																						
No Citation transmits first	30	Yes																																							
Citation transmits second	35	Yes																																							
Search transmits third	30	Yes																																							
Arrest transmits fourth	31	Yes																																							
Other 1 transmits fifth	90	Yes																																							
Other 2 transmits sixth	90	Yes																																							
Other 3 transmits seventh	90	Yes																																							
Other 4 transmits eighth	90	Yes																																							
Other 5 transmits ninth	90	Yes																																							

Status Tab (cont'd)	
Field	Description
Category (cont'd)	<ul style="list-style-type: none"> ▪ <i>Background Mode.</i> A recording session occurred when the Background Mode option was set to ON. When Background Mode is ON, it means that the DVR records continuously whenever the vehicle's ignition is on, and for X* number of minutes after the ignition is turned off. ▪ <i>Power Failure.</i> A recording session was interrupted after a power failure occurred. ▪ <i>Interrupted Recording.</i> A recording session was interrupted because the SD card (Flashback3/Flashback HD) or CF card (Flashback1/Flashback2) was full. ▪ <i>Interview.</i> The video was captured using the optional <i>Interview Room</i> module, which is used to record interviews at your precinct. ▪ <i>Body Worn.</i> The video was captured using the VIEVU—a small, wearable DVR. ▪ <i>Firmware Upgrade.</i> An officer requested a DVR firmware upgrade in the middle of a recording session (highly unlikely scenario). ▪ <i>Card Format.</i> An officer began formatting the DVR's SD card (Flashback3/FlashbackHD) or CF card (Flashback1/Flashback2) in the middle of a recording session (highly unlikely scenario). ▪ <i>Corrupt QBX.</i> The system detected a possible file corruption in a Flashback2, Flashback3, or FlashbackHD video (highly unlikely scenario). ▪ <i>Crash Battery Died.</i> The CrashBat battery failed during a recording session. The CrashBat is an optional piece of hardware used to trigger the RECORD function after a car crash occurs. ▪ <i>Aggressive Driving.</i> 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 L-3 Mobile-Vision Sales at 1-800-336-8475. ▪ <i>Unknown.</i> A recording session was interrupted after an unrecognized event occurred (i.e., an event that did not fall into any of the other system-assigned categories). <p>Note: System-assigned categories cannot be changed.</p>

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

Status Tab (cont'd)	
Field	Description
Ingest Date	The date and time at which this video file was transmitted to the server from the DVR unit. Time displays in hh:mm 24-hour format.
Record Reason	<p>The event or “trigger” that caused your in-car DVR to start recording. Record reasons include:</p> <ul style="list-style-type: none"> ▪ <i>Auxiliary 1.</i> The CrashBat crash detector or other device detects an event, such as a vehicle crash. Automatic trigger. ▪ <i>Auxiliary 2.</i> A secondary device registers an event, such as the opening of a vehicle door. Automatic trigger. ▪ <i>Lights.</i> The vehicle’s emergency lights go on. Automatic trigger. ▪ <i>Microphone 1.</i> Officer presses the record button on the VLP mic that’s plugged into the DVR’s VLP 1 port. Manual trigger. ▪ <i>Microphone 2.</i> Officer presses the record button on the VLP mic that’s plugged into the DVR’s VLP 2 port. Manual trigger. ▪ <i>Record button.</i> Officer presses the R button on the Flashback DVR or monitor. Manual trigger. ▪ <i>Siren.</i> The vehicle’s siren goes on. Automatic trigger. ▪ <i>Speed.</i> The vehicle reaches a pre-defined rate of speed. You can set the rate of speed through the DVR options, as described in “Changing the Triggers for a DVR Group” and “Changing the Triggers for a Flashback2/3/HD DVR that is Not Assigned to a DVR Group,” in chapter 5.
Video Start Date	The date and time at which the DVR began recording this video. Time displays in hh:mm 24-hour format.
Video End Date	The date and time at which the DVR stopped recording this video. Time displays in hh:mm 24-hour format.
Duration (minutes)	The length of this video, rounded down to the nearest minute.
Assigned To Case(s)	The name of the case or cases that this video is assigned to, if applicable. For more on cases, see chapter 4.

Status Tab (cont'd)	
Video Group Information*	
Video Start Date	The date and time at which the DVR began recording the <i>first</i> video in this group. Time displays in hh:mm 24-hour format.
Video End Date	The date and time at which the DVR stopped recording the <i>last</i> video in this group. Time displays in hh:mm 24-hour format.
Duration (minutes)	The length of this group, in minutes (i.e., the sum of minutes for all the videos in this 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 40.
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 it’s Trace Points, if applicable. If you do <i>not</i> have Google Earth installed on your PC, this action will not display. For more information, see “Viewing a Video in Google Earth” on page 39.
Edit	Change the category and/or user metadata associated with this video. For more information, see “Notating a Video” on page 52.
Tag Video/ Untag Video	Tag: Add extra days to the video’s on-line life. The specific number of days depends on your system settings. For more information, see “Tagging a Video” on page 55. Untag: Remove the “tagged” flag from a video. For more information, see “Untagging a Video” on page 56.
Export	Select videos to download and/or burn to DVD. For more information on exporting, see chapter 3 and/or “Downloading Video Files to Your PC” on page 78.
Add To Case	Add this video to a new or existing case. For more information, see “Adding a Video to a New Case” on page 67 or “Adding a Video to a Case” in chapter 4.

(Continued)

* This section only displays if the video is part of a Video Group. For more on Video Groups, see page 38.

Available Actions (cont'd)	
Action	Description
Chain of Custody	Generate a Chain of Custody report. For more information on this report, see “Generating a Chain of Custody Report for a Video” on page 56.
Previous Results	Return to the previous Video Search Results page.
Back to Case	Return to the last case that you viewed. If you have not viewed a case since you logged on, this action will not display.

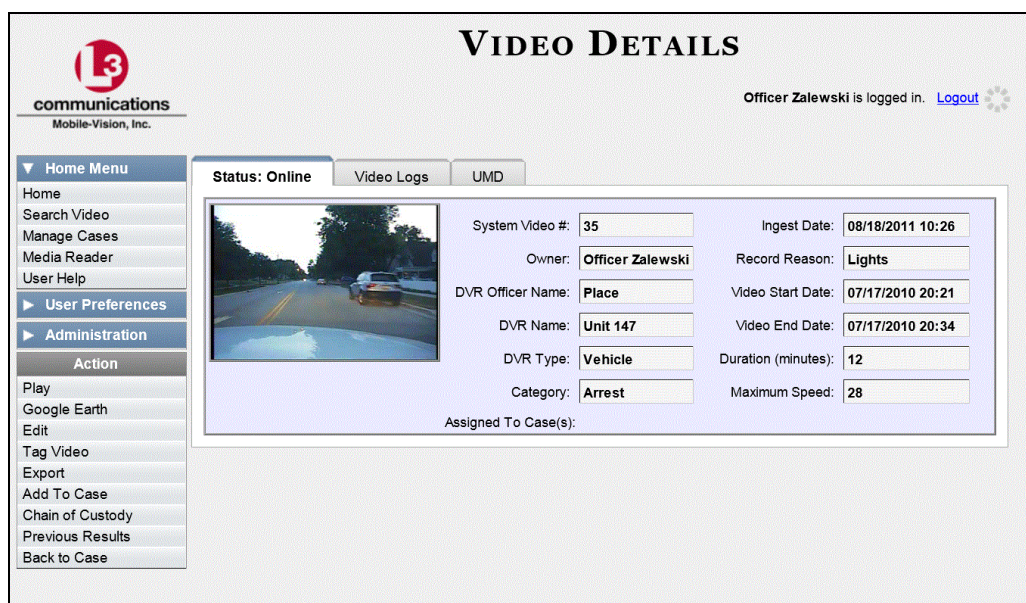
To view other information associated with this video, proceed to the appropriate section:

- Viewing a Video’s Logs, page 90, beginning with step 2
- Viewing a Video’s User Metadata, below, beginning with step 2
- Viewing a Video’s Group Information, page 37, beginning with step 2
- Viewing a Video in Google Earth, page 39, 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’s record. User metadata refers to custom data fields that are used to notate a video. For instructions on adding/updating these fields, see “Maintaining User Metadata” on page 98.

- 1 Search for and display the video you wish to view. (If necessary, review “Displaying a Video” on page 30.) The Video Details page displays.



VIDEO DETAILS

communications
Mobile-Vision, Inc.

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

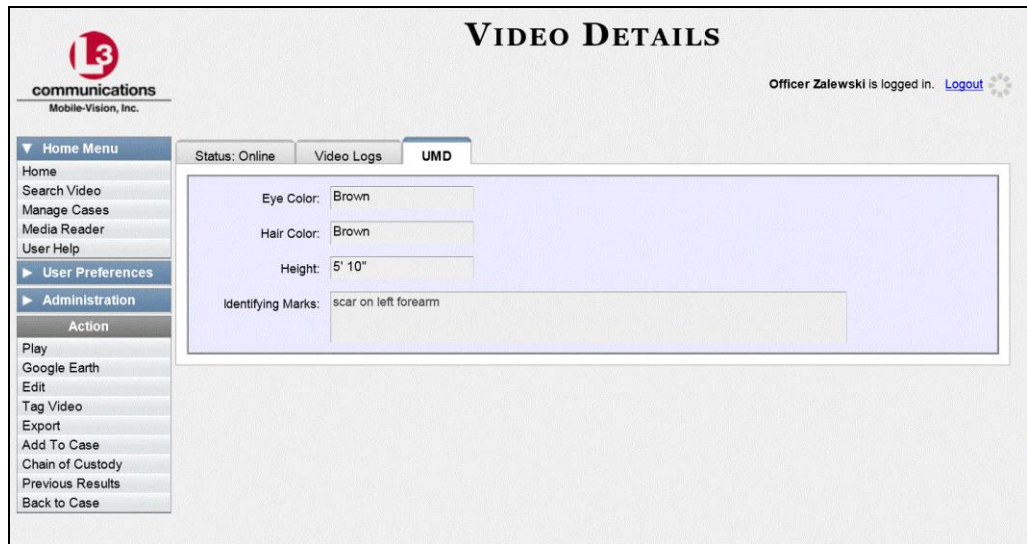
▼ Home Menu
 Home
 Search Video
 Manage Cases
 Media Reader
 User Help
 ▶ User Preferences
 ▶ Administration
 Action
 Play
 Google Earth
 Edit
 Tag Video
 Export
 Add To Case
 Chain of Custody
 Previous Results
 Back to Case

Status: Online | Video Logs | UMD

System Video #: 35 | Ingest Date: 08/18/2011 10:26
 Owner: Officer Zalewski | Record Reason: Lights
 DVR Officer Name: Place | Video Start Date: 07/17/2010 20:21
 DVR Name: Unit 147 | Video End Date: 07/17/2010 20:34
 DVR Type: Vehicle | Duration (minutes): 12
 Category: Arrest | Maximum Speed: 28

Assigned To Case(s):

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



VIDEO DETAILS

communications
Mobile-Vision, Inc.

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

▼ Home Menu
Home
Search Video
Manage Cases
Media Reader
User Help
▶ User Preferences
▶ Administration
Action
Play
Google Earth
Edit
Tag Video
Export
Add To Case
Chain of Custody
Previous Results
Back to Case

Status: Online Video Logs **UMD**

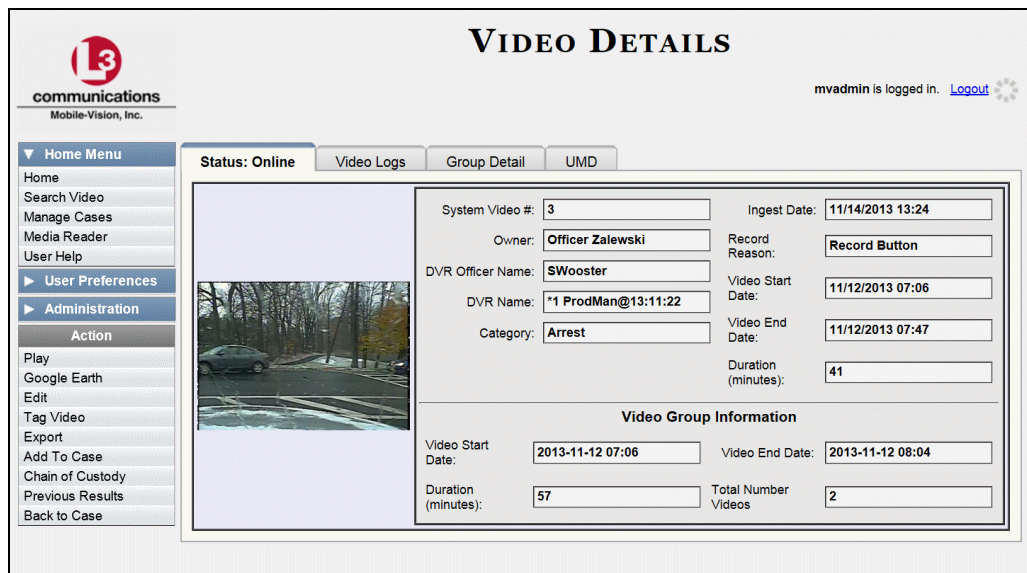
Eye Color:
Hair Color:
Height:
Identifying Marks:

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

Viewing a Video's Group Information

For burning purposes, Flashback videos cannot be any larger than 1 gigabyte in size. If an original video is too big, the DVR 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 your original video file into two or more files.

- 1 Search for and display the video you wish to view. (If necessary, review “Displaying a Video” on page 30.) The Video Details page displays.



VIDEO DETAILS

communications
Mobile-Vision, Inc.

mvadmin is logged in. [Logout](#)

▼ Home Menu
Home
Search Video
Manage Cases
Media Reader
User Help
▶ User Preferences
▶ Administration
Action
Play
Google Earth
Edit
Tag Video
Export
Add To Case
Chain of Custody
Previous Results
Back to Case

Status: Online Video Logs **Group Detail** UMD

System Video #: Ingest Date:
Owner: Record Reason:
DVR Officer Name: Video Start Date:
DVR Name: Video End Date:
Category: Duration (minutes):

Video Group Information
Video Start Date: Video End Date:
Duration (minutes): Total Number Videos:

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



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

Group Detail Tab	
Field	Description
Owner	The name of the officer who created the original full-length video. For more information on this field, see table on page 31.
DVR Name	The name of the DVR that recorded the original full-length video. For more on DVRs, see <i>DVR Name</i> in the table on page 31.
Category	The video category assigned to the original full-length video. For a description of this field's values, see page 32.
Video Start Date	The date and time at which the DVR began recording the original full-length video. Time displays in hh:mm 24-hour format.
Video End Date	The date and time at which the DVR stopped recording the original full-length video. Time displays in hh:mm 24-hour format.
Duration (minutes)	The length of the original video, in minutes. This is the sum of all minutes for all videos in the group.

Group Detail Tab (cont'd)	
Column	Description
Info	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.
Date/Time	The date and time at which this segment of the video began recording. Time displays in hh:mm 24-hour 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 file. For a description of each icon, see page 29.

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 Trace Points, 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 30.) 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.

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



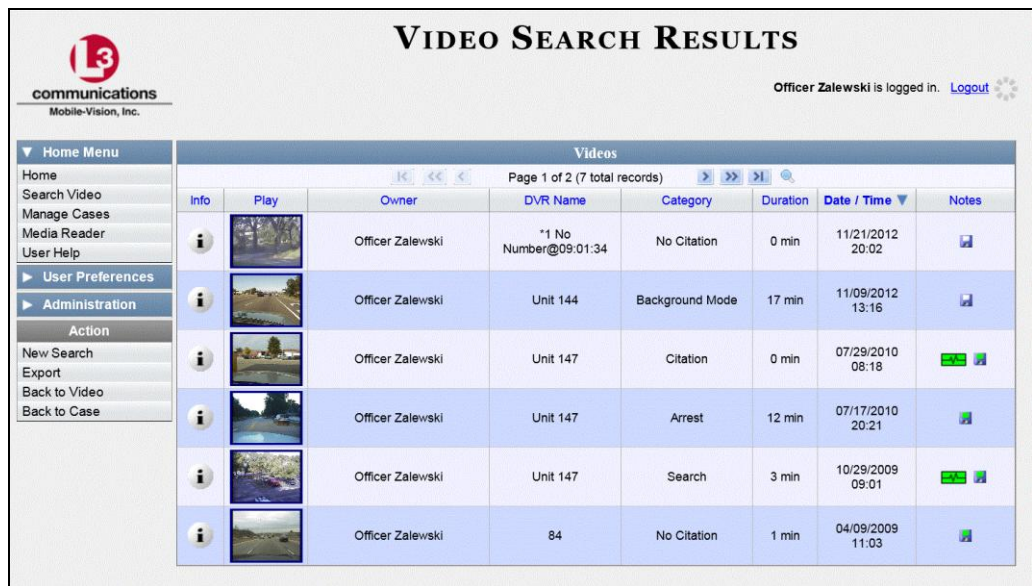
Note that the beginning and end of the video route are marked by a green and red thumbtack icon, respectively.

- 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 user manual and/or online help.)
- 5 When you are ready to exit Google Earth, click the  in the upper right corner of the window, then click **Discard**.

Playing a Video



This section describes how to play an online video (i.e., a video that is stored on your agency's DEP server).

- 1 Search for the video you wish to play. (If necessary, review "Displaying a Video" on page 30.) The Video Search Results page displays.



Info	Play	Owner	DVR Name	Category	Duration	Date / Time	Notes
		Officer Zalewski	*1 No Number@09:01:34	No Citation	0 min	11/21/2012 20:02	
		Officer Zalewski	Unit 144	Background Mode	17 min	11/09/2012 13:16	
		Officer Zalewski	Unit 147	Citation	0 min	07/29/2010 08:18	
		Officer Zalewski	Unit 147	Arrest	12 min	07/17/2010 20:21	
		Officer Zalewski	Unit 147	Search	3 min	10/29/2009 09:01	
		Officer Zalewski	84	No Citation	1 min	04/09/2009 11:03	


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 Info icon to the left of the video, then click on the video’s thumbnail image.
- OR –
-  Click the Info icon to the left of the video, then go to the **Action** column and click **Play**.

The Flashback Player launches in a separate window. Use this player to play, pause, stop, rewind, change cameras, and/or move between Trace Points. You can also view important information captured by the DVR during the recording, such as the vehicle’s speed, heading, GPS coordinates, and record trigger.

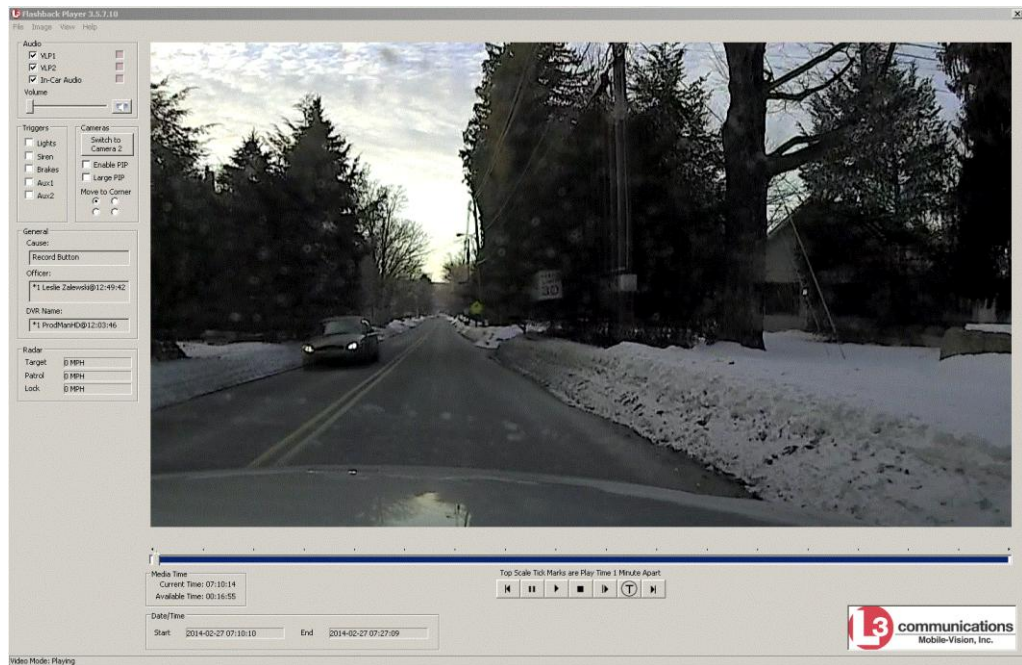
The appearance and functionality of the Flashback Player will differ slightly depending on whether you are viewing a QBX file (Flashback2, Flashback3, or FlashbackHD) or AVD file (Flashback1), as described in “Flashback2/3/HD Player” on the next page and “Flashback1 Player” on page 46.

View video on full screen To view the video in full-screen mode, press **Ctrl + F**. When you’re ready to exit full-screen mode, press **Esc**.



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.




Capture still image To capture a still image of the video, 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 “Capturing a Video Still Image” on page 49.

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



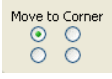

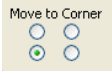
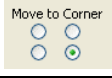









Flashback2/3/HD Player

Flashback2/3/HD Player	
Audio	
VLP1	A checkbox used to mute (<input type="checkbox"/>) or un-mute (<input checked="" type="checkbox"/>) the audio from the VLP microphone that's connected to the DVR's VLP 1 port.
VLP2	A checkbox used to mute (<input type="checkbox"/>) or un-mute (<input checked="" type="checkbox"/>) the audio from the VLP microphone that's connected to the DVR's VLP 2 port.
In-Car Audio	A checkbox used to mute (<input type="checkbox"/>) or un-mute (<input checked="" type="checkbox"/>) the audio from the in-car microphone.
Volume	The volume control bar.
	<i>Audio On</i> indicator. To turn all audio <i>off</i> , click this button.
	<i>Audio Off</i> indicator. To turn all audio back <i>on</i> , click this button.

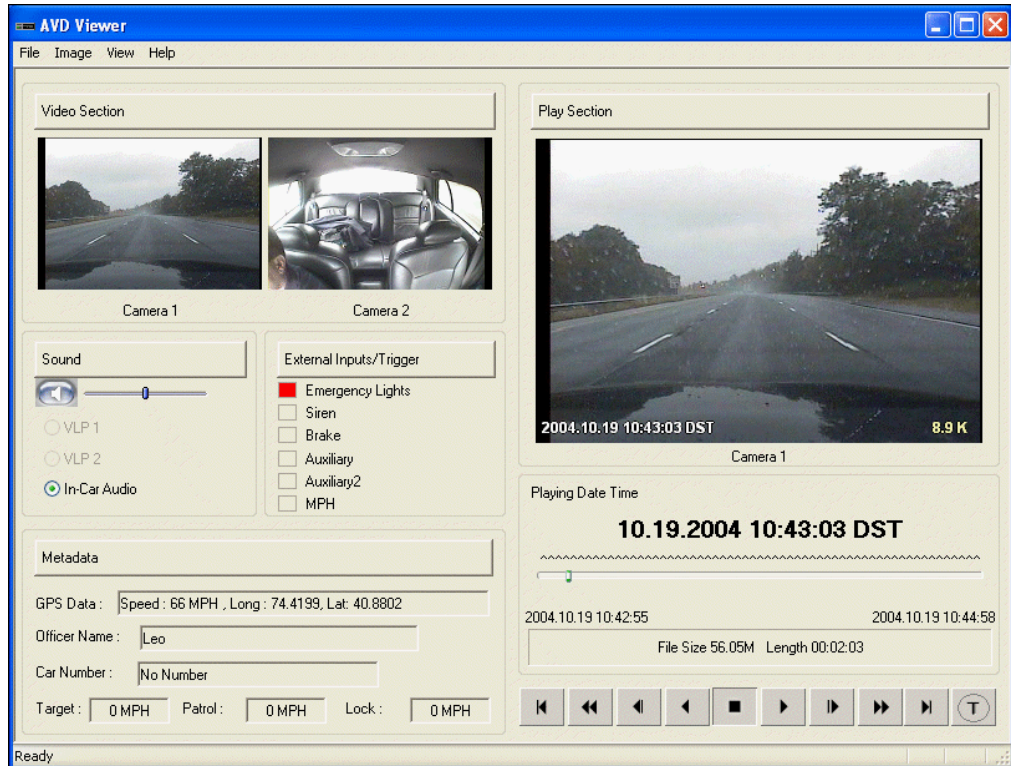
Flashback2/3/HD Player (cont'd)	
Audio (cont'd)	
	<i>Audio Enabled</i> indicator. Indicates that the audio channel was enabled at the DVR.
	<i>Audio Disabled</i> indicator. Indicates that the audio channel was disabled at the DVR.
	<i>Audio Indeterminate</i> indicator. Indicates that the audio channel status at the DVR (enabled or disabled) is indeterminate.
Triggers	
<p>As you watch a video, some of the boxes in the <i>Triggers</i> column may turn red, indicating when a particular trigger or triggers were engaged. A trigger (also referred to as a <i>Record Reason</i>) is the event that causes an in-car DVR to start recording. For example, if the <i>siren</i> is one of your triggers and the <i>Siren</i> box remains red for the first five minutes of the video, it indicates that the driver had his siren on during that 5-minute time period.</p>	
Lights	This box turns red when the vehicle's emergency lights were on during the course of the video.
Siren	This box turns red when the vehicle's siren was on during the course of the video.
Brakes	<p>If brakes are one of your display options (see Note below), this box turns red when the vehicle's breaks were activated during the course of the video.</p> <p>Note: Brakes are technically a display option rather than a trigger.</p>
Aux 1	<p>If the Auxiliary 1 device is one of your triggers (actual device may vary), this box turns red whenever the device is triggered. For example, if your Auxiliary 1 device is the CrashBat2 crash detector, this box will turn red at the point in the video when the CrashBat2's G-force meter detected a crash.</p> <p>If the Auxiliary 1 device is <i>not</i> one of your triggers, this box will remain blank during the entire video regardless of whether the device was triggered or not.</p>
Aux 2	<p>If the Auxiliary 2 device is one of your triggers (actual device may vary), this box turns red whenever the device is triggered. If the Auxiliary 2 device is <i>not</i> one of your triggers, this box will remain blank during the entire video regardless of whether the device was triggered or not.</p>




(Continued)

Flashback2/3/HD Player (cont'd)	
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 —the Nite-Watch camera.
Enable PIP	A checkbox used to display (<input checked="" type="checkbox"/>) or hide (<input type="checkbox"/>) a “picture in picture” (PIP). A PIP is a small video display for video captured from the opposite Camera Channel.
Large PIP	A checkbox used to enlarge (<input checked="" type="checkbox"/>) or reduce (<input type="checkbox"/>) the size of the picture-in-picture (PIP) image. See <i>Enable PIP</i> above.
	Move the picture-in-picture (PIP) image to the upper left corner of the video display. See <i>Enable PIP</i> above.
	Move the picture-in-picture (PIP) image to the upper right corner of the video display. See <i>Enable PIP</i> above.
	Move the picture-in-picture (PIP) image to the lower left corner of the video display. See <i>Enable PIP</i> above.
	Move the picture-in-picture (PIP) image to the lower right corner of the video display. See <i>Enable PIP</i> above.
GPS	
The GPS display indicates the exact speed and location of the vehicle during each segment of the video. The <i>Display MAX Speed and GPS Data</i> permission is required to view this information.	
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.

Flashback2/3/HD Player (cont'd)	
Radar	
If your department is using the Radar interface module, the following fields will be populated.	
Target	The MPH or KPH reading that an officer obtained after the radar device was aimed at a speeding vehicle.
Patrol	The MPH or KPH reading of the officer's patrol car at the time a radar reading was obtained.
Lock	The minimum MPH or KPH reading that the officer was looking for when the radar device was aimed at a speeding vehicle.
Media Time	
Current Time	The time at which the video was recorded. This display changes constantly during playback to indicate the exact time of day that each video frame was recorded. Displays in hh:mm:ss 24-hour format.
Available Time	The amount of time remaining on the video. Displays in hh:mm:ss 24-hour format.
Date/Time	
Start	The date and time at which the video began recording. Time displays in hh:mm:ss 24-hour format.
End	The date and time at which the video stopped recording. Time displays in hh:mm:ss 24-hour format.
Play Controls	
	Go to beginning
	Pause/Unpause
	Play
	Stop
	Advance one frame at a time
	Advance to a Trace Point. A trace point is a marker that an officer can add to a video while it's recording.
	Go to end











Flashback1 Player



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

Flashback1 Player (cont'd)	
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 breaks 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.
Auxiliary	If the <i>CrashBat crash detector</i> is one of your triggers, this box turns red at the point in the video when the CrashBat's G-force meter detected a crash. If the CrashBat crash detector is <i>not</i> one of your triggers, this checkbox will remain blank during the entire video regardless of whether there was a crash or not.
Auxiliary2	If the <i>radar detector</i> is one of your triggers, this box turns red when the vehicle's radar detector registered a pre-defined rate of speed during the course of the video. You program the rate of speed through the DVR menu. If the radar detector is <i>not</i> one of your triggers, this checkbox will remain blank during the entire video regardless of whether the speeder reached the predetermined rate of speed.
MPH/KPH	If <i>miles per hour</i> or <i>kilometers per hour</i> is one of your triggers, this box turns red when the police vehicle reached a pre-defined rate of speed during the course of the video. You set the rate of speed through the DVR menu. If MPH/KPH is <i>not</i> one of your triggers, this checkbox will remain blank during the entire video regardless of whether the vehicle reached the predetermined rate of speed.
Metadata	
GPS Data	The vehicle's exact speed and latitudinal/longitudinal 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.
Target	The MPH or KPH reading that an officer obtained after the radar device was aimed at a speeding vehicle.

(Continued)

Flashback1 Player (cont'd)	
Metadata (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 an officer was looking for when the radar device was aimed at a speeding vehicle.
Play	
Camera 1	A viewing window for Camera Channel 1 —the Nite-Watch camera.
Playing Date Time	<ul style="list-style-type: none"> ▪ <i>Date</i>. The date on which the video was filmed. If the video was filmed 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. ▪ <i>Time</i>. The video's time display. This indicator changes constantly during playback to indicate the exact time of day that each frame of the video was recorded. Time displays in hh:mm:ss 24-hour 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 Trace Point. A trace point is a marker that you can add to a video while it's being recorded.

Capturing a Video Still Image

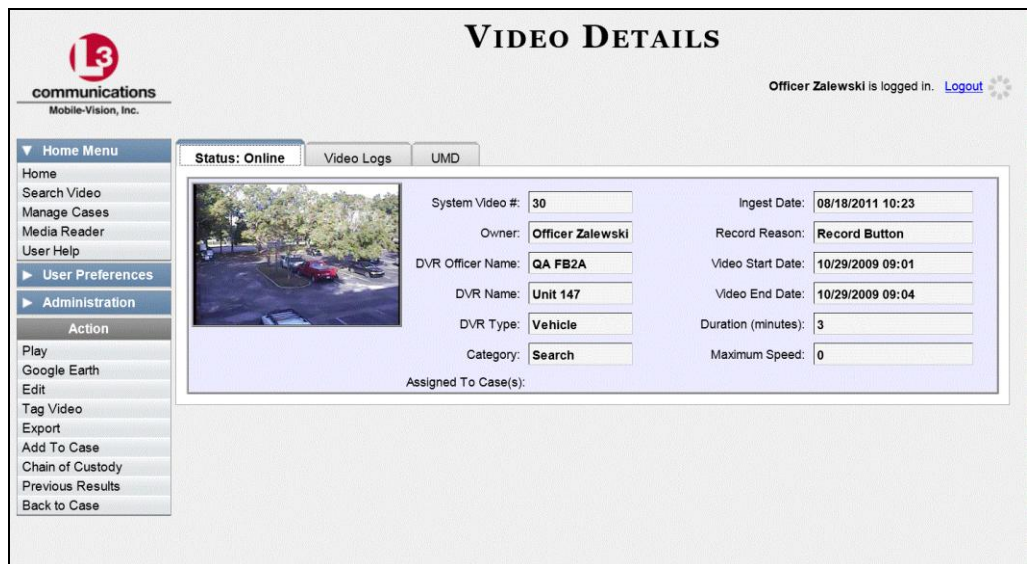
This section describes how to save a selected video frame as a still image. You may choose from one of the following file formats:

- JPEG
- GIF
- PNG
- TIF
- BMP

In addition, you have the option of attaching comments to the top or bottom of the image.

- 1 Search for and display the video from which you wish to capture a still image. (If necessary, review “Displaying a Video” on page 30.)

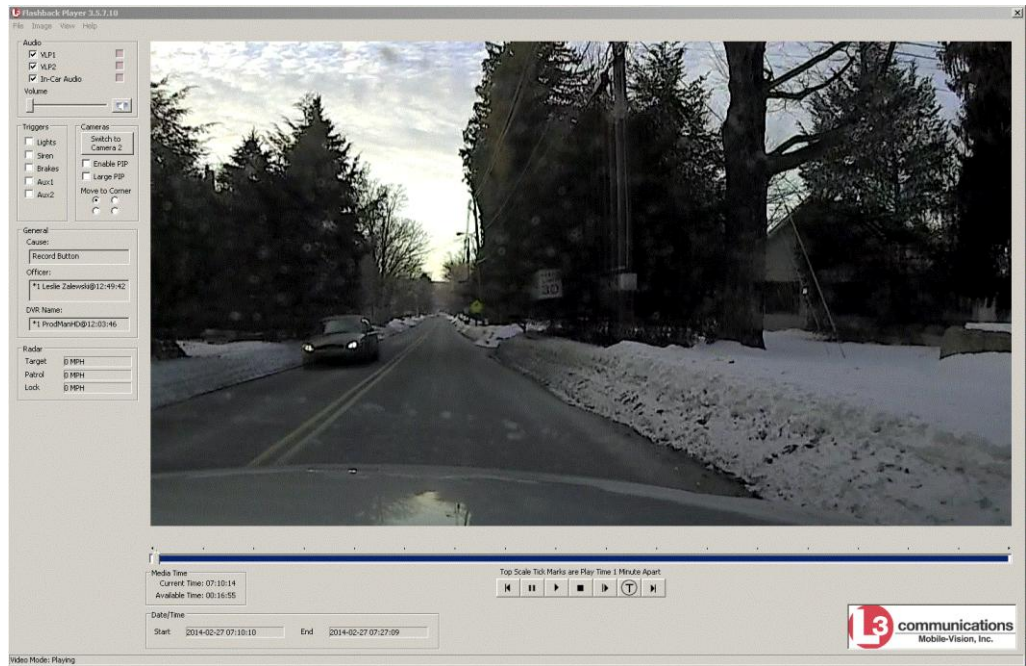
The Video Details page displays.



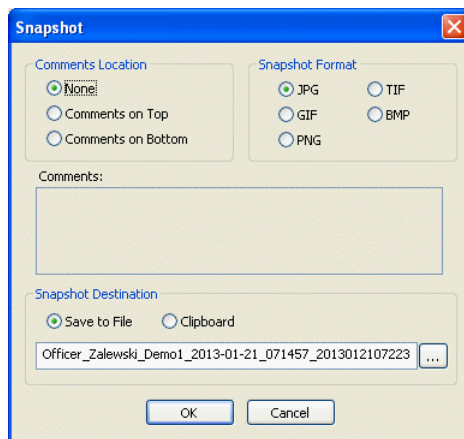
The screenshot displays the "VIDEO DETAILS" page. At the top left is the L3 Mobile-Vision logo. The top right shows the user "Officer Zalewski is logged in." with a "Logout" link. A navigation menu on the left includes "Home Menu", "User Preferences", "Administration", and "Action". The main content area has tabs for "Status: Online", "Video Logs", and "UMD". Below the tabs is a video thumbnail showing a street scene. To the right of the thumbnail are several fields: "System Video #: 30", "Owner: Officer Zalewski", "DVR Officer Name: QA FB2A", "DVR Name: Unit 147", "DVR Type: Vehicle", "Category: Search", "Ingest Date: 08/18/2011 10:23", "Record Reason: Record Button", "Video Start Date: 10/29/2009 09:01", "Video End Date: 10/29/2009 09:04", "Duration (minutes): 3", and "Maximum Speed: 0". At the bottom, there is a field for "Assigned To Case(s):".

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

(Continued)

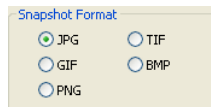


- 3 Using the navigation buttons, advance to the section of the video from which you wish to capture an image.
- 4 Press **Ctrl + S**. The Snapshot popup displays.



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

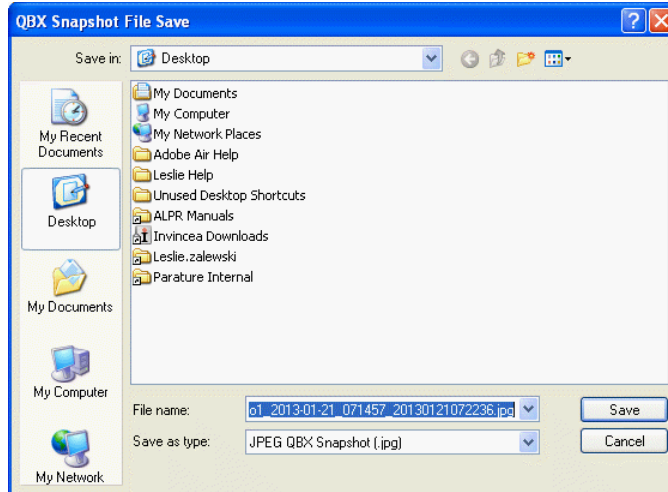
- 6 To attach a comment to the *top* of this image, select the *Comments on Top* radio button.
– OR –
To attach a comment to the *bottom* of this image, select the *Comments on Bottom* radio button.
- 7 Enter your comment in the *Comments* box provided.
- 8 To capture this still image as a JPG file (default), proceed to the next step. Otherwise select a different file format in the *Snapshot Format* box.



- 9 To save this image to your *hard disk* (default), proceed to the next step.
– OR –
To save this image to the *clipboard*, select the *Clipboard* radio button. Next, skip to step 13.



- 10 Click on the ellipsis button. The 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**.

Notating a Video

This section describes how to add or change a video’s notations. These include the video’s *category* and its *user metadata*. For more information on video categories, see the table on page 32. For more information on user metadata, see “Maintaining User Metadata” on page 98.

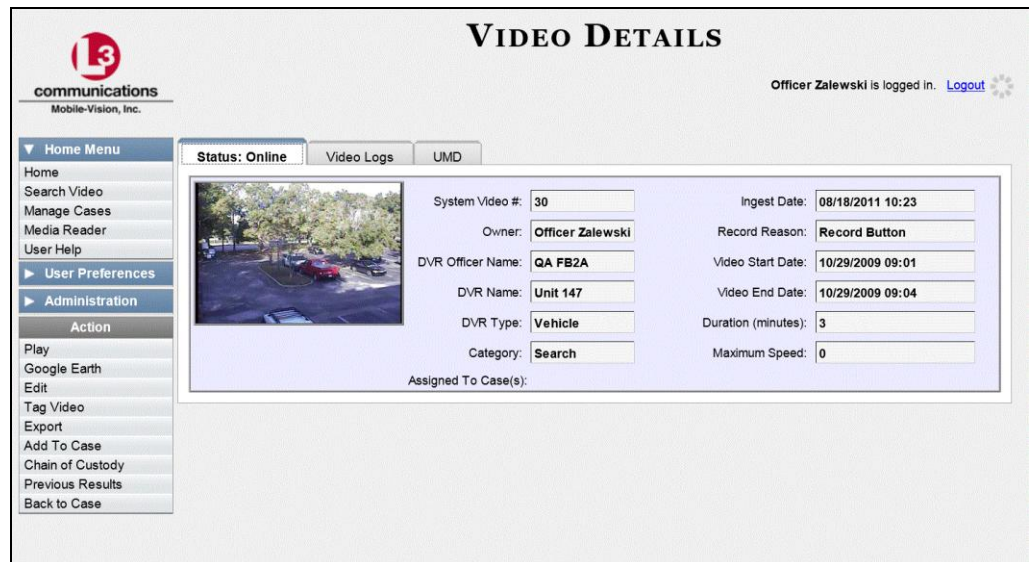
For specific instructions, see:

- Changing a Video’s Category, below
- Adding Predefined User Metadata to a Video, page 53.

Changing a Video’s Category

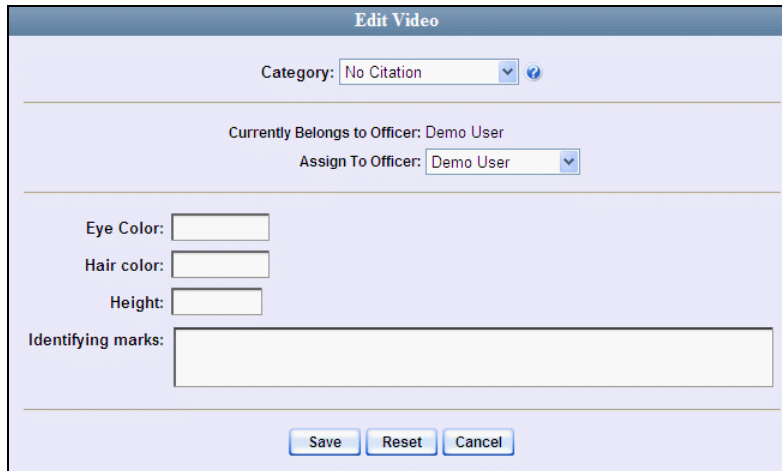
This section describes how to change a video’s category. For more information on video categories, see *Category* in the table on page 32.

- 1 Search for and display the video you wish to update. (If necessary, review “Displaying a Video” on page 30.) The Video Details page displays.



For a description of the Video Details fields, see the table on page 31.

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



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

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

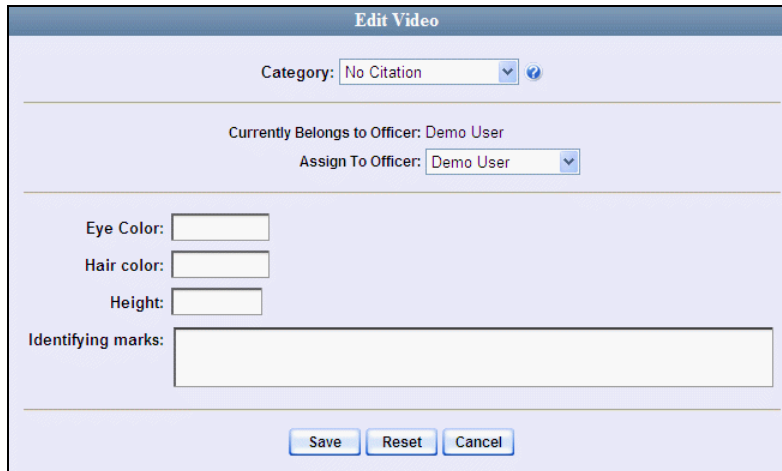
Adding Predefined User Metadata to a Video

This section describes how to use predefined user metadata (UMD) to notate a video. UMD is used to notate videos with custom data, such as a citation number or subject name. For instructions on adding/updating these fields, see “Maintaining User Metadata” on page 98.

If you have a mobile data computer with the UMD Editor installed on it, you can attach UMD to a 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 you wish to add user metadata to. (If necessary, review “Displaying a Video” on page 30.) 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.

(Continued)



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

- 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.

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 **Online Life-Cycle** tab. (For instructions on changing this setting, see “Viewing/ Changing the Online Lifecycle Settings” in chapter 7.) The system will archive a tagged video just as it archives other videos, according to your system settings.

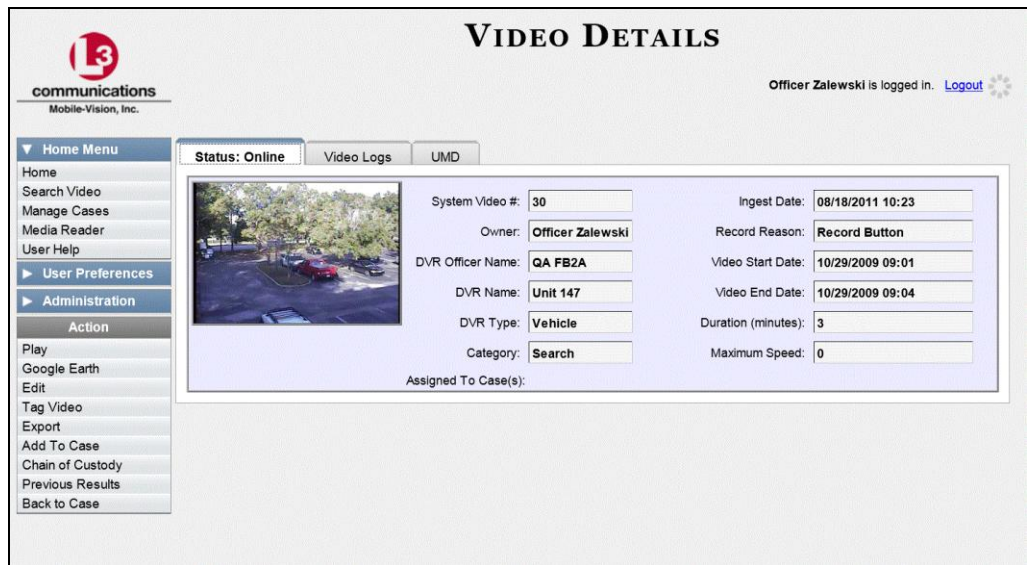
For specific instructions, see:

- Tagging a Video, next page
- Untagging a Video, page 56.

Tagging a Video

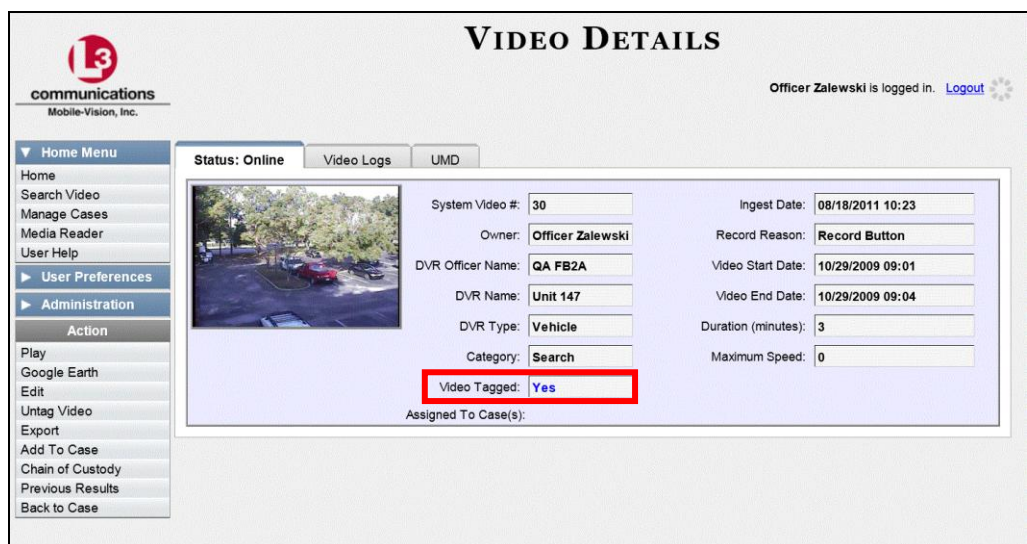
This section describes how to tag a video. For a definition of tagging, refer to the previous section.

- 1 Search for and display the video you wish to tag. (If necessary, review “Displaying a Video” on page 30.) The Video Details page displays.



The screenshot shows the 'VIDEO DETAILS' page for System Video # 30. The status is 'Online'. The sidebar menu on the left includes 'Action' with 'Tag Video' highlighted. The main content area displays a video thumbnail and various fields: System Video # (30), Owner (Officer Zalewski), DVR Officer Name (QA FB2A), DVR Name (Unit 147), DVR Type (Vehicle), Category (Search), Ingest Date (08/18/2011 10:23), Record Reason (Record Button), Video Start Date (10/29/2009 09:01), Video End Date (10/29/2009 09:04), Duration (minutes) (3), and Maximum Speed (0). The 'Assigned To Case(s):' field is empty.

- 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.



This screenshot is identical to the previous one, but with a new field 'Video Tagged: Yes' added to the form, highlighted with a red box. The 'Status' tab is still selected, and the 'Action' menu item 'Tag Video' remains highlighted.

Untagging a Video

This section describes how to remove the “tagged” flag from a video. For a definition of tagging, see “Tagging” on page 54.

In order to perform this task, the *Enable Un-tagging* function must be selected on the Online Life-Cycle form, as pictured below. For instructions on how to access this form, see “Viewing/Changing the Online Lifecycle Settings” in chapter 7.

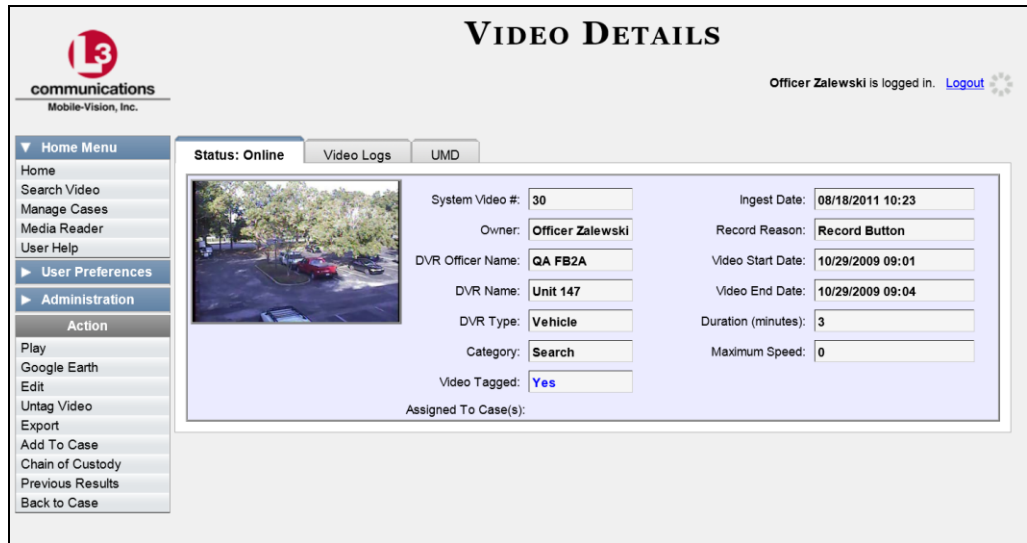
- 1 Search for and display the video you wish to untag. (If necessary, review “Displaying a Video” on page 30.) The Video Details page displays. The *Video Tagged* field indicates that the video is currently tagged.
- 2 Go to the **Action** column and click **Untag Video**. The *Video Tagged* field is removed from the Video Details page.

Generating a Chain of Custody Report for a Video

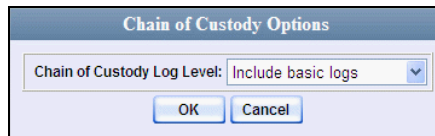
This section describes how to generate a Chain of Custody report for a selected video. The Chain of Custody report contains a log of all operations that have been performed on a video, such as the transfer of data from a vehicle to the DEP server (i.e., *System Media Uploaded from Unit*). It shows the date and time at which each activity occurred, as well as the name 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 Adobe Reader or another .pdf reader installed on your PC.

- 1 Search for and display the video you wish to generate a report for. (If necessary, review “Displaying a Video” on page 30.) The Video Details page displays.



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



- 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.

- Click **OK**. A message prompt displays, as pictured on the following page.

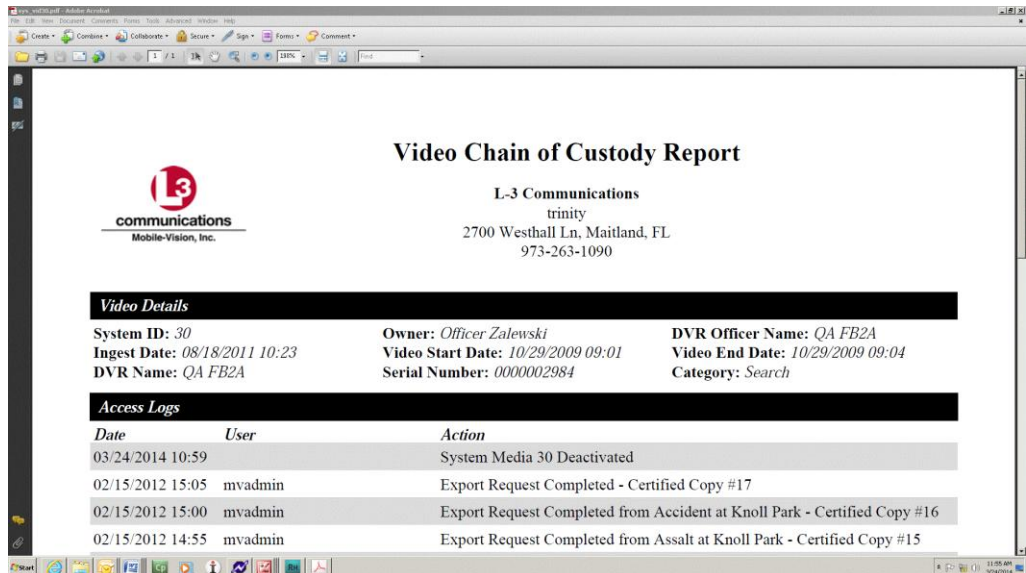
(Continued)



The appearance of this prompt may be different depending on whether you have Windows XP (pictured) or Windows 7.

* International Association of Chiefs of Police

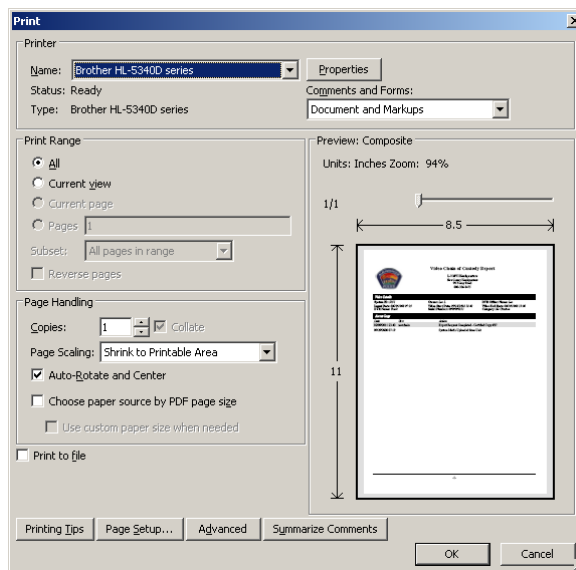
- 5 Click **Open**. The Video Chain of Custody Report displays.




- 6 To print this report, proceed to the next step. Otherwise skip to step 9.



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

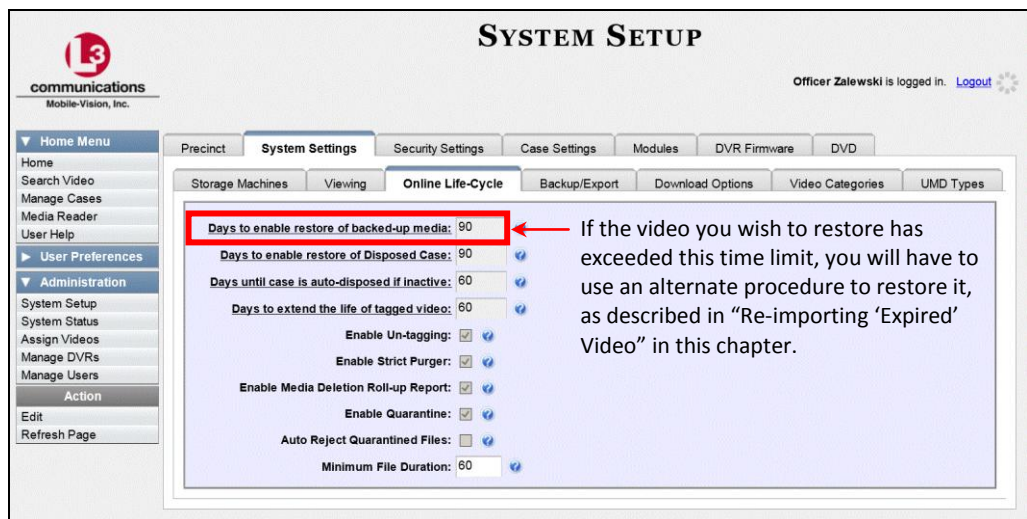


- 8 Select your desired printer settings, then click **OK** or **Print**. The report is directed to your active printer.
- 9 When you are finished viewing/printing the report, click the  in the upper right corner of the page to exit Adobe Reader.

Reactivating an Offline Video

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

There is a limited time period in which you can reactivate an offline video. This time period depends on the value of the *Days to enable restore of backed-up media* field on the **Online Life-Cycle** tab, as pictured below. For instructions on changing this setting, see "Viewing/Changing the Online Lifecycle Settings" in chapter 7.



The screenshot shows the 'SYSTEM SETUP' interface for 'communications Mobile-Vision, Inc.'. The 'Online Life-Cycle' tab is selected, and the 'Days to enable restore of backed-up media' field is highlighted with a red box and a red arrow. A text box on the right explains that if a video's restore time has exceeded this limit, an alternate procedure must be used.

Setting	Value	Icon
Days to enable restore of backed-up media	90	
Days to enable restore of Disposed Case	90	🔒
Days until case is auto-disposed if inactive	60	🔒
Days to extend the life of tagged video	60	🔒
Enable Un-tagging	<input checked="" type="checkbox"/>	🔒
Enable Strict Purger	<input checked="" type="checkbox"/>	🔒
Enable Media Deletion Roll-up Report	<input checked="" type="checkbox"/>	🔒
Enable Quarantine	<input checked="" type="checkbox"/>	🔒
Auto Reject Quarantined Files	<input type="checkbox"/>	🔒
Minimum File Duration	60	🔒

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

For specific instructions, see:

- Reactivating a Video from a Backup Disc, next page
- Reactivating a Video from an External Backup Device, page 62.

Reactivating a Video from a Backup Disc

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

For more on *offline* vs. *online* videos, see the previous section.

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



NOTE: If your backup mode is set to **EXTERNAL TAPE**, you will need to use an alternate procedure. See “Reactivating a Video from an External Backup Device” on page 62 for further instructions. If you’re not sure what your backup mode is, see “View Your Backup Mode” on page 62.

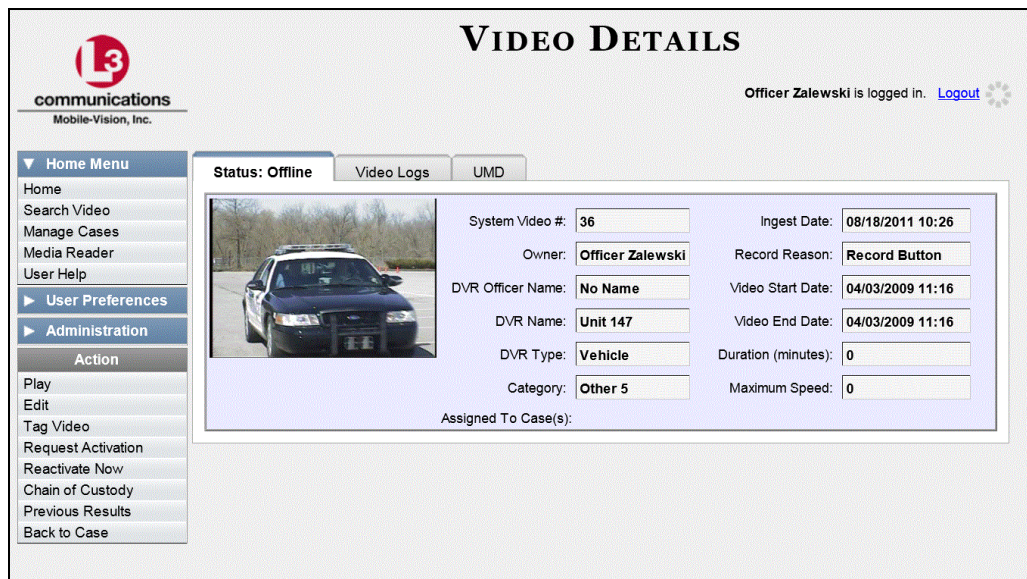
- 1 To reactivate a video for your own use, search for and display the desired video. (If necessary, review “Displaying a Video” on page 30.) The Video Details page displays. Skip to step 3.

– OR –

To reactivate a video for another user, go to [▼ Home Menu](#) and click **Home**. The Home menu displays.



- 2 Locate the reactivation request on your InBox Messages list, then click the View Video Detail icon. The Video Details page displays.



VIDEO DETAILS

communications
Mobile-Vision, Inc.

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

▼ Home Menu
Home
Search Video
Manage Cases
Media Reader
User Help
▶ User Preferences
▶ Administration
Action
Play
Edit
Tag Video
Request Activation
Reactivate Now
Chain of Custody
Previous Results
Back to Case

Status: **Offline** | Video Logs | UMD

System Video #: **36** | Ingest Date: **08/18/2011 10:26**

Owner: **Officer Zalewski** | Record Reason: **Record Button**

DVR Officer Name: **No Name** | Video Start Date: **04/03/2009 11:16**

DVR Name: **Unit 147** | Video End Date: **04/03/2009 11:16**

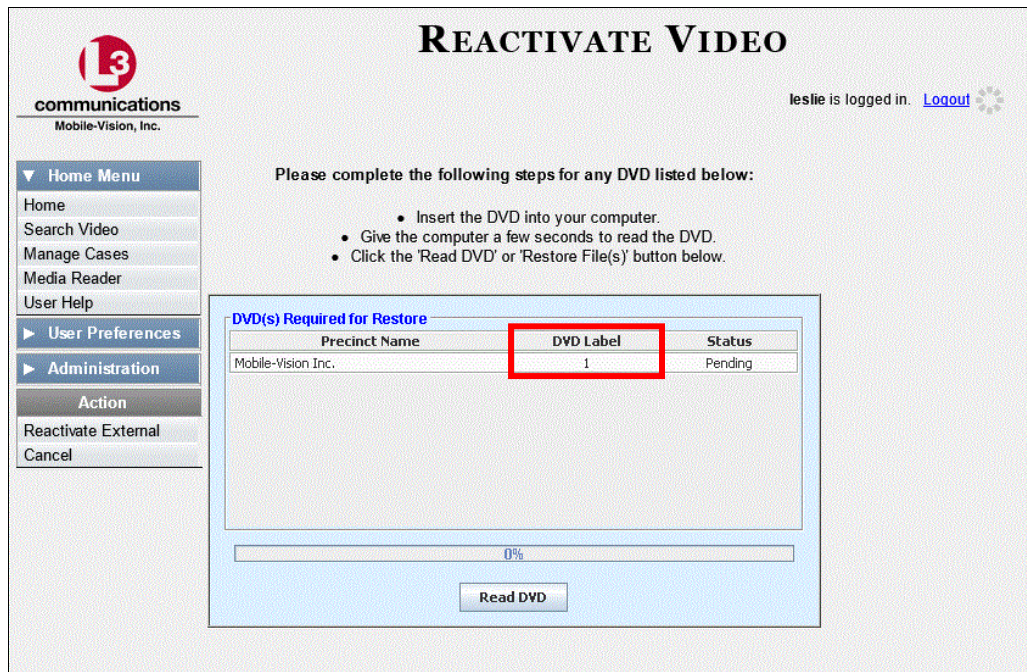
DVR Type: **Vehicle** | Duration (minutes): **0**

Category: **Other 5** | Maximum Speed: **0**

Assigned To Case(s):

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

- Go to the **Action** column and click **Reactivate Now**. The Reactivate Video page displays.



REACTIVATE VIDEO

leslie is logged in. [Logout](#)

Please complete the following steps for any DVD listed below:

- Insert the DVD into your computer.
- Give the computer a few seconds to read the DVD.
- Click the 'Read DVD' or 'Restore File(s)' button below.

DVD(s) Required for Restore

Precinct Name	DVD Label	Status
Mobile-Vision Inc.	1	Pending

0%

Read DVD

- If the *DVD Label* column displays, proceed to the next step.
– OR –
If the *DVD Label* column does *not* display, locate your backup disc, then skip to step 6.
- Look at the number in the *DVD Label* column. This is the number of the Certified Backup Disc that contains the video you're looking for. Locate this disc, then proceed to the next step.
- Insert the backup disc in your PC's CD/DVD tray. Give the computer a few seconds to read the DVD, then proceed to the next step.
- Click **Read DVD** or **Restore File(s)**. After a momentary delay, the Video Details screen will redisplay, indicating that the video has been successfully restored.



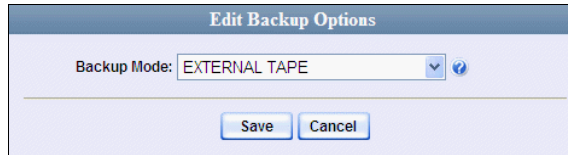
NOTE: If your session “times out” during the reactivation, you need to increase your Session Timeouts number. For further instructions, see “Changing the Session Timeout Setting” in chapter 7.

Reactivating a Video from an External Backup Device

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

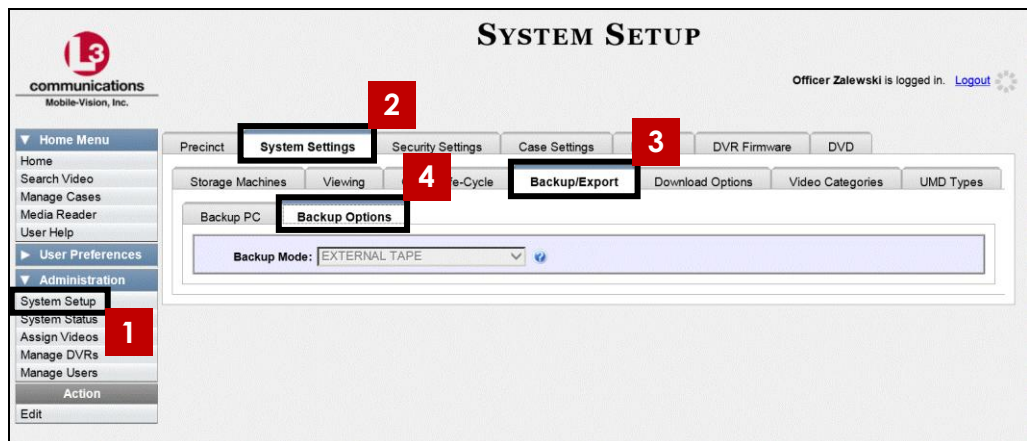
For more on *offline* vs. *online* videos, see “Reactivating an Offline Video” on page 59.

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



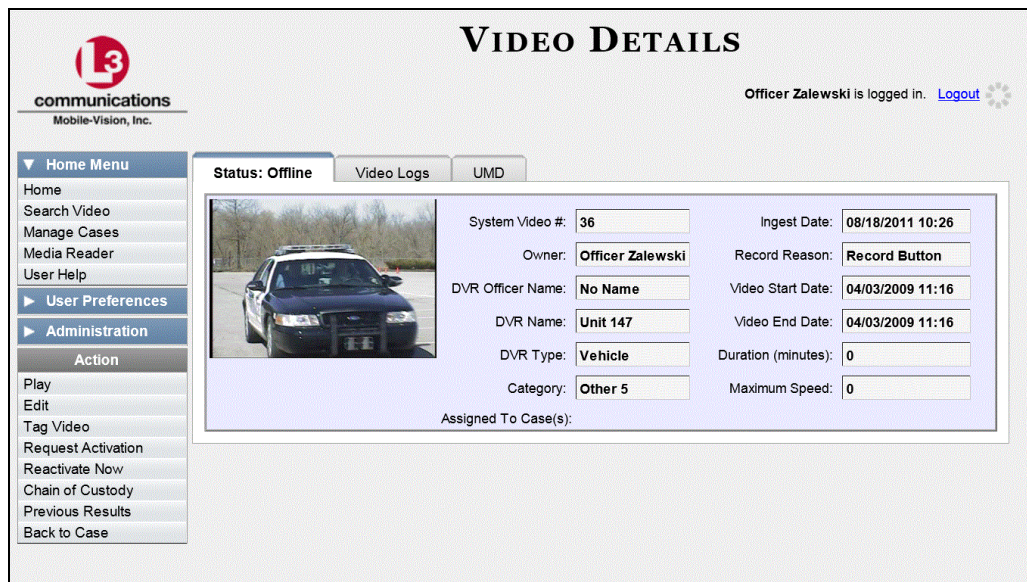
If you’re not sure what your backup mode is, select the following menu options to display the **Backup Options** tab.

*View Your
Backup Mode*



If your backup mode is set to something other than **EXTERNAL TAPE**, see “Reactivating a Video from a Backup Disc” on page 60 instead.

- 1 Search for and display the video you wish to reactivate. (If necessary, review “Displaying a Video” on page 30.) The Video Details page displays.



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



Server Path	File Name	Backup Label
/fbdata/00/media/2011/5/11/9/	000121_110511_181238_0.qbx	2

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

Video Reactivate Successful.

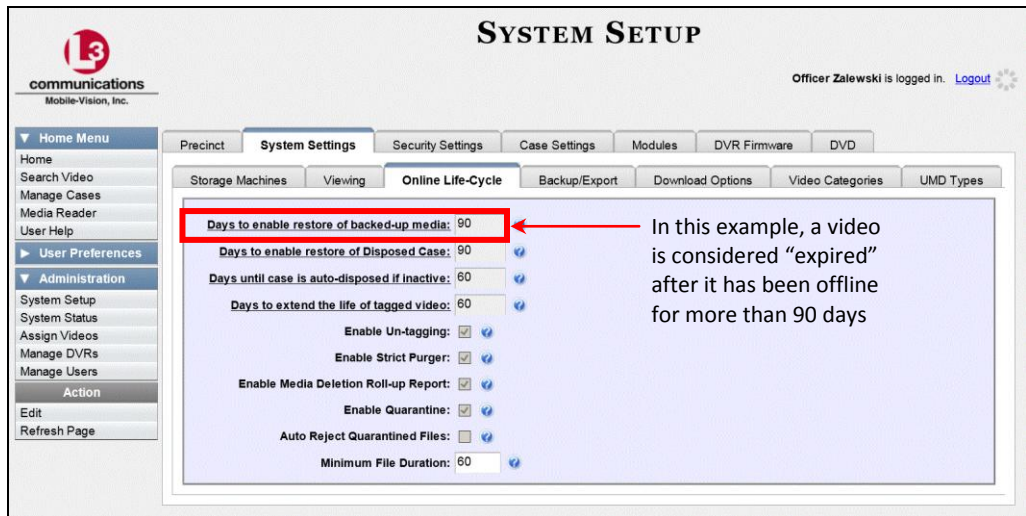
Re-importing “Expired” Video

Occasionally, you may need to re-import an “expired” video. An *expired* video is one that is too old to be reactivated based on its category’s *Days to enable restore of backed-up media* setting (see illustration below). Although this is not the recommended method for restoring videos, this procedure may be used in an emergency situation to re-import important data that is too old to be reactivated.

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

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

This procedure is not commonly performed.



SYSTEM SETUP

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

System Settings

Online Life-Cycle

Days to enable restore of backed-up media: 90

Days to enable restore of Disposed Case: 90

Days until case is auto-disposed if inactive: 60

Days to extend the life of tagged video: 60

Enable Un-tagging:

Enable Strict Purger:

Enable Media Deletion Roll-up Report:

Enable Quarantine:

Auto Reject Quarantined Files:

Minimum File Duration: 60

In this example, a video is considered “expired” after it has been offline for more than 90 days

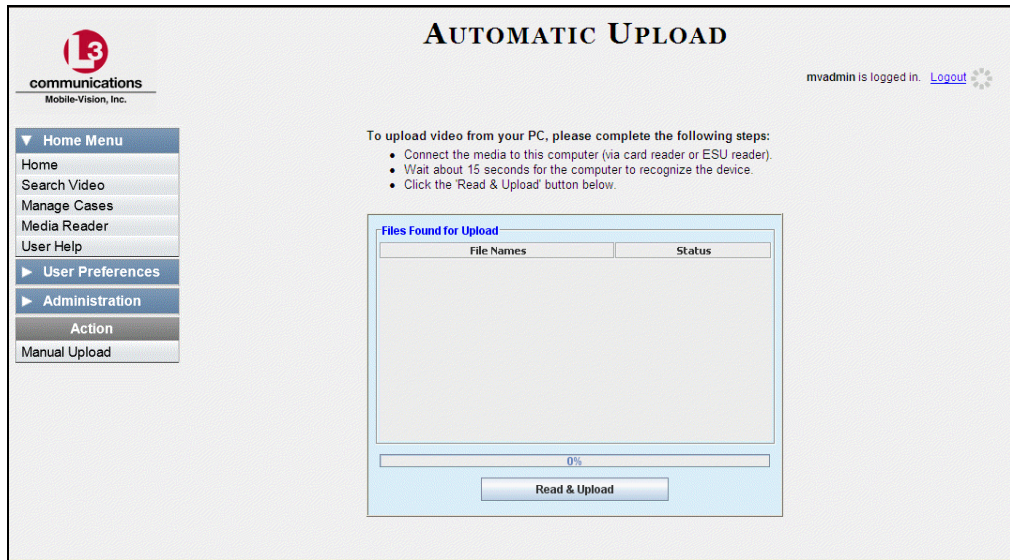
- 1 Insert the backup disc into your PC’s DVD/CD tray.



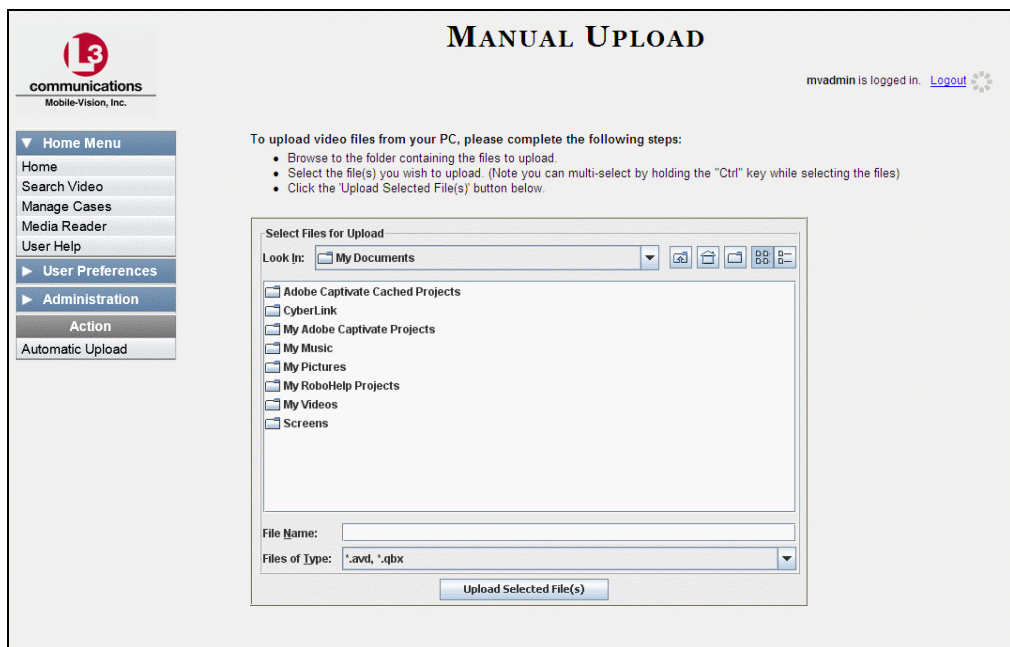
NOTE: If you are restoring video from an *export* disc (i.e., user-requested certified copy) rather than an *archive* disc (i.e., Certified Backup Disc), that disc **must** be in *Data DVD* format.

- 2 Go to **Home Menu** and click **Media Reader**. The Automatic Upload page displays.

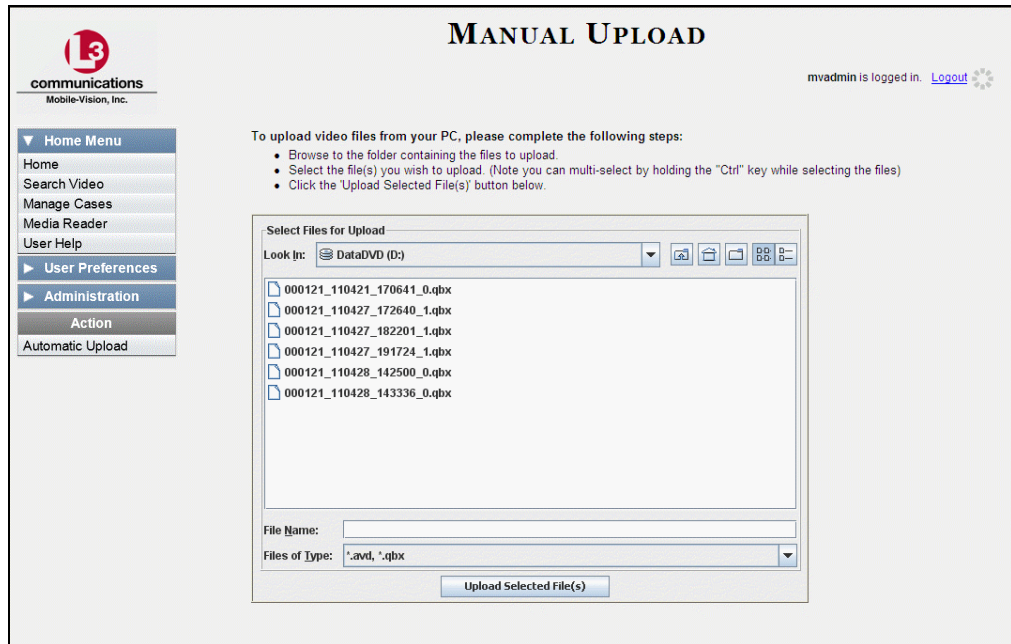
* Also referred to as an “export” disc or a “user-requested certified copy”



- 3 Go to the **Action** column and click **Manual Upload**. The Manual Upload page displays.



- 4 Navigate to your PC's CD/DVD drive. The files on the backup disc display onscreen.

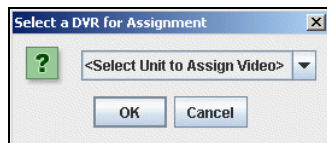


5 Click on the video file you wish to upload (must have an extension of **avd** or **qbx**). To select more than one video, hold the **Ctrl** key *down* while you click on each video.

6 Click **Upload Selected File(s)**.

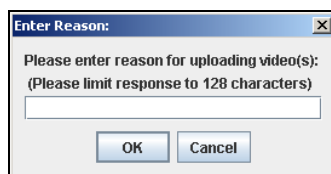
⇒ If the Select a DVR for Assignment popup displays, proceed to the next step.

⇒ If the Enter Reason popup displays, skip to step 8.



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

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



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

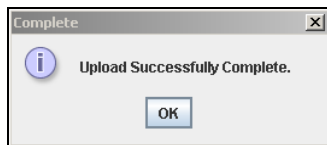


- 9 If the displayed reason for the video upload is correct, click **Yes**. Proceed to the next step.

– OR –

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

- 10 Click **Yes**. The system begins uploading your video file(s). When the transmission is complete, a confirmation message displays.

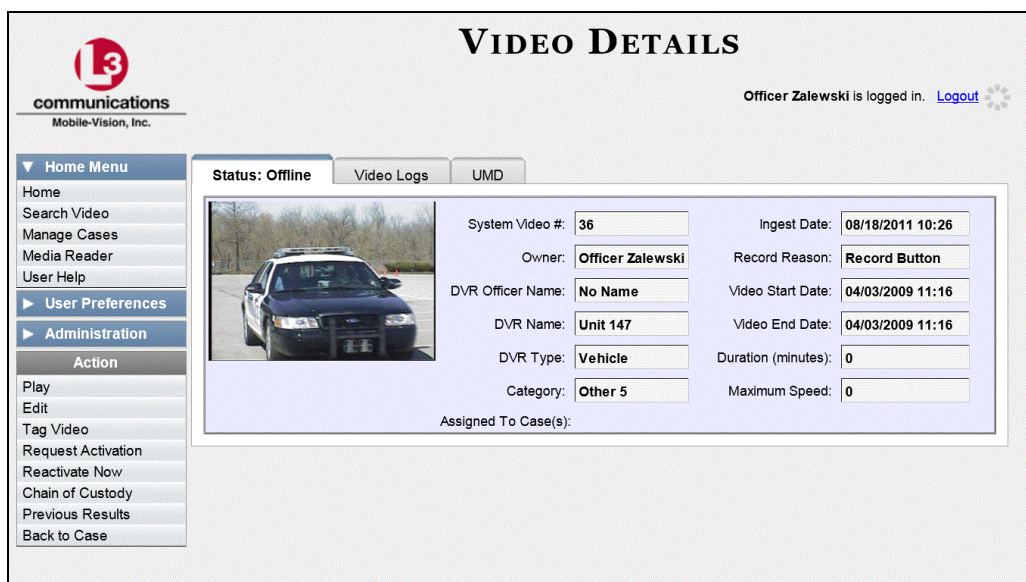


- 11 Click **OK**.

Adding a Video to a New Case

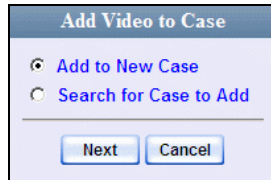
This section describes how to add a selected video to a new case. If you wish to add a video to an existing case, see “Adding a Video to a Case” in chapter 4 instead.

- 1 Search for and display the video you wish to add to a new case. (If necessary, review “Displaying a Video” on page 30.) The Video Details page displays.



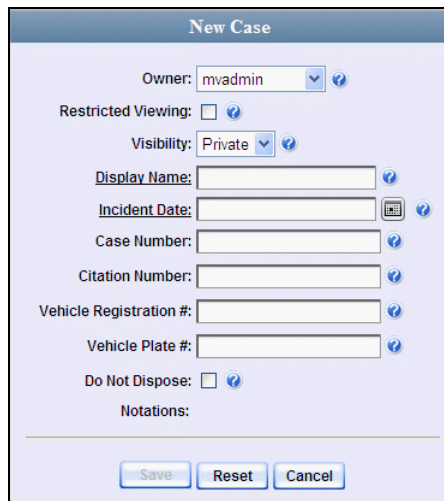
The screenshot shows the "VIDEO DETAILS" page in the L3 Mobile-Vision system. The page header includes the L3 logo and "communications Mobile-Vision, Inc." on the left, and "Officer Zalewski is logged in. Logout" on the right. A navigation menu on the left lists options like Home, Search Video, Manage Cases, Media Reader, User Help, User Preferences, Administration, and Action. The main content area has tabs for "Status: Offline", "Video Logs", and "UMD". Below the tabs is a video thumbnail of a police car. To the right of the thumbnail are several fields: System Video # (36), Ingest Date (08/18/2011 10:26), Owner (Officer Zalewski), Record Reason (Record Button), DVR Officer Name (No Name), Video Start Date (04/03/2009 11:16), DVR Name (Unit 147), Video End Date (04/03/2009 11:16), DVR Type (Vehicle), Duration (minutes) (0), Category (Other 5), and Maximum Speed (0). At the bottom, there is a field for "Assigned To Case(s):".

- Go to the **Action** column and click **Add To Case**. The Add Video to Case popup displays.


 A dialog box titled "Add Video to Case" with two radio button options: "Add to New Case" (selected) and "Search for Case to Add". At the bottom are "Next" and "Cancel" buttons.

If you viewed one or more cases since logging onto DEP, the most recent case you viewed will also appear on this list.

- Select **Add to New Case**, then click **Next**. The New Case form displays.


 A form titled "New Case" with the following fields:

- Owner: dropdown menu (madmin)
- Restricted Viewing: checkbox
- Visibility: dropdown menu (Private)
- Display Name: text input
- Incident Date: date picker
- Case Number: text input
- Citation Number: text input
- Vehicle Registration #: text input
- Vehicle Plate #: text input
- Do Not Dispose: checkbox
- Notations: text area

 At the bottom are "Save", "Reset", and "Cancel" buttons.

For a description of the fields on this form, see “Creating a Regular Case” in chapter 4.

- If you will be the owner of this case (default), proceed to the next step.
– OR –
If you will *not* be the owner of this case, select another name from the *Owner* drop-down list.
- To mark this case as *restricted* (i.e., only viewable by a select group of users), select the *Restricted Viewing* checkbox. Otherwise proceed to the next step.
- To mark this case as *private* (i.e., only viewable by its owner and users with *edit* permissions), proceed to the next step.
– OR –
To mark this case as *public* (i.e., viewable by all DEP users), select **Public** from the *Visibility* drop-down list.
- Enter a descriptive name for this case in the *Display Name* field. *This field is required.*



- 8 Enter or select the incident date associated with this case in the *Incident Date* field. *This field is required.*
- 9 Enter your agency's case number in the *Case Number* field.
- 10 If there is a citation number associated with this case, enter it in the *Citation Number* field. Otherwise proceed to the next step.
- 11 If there is a vehicle registration number associated with this case, enter it in the *Vehicle Registration #* field. Otherwise proceed to the next step.
- 12 If there is a license plate number associated with this case, enter it in the *Vehicle Plate #* field. Otherwise proceed to the next step.
- 13 If the *Do Not Dispose* checkbox displays, proceed to the next step. Otherwise skip to step 15.
- 14 If you want the system to keep this case available online even after the *Auto Dispose Time* has expired (see box below), select the *Do Not Dispose** checkbox. Otherwise proceed to the next step.

Auto Dispose Time is a predefined time period after which the system automatically removes a case's attached media from the server—PDFs, images, documents, etc.—thus changing its status from *online* to *offline*. (Videos that are attached to the case will remain online as long as their categories allow.) If you have 'archiving' enabled for your case files, the system will also archive the case prior to deleting it. The default setting for Auto Dispose is 60 days. However, you can change this default by entering a different value in the *Days until case is auto-disposed if inactive* field on the **Online Life-Cycle** tab. For instructions, see "Viewing/Changing the Online Lifecycle Settings" in chapter 7.

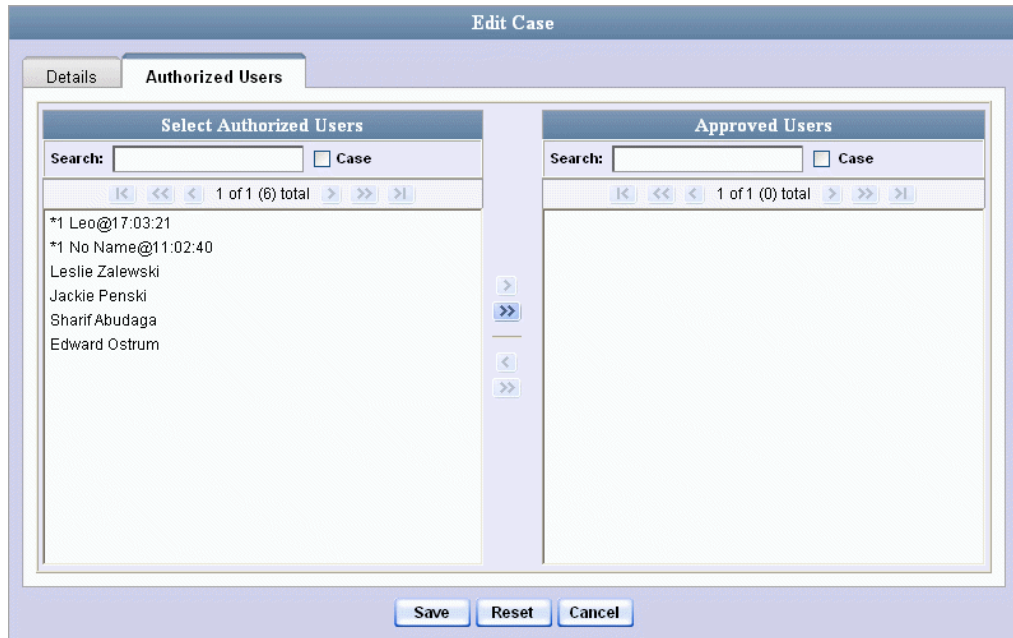
- 15 If there are any checkboxes to the right of the *Notations* field, select all that apply to this case. Otherwise proceed to the next step.

Notations: Argumentative DUI

These values will vary depending on which notations your agency is using.

- 16 If you previously selected the *Restricted Viewing* checkbox, proceed to the next step. Otherwise skip to step 20.
- 17 Click the **Authorized Users** tab. A list of system users displays.


* Please note that once you select the *Do Not Dispose* checkbox, the system will *not* delete the case until you deselect the checkbox.

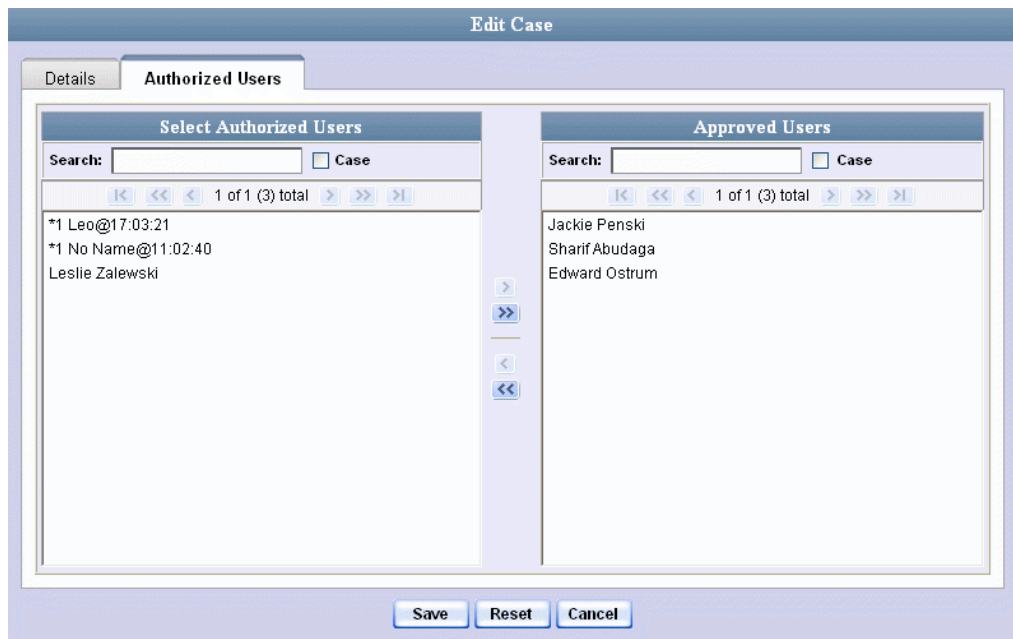


- 18 Go to the left column (Select Authorized Users) and click on each of the users that are allowed to access this case.



HINT: If desired, you can narrow this list by typing all or part of a user name in the *Search* field.

- 19 Once you've highlighted the desired users, click . The selected users display in the right column (Approved Users).



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

Case Bomb Scare at CMS successfully saved.

Manually Uploading New Videos

Typically, video files are transmitted 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 the videos yourself. Manual uploads are also used to transmit VIEVU* videos to the server.

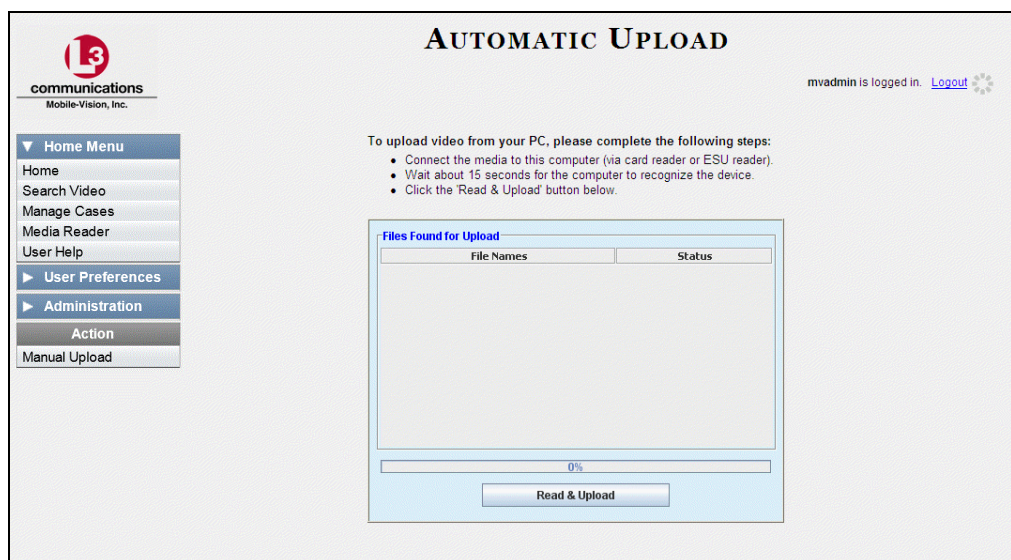
For specific instructions, see:

- Manually Uploading Videos from an SD Card, CF Card, or ESU Drive, below
- Manually Uploading Videos from a VIEVU, page 73.

Manually Uploading Videos from an SD Card, CF Card, or ESU Drive

This section describes how to manually upload new videos from an external device, such as an SD Card (Flashback3/FlashbackHD), CF Card (Flashback1/Flashback2), or ESU drive (Flashback1). For more information on when/why you might need to perform this procedure, see the previous section.

- 1 Go to **▼ Home Menu** and click **Media Reader**. The Automatic Upload page displays.



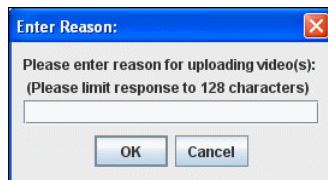
* A small, wearable DVR sold by L-3 Mobile-Vision.

- 2 If your SD card reader, CF card reader, or ESU dock is already connected to your PC, proceed to the next step.

– OR –

If your SD card reader, CF card reader, or ESU dock is *not* connected to your PC, insert the device's USB connector into an available USB slot on your PC. After a delay of several seconds, a popup message will display indicating that your computer recognizes the device. Once this message displays, proceed to the next step.

- 3 Remove the storage device from the Flashback DVR. This will be either an SD card (Flashback3/FlashbackHD), CF Card (Flashback1/Flashback2), or ESU drive (Flashback1).
- 4 Insert the storage device in the appropriate card reader or ESU dock.
- 5 Click the **Read & Upload** button. The Enter Reason popup displays.

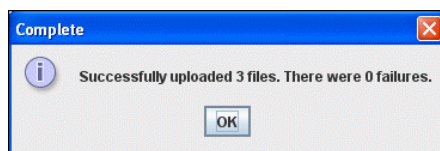


- 6 Enter the reason for this video upload in the blank field provided, then click **OK**. Your entry displays for confirmation purposes.
- 7 If the displayed reason for the video upload is correct, proceed to the next step.

– OR –

If the displayed reason for the video upload is *not* correct, click **No**. The Enter Reason popup redisplay. Repeat step 6.

- 8 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.



- 9 Click **OK**. You may now remove the storage device from the card reader or ESU dock and reinsert it in your Flashback DVR.

Manually Uploading Videos from a VIEVU

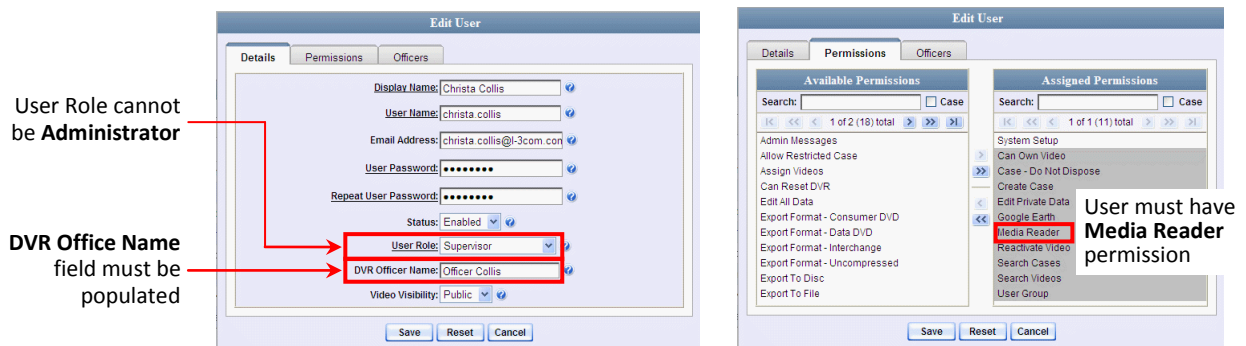
This section describes how to upload new videos from a VIEVU— a small wearable DVR sold by L-3 Mobile-Vision. This procedure differs slightly depending on whether you have an LE2 or LE3 model VIEVU.

For specific instructions, see:

- ❑ Manually Uploading Videos from a VIEVU LE2, below
- ❑ Manually Uploading Videos from a VIEVU LE3, page 76.

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* or *Supervisor Lvl II*) who has a *DVR Office Name* and is assigned the *Media Reader* permission. See illustration below.



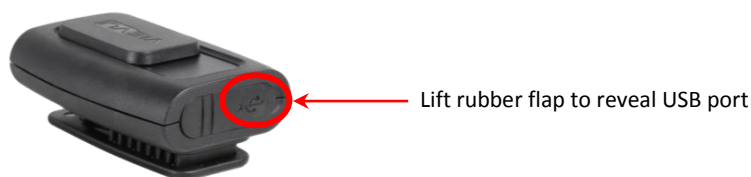
User Role cannot be **Administrator**

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 9.

- 1 Login to the DEP 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.



- 4 Insert the remaining USB plugs into any two USB ports on your PC.

- 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 140 for instructions. Once the drivers are installed, proceed to step 12 below for further instructions.

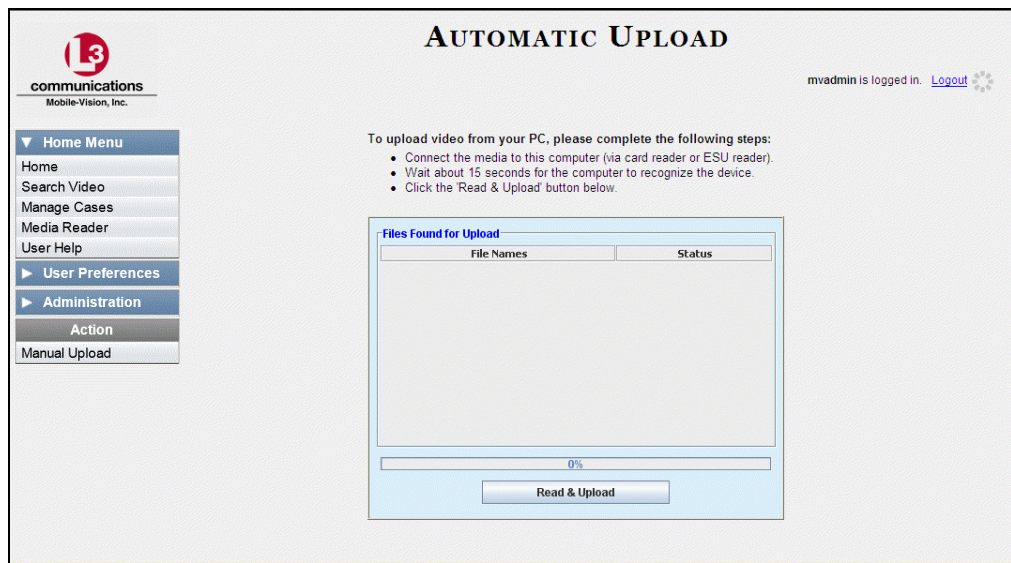
– OR –

If this is *not* the first time you've used this PC to upload videos to DEP (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 DEP 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.

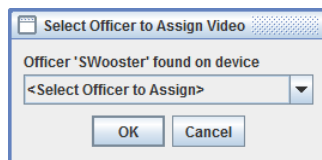


- 15 Go to  and click **Media Reader**. The Automatic Upload page displays.

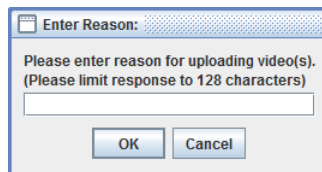


If you are also using VIEVU's Veripatrol software, make sure the Veripatrol application is **closed** before you proceed.

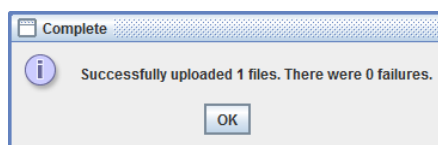
- 16 Click the **Read & Upload** button. The Select Officer to Assign Video to popup displays.



- 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.



- 20 Click **OK**.

Manually Uploading Videos from a VIEVU LE3

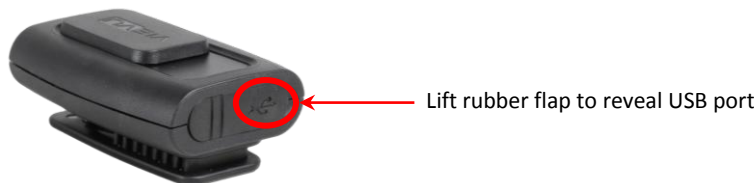
This section describes how to upload new videos from a VIEVU model LE3. This procedure must be performed by a user who has the *Media Reader* permission, such as an Administrator or Supervisor.

- 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.

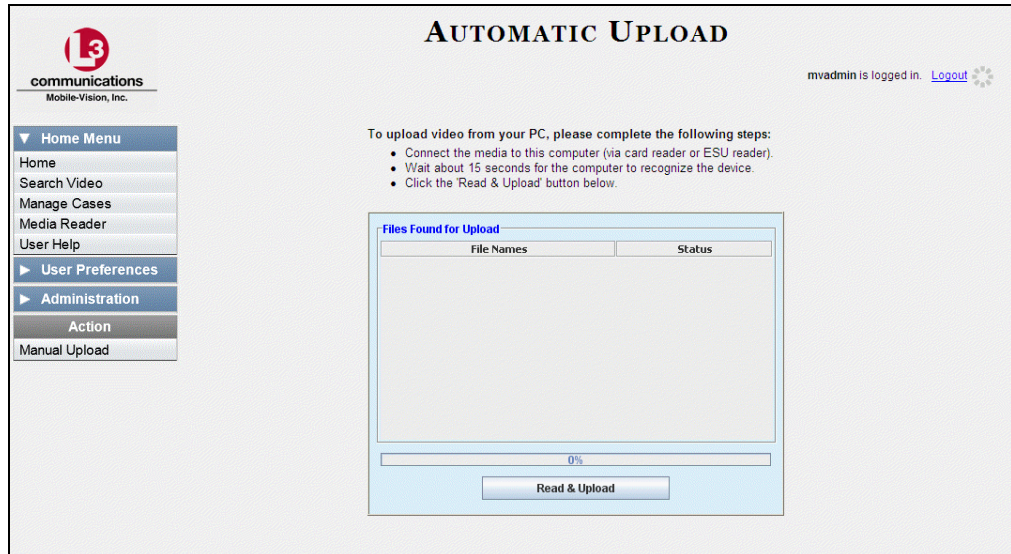
- 2 Insert the smaller USB plug into the VIEVU's USB port, as pictured below.



- 3 Insert the remaining USB plugs into two USB ports on your PC.
 - ⇒ 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, 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 7.
- 4 Click **Close** in response to the system prompt.
- 5 Disconnect the USB cables, then restart your PC.
- 6 Plug the USB cables back in.
- 7 Push the VIEVU's slide bar into the ON position.

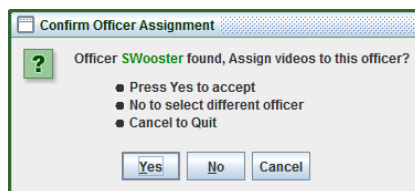


- 8 Login to DEP as an Administrator or Supervisor user.
- 9 Go to **Home Menu** and click **Media Reader**. The Automatic Upload page displays.



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

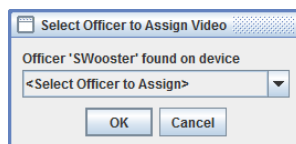
- 10 Click the **Read & Upload** button. The Confirm Officer Assignment popup displays.



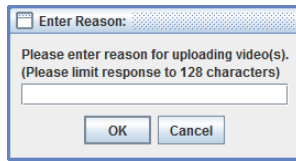
- 11 If you wish to assign videos to the officer name displayed here, click **Yes**. The Enter Reason popup displays. Skip to step 13.

– OR –

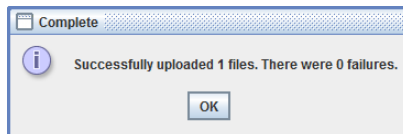
If you do *not* wish to assign videos to the officer displayed here, click **No**. The Select Officer to Assign Video popup displays.



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



- 13 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.



- 14 Click **OK**.

Downloading Video Files to Your PC

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

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

Downloading Video to Your PC in Data DVD Format

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

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

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

A Data DVD download will include:

- Selected videos
- General information associated with the videos (Officer Name, DVR, Start/End Times, System ID)
- The Chain of Custody Report
- A copy of the Flashback Player.

- To burn *one* video, search for and display the desired video.* The Video Details page displays.
 – OR –
 To burn *more than one* video, search for the desired videos.* The Video Search Results page displays.
- Go to the **Action** column and click **Export**. The Select Video(s) for Export page displays.



Sys ID	Play	Owner	DVR Name	Category	Duration	Date / Time	Notes
5536		Leslie	Unit 148	No Citation	11 min	10/28/2008 09:07	
5532		Leslie	Leo	No Citation	14 min	10/01/2008 18:52	
5531		Leslie	Leo	No Citation	24 min	09/26/2008 18:42	
5461		Leslie	Manuel	Arrest	7 min	06/16/2008 06:11	
5396		Leslie	Manuel	Arrest	828 min	05/12/2008 20:16	
5061		Leslie	Leos	No Citation	32 min	03/14/2008 10:54	

Selected Videos						
Owner	DVR Name	Precinct	Category	Duration	Date / Time	Remove

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

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

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

(Continued)

* If necessary, review “Searching for Videos” on page 18.



SELECT VIDEO(S) FOR EXPORT

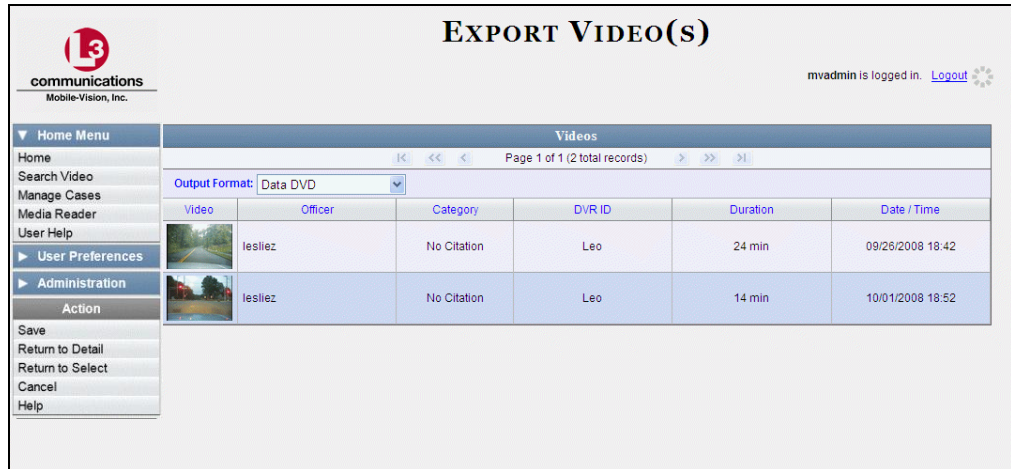
communications
Mobile-Vision, Inc. mvdadmin is logged in. Logout

Home Menu
Home
Search Video
Manage Cases
Media Reader
User Help
User Preferences
Administration
Action
Export Video(s)
Return to Video
Cancel

Sys ID	Play	Owner	DVR Name	Category	Duration	Date / Time	Notes
5536		Leslie	Unit 146	No Citation	11 min	10/28/2008 09:07	
5532		Leslie	Leo	No Citation	14 min	10/01/2008 18:52	
5531		Leslie	Leo	No Citation	24 min	09/26/2008 18:42	
5461		Leslie	Manuel	Arrest	7 min	06/16/2008 06:11	
5396		Leslie	Manuel	Arrest	828 min	05/12/2008 20:16	
5061		Leslie	Leos	No Citation	32 min	03/14/2008 10:54	

Owner	DVR Name	Precinct	Category	Duration	Date / Time	Remove
Leslie	Leo	New Jersey Headquarters	No Citation	14 min	10/01/2008 18:52	
Leslie	Leo	New Jersey Headquarters	No Citation	24 min	09/26/2008 18:42	

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



EXPORT VIDEO(S)

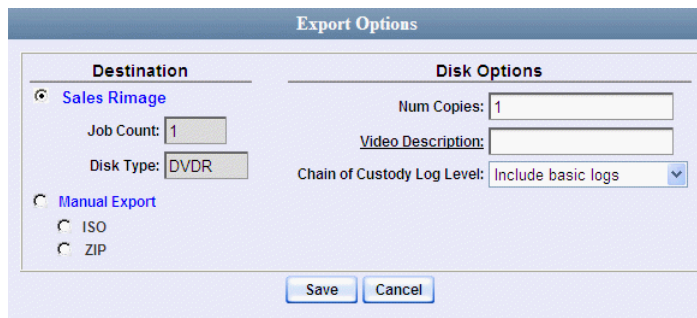
communications
Mobile-Vision, Inc. mvdadmin is logged in. Logout

Home Menu
Home
Search Video
Manage Cases
Media Reader
User Help
User Preferences
Administration
Action
Save
Return to Detail
Return to Select
Cancel
Help

Output Format: Data DVD

Video	Officer	Category	DVR ID	Duration	Date / Time
	lesliez	No Citation	Leo	24 min	09/26/2008 18:42
	lesliez	No Citation	Leo	14 min	10/01/2008 18:52

- 5 If **Data DVD** displays in the *Output Format* field, proceed to the next step.
– OR –
If **Data DVD** does *not* display in the *Output Format* field, select it from the drop-down list.
- 6 Go to the **Action** column and click **Save**. The Export Options popup displays.




7 Select **ZIP**.

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

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

– OR –

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



– OR –

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


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


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

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

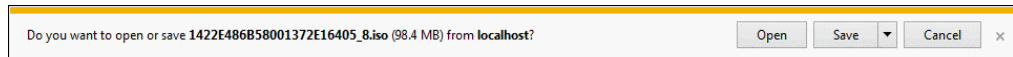
Inbox Messages			
Date	State	Message Text	Actions
07/24/2011 19:33	Completed	Export Copy for DA Disk 1 of 1 is now ready for download.	 

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

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

 12 Go to the right of the export message and click the download icon. A download message displays.

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- 13 If you have Windows XP, click **Save**.
– OR –
If you have Windows 7, select **Save As** from the *Save* drop-down list.
- 14 Navigate to the disk drive location where you wish to store the video file.
- 15 To change the file name, enter a new name in the *File name* field. Otherwise proceed to the next step.
- 16 Click **Save**. The system copies your file to the selected location. If a confirmation message displays, click **Close**.

Downloading Video to Your PC in Interchange Format

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

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

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



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

- 1 To burn *one* video, search for and display the desired video.* The Video Details page displays.
– OR –
To burn *more than one* video, search for the desired videos.* The Video Search Results page displays.
- 2 Go to the **Action** column and click **Export**. The Select Video(s) for Export page displays.

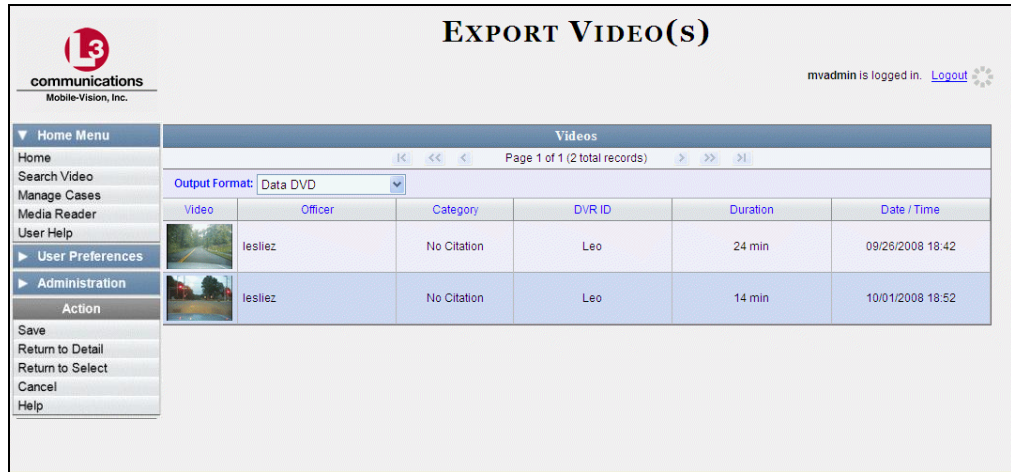
* If necessary, review “Searching for Videos” on page 18.

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

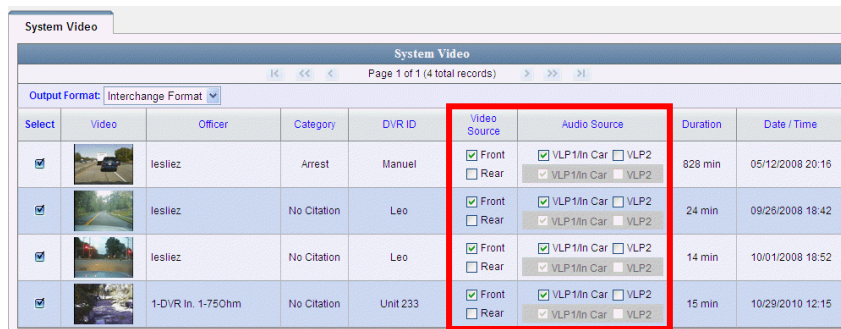
- Go to the top of the page and click on each of the videos you wish to download. You can click on any part of the record except the thumbnail image, as that will launch the Flashback Player.

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

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



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



- Go to the *Video Source* column and select the camera views you wish to include for each video, as described below.

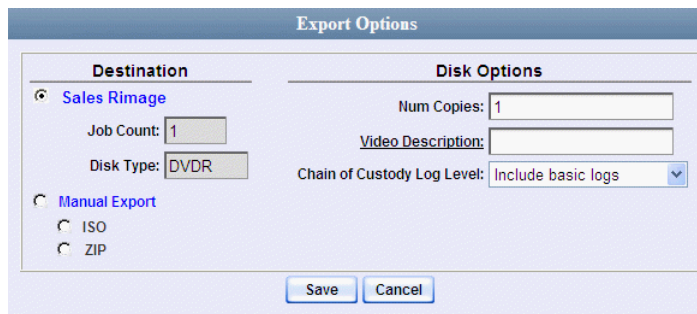
Video Source Setting	Description
<input checked="" type="checkbox"/> Front <input type="checkbox"/> Rear	Copy only the video recorded from Camera Channel 1 (Nite-Watch camera).
<input type="checkbox"/> Front <input checked="" type="checkbox"/> Rear	Copy only the video recorded from Camera Channel 2 (Backseat and/or Bullet cameras).
<input checked="" type="checkbox"/> Front <input checked="" type="checkbox"/> Rear	Copy the video that was recorded from <i>both</i> Camera Channel 1 and Camera Channel 2. When you choose this option, the system will burn two separate video files on the DVD that will appear as separate menu items. This doubles your DVD space requirement.

- 7 Go to the *Audio Source* column and select the audio source that you wish to include for each video, as described below:
 - VLP1/In-car*. The audio from both your first VLP microphone and your in-car microphone (default). *See note below*.
 - VLP2*. The audio from a second officer's microphone, if applicable.

Note on Audio Playback: If you choose the **VLP1/In-car** audio setting, you will be able to toggle back and forth between two audio streams: the stream from your first VLP microphone (VLP1) and the stream from your in-car microphone (In-car). On your DVD player, the *VLP1* audio stream is available on the *left* stereo channel, and the *In-Car* audio stream is available on the *right* stereo channel. You can use the balance controls on your DVD player to switch back and forth between these two streams.

If you choose the **VLP2** audio setting, that audio stream will be available on your DVD player's *left* stereo channel, and the *right* stereo channel will be mute.

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





- 9 Select **ZIP**.
- 10 Enter a description for this DVD in the *Video Description* field.
- 11 If you'd like the Chain of Custody report to include basic logs only (default), proceed to the next step.
 - OR –
 - If you'd like the Chain of Custody report to include basic logs *and* IACP* logs, select **Include IACP logs** from the *Chain of Custody Log Level* drop-down list.
 - OR –
 - If you'd like the Chain of Custody report to include all available logs, select **Include all available logs** from the *Chain of Custody Log Level* drop-down list.


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

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

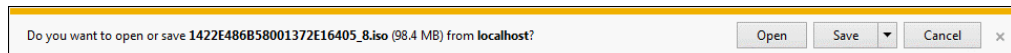
- 13 Go to your *Inbox* messages and look for a download icon next to the export confirmation message.

Inbox Messages			
Date	State	Message Text	Actions
02/22/2011 16:47	Completed	Export MVA Disk 1 of 1 is now ready for download.	 

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

Once you see the download icon, proceed to the next step.

- 14 Go to the right of the export message and click the download icon. A download message displays.



- 15 If you have Windows XP, click **Save**.
– OR –
If you have Windows 7, select **Save As** from the *Save* drop-down list.
- 16 Navigate to the disk drive location where you wish to store the video file.
- 17 To change the file name, enter a new name in the *File name* field. Otherwise proceed to the next step.
- 18 Click **Save**. The system copies your file to the selected location. If a confirmation message displays, click **Close**.

Downloading Video to Your PC in Uncompressed Format

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

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

Perform this procedure if you wish to email video, put it on a USB drive or other device, play it back locally without burning it to a disc, and/or import the video into another software application. If you wish to download video for the sole purpose of

burning a DVD, see “Burning Video to an Uncompressed Format DVD via Your PC’s DVD Burner” in chapter 3 instead.



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

- 1 To burn *one* video, search for and display the desired video.* The Video Details page displays.

– OR –

To burn *more than one* video, search for the desired videos.* The Video Search Results page displays.

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



Sys ID	Play	Owner	DVR Name	Category	Duration	Date / Time	Notes
5536		Leslie	Unit 146	No Citation	11 min	10/28/2008 09:07	  
5532		Leslie	Leo	No Citation	14 min	10/01/2008 18:52	  
5531		Leslie	Leo	No Citation	24 min	09/26/2008 18:42	  
5481		Leslie	Manuel	Arrest	7 min	06/16/2008 06:11	  
5396		Leslie	Manuel	Arrest	828 min	05/12/2008 20:16	  
5081		Leslie	Leos	No Citation	32 min	03/14/2008 10:54	 

Selected Videos

Owner	DVR Name	Precinct	Category	Duration	Date / Time	Remove
-------	----------	----------	----------	----------	-------------	--------

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

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

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

* If necessary, review “Searching for Videos” on page 18.

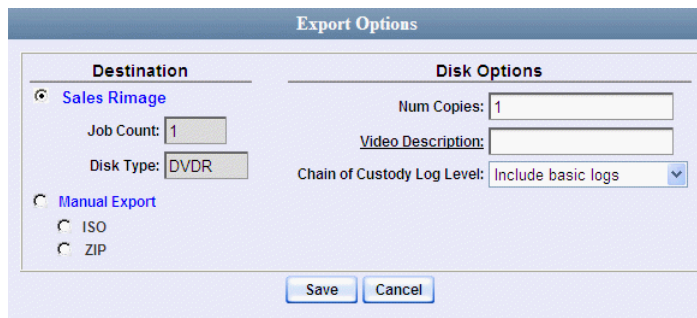
Sys ID	Play	Owner	DVR Name	Category	Duration	Date / Time	Notes
5536		Leslie	Unit 146	No Citation	11 min	10/28/2008 09:07	
5532		Leslie	Leo	No Citation	14 min	10/01/2008 18:52	
5531		Leslie	Leo	No Citation	24 min	09/26/2008 18:42	
5481		Leslie	Manuel	Arrest	7 min	08/16/2008 06:11	
5396		Leslie	Manuel	Arrest	828 min	05/12/2008 20:16	
5061		Leslie	Leos	No Citation	32 min	03/14/2008 10:54	

Owner	DVR Name	Precinct	Category	Duration	Date / Time	Remove
Leslie	Leo	New Jersey Headquarters	No Citation	14 min	10/01/2008 18:52	
Leslie	Leo	New Jersey Headquarters	No Citation	24 min	09/26/2008 18:42	

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

Video	Officer	Category	DVR ID	Duration	Date / Time
	lesliez	No Citation	Leo	24 min	09/26/2008 18:42
	lesliez	No Citation	Leo	14 min	10/01/2008 18:52

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



The 'Export Options' dialog box is divided into two main sections: 'Destination' and 'Disk Options'.
 In the 'Destination' section, 'Sales Rimage' is selected with a radio button. Below it, 'Job Count' is set to '1' and 'Disk Type' is set to 'DVD-R'. Underneath, 'Manual Export' is also selected with a radio button, and below that, 'ISO' and 'ZIP' are listed with unselected radio buttons.
 In the 'Disk Options' section, 'Num Copies' is set to '1'. The 'Video Description' field is empty. The 'Chain of Custody Log Level' is set to 'Include basic logs' via a dropdown menu.
 At the bottom of the dialog are 'Save' and 'Cancel' buttons.



7 Select **ZIP**.

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

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

– OR –

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



– OR –

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


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

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

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

Inbox Messages			
Date	State	Message Text	Actions
07/24/2011 19:33	Completed	Export Copy for DA Disk 1 of 1 is now ready for download.	 

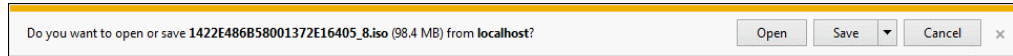
⇒ If you see the download icon, proceed to the next step.

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

Once you see the download icon, proceed to the next step.

* International Association of Chiefs of Police

- 12 Go to the right of the export message and click the download icon. A download message displays.



- 13 If you have Windows XP, click **Save**.
– OR –
If you have Windows 7, select **Save As** from the *Save* drop-down list.
- 14 Navigate to the disk drive location where you wish to store the video file.
- 15 To change the file name, enter a new name in the *File name* field. Otherwise proceed to the next step.
- 16 Click **Save**. The system copies your file to the selected location. If a confirmation message displays, click **Close**.

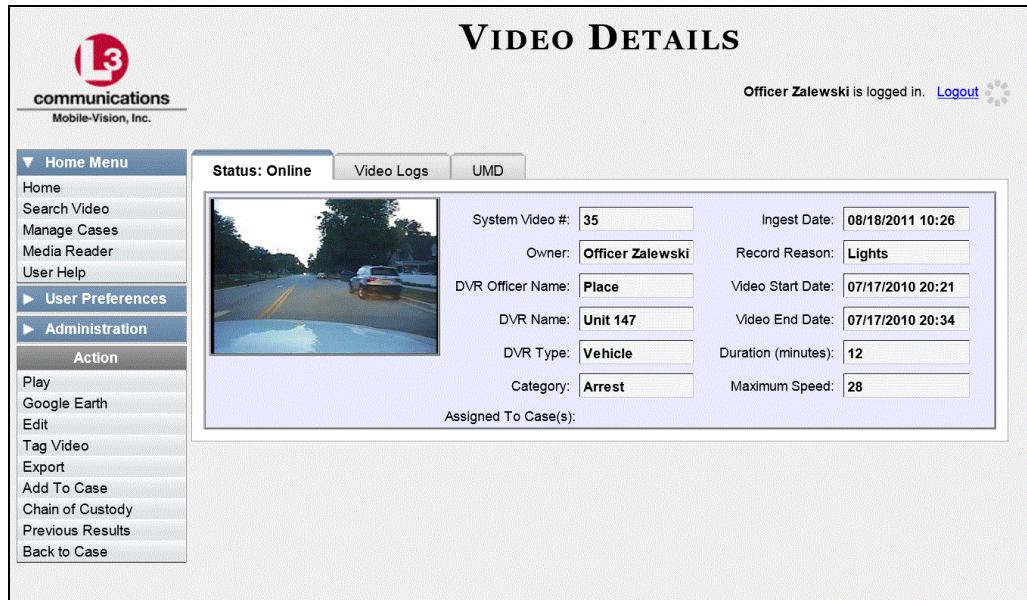
Viewing a Video's Logs

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

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

- Who played this video, and when?
 - When was this video uploaded from the DVR unit?
 - Who requested an export of this video, and when?
 - Who manually uploaded this video from a flashcard, when, and why?
 - Who was this video reassigned to?
 - Who made the reassignment, and when?
- 1 Search for and display the video you wish to view logs for. (If necessary, review "Displaying a Video" on page 30.)

The Video Details page displays.



VIDEO DETAILS

communications
Mobile-Vision, Inc.

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

▼ Home Menu
Home
Search Video
Manage Cases
Media Reader
User Help
▶ User Preferences
▶ Administration
Action
Play
Google Earth
Edit
Tag Video
Export
Add To Case
Chain of Custody
Previous Results
Back to Case

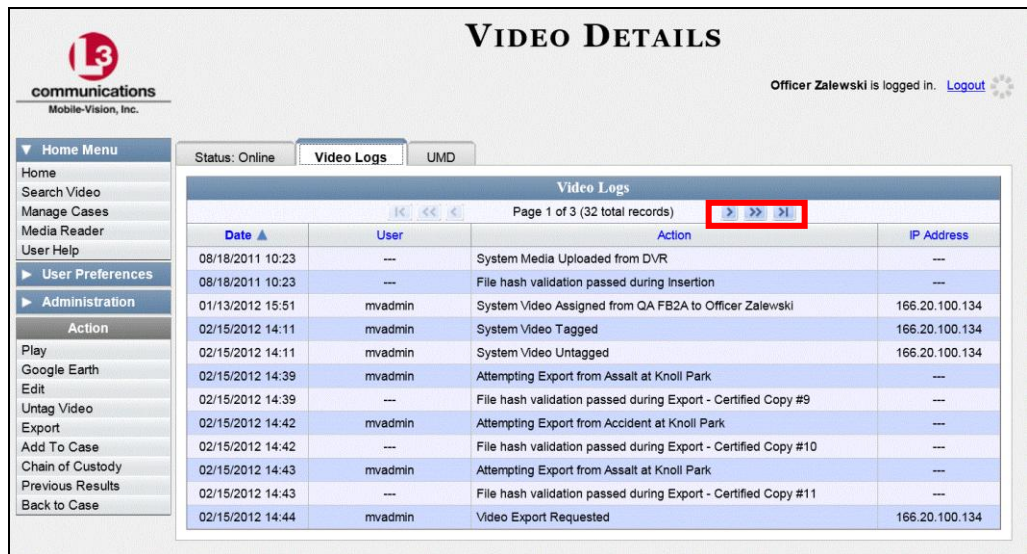
Status: Online | Video Logs | UMD

System Video #: 35
Owner: Officer Zalewski
DVR Officer Name: Place
DVR Name: Unit 147
DVR Type: Vehicle
Category: Arrest

Ingest Date: 08/18/2011 10:26
Record Reason: Lights
Video Start Date: 07/17/2010 20:21
Video End Date: 07/17/2010 20:34
Duration (minutes): 12
Maximum Speed: 28

Assigned To Case(s):

- 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 scan through the list.



VIDEO DETAILS

communications
Mobile-Vision, Inc.

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

▼ Home Menu
Home
Search Video
Manage Cases
Media Reader
User Help
▶ User Preferences
▶ Administration
Action
Play
Google Earth
Edit
Tag Video
Export
Add To Case
Chain of Custody
Previous Results
Back to Case

Status: Online | Video Logs | UMD

Video Logs
Page 1 of 3 (32 total records)

Date ▲	User	Action	IP Address
08/18/2011 10:23	---	System Media Uploaded from DVR	---
08/18/2011 10:23	---	File hash validation passed during Insertion	---
01/13/2012 15:51	mvadmin	System Video Assigned from QA FB2A to Officer Zalewski	166.20.100.134
02/15/2012 14:11	mvadmin	System Video Tagged	166.20.100.134
02/15/2012 14:11	mvadmin	System Video Untagged	166.20.100.134
02/15/2012 14:39	mvadmin	Attempting Export from Assault at Knoll Park	---
02/15/2012 14:39	---	File hash validation passed during Export - Certified Copy #9	---
02/15/2012 14:42	mvadmin	Attempting Export from Accident at Knoll Park	---
02/15/2012 14:42	---	File hash validation passed during Export - Certified Copy #10	---
02/15/2012 14:43	mvadmin	Attempting Export from Assault at Knoll Park	---
02/15/2012 14:43	---	File hash validation passed during Export - Certified Copy #11	---
02/15/2012 14:44	mvadmin	Video Export Requested	166.20.100.134

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

(Continued)

Video Logs	
Column	Description
Date	The date and time at which the action was performed on this video.
User	The name of the user who performed the action. If this column is blank, it indicates that the <i>system</i> performed this action.
Action	A description of the action performed on this video.
IP Address	The IP address of the device from which the activity was 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 in this field.

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 93.

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 30.) The Video Details page displays.



VIDEO DETAILS

communications
Mobile-Vision, Inc.

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

▼ Home Menu
Home
Search Video
Manage Cases
Media Reader
User Help
▶ User Preferences
▶ Administration
Action
Play
Google Earth
Edit
Tag Video
Export
Add To Case
Chain of Custody
Previous Results
Back to Case

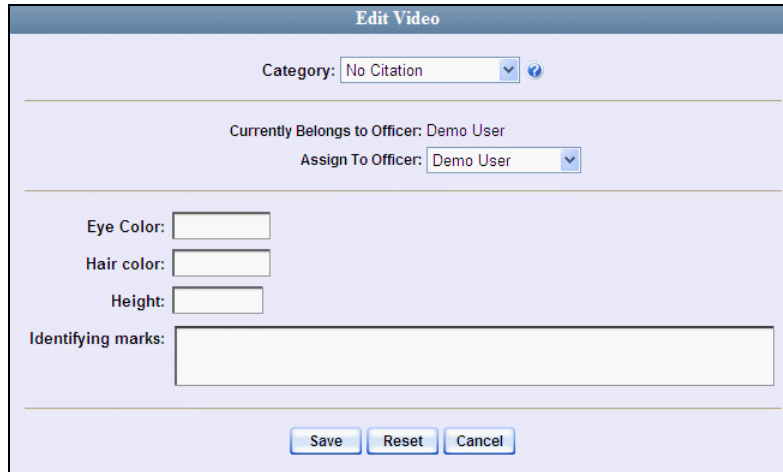
Status: Online | Video Logs | UMD

System Video #: 35 | Ingest Date: 08/18/2011 10:26
 Owner: Officer Zalewski | Record Reason: Lights
 DVR Officer Name: Place | Video Start Date: 07/17/2010 20:21
 DVR Name: Unit 147 | Video End Date: 07/17/2010 20:34
 DVR Type: Vehicle | Duration (minutes): 12
 Category: Arrest | Maximum Speed: 28

Assigned To Case(s):

For a description of the fields on this screen, see the table on page 31.

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



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

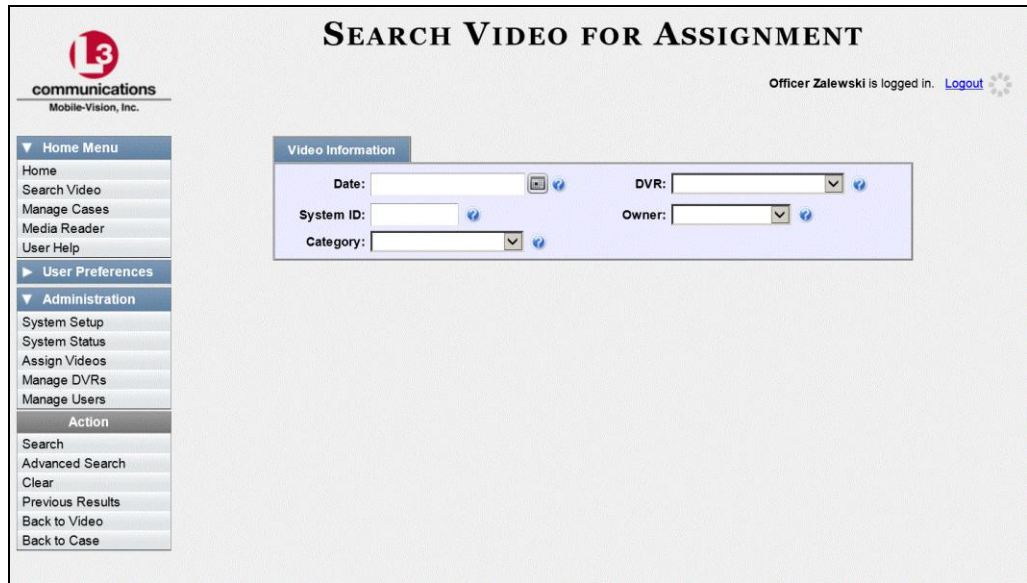
- 3 Select a new name from the *Assign To Officer* drop-down list.
- 4 Click **Save**.

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, and/or add it to a case.

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

(Continued)



SEARCH VIDEO FOR ASSIGNMENT

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

Video Information

Date:

DVR:

System ID:

Owner:

Category:

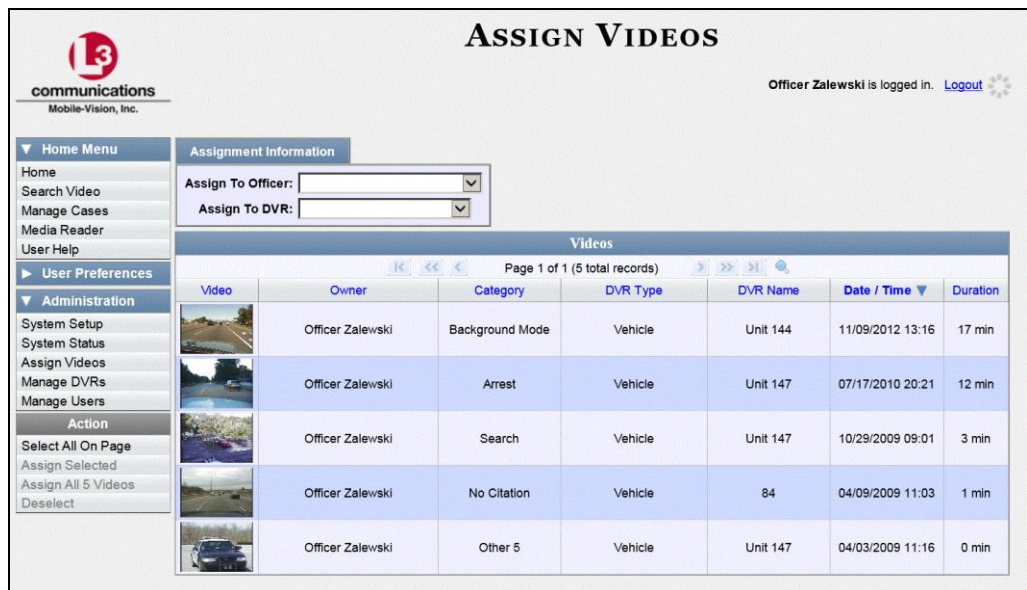
Next, search for the video(s) you wish to reassign, as described below.

- 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**.

- Enter or select your search criteria in the search fields provided.
- Go to the **Action** column and click **Search**. The Assign Videos page displays.



ASSIGN VIDEOS

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






Assignment Information

Assign To Officer:

Assign To DVR:

Videos

Page 1 of 1 (5 total records)

Video	Owner	Category	DVR Type	DVR Name	Date / Time	Duration
	Officer Zalewski	Background Mode	Vehicle	Unit 144	11/09/2012 13:16	17 min
	Officer Zalewski	Arrest	Vehicle	Unit 147	07/17/2010 20:21	12 min
	Officer Zalewski	Search	Vehicle	Unit 147	10/29/2009 09:01	3 min
	Officer Zalewski	No Citation	Vehicle	84	04/09/2009 11:03	1 min
	Officer Zalewski	Other 5	Vehicle	Unit 147	04/03/2009 11:16	0 min

The columns and available actions 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 on this field, see <i>Owner</i> in the table on page 31.
Category	The category assigned to this video. For more on video categories, see <i>Category</i> in the table on page 32.
DVR Type	The type of DVR that captured this video: <ul style="list-style-type: none"> ▪ <i>Vehicle</i>. A DVR that is installed inside a vehicle, such as a police cruiser. ▪ <i>Interview Room</i>. A DVR that is installed inside an interview room. This type of DVR is used in conjunction with the optional <i>Interview Room</i> module. ▪ <i>Body Worn</i>. A small, wearable DVR called the VIEVU.
DVR Name	The name of the DVR that captured this video. If the DVR is a VIEVU, the words Body Worn will display in this field.
Duration	The video's length, in minutes.
Date/Time	The date and time at which this video began recording. Time displays in hh:mm:ss 24-hour format.
Available Actions	
Action	Description
Select All on Page	Highlight the videos that are currently displayed on-screen (six or less).
Assign Selected	Assign all selected (i.e., highlighted) videos to the officer shown in the <i>Assign to Officer</i> field.
Assign All # Videos	Assign all the videos in your search results to the officer shown in the <i>Assign to Officer</i> 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.

- 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**.

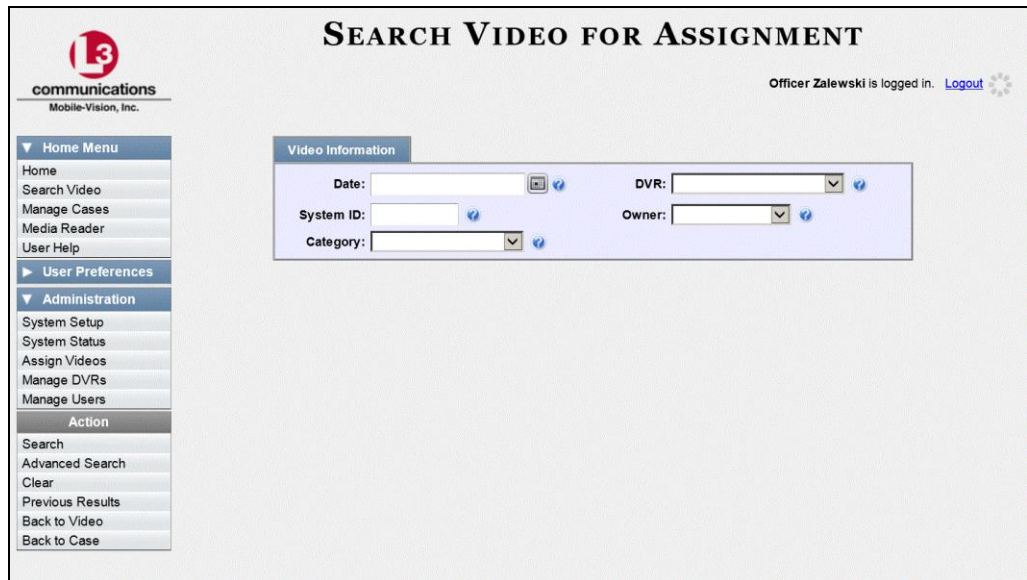
- Go to the **Action** column and click **Assign Selected**. A confirmation message displays.

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.

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



The screenshot shows the 'SEARCH VIDEO FOR ASSIGNMENT' page. On the left is a navigation menu with sections: Home Menu (Home, Search Video, Manage Cases, Media Reader, User Help), User Preferences, Administration (System Setup, System Status, Assign Videos, Manage DVRs, Manage Users), and Action (Search, Advanced Search, Clear, Previous Results, Back to Video, Back to Case). The main area has a header with the L3 logo and 'communications Mobile-Vision, Inc.' on the left, and 'Officer Zalewski is logged in. Logout' on the right. Below the header is a 'Video Information' form with fields for Date, System ID, Category, DVR, and Owner, each with a search icon.

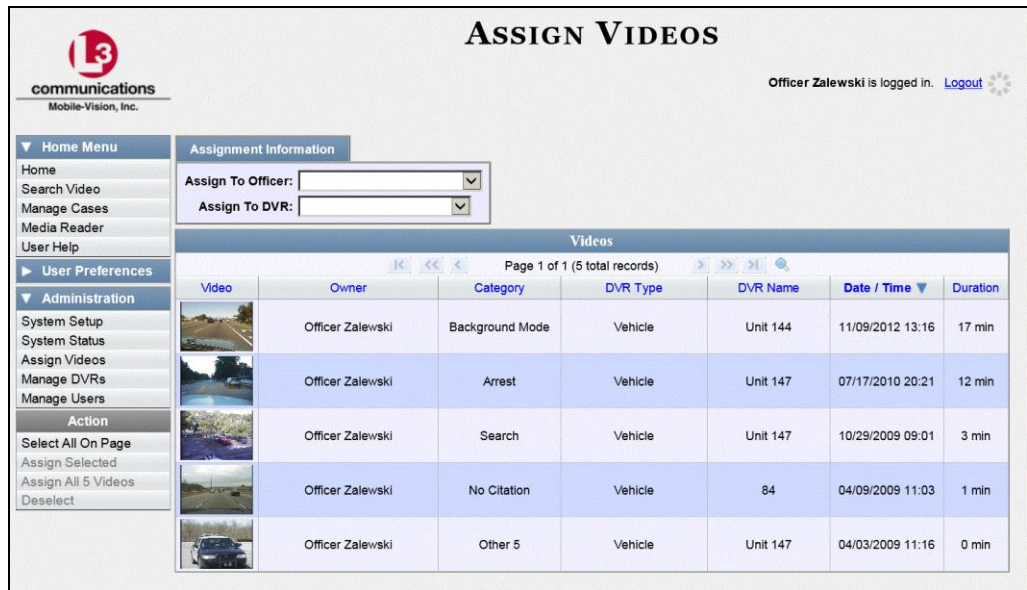
Next, search for the video(s) you wish to reassign, as described below.






- 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.



Video	Owner	Category	DVR Type	DVR Name	Date / Time	Duration
	Officer Zalewski	Background Mode	Vehicle	Unit 144	11/09/2012 13:16	17 min
	Officer Zalewski	Arrest	Vehicle	Unit 147	07/17/2010 20:21	12 min
	Officer Zalewski	Search	Vehicle	Unit 147	10/29/2009 09:01	3 min
	Officer Zalewski	No Citation	Vehicle	84	04/09/2009 11:03	1 min
	Officer Zalewski	Other 5	Vehicle	Unit 147	04/03/2009 11:16	0 min

The columns and available actions on this page are described in the table on page 95.

- 5 Go to the *Assign to DVR* field at the top of your screen 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 DEP Server.

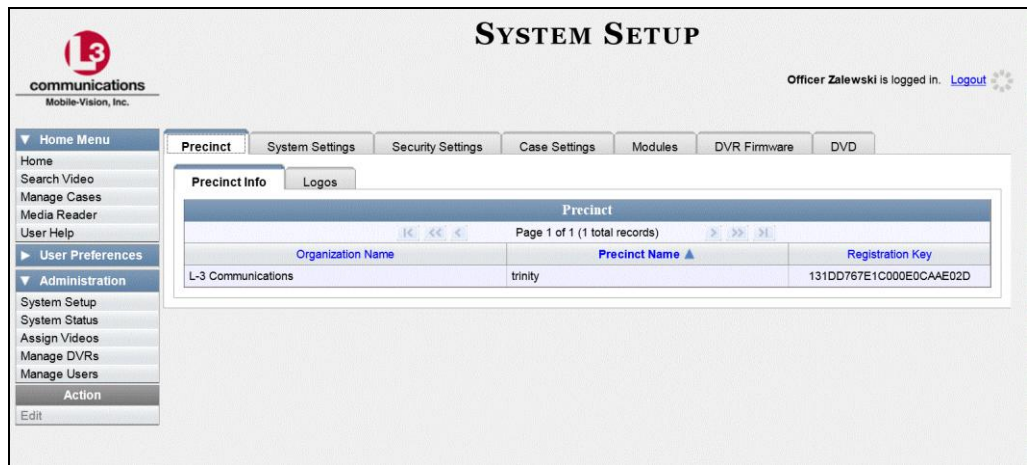
For further instructions, see:

- Displaying the UMD Types List, below
- Adding a User Metadata Field, page 100
- Changing a User Metadata Field, page 102
- Deleting a User Metadata Field, page 103
- Changing the User Metadata Display Order, page 104.

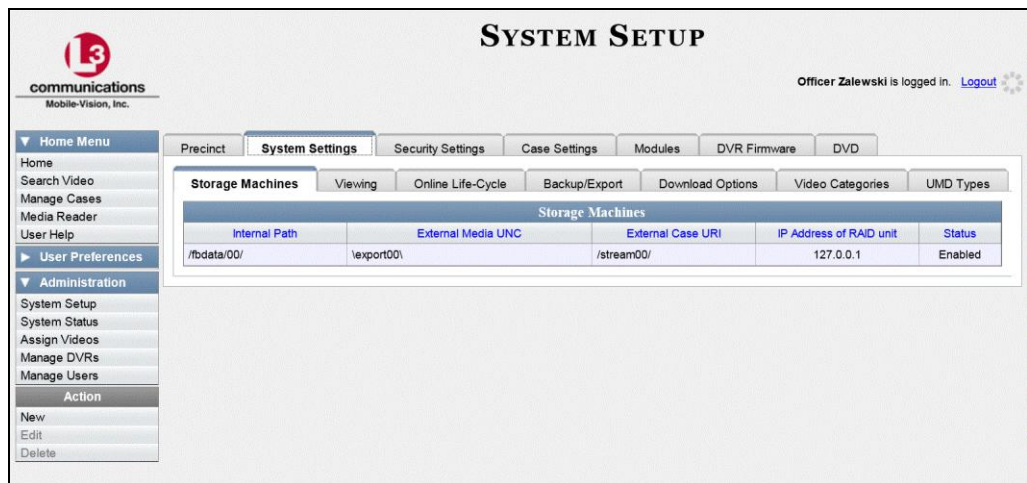
Displaying the UMD Types List

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.



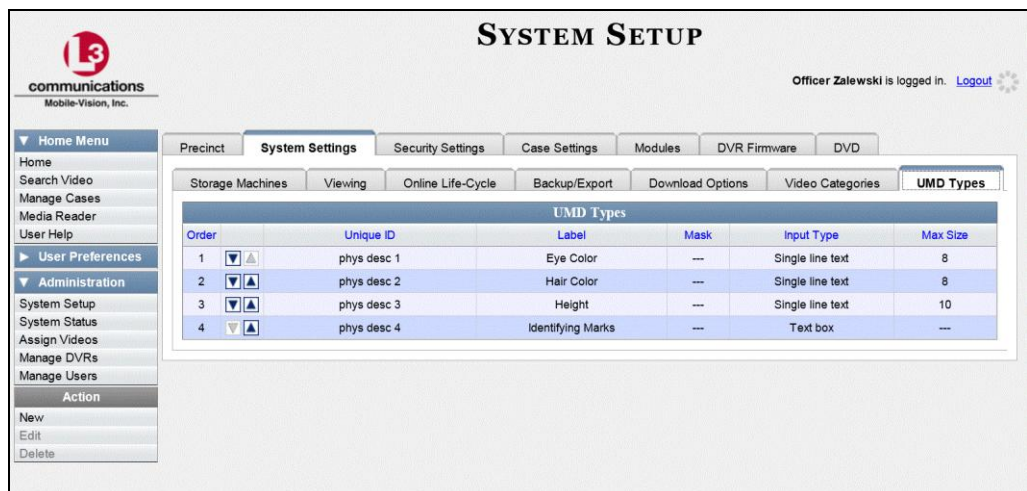
- 2 Click the **System Settings** tab.



The screenshot shows the 'SYSTEM SETUP' page with the 'System Settings' tab selected. Under 'System Settings', the 'Storage Machines' sub-tab is active. A table displays the following data:

Internal Path	External Media UNC	External Case URI	IP Address of RAID unit	Status
/bdata/00/	\\export00\	/stream00/	127.0.0.1	Enabled

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



The screenshot shows the 'SYSTEM SETUP' page with the 'System Settings' tab selected. Under 'System Settings', the 'UMD Types' sub-tab is active. A table displays the following data:

Order	Unique ID	Label	Mask	Input Type	Max Size
1	phys desc 1	Eye Color	---	Single line text	8
2	phys desc 2	Hair Color	---	Single line text	8
3	phys desc 3	Height	---	Single line text	10
4	phys desc 4	Identifying Marks	---	Text box	---

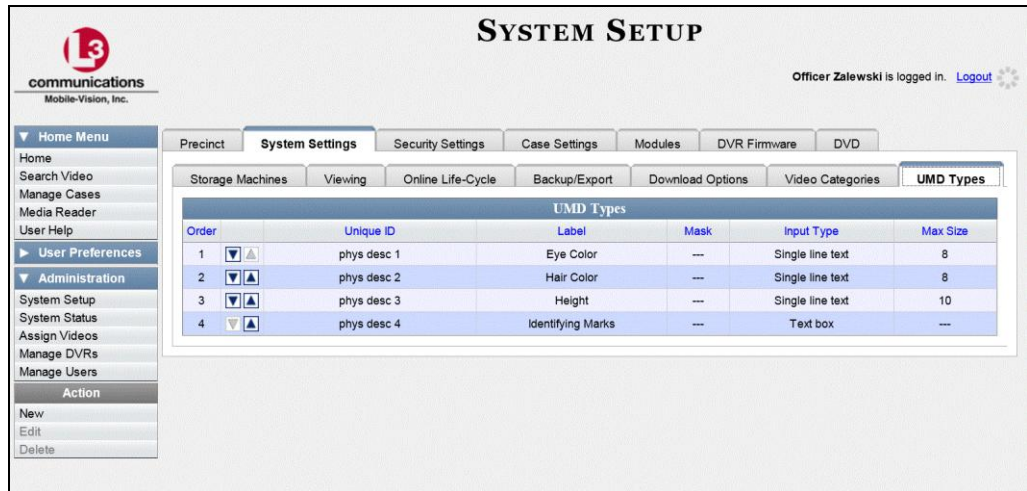
For further instructions, see:

- Adding a User Metadata Field, next page, beginning with step 2
- Changing a User Metadata Field, page 102, beginning with step 2
- Deleting a User Metadata Field, page 103, beginning with step 2
- Changing the User Metadata Display Order, page 104, beginning with step 2.

Adding a User Metadata Field

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

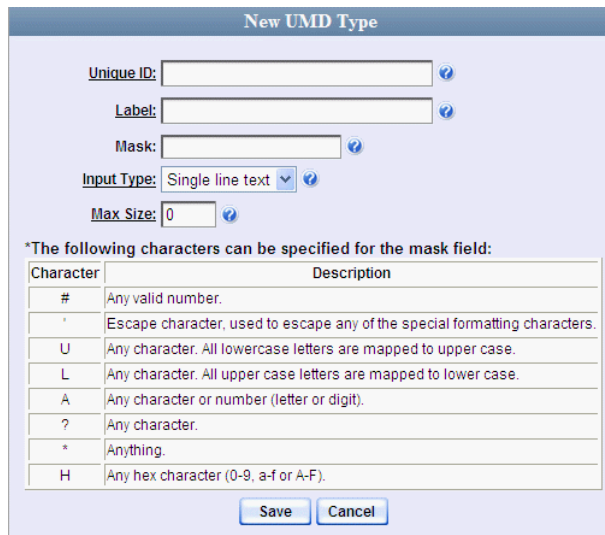
- 1 Display the UMD Types List, as described in the previous section, “Displaying the UMD Types List.”



The screenshot shows the SYSTEM SETUP interface with the UMD Types tab selected. The table below represents the data shown in the screenshot:

Order	Unique ID	Label	Mask	Input Type	Max Size
1	phys desc 1	Eye Color	---	Single line text	8
2	phys desc 2	Hair Color	---	Single line text	8
3	phys desc 3	Height	---	Single line text	10
4	phys desc 4	Identifying Marks	---	Text box	---

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



The screenshot shows the New UMD Type form with the following fields:

- Unique ID:
- Label:
- Mask:
- Input Type:
- Max Size:

*The following characters can be specified for the mask field:

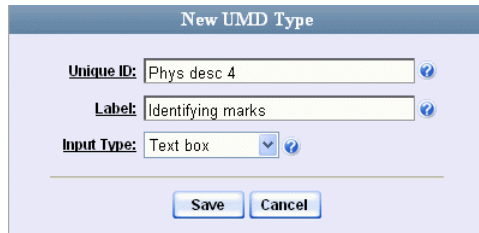
Character	Description
#	Any valid number.
.	Escape character, used to escape any of the special formatting characters.
U	Any character. All lowercase letters are mapped to upper case.
L	Any character. All upper case letters are mapped to lower case.
A	Any character or number (letter or digit).
?	Any character.
*	Anything.
H	Any hex character (0-9, a-f or A-F).

Buttons:

The fields on the New UMD Type form are described in the table on the next page.

New UMD Type																			
Field	Description																		
Unique ID	The internal identification code for this field. This code does not display on the officer's UMD form. It is used for system tracking purposes only.																		
Label	The field name that will display on the officer's UMD form.																		
Mask	<p>The allowable entry for each character of the UMD field, as defined in the on-screen list pictured below. 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.</p> <table border="1"> <thead> <tr> <th>Character</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>#</td> <td>Any valid number.</td> </tr> <tr> <td>*</td> <td>Escape character, used to escape any of the special formatting characters.</td> </tr> <tr> <td>U</td> <td>Any character. All lowercase letters are mapped to upper case.</td> </tr> <tr> <td>L</td> <td>Any character. All upper case letters are mapped to lower case.</td> </tr> <tr> <td>A</td> <td>Any character or number (letter or digit).</td> </tr> <tr> <td>?</td> <td>Any character.</td> </tr> <tr> <td>*</td> <td>Anything.</td> </tr> <tr> <td>H</td> <td>Any hex character (0-9, a-f or A-F).</td> </tr> </tbody> </table>	Character	Description	#	Any valid number.	*	Escape character, used to escape any of the special formatting characters.	U	Any character. All lowercase letters are mapped to upper case.	L	Any character. All upper case letters are mapped to lower case.	A	Any character or number (letter or digit).	?	Any character.	*	Anything.	H	Any hex character (0-9, a-f or A-F).
Character	Description																		
#	Any valid number.																		
*	Escape character, used to escape any of the special formatting characters.																		
U	Any character. All lowercase letters are mapped to upper case.																		
L	Any character. All upper case letters are mapped to lower case.																		
A	Any character or number (letter or digit).																		
?	Any character.																		
*	Anything.																		
H	Any hex character (0-9, a-f or A-F).																		
Input Type	The input type for this field: <i>Single line text</i> (default) or <i>Text box</i> . Select this value from the drop-down list provided.																		
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 If you wish to apply a mask to this UMD (see description above), 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.



The dialog box titled "New UMD Type" contains the following fields:

- Unique ID:** Text box containing "Phys desc 4"
- Label:** Text box containing "Identifying marks"
- Input Type:** Dropdown menu set to "Text box"

At the bottom are "Save" and "Cancel" buttons.

Skip to step 9.

- 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.

- Click the **Save** button. The UMD Types List redisplay. 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 actual UMD form.

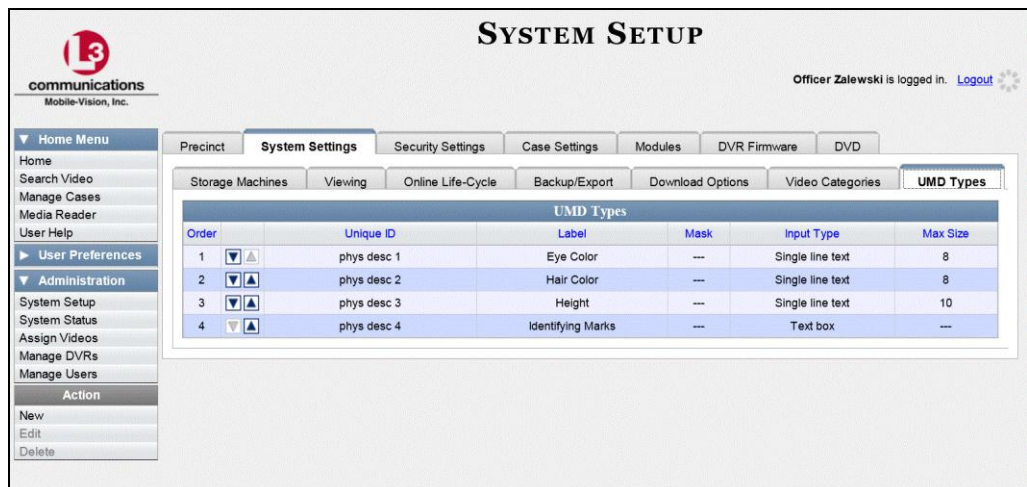


- To move the new data field up the list, click the up arrow to the left of that record. Each mouse click will move the record *up* one row.

Changing a User Metadata Field

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

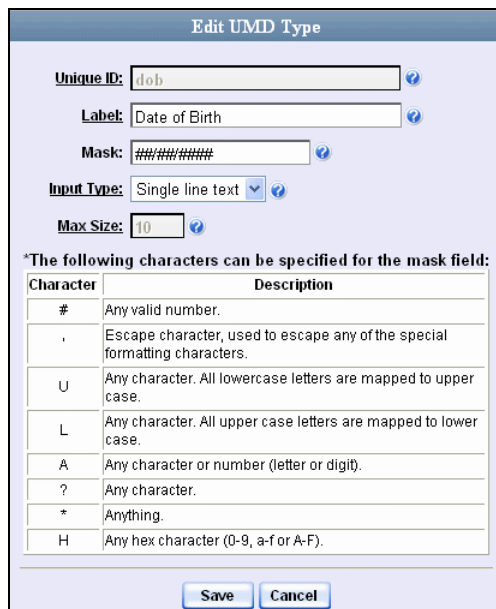
- Display the UMD Types List, as described on page 98.



The screenshot shows the "SYSTEM SETUP" interface with the "UMD Types" tab selected. The table below represents the data shown in the interface:

Order	Unique ID	Label	Mask	Input Type	Max Size
1	phys desc 1	Eye Color	---	Single line text	8
2	phys desc 2	Hair Color	---	Single line text	8
3	phys desc 3	Height	---	Single line text	10
4	phys desc 4	Identifying Marks	---	Text box	---

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



Character	Description
#	Any valid number.
.	Escape character, used to escape any of the special formatting characters.
U	Any character. All lowercase letters are mapped to upper case.
L	Any character. All upper case letters are mapped to lower case.
A	Any character or number (letter or digit).
?	Any character.
*	Anything.
H	Any hex character (0-9, a-f or A-F).

For a description of the fields on this popup, see the table on page 101.

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

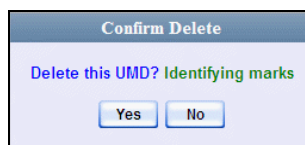
Deleting a User Metadata Field

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



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

- 1 Display the UMD Types List, as pictured on the previous page. (If necessary, review “Displaying the UMD Types List” on page 98.)
- 2 Right-click on the record you wish to delete, then select **Delete** from the popup menu. A confirmation message displays.

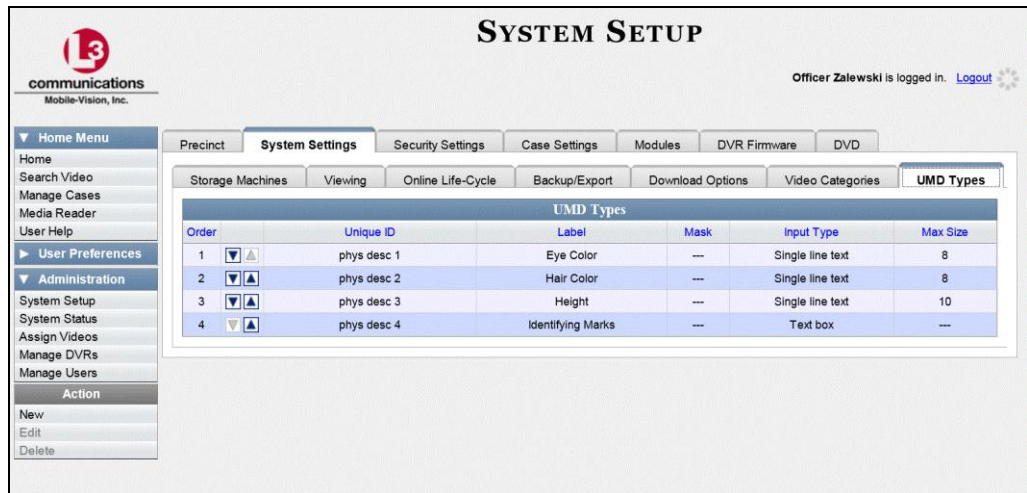


- 3 Click **Yes**. The system removes the selected record from the UMD list.

Changing the User Metadata Display Order

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

- 1 Display the UMD Types List, as described in “Displaying the UMD Types List” on page 98.





The screenshot shows the 'SYSTEM SETUP' interface for 'communications Mobile-Vision, Inc.'. The user 'Officer Zalewski' is logged in. The 'System Settings' tab is active, and the 'UMD Types' sub-tab is selected. A table lists the UMD types with columns for Order, Unique ID, Label, Mask, Input Type, and Max Size.

Order	Unique ID	Label	Mask	Input Type	Max Size
1	phys desc 1	Eye Color	---	Single line text	8
2	phys desc 2	Hair Color	---	Single line text	8
3	phys desc 3	Height	---	Single line text	10
4	phys desc 4	Identifying Marks	---	Text box	---

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.

Updating Viewing Options

There are several options for viewing videos. These include:

- Video Playback Method.* This is the manner in which the system delivers videos to DEP users for viewing purposes. For example, you can choose to download and play videos on a PC, or stream the videos directly from the DEP server.
- Speed Display on the Flashback Player.* When viewing videos on the Flashback Player or Video Details page, 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, next page
- Changing the Speed Display on the Flashback Player, page 107.

Changing the Video Playback Method

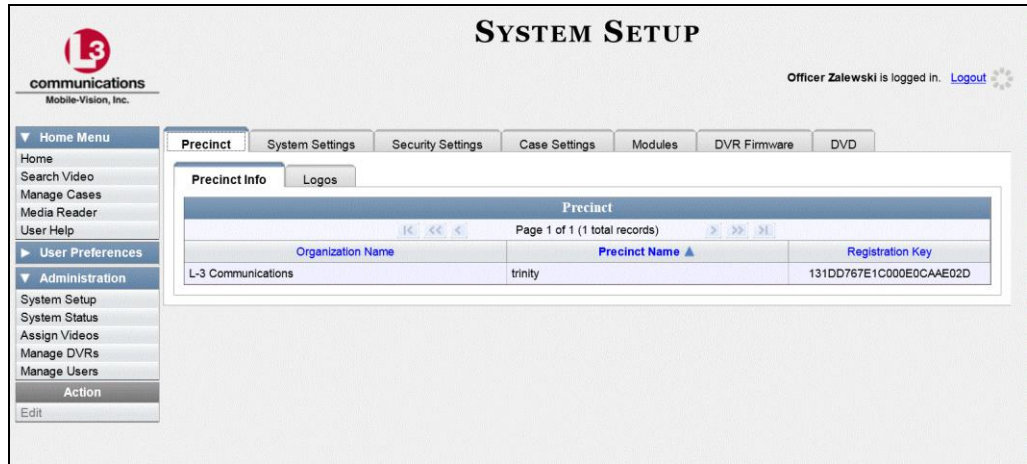
This section describes how to change the manner in which the system delivers videos to DEP users for viewing purposes. The optimal playback method for your agency will depend on your networking environment and available bandwidth. If the default playback method, *Stream–No Cache (SMB)*, isn’t working 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 following table.

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 DEP 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. <i>System default.</i>

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

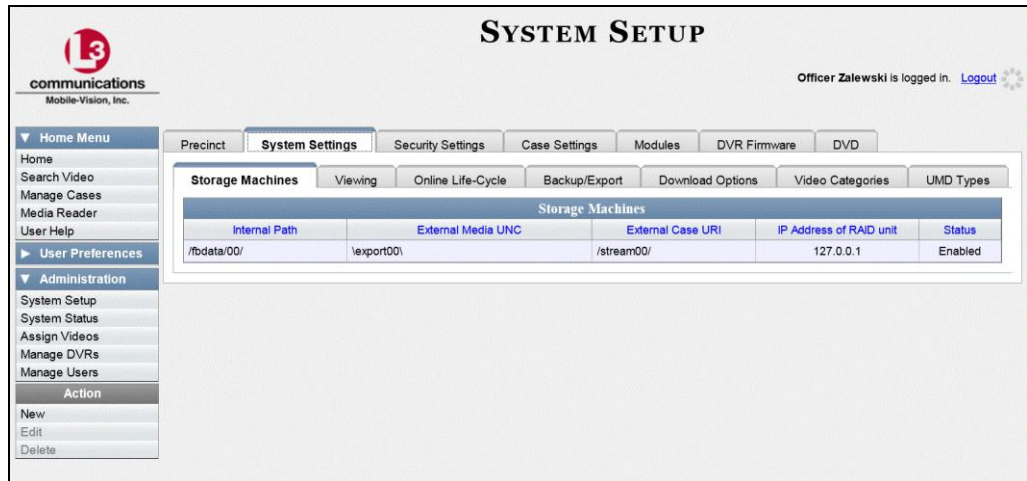
- 1 Go to **Administration** and click **System Setup**. The System Setup page displays.



The screenshot shows the 'SYSTEM SETUP' interface. The 'Administration' menu is expanded, and 'System Setup' is selected. The 'System Settings' tab is active. A table titled 'Precinct Info' displays the following data:

Organization Name	Precinct Name	Registration Key
L-3 Communications	trinity	131DD767E1C000E0CAAE02D

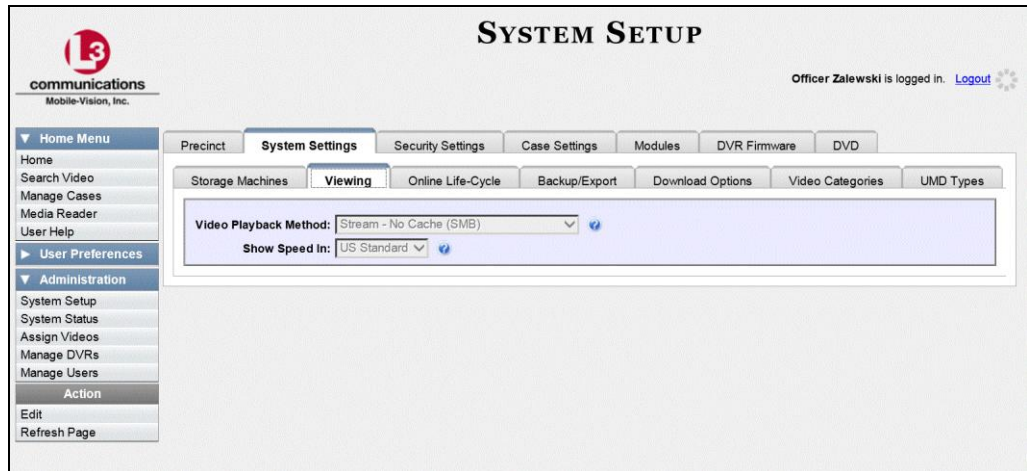
- 2 Click the **System Settings** tab.



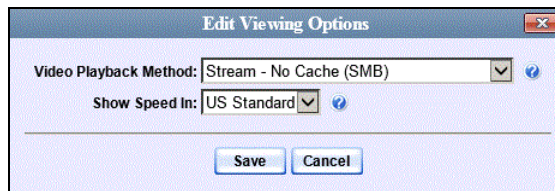
The screenshot shows the 'SYSTEM SETUP' interface with the 'System Settings' tab selected. The 'Storage Machines' sub-tab is active. A table titled 'Storage Machines' displays the following data:

Internal Path	External Media UNC	External Case URI	IP Address of RAID unit	Status
/bdata/00/	\export00\	/stream00/	127.0.0.1	Enabled

- 3 Click the **Viewing** tab.



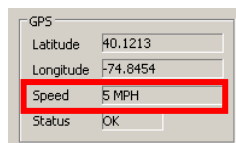
- 4 Go to the **Action** column and click **Edit**. The Edit Viewing Options popup displays.



- 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 105.
- 6 Click **Save**.

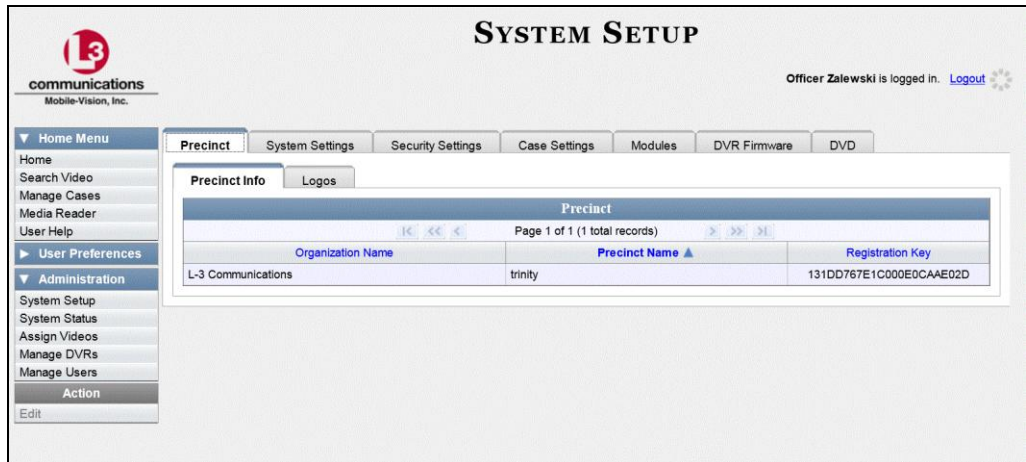
Changing the Speed Display on the Flashback Player

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 **MPH** (miles per hour) or **KPH** (kilometers per hour).



NOTE: The *Display MAX Speed and GPS Data* permission is required to view this information.

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



SYSTEM SETUP

communications
Mobile-Vision, Inc.

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

Precinct | System Settings | Security Settings | Case Settings | Modules | DVR Firmware | DVD

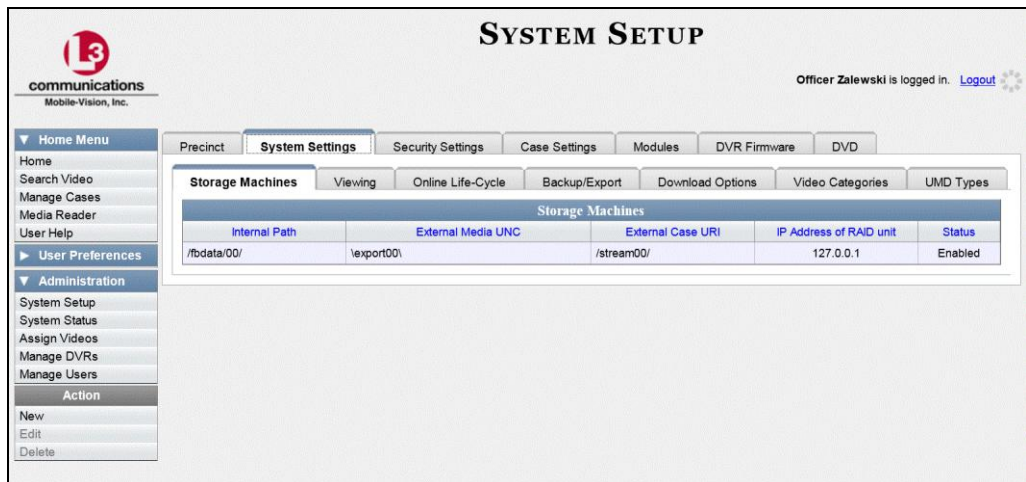
Precinct Info | Logos

Precinct

Page 1 of 1 (1 total records)

Organization Name	Precinct Name ▲	Registration Key
L-3 Communications	trinity	131DD767E1C000E0CAAE02D

2 Click the **System Settings** tab.



SYSTEM SETUP

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Mobile-Vision, Inc.

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

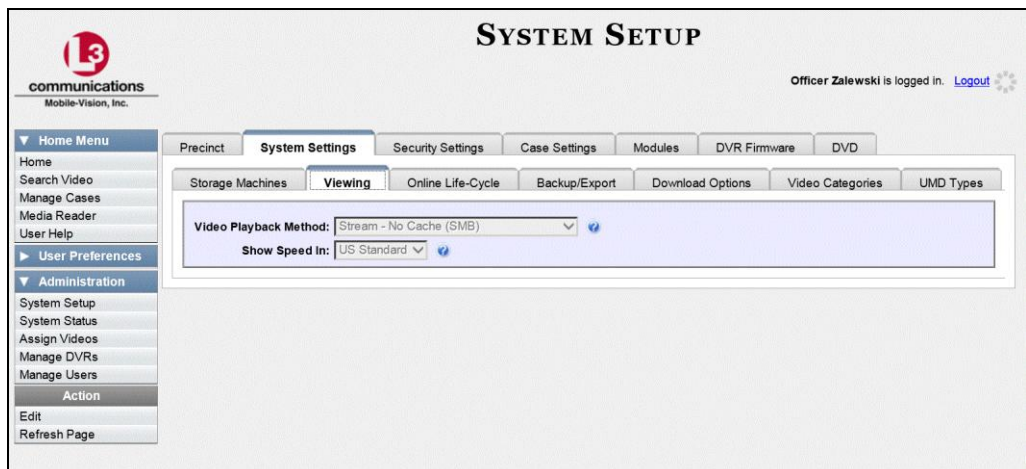
Precinct | **System Settings** | Security Settings | Case Settings | Modules | DVR Firmware | DVD

Storage Machines | Viewing | Online Life-Cycle | Backup/Export | Download Options | Video Categories | UMD Types

Storage Machines

Internal Path	External Media UNC	External Case URI	IP Address of RAID unit	Status
/bdata/00/	\export00\	/stream00/	127.0.0.1	Enabled

3 Click the **Viewing** tab.



SYSTEM SETUP

communications
Mobile-Vision, Inc.

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

Precinct | System Settings | Security Settings | Case Settings | Modules | DVR Firmware | DVD

Storage Machines | **Viewing** | Online Life-Cycle | Backup/Export | Download Options | Video Categories | UMD Types

Video Playback Method: Stream - No Cache (SMB)

Show Speed In: US Standard

- 4 Go to the **Action** column and click **Edit**. The Edit Viewing Options 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 DEP, see *Category* in the table on page 32.

For specific instructions, see:

- Changing Video Categories, below
- Manually Exporting Video Categories, page 113.

Changing Video Categories

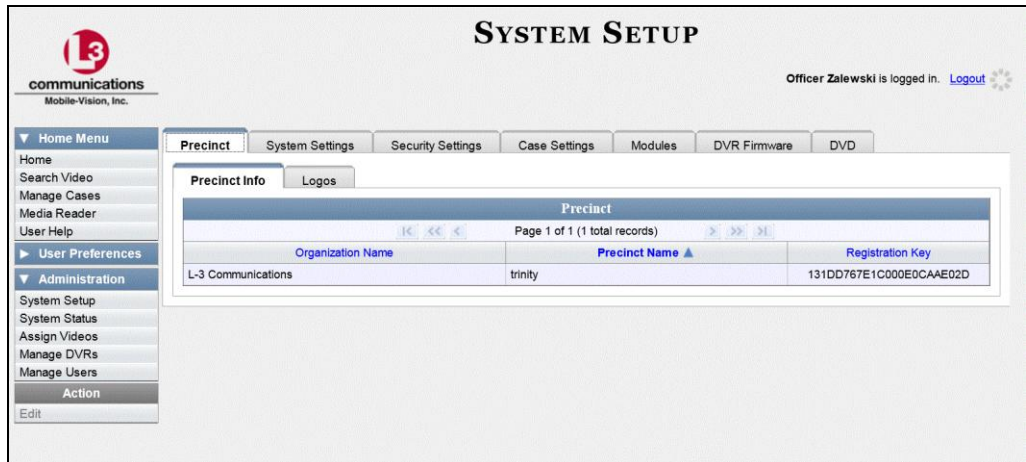
This section describes how to change the following information for a video category:

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

For more information on video categories, see *Category* in the table on page 32.

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

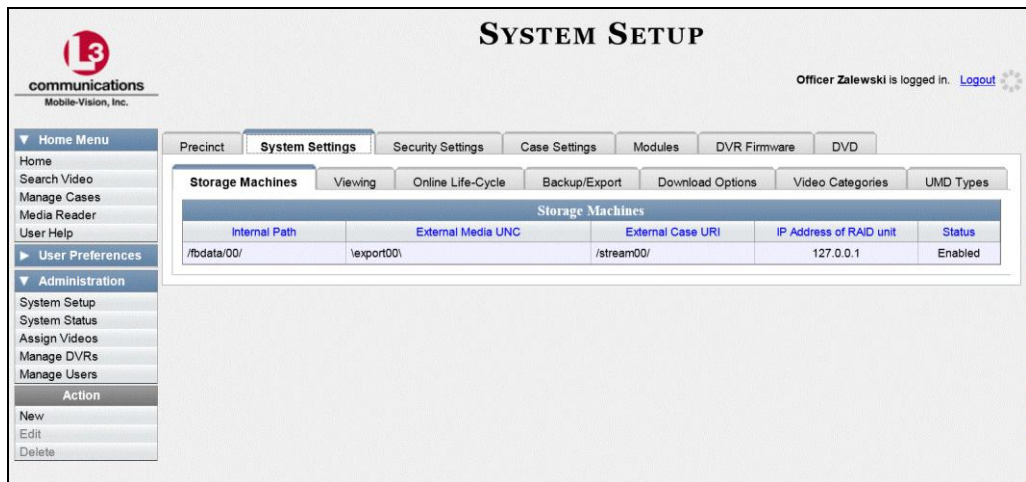
(Continued)



The screenshot shows the 'SYSTEM SETUP' page with the 'Precinct' tab selected. The 'Precinct Info' sub-tab is active, displaying a table with the following data:

Precinct		
Organization Name	Precinct Name ▲	Registration Key
L-3 Communications	trinity	131DD767E1C000E0CAAE02D

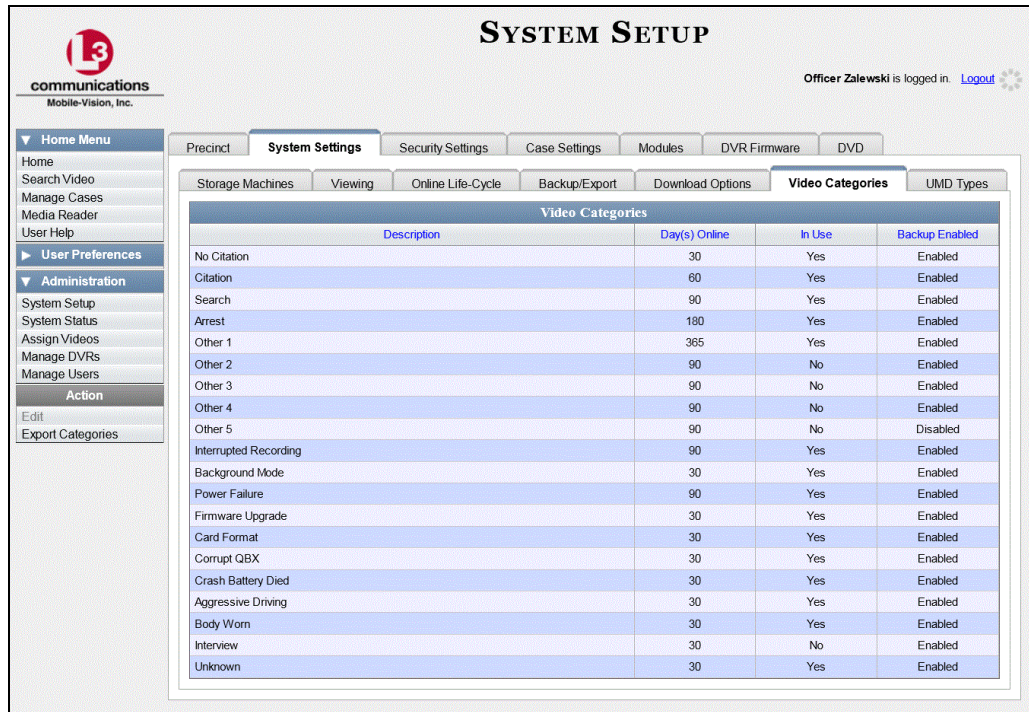
2 Click the **System Settings** tab.



The screenshot shows the 'SYSTEM SETUP' page with the 'System Settings' tab selected. The 'Storage Machines' sub-tab is active, displaying a table with the following data:

Storage Machines				
Internal Path	External Media UNC	External Case URI	IP Address of RAID unit	Status
/bdata/00/	\\export00\	/stream00/	127.0.0.1	Enabled

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



SYSTEM SETUP

communications
Mobile-Vision, Inc.

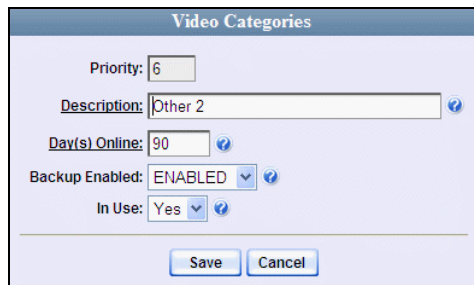
Officer Zalewski is logged in. [Logout](#)

System Settings

Storage Machines Viewing Online Life-Cycle Backup/Export Download Options **Video Categories** UMD Types

Description	Day(s) Online	In Use	Backup Enabled
No Citation	30	Yes	Enabled
Citation	60	Yes	Enabled
Search	90	Yes	Enabled
Arrest	180	Yes	Enabled
Other 1	365	Yes	Enabled
Other 2	90	No	Enabled
Other 3	90	No	Enabled
Other 4	90	No	Enabled
Other 5	90	No	Disabled
Interrupted Recording	90	Yes	Enabled
Background Mode	30	Yes	Enabled
Power Failure	90	Yes	Enabled
Firmware Upgrade	30	Yes	Enabled
Card Format	30	Yes	Enabled
Corrupt QBX	30	Yes	Enabled
Crash Battery Died	30	Yes	Enabled
Aggressive Driving	30	Yes	Enabled
Body Worn	30	Yes	Enabled
Interview	30	No	Enabled
Unknown	30	Yes	Enabled

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



Video Categories

Priority:

Description:

Day(s) Online:

Backup Enabled:

In Use:

The fields on this popup are described in the table on the next page.

(Continued)

Video Categories	
Field	Description
Priority	A system-defined number that determines the order in which a video with this category will be transmitted from DVR to server. Videos will transmit in the order in which they are listed on the Video Categories tab.
Description	A descriptive name for this category.
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 DEP server. Note: Just because a video <i>can</i> be purged after a certain number of days doesn't necessarily mean that it <i>will</i> be purged at that time. The exact purge date depends on other factors, such as the amount of storage space available on your server, and/or whether or not the <i>Strict Purger</i> setting is selected. For more information on Strict Purger, see "Viewing/Changing the Online Lifecycle Settings" in chapter 7.
Backup Enabled	A system indicator that determines whether or not a video with this category will be auto-archived: ENABLED Any video with this category will be auto-archived, unless one of the following conditions applies: 1) the designated backup PC is disabled for some reason, or 2) the <i>Backup Mode</i> field on the <i>Backup Options</i> tab is set to <i>NONE</i> . DISABLED Any video with this category will <i>not</i> be auto-archived unless the <i>Backup Mode</i> field on the <i>Backup Options</i> tab is set to <i>ALL</i> .
In Use	A system indicator that determines whether or not this category is currently being used. Yes This category is currently in use and can be assigned to a video from the DVR or server. No This category is <i>not</i> currently in use (i.e., it's <i>disabled</i>) and <i>cannot</i> be assigned to a video.

- 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.

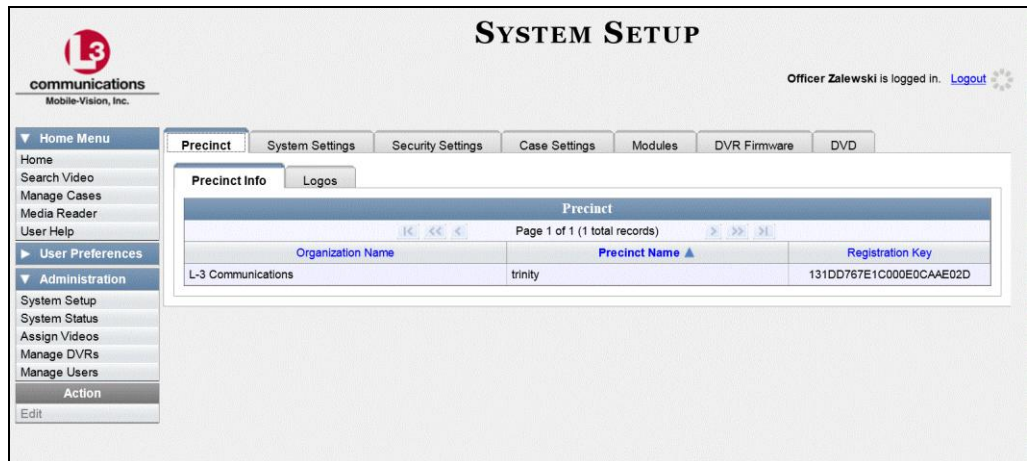
- 7 To change the *Backup Enabled* status for this category (see description on the previous page), select a new value from the *Backup Enabled* drop-down list. Otherwise proceed to the next step.
- 8 To change the *In Use* status for this category (see description on the previous page), select a new value from the *In Use* drop-down list. Otherwise proceed to the next step.
- 9 Click **Save**.
- 10 To update another category, repeat steps 4 – 9.



Manually Exporting Video Categories

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

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

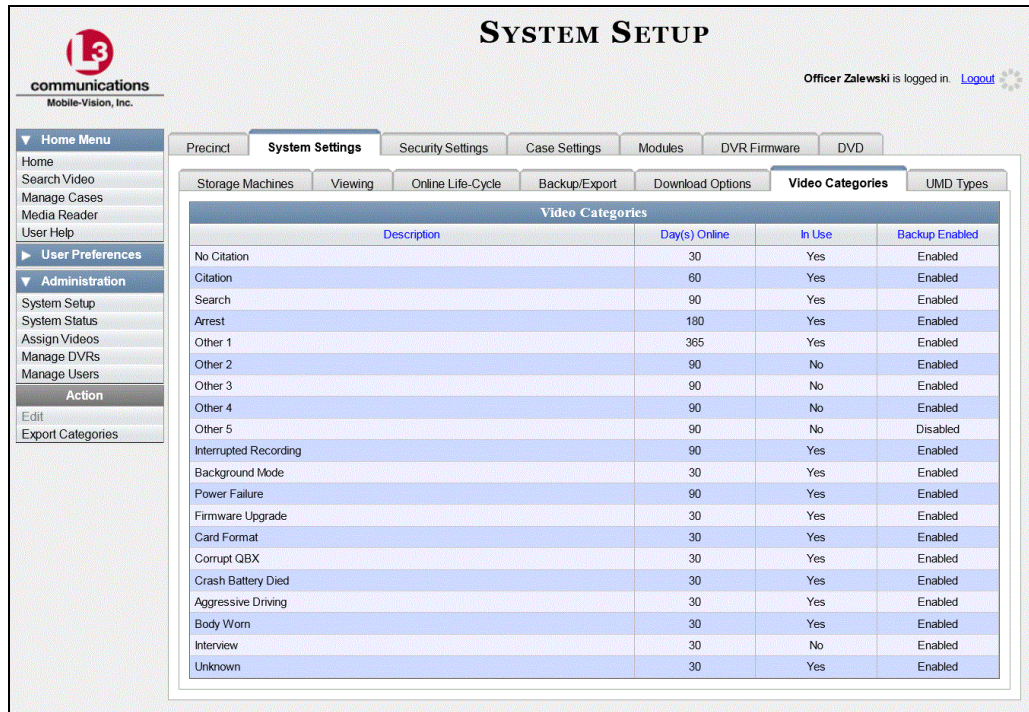


The screenshot shows the 'SYSTEM SETUP' page. The left sidebar has a menu with 'Administration' expanded to 'System Setup'. The main content area has tabs for 'Precinct', 'System Settings', 'Security Settings', 'Case Settings', 'Modules', 'DVR Firmware', and 'DVD'. The 'Precinct' tab is active, showing a table with columns for 'Organization Name', 'Precinct Name', and 'Registration Key'. The table contains one record: L-3 Communications, trinity, and 131DD767E1C000E0CAAE02D.

Organization Name	Precinct Name	Registration Key
L-3 Communications	trinity	131DD767E1C000E0CAAE02D

- 2 Click the **System Settings** tab.
- 3 Click the **Video Categories** tab. The current category list displays.

(Continued)



Description	Day(s) Online	In Use	Backup Enabled
No Citation	30	Yes	Enabled
Citation	60	Yes	Enabled
Search	90	Yes	Enabled
Arrest	180	Yes	Enabled
Other 1	365	Yes	Enabled
Other 2	90	No	Enabled
Other 3	90	No	Enabled
Other 4	90	No	Enabled
Other 5	90	No	Disabled
Interrupted Recording	90	Yes	Enabled
Background Mode	30	Yes	Enabled
Power Failure	90	Yes	Enabled
Firmware Upgrade	30	Yes	Enabled
Card Format	30	Yes	Enabled
Corrupt QBX	30	Yes	Enabled
Crash Battery Died	30	Yes	Enabled
Aggressive Driving	30	Yes	Enabled
Body Worn	30	Yes	Enabled
Interview	30	No	Enabled
Unknown	30	Yes	Enabled

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

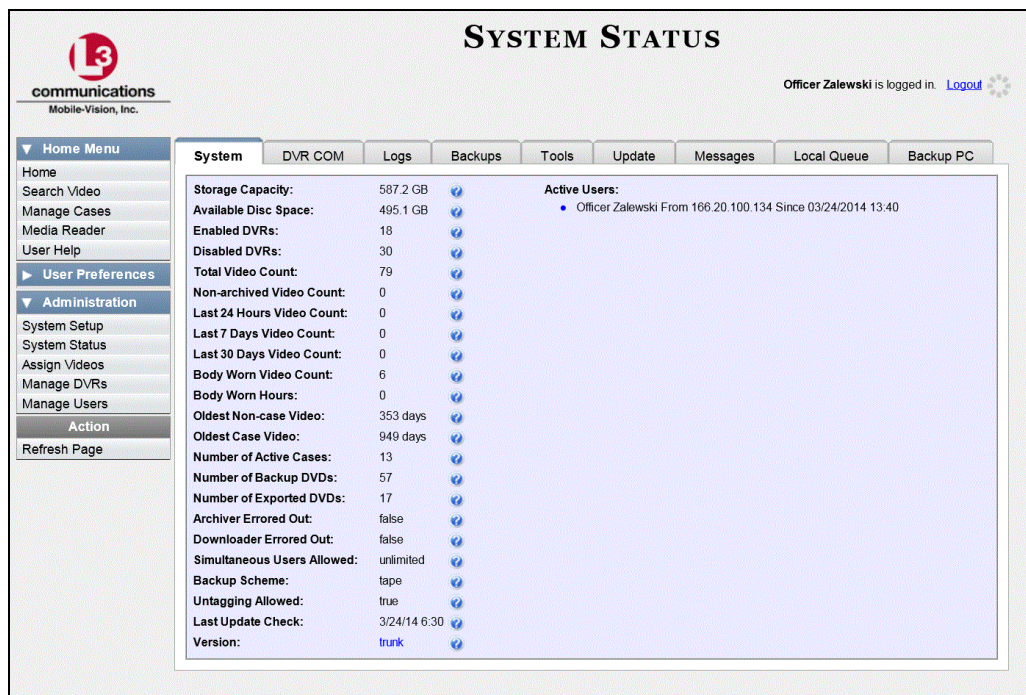


- If you have Windows XP, click **Save**.
– OR –
If you have Windows 7, select **Save As** from the *Save* drop-down list.
- Navigate to your USB drive.
- Click **Save**. If a confirmation message displays, click **Close**.
- Take the USB drive and use it to load the config.xml file onto the DVR, as described in “Copying the config.xml File from a USB Drive to Your DVR” in the *Flashback User’s Guide*.

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

If your vehicles are equipped with mobile data computers, officers have the option of assigning user metadata to their videos immediately after they are finished recording. However, this option requires that you have an application called the *UMD Editor* installed on your mobile data computers. If your agency is using *Vehicle Viewer* or *Vehicle Viewer Live*, the UMD Editor is included with those applications. Otherwise you can download the UMD Editor free of charge from the DEP "Tools" tab, as described below.

- 1 Insert a USB flash drive into a USB port on your PC.
- 2 Go to **Administration** and click **System Status**. The System Status page displays.



SYSTEM STATUS

communications
Mobile-Vision, Inc.

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

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

▶ User Preferences

▼ Administration
System Setup
System Status
Assign Videos
Manage DVRs
Manage Users

Action
Refresh Page

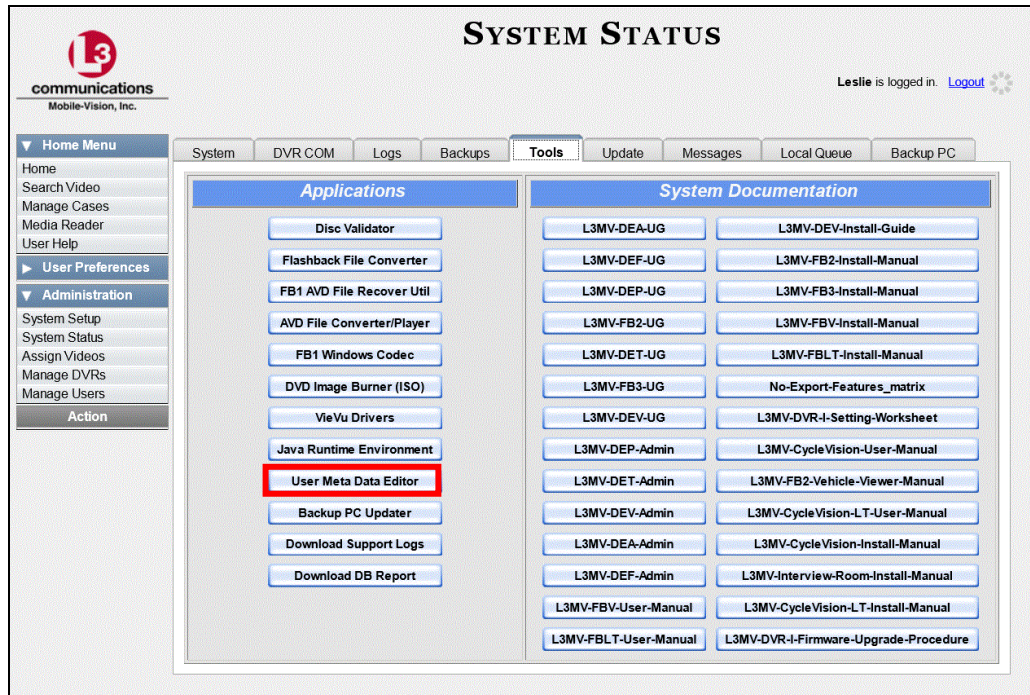
System | DVR COM | Logs | Backups | Tools | Update | Messages | Local Queue | Backup PC

Storage Capacity:	587.2 GB	🔍
Available Disc Space:	495.1 GB	🔍
Enabled DVRs:	18	🔍
Disabled DVRs:	30	🔍
Total Video Count:	79	🔍
Non-archived Video Count:	0	🔍
Last 24 Hours Video Count:	0	🔍
Last 7 Days Video Count:	0	🔍
Last 30 Days Video Count:	0	🔍
Body Worn Video Count:	6	🔍
Body Worn Hours:	0	🔍
Oldest Non-case Video:	353 days	🔍
Oldest Case Video:	949 days	🔍
Number of Active Cases:	13	🔍
Number of Backup DVDs:	57	🔍
Number of Exported DVDs:	17	🔍
Archiver Errored Out:	false	🔍
Downloader Errored Out:	false	🔍
Simultaneous Users Allowed:	unlimited	🔍
Backup Scheme:	tape	🔍
Untagging Allowed:	true	🔍
Last Update Check:	3/24/14 6:30	🔍
Version:	trunk	🔍

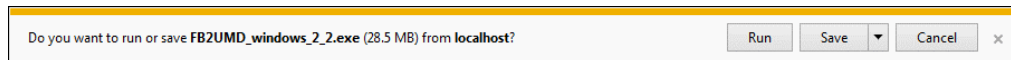
Active Users:
• Officer Zalewski From 166.20.100.134 Since 03/24/2014 13:40

- 3 Click the **Tools** tab. An applications list displays in the left column.

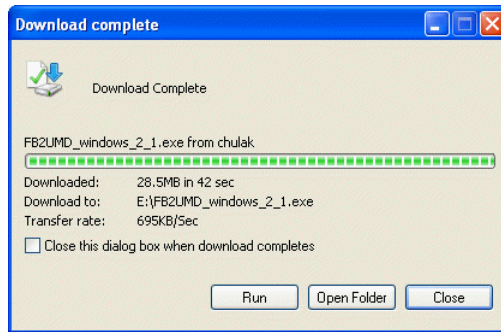
(Continued)



- 4 Go to the left column and click the **User Meta Data Editor** button. A download message displays.



- 5 If you have Windows XP, click **Save**.
– OR –
If you have Windows 7, select **Save As** from the *Save* drop-down list.
- 6 Navigate to the USB drive.
- 7 Click **Save**.
⇒ If you have Windows XP and the Download Complete popup displays, click **Close**. Otherwise proceed to the next step.
⇒ If you have Windows 7, a security prompt displays at the bottom of the page. Click the to close it.



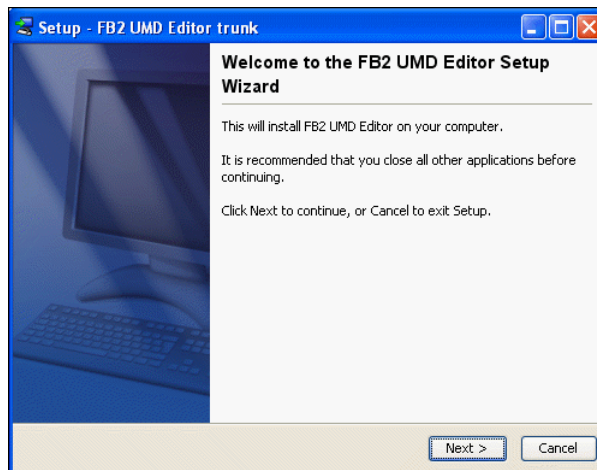
- 8 Remove the USB drive from your PC.

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

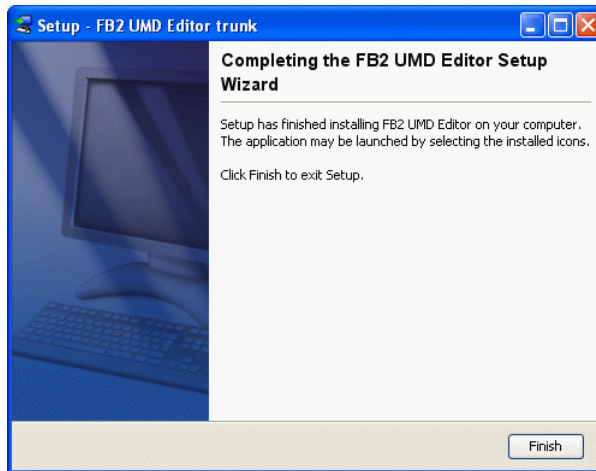
- 9 Insert the USB drive into a USB port on the in-car mobile data computer.
- 10 Login to the mobile data computer.
- 11 Navigate to the USB drive.



- 12 Double-click on the **FB2UMD_windows_2_1.exe** file. After a momentary delay, the Install Wizard displays.



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

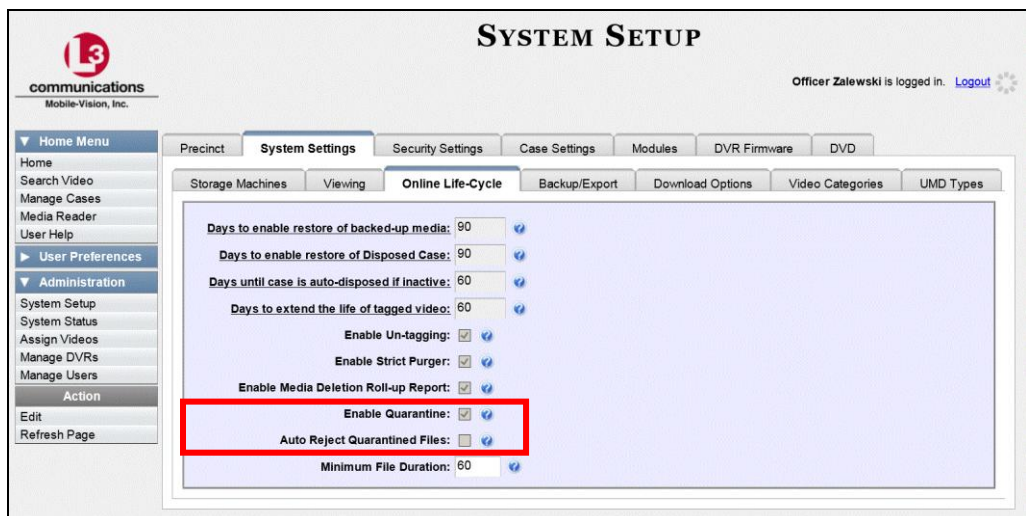


- 14 Click **Finish**.
- 15 Remove the USB stick from the USB port.
- 16 Repeat steps 9 – 15 for all of the vehicles in your fleet.


Accepting/Rejecting Quarantined Video

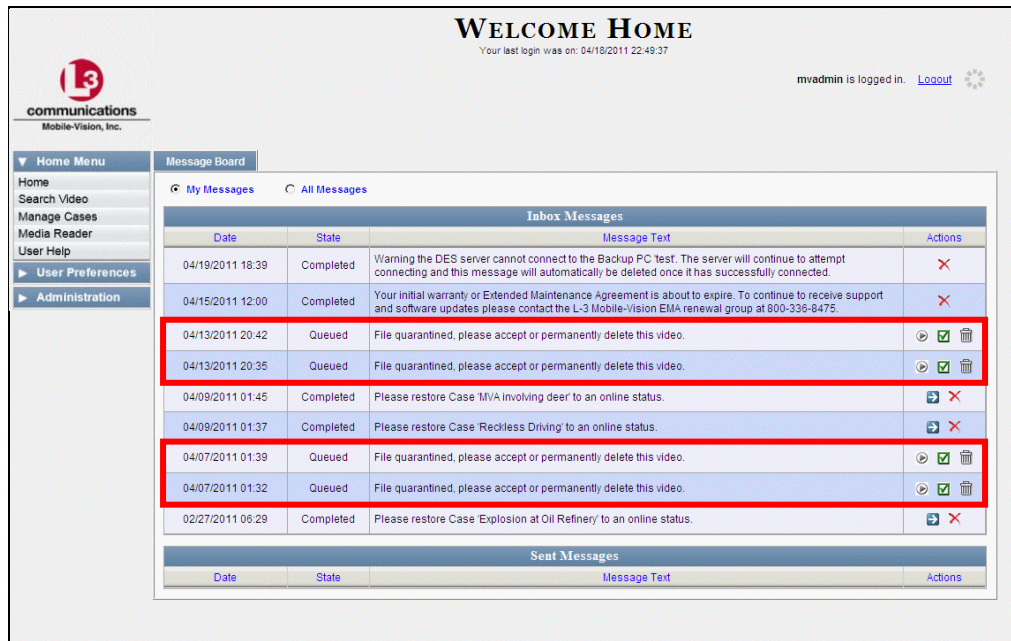
A quarantined file is a video that is shorter than the *Minimum File Duration* value entered on the **Online-Lifecycle** tab. Typically, a quarantine file is a small “test” video that an officer makes at the beginning of each shift to test his equipment before going out into the field. The system automatically marks these short videos for review or disposal, depending on your system settings.




If you selected the quarantine settings pictured below, 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.




For more information on quarantine settings, see “Viewing/Changing the Online Lifecycle Settings” in chapter 7.

- 1 Make sure the Home page displays. (If necessary, go to  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 DEP, click the  icon to the right of that record. A confirmation message displays: *Video is being accepted into the server now.*
– OR –

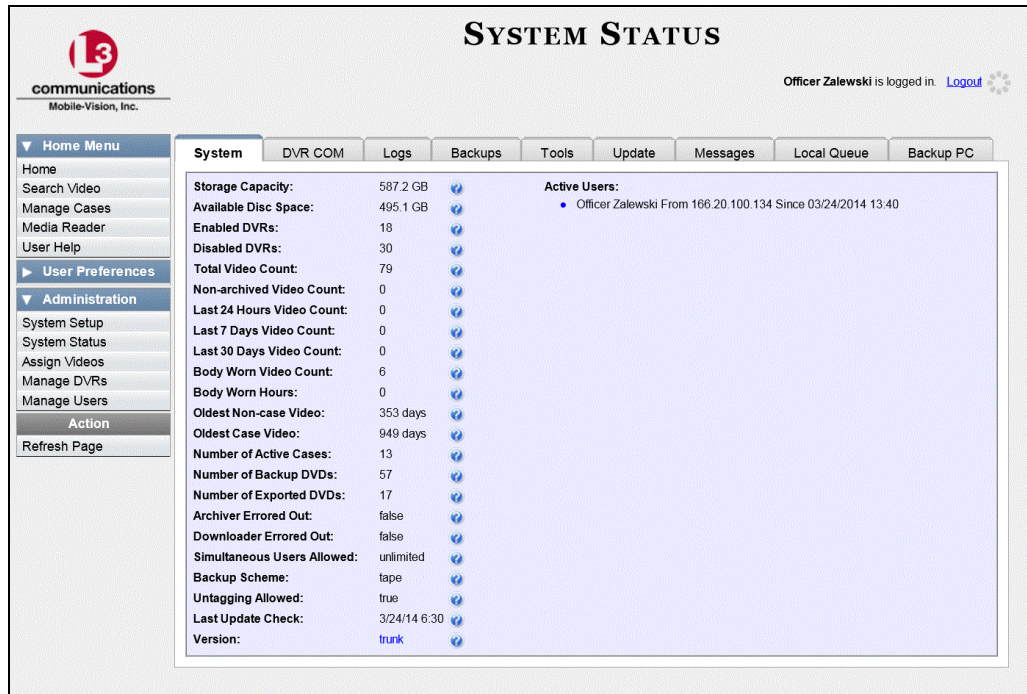
If you do *not* wish to accept the new video into DEP, click the  icon to the right of that record. The system permanently deletes the video.

- 6 Repeat steps 2 – 5 for all the quarantined files on your *Inbox Messages* list.

Exporting Daily Video Information to a Spreadsheet

This section describes how to export the previous day's video data to a spreadsheet for use with another application, such as a custom reporting tool.

- 1 Go to [Administration](#) and click **System Status**. The System Status page displays.



SYSTEM STATUS

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

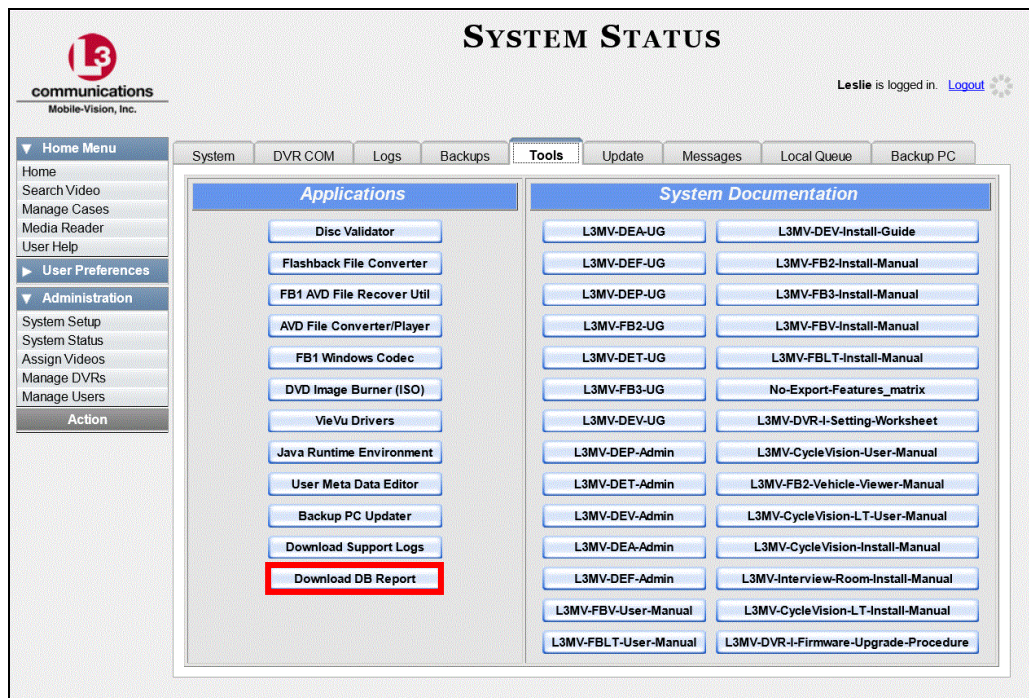
communications
Mobile-Vision, Inc.

▼ Home Menu
Home
Search Video
Manage Cases
Media Reader
User Help
▶ User Preferences
▼ Administration
System Setup
System Status
Assign Videos
Manage DVRs
Manage Users
Action
Refresh Page

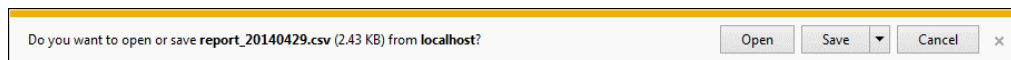
System | DVR COM | Logs | Backups | Tools | Update | Messages | Local Queue | Backup PC

Storage Capacity:	587.2 GB	🔍	Active Users:	
Available Disc Space:	495.1 GB	🔍	• Officer Zalewski From 166.20.100.134 Since 03/24/2014 13:40	
Enabled DVRs:	18	🔍		
Disabled DVRs:	30	🔍		
Total Video Count:	79	🔍		
Non-archived Video Count:	0	🔍		
Last 24 Hours Video Count:	0	🔍		
Last 7 Days Video Count:	0	🔍		
Last 30 Days Video Count:	0	🔍		
Body Worn Video Count:	6	🔍		
Body Worn Hours:	0	🔍		
Oldest Non-case Video:	353 days	🔍		
Oldest Case Video:	949 days	🔍		
Number of Active Cases:	13	🔍		
Number of Backup DVDs:	57	🔍		
Number of Exported DVDs:	17	🔍		
Archiver Errored Out:	false	🔍		
Downloader Errored Out:	false	🔍		
Simultaneous Users Allowed:	unlimited	🔍		
Backup Scheme:	tape	🔍		
Untagging Allowed:	true	🔍		
Last Update Check:	3/24/14 6:30	🔍		
Version:	trunk	🔍		

- 2 Click the **Tools** tab.



- 3 Go to the left column and click the **Download DB Report** button. A download message displays.



- 4 Click **Open**. The file 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 redaction software. Specifically, you can convert:

- Flashback2, Flashback3, or FlashbackHD QBX files into MP4 files
- Flashback1 AVD files into AVI files.

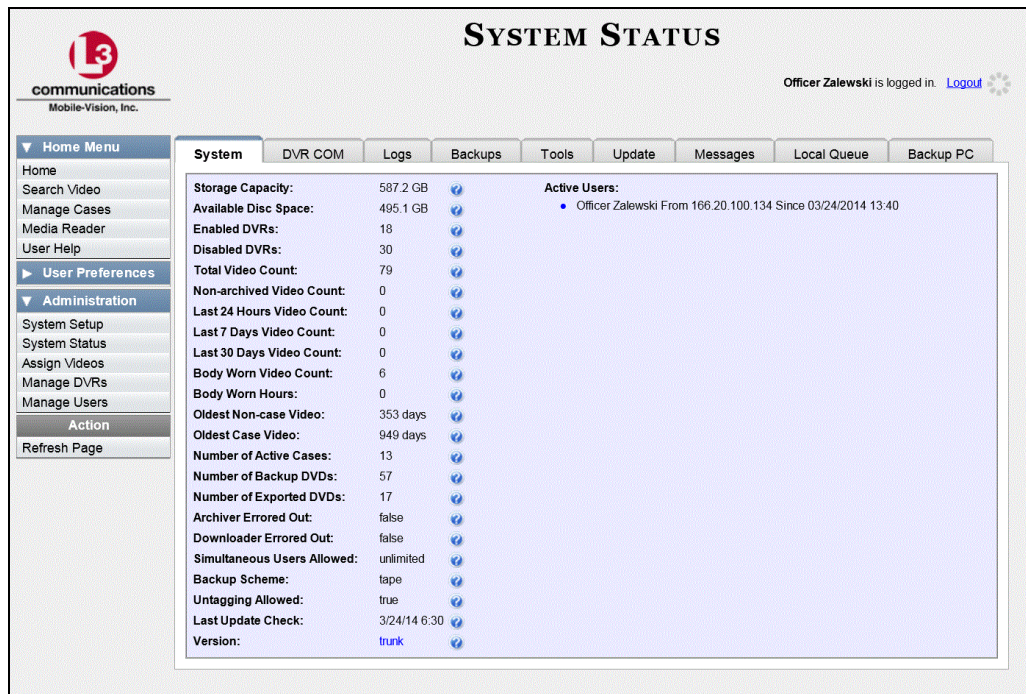
For specific instructions, see:

- Installing the Flashback File Converter, next page
- Using the Flashback File Converter, page 125.

Installing the Flashback File Converter

This procedure describes how to install the Flashback File Converter utility on your PC. For more information on what this utility is for and how it is used, see the previous section.

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



SYSTEM STATUS

communications
Mobile-Vision, Inc.

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

System | DVR COM | Logs | Backups | Tools | Update | Messages | Local Queue | Backup PC

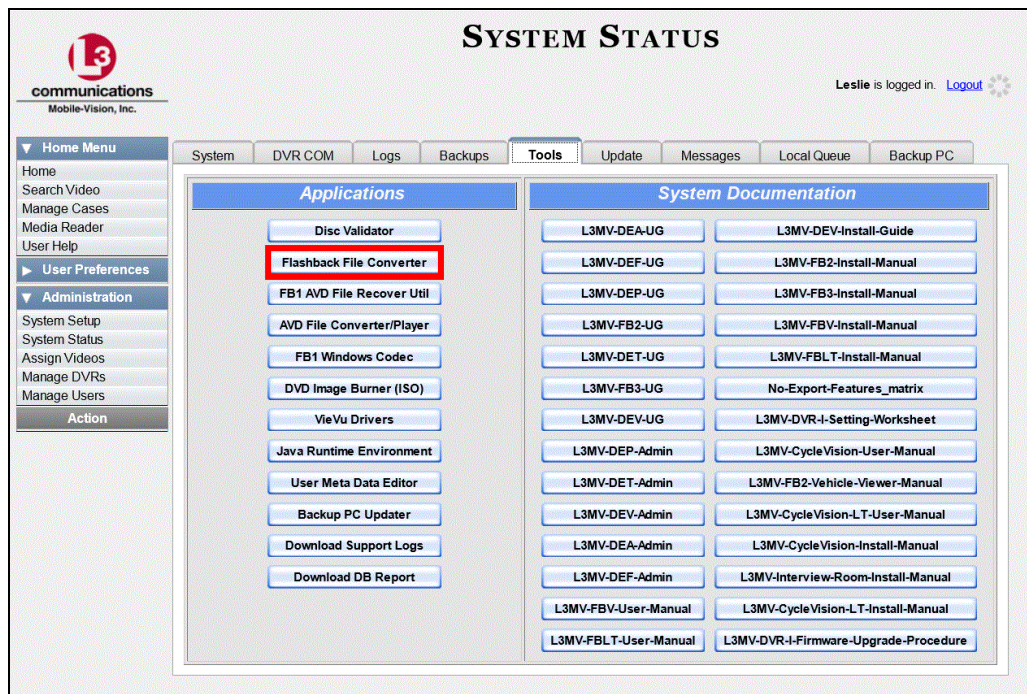
System

Storage Capacity:	587.2 GB	🔍
Available Disc Space:	495.1 GB	🔍
Enabled DVRs:	18	🔍
Disabled DVRs:	30	🔍
Total Video Count:	79	🔍
Non-archived Video Count:	0	🔍
Last 24 Hours Video Count:	0	🔍
Last 7 Days Video Count:	0	🔍
Last 30 Days Video Count:	0	🔍
Body Worn Video Count:	6	🔍
Body Worn Hours:	0	🔍
Oldest Non-case Video:	353 days	🔍
Oldest Case Video:	949 days	🔍
Number of Active Cases:	13	🔍
Number of Backup DVDs:	57	🔍
Number of Exported DVDs:	17	🔍
Archiver Errored Out:	false	🔍
Downloader Errored Out:	false	🔍
Simultaneous Users Allowed:	unlimited	🔍
Backup Scheme:	tape	🔍
Untagging Allowed:	true	🔍
Last Update Check:	3/24/14 6:30	🔍
Version:	trunk	🔍

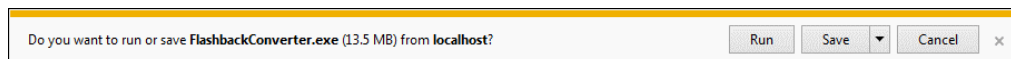
Active Users:

- Officer Zalewski From 166.20.100.134 Since 03/24/2014 13:40

- 2 Click the **Tools** tab.



- 3 Go to the left column and click the **Flashback File Converter** button. A download message displays.



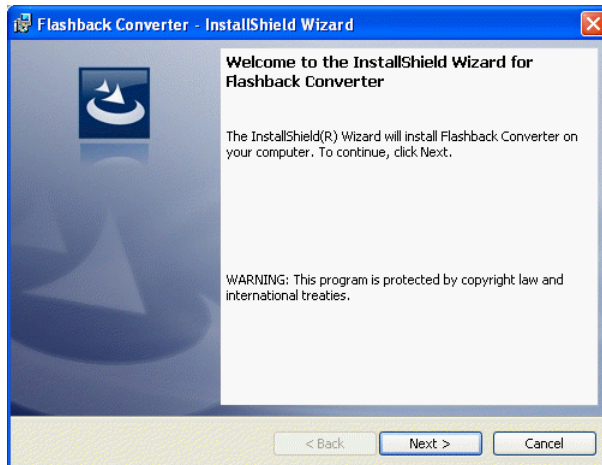
- 4 Click **Run**. If a security message displays, proceed to the next step. Otherwise skip to step 6.
- 5 If you have Windows XP, click **Run** again.

– OR –

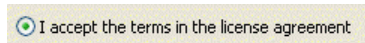
If you have Windows 7, select **Actions**→ **Run anyway**.

After a momentary delay, the Flashback Converter install wizard displays.

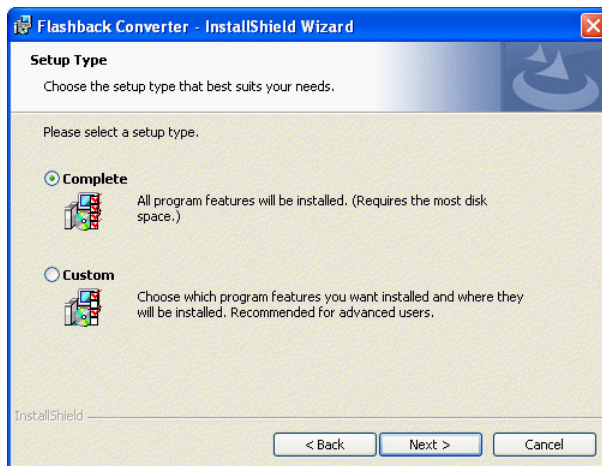
(Continued)



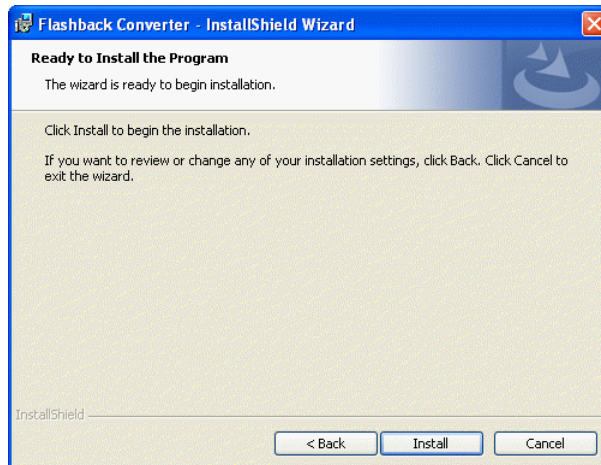
- 6 Click **Next**. A License Agreement displays.
- 7 Review the on-screen license agreement. If you agree with the terms, click the “I accept...” radio button.



- 8 Click **Next**. The system prompts you to select an installation type.



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



10 Click **Install**. After the installation is complete, a confirmation message displays.

11 Click **Finish**.

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

Using the Flashback File Converter

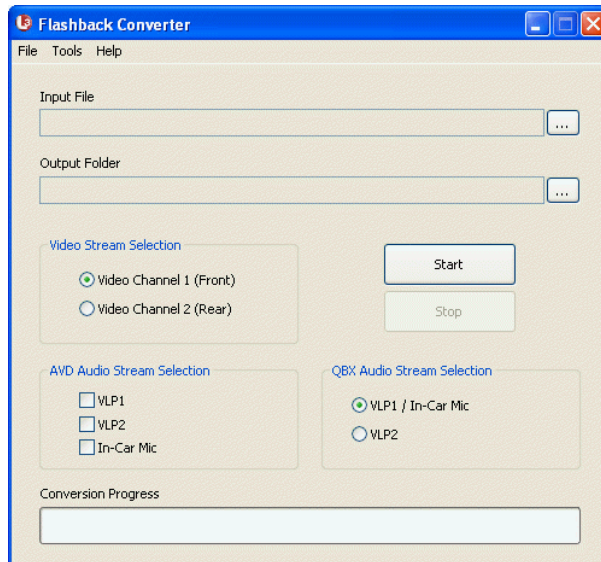
This section describes how to use the Flashback File Converter utility to convert selected video files into a format that can be used with redaction software. Specifically, you can convert Flashback2/3/HD QBX files into MP4 files, and Flashback1 AVD files into AVI files.

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 122.

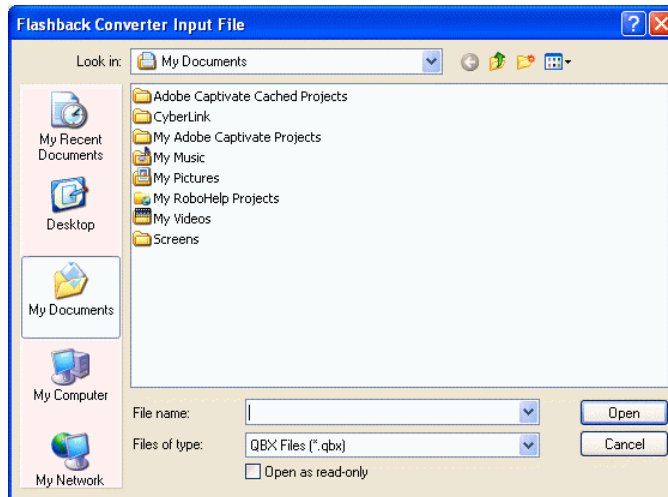


2 Go to your desktop and double-click on the Flashback Converter icon. The Flashback Converter application opens.

(Continued)



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

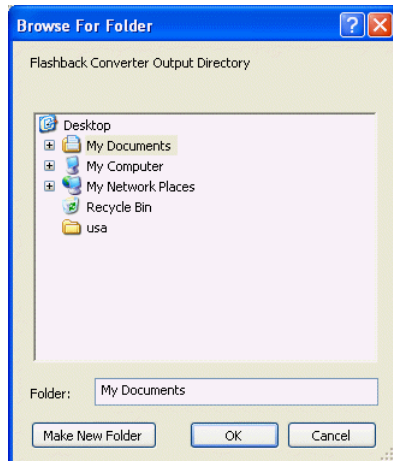


- 4 Navigate to the disk drive location where the file you wish to convert is located.
- 5 If you are converting a QBX file (Flashback2, Flashback3, or FlashbackHD) to MP4 (default), proceed to the next step.
– OR –
If you are converting an AVD file (Flashback1) to AVI, select **AVD** from the *Files of type* drop-down list.
- 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.



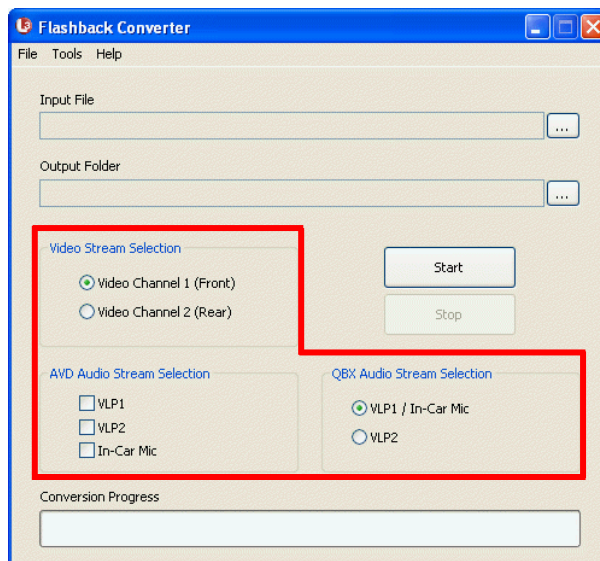
9 Click on the ellipsis icon to the right of the *Output Folder* field. The Browse For Folder popup displays.



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

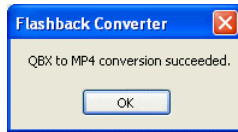
11 Click **OK**. The selected disc drive location displays in the *Output Folder* field.

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.

Recovering a Corrupt Flashback1 Video

Occasionally, a video recorded on a Flashback1 DVR may become corrupted under certain conditions, such as when a DVR is turned off in the middle of a recording.

There are a couple scenarios which indicate that a file may be corrupted:

How do you know if a FBI file is corrupted?

- Scenario 1: When a video file does not transmit automatically, you attempt to manually upload it from the CF card or ESU drive, but the upload doesn't work.
- Scenario 2: You are able to upload a video file to the server, but when you go to play it, you receive an error message that says *File Open Failed*.

If one of these scenarios occurs, use the following procedure to try and restore that file. This is a three-part process:

- 1 Copy the corrupt file to a subdirectory on your PC.
- 2 Install the Flashback1 AVD File Recovery Utility on your PC and use it to restore the corrupted file.
- 3 Install the Flashback1 Player on your PC and use it to review the newly restored file to verify that the restore was successful.

- 1 If the video file is on the server (see *Scenario 2* above), proceed to the next step.

– OR –

If the video file is *not* on the server (see *Scenario 1* above), use Windows to manually copy the file from the CF card or ESU drive to a subdirectory on your PC. Next, skip to step 3.

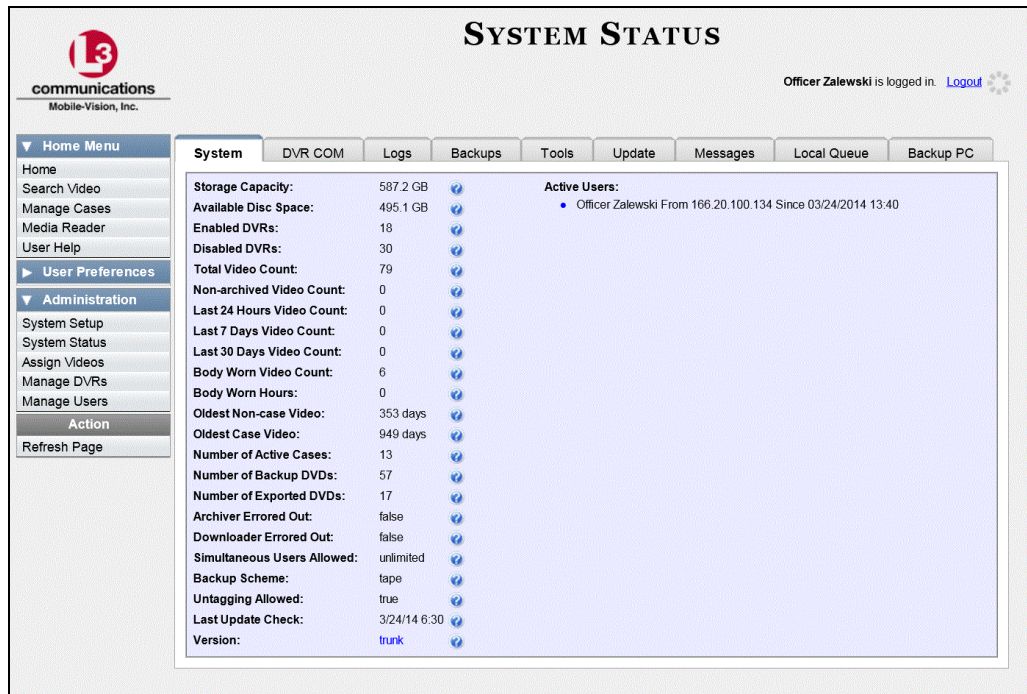
- 2 Download the corrupt file from DEP to a subdirectory on your PC, as described in “Downloading Video to Your PC in Data DVD Format” on page 78.

- 3 If you have the Flashback1 AVD File Recovery Utility installed on your PC, open that utility, then skip to step 9.

– OR –

If you do *not* have the Flashback1 AVD File Recovery Utility installed on your PC, proceed to the next step.

- 4 Go to **Administration** and click **System Status**. The System Status page displays.



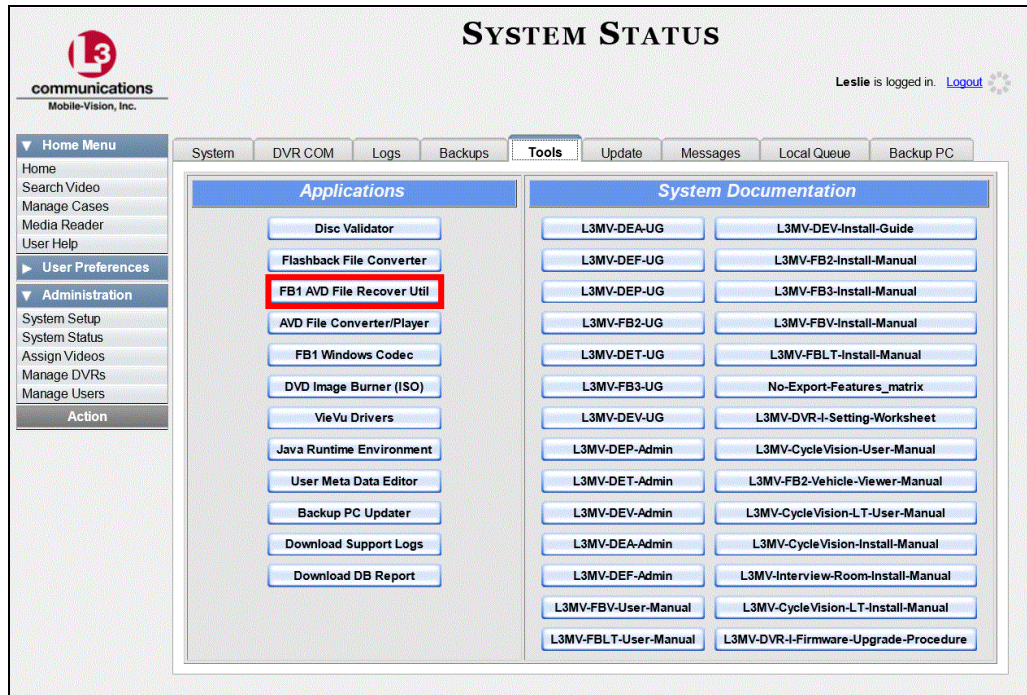
System	DVR COM	Logs	Backups	Tools	Update	Messages	Local Queue	Backup PC
Storage Capacity:	587.2 GB							
Available Disc Space:	495.1 GB							
Enabled DVRs:	18							
Disabled DVRs:	30							
Total Video Count:	79							
Non-archived Video Count:	0							
Last 24 Hours Video Count:	0							
Last 7 Days Video Count:	0							
Last 30 Days Video Count:	0							
Body Worn Video Count:	6							
Body Worn Hours:	0							
Oldest Non-case Video:	353 days							
Oldest Case Video:	949 days							
Number of Active Cases:	13							
Number of Backup DVDs:	57							
Number of Exported DVDs:	17							
Archiver Errored Out:	false							
Downloader Errored Out:	false							
Simultaneous Users Allowed:	unlimited							
Backup Scheme:	tape							
Untagging Allowed:	true							
Last Update Check:	3/24/14 6:30							
Version:	trunk							

Active Users:

- Officer Zalewski From 166.20.100.134 Since 03/24/2014 13:40

- 5 Click the **Tools** tab. A list of available utilities displays in the *Applications* column.

(Continued)



6 Click the **FB1 AVD File Recover Util** button. A download message displays.



7 Click **Run**.

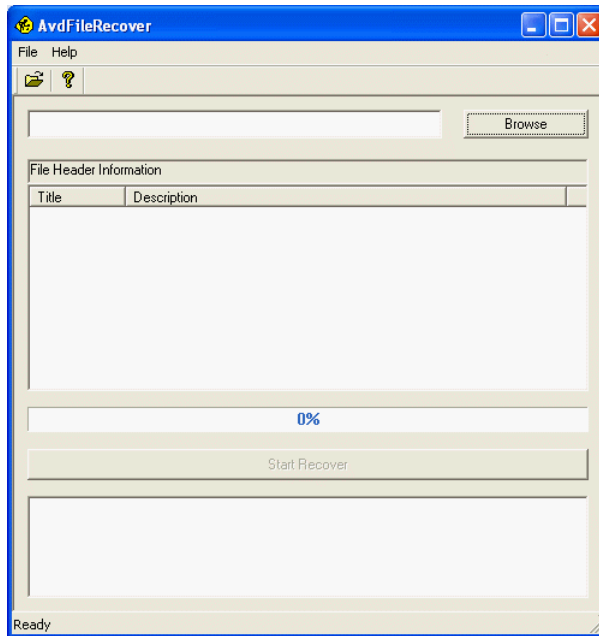
- ⇒ If a security warning message displays, proceed to the next step.
- ⇒ If a security warning message does *not* display, skip to step 9.

8 If you have Windows XP, click **Run** again.

– OR –

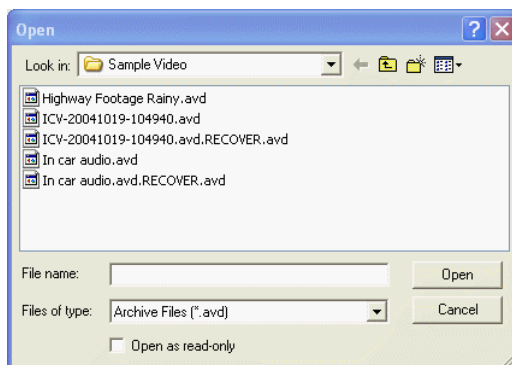
If you have Windows 7, select **Actions** → **Run anyway**.

The Avd File Recover screen displays.



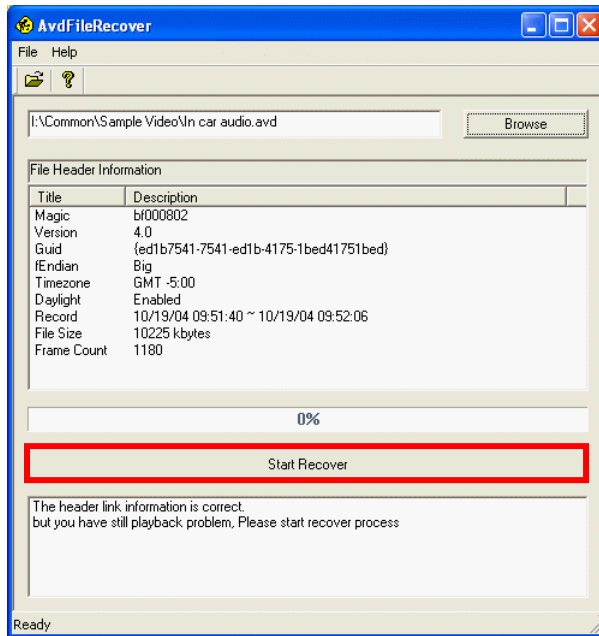
From this screen, you will restore the corrupted file, as described in steps 9 – 17.

- 9 Select **File** → **Open** from the menubar. The Open popup displays.

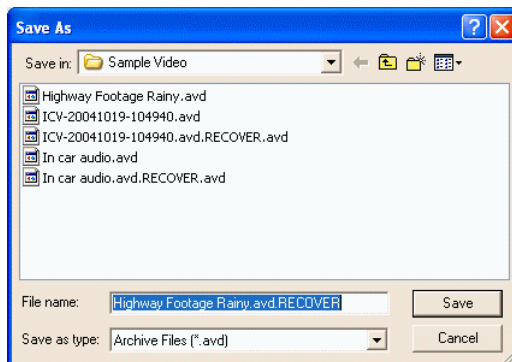


- 10 Navigate to the disk drive location where the corrupt video is stored.
- 11 Double-click on the file you wish to restore. The file name and associated data displays on the Avd File Recover screen.

(Continued)



12 Click the **Start Recover** button. The Save As popup displays.




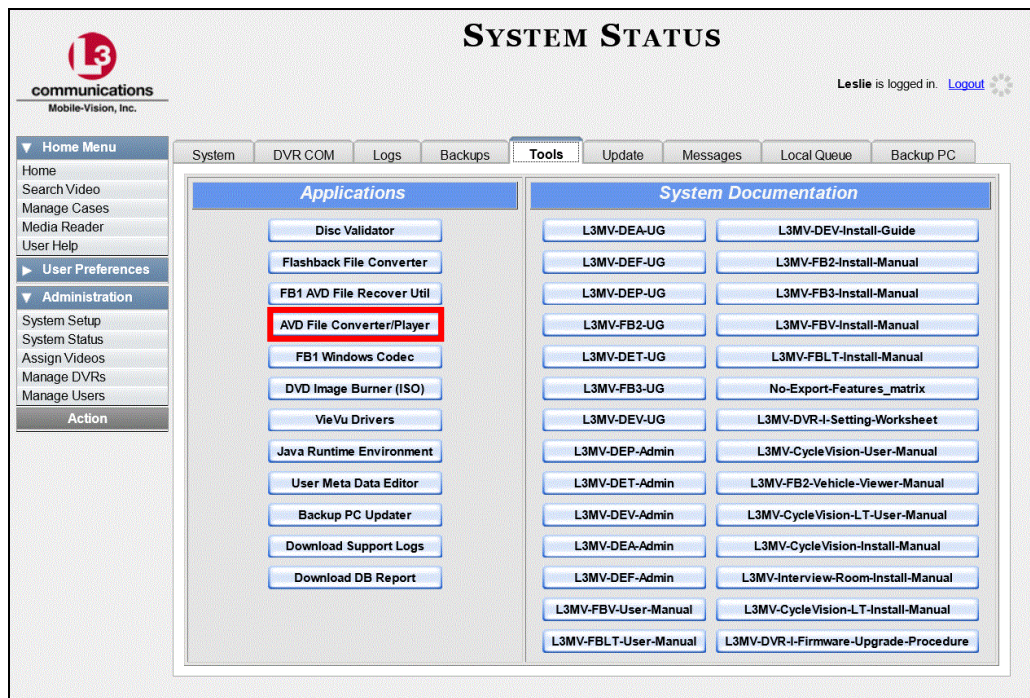
13 To save the recovered file in a different location, navigate to a new disk drive location. Otherwise proceed to the next step.

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

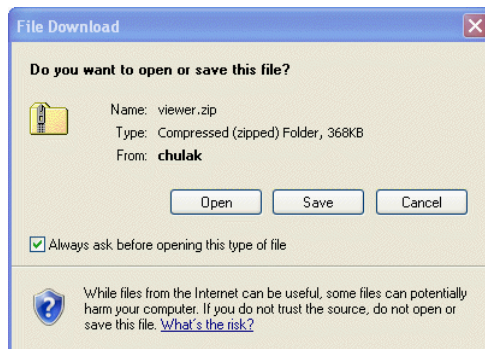
15 Click **Save**. The system begins repairing the file. When processing is complete, a confirmation message displays.



- 16 Click **OK**.
- 17 Click the  in the upper right corner of the Avd File Recover utility to close it.
- 18 If you have the Flashback1 Player installed on your PC, open it, then skip to step 26.
– OR –
If you do *not* have the Flashback1 Player installed on your PC, proceed to the next step.
- 19 Return to the **Tools** tab in DEP and click the **AVD File Converter/Player** button.

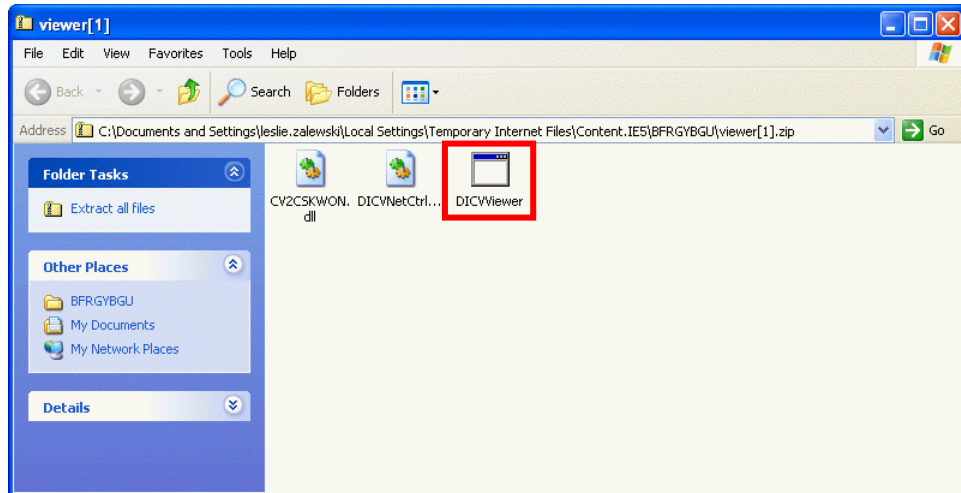


A download message displays.



- 20 If you have Windows XP, click **Open**. Proceed to the next step.
– OR –
If you have Windows 7, select **Open**→ **Open**.

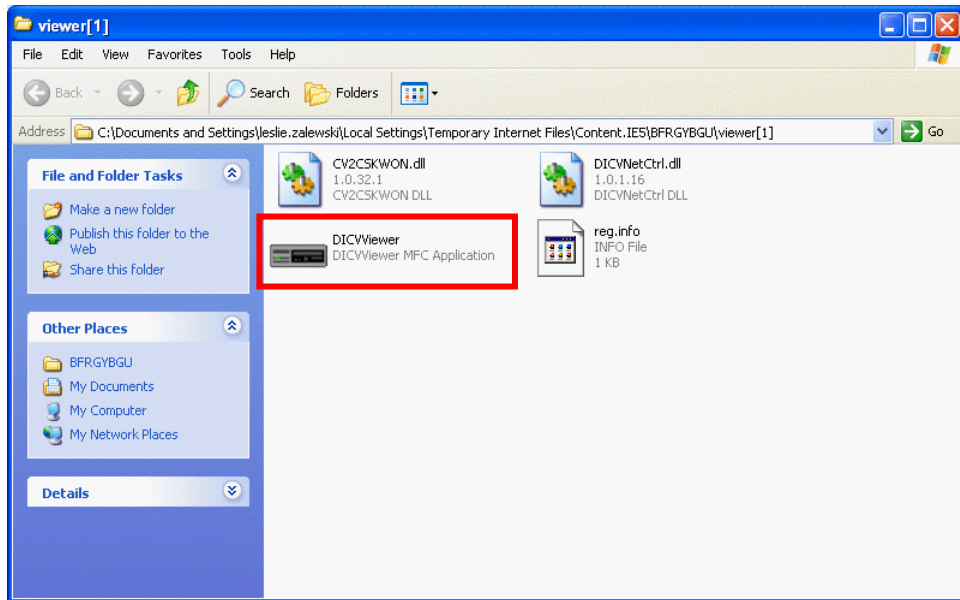
The *viewer* screen displays.



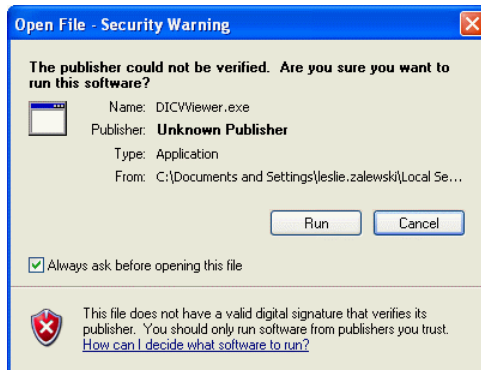
- 21 Double-click on the **DICViewer** icon. A warning message displays.



- 22 Click **Extract all**.
- 23 Press **Enter** one or more times until the Viewer screen redisplay.

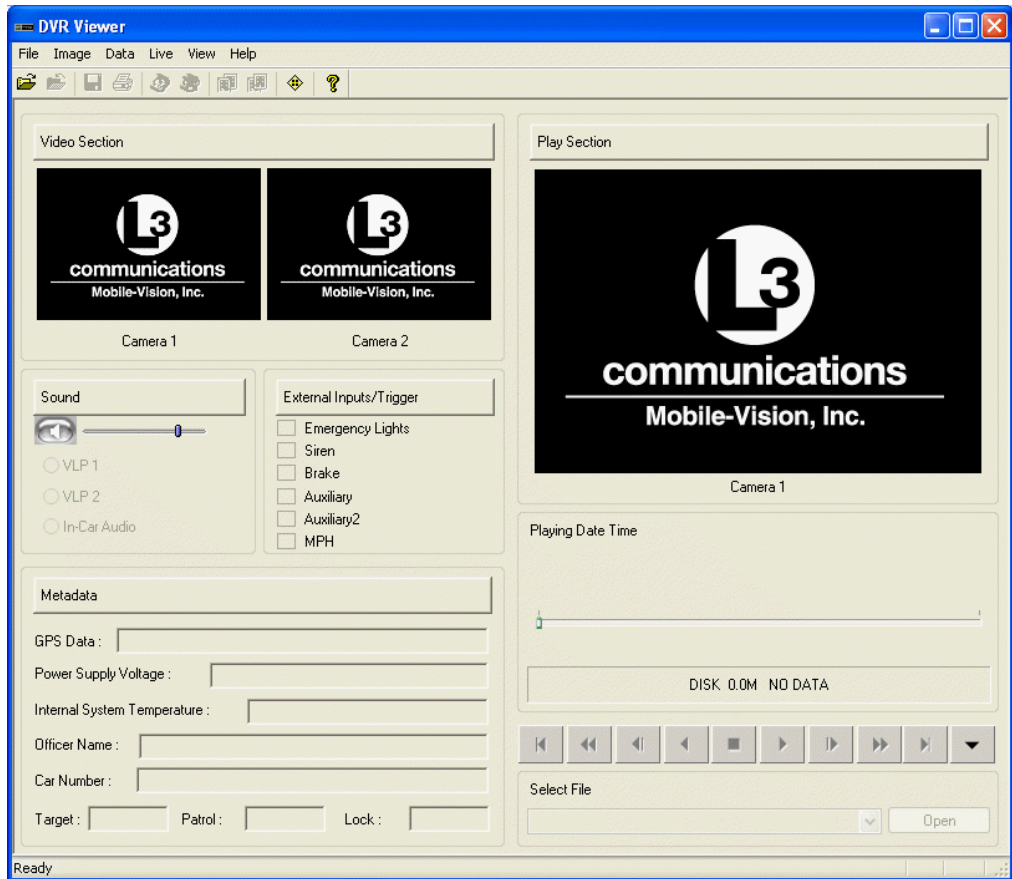


24 Double-click on the **DICViewer** icon. A security warning message displays.

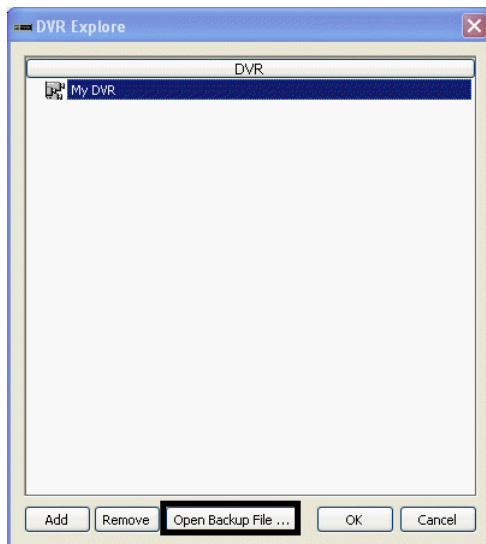


25 Click **Run**. The Flashback1 Player displays.

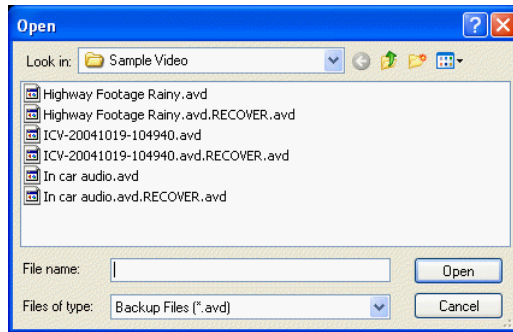
(Continued)



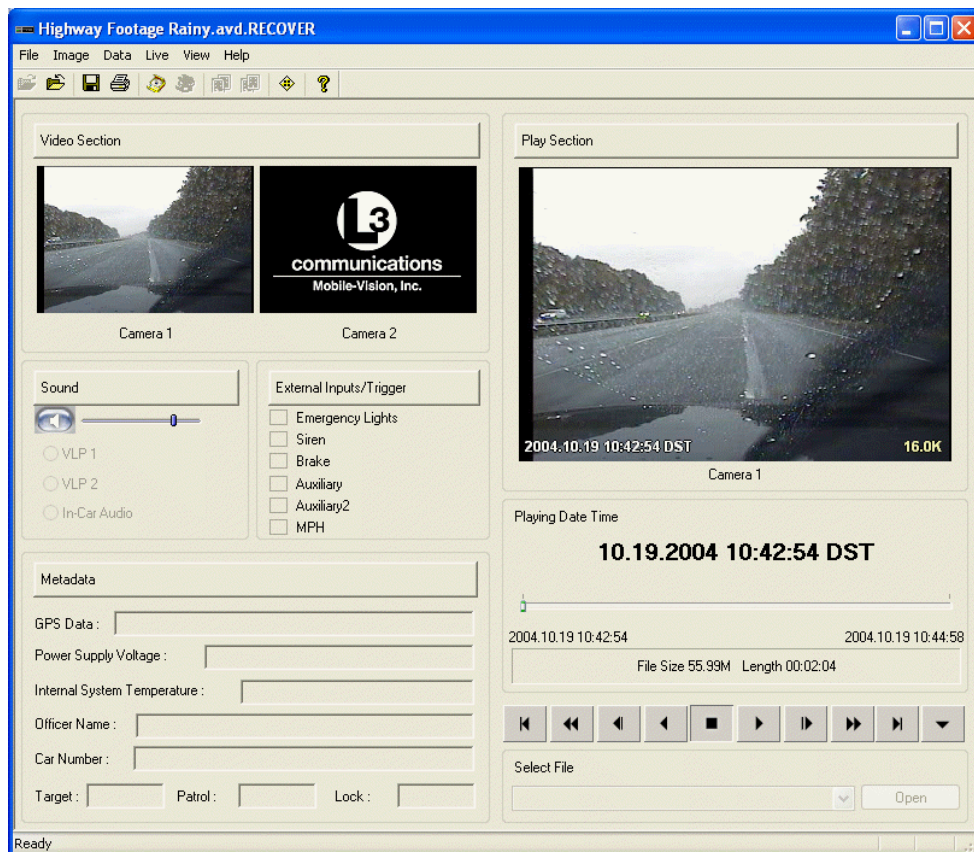
26 Select **File** → **Open** from the menubar. The DVR Explore popup displays.



27 Click the **Open Backup File** button. The Open popup displays.



- 28 Navigate to the disk drive location where the restored file is located.
- 29 Double-click on the recovered file. By default, the file name will have the word **RECOVER** in it. The video's thumbnail image displays in the Flashback1 Player.

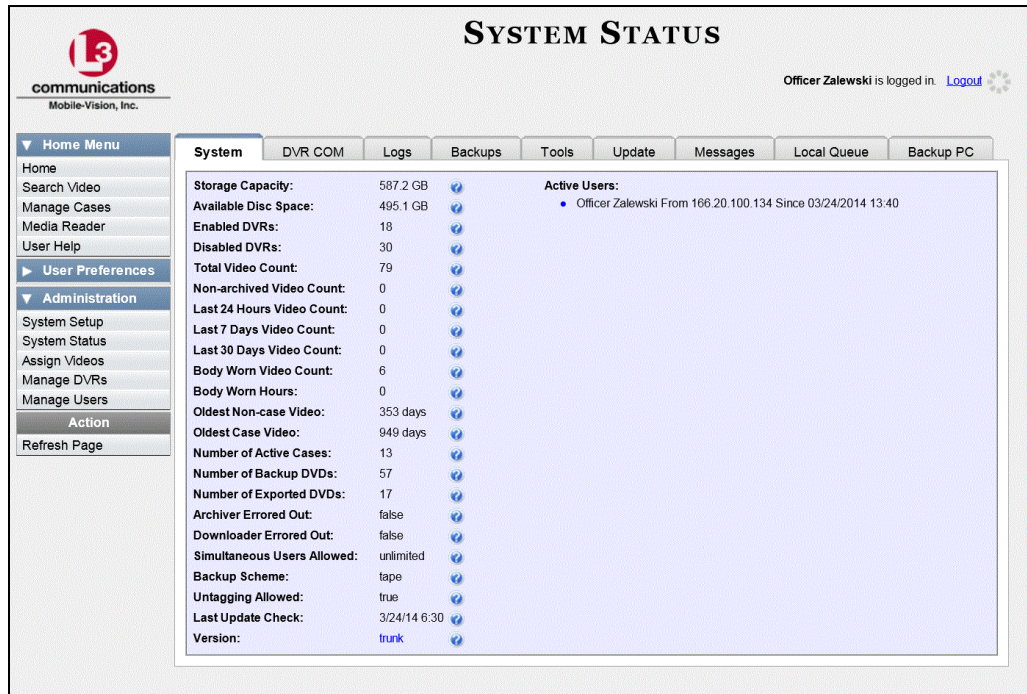


- ▶ 30 Click the play button to begin viewing the video. Watch the entire video and make sure it plays properly. If there is still a problem, contact L-3 Mobile-Vision Technical Support for assistance.

Installing the Windows Codec Utility for Flashback1 Videos

Occasionally, customers who have purchased a new PC *or* reimaged an existing PC may have difficulty playing Flashback1 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 L-3 Mobile-Vision Support for assistance.

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



SYSTEM STATUS

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

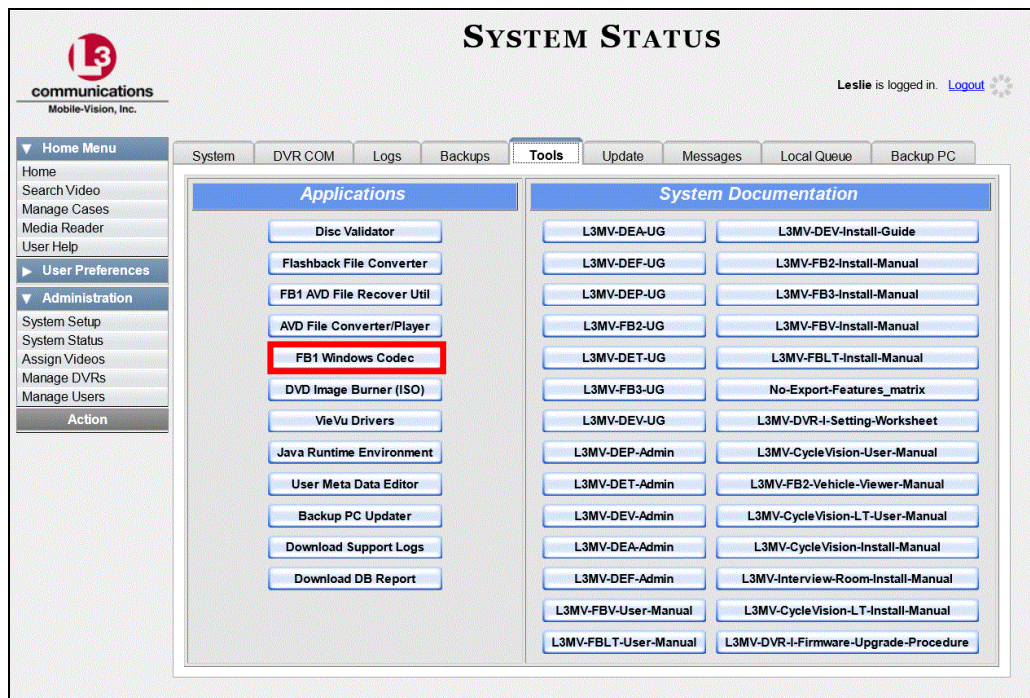
System | DVR COM | Logs | Backups | Tools | Update | Messages | Local Queue | Backup PC

Storage Capacity:	587.2 GB	
Available Disc Space:	495.1 GB	
Enabled DVRs:	18	
Disabled DVRs:	30	
Total Video Count:	79	
Non-archived Video Count:	0	
Last 24 Hours Video Count:	0	
Last 7 Days Video Count:	0	
Last 30 Days Video Count:	0	
Body Worn Video Count:	6	
Body Worn Hours:	0	
Oldest Non-case Video:	353 days	
Oldest Case Video:	949 days	
Number of Active Cases:	13	
Number of Backup DVDs:	57	
Number of Exported DVDs:	17	
Archiver Errored Out:	false	
Downloader Errored Out:	false	
Simultaneous Users Allowed:	unlimited	
Backup Scheme:	tape	
Untagging Allowed:	true	
Last Update Check:	3/24/14 6:30	
Version:	trunk	

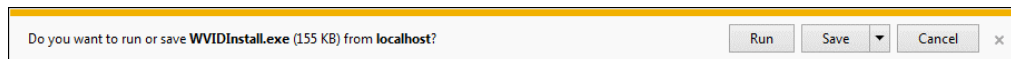
Active Users:

- Officer Zalewski From 166.20.100.134 Since 03/24/2014 13:40

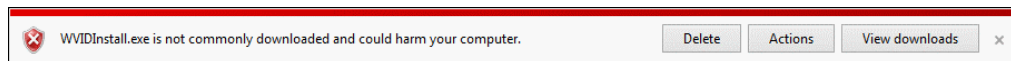
- 2 Click the **Tools** tab. A list of downloadable applications displays in the left column.



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



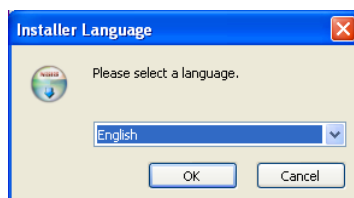
- 4 Click **Run**. A security warning displays.



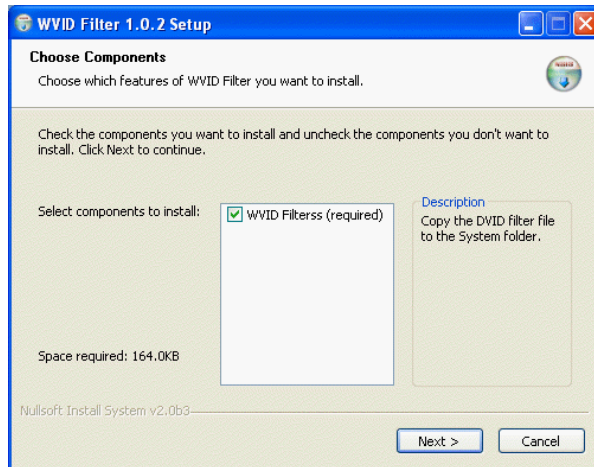
- 5 If you have Windows XP, click **Run** again.

– OR –

If you have Windows 7, select **Actions**→ **Run anyway**.
The Installer Language popup displays.




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



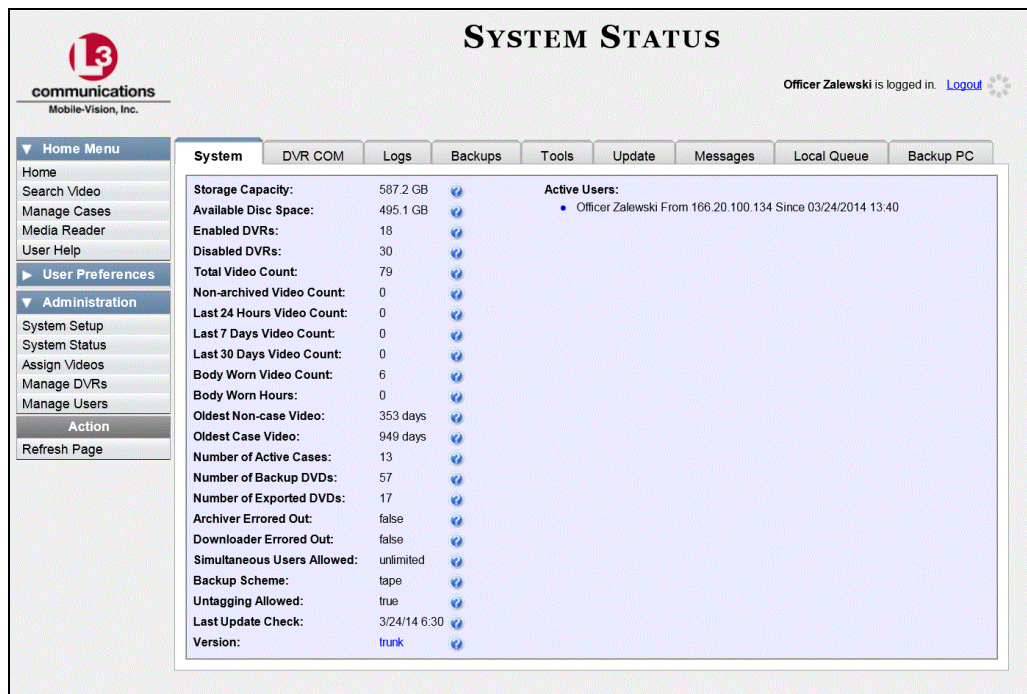
- 7 Click **Next**.
- 8 Click **Install**.
- 9 Click **Close**.

Manually Installing the VIEVU Drivers

The VIEVU is a small, wearable DVR sold by L-3 Mobile-Vision. The first time you connect your VIEVU to your PC, you will be prompted to download two drivers that are required to operate the VIEVU*. However, if for some reason you do not have internet access, you can *manually* download these drivers from the **Tools** tab in the DEP application, as described in this section.

- 1 If the VIEVU is currently connected to your PC, disconnect the two USB cables.
- 2 Go to  and click **System Status**. The System Status page displays.

* This procedure is outlined in "Uploading Videos to DES" in the brochure *VIEVU for Users of DES and Basic Viewer*.



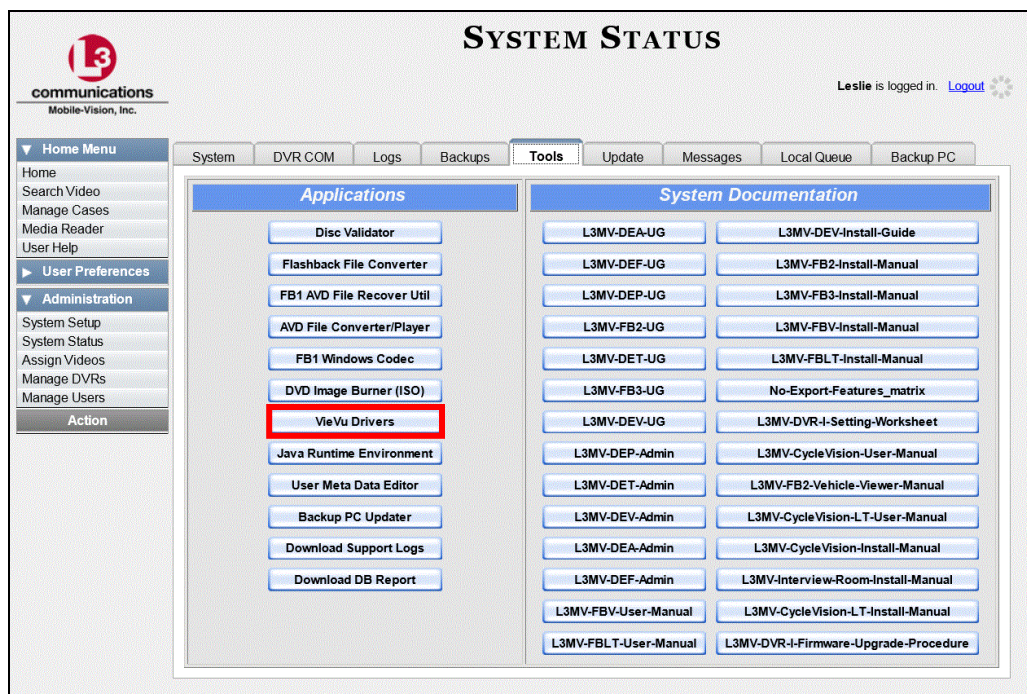
SYSTEM STATUS

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

System | DVR COM | Logs | Backups | Tools | Update | Messages | Local Queue | Backup PC

Storage Capacity:	587.2 GB	↕	Active Users:	
Available Disc Space:	495.1 GB	↕	• Officer Zalewski From 166.20.100.134 Since 03/24/2014 13:40	
Enabled DVRs:	18	↕		
Disabled DVRs:	30	↕		
Total Video Count:	79	↕		
Non-archived Video Count:	0	↕		
Last 24 Hours Video Count:	0	↕		
Last 7 Days Video Count:	0	↕		
Last 30 Days Video Count:	0	↕		
Body Worn Video Count:	6	↕		
Body Worn Hours:	0	↕		
Oldest Non-case Video:	353 days	↕		
Oldest Case Video:	949 days	↕		
Number of Active Cases:	13	↕		
Number of Backup DVDs:	57	↕		
Number of Exported DVDs:	17	↕		
Archiver Errored Out:	false	↕		
Downloader Errored Out:	false	↕		
Simultaneous Users Allowed:	unlimited	↕		
Backup Scheme:	tape	↕		
Untagging Allowed:	true	↕		
Last Update Check:	3/24/14 6:30	↕		
Version:	trunk	↕		

3 Click the **Tools** tab.



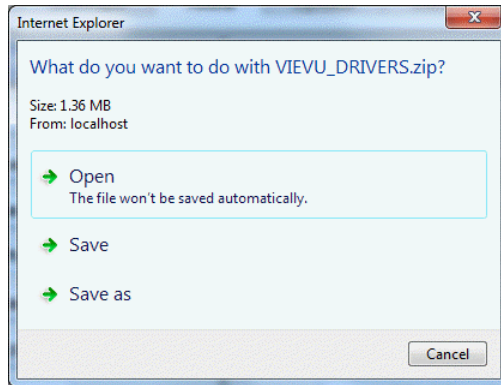
SYSTEM STATUS

Leslie is logged in. [Logout](#)

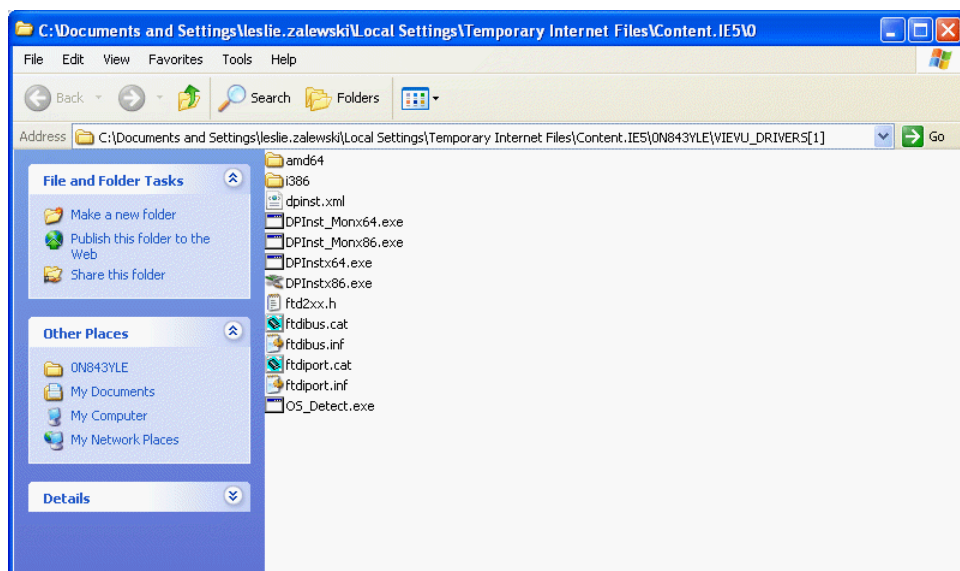
System | DVR COM | Logs | Backups | **Tools** | Update | Messages | Local Queue | Backup PC

Applications	System Documentation
Disc Validator	L3MV-DEA-UG
Flashback File Converter	L3MV-DEV-Install-Guide
FB1 AVD File Recover Util	L3MV-DEF-UG
AVD File Converter/Player	L3MV-DEP-UG
FB1 Windows Codec	L3MV-FB2-UG
DVD Image Burner (ISO)	L3MV-DET-UG
VieVu Drivers	L3MV-FB3-UG
Java Runtime Environment	No-Export-Features_matrix
User Meta Data Editor	L3MV-DEV-UG
Backup PC Updater	L3MV-DVR-I-Setting-Worksheet
Download Support Logs	L3MV-DEP-Admin
Download DB Report	L3MV-DET-Admin
	L3MV-FB2-Vehicle-Viewer-Manual
	L3MV-DEV-Admin
	L3MV-CycleVision-LT-User-Manual
	L3MV-DEA-Admin
	L3MV-CycleVision-Install-Manual
	L3MV-DEF-Admin
	L3MV-Interview-Room-Install-Manual
	L3MV-FBV-User-Manual
	L3MV-CycleVision-LT-Install-Manual
	L3MV-FBLT-User-Manual
	L3MV-DVR-I-Firmware-Upgrade-Procedure

4 Go to the left column and click the **VieVu Drivers** button. A download message displays.



- 5 If you have Windows XP, click **Save**.
– OR –
If you have Windows 7, click **Save As**.
- 6 Navigate to the disc drive location where you wish to temporarily store this file.
- 7 Click **Save**.
- 8 If you have Windows XP, click **Open Folder**.
– OR –
If you have Windows 7, navigate to the disk drive location where you just saved the VIEVU file.
- 9 Right-click on the **VIEVU_DRIVERS.zip** file, then select **Extract All** from the popup menu. Next, follow the system prompts to unzip the file. The VIEVU_DRIVERS folder opens.



- 10** Once the files are unzipped, double-click on the appropriate file:
If your PC has a 64-bit operating system, double-click on **DPIInstx64.exe**
– OR –
If your PC has a 32-bit operating system, double-click on **DPIInst_Mon86.exe**
- 11** If you receive one or more security prompts, click **Run**.



HINT: If you aren't sure what type of operating system you have, double-click on either **DPIInstx64.exe** or **DPIInst_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 and press **Run** in response to any security prompts, a DOS screen will briefly flash on-screen, indicating that the drivers have been installed.

- 12** Reboot your PC.
- 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 73, beginning with step 13, or
 - Manually Uploading Videos from a VIEVU LE3, page 76, beginning with step 7.

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

***Certified
Backup Discs***

Your DEP software interfaces with a robotic DVD burner or BluRay burner. If archiving is enabled, the system uses this burner to create periodic backup discs based on rules that you set in the application. This process occurs automatically without any action on your part. The automatic archive discs that the disc burner generates are called *Certified Backup Discs*. The sole purpose of these discs is to restore system data at a later date, should the need arise.

***User-Requested
Certified Copies***

User-requested certified copies are video and/or case files that you burn to DVD on an as-needed basis for evidential and/or backup purposes. The process of copying files for the purpose of creating a DVD is called *exporting*. Therefore this type of disc is sometimes referred to as an “export” disc. The various procedures used to create these discs and the different file formats available for them are explained in this chapter.

Unless otherwise noted, the term **DVD** is used throughout this chapter to refer to *both* DVD and Blu-Ray discs.

For more information, see:

- Disc Capacity, next page
- Available File Formats for User-Requested DVDs, next page
- Burning DVDs Using the Robotic DVD Burner, page 149
- Burning DVDs Using Your PC’s DVD Burner, page 180
- Using the cdrtools Application to Burn a DVD on Your PC, page 219
- Viewing DVDs, page 223
- Changing the File Types that are Automatically Archived, page 228
- Customizing the Consumer DVD Menus, page 231
- Customizing DVD Labels, 241
- Viewing the Certified Backups List, 244
- Downloading a DVD Burn Application to Your PC, 246
- Validating that a Disc is Unaltered, 250
- Viewing the DVD Burn Queue, 253
- Deleting a DVD Burn Request, 258
- Changing the Default Export Type for DVDs, 260
- Generating the Video Deletion Roll-Up Report, 262.

Disc Capacity

The storage capacity of your discs will vary significantly depending on the type of disc you select. Blu-Ray discs store the most data, but they also require a special Blu-Ray disc burner. In addition, Blu-Ray discs require a Blu-Ray disc reader or burner to *read* the discs. You can't put a Blu-Ray disc in a DVD drive and read the disc. If you are burning archives to Blu-Ray disc and the only Blu-Ray disc drive you have is in your Bravo robotic disc burner, you'll have to use that Bravo drive to perform all of your restores.

Type of Disc	Maximum storage capacity
Single-layer DVD disc	4.7 gigabytes
Double-layer DVD disc	8.5 gigabytes
Single-layer Blu-Ray disc	25 gigabytes
Double-layer Blu-Ray disc	50 gigabytes

When burning discs, please leave approximately 5% of each disc free for system information. For example, if you are burning to a disc that has a maximum storage capacity of 8.5 gigabytes, the data you select for that disc should be approximately eight gigabytes or less.

Available File Formats for User-Requested DVDs

Depending on your permissions, there are several file formats that may be available to you:

- Data DVD Format, below
- Consumer DVD Format, page 147
- Interchange DVD Format, page 148
- Uncompressed Format (Flashback2/Flashback3/FlashbackHD only), page 148.

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

Data DVD Format

The *Data DVD Format* is a disc format that is designed to play on any PC DVD player using the Flashback Player.

When you burn a *case* in Data DVD format, the disc may include some or all of the following:

- Selected videos from the case
- General information associated with the case's videos*
- The Chain of Custody Report
- Selected media files attached to the case
- A copy of the Flashback Player (if videos are included).

When you burn *videos* in Data DVD format, the disc will include the following:

- Selected videos
- General information associated with the videos*
- The Chain of Custody Report
- A copy of the Flashback Player.

Some advantages of data DVDs are that they allow you to:

- Listen to three audio streams.
- View images from all cameras.
- Automatically advance to "Trace Point" placeholders that you entered in the video at the time it was recorded.
- View general information associated with the videos.*
- View additional information that displays only on the Flashback Player, such as video triggers, GPS coordinates, vehicle speed, and/or radar information.
- View the Chain of Custody Report.
- View selected media files for a case.

The disadvantage of Data DVDs is that they require a Windows PC for playback. You cannot play them in a standard consumer DVD player connected to a TV, or on a Macintosh computer.

For specific instructions, see:

- Burning a Case to a Data DVD via the Robotic DVD Burner, page 150
- Burning Video to a Data DVD via the Robotic DVD Burner, page 165
- Burning a Case to a Data DVD via Your PC's DVD Burner, page 180
- Burning Video to a Data DVD via Your PC's DVD Burner, page 199.

Consumer DVD Format

The *Consumer DVD* format can be played in any standard consumer DVD player that connects to a TV. This format is useful if, for example, you need to play a video in court on a large screen TV for a jury to see. You can also play a Consumer DVD on a Windows PC or Macintosh equipped with a DVD player and appropriate software.

The disadvantage of this format is that it lacks the special viewing options available with the Flashback player, as listed in "Data DVD Format" on the previous page.

* Officer Name, DVR, Start/End Times, System ID

This format requires the Consumer DVD module. This module is available free of charge to all our customers. For assistance in activating this module, contact the L-3 Mobile-Vision Service department.

For specific instructions, see:

- Burning a Case to a Consumer DVD via the Robotic DVD Burner, page 154
- Burning Video to a Consumer DVD via the Robotic DVD Burner, page 168
- Burning a Case to a Consumer DVD via Your PC's DVD Burner, page 184
- Burning Video to a Consumer DVD via Your PC's DVD Burner, page 203

Interchange DVD Format

The Interchange format allows you to import videos into various third-party applications, such as video editing software.

Video from Flashback1 DVRs will produce videos with an extension of **AVI**. Video from Flashback2, Flashback3, and FlashbackHD DVRs will produce videos with an extension of **MP4**.

The disadvantage of this format is that it lacks the special viewing options available with the Flashback player, as listed in “Data DVD Format” on page 146. Also, because Interchange video is editable, anyone with access to the video could potentially tamper with it. For this reason, converting a video to interchange format effectively breaks the chain of custody.

For specific instructions, see:

- Burning a Case to an Interchange Format DVD via the Robotic DVD Burner, page 157
- Burning Video to an Interchange Format DVD via the Robotic DVD Burner, page 172
- Burning a Case to an Interchange Format DVD via Your PC's DVD Burner, page 189
- Burning Video to an Interchange Format DVD via Your PC's DVD Burner, page 208.



Uncompressed DVD Format

The Uncompressed format, also referred to as *decompressed* format, is a Flashback2, Flashback3, or FlashbackHD file that has the same viewing functions and features as the Data DVD format (see page 146), except that this DVD includes a button that allows you to convert each QBX file into two raw video files: an **MP4** file and a **DV** (digital video) file. You can use these files with third party software, such as video editing or redaction software. The type of file that you need (i.e., MP4 vs. DV) depends on the type of software that you are importing the video into. MP4 files can be imported into most modern software applications, whereas DV files are required for some older applications.

When you click on one of these links, the system generates one MP4 and one DV (digital video) file and places them in a folder on your desktop called 'raw_video'



The advantage of this format is that it gives you all the viewing options available with the Flashback Player, but you can also export raw video into third party applications, including older “legacy” software. The disadvantage of this format is that anyone with access to the raw video could potentially tamper with it. For this reason, converting a video to uncompressed format effectively breaks the chain of custody.

For specific instructions, see:

- Burning a Case to an Uncompressed Format DVD via the Robotic DVD Burner, page 161
- Burning Video to an Uncompressed Format DVD via the Robotic DVD Burner, page 176
- Burning a Case to an Uncompressed Format DVD via Your PC’s DVD Burner, page 194
- Burning Video to an Uncompressed Format DVD via Your PC’s DVD Burner, page 214.

Burning DVDs Using the Robotic DVD Burner

To burn a DVD using the robotic DVD burner, you must forward a “burn request” to the Backup PC’s job queue.

If you prefer to burn a DVD on your PC, see “Burning DVDs Using Your PC’s DVD Burner” on page 180.

For more information, see:

- Burning a Case to DVD via the Robotic DVD Burner, next page
- Burning Video to DVD via the Robotic DVD Burner, page 164.

Burning a Case to DVD via the Robotic DVD Burner

This section describes how to burn a case record to a DVD using your agency’s robotic DVD burner. If you prefer to use your PC’s DVD burner instead, see “Burning a Case to DVD via Your PC’s DVD Burner” on page 180.

For specific instructions, see:

- Burning a Case to a Data DVD via the Robotic DVD Burner, below
- Burning a Case to a Consumer DVD via the Robotic DVD Burner, page 154
- Burning a Case to an Interchange Format DVD via the Robotic DVD Burner, page 157
- Burning a Case to an Uncompressed Format DVD via the Robotic DVD Burner, page 161.

Burning a Case to a Data DVD via the Robotic DVD Burner

This section describes how to burn case information to a *Data DVD* using your agency’s robotic DVD burner. For a definition of Data DVDs, see “Data DVD Format” on page 146.

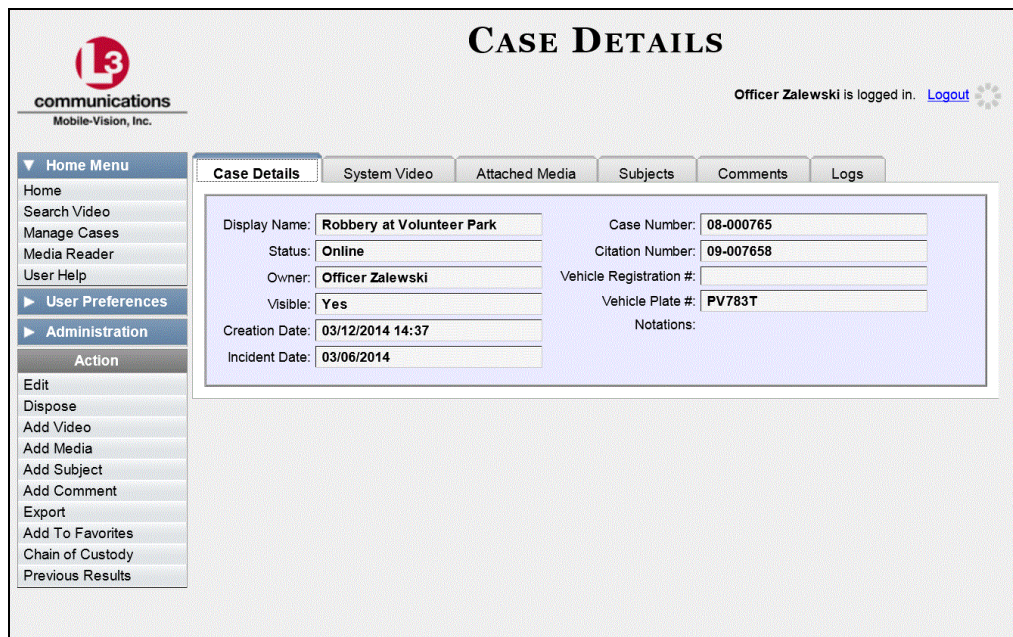
If you prefer to burn a case using your PC’s DVD burner, see “Burning a Case to a Data DVD via Your PC’s DVD Burner” on page 180.

<i>How long will the disc take to burn?</i>	Single-layer DVD.....	Approximately 30 minutes for a full disc
	Double-layer DVD	Approximately 45 minutes for a full disc
	Single- or double-layer Blu-Ray disc	Variable, depending on your Backup PC’s processor speed



NOTE: The burn times listed above refer to the time it takes to burn a disc once the job’s status changes from *Queued* to *Working*. If your server has a high maximum queue size and there are a number of queued DVD jobs ahead of yours, it could take hours for your job to even start.

- 1 Search for and display the case you wish to burn. (If necessary, review “Searching for Cases” in chapter 4.) The Case Details page displays.



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

CASE DETAILS

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

Display Name: **Robbery at Volunteer Park** Case Number: **08-000765**
 Status: **Online** Citation Number: **09-007658**
 Owner: **Officer Zalewski** Vehicle Registration #:
 Visible: **Yes** Vehicle Plate #: **PV783T**
 Creation Date: **03/12/2014 14:37** Notations:
 Incident Date: **03/06/2014**

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



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Leslie is logged in. [Logout](#)


EXPORT CASE

System Video | Attached Media

System Video

Page 1 of 1 (2 total records)

Output Format: Data DVD

Deselect	Video	Officer	Category	DVR ID	Duration	Date / Time
<input checked="" type="checkbox"/>		Leslie Zalewski	No Citation	*1 ProdManHD@12.03:46	16 min	02/27/2014 07:10
<input checked="" type="checkbox"/>		Leslie Zalewski	No Citation	*1 ProdManHD@12.03:46	16 min	02/27/2014 07:27

3 If you want to include all of the case's attached videos on your DVD (default), proceed to the next step.

– OR –

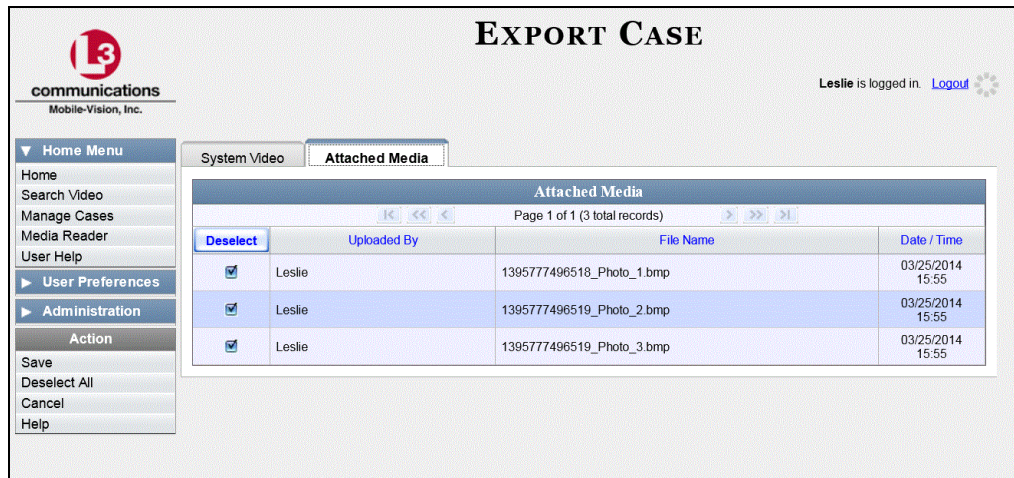
If you do *not* want to include all of the case's attached videos on your DVD, go to the far left column and deselect those videos you wish to exclude.

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

– OR –

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

- Click the **Attached Media** tab. A list of the case's attached media (if any) displays.



The screenshot shows the 'EXPORT CASE' interface. On the left is a navigation menu with options like 'Home Menu', 'Search Video', 'Manage Cases', 'Media Reader', 'User Help', 'User Preferences', 'Administration', and 'Action'. The main area has two tabs: 'System Video' and 'Attached Media'. The 'Attached Media' tab is active, displaying a table with the following data:

Deselect	Uploaded By	File Name	Date / Time
<input checked="" type="checkbox"/>	Leslie	1395777496518_Photo_1.bmp	03/25/2014 15:55
<input checked="" type="checkbox"/>	Leslie	1395777496519_Photo_2.bmp	03/25/2014 15:55
<input checked="" type="checkbox"/>	Leslie	1395777496519_Photo_3.bmp	03/25/2014 15:55

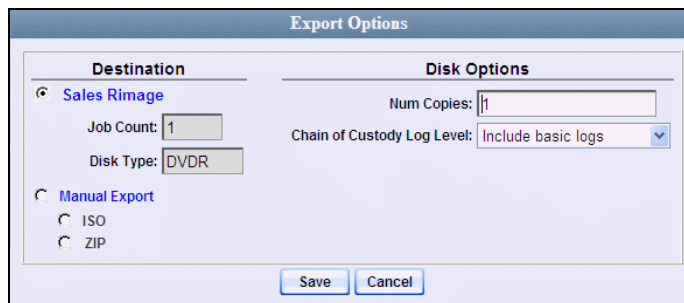
If this case does *not* have any attached media, skip to step 7.

- If you want to include all of the case's attached media in your DVD (default), proceed to the next step.

– OR –

If you do *not* want to include all of the case's attached media in your DVD, go to the far left column and deselect those records you wish to exclude.

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



The 'Export Options' dialog box is shown. It has two main sections: 'Destination' and 'Disk Options'. Under 'Destination', 'Sales Rimage' is selected. Under 'Disk Options', 'Num Copies' is set to 1 and 'Chain of Custody Log Level' is set to 'Include basic logs'. There are 'Save' and 'Cancel' buttons at the bottom.

- If your agency has only *one* robotic DVD burner, proceed to the next step.

– OR –

If your agency has *more than one* robotic DVD burner, select the DVD burner that you wish to use.

- If you want to burn only *one* DVD (default), proceed to the next step.

– OR –

If you want to burn *more than one* DVD, enter the desired quantity in the *Num Copies* field.

- 10 If the *Subject on Disc Label* field displays on this form, proceed to the next step. Otherwise skip to step 12.



If the case you're burning has more than one Subject name associated with it, you can select the name you wish to print on the Disc label.

- 11 Select a name from the *Subject on Disc Label* drop-down list. This is the name that will print on the disc label.
- 12 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.
- 13 Click **Save**. The system places your burn request in the burn queue and displays a status message on your Home Page under *Sent Messages*.

When your request reaches the top of the list, the robotic DVD burner will automatically burn the DVD. A status message will then appear on your Home Page under *Inbox Messages* notifying you that the job is complete.

Once you see the *Completed* message in your *Inbox*, you may retrieve the disc from your burner's output tray.

* International Association of Chiefs of Police

Burning a Case to a Consumer DVD via the Robotic DVD Burner

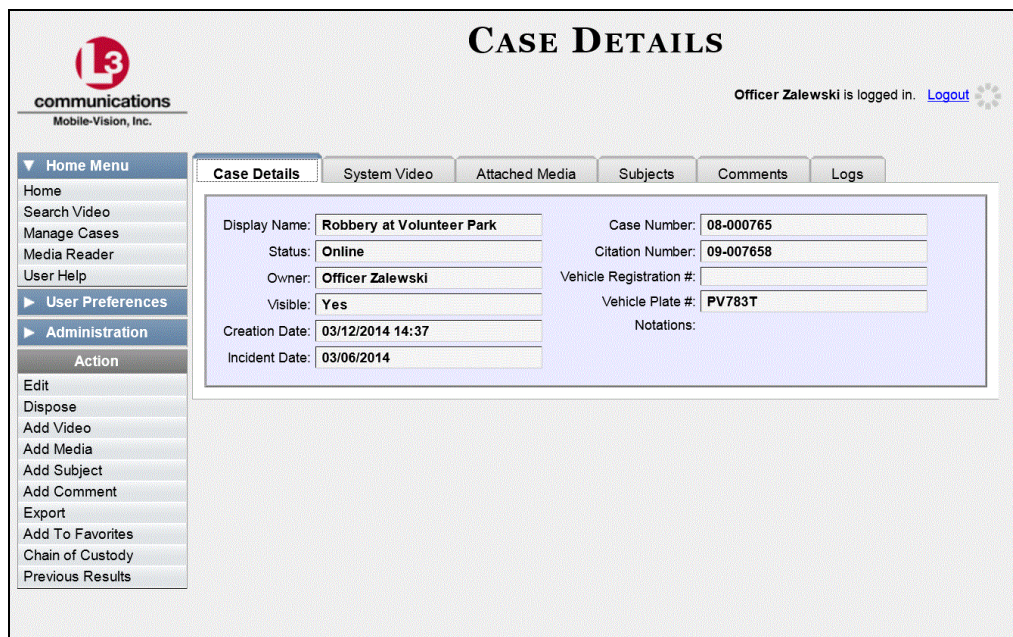
This section describes how to burn selected videos from a case to a *Consumer DVD* using your agency’s robotic DVD burner. For a definition of Consumer DVDs, see “Consumer DVD Format” on page 147.

Your burn time will be approximately three hours per 120 minutes of video.



NOTE: You can only create Consumer DVDs using single- or double-layer DVDs, *not* Blu-Ray discs.

- 1 Search for and display the case you wish to burn. (If necessary, review “Searching for Cases” in chapter 4.)



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

CASE DETAILS

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

Display Name: **Robbery at Volunteer Park** Case Number: **08-000765**
 Status: **Online** Citation Number: **09-007658**
 Owner: **Officer Zalewski** Vehicle Registration #:
 Visible: **Yes** Vehicle Plate #: **PV783T**
 Creation Date: **03/12/2014 14:37** Notations:
 Incident Date: **03/06/2014**

Action

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

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



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Leslie is logged in. [Logout](#)

EXPORT CASE

System Video | Attached Media

System Video

Page 1 of 1 (2 total records)

Output Format: **Data DVD**

Deselect	Video	Officer	Category	DVR ID	Duration	Date / Time
<input checked="" type="checkbox"/>		Leslie Zalewski	No Citation	*1 ProdManHD@12:03:46	16 min	02/27/2014 07:10
<input checked="" type="checkbox"/>		Leslie Zalewski	No Citation	*1 ProdManHD@12:03:46	16 min	02/27/2014 07:27

Action

- Save
- Deselect All
- Cancel
- Help

- Go to the *Output Format* field and select **Consumer DVD** from the drop-down list. Two new columns display: *Video Source* and *Audio Source*. (see no. 1).



Notice the message in the upper right corner (see no. 2 above). This display indicates what the current and maximum length for your DVD is.

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

– OR –

If you do *not* want to include all of the case's attached videos on your DVD, go to the far left column and deselect those videos you wish to exclude. As you do so, the system recalibrates the video length accordingly.

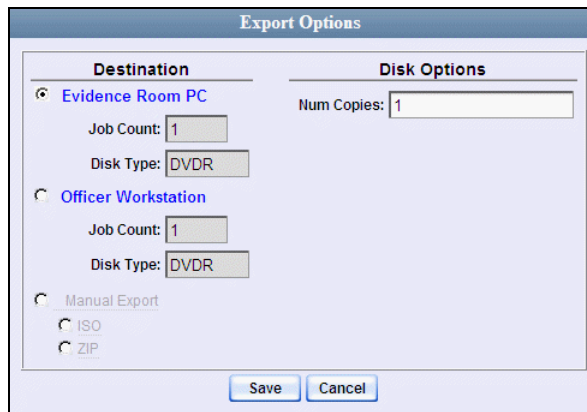
- Go to the *Video Source* column and select the camera views you wish to include for each video, as described below.

Video Source Setting	Description
<input checked="" type="checkbox"/> Front <input type="checkbox"/> Rear	Copy only the video recorded from Camera Channel 1 (Nite-Watch camera).
<input type="checkbox"/> Front <input checked="" type="checkbox"/> Rear	Copy only the video recorded from Camera Channel 2 (Backseat and/or Bullet cameras).
<input checked="" type="checkbox"/> Front <input checked="" type="checkbox"/> Rear	Copy the video that was recorded from <i>both</i> Camera Channel 1 and Camera Channel 2. When you choose this option, the system will burn two separate video files on the DVD that will appear as separate menu items. This doubles your DVD space requirement.

- Go to the *Audio Source* column and select the audio sources that you wish to include for each video. You may select up to two audio sources for each video, as described on the next page. These audio tracks will play concurrently when watching the video.

- VLP1*. The audio from the VLP microphone that's connected to your DVR's VLP 1 port (default).
- VLP2*. The audio from the VLP microphone that's connected to your DVR's VLP 2 port, if applicable
- In Car*. The audio from your in-car microphone.

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



8 If your agency has only *one* robotic DVD burner, proceed to the next step.

– OR –

If your agency has *more than one* robotic DVD burner, select the DVD burner that you wish to use.

9 If you want to burn only *one* DVD (default), proceed to the next step.

– OR –

If you want to burn *more than one* DVD, enter the desired quantity in the *Num Copies* field.

10 If the *Subject on Disc Label* field displays on this form, proceed to the next step. Otherwise skip to step 12.



If the case you're burning has more than one subject name, select a name to print on the disc label

- 11 Select a name from the *Subject on Disc Label* drop-down list. This is the name that will print on the disc label.
- 12 Click **Save**. The system places your burn request in the burn queue and displays a status message on your Home Page under *Sent Messages*.

When your request reaches the top of the list, the robotic DVD burner will automatically burn the DVD. A status message will then appear on your Home Page under *Inbox Messages* notifying you that the job is complete.

Once you see the *Completed* message in your *Inbox*, you may retrieve the disc from your burner's output tray.

Burning a Case to an Interchange Format DVD via the Robotic DVD Burner

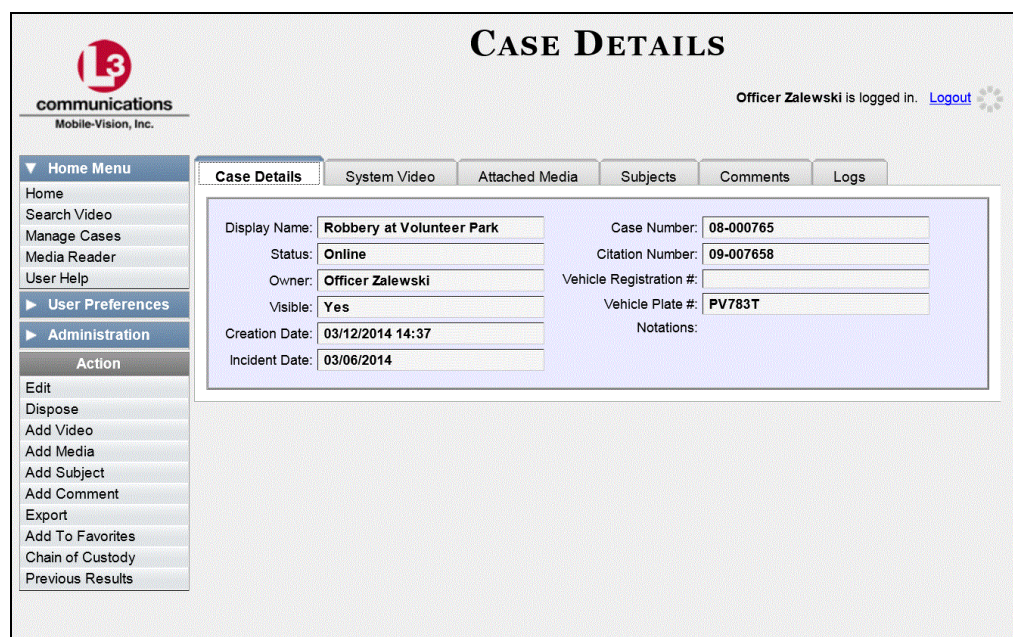
This section describes how to burn selected videos from a case to an *Interchange Format DVD* using your agency's robotic DVD burner. For a description of this format, see "Interchange Data Format" on page 148.

If you prefer to burn a case using your PC's DVD burner, see "Burning a Case to an Interchange Format DVD via Your PC's DVD Burner" on page 189.



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

- 1 Search for and display the case you wish to burn. (If necessary, review "Searching for Cases" in chapter 4.) The Case Details page displays.



CASE DETAILS	
Display Name:	Robbery at Volunteer Park
Status:	Online
Owner:	Officer Zalewski
Visible:	Yes
Creation Date:	03/12/2014 14:37
Incident Date:	03/06/2014
Case Number:	08-000765
Citation Number:	09-007658
Vehicle Registration #:	
Vehicle Plate #:	PV783T
Notations:	

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



- If you want to include all of the case’s attached videos on your DVD (default), proceed to the next step.

– OR –

If you do *not* want to include all of the case’s attached videos on your DVD, go to the far left column and deselect those videos you wish to exclude.

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



- Go to the *Video Source* column and select the camera views you wish to include for each video, as described in the following table.

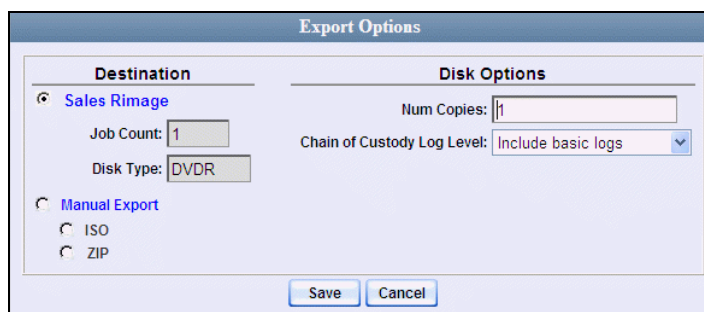
Video Source Setting	Description
<input checked="" type="checkbox"/> Front <input type="checkbox"/> Rear	Copy only the video recorded from Camera Channel 1 (Nite-Watch camera).
<input type="checkbox"/> Front <input checked="" type="checkbox"/> Rear	Copy only the video recorded from Camera Channel 2 (Backseat and/or Bullet cameras).
<input checked="" type="checkbox"/> Front <input checked="" type="checkbox"/> Rear	Copy the video that was recorded from <i>both</i> Camera Channel 1 and Camera Channel 2. When you choose this option, the system will burn two separate video files on the DVD that will appear as separate menu items. This doubles your DVD space requirement.

- Go to the *Audio Source* column and select the audio source that you wish to include for each video, as described below.
 - VLP1/In-car. The audio from the VLP microphone that's connected to your DVR's VLP 1 port *and* the audio from your in-car microphone (default). *See note below.*
 - VLP2. The audio from the VLP microphone that's connected to your DVR's VLP 2 port, if applicable.


Note on Audio Playback: If you choose the **VLP1/In-car** audio setting, you will be able to toggle back and forth between two audio streams: the stream from the VLP microphone that's connected to your DVR's VLP 1 port, and the stream from your in-car microphone. On your DVD player, the *VLP1* audio stream is available on the *left* stereo channel, and the *In-Car* audio stream is available on the *right* stereo channel. You can use the balance controls on your DVD player to switch back and forth between these two streams.

If you choose the **VLP2** audio setting, the audio stream from the VLP microphone that's connected to your DVR's VLP 2 port will be available on your DVD player's *left* stereo channel, and the *right* stereo channel will be mute.

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



- 8 If your agency has only *one* robotic DVD burner, proceed to the next step.
– OR –
If your agency has *more than one* robotic DVD burner, select the DVD burner that you wish to use.
- 9 If you want to burn only *one* DVD (default), proceed to the next step.
– OR –
If you want to burn *more than one* DVD, enter the desired quantity in the *Num Copies* field.
- 10 If the *Subject on Disc Label* field displays on this form, proceed to the next step. Otherwise skip to step 12.



If the case you're burning has more than one Subject name associated with it, you can select the name you wish to print on the Disc label.

- 11 Select a name from the *Subject on Disc Label* drop-down list. This is the name that will print on the disc label.
- 12 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.
- 13 Click **Save**. The system places your burn request in the burn queue and displays a status message on your Home Page under *Sent Messages*.

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When your request reaches the top of the list, the robotic DVD burner will automatically burn a disc for you. A status message will then appear on your Home Page under *Inbox Messages* notifying you that the job is complete. Once you see the *Completed* message in your *Inbox*, you may retrieve the disc from your burner's output tray.

Burning a Case to an Uncompressed Format DVD via the Robotic DVD Burner

This section describes how to burn case information to an *Uncompressed Format DVD* using your agency's robotic DVD burner. An Uncompressed Format DVD will include the same information found on a Data DVD. In addition, this type of DVD includes a button that allows you to convert the included videos into raw data format.

For more information on Uncompressed Format DVDs, see "Uncompressed Format" on page 148.

If you prefer to burn a case using your PC's DVD burner, see "Burning a Case to an Uncompressed Format DVD via Your PC's DVD Burner" on page 194.

How long will the disc take to burn?	Single-layer DVD.....	Approximately 30 minutes for a full disc
	Double-layer DVD	Approximately 45 minutes for a full disc
	Single- or double-layer Blu-Ray disc	Variable, depending on your Backup PC's processor speed



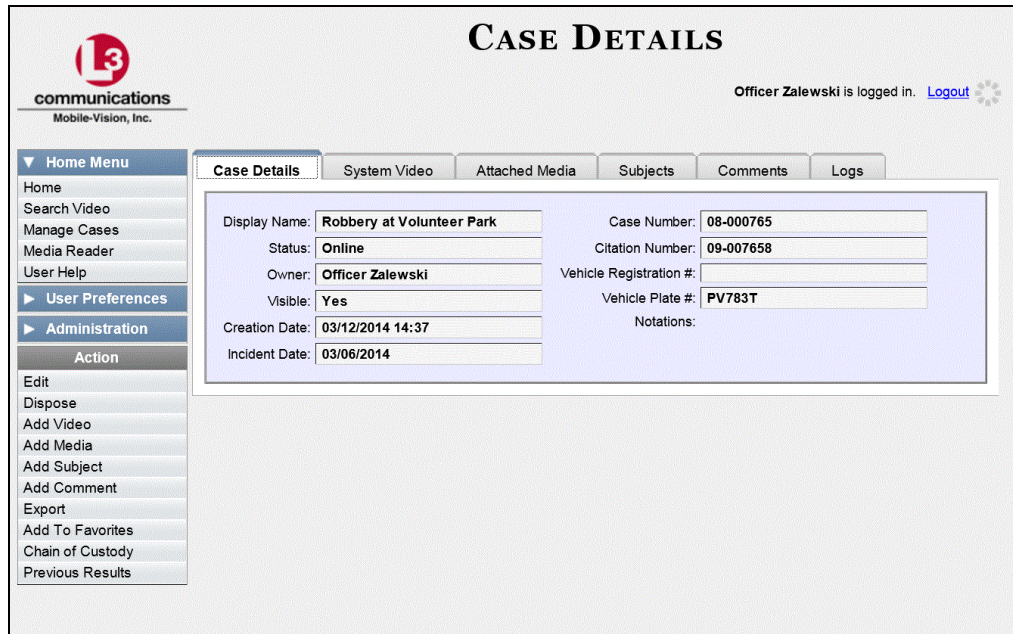
NOTE: The burn times listed above refer to the time it takes to burn a disc once the job's status changes from *Queued* to *Working*. If your server has a high maximum queue size and there are a number of queued DVD jobs ahead of yours, it could take hours for your job to even start.



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

- 1 Search for and display the case you wish to burn. (If necessary, review "Searching for Cases" in chapter 4.) The Case Details page displays.

(Continued)



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



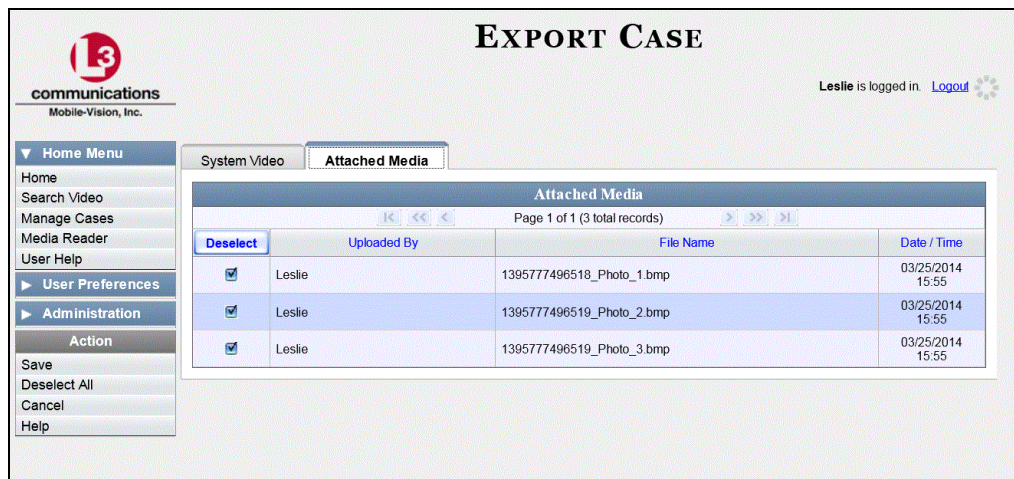
- If you want to include all of the case's attached videos on your DVD (default), proceed to the next step.

– OR –

If you do *not* want to include all of the case's attached videos on your DVD, go to the far left column and deselect those videos you wish to exclude.

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

- Click the **Attached Media** tab. A list of the case's attached media (if any) displays.



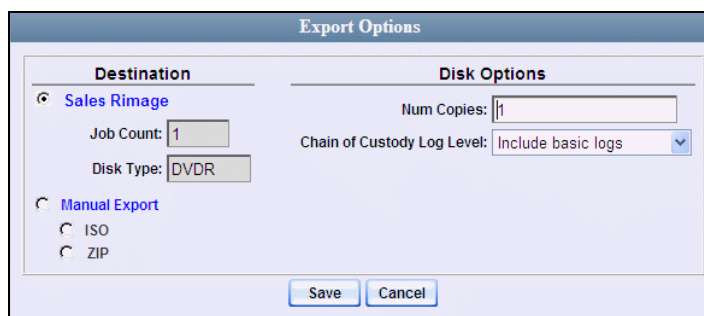
If this case does *not* have any attached media, skip to step 7.

- 6 If you want to include all of the case's attached media in your DVD (default), proceed to the next step.

– OR –

If you do *not* want to include all of the case's attached media in your DVD, go to the far left column and deselect those records you wish to exclude.

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



- 8 If your agency has only *one* robotic DVD burner, proceed to the next step.

– OR –

If your agency has *more than one* robotic DVD burner, select the DVD burner that you wish to use.

- 9 If you want to burn only *one* DVD (default), proceed to the next step.

– OR –

If you want to burn *more than one* DVD, enter the desired quantity in the *Num Copies* field.

- 10 If the *Subject on Disc Label* field displays on this form, proceed to the next step. Otherwise skip to step 12.



If the case you're burning has more than one Subject name associated with it, you can select the name you wish to print on the Disc label.

- 11 Select a name from the *Subject on Disc Label* drop-down list. This is the name that will print on the disc label.
- 12 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.

- 13 Click **Save**. The system places your burn request in the burn queue and displays a status message on your Home Page under *Sent Messages*.

When your request reaches the top of the list, the robotic DVD burner will automatically burn the DVD. A status message will then appear on your Home Page under *Inbox Messages* notifying you that the job is complete.

Once you see the *Completed* message in your *Inbox*, you may retrieve the disc from your burner's output tray.

Burning Video to DVD via the Robotic DVD Burner

This section describes how to burn video to a DVD using your agency's robotic DVD burner. If you prefer to use your PC's DVD burner instead, see "Burning Video to DVD via Your PC's DVD Burner" on page 198.

You can use the robotic DVD burner to burn a *Data DVD*, *Consumer DVD*, *Interchange Format DVD*, or *Uncompressed Format DVD*. For descriptions of these

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disc types, see “Data DVD Format” on page 146, “Consumer DVD Format” on page 147, “Interchange Format” on page 148, and/or “Uncompressed DVD Format” on page 148.

For specific instructions, see:

- Burning Video to a Data DVD via the Robotic DVD Burner, below
- Burning Video to a Consumer DVD via the Robotic DVD Burner, page 168
- Burning Video to an Interchange Format DVD via the Robotic DVD Burner, page 172
- Burning Video to an Uncompressed Format DVD via the Robotic DVD Burner, page 176.

Burning Video to a Data DVD via the Robotic DVD Burner

This section describes how to burn stand-alone video information to a *Data DVD* using your agency’s robotic DVD burner. *Stand-alone video* is video that is not linked to a case.

For a definition of Data DVDs, see “Data DVD Format” on page 146.

If you prefer to burn video using your PC’s DVD burner, see “Burning Video to a Data DVD via Your PC’s DVD Burner” on page 199.

How long will the disc take to burn?	Single-layer DVD.....	Approximately 30 minutes for a full disc
	Double-layer DVD	Approximately 45 minutes for a full disc
	Single- or double-layer Blu-Ray disc	Variable, depending on your Backup PC’s processor speed



NOTE: The burn times listed above refer to the time it takes to burn a disc once the job’s status changes from *Queued* to *Working*. If your server has a high maximum queue size and there are a number of queued DVD jobs ahead of yours, it could take hours for your job to even start.

- 1 To burn *one* video, search for and display the desired video.* The Video Details page displays.
– OR –
To burn *more than one* video, search for the desired videos.* The Video Search Results page displays.
- 2 Go to the **Action** column and click **Export**. The Select Video(s) for Export page displays.

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

Sys ID	Play	Owner	DVR Name	Category	Duration	Date / Time	Notes
2		*1 Leslie Zalewski@12:49:42	*1 ProdManHD@12:03:46	No Citation	16 min	02/27/2014 07:27	
3		*1 Leslie Zalewski@12:49:42	*1 ProdManHD@12:03:46	No Citation	16 min	02/27/2014 07:10	
4		*1 Leslie Zalewski@12:49:42	*1 ProdManHD@12:03:46	No Citation	41 min	11/12/2013 07:06	
11		*1 Leslie Zalewski@12:49:42	*1 JNP-99V@12:03:09	No Citation	11 min	10/28/2008 09:07	

Owner	DVR Name	Category	Duration	Date / Time	Remove
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If you searched for and selected *one* video, that video record displays at the bottom of the page. Skip to step 4. Otherwise proceed to the next step.

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

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

Sys ID	Play	Owner	DVR Name	Category	Duration	Date / Time	Notes
2		*1 Leslie Zalewski@12:49:42	*1 ProdManHD@12:03:46	No Citation	16 min	02/27/2014 07:27	
3		*1 Leslie Zalewski@12:49:42	*1 ProdManHD@12:03:46	No Citation	16 min	02/27/2014 07:10	
4		*1 Leslie Zalewski@12:49:42	*1 ProdManHD@12:03:46	No Citation	41 min	11/12/2013 07:06	
11		*1 Leslie Zalewski@12:49:42	*1 JNP-99V@12:03:09	No Citation	11 min	10/28/2008 09:07	

Owner	DVR Name	Category	Duration	Date / Time	Remove
*1 Leslie Zalewski@12:49:42	*1 ProdManHD@12:03:46	No Citation	16 min	02/27/2014 07:10	
*1 Leslie Zalewski@12:49:42	*1 ProdManHD@12:03:46	No Citation	41 min	11/12/2013 07:06	

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

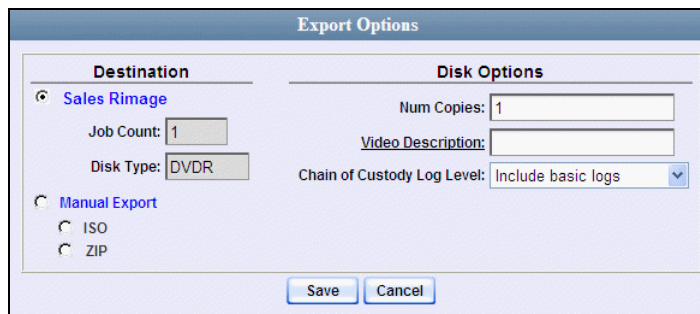


5 If **Data DVD** displays in the *Output Format* field, proceed to the next step.

– OR –

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

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



7 If your agency has only *one* robotic DVD burner, proceed to the next step.

– OR –

If your agency has *more than one* robotic DVD burner, select the DVD burner that you wish to use.

8 If you want to burn only *one* DVD (default), proceed to the next step.

– OR –

If you want to burn *more than one* DVD, enter the desired quantity in the *Num Copies* field.

9 Enter a description for this DVD in the *Video Description* field. This text will print on the surface of the DVD.

- 10 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.

- 11 Click **Save**. The system places your burn request in the burn queue and displays a status message on your Home Page under *Sent Messages*.

When your request reaches the top of the list, the robotic DVD burner will automatically burn the DVD. A status message will then appear on your Home Page under *Inbox Messages* notifying you that the job is complete.

Once you see the *Completed* message in your *Inbox*, you may retrieve the disc from your burner's output tray.

Burning Video to a Consumer DVD via the Robotic DVD Burner

This section describes how to burn selected stand-alone videos to a *Consumer DVD* using your agency's robotic DVD burner. *Stand-alone* video is video that is not linked to a case.

For a definition of Consumer DVDs, see "Consumer DVD Format" on page 147.

Your burn time will be approximately three hours per 120 minutes of video.



NOTE: You can only create Consumer DVDs using single- or double-layer DVDs, *not* Blu-Ray discs.

- 1 To burn *one* video, search for and display the desired video.** The Video Details page displays.


– OR –

To burn *more than one* video, search for the desired videos.** The Video Search Results page displays.

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

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



SELECT VIDEO(S) FOR EXPORT

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Home Menu
 Home
 Search Video
 Manage Cases
 Media Reader
 User Help
 User Preferences
 Administration
 Action
 Return to Video
 Cancel

Videos
 Page 1 of 1 (4 total records)

Sys ID	Play	Owner	DVR Name	Category	Duration	Date / Time	Notes
2		*1 Leslie Zalewski@12:49:42	*1 ProdManHD@12:03:46	No Citation	16 min	02/27/2014 07:27	
3		*1 Leslie Zalewski@12:49:42	*1 ProdManHD@12:03:46	No Citation	16 min	02/27/2014 07:10	
4		*1 Leslie Zalewski@12:49:42	*1 ProdManHD@12:03:46	No Citation	41 min	11/12/2013 07:06	
11		*1 Leslie Zalewski@12:49:42	*1 JNP-99V@12:03:09	No Citation	11 min	10/28/2008 09:07	

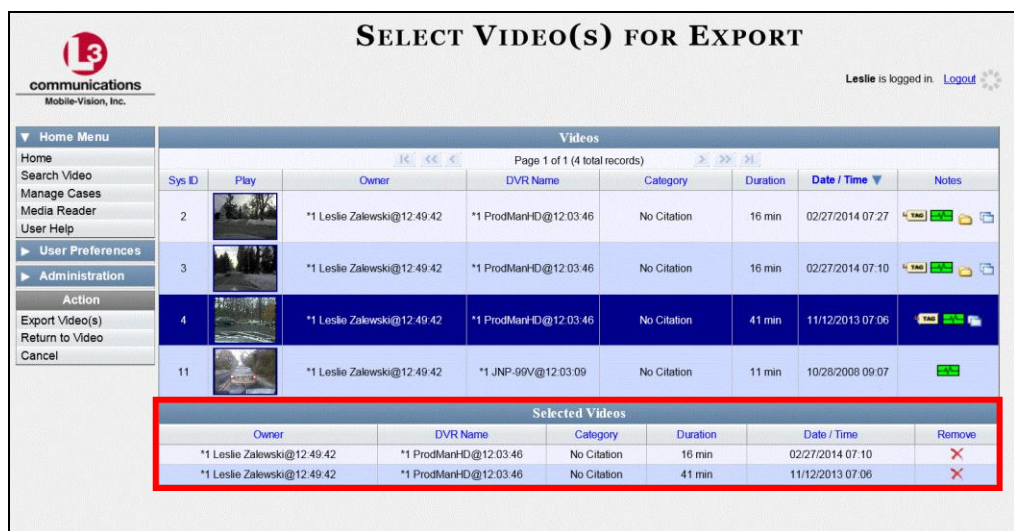
Selected Videos

Owner	DVR Name	Category	Duration	Date / Time	Remove
*1 Leslie Zalewski@12:49:42	*1 ProdManHD@12:03:46	No Citation	16 min	02/27/2014 07:10	
*1 Leslie Zalewski@12:49:42	*1 ProdManHD@12:03:46	No Citation	41 min	11/12/2013 07:06	

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

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

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



SELECT VIDEO(S) FOR EXPORT

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Home Menu
 Home
 Search Video
 Manage Cases
 Media Reader
 User Help
 User Preferences
 Administration
 Action
 Export Video(s)
 Return to Video
 Cancel

Videos
 Page 1 of 1 (4 total records)

Sys ID	Play	Owner	DVR Name	Category	Duration	Date / Time	Notes
2		*1 Leslie Zalewski@12:49:42	*1 ProdManHD@12:03:46	No Citation	16 min	02/27/2014 07:27	
3		*1 Leslie Zalewski@12:49:42	*1 ProdManHD@12:03:46	No Citation	16 min	02/27/2014 07:10	
4		*1 Leslie Zalewski@12:49:42	*1 ProdManHD@12:03:46	No Citation	41 min	11/12/2013 07:06	
11		*1 Leslie Zalewski@12:49:42	*1 JNP-99V@12:03:09	No Citation	11 min	10/28/2008 09:07	

Selected Videos

Owner	DVR Name	Category	Duration	Date / Time	Remove
*1 Leslie Zalewski@12:49:42	*1 ProdManHD@12:03:46	No Citation	16 min	02/27/2014 07:10	
*1 Leslie Zalewski@12:49:42	*1 ProdManHD@12:03:46	No Citation	41 min	11/12/2013 07:06	

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



- 5 Go to the *Output Format* field and select **Consumer DVD** from the drop-down list. Two new columns display: *Video Source* and *Audio Source* (see no. 1 below).



Notice the message in the upper right corner (see no. 2 above). This display indicates what the current and maximum length for your DVD is.

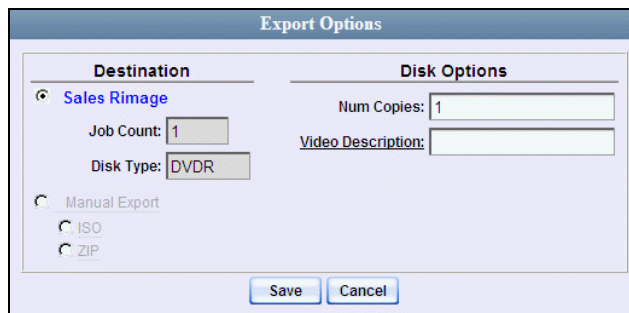
- 6 Go to the *Video Source* column and select the camera views you wish to include for each video, as described in the following table.

Video Source Setting	Description
<input checked="" type="checkbox"/> Front <input type="checkbox"/> Rear	Copy only the video recorded from Camera Channel 1 (Nite-Watch camera).
<input type="checkbox"/> Front <input checked="" type="checkbox"/> Rear	Copy only the video recorded from Camera Channel 2 (Backseat and/or Bullet cameras).
<input checked="" type="checkbox"/> Front <input checked="" type="checkbox"/> Rear	Copy the video that was recorded from <i>both</i> Camera Channel 1 and Camera Channel 2. When you choose this option, the system will burn two separate video files on the DVD that will appear as separate menu items. This doubles your DVD space requirement.

7 Go to the *Audio Source* column and select the audio sources that you wish to include for each video. You may select up to two sources for each video. These audio tracks will play concurrently when watching the video.

- VLP1*. The audio from the VLP microphone that's connected to your DVR's VLP 1 port (default)
- VLP2*. The audio from the VLP microphone that's connected to your DVR's VLP 2 port, if applicable
- In Car*. The audio from your in-car microphone.

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



9 If your agency has only *one* robotic DVD burner, proceed to the next step.

– OR –

If your agency has *more than one* robotic DVD burner, select the DVD burner that you wish to use.

10 If you want to burn only *one* DVD (default), proceed to the next step.

– OR –

If you want to burn *more than one* DVD, enter the desired quantity in the *Num Copies* field.

- 11 Enter a description for this DVD in the *Video Description* field. This text will print on the surface of the DVD.
- 12 Click **Save**. The system places your burn request in the burn queue and displays a status message on your Home Page under *Sent Messages*.

When your request reaches the top of the list, the robotic DVD burner will automatically burn the DVD. A status message will then appear on your Home Page under *Inbox Messages* notifying you that the job is complete.

Once you see the *Completed* message in your *Inbox*, you may retrieve the disc from your burner's output tray.

Burning Video to an Interchange Format DVD via the Robotic DVD Burner

This section describes how to burn selected stand-alone videos to an *Interchange Format* DVD using your agency's robotic DVD burner. *Stand-alone* video is video that is not linked to a case.

For a description of the Interchange format, see "Interchange DVD Format" on page 148.

If you prefer to burn video using your PC's DVD burner, see "Burning Video to an Interchange Format DVD via Your PC's DVD Burner" on page 208.



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

- 1 To burn *one* video, search for and display the desired video.* The Video Details page displays.
– OR –
To burn *more than one* video, search for the desired videos.* The Video Search Results page displays.
- 2 Go to the **Action** column and click **Export**. The Select Video(s) for Export page displays.

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



SELECT VIDEO(S) FOR EXPORT

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Home Menu
Home
Search Video
Manage Cases
Media Reader
User Help
User Preferences
Administration
Action
Return to Video
Cancel

Videos
Page 1 of 1 (4 total records)

Sys ID	Play	Owner	DVR Name	Category	Duration	Date / Time	Notes
2		*1 Leslie Zalewski@12:49:42	*1 ProdManHD@12:03:46	No Citation	16 min	02/27/2014 07:27	
3		*1 Leslie Zalewski@12:49:42	*1 ProdManHD@12:03:46	No Citation	16 min	02/27/2014 07:10	
4		*1 Leslie Zalewski@12:49:42	*1 ProdManHD@12:03:46	No Citation	41 min	11/12/2013 07:06	
11		*1 Leslie Zalewski@12:49:42	*1 JNP-99V@12:03:09	No Citation	11 min	10/28/2008 09:07	

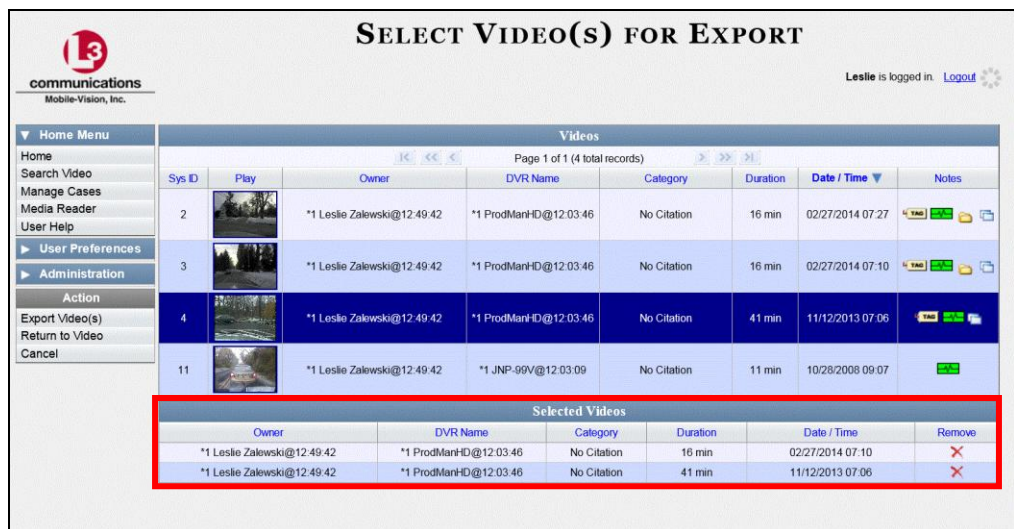
Selected Videos

Owner	DVR Name	Category	Duration	Date / Time	Remove
*1 Leslie Zalewski@12:49:42	*1 ProdManHD@12:03:46	No Citation	16 min	02/27/2014 07:10	
*1 Leslie Zalewski@12:49:42	*1 ProdManHD@12:03:46	No Citation	41 min	11/12/2013 07:06	

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

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

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



SELECT VIDEO(S) FOR EXPORT

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Home Menu
Home
Search Video
Manage Cases
Media Reader
User Help
User Preferences
Administration
Action
Export Video(s)
Return to Video
Cancel

Videos
Page 1 of 1 (4 total records)

Sys ID	Play	Owner	DVR Name	Category	Duration	Date / Time	Notes
2		*1 Leslie Zalewski@12:49:42	*1 ProdManHD@12:03:46	No Citation	16 min	02/27/2014 07:27	
3		*1 Leslie Zalewski@12:49:42	*1 ProdManHD@12:03:46	No Citation	16 min	02/27/2014 07:10	
4		*1 Leslie Zalewski@12:49:42	*1 ProdManHD@12:03:46	No Citation	41 min	11/12/2013 07:06	
11		*1 Leslie Zalewski@12:49:42	*1 JNP-99V@12:03:09	No Citation	11 min	10/28/2008 09:07	

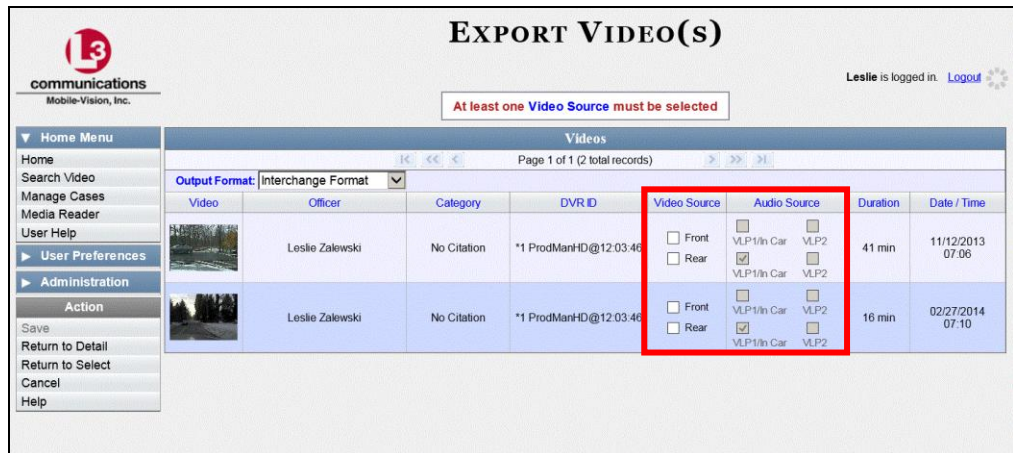
Selected Videos

Owner	DVR Name	Category	Duration	Date / Time	Remove
*1 Leslie Zalewski@12:49:42	*1 ProdManHD@12:03:46	No Citation	16 min	02/27/2014 07:10	
*1 Leslie Zalewski@12:49:42	*1 ProdManHD@12:03:46	No Citation	41 min	11/12/2013 07:06	

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



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



- Go to the *Video Source* column and select the camera views you wish to include for each video, as described below.

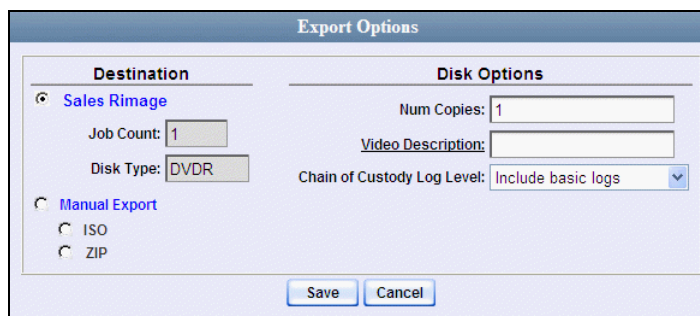
Video Source Setting	Description
<input checked="" type="checkbox"/> Front <input type="checkbox"/> Rear	Copy only the video recorded from Camera Channel 1 (Nite-Watch camera).
<input type="checkbox"/> Front <input checked="" type="checkbox"/> Rear	Copy only the video recorded from Camera Channel 2 (Backseat and/or Bullet cameras).
<input checked="" type="checkbox"/> Front <input checked="" type="checkbox"/> Rear	Copy the video that was recorded from <i>both</i> Camera Channel 1 and Camera Channel 2. When you choose this option, the system will burn two separate video files on the DVD that will appear as separate menu items. This doubles your DVD space requirement.

- 7 Go to the *Audio Source* column and select the audio source that you wish to include for each video, as described below:
 - VLP1/In-car. The audio from the VLP microphone that's connected to your DVR's VLP 1 port *and* the audio from your in-car microphone (default). *See note below.*
 - VLP2. The audio from the VLP microphone that's connected to your DVR's VLP 2 port, if applicable.

Note on Audio Playback: If you choose the **VLP1/In-car** audio setting, you will be able to toggle back and forth between two audio streams: the stream from the VLP microphone that's connected to your DVR's VLP 1 port, and the stream from your in-car microphone. On your DVD player, the *VLP1* audio stream is available on the *left* stereo channel, and the *In-Car* audio stream is available on the *right* stereo channel. You can use the balance controls on your DVD player to switch back and forth between these two streams.

If you choose the **VLP2** audio setting, the audio stream from the VLP microphone that's connected to your DVR's VLP 2 port will be available on your DVD player's *left* stereo channel, and the *right* stereo channel will be mute.

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



- 9 If your agency has only *one* robotic DVD burner, proceed to the next step.
– OR –
If your agency has *more than one* robotic DVD burner, select the DVD burner that you wish to use.
- 10 If you want to burn only *one* DVD (default), proceed to the next step.
– OR –
If you want to burn *more than one* DVD, enter the desired quantity in the *Num Copies* field.
- 11 Enter a description for this DVD in the *Video Description* field. This text will print on the surface of the DVD.

- 12** 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.

- 13** Click **Save**. The system places your burn request in the burn queue and displays a status message on your Home Page under *Sent Messages*.

When your request reaches the top of the list, the robotic DVD burner will automatically burn a disc for you. A status message will then appear on your Home Page under *Inbox Messages* notifying you that your job is complete.

Once you see the *Completed* message in your *Inbox*, you may retrieve the disc from your burner's output tray.

Burning Video to an Uncompressed Format DVD via the Robotic DVD Burner

This section describes how to burn stand-alone video information to an *Uncompressed Format DVD* using your agency's robotic DVD burner. *Stand-alone video* is video that is not linked to a case.

An uncompressed format DVD will include the same information found on a Data DVD. In addition, this type of DVD includes a button that allows you to convert the included videos into raw data format.

For more information on Uncompressed Format DVDs, see "Uncompressed DVD Format" on page 148.

If you prefer to burn video using your PC's DVD burner, see "Burning Video to an Uncompressed Format DVD via Your PC's DVD Burner" on page 214.

How long will the disc take to burn?	Single-layer DVD.....	Approximately 30 minutes for a full disc
	Double-layer DVD	Approximately 45 minutes for a full disc
	Single- or double-layer Blu-Ray disc	Variable, depending on your Backup PC's processor speed

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NOTE: The burn times listed on the previous page refer to the time it takes to burn a disc once the job's status changes from *Queued* to *Working*. If your server has a high maximum queue size and there are a number of queued DVD jobs ahead of yours, it could take hours for your job to even start.



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







- 1 To burn *one* video, search for and display the desired video.* The Video Details page displays.

– OR –

To burn *more than one* video, search for the desired videos.* The Video Search Results page displays.

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



Sys ID	Play	Owner	DVR Name	Category	Duration	Date / Time	Notes
2		*1 Leslie Zalewski@12:49:42	*1 ProdManHD@12:03:46	No Citation	16 min	02/27/2014 07:27	  
3		*1 Leslie Zalewski@12:49:42	*1 ProdManHD@12:03:46	No Citation	16 min	02/27/2014 07:10	  
4		*1 Leslie Zalewski@12:49:42	*1 ProdManHD@12:03:46	No Citation	41 min	11/12/2013 07:06	  
11		*1 Leslie Zalewski@12:49:42	*1 JNP-99V@12:03:09	No Citation	11 min	10/28/2008 09:07	

Selected Videos

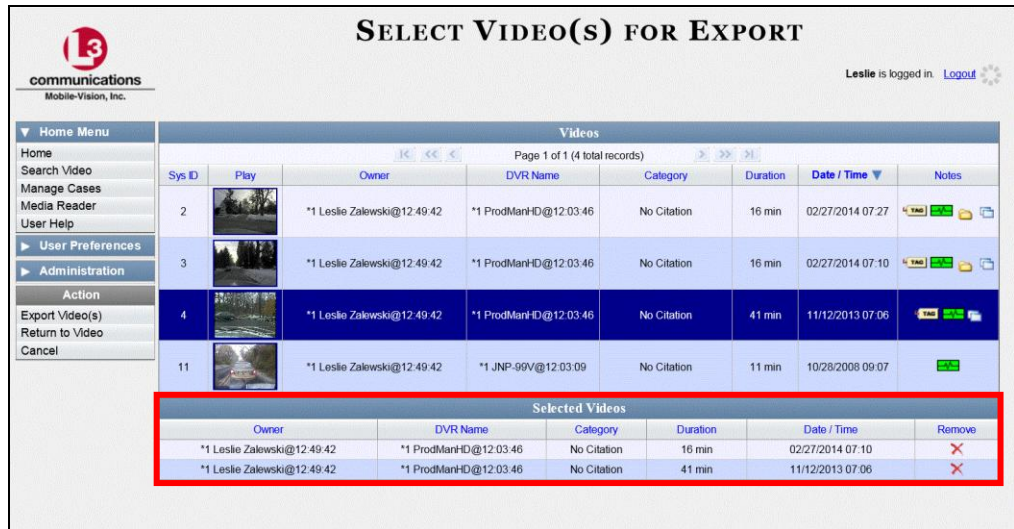
Owner	DVR Name	Category	Duration	Date / Time	Remove
-------	----------	----------	----------	-------------	--------

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

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

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

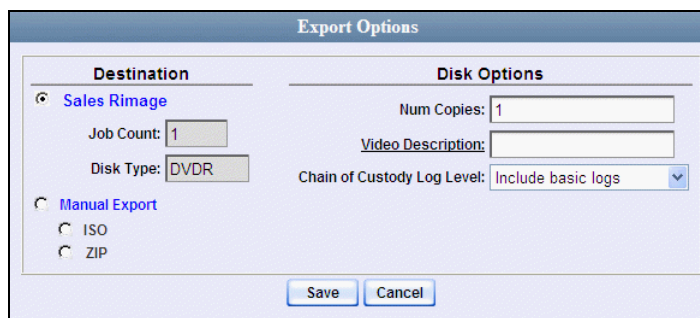
* If necessary, review "Searching for Videos" in chapter 2.



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



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



- 7 If your agency has only *one* robotic DVD burner, proceed to the next step.
– OR –
If your agency has *more than one* robotic DVD burner, select the DVD burner that you wish to use.
- 8 If you want to burn only *one* DVD (default), proceed to the next step.
– OR –
If you want to burn *more than one* DVD, enter the desired quantity in the *Num Copies* field.
- 9 Enter a description for this DVD in the *Video Description* field. This text will print on the surface of the DVD.
- 10 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.
- 11 Click **Save**. The system places your burn request in the burn queue and displays a status message on your Home Page under *Sent Messages*.

When your request reaches the top of the list, the robotic DVD burner will automatically burn the DVD. A status message will then appear on your Home Page under *Inbox Messages* notifying you that the job is complete.

Once you see the *Completed* message in your *Inbox*, you may retrieve the disc from your burner's output tray.

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Burning DVDs Using Your PC's DVD Burner

To use your PC's DVD burner to create a disc, you must first download the desired files to your PC. This process is referred to as a *manual export*. You have two file formats to choose from: an **ISO** file or a **ZIP** file. If you are exporting data for the sole purpose of burning a DVD, select **ISO**. Otherwise select **ZIP**, which will copy your videos and any metadata to a folder first. This latter option gives you a little more flexibility in the event that you want to review the files first and/or add to them before burning the DVD. It also enables you to email the files or copy them to an external storage device, such as a USB drive.

If you prefer to burn a DVD using your agency's robotic DVD burner, see "Burning DVDs Using the Robotic DVD Burner" on page 149.

For more information, see:

- Burning a Case to DVD via Your PC's DVD Burner, below
- Burning Video to DVD via Your PC's DVD Burner, page 198.

Burning a Case to DVD via Your PC's DVD Burner

This section describes how to burn a case record to a DVD using your PC's DVD burner. If you prefer to use your agency's robotic DVD burner instead, see "Burning a Case to DVD via the Robotic DVD Burner" on page 150.

You can use your PC's DVD burner to burn a *Data DVD*, *Consumer DVD*, *Interchange DVD*, or *Uncompressed DVD*. For a definition of these disc types, see "Data DVD Format" on page 146, "Consumer DVD Format" on page 147, "Interchange DVD Format" on page 148, and/or "Uncompressed DVD Format" on page 148.

For specific instructions, see:

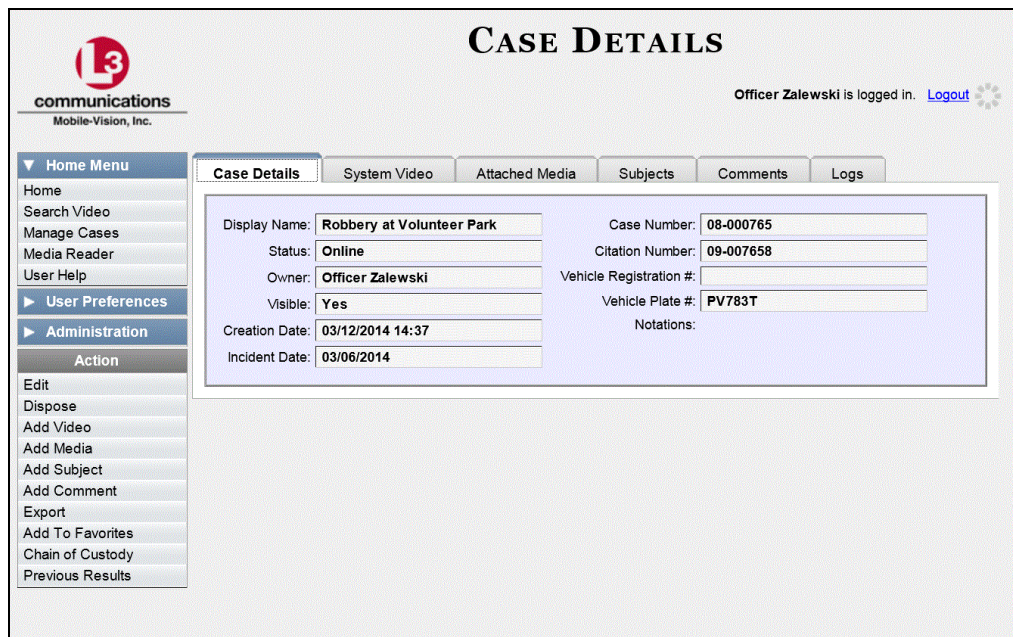
- Burning a Case to a Data DVD via Your PC's DVD Burner, below
- Burning a Case to a Consumer DVD via your PC's DVD Burner, page 184
- Burning a Case to an Interchange Format DVD via Your PC's DVD Burner, page 189
- Burning a Case to an Uncompressed Format DVD via Your PC's DVD Burner, page 194.

Burning a Case to a Data DVD via Your PC's DVD Burner

This section describes how to burn a case record to a *Data DVD* using your PC's DVD burner. For a description of Data DVDs, see "Data DVD Format" on page 146.

If you prefer to burn a case using your agency's robotic DVD burner, see "Burning a Case to a Data DVD via the Robotic DVD Burner" on page 150.

- 1 Search for and display the case you wish to burn. (If necessary, review "Searching for Cases" in chapter 4.) The Case Details page displays.



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



3 If you want to include all of the case's attached videos on your DVD (default), proceed to the next step.

– OR –

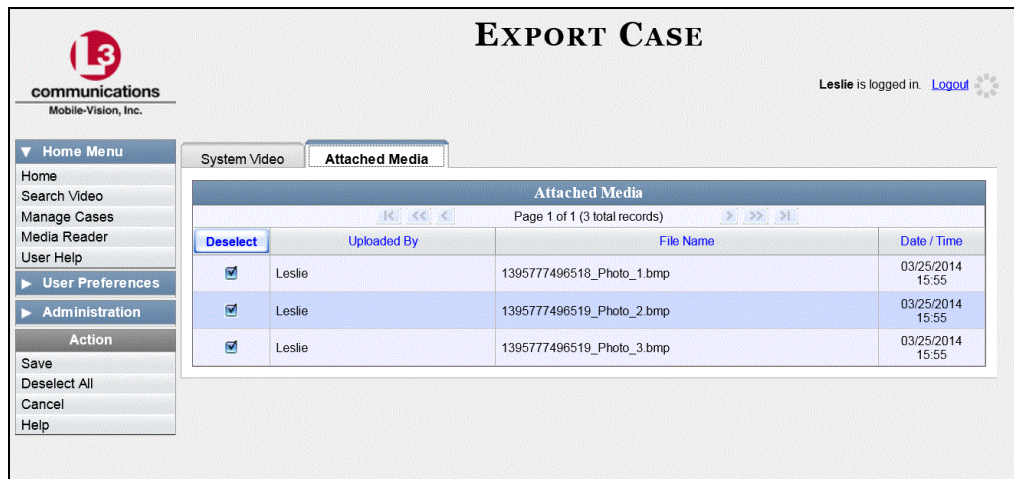
If you do *not* want to include all of the case's attached videos on your DVD, go to the far left column and deselect those videos you wish to exclude.

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

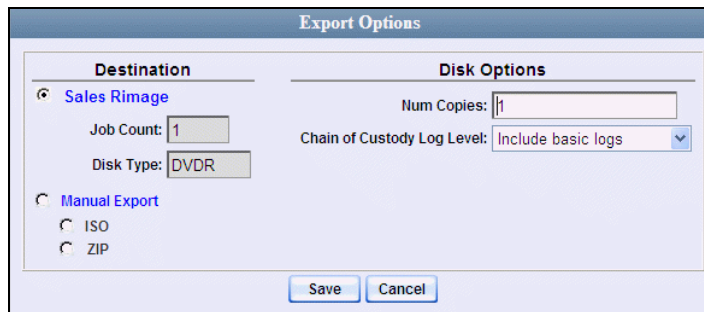
– OR –

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

- Click the **Attached Media** tab. A list of the case's attached media (if any) displays. If this case does *not* have any attached media, skip to step 7.



- If you want to include all of the case's attached media in your DVD (default), proceed to the next step.
– OR –
If you do *not* want to include all of the case's attached media in your DVD, deselect those records you wish to exclude.
- Go to the **Action** column and click **Save**. The Export Options popup displays.




 Manual Export

- Select **Manual Export**.

You have two file options: an **ISO** file or a **ZIP** file. If you are exporting this data for the *sole purpose* of burning a DVD, select **ISO**. Otherwise select **ZIP**, which will copy your videos and any metadata to a folder first. This latter option gives you a little more flexibility in the event that you want to review the files first and/or add to them before burning the DVD. It also enables you to email the files or copy them to an external storage device, such as a USB drive.


- 9 To burn this case as an ISO file (default), proceed to the next step.
– OR –
To burn this case as a *zip file*, select **ZIP**.
- 10 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.
- 11 Click **Save**. The system begins processing your request. A copy of this request will display on your Home Page under *Sent Messages*.

When processing is complete, a confirmation message will display on your Home Page under *Inbox Messages*.
- 12 Go to your *Inbox* messages and look for a download icon next to the export confirmation message.

Inbox Messages		
State	Message Text	Actions
Completed	Export Exposition on Main Street Disk 1 of 1 is now ready for download.	 

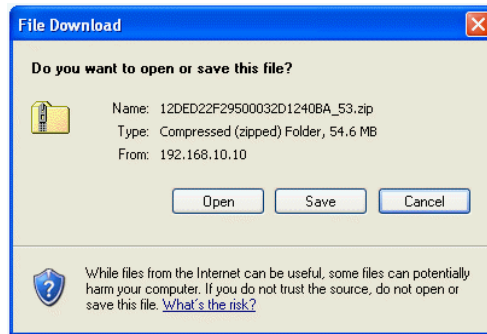
- ⇒ If you see the download icon, proceed to the next step.
⇒ If you do *not* see the download icon, the system is still processing your request. Go to **Home Menu** and click **Home** to refresh your screen.

Once you see the download icon, proceed to the next step.

-  13 Go to the right of the export message and click the download icon. A download message displays.

(Continued)

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- 14 If you have Windows XP, click **Save**.
– OR –
If you have Windows 7, select **Save As** from the *Save* drop-down list.
- 15 Navigate to the disk drive location where you wish to temporarily store this file.
- 16 To change the file name, enter a new name in the *File name* field. Otherwise proceed to the next step.
- 17 Click **Save**. The system copies your file to the selected location. If a confirmation message displays, click **Close**.
- 18 To use the *cdrtools* utility to burn your DVD, see “Using the *cdrtools* Application to Burn a DVD on Your PC” on page 219.
– OR –
To use another software application to burn your DVD, make sure that you have DVD burning software installed on your PC. Such software should have the capability of burning ISO images and ZIP files (such as Roxio Creator). Refer to the instructions supplied with the software.

Burning a Case to a Consumer DVD via Your PC's DVD Burner

This section describes how to burn selected videos from a case to a *Consumer DVD* using your PC's DVD burner.

If you prefer to burn a case using your agency's robotic DVD burner, see “Burning a Case to a Consumer DVD via the Robotic DVD Burner” on page 154.

To perform this task, you first need to export the case file in Interchange format, then convert it to Consumer DVD format using commercial DVD burning software *or* video editing software. For example, you may use any of these popular software applications to convert your files: (*Continued*)

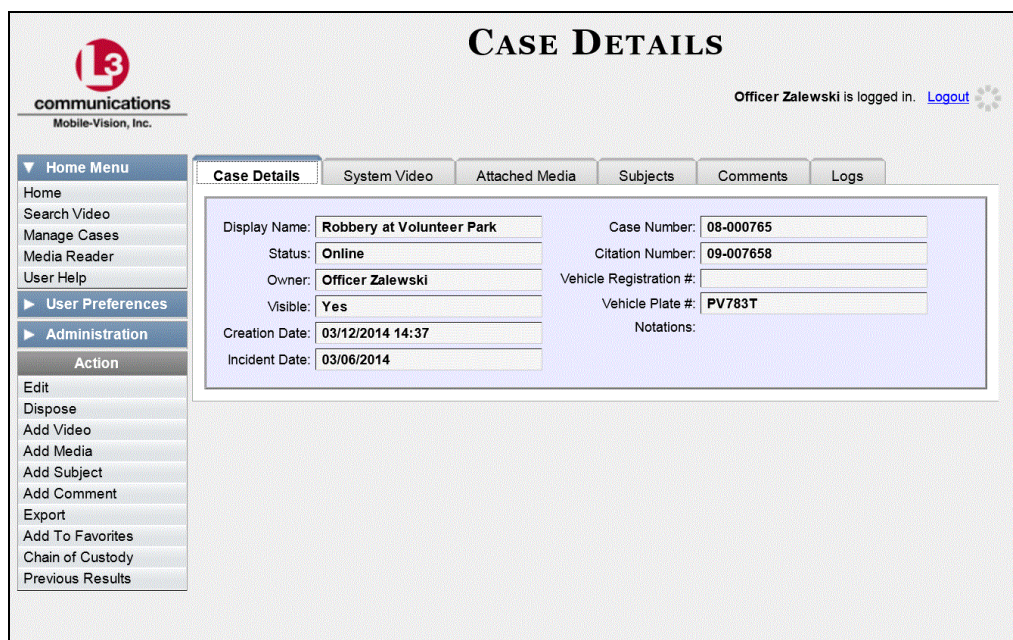
Product Name	Description
Windows Live Movie Maker	Video editing software; comes standard with Windows 7
Adobe Premier Elements	Video editing software
Nero	DVD burning software
Roxio Easy DVD Copy	DVD burning software



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

- 1 Search for and display the case you wish to burn. (If necessary, review “Searching for Cases” in chapter 4.)

The Case Details page displays.



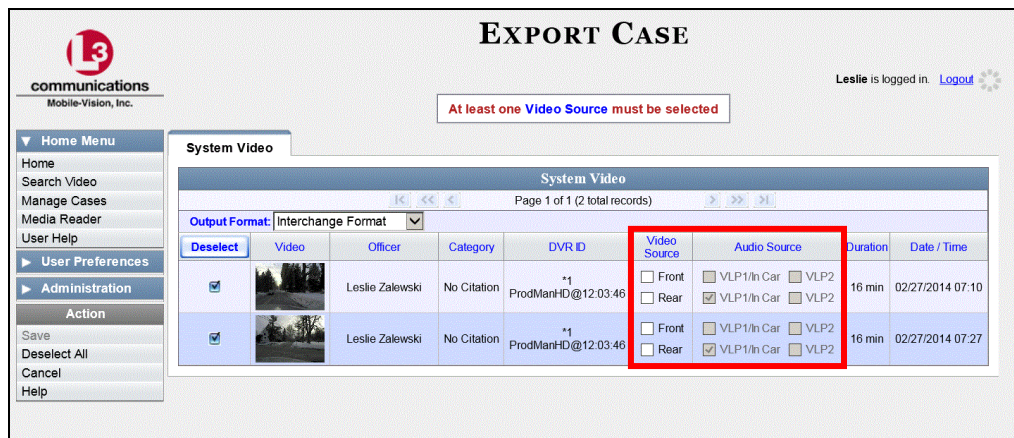
- 2 Go to the **Action** column and click **Export**. The Export Case page displays.

(Continued)



- Go to the *Output Format* field and select **Interchange Format** from the drop-down list. (**Note:** DO NOT select 'Consumer DVD', as this procedure requires that you export the case file in Interchange format first.)

Two new columns display: *Video Source* and *Audio Source*.



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

– OR –

If you do *not* want to include all of the case's attached videos on your DVD, go to the far left column and deselect those videos you wish to exclude.

- Go to the *Video Source* column and select the camera views you wish to include for each video, as described in the following table.

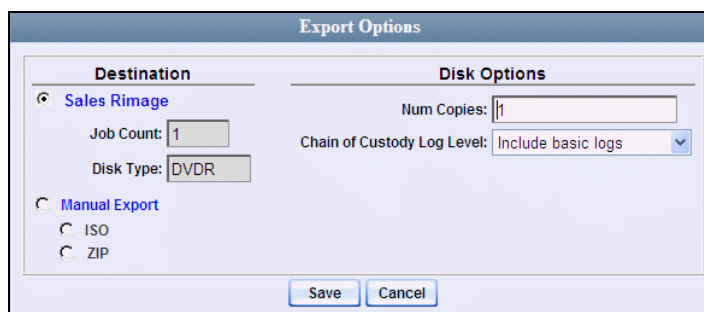
Video Source Setting	Description
<input checked="" type="checkbox"/> Front <input type="checkbox"/> Rear	Copy only the video recorded from Camera Channel 1 (Nite-Watch camera).
<input type="checkbox"/> Front <input checked="" type="checkbox"/> Rear	Copy only the video recorded from Camera Channel 2 (Backseat and/or Bullet cameras).
<input checked="" type="checkbox"/> Front <input checked="" type="checkbox"/> Rear	Copy the video that was recorded from <i>both</i> Camera Channel 1 and Camera Channel 2. When you choose this option, the system will burn two separate video files on the DVD that will appear as separate menu items. This doubles your DVD space requirement.

- Go to the *Audio Source* column and select the audio source that you wish to include for each video, as described below:
 - VLP1/In-car. The audio from the VLP microphone that's connected to your DVR's VLP 1 port *and* the audio from your in-car microphone (default). *See note below.*
 - VLP2. The audio from the VLP microphone that's connected to your DVR's VLP 2 port, if applicable.

Note on Audio Playback: If you choose the **VLP1/In-car** audio setting, you will be able to toggle back and forth between two audio streams: the stream from the VLP microphone that's connected to your DVR's VLP 1 port, and the stream from your in-car microphone. On your DVD player, the *VLP1* audio stream is available on the *left* stereo channel, and the *In-Car* audio stream is available on the *right* stereo channel. You can use the balance controls on your DVD player to switch back and forth between these two streams.

If you choose the **VLP2** audio setting, the audio stream from the VLP microphone that's connected to your DVR's VLP 2 port will be available on your DVD player's *left* stereo channel, and the *right* stereo channel will be mute.


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



- 8 Select **ZIP**.
- 9 If you'd like the Chain of Custody report to include basic logs only (default), proceed to the next step.
 - OR –
 - If you'd like the Chain of Custody report to include basic logs *and* IACP* logs, select **Include IACP logs** from the *Chain of Custody Log Level* drop-down list.
 - OR –
 - If you'd like the Chain of Custody report to include all available logs, select **Include all available logs** from the *Chain of Custody Log Level* drop-down list.
- 10 Click **Save**. The system begins processing your request. A copy of this request will display on your Home Page under *Sent Messages*.

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

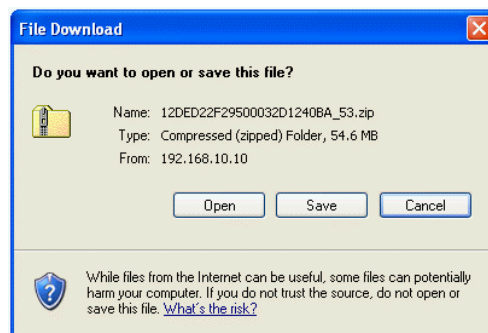
- 11 Go to your *Inbox* messages and look for a download icon next to the export confirmation message.

Inbox Messages		
State	Message Text	Actions
Completed	Export <i>Exposition on Main Street Disk 1 of 1</i> is now ready for download.	 

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

Once you see the download icon, proceed to the next step.

- 12 Go to the right of the export message and click the download icon. A download popup displays.



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- 13 If you have Windows XP, click **Save**.
– OR –
If you have Windows 7, select **Save As** from the *Save* drop-down list.
- 14 Navigate to the disk drive location where you wish to temporarily store the case file.
- 15 To change the file name, enter a new name in the *File name* field. Otherwise proceed to the next step.
- 16 Click **Save**. The system copies your file to the selected location. If a confirmation message displays, click **Close**.
- 17 Right-click on the .ZIP file, then select **Extract All** from the menu.
- 18 Using your commercial DVD burning software *or* film editing software, convert the case's video files into a format that can be played on a consumer DVD player.* For specific instructions, refer to the documentation that came with your software.



NOTE: Although DEP uses the term “Consumer DVD,” other applications may use different terminology, such as “DVD Video.”

- 19 Once you've finished converting the video file(s), use your DVD burning software to burn your DVD. If you don't have DVD burning software installed on your PC, you can use the utility provided with DEP. For more information, see “Downloading a DVD Burn Application to Your PC” on page 246 and/or “Using cdrtools to Burn a ZIP File to DVD” on page 220.

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

This section describes how to burn selected videos from a case to an *Interchange Format* DVD using your PC's DVD burner. For a description of this format, see “Interchange DVD Format” on page 148.

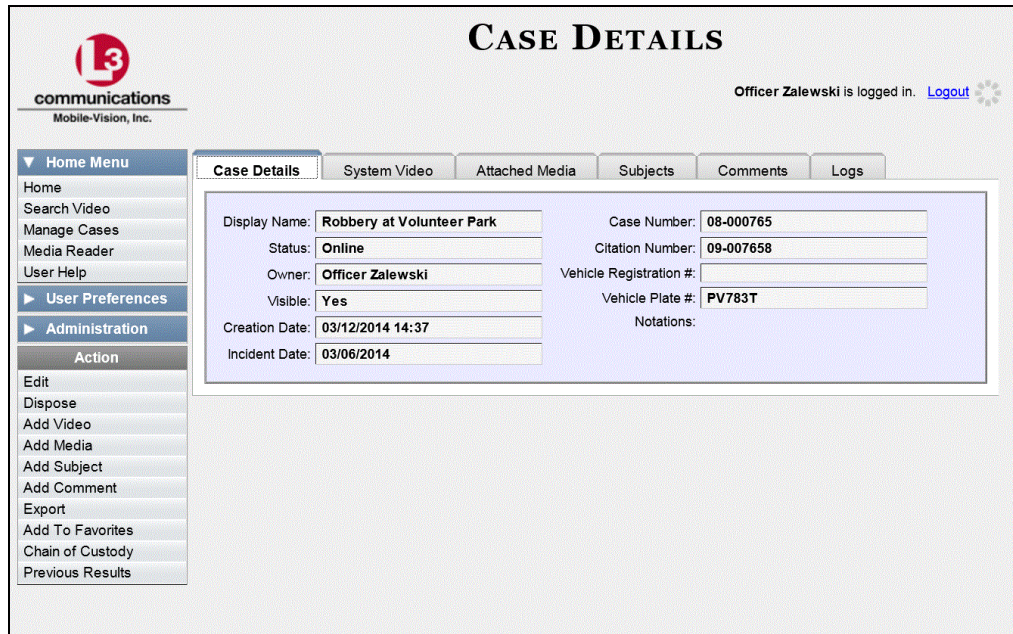
If you prefer to burn a case using your agency's robotic DVD burner, see “Burning a Case to an Interchange Format DVD via the Robotic DVD Burner” on page 157.



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

- 1 Search for and display the case you wish to burn. (If necessary, review “Searching for Cases” in chapter 4.) The Case Details page displays.

* For example, Windows Live Movie Maker, Adobe Premier Elements, Nero, Roxio Easy DVD Copy, etc.



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

CASE DETAILS

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

Display Name: **Robbery at Volunteer Park** Case Number: **08-000765**
 Status: **Online** Citation Number: **09-007658**
 Owner: **Officer Zalewski** Vehicle Registration #:
 Visible: **Yes** Vehicle Plate #: **PV783T**
 Creation Date: **03/12/2014 14:37** Notations:
 Incident Date: **03/06/2014**

Action

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

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



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Leslie is logged in. [Logout](#)

EXPORT CASE

System Video | Attached Media

System Video

Page 1 of 1 (2 total records)

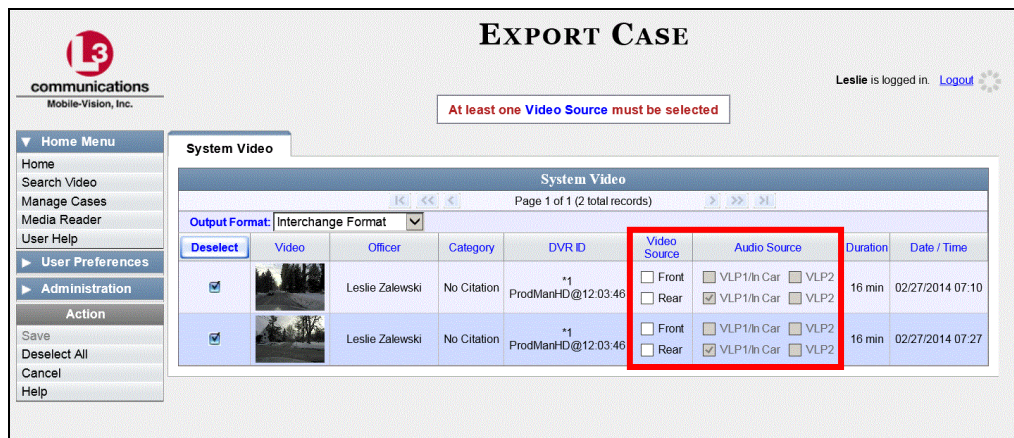
Output Format: Data DVD

Deselect	Video	Officer	Category	DVR ID	Duration	Date / Time
<input checked="" type="checkbox"/>		Leslie Zalewski	No Citation	*1 ProdManHD@12:03:46	16 min	02/27/2014 07:10
<input checked="" type="checkbox"/>		Leslie Zalewski	No Citation	*1 ProdManHD@12:03:46	16 min	02/27/2014 07:27

Action

- Save
- Deselect All
- Cancel
- Help

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



- 4 If you want to include all of the case's attached videos on your DVD (default), proceed to the next step.

– OR –

If you do *not* want to include all of the case's attached videos on your DVD, go to the far left column and deselect those videos you wish to exclude.

- 5 Go to the *Video Source* column and select the camera views you wish to include for each video, as described below.

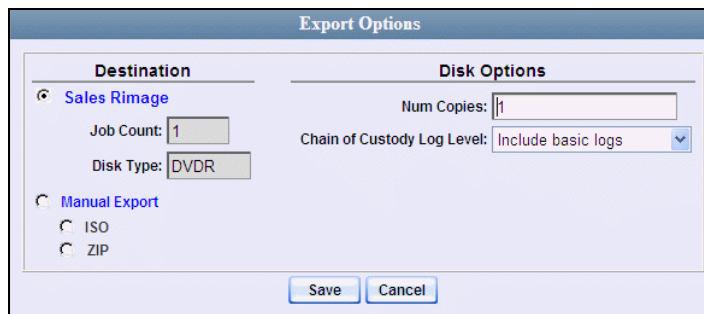
Video Source Setting	Description
<input checked="" type="checkbox"/> Front <input type="checkbox"/> Rear	Copy only the video recorded from Camera Channel 1 (Nite-Watch camera).
<input type="checkbox"/> Front <input checked="" type="checkbox"/> Rear	Copy only the video recorded from Camera Channel 2 (Backseat and/or Bullet cameras).
<input checked="" type="checkbox"/> Front <input checked="" type="checkbox"/> Rear	Copy the video that was recorded from <i>both</i> Camera Channel 1 and Camera Channel 2. When you choose this option, the system will burn two separate video files on the DVD that will appear as separate menu items. This doubles your DVD space requirement.

- 6 Go to the *Audio Source* column and select the audio source that you wish to include for each video, as described below:
 - VLP1/In-car. The audio from the VLP microphone that's connected to your DVR's VLP 1 port *and* the audio from your in-car microphone (default). *See note on the next page.*
 - VLP2. The audio from the VLP microphone that's connected to your DVR's VLP 2 port, if applicable.

Note on Audio Playback: If you choose the **VLP1/In-car** audio setting, you will be able to toggle back and forth between two audio streams: the stream from the VLP microphone that's connected to your DVR's VLP 1 port, and the stream from your in-car microphone. On your DVD player, the *VLP1* audio stream is available on the *left* stereo channel, and the *In-Car* audio stream is available on the *right* stereo channel. You can use the balance controls on your DVD player to switch back and forth between these two streams.

If you choose the **VLP2** audio setting, the audio stream from the VLP microphone that's connected to your DVR's VLP 2 port will be available on your DVD player's *left* stereo channel, and the *right* stereo channel will be mute.

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



Manual Export

- Select **Manual Export**.

You have two file options: an **ISO** file or a **ZIP** file. If you are exporting this data for the *sole purpose* of burning a DVD, select **ISO**. Otherwise select **ZIP**, which will copy your videos and any metadata to a folder first. This latter option gives you a little more flexibility in the event that you want to review the files first and/or add to them before burning the DVD. It also enables you to email the files or copy them to an external storage device, such as a USB drive.

- To burn this case as an ISO file (default), proceed to the next step.

– OR –

To burn this case as a *zip file*, select **ZIP**.

- 10** 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.

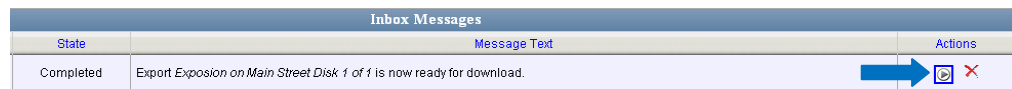
– OR –



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.

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

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

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




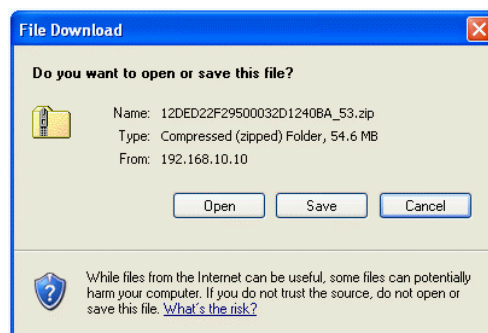
Inbox Messages		
State	Message Text	Actions
Completed	Export <i>Exposition on Main Street Disk 1 of 1</i> is now ready for download.	 

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

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

Once you see the download icon, proceed to the next step.

-  **13** Go to the right of the export message and click the download icon. A download message displays.



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- 14 If you have Windows XP, click **Save**.
– OR –
If you have Windows 7, select **Save As** from the *Save* drop-down list.
- 15 Navigate to the disk drive location where you wish to temporarily store the case file.
- 16 To change the file name, enter a new name in the *File name* field. Otherwise proceed to the next step.
- 17 Click **Save**. The system copies your file to the selected location. If a confirmation message displays, click **Close**.
- 18 To use the *cdrtools* utility to burn your DVD, see “Using the *cdrtools* Application to Burn a DVD on Your PC” on page 219.
– OR –
To use another software application to burn your DVD, make sure that you have DVD burning software installed on your PC. Such software should have the capability of burning ISO images and ZIP files (such as Roxio Creator). Refer to the instructions supplied with the software.

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

This section describes how to burn a case record to an *Uncompressed Format DVD* using your PC's DVD burner. An Uncompressed Format DVD will include the same information found on a Data DVD. In addition, this type of DVD includes a button that allows you to convert the included videos into raw data format.

For more information on Uncompressed Format DVDs, see “Uncompressed DVD Format” on page 148.

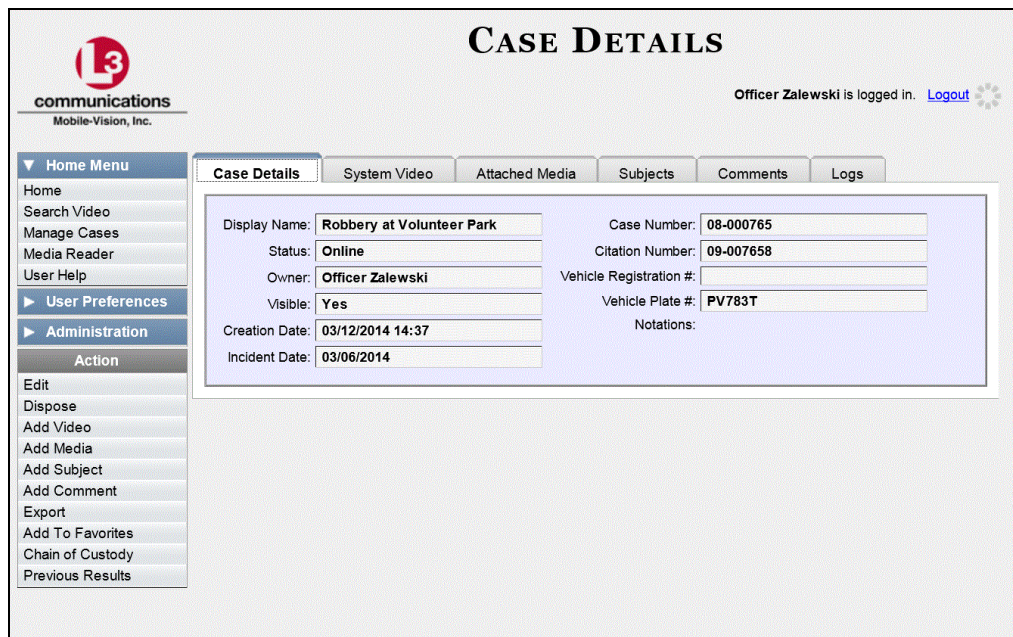
If you prefer to burn a case using your agency's robotic DVD burner, see “Burning a Case to an Uncompressed Format DVD via the Robotic DVD Burner” on page 161.



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

- 1 Search for and display the case you wish to burn. (If necessary, review “Searching for Cases” in chapter 4.)

The Case Details page displays.



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

CASE DETAILS

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

Display Name: **Robbery at Volunteer Park** Case Number: **08-000765**
 Status: **Online** Citation Number: **09-007658**
 Owner: **Officer Zalewski** Vehicle Registration #:
 Visible: **Yes** Vehicle Plate #: **PV783T**
 Creation Date: **03/12/2014 14:37** Notations:
 Incident Date: **03/06/2014**

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



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EXPORT CASE

System Video | Attached Media

System Video

Page 1 of 1 (2 total records)

Output Format: Data DVD

Deselect	Video	Officer	Category	DVR ID	Duration	Date / Time
<input checked="" type="checkbox"/>		Leslie Zalewski	No Citation	*1 ProdManHD@12.03:46	16 min	02/27/2014 07:10
<input checked="" type="checkbox"/>		Leslie Zalewski	No Citation	*1 ProdManHD@12.03:46	16 min	02/27/2014 07:27

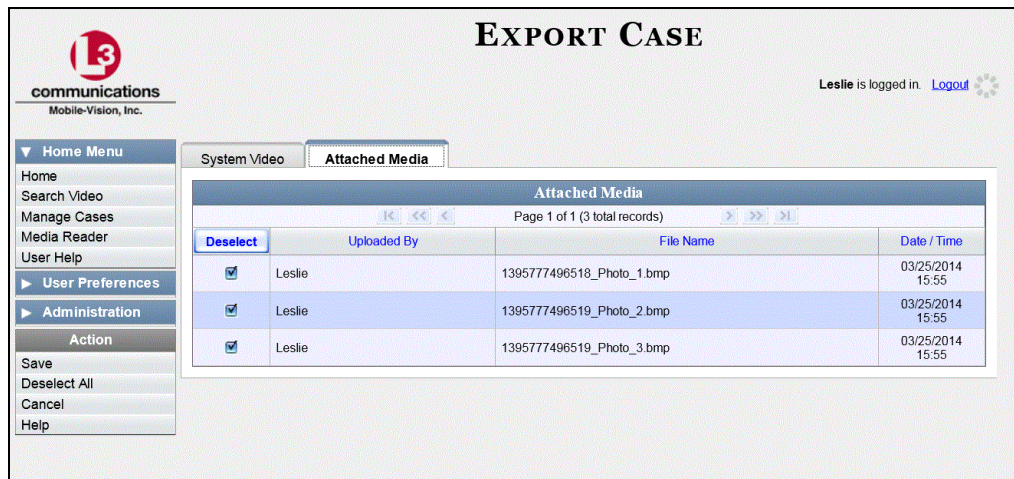
3 If you want to include all of the case's attached videos on your DVD (default), proceed to the next step.

– OR –

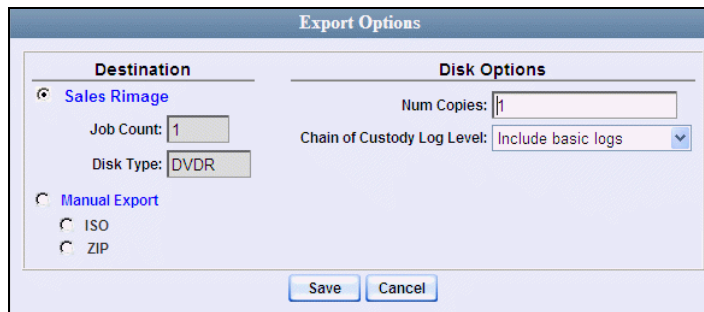
If you do *not* want to include all of the case's attached videos on your DVD, go to the far left column and deselect those videos you wish to exclude.

4 Go to the *Output Format* field and select **Uncompressed Format** from the drop-down list.

- Click the **Attached Media** tab. A list of the case's attached media (if any) displays. If this case does *not* have any attached media, skip to step 7.



- If you want to include all of the case's attached media in your DVD (default), proceed to the next step.
– OR –
If you do *not* want to include all of the case's attached media in your DVD, deselect those records you wish to exclude.
- Go to the **Action** column and click **Save**. The Export Options popup displays.



 Manual Export



- Select **Manual Export**.

You have two file options: an **ISO** file or a **ZIP** file. If you are exporting this data for the *sole purpose* of burning a DVD, select **ISO**. Otherwise select **ZIP**, which will copy your videos and any metadata to a folder first. This latter option gives you a little more flexibility in the event that you want to review the files first and/or add to them before burning the DVD. It also enables you to email the files or copy them to an external storage device, such as a USB drive.

- 9 To burn this case as an ISO file (default), proceed to the next step.
– OR –
To burn this case as a *zip file*, select **ZIP**.
- 10 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.
- 11 Click **Save**. The system begins processing your request. A copy of this request will display on your Home Page under *Sent Messages*.

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

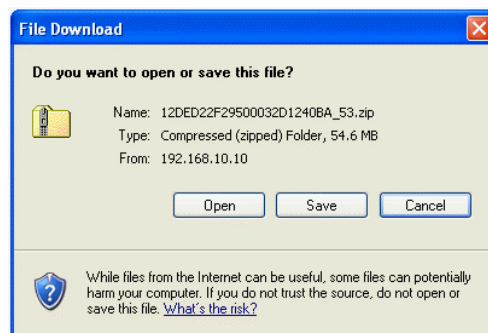
- 12 Go to your *Inbox* messages and look for a download icon next to the export confirmation message.

Inbox Messages		
State	Message Text	Actions
Completed	Export <i>Exposition on Main Street Disk 1 of 1</i> is now ready for download.	 

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

Once you see the download icon, proceed to the next step.

- 13 Go to the right of the export message and click the download icon. A download message displays.



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- 14 If you have Windows XP, click **Save**.
– OR –
If you have Windows 7, select **Save As** from the *Save* drop-down list.
- 15 Navigate to the disk drive location where you wish to temporarily store this file.
- 16 To change the file name, enter a new name in the *File name* field. Otherwise proceed to the next step.
- 17 Click **Save**. The system copies your file to the selected location. If a confirmation message displays, click **Close**.
- 18 To use the *cdrtools* utility to burn your DVD, see “Using the *cdrtools* Application to Burn a DVD on Your PC” on page 219.
– OR –
To use another software application to burn your DVD, make sure that you have DVD burning software installed on your PC. Such software should have the capability of burning ISO images and ZIP files (such as Roxio Creator). Refer to the instructions supplied with the software.

Burning Video to DVD via Your PC's DVD Burner

This section describes how to burn selected videos to a DVD using your PC's DVD burner. If you prefer to use your agency's robotic DVD burner instead, see “Burning Video to DVD via the Robotic DVD Burner” on page 164.

You can use your PC's DVD burner to burn a *Data DVD*, *Consumer DVD*, *Interchange DVD*, and/or *Uncompressed DVD*. For a definition of these disc types, see “Data DVD Format” on page 146, “Consumer DVD Format” on page 147, “Interchange DVD Format” on page 148, and/or “Uncompressed DVD Format” on page 148.

For specific instructions, see:

- Burning Video to a Data DVD via Your PC's DVD Burner, next page
- Burning Video to a Consumer DVD via Your PC's DVD Burner, page 203
- Burning Video to an Interchange Format DVD via Your PC's DVD Burner, page 208
- Burning Video to an Uncompressed Format DVD via Your PC's DVD Burner, page 214.

Burning Video to a Data DVD via Your PC's DVD Burner

This section describes how to burn stand-alone video information to a *Data DVD* using your PC's DVD burner. *Stand-alone* video is video that is not linked to a case.

For a description of Data DVDs, see "Data DVD Format" on page 146.

If you prefer to burn video using your agency's robotic DVD burner, see "Burning Video to a Data DVD via the Robotic DVD Burner" on page 165.

- 1 To burn *one* video, search for and display the desired video.* The Video Details page displays.

– OR –

To burn *more than one* video, search for the desired videos.* The Video Search Results page displays.

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



The screenshot shows the 'SELECT VIDEO(S) FOR EXPORT' interface. It features a navigation menu on the left with options like Home, Search Video, and Administration. The main area displays a table of video records. The table has the following columns: Sys ID, Play, Owner, DVR Name, Category, Duration, Date / Time, and Notes. There are four records listed. Below the table is a 'Selected Videos' section with columns for Owner, DVR Name, Category, Duration, Date / Time, and Remove.

Sys ID	Play	Owner	DVR Name	Category	Duration	Date / Time	Notes
2		*1 Leslie Zalewski@12:49:42	*1 ProdManHD@12:03:46	No Citation	16 min	02/27/2014 07:27	
3		*1 Leslie Zalewski@12:49:42	*1 ProdManHD@12:03:46	No Citation	16 min	02/27/2014 07:10	
4		*1 Leslie Zalewski@12:49:42	*1 ProdManHD@12:03:46	No Citation	41 min	11/12/2013 07:06	
11		*1 Leslie Zalewski@12:49:42	*1 JNP-99V@12:03:09	No Citation	11 min	10/28/2008 09:07	

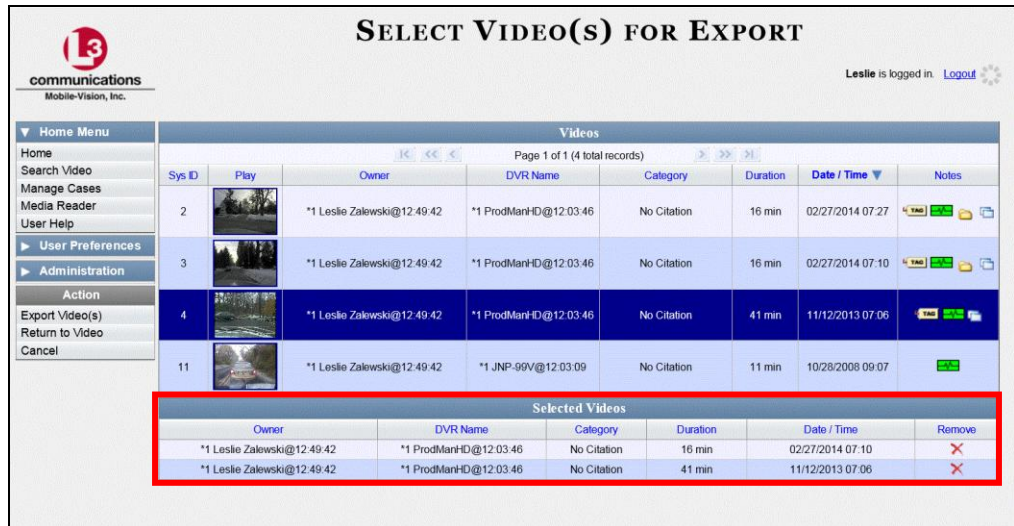
Selected Videos						
Owner	DVR Name	Category	Duration	Date / Time	Remove	

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

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

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

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



SELECT VIDEO(S) FOR EXPORT

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Home Menu
Home
Search Video
Manage Cases
Media Reader
User Help
User Preferences
Administration
Action
Export Video(s)
Return to Video
Cancel

Videos
Page 1 of 1 (4 total records)

Sys ID	Play	Owner	DVR Name	Category	Duration	Date / Time	Notes
2		*1 Leslie Zalewski@12:49:42	*1 ProdManHD@12:03:46	No Citation	16 min	02/27/2014 07:27	
3		*1 Leslie Zalewski@12:49:42	*1 ProdManHD@12:03:46	No Citation	16 min	02/27/2014 07:10	
4		*1 Leslie Zalewski@12:49:42	*1 ProdManHD@12:03:46	No Citation	41 min	11/12/2013 07:06	
11		*1 Leslie Zalewski@12:49:42	*1 JNP-90V@12:03:09	No Citation	11 min	10/28/2008 09:07	

Selected Videos

Owner	DVR Name	Category	Duration	Date / Time	Remove
*1 Leslie Zalewski@12:49:42	*1 ProdManHD@12:03:46	No Citation	16 min	02/27/2014 07:10	
*1 Leslie Zalewski@12:49:42	*1 ProdManHD@12:03:46	No Citation	41 min	11/12/2013 07:06	

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



EXPORT VIDEO(S)

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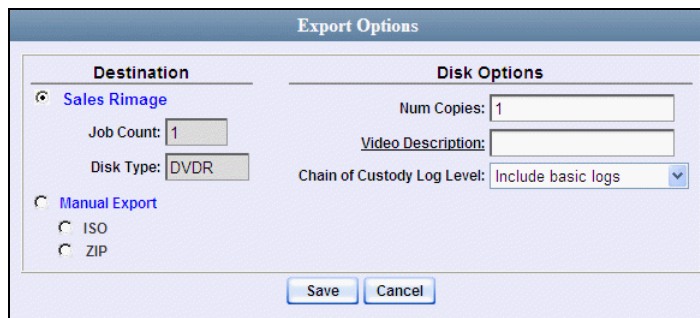
Home Menu
Home
Search Video
Manage Cases
Media Reader
User Help
User Preferences
Administration
Action
Save
Return to Detail
Return to Select
Cancel
Help

Videos
Page 1 of 1 (2 total records)

Output Format: Data DVD

Video	Officer	Category	DVR ID	Duration	Date / Time
	Leslie Zalewski	No Citation	*1 ProdManHD@12:03:46	41 min	11/12/2013 07:06
	Leslie Zalewski	No Citation	*1 ProdManHD@12:03:46	16 min	02/27/2014 07:10

- 5 If **Data DVD** displays in the *Output Format* field, proceed to the next step.
– OR –
If **Data DVD** does *not* display in the *Output Format* field, select it from the drop-down list.
- 6 Go to the **Action** column and click **Save**. The Export Options popup displays.



Manual Export

7 Select **Manual Export**.

You have two file options: an **ISO** file or a **ZIP** file. If you are exporting this data for the *sole purpose* of burning a DVD, select **ISO**. Otherwise select **ZIP**, which will copy your videos and any metadata to a folder first. This latter option gives you a little more flexibility in the event that you want to review the files first and/or add to them before burning the DVD. It also enables you to email the files or copy them to an external storage device, such as a USB drive.

8 To burn this video as an ISO file (default), proceed to the next step.

– OR –

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

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

10 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.

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

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

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

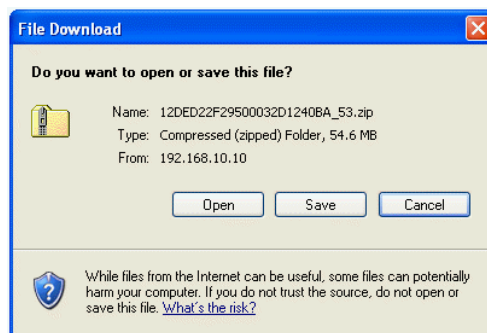
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Inbox Messages		
State	Message Text	Actions
Completed	Export Copy for DA Disk 1 of 1 is now ready for download.	 

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

Once you see the download icon, proceed to the next step.

- 13 Go to the right of the export message and click the download icon. A download message displays.



- 14 If you have Windows XP, click **Save**.
– OR –
If you have Windows 7, select **Save As** from the *Save* drop-down list.
- 15 Navigate to the disk drive location where you wish to temporarily store the video file.
- 16 To change the file name, enter a new name in the *File name* field. Otherwise proceed to the next step.
- 17 Click **Save**. The system copies your file to the selected location. If a confirmation message displays, click **Close**.
- 18 To use the *cdrtools* utility to burn your DVD, see “Using the *cdrtools* Application to Burn a DVD on Your PC” on page 219.
– OR –
To use another software application to burn your DVD, make sure that you have DVD burning software installed on your PC. Such software should have the capability of burning ISO images and ZIP files (such as Roxio Creator). Refer to the instructions supplied with the software.

Burning Video to a Consumer DVD via Your PC's DVD Burner

This section describes how to burn selected stand-alone videos to a *Consumer DVD* format using your PC's DVD burner. *Stand-alone* video is video that is not linked to a case. For a description of the Consumer DVD format, see "Consumer DVD Format" on page 147.

If you prefer to burn video using your agency's robotic DVD burner, see "Burning Video to a Consumer DVD via the Robotic DVD Burner" on page 168.

To perform this task, you first need to export the video in Interchange format, then convert it to Consumer DVD format using commercial DVD burning software *or* video editing software. For example, you may use any of these popular software applications to convert your files:

Product Name	Description
Windows Live Movie Maker	Video editing software; comes standard with Windows 7
Adobe Premier Elements	Video editing software
Nero	DVD burning software
Roxio Easy DVD Copy	DVD burning software



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

- 1 To burn *one* video, search for and display the desired video.* The Video Details page displays.
– OR –
To burn *more than one* video, search for the desired videos.* The Video Search Results page displays.
- 2 Go to the **Action** column and click **Export**. The Select Video(s) for Export page displays.

(Continued)

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

SELECT VIDEO(S) FOR EXPORT

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Home Menu
Home
Search Video
Manage Cases
Media Reader
User Help
User Preferences
Administration
Action
Return to Video
Cancel

Videos
Page 1 of 1 (4 total records)

Sys ID	Play	Owner	DVR Name	Category	Duration	Date / Time	Notes
2		*1 Leslie Zalewski@12:49:42	*1 ProdManHD@12:03:46	No Citation	16 min	02/27/2014 07:27	
3		*1 Leslie Zalewski@12:49:42	*1 ProdManHD@12:03:46	No Citation	16 min	02/27/2014 07:10	
4		*1 Leslie Zalewski@12:49:42	*1 ProdManHD@12:03:46	No Citation	41 min	11/12/2013 07:06	
11		*1 Leslie Zalewski@12:49:42	*1 JNP-99V@12:03:09	No Citation	11 min	10/28/2008 09:07	

Selected Videos

Owner	DVR Name	Category	Duration	Date / Time	Remove
*1 Leslie Zalewski@12:49:42	*1 ProdManHD@12:03:46	No Citation	16 min	02/27/2014 07:10	
*1 Leslie Zalewski@12:49:42	*1 ProdManHD@12:03:46	No Citation	41 min	11/12/2013 07:06	

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

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

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

SELECT VIDEO(S) FOR EXPORT

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Leslie is logged in. [Logout](#)

Home Menu
Home
Search Video
Manage Cases
Media Reader
User Help
User Preferences
Administration
Action
Export Video(s)
Return to Video
Cancel

Videos
Page 1 of 1 (4 total records)

Sys ID	Play	Owner	DVR Name	Category	Duration	Date / Time	Notes
2		*1 Leslie Zalewski@12:49:42	*1 ProdManHD@12:03:46	No Citation	16 min	02/27/2014 07:27	
3		*1 Leslie Zalewski@12:49:42	*1 ProdManHD@12:03:46	No Citation	16 min	02/27/2014 07:10	
4		*1 Leslie Zalewski@12:49:42	*1 ProdManHD@12:03:46	No Citation	41 min	11/12/2013 07:06	
11		*1 Leslie Zalewski@12:49:42	*1 JNP-99V@12:03:09	No Citation	11 min	10/28/2008 09:07	

Selected Videos

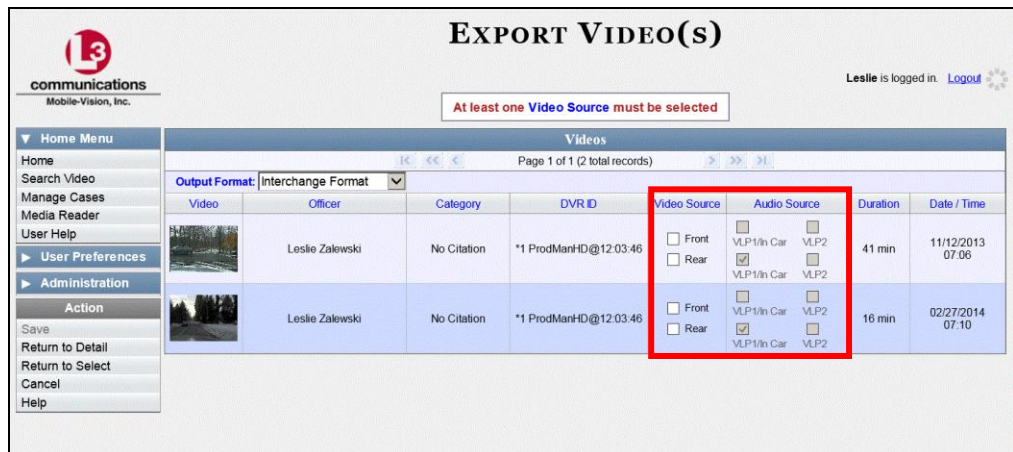
Owner	DVR Name	Category	Duration	Date / Time	Remove
*1 Leslie Zalewski@12:49:42	*1 ProdManHD@12:03:46	No Citation	16 min	02/27/2014 07:10	
*1 Leslie Zalewski@12:49:42	*1 ProdManHD@12:03:46	No Citation	41 min	11/12/2013 07:06	

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



- Go to the *Output Format* field and select **Interchange Format** from the drop-down list. (**Note:** DO NOT select 'Consumer DVD', as this procedure requires that you export the videos in Interchange format first.)

Two new columns display: *Video Source* and *Audio Source*.



- Go to the *Video Source* column and select the camera views you wish to include for each video, as described in the table on the next page.

(Continued)

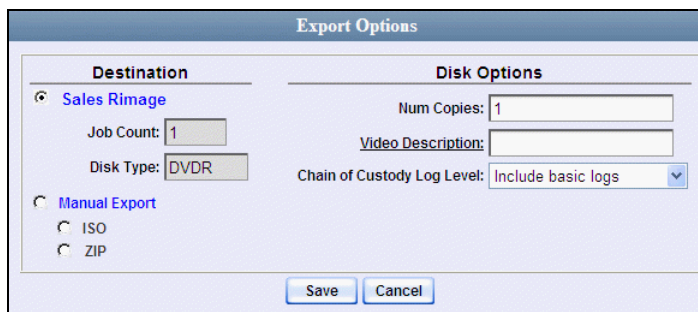
Video Source Setting	Description
<input checked="" type="checkbox"/> Front <input type="checkbox"/> Rear	Copy only the video recorded from Camera Channel 1 (Nite-Watch camera).
<input type="checkbox"/> Front <input checked="" type="checkbox"/> Rear	Copy only the video recorded from Camera Channel 2 (Backseat and/or Bullet cameras).
<input checked="" type="checkbox"/> Front <input checked="" type="checkbox"/> Rear	Copy the video that was recorded from <i>both</i> Camera Channel 1 and Camera Channel 2. When you choose this option, the system will burn two separate video files on the DVD that will appear as separate menu items. This doubles your DVD space requirement.

- 7 Go to the *Audio Source* column and select the audio source that you wish to include for each video, as described below:
- VLP1/In-car. The audio from the VLP microphone that's connected to your DVR's VLP 1 port *and* the audio from your in-car microphone (default). *See note below.*
 - VLP2. The audio from the VLP microphone that's connected to your DVR's VLP 2 port, if applicable.

Note on Audio Playback: If you choose the **VLP1/In-car** audio setting, you will be able to toggle back and forth between two audio streams: the stream from the VLP microphone that's connected to your DVR's VLP 1 port, and the stream from your in-car microphone. On your DVD player, the *VLP1* audio stream is available on the *left* stereo channel, and the *In-Car* audio stream is available on the *right* stereo channel. You can use the balance controls on your DVD player to switch back and forth between these two streams.

If you choose the **VLP2** audio setting, the audio stream from the VLP microphone that's connected to your DVR's VLP 2 port will be available on your DVD player's *left* stereo channel, and the *right* stereo channel will be mute.

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



The **Export Options** dialog box is shown with the following settings:

- Destination:**
 - Sales Rimage
 - Job Count: 1
 - Disk Type: DVDR
 - Manual Export
 - ISO
 - ZIP
- Disk Options:**
 - Num Copies: 1
 - Video Description: (empty field)
 - Chain of Custody Log Level: Include basic logs



Buttons: Save, Cancel

- 9 Select **ZIP**.

- 10 Enter a description for this DVD in the *Video Description* field.
- 11 If you'd like the Chain of Custody report to include basic logs only (default), proceed to the next step.
– OR –
If you'd like the Chain of Custody report to include basic logs *and* IACP* logs, select **Include IACP logs** from the *Chain of Custody Log Level* drop-down list.
– OR –
If you'd like the Chain of Custody report to include all available logs, select **Include all available logs** from the *Chain of Custody Log Level* drop-down list.
- 12 Click **Save**. The system begins processing your request. A copy of this request will display on your Home Page under *Sent Messages*.

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

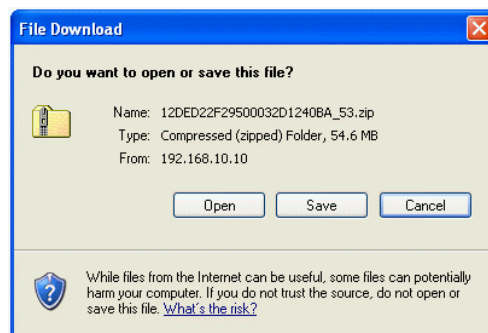
- 13 Go to your *Inbox* messages and look for a download icon next to the export confirmation message.

Inbox Messages		
State	Message Text	Actions
Completed	Export Copy for DA Disk 1 of 1 is now ready for download.	 

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

Once you see the download icon, proceed to the next step.

- 14 Go to the right of the export message and click the download icon. A download message displays.



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- 15 If you have Windows XP, click **Save**.
– OR –
If you have Windows 7, select **Save As** from the *Save* drop-down list.
- 16 Navigate to the disk drive location where you wish to temporarily store the video file.
- 17 To change the file name, enter a new name in the *File name* field. Otherwise proceed to the next step.
- 18 Click **Save**. The system copies your file to the selected location. If a confirmation message displays, click **Close**.
- 19 Right-click on the .ZIP file, then select **Extract All** from the menu.
- 20 Using your commercial DVD burning software *or* film editing software, convert the video files into a format that can be played on a consumer DVD player.* For specific instructions, refer to the documentation that came with your software.



NOTE: Although DEP uses the term “Consumer DVD,” other applications may use different terminology, such as “DVD Video.”

- 21 Once you’ve finished converting your video file(s), use your DVD burning software to burn your DVD. If you don’t have DVD burning software installed on your PC, you can use the utility provided with DEP. For more information, see “Downloading a DVD Burn Application to Your PC” on page 246 and/or “Using cdrtools to Burn a ZIP File to DVD” on page 220.

Burning Video to an Interchange Format DVD via Your PC’s DVD Burner

This section describes how to burn selected stand-alone videos to an *Interchange Format DVD* using your PC’s DVD burner. *Stand-alone* video is video that is not linked to a case. For a description of the Interchange format, see “Interchange DVD Format” on page 148.

If you prefer to burn video using your agency’s robotic DVD burner, see “Burning Video to an Interchange Format DVD via the Robotic DVD Burner” on page 172.



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

* For example, Windows Live Movie Maker, Adobe Premier Elements, Nero, Roxio Easy DVD Copy, etc.

- To burn *one* video, search for and display the desired video.* The Video Details page displays.
 – OR –
 To burn *more than one* video, search for the desired videos.* The Video Search Results page displays.
- Go to the **Action** column and click **Export**. The Select Video(s) for Export page displays.



SELECT VIDEO(S) FOR EXPORT

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Home Menu
 Home
 Search Video
 Manage Cases
 Media Reader
 User Help
 User Preferences
 Administration
Action
 Return to Video
 Cancel

Videos							
Page 1 of 1 (4 total records)							
Sys ID	Play	Owner	DVR Name	Category	Duration	Date / Time	Notes
2		*1 Leslie Zalewski@12:49:42	*1 ProdManHD@12:03:46	No Citation	16 min	02/27/2014 07:27	
3		*1 Leslie Zalewski@12:49:42	*1 ProdManHD@12:03:46	No Citation	16 min	02/27/2014 07:10	
4		*1 Leslie Zalewski@12:49:42	*1 ProdManHD@12:03:46	No Citation	41 min	11/12/2013 07:06	
11		*1 Leslie Zalewski@12:49:42	*1 JNP-99V@12:03:09	No Citation	11 min	10/28/2008 09:07	

Selected Videos

Owner	DVR Name	Category	Duration	Date / Time	Remove

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

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

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

(Continued)

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



SELECT VIDEO(S) FOR EXPORT

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Leslie is logged in. [Logout](#)

Home Menu
Home
Search Video
Manage Cases
Media Reader
User Help
User Preferences
Administration
Action
Export Video(s)
Return to Video
Cancel

Videos
Page 1 of 1 (4 total records)

Sys ID	Play	Owner	DVR Name	Category	Duration	Date / Time	Notes
2		*1 Leslie Zalewski@12:49:42	*1 ProdManHD@12:03:46	No Citation	16 min	02/27/2014 07:27	
3		*1 Leslie Zalewski@12:49:42	*1 ProdManHD@12:03:46	No Citation	16 min	02/27/2014 07:10	
4		*1 Leslie Zalewski@12:49:42	*1 ProdManHD@12:03:46	No Citation	41 min	11/12/2013 07:06	
11		*1 Leslie Zalewski@12:49:42	*1 JNP-90V@12:03:09	No Citation	11 min	10/28/2008 09:07	

Selected Videos

Owner	DVR Name	Category	Duration	Date / Time	Remove
*1 Leslie Zalewski@12:49:42	*1 ProdManHD@12:03:46	No Citation	16 min	02/27/2014 07:10	
*1 Leslie Zalewski@12:49:42	*1 ProdManHD@12:03:46	No Citation	41 min	11/12/2013 07:06	

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



EXPORT VIDEO(S)

communications
Mobile-Vision, Inc.

Leslie is logged in. [Logout](#)

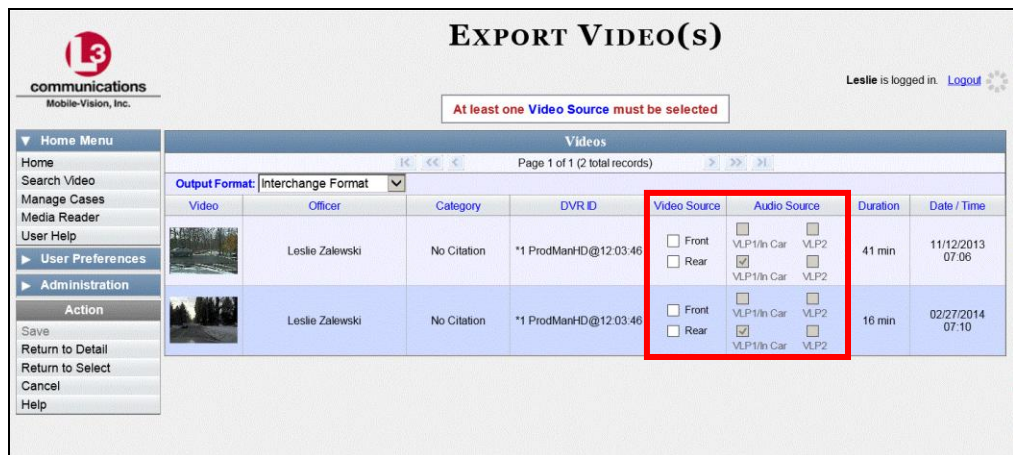
Home Menu
Home
Search Video
Manage Cases
Media Reader
User Help
User Preferences
Administration
Action
Save
Return to Detail
Return to Select
Cancel
Help

Videos
Page 1 of 1 (2 total records)

Output Format: Data DVD

Video	Officer	Category	DVR ID	Duration	Date / Time
	Leslie Zalewski	No Citation	*1 ProdManHD@12:03:46	41 min	11/12/2013 07:06
	Leslie Zalewski	No Citation	*1 ProdManHD@12:03:46	16 min	02/27/2014 07:10

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



- Go to the *Video Source* column and select the camera views you wish to include for each video, as described below.

Video Source Setting	Description
<input checked="" type="checkbox"/> Front <input type="checkbox"/> Rear	Copy only the video recorded from Camera Channel 1 (Nite-Watch camera).
<input type="checkbox"/> Front <input checked="" type="checkbox"/> Rear	Copy only the video recorded from Camera Channel 2 (Backseat and/or Bullet cameras).
<input checked="" type="checkbox"/> Front <input checked="" type="checkbox"/> Rear	Copy the video that was recorded from <i>both</i> Camera Channel 1 and Camera Channel 2. When you choose this option, the system will burn two separate video files on the DVD that will appear as separate menu items. This doubles your DVD space requirement.

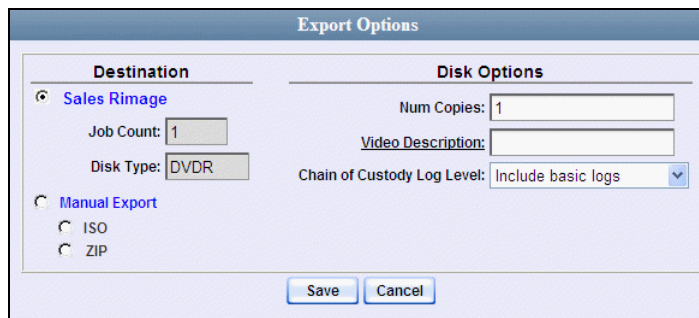
- Go to the *Audio Source* column and select the audio source that you wish to include for each video, as described below:
 - VLP1/In-car. The audio from the VLP microphone that's connected to your DVR's VLP 1 port *and* the audio from your in-car microphone (default). *See note on the next page.*
 - VLP2. The audio from the VLP microphone that's connected to your DVR's VLP 2 port, if applicable.


(Continued)

Note on Audio Playback: If you choose the **VLP1/In-car** audio setting, you will be able to toggle back and forth between two audio streams: the stream from the VLP microphone that's connected to your DVR's VLP 1 port, and the stream from your in-car microphone. On your DVD player, the *VLP1* audio stream is available on the *left* stereo channel, and the *In-Car* audio stream is available on the *right* stereo channel. You can use the balance controls on your DVD player to switch back and forth between these two streams.

If you choose the **VLP2** audio setting, the audio stream from the VLP microphone that's connected to your DVR's VLP 2 port will be available on your DVD player's *left* stereo channel, and the *right* stereo channel will be mute.

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



 Manual Export

- Select **Manual Export**.

You have two file options: an **ISO** file or a **ZIP** file. If you are exporting this data for the *sole purpose* of burning a DVD, select **ISO**. Otherwise select **ZIP**, which will copy your videos and any metadata to a folder first. This latter option gives you a little more flexibility in the event that you want to review the files first and/or add to them before burning the DVD. It also enables you to email the files or copy them to an external storage device, such as a USB drive.

- To burn this video as an ISO file (default), proceed to the next step.

– OR –

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

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

- 12** 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.

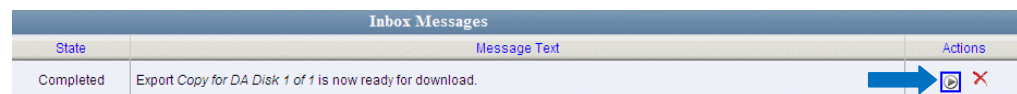
– OR –



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.

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

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

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




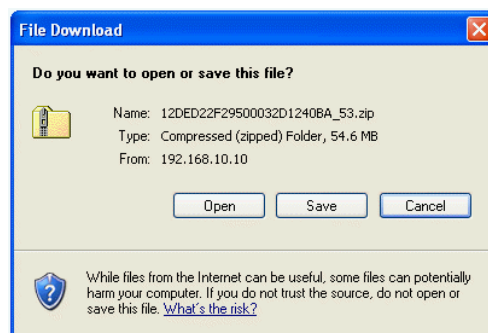
Inbox Messages		
State	Message Text	Actions
Completed	Export Copy for DA Disk 1 of 1 is now ready for download.	 

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

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

Once you see the download icon, proceed to the next step.

-  **15** Go to the right of the export message and click the download icon. A download message displays.



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- 16 If you have Windows XP, click **Save**.
– OR –
If you have Windows 7, select **Save As** from the *Save* drop-down list.
- 17 Navigate to the disk drive location where you wish to temporarily store the video file.
- 18 To change the file name, enter a new name in the *File name* field. Otherwise proceed to the next step.
- 19 Click **Save**. The system copies your file to the selected location. If a confirmation message displays, click **Close**.
- 20 To use the *cdrtools* utility to burn your DVD, see “Using the *cdrtools* Application to Burn a DVD on Your PC” on page 219.
– OR –
To use another software application to burn your DVD, make sure that you have DVD burning software installed on your PC. Such software should have the capability of burning ISO images and ZIP files (such as Roxio Creator). Refer to the instructions supplied with the software.

Burning Video to an Uncompressed Format DVD via Your PC's DVD Burner

This section describes how to burn stand-alone video information to an *Uncompressed Format DVD* using your PC's DVD burner. *Stand-alone* video is video that is not linked to a case.

An Uncompressed Format DVD will include the same information found on a Data DVD. In addition, this type of DVD includes a button that allows you to convert the included videos into raw data format.

For a description of Uncompressed Format DVDs, see “Uncompressed DVD Format” on page 148.

If you prefer to burn video using your agency's robotic DVD burner, see “Burning Video to an Uncompressed Format DVD via the Robotic DVD Burner” on page 176.



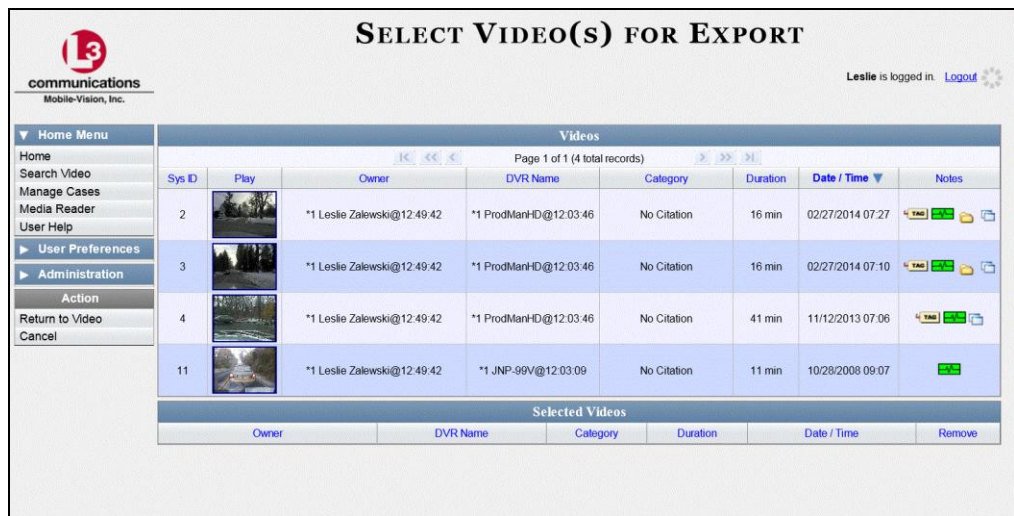
WARNING: Once a video has been downloaded in uncompressed format and then converted to MP4 and DV files, its authenticity can no longer be verified. Such video can be edited and tampered with using commercial video editing software.

- 1 To burn *one* video, search for and display the desired video.* The Video Details page displays.

– OR –

To burn *more than one* video, search for the desired videos.* The Video Search Results page displays.

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



The screenshot shows a web interface titled "SELECT VIDEO(S) FOR EXPORT". At the top left is the L3 Mobile-Vision, Inc. logo. At the top right, it says "Leslie is logged in. Logout". Below the header is a navigation menu with options like Home, Search Video, Manage Cases, Media Reader, User Help, User Preferences, Administration, Action, Return to Video, and Cancel. The main content area is a table of video records. The table has columns: Sys ID, Play, Owner, DVR Name, Category, Duration, Date / Time, and Notes. There are 4 records listed. Below the table is a section titled "Selected Videos" with columns: Owner, DVR Name, Category, Duration, Date / Time, and Remove.

Sys ID	Play	Owner	DVR Name	Category	Duration	Date / Time	Notes
2		*1 Leslie Zalewski@12.49.42	*1 ProdManHD@12.03.46	No Citation	16 min	02/27/2014 07:27	
3		*1 Leslie Zalewski@12.49.42	*1 ProdManHD@12.03.46	No Citation	16 min	02/27/2014 07:10	
4		*1 Leslie Zalewski@12.49.42	*1 ProdManHD@12.03.46	No Citation	41 min	11/12/2013 07:06	
11		*1 Leslie Zalewski@12.49.42	*1 JNP-99V@12.03.09	No Citation	11 min	10/28/2008 09:07	

Selected Videos						
Owner	DVR Name	Category	Duration	Date / Time	Remove	

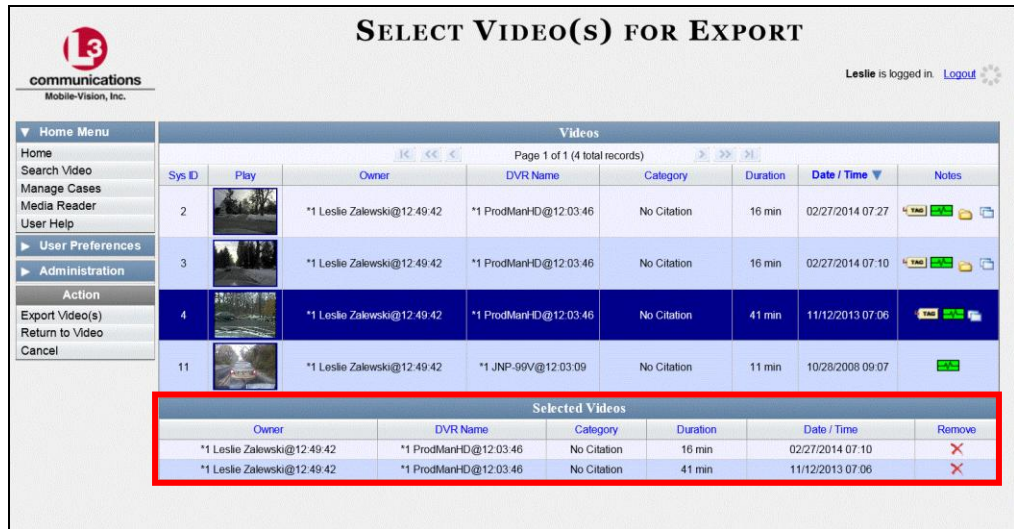
If you searched for and selected *one* video, that video record displays at the bottom of the page. Skip to step 4. Otherwise proceed to the next step.

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

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

(Continued)

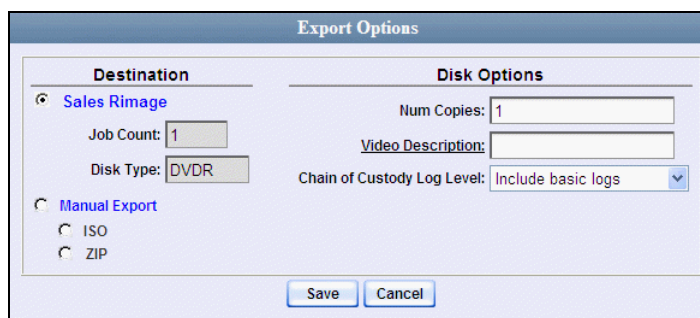
* If necessary, review "Searching for Videos" in chapter 2.



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



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



Manual Export

7 Select **Manual Export**.

You have two file options: an **ISO** file or a **ZIP** file. If you are exporting this data for the *sole purpose* of burning a DVD, select **ISO**. Otherwise select **ZIP**, which will copy your videos and any metadata to a folder first. This latter option gives you a little more flexibility in the event that you want to review the files first and/or add to them before burning the DVD. It also enables you to email the files or copy them to an external storage device, such as a USB drive.

8 To burn this video as an ISO file (default), proceed to the next step.

– OR –

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

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

10 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.

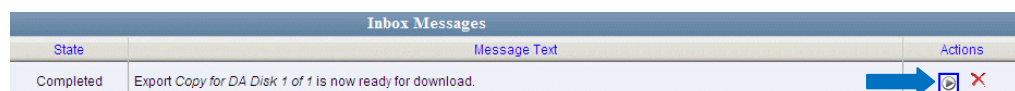
– OR –



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.

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

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

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



Inbox Messages		
State	Message Text	Actions
Completed	Export Copy for DA Disk 1 of 1 is now ready for download.	 

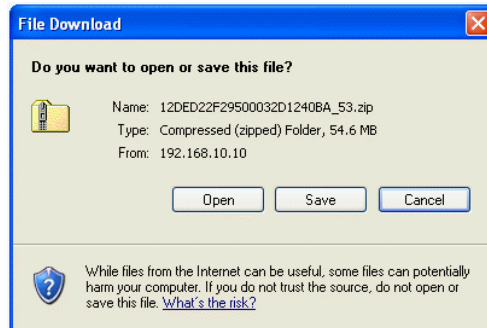
⇒ If you see the download icon, proceed to the next step.

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

Once you see the download icon, proceed to the next step.

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- 13 Go to the right of the export message and click the download icon. A download message displays.



- 14 If you have Windows XP, click **Save**.
– OR –
If you have Windows 7, select **Save As** from the *Save* drop-down list.
- 15 Navigate to the disk drive location where you wish to temporarily store the video file.
- 16 To change the file name, enter a new name in the *File name* field. Otherwise proceed to the next step.
- 17 Click **Save**. The system copies your file to the selected location. If a confirmation message displays, click **Close**.
- 19 To use the *cdrttools* utility to burn your DVD, see “Using the *cdrttools* Application to Burn a DVD on Your PC” on the next page.
– OR –
To use another software application to burn your DVD, make sure that you have DVD burning software installed on your PC. Such software should have the capability of burning ISO images and ZIP files (such as Roxio Creator). Refer to the instructions supplied with the software.

Using the cdrtools Application to Burn a DVD on Your PC

In order to burn a DVD on your PC, you need to have DVD burning software installed, such as Roxio Creator. If you don't have such an application, you can download one from DEP called *cdrtools*. If necessary, refer to the procedure titled "Downloading a DVD Burn Application to Your PC" on page 246.

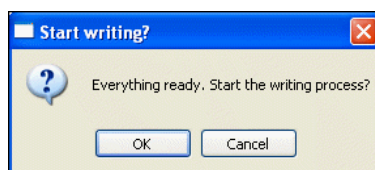
The steps for burning a DVD are slightly different depending on the type of file you are burning. For specific instructions, see:

- Using cdrtools to Burn an ISO File to DVD, below
- Using cdrtools to Burn a ZIP File to DVD, page 220.

Using cdrtools to Burn an ISO File to DVD

This section describes how to use the cdrtools DVD burning utility to burn an ISO file to DVD using your PC's DVD burner.

- 1 Download an ISO from DEP to your PC, as described in the following procedures:
 - Burning a Case to a Data DVD via Your PC's DVD Burner, page 180
 - Burning a Case to an Interchange Format DVD via Your PC's DVD Burner, page 189
 - Burning a Case to an Uncompressed Format DVD via Your PC's DVD Burner, page 194
 - Burning Video to a Data DVD via Your PC's DVD Burner, page 199
 - Burning Video to an Interchange Format DVD via Your PC's DVD Burner, page 208
 - Burning Video to an Uncompressed Format DVD via Your PC's DVD Burner, page 214
- 2 Insert a writable DVD in your PC's DVD/RW drive, such as a DVD-R, DVD+R, DVD-RW, or DVD+RW.
- 3 Navigate to the disk drive location where your ISO file is located, then double-click on that file.
 - ⇒ If cdrtools is your PC's default DVD burning software, the cdrtools application launches. Proceed to the next step.
 - ⇒ If cdrtools is *not* your PC's default DVD burning software, another application launches. For instructions, refer to that product's documentation. **End of Procedure.**
- 4 Click **Start**. A confirmation message displays.



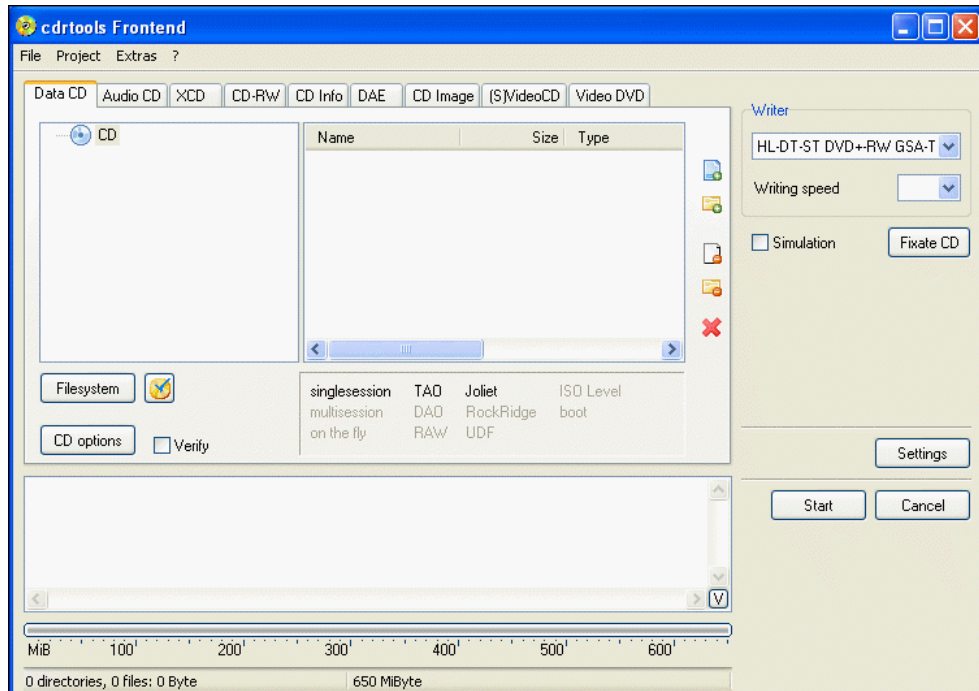
- 5 Click **OK** to begin burning the disc. This may take a few minutes. When the burn is complete, “Execution Completed” will display at the bottom of your screen.
- 6 Select **File**→ **Close** from the menubar to close the *cdrtools* application.

Using cdrtools to Burn a ZIP File to DVD

This section describes how to use the cdrtools DVD burning utility to burn a ZIP file to DVD using your PC’s DVD burner.

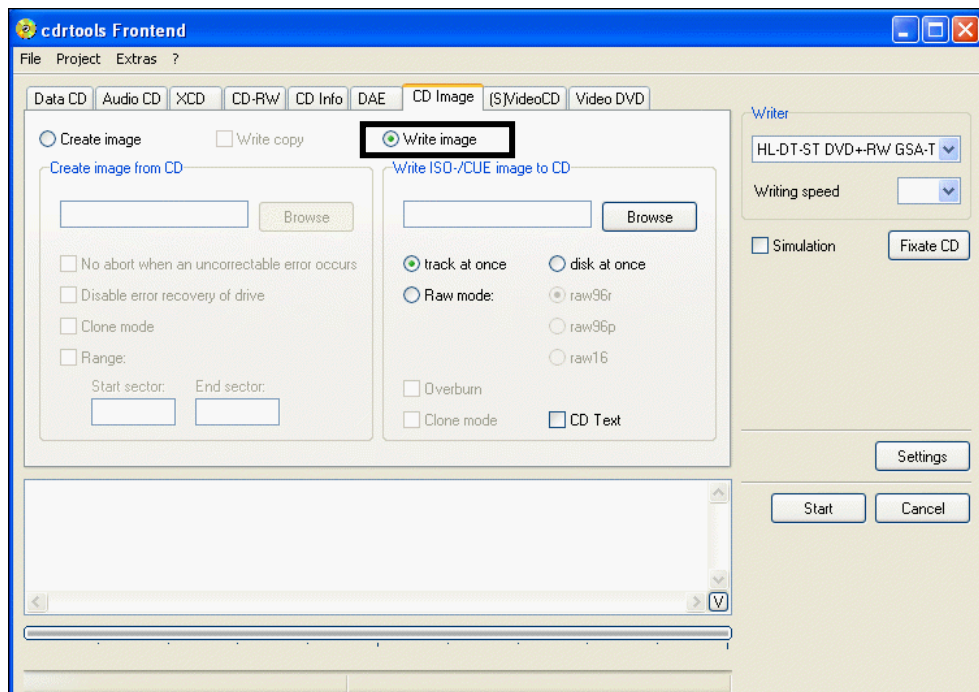
- 1 Download a ZIP file from DEP to your PC, as described in the following procedures:
 - Burning a Case to a Data DVD via Your PC’s DVD Burner, page 180
 - Burning a Case to a Consumer DVD via Your PC’s DVD Burner, page 184
 - Burning a Case to an Interchange Format DVD via Your PC’s DVD Burner, page 189
 - Burning a Case to an Uncompressed Format DVD via Your PC’s DVD Burner, page 194
 - Burning Video to a Data DVD via Your PC’s DVD Burner, page 199
 - Burning Video to a Consumer DVD via Your PC’s DVD Burner, page 203
 - Burning Video to an Interchange Format DVD via Your PC’s DVD Burner, page 208
 - Burning Video to an Uncompressed Format DVD via Your PC’s DVD Burner, page 214.
- 2 Insert a writable DVD in your PC’s DVD/RW drive, such as a DVD-R, DVD+R, DVD-RW, or DVD+RW.
- 3 Go to your Windows desktop and double-click the **cdrtools Frontend** icon. The application’s main menu displays.



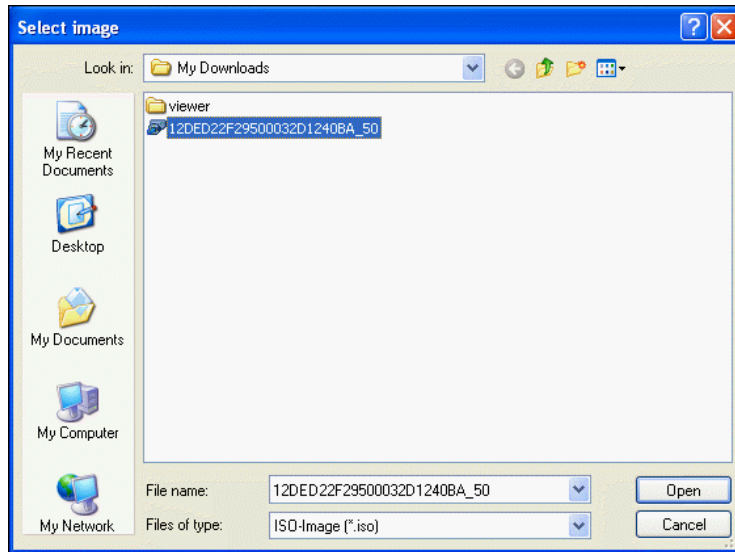


4 Click the **CD Image** tab.

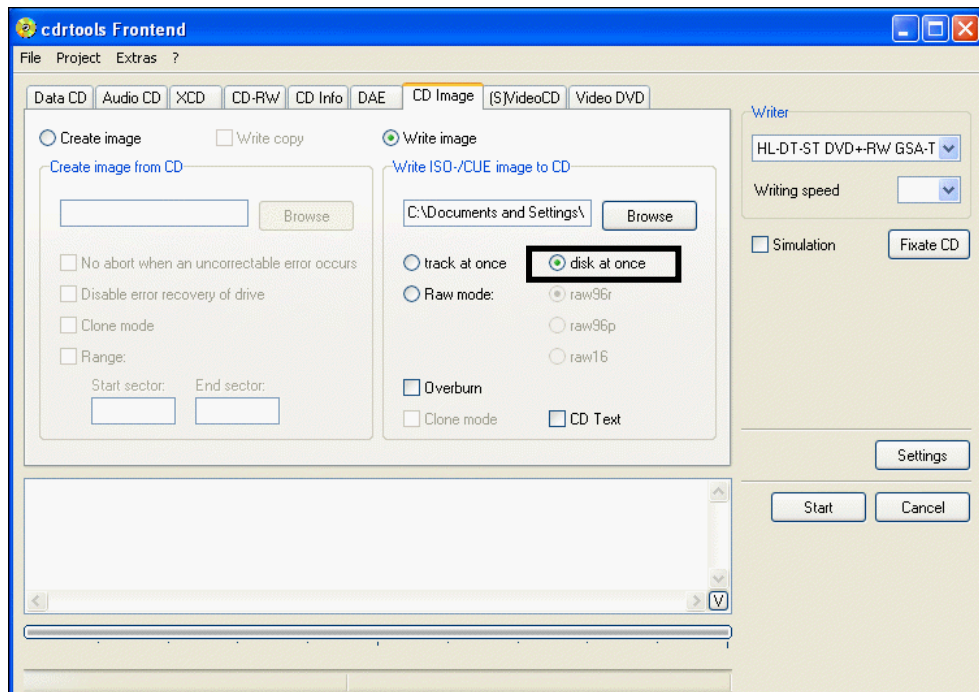
5 Select **Write image**.



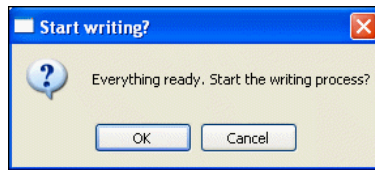
- 6 Click **Browse**.
- 7 Navigate to the directory where you saved the ZIP file, then click on the file to highlight it.



- 8 Click **Open**.
- 9 Select **Disc at once**.



- 10 Click **Start**. A confirmation message displays.



- 11 Click **OK** to begin burning the disc. This may take a few minutes. When the burn is complete, "Execution Completed" will display at the bottom of your screen.
- 12 Select **File** → **Close** from the menubar to close the *cdrtools* application.

Viewing DVDs

This section describes how to view the videos and case information stored on your export discs, also referred to as *user-requested certified copies*. You *cannot* view videos or case information on an archive disc (Certified Backup Disc). The latter is only used to restore videos and cases to the server if/when the need arises.

The manner in which you view videos and other data on a DVD depends on the DVD's format. For specific instructions, see:

- Viewing a Data DVD, below
- Viewing a Consumer DVD, page 224
- Viewing an Interchange Format DVD, page 226
- Viewing an Uncompressed Format DVD, page 226.

Viewing a Data DVD

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



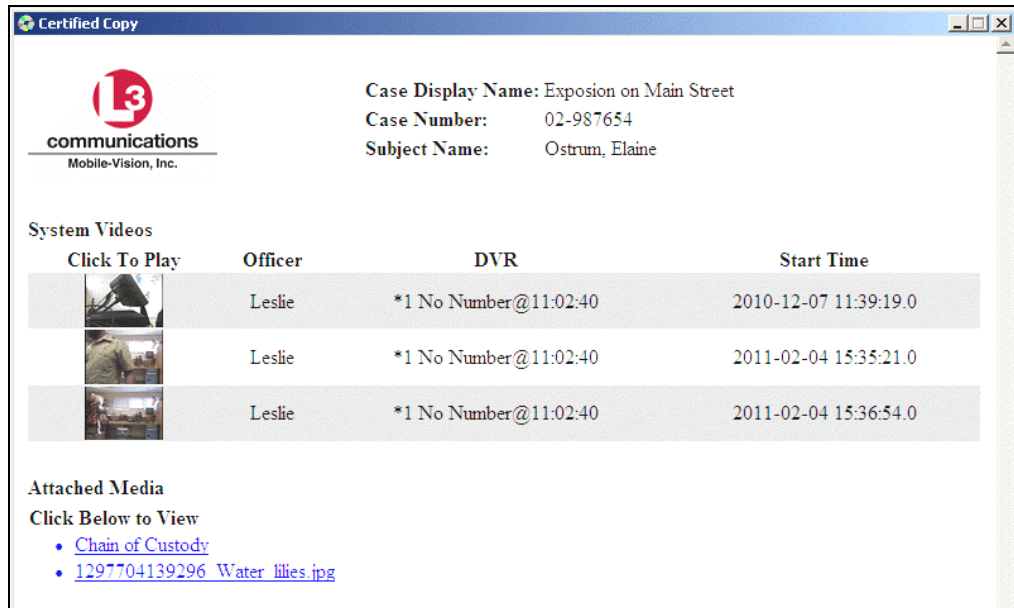
- 1 Insert the Data DVD into your PC's DVD player. In most cases, the DVD menu will display automatically. If it does *not* display, navigate to your PC's DVD/CD drive and double-click on the **AutoPlay.exe** icon.

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

Video DVD



Case DVD



- To play a video, click on the thumbnail image for that video. The Flashback Player launches. For a description of the Flashback Player and its various features, see “Flashback1 Player” or “Flashback2/3 Player” in chapter 2.

– OR –

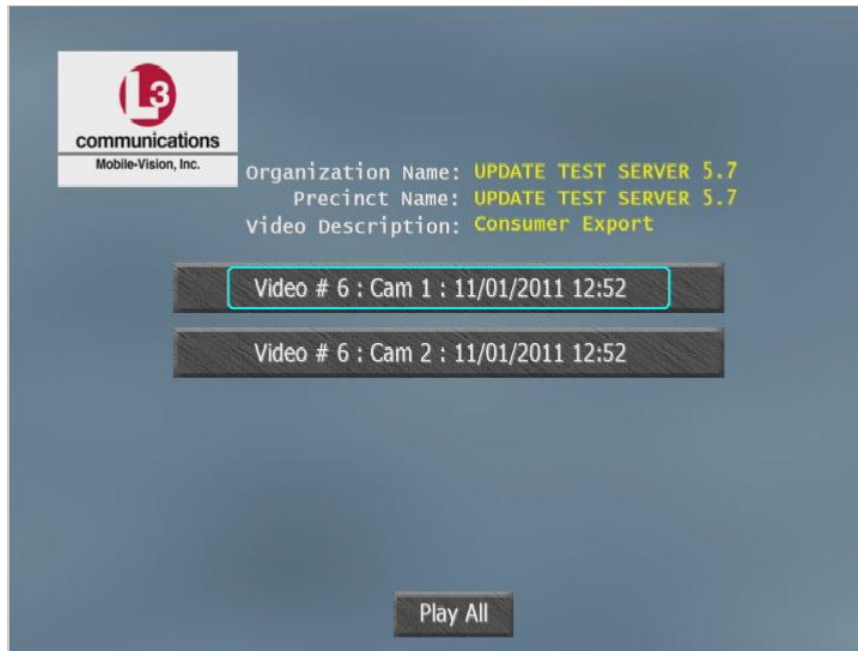
To display other information, such as the Chain of Custody Report or an attached media file, click on the appropriate hypertext link. The file will display in the associated software application, such as Adobe Viewer.

- When you are finished viewing the files on this DVD, click the in the upper right corner of the menu to exit the DVD menu.

Viewing a Consumer DVD

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

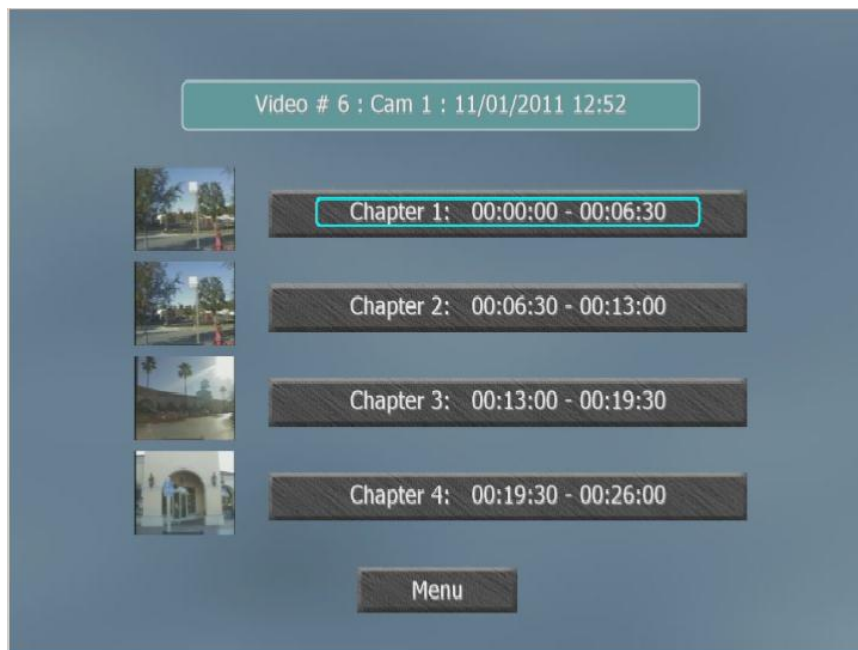
- Insert the Consumer DVD into the input tray of a consumer DVD player. After you close the tray, the DVD main menu will automatically display on your TV screen or monitor.



- 2 To play all the camera views one after another, click the **Play All** button. The video begins playing on your TV screen or monitor. **End of Procedure.**

– OR –

To play a particular camera view, click on the appropriate button. A submenu displays.



The system automatically divides each video into four time segments. This allows you to start viewing at a particular point in the video without having to watch the whole thing.

- 3 To play the entire video from start to finish, click the **Chapter 1** button. The video begins playing on your TV screen or monitor. **End of Procedure.**

– OR –

To start viewing the video partway in, click the **Chapter 2**, **Chapter 3**, or **Chapter 4** button. The video begins playing on your TV screen or monitor.

Viewing an Interchange Format DVD

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

- 1 Insert the Interchange Format DVD into your PC's CD/DVD drive.
- 2 Open the third-party software that you plan to use to view/edit the videos, such as Adobe Premier or VideoLan Player.
- 3 Copy the video files from the CD/DVD drive into the third-party software. For specific instructions, refer to the documentation that came with your software.
- 4 Click the **Play** button on the software's video viewer. For specific instructions, refer to the documentation that came with your software.

Viewing an Uncompressed Format DVD

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



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

The appearance of this menu is similar to that of a Data DVD disc, except that it includes links at the bottom of the screen that are used to convert selected Flashback2/3/HD QBX files into DV and MP4 files.



- 2 To play a video, click on the thumbnail image for that video. The Flashback Player launches. For a description of the Flashback Player and its various features, see “Flashback2/3 Player” in chapter 2. **End of procedure.**

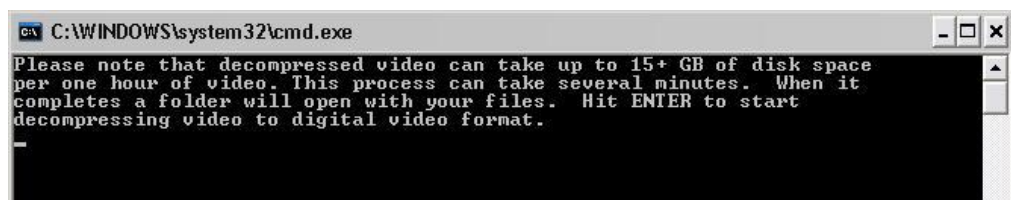
– OR –

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

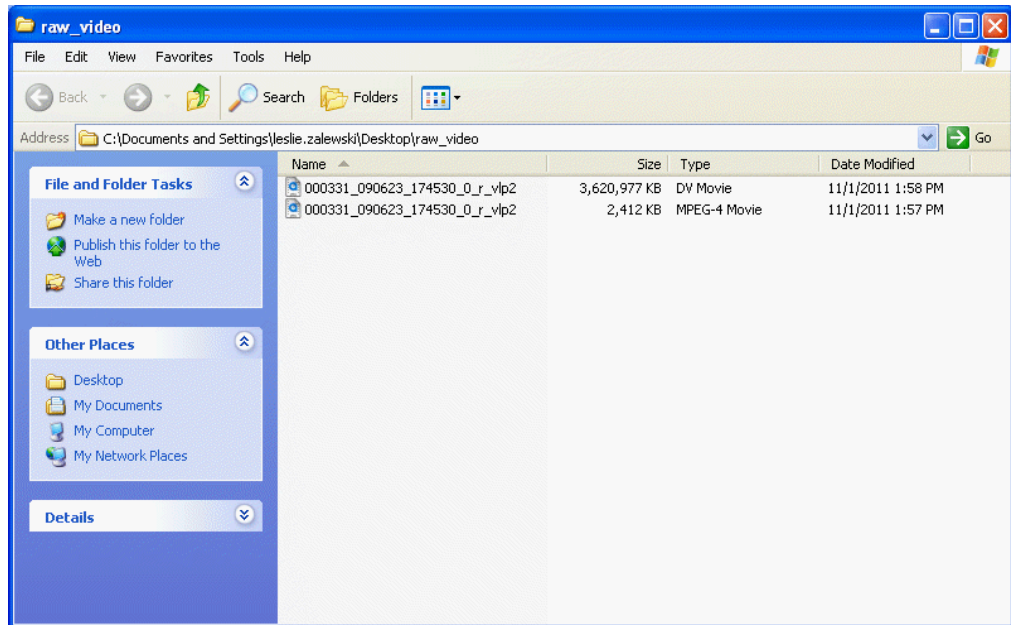
– OR –

To convert a selected video to DV and MP4 files, click the **HERE** link to the left of the file you wish to convert. If a security message displays, click **Run**.

A confirmation message displays.



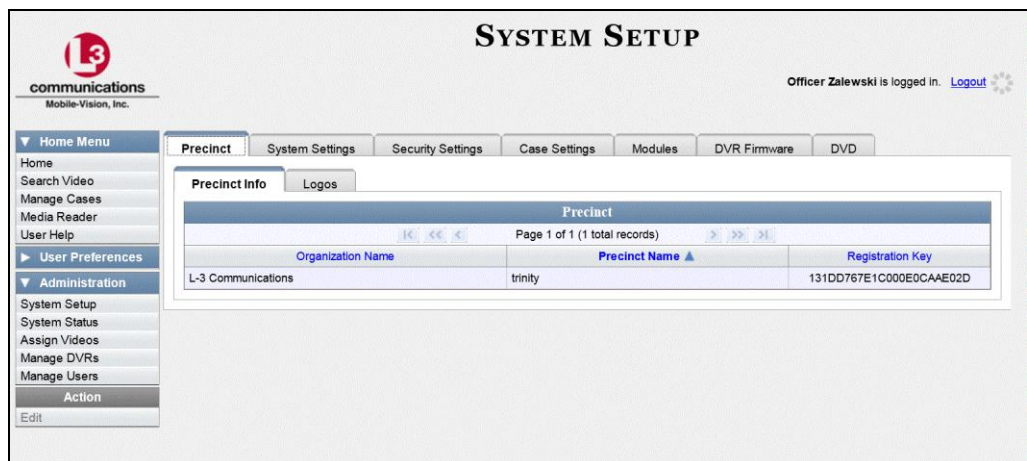
- 3 Read the onscreen message. If you are sure you want to proceed with the conversion, press **Enter**. The system begins converting the selected file. When the conversion is complete, the current screen closes and the system automatically opens a folder on your desktop called *raw_video* which contains the MP4 and DV files.



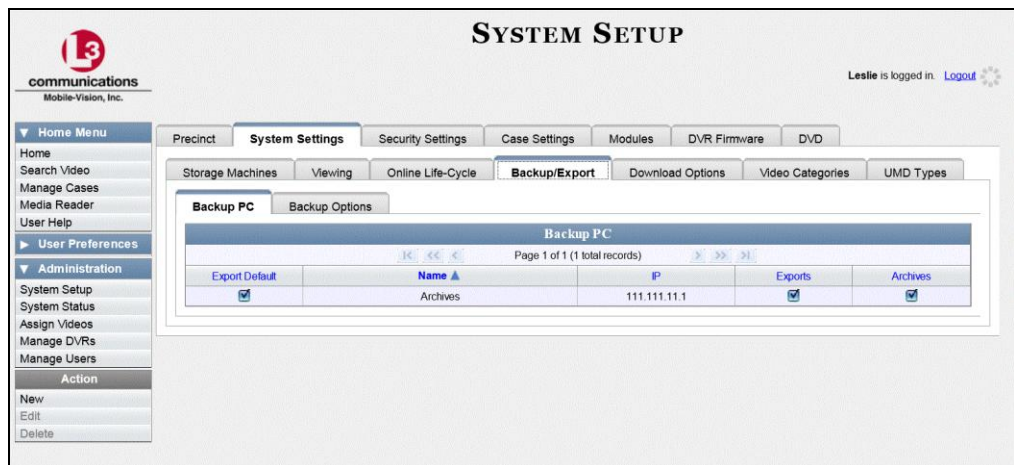
Changing the File Types that are Automatically Archived

This section describes how to designate which type of files will be backed up automatically by the system using your agency's robotic DVD burner or BluRay burner. Backups occur on a schedule according to video category. A video's category determines how long it will remain online. For more information on video category settings, see "Changing Video Categories and Their Days Online" in chapter 2.

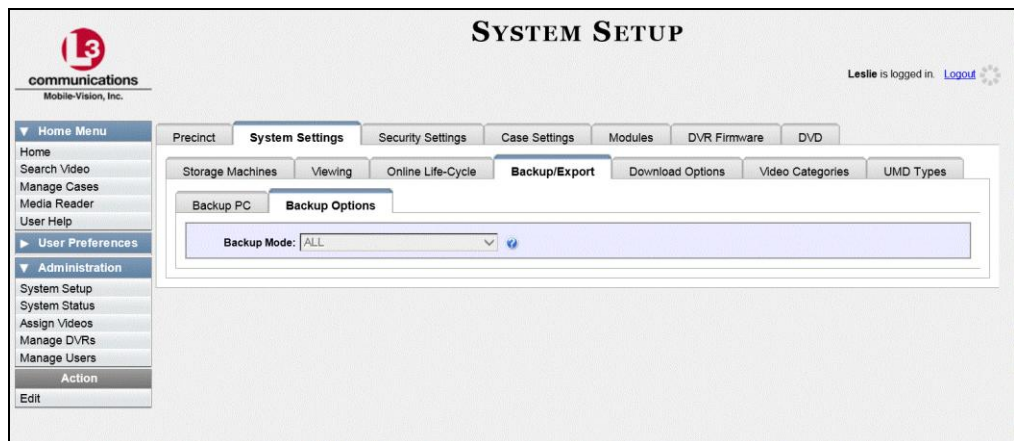
- 1 Go to **Administration** and click **System Setup**. The System Setup page displays.



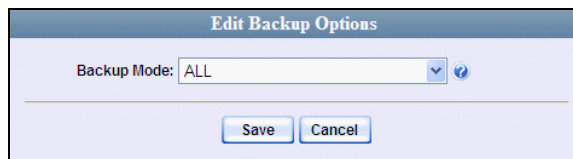
- 2 Click the **System Settings** tab.
- 3 Click the **Backup/Export** tab.



4 Click the **Backup Options** tab.



5 Go to the **Action** column and click **Edit**. The Edit Backup Options popup displays.



6 Go to the *Backup Mode* field and select an option from the drop-down list, as described in the table on the next page.

(Continued)

Backup Modes	
Mode	Description
ALL	Before purging, backup all videos, regardless of what the video categories' individual backup settings are.
CASE	Before purging, backup cases only.
CASE & CATEGORY	Before purging, backup: <ul style="list-style-type: none"> ▪ All cases ▪ Videos with a video category that is <i>backup enabled</i>. For more on video categories and how they are used in DEP, see “Changing Video Categories and Their Days Online” in chapter 2.
CASE & CATEGORY & TAGGED	Before purging, backup: <ul style="list-style-type: none"> ▪ All cases ▪ Videos with a video category that is <i>backup enabled</i>. For more on video categories and how they are used in DEP, see “Changing Video Categories and Their Days Online” in chapter 2. ▪ Videos that are <i>tagged</i>. For more information, see “Tagging” in chapter 2.
EXTERNAL TAPE	Before purging, use the Dell Power Vault 124T backup device to backup all cases and videos. This device works in conjunction with the Barracuda Yosemite backup software.
NONE	Do not backup any media. Select this option if either of the following circumstances apply: <ul style="list-style-type: none"> ▪ Your agency does not have a robotic DVD burner or BluRay burner ▪ Your agency only wants to use your disc burner to generate export discs (i.e., user-requested certified copies).

7 Click **Save**.

Customizing the Consumer DVD Menus

When you insert a Consumer DVD disc into a consumer DVD player, a menu displays. This menu, referred to as the DVD *main menu*, lists the videos and other files that are stored on that disc. There is a separate main menu for *case* and *video* DVDs. Both menus are customizable. There is also a customizable submenu.

Altogether there are four Consumer DVD menus that you can customize to meet your agency's needs:

- Case DVD Main Menu
- Case DVD Submenu
- Video DVD Main Menu
- Video DVD Submenu.

For specific instructions, see:

- Changing the Color & Style of the Consumer DVD Menus, below
- Changing the Heading Text for the Consumer DVD Main Menu, page 235
- Changing the Button Values for the Consumer DVD Main Menu, page 239.

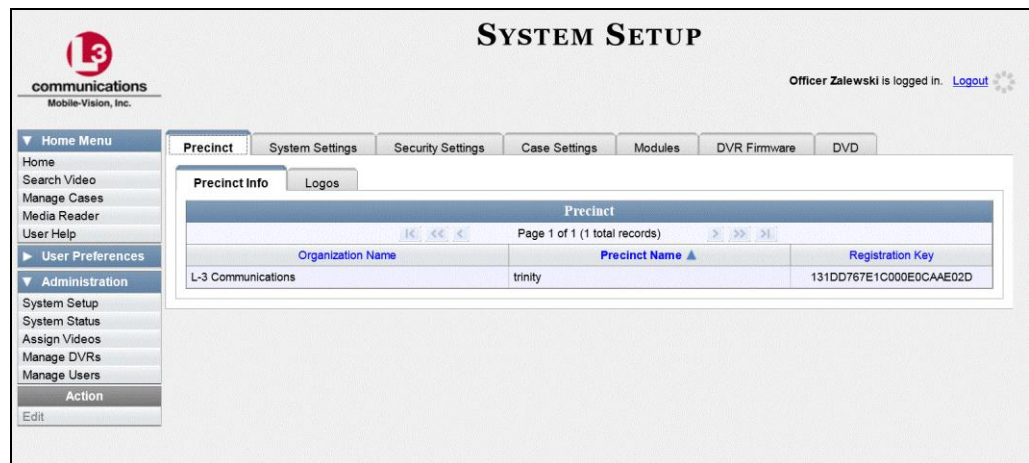
Changing the Color & Style of the Consumer DVD Menus

This section describes how to change the style and/or color of the various components on the four Consumer DVD menus. These include:

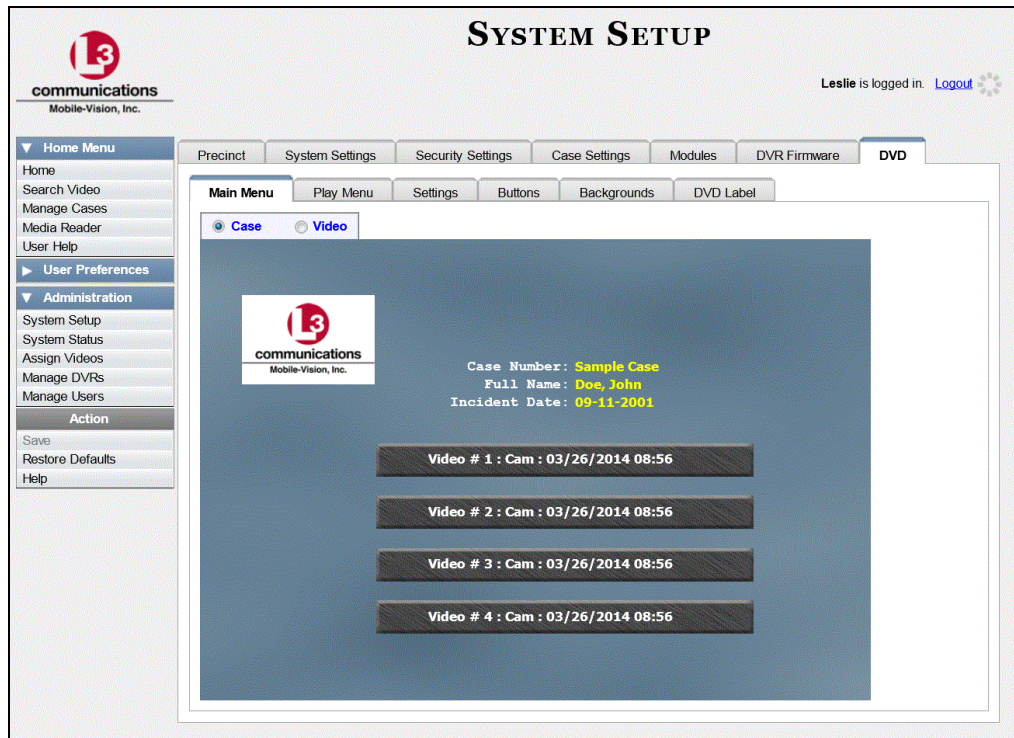
- Case DVD Main Menu
- Case DVD Submenu
- Video DVD Main Menu
- Video DVD Submenu.

Specifically, you can change each menu's background colors, text colors, button style/color, and logo display. You may also remove the logo display, if desired.

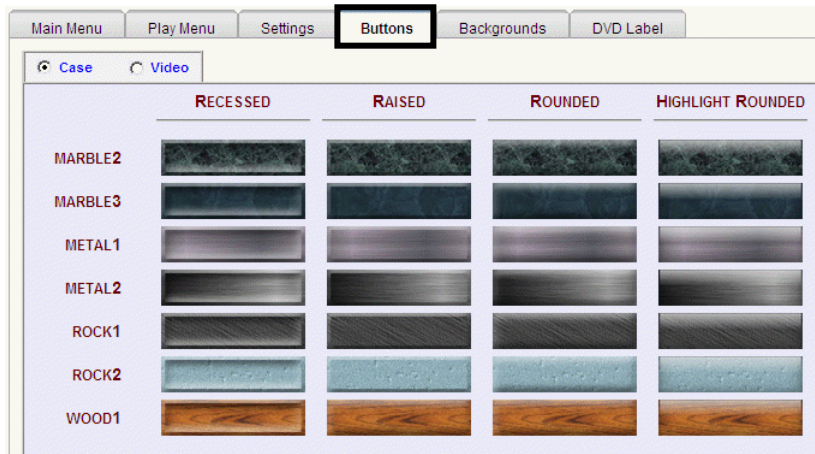
- 1 Go to **Administration** and click **System Setup**. The System Setup page displays.

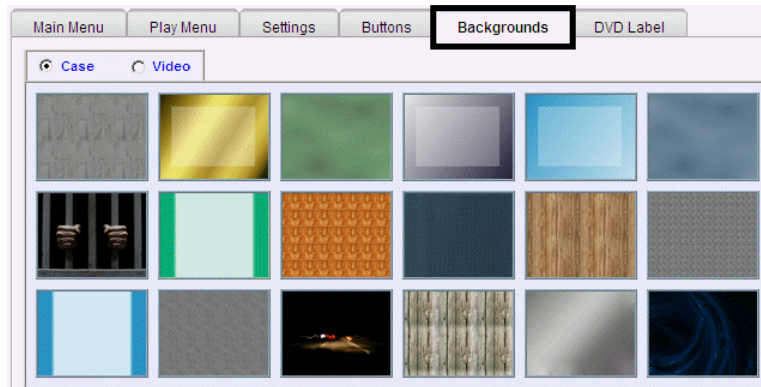


- 2 Click the **DVD** tab.



- 3 Review the available styles/colors for buttons and backgrounds. To do so, click the **Buttons** and **Backgrounds** tabs, respectively.





HINT: While you are reviewing styles/colors, it's a good idea to jot down the names of the designs you like most. To do so, hover your mouse over a selected design until a yellow popup displays.

4 Display the first menu you wish to customize:

To customize the *Case DVD Main Menu*, select + Case Video

– OR –

To customize the *Case DVD Submenu*, select + Case Video

– OR –

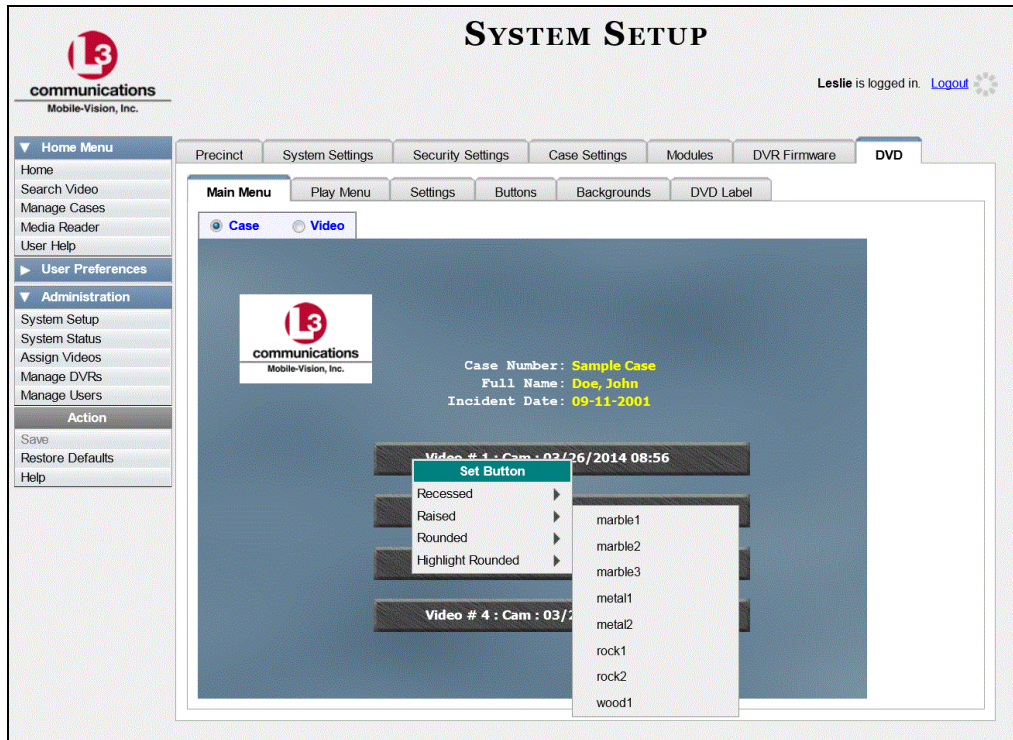
To customize the *Video DVD Main Menu*, select + Case Video

– OR –

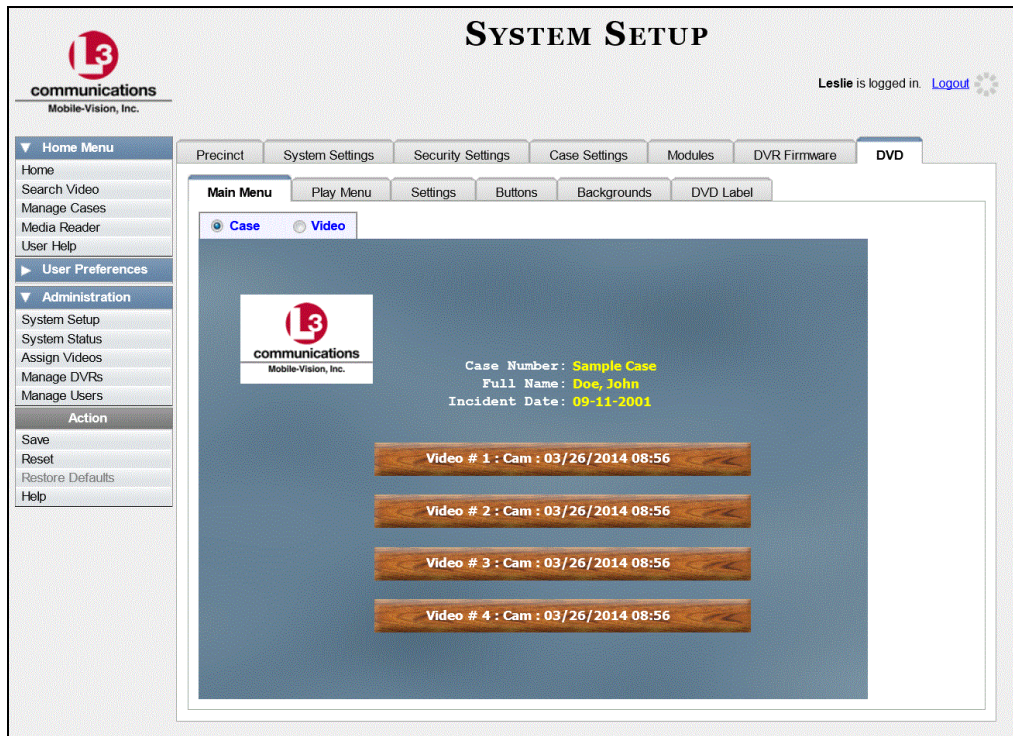
To customize the *Video DVD Submenu*, select + Case Video

5 Right-click on the menu component you wish to change (background, button, heading, etc.), then select the desired style and/or color from the drop-down list provided.

(Continued)



The system automatically applies your changes to the selected menu component.



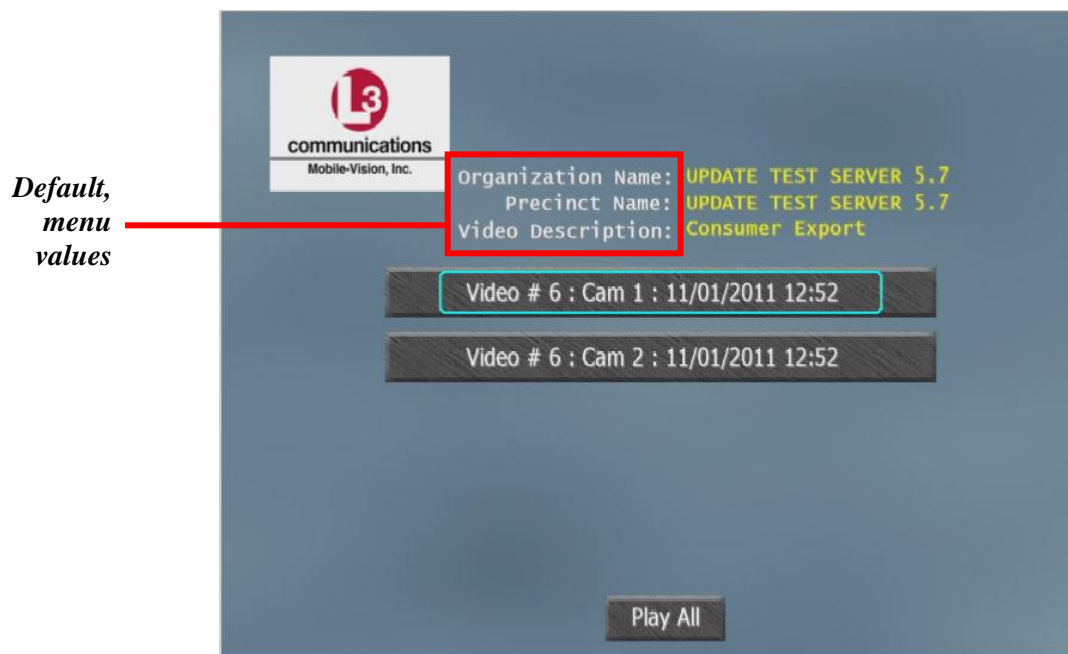


NOTE: To remove the logo from a DVD menu, right-click on the logo, then select **NO-LOGO** from the drop-down list.

- 6 If desired, change the style/color of other menu components, as described in step 5.
- 7 Display the next menu you wish to customize, as described in step 4.
- 8 Repeat steps 5 – 7 until you have made all desired changes to the four Consumer DVD menus.
- 9 Go to the **Action** column and click **Save**.

Changing the Heading Text for the Consumer DVD Main Menu

This section describes how to change the three lines of heading text that display at the top of the Consumer DVD main menus. There are two versions of this menu: A *video* version and a *case* version, as pictured below.



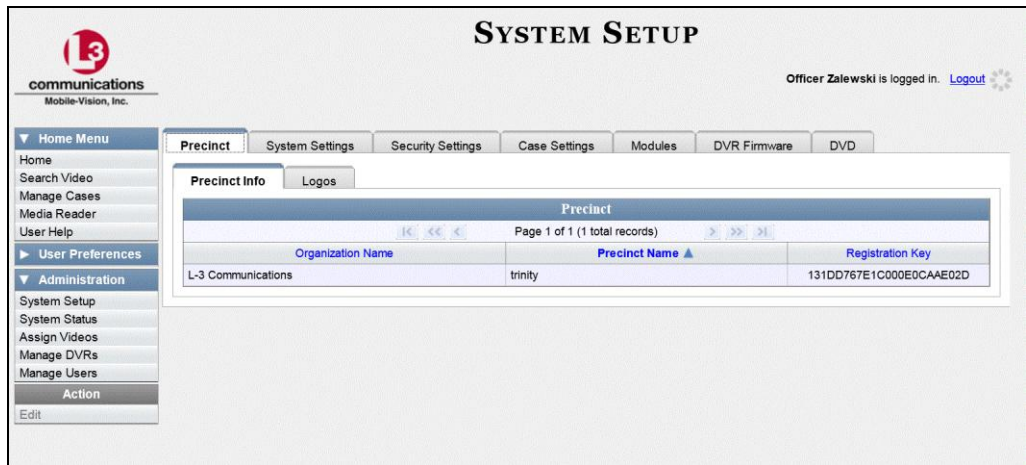
Consumer DVD Main Menu—Video Version

Default values

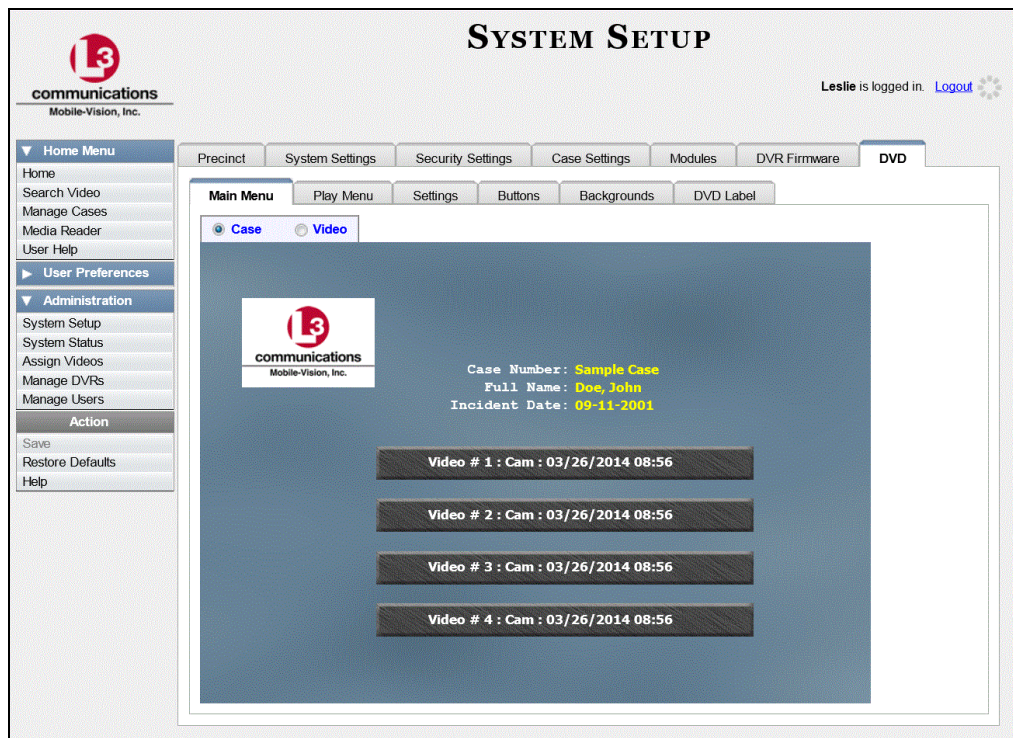


Consumer DVD Main Menu—Case Version

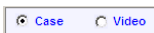
- 1 Go to **Administration** and click **System Setup**. The System Setup page displays.



- 2 Click the **DVD** tab.

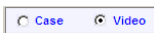


3 Click the **Settings** tab. Your current menu settings for the selected DVD menu display, as pictured below.

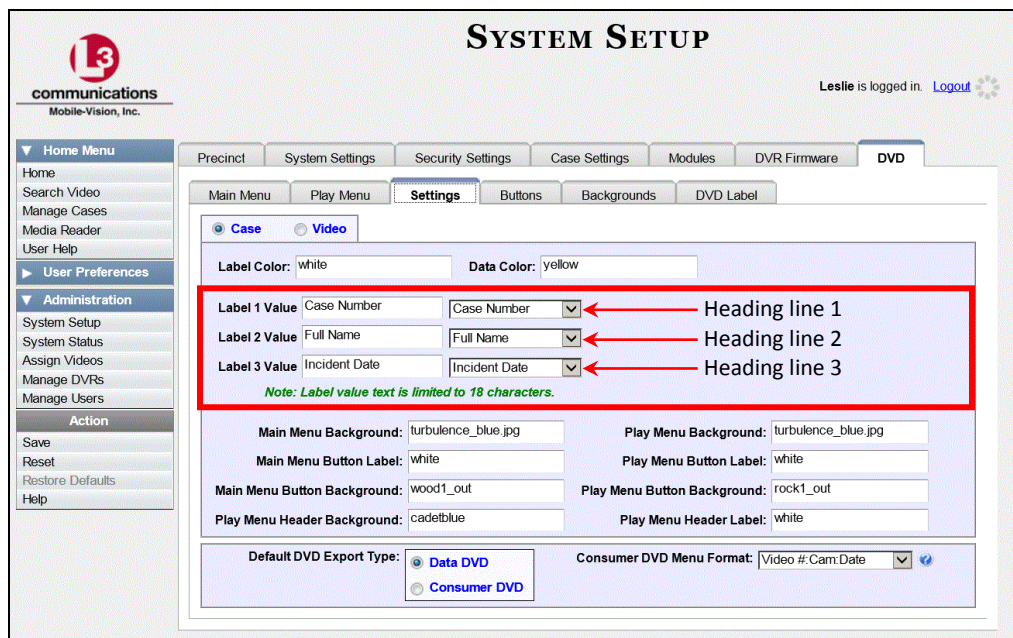


4 To change the main menu for the *case* DVD, select the *Case* radio button.

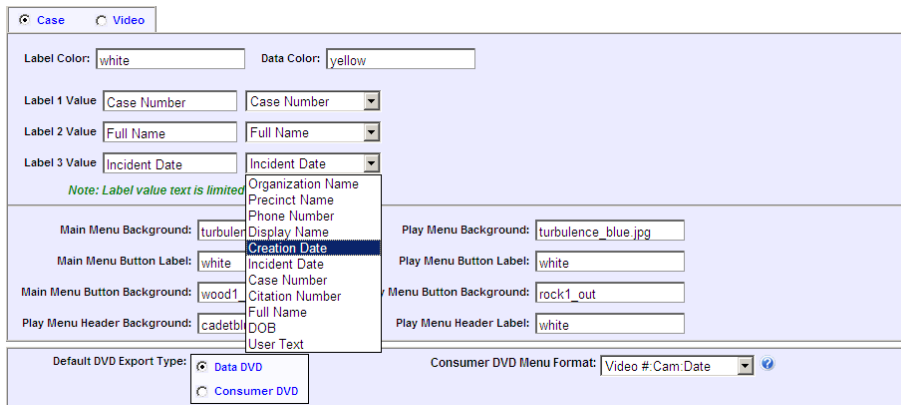
– OR –



To change the main menu for the *video* DVD, select the *Video* radio button.



- 5 To change the *first* heading line, proceed to the next step. Otherwise skip to step 8.
- 6 Select a new label name from the *Label 1 Value* drop-down list.
- 7 To use the *default* label value, proceed to the next step.
– OR –
To use a *custom* label value, enter a new label value in the *Label 1 Value* field.
- 8 To change the *second* heading line, proceed to the next step. Otherwise skip to step 11.
- 9 Select a new label name from the *Label 2 Value* drop-down list.
- 10 To use the *default* label value, proceed to the next step.
– OR –
To use a *custom* label value, enter a new label value in the *Label 2 Value* field.
- 11 To change the *third* heading line, proceed to the next step. Otherwise skip to step 14.
- 12 Select a new label name from the *Label 3 Value* drop-down list.

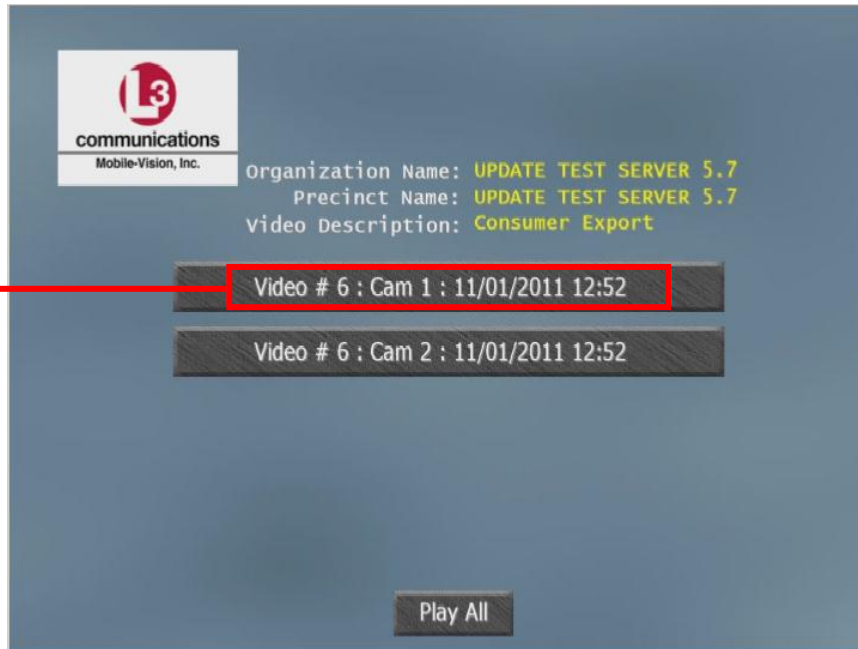


- 13 To use the *default* label value, proceed to the next step.
– OR –
To use a *custom* label value, enter a new label value in the *Label 3 Value* field.
- 14 To change the heading text on the other main menu, repeat steps 4 – 13.
- 15 Go to the **Action** column and click **Save**.

Changing the Button Values for the Consumer DVD Main Menu

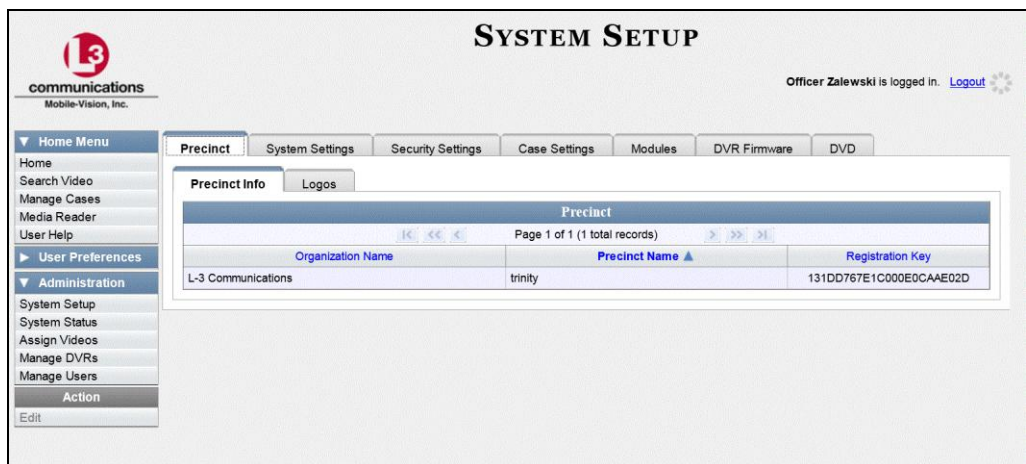
This section describes how to change the field values that display on the video selection buttons located on the Consumer DVD main menu.

Default button values: Video, Camera & Date/Time

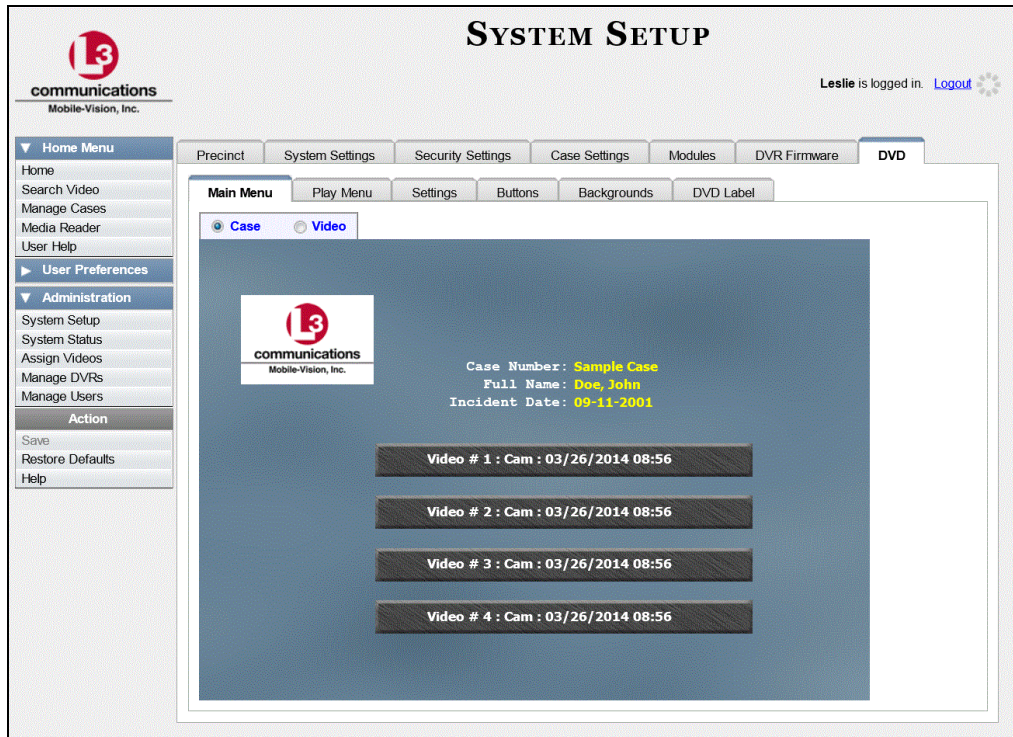


Consumer DVD Main Menu—Video Version

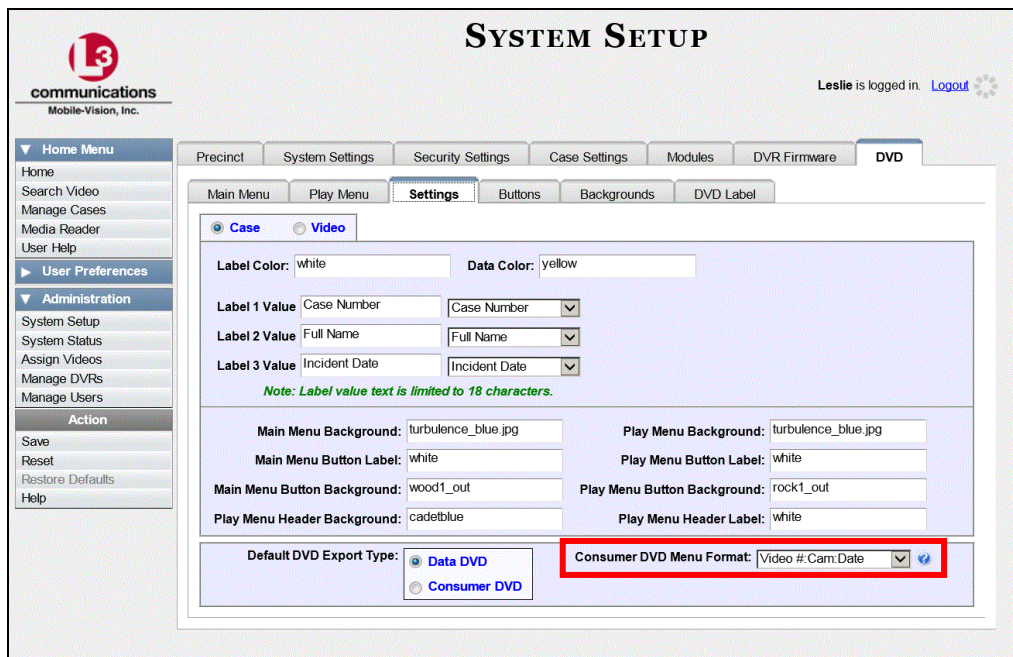
- 1 Go to **Administration** and click **System Setup**. The System Setup page displays.



- 2 Click the **DVD** tab.



- 3 Click the **Settings** tab. Your current menu settings for the selected DVD menu display, as pictured below.





- To change the main menu for the *case* DVD, select the *Case* radio button.
– OR –



- To change the main menu for the *video* DVD, select the *Video* radio button.
- Go to the *Consumer DVD Menu Format* field and select a set of field values from the drop-down list provided. Again, these are the values that will display on the main menu buttons. Heading values are as follows:

Video # The video's system identification number. This ID is assigned automatically by the system.
Cam The Camera Channel on which the video was recorded: *Camera Channel 1* (Nite-Watch camera) or *Camera Channel 2* (Back-seat and/or Bullet cameras).
Date The date and time at which the video was recorded. Time displays in hh:mm 24-hour time format.
Officer The name of the officer who was logged into the DVR at the time the video was recorded. If this value starts with an asterisk (*), it indicates that either *no* officer was logged into the DVR at the time of the recording, or an officer was logged in manually using an incorrect DVR Officer Name.
DVR The name of the DVR that recorded the video.
 - Go to the **Action** column and click **Save**.

Customizing DVD Labels

This section describes how to customize the labels for your video and case DVDs. You can design a different label for five of the DVD formats:

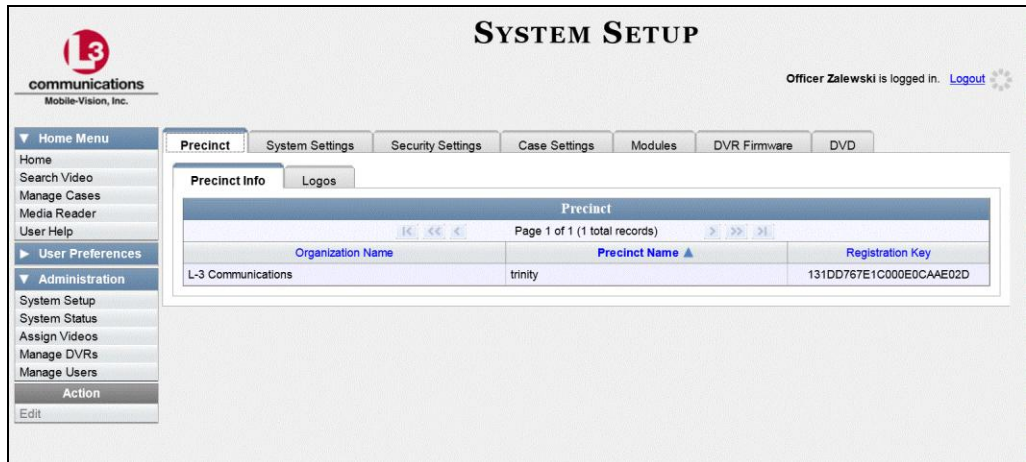
- Archive – Certified Backup Disc
- Data DVD – Case
- Consumer DVD – Case
- Data DVD – Video
- Consumer DVD – Video



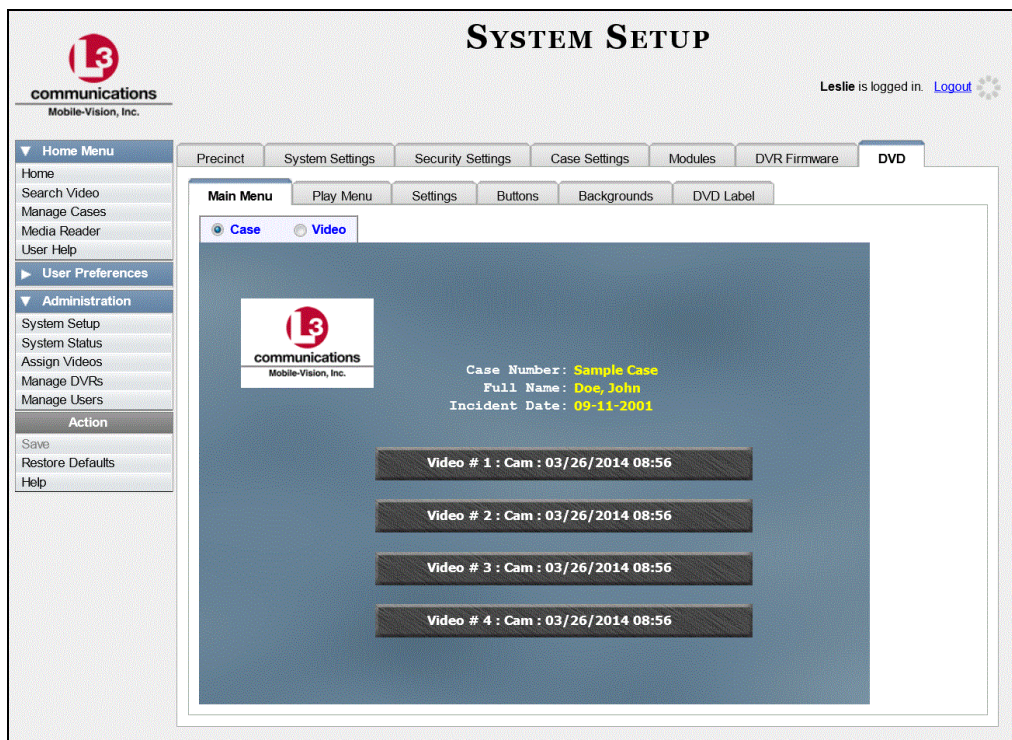
NOTE: Interchange format and uncompressed format DVDs receive the Data DVD label. Therefore all customizations to the Data DVD label will affect those DVDs as well.

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

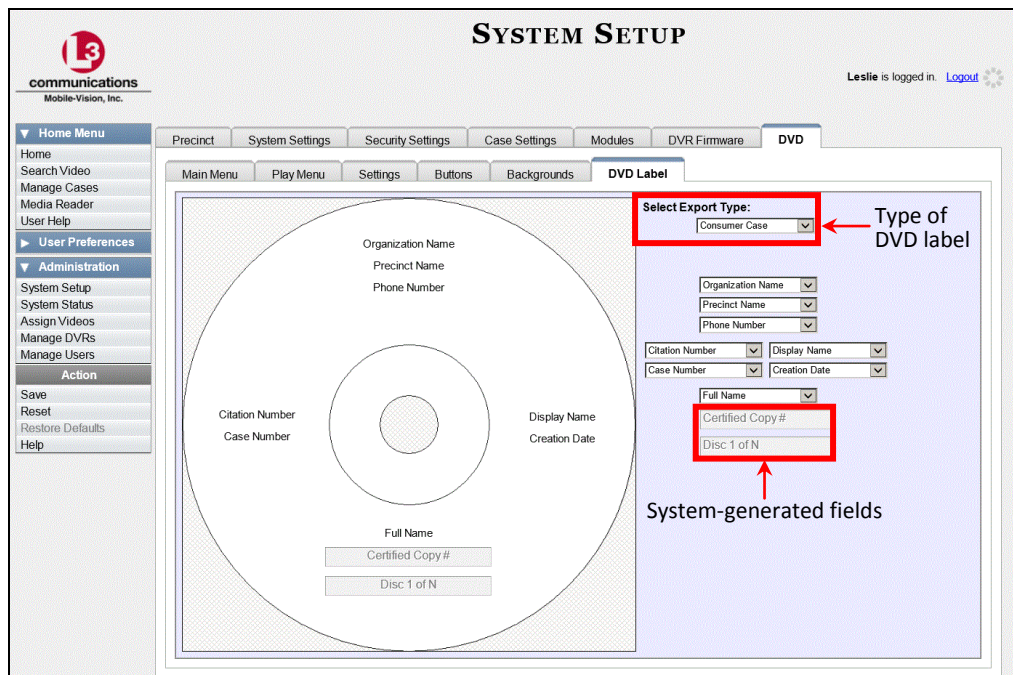
(Continued)



2 Click the **DVD** tab.



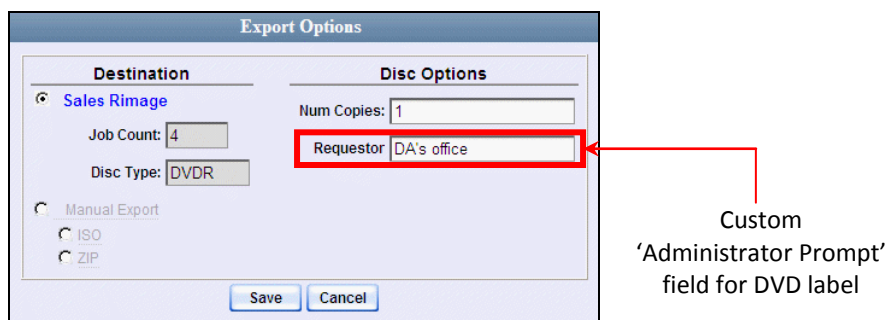
3 Click the **DVD Label** tab. A mock-up of a DVD label displays.



- 4 Go to the *Select Export Type* field in the upper right corner of the form and select a DVD label type from the drop-down list provided.
- 5 Using the other drop-down lists on this page, select values for each section of the DVD label. Note that the drop-down lists are in the exact same order and layout as the label itself. If you select one of the custom fields—**Administrator Static** or **Administrator Prompt**—you will be prompted to enter a corresponding value on the disc diagram. These fields are described in detail below.

Administrator Static. This field enables you to enter a label value that will always be the same, such as “For internal use only.”

Administrator Prompt. This field enables you to enter a label value that will be different for every disc, such as “Requestor.” When you use this type of field, the system will prompt you to enter an associated field value every time you submit a burn request (see illustration below).





NOTE: Two fields on the label—*Certified Copy #* and the *Disk 1 of N*—are generated automatically by the system.

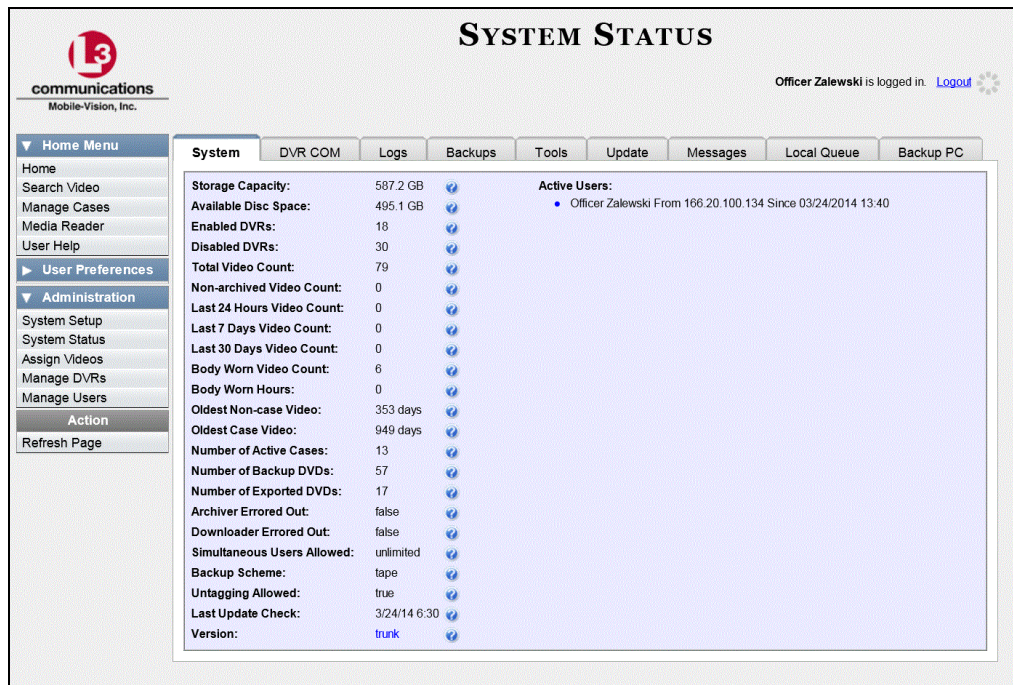
- Go to the **Action** column and click **Save**.

Viewing the Certified Backups List

This section describes how to view a list of the following:

- All of the prior tape backups (if applicable)
- All of the prior DVD backups.
- All of the *pending* backups. These are the backup jobs that are in the queue but have not occurred yet (e.g., archive discs that are waiting to be burned).

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



SYSTEM STATUS

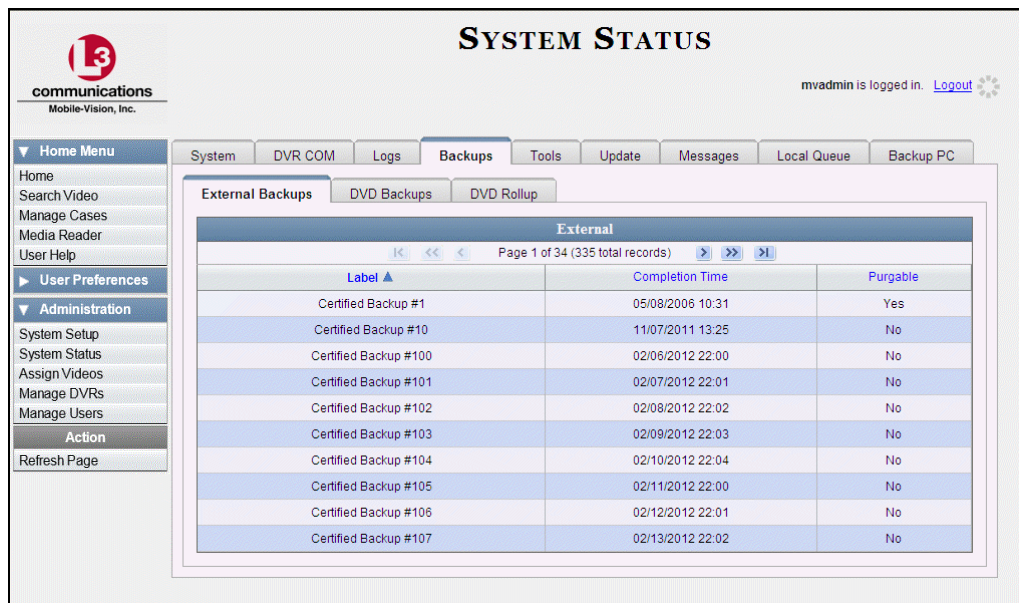
communications
Mobile-Vision, Inc.

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

System | DVR COM | Logs | Backups | Tools | Update | Messages | Local Queue | Backup PC

Storage Capacity:	587.2 GB	🔍	Active Users:
Available Disc Space:	495.1 GB	🔍	
Enabled DVRs:	18	🔍	
Disabled DVRs:	30	🔍	
Total Video Count:	79	🔍	
Non-archived Video Count:	0	🔍	
Last 24 Hours Video Count:	0	🔍	
Last 7 Days Video Count:	0	🔍	
Last 30 Days Video Count:	0	🔍	
Body Worn Video Count:	6	🔍	
Body Worn Hours:	0	🔍	
Oldest Non-case Video:	353 days	🔍	
Oldest Case Video:	949 days	🔍	
Number of Active Cases:	13	🔍	
Number of Backup DVDs:	57	🔍	
Number of Exported DVDs:	17	🔍	
Archiver Errored Out:	false	🔍	
Downloader Errored Out:	false	🔍	
Simultaneous Users Allowed:	unlimited	🔍	
Backup Scheme:	tape	🔍	
Untagging Allowed:	true	🔍	
Last Update Check:	3/24/14 6:30	🔍	
Version:	trunk	🔍	

- Click the **Backups** tab.



Label	Completion Time	Purgable
Certified Backup #1	05/08/2006 10:31	Yes
Certified Backup #10	11/07/2011 13:25	No
Certified Backup #100	02/06/2012 22:00	No
Certified Backup #101	02/07/2012 22:01	No
Certified Backup #102	02/08/2012 22:02	No
Certified Backup #103	02/09/2012 22:03	No
Certified Backup #104	02/10/2012 22:04	No
Certified Backup #105	02/11/2012 22:00	No
Certified Backup #106	02/12/2012 22:01	No
Certified Backup #107	02/13/2012 22:02	No

3 To view a list of tape backups, make sure the **External Backups** tab is selected.

– OR –

To view a list of DVD backups, click the **DVD Backups** tab.

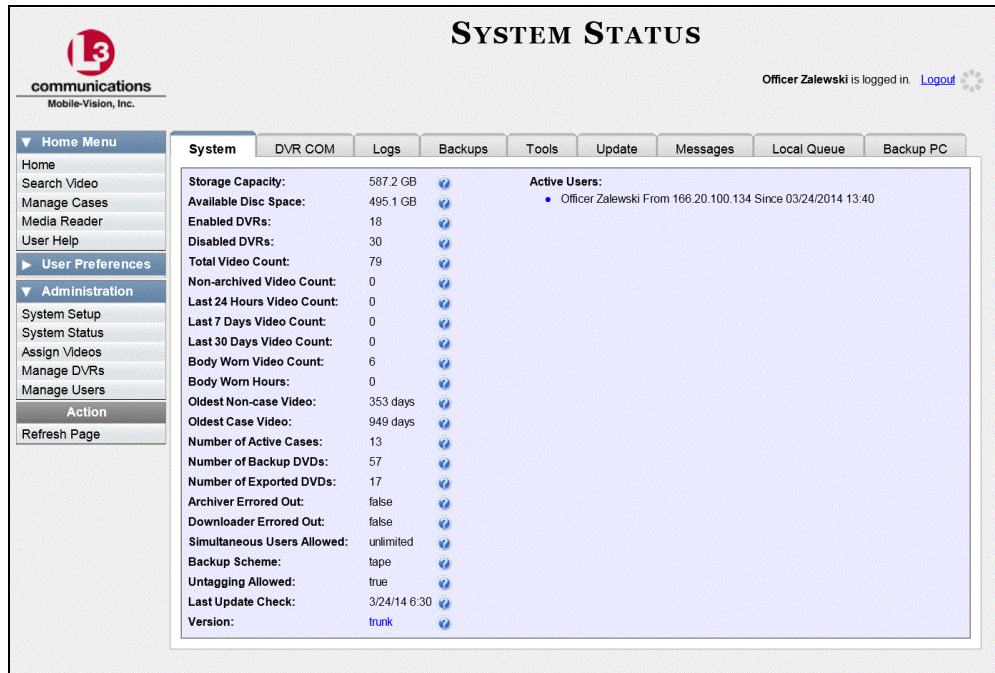
The columns on the *External Backups* and *DVD Backups* lists are described below.

Column	Description
Label	The number of the Certified Backup. Backup numbers are assigned automatically by the system in sequential order, beginning with no. 1. The highest number on this list is the most recent backup.
Completion Time	The date and time at which the backup was completed. Time displays in hh:mm 24-hour time format. If a backup is in the queue but has not been performed yet, the word Pending will display here.
Purgable	A yes/no indicator that tells you whether or not you can safely discard a backup tape or DVD based on your Online Lifecycle Settings: <ul style="list-style-type: none"> ▪ No. You can still use the Backup tape or DVD to reactivate a case or video; therefore you should <i>not</i> discard it yet. ▪ Yes. The Backup tape or DVD is “expired” and can no longer be used to reactivate a case or video; therefore you may discard or destroy it according to your agency’s policies.

Downloading a DVD Burn Application to Your PC

In order to burn a DVD on your PC, you need to have DVD burning software installed, such as Roxio Creator. If you don't have such an application, you can download one called *cdertools*, as described in this section.

- 1 Go to [Administration](#) and click **System Status**. The System Status page displays.



SYSTEM STATUS

communications
Mobile-Vision, Inc.

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

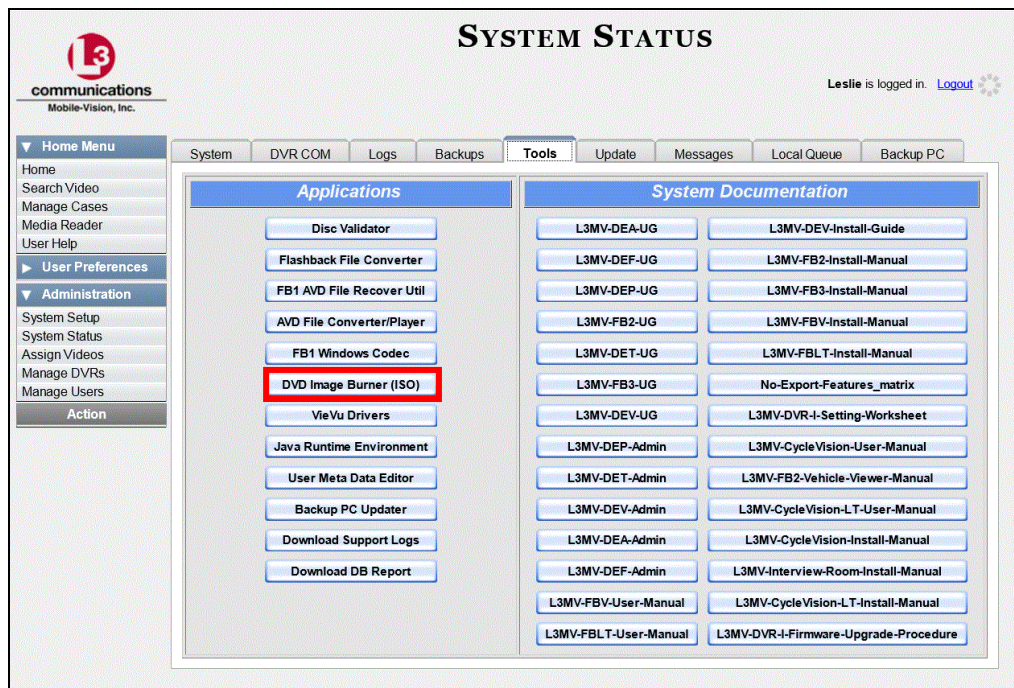
System | DVR COM | Logs | Backups | Tools | Update | Messages | Local Queue | Backup PC

System	Value	Action
Storage Capacity:	587.2 GB	↻
Available Disc Space:	495.1 GB	↻
Enabled DVRs:	18	↻
Disabled DVRs:	30	↻
Total Video Count:	79	↻
Non-archived Video Count:	0	↻
Last 24 Hours Video Count:	0	↻
Last 7 Days Video Count:	0	↻
Last 30 Days Video Count:	0	↻
Body Worn Video Count:	6	↻
Body Worn Hours:	0	↻
Oldest Non-case Video:	353 days	↻
Oldest Case Video:	949 days	↻
Number of Active Cases:	13	↻
Number of Backup DVDs:	57	↻
Number of Exported DVDs:	17	↻
Archiver Errored Out:	false	↻
Downloader Errored Out:	false	↻
Simultaneous Users Allowed:	unlimited	↻
Backup Scheme:	tape	↻
Untagging Allowed:	true	↻
Last Update Check:	3/24/14 6:30	↻
Version:	trunk	↻

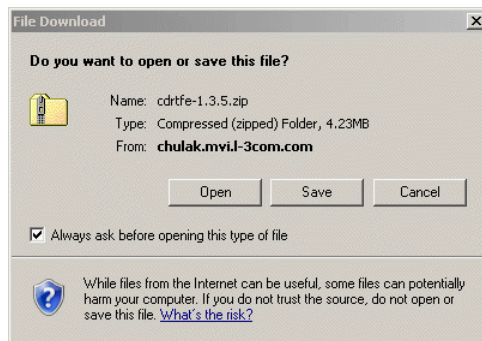
Active Users:

- Officer Zalewski From 166.20.100.134 Since 03/24/2014 13:40

- 2 Click the **Tools** tab. A list of downloadable applications displays on the left side of the page.



3 Click the **DVD Image Burner (ISO)** button. A download message displays.

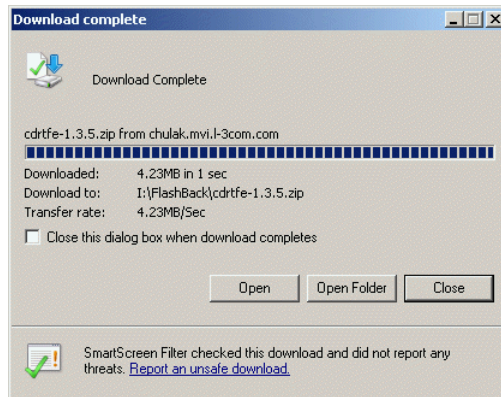


4 If you have Windows XP, click **Save**.

– OR –

If you have Windows 7, click **Save As**.

5 Navigate to the disk drive location where you wish to install this application, then click **Save** again. The system copies the application files to the selected directory.

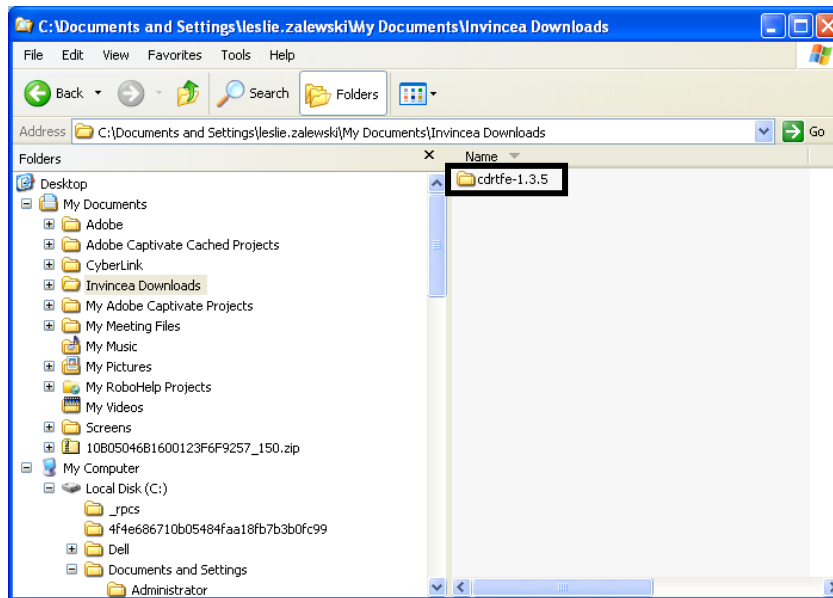


- 6 If you have Windows XP, click **Open**. The **cdrtfe-1.3.5** folder displays.

– OR –

If you have Windows 7, click **Open Folder**, or use Windows to navigate to the disk drive location where you just copied the application.

- 7 Right-click on the **cdrtfe-1.3.5** folder, then select **Extract All** from the popup menu.



- 8 If you have Windows 7, press **Enter** once.

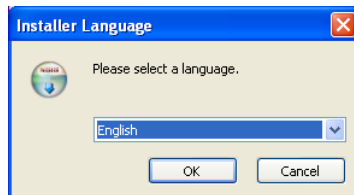
– OR –

If you have Windows XP, keep pressing **Enter** until the **cdrtfe-1.3.5** folder redisplay.

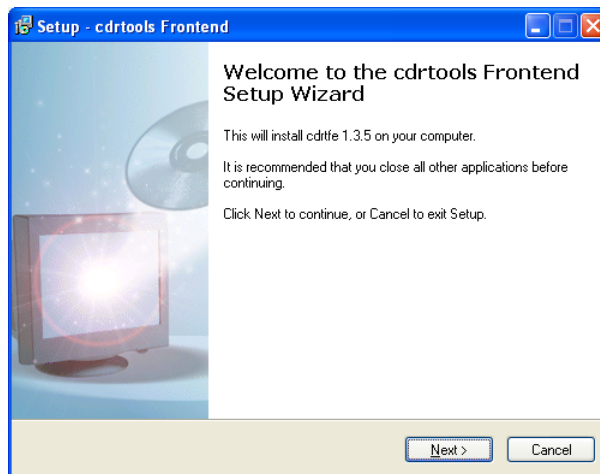
- 9 Double-click on the **cdrtfe-1.3.5** application file.

- 10 If you are prompted with a security warning, click **Run**. Otherwise proceed to the next step.

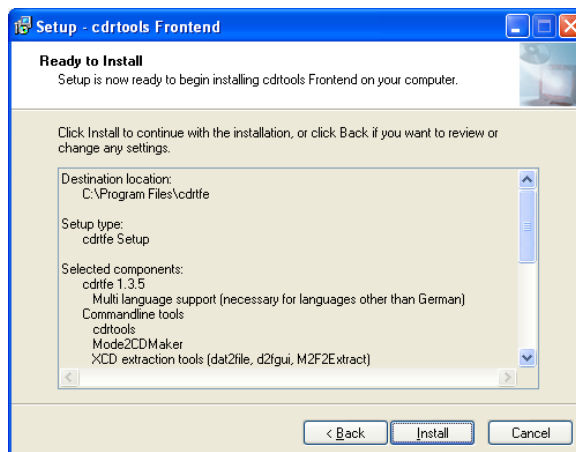
The Select Setup Language popup displays.



- 11 Click **OK**. The Setup cdrtools Frontend setup wizard displays.



- 12 Click **Next**. A license agreement displays.
- 13 Review the on-screen license agreement. If you agree with the terms, click the “I accept...” radio button.
- 14 Click **Next**.
- 15 Continue to click the **Next** button in response to each of the system prompts until the “Ready to Install” message displays.



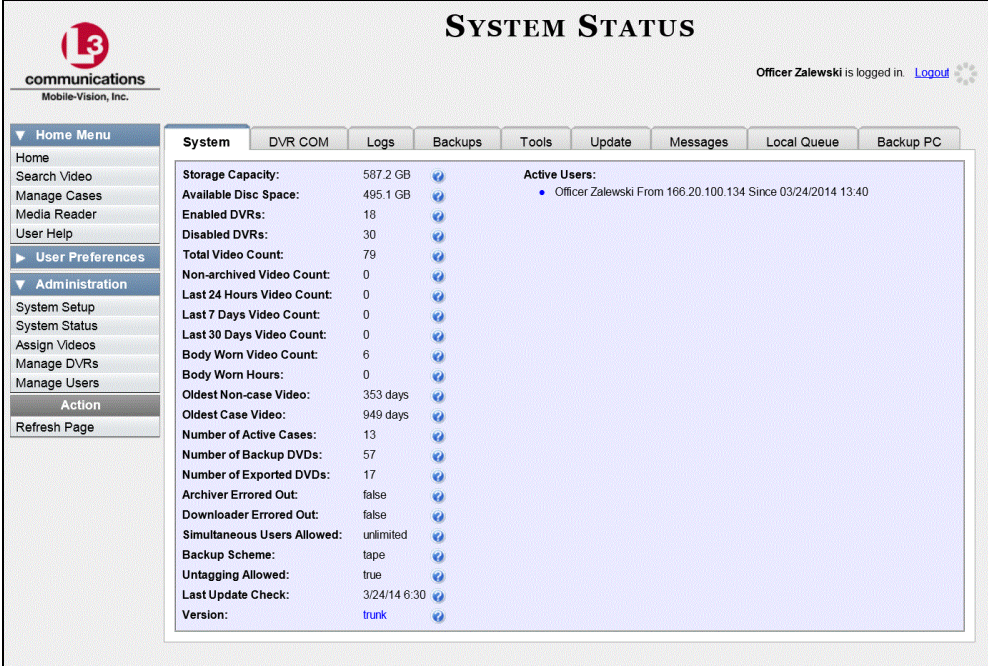
- 16 Click **Install**.
- 17 Click **Finish**. The cdrtools Application screen displays.

For detailed instructions on how to use this utility, see “Using the Cdrtools Application to Burn a DVD on Your PC” on page 219.

Validating that a Disc is Unaltered

This section describes how to use the Disc Validator utility to verify that an evidence DVD has not been altered in any way.

- 1 Place the DVD you wish to validate in your PC’s DVD tray.
- 2 Go to ▼ Administration and click **System Status**. The System Status page displays.



SYSTEM STATUS

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

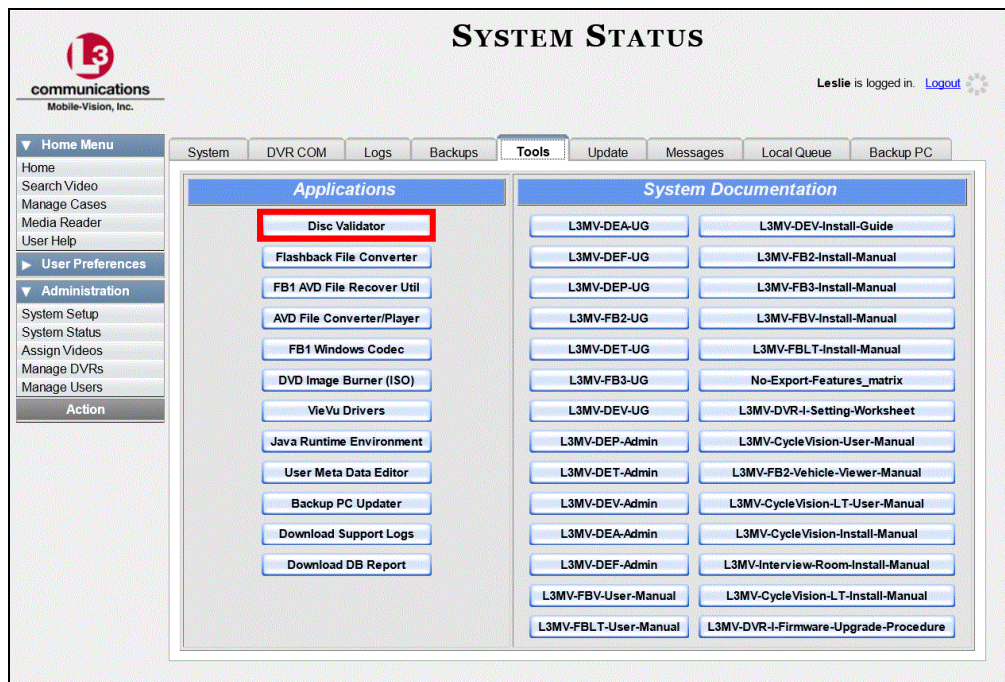
System | DVR COM | Logs | Backups | Tools | Update | Messages | Local Queue | Backup PC

Storage Capacity:	587.2 GB	🔍
Available Disc Space:	495.1 GB	🔍
Enabled DVRs:	18	🔍
Disabled DVRs:	30	🔍
Total Video Count:	79	🔍
Non-archived Video Count:	0	🔍
Last 24 Hours Video Count:	0	🔍
Last 7 Days Video Count:	0	🔍
Last 30 Days Video Count:	0	🔍
Body Worn Video Count:	6	🔍
Body Worn Hours:	0	🔍
Oldest Non-case Video:	353 days	🔍
Oldest Case Video:	949 days	🔍
Number of Active Cases:	13	🔍
Number of Backup DVDs:	57	🔍
Number of Exported DVDs:	17	🔍
Archiver Errored Out:	false	🔍
Downloader Errored Out:	false	🔍
Simultaneous Users Allowed:	unlimited	🔍
Backup Scheme:	tape	🔍
Untagging Allowed:	true	🔍
Last Update Check:	3/24/14 6:30	🔍
Version:	trunk	🔍

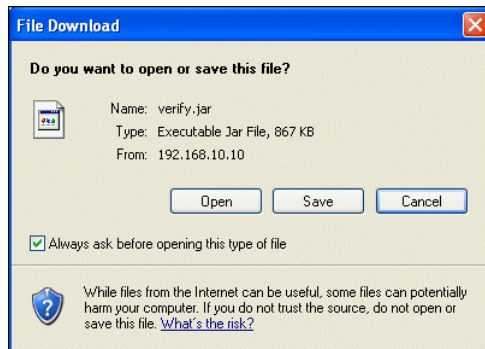
Active Users:

- Officer Zalewski From 166.20.100.134 Since 03/24/2014 13:40

- 3 Click the **Tools** tab. A list of downloadable applications displays on the left side of the page.



- 4 Click the **Disk Validator** button. A download message displays.

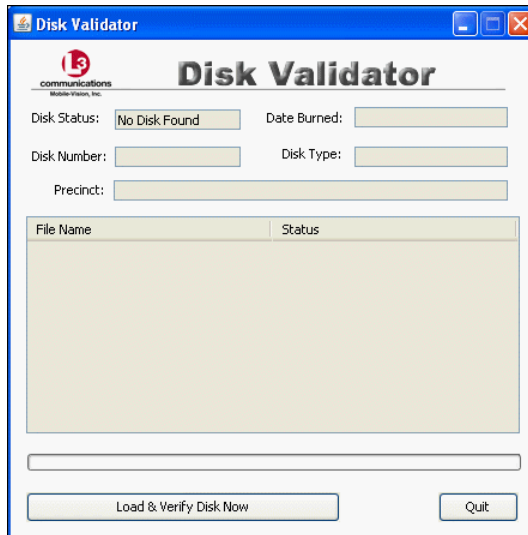


- 5 If you have Windows XP, click **Save**.

– OR –

If you have Windows 7, select **Save and open** from the *Save* drop-down list.

The Disk Validator screen displays.



- 9 Click the **Load & Verify Disk Now** button. The Validator begins checking the DVD for signs of tampering. This may take several minutes, depending on the size of the disc.
 - ⇒ If the validator determines that the DVD has been altered, you will be prompted with a warning message. Proceed to the next step.
 - ⇒ If the validator determines that the DVD has *not* been altered, the Disk IS Valid popup will display.



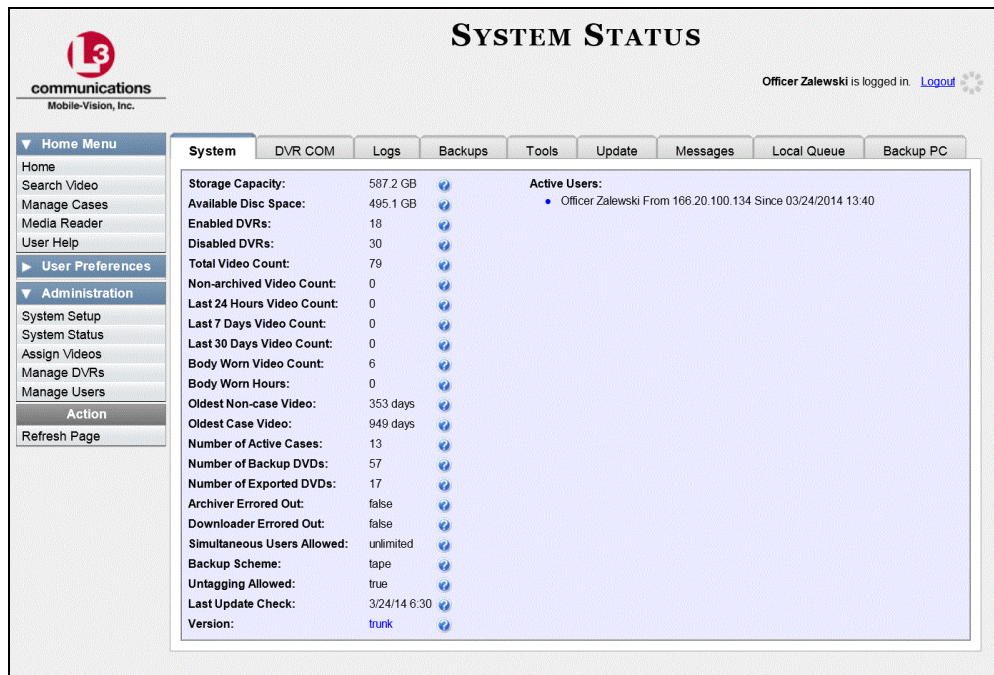
- 10 Click **OK** to close the popup.
- 11 Click **Quit** to close the Validator application.

If you determine that a disc has been altered, throw it away and burn a new one. You may also wish to evaluate your agency's policies/procedures for burning and storing evidence DVDs.

Viewing the DVD Burn Queue

After a user submits a request to burn selected video and/or case files to DVD, the system sends that burn request or “job” to the local burn queue. This section describes how to view the pending burn jobs in that queue.

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



SYSTEM STATUS

communications
Mobile-Vision, Inc.

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

System | DVR COM | Logs | Backups | Tools | Update | Messages | Local Queue | Backup PC

Storage Capacity: 587.2 GB

Available Disc Space: 495.1 GB

Enabled DVRs: 18

Disabled DVRs: 30

Total Video Count: 79

Non-archived Video Count: 0

Last 24 Hours Video Count: 0

Last 7 Days Video Count: 0

Last 30 Days Video Count: 0

Body Worn Video Count: 6

Body Worn Hours: 0

Oldest Non-case Video: 353 days

Oldest Case Video: 949 days

Number of Active Cases: 13

Number of Backup DVDs: 57

Number of Exported DVDs: 17

Archiver Errored Out: false

Downloader Errored Out: false

Simultaneous Users Allowed: unlimited

Backup Scheme: tape

Untagging Allowed: true

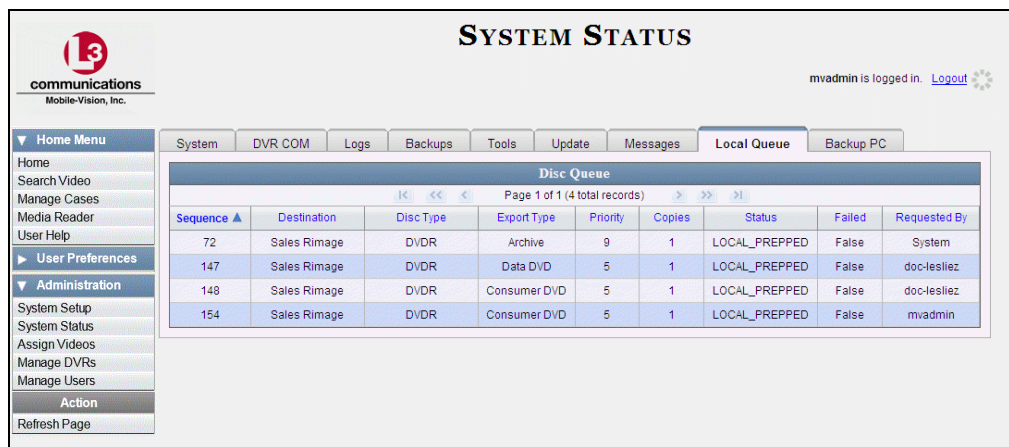
Last Update Check: 3/24/14 6:30

Version: trunk

Active Users:

- Officer Zalewski From 166.20.100.134 Since 03/24/2014 13:40

- 2 Click the **Local Queue** tab. A list of all system-requested and user-requested burn jobs displays.



SYSTEM STATUS

communications
Mobile-Vision, Inc.

mvadmin is logged in. [Logout](#)

System | DVR COM | Logs | Backups | Tools | Update | Messages | **Local Queue** | Backup PC

Disc Queue

Page 1 of 1 (4 total records)

Sequence	Destination	Disc Type	Export Type	Priority	Copies	Status	Failed	Requested By
72	Sales Rimage	DVDR	Archive	9	1	LOCAL_PREPPED	False	System
147	Sales Rimage	DVDR	Data DVD	5	1	LOCAL_PREPPED	False	doc-lesliez
148	Sales Rimage	DVDR	Consumer DVD	5	1	LOCAL_PREPPED	False	doc-lesliez
154	Sales Rimage	DVDR	Consumer DVD	5	1	LOCAL_PREPPED	False	mvadmin

The columns on the Local Queue are described below.

Disk Queue	
Column	Description
Sequence	A system-assigned sequential number for the burn job. For example, if the value of this field is 89 , it means that this is the eighty-ninth burn job that has been sent to the Burn Queue from this server.
Destination	The name of the Backup PC workstation to which this burn job is directed.
Disc Type	The type of disc that will be used to create this backup: DVDR.....DVD single layer disc DVDRDL.....DVD dual layer disc BD.....Blu-ray single layer disc* BDDLBlu-ray dual layer disc*
Export Type	The file format for this disc: <i>Archive (CBD)</i> , <i>Data DVD</i> , <i>Consumer DVD</i> , <i>Interchange Format</i> , or <i>Decompressed</i> (a.k.a. <i>Uncompressed</i>) <i>Format</i> . For a detailed description of these file formats, see “Available File Formats for User-Requested DVDs” on page 146 and/or “Certified Backup Discs (CBDs)” in chapter 1.
Priority	A number between 1 and 9 that represents the system-assigned priority code for this burn job. By default, the system assigns a code of 5 or 9 to each burn job: 5 User-requested export—medium priority 9 System-requested archive—low priority. Most DVDs burn in the order in which they are submitted to the burn queue. However, in the event that the Backup PC processes an archive job <i>and</i> an export job at the same time, the export disc (code 5) will be burned first. The remaining priority codes (1-4 and 6-8) are used by your Technical Support Engineer to prioritize a backlog of DVD jobs in the event that your DVD burner is out of order for an extended period of time.
Copies	The total number of discs included in this burn job.
Status	The current status of this burn job. The status codes will differ slightly depending on the type of job that is being processed. Archive jobs: NEW. The system has begun processing (i.e., compiling) an archive job. (<i>Continued</i>)

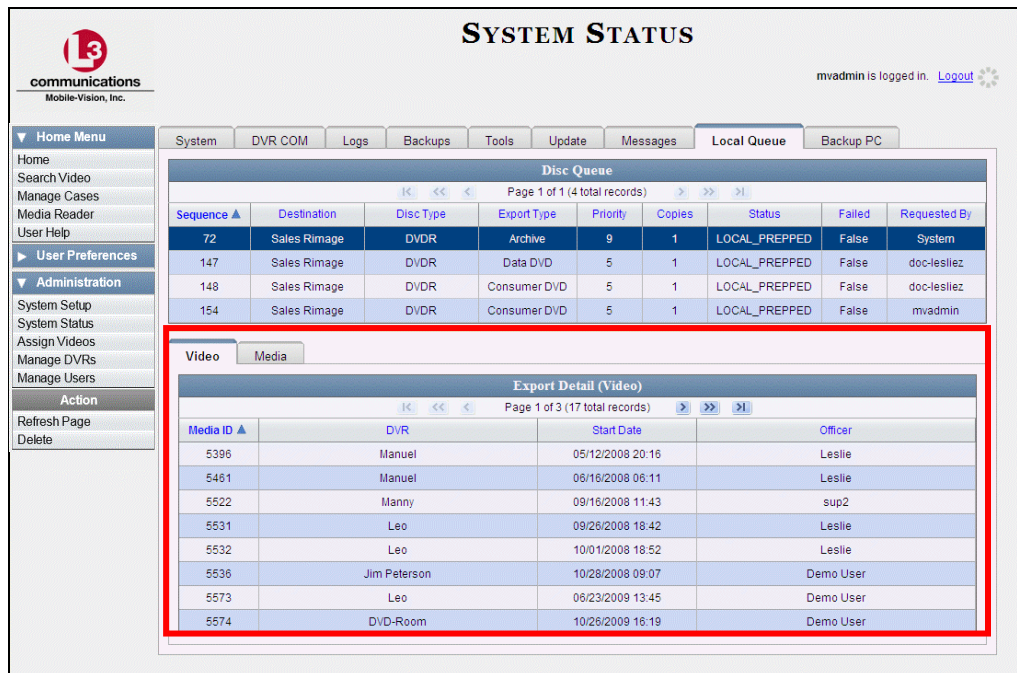
* You must have a Blu-Ray burner to use this type of disc

Disk Queue (cont'd)	
Column	Description
Status (cont'd)	<p>Archive jobs: (cont'd)</p> <p>LOCAL PREPPING. The system is waiting for enough video to come in to fill an archive disc.</p> <p>LOCAL PREPPED. Enough video has come in to fill an archive disc; the archive job is now waiting its turn to be transferred to the Backup PC.</p> <p>TRANSFERRING. The system is downloading the archive job from the server to the Backup PC.</p> <p>BUILDING. The Backup PC is merging the video and/or case files into one single burn job.</p> <p>BUILT. The Backup PC has finished building the burn job; the file is now waiting its turn to be burned.</p> <p>BURNING. The Backup PC has submitted the burn job to the robotic DVD burner. The archive disc is in the process of being burned.</p> <p>COMPLETE. The archive job is complete; you may retrieve the disc from your burner's output tray.</p> <p>Export jobs:</p> <p>LOCAL PREPPED. The system has prepared (i.e., compiled) the export job for transfer to the Backup PC, but the Backup PC is not ready to receive it due to a problem of some kind (e.g., Backup PC's queue is full, Backup PC's hard drive is full, Backup PC is offline, etc.).</p> <p>SUBMITTED. The system has processed (i.e., compiled) the export job on the server, then submitted a Job ID to the Backup PC. The Backup PC then performed several tasks in preparation for receipt of the archive job. (These preparatory tasks are sometimes referred to as <i>ticketing</i>.) The export job is now waiting its turn to be transferred to the Backup PC.</p> <p>TRANSFERRING. The system is in the process of downloading the export job to the Backup PC.</p> <p>TRANSCODING (applies to Consumer Exports, Interchange Exports, and/or Decompressed* Exports only). The Backup PC is converting video into Consumer DVD format, Interchange DVD format, or Decompressed* DVD format.</p> <p>BUILDING. The Backup PC is merging the video and/or case files into one single burn job.</p> <p>BUILT. The Backup PC has finished building the burn job; the file is now waiting its turn to be burned. (<i>Continued</i>)</p>

* Same as 'Uncompressed'

Disk Queue (cont'd)	
Column	Description
Status (cont'd)	<p>BURNING. The Backup PC has submitted the burn job to the robotic DVD burner. The export disc is in the process of being burned.</p> <p>COMPLETE. The export job is complete; you may retrieve the disc from your burner's output tray.</p>
Failed	<p>A True/False indicator that denotes whether or not the burn job failed:</p> <p>TRUE. An error occurred while processing this burn request. The DVD will <i>not</i> be burned.</p> <p>FALSE. No errors occurred while processing this burn request. The DVD will be burned in the appropriate order.</p>
Requested By	<p>The requestor of this burn job. If this is an <i>archive</i> DVD, the word System will display in this field. If this is a <i>user-requested</i> DVD, this field will display the User ID of the individual who submitted the burn request.</p>

- 3 To view more detailed information on a burn job, click once on the record you wish to view. The **Video** tab displays at the bottom of your page. If the burn job you selected also has attached media, a **Media** tab will display as well.



The screenshot shows the SYSTEM STATUS interface. The top navigation bar includes System, DVR COM, Logs, Backups, Tools, Update, Messages, Local Queue, and Backup PC. The Local Queue tab is active, displaying a table of burn jobs. Below this, the Video tab is selected, showing a table of export details for a video file.

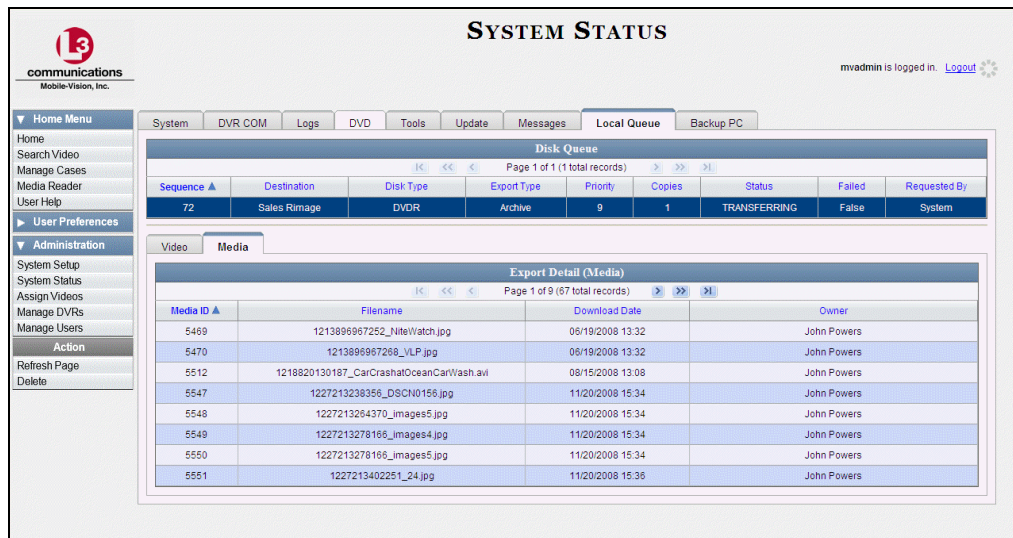
Disc Queue								
Sequence	Destination	Disc Type	Export Type	Priority	Copies	Status	Failed	Requested By
72	Sales Rimage	DVDR	Archive	9	1	LOCAL_PREPPED	False	System
147	Sales Rimage	DVDR	Data DVD	5	1	LOCAL_PREPPED	False	doc-lesliez
148	Sales Rimage	DVDR	Consumer DVD	5	1	LOCAL_PREPPED	False	doc-lesliez
154	Sales Rimage	DVDR	Consumer DVD	5	1	LOCAL_PREPPED	False	mvadmin

Export Detail (Video)			
Media ID	DVR	Start Date	Officer
5396	Manuel	05/12/2008 20:16	Leslie
5461	Manuel	06/16/2008 06:11	Leslie
5522	Manny	09/16/2008 11:43	sup2
5531	Leo	09/26/2008 18:42	Leslie
5532	Leo	10/01/2008 18:52	Leslie
5536	Jim Peterson	10/28/2008 09:07	Demo User
5573	Leo	06/23/2009 13:45	Demo User
5574	DVD-Room	10/26/2009 16:19	Demo User

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

Video Tab	
Column	Description
Media ID	The unique identification number that the system assigned to this video. This number is also referred to as the <i>System ID</i> or <i>System Video #</i> .
DVR	The name of the DVR unit that recorded this video. If the video was recorded by a small, wearable DVR called the VIEVU, the words Body Worn will display in this column.
Start Date	The date and time at which the DVR began recording this video. Time displays in hh:mm 24-hour format.
Officer	The name of the officer who was logged into the DVR when this video was recorded. If no one was logged into the DVR at the time of the recording, the system will assign a default Officer Name of *1 No name@[time at which this officer ID was created]

- To view more information on the burn job's media attachments (if applicable), click the **Media** tab. Detailed information on each of the media attachments displays.



The screenshot shows the SYSTEM STATUS interface with a navigation menu on the left and a main content area. The main content area has tabs for System, DVR COM, Logs, DVD, Tools, Update, Messages, Local Queue, and Backup PC. The Local Queue tab is active, showing a Disk Queue table with one record. Below it, the Media tab is active, showing an Export Detail (Media) table with nine records.

Sequence	Destination	Disk Type	Export Type	Priority	Copies	Status	Failed	Requested By
72	Sales Rimage	DVDR	Archive	9	1	TRANSFERRING	False	System

Media ID	Filename	Download Date	Owner
5469	1213896967252_NiteWatch.jpg	06/19/2008 13:32	John Powers
5470	1213896967268_VLP.jpg	06/19/2008 13:32	John Powers
5512	1218920130187_CarCrashatOceanCarWash.avi	08/15/2008 13:08	John Powers
5547	1227213238356_DSCHN0156.jpg	11/20/2008 15:34	John Powers
5548	1227213264370_images5.jpg	11/20/2008 15:34	John Powers
5549	1227213278166_images4.jpg	11/20/2008 15:34	John Powers
5550	1227213278166_images5.jpg	11/20/2008 15:34	John Powers
5551	1227213402251_24.jpg	11/20/2008 15:36	John Powers

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

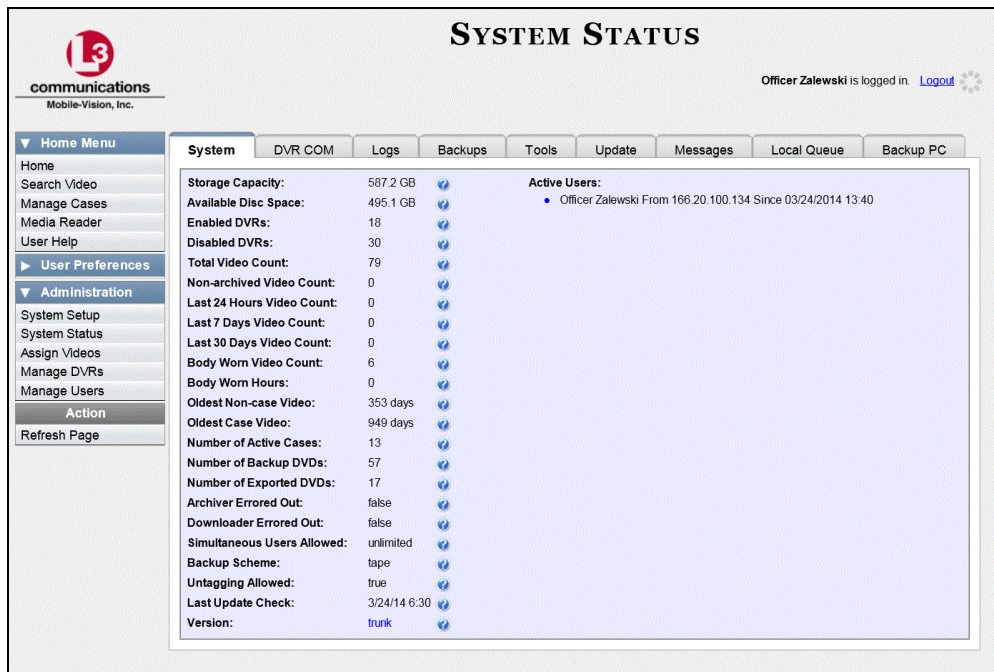
Media Tab	
Column	Description
Media ID	The unique identification number that the system assigned to this media attachment.
Filename	The name of this media file, including extension.
Download Date	The date and time at which this media file was attached to the burn job. Time displays in hh:mm 24-hour format.
Owner	The name of the individual who is responsible for collecting this evidence.

Deleting a DVD Burn Request

This section describes how to delete a burn request that is in the DVD Queue, also referred to as a *burn job*.

When you delete a system-requested *archive* job as opposed to a user-requested *export* job, the system will reassign that job's videos to the next archive disc. Also, that job's intended CBD number will be skipped. In other words, the system will *not* reassign the job's CBD number to the next sequential disc. Keep this in mind when you are searching for archive discs in the future. If there appears to be a disc number missing, it doesn't necessary mean that a disc is lost. Rather, it's likely that someone deleted an archive burn job at one point.

- 1 Go to [Administration](#) and click **System Status**. The System Status page displays.



SYSTEM STATUS

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

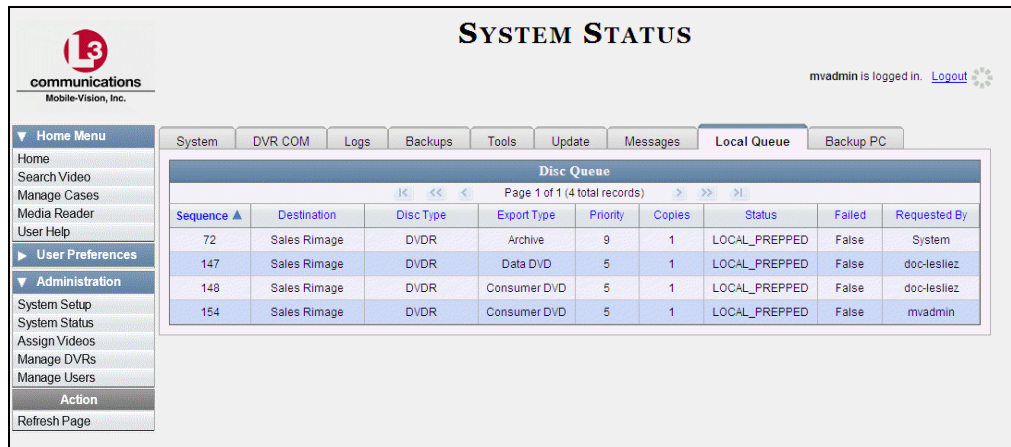
System | DVR.COM | Logs | Backups | Tools | Update | Messages | Local Queue | Backup PC

Storage Capacity:	587.2 GB	
Available Disc Space:	495.1 GB	
Enabled DVRs:	18	
Disabled DVRs:	30	
Total Video Count:	79	
Non-archived Video Count:	0	
Last 24 Hours Video Count:	0	
Last 7 Days Video Count:	0	
Last 30 Days Video Count:	0	
Body Worn Video Count:	6	
Body Worn Hours:	0	
Oldest Non-case Video:	353 days	
Oldest Case Video:	949 days	
Number of Active Cases:	13	
Number of Backup DVDs:	57	
Number of Exported DVDs:	17	
Archiver Errored Out:	false	
Downloader Errored Out:	false	
Simultaneous Users Allowed:	unlimited	
Backup Scheme:	tape	
Untagging Allowed:	true	
Last Update Check:	3/24/14 6:30	
Version:	trunk	

Active Users:

- Officer Zalewski From 166.20.100.134 Since 03/24/2014 13:40

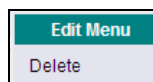
- 2 Click the **Local Queue** tab. A list of all pending burn jobs displays.



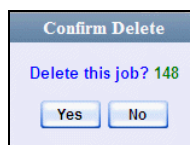
The screenshot shows the 'SYSTEM STATUS' page with the 'Local Queue' tab selected. The page header includes the L3 logo, 'communications Mobile-Vision, Inc.', and 'mvadmin is logged in. Logout'. The navigation menu includes 'Home Menu', 'Administration', and 'Action'. The 'Local Queue' tab displays a table with the following data:

Sequence	Destination	Disc Type	Export Type	Priority	Copies	Status	Failed	Requested By
72	Sales Rimage	DVDR	Archive	9	1	LOCAL_PREPPED	False	System
147	Sales Rimage	DVDR	Data DVD	5	1	LOCAL_PREPPED	False	doc-lesliez
148	Sales Rimage	DVDR	Consumer DVD	5	1	LOCAL_PREPPED	False	doc-lesliez
154	Sales Rimage	DVDR	Consumer DVD	5	1	LOCAL_PREPPED	False	mvadmin

- 3 Right-click on the burn job you wish to delete. The Edit Menu displays.



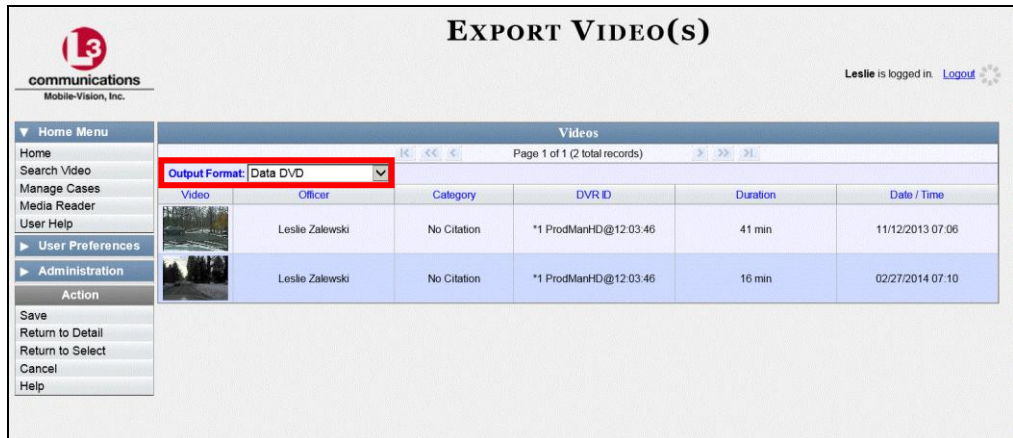
- 4 Select **Delete**. A confirmation message displays.



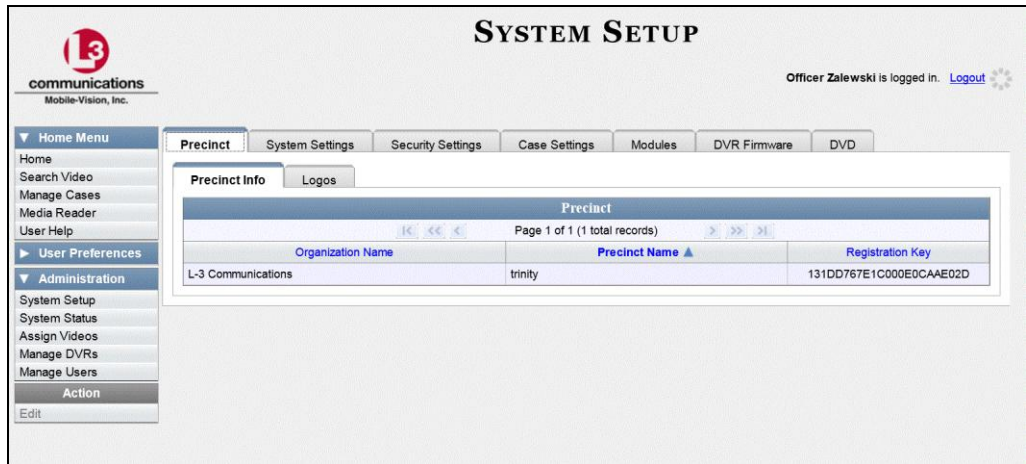
- 5 Click **Yes**. The selected job is removed from the Local Queue.

Changing the Default Export Type for DVDs

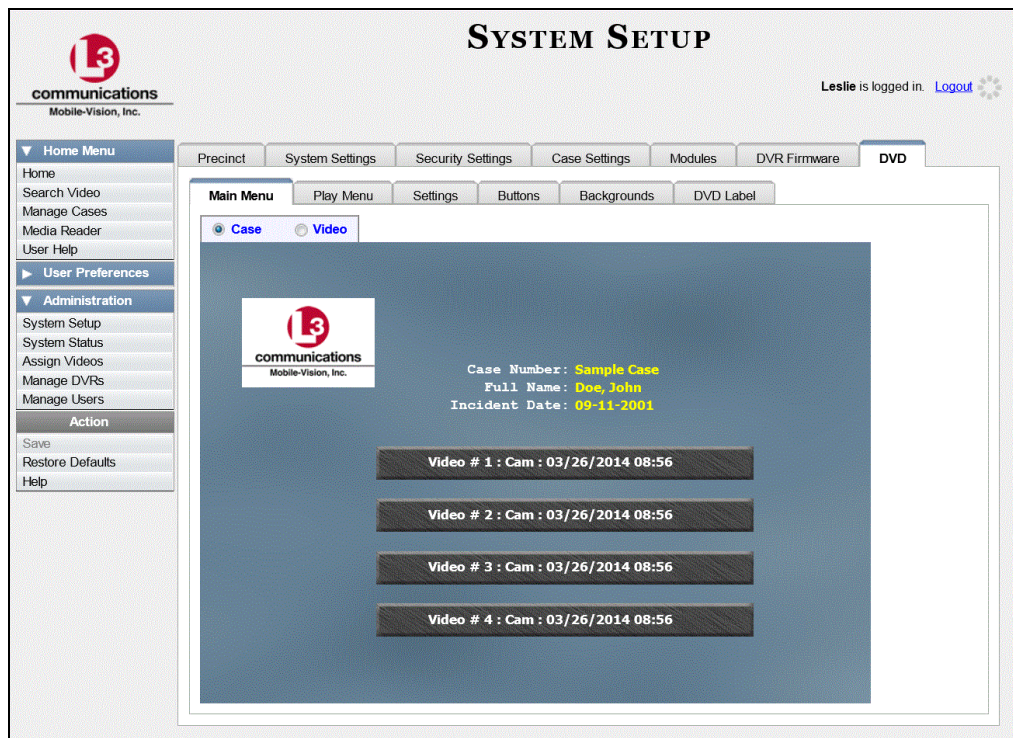
This section describes how to change the default value for the *Output Format* field on the Export Video(s) page and/or Export Case page. You can default to either *Data DVD* format or *Consumer DVD* format.



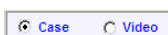
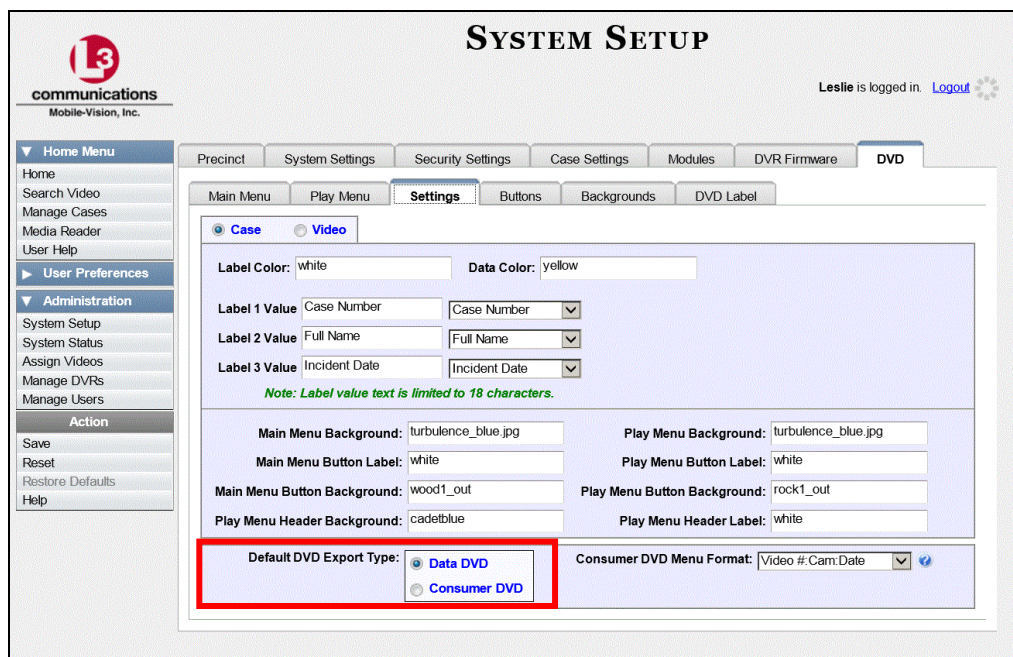
- 1 Go to **Administration** and click **System Setup**. The System Setup page displays.



- 2 Click the **DVD** tab.



3 Click the **Settings** tab.



4 To change the default *Output Format* for case DVDs, select the *Case* radio button.

– OR –



To change the default *Output Format* for video DVDs, select the *Video* radio button.

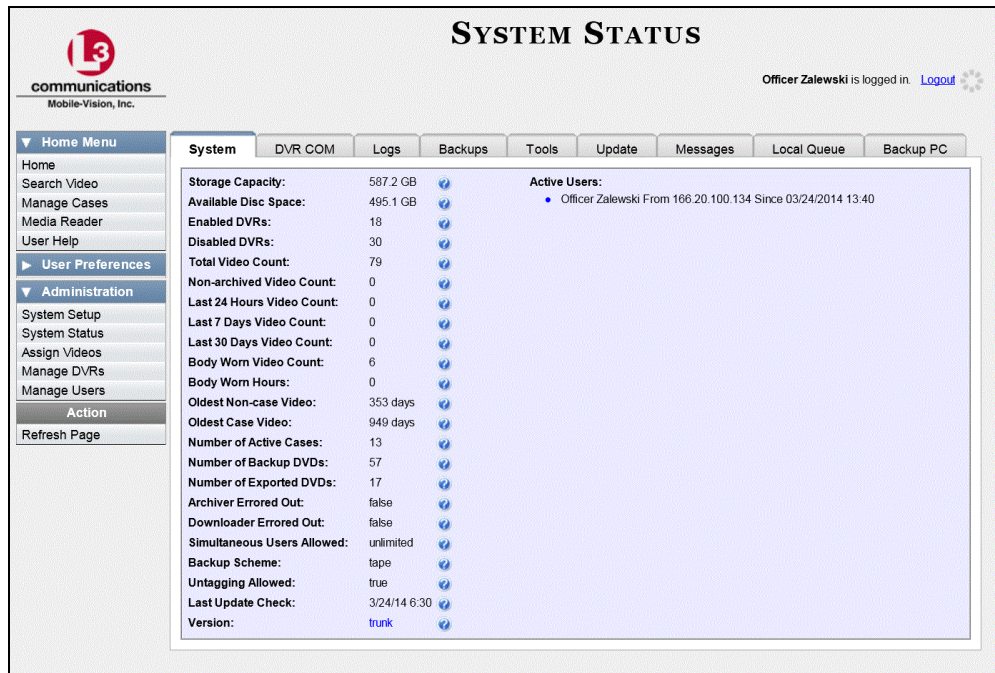
- 5 Go to the *Default DVD Export Type* field at the bottom of the page.
- 6 If you want the *Output Format* field to default to **Data DVDs**, select the *Data DVD* radio button.
– OR –
If you want the *Output Format* field to default to **Consumer DVDs**, select the *Consumer DVD* radio button.
- 7 To change the *Output Format* for the other DVD type (i.e., case or video), repeat steps 4 – 6. Otherwise proceed to the next step.
- 8 Go to the **Action** column and click **Save**.

Generating the Video Deletion Roll-Up Report

This section describes how to view, save, and/or print the Video Deletion Roll-Up Report. This report lists information on all archived videos that the system has deleted from the server in the prior month.

This report will help you determine which archive DVDs you can safely dispose of, as the system only deletes those videos that are too old to be restored (i.e., videos that have “aged out”).

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



SYSTEM STATUS

communications
Mobile-Vision, Inc.

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

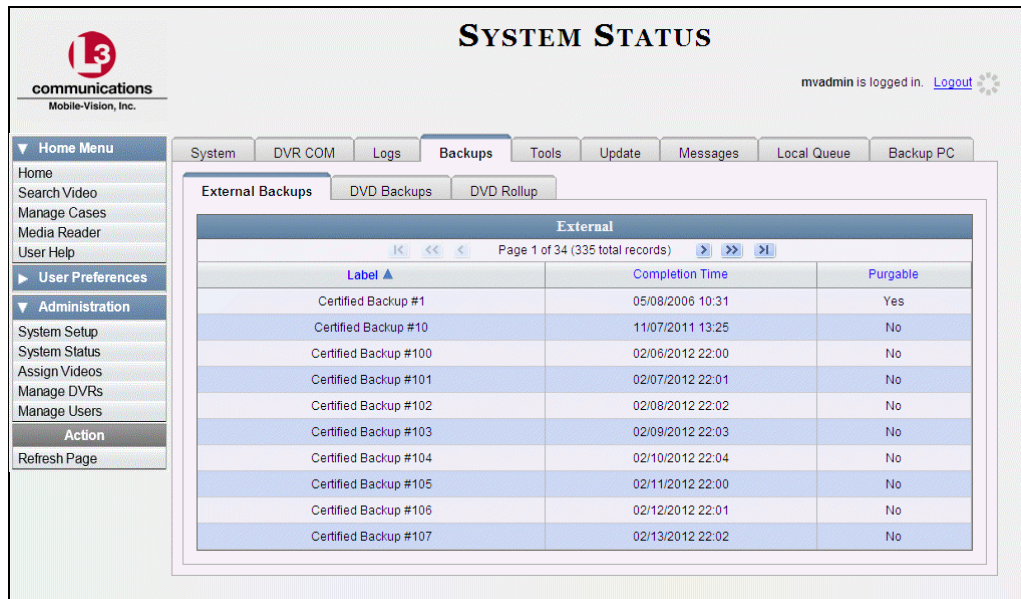
System | DVR COM | Logs | Backups | Tools | Update | Messages | Local Queue | Backup PC

System	DVR COM	Logs	Backups	Tools	Update	Messages	Local Queue	Backup PC
Storage Capacity:	587.2 GB							
Available Disc Space:	495.1 GB							
Enabled DVRs:	18							
Disabled DVRs:	30							
Total Video Count:	79							
Non-archived Video Count:	0							
Last 24 Hours Video Count:	0							
Last 7 Days Video Count:	0							
Last 30 Days Video Count:	0							
Body Worn Video Count:	6							
Body Worn Hours:	0							
Oldest Non-case Video:	353 days							
Oldest Case Video:	949 days							
Number of Active Cases:	13							
Number of Backup DVDs:	57							
Number of Exported DVDs:	17							
Archiver Errored Out:	false							
Downloader Errored Out:	false							
Simultaneous Users Allowed:	unlimited							
Backup Scheme:	tape							
Untagging Allowed:	true							
Last Update Check:	3/24/14 6:30							
Version:	trunk							

Active Users:

- Officer Zalewski From 166.20.100.134 Since 03/24/2014 13:40

2 Click the **Backups** tab.



SYSTEM STATUS

communications
Mobile-Vision, Inc.

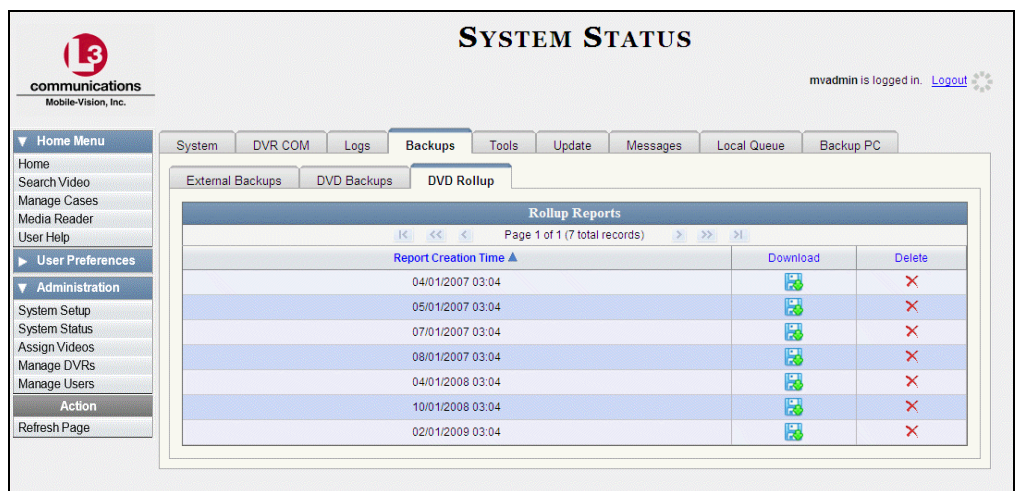
mvadmin is logged in. [Logout](#)

System | DVR COM | Logs | **Backups** | Tools | Update | Messages | Local Queue | Backup PC

External Backups | DVD Backups | DVD Rollup

Label ▲	Completion Time	Purgable
Certified Backup #1	05/08/2006 10:31	Yes
Certified Backup #10	11/07/2011 13:25	No
Certified Backup #100	02/06/2012 22:00	No
Certified Backup #101	02/07/2012 22:01	No
Certified Backup #102	02/08/2012 22:02	No
Certified Backup #103	02/09/2012 22:03	No
Certified Backup #104	02/10/2012 22:04	No
Certified Backup #105	02/11/2012 22:00	No
Certified Backup #106	02/12/2012 22:01	No
Certified Backup #107	02/13/2012 22:02	No

3 Click the **DVD Rollup** tab. A list of reports displays. Each report is identified by a first-of-the-month date, which lists all media that has aged-out in the previous month. For example, the 11/01/2013 report will include all videos and cases that have aged-out in October 2013.

















SYSTEM STATUS

communications
Mobile-Vision, Inc.

mvadmin is logged in. [Logout](#)

System | DVR COM | Logs | **Backups** | Tools | Update | Messages | Local Queue | Backup PC

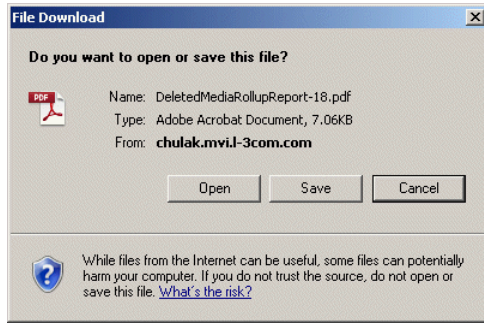
External Backups | DVD Backups | **DVD Rollup**

Report Creation Time ▲	Download	Delete
04/01/2007 03:04		
05/01/2007 03:04		
07/01/2007 03:04		
08/01/2007 03:04		
04/01/2008 03:04		
10/01/2008 03:04		
02/01/2009 03:04		

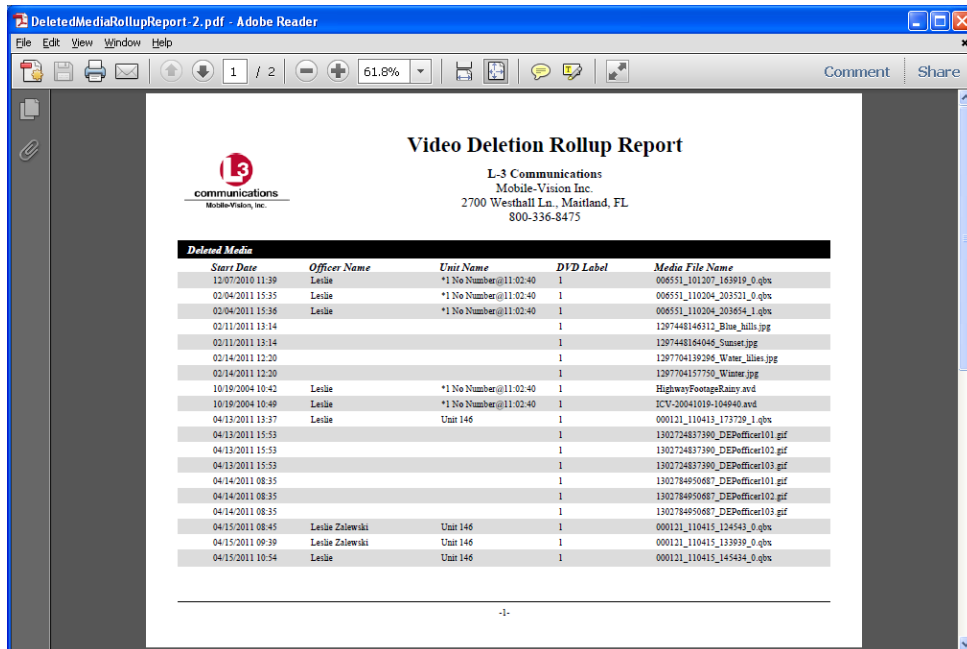


4 Locate the date for which you wish to view a report, then click on the appropriate download icon.

A download message displays.




5 Click **Open**. The report displays in Adobe Acrobat.



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

Video Deletion Rollup Report	
Column	Description
Start Date	The date and time at which this video began recording.
Officer Name	The name of the officer who was logged into the DVR unit at the time the recording was made.
Unit Name	The name of the DVR that recorded this video.
DVD Label	The number of the archive disc to which this video file was copied.
Media File Name	The name of the video file that was deleted. Flashback1 videos will have an extension of avd , and all other videos will have an extension of qbx .

-  **6** If you wish to print this report, click the printer icon. The Print popup displays.
– OR –
If you do *not* wish to print this report, skip to step 8.
- 7** Select your printer options, then click **OK**. The report is directed to your active printer.
- 8** When you are finished viewing/printing this report, click the in the upper right corner of the report to exit this option.

4

Cases

This chapter describes how to work with cases in the DEP application. A case is a record that contains one or more videos and other data that pertains to an incident, such as a motor vehicle accident. This feature allows you to conveniently gather all of an incident's evidence in one record, allowing for easy viewing and archiving of evidence.

Besides video, a case may contain other media files (such as photographs), subject names, comments, and general information relating to the incident.

If you have a case that you access frequently, you may add it to a list of favorite cases. This feature provides you with a quick and easy method to access those cases that you refer to often.

For more information, see:

- Creating a Case, next page
- Searching for Cases, page 276
- Viewing Case Search Results, page 283
- Displaying a Case, page 284
- Viewing Your List of Favorite Cases, page 297
- Updating a Case, page 297
- Adding a Case to Your List of Favorites, page 314
- Removing a Case from Your List of Favorites, page 315
- Marking a Case for Disposal, page 315
- Reactivating an Offline Case, page 316
- Generating a Chain of Custody Report for a Case, page 321
- Downloading Case Files to Your PC, page 323
- Maintaining Case Notations, page 335
- Maintaining Subject Types, page 341.

Creating a Case

This section describes how to enter a new case. For a description of cases and how they are used in DEP, see the previous section.

There are two methods for creating a new case:

- Method 1: Open a new case and attach video(s) to it. This method is described in “Creating a Regular Case,” below, and “Creating a Restricted Case” on page 272. Restricted cases allow you to define which users will be allowed to access a case.
- Method 2: Open a video and create a new case to attach it to. This method is described in chapter 2, “Adding a Video to a New Case.”

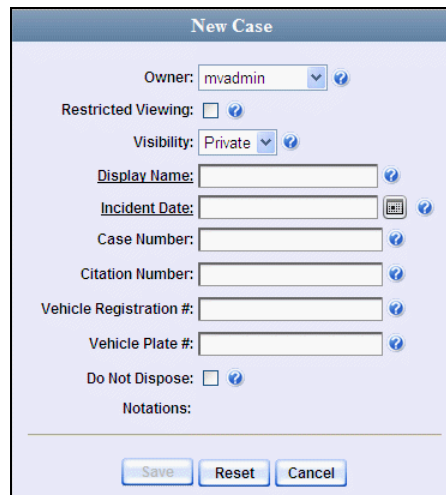
For specific instructions, see:

- Creating a Regular Case, below
- Creating a Restricted Case, page 272.

Creating a Regular Case

This section describes how to enter a new case that has the typical access privileges. In DEP, this means that the case is either *public* or *private*. Public cases can be accessed by *any* DEP user. Private cases can be accessed by the case’s *owner* and users who have *edit* permissions. If you prefer to create a case that grants access to a *specific group* of users, see “Creating a Restricted Case” on page 272 instead.

- 1 Go to ▼ Home Menu and click **Manage Cases**. The Search Case page displays.
- 2 Go to the Action column and click **Create**. The New Case form displays.



The fields on this form are described in the following table.

New Case Form	
Field	Description
Owner	The name of the case's owner. By default, the owner is the person who creates the case (i.e., <i>you</i>), but you can change this name if desired. <i>Select this value from the drop-down list provided.</i>
Restricted Viewing	A checkbox used to specify whether or not you want to make this a restricted case. A restricted case is one that can only be accessed by a specified list of users. For more information on this topic, see "Creating a Restricted Case" on page 272. <input checked="" type="checkbox"/> This is a restricted case <input type="checkbox"/> This is <i>not</i> a restricted case
Visibility	The visibility status for this case: <i>private</i> (default) or <i>public</i> . If you mark a case as <i>private</i> , it can only be viewed by the case's owner and users who have <i>edit</i> permissions. If you mark a case as <i>public</i> , it can be viewed by any DEP user. <i>Select this value from the drop-down list provided.</i>
Display Name	The case name. This is the name that will appear on the Case Results page after you search for the case. It is also the default label value for case DVDs. <i>Required field.</i>
Incident Date	The date on which the incident occurred. The <i>incident</i> is the event that the case pertains to, such as a motor vehicle accident. <i>Select this date from the calendar popup OR enter directly in mm/dd/yyyy format. Required field.</i>
Case Number	Your agency's case number.
Citation Number	The citation number associated with this case, if applicable.
Vehicle Registration #	The vehicle registration number associated with this case, if applicable.
Vehicle Plate #	The vehicle license plate number associated with this case, if applicable.
Do Not Dispose	A checkbox used to indicate whether or not you want the system to keep this case online even after the Auto Dispose Time has expired. <i>Auto Dispose Time</i> is a <i>(Continued)</i>

New Case Form (cont'd)	
Case Information (cont'd)	
Field	Description
Do Not Dispose (cont'd)	<p>period of inactivity after which the system automatically changes a case's status from <i>online</i> to <i>offline</i>.[*] If, for example, you set the <i>Auto Dispose Time</i> to 90 days, then if that case has not been touched in 90 days, the system will automatically change the case's status to <i>offline</i>. If you have 'archiving' enabled for your case files, the system will archive the case first. The default setting for Auto Dispose is 60 days. However, you may change this default.</p> <p>For more information on this topic, see "Viewing/ Changing the Online Lifecycle Settings" in chapter 7.</p> <p><input checked="" type="checkbox"/> Keep this case's status as <i>online</i> even after the Auto Dispose Time expires.</p> <p><input type="checkbox"/> Change this case's status to <i>offline</i> after the Auto Dispose Time expires.</p>
Notations	<p>User-defined checkboxes used to notate a case. You define these notations using the procedure described in "Adding a Case Notation" on page 335.</p> <p><i>Select all that apply.</i></p>

3 If you will be the owner of this case (default), proceed to the next step.

– OR –

If you will *not* be the owner of this case, select another name from the *Owner* drop-down list.

4 To mark this case as *private* (i.e., only viewable by its owner and users with *edit* permissions), proceed to the next step.

– OR –

To mark this case as *public* (i.e., viewable by all users), select **Public** from the *Visibility* drop-down list.

5 Enter a descriptive name for this case in the *Display Name* field. *This is a required field.*



6 Enter or select the incident date associated with this case in the *Incident Date* field. Observe mm/dd/yyyy format. *This is a required field.*

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

- 7 Enter your agency's case number in the *Case Number* field.
- 8 If there is a citation number associated with this case, enter it in the *Citation Number* field. Otherwise proceed to the next step.
- 9 If there is a vehicle registration number associated with this case, enter it in the *Vehicle Registration #* field. Otherwise proceed to the next step.
- 10 If there is a license plate number associated with this case, enter it in the *Vehicle Plate #* field. Otherwise proceed to the next step.
- 11 If the *Do Not Dispose* checkbox displays, proceed to the next step. Otherwise skip to step 13.
- 12 If you want the system to keep this case available online even after the *Auto Dispose Time* * has expired, select the *Do Not Dispose* checkbox. Otherwise proceed to the next step.



NOTE: Once you select the *Do Not Dispose* checkbox, the system will *not* remove the case from the server until you de-select that checkbox.

- 13 If there are any checkboxes to the right of the *Notations* field, select all that apply to this case. Otherwise proceed to the next step.

Notations: Argumentative DUI

These values may vary depending on which notations your agency is using.

- 14 Click **Save**. A confirmation message displays at the top of the Case Details page.

Case Bomb Scare at CMS successfully saved

At this point, you may wish to perform one of the following tasks:

- Add a video to this case. See “Adding a Video to a Case” on page 298, beginning with step 2
- Add a media attachment to this case. See “Adding a Media Attachment to a Case” on page 301, beginning with step 2
- Add a subject name to this case. See “Adding a Subject to a Case” on page 303, beginning with step 2
- Add a comment to this case. See “Adding a Comment to a Case” on page 307, beginning with step 2
- Add this case to your “Favorites” list. See “Adding a Case to Your List of Favorites” on page 314, beginning with step 2.

* For more information on Auto Dispose Time, see *Do Not Dispose* in the table on page 273.

Creating a Restricted Case

This section describes how to enter a new case that is *restricted*. Restricted cases can only be accessed by a predefined list of users. This feature is particularly useful if you want to limit video access across multiple permission levels. For example, let's say that you only want detectives to have access to Interview Room videos. In this scenario, you could create ONE restricted case called *Restricted Viewing—Interview Room*, then add all of your detectives to that case's list of authorized users. Whenever there is a new Interview Room video available, you would then link that video to the *Restricted Viewing—Interview Room* case. In this manner, the Interview Room videos would always be hidden from unauthorized users on the system, even if those videos are linked to other cases.

You must have the proper permissions to perform this task. Typically, this capability is given to Internal Affairs detectives.

- 1 Go to **Home Menu** and click **Manage Cases**. The Search Case page displays.
- 2 Go to the **Action** column and click **Create**. The New Case form displays.

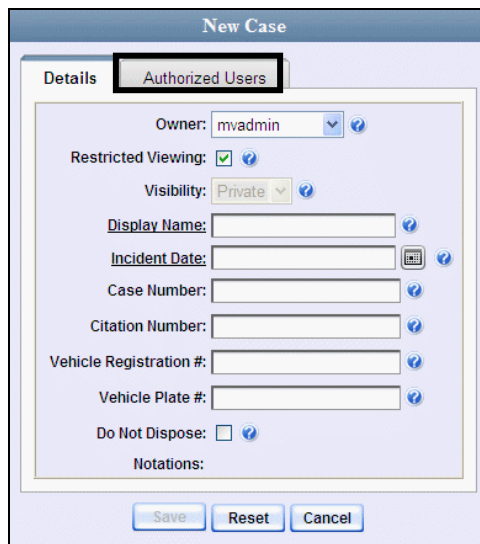
The fields on this form are described in the table on page 269.

- 3 If you will be the owner of this case (default), proceed to the next step.
– OR –

If you will *not* be the owner of this case, select another name from the *Owner* drop-down list.

Restricted Viewing:

- 4 Select the *Restricted Viewing* checkbox. Note that a new tab displays at the top of the New Case form.



This tab will be used later to specify which users you want to have access to this case.

- 5 Enter a descriptive name for this case in the *Display Name* field. *Required field.*



- 6 Enter or select the incident date associated with this case in the *Incident Date* field. Observe mm/dd/yyyy format. *This is a required field.*

- 7 Enter your agency's case number in the *Case Number* field.

- 8 If there is a citation number associated with this case, enter it in the *Citation Number* field. Otherwise proceed to the next step.

- 9 If there is a vehicle registration number associated with this case, enter it in the *Vehicle Registration #* field. Otherwise proceed to the next step.

- 10 If there is a license plate number associated with this case, enter it in the *Vehicle Plate #* field. Otherwise proceed to the next step.

- 11 If the *Do Not Dispose* checkbox displays, proceed to the next step. Otherwise skip to step 13.

- 12 If you want the system to keep this case available online even after the *Auto Dispose Time* * has expired, select the *Do Not Dispose* checkbox. Otherwise proceed to the next step.



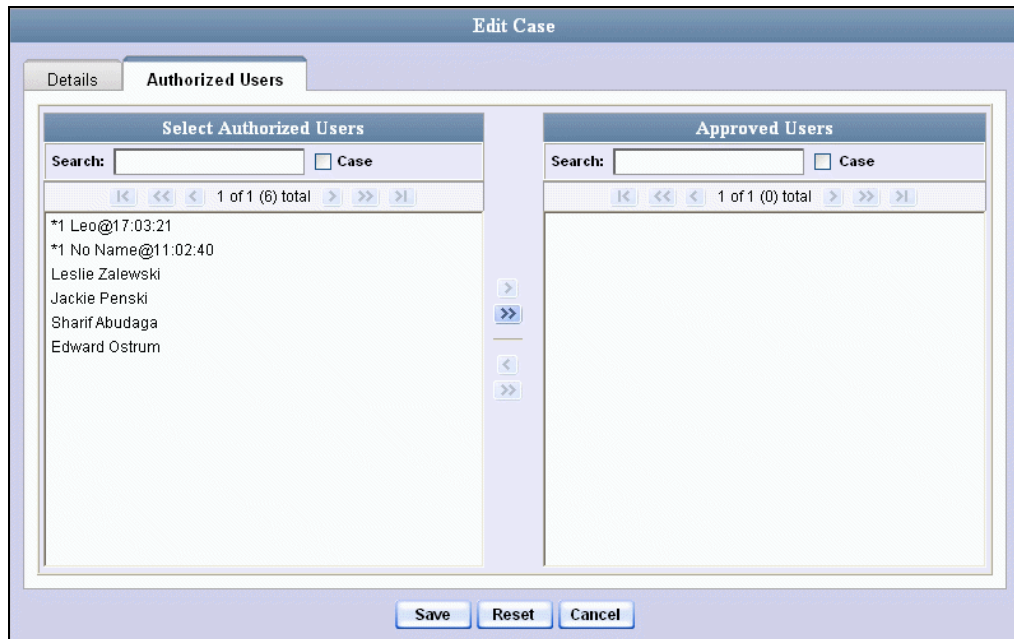
NOTE: Once you select the *Do Not Dispose* checkbox, the system will *not* remove the case from the server until you de-select that checkbox.

* For more information on Auto Dispose Time, see *Do Not Dispose* in the table on page 273.

- 13 If there are any checkboxes to the right of the *Notations* field, select all that apply to this case. Otherwise proceed to the next step.

Notations: Argumentative DUI

- 14 Click the **Authorized Users** tab. A list of system users displays.



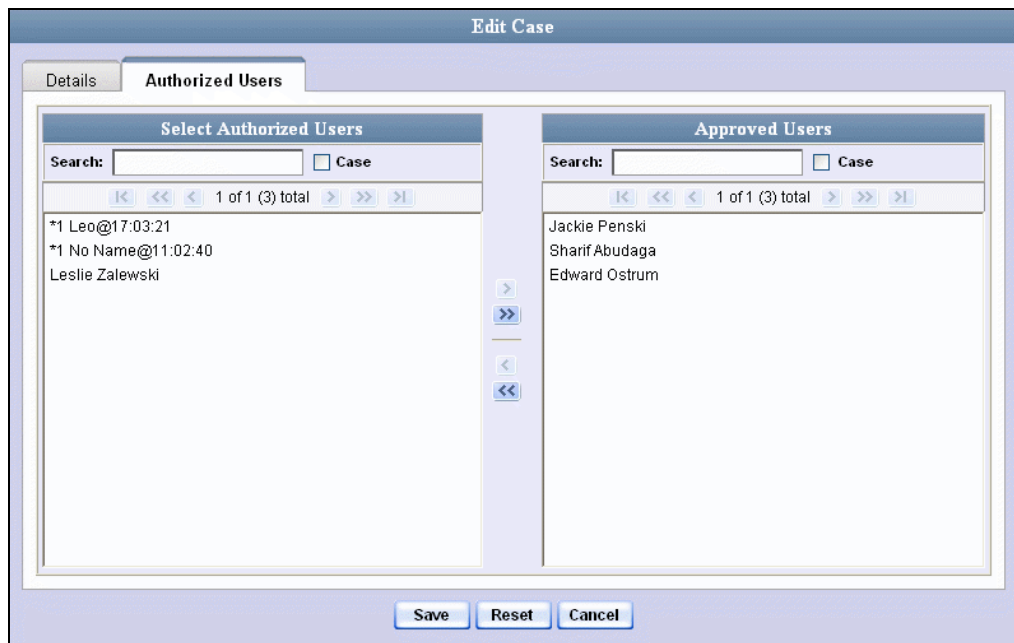
- 15 Go to the left column (Select Authorized Users) and click on each of the users that you wish to allow access to this case.



HINT: To scan through a large user list, use the navigation arrows at the top of the column *or* enter a user name in the *Search* field.

- 16 Once you've highlighted the desired users, click the right arrow icon in the center column.

The selected users display in the right column (Approved Users).



17 Click **Save**. A confirmation message displays at the top of the Case Details page.

Case Assault at Knoll Park successfully saved, 2 officer(s) added, 0 officer(s) removed.

At this point, you may wish to perform one of the following tasks:

- Add a video to this case. See “Adding a Video to a Case” on page 298, beginning with step 2
- Add a media attachment to this case. See “Adding a Media Attachment to a Case” on page 301, beginning with step 2
- Add a subject name to this case. See “Adding a Subject to a Case” on page 303, beginning with step 2.
- Add a comment to this case. See “Adding a Comment to a Case” on page 307, beginning with step 2.
- Add this case to your “Favorites” list. See “Adding a Case to Your List of Favorites” on page 314, beginning with step 2

Searching for Cases

You can search for cases by a number of different criteria, as described below.

Search Method	Used to search for cases by some or all of this criteria...	
Basic	Case Information: <ul style="list-style-type: none"> ▪ Incident Date ▪ Citation # ▪ Case # ▪ Case Display Name ▪ Vehicle Registration # ▪ Owner 	Subject Information: <ul style="list-style-type: none"> ▪ First Name ▪ Last Name
Advanced	Case Information: <ul style="list-style-type: none"> ▪ Creation Date ▪ After Incident Date ▪ Before Incident Date ▪ Citation # ▪ Case # ▪ Case Display Name ▪ Vehicle Registration # ▪ Owner ▪ Vehicle Plate # ▪ Comments ▪ Notations 	Subject Information: <ul style="list-style-type: none"> ▪ First Name ▪ Last name ▪ Driver's License # ▪ Race ▪ Gender ▪ Date of Birth

For specific instructions, see:

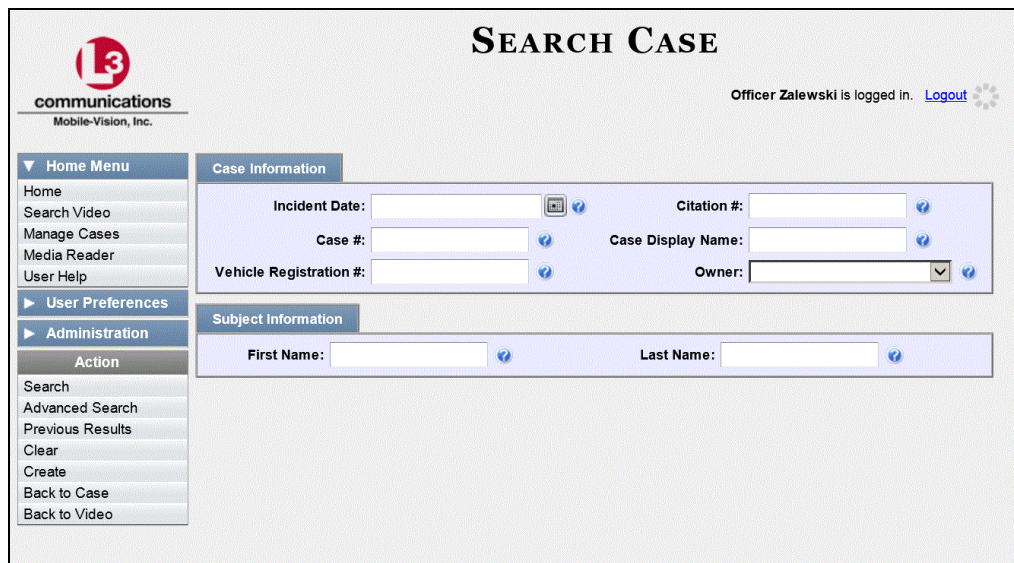
- Performing a Basic Case Search, below
- Performing an Advanced Case Search, page 279.

Performing a Basic Case Search

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

- Incident Date
- Citation Number
- Case Number
- Case Display Name
- Vehicle Registration Number
- Owner
- Subject first/last name.

- 1 Go to [▼ Home Menu](#) and click **Manage Cases**. The Search Case page displays.

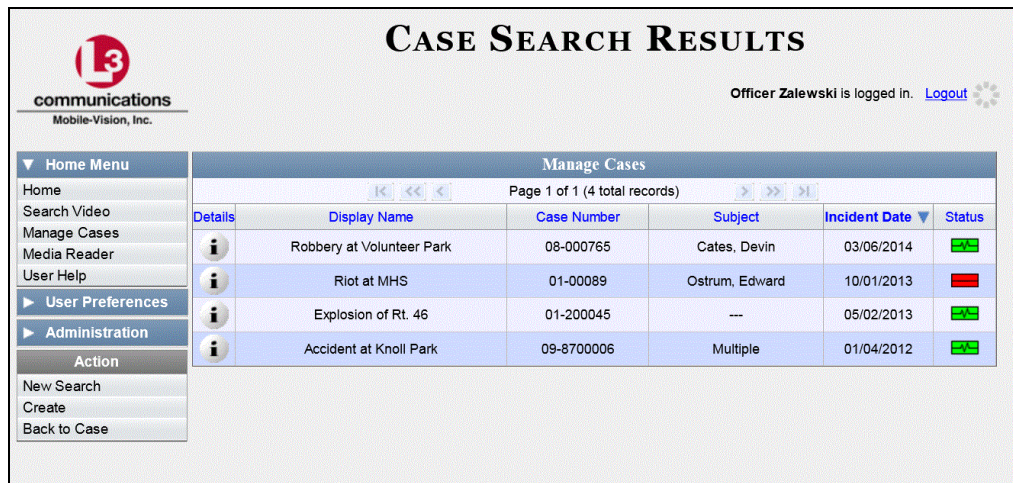


- 2 Look under the **Action** column. If the **Basic Search** option displays, click on it. Otherwise proceed to the next step.
- 3 Enter/select the field values you wish to search on, as described below.

Case Information	
Search Field	Description
Incident Date	Limits your search to those cases that involve an incident that occurred on this date. <i>Select this date from the calendar popup OR enter directly in mm/dd/yyyy format.</i>
Citation #	Limits your search to those cases in which the <i>Citation #</i> field contains this text.
Case #	Limits your search to those cases in which the <i>Case #</i> field contains this text.
Case Display Name	Limits your search to those cases in which the <i>Case Display Name</i> field contains this text.
Vehicle Registration #	Limits your search to those cases in which the <i>Vehicle Registration #</i> field contains this text.
Owner	Limits your search to those cases that are owned by a particular officer. <i>Select this value from the drop-down list provided.</i>
Subject Information	
First Name	Limits your search to those cases in which the subject's first name contains this text.
Last Name	Limits your search to those cases in which the subject's last name contains this text.

Available Actions	
Action	Description
Search	Execute your search.
Advanced Search/ Basic Search	Toggle back and forth between the Basic Search form and the Advanced Search form. For more information on the Advanced Search form, see “Performing an Advanced Case Search” on page 279.
Previous Results	Return to the Case Search results, if applicable. If you have not performed a search since you logged on, this action will not display.
Clear	Remove all entries and selections from the search form.
Create	Open a new case. For more information, see “Creating a Regular Case” on page 268 and/or “Creating a Restricted Case” on page 272.
Back to Case	Display the Case Details of the last case you viewed, if applicable. If you have not viewed a case since you logged on, this action will not display.

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



communications
Mobile-Vision, Inc.

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

▼ Home Menu
 Home
 Search Video
 Manage Cases
 Media Reader
 User Help
 ► User Preferences
 ► Administration
 Action
 New Search
 Create
 Back to Case

Manage Cases

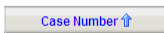
Page 1 of 1 (4 total records)

Details	Display Name	Case Number	Subject	Incident Date	Status
	Robbery at Volunteer Park	08-000765	Cates, Devin	03/06/2014	
	Riot at MHS	01-00089	Ostrum, Edward	10/01/2013	
	Explosion of Rt. 46	01-200045	---	05/02/2013	
	Accident at Knoll Park	09-8700006	Multiple	01/04/2012	

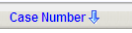
For a detailed description of the components on the Case Search Results page, see “Viewing Case Search Results” on page 283.

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

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

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

– OR –

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

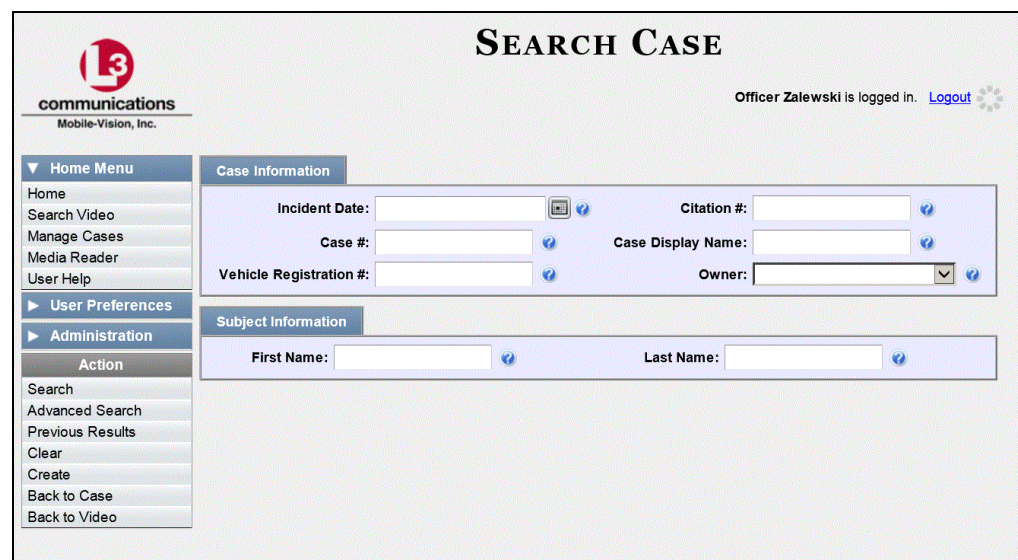
- 6 To view a case’s details, click the Details icon to the left of that case. The Case Details page displays. For a detailed description of the components on this page, see the table beginning on page 285.

Performing an Advanced Case Search

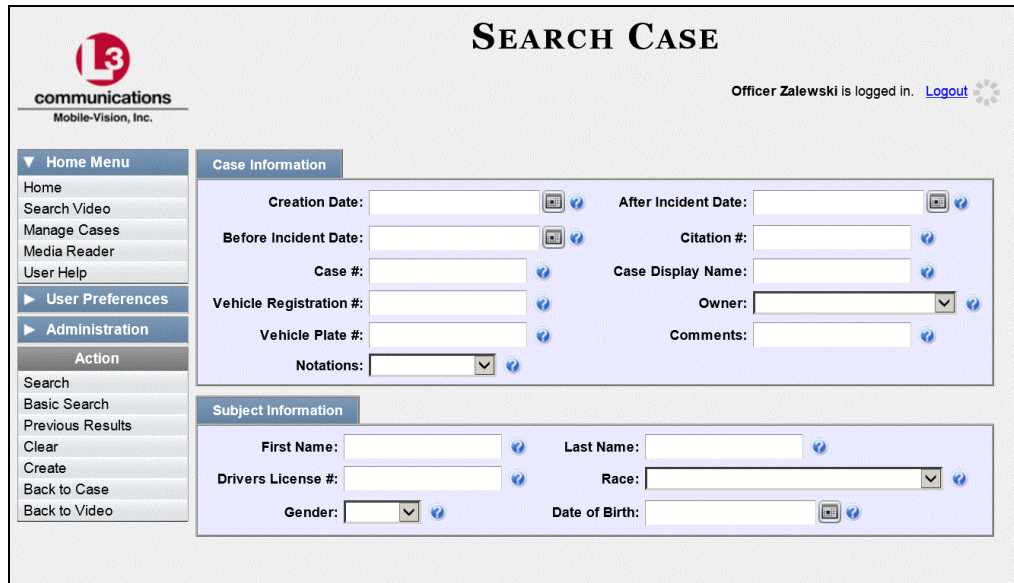
This section describes how to search for a case by one or more of the following criteria:

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

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



- Look under the **Action** column. If the **Advanced Search** option displays, click on it. Otherwise proceed to the next step.



- Enter/select the field values you wish to search on, as described below.

Case Information	
Search Field	Description
Creation Date	Limits your search to those cases that were created on this date. <i>Select this date from the calendar popup OR enter directly in mm/dd/yyyy format.</i>
After Incident Date	Limits your search to those cases that involve an incident that occurred <i>after</i> this date. To search for a date <i>range</i> , use this field in combination with the <i>Before Incident Date</i> field. <i>Select this date from the calendar popup OR enter directly in mm/dd/yyyy format.</i>
Before Incident Date	Limits your search to those cases that occurred <i>before</i> this date. To search for a date <i>range</i> , use this field in combination with the <i>After Incident Date</i> field. <i>Select this date from the calendar popup OR enter directly in mm/dd/yyyy format.</i>
Citation #	Limits your search to those cases in which the <i>Citation #</i> field contains this text.
Case #	Limits your search to those cases in which the <i>Case #</i> field contains this text.
Case Display Name	Limits your search to those cases in which the <i>Case Display Name</i> field contains this text.


Case Information (cont'd)	
Search Field	Description
Vehicle Registration #	Limits your search to those cases in which the <i>Vehicle Registration #</i> field contains this text.
Owner	Limits your search to those cases that are owned by a particular officer. <i>Select this value from the drop-down list provided.</i>
Vehicle Plate #	Limits your search to those cases in which the <i>Vehicle Plate #</i> field contains this text.
Comments	Limits your search to those cases in which the comments entered on the Comments tab contain this text.
Notations	Limits your search to those cases that are marked with a specific checkbox notation, such as <i>Argumentative</i> or <i>DUI</i> . <i>Select this value from the drop-down list provided.</i>
Subject Information	
Search Field	Description
First Name	Limits your search to those cases in which the subject's first name contains this text.
Last name	Limits your search to those cases in which the subject's last name contains this text.
Driver's License #	Limits your search to those cases in which the subject's driver's license number contains this text.
Race	Limits your search to those cases that involve a subject of this race. <i>Select this value from the Race drop-down list.</i>
Gender	Limits your search to those cases that involve a subject of this gender. <i>Select this value from the Gender drop-down list.</i>
Date of Birth	Limits your search to those cases that involve a subject with this date of birth. <i>Select this date from the calendar popup OR enter directly in mm/dd/yyyy format.</i>
Available Actions	
Action	Description
Search	Execute your search.
Basic Search/ Advanced Search	Toggle back and forth between the Advanced Search form and the Basic Search form. For more information on the Basic Search form, see page 276.

Available Actions (cont'd)	
Action	Description
Previous Results	Return to the previous Case Search Results page, if applicable. If you have not performed a search since you logged on, this action will not display.
Clear	Remove all entries and selections from the Advanced Search form.
Create	Open a new case. For more information, see “Creating a Case” on page 268.
Back to Case	Display the Case Details of the last case you viewed, if applicable. If you have not viewed a case since you logged on, this action will not display.

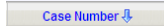
- Go to the **Action** column and click **Search**. All cases that match your selection criteria display on the Case Search Results page, as pictured on the next page. For a detailed description of the components on this page, see the next section, “Viewing Case Search Results.”


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

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

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

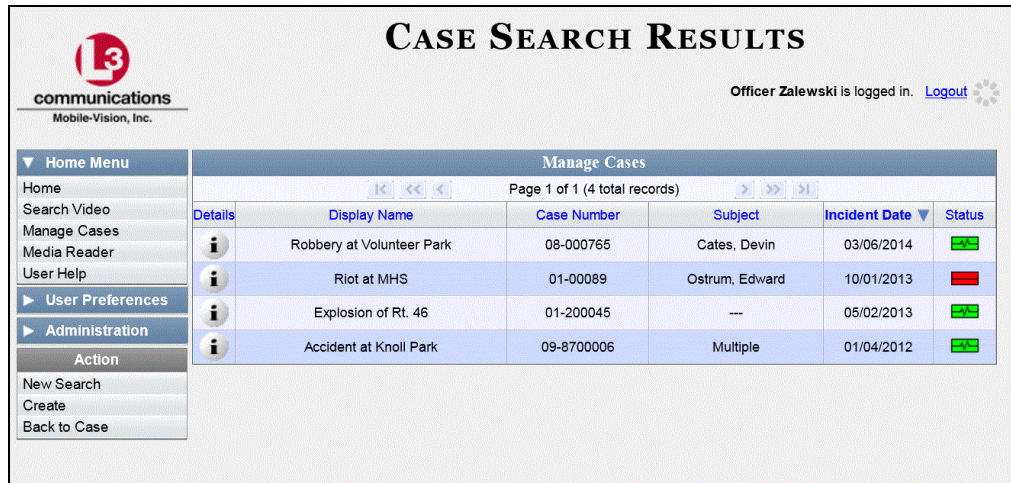
– OR –










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

-  To view a case’s details, click the Details icon to the left of the case. The Case Details page displays. For a detailed description of the components on this page, see the table beginning on page 285.




Viewing Case Search Results

This section describes the various components on the Case Search Results page. This page displays after you execute a search, as described in “Performing a Basic Case Search” on page 276 and “Performing an Advanced Case Search” on page 279. It consists of a table that contains information about each case.



CASE SEARCH RESULTS					
 communications Mobile-Vision, Inc.		Officer Zalewski is logged in. Logout			
Manage Cases					
Page 1 of 1 (4 total records)					
Details	Display Name	Case Number	Subject	Incident Date	Status
	Robbery at Volunteer Park	08-000765	Cates, Devin	03/06/2014	
	Riot at MHS	01-00089	Ostrum, Edward	10/01/2013	
	Explosion of Rt. 46	01-200045	---	05/02/2013	
	Accident at Knoll Park	09-8700006	Multiple	01/04/2012	

The total number of cases included in your search results displays at the top of the results list. The other components of the Case Search Results page are described in the following table.

Navigation Buttons	
Button	Description
	Next Page/Previous Page. Used to scroll through the search results one page at a time.
	Fast forward/fast rewind. Used to scroll through the search results ten pages at a time.
	First Page/Last Page. Used to advance to the first or last page of the search results, respectively.
Case Information	
Column	Description
Details	View Case Details icon. Used to open the Case Details page.
Display Name	The name of this case.
Case Number	The agency-assigned ID number for this case.

(Continued)

Case Information (cont'd)	
Column	Description
Subject	The name of the individual associated with this case. If there is more than one subject associated with this case, the word multiple will display in this column.
Incident Date	The date on which the case-related incident occurred (i.e., car accident, crime, etc.). <i>Select this date from the calendar popup OR enter directly in mm/dd/yyyy format.</i>
Status	The current status of this case: <i>online</i> (green bar), or <i>offline</i> (red bar).
Available Actions	
Action	Description
New Search	Return to the Search Case page and clear the search form.
Create	Display the New Case form used to enter a new case. For more information, see “Creating a Case” on page 268.
Back to Case	Return to the last case you opened. If you have not viewed a case since you logged on, this action will not display.
Back to Video	Return to the last video you opened. If you have not viewed a video since you logged on, this action will not display.


Displaying a Case

This section describes how to display an existing case record. Typically, you have access to *your* cases and any *public* cases. Depending on your user role, however, you may have access to other cases as well.

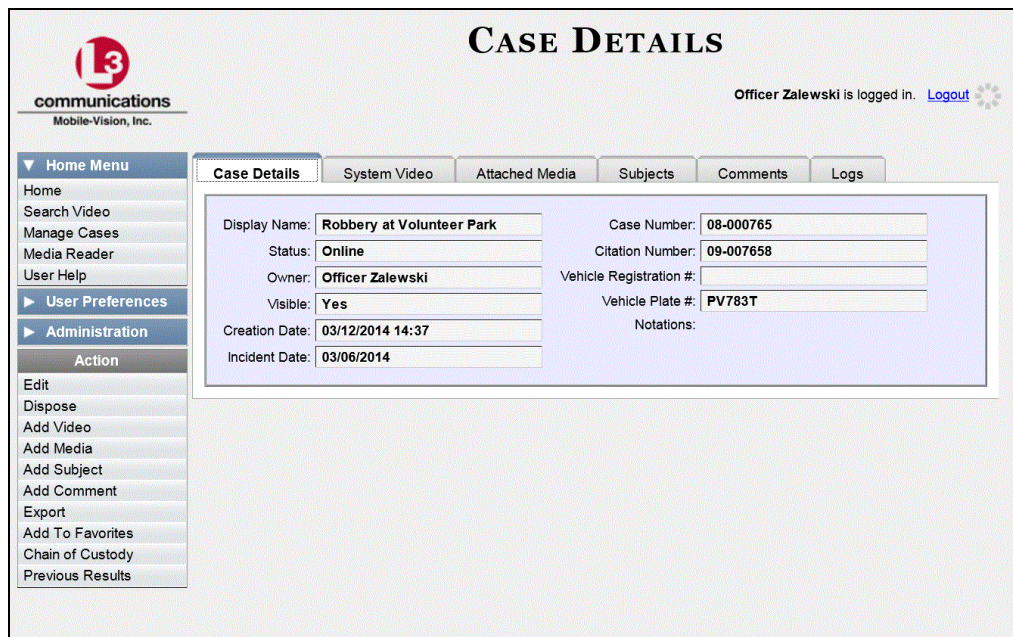
- 1 Perform a basic or advanced search, as described in “Searching for Cases” on page 276.

– OR –

Go to [▼ User Preferences](#) and click **Favorites** to select a case from your list of Favorites. A list of cases displays.

- 
 2 Click the Details icon to the left of the case you wish to view.

The Case Details page displays.



The information on this page is described in the following table.

Case Details Tab	
Field	Description
Display Name	The name of this case.
Status	<p>The current status of this case:</p> <ul style="list-style-type: none"> ▪ <i>Online</i>. The case is still stored on the DEP server; you can add new videos, media files, subjects, and/or comments to the case. ▪ <i>Offline</i>. Some, but not all, of the case functions are available on the server. You can still view the case record, but you can't view its media attachments. Also, you can't export the case or add any new attachments to it (i.e., videos, media files, subjects, and/or comments). If desired, you can restore an offline case to online status within a limited time period. For more information, see "Re-activating an Offline Case" on page 316.
Owner	The individual to whom this case is assigned.
Visible	<p>The visibility status of this case:</p> <ul style="list-style-type: none"> ▪ <i>No</i>. This case is marked as private; therefore it can only be viewed by its owner <i>or</i> users with <i>edit</i> permissions. ▪ <i>Yes</i>. This case is marked as public; therefore it can be viewed by all DEP users.
Restricted Viewing (yes)	The Restricted Case Indicator. If this field displays, it indicates that this case is marked as "restricted" and can only be viewed by a select group of users.

Case Details Tab (cont'd)	
Field	Description
Creation Date	The date and time at which this case record was created. The time displays in hh:mm 24-hour format.
Incident Date	The date on which the case-related incident occurred (i.e., car accident, crime, etc.)
Case Number	The agency-assigned case number.
Citation Number	The citation number associated with this case, if applicable.
Vehicle Registration #	The vehicle registration number associated with this case, if applicable.
Vehicle Plate #	The license plate number associated with this case, if applicable.
Do Not Dispose	A checkbox that indicates whether or not the system will keep this case's data available online after the Auto Dispose Time has expired. For more information on this feature, see page 269.
Notations	Agency-specific checkboxes used to notate a case. You define case notations using the procedure described in "Adding a Case Notation" on page 335.
Available Actions	
Action	Description
Edit	Update information stored in this case record.
Dispose	Change this case's status from <i>online</i> to <i>offline</i> .
Add Video	Add a video to this case. For instructions, see "Adding a Video to a Case" on page 298, beginning with step 2.
Add Media	Add a media file attachment to this case. For instructions, see "Adding a Media Attachment to a Case" on page 301, beginning with step 2.
Add Subject	Add a subject name or names to this case. For instructions, see "Adding a Subject to a Case" on page 303, beginning with step 2.
Add Comment	Add a comment to this case. For instructions, see "Adding a Comment to a Case" on page 307, beginning with step 2.
Export	Open the Export page. For more information on exporting, see chapter 3. If this case is currently <i>offline</i> , this action will not display.

Available Actions (cont'd)	
Action	Description
Add to Favorites	Add this case to your <i>Favorites</i> list. For instructions, see “Adding a Case to Your List of Favorites” on page 314, beginning with step 2.
Request Activation	Submit a request to restore this case from a backup disc to the DEP server. After you click this option, your request will display on the Inbox Messages list for all users who have reactivation privileges. This option only displays if this case is currently offline.
Reactivate Now	Restore this case from a backup disc to the DEP server. This option only displays if this case is currently offline and you have reactivation privileges.
Chain of Custody	Generate a Chain of Custody report. For further instructions, see “Generating a Chain of Custody Report for a Case” on page 321, beginning with step 2.
Previous Results	Return to the Case Search Results page.
Back to Video	Return to the last video you opened. If you have not viewed a video since you logged on, this action will not display.

To view the other case information, proceed to the appropriate section:


- Viewing a Case’s Videos, below, beginning with step 2
- Viewing a Case’s Media Attachments, page 290, beginning with step 2
- Viewing/Updating a Case’s Subject(s), page 291, beginning with step 2
- Viewing a Case’s Comments, page 292, beginning with step 2
- Viewing a Case’s Logs, page 294, beginning with step 2
- Viewing a Restricted Case’s Authorized Users, page 295, beginning with step 2.

Viewing a Case’s Videos

This section describes how to view the videos that are currently linked to a case.

- 1 Search for and display the case you wish to view. (If necessary, review “Displaying a Case” on page 284.)

The Case Details page displays.



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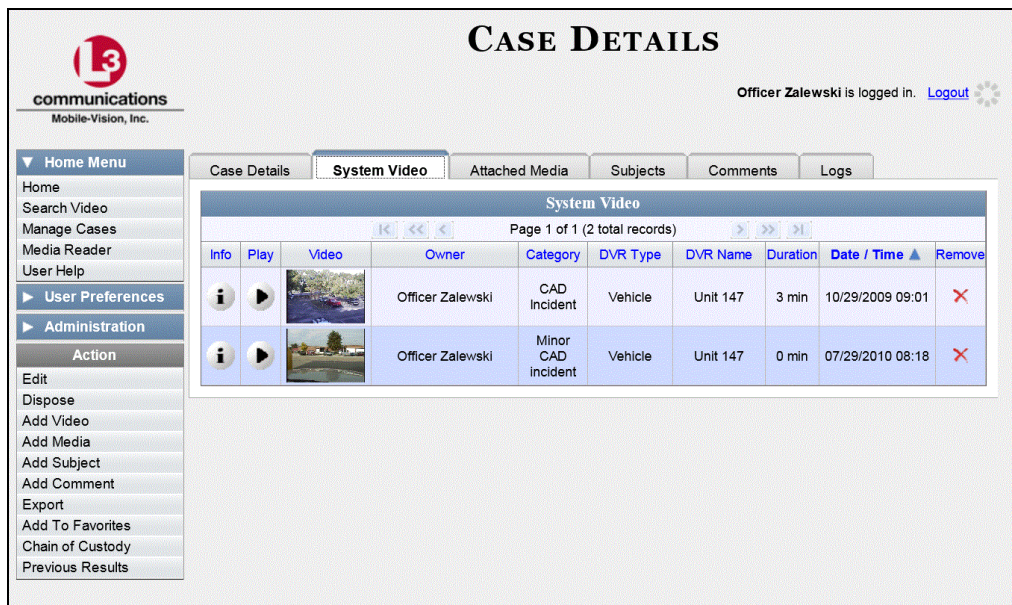
Officer Zalewski is logged in. [Logout](#)

CASE DETAILS

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

Display Name: **Robbery at Volunteer Park** Case Number: **08-000765**
 Status: **Online** Citation Number: **09-007658**
 Owner: **Officer Zalewski** Vehicle Registration #:
 Visible: **Yes** Vehicle Plate #: **PV783T**
 Creation Date: **03/12/2014 14:37** Notations:
 Incident Date: **03/06/2014**

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









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CASE DETAILS



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

System Video
Page 1 of 1 (2 total records)

Info	Play	Video	Owner	Category	DVR Type	DVR Name	Duration	Date / Time ▲	Remove
			Officer Zalewski	CAD Incident	Vehicle	Unit 147	3 min	10/29/2009 09:01	
			Officer Zalewski	Minor CAD incident	Vehicle	Unit 147	0 min	07/29/2010 08:18	

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

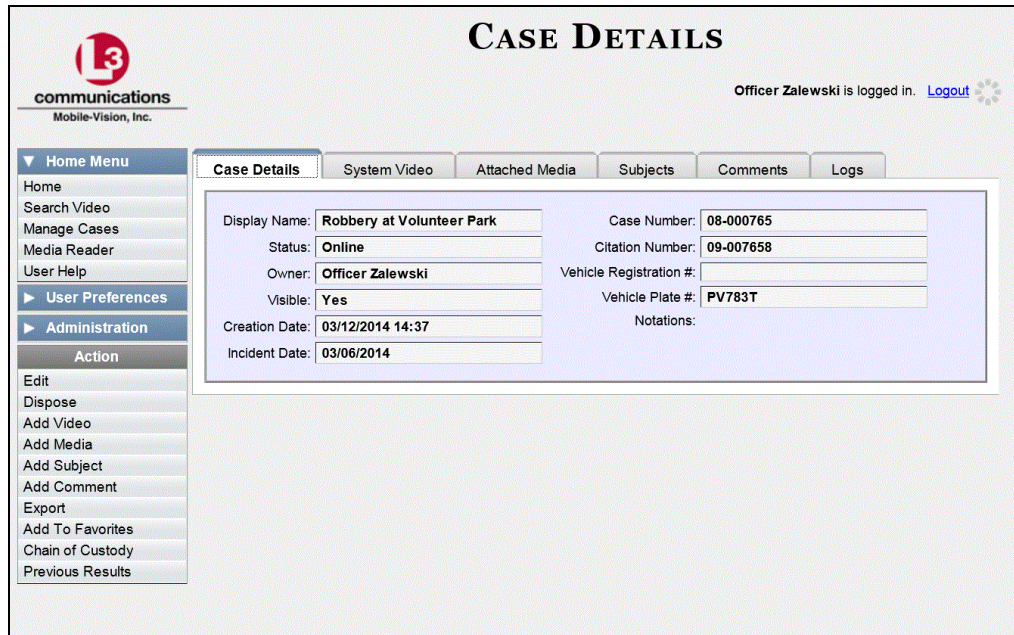
System Video Tab	
Column	Description
Info	View Video Details icon. Used to open the Video Details page.
Play	Play button. Used to launch the Flashback Player and view the video recording.
Video	A still photo of the beginning of this video.
Owner	<p>The officer who owns this video. By default, the owner of a video file is the officer who was logged on to the DVR unit during the recording. However, you may, in some circumstances, reassign a video to another officer.</p> <p>Note: If the value of the <i>Owner</i> field begins with *1 No Name@, it means that either no officer was logged on to the DVR unit during the recording, or an officer was logged in manually using the wrong DVR Officer Name.</p>
Category	The category assigned to this video. For more information on this field, see “Displaying a Video” in chapter 2.
DVR Type	<p>The type of DVR that captured this video:</p> <ul style="list-style-type: none"> ▪ <i>Vehicle</i>. A DVR that is installed inside a vehicle, such as a police cruiser. ▪ <i>Interview Room</i>. A DVR that is installed inside an interview room. This type of DVR is used in conjunction with the optional Interview Room module. ▪ <i>Body Worn</i>. A small, wearable DVR called the VIEVU.
DVR Name	The name of the DVR unit that recorded this video. For more on DVRs, see “Displaying a Video” in chapter 2.
Duration	The length of this video, in minutes.
Date/Time	The date and time at which this video began recording. Time displays in hh:mm:ss 24-hour format.
Remove	A button used to detach or unlink this video from the case.

-  **3** To view a video’s details, click the video’s Info icon. Otherwise proceed to the next step.
-  **4** To play a video, click the video’s *Play* button. The Flashback Player launches in a separate window. This player will differ slightly depending on whether you are watching a Flashback1 or Flashback2/3/HD video. For more information, see “Flashback1 Player” or “Flashback2/3/HD Player” in chapter 2.

Viewing a Case's Media Attachments

This section describes how to view the media files that are currently linked to a case.

- 1 Search for and display the case you wish to view. (If necessary, review “Displaying a Case” on page 284.) The Case Details page displays.



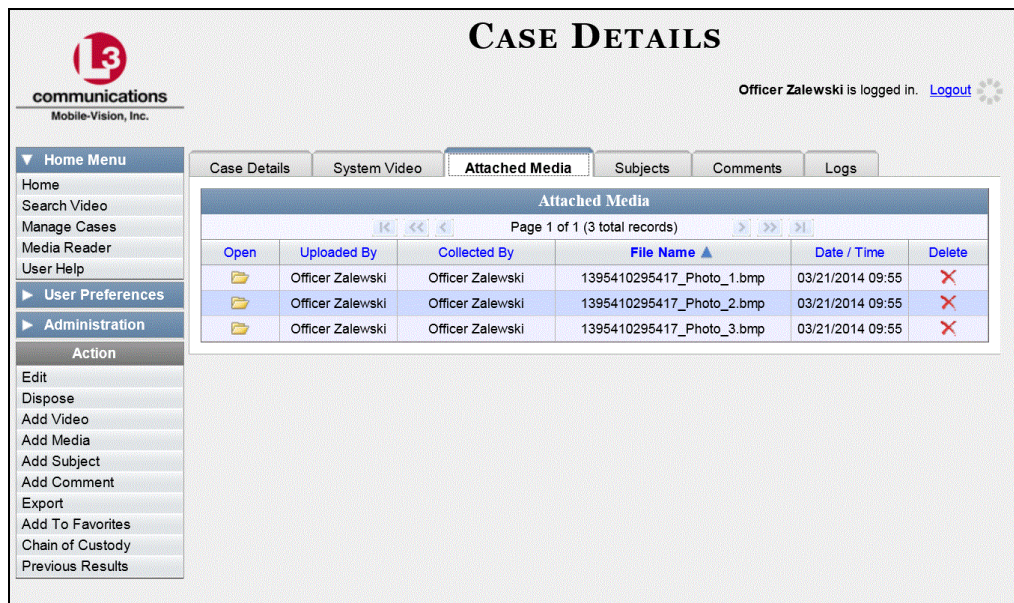
Case Details

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

[Case Details](#) | [System Video](#) | [Attached Media](#) | [Subjects](#) | [Comments](#) | [Logs](#)

Display Name: **Robbery at Volunteer Park** Case Number: **08-000765**
 Status: **Online** Citation Number: **09-007658**
 Owner: **Officer Zalewski** Vehicle Registration #:
 Visible: **Yes** Vehicle Plate #: **PV783T**
 Creation Date: **03/12/2014 14:37** Notations:
 Incident Date: **03/06/2014**

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



Case Details

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

[Case Details](#) | [System Video](#) | [Attached Media](#) | [Subjects](#) | [Comments](#) | [Logs](#)

Attached Media

Page 1 of 1 (3 total records)

Open	Uploaded By	Collected By	File Name ▲	Date / Time	Delete
	Officer Zalewski	Officer Zalewski	1395410295417_Photo_1.bmp	03/21/2014 09:55	
	Officer Zalewski	Officer Zalewski	1395410295417_Photo_2.bmp	03/21/2014 09:55	
	Officer Zalewski	Officer Zalewski	1395410295417_Photo_3.bmp	03/21/2014 09:55	

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

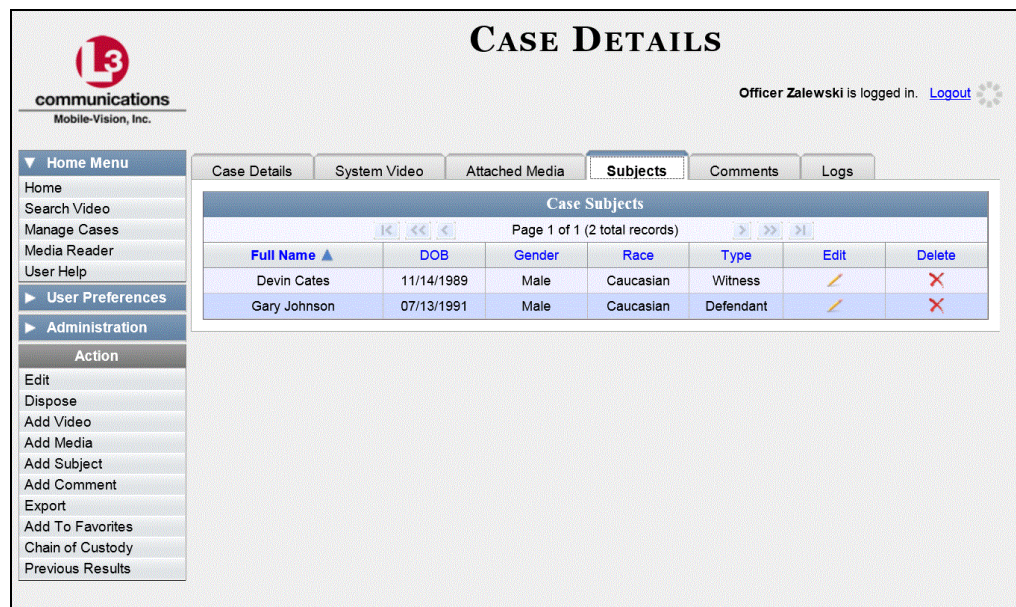
Attached Media Tab	
Column	Description
Play	Play button. Used to view the attached media file.
Uploaded By	The User ID of the officer who attached this media file to the case.
Collected By	The name of the officer who is responsible for collecting this evidence.
File Name	The name of the media file.
Date / Time	The date and time at which this media file was attached to the case. Time displays in hh:mm:ss 24-hour format.
Delete	A button used to permanently delete this media file.

- ▶ 3 To view an attachment, click the icon in the *Play* column.

Viewing/Updating a Case's Subject(s)

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

- 1 Search for and display the case you wish to view. (If necessary, review “Displaying a Case” on page 284.) The Case Details page displays, as pictured on the previous page.
- 2 Click the **Subjects** tab. All subjects that are currently linked to this case display.



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

Case Subjects
Page 1 of 1 (2 total records)

Full Name ▲	DOB	Gender	Race	Type	Edit	Delete
Devin Cates	11/14/1989	Male	Caucasian	Witness		
Gary Johnson	07/13/1991	Male	Caucasian	Defendant		


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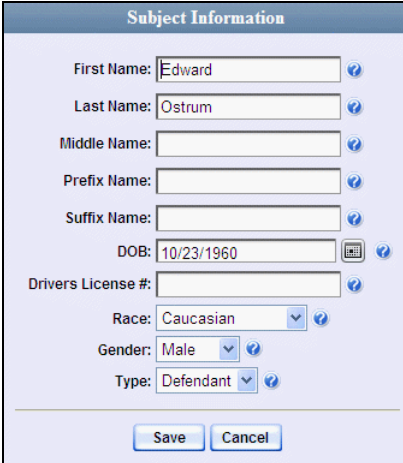
User Preferences

Administration
Action
Edit
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Add Video
Add Media
Add Subject
Add Comment
Export
Add To Favorites
Chain of Custody
Previous Results

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

Subjects Tab	
Column	Description
Full Name	The subject's name.
DOB	The subject's date of birth.
Gender	The subject's gender.
Type	The type of subject (e.g., <i>Witness</i> , <i>Victim</i> , <i>Defendant</i> , etc.). This field's values are defined by the System Administrator.
Edit	A button used to open this subject record in order to update it.
Delete	A button used to delete this subject record.

- To update a subject record, click the  icon in the *Edit* column. The Subject Information popup displays.



The Subject Information popup form contains the following fields and controls:

- First Name: (with a help icon)
- Last Name: (with a help icon)
- Middle Name:
- Prefix Name:
- Suffix Name:
- DOB: (with a calendar icon and a help icon)
- Drivers License #:
- Race: (with a help icon)
- Gender: (with a help icon)
- Type: (with a help icon)

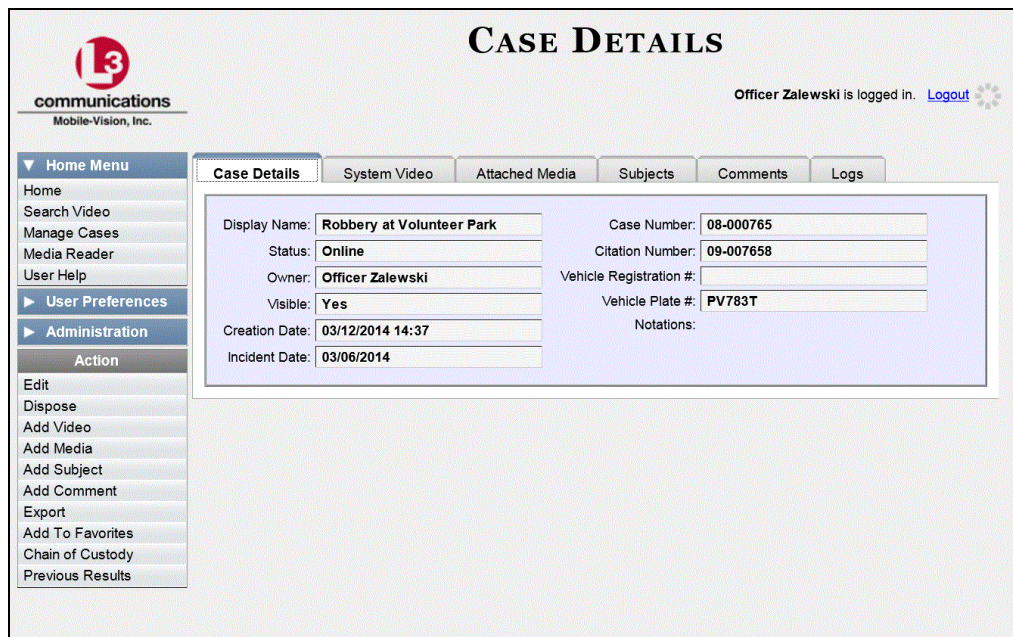
At the bottom of the form are two buttons: **Save** and **Cancel**.

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

Viewing a Case's Comments

This section describes how to view the comment records that are currently linked to a case.

- Search for and display the case you wish to view. (If necessary, review "Displaying a Case" on page 284.) The Case Details page displays.



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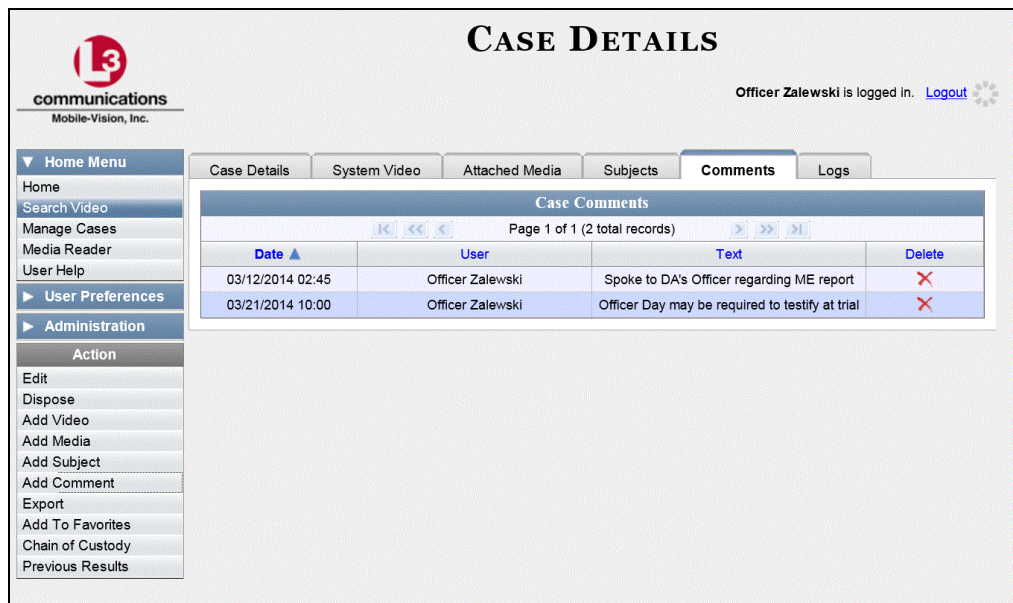
▼ Home Menu
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CASE DETAILS

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

Display Name: **Robbery at Volunteer Park** Case Number: **08-000765**
 Status: **Online** Citation Number: **09-007658**
 Owner: **Officer Zalewski** Vehicle Registration #:
 Visible: **Yes** Vehicle Plate #: **PV783T**
 Creation Date: **03/12/2014 14:37** Notations:
 Incident Date: **03/06/2014**

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



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CASE DETAILS

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

Case Comments
 Page 1 of 1 (2 total records)

Date ▲	User	Text	Delete
03/12/2014 02:45	Officer Zalewski	Spoke to DA's Officer regarding ME report	✗
03/21/2014 10:00	Officer Zalewski	Officer Day may be required to testify at trial	✗

The columns on the Comments tab are described in the table on the next page.

Comments Tab	
Column	Description
Date	The date and time at which this comment was added to the case. Time displays in hh:mm 24-hour format.
User	The User ID of the officer who entered this comment.
Text	The comment itself.
Delete	A button used to permanently delete this comment.

Viewing a Case's Logs

This section describes how to view a case's logs. The case logs show *who* performed various actions on a case and *when*. The case logs can, for example, tell you who created, edited, reactivated, or added media attachments to a case and when.

- 1 Search for and display the case you wish to view. (If necessary, review “Displaying a Case” on page 284.) The Case Details page displays.



Case Details

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

[Case Details](#) | [System Video](#) | [Attached Media](#) | [Subjects](#) | [Comments](#) | [Logs](#)

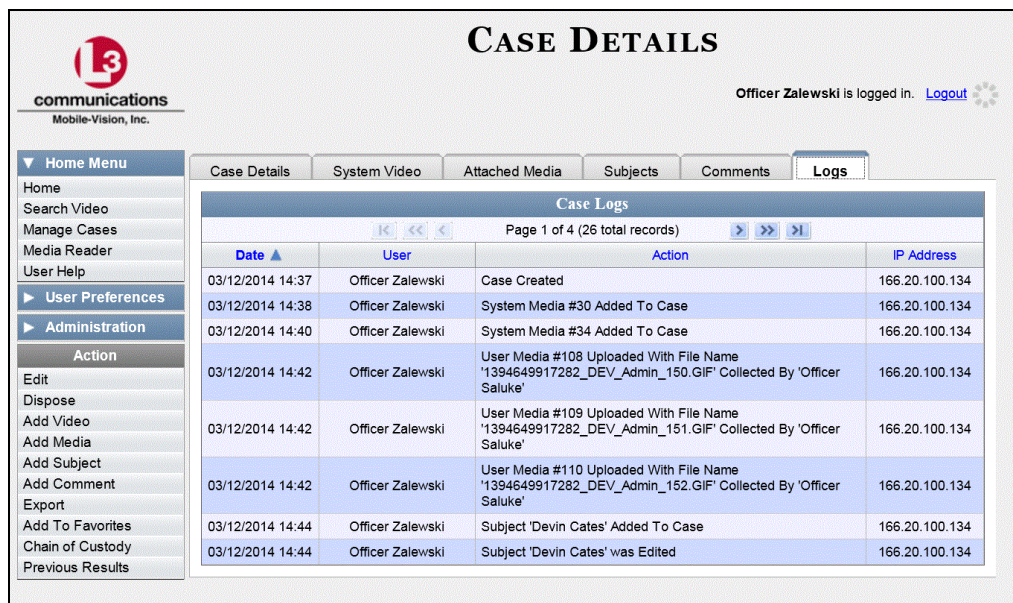
Display Name: **Robbery at Volunteer Park** Case Number: **08-000765**
 Status: **Online** Citation Number: **09-007658**
 Owner: **Officer Zalewski** Vehicle Registration #:
 Visible: **Yes** Vehicle Plate #: **PV783T**
 Creation Date: **03/12/2014 14:37** Notations:
 Incident Date: **03/06/2014**

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

Logs Tab	
Column	Description
Date	The date and time at which this action occurred.
User	The name of the user who performed this action.
Action	The specific action that was performed on this case.
IP Address	The IP address of the PC on which this case action was performed.

- Click the **Logs** tab. The case’s log records display. If there are more than eight log records for the selected case, use the navigation arrows at the top of the page to scan through the list.



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

Case Logs
 Page 1 of 4 (26 total records)

Date ▲	User	Action	IP Address
03/12/2014 14:37	Officer Zalewski	Case Created	166.20.100.134
03/12/2014 14:38	Officer Zalewski	System Media #30 Added To Case	166.20.100.134
03/12/2014 14:40	Officer Zalewski	System Media #34 Added To Case	166.20.100.134
03/12/2014 14:42	Officer Zalewski	User Media #108 Uploaded With File Name '1394649917282_DEV_Admin_150.GIF' Collected By 'Officer Saluke'	166.20.100.134
03/12/2014 14:42	Officer Zalewski	User Media #109 Uploaded With File Name '1394649917282_DEV_Admin_151.GIF' Collected By 'Officer Saluke'	166.20.100.134
03/12/2014 14:42	Officer Zalewski	User Media #110 Uploaded With File Name '1394649917282_DEV_Admin_152.GIF' Collected By 'Officer Saluke'	166.20.100.134
03/12/2014 14:44	Officer Zalewski	Subject 'Devin Cates' Added To Case	166.20.100.134
03/12/2014 14:44	Officer Zalewski	Subject 'Devin Cates' was Edited	166.20.100.134

Viewing a Restricted Case’s Authorized Users

This section describes how to view a list of those users who have permission to access a restricted case. For more on restricted cases, see “Creating a Restricted Case” on page 272.

- Search for and display the restricted case you wish to view. (If necessary, review “Displaying a Case” on page 284.)



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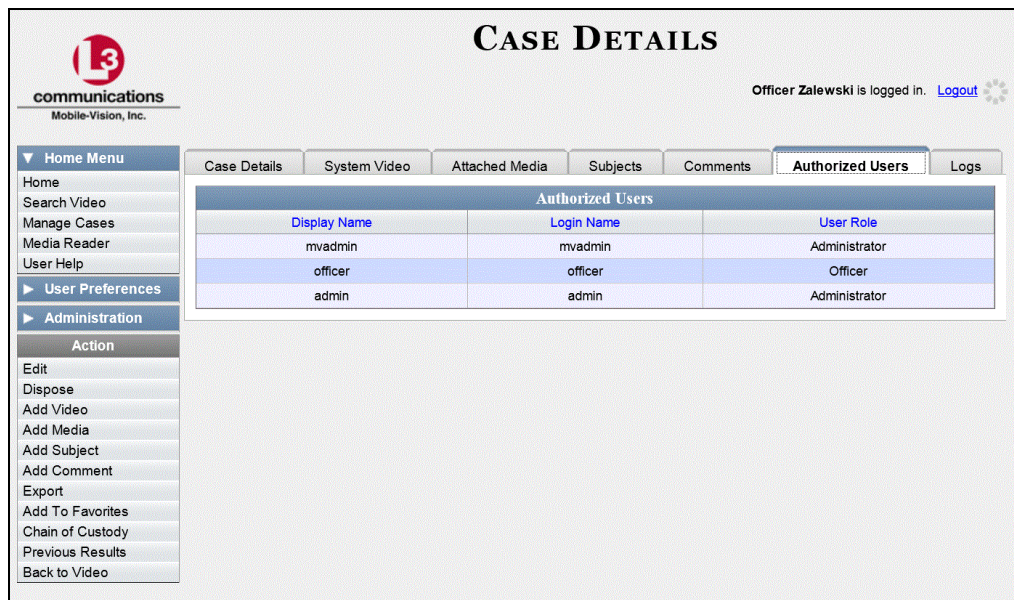
CASE DETAILS

Case Details | System Video | Attached Media | Subjects | Comments | Authorized Users | Logs

Display Name: **Mugging in LH Park** Case Number: **07-000453**
 Status: **Online** Citation Number:
 Owner: **Officer Zalewski** Vehicle Registration #:
 Restricted Viewing: **Yes** Vehicle Plate #:
 Creation Date: **03/21/2014 10:21** Notations:
 Incident Date: **03/06/2014**

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2 Click the **Authorized Users** tab. The list of authorized users for this case displays.



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CASE DETAILS

Case Details | System Video | Attached Media | Subjects | Comments | **Authorized Users** | Logs

Authorized Users

Display Name	Login Name	User Role
mvadmin	mvadmin	Administrator
officer	officer	Officer
admin	admin	Administrator

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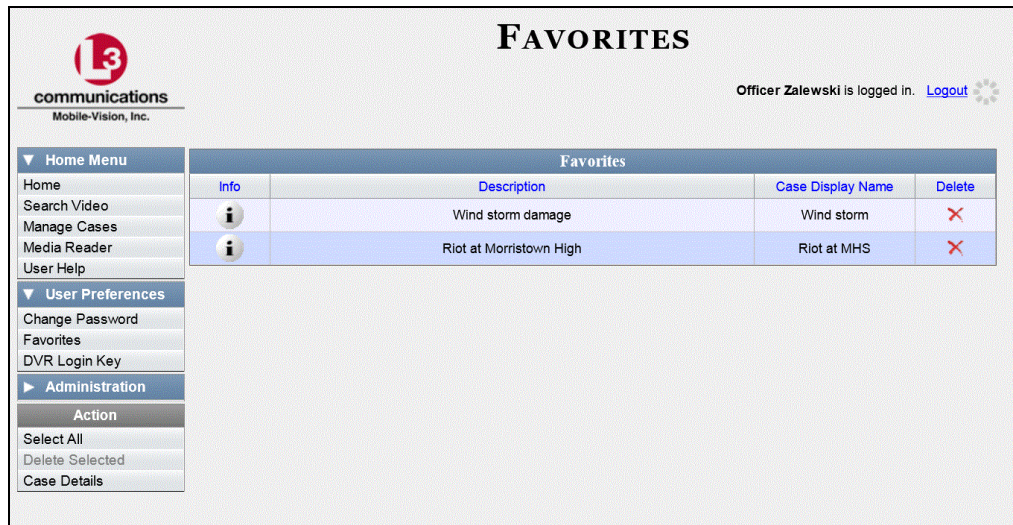
For instructions on adding/removing users from this list, refer to the following sections:

- Adding a User to a Restricted Case, page 309, beginning with step 3
- Removing a User from a Restricted Case, page 311, beginning with step 3.


Viewing Your List of Favorite Cases

This section describes how to view cases on your “Favorites” list. For more information on this feature, see page 314.

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



Home Menu		Favorites		
Home	Info	Description	Case Display Name	Delete
Search Video	i	Wind storm damage	Wind storm	×
Manage Cases	i	Riot at Morristown High	Riot at MHS	×
Media Reader				
User Help				
User Preferences				
Change Password				
Favorites				
DVR Login Key				
Administration				
Action				
Select All				
Delete Selected				
Case Details				

-  2 To access one of the cases on your list, click the Info icon to the left of the case you wish to view. The Case Details page displays. For a detailed description of the components on this page, see the table beginning on page 285.

For instructions on adding/removing a case from this list, see:

- Adding a Case to Your List of Favorites, page 314
- Removing a Case from Your List of Favorites, page 315, beginning with step 2.

Updating a Case

Periodically, you may need to add/remove data from a case, including videos, subject names, media attachments, and comments.

For specific instructions, see:

- Adding a Video to a Case, next page
- Removing a Video from a Case, page 300
- Adding a Media Attachment to a Case, page 301
- Removing a Media Attachment from a Case, page 303
- Adding a Subject to a Case, page 303
- Removing a Subject from a Case, page 305
- Adding a Comment to a Case, page 307

(Continued)

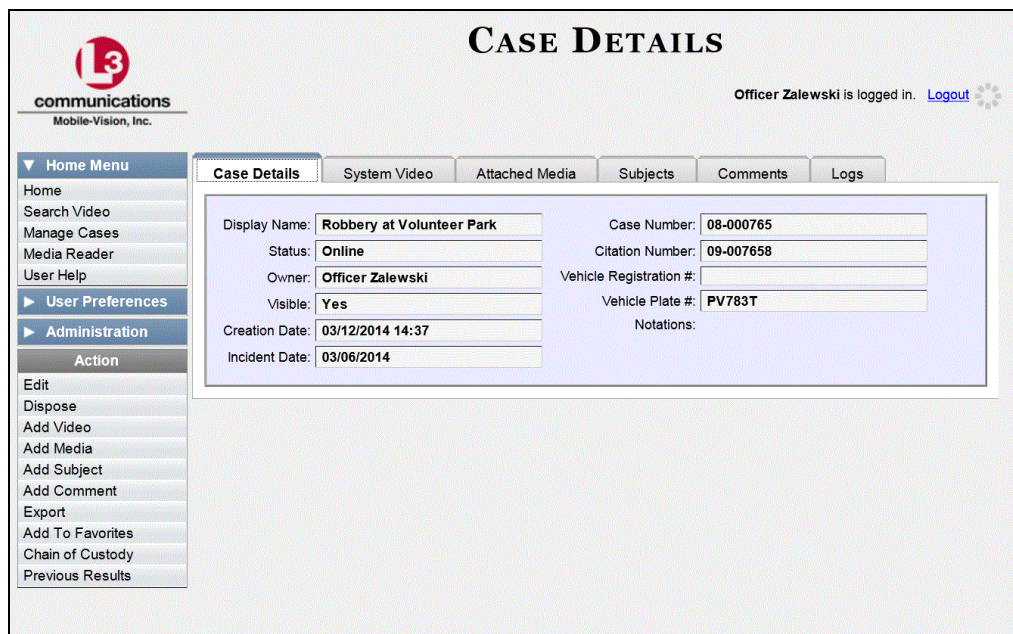
- Removing a Comment from a Case, page 307
- Adding a User to a Restricted Case, page 309
- Removing a User from a Restricted Case, page 311.

Typically, you can only update cases that you *own*. Depending on your permissions, however, you may be able to update other cases as well.

Adding a Video to a Case

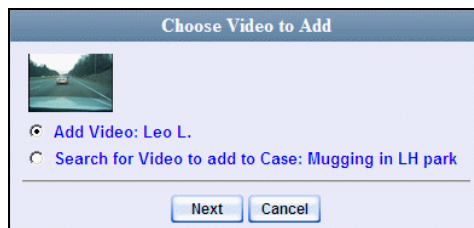
This section describes how to add a video to an existing case. In order to perform this task, you must be the case's owner or have *edit* permissions.

- 1 Search for and display the case you wish to add a video to. (If necessary, review "Displaying a Case" on page 284.) The Case Details page displays.



The screenshot shows the 'CASE DETAILS' page. At the top left is the L3 Mobile-Vision logo. The user 'Officer Zalewski' is logged in. The page has a navigation menu on the left with options like 'Home Menu', 'User Preferences', 'Administration', and 'Action'. The main content area shows case details for 'Robbery at Volunteer Park' with fields for Display Name, Status (Online), Owner (Officer Zalewski), Visible (Yes), Creation Date (03/12/2014 14:37), Incident Date (03/06/2014), Case Number (08-000765), Citation Number (09-007658), Vehicle Registration #, and Vehicle Plate # (PV783T).

- 2 Go to the **Action** column and click **Add Video**. The Choose Video to Add popup displays.



The 'Choose Video to Add' dialog shows a video thumbnail and two radio button options: 'Add Video: Leo L.' (selected) and 'Search for Video to add to Case: Mugging in LH park'. There are 'Next' and 'Cancel' buttons at the bottom.

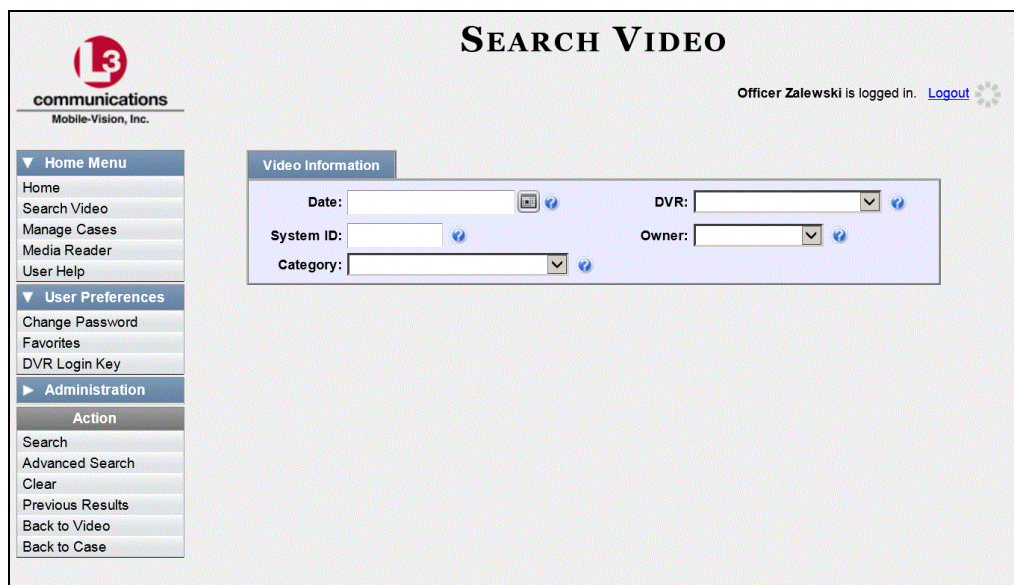
If you've viewed a video since you last logged onto the system, the most recent video you viewed will display on this popup.

- ⇒ If *one* radio button displays on this popup, skip to step 4.
- ⇒ If *two* radio buttons display on this popup, proceed to the next step.

- 3** If you wish to add the displayed video to your case, click **Next**. Skip to step 8.
– OR –

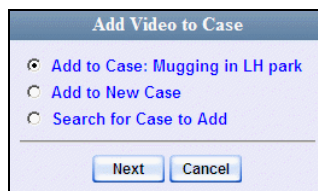
If you do *not* wish to add the displayed video name to your case, select **Search for Video to add to Case**.

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



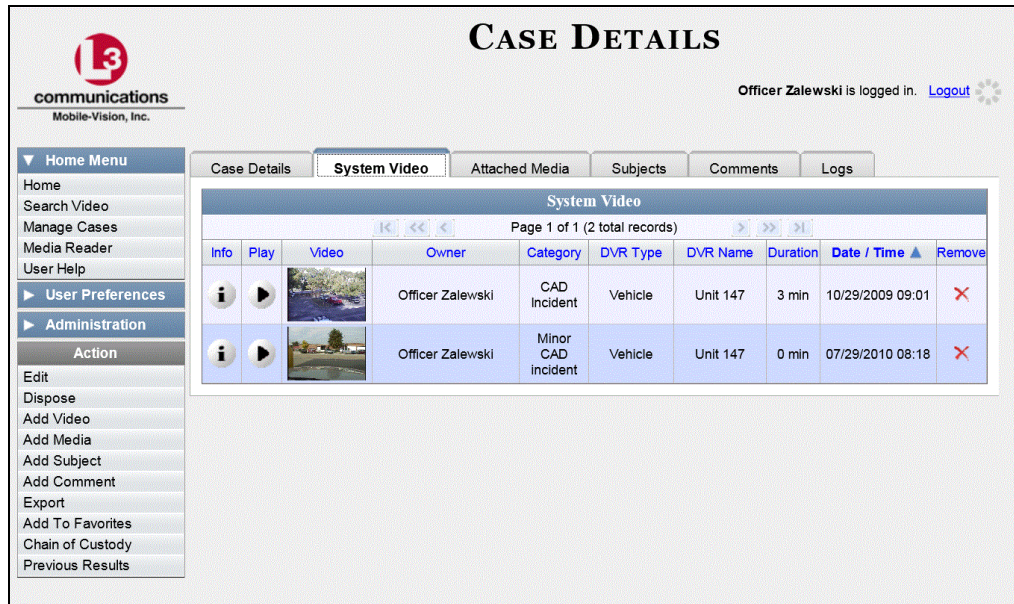
- 5** Search for and display the video you wish to add. (If necessary, review “Searching for Videos” in chapter 2.)

- 6** Go to the **Action** column and click **Add To Case**. The Add Video to Case popup displays.



- 7** Click **Next**. The Case Details page redisplay.

- 8** Click the **System Video** tab. The new video now displays on the case's video list.



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

System Video
 Page 1 of 1 (2 total records)

Info	Play	Video	Owner	Category	DVR Type	DVR Name	Duration	Date / Time	Remove
			Officer Zalewski	CAD Incident	Vehicle	Unit 147	3 min	10/29/2009 09:01	
			Officer Zalewski	Minor CAD Incident	Vehicle	Unit 147	0 min	07/29/2010 08:18	

- To add another video to this case, repeat steps 2 through 8.

Removing a Video from a Case

This section describes how to remove a video from an existing case. In order to perform this task, you must be the case's owner or have *edit* permissions.

- Search for and display the case you wish to remove a video from. (If necessary, review "Displaying a Case" on page 284.) The Case Details page displays.



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


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

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

Display Name: **Robbery at Volunteer Park** Case Number: **08-000765**
 Status: **Online** Citation Number: **09-007658**
 Owner: **Officer Zalewski** Vehicle Registration #:
 Visible: **Yes** Vehicle Plate #: **PV783T**
 Creation Date: **03/12/2014 14:37** Notations:
 Incident Date: **03/06/2014**

- 2 Click the **System Video** tab. All the videos that are currently linked to this case display, as pictured on the previous page.

For a description of the columns on the **System Video** tab, see page 289.

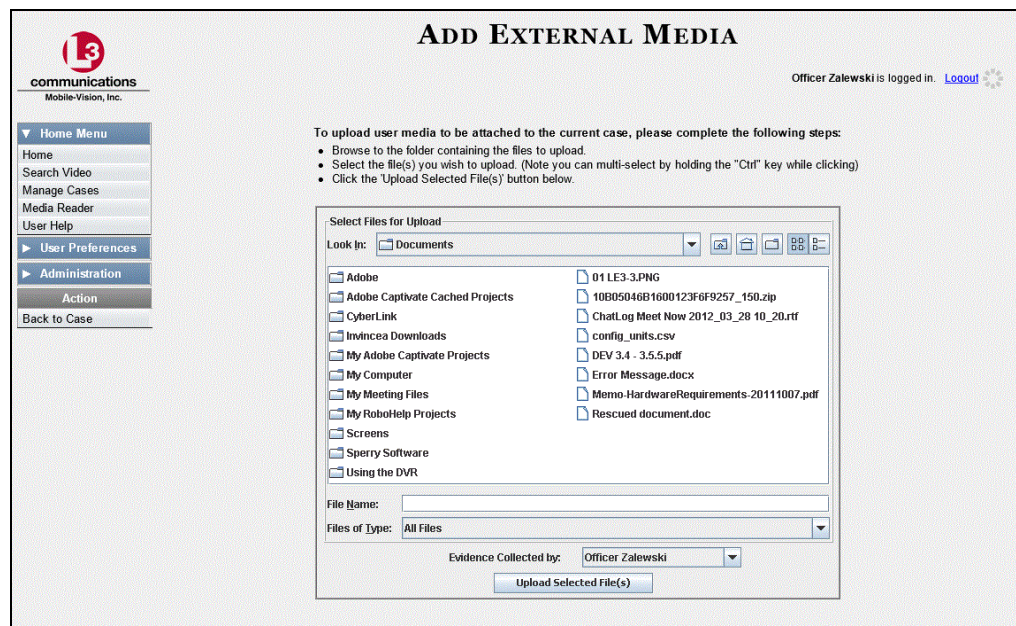
- 3 Locate the video you wish to remove, then go to the *Remove* column and click . The system removes the selected video from the case's video list.

Adding a Media Attachment to a Case

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

In order to perform this task, you must be the case's owner or have *edit* permissions.

- 1 Search for and display the case you wish to attach a file to. (If necessary, review "Displaying a Case" on page 284.) The Case Details page displays, as pictured on the previous page.
- 2 Go to the **Action** column and click **Add Media**. The Add External Media page displays, as pictured below.
- 3 Using the *Look in* drop-down list, navigate to the disk drive location where the file is located.



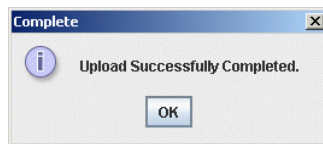
- 4 Click on the file or files you wish to link. To select more than one file, hold the **Ctrl** key down while you click on each file.

- If the owner of this case is the same person responsible for collecting this evidence (default), skip to step 7.


– OR –

If the owner of this case is *not* the same person responsible for collecting this evidence, proceed to the next step.

- Go to the *Evidence Collected By* field and select the name of the officer who is responsible for collecting this evidence.
- Once all the desired files are highlighted, click **Upload Selected File(s)**. After the selected files are uploaded, a confirmation message displays.



- Click **OK**.
- Go to the **Action** column and click **Back to Case**. The Case Details page redisplay.
- Click the **Attached Media** tab. Your newly added files display on the Attached Media list.



CASE DETAILS

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

- Home Menu
- Home
- Search Video
- Manage Cases
- Media Reader
- User Help
- User Preferences
- Administration
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- Dispose
- Add Video
- Add Media
- Add Subject
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- Previous Results

Case Details
System Video
Attached Media
Subjects
Comments
Logs

Attached Media

Page 1 of 1 (3 total records)

Open	Uploaded By	Collected By	File Name ▲	Date / Time	Delete
📁	Officer Zalewski	Officer Zalewski	1395410295417_Photo_1.bmp	03/21/2014 09:55	✖
📁	Officer Zalewski	Officer Zalewski	1395410295417_Photo_2.bmp	03/21/2014 09:55	✖
📁	Officer Zalewski	Officer Zalewski	1395410295417_Photo_3.bmp	03/21/2014 09:55	✖

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Removing a Media Attachment from a Case

This section describes how to remove a media file from a case. In order to perform this task, you must be the case's owner or have *edit* permissions.


- 1 Search for and display the case you wish to remove an attachment from. (If necessary, review "Displaying a Case" on page 284.) The Case Details page displays.



CASE DETAILS	
Display Name:	Robbery at Volunteer Park
Status:	Online
Owner:	Officer Zalewski
Visible:	Yes
Creation Date:	03/12/2014 14:37
Incident Date:	03/06/2014
Case Number:	08-000765
Citation Number:	09-007658
Vehicle Registration #:	
Vehicle Plate #:	PV783T
Notations:	

- 2 Click the **Attached Media** tab. All files that are currently linked to this case display, as pictured on the previous page.

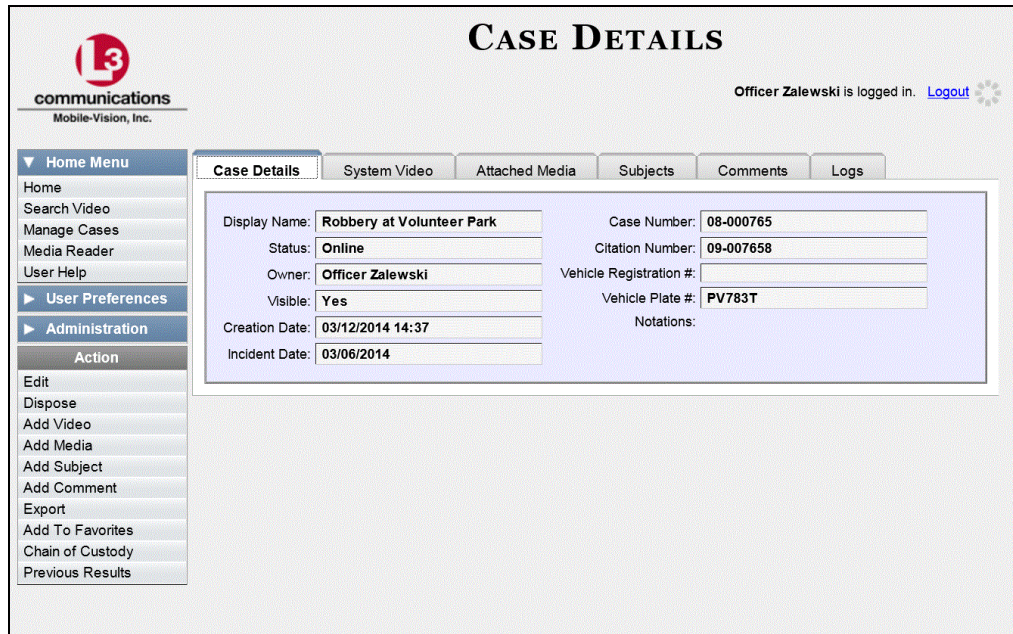
For a description of the columns on the **Attached Media** tab, see page 291.

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

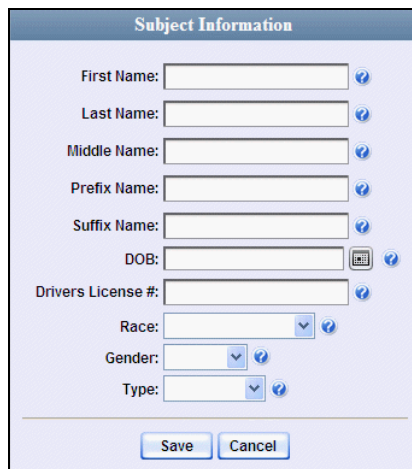
Adding a Subject to a Case

This section describes how to add a subject name to a case. In order to perform this task, you must be the case's owner or have *edit* permissions.

- 1 Search for and display the case you wish to add a subject to. (If necessary, review "Displaying a Case" on page 284.) The Case Details page displays.



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



- Enter the subject's name in the following fields:

- First Name
- Last Name
- Middle Name, if applicable
- Prefix Name (Mr., Mrs., Ms., etc.)
- Suffix Name, if applicable (Jr., III, etc.)

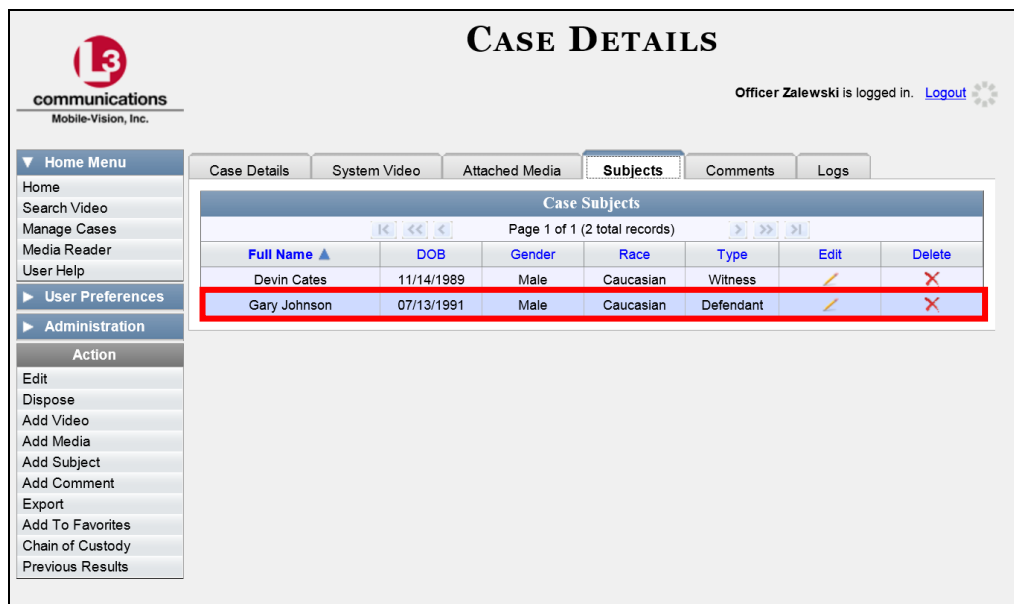


- Enter or select the subject's date of birth in the *DOB* field. Observe mm/dd/yyyy format.

- 5 If you know the subject's driver's license number, enter it in the *Driver's License #* field. Otherwise proceed to the next step.
- 6 If your agency is using the *Race* field, select the subject's race from the *Race* drop-down list. Otherwise proceed to the next step.
- 7 Select the subject's gender from the *Gender* drop-down list.
- 8 Select the type of subject from the *Type* drop-down list.
- 9 Click **Save**. A confirmation message displays.

Subject Edward Ostrum successfully saved.

- 10 Click the **Subjects** tab. Your newly added subject displays.



Case Details

communications Mobile-Vision, Inc. Officer Zalewski is logged in. [Logout](#)

Home Menu
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Media Reader
User Help

User Preferences

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Previous Results

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

Case Subjects

Page 1 of 1 (2 total records)

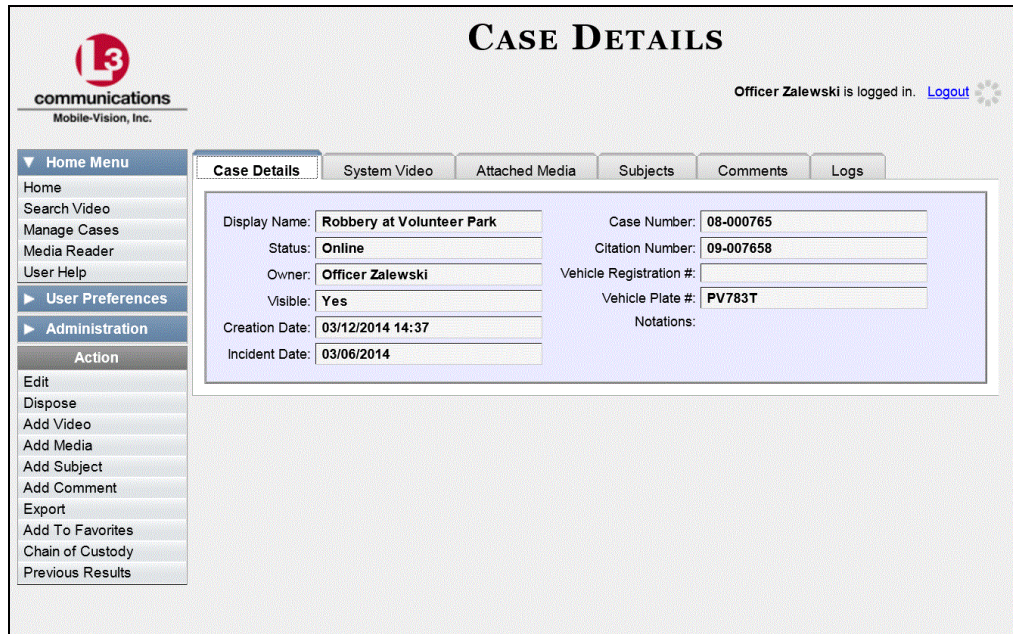
Full Name ▲	DOB	Gender	Race	Type	Edit	Delete
Devin Cates	11/14/1989	Male	Caucasian	Witness		
Gary Johnson	07/13/1991	Male	Caucasian	Defendant		

- 11 To add another subject to this case, repeat steps 2 – 9.

Removing a Subject from a Case

This section describes how to remove an existing subject name from a case. In order to perform this task, you must be the case's owner or have *edit* permissions.

- 1 Search for and display the case you wish to remove a subject from. (If necessary, review "Displaying a Case" on page 284.) The Case Details page displays.



CASE DETAILS

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Mobile-Vision, Inc.

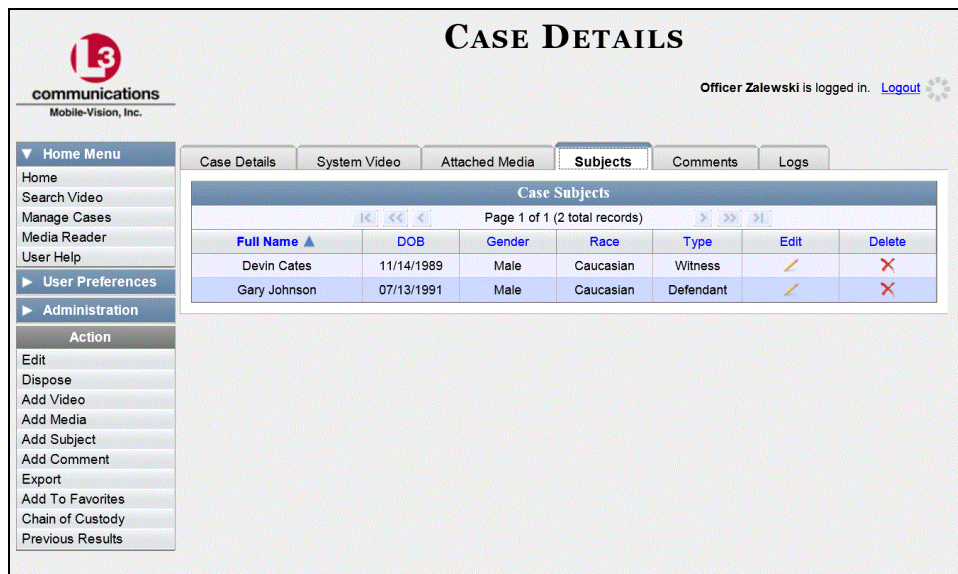
Officer Zalewski is logged in. [Logout](#)

▼ Home Menu
Home
Search Video
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Media Reader
User Help
▶ User Preferences
▶ Administration
Action
Edit
Dispose
Add Video
Add Media
Add Subject
Add Comment
Export
Add To Favorites
Chain of Custody
Previous Results

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

Display Name: **Robbery at Volunteer Park** Case Number: **08-000765**
 Status: **Online** Citation Number: **09-007658**
 Owner: **Officer Zalewski** Vehicle Registration #:
 Visible: **Yes** Vehicle Plate #: **PV783T**
 Creation Date: **03/12/2014 14:37** Notations:
 Incident Date: **03/06/2014**

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



CASE DETAILS

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Mobile-Vision, Inc.


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

▼ Home Menu
Home
Search Video
Manage Cases
Media Reader
User Help
▶ User Preferences
▶ Administration
Action
Edit
Dispose
Add Video
Add Media
Add Subject
Add Comment
Export
Add To Favorites
Chain of Custody
Previous Results

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

Case Subjects
Page 1 of 1 (2 total records)

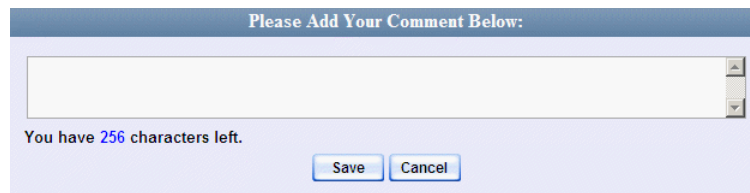
Full Name ▲	DOB	Gender	Race	Type	Edit	Delete
Devin Cates	11/14/1989	Male	Caucasian	Witness		
Gary Johnson	07/13/1991	Male	Caucasian	Defendant		

3 Locate the subject name you wish to remove, then go to the *Delete* column and click . The system removes the selected subject from the case's *Subjects* list.

Adding a Comment to a Case

This section describes how to add a comment to a case. In order to perform this task, you must be the case's owner or have *edit* permissions.

- 1 Search for and display the case you wish to add a comment to. (If necessary, review "Displaying a Case" on page 284.) The Case Details page displays, as pictured on the previous page.
- 2 Go to the **Action** column and click **Add Comment**. The Please Add Your Comment Below popup displays.

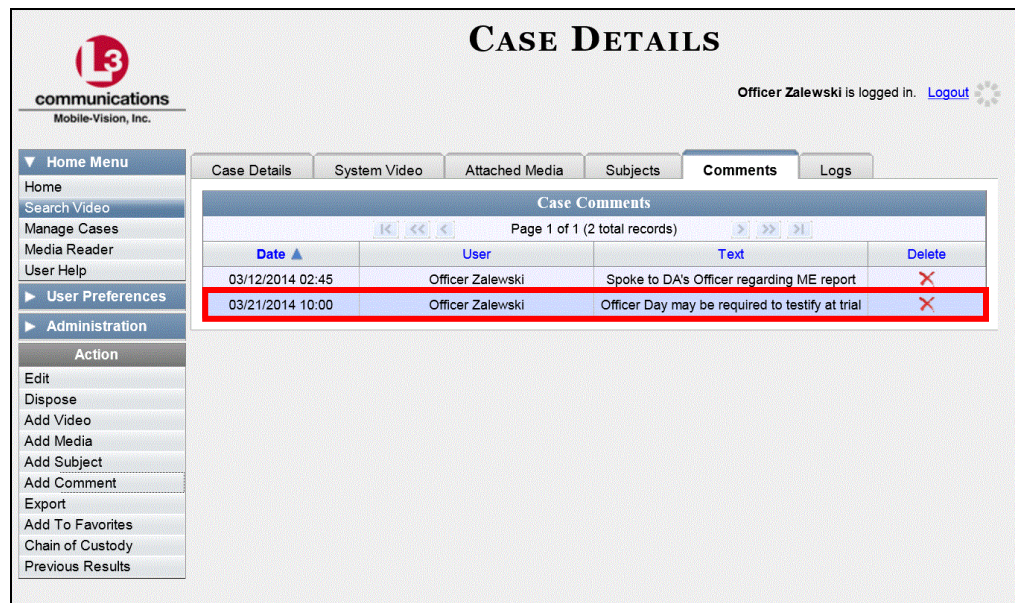


Please Add Your Comment Below:

You have 256 characters left.

Save Cancel

- 3 Enter your comment in the space provided, then click **Save**.
- 4 Click the **Comments** tab. The new comment displays on the *Comments* list.



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

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

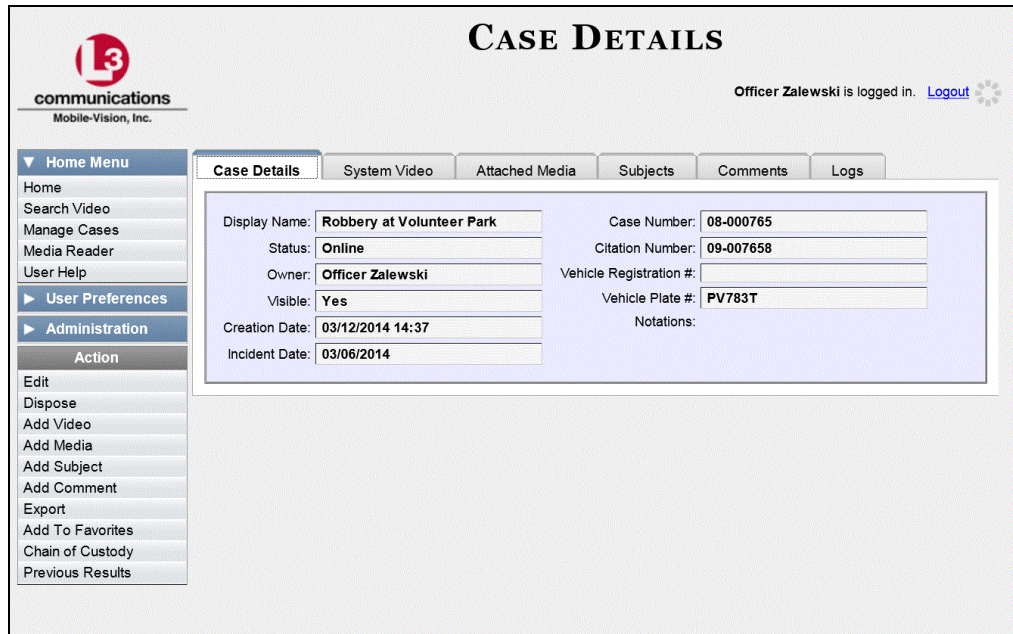
Case Comments
Page 1 of 1 (2 total records)

Date ▲	User	Text	Delete
03/12/2014 02:45	Officer Zalewski	Spoke to DA's Officer regarding ME report	✕
03/21/2014 10:00	Officer Zalewski	Officer Day may be required to testify at trial	✕

Removing a Comment from a Case

This section describes how to remove an existing comment from a case. In order to perform this task, you must be the case's owner or have *edit* permissions.

- 1 Search for and display the case you wish to remove a comment from. (If necessary, review "Displaying a Case" on page 284.) The Case Details page displays.



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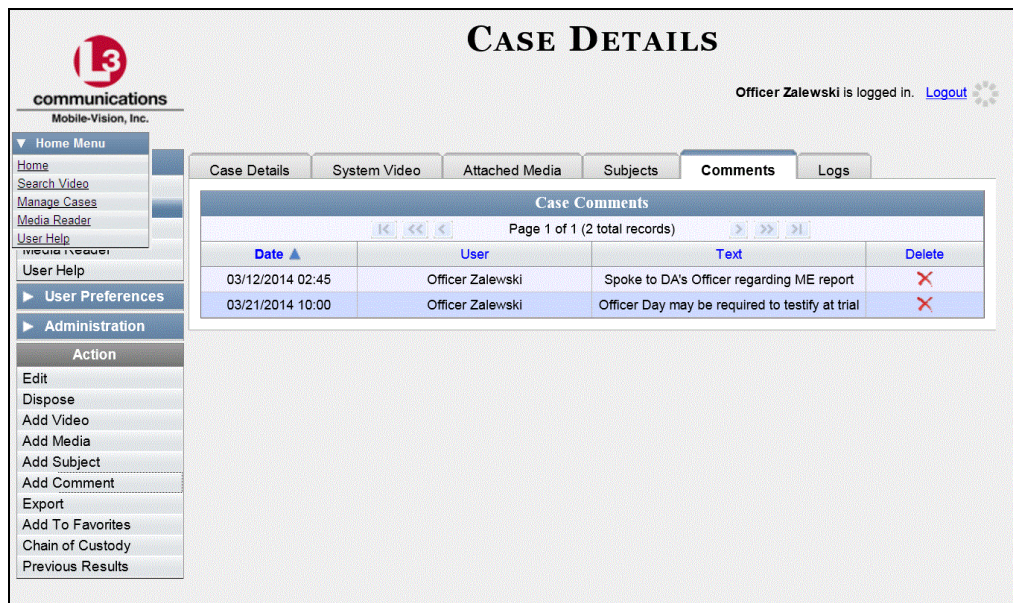
Officer Zalewski is logged in. [Logout](#)

CASE DETAILS

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

Display Name: **Robbery at Volunteer Park** Case Number: **08-000765**
 Status: **Online** Citation Number: **09-007658**
 Owner: **Officer Zalewski** Vehicle Registration #:
 Visible: **Yes** Vehicle Plate #: **PV783T**
 Creation Date: **03/12/2014 14:37** Notations:
 Incident Date: **03/06/2014**

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



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CASE DETAILS

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

Case Comments
Page 1 of 1 (2 total records)

Date ▲	User	Text	Delete
03/12/2014 02:45	Officer Zalewski	Spoke to DA's Officer regarding ME report	
03/21/2014 10:00	Officer Zalewski	Officer Day may be required to testify at trial	

The columns on this tab are described on page 294.

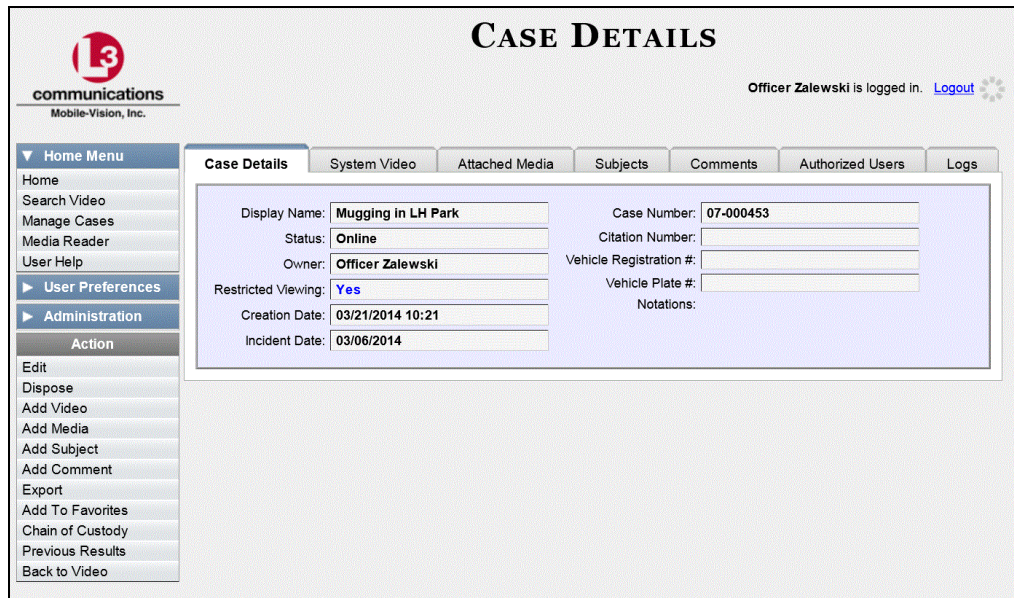
3 Locate the comment you wish to remove, then go to the *Delete* column and click . The system removes the selected comment from the case's *Comments* list.

Adding a User to a Restricted Case

This section describes how to add a user to the *Authorized Users* list for a restricted case. For more on restricted cases, see “Creating a Restricted Case” on page 272.

In order to perform this task, you must be the case’s owner or have *edit* permissions.

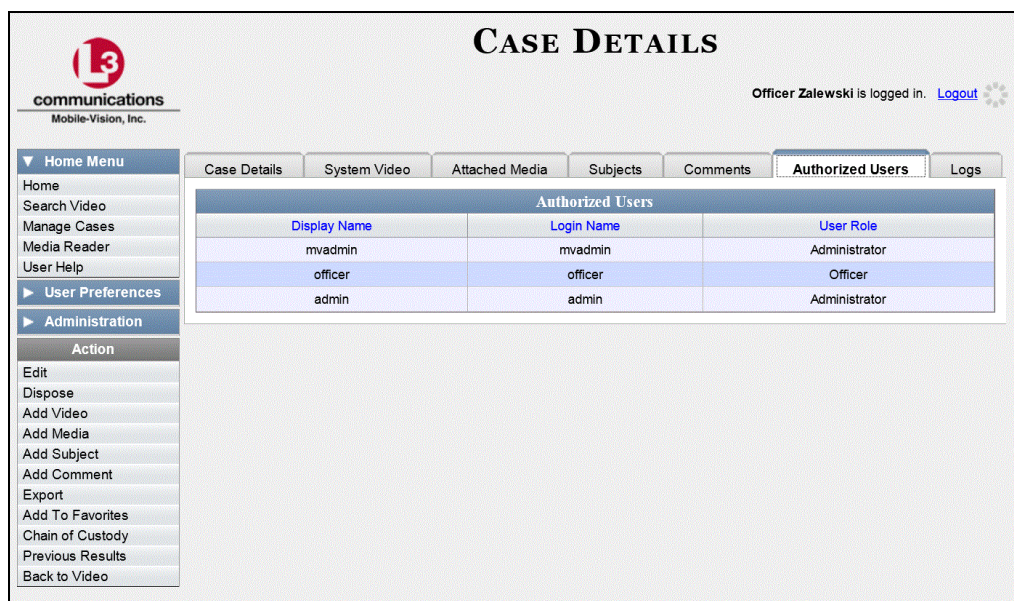
- 1 Search for and display the restricted case you wish to add a user to. (If necessary, review “Displaying a Case” on page 284.)



The screenshot shows the 'CASE DETAILS' page for a case titled 'Mugging in LH Park'. The page includes a navigation menu on the left and a main content area with several tabs: Case Details, System Video, Attached Media, Subjects, Comments, Authorized Users, and Logs. The 'Case Details' tab is active, displaying the following information:

Display Name:	Mugging in LH Park	Case Number:	07-000453
Status:	Online	Citation Number:	
Owner:	Officer Zalewski	Vehicle Registration #:	
Restricted Viewing:	Yes	Vehicle Plate #:	
Creation Date:	03/21/2014 10:21	Notations:	
Incident Date:	03/06/2014		

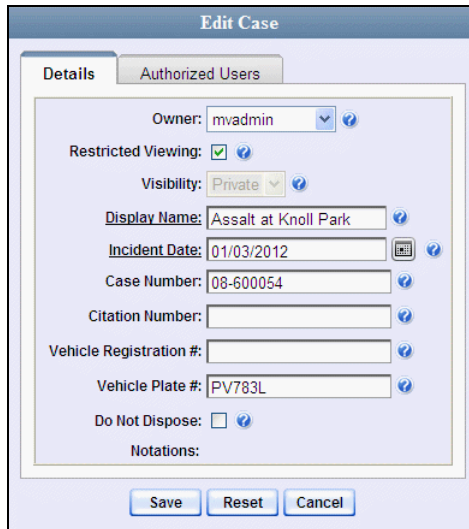
- 2 Click the **Authorized Users** tab. The list of existing authorized users for this case displays.



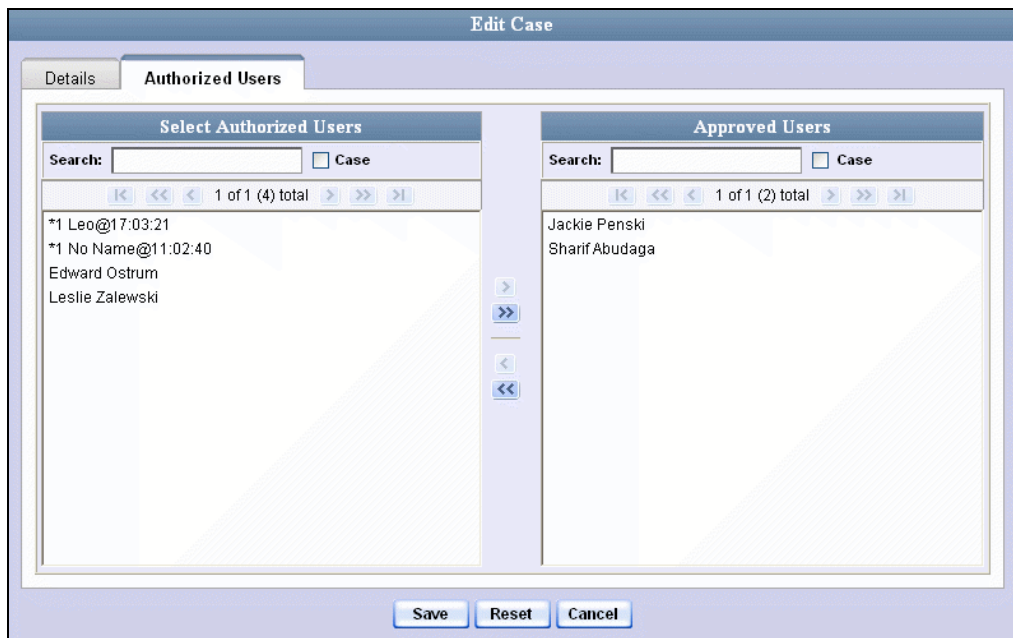
The screenshot shows the 'CASE DETAILS' page with the 'Authorized Users' tab selected. The page displays a table of authorized users for the case:

Display Name	Login Name	User Role
madmin	madmin	Administrator
officer	officer	Officer
admin	admin	Administrator

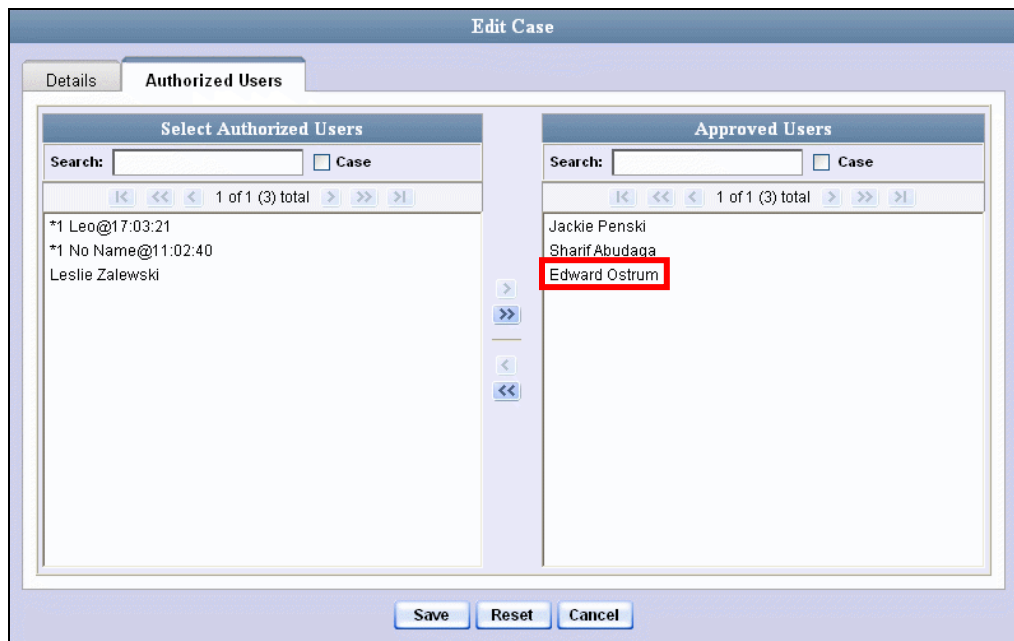
- Go to the **Action** column and click **Edit**. The Edit Case form displays.



- Click the **Authorized Users** tab. The Authorized Users selection form displays.



- Go to the left column (Select Authorized Users) and click on the user you wish to add. If the user name is not visible, either use the navigation arrows at the top of the column to scan through the list, *or* enter the user's name in the *Search* field.
- Once you've highlighted the appropriate user, click the right arrow located in the center column. The selected user name moves to the right column (Approved Users).



- 7 Click **Save**. A confirmation message displays at the top of the Case Details page.

Case Assault at Knoll Park successfully saved

Removing a User from a Restricted Case

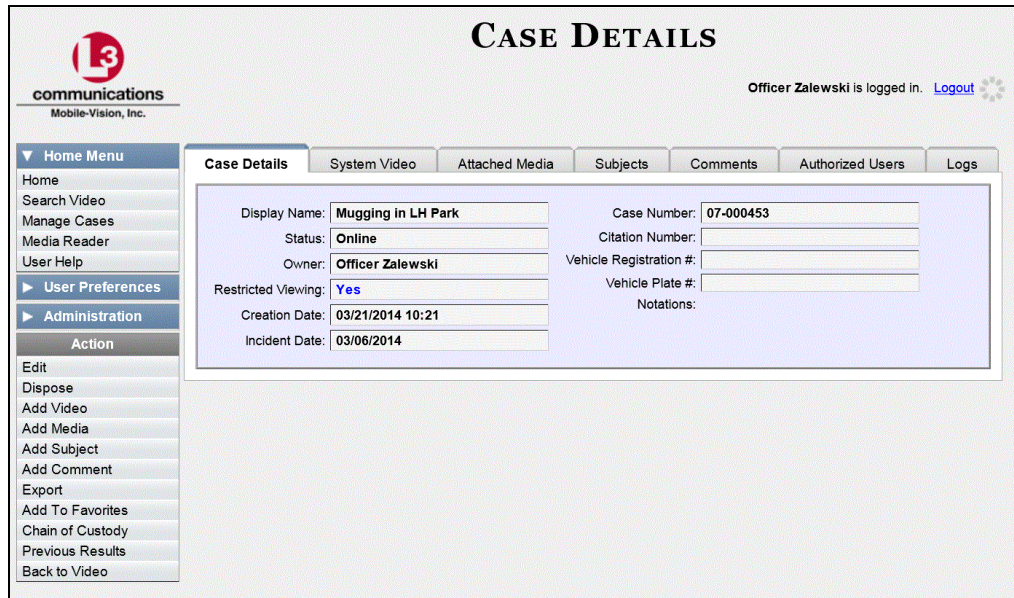
This section describes how to remove a user from the *Authorized Users* list for a restricted case. For more on restricted cases, see “Creating a Restricted Case” on page 272.

In order to perform this task, you must be the case’s owner or have *edit* permissions.

- 1 Search for and display the restricted case you wish to remove a user from. (If necessary, review “Displaying a Case” on page 284.)

The Case Details page displays.

(Continued)



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CASE DETAILS

Case Details | System Video | Attached Media | Subjects | Comments | Authorized Users | Logs

Display Name: Case Number:

Status: Citation Number:

Owner: Vehicle Registration #:

Restricted Viewing: Vehicle Plate #:

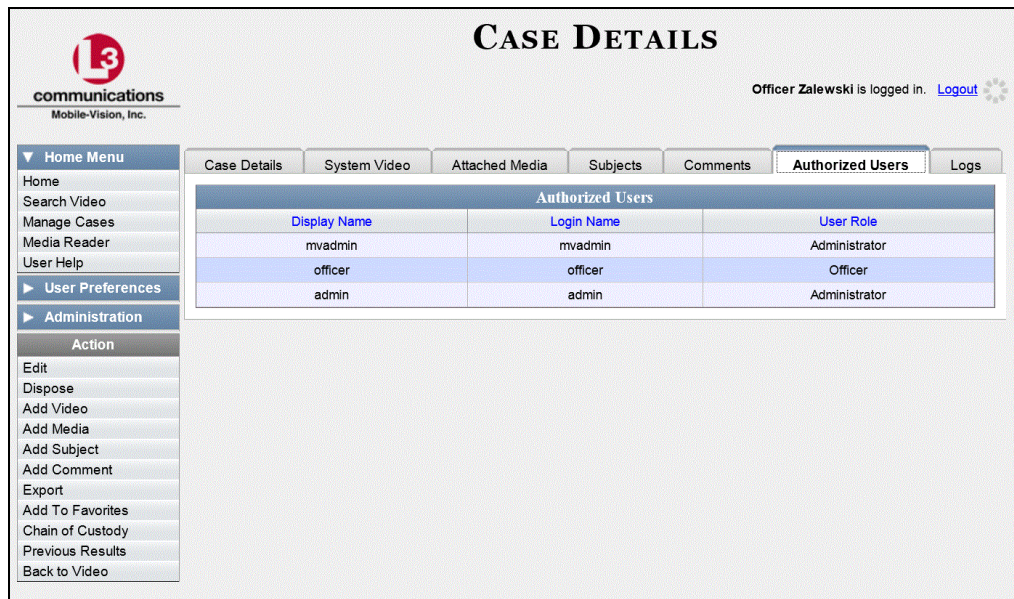
Creation Date: Notations:

Incident Date:

Home Menu

- Home
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- User Help
- User Preferences**
- Administration**
- Action**
- Edit
- Dispose
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- Add Media
- Add Subject
- Add Comment
- Export
- Add To Favorites
- Chain of Custody
- Previous Results
- Back to Video

- Click the **Authorized Users** tab. The list of existing authorized users for this case displays.



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

CASE DETAILS

Case Details | System Video | Attached Media | Subjects | Comments | **Authorized Users** | Logs

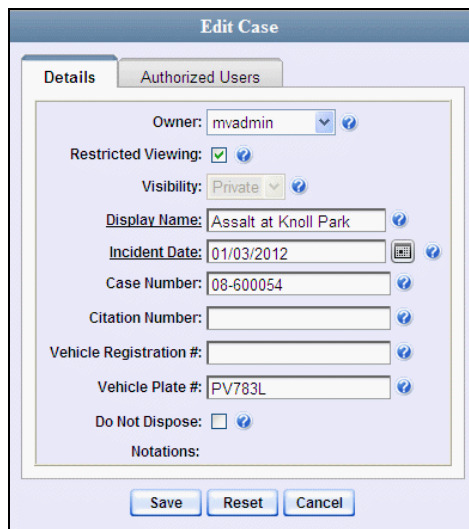
Authorized Users

Display Name	Login Name	User Role
mvadmin	mvadmin	Administrator
officer	officer	Officer
admin	admin	Administrator

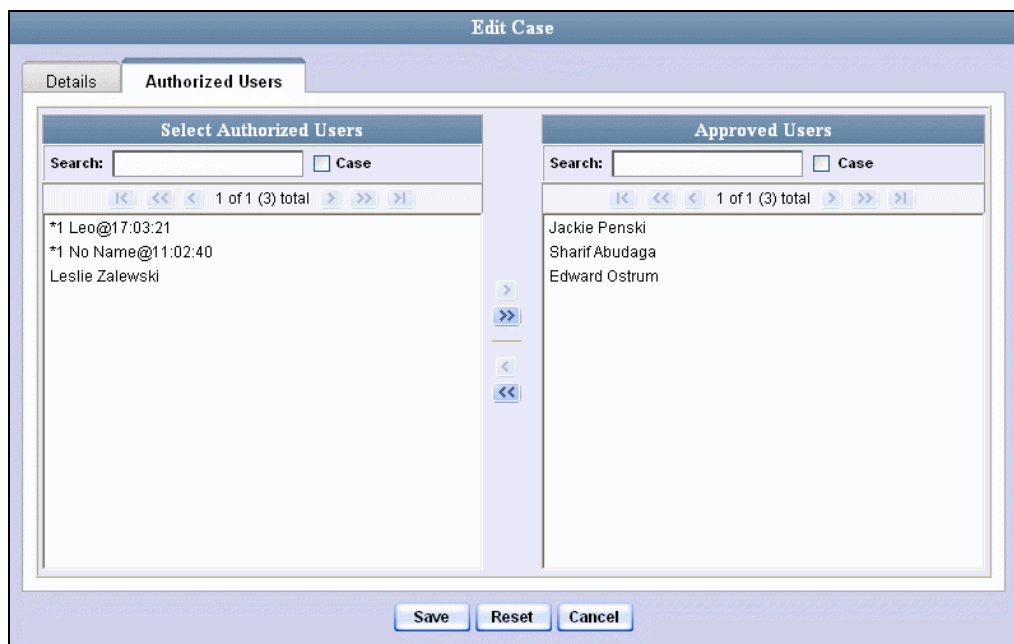
Home Menu

- Home
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- User Help
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- Administration**
- Action**
- Edit
- Dispose
- Add Video
- Add Media
- Add Subject
- Add Comment
- Export
- Add To Favorites
- Chain of Custody
- Previous Results
- Back to Video

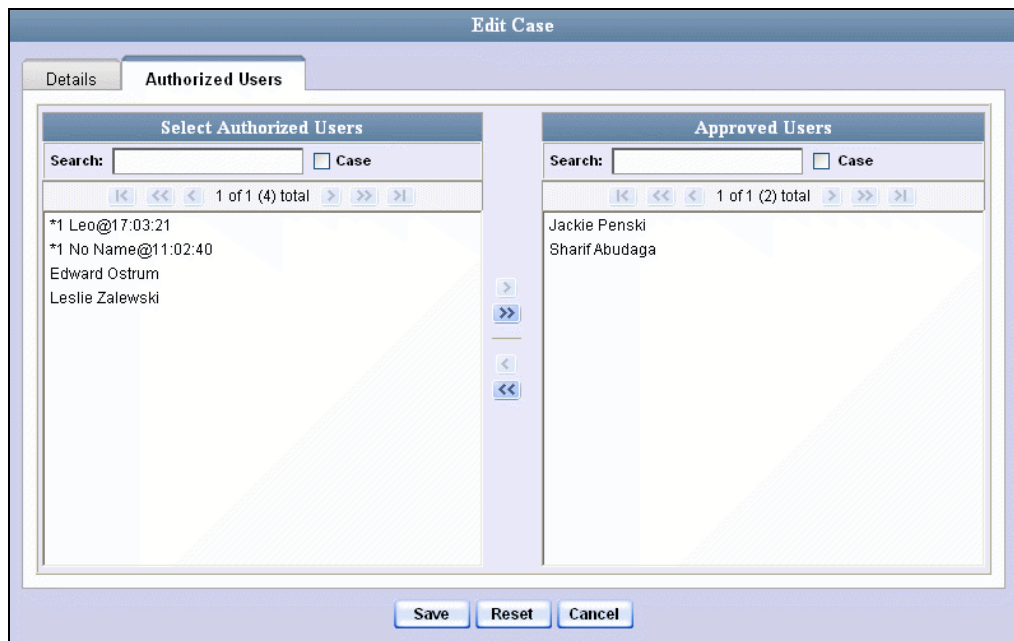
- Go to the **Action** column and click **Edit**. The Edit Case form displays.



- 4 Click the **Authorized Users** tab. The Authorized Users selection form displays.



- 5 Go to the right column (Approved Users) and click on the user you wish to remove.
- 6 Once you've highlighted the correct user, click the left arrow located in the center column. The selected user is removed from the Approved Users list.



- 7 Click **Save**. A confirmation message displays at the top of the Case Details page.

Case Assault at Knoll Park successfully saved

Adding a Case to Your List of Favorites

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

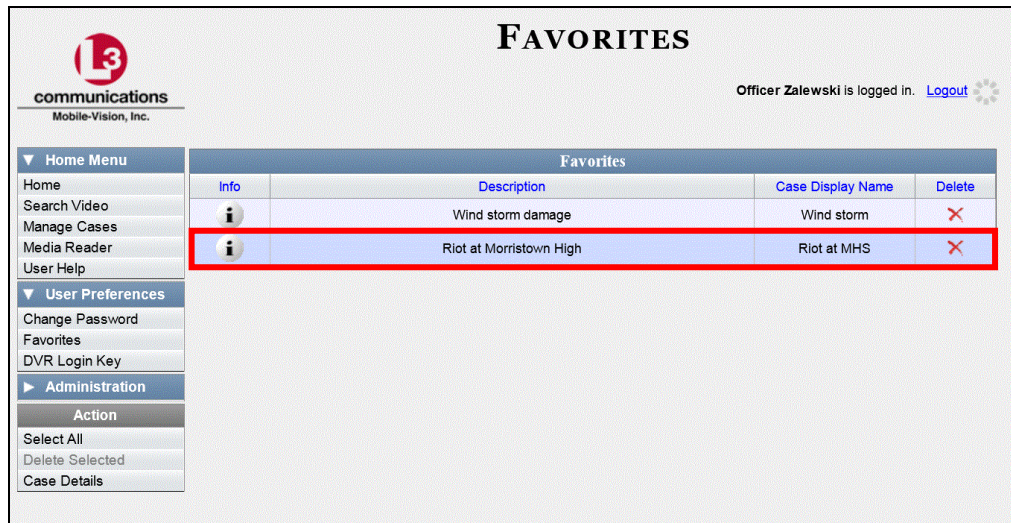
In order to add a case to your Favorites list, you must be the case’s owner or have *edit* permissions.

- 1 Search for and display the case you wish to add to your Favorites list. (If necessary, review “Displaying a Case” on page 284.) The Case Details page displays.
- 2 Go to the **Action** column and click **Add To Favorites**. The Add Description for Favorite popup displays.



- 3 Enter a description for the case in the field provided, then click **Save**. The selected case is added to your Favorites list.

To view the Favorites list, go to **▼ User Preferences** and click **Favorites**.



communications Mobile-Vision, Inc.				
FAVORITES				
Officer Zalewski is logged in. Logout				
▼ Home Menu				
Home	Info	Description	Case Display Name	Delete
Search Video	i	Wind storm damage	Wind storm	X
Manage Cases	i	Riot at Morrilstown High	Riot at MHS	X
Media Reader				
User Help				
▼ User Preferences				
Change Password				
Favorites				
DVR Login Key				
▶ Administration				
Action				
Select All				
Delete Selected				
Case Details				

Removing a Case from Your List of Favorites

This section describes how to remove a case from your “Favorites” list.

- 1 Go to **▼ User Preferences** and click **Favorites**. Your Favorites list displays, as pictured above.
- 2 Locate the case you wish to remove from the list, then go to the *Remove* column and click **X**. The system removes the selected case from the Favorites list.

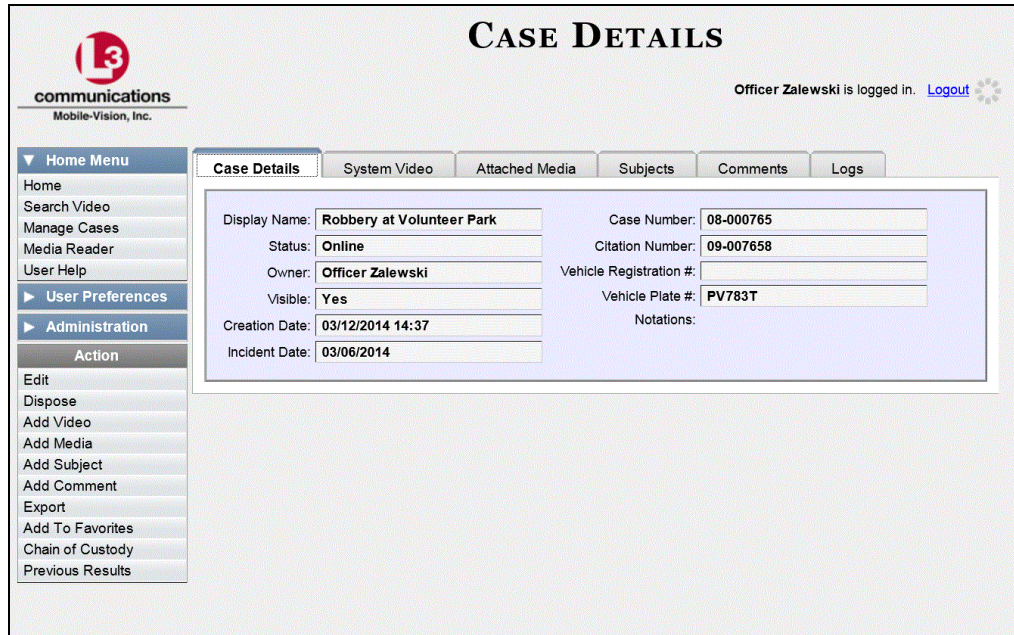
Marking a Case for Disposal

This section describes how to mark, or flag, a case for *disposal*. Disposal is the process of changing a case’s status from *online* to *offline*. Once a case is offline, you can still view the case record, but you can’t export it or add any new attachments to it (i.e., videos, media files, subjects, and/or comments). Once a case goes offline, it enters a “countdown” period, after which it can no longer be restored to the server. For more information, see the ‘Days to enable restore of Disposed case’ function on the **Online Life-Cycle** tab, as described in chapter 7, “Viewing/Changing the Online Lifecycle Settings.”

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

In order to perform this task, you must be the case’s owner or have *edit* permissions.

- 1 Search for and display the case you wish to dispose of. (If necessary, review “Displaying a Case” on page 284.) The Case Details page displays.



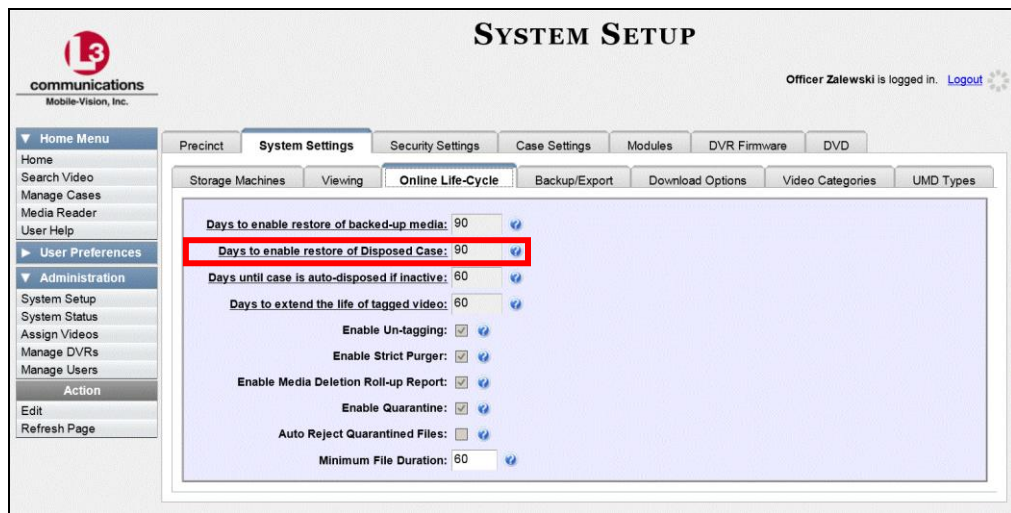

HINT: Before you continue, look in the **Action** column. If the Dispose option does not display, it means that the dispose feature is not available for this case. Either the case has already been marked for disposal, or it has a *Do Not Dispose* flag attached to it. For more on the *Do Not Dispose* feature, see page 269.

- 2 Go to the **Action** column and click **Dispose**. The value of the *Status* field changes to **Offline**.

Reactivating an Offline Case

An *offline* case is a case that you can view but not export or add attachments to (i.e., videos, media files, subjects, and comments). If you wish to perform these tasks again, you will have to reactivate the case first. Reactivation is the process of restoring a case to the server from a backup disc.

There is a limited time period in which you can reactivate an offline case. This time period depends on the following system setting:



For instructions on changing this setting, see “Viewing/Changing the Online Lifecycle Settings” in chapter 7.

You can tell that a case has exceeded this time limit when you can no longer view its record online.

For specific instructions, see:

- Reactivating a Case from a Backup Disc, below
- Reactivating a Case from an External Backup Device, page 319.

Reactivating a Case from a Backup Disc


This section describes how to reactivate, or restore, an offline case from a Certified Backup Disc. For more on *offline* vs. *online* cases, see the previous section, “Reactivating an Offline Case.” You can reactivate a case for your own use, or at the request of another user (permissions required). Requests from other users display on your *Inbox Messages* list, located on the Home Page.



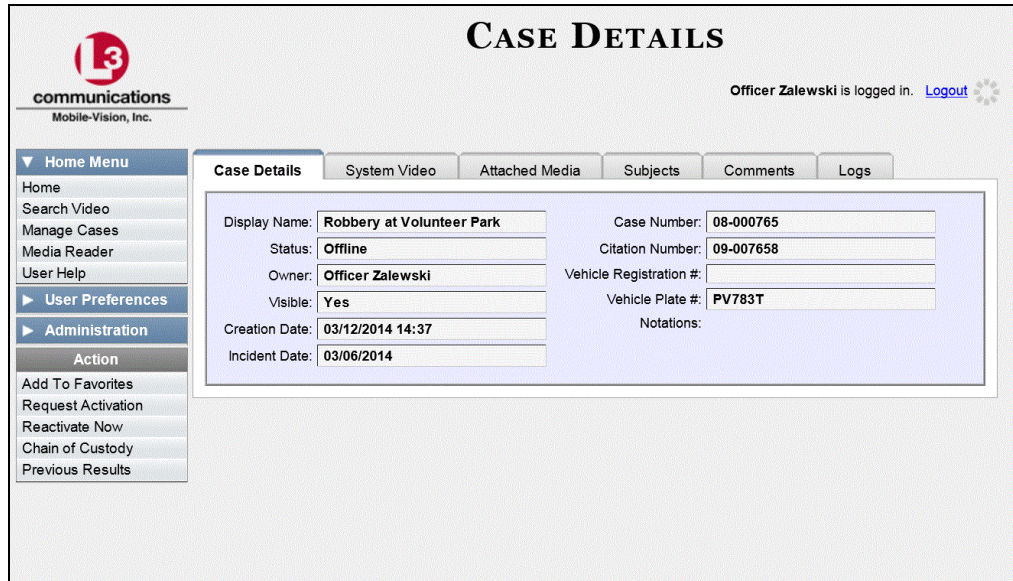
NOTE: If your backup mode is set to **EXTERNAL TAPE**, you will need to use an alternate procedure. See “Reactivating a Case from an External Backup Device” on page 319 for further instructions. If you’re not sure what your backup mode is, see “View Your Backup Mode” on page 319.

- 1 To reactive a case for your own use, search for and display the desired case. (If necessary, review “Displaying a Case” on page 284.) The Case Details page displays. Skip to step 3.

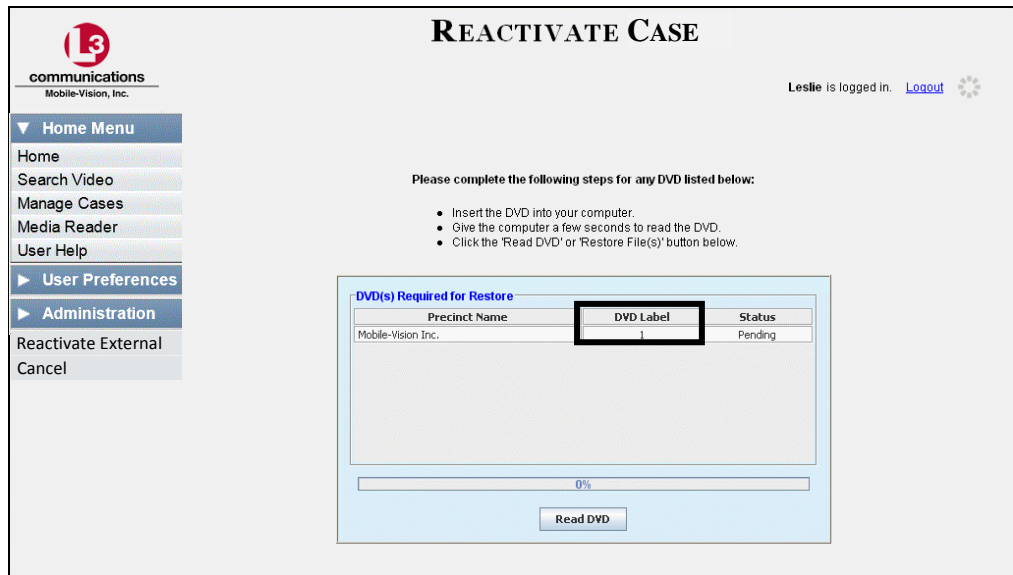
– OR –

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

- 2 Locate the reactivation request on your InBox Messages list, then click the View Case Detail icon. The Case Details page displays.



- 3 Go to the **Action** column and click **Reactivate Now**. The Reactivate Case page displays.



- 4 Look at the number in the *DVD Label* column. This is the number of the Certified Backup Disc that contains the case you're looking for. Locate this disc, then proceed to the next step.
- 5 Insert the backup disc in your PC's CD/DVD tray. Give the computer a few seconds to read the DVD, then proceed to the next step.

- 6 Click **Read DVD**. After a momentary delay, the Case Details screen will redisplay, indicating that the case has been successfully restored.



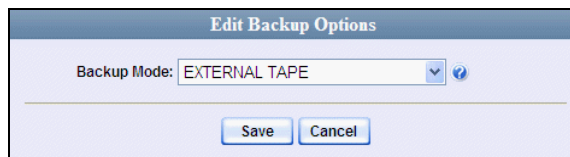
NOTE: If your session “times out” during the reactivation, you need to increase your Session Timeout number. For further instructions, see “Changing the Session Timeout Setting” in chapter 7.

Reactivating a Case from an External Backup Device

This section describes how to reactivate, or restore, an offline case from an external backup device, such as a tape drive. For more on *offline* vs. *online* videos, see “Reactivating an Offline Case” on page 316.

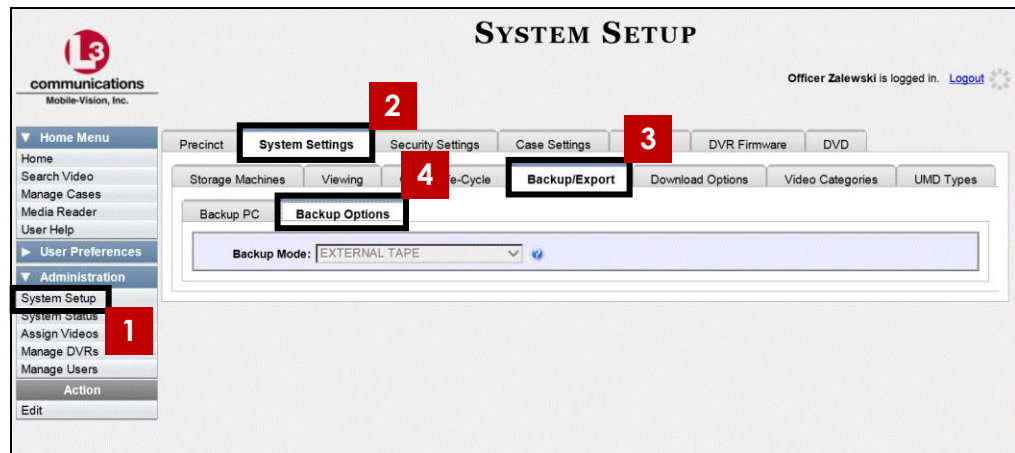
You can either reactivate a case for your own use, or reactivate a case at the request of another user (permissions required). Requests from other users display on your Inbox Messages list.

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



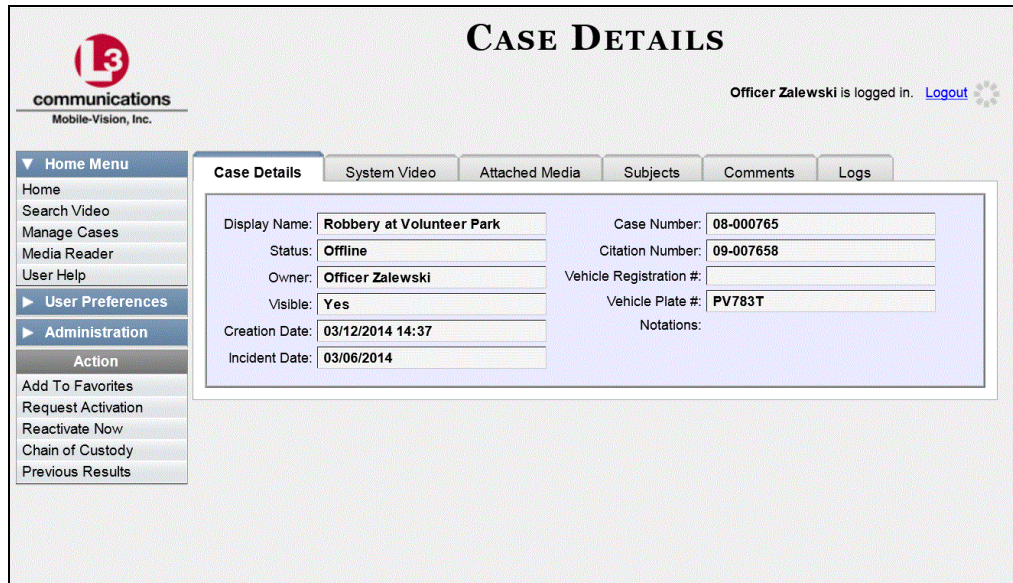
If you’re not sure what your backup mode is, select the following menu options to display the **Backup Options** tab.

*View Your
Backup Mode*



If your backup mode is set to something other than **EXTERNAL TAPE**, see “Reactivating a Case from a Backup Disc” on page 317 instead.

- 1 Search for and display the case you wish to reactivate. (If necessary, review “Displaying a Case” on page 284.) The Case Details page displays.



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

CASE DETAILS

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

Display Name: **Robbery at Volunteer Park** Case Number: **08-000765**
 Status: **Offline** Citation Number: **09-007658**
 Owner: **Officer Zalewski** Vehicle Registration #:
 Visible: **Yes** Vehicle Plate #: **PV783T**
 Creation Date: **03/12/2014 14:37** Notations:
 Incident Date: **03/06/2014**

Action

- Add To Favorites
- Request Activation
- Reactivate Now
- Chain of Custody
- Previous Results

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



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mvadmin is logged in. [Logout](#)

DIRECTORIES TO RESTORE FOR REACTIVATION

Reactivate from Tape

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

Server Path	File Name	Backup Label
/fbdata/00/media/2012/9/17/5643/	003605_120917_154608_0.qbx	298

Action

- Cancel
- Continue

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

Case Reactivate Successful.

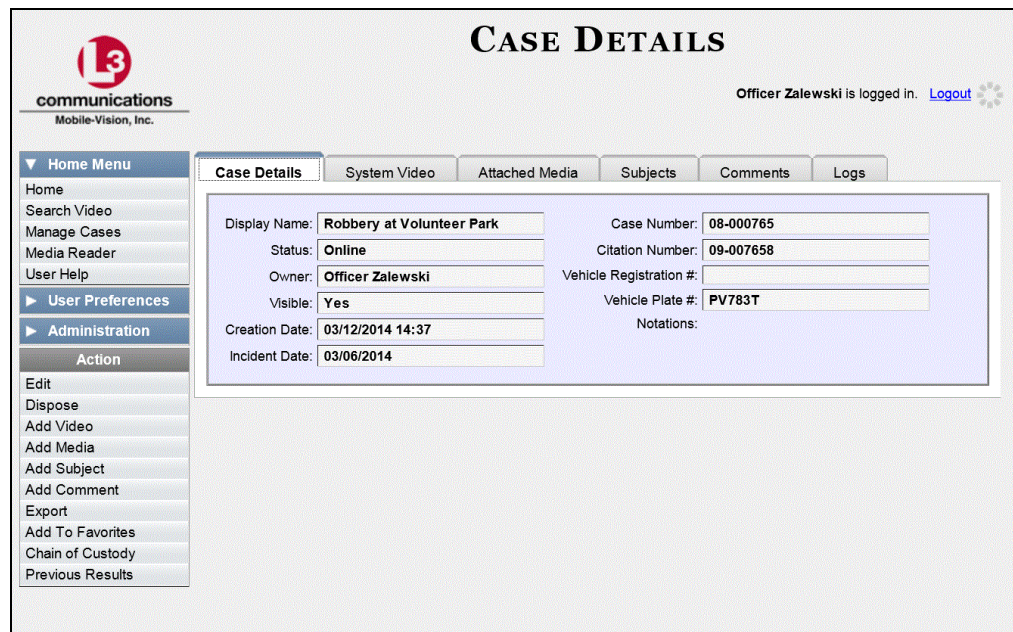
Generating a Chain of Custody Report for a Case

This section describes how to generate a Chain of Custody Report for a selected case. This report contains a log of all operations that have been performed on this case (e.g., *Export of Case Completed*). It shows the time and date on which an activity occurred, as well as the name of the officer who performed the action, if applicable. If the *User* field is blank, it indicates that the action listed was performed by the system.

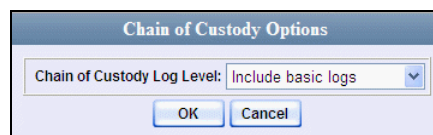
To view the Chain of Custody report, you must have Adobe Reader or another .pdf reader installed on your workstation.

- 1 Search for and display the case you wish to generate a report for. (If necessary, review “Displaying a Case” on page 284.)

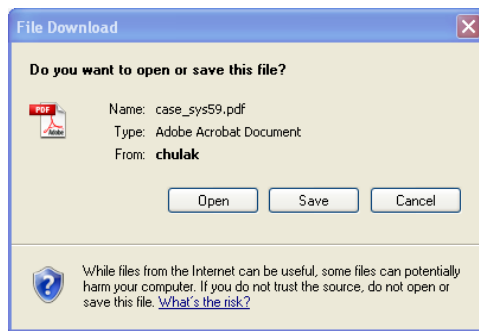
The Case Details page displays.



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

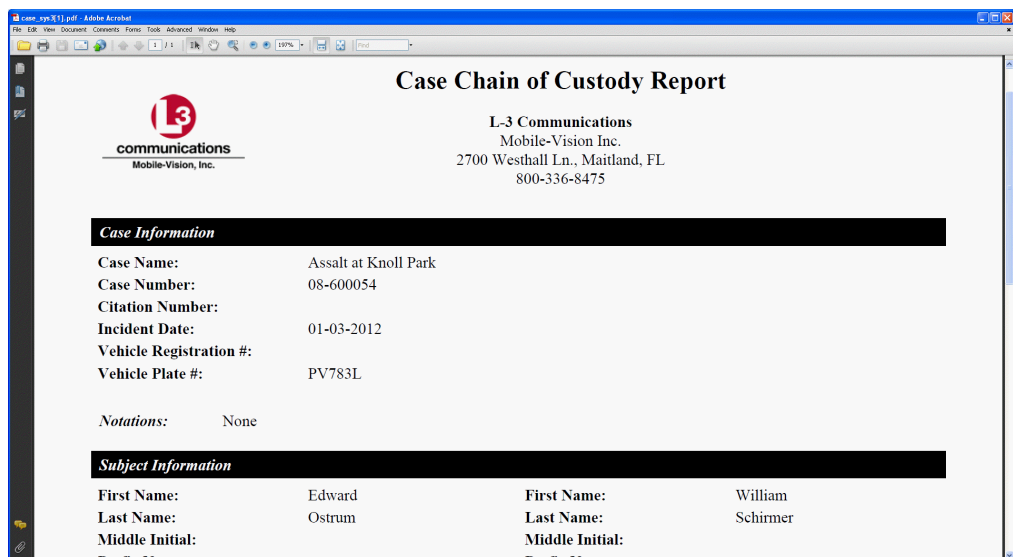


- 3 If you'd like the Chain of Custody report to include basic logs only (default), proceed to the next step.
 - OR –
 - If you'd like the Chain of Custody report to include basic logs *and* IACP* logs, select **Include IACP logs** from the *Chain of Custody Log Level* drop-down list.
 - OR –
 - If you'd 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 message prompt displays.




The appearance of this prompt may be different depending on whether you have Windows XP (pictured) or Windows 7.

- 5 Click **Open**. The Case Chain of Custody Report displays in Adobe Reader.



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- 6 To print the Chain of Custody report at this time, proceed to the next step. Otherwise skip to step 9.
-  7 Go to the Acrobat menubar and click the Printer icon. The Print popup displays.
- 8 Select your desired printer settings, then click **OK** or **Print**. The report is directed to your active printer.
- 9 When you are finished viewing the report, click the in the upper right corner of the page to exit Adobe Reader.

Downloading Case Files to Your PC

If you have the proper permissions, you have the option of downloading a case to your PC.

For specific instructions, see:

- Downloading a Case to Your PC in Data DVD Format, below
- Downloading a Case to Your PC in Interchange Format, page 327
- Downloading a Case to Your PC in Uncompressed Format, page 331.

Downloading a Case to Your PC in Data DVD Format

This section describes how to download a case record to your PC in *Data DVD* format. Perform this procedure if you wish to email a case's video, put it on a USB drive or other external device, and/or play it back locally without having to burn it to a disc. If you wish to download this case for the sole purpose of burning a DVD, see "Burning a Case to a Data DVD via Your PC's DVD Burner" in chapter 3 instead.

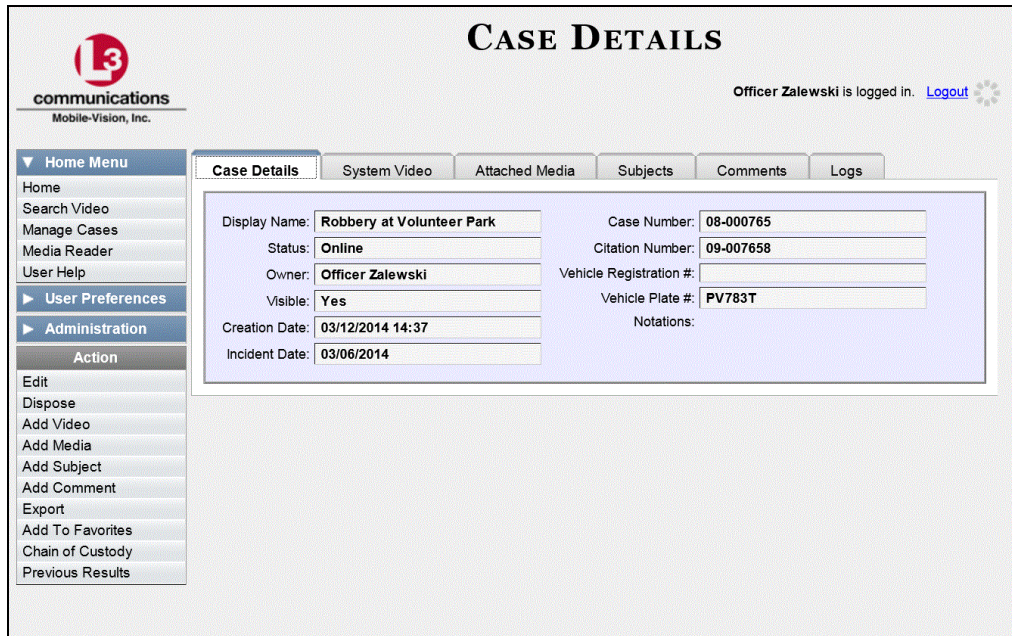
A Data DVD download will include some or all of the following:

- Selected videos from the case
- General information associated with the videos (Officer Name, DVR, Start/End Times, System ID)
- The Chain of Custody Report
- Selected media files attached to the case, if applicable
- A copy of the Flashback Player (if videos are included).

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

- 1 Search for and display the case you wish to download. (If necessary, review "Displaying a Case" on page 284.)

The Case Details page displays.



CASE DETAILS

communications Mobile-Vision, Inc. Officer Zalewski is logged in. [Logout](#)

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

Case Details: System Video, Attached Media, Subjects, Comments, Logs

Display Name: **Robbery at Volunteer Park** Case Number: **08-000765**
 Status: **Online** Citation Number: **09-007658**
 Owner: **Officer Zalewski** Vehicle Registration #:
 Visible: **Yes** Vehicle Plate #: **PV783T**
 Creation Date: **03/12/2014 14:37** Notations:
 Incident Date: **03/06/2014**

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

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



EXPORT CASE

communications Mobile-Vision, Inc. Officer Zalewski is logged in. [Logout](#)

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

System Video Attached Media

System Video

Page 1 of 1 (2 total records)

Output Format: Data DVD

Deselect	Video	Officer	Category	DVR ID	Duration	Date / Time
<input checked="" type="checkbox"/>		Leslie Zalewski#	CAD Incident	Unit 147	3 min	10/29/2009 09:01
<input checked="" type="checkbox"/>		Leslie Zalewski#	Minor CAD incident	Unit 147	0 min	07/29/2010 08:18

Action: Save, Deselect All, Cancel, Help

3 If you want to include all of the case's attached videos in your download (default), proceed to the next step.

– OR –

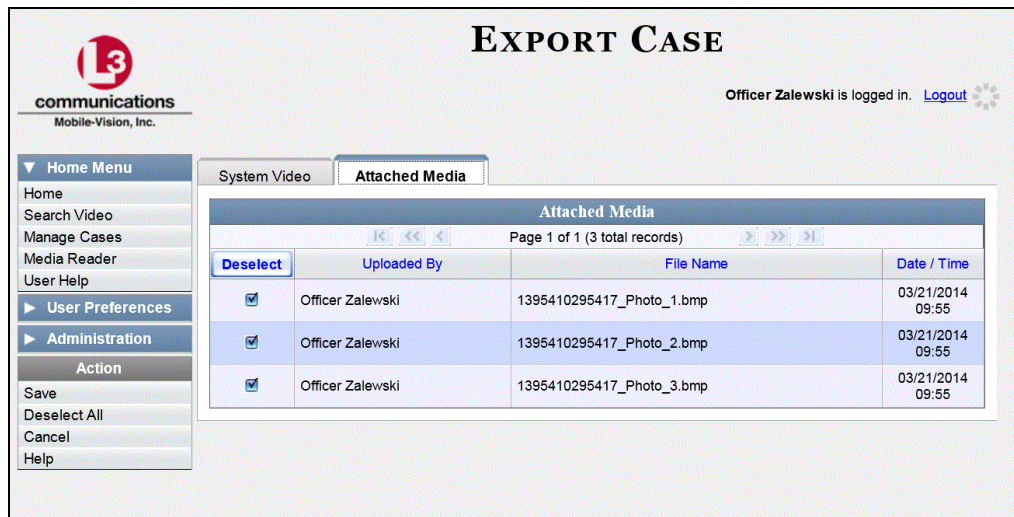
If you do *not* want to include all of the case's attached videos in your download, go to the far left column and deselect those videos you wish to exclude.

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

– OR –

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

5 Click the **Attached Media** tab. A list of the case’s attached media (if any) displays.



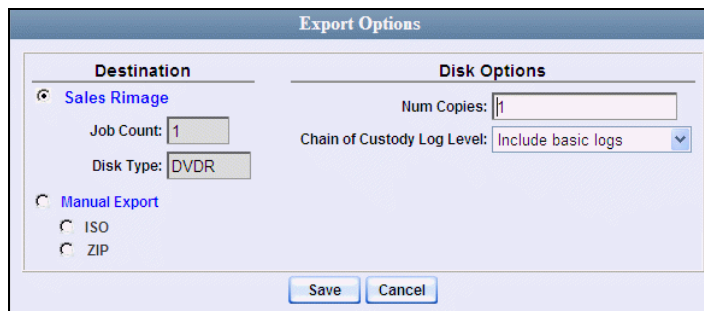
If this case does *not* have any attached media, skip to step 7.

6 If you want to include all of the case’s attached media in your download (default), proceed to the next step.

– OR –

If you do *not* want to include all of the case’s attached media in your download, deselect those records you wish to exclude.

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



8 Select **ZIP**.

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

– OR –

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

– OR –

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

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

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

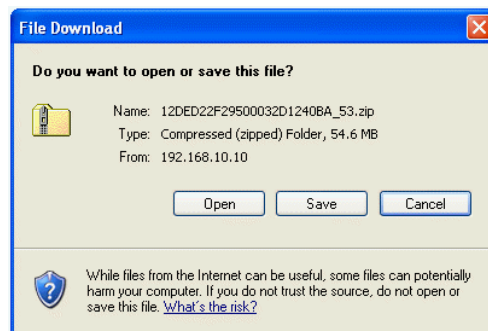
11 Go to your *Inbox* messages and look for a download icon next to the export confirmation message.



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

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

12 Go to the right of the export message and click the download icon. A download message displays.



13 If you have Windows XP, click **Save**.

– OR –

If you have Windows 7, select **Save As** from the *Save* drop-down list.

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- 14 Navigate to the disk drive location where you wish to save this file.
- 15 To change the file name, enter a new name in the *File name* field. Otherwise proceed to the next step.
- 16 Click **Save**. The system copies the ZIP file to the selected location. If a confirmation message displays, click **Close**.

Downloading a Case to Your PC in Interchange Format

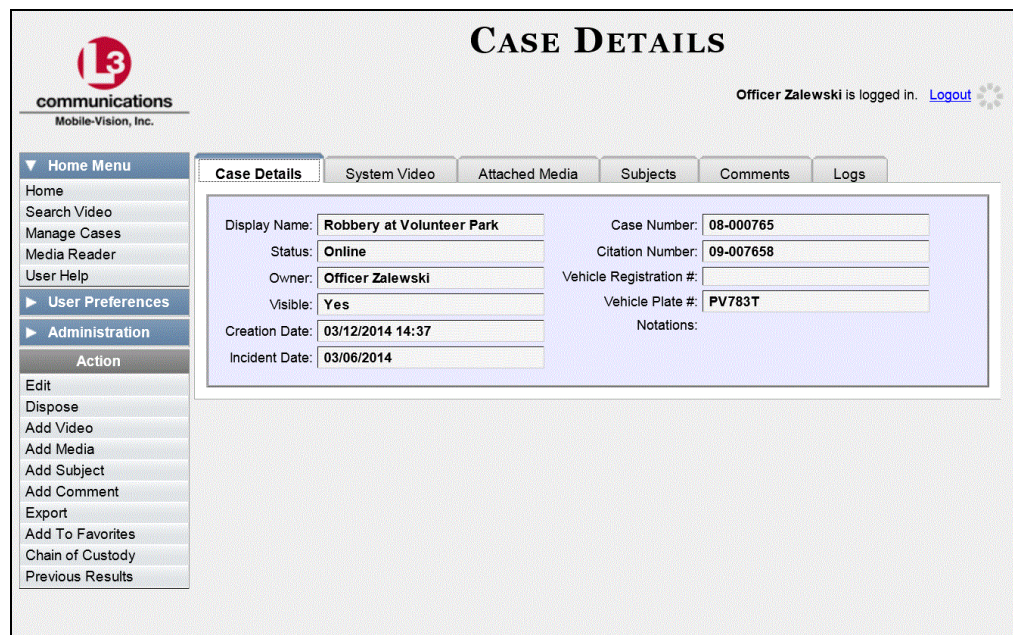
This section describes how to download selected videos from a case to your PC in *interchange format*. For a detailed description of this format, see “Interchange DVD Format” in chapter 3.

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



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

- 1 Search for and display the case you wish to download. (If necessary, review “Displaying a Case” on page 284.) The Case Details page displays.



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

CASE DETAILS

▼ Home Menu
Home
Search Video
Manage Cases
Media Reader
User Help
▶ User Preferences
▶ Administration
Action
Edit
Dispose
Add Video
Add Media
Add Subject
Add Comment
Export
Add To Favorites
Chain of Custody
Previous Results

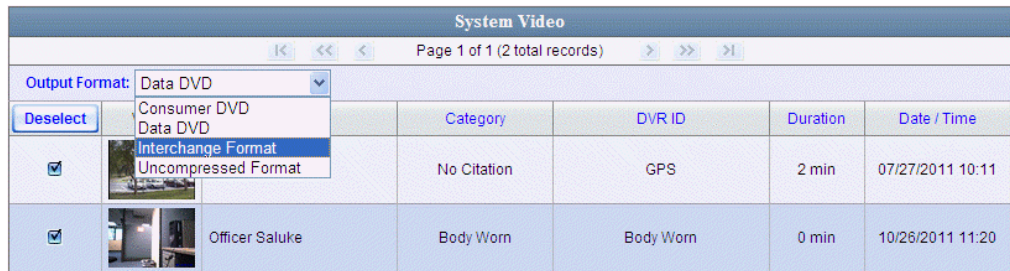
Case Details | System Video | Attached Media | Subjects | Comments | Logs

Display Name:	Robbery at Volunteer Park	Case Number:	08-000765
Status:	Online	Citation Number:	09-007658
Owner:	Officer Zalewski	Vehicle Registration #:	
Visible:	Yes	Vehicle Plate #:	PV783T
Creation Date:	03/12/2014 14:37	Notations:	
Incident Date:	03/06/2014		

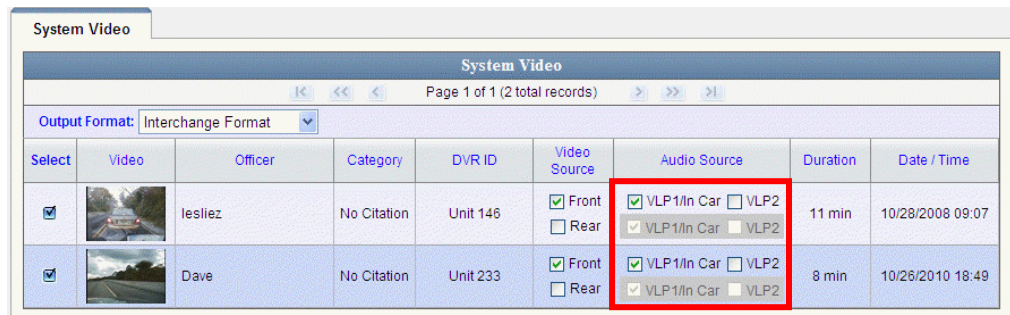
- 2 Go to the **Action** column and click **Export**. The Export Case page displays.



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



Two new columns display: *Video Source* and *Audio Source*.



- If you want to include all of the case's attached videos in your download (default), proceed to the next step.

– OR –

If you do *not* want to include all of the case's attached videos in your download, go to the far left column and deselect those videos you wish to exclude.

- Go to the *Video Source* column and select the camera views you wish to include for each video, as described below.

Video Source Setting	Description
<input checked="" type="checkbox"/> Front <input type="checkbox"/> Rear	Copy only the video recorded from Camera Channel 1 (Nite-Watch camera).
<input type="checkbox"/> Front <input checked="" type="checkbox"/> Rear	Copy only the video recorded from Camera Channel 2 (Backseat and/or Bullet cameras).
<input checked="" type="checkbox"/> Front <input checked="" type="checkbox"/> Rear	Copy the video that was recorded from <i>both</i> Camera Channel 1 and Camera Channel 2. When you choose this option, the system will burn two separate video files on the DVD that will appear as separate menu items. This doubles your DVD space requirement.

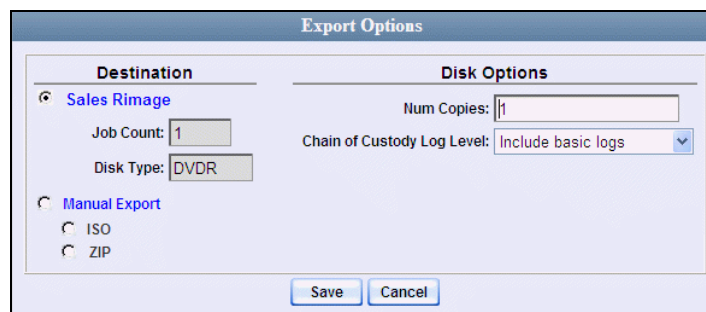
- Go to the *Audio Source* column and select the audio source that you wish to include for each video, as described below:

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

Note on Audio Playback: If you choose the **VLP1/In-car** audio setting, you will be able to toggle back and forth between two audio streams: the stream from your first VLP microphone (VLP1) and the stream from your in-car microphone (In-car). On your DVD player, the *VLP1* audio stream is available on the *left* stereo channel, and the *In-Car* audio stream is available on the *right* stereo channel. You can use the balance controls on your DVD player to switch back and forth between these two streams.

If you choose the **VLP2** audio setting, that audio stream will be available on your DVD player's *left* stereo channel, and the *right* stereo channel will be mute.

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



The **Export Options** dialog box is shown with the following settings:

- Destination:**
 - Sales Rimage
 - Job Count: 1
 - Disk Type: DVDR
 - Manual Export
 - ISO
 - ZIP
- Disk Options:**
 - Num Copies: 1
 - Chain of Custody Log Level: Include basic logs

Buttons: Save, Cancel



8 Select ZIP.

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

– OR –

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


– OR –

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

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


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

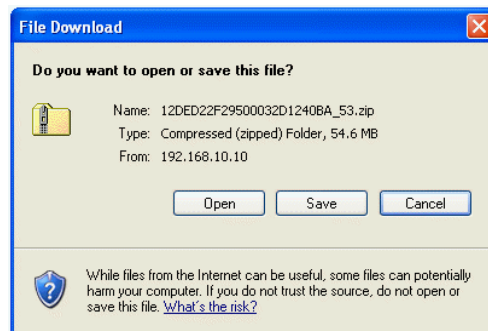
11 Go to your *Inbox Messages* and look for a download icon next to the export confirmation message.

Inbox Messages		
State	Message Text	Actions
Completed	Export <i>Exposition on Main Street Disk 1 of 1</i> is now ready for download.	 

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

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

 **12** Go to the right of the export message and click the download icon. A download message displays.



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- 13 If you have Windows XP, click **Save**.
– OR –
If you have Windows 7, select **Save As** from the *Save* drop-down list.
- 14 Navigate to the disk drive location where you wish to save this file.
- 15 To change the file name, enter a new name in the *File name* field. Otherwise proceed to the next step.
- 16 Click **Save**. The system copies the ZIP file to the selected location. If a confirmation message displays, click **Close**.

Downloading a Case to Your PC in Uncompressed Format

This section describes how to download a case record to your PC in *Uncompressed* format. For a detailed description of this format, see “Uncompressed DVD Format” in chapter 3.

An Uncompressed Format download will include some or all of the following:

- Selected videos from the case
- General information associated with the case’s videos (Officer Name, DVR, Start/End Times, System ID)
- The Chain of Custody Report
- Selected media files attached to the case
- A copy of the Flashback Player (if videos are included).

In addition, the Play Menu for this type of download includes a button that allows you to convert the case’s videos into raw data format.

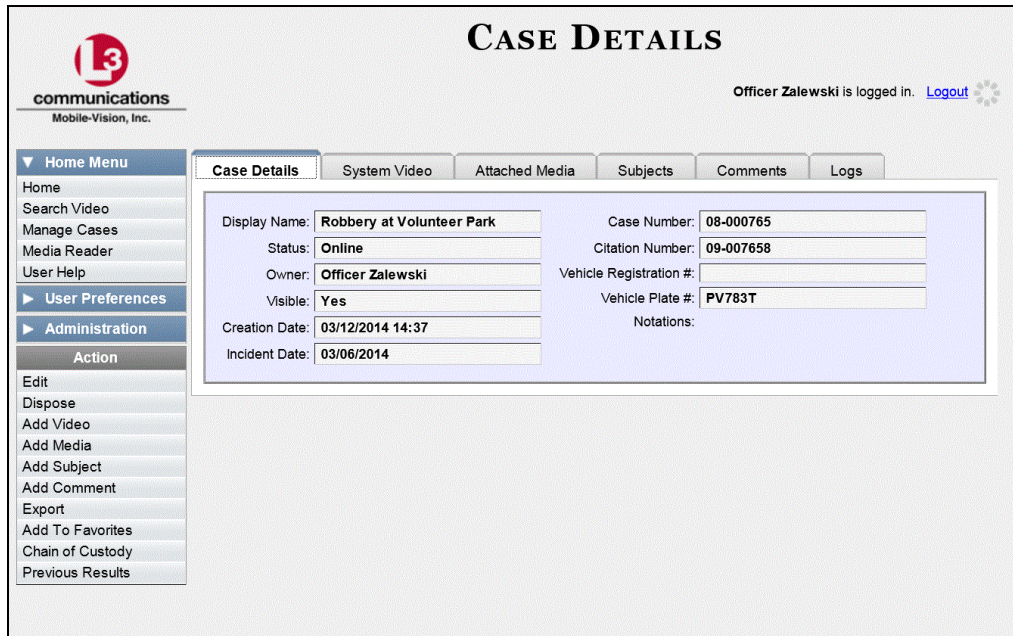
Perform this procedure if you wish to email a case, put it on a USB drive or other external device, play its video back locally without burning it to a disc, and/or import the case’s video into another software application. If you wish to download a case for the sole purpose of burning a DVD, see “Burning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



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

- 1 Search for and display the case you wish to download. (If necessary, review “Displaying a Case” on page 284.)

The Case Details page displays.



CASE DETAILS

communications Mobile-Vision, Inc. Officer Zalewski is logged in. [Logout](#)

Case Details System Video Attached Media Subjects Comments Logs

Display Name: **Robbery at Volunteer Park** Case Number: **08-000765**
 Status: **Online** Citation Number: **09-007658**
 Owner: **Officer Zalewski** Vehicle Registration #:
 Visible: **Yes** Vehicle Plate #: **PV783T**
 Creation Date: **03/12/2014 14:37** Notations:
 Incident Date: **03/06/2014**

Action

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

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



EXPORT CASE

communications Mobile-Vision, Inc. Officer Zalewski is logged in. [Logout](#)

System Video Attached Media

System Video

Page 1 of 1 (2 total records)

Output Format: Data DVD

Deselect	Video	Officer	Category	DVR ID	Duration	Date / Time
<input checked="" type="checkbox"/>		Leslie Zalewski#	CAD Incident	Unit 147	3 min	10/29/2009 09:01
<input checked="" type="checkbox"/>		Leslie Zalewski#	Minor CAD incident	Unit 147	0 min	07/29/2010 08:18

Save
Deselect All
Cancel
Help

- If you want to include all of the case's attached videos in your DVD (default), proceed to the next step.
– OR –
If you do *not* want to include all of the case's attached videos in your DVD, go to the far left column and deselect those videos you wish to exclude.
- Go to the *Output Format* field and select **Uncompressed Format** from the drop-down list.

System Video					
Page 1 of 1 (2 total records)					
Output Format: Data DVD		Category	DVR ID	Duration	Date / Time
<input checked="" type="checkbox"/>		No Citation	GPS	2 min	07/27/2011 10:11
<input checked="" type="checkbox"/>		Officer Saluke	Body Worn	0 min	10/26/2011 11:20

- Click the **Attached Media** tab. A list of the case's attached media (if any) displays. If this case does *not* have any attached media, skip to step 7.

EXPORT CASE

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

Home Menu

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

User Preferences

Administration

Action

- Save
- Deselect All
- Cancel
- Help

System Video
Attached Media

Attached Media			
Page 1 of 1 (3 total records)			
	Uploaded By	File Name	Date / Time
<input checked="" type="checkbox"/>	Officer Zalewski	1395410295417_Photo_1.bmp	03/21/2014 09:55
<input checked="" type="checkbox"/>	Officer Zalewski	1395410295417_Photo_2.bmp	03/21/2014 09:55
<input checked="" type="checkbox"/>	Officer Zalewski	1395410295417_Photo_3.bmp	03/21/2014 09:55

- If you want to include all of the case's attached media in your DVD (default), proceed to the next step.

– OR –

If you do *not* want to include all of the case's attached media in your DVD, deselect those records you wish to exclude.

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

Export Options

Destination

Sales Rimage

Job Count:

Disk Type:

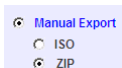
Manual Export

- ISO
- ZIP

Disk Options

Num Copies:

Chain of Custody Log Level:



- Select **ZIP**.

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

– OR –

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

– OR –

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

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

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

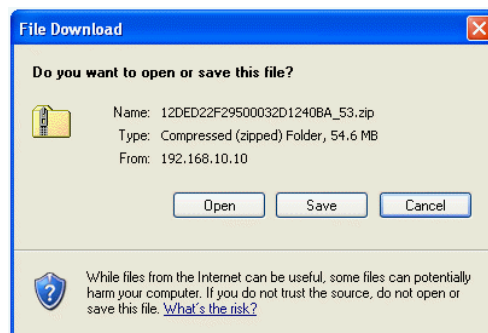
11 Go to your *Inbox* messages and look for a download icon next to the export confirmation message.



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

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

12 Go to the right of the export message and click the download icon. A download message displays.



13 If you have Windows XP, click **Save**.

– OR –

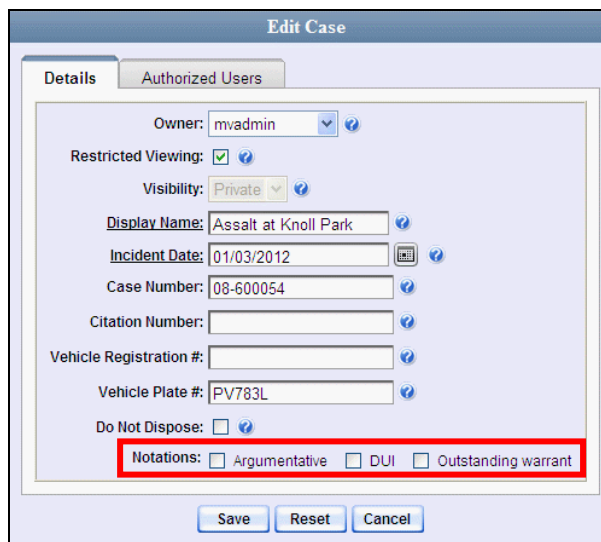
If you have Windows 7, select **Save As** from the *Save* drop-down list.

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- 14 Navigate to the disk drive location where you wish to store this file.
- 15 To change the file name, enter a new name in the *File name* field. Otherwise proceed to the next step.
- 16 Click **Save**. The system copies your file to the selected location. If a confirmation message displays, click **Close**.

Maintaining Case Notations

Case notations are user-defined checkboxes that you can use to notate a case file. They display at the bottom of the New Case and Edit Case forms, as pictured below.



The screenshot shows the 'Edit Case' window with the 'Details' tab selected. The 'Notations' section at the bottom is highlighted with a red box. It contains three checkboxes: 'Argumentative', 'DUI', and 'Outstanding warrant', all of which are currently unchecked. Other fields in the form include Owner (mvadmin), Restricted Viewing (checked), Visibility (Private), Display Name (Assalt at Knoll Park), Incident Date (01/03/2012), Case Number (08-600054), Citation Number, Vehicle Registration #, Vehicle Plate # (PV783L), and Do Not Dispose (unchecked). Buttons for Save, Reset, and Cancel are at the bottom.

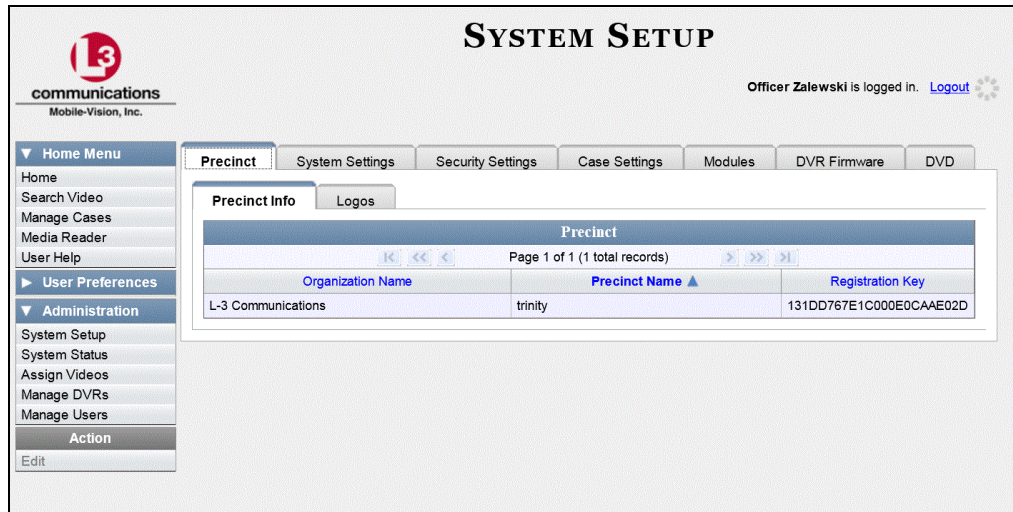
For specific instructions, see:

- Adding a Case Notation, below
- Changing a Case Notation, page 337
- Deleting a Case Notation, page 338
- Disabling a Case Notation, page 339.

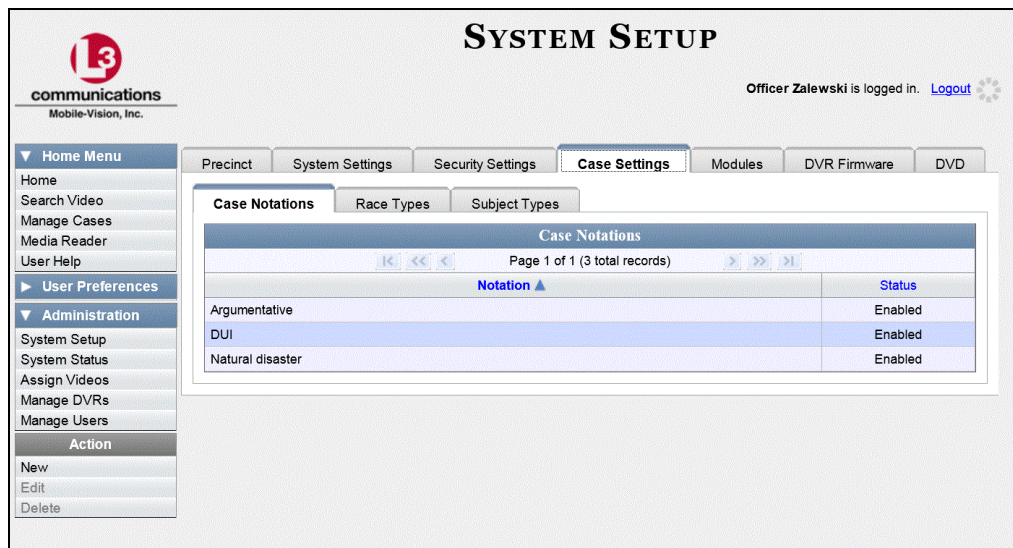
Adding a Case Notation

This section describes how to create a new case notation. Case notations are user-defined checkboxes used to notate case files.

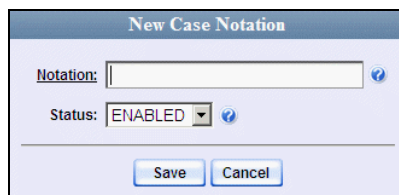
- 1 Go to **Administration** and click **System Setup**. The System Setup page displays.



- Click the **Case Settings** tab.



- Make sure the **Case Notations** tab is selected, as pictured above.
- Go to the **Action** column and click **New**. The New Case Notation popup displays.



New Case Notation

Notation:

Status:

Save Cancel

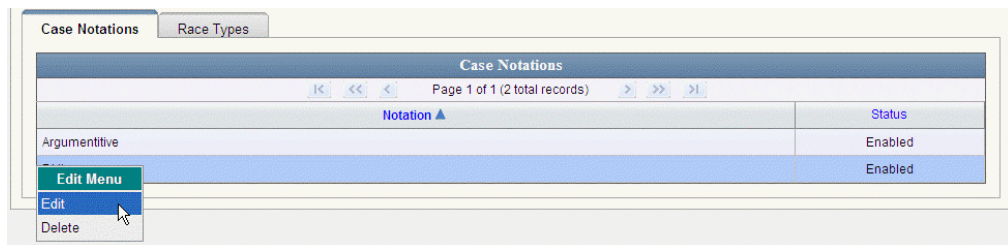
- Enter a name for the new notation in the *Notation* field. This is the value that will display on the New Case and Edit Case forms.

- 6 Click **Save**. The new notation displays on the Case Notations list.

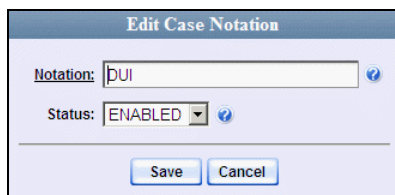
Changing a Case Notation

This section describes how to change a case notation's name or status. For more on case notations, see page 335.

- 1 Go to **Administration** and click **System Setup**. The System Setup page displays, as pictured on the previous page.
- 2 Click the **Case Settings** tab, as pictured on the previous page.
- 3 Make sure the **Case Notations** tab is selected.
- 4 Right-click on the record you wish to update, then select **Edit** from the popup menu.



The Edit Case Notation popup displays.



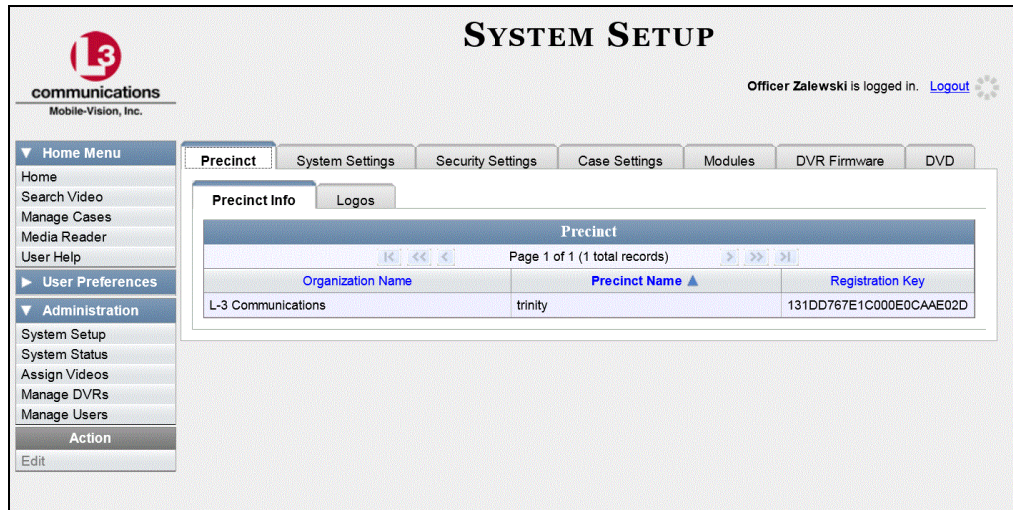
The screenshot shows a 'Edit Case Notation' popup form. It has two input fields: 'Notation' with the value 'DUI' and 'Status' with a dropdown menu set to 'ENABLED'. There are 'Save' and 'Cancel' buttons at the bottom.

- 5 To change the checkbox's label, enter a new value in the *Notation* field. Otherwise proceed to the next step.
- 6 To change the checkbox's status, select a new value from the *Status* drop-down list. Otherwise proceed to the next step.
- 7 Click **Save**.

Deleting a Case Notation

This section describes how to delete a case notation. You can only delete those notations that are not in use by an active case. If you wish to discontinue use of a notation but cannot delete it, see “Disabling a Case Notation” on page 339 instead.

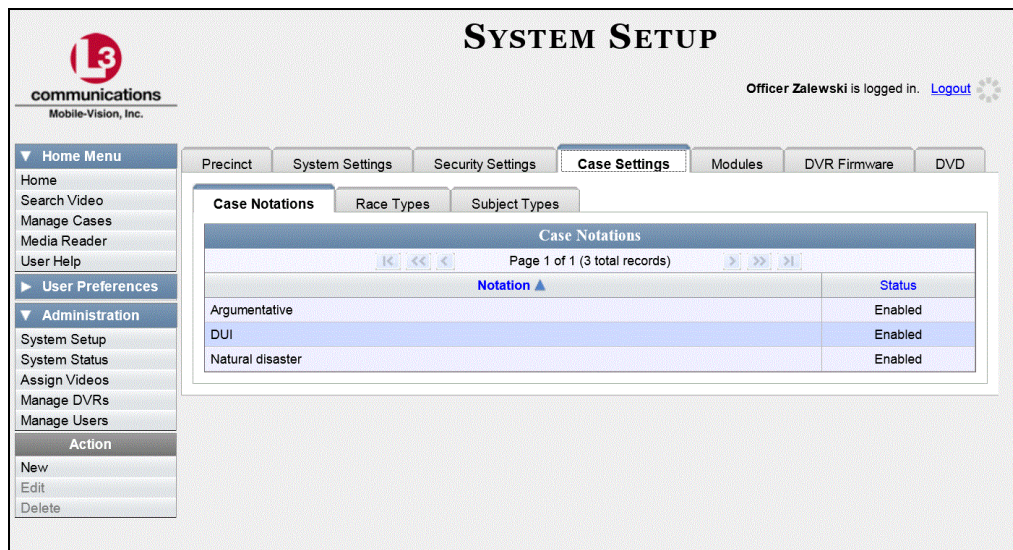
- 1 Go to **Administration** and click **System Setup**. The System Setup page displays.



The screenshot shows the SYSTEM SETUP page with the Precinct tab selected. The page displays the following information:

Precinct		
Organization Name	Precinct Name ▲	Registration Key
L-3 Communications	trinity	131DD767E1C000E0CAAE02D

- 2 Click the **Case Settings** tab.

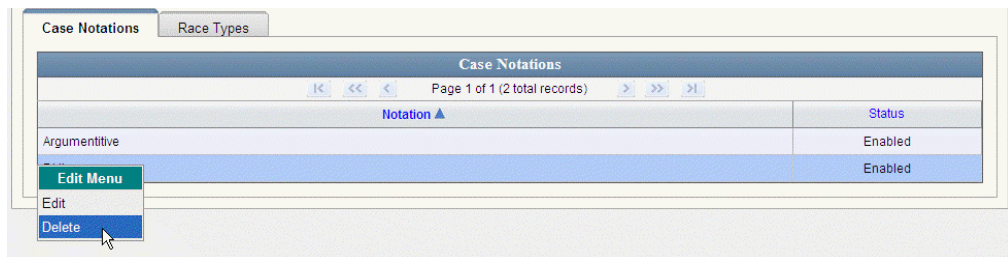


The screenshot shows the SYSTEM SETUP page with the Case Settings tab selected. The Case Notations sub-tab is also selected. The page displays the following information:

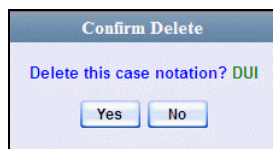
Case Notations	
Notation ▲	Status
Argumentative	Enabled
DUI	Enabled
Natural disaster	Enabled

- 3 Make sure the **Case Notations** tab is selected, as pictured above.

- 4 Right-click on the notation you wish to delete, then select **Delete** from the popup menu.



A confirmation message displays.



- 5 Click **Yes**.
 - ⇒ If the selected notation is *not* in use by an active case, the system removes it from the Case Notations list. **End of procedure**.
 - ⇒ If the selected notation *is* in use by an active case, the system displays an error message:

Notation **DUI** currently in use by an active case

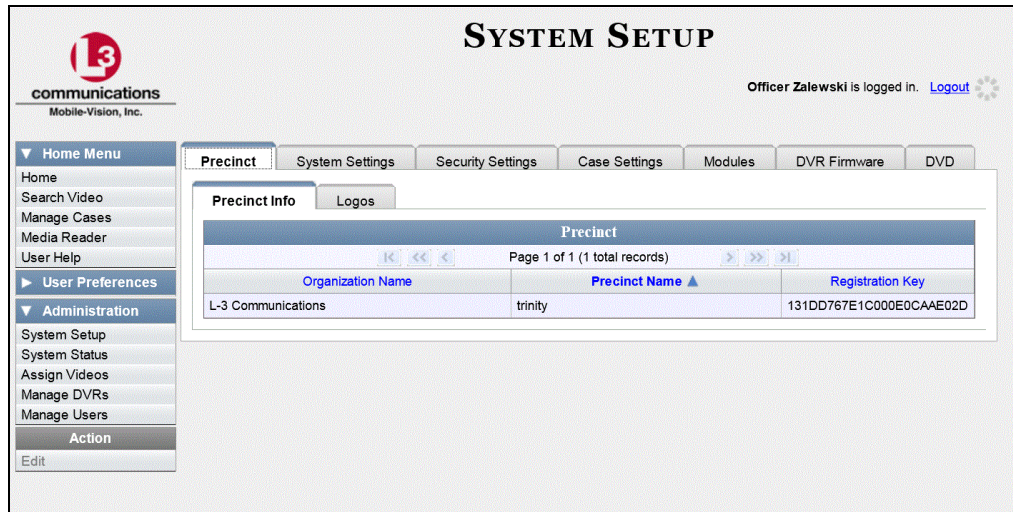
Try disabling the notation instead, as described in the next section. Begin with step 4.

Disabling a Case Notation

If you wish to discontinue use of a particular case notation, you may not be able to delete that notation due to the fact that it is in use by one or more active cases. If such is the case, you have the option of *disabling* the case notation so that it cannot be used to notate any future cases, as described in this section.

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

(Continued)



SYSTEM SETUP

communications Mobile-Vision, Inc. Officer Zalewski is logged in. [Logout](#)

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

► User Preferences

▼ Administration
System Setup
System Status
Assign Videos
Manage DVRs
Manage Users

Action
Edit

Precinct System Settings Security Settings Case Settings Modules DVR Firmware DVD

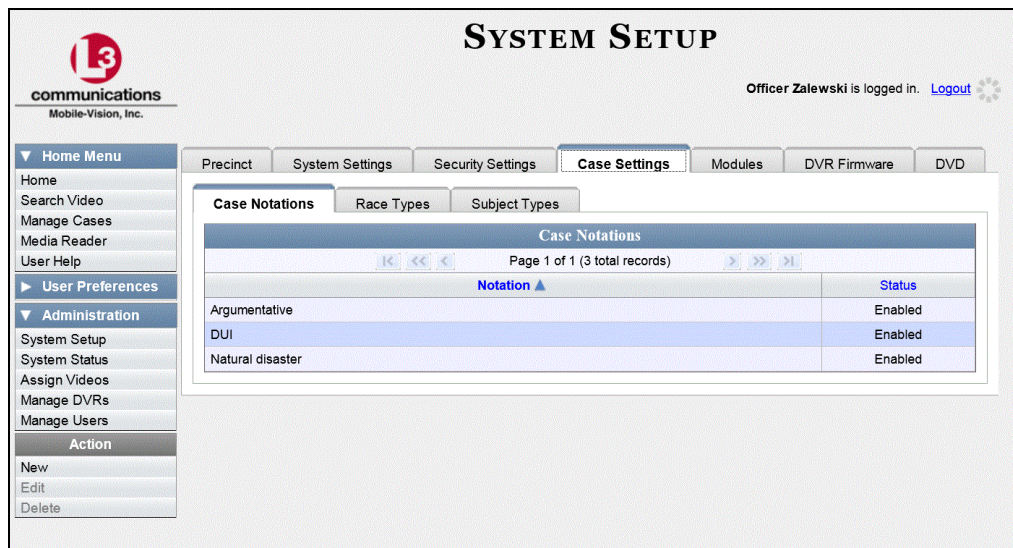
Precinct Info Logos

Precinct

Page 1 of 1 (1 total records)

Organization Name	Precinct Name ▲	Registration Key
L-3 Communications	trinity	131DD767E1C000E0CAAE02D

2 Click the **Case Settings** tab.



SYSTEM SETUP

communications Mobile-Vision, Inc. Officer Zalewski is logged in. [Logout](#)

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

► User Preferences

▼ Administration
System Setup
System Status
Assign Videos
Manage DVRs
Manage Users

Action
New
Edit
Delete

Precinct System Settings Security Settings Case Settings Modules DVR Firmware DVD

Case Notations Race Types Subject Types

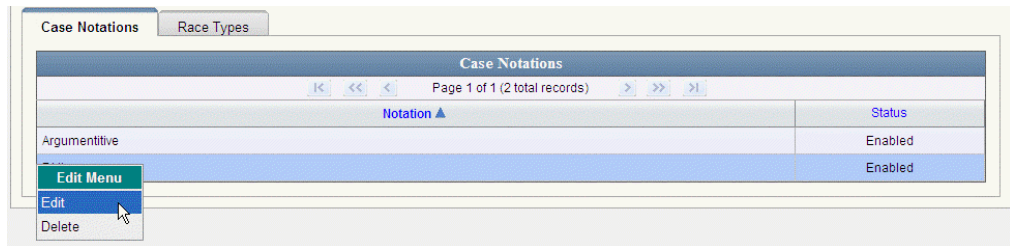
Case Notations

Page 1 of 1 (3 total records)

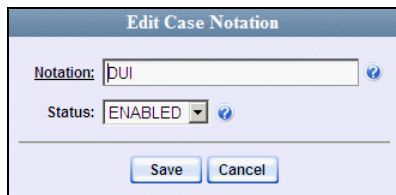
Notation ▲	Status
Argumentative	Enabled
DUI	Enabled
Natural disaster	Enabled

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

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



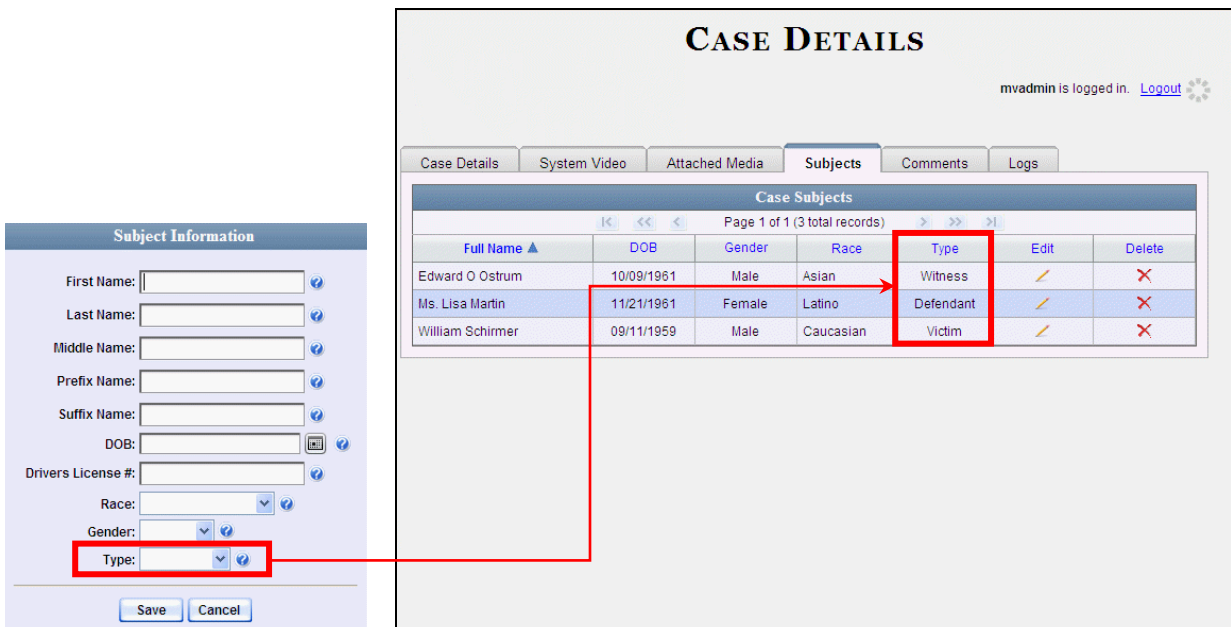
The Edit Case Notation popup displays.



- 5 Select **DISABLED** from the *Status* drop-down list.
- 6 Click **Save**.

Maintaining Subject Types

Subject Types are the field values that display in the *Type* drop-down list on the Subject Information form. These user-defined categories help you classify the subject names that you attach to your cases.



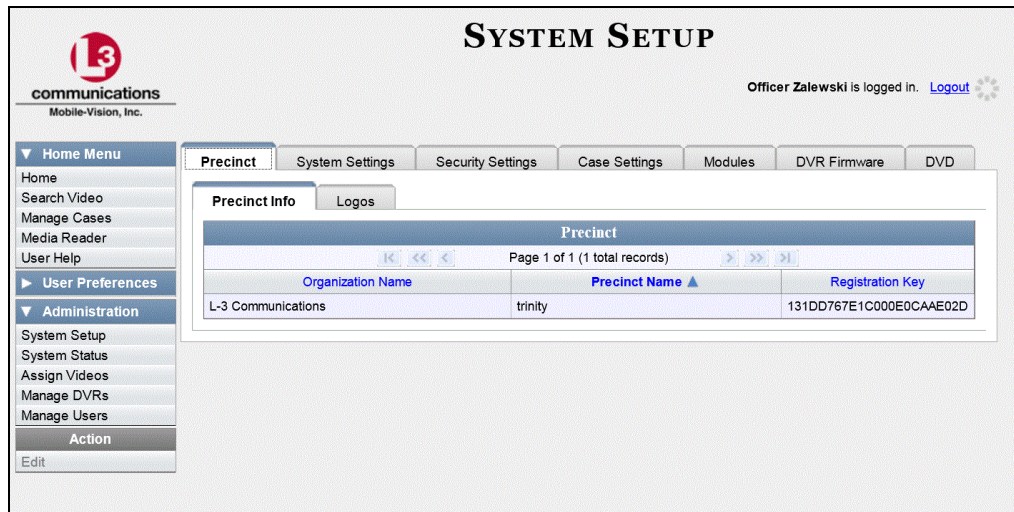
For specific instructions, see:

- Adding a Subject Type, below
- Changing a Subject Type, page 343
- Deleting a Subject Type, page 346
- Disabling a Subject Type, page 348.

Adding a Subject Type

This section describes how to create a new Subject Type, used to populate the *Type* drop-down list on the Subject Information form. For more on this topic, see the previous section, “Subject Types.”

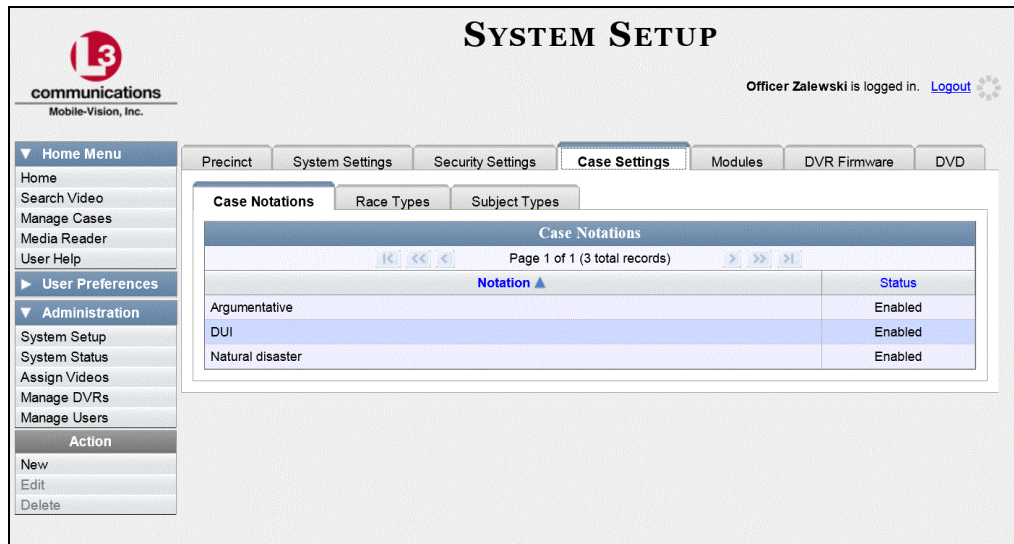
- Go to **Administration** and click **System Setup**. The System Setup page displays.



The screenshot shows the SYSTEM SETUP page with the 'Precinct' tab selected. The page header includes the L3 logo and 'communications Mobile-Vision, Inc.' on the left, and 'Officer Zalewski is logged in. Logout' on the right. A navigation menu on the left lists 'Home Menu', 'User Preferences', 'Administration', and 'Action'. The main content area has tabs for 'Precinct', 'System Settings', 'Security Settings', 'Case Settings', 'Modules', 'DVR Firmware', and 'DVD'. Under the 'Precinct' tab, there are sub-tabs for 'Precinct Info' and 'Logos'. A table titled 'Precinct' displays one record:

Organization Name	Precinct Name ▲	Registration Key
L-3 Communications	trinity	131DD767E1C000E0CAAE02D

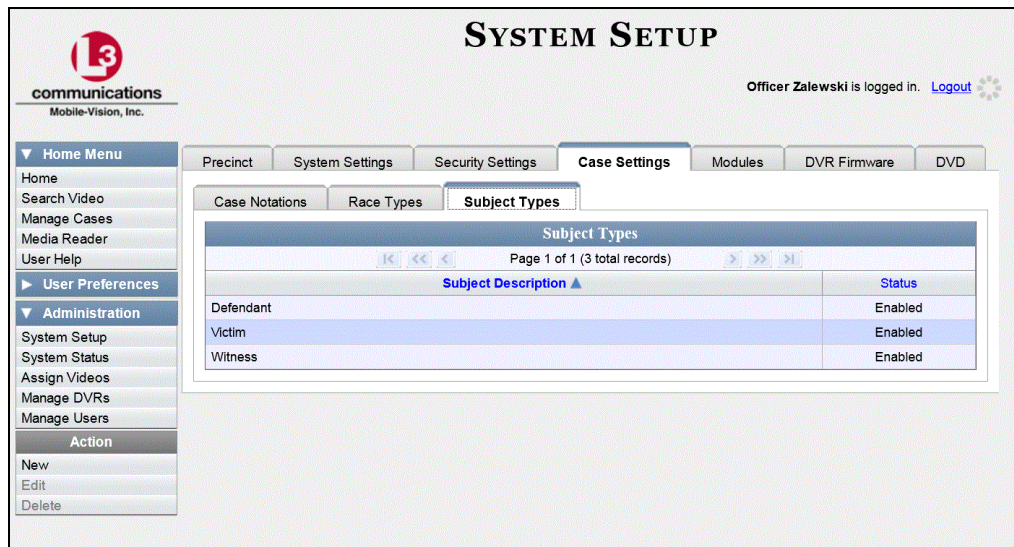
- Click the **Case Settings** tab.



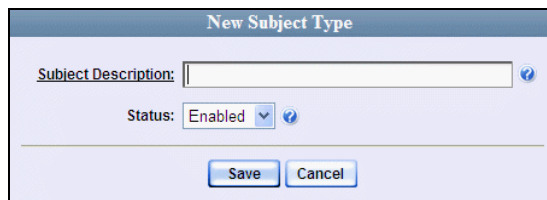
The screenshot shows the SYSTEM SETUP page with the 'Case Settings' tab selected. The page header and navigation menu are the same as in the previous screenshot. The main content area has tabs for 'Case Notations', 'Race Types', and 'Subject Types'. Under the 'Case Settings' tab, there are sub-tabs for 'Case Notations', 'Race Types', and 'Subject Types'. A table titled 'Case Notations' displays three records:

Notation ▲	Status
Argumentative	Enabled
DUI	Enabled
Natural disaster	Enabled

- 3 Click the **Subject Types** tab.



- 4 Go to the **Action** column and click **New**. The New Subject Type popup displays.

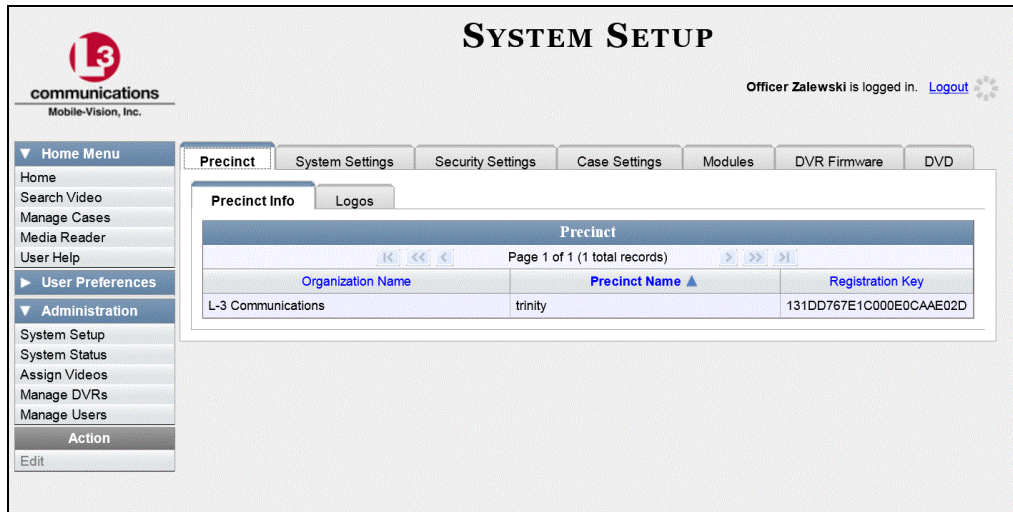


- 5 Enter a name for the new subject type in the *Subject Description* field. This is the value that will display on the Subject Information form.
- 6 Click **Save**. The new subject type displays on the Subjects list.

Changing a Subject Type

This section describes how to change a Subject Type's name or status. For more on this topic, see "Subject Types" on page 341.

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



SYSTEM SETUP

communications Mobile-Vision, Inc. Officer Zalewski is logged in. [Logout](#)

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

► User Preferences

▼ Administration
System Setup
System Status
Assign Videos
Manage DVRs
Manage Users

Action
Edit

Precinct System Settings Security Settings Case Settings Modules DVR Firmware DVD

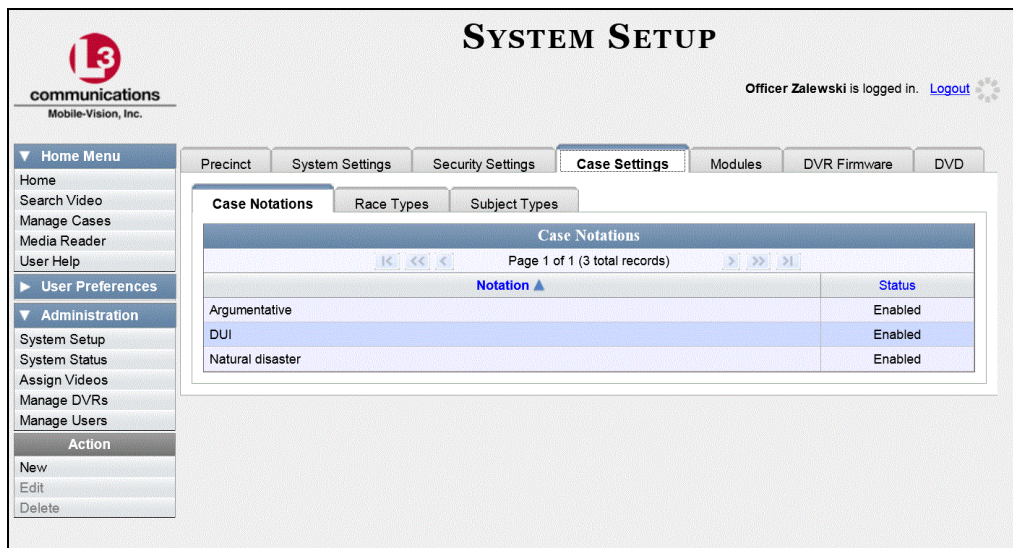
Precinct Info Logos

Precinct

Page 1 of 1 (1 total records)

Organization Name	Precinct Name ▲	Registration Key
L-3 Communications	trinity	131DD767E1C000E0CAAE02D

2 Click the **Case Settings** tab.



SYSTEM SETUP

communications Mobile-Vision, Inc. Officer Zalewski is logged in. [Logout](#)

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

► User Preferences

▼ Administration
System Setup
System Status
Assign Videos
Manage DVRs
Manage Users

Action
New
Edit
Delete

Precinct System Settings Security Settings **Case Settings** Modules DVR Firmware DVD

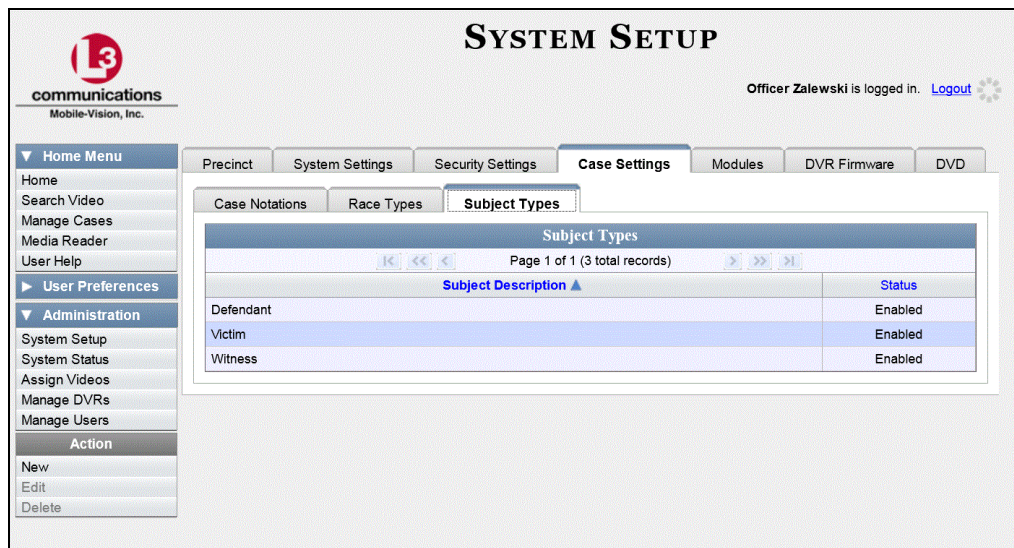
Case Notations Race Types Subject Types

Case Notations

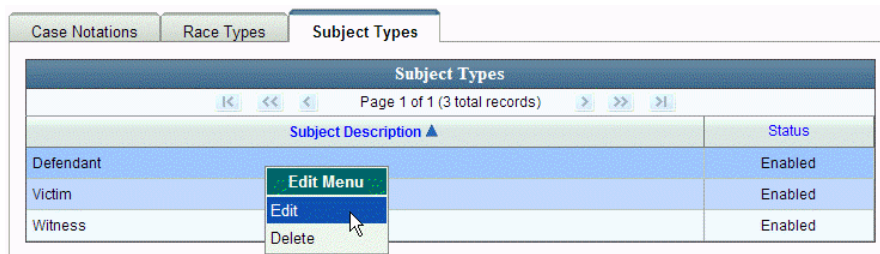
Page 1 of 1 (3 total records)

Notation ▲	Status
Argumentative	Enabled
DUI	Enabled
Natural disaster	Enabled

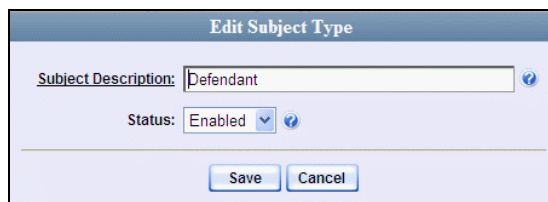
3 Click the **Subject Types** tab.



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



The Edit Subject Type popup displays.

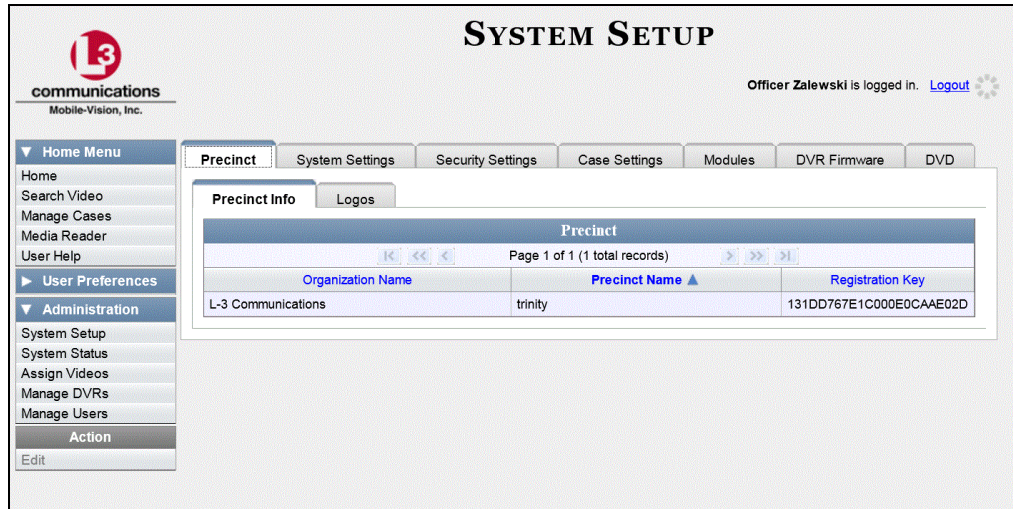


- 5 To change the description for the Subject Type, enter a new value in the *Subject Description* field. Otherwise proceed to the next step.
- 6 To change the Subject Type's status, select a new value from the *Status* drop-down list. Otherwise proceed to the next step.
- 7 Click **Save**.

Deleting a Subject Type

This section describes how to delete a Subject Type. You can only delete those Subject Types that are not in use by an active case. If you wish to discontinue use of a Subject Type but cannot delete it, see “Disabling a Subject Type” on page 348 instead.

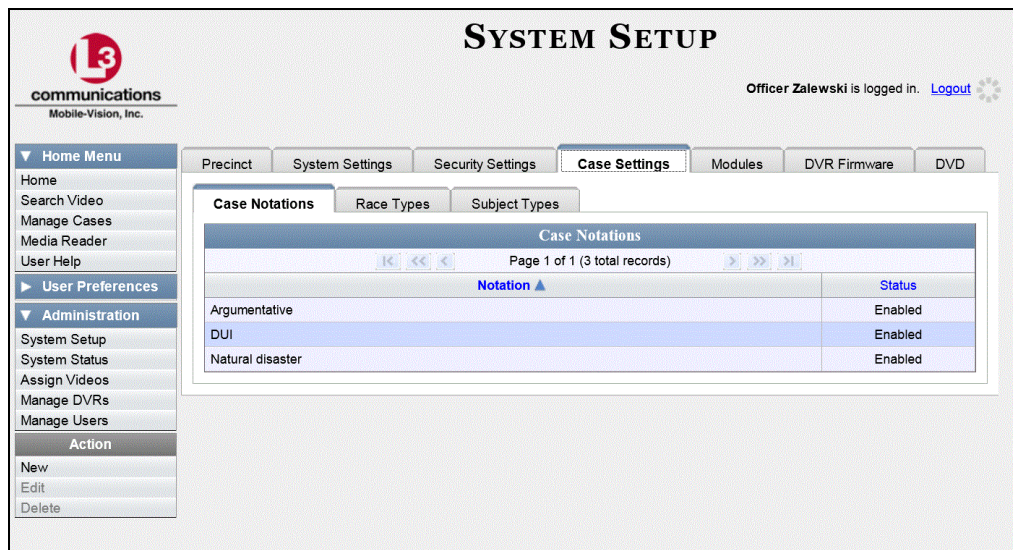
- 1 Go to **Administration** and click **System Setup**. The System Setup page displays.



The screenshot shows the SYSTEM SETUP page with the Precinct tab selected. The page displays a table with the following data:

Organization Name	Precinct Name ▲	Registration Key
L-3 Communications	trinity	131DD767E1C000E0CAAE02D

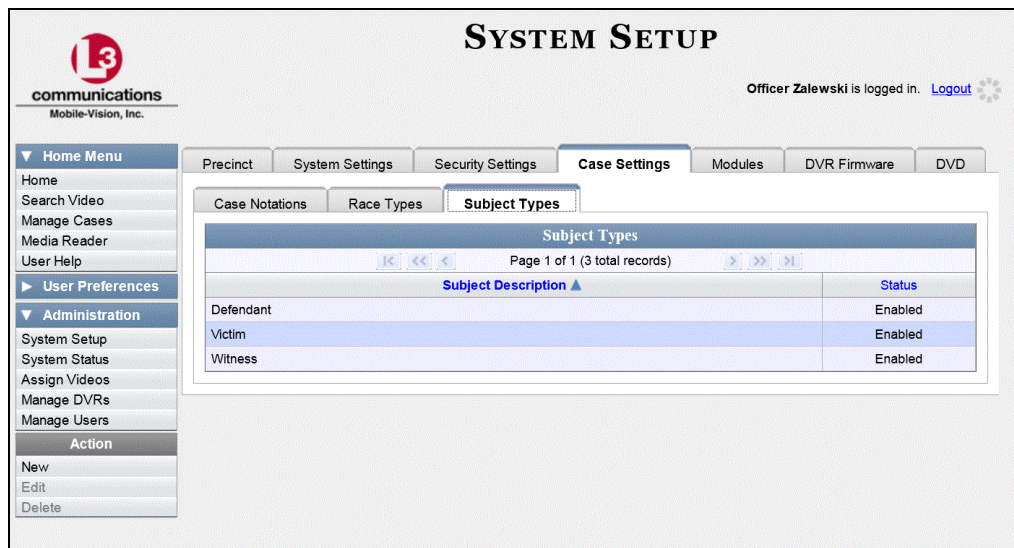
- 2 Click the **Case Settings** tab.



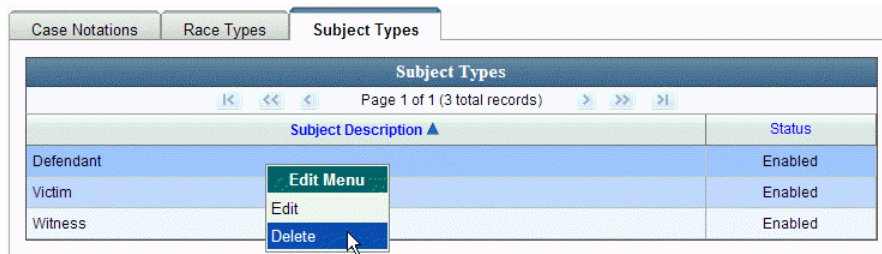
The screenshot shows the SYSTEM SETUP page with the Case Settings tab selected. The page displays a table with the following data:

Notation ▲	Status
Argumentative	Enabled
DUI	Enabled
Natural disaster	Enabled

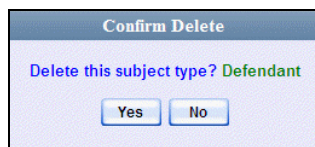
- 3 Click the **Subject Types** tab.



- Right-click on the Subject Type you wish to delete, then select **Delete** from the popup menu.



A confirmation message displays.



- Click **Yes**.
 - ⇒ If the selected Subject Type is *not* in use by an active case, the system removes it from the Subject Types list. **End of procedure.**
 - ⇒ If the selected Subject Type *is* in use by an active case, the system displays an error message:

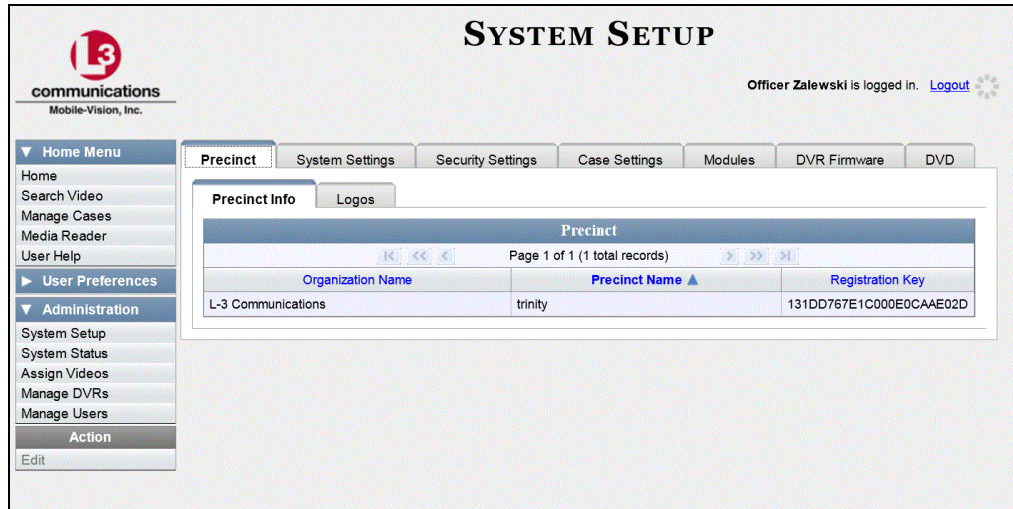
Defendant used in active case!

Try disabling the Subject Type instead, as described in the next section. Begin with step 4.

Disabling a Subject Type

If you wish to discontinue use of a particular Subject Type, you may not be able to delete that Subject Type due to the fact that it is in use by one or more active cases. If such is the case, you have the option of *disabling* the Subject Type so that users cannot attach it to any future cases, as described below.

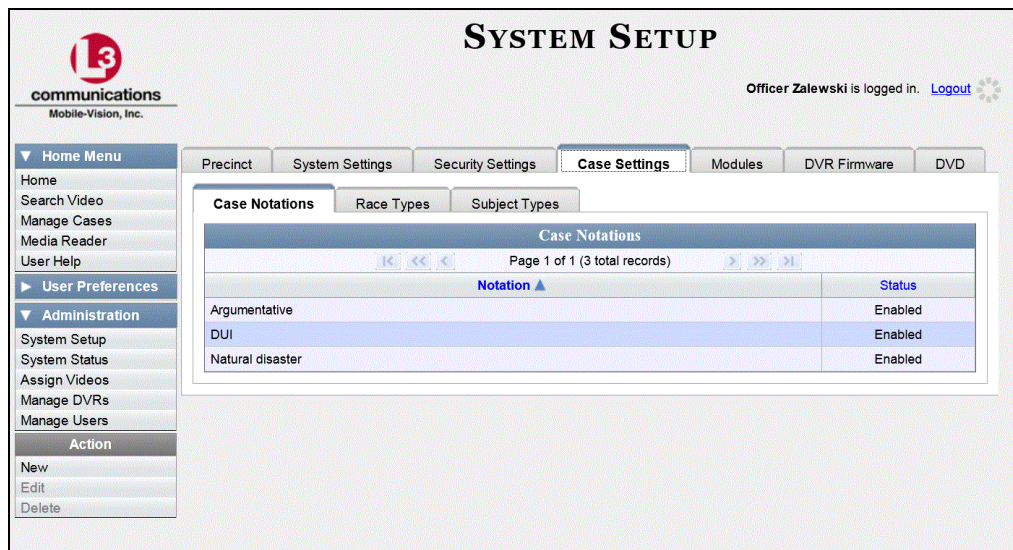
- 1 Go to **Administration** and click **System Setup**. The System Setup page displays.



The screenshot shows the 'SYSTEM SETUP' page with the 'Precinct' tab selected. The page header includes the L3 logo and 'communications Mobile-Vision, Inc.' on the left, and 'Officer Zalewski is logged in. Logout' on the right. A navigation menu on the left lists 'Home Menu', 'User Preferences', and 'Administration' (with 'System Setup' highlighted). The main content area shows a table for 'Precinct' information.

Precinct		
Organization Name	Precinct Name ▲	Registration Key
L-3 Communications	trinity	131DD767E1C000E0CAAE02D

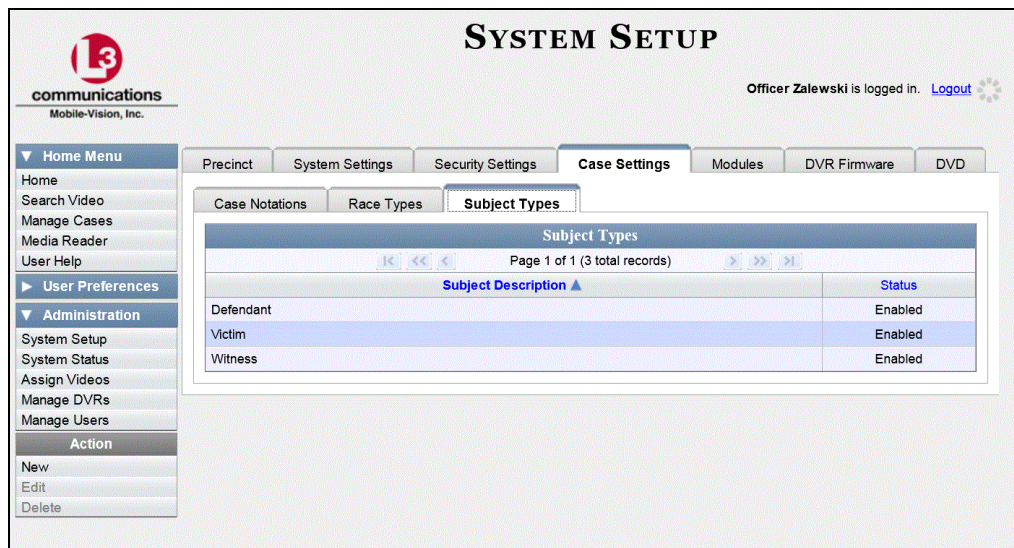
- 2 Click the **Case Settings** tab.



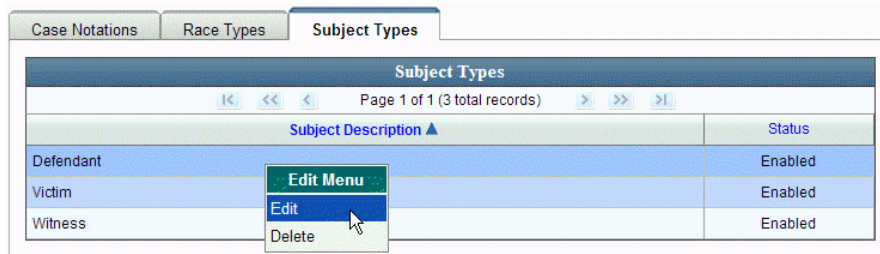
The screenshot shows the 'SYSTEM SETUP' page with the 'Case Settings' tab selected. The navigation menu on the left now shows 'System Setup' highlighted under 'Administration'. The main content area shows a table for 'Case Notations'.

Case Notations	
Notation ▲	Status
Argumentative	Enabled
DUI	Enabled
Natural disaster	Enabled

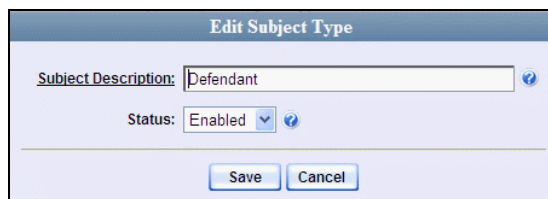
- 3 Click the **Subject Types** tab.



- 4 Right-click on the Subject Type you wish to disable, then select **Edit** from the popup menu.



The Edit Subject Type popup displays.



- 5 Select **Disabled** from the *Status* drop-down list.
- 6 Click **Save**. If you look in the *Status* column, you'll see that the Subject Type is now disabled.



This chapter describes the various procedures used to update and maintain your Flashback DVRs. If you have an Extended Maintenance Agreement with L-3 Mobile-Vision, you will occasionally receive Flashback firmware updates via the DEP application (Flashback2s, Flashback3s, and FlashbackHDs only). The procedure for updating the firmware is described later in this chapter.

For more information, see:

- DVR Units, below
- Fleet Management, page 401 (Flashback2s, Flashback3s, and FlashbackHDs only)
- DVR Firmware, page 432 (Flashback2s, Flashback3s, and FlashbackHDs only)
- Viewing the DVRs' Status List, page 447
- Viewing the DVR Downloader Log, page 449
- DVR Download Options, page 450
- Generating a DVR Login Key for an Officer, page 455.

DVR Units

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

At system start-up, your System Installation Specialist (SIS) will assist you in getting your DVRs properly configured in DEP. 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 will need to enter a new DVR record in DEP.

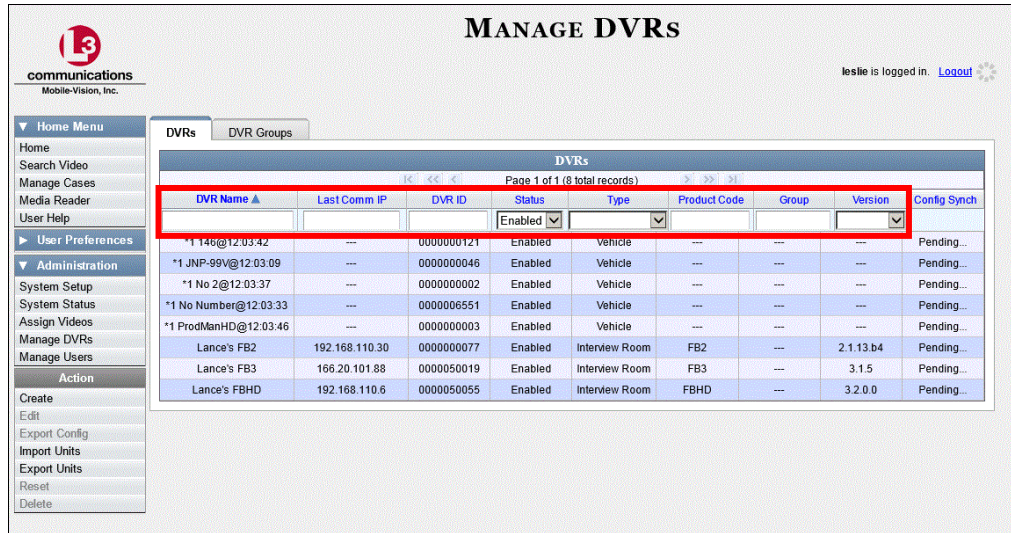
For specific instructions, see:

- Searching for a DVR, next page
- Adding DVRs, page 354
- Changing a DVR, page 359
- Replacing a DVR, page 397
- Deleting a DVR, page 398
- Exporting DVR Information, page 399.

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*.

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



MANAGE DVRs

leslie is logged in. [Logout](#)

DVRs | Page 1 of 1 (8 total records)

DVR Name ▲	Last Comm IP	DVR ID	Status	Type	Product Code	Group	Version	Config Synchron
*1 146@12.03.42	---	000000121	Enabled	Vehicle	---	---	---	Pending...
*1 JNP-99V@12.03.09	---	000000046	Enabled	Vehicle	---	---	---	Pending...
*1 No 2@12.03.37	---	000000002	Enabled	Vehicle	---	---	---	Pending...
*1 No Number@12.03.33	---	000000651	Enabled	Vehicle	---	---	---	Pending...
*1 ProdManHD@12.03.46	---	000000003	Enabled	Vehicle	---	---	---	Pending...
Lance's FB2	192.168.110.30	000000077	Enabled	Interview Room	FB2	---	2.1.13.b4	Pending...
Lance's FB3	166.20.101.88	000005019	Enabled	Interview Room	FB3	---	3.1.5	Pending...
Lance's FBHD	192.168.110.6	000005055	Enabled	Interview Room	FBHD	---	3.2.0.0	Pending...

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

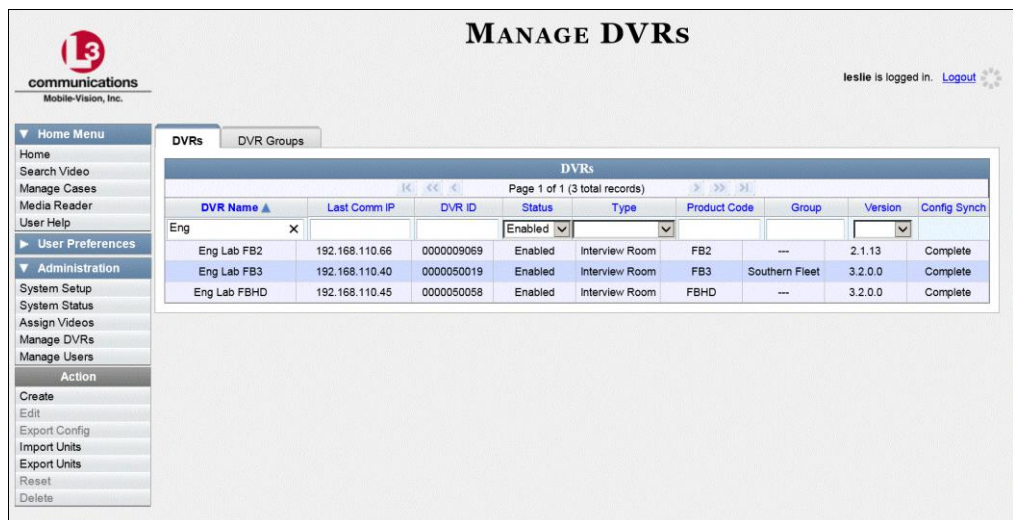
DVR Search Fields	
Search Field	Description
DVR Name	Limits your search to the DVR unit that has this name.
Last Comm IP	Limits your search to the DVR unit that last used this IP address.
DVR ID	Limits your search to the Flashback2, Flashback3, or FlashbackHD DVR that has this internal DVR software serial number. Note: This is the <i>software</i> serial number, <i>not</i> the hardware serial number found on the outside of the DVR unit.
Status	Limits your search to those DVR units that have a status of either Enabled or Disabled . <i>Select the appropriate status from the drop-down list provided.</i>
Type	Limits your search to those videos that were captured by one of these DVR types: <ul style="list-style-type: none"> Vehicle. A DVR that is installed inside a vehicle, such as a police cruiser. (Continued)

DVR Search Fields (cont'd)	
Search Field	Description
Type (cont'd)	<ul style="list-style-type: none"> <i>Interview Room.</i> A DVR that is installed inside an interview room. This type of DVR is used in conjunction with the optional <i>Interview Room</i> module. <p><i>Select this value from the drop-down list provided.</i></p>
Product Code	<p>Limits your search to those DVR units that have this Product Code (enter one):</p> <p>FB1 Flashback1 FB2 Flashback2 FB3 Flashback3 FBHD FlashbackHD</p>
Group	Limits your search to those DVR units that are a member of this DVR group.
Version	Limits your search to those DVR units that have this firmware version. <i>Select the appropriate version number from the drop-down list provided.</i>

The *Config Sync* field displays the DVR's configuration synchronicity for Flashback2, Flashback3, and FlashbackHD units, as described below.

- Pending.** The system is in the process of synchronizing the *server's* DVR configuration with the actual *unit'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.

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



The screenshot shows the 'MANAGE DVRs' interface. On the left is a navigation menu with options like Home, Search Video, and Administration. The main area displays a table of DVR units. The table has the following data:

DVR Name	Last Comm IP	DVR ID	Status	Type	Product Code	Group	Version	Config Synchronicity
Eng Lab FB2	192.168.110.66	0000009069	Enabled	Interview Room	FB2	---	2.1.13	Complete
Eng Lab FB3	192.168.110.40	0000050019	Enabled	Interview Room	FB3	Southern Fleet	3.2.0.0	Complete
Eng Lab FBHD	192.168.110.45	0000050058	Enabled	Interview Room	FBHD	---	3.2.0.0	Complete

Adding DVRs

There are two methods for adding DVR records to DEP:

- ❑ Manually enter records one at a time, as described in “Manually Adding a Single DVR,” below.
- ❑ Add multiple records “en mass” by importing the DVR information from a spreadsheet, as described in “Importing Multiple DVRs from a Spreadsheet” on page 357.

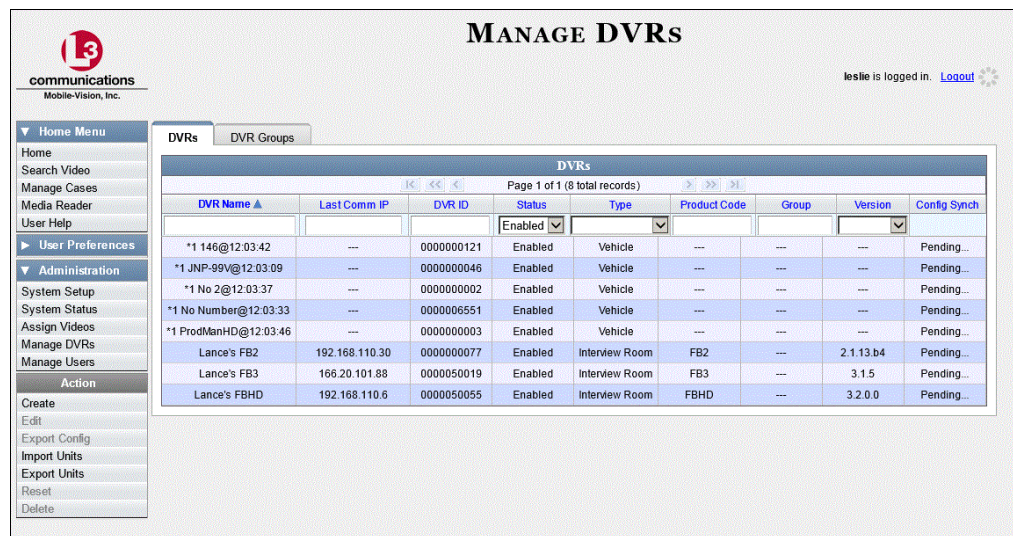
Manually Adding a Single DVR

This section describes how to enter a new Flashback DVR record. Perform this procedure whenever you add a new DVR to your fleet.



NOTE: If you need to add a large number of DVR records at one time, you may prefer to import that data from a spreadsheet to save time. For more information, see “Importing Multiple DVRs from a Spreadsheet” on page 357.

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



MANAGE DVRs

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communications
Mobile-Vision, Inc.

Home Menu
Home
Search Video
Manage Cases
Media Reader
User Help

User Preferences

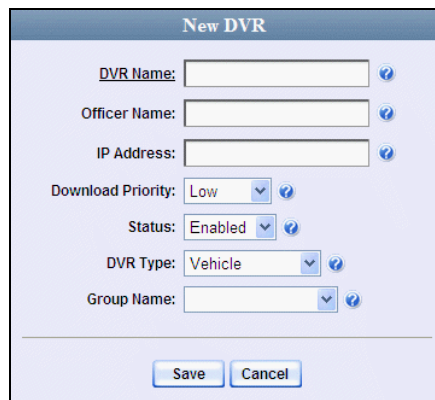
Administration
System Setup
System Status
Assign Videos
Manage DVRs
Manage Users

Action
Create
Edit
Export Config
Import Units
Export Units
Reset
Delete

DVRs | DVR Groups

DVRs									
Page 1 of 1 (8 total records)									
DVR Name ▲	Last Comm IP	DVR ID	Status	Type	Product Code	Group	Version	Config Synchronizer	
*1 146@12:03:42	---	0000000121	Enabled	Vehicle	---	---	---	Pending...	
*1 JNP-99V@12:03:09	---	0000000046	Enabled	Vehicle	---	---	---	Pending...	
*1 No 2@12:03:37	---	0000000002	Enabled	Vehicle	---	---	---	Pending...	
*1 No Number@12:03:33	---	0000006551	Enabled	Vehicle	---	---	---	Pending...	
*1 ProdManHD@12:03:46	---	0000000003	Enabled	Vehicle	---	---	---	Pending...	
Lance's FB2	192.168.110.30	0000000077	Enabled	Interview Room	FB2	---	2.1.13.b4	Pending...	
Lance's FB3	166.20.101.88	0000050019	Enabled	Interview Room	FB3	---	3.1.5	Pending...	
Lance's FBHD	192.168.110.6	0000050055	Enabled	Interview Room	FBHD	---	3.2.0.0	Pending...	

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



The fields on this form are described in the following table.

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).
Officer Name (only for agencies that are <i>not</i> 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 <i>Officer Name</i> field on the officer's user record. If your department is using USB login keys, leave this field blank.
IP Address	The DVR's IP address. This number identifies the DVR to the server.
Download Priority	The download priority for the DVR's video transmissions: <i>low</i> , <i>medium</i> , or <i>high</i> . 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 high Download Priority will transmit <i>first</i> ; DVRs with a med Download Priority will transmit <i>second</i> ; and DVRs with a low Download Priority will transmit <i>last</i> . System default is Low . <i>Select this value from the drop-down list provided.</i>
Status	A system setting that determines whether or not <i>automatic</i> video transmissions are allowed for this DVR: <ul style="list-style-type: none"> ▪ <i>Enabled</i>. The system is allowed to automatically pull video off of this DVR ▪ <i>Disabled</i>. The system is <i>not</i> allowed to automatically pull video off of this DVR. However, users can still upload video <i>manually</i>.

DVR Form (cont'd)	
Field	Description
Status (cont'd)	System defaults to Enabled . <i>Select this value from the drop-down list provided.</i>
DVR Type	The type of DVR this is: <ul style="list-style-type: none"> ▪ <i>Vehicle</i>. A DVR that is installed inside a vehicle, such as a police cruiser. ▪ <i>Interview Room</i>. A DVR that is installed inside an interview room. This type of DVR is used in conjunction with the Interview Room module. Select this value from the drop-down list provided.
Group Name	The DVR Group to which you wish to assign this DVR. <i>Select this value from the drop-down list provided.</i>

- 3 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 Enter this DVR's IP address in the *IP Address* field.
- 5 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.
- 6 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.
- 7 If this DVR is installed in a *vehicle* (default), proceed to the next step.

– OR –

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

– OR –

 If this DVR is a VIEVU, select **Body Worn** from the *DVR Type* drop-down list.
- 8 To assign this DVR to a *DVR Group*, select a group from the *Group Name* drop-down list. Otherwise proceed to the next step.

- 9 Click **Save**. A confirmation message displays.

The DVR named Unit 146 successfully saved.

Importing Multiple DVRs from a Spreadsheet

At system start-up, your System Installation Specialist (SIS) will provide you with a spreadsheet that contains all your basic DVR records. You can import this information to DEP 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 conversion utility, convert the spreadsheet from **XLS** to **CSV** format. For specific instructions, refer to your Excel documentation.
- 3 If you have not done so already, login to the DEP application as an administrator.
- 4 Go to **Administration** and click **Manage DVRs**. The Manage DVRs page displays.

(Continued)

MANAGE DVRs

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communications
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Home Menu
Home
Search Video
Manage Cases
Media Reader
User Help
User Preferences
Administration
System Setup
System Status
Assign Videos
Manage DVRs
Manage Users
Action
Create
Edit
Export Config
Import Units
Export Units
Reset
Delete

DVRs DVR Groups

DVR Name	Last Comm IP	DVR ID	Status	Type	Product Code	Group	Version	Config Synch
*1 146@12:03:42	---	000000121	Enabled	Vehicle	---	---	---	Pending...
*1 JNP-99V@12:03:09	---	000000046	Enabled	Vehicle	---	---	---	Pending...
*1 No 2@12:03:37	---	000000002	Enabled	Vehicle	---	---	---	Pending...
*1 No Number@12:03:33	---	000000651	Enabled	Vehicle	---	---	---	Pending...
*1 ProdManHD@12:03:46	---	000000003	Enabled	Vehicle	---	---	---	Pending...
Lance's FB2	192.168.110.30	000000077	Enabled	Interview Room	FB2	---	2.1.13.b4	Pending...
Lance's FB3	166.20.101.88	0000050019	Enabled	Interview Room	FB3	---	3.1.5	Pending...
Lance's FBHD	192.168.110.6	0000050055	Enabled	Interview Room	FBHD	---	3.2.0.0	Pending...

- Go to the **Action** column and click **Import Units**. The Import Units popup displays.

Import Units

Press **Browse** to search for config file.

Browse...

Cancel

- Click **Browse**.
- Navigate to the spreadsheet that contains your DVR information.
- Double-click on the spreadsheet file. A confirmation screen displays.

Import Units

Press **Save** to import units or **Close** to cancel.

Page 1 of 1 (1 total records)

DVR Name	IP Address	FB-II ID	Status
unit_1349	192.168.130.22	000000022	Insert Valid

Save **Close**

The value of the *Status* column should be **Insert Valid** for each DVR record.

- 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**, as described in the next section, "Changing a DVR."

Changing a DVR

This section describes how to update a single DVR record. Use this procedure when you need to change the setting(s) for a Flashback DVR.

If you prefer to make global changes to a fleet of Flashback2/3/HD DVRs, see “Changing a DVR Group” on page 417 instead.

For detailed instructions, see:

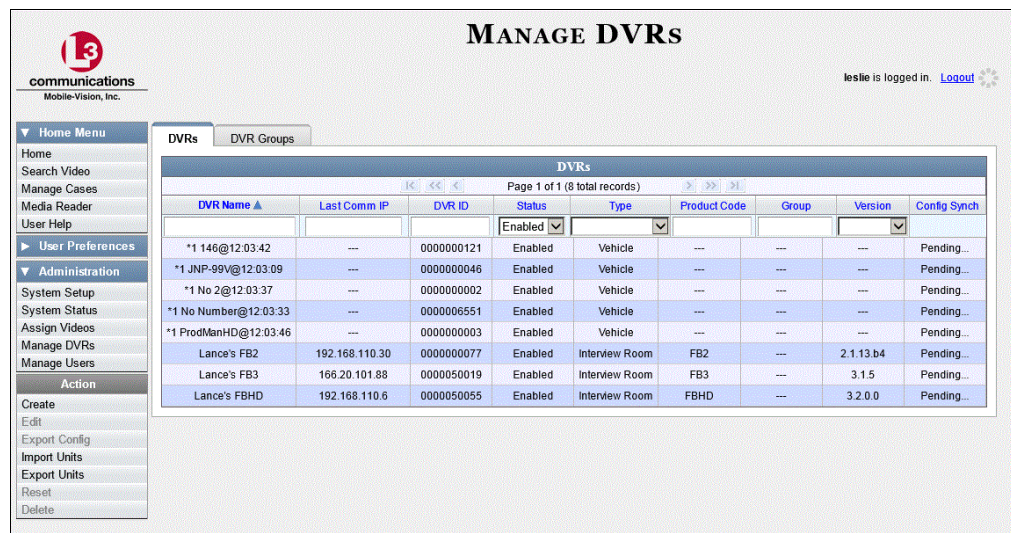
- Changing an Undiscovered Flashback2/3/HD DVR, below
- Changing a Flashback2/3/HD DVR that is Not Assigned to a DVR Group, page 361
- Changing a Flashback2/3/HD DVR that is Assigned to a DVR Group, page 393.

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.

Changing an Undiscovered Flashback2/3/HD DVR

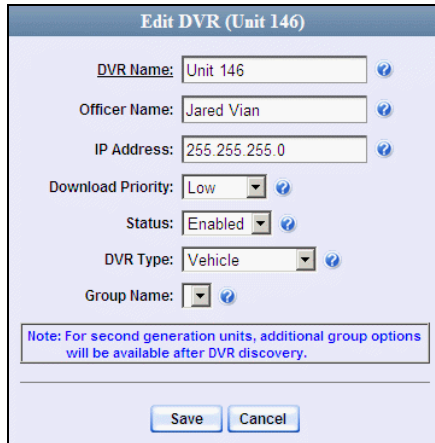
This section describes how to update an undiscovered Flashback2, Flashback3, or FlashbackHD DVR record. For a definition of *discovered vs. undiscovered* DVRs, see the box above.

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



DVR Name ▲	Last Comm IP	DVR ID	Status	Type	Product Code	Group	Version	Config Synch
*1 146@12:03:42	---	0000000121	Enabled	Vehicle	---	---	---	Pending...
*1 JNP-99V@12:03:09	---	0000000046	Enabled	Vehicle	---	---	---	Pending...
*1 No 2@12:03:37	---	0000000002	Enabled	Vehicle	---	---	---	Pending...
*1 No Number@12:03:33	---	0000006551	Enabled	Vehicle	---	---	---	Pending...
*1 ProdManHD@12:03:46	---	0000000003	Enabled	Vehicle	---	---	---	Pending...
Lance's FB2	192.168.110.30	0000000077	Enabled	Interview Room	FB2	---	2.1.13.b4	Pending...
Lance's FB3	166.20.101.88	0000050019	Enabled	Interview Room	FB3	---	3.1.5	Pending...
Lance's FBHD	192.168.110.6	0000050055	Enabled	Interview Room	FBHD	---	3.2.0.0	Pending...

- 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 352, 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.



NOTE: If the Edit DVR form does not look like the image displayed above, or it includes multiple tabs, this means the DVR has been “discovered”. In this instance, you should follow a different set of procedures to ensure that your DVR is configured properly. Refer to the procedures listed on page 362.

- 4 Enter or select your changes in the appropriate field(s), then click **Save**. A confirmation message displays.

The DVR name Unit 146 successfully saved.

Changing a Flashback2/3/HD 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. If you prefer to make global changes to a *fleet* of Flashback2/3/HD DVRs, see “Changing a DVR Group” on page 417 instead.

For a definition of *discovered* vs. *undiscovered* DVRs, see the box on page 359.

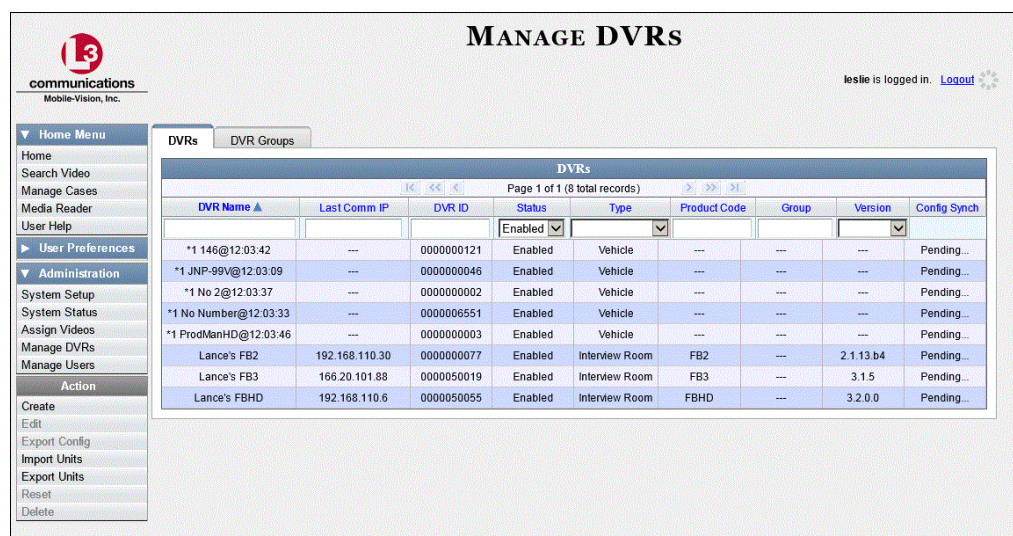
For specific instructions, see:

- Displaying the Edit DVR Popup, below
- Changing the General DVR Settings for a Flashback2/3/HD DVR that is Not Assigned to a DVR Group, page 363
- Changing the IP Settings for a Flashback2/3/HD DVR that is Not Assigned to a DVR Group, page 367
- Changing the Audio Settings for a Flashback2/3/HD DVR that is Not Assigned to a DVR Group, page 377
- Changing the Video Settings for a Flashback2/3/HD DVR that is Not Assigned to a DVR Group, page 381.
- Changing the Triggers for a Flashback2/3/HD DVR that is Not Assigned to a DVR Group, page 386
- Changing the Display Options for a Flashback2/3/HD DVR that is Not Assigned to a DVR Group, page 389.

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.



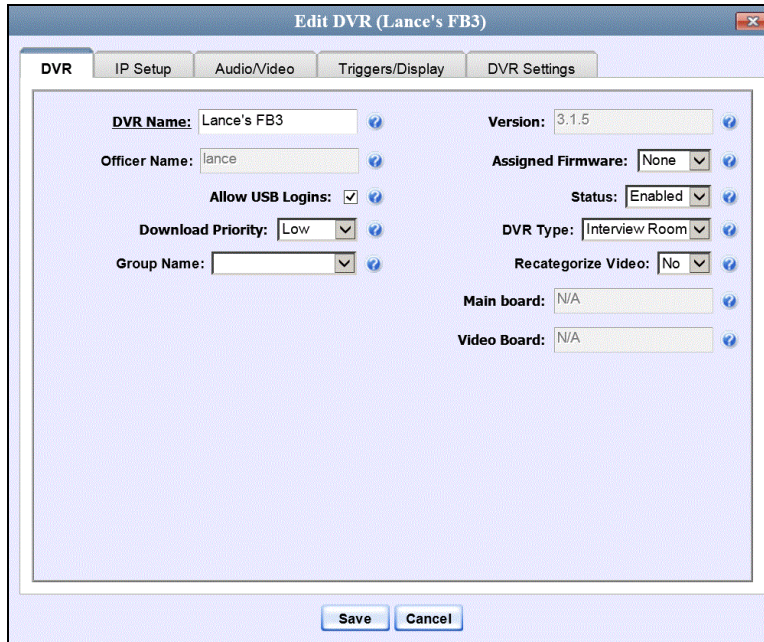
MANAGE DVRs

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DVRs | **DVR Groups**

DVRs									
Page 1 of 1 (8 total records)									
DVR Name ▲	Last Comm IP	DVR ID	Status	Type	Product Code	Group	Version	Config Synchron	
*1 146@12:03:42	---	0000000121	Enabled	Vehicle	---	---	---	Pending...	
*1 JNP-99V@12:03:09	---	0000000046	Enabled	Vehicle	---	---	---	Pending...	
*1 No 2@12:03:37	---	0000000002	Enabled	Vehicle	---	---	---	Pending...	
*1 No Number@12:03:33	---	0000006551	Enabled	Vehicle	---	---	---	Pending...	
*1 ProdManHD@12:03:46	---	0000000003	Enabled	Vehicle	---	---	---	Pending...	
Lance's FB2	192.168.110.30	0000000077	Enabled	Interview Room	FB2	---	2.1.13.b4	Pending...	
Lance's FB3	166.20.101.88	0000050019	Enabled	Interview Room	FB3	---	3.1.5	Pending...	
Lance's FBHD	192.168.110.6	0000050055	Enabled	Interview Room	FBHD	---	3.2.0.0	Pending...	

- 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 352, 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.



Proceed to one of the following sections for further instructions:

- Changing the General DVR Settings for a Flashback2/3/HD DVR that is Not Assigned to a DVR Group, next page, beginning with step 2
- Changing the IP Settings for a Flashback2/3/HD DVR that is Not Assigned to a DVR Group, page 367, beginning with step 2
- Changing the Audio Settings for a Flashback2/3/HD DVR that is Not Assigned to a DVR Group, page 377, beginning with step 2
- Changing the Video Settings for a Flashback2/3/HD DVR that is Not Assigned to a DVR Group, page 381, beginning with step 2
- Changing the Triggers for a Flashback2/3/HD DVR that is not Assigned to a DVR Group, page 386
- Changing the Display Options for a Flashback2/3/HD DVR that is Not Assigned to a DVR Group, page 389, beginning with step 2.

Changing the General DVR Settings for a Flashback2/3/HD DVR that is Not Assigned to a DVR Group

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

- DVR Name
- Officer Name
- Allow USB Logins checkbox
- Download Priority setting
- Group Name
- Assigned Firmware
- Status
- DVR Type
- Recategorize Video setting
- Admin Login Name
- Admin Password
- Time Zone
- Ignition Timer

For a definition of *discovered* vs. *undiscovered* DVRs, see the box on page 359.

- 1 Search for and display the Flashback record you wish to change. (If necessary, review “Displaying the Edit DVR Popup” on page 361.)



The screenshot shows a web-based configuration window titled "Edit DVR (Lance's FB3)". The window has several tabs: "DVR", "IP Setup", "Audio/Video", "Triggers/Display", and "DVR Settings". The "DVR" tab is active. The settings are organized into two columns. The left column includes: "DVR Name" (text field with "Lance's FB3"), "Officer Name" (text field with "lance"), "Allow USB Logins" (checkbox checked), "Download Priority" (dropdown menu with "Low"), and "Group Name" (dropdown menu). The right column includes: "Version" (text field with "3.1.5"), "Assigned Firmware" (dropdown menu with "None"), "Status" (dropdown menu with "Enabled"), "DVR Type" (dropdown menu with "Interview Room"), "Recategorize Video" (dropdown menu with "No"), "Main board" (text field with "N/A"), and "Video Board" (text field with "N/A"). At the bottom of the window are "Save" and "Cancel" buttons.

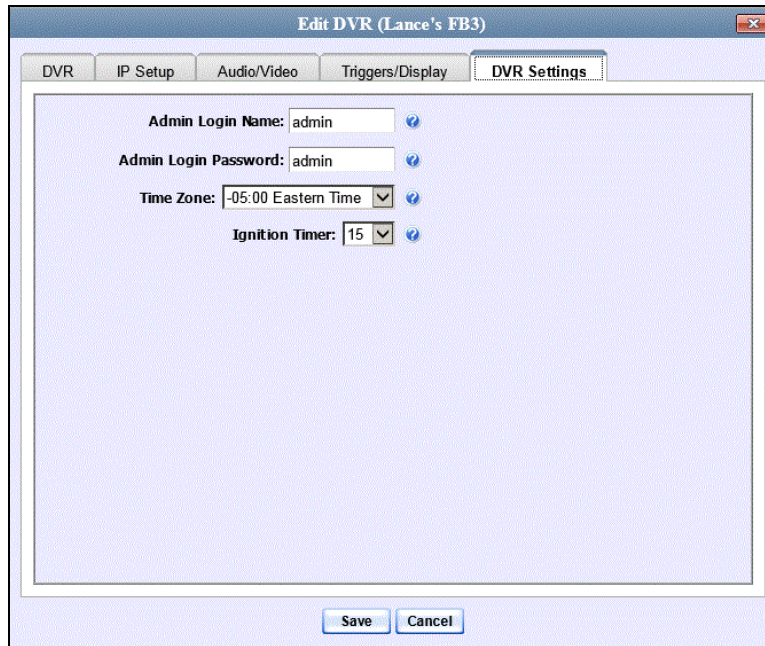
The fields on the DVR tab are described in the table on the next page.

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).
Version	The firmware version that is currently loaded on this DVR. <i>System-generated field.</i>
Officer Name	The default officer associated with this video. This is the officer to whom the videos recorded on this DVR will be linked unless someone else logs into the DVR using a USB Login Key. If your agency is using USB Login Keys, 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 , the firmware version will remain the same. <i>Select this value from the drop-down list provided.</i>
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. If this checkbox is selected (<input checked="" type="checkbox"/>) , different officers will be able to log in and out of this DVR using a USB login key. If this checkbox is <i>not</i> selected, <i>no</i> officers will be able to log in and out of this DVR using a USB login key. Select the latter option if this DVR is used by only <i>one officer</i> (i.e., the officer whose name appears in the <i>Officer Name</i> field—see DVR tab).
Status	A system setting that determines whether or not automatic video transmissions are allowed for this DVR: <ul style="list-style-type: none"> ▪ <i>Enabled.</i> The system is allowed to automatically pull video off of this DVR ▪ <i>Disabled.</i> The system is <i>not</i> allowed to automatically pull video off of this DVR. System defaults to Enabled . <i>Select this value from the drop-down list provided.</i>
Download Priority	The download priority for the DVR's video transmissions: <i>low, medium, or high</i> . 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 high <i>Download Priority</i> will transmit <i>first</i> ; DVRs with a med <i>Download Priority</i> will transmit <i>second</i> ; and DVRs with a low <i>Download Priority</i> will transmit <i>last</i> . System default is Low . <i>Select this value from the drop-down list provided.</i>

DVR Tab (cont'd)	
Field	Description
DVR Type	<p>The type of DVR:</p> <ul style="list-style-type: none"> ▪ <i>Vehicle</i>. A DVR that is installed inside a vehicle, such as a police cruiser. ▪ <i>Interview Room</i>. A DVR that is installed inside a precinct interview room. This type of DVR is used in conjunction with the optional Interview Room module.
Group Name	If this DVR was assigned to a DVR Group, the name of that group will display in this field.
Recategorize Video	<p>A checkbox used to recategorize all video recorded from this DVR as Interview Room.</p> <p>YesRecategorize all existing videos recorded from this DVR as Interview Room. Select this option if this DVR is installed in an <i>interview room</i> rather than in a <i>vehicle</i>.</p> <p>No.....Do <i>not</i> categorize all videos recorded from this DVR as Interview Room (default).</p>
Main Board	The DVR's Main Board ID. For internal use only.
Video Board	The DVR's Video Board ID. For internal use only.

- 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 in the following table.

DVR Settings Tab	
Field	Description
Admin Login Name	The Flashback User ID. The system uses this ID in combination with the <i>Admin Login Password</i> below to 1) wirelessly transmit videos to the server and 2) download configuration changes from the server to the DVR. <i>Do not change this value unless instructed to do so by an L-3 Mobile-Vision Technical Support Engineer.</i>
Admin Login Password	The Flashback login password. The system uses this ID in combination with the <i>Admin Login Name</i> above to 1) wirelessly transmit videos to the server and 2) download configuration changes from the server to the DVR. <i>Do not change this value unless instructed to do so by an L-3 Mobile-Vision Technical Support Engineer.</i>
Time Zone	The time zone in which this DVR will be recording. <i>Select this value from the drop-down list provided.</i>
Ignition Timer	A setting which determines how many minutes this DVR will stay on in <i>idle mode</i> after a vehicle's ignition has been turned off. <i>Select this value from the drop-down list provided.</i>

- 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 Unit 146 successfully saved.

Changing the IP Settings for a Flashback2/3/HD 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. If you prefer to make global changes to a *fleet* of Flashback2/3/HD DVRs, see “Changing the IP Settings for a DVR Group” on page 419 instead.

- To change the Ethernet settings for a discovered Flashback2/3/HD DVR, see “Changing the Ethernet Settings for a Flashback2/3/HD DVR that is Not Assigned to a DVR Group,” below.
- To configure an Interview Room DVR to act as a DHCP server, see “Configuring a DVR to Act as a DHCP Server” on page 370.
- To change the wireless settings for a discovered Flashback2/3/HD DVR, see “Changing the Wireless Settings for a Flashback2/3/HD DVR that is Not Assigned to a DVR Group” on page 372.
- To change the wireless certificates for a discovered Flashback2/3/HD DVR, see “Changing the Wireless Certificates for a Flashback2/3/HD DVR that is Not Assigned to a DVR Group” on page 375.

For a definition of *discovered* vs. *undiscovered* DVRs, see the box on page 359.

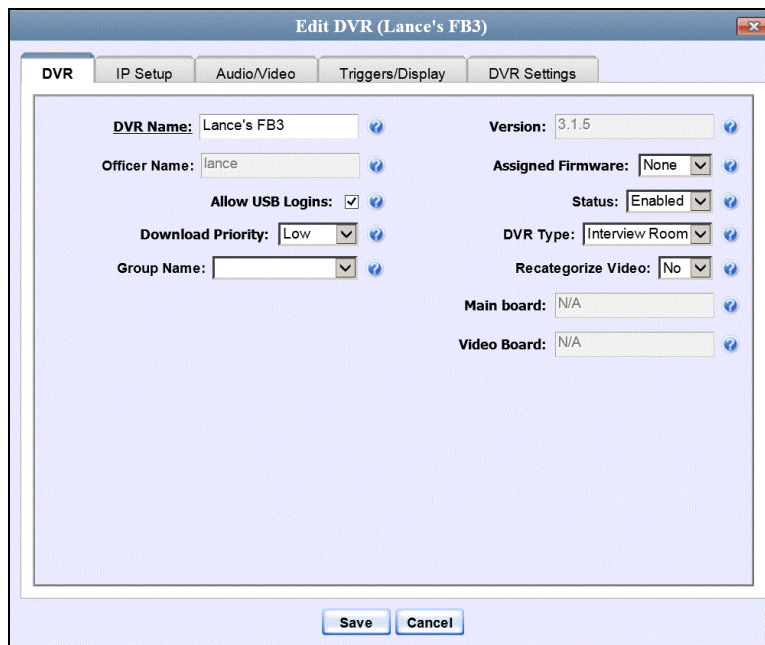
Changing the Ethernet Settings for a Flashback2/3/HD DVR that is Not Assigned to a DVR Group

This section describes how to change the Ethernet setting(s) for a discovered Flashback2, Flashback3, or FlashbackHD that is not currently assigned to a DVR group.

For a definition of *discovered* vs. *undiscovered* DVRs, see the box on page 359.

- 1 Search for and display the Flashback record you wish to change. (If necessary, review “Displaying the Edit DVR Popup” on page 361.)

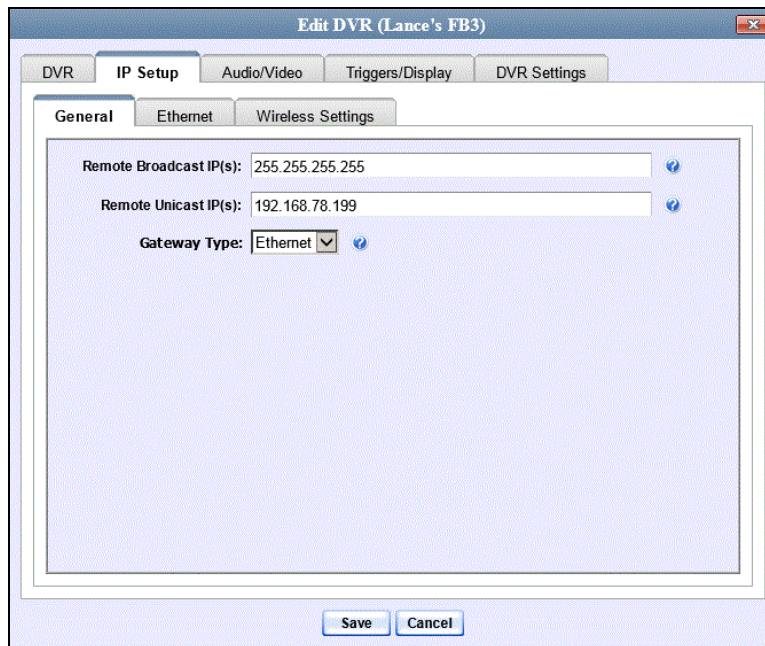
(Continued)



The screenshot shows the 'Edit DVR (Lance's FB3)' window with the 'DVR' tab selected. The configuration fields are as follows:

DVR Name:	Lance's FB3	Version:	3.1.5
Officer Name:	lance	Assigned Firmware:	None
Allow USB Logins:	<input checked="" type="checkbox"/>	Status:	Enabled
Download Priority:	Low	DVR Type:	Interview Room
Group Name:		Recategorize Video:	No
Main board:	N/A	Video Board:	N/A

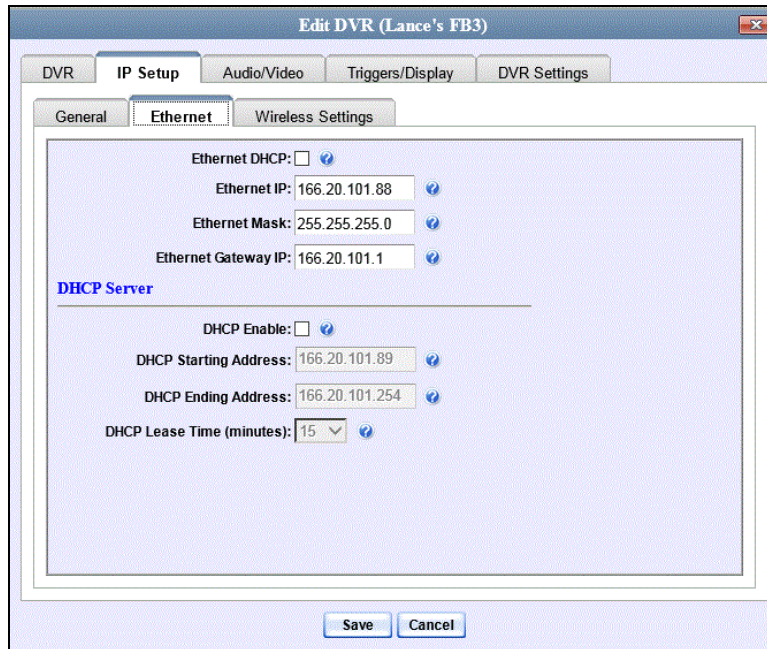
2 Click the **IP Setup** tab. The IP options display.



The screenshot shows the 'Edit DVR (Lance's FB3)' window with the 'IP Setup' tab selected. The 'General' sub-tab is active, showing the following configuration:

Remote Broadcast IP(s):	255.255.255.255
Remote Unicast IP(s):	192.168.78.199
Gateway Type:	Ethernet

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



- 4 If you want your DHCP server to automatically provide the ethernet IP address to this DVR, select the *Ethernet DHCP* checkbox. The system grays out the *Ethernet IP*, *Ethernet Gateway IP*, and *Ethernet Mask* fields. Skip to step 8.

– OR –

If you want to manually enter the ethernet IP addresses for this DVR, 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 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 Unit 146 successfully saved.

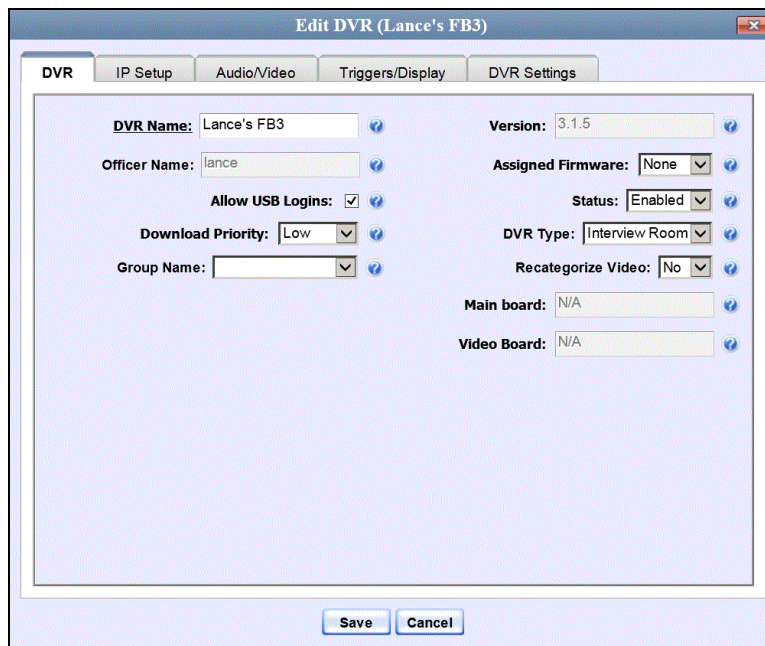
Configuring a DVR to Act as a DHCP Server

If desired, you can configure one of your Interview Room DVRs to act as a DHCP server, as described below.



WARNING: Do not attempt the following procedure without the assistance of your agency’s network specialist OR an L-3 Mobile-Vision Technical Support Engineer. Entering incorrect data could cause wireless transmission to fail.

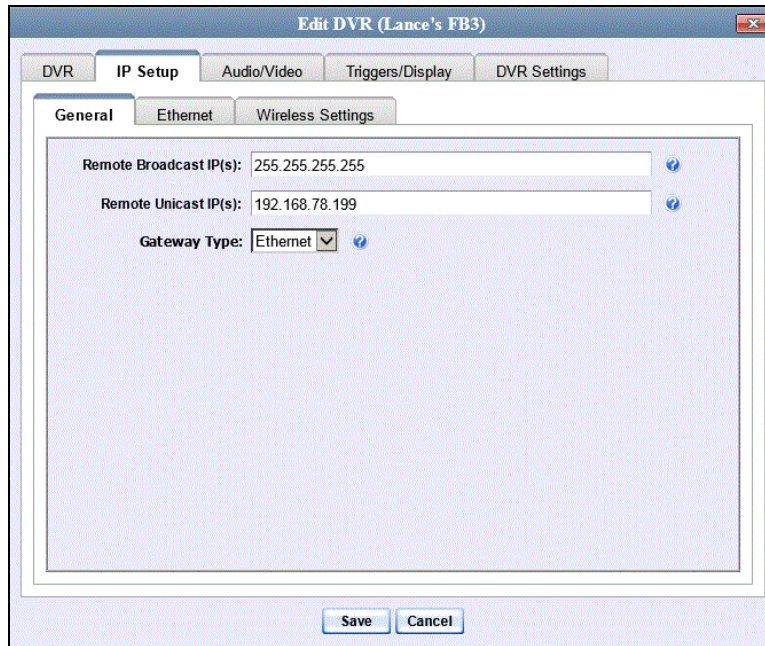
- 1 Search for and display the Flashback record you wish to configure as a DHCP server. (If necessary, review “Displaying the Edit DVR Popup” on page 361.)



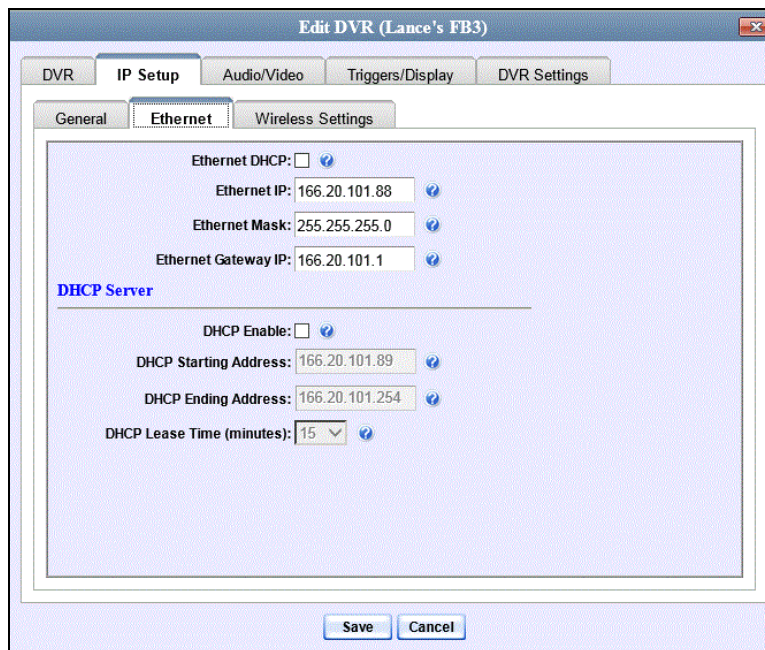
The screenshot shows the 'Edit DVR (Lance's FB3)' configuration window. The 'DVR Settings' tab is selected. The configuration fields are as follows:

Field	Value
DVR Name	Lance's FB3
Officer Name	lance
Allow USB Logins	<input checked="" type="checkbox"/>
Download Priority	Low
Group Name	
Version	3.1.5
Assigned Firmware	None
Status	Enabled
DVR Type	Interview Room
Recategorize Video	No
Main board	N/A
Video Board	N/A

- 2 Click the **IP Setup** tab.



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



The DHCP Server options are located in 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 DVR by DHCP.

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



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

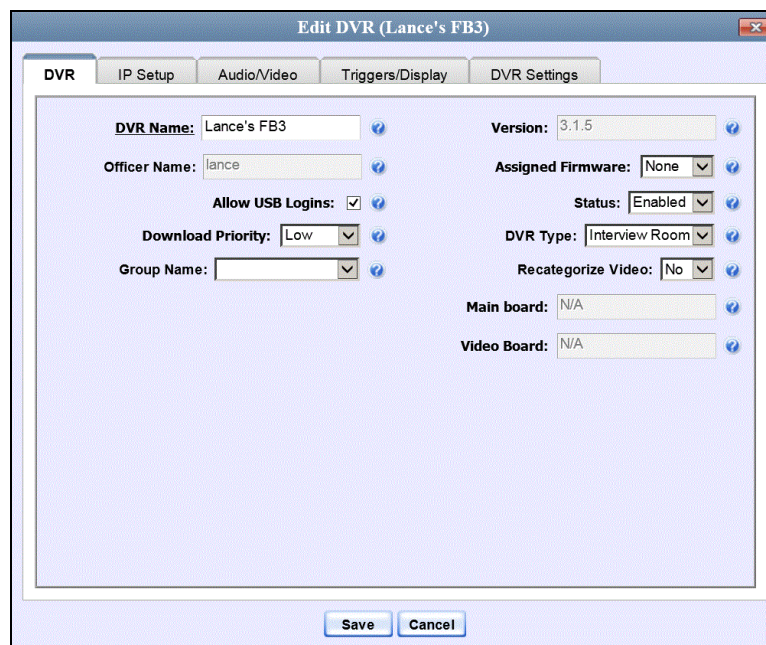
- 7 Go to the *DHCP Lease Time (minutes)* drop-down list and select the amount of time that you want a DVR to idle on the network before its IP address is eligible for reassignment
- 8 Click the **Save** button.

Changing the Wireless Settings for a Flashback2/3/HD DVR that is Not Assigned to a DVR Group

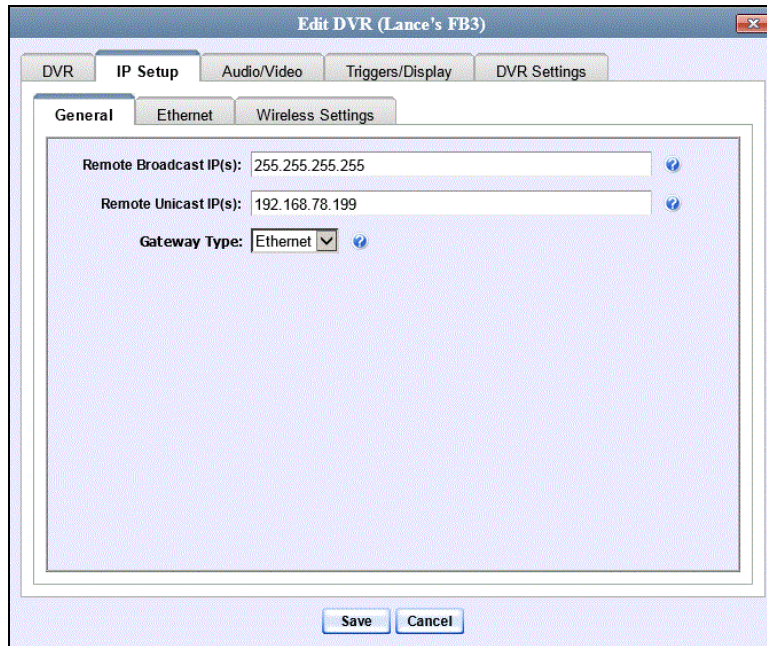
This section describes how to change the wireless settings for a discovered Flashback2, Flashback3, or FlashbackHD DVR that is not currently assigned to a DVR group.

For a definition of *discovered* vs. *undiscovered* DVRs, see the box on page 359.

- 1 Search for and display the Flashback record you wish to change. (If necessary, review “Displaying the Edit DVR Popup” on page 361.)



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

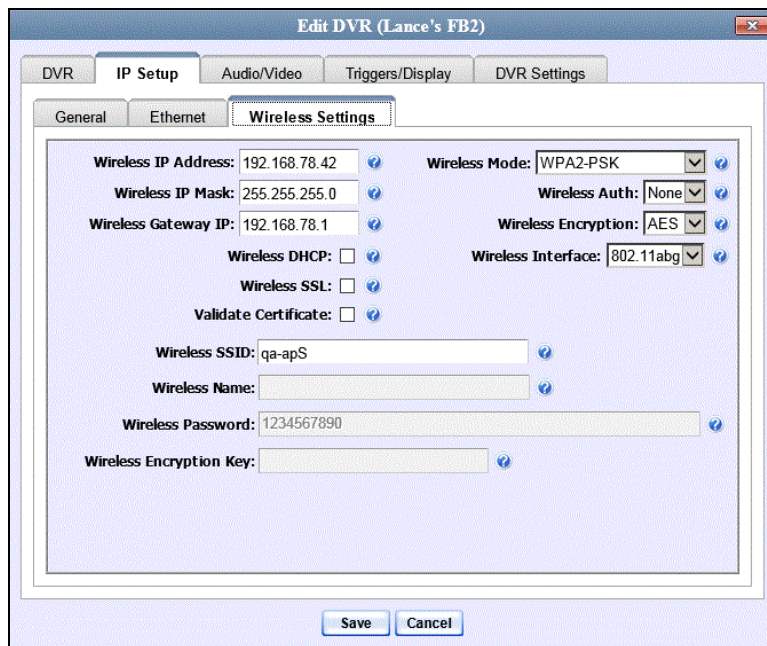


The screenshot shows the 'Edit DVR (Lance's FB3)' window with the 'IP Setup' tab active. Under the 'Wireless Settings' sub-tab, the following fields are visible:

- Remote Broadcast IP(s): 255.255.255.255
- Remote Unicast IP(s): 192.168.78.199
- Gateway Type: Ethernet

Buttons for 'Save' and 'Cancel' are located at the bottom of the window.

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



The screenshot shows the 'Edit DVR (Lance's FB2)' window with the 'Wireless Settings' sub-tab selected. The form contains the following fields:

- Wireless IP Address: 192.168.78.42
- Wireless IP Mask: 255.255.255.0
- Wireless Gateway IP: 192.168.78.1
- Wireless Mode: WPA2-PSK
- Wireless Auth: None
- Wireless Encryption: AES
- Wireless Interface: 802.11abg
- Wireless DHCP:
- Wireless SSL:
- Validate Certificate:
- Wireless SSID: qa-apS
- Wireless Name: [Empty]
- Wireless Password: 1234567890
- Wireless Encryption Key: [Empty]

Buttons for 'Save' and 'Cancel' are located at the bottom of the window.

The fields on this form are described in the table on the next page.

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. If you select a wireless mode of WPA-ENTERPRISE or WPA2-ENTERPRISE, you will need to enter the associated wireless certificates on another tab. For specific instructions, see "Changing the Wireless Certificates for a Flashback2, Flashback3, or FlashbackHD DVR that is Not Assigned to a DVR Group" on page 375, beginning with step 3. <i>Select this value from the drop-down list.</i>
Wireless Auth	The authentication type used by the wireless mode displayed in the <i>Wireless Mode</i> field: NONE, OPEN, or SHARED. <i>Select this value from the drop-down list.</i>
Wireless Encryption	The wireless security type that you wish to use. <i>Select this value from the drop-down list.</i>
Wireless Interface <i>Flashback2s only</i>	The 802.11 mode that you are using on your wireless network. <i>Select this value from the drop-down list.</i>
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 <i>Wireless IP Address</i> and <i>Wireless IP Mask</i> fields. Note: Do not change this setting unless instructed to do so by your IT staff. <input checked="" type="checkbox"/> DHCP server automatically assigns an IP address to this DVR via the <i>Wireless IP Address</i> and <i>Wireless IP Mask</i> fields <input type="checkbox"/> 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. <input checked="" type="checkbox"/> Using SSL <input type="checkbox"/> Not using SSL

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

Wireless Settings Tab (cont'd)	
Setting	Description
Validate Certificate	A checkbox used to indicate whether or not you are providing valid certificates for communication. <input checked="" type="checkbox"/> Providing valid certificates for communication <input type="checkbox"/> <i>Not</i> Providing valid certificates for communication
Wireless SSID	The name of your wireless network, also referred to as a <i>wireless service set identifier</i> . This field is required for all wireless modes.
Wireless Name	Your wireless username. Used in combination with the <i>Wireless Password</i> 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 <i>Wireless name</i> field.
Wireless Encryption Key	Your wireless encryption password. Only enter this field if the <i>Wireless Mode</i> 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 following characters: a – f; 0 – 9



WARNING: In order for the automatic transmission process to work properly, these settings must match those on the Wireless Access Points. Do not change any of these settings unless instructed to do so by your agency’s Network Administrator *or* an L-3 Mobile-Vision Technical Support Engineer.

- 4 Enter or select your changes in the appropriate field(s), then click **Save**. A confirmation message displays.

DVR Unit 146 successfully saved.

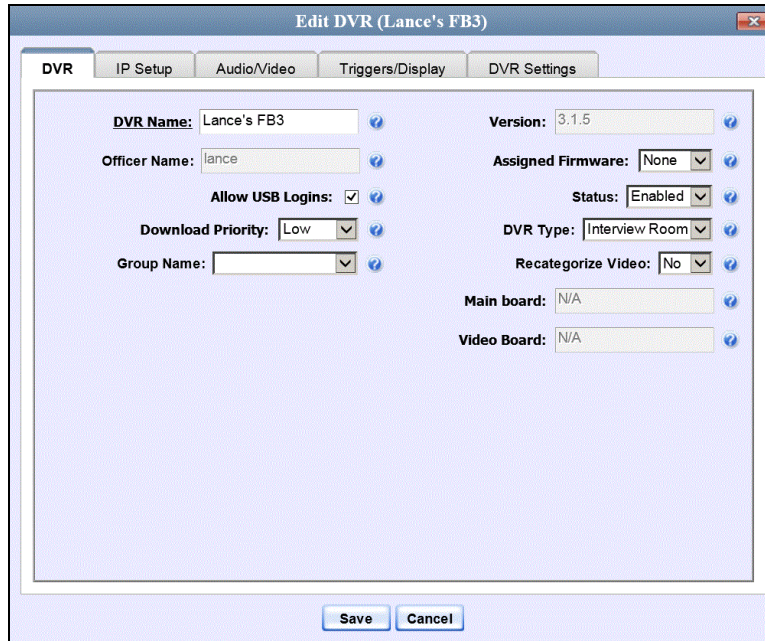
Changing the Wireless Certificates for a Flashback2/3/HD DVR that is Not Assigned to a DVR Group

This section describes how to change the wireless certificates for a discovered 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.

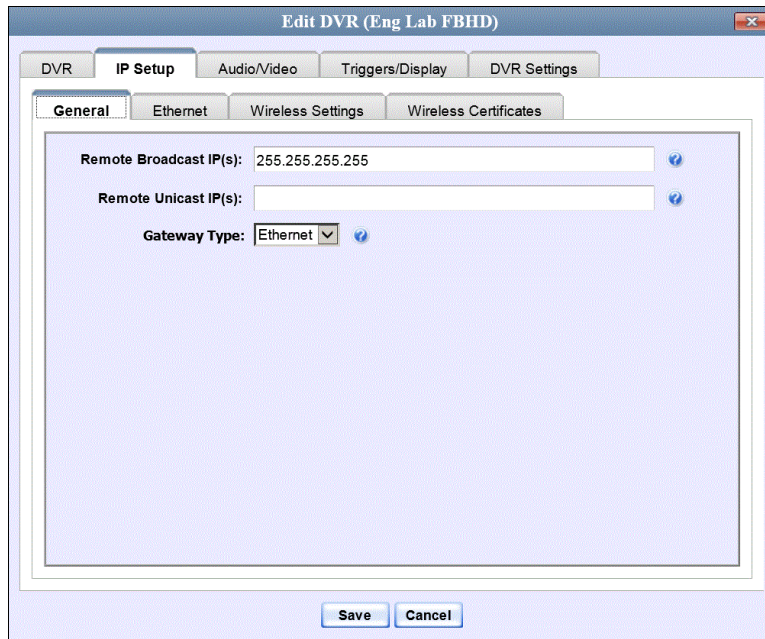
For a definition of *discovered* vs. *undiscovered* DVRs, see the box on page 359.

- 1 Search for and display the Flashback record you wish to change. (If necessary, review “Displaying the Edit DVR Popup” on page 361.)

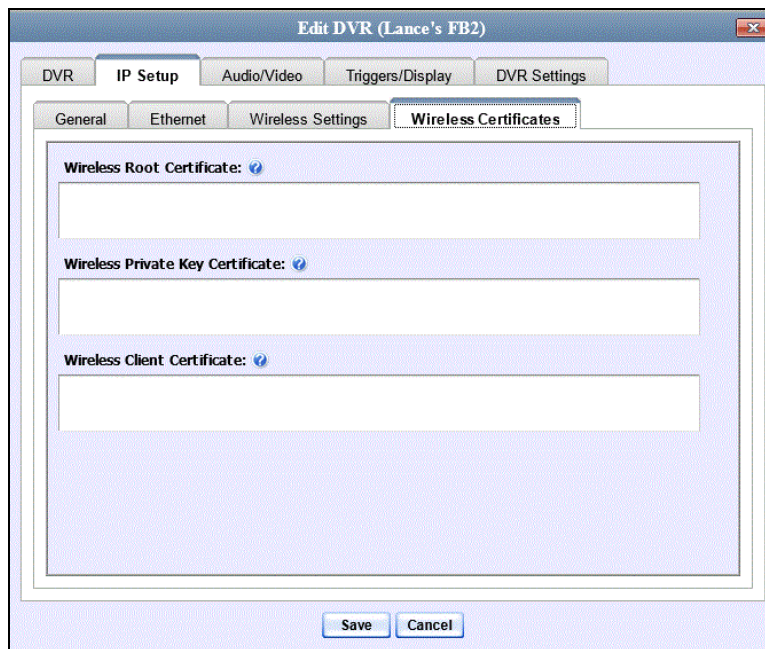
The Edit DVR popup displays.



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



3 Click the **Wireless Certificates** tab.



- 4 Using the values provided by your agency's Networking Administrator, enter the wireless root certificate, wireless private key certificate, and wireless client certificate used for certificate verifications.
- 5 Click **Save**. A confirmation message displays.

DVR Unit 146 successfully saved.

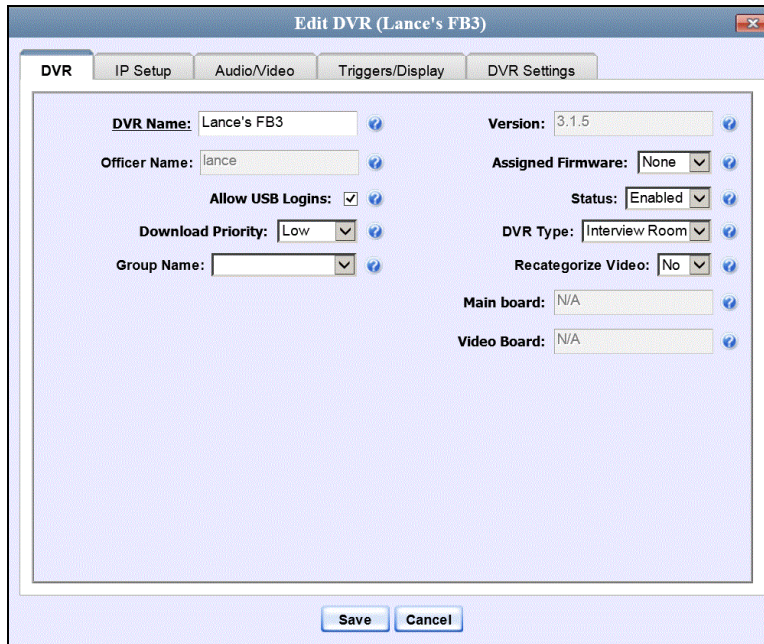
Changing the Audio Settings for a Flashback2/3/HD DVR that is Not Assigned to a DVR Group

This section describes how to change the Audio settings for a discovered Flashback2, Flashback3, or FlashbackHD DVR that is not currently assigned to a DVR Group. If you prefer to make global changes to a *fleet* of DVRs, see “Changing the Audio Settings for a DVR Group” on page 423 instead.

For a definition of *discovered* vs. *undiscovered* DVRs, see the box on page 359.

- 1 Search for and display the Flashback record you wish to change. (If necessary, review “Displaying the Edit DVR Popup” on page 361.)

(Continued)



Edit DVR (Lance's FB3)

DVR | IP Setup | Audio/Video | Triggers/Display | DVR Settings

DVR Name: Lance's FB3 | Version: 3.1.5

Officer Name: lance | Assigned Firmware: None

Allow USB Logins: | Status: Enabled

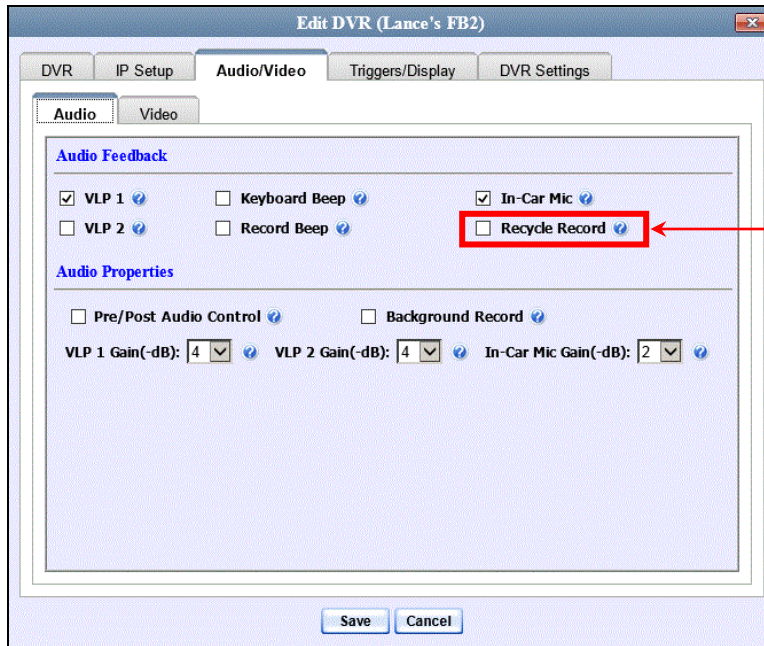
Download Priority: Low | DVR Type: Interview Room

Group Name: | Recategorize Video: No

Main board: N/A | Video Board: N/A

Save | Cancel

2 Click the **Audio/Video** tab. The Audio form displays.



Edit DVR (Lance's FB2)

DVR | IP Setup | Audio/Video | Triggers/Display | DVR Settings

Audio | Video

Audio Feedback

VLP 1 | Keyboard Beep | In-Car Mic

VLP 2 | Record Beep | Recycle Record

Audio Properties

Pre/Post Audio Control | Background Record

VLP 1 Gain(-dB): 4 | VLP 2 Gain(-dB): 4 | In-Car Mic Gain(-dB): 2

Save | Cancel

Flashback2s only

The fields on this form are described in the following table.

Audio Tab	
Audio Feedback	
Setting	Description
VLP1	A checkbox used to indicate whether or not you wish to include the audio from the first VLP microphone. <input checked="" type="checkbox"/> Include audio from VLP1 microphone <input type="checkbox"/> Do <i>not</i> include audio from VLP1 microphone
VLP2	A checkbox used to indicate whether or not you wish to include the audio from a <i>second</i> VLP microphone, if applicable. <input checked="" type="checkbox"/> Include audio from VLP2 microphone <input type="checkbox"/> Do <i>not</i> include audio from VLP2 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. <input checked="" type="checkbox"/> Make DVR beep every time a button is pressed <input type="checkbox"/> Do <i>not</i> 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 whenever the DVR is recording. <input checked="" type="checkbox"/> Make DVR beep every 30 seconds whenever DVR is recording <input type="checkbox"/> Do <i>not</i> make DVR beep every 30 seconds whenever DVR is recording
In-Car Mic	A checkbox used to indicate whether or not you wish to include the audio from the in-car microphone. <input checked="" type="checkbox"/> Include audio from in-car microphone <input type="checkbox"/> Do <i>not</i> include audio from in-car microphone
Recycle Record <i>Flashback2s only</i>	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 <i>off</i> (default), the Flashback will automatically stop recording as soon as the CF card is full. <input checked="" type="checkbox"/> Continue recording after space on CF card is used up <input type="checkbox"/> Stop recording after space on CF card is used up

(Continued)

Audio Tab (cont'd)	
Audio Properties	
Setting	Description
Pre/Post Audio Control	<p>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 <i>increase</i> your file size; omitting audio from these recordings will <i>reduce</i> your file size.</p> <p><input checked="" type="checkbox"/> Include audio in pre- and post-recordings <input type="checkbox"/> Exclude audio from pre- and post-recordings</p>
Background Record	<p>A checkbox used to indicate whether or not you wish to use your VLP2 microphone (see Note below) to capture audio for Background Record videos.</p> <p><input checked="" type="checkbox"/> Use the VLP2 microphone to capture audio for Background Record videos. <input type="checkbox"/> Use the VLP2 microphone to capture audio for regular (foreground) videos only.</p> <p>Note: If you have <i>two</i> VLP2 mics, only the VLP2 that's connected to the VLP 1 port on the back of your DVR will be used to capture Background Record audio.</p>
VLP 1 Gain	<p>The strength of the audio line level signal into the DVR for your VLP 1 microphone. This signal has an effect on volume:</p> <ul style="list-style-type: none"> ▪ <i>Increasing</i> the numeric value of the <i>VLP1 Gain</i> field will result in <i>decreased</i> volume ▪ <i>Decreasing</i> the numeric value of the <i>VLP1 Gain</i> field will result in <i>increased</i> volume. <p><i>Select this value from the drop-down list provided. System default is 4.</i></p> <p>Note: If you notice increased distortion after changing this setting, increase the numeric value of the <i>VLP1 Gain</i> field.</p>
VLP 2 Gain	<p>The strength of the audio line level signal into the DVR for your VLP 2 microphone. This signal has an effect on volume:</p> <ul style="list-style-type: none"> ▪ <i>Increasing</i> the numeric value of the <i>VLP2 Gain</i> field will result in <i>decreased</i> volume ▪ <i>Decreasing</i> the numeric value of the <i>VLP2 Gain</i> field will result in <i>increased</i> volume. <p><i>Select this value from the drop-down list provided. System default is 4. Note:</i> If you notice increased distortion after changing this setting, increase the numeric value of the <i>VLP2 Gain</i> field.</p>

Audio Tab (cont'd)	
Audio Properties	
Setting	Description
In-Car Mic Gain	<p>The strength of the audio line level signal into the DVR for your in-car microphone. This signal has an effect on volume:</p> <ul style="list-style-type: none"> ▪ <i>Increasing</i> the numeric value of the <i>In-Car Mic Gain</i> field will result in <i>decreased</i> volume ▪ <i>Decreasing</i> the numeric value of the <i>In-Car Mic Gain</i> field will result in <i>increased</i> volume. <p>Select this value from the drop-down list provided. System default is 2.</p> <p>Note: If you notice increased distortion after changing this setting, increase the numeric value of the <i>In-Car Mic Gain</i> field.</p>

- 3 Enter or select your changes in the appropriate field(s), then click **Save**. A confirmation message displays.

DVR Unit 146 successfully saved.

Changing the Video Settings for a Flashback2/3/HD DVR that is Not Assigned to a DVR Group

This section describes how to change the video settings for a discovered Flashback2, Flashback3, or FlashbackHD DVR that is not assigned to a DVR group. If you prefer to make global changes to a *fleet* of Flashback2/3/HD DVRs, see “Changing the Video Settings for a DVR Group” on page 424 instead.

For a definition of *discovered* vs. *undiscovered* DVRs, see the box on page 359.

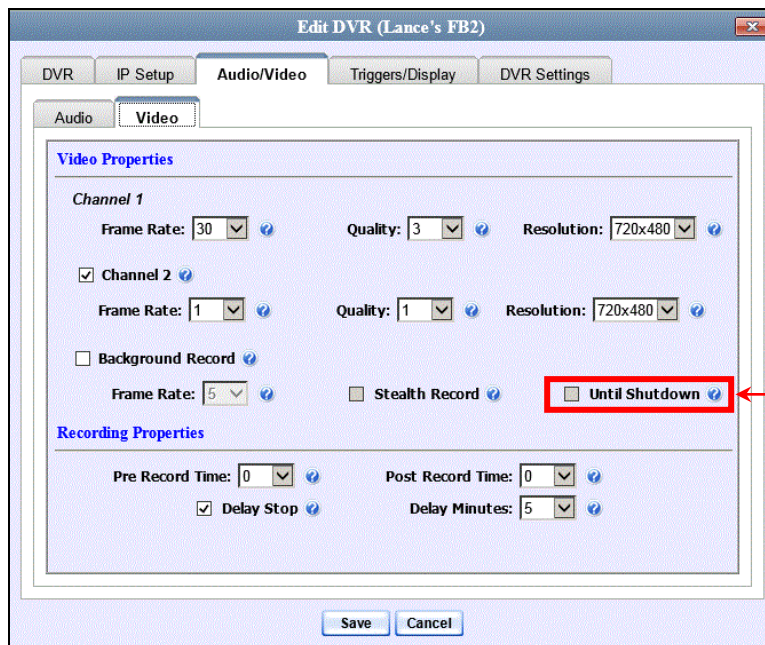
- 1 Search for and display the Flashback record you wish to change. (If necessary, review “Displaying the Edit DVR Popup” on page 361.)

(Continued)

- 2 Click the **Audio/Video** tab. The Audio form displays.

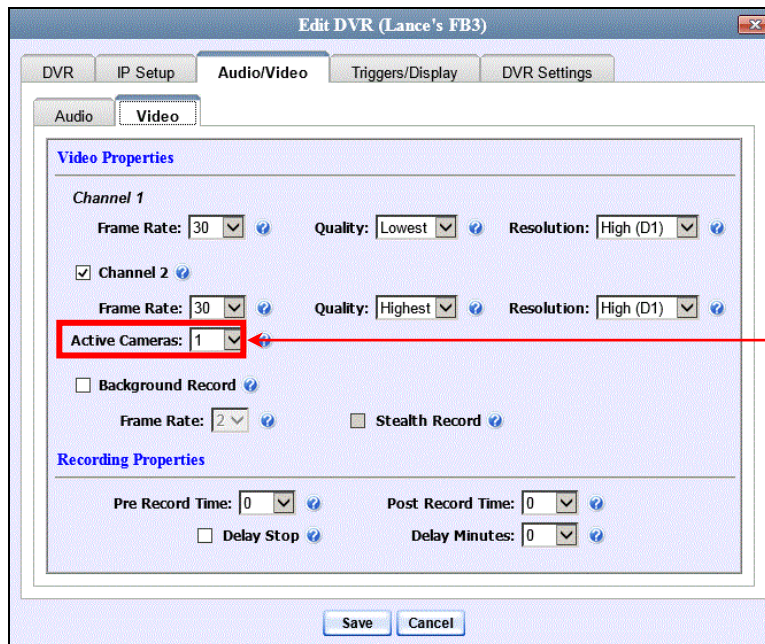
- 3 Click the **Video** tab. The Video form displays. This form will appear slightly different for Flashback2s vs. Flashback3/HDs.

Video tab:
Flashback2
version



Flashback2s only

Video tab:
Flashback3/
FlashbackHD
version



Flashback3s &
FlashbackHDs only

The fields on this form are described in the table on the next page.

Video Tab	
Video Properties	
Channel 1 Frame Rate	The frame rate for your Nite-Watch camera videos. This is the number of frames that will display every second. The higher the number, the smoother the video's picture <i>and</i> the larger the video's file size. <i>Select this value from the drop-down list.</i>
Channel 1 Quality	A number which indicates how high the quality of your Nite-Watch camera videos will be. The higher the number, the better the video quality <i>and</i> the larger the video's file size. <i>Select this value from the drop-down list.</i>
Channel 1 Resolution	The display resolution (pixels per inch) for your Nite-Watch camera videos. The higher the number, the clearer the video's picture <i>and</i> the larger the video's file size. <i>Select this value from the drop-down list.</i>
Channel 2	A checkbox used to indicate whether or not there is a Nite-Watch camera and/or Bullet camera(s) installed on this DVR's second camera channel. <input checked="" type="checkbox"/> There is at least one camera installed on camera Channel 2 <input type="checkbox"/> 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 <i>and</i> the larger the video's file size. <i>Select this value from the drop-down list.</i>
Channel 2 Quality	A number which indicates how high the quality of your Backseat camera videos and/or Bullet camera videos will be. The higher the number, the better the video quality <i>and</i> the larger the video's file size. <i>Select this value from the drop-down list.</i>
Channel 2 Resolution	The display resolution (pixels per inch) for your Backseat camera videos and/or Bullet camera videos. The higher the number, the clearer the video's picture <i>and</i> the larger the video's file size. <i>Select this value from the drop-down list.</i>
Active Cameras <i>Flashback3s & FlashbackHDs only</i>	The number of cameras that will be recording on Channel 2. You can have up to four cameras recording on this channel: the <i>Backseat</i> camera and 1 – 3 <i>Bullet</i> cameras. If there will be <i>no</i> cameras recording on Channel 2, set the value of this field to OFF . This field will only display on Flashback3 and FlashbackHD DVR records.

Video Tab (cont'd)	
Video Properties (cont'd)	
Background Record	<p>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.</p> <p><input checked="" type="checkbox"/> Turn Background Record <i>on</i> <input type="checkbox"/> Turn Background Record <i>off</i></p>
Background Frame Rate	<p>The frame rate for videos recorded when Background Record is <i>on</i>. This is the number of frames that will display every second. The higher the number, the smoother the video's picture <i>and</i> the larger the video's file size. <i>Select this value from the drop-down list provided.</i></p>
Stealth Background Record	<p>A checkbox used to indicate whether or not you want the <i>Background Record</i> indicator (B) to be hidden from view when the DVR is in <i>Background Record</i> mode. By default, B displays on the Flashback monitor whenever <i>Background Record</i> is ON.</p> <p><input checked="" type="checkbox"/> Hide B when <i>Background Record</i> mode is ON <input type="checkbox"/> Show B when <i>Background Record</i> mode is ON</p>
Unit Shutdown <i>Flashback2s only</i>	<p>A checkbox used to indicate whether or not you wish to continue recording <i>after</i> the vehicle's ignition is turned off but <i>before</i> the DVR automatically shuts down. The <i>Ignition Timer</i> setting will determine the exact length of this post-ignition recording. For more information on this feature, see "Programming the Ignition Timer" in your <i>Flashback2 User's Guide</i>.</p> <p><input checked="" type="checkbox"/> Continue recording after the vehicle's ignition is turned off <input type="checkbox"/> Stop recording after the vehicle's ignition is turned off</p> <p>This field will only display on Flashback2 DVR records.</p>
Recording Properties	
Pre Record Time	<p>The number of seconds of recording that you wish to capture <i>prior to</i> pressing the Record button on your DVR. <i>Select this value from the drop-down list provided.</i></p>

(Continued)

Video Tab (cont'd)	
Recording Properties (cont'd)	
Post Record Time	The number of seconds of recording that you wish to capture <i>after</i> pressing the Stop button on your DVR. <i>Select this value from the drop-down list provided.</i> Note: If you wish to continue filming for more than 60 seconds, use the <i>Delay Stop</i> feature instead, as described below. <i>Select this value from the drop-down list provided.</i>
Delay Stop	A checkbox used to indicate whether or not you wish to use the <i>Delay Stop</i> feature, which enables you to continue filming for x number of minutes <i>after</i> pressing the Stop button on your DVR. This feature is used in conjunction with the Aux2 trigger. <input checked="" type="checkbox"/> Use <i>Delay Stop</i> feature <input type="checkbox"/> Do not use <i>Delay Stop</i> feature If you select this checkbox, you must enter a value in the <i>Delay Minutes</i> field.
Delay Minutes	The number of minutes that you wish to continue recording <i>after</i> pressing the Stop button on your DVR. Used in conjunction with the <i>Delay Stop</i> feature above. <i>Select this value from the drop-down list provided.</i>

- 4 Enter/select your desired changes, then click **Save**. A confirmation message displays.

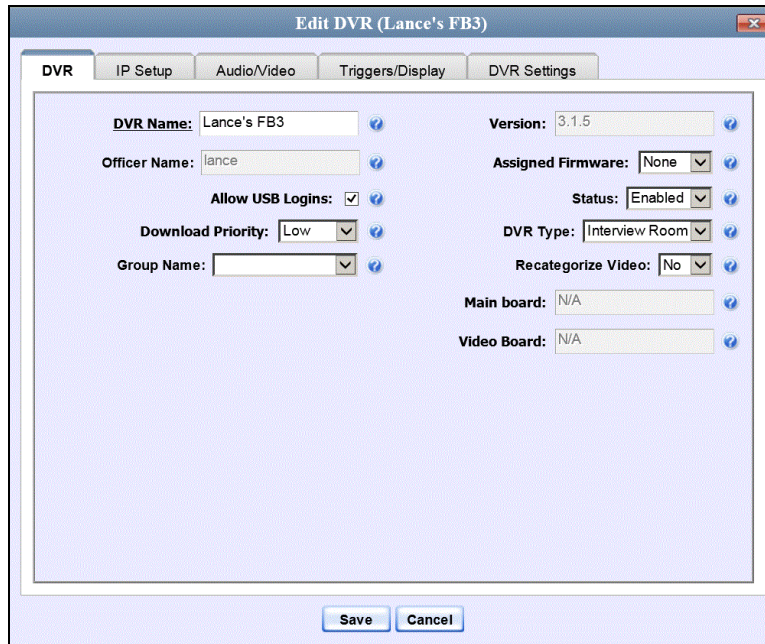
DVR Unit 146 successfully saved.

Changing the Triggers for a Flashback2/3/HD DVR that is Not Assigned to a DVR Group

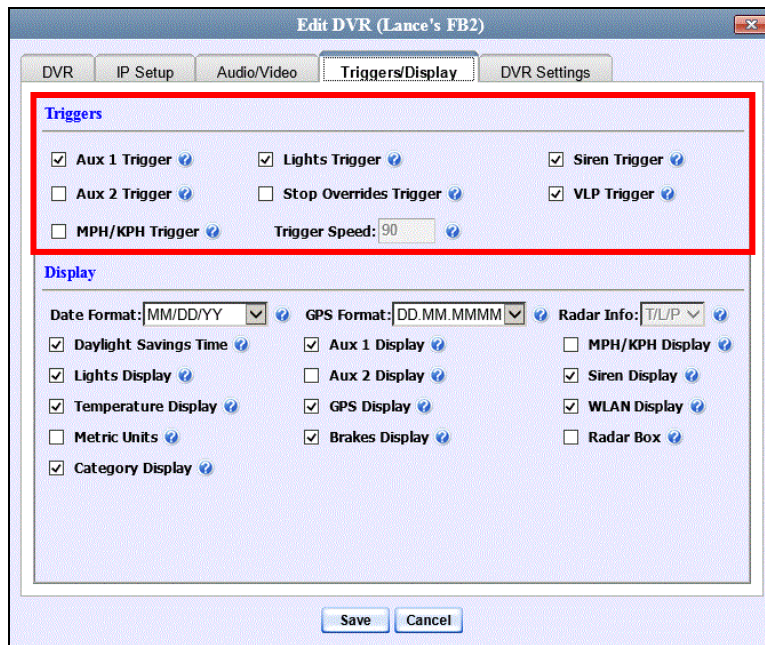
This section describes how to change the video record triggers for a discovered Flashback2, Flashback3, or FlashbackHD that is not assigned to a DVR group. If you prefer to make global changes to a *fleet* of Flashback2/3/HD DVRs, see “Changing the Triggers for a DVR Group” on page 425 instead.

For a definition of *discovered* vs. *undiscovered* DVRs, see the box on page 359.




- 1 Search for and display the Flashback record you wish to change. (If necessary, review “Displaying the Edit DVR Popup” on page 361.)



2 Click the **Triggers/Display** tab. A list of triggers displays at the top of the form.



The available triggers are described in the table on the next page.

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 CrashBat. <input checked="" type="checkbox"/> Start recording when Aux 1 device is engaged <input type="checkbox"/> Do <i>not</i> 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. <input checked="" type="checkbox"/> Start recording when Aux 2 device is engaged <input type="checkbox"/> Do <i>not</i> 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 <i>Trigger Speed</i> field. <input checked="" type="checkbox"/> Start recording when police vehicle reaches Trigger Speed <input type="checkbox"/> Do <i>not</i> 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. <input checked="" type="checkbox"/> Start recording when emergency lights go on <input type="checkbox"/> Do <i>not</i> start recording when emergency lights go on
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 lights are still on. If they press  , nothing will happen. However, you can override this default by checking the <i>Stop Overrides Trigger</i> checkbox. <input checked="" type="checkbox"/> Pressing the  button when the emergency lights are on will stop a lights-triggered recording <input type="checkbox"/> Pressing the  button when the emergency lights are on will <i>not</i> stop a lights-triggered recording
Trigger Speed	The miles-per-hour <i>or</i> kilometers-per-hour speed that the vehicle must reach before a recording will begin. Used in conjunction with the <i>MPH/KPH Trigger</i> field.
Siren Trigger	A checkbox used to indicate whether or not a recording will begin if the vehicle's siren goes on. <input checked="" type="checkbox"/> Start recording when siren goes on <input type="checkbox"/> Do <i>not</i> 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 <i>record</i> button on his VLP 1 or VLP2 microphone. <input checked="" type="checkbox"/> Start recording when VLP mic is engaged <input type="checkbox"/> Do <i>not</i> start recording when VLP mic is engaged

- 3 Enter/select your desired changes, then click **Save**. A confirmation message displays.

DVR Unit 146 successfully saved.

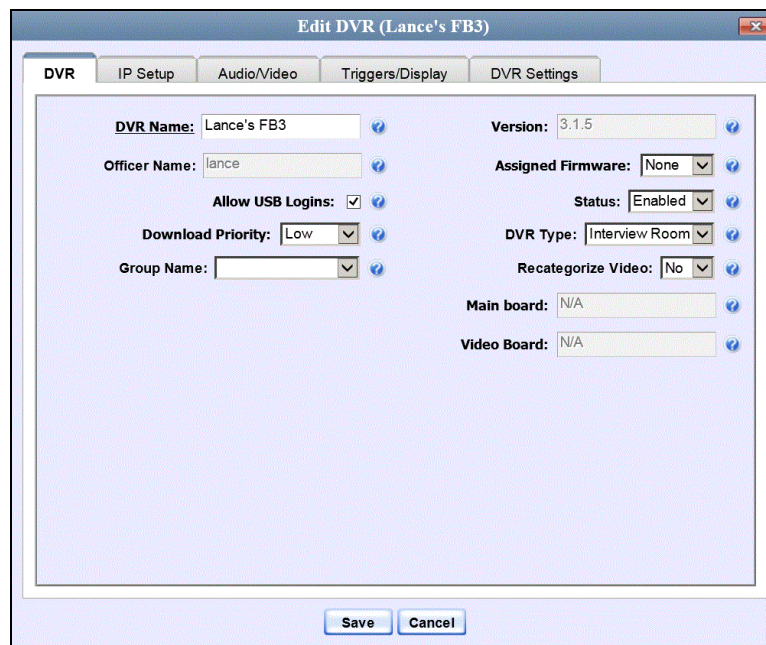
Changing the Display Options for a Flashback2/3/HD DVR that is Not Assigned to a DVR Group

This section describes how to change the display options for a discovered Flashback2, Flashback3, or FlashbackHD DVR that is not currently assigned to a DVR group. These are the status indicators that will display on:

- The Flashback monitor during a recording,
- Vehicle Viewer or Vehicle Viewer Live while the DVR is active, and
- The Flashback Player while viewing a video off the server or off an export disc.

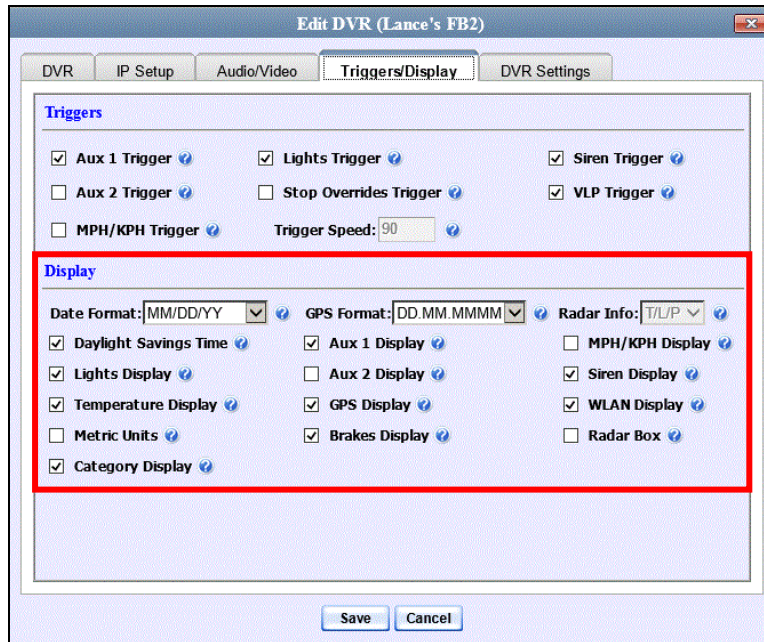
For a definition of *discovered* vs. *undiscovered* DVRs, see the box on page 359.

- 1 Search for and display the Flashback record you wish to change. (If necessary, review “Displaying the Edit DVR Popup” on page 361.)








- 2 Click the **Triggers/Display** tab. Display options are listed at the bottom of the form.

(Continued)



These fields are described below.

Display Options	
Display Option	Description
Date Format	The format in which the video's start date will display on the Flashback monitor, Flashback 2/3 Player, and Vehicle Viewer or Vehicle Viewer Live display. <i>Select this value from the drop-down list provided.</i>
Daylight Savings Time	A checkbox used to indicate whether or not Daylight Savings Time is in effect at the time a video is recorded. <input checked="" type="checkbox"/> Daylight Savings Time is in effect <input type="checkbox"/> Daylight Savings Time is <i>not</i> in effect
Lights Display	A checkbox used to indicate whether or not you want to show the Lights Display during videos. This display indicates when the vehicle's emergency lights are engaged. <input checked="" type="checkbox"/> Show Lights display <input type="checkbox"/> Do <i>not</i> 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. <input checked="" type="checkbox"/> Show Temperature display <input type="checkbox"/> Do <i>not</i> show Temperature display

Display Options (cont'd)	
Display Option	Description
Metric Units	<p>A checkbox used to indicate whether or not you want to display readings in metric units, such as <i>kilometers-per-hour</i>.</p> <p><input checked="" type="checkbox"/> Use metric units for on-screen displays <input type="checkbox"/> Do <i>not</i> use metric units for on-screen displays</p>
Category Display (Flashback2s only) 	<p>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 <i>not</i> to display this list, the officer will <i>not</i> be able to assign a category to his videos immediately after stopping a recording; instead, the <i>system</i> will automatically assign all videos the first category listed on the Video Categories tab (i.e., “Unclassified”).</p> <p><input checked="" type="checkbox"/> Display the Category Selection List after an officer presses the  <input type="checkbox"/> Do <i>not</i> display the Category Selection List after an officer presses the </p>
GPS Format (Flashback2s only) 	<p>The format in which the video’s GPS coordinates will display on the Flashback monitor. <i>Select this value from the drop-down list provided.</i></p>
Aux 1 Display	<p>A checkbox used to indicate whether or not you want to show the Aux 1 Display during a video. This display indicates when the Aux 1 Trigger device detected an event. For example, if your Aux 1 Trigger device is the Crashbat crash detector, then this display will indicate the precise time at which a vehicle crash occurred.</p> <p><input checked="" type="checkbox"/> Show Aux 1 display <input type="checkbox"/> Do <i>not</i> show Aux 1 display</p>
Aux 2 Display	<p>A checkbox used to indicate whether or not you want to show the Aux 2 Display during a video. This display indicates when the Aux 1 Trigger device detected an event, such as the opening of a vehicle door.</p> <p><input checked="" type="checkbox"/> Show Aux 2 display <input type="checkbox"/> Do <i>not</i> show Aux 2 display</p>
GPS Display	<p>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 readings are at each point in the video.</p> <p><input checked="" type="checkbox"/> Show GPS display <input type="checkbox"/> Do <i>not</i> show GPS display</p>

Display Options (cont'd)	
Display Option	Description
Brakes Display	<p>A checkbox used to indicate whether or not you want to show the Brakes Display during a video. This display indicates when the vehicle's brakes are engaged during a video.</p> <p><input checked="" type="checkbox"/> Show Brakes display <input type="checkbox"/> Do <i>not</i> show Brakes display</p>
Radar Info	<p>A type of radar reading (target, lock, and/or patrol) that will display during a video. <i>Select this value from the drop-down list provided.</i></p> <p>TTarget speed LLock speed T/L.....Target <i>and</i> lock speed T/L/PTarget, lock, <i>and</i> patrol speed (default). This field is used in conjunction with the <i>Radar Box</i> field.</p>
MPH/KPH Display	<p>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 <i>Metric Units</i> checkbox is selected).</p> <p><input checked="" type="checkbox"/> Show MPH/KPH display <input type="checkbox"/> Do <i>not</i> show MPH/KPH display</p>
Siren Display	<p>A checkbox used to indicate whether or not you want to show the Siren display during videos. This display indicates when a vehicle's siren is engaged.</p> <p><input checked="" type="checkbox"/> Show siren display <input type="checkbox"/> Do <i>not</i> show siren display</p>
WLAN Display	<p>A checkbox used to indicate whether or not you want to show the WLAN display during videos. This display indicates when a vehicle is in range of the wireless local area network.</p> <p><input checked="" type="checkbox"/> Show WLAN display <input type="checkbox"/> Do <i>not</i> show WLAN display</p>
Radar Box	<p>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.</p> <p><input checked="" type="checkbox"/> Show Radar display <input type="checkbox"/> Do <i>not</i> show Radar display This field is used in conjunction with the <i>Radar Info</i> field.</p>

- 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. 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 your Flashback monitor, Flashback Player, and Vehicle Viewer screen.
- 7 Click **Save**. A confirmation message displays.

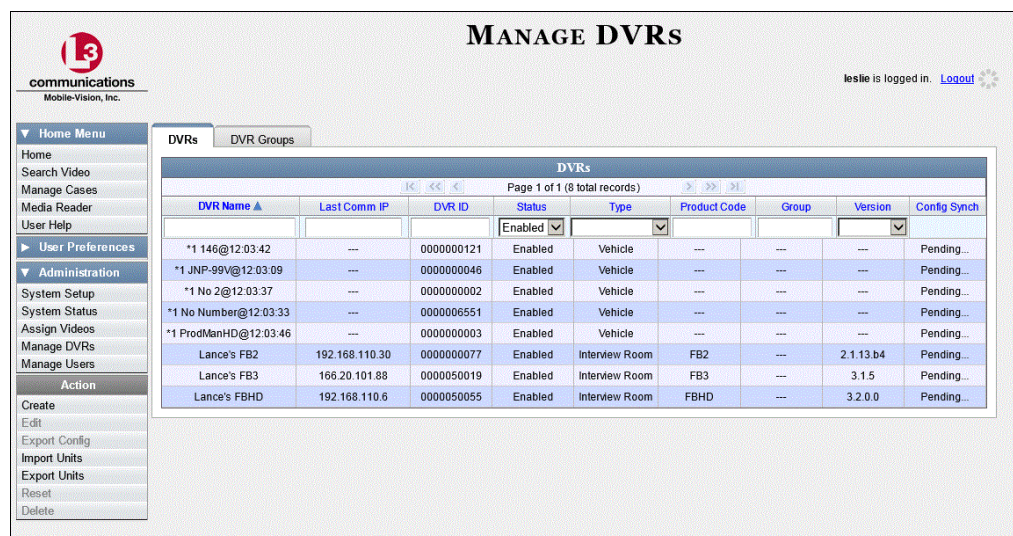
DVR Unit 146 successfully saved.

Changing a Flashback2/3/HD DVR that is Assigned to a DVR Group

This section describes how to update a discovered Flashback2, Flashback3, or FlashbackHD DVR record that is currently assigned to a DVR Group. If you prefer to make global changes to a *fleet* of Flashback2/3/HD DVRs, see “Changing a DVR Group” on page 417 instead.

For a definition of *discovered* vs. *undiscovered* DVRs, see the box on page 359.

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



MANAGE DVRs

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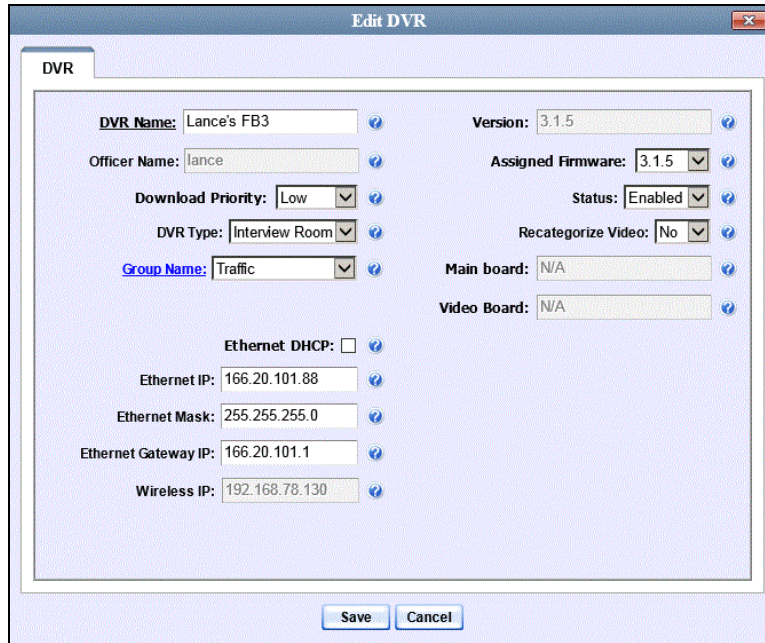
Home Menu
Home
Search Video
Manage Cases
Media Reader
User Help
User Preferences
Administration
System Setup
Assign Videos
Manage DVRs
Manage Users
Action
Create
Edit
Export Config
Import Units
Export Units
Reset
Delete

DVRs DVR Groups

DVRs								
Page 1 of 1 (8 total records)								
DVR Name ▲	Last Comm IP	DVR ID	Status	Type	Product Code	Group	Version	Config Synch
*1 146@12.03.42	---	0000000121	Enabled	Vehicle	---	---	---	Pending...
*1 JNP-99V@12.03.09	---	0000000046	Enabled	Vehicle	---	---	---	Pending...
*1 No 2@12.03.37	---	0000000002	Enabled	Vehicle	---	---	---	Pending...
*1 No Number@12.03.33	---	0000006551	Enabled	Vehicle	---	---	---	Pending...
*1 ProdManHD@12.03.46	---	0000000003	Enabled	Vehicle	---	---	---	Pending...
Lance's FB2	192.168.110.30	0000000077	Enabled	Interview Room	FB2	---	2.1.13.b4	Pending...
Lance's FB3	166.20.101.88	0000050019	Enabled	Interview Room	FB3	---	3.1.5	Pending...
Lance's FBHD	192.168.110.6	0000050055	Enabled	Interview Room	FBHD	---	3.2.0.0	Pending...

- 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 352, beginning with step 2.

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



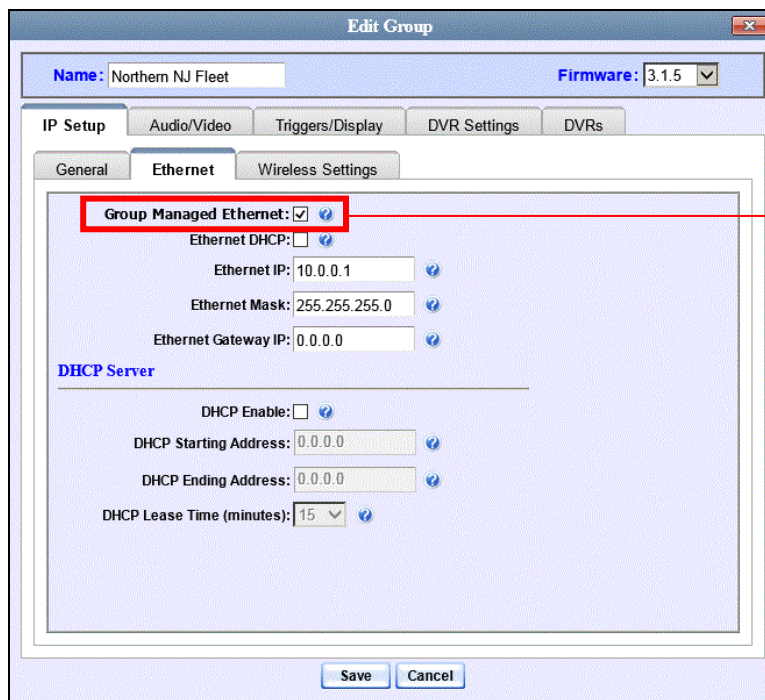
The fields on this screen are described in the following table.

DVR Tab	
Field	Description
DVR Name	The name of this DVR.
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 unless someone else logs into the DVR using a USB Login Key.
Download Priority	The download priority for the DVR's video transmissions: <i>low</i> , <i>medium</i> , or <i>high</i> . 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 high <i>Download Priority</i> will transmit <i>first</i> ; DVRs with a med <i>Download Priority</i> will transmit <i>second</i> ; and DVRs with a low <i>Download Priority</i> will transmit <i>last</i> . System default is low . <i>Select this value from the drop-down list provided.</i>
DVR Type	The type of DVR: <ul style="list-style-type: none"> ▪ <i>Vehicle</i>. A DVR that is installed inside a vehicle, such as a police cruiser.

DVR Tab (cont'd)	
Field	Description
DVR Type (cont'd)	<ul style="list-style-type: none"> ▪ <i>Interview Room.</i> A DVR that is installed inside a precinct interview room. This type of DVR is used in conjunction with the optional Interview Room module.
Group Name	The name of the DVR Group that this DVR is currently assigned to.
Version	The firmware version that is currently assigned to this DVR.
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. <i>Select this value from the drop-down list provided.</i>
Status	<p>A system setting that determines whether or not video transmissions are allowed for this DVR:</p> <ul style="list-style-type: none"> ▪ <i>Enabled.</i> The system is allowed to pull video off of this DVR ▪ <i>Disabled.</i> The system is <i>not</i> allowed to pull video off of this DVR. <p>System defaults to Enabled. <i>Select this value from the drop-down list provided.</i></p>
Recategorize Video	<p>A checkbox used to recategorize all video recorded from this DVR as Interview Room.</p> <p>Yes Recategorize all existing videos recorded from this DVR as Interview Room. Select this option if this DVR is installed in an <i>interview room</i> rather than in a <i>vehicle</i>.</p> <p>No Do <i>not</i> categorize all videos recorded from this DVR as Interview Room (default).</p>
Main Board	The DVR's Main Board ID. For internal use only.
Video Board	The DVR's Video Board ID. For internal use only.
Ethernet DHCP	<p>A checkbox used to indicate whether or not you want your DHCP server to automatically provide the wireless IP address to this DVR.</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> DHCP server automatically assigns IP address to the DVR <input type="checkbox"/> User manually assigns IP address to the DVR

(Continued)

DVR Tab (cont'd)	
Field	Description
Ethernet IP*	The same ethernet IP address that you use on your private ethernet network.
Ethernet Mask*	The same <i>Ethernet Mask</i> 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.



* If this option is selected for the DVR's **group**, then the three ethernet fields will be grayed out on the DVR tab. To edit these fields at the group level, see "Changing the Ethernet Settings for a DVR Group"

- 4 Enter/select your desired changes (see **NOTE** below), then click **Save**. A confirmation message displays.

DVR Unit 146 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 DVR Group" on page 417.

Replacing a DVR

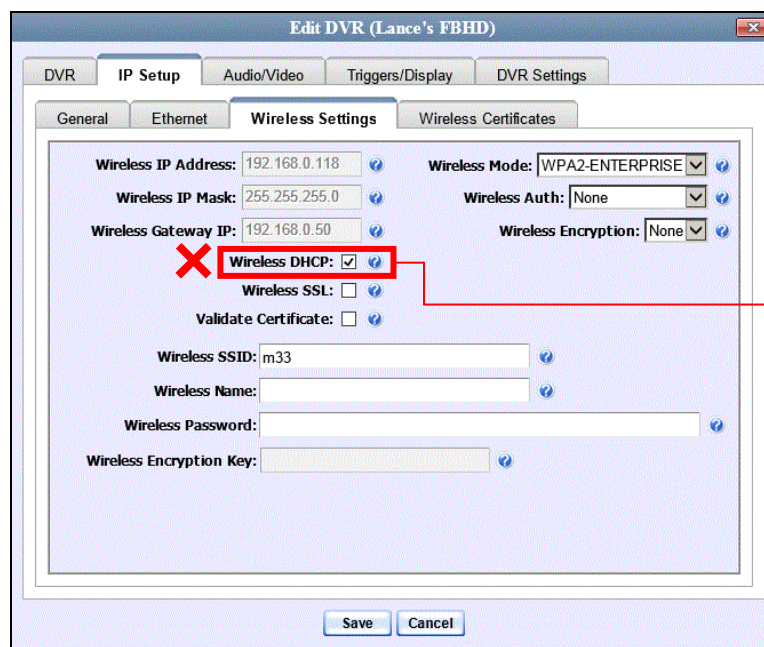
Occasionally, you may need to replace a non-operational DVR with a new unit. The following procedure allows non-DHCP LAN customers to automatically transfer the old unit's settings to the new DVR, eliminating the need to create a new DVR record. Part of this process involves clearing the old serial number from the server, which allows the system to associate the old DVR record with the new DVR.

By default, this feature is not accessible to any DEP 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 *after* you remove the old DVR from a vehicle or Interview Room but *before* you install the new DVR.



WARNING: Do not perform this procedure if your agency's wireless LAN is configured for DHCP. This procedure applies to non-DHCP LANs only. If necessary, check the *Wireless DHCP* option on the Edit DVR form, as pictured below.



If this setting is selected, do not perform the DVR replacement procedure

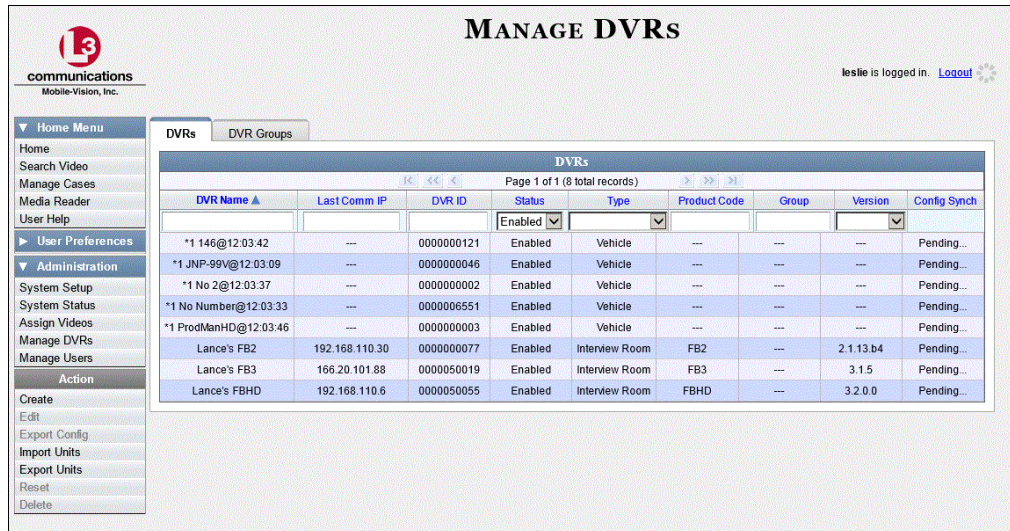
- 1 If the DVR is located in an *Interview Room*, proceed to the next step.

– 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 the Access Point.)

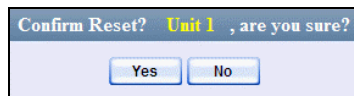
- 2 Disconnect the old DVR.

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



DVR Name ▲	Last Comm IP	DVR ID	Status	Type	Product Code	Group	Version	Config Synch
*1 146@12.03.42	---	0000000121	Enabled	Vehicle	---	---	---	Pending...
*1 JNP-99V@12.03.09	---	0000000046	Enabled	Vehicle	---	---	---	Pending...
*1 No 2@12.03.37	---	0000000002	Enabled	Vehicle	---	---	---	Pending...
*1 No Number@12.03.33	---	0000006551	Enabled	Vehicle	---	---	---	Pending...
*1 ProdManHD@12.03.46	---	0000000003	Enabled	Vehicle	---	---	---	Pending...
Lance's FB2	192.168.110.30	0000000077	Enabled	Interview Room	FB2	---	2.1.13.b4	Pending...
Lance's FB3	166.20.101.88	0000050019	Enabled	Interview Room	FB3	---	3.1.5	Pending...
Lance's FBHD	192.168.110.6	0000050055	Enabled	Interview Room	FBHD	---	3.2.0.0	Pending...

- Locate the DVR record for the unit you plan to replace. If you have a large number of records to scan through, see “Searching for a DVR” on page 352.
- Click on the DVR record to highlight it.
- Go to the **Action** column and click **Reset**. A confirmation message displays.



- Click **Yes**. A confirmation message displays.

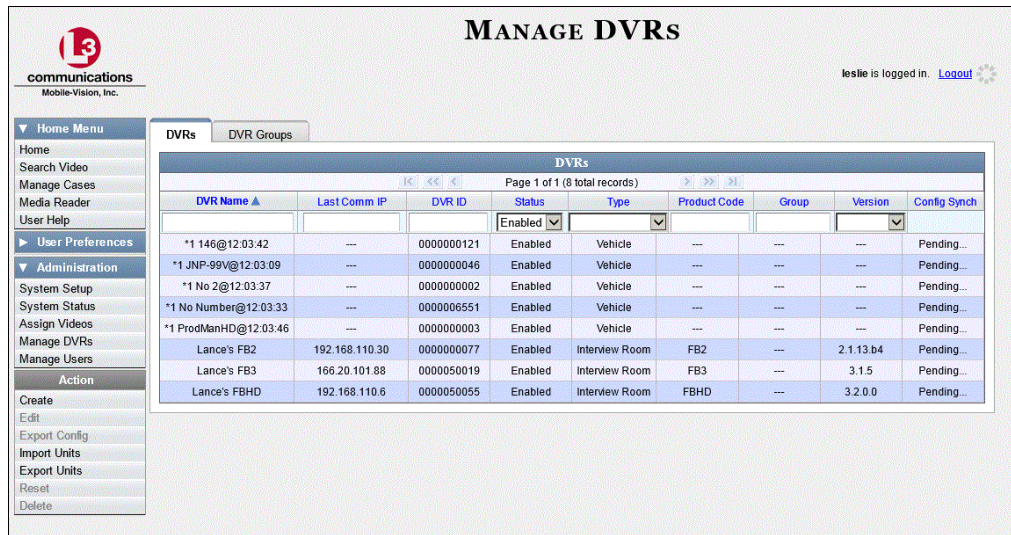
DVR 'Unit 146' successfully reset and removed from any assigned groups.

- Wait ten minutes, then 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.

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



MANAGE DVRs

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DVRs DVR Groups

DVRs
Page 1 of 1 (8 total records)

DVR Name ▲	Last Comm IP	DVR ID	Status	Type	Product Code	Group	Version	Config Synch
*1 146@12:03:42	---	0000000121	Enabled	Vehicle	---	---	---	Pending...
*1 JNP-99V@12:03:09	---	0000000046	Enabled	Vehicle	---	---	---	Pending...
*1 No 2@12:03:37	---	0000000002	Enabled	Vehicle	---	---	---	Pending...
*1 No Number@12:03:33	---	0000006551	Enabled	Vehicle	---	---	---	Pending...
*1 ProdManHD@12:03:46	---	0000000003	Enabled	Vehicle	---	---	---	Pending...
Lance's FB2	192.168.110.30	0000000077	Enabled	Interview Room	FB2	---	2.1.13.b4	Pending...
Lance's FB3	166.20.101.88	0000050019	Enabled	Interview Room	FB3	---	3.1.5	Pending...
Lance's FBHD	192.168.110.6	0000050055	Enabled	Interview Room	FBHD	---	3.2.0.0	Pending...

Home Menu
Home
Search Video
Manage Cases
Media Reader
User Help
User Preferences
Administration
System Setup
System Status
Assign Videos
Manage DVRs
Manage Users
Action
Create
Edit
Export Config
Import Units
Export Units
Reset
Delete

- 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 352.
- 3 Right-click on the DVR record you wish to delete, then select **Delete** from the popup menu. A confirmation message displays.



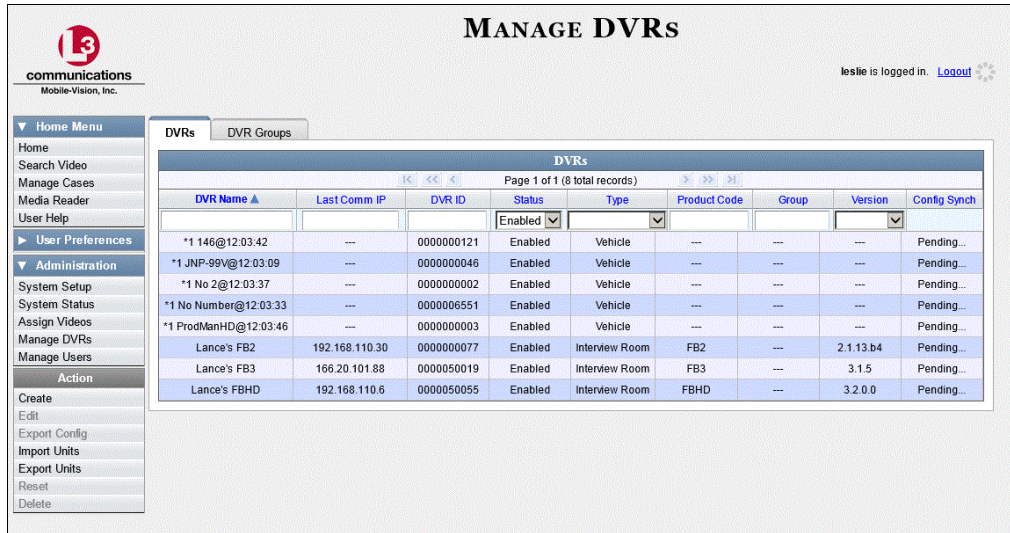
- 4 Click **Yes**. The system removes the selected record from the DVR list.

Exporting DVR Information

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 DEP server, this procedure can be used to copy DVR information from one server to another.

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

(Continued)



MANAGE DVRs

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DVRs DVR Groups

DVRs
Page 1 of 1 (8 total records)

DVR Name ▲	Last Comm IP	DVR ID	Status	Type	Product Code	Group	Version	Config Synch
*1 146@12:03:42	---	0000000121	Enabled	Vehicle	---	---	---	Pending...
*1 JNP-99V@12:03:09	---	0000000046	Enabled	Vehicle	---	---	---	Pending...
*1 No 2@12:03:37	---	0000000002	Enabled	Vehicle	---	---	---	Pending...
*1 No Number@12:03:33	---	0000006551	Enabled	Vehicle	---	---	---	Pending...
*1 ProdManHD@12:03:46	---	0000000003	Enabled	Vehicle	---	---	---	Pending...
Lance's FB2	192.168.110.30	0000000077	Enabled	Interview Room	FB2	---	2.1.13.b4	Pending...
Lance's FB3	166.20.101.88	0000050019	Enabled	Interview Room	FB3	---	3.1.5	Pending...
Lance's FBHD	192.168.110.6	0000050055	Enabled	Interview Room	FBHD	---	3.2.0.0	Pending...

Action
 Create
 Edit
 Export Config
Export Units
 Import Units
 Export Units
 Reset
 Delete

- Go to the **Action** column and click **Export Units**. A download message displays.



- If you have Windows XP, click **Save**.
 – OR –
 If you have Windows 7, select **Save As** from the *Save* drop-down list.
- Navigate to the disk drive location where you wish to save this export file.
- Click **Save** again.
- If a confirmation message displays, click **Close**.

If you wish to copy these DVR configurations to another server, first login to the second server as a System Administrator, then proceed to “Importing Multiple DVRs from a Spreadsheet” on page 357 for further instructions.

Fleet Management

Fleet Management is a system feature that uses DVR groups to make global changes across multiple DVRs. A DVR group is simply a record that contains the same information found in an individual DVR record. After you create a DVR group and assign DVRs to it, you can update an entire fleet of DVRs without having to access each and every DVR. If, for example, your agency adds an Aux 2 device, you can simply go into the appropriate DVR group record and select the *Aux 2 Trigger* checkbox on the *Triggers/Display* tab. Each of the DVRs that are assigned to that group will, in turn, be updated during their next DVR-to-server transmission.

Another advantage of Fleet Management is that it grants you access to many of the same DVR options that are found on your Flashback2, Flashback3, or FlashbackHD DVRs. Previously, you could only access these functions through the Menu option on the DVR itself. Now you can access these options from the server back at the precinct.

Please note that the DVR settings you select on the server will 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 globally from the server, or update each DVR individually from within the vehicles. Generally, the larger your DVR fleet, the more sense it makes to use DVR groups.

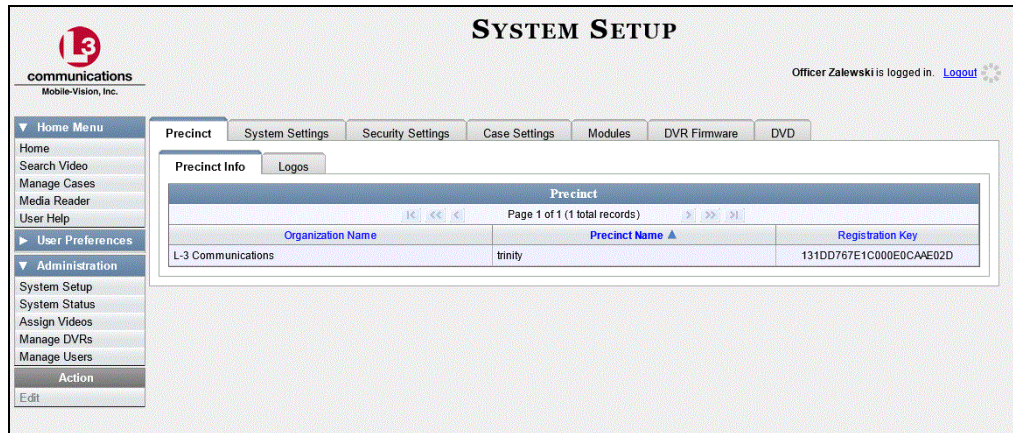
For more information, see:

- Enabling/Disabling Fleet Management, below
- Adding a DVR Group, page 403
- Exporting a DVR's config.xml File, page 416
- Changing a DVR Group, page 417
- Deleting a DVR Group, page 429
- Reassigning a DVR to a Different Group, page 430.

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 the previous section.

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



SYSTEM SETUP

communications
Mobile-Vision, Inc.

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

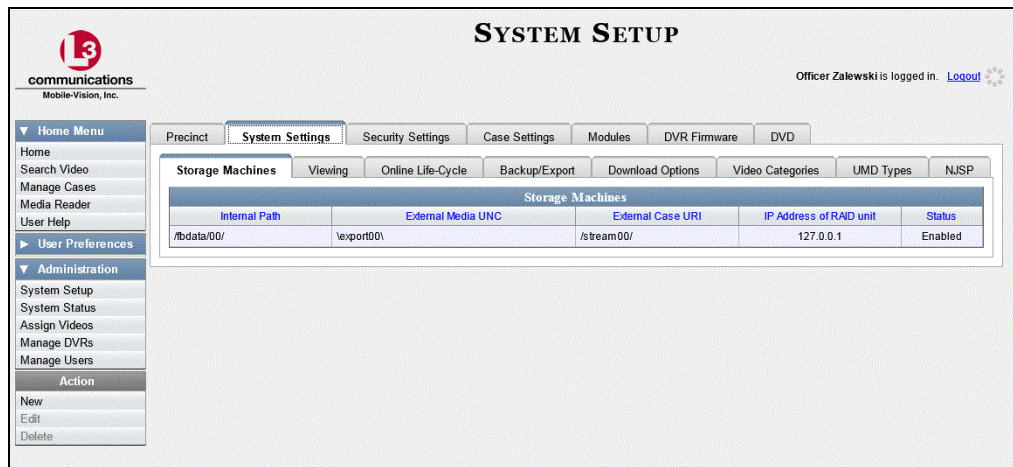
Precinct | System Settings | Security Settings | Case Settings | Modules | DVR Firmware | DVD

Precinct Info | Logos

Precinct
Page 1 of 1 (1 total records)

Organization Name	Precinct Name	Registration Key
L-3 Communications	trinity	131DD767E1C000E0CAAE02D

2 Click the **System Settings** tab.



SYSTEM SETUP

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Mobile-Vision, Inc.

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

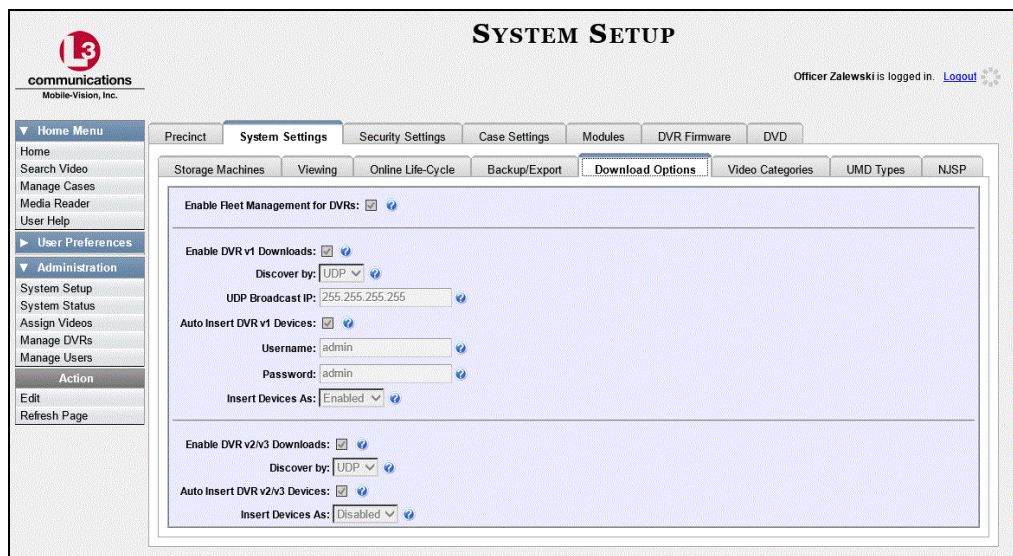
Precinct | **System Settings** | Security Settings | Case Settings | Modules | DVR Firmware | DVD

Storage Machines | Viewing | Online Life-Cycle | Backup/Export | Download Options | Video Categories | UMD Types | NJSP

Storage Machines

Internal Path	External Media UNC	External Case URI	IP Address of RAD unit	Status
/bdata/00/	\\export00\	/stream00/	127.0.0.1	Enabled

3 Click the **Download Options** tab.



SYSTEM SETUP

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Precinct | **System Settings** | Security Settings | Case Settings | Modules | DVR Firmware | DVD

Storage Machines | Viewing | Online Life-Cycle | Backup/Export | **Download Options** | Video Categories | UMD Types | NJSP

Enable Fleet Management for DVRs: [?](#)

Enable DVR v1 Downloads: [?](#)

Discover by: [UDP](#) [?](#)

UDP Broadcast IP: [?](#)

Auto Insert DVR v1 Devices: [?](#)

Username: [?](#)

Password: [?](#)

Insert Devices As: [Enabled](#) [?](#)

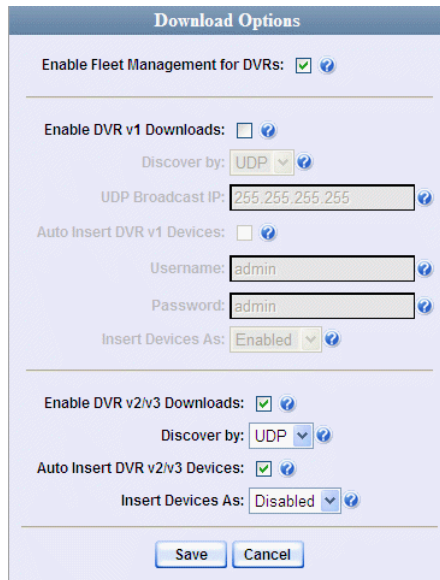
Enable DVR v2/v3 Downloads: [?](#)

Discover by: [UDP](#) [?](#)

Auto Insert DVR v2/v3 Devices: [?](#)

Insert Devices As: [Disabled](#) [?](#)

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



- Go to the *Enable Fleet Management for DVRs* checkbox.

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.

- Click **Save**.

Adding a DVR Group

There are three methods for adding a new Flashback2 or Flashback3 DVR group. You can create a group from an existing *DVR group record*; create a group from an existing *DVR record*; or create a group from a DVR configuration file (config.xml).

If you have a mixed fleet of DVRs (i.e., Flashback2s, Flashback3s, and/or FlashbackHDs), please note that Flashback2s must be in a DVR Group by themselves. They cannot share a group with Flashback3s or FlashbackHDs. However, Flashback3s and FlashbackHDs may share the same group.

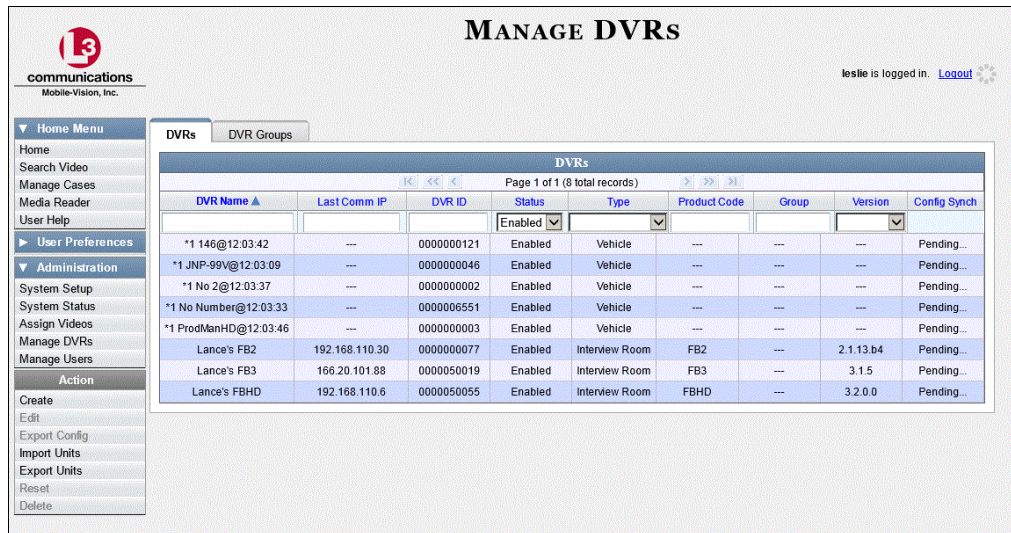
For specific instructions, see:

- Creating a DVR Group from an Existing DVR Group, next page
- Creating a DVR Group from an Existing DVR, page 407
- Creating a DVR Group from a DVR's config.xml File, page 407.

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.

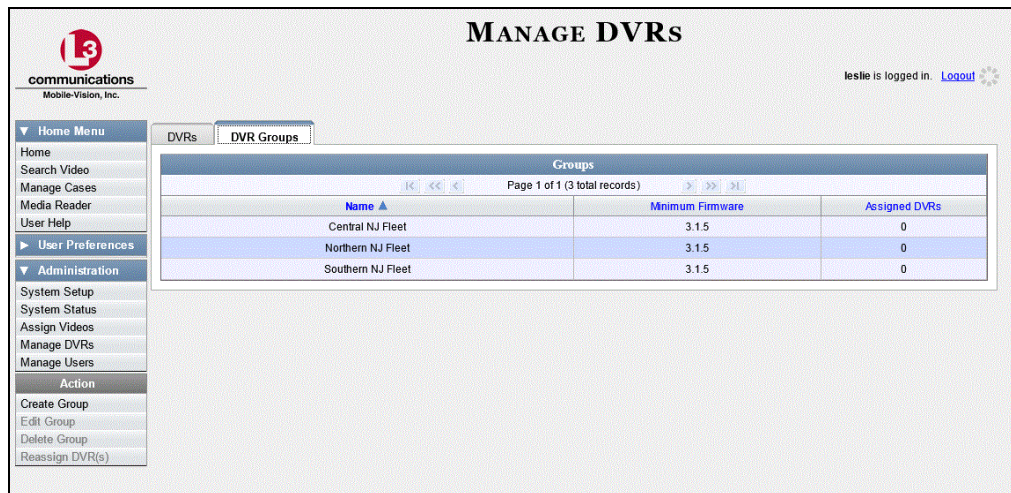
- 1 Go to **Administration** and click **Manage DVRs**. The Manage DVRs page displays.



The screenshot shows the 'MANAGE DVRs' page with the 'DVRs' tab selected. The table below lists the existing DVRs:

DVR Name	Last Comm IP	DVR ID	Status	Type	Product Code	Group	Version	Config Synch
*1 146@12:03:42	---	0000000121	Enabled	Vehicle	---	---	---	Pending...
*1 JNP-99V@12:03:09	---	0000000046	Enabled	Vehicle	---	---	---	Pending...
*1 No 2@12:03:37	---	0000000002	Enabled	Vehicle	---	---	---	Pending...
*1 No Number@12:03:33	---	0000006551	Enabled	Vehicle	---	---	---	Pending...
*1 ProdManHD@12:03:46	---	0000000003	Enabled	Vehicle	---	---	---	Pending...
Lance's FB2	192.168.110.30	0000000077	Enabled	Interview Room	FB2	---	2.1.13.b4	Pending...
Lance's FB3	166.20.101.88	0000050019	Enabled	Interview Room	FB3	---	3.1.5	Pending...
Lance's FBHD	192.168.110.6	0000050055	Enabled	Interview Room	FBHD	---	3.2.0.0	Pending...

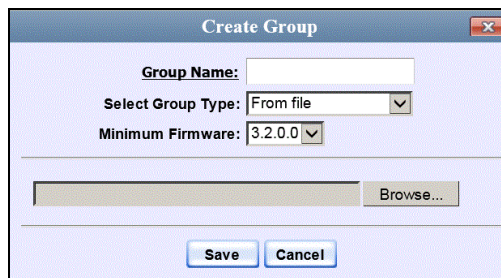
- 2 Click the **DVR Groups** tab. A list of existing groups displays.



The screenshot shows the 'MANAGE DVRs' page with the 'DVR Groups' tab selected. The table below lists the existing groups:

Name	Minimum Firmware	Assigned DVRs
Central NJ Fleet	3.1.5	0
Northern NJ Fleet	3.1.5	0
Southern NJ Fleet	3.1.5	0

- 3 Go to the **Action** column and click **Create Group**. The Create Group form displays.



- 4 Enter a unique name for this group in the *Group Name* field.
- 5 Go to the *Select Group Type* drop-down list and select **From existing group**.

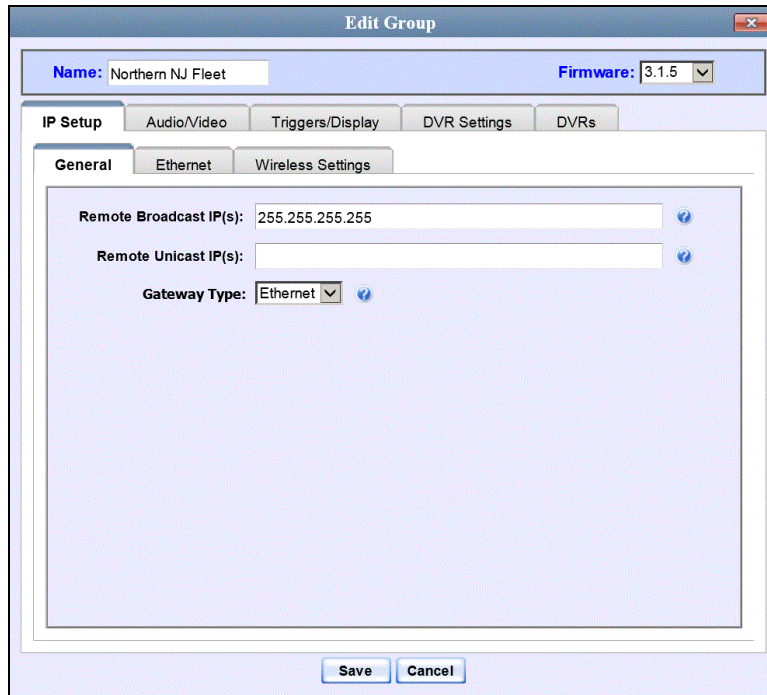


- 6 Go to the *Select Group* drop-down list and select the DVR group that you wish to use as a template for your new group.
- 7 Click **Save**. A confirmation message displays.

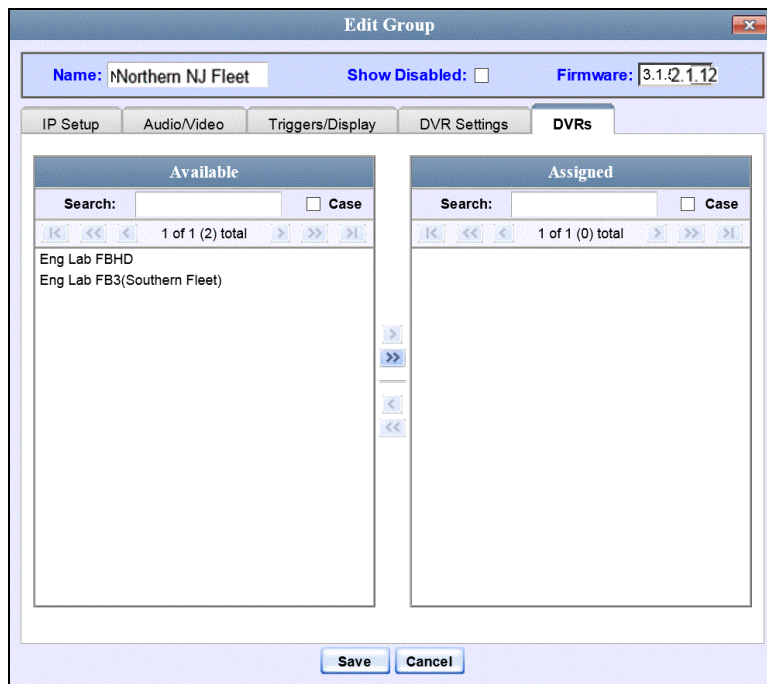
Group Northern NJ Fleet successfully created.

Next, you need to assign DVRs to your new group.

- 8 Right-click on the new group record, then select **Edit** from the popup menu. The Edit Group popup menu displays.



- 9 Click the **DVRs** tab. A list of available DVRs displays in the left column.



- 10 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 Flashback3s and FlashbackHDs may be in the same group, but Flashback2s must be in a group by themselves.



NOTE: A DVR that has not been “discovered” yet (i.e., a DVR that has not been in communication with the server at least once) can still be added to a group. Upon discovery, it will receive the options for its assigned group.

- 11 Once you’ve highlighted the correct DVRs, click the right arrow located between the *Available* and *Assigned* columns. The selected DVRs display in the right column (Assigned).

- 12 If you wish to make additional modifications to 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 DVR Group” on page 417.

– OR –

If you do *not* wish to make additional modifications to this record, proceed to the next step.

- 13 Click **Save**. A confirmation message displays.

The group Northern NJ Fleet successfully saved.

Creating a DVR Group from an Existing DVR

This section describes how to create a new DVR group from an existing Flashback2, Flashback3, or FlashbackHD 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 alternate procedure “Creating a DVR Group from a DVR’s config.xml File” on page 411 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 416. 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 411.

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

DVR Name	Last Comm IP	DVR ID	Status	Type	Product Code	Group	Version	Config Synch
*1 146@12:03:42	---	0000000121	Enabled	Vehicle	---	---	---	Pending...
*1 JNP-99V@12:03:09	---	0000000046	Enabled	Vehicle	---	---	---	Pending...
*1 No 2@12:03:37	---	0000000002	Enabled	Vehicle	---	---	---	Pending...
*1 No Number@12:03:33	---	0000006551	Enabled	Vehicle	---	---	---	Pending...
*1 ProdManHD@12:03:46	---	0000000003	Enabled	Vehicle	---	---	---	Pending...
Lance's FB2	192.168.110.30	0000000077	Enabled	Interview Room	FB2	---	2.1.13.b4	Pending...
Lance's FB3	166.20.101.88	0000050019	Enabled	Interview Room	FB3	---	3.1.5	Pending...
Lance's FBHD	192.168.110.6	0000050055	Enabled	Interview Room	FBHD	---	3.2.0.0	Pending...

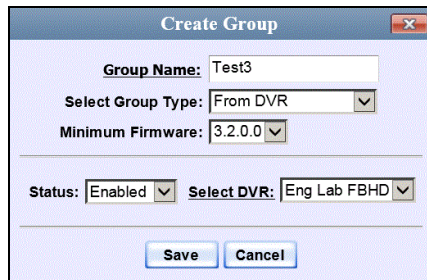
2 Click the **DVR Groups** tab. A list of existing groups displays.

Name	Minimum Firmware	Assigned DVRs
Central NJ Fleet	3.1.5	0
Northern NJ Fleet	3.1.5	0
Southern NJ Fleet	3.1.5	0

3 Go to the **Action** column and click **Create Group**. The Create Group form displays.

4 Enter a unique name for this group in the *Group Name* field.

- 5 Go to the *Select Group Type* drop-down list and select **From DVR**.

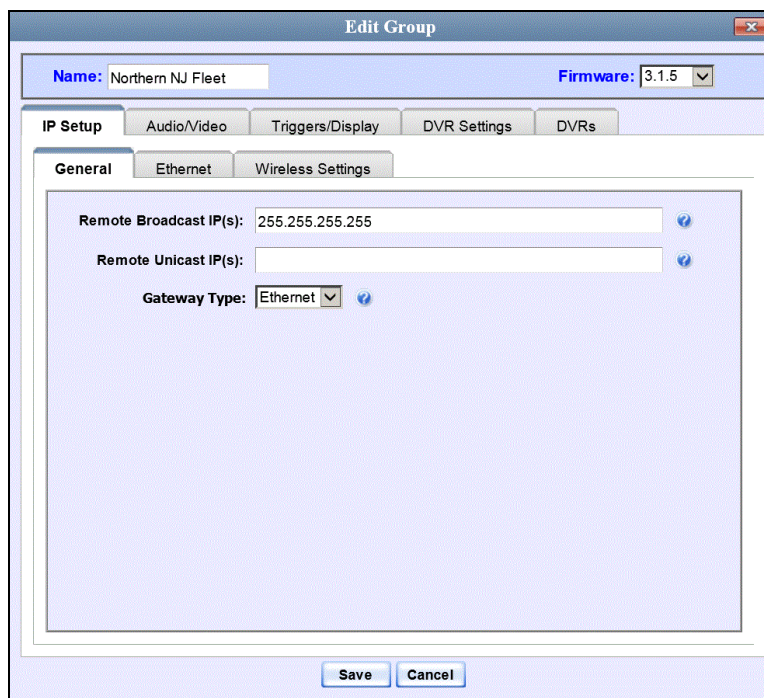


- 6 Go to the *Select DVR* field and select a template DVR from the drop-down list.
- 7 Click **Save**. A confirmation message displays.

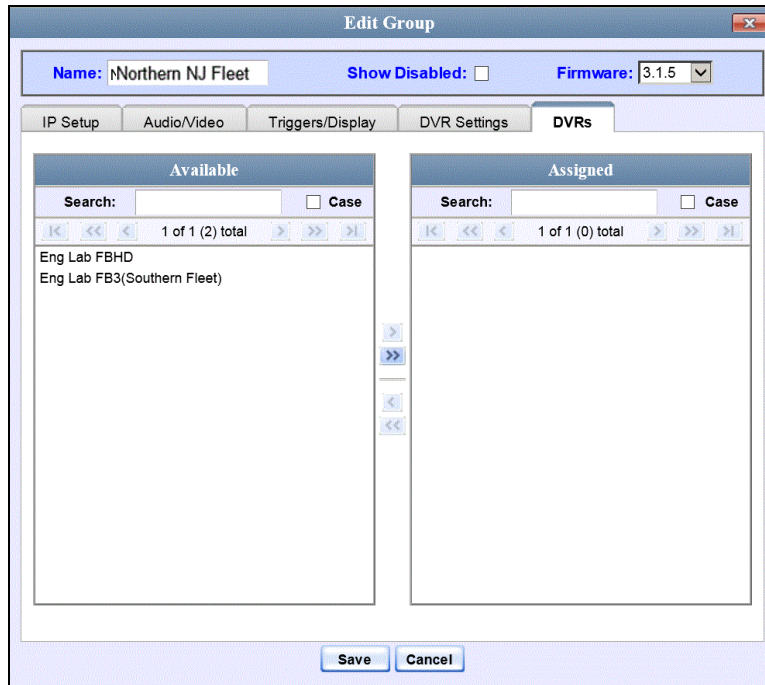
Group Northern NJ Fleet successfully created.

Next, you need to assign DVRs to your new group.

- 8 Right-click on the new group record, then select **Edit** from the popup menu. The Edit Group popup menu displays.



- 9 Click the **DVRs** tab. A list of available DVRs displays in the left column.



- 10 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 Flashback3s and FlashbackHDs may be in the same group, but Flashback2s must be in a group by themselves.



NOTE: A DVR that has not been “discovered” yet (i.e., a DVR that has not been in communication with the server at least once) can still be added to a group. Upon discovery, it will receive the options for its assigned group.

- 11 Once you’ve highlighted the correct DVRs, click the right arrow located between the *Available* and *Assigned* columns. The selected DVRs display in the right column (Assigned).
- 12 If you wish to make additional modifications to 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 DVR Group” on page 417.

– OR –

If you do *not* wish to make additional modifications to this record, proceed to the next step.

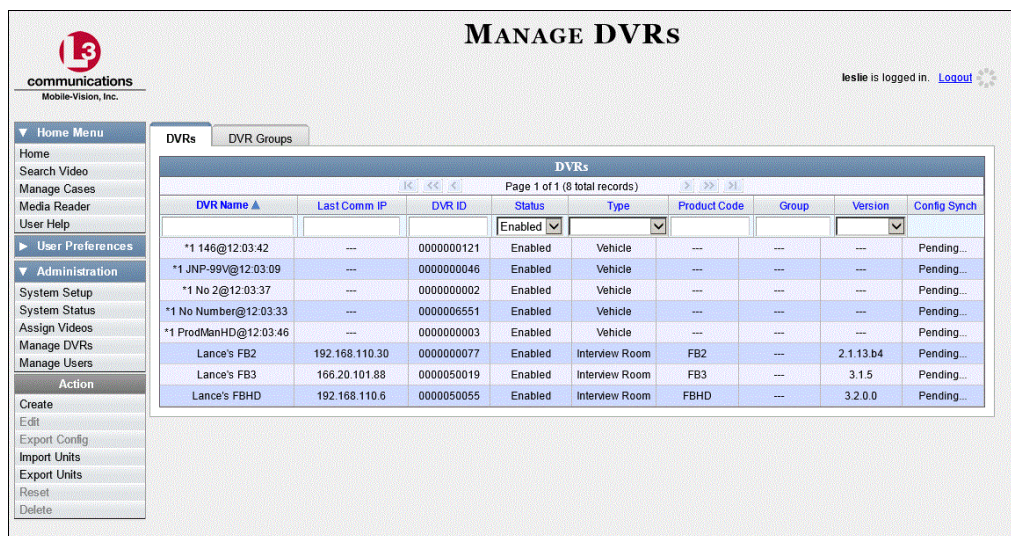
- 13 Click **Save**. A confirmation message displays.

The group Northern NJ Fleet 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 Flashback2/3/HD DVR unit. Typically, your L-3 Mobile-Vision Technical Support Engineer will provide you with this file, or you can copy it from a DVR, as described in “Copying the config.xml File from a USB Drive to Your DVR” in the *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 416.

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



MANAGE DVRs

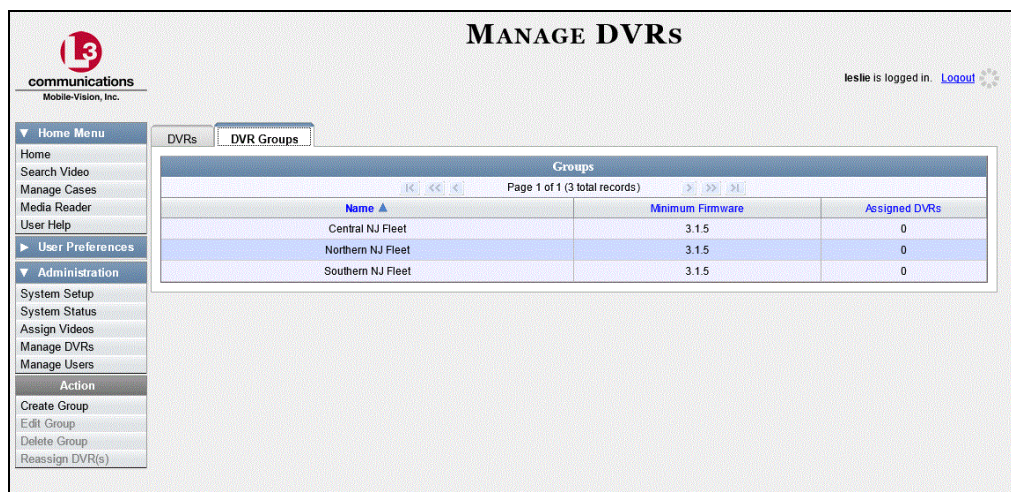
leslie is logged in. [Logout](#)

DVRs | **DVR Groups**

DVRs Page 1 of 1 (8 total records)

DVR Name ▲	Last Comm IP	DVR ID	Status	Type	Product Code	Group	Version	Config Sync
*1 146@12:03:42	---	0000000121	Enabled	Vehicle	---	---	---	Pending...
*1 JNP-99V@12:03:09	---	0000000046	Enabled	Vehicle	---	---	---	Pending...
*1 No 2@12:03:37	---	0000000002	Enabled	Vehicle	---	---	---	Pending...
*1 No Number@12:03:33	---	0000006551	Enabled	Vehicle	---	---	---	Pending...
*1 ProdManHD@12:03:46	---	0000000003	Enabled	Vehicle	---	---	---	Pending...
Lance's FB2	192.168.110.30	0000000077	Enabled	Interview Room	FB2	---	2.1.13.b4	Pending...
Lance's FB3	166.20.101.88	0000050019	Enabled	Interview Room	FB3	---	3.1.5	Pending...
Lance's FBHD	192.168.110.6	0000050055	Enabled	Interview Room	FBHD	---	3.2.0.0	Pending...

- 2 Click the **DVR Groups** tab. A list of existing groups displays, if applicable.



MANAGE DVRs

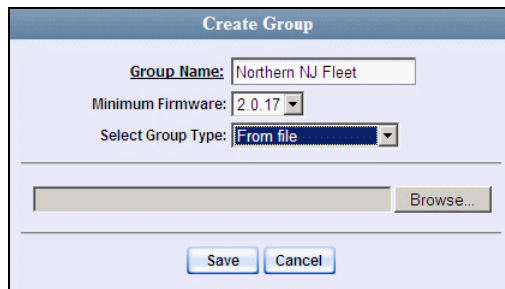
leslie is logged in. [Logout](#)

DVRs | **DVR Groups**

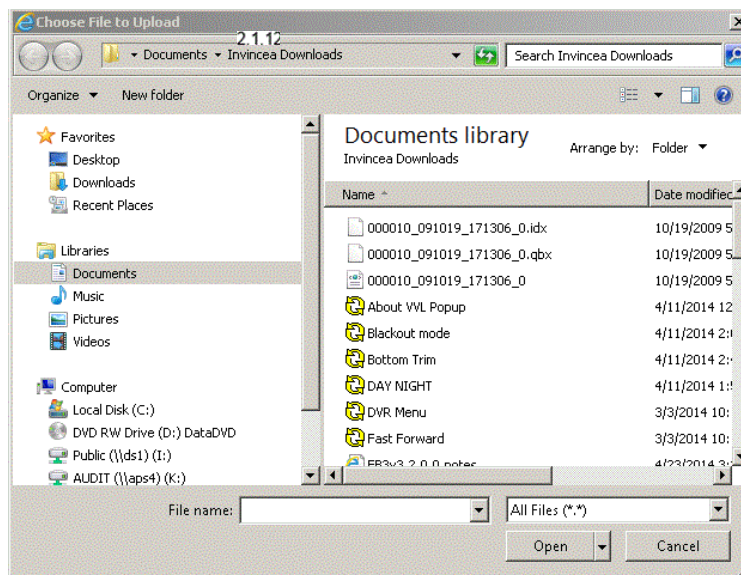
Groups Page 1 of 1 (3 total records)

Name ▲	Minimum Firmware	Assigned DVRs
Central NJ Fleet	3.1.5	0
Northern NJ Fleet	3.1.5	0
Southern NJ Fleet	3.1.5	0

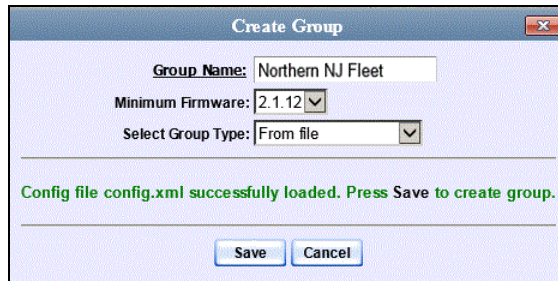
- Go to the **Action** column and click **Create Group**. The Create Group form displays.



- Enter a unique name for this group in the *Group Name* field.
- 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.
- Make sure the value of the *Select Group Type* field is **From file**.
- Click **Browse**. The Choose File to Upload Popup displays.



- Navigate to the disk drive location where the config.xml file is located.
- Click on the config.xml file to select it, then click **Open**. A confirmation message displays.

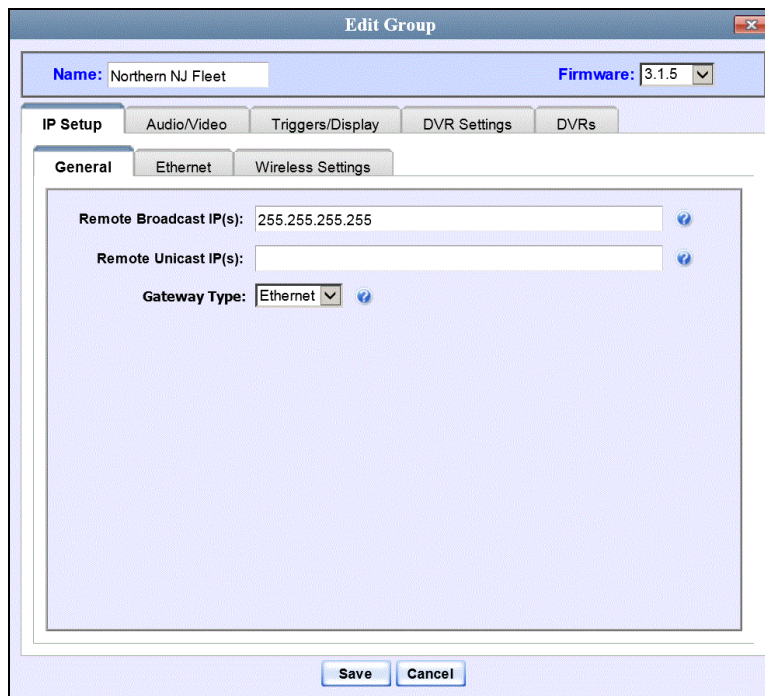


- 10 Click **Save**. A confirmation message displays.

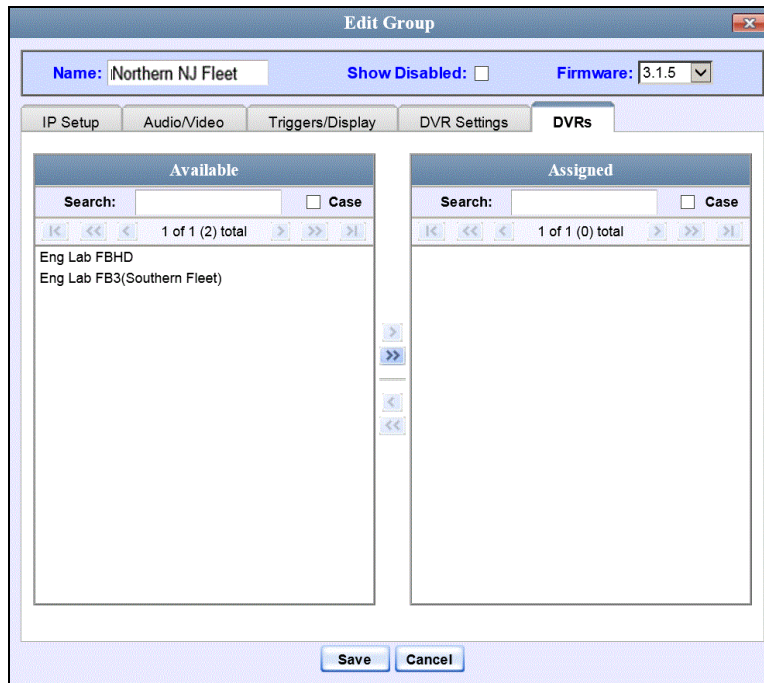
Group save successful: Northern NJ Fleet.

Next, you need to assign DVRs to your new group.

- 11 Right-click on the new group record, then select **Edit** from the popup menu. The Edit Group popup menu displays.



- 12 Click the **DVRs** tab. A list of available DVRs displays.

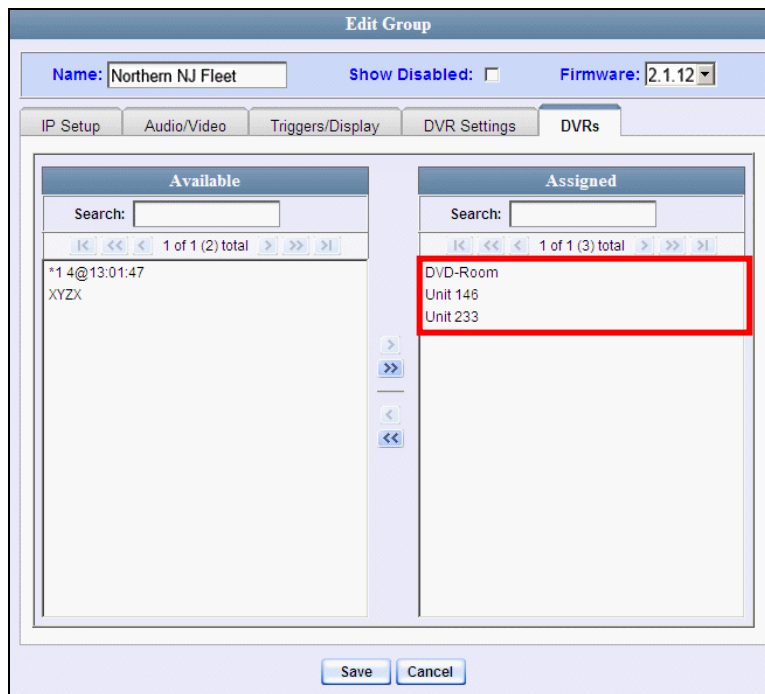


- 13 Go to the left column (Available) and click on each of the DVRs you wish to add to this DVR Group. As you do so, keep in mind that Flashback3s and FlashbackHDs may be in the same group, but Flashback2s must be in a group by themselves.



NOTE: A DVR that has not been “discovered” yet (i.e., a DVR that has not been in communication with the server at least once) can still be added to a group. Upon discovery, it will receive the options for its assigned group.

- 14 Once you’ve highlighted the correct DVRs, click the right arrow located between the *Available* and *Assigned* columns. The selected DVRs display in the right column (Assigned).



- 15** If you wish to make additional modifications to 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 DVR Group” on page 417.

– OR –

If you do *not* wish to make additional modifications to this record, proceed to the next step.

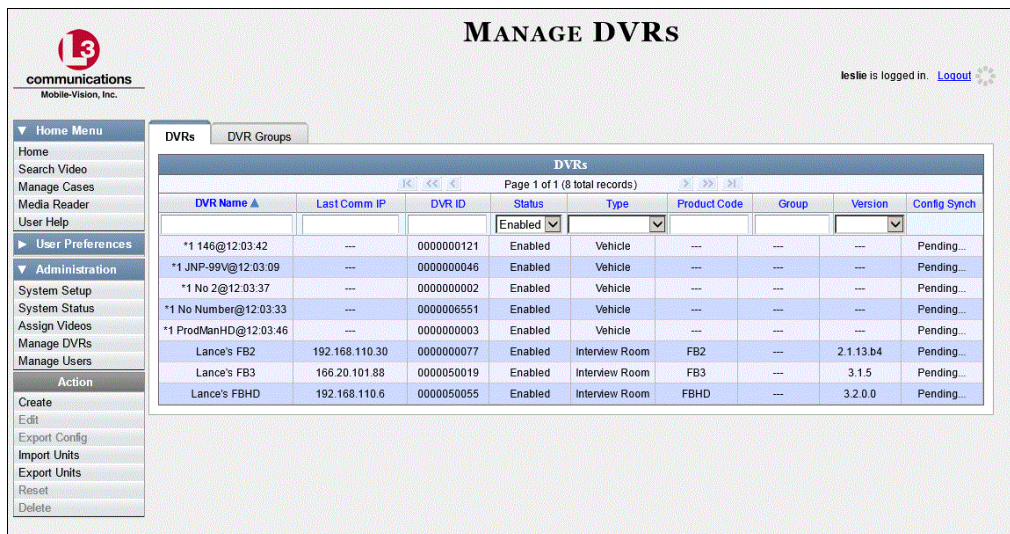
- 16** Click **Save**. A confirmation message displays.

Group Northern NJ Fleet 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 L-3 Mobile-Vision employees. However, if your agency has more than one server, there may be a circumstance where you wish to use a DVR Group 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 file to a USB stick. Next, login to the other server and then proceed to "Creating a DVR Group from a DVR's config.xml File" on page 407 for further instructions.

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



DVR Name	Last Comm IP	DVR ID	Status	Type	Product Code	Group	Version	Config Synchrony
*1 146@12.03.42	---	0000000121	Enabled	Vehicle	---	---	---	Pending...
*1 JNP-99V@12.03.09	---	0000000046	Enabled	Vehicle	---	---	---	Pending...
*1 No 2@12.03.37	---	0000000002	Enabled	Vehicle	---	---	---	Pending...
*1 No Number@12.03.33	---	0000006551	Enabled	Vehicle	---	---	---	Pending...
*1 ProdManHD@12.03.46	---	0000000003	Enabled	Vehicle	---	---	---	Pending...
Lance's FB2	192.168.110.30	0000000077	Enabled	Interview Room	FB2	---	2.1.13.b4	Pending...
Lance's FB3	166.20.101.88	0000050019	Enabled	Interview Room	FB3	---	3.1.5	Pending...
Lance's FBHD	192.168.110.6	0000050055	Enabled	Interview Room	FBHD	---	3.2.0.0	Pending...

- 2 Go to the DVRs list and click on the record you wish to export.
- 3 Go to the **Action** column and click **Export Config**. The File Download popup displays.



- 4 If you have Windows XP, click **Save**.
 – OR –
 If you have Windows 7, select **Save As** from the *Save* drop-down list.
 The Save As popup displays.

- 5 Navigate to the USB drive where you wish to save the file, then click **Save**. A confirmation message displays.
- 6 Click **Close**.

Changing a DVR Group

This section describes how to change the attributes for a selected DVR group record. Any change you make to a DVR 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 Flashback2/3/HD DVR that is not assigned to a DVR Group, see “Changing a DVR” on page 359 instead.

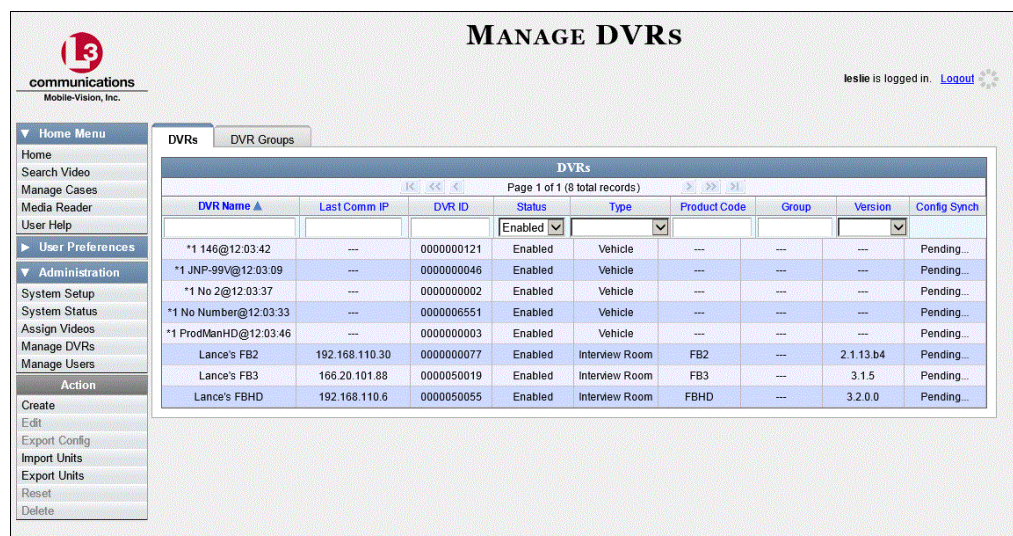
For specific instructions, see:

- Displaying the Edit Group Popup, below
- Changing the IP Settings for a DVR Group, page 419
- Changing the Audio Settings for a DVR Group, page 423
- Changing the Video Settings for a DVR Group, page 424
- Changing the Triggers for a DVR Group, page 425
- Changing the Display Options for a DVR Group, page 426
- Changing the General DVR Settings for a DVR Group, page 428.

Displaying the Edit Group Popup

This section describes how to display the Edit Group popup. This is the first step in updating a DVR Group.

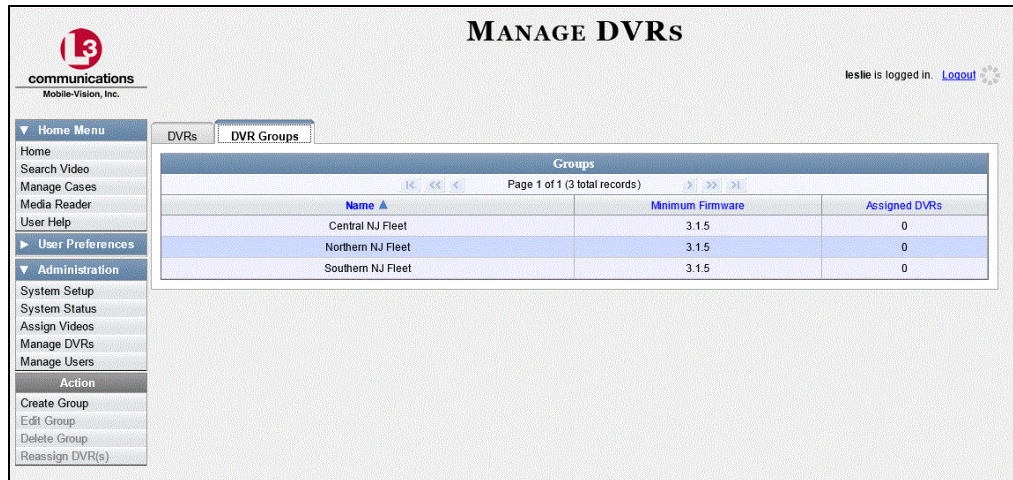
- 1 Go to **Administration** and click **Manage DVRs**. The Manage DVRs page displays.



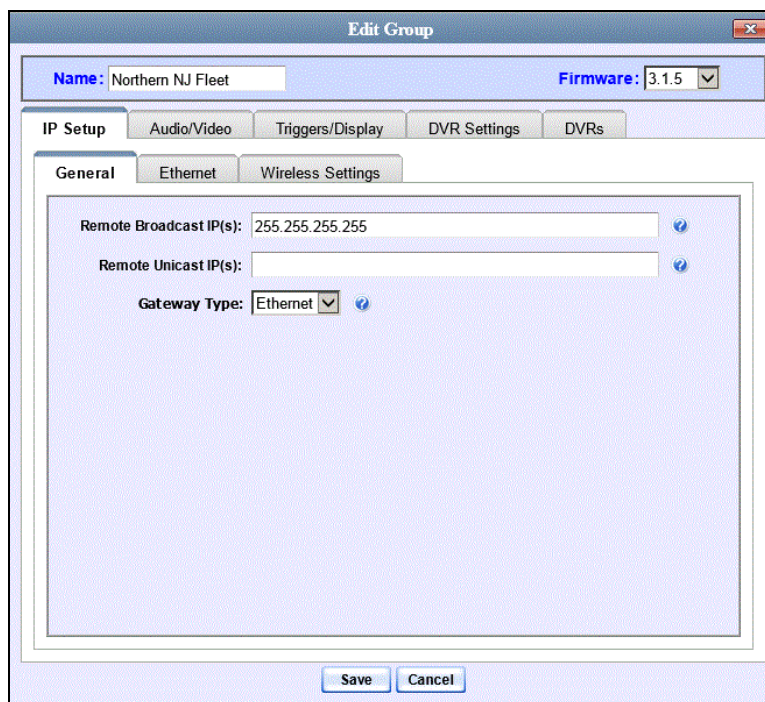
The screenshot shows the 'MANAGE DVRs' interface. On the left is a navigation menu with 'Administration' selected. The main area displays a table of DVR records. The table has the following data:

DVR Name ▲	Last Comm IP	DVR ID	Status	Type	Product Code	Group	Version	Config Synchronisation
*1 146@12.03.42	---	0000000121	Enabled	Vehicle	---	---	---	Pending...
*1 JNP-99V@12.03.09	---	0000000046	Enabled	Vehicle	---	---	---	Pending...
*1 No 2@12.03.37	---	0000000002	Enabled	Vehicle	---	---	---	Pending...
*1 No Number@12.03.33	---	0000006551	Enabled	Vehicle	---	---	---	Pending...
*1 ProdManHD@12.03.46	---	0000000003	Enabled	Vehicle	---	---	---	Pending...
Lance's FB2	192.168.110.30	0000000077	Enabled	Interview Room	FB2	---	2.1.13.b4	Pending...
Lance's FB3	166.20.101.88	0000050019	Enabled	Interview Room	FB3	---	3.1.5	Pending...
Lance's FBHD	192.168.110.6	0000050055	Enabled	Interview Room	FBHD	---	3.2.0.0	Pending...

- 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 popup menu displays.



Proceed to the appropriate section:

- Changing the IP Settings for a DVR Group, next page
- Changing the Audio Settings for a DVR Group, page 423
- Changing the Video Settings for a DVR Group, page 424
- Changing the Triggers for a DVR Group, page 425
- Changing the Display Options for a DVR Group, page 426
- Changing the General DVR Settings for a DVR Group, page 428.

Changing the IP Settings for a DVR Group

This section describes how to change the various IP addresses for a selected DVR group, as described below.

- To change the *remote broadcast IP address*, *remote unicast IP address*, and/or *gateway type* for a DVR group, see “Changing the General IP Settings for a DVR Group,” below.
- To change the ethernet settings for a DVR group, see “Changing the Ethernet Settings for a DVR Group” on page 420.
- To change the wireless settings for a DVR group, see “Changing the Wireless Settings for a DVR Group” on page 422.

Changing the General IP Settings for a DVR Group

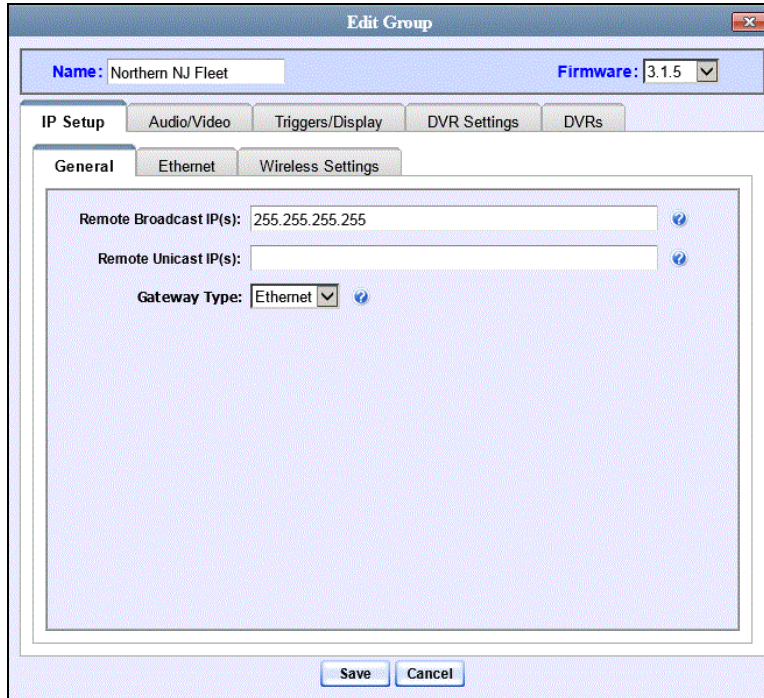
This section describes how to change the following IP settings for a selected DVR group.

- Remote broadcast IP address.** An IP address range across which the DVRs announce their identity so the server can locate them. System default is **255.255.255.255**.
- Remote unicast IP address.** A unique IP address to which the DVRs announce their identity so that the server can locate them.
- Gateway type.* The type of connection used to link a group’s DVRs to the server: *wireless* (used for in-car DVRs), or *ethernet* (used for Interview Room DVRs and in-car DVRs that have Vehicle Viewer or Vehicle Viewer Live installed on them).

- 1 Search for and display the DVR Group record you wish to update. (If necessary, review “Displaying the Edit Group Popup” on page 417.)
- 2 If it is not already selected, click the **General** tab. The *Remote Broadcast IP*, *Remote Unicast IP*, and *Gateway Type* fields display.

(Continued)

* 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*.



- 3 To change the *remote broadcast IP address*, enter a new IP address in the *Remote Broadcast IP* field. Otherwise proceed to the next step.
- 4 To change the *remote unicast IP address*, enter a new IP address in the *Remote Unicast IP* field. 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 Northern NJ Fleet 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 DVR Group, below, beginning with step 2
- Changing the Wireless Settings for a DVR Group, page 422, beginning with step 2.

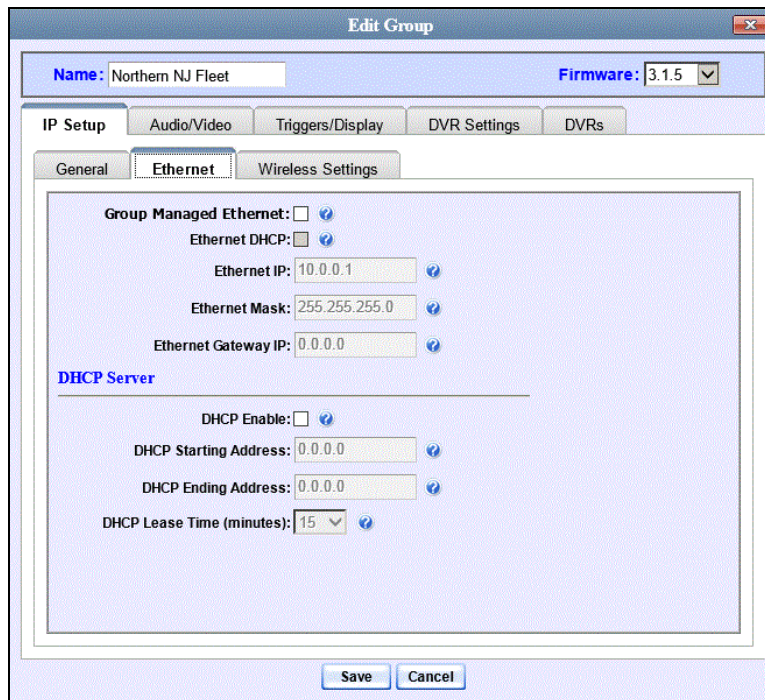
Changing the Ethernet Settings for a DVR Group

As previously discussed, in-car DVRs typically utilize a *wireless* connection rather than an *ethernet* connection. However, in-car units are still *ethernet-enabled* to support Vehicle Viewer or Vehicle Viewer Live use, which requires the use of the Ethernet port on the DVR. If you are using private network IPs in your vehicles, you may wish to assign the same ethernet IPs to all of the cars in a DVR Group in order to avoid potential IP conflicts with the wireless IP settings.



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 or Vehicle Viewer Live installed on them.

- 1 Search for and display the DVR Group you wish to update. (If necessary, review “Displaying the Edit Group Popup” on page 417.)
- 2 Click the **Ethernet** tab. The Ethernet fields display.



- 3 If you want your DHCP server to automatically provide the ethernet IP addresses to the DVRs in this group, select the *Group Managed Ethernet* and *Ethernet DHCP* checkboxes. The system grays out the *Ethernet IP*, *Ethernet Gateway IP*, and *Ethernet Mask* fields. Skip to step 7.

– OR –

If you want to manually enter the ethernet IP addresses for the DVRs in this DVR group, make sure the *Ethernet DHCP* checkbox is 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 Gateway IP* field and enter the Ethernet gateway IP address that the DVRs in this group will use on their Ethernet network.

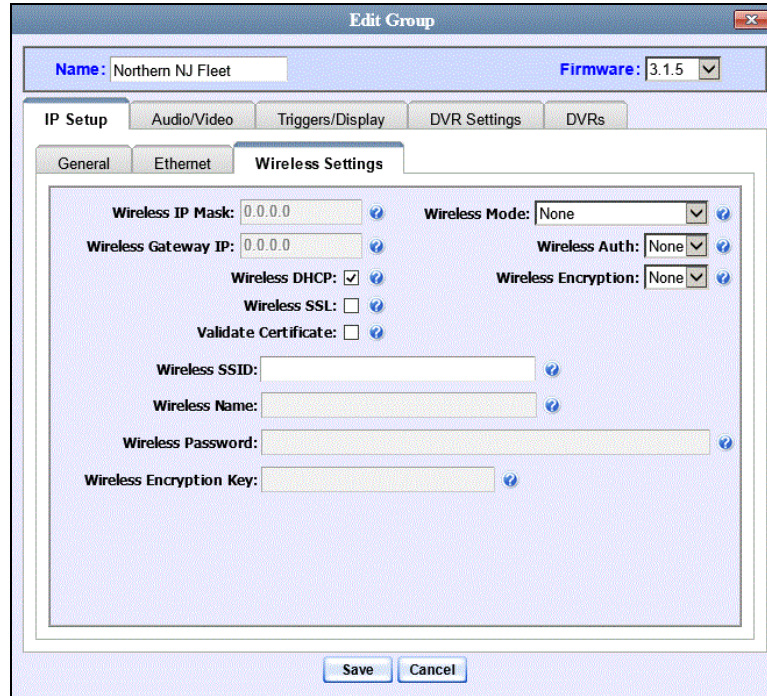
- 6 Go to the *Ethernet Mask* field and enter the Ethernet mask address that the DVRs in this group will use on their Ethernet network.
- 7 Click **Save**. A confirmation message displays.

Group Northern NJ Fleet successfully saved.

Changing the Wireless Settings for a DVR Group

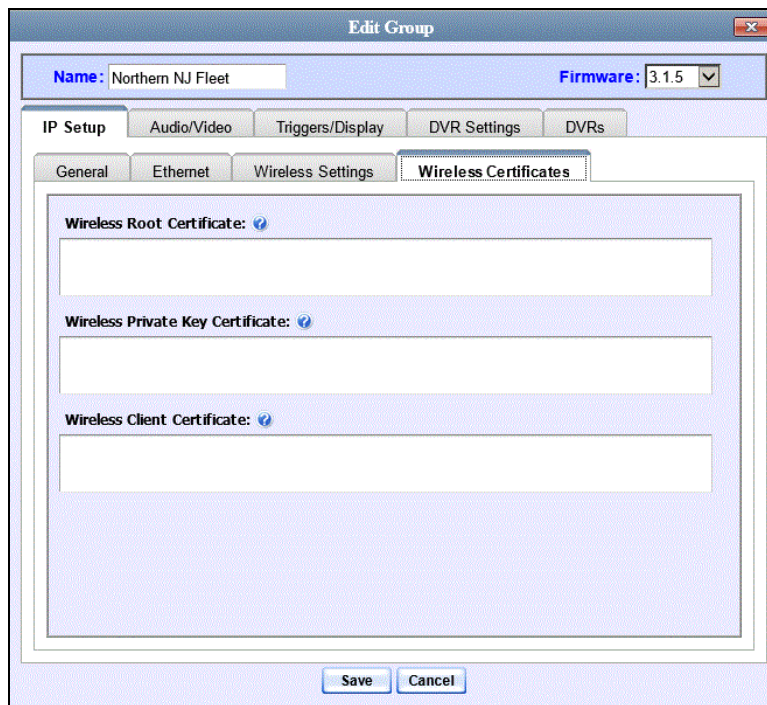
This section describes how to change the wireless LAN settings for all the DVRs in a selected DVR group.

- 1 Search for and display the DVR Group record you wish to update. (If necessary, review “Displaying the Edit Group Popup” on page 417.)
- 2 Click the **Wireless Settings** tab. The following fields display.



For a description of the fields on this form, see the table beginning on page 374.

- 3 Enter/select your desired changes.
- 4 If you changed the Wireless Mode to **WPA-ENTERPRISE** or **WPA2-ENTERPRISE**, proceed to the next step. Otherwise skip to step 7.
- 5 Click the **Wireless Certificates** tab.



- 6 Using the values provided by your agency's Networking Administrator, enter the wireless root certificate, wireless private key certificate, and wireless client certificate used for certificate verifications.
- 7 Click **Save**. A confirmation message displays.

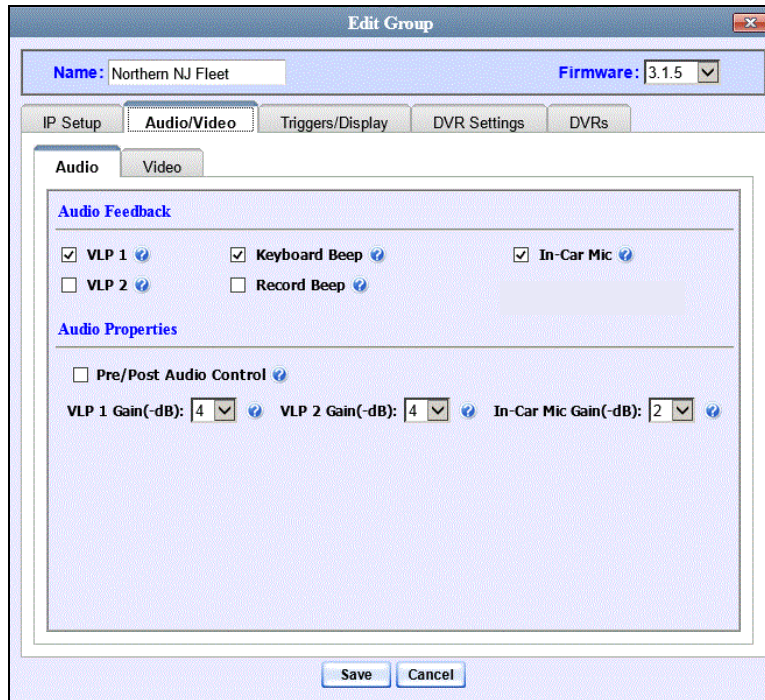
Group Northern NJ Fleet successfully saved.

Changing the Audio Settings for a DVR Group

This section describes how to change the audio settings for all the DVRs in a selected DVR group.

- 1 Search for and display the DVR Group record you wish to update. (If necessary, review "Displaying the Edit Group Popup" on page 417.)
- 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 379.

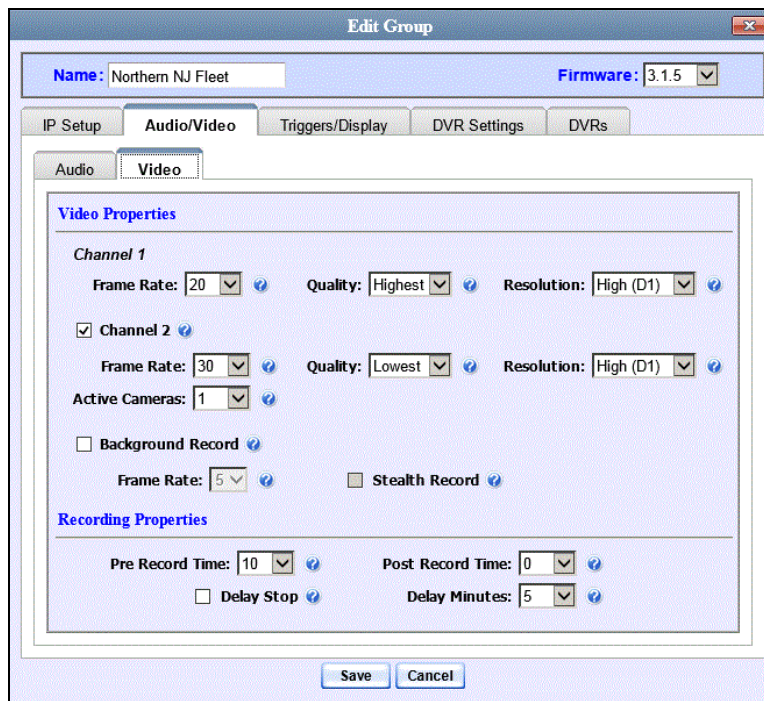
- 3 Enter/select your desired changes, then click **Save**. A confirmation message displays.

Group Northern NJ Fleet successfully saved.

Changing the Video Settings for a DVR Group

This section describes how to change the video settings for all the DVRs in a selected DVR group.

- 1 Search for and display the DVR Group record you wish to update. (If necessary, review “Displaying the Edit Group Popup” on page 417.)
- 2 Click the **Audio/Video** tab. The Audio properties display.
- 3 Click the **Video** tab. The Video Properties display.



Edit Group

Name: Northern NJ Fleet Firmware: 3.1.5

IP Setup Audio/Video Triggers/Display DVR Settings DVRs

Audio Video

Video Properties

Channel 1

Frame Rate: 20 Quality: Highest Resolution: High (D1)

Channel 2

Frame Rate: 30 Quality: Lowest Resolution: High (D1)

Active Cameras: 1

Background Record

Frame Rate: 5 Stealth Record

Recording Properties

Pre Record Time: 10 Post Record Time: 0

Delay Stop Delay Minutes: 5

Save Cancel

For a description of the fields on this form, see the table on page 384.

- 4 Enter/select your desired changes, then click **Save**. A confirmation message displays.

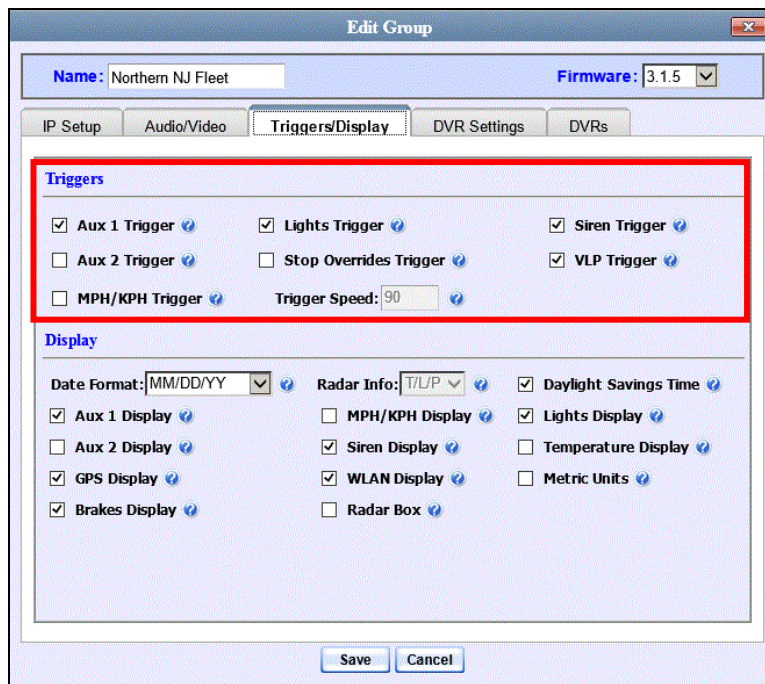
Group Northern NJ Fleet successfully saved.

Changing the Triggers for a DVR Group

This section describes how to change the trigger settings for all the DVRs in a selected DVR group. A *trigger* is the event that causes a DVR to automatically start recording.

- 1 Search for and display the DVR Group record you wish to update. (If necessary, review “Displaying the Edit Group Popup” on page 417.)
- 2 Click the **Triggers/Display** tab. Your trigger options display at the top of the form.

(Continued)



For a detailed description of all the available triggers, see the table on page 388.

- 3 Enter/select your desired changes, then click **Save**. A confirmation message displays.

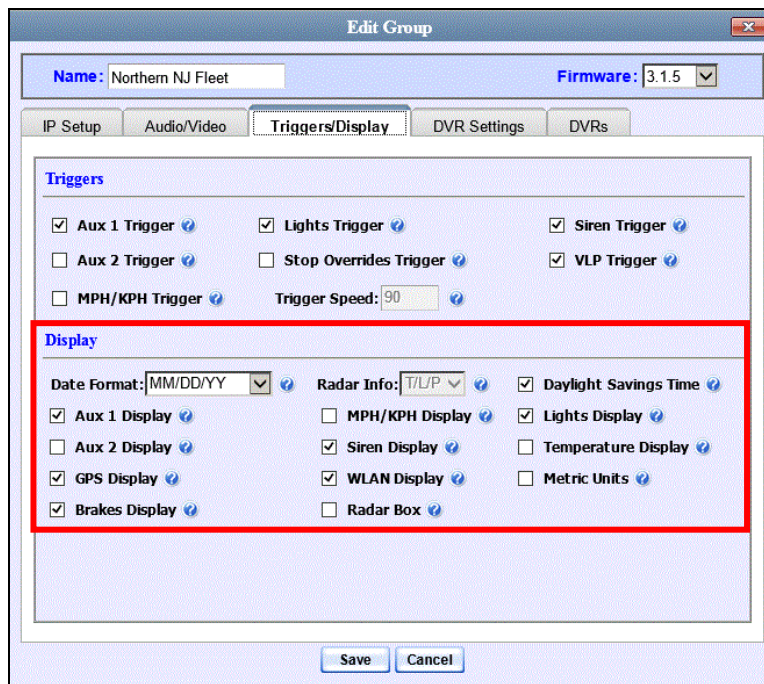
Group Northern NJ Fleet successfully saved.

Changing the Display Options for a DVR Group

This section describes how to change the status indicators that will display on:

- The Flashback monitor during a recording
- Vehicle Viewer or Vehicle Viewer Live while the DVR is active, and
- The Flashback Player while viewing a video off the server or off an export disc.

- 1 Search for and display the DVR Group record you wish to update. (If necessary, review “Displaying the Edit Group Popup” on page 417.)
- 2 Click the **Triggers/Display** tab. The display options are listed at the bottom of the form.



These fields are described in the table on page 390.

- 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. 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 your Flashback monitor, Flashback Player, and Vehicle Viewer screen.
- 7 Click **Save**. A confirmation message displays.

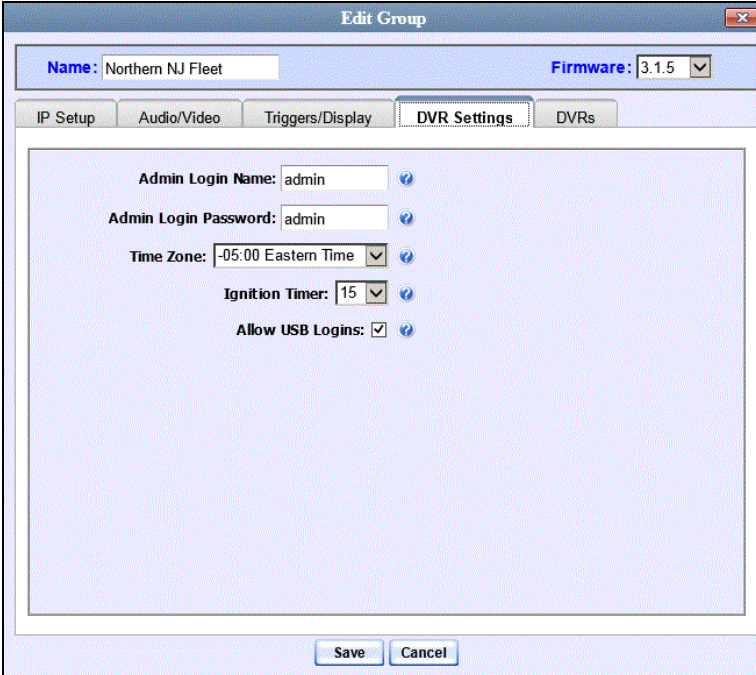
Group Northern NJ Fleet successfully saved.

Changing the General DVR Settings for a DVR Group

This section describes how to change the following settings for a selected DVR 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 DVR. *Do not change this value unless instructed to do so by an L-3 Mobile-Vision Technical Support Engineer.*
- Time zone.* The time zone in which the DVRs in a selected group will be filming.
- Ignition timer setting.* The number of minutes the DVRs in a selected group 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 each DVR in a selected group is used by only *one* officer.

- 1 Search for and display the DVR Group record you wish to update. (If necessary, review "Displaying the Edit Group Popup" on page 417.)
- 2 Click the **DVR Settings** tab.



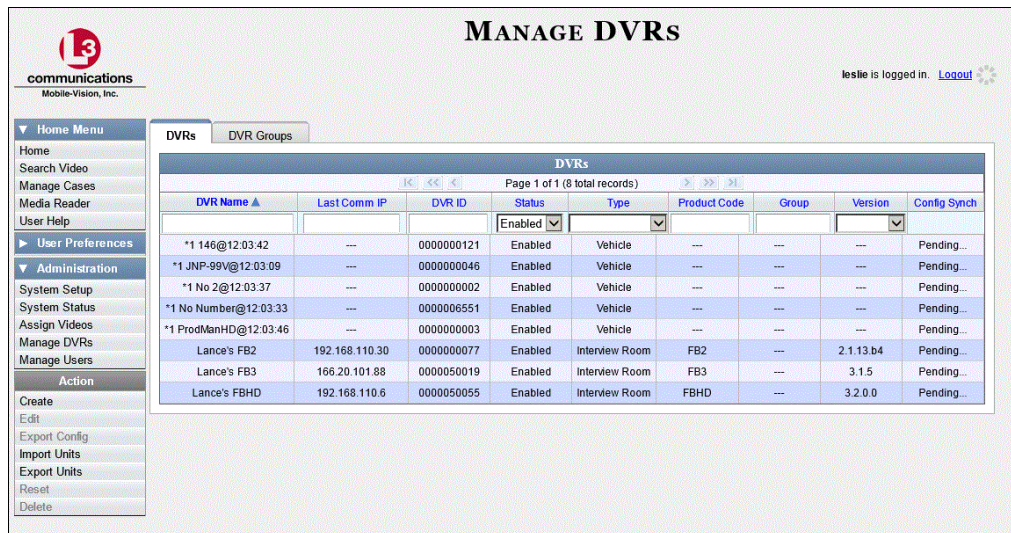
- 3 Enter/select your desired changes, then click **Save**. A confirmation message displays.

Group Northern NJ Fleet successfully saved.

Deleting a DVR Group

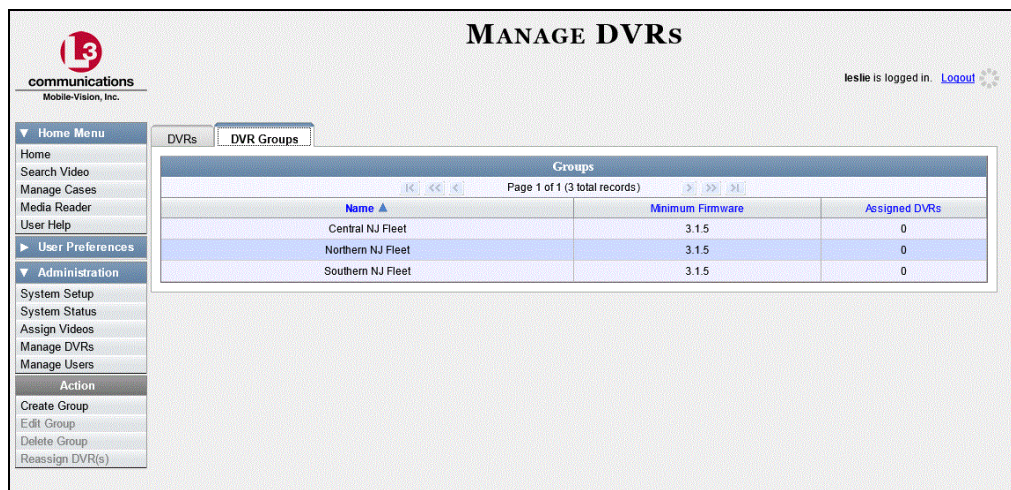
This section describes how to delete a DVR group record. You can only delete a DVR Group that has no DVRs currently assigned to it. If the DVR Group you wish to delete *does* have DVRs assigned to it, you will first have to reassign those DVRs to another DVR group or groups, *or* remove them from all groups. For more information, see “Reassigning a DVR to a Different DVR Group” on page 430.

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



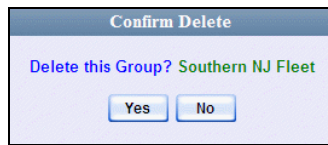
DVRs									
DVR Name ▲	Last Comm IP	DVR ID	Status	Type	Product Code	Group	Version	Config	Synch
*1 146@12:03:42	---	0000000121	Enabled	Vehicle	---	---	---	---	Pending...
*1 JNP-99V@12:03:09	---	0000000046	Enabled	Vehicle	---	---	---	---	Pending...
*1 No 2@12:03:37	---	0000000002	Enabled	Vehicle	---	---	---	---	Pending...
*1 No Number@12:03:33	---	0000006551	Enabled	Vehicle	---	---	---	---	Pending...
*1 ProdManHD@12:03:46	---	0000000003	Enabled	Vehicle	---	---	---	---	Pending...
Lance's FB2	192.168.110.30	0000000077	Enabled	Interview Room	FB2	---	2.1.13.b4	---	Pending...
Lance's FB3	166.20.101.88	0000050019	Enabled	Interview Room	FB3	---	3.1.5	---	Pending...
Lance's FBHD	192.168.110.6	0000050055	Enabled	Interview Room	FBHD	---	3.2.0.0	---	Pending...

- 2 Click the **DVR Groups** tab. A list of existing groups displays.



Groups		
Name ▲	Minimum Firmware	Assigned DVRs
Central NJ Fleet	3.1.5	0
Northern NJ Fleet	3.1.5	0
Southern NJ Fleet	3.1.5	0

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

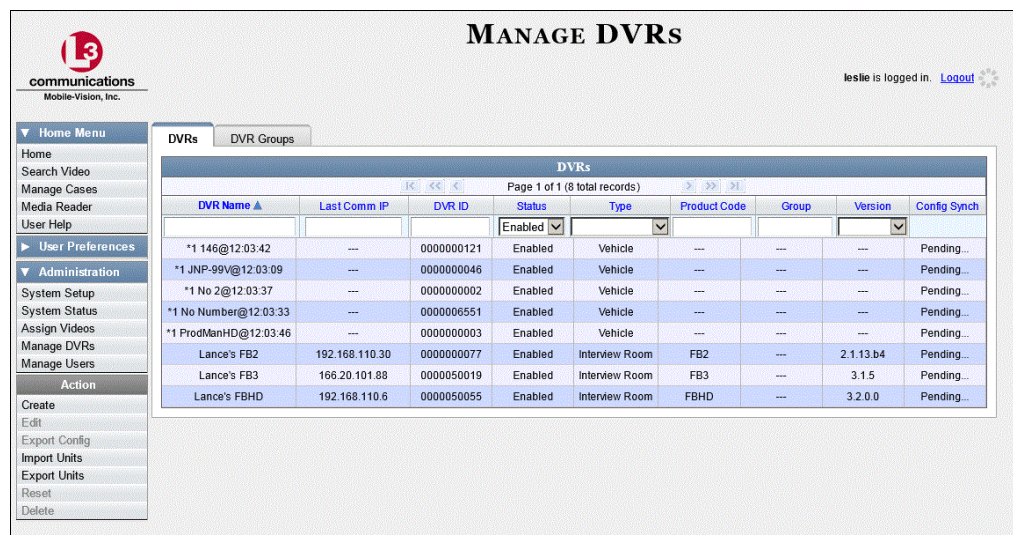


- Click **Yes**. The selected DVR Group is removed from the Groups list.

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.

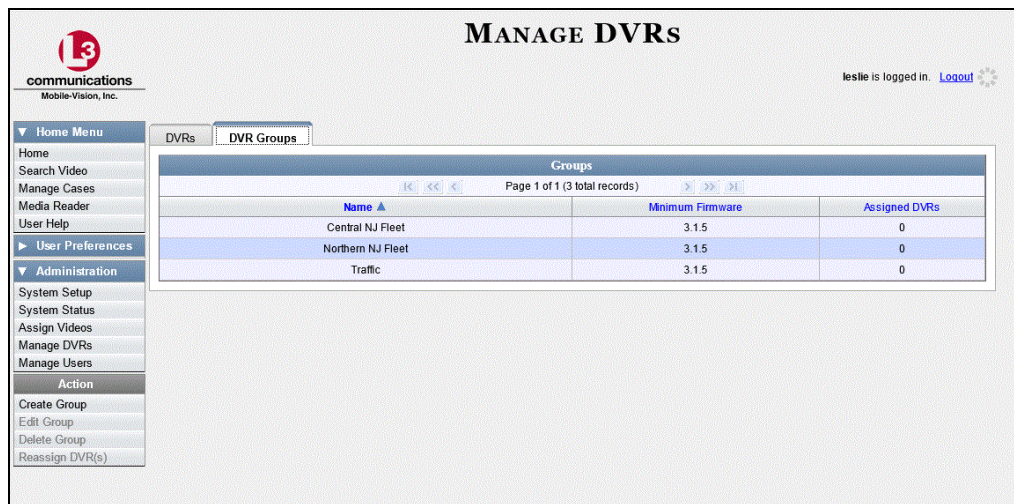
- Go to **Administration** and click **Manage DVRs**. The Manage DVRs page displays.



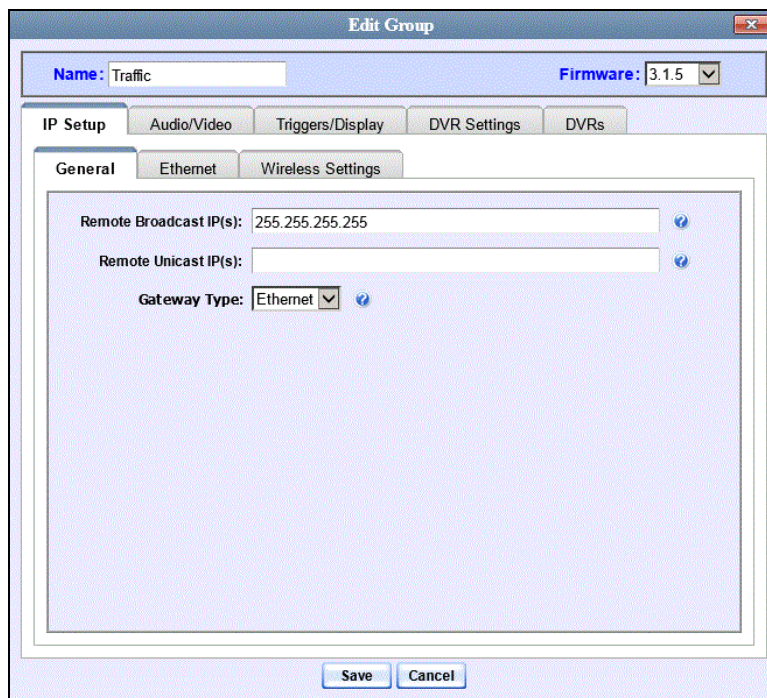
The screenshot shows the "MANAGE DVRs" interface. On the left is a navigation menu with "Administration" selected. The main area shows a table of DVRs with columns: DVR Name, Last Comm IP, DVR ID, Status, Type, Product Code, Group, Version, and Config Synch. The table contains 8 records, with the last three rows highlighted in blue.

DVR Name	Last Comm IP	DVR ID	Status	Type	Product Code	Group	Version	Config Synch
*1 146@12.03.42	---	0000000121	Enabled	Vehicle	---	---	---	Pending...
*1 JNP-99V@12.03.09	---	0000000046	Enabled	Vehicle	---	---	---	Pending...
*1 No 2@12.03.37	---	0000000002	Enabled	Vehicle	---	---	---	Pending...
*1 No Number@12.03.33	---	0000006551	Enabled	Vehicle	---	---	---	Pending...
*1 ProdManHD@12.03.46	---	0000000003	Enabled	Vehicle	---	---	---	Pending...
Lance's FB2	192.168.110.30	0000000077	Enabled	Interview Room	FB2	---	2.1.13.b4	Pending...
Lance's FB3	166.20.101.88	0000050019	Enabled	Interview Room	FB3	---	3.1.5	Pending...
Lance's FBHD	192.168.110.6	0000050055	Enabled	Interview Room	FBHD	---	3.2.0.0	Pending...

- Click the **DVR Groups** tab. A list of existing groups displays.

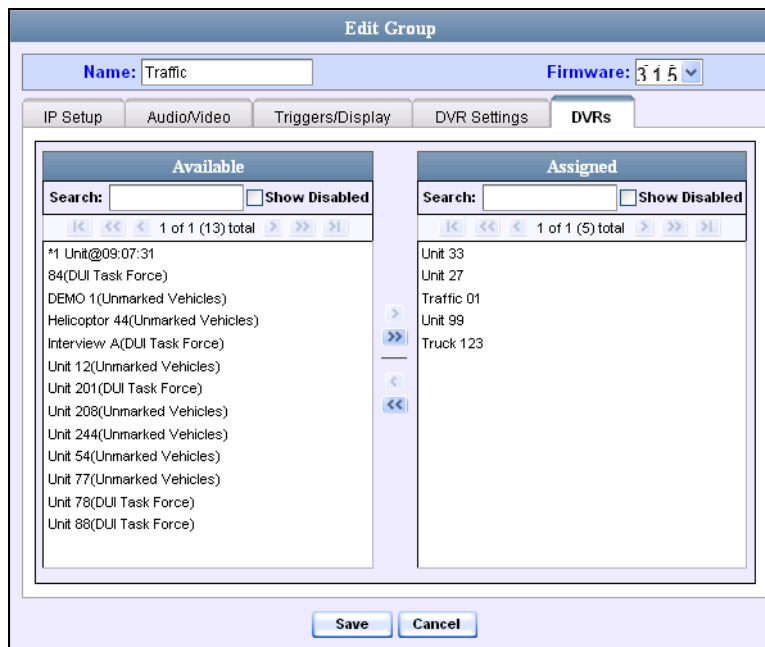



- 3 Right-click on the new group record that you wish to reassign the DVR to, then select **Edit** from the popup menu. The Edit Group popup menu displays.



- 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.

Note that the DVRs that are currently assigned to a different group show the group's name in parentheses.



- 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 Newark Fleet successfully saved.

DVR Firmware

This section describes the procedures related to Flashback2/3/HD DVR firmware. Depending on your service agreement with L-3 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.

You can upgrade your DVRs from the server either one at a time or en mass, or you can update them from each DVR one at a time.

For specific instructions, see:

- Updating DVR Firmware from the Server, next page
- Updating DVR Firmware from the DVR, page 438
- Viewing/Printing Firmware Release Notes, page 444.

Updating DVR Firmware from the Server

There are several methods for updating DVR firmware from the server. You can update one DVR record at a time, one DVR *Group* record at a time, and/or *all* DVR records at the same time. The advantage of updating DVRs from the server is that it's fast and easy. The disadvantage of updating DVRs from the server is that the DVRs themselves will not receive the firmware update until the next DVR-to-server transmission occurs.

For specific instructions, see:

- Globally Updating Firmware for an Entire Fleet of Flashback2/3/HDs, below
- Updating the Firmware for a DVR Record, page 436
- Updating the Firmware for a DVR Group Record, page 437.

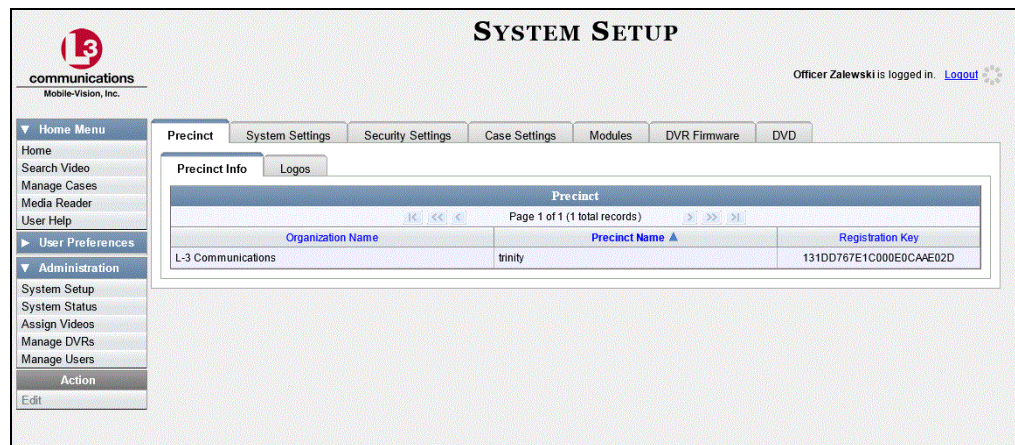
Globally Updating Firmware for an Entire Fleet of Flashback2/3/HDs

This section describes how to update the firmware on all of your Flashback2, Flashback3, and/or FlashbackHD DVRs. This is the fastest and easiest method for updating your firmware. Perform this task whenever L-3 Mobile-Vision notifies you that there is a new firmware version available.



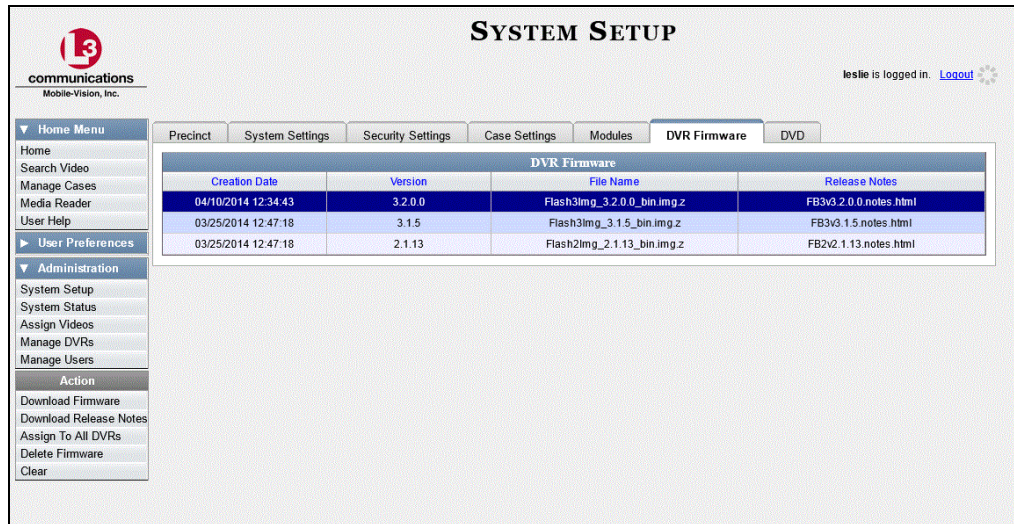
HINT: Before you perform this procedure, you may want to test the new firmware on just one unit before pushing the firmware out to all of the DVRs in your fleet. For further instructions, see “Updating the Firmware for a DVR Record” on page 436.

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



Organization Name	Precinct Name ▲	Registration Key
L-3 Communications	trinity	131DD767E1C000E0CAAE02D

- 2 Click the **DVR Firmware** tab. A list of the current and past firmware versions displays.



The screenshot shows the 'SYSTEM SETUP' interface with the 'DVR Firmware' tab selected. The table below lists the installed firmware versions:

Creation Date	Version	File Name	Release Notes
04/10/2014 12:34:43	3.2.0.0	Flash3Img_3.2.0.0_bin.img.z	FB3v3.2.0.0.notes.html
03/25/2014 12:47:18	3.1.5	Flash3Img_3.1.5_bin.img.z	FB3v3.1.5.notes.html
03/25/2014 12:47:18	2.1.13	Flash2Img_2.1.13_bin.img.z	FB2v2.1.13.notes.html

- Click on the record at the top of the firmware list (i.e., the most recent firmware version).
- Go to the **Action** column and click **Assign to All DVRs**. If your fleet includes any Flashback3s and/or FlashbackHDs, a confirmation message displays.

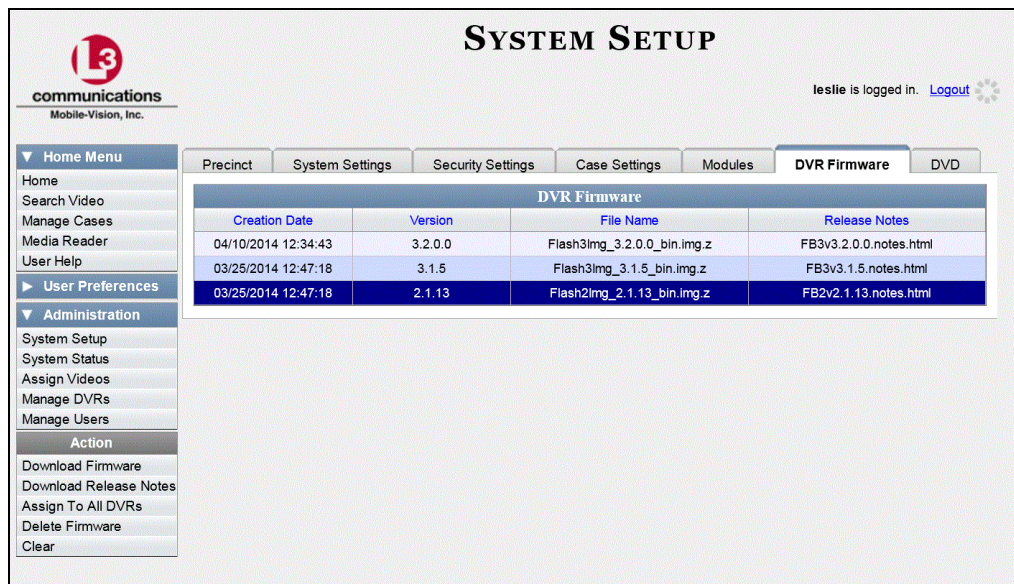
Assigned 10 active DVRs to version 3.2.0

- If you receive a status message stating that the system was unable to update all of your DVRs due to firmware incompatibility, it means that your DVR fleet includes some Flashback2s. Proceed to the next step for further instructions.

– OR –

If you do *not* receive a status message stating that the system was unable to update all of your DVRs due to firmware incompatibility, the system will automatically copy the new firmware version to each of your Flashback3 and/or FlashbackHD DVRs during the next server-to-DVR communication. **End of Procedure.**

- Click on firmware version **2.1.14**, as pictured on the next page.



The screenshot shows the 'SYSTEM SETUP' page for L3 Mobile-Vision, Inc. The user 'leslie' is logged in. The 'DVR Firmware' tab is selected, displaying a table with the following data:

Creation Date	Version	File Name	Release Notes
04/10/2014 12:34:43	3.2.0.0	Flash3Img_3.2.0.0_bin.img.z	FB3v3.2.0.0.notes.html
03/25/2014 12:47:18	3.1.5	Flash3Img_3.1.5_bin.img.z	FB3v3.1.5.notes.html
03/25/2014 12:47:18	2.1.13	Flash2Img_2.1.13_bin.img.z	FB2v2.1.13.notes.html

- 7 Go to the **Action** column and click **Assign to All DVRs**. A confirmation message displays.

Assigned 5 active DVRs to version 2.1.14

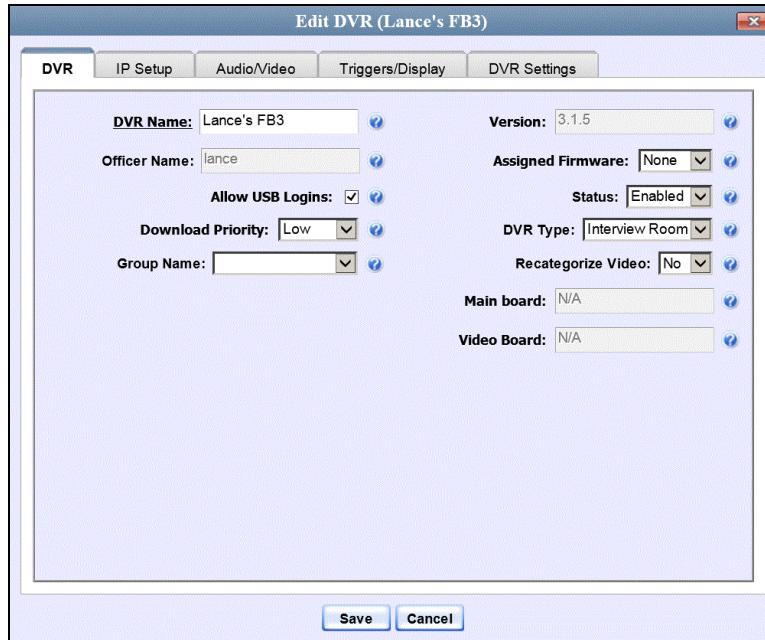
If your fleet includes any Flashback3s and/or FlashbackHDs, you will also receive a status message stating that the system was unable to update all of your DVRs due to firmware incompatibility. Don't worry about this message. It just means that the system was unable to apply the older firmware version to your newer DVRs, which you wouldn't want to do anyhow.

The system will automatically copy the new firmware version to each of your Flashback2, Flashback3, and/or FlashbackHD DVRs during the next server-to-DVR communication.

Updating the Firmware for a DVR Record

This section describes how to update the firmware for one DVR record. That firmware will then be transmitted to the actual DVR during the next DVR-to-server transmission.

- 1 Search for and display the Flashback record you wish to change. (If necessary, review “Displaying the Edit DVR Popup” on page 361.) The Edit DVR popup displays.



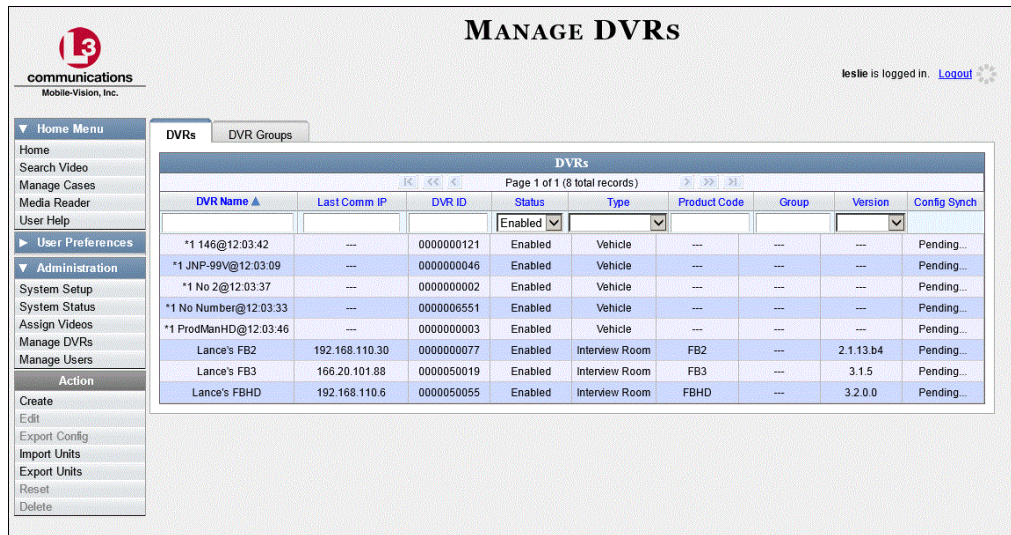
The screenshot shows a web-based configuration window titled "Edit DVR (Lance's FB3)". The window has several tabs: "DVR", "IP Setup", "Audio/Video", "Triggers/Display", and "DVR Settings". The "DVR" tab is selected. The settings are organized into two columns. The left column includes: "DVR Name" (text box with "Lance's FB3"), "Officer Name" (text box with "lance"), "Allow USB Logins" (checkbox checked), "Download Priority" (dropdown menu with "Low"), and "Group Name" (dropdown menu). The right column includes: "Version" (text box with "3.1.5"), "Assigned Firmware" (dropdown menu with "None"), "Status" (dropdown menu with "Enabled"), "DVR Type" (dropdown menu with "Interview Room"), "Recategorize Video" (dropdown menu with "No"), "Main board" (text box with "N/A"), and "Video Board" (text box with "N/A"). At the bottom of the window are "Save" and "Cancel" buttons.

- 2 Make sure the **DVR** tab is selected.
- 3 Go to the *Assigned Firmware* field and select the highest firmware version from the drop-down list.
- 4 Click **Save**.

Updating the Firmware for a DVR Group Record

This section describes how to update the firmware for one DVR Group record. That firmware will then be transmitted to the group's DVRs during the next DVR-to-server transmission.

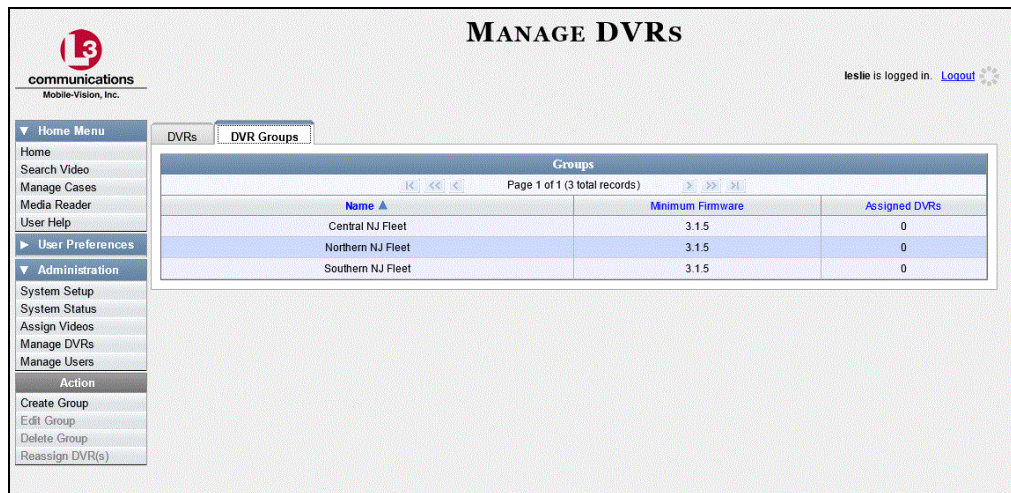
- 1 Go to **Administration** and click **Manage DVRs**. The Manage DVRs page displays.



The screenshot shows the 'MANAGE DVRs' page with the 'DVRs' tab selected. The interface includes a navigation menu on the left and a main content area with a table of DVR records. The table has columns for DVR Name, Last Comm IP, DVR ID, Status, Type, Product Code, Group, Version, and Config Sync. The records listed are:

DVR Name	Last Comm IP	DVR ID	Status	Type	Product Code	Group	Version	Config Sync
*1 146@12.03.42	---	000000121	Enabled	Vehicle	---	---	---	Pending...
*1 JNP-99V@12.03.09	---	000000046	Enabled	Vehicle	---	---	---	Pending...
*1 No 2@12.03.37	---	000000002	Enabled	Vehicle	---	---	---	Pending...
*1 No Number@12.03.33	---	000000651	Enabled	Vehicle	---	---	---	Pending...
*1 ProdManHD@12.03.46	---	000000003	Enabled	Vehicle	---	---	---	Pending...
Lance's FB2	192.168.110.30	000000077	Enabled	Interview Room	FB2	---	2.1.13.b4	Pending...
Lance's FB3	166.20.101.88	000005019	Enabled	Interview Room	FB3	---	3.1.5	Pending...
Lance's FBHD	192.168.110.6	0000050055	Enabled	Interview Room	FBHD	---	3.2.0.0	Pending...

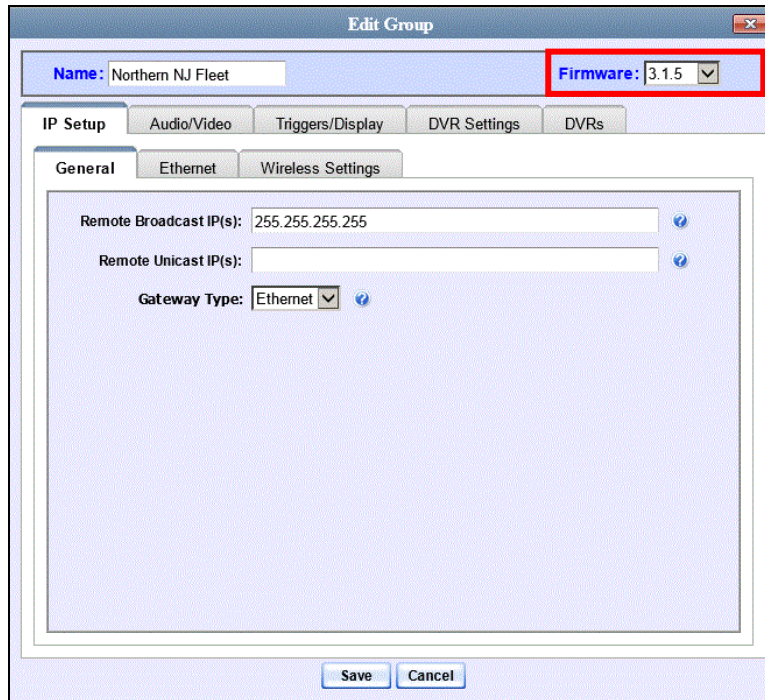
- 2 Click the **DVR Groups** tab. A list of existing groups displays.



The screenshot shows the 'MANAGE DVRs' page with the 'DVR Groups' tab selected. The interface includes a navigation menu on the left and a main content area with a table of DVR groups. The table has columns for Name, Minimum Firmware, and Assigned DVRs. The records listed are:

Name	Minimum Firmware	Assigned DVRs
Central NJ Fleet	3.1.5	0
Northern NJ Fleet	3.1.5	0
Southern NJ Fleet	3.1.5	0

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



- 4 Go to the *Firmware* field in the upper right corner and select the highest firmware version from the drop-down list.
- 5 Click **Save**.

Updating DVR Firmware from the DVR

Typically, you can upgrade your entire fleet of DVRs all at once by using the Apply To All DVRs feature described in “Globally Updating Firmware for an Entire Fleet of Flashback2/3/HDs” on page 433. However, busy vehicles may not maintain a server connection long enough for an automatic DVR firmware download to occur. If such is the case, you can update each DVR one at a time. Your L-3 Mobile-Vision Technical Support Specialist may also instruct you to perform this task when you add a new DVR to your fleet.

Manually updating a DVR is a two-step process. First, you need to copy the newest firmware file from the application to a USB drive. Second, you need to transfer the firmware file from the USB drive to your Flashback DVR.

For specific instructions, see:

- Copying a Firmware File from DEP to a USB Drive, next page
- Transferring a Firmware File from a USB Drive to a DVR, page 440.

Copying a Firmware File from DEP to a USB Drive

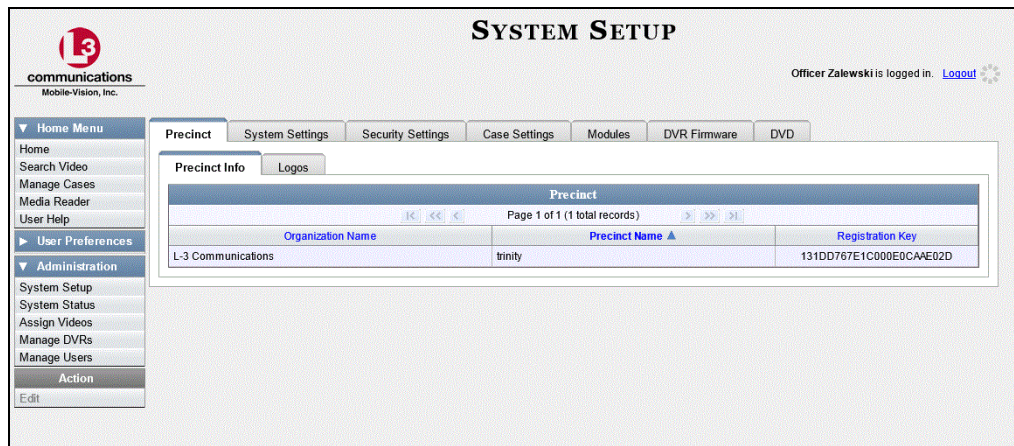
This section describes how to copy the current version of the Flashback2, Flashback3, or FlashbackHD DVR firmware from the DEP Application to a USB drive. This is the first step towards manually updating a DVR's firmware.



NOTE: If L-3 Mobile-Vision sent you a firmware CD in the mail, you do not need to perform this procedure. Instead, simply copy the firmware file from the CD to a USB drive. Next, proceed to “Transferring a Firmware File from a USB Drive to a Flashback DVR” on page 440 for further instructions.



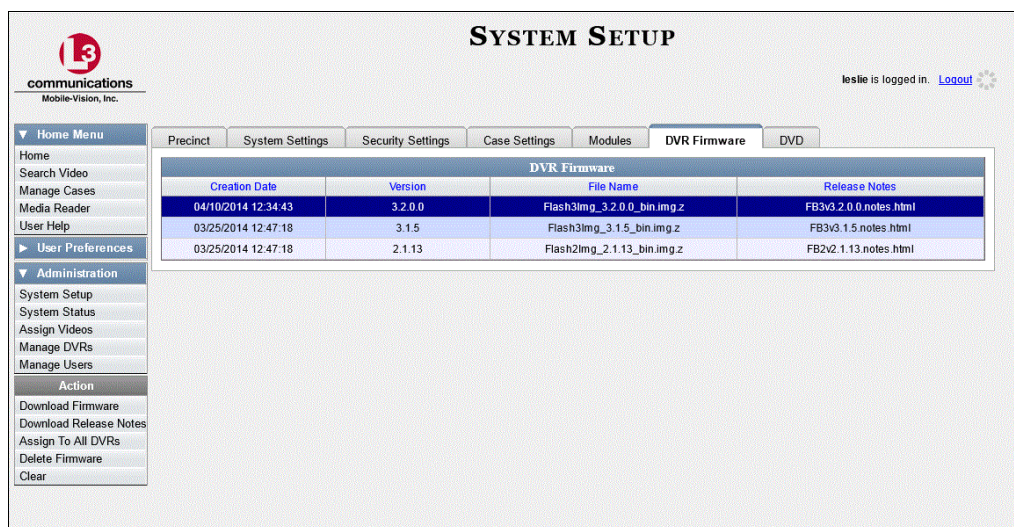
- 1 Insert a USB memory stick into one of your PC's USB slots.
- 2 Go to **Administration** and click **System Setup**. The System Setup page displays.



The screenshot shows the 'SYSTEM SETUP' interface. The 'Administration' menu is expanded to 'System Setup'. The 'DVR Firmware' tab is selected. The 'Precinct Info' section displays the following information:

Precinct		
Organization Name	Precinct Name	Registration Key
L-3 Communications	trinity	131DD767E1C000E0CAE02D

- 3 Click the **DVR Firmware** tab. One or more firmware versions display.



The screenshot shows the 'SYSTEM SETUP' interface with the 'DVR Firmware' tab selected. The 'DVR Firmware' section displays the following list of firmware versions:

Creation Date	Version	File Name	Release Notes
04/10/2014 12:34:43	3.2.0.0	Flash3Img_3.2.0.0_bin.img.z	FB3v3.2.0.0.notes.html
03/25/2014 12:47:18	3.1.5	Flash3Img_3.1.5_bin.img.z	FB3v3.1.5.notes.html
03/25/2014 12:47:18	2.1.13	Flash2Img_2.1.13_bin.img.z	FB2v2.1.13.notes.html

- 4 If there is only *one* firmware file listed, click on that file.

– OR –

If there is *more than one* firmware file listed, click on the most recent file located at the top of the list.

- 5 Go to the **Action** column and click **Download Firmware**. A download prompt displays.



- 6 If you have Windows XP, click **Save**.

– OR –

If you have Windows 7, select **Save As** from the *Save* drop-down list.

- 7 Navigate to your USB drive.
- 8 Click **Save**. The system begins copying the firmware file to your USB drive.
- 9 If a confirmation message displays, click **Close**.

When you are ready, use the USB drive to upgrade the firmware in each of your DVRs:

- If the DVR is a **Flashback2**, refer to the procedure titled "Transferring a Firmware File from a USB Drive to a DVR" in your *Flashback2 User's Guide*.
- If the DVR is a **Flashback3** or **FlashbackHD**, see the next section, "Transferring a Firmware File from a USB Drive to a DVR."

Transferring a Firmware File from a USB Drive to a DVR

This section describes how to copy the latest version of DVR firmware from a USB memory stick to a Flashback3 or FlashbackHD DVR. Please note that this is a *Flashback* procedure rather than a *DEP* procedure. It is included in this guide for your convenience.

Before you perform this task, make sure that you have copied the new firmware file from DEP to a USB drive, as described in the previous section, "Copying a Firmware File from DEP to a USB Drive."

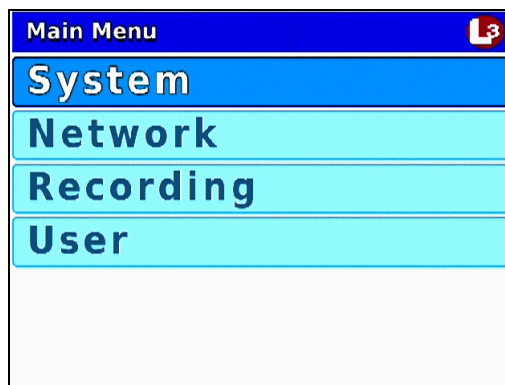


NOTE: The following procedure refers to FlashbackHD or Flashback3 version 3.1 or higher. If you have a Flashback2 DVR, please refer to the identically titled procedure in your *Flashback2 User's Guide*.

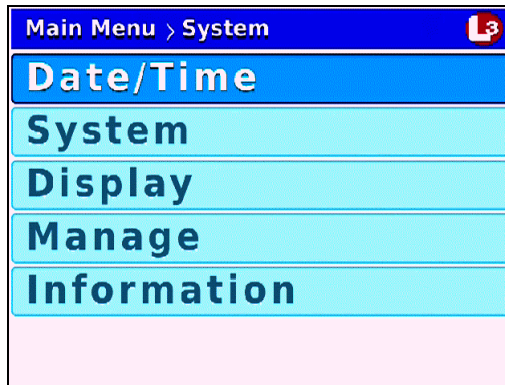
- 1 Verify that all videos have been removed from the Flashback3 or FlashbackHD DVR unit. If there are any videos remaining on the DVR's SD card, remove the card from the DVR and perform a manual upload. For more information on manual uploads, see "Manually Uploading Videos from an SD Card, CF Card, or ESU Drive" in chapter 2.
- 2 Take the USB drive that contains the firmware file and insert it into the USB port on the front of your Flashback DVR.
- 3 Make sure the door to your DVR is open and Auto mode is *off*. (If necessary, press the **AUTO** button until the **AUTO** light turns *off*.)



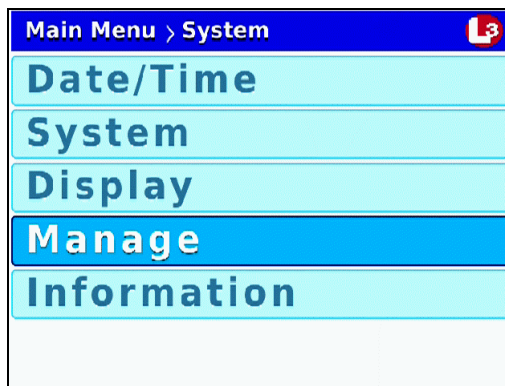
- 4 Press **M**. The Main Menu displays.




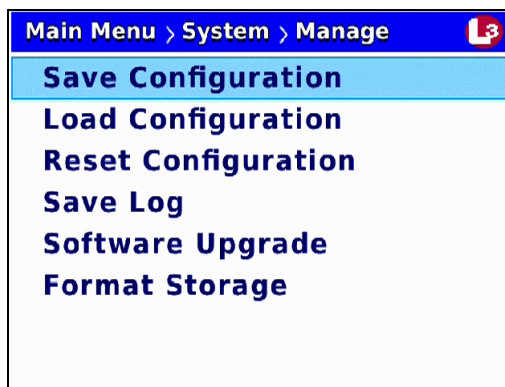
- 5 If **System** is highlighted, proceed to the next step.
– OR –
If **System** is *not* highlighted, press the **▶** or **◻** button to advance to that option.
- 6 Press **R** to select the **System** option. The System menu displays.





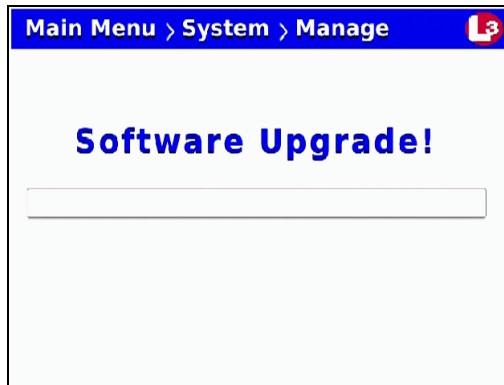
- 7 Press  *twice* to advance to the **Manage** option.



- 8 Press  to select the **Manage** option. The Manage screen displays.

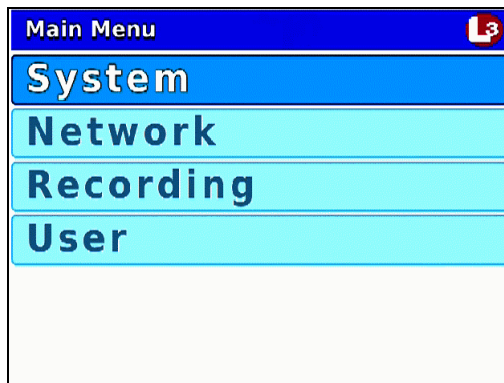


- 9 Press  *twice* to advance to the **Software Upgrade** option.
- 10 Press  to select the **Software Upgrade** option. The system begins updating your DVR. This process may take a minute or two. You will see the following status message on your screen during the upload.

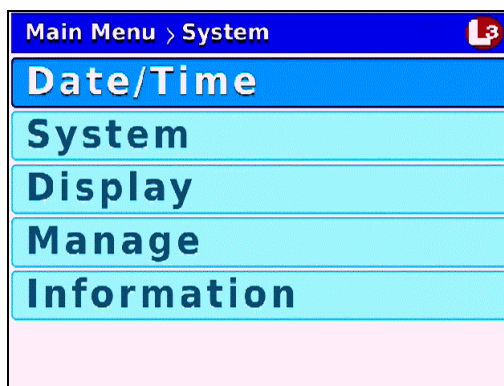


Once the process is complete, a confirmation message will display, and the DVR will automatically reboot.

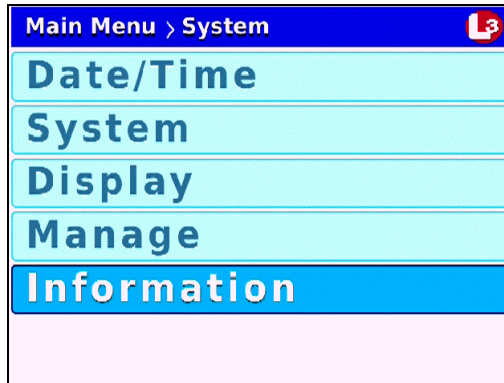
- 11 Once the reboot is complete and the USB drive has stopped blinking, you may remove the USB drive from the DVR.
- 12 Press the **AUTO** button to turn Auto mode *off*.
- 13 Press **M**. The Main Menu displays.



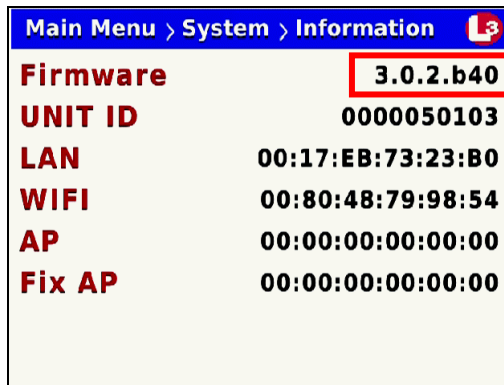
- 14 Press **R** to select the **System** option. The System menu displays.



- 15 Press **[Right Arrow]** to advance to the **Information** option.



- 16 Press **[Enter]** to select the **Information** option. The Information screen displays.

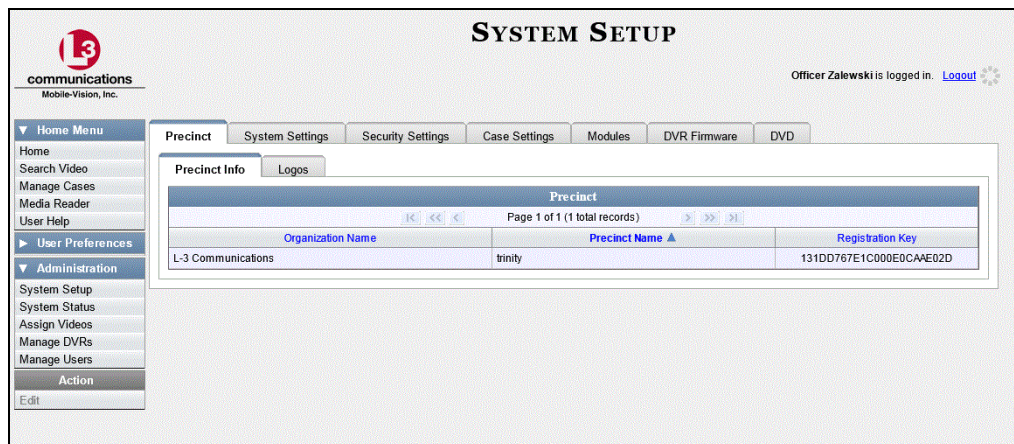


- 17 Check to make sure the new firmware version displays in the *Firmware* field.
- 18 Press **[M]** *three times* to exit this option.
- 19 Record a short test video (1-2 minutes) and validate that your video transfers successfully across the network to the server.

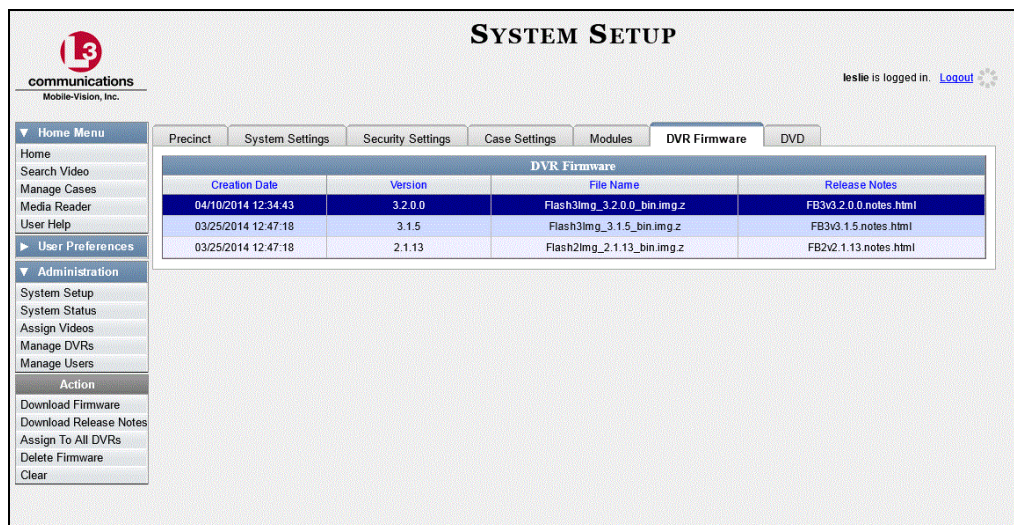
Viewing/Printing Firmware Release Notes

This section describes how to view and/or print firmware Release Notes. 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.



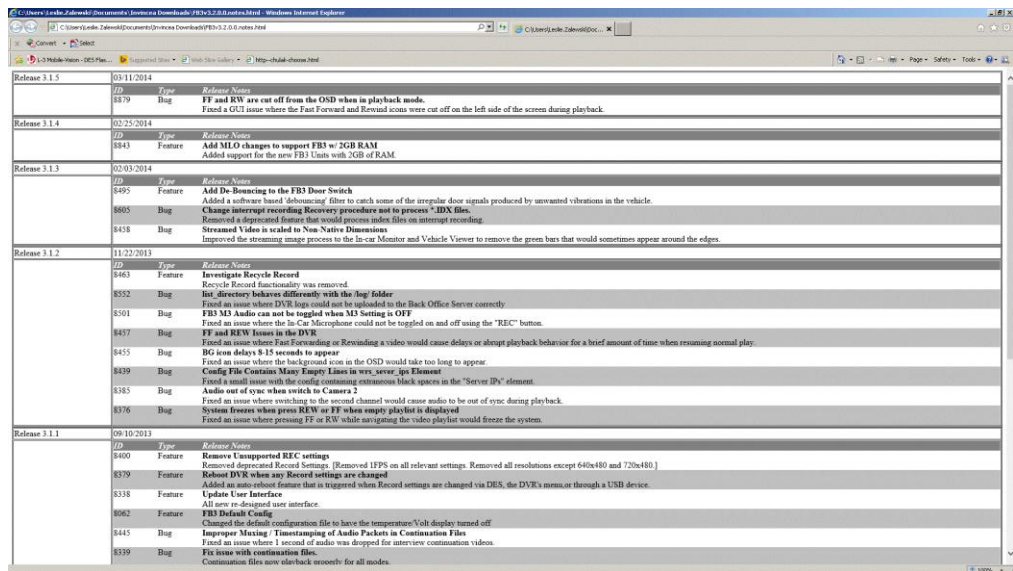
- Click the **DVR Firmware** tab. One or more firmware versions display.



- Click on the newest firmware record at the top of the list.
- Go to the **Action** column and click **Download Release Notes**. A download message displays.



- If you have Windows XP, click **Open**.
– OR –
If you have Windows 7, click **Save**, then click **Open**.
The Release Notes display.



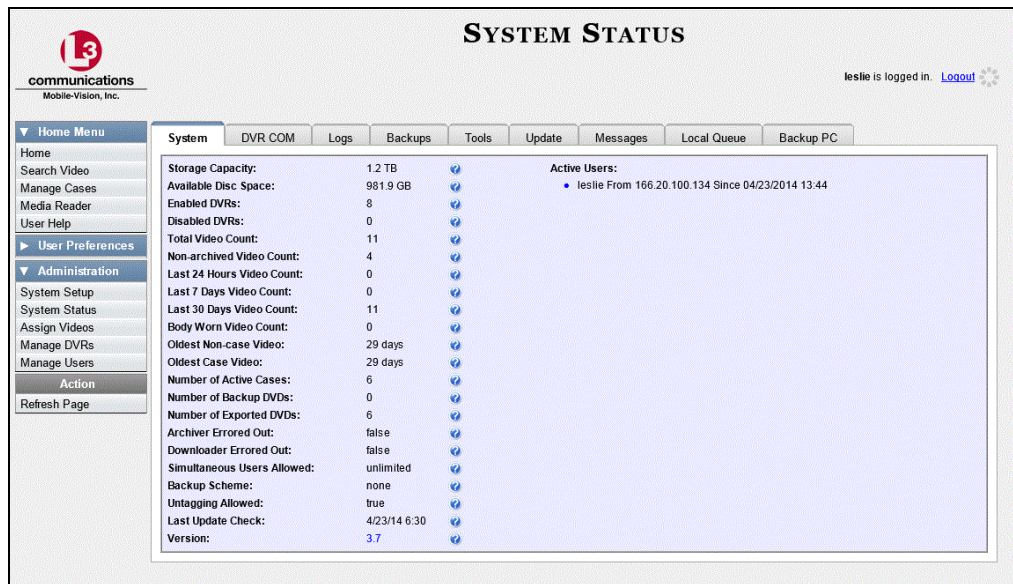
Release	Date	ID	Type	Release Notes		
Release 3.1.5	09/11/2014	5879	Bug	FF and RW are cut off from the OSD when in playback mode. Fixed a GUI issue where the Fast Forward and Rewind icons were cut off on the left side of the screen during playback.		
		5843	Feature	Add MLO changes to support FBI w/ 2GB RAM Added support for the new FBI Units with 2GB of RAM.		
Release 3.1.4	02/25/2014	5495	Feature	Add De-Bouncing to the FBI Door Switch Added a software based 'debouncing' filter to catch some of the irregular door signals produced by unwanted vibrations in the vehicle.		
		8605	Bug	Change interrupt recording Recovery procedure not to process *.IDX files. Removed a deprecated format that would access index files on interrupt recording.		
		8438	Bug	Streamed Video is scaled to Non-Native Dimension Improved the streaming image process to the In-Car Monitor and Vehicle Viewer to remove the green bars that would sometimes appear around the edges.		
Release 3.1.2	11/22/2013	8463	Feature	Investigate Recycle Record Recycle Record functionality was removed.		
		8552	Bug	Int. directory behaves differently with the log folder Fixed an issue where DVR logs could not be uploaded to the Back Office Server correctly.		
		8501	Bug	FBI M3 Audio can not be toggled when M3 Setting is OFF Fixed an issue where the In-Car Microphone could not be toggled on and off using the "REC" button.		
		8457	Bug	FF and RW Issues in the DVR Fixed an issue where Fast Forwarding or Rewinding a video would cause delays or abrupt playback behavior for a brief amount of time when resuming normal play.		
		8455	Bug	IG icon delays 8-15 seconds to appear Fixed an issue where the background icon in the OSD would take too long to appear.		
		8439	Bug	Config File Contains Many Empty Lines in wsv_sever_ipa Element Fixed a small issue with the config containing extraneous black spaces in the "Server IP" element.		
		8385	Bug	Audio out of sync when switch to Camera 2 Fixed an issue where switching to the second channel would cause audio to be out of sync during playback.		
		8376	Bug	System freezes when given REW or FF when empty playlist is displayed Fixed an issue where pressing FF or RW while navigating the video playlist would freeze the system.		
		Release 3.1.1	09/10/2013	8400	Feature	Remove Unsupported REC settings Removed deprecated Record Settings. (Removed 1FPS on all relevant settings. Removed all resolutions except 640x480 and 720x480.)
				8379	Feature	Reboot DVR when any Record settings are changed Added an auto-reboot feature that is triggered when Record settings are changed via DES, the DVR's menu, or through a USB device.
8338	Feature			Update User Interface All new re-designed user interface.		
8062	Feature			FBI Default Config Changed the default configuration file to have the temperature \Vol display turned off.		
8445	Bug			Improper Mixing / Timestamping of Audio Packets in Continuation Files Fixed an issue where 1 second of audio was dropped for interview continuation videos.		
8339	Bug			Fix issue with continuation files. Continuation files now playback correctly for all modes.		

- 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 print options, then click **Print**. The print job is directed to your active printer.
- 8 When you are finished viewing/printing the release notes, either click your browser's left arrow button (Windows XP), or click the in the upper right corner of the page (Windows 7).

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.



SYSTEM STATUS

leslie is logged in. [Logout](#)

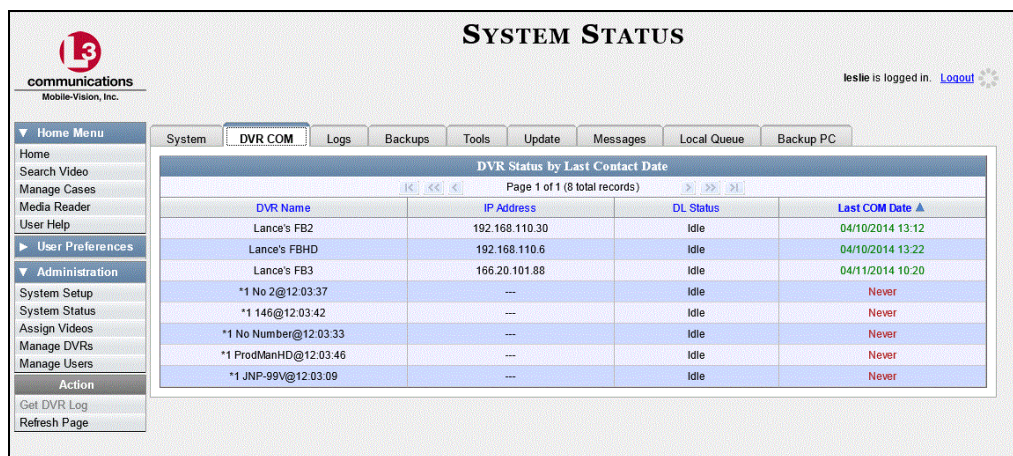
communications
Mobile-Vision, Inc.

System | **DVR COM** | Logs | Backups | Tools | Update | Messages | Local Queue | Backup PC

System

Storage Capacity:	1.2 TB	✓	Active Users:	leslie From 166.20.100.134 Since 04/23/2014 13:44
Available Disc Space:	981.9 GB	✓		
Enabled DVRs:	8	✓		
Disabled DVRs:	0	✓		
Total Video Count:	11	✓		
Non-archived Video Count:	4	✓		
Last 24 Hours Video Count:	0	✓		
Last 7 Days Video Count:	0	✓		
Last 30 Days Video Count:	11	✓		
Body Worn Video Count:	0	✓		
Oldest Non-case Video:	29 days	✓		
Oldest Case Video:	29 days	✓		
Number of Active Cases:	6	✓		
Number of Backup DVDs:	0	✓		
Number of Exported DVDs:	6	✓		
Archiver Errored Out:	false	✓		
Downloader Errored Out:	false	✓		
Simultaneous Users Allowed:	unlimited	✓		
Backup Scheme:	none	✓		
Untagging Allowed:	true	✓		
Last Update Check:	4/23/14 6:30	✓		
Version:	3.7	✓		

- 2 Click the **DVR COM** tab.



SYSTEM STATUS

leslie is logged in. [Logout](#)

communications
Mobile-Vision, Inc.

System | **DVR COM** | Logs | Backups | Tools | Update | Messages | Local Queue | Backup PC

DVR Status by Last Contact Date

Page 1 of 1 (8 total records)

DVR Name	IP Address	DL Status	Last COM Date
Lance's FB2	192.168.110.30	Idle	04/10/2014 13:12
Lance's FBHD	192.168.110.6	Idle	04/10/2014 13:22
Lance's FB3	166.20.101.88	Idle	04/11/2014 10:20
*1 No 2@12.03.37	---	Idle	Never
*1 146@12.03.42	---	Idle	Never
*1 No Number@12.03.33	---	Idle	Never
*1 ProdManHD@12.03.46	---	Idle	Never
*1 JNP-99V@12.03.09	---	Idle	Never

The download status of each of your DVRs displays, as described on the next page.

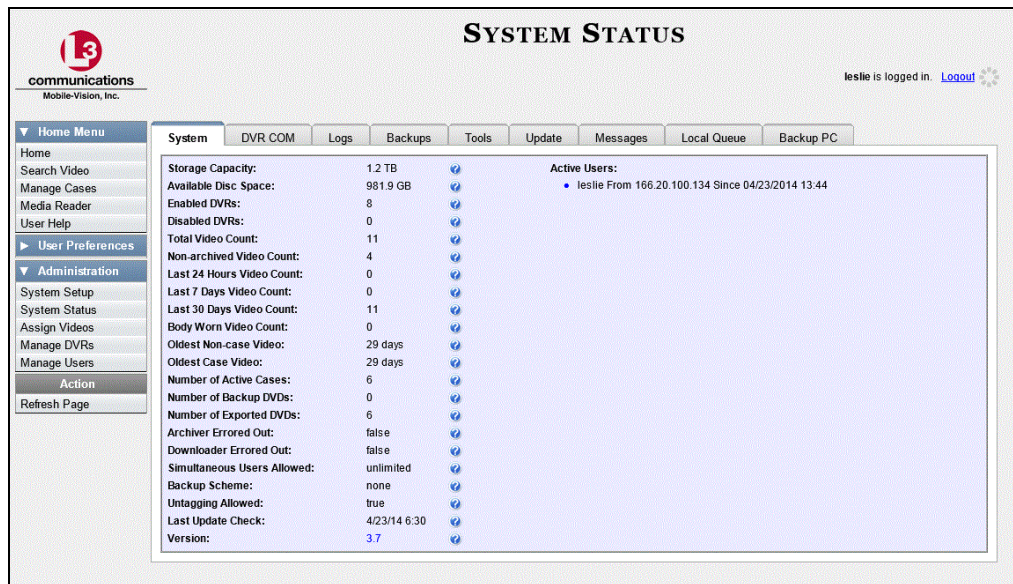
DVR Status by Last Contact Date	
Column	Description
DVR Name	The name of the DVR. If a DVR name is preceded by an asterisk (*), it indicates that the DVR name is system-generated.
IP Address	The IP Address for this DVR. An IP Address is a numerical label that is required in order for the device to communicate with the DEP Server.
DL Status (click Refresh Page first to view)	The current download status for this DVR, which displays after you click Refresh Page : <ul style="list-style-type: none"> ▪ <i>Idle</i>. Download is not currently in progress. ▪ <i>Downloading</i>. Download is currently in progress.
Last COM Date	The date and time at which the last communication occurred between this DVR and the server. Time displays in hh:mm 24-hour format. If communication has not occurred for over a week, 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.

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.

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



SYSTEM STATUS

leslie is logged in. [Logout](#)

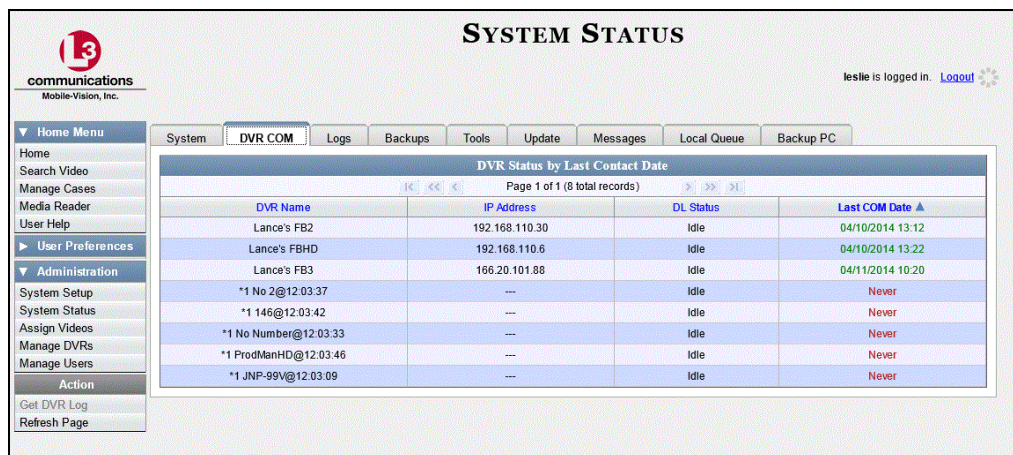
communications
Mobile-Vision, Inc.

System | DVR COM | Logs | Backups | Tools | Update | Messages | Local Queue | Backup PC

Storage Capacity: 1.2 TB ✓
 Available Disc Space: 981.9 GB ✓
 Enabled DVRs: 8 ✓
 Disabled DVRs: 0 ✓
 Total Video Count: 11 ✓
 Non-archived Video Count: 4 ✓
 Last 24 Hours Video Count: 0 ✓
 Last 7 Days Video Count: 0 ✓
 Last 30 Days Video Count: 11 ✓
 Body Worn Video Count: 0 ✓
 Oldest Non-case Video: 29 days ✓
 Oldest Case Video: 29 days ✓
 Number of Active Cases: 6 ✓
 Number of Backup DVDs: 0 ✓
 Number of Exported DVDs: 6 ✓
 Archiver Errored Out: false ✓
 Downloader Errored Out: false ✓
 Simultaneous Users Allowed: unlimited ✓
 Backup Scheme: none ✓
 Untagging Allowed: true ✓
 Last Update Check: 4/23/14 6:30 ✓
 Version: 3.7 ✓

Active Users:
 • leslie From 166.20.100.134 Since 04/23/2014 13:44

- Click the **DVR COM** tab. The status of each of your DVRs displays, as described in the table on page 448.



SYSTEM STATUS

leslie is logged in. [Logout](#)

communications
Mobile-Vision, Inc.

System | **DVR COM** | Logs | Backups | Tools | Update | Messages | Local Queue | Backup PC

DVR Status by Last Contact Date

Page 1 of 1 (8 total records)


DVR Name	IP Address	DL Status	Last COM Date
Lance's FB2	192.168.110.30	Idle	04/10/2014 13:12
Lance's FBHD	192.168.110.6	Idle	04/10/2014 13:22
Lance's FB3	166.20.101.88	Idle	04/11/2014 10:20
*1 No 2@12:03:37	---	Idle	Never
*1 146@12:03:42	---	Idle	Never
*1 No Number@12:03:33	---	Idle	Never
*1 ProdMenHD@12:03:46	---	Idle	Never
*1 JNP-99V@12:03:09	---	Idle	Never

- Click on the DVR record for which you wish to view a log.
- Go to the **Action** column and click **Get DVR Log**. The DVR Log popup displays.

DVR Name: Unit 146			
Page 1 of 3 (27 total records)			
System Video #	Download Date ↑	DL Speed (Kbps)	Size (MB)
11	04/13/2011 13:38	60251	79
20	04/15/2011 08:56	Manual Upload	78
21	04/15/2011 09:41	Manual Upload	37
22	04/15/2011 11:13	Manual Upload	1024
23	04/15/2011 11:14	Manual Upload	254
24	04/15/2011 15:46	Manual Upload	247
25	04/15/2011 15:47	Manual Upload	1024
26	04/15/2011 15:48	Manual Upload	1024
27	04/21/2011 11:57	45710	1024
28	04/21/2011 12:00	42226	247

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

DVR Name: XYZ	
Column	Description
System Video #	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. Time displays in 24-hour 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.

- When you are finished viewing the DVR Log, click the  in the upper right corner of the popup.

DVR Download Options

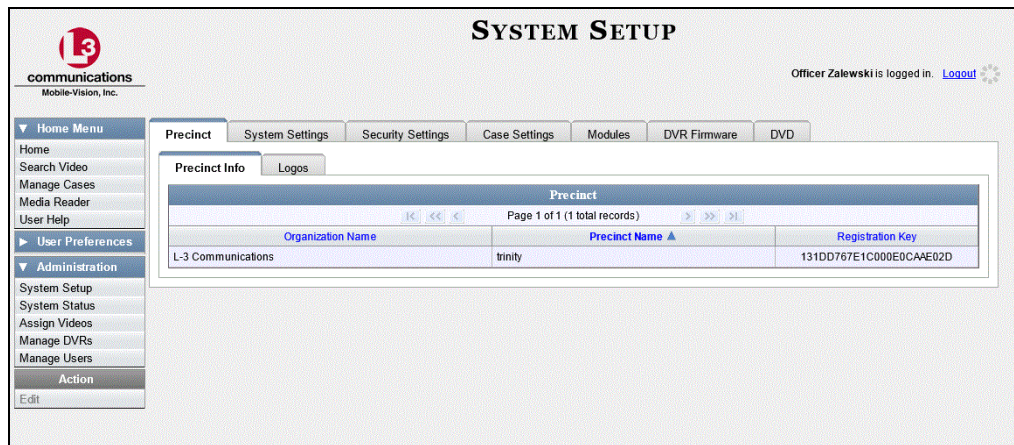
This section describes how to change the DVR download options. Specifically, you can:

- Disable/enable Flashback2s, Flashback3s, and FlashbackHDs. For instructions, see “Disabling/Enabling Your Flashback2/3/HD DVRs,” next page.
- Change the discovery method that the server uses to initiate video downloads. For instructions, see “Changing the Discovery Method Used to Initiate Downloads” on page 453.

Disabling/Enabling Your Flashback2/3/HD DVRs

This section describes how to disable or enable your Flashback2s, Flashback3s, and FlashbackHDs. By default, the Flashbacks are enabled. When you disable a group of DVRs, those DVRs will no longer be able to communicate with the server.

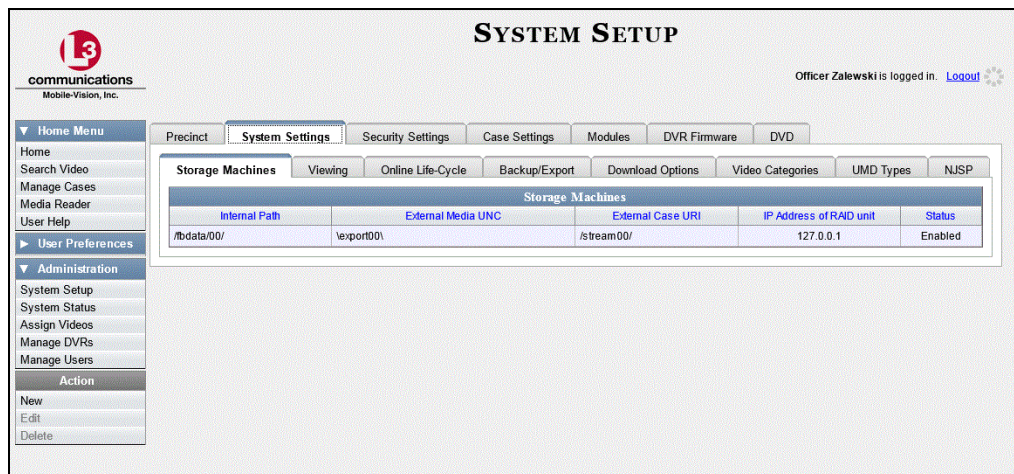
- 1 Go to **Administration** and click **System Setup**. The System Setup page displays.



The screenshot shows the SYSTEM SETUP page with the Precinct tab selected. The page header includes the L3 logo, "communications Mobile-Vision, Inc.", and "Officer Zalewski is logged in. Logout". The left sidebar contains a navigation menu with "Administration" expanded to show "System Setup". The main content area has tabs for "Precinct Info" and "Logos". Below these is a table titled "Precinct" with the following data:

Organization Name	Precinct Name ▲	Registration Key
L-3 Communications	trinity	131DD767E1C000E0CAE02D

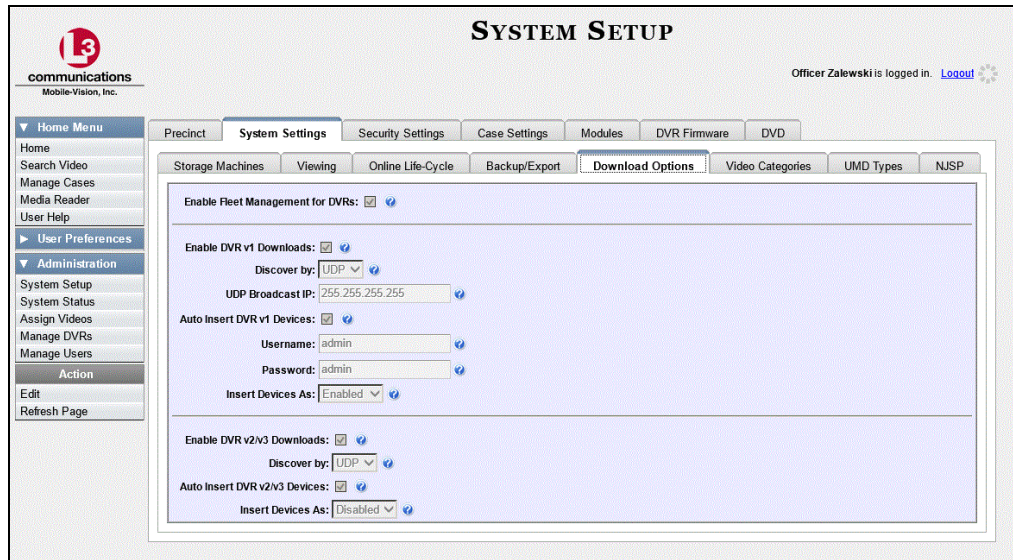
- 2 Click the **System Settings** tab.



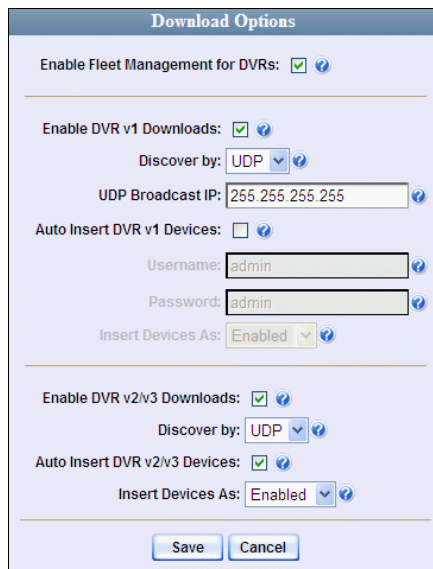
The screenshot shows the SYSTEM SETUP page with the System Settings tab selected. The left sidebar shows "System Setup" selected under "Administration". The main content area has tabs for "Storage Machines", "Viewing", "Online Life-Cycle", "Backup/Export", "Download Options", "Video Categories", "UMD Types", and "NJSP". Below these is a table titled "Storage Machines" with the following data:

Internal Path	External Media UNC	External Case URI	IP Address of RAID unit	Status
/bdata/00/	\\export00\	/stream00/	127.0.0.1	Enabled

- 3 Click the **Download Options** tab. The Download options display.



4 Go to the **Action** column and click **Edit**. The Download Options form displays.



5 To *enable* your Flashback2, Flashback3, and/or FlashbackHD units, select the *Enable DVR v2/v3 Downloads* checkbox.

– OR –

To *disable* your Flashback2, Flashback3, and/or FlashbackHD units, deselect the *Enable DVR v2/v3 Downloads* checkbox.

To change the discovery method used to initiate Flashback2/3/HD downloads, proceed to step 6 on page 454. Otherwise proceed to the next step.

6 Click **Save**.

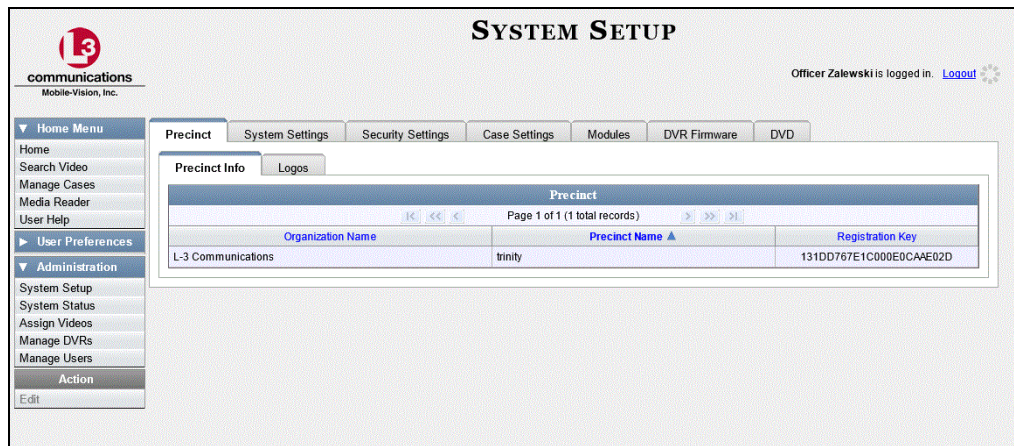
Changing the Discovery Method Used to Initiate Downloads

This section describes how to change the discovery method that your server uses to initiate a video download. By default, a TCP “ping” command is used to test whether a specific DVR is reachable across the network.



WARNING: Do not change this setting unless instructed to do by your agency’s Network Administrator or by an L-3 Mobile-Vision Technical Support Engineer.

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



SYSTEM SETUP

communications Mobile-Vision, Inc. Officer Zalewski is logged in. [Logout](#)

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

User Preferences

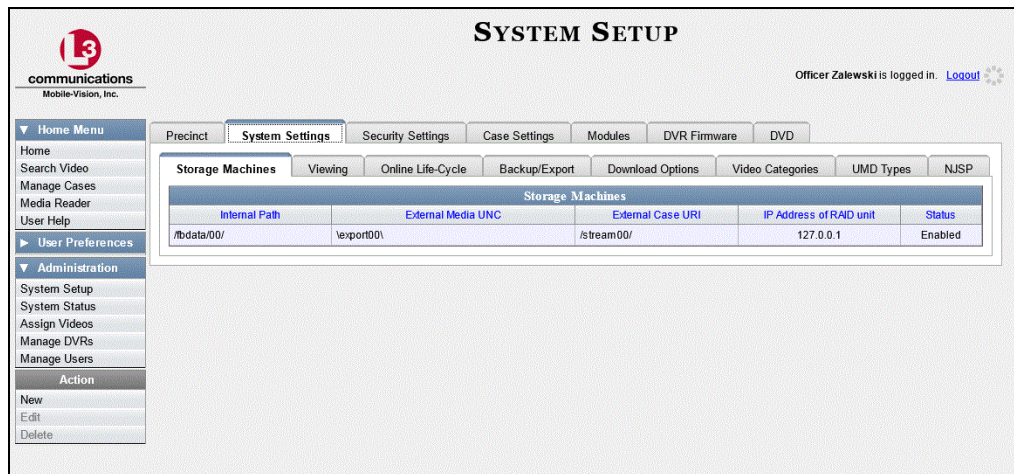
Administration: System Setup, System Status, Assign Videos, Manage DVRs, Manage Users, Action, Edit

System Settings: Precinct, System Settings, Security Settings, Case Settings, Modules, DVR Firmware, DVD

Precinct Info Logos

Precinct		
Organization Name	Precinct Name ▲	Registration Key
L-3 Communications	trinity	131DD767E1C000E0CAAE02D

- 2 Click the **System Settings** tab.



SYSTEM SETUP

communications Mobile-Vision, Inc. Officer Zalewski is logged in. [Logout](#)

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

User Preferences

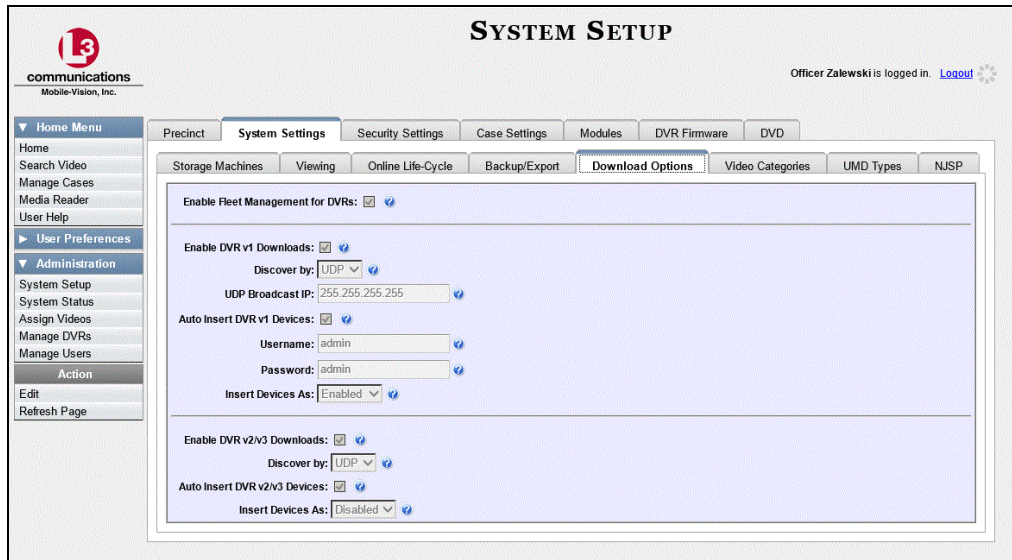
Administration: System Setup, System Status, Assign Videos, Manage DVRs, Manage Users, Action, New, Edit, Delete

System Settings: Precinct, System Settings, Security Settings, Case Settings, Modules, DVR Firmware, DVD

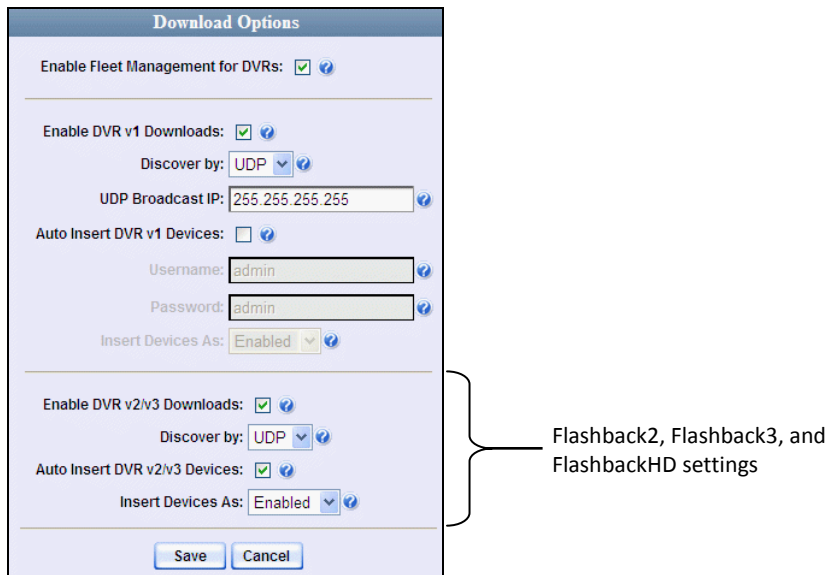
Storage Machines: Viewing, Online Life-Cycle, Backup/Export, Download Options, Video Categories, UMD Types, NJSP

Storage Machines				
Internal Path	External Media UNC	External Case URI	IP Address of RAID unit	Status
/bdata/00/	\\export00\	/stream00/	127.0.0.1	Enabled

- 3 Click the **Download Options** tab.



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



The settings for Flashback2, Flashback3, and FlashbackHD DVRs are on the *bottom* of this popup.

5 Make sure the *Enable DVR v2/v3 Downloads* checkbox is selected.

- 6 To change the discovery method from *UDP broadcast* to *Ping*, go to the *Discover by* field at the bottom of the Download Options popup and select **Ping** from the drop-down list. Skip to step 9.
– OR –
To change the discovery method from *Ping* to *UDP broadcast*, go to the *Discover by* field at the bottom of the Download Options popup and select **UDP** from the drop-down list.
- 7 If you want the system to automatically create a new DVR record whenever it discovers a new Flashback2/3/HD DVR, select the *Auto Insert DVR v2/v3 Devices* checkbox. Proceed to the next step.
– OR –
If you do *not* want the system to automatically create a new DVR record whenever it discovers a new Flashback2/3/HD DVR (i.e., you prefer to enter the new DVR record *manually* in DEP), deselect the *Auto Insert DVR v2/v3 Devices* checkbox. Skip to step 9.
- 8 If you want newly-discovered DVRs to have a default status of *Disabled*, go to the *Insert Devices As* field at the bottom of the Download Options popup and select **Disabled** from the drop-down list.
– OR –
If you want newly-discovered DVRs to have a default status of *Enabled*, go to the *Insert Devices As* field at the bottom of the Download Options popup and select **Enabled** from the drop-down list.
- 9 Click **Save**.

Generating a DVR Login Key for an Officer

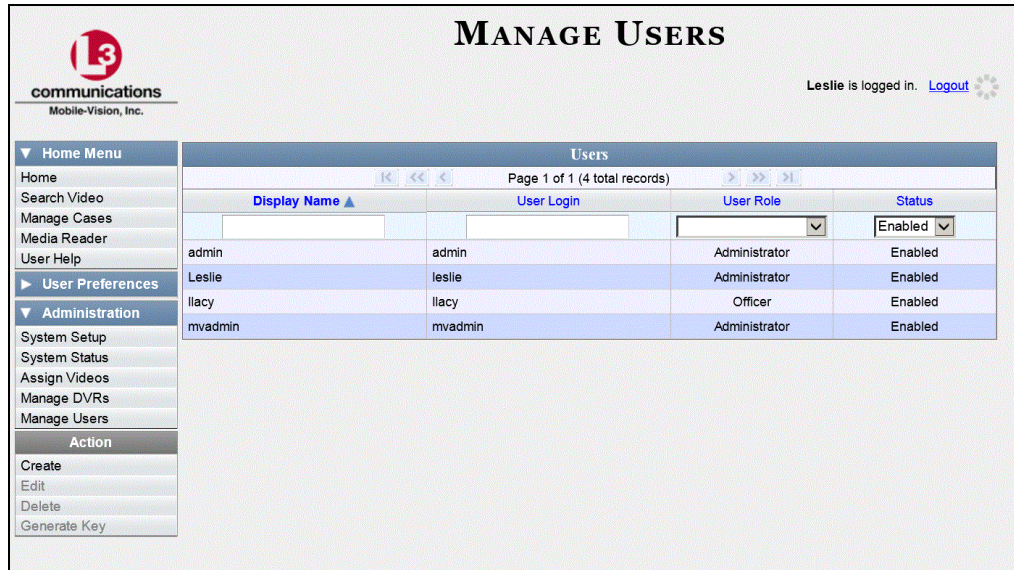
When more than one officer uses the same patrol car, you need a way to identify each officer to the DVR at the beginning of each shift so that their videos will be linked to them. That is what the DVR Login Key is used for. It is simply a file that contains an officer's user information. You copy this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

Officers can generate this file themselves, as described in chapter 1 of the *DEP User's Guide*, or you can create it for them, as described below.

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.

- Go to **Administration** and click **Manage Users**. The Manage Users page displays.



Display Name ▲	User Login	User Role	Status
admin	admin	Administrator	Enabled
Leslie	leslie	Administrator	Enabled
llacy	llacy	Officer	Enabled
madmin	madmin	Administrator	Enabled

- Locate the user for which you wish to generate a DVR login key. If necessary, use the navigation arrows and/or search fields at the top of the form to scan the user list.
- Click on the user record to highlight it.
- Go to the **Action** column and click **Generate Key**. A download message displays.



- If you have Windows XP, click **Save**.
– OR –
If you have Windows 7, select **Save As** from the *Save* drop-down list.
- Navigate to the USB drive.
- Click **Save**. The system copies the login file to the USB drive.
- 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*.

6

Backup PCs

A Backup PC is a computer used to process DVD burn requests. Because the process of burning DVDs is resource-intensive, one PC is dedicated to this task. If you are using a *Bravo* robotic DVD burner, then the backup PC is a separate computer workstation connected to the disc burner. If you are using a *Rimage* DVD/Blu-Ray burner that combines a disc burner with a computer, the Backup PC refers to the computer component of the Rimage.

If your agency has more than one storage server, you can connect those servers to a single Backup PC. However, if your agency has more than one Bravo DVD burner, each DVD burner must have its own Backup PC. Any time you add a new Backup PC/DVD Burner to your setup, you will have to enter a new backup PC record, as described on page 461.

Your System Implementation Specialist will initially install and configure your Backup PC(s) during implementation. However, you may occasionally need to perform tasks related to this device, such as viewing the Backup PC Status page, which logs any Backup PC errors that occur.

For more information, see:

- Updating the Backup PC Software, next page
- Adding a Backup PC, page 461
- Changing a Backup PC, page 465
- Deleting a Backup PC, page 467
- Viewing the Backup PC Status Page, page 469.

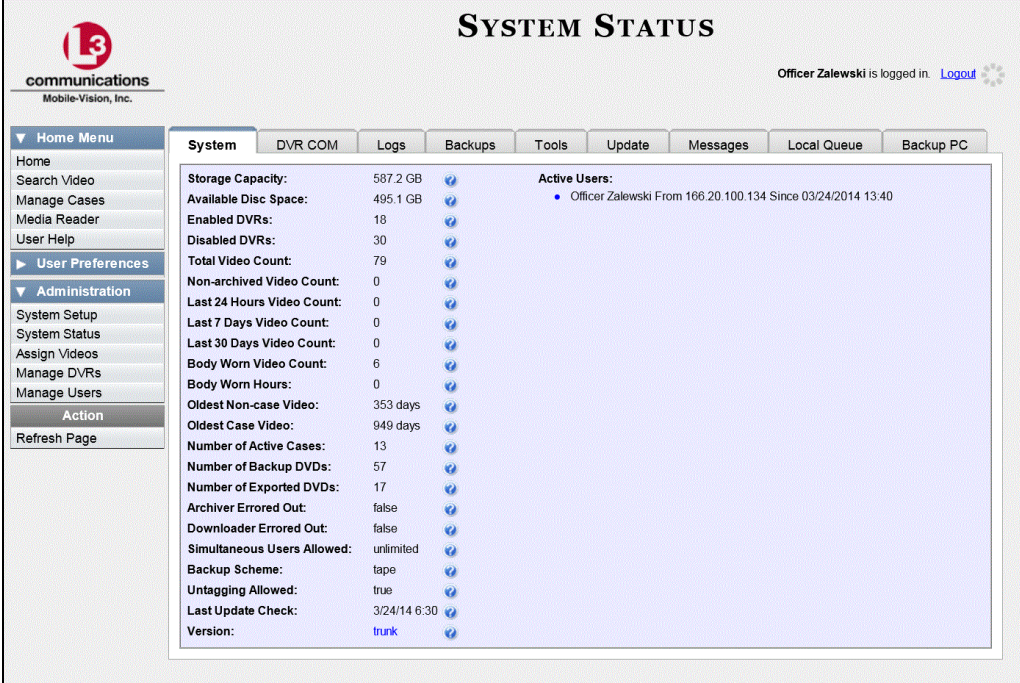
To change your auto-backup settings, see “Changing the File Types that are Automatically Archived” in chapter 3.

Updating the Backup PC Software

Occasionally, you may need to update the software that controls your backup PC. Perform this task whenever you receive an update notification in your Inbox (*Update Required for your Backup PC*), or you are instructed to do so by an L-3 Mobile-Vision Technical Support Engineer.

The Backup PC update procedure needs to be performed on the Backup PC itself, so you need to log out of the DEP application now, then log back in from the Backup PC, as described below.

- 1 Go to the top right of the Home page and click **Logout**.
- 2 Walk to the Backup PC.
- 3 Login to DEV again from the Backup PC. (Make sure that you login as an Administrator.)
- 4 Go to **Administration** and click **System Status**. The System Status page displays.



SYSTEM STATUS

communications
Mobile-Vision, Inc.

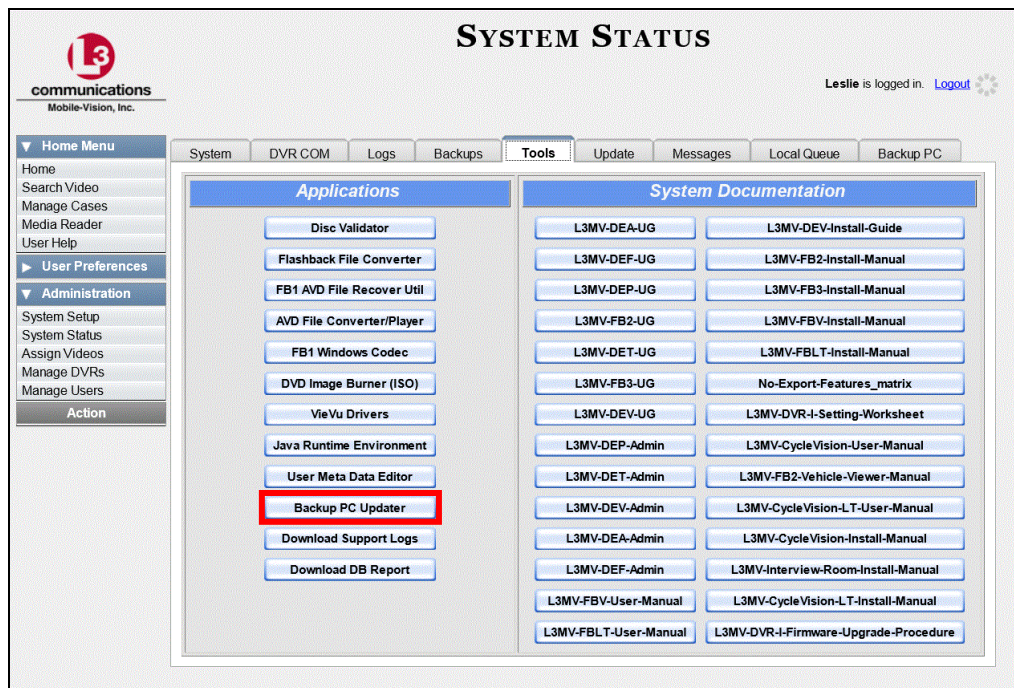
Officer Zalewski is logged in. [Logout](#)

Home Menu: Home, Search Video, Manage Cases, Media Reader, User Help, User Preferences, Administration (System Setup, System Status, Assign Videos, Manage DVRs, Manage Users), Action, Refresh Page

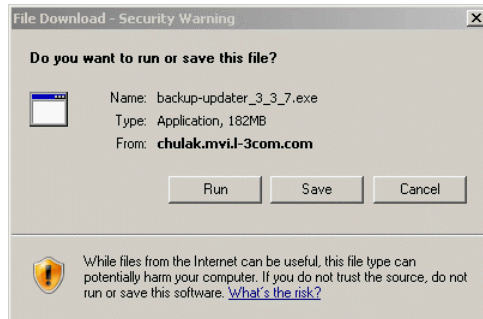
System	DVR COM	Logs	Backups	Tools	Update	Messages	Local Queue	Backup PC
Storage Capacity:	587.2 GB							
Available Disc Space:	495.1 GB							
Enabled DVRs:	18							
Disabled DVRs:	30							
Total Video Count:	79							
Non-archived Video Count:	0							
Last 24 Hours Video Count:	0							
Last 7 Days Video Count:	0							
Last 30 Days Video Count:	0							
Body Worn Video Count:	6							
Body Worn Hours:	0							
Oldest Non-case Video:	353 days							
Oldest Case Video:	949 days							
Number of Active Cases:	13							
Number of Backup DVDs:	57							
Number of Exported DVDs:	17							
Archiver Errored Out:	false							
Downloader Errored Out:	false							
Simultaneous Users Allowed:	unlimited							
Backup Scheme:	tape							
Untagging Allowed:	true							
Last Update Check:	3/24/14 6:30							
Version:	trunk							

Active Users:
 • Officer Zalewski From 166.20.100.134 Since 03/24/2014 13:40

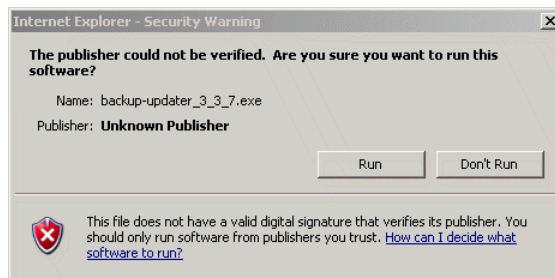
- 5 Click the **Tools** tab. A list of applications and system documentation displays.



- 6 Go to the *Applications* column and click the **Backup PC Updater** button. A download message displays.



- 7 Click **Run**. The system copies a file to your server, after which a security warning message displays.

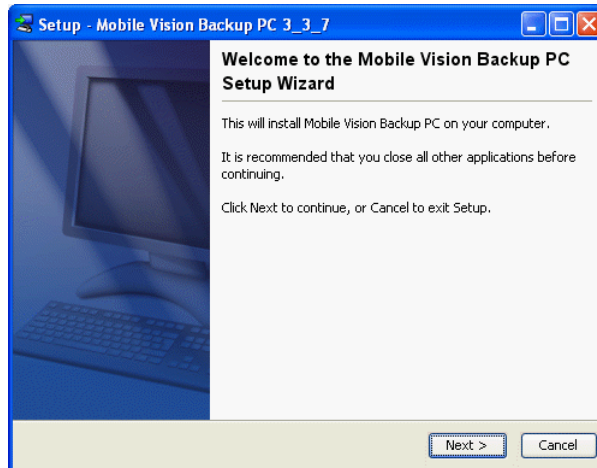


8 If you have Windows XP, click **Run**.

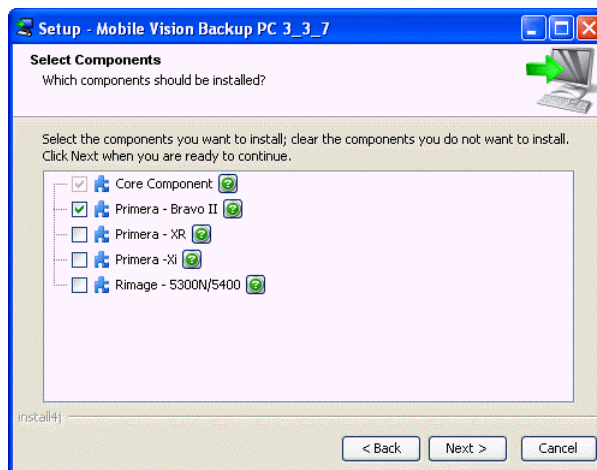
– OR –

If you have Windows 7, click **Actions**→**Run anyway**.

There is a momentary delay, after which a Setup Wizard launches.



9 Click **Next**. A list of DVD burners displays. Notice that there is a check next to *Primera–Bravo II*. This is the system default.



10 If your Backup PC is connected to a Primera–Bravo II DVD burner (default), proceed to the next step.

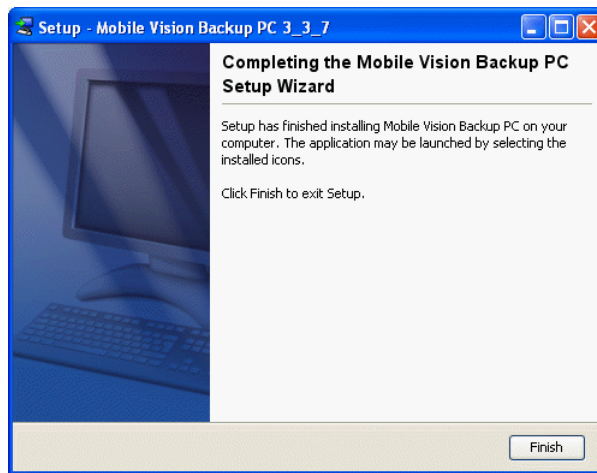
– OR –

If your Backup PC is connected to a *different* type of DVD burner, clear the *Primera–Bravo II* checkbox and select the correct checkbox. Select *only one* burner.

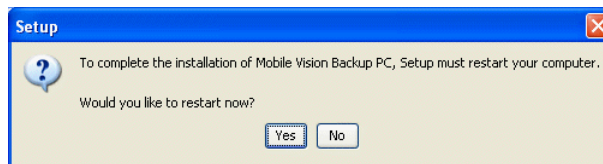


WARNING: If you select more than one DVD burner *or* you select the *wrong* DVD burner, or it could render your Backup PC system temporarily inoperable.

- 11 Click **Next**. The system begins updating your Backup PC. Once the software has been installed on your PC, a confirmation message displays.



- 12 Click **Finish**. The system prompts you to reboot your PC.



- 13 Close any files that you may have open on your PC, then click **Yes**.

Adding a Backup PC

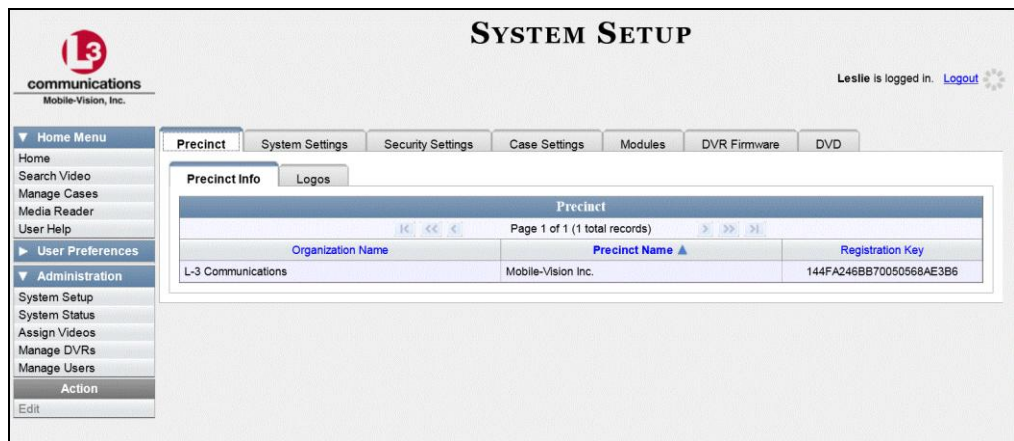
This section describes how to enter a new record for a Backup PC. This information will be used to control your robotic DVD burner. For more on Backup PCs and how they are used in DEP, see page 457.

Regarding Bravo units

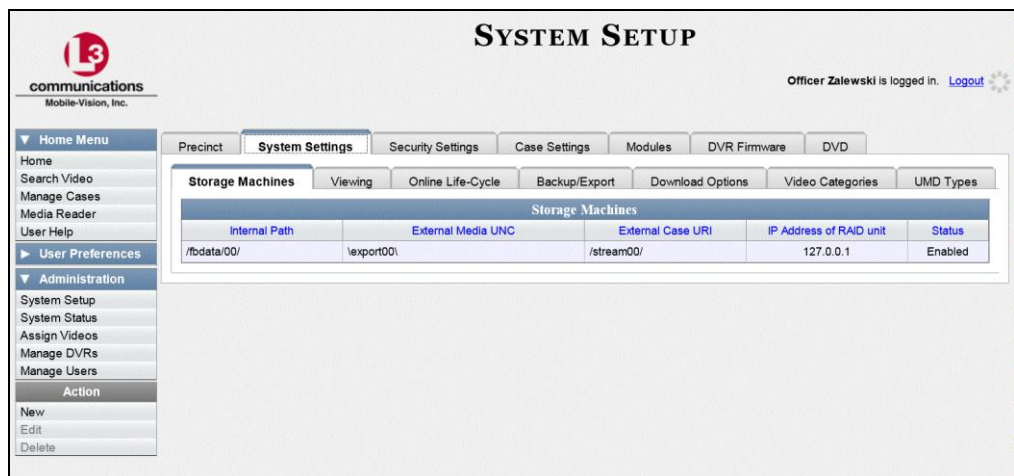
Every Bravo DVD burner has one or two *input* bins and one *output* bin. The *input* bin is where the blank DVDs go. The *output* bin is where the robotic DVD burner places the completed DVDs.

There are two modes used to configure a Bravo DVD burner: *regular* mode and *kiosk* mode. In *regular* mode, the DVD burner's *right* and *left* bins are used as the *input* and *output* bins, respectively. In *kiosk* mode, both the right and left bins are used as *input* bins, and a center "catch" tray is used as the *output* bin. If you prefer to configure your DVD burner in *kiosk* mode, ask an L-3 Mobile-Vision Technical Support Engineer to assist you.

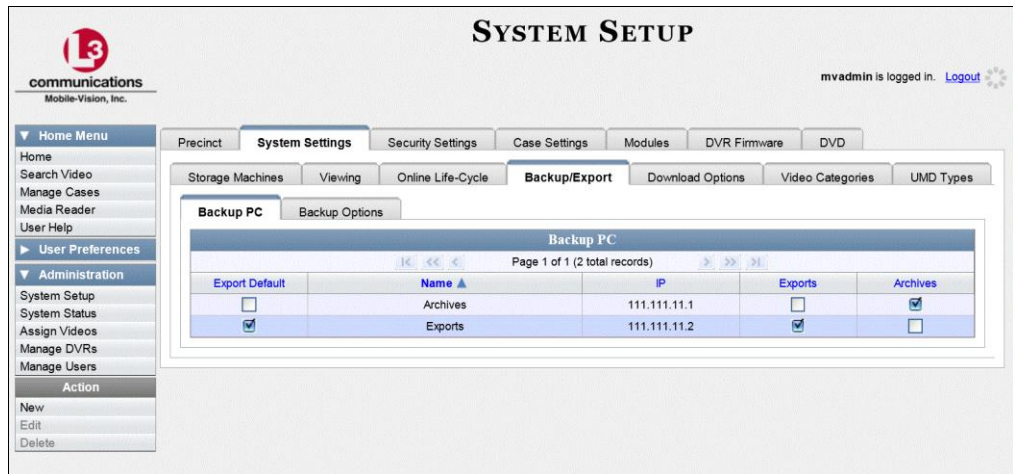
- 1 Contact L-3 Mobile-Vision Service at 800-336-8475 (when prompted, select the phone option for “Back Office”). A Technical Service Engineer will assist you with the preliminary setup tasks required to add a new burning station. This step is sometimes referred to as “pre-staging.”
- 2 Obtain an IP address for the new Backup PC. If the Backup PC will be connected to the Mobile-Vision network, your TSE will provide you with this address. If the Backup PC will be connected to your agency's network, your agency’s Network Specialist will provide you with this address.
- 3 Go to **Administration** and click **System Setup**. The System Setup page displays.



- 4 Click the **System Settings** tab.



- 5 Click the **Backup/Export** tab.



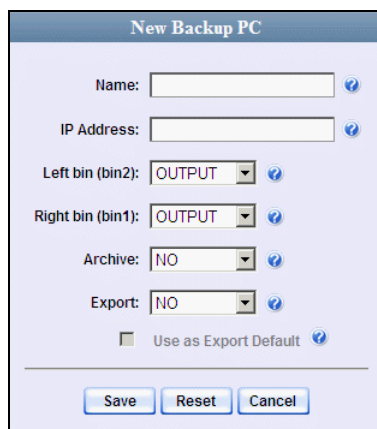
- 6 Make sure that the **Backup PC** tab is selected. The columns on this form are described in the following table.

Backup PC	
Column	Description
Export Default	<p>If your agency is using more than one backup PC/DVD burner, this checkbox is used to indicate whether or not the system will default to this backup PC when you display the Export Options popup:</p> <p><input checked="" type="checkbox"/> Use this backup PC as the default on the Export Options popup</p> <p><input type="checkbox"/> Do <i>not</i> use this backup PC as the default on the Export Options popup</p>
Name	The name of this Backup PC.
IP	The IP address of this Backup PC.
Exports	<p>If your agency is using more than one backup PC/DVD burner, this checkbox is used to indicate whether or not you wish to enable this device to process user-requested burn jobs:</p> <p><input checked="" type="checkbox"/> Allow this Backup PC to process user-requested burn jobs</p> <p><input type="checkbox"/> Do <i>not</i> allow this Backup PC to process user-requested burn jobs</p>

(Continued)

Backup PC (cont'd)	
Column	Description
Archives	<p>If your agency is using more than one backup PC/DVD burner, this checkbox is used to indicate whether or not you wish to enable this device to process system-requested burn jobs (i.e., archives on Certified Backup Discs):</p> <p><input checked="" type="checkbox"/> Allow this Backup PC to process system-requested burn jobs</p> <p><input type="checkbox"/> Do <i>not</i> allow this Backup PC to process system-requested burn jobs</p> <p>Note: If you have more than one robotic DVD burner, it's recommended that you allocate <i>only one</i> DVD burner for system archives.</p>

- 7 Go to the **Action** column and click **New**. The New Backup PC popup displays.



The 'New Backup PC' dialog box includes the following fields and controls:

- Name: [Text Input] ⓘ
- IP Address: [Text Input] ⓘ
- Left bin (bin2): [Dropdown: OUTPUT] ⓘ
- Right bin (bin1): [Dropdown: OUTPUT] ⓘ
- Archive: [Dropdown: NO] ⓘ
- Export: [Dropdown: NO] ⓘ
- Use as Export Default ⓘ
- Buttons: Save, Reset, Cancel

- 8 Enter a descriptive name for this backup PC in the *Name* field.
- 9 Enter the IP Address for this backup PC in the *IP Address* field.
- 10 If this record is for a *Bravo* burner, proceed to the next step.
– OR –
If this record is for a *Rimage* burner, skip to step 12.
- 11 If you plan to use the DVD burner in *kiosk* mode (see description on page 461), proceed to the next step.
– OR –
If you plan to use the DVD burner in *regular* mode (see description on page 461), keep the *Left bin (bin 2)* field set to the default value (OUTPUT) and skip to step 13.

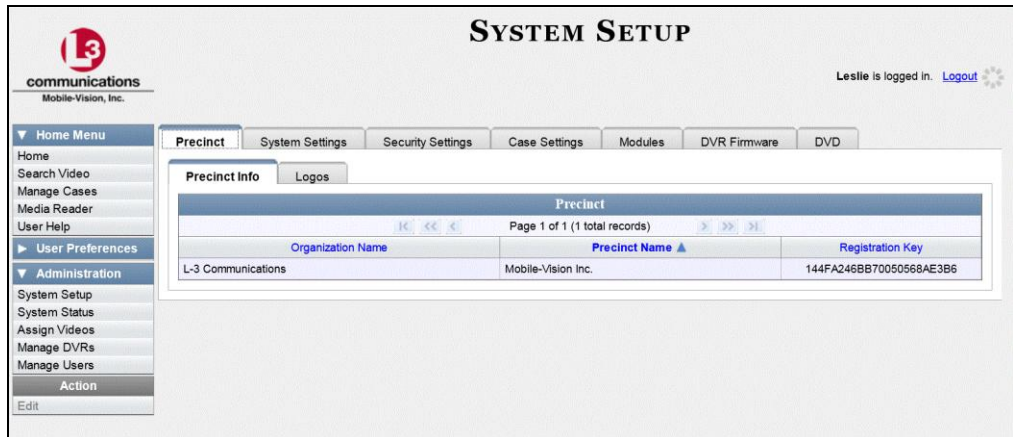
- 12 Go to the *Left bin (bin 2)* field and select the type of disc that you plan to place in the DVD burner's *left bin* (Bravo units) or bin 2 (Rimage units):
DVDR..... DVD single layer discs
DVDRDL DVD dual layer discs
BD Blu-ray single layer discs
BDDL..... Blu-ray dual layer discs
- 13 Go to the *Right bin (bin 1)* field and select the type of disc that you plan to place in the DVD burner's *right bin* (for Bravo) or bin 1 (for Rimage), as listed in step 12 above.
- 14 Go to the *Archive* field and select the type of disc that you wish to use for your system-generated archive discs (i.e., Certified Backup Discs).
- 15 Go to the *Export* field and select the type of disc that you wish to use for your user-requested certified copies (i.e., export discs).
- 16 If you wish to use this backup PC as the default on the Export Options popup, select the *Use as Export Default* checkbox.
– OR –
If you do *not* wish to use this backup PC as the default on the Export Options popup, proceed to the next step.
- 17 Click **Save**. The new Backup PC record displays on the Backup PC list.

Changing a Backup PC

This section describes how to update an existing backup PC record. For example, if you decide to switch from using *single* layer DVDs to *dual* layer DVDs, you'd need to update the associated backup PC record.

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

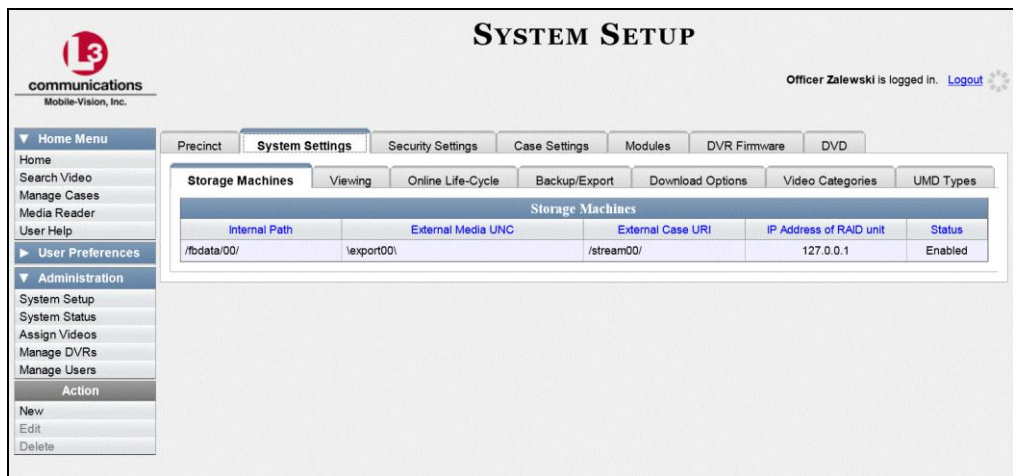
(Continued)



The screenshot shows the 'SYSTEM SETUP' page with the 'Precinct' tab selected. The 'Precinct Info' sub-tab is active, displaying a table with the following data:

Organization Name	Precinct Name	Registration Key
L-3 Communications	Mobile-Vision Inc.	144FA246BB70050568AE3B6

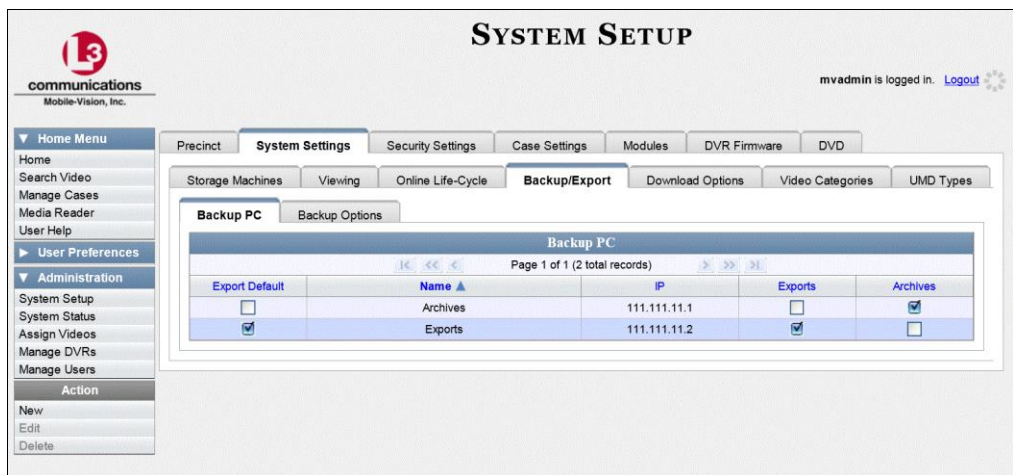
2 Click the **System Settings** tab.



The screenshot shows the 'SYSTEM SETUP' page with the 'System Settings' tab selected. The 'Storage Machines' sub-tab is active, displaying a table with the following data:

Internal Path	External Media UNC	External Case URI	IP Address of RAID unit	Status
/fdata/00/	\\export00\	/stream00/	127.0.0.1	Enabled

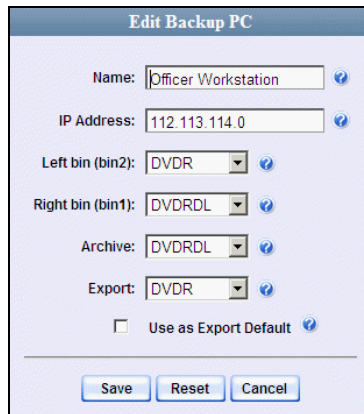
3 Click the **Backup/Export** tab.



The screenshot shows the 'SYSTEM SETUP' page with the 'System Settings' tab selected. The 'Backup/Export' sub-tab is active, displaying a table with the following data:

Export Default	Name	IP	Exports	Archives
<input type="checkbox"/>	Archives	111.111.11.1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Exports	111.111.11.2	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- 4 Make sure that the **Backup PC** tab is selected. For a description of the columns on this form, see the table on page 463.
- 5 Right-click on the backup PC record you wish to update, then select **Edit** from the popup menu. The Edit Backup PC popup displays.

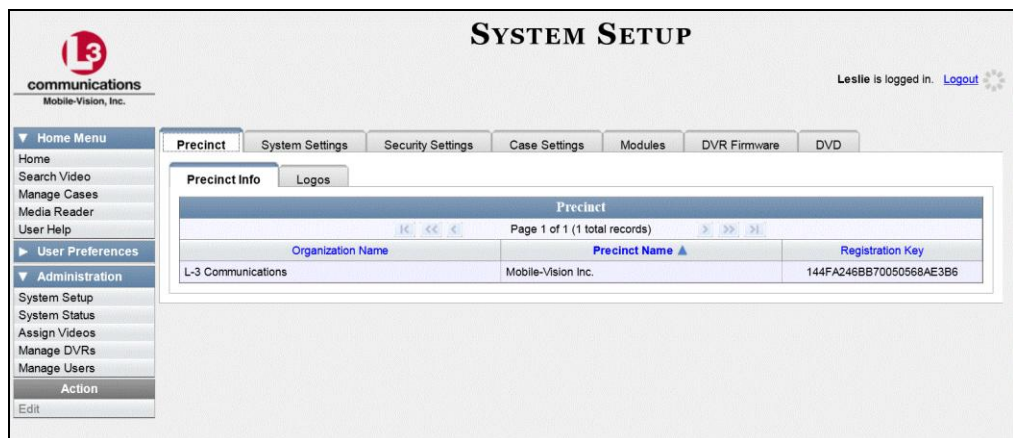


- 6 Enter/select your changes in the appropriate field(s), then click **Save**.

Deleting a Backup PC

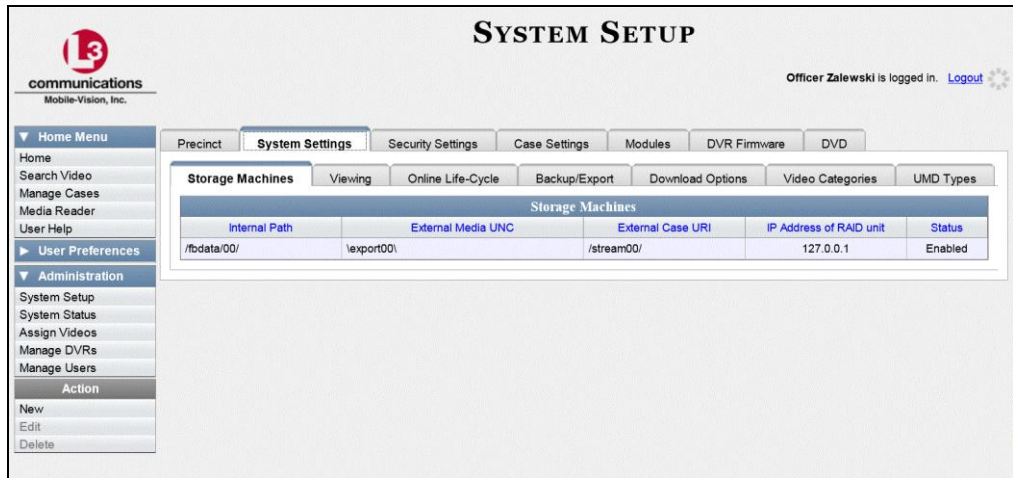
This section describes how to delete an existing backup PC record. Perform this task *after* a backup PC/DVD burner has been decommissioned, or as directed by your L-3 Mobile-Vision Technical Support Engineer.

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

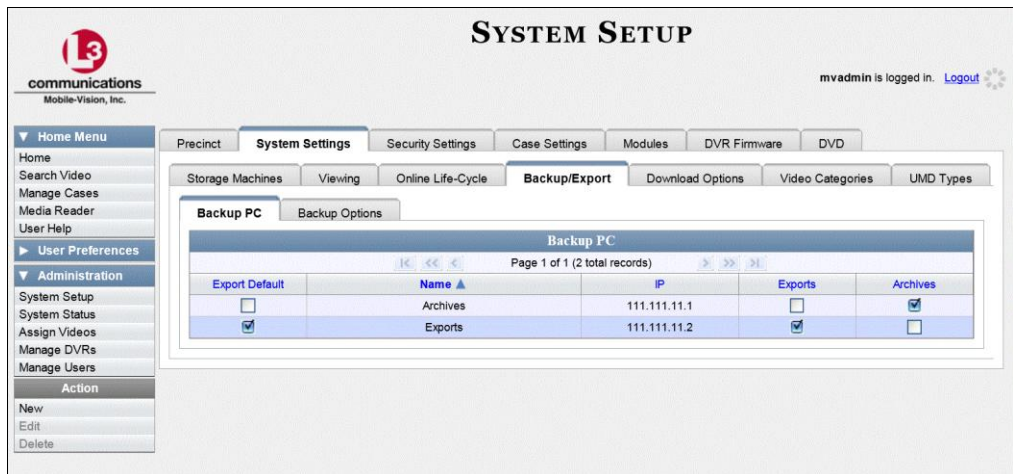


Organization Name	Precinct Name ▲	Registration Key
L-3 Communications	Mobile-Vision Inc.	144FA246BB70050568AE3B6

- 2 Click the **System Settings** tab.



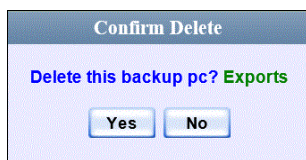
- 3 Click the **Backup/Export** tab.



- 4 Make sure that the **Backup PC** tab is selected, as pictured above.

For a description of the columns on this form, see the table on page 463.

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

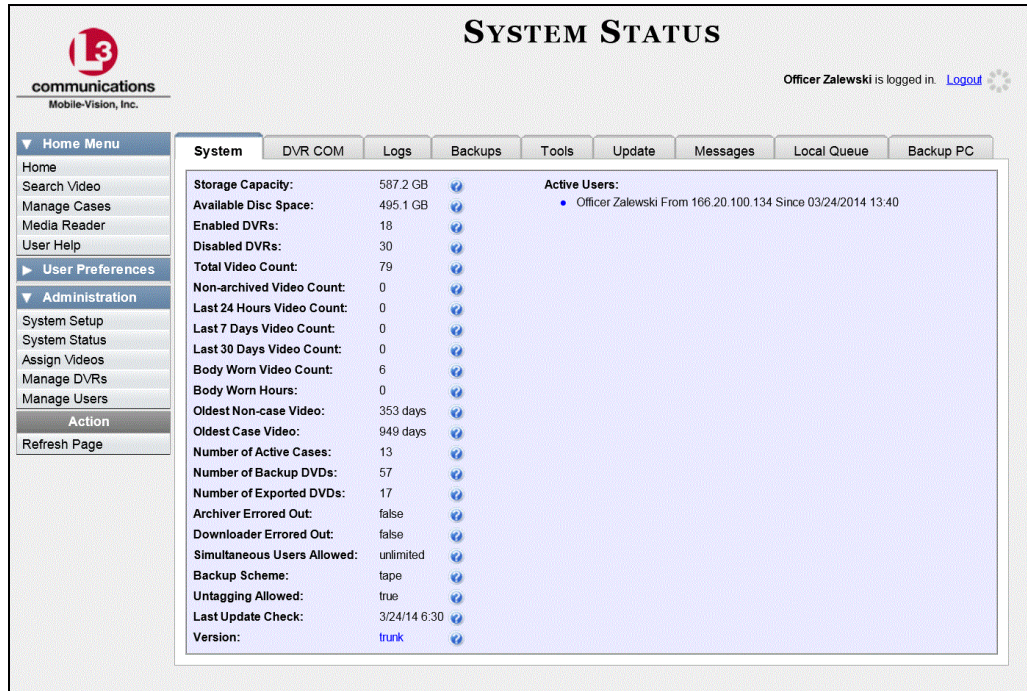


- 6 Click **Yes**. The selected record is removed from the system.

Viewing the Backup PC Status Page

This section describes how to view the current status of a backup PC workstation.

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

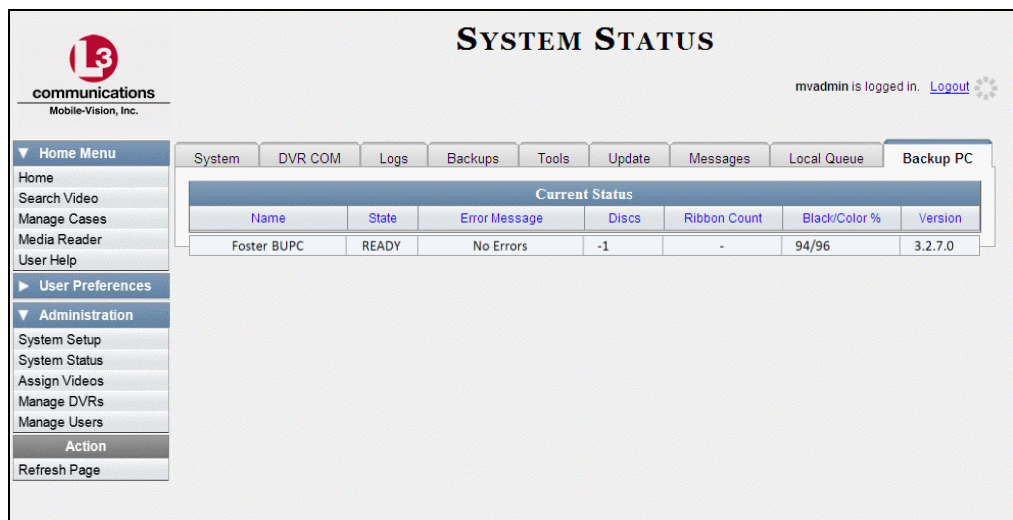


The screenshot shows the 'SYSTEM STATUS' page with the 'System' tab selected. The page header includes the L3 logo and 'communications Mobile-Vision, Inc.' on the left, and 'Officer Zalewski is logged in. Logout' on the right. A navigation menu on the left includes 'Home Menu', 'User Preferences', 'Administration', and 'Action'. The main content area displays various system metrics:

System	DVR COM	Logs	Backups	Tools	Update	Messages	Local Queue	Backup PC
Storage Capacity:	587.2 GB							
Available Disc Space:	495.1 GB							
Enabled DVRs:	18							
Disabled DVRs:	30							
Total Video Count:	79							
Non-archived Video Count:	0							
Last 24 Hours Video Count:	0							
Last 7 Days Video Count:	0							
Last 30 Days Video Count:	0							
Body Worn Video Count:	6							
Body Worn Hours:	0							
Oldest Non-case Video:	353 days							
Oldest Case Video:	949 days							
Number of Active Cases:	13							
Number of Backup DVDs:	57							
Number of Exported DVDs:	17							
Archiver Errored Out:	false							
Downloader Errored Out:	false							
Simultaneous Users Allowed:	unlimited							
Backup Scheme:	tape							
Untagging Allowed:	true							
Last Update Check:	3/24/14 6:30							
Version:	trunk							

Active Users:
• Officer Zalewski From 166.20.100.134 Since 03/24/2014 13:40

- 2 Click the **Backup PC** tab. The current status of your backup PC displays. If there are any error messages, they will display here.



The screenshot shows the 'SYSTEM STATUS' page with the 'Backup PC' tab selected. The page header includes the L3 logo and 'communications Mobile-Vision, Inc.' on the left, and 'mvadmin is logged in. Logout' on the right. A navigation menu on the left includes 'Home Menu', 'User Preferences', 'Administration', and 'Action'. The main content area displays a table titled 'Current Status' with the following data:

Name	State	Error Message	Discs	Ribbon Count	Black/Color %	Version
Foster BUPC	READY	No Errors	-1	-	94/96	3.2.7.0

The columns on the Backup PC page are described below.

Backup PC	
Column	Description
Name	The name of this Backup PC
State	The current state of this Backup PC: <ul style="list-style-type: none"> ▪ READY. Backup PC is up and running; DVD burner is ready to burn ▪ ERROR. A problem has occurred that is preventing the Backup PC from processing burn request(s). ▪ OFFLINE. The Backup PC and/or robotic DVD burner is turned off.
Error Message	A description of the error that has occurred, if applicable. You can fix many of these problems yourself (for example, <i>The color cartridge is in the black cartridge holder</i> , or <i>The cover on the unit has been open for an extended period of time</i>). However, if you encounter a problem that you <i>can't</i> fix on your own, feel free to contact L-3 Mobile-Vision Support for assistance.
Discs	The number of discs that are left in the DVD burner's input bin(s). When this number gets low, you need to add more discs to the input tray(s).
Ribbon Count <i>(Rimage units only)</i>	The exact number of disc labels that can still be printed using the Rimage's heat transfer printing mechanism.
Black Color % <i>(Bravo units only)</i>	The percentage of remaining ink left in the Bravo's ink jet cartridges.
Version	<i>This field is used by L-3 Mobile-Vision employees only.</i>

7

Utilities

This chapter describes how to perform those system maintenance procedures that are not covered in any other part of this guide. Perform these procedures in response to agency needs, user requests, and/or inbox messages received.

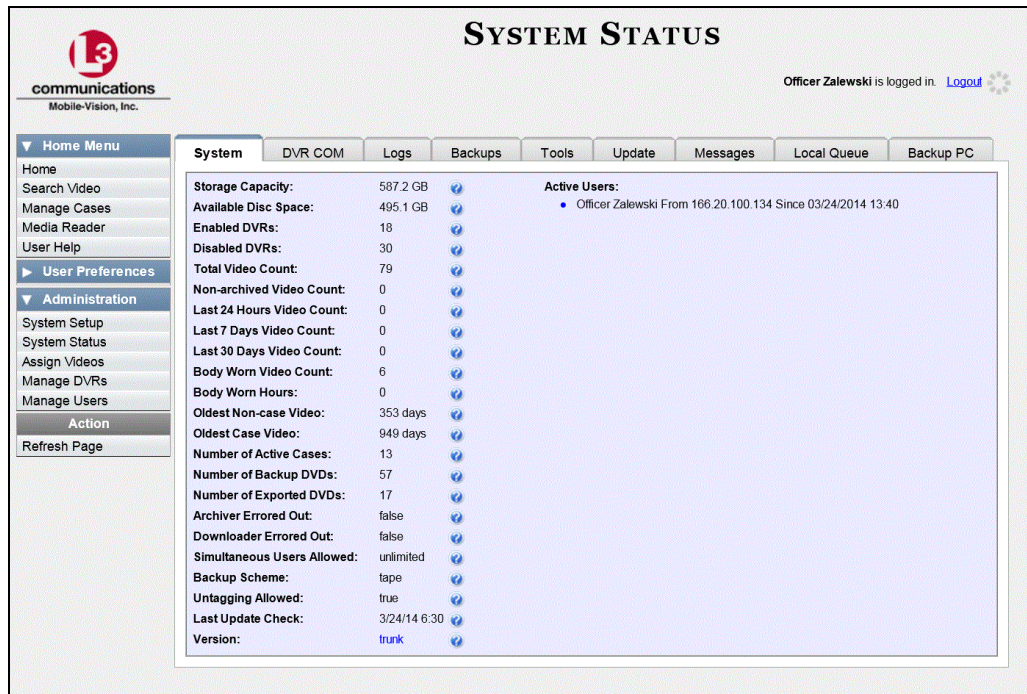
For more information, see:

- Viewing the System Logs, next page
- Viewing System Alerts from the 'Messages' Tab, page 473
- Updating Precinct Information, page 475
- Forwarding System Messages to Your Regular Mailbox, page 477
- Changing the Application Display Logo, page 479
- Maintaining Storage Devices, page 480
- Viewing/Changing the Online Lifecycle Settings, page 486
- Maintaining the 'Race' Field, page 491
- Activating the Interview Room Module, page 497
- Viewing the System Status Page, page 501
- Viewing/Printing Product Manuals, page 504
- Updating the Application, page 507
- Changing the Session Timeout Setting, page 514
- Changing the Application's Color Scheme, page 516
- Downloading the Support Logs, page 517
- Downloading the Java Runtime Environment (JRE) Application, page 519.

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.



SYSTEM STATUS

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

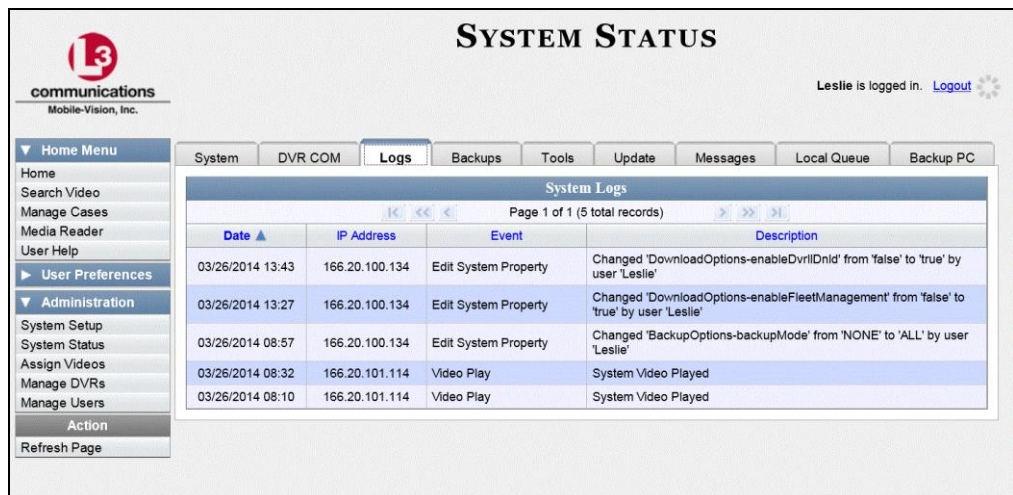
System | DVR COM | Logs | Backups | Tools | Update | Messages | Local Queue | Backup PC

System	Value	Action
Storage Capacity:	587.2 GB	↕
Available Disc Space:	495.1 GB	↕
Enabled DVRs:	18	↕
Disabled DVRs:	30	↕
Total Video Count:	79	↕
Non-archived Video Count:	0	↕
Last 24 Hours Video Count:	0	↕
Last 7 Days Video Count:	0	↕
Last 30 Days Video Count:	0	↕
Body Worn Video Count:	6	↕
Body Worn Hours:	0	↕
Oldest Non-case Video:	353 days	↕
Oldest Case Video:	949 days	↕
Number of Active Cases:	13	↕
Number of Backup DVDs:	57	↕
Number of Exported DVDs:	17	↕
Archiver Errored Out:	false	↕
Downloader Errored Out:	false	↕
Simultaneous Users Allowed:	unlimited	↕
Backup Scheme:	tape	↕
Untagging Allowed:	true	↕
Last Update Check:	3/24/14 6:30	↕
Version:	trunk	↕

Active Users:

- Officer Zalewski From 166.20.100.134 Since 03/24/2014 13:40

- 2 Click the **Logs** tab. The system logs display.



SYSTEM STATUS

Leslie is logged in. [Logout](#)

System | DVR COM | **Logs** | Backups | Tools | Update | Messages | Local Queue | Backup PC

System Logs

Page 1 of 1 (5 total records)

Date ▲	IP Address	Event	Description
03/26/2014 13:43	166.20.100.134	Edit System Property	Changed 'DownloadOptions-enableDvrIdnid' from 'false' to 'true' by user 'Leslie'
03/26/2014 13:27	166.20.100.134	Edit System Property	Changed 'DownloadOptions-enableFleetManagement' from 'false' to 'true' by user 'Leslie'
03/26/2014 08:57	166.20.100.134	Edit System Property	Changed 'BackupOptions-backupMode' from 'NONE' to 'ALL' by user 'Leslie'
03/26/2014 08:32	166.20.101.114	Video Play	System Video Played
03/26/2014 08:10	166.20.101.114	Video Play	System Video Played

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

System Logs	
Column	Description
Date	The date and time at which this event occurred. Time displays in hh:mm 24-hour 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: <ul style="list-style-type: none">▪ 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.

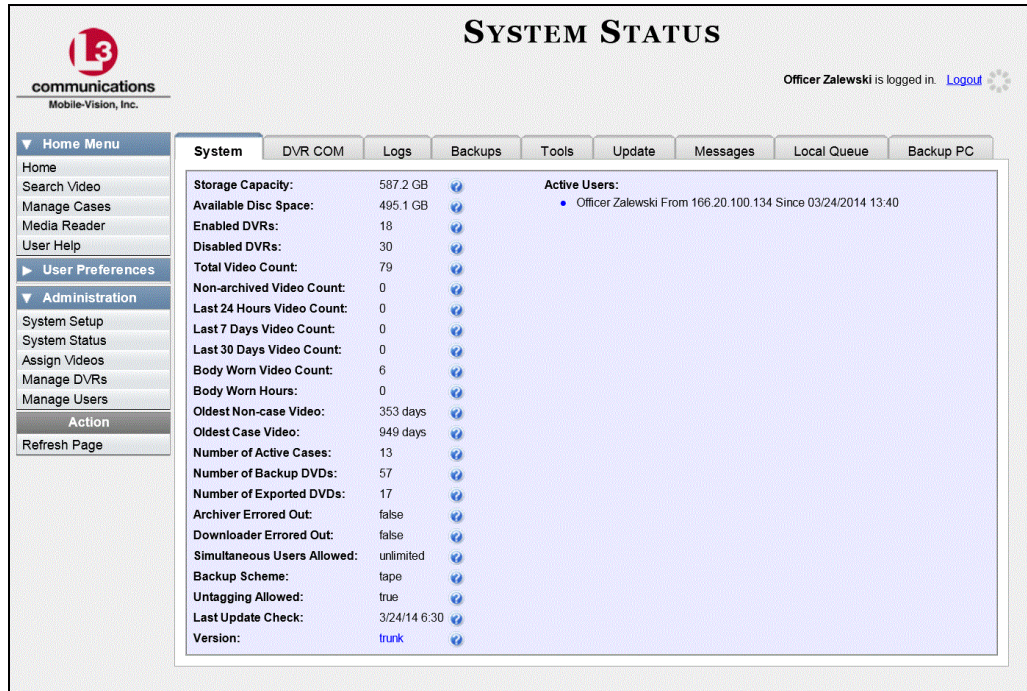
Viewing System Alerts from the 'Messages' Tab

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 list are listed *individually*. Also, the messages on the Home page may be mixed in with other non-urgent messages, such as burn requests.

If, for example, you have fifty different 404 errors, all 404 errors would show up on the Messages tab as one entry with the number **50** in the *Quantity* column. Any unique information associated with these errors (e.g., the system path for the video file that threw the error) are masked out by brackets; therefore you lose any message-specific information. In contrast, on the Home page's *Inbox Messages* list, you would see all fifty 404 errors, including the actual paths to the videos that caused the errors.

As System Administrator, you may want to review the combined system messages on the Messages tab first, and then review individual messages on the Home page if more information is required.

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



SYSTEM STATUS

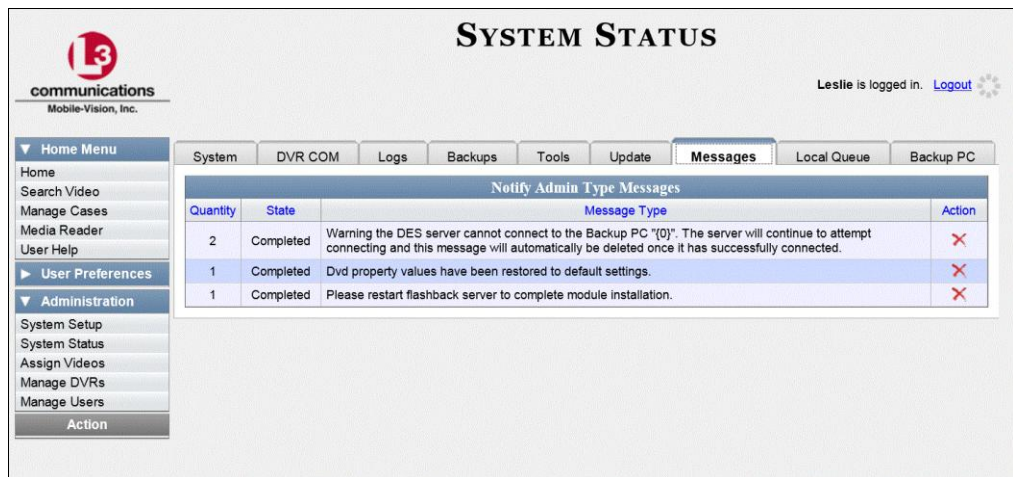
communications
Mobile-Vision, Inc.

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

System | DVR COM | Logs | Backups | Tools | Update | Messages | Local Queue | Backup PC

Storage Capacity:	587.2 GB		Active Users:
Available Disc Space:	495.1 GB		• Officer Zalewski From 166.20.100.134 Since 03/24/2014 13:40
Enabled DVRs:	18		
Disabled DVRs:	30		
Total Video Count:	79		
Non-archived Video Count:	0		
Last 24 Hours Video Count:	0		
Last 7 Days Video Count:	0		
Last 30 Days Video Count:	0		
Body Worn Video Count:	6		
Body Worn Hours:	0		
Oldest Non-case Video:	353 days		
Oldest Case Video:	949 days		
Number of Active Cases:	13		
Number of Backup DVDs:	57		
Number of Exported DVDs:	17		
Archiver Errored Out:	false		
Downloader Errored Out:	false		
Simultaneous Users Allowed:	unlimited		
Backup Scheme:	tape		
Untagging Allowed:	true		
Last Update Check:	3/24/14 6:30		
Version:	trunk		

- 2 Click the **Messages** tab. Any alert messages for the System Administrator display.



SYSTEM STATUS

communications
Mobile-Vision, Inc.

Leslie is logged in. [Logout](#)

System | DVR COM | Logs | Backups | Tools | Update | **Messages** | Local Queue | Backup PC

Notify Admin Type Messages			
Quantity	State	Message Type	Action
2	Completed	Warning the DES server cannot connect to the Backup PC "[0]". The server will continue to attempt connecting and this message will automatically be deleted once it has successfully connected.	✗
1	Completed	Dvd property values have been restored to default settings.	✗
1	Completed	Please restart flashback server to complete module installation.	✗

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

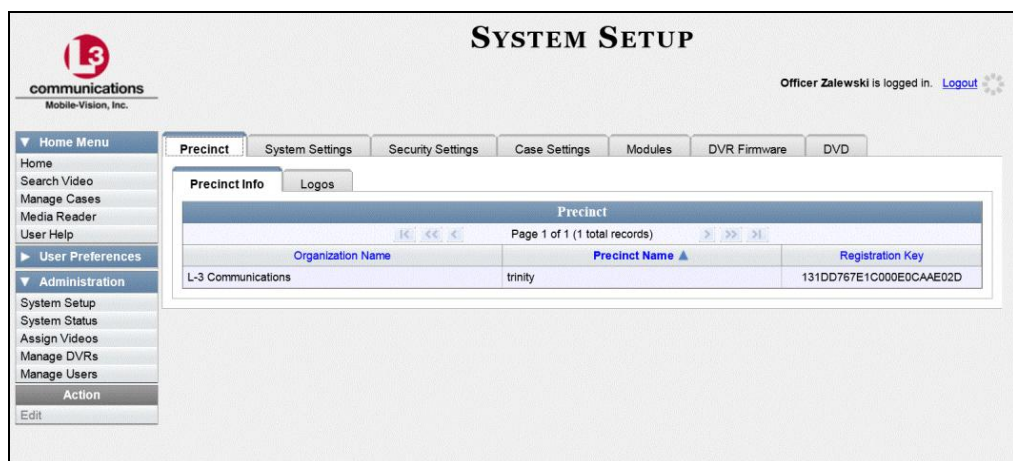
Messages Tab	
Column	Description
Quantity	The number of messages related to the issue described in the <i>Message Type</i> column.
State	The current status of the issue described in the <i>Message Type</i> column.
Message Type	A description of the system issue. Because system messages are grouped by <i>type</i> , any information that is specific to an individual message is replaced by {0}. If you want to review the specific message content, you will have to view the message from your <i>Inbox Messages</i> list on the Home Page.
Action	An icon used to delete all messages related to the issue described in the <i>Message Type</i> column.

- 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.

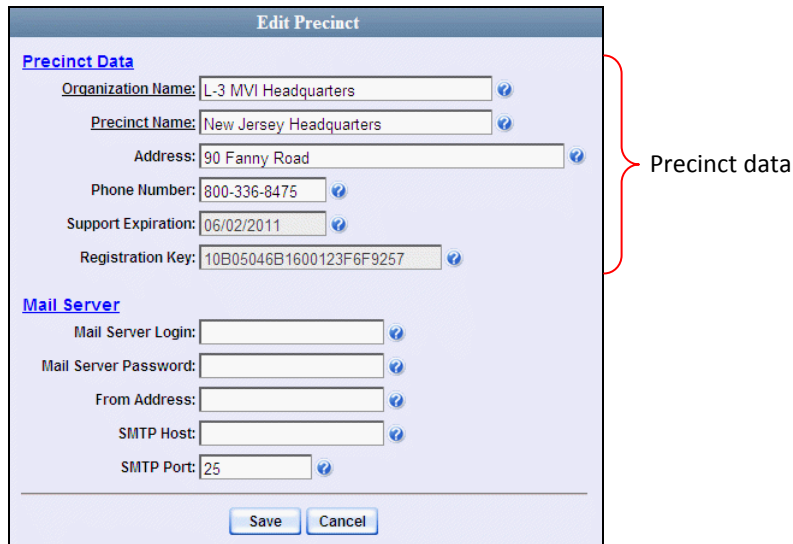
Updating Precinct Information

During installation, your System Implementation Specialist (SIS) will enter your Precinct information into DEP. By default, the system prints some of this information on your archive DVDs, including your precinct's name and phone number. This section describes how to update your precinct information as needed.

- 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.



The Precinct Data fields are described in the following table.

Precinct Data	
Field	Description
Organization Name	The name of your agency. By default, the system will print this field on your archive DVDs.
Precinct Name	The name of the precinct that this DEP server is installed at, if applicable. If you don't need this field to specify precinct information, you can use it to enter default text that you wish to print on archive/export discs, such as "For Official Use Only."
Address	Your precinct's mailing address.
Phone Number	Your precinct's phone number. By default, the system will print this field on your archive DVDs.
Support Expiration	The date on which your service contract with L-3 Mobile-Vision expires. <i>Display-only field.</i>
Registration Key	Your DES product identification code. <i>Display-only field.</i>

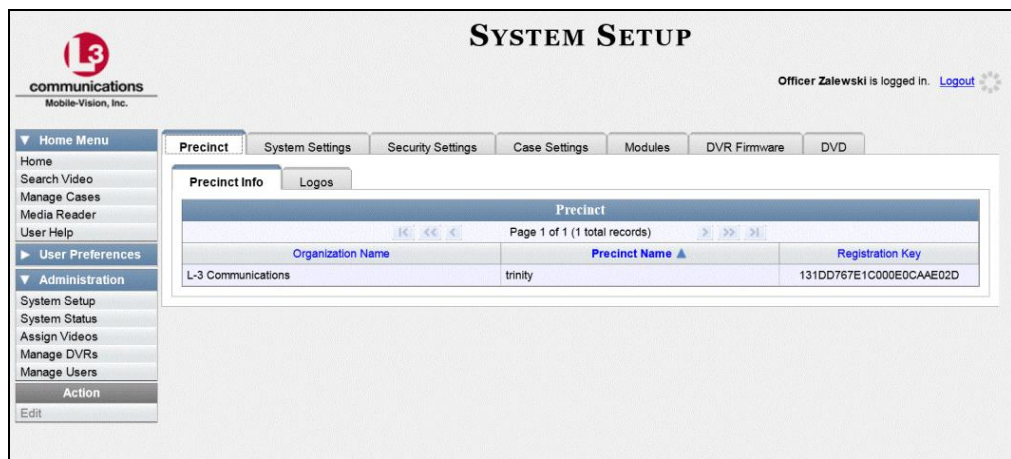
For information on the Mail Server function, see “Forwarding System Messages to Your Regular Mailbox” below.

- 5 Go to the Precinct Data section of the form and enter your changes in the appropriate field(s).
- 6 Click **Save**.

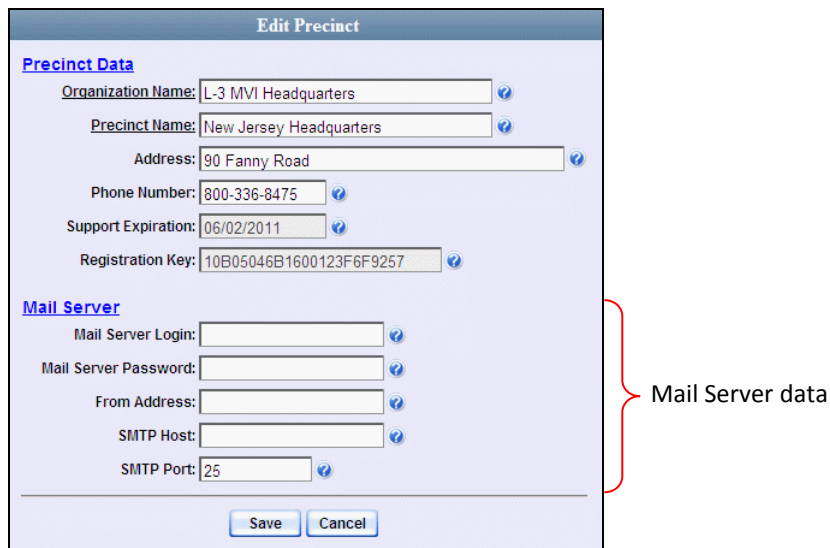
Forwarding System Messages to Your Regular Mailbox

By default, DEP system messages display in the *Inbox Messages* section of the Message Board, located on the DEP 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. Your precinct record displays, as pictured above.
- 4 Right-click on the precinct record, then select **Edit** from the popup menu. The Edit Precinct popup displays.



The Mail Server fields are described in the following table.

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 <i>Mail Server Login</i> above.
From Address	The email address that will display in the <i>From Address</i> field of the forwarded emails (e.g., System_Admin@l-3com.com).
SMTP host	The SMTP email host.
SMTP port	The SMTP email port.

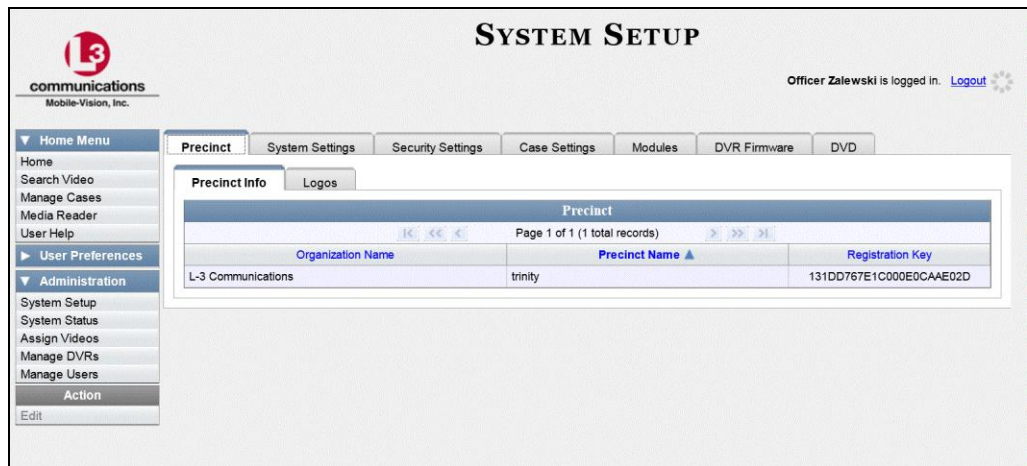
For a description of the *Precinct Data* fields, see the table on page 476.

- 5 Position your cursor in the *Mail Server Login* field. Enter a User ID with send-mail privileges, 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 in the *SMTP Port* field.
- 10 Click **Save**.

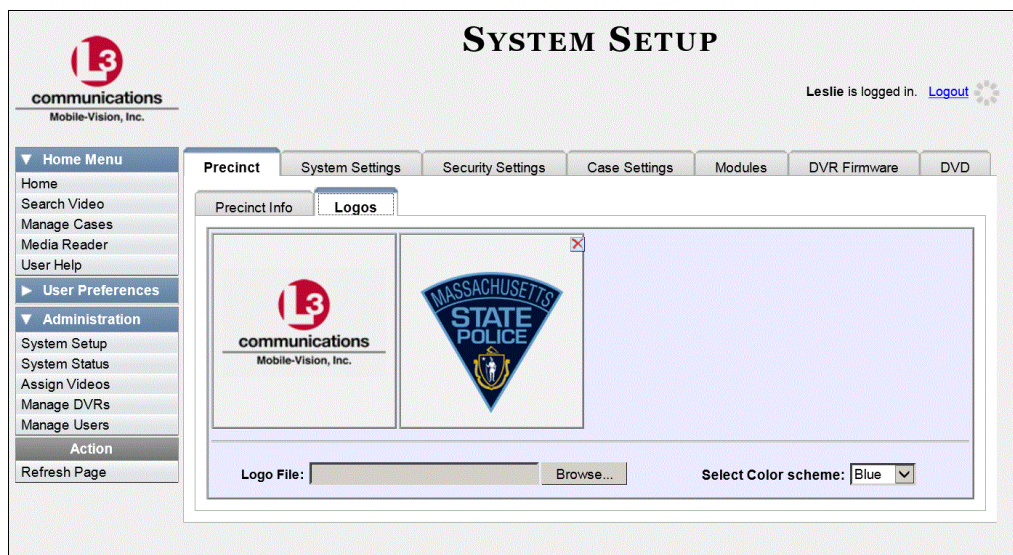
Changing the Application Display Logo

This section describes how to change the graphics file that displays in the upper left corner of the DEP application. You may, for example, want to replace the default logo with your precinct's logo.

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

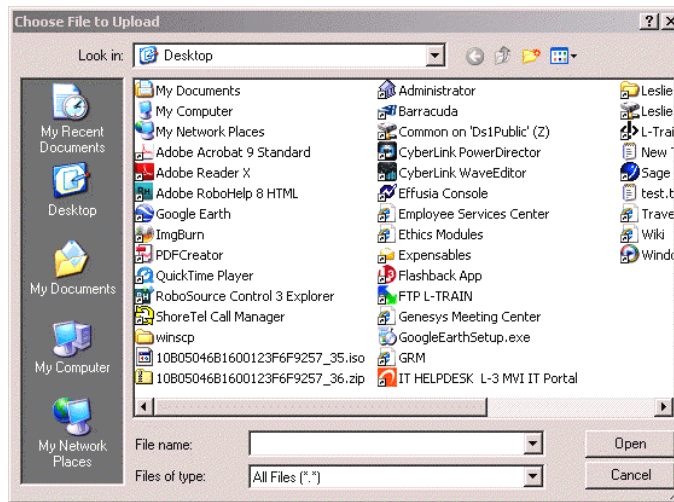


- 2 If it is not already selected, click the **Precinct** tab. Your precinct record displays, as pictured above.
- 3 Click the **Logos** tab. If you previously uploaded any graphics files to DEP, a thumbnail image of those file(s) will display on-screen. Otherwise just the L-3 Mobile-Vision logo will display.



- 4 If the desired graphic already displays on-screen, skip to step 8. Otherwise proceed to the next step.

- 5 Click the **Browse** button to the right of the *Logo File* field.



- 6 Navigate to the disk drive location where the graphics file is located.
- 7 Double-click on the graphics file you wish to upload. A thumbnail image of the graphic displays in the space above the *Logo File* field.
- 8 Click on the thumbnail image of the graphic you wish to display. That graphic will appear in the upper left corner of the DEP application.

Note that the graphic you select here will display on *every* page of DEP, not just on the Home page.

Maintaining Storage Devices

The **Storage Machines** tab lists the settings that DEP 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 an L-3 Mobile-Vision Technical Support Engineer. Entering incorrect data could have dire consequences. Some of your video could become inaccessible, wireless transmission could fail, and/or data could be permanently lost.

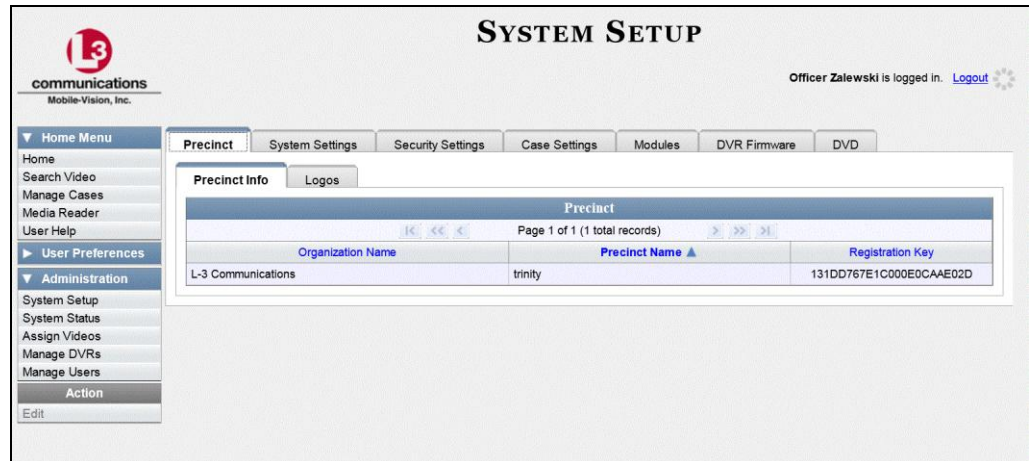
For specific instructions, see:

- Adding a Storage Device, below
- Viewing/Changing a Storage Device, page 483
- Deleting a Storage Device, page 485.

Adding a Storage Device

This section describes how to set up a new storage device in DEP. 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.

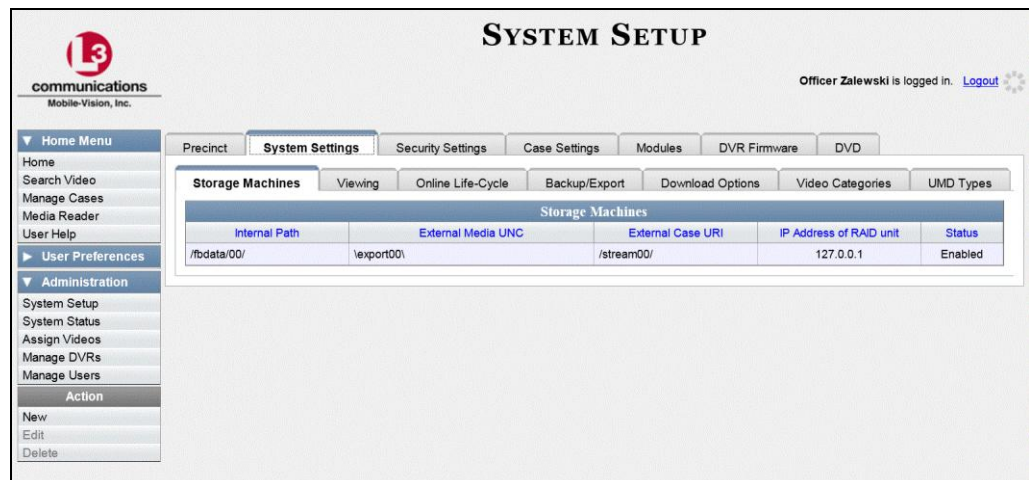
- 1 Go to **Administration** and click **System Setup**. The System Setup page displays.



The screenshot shows the SYSTEM SETUP page with the 'Administration' menu selected. The 'System Settings' tab is active, and the 'Precinct Info' sub-tab is selected. A table displays the following information:

Precinct		
Organization Name	Precinct Name	Registration Key
L-3 Communications	trinity	131DD767E1C000E0CAAE02D

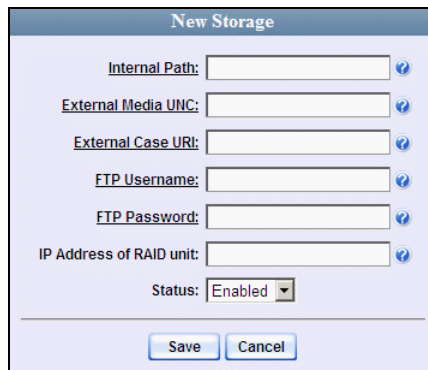
- 2 Click the **System Settings** tab.
- 3 If it is not already selected, click the **Storage Machines** tab. A list of your existing storage device(s) displays.



The screenshot shows the SYSTEM SETUP page with the 'System Settings' tab selected. The 'Storage Machines' sub-tab is active, displaying a table of storage devices:

Internal Path	External Media UNC	External Case URI	IP Address of RAID unit	Status
/fbddata/00/	\\export00\	/stream00/	127.0.0.1	Enabled

- 4 Go to the **Action** column and click **New**. The New Storage popup displays.



The fields on the New Storage popup are described in the following table.

Edit Storage	
Field	Description
Internal Path	The server path to the storage machine being added.
External Media UNC	The path by which AVD (Flashback1) and QBX (Flashback2/Flashback3/FlashbackHD) files are served (\exportxx\). Also referred to as the <i>SMB share name</i> .
External Case URI	The path by which thumbnail images and user media are served through the web application (/streamxx/).
FTP Username	The FTP user account for this storage device.
FTP Password	The FTP password for this storage device.
IP Address of RAID unit	The IP address for the RAID unit. RAID is an acronym for <i>Redundant Array of Independent Disks</i> —a storage device that contains multiple disk drive components.
Status	The current status of this storage device. <ul style="list-style-type: none"> ▪ <i>Enabled</i>. This storage device is available to receive videos. ▪ <i>Disabled</i>. The storage device is <i>not</i> available to receive videos.



NOTE: The values entered on this form *must* match the actual configuration of the storage server.

- 5 Enter the top level path to data storage (/fbdata/xx) in the *Internal Path* field.
- 6 Enter the path by which the video files will be served (\exportxx\) in the *External Media UNC* field.
- 7 Enter the path by which thumbnail images and user media will be served in the *External Case URI* field.
- 8 Enter the FTP user account for this storage device in the *FTP Username* field.
- 9 Enter the FTP password for this storage device in the *FTP Password* field.
- 10 Enter the IP address for this storage device in the *IP Address of RAID unit* field.
- 11 If this storage device will be immediately available to receive videos (default), proceed to the next step.
– OR –
If this storage device will *not* be immediately available to receive videos, select **Disabled** from the *Status* drop-down list.
- 12 Click **Save**. A confirmation message displays at the top of your page.

Storage save successful

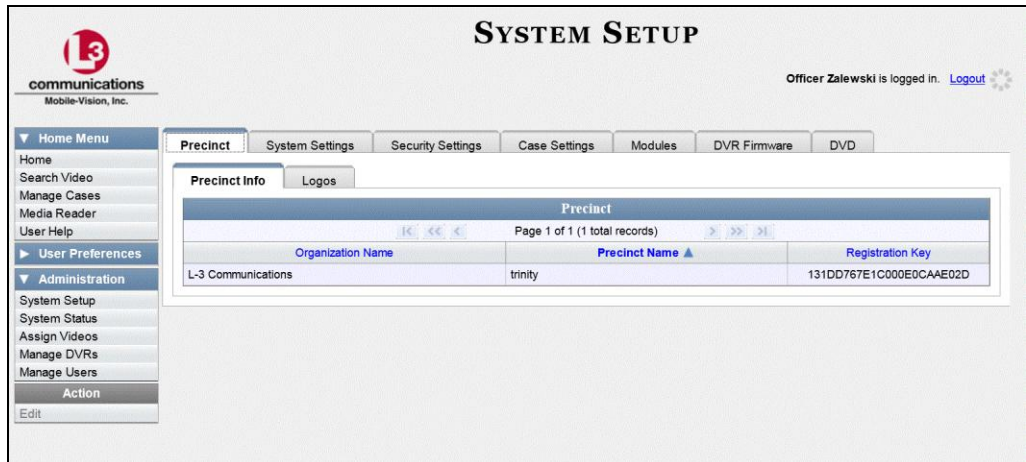
Viewing/Changing a Storage Device

This section describes how to view and/or update a storage machine record. These records contain the settings that DEP 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 480.

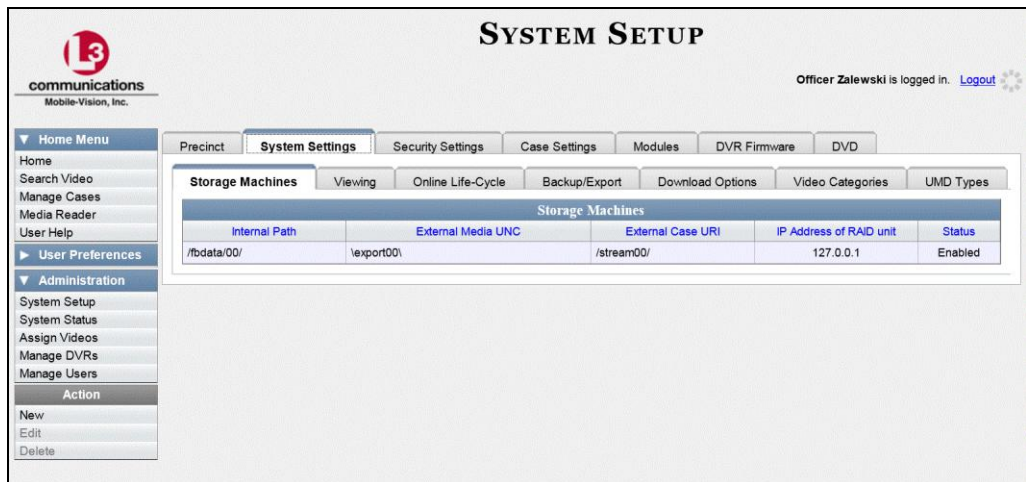
Because storage server data is configured by your System Implementation Specialist (SIS) during implementation, you do not need to modify this data unless the disk resources available to the server have changed.

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

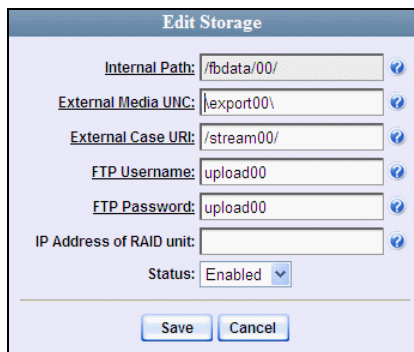
(Continued)



- 2 Click the **System Settings** tab.
- 3 If it is not already selected, click the **Storage Machines** tab. A list of your existing storage device(s) displays.



- 4 Right-click on the storage device you wish to view/edit, then select **Edit** from the popup menu. The Edit Storage popup displays.



For a description of the fields on this form, see the table on page 482.

- 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 L-3 Mobile-Vision Technical Support Engineer.

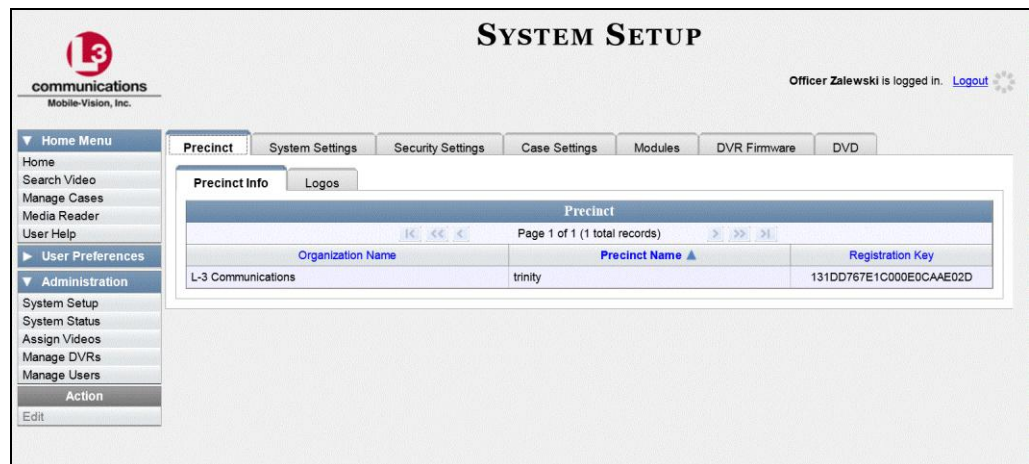
- 6 Enter your changes in the appropriate field(s).
- 7 Click **Save**. A confirmation message displays at the top of the page.

Storage save successful

Deleting a Storage Device

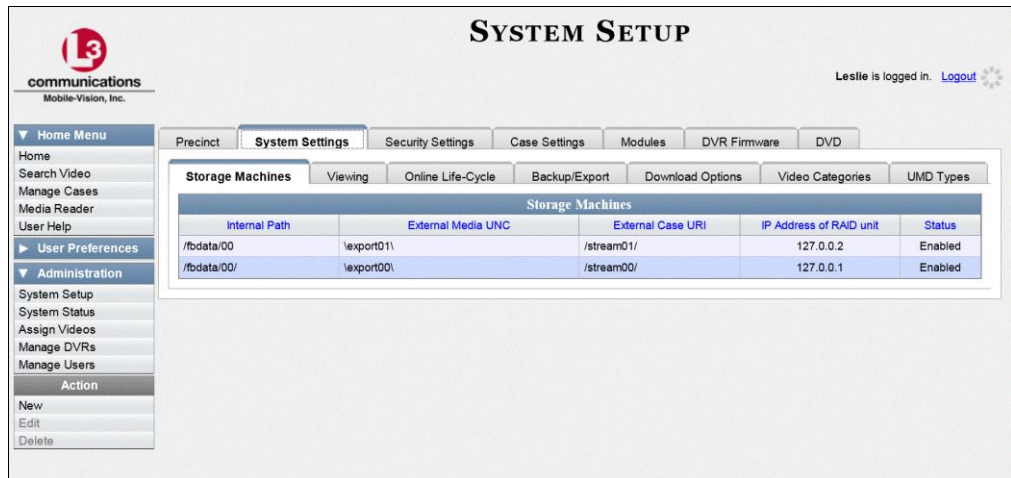
This section describes how to delete an existing storage device record. Only perform this procedure when instructed to do so by an L-3 Mobile-Vision Technical Support Engineer.

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

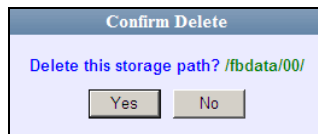


Organization Name	Precinct Name	Registration Key
L-3 Communications	trinity	131DD767E1C000E0CAAE02D

- 2 Click the **System Settings** tab.
- 3 Make sure that the **Storage Machines** tab is selected. A list of your existing storage machine(s) displays.



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



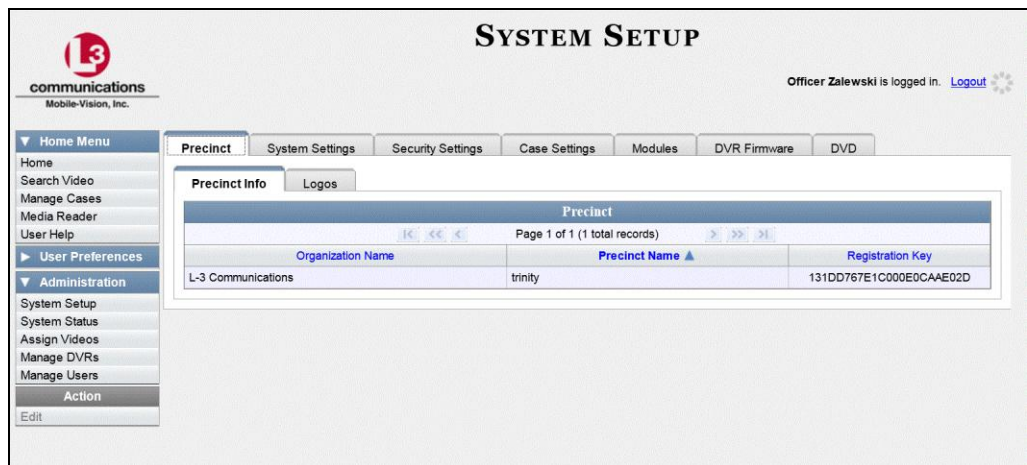
- 5 Click **Yes**. The selected storage device is removed from the Storage Machines list.

Viewing/Changing the Online Lifecycle Settings

This section describes how to change the lifecycle settings for video and case files. These settings determine:

- How long various files will stay online
- When/if files will be purged, and
- When/if files can be restored to the server.

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



SYSTEM SETUP

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Precinct | System Settings | Security Settings | Case Settings | Modules | DVR Firmware | DVD

Precinct Info | Logos

Precinct
Page 1 of 1 (1 total records)

Organization Name	Precinct Name ▲	Registration Key
L-3 Communications	trinity	131DD767E1C000E0CAAE02D

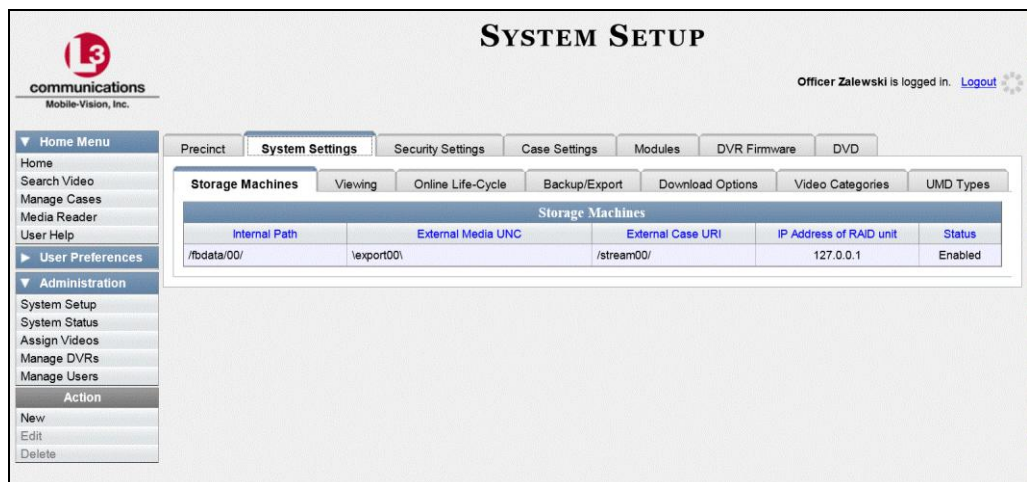
Home Menu
Home
Search Video
Manage Cases
Media Reader
User Help

User Preferences

Administration
System Setup
System Status
Assign Videos
Manage DVRs
Manage Users

Action
Edit

2 Click the **System Settings** tab.



SYSTEM SETUP

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Precinct | **System Settings** | Security Settings | Case Settings | Modules | DVR Firmware | DVD

Storage Machines | Viewing | Online Life-Cycle | Backup/Export | Download Options | Video Categories | UMD Types

Storage Machines

Internal Path	External Media UNC	External Case URI	IP Address of RAID unit	Status
/bdata/00/	\export00\	/stream00/	127.0.0.1	Enabled

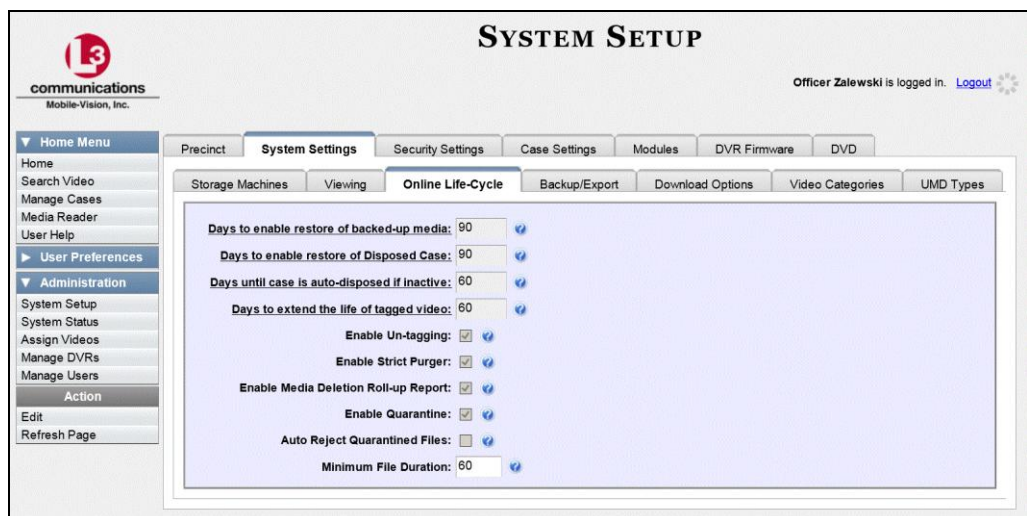
Home Menu
Home
Search Video
Manage Cases
Media Reader
User Help

User Preferences

Administration
System Setup
System Status
Assign Videos
Manage DVRs
Manage Users

Action
New
Edit
Delete

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



SYSTEM SETUP

communications
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Precinct | **System Settings** | Security Settings | Case Settings | Modules | DVR Firmware | DVD

Storage Machines | Viewing | **Online Life-Cycle** | Backup/Export | Download Options | Video Categories | UMD Types

Days to enable restore of backed-up media: 90

Days to enable restore of Disposed Case: 90

Days until case is auto-disposed if inactive: 60

Days to extend the life of tagged video: 60

Enable Un-tagging:

Enable Strict Purger:

Enable Media Deletion Roll-up Report:

Enable Quarantine:

Auto Reject Quarantined Files:

Minimum File Duration: 60

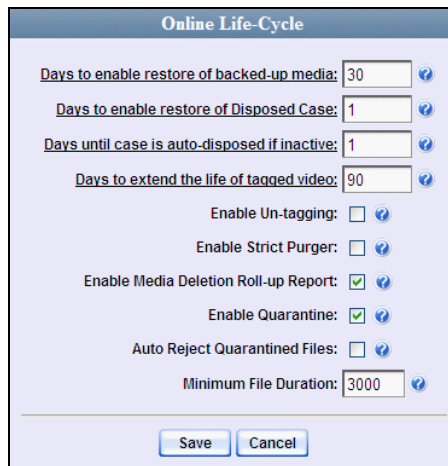
Home Menu
Home
Search Video
Manage Cases
Media Reader
User Help

User Preferences

Administration
System Setup
System Status
Assign Videos
Manage DVRs
Manage Users

Action
Edit
Refresh Page

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



The fields on this form are described in the following table.

Online Lifecycle	
Field	Description
Days to enable restore of backed-up media	The minimum number of days that a video will stay in an <i>offline</i> and <i>restorable</i> state before the system permanently removes it from the database. Default is 720 days.
Days to enable restore of Disposed Case	The minimum number of days that a case will stay in an <i>offline</i> and <i>restorable</i> state before the system permanently removes it from the database. Default is 720 days.
Days until case is auto-disposed if inactive	The minimum number of days that a case will stay online after it is last viewed. Default is 60 days. For example, if 30 is entered here, then at least 30 days must elapse between the time that a user last viewed a case and the time that the system changes the case's status to <i>offline</i> . For more information on offline vs. online cases, see "Offline Files" in chapter 1.
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.

Online Lifecycle	
Field	Description
Enable Un-tagging	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> 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). <input type="checkbox"/> If this checkbox is <i>not</i> selected, then users are <i>not</i> allowed to remove the “tagged” designation from a video. <p>For more on tagging, see “Tagging” in chapter 2.</p>
Enable Strict Purger	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> If this checkbox is selected, the system will move videos offline as soon as 1) the video ages out, and 2) the video has been archived, assuming that it is a backup-enabled video. <input type="checkbox"/> If this checkbox is <i>not</i> selected, the system will move aged-out videos offline only when space is needed on the server. Until then, they will remain online.
Enable Media Deletion Roll-up Report	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> If this checkbox is selected, the system will generate a Media Deletion Roll-Up Report, also referred to as a <i>Video Deletion Roll-Up Report</i>, which lists details of all media that has become “unrestorable” each month. Unrestorable media includes videos and cases that can no longer be restored, according to your system settings. To access this report, see “Generating the Video Deletion Roll-Up Report” in chapter 3. <input type="checkbox"/> If this checkbox is <i>not</i> selected, the system will <i>not</i> generate a Media Deletion Roll-Up Report each month.
Enable Quarantine	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> If this checkbox is selected, the system will set aside all quarantine files (see definition on the next page) so that they can either be reviewed or automatically deleted. If you want to review these files, make sure the <i>Auto Reject Quarantine Files</i> checkbox is deselected. If you want the system to automatically delete these files, make sure the <i>Auto Reject Quarantine Files</i> checkbox is selected. <input type="checkbox"/> If the <i>Enable Quarantine</i> checkbox is <i>not</i> selected, the system will download all video files to the server, regardless of their duration.

(Continued)

Online Lifecycle (cont'd)	
Field	Description
Enable Quarantine	<p>What is a quarantine file? A quarantine file is a video that is shorter than the <i>Minimum File Duration</i> 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.</p>
Auto Reject Quarantined Files	<p><input checked="" type="checkbox"/> If this checkbox is selected, the system will automatically delete quarantine files (see definition above) without giving you the opportunity to review them first.</p> <p><input type="checkbox"/> If this checkbox is <i>not</i> selected, the system will send all quarantine files to your Home Page, where you will have the opportunity to accept or reject each file.</p> <p>Note: If you previously de-selected the <i>Enable Quarantine</i> checkbox, the <i>Auto Reject Quarantined Files</i> checkbox will not appear on the Online Lifecycle tab.</p>
Minimum File Duration	<p>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 <i>Enable Quarantine</i> and <i>Auto Reject Quarantined Files</i> checkboxes are selected:</p> <div style="display: flex; align-items: flex-start;"> <div style="flex: 1;"> <p>Enable Quarantine: <input type="checkbox"/></p> <p>+</p> <p>Auto Reject Quarantined Files: <input type="checkbox"/></p> <p>Enable Quarantine: <input checked="" type="checkbox"/></p> <p>+</p> <p>Auto Reject Quarantined Files: <input type="checkbox"/></p> <p>Enable Quarantine: <input checked="" type="checkbox"/></p> <p>+</p> <p>Auto Reject Quarantined Files: <input checked="" type="checkbox"/></p> </div> <div style="flex: 1; padding-left: 10px;"> <p>} If the <i>Enable Quarantine</i> checkbox is de-selected, the system will automatically transfer files shorter than X seconds to the server.</p> <p>} If the <i>Enable Quarantine</i> checkbox is selected and the <i>Auto Reject Quarantined Files</i> 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.</p> <p>} If the <i>Enable Quarantine</i> checkbox is selected and the <i>Auto Reject Quarantined Files</i> checkbox is also selected, the system will automatically delete files shorter than X seconds.</p> </div> </div>

- 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**.

Maintaining the 'Race' Field

The *Race* field displays on the Case form. You can add, change, or delete the values in the *Race* drop-down list. You can also temporarily disable a race so that users cannot use it to notate a case.

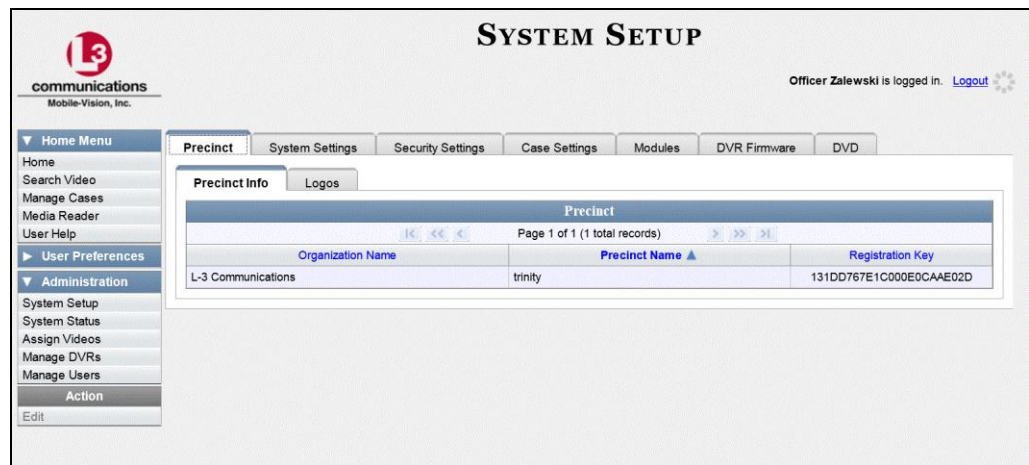
For specific instructions, see:

- Adding a Race, below
- Changing a Race, page 493
- Deleting a Race, page 495.

Adding a Race

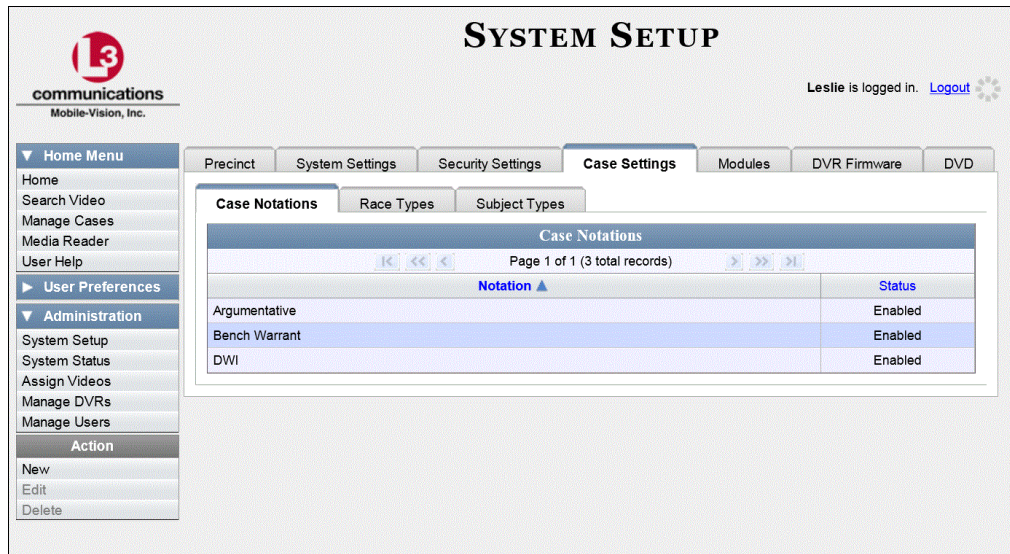
This section describes how to add a new value to the *Race* field's drop-down list. The *Race* field is located on the Case form.

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



- 2 Click the **Case Settings** tab.

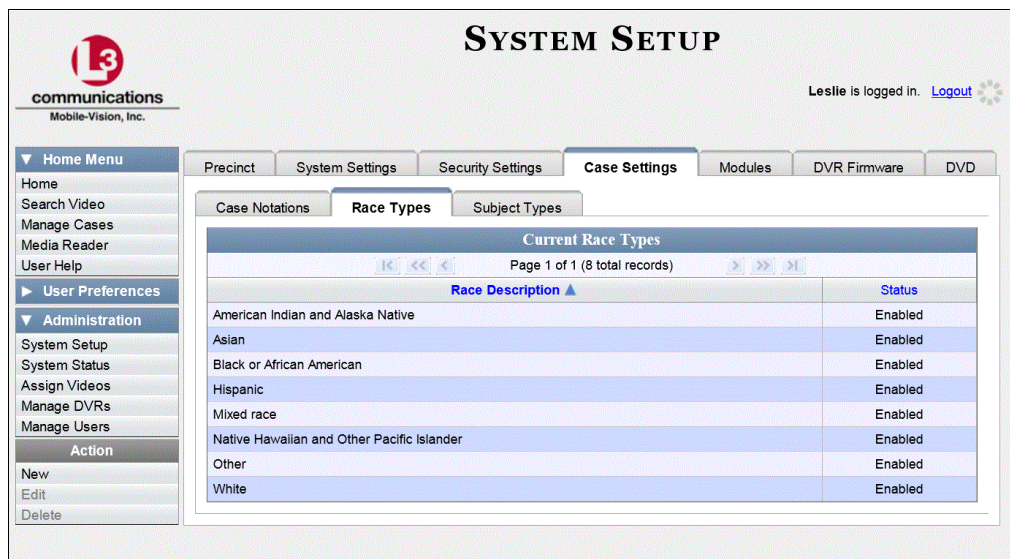
(Continued)



The screenshot shows the 'SYSTEM SETUP' page with the 'Case Settings' tab selected. The 'Case Notations' sub-tab is active, displaying a table with the following data:

Case Notations	
Page 1 of 1 (3 total records)	
Notation ▲	Status
Argumentative	Enabled
Bench Warrant	Enabled
DWI	Enabled

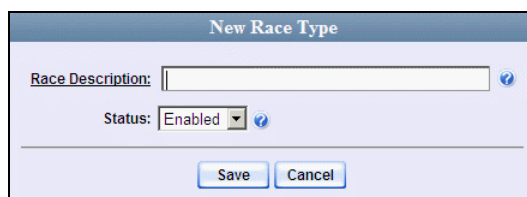
- Click the **Race Types** tab. The current race list displays.



The screenshot shows the 'SYSTEM SETUP' page with the 'Case Settings' tab selected. The 'Race Types' sub-tab is active, displaying a table with the following data:

Current Race Types	
Page 1 of 1 (8 total records)	
Race Description ▲	Status
American Indian and Alaska Native	Enabled
Asian	Enabled
Black or African American	Enabled
Hispanic	Enabled
Mixed race	Enabled
Native Hawaiian and Other Pacific Islander	Enabled
Other	Enabled
White	Enabled

- Go to the **Action** column and click **New**. The New Race Type popup displays.



The 'New Race Type' popup form contains the following fields and controls:

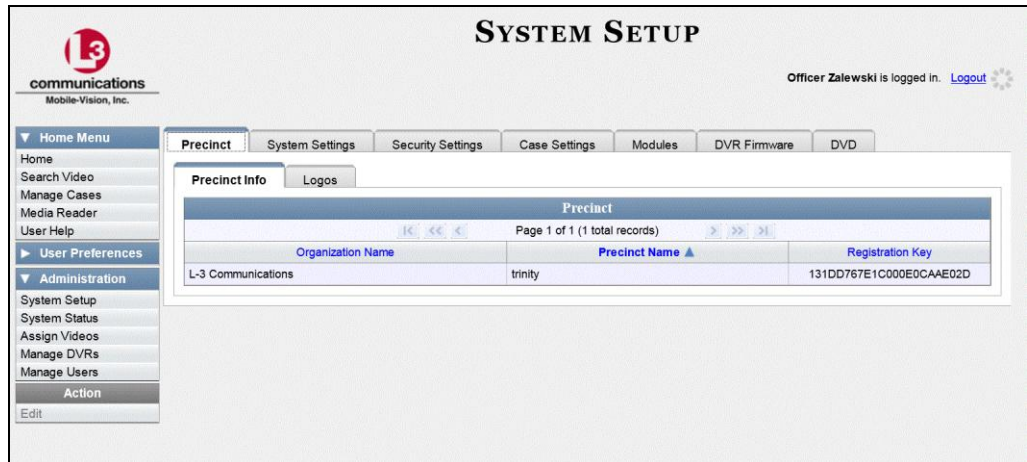
- Race Description:** A text input field with a help icon.
- Status:** A dropdown menu currently set to 'Enabled' with a help icon.
- Buttons:** 'Save' and 'Cancel' buttons.

- Enter the race's name in the *Race Description* field.
- Click **Save**.

Changing a Race

This section describes how to change an existing value on the *Race* field's drop-down list. The *Race* field is located on the Case form.

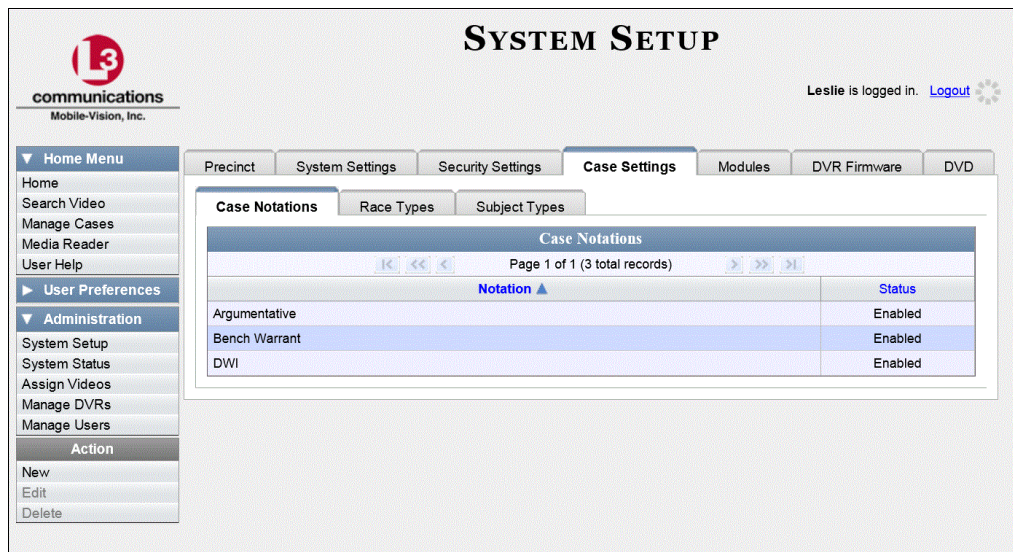
- 1 Go to **Administration** and click **System Setup**. The System Setup page displays.



The screenshot shows the 'SYSTEM SETUP' page with the 'Administration' menu expanded to 'System Setup'. The 'Precinct' tab is selected, displaying a table of precinct information.

Precinct		
Organization Name	Precinct Name ▲	Registration Key
L-3 Communications	trinity	131DD767E1C000E0CAAE02D

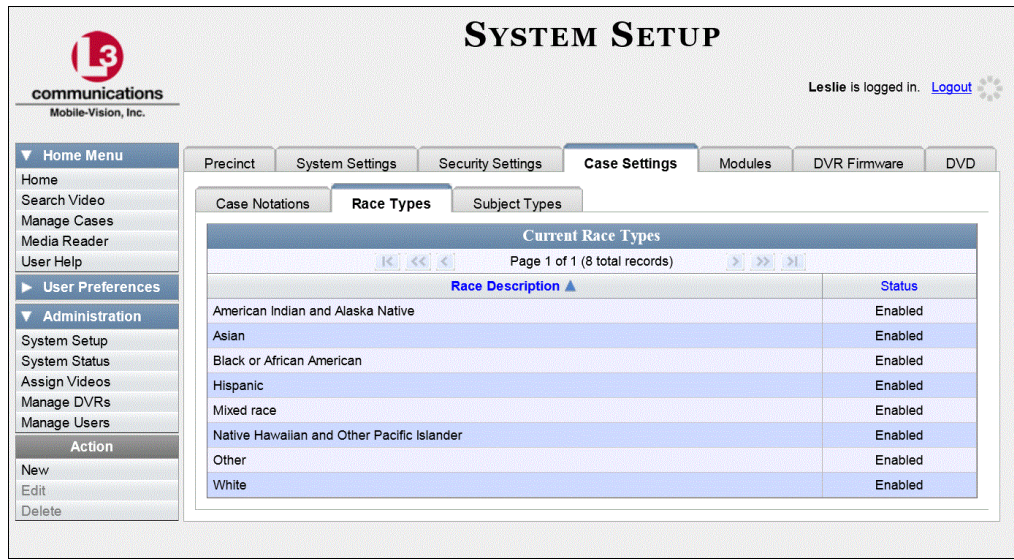
- 2 Click the **Case Settings** tab.



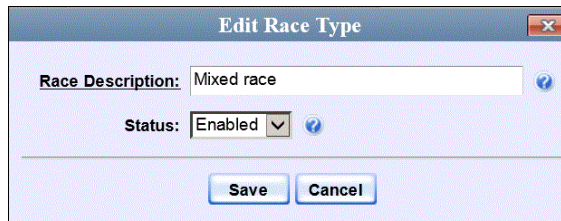
The screenshot shows the 'SYSTEM SETUP' page with the 'Case Settings' tab selected. The 'Race Types' sub-tab is active, displaying a table of case notations.

Case Notations	
Notation ▲	Status
Argumentative	Enabled
Bench Warrant	Enabled
DWI	Enabled

- 3 Click the **Race Types** tab. The current list of races displays.



- 4 Right-click on the value you wish to update, then select **Edit** from the popup menu. The Edit Race Type popup displays.

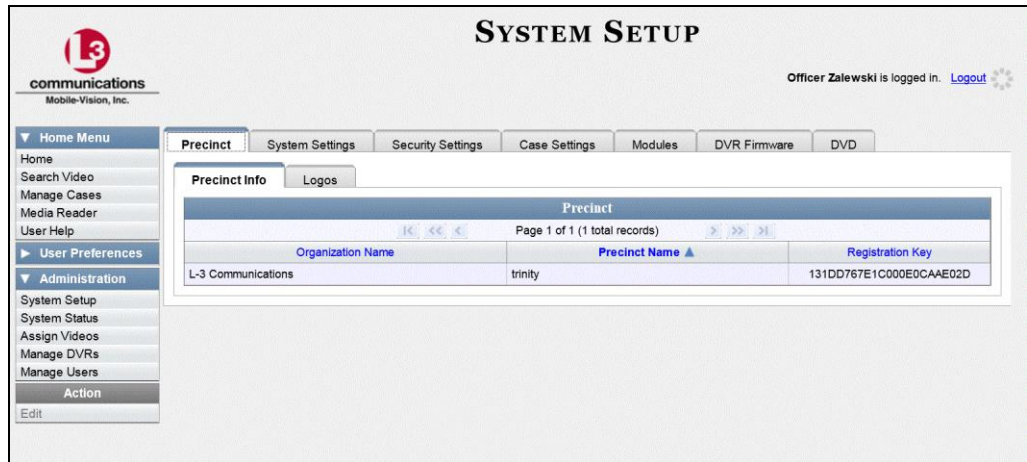


- 5 To change the race *name*, enter a new value in the *Race Description* field. Otherwise proceed to the next step.
- 6 To change the race's *status*, select a new value from the *Status* drop-down list. Otherwise proceed to the next step.
- 7 Click **Save**.

Deleting a Race

This section describes how to delete an existing value on the *Race* field's drop-down list. The *Race* field is located on the Case form.

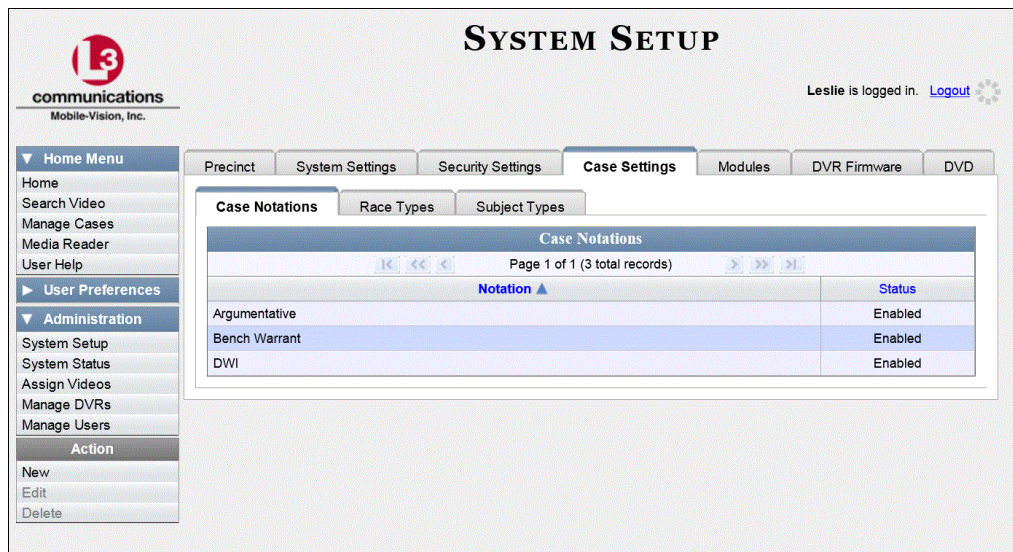
- 1 Go to **Administration** and click **System Setup**. The System Setup page displays.



The screenshot shows the SYSTEM SETUP page with the 'Precinct' tab selected. The page displays a table of precinct information.

Organization Name	Precinct Name ▲	Registration Key
L-3 Communications	trinity	131DD767E1C000E0CAAE02D

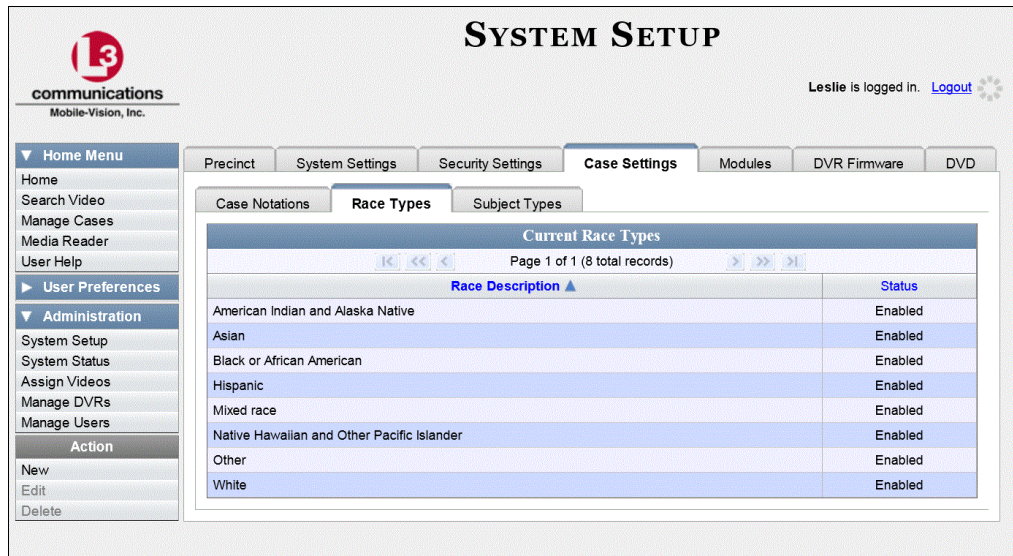
- 2 Click the **Case Settings** tab.



The screenshot shows the SYSTEM SETUP page with the 'Case Settings' tab selected. The page displays a table of case notations.

Notation ▲	Status
Argumentative	Enabled
Bench Warrant	Enabled
DWI	Enabled

- 3 Click the **Race Types** tab. The current list of races displays.



The screenshot shows the 'SYSTEM SETUP' interface. The 'Case Settings' tab is selected, and the 'Race Types' sub-tab is active. A table titled 'Current Race Types' displays a list of race categories, all with a status of 'Enabled'. The table has two columns: 'Race Description' and 'Status'. The rows are: American Indian and Alaska Native, Asian, Black or African American, Hispanic, Mixed race, Native Hawaiian and Other Pacific Islander, Other, and White.

Race Description ▲	Status
American Indian and Alaska Native	Enabled
Asian	Enabled
Black or African American	Enabled
Hispanic	Enabled
Mixed race	Enabled
Native Hawaiian and Other Pacific Islander	Enabled
Other	Enabled
White	Enabled

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



- Click **Yes**. The selected value is removed from the *Race* list.

Activating the Interview Room Module

This section describes how to activate the Interview Room module within DEP. 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 L-3 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 L-3 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 Tab, below
- Procedure 2: Activating Interview Room via the Modules Tab, page 499.

Procedure 1: Activating Interview Room via the Update Tab

This section describes how to activate the Interview Room module. For a description of this module, see the previous section, "Activating the Interview Room Module."

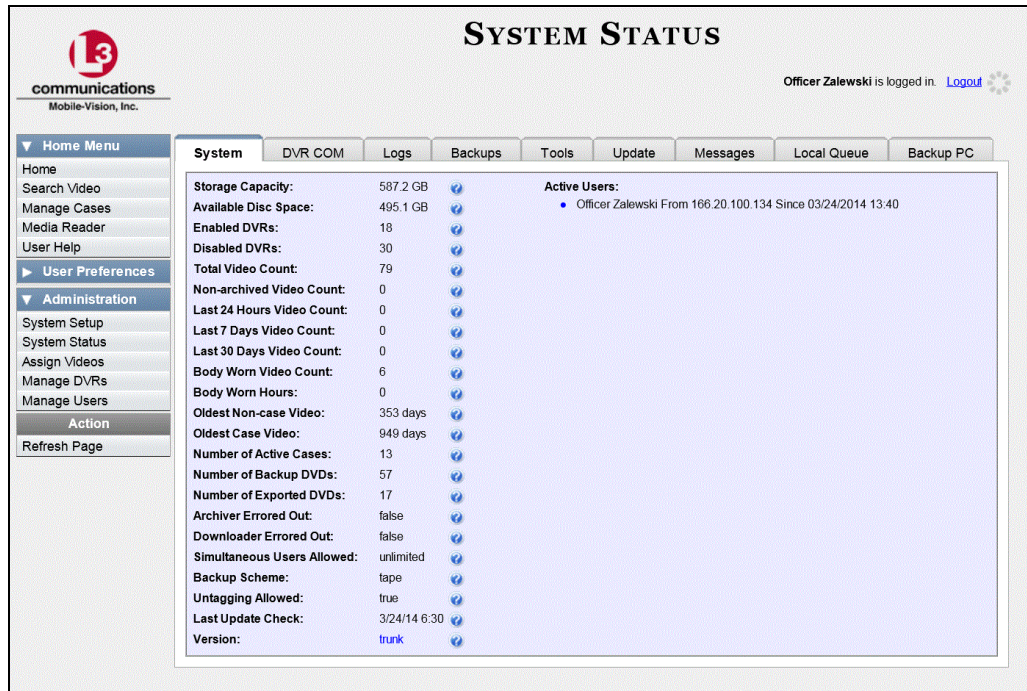
After you perform this task, the system will automatically update the software license that is required to access Interview Room.

Please note that this procedure requires remote access to the L-3 Mobile-Vision update server. If this raises security concerns within your organization, you may wish to use Procedure 2 on page 499 instead.

Before performing this procedure, contact your L-3 Mobile-Vision Sales Representative.

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

(Continued)



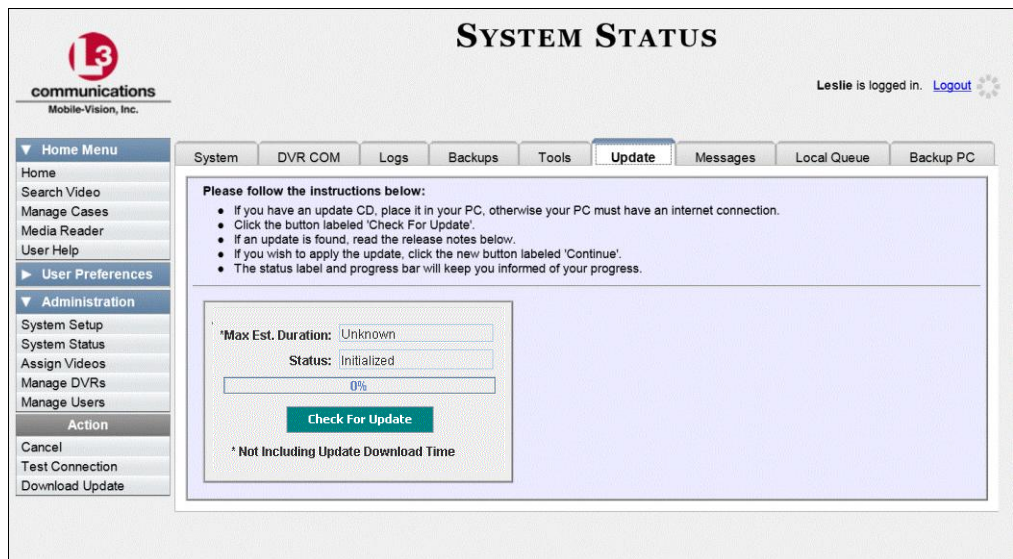
SYSTEM STATUS

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

System | DVR COM | Logs | Backups | Tools | Update | Messages | Local Queue | Backup PC

Storage Capacity:	587.2 GB		Active Users:	
Available Disc Space:	495.1 GB		• Officer Zalewski From 166.20.100.134 Since 03/24/2014 13:40	
Enabled DVRs:	18			
Disabled DVRs:	30			
Total Video Count:	79			
Non-archived Video Count:	0			
Last 24 Hours Video Count:	0			
Last 7 Days Video Count:	0			
Last 30 Days Video Count:	0			
Body Worn Video Count:	6			
Body Worn Hours:	0			
Oldest Non-case Video:	353 days			
Oldest Case Video:	949 days			
Number of Active Cases:	13			
Number of Backup DVDs:	57			
Number of Exported DVDs:	17			
Archiver Errored Out:	false			
Downloader Errored Out:	false			
Simultaneous Users Allowed:	unlimited			
Backup Scheme:	tape			
Untagging Allowed:	true			
Last Update Check:	3/24/14 6:30			
Version:	trunk			

2 Click the **Update** tab.



SYSTEM STATUS

Leslie is logged in. [Logout](#)

System | DVR COM | Logs | Backups | Tools | **Update** | Messages | Local Queue | Backup PC

Please follow the instructions below:

- If you have an update CD, place it in your PC, otherwise your PC must have an internet connection.
- Click the button labeled 'Check For Update'.
- If an update is found, read the release notes below.
- If you wish to apply the update, click the new button labeled 'Continue'.
- The status label and progress bar will keep you informed of your progress.

Max Est. Duration:

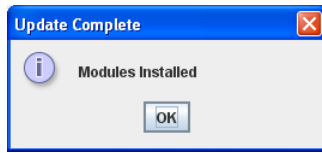
Status:

Check For Update

* Not including Update Download Time

3 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.

4 Click the **Check for Update** button. After a momentary delay, the Update Complete popup displays.



- 5 Click **OK**.
- 6 When the installation is complete, reboot your DEP server *or* contact Technical Support to reboot your DEP server for you. 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.

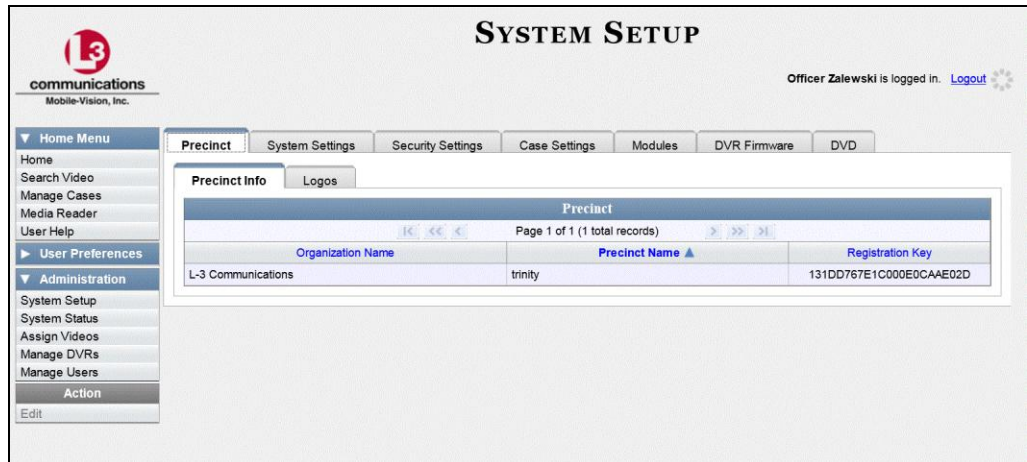
Procedure 2: Activating Interview Room via the Modules Tab

This section describes how to activate the Interview Room module. For a description of this module, see “Activating the Interview Room Module” on page 497.

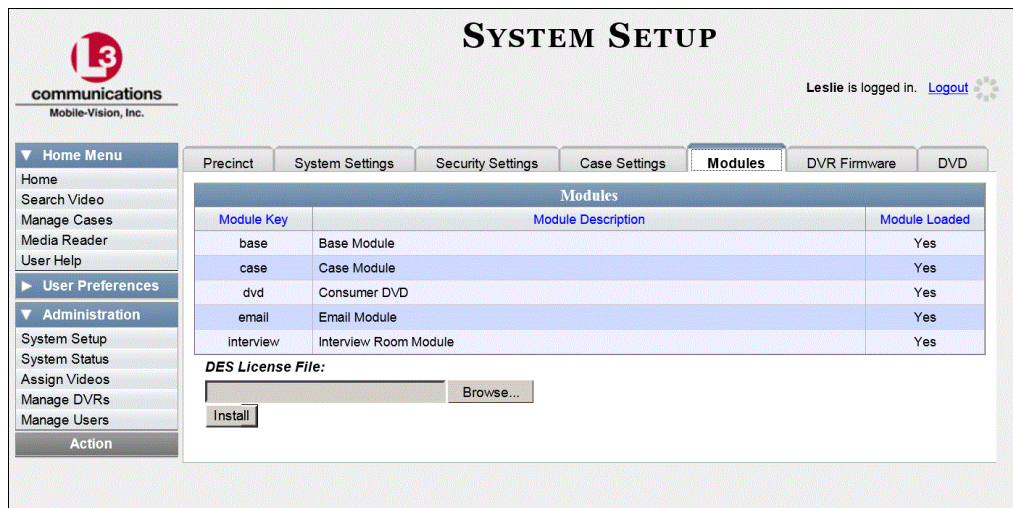
This is one of two procedures used to perform this task. Procedure 1 on page 497 is the simpler, preferred method. Only use Procedure 2 when one of the following conditions applies:

- 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 L-3 Mobile-Vision update server
 - Your L-3 Mobile-Vision Technical Support Engineer instructed you to use Procedure 2.
- 1 Call L-3 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.

(Continued)



- 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 off the application.
- 11 Log back into the application.

Viewing the System Status Page

This section describes how to view the System Status page. This page provides important information and statistics on videos, cases, DVRs, backups, 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.

The screenshot shows the 'SYSTEM STATUS' page. On the left is a navigation menu with 'Administration' expanded. The main content area has tabs for 'System', 'DVR COM', 'Logs', 'Backups', 'Tools', 'Update', 'Messages', 'Local Queue', and 'Backup PC'. The 'System' tab is active, showing a list of system metrics with values and status icons (blue checkmarks). The 'Active Users' section shows 'Officer Zalewski' logged in from 166.20.100.134 since 03/24/2014 13:40.

- 2 If it is not already selected, click the **System** tab, as pictured above. The statuses on this page are described in the following table.

System Status Settings	
Field	Description
Storage Capacity	The total amount of usable space allotted for storing videos on the 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 <i>Enabled</i> .*
Disabled DVRs	The number of disabled DVRs in your fleet. Disabled DVRs have a status of <i>Disabled</i> . They cannot be used to record videos.*

* To view a particular DVR's status, go to **Administration** and click **Manage DVRs**.

System Status Settings (cont'd)	
Field	Description
Total Video Count	The total number of searchable videos on the DEP server.
Non-archived Video Count	The number of videos on the server that have not been burned to DVD yet.
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 VIEVU videos that are currently in the system. VIEVU is a small, wearable DVR.
Oldest Non-case Video	The oldest video on the server that is not attached to a case.
Oldest Case Video	The oldest video on the server that is attached to a case.
Number of Active Cases	The number of cases on the server that have a status of <i>online</i> .
Number of Backup DVDs	The total number of archive DVDs (i.e., <i>Certified Backup Discs</i>) that the system has burned since DEP was installed. This type of disc is burned automatically on a schedule.
Number of Exported DVDs	The total number of export DVDs (i.e., <i>user requested certified copies</i>) that users have requested since DEP was installed. This type of disc is burned manually as needed.
Archiver Errored Out	<p>A true/false display that indicates whether or not there is currently a problem with the archive service. Problems can occur either on the software side (DEP) or hardware side (DVD burner).</p> <ul style="list-style-type: none"> ▪ True. There is an error with the archive service. ▪ False. There is no error with the archive service.
Downloader Errored Out	<p>A true/false display that indicates whether or not there is currently a problem with the transmission of video files from DVR to server:</p> <ul style="list-style-type: none"> ▪ True. There is a video transmission problem. ▪ False. There is no video transmission problem.

System Status Settings (cont'd)	
Field	Description
Simultaneous Users Allowed	The number of DEP users that are allowed on the application at the same time. The value of this field will always be unlimited for DEP users.
Backup Scheme	The current backup scheme: <ul style="list-style-type: none"> ▪ NONE. Backup nothing ▪ ALL. Backup everything ▪ TAPE. Backup everything to a Dell PowerVault tape backup device (optional add-on)
Backup Scheme (cont'd)	<ul style="list-style-type: none"> ▪ CASE. Backup any case video and media ▪ CATEGORY. Backup any video that has a video category that is <i>Backup Enabled</i> ▪ TAGGED. Backup any video that is tagged by a user <p>For assistance in creating a custom backup plan, contact L-3 Mobile-Vision Support.</p>
Untagging Allowed	A true/false display that indicates whether or not users are allowed to remove a tag from a previously tagged video. <ul style="list-style-type: none"> ▪ True. Untagging is allowed. This value will display if the <i>Enable Un-tagging</i> checkbox on the Online Lifecycle tab is selected. ▪ False. Untagging is <i>not</i> allowed. This value will display if the <i>Enable Un-tagging</i> checkbox on the Online Lifecycle tab is deselected.
Version	The version of DEP that you currently have installed. This field also includes a link to the technical Release Notes. Whenever you call L-3 Mobile-Vision Technical Support, please have the current version number on hand.
Last Update Check	The last date and time at which the DEP update service connected to the L-3 Mobile-Vision update server.
Active Users	Information on the user who is currently logged into DEP: <ul style="list-style-type: none"> ▪ User ID ▪ IP address of the PC from which the user logged in ▪ Date and time at which the user last logged in. Time displays in hh:mm 24-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 Product Manuals

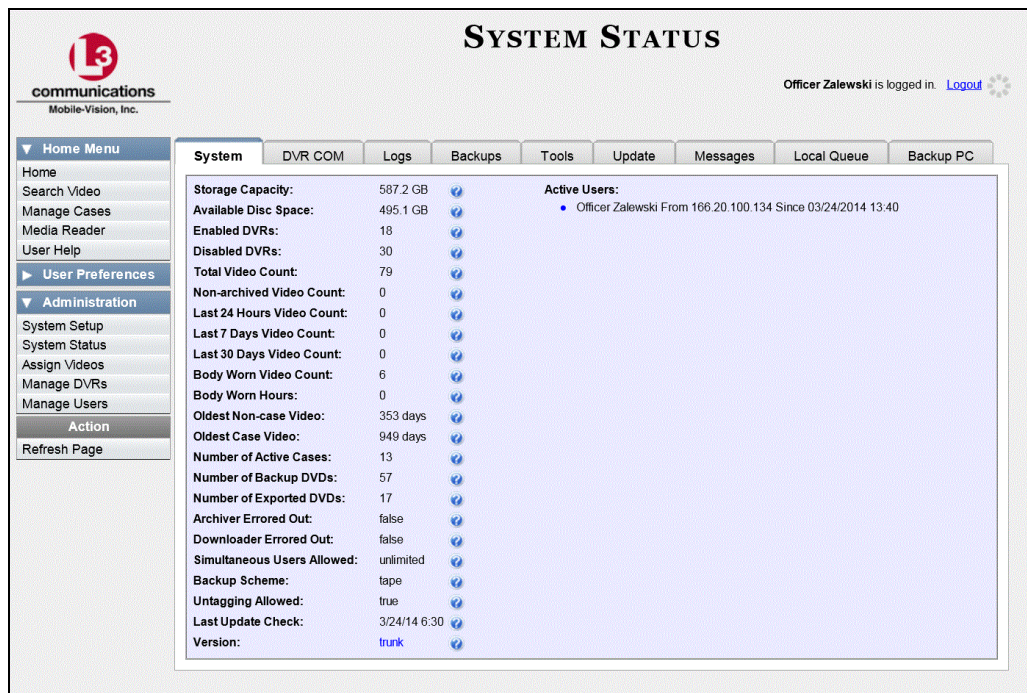
Your L-3 Mobile-Vision Digital Evidence Series System includes documentation for the Flashback DVR and the DEP application, as well as documentation for other Flashback products sold by the company. You can view and/or print these manuals via the **Tools** tab on the System Status page. Depending on a user's assigned permissions, some users may not have access to this function. Therefore you'll need to either print manuals for them *or* email the .pdf files to them.

This procedure requires that you have the Adobe Reader or other .pdf reader software installed on your PC.

Please note that manuals on the **Tools** tab are updated with each software release. If you haven't had a recent software release, you may prefer to download a manual from L-3 Mobile-Vision's *Online Support Center*, which always has the most recent version of any given document:

<http://s6.parature.com/ics/support/default.asp?deptID=16146>

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



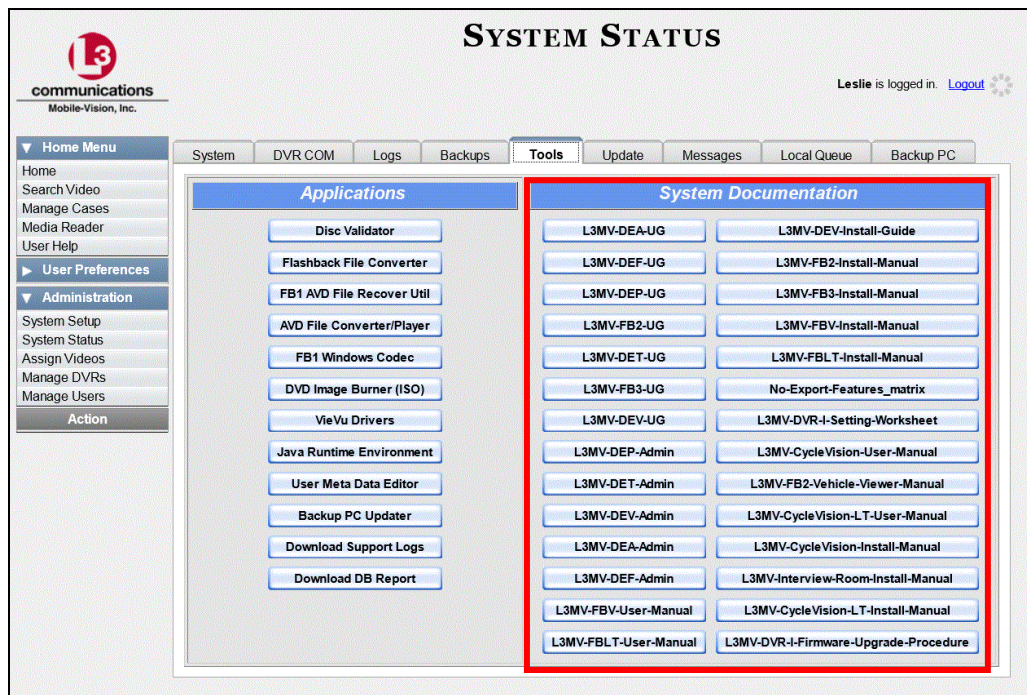
SYSTEM STATUS

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

System | DVR COM | Logs | Backups | Tools | Update | Messages | Local Queue | Backup PC

Storage Capacity:	587.2 GB		Active Users:	
Available Disc Space:	495.1 GB		• Officer Zalewski From 166.20.100.134 Since 03/24/2014 13:40	
Enabled DVRs:	18			
Disabled DVRs:	30			
Total Video Count:	79			
Non-archived Video Count:	0			
Last 24 Hours Video Count:	0			
Last 7 Days Video Count:	0			
Last 30 Days Video Count:	0			
Body Worn Video Count:	6			
Body Worn Hours:	0			
Oldest Non-case Video:	353 days			
Oldest Case Video:	949 days			
Number of Active Cases:	13			
Number of Backup DVDs:	57			
Number of Exported DVDs:	17			
Archiver Errored Out:	false			
Downloader Errored Out:	false			
Simultaneous Users Allowed:	unlimited			
Backup Scheme:	tape			
Untagging Allowed:	true			
Last Update Check:	3/24/14 6:30			
Version:	trunk			

- 2 Click the **Tools** tab. A list of available documentation downloads display in the *System Documentation* column.



SYSTEM STATUS

Leslie is logged in. [Logout](#)

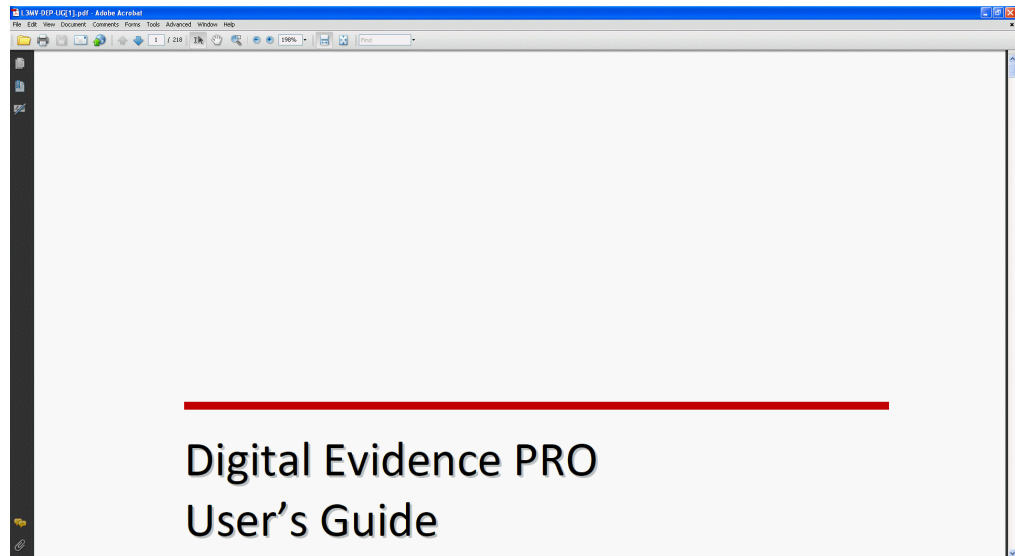
System | DVR COM | Logs | Backups | **Tools** | Update | Messages | Local Queue | Backup PC

Applications	System Documentation
Disc Validator	L3MV-DEA-UG
Flashback File Converter	L3MV-DEV-Install-Guide
FB1 AVD File Recover Util	L3MV-DEF-UG
AVD File Converter/Player	L3MV-FB2-Install-Manual
FB1 Windows Codec	L3MV-DEP-UG
DVD Image Burner (ISO)	L3MV-FB3-Install-Manual
ViVu Drivers	L3MV-FB2-UG
Java Runtime Environment	L3MV-FB3-Install-Manual
User Meta Data Editor	L3MV-DET-UG
Backup PC Updater	L3MV-FBLT-Install-Manual
Download Support Logs	L3MV-FB3-UG
Download DB Report	No-Export-Features_matrix
	L3MV-DEV-UG
	L3MV-DVR-I-Setting-Worksheet
	L3MV-DEP-Admin
	L3MV-CycleVision-User-Manual
	L3MV-DET-Admin
	L3MV-FB2-Vehicle-Viewer-Manual
	L3MV-DEV-Admin
	L3MV-CycleVision-LT-User-Manual
	L3MV-DEA-Admin
	L3MV-CycleVision-Install-Manual
	L3MV-DEF-Admin
	L3MV-Interview-Room-Install-Manual
	L3MV-FBV-User-Manual
	L3MV-CycleVision-LT-Install-Manual
	L3MV-FBLT-User-Manual
	L3MV-DVR-I-Firmware-Upgrade-Procedure

The DEP documentation that may pertain to you (and your officers) is listed in the following table. If your agency has purchased additional L-3 Mobile-Vision products, you may need to print other documents as well.

Documentation	Description	Audience
L3MV-DEP-UG	Digital Evidence Pro (DEP) User's Guide	Non-supervisory users
L3MV-DEP-Admin	Digital Evidence Pro (DEP) Administrator's Guide	System administrators & supervisory users
L3MV-FB3-UG	Flashback3 User Guide	Flashback3 users
L3MV-FB3-Install	Flashback3 Installation Guide	Flashback3 installers

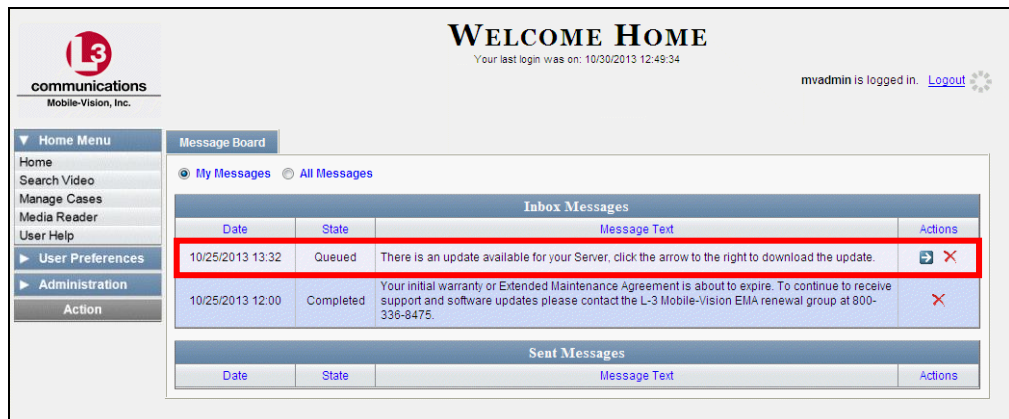
- Click on the appropriate documentation button. The first page of the selected document displays.



- To print this manual, proceed to the next step. Otherwise skip to step 7.
- Press **Ctrl + P**. The Print form displays.
- Select your printer options, then click **OK**. The document is directed to your active printer.
- When you are finished viewing/printing the manual, click the in the upper right corner of the window.

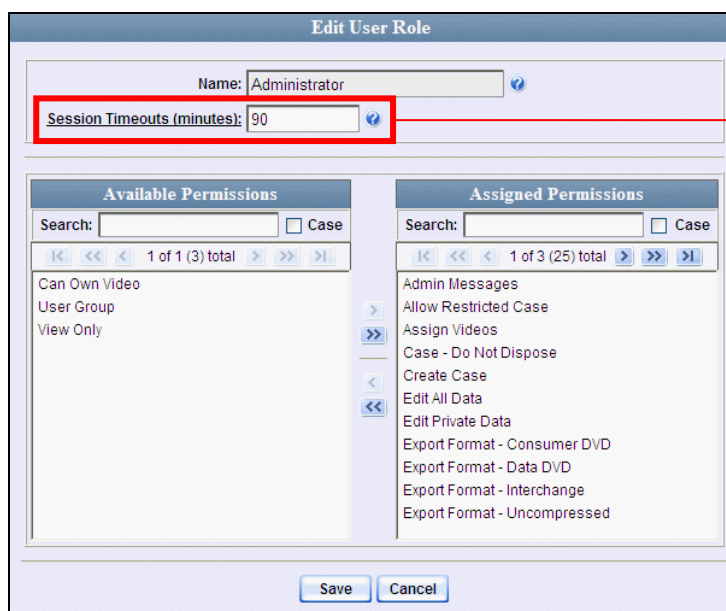
Updating the Application

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 DEP 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 DEP 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 L-3 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.

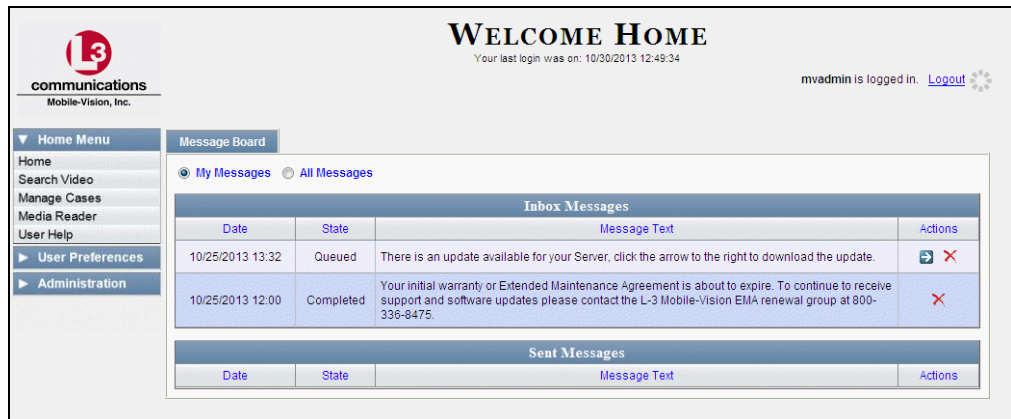


Make sure that this field is set to 60 or higher

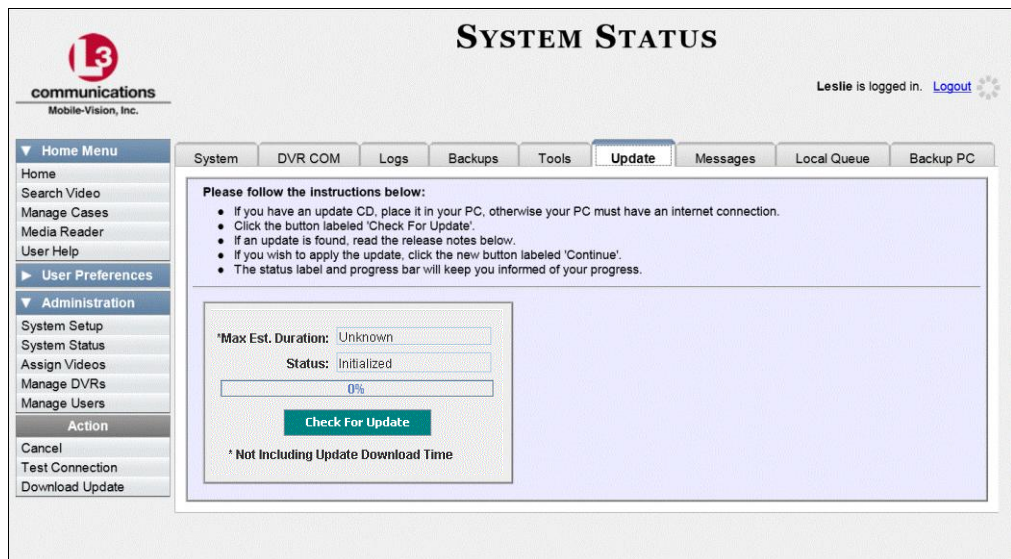
For instructions on changing this setting, see “Changing the Session Timeout Setting” on page 514.

Depending on the size of the update and speed of the network connection, the update process may take up to an hour.

- 1 Make sure the Home page displays. (If necessary, go to  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...*’). The Update page displays.



- 3 Click the **Check for Update** button. The system searches for the new update.

Once the system locates the update, the words “Update Found” will display in the *Status* field, and the technical release notes for the update will display at the bottom of the page.

SYSTEM STATUS

communications
Mobile-Vision, Inc.

mvadmin is logged in. [Logout](#)

System | DVR COM | Logs | Backups | Tools | **Update** | Messages | Local Queue | Backup PC

Please follow the instructions below:

- If you have an update CD, place it in your PC, otherwise your PC must have an internet connection.
- Click the button labeled 'Check For Update'.
- If an update is found, read the release notes below.
- If you wish to apply the update, click the new button labeled 'Continue'.
- The status label and progress bar will keep you informed of your progress.

*Max Est. Duration: 5 (Minutes)

Status: Update Found

0%

Continue

* Not Including Update Download Time

Release 3.4.1 09/15/2011		
ID	Type	Release Notes
5966	Feature	Integrate Body Worn Video DES now supports body worn camera.

Release 3.4 08/09/2011		
ID	Type	Release Notes
6288	Feature	Log 'open' event on case attached media in CoC When an attached media is viewed or opened, it is now logged in CoC
6272	Feature	Integrate new How-To help New system-wide help provides How-To explanations, fully search-able with table of contents.
6181	Feature	Integrate old DVR firmware 2.0.19 Latest DVR firmware now included.
6135	Feature	Add import and export config to manage dvr's Can import/export individual configuration XML files.
6072	Feature	Add color schemes to fi...

4 Click **Continue**. The system begins downloading the update to your PC, which is the first step in the update process.

*Max Est. Duration: 10 (Minutes)

Status: Downloading ...

3%

Continue

* Not Including Update Download Time

Next, the system uploads the update from your PC to the server.

*Max Est. Duration: 10 (Minutes)

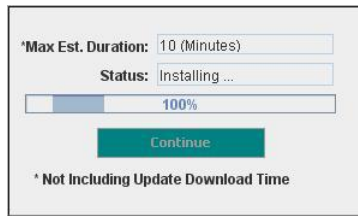
Status: Uploading ...

23%

Continue

* Not Including Update Download Time

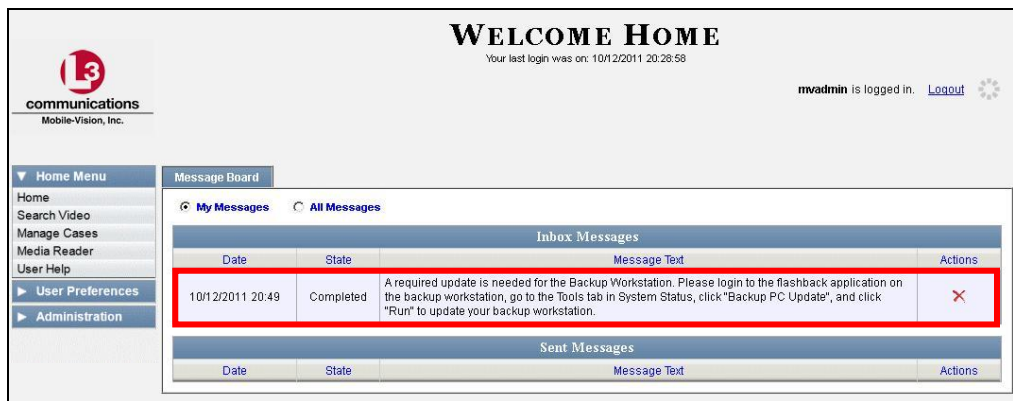
Finally, the system installs the actual application on the server.



When the update is complete, a confirmation message displays.



- 5 Click **OK**.
- 6 Close your browser.
- 7 Login to DEP again.
- 8 Once the Home page displays, look for a new message in your Inbox that says: “A Required update is needed for the Backup Workstation...”

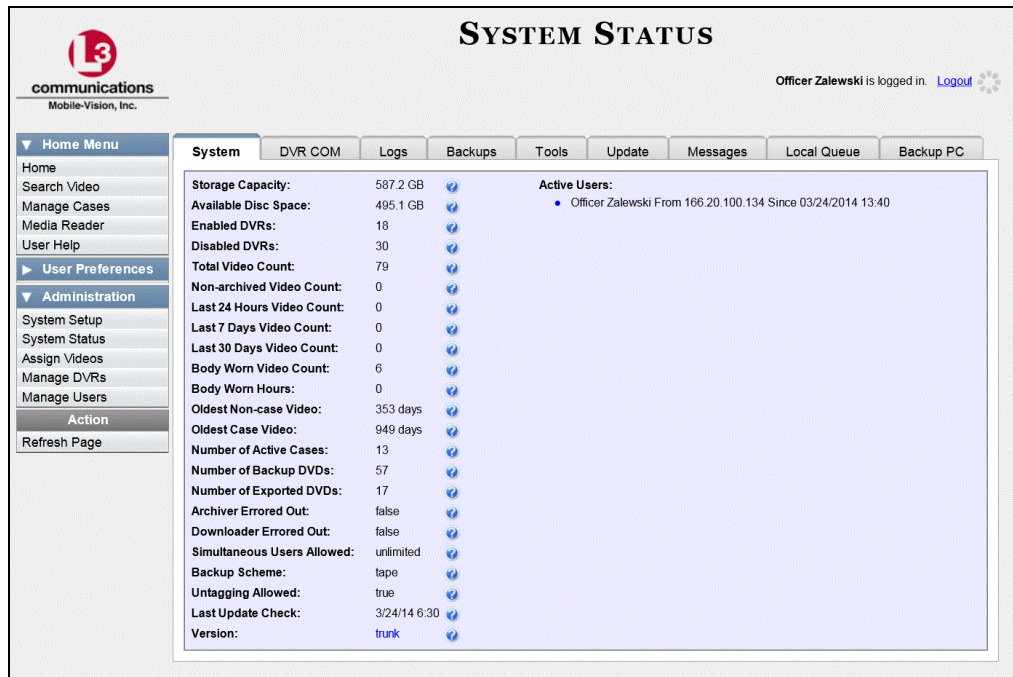


- ⇒ If you see the update message pictured above, it means that you have to update your Backup PC(s) in order for the new DEP update to work properly. Proceed to the next step.
- ⇒ If you do *not* see the update message pictured above, it means that you do *not* have to update your Backup PC(s). **End of Procedure.**

The Backup PC update procedure needs to be performed on the Backup PC itself, so you need to log out of the DEP application now, then log back in from the Backup PC, as described in this section.

- 9 Go to the top right of the Home page and click **Logout**.

- 10 Walk to the Backup PC.
- 11 Login to DEP again from the Backup PC.
- 12 Go to **Administration** and click **System Status**. The System Status page displays.



SYSTEM STATUS

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

communications
Mobile-Vision, Inc.

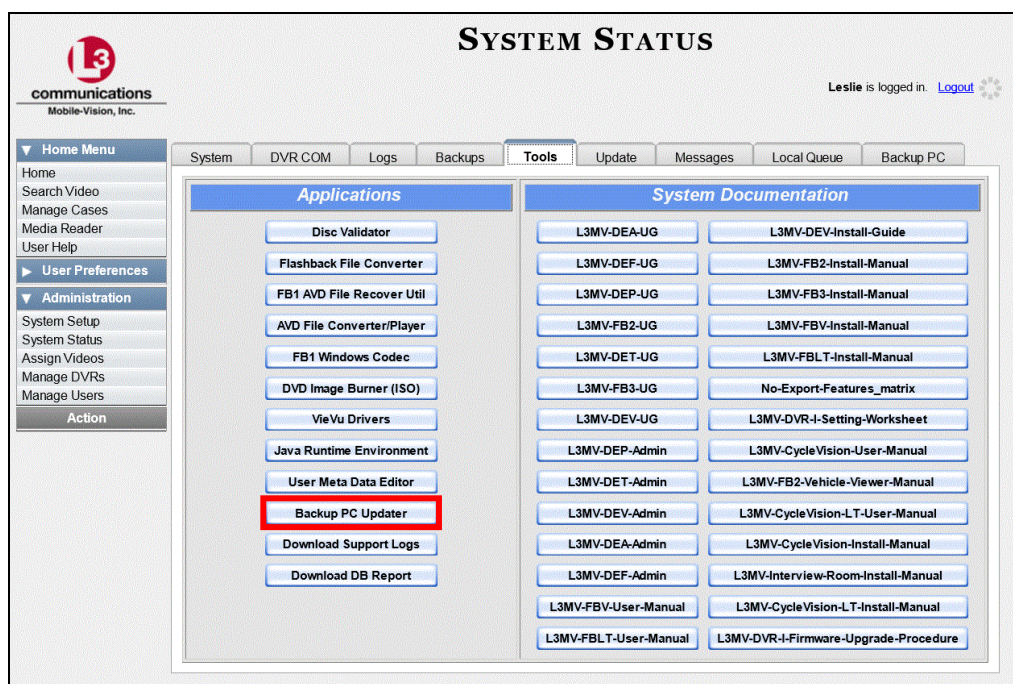
Home Menu
Home
Search Video
Manage Cases
Media Reader
User Help
User Preferences
Administration
System Setup
System Status
Assign Videos
Manage DVRs
Manage Users
Action
Refresh Page

System	DVR COM	Logs	Backups	Tools	Update	Messages	Local Queue	Backup PC
Storage Capacity:	587.2 GB							
Available Disc Space:	495.1 GB							
Enabled DVRs:	18							
Disabled DVRs:	30							
Total Video Count:	79							
Non-archived Video Count:	0							
Last 24 Hours Video Count:	0							
Last 7 Days Video Count:	0							
Last 30 Days Video Count:	0							
Body Worn Video Count:	6							
Body Worn Hours:	0							
Oldest Non-case Video:	353 days							
Oldest Case Video:	949 days							
Number of Active Cases:	13							
Number of Backup DVDs:	57							
Number of Exported DVDs:	17							
Archiver Errored Out:	false							
Downloader Errored Out:	false							
Simultaneous Users Allowed:	unlimited							
Backup Scheme:	tape							
Untagging Allowed:	true							
Last Update Check:	3/24/14 6:30							
Version:	trunk							

Active Users:

- Officer Zalewski From 166.20.100.134 Since 03/24/2014 13:40

- 13 Click the **Tools** tab. An applications list displays on the left of the page.



SYSTEM STATUS

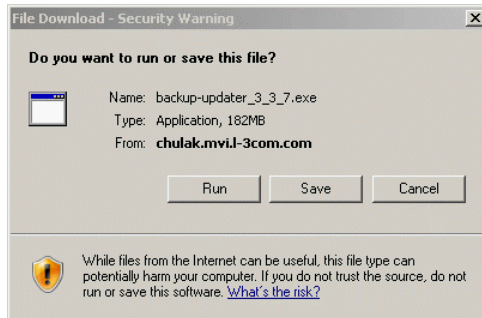
Leslie is logged in. [Logout](#)

communications
Mobile-Vision, Inc.

Home Menu
Home
Search Video
Manage Cases
Media Reader
User Help
User Preferences
Administration
System Setup
System Status
Assign Videos
Manage DVRs
Manage Users
Action

System	DVR COM	Logs	Backups	Tools	Update	Messages	Local Queue	Backup PC
Applications								
Disc Validator								
Flashback File Converter								
FB1 AVD File Recover Util								
AVD File Converter/Player								
FB1 Windows Codec								
DVD Image Burner (ISO)								
VieVu Drivers								
Java Runtime Environment								
User Meta Data Editor								
Backup PC Updater								
Download Support Logs								
Download DB Report								
System Documentation								
L3MV-DEA-UG								
L3MV-DEV-Install-Guide								
L3MV-DEF-UG								
L3MV-FB2-Install-Manual								
L3MV-DEP-UG								
L3MV-FB3-Install-Manual								
L3MV-FB2-UG								
L3MV-FBV-Install-Manual								
L3MV-DET-UG								
L3MV-FBLT-Install-Manual								
L3MV-FB3-UG								
No-Export-Features_matrix								
L3MV-DEV-UG								
L3MV-DVR-I-Setting-Worksheet								
L3MV-DEP-Admin								
L3MV-CycleVision-User-Manual								
L3MV-DET-Admin								
L3MV-FB2-Vehicle-Viewer-Manual								
L3MV-DEV-Admin								
L3MV-CycleVision-LT-User-Manual								
L3MV-DEA-Admin								
L3MV-CycleVision-Install-Manual								
L3MV-DEF-Admin								
L3MV-Interview-Room-Install-Manual								
L3MV-FBV-User-Manual								
L3MV-CycleVision-LT-Install-Manual								
L3MV-FBLT-User-Manual								
L3MV-DVR-I-Firmware-Upgrade-Procedure								

- 14 Go to the *Applications* column and click the **Backup PC Updater** button. A download message displays.

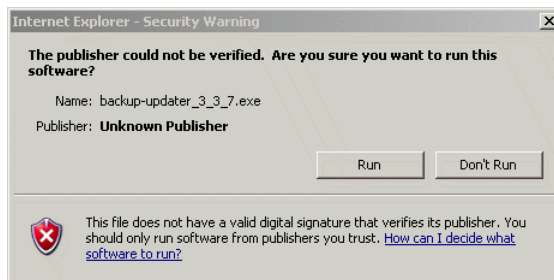


- 15 If you have Windows XP, click **Run**.

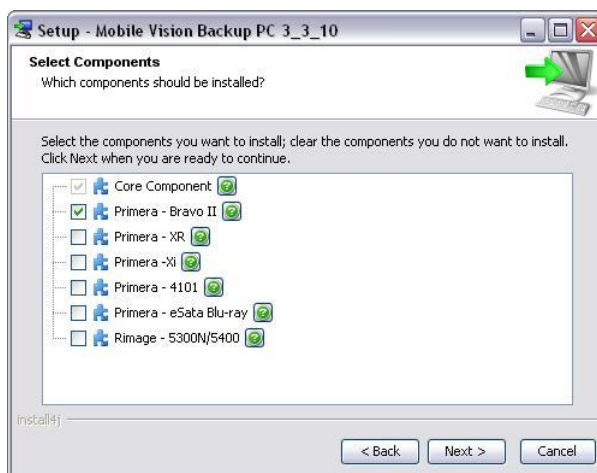
– OR –

If you have Windows 7, click **Actions**→**Run anyway**.

The system copies some files from the server to the Backup PC, after which a security warning displays.



- 16 Click **Run** again. The system prompts you to identify the robotic DVD burner that you are using with this Backup PC.



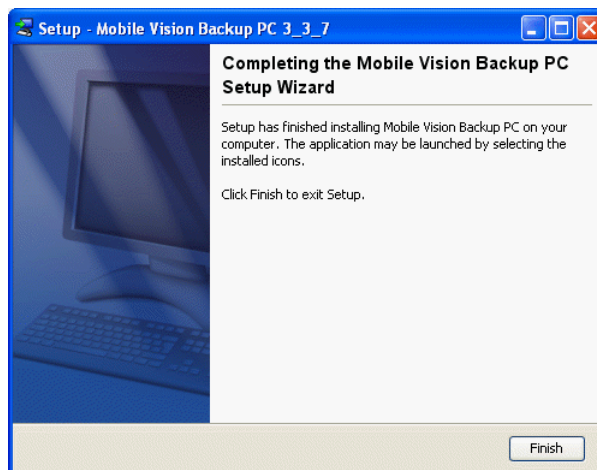
- 17** If you are using a Primera Bravo II (default), proceed to the next step.
– OR –

If you are *not* using a Primera Bravo II, deselect the *Primera Bravo II* checkbox, then select the correct checkbox.

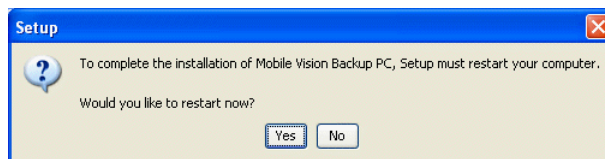


WARNING: If you select more than one DVD burner *or* you select the *wrong* DVD burner, or it could render your Backup PC system temporarily inoperable.

- 18** Click **Next**. The system begins updating your Backup PC. Once the software has been installed on your PC, a confirmation message displays.



- 19** Click **Finish**. The system prompts you to reboot your PC.

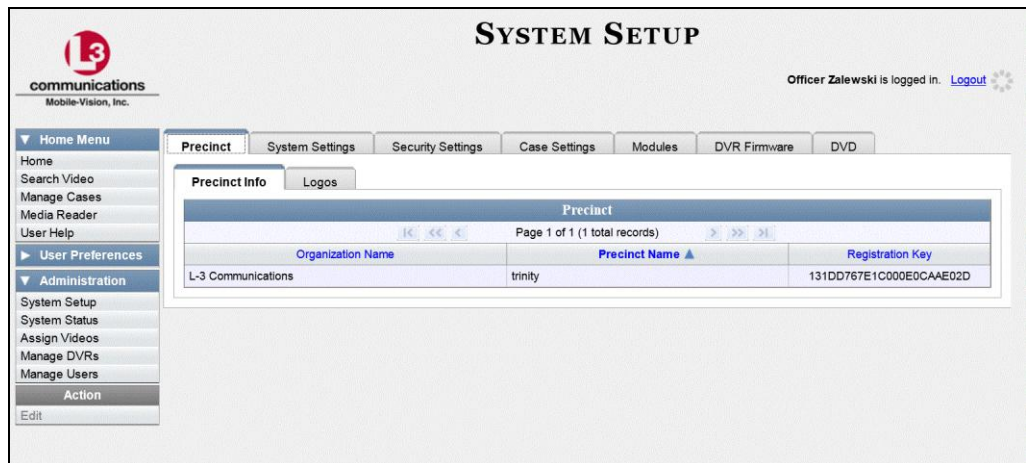


- 20** Close any files that you may have open on your PC, then click **Yes**.
- ⇒ If you have only *one* Backup PC, **End of Procedure**.
 - ⇒ If you have *more than one* Backup PC, log out of DEP and repeat steps 10 – 19 for your other Backup PC(s).

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 DEP application. If a user type will be performing time-intensive tasks, such as restoring cases or manually uploading videos, it's recommended that you set their session timeout to a *minimum* of 60 minutes.

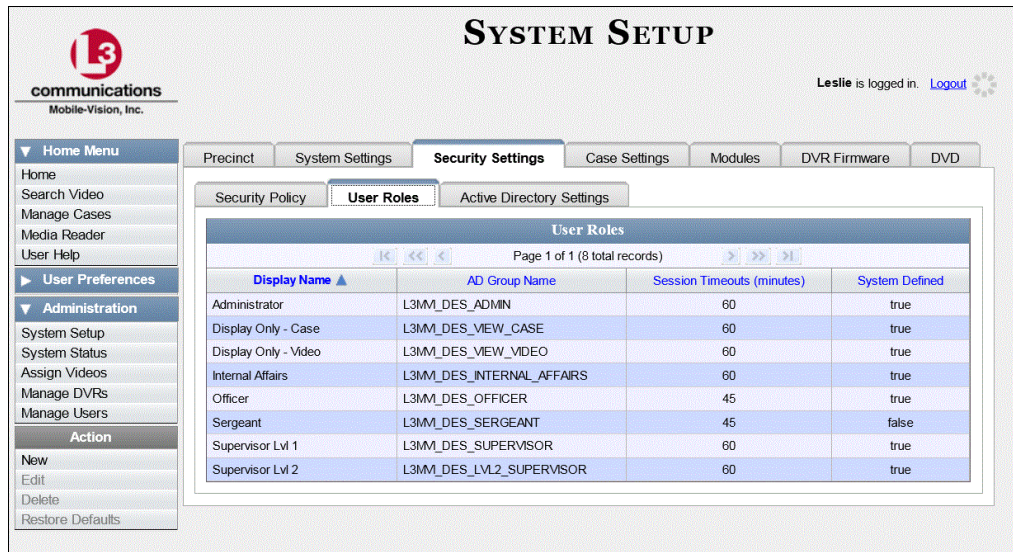
- 1 Go to **Administration** and click **System Setup**. The System Setup page displays.



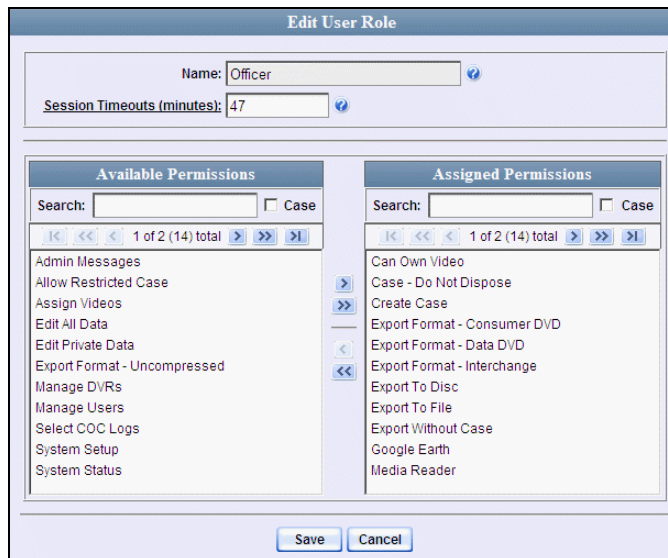
- 2 Click the **Security Settings** tab.



- 3 Click the **User Roles** tab. A list of User Roles displays.



- Right-click on the user type you wish to update, then select **Edit** from the popup menu. The Edit User Role popup displays.



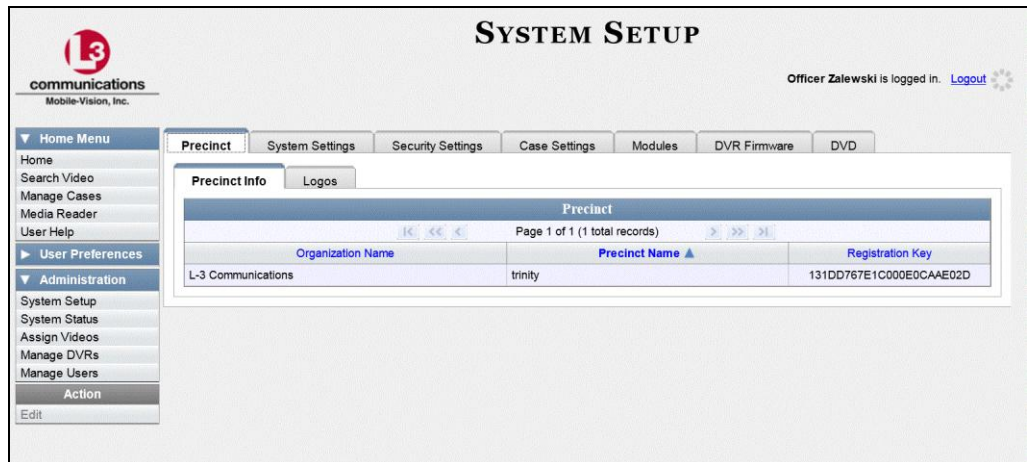
- Go to the *Session Timeouts (minutes)* field and enter the number of minutes you wish to elapse before this user type is automatically logged off the system.
- Click **Save**. A confirmation message displays:

User Role **Sergeant** successfully saved.

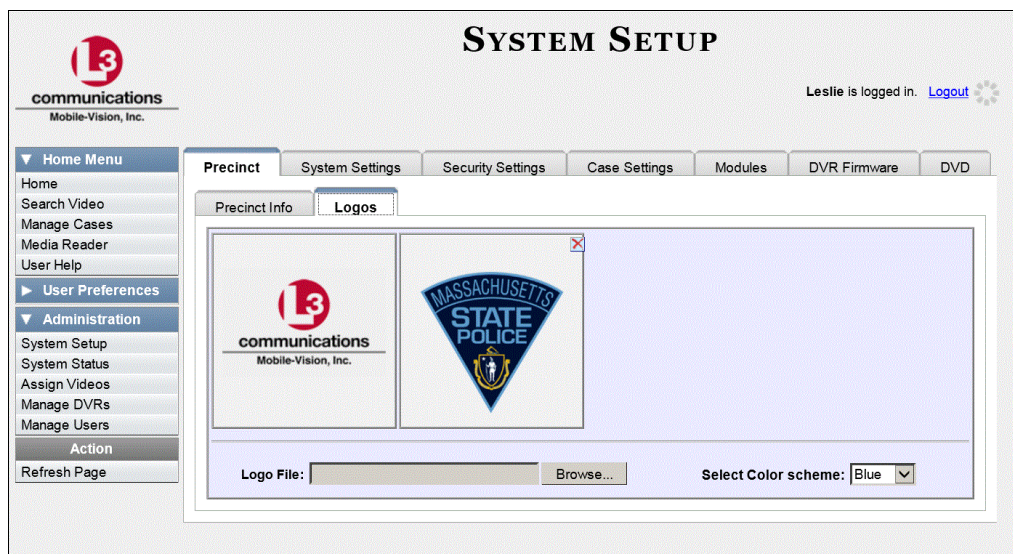
Changing the Application's Color Scheme

This section describes how to change the application's color scheme from the current color to *blue*, *brown*, *green*, or *red*.

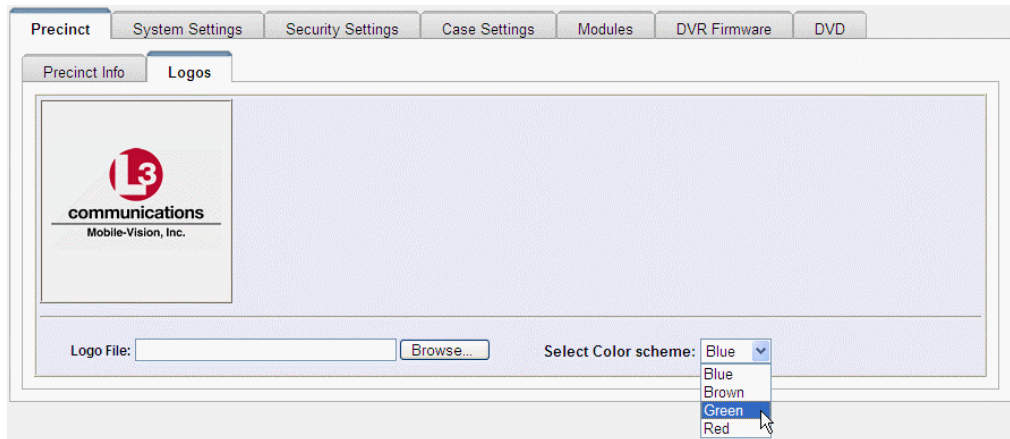
- 1 Go to **Administration** and click **System Setup**. The System Setup page displays.



- 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.

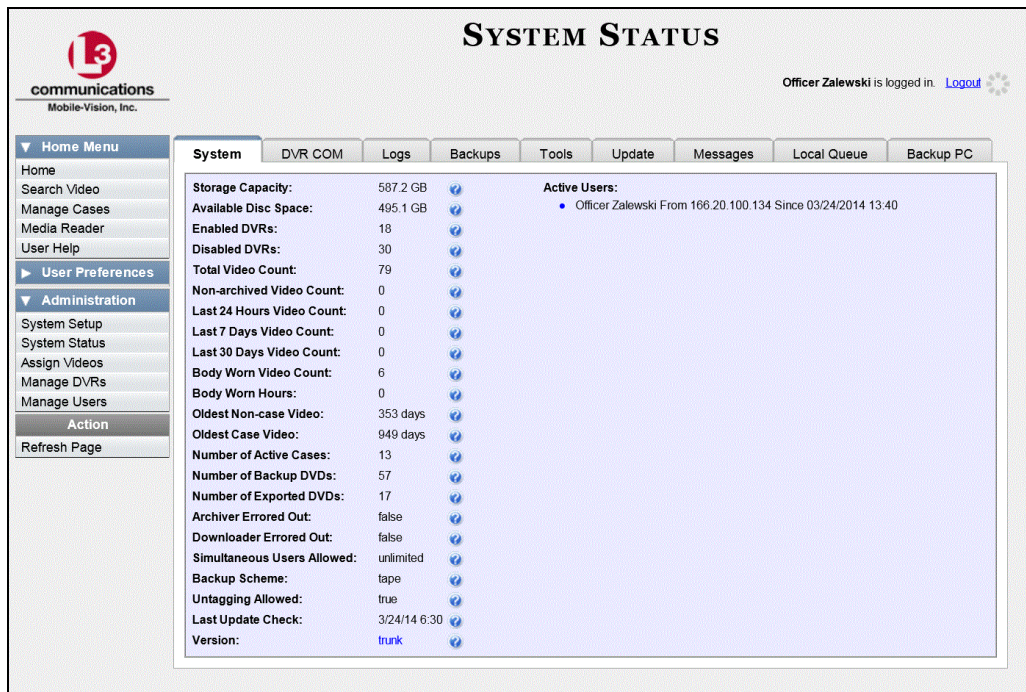


The new color scheme takes effect.

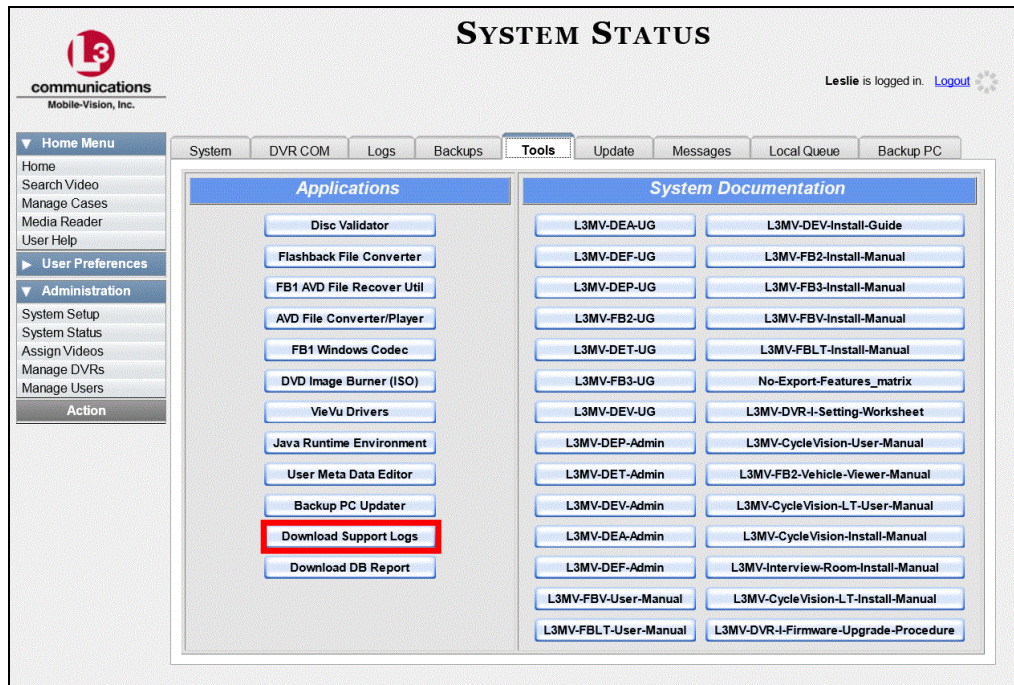
Downloading the Support Logs

This section describes how to download the logs that are used by L-3 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 DEP 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.



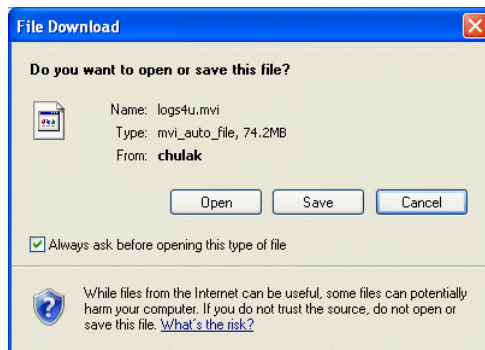
- Click the **Tools** tab. An applications list displays on the left of the page.



- Go to the *Applications* column and click the **Download Support Logs** button. The following message displays.

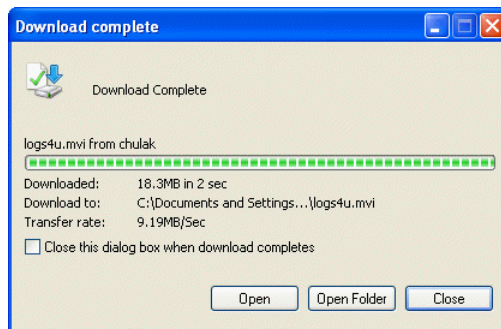
Compressing logs. Please wait

After a delay of a few seconds to a few minutes, a download message displays.



- If you have Windows XP, click **Save**.
– OR –
If you have Windows 7, select **Save As** from the *Save* drop-down list.
- Navigate to the disk drive location where you wish to temporarily store the log file. (You will be emailing or uploading this file to L-3 Mobile-Vision.)

- 6 Click **Save**. The system copies the logs4u.mvi file to the selected location. If a confirmation message displays, click **Close**.



- 7 Using the email address provided by your Technical Support Engineer, send the **logs4u.mvi** file to L-3 Mobile-Vision as an email attachment.

– OR –

Upload the file to L-3 Mobile-Vision as per your Technical Service Engineer's instructions.

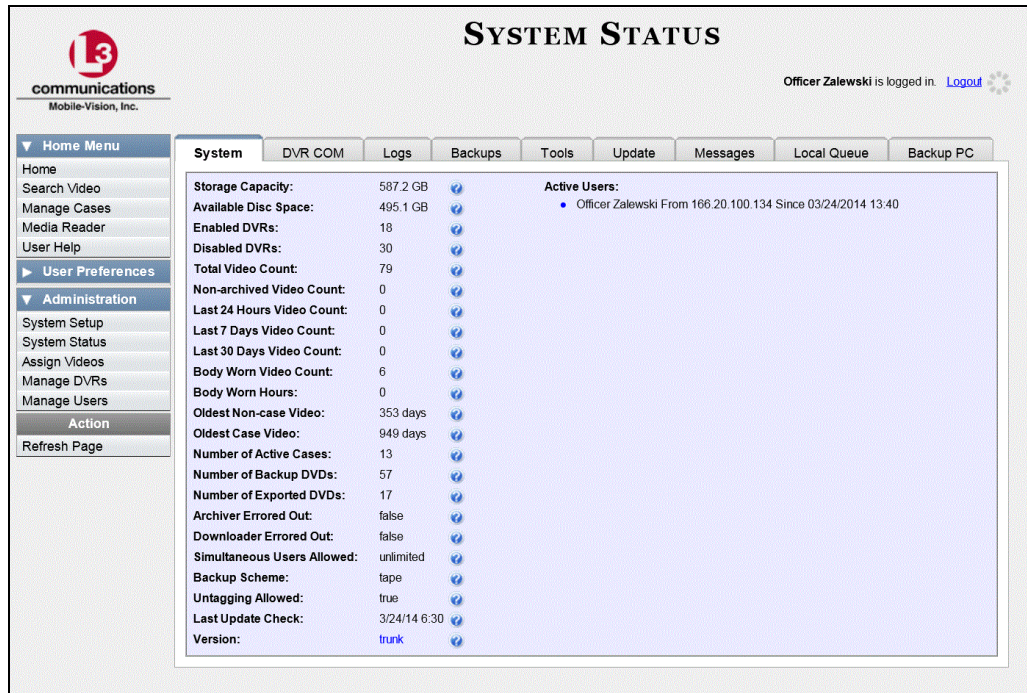
Downloading the Java Runtime Environment (JRE) Application

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 DEP as a convenience. For the most current version of JRE, you can also download this application from:

<http://www.oracle.com/technetwork/java/javase/downloads/index.html>

- 1 Save and close any open PC files/applications other than DEP.
- 2 Go to **Administration** and click **System Status**. The System Status page displays.

(Continued)



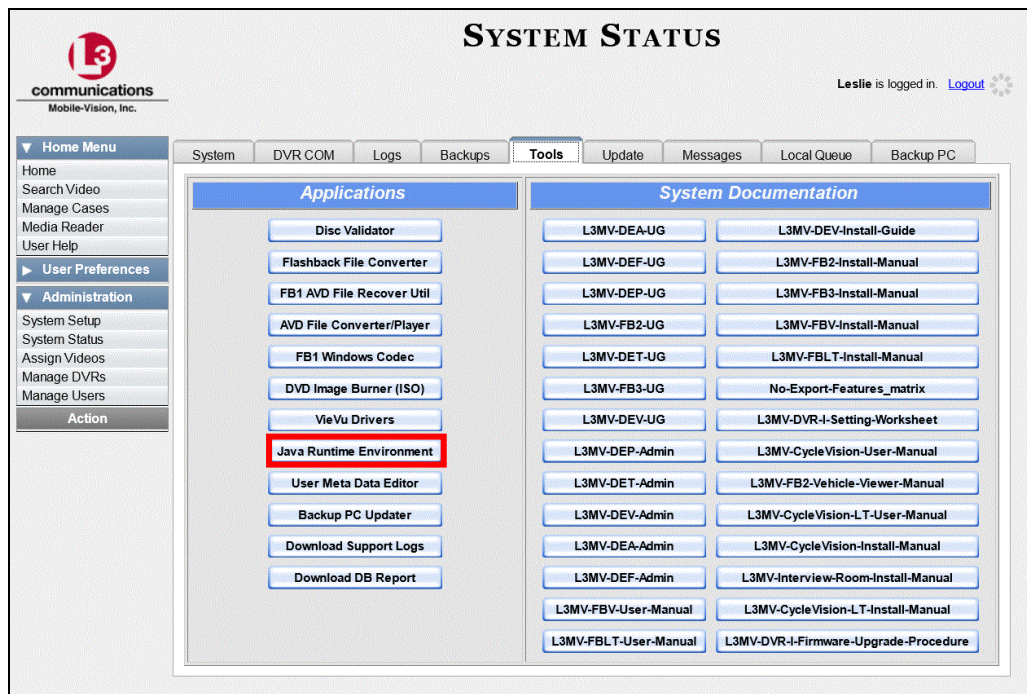
SYSTEM STATUS

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

System | DVR COM | Logs | Backups | Tools | Update | Messages | Local Queue | Backup PC

Storage Capacity:	587.2 GB		Active Users:	
Available Disc Space:	495.1 GB		• Officer Zalewski From 166.20.100.134 Since 03/24/2014 13:40	
Enabled DVRs:	18			
Disabled DVRs:	30			
Total Video Count:	79			
Non-archived Video Count:	0			
Last 24 Hours Video Count:	0			
Last 7 Days Video Count:	0			
Last 30 Days Video Count:	0			
Body Worn Video Count:	6			
Body Worn Hours:	0			
Oldest Non-case Video:	353 days			
Oldest Case Video:	949 days			
Number of Active Cases:	13			
Number of Backup DVDs:	57			
Number of Exported DVDs:	17			
Archiver Errored Out:	false			
Downloader Errored Out:	false			
Simultaneous Users Allowed:	unlimited			
Backup Scheme:	tape			
Untagging Allowed:	true			
Last Update Check:	3/24/14 6:30			
Version:	trunk			

3 Click the **Tools** tab.



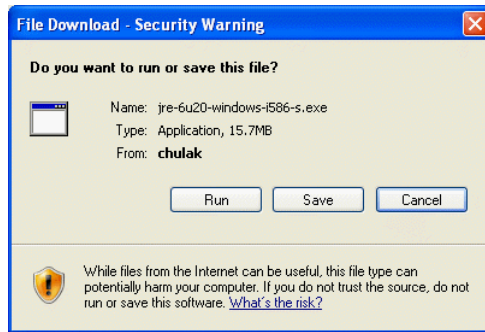
SYSTEM STATUS

Leslie is logged in. [Logout](#)

System | DVR COM | Logs | Backups | **Tools** | Update | Messages | Local Queue | Backup PC

Applications	System Documentation
Disc Validator	L3MV-DEA-UG
Flashback File Converter	L3MV-DEV-Install-Guide
FB1 AVD File Recover Util	L3MV-DEF-UG
AVD File Converter/Player	L3MV-DEP-UG
FB1 Windows Codec	L3MV-FB2-UG
DVD Image Burner (ISO)	L3MV-FB3-UG
ViVu Drivers	L3MV-DET-UG
Java Runtime Environment	L3MV-FB3-UG
User Meta Data Editor	No-Export-Features_matrix
Backup PC Updater	L3MV-DEV-UG
Download Support Logs	L3MV-DVR-I-Setting-Worksheet
Download DB Report	L3MV-DEP-Admin
	L3MV-CycleVision-User-Manual
	L3MV-DET-Admin
	L3MV-FB2-Vehicle-Viewer-Manual
	L3MV-DEV-Admin
	L3MV-CycleVision-LT-User-Manual
	L3MV-DEA-Admin
	L3MV-CycleVision-Install-Manual
	L3MV-DEF-Admin
	L3MV-Interview-Room-Install-Manual
	L3MV-FBV-User-Manual
	L3MV-CycleVision-LT-Install-Manual
	L3MV-FBLT-User-Manual
	L3MV-DVR-I-Firmware-Upgrade-Procedure

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.

User Roles

DEP 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 in to DEP, the system will grant him access to the various system functions according to his assigned user role. If desired, you may also grant certain users access to additional permissions above and beyond what is included in their assigned user role. For example, if you want *only one* of your officers to be able to burn Consumer DVDs, you might assign that user the role of *Officer* **and** two additional permissions: *Consumer DVD Format*, and *Burn to Disk*.

Password Rules

To further enhance your application security, DEP 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 542.

Assigning Permissions

As previously discussed, 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, page 3
- System-Defined User Roles, page 524
- Custom User Roles, page 531
- Assigning Permissions to a User, page 540.

System-Defined User Roles

System-Defined User Roles are the pre-defined user groups that come standard with DEP. These include:

- Officer
- Display-only Case
- Display-only Video
- Supervisor
- Supervisor Lvl 2
- Internal Affairs
- System 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 3
- Default Permissions for System-Defined User Roles, below
- Changing the Settings for a System-Defined User Role, page 526
- Restoring a System-Defined User Role to its Default Settings, page 529.

Default Permissions for System-Defined User Roles

This section lists the default permissions for the system-defined user roles that come standard with DEP. For more on user roles, refer to this chapter's introduction and/or "System-Defined User Roles" above.

System Administrator							
Display-only Case							
Display-only Video							
Internal Affairs							
Officer							
Supervisor							
Supervisor Lvl 2							
Name of Permission	Allows the User to...						
Admin Messages	Access administrator messages	✓					✓
Assign Videos	Access the Assign Video menu	✓					✓
Can Own Video	Own system video	✓	✓	✓	✓		
Do Not Dispose	Flag a case so that it never gets deleted	✓	✓	✓	✓		✓
Create Case	Enter a new case record	✓	✓	✓	✓		✓
Allow Restricted Case	Enter a <i>restricted</i> case record				✓		✓
Search Cases	Search public case records	✓	✓	✓	✓		✓
Export Without Case	Export video that is not linked to any case	✓	✓	✓	✓		✓
Edit All Data	View/edit all video and cases, including restricted cases						✓
Edit Private Data	View/edit video and cases that are marked as <i>private</i>	✓	✓		✓		✓
Consumer DVD Format	Export video to a Consumer DVD disc	✓	✓	✓	✓		✓
Data DVD Format	Export video and cases to a Data DVD disc	✓	✓	✓	✓		✓
Interchange Format	Export video to an .MP4 (FB2) or .AVI (FB1) file	✓	✓	✓	✓		✓
Uncompressed Format	Export video to digital video (DV) and MP4 formats						✓
To Disk	Export video and cases to a DVD disc	✓	✓	✓	✓		✓
To File	Export video and cases to a .ZIP or .ISO file	✓	✓	✓	✓		✓
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	✓	✓	✓	✓		✓
Reactivate Video	Restore videos and cases from DVD backups	✓	✓	✓	✓		✓
Search Videos	Search public video records	✓	✓	✓	✓	✓	✓
Select CoC Logs	Select type of info that will display on Chain of Custody Rpt				✓		✓
System Setup	Access the System Setup menu (system administrators only)						✓
System Status	Access the System Status menu	✓					✓
User Group	Have other users assigned to him. This limits the user's video searches to 1) public videos and 2) videos owned by users in his group.	✓	✓	✓			
View Only	View, but not edit, system data		✓	✓		✓	✓
View Data Logs	View video and case logs			✓	✓		✓

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 DEP:

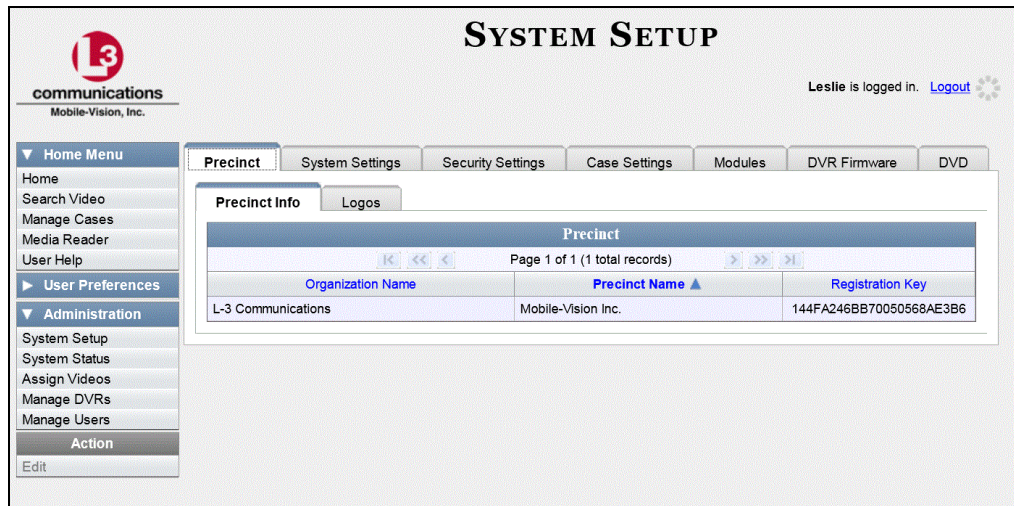
- Officer
- View-only Case
- View-only Video
- Supervisor
- Supervisor Lvl 2
- Internal Affairs
- System Administrator.

You can change a user role's *session timeout setting* and/or its *permissions*, as described below.

- Session Timeout.* The *session timeout* setting is the number of idle-time minutes that must pass before the system automatically logs a user off the system. If a user type will be performing time-intensive tasks, such as restoring cases or manually uploading videos, 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 3.

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 531 instead.

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



SYSTEM SETUP

communications
Mobile-Vision, Inc.

Leslie is logged in. [Logout](#)

[Precinct](#) | [System Settings](#) | [Security Settings](#) | [Case Settings](#) | [Modules](#) | [DVR Firmware](#) | [DVD](#)

[Precinct Info](#) | [Logos](#)

Precinct		
Organization Name	Precinct Name ▲	Registration Key
L-3 Communications	Mobile-Vision Inc.	144FA246BB70050568AE3B6

Page 1 of 1 (1 total records)

- 2 Click the **Security Settings** tab.



SYSTEM SETUP

communications
Mobile-Vision, Inc.

Leslie is logged in. [Logout](#)

Precinct System Settings **Security Settings** Case Settings Modules DVR Firmware DVD

Security Policy User Roles Active Directory Settings

Verify password has a numeric character: ?

Verify password has an alpha character: ?

Verify password has an uppercase character: ?

Verify password has a special character: ?

Verify password is not a commonly used password: ?

Disable account on the 3rd failed login attempt: ?

Verify password has not been used recently: ?

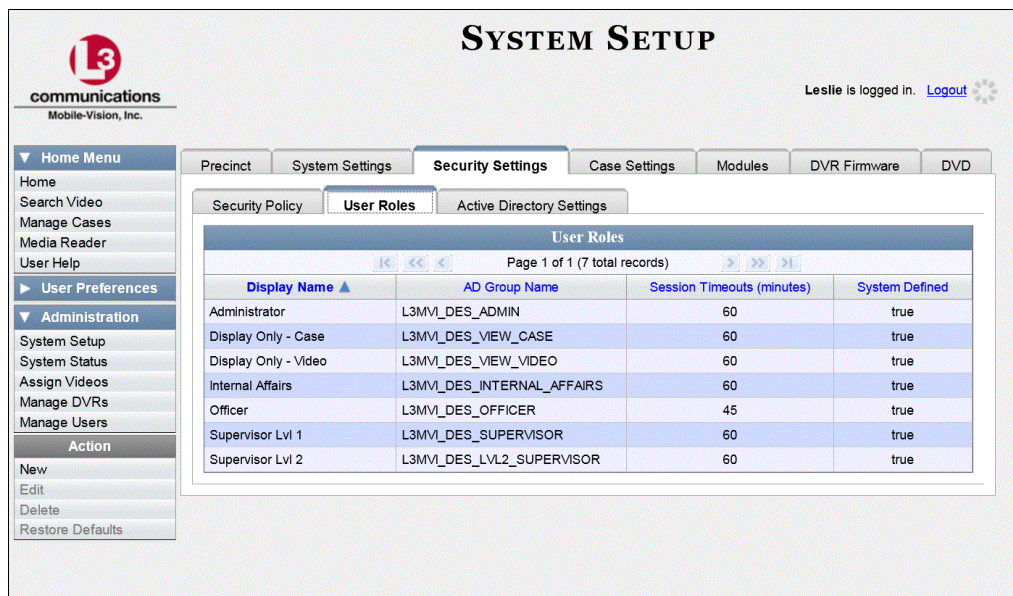
The number of passwords to save in history per user: ?

Verify password length: ?

Required number of characters for password: ?

Video visibility for auto-created Officers: ?

- 3 Click the **User Roles** tab. The User Roles form displays.



SYSTEM SETUP

communications
Mobile-Vision, Inc.

Leslie is logged in. [Logout](#)

Precinct System Settings **Security Settings** Case Settings Modules DVR Firmware DVD

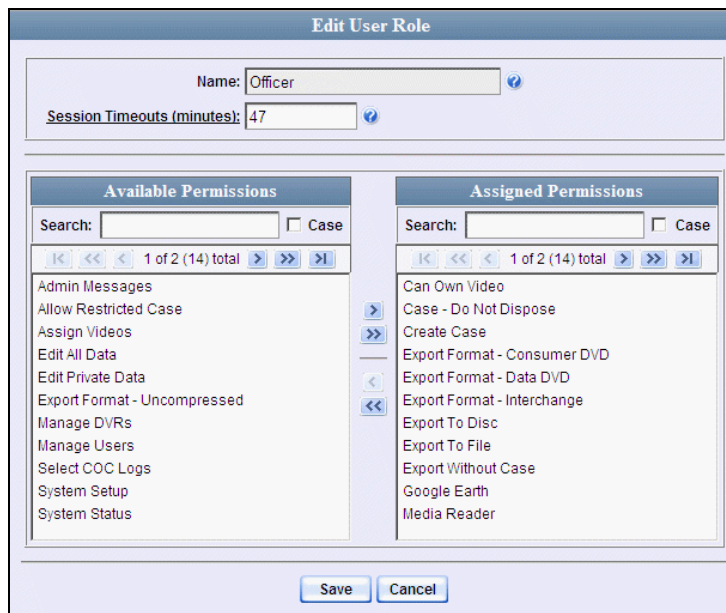
Security Policy **User Roles** Active Directory Settings



User Roles

Page 1 of 1 (7 total records)

Display Name ▲	AD Group Name	Session Timeouts (minutes)	System Defined
Administrator	L3MVI_DES_ADMIN	60	true
Display Only - Case	L3MVI_DES_VIEW_CASE	60	true
Display Only - Video	L3MVI_DES_VIEW_VIDEO	60	true
Internal Affairs	L3MVI_DES_INTERNAL_AFFAIRS	60	true
Officer	L3MVI_DES_OFFICER	45	true
Supervisor Lvl 1	L3MVI_DES_SUPERVISOR	60	true
Supervisor Lvl 2	L3MVI_DES_LVL2_SUPERVISOR	60	true

- 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 526), 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 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. For example, if you selected **Export Format-Consumer DVD** but neglected to select

Export to Disc as well, the system will prompt you to add the latter permission, as you can't burn a Consumer DVD unless you have disc-burning permission.

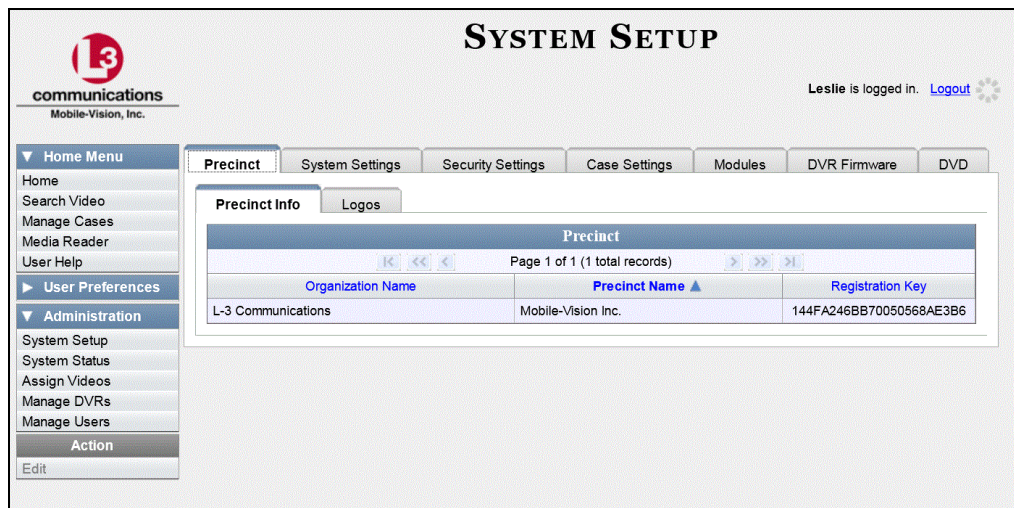
Once you've saved the user role without any errors, a confirmation message displays.

User Role **Officer** 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.



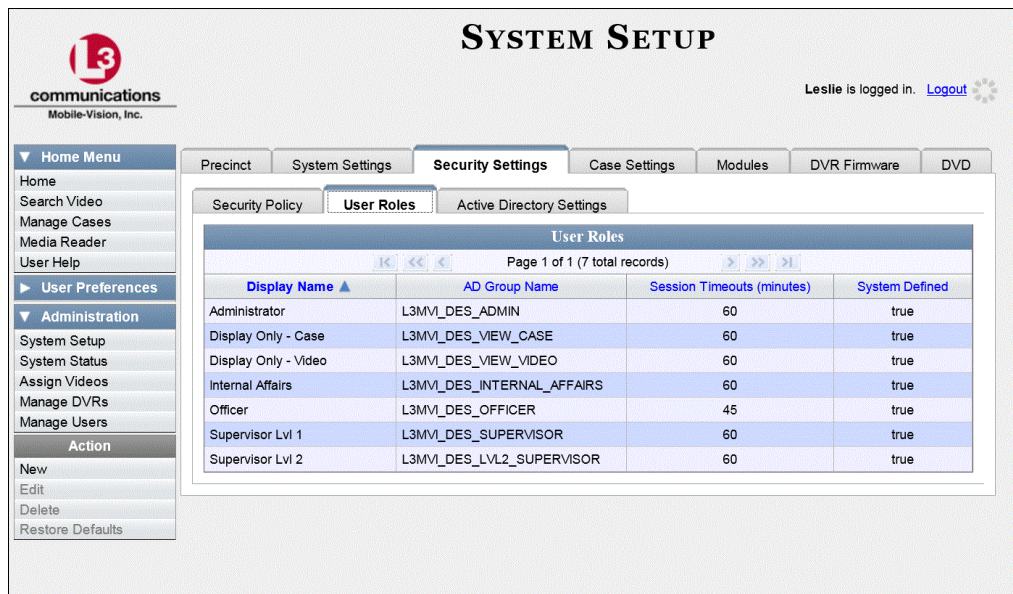
Precinct		
Organization Name	Precinct Name ▲	Registration Key
L-3 Communications	Mobile-Vision Inc.	144FA246BB70050568AE3B6

- 2 Click the **Security Settings** tab.

(Continued)



- 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 seven default names*. As with system-defined user roles, you can add or remove permissions from custom user roles as desired. For a list of permissions, see “Permissions for User Roles” in the table on page 3.

For specific instructions, see:

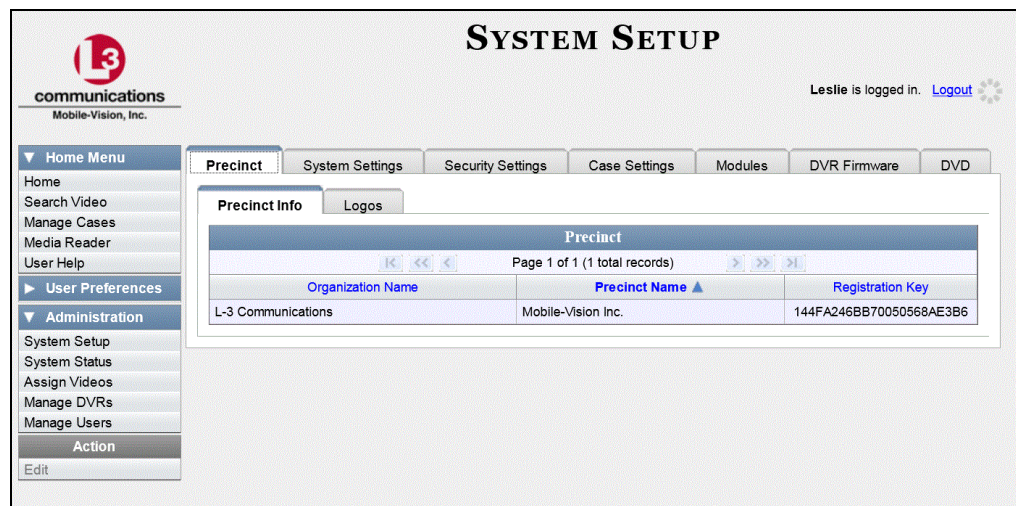
- Adding a Custom User Role, below
- Changing a Custom User Role, page 535
- Deleting a Custom User Role, page 538.

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 DEP, as described in “Changing the Settings for a System-Defined User Role” on page 526.

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

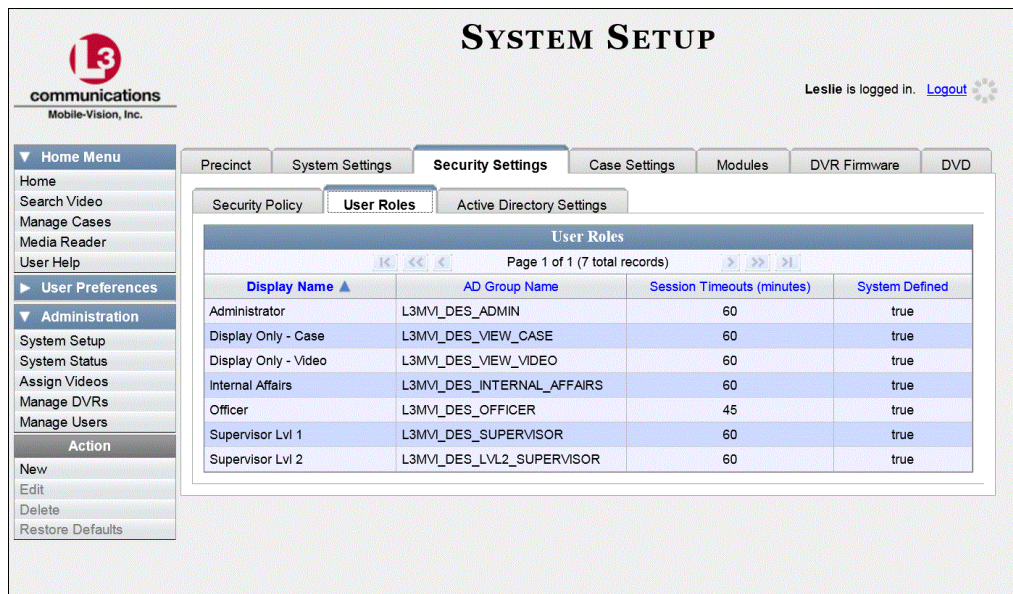


- 2 Click the **Security Settings** tab.

* Officer, View-only Case, View-only Video, Supervisor, Supervisor Lvl 2, Internal Affairs, and System Administrator



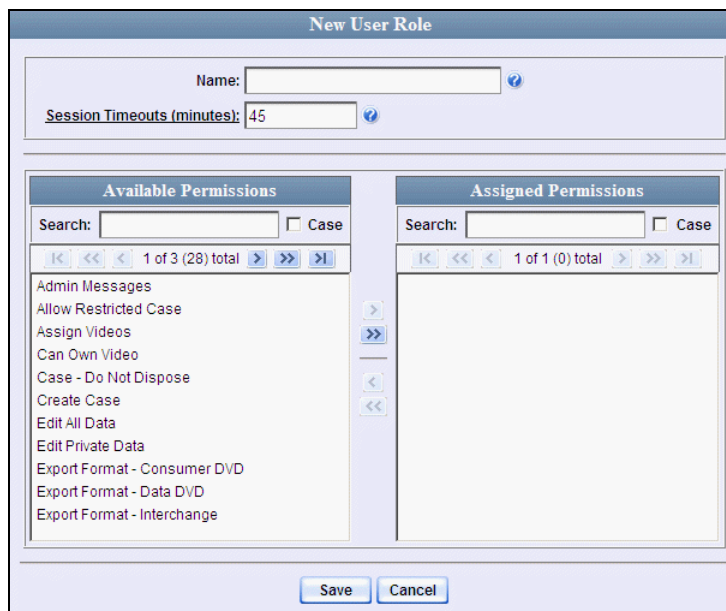
3 Click the **User Roles** tab. The User Roles form displays.



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

User Roles	
Column	Description
Display Name	The name of this user role. The <i>system-defined</i> user role names never change. They are: <ul style="list-style-type: none"> ▪ Administrator ▪ Display Only – Case ▪ Display Only – Video ▪ Internal Affairs ▪ Officer ▪ Supervisor ▪ 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 DEP 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 <i>not</i> system-defined (i.e., it is <i>user-defined</i>)

4 Go to the **Action** column and click **New**. The New User Role form displays.



- 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 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 3.

- 9 Once you've highlighted the desired permissions, click the  icon located between the two columns. The selected permissions display in the right column (Assigned Permissions).
- 10 Click **Save**. The system analyzes your selections to make sure that they are logical. If there are any problems, the system will prompt you to make another selection. For example, if you selected **Export Format-Consumer DVD** but neglected to select **Export to Disc** as well, the system will prompt you to add the latter permission, as you can't burn a Consumer DVD unless you have disc-burning permission.

Once you've saved the user role without any errors, a confirmation message displays.

User Role **Sergeant** successfully created.

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

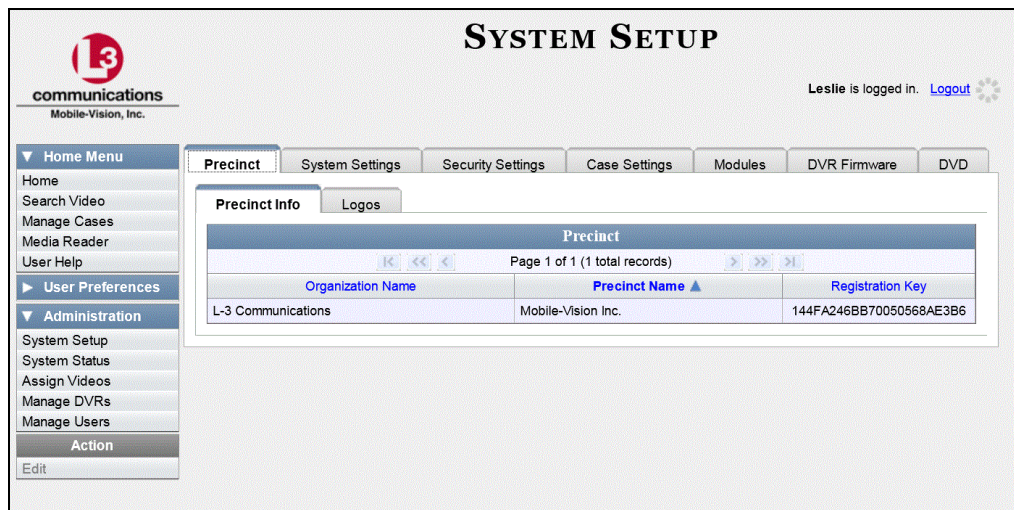
Changing a Custom User Role

This section describes how to update a custom user role. You can change the following information:

- User Role Name*
- Session Timeout*. The *session timeout* setting is the number of idle-time minutes that must pass before the system automatically logs a user off the system.
- Permissions*. A user role's *permissions* determine what system functions a user will or will not be able to access. You can add/remove any number of permissions to/from a selected user role. For a list of permissions, see "Permissions for User Roles" in the table on page 3.

For more on user roles, refer to this chapter's introduction and/or "Custom User Roles" on page 531.

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

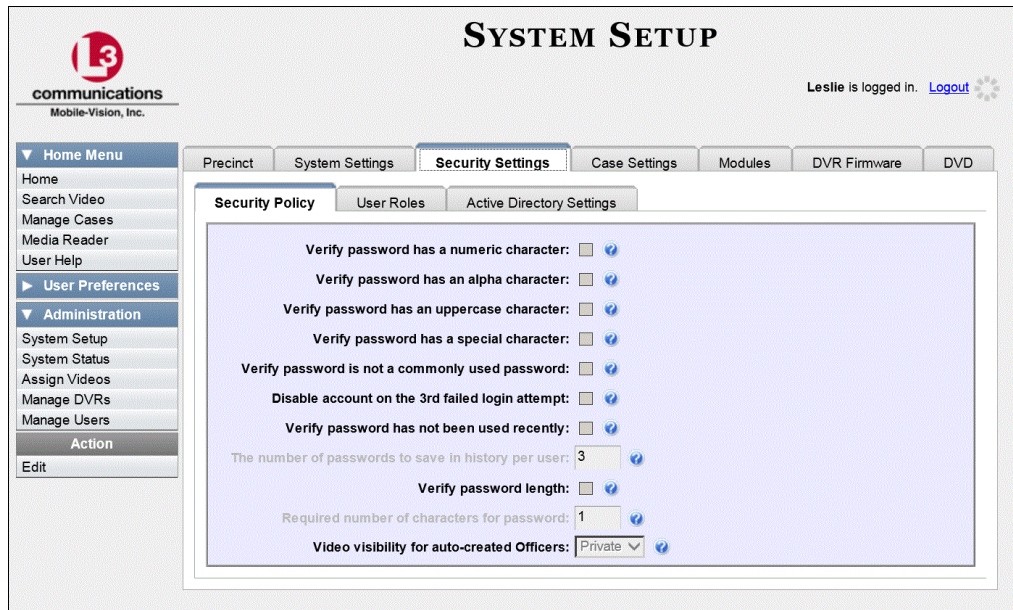


The screenshot shows the 'SYSTEM SETUP' page. The left sidebar has a menu with 'Administration' selected. The main content area has tabs for 'Precinct' and 'Logos'. The 'Precinct' tab is active, showing a table with one record:

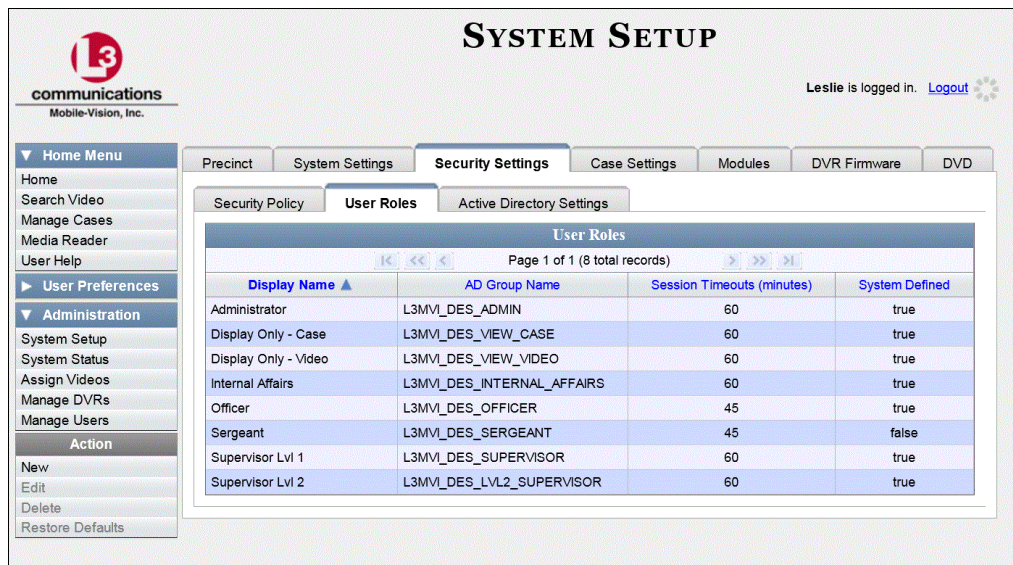
Organization Name	Precinct Name ▲	Registration Key
L-3 Communications	Mobile-Vision Inc.	144FA246BB70050568AE3B6

- 2 Click the **Security Settings** tab.

(Continued)

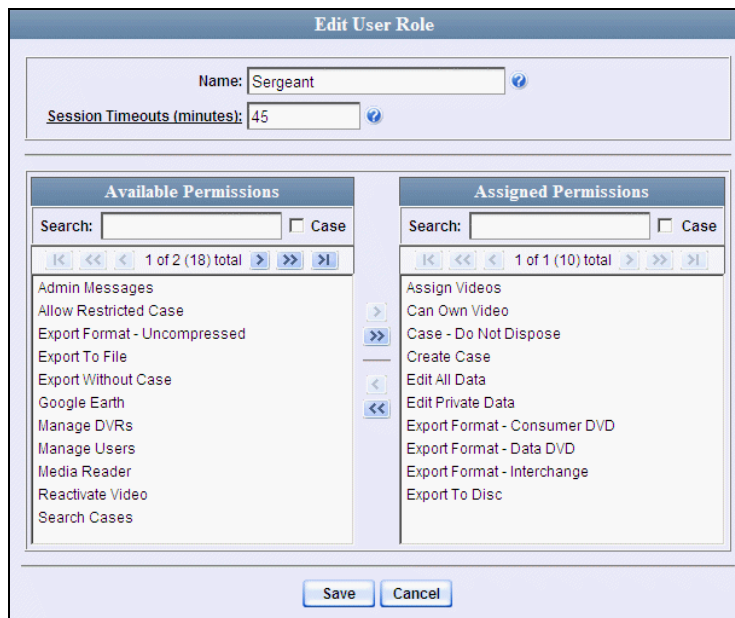



3 Click the **User Roles** tab. The User Roles form displays.




For a description of the columns on this form, see the table on page 533.

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 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).

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

- 13 To *remove* a permission from this user role, proceed to the next step. Otherwise skip to step 16.
- 14 Go to the right column (Assigned Permissions) and click on each of the permissions you wish to remove.
- 15 Once you've highlighted the desired permissions, click the  icon located between the two columns. The selected permissions are removed from the *Assigned Permissions* list.
- 16 Click **Save**. The system analyzes your selections to make sure that they are logical. If there are any problems, the system will prompt you to make another selection. For example, if you added the **Export Format-Consumer DVD** permission but neglected to add **Export to Disc** as well, the system will prompt you to add the latter permission, as you can't burn a Consumer DVD unless you have disc-burning permission.

Once you've saved the user role without any errors, a confirmation message displays.

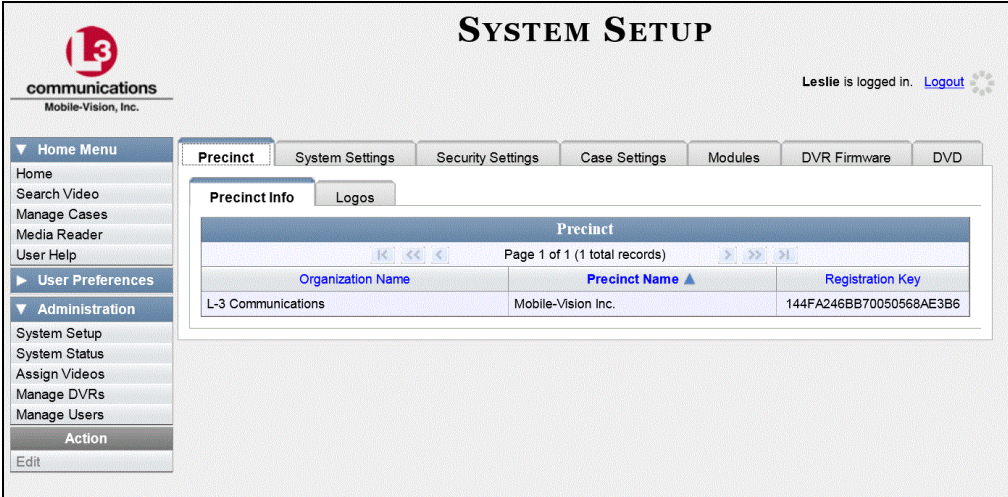
User Role **Sergeant** successfully saved.

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 9.

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



SYSTEM SETUP

communications
Mobile-Vision, Inc.

Leslie is logged in. [Logout](#)

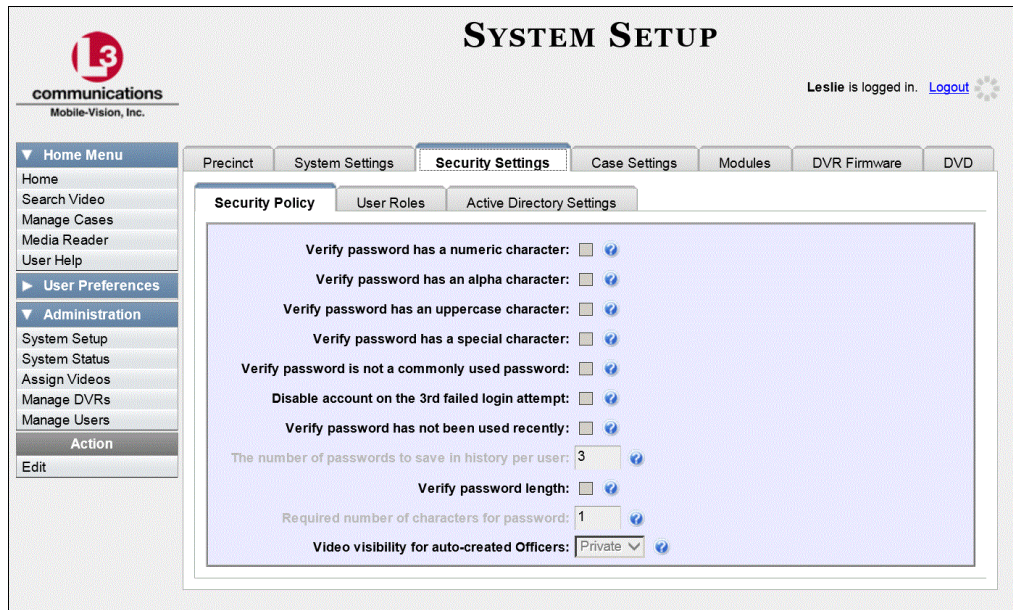
[Precinct](#) | [System Settings](#) | [Security Settings](#) | [Case Settings](#) | [Modules](#) | [DVR Firmware](#) | [DVD](#)

Precinct Info | Logos

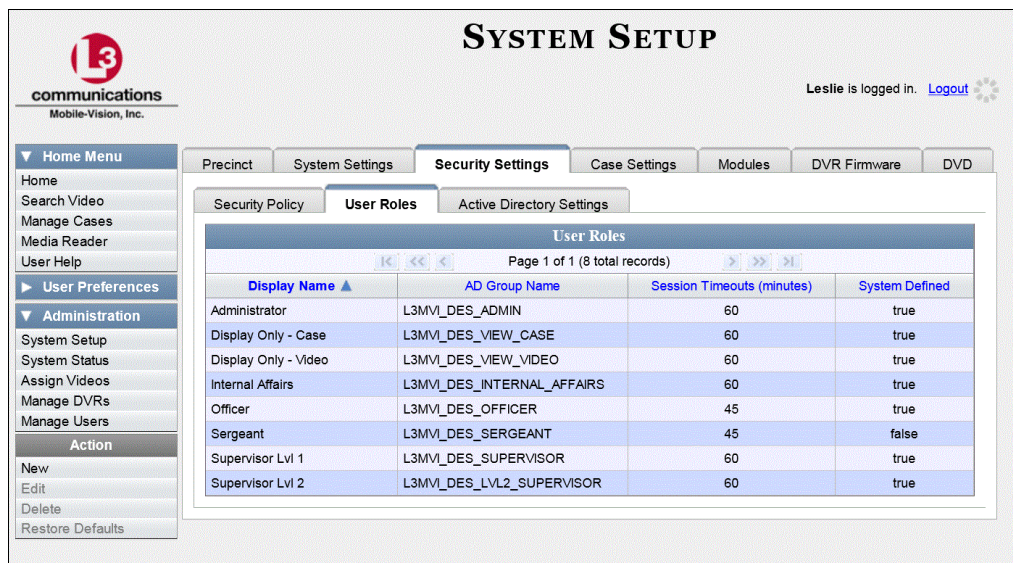
Precinct		
Organization Name	Precinct Name ▲	Registration Key
L-3 Communications	Mobile-Vision Inc.	144FA246BB70050568AE3B6

Page 1 of 1 (1 total records)

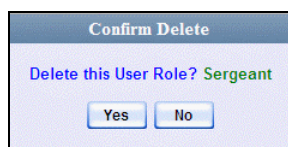
- Click the **Security Settings** tab.



- Click the **User Roles** tab. The User Roles form displays.



- Right-click on the custom user role that you wish to delete, then select **Delete** from the popup menu. A confirmation message displays.

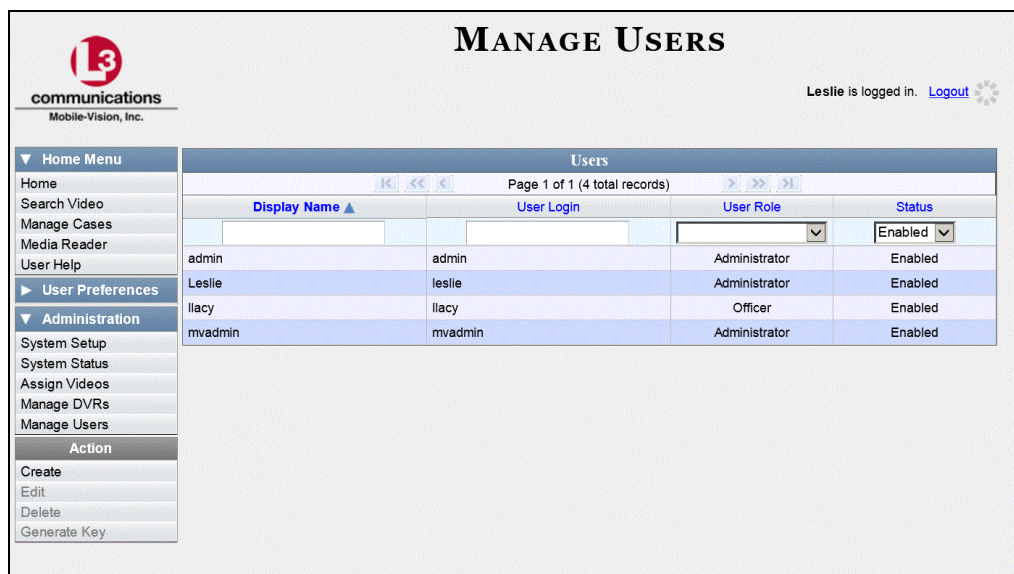


- Click **Yes**. The selected user role is permanently removed from the User Roles list.

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 9, “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 below.

- Go to **Administration** and click **Manage Users**. The Manage Users page displays.



communications Mobile-Vision, Inc.			
MANAGE USERS			
Leslie is logged in. Logout			
Users			
Page 1 of 1 (4 total records)			
Display Name ▲	User Login	User Role	Status
admin	admin	Administrator	Enabled
Leslie	leslie	Administrator	Enabled
ilacy	ilacy	Officer	Enabled
mvadmin	mvadmin	Administrator	Enabled

- 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.

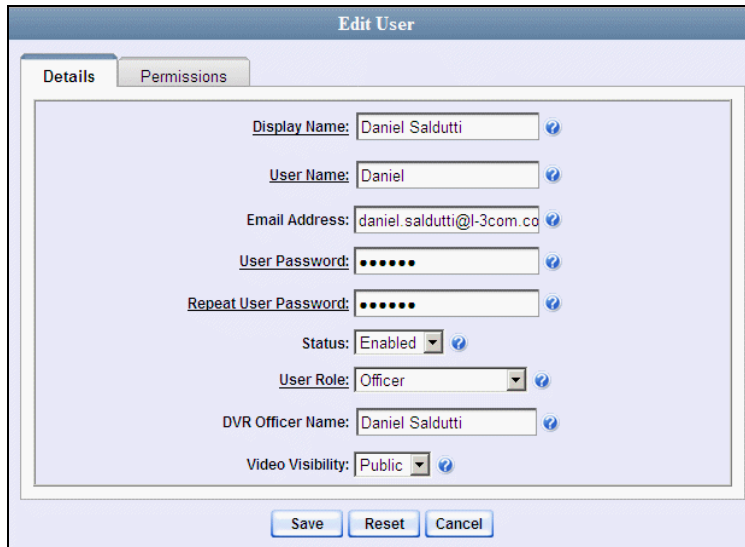
- Use the navigation arrows at the top of the form to scroll through the user list.

– OR –

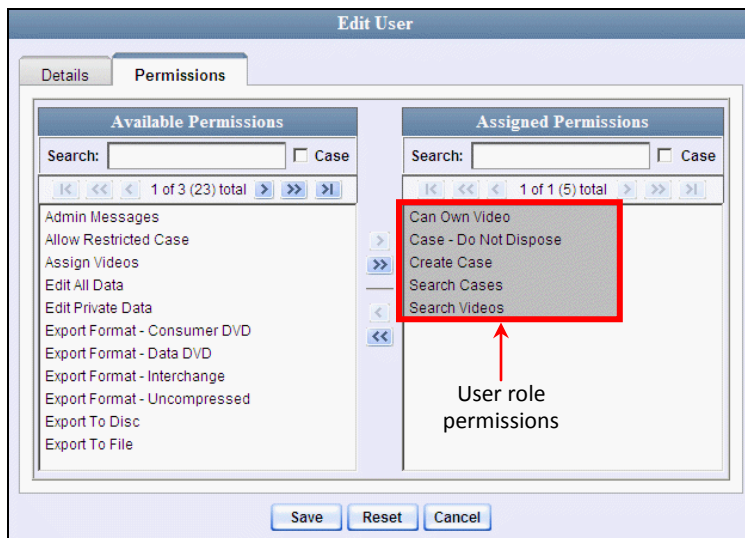
Enter/select search criteria in the search field(s) provided.

Display Name ▲	User Login	User Role	Status

- 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.



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 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. For example, if you added the **Export Format-Consumer DVD** permission but neglected to add **Export to Disc** as well, the system will prompt you to add the latter permission, as you can't burn a Consumer DVD unless you have disc-burning permission.

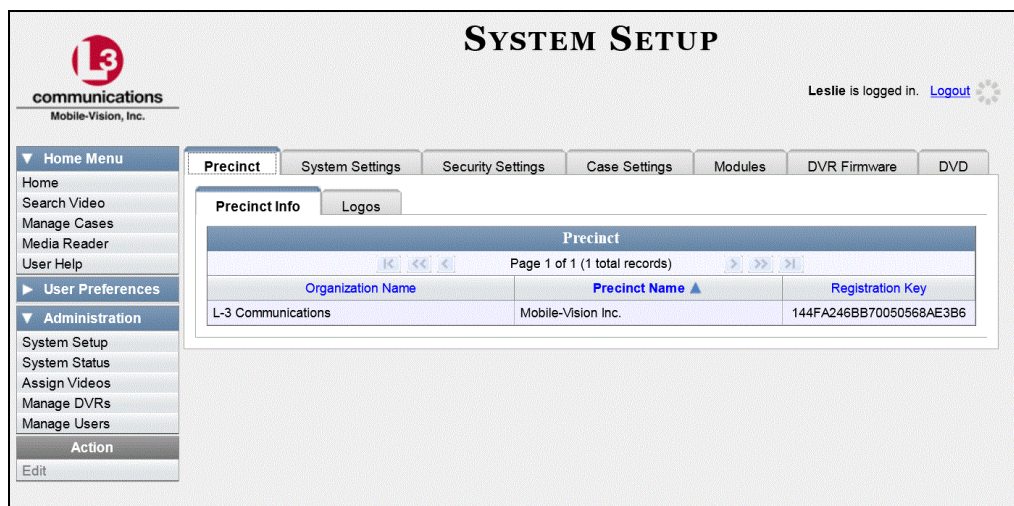
Once you've saved the user record without any errors, a confirmation message displays.

User **Officer 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  and click **System Setup**. The System Setup page displays.



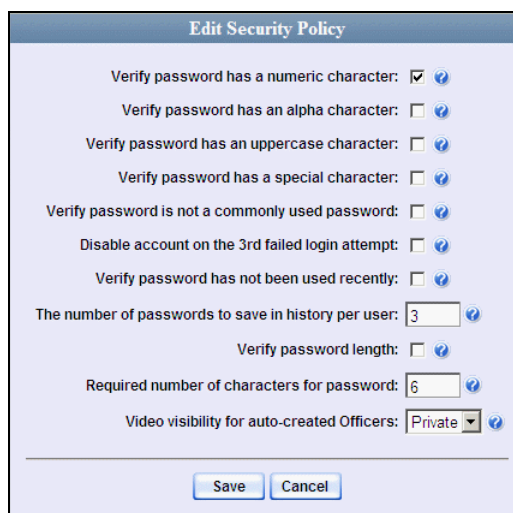
The screenshot shows the 'SYSTEM SETUP' page. The left sidebar has a menu with 'Administration' expanded, showing 'System Setup' selected. The main content area has tabs for 'Precinct', 'System Settings', 'Security Settings', 'Case Settings', 'Modules', 'DVR Firmware', and 'DVD'. The 'Precinct' tab is active, displaying a table with the following data:

Organization Name	Precinct Name ▲	Registration Key
L-3 Communications	Mobile-Vision Inc.	144FA246BB70050568AE3B6

- 2 Click the **Security Settings** 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 table on the next page.

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 3 rd failed login attempt	When you select this checkbox, the system will lock a user out of the system after he has tried to login to the system three consecutive times using invalid User ID(s) and/or password(s).
Verify password has not been used recently	This password function works in conjunction with the <i>number of passwords to save in history per user</i> field. When you select this checkbox, the system will check to make sure that a password has not been used in <i>x</i> number of times, with <i>x</i> being the number entered in the <i>number of passwords to save in history per user</i> field.
The number of passwords to save in history per user	This password function works in conjunction with the <i>Verify password has not been used recently</i> 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 <i>x</i> number of times their password was changed, with <i>x</i> being the number entered in this field.
Verify password length	This password function works in conjunction with the <i>Required number of characters for password</i> field. (Continued)

Edit Security Policy (cont'd)	
Security Option	Description
Verify password length (cont'd)	When you select this checkbox, the system will check to make sure that a password is a minimum of x number of characters in length, with x being the number entered in the <i>Required number of characters for password</i> field.
Required number of characters for password	This password function works in conjunction with the <i>Verify password length</i> field. It indicates the required minimum length for each password. When you enter a number in this field, it means that all passwords must be a minimum of 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 <i>View Private Data</i> or <i>View All Data</i> permissions to view videos owned by auto-created Officers.

- Scan through the first six security options and check those security features you wish to use.



- 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*.

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.

The number of passwords to save in history per user:

- 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.

Verify password length:

- 11 Enter the minimum number of characters that your passwords must have in the *Required number of characters for password* field.

Required number of characters for password:

- 12 To allow only those users with the *View Private Data* or *View All Data* permissions 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.

Video visibility for auto-created Officers:

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**.

There are two methods for entering and maintaining user records in DEP: *directly*, as described in “Maintaining Users in DEP” on page 549, or through your agency’s existing internal network, as described in “Using Active Directory,” beginning on page 561.

The Active Directory Integration feature enables you to integrate DEP 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 need to update the user list periodically as needed.

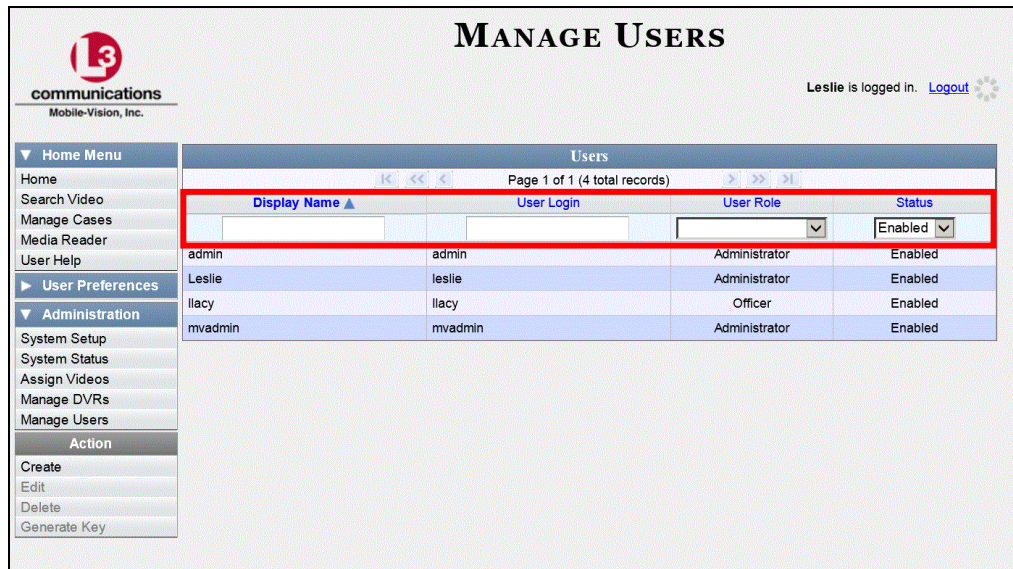
For more information, see:

- Searching for a User, next page
- Maintaining Users in DEP, page 549
- Using Active Directory, page 561.

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.

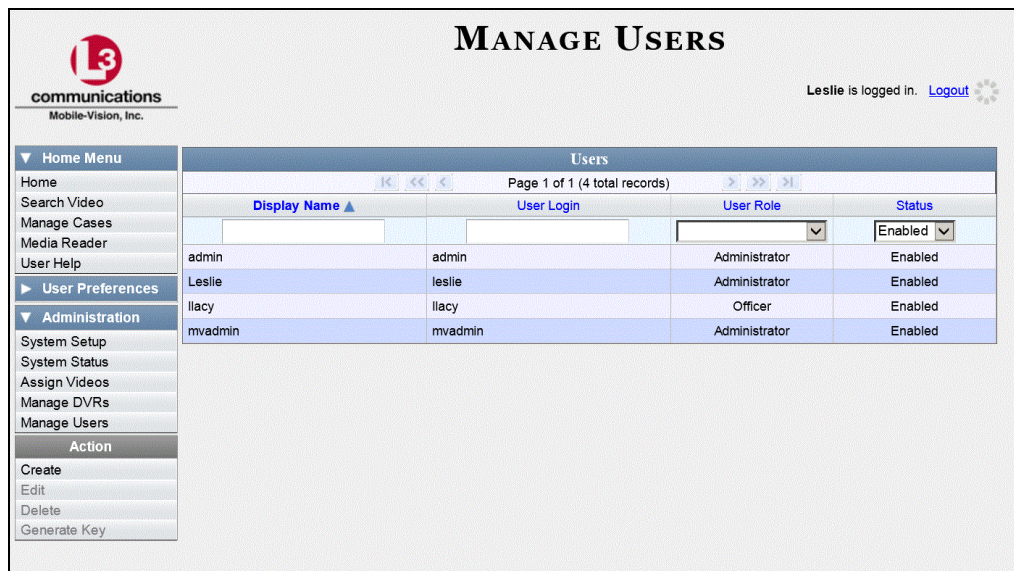


Display Name	User Login	User Role	Status
admin	admin	Administrator	Enabled
Leslie	leslie	Administrator	Enabled
llacy	llacy	Officer	Enabled
mvadmin	mvadmin	Administrator	Enabled

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

Search Field	Description
Display Name	Limits your search to those users who have this text in their display name.
User Login	Limits your search to those users who have this text in their User ID.
User Role	Limits your search to those users who are assigned this user role. For more on user roles, see chapter 8. <i>Select the appropriate role from the drop-down list provided.</i>
Status	Limits your search to those users who have a status of either Enabled or Disabled . <i>Select the appropriate status from the drop-down list provided.</i>

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



Display Name ▲	User Login	User Role	Status
admin	admin	Administrator	Enabled
Leslie	leslie	Administrator	Enabled
Ilacy	Ilacy	Officer	Enabled
madmin	madmin	Administrator	Enabled

- 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 DEP

This section describes how to add, change, and/or delete user records in DEP. These procedures only apply to those users who are *not* using the Active Directory Integration feature, which integrates DEP 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 562 instead.

For specific instructions, see:

- Adding a User, below
- Changing a User, page 556
- Deleting a User, page 560.

Adding a User

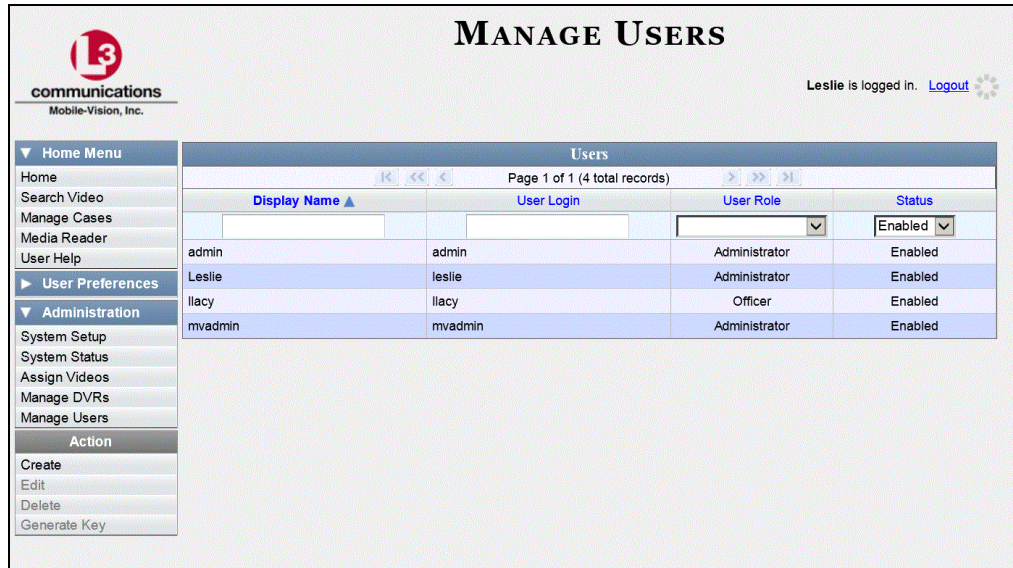
This section describes how to enter a new user record in DEP. If your agency is using the Active Directory Integration feature, see "Maintaining Users in Active Directory" on page 562 instead.

Before you add users for the first time, it's important to define your user roles. For more information, see "Assigning Permissions" in chapter 8.



NOTE: If the new user will be uploading VIEVU Model LE2 videos, they must be a non-Admin user (such as *Supervisor* or *Supervisor Lvl II*) 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.



MANAGE USERS

Leslie is logged in. [Logout](#)

Users			
Display Name ▲	User Login	User Role	Status
admin	admin	Administrator	Enabled
Leslie	leslie	Administrator	Enabled
llacy	llacy	Officer	Enabled
mvadmin	mvadmin	Administrator	Enabled

Home Menu

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

User Preferences

- System Setup
- System Status
- Assign Videos
- Manage DVRs
- Manage Users

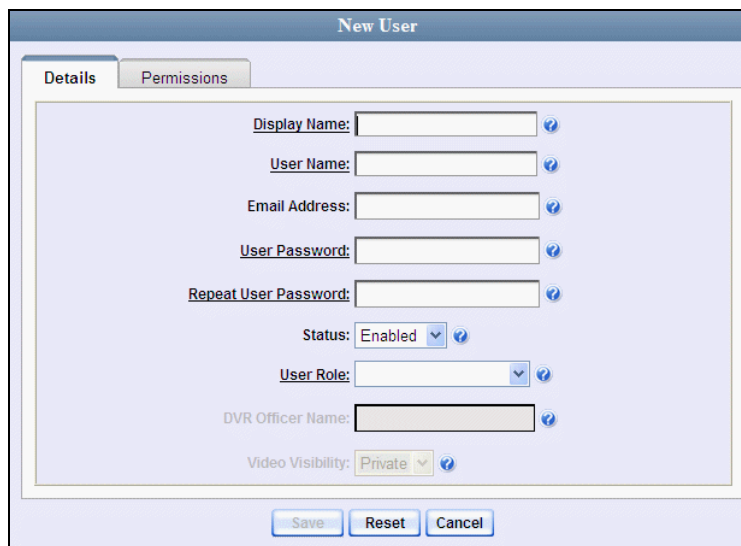
Administration

- System Setup
- System Status
- Assign Videos
- Manage DVRs
- Manage Users

Action

- Create
- Edit
- Delete
- Generate Key

- 2 Go to the **Action** column and click **Create**. The New User popup displays.



New User

Details Permissions

Display Name:

User Name:

Email Address:

User Password:

Repeat User Password:

Status: Enabled

User Role:

DVR Officer Name:

Video Visibility: Private

Save Reset Cancel

The fields on this form are described in the following table.

New User Form	
Field	Description
Display Name	The name used to represent this user throughout the DEP 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 <i>User Name</i> 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 <i>Password</i> field to login to the application. For security reasons, this value does not display on screen as you type it. Note: After a new user logs into the application for the first time, he should change his user password, as described in chapter 1, "Changing Your Password."
Repeat User Password	Same as <i>User Password</i> above. The system requires that you type the password a second time to verify your entry.
Status	The current status of this user: <ul style="list-style-type: none"> ▪ Enabled. The user is allowed to login to the application. ▪ Disabled. The user is <i>not</i> allowed to login to the application.
User Role	The name of the permissions group that is assigned to this user. This designation determines what system features the user will or will not be able to access. For more on user roles, see chapter 8, <i>Security</i> .
DVR Officer Name	The officer name associated with the Flashback device. If this user logs into a Flashback DVR using a USB login key, the system will automatically populate the Flashback's <i>Officer Name</i> field with the DVR Officer Name value. This ensures that all videos recorded during that officer's shift will be linked to the correct officer. If an officer uses the same patrol car every day, the Flashback's <i>Officer Name</i> field will typically be entered manually during system start-up. In this circumstance, it's important that the DVR Officer Name in DEP match the Officer Name in Flashback*. If these names match <i>exactly</i> , the system <i>(Continued)</i>

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

* For instructions on how to obtain this name, see "Obtaining the Officer Name from a Flashback DVR" in the box on page 571.

New User Form (cont'd)	
Field	Description
DVR Officer Name (cont'd)	<p>will automatically link the videos recorded on that DVR with the correct officer. If the names do <i>not</i> match exactly, the system will assign a default DVR Officer Name of *1 [No Name]@[time at which default officer name was created] to any videos that are recorded on that device.</p> <p>If the new user will be uploading VIEVU Model LE2 videos, this field must be populated.</p> <p><i>This field can only be configured on user accounts with the 'Can Own Video' permission.</i></p>
Video Visibility	<p>A flag that determines which users will be able to access this user's videos:</p> <p>Public. The videos owned by this user will be viewable by all DEP users.</p> <p>Private. The videos owned by this user will be viewable by the user and other users who have the proper <i>edit</i> permissions (i.e., the <i>Edit Private Data</i> or <i>Edit All Data</i> permissions).</p> <p><i>This field can only be accessed by users with the 'Can Own Video' permission.</i></p>

3 Enter an officer display name in the *Display Name* field. This is the name that will display throughout the application.

4 Enter the user's login ID in the *User Name* field.

5 Enter the user's email address in the *Email Address* field.

6 Enter the user's initial login password in the *Password* field. This is password that the user will use to login to the application for the first time.

7 Re-enter the user's initial login password in the *Repeat User Password* field.

8 If you want this user to be able to login to the application immediately (default), proceed to the next step.

– OR –

If you do *not* want this user to be able to login to the application immediately, select **Disabled** from the *Status* drop-down list. If you do so, remember that you must enable the account before the user will be allowed to login.

9 Select a user role from the *User Role* drop-down list.

- ⇒ If the user role you selected includes the *Can Own Video* permission, the *DVR Officer Name* and *Video Visibility* fields will become accessible. Proceed to the next step.
- ⇒ If the user role you selected does *not* include the *Can Own Video* permission, the *DVR Officer Name* and *Video Visibility* fields will remain grayed-out. Skip to step 13.




10 If this user will be using a USB login key to login to their 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 their DVR each shift (i.e., he will be using the same DVR in the same car every shift), go to the actual Flashback unit and jot down the display name located in the Flashback's *Officer Name* field (see box below).

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

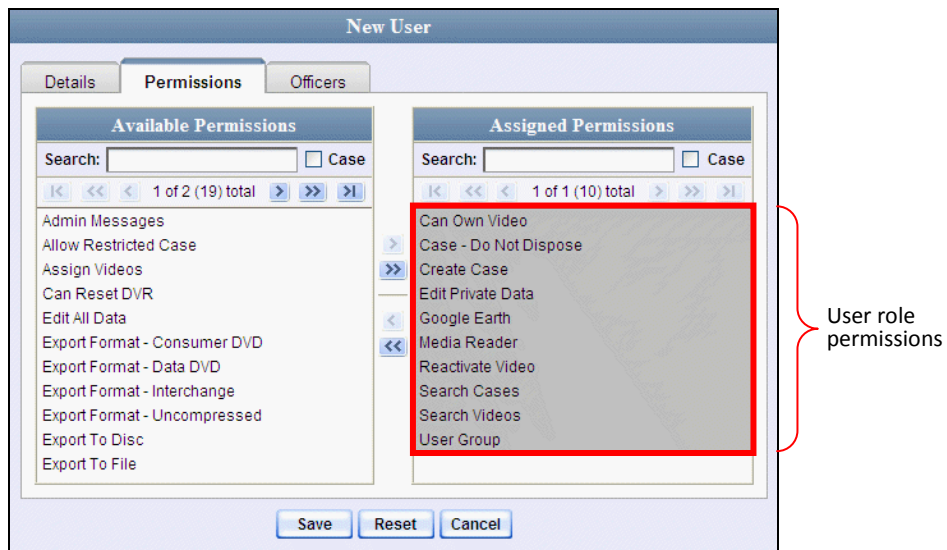
11 Enter the Flashback Officer Name in the *DVR Officer Name* field. *Required field.*

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 DEP users), select **Public** from the *Visibility* drop-down list.

13 Click the **Permissions** tab. A list of grayed-out permissions displays in the right column, as pictured on the next page. These are the permissions associated with the user's assigned *user role*. (i.e., the role you just selected from the *User Role* drop-down list). You cannot remove any of these permissions. However, you *can* assign additional permissions to the user.



- 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 navigation arrows at the top of the column to scan through 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 **Officers** tab displays, proceed to the next step.

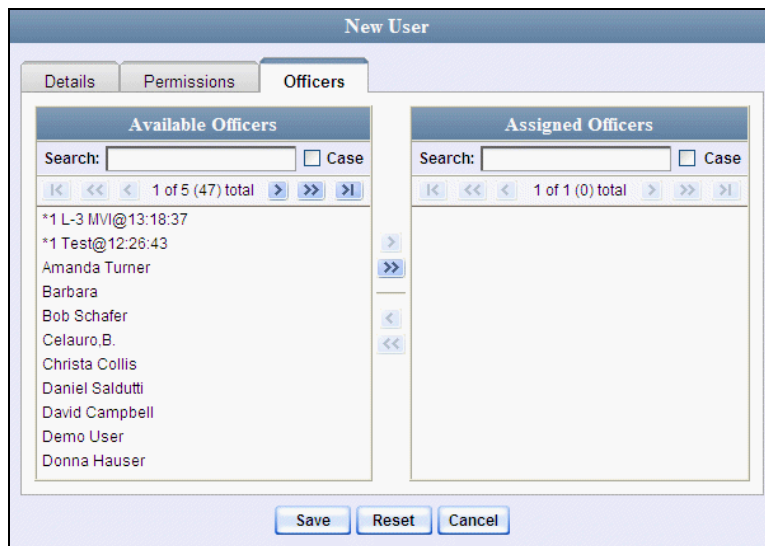
– OR –


If the **Officers** tab does *not* display, skip to step 21.

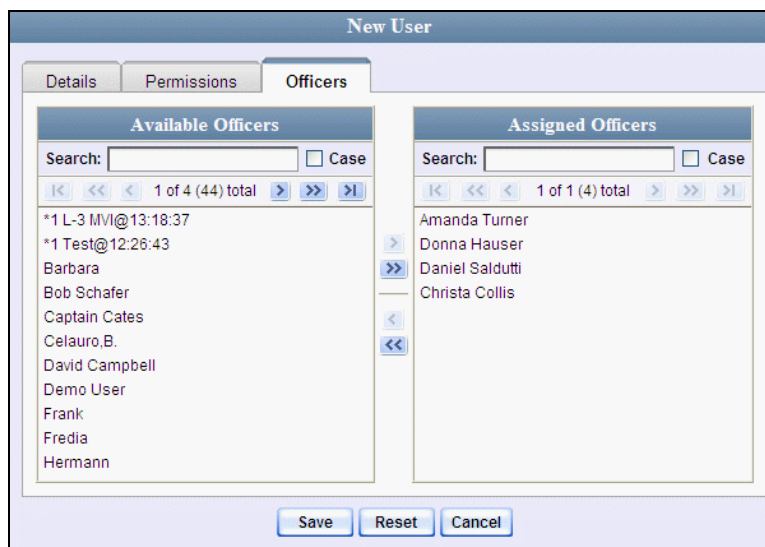
- 18** If you want this user to have access to other officers' videos (typically the officers that they supervise), click on the **Officers** tab.

– 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 navigation arrows at the top of the column to scan through 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. For example, if you selected **Export Format-Consumer DVD** but neglected to select **Export to Disc** as well, the system will prompt you to add the latter permission, as you can't burn a Consumer DVD unless you have disc-burning permission.

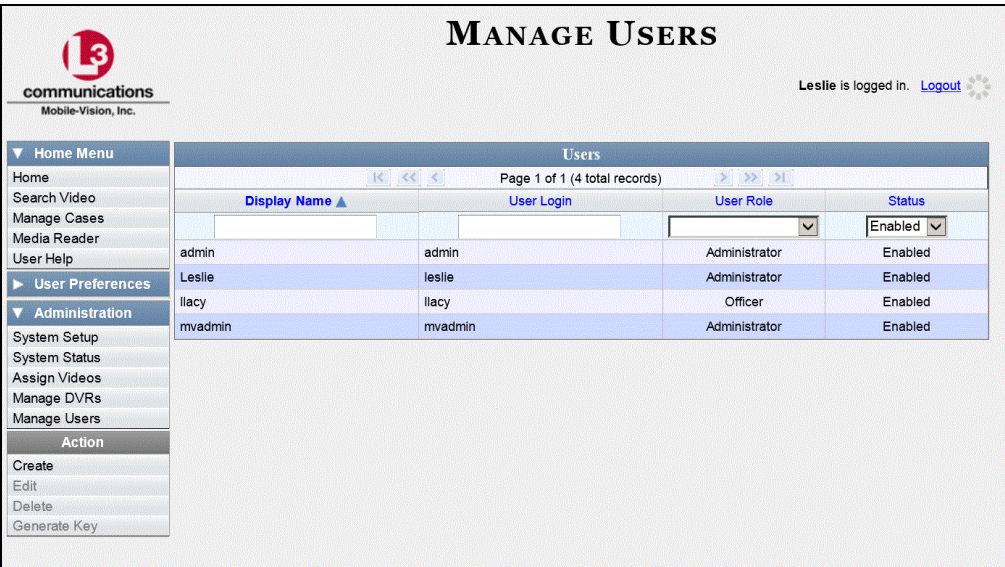
Once you've saved the user record without any errors, a confirmation message displays.

User Lieutenant McDonnell successfully saved.

Changing a User

This section describes how to change an existing user record in DEP. If your agency is using the Active Directory Integration feature, see “Maintaining Users in Active Directory” on page 562 instead.

- 1 Go to **Administration** and click **Manage Users**. The Manage Users page displays.



MANAGE USERS

communications
Mobile-Vision, Inc.

Leslie is logged in. [Logout](#)

Users			
Display Name ▲	User Login	User Role	Status
admin	admin	Administrator	Enabled
Leslie	leslie	Administrator	Enabled
llacy	llacy	Officer	Enabled
mvadmin	mvadmin	Administrator	Enabled

Home Menu

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

User Preferences

- System Setup
- System Status
- Assign Videos
- Manage DVRs
- Manage Users

Administration

- System Setup
- System Status
- Assign Videos
- Manage DVRs
- Manage Users

Action

- Create
- Edit
- Delete
- Generate Key

- 2 If the user record you wish to update displays in the *Display Name* column, skip to step 4.

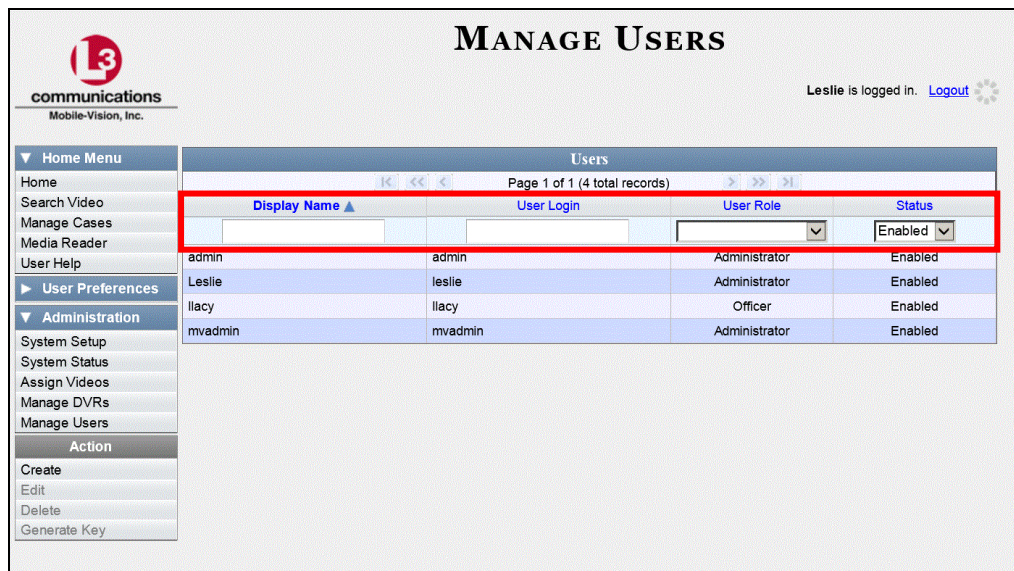
– OR –

If the user record you wish to update does *not* display in the *Display Name* column, proceed to the next step.

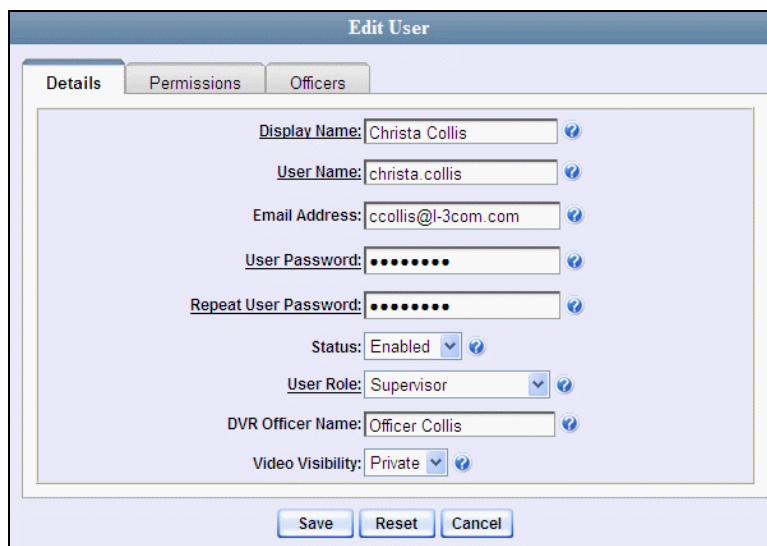
- 3 Use the navigation arrows at the top of the form to scroll through the user list.

– OR –

Enter/select search criteria in the search field(s) provided. For a description of these search fields, see the table on page 551.



- 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.



Edit User

Details | Permissions | Officers

Display Name:

User Name:

Email Address:

User Password:

Repeat User Password:

Status:

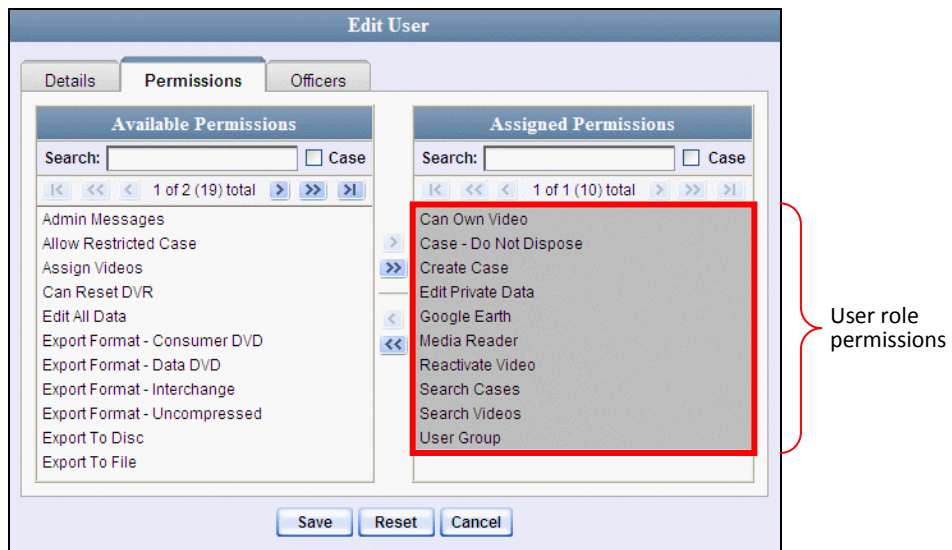
User Role:

DVR Officer Name:

Video Visibility:

The fields on the Edit User form are described in the table on page 551.

- Enter/select your desired changes in the appropriate fields.
- If you would like to assign additional permissions to this user, proceed to the next step. Otherwise skip to step 10.
- Click the **Permissions** tab. A list of permissions displays.




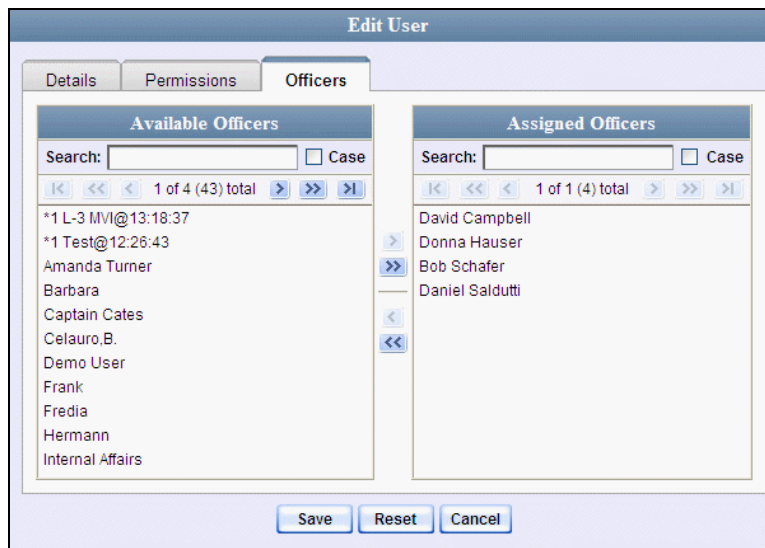
Please note that you cannot remove any of the permissions highlighted in gray. These are the permissions associated with the user's assigned *user role*.



- 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 navigation arrows at the top of the column to scroll through the permissions 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 **Officers** tab displays, proceed to the next step.
– OR –
If the **Officers** tab does *not* display, skip to step 18.



- 11 If you wish to assign or un-assign officers* to this user, click on the **Officers** 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 navigation arrows at the top of the column to scan through 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 an officer 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 navigation arrows at the top of the column to scan through the list.
- 17 Once you've highlighted the desired users, click the  icon located between the two columns. The selected users display in the left column (Available Officers).
- 18 Click **Save**. The system analyzes your selections to make sure that they are logical. If there are any problems, the system will prompt you to make another selection. For example, if you selected **Export Format-Consumer DVD** but neglected to select **Export to Disc** as well, the system will prompt you to add the latter permission, as you can't burn a Consumer DVD unless you have disc-burning permission.

* When an officer is assigned to you, it means that you have access to that officer's videos.

Once you've saved the user record without any errors, a confirmation message displays.

User **Martin McDonnell** successfully saved.

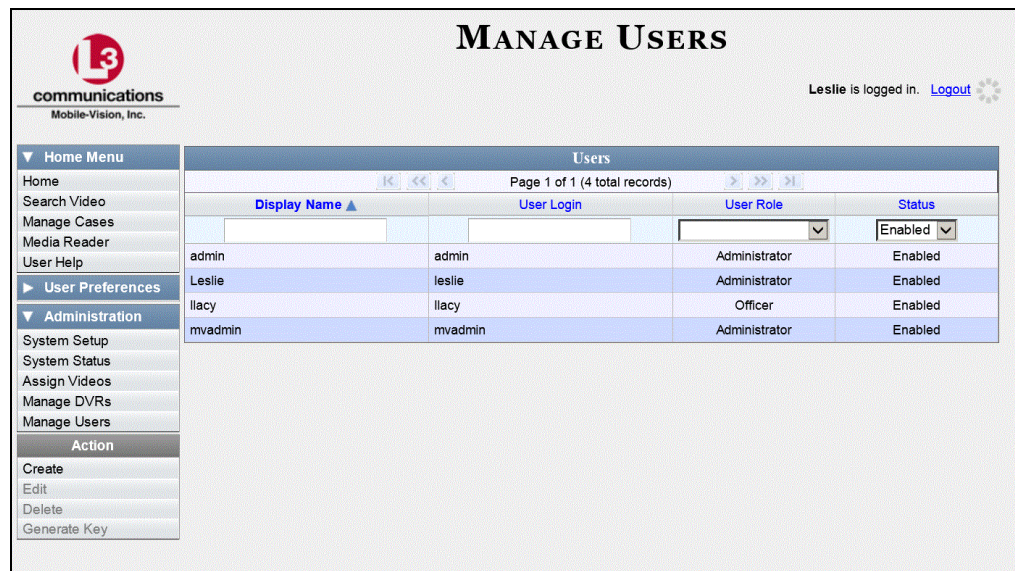
Deleting a User

This section describes how to delete an existing user record in DEP. If your agency is using the Active Directory Integration feature, see “Maintaining Users in Active Directory” on page 562 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.



communications Mobile-Vision, Inc.			
MANAGE USERS			
Leslie is logged in. Logout			
Users			
Page 1 of 1 (4 total records)			
Display Name ▲	User Login	User Role	Status
admin	admin	Administrator	Enabled
Leslie	leslie	Administrator	Enabled
ilacy	ilacy	Officer	Enabled
mvadmin	mvadmin	Administrator	Enabled

- 2 If the user record you wish to delete displays in the *Display Name* column, skip to step 4.

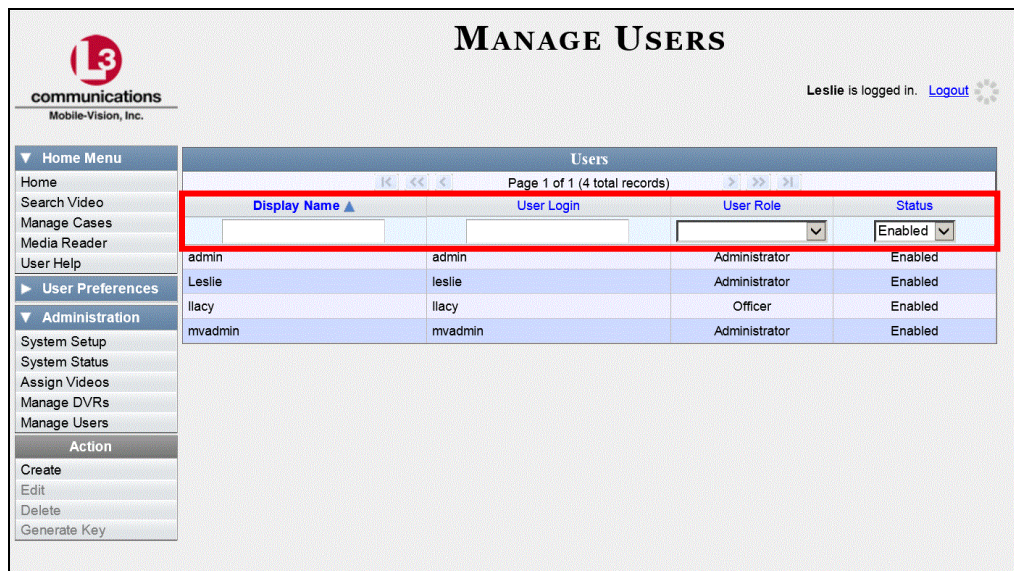
– OR –

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 –

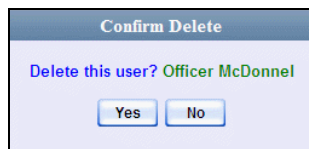
Enter/select search criteria in the search field(s) provided. For a description of these search fields, see the table on page 551.



The screenshot shows the 'MANAGE USERS' interface. The table contains the following data:

Display Name	User Login	User Role	Status
admin	admin	Administrator	Enabled
Leslie	leslie	Administrator	Enabled
Ilacy	Ilacy	Officer	Enabled
mvadmin	mvadmin	Administrator	Enabled

- 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 DEP 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 need only update the user list as needed.

For specific procedures used to integrate your Active Directory with DEP, see Appendix A.

For more information, see:

- Maintaining Users in Active Directory, next page
- Updating the Active Directory Settings, page 567.

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 DEP whenever a new user logs into DEP 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.

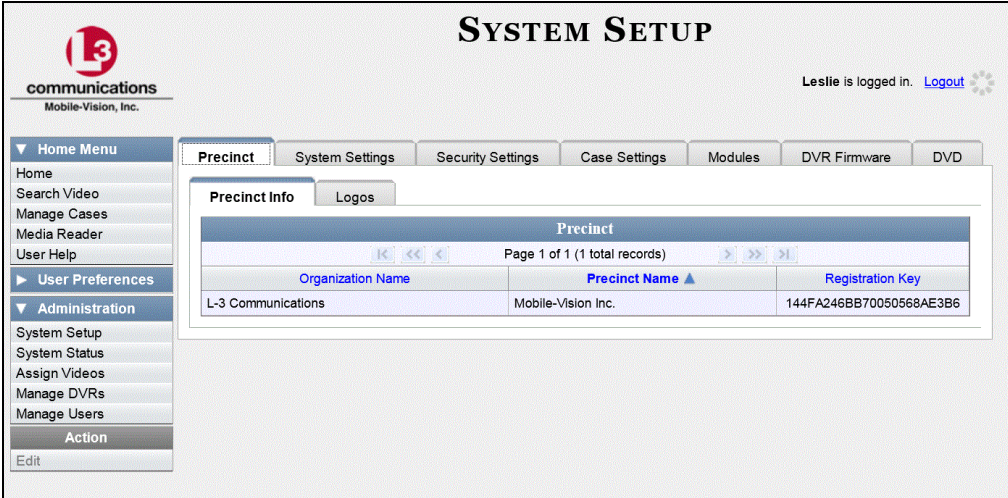
For specific instructions, see:

- Method 1: Auto-Creating Active Directory Users Upon Login, below
- Method 2: Manually Adding Active Directory Users En Mass, page 564.

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 DEP 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.



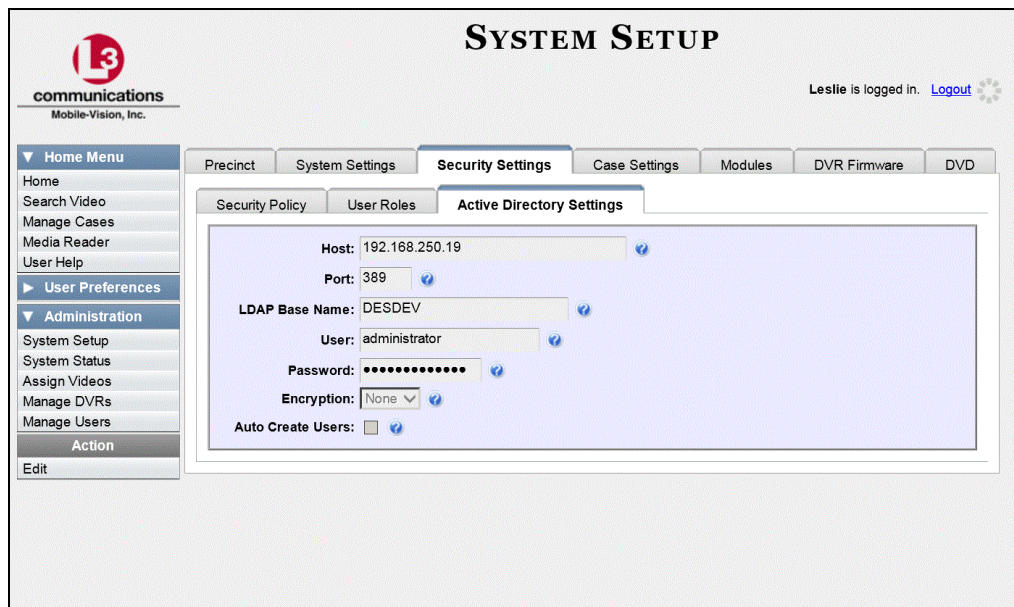
The screenshot shows the 'SYSTEM SETUP' page. The left sidebar has 'Administration' expanded, with 'System Setup' selected. The main content area shows a table with the following data:

Organization Name	Precinct Name ▲	Registration Key
L-3 Communications	Mobile-Vision Inc.	144FA246BB70050568AE3B6

- 2 Click the **Security Settings** tab.

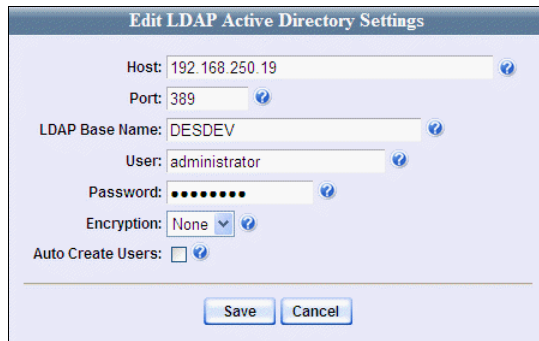


3 Click the **Active Directory Settings** tab. The Active Directory form displays.



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 table on page 568.

- 5 Select the *Auto Create Users* checkbox.

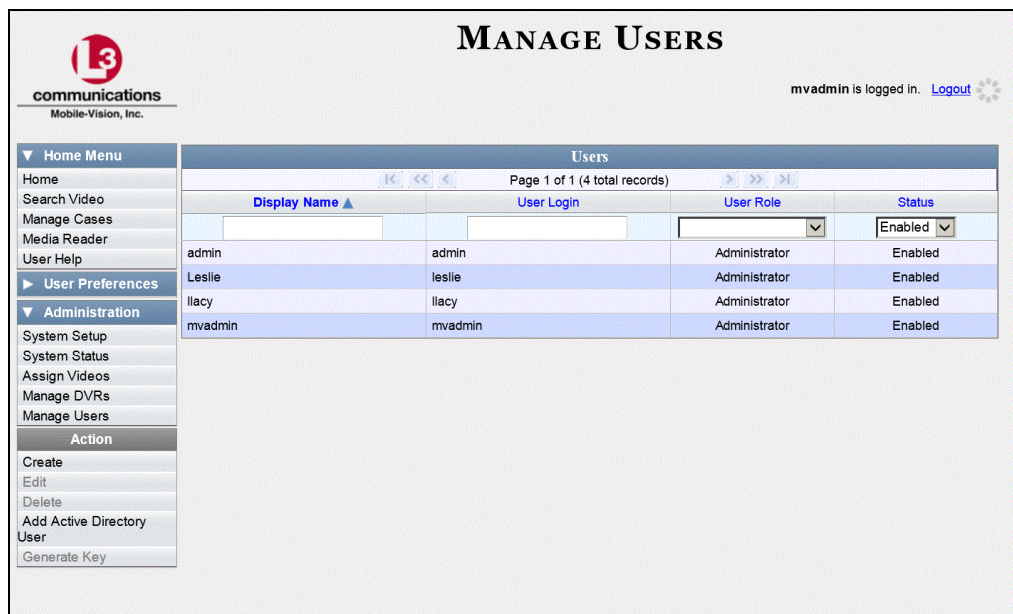
Auto Create Users:

- 6 Click **Save**.

Method 2: Manually Adding Active Directory Users En Mass

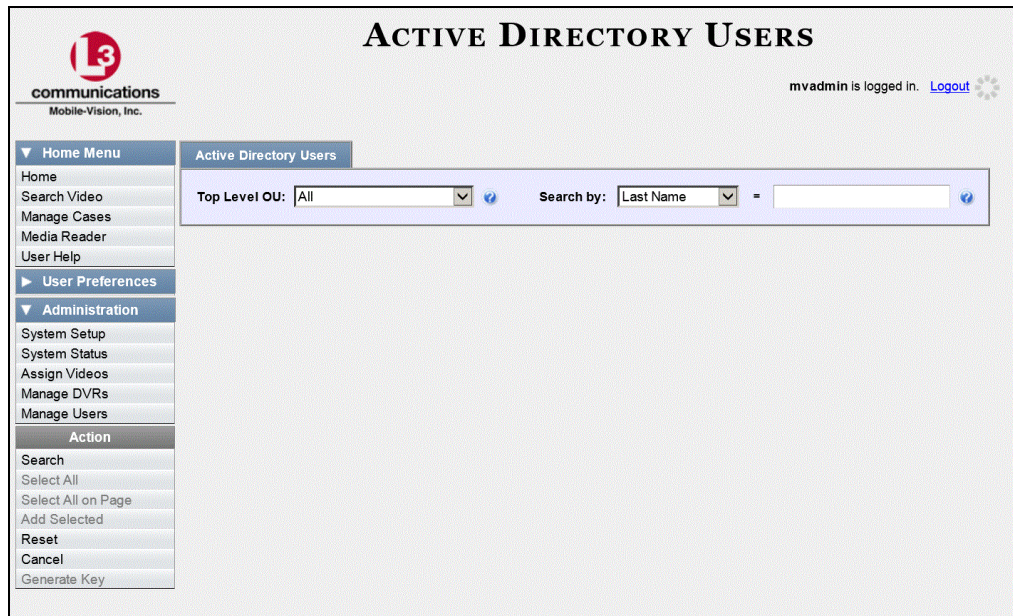
This section describes how to manually update your user list on a periodic basis. This procedure only applies to those customers who are using the Active Directory Integration feature.

- 1 Go to **Administration** and click **Manage Users**. The Manage Users page displays.



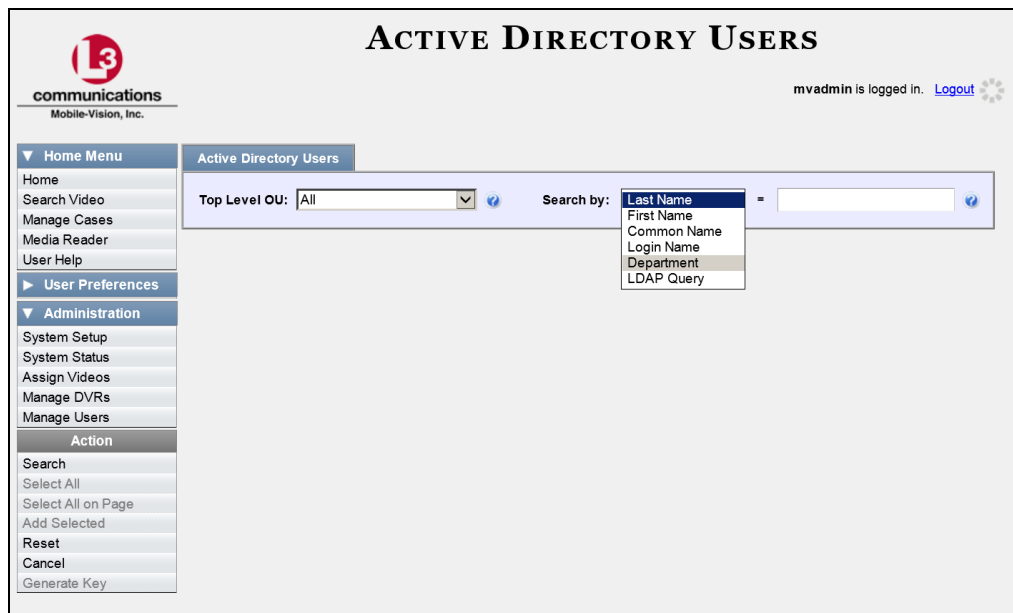
Display Name	User Login	User Role	Status
admin	admin	Administrator	Enabled
Leslie	leslie	Administrator	Enabled
llacy	llacy	Administrator	Enabled
mvadmin	mvadmin	Administrator	Enabled

- 2 Go to the **Action** column and click **Add Active Directory User**. The Active Directory Users page displays.

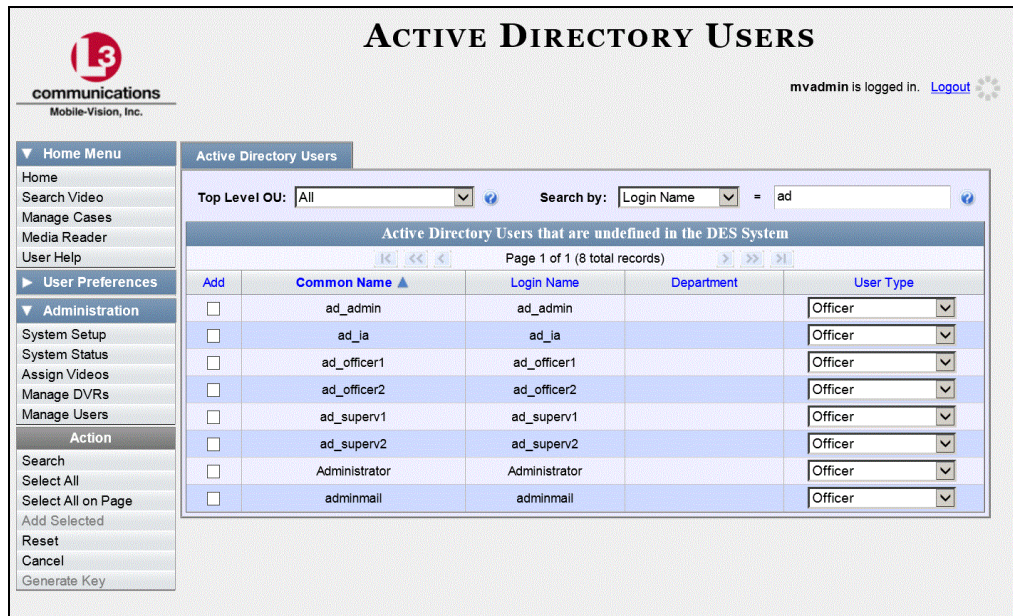


Use the Active Directory Users page to search for and select the active directory users that you wish to add to the system, as described below.

- 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.



- Go to the blank field to the right of *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.
- Go to the **Action** column and click **Search**. The system displays all user records that match your selection criteria.



ACTIVE DIRECTORY USERS

mvadmin is logged in. [Logout](#)

Home Menu
Home
Search Video
Manage Cases
Media Reader
User Help

User Preferences
Administration
System Setup
System Status
Assign Videos
Manage DVRs
Manage Users

Action
Search
Select All
Select All on Page
Add Selected
Reset
Cancel
Generate Key

Active Directory Users

Top Level OU: All Search by: Login Name = ad

Active Directory Users that are undefined in the DES System

Page 1 of 1 (8 total records)

Add	Common Name ▲	Login Name	Department	User Type
<input type="checkbox"/>	ad_admin	ad_admin		Officer ▼
<input type="checkbox"/>	ad_ia	ad_ia		Officer ▼
<input type="checkbox"/>	ad_officer1	ad_officer1		Officer ▼
<input type="checkbox"/>	ad_officer2	ad_officer2		Officer ▼
<input type="checkbox"/>	ad_superv1	ad_superv1		Officer ▼
<input type="checkbox"/>	ad_superv2	ad_superv2		Officer ▼
<input type="checkbox"/>	Administrator	Administrator		Officer ▼
<input type="checkbox"/>	adminmail	adminmail		Officer ▼

- 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.
- Go to the *User Type* column and select a role for each user from the drop-down list provided.
- Once the correct 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.

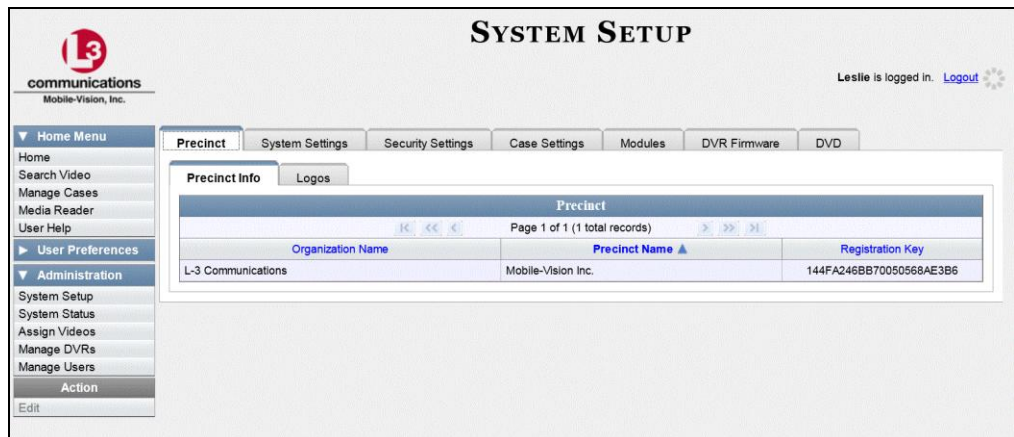
9 user(s) successfully saved.

The selected users are added to your DEP users list.

Updating the Active Directory Settings

This section describes how to update your Active Directory settings.

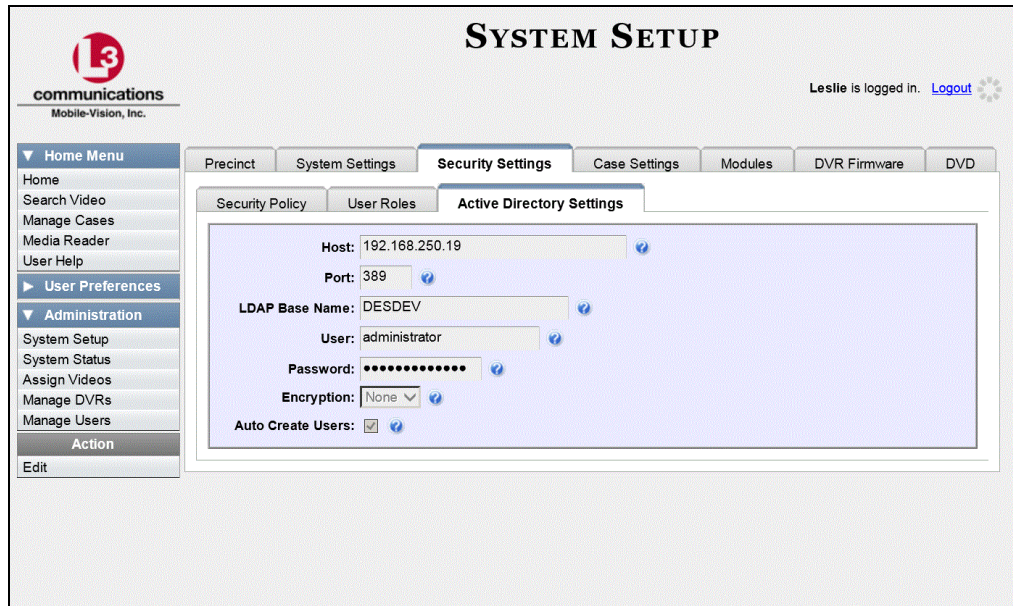
- 1 Go to **Administration** and click **System Setup**. The System Setup page displays.



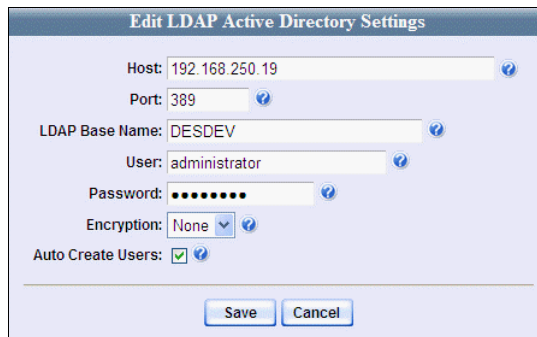
- 2 Click the **Security Settings** tab.



- 3 Click the **Active Directory Settings** tab. The Active Directory form displays.



- 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: <ul style="list-style-type: none"> 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

Edit LDAP Active Directory Settings (cont'd)	
Field	Description
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 <i>User</i> name above.
Encryption	The type of encryption used on the Active Directory server: None or SSL . <i>Select this value from the drop-down list provided.</i>
Auto Create Users	A checkbox used to indicate whether or not the system will automatically create users. If this box is selected, the system will automatically create users at login time if the user's credentials authenticate against the Active Directory server.

- 5 Enter or select your changes in the appropriate field(s).
- 6 Click **Save**.



Glossary

Access Point

A device used to transmit videos from your in-car DVR to your *server*. The access point is connected to a wireless network antenna mounted on the outside of the building that houses your server. The access point itself is mounted *inside* the building to shield it from the weather.

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

Automatic Archive

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

Auto Dispose Time

A period of inactivity after which the system automatically changes a case's status from *online* to *offline*.^{*} If, for example, you set the *Auto Dispose Time* to 90 days, then if that case has not been touched in 90 days, the system will automatically change the case's status to *offline*. If you have 'archiving' enabled for your case files, the system will archive the case first.

The default setting for Auto Dispose is 60 days. However, you may change this default, as described in "Viewing/Changing the Online Lifecycle Settings" in chapter 7.

Backup PC

A computer used to process DVD *burn requests*. Because the process of burning DVDs is resource-intensive, one PC is dedicated to this task. If you are using a *Bravo* robotic DVD burner, then the backup PC is a separate computer workstation connected to the disc burner. If you are using a *Rimage* DVD/Blu-Ray burner that combines a disc burner with a computer, the Backup PC refers to the computer component of the Rimage.

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

Burn Request

A request to generate a *user-requested certified copy*, also referred to as an *export* disc. When you submit a burn request and you have burning privileges, the system will place your burn job in the *Backup PC's* burn queue. When you submit a burn request and you *don't* have burning privileges, the system will place your burn request in the *Inbox Messages* list of all *DEP* users who have burning privileges. One of those users, will, in turn, place your burn job in the *Backup PC's* burn queue.

Case

A record that contains data that pertains to one *incident*, such as a motor vehicle accident. DEP's *case* feature allows you to conveniently gather all of an incident's evidence in one record, allowing for easy viewing and archiving of evidence.

A case may contain one or more videos, media files (such as photographs), subject names, comments, and/or general information relating to the incident, such as the incident date.

Certified Backup Disc (CBD)

An archive DVD used to restore videos and/or case files to the server. Also referred to as a "CBD." The system automatically sends CBD burn requests to the *Backup PC* without any action on your part. The number and type of files burned to CBD is determined by your system settings. Factors such as a file's age, type, category, etc., all help determine what will be backed up. You define these backup parameters through *DEP*. If a video file is supposed to be backed up, the system will add it to an archive job shortly after it transmits to the server (for more on *transmission*, see page 577). Once there are enough files to fill up an archive disc, the system automatically generates a CBD.

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

CF Card

The temporary storage device that stores your Flashback2 videos until they can be transmitted to your agency's *server*.

Chain of Custody Report

A log of all operations that have been performed on a particular video or case (e.g., *System Media Uploaded from Unit*). This report shows the date and time at which each activity occurred, as well as the User ID of the officer who performed the action, if applicable.

Consumer DVD

A disc format that you can play on any standard consumer DVD player. This format is useful if, for example, you need to play a video in court on a large screen TV for a jury to see. This format requires the Consumer DVD module.

Data DVD

A disc format that you can play on any PC DVD player using the Flashback Player. When you burn a *case* in Data DVD format, the disc will include selected videos from the case; any *user metadata* attached to the case's videos; the *Chain of Custody Report*; selected media files attached to the case, if applicable; and a copy of the *Flashback Player*. When you burn *videos* in Data DVD format, the disc will include selected videos; general information about the videos; the Chain of Custody Report; and a copy of the Flashback Player.

DEP

An acronym for *Digital Evidence PRO*, the software component of L-3 Mobile-Vision's *Digital Evidence Collection System*.

Digital Evidence Collection System

An L-3 Mobile-Vision product that is used by law enforcement personnel to collect digital evidence. It includes the following hardware and software components:

- Flashback DVRs
- Access point(s)
- Storage server(s)
- DEP software
- Backup PC(s)
- Robotic DVD burner(s)
- RAID storage device (optional).

Discovered DVR

A DVR that has been in communication with the *server* at least once.

Download Request

A request to download, or *export*, a selected *video file* or *case file* to your PC. This type of request is sent from *you* to the *system*. Once the system processes your request, a download icon will appear on your Inbox Messages list.

DVR

See *Flashback DVR*.

DVR Login Key

A file on a USB drive that contains your user information. You insert this flash drive in your DVR's USB port at the beginning of each shift, then log in. This identifies you as the owner of all videos recorded on that DVR while you are logged in.

ESU

An acronym for **External Storage Unit**. The ESU is used by some Flashback1 customers to store Flashback videos until they can be transmitted to your agency's *server*.

Export

The system process used to copy video and/or *case* files for the purpose of burning them to DVD *or* downloading them to your PC. The latter is referred to as a *manual export*. You must have the proper permissions to export files.

Flashback DVR

A digital video recorder that is installed inside a patrol car or interview room. This recorder collects video evidence and stores it temporarily on an *SD card* (Flashback3/FlashbackHD) or *CF card* (Flashback1/Flashback2) until the video can be transmitted to the *server*.

Flashback Player

A software application used to play video files. When you select an *online* video from within *DEP*, the Flashback Player launches automatically. When you burn a *user requested certified copy* of a *case* or video in *Data DVD* format, that disc will include a copy of the Flashback Player.

Incident

An event, such as a motor vehicle accident, that has digital evidence associated with it. In *DEP*, data that pertains to an incident is stored in a *case* record.

Ingest Date

The date and time at which a video file was transmitted to the *server* from the DVR unit or Interview Room.

Interchange Format

A disc format that allows you to import videos into various third-party applications, such as video editing software. If your agency has Flashback1 DVRs, your Interchange format videos will have an extension of **AVI**. If your agency has Flashback2, Flashback3, or FlashbackHD DVRs, your Interchange format videos will have an extension of **MP4**.

Manual Backup Disc

See “User Requested Certified Copy.”

Manual Export

The system process used to download video and/or *case* files to your PC for the purpose of burning them to DVD (using your PC’s DVD burner), or importing them into a third-party application. You must have the proper permissions to perform a manual export.

Online

A status for a video or *case* file which indicates that all of the file’s information is currently available for viewing on the *server*.

Offline

A status for a video or *case* which indicates that some, but not all, of that record’s data or functions are available on the server.

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

If a *case* is offline, you will be able to view the case record, but not export it or edit it in any manner.

You can, in some cases, reactivate an offline file. See also *Reactivation*.

Private File

A video or case 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 case that can be viewed by *all* DEP users.

Quarantined File

A video that is shorter than the *Minimum File Duration* value entered on the Online-Lifecycle tab. Typically, a quarantine file is a small “test” video that an officer makes at the beginning of each shift to test his equipment before going out into the field. The system automatically marks these short videos for review or disposal, depending on your system settings.

RAID

An acronym for *Redundant Array of Independent Disks*, a storage device that contains multiple disk drives but is treated by the system as one device. When using a RAID, you are less likely to lose data than with a single disk drive.


Reactivation

The process used to restore a video or case file that the system took *offline* after it reached a predefined age that you set in the application. There is a limited time period in which you can reactivate an archived video or case. This time period depends on a setting that you enter on the Online Life-Cycle tab.

Reactivation Request

A request to restore an *offline* video or case file from a *Certified Backup Disc* to the *server*. When you submit a reactivation request, it will display on the Inbox Messages list of all users who have *reactivation* privileges.

Record Reason

The event or “trigger” that caused a DVR to start recording. Common Record Reasons include pressing the  button, turning the emergency lights on, activating the siren, or reaching a particular speed, such as 90 miles per hour.

Restricted Case

A case that can only be accessed by a predefined list of users.

Robotic DVD Burner

A disc duplicator that burns and labels your *Certified Backup Discs* and *User-Requested Certified Copies*. L-3 Mobile-Vision sells two types of burners: the *Bravo*, a stand-alone unit, and the *Rimage*, a combination disc burner/computer. If you have a Rimage, you do not need a separate *Backup PC*. Rimage units can burn CDs, DVDs, and Blu-Ray discs. Most Bravo units can burn CDs and DVDs. The higher-end Bravos can burn Blu-Ray discs as well.

SD Card

The temporary storage device that stores your Flashback3 or FlashbackHD videos until they can be transmitted to your agency’s *server*.

Server

The network computer that hosts the *DEP* application and stores all of your video and *case* data. Some larger agencies have more than one server.

Stand-alone Video

Video that is not currently linked to any *cases*.

System Implementation Specialist (SIS)

An L-3 Mobile-Vision representative who assists with the installation and configuration of the “back office” components of the Flashback Digital Evidence Collection system. These include the *access points*, *server*, *robotic DVD burner*, *Backup PC*, and *DEP* software.

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 Online Life-Cycle tab.


Transmission

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

- ❑ *Automatic transmission*. Whenever your 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 your DVR will wirelessly transfer to the server via an access point.
- ❑ *Manual transmission*. Your DVR holds a temporary storage device called a *CF card* (Flashback1/2) or *SD Card* (Flashback3/HD). 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.

Trace Point



A marker that an officer can add to a video while it’s recording. This is accomplished by pressing the  button on the Flashback menu or the **T** button on the DVR (pictured opposite). By marking a video with a Trace Point, it allows you to quickly advance to an important segment in a video while playing it back using the *Flashback Player*.

Trigger

See “Record Reason.”

Uncompressed DVD

A *Data DVD* disc that also includes a link to two raw video files: an **MP4** file and a **DV** (digital video) file. You can import MP4 and DV files into third party software, such as video editing or redaction software.

Undiscovered DVR

A DVR that has not been in communication with the *server* yet (i.e., a DVR for which you just created or uploaded a record).

User Metadata (UMD)

Custom data fields that you can link to a video. You define these tabs on the UMD Types tab. Their purpose is to allow officers to annotate their videos with custom data, such as a citation number or subject name. 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 *server*. For more information, see “Adding Predefined User Metadata to a Video” in chapter 2.

User Requested Certified Copy

A DVD that you can, with the proper permissions, create yourself using either the *robotic DVD burner* or your PC’s DVD burner. Also referred to as an *export* disc. This type of DVD is, as its name implies, requested by the user. You create these DVDs on an “as-needed” basis for evidential and/or backup purposes. For more on the different types of DVDs and how they are created, see chapter 3.

User Role

A group of permissions that determines what system functions a user will have access to. Whenever you login to *DEP*, 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.

VIEVU

A small DVR that is worn on an officer’s body. Videos recorded using this device are assigned the category of **Body Worn**.

A

Appendices

Appendix A: Active Directory Setup

Appendix A describes how to integrate DEP with your existing Windows Active Directory or Novell eDirectory. Typically, your Systems Installation Specialist (SIS) will assist you with this task during implementation.

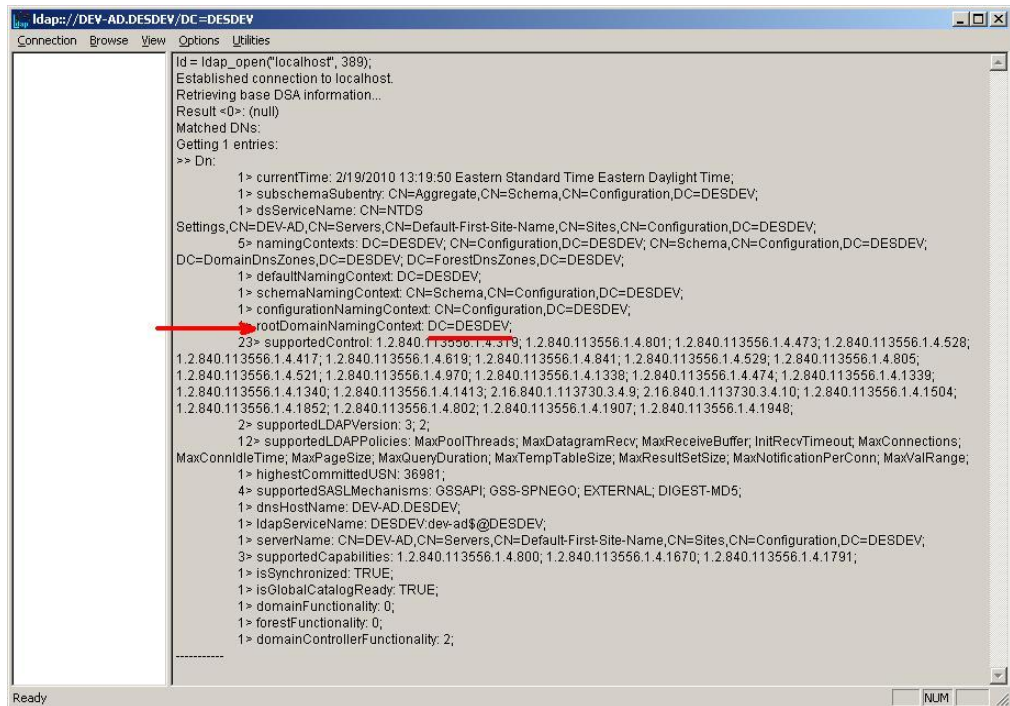
For specific instructions, see:

- Obtaining the LDAP Base Name, below
- Creating a DEP Active Directory User, page 581
- Using an Existing Active Directory User, page 582
- Using the Auto Create User Feature, page 582.

Obtaining the LDAP Base Name

This section describes how to determine what your *LDAP Base Name* is (if unknown) and to add an Active Directory user that the DEP system can use to gain access to the AD server.

- 1 Download Windows XP SP 2 Support Tools:
<http://www.microsoft.com/downloads/details.aspx?familyid=49ae8576-9bb9-4126-9761-ba8011fabf38&displaylang=en>
- 2 Install the support tools.
- 3 From the **Start** button, select **Programs**→ **Windows Support Tools**→ **Command Prompt**.
- 4 At the command prompt, type **ldp.exe** and press **Enter** to launch the program.
- 5 Go to the *Connection* menu and click **Connect**.
- 6 Enter the server name of the domain controller.
- 7 Verify that the port setting is **389**.
- 8 Deselect the *Connectionless* checkbox.
- 9 Click **OK**. Once the connection is complete, server-specific data displays in the right pane. The *LDAP Base Name* is found under the *rootDomainNamingContext* label. It starts with **DC=**. See example pictured opposite.



The name highlighted here is the value you need to enter in the *LDAP Base Name* field on the Edit LDAP Active Directory Settings form in DEP (e.g., **DC=DESDEV**). For specific instructions on how to update this form, see “Updating the Active Directory Settings” in chapter 9.

The screenshot shows the 'Edit LDAP Active Directory Settings' form with the following fields:

- Host: []
- Port: 389
- LDAP Base Name: []** (highlighted with a black box and an arrow pointing to it from the right)
- User: []
- Password: []
- Encryption: None
- Auto Create Users:

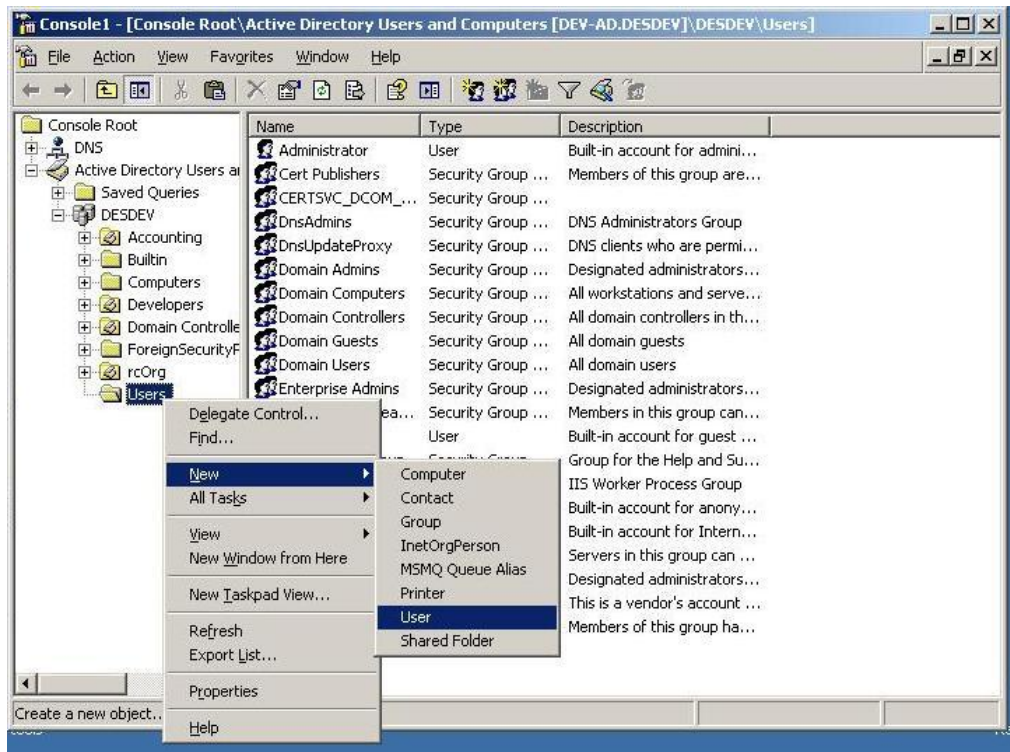
Buttons: Save, Cancel

Enter the rootDomainNamingContext label here

Creating a DEP Active Directory User

This section describes how to create a user within Active Directory so that the DEP system can properly connect to your Active Directory server.

- 1 Open the **Active Directory Users and Computers** console located under **Administrative Tools** on your Active Directory server.
- 2 In the left pane, right-click on the **Users** folder under your Domain and select **New → User**.



The New Object - User form displays.



- 3 Enter **mvadmin** in the *First name* and *User logon name* fields. Leave the *Initials* and *Last name* fields blank.
- 4 Click **Next**.
- 5 Enter the password.
- 6 Select the *Password never expires* option.
- 7 Click **Next**.
- 8 Click **Finish**.
- 9 Enter the *User logon name* and *Password* from these dialog boxes onto the DEP *Edit LDAP Active Directory Settings* form, as pictured below. For specific instructions on how to update this form, see “Updating the Active Directory Settings” in chapter 9.

Using an Existing Active Directory User

In the previous section, we described how to create a user specifically for the DEP server. When a user is created in this manner, you may simply use the username and password in the DEP *Edit LDAP Active Directory Settings* page. This is the recommended procedure for AD integration. However, if you choose to use an *existing* AD user account, you **MUST** supply the user’s full *Distinguished Name*, rather than the simple login name. This typically looks something like this (may vary depending upon your particular Active Directory conventions):

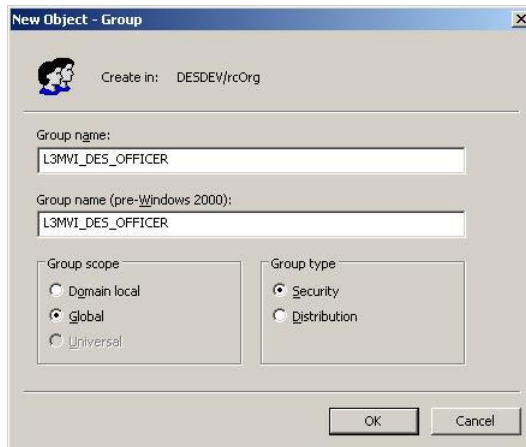
CN=Jason Skipper,OU=Florida,DC=MVI,DC=MyCompany,DC=com

Using the Auto Create User Feature

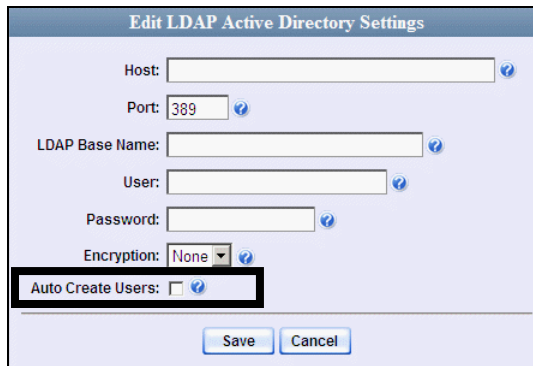
The DEP server has the ability to automatically import users from the Active Directory server the first time the user logs into the system. (**Note:** The DEP server only saves the user’s login name, *not* the user’s password.) In order to utilize this feature, you need to create AD Groups in the Active Directory server which map to User Types in the DEP server. Active Directory Users would then be assigned to these groups.

The AD Groups that you need to create are:

L3MVI_DES_VIEW_VIDEO,
L3MVI_DES_VIEW_CASE, L3MVI_DES_OFFICER,
L3MVI_DES_SUPERVISOR,
L3MVI_DES_LVL2_SUPERVISOR, L3MVI_DES_INTERNAL_AFFAIRS, and
L3MVI_DES_ADMIN.



To use the *Auto Create Users* feature, you also need to select the *Auto Create Users* checkbox under the **Active Directory Settings** tab.



Appendix B: 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)

Servers to Backup Workstation

- TCP port 21 (FTP Passive Mode)
- TCP port 9000 (HTTP)

Workstations to Servers

- TCP port 80 (if using HTTP Playback)
- TCP port 21 (if using FTP Playback)
- TCP port 139 (if using SMB playback)
- TCP port 445 (if using SMB playback)

Appendix C: End-User License Agreement

IMPORTANT-READ CAREFULLY: This License AGREEMENT (the "AGREEMENT") is a legal AGREEMENT between you (either an individual or single entity, including, but not limited to a Corporation, LLC, LLP, Partnership, Sole Proprietorship) ("LICENSEE") and L-3 Mobile-Vision, Inc. ("LICENSOR").

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