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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.

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. If you're also capturing video using one of our supported "body worn" cameras (i.e., *Body*VISION or VIEVU), you can perform the same functions on those videos as well.

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.

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

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

Any differences between Flashback, *Body*VISION, and VIEVU DVRs are clearly noted in this documentation. For additional information on your particular DVR, refer to that DVR's User Guide, which is available for download from our Online Support Center:

s6.parature.com/FileManagement/Download/897fb523d5f74e4683825050125dda6f

For more information, see:

- □ User Roles, next page
- □ Logging into the System for the First Time, next page
- □ Changing Your Password, page 4
- □ DEP Home Page, page 5
- **D** Definitions, page 7
- □ Software Navigation, page 10
- □ Interview Room, page 12
- DVD File Formats, page 13
- □ Using the Online Help System, page 14.



### **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
- □ Display-only Case
- Display -only Video
- □ Supervisor Lvl 1
- □ Supervisor Lvl 2
- □ Internal Affairs
- □ Administrator.

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

### **Custom User Roles**

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

### Logging into the System for the First Time

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

- □ URL needed to access your Flashback server
- User ID
- $\Box$  DEP User Password (if needed)<sup>\*</sup>



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.



communications Mobile-Vision, Inc.		
	FLASHBACK LOGIN User Name: Password: Login	
	© L-3 Mobile-Vision, Inc. • <u>info mvi@L-3com.com</u> • Toll Free: 1-80 Un-Authorized Attempts to Access This Site Will Be Prosecut	10-336-8475 USA 1d

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.
- $\Rightarrow$  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.
- $\Rightarrow$  If your organization is *not* using the Active Directory Interface, this is the initial password that your System Implementation Specialist (SIS) provided you with.
- 4 If the *Domain* field appears on your screen, proceed to the next step. Otherwise skip to step 6.
- 5 Select the correct domain name from the *Domain* drop-down list.

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

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



communications Mobile-Vision, Inc.			mvadmin is logged	in. <u>Loqout</u>
▼ Home Menu	Message Board			
Home Search Video	My Messages	All Messag	es	
Manage Cases			Inbox Messages	
Vedia Reader	Date	State	Message Text	Actions
Jser Help	09/12/2014 14:13	Queued	There is an update available for your Server, click the arrow to the right to download the update.	
<ul> <li>User Preferences</li> <li>Administration</li> </ul>	07/15/2014 16:31	Completed	Export Quick Check Robbery Disc 1 of 1 is now ready for download.	X
			Sent Messages	
	Date	State	Message Text	Actions
	08/13/2014 14:50	Working	Auto-DVD request to Backup PC 'Evidence Room Bravo' for Case 'Street Fight' - Disc 1 of 1	

For a detailed description of this page, see "DEP Home Page" on page 5.

### **Changing Your Password**

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

13	ENTER NEW PASS	WORD	
communications Mobile-Vision, Inc.			mvadmin is logged in. Logout
▼ Home Menu	Secret		
Home	User Password:	0	
Search Video	User Pussword.		
Manage Cases	Repeat User Password:	0	
Media Reader			
User Help			
▼ User Preferences			
Change Password			
Favorites			
DVR Login Key			
► Administration			
Action			
Clear			
Save			

- 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.



mvadmin is logged in. Logout

download the update

Actions

 $\mathbf{E}$  × X

Actions

 $\mathbf{E}$  ×

**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**

other system messages 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	communications Mobile-Vision, Inc.			WELCOME HOME Your last login was on: 09/17/2014 09:01:19 mvadmin is l			
	▼ Home Menu	Message Board					
searching for a → video or case	Home Search Video	My Messages	My Messages 💿 All Messages				
	Manage Cases		Inbox Messages				
	Media Reader	Date	State	Message Text			
The Message	User Help  User Preferences	09/12/2014 14:13	Queued	There is an update available for your Server, click the arrow to the right to download the up			
Board contains	<ul> <li>Oser Preferences</li> <li>Administration</li> </ul>	07/15/2014 16:31	Completed	Export Quick Check Robbery Disc 1 of 1 is now ready for download.			
information on			Sent Messages				
recent burn		Date	State	Message Text			
		08/13/2014 14:50	Working	Auto-DVD request to Backup PC 'Evidence Room Bravo' for Case 'Street Fight' - Disc 1 of 1			
requests and							

### Message Board

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

- □ *Inbox Messages*. These are the messages that the *system* sent to you. As an administrative user, you will see messages related to system problems and administrative functions. If you selected the All Messages radio button, you will also see all messages that the system sent to other 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 export a selected video or case file to your PC.

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

- **D** 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-pext to your request.
- □ *Failed*. Your request could not be processed. Click on the *i*con to retry the job.



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

lcon	Description
۲	Download file or play quarantined video
×	If selected from Inbox Messages: Delete a system message If selected from Sent Messages: Delete a queued job
0	Deny request
⇒	View <i>export</i> or <i>video</i> details
1	Resubmit job
	Accept quarantined video into the system
i	Reject (i.e., delete) quarantined video

### Main Menu

▼ Home Menu	
Home	
Search Video	
Manage Cases	
Media Reader	
User Help	-
▼ User Preferer	nces
Change Passwor	d 🔶
Favorites	←
🔻 Administratio	on
System Setup	
System Status	
Assign Videos	
Manage DVRs	
Mobile Devices	
Manage Users	

Introduction Definitions



### 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 a storage card until the video can be transmitted to the storage server. For more information on the Flashback, refer to your Flashback User's Guide.

#### **BodyVISION DVRs**

The *Body*VISION is a small, wearable digital video recorder manufactured and sold by L-3 Mobile-Vision. This device allows you to capture both high definition videos and JPG "snapshot" images, then upload them to the server via a *Body*VISION docking station. Videos recorded using this device are assigned the category of **Body Worn**.

#### **VIEVU DVRs**

A VIEVU is a small, wearable digital video recorder sold by L-3 Mobile-Vision. Videos recorded using this device are assigned the category of **VieVu**.

#### Backup PC

A Backup PC is a computer used to process DVD burn requests. Because the process of burning DVDs is resource-intensive, one PC 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.



#### **Robotic DVD Burner**

A robotic DVD burner is a disc duplicator that burns and labels your *Certified Backup Discs* and *User-Requested Certified Copies* (see definitions below). 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* on the next page). Once there are enough files to fill up an archive disc, the system automatically generates a CBD.

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

#### **User-Requested Certified Copy**

A user-requested certified copy is a DVD that you can create yourself using either the robotic DVD burner or your PC's DVD burner. It is also referred to as an *export disc*. 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 used to transmit Flashback videos from your in-car DVRs to the 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.

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

See also "Transmission" on the next page.



### Transmission

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

- □ Automatic transmission. Whenever a vehicle comes within approximately 300 feet of an access point, it triggers an automatic transmission. During this transmission, all videos that are currently stored on the DVR will wirelessly transfer to the 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. 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.

#### 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 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.

### 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 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 image and statistics (category, duration, record reason, etc.), but not the video itself. Also, you cannot *edit* or *export* an offline video.

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

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**

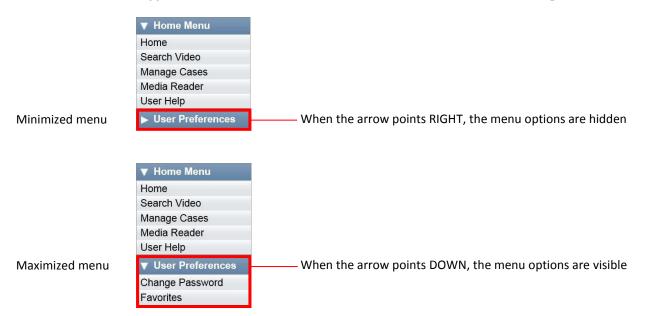
When you first login to DEP, you will notice three main menus on the far left of your screen: *Home Menu, User Preferences*, and *Administration*. These menus are the starting point for all DEP functions. By default, the Home Menu (1) is *maximized* (open) upon login and the User Preferences (2) and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

▼ Home Menu	1
Home	
Search Video	
Manage Cases	
Media Reader	
User Help	
User Preference	s 2
Administration	3



### 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.
KN	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 in this section.



communications Mobile-Vision, Inc.			SEARCH R		<b>mvadmin</b> is logged in.	Logout
V Home Menu			Manage Cases			
Home		<u>K</u> <u>K</u>	Page 1 of 1 (6 total records)	× × ×		
Search Video	Details	Display Name	Case Number	Subject	Incident Date 🔻	Status
Manage Cases Vedia Reader	1	Accident on Rt 80	04-000945		07/04/2014	
Jser Help		Accident on Rt 46	04-000986		07/04/2014	
<ul> <li>User Preferences</li> </ul>	1	Quick Check Robbery	09-008765	Cates, Devin	07/04/2014	<b>-</b>
<ul> <li>Administration</li> </ul>	<b>i</b>	Bicycle accident	09-000567	Cates, Logan	06/04/2014	
Action New Search	1	Riot at MHS	09-0098456		05/03/2014	
Create	1	Walmart Collapse	09-087633	Cates, Alena	05/02/2014	

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

– OR –

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

### **Right-clicking on a Row**

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

Edit Menu
Edit
Delete

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

	Action
New	Second States and States
Edit	
Delete	

### **Interview Room**

*Interview Room* is an optional module that is used to record officer/subject interviews at your precinct. If your agency chose to purchase this module, you will have one or more Flashback cameras set up in your agency's interview room(s). All of the 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.

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			<b>√</b>	<b>√</b>
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 **V** Home Menu and click **User Help**.

Communications Mobile-Vision, Inc.				
'Home Menu	Message Board			
lome Search Video	My Messages	All Messag	ies	
Manage Cases	A CONTRACTOR OF A CONTRACT OF A CONTRACT. CONTRACT OF A CONTRACT. CONTRACT OF A CONTRACT OF A CONTRACT OF A CONTRACT. CONTRACT OF A CONTRACT OF A CONTRACT OF A CONTRACT. CONTRACT OF A CONTRACT OF A		Inbox Messages	
Media Reader	Date	State	Message Text	Actions
Jser Help	09/12/2014 14:13	Queued	There is an update available for your Server, click the arrow to the right to download the update.	
<ul> <li>User Preferences</li> </ul>	07/15/2014 16:31	0	Search Only to Oberty Databased One of all a surgery databased	<pre>N</pre>
Administration	07/15/2014 16:31	Completed	Export Quick Check Robbery Disc 1 of 1 is now ready for download.	X
			Sent Messages	
	Date	State	Message Text	Actions
	08/13/2014 14:50	Working	Auto-DVD request to Backup PC 'Evidence Room Bravo' for Case 'Street Fight' - Disc 1 of 1	
			-	

The Help Contents page displays.

Contents 🛛 😭 Index	Search Powered By RoboHr
	Home > Introduction
Introduction	
Videos	Introduction
DVDs	Digital Evidence Series (DES) is the companion software for Flashback, an in-car digital video recorder sold
Cases	by L3 Mobile-Vision, Inc. DES allows you to search for and view the Flashback video files recorded by your
DVRs	in-car camera. You can also export and burn selected videos to DVD or Blu-Ray disc. If you're also capturing
Backup PCs	video using one of our supported "body worn" cameras ( <u>BodyVISION</u> or <u>VIEVU</u> ), you can perform the same
Utilities	functions on those videos as well.
Security	
Users	DES was designed to run on server-class hardware. It is a web-based application, meaning that you access
S Users	the software via a standard web browser. You can use either Internet Explorer or Mozilla Firefox to access
	DES. Any differences between Flashback, BodyVISION, and VIEVU are clearly noted in this help system. For
	additional information on your particular DVR, refer to that DVR's User's Guide, which is available for
	download from the <b>Tools</b> tab (permissions required). For more information, see <u>Viewing/Printing Product</u>
	Manuals.
	For more information, see:
	User Roles
	Permissions
	Changing Your Password
	DES Home Page
	Software Navigation
	Generating a DVR Login Key for Yourself
	Generating a DVR Login Key for Another Officer
	Interview Room
	DVD File Formats—A Side-by-Side Comparison
	*. 100%

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

# Videos

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

The Flashback 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). *Body*VISION videos and snapshots, on the other hand, upload to the server after an officer places the unit in a *Body*VISION docking station that's connected to the server.

Once a video or snapshot file resides on the server, you can access it by logging into the 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 files are he and users with *edit* permissions. If his viewing privileges are *public*, any DEP user can *view* his files, but only he and users with *edit* permissions can *notate* them.

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

For more information, see:

- □ Searching for Videos, next page
- □ Viewing Video Search Results, page 25
- □ Displaying a Video, page 28
- □ Playing a Video, page 39
- □ Capturing a Video Still Image, page 47
- □ Notating a Video, page 50
- □ Tagging, page 53
- Generating a Chain of Custody Report for a Video, page 55
- □ Reactivating an Offline Video, page 57
- □ Re-importing "Expired" Video, page 62
- □ Adding a Video to a New Case, page 65
- □ Manually Uploading New Videos, page 69
- Downloading Video Files to Your PC, page 77
- □ Printing a Snapshot, page 88
- □ Viewing a Video's Logs, page 88
- □ Reassigning Video to a Different Officer, page 93
- Reassigning Video to a Different DVR, page 97 (*Continued*)



- □ Maintaining User Metadata, page 99
- □ Updating Viewing Options, page 106
- □ Video Categories, page 113
- □ Installing the UMD Editor on an Officer's Mobile Data Computer, page 118
- □ Accepting/Rejecting Quarantined Video, page 121
- □ Exporting Video Activity to a Spreadsheet, page 122
- □ Flashback File Converter, page 124
- □ Recovering a Corrupt Flashback1 Video, page 130
- □ Installing the Windows Codec Utility for Flashback1 Videos, page 139
- □ Manually Installing the VIEVU Drivers, page 141
- □ Manually Installing the Flashback Player, page 144.

### **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> <li>Date</li> <li>DVR</li> <li>System ID</li> <li>Owner</li> <li>Category</li> </ul>
Advanced	<ul> <li>After Date</li> <li>Before Date</li> <li>DVR</li> <li>DVR Type</li> <li>System ID</li> <li>Owner</li> <li>Category</li> <li>Tagged</li> <li>Status</li> <li>Record Reason</li> <li>Latitude</li> <li>Longitude</li> <li>Speed Greater Than</li> <li>UMD</li> </ul>

For specific instructions, see:

- □ Performing a Basic Video Search, next page
- □ Performing an Advanced Video Search, page 20.



### Performing a Basic Video Search

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

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

(]3		SEARCH	VIDEO		
communications Mobile-Vision, Inc.				Officer Zalewski is logged in. Log	gout
▼ Home Menu	Video Information				
Home Search Video	Date:		DVR:	<b>v</b> 0	]
Manage Cases Media Reader User Help	System ID: Category:	0	Owner:	✓ 0	
<ul> <li>User Preferences</li> </ul>					J
Administration     Action					
Search					
Advanced Search					
Clear Back to Case					

- 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. Select this date from the calendar popup OR enter directly in mm/dd/yyyy format.
DVR	Limits your search to those videos that were captured by this DVR unit. For more on DVRs, see <i>DVR Name</i> in the table on page 29. <i>Select this value from the drop-down list</i> .
System ID	Limits your search to a video in which the System ID (also termed <i>System Video Number</i> ) is equal to this value. For more information, see <i>System Video</i> # in the table on page 29.
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 29. <i>Select this value from the drop-down list</i> .
Category	Limits your search to those videos that fall within this category. For more on video categories, see <i>Category</i> in the table on page 30. <i>Select this value from the drop-down list</i> .



	Video Information (cont'd)
Search Field	Description
Category (cont'd)	If you are searching for a VIEVU video, select <b>VieVu</b> . If you are searching for a <i>Body</i> VISION video or snapshot, select <b>Body Worn</b> .
	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 20.
Clear	Remove all entries and selections from the Search form.
Previous Results	Return to the Video Search Results page, if applicable. If you have not performed a search since you logged on, this action will not display.
Back to Video	Display the Video Details of the last video you viewed or played, if applicable. If you have not viewed or played a video since you logged on, this action will not display.
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 videos that match your selection criteria display on the Video Search Results page.

(13)			VIDE	O SEARC	H RESUI	LTS		
communications Mobile-Vision, Inc.						Officer	Zalewski is logged	l in. <u>Logout</u>
▼ Home Menu				Videos				
Home			K << <	Page 1 of 2 (7 total r	records) > >>	<u>Я</u>	and the second second	
Search Video	Info	Play	Owner	DVR Name	Category	Duration	Date / Time 🔻	Notes
Manage Cases Media Reader User Help	•		Officer Zalewski	*1 No Number@09:01:34	No Citation	0 min	11/21/2012 20:02	
User Preferences     Administration     Action	•		Officer Zalewski	Unit 144	Background Mode	17 min	11/09/2012 13:16	a
New Search Export Back to Video	•		Officer Zalewski	Unit 147	Citation	0 min	07/29/2010 08:18	<b></b>
Back to Video Back to Case	1		Officer Zalewski	Unit 147	Arrest	12 min	07/17/2010 20:21	я
	i		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.

**5** 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: Category A

-OR -

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

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

K << < > >> >I

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

1			VI	deo Searc	CH RESUL		Zalewski is logged i	n Longu	
Communications Mobile-Vision, Inc.				Video	s	<b>U</b> moor		. 10900	
Home	1.00		[K] K	Page 1 of 2 (7 total	records) >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>				
Search Video Manage Cases Media Reader	Info	Play	Owner Officer Zalewski 🗸	DVR Name	Category	Duration	Date / Time V	Notes	
Media Reader User Help User Preferences	•		Officer Zalewski	*1 No Number@09:01:34	No Citation	0 min	11/21/2012 20:02	G	
<ul> <li>Administration</li> <li>Action</li> <li>New Search</li> </ul>	1		Officer Zalewski	Unit 144	Background Mode	17 min	11/09/2012 13:16	a	
New Search Export Back to Video Back to Case	i		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	<b></b>	
	1)	- Consta	Officer Zalewski	84	No Citation	1 min	04/09/2009 11:03		

These fields are described in the table on page 26.

**9** 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 25.



1

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

			VID	EO DETA	AILS	
communications Mobile-Vision, Inc.					Officer	Zalewski is logged in. Logout
▼ Home Menu	Status: Online	Video Logs	UMD			
Home						
Search Video Manage Cases	and the starts	No Alto Alto	System Video #:	30	Ingest Date:	08/18/2011 10:23
Media Reader	Contract of the second		Owner:	Officer Zalewski	Record Reason:	Record Button
User Help		and when	Owner.	Officer Zalewski	Recold Reason.	Record Button
User Preferences	-192		DVR Officer Name:	QA FB2A	Video Start Date:	10/29/2009 09:01
<ul> <li>Administration</li> </ul>			DVR Name:	Unit 147	Video End Date:	10/29/2009 09:04
Action		1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	DVR Type:	Vehicle	Duration (minutes):	3
Play			Category:	Search	Maximum Speed:	0
Google Earth Edit			Assigned To Case(s)			
Tag Video						J
Export						
Add To Case						
Chain of Custody						
Previous Results						
Back to Case						

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

### Performing an Advanced Video Search

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

- □ After Date
- □ Before Date
- DVR
- □ DVR Type
- □ System ID
- □ Owner
- □ Category

- □ Tagged
- □ Status
- Record Reason
- □ Latitude
- □ Longitude
- □ Speed Greater Than
- □ 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.



13		SE	AR	CH VIDEO		
communications Mobile-Vision, Inc.					Officer Zalew	vski is logged in. Logout
▼ Home Menu	Video Informati	on				
Home	American		-	Before Date:		
Search Video	After Date:		. 0	Before Date:		
Manage Cases	DVR:		- 0	DVR Type:	V 0	
Media Reader		-				
User Help	System ID:	0		Owner:	✓ Ø	
User Preferences	Category:	~	0	Tagged:	V 0	
► Administration	Status:	V 0		Record Reason:	v 0	
Action	Latitude:	<		Speed Greater Than:		0
Search	Longitude:	*		UMD:		0
Basic Search			1			
Clear						
Previous Results						
Back to Video						
Back to Case						

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

	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 29. <i>Select this value from the drop-down list</i> .
DVR Type	<ul> <li>Limits your search to those videos that were captured by one of these DVR types:</li> <li><i>Vehicle</i>. A DVR that is installed inside a vehicle, such as a police cruiser.</li> <li><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.</li> <li><i>Body Worn</i>. A small, wearable DVR called <i>Body</i>VISION.</li> <li><i>VieVu</i>. A small, wearable DVR called VIEVU.</li> <li><i>Select this value from the drop-down list</i>.</li> </ul>
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 29.



	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 29. <i>Select this value from the drop-down list</i> .
Category	Limits your search to those videos that fall within this category. For more on video categories, see <i>Category</i> in the table on page 30. <i>Select this value from the drop-down list.</i> If you are searching for a VIEVU video, select <b>VieVu</b> . If you are searching for a <i>Body</i> VISION video or snapshot, select <b>Body Worn</b> .
Tagged	Limits your search to those videos that are either tagged or not tagged. For more on tagging, see "Tagging" on page 53. <i>Select this value from the drop-down list</i> .
Status	Limits your search to those videos with a status of <i>online</i> or <i>offline</i> . If a video is <i>online</i> , it means that it is still stored on the 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</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 32. <i>Select this value from the drop-down list.</i>
Latitude	Limits your search to those videos in which the latitudinal coordinate contains this text. <i>Must be used in conjunction with the 'Longitude' field.</i> The <i>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 longitu- dinal coordinate contains this text. <i>Must be used in</i> <i>conjunction with the 'Latitude' field.</i> The <i>Display MAX</i> <i>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 99.



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 17.					
Clear	Remove all entries and selections from the Search form.					
Previous Results	Return to the previous Video Search Results page, if applicable. If you have not performed a search since you logged on, this action will not display.					
Back to Video	Display the Video Details page for the last video you viewed or played, if applicable. If you have not viewed or played a video since you logged on, this action will not display.					
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 videos that match your selection criteria display on the Video Search Results page.

	VIDEO SEARCH RESULTS									
communications Mobile-Vision, Inc.						Officer	Zalewski is logged	l in. <u>Logout</u>		
▼ Home Menu	Videos									
Home	K K Page 1 of 2 (7 total records) X X 🔍									
Search Video Manage Cases	Info	Play	Owner	DVR Name	Category	Duration	Date / Time 🔻	Notes		
Manage Cases Media Reader User Help	•		Officer Zalewski	*1 No Number@09:01:34	No Citation	0 min	11/21/2012 20:02			
<ul> <li>User Preferences</li> <li>Administration</li> </ul>	•		Officer Zalewski	Unit 144	Background Mode	17 min	11/09/2012 13:16			
Action New Search Export	•		Officer Zalewski	Unit 147	Citation	0 min	07/29/2010 08:18	<b></b>		
Back to Video Back to Case	•		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.



i

**5** 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: Category

– OR –

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

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

K << < > >> >I

7 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	Status: Online	Video Logs UMD					
Home							
Search Video	and starter	System Video #:	30	Ingest Date:	08/18/2011 10:23		
Manage Cases Media Reader	Carl Carlo and the second	Owner	Officer Zalewski	Pacard Passon	Record Button		
User Help	1 - A - Contraction	and the state of the		Record Reason.	Record Button		
User Preferences		DVR Officer Name:	QA FB2A	Video Start Date:	10/29/2009 09:01		
<ul> <li>Administration</li> </ul>		DVR Name:	Unit 147	Video End Date:	10/29/2009 09:04		
Action		DVR Type:	Vehicle	Duration (minutes):	3		
Play		Category:	Search	Maximum Speed:	0		
Google Earth	in the first second second						
Edit		Assigned To Case(s):					
Tag Video							
Export							
Add To Case							
Chain of Custody							
Previous Results							
Back to Case							

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



# **Viewing Video Search Results**

This section describes the various components on the Video Search Results page. This page displays after you execute a search, as described in "Performing a Basic Video Search" on page 17 and "Performing an Advanced Video Search" on page 20.

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

13			VIDE	O SEARC	H RESU	LTS		
Communications Mobile-Vision, Inc.						Officer	Zalewski is logged	d in. Logout
▼ Home Menu		Start of the second		Videos				-
Home			K << <	Page 1 of 2 (7 total r	records)	<b>N</b>		
Search Video Manage Cases	Info	Play	Owner	DVR Name	Category	Duration	Date / Time 🖤	Notes
Media Reader Jser Help	•	-	Officer Zalewski	*1 No Number@09:01:34	No Citation	0 min	11/21/2012 20:02	
User Preferences     Administration	•	and the second second	Officer Zalewski	Unit 144	Background Mode	17 min	11/09/2012 13:16	a
Action ew Search xport ack to Video	•		Officer Zalewski	Unit 147	Citation	0 min	07/29/2010 08:18	<b></b>
ack to Video ack to Case	1		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 below.

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.			
кы	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 <sup>*</sup>
	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</i> <i>Search Fields</i> below.
	This icon only displays after you perform a <i>Basic</i> search.
	Quick Search Fields <sup>*</sup>
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 29. <i>Select this value from the drop-down list.</i>
DVR Name	Limits your search to those videos that were recorded by a specific DVR unit. For more on DVRs, see <i>DVR Name</i> in the table on page 29. <i>Select this value from the drop-down list</i> .
Category	Limits your search to those videos that fall within a selected category. For more on video categories, see <i>Category</i> in the table on page 30. <i>Select this value from the drop-down list</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 infor- mation on this field, see <i>Owner</i> in the table on page 29.
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 29.
Category	The category assigned to this video. For more on video categories, see <i>Category</i> in the table on page 30.
Duration	The video's length, in minutes. If a line displays in this field rather than a number, it indicates that this record is a <i>Body</i> VISION still image.

\*

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	Status icons used to provide details on each video.		
	The video file has been tagged by a user. For more on tagging, see "Tagging" on page 53.		
	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.		
	$\square$ 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 36.		
	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 77.		
Back to Video	Display the Video Details of the last video you viewed or played, if applicable. If you have not viewed or played a video since you logged on, this action will not display.		
Back to Case	Display the Case Details of the last case you viewed, if applicable. If you have not viewed a case since you logged on, this action will not display.		



## **Displaying a Video**

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

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

(3	VIDEO SEARCH RESULTS							
Communications Mobile-Vision, Inc.						Officer	Zalewski is logged	l in. <u>Logout</u>
▼ Home Menu				Videos				
Home			K (X) (X)	Page 1 of 2 (7 total	records) 🔰 ≫	N Q		Harris and
Search Video	Info	Play	Owner	DVR Name	Category	Duration	Date / Time 🔻	Notes
Manage Cases Media Reader User Help	•		Officer Zalewski	*1 No Number@09:01:34	No Citation	0 min	11/21/2012 20:02	
<ul> <li>User Preferences</li> <li>Administration</li> <li>Action</li> </ul>	•		Officer Zalewski	Unit 144	Background Mode	17 min	11/09/2012 13:16	a
New Search Export Back to Video	•		Officer Zalewski	Unit 147	Citation	0 min	07/29/2010 08:18	<b></b>
Back to Case	•		Officer Zalewski	Unit 147	Arrest	12 min	07/17/2010 20:21	я
	•	St. Same	Officer Zalewski	Unit 147	Search	3 min	10/29/2009 09:01	
	•	and the second s	Officer Zalewski	84	No Citation	1 min	04/09/2009 11:03	м

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

	13			VII	DEO DETAIL	5	
	communications Mobile-Vision, Inc.					mvad	Imin is logged in. Logout
	▼ Home Menu	Status: Online	Video Logs	Group Detail	UMD		
	Home Search Video Manage Cases			System Video #:	4	Ingest Date:	03/25/2014 12:49
	Media Reader			Owner:	*1 Leslie Zalewski@12:49:42	Record Reason:	Record Button
	User Help  User Preferences	A-0-	a alling	DVR Officer Name:	SWooster	Video Start Date:	11/12/2013 07:06
				DVR Name:	Eng Lab FB3	Video End Date:	11/12/2013 07:47
	► Administration			DVR Type:	Interview Room	Duration (minutes):	41
	Action Play			Category:	Arrest	Maximum Speed:	54
This section only	Google Earth Edit			Assigned To Case(s)			
displays for longer	Tag Video				Video Group	Information	
videos that have —	Export Add To Case			Video Start [	Date: 2013-11-12 07:06	Video End Date	2013-11-12 07:47
been subdivided into	Chain of Custody			Duration (minu	ites): 57	Total Number Videos	2
two or more files	Previous Results						

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



	Status Tab
Field	Description
System Video #	The unique identification number that the system auto- matically assigns to each video. Also referred to as the <i>System ID</i> .
Owner	The name of the officer who owns this video. By default, the owner of a video file is the officer who was logged into the DVR unit during the recording. If an owner name starts with <b>*1</b> , it means that it was auto- created by the system. There are two scenarios in which the
	<ul> <li>system will automatically create an owner:</li> <li>1. An officer logs into a DVR using a User ID that does not reside on the server. After transmission occurs, the system recognizes that the User ID does not match any existing records in the database, and so it creates a new owner name using the following naming convention:</li> <li>*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.</li> <li>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.</li> <li>If necessary, you can reassign a *1 video to its proper owner, as described in "Reassigning Video to a Different Officer" on page 93.</li> </ul>
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 <b>*1 No name@[time at which default officer name was created]</b> .
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>Inter-</i> <i>view Room</i> module, a DVR may also be associated with an interview room. If the DVR is a VIEVU, the words <b>VieVu</b> will display here. If the DVR is a <i>Body</i> VISION, the words <b>Body Worn</b> will display here. Some DVR records are entered by your SIS or System Administrator (typical), and some are created automatically by the system.

(Continued)



	Status Tab (cont'd)					
Field	Description					
DVR Type	<ul> <li>The type of DVR that captured this video:</li> <li><i>Vehicle</i>. A DVR that is installed inside a vehicle, such as a police cruiser.</li> <li><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.</li> <li><i>Body Worn</i>. A small, wearable DVR called <i>Body</i>VISION.</li> <li><i>VieVu</i>. A small, wearable DVR called VIEVU.</li> </ul>					
Category	The category assigned to this video. A vision mines the order in which it transmits to t transmit in the order in which they are lise <b>Categories</b> tab, as demonstrated below.	he server. V sted on the V	ideos will V <b>ideo</b>			
	Precinct System Settings Security Settings Case Settings	Y	irmware DVD			
	Storage Machines Viewing Online Life-Cycle Backup/Export	Download Options	Video Categories			
	Video Categor Description	ries Day(s) Online	In Use B			
	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 Other 4 transmits eighth	90	Yes			
	Other 5     transmits eight     90     Yes					
	<ul> <li>a number of online days to each category, as described in</li> <li>"Changing Video Categories" on page 113. 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 <b>two</b> 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.</li> <li>Most categories are assigned by the officer immediately after a video is done recording. However, you can also assign categories</li> </ul>					
	<ul> <li>back at the precinct after you've logged of described in "Changing a Video's Categor default video categories that you can ass <i>No Citation, Citation, Search, Arrest, Ot</i> option of customizing these default categories are default categories are assigned and page 113.</li> <li>The following categories are assigned and system: (<i>Continued</i>)</li> </ul>	ory" on page ign to a vide <i>her 1 – 5</i> . Y gory names t ng Video Ca	e 50. The to are: ou have the to meet your tegories" on			



	Status Tab (cont'd)
Field	Description
Category (cont'd)	<ul> <li>Background Mode. A recording session occurred when the Background Mode option was set to ON. When Background Mode is ON, it means that the DVR records continuously whenever the vehicle's ignition is on, and for X<sup>*</sup> number of minutes after the ignition is turned off.</li> <li><i>Power Failure</i>. A recording session was interrupted after a power failure occurred.</li> <li><i>Interrupted Recording</i>. A recording session was interrupted because the SD card (Flashback3/Flashback HD) or CF card (Flashback1/Flashback2) was full.</li> <li><i>Interview</i>. The video was captured using the optional <i>Interview Room</i> module, which is used to record interviews at your precinct.</li> <li><i>Body Worn</i>. The video was captured using a small, wearable DVR called <i>Body</i>VISION.</li> <li><i>VieVu</i>. The video was captured using a small, wearable DVR called VIEVU.</li> <li><i>Firmware Upgrade</i>. An officer requested a DVR firmware upgrade in the middle of a recording session (highly unlikely scenario).</li> <li><i>Card Format</i>. An officer began formatting the DVR's SD card (Flashback2) in the middle of a recording session (highly unlikely scenario).</li> <li><i>Corrupt QBX</i>. The system detected a possible file corruption in a Flashback2, Flashback3, FlashbackHD, or <i>Body</i>VISION video (highly unlikely scenario).</li> <li><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 <b>RECORD</b> function after a car crash occurs.</li> <li><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>Continued</i>)</li> </ul>

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



	Status Tab (cont'd)
Field	Description
Category (cont'd)	<ul> <li>Unknown. 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).</li> <li>Note: System-assigned categories cannot be changed.</li> </ul>
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	<ul> <li>The event or "trigger" that caused your in-car DVR to start recording. Record reasons include:</li> <li><i>Auxiliary 1.</i> The CrashBat crash detector or other device detects an event, such as a vehicle crash. Automatic trigger.</li> <li><i>Auxiliary 2.</i> A secondary device registers an event, such as the opening of a vehicle door. Automatic trigger.</li> <li><i>Lights.</i> The vehicle's emergency lights go on. Automatic trigger.</li> <li><i>Microphone 1.</i> Officer activates the <i>Record</i> switch on the wireless mic that's plugged into the DVR's VLP 1 port. Manual trigger.</li> <li><i>Microphone 2.</i> Officer activates the <i>Record</i> switch on the wireless mic that's plugged into the DVR's VLP 2 port. Manual trigger.</li> <li><i>Record button.</i> Officer presses the <b>R</b> button on the Flashback monitor or DVR. Manual trigger.</li> <li><i>Siren.</i> The vehicle's siren goes on. Automatic trigger.</li> <li><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 Flashback DVR that is Not Assigned to a DVR Group," in chapter 5.</li> </ul>
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. If a dash displays in this field rather than a number, it indicates that this record is a <i>Body</i> VISION still image.



	Status Tab (cont'd)
Field	Description
Maximum Speed	The highest vehicle speed that was reached during this recording. If you do not have the <i>Display MAX Speed and GPS Data</i> permission, this field will not display.
Assigned To Case(s)	The name of the case or cases that this video is assigned to, if applicable. For more on cases, see chapter 4.
	Video Group Information <sup>*</sup>
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 39.
Google Earth	If you have the Google Earth application installed on your PC, this option will display an aerial view of a video's route and its 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 38.
Edit	Change the category and/or user metadata associated with this video. For more information, see "Notating a Video" on page 50.
Tag Video/ Untag Video	<b>Tag</b> : Add extra days to the video's on-line life. The specific number of days depends on your system settings. For more information, see "Taggng a Video" on page 53. <b>Untag</b> : Remove the "tagged" flag from a video. For more information, see "Untagging a Video" on page 54.
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 77.

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

\*



	Available Actions (cont'd)
Action	Description
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 65 or "Adding a Video to a Case" in chapter 4.
Request Activation	Submit a request to restore this video from a backup disc or tape to the server. After you click this option, your request will display on the <i>Inbox Messages</i> list for all users who have reactivation privileges. For more information, see "Submitting a Request to Reactivate a Video" in chapter 2 of the <i>DEP Officer's Guide</i> . This action will only display if the video is offline.
Reactivate Now	Restore this video from a backup disc or tape to the server. For more information, see "Reactivating an Offline Video" on page 57. This action will only display if the video is offline <i>and</i> you have the <i>Reactivate Video</i> permission.
Chain of Custody	Generate a Chain of Custody report. For more infor- mation on this report, see "Generating a Chain of Custody Report for a Video" on page 55.
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 88, beginning with step 2
- □ Viewing a Video's User Metadata, below, beginning with step 2
- □ Viewing a Video's Group Information, page 36, beginning with step 2
- □ Viewing a Video in Google Earth, page 38, beginning with step 2.

## Viewing a Video's 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 99.

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



			VIDEO	DETAI	LS	
communications Mobile-Vision, Inc.					Officer Zalews	ki is logged in. Logout
▼ Home Menu	Status: Online	Video Logs	UMD			
Home						
Search Video		An In Comp	System Video #:	35	Ingest Date:	08/18/2011 10:26
Manage Cases Media Reader		and the second				
User Help		-	Owner:	Officer Zalewski	Record Reason:	Lights
•		The second	DVR Officer Name:	Place	Video Start Date:	07/17/2010 20:21
User Preferences			DVR Name:	11-14 4 47	Video Fred Dates	07/17/2010 20:34
Administration			DVR Name.	Unit 147	video Erid Dale.	07/17/2010 20:34
Action			DVR Type:	Vehicle	Duration (minutes):	12
Play			Category:	Arrest	Maximum Speed:	28
Google Earth					ina ana opeca.	
Edit			Assigned To Case(s):	:		
Tag Video						
Export						
Add To Case						
Chain of Custody						
Previous Results						
Back to Case						

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

					VIDEO DETAILS
					Officer Zalewski is logged in. Logout
▼ Home Menu	Status: Online	Video L	0.028	MD	
Home	otatus. Onime	VIGEO E	.ogs G		
Search Video Manage Cases	Eye Co	lor: Brow	vn		
Media Reader User Help	Hair Co	lor: Brow	vn		
User Preferences	Heig	pht: 5' 10	)"		
► Administration	Identifying Mar	ks: scar	on left forear	m	
Action Play					
Google Earth	<u></u>				
Edit					
Tag Video					
Export					
Add To Case					
Chain of Custody					
Previous Results					
Back to Case					

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



# Viewing a Video's Group Information

For burning purposes, 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 the original video file into two or more files.

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

communications Mobile-Vision, Inc.			VII	deo D	ETAILS		min is logged in. <u>Loqout</u>
▼ Home Menu	Status: Online	Video Logs	Group Detail	UMD			
lome	I I INVESTIGA	2 2 2 1 5 2 / 1 k 1		75			10 10
earch Video	SEAL OF	Will States	System Video #:	4		Ingest Date:	03/25/2014 12:49
lanage Cases ledia Reader		17 1 . /	Owner:	*1 Loclio Zalos	wski@12:49:42	Record Reason:	Record Button
ledia Reader Iser Help					WSKI@12.49.42		[]
	0	All marter	DVR Officer Name:	SWooster		Video Start Date:	11/12/2013 07:06
User Preferences			DVR Name:	Eng Lab FB3		Video End Date:	11/12/2013 07:47
Administration			DVR Type:	Interview Roo	m	Duration (minutes):	41
Action			0-4			Maximum Oracada	
lay			Category:	Arrest		Maximum Speed:	54
oogle Earth			Assigned To Case(s)	¢			
dit			-				
ag Video					Video Group	nformation	
cport			Video Start [	Date: 2013-11-	12 07:06	Video End Date	2013-11-12 07:47
ld To Case							
ain of Custody			Duration (minu	tes): 57		Total Number Videos	2
revious Results							

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

(]3	VIDEO DETAILS						
communications Mobile-Vision, Inc.					mvadmin is lo	ogged in. <u>Logout</u>	
▼ Home Menu	Status: Online	Video Logs Group Detail	UMD				
Home Search Video Manage Cases Media Reader User Help User Preferences		Owner: Officer Zalewski R Name: 11 ProdMan@13:11:22 Category: Arrest	Video Star Video End Duration (mi	d Date: 2013-11	-12 07:06 -12 08:04		
<ul> <li>Administration</li> <li>Action</li> </ul>			tinuation Video		21		
Play	Info Play	Owner	Video Number	Duration	Date / Time	Notes	
Google Earth Edit Tag Video	i	Officer Zalewski	1 of 2	41 min	11/12/2013 07:06	<b></b>	
Export Add To Case Chain of Custody	<b>i</b>	Officer Zalewski	2 of 2	16 min	11/12/2013 07:47		
Previous Results Back to Case							



The fields on the Group Detail tab are described below.	•
---	---

	Group Detail Tab	
Field	Description	
Owner	The name of the officer who created the original full-length video. For more information on this field, see <i>Owner</i> in the table on page 29.	
DVR Name	The name of the DVR that recorded the original full-length video. For more on DVRs, see <i>DVR Name</i> in the table on page 29.	
Category	The video category assigned to the original full-length video. For a description of this field's values, see page 30.	
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.	
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, <b>2 of 6</b> means that this is the second video in a group of six.	
	The length of this video segment, in minutes.	
Duration	The length of this video segment, in minutes.	
Duration Date/Time	The date and time at which this segment of the video began recording. Time displays in hh:mm 24-hour format.	



# 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 28.) The Video Details page displays.
- 2 Go to the Action column and click Google Earth.\*
- $\Rightarrow$  If a popup message displays, proceed to the next step.
- $\Rightarrow$  If an aerial view of the video's route displays in red, skip to step 4.
- **3** Click **Open**. After a pause of a few seconds to a few minutes, an aerial view of the video's route displays in red.



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

**4** To reposition the map and/or zoom in or out, use the Google Earth controls provided. For information on other Google Earth functions and features, refer to the Google Earth documentation.

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.



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 "Searching for Videos" on page 16.) The Video Search Results page displays.

			VIDE	O SEARC	H RESU	LTS		
communications Mobile-Vision, Inc.						Officer	Zalewski is logge	d in. Logout
▼ Home Menu		Station of the second		Videos				
Home			K K K	Page 1 of 2 (7 total i	records) 🔰 ≫	N Q		
Search Video Manage Cases	Info	Play	Owner	DVR Name	Category	Duration	Date / Time 🔻	Notes
Manage Cases Media Reader User Help	•		Officer Zalewski	*1 No Number@09:01:34	No Citation	0 min	11/21/2012 20:02	
User Preferences     Administration	1		Officer Zalewski	Unit 144	Background Mode	17 min	11/09/2012 13:16	۵
Action lew Search Export Back to Video	•		Officer Zalewski	Unit 147	Citation	0 min	07/29/2010 08:18	<b></b>
Back to Case	•		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**.

After you perform one of these actions, 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 active video and audio feeds, brake activation, and record trigger.

The appearance and functionality of the Flashback Player will differ slightly depending on whether you are viewing an AVD file (Flashback1 only) or a QBX file (all



other DVRs), as described in "Flashback1 Player" on page 44 and "Flashback2/3/ HD/BV Player" on the next page.

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

Display video on<br/>a Google mapTo view the video's route on a Google map, press Ctrl + M. The GPS Mapper<br/>window displays. When you're finished viewing the map, click the ⊠ in the upper<br/>right corner of the GPS Mapper window.

*Capture still* 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 47.

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





# Flashback2/3/HD/BV Player

Flashback2/3/HD/BV Player							
	Audio						
VLP1	A checkbox used to mute $(\Box)$ or un-mute $(\Box)$ the audio from the wireless microphone that's connected to the DVR's VLP 1 port.						
VLP2	A checkbox used to mute $(\Box)$ or un-mute $(\Box)$ the audio from the wireless microphone that's connected to the DVR's VLP 2 port.						
In-Car Audio	A checkbox used to mute $(\Box)$ or un-mute $(\Box)$ the audio from the in-car microphone.						
Volume	The volume control bar.						
<b>KR</b>	Audio On indicator. To turn all audio off, click this button.						
0	Audio Off indicator. To turn all audio back on, click this button.						
	Audio Enabled indicator. Indicates that the audio channel was enabled at the DVR.						
Audio Disabled indicator. Indicates that the audio channel disabled at the DVR.							
	<i>Audio Indeterminate</i> indicator. Indicates that the audio channel status at the DVR (enabled or disabled) is indeterminate.						
	Triggers						
cating when a paras a <i>Record Reas</i> example, if the <i>si</i>	video, some of the boxes in the <i>Triggers</i> column may turn red, indi- rticular trigger or triggers were engaged. A trigger (also referred to <i>con</i> ) is the event that causes an in-car DVR to start recording. For <i>iren</i> is one of your triggers and the <i>Siren</i> box remains red for the of the video, it indicates that the driver had his siren on during that priod.						
Lights	This box turns red when the vehicle's emergency lights were on during the course of the video.						
Siren	This box turns red when the vehicle's siren was on during the course of the video.						
Brakes	If brakes are one of your display options (see <b>Note</b> below), this box turns red when the vehicle's breaks were activated during the course of the video.						
	<b>Note</b> : Brakes are technically a display option rather than a trigger.						

(Continued)



	Flashback2/3/HD/BV Player (cont'd)						
	Triggers (cont'd)						
Aux 1	If the Auxilary 1 device is one of your triggers (actual device may vary), this box turns red whenever the device is triggered. For example, if your Auxiliary 1 device is the CrashBat2 crash detector, this box will turn red at the point in the video when the CrashBat2's G-force meter detected a crash. If the Auxiliary 1 device is <i>not</i> one of your triggers, this box will remain blank during the entire video regardless of whether the device was triggered or not.						
Aux 2	If the Auxilary 2 device is one of your triggers (actual device may vary), this box turns red whenever the device is triggered. If the Auxiliary 2 device is <i>not</i> one of your triggers, this box will remain blank during the entire video regardless of whether the device was triggered or not.						
	Cameras						
Switch to Camera 2	A control button used to switch to the viewpoint of Camera Channel <b>2</b> , which includes the Backseat camera and/or Bullet camera(s).						
Switch to Camera 1	A control button used to switch to the viewpoint of Camera Channel <b>1</b> —the Nite-Watch camera.						
Enable PIP	A checkbox used to display $(\square)$ or hide $(\square)$ a "picture in picture" (PIP). A PIP is a small video display for video captured from the opposite Camera Channel.						
Large PIP	A checkbox used to enlarge $(\square)$ or reduce $(\square)$ the size of the picture-in-picture (PIP) image. See <i>Enable PIP</i> above.						
Move to Corner	Move the picture-in-picture (PIP) image to the upper left corner of the video display. See <i>Enable PIP</i> above.						
Move to Corner	Move the picture-in-picture (PIP) image to the upper right corner of the video display. See <i>Enable PIP</i> above.						
Move to Corner	Move the picture-in-picture (PIP) image to the lower left corner of the video display. See <i>Enable PIP</i> above.						
Move to Corner	Move the picture-in-picture (PIP) image to the lower right corner of the video display. See <i>Enable PIP</i> above.						
	GPS						
	indicates the exact speed and location of the vehicle during each ideo. The <i>Display MAX Speed and GPS Data</i> permission is this information.						



Flashback2/3/HD/BV Player (cont'd)					
	GPS (cont'd)				
Latitude	The GPS latitude coordinate.				
Longitude	The GPS longitude coordinate.				
Speed	The vehicle's speed, as determined by the GPS coordinates.				
Heading	The direction in which the vehicle is moving.				
	General				
Cause	The trigger event that started the recording (lights, siren, etc.)				
Officer	The name of the officer who was logged into the DVR at the time this video was recorded.				
DVR Name	The name of the DVR that recorded this video.				
	Radar				
If your department populated.	nt is using the Radar interface module, the following fields will be				
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.				

(Continued)



	Flashback2/3/HD/BV Player (cont'd)						
	Play Controls						
Κ	Go to beginning						
н	Pause/Unpause						
•	Play						
	Stop						
Þ	Advance one frame at a time						
$\bigcirc$	Advance to a Trace Point. A trace point is a place-marker that an officer can add to a video while it's recording.						
M	Go to end						

# Flashback1 Player

File Image View Help		
Video Section	The second se	Play Section
Sound VLP 1 VLP 2 O In-Car Audio	External Inputs/Trigger Emergency Lights Siren Brake Auxiliary Auxiliary MPH	2004.10.19 10:43:03 DST 8.9 K Camera 1 Playing Date Time
Metadata GPS Data : Speed : 66 MPH Officer Name : Leo	, Long : 74.4199, Lat: 40.8802	10.19.2004 10:43:03 DST 2004.10.19.10.42:55 2004.10.19.10.42:55 2004.10.19.10.44:58
Car Number No Number Target : 0 MPH Patrol Ready	: OMPH Lock : OMPH	File Size 56.05M Length 00:02:03



Flashback1 Player					
	Video				
Camera 1	A viewing window for Camera Channel <b>1</b> —the Nite-Watch camera.				
Camera 2	A viewing window for Camera Channel <b>2</b> —the Backseat camera.				
	Sound				
	Audio On indicator. To turn all audio off, click this button.				
	Audio Off indicator. To turn all audio on, click this button.				
<b>0</b>	The volume control bar				
VLP1	A radio button used to select the audio track from the wireless microphone that's connected to the DVR's VLP 1 port.				
VLP2	A radio button used to select the audio track from the wire- less 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.				
	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 <b>Note</b> below), this box turns red when the vehicle's breaks were activated during the course of the video. <b>Note</b> : Brakes are technically not a trigger, but you may choose to monitor brake use during a video.				
Auxilary	If the <i>CrashBat crash detector</i> is one of your triggers, this box turns red at the point in the video when the CrashBat's G-force meter detected a crash. If the CrashBat crash detec- tor is <i>not</i> one of your triggers, this checkbox will remain blank during the entire video regardless of whether there was a crash or not.				
Auxilary2	If the <i>radar detector</i> is one of your triggers, this box turns red when the vehicle's radar detector registered a pre- defined rate of speed during the course of the video. You program the rate of speed through the DVR menu. If the				



	Flashback1 Player (cont'd)
	External Inputs/Trigger (cont'd)
Auxilary2 (cont'd)	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 in- stalled 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.
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 <b>1</b> —the Nite-Watch camera.
Playing Date Time	<ul> <li><i>Date</i>. The date on which the video was recorded. If the video was recorded during the course of two days (from 11:50 p.m. to 12:05 a.m., for example), the date display will update at the appropriate place in the video.</li> <li><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.</li> </ul>
File Size	The total size of this video file, in megabytes.
Length	The total play time for this video, in hh:mm:ss format.



Flashback1 Player (cont'd)				
	Play (cont'd)			
M	Go to beginning			
*	Fast rewind			
4	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 place-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
- $\Box$  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 28.)

The Video Details page displays.



			VID	EO DETA	AILS	
communications Mobile-Vision, Inc.					Officer	Zalewski is logged in. Logout
♥ Home Menu	Status: Online	Video Logs	UMD			
Home Search Video	No. 1	Are and a second			Share The second second	
Manage Cases	and the second	1.2. 19- F-W-	System Video #:	30	Ingest Date:	08/18/2011 10:23
Media Reader		10-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-	Owner:	Officer Zalewski	Record Reason:	Record Button
User Help		the second second				
User Preferences		Sent The -	DVR Officer Name:	QA FB2A	Video Start Date:	10/29/2009 09:01
Administration			DVR Name:	Unit 147	Video End Date:	10/29/2009 09:04
Action		A	DVR Type:	Vehicle	Duration (minutes):	3
and the second se						
Play Google Earth	and contract to a		Category:	Search	Maximum Speed:	0
Edit			Assigned To Case(s):			
Tag Video						
Export						
Add To Case						
Chain of Custody						
Previous Results						
Back to Case						

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



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



Comments Location	Snapshot For	nat
<ul> <li>None</li> </ul>	⊙ JPG	<b>○</b> TIF
Comments on Top	◯GIF	O BMP
O Comments on Bottom	○ PNG	
Comments:		
Snapshot Destination ⓒ Save to File	rd	
		3012107223

- **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.

-Snapshot Forma	at
💽 JPG	🔿 TIF
🔘 GIF	O BMP
O PNG	

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.

(Continued)





- **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 30. For more information on user metadata, see "Maintaining User Metadata" on page 99.

For specific instructions, see:

- □ Changing a Video's Category, below
- □ Adding Predefined User Metadata to a Video, page 52.

#### Changing a Video's Category

This section describes how to change a video's category. For more information on video categories, see *Category* in the table on page 30.

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



			VID	EO DETA	AILS	
communications Mobile-Vision, Inc.					Office	Zalewski is logged in. Logout
▼ Home Menu	Status: Online	Video Logs	UMD			
Home						
Search Video	A CAL	man allow a se	System Video #:	30	Ingest Date:	08/18/2011 10:23
Manage Cases	and a control is					
Media Reader	12 C ( 19 19 19	K. Martin	Owner:	Officer Zalewski	Record Reason:	Record Button
User Help		Standard State	DVR Officer Name:	QA FB2A	Video Start Date:	10/29/2009 09:01
User Preferences	R	MER TOC				
Administration			DVR Name:	Unit 147	Video End Date:	10/29/2009 09:04
Action		1	DVR Type:	Vehicle	Duration (minutes):	3
Play			Category:	Search	Maximum Speed:	0
Google Earth	and the strength		Assigned To Coss(a)			
Edit			Assigned To Case(s)			
Tag Video						
Export						
Add To Case						
Chain of Custody						
Previous Results						
Back to Case						

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

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

	Edit Video
	Category: No Citation
	Currently Belongs to Officer: Demo User
	Assign To Officer: Demo User 🛛 👻
Eye Color: Hair color: Height:	
Identifying marks:	
	Save Reset Cancel

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

- **-** 3
  - **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 with custom data, such as a subject description. For instructions on adding/updating these fields, see "Maintaining User Metadata" on page 99.

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 28.) The Video Details page displays.

			VID	EO DETA	AILS	
communications Mobile-Vision, Inc.					Officer	Zalewski is logged in. Logout
▼ Home Menu	Status: Online	Video Logs	UMD			
Home						
Search Video	and and	Monte and	System Video #:	30	Ingest Date:	08/18/2011 10:23
Vanage Cases Vedia Reader	Sector Sector	hio				
Jser Help	- the Store	the start of	Owner:	Officer Zalewski	Record Reason:	Record Button
		a states	DVR Officer Name:	QA FB2A	Video Start Date:	10/29/2009 09:01
<ul> <li>User Preferences</li> </ul>		Street and	D) (D) Marrier	11-14 4 47	Video Fod Date	10/29/2009 09:04
Administration		and the second sec	DVR Name:	Unit 147	video End Date.	10/29/2009 09:04
Action			DVR Type:	Vehicle	Duration (minutes):	3
Play			Category:	Search	Maximum Speed:	0
Google Earth				Lange and the second		
Edit			Assigned To Case(s):			
ag Video						
Export						
dd To Case						
Chain of Custody						
Previous Results						
Back to Case						

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

	Edit Video
	Category: No Citation
	Currently Belongs to Officer: Demo User
	Assign To Officer: Demo User 🛛 👻
Eye Color: Hair color: Height:	
Identifying marks:	
	Save Reset Cancel

Because this data is custom-defined by your agency, your screen view may differ from the example 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, below
- □ Untagging a Video, page 54.

# **Tagging a Video**

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

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

(Continued)



			VID	EO DETA	ILS	
communications Mobile-Vision, Inc.					Officer	Zalewski is logged in. Logout
Home Menu	Status: Online	Video Logs	UMD			
earch Video anage Cases	Carl and the	No Man Ada	System Video #:	30	Ingest Date:	08/18/2011 10:23
edia Reader		h the water	Owner:	Officer Zalewski	Record Reason:	Record Button
er Help User Preferences		States -	DVR Officer Name:	QA FB2A	Video Start Date:	10/29/2009 09:01
Administration			DVR Name:	Unit 147	Video End Date:	10/29/2009 09:04
Action			DVR Type:	Vehicle	Duration (minutes):	3
y			Category:	Search	Maximum Speed:	0
ogle Earth t			Video Tagged:			
ag Video			Assigned To Case(s):			
ort			/ bolginea i e ease(e).			
To Case						
in of Custody						
vious Results						
k to Case						

# **Untagging a Video**

This section describes how to remove the "tagged" flag from a video. For a definition of tagging, see "Tagging" on page 53.

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.

Online Life-Cycle
Days to enable restore of backed-up media: 30
Days to enable restore of Disposed Case: 1
Days until case is auto-disposed if inactive: 1
Days to extend the life of tagged video: 90
Enable Un-tagging: 🔽 🥥
Enable Strict Purger: 🔲 🥑
Enable Media Deletion Roll-up Report: 🔽 🥝
Enable Quarantine: 🔽 🥑
Auto Reject Quarantined Files: 🔲 🥑
Minimum File Duration: 3000 🥝
Save Cancel

- 1 Search for and display the video you wish to untag. (If necessary, review "Displaying a Video" on page 28.) The Video Details page displays. 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 User ID of the officer who performed the action, if applicable. If the *User* field is blank, it indicates that the action listed was performed automatically by the system.

To display this report, you must have Adobe 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 28.) The Video Details page displays, as pictured on the previous page.
- **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<sup>\*</sup> logs, select **Include IACP** logs from the *Chain of Custody Log Level* drop-down list.

– OR –

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

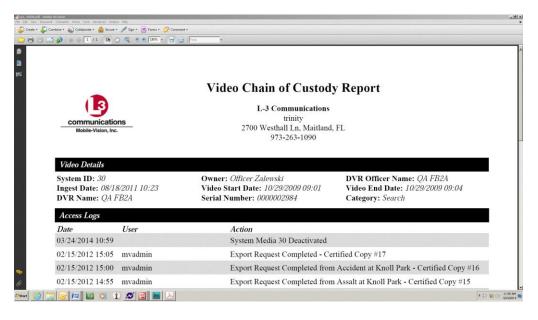
4 Click OK. A Windows message displays.



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

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- **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.

Print	×
Printer	
Name: Brother HL-5340D series	Properties Comments and Forms:
Print Range	Preview: Composite Units: Inches Zoom: 94%
C Current page C Pages I Subset: All pages in range Reverse pages	
Page Handling <u>Copies</u> : <u>I</u> <u>Collete</u> Page Scaling: Shrink to Printable Area <u>V</u> Auto-Botate and Center	The second secon
Choose paper source by PDF page size Use custom paper size when needed  Print to file	
Printing Tips Page Setup Advanced Symm	OK Cancel

- 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 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 or tape drive.

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.

			S	YSTEM S	Setui	Р		
communications Mobile-Vision, Inc.	Precinct Svs	tem Settings	Security Settings	Case Settings	Modules	DVR Firms		nin is logged in. Loqout
Home	Flechict Sys	tem settings	Security Settings	Gase Settings	Wouldes	DVKTIIIIW		
Search Video	Storage Machine	s Viewing	Online Life-Cycle	Backup/Expo	rt Down	load Options	Video Catego	ries UMD Types
Manage Cases	-	1 3		Landon and Landon La				
Media Reader	Dave to onable	restore of back	ed-up media: 720	JIF + h	o vidoo	vouwich	to restor	a hac
User Help					e viueo	you wish	torestor	enas
User Preferences	Days to enal	ble restore of Dis	posed Case: 720	🥙 exce	eded th	nis time li	mit, you v	will have to
▼ Administration	Days until cas	e is auto-dispose	ed if inactive: 60	0 1100	an altor	nato prov	oduro to	restore it,
and the second sec	Dave to a	xtend the life of t	added video: 60	(A)				
System Setup	Days to e	Atenu the me of t	added video.	🎽 as d	escribed	d in "Re-ii	mporting	'Expired'
System Status		Enable	e Un-tagging: 📝 🔞	Vide	o" in th	is chapte	r -	
Assign Videos		Enable 9	strict Purger: 🔽 谢	viue		is chapte		
Manage DVRs Mobile Devices		Lindble 2	unctruigei. 🔟 👽					
Manage Users	Enable M	Media Deletion Ro	oll-up Report: 🔽 🥝					
		Enable	Quarantine: 🔽 🦦					
Action		LINDIE	Quarantine. 🖭 👽					
Edit	4	Auto Reject Quara	antined Files: 🔲 🥝					
Refresh Page		Minimum	File Duration: 60	a				
		minimum						

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, below
- **□** Reactivating a Video from an External Backup Device, page 60.

## 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<sup>\*</sup> that is in Data DVD format.

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

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



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 60 for further instructions. If you're not sure what your backup mode is, see "View Your Backup Mode" on page 60.

**1** To reactive a video for your own use, search for and display the desired video. (If necessary, review "Displaying a Video" on page 28.) The Video Details page displays. Skip to step 3.

– OR –

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

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

(13)			VIDEO	DETAI	LS	
communications Mobile-Vision, Inc.					Officer Zalews	ki is logged in. Logout
▼ Home Menu Home	Status: Offline	Video Logs	UMD			
Search Video	and the sectors	12 March	System Video #:	36	Indest Date:	08/18/2011 10:26
Manage Cases	The second second	King		L		
Media Reader	all frances	The second	Owner:	Officer Zalewski	Record Reason:	Record Button
User Help			DVR Officer Name:	No Name	Video Start Date:	04/03/2009 11:16
User Preferences		-				
Administration	N ALBE		DVR Name:	Unit 147	Video End Date:	04/03/2009 11:16
Action			DVR Type:	Vehicle	Duration (minutes):	0
Play			Category:	Other 5	Maximum Speed:	0
Edit					maximani opoodi.	•
Tag Video			Assigned To Case(s):			
Request Activation						
Reactivate Now						
Chain of Custody						
Previous Results						
Back to Case						

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



<ul> <li>Give the compute</li> </ul>	ing steps for any DVD I DVD into your computer. r a few seconds to read ti D' or 'Restore File(s)' butt	isted below: he DVD.	is logged in. Logout
<ul> <li>Insert the</li> <li>Give the compute</li> <li>Click the 'Read DV</li> </ul>	DVD into your computer. r a few seconds to read tl	he DVD.	
<ul> <li>Give the compute</li> <li>Click the 'Read DV</li> </ul>	r a few seconds to read th	he DVD.	
Required for Restore			
Precinct Name	DVD Label	Status	
sion Inc.	1	Pending	
	0%		
	sion Inc.	sion Inc. 1	sion Inc. 1 Pending

4 If the *DVD Label* column displays (as pictured above), proceed to the next step.

– OR –

If the *DVD Label* column does *not* display, locate your backup disc, then skip to step 6.

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



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

Must be either a Certified Backup Disc or an Export disc that is in Data DVD format.



# Reactivating a Video from an External Backup Device

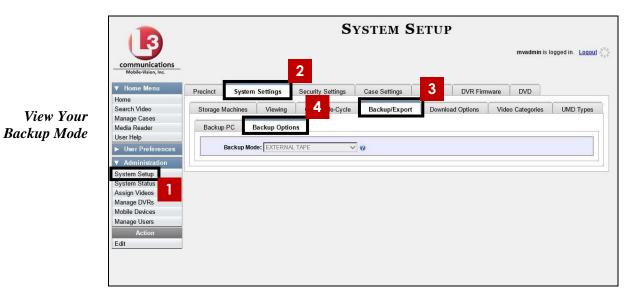
This section describes how to reactivate, or restore, an offline video from an external backup device, such as a tape drive. Once a video has been reactivated, you will be able to play it from the server.

For more on offline vs. online videos, see "Reactivating an Offline Video" on page 57.

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

Edit Backup Options	
ERNAL TAPE	<b>v</b> 0
Save Cancel	
	Edit Backup Options ERNAL TAPE Save Cancel

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



If your backup mode is set to something other than **EXTERNAL TAPE**, see "Reactivating a Video from a Backup Disc" on page 57 instead.

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



	VIDEO DETAILS					
communications Mobile-Vision, Inc.					Officer Zalews	ski is logged in. Logout
▼ Home Menu	Status: Offline	Video Logs	UMD			
Home		· · ·				
Search Video	A STATE LINE LINE	We we we with	System Video #:	36	Ingest Date:	08/18/2011 10:26
Manage Cases		En int	System video #.	30	ingest Date.	00/10/2011 10.20
Media Reader			Owner:	Officer Zalewski	Record Reason:	Record Button
User Help		-	DVR Officer Name:	No Name	Video Start Date:	04/03/2009 11:16
User Preferences			DVR Officer Name.	No Name	video Start Date.	04/03/2009 11:10
Administration	NALESS C	-	DVR Name:	Unit 147	Video End Date:	04/03/2009 11:16
Action	7	H	D∨R Type:	Vehicle	Duration (minutes):	0
Play			Category:	Other 5	Maximum Speed:	0
Edit				L		
Tag Video			Assigned To Case(s):			
Request Activation						
Reactivate Now						
Chain of Custody						
Previous Results						
Back to Case						

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

communications Mobile-Vision, Inc.	DIRECTORIES TO RESTORE FOR REACTIVATION				
▼ Ноте Мепи	Reactivate from Tape				
Home Search Video Manage Cases	<ul> <li>Please use your tape backup software to restore the directory listed as 'Server Path' below.</li> <li>Once you have restored the directory, please click the 'Continue' button.</li> </ul>				
Media Reader	Server Path	File Name	Backup Label		
User Help	/fbdata/00/media/2011/5/11/9/	000121_110511_181238_0.qbx	2		
<ul> <li>User Preferences</li> <li>Administration Action</li> <li>Cancel</li> </ul>					
Continue	]				

- **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 manual backup disc<sup>\*</sup>, 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					
communications	mvadmin is logged in. <u>Logout</u>					
Mobile-Vision, Inc.  V Home Menu Home	Precinct System Settings Security Settings Case Settings Modules DVR Firmware DVD					
Search Video	Storage Machines Viewing Online Life-Cycle Backup/Export Download Options Video Categories UMD Types					
Manage Cases Media Reader User Help User Preferences V Administration System Setup System Status Assign Videos Manage DVRs	Days to enable restore of backed-up media:       720       In this example, a video         Days to enable restore of Disposed Case:       720       is considered "expired"         Days until case is auto-disposed if inactive:       60       after it has been offline         Days to extend the life of tagged video:       60       for more than 720 days         Enable Un-tagging:       2       2					
Mobile Devices Manage Users Action	Enable Media Deletion Roll-up Report: 🗹 🔗 Enable Quarantine: 🗹 😵					
Edit Refresh Page	Auto Reject Quarantined Files: 🔤 🥝 Minimum File Duration: 60 🔹 🧭					

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 **V** Home Menu and click **Media Reader**. The Automatic Upload page displays.

<sup>\*</sup> Also referred to as an "export" disc or a "user-requested certified copy"



	AUTOMATIC U	PLOAD	
communications Mobile-Vision, Inc.			mvadmin is logged in. Loqout
▼ Home Menu	To upload video from your PC, please comp	plete the following steps:	
Home Search Video Manage Cases	Connect the media to this computer (via c     Wait about 15 seconds for the computer t     Click the 'Read & Upload' button below.	ard reader or ESU reader).	
Media Reader	Files Found for Upload		
User Help	File Names	Status	
User Preferences     Administration     Action     Manual Upload	0%		
	Read & Upload		

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

	MANUAL UPLOAD
communications	mvadmin is logged in. Logout
Mebile-Vision, Inc.  V Home Menu Home Search Video Manage Cases Media Reader	To upload video files from your PC, please complete the following steps: • Browse to the folder containing the files to upload. • Select the file(s) you wish to upload. (Note you can multi-select by holding the "Ctrf" key while selecting the files) • Click the 'Upload Selected File(s)' button below.
User Help > User Preferences > Administration Action Automatic Upload	Select Files for Upload Look In: Documents
	Files of Type: *.avd, *.qbx, *.mkv

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



	MANUAL UPLOAD
communications Mobile-Vision, Inc.	mvadmin is logged in. Logout
▼ Home Menu Home Search Video Manage Cases	To upload video files from your PC, please complete the following steps: <ul> <li>Browse to the folder containing the files to upload.</li> <li>Select the file(s) you wish to upload. (Note you can multi-select by holding the "Ctrl" key while selecting the files)</li> <li>Click the "Upload Selected File(s)" button below.</li> </ul>
Media Reader User Help User Preferences Administration Action Automatic Upload	Select Files for Upload Look Jr: DataDVD (D:) 000121_110421_170641_0.qbx 000121_110427_172640_1.qbx 000121_110427_182201_1.qbx 000121_110427_191724_1.qbx 000121_110428_14500_0.qbx 000121_110428_143336_0.qbx
	File Name: Files of Type: *.avd, *.gbx
	Upload Selected File(s)

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).

- $\Rightarrow$  If the Select a DVR for Assignment popup displays, proceed to the next step.
- $\Rightarrow$  If the Enter Reason popup displays, skip to step 8.

Select a	DVR for Assignment	×			
?	<select assign="" to="" unit="" video=""></select>				
	OK Cancel				

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.

Enter Reason:	×
Please enter reason for uploading video (Please limit response to 128 character	• •
OK Cancel	

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



Confirm Comments:	×
<b>?</b> Request by supervisor	
Yes No	

**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 redisplays. 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 28.) The Video Details page displays.

	VIDEO DETAILS					
communications Mobile-Vision, Inc.					Officer	Zalewski is logged in. Logout
▼ Home Menu	Status: Online	Video Logs	UMD			
Home						
Search Video		Massim and	System Video #	30	Indest Date:	08/18/2011 10:23
Manage Cases	and a sector	A STATE				
Media Reader	- #13 S (	the set with the	Owner	Officer Zalewski	Record Reason:	Record Button
Jser Help	172	SO ALLON	DVR Officer Name	QA FB2A	Video Start Date:	10/29/2009 09:01
User Preferences	14	AND AND				
Administration			DVR Name	Unit 147	Video End Date:	10/29/2009 09:04
Action		No.	DVR Type	Vehicle	Duration (minutes):	3
Play			Category	Search	Maximum Speed:	0
Google Earth				Lange and the second second		· · · · · · · · · · · · · · · · · · ·
Edit			Assigned To Case(s	s):		
ag Video						
Export						
dd To Case						
hain of Custody						
revious Results						
Back to Case						



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

	Add Video to Case				
·	Add to New Case				
0	O Search for Case to Add				
	Next Cancel				

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

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

I	New Case	
Owner:	mvadmin 👻 🕜	
Restricted Viewing:		
Visibility:	Private 🖌 🥝	
Display Name:		0
Incident Date:		🔲 🕜
Case Number:		0
Citation Number:		0
Vehicle Registration #:		0
Vehicle Plate #:		0
Do Not Dispose:		
Notations:		
Save	Reset Cancel	

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

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.

**5** If you wish to mark this case as *restricted* (i.e., only viewable by a select group of users), select the *Restricted Viewing* checkbox. Skip to step 7.

– OR –

If you do not wish to mark this case as restricted, proceed to the next step.



6 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.

- 7 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. Observe mm/dd/yyyy format. *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 autodisposed if inactive* field on the **Online Life-Cycle** tab. For instructions, see "Viewing/Changing the Online Lifecycle Settings" in chapter 7.

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



**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: 🗌 Argumentitive 🔽 DUI

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

- **16** If you 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.

	E	dit Ca	se
Details Aut	thorized Users		
S	elect Authorized Users		Approved Users
Search:	Case		Search: Case
K	< 1 of 1 (6) total 🔰 ≫ 😕		K K I of 1 (0) total >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>
*1 Leo@17:03:21 *1 No Name@11 Leslie Zalewski Jackie Penski Sharif Abudaga Edward Ostrum		>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	
	Save	Reset	Cancel

**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).



Select Authorized Users		Ар	proved Users
earch: Case		Search:	🔲 Case
K K 1 of 1 (3) total > >> >>			1 of 1 (3) total 🔰 🌺 🗾
1 Leo@17:03:21 1 No Name@11:02:40		Jackie Penski Sharif Abudaga	
eslie Zalewski		Edward Ostrum	
	>>		
	<		

20 Click Save. A confirmation message displays:

Case Bomb Scare at CMS successfully saved.

## Manually Uploading New Videos

Typically, video files are transmitted to the server automatically whenever your vehicle comes within about 300 feet of your precinct's access points. However, if you can't wait for the automatic file transfer to occur, or a problem has occurred that interfered with the wireless file transfer, you can manually upload videos yourself. Manual uploads are also used to transmit videos captured with a *Body Worn* camera, such as *Body*VISION or VIEVU.

For specific instructions, see:

- □ Manually Uploading Videos from an SD Card or CF Card, below
- □ Manually Uploading Videos from a VIEVU, page 71
- Manually Uploading Videos from a *Body*VISION. See "Uploading Videos to DES" in the *Body*VISION User's Guide, which is available for download from our Online Support Center: <u>http://bit.do/BVmanual</u>

## Manually Uploading Videos from an SD Card or CF Card

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



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

	AUTOMATIC	UPLOAD	
communications Mobile-Vision, Inc.			mvadmin is logged in. Logout
▼ Home Menu Home Search Video Manage Cases	To upload video from your PC, please c • Connect the media to this computer • Wait about 15 seconds for the comp • Click the 'Read & Upload' button belo	(via card reader or ESU reader). uter to recognize the device.	
Media Reader	Files Found for Upload		
User Help	File Names	Status	
User Preferences     Administration     Action     Manual Upload	0% Read & Uploy		

2 If your card reader is already connected to your PC, proceed to the next step.

– OR –

If your card reader 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** If you have not done so already, remove the SD card or CF card from the Flashback DVR.
- 4 Insert the SD card or CF card in the appropriate card reader.
- 5 Click the **Read & Upload** button. The Enter Reason popup displays.

Enter Reason:		Ð
Please enter rease (Please limit resp		
ок	Cano	el

- 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 redisplays. 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.

Comple	ite 🛛 🔀
i	Successfully uploaded 3 files. There were 0 failures.
	ОК

**9** Click **OK**. You may now remove the SD card or CF card from the card reader and reinsert it in your Flashback DVR.

# Manually Uploading Videos from a VIEVU

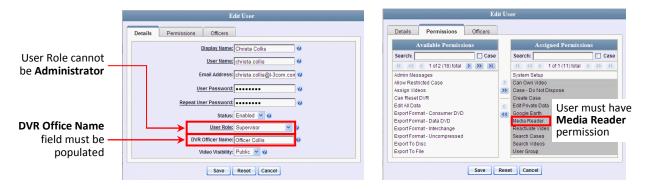
This section describes how to upload new videos from a VIEVU— a small wearable DVR sold by L-3 Mobile-Vision. This procedure differs slightly depending on whether you have an LE2 or LE3 model VIEVU.

For specific instructions, see:

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

### Manually Uploading Videos from a VIEVU LE2

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



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 on the previous page.)
- 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 141 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 **V** Home Menu and click **Media Reader**. The Automatic Upload page displays.

	AUTOMATIC U	JPLOAD	
communications Mobile-Vision, Inc.			mvadmin is logged in. Logout
▼ Home Menu Home Search Video Manage Cases Media Reader	To upload video from your PC, please com Connect the media to this computer (via Wait about 15 seconds for the compute Citck the 'Read & Upload' button below.	card reader or ESU reader).	1
User Help	File Names	Status	
User Preferences			
Administration			
Action Manual Upload			
Manual Opload			
	0%		
	Read & Upload		
	<u>-</u>		-

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.

Select Officer to Assign Video		
Officer 'SWooster' found on device		
<select assign="" officer="" to=""></select>		
OK Cancel		

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

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



- **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.

🗀 Con	nplete
i	Successfully uploaded 1 files. There were 0 failures.
	ОК

**20** Click **OK**.

#### Manually Uploading Videos from a VIEVU LE3

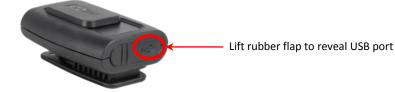
This section describes how to upload new videos from a VIEVU model LE3. This procedure must be performed by a user who has the *Media Reader* permission, such as an Administrator or Supervisor.

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 the PC that you use to access DEP.
- ⇒ If this is the **first time** you've connected the VIEVU to this PC, the system will automatically begin downloading the VIEVU drivers. Once the installation of the drivers is complete, click **Close** in response to the system prompt. Next, you need to set the VIEVU's COM port to COM9 or lower in Windows. Proceed to the next step.
- $\Rightarrow$  If this is *not* the first time you've connected the VIEVU to this PC (i.e., the VIEVU drivers are already installed on this PC), skip to step 15.
- 4 Click the Windows Start button or 🚳 icon in the lower left corner of your screen.
- **5** Right-click on the word **Computer**.
- 6 Click on Manage.



- 7 Go to the left column and click on **Device Manager**.
- 8 Double-click on Ports (COM & LPT).
- 9 Double-click on USB Serial Port.
- **10** Click on the **Port Settings** tab.
- **11** Click on the **Advanced** button.
- **12** Select a new COM port from the *COM Port Number* drop-down list. You may select any unused port that is COM9 or lower.
- **13** Disconnect the USB cables, then restart your PC.
- **14** Plug the USB cables back in.
- **15** Push the VIEVU's slide bar into the ON position.



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

(Continued)



(13)	AUTOMATIC UPLOAD			
communications Mobile-Vision, Inc.			mvadmin is logged in.	Logout
▼ Home Menu Home Search Video Manage Cases	To upload video from your PC, please com • Connect the media to this computer (via • Wait about 15 seconds for the computer • Click the 'Read & Upload' button below.	card reader or ESU reader).		
Media Reader	Files Found for Upload			
User Help	File Names	Status		
User Preferences     Administration     Action     Manual Upload	0% Read & Upload			

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

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



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

– OR –

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

Select Officer to Assign Video
Officer 'SWooster' found on device
<select assign="" officer="" to=""></select>
OK Cancel

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

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



**21** Type **VIEVU video upload** in the blank field provided, then click **OK**. The system begins uploading your video files. This may take several seconds or several minutes, depending on the size of your files. When the transmission is complete, a confirmation message displays.

🗂 Cor	nplete
i	Successfully uploaded 1 files. There were 0 failures.
	ОК

22 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 80
- Downloading Video to Your PC in Uncompressed Format, page 85.

### 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.
- 1 To burn *one* video, search for and display the desired video.<sup>\*</sup> The Video Details page displays.

– OR –

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

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



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

communications Mobile-Vision, Inc.			Select	r Video(s)	FOR EX	POR		ogged in Logout
▼ Home Menu				Videos	Section and the section of the			
Home			IC (( (	Page 1 of 1 (4 total re	ecords)	> >l	State of the	
Search Video	Sys ID	Play	Owner	DVR Name	Category	Duration	Date / Time 🖤	Notes
Manage Cases Media Reader User Help	2		*1 Leslie Zalewski@12:49:42	*1 ProdManHD@12:03:46	No Citation	16 min	02/27/2014 07:27	
<ul> <li>User Preferences</li> <li>Administration</li> </ul>	3	<b>AGB</b>	*1 Leslie Zalewski@12:49:42	*1 ProdManHD@12:03:46	No Citation	16 min	02/27/2014 07:10	····· 🗠 🔂
Action Return to Video Cancel	4	R. A.	*1 Leslie Zalewski@12:49:42	*1 ProdManHD@12:03:46	No Citation	41 min	11/12/2013 07:06	
	11	- Andrews	*1 Leslie Zalewski@12:49:42	*1 JNP-99V@12:03:09	No Citation	11 min	10/28/2008 09:07	
	- 84-11-			Selected Vide	:0S		-	Service and
	Nuclease .	Owner	DVR	Name Categor	ry 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 screen.

communications Mobile-Vision, Inc.			S	SELECT	T VIDE	o(s)	FOR EX	PORT		ogged in. Logout
▼ Home Menu	-	Videos								
Home	1.000			14 44 4	Page '	of 1 (4 total rec	ords)	× >1		
Search Video	Sys ID	Play	0	vner	DVR Na	me	Category	Duration	Date / Time 🖤	Notes
Manage Cases Media Reader User Help	2	August -	*1 Leslie Zale	wski@12:49:42	*1 ProdManHD@	212:03:46	No Citation	16 min	02/27/2014 07:27	
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<ul> <li>Administration</li> </ul>	3	ARS.	*1 Leslie Zalewski@12:49:42		*1 ProdManHD(	12:03:46	No Citation	16 min	02/27/2014 07:10	* THE CO
Action Export Video(s) Return to Video	4		*1 Leslie Zale	wski@12:49:42	*1 ProdManHD(	⊉12:03:46	No Citation	41 min	11/12/2013 07:06	
Cancel	11		*1 Leslie Zale	wski@12:49:42	*1 JNP-99V@	12:03:09	No Citation	11 min	10/28/2008 09:07	
	Constanting of the				Se	lected Video	s			
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and a second design		1 Leslie Zalewski	@12:49:42	*1 ProdMani	HD@12:03:46	No Citation	n 16 min	C	02/27/2014 07:10	×
		1 Leslie Zalewski	@12:49:42	*1 ProdMan	HD@12:03:46	No Citation	n 41 min	1	1/12/2013 07:06	×

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



	16	Videos		Leslie is logged in. Logout
CONTRACTOR OF A	IC ( C		In Standard Standard	
CONTRACTOR OF A	14 44 4			in the second
CONTRACTOR OF A		Page 1 of 1 (2 total records)	> >> >L	
Officer	Category	DVRID	Duration	Date / Time
eslie Zalewski	No Citation	*1 ProdManHD@12:03:46	41 min	11/12/2013 07:06
.eslie 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.

Destination	Disk Options	
Sales Rimage	Num Copies: 1	٦
Job Count: 1	Video Description:	٦
Disk Type: DVDR	Chain of Custody Log Level: Include basic logs	,
Manual Export		
C ISO		
C ZIP		



- 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<sup>\*</sup> 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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**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.	<b>I</b> N				

- $\Rightarrow$  If you see the download icon, proceed to the next step.
- $\Rightarrow$  If you do *not* see the download icon, the system is still processing your request. Go to **Home Menu** and click **Home** to refresh your screen. Once you see the download icon, proceed to the next step.
- I2 Go to the right of the export message and click the download icon. A download message displays.

Do you want to open or save 1422E486B58001372E16405_8.iso (98.4 MB) from localhost?	Open	Save 🔻	Cancel	×

- **13** 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.<sup>\*</sup> The Video Details page displays.

– OR –

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

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

communications Mobile-Vision, Inc.				r Video(s)				ogged in. Logout
▼ Home Menu				Videos	and the second second			
Home			IC (( )	Page 1 of 1 (4 total re	ecords)	14	No. Carlo	
Search Video	Sys ID	Play	Owner	DVR Name	Category	Duration	Date / Time W	Notes
Manage Cases Media Reader User Help	2	A COM	*1 Leslie Zalewski@12:49:42	*1 ProdManHD@12:03:46	No Citation	16 min	02/27/2014 07:27	
<ul> <li>User Preferences</li> <li>Administration</li> </ul>	3		*1 Leslie Zalewski@12:49:42	*1 ProdManHD@12:03:46	No Citation	16 min	02/27/2014 07:10	· 🚾 🔐 🗠 🗇
Action Return to Video Cancel	4	He Care	*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	<b>E2-</b>
		SECTION AND A DESCRIPTION OF A DESCRIPTI	unstaniel Nei presidente i societari il	Selected Vide	:0S			Service and the second
	(Inclusion)	Owner	DVR	t Name Categor	y 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.

(Continued)

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



communications Mobile-Vision, Inc.									Leslie is k	ogged in. Logout
▼ Home Menu	-					Videos		AND	and the second second	
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Search Video	Sys D	Play	Ow	ner	DVR Nar	ne	Category	Duration	Date / Time 🔻	Notes
Manage Cases Media Reader User Help	2	. ter it	*1 Leslie Zalev	vski@12:49:42	*1 ProdManHD@	012:03:46	No Citation	16 min	02/27/2014 07:27	•••• 😁 👝 🖻
<ul> <li>User Preferences</li> <li>Administration</li> </ul>	3		*1 Leslie Zalev	vski@12:49:42	*1 ProdManHD@	012:03:46	No Citation	16 min	02/27/2014 07:10	• 🚾 🚰 🔁
Action Export Video(s) Return to Video	4		*1 Leslie Zalev	vski@12:49:42	*1 ProdManHD@	212:03:46	No Citation	41 min	11/12/2013 07:06	
Cancel	11		*1 Leslie Zalev	vski@12:49:42	*1 JNP-99V@	2:03:09	No Citation	11 min	10/28/2008 09:07	<b></b>
					Se	lected Videos			- Contractor and the se	contraction of the line of
	THE REAL	Owner	and the state	DVR	Name	Category	Duration	and the set	Date / Time	Remove
	*1	Leslie Zalewski	12:49:42	*1 ProdMani	HD@12:03:46	No Citation	16 min	0	2/27/2014 07:10	×
	*1	Leslie Zalewski	212:49:42	*1 ProdMan	HD@12:03:46	No Citation	41 min	1	1/12/2013 07:06	×

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

(13)			Ехр	ORT VIDEO(	s)	
communications Mobile-Vision, Inc.						Leslie is logged in. Logout
▼ Home Menu	a same deserve	Constant of the second state	and the second	Videos	and the line beaution to	
Home			16 << <	Page 1 of 1 (2 total records)	> >> >I	
Search Video	Output Format:	Data DVD			THE REAL PROPERTY OF	
Manage Cases	Video	Officer	Category	DVRID	Duration	Date / Time
Media Reader	THOMAS AN AN	Onicor	Outegory	UNIC	Duradon	Dute / Time
User Help		Leslie Zalewski	No Citation	*1 ProdManHD@12:03:46	41 min	11/12/2013 07:06
User Preferences						
Administration		Leslie Zalewski	No Citation	*1 ProdManHD@12:03:46	16 min	02/27/2014 07:10
Action		Leslie Zalewski	No Citation	T PloumannD@12.03.46	TO THIN	02/2/1/2014 07:10
Save						
Return to Detail						
Return to Select						
Cancel						
Help						

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

communications Mobile-Vision, Inc.	-			ORT VIDI		]	Leslie is logg	ed in. Logout 🖏
▼ Home Menu		Same Shake and		Videos		A MARCHINE MARCHINE		
Home		and strategic to prove the	16 << <	Page 1 of 1 (2 total record	S)	>> >1		
Search Video	Output Format:	Interchange Format	~		STATES IN			
Manage Cases	Video	Officer	Category	DVRID	Video Source	Audio Source	Duration	Date / Time
Media Reader User Help User Preferences		Leslie Zalewski	No Citation	*1 ProdManHD@12:03:46	Front Rear	VLP1/In Car VLP2	41 min	11/12/2013 07:06
Administration     Action Save Return to Detail		Leslie Zalewski	No Citation	*1 ProdManHD@12:03:46	Front Rear	VLP1/In Car VLP2	16 min	02/27/2014 07:10
Return to Select Cancel Help								



**6** 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
Front Rear	Copy only the video recorded from Camera Channel 1 (Nite-Watch camera).
Front Rear	Copy only the video recorded from Camera Channel 2 (Backseat and/or Bullet cameras).
₩ Front Rear	Copy the video that was recorded from <i>both</i> Camera Channel 1 and Camera Channel 2. When you choose this option, the system will burn two separate video files on the DVD that will appear as separate menu items. This doubles your DVD space requirement.

- 7 Go to the *Audio Source* column and select the audio source that you wish to include for each video:
  - □ *VLP1/In-car*. The audio from both your first wireless microphone and your in-car microphone (default). *See note below*.
  - □ *VLP2*. The audio from a second 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 wireless microphone (VLP1) and the stream from your in-car microphone (In-car). On your DVD player, the *VLP1* audio stream is available on the *left* stereo channel, and the *In-Car* audio stream is available on the *right* stereo channel. You can use the balance controls on your DVD player to switch back and forth between these two streams.

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

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

Destination	Disk Options
Sales Rimage	Num Copies: 1
Job Count: 1	
Diel: Turner DV/DD	Video Description:
Disk Type: DVDR	Chain of Custody Log Level: Include basic logs
Manual Export	
C ISO	
C ZIP	

Manual Export
 ISO
 TIP

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<sup>\*</sup> 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	
Date	State	Message Text	Actions
02/22/2011 16:47	Completed	Export MVA Disk 1 of 1 is now ready for download.	🔶 💽 🗙

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

Do you want to open or save 1422E486B58001372E16405_8.iso (98.4 MB) from localhost?	Open	Save	-	Cancel	×

- **15** 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**.

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# 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.<sup>\*</sup> The Video Details page displays.

– OR –

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

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

(13)			SELECT	r Video(s)	FOR EX	POR		ogged in Logout
Communications Mobile-Vision, Inc.								· · · · · · · · · · · · · · · · · · ·
▼ Home Menu				Videos				
Home			K (() ()	Page 1 of 1 (4 total n	ecords)	5 51		
Search Video	Sys ID	Play	Owner	DVR Name	Category	Duration	Date / Time 🖤	Notes
Manage Cases Media Reader User Help	2	- Augusta	*1 Leslie Zalewski@12:49:42	*1 ProdManHD@12:03:46	No Citation	16 min	02/27/2014 07:27	
User Preferences		A 1993						
<ul> <li>Administration</li> </ul>	3	1000	*1 Leslie Zalewski@12:49:42	*1 ProdManHD@12:03:46	No Citation	16 min	02/27/2014 07:10	····· 🗠 🔂
Action		No. of the						
Return to Video Cancel	4		*1 Leslie Zalewski@12:49:42	*1 ProdManHD@12:03:46	No Citation	41 min	11/12/2013 07:06	4780
	11	- Andrews	*1 Leslie Zalewski@12:49:42	*1 JNP-99V@12:03:09	No Citation	11 min	10/28/2008 09:07	
		CORPORT MAXIMUM POINT	anexaterine president a conservation	Selected Vide	205	all the second second	Survey and	Same and
	All Martinese	Owner	DVR	Name Calego	ry 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.

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



**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.

communications Mobile-Vision, Inc.									Leslie is k	ogged in. Logout
▼ Home Menu			And in case of the			Videos				
Home		The Vieland	Section of the	14 44 4	Page 1	of 1 (4 total reco	ords) 🔰 🔊	(31)	Dis Marchard	and the second
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Manage Cases Media Reader 2 User Help		2 *1 Leslie Zalewski@		wski@12:49:42	ki@12:49:42 *1 ProdManHD@12:03:46 No Cita		No Citation	No Citation 16 min	02/27/2014 07:27	
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<ul> <li>Administration</li> </ul>	3		*1 Leslie Zale	*1 Leslie Zalewski@12:49:42		12:03:46	:03:46 No Citation		02/27/2014 07:10	**** 🔂 🔂 🗋
Action Export Video(s) Return to Video	4		*1 Leslie Zale	*1 Leslie Zalewski@12:49:42		īg12:03:46	No Citation	41 min	11/12/2013 07:06	( TAE   2012   12
Cancel	11	And	*1 Leslie Zalewski@12:49:42		49:42 *1 JNP-99V@12:03:09		No Citation 11		10/28/2008 09:07	85
	Selected Videos									
TANK DE CONSTRUCT	1000	Owner		DVR	Name	Category	Duration	an most out	Date / Time	Remove
		1 Leslie Zalewski(	12:49:42	*1 ProdMan	HD@12:03:46	No Citation	16 min	0	2/27/2014 07:10	×
		1 Leslie Zalewski	12:49:42	*1 ProdMan	HD@12:03:46	No Citation	41 min	1	1/12/2013 07:06	×

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

communications Mobile-Vision, Inc.	-		Exp	ort Video(s	5)	Leslie is logged in. Logout
▼ Home Menu		A REAL PROPERTY AND A REAL	And the second second second	Videos	the same shirts are caused	
Home			14 44 4	Page 1 of 1 (2 total records)	5 55 5L	
Search Video	Output Format:	Data DVD				
Manage Cases	Video	Officer	Category	DVRID	Duration	Date / Time
Media Reader User Help	Maria	Leslie Zalewski	No Citation	*1 ProdManHD@12:03:46	41 min	11/12/2013 07:06
User Preferences	and the second s					
<ul> <li>Administration</li> <li>Action</li> </ul>		Leslie Zalewski	No Citation	*1 ProdManHD@12:03:46	16 min	02/27/2014 07:10
Save						
Return to Detail						
Return to Select						
Cancel						
Help						

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



Destination	Disk Options
Sales Rimage     Job Count: 1     Disk Type: DVDR	Num Copies: 1 <u>Video Description:</u> Chain of Custody Log Level: Include basic logs
C Manual Export C ISO C ZIP	



### 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<sup>\*</sup> 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.	

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

Do you want to open or save 1422E486B58001372E16405_8.iso (98.4 MB) from localhost?	Open	Save 🔻	Cancel	×

International Association of Chiefs of Police



- **13** 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**.

### **Printing a Snapshot**

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

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

(3		SEARCH	VIDEO	
communications Mobile-Vision, Inc.			c	Officer Zalewski is logged in. Logout
▼ Home Menu	Video Information			
Home Search Video	Date:		DVR:	
Manage Cases Media Reader	System ID: Category:	0	Owner:	
User Help <ul> <li>User Preferences</li> </ul>				
<ul> <li>Administration</li> </ul>				
Action Search				
Advanced Search				
Clear				
Back to Case				

- 2 Select Body Worn from the *Category* drop-down list.
- **3** If desired, enter/select additional search criteria. For example, you may wish to select a *Body*VISION DVR from the *DVR* drop-down list.
- **4** Go to the Action column and click **Search**. All videos that match your selection criteria display on the Video Search Results page.



communications Mobile-Vision, Inc.							mvadmin is logge	d in. <u>Loqout</u>
▼ Home Menu				Videos				
Home			IK   XX   XI	Page 1 of 10 (59 total	records) >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	N Q		
Search Video	Info	Play	Owner	DVR Name	Category	Duration	Date / Time 🔻	Notes
Manage Cases Media Reader User Help	•		officer	New BodyVision	Body Worn	3 min	09/29/2014 10:37	
<ul> <li>User Preferences</li> <li>Administration</li> </ul>	1		officer	Im An Icon	Body Worn	2 min	09/26/2014 16:10	
Action New Search Export	•		officer	Im An Icon	Body Worn	48 min	09/26/2014 14:35	
	•		testoOOO	New BodyVision	Body Worn	5 min	09/26/2014 14:11	
	•		testoOOO	New BodyVision	Body Worn	5 min	09/26/2014 11:22	<b></b>
	•		*1 *1 YAHOO@08:28:35@17:33:38	New BodyVision	Body Worn	1 min	09/25/2014 17:28	

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

– OR –

If the snapshot you wish to export does *not* display on this page, use the navigation arrows or Quick Search icon (pictured left) to locate the file. For a description of the Quick Search fields, see page 26).



Q.

**HINT**: To differentiate between video files and snapshot files, look in the *Duration* column. Snapshot files will display a *dash* in this column rather than a *number*.

	communications Mobile-Vision, Inc.			Vidi	eo <b>S</b> earci	H RESUI	LTS	mvadmin is logge	d in. Loqout
	▼ Home Menu				Videos				
	Home			х х х	Page 4 of 10 (59 total	records) >>>>	<u>भ</u>		
	Search Video	Info	Play	Owner	DVR Name	Category	Duration	Date / Time 🔻	Notes
	Manage Cases Media Reader User Help	3		*1 No Name@12:09:15	New Cyclops 2	Body Worn	1 min	09/05/2014 12:42	
	<ul> <li>User Preferences</li> <li>Administration</li> </ul>	•		*1 off1022@13:19:43	New Cyclops 2	Body Worn	6 min	09/05/2014 12:03	
	Action New Search Export	i	VIDEO	*1 off1022@13:19:43	New Cyclops 2	Body Worn	0 min	09/05/2014 12:02	
<i>Body</i> VISION snapshots display a _		•		officer	Lance Cyclops 1	Body Worn	3 min	09/04/2014 08:00	
dash in this column				officer	Lance Cyclops 1	Body Worn	-	09/04/2014 04:04	
		1		*1 off19252@10:22:39	Lance Cyclops 1	Body Worn	4 min	09/02/2014 12:02	

**i 6** Click on the snapshot's *Info* icon. The snapshot record displays.



		V	IDEO DET.	AILS	
Communications Mobile-Vision, Inc.	Status: Online Vid	eo Logs UMD			mvadmin is logged in. Leagut
Home Search Video Manage Cases Media Reader User Help • User Proferences • Administration System Status Assign Videos Manage DVRs Manage DVRs Manage Users Action Play Edit Tag Video Export Chain of Custody Export Image to PDF Previous Results		System Video # Owner: DVR Officer Name: DVR Name: DVR Type:	officer officer Lance Cyclops 1 Body Worn Body Worn	Ingest Date: Record Reason:	09/04/2014 09:05

7 Go to the Action column and click **Export Image to PDF**. A message prompt displays.

Do you want to open or save sys_vid50.pdf from 166.20.101.91?	Open	Save	-	Cancel	1 1
---	------	------	---	--------	-----

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



- **9** To print this report, proceed to the next step. Otherwise skip to step 12.
- **10** Go to the Acrobat menu bar and click the Printer icon. The Print popup displays.



rinter: Brother HL-5340D 💌 Properties Ad	dvanced Help (
opies: 1 Print in grayscale	(black and white)
ages to Print	Comments & Forms
) All	Document and Markups 🔹
) Current page	Summarize Comments
Pages 1	
<ul> <li>More Options</li> </ul>	Scale: 94%
age Sizing & Handling 👔	8.5 × 11 Inches
Size Poster Size Booklet	
	Captured Insuge Report
Fit	Benefitien
Actual size	Developed and the second secon
Shrink oversized pages	NY TS
Custom Scale: 100 %	
Choose paper source by PDF page size	5 X8.53.2
Print on both sides of paper	
rientation:	
Auto portrait/landscape	
Portrait	
) Landscape	
Landscape	
Landscape	Page 1 of 1

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

## Viewing a Video's Logs

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

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

- □ Who played this video, and when?
- □ When was this video uploaded from the DVR unit?
- □ Who requested an export of this video, and when?
- □ Who manually uploaded this video from a flashcard, when, and why?
- □ Who was this video reassigned to?
- □ Who made the reassignment, and when?
- **1** Search for and display the video you wish to view logs for. (If necessary, review "Displaying a Video" on page 28.) The Video Details page displays.



			VIDEO	DETAI	LS	
					Officer Zalews	ki is logged in. Logout
▼ Home Menu	Status: Online	Video Logs	UMD			
Home						
Search Video		Any and any	System Video #:	35	Ingest Date:	08/18/2011 10:26
Manage Cases		and the second			-	
Media Reader		· · · ·	Owner:	Officer Zalewski	Record Reason:	Lights
User Help		The second	DVR Officer Name:	Place	Video Start Date:	07/17/2010 20:21
User Preferences	- /					
Administration		The second	DVR Name:	Unit 147	Video End Date:	07/17/2010 20:34
Action			DVR Type:	Vehicle	Duration (minutes):	12
Play			Category:	Arrest	Maximum Speed:	28
Google Earth						
Edit			Assigned To Case(s):			
Tag Video						
Export						
Add To Case						
Chain of Custody						
Previous Results						
Back to Case						

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.

(3			VIDEO DETAILS	6	
communications Mobile-Vision, Inc.				Officer Zalewski is	logged in. Logout
▼ Home Menu	Status: Online	Video Logs UMD	1		
Home			Video Logs		
Search Video Manage Cases		IC ( ( )		> >> >	
Media Reader	Date A	User	Action		IP Address
User Help	08/18/2011 10:23		System Media Uploaded from DVR		
User Preferences	08/18/2011 10:23		File hash validation passed during Insertion		
Administration	01/13/2012 15:51	mvadmin	System Video Assigned from QA FB2A to O	fficer Zalewski	166.20.100.134
Action	02/15/2012 14:11	mvadmin	System Video Tagged		166.20.100.134
Play	02/15/2012 14:11	mvadmin	System Video Untagged		166.20.100.134
Google Earth	02/15/2012 14:39	mvadmin	Attempting Export from Assalt at Knoll Park		-
Edit	02/15/2012 14:39		File hash validation passed during Export -	Certified Copy #9	-
Untag Video Export	02/15/2012 14:42	mvadmin	Attempting Export from Accident at Knoll Par	rk	-
Add To Case	02/15/2012 14:42		File hash validation passed during Export -	Certified Copy #10	
Chain of Custody	02/15/2012 14:43	mvadmin	Attempting Export from Assalt at Knoll Park		
Previous Results	02/15/2012 14:43		File hash validation passed during Export - I	Certified Copy #11	
Back to Case	02/15/2012 14:44	myadmin	Video Export Requested		166.20.100.134

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



	Video Logs
Column	Description
Date	The date and time at which the action was performed on this video.
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 94.

## **Reassigning One Video to a Different Officer**

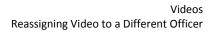
This section describes how to reassign a single video to a different officer.

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

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

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

	Edit Video
	Category: No Citation
	Currently Belongs to Officer: Demo User
	Assign To Officer: Demo User 🛛 👻
Eye Color:	
Hair color:	
Height:	
Identifying marks:	
L	
	Save Reset Cancel





Ŧ

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

	SEARCH VIDEO FO	R ASSIGNMENT
communications Mobile-Vision, Inc.		mvadmin is logged in. <u>Logout</u>
▼ Home Menu	Video Information	
Home	Date:	DVR:
Search Video		
Manage Cases	System ID: 🕜 Ow	vner: 🔽 🥑
Media Reader	Category:	
User Help		
User Preferences		
▼ Administration		
System Setup		
System Status		
Assign Videos		
Manage DVRs		
Mobile Devices		
Manage Users		
Action		
Search		
Advanced Search		
Clear		
Previous Results		
Back to Video		
Back to Case		

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

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

– OR –

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

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



			Assic	on Video	S		
communications Mobile-Vision, Inc.						mvadmin is logged in.	<u>Loqout</u>
▼ Home Menu	Assignment	Information					
Home Search Video Manage Cases	Assign To Off Assign To						
Media Reader	e			Videos	-		
User Help		K	< 🖌 Page 1 o	f 1 (4 total records)	<u>5 55 51 Q</u>		
<ul> <li>User Preferences</li> </ul>	Video	Owner	Category	DVR Type	DVR Name	Date / Time 🔻	Duration
Administration System Setup	A will	*1 Leslie Zalewski@12:49:42	Traffic Citation	Interview Room	Eng Lab FB3	02/27/2014 07:27	16 min
System Status Assign Videos Manage DVRs		*1 Leslie Zalewski@12:49:42	No Citation	Vehicle	*1 ProdManHD@12:03:46	02/27/2014 07:10	16 min
Mobile Devices Manage Users		*1 Leslie Zalewski@12:49:42	Search	Interview Room	Eng Lab FB3	11/12/2013 07:06	41 min
Action Select All On Page Assign Selected		*1 Leslie Zalewski@12:49:42	Traffic Citation	Interview Room	Eng Lab FB3	10/28/2008 09:07	11 min
Assign All 4 Videos Deselect							

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 29.			
Category	The category assigned to this video. For more on video categories, see <i>Category</i> in the table on page 30.			
DVR Type	<ul> <li>The type of DVR that captured this video:</li> <li><i>Vehicle</i>. A DVR that is installed inside a vehicle, such as a police cruiser.</li> <li><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.</li> <li><i>Body Worn</i>. A small, wearable DVR called <i>Body</i>VISION.</li> <li><i>VieVu</i>. A small, wearable DVR called VIEVU.</li> </ul>			
DVR Name	The name of the DVR that captured this video. If the DVR is a <i>Body</i> VISION, the words <b>Body Worn</b> will display in this field. If the DVR is a VIEVU, the word <b>VieVu</b> will display here.			
Duration	The video's length, in minutes. If a dash displays in this field rather than a number, it indicates that this record is a <i>Body</i> VISION still image.			



	Video Information (cont'd)				
Column	Description				
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.

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

– OR –

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

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

18 video(s) successfully assigned to James Ward



## **Reassigning Video to a Different DVR**

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

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

	SEARCH VIDEO FOI	R ASSIGNMENT
communications Mobile-Vision, Inc.		mvadmin is logged in. Lonout
🗸 Home Menu	Video Information	
lome	Date: 📰 🕢 D	WR: 🗸 🗸
Search Video		
Manage Cases	System ID: 0 Owr	ner:
Media Reader	Category: 🔽 🧭	
Jser Help		
<ul> <li>User Preferences</li> </ul>		
Administration		
System Setup		
System Status		
Assign Videos		
/anage DVRs		
Nobile Devices		
lanage Users		
Action		
Search		
dvanced Search		
lear		
revious Results		
lack to Video		

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

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

– OR –

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

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



signment Information						
ign To Officer:						
			Videos			
	14	Page 1 of	f 1 (4 total records)	S SS SI Q		
/ideo	Owner	Category	DVR Type	DVR Name	Date / Time 🔻	Duration
*1 Leslie	Zalewski@12:49:42	Traffic Citation	Interview Room	Eng Lab FB3	02/27/2014 07:27	16 min
*1 Leslie	Zalewski@12:49:42	No Citation	Vehicle	*1 ProdManHD@12:03:46	02/27/2014 07:10	16 min
	Zalewski@12:49:42	Search	Interview Room	Eng Lab FB3	11/12/2013 07:06	41 min
	Zalewski@12:49:42	Traffic Citation	Interview Room	Eng Lab FB3	10/28/2008 09:07	11 min
	Adeo Adeo Adeo Adeo Adeo Adeo Adeo Adeo	Adeo Owner *1 Leslie Zalewski@12:49:42 *1 Leslie Zalewski@12:49:42 *1 Leslie Zalewski@12:49:42 *1 Leslie Zalewski@12:49:42	Iteslie Zalewski@12:49:42     Traffic Citation       *1 Leslie Zalewski@12:49:42     No Citation       *1 Leslie Zalewski@12:49:42     No Citation       *1 Leslie Zalewski@12:49:42     Search	Videos       Videos       Ideo     Page 1 of 1 (4 total records)       *1 Leslie Zalewski@12.49.42     Traffic Citation       *1 Leslie Zalewski@12.49.42     No Citation       *1 Leslie Zalewski@12.49.42     No Citation       *1 Leslie Zalewski@12.49.42     No Citation       *1 Leslie Zalewski@12.49.42     Search	Videos       Videos       IC SC Page 1 of 1 (4 total records) >>>> >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	Videos       Videos       INDED SPECTOR SPAGE 1011 (4 total records) >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>

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 101
- □ Changing a User Metadata Field, page 103
- Deleting a User Metadata Field, page 104
- □ Changing the User Metadata Display Order, page 105.

#### **Displaying the UMD Types List**

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

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

V       Home Menu         Home       Search Video         Manage Cases       Media Reader         User Help       Image Cases         V Iser Preferences       Valentinistration         System Seturg       Mobile-Vision Inc.         System Seturg       Mobile-Vision Inc.         Y Administration       System Seturg         System Seturg       Mobile-Vision Inc.         Manage DVRs       Mobile Devices         Manage Users       Action	System Setup								
▼ Home Menu         Home         Search Video         Manage Cases         Media Reader         User Help         ► User Proferences         ▼ Administration         System Status         Assign Videos         Manage USers         Action	mvadmin is logged in. Logoul $\frac{1}{2}$								
Home Search Video Manage Cases Media Reader User Help   User Help   User Preferences	Settings Modules DVR Firmware DVD	Security Settings	System Settings	Precinct					
Manage Cases     Precinct       Media Reader     User Help       ▶ User Preferences     Variation Name       Page 1 of 1 (1 total records)     >>>>       Y Administration     System Setup       System Setup     Mobile -Vision Inc.       System Status     Assign Videos       Manage DVRs     Mobile -Vision Inc.       Mobile Devices     Manage Users		, ,	, , , , , , , , , , , , , , , , , , ,		Home				
Media Reader     Precinct       User Help     I< <<			Info Logos	Precinct I	Search Video				
Wead reader         User Help         ▶ User Preferences         Administration         System Status         Assign Videos         Manage Uvers         Action	Developed								
User Preferences     Organization Name     Precinct Name ▲     Registration Key       L-3 Communications     Mobile-Vision Inc.     144FA2468B70050568AE31       System Status     Assign Videos     Manage DVRs       Mobile Devices     Manage Users     Image DVRs					56465530453,5536,5347,8535353				
V Administration       System Setup       System Status       Assign Videos       Manage DVRs       Mobile Devices       Manage Users       Action	and a second s				User Help				
V Administration       System Stups       System Stups       Assign Videos       Manage DVRs       Mobile Devices       Action		ame	The second s		User Preferences				
System Status Assign Videos Manage DVRs Mobile Devices Manage Users Action	Vision Inc. 144FA246BB70050568AE3B6		unications	L-3 Commu	Administration				
System Status Assign Videos Manage DVRs Mobile Devices Manage Users Action					System Setup				
Assign Videos Manage DVRs Mobile Devices Manage Users Action									
Mobile Devices Manage Users Action									
Action Action					Manage DVRs				
Action					Mobile Devices				
					Manage Users				
					Action				
					Edit				
					Sac Gift S				

2 Click the System Settings tab.



communications Mobile-Vision, Inc.			S	YSTEM	SET	ſUP	mvadmi	n is logged in. Loqout
▼ Home Menu	Precinct System S	ettings	Security Settings	Case Setting	s Mo	dules DVR Fin	mware DVD	
Home Search Video	Storage Machines	Viewing	Online Life-Cycle	Backup/E	vnort	Download Options	Video Categorie	es UMD Types
Manage Cases	storage machines	vicunity	Online Elle Oyele			Download Options	Video Categoria	is onit types
Aedia Reader				Storage N	lachines			
lser Help	Internal Path		External Media UNC		Extern	al Case URI	IP Address of RAID	unit Status
<ul> <li>User Preferences</li> </ul>	/fbdata/00/	\export	ort00\ /s				127.0.0.1	Enabled
Administration	/fbdata/00/	\export	xport01\		/stream00/		127.1.1.2	Enabled
- Alexandra								
ystem Setup								
ystem Status								
ssign Videos								
lanage DVRs								
obile Devices								
lanage Users								
Action								
ew								
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lelete								

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

3				~	YSTEM S	1101		mvadmin is	logged in. Logout
communications Mobile-Vision, Inc.									
▼ Home Menu	Precinct	Syste	m Settings	Security Settings	Case Settings	Modules	DVR Firmw	vare DVD	
Home Search Video	Storag	e Machines	Viewing	Online Life-Cycle	Backup/Export	Downlog	d Options	Video Categories	UMD Types
Manage Cases	otorag	e machines	viewing	Online Elle-Oycle			id Options	video categories	Omb Typea
Media Reader			_		UMD Types	1			
User Help	Order		Unic	que ID	Label	Mask	Input Type		Max Size
User Preferences	1		phys	desc 1	Height		Single line text		6
	2		phys	desc 3	Build		Single line text		6
Administration	3		phys	desc 4	Eye Color		Single	line text	8
System Setup		▼ ▲	phys desc 2		Weight		Single line text		3
System Status			F-7-		200 <b>2</b> 00				
Assign Videos Manage DVRs									
Mobile Devices									
Manage Users									
Action									
New Edit									

For further instructions, see:

- □ Adding a User Metadata Field, next page, beginning with step 2
- □ Changing a User Metadata Field, page 103, beginning with step 2
- Deleting a User Metadata Field, page 104, beginning with step 2
- □ Changing the User Metadata Display Order, page 105, 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 99.

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

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

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

	New UMD Type
Field	Description
Unique ID	The internal identification code for this field. This code does not display on the videos' <b>UMD</b> tab. It is used for system tracking purposes only.
Label	The field name that will display on the videos' <b>UMD</b> tab.
Mask	The allowable entry for each character of the UMD field, as defined in the on-screen list pictured on the next page. 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 ##-###-#############################



New UMD Type (cont'd)									
Field	Descrip	tion							
Mask (cont'd)	Character	Description							
	#	Any valid number.							
	1	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.							
	Α	Any character or number (letter or digit).							
	?	Any character.							
	*	Anything.							
	Н	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. Select this value from the drop-down list.</i>							
Max size	to enter	ximum number of characters that the user is allowed in a single line text field. If you are using a mask, is 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 on the previous page), proceed to the next step. Otherwise skip to step 7.
- 6 Using the appropriate characters (see onscreen list), enter a UMD mask in the *Mask* field.
- 7 If this UMD will be a *single line text field* (default), proceed to the next step.

– OR –

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

	New UMD Type	
Unique ID:	Phys desc 4	0
Label:	ldentifying marks	0
Input Type:	Text box 🛛 👻 🧭	
	Save Cancel	

Skip to step 9.



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

– OR –

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

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

#### **Changing a User Metadata Field**

This section describes how to change an existing user metadata field in DEP. For more on this topic, see "Maintaining User Metadata" on page 99.

**1** Display the UMD Types List, as described on page 99.

	System Setup								
communications Mobile-Vision, Inc.								mvadm	nin is logged in. Logout
▼ Home Menu	Precinct		ystem Settings	Security Settings	Case Settings	Modules	DVR Firm	ware DVD	
Home	Treemer		Jacin Settings [	occurry occurry	ouse octango	Moduleo		and brb	
Search Video	Storag	je Machi	nes Viewing	Online Life-Cycle	Backup/Export	Downloa	d Options	Video Categori	ies UMD Types
Manage Cases					UMD Types	0			
Media Reader	Order		Unic	jue ID	Label	Mask	In	out Type	Max Size
User Help	10000000000						AND DESCRIPTION OF THE OWNER OF T		
User Preferences				desc 1	Height		Single line text		6
Administration			phys	desc 3	Build		Single line text		6
System Setup	3	<b>V</b>	phys	desc 4	Eye Color		Single line text		8
System Status	4		phys	desc 2	Weight		Sing	le line text	3
Assign Videos									
Manage DVRs									
Mobile Devices									
Manage Users									
Action									
New									
Edit									

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



Unique	ED: dob
La	bel: Date of Birth
Ма	nsk: ###/######
input Ty	npe: Single line text 🗸 🥥
Max S	
	wing characters can be specified for the mask field:
Character	Description
#	Any valid number.
	Escape character, used to escape any of the special formatting characters.
U	Any character. All lowercase letters are mapped to upper case.
L	Any character. All upper case letters are mapped to lower case.
	Any character or number (letter or digit).
A	
A ?	Any character.
	Any character. Anything.

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 99.



**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 described on page 99.



mvadmin is logged in. Logged         Wabile-Vision, Ins.       Precinct       System Settings       Case Settings       Modules       DVR Firmware       DVD         Y       Home       Search Video       Manage Cases       Modules       DVR Firmware       DVD         Manage Cases       Media       Neuro       Video Categories       UMD Types         Video Reader       User Help       Label       Mask       Input Type       Max Size         V       Aministration       System Status       Assign Videos       Build       Single line text       6         3       X       phys desc 2       Weight       Single line text       3       4         Ansage DVRs       Mobile Devices       Manage Users       Action       New       Edit       Keight       Single line text       3       A		System Setup										
V Home Menu Home       Precinct       System Settings       Sacurity Settings       Case Settings       Modules       DVR Firmware       DVD         Search Video       Manage Cases       Storage Machines       Viewing       Online Life-Cycle       Backup/Export       Download Options       Video Categories       UMD Types         User Help       Order       Unique ID       Label       Mask       Input Type       MaxSize         V Jeer Proferences       V       Administration       System Setup       System Status       Assign Videos       Build        Single line text       6         3       V       Aphys desc 2       Weight        Single line text       3       Amage DVRs         Monage Users       Action       New       Edit											mvadmin is	logged in. Logout
Starte Video Manage Cases Media Reader User Help     Storage Machines     Viewing     Online Life-Cycle     Backup/Export     Download Options     Video Categories     UMD Types       > User Help     User Help     Label     Mask     Input Type     MaxSize       > User Preferences     Video     Phys desc 1     Height      Single line text     6       2     ✓     Phys desc 3     Build      Single line text     6       3     ✓     Phys desc 4     Eye Color      Single line text     3       4     ✓     Phys desc 2     Weight      Single line text     3		Precin	nct	System	Settings	Security Settings	Case Settings	Modules	DVR Firm	ware	DVD	
Manage Cases     Unit Director of the Construction of the C		Ctor	nan Ma	ablass	Viewing	Online Life Cycle	Paskup/Evrart	Daumiaa	d Oatlana	Video	Catagodas	
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User Help     Order     Unique ID     Label     Mask     Input Type     Max Size       I     I     Phys desc 1     Height      Single line text     6       2     I     Phys desc 3     Build      Single line text     6       3     I     Phys desc 3     Build      Single line text     8       System Setup     Image Dys     Phys desc 2     Weight      Single line text     3       Assign Videos     Manage Dyrs     Manage Dyrs     Weight      Single line text     3							UMD Types					
User Preferences <ul> <li>✓ Administration</li> </ul> <li>System Setup</li> <li>System Status</li> <ul> <li>✓ A phys desc 3</li> <li>✓ Build</li> <li>→ Single line text</li> <li>6</li> </ul> <ul> <li>✓ A phys desc 3</li> <li>✓ Build</li> <li>→ Single line text</li> <li>6</li> </ul> <ul> <li>✓ A phys desc 4</li> <li>✓ Eye Color</li> <li>→ Single line text</li> <li>8</li> </ul> <ul> <li>✓ A phys desc 2</li> <li>✓ Weight</li> <li>→ Single line text</li> <li>3</li> </ul> <ul> <li>✓ A phys desc 2</li> <li>✓ Weight</li> <li>→ Single line text</li> <li>3</li> </ul> <ul> <li>✓ A phys desc 2</li> <li>✓ Weight</li> <li>→ Single line text</li> <li>3</li> </ul> <ul> <li>✓ A phys desc 2</li> <li>✓ Weight</li> <li>→ Single line text</li> <li>✓ A phys desc 2</li> <li>✓ Weight</li> <li>→ Single line text</li> <li>✓ A phys desc 2</li> <li>✓ Weight</li> <li>→ Single line text</li> <li>✓ A phys desc 2</li> <li>✓ A phys desc 2</li> <li>✓ Weight</li> <li>→ Single line text</li> <li>✓ A phys desc 2</li> <li>✓</li></ul>		Orde	r		Uniq	ue ID	Label	Mask	In	put Type		Max Size
Administration     2     Image Dyse     Phys desc 3     Build      Single line text     6       3     Image Dyse     Assign Videos      Single line text     8       Assign Videos     Assign Videos     Weight      Single line text     3       Manage DyRs       Mobile Devices     Manage USers       Action       New       Edit		1	<b>V</b>		phys	sc 1 Height Single li		le line te	ext	6		
3     Image Dysem Status       3/2ystem Status       3/3ystem Status       Assign Videos       Manage DVRs       Mobile Devices       Manage Users       Action       New       Edit		2		3	phys	desc 3	Build		Single line text		6	
ystem Setup       4       phys desc 2       Weight        Single line text       3         System Status       Assign Videos       Height        Single line text       3         Manage DVRs       Mobile Devices       Height        Single line text       3         Action       Height        Single line text        Single line text       3         New       Height        Single line text        Single line text       3         Edit         Single line text        Single line text       3	A ALE ALE ALE ALE ALE ALE ALE ALE ALE AL	3		1	phys	desc 4	Eye Color		Sing	le line te	ext	8
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Mobile Devices Manage Users Action New Edit												
Action New Edit												
Action New Edit	Manage Users											
New Edit												
Edit												
Delete	Delete											

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

	Confirm Delete
Delete	this UMD? Identifying marks
	Yes No

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

#### Changing the User Metadata Display Order

This section describes how to change the display order for your predefined user metadata fields. For more on this topic, see "Maintaining User Metadata" on page 99.

1 Display the UMD Types List, as pictured above. (If necessary, review "Displaying the UMD Types List" on page 99.)

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 three viewing options that you can change:

- □ *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.
- □ *GPS/Speed Display on the Flashback Player*. When exporting videos in Data DVD format, you have the option to turn the GPS/speed display on the Flashback Player *on* or *off*.
- □ Speed Display on the Flashback Player/Video Details page. 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, below
- □ Turning the GPS/Speed Display on the Flashback Player On/Off, page 109
- □ Changing the Speed Display on the Flashback Player and Video Details Page, page 111.

# **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 below.

	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.



Vide	o Playback Methods (cont'd)
Method	Description
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 **V** Administration and click **System Setup**. The System Setup page displays.

13			S	ystem S	Setup			
communications Mobile-Vision, Inc.							mvadmi	n is logged in. Logout
▼ Home Menu	Precinct	System Settings	Security Settings	Case Settings	Modules	DVR Firmware	DVD	1
Home	[							
Search Video	Precinct Ir	nfo Logos						
Manage Cases Media Reader				Precinct				
User Help			16 66 6	Page 1 of 1 (1 total I	records)	> >> >1		
<ul> <li>User Preferences</li> </ul>		Organization N	ame	Pre	cinct Name 🛦	Frend Instant Second	Reg	istration Key
Administration	L-3 Commu	nications		Mobile-Vision Inc.			144FA246E	B70050568AE3B6
System Setup	L							
System Status								
Assign Videos								
Manage DVRs								
Mobile Devices								
Manage Users								
Action								

2 Click the **System Settings** tab.



				S	YSTEM	Setui	2			
communications Mobile-Vision, Inc.									<b>mvadmin</b> is lo	gged in. <u>Logout</u>
Home Menu	Precinct	System S	ettings	Security Settings	Case Settings	Modules	DVR Firm	nware	DVD	
me arch Video	Storage	Machines	Viewing	Online Life-Cycle	e Backup/Exp	ort Downle	oad Options	Video	Categories	UMD Types
nage Cases dia Reader er Help	In	ternal Path		External Media U	Storage Ma	hines External Case	URI	IP Addres	s of RAID unit	Status
User Preferences	/fbdata/00	1	\expor	t00\	/st	eam00/		12	7.0.0.1	Enabled
Administration	/fbdata/00	i	\expor	t01\	/st	eam00/		12	7.1.1.2	Enabled
tem Setup tem Status tign Videos nage DVRs bile Devices nage Users Action										
ite										

**3** Click the **Viewing** tab.

12				S	ystem S	ETUP	۱.		
communications								mvadmin is	logged in. Loqout
Mobile-Vision, Inc.	Precinct	System	Settings	Security Settings	Case Settings	Modules	DVR Firmv	vare DVD	
Home			-			~~~~	,		~
Search Video	Storage N	lachines	Viewing	Online Life-Cycle	Backup/Export	Downlo	ad Options	Video Categories	UMD Types
Manage Cases	<b></b>								
Media Reader	Vide	o Playback	Method: Down	nload and Play - No Cac	he (HTTP) 🗸 🕜				
User Help				tandard 🗸 🍘	ana ina ana ana ana ana ana ana ana ana				
User Preferences	3.0			and a second sec					
▼ Administration	Video Ex	ports Shov	v Speed: 📝 🕚	0					
System Setup									
System Status									
Assign Videos									
Manage DVRs									
Mobile Devices									
Manage Users									
Action									
Edit									
Refresh Page									

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

I	Cdit Viewing Options	
Video Playback Method	Stream - No Cache (SMB)	
Show Speed In:	US Standard 🔽 🤕	
Video Exports Show Speed		

- **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 106.
- 6 Click Save.



# Turning the GPS/Speed Display on the Flashback Player On/Off

When exporting videos in Data DVD format, you have the option of turning the GPS/Speed display on the Flashback Player *on* or *off*. When this feature is *on*, users will see the GPS/Speed display whenever they play a video from a Data DVD export disc or file. When this feature is *off*, users will *not* see the GPS/Speed display when they play a video from a Data DVD export disc or file.

Please note that this feature does *not* affect whether or not a user will see the GPS/ Speed display when they play a video from the server, as that option is controlled by the *Display MAX Speed and GPS Data* permission. For more information on changing a user's permissions, see "Assigning Permissions to a User" in chapter 8.

GPS/Speed display

GPS	
Latitude	40.1213
Longitude	-74.8454
Speed	5 MPH
Status	ОК

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

			S	ystem S	Setup			
communications Mobile-Vision, Inc.							mvadmi	n is logged in. Logout
▼ Home Menu	Precinct	System Settings	Security Settings	Case Settings	Modules	DVR Firmware	DVD	1
lome	Treemet	System Settings	Security Settings	Case Dettings	Woodles	Dvittimiware	0.0	
Search Video	Precinct Ir	nfo Logos						
Manage Cases								
Media Reader				Precinct				
Jser Help			IK   KK   K	Page 1 of 1 (1 total	records)	> >> >I		
User Preferences		Organization N	ame	Pre	ecinct Name 🛦		Regi	stration Key
Administration	L-3 Commu	nications		Mobile-Vision Inc.			144FA246E	B70050568AE3B6
System Setup								
System Status								
Assign Videos								
Ianage DVRs								
Aobile Devices								
Aanage Users								
Action								

2 Click the System Settings tab.



				S	YSTEM	Setui	2			
communications Mobile-Vision, Inc.									<b>mvadmin</b> is lo	gged in. <u>Logout</u>
Home Menu	Precinct	System S	ettings	Security Settings	Case Settings	Modules	DVR Firm	nware	DVD	
me arch Video	Storage	Machines	Viewing	Online Life-Cycle	e Backup/Exp	ort Downle	oad Options	Video	Categories	UMD Types
nage Cases dia Reader er Help	In	ternal Path		External Media U	Storage Ma	hines External Case	URI	IP Addres	s of RAID unit	Status
User Preferences	/fbdata/00	1	\expor	t00\	/st	eam00/		12	7.0.0.1	Enabled
Administration	/fbdata/00	i	\expor	t01\	/st	eam00/		12	7.1.1.2	Enabled
tem Setup tem Status tign Videos nage DVRs bile Devices nage Users Action										
ite										

**3** Click the **Viewing** tab.

12				S	ystem S	ETUP	٢		
communications								mvadmin is	logged in. Loqout
Mobile-Vision, Inc.	Precinct	System	Settings	Security Settings	Case Settings	Modules	DVR Firmv	vare DVD	
Home			-			~~~~	,		~
Search Video	Storage N	lachines	Viewing	Online Life-Cycle	Backup/Export	Downlo	ad Options	Video Categories	UMD Types
Manage Cases	<b></b>								
Media Reader	Vide	o Playback	Method: Down	nload and Play - No Cac	he (HTTP) 🗸 🕜				
User Help				tandard 🗸 🍘	ana ina ana ana ana ana ana ana ana ana				
User Preferences	3.0			and a second sec					
▼ Administration	Video Ex	ports Shov	v Speed: 📝 🕚	0					
System Setup									
System Status									
Assign Videos									
Manage DVRs									
Mobile Devices									
Manage Users									
Action									
Edit									
Refresh Page									

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

Video Playback Metho	d: Stream - No Cache (SMB)	~	0
Show Speed	In: US Standard 🗸 🥥	10.000	
Video Exports Show Spee	A CONTRACTOR OF A CONTRACTOR OFTA CONTRACTOR O		

**5** To show the GPS/Speed display, select the *Video Exports Show Speed* checkbox. - OR -

To hide the GPS/Speed display, deselect the Video Exports Show Speed checkbox.



#### 6 Click Save.

# Changing the Speed Display on the Flashback Player and Video Details Page

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

Speed display on Flashback Player	GPS Latitude 40.1213 Longitude 74.8454 Speed 5 MPH Status OK				
Speed display on Video Details page	Status: Offline Video Logs	UMD System Video #: Owner: DVR Officer Name: DVR Name: DVR Type: Category:	*1 Leo@17:22:18 Leo Eng Lab FB2 Interview Room	Ingest Date: Record Reason: Video Start Date: Video End Date: Duration (minutes): Maximum Speed:	N/A. 10/19/2004 10:42 10/19/2004 10:44 2

Assigned To Case(s):



**NOTE**: Users must have the *Display MAX Speed and GPS Data* permission to view GPS/Speed data from the server.

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

			S	ystem S	Setup			
communications							mvadmir	n is logged in. Loqout
Mobile-Vision, Inc.	Precinct	System Settings	Security Settings	Case Settings	Modules	DVR Firmware	DVD	1
Home			e e e e e e e e e e e e e e e e e e e	ence continge				
Search Video	Precinct	Info Logos						
Manage Cases								
Media Reader				Precinct				
User Help			K XX X	Page 1 of 1 (1 total	records)	> >> >1		
<ul> <li>User Preferences</li> </ul>		Organization N	ame	Pre	ecinct Name 🛦		Regi	stration Key
<ul> <li>Administration</li> </ul>	L-3 Comm	unications		Mobile-Vision Inc.		0	144FA246B	B70050568AE3B6
System Setup	L.							
System Status								
Assign Videos								
Manage DVRs								
Mobile Devices								
Manage Users								
Action Edit								

2 Click the System Settings tab.



	System Setup												
communications Mobile-Vision, Inc.									<b>mvadmin</b> is lo	gged in. <u>Logout</u>			
Home Menu	Precinct	System S	ettings	Security Settings	Case Settings	Modules	DVR Firm	nware	DVD				
me arch Video	Storage	Machines	Viewing	Online Life-Cycle	e Backup/Exp	ort Downle	oad Options	Video	Categories	UMD Types			
nage Cases dia Reader er Help	In	ternal Path		External Media U	hines External Case	hines External Case URI IP Ado			Status				
User Preferences	/fbdata/00	1	\expor	rt00\ /stre		eam00/		12	7.0.0.1	Enabled			
Administration	/fbdata/00	i	\expor	t01\ /strea		eam00/		12	7.1.1.2	Enabled			
tem Setup tem Status tign Videos nage DVRs bile Devices nage Users Action													
ite													

**3** Click the **Viewing** tab.

				S	ystem S	ETUP	ļ.		
communications Mobile-Vision, Inc.								mvadmin is l	ogged in. Logout
V Home Menu	Precinct	System	Settings	Security Settings	Case Settings	Modules	DVR Firmw	are DVD	
Home	(		(		1	Ύ	Υ.		(
Search Video Manage Cases	Storage N	lachines	Viewing	Online Life-Cycle	Backup/Export	Downloa	ad Options	Video Categories	UMD Types
Media Reader User Help ▶ User Preferences ▼ Administration		Show S		nload and Play - No Cad tandard 🗸 🎯	he (HTTP) 🗸 🕜				
System Setup									
System Status									
Assign Videos Aanage DVRs									
Nobile Devices									
Aanage Users									
Action									
Edit									

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

	Edit Viewing Options	
Video Playback Meth	od: Stream - No Cache (SMB)	
Show Speed	In: US Standard 🔽 🥝	
Video Exports Show Spe	ed: 🔽 🕜	

- **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 30.

For specific instructions, see:

- □ Changing Video Categories, below
- □ Manually Exporting Video Categories, page 116.

#### **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 30.

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

			S	ystem S	SETUP			
communications Mobile-Vision, Inc.							mvadmi	n is logged in. Loqout
▼ Home Menu	Precinct	System Settings	Security Settings	Case Settings	Modules	DVR Firmware	DVD	1
Home	······		,					
Search Video	Precinct I	Info Logos						
Manage Cases				Precinct				
Media Reader			and and add	0.0000000000000000000000000000000000000		1		
User Help			R 8	Page 1 of 1 (1 total		[★] ≫] ★]		
User Preferences		Organization Na	ame	Pre	ecinct Name 🛦		Regi	istration Key
Administration	L-3 Comm	unications		Mobile-Vision Inc.			144FA246E	B70050568AE3B6
System Setup								
System Status								
Assign Videos								
Manage DVRs								
Mobile Devices								
Manage Users								
Action								

2 Click the System Settings tab.



				S	YSTEM	SE	ETUP				
communications Mobile-Vision, Inc.										<b>mvadmin</b> is	logged in. Logout
▼ Home Menu	Precinct	System 9	Settings	Security Settings	Case Setting	s I	Vodules	DVR Fin	nware	DVD	
Home Search Video	Storage	Machines	Viewing	Online Life-Cycle	Backup/E	xport	Downloa	d Options	Vid	eo Categories	UMD Types
Manage Cases	5		5						1. 0000355	,	
Media Reader	le le	ternal Path		External Media UN	Storage N	NAME AND A DESCRIPTION OF	s ernal Case U	DI	ID Addre	ess of RAID unit	Status
User Help	100000000000000000000000000000000000000		\expo			/stream00/		rti -	127.0.0.1		
User Preferences	/fbdata/00/										Enabled
Administration	/fbdata/00/	t	\ехро	nt01\		/stream0	)0/		1	27.1.1.2	Enabled
System Setup											-%
System Status											
Assign Videos											
Manage DVRs											
Mobile Devices											
Manage Users											
Action											
Action New Edit											

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

communications				S	Setup	Þ		mvadmin i	s logged in. <u>Loqou</u>	
Mobile-Vision, Inc.	Precinct	System	Settings	Security Settings	Case Settings	Modules	DVR Fim	nwara	DVD	
Home	1 recinct	Joystein	Jetunga [	Security Settings	Case Settings	woodules	DVICTIII	IIware	000	
Search Video	Storage N	<b>Aachines</b>	Viewing	Online Life-Cycle	Backup/Export	Downloa	d Options	Vide	o Categories	UMD Types
lanage Cases					Video Catego	ries			_	
/ledia Reader Jser Help				Description		Day(s)	Online	In	Use	Backup Enabled
<ul> <li>User Preferences</li> </ul>	No Citation	n			1		Y	/es	Disabled	
	Traffic Cita	ition			365		Yes		Enabled	
Administration	Search				36	i5	Yes		Enabled	
System Setup	Arrest	Arrest						Y	/es	Enabled
System Status Assign Videos	Other							Y	/es	Enabled
Manage DVRs	Other 2	and the second se						1	No	Disabled
Nobile Devices	Other 3					90	D	1	No	Enabled
Manage Users	Other 4					90	0	1	No	Enabled
Action	Other 5					90	0	1	No	Enabled
Edit	Interrupted	Recording				30	0	Y	/es	Disabled
Export Categories	Backgroun	d Mode				30	D	Y	/es	Disabled
	Power Fail	lure				30	0	Y	/es	Disabled
	Firmware	Upgrade				30	D	Y	/es	Disabled
	Card Form					30	0	Y	/es	Disabled
	Corrupt QE	зх				30	D	Y	/es	Disabled
	Crash Bat					30			/es	Disabled
	Aggressive					30	D	Y	/es	Disabled
	VieVu					30			/es	Enabled
	Body Worn	1				30	0	Y	/es	Enabled
	Interview					30			No	Disabled

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



Video Categories	
Priority: 6	
Description: Other 2	0
Day(s) Online: 90	
Backup Enabled: ENABLED 💌 🥝	
In Use: Yes 🕶 🥝	
Save Cancel	

The fields on this popup are described below.

	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 <b>Video Categories</b> 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. <b>Note</b> : 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:
	<b>ENABLED</b> 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> .
	<b>DISABLED</b> 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 **V** Administration and click **System Setup**. The System Setup page displays.

13			S	ystem S	SETUP			
communications Mobile-Vision, Inc.							mvadmi	n is logged in. Logout
▼ Home Menu	Precinct	System Settings	Security Settings	Case Settings	Modules	DVR Firmware	DVD	1
Home	Precinci	System Settings	Security Settings	Case Settings	wodules	DVR Fillfiware	DVD	
Search Video	Precinct	Info Logos						
Manage Cases								
Media Reader				Precinct				
User Help			IK   K   K	Page 1 of 1 (1 total	records)	> >> >1		
User Preferences		Organization N	ame	Pre	ecinct Name 🛦		Regi	istration Key
▼ Administration	L-3 Comm	unications		Mobile-Vision Inc.			144FA246B	B70050568AE3B6
System Setup								
System Status								
Assign Videos								
Manage DVRs								
Mobile Devices								
Manage Users								
Action								
Edit								

2 Click the System Settings tab.



				S	YSTEM	Setui	2			
communications									mvadmin is	logged in. <u>Loqou</u>
Mobile-Vision, Inc.		d				Y	Y		·	
Home	Precinct	System S	ettings	Security Settings	Case Settings	Modules	DVR Fin	mware	DVD	
⊓ome Search Video	Storage	Machines	Viewing	Online Life-Cycle	Backup/Exp	nt Downle	oad Options	Vid	eo Categories	UMD Types
Manage Cases	energy .							1		
Media Reader			-		Storage Mac	and the second se				and the second second
User Help	Int	ternal Path		External Media UI	VC	External Case	URI	IP Addr	ess of RAID unit	Status
User Preferences	/fbdata/00/		\export	100\	/str	eam00/			127.0.0.1	Enabled
	/fbdata/00/	r	\expor	t01\	/str	eam00/			127.1.1.2	Enabled
Administration			1							
System Setup	1.									
System Status										
Assign Videos										
Manage DVRs										
Mobile Devices										
Manage Users										
Action										
New										
Edit										

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

B			S	YSTEM S	SETUP		mvadmin	is logged in. Logo
Communications Mobile-Vision, Inc.	Precinct	System Settings	Security Settings	Case Settings	Modules	DVR Firmware	DVD	
Home		-,3-	· · · · · · · · · · · · · · · · · · ·			6		
Search Video	Storage Mac	nines Viewing	Online Life-Cycle	Backup/Export	Download	Options Vic	leo Categories	UMD Types
lanage Cases				Video Catego	ries			
/ledia Reader Jser Help			Description		Day(s) O	nline	In Use	Backup Enabled
Ser Preferences	No Citation				1		Yes	Disabled
	Traffic Citation				365		Yes	Enabled
Administration	Search				365		Yes	Enabled
System Setup	Arrest				365		Yes	Enabled
System Status Assign Videos	Other				365		Yes	Enabled
Manage DVRs	Other 2				90		No	Disabled
Mobile Devices	Other 3				90		No	Enabled
Manage Users	Other 4				90		No	Enabled
Action	Other 5				90		No	Enabled
Edit	Interrupted Re	cording			30		Yes	Disabled
Export Categories	Background M				30		Yes	Disabled
	Power Failure				30		Yes	Disabled
	Firmware Upg	rade			30		Yes	Disabled
	Card Format				30		Yes	Disabled
	Corrupt QBX				30		Yes	Disabled
	Crash Battery	Died			30		Yes	Disabled
	Aggressive Dri				30		Yes	Disabled
	VieVu				30		Yes	Enabled
	Body Worn				30		Yes	Enabled
	Interview				30		No	Disabled

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

Do you want to save **config.xml** (615 bytes) from **localhost**?

Save 🔻 Cancel

×



- 5 Select Save As from the *Save* drop-down list.
- 6 Navigate to your USB drive.
- 7 Click Save. If a confirmation message displays, click Close.
- **8** 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 Officer'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 install an application called the *UMD Editor* 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.

				S	SYSTE	м S1	TATUS	5		
communications Mobile-Vision, Inc.									Sergeant Larkin is lo	ogged in. Loqout
V Home Menu	System	DVR COM	Reports L	oqs	Backups	Tools	Update	Messages	Local Queue	Backup PC
Home	System	DVICCOM	Reports L	oya	Dackups	10015	Opuale	wiessages	Local Queue	Dackupro
Search Video	Storage Ca	pacity:	1.1 TB	0	Ac	tive Users:				
Manage Cases	Available Di	sc Space:	810.4 GB	0		<ul> <li>Sergeant</li> </ul>	Larkin From 1	66.20.100.160 Sir	nce 09/21/2015 17:10	2
Media Reader	Enabled DV	Rs:	11	0						
User Help	Disabled DV	/Rs:	11	0						
User Preferences	Total Video	Count:	183	0						
	Non-archive	ed Video Count:	167	0						
Administration	Last 24 Hou	irs Video Count:	0	0						
System Setup	Last 7 Days	Video Count:	2	0						
System Status	Last 30 Day	s Video Count:	3	0						
Assign Videos	Body Worn	Video Count:	62	0						
Manage DVRs	Body Worn	Hours:	7	0						
Mobile Devices	Average Bo	dy Worn Video Lengt	th: 7 min	0						
Manage Users	VieVu Video	Count:	0	0						
Action	Oldest Non-	case Video:	545 days	0						
Refresh Page	Oldest Case	e Video:	545 days	0						
tellean rage	Number of A	Active Cases:	6	0						
	Number of I	Backup DVDs:	106	0						
	Number of I	Exported DVDs:	20	0						
	Archiver Er	rored Out:	false	0						
	Downloader	r Errored Out:	false	0						
	Simultaneo	us Users Allowed:	unlimited	0						
	Backup Sch	neme:	some_cm	0						
	Untagging A	Allowed:	true	0						
	Last Update	Check:	9/21/15 6:3	0 🕜						
	Version:		3.8.7	0						

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

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



M Reports plications Visc Validator aack File Converter	Logs	Backups	Tools		s	iergeant Larkin is logg	ged in. <u>Loqout</u>
plications lisc Validator lack File Converter	Logs	Backups	Tools				
plications lisc Validator lack File Converter	Logs	Backups	Tools				
plications lisc Validator lack File Converter	Logs	Backups	Tools				
iisc Validator ack File Converter				Update	Messages	Local Queue	Backup PC
iisc Validator ack File Converter							
ack File Converter				System	n Documen	tation	
ack File Converter				.3MV-BV-UG	1 I 3MV	V-DEA-P-Ofcr	
				3MV-FB2-UG	L3MV-	-DEA-A-Admin	
/D File Recover Util	1		L3	MV-DEP-Ofcr	L3MV-	-DEA-P-Admin	
			_				
e Converter/Player	r		L3	MV-DEV-Ofcr	L3MV	V-FB2-Install	
Windows Codec			L3	MV-DEF-Ofcr	L3M	V-DEV-Install	
Burner (160)					1	V CD2 Install	
nage Burner (ISO)			LJW	WV-DEP-Admin	LOWI	V-FB3-Install	
/ieVu Drivers			L3P	MV-FB3-HD-UG	L3MV	/-FBHD-Install	
E Camera Tool			1.21	at DD/ Admin	1 1 2 1 2 1 1 2	Curl-Mission IIC	
Camera 1001			Low	WV-DEV-Admin	LSMV-C	CycleVision-UG	
32 DHCP Server			L3I	MV-NJ SP-Ofcr	L3MV-Ve	ehicle-Viewer-UG	
ack Player Installe	ar 🔤		L3P	MV-DEF-Admin	L3MV-Cy	cleVision-Install	
Player Installer Bu	Indle		L3k	WV-DEA-A-Ofcr	L3MV-Inte	erview-Rm-Install	
untime Environmen	nt		L3M	IV-NJ SP-Admin	L3MV-Vehic	cle-Viewer-Live-UG	
Meta Data Editor							
kup PC Updater							
oad Support Logs							
ser I Back	ser Meta Data Editor Sackup PC Updater wnload Support Logs	er Meta Data Editor	er Meta Data Editor				

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

Do you want to run or save FB2UMD_windows_2_3.exe (28.5 MB) from trinity?				×
🕡 This type of file could harm your computer.	Run	Save	Cance	el

- **5** Copy the FB2UMD\_windows\_2\_3.exe file to your USB drive<sup>\*</sup>. This procedure will differ slightly depending on which operating system you have.
- **6** Remove the USB drive from your PC.

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

- 7 Insert the USB drive into a USB port on the in-car mobile data computer.
- **8** Login to the mobile data computer.
- **9** Navigate to the USB drive.



**10** Double-click on the **FB2UMD\_windows\_2\_3.exe** file. After a momentary delay, the Install Wizard displays.

If you are unsure how to perform this task, contact L-3 Mobile-Vision Support for assistance.





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



- 12 Click Finish.
- **13** Remove the USB stick from the USB port.
- **14** Repeat steps 7 13 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.

				S	ystem S	Setup	)		
communications Mobile-Vision, Inc.								mvadmin is	logged in. Logout
▼ Home Menu	Precinct	System	Settings	Security Settings	Case Settings	Modules	DVR Firmw	are DVD	
Home Search Video Manage Cases	Storage N	lachines	Viewing	Online Life-Cycle	e Backup/Expor	t Downlo	oad Options	Video Categories	UMD Types
Manage Cases Media Reader User Help	Days t	o enable res	store of backe	d-up media: 720	Ø				
<ul> <li>User Preferences</li> </ul>				oosed Case: 720	0				
Administration				d if inactive: 60	0				
System Status			Enable	Un-tagging: 📝 🥝					
Assign Videos Manage DVRs			Enable S	trict Purger: 👿 🥝					
lobile Devices lanage Users		Enable Med	ia Deletion Ro	II-up Report: 📝 🥝	_				
Action			Enable	Quarantine: 📝 🕜					
dit		Auto	Reject Quara	ntined Files: 🔲 🥝					
Refresh Page			Minimum F	ile Duration: 60	0				

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

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



B			mvadmin is logged in	n. <u>Loqout</u>
Mobile-Vision, Inc.				
Home Menu	Message Board			
me arch Video	My Messages	C All Messages		
nage Cases			Inbox Messages	
dia Reader er Help	Date	State	Message Text	Actions
User Preferences	04/19/2011 18:39	Completed	Warning the DES server cannot connect to the Backup PC test. The server will continue to attempt connecting and this message will automatically be deleted once it has successfully connected.	×
Administration	04/15/2011 12:00	Completed	Your initial warranty or Extended Maintenance Agreement is about to expire. To continue to receive support and software updates please contact the L-3 Mobile-Vision EMA renewal group at 800-336-8475.	×
	04/13/2011 20:42	Queued	File quarantined, please accept or permanently delete this video.	• 🗹 🗊
	04/13/2011 20:35	Queued	File quarantined, please accept or permanently delete this video.	Image: Second
	04/09/2011 01:45	Completed	Please restore Case 'MVA involving deer' to an online status.	D ×
	04/09/2011 01:37	Completed	Please restore Case 'Reckless Driving' to an online status.	
	04/07/2011 01:39	Queued	File quarantined, please accept or permanently delete this video.	Image: Market
	04/07/2011 01:32	Queued	File quarantined, please accept or permanently delete this video.	۵ 🗹 🖲
	02/27/2011 06:29	Completed	Please restore Case 'Explosion at Oil Refineny' to an online status.	D ×
			Sent Messages	
	Date	State	Message Text	Actions

- **3** Proceed to the first file you wish to review and click the Dicon 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  $\overline{m}$  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 Video Activity to a Spreadsheet**

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

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



			S	Syste	м S7	ratus	\$		
communications Mobile-Vision, Inc.								Sergeant Larkin is lo	gged in. <u>Loqou</u>
▼ Home Menu	System DVR COM	Reports I	Logs	Backups	Tools	Update	Messages	Local Queue	Backup PC
Home	Charage Conneitur	1 1 TB	(1)	A.	tive Users:				
Search Video	Storage Capacity:	1.1 IB 810.4 GB	0			t orkin From 1	SE 20 100 160 Si	nce 09/21/2015 17:10	
Manage Cases	Available Disc Space: Enabled DVRs:	810.4 GB	0		• Selyean	Lainin rivin r	30.20.100.100 30	100 09/2 1/2013 17.10	
Media Reader	Disabled DVRs:	11	0						
User Help	Total Video Count:	183	ő						
<ul> <li>User Preferences</li> </ul>	Non-archived Video Count:	167	0						
Administration	Last 24 Hours Video Count:	0	0						
System Setup	Last 7 Days Video Count:	2	0						
System Status	Last 30 Days Video Count:	3	0						
Assign Videos	Body Worn Video Count:	62	0						
Manage DVRs	Body Worn Hours:	7	0						
Mobile Devices	Average Body Worn Video Leng	gth: 7 min	0						
Manage Users	VieVu Video Count:	0	0						
Action	Oldest Non-case Video:	545 days	0						
Refresh Page	Oldest Case Video:	545 days	0						
Reliesh Page	Number of Active Cases:	6	0						
	Number of Backup DVDs:	106	0						
	Number of Exported DVDs:	20	0						
	Archiver Errored Out:	false	0						
	Downloader Errored Out:	false	0						
	Simultaneous Users Allowed:	unlimited	0						
	Backup Scheme:	some_cm	0						
	Untagging Allowed:	true	0						
	Last Update Check:	9/21/15 6:3	30 🍘						
	Version:	3.8.7	0						

2 Click the **Reports** tab.

				5	Syste	м Sı	TATUS	l.				
communications Mobile-Vision, Inc.								s	ergeant Larkin is lo	gged in. Loqout		
▼ Home Menu	System	DVR COM	Reports	Logs	Backups	Tools	Update	Messages	Local Queue	Backup PC		
Home			1 cost system					,				
Search Video					Syst	em Report		-				
Manage Cases		Report	Name 🔺			Last Refre	shed Date		Report Status			
Media Reader		D	WR			08/12/20	15 10:27		Ready			
User Help		Me	edia			08/12/20	15 10:28		Ready			
<ul> <li>User Preferences</li> </ul>		U	ser			08/12/20	15 10:04		Ready			
<ul> <li>Administration</li> </ul>												
System Setup												
System Status												
Assign Videos												
Manage DVRs												
Mobile Devices												
Manage Users												
Action												
and the second												
Download Report Refresh Report												

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

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



				5	Syste	м S1	TATUS	l .			
communications Mobile-Vision, Inc.								s	ergeant Larkin is lo	gged in. <u>Logout</u>	
▼ Home Menu	System	DVR COM	Reports	Logs	Backups	Tools	Update	Messages	Local Queue	Backup PC	
Home				acge						and a second sec	
Search Video					Syst	em Report	10000				
Manage Cases		Report	Name 🔺			Last Refre	shed Date		Report State	IS	
Media Reader		C	)VR			08/12/20	15 10:27		Ready		
User Help		M	edia			08/12/20	15 10:28		Ready		
<ul> <li>User Preferences</li> </ul>		U	lser			08/12/20	15 10:04		Ready		
▼ Administration											
System Setup											
System Status											
Assign Videos											
Manage DVRs											
Mobile Devices											
Manage Users											
Action											
Download Report											
Refresh Report											

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

Do you want to open or save media\_report\_20150812.csv (35.8 KB) from trinity? Open Save 🔻 Cancel

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

#### **Flashback File Converter**

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

- □ AVD files into AVI files (Flashback1s only)
- **QBX** files into MP4 files (all other DVRs).

For specific instructions, see:

- □ Installing the Flashback File Converter, below
- □ Using the Flashback File Converter, page 127.

#### 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 V Administration and click **System Status**. The System Status page displays.



				S	SYSTE	м <b>S</b> 1	TATUS	5		
communications Mobile-Vision, Inc.									Sergeant Larkin is lo	gged in. Logout
▼ Home Menu	System	DVR COM	Reports L	ogs	Backups	Tools	Update	Messages	Local Queue	Backup PC
Home				100						
Search Video	Storage Ca		1.1 TB	0		tive Users:				
Manage Cases	Available D		810.4 GB	0		<ul> <li>Sergeant</li> </ul>	Larkin From 1	66.20.100.160 Sir	nce 09/21/2015 17:10	
Media Reader	Enabled DV		11	0						
User Help	Disabled D		11	0						
User Preferences	Total Video		183	0						
▼ Administration		red Video Count:	167	0						
and the second sec		urs Video Count:	0	0						
System Setup		s Video Count:	2	0						
System Status		ys Video Count:	3	0						
Assign Videos		Video Count:	62	0						
Manage DVRs	Body Worn		7	0						
Mobile Devices	Contraction Contraction	ody Worn Video Lengt		0						
Manage Users	VieVu Vide		0	0						
Action		I-case Video:	545 days	0						
Refresh Page	Oldest Cas		545 days	0						
	100000000000000000000000000000000000000	Active Cases:	6	0						
		Backup DVDs:	106	0						
	100000000000000000000000000000000000000	Exported DVDs:	20	0						
	Archiver Er		false	0						
		er Errored Out:	false	0						
		ous Users Allowed:	unlimited	0						
	Backup Sci		some_cm	Ø						
	Untagging A		true	0						
	Last Updat	e Check:	9/21/15 6:3							
	Version:		3.8.7	0						

2 Click the **Tools** tab.

5	System Status
	Sergeant Larkin is logged in. Logout
System DVR COM Reports Logs	Backups Tools Update Messages Local Queue Backup PC
Applications	System Documentation
Disc Validator	L3MV-BV-UG L3MV-DEA-P-Ofcr
Bashbask File Converter	L3MV-FB2-UG L3MV-DEA-A-Admin
Flastiback File Converter	EJWV-PDZ-UG EJWV-DEA-A-Admini
FB1 AVD File Recover Util	L3MV-DEP-Ofcr L3MV-DEA-P-Admin
AVD File Converter/Player	L3MV-DEV-Ofcr L3MV-FB2-Install
TD4 Windows Codes	L3MV-DEF-Ofcr L3MV-DEV-Install
PBI WINDOWS COLLEC	EJWV-DEF-OICI
DVD Image Burner (ISO)	L3MV-DEP-Admin L3MV-FB3-Install
VieVu Drivers	L3MV-FB3-HD-UG L3MV-FBHD-Install
LE Camera Tool	L3MV-DEV-Admin L3MV-CycleVision-UG
Win32 DHCP Server	L3MV-NJ SP-Ofcr L3MV-Vehicle-Viewer-UG
Flashback Player Installer	L3MV-DEF-Admin L3MV-CycleVision-Install
Rashback Player Installer Bundle	L3MV-DEA-A-Ofcr L3MV-Interview-Rm-Install
Java Runtime Environment	L3MV-NJ SP-Admin L3MV-Vehicle-Viewer-Live-UG
User Meta Data Editor	
Backup PC Updater	
Download Support Logs	
	System DVR COM Reports Logs Applications Disc Validator Rashback File Converter FB1 AVD File Converter/Player FB1 Windows Codec DVD Image Burner (ISO) VieVu Drivers LE Camera Tool Win32 DHCP Server Rashback Player Installer Flashback Player Installer Flashback Player Installer Java Runtime Environment User Meta Data Editor

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



ľ	Do you want to run or save FlashbackConverter.exe (13.5 MB) from localhost?	Run	Sauce	-	Canaal	
	Do you want to run or save riasindackConverter.exe (13.5 Mb) from localnost?	Kun	Save		Cancer	×

- 4 Click **Run**. If a security message displays, proceed to the next step. Otherwise skip to step 6.
- 5 Select Actions→ Run anyway.

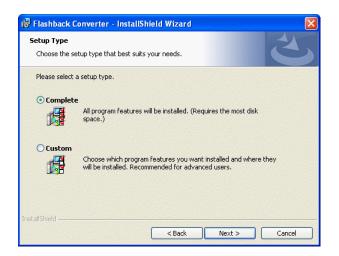
After a momentary delay, the Flashback Converter install wizard displays.



- 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.

• I accept the terms in the license agreement

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





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

🖟 Flashback Converter - InstallShield Wizard
Ready to Install the Program       The wizard is ready to begin installation.
Click Install to begin the installation.
If you want to review or change any of your installation settings, click Back. Click Cancel to exit the wizard.
InstallShield

- 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 AVD files into AVI files (Flashback1s only) and QBX files into MP4 files (all other DVRs).

1 If you have not done so already, install the Flashback File Converter on your PC, as described in "Installing the Flashback File Converter" on page 124.



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



B Flashback Converter	
File Tools Help	
Input File	
Output Folder	
Video Stream Selection Video Channel 1 (Front) Video Channel 2 (Rear)	Start
AVD Audio Stream Selection	QBX Audio Stream Selection • VLP1 / In-Car Mic • VLP2
Conversion Progress	

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

Flashback Con	verter Input File
Look in:	🔒 My Documents 🕑 🔇 🏂 📂 🛄 -
My Recent Documents Desktop My Documents	Adobe Captivate Cached Projects CyberLink My Adobe Captivate Projects My Music My Pictures My RoboHelp Projects My Videos Screens
My Computer	File name: Open
My Network	Files of type:     QBX Files (".qbx)     Cancel       Open as read-only

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

...



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

Browse For Folder
Flashback Converter Output Directory
Folder: My Documents Make New Folder OK Cancel

- **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.

Input File	
Output Folder	
Video Stream Selection	Start
Video Channel 2 (Rear)	Stop
AVD Audio Stream Selection	QBX Audio Stream Selection
VLP1	⊙ VLP1 / In-Car Mic
VLP2	O VLP2

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



Flashback Converter	
QBX to MP4 conversion succeeded.	
ОК	

- **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 FB1 file is corrupted?

- □ Scenario 1: When a video file does not transmit automatically, you attempt to manually upload it from the CF card, 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.



Install the Flashback1 AVD File Recovery Utility on your PC and use it to restore the corrupted file.

- 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 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 77.
- **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.

				S	SYSTE	м S1	TATUS	5		
communications Mobile-Vision, Inc.									Sergeant Larkin is Ic	gged in. Loqout
V Home Menu	System	DVR COM	Reports L	ogs	Backups	Tools	Update	Messages	Local Queue	Backup PC
Home	-									
Search Video	Storage Cap		1.1 TB	0		tive Users:				0
Manage Cases	Available Di	Constant Constants	810.4 GB	0		<ul> <li>Sergeant</li> </ul>	Larkin From 1	66.20.100.160 Sir	nce 09/21/2015 17:10	)
Media Reader	Enabled DVI		11	0						
User Help	Disabled DV	Sector Contractor	11	0						
User Preferences	Total Video		183	0						
▼ Administration		d Video Count:	167	Ø						
and the second		rs Video Count:	0	0						
System Setup		Video Count:	2	0						
System Status	2	s Video Count:	3	0						
Assign Videos		Video Count:	62	Ø						
Manage DVRs	Body Worn		7	0						
Mobile Devices	The second second	dy Worn Video Lengt		0						
Manage Users	VieVu Video		0	0						
Action		case Video:	545 days	Ø						
Refresh Page	Oldest Case		545 days	0						
		Active Cases:	6	0						
		Backup DVDs:	106	0						
		Exported DVDs:	20	0						
	Archiver Err		false	0						
		Errored Out:	false	0						
		us Users Allowed:	unlimited	0						
	Backup Sch		some_cm	0						
	Untagging A		true	0						
	Last Update	Check:	9/21/15 6:3	0 🕜						
	Version:		3.8.7	0						

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

DVR COM Reports Logs Applications Disc Validator Flashback File Converter FB1 AVD File Recover Util AVD File Converter/Player FB1 Windows Codec	Backups		L3MV	Local Queue	Backup PC
Applications Disc Validator Flashback File Converter FB1 AVD File Recover Util AVD File Converter/Player FB1 Windows Codec		System I L3MV-BV-UG L3MV-FB2-UG L3MV-DEP-Ofcr	Documer L3MV	V-DEA-P-Ofcr -DEA-A-Admin	
Disc Validator Hashback File Converter FB1 AVD File Recover Util AVD File Converter/Player FB1 Windows Codec		L3MV-BV-UG L3MV-FB2-UG L3MV-DEP-Ofcr	L3MV	V-DEA-P-Ofcr -DEA-A-Admin	
Flashback File Converter         FB1 AVD File Recover Util         AVD File Converter/Player         FB1 Windows Codec		L3MV-FB2-UG L3MV-DEP-Ofcr	L3MV	-DEA-A-Admin	
Flashback File Converter         FB1 AVD File Recover Util         AVD File Converter/Player         FB1 Windows Codec		L3MV-FB2-UG L3MV-DEP-Ofcr	L3MV	-DEA-A-Admin	
FB1 AVD File Recover Util AVD File Converter/Player FB1 Windows Codec		L3MV-DEP-Ofcr	-		
AVD File Converter/Player FB1 Windows Codec			L3MV	-DEA-P-Admin	
AVD File Converter/Player FB1 Windows Codec			LJWIV	-DEA-P-Aumin	
FB1 Windows Codec		L3MV-DEV-Ofcr			
			L3M	V-FB2-Install	
		L3MV-DEF-Ofcr	1.3M	V-DEV-Install	
DVD Image Burner (ISO)		L3MV-DEP-Admin	L3M	V-FB3-Install	
VieVu Drivers		L3MV-FB3-HD-UG	L3MV	/-FBHD-Install	
			-		
LE Camera Tool		L3MV-DEV-Admin	L3MV-	CycleVision-UG	
Win32 DHCP Server		L3MV-NJ SP-Ofcr	L3MV-Ve	ehicle-Viewer-UG	
Flashback Player Installer		L3MV-DEF-Admin	L3MV-C)	cleVision-Install	
Rashback Player Installer Bundle		L3MV-DEA-A-Ofcr	L3MV-Inte	erview-Rm-Install	
Java Runtime Environment		L3MV-NJ SP-Admin	L3MV-Vehi	cle-Viewer-Live-UG	
User Meta Data Editor					
Backup PC Updater					
Download Support Logs					
	Flashback Player Installer Flashback Player Installer Bundle Java Runtime Environment User Meta Data Editor	Win32 DHCP Server Rashback Player Installer Rashback Player Installer Bundle Java Runtime Environment User Meta Data Editor Backup PC Updater	Win32 DHCP Server       L3MV-NJ SP-Ofcr         Bashback Player Installer       L3MV-DEF-Admin         Rashback Player Installer Bundle       L3MV-DEA-A-Ofcr         Java Runtime Environment       L3MV-NJ SP-Admin         User Meta Data Editor       Backup PC Updater	Win32 DHCP Server       L3MV-NJSP-Ofcr       L3MV-Ve         Flashback Player Installer       L3MV-DEF-Admin       L3MV-OF         Flashback Player Installer Bundle       L3MV-DEA-A-Ofcr       L3MV-Int         Java Runtime Environment       L3MV-NJSP-Admin       L3MV-Vehi         User Meta Data Editor       Backup PC Updater       L3MV-Vehi	Win32 DHCP Server       L3MV-NJSP-Ofcr       L3MV-Vehicle-Viewer-UG         Bashback Player Installer       L3MV-DEF.Admin       L3MV-Occe         Bashback Player Installer       L3MV-DEA.A-Ofcr       L3MV-Interview-Rm-Install         Java Runtime Environment       L3MV-NJSP-Admin       L3MV-Vehicle-Viewer-Live-UG         User Meta Data Editor       Backup PC Updater       L3MV-NJSP-Admin       L3MV-Vehicle-Viewer-Live-UG



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

- 7 Click Run.
- $\Rightarrow$  If a security warning message displays, proceed to the next step.
- $\Rightarrow$  If a security warning message does *not* display, skip to step 9.
- 8 Select Actions  $\rightarrow$  Run anyway. The Avd File Recover screen displays.

🔞 AvdFileRecover	
File Help	
🗃 💡	
	·
	Browse
File Header Information	
Title Description	
The Description	
0%	
070	
Start Recover	
Ready	1

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

**9** Select **File** $\rightarrow$  **Open** from the menubar. The Open popup displays.

Open				? 🗙
Look in: 隘	Sample Video	• +	ٹے 🖻	
ICV-20041	ootage Rainy.avd 019-104940.avd 019-104940.avd.RECOVER.avd io.avd io.avd.RECOVER.avd			
File name:	[			Open
Files of type:	Archive Files (*.avd)		-	Cancel
	🔲 Open as read-only			

**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.

AvdFileRecover
ile Help
🛎   🔋
I:\Common\Sample Video\In car audio.avd Browse
File Header Information
Title Description
Magic         bf000802           Version         4,0           Guid         (ed1b7541-7541-ed1b-41751bed)           IfEndian         Big           Timezone         GMT - 5:00           Daylight         Enabled           Record         10/19/04 09:51:40 ~ 10/19/04 09:52:06           File Size         10225 kbytes           Frame Count         1180
0%
Start Recover
The header link information is correct. but you have still playback problem, Please start recover process
eady

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

Save As	? 🔀
Save in: 🗀 Sample Video	• 🖿 🖆 📰 •
과 Highway Footage Rainy.avd ICV-20041019-104940.avd ICV-20041019-104940.avd. ICV-20041019-104940.avd.R In car audio.avd In car audio.avd.RECOVER.a	
File name: Highway Footage	Rainy.avd.RECOVER Save
Save as type: Archive Files (*.ar	/d) Cancel

- **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.

communications Mobile-Vision, Inc.	SYSTEM STATUS Sergeant Larkin is logged in. Logou
▼ Home Menu	System DVR COM Reports Logs Backups Tools Update Messages Local Queue Backup PC
Home Search Video	Applications System Documentation
Manage Cases     Media Reader       User Help     Hast       ► User Preferences     FB1 //       ▼ Administration     System Status       System Status     FB       Assign Videos     DVD       Mobile Devices     DVD       Addition     User	Disc Validator       L3MV-BV-UG       L3MV-DEA-P-Ofcr         Rashback File Converter       L3MV-FB2-UG       L3MV-DEA-A-Admin         FB1 AVD File Recover Util       L3MV-DEA-Ofcr       L3MV-DEA-P-Admin         AVD File Converter/Player       L3MV-DEA-Ofcr       L3MV-DEA-P-Admin         FB1 Windows Codec       L3MV-DEF-Ofcr       L3MV-DE4-P-Admin         DVD Image Burner (ISO)       L3MV-DEF-Ofcr       L3MV-DE4-Install         VieVu Drivers       L3MV-DEF-Admin       L3MV-FB3-Install         LE Camera Tool       L3MV-DEV-Admin       L3MV-CycleVision-UG         Win32 DHCP Server       L3MV-NEF-Admin       L3MV-Vehicle-Viewer-UG         Rashback Player Installer       L3MV-DEF-Admin       L3MV-CycleVision-Install
	Rashback Player Installer Bundle     L3MV-DEA-A-Ofcr     L3MV-Interview-Rm-Install       Java Runtime Environment     L3MV-AJSP-Admin     L3MV-Vehicle-Viewer-Live-UG       User Meta Data Editor     Backup PC Updater     Download Support Logs

A download message displays.



Wha	at do you want to do with viewer.zip?	
	368 KB 1: 192.168.20.31	
۲	Open The file won't be saved automatically.	
÷	Save	
•	Save as	
		Cancel

**20** Select **Open**  $\rightarrow$  **Open**. The *viewer* screen displays.

L viewer[1]		
File Edit View Favorites Tools Help		-
🔇 Back + 🕥 + 🏂 🔎 Search 🍋 Folders 📰 +		
Address 😰 C:\Documents and Settings\leslie.zalewski\Local Settings\Temporary Internet Files\Content.IE5\BFRGYBGU\viewer[1].zip	~ E	Go
Folder Tasks     Image: Comparison of the state of the st		
Other Places		
BFRGYBGU  My Documents  My Network Places		
Details		

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 redisplays.





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



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



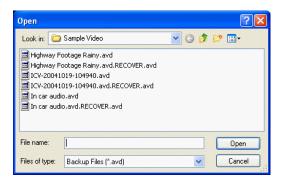
== DVR Viewer	
File Image Data Live View Help	
Video Section	Play Section
Image: Communications Mobilie-Vision, Inc.     Image: Communications Mobilie-Vision, Inc.       Camera 1     Camera 2	
	communications
Sound External Inputs/Trigger	Mobile-Vision, Inc.
Emergency Lights	Mobile-vision, inc.
OVLP1 Brake	
OVLP 2 Auxiliary	Camera 1
In-Car Audio     MPH     MPH	Playing Date Time
Metadata	
GPS Data :	<u> </u>
Power Supply Voltage :	DISK 0.0M NO DATA
Internal System Temperature :	U.UM NU DATA
Officer Name :	
Car Number :	
· · · · · · · · · · · · · · · · · · ·	Select File
Target :   Patrol :   Lock :	Open
Ready	

**26** Select **File**  $\rightarrow$  **Open** from the menubar. The DVR Explore popup displays.

🚥 DVR Explore	]
DVR	
P My DVR	
Add Remove Open Backup File OK Cancel	

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.

Highway Footage Rainy.avd.RECOVER	
File Image Data Live View Help	
🖆 🖻 🖶 🎒 🤌 🧶 🗊 💷 🔶 🤶	
Video Section         Image: Constraint of the section         Camera 1         Camera 2	Play Section
Sound     External Inputs/Trigger       O     Emergency Lights       VLP 1     Siren       VLP 2     Auxiliary       In-Car Audio     MPH	2004-10:19 10:42:54 DST 16.0K Camera 1 Playing Date Time
[u.u.	10.19.2004 10:42:54 DST
Metadata	J     2004.10.19 10:42:54     2004.10.19 10:44:58       File Size 55.99M     Length 00:02:04       I     I     I       Select File     ✓
Ready	

S0 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 **V** Administration and click **System Status**. The System Status page displays.

				5	Syste	M S7	TATUS	5		
communications Mobile-Vision, Inc.									Sergeant Larkin is lo	gged in. Loqout
▼ Home Menu	System	DVR COM	Reports Lo	ogs	Backups	Tools	Update	Messages	Local Queue	Backup PC
Home				100	-					
Search Video	Storage Ca	S	1.1 TB	0		tive Users:				8
Manage Cases	Available D	227 C 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	810.4 GB	0		<ul> <li>Sergeant</li> </ul>	Larkin From 1	66.20.100.160 Sir	nce 09/21/2015 17:10	)
Vledia Reader	Enabled DV		11	Ø						
Jser Help	Disabled D	a a construction of the second se	11	0						
User Preferences	Total Video		183	0						
Administration		ed Video Count:	167 0	0						
		urs Video Count: s Video Count:	2	0						
System Setup	0.0000000000000000000000000000000000000	ys Video Count:	2	0						
System Status Assign Videos		Video Count:	3 62	0						
	Body Worn		7	0						
Manage DVRs Mobile Devices		nours: ody Worn Video Lengt								
	VieVu Vide		0	0						
Manage Users		-case Video:	545 days	0						
Action	Oldest Non		545 days 545 days	0						
Refresh Page		Active Cases:	545 uays 6	0						
		Backup DVDs:	106	0						
		Exported DVDs:	20	0						
	Archiver Er		false	0						
		r Errored Out:	false	0						
		us Users Allowed:	unlimited	0						
	Backup Sci		some_cm	0						
	Untagging		true	0						
	Last Updat		9/21/15 6:30							
	Version:	o chock.	3.8.7	0						

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

(Continued)



				5	Syste	м St	ATUS			
communications Mobile-Vision, Inc.								s	ergeant Larkin is log	ged in. <u>Loqout</u>
▼ Home Menu	System	DVR COM	Reports	Logs	Backups	Tools	Update	Messages	Local Queue	Backup PC
Home Search Video		Applie	cations				System	Documen	itation	
Manage Cases Media Reader		Disc V	Validator				3MV-BV-UG	L3M	/-DEA-P-Ofcr	
User Help <ul> <li>User Preferences</li> </ul>			File Converter				3MV-FB2-UG	-	-DEA-A-Admin	
<ul> <li>Administration</li> </ul>			le Recover Util				MV-DEP-Ofcr	-	-DEA-P-Admin	
System Setup			onverter/Player			_	MV-DEV-Ofcr	-	V-FB2-Install	
System Status Assign Videos		-	dows Codec				MV-DEF-Ofcr	-	V-DEV-Install	
Manage DVRs Mobile Devices			e Burner (ISO)				IV-DEP-Admin	-	V-FB3-Install	
Manage Users			u Drivers mera Tool				IV-FB3-HD-UG	L	CycleVision-UG	
Action			HCP Server				IV-DEV-Admin	-	hicle-Viewer-UG	
			Player Installer				IV-DEF-Admin		cleVision-Install	
		Rashback Playe				_	IV-DEA-A-Ofcr	-	erview-Rm-Install	
		-	ne Environment				V-NJ SP-Admin	-	cle-Viewer-Live-UG	
		User Meta	a Data Editor							
		Backup	PC Updater							
		Download	Support Logs							
		Download :	Support Logs							

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

Do you want to run or save WVIDInstall.exe (155 KB) from localhost?

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



5 Select Actions→ Run anyway. The Installer Language popup displays.



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



😽 WVID Filter 1.0.2 Setup		
Choose Components Choose which features of WVI	D Filter you want to install.	
Check the components you wa install. Click Next to continue.	nt to install and uncheck the cor	nponents you don't want to
Select components to install:	WVID Filterss (required)	Description Copy the DVID filter file to the System folder.
Space required: 164.0KB		
Nullsoft Install System v2.0b3		
		Next > Cancel

- 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 typically be prompted to download two drivers that are required to operate the VIEVU. However, if your computer does not recognize the VIEVU cable or cannot automatically locate the drivers, you can *manually* download these drivers from the **Tools** tab in the DEP application, as described here.

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

(Continued)



				S	Syste	м St	ATUS	5		
									Sergeant Larkin is lo	gged in: Logout
Mobile-Vision, Inc.										
▼ Home Menu	System	DVR COM	Reports L	ogs	Backups	Tools	Update	Messages	Local Queue	Backup PC
Home										
Search Video	Storage Ca	pacity:	1.1 TB	0		tive Users:				
Manage Cases	Available Di	isc Space:	810.4 GB	0		<ul> <li>Sergeant</li> </ul>	Larkin From 1	66.20.100.160 Sir	nce 09/21/2015 17:10	
Media Reader	Enabled DV	Rs:	11	0						
User Help	Disabled DV	/Rs:	11	0						
User Preferences	Total Video		183	0						
	Non-archive	ed Video Count:	167	0						
Administration	Last 24 Hou	irs Video Count:	0	0						
System Setup	Last 7 Days	Video Count:	2	0						
System Status	Last 30 Day	s Video Count:	3	0						
Assign Videos	Body Worn	Video Count:	62	0						
Manage DVRs	Body Worn	Hours:	7	0						
Mobile Devices	Average Bo	dy Worn Video Leng	th: 7 min	0						
Manage Users	VieVu Video	o Count:	0	0						
Action	Oldest Non-	-case Video:	545 days	0						
	Oldest Case	e Video:	545 days	0						
Refresh Page	Number of	Active Cases:	6	0						
	Number of I	Backup DVDs:	106	0						
	Number of I	Exported DVDs:	20	0						
	Archiver Er	rored Out:	false	0						
	Downloade	r Errored Out:	false	0						
	Simultaneo	us Users Allowed:	unlimited	0						
	Backup Sch	neme:	some_cm	0						
	Untagging A		true	0						
	Last Update		9/21/15 6:3							
	Version:		3.8.7	0						

**3** Click the **Tools** tab.

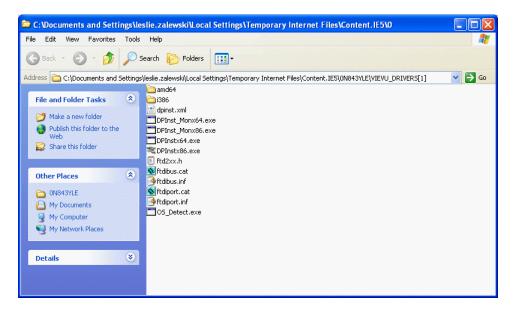
				5	Syste	м St	CATUS			
communications Mobile-Vision, Inc.								\$	Sergeant Larkin is log	ged in. <u>Loqou</u> t
V Home Menu	System	DVR COM	Reports	Logs	Backups	Tools	Update	Messages	Local Queue	Backup PC
lome						3				
Search Video Aanage Cases		Applica	tions				System	Documer	ntation	
ledia Reader		Disc Vali	idator				3MV-BV-UG	L3M	V-DEA-P-Ofcr	
Iser Help										
<ul> <li>User Preferences</li> </ul>		Flashback File	e Converter				3MV-FB2-UG	L3MV	-DEA-A-Admin	
		FB1 AVD File F	Recover Util			L3MV-DEP-Ofcr L3MV-DEA-P-Admin		-DEA-P-Admin		
Administration		AVD File Conve	ortor/Diavor	=		L3MV-DEV-Ofcr L3MV-FB2-Instal		V EP3 Install		
System Setup		AVD Hie COllve	erternenayer					v-rbz-ilistali		
System Status		FB1 Window	vs Codec			L3	MV-DEF-Ofcr	L3M	V-DEV-Install	
Assign Videos		DVD Image Bu	urner (ISO)			13	WV-DEP-Admin	13M	V-FB3-Install	
Manage DVRs Mobile Devices				_			E.			
Manage Users		VieVu Dr	rivers	_		L3I	WV-FB3-HD-UG	L3M	/-FBHD-Install	
-		LE Camer	ra Tool			L3I	WV-DEV-Admin	L3MV-	CycleVision-UG	
Action		Win32 DHC	0.0	=			MV-NJ SP-Ofcr	1.240/14	ehicle-Viewer-UG	
		WIN32 DHC	P Server				MV-NJ SP-UTCI	L3MV-V	enicie-viewer-UG	
		Flashback Play	yer Installer			L3I	MV-DEF-Admin	L3MV-C	ycleVision-Install	
		Flashback Player I	Installer Bund	lle		L3I	IV-DEA-A-Ofcr	L3MV-Int	erview-Rm-Install	
		Java Runtime E	Environment			L3N	IV-NJ SP-Admin	L3MV-Vehi	icle-Viewer-Live-UG	
		User Meta D	ata Editor			1.87				
		Backup PC	Updater							
		Download Su	nnort Loge							
			pport Logs							
	2									



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

Wha	at do you want to do with VIEVU_DRIVERS.zip?
	L36 MB : localhost
•	Open The file won't be saved automatically.
•	Save
	Save as

- 5 Click Save As.
- 6 Navigate to the disc drive location where you wish to temporarily store this file.
- 7 Click Save.
- 8 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 upzipped, double-click on the appropriate file:

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

– OR –

If your PC has a 32-bit operating system, double-click on DPInst\_Mon86.exe

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 **DPInstx64.exe** *or* **DPInst\_Mon86.exe**. If you get an error message, you'll know that you selected the *wrong* file.

Once you double-click on the appropriate file 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 71, beginning with step 13, or
  - □ Manually Uploading Videos from a VIEVU LE3, page 74, beginning with step 4.

## **Manually Installing the Flashback Player**

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

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

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



			S	Syste	м <b>S</b> т	ratus	3		
communications Mobile-Vision, Inc.							s	Sergeant Larkin is lo	gged in. <u>Loqou</u>
▼ Home Menu	System DVR COM Re	eports L	Logs	Backups	Tools	Update	Messages	Local Queue	Backup PC
Home Search Video	Storage Capacity:	1 1 TB	0	۵r	tive Users:				
	Available Disc Space:	810.4 GB	0			Larkin From 1	66 20 100 160 Sir	nce 09/21/2015 17:10	1
Manage Cases Media Reader	Enabled DVRs:	11	ő		, congoe	Editari Front.	00.20.100.100 2.	00 0012 1120 10 1112	
User Help	Disabled DVRs:	11	0						
	Total Video Count:	183	ä						
<ul> <li>User Preferences</li> </ul>	Non-archived Video Count:	167	0						
▼ Administration	Last 24 Hours Video Count:	0	0						
System Setup	Last 7 Days Video Count:	2	0						
System Status	Last 30 Days Video Count:	3	0						
Assign Videos	Body Worn Video Count:	62	0						
Manage DVRs	Body Worn Hours:	7	0						
Mobile Devices	Average Body Worn Video Length:	7 min	0						
Manage Users	VieVu Video Count:	0	0						
Action	Oldest Non-case Video:	545 days	0						
Refresh Page	Oldest Case Video:	545 days	0						
Reliesti Faye	Number of Active Cases:	6	0						
	Number of Backup DVDs:	106	0						
	Number of Exported DVDs:	20	0						
	Archiver Errored Out:	false	0						
	Downloader Errored Out:	false	0						
	Simultaneous Users Allowed:	unlimited	0						
	Backup Scheme:	some_cm	0						
	Untagging Allowed:	true	0						
	Last Update Check:	9/21/15 6:3	30 🕜						
	Version:	3.8.7	0						

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

				2	Syste	M SI	TATUS			
communications Mobile-Vision, Inc.								s	ergeant Larkin is log	ged in. <u>Loqout</u>
▼ Home Menu	System	DVR COM	Reports	Logs	Backups	Tools	Update	Messages	Local Queue	Backup PC
Home	-					2			1	
Search Video		Applic	ations				System	Documer	ntation	
Manage Cases		1		10				1	1	
Media Reader		Disc V	alidator				_3MV-BV-UG	L3M	V-DEA-P-Ofcr	
User Help		Flashback F	ile Converter				3MV-FB2-UG	L3MV	-DEA-A-Admin	
User Preferences				_				-		
Administration		FB1 AVD File	e Recover Util			L3MV-DEP-Ofcr L3MV-DEA-P-Admin		-DEA-P-Admin		
System Setup		AVD File Con	nverter/Player			L3MV-DEV-Ofcr		L3MV-FB2-Install		
System Status		ED4 Winde	ows Codec				MV-DEF-Ofcr	13M	V-DEV-Install	
Assign Videos		rbi wind	ows couec				DAIA-DEI-OICI	LJM	v-DEv-Instan	
Manage DVRs		DVD Image	Burner (ISO)			L3I	MV-DEP-Admin	L3M	V-FB3-Install	
Mobile Devices		VieVu	Drivers			[13]	MV-FB3-HD-UG	1300	/-FBHD-Install	
Manage Users		Vievu	Dilvers				WW-105-110-00	LJWN	r-i Di iD-ilistali	
Action		LE Cam	era Tool			L3I	WV-DEV-Admin	L3MV-	CycleVision-UG	
		Win32 DH	ICP Server			L3	MV-NJ SP-Ofcr	L3MV-Ve	hicle-Viewer-UG	
		Flashback Pl	layer Installer			L3	MV-DEF-Admin	L3MV-C	cleVision-Install	
		Flashback Playe	er Installer Bun	dle		L3I	WV-DEA-A-Ofcr	L3MV-Int	erview-Rm-Install	
		Java Runtime	e Environment			L3N	IV-NJ SP-Admin	L3MV-Vehi	cle-Viewer-Live-UG	
		User Meta	Data Editor							
		Backup P	PC Updater							
		Download S	Support Logs							



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

– OR –

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

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

Silent Installation	Do you want to open or save FBPlayer-Bundle-3_8_7_3.zip (15.6 MB) from trinity?	Open Save Cancel X
PC Installation Flashback Player Installer	Do you want to run or save <b>FlashbackPlayer-3_8_7_3.exe</b> (16.3 MB) from <b>trinity</b> ? Inis type of file could harm your computer.	Run Save T Cancel

**4** If you are performing a *silent* installation, click **Open**. From this point on, the installation procedure will vary depending on your particular network configuration. If you are not sure how to proceed, speak with your agency's IT network specialist *or* L-3 Mobile-Vision Support professional for assistance. **End of Procedure**.

```
– OR –
```

If you are performing a PC installation, click Run.

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

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



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



Flashback Player - InstallShield V License Agreement Please read the following license agre	55 ¥101.		
L3 Mol	bile-Vision, I	nc.	<u> </u>
END-USER L	ICENSE AGR	EEMENT	
IMPORTANT-READ CAREFULLY: This legal AGREEMENT between you (eith not limited to a Corporation, LLC, LI	ner an individual o	r single entity, in	cluding, but
I accept the terms in the license agre     I do not accept the terms in the licen     InstallShield			Print
riscalionelo	< Back	Next >	Cancel

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

⊙ I accept the terms in the license agreement

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



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





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



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., userrequested). This chapter also describes how to update and maintain those system settings that relate to DVDs. Certified Your DEP software interfaces with a robotic DVD burner or BluRay burner. If **Backup Discs** archiving is enabled, the system uses this burner to create periodic backup discs based on rules that you set in the application. This process occurs automatically without any action on your part. The automatic archive discs that the disc burner generates are called *Certified Backup Discs*. The sole purpose of these discs is to restore system data at a later date, should the need arise. User-Requested User-requested certified copies are video and/or case files that you burn to DVD on **Certified** Copies an as-needed basis for evidential and/or backup purposes. The process of copying files for the purpose of creating a DVD is called *exporting*. Therefore this type of disc is sometimes referred to as an "export" disc. The various procedures used to create these discs and the different file formats available for them are explained in this chapter. Unless otherwise noted, the term **DVD** is used throughout this chapter to refer to *both* DVD and Blu-Ray discs. For more information, see: □ Disc Capacity, next page □ Available File Formats for User-Requested DVDs, next page Burning DVDs Using the Robotic DVD Burner, page 153 Burning DVDs Using Your PC's DVD Burner, page 184 □ Using the cdrtools Application to Burn a DVD on Your PC, page 220 □ Viewing DVDs, page 224 Changing the File Types that are Automatically Archived, page 229 □ Customizing the Consumer DVD Menus, page 232 Customizing DVD Labels, 243 □ Viewing the Certified Backups List, 245 Downloading a DVD Burn Application to Your PC, 247 □ Validating that a Disc is Unaltered, 251 □ Viewing the DVD Burn Queue, 254 Deleting a DVD Burn Request, 259 □ Changing the Default Export Type for DVDs, 261

Generating the Video Deletion Roll-Up Report, 263.



## **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 151
- □ Interchange DVD Format, page 152
- □ Uncompressed Format (not available for Flashback1 videos), page 152.

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

## **Data DVD Format**

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

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



- $\Box$  Selected videos from the case
- $\Box$  General information associated with the case's videos<sup>\*</sup>
- □ 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
- $\Box$  General information associated with the videos<sup>\*</sup>
- □ The Chain of Custody Report
- □ A copy of the Flashback Player.

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

- □ Listen to three audio streams.
- □ View images from all cameras.
- □ Automatically advance to "Trace Point" placeholders that the officer inserted in the video at the time it was recorded.
- □ View general information associated with the videos<sup>\*</sup>
- □ View additional information that displays only on the Flashback Player, such as the active video and audio feeds, brake activation, and video trigger.
- □ View the Chain of Custody Report.
- $\Box$  View selected media files for a case.

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

For specific instructions, see:

- Burning a Case to a Data DVD via the Robotic DVD Burner, page 154
- Burning Video to a Data DVD via the Robotic DVD Burner, page 169
- □ Burning a Case to a Data DVD via Your PC's DVD Burner, page 184
- Burning Video to a Data DVD via Your PC's DVD Burner, page 201.

## **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 the previous section.

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



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

For specific instructions, see:

- □ Burning a Case to a Consumer DVD via the Robotic DVD Burner, page 158
- **D** Burning Video to a Consumer DVD via the Robotic DVD Burner, page 172
- □ Burning a Case to a Consumer DVD via Your PC's DVD Burner, page 188
- □ Burning Video to a Consumer DVD via Your PC's DVD Burner, page 205

## **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**. All other 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 150. 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 161
- Burning Video to an Interchange Format DVD via the Robotic DVD Burner, page 176
- Burning a Case to an Interchange Format DVD via Your PC's DVD Burner, page 193
- Burning Video to an Interchange Format DVD via Your PC's DVD Burner, page 211.

## **Uncompressed DVD Format**

The Uncompressed format, also referred to as *decompressed* format, is a file that has the same viewing functions and features as the Data DVD format (see page 150), 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.



NOTE: This format is not available for Flashback1 videos.



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



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

For specific instructions, see:

- Burning a Case to an Uncompressed Format DVD via the Robotic DVD Burner, page 165
- Burning Video to an Uncompressed Format DVD via the Robotic DVD Burner, page 180
- Burning a Case to an Uncompressed Format DVD via Your PC's DVD Burner, page 197
- Burning Video to an Uncompressed Format DVD via Your PC's DVD Burner, page 216.

## **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 184 instead.

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 168.



# 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 184.

For specific instructions, see:

- **D** 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 158
- Burning a Case to an Interchange Format DVD via the Robotic DVD Burner, page 161
- Burning a Case to an Uncompressed Format DVD via the Robotic DVD Burner, page 165.

#### 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 150.

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 184 instead.

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



(13)			CASI	E D	ETAIL	'S		
communications Mobile-Vision, Inc.						Officer Zale	ewski is logged i	n. <u>Logout</u>
▼ Home Menu	Case Details	System Video	Attached N	ledia	Subjects	Comments	Logs	
Home		, .,	1					
Search Video	Dial N	<b>B</b> 11 <b>C</b> 11 <b>C</b> 1			o	00.000705		_
Manage Cases	Display Name:	,	er Park		Case Number:			
Media Reader	Status:	Online		Citation Number: Vehicle Registration #: Vehicle Plate #: Notations:	09-007658			
User Help	Owner:	Officer Zalewski						
User Preferences	Visible:	Yes			PV783T			
Administration	Creation Date:	03/12/2014 14:37						
Action	Incident Date:	03/06/2014						
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.

communications Mobile-Vision, Inc.			E	XPORT	Case	Leslie is	logged in. Logout
▼ Home Menu	System V	ideo Atta	iched Media				
Home							
Search Video				System Vid	eo		
Manage Cases			K << <	Page 1 of 1 (2 total i	records) 💦 🔀 🔊		
Media Reader	Output For	mat: Data DVD					
User Help	Deselect	Video	Officer	Category	DVRID	Duration	Date / Time
User Preferences		LA BOALAN					
<ul> <li>Administration</li> </ul>	•		Leslie Zalewski	No Citation	*1 ProdManHD@12:03:46	16 min	02/27/2014 07:10
Action		3 ANK					
Save	<b>1</b>		Leslie Zalewski	No Citation	*1 ProdManHD@12:03:46	16 min	02/27/2014 07:27
Deselect All							
Cancel	Lange of the second sec						
Help							

**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.



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

(]3			EXPORT CASE	
communications Mobile-Vision, Inc.				Leslie is logged in. Logout
▼ Home Menu	System Vi	deo Attached Media		
Home				
Search Video			Attached Media	
Manage Cases			Page 1 of 1 (3 total records)	21
Media Reader	Deselect	Uploaded By	File Name	Date / Time
User Help User Preferences	Ø	Leslie	1395777496518_Photo_1.bmp	03/25/2014 15:55
<ul> <li>Administration</li> </ul>	Ø	Leslie	1395777496519_Photo_2.bmp	03/25/2014 15:55
Action Save	۲	Leslie	1395777496519_Photo_3.bmp	03/25/2014 15:55
Deselect All				
Cancel				
Help				

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.

	Export Options
Destination	Disk Options
Sales Rimage     Job Count: 1     Disk Type: DVDR	Num Copies: 1 Chain of Custody Log Level: Include basic logs
C Manual Export C ISO C ZIP	
	Save Cancel

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.

	Export Options	If the case you're
Destination  Backup PC Name: Admin Exports & Ar Job Count: 6 Disc Type: DVDR  Manual Export ISO ISO	Disc Options Num Copies: 1 Subject on Disc Label: ✓ ← Chain of Custody Log Level: Include basic logs	If the case you're burning has more than one Subject name associated with it, select the name you want to print on the Disc label.
• ZIP	Save Cancel	

- **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<sup>\*</sup> 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.

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

This section describes how to burn selected videos from a case to a *Consumer DVD* using your agency's robotic DVD burner. For a definition of Consumer DVDs, see "Consumer DVD Format" on page 151.

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.)

			CASE	DETAII	2S		
communications Mobile-Vision, Inc.					Officer Zale	wski is logg	jed in. <u>Logout</u>
▼ Home Menu	Case Details	System Video	Attached Me	dia Subjects	Comments	Logs	)
Home		, ,					
Search Video	Dianley Neme	Robbery at Voluntee	r Bark	Case Number:	08-000765		
Manage Cases							
Media Reader	Status:	Online Officer Zalewski		Citation Number:	09-007658		
User Help	Owner:			Vehicle Registration #:			
User Preferences	Visible:	Yes		Vehicle Plate #:	Vehicle Plate #: PV783T		
Administration	Creation Date:	03/12/2014 14:37		Notations:			
Action	Incident Date:	03/06/2014					
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.

communications Mobile-Vision, Inc.			E	XPORT	Case	Leslie is	logged in. <u>Logout</u>
▼ Home Menu	System V	ideo Atta	ched Media				
Home	-						
Search Video				System Vid			
Manage Cases			K << <	Page 1 of 1 (2 total i	records) 💦 🔀 🔊		
Media Reader	Output For	mat: Data DVD	$\checkmark$				
User Help	Deselect	Video	Officer	Category	DVRID	Duration	Date / Time
<ul> <li>User Preferences</li> <li>Administration</li> </ul>	Ø		Leslie Zalewski	No Citation	*1 ProdManHD@12:03:46	16 min	02/27/2014 07:10
Action Save Deselect All	Ø	Auth	Leslie Zalewski	No Citation	*1 ProdManHD@12:03:46	16 min	02/27/2014 07:27
Cancel							
Help							



**3** 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).

communications					Export	CAS		<b>.eslie</b> is log	gged in. <u>Logout</u>
Mobile-Vision, Inc.				At lea	ist one Video Source	must be s	selected		
▼ Home Menu	System Vi	deo							
Home	-,								
Search Video					System Vid	leo	2		
Manage Cases			IK)	<< <	Page 1 of	ecords)			
Media Reader	Output For	mat: Consume	er DVD	~			Total Video: 0 n	ninute(s)	Max: 120 minutes
User Help	Deselect	Video	Officer	Category	DVR ID	Video Source	Audio Source	Duration	Date / Time
User Preferences		. SALKAT							
Administration	Ø		Leslie Zalewski	No Citation	*1 ProdManHD@12:03:46	Front Rear	VLP1 VLP2 In Car VLP1 VLP2 In Car	16 min	02/27/2014 07:10
Action		3 ABE							
Save	<b>P</b>	A REAL PROPERTY	Leslie Zalewski	No Citation	*1	Front	VLP1 VLP2 In Car	16 min	02/27/2014 07:27
Deselect All					ProdManHD@12:03:46	Rear	VLP1 VLP2 In Car		
Cancel									
Help									

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

**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. As you do so, the system recalibrates the video length accordingly.

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

**6** 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 wireless microphone that's connected to your DVR's VLP 1 port (default).
- □ *VLP2*. The audio from the wireless 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.

Destination	Disk Options
Evidence Room PC	Num Copies: 1
Job Count: 1	
Disk Type: DVDR	
Officer Workstation	
Job Count: 1	
Disk Type: DVDR	
Manual Export	
C ISO	
C ZIP	

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.

	Export Options	
Destination  Backup PC Name: Admin Exports & Ar Job Count: 6 Disc Type: DVDR  Manual Export ISO ZIP	Disc Options Num Copies: 1 Subject on Disc Label: Subject on Disc Label: Chain of Custody Log Level: Include basic logs	If the case you're burning has more than one Subject name associated with it, select the name you want to print on the Disc label.
[	Save Cancel	

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- **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 152.

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 193 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 burn. (If necessary, review "Searching for Cases" in chapter 4.) The Case Details page displays.

communications Mobile-Vision, Inc.					Officer Zale	ewski is logged in.
Home Menu	Case Details	System Video	Attached Me	lia Subjects	Comments	Logs
Home						
Search Video	Display Name	Robbery at Voluntee	er Park	Case Number:	08-000765	
Manage Cases						
/ledia Reader		Online		Citation Number:		
Jser Help	Owner:	Officer Zalewski		Vehicle Registration #:	-	
User Preferences	Visible:	Yes		Vehicle Plate #:	PV783T	
Administration	Creation Date:	03/12/2014 14:37		Notations:		
Action	Incident Date:	03/06/2014				
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.

(]3			E	XPORT	CASE		
communications Mobile-Vision, Inc.						Leslie is	logged in. Logout
▼ Home Menu	System V	ideo Atta	iched Media				
Home							
Search Video				System Vid	eo		
Manage Cases			× × ×	Page 1 of 1 (2 total i	records) 💦 🔊 🔊		
Media Reader	Output For	mat: Data DVD					
User Help	Deselect	Video	Officer	Category	DVRID	Duration	Date / Time
User Preferences							
<ul> <li>Administration</li> </ul>			Leslie Zalewski	No Citation	*1 ProdManHD@12:03:46	16 min	02/27/2014 07:10
Action		A COL					
Save			Leslie Zalewski	No Citation	*1 ProdManHD@12:03:46	16 min	02/27/2014 07:27
Deselect All							
Cancel							
Help							

**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 **Interchange Format** from the dropdown list. Two new columns display: *Video Source* and *Audio Source*.

(]3				Ε	xport C	ASE			
Communications Mobile-Vision, Inc.				At least o	one Video Source mu	ist be sele		_eslie is lo	gged in. Logout
▼ Home Menu	System Vi	deo							
Home					0 4 373				
Search Video					System Video			in the second	
lanage Cases			×> N	<	Page 1 of 1 (2 total reco	ords)	> >> >1		
/ledia Reader	Output For	nat: Interchan	ige Format 🗸						
Jser Help	Deselect	Video	Officer	Category	DVRID	Video Source	Audio Source	Duration	Date / Time
<ul> <li>User Preferences</li> <li>Administration</li> </ul>	<b>e</b>		Leslie Zalewski	No Citation	*1 ProdManHD@12:03:46	Front Rear	VLP1/In Car VLP2	16 min	02/27/2014 07:10
Action		A ARE			_	-			
ave Deselect All	Ø	Angle i	Leslie Zalewski	No Citation	*1 ProdManHD@12:03:46	Front Rear	VLP1/In Car VLP2 VLP1/In Car VLP2 VLP1/In Car	16 min	02/27/2014 07:27
Cancel	-								
Help									

**5** 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
Front Rear	Copy only the video recorded from Camera Channel 1 (Nite-Watch camera).
Front Rear	Copy only the video recorded from Camera Channel 2 (Backseat and/or Bullet cameras).
Front Rear	Copy the video that was recorded from <i>both</i> Camera Channel 1 and Camera Channel 2. When you choose this option, the system will burn two separate video files on the DVD that will appear as separate menu items. This doubles your DVD space requirement.

- **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 wireless 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 wireless 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 wireless 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 wireless 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.

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

Destination	Disk Options
Sales Rimage     Job Count: 1     Disk Type: DVDR	Num Copies: 1 Chain of Custody Log Level: Include basic logs
C Manual Export C ISO C ZIP	



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.

	Export Options	
Destination  Backup PC Name: Admin Exports & Ar Job Count: 6 Disc Type: DVDR  Manual Export ISO ISO ISO	Disc Options Num Copies: 1 Subject on Disc Label: ✓  Chain of Custody Log Level: Include basic logs	If the case you're burning has more than one Subject name associated with it, select the name you want to print on the Disc label.
6	Save Cancel	

- **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<sup>\*</sup> 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 152.

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 197 instead.

How long will the disc take to burn?

ng will	Single-layer DVD	Approximately 30 minutes for a full disc
sc take	Double-layer DVD	Approximately 45 minutes for a full disc
burn?	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)



13	CASE DETAILS							
communications Mobile-Vision, Inc.						Officer Zale	wski is log	ged in. <u>Logout</u>
▼ Home Menu	Case Details	System Video	Attached M	ledia	Subjects	Comments	Logs	1
Home					•			
Search Video	Disalau Marray	Dabbana at Malunta	Davida			00.000765		
Manage Cases	Display Name:	Online		Case Number: ( Citation Number: ( Vehicle Registration #:				
Media Reader	Status:				09-007658			
User Help	Owner:							
User Preferences	Visible:	Yes			Vehicle Plate #:	PV783T		
Administration	Creation Date:	03/12/2014 14:37		Notations:				
Action	Incident Date:	03/06/2014						
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.

communications Mobile-Vision, Inc.	EXPORT CASE						logged in. Logout
▼ Home Menu	System V	ideo Atta	ched Media				
Home	,						
Search Video				System Vid			
Manage Cases			IC ( C	Page 1 of 1 (2 total	records) 🔰 🔀 刘		
Media Reader	Output Format: Data DVD						
User Help	Deselect	Video	Officer	Category	DVRID	Duration	Date / Time
User Preferences							
<ul> <li>Administration</li> </ul>	•		Leslie Zalewski	No Citation	*1 ProdManHD@12:03:46	16 min	02/27/2014 07:10
Action		3 287					
Save		CEL TO	Leslie Zalewski	No Citation	*1 ProdManHD@12:03:46	16 min	02/27/2014 07:27
Deselect All							
Cancel							
Help							

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



(]3			EXPORT CASE	
communications Mobile-Vision, Inc.				Leslie is logged in. Logout
▼ Home Menu	System Vid	deo Attached Media		
Home		,		
Search Video			Attached Media	
Manage Cases		> >> >> >>	Page 1 of 1 (3 total records) 🛛 🔊 🔊	
Media Reader	Deselect	Uploaded By	File Name	Date / Time
User Help <ul> <li>User Preferences</li> </ul>	Ø	Leslie	1395777496518_Photo_1.bmp	03/25/2014 15:55
Administration	Ø	Leslie	1395777496519_Photo_2.bmp	03/25/2014 15:55
Action Save	Ø	Leslie	1395777496519_Photo_3.bmp	03/25/2014 15:55
Deselect All				
Cancel				
Help				

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.

Destination	Disk Options
Sales Rimage	Num Copies: 1
Job Count: 1	Chain of Custody Log Level: Include basic logs
Disk Type: DVDR	
Manual Export	
C ISO	
C ZIP	

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.

Destination	Disc Options	If the case you're burning has more
Backup PC	Num Copies: 1	than one Subject
Name: Admin Exports & Ar	Subject on Disc Label: 🗹 🗲	name associated with
Job Count: 6 Disc Type: DVDR	Chain of Custody Log Level: Include basic logs	it, select the name you want to print on
Manual Export		the Disc label.
O ISO		
o zip		

- **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<sup>\*</sup> 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 201.

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 150, "Consumer DVD Format" on page 151, "Interchange Format" on page 152, and/or "Uncompressed DVD Format" on page 152.

For specific instructions, see:

- **D** Burning Video to a Data DVD via the Robotic DVD Burner, below
- □ Burning Video to a Consumer DVD via the Robotic DVD Burner, page 172
- Burning Video to an Interchange Format DVD via the Robotic DVD Burner, page 176
- Burning Video to an Uncompressed Format DVD via the Robotic DVD Burner, page 180.

### 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 150.

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 201 instead.



**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.<sup>\*</sup> The Video Details page displays.

– OR –

To burn *more than one* video, search for the desired videos.<sup>\*</sup> 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.



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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.

**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.

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	*1	Leslie Zalewski	@12:49:42	*1 ProdMan	HD@12:03:46	No Citation	41 min	1	1/12/2013 07:06	×	

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



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Administration     Action		Leslie Zalewski	No Citation	*1 ProdManHD@12:03:46	16 min	02/27/2014 07:10
Save Return to Detail Return to Select Cancel						
Help	]					

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

– OR –

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

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

Destination	Disk Options
Sales Rimage     Job Count: 1     Disk Type: DVDR	Num Copies: 1 <u>Video Description:</u> Chain of Custody Log Level: Include basic logs
C Manual Export C ISO C ZIP	

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

– OR –

If your agency has *more than one* robotic DVD burner, 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<sup>\*</sup> 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 151.

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.<sup>\*\*</sup> The Video Details page displays.

– OR –

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

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

<sup>\*</sup> International Association of Chiefs of Police

<sup>&</sup>lt;sup>\*\*</sup> If necessary, review "Searching for Videos" in chapter 2.



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		Owner	DVF	R 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.

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



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Action		Leslie Zalewski	No Citation	*1 ProdManHD@12:03:46	16 min	02/27/2014 07:10
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Return to Select						
Cancel						

**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).

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Return to Select Cancel Help										

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

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

- 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 wireless microphone that's connected to your DVR's VLP 1 port (default)
  - □ *VLP2*. The audio from the wireless 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.

Destination	Disk Options
Sales Rimage     Job Count: 1     Disk Type: DVDR	Num Copies: 1 Video Description:
C. Manual Export C. ISO C. ZIP	

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 152.

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 211 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.<sup>\*</sup> The Video Details page displays.

– OR –

To burn *more than one* video, search for the desired videos.<sup>\*</sup> 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.



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		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.

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



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

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Mobile-Vision, Inc.	•		At least	one Video Source must	be selected	]		
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Media Reader User Help User Preferences		Leslie Zalewski	No Citation	*1 ProdManHD@12:03:46	Front Rear	VLP1/In Car VLP2	41 min	11/12/2013 07:06
Administration     Action Save Return to Detail		Leslie Zalewski	No Citation	*1 ProdManHD@12:03:46	Front Rear	VLP1/In Car VLP2	16 min	02/27/2014 07:10
Return to Select Cancel Help								

**6** 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
Front Rear	Copy only the video recorded from Camera Channel 1 (Nite-Watch camera).
Front Rear	Copy only the video recorded from Camera Channel 2 (Backseat and/or Bullet cameras).
Front Rear	Copy the video that was recorded from <i>both</i> Camera Channel 1 and Camera Channel 2. When you choose this option, the system will burn two separate video files on the DVD that will appear as separate menu items. This doubles your DVD space requirement.



- 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 wireless 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 wireless 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 wireless 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 wireless 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.

Destination	Disk Options
Sales Rimage     Job Count: 1     Disk Type: DVDR	Num Copies: 1 Video Description:
Manual Export C ISO C ZIP	Chain of Custody Log Level: Include basic logs

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<sup>\*</sup> 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 152.

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 216 instead.

How long will	Single-layer DVD	Approximately 30 minutes for a full disc
the disc take	Double-layer DVD	Approximately 45 minutes for a full disc
to burn?	Single- or double-layer Blu-Ray disc	
		PC's processor speed

International Association of Chiefs of Police





**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.<sup>\*</sup> The Video Details page displays.

– OR –

To burn *more than one* video, search for the desired videos.<sup>\*</sup> 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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Manage Cases Media Reader User Help	2 *1 Leslie Zalewski		*1 Leslie Zalewski@12:49:4	si@12:49:42 *1 ProdManHD@12:03:46		No Citation	16 min	02/27/2014 07:27 02/27/2014 07:10 11/12/2013 07:06					
User Preferences     Administration	3	3         Image: State of the state of		12 *1 ProdManHE	*1 ProdManHD@12:03:46		16 min		· • • • •				
Action Return to Video Cancel	4			12 *1 ProdManHE			41 min		·•• <del>22</del> c				
	11		*1 Leslie Zalewski@12:49:4	12 *1 JNP-99V(	*1 JNP-99V@12:03:09 N		11 min	10/28/2008 09:07					
				s S	elected Videos			Constanting of the	Service and the				
	(Indiana)	Owner	Www.esystem	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.



communications Mobile-Vision, Inc.									Leslie is lo	ogged in. Logout
▼ Home Menu	-		and the second second			Videos			The state of the state of the	
Home	1000	Line yes us		14 44 4	Page 1	of 1 (4 total recor	rds) 💦 👌	× >1		and the second
Search Video	Sys ID	Play	Ov	vner	DVR Nar	ne	Category	Duration	Date / Time 🔻	Notes
Manage Cases Media Reader User Help	2	Auth	*1 Leslie Zalev	wski@12:49:42	*1 ProdManHD@	012:03:46	No Citation	16 min	02/27/2014 07:27	•••• 🕶 👝 🖻
User Preferences     Administration     Action     Export Video(s)     Return to Video     Cancel	3		*1 Leslie Zalewski@12:49:42		*1 ProdManHD@12:03:46		No Citation 16 min		02/27/2014 07:10	···· 🕶 👝 🖸
	4 *1 Lesie Zalew		wski@12:49:42 *1 ProdManHE		HD@12:03:46 No Citation		41 min	11/12/2013 07:06	(111) <u>111</u>	
	11		*1 Leslie Zalev	wski@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	and high say	Date / Time	Remove
	*1 Leslie Zalewski@12:49:42 *1 ProdMa			*1 ProdMan	HD@12:03:46	No Citation	16 min	0	2/27/2014 07:10	×
	*1	Leslie Zalewski	@12:49:42	*1 ProdMan	HD@12:03:46	No Citation	41 min	1	1/12/2013 07:06	×

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

communications Mobile-Vision, Inc.	-					Leslie is logged in. Logout
▼ Home Menu		and a stress of a state		Videos	the second differences of the	a survey of the second second second
Home			16 46 6	Page 1 of 1 (2 total records)	X XX X	
Search Video	Output Format:	Data DVD				
Manage Cases	Video	Officer	Category	DVRID	Duration	Date / Time
Media Reader	HARRISON					
User Help <ul> <li>User Preferences</li> </ul>		Leslie Zalewski	No Citation	*1 ProdManHD@12:03:46	41 min	11/12/2013 07:06
<ul> <li>Administration</li> </ul>		Leslie Zalewski	No Citation	*1 ProdManHD@12:03:46	16 min	02/27/2014 07:10
Action						
Save	No. of the second s					
Return to Detail						
Return to Select						
Cancel						
Help						

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

	Export Options
Destination	Disk Options
Sales Rimage     Job Count: 1     Disk Type: DVDR	Num Copies: 1 <u>Video Description:</u> Chain of Custody Log Level: Include basic logs
C Manual Export C ISO C ZIP	
<u> </u>	Save Cancel



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

-OR -

If your agency has *more than one* robotic DVD burner, 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<sup>\*</sup> 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 153.

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 201.

# 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 154.

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 150, "Consumer DVD Format" on page 151, "Interchange DVD Format" on page 152, and/or "Uncompressed DVD Format" on page 152.

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 188
- Burning a Case to an Interchange Format DVD via Your PC's DVD Burner, page 193
- Burning a Case to an Uncompressed Format DVD via Your PC's DVD Burner, page 197.

#### 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 150.

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 154 instead.

**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.



Wobile-Vision, Inc.       Officer Zalewski is logged In.         V       Home Menu         Home Search Video       Manage Cases         Media Reader       User Help         User Preferences       Ornine         Value Vision       Orner:         Officer Zalewski       Vehicle Registration #:         Vehicle Piate #:       PV783T         Notations:       Incident Date:         Incident Date:       03/06/2014			S	ETAIL	CASE D			
Home       Case Details       System Video       Attached Media       Subjects       Comments       Logs         Search Video       Manage Cases       Display Name:       Robbery at Volunteer Park       Case Number:       08-000765       08-000765         Media Reader       User Help       Owner:       Officer Zalewski       Vehicle Registration #:       09-007658         ▶ User Preferences       Visible:       Yes       Vehicle Plate #:       PV783T         ▲ Adtion       Dispose       03/12/2014 14:37       Notations:       Notations:         Incident Date:       03/06/2014       03/06/2014       Notations:       Notations:         Add Video       Add Media       Add Subject       Add Comment       Export       Export	<u>Logout</u>	<b>⊧wski</b> is logged in.	Officer Zalew					
Home         Search Video         Manage Cases         Media Reader         User Help         > User Preferences         Visible:         Yes         Administration         Edit         Dispose         Add Video         Add Media         Add Subject         Add Media         Add Comment         Export		Logs	Comments	Subjects	Attached Media	System Video	Case Details	▼ Home Menu
Manage Cases     Display Name:     Robbery at Volunteer Park     Case Number:     08-000765       Media Reader     User Preferences     Oviner:     Officer Zalewski     Vehicle Registration #     09-007658       Valuer Preferences     Visible:     Yes     Vehicle Registration #     PV783T       Action     Notations:     Incident Date:     03/06/2014       Edit     Dispose     Add Video     Add Subject       Add Subject     Add Comment     Export					,			Home
Manage Cases Media Reader User Help Velicle Registration Add Nedia Add Video Add Media Add Subject Add Comment Export								Search Video
User Help       Owner:       Officer Zalewski       Vehicle Registration # <ul> <li>User Preferences</li> <li>Visible:</li> <li>Yes</li> <li>Creation Date:</li> <li>03/06/2014</li> <li>14:37</li> <li>Notations:</li> <li>Notations:</li> <li>Incident Date:</li> <li>03/06/2014</li> <li>Vehicle Registration #</li> <li>PY783T</li> <li>Notations:</li> <li>Notations:</li> <li>Add Video</li> <li>Add Media</li> <li>Add Subject</li> <li>Add Comment</li> <li>Export</li> <li>Export</li> <li>Export</li> <li>Notations:</li> <li>Notations:&lt;</li></ul>							Display Name:	Manage Cases
Vusible:     Yes       Value     Value       Visible:     Yes       Vehicle Plate #:     PV783T       Notations:     Incident Date:       03/12/2014 14:37     Notations:			09-007658	Citation Number:		Online	Status:	Media Reader
▶ Administration     Creation Date:     03/12/2014 14:37     Notations:       Incident Date:     03/06/2014     03/06/2014       Edit     Dispose       Add Video     Add Video       Add Subject     Add Comment       Export     Export				e Registration #:	Vehic	Officer Zalewski	Owner:	User Help
Administration     Creation Date:     03/06/2014       Edit     Dispose       Add Video       Add Subject       Add Comment       Export			PV783T	Vehicle Plate #:		Yes	Visible:	User Preferences
Edit Dispose Add Video Add Media Add Subject Add Comment Export				Notations:		03/12/2014 14:37	Creation Date:	Administration
Dispose Add Video Add Media Add Subject Add Comment Export						03/06/2014	Incident Date:	Action
Add Video Add Media Add Subject Add Comment Export								Edit
Add Media Add Subject Add Comment Export								Dispose
Add Subject Add Comment Export								Add Video
Add Comment Export								Add Media
Export								Add Subject
								Add Comment
								Export
Add To Favorites								Add To Favorites
Chain of Custody								Chain of Custody
Previous Results								Previous Results

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

communications Mobile-Vision, Inc.			E	XPORT	Case	Leslie is	logged in. Logout
▼ Home Menu	System V	ideo Atta	iched Media				
Home	-			0 ( X7)			
Search Video				System Vid			
Manage Cases			K X X	Page 1 of 1 (2 total i	records) 💦 🔀 刘		
Media Reader	Output For	mat: Data DVD					
User Help	Deselect	Video	Officer	Category	DVR ID	Duration	Date / Time
User Preferences	<b></b>						
<ul> <li>Administration</li> </ul>			Leslie Zalewski	No Citation	*1 ProdManHD@12:03:46	16 min	02/27/2014 07:10
Action		P BF					
Save	<b>A</b>	A REAL PROPERTY	Leslie Zalewski	No Citation	*1 ProdManHD@12:03:46	16 min	02/27/2014 07:27
Deselect All							
Cancel	L			1			
Help							

**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.



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.

				EXPORT CASE	
communications Mobile-Vision, Inc.					Leslie is logged in. Logoul
▼ Home Menu	System Vie	deo Attach	ed Media		
Home					
Search Video				Attached Media	
Manage Cases			IK (( (	Page 1 of 1 (3 total records) 🛛 🔊	
Media Reader	Deselect	Upk	oaded By	File Name	Date / Time
Jser Help <ul> <li>User Preferences</li> </ul>	Ø	Leslie		1395777496518_Photo_1.bmp	03/25/2014 15:55
Administration	Ø	Leslie		1395777496519_Photo_2.bmp	03/25/2014 15:55
Action Save	Ø	Leslie		1395777496519_Photo_3.bmp	03/25/2014 15:55
Deselect All Cancel Help					

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, deselect those records you wish to exclude.

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

Destination	Disk Options
Sales Rimage	Num Copies: 1
Job Count: 1	Chain of Custody Log Level: Include basic logs
Disk Type: DVDR	
C Manual Export	
C ISO	
C ZIP	

© Manual Export 8 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<sup>\*</sup> 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 Exposion on Main Street Disk 1 of 1 is now ready for download.	🔶 💽 🗙

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

Do you want to open or save 142489E3D36002219527153_13.iso (87.1 MB) from 192.168.20.31?			×
	Open	Save 🔻	Cancel

- 14 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.

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- 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 220.

– 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 158 instead.

To perform this task, you first need to export the case file in Interchange format, then convert it to Consumer DVD format using commercial DVD burning software *or* video editing software. For example, you may use any of these popular software applications to convert your files:

Product Name	Description
Windows Live Movie Maker	Video editing software; comes standard with Windows 7 and 8
Adobe Premier Elements	Video editing software
Nero	DVD burning software
Roxio Easy DVD Copy	DVD burning software



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

**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.



			CASI	E D	ETAIL	'S		
						Officer Zale	ewski is logged in	Logout
▼ Home Menu	Case Details	System Video	Attached N	ledia	Subjects	Comments	Logs	
Home			1		,			
Search Video	Disalau Manas	Robbery at Volunte	e a Darah		Case Number:	08-000765		
Manage Cases	Display Name:		er Park					
Media Reader	Status:	Online		c	Citation Number:	09-007658		
User Help	Owner:	Officer Zalewski		Vehicle Registration #:				
User Preferences	Visible:	Yes			Vehicle Plate #:	PV783T		
Administration	Creation Date:	03/12/2014 14:37			Notations:			
Action	Incident Date:	03/06/2014						
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.

communications Mobile-Vision, Inc.			E	XPORT	Case	Leslie is	logged in. Logout
▼ Home Menu	System V	ideo Atta	ched Media				
Home							
Search Video				System Vid			
Manage Cases			× × ×	Page 1 of 1 (2 total i	records) 💦 🔊 刘		
Media Reader	Output For	mat: Data DVD	×				
User Help	Deselect	Video	Officer	Category	DVRID	Duration	Date / Time
User Preferences		LA BOAMA					
<ul> <li>Administration</li> </ul>			Leslie Zalewski	No Citation	*1 ProdManHD@12:03:46	16 min	02/27/2014 07:10
Action		3 287					
Save	₫	A STATION	Leslie Zalewski	No Citation	*1 ProdManHD@12:03:46	16 min	02/27/2014 07:27
Deselect All			Leene Luionola				
Cancel							1
Help							

**3** Go to the *Output Format* field and select **Interchange Format** from the dropdown list. (**Note**: DO NOT select 'Consumer DVD', as this procedure requires that you export the case file in Interchange format first.)

Two new columns display: Video Source and Audio Source.

(Continued)



(3)										
communications Mobile-Vision, Inc.				At least o	one Video Source mu		Leslie is logged in. Logout			
/ Home Menu	System V	ideo								
lome	-									
Search Video	System Video									
lanage Cases			K (<		Page 1 of 1 (2 total reco	ords)	> >> >>			
ledia Reader	Output For	mat: Interchan	ge Format 🗸					_		
Jser Help	Deselect	Video	Officer	Category	DVRID	Video Source	Audio Source	Duration	Date / Time	
User Preferences     Administration	Ø		Leslie Zalewski	No Citation	*1 ProdManHD@12:03:46	Front Rear	VLP1/In Car VLP2	16 min	02/27/2014 07:10	
Action ave eselect All	۲	A CAN	Leslie Zalewski	No Citation	*1 ProdManHD@12:03:46	Front Rear	♥VLP1/In Car ♥VLP2 ♥VLP1/In Car ♥VLP2	16 min	02/27/2014 07:27	
ancel elp										

**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 in the following table.

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

- **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 wireless 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 wireless 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 wireless 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 wireless 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.

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

Destination	Disk Options	
Sales Rimage	Num Copies: 1	
Job Count: 1	Chain of Custody Log Level: Include basic logs	
Disk Type: DVDR	Chain of Custody Log Level. Include basic logs	•
Manual Export		
C ISO		
C ZIP		

- 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<sup>\*</sup> 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.

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	Inbox Messages	
State	Message Text	Actions
Completed	Export Exposion on Main Street Disk 1 of 1 is now ready for download.	

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



- **13** 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 popup menu.
- **18** Using your commercial DVD burning software *or* film editing software, convert the case's video files into a format that can be played on a consumer DVD player.<sup>\*</sup> 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 247 and/or "Using cdrtools to Burn a ZIP File to DVD" on page 221.

For example, Windows Live Movie Maker, Adobe Premier Elements, Nero, Roxio Easy DVD Copy, etc.



## 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 152.

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 161 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 burn. (If necessary, review "Searching for Cases" in chapter 4.) The Case Details page displays.

(3)			CASI	e Deta	ILS	5		
communications Mobile-Vision, Inc.						Officer Zale	ewski is logi	ged in. <u>Logout</u>
▼ Home Menu	Case Details	System Video	Attached M	ledia Subject	te	Comments	Logs	
Home	ouse betails		, Audened M			Commento	Logo	
Search Video Manage Cases	Display Name:	Robbery at Voluntee	er Park	Case Nur	mber: 0	3-000765		
Media Reader	Status:	Online		Citation Nur	mber: 0	-007658		
User Help	Owner:	Officer Zalewski		Vehicle Registrati	ion #:			
► User Preferences	Visible:			Vehicle Pla				
<ul> <li>Administration</li> </ul>	Creation Date:	03/12/2014 14:37		Nota	tions:			
Action	Incident Date:	03/06/2014						
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.

(Continued)



communications Mobile-Vision, Inc.			E	XPORT	Case	Leslie is	logged in. Logout
▼ Home Menu	System V	ideo At	tached Media				
Home	-						
Search Video				System Vid	eo		
Manage Cases			K << <	Page 1 of 1 (2 total i	records) 💦 🔊 🔊		
Media Reader	Output For	mat: Data DV					
User Help	Deselect	Video	Officer	Category	DVRID	Duration	Date / Time
User Preferences							
Administration	2		Leslie Zalewski	No Citation	*1 ProdManHD@12:03:46	16 min	02/27/2014 07:10
Action		A AL					
Save		at the second	Leslie Zalewski	No Citation	*1 ProdManHD@12:03:46	16 min	02/27/2014 07:27
Deselect All							
Cancel	1						
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*.

				Ε	XPORT C	ASE			
communications								.eslie is lo	gged in. Logout
				At least of	one Video Source mu	ist be sele	cted		
▼ Home Menu	System Vi	deo							
Home	-,								
Search Video					System Video				
Manage Cases			K		Page 1 of 1 (2 total reco	ords)	> >> >1		
Media Reader	Output For	mat: Interchar	nge Format 🗸		_			_	
User Help	Deselect	Video	Officer	Category	DVRID	Video Source	Audio Source	Duration	Date / Time
User Preferences									
Administration	<b>1</b>		Leslie Zalewski	No Citation	*1	Front	VLP1/In Car 🔲 VLP2	16 min	02/27/2014 07:10
•	_				ProdManHD@12:03:46	Rear	VLP1/In Car 🔲 VLP2		
Action		2. AK			*1	Front	VLP1/In Car 🔲 VLP2		
Save		C.C. In	Leslie Zalewski	No Citation	ProdManHD@12:03:46	Rear	VLP1/In Car VLP2	16 min	02/27/2014 07:27
Deselect All						Real			
Cancel					-			-	
Help									

**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 in the following table.



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

- **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 wireless 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 wireless 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 wireless 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 wireless 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.

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

Destination	Disk Options
<ul> <li>Sales Rimage</li> <li>Job Count: 1</li> <li>Disk Type: DVDR</li> </ul>	Num Copies: 1 Chain of Custody Log Level: Include basic logs
C Manual Export C ISO C ZIP	



#### • Manual Export 8 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<sup>\*</sup> 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 Exposion on Main Street Disk 1 of 1 is now ready for download.	

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

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Do you want to open or save 142489E3D36002219527153_13.iso (87.1 MB) from 192.168.20.31?				×
	Open	Save	•	Cancel

- 14 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 220.

– 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 152.

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 165 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 Search for and display the case you wish to burn. (If necessary, review "Searching for Cases" in chapter 4.)

The Case Details page displays.



(3			CAS	E D	ETAIL	'S		
communications Mobile-Vision, Inc.						Officer Zale	wski is log	ged in. Logout
▼ Home Menu	Case Details	System Video	Attached N	ledia	Subjects	Comments	Logs	
Home								
Search Video								
Manage Cases	Display Name:	Robbery at Volunteer Park			Case Number:	08-000765		
Media Reader	Status:	Online		(	Citation Number:	09-007658		
User Help	Owner:	Officer Zalewski		Vehicl	e Registration #:			
User Preferences	Visible:	Yes			Vehicle Plate #:	# PV783T		
Administration	Creation Date:	03/12/2014 14:37			Notations:			
Action	Incident Date:	03/06/2014						
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.

communications Mobile-Vision, Inc.			]	Export	Case	Leslie is	logged in. Logout
▼ Home Menu	System V	ideo At	tached Media				
Home	-,						
Search Video				System Vid	eo		
Manage Cases			K << <	Page 1 of 1 (2 total	records) 💦 🔊 🔊		
Media Reader	Output For	mat: Data DV					
User Help	Deselect	Video	Officer	Category	DVRID	Duration	Date / Time
User Preferences				,,	- ///-		
<ul> <li>Administration</li> </ul>			Leslie Zalewski	No Citation	*1 ProdManHD@12:03:46	16 min	02/27/2014 07:10
Action		3 287					
Save		A REAL PROPERTY	Leslie Zalewski	No Citation	*1 ProdManHD@12:03:46	16 min	02/27/2014 07:27
Deselect All			Listio Edionom		1.		
Cancel							
Help							

**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.

**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.

communications Mobile-Vision, Inc.			Export Case	Leslie is logged in. Logout
▼ Home Menu	System Vie	deo Attached Media		
Home		······································		
Search Video			Attached Media	
Manage Cases		<u> </u>	Page 1 of 1 (3 total records)	<u>&gt;1</u>
/ledia Reader	Deselect	Uploaded By	File Name	Date / Time
Jser Help User Preferences	Ø	Leslie	1395777496518_Photo_1.bmp	03/25/2014 15:55
Administration	Ø	Leslie	1395777496519_Photo_2.bmp	03/25/2014 15:55
Action Save	Ø	Leslie	1395777496519_Photo_3.bmp	03/25/2014 15:55
Deselect All Cancel				
Help				

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, deselect those records you wish to exclude.

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

Destination	Disk Options
Sales Rimage	Num Copies: 1
Job Count: 1	
	Chain of Custody Log Level: Include basic logs
Disk Type: DVDR	
Manual Export	
C ISO	
C ZIP	

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<sup>\*</sup> 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 Exposion on Main Street Disk 1 of 1 is now ready for download.	

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

Do you want to open or save 142489E3D36002219527153_13.iso (87.1 MB) from 192.168.20.31?				×	
	Open	Save	•	Cancel	

14 Select Save As from the Save drop-down list.

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- **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 220.

– 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 168.

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 150, "Consumer DVD Format" on page 151, "Interchange DVD Format" on page 152, and/or "Uncompressed DVD Format" on page 152.

For specific instructions, see:

- Burning Video to a Data DVD via Your PC's DVD Burner, below
- □ Burning Video to a Consumer DVD via Your PC's DVD Burner, page 205
- Burning Video to an Interchange Format DVD via Your PC's DVD Burner, page 211
- Burning Video to an Uncompressed Format DVD via Your PC's DVD Burner, page 216.

### 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 150.

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 169 instead.



1 To burn *one* video, search for and display the desired video.<sup>\*</sup> The Video Details page displays.

– OR –

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

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

communications Mobile-Vision, Inc.			SELECT	r Video	<b>o(s)</b>	FOR EX	POR		ogged in. Logout
▼ Home Menu					Videos				
Home			IC (() (	Page 1 of	1 (4 total reco	irds) 🔊 🔊	14	Sec. 1	
Search Video	Sys ID	Play	Owner	DVR Name		Category	Duration	Date / Time 🖤	Notes
Manage Cases Media Reader User Help	2		*1 Leslie Zalewski@12:49:42	*1 ProdManHD@12	2:03:46	No Citation	16 min	02/27/2014 07:27	
User Preferences		A (22)							
<ul> <li>Administration</li> </ul>	3		*1 Leslie Zalewski@12:49:42	*1 ProdManHD@12	2:03:46	No Citation	16 min	02/27/2014 07:10	
Action Return to Video Cancel	4	R	*1 Leslie Zalewski@12.49.42	*1 ProdManHD@12	2:03:46	No Citation	41 min	11/12/2013 07:06	·••• 🕶 🗂
	11	- Andrew	*1 Leslie Zalewski@12.49.42	*1 JNP-99V@121	03:09	No Citation	11 min	10/28/2008 09:07	
		and the second second		Selec	ted Videos		a policie	Summer and St.	
	(Inclusies	Owner	DVF	R 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.



communications Mobile-Vision, Inc.			S	ELECI	r Vide	o(s)	for Ex	POR		ogged in Logout
▼ Home Menu	Videos									
Home	Page 1 of 1 (4 total records)							ingle law of the second		
Search Video	Sys D	Play	Ov	vner	DVR Na	me	Category	Duration	Date / Time 🖤	Notes
Manage Cases Media Reader User Help	2	Augh	*1 Leslie Zale	wski@12:49:42	*1 ProdManHD(	212:03:46	No Citation	16 min	02/27/2014 07:27	
User Preferences		A 600								
<ul> <li>Administration</li> </ul>	3		*1 Leslie Zale	wski@12:49:42	*1 ProdManHD(	12:03:46	No Citation	16 min	02/27/2014 07:10	* THE BALL CO
Action Export Video(s) Return to Video	4		*1 Leslie Zale	wski@12:49:42	*1 ProdManHD(	īg12:03:46	No Citation	41 min	11/12/2013 07:06	(TAS 2002 m
Cancel	11	Area	*1 Leslie Zalewski@12:49:42		*1 JNP-99V@12:03:09		No Citation	11 min	10/28/2008 09:07	82
	Selected Videos									
	Owner D'			DVR	R Name Category		Duration	Date / Time		Remove
	*1 Leslie Zalewski@12:49:42			*1 ProdMan	*1 ProdManHD@12:03:46 No Citati		16 min	02/27/2014 07:10		×
	*1 Leslie Zalewski@12:49:42			*1 ProdManHD@12:03:46		No Citation	41 min	1	1/12/2013 07:06	×

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

(3			Ехр	ort Video(	s)	
communications Mobile-Vision, Inc.	•					Leslie is logged in. Logout
▼ Home Menu		alender seiter min mit	Station of the second second	Videos	No. of Contract of Contract of Contract	a survey of the second second second
Home			14 44 4	Page 1 of 1 (2 total records)	> >> >L	
Search Video	Output Format:	Data DVD				
Manage Cases	Video	Officer	Category	DVRID	Duration	Date / Time
Media Reader	HERE					
User Help <ul> <li>User Preferences</li> </ul>		Leslie Zalewski	No Citation	*1 ProdManHD@12:03:46	41 min	11/12/2013 07:06
<ul> <li>Administration</li> <li>Action</li> </ul>		Leslie Zalewski	No Citation	*1 ProdManHD@12:03:46	16 min	02/27/2014 07:10
Save		A LOS AND AND A MARKED				
Return to Detail						
Return to Select						
Cancel						
Help						

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

– OR –

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

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

(Continued)



Destination	Disk Options					
Sales Rimage     Job Count: 1     Disk Type: DVDR	Num Copies: 1 <u>Video Description:</u> Chain of Custody Log Level: Include basic logs					
C Manual Export C ISO						
C ZIP						

## • 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<sup>\*</sup> 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.	

- $\Rightarrow$  If you see the download icon, proceed to the next step.
- $\Rightarrow$  If you do *not* see the download icon, the system is still processing your request. Go to **Home Menu** and click **Home** to refresh your screen. Once you see the download icon, proceed to the next step.
- I3 Go to the right of the export message and click the download icon. A download message displays.

Do you want to open or save 142489E3D36002219527153_13.iso (87.1 MB) from 192.168.20.31?			×
	Open	Save 🔻	Cancel

- 14 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 220.

#### – 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 151.

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 172 instead.

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 and 8
Adobe Premier Elements	Video editing software
Nero	DVD burning software
Roxio Easy DVD Copy	DVD burning software



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

**1** To burn *one* video, search for and display the desired video.<sup>\*</sup> The Video Details page displays.

– OR –

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

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

communications Mobile-Vision, Inc.			SELECT	r Video(s)	FOR EX	XPOR'		ogged in Logout			
▼ Home Menu	all and party first			Videos							
Home			الا الا الا الا	Page 1 of 1 (4 total r	ecords)	55 51					
Search Video	Sys ID	Play	Owner	DVR Name	Category	Duration	Date / Time 🖤	Notes			
Manage Cases Media Reader User Help	2	A COM	*1 Leslie Zalewski@12:49:42	*1 ProdManHD@12:03:46	No Citation	16 min	02/27/2014 07:27				
<ul> <li>User Preferences</li> <li>Administration</li> </ul>	3	ADB	*1 Leslie Zalewski@12:49:42	*1 ProdManHD@12:03:46	No Citation	16 min	02/27/2014 07:10	···· 🗠 🗠 🗠			
Action Return to Video Cancel	4	11	*1 Leslie Zalewski@12:49:42	*1 ProdManHD@12:03:46	No Citation	41 min	11/12/2013 07:06	4 <b>700 - 11</b>			
	11		*1 Leslie Zalewski@12.49.42	*1 JNP-99V@12:03:09	No Citation	11 min	10/28/2008 09:07	<b>E2</b>			
	Selected Videos										
	(Internet	Owner	DVR	Name Catego	ry Duration	terren in the second	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.

If necessary, review "Searching for Videos" in chapter 2.



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

communications Mobile-Vision, Inc.									Leslie is k	ogged in. Logout
▼ Home Menu						Videos		and the second		
Home				14 44 4	Page 1	of 1 (4 total reco	ords)	> >L	the Carlot of State	and the second
Search Video	Sys D	Play	0	vner	DVR Na	ne	Category	Duration	Date / Time 🖤	Notes
Manage Cases Media Reader User Help	2	A SIL	*1 Leslie Zale	wski@12:49:42	*1 ProdManHD@	212:03:46	No Citation	16 min	02/27/2014 07:27	
<ul> <li>User Preferences</li> <li>Administration</li> </ul>	3		*1 Leslie Zale	wski@12:49:42	*1 ProdManHD@	212:03:46	No Citation	16 min	02/27/2014 07:10	4 <b>100 🛃 🔂</b> 🔁
Action Export Video(s) Return to Video	4		*1 Leslie Zale	wski@12:49:42	*1 ProdManHD@	⊉12:03:46	No Citation	41 min	11/12/2013 07:06	(THE 200 TO
Cancel	11		*1 Leslie Zale	wski@12:49:42	*1 JNP-99V@	12:03:09	No Citation	11 min	10/28/2008 09:07	<b>E1</b>
					Se	lected Videos	5		and the second second	
	1 million	Owner		DVR	Name	Category	Duration	al how on	Date / Time	Remove
and Salahan das	*1	Leslie Zalewski(	12:49:42	*1 ProdMan	HD@12:03:46	No Citation	16 min	0	2/27/2014 07:10	×
	*1	Leslie Zalewski	12:49:42	*1 ProdMan	HD@12:03:46	No Citation	41 min	1	1/12/2013 07:06	×

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

communications Mobile-Vision, Inc.	-					Leslie is logged in. Logout
▼ Home Menu		and the second second		Videos	and the second difference of the	
Home			16 . 66 . 6	Page 1 of 1 (2 total records)	> >> >1	
Search Video	Output Format:	Data DVD 🗸				
Manage Cases	Video	Officer	Category	DVRID	Duration	Date / Time
Media Reader	NUMBER					
User Help		Leslie Zalewski	No Citation	*1 ProdManHD@12:03:46	41 min	11/12/2013 07:06
User Preferences						
<ul> <li>Administration</li> </ul>						
Action		Leslie Zalewski	No Citation	*1 ProdManHD@12:03:46	16 min	02/27/2014 07:10
Save						
Return to Detail						
Return to Select						
Cancel						
Help						

5 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.



communications			Ex	PORT VIDE	20(s)			Leslie is logg	ed in. Logout 🚽
Mobile-Vision, Inc.			At least	one Video Source must	be selected	1			
▼ Home Menu				Videos				and the second	
Home			1C CC C	Page 1 of 1 (2 total records	) >	>> >1			Contraction of the
Search Video	Output Format:	Interchange Format	~						
Manage Cases	Video	Officer	Category	DVRID	Video Source	Audio S	ource	Duration	Date / Time
Media Reader Jser Help User Preferences Administration		Leslie Zalewski	No Citation	*1 ProdManHD@12:03:46	Front Rear	VLP1/In Car	VLP2 VLP2 VLP2	41 min	11/12/2013 07:06
Action Action Save Return to Detail		Leslie Zalewski	No Citation	*1 ProdManHD@12:03:46	Front Rear	VLP1/In Car	VLP2 VLP2	16 min	02/27/2014 07:10
Return to Select Cancel Help									

**6** 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
Front Rear	Copy only the video recorded from Camera Channel 1 (Nite-Watch camera).
Front Rear	Copy only the video recorded from Camera Channel 2 (Backseat and/or Bullet cameras).
Front Rear	Copy the video that was recorded from <i>both</i> Camera Channel 1 and Camera Channel 2. When you choose this option, the system will burn two separate video files on the DVD that will appear as separate menu items. This doubles your DVD space requirement.

- 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 wireless 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 wireless 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 wireless 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 wireless 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.

Destination	Disk Options
Sales Rimage Job Count: 1 Disk Type: DVDR	Num Copies: 1 <u>Video Description:</u> Chain of Custody Log Level: Include basic logs
Manual Export	

- 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<sup>\*</sup> 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*.

International Association of Chiefs of Police



**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.					

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

Do you want to open or save 142489E3D36002219527153_10.zip (360 MB) from 192.168.20.31?				:	ĸ
	Open	Save	•	Cancel	

- **15** 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 247 and/or "Using cdrtools to Burn a ZIP File to DVD" on page 221.

For example, Windows Live Movie Maker, Adobe Premier Elements, Nero, Roxio Easy DVD Copy, etc.



#### 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 152.

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 176 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.<sup>\*</sup> The Video Details page displays.

– OR –

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

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

communications Mobile-Vision, Inc.			SELECT	r Video(s	) for Ex	KPOR'		ogged in Logout			
Home Menu	a local de la compañía			Videos							
Home			14 44 4	Page 1 of 1 (4 tota	records)	55 51					
Search Video	Sys ID	Play	Owner	DVR Name	Category	Duration	Date / Time 🖤	Notes			
Manage Cases Media Reader User Help	2	A COM	*1 Leslie Zalewski@12:49:42	*1 ProdManHD@12:03:46	No Citation	16 min	02/27/2014 07:27				
<ul> <li>User Preferences</li> <li>Administration</li> </ul>	3	A COR	*1 Leslie Zalewski@12:49:42	*1 ProdManHD@12:03:46	No Citation	16 min	02/27/2014 07:10				
Action Return to Video Cancel	4	R	*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									
	(Internet	Owner	DVR	t Name Categ	ory Duration	terren in the second	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.

If necessary, review "Searching for Videos" in chapter 2.



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

communications Mobile-Vision, Inc.			S	ELECI	r Vide	<b>o(s)</b> 1	FOR EX	POR		ogged in. Logout
▼ Home Menu	-			Contraction of the second		Videos				
Home	1.000			14 44 4	Page 1	of 1 (4 total recor	rds) 🔰 🔊	N NI	na line data anta	ingle and the second
Search Video	Sys D	Play	0	vner	DVR Na	ne	Category	Duration	Date / Time 🔻	Notes
Manage Cases Media Reader User Help	2	August -	*1 Leslie Zale	wski@12:49:42	*1 ProdManHD⊚	212:03:46	No Citation	16 min	02/27/2014 07:27	
User Preferences		A 60123								
<ul> <li>Administration</li> </ul>	3	A 444	*1 Leslie Zalewski@12:49:42		49:42 *1 ProdManHD@12:03:46 No Citation		No Citation	16 min 02/27/2014 07:10	4 TAO	
Action Export Video(s) Return to Video	4		*1 Leslie Zale	wski@12:49:42	*1 ProdManHD@	⊉12:03:46	No Citation	41 min	11/12/2013 07:06	(TAS 200 m
Cancel	11	-	*1 Leslie Zale	wski@12:49:42	*1 JNP-99V@	12:03:09	No Citation	11 min	10/28/2008 09:07	879
	control of	وم المور الأرو			Se	lected Videos			and the second second	
		Owner	and the second second	DVR	Name	Category	Duration	10 10 21	Date / Time	Remove
		1 Leslie Zalewski	@12:49:42	*1 ProdMan	HD@12:03:46	No Citation	16 min	C	2/27/2014 07:10	×
	**	Leslie Zalewski	@12:49:42	*1 ProdMan	HD@12:03:46	No Citation	41 min	1	1/12/2013 07:06	×

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

				Leslie is logged in. Logout
	Reden and the second	Videos	and the second second second second	
	14 44 4	Page 1 of 1 (2 total records)	X XX XI	
ut Format: Data DVD	T			
leo Officer	Category	DVRID	Duration	Date / Time
	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
	teo Officer	deo Officer Category Leste Zalewski No Citation	er Context Data DVD Context Category DVR D Context DVR D C	Determat:         Data DVD         V           deo         Officer         Category         DVR ID         Duration           Leslie Zalewski         No Citation         *1 ProdManHD@12.03.46         41 min

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



communications			Ex	PORT VIDI	e <b>o(s)</b>		Leslie is logg	ed in. Logout
Mobile-Vision, Inc.			At least	one Video Source must	be selected			
▼ Home Menu				Videos				
Home			16 66 6	Page 1 of 1 (2 total records	5) 🔰	>> >1		State of the
Search Video	Output Format:	Interchange Format	$\overline{}$					
Manage Cases	Video	Officer	Category	DVRID	Video Source	Audio Source	Duration	Date / Time
Media Reader Jser Help User Preferences		Leslie Zalewski	No Citation	*1 ProdManHD@12:03:46	Front Rear	VLP1/In Car VLP2	41 min	11/12/2013 07:06
Administration     Action Save Return to Detail		Leslie Zalewski	No Citation	*1 ProdManHD@12:03:46	Front Rear	VLP1/In Car VLP2	16 min	02/27/2014 07:10
Return to Select Cancel Help								

**6** 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
Front Rear	Copy only the video recorded from Camera Channel 1 (Nite-Watch camera).
Front Rear	Copy only the video recorded from Camera Channel 2 (Backseat and/or Bullet cameras).
Front Rear	Copy the video that was recorded from <i>both</i> Camera Channel 1 and Camera Channel 2. When you choose this option, the system will burn two separate video files on the DVD that will appear as separate menu items. This doubles your DVD space requirement.

- 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 wireless 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 wireless 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 wireless 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 wireless 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.

Destination	Disk Options	
Sales Rimage	Num Copies: 1	-
Job Count: 1	Video Description:	
Disk Type: DVDR	Chain of Custody Log Level: Include basic logs	•
Manual Export		
C ISO		
C ZIP		

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.

**10** 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**.

- **11** 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 –

(Continued)



If you'd like the Chain of Custody report to include basic logs *and* IACP<sup>\*</sup> 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.

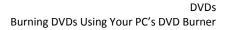
Inbox Messages							
State	Message Text	Actions					
Completed	Export Copy for DA Disk 1 of 1 is now ready for download.	🔶 💽 🗙					

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

Do you want to open or save 142489E3D36002219527153_13.iso (87.1 MB) from 192.168.20.31?				×
	Open	Save	•	Cancel

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

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**20** To use the *cdrtools* utility to burn your DVD, see "Using the cdrtools Application to Burn a DVD on Your PC" on page 220.

– 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 152.

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 180 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.<sup>\*</sup> The Video Details page displays.

– OR –

To burn *more than one* video, search for the desired videos.<sup>\*</sup> 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.



communications Mobile-Vision, Inc.								Leslie is k	ogged in. Logout
▼ Home Menu					Videos				
Home			IC (() (	Page 1 c	of 1 (4 total reco	rds) 🔰	14 14	Sec. 1	
Search Video	Sys ID	Play	Owner	DVR Name	B	Category	Duration	Date / Time 🖤	Notes
Manage Cases Media Reader User Help	2	- August	*1 Leslie Zalewski@12:49:42	*1 ProdManHD@	12:03:46	No Citation	16 min	02/27/2014 07:27	
<ul> <li>User Preferences</li> <li>Administration</li> </ul>	3	ACR	*1 Leslie Zalewski@12:49:42	9:42 *1 ProdManHD@12:03:4		No Citation	16 min	02/27/2014 07:10	
Action Return to Video Cancel	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	2.03:09	No Citation	11 min	10/28/2008 09:07	-
			unstation of the production of the state	Sele	cted Videos			Constant of the	Service and
	(Inclusies	Owner	DVR	R 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.

communications Mobile-Vision, Inc.			S	ELECI	r Vide	o(s)	for Ex	POR		ogged in. Logout
▼ Home Menu	-					Videos				
Home		1000		14 44 4	Page 1	of 1 (4 total reco	rds)	8[ 81]		
Search Video	Sys ID	Play	Ov	mer	DVR Na	me	Category	Duration	Date / Time 🖤	Notes
Manage Cases Media Reader User Help	2	Augh	*1 Leslie Zalev	wski@12:49:42	*1 ProdManHD@	212:03:46	No Citation	16 min	02/27/2014 07:27	
User Preferences		A 10173								
<ul> <li>Administration</li> </ul>	3	ALC: NO	*1 Leslie Zalev	wski@12:49:42	*1 ProdManHD@	12:03:46	No Citation	16 min	02/27/2014 07:10	* THE PAR (2)
Action Export Video(s) Return to Video	4		*1 Leslie Zalev	wski@12:49:42	*1 ProdManHD@	212:03:46	No Citation	41 min	11/12/2013 07:06	(TAG
Cancel	11	- Alexandre	*1 Leslie Zalev	wski@12:49:42	*1 JNP-99V@	12:03:09	No Citation	11 min	10/28/2008 09:07	<b></b>
	Constantion of				Se	lected Videos			-one in the second strength	some annount mild
Constant Constants	10000	Owner		DVR	Name	Category	Duration		Date / Time	Remove
	*1	Leslie Zalewski	@12:49:42	*1 ProdMan	HD@12:03:46	No Citation	16 min	C	2/27/2014 07:10	×
	*1	Leslie Zalewski	@12:49:42	*1 ProdMan	HD@12:03:46	No Citation	41 min	1	1/12/2013 07:06	×

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



(3)						
communications Mobile-Vision, Inc.	-					Leslie is logged in. Logout
▼ Home Menu	and the second second			Videos	Ware and Street and	
Home			16 44 6	Page 1 of 1 (2 total records)	> >> >1	
Search Video	Output Format:	Data DVD 🗸				
Manage Cases	Video	Officer	Category	DVRID	Duration	Date / Time
Media Reader	North Carlos		outogoty		bunn	Date / Hills
User Help	- Alexandre	Leslie Zalewski	No Citation	*1 ProdManHD@12:03:46	41 min	11/12/2013 07:06
User Preferences	and the second s					
<ul> <li>Administration</li> <li>Action</li> </ul>		Leslie Zalewski	No Citation	*1 ProdManHD@12:03:46	16 min	02/27/2014 07:10
Save						
Return to Detail						
Return to Select						
Cancel						
Help						

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

Destination	Disk Options
Sales Rimage     Job Count: 1	Num Copies: 1 Video Description:
Disk Type: DVDR	Chain of Custody Log Level: Include basic logs
Manual Export	
C ISO	
C ZIP	

#### 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<sup>\*</sup> 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.	🟓 💽 🗙					

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

Do you want to open or save 142489E3D36002219527153_13.iso (87.1 MB) from 192.168.20.31?				×
	Open	Save	•	Cancel

- 14 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**.

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**19** To use the *cdrtools* utility to burn your DVD, see "Using the cdrtools Application to Burn a DVD on Your PC" below.

– 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 247.

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 221.

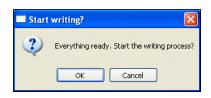
### Using cdrtools to Burn an ISO File to DVD

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 184
  - Burning a Case to an Interchange Format DVD via Your PC's DVD Burner, page 193
  - Burning a Case to an Uncompressed Format DVD via Your PC's DVD Burner, page 197
  - Burning Video to a Data DVD via Your PC's DVD Burner, page 201
  - Burning Video to an Interchange Format DVD via Your PC's DVD Burner, page 211
  - Burning Video to an Uncompressed Format DVD via Your PC's DVD Burner, page 216
- 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.
- $\Rightarrow$  If cdrtools is your PC's default DVD burning software, the cdrtools application launches. Proceed to the next step.



- $\Rightarrow$  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  $\rightarrow$  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 184
  - □ Burning a Case to a Consumer DVD via Your PC's DVD Burner, page 188
  - Burning a Case to an Interchange Format DVD via Your PC's DVD Burner, page 193
  - Burning a Case to an Uncompressed Format DVD via Your PC's DVD Burner, page 197
  - Burning Video to a Data DVD via Your PC's DVD Burner, page 201
  - □ Burning Video to a Consumer DVD via Your PC's DVD Burner, page 205
  - Burning Video to an Interchange Format DVD via Your PC's DVD Burner, page 211
  - Burning Video to an Uncompressed Format DVD via Your PC's DVD Burner, page 216.
- 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.



🥺 cdrtools Frontend				
File Project Extras ?				
Data CD Audio CD XCD CD-RW (	D Info DAE CD Imag Name	e (S)VideoCD Video DVD Size Type		Writer HL-DT-ST DVD+-RW GSA-T
				Writing speed
Filesystem	singlesession TAO v	Joliet ISO Level	> *	
CD options Verify	multisession DAO I	RockRidge boot JDF		Settings
			<u>^</u>	Start Cancel
<			> V	
MiB 100' 200'	300' 400'	500'	600	
O directories, O files: O Byte	650 MiByte			

- 4 Click the **CD Image** tab.
- 5 Select Write image.

🥺 cdrtools Frontend			
File Project Extras ?			
Data CD Audio CD XCD CD-RW CD Info DAt	CD Image (S)Vid     Write image     Write ISO-/CUE image	e to CD	Writer HL-DT-ST DVD+-RW GSA-T V Writing speed
Browse No abort when an uncorrectable error occurs Disable error recovery of drive Clone mode Range: Start sector: End sector:	track at once     Raw mode:     Overburn	disk at once     iraw96r     raw96p     raw16	Simulation Fixate CD
	Clone mode	CD Text	Settings Start Cancel



#### 6 Click **Browse**.

7 Navigate to the directory where you saved the ZIP file, then click on the file to highlight it.

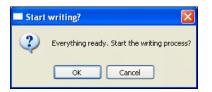
Select image				? 🔀
Look in:	🗀 My Download	ds	🔽 G 👂 🖻	
My Recent Documents	iewer 12DED22F2950	00032D1240BA_50		
Desktop				
My Documents				
My Computer				
	File name:	12DED22F29500032D1240	BA_50 🛩	Open
My Network	Files of type:	ISO-Image (*.iso)	*	Cancel

- 8 Click Open.
- 9 Select **Disc at once**.

📀 cdrtools Frontend		
File Project Extras ?		
Data CD Audio CD XCD CD-RW CD Info DA	E CD Image (S)VideoCD Video DVD Write image Write ISO-/CUE image to CD	Writer HL-DT-ST DVD+-RW GSA-T V Writing speed
Browse     Browse     No abort when an uncorrectable error occurs	C:\Documents and Settings\ Browse	Simulation Fixate CD
Disable error recovery of drive Clone mode Range:	Raw mode:      raw96r     raw96p     raw16	
Start sector: End sector:	Overburn Clone mode CD Text	Settings
		Start Cancel
· · · ·	, <u>.</u>	



**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  $\rightarrow$  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 225
- □ Viewing an Interchange Format DVD, page 227
- □ Viewing an Uncompressed Format DVD, page 227.

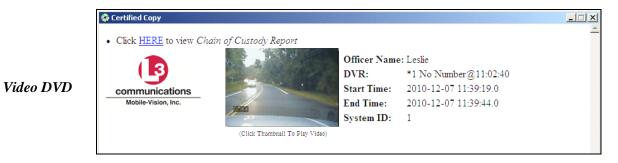
## Viewing a Data DVD

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.



Case DVD



communications Mobile-Vision, Inc.		Case Display Name: Exposion on 1 Case Number: 02-987654 Subject Name: Ostrum, Elain	
System Videos Click To Play	Officer	DVR	Start Time
	Leslie	*1 No Number@11:02:40	2010-12-07 11:39:19.0
	Leslie	*1 No Number@11:02:40	2011-02-04 15:35:21.0
	Leslie	*1 No Number@11:02:40	2011-02-04 15:36:54.0
Attached Media			

2 To play a video, click on the thumbnail image for that video. The Flashback Player launches. This player will differ slightly depending on whether you are watching a Flashback1 or Flashback2/3/HD/BV video. For more information, see "Flashback1 Player" or "Flashback2/3/HD/BV Player" in chapter 2.

– OR –

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

**3** When you are finished viewing the files on this DVD, click the  $\boxtimes$  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.

1 Insert the Consumer DVD into the input tray of a consumer DVD player. After you close the tray, the DVD main menu will automatically display on your TV screen or monitor.

(Continued)

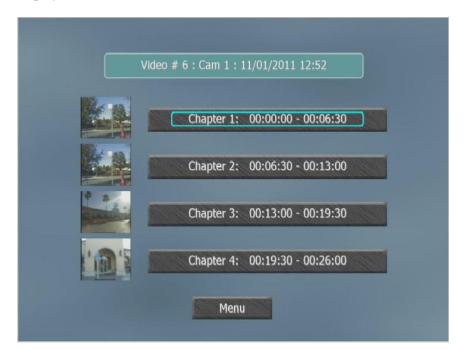




2 To play all the camera views one after another, click the **Play All** button. The video begins playing on your TV screen or monitor. **End of Procedure**.

– 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 QBX files into DV and MP4 files.

(Continued)



ommunications Mobile-Vision, Inc.	Case Display Name: <b>Shooting at PHS</b> Case Number: <b>N/A</b> Subject Name: <b>N/A</b>				
stem Videos					
Click To Play	Officer	DVR	Start Time		
	Demo User	Leo	2009-06-23 13:45:30.0		
• Cli • Cli	ck HERE to convert video to ck HERE to convert video to	o DV format (Camera 1, VLP o DV format (Camera 1, VLP o DV format (Camera 2, VLP o DV format (Camera 2, VLP	2) 21 and In-Car mic)		
Attached Media					
lick Below to View					
<ul> <li>Chain of Custody</li> </ul>					

2 To play a video, click on the thumbnail image for that video. The Flashback Player launches. For a description of the Flashback Player and its various features, see "Flashback2/3/HD/BV Player" in chapter 2. End of procedure.

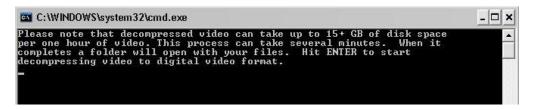
– OR –

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

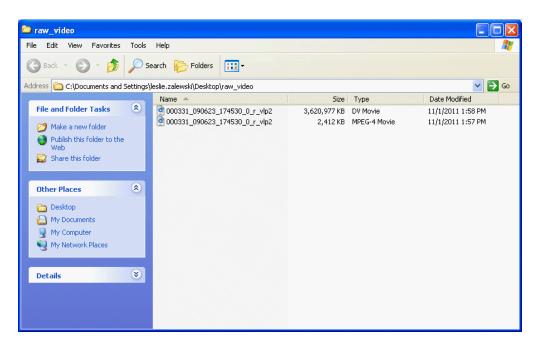
– OR –

To convert a selected video to DV and MP4 files, click the **HERE** link to the left of the file you wish to convert. If a security message displays, click **Run**.

A confirmation message displays.



**3** Read the onscreen message. If you are sure you want to proceed with the conversion, press **Enter**. The system begins converting the selected file. When the conversion is complete, the current screen closes and the system automatically opens a folder on your desktop called *raw\_video* which contains the MP4 and DV files.



## Changing the File Types that are Automatically Archived

This section describes how to designate which type of files will be backed up automatically by the system using your agency's robotic DVD burner or BluRay burner. Backups occur on a schedule according to video category. A video's category determines how long it will remain online. For more information on video category settings, see "Changing Video Categories" in chapter 2.

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

			Syst	TEM SET	UP		
communications Mobile-Vision, Inc.						mvadmin is le	ogged in. Logout
▼ Home Menu	Precinct	System Settings	Security Settings	Case Settings	Modules	DVR Firmware	DVD
Home	-						
Search Video	Precinct I	nfo Logos					
Manage Cases				Precinct			
Media Reader							
User Help		_K	Page	1 of 1 (1 total records)	> >>	[]	
User Preferences		Organization Nam	Registration Key				
Administration	L-3 Commu	unications	Mobi	Mobile-Vision Inc.			0050568AE3B6
System Setup							24
System Status							
Assign Videos							
Manage DVRs							
Nobile Devices							
Manage Users							
Action							
Edit							

Mobile-Vision, Inc.



- 2 Click the **System Settings** tab.
- **3** Click the **Backup/Export** tab.

			S	ystem S	ETUP		
communications Mobile-Vision, Inc.						mvadmir	i is logged in. Loqout
▼ Home Menu	Precinct	System Settings	Security Settings	Case Settings	Modules DVR Fin	mware DVD	
Home				1	-	Υ	~
Search Video	Storage Ma	chines Viewing	Online Life-Cycle	Backup/Export	Download Options	Video Categorie	s UMD Types
Manage Cases	1						
Media Reader	Backup P	C Backup Opt	ons				
User Help				Backup PC	X.		
User Preferences			<b> </b>	Page 1 of 1 (2 total re			
<ul> <li>Administration</li> </ul>	Export	Default	Name 🔺		IP	Exports	Archives
System Setup		1	Evidence Room Brave		111.111.11.2	2	
System Status	Γ	1	Sales Rimage		111.111.11.1		<b>M</b>
Assign Videos				-			
Manage DVRs							
Mobile Devices							
Manage Users							
Action							
New							
Edit							
Delete							

4 Click the **Backup Options** tab.

(3)				S	ystem S	ETUP				
communications Mobile-Vision, Inc.									mvadmin is	logged in. Logout
▼ Home Menu	Precinct	System	Settings	Security Settings	Case Settings	Modules	DVR Fim	nware	DVD	
Home Search Video	Storage N	1achines	Viewing	Online Life-Cycle	Backup/Export	Downloa	d Options	Vide	o Categories	UMD Types
Manage Cases Media Reader User Help	Backup	PC	Backup Optic	ons						
<ul> <li>User Preferences</li> </ul>	<u> </u>	Backup Mo	le: ALL	~	0					
<ul> <li>Administration</li> <li>System Setup</li> </ul>										
System Status										
Assign Videos										
Manage DVRs										
Nobile Devices										
Manage Users										
1										
Action Edit										

**5** Go to the Action column and click **Edit**. The Edit Backup Options popup displays.

	Edit Backup Options	
Backup Mode:	ALL	<b>v</b> 0
	Save Cancel	



**6** Go to the *Backup Mode* field and select an option from the drop-down list, as described below.

	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	<ul> <li>Before purging, backup:</li> <li>All cases</li> <li>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" in chapter 2.</li> </ul>
CASE & CATEGORY & TAGGED	<ul> <li>Before purging, backup:</li> <li>All cases</li> <li>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" in chapter 2.</li> <li>Videos that are <i>tagged</i>. For more information, see "Tagging" in chapter 2.</li> </ul>
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	<ul> <li>Do not backup any media. Select this option if either of the following circumstances apply:</li> <li>Your agency does not have a robotic DVD burner or BluRay burner</li> <li>Your agency only wants to use your disc burner to generate export discs (i.e., user-requested certified copies).</li> </ul>

## 7 Click Save.



## **Customizing the Consumer DVD Menus**

Mobile-Vision. Inc.

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 that divides each video into four viewing segments.

Altogether there are four Consumer DVD menus that you can customize to meet your agency's needs:

- Case DVD Main Menu
- Case DVD 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 236
- **Changing the Button Values for the Consumer DVD Main Menu, page 240.**

# Changing the Color & Style of the Consumer DVD Menus

This section describes how to change the style and/or color of the various components on the four Consumer DVD menus:

- Case DVD Main Menu
- □ Case DVD 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. If desired, you may also remove the logo display.

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



			Syst	тем Set	UP		
communications Mobile-Vision, Inc.						mvadmin is k	ogged in. <u>Loqout</u> -
▼ Home Menu	Precinct	System Settings	Security Settings	Case Settings	Modules	DVR Firmware	DVD
Home	~		,				
Search Video	Precinct I	nfo Logos					
Manage Cases				Precinct			
Media Reader			and the second			and the second se	
User Help				1 of 1 (1 total records)	> >>		
User Preferences		Organization Nam	e	Precinct Nar	ne 🛦	Registr	ation Key
Administration	L-3 Commu	unications	Mobi	e-Vision Inc.		144FA246BB7	0050568AE3B6
System Setup	-						
System Status							
Assign Videos							
Manage DVRs							
Mobile Devices							
Manage Users							
Action							

2 Click the **DVD** tab.

V     Home Menu       Home Menu     Precinc       Home     Search Video       Manage Cases     Main       Media Reader     User Preferences       V     Administration       System Status     Assign Videos       Manage DVRs     Mobile Devices       Manage Users     Manage Users	Menu		Security S Settings	Buttons	Case Settings	Modules DVD La	DVR Firmware	is logged in.	Logout
Home Search Video Manage Cases Media Reader User Help > User Preferences Y Administration System Status Assign Videos Manage DVRs Mobile Devices	Menu ase () ()	Play Menu Video	Settings	Buttons		~~		DVD	
Search Video Main Manage Cases Media Reader User Help > User Preferences Y Administration System Status Assign Videos Manage DVRs Mobile Devices	ase ©	Video			Backgrounds	DVD La	abel		
User Help  User Preferences  Administration System Setup System Status Assign Videos Manage DVRs Mobile Devices			Cas						
Action Save			F Incid Video # 1	ull Name: Went Date: :Cam:11	Sample Case Doe, John 09-11-2001 /25/2014 09:57				
Restore Defaults Help			Video # 3	: Cam : 11	/25/2014 09:57				
			Video #4	: Cam : 11	/25/2014 09:57				

**3** Review the available styles/colors for buttons and backgrounds. To do so, click the **Buttons** and **Backgrounds** tabs, respectively.



	RECESSED	RAISED	ROUNDED	HIGHLIGHT ROUN
MARBLE2				
MARBLE3	1. 4 st of	S.M.M. SK	- Har or	
METAL1				
METAL2				
ROCK1				
ROCK2	All the practically	and the second sec	in the second	and the second
WOOD1	Contract of	Care C	Contraction of the second	1
	lay Menu Settings fideo	Buttons Back	grounds DVD L	abel
and the second s				



**HINT**: While you are reviewing styles/colors, it's a good idea to jot down the names of the designs you like most. To do so, hover your mouse over a selected design until a yellow popup displays.

**4** Display the first menu you wish to customize:

To customize the Case DVD Main Menu, select Main Menu + Case C Video
– OR –
To customize the Case DVD Submenu, select Play Menu + C Case C Video
– OR –
To customize the Video DVD Main Menu, select Main Menu + C Case © Video
– OR –
To customize the Video DVD Submenu, select Play Menu + C Case © Video.

**5** Right-click on the menu component you wish to change (background, button, heading, etc.), then select the desired style and/or color from the drop-down list.



		Sy	STEM SET	ГUР	
ns					mvadmin is logge
Precinct	System Settings	Security Setting	s Case Settings	Modules DVR	Firmware DV
Main Men	u Play Menu	Settings B	uttons Background	s DVD Label	
	0.151				
Case	O Video				22
ces					
	13				
	nmunications	Case M	mber: Sample Case		
"	lobile-Vision, Inc.		Name: Doe, John		
			Date: 09-11-2001		
				in the second second	
		Video #1: Car	n: 11/25/2014 09:57		
				Set Butto	
	S	Video # 2 : Car	n : 11/25/2014 09:57	Recessed	*
				Raised	•
			IN A DALLARD STRATE AND INCOMES IN A DALLARD STRATE AND INCOMES IN A DALLARD STRATE AND INCOMES IN A DALLARD ST	Rounded	•
		Video # 3 : Car	n: 11/25/2014 09:57	Highlight Rounde	ed 🕨 marbl
				· ···g····g····	
		Video #4: Car	n : 11/25/2014 09:57		marbl
			C. C		marbl
					metal
					metal
					rock1
					rock2

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





Consumer DVD Main Menu—Case Version

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

communications Mobile-Vision, Inc.			Syst	TEM SET	UP	mvadmin is lo	ogged in. <u>Loqout</u>
▼ Home Menu	Precinct	System Settings	Security Settings	Case Settings	Modules	DVR Firmware	DVD
Home			,				
Search Video	Precinct In	fo Logos					
Manage Cases				Precinct			
Media Reader				AN IS AN A STATE OF A		thread in	
User Help			a parata parta	1 of 1 (1 total records)		- A - research	
<ul> <li>User Preferences</li> </ul>		Organization Name		Precinct Nar	me 🛦	Registra	ation Key
▼ Administration	L-3 Commur	nications	Mobi	le-Vision Inc.		144FA246BB70	0050568AE3B6
System Setup	[] <sup>2</sup>						
System Status							
Assign Videos							
Manage DVRs							
Mobile Devices							
Manage Users							
Action							

2 Click the **DVD** tab.



Search Video       Main Menu       Play Menu       Settings       Buttons       Backgrounds       DVD Label         Manage Cases       Main Menu       Play Menu       Settings       Buttons       Backgrounds       DVD Label         Wedia Reader       User Help       Image Cases       Video       Image Cases       Video         V Administration       System Setup       Image Cases       Case       Number: Sample Case         System Status       Modie Vision, Inc.       Case       Full Name: Doe, John         Manage DVRs       Inoident. Date: (9-11-2001       Image Case	Weblie-Vision, Inc.         V Home Menu         Home         Search Video         Manage Cases         Media Reader         User Help         > User Preferences         V Administration         System Status         Assign Videos         Manage DVRs         Mobile Devices	
Home       Prechtcl:       System Setungs       Security Setungs       Case Setungs       Woodles       DVR rinnware       DVD         Search Video       Manage Cases       Media Reader       User Help       Image Cases       DVD       Label         User Preferences       Main Menu       Play Menu       Settings       Buttons       Backgrounds       DVD Label         User Preferences       Main Menu       Play Menu       Settings       Case Number:       Sample Case         Ystem Status       System Status       Second Number:       Sample Case       Full Name: Doe, John         Manage DVRs       Mobile Devices       Manage Users       Video # 1 : Cam: 11/25/2014 09:57         Action       Same       Video # 2 : Cam: 11/25/2014 09:57         Video # 3 : Cam: 11/25/2014 09:57       Video # 3 : Cam: 11/25/2014 09:57	Home     Pletifict     System Settings     Security Settings     Case Settings     Modules     DVR Finitivate       Search Video     Maina Reduer     Backgrounds     DVD Label       Wedia Reader     Sest Help     Settings     Buttons     Backgrounds     DVD Label       User Preferences     Case     Video       Yearnet     Video       System Setup     System Setup       System Status     Mobile Videon, Inc.       Manage DVRs     Mobile Devices	gged in. Logout
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Incident Date: 09-11-2001       bile Devices       nage Users       Video # 1 : Cam : 11/25/2014 09:57       Action       ve       Video # 2 : Cam : 11/25/2014 09:57       Video # 3 : Cam : 11/25/2014 09:57	hage DVRs Incident. Date: 09-11-2001	
bile Devices nage Users Action ve store Defaults p Video # 2 : Cam : 11/25/2014 09:57 Video # 3 : Cam : 11/25/2014 09:57	bile Devices	
Action Video # 2 : Cam : 11/25/2014 09:57 Video # 3 : Cam : 11/25/2014 09:57	nage Users Video #1 - Com - 11/25/2014 00-57	
Video # 2 : Cam : 11/25/2014 09:57 p Video # 3 : Cam : 11/25/2014 09:57	video # 1. calit. 11/23/2014 09.37	
store Defaults p Video # 2 : Cam : 11/25/2014 09:57 Video # 3 : Cam : 11/25/2014 09:57	Action	
Ip Video # 3 : Cam : 11/25/2014 09:57	Ve Video # 2 · Cam · 11/25/2014 00:57	
Video # 3 : Cam : 11/25/2014 09:57	store Defaults	
Video # 4 : Cam : 11/25/2014 09:57	Video # 3 : Cam : 11/25/2014 09:57	
	Video # 4 : Cam : 11/25/2014 09:57	

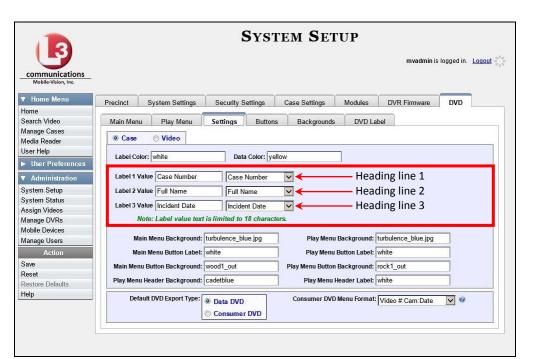
**3** Click the **Settings** tab. Your current menu settings for the selected DVD menu display, as pictured on the next page.



🔿 Case 🛛 💽 Video

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.

Mobile-Vision, Inc.



Label Color: white	Data Color: yellow
Label 1 Value Case Number Ca	ase Number
Label 2 Value Full Name Fu	ull Name
	icident Date
	rganization Name
Main Menu Background: turbuler Di	
Main Menu Button Label: white Inc	reation Date Play Menu Button Label: white
Main Menu Button Background: wood1_Cit	ase Number r Menu Button Background: rock1_out
Play Menu Header Background: cadetblip(	
Default DVD Export Type: 📀 Data DVD	o Consumer DVD Menu Format: Video #:Cam:Date 🔽 🎯
O Consum	her DVD

**13** To use the *default* label value, proceed to the next step.

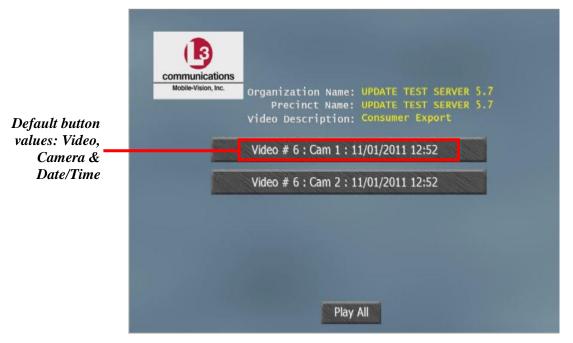
– OR –

To use a *custom* label value, enter a new label value in the 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.



Consumer DVD Main Menu—Video Version



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

			Syst	гем Ѕет	'UP		
communications Mobile-Vision, Inc.						mvadmin is lo	gged in. Logout 🔮
▼ Home Menu	Precinct	System Settings	Security Settings	Case Settings	Modules	DVR Firmware	DVD
Home		o jotom o ottingo	oboundy obtainingo	outo counigo	modulos	Diffinitian	0.0
Search Video	Precinct In	nfo Logos					
Manage Cases				-			
Media Reader				Precinct			
User Help		IK	Page	1 of 1 (1 total records)	> >>	[] [SL]	
User Preferences		Organization Nam	e	Precinct Nar	me 🔺	Registra	tion Key
<ul> <li>Administration</li> </ul>	L-3 Commu	nications	Mobi	le-Vision Inc.	144FA246BB70	050568AE3B6	
System Setup							
System Status							
Assign Videos							
Manage DVRs							
Mobile Devices							
Manage Users							
Action							
547857055-000							
Edit							

2 Click the **DVD** tab.

			8	SYST	EM SET	UP		
communications	-						mvadmin i	s logged in. Logout
Mobile-Vision, Inc. 7 Home Menu	Precinct S	ystem Settings	Security S	ettings	Case Settings	Modules	DVR Firmware	DVD
Home Search Video	Main Menu	Play Menu	Settings	Buttons	Backgrounds	DVD La	hel	
Aanage Cases			Octungs	Duttona	Dackgrounds	DVD La		
/ledia Reader	Case	⊘ Video						
Jser Help								
<ul> <li>User Preferences</li> </ul>								
Administration	1							
system Setup		9						
vstem Status		-Vision, Inc.	Cas	e Number:	Sample Case			
ssign Videos		- and a set	E	ull Name:	Doe, John			
lanage DVRs			Incid	lent Date:	09-11-2001			
lobile Devices								
lanage Users			Video # 1	• Cam • 11	25/2014 09:57	STORE CHICK		
Action			Under a 1	. cam. 11,	23/ 2014 05.57	and the second		
ave		10000		000000000000000000000000000000000000000	ester and the second	and the second second		
lestore Defaults			Video # 2	: Cam : 11/	25/2014 09:57			
lelp								
			Video # 3	: Cam : 11/	25/2014 09:57			
			Video #4	: Cam : 11/	25/2014 09:57	CONSIGNATION OF		
						41000000		

**3** Click the **Settings** tab. Your current menu settings for the selected DVD menu display, as pictured on the next page.



	System Setup
communications Mobile-Vision, Inc.	mvadmin is logged in. Logout
7 Home Menu	Precinct System Settings Security Settings Case Settings Modules DVR Firmware DVD
lome	
earch Video	Main Menu Play Menu Settings Buttons Backgrounds DVD Label
anage Cases	Case OVideo
edia Reader	Care O VICO
ser Help	Label Color: white Data Color: yellow
User Preferences	
Administration	Label 1 Value Case Number Case Number
stem Setup	Label 2 Value Full Name
stem Status	
sign Videos	
inage DVRs	Note: Label value text is limited to 18 characters.
bile Devices	
anage Users	Main Menu Background: turbulence_blue.jpg Play Menu Background: turbulence_blue.jpg
Action	Main Menu Button Label: white Play Menu Button Label: white
ive	Main Menu Button Background: wood1 out Play Menu Button Background: rock1 out
set	
store Defaults	Play Menu Header Background: cadetblue Play Menu Header Label: white
elp	Default DVD Export Type: Date DVD Consumer DVD Menu Format: Video #:Cam:Date
	Default DVD Export Type:  Data DVD Consumer DVD Menu Format: Video #.Cam:Date V



4 To change the main menu for the *case* DVD, select the *Case* radio button. – OR –

To change the main menu for the video DVD, select the Video radio button.

5 Go to the Consumer DVD Menu Format field and select a set of field values from the drop-down list. Again, these are the values that will display on the main menu buttons. Heading values are as follows:

Heading	Description
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: <i>Camera Channel 1</i> (Nite-Watch camera) or <i>Camera Channel 2</i> (Backseat 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 <i>no</i> officer was logged into the DVR at the time of the recording, or an officer was logged in manually using an incorrect DVR Officer Name.
DVR	The name of the DVR that recorded the video.



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

## **Customizing DVD Labels**

This section describes how to customize the labels for your video and case DVDs. You can design a different label for five of the DVD formats:

- □ Archive Certified Backup Disc
- □ Data DVD Case
- $\Box$  Consumer DVD Case
- Data DVD Video
- □ Consumer DVD Video



**NOTE**: Interchange format and uncompressed format DVDs receive the Data DVD label. Therefore all customizations to the Data DVD label will affect those DVDs as well.

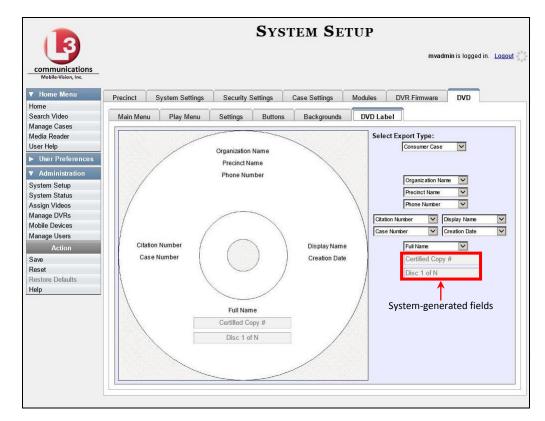
**1** Go to **V** Administration and click **System Setup**. The System Setup page displays.

3	System Setup									
communications						mvadmin is lo	ogged in. Logout			
Mobile-Vision, Inc.										
▼ Home Menu	Precinct	System Settings	Security Settings	Case Settings	Modules	DVR Firmware	DVD			
Home	-		, , ,	5						
Search Video	Precinct Ir	nfo Logos								
Manage Cases				The second second						
Media Reader	1			Precinct						
User Help			a second second	1 of 1 (1 total records)	trend and	. SL				
User Preferences		Organization Name	9	Precinct Nan	ne 🔺	Registra	ation Key			
▼ Administration	L-3 Commu	inications	Mobil	e-Vision Inc.	144FA246BB7	0050568AE3B6				
System Setup	1.00									
System Status										
Assign Videos										
Manage DVRs										
Mobile Devices										
Manage Users										
Action										
PACITOR										
Edit										

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.
- 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).

		Export Options	
	Destination	Disc Options	
0	Sales Rimage	Num Copies: 1	
	Job Count: 4	Requestor DA's office	
	Disc Type: DVDR		
C	Manual Export		Custom
	C ZIP		'Administrator Prompt'
	ĺ	Save Cancel	field for DVD label



**NOTE**: Two fields on the label—*Certified Copy* # and the *Disk 1 of N*—are generated automatically by the system.

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

# Viewing the Certified Backups List

This section describes how to view a list of the following:

- □ All of the prior 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).
- **1** Go to **V** Administration and click **System Status**. The System Status page displays.



communications Mobile-Vision, Inc.	÷								Sergeant Larkin is lo	gged in: Loqout
Home Menu	System	DVR COM	Reports L	ogs	Backups	Tools	Update	Messages	Local Queue	Backup PC
ome		-4		100			0			
arch Video	Storage Capac	8.72	1.1 TB	0	A	ctive Users:		CC 20 400 400 0	00040045 47.40	S
anage Cases	Available Disc		810.4 GB	0		<ul> <li>Sergean</li> </ul>	ILLarkin From 1	00.20.100.100 SI	nce 09/21/2015 17:10	
edia Reader	Enabled DVRs: Disabled DVRs		11 11	0						
ser Help	Total Video Co	diam-	183	0						
User Preferences	Non-archived V		167	0						
Administration	Last 24 Hours		0	0						
stem Setup	Last 7 Days Vid		2	0						
stem Status	Last 30 Days V		3	0						
sign Videos	Body Worn Vid		62	0						
anage DVRs	Body Worn Hou		7	0						
bile Devices		Norn Video Lengti		0						
anage Users	VieVu Video Co		0	0						
and the second	Oldest Non-cas		545 days	0						
Action	Oldest Case Vi		545 days	0						
efresh Page	Number of Acti	ve Cases:	6	0						
	Number of Bac		106	0						
	Number of Exp		20	0						
	Archiver Errore		false	0						
	Downloader Er	rored Out:	false	0						
	Simultaneous	Users Allowed:	unlimited	0						
	Backup Schem	ie:	some_cm	0						
	Untagging Allo		true	0						
	Last Update Ch	leck:	9/21/15 6:3	0 0						
	Version:		3.8.7	0						

2 Click the **Backups** tab.

communications Mobile-Vision, Inc.									Sergeant Larkin is lo	ogged in. <u>Loqout</u>
▼ Home Menu	System	DVR COM	Reports	Logs	Backups	Tools	Update	Messages	Local Queue	Backup PC
Home		-		~						
Search Video	External	Backups	DVD Backups	DVD	Rollup					
Manage Cases	External									
Media Reader User Help	Page 1 of 11 (106 total records)									
<ul> <li>User Preferences</li> </ul>	Label A						Completio		Pu	urgable
	Certified Backup #10						07/29/2014	1 04:05		No
<ul> <li>Administration</li> </ul>			tified Backup #1(				11/05/2014	1.04:05		No
System Setup			tified Backup #10				11/06/2014			No
System Status						11/07/2014 04:05				No
Assign Videos			tified Backup #10							
Manage DVRs	-		tified Backup #10			11/08/2014 04:05				No
Mobile Devices		Cer	tified Backup #10	)4		11/09/2014 04:05				No
Manage Users		Cer	tified Backup #10	)5		11/10/2014 04:05				No
Action		Cer	tified Backup #10	06			11/11/2014		No	
Refresh Page		Cer	tified Backup #1(	)7			11/12/2014	4 04:05		No
		Ce	rtified Backup #1	1			07/30/2014	1 04:05		No

**3** To view a list of tape backups, make sure the **External Backups** tab is selected. – OR –

To view a list of DVD backups, click the **DVD Backups** tab.

The columns on the *External Backups* and *DVD Backups* lists are described in the following table.



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. <b>Note</b> : If a backup job is cancelled for some reason, that number will not be used again. This explains why the backup list occasionally "skips" a num- ber. If you see a <b>15</b> followed by a <b>17</b> , for example, it just means that archive disc <b>16</b> was cancelled.
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 <b>Pending</b> will display here.
Purgable	<ul> <li>A yes/no indicator that tells you whether or not you can safety discard a backup tape or DVD based on your Online Lifecycle Settings:</li> <li>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.</li> <li>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.</li> </ul>

# 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 *cdrtools*, as described in this section.

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



				5	Syste	м S1	TATUS	5		
communications Mobile-Vision, Inc.								:	Sergeant Larkin is lo	gged in. <u>Loqout</u> :
7 Home Menu Iome	System	DVR COM	Reports I	Logs	Backups	Tools	Update	Messages	Local Queue	Backup PC
iome iearch Video	Storage Ca	nacity:	1.1 TB	0	۵r	tive Users:	R			
inage Cases	Available D		810.4 GB				Larkin From 1	66.20.100.160 Sir	nce 09/21/2015 17:10	1
edia Reader	Enabled DV		11	0						
ser Help	Disabled D		11	0						
	Total Video	Count:	183	ö						
User Preferences	Non-archiv	ed Video Count:	167	0						
Administration	Last 24 Ho	urs Video Count:	0	0						
/stem Setup	Last 7 Days	s Video Count:	2	0						
stem Status	Last 30 Day	ys Video Count:	3	0						
sign Videos	Body Worn	Video Count:	62	0						
anage DVRs	Body Worn	Hours:	7	0						
bile Devices	Average Bo	ody Worn Video Leng	th: 7 min	0						
anage Users	VieVu Vide	o Count:	0	0						
Action	Oldest Non	-case Video:	545 days	0						
fresh Page	Oldest Cas	e Video:	545 days	0						
allesh Page	Number of	Active Cases:	6	0						
	Number of	Backup DVDs:	106	0						
	Number of	Exported DVDs:	20	0						
	Archiver Er	rored Out:	false	0						
	Downloade	r Errored Out:	false	0						
	Simultaneo	ous Users Allowed:	unlimited	0						
	Backup Sc	heme:	some_cm	0						
	Untagging	Allowed:	true	0						
	Last Updat	e Check:	9/21/15 6:3	30 🧭						
	Version:		3.8.7	0						

2 Click the **Tools** tab. A list of downloadable applications displays on the left side of the page.

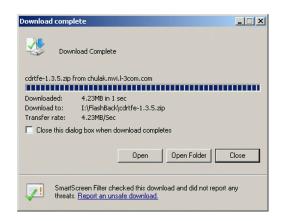
		,	5151E	MIGI	AIUS	s	Gergeant Larkin is log	ged in. <u>Loqout</u>
System	DVR COM Reports	Logs	Backups	Tools	Update	Messages	Local Queue	Backup PC
	Applications				System	Documer	ntation	
	1	1		( T		1		
	Disc Validator				3MV-BV-UG	L3M	V-DEA-P-Otcr	
	Flashback File Converte	r		L	MV-FB2-UG	L3MV	-DEA-A-Admin	
	ED4 AV/D Ella Da anna III					1 2101		
	FBT AVD File Recover of			La	WV-DEP-OICI	LJMIV	-DEA-P-Admin	
	AVD File Converter/Playe	er		L3I	MV-DEV-Ofcr	L3M	V-FB2-Install	
	FB1 Windows Codec			13	MV-DEE-Ofcr	13M	V-DEV-Install	
	L					-		
	DVD Image Burner (ISO	)		L3N	IV-DEP-Admin	L3M	V-FB3-Install	
	VieVu Drivers			L3N	IV-FB3-HD-UG	L3M	/-FBHD-Install	
	LE Camera Tool			L3N	IV-DEV-Admin	L3MV-	CycleVision-UG	
	Win32 DHCP Server			L3N	IV-NJSP-Ofcr	L3MV-Ve	ehicle-Viewer-UG	
	Flashback Player Installe	er		L3N	IV-DEF-Admin	L3MV-C	ycleVision-Install	
	Rashback Player Installer B	undle		L3M	V-DEA-A-Ofcr	L3MV-Int	erview-Rm-Install	
	Java Runtime Environme	nt		L3M	V-NJ SP-Admin	L3MV-Vehi	icle-Viewer-Live-UG	
	User Meta Data Editor							
	Backup PC Updater							
	Download Support Logs							
	System	Applications Disc Validator Flashback File Converter FB1 AVD File Recover UI AVD File Converter/Playe FB1 Windows Codec DVD Image Burner (ISO VieVu Drivers LE Camera Tool Win32 DHCP Server Flashback Player Installie Flashback Player Installier B Java Runtime Environme User Meta Data Editor	System DVR COM Reports Logs Applications Disc Validator Plashback File Converter FB1 AVD File Recover Util AVD File Converter/Player FB1 Windows Codec DVD Image Burner (ISO) VieVu Drivers LE Camera Tool Win32 DHCP Server Plashback Player Installer Plashback Player Installer Plashback Player Installer Bashback Player Installer User Meta Data Editor	System     DVR COM     Reports     Logs     Backups       Applications       Disc Validator       Flashback File Converter       FB1 AVD File Recover Util       AVD File Converter/Player       FB1 Windows Codec       DVD Image Burner (ISO)       VieVu Drivers       LE Camera Tool       Win32 DHCP Server       Flashback Player Installer       Flashback Player Installer       Java Runtime Environment       User Meta Data Editor	System     DVR COM     Reports     Logs     Backups     Tools       Applications     I       Disc Validator     L       Rashback File Converter     L3       FB1 AVD File Recover Util     L3       AVD File Converter/Player     L3       FB1 Windows Codec     L3       DVD Image Burner (ISO)     L3M       VieVu Drivers     L3M       LE Camera Tool     L3M       Win32 DHCP Server     L3M       Rashback Player Installer     L3M       Java Runtime Environment     L3M       User Meta Data Editor     L3M	Applications       System         Disc Validator       1.3MV-BV-UG         Flashback File Converter       1.3MV-B2-UG         FB1 AVD File Recover Util       1.3MV-DEP-Ofcr         AVD File Converter/Player       1.3MV-DEP-Ofcr         AVD File Converter/Player       1.3MV-DEP-Ofcr         AVD File Converter/Player       1.3MV-DEP-Ofcr         DVD Image Burner (ISO)       1.3MV-DEP-Admin         VieVu Drivers       1.3MV-DEP-Admin         LE Camera Tool       1.3MV-DEV-Admin         Win32 DHCP Server       1.3MV-DEF-Admin         Flashback Player Installer       1.3MV-DEF-Admin         I Java Runtime Environment       1.3MV-NJSP-Admin         User Meta Data Editor       1.3MV-NJSP-Admin	System         DVR COM         Reports         Logs         Backups         Tools         Update         Messages           Applications         System Document           Disc Validator         L3MV-8V-UG         L3MV           Bashback File Converter         L3MV-B2-UG         L3MV           FB1 AVD File Recover Util         L3MV-DEP-Ofcr         L3MV           AVD File Converter/Player         L3MV-DEP-Ofcr         L3MV           B1 Windows Codec         L3MV-DEP-Admin         L3MV           DVD Image Burner (ISO)         L3MV-DEP-Admin         L3MV           LE Camera Tool         L3MV-DEF-Admin         L3MV-W           Hashback Player Installer         L3MV-DEF-Admin         L3MV-Ve           L3MV-DEF-Admin         L3MV-Ve         L3MV-Ve           L3MV-DEF-Admin         L3MV-Ve         L3MV-Ve           User Meta Data Editor         L3MV-Ve         L3MV-Ve	System       DVR COM       Reports       Logs       Backups       Tools       Update       Messages       Local Queue         Applications       System Documentation         Disc Validator       L3MV-8V-UG       L3MV-DEA-P-Ofcr         Bashback File Converter       L3MV-DEA-Pofcr       L3MV-DEA-Pofcr         Bit AVD File Recover Util       L3MV-DEA-Ofcr       L3MV-DEA-Admin         AVD File Converter/Player       L3MV-DEP-Ofcr       L3MV-DEA-Admin         Bit Windows Codec       L3MV-DEP-Admin       L3MV-FB3-Install         DVD Image Burner (ISO)       L3MV-DEP-Admin       L3MV-FB3-Install         Uie'Vu Drivers       L3MV-DEV-Admin       L3MV-Vehicle Viewer-UG         LBAback Player Installer       L3MV-DEF-Admin       L3MV-Vehicle Viewer-UG         L3MV-DEF-Admin       L3MV-Vehicle Viewer-UG       L3MV-DEF-Admin       L3MV-Vehicle Viewer-UG         Lashback Player Installer       L3MV-DEF-Admin       L3MV-Vehicle Viewer-Like-UG       L3MV-DEF-Admin       L3MV-Vehicle Viewer-Like-UG         User Meta Data Editor       User Meta Data Editor       Lask       Lask



3 Click the DVD Image Burner (ISO) button. A download message displays.



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

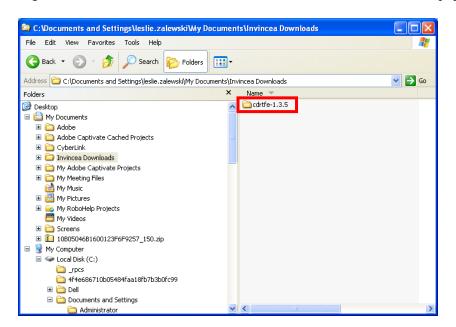


6 Click **Open Folder**.

– 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 Press Enter.
- **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.



🕞 Setup - cdrtools Frontend	
Ready to Install Setup is now ready to begin installing cdrtools Frontend on your computer.	
Click Install to continue with the installation, or click Back if you want to review or change any settings.	
Destination location: C:\Program Files\cdtfe Setup type: cdtfe Setup	
Selected components: cdiffe 1.3.5 Multi language support (necessary for languages other than German) Commandline tools cditools Mode2CDMaker XCD extraction tools (dat2file, d2fgui, M2F2Extract)	
Contraction of the second s	Cancel

- 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 220.

## Validating that a Disc is Unaltered

This section describes how to use the Disc Validator utility to verify that an evidence DVD has not been altered in any way.

- 1 Place the DVD you wish to validate in your PC's DVD tray.
- **2** Go to **V** Administration and click **System Status**. The System Status page displays.



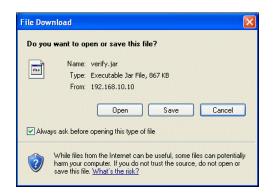
				S	Syste	м S1	TATUS	5		
communications Mobile-Vision, Inc.								:	Sergeant Larkin is lo	gged in: <u>Loqout</u> (
▼ Home Menu	System	DVR COM	Reports L	ogs	Backups	Tools	Update	Messages	Local Queue	Backup PC
Home			- and the second	100						
Search Video	Storage Ca		1.1 TB	0	Ac	tive Users:	i ana ana ao		International International	
Manage Cases	Available Di		810.4 GB	0		<ul> <li>Sergeant</li> </ul>	Larkin From 1	66.20.100.160 Sir	nce 09/21/2015 17:10	1
Media Reader	Enabled DV		11	0						
User Help	Disabled DV		11	0						
User Preferences	Total Video		183	0						
Administration		ed Video Count:	167	0						
and the second		urs Video Count:	0	0						
System Setup	100000000000000000000000000000000000000	s Video Count:	2	0						
System Status		ys Video Count:	3	0						
Assign Videos		Video Count:	62	0						
Manage DVRs	Body Worn	Hours:	7	0						
Nobile Devices	Average Bo	ody Worn Video Lengt	th: 7 min	0						
Manage Users	VieVu Video	o Count:	0	0						
Action	Oldest Non-	-case Video:	545 days	0						
Refresh Page	Oldest Case	e Video:	545 days	0						
vellean i age	Number of	Active Cases:	6	0						
	Number of	Backup DVDs:	106	0						
	Number of	Exported DVDs:	20	0						
	Archiver Er	rored Out:	false	0						
	Downloade	r Errored Out:	false	0						
	Simultaneo	us Users Allowed:	unlimited	0						
	Backup Sch	heme:	some_cm	0						
	Untagging A	Allowed:	true	0						
	Last Update		9/21/15 6:3	0 0						
	Version:		3.8.7	0						

**3** Click the **Tools** tab. A list of downloadable applications displays on the left side of the page.

communications Mobile-Vision, Inc.							s	iergeant Larkin is log	ged in. <u>Loqout</u>	
▼ Home Menu	System	DVR COM Reports Lo	as Ba	ackups T	ools	Update	Messages	Local Queue	Backup PC	
Home Search Video		Applications				System	Documer	ntation		
Manage Cases Media Reader User Help		Disc Validator			Ľ	3MV-BV-UG	L3M	V-DEA-P-Ofcr		
<ul> <li>User Preferences</li> </ul>		Flashback File Converter		L3MV-FB2-UG			L3MV	-DEA-A-Admin		
		FB1 AVD File Recover Util			L3MV-DEP-Ofcr			L3MV-DEA-P-Admin		
<ul> <li>Administration</li> <li>System Setup</li> </ul>		AVD File Converter/Player			L3	WV-DEV-Ofcr	L3M	V-FB2-Install		
System Status		FB1 Windows Codec			L3	WV-DEF-Ofcr	L3M	V-DEV-Install		
Assign Videos		DVD Image Burner (ISO)			130	V-DEP-Admin	13M	V-FB3-Install		
Manage DVRs Mobile Devices					-		-			
Manage Users		VieVu Drivers			L3N	IV-FB3-HD-UG	L3MV	/-FBHD-Install		
Action		LE Camera Tool			L3N	V-DEV-Admin	L3MV-	CycleVision-UG		
		Win32 DHCP Server			L3N	IV-NJ SP-Ofcr	L3MV-Ve	ehicle-Viewer-UG		
		Flashback Player Installer		L3MV-DEF-Admin			L3MV-C)			
		Flashback Player Installer Bundle			L3M	V-DEA-A-Ofcr	L3MV-Inte	erview-Rm-Install		
		Java Runtime Environment			L3M	/-NJSP-Admin	L3MV-Vehi	cle-Viewer-Live-UG		
		User Meta Data Editor								
		Backup PC Updater								
		Download Support Logs								

4 Click the **Disk Validator** button. A download message displays.





**5** Select **Save and open** from the *Save* drop-down list. The Disk Validator screen displays.

🕌 Disk Valid	ator	
	Disk Validato	or
Disk Status:	No Disk Found Date Burned:	
Disk Number:	Disk Type:	
Precinct:		
File Name	Status	
	Load & Verify Disk Now	Quit

- 6 Click the Load & Verify Disk Now button. The Validator begins checking the DVD for signs of tampering. This may take several minutes, depending on the size of the disc.
- $\Rightarrow$  If the validator determines that the DVD has been altered, you will be prompted with a warning message. Proceed to the next step.
- $\Rightarrow$  If the validator determines that the DVD has *not* been altered, the Disk IS Valid popup will display.

Disk IS	Valid	
♪	Disk Validation Complete!	
	ОК	

7 Click **OK** to close the popup.



8 Click **Quit** to close the Validator application.

If you determine that a disc has been altered, throw it away and burn a new one. You may also wish to evaluate your agency's policies/procedures for burning and storing evidence DVDs.

### Viewing the DVD Burn Queue

After a user submits a request to burn selected video and/or case files to DVD, the system sends that burn request or "job" to the local burn queue. This section describes how to view the pending burn jobs in that queue.

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

			S	SYSTE	M ST	<b>FATUS</b>	5		
communications Mobile-Vision, Inc.							:	Sergeant Larkin is lo	gged in. Logout
🛚 Home Menu	System DVR COM	Reports Lo	gs	Backups	Tools	Update	Messages	Local Queue	Backup PC
lome	Constant Constant	1.1 TB	(2)		tive Users:				
earch Video	Storage Capacity: Available Disc Space:	1.1 IB 810.4 GB	0			Larkin From 1	66 20 100 160 Sir	nce 09/21/2015 17:10	
Manage Cases	Enabled DVRs:	810.4 GB	0		<ul> <li>Gergean</li> </ul>	Lannin FIUIII I	00.20.100.100 30	100 03/2 1/2013 17.10	
Media Reader	Disabled DVRs:	11	0						
Jser Help	Total Video Count:	183	0						
<ul> <li>User Preferences</li> </ul>	Non-archived Video Count:	167	0						
Administration	Last 24 Hours Video Count:	0	0						
System Setup	Last 7 Days Video Count:	2	0						
System Status	Last 30 Days Video Count:	3	0						
Assign Videos	Body Worn Video Count:	62	0						
Manage DVRs	Body Worn Hours:	7	0						
Vobile Devices	Average Body Worn Video Leng	th: 7 min	0						
Manage Users	VieVu Video Count:	0	0						
Action	Oldest Non-case Video:	545 days	0						
	Oldest Case Video:	545 days	0						
Refresh Page	Number of Active Cases:	6	0						
	Number of Backup DVDs:	106	0						
	Number of Exported DVDs:	20	0						
	Archiver Errored Out:	false	0						
	Downloader Errored Out:	false	0						
	Simultaneous Users Allowed:	unlimited	0						
	Backup Scheme:	some_cm	0						
	Untagging Allowed:	true	0						
	Last Update Check:	9/21/15 6:30	0						
	Version:	3.8.7	0						

2 Click the Local Queue tab. A list of all system-requested and user-requested burn jobs displays.



communications Mobile-Vision, Inc.				9	Syste	м St	ATUS		Sergeant L	arkin is lo	gged in. <u>Loqout</u>
▼ Home Menu	System	DVR COM	Reports	Logs	Backups	Tools	Update	Messages	Local	Queue	Backup PC
Home						0		3	1		
Search Video		Disc Queue									
Manage Cases				Rege 1 of 2 (9 total records)							
Media Reader	Sequence 🛦	Destinat	Destination		Export Typ	e Priori	ity Copies	Statu	S	Failed	Requested By
User Help	1	Sales Rimage		DVDR	Archive	9	1	LOCAL_PR	EPPED	False	System
User Preferences	15	Evidence Roo	m Bravo	DVDR	Data DVI	5 5	1	LOCAL_PR	EPPED	False	LZalewski
<ul> <li>Administration</li> </ul>	23	Evidence Roo	m Bravo	DVDR	Data DVI	5 5	1	LOCAL_PR	EPPED	False	llacy
System Setup	24	Evidence Roo	m Bravo	DVDR	Data DVI	5 5	1	LOCAL_PREPPED		False	llacy
System Status	38	Evidence Roo	m Bravo	DVDR	Data DVI	5	1	LOCAL_PR	EPPED	False	mvadmin
Assign Videos											
Manage DVRs											
Mobile Devices											
Manage Users											
Action											
Refresh Page											

The columns on the Local Queue tab 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 <b>89</b> , 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: DVDRDVD single layer disc DVDRDLDVD dual layer disc BDBlu-ray single layer disc <sup>*</sup> BDDLBlu-ray dual layer disc <sup>*</sup>							
Export Type	The file format for this disc: Archive (CBD), Data DVD, Consumer DVD, Interchange Format, or Decompressed (a.k.a. Uncompressed) Format. For a detailed description of these file formats, see "Available File Formats for User-Requested DVDs" on page 150 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 <b>5</b> or <b>9</b> to each burn job:							
	<ul><li><b>5</b></li></ul>							

You must have a Blu-Ray burner to use this type of disc

\*



	Disk Queue (cont'd)
Column	Description
Priority (cont'd)	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 <b>5</b> ) will be burned first. The remaining priority codes (1-4 and 6-8) are used by your Tachnical Support Engineer to prioritize a backles of DVD
	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. <b>Archive jobs</b> :
	NEW. The system has begun processing (i.e., compiling) an archive job.
	LOCAL PREPPING. The system is waiting for enough video to come in to fill an archive disc.
	LOCAL PREPPED. Enough video has come in to fill an archive disc; the archive job is now waiting its turn to be transferred to the Backup PC.
	TRANSFERRING. The system is downloading the archive job from the server to the Backup PC.
	BUILDING. The Backup PC is merging the video and/or case files into one single burn job.
	BUILT. The Backup PC has finished building the burn job; the file is now waiting its turn to be burned.
	BURNING. The Backup PC has submitted the burn job to the robotic DVD burner. The archive disc is in the process of being burned.
	COMPLETE. The archive job is complete; you may retrieve the disc from your burner's output tray.
	Export jobs:
	LOCAL PREPPED. The system has prepared (i.e., compiled) the export job for transfer to the Backup PC, but the Backup PC is not ready to receive it due to a problem of some kind (e.g., Backup PC's queue is full, Backup PC's hard drive is full, Backup PC is offline, etc.).
	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.



	Disk Queue (cont'd)
Column	Description
Status (cont'd)	TRANSFERRING. The system is in the process of download- ing the export job to the Backup PC.
	TRANSCODING (applies to Consumer Exports, Interchange Exports, and/or Decompressed <sup>*</sup> Exports only). The Backup PC is converting video into Consumer DVD format, Interchange DVD format, or Decompressed <sup>*</sup> DVD format.
	BUILDING. The Backup PC is merging the video and/or case files into one single burn job.
	BUILT. The Backup PC has finished building the burn job; the file is now waiting its turn to be burned.
	BURNING. The Backup PC has submitted the burn job to the robotic DVD burner. The export disc is in the process of being burned.
	COMPLETE. The export job is complete; you may retrieve the disc from your burner's output tray.
Failed	A True/False indicator that denotes whether or not the burn job failed:
	<b>TRUE</b> . An error occurred while processing this burn request. The DVD will <i>not</i> be burned.
	<b>FALSE</b> . No errors occurred while processing this burn request. The DVD will be burned in the appropriate order.
Requested By	The requestor of this burn job. If this is an <i>archive</i> DVD, the word <b>System</b> 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.

**3** To view more detailed information on a burn job, click once on the record you wish to view. The **Video** tab displays at the bottom of your page. If the burn job you selected also has attached media, a **Media** tab will display as well.

Same as 'Uncompressed'



communications Mobile-Vision, Inc.	e.			2	Syste	M S	ГАТ	rus	S	ergeant	Larkin is lo	ogged in. <u>Loqout</u>
▼ Home Menu	System	DVR COM	Reports	Logs	Backups	Tools	Upr	date	Messages	Loca	I Queue	Backup PC
Home				9-			1					
Search Video				10 . 44 . 4		isc Queue						
Manage Cases Media Reader	Sequence A	Destination	Destination		Page 1 o	1 of 2 (9 total records)		Copies	Status		Failed	Requested By
User Help	1	Sales Rimad		Disc Type DVDR	Archive	27/261 C 202020	9	1		LOCAL PREPPED False		System
User Preferences	15	Evidence Room	225	DVDR	Data DV		5	1	LOCAL PREPP		False	LZalewski
Administration	23	Evidence Room	100000000	DVDR	Data DV	201 - S	5	1	LOCAL_PREPPED		False	llacy
System Setup	24	Evidence Room	Bravo	DVDR	Data DV	D	5	1	LOCAL_PREPPED		False	llacy
System Status	38	Evidence Room	Bravo	DVDR	Data DV	D	5	1	1 LOCAL_PREF		False	mvadmin
Assign Videos Manage DVRs	Video	Media										
Mobile Devices					Expor	port Detail (Video)						
Manage Users			1	K << <	Page 1 o	f 1 (2 total re	ecords)	>	>> >			
Action	Media ID A	¥.	D	VR		Star	t Date		Officer			
Refresh Page Delete	11		Eng L	ab FB3		10/28/2	008 09:0	07	*1 Le	slie Zale	ewski@12:4	49:42
Delete	3		1 ProdManH	HD@12:03:46		02/27/2014 07:10		10	*1 Le	slie Zale	ewski@12:4	49:42

The columns on the Video tab are described below.

	Video Tab
Column	Description
Media ID	The unique identification number that the system assigned to this video. 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 VIEVU, the word <b>VieVu</b> will display in this column. If the video was recorded by a <i>Body</i> VISION, the words <b>Body Worn</b> will display here.
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 <b>*1 No name@[time at which this officer ID was created]</b>

**4** To view more information on the burn job's media attachments (if applicable), click the **Media** tab. Detailed information on each of the media attachments displays.



communications Mobile-Vision, Inc.				2	Syste	м <b>S</b> т	<b>FATUS</b>		Sergeant	Larkin is lo	gged in. <u>Loqout</u>	
▼ Home Menu	System	DVR COM	Reports	s Logs	Backups	Tools	Update	Messages	Loca	I Queue	Backup PC	
Home	ojulin				Disc Queue							
Search Video	1											
Manage Cases						of 2 (9 total records)		> >> >I				
Media Reader	Sequence 🛦		Destination		Export Ty		ority Copie			Failed	Requested By	
User Help	1	Sales Rim		DVDR	Archive	S	56 (C)	- T	LOCAL_PREPPED F		System	
User Preferences	15	Evidence Roo	Evidence Room Bravo		DVDR Data DVI		5 1	LOCAL_PR	EPPED	False	LZalewski	
Administration	23	Evidence Room Bravo		DVDR	Data D\	0	5 1	LOCAL_PR	EPPED	False	llacy	
System Setup	24	Evidence Roo	m Bravo	DVDR	Data DV	10 S	5 1	LOCAL_PR	EPPED	False	llacy	
System Status	38	Evidence Roo	m Bravo	DVDR	Data DV	D :	5 1	1 LOCAL_PREPPED		False	mvadmin	
Assign Videos							27					
Manage DVRs	Video	Media										
Mobile Devices					Expor	Detail (M	e dia)					
Manage Users				14 44 4	Page 1	of 1 (2 total re	cords)					
Action	Media ID A		Fil	ename		Download Date		1	S SS SL Owner			
Refresh Page	32		140251308	39632_bgred.gif			)14 14:52		Officer	Zalewski		
Delete	33			633 blue bar.jp			)14 14:52			Zalewski		
		-	102010000	000_0100_0413p	.y	0011020		Oncor EditWSN				

The columns on the tab Media tab are described below.

	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, or *burn job*, that is in the DVD Queue.

When you delete a system-requested *archive* job as opposed to a user-requested *export* job, the system will reassign that job's videos to the next archive disc. Also, that job's intended CBD number will be skipped. In other words, the system will *not* reassign the job's CBD number to the next sequential disc. Keep this in mind when you are searching for archive discs in the future. If there appears to be a disc number missing, it doesn't necessary mean that a disc is lost. Rather, it's likely that someone deleted an archive burn job at one point.

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



			S	SYSTE	M S	TATUS	5		
communications Mobile-Vision, Inc.								Sergeant Larkin is lo	gged in: Loqout
▼ Home Menu	System DVR COM Re	ports Lo	gs	Backups	Tools	Update	Messages	Local Queue	Backup PC
Home Search Video	Storage Capacity:	1.1 TB	0	٨٢	tive Users:				
Manage Cases	Available Disc Space:	810.4 GB					166 20 100 160 Sir	nce 09/21/2015 17:10	1
Manage Cases Media Reader	Enabled DVRs:	11	0		ee.gou				
User Help	Disabled DVRs:	11	0						
	Total Video Count:	183	ö						
<ul> <li>User Preferences</li> </ul>	Non-archived Video Count:	167	0						
Administration	Last 24 Hours Video Count:	0	0						
System Setup	Last 7 Days Video Count:	2	0						
System Status	Last 30 Days Video Count:	3	0						
Assign Videos	Body Worn Video Count:	62	0						
Manage DVRs	Body Worn Hours:	7	0						
Mobile Devices	Average Body Worn Video Length:	7 min	0						
Manage Users	VieVu Video Count:	0	0						
Action	Oldest Non-case Video:	545 days	0						
Refresh Page	Oldest Case Video:	545 days	0						
venes/1 Fage	Number of Active Cases:	6	0						
	Number of Backup DVDs:	106	0						
	Number of Exported DVDs:	20	0						
	Archiver Errored Out:	false	0						
	Downloader Errored Out:	false	0						
	Simultaneous Users Allowed:	unlimited	0						
	Backup Scheme:	some_cm	0						
	Untagging Allowed:	true	0						
	Last Update Check:	9/21/15 6:30	0						
	Version:	3.8.7	0						

2 Click the Local Queue tab. A list of all pending burn jobs displays.

communications Mobile-Vision, Inc.				9	System	и Ѕта	TUS	Ser	geant Larkin is lo	gged in. <u>Loqout</u>
▼ Home Menu	System	DVR COM	Reports	s Logs	Backups	Tools U	pdate	Messages	Local Queue	Backup PC
Home						c Queue		<b>.</b>		.,
Search Video				( and ) and ( and	1074.00		<b>.</b>			
Manage Cases		1		<b>X X</b>	_	2 (9 total records		>> >I		
Media Reader	Sequence 🛦	Destinat		Disc Type	Export Type		Copies	Status	Failed	Requested By
User Help	1	Sales Rim	age	DVDR	Archive	9	1	LOCAL_PREPR	PED False	System
User Preferences	15	Evidence Roo	m Bravo	DVDR	Data DVD	5	1	LOCAL_PREPR	ED False	LZalewski
Administration	23	Evidence Roo	m Bravo	DVDR	Data DVD	5	1	LOCAL_PREPR	ED False	llacy
System Setup	24	Evidence Roo	m Bravo	DVDR	Data DVD	5	1	LOCAL_PREPR	ED False	llacy
System Status	38	Evidence Roo	m Bravo	DVDR	Data DVD	5	1	LOCAL_PREPR	ED False	mvadmin
Assign Videos				2.000	Jun Die	, in the second se				
Manage DVRs										
Mobile Devices										
Manage Users										
Action										
Refresh Page										

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



4 Click Yes. The selected job is removed from the Local Queue.



# Changing the Default Export Type for DVDs

This section describes how to change the default value for the *Output Format* field on the Export Video(s) page and/or Export Case page. You can default to either *Data DVD* format or *Consumer DVD* format.

(3			Ехр	ort Video(s	;)	
communications Mobile-Vision, Inc.						Leslie is logged in. Logout
▼ Home Menu			Station of the state of the	Videos	And State States and States	
Home			14 44 4	Page 1 of 1 (2 total records)	> >> >L	
Search Video	Output Format:	Data DVD 🗸				
Manage Cases	Video	Officer	Category	DVRID	Duration	Date / Time
Media Reader	IN COLUMN AND IN		calogory		10 GRANDIN	
User Help	- Albertan	Leslie Zalewski	No Citation	*1 ProdManHD@12:03:46	41 min	11/12/2013 07:06
User Preferences	and the second second					
<ul> <li>Administration</li> </ul>						
		Leslie Zalewski	No Citation	*1 ProdManHD@12:03:46	16 min	02/27/2014 07:10
Action						
Save						
Return to Detail						
Return to Select						
Cancel						
Help						

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

communications Mobile-Vision, Inc.			5151	'EM SET	UP	mvadmin is lo	ogged in. Logout
▼ Home Menu	Precinct	System Settings	Security Settings	Case Settings	Modules	DVR Firmware	DVD
Home	~			<b>,</b>			
Search Video	Precinct I	nfo Logos					
Manage Cases				Precinct			
Media Reader				AN IN MARKANING AND			111
User Help		1<	Page	1 of 1 (1 total records)	> >>	[] [SL]	
User Preferences		Organization Name	e	Precinct Nan	ne 🔺	Registra	ation Key
<ul> <li>Administration</li> </ul>	L-3 Commu	unications	Mobil	e-Vision Inc.		144FA246BB7	0050568AE3B6
System Setup							
System Status							
Assign Videos							
Manage DVRs							
Mobile Devices							
Manage Users							
Action							

2 Click the **DVD** tab.



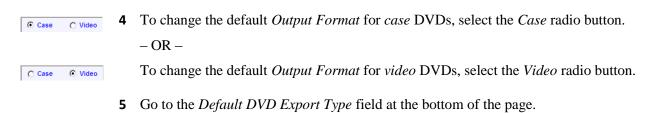
			\$	Syst	EM SET	ΓUΡ	mvadmin	is logged in. Logo	out
communications Mobile-Vision, Inc.	Precinct	System Settings	Security S	Y	Case Settings	Modules	DVR Firmware	DVD	
Search Video Manage Cases Media Reader User Help User Preferences ✓ Administration System Setup System Status Assign Videos Manage DVRs Mobile Devices		Video Video		Full Name	Background : Sample Case : Doe, John : 09-11-2001	s DVD L	abel		
Manage Users Action Save Restore Defaults					/ 25/ 2014 09:57 / 25/ 2014 09:57				
Help					/25/2014 09:57				
			Video # 4	r: cam: 11	/25/2014 09:57				

**3** Click the **Settings** tab.

Weble-Vision, Inc.         V Home Menu         Home         Home         Search Video         Main Menu         Main Menu         Play Menu         Settings         Buttons         Backgrounds         DVD Label         Main Menu         Play Menu         Settings         Buttons         Backgrounds         DVD Label         Media Reader         User Help         Label Color:         Label Color:         white         Data Color:         yellow         Label Color:         white         Data Color:         yellow         Label Color:         White         Data Color:         yellow         Label 2 Value         Full Name         System Status         Assign Videos         Manage DVRs         Mobile Devices	
Mobile-Vision, Inc.         V Home Menu         Precinct       System Settings       Case Settings       Modules       DVR Firmware         Main Menu       Play Menu       Settings       Buttons       Backgrounds       DVD Label         Main Menu       Play Menu       Settings       Buttons       Backgrounds       DVD Label         Main Menu       Play Menu       Settings       Buttons       Backgrounds       DVD Label         Wain Menu       Play Menu       Settings       Buttons       Backgrounds       DVD Label         User Help       Label Color:       white       Data Color:       yellow         User Preferences       Label Color:       white       Data Color:       yellow         User System Setup       Label 1 Value       Case Number       Case Number       Settings         System Status       Label 2 Value       Full Name       Full Name       Settings         System Status       Label 3 Value       Incident Date       Incident Date       Note:         Note:       Label value text is limited to 18 characters.       Mobile Devices       Main Menu Background:       Turbulence_blue.jpg         Manage Users       Main Menu Background:       Turbulence_blue.jpg       Play Menu Background:	ogged in. Logout
Home       Precinct       System Settings       Security Settings       Case Settings       Modules       DVR Firmware         Search Video       Main Menu       Play Menu       Settings       Buttons       Backgrounds       DVD Label         Main Menu       Play Menu       Settings       Buttons       Backgrounds       DVD Label         Wain Menu       Play Menu       Settings       Buttons       Backgrounds       DVD Label         Wain Menu       Play Menu       Settings       Buttons       Backgrounds       DVD Label         Wair Hap       Label Color:       white       Data Color:       yellow         Label Color:       white       Data Color:       yellow         System Setup       Label 1 Value       Case Number       Case Number         System Status       Label 2 Value       Full Name       Yellow         Label 3 Value       Incident Date       Incident Date       Note: Label value text is limited to 18 characters.         Mobile Devices       Main Menu Background:       turbulence_blue.jpg       Play Menu Background:       turbulence_blue.jpg	
Home       Precinct       System Settings       Security Settings       Case Settings       Modules       DVR Fimware         Search Video       Main Menu       Play Menu       Settings       Buttons       Backgrounds       DVD Label         Main Menu       Play Menu       Settings       Buttons       Backgrounds       DVD Label         Wain Menu       Play Menu       Settings       Buttons       Backgrounds       DVD Label         Wain Menu       Play Menu       Settings       Buttons       Backgrounds       DVD Label         Wain Menu       Play Menu       Settings       Buttons       Backgrounds       DVD Label         Wain Menu       Case       Video       User Flap       Label Color: white       Data Color: yellow         Label Color:       white       Data Color:       yellow       Value       Case Number       Settings         System Status       Label 2 Value       Full Name       Full Name       Settings       Note: Label Value text is limited to 18 characters.         Mobile Devices       Main Menu Background:       turbulence_blue.jpg       Play Menu Background:       turbulence_blue.jpg	
Search Video       Main Menu       Play Menu       Settings       Buttons       Backgrounds       DVD Label         Manage Cases       Main Menu       Play Menu       Settings       Buttons       Backgrounds       DVD Label         Weida Reader       User Help       Label Color:       white       Data Color:       yellow         User Help       Label Color:       white       Data Color:       yellow         Label 1 Value       Case Number       Case Number       Yellow         System Setup       Label 2 Value       Full Name       Yellow         System Status       Label 3 Value       Incident Date       Manage DVRs         Mobile Devices       Main Menu Background:       turbulence_blue.jpg       Play Menu Background:         Manage Users       Main Menu Background:       turbulence_blue.jpg       Play Menu Background:	DVD
Manage Cases          Media Reader          User Help       Label Color: white       Data Color: yellow         Label 1 Value       Case Number       Case Number         V Administration       Label 1 Value       Case Number         System Status       Label 2 Value       Full Name         Assign Videos       Note: Label 2 Value Incident Date       Incident Date         Mobile Devices       Note: Label value text is limited to 18 characters.         Mobile Devices       Main Menu Background: Turbulence_blue.jpg       Play Menu Background: Turbulence_blue.jpg	
User Help       Label Color: white       Data Color: yellow         User Preferences       Label 1 Value Case Number       Case Number         Y Administration       Label 2 Value Full Name       Incident Date         System Status       Label 3 Value Incident Date       Incident Date         Manage DVRs       Note: Label value text is limited to 18 characters.         Mobile Devices       Main Menu Background: Turbulence_blue.jpg       Play Menu Background: Turbulence_blue.jpg	
> User Preferences       Label Color: white       Data Color: yellow         > Administration       Label 1 Value Case Number       Case Number         System Setup       Label 2 Value Full Name       ✓         System Status       Label 3 Value [ncident Date       Incident Date         Manage DVRs       Note: Label value text is limited to 18 characters.         Mobile Devices       Main Menu Background: [urbulence_blue.jpg       Play Menu Background: [urbulence_blue.jpg	
▶ User Preferences         ▼ Administration         System Setup         System Status         Label 2 Value         Label 3 Value         Incident Date         Incident Date         Manage DVRs         Mobile Devices         Manage Users         Main Menu Background:         Turbulence_blue.jpg         Play Menu Background:         Turbulence_blue.jpg	
System Status     Label 2 Value     Full Name       System Status     Label 2 Value     Full Name       System Status     Label 3 Value     Incident Date       Manage DVRs     Note: Label value text is limited to 18 characters.       Mobile Devices     Main Menu Background:       Incident Date     Play Menu Background:	
System Status     Label 3 Value incident Date     Incident Date       Assign Videos     Note: Label value text is limited to 18 characters.       Mobile Devices     Main Menu Background: Turbulence_blue.jpg       Play Menu Background: Turbulence_blue.jpg	
System Status     Label 3 Value incident Date     Incident Date       Assign Videos     Note: Label value text is limited to 18 characters.       Mobile Devices     Main Menu Background: Turbulence_blue.jpg       Play Menu Background: Turbulence_blue.jpg	
Assign Videos Note: Label value text is limited to 18 characters. Mobile Devices Manage Users Main Menu Background: turbulence_blue.jpg Play Menu Background: turbulence_blue.jpg	
Malage Users Main Menu Background: turbulence_blue.jpg Play Menu Background: turbulence_blue.jpg	
Manage Users Main Menu Background: turbulence_blue.jpg Play Menu Background: turbulence_blue.jpg	
	7
Action Main Menu Button Label: white Play Menu Button Label: white	
Save Main Menu Button Background: wood1 out Play Menu Button Background: rock1 out	7
Reset	-
Restore Defaults Play Menu Header Background: cadetblue Play Menu Header Label: white	
Help Default DVD Export Type:  Default DVD Export Type: Data DVD Consumer DVD Menu Format: Video #.Cam.Date	
Consumer DVD	

#### DVDs Generating the Video Deletion Roll-Up Report





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 **V** Administration and click **System Status**. The System Status page displays.



				5	Syste	м <b>S</b> 1	TATUS	5		
communications									Sergeant Larkin is lo	gged in. Logout
Mobile-Vision, Inc.										
7 Home Menu	System	DVR COM	Reports L	ogs	Backups	Tools	Update	Messages	Local Queue	Backup PC
Home										
Search Video	Storage Ca		1.1 TB	0	Ad	tive Users:				
lanage Cases	Available D		810.4 GB	0		<ul> <li>Sergeant</li> </ul>	Larkin From 1	66.20.100.160 Sir	nce 09/21/2015 17:10	1.5
ledia Reader	Enabled DV	'Rs:	11	0						
Jser Help	Disabled D	VRs:	11	0						
User Preferences	Total Video	Count:	183	0						
	Non-archive	ed Video Count:	167	0						
Administration	Last 24 Hou	urs Video Count:	0	0						
System Setup	Last 7 Days	Video Count:	2	0						
System Status	Last 30 Day	vs Video Count:	3	0						
Assign Videos	Body Worn	Video Count:	62	0						
lanage DVRs	Body Worn	Hours:	7	0						
Nobile Devices	Average Bo	dy Worn Video Leng	th: 7 min	0						
Aanage Users	VieVu Vide	o Count:	0	0						
Action	Oldest Non	-case Video:	545 days	0						
	Oldest Cas	e Video:	545 days	0						
Refresh Page	Number of	Active Cases:	6	0						
	Number of	Backup DVDs:	106	0						
		Exported DVDs:	20	0						
	Archiver Er		false	0						
		r Errored Out:	false	0						
		us Users Allowed:	unlimited	0						
	Backup Sci		some_cm	0						
	Untagging /		true	0						
	Last Update		9/21/15 6:3							
	Version:	o onoom	3.8.7	0						

2 Click the **Backups** tab.

communications Mobile-Vision, Inc.									Sergeant Larkin is lo	ogged in. Loqout
▼ Home Menu	System	DVR COM	Reports	Logs	Backups	Tools	Update	Messages	Local Queue	Backup PC
Home				~						1
Search Video	External	Backups	DVD Backups	DVD	Rollup					
Manage Cases						External				
Media Reader			1			11 (106 total	records)	> >> >I		
User Help			Label A		i ugo i oi		Completio	Contract Contract Contract	Dr	Irgable
<ul> <li>User Preferences</li> </ul>		0.0	rtified Backup #1	0			07/29/2014			No
Administration	-									
System Setup			rtified Backup #10				11/05/2014			No
System Status	-		rtified Backup #10				11/06/2014	and the second se		No
Assign Videos		Cer	rtified Backup #10	02			11/07/2014	04:05		No
Manage DVRs		Cer	rtified Backup #10	)3			11/08/2014	04:05		No
Mobile Devices		Cer	rtified Backup #10	)4			11/09/2014	04:05		No
Manage Users		Cer	rtified Backup #10	)5			11/10/2014	04:05		No
Action		Cer	rtified Backup #10	06			11/11/2014	04:05		No
Refresh Page		Cer	rtified Backup #1(	)7			11/12/2014	04:05		No
			rtified Backup #1				07/30/2014	04:05		No

**3** Click the **DVD Rollup** tab. A list of reports displays. Each report is identified by a first-of-the-month date, which lists all media that has aged-out in the previous month. For example, the 11/01/2013 report will include all videos and cases that have aged-out in October 2013.

H



				;	Syste	м S1	TATUS	5		
communications Mobile-Vision, Inc.									Sergeant Larkin is lo	ogged in. Logout
▼ Home Menu	System	DVR COM	Reports	Logs	Backups	Tools	Update	Messages	Local Queue	Backup PC
Home		· · · · · ·		-				<u> </u>		
Search Video	External	Backups E	WD Backups	DVD	Rollup					
Manage Cases					Pa	lup Report	le .			
Media Reader				- 44 - 14 - 14			1993 ( 1995 ( 1997 ( 19			
lser Help				< << <		of 1 (2 total re	cords)	> >> >1		
<ul> <li>User Preferences</li> </ul>			R	eport Creati	ion Time 🔺			1	Download	Delete
				06/01/201	5 03:04					×
Administration				07/01/201	5 03:04				13	×
system Setup										
System Status										
Assign Videos										
Aanage DVRs										
Nobile Devices										
lanage Users										
Action										

**4** Locate the date for which you wish to view a report, then click on the appropriate download icon. A download message displays.

o you w	ant to open	or save this fi	le?	
DF	Name: De	eletedMediaRollup	Report-18.pdf	
4	Type: Ac	dobe Acrobat Doc	ument, 7.06KB	
	From: ch	nulak.mvi.l-3co	m.com	
		Open	Save	Cancel
~ 14	hile files from	the Internet can t	ne useful, some l	iles can potentially

5 Click **Open**. The report displays in Adobe Acrobat.



≞ 🖨 🖂   ⊙	1 / 2	61.8%	-   5 🚯   9	9 😼 🖌 🛃		Comment S
	(13)		Video Deletion L-3 Comm Mobile-V	unications	eport	
	Communications Mobile-Vision, Inc.		2700 Westhall L 800-33	n., Maitland, FL		_
	Deleted Media					-
	Start Date 12/07/2010 11:39	Officer Name Letlie	Unit Name	DVD Label	Media File Name	
	02/04/2010 11:39	Leslie	*1 No Number@11:02:40 *1 No Number@11:02:40	1	006551_101207_163919_0.qbx	
				1	006551_110204_203521_0.qbx	_
	02/04/2011 15:36 02/11/2011 13:14	Leslie	*1 No Number@11:02:40	1	006551_110204_203654_1.qbx	
				1	1297448146312_Blue_hills.jpg	_
	02/11/2011 13:14			1	1297448164046_Sunset.jpg	
	02/14/2011 12:20			1	1297704139296_Water_lilies.jpg	_
	02/14/2011 12:20			1	1297704157750_Winter.jpg	
	10/19/2004 10:42	Leslie	*1 No Number@11:02:40	1	HighwayFootageRainy.avd	_
	10/19/2004 10:49	Leslie	*1 No Number@11:02:40	1	ICV-20041019-104940.avd	
	04/13/2011 13:37	Leslie	Unit 146	1	000121_110413_173729_1.qbx	_
	04/13/2011 15:53			1	1302724837390_DEPofficer101.gif	
	04/13/2011 15:53			1	1302724837390_DEPofficer102.gif	_
	04/13/2011 15:53			1	1302724837390_DEPofficer103.gif	
	04/14/2011 08:35			1	1302784950687_DEPofficer101.gif	_
	04/14/2011 08:35			1	1302784950687_DEPofficer102.gif	
	04/14/2011 08:35			1	1302784950687_DEPofficer103.gif	
	04/15/2011 08:45	Leslie Zalewski	Unit 146	1	000121_110415_124543_0.qbx	
	04/15/2011 09:39	Leslie Zalewski	Unit 146	1	000121_110415_133939_0.qbx	_
	04/15/2011 10:54	Leslie	Unit 146	1	000121_110415_145434_0.qbx	
_						_

The columns on this report are described below.

	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 <b>avd</b> , and all other videos will have an extension of <b>qbx</b> .	

6 If you wish to print this report, click the printer icon. The Print popup displays.
 - OR -

If you do *not* wish to print this report, skip to step 8.

- **7** Select your printer options, then click **OK**. The report is directed to your active printer.
- 8 When you are finished viewing/printing this report, click the  $\boxtimes$  in the upper right corner of the report to exit this option.

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, below
- □ Searching for Cases, page 275
- □ Viewing Case Search Results, page 282
- □ Displaying a Case, page 283
- □ Viewing Your List of Favorite Cases, page 295
- □ Updating a Case, page 296
- □ Adding a Case to Your List of Favorites, page 315
- □ Removing a Case from Your List of Favorites, page 316
- □ Marking a Case for Disposal, page 316
- □ Reactivating an Offline Case, page 317
- Generating a Chain of Custody Report for a Case, page 322
- Downloading Case Files to Your PC, page 324
- □ Maintaining Case Notations, page 336
- □ Maintaining Subject Types, page 342.

### **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," next page, and "Creating a Restricted Case" on page 271. 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 271.

# **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 271 instead.

- **1** Go to **V** 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.

Ν	lew Case
Owner:	mvadmin 💉 🤡
Restricted Viewing:	
Visibility:	Private 🕶 🥝
Display Name:	0
Incident Date:	
Case Number:	0
Citation Number:	
Vehicle Registration #:	0
Vehicle Plate #:	0
Do Not Dispose:	
Notations:	
Save	Reset Cancel

The fields on this form are described below.

New Case Form		
Field	Description	
Owner	The name of the case's owner. By default, the owner is the person who creates the case (i.e., <i>you</i> ), but you can change this name if desired. <i>Select this value from the</i> <i>drop-down list</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 Restrict- ed Case" on page 271. ( <i>Continued</i> )	



	New Case Form (cont'd)	
Field	Description	
Restricted Viewing (cont'd)	<ul> <li>☑ This is a restricted case</li> <li>□ This is <i>not</i> a restricted case</li> </ul>	
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</i> .	
Display Name	The case name. This is the name that will appear on the Case Results page after you search for the case. It is also the default label value for case DVDs.	
Incident Date	The date on which the incident occurred. The <i>incident</i> is the event that the case pertains to, such as a motor vehicle accident. <i>Select this date from the calendar popup OR enter directly in mm/dd/yyyy format. Required field.</i>	
Case Number	Your agency's case number.	
Citation Number	The citation number associated with this case, if applicable.	
Vehicle Registration #	The vehicle registration number associated with this case, if applicable.	
Vehicle Plate #	The vehicle license plate number associated with this case, if applicable.	
Do Not Dispose	A checkbox used to indicate whether or not you want the system to keep this case online even after the Auto Dispose Time has expired. <i>Auto Dispose Time</i> is a	
	period of inactivity after which the system automatically changes a case's status from <i>online</i> to <i>offline</i> . <sup>*</sup> 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.	
	For more information on this topic, see "Viewing/ Changing the Online Lifecycle Settings" in chapter 7.	

(Continued)

\*

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



New Case Form (cont'd)		
Field	Description	
Do Not Dispose (cont'd)	<ul> <li>Keep this case's status as <i>online</i> even after the Auto Dispose Time expires.</li> <li>Change this case's status to <i>offline</i> after the Auto Dispose Time expires.</li> </ul>	
Notations	User-defined checkboxes used to notate a case. You define these notations using the procedure described in "Adding a Case Notation" on page 336. <i>Select all that apply.</i>	

**3** If you will be the owner of this case (default), proceed to the next step.

– OR –

If you will *not* be the owner of this case, select another name from the *Owner* drop-down list.

**4** To mark this case as *private* (i.e., only viewable by its owner and users with *edit* permissions), proceed to the next step.

– OR –

To mark this case as *public* (i.e., viewable by all users), select **Public** from the *Visibility* drop-down list.

- **5** Enter a descriptive name for this case in the *Display Name* field. *This is a required field*.
- 6 Enter or select the 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*<sup>\*</sup> 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: 🔽 Argumentitive 🔽 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 296, beginning with step 2
- □ Add a media attachment to this case. See "Adding a Media Attachment to a Case" on page 300, 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 315, beginning with step 2.

# **Creating a Restricted Case**

This section describes how to enter a new case that is *restricted*. Restricted cases can only be accessed by a predefined list of users. This feature is particularly useful if you want to limit video access across multiple permission levels. For example, let's say that you only want detectives to have access to 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.

For more information on Auto Dispose Time, see Do Not Dispose in the table on page 269.



- **1** Go to **V** 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.

1	New Case	
Owner	mvadmin 🗸 📀	
Restricted Viewing:		
Visibility:	Private 👻 🥝	
Display Name:		0
Incident Date:		• •
Case Number:		0
Citation Number:		0
Vehicle Registration #:		0
Vehicle Plate #:		0
Do Not Dispose:		
Notations:		
Save	Reset Cancel	

The fields on this form are described in the table on page 268.

**3** If you will be the owner of this case (default), proceed to the next step.

– OR –

If you will *not* be the owner of this case, select another name from the *Owner* drop-down list.

- Restricted Viewing: 🔽
- **4** Select the *Restricted Viewing* checkbox. Note that a new tab displays at the top of the New Case form.

	New Case
Details	Authorized Users
	Owner: mvadmin 😽 🥝
Restric	ted Viewing: 🔽 🥜
	Visibility: Private 🛩 🥝
D	splay Name:
<u>lı</u>	ncident Date:
С	ase Number: 🛛 🕜
Cita	tion Number:
Vehicle Re	egistration #:
Ve	nicle Plate #:
Do	Not Dispose: 🗌 🕜
	Notations:
	Save Reset Cancel



The **Authorized Users** 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*<sup>\*</sup> 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: 🔲 Argumentitive 🔽 DUI

14 Click the Authorized Users tab. A list of system users displays.

For more information on Auto Dispose Time, see *Do Not Dispose* in the table on page 273.



	Edit Ca	ase
Details Authorized Users		
Select Authorized Users		Approved Users
Search: Case		Search: Case
K K I of 1 (6) total > >>> >>		K K I of 1 (0) total > >> >>
*1 Leo@17:03:21		
*1 No Name@11:02:40		
Leslie Zalewski Jackie Penski	Þ	
Sackie Fenski Sharif Abudaga	>>	
Edward Ostrum	—	
	<	
	>>	
Save	Reset	et Cancel

**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).

Edit Case		
Details Authorized Users		
Select Authorized Users		Approved Users
Search: Case		Search: Case
🔣 < 🔇 1 of 1 (3) total 🔰 🌺 된	1	🔣 < 1 of 1 (3) total 🔰 芝 🔰
*1 Leo@17:03:21	1	Jackie Penski
*1 No Name@11:02:40		Sharif Abudaga
Leslie Zalewski	>	Edward Ostrum
	>>	
	<	
	<<	
Save Reset Cancel		
Sure		



**17** Click **Save**. A confirmation message displays at the top of the Case Details page.

Case Assalt 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 296, beginning with step 2
- □ Add a media attachment to this case. See "Adding a Media Attachment to a Case" on page 300, 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 315, 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> <li>Incident Date</li> <li>Citation #</li> <li>Case #</li> <li>Case Display Name</li> <li>Vehicle Registration #</li> <li>Owner</li> </ul>	<ul><li>Subject Information:</li><li>First Name</li><li>Last Name</li></ul>
Advanced	Case Information: Creation Date After Incident Date Gitation # Case # Case Display Name Vehicle Registration # Owner Vehicle Plate # Comments Notations	<ul> <li>Subject Information:</li> <li>First Name</li> <li>Last name</li> <li>Driver's License #</li> <li>Race</li> <li>Gender</li> <li>Date of Birth</li> </ul>

For specific instructions, see:

- □ Performing a Basic Case Search, next page
- □ Performing an Advanced Case Search, page 278.



# 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 **V** Home Menu and click **Manage Cases**. The Search Case page displays.

(]3	SEARCH CASE			
communications Mobile-Vision, Inc.			Officer Zalev	vski is logged in. Logout
▼ Home Menu	Case Information			
Home Search Video	Incident Date:		Citation #:	0
Manage Cases	Case #:	0	Cone Disalau Newsy	
Media Reader	Case #:		Case Display Name:	<b>V</b>
User Help	Vehicle Registration #:		Owner:	✓ Ø
User Preferences				
Administration	Subject Information			
Action	First Name:	0	Last Name:	0
Search				
Advanced Search				
Previous Results				
Clear				
Create				
Back to Case				
Back to Video				

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

Case Information		
Search Field Description		
Incident Date	Limits your search to those cases that involve an incident that occurred on this date. <i>Select this date from the calendar popup OR enter directly in mm/dd/yyyy format.</i>	
Citation #	Limits your search to those cases in which the <i>Citation</i> <i>Number</i> field contains this text.	
Case #	Limits your search to those cases in which the <i>Case Number</i> field contains this text.	



	Case Information (cont'd)
Search Field	Description
Case Display Name	Limits your search to those cases in which the <i>Display</i> <i>Name</i> field contains this text.
Vehicle Registration #	Limits your search to those cases in which the <i>Vehicle</i> <i>Registration</i> # field contains this text.
Owner	Limits your search to those cases that are owned by a particular officer. <i>Select this value from the drop-down list.</i>
	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 278.
	and the Advanced Search form. For more information on the Advanced Search form, see "Performing an
Basic Search	<ul> <li>and the Advanced Search form. For more information on the Advanced Search form, see "Performing an Advanced Case Search" on page 278.</li> <li>Return to the Case Search results, if applicable. If you have not performed a search since you logged on, this</li> </ul>
Basic Search Previous Results	<ul> <li>and the Advanced Search form. For more information on the Advanced Search form, see "Performing an Advanced Case Search" on page 278.</li> <li>Return to the Case Search results, if applicable. If you have not performed a search since you logged on, this action will not display.</li> </ul>

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

(Continued)



communications Mobile-Vision, Inc.	CASE SEARCH RESULTS  Officer Zalewski is log					
▼ Home Menu			Manage Cases			
Home		K (K (K	Page 1 of 1 (4 total rec	ords) 💦 🔊		
Search Video	Details	Display Name	Case Number	Subject	Incident Date 🔻	Status
Manage Cases Media Reader	i	Robbery at Volunteer Park	08-000765	Cates, Devin	03/06/2014	<b>-</b>
User Help	<b>i</b>	Riot at MHS	01-00089	Ostrum, Edward	10/01/2013	
User Preferences	<b>i</b>	Explosion of Rt. 46	01-200045		05/02/2013	
<ul> <li>Administration</li> <li>Action</li> </ul>	i	Accident at Knoll Park	09-8700006	Multiple	01/04/2012	<b>—</b>
New Search						
Create						
Back to Case						

For a detailed description of the components on the Case Search Results page, see "Viewing Case Search Results" on page 282.

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: Case Number **û** 

– OR –

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

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 284.

## Performing an Advanced Case Search

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

- □ Case Creation Date
- □ After Incident Date
- **D** Before Incident Date
- □ Citation Number
- □ Case Number
- □ Case Display Name
- □ Vehicle Registration Number
- □ Case Owner
- □ Vehicle Plate Number

- □ Case Comments
- □ Case Notations
- □ Subject's First Name
- □ Subject's Last name
- □ Subject's Driver's License Number
- □ Subject's Race
- □ Subject's Gender
- □ Subject's Date of Birth



**1** Go to V Home Menu and click **Manage Cases**. The Search Case page displays.

		SEARCI	h Case	
communications Mobile-Vision, Inc.	-		Officer Zale	wski is logged in. <u>Logout</u>
▼ Home Menu	Case Information			
Home Search Video	Incident Date:		Citation #:	0
Manage Cases	Case #:	0	Case Display Name:	0
Media Reader	Vehicle Registration #:	0	Owner:	
User Help	Venicie Registration #.	<b>U</b>	Owner.	¥
User Preferences	Subject Information			
Administration				
Action	First Name:	0	Last Name:	0
Search				
Advanced Search				
Previous Results				
Clear				
Create				
Back to Case				
Back to Video				

2 Look under the Action column. If the Advanced Search option displays, click on it. Otherwise proceed to the next step.

13		SEA	ARCH	CASE		
communications Mobile-Vision, Inc.				Officer	Zalewski is logged	in. <u>Logout</u>
▼ Home Menu	Case Information					
Home	Creation Date:			After Incident Date:		
Search Video	Greation Bate.			ater meldent Bate.		
Manage Cases	Before Incident Date:		• •	Citation #:		0
Media Reader User Help	Case #:		🧑 с	ase Display Name:		0
User Preferences	Vehicle Registration #:		0	Owner:		
<ul> <li>Administration</li> </ul>	Vehicle Plate #:		0	Comments:		0
Action	Notations:					-
Search						
Basic Search	Subject Information					
Previous Results						
Clear	First Name:	0	Last Nam	ie:	0	
Create	Drivers License #:	0	Rac			
Back to Case	Divers Licelise #.	V	Rau	···· [		• •
Back to Video	Gender:	V 🕜	Date of Bir	th:		

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



	Case Information
Search Field	Description
Creation Date	Limits your search to those cases that were created on this date. Select this date from the calendar popup OR enter directly in mm/dd/yyyy format.
After Incident Date	Limits your search to those cases that involve an incident that occurred <i>after</i> this date. To search for a date <i>range</i> , use this field in combination with the <i>Before Incident 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> <i>Number</i> field contains this text.
Case #	Limits your search to those cases in which the <i>Case</i> <i>Number</i> field contains this text.
Case Display Name	Limits your search to those cases in which the <i>Display</i> <i>Name</i> field contains this text.
Vehicle Registration #	Limits your search to those cases in which the <i>Vehicle</i> <i>Registration</i> # field contains this text.
Owner	Limits your search to those cases that are owned by a particular officer. <i>Select this value from the drop-down list.</i>
Vehicle Plate #	Limits your search to those cases in which the <i>Vehicle</i> <i>Plate</i> # field contains this text.
Comments	Limits your search to those cases in which the comments entered on the <b>Comments</b> 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</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.



	Subject Information (cont'd)
Search Field	Description
Driver's License #	Limits your search to those cases in which the subject's driver's license number contains this text.
Race	Limits your search to those cases that involve a subject of this race. <i>Select this value from the</i> Race <i>drop-down list</i> .
Gender	Limits your search to those cases that involve a subject of this gender. <i>Select this value from the</i> Gender <i>drop-down list</i> .
Date of Birth	Limits your search to those cases that involve a subject with this date of birth. <i>Select this date from the calendar popup OR enter directly in mm/dd/yyyy format.</i>
	Available Actions
Action	Description
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.
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 267.
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, as pictured on the next page. For a detailed description of the components on this page, see the next section, "Viewing Case Search Results."

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



**5** Go to the column heading you wish to sort by: *Display Name*, *Case Number*, 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: Case Number &

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 284.

#### **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 278. It consists of a table that contains information about each case.

communications Mobile-Vision, Inc.	CASE SEARCH RESULTS Officer Zalewski is log					
▼ Home Menu			Manage Cases			
Home		× >> >>	Page 1 of 1 (4 total rec	ords)	U)	
Search Video	Details	Display Name	Case Number	Subject	Incident Date 🔻	Status
Manage Cases Media Reader	i	Robbery at Volunteer Park	08-000765	Cates, Devin	03/06/2014	<b>—</b>
Jser Help	<b>i</b> )	Riot at MHS	01-00089	Ostrum, Edward	10/01/2013	
User Preferences	<b>i</b>	Explosion of Rt. 46	01-200045		05/02/2013	<b>—</b>
<ul> <li>Administration</li> <li>Action</li> </ul>	<b>i</b> )	Accident at Knoll Park	09-8700006	Multiple	01/04/2012	<b>—</b>
New Search						
reate						
Back to Case						

The total number of cases included in your search results displays at the top of the results list. The other components of the Case Search Results page are described below.

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



	Case Information
Column	Description
Details	View Case Details icon. Used to open the Case Details page.
Display Name	The name of this case.
Case Number	The agency-assigned ID number for this case.
Subject	The name of the individual associated with this case. If there is more than one subject associated with this case, the word <b>multiple</b> will display in this column.
Incident Date	The date on which the case-related incident occurred (i.e., car accident, crime, etc.).
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 267.
Back to Case	Display the Case Details of the last case you viewed, if applicable. If you have not viewed a case since you logged on, this action will not display.
Back to Video	Display the Video Details of the last video you viewed or played, if applicable. If you have not viewed or played a video since you logged on, this action will not display.

## **Displaying a Case**

This section describes how to display an existing case record. Typically, you have access to *your* cases and any *public* cases. Depending on your user role, however, you may have access to other cases as well.

**1** Perform a basic or advanced search, as described in "Searching for Cases" on page 275.

– OR –

Go to **Vuser 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.



communications Mobile-Vision, Inc.							
🗶 Homo Monu					Officer Zale	e <b>wski</b> is logged in.	Logout
C Hollie Mellu	ase Details	System Video	Attached M	edia Subjects	Comments	Logs	
Home			1				
Search Video	Disalau Nama (	Babbana at Valuate	Bardi	Onen Numbe	00.000765		-
Manage Cases		Robbery at Voluntee	er Park		r: 08-000765		
Media Reader	Status:	Online		Citation Numbe	r: 09-007658		
User Help	Owner:	Officer Zalewski		Vehicle Registration #	£:		
► User Preferences	Visible:	Yes		Vehicle Plate #	PV783T		
► Administration	Creation Date:			Notations	s:		
Action	Incident Date:	03/06/2014					
Edit							
Dispose							
Add Video							
Add Media							
Add Subject							
Add Comment							
Export							
Add To Favorites							
Chain of Custody							
Previous Results							

The information on this page is described in the following table.

	Case Details Tab
Field	Description
Display Name	The name of this case.
Status	<ul> <li>The current status of this case:</li> <li>Online. The case is still stored on the DEP server; you can add new videos, media files, subjects, and/or comments to the case.</li> <li>Offline. 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 317.</li> </ul>
Owner	The individual to whom this case is assigned.
Visible	<ul> <li>The visibility status of this case:</li> <li><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.</li> <li><i>Yes</i>. This case is marked as public; therefore it can be viewed by all DEP users.</li> <li>If this is a restricted case, this field will not display.</li> </ul>



	Case Details Tab (cont'd)
Field	Description
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.
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 336.
	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> . If the case is already offline or it's too young to dispose of, this action will not display.
Add Video	Add a video to this case. For instructions, see "Adding a Video to a Case" on page 296, beginning with step 2.
Add Media	Add a media file attachment to this case. For instruc- tions, see "Adding a Media Attachment to a Case" on page 300, beginning with step 2.
Add Subject	Add a subject name or names to this case. For instruc- tions, see "Adding a Subject to a Case" on page 303, beginning with step 2.

(Continued)



	Available Actions (cont'd)
Action	Description
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.
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 315, beginning with step 2.
Request Activation	Submit a request to restore this case from a backup disc or tape to the server. After you click this option, your request will display on the <i>Inbox Messages</i> list for all users who have reactivation privileges. For more information, see "Submitting a Request to Reactivate a Case" in chapter 4 of the <i>DEP Officer's Guide</i> . This section will only display if the associate offline
Reactivate Now	This action will only display if the case is offline. Restore this case from a backup disc or tape to the server. For more information, see "Reactivating an Offline Case" on page 317.
	This action will only display if the case is offline <i>and</i> you have the <i>Reactivate Video</i> permission.
Chain of Custody	Generate a Chain of Custody report. For further instructions, see "Generating a Chain of Custody Report for a Case" on page 322, beginning with step 2.
Previous Results	Return to the Case Search Results page.
Back to Video	Display the Video Details of the last video you viewed or played, if applicable. If you have not viewed or played a video since you logged on, this action will not display.

To view the other case information, proceed to the appropriate section:

- □ Viewing a Case's Videos, next page, beginning with step 2
- □ Viewing a Case's Media Attachments, page 289, beginning with step 2
- □ Viewing a Case's Subjects, page 290, beginning with step 2
- □ Viewing a Case's Comments, page 291, beginning with step 2
- □ Viewing a Case's Logs, page 292, beginning with step 2
- □ Viewing a Restricted Case's Authorized Users, page 294, 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 283.) The Case Details page displays.

(3)			CAS	e Di	ETAIL	S		
communications Mobile-Vision, Inc.						Officer Zale	wski is log	ged in. <u>Logout</u>
▼ Home Menu	Case Details	System Video	Attached M	Vledia	Subjects	Comments	Logs	
Home								
Search Video	Disalau Manay	Robbery at Volunte	Davis		Case Number:	00.000765		
Manage Cases			er Park					
Media Reader	Status:	Online		Cit	ation Number:	09-007658		
User Help	Owner:	Officer Zalewski		Vehicle I	Registration #:			
User Preferences	Visible:	Yes		v	ehicle Plate #:	PV783T		
Administration	Creation Date:	03/12/2014 14:37			Notations:			
Action	Incident Date:	03/06/2014						
Edit								
Dispose								
Add Video								
Add Media								
Add Subject								
Add Comment								
Export								
Add To Favorites								
Chain of Custody								
Previous Results								

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

(]3					СА	SE I	)ETA	LS			
communications								Off	cer Zalev	vski is logged in.	ogout
Mobile-Vision, Inc.											
▼ Home Menu	Cas	e Details	Svste	m Video	Attach	ed Media	Subjects	Comme	nts	Logs	
Home						Caratan	•	1			
Search Video							n Video				
Manage Cases				<u>।</u> <		Page 1 of 1 (	2 total records	) [ 🔊 ]	>> >		
Media Reader	Info	Play	Video	Ow	ner	Category	DVR Type	DVR Name	Duration	Date / Time 🛦	Remove
User Help		1	Carlos and								
User Preferences	i		States and	Officer 2	Zalewski	CAD Incident	Vehicle	Unit 147	3 min	10/29/2009 09:01	×
Administration											
Action			and the second	Officer Z		Minor CAD					×
	i			Officer 2	zalewski	incident	Vehicle	Unit 147	0 min	07/29/2010 08:18	<b>^</b>
Edit											
Dispose											
Add Video											
Add Media											
Add Subject Add Comment											
Export Add To Favorites											
Chain of Custody											
Previous Results											

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



	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	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.
	<b>Note</b> : If the value of the <i>Owner</i> field begins with <b>*1</b> No <b>Name</b> @, 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.
Category	The category assigned to this video.
DVR Type	<ul> <li>The type of DVR that captured this video:</li> <li><i>Vehicle</i>. A DVR that is installed inside a vehicle, such as a police cruiser.</li> <li><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.</li> <li><i>Body Worn</i>. The <i>Body</i>VISION DVR.</li> <li><i>VieVu</i>. The VIEVU DVR.</li> </ul>
DVR Name	The name of the DVR unit that recorded this video.
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.

- **i 3** To view a video's details, click the video's Info icon. Otherwise proceed to the next step.
- To play a video, click the video's *Play* button. The Flashback Player launches in a separate window. This player will differ slightly depending on whether you are watching a Flashback1 or Flashback2/3/HD/BV video. For more information, see "Flashback1 Player" or "Flashback2/3/HD/BV Player" in chapter 2.



# Viewing a Case's Media Attachments

This section describes how to view the media files that are currently linked to a case.

1 Search for and display the case you wish to view. (If necessary, review "Displaying a Case" on page 283.) The Case Details page displays.

(3)	CASE DETAILS								
communications Mobile-Vision, Inc.					Officer Zale	ewski is logged in	. <u>Logout</u>		
▼ Home Menu	Case Details	System Video	Attached Media	Subjects	Comments	Logs			
Home									
Search Video		Robbery at Voluntee	or Park	Case Number:	08.000765				
Manage Cases									
Media Reader	Status:			Citation Number:	09-007658				
User Help	Owner:	Officer Zalewski	Veh	cle Registration #:					
User Preferences	Visible:	Yes		Vehicle Plate #:	PV783T				
Administration	Creation Date:	03/12/2014 14:37		Notations:					
Action	Incident Date:	03/06/2014							
Edit									
Dispose									
Add Video									
Add Media									
Add Subject									
Add Comment									
Export									
Add To Favorites									
Chain of Custody									
Previous Results									

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

communications							Sergeant L	arkin is logged in. L	ogout
Mobile-Vision, Inc.									
▼ Home Menu	Case	Details	System Video	Attached Media	Subjects	Comments	Logs		
Home			-	Δ#+	ched Media				
Search Video			Strend 1.	1997		4-X (2007)	and former		
Manage Cases			Annual to		f 1 (3 total record	A A A A A A A A A A A A A A A A A A A	>[[8]]	1	1
Media Reader	Open	Preview	Uploaded By	Collected By		File Name 🔺		Date / Time	Delete
User Help	-	1.81	Real Property of	100 000000	1001000				
<ul> <li>User Preferences</li> </ul>		TEACHE	Sergeant Larkin	Sergeant Larkin	144045	1693215_Quick_	Check.JPG	08/24/2015 18:09	×
Administration		(CHO)							
Action		1 all	Sergeant Larkin	Sergeant Larkin	14404	51743509_SDC1	0196.JPG	08/24/2015 18:10	×
Edit									
Dispose	1		Sergeant Larkin	Sergeant Larkin	14404	51743509_SDC1	0201 JPG	08/24/2015 18:10	×
Add Video	-	-	Jergeant Lanan	Jergeant Laikin	14404.	51745505_5001	0201.01 0	00/24/2013 10:10	~
Add Media									
Add Subject									
Add Comment									
Export									
Add To Favorites									
Chain of Custody									
Previous Results									



	Attached Media Tab
Column	Description
Open	A folder icon used to view the attached media file.
Preview	View the thumbnail image of an attached photo or graphic, if applicable. Text files will read <i>No Preview Available</i> .
Uploaded By	The User 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.

The columns on the Attached Media tab are described below.



**3** To view an attachment, click the folder icon in the *Open* column.

## Viewing a Case's Subjects

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

**1** Search for and display the case you wish to view. (If necessary, review "Displaying a Case" on page 283.) The Case Details page displays.

(3)			UASE	DETAIL	2		
communications					Officer Zale	ewski is log	ged in. Logout
Mobile-Vision, Inc.							
▼ Home Menu	Case Details	System Video	Attached Med	dia Subjects	Comments	Logs	
Home							
Search Video	Disalau Manas	Dabbana at Malumta	Barth	Case Number:	08-000765		
Manage Cases		Robbery at Voluntee	er Park				
Media Reader	Status:	Online		Citation Number:	09-007658		
User Help	Owner:	Officer Zalewski	1	Vehicle Registration #:			
User Preferences	Visible:	Yes		Vehicle Plate #:	PV783T		
Administration	Creation Date:	03/12/2014 14:37		Notations:			
Action	Incident Date:	03/06/2014					
Edit							
Dispose							
Add Video							
Add Media							
Add Subject							
Add Comment							
Export							
Add To Favorites							
Chain of Custody							
Previous Results							



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

(]3		CASE DETAILS								
communications Mobile-Vision, Inc.						Officer Z	alewski is log	ged in. <u>Logout</u>		
▼ Home Menu	Case Details	System V	ideo Ati	tached Media	Subjects	Comments	Logs			
Home		-		Casa	Subjects					
Search Video			a.e			· · · · ·				
Manage Cases			<u> </u>	-	(2 total records)	> >> ]				
Media Reader	Full Name		DOB	Gender	Race	Туре	Edit	Delete		
User Help	Devin Cates		11/14/1989	39 Male	Caucasian	Witness	1	×		
User Preferences	Gary Johnson		07/13/1991		Caucasian	Defendant	1	×		
Administration										
Action										
Edit										
Dispose										
Add Video										
Add Media										
Add Subject										
Add Comment										
Export										
Add To Favorites										
Chain of Custody										

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

	Subjects Tab						
Column	Description						
Full Name	The subject's name.						
DOB	The subject's date of birth.						
Gender	The subject's gender.						
Race	The subject's race. This field's values are defined by the System Administrator.						
Туре	The type of subject (e.g., <i>Witness</i> , <i>Victim</i> , <i>Defendant</i> , etc.). This field's values are defined by the System Administrator.						
Edit	A button used to open this subject record in order to update it.						
Delete	A button used to delete this subject record.						

## Viewing a Case's Comments

This section describes how to view the comment records that are currently linked to a case.

1 Search for and display the case you wish to view. (If necessary, review "Displaying a Case" on page 283.) The Case Details page displays, as pictured on the previous page.



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

			CASE ]	Detai	LS	
communications Mobile-Vision, Inc.					Officer Zalewski is log	ged in. <u>Logout</u>
▼ Home Menu	Case Details	System Video	Attached Media	Subjects	Comments Logs	
Home						
Search Video			Case	Comments		
Manage Cases		IK (KK)	Page 1 of 1	(2 total records)	> >> >1	
Media Reader	Date 🛦		User		Delete	
User Help	03/12/2014 02:	45 0	fficer Zalewski	Spoke to DA	's Officer regarding ME report	×
User Preferences	03/21/2014 10:00 Office		fficer Zalewski		ay be required to testify at trial	×
Administration						••
Action						
Edit						
Eait Dispose						
Add Video						
Add Media						
Add Subject						
Add Comment						
Export						
Add To Favorites						
Chain of Custody						
Chain of Custody						

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

	Comments Tab						
Column	Description						
Date	The date and time at which this comment was added to the case. Time displays in hh:mm 24-hour format.						
User	The user name 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 283.) The Case Details page displays.



	CASE DETAILS										
communications Mobile-Vision, Inc.						Officer Zale	<b>wski</b> is logged in.	<u>Logout</u>			
▼ Home Menu	Case Details	System Video	Attached M	ledia	Subjects	Comments	Logs				
Home					1 000,000						
Search Video	Dial N	<b></b>			o	00.000705		-			
Manage Cases		Robbery at Volunte	er Park		Case Number:						
Media Reader	Status:	Online		Citation Number:	: 09-007658						
User Help	Owner:	Officer Zalewski		Vehicle Registration #: Vehicle Plate #: Notations:							
User Preferences	Visible:	Yes				PV783T					
Administration	Creation Date:	03/12/2014 14:37									
Action	Incident Date:	03/06/2014									
Edit											
Dispose											
Add Video											
Add Media											
Add Subject											
Add Comment											
Export											
Add To Favorites											
Chain of Custody											
Previous Results											

2 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.

(]3			CASE D	<b>ETAI</b>	LS		
communications Mobile-Vision, Inc.	•				Officer 2	Zalewski is l	ogged in. <u>Logout</u> :
▼ Home Menu	Case Details	System Video	Attached Media	Subjects	Comments	Logs	1
Home			Casa	Logs			
Search Video		in the set of the set		-			
Manage Cases Media Reader		× >> >	Page 1 of 4 (2	6 total records)		21	IP Address
User Help	Date 🛦	User		Action			
•	03/12/2014 14:37	Officer Zalewski	Case Created	Case Created			
User Preferences	03/12/2014 14:38	Officer Zalewski	System Media #30	System Media #30 Added To Case			
Administration	03/12/2014 14:40	Officer Zalewski	System Media #34	System Media #34 Added To Case			
Action			User Media #108 U				
Edit	03/12/2014 14:42	Officer Zalewski	'1394649917282_I Saluke'	DEV_Admin_15	0.GIF' Collected B	y 'Officer	166.20.100.134
Dispose			User Media #109 l	leale and a st 3 A (Mar	Ella Mana		
Add Video	03/12/2014 14:42	Officer Zalewski	1394649917282			v 'Officer	166.20.100.134
Add Media			Saluke'			,	
Add Subject			User Media #110 U	Jploaded With	File Name		
Add Comment	03/12/2014 14:42	Officer Zalewski	'1394649917282_I	DEV_Admin_15	2.GIF' Collected B	y 'Officer	166.20.100.134
Export			Saluke'				
Add To Favorites	03/12/2014 14:44	Officer Zalewski	Subject 'Devin Cat	es' Added To C	ase		166.20.100.134
Chain of Custody Previous Results	03/12/2014 14:44	Officer Zalewski	Subject 'Devin Cat	es' was Edited			166.20.100.134

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



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.							

## 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 271.

**1** Search for and display the restricted case you wish to view. (If necessary, review "Displaying a Case" on page 283.)

(3)		CASE DETAILS											
communications Mobile-Vision, Inc.					Offic	er Zalewski is logged in.	Logout						
▼ Home Menu	Case Details	System Video	Attached Media	Subjects	Comments	Authorized Users	Logs						
Home													
Search Video	Display Name	Mugging in LH	Park	Case Numb	er: 07-000453								
Manage Cases Media Reader		Status: Online Owner: Officer Zalewski		Citation Numb	er:								
User Help				Vehicle Registration #:									
			a	Vehicle Plate									
User Preferences	Restricted Viewing	Yes		Notation									
Administration	Creation Date	03/21/2014 10:2	1	Notation	15.								
Action	Incident Date	03/06/2014											
Edit													
Dispose													
Add Video													
Add Media													
Add Subject													
Add Comment													
Export													
Add To Favorites													
Chain of Custody													
Previous Results													
Back to Video													

2 Click the Authorized Users tab. The list of authorized users for this case displays.



(3	CASE DETAILS											
communications					Of	ficer Zalewski is logged in.	Logout					
Mobile-Vision, Inc.												
▼ Home Menu	Case Details	System Video	Attached Media	Subjects	Comments	Authorized Users	Logs					
Home			1	•	1							
Search Video			Autl	orized Users								
Manage Cases	D	isplay Name	Lo	gin Name		User Role						
Media Reader		mvadmin	n	nvadmin		Administrator						
User Help		officer		officer		Officer						
User Preferences		admin		admin		Administrator						
<ul> <li>Administration</li> </ul>												
Action												
Edit												
Dispose												
Add Video												
Add Media												
Add Subject												
Add Comment												
Export												
Add To Favorites												
Chain of Custody												
Previous Results												
Back to Video												

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 312, 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 315.

**1** Go to **V** User Preferences and click **Favorites**. The Favorites page displays.

(]3		FAVORITES	5	
communications Mobile-Vision, Inc.			Officer Zalewski is logged in.	Logout
▼ Home Menu		Favorites		
Home	Info	Description	Case Display Name	Delete
Search Video	(1)	Wind storm damage	Wind storm	×
Manage Cases Media Reader User Help	i	Riot at Morristown High	Riot at MHS	×
V User Preferences				
Change Password				
Favorites				
DVR Login Key				
<ul> <li>Administration</li> </ul>				
Action				
Select All				
Delete Selected				



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 284.

For instructions on adding/removing a case from this list, see:

- □ Adding a Case to Your List of Favorites, page 315
- **□** Removing a Case from Your List of Favorites, page 316, 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, below
- □ Removing a Video from a Case, page 299
- □ Adding a Media Attachment to a Case, page 300
- □ Removing a Media Attachment from a Case, page 303
- □ Adding a Subject to a Case, page 303
- □ Removing a Subject from a Case, page 304
- □ Updating a Case's Subjects, page 306
- □ Adding a Comment to a Case, page 307
- □ Removing a Comment from a Case, page 308
- □ Adding a User to a Restricted Case, page 309
- □ Removing a User from a Restricted Case, page 312.

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 283.) The Case Details page displays.



	CASE DETAILS										
communications Mobile-Vision, Inc.						Officer Zale	e <b>wski</b> is logged in	Logout			
▼ Home Menu	Case Details	System Video	Attached M	ledia	Subjects	Comments	Logs				
Home											
Search Video	Disalau Marray	Dabbani sélvalumés	Deals			08-000765					
Manage Cases	Display Name:		er Park		Case Number:						
Media Reader	Status:	Online		С	itation Number:	09-007658					
User Help	Owner:	Officer Zalewski		Vehicle Registration #: Vehicle Plate #:							
User Preferences	Visible:	Yes				PV783T					
Administration	Creation Date:	03/12/2014 14:37			Notations:						
Action	Incident Date:	03/06/2014									
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 Add Video. The Choose Video to Add popup displays.

Choose Video to Add
Add Video: Leo L.
O Search for Video to add to Case: Mugging in LH park
Next Cancel

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

- $\Rightarrow$  If *one* radio button displays on this popup, skip to step 4.
- $\Rightarrow$  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.



(]3		SEARCH	VIDEO	
communications Mobile-Vision, Inc.				Officer Zalewski is logged in. Logout
▼ Home Menu	Video Information			
Home				
Search Video	Date:		DVR:	
Manage Cases	System ID:	0	Owner:	
Media Reader				
User Help	Category:	✓ 0		
▼ User Preferences				
Change Password				
Favorites				
DVR Login Key				
Administration				
Action				
Search				
Advanced Search				
Clear				
Previous Results				
Back to Video				
Back to Case				

- **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.

Add Video to Case
<ul> <li>Add to Case: Mugging in LH park</li> <li>Add to New Case</li> <li>Search for Case to Add</li> </ul>
Next Cancel

- 7 Click Next. The Case Details page redisplays.
- 8 Click the System Video tab. The new video now displays on the case's video list.



(]]3	CASE DETAILS											
communications								Offi	icer Zalev	vski is logged in. 🛓	ogout	
Mobile-Vision, Inc.												
▼ Home Menu	Case	e Detail:	s Syster	m Video	Attach	ed Media	Subjects	Comme	nts	Logs		
Home							-					
Search Video						Syster	n Video					
Manage Cases				K << <		Page 1 of 1 (	2 total records	) [ 🚬	>> >			
Media Reader	Info	Play	Video	Ow	mer	Category	DVR Type	DVR Name	Duration	Date / Time 🛦	Remove	
User Help												
User Preferences	i			Officer Zalewski		CAD Incident	Vehicle	Unit 147	3 min	10/29/2009 09:01	×	
<ul> <li>Administration</li> </ul>												
Action	i		Market	Officer 2	Zalewski	Minor ewski CAD	Vehicle	Unit 147	0 min	07/29/2010 08:18	×	
Edit						incident						
Dispose	_											
Add Video												
Add Media												
Add Subject												
Add Comment												
Export												
Add To Favorites												
Chain of Custody												
Previous Results												

**9** To add another video to this case, repeat steps 2 through 8.

## Removing a Video from a Case

This section describes how to remove a video from an existing case. In order to perform this task, you must be the case's owner or have *edit* permissions.

**1** Search for and display the case you wish to remove a video from. (If necessary, review "Displaying a Case" on page 283.) The Case Details page displays.

	CASE DETAILS											
Communications Mobile-Vision, Inc.					Officer Zal	ewski is loggi	ed in. <u>Logout</u>					
▼ Home Menu	Case Details	System Video	Attached Media	Subjects	Comments	Logs						
Home												
Search Video	Display Name:	Robbery at Voluntee	ar Bork	Case Number:	08 000765							
Manage Cases												
Media Reader	Status:	Online		Citation Number:	09-007658							
User Help	Owner:	Officer Zalewski	Ve	hicle Registration #:								
User Preferences	Visible:	Yes		Vehicle Plate #:	PV783T							
Administration	Creation Date:	03/12/2014 14:37		Notations:								
Action	Incident Date:	03/06/2014										
Edit												
Dispose												
Add Video												
Add Media												
Add Subject												
Add Comment												
Export												
Add To Favorites												
Chain of Custody												
Previous Results												



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

					UA	SE I	<b>)</b> ETA	LS			
communications Mobile-Vision, Inc.								Offi	icer Zalew	vski is logged in.	ogout
▼ Home Menu					h						
Home	Casi	e Details	s Syster	n Video	Attach	ed Media	Subjects	Comme	nts	Logs	
Search Video						Syster	n Video				
Manage Cases				K K	(1)	Page 1 of 1 (	2 total records	) 5	>> >>		
Media Reader	Info	Play	Video		/ner	Category	DVR Type	DVR Name	Duration	Date / Time 🛦	Remove
User Help						Guiogory	5	5 mm danie	Duration		
User Preferences	i			Officer 2	Zalewski	CAD Incident	Vehicle	Unit 147	3 min	10/29/2009 09:01	×
Administration											
Action				0.6	Zalewski	Minor CAD	Mahlala	Unit 147	0	07/00/0040 00:40	×
	i	-		Officer 4	Zalewski	incident	Vehicle	Unit 147	Umin	07/29/2010 08:18	<b>^</b>
Edit											
Dispose Add Video											
Add Media											
Add Media Add Subject											
Add Comment											
Export											
Add To Favorites											
Chain of Custody											
Previous Results											

For a description of the columns on the System Video tab, see page 288.

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

## Adding a Media Attachment to a Case

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

In order to perform this task, you must be the case's owner or have *edit* permissions.

1 Search for and display the case you wish to attach a file to. (If necessary, review "Displaying a Case" on page 283.) The Case Details page displays.



(]3			CASE	DETAIL	'S		
communications Mobile-Vision, Inc.					Officer Zal	ewski is logged in	Logout
▼ Home Menu	Case Details	System Video	Attached Med	a Subjects	Comments	Logs	
Home			1			i Lege	
Search Video	Disalau Manay	Dabbani sélvalumés	D	Case Number:	00.000765		
Manage Cases		Robbery at Volunte	er Park				
Media Reader	Status:	Online		Citation Number:	: 09-007658		
User Help	Owner:	Officer Zalewski	\	ehicle Registration #:			
User Preferences	Visible:	Yes		Vehicle Plate #:	PV783T		
Administration	Creation Date:	03/12/2014 14:37		Notations:			
Action	Incident Date:	03/06/2014					
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 Add Media. The Add External Media page displays.

Vietervision, Inc.         Vietervision, Inc.             Vietervision, Inc.             Vietervision, Inc.             Vietervision, Inc.             Vietervision, Inc.             Vietervision, Inc.             Vietervision, Inc.             Vietervision, Inc.             Vietervision, Inc.             Vietervision, Inc.             Vietervision, Inc.             Vietervision, Inc.             Namage Cases          Media Reader         User Preferences         Vieter Vietervision <ul> <li> <l< th=""><th>13</th><th>Add Ext</th><th>ERNAL MEDIA</th></l<></li></li></li></li></li></li></li></li></li></li></li></li></li></li></li></li></li></li></li></li></li></li></li></ul>	13	Add Ext	ERNAL MEDIA
Home       • Browse to the folder containing the files to upload.         Search Video       • Select the file(s) you wish to upload. (Note you can multi-select by holding the "Ctt" key while clicking)         • Manage Cases       • Click the Upload Selected File(s) button below.         Media Reader       User Help         • Manistration       • Click the Upload         Action       • Oncuments         ■ Conk ip:       Documents         ■ Conk ip:       • Documents         ■ Conk ip:       • Obcoursents         ■ Adobe       • 01 LE3.3.PNG         ■ My Adobe Captivate Cached Projects       • 01 Portonessage.docx         ■ My Adobe/lap Projects       ● Dev A1.3.5.5.pdf         ■ My Robotleip Projects       ● Res			Officer Zalewski is logged in. Logout
User Help         > User Preferences         > Administration         Action         Back to Case         Operating Files         Invincea Downloads         Config_units.csv         My Computer         Files         My Reborder Projects         Dev June - Downloads         Config_units.csv         My Adobe Captivate Projects         Dev June - Downloads         Config_units.csv         My Mode Captivate Projects         Dev June - Downloads         Config_units.csv         My Modellep Projects         Rescued document.doc         Sperry Software         Using the DVR         File Name:         Files of Type:         Evidence Collected by:         Officer Zalewski	Home Search Video Manage Cases	<ul> <li>Browse to the folder containing the files to</li> <li>Select the file(s) you wish to upload. (Note</li> </ul>	oupload. e you can multi-select by holding the "Ctrl" key while clicking)
User Proferences         Administration         Action         Back to Case         Operating         Operating         Operating         Operating         Operating         Operating         Operating         Action         Back to Case         Operating         Operating <td></td> <td>-Select Files for Upload</td> <td></td>		-Select Files for Upload	
Action         Action         Back to Case         Optimized Capitvate Cached Projects         10105046B1000123F6F9257_150.zip         CyberLink         ChatLog Meet Now 2012_03_28 10_20.rff         Immice a Downloads         Optimized Capitvate Projects         My Adobe Capitvate Projects         My Computer         Error Message.docx         My Meeting Files         My Robotleip Projects         Sperry Software         Using the DVR         File Name:         Files of Type:         All Files         Evidence Collected by:         Officer Zalewski			
Back to Case  CyberLink ChatLog Meet Now 2012_03_28 10_20.rf Invincea Downloads Config_units.csv My Adobe Capitvate Projects My Computer My Computer Now Computer Sperry Software Using the DVR File Name: Files of Type: All Files V Evidence Collected by: Offfcer Zalewski	<ul> <li>Administration</li> </ul>	Adobe	01 LE3-3.PNG
Dock N 0 dole         In trvincea Downloads         My Adobe Captivate Projects         DFV 3.4 - 3.5.5.pdf         My Computer         By MobiHelp Projects         Memo-HardwareRequirements-20111007.pdf         My RoboHelp Projects         Screens         Speriy Software         Using the DVR         File Name:         File S         Evidence Collected by:         Officer Zalewski	Action	Adobe Captivate Cached Projects	10B05046B1600123F6F9257_150.zip
My Adobe Capitvate Projects       DEV 34 - 3.5.5.pdf         My Computer       Error Message.docx         My Meting Files       Memo-HardwareRequirements-20111007.pdf         My Robohelp Projects       Rescued document.doc         Sperry Software       Using the DVR         File Name:       File Name:         Files of Type:       All Files         Evidence Collected by:       Officer Zalewski	Back to Case	CyberLink	ChatLog Meet Now 2012_03_28 10_20.rtf
My Computer       Error Message.docx         My Meeting Files       Momo.HardwareRequirements-20111007.pdf         My RoboHelp Projects       Rescued document.doc         Screens       Sperny Software         Using the DVR       Iteles         File Name:       File S         Evidence Collected by:       Officer Zalewski		Invincea Downloads	Config_units.csv
My Meeting Files       Memo HardwareRequirements-20111007.pdf         My Robotelip Projects       Rescued document.doc         Screens       Serry Software         Using the DVR       Hesse         File Name:       Files         Files of Type:       All Files         Evidence Collected by:       Officer Zalewski		My Adobe Captivate Projects	DEV 3.4 - 3.5.5.pdf
My RoboHelp Projects       Rescued document.doc         Screens       Sperry Software         Using the DVR       Using the DVR         File Name:       File Name:         Files of Type:       All Files         Evidence Collected by:       Officer Zalewski		My Computer	Error Message.docx
Screens Spery Software Using the DVR File Name: Files of Type: All Files Evidence Collected by: Officer Zalewski		My Meeting Files	🗋 Memo-HardwareRequirements-20111007.pdf
Sperry Software Using the DVR File Name: Files of Type: All Files Evidence Collected by: Officer Zalewski		My RoboHelp Projects	Rescued document.doc
File Name:         Files of Type:         All Files         Evidence Collected by:         Officer Zalewski		C Screens	
File Name: Files of Type: All Files Evidence Collected by: Officer Zalewski		Sperry Software	
Files of Type: All Files		Using the DVR	
Files of Type: All Files  Evidence Collected by: Officer Zalewski			
Evidence Collected by: Officer Zalewski			
		Files of Type: All Files	▼
Upload Selected File(s)		Evidence Collected	l by: Officer Zalewski 💌
		Uploa	Id Selected File(s)

- **3** Using the *Look in* drop-down list, navigate to the disk drive location where the file is located.
- 4 Click on the file or files you wish to link. To select more than one file, hold the **Ctrl** key down while you click on each file.



**5** If the owner of this case is the same person responsible for collecting this evidence (default), skip to step 7.

– OR –

If the owner of this case is *not* the same person responsible for collecting this evidence, proceed to the next step.

- **6** Go to the *Evidence Collected By* field and select the name of the officer who is responsible for collecting this evidence.
- 7 Once all the desired files are highlighted, click **Upload Selected File(s)**. After the selected files are uploaded, a confirmation message displays.

Complet	e	×
i	Upload Successfully Completed.	
	ОК	

- 8 Click OK.
- 9 Go to the Action column and click **Back to Case**. The Case Details page redisplays.
- **10** Click the **Attached Media** tab. Your newly added files display on the Attached Media list.

communications Mobile-Vision, Inc.							Sergeant L	arkin is logged in. L	ogout
▼ Home Menu	Case	Details	System Video	Attached Media	Subjects	Comments	Logs		
Home					2		9		
Search Video			Second Sec		iched Media				_
Manage Cases			IC I	C C Page 1 o	f 1 (3 total recor	ds) 🔰 🔊	N N	1	
Media Reader	Open	Preview	Uploaded By	Collected By		File Name 🔺		Date / Time	Delete
User Help	1	Ser al							a new
<ul> <li>User Preferences</li> </ul>			Sergeant Larkin	Sergeant Larkin 1440451693215_Quick_Check.JPG				08/24/2015 18:09	×
Administration		(CHO)							
Action		All -	Sergeant Larkin	Sergeant Larkin	14404	51743509_SDC10	196.JPG	08/24/2015 18:10	×
Edit		Contraction of the							1
Dispose			Sergeant Larkin	Sergeant Larkin	14404	51743509_SDC10	201.JPG	08/24/2015 18:10	×
Add Video									
Add Media	<u></u>								
Add Subject									
Add Comment									
Export									
Add To Favorites									
Chain of Custody									
Previous Results									



## 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 283.) The Case Details page displays.

(3)			CASE	DETAIL	'S		
communications Mobile-Vision, Inc.					Officer Zale	wski is logged in.	Logout
▼ Home Menu	Case Details	System Video	Attached Medi	a Subjects	Comments	Logs	
Home							
Search Video	Display Name:	Robbery at Volunte	or Bark	Case Number:	08 000765		
Manage Cases							
Media Reader	Status:	Online		Citation Number:	09-007658		
User Help	Owner:	Officer Zalewski	V	ehicle Registration #:			
User Preferences	Visible:	Yes		Vehicle Plate #:	PV783T		
Administration	Creation Date:	03/12/2014 14:37		Notations:			
Action	Incident Date:	03/06/2014					
Edit							
Dispose							
Add Video							
Add Media							
Add Subject							
Add Comment							
Export							
Add To Favorites							
Chain of Custody							
Previous Results							

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 290.

## 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 283.) The Case Details page displays, as pictured above.
- **2** Go to the Action column and click Add Subject. The Subject Information popup displays.



Subject Information
First Name:
Last Name:
Middle Name:
Prefix Name:
Suffix Name:
DOB: 🗾 🕡
Drivers License #:
Race: 🔽 💙 🧭
Gender:
Туре: 🔽 🤡 🧭
Save Cancel

- **3** Enter the subject's name in the following fields:
  - □ First Name
  - Last Name
  - □ Middle Name, if applicable
  - □ Prefix Name (Mr., Mrs., Ms., etc.)
  - □ Suffix Name, if applicable (Jr., III, etc.)
- 4 Enter or select the subject's date of birth in the *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 If your agency is using the *Type* field, select the type of subject from the *Type* drop-down list. Otherwise proceed to the next step.
- 9 Click Save. A confirmation message displays.

Subject Edward Ostrum successfully saved.

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



			(	Case 1	DETAI	LS		
communications Mobile-Vision, Inc.						Officer 2	Zalewski is log	iged in. <u>Logout</u>
▼ Home Menu	Case Details	System V	íideo A	ttached Media	Subjects	Comments	Logs	
Home				<b>C</b>	0-1-1-4-			
Search Video				Case	Subjects			
Manage Cases		1<	<< <	Page 1 of 1	(2 total records)	> >>	>1	
Media Reader	Full Name	A .	DOB	Gender	Race	Туре	Edit	Delete
User Help	Devin Ca	tes	11/14/1989	Male	Caucasian	Witness	/	×
User Preferences	Gary John		07/13/1991	Male	Caucasian	Defendant	1	×
Administration							-	* *
Action								
Edit								
Dispose								
Add Video								
Add Media								
Add Subject								
Add Comment								
Export								
Add To Favorites								
Chain of Custody								
Previous Results								

**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 283.) The Case Details page displays.

(]]3			CASE	DETAIL	'S		
communications Mobile-Vision, Inc.					Officer Zal	ewski is logge	ed in. <u>Logout</u>
▼ Home Menu	Case Details	System Video	Attached Med	lia Subjects	Comments	Logs	
Home							
Search Video	Display Name:	Robbery at Voluntee	or Park	Case Number:	08-000765		
Manage Cases		-					
Media Reader	Status:	[		Citation Number:			
User Help	Owner:	Officer Zalewski		Vehicle Registration #:			
User Preferences	Visible:	Yes		Vehicle Plate #:	PV783T		
Administration	Creation Date:	03/12/2014 14:37		Notations:			
Action	Incident Date:	03/06/2014					
Edit		l					
Dispose							
Add Video							
Add Media							
Add Subject							
Add Comment							
Export							
Add To Favorites							
Chain of Custody							
Previous Results							
Previous Results							



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

(]3			(	Case 1	DETAI	LS		
communications Mobile-Vision, Inc.						Officer 2	<b>alewski</b> is logo	ged in. <u>Logout</u>
▼ Home Menu	Case Details	System V	/ideo At	tached Media	Subjects	Comments	Logs	
Home				Casa	Subjects			
Search Video					-			
Manage Cases			<< <	-	(2 total records)	> >>		
Media Reader	Full Name		DOB	Gender	Race	Туре	Edit	Delete
User Help	Devin Ca	tes	11/14/1989	Male	Caucasian	Witness	1	×
User Preferences	Gary John	son	07/13/1991	Male	Caucasian	Defendant	1	×
Administration								
Action								
Edit								
Dispose								
Add Video								
Add Media								
Add Subject								
Add Comment								
Export								
Add To Favorites								
Chain of Custody								
Previous Results								

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.

# **Updating a Case's Subjects**

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

**1** Search for and display the case you wish to update. (If necessary, review "Displaying a Case" on page 283.) The Case Details page displays.

			CASE ]	DETAIL			
Communications Mobile-Vision, Inc.					Officer Zale	lewski is logged in.	<u>Logout</u>
▼ Home Menu	Case Details	System Video	Attached Media	Subjects	Comments	Logs	
Home							
Search Video	Display Name	Robbery at Voluntee	or Park	Case Number:	08-000765	]	
Manage Cases		-	21 Fair				
Media Reader				Citation Number:	1		
User Help	Owner:	Officer Zalewski	Ve	hicle Registration #:			
User Preferences	Visible:	Yes		Vehicle Plate #:	PV783T		
Administration	Creation Date:	03/12/2014 14:37		Notations:			
Action	Incident Date:	03/06/2014					
Edit							
Dispose	L						
Add Video							
Add Media							
Add Subject							
Add Comment							
Export							
Add To Favorites							
Chain of Custody							
Previous Results							



- 2 Click the **Subjects** tab. All subjects that are currently linked to this case display, as pictured on the previous page. The columns on this tab are described in the table on page 291.
- **3** Click the *Z* icon in the *Edit* column. The Subject Information popup displays.

Subject Information	
First Name: Edward	0
Last Name: Ostrum	0
Middle Name:	0
Prefix Name:	0
Suffix Name:	0
DOB: 10/23/1960	
Drivers License #:	0
Race: Caucasian 💉 🥑	
Gender: Male 🛛 😪	
Type: Defendant 👻 🥝	
Save Cancel	

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

## Adding a Comment to a Case

This section describes how to add a comment to a case. In order to perform this task, you must be the case's owner or have *edit* permissions.

- 1 Search for and display the case you wish to add a comment to. (If necessary, review "Displaying a Case" on page 283.) 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.



(13)	CASE DETAILS							
communications Mobile-Vision, Inc.					Officer Zalewski is k	ogged in. Logout		
▼ Home Menu	Case Details	System Video	Attached Media	Subjects	Comments Logs			
Home								
Search Video			Case (	Comments				
Manage Cases		14 44	Page 1 of 1	(2 total records)	<u>&gt;</u> >> >1			
Media Reader	Date 🛦		User		Text	Delete		
User Help	03/12/2014 02:4	45 O	fficer Zalewski	Spoke to DA's Officer regarding ME report		×		
User Preferences	03/21/2014 10:0	-	fficer Zalewski	Officer Day may be required to testify at trial				
Administration								
Action								
Edit								
Dispose								
Add Video								
Add Media								
Add Subject								
Add Comment								
Export								
Add To Favorites								
Chain of Custody								

# 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 283.) The Case Details page displays.

communications			CASE ]	Detail		lewski is loggi	ed in. <u>Logout</u>
Mobile-Vision, Inc.  Home Menu	Case Details	System Video	Attached Media	Subjects	Comments	Logs	
Home			/ tabled mould	000,000	Commente	Logo	
Search Video	Display Name:	Robbery at Voluntee	ar Bork	Case Number:	09 000765		
Manage Cases							
Media Reader	Status:	Online		Citation Number: Vehicle Registration #: Vehicle Plate #: Notations:	09-007658		
User Help	Owner:	Officer Zalewski	Veh				
User Preferences	Visible:	Yes			PV783T		
Administration	Creation Date:	03/12/2014 14:37					
Action	Incident Date:	03/06/2014					
Edit							
Dispose							
Add Video							
Add Media							
Add Subject							
Add Comment							
Export							
Add To Favorites							
Chain of Custody							
Previous Results							

2 Click the **Comments** tab. All comments that are currently linked to this case display, as pictured at the top of the page. The columns on this tab are described on page 292.



**3** Locate the comment you wish to remove, then go to the *Delete* column and click  $\times$ . The system removes the selected comment from the case's *Comments* list.

#### 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 271.

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 283.)

communications Mobile-Vision, Inc.			CASE	DETAII		er <b>Zalewski</b> is logged in.	Logout
▼ Home Menu Home	Case Details	System Video	Attached Media	Subjects	Comments	Authorized Users	Logs
Search Video							
Manage Cases	Display Name:	Mugging in LH F	Park	Case Numbe	07-000453		
Media Reader	Status	Status: Online Owner: Officer Zalewski		Citation Numbe	:		
User Help	Owner:			Vehicle Registration #	:		
User Preferences	Restricted Viewing:						
Administration	Creation Date: 03/21/2014 10:21		1	Notations	¢		
Action	Incident Date:						
Edit							
Dispose							
Add Video							
Add Media							
Add Subject							
Add Comment							
Export							
Add To Favorites							
Chain of Custody							
Previous Results							
Back to Video							

2 Click the **Authorized Users** tab. The list of existing authorized users for this case displays.

(Continued)



(]3	CASE DETAILS								
communications Mobile-Vision, Inc.					Of	ficer Zalewski is logged in	. <u>Logout</u>		
▼ Home Menu	Case Details	System Video	Attached Media	Subjects	Comments	Authorized Users	Logs		
Home				-					
Search Video			Auti	orized Users					
Manage Cases	D	isplay Name	Lo	gin Name		User Role			
Media Reader		mvadmin	n	mvadmin					
User Help	officer			officer		Officer			
User Preferences	admin			admin		Administrator			
<ul> <li>Administration</li> </ul>									
Action									
Edit									
Dispose									
Add Video									
Add Media									
Add Subject									
Add Comment									
Export									
Add To Favorites									
Chain of Custody									
Previous Results									
Back to Video									

**3** Go to the Action column and click **Edit**. The Edit Case form displays.

Details	Authorize	d Users	
	Owner:	mvadmin 🖌 🥝	
Restric	ted Viewing:	V 🕐	
	Visibility:	Private 🛩 🥝	
Di	splay Name:	Assalt at Knoll Park	0
<u>In</u>	cident Date:	01/03/2012	
Ca	se Number:	08-600054	0
Citat	ion Number:		0
Vehicle Re	gistration #:		0
Veh	nicle Plate #:	PV783L	0
Do I	Not Dispose:		
	Notations:		

4 Click the Authorized Users tab. The Authorized Users selection form displays.



etails Autho	rized Users			
Sel	ect Authorized Users		A	Approved Users
Search:	Case		Search:	Case
K K	🕻 1 of 1 (4) total > ≫ 刘		× × ×	1 of 1 (2) total 🔰 ᠉ 刘
1 Leo@17:03:21 1 No Name@11:02 Edward Ostrum .eslie Zalewski	:40	> >> >> >> >> >> >> >> >> >> >> >> >> >	Jackie Penski Sharif Abudaga	
	Save	Reset	Cancel	

- **5** 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.
- **6** 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).

	Edit Case
Details Authorized Users	
Select Authorized Users	Approved Users
Search: Case	Search: Case
K K I of 1 (3) total > >> >>	K K I of 1 (3) total >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>
*1 Leo@17:03:21	Jackie Penski
*1 No Name@11:02:40	Sharif Abudaga
Leslie Zalewski	Edward Ostrum
	»
	×
Save	Reset Cancel





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 271.

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 283.) The Case Details page displays.

	CASE DETAILS								
communications Mobile-Vision, Inc.					Offic	er Zalewski is logged in	Logout		
	Case Details	System Video	Attached Media	Subjects	Comments	Authorized Users	Logs		
Home									
Search Video	Display Name:	Mugging in LH F	Park	Case Numb	er: 07-000453				
Manage Cases				Citation Numb					
Media Reader	Status: Online			Vehicle Registration					
User Help	Owner:	r: Officer Zalewski							
User Preferences	Restricted Viewing:	g: Yes		Vehicle Plate Notation	Contraction and the second second				
Administration	Creation Date:	03/21/2014 10:2	1	Notatio	15.				
Action	Incident Date:	03/06/2014							
Edit									
Dispose									
Add Video									
Add Media									
Add Subject									
Add Comment									
Export									
Add To Favorites									
Chain of Custody									
Previous Results									
Back to Video									

2 Click the **Authorized Users** tab. The list of existing authorized users for this case displays.



(]3	CASE DETAILS							
communications Mobile-Vision, Inc.					Of	ficer Zalewski is logged in	Logout	
▼ Home Menu	Case Details	System Video	Attached Media	Subjects	Comments	Authorized Users	Logs	
Home		-				-	-	
Search Video				orized Users				
/lanage Cases	D	isplay Name	Loj	gin Name		User Role		
/ledia Reader	mvadmin		m	mvadmin		Administrator		
Jser Help	officer			officer		Officer		
User Preferences	admin			admin		Administrator		
<ul> <li>Administration</li> </ul>								
Action								
Edit								
Dispose								
dd Video								
dd Media								
dd Subject								
dd Comment								
xport								
dd To Favorites								
Chain of Custody								
Previous Results								
Back to Video								

**3** Go to the Action column and click **Edit**. The Edit Case form displays.

		Edit Case	
Details	Authorize	d Users	
	Owner:	mvadmin 💌 🥝	
Restric	ted Viewing:	<b>v 0</b>	
	Visibility:	Private 🛩 🧭	
D	isplay Name:	Assalt at Knoll Park	0
h	ncident Date:	01/03/2012	
С	ase Number:	08-600054	0
Cita	tion Number:		0
Vehicle R	egistration #:		0
Ve	hicle Plate #:	PV783L	0
Do	Not Dispose:		
	Notations:		
	Save	Reset Cancel	

4 Click the Authorized Users tab. The Authorized Users selection form displays.

(Continued)



	Edit Cas	e	
Details Authorized Users			
Select Authorized Users			Approved Users
Search: Case		Search:	Case
🔣 < 1 of 1 (3) total > ≫ 🗵		K <<	< 1 of 1 (3) total 🔰 ≫ 🎽
*1 Leo@17:03:21 *1 No Name@11:02:40 Leslie Zalewski	> < <	Jackie Penski Sharif Abudaga Edward Ostrum	
Save	Reset	Cancel	

- **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.

Edit Case							
Details Authorized Users							
Select Authorized Users	Approved Users						
Search: Case	Search: Case						
K K I of 1 (4) total >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	K K I of 1 (2) total > >> >>						
*1 Leo@17:03:21	Jackie Penski						
*1 No Name@11:02:40	Sharif Abudaga						
Edward Ostrum	<b>&gt;</b>						
Leslie Zalewski	»						
	•						
Save	Reset Cancel						

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 283.) The Case Details page displays.

(]3	CASE DETAILS								
Communications Mobile-Vision, Inc.					Offic	er Zalewski is logged in	<u>Logout</u>		
▼ Home Menu	Case Details	System Video	Attached Media	Subjects	Comments	Authorized Users	Logs		
Home									
Search Video	Display Name	Mugging in LH I	Park	Case Numbe	er: 07-000453				
Manage Cases		Online	un	Citation Numbe					
Media Reader									
User Help	Owner: Officer Zalewski		Vehicle Registration						
User Preferences	Restricted Viewing	Viewing: Yes		Vehicle Plate					
Administration	Creation Date	03/21/2014 10:2	1	Notation	IS:				
Action	Incident Date	03/06/2014							
Edit									
Dispose									
Add Video									
Add Media									
Add Subject									
Add Comment									
Export									
Add To Favorites									
Chain of Custody									
Previous Results									
Back to Video									

**2** Go to the Action column and click **Add To Favorites**. The Add Description for Favorite popup displays.

Add Description	on for Favorite	x
Case Display Name: Description:	Riot at MHS	
Save	Cancel	

**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 **V** User Preferences and click **Favorites**.



communications Mobile-Vision, Inc.		FAVORITES	S Officer Zalewski is logged in	Logout
▼ Home Menu		Favorites		
Home	Info	Description	Case Display Name	Delete
Search Video Manage Cases	1	Wind storm damage	Wind storm	×
Media Reader	(1)	Riot at Morristown High	Riot at MHS	×
User Help Vuser 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 **V** 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 *Delete* 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). After a case goes offline, it enters a "countdown" period, after which it can no longer be restored to the server. For more information, see the 'Days to enable restore of Disposed case' function on the **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 283.) The Case Details page displays.



(]3	CASE DETAILS							
communications					Offic	er Zalewski is logged in.	Logout	
Mobile-Vision, Inc.								
▼ Home Menu	Case Details	System Video	Attached Media	Subjects	Comments	Authorized Users	Logs	
Home				1 000,0000	Commonia		Logo	
Search Video		[			nber: 07-000453			
Manage Cases	Display Name:	y Name: Mugging in LH Park						
Media Reader	Status:	Online		Citation Num	nber:			
User Help	Owner:	Officer Zalewsk	i	Vehicle Registration	on #:			
User Preferences	Restricted Viewing: Yes		Vehicle Pla					
Administration	Creation Date:	03/21/2014 10:21		Notati	ons:			
Action	Incident Date:	03/06/2014						
Edit								
Dispose								
Add Video								
Add Media								
Add Subject								
Add Comment								
Export								
Add To Favorites								
Chain of Custody								
Previous Results								
Back to Video								



**HINT**: Before you continue, look in the Action column. If the **Dispose** option does not display, it means that the dispose feature is not available for this case. Either the case is already offline, or it is too young to be disposed of. 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 first have to reactivate the case. Reactivation is the process of restoring a case to the server from a backup disc or tape drive.

There is a limited time period in which you can reactivate an offline case. This time period depends on the following system setting:

(Continued)



(3	System Setup								
communications Mobile-Vision, Inc.						Officer Zalewski is	logged in. Logout		
🗸 Home Menu	Precinct Syst	em Settings	Security Settings	Case Settings	Modules DVR	Firmware DVD			
łome Search Video Aanage Cases	Storage Machines	Viewing	Online Life-Cycle	Backup/Export	Download Option	s Video Categories	UMD Types		
/ledia Reader Jser Help	Days to enable	e restore of back	ed-up media: 90	0					
<ul> <li>User Preferences</li> </ul>	Days to ena	ble restore of Di	sposed Case: 90	0					
Administration	Days until cas	e is auto-dispos	ed if inactive: 60	0					
ystem Setup	Days to e	ctend the life of t	agged video: 60	0					
ystem Status		Enabl	e Un-tagging: 📝 🦦						
ssign Videos anage DVRs									
anage Users		Enable	Strict Purger: 🗹 🥝						
Action	Enable M	edia Deletion R	oll-up Report: 💟 🥝						
dit		Enable	e Quarantine: 🗹 🥝						
efresh Page	4	uto Reject Quar	antined Files: 📃 🤪						

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 320.

## **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 a different procedure. See "Reactivating a Case from an External Backup Device" on page 320 for further instructions. If you're not sure what your backup mode is, see "View Your Backup Mode" on page 320.

1 To reactive a case for your own use, search for and display the desired case. (If necessary, review "Displaying a Case" on page 283.) The Case Details page displays. Skip to step 3.

– OR –

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



2 Locate the reactivation request on your *Inbox Messages* list, then click the View Case Detail icon. The Case Details page displays.

communications Mobile-Vision, Inc.			CASE	Detail	-	vski is logged in. Logout
▼ Home Menu	Case Details	System Video	Attached Media	Subjects	Comments	Logs
Home						
Search Video	Display Name:	Robbery at Voluntee	ar Bark	Case Number:	09 000765	
Vanage Cases		-				
Vledia Reader	Status:			Citation Number:		
Jser Help	Owner:	Officer Zalewski	Ve	hicle Registration #:		
User Preferences	Visible:	Yes		Vehicle Plate #:	PV783T	
<ul> <li>Administration</li> </ul>	Creation Date:	03/12/2014 14:37		Notations:		
Action	Incident Date:	03/06/2014				
Add To Favorites						
Request Activation						
Reactivate Now						
Chain of Custody						
Previous Results						

**3** Go to the Action column and click **Reactivate Now**. The Reactivate Case page displays.

	REACTIV	ATE CASE		
communications Mobile-Vision, Inc.			Leslie is	logged in. Loqout
▼ Home Menu Home Search Video Manage Cases Media Reader			VD.	
User Help User Preferences				
	DVD(s) Required for Restore			
Administration	Precinct Name	DVD Label	Status	
Action	Mobile-Vision Inc.	1	Pending	
Reactivate External Cancel				
		0% tead D¥D		

- **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**

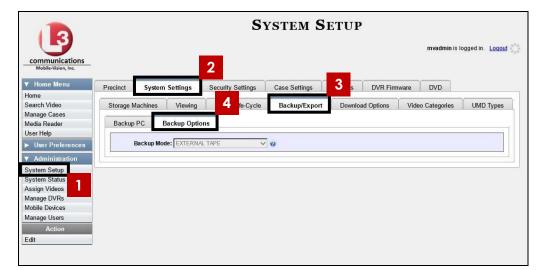
This section describes how to reactivate, or restore, an offline case from an external backup device, such as a tape drive. For more on *offline* vs. *online* videos, see "Reactivating an Offline Case" on page 317.

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.

Edit Backup Options		
Backup Mode: EXTERNAL TAPE	<b>~</b> 0	
Save Cancel		

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 318 instead.

1 Search for and display the case you wish to reactivate. (If necessary, review "Displaying a Case" on page 283.) The Case Details page displays.



communications Mobile-Vision, Inc.	CASE DETAILS							
▼ Home Menu	Case Details	System Video	Attached M	edia	Subjects	Comments	Logs	
Home					· · ·			
Search Video	Display Name:	Robbery at Voluntee	r Park		Case Number:	08-000765		
Manage Cases		-						
Media Reader	Status:							
User Help	Owner:	Officer Zalewski						
User Preferences	Visible:	Yes				PV783T		
Administration	Creation Date:	03/12/2014 14:37		Notations:				
Action	Incident Date:	03/06/2014						
Add To Favorites								
Request Activation								
Reactivate Now								
Chain of Custody								
Previous Results								

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

(3	DIRECTORIES TO RESTORE FOR REACTIVATION						
communications Mobile-Vision, Inc.			mvadmin is logged in. Logout				
▼ Home Menu	Reactivate from Tape						
Home Search Video	<ul> <li>Please use your tape backup software</li> <li>Once you have restored the directory, p</li> </ul>	to restore the directory listed as 'Server Path' below. lease click the 'Continue' button.					
Manage Cases Media Reader	Server Path	File Name	Backup Label				
User Help	/fbdata/00/media/2012/9/17/5643/	003605_120917_154608_0.qbx	298				
<ul> <li>User Preferences</li> </ul>							
Action							
Cancel							
Continue							

- **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.





#### Generating a Chain of Custody Report for a Case

This section describes how to generate a Chain of Custody Report for a selected case. This report contains a log of all operations that have been performed on the case (e.g., *Export of Case Completed*). It shows the time and date on which an activity occurred, as well as the user name of the officer who performed the action, if applicable. If the *User* field is blank, it indicates that the action listed was performed by the system.

To view the Chain of Custody report, you must have Adobe 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 283.) The Case Details page displays.

	CASE DETAILS							
communications Mobile-Vision, Inc.						Officer Zal	l <b>ewski</b> is log	ged in. <u>Logout</u>
▼ Home Menu	Case Details	System Video	Attached	Media	Subjects	Comments	Logs	
Home					· ·			
Search Video	Display Name:	Robbery at Voluntee	er Park		Case Number:	08-000765		
Manage Cases								
Media Reader		Online			Citation Number:	09-007658		
User Help	Owner:	Officer Zalewski		Vehic	le Registration #:			
User Preferences	Visible:	Yes			Vehicle Plate #:	PV783T		
Administration	Creation Date:	03/12/2014 14:37			Notations:			
Action	Incident Date:	03/06/2014						
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 **Chain of Custody**. The Chain of Custody Options popup displays.

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

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

– OR –

(Continued)



If you'd like the Chain of Custody report to include basic logs *and* IACP<sup>\*</sup> 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.

Do you want to open or save case_sys2.pdf from 192.168.20.31?	Open	Save	-	Cancel	×
			contracted to		

5 Click **Open**. The Case Chain of Custody Report displays in Adobe Reader.

Tel case_sys꽃(1).pdf - Adobe Acrobat File Edk View Document Comments Forms Tools Advanced Window Help			
	🛚 • 🔚 🔛 Prof		
Communications Mobile-Vision, Inc.	Case Ch	tain of Custody Repo L-3 Communications Mobile-Vision Inc. 0 Westhall Ln., Maitland, FL 800-336-8475	ort
Case Information			
Case Name:	Assalt at Knoll Park		
Case Number:	08-600054		
Citation Number:			
Incident Date:	01-03-2012		
Vehicle Registration #:			
Vehicle Plate #:	PV783L		
Notations: None			
Subject Information			
First Name:	Edward	First Name:	William
Last Name:	Ostrum	Last Name:	Schirmer
Ø Middle Initial:		Middle Initial:	

- **6** To print the Chain of Custody report, proceed to the next step. Otherwise skip to step 9.
- **-**

7 Go to the Acrobat menubar and click the Printer icon. The Print popup displays.

- 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.

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#### **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 328
- Downloading a Case to Your PC in Uncompressed Format, page 332.

## Downloading a Case to Your PC in Data DVD Format

This section describes how to download a case record to your PC in *Data DVD* format. Perform this procedure if you wish to email a case's video, put it on a USB drive or other external device, and/or play it back locally without having to burn it to a disc. If you wish to download this case for the sole purpose of burning a DVD, see "Burning a Case to a Data DVD via Your PC's DVD Burner" in chapter 3 instead.

A Data DVD download will include some or all of the following:

- $\Box$  Selected videos from the case
- □ General information associated with the videos (Officer Name, DVR, Start/End Times, System ID)
- □ The Chain of Custody Report
- □ Selected media files attached to the case, if applicable
- □ 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 283.) The Case Details page displays.



13	CASE DETAILS								
communications Mobile-Vision, Inc.						Officer Zale	wski is logged in	Logout	
▼ Home Menu	Case Details	System Video	Attached N	/ledia	Subjects	Comments	Logs		
Home			/ indenied i	liounu		Commente	Logo		
Search Video	L							-	
Manage Cases	Display Name:	Robbery at Volunte	er Park		Case Number:				
Media Reader	Status:	Online		Citation Number:	09-007658				
User Help	Owner:	Officer Zalewski		Vehicle Registration #: Vehicle Plate #:					
User Preferences	Visible:	Yes				PV783T			
Administration	Creation Date:	03/12/2014 14:37			Notations:				
Action	Incident Date:	03/06/2014							
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.

(]3	EXPORT CASE									
Communications Mobile-Vision, Inc.					Officer Z	alewski is Io	gged in. Logout			
▼ Home Menu	System Vi	deo Atta	ached Media							
Home	,									
Search Video				System Video						
Manage Cases		K	6 🔣 🕑 F	age 1 of 1 (2 total record	is) 🔰 🔊	>				
Media Reader	Output For	mat: Data D	/D 🗸							
User Help	Deselect	Video	Officer	Category	DVR ID	Duration	Date / Time			
User Preferences		BAC Shield Parton Lie	0.11001	Jungory		Landton				
Administration	M	A.	Leslie Zalewski#	CAD Incident	Unit 147	3 min	10/29/2009 09:01			
						2.1111				
Action										
Save	<b>1</b>	- And Balling	Leslie Zalewski#	Minor CAD incident	Unit 147	0 min	07/29/2010 08:18			
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.

(13)	EXPORT CASE						
communications Mobile-Vision, Inc.			Officer Zalev	vski is logged in. <u>Logout</u>			
▼ Home Menu	System Vic	leo Attached Media					
Home							
Search Video			Attached Media				
Manage Cases		K << <	Page 1 of 1 (3 total records)	1			
Media Reader User Help	Deselect	Uploaded By	File Name	Date / Time			
<ul> <li>User Preferences</li> </ul>		Officer Zalewski	1395410295417_Photo_1.bmp	03/21/2014 09:55			
<ul> <li>Administration</li> </ul>	Ø	Officer Zalewski	1395410295417_Photo_2.bmp	03/21/2014 09:55			
Action Save	Ø	Officer Zalewski	1395410295417_Photo_3.bmp	03/21/2014 09:55			
Deselect All							
Cancel							
Help							

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.

Destination	Disk Options
Sales Rimage	Num Copies: 1
Job Count: 1	Chain of Custody Log Level: Include basic logs
Disk Type: DVDR	
C Manual Export	
C ISO	
C ZIP	



<sup>8</sup> 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<sup>\*</sup> 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 Exposion on Main Street Disk 1 of 1 is now ready for download.	🔶 💽 🗙					

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

Do you want to open or save 142489E3D36002219527153_1.zip (66.7 MB) from 192.168.20.31?	Open	Save 🔻	Cancel	×

- 13 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.

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**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 283.) The Case Details page displays.

(]3			CASE	DETAIL	λ <b>S</b>		
communications Mobile-Vision, Inc.					Officer Zalo	ewski is logo	ged in. <u>Logout</u>
▼ Home Menu	Case Details	System Video	Attached Med	dia Subjects	Comments	Logs	
Home							
Search Video	Display Name:	Robbery at Voluntee	er Park	Case Number:	08-000765		
Manage Cases		Online		Citation Number:			
Media Reader					09-007058		
User Help	Owner:	Officer Zalewski		Vehicle Registration #:			
User Preferences	Visible:	Yes		Vehicle Plate #:	PV783T		
Administration	Creation Date:	03/12/2014 14:37		Notations:			
Action	Incident Date:	03/06/2014					
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.



(13)			Ex	PORT C	ASE		
communications					Officer Z	alewski is lo	ogged in. Logout
▼ Home Menu							
Home	System Vid	eo Atta	iched Media				
Search Video				System Video			
Manage Cases		K	<u>  &lt;&lt;   &lt;</u>   F	age 1 of 1 (2 total reco	ords)	ાંગાં	
Media Reader	Output For	nat: Data DV	of Constant France		····/	and summaria	
User Help	Deselect	Video	Officer	Catagoni	DVR ID	Duration	Date / Time
User Preferences	Deselect		Unicer	Category	DVRID	Duration	Date / Time
<ul> <li>Administration</li> </ul>	Ø	A CALCULAR OF	Leslie Zalewski#	CAD Incident	Unit 147	3 min	10/29/2009 09:01
Action							
Save		A Section La	Leslie Zalewski#	Minor CAD incident	Unit 147	0 min	07/29/2010 08:18
Deselect All						2	
Cancel							
Help							

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

		System Video			
	K << <	Page 1 of 1 (2 total rec	cords) > >> >>		
Output Format	: Data DVD 👻				
Deselect	Consumer DVD Data DVD	Category	DVR ID	Duration	Date / Time
	Interchange Format Uncompressed Format	No Citation	GPS	2 min	07/27/2011 10:11
e 1	Officer Saluke	Body Worn	Body Worn	0 min	10/26/2011 11:20

Two new columns display: Video Source and Audio Source.

				System V	ideo			
		K	<u> </u>	Page 1 of 1 (2 tot	al records)	> >> >1		
Output	t Format: Inte	rchange Format 🛛 🖌						
Select	Video	Officer	Category	DVR ID	Video Source	Audio Source	Duration	Date / Time
2		lesliez	No Citation	Unit 146	✓ Front Rear	VLP1/In Car VLP2 VLP1/In Car VLP2	11 min	10/28/2008 09:0
	Ser.	Dave	No Citation	Unit 233	Front Rear	VLP1/In Car VLP2	8 min	10/26/2010 18:4

**4** 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.



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

- **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 wireless microphone that's connected to your DVR's VLP 1 port *and* the audio from your in-car microphone (default). *See note below*.
  - $\Box$  VLP2.

**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 wireless 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 wireless 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.

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

Destination	Disk Options
Sales Rimage	Num Copies: 1
Job Count: 1	
	Chain of Custody Log Level: Include basic logs
Disk Type: DVDR	
Manual Export	
C ISO	
C ZIP	

8



Manual Export
 ISO
 ZIP

- 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<sup>\*</sup> 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.



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

Do you want to open or save 142489E3D36002219527153_1.zip (66.7 MB) from 192.168.20.31?			×
	Open	Save 🔻	Cancel

- 13 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.

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**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:

- $\Box$  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 283.) The Case Details page displays.



(3			CASE	DETAIL	2S		
communications Mobile-Vision, Inc.					Officer Zale	ewski is logged in.	<u>Logout</u>
▼ Home Menu	Case Details	System Video	Attached Me	dia Subjects	Comments	Logs	
Home							
Search Video	Display Name:	Robbery at Volunte	er Park	Case Number:	08-000765		
Manage Cases Media Reader		Online		Citation Number:	09-007658		
User Help				Vehicle Registration #:			
		Officer Zalewski		•			
User Preferences	Visible:	Yes		Vehicle Plate #:			
Administration	Creation Date:	03/12/2014 14:37		Notations:			
Action	Incident Date:	03/06/2014					
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.

(]3			Ex	CPORT CA			
Communications Mobile-Vision, Inc.					Officer 2	alewski is ic	ogged in. Logout
▼ Home Menu	System Vid	ieo Atta	ched Media				
Home	-						
Search Video				System Video			
Manage Cases		IK	K K F	age 1 of 1 (2 total record	ds) 🔰 🔀	1	
Media Reader	Output For	mat: Data DV	′D 🗸				
User Help	Deselect	Video	Officer	Category	DVR ID	Duration	Date / Time
User Preferences	Deselect	VICEO	Childer	Category	<b>UVRID</b>	Duration	Date / Time
Administration	Ø		Leslie Zalewski#	CAD Incident	Unit 147	3 min	10/29/2009 09:01
Action							
Save	<b>P</b>	the second	Leslie Zalewski#	Minor CAD incident	Unit 147	0 min	07/29/2010 08:18
Deselect All							
Cancel							
Help							

**3** 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.

**4** Go to the *Output Format* field and select **Uncompressed Format** from the dropdown list.



			System Video	)		
	× ×	<	Page 1 of 1 (2 total re	cords) > >> >I		
Output Format	🛚 Data DVD 🛛 🖌					
Deselect	Consumer DVD Data DVD		Category	DVR ID	Duration	Date / Time
	Interchange Format Uncompressed Format		No Citation	GPS	2 min	07/27/2011 10:11
e 1	Officer Saluke		Body Worn	Body Worn	0 min	10/26/2011 11:20

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.

(13)		]	Export Case	
Communications Mobile-Vision, Inc.	•		Officer Zalew	rski is logged in. <u>Logout</u> a
▼ Home Menu	System Vid	leo Attached Media	1	
Home		1		
Search Video			Attached Media	
Manage Cases		K XX X	Page 1 of 1 (3 total records)	0
Media Reader	Deselect	Uploaded By	File Name	Date / Time
User Help				03/21/2014
User Preferences	Ø	Officer Zalewski	1395410295417_Photo_1.bmp	09:55
<ul> <li>Administration</li> </ul>	Ø	Officer Zalewski	1395410295417_Photo_2.bmp	03/21/2014 09:55
Action Save		Officer Zalewski	1395410295417_Photo_3.bmp	03/21/2014 09:55
Deselect All				
Cancel				
Help				

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, deselect those records you wish to exclude.

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

Destination	Disk Options
<ul> <li>Sales Rimage</li> <li>Job Count: 1</li> <li>Disk Type: DVDR</li> </ul>	Num Copies: 1 Chain of Custody Log Level: Include basic logs
C Manual Export C ISO C ZIP	

# Manual Export ISO ISO ZIP

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<sup>\*</sup> 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 Exposion on Mein Street Disk 1 of 1 is now ready for download.	<b>&gt;</b> 🛛 🗡				

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

Do you want to open or save 142489E3D36002219527153_1.zip (66.7 MB) from 192.168.20.31?				×
	Open	Save	•	Cancel

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

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## **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.

Edit Case
Details Authorized Users
Owner: mvadmin 🕑 🥝
Restricted Viewing: 🔽 🕜
Visibility: Private 🗹 🥝
Display Name: Assalt at Knoll Park
Incident Date: 01/03/2012
Case Number: 08-600054 🕜
Citation Number:
Vehicle Registration #:
Vehicle Plate #: PV783L
Do Not Dispose: 📃 🥝
Notations: Argumentative DUI Outstanding warrant
Save Reset Cancel

For specific instructions, see:

- □ Adding a Case Notation, below
- □ Changing a Case Notation, page 338
- □ Deleting a Case Notation, page 339
- □ Disabling a Case Notation, page 340.

## Adding a Case Notation

This section describes how to create a new case notation. Case notations are userdefined checkboxes used to notate case files.

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



		S	ystem S	SETUP			
communications Mobile-Vision, Inc.						mvadmir	is logged in. Logout
▼ Home Menu	Precinct System Settings	Security Settings	Case Settings	Modules	DVR Firmware	DVD	
Home							
Search Video	Precinct Info Logos						
Manage Cases			Precinct				
Media Reader		10 00 0	Page 1 of 1 (1 total r	ecords)	হা হয় হয়		
User Help		(Provide R., Provident A., Provid	-	1990 (1990) (1990)	1 11 11		
User Preferences	Organization N	lame		cinct Name 🛦		Y	stration Key
Administration	L-3 Communications		Mobile-Vision Inc.			144FA246BI	370050568AE3B6
System Setup							
System Status							
Assign Videos							
Manage DVRs							
Mobile Devices							
Manage Users							
Action							

2 Click the **Case Settings** tab.

				Sy	STEM S	ETUP			
communications Mobile-Vision, Inc.							n	nvadmin is l	logged in. Logout
▼ Home Menu	Precinct	Syster	m Settings	Security Settings	Case Settings	Modules	DVR Firmware	DVD	1
Home	[		r						
Search Video	Case No	tations	Race Type	s Subject Types					
Manage Cases Media Reader					Case Notation	s			
User Help				10 00 0	Page 1 of 1 (4 total re-	cords)	5 <u>55</u> 51		
<ul> <li>User Preferences</li> </ul>				Notati	on 🛦				Status
	Argument	ative						1	Enabled
Administration	Bench Wa	rrant							Enabled
System Setup	DUI								Enabled
System Status	100001000								
Assign Videos	Fight								Enabled
Manage DVRs									
Mobile Devices									
Manage Users									
Action									
New									
Edit									
Delete									

- **3** Make sure the **Case Notations** tab is selected, as pictured above.
- **4** Go to the Action column and click **New**. The New Case Notation popup displays.

New Case Notation	
Notation: Status: ENABLED 🔽 🧭	0
Save Cancel	

**5** 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 336.

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

communications Mobile-Vision, Inc.		S	ystem S	Setup		mvadmi	n is logged in. Loqout
▼ Home Menu	Precinct System Sett	tings Security Settings	Case Settings	Modules	DVR Firmware	DVD	1
Home							
Search Video	Precinct Info Logos						
Manage Cases			Precinct				8
Media Reader			1.0000000000000000000000000000000000000				
User Help		K << <	Page 1 of 1 (1 total		> >> >1		
User Preferences	Organiz	zation Name	Pre	cinct Name 🔺		Reg	stration Key
Administration	L-3 Communications		Mobile-Vision Inc.			144FA246E	B70050568AE3B6
System Setup							1
System Status							
Assign Videos							
Manage DVRs							
Aobile Devices							
Manage Users							
Action							

2 Click the **Case Settings** tab.

		Sy	STEM S	ETUP			
communications Mobile-Vision, Inc.					n	nvadmin is logg	ed in. <u>Loqout</u>
▼ Home Menu	Precinct System Settings	Security Settings	Case Settings	Modules	DVR Firmware	DVD	
Home							
Search Video	Case Notations Race Types	Subject Types					
Manage Cases			Case Notation				1
Media Reader		12 22 2	Page 1 of 1 (4 total rec		S AS SI		
User Help	Image: Notation ▲     Page 1 of 1 (4 total records)     >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>						
User Preferences		Notati					
Administration	Argumentative					Enab	
System Setup	Bench Warrant					Enab	
System Status	DUI					Enab	led
Assign Videos	Fight					Enab	led
Manage DVRs							
Mobile Devices							
Manage Users							
Action							
New							
Edit							
Delete							

- **3** Make sure the **Case Notations** tab is selected, as pictured above.
- 4 Right-click on the record you wish to update, then select **Edit** from the popup menu.



	Case Notations	
	K K Page 1 of 1 (2 total records)	
	Notation 🛦	Status
rgumentitive		Enabled
Edit Menu		Enabled

The Edit Case Notation popup displays.

	Бл	
Notation:	μυι	
Status:	ENABLED 💌 🥝	

- **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 340 instead.

- 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, as pictured on the previous page.
- **4** Right-click on the notation you wish to delete, then select **Delete** from the popup menu.

	Case Notations	
	K K Page 1 of 1 (2 total records)	
	Notation 🛦	Status
rgumentitive		Enabled
Edit Menu		Enabled
lit		



A confirmation message displays.

	Confirm	Delete	
Delete	this case	e notati	on? DUI
	Yes	No	
	res		1

- 5 Click Yes.
- $\Rightarrow$  If the selected notation is *not* in use by an active case, the system removes it from the Case Notations list. **End of procedure**.
- $\Rightarrow$  If the selected notation *is* in use by an active case, the system displays an error message:

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 **V** Administration and click **System Setup**. The System Setup page displays.

			S	ystem S	SETUP			
communications							mvadmi	n is logged in. Loqou
Mobile-Vision, Inc.					Ť			1
Home	Precinct	System Settings	Security Settings	Case Settings	Modules	DVR Firmware	DVD	
Search Video	Precinct I	Info Logos						
Manage Cases	riechicti	Logos						
Media Reader				Precinct				
User Help			IK   KK   K	Page 1 of 1 (1 total	records)	5 55 51		
<ul> <li>User Preferences</li> </ul>		Organization N	ame	Pre	ecinct Name 🛦		Regi	istration Key
<ul> <li>Administration</li> </ul>	L-3 Commu	unications		Mobile-Vision Inc.			144FA246B	B70050568AE3B6
System Setup								
System Status								
Assign Videos								
Manage DVRs								
Mobile Devices								
Manage Users								
Action								

2 Click the Case Settings tab.



Y       Home Menu         Home       Precinct       System Settings       Case Settings       Modules       DVR F         Home       Search Video       Manage Cases       Case Notations       DVR F         Media Reader       User Help       Case Notations       DVR F         Vuser Preferences       Variant       Notation ▲	mvadmin is logged in. Logout
Home Search Video Manage Cases Media Reader User Help ► User Preferences ▼ Administration	0
Home Search Video Manage Case Media Reader User Help V User Preferences V Administration V Administration	
Manage Cases     Case Notations       Media Reader     Case Notations       User Help     I< << << Page 1 of 1 (4 total records)	
Media Reader     Case Notations       User Help     I≤ ≤≤ Page 1 of 1 (4 total records)       ► User Preferences     Notation ▲       Y Administration     Argumentative	
Media Reader     User Help     Image: Second	
Vesr Preferences     Argumentative     Administration	
Argumentative     Argumentative	Status
V Administration	
Banch Warrant	Enabled
System Setup	Enabled
System Status DUI	Enabled
Assign Videos Fight	Enabled
Manage DVRs	
Mobile Devices	
Manage Users	
Action	
New	
Edit	
Delete	
nacia	

- **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.

	Case Notations	
	K K Page 1 of 1 (2 total records)	
		Status
rgumentitive		Enabled
Edit Menu		Enabled

The Edit Case Notation popup displays.

Edit Case Notation	
Notation: DUI Status: ENABLED 🔽 🥥	0
Save Cancel	

- **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.

			(	CASE	DETAI	LS		
							mvadmin is log	ged in. Logout
	Case Details	System Vid	leo Atta	ched Media	Subjects	Comments	Logs	
				Case	Subjects			
Subject Information		_I<	< << <	Page 1 of 1	(3 total records)	> >>	>1	
	Full Name	A	DOB	Gender	Race	Туре	Edit	Delete
First Name:	Edward O Ostrum	L	10/09/1961	Male	Asian	Witness	2	×
Last Name: 🛛 🕜	Ms. Lisa Martin		11/21/1961	Female	Latino	Defendant	1	×
Middle Name:	William Schirmer		09/11/1959	Male	Caucasian	Victim	2	×
Prefix Name:								
Suffix Name:								
DOB:								
Drivers License #:								
Race:								
Gender:								
Type: 🗸 🤡								
Save Cancel								

For specific instructions, see:

- □ Adding a Subject Type, below
- □ Changing a Subject Type, page 344
- □ 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."

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



		S	ystem S	SETUP		
communications Mobile-Vision, Inc.						mvadmin is logged in. Logo
▼ Home Menu	Precinct System Settings	Security Settings	Case Settings	Modules	DVR Firmware	DVD
Home						
Search Video	Precinct Info Logos					
Manage Cases			Precinct			
Media Reader		14 44 4	Page 1 of 1 (1 total I	records)	5 55 51	
User Help	0	Provide R. Provider R. (Provide)			1 11 M	Desistation Marc
User Preferences	Organization	Name		cinct Name 🛦		Registration Key
Administration	L-3 Communications		Mobile-Vision Inc.		Q	144FA246BB70050568AE3B6
System Setup	1					
System Status						
Assign Videos						
Manage DVRs						
Mobile Devices						
Manage Users						
Action						

2 Click the **Case Settings** tab.

				S	STEM S	ETUP			
communications Mobile-Vision, Inc.							n	nvadmin is l	logged in. Logout
▼ Home Menu	Precinct	Syster	n Settings	Security Settings	Case Settings	Modules	DVR Firmware	DVD	1
Home Search Video	Case Not		Race Type	es Subject Types					
Manage Cases Media Reader User Help				IC (C C	Case Notation Page 1 of 1 (4 total rec		স স স		
► User Preferences				Notati			ca, atom comu		Status
<ul> <li>Administration</li> </ul>	Argumenta	tive						6	Enabled
System Setup	Bench War	rant						E	Enabled
System Status	DUI							E	Enabled
Assign Videos Manage DVRs	Fight							í	Enabled
Mobile Devices Manage Users Action									
New Edit Delete									

**3** Click the **Subject Types** tab.

(Continued)



(3			Syst	ем Ѕети	JP		
communications Mobile-Vision, Inc.					Office	er Zalewski is logged i	n. <u>Logout</u>
▼ Home Menu	Precinct	System Settings	Security Settings	Case Settings	Modules	DVR Firmware	DVD
Home		Ŷ					
Search Video	Case Not	ations Race Ty	pes Subject Type	s			
Manage Cases			\$	ubject Types			
Media Reader							
User Help				of 1 (3 total records)	> >>		
User Preferences			Subject Descripti	on 🛦		Statu	S
<ul> <li>Administration</li> </ul>	Defendant					Enable	ed
System Setup	√ictim					Enable	d
System Status	Witness					Enable	ed
Assign Videos							
Manage DVRs							
Mobile Devices							
Manage Users							
Action							
New							
Edit							
Delete							

4 Go to the Action column and click New. The New Subject Type popup displays.

New Subject Type	
Subject Description:	0
Save	

- **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 342.

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



13		S	ystem S	SETUP			
communications Mobile-Vision, Inc.						mvadmi	n is logged in. Logout
▼ Home Menu Home	Precinct System Settings	Security Settings	Case Settings	Modules	DVR Firmware	DVD	1
Search Video	Precinct Info Logos						
Manage Cases			Precinct				
Media Reader			47A 2 0 2 1 1 2 3 2		and and and		
User Help		K K K	Page 1 of 1 (1 total I	contradiction of the	> >> >1		
User Preferences	Organization N	lame	1	cinct Name 🛦		11.15	stration Key
<ul> <li>Administration</li> </ul>	L-3 Communications		Mobile-Vision Inc.		l.	144FA246B	B70050568AE3B6
System Setup	1						
System Status							
Assign Videos							
Manage DVRs							
Mobile Devices							
Manage Users							
Action							
Edit							

2 Click the **Case Settings** tab.

				Sy	STEM S	ETUP			
communications Mobile-Vision, Inc.							п	nvadmin is	logged in. Logout
▼ Home Menu	Precinct	Syster	n Settings	Security Settings	Case Settings	Modules	DVR Firmware	DVD	
Home Search Video	Case Not		Race Type	s Subject Types					
Manage Cases Media Reader User Help				IC << C	Case Notation Page 1 of 1 (4 total re		স স স		
<ul> <li>User Preferences</li> </ul>				Notati	on 🔺				Status
<ul> <li>Administration</li> </ul>	Argumenta	ative						1	Enabled
System Setup	Bench War	rrant						1	Enabled
System Status	DUI							1	Enabled
Assign Videos Manage DVRs	Fight							1	Enabled
Mobile Devices									]
Manage Users Action									
New									
Edit Delete									
Delete									

- **3** Click the **Subject Types** tab, as pictured on the previous page.
- 4 Right-click on the record you wish to update, then select **Edit** from the popup menu.

Case Notations	Race Types	Subject Types		
		Subj	ect Types	
	I< <<	Sector Page 1 of 1	(3 total records) 🔰 🔉	2
		Subject Description 🕯	<b>L</b>	Status
Defendant				Enabled
Victim		Edit Menu 😭		Enabled
Witness	Ed	lete		Enabled



The Edit Subject Type popup displays.

Edit Subject Type	
Subject Description: Defendant	0
Status: Enabled 💙 🧭	
Save Cancel	

- **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 **V** Administration and click **System Setup**. The System Setup page displays.

		S	ystem S	SETUP			
communications Mobile-Vision, Inc.						mvadmir	n is logged in. Logo
▼ Home Menu	Precinct System Sett	ings Security Settings	Case Settings	Modules	DVR Firmware	DVD	1
Home	- Treemox - Oystem oea	ango occunty octango	ouse octaingo	moduloo	orrerainware	010	
Search Video	Precinct Info Logos						
Manage Cases							
Media Reader			Precinct				
User Help		IK   XK   K	Page 1 of 1 (1 total	records)	> >> >1		
User Preferences	Organiz	zation Name	Pre	ecinct Name 🛦		Regi	stration Key
▼ Administration	L-3 Communications	Mobile-Vision Inc.		144FA246BB70050568AE3B6			
System Setup							
System Status							
Assign Videos							
Manage DVRs							
Mobile Devices							
Manage Users							
Action							

2 Click the **Case Settings** tab.



			S	STEM S	ETUP			
communications Mobile-Vision, Inc.						n	wadmin is log	iged in. Logout
▼ Home Menu	Precinct	System Settings	Security Settings	Case Settings	Modules	DVR Firmware	DVD	
Home				-				
earch Video	Case Nota	tions Race Ty	pes Subject Types					
lanage Cases				Case Notation	-			F.
edia Reader			in and in such that			and the second second		
ser Help			K << <	Page 1 of 1 (4 total re	cords)	> >> >1		atus
User Preferences		Notation 🛦						
Administration	Argumentati	ive					En	abled
and the second	Bench Warr	ant					En	abled
/stem Setup	DUI						En	abled
stem Status	Fight						En	abled
ssign Videos	rigin						LII	ableu
anage DVRs	L							
obile Devices								
anage Users								
Action								
ew								
fit								
lelete								

**3** Click the **Subject Types** tab.

(]3	System Setup								
communications Mobile-Vision, Inc.							Office	er Zalewski is logged i	n. <u>Logout</u>
▼ Home Menu	Precinct	System	n Settings	Security Sec	ettings	Case Settings	Modules	DVR Firmware	DVD
Home						g-		,	
Search Video	Case Not	ations	Race Typ	es Subje	ect Types				
Manage Cases									
Media Reader					Su	bject Types			
User Help				<< <	Page 1 c	of 1 (3 total records)	> >>	>1	
User Preferences				Subject D	Descriptio	n 🛦		Statu	S
Administration	Defendant							Enabl	ed
System Setup	Victim							Enabl	ed
System Status	Witness							Enabl	ed
Assign Videos									
Manage DVRs									
Mobile Devices									
Manage Users									
Action									
New									
Edit									
Delete									

**4** Right-click on the Subject Type you wish to delete, then select **Delete** from the popup menu.

ce Types Subject Types	
Subject Types	
K K Page 1 of 1 (3 total records)	×
Subject Description 🛦	Status
	Enabled
	Enabled
	Enabled
	Subject Types           K         K           K         K



A confirmation message displays.

Confirm	n Delete
Delete this subject	ct type? Defendant
Yes	No
Yes	No

#### 5 Click Yes.

- $\Rightarrow$  If the selected Subject Type is *not* in use by an active case, the system removes it from the Subject Types list. **End of procedure**.
- $\Rightarrow$  If the selected Subject Type *is* in use by an active case, the system displays an error message:

Defendant used in active case!

Try disabling the Subject Type instead, as described in the next section. Begin with step 4.

## **Disabling a Subject Type**

If you wish to discontinue use of a particular Subject Type, you may not be able to delete that 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.

			S	ystem S	SETUP			
communications Mobile-Vision, Inc.							mvadmi	in is logged in. Loqout
▼ Home Menu	Precinct	System Settings	Security Settings	Case Settings	Modules	DVR Firmware	DVD	
Home								
Search Video	Precinct I	nfo Logos						15
Manage Cases				Precinct				1
Media Reader				100 C 100 C 200		Section 1		
User Help			R 8	Page 1 of 1 (1 total I		S S S		
User Preferences		Organization N	ame	Pre	ecinct Name 🛦		Reg	istration Key
▼ Administration	L-3 Commi	unications		Mobile-Vision Inc.		0	144FA246E	B70050568AE3B6
System Setup	L							
System Status								
Assign Videos								
Manage DVRs								
Mobile Devices								
Manage Users								
Action								
Edit								
LUN								

2 Click the Case Settings tab.



			Sy	STEM S	ETUP			
						n	nvadmin is lo	gged in. Logout
Precinct	Syster	n Settings	Security Settings	Case Settings	Modules	DVR Firmware	DVD	
		-	- Y					
Case No	tations	Race Type	s Subject Types					
				Case Notation	s			
			12 22 21	APRICESS ACCOUNTS AND AND		S (55) 51		
			Treasured, Surgered, Surger,					tatus
Sectore 100			Notati					
								abled
Bench Wa	irrant						Er	abled
DUI							Er	abled
Fight							Er	abled
	Case No Argument Bench Wa DUI	Case Notations	Case Notations Race Type Argumentative Bench Warrant DUI	Precinct System Settings Security Settings Case Notations Race Types Subject Types K K K Notati Argumentative Bench Warrant DUI	Precinct     System Settings     Case Settings       Case Notations     Race Types     Subject Types       Case Notation     Race Types     Page 1 of 1 (4 total revolution ▲       Argumentative     Notation ▲       Bench Warrant     Dul	Case Notations     Race Types     Subject Types       Case Notations     Case Notations       I     I     Page 1 of 1 (4 total records)       Notation ▲     Argumentative       Bench Warrant     DUI	Precinct System Settings Security Settings Case Settings Modules DVR Firmware Case Notations Case Notations Case Notations Case Notations Case Notations Argumentative Bench Warrant DUI	mwadmin is lo       Precinct     System Settings     Case Settings     Modules     DVR Firmware     DVD       Case Notations       Case Notations       Notation &       Notation &       Argumentative       Error       Dult

**3** Click the **Subject Types** tab.

(]3				Sys	ТЕМ	I SETU	JP		
communications Mobile-Vision, Inc.							Office	er Zalewski is logged i	n. <u>Logout</u>
▼ Home Menu	Precinct	Svste	m Settings	Security Setting	s C	ase Settings	Modules	DVR Firmware	DVD
Home				, , ,		<b>.</b> .			
Search Video	Case Not	ations	Race Typ	es Subject Ty	/pes				
Manage Cases									
Media Reader						t Types			
User Help				K Pag	e 1 of 1 (3	total records)	> >>	>1	
User Preferences				Subject Descr	iption 🛦			Statu	S
Administration	Defendant							Enable	ed
System Setup	Victim							Enable	ed
System Status	Witness							Enable	ed
Assign Videos									
Manage DVRs									
Mobile Devices									
Manage Users									
Action									
New									
Edit									
Delete									

**4** Right-click on the Subject Type you wish to disable, then select **Edit** from the popup menu.

Case Notations	Race Types	Subject Types		
		Subje	ect Types	
	I< <<	Sector Page 1 of 1	(3 total records) 🔰 🔉 🔰	
		Subject Description 🕯	<b>L</b>	Status
Defendant				Enabled
Victim		Edit Menu 😳		Enabled
Witness	Edi Del	15		Enabled



The Edit Subject Type popup displays.

Edit Subject Type	
Subject Description: Defendant	0
Status: Enabled 💟 🧭	
Save Cancel	

- **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.

Case Notations	Race Types	Subject Types			
		Subje	ect Types		
	K <<	Page 1 of 1	(3 total records)	> >> >>	
		Subject Description 🛦			Status
Defendant					Disabled

This chapter describes the various procedures used to update and maintain your Flashback and *Body*VISION DVRs. If you have an Extended Maintenance Agreement with L-3 Mobile-Vision, you will occasionally receive DVR firmware updates via the DEP application (excludes Flashback1s). The procedure for updating the firmware is described later in this chapter.

For more information, see:

- DVR Units, below
- □ Fleet Management, page 429
- DVR Firmware, page 470
- □ Viewing the DVRs' Status List, page 480
- □ Viewing the DVR Downloader Log, page 482
- DVR Download Options, page 483
- Generating a DVR Login Key for an Officer, page 490
- □ Exporting DVR Activity to a Spreadsheet, page 491.

## **DVR Units**

Each of your Flashback and *Body*VISION 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 Implementation 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 may need to enter a new DVR record in DEP.

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

For specific instructions, see:

- □ Searching for a DVR, next page
- □ Adding Flashback DVRs, page 354
- □ Changing a Flashback DVR When Fleet Management is Off, page 360
- Changing a Flashback DVR When Fleet Management is On, page 360
- □ Replacing a Flashback DVR, page 404
- □ Deleting a DVR, page 405
- □ Exporting DVR Information, page 406
- □ BodyVISION DVRs, page 407



# Searching for a DVR

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

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

B			M	ANAG	E DVR	ls	mva	dmin is logg	ed in. Logout
communications Mobile-Vision, Inc.									
▼ Home Menu	DVRs DVR Groups								
Home				DV	P				
Search Video		K	<< <	tender of	1 total records)	> >>	21		2
Manage Cases Media Reader	DVR Name 🛦	Last Comm IP	DVR ID	Status	Type	Produc	A second second	) Versi	on Config Synch
User Help				Enabled V	1				~
<ul> <li>User Preferences</li> </ul>	*1 146@12:03:42		0000000121	Enabled	Vehicle				Pending
Administration	*1 JNP-99V@12:03:09		000000046	Enabled	Vehicle				Pending
System Setup	*1 No 2@12:03:37		000000002	Enabled	Vehicle				Pending
System Status	*1 No Number@11:09:40		1010001076	Enabled	Body Worn				Pending
Assign Videos	*1 No Number@11:09:45		1010001074	Enabled	Body Worn				Pending
Manage DVRs	*1 No Number@12:03:33		0000006551	Enabled	Vehicle			-	Pending
Mobile Devices Manage Users	*1 ProdManHD@12:03:46	192.168.110.45	000000003	Enabled	Vehicle	FB3		3.2.5	Pending
Action	aBodyWorn	0.0.0.0		Enabled	Body Worn				
Create	Eng Lab FB2		0000009069	Enabled	Interview Room	FB2			Pending
Edit	Eng Lab FB3		0000050019	Enabled	Interview Room	FB3	Southern Fleet		Pending
Export Config	Eng Lab FBHD		000000003	Enabled	Interview Room	FB3		3.2.5	Pending
mport Units Export Units Reset Delete									

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

	DVR Search Fields						
Search Field	Description						
DVR Name	Limits your search to the DVR unit that has this name.						
Last Comm IP	Limits your search to the DVR unit that last used this IP address.						
DVR ID	Limits your search to the DVR unit that has this internal DVR software serial number. <b>Note</b> : If you are searching for a Flashback DVR, 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 <b>Enabled</b> or <b>Disabled</b> . <i>Select the appropriate status from the drop-down list</i> .						



	DVR Search Fields (cont'd)						
Search Field	Description						
Туре	<ul> <li>Limits your search to those videos that were captured by one of these DVR types:</li> <li><i>Vehicle</i>. A Flashback DVR that is installed inside a vehicle, such as a police cruiser.</li> <li><i>Interview Room</i>. A Flashback DVR that is installed inside an interview room. This type of DVR is used in conjunction with the optional <i>Interview Room</i> module.</li> <li><i>Body Worn</i>. A <i>Body</i>VISION DVR that is worn by an officer.</li> <li><i>VieVu</i>. A VIEVU DVR that is worn by an officer.</li> <li><i>Select this value from the drop-down list</i>.</li> </ul>						
Product Code	Limits your search to those DVR units that have this Product Code (enter one): FB1Flashback1 FB2Flashback2 FB3Flashback3 FBHDFlashbackHD FBBW1BodyVISION						
Group	Limits your search to those DVR units that are assigned to this DVR group.						
Version	Limits your search to those DVR units that have this firmware version. <i>Select the appropriate version number from the drop-down list.</i>						

The *Config Sync* field displays the DVR's configuration synchronicity for Flashback2, Flashback3, FlashbackHD, and *Body*VISION 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.



			MA	ANAGI	E DVI	Rs				
communications Mobile-Vision, Inc.		_					п	nvadmin is	logged	in. <u>Loqout</u>
▼ Home Menu Home	DVRs DVR Groups									
Search Video				DV	Rs					
Aanage Cases		K	<< <	Page 1 of 1 (5 1	N/75/	> >> >	D)			
Media Reader	DVR Name 🛦	Last Comm IP	DVR ID	Status	Туре	Product C	ode Gr	oup	Version	Config Synch
Jser Help	1		-	Enabled V	Vehicle				~	
<ul> <li>User Preferences</li> </ul>	*1 146@12:03:42		0000000121	Enabled	Vehicle					Pending
Administration	*1 JNP-99V@12:03:09		0000000046	Enabled	Vehicle					Pending
ystem Setup	*1 No 2@12:03:37		0000000002	Enabled	Vehicle					Pending
ystem Status	*1 No Number@12:03:33		0000006551	Enabled	Vehicle					Pending
ssign Videos	*1 ProdManHD@12:03:46	192.168.110.45	000000003	Enabled	Vehicle	FB3		3.2.5	5	Pending
Manage DVRs						1 1				
Nobile Devices										
Manage Users										
Action										
Create										
dit										
xport Config										
nport Units										
cport Units										
eset										
Delete										

# **Adding Flashback DVRs**

There are two methods for adding Flashback DVR records to DEP:

- □ Manually enter records one at a time, as described in "Manually Adding a Single Flashback DVR," below.
- Add multiple records "en mass" by importing the DVR information from a spreadsheet, as described in "Importing Multiple Flashback DVRs from a Spreadsheet" on page 358.

## **Manually Adding a Single Flashback DVR**

This section describes how to manually enter a new Flashback DVR record. If you need to create a new *Body*VISION DVR record, see "Manually Adding a New *Body*-VISION Record" on page 412 instead.

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

- □ If your agency is using the default "ping" method of DVR discovery, perform this procedure whenever you add a new DVR to your fleet.
- □ If your agency is using the *UDP broadcast* discovery method and the applicable "Auto Insert X Device" checkbox on the **Download Options** tab is <u>not selected</u>, perform this procedure whenever you add a new DVR to your fleet.
- □ If your agency is using the *UDP broadcast* discovery method and the applicable "Auto Insert X Device" checkbox on the **Download Options** tab is <u>selected</u> (see illustration on the next page), you don't need to perform this procedure, as the system will automatically create a DVR record for each new DVR that it discovers on the network.



Download	l Options		
nable Fleet Management for DVRs:			
Enable DVR v1 Downloads:			
Discover by:	Ping 🗸 🕜		
UDP Broadcast IP:	255.255.255.255	0	
Auto Insert DVR v1 Devices:			
Usemane:	admin	0	
Password:	admin	0	
Insert Devices As:	Enabled 🔽 🥝		
Enable DVR v2/v3 Downloads:			If these options are selected, th
Discover by:	UDP 🗸 🥝		system will automatically insert
Auto Insert DVR v2/v3 Devices:	<b>⊻</b> ⊘		new Flashback2, Flashback3,
Insert Devices As:	Enabled 🗸 🥝		and/or FlashbackHD DVR record
Enable Body Worn Downloads:	<b>v</b> 🥹		

For more information on download options, see "Changing the Discovery Method Used to Initiate Downloads" on page 486.



**NOTE**: If you need to add a large number of Flashback records at one time, you may prefer to import that data from a spreadsheet to save time. For more information, see "Importing Multiple Flashback DVRs from a Spreadsheet" on page 358.

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

			MA	ANAGI	E DVF	Rs			
communications Mobile-Vision, Inc.							mva	dmin is logged	l in. <u>Loqout</u>
<ul> <li>Home Menu</li> </ul>	DVRs DVR Groups								
Home									
Search Video				DV	and and a second se				
Manage Cases	DVR Name 🛦	Last Comm IP	VR ID	Page 1 of 1 (11 Status		> >> Product		Marrian	Config Sync
Media Reader User Help	DVK Name A	Last Commin	DVRID	1	Туре		Code Group		-
			11	Enabled		$\mathbf{\sim}$			- 12 C
<ul> <li>User Preferences</li> </ul>	*1 146@12:03:42		0000000121	Enabled	Vehicle				Pending
Administration	*1 JNP-99V@12:03:09		000000046	Enabled	Vehicle				Pending
System Setup	*1 No 2@12:03:37		000000002	Enabled	Vehicle				Pending
System Status	*1 No Number@11:09:40		1010001076	Enabled	Body Worn				Pending
Assign Videos	*1 No Number@11:09:45		1010001074	Enabled	Body Worn				Pending
/anage DVRs	*1 No Number@12:03:33		0000006551	Enabled	Vehicle				Pending
Mobile Devices	*1 ProdManHD@12:03:46	192.168.110.45	0000000003	Enabled	Vehicle	FB3		3.2.5	Pending
Aanage Users	aBodyWorn	0.0.0.0		Enabled	Body Worn				
Action	Eng Lab FB2		0000009069	Enabled	Interview Room	FB2			Pending
Create Edit	Eng Lab FB3		0000050019	Enabled	Interview Room	FB3	Southern Fleet		Pending
Export Config	Eng Lab FBHD		0000000003		Interview Room	FB3		3.2.5	Pending
mport Units	Englabilitio		00000000	Linabica	interview recom	105		5.2.5	T chung
xport Units									
Reset									
Delete									



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

DVR Name:	0
Officer Name:	
IP Address:	
Download Priority:	Low 🗸 🧭
Status:	Enabled 🔽 🥝
DVR Type:	Vehicle 🗸 🤡
Group Name:	v 0

The fields on this form are described below.

	DVR Form
Field	Description
DVR Name	A unique name for the DVR. You may, for example, want to give the DVR the same name as the patrol car in which it is installed (e.g., Unit 146).
Officer Name (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 agency is using USB login keys, leave this field blank.
IP Address	The DVR's IP address. This number identifies the DVR to the server.
Download Priority	The download priority for the DVR's video transmis- sions: <i>low, medium</i> , or <i>high</i> . The system uses this setting to determine the order in which videos will be transmit- ted to the server in the event that multiple patrol cars come into transmission range at the same time. DVRs with a <b>high</b> Download Priority will transmit <i>first</i> ; DVRs with a <b>med</b> Download Priority will transmit <i>second</i> ; and DVRs with a <b>low</b> Download Priority will transmit <i>last</i> . System default is <b>Low</b> . <i>Select this value from the drop- down list</i> .
Status	<ul> <li>A system setting that determines whether or not <i>automatic</i> video transmissions are allowed for this DVR:</li> <li><i>Enabled</i>. The system is allowed to automatically download video off of this DVR.</li> </ul>



	DVR Form (cont'd)
Field	Description
Status (cont'd)	• <i>Disabled</i> . The system is <i>not</i> allowed to automatically download video off of this DVR. However, users can still download video <i>manually</i> .
	System defaults to <b>Enabled</b> . Select this value from the drop-down list.
DVR Type	The type of DVR this is:
	<ul> <li><i>Vehicle</i>. A Flashback DVR that is installed inside a vehicle, such as a police cruiser.</li> <li><i>Interview Room</i>. A Flashback DVR that is installed inside an interview room. This type of DVR is used in conjunction with the Interview Room module.</li> <li><i>Body Worn</i>. A <i>Body</i>VISION DVR that is worn by an officer. Select <b>Vehicle</b> or <b>Interview Room</b> from the drop-down list.</li> </ul>
Group Name	The DVR group to which you wish to assign this DVR. <i>Select this value from the drop-down list.</i>
	If Fleet Management is <i>disabled</i> , this field will not display.

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

– OR –

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

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



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

– OR –

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

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

– OR –

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

- 9 If the *Group Name* field displays, proceed to the next step. Otherwise skip to step 11.
- **10** To assign this DVR to a *DVR group*, select a group from the *Group Name* drop-down list. Otherwise proceed to the next step.
- **11** Click **Save**. A confirmation message displays.

The DVR named Unit 146 successfully saved.

## Importing Multiple Flashback DVRs from a Spreadsheet

At system start-up, your System Implementation Specialist (SIS) will provide you with a spreadsheet that contains all your basic Flashback DVR records. You can import this information to 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).

4 5	VEH #	IP	FLASH CARD	ID	SERIAL #	WLAN MAC
	4312	192.168.10.101	216785	13783	29446	00.80.48.6e.68.af
	4313	192.168.10.102	216628	13784	29447	00.80.48.6b.96.90
		192.168.10.103	216629	13785	29448	00.80.48.6b.98.6f
		192.168.10.104	216630	13786	29449	00.80.48.6e.68.a0
)		192.168.10.105	216631	13787	29450	00.80.48.6b98.6b
		192.168.10.106	216751	13788	29451	00.80.48.6e.68.b3
		192.168.10.107	216752	13789	29452	00.80.48.6e.68.b5
	4310	192.168.10.108	216753	13790	29453	00.80.48.6b.96.8f
ddress	4321	192.168.10.109	216754	13791	29454	00.80.48.6f6f.1a
PP	4315	192.168.10.110	216755	13792	29455	00.80.48.6f.75.0b
P A	4316	192.168.10.111	216756	13793	29456	00.80.48.6f.75.0e
-		192.168.10.112	216757	13794	29457	00.80.48.6f.75.53
hicl	4328	192.168.10.113	216758	13795	29458	00.80.48.6f.75.42
Ve		192.168.10.114	216759	13796	29459	00.80.48.6f.75.13
)	4311	192.168.10.115	216760	13797	29460	00.80.48.6f.75.11

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



- **2** Using the Excel "Save As" function, convert the spreadsheet from **XLS** to **CSV** format.
- **3** Go to **Administration** and click **Manage DVRs**. The Manage DVRs page displays.

13			MA	ANAGI	E DVR	ls		undmin in la an	ed in. Logout 🕯
communications Mobile-Vision, Inc.								vaunnin is rogg	eum. <u>Loquu</u>
▼ Home Menu	DVRs DVR Groups								
Home				DV	Rs				
Search Video Manage Cases		K	<< <	Page 1 of 1 (11	and and a second se	> >>	51		
Media Reader	DVR Name 🛦	Last Comm IP	DVR ID	Status	Туре	Produc	t Code Gro	up Versi	on Config Synch
User Help		[	1	Enabled V		~			~
<ul> <li>User Preferences</li> </ul>	*1 146@12:03:42		0000000121	Enabled	Vehicle				Pending
Administration	*1 JNP-99V@12:03:09		000000046	Enabled	Vehicle			( ) (	Pending
System Setup	*1 No 2@12:03:37		000000002	Enabled	Vehicle				Pending
System Status	*1 No Number@11:09:40		1010001076	Enabled	Body Worn		-		Pending
Assign Videos	*1 No Number@11:09:45		1010001074	Enabled	Body Worn				Pending
Manage DVRs	*1 No Number@12:03:33		0000006551	Enabled	Vehicle				Pending
Mobile Devices Manage Users	*1 ProdManHD@12:03:46	192.168.110.45	000000003	Enabled	Vehicle	FB3	-	3.2.5	Pending
Action	aBodyWorn	0.0.0.0		Enabled	Body Worn				-
Create	Eng Lab FB2		0000009069	Enabled	Interview Room	FB2			Pending
Edit	Eng Lab FB3		0000050019	Enabled	Interview Room	FB3	Southern Fleet		Pending
Export Config	Eng Lab FBHD		000000003	Enabled	Interview Room	FB3		3.2.5	Pending
mport Units			1				h		
Export Units									
Reset									
Delete									

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



## 5 Click Browse.

- 6 Navigate to the spreadsheet that contains your DVR information (config\_units.csv).
- 7 Double-click on the spreadsheet file. A confirmation screen displays.

Import Units							
Press Save to import units or Close to cancel.							
	K K K F	Page 1 of 1 (1 total records	) > >> >1				
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.



8 Click Save. A confirmation message displays.

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

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

# Changing a Flashback DVR When Fleet Management is Off

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

- DVR Name
- Officer Name
- □ IP Address
- □ Assigned Firmware
- Download Priority
- □ Status (Enabled vs. Disabled)
- DVR Type
- □ Recategorize Video (used to reclassify a DVR as an *Interview Room* unit).

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



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

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

			MA	ANAGI	E DVF	ls			
communications Mobile-Vision, Inc.							mva	dmin is logged	in. <u>Loqout</u>
▼ Home Menu	DVRs DVR Groups								
Home					and the second se				_
Search Video		14	<u></u>	DV	alasti .	> >>			
Manage Cases	DVR Name	Last Comm IP	DVRID	Page 1 of 1 (11 Status	total records)	Produc		Maralan	Config Synch
Media Reader	DVK Name A	Last Collini IP	DVRID						
User Help	A CONTRACTOR OF A CONTRACTOR O			Enabled	-)	~			
<ul> <li>User Preferences</li> </ul>	*1 146@12:03:42		0000000121	Enabled	Vehicle				Pending
Administration	*1 JNP-99V@12:03:09		000000046	Enabled	Vehicle				Pending
System Setup	*1 No 2@12:03:37		000000002	Enabled	Vehicle				Pending
System Status	*1 No Number@11:09:40		1010001076	Enabled	Body Worn				Pending
Assign Videos	*1 No Number@11:09:45		1010001074	Enabled	Body Worn				Pending
Manage DVRs	*1 No Number@12:03:33		000006551	Enabled	Vehicle			-	Pending
Mobile Devices	*1 ProdManHD@12:03:46	192.168.110.45	0000000003	Enabled	Vehicle	FB3		3.2.5	Pending
Manage Users	aBodyWorn	0.0.0.0		Enabled	Body Worn			0.2.0	
Action	Eng Lab FB2		0000009069	Enabled	Interview Room	FB2			Pending
Create	Eng Lab FB3		0000050019	Enabled	Interview Room	FB3	Southern Fleet		
Edit									Pending
Export Config	Eng Lab FBHD		000000003	Enabled	Interview Room	FB3		3.2.5	Pending
Import Units Export Units									
Export Onits Reset									
10001									





- **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.

DVR Name:	Eng Lab FB3	0
Officer Name:	Ofc.S. Follette	] 0
IP Address:	192.168.110.40	] 0
Assigned Firmware:	None 🔽 🥝	
Download Priority:	Low 🔽 🥝	
Status:	Enabled 🔽 🥝	
DVR Type:	Interview Room 🔽 🥝	
Recategorize Video:	No 🔽 🥝	

For a description of the fields on this form, see the table on page 356.

- 4 Enter/select your changes in the appropriate fields.
- 5 Click Save. A confirmation message displays:

DVR Eng Lab FB3 successfully saved.

# Changing a Flashback DVR When Fleet Management is On

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

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

To make global changes to a fleet of Flashback2 or Flashback3/HD DVRs, see "Changing a Flashback DVR Group" on page 448 instead.

To update a *Body*VISION DVR, see "Changing a *Body*VISION DVR" on page 416 instead.

For detailed instructions, see:

- Changing a Flashback DVR that is Not Assigned to a DVR Group, next page
- □ Changing a Flashback DVR that is Assigned to a DVR Group, page 400.



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

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

To make global changes to a *fleet* of Flashback2 or Flashback3/HD DVRs, see "Changing a Flashback DVR Group" on page 448 instead.

To change a *Body*VISION DVR, see "Changing a *Body*VISION DVR" on page 416 instead.

If your agency is not using the Fleet Management Feature, see "Changing a Flashback DVR When Fleet Management is Off" on page 360 instead.

For a definition of *discovered* vs. *undiscovered* DVRs, see the box on page 363.

For specific instructions, see:

- □ Displaying the Edit DVR Popup, below
- □ Changing the General DVR Settings for a Flashback DVR that is Not Assigned to a DVR Group, page 365
- Changing the IP Settings for a Flashback DVR that is Not Assigned to a DVR Group, page 369
- Changing the Audio Settings for a Flashback DVR that is Not Assigned to a DVR Group, page 383
- □ Changing the Video Settings for a Flashback DVR that is Not Assigned to a DVR Group, page 387.
- Changing the Triggers for a Flashback DVR that is Not Assigned to a DVR Group, page 392
- □ Changing the Display Options for a Flashback DVR that is Not Assigned to a DVR Group, page 395.

#### **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 **V** Administration and click **Manage DVRs**. The Manage DVRs page displays.



13				MA	ANAGI	E DVR	S			
communications Mobile-Vision, Inc.								m	vadmin is logg	ed in. <u>Loqout</u>
▼ Home Menu	DVRs	DVR Groups								
Home Search Video					DV	Rs	_			
Manage Cases			(K)	<u> </u>	Page 1 of 1 (11	total records)	> >>	>1		
Media Reader	DV	R Name 🛦	Last Comm IP	DVR ID	Status	Туре	Produc	t Code Gro	up Versi	on Config Synch
User Help		]			Enabled V		~			$\overline{}$
<ul> <li>User Preferences</li> </ul>	*1 14	6@12:03:42		000000121	Enabled	Vehicle				Pending
Administration	*1 JNP-	99V@12:03:09		000000046	Enabled	Vehicle				Pending
System Setup	*1 No	2@12:03:37		000000002	Enabled	Vehicle				Pending
System Status	*1 No Nu	mber@11:09:40		1010001076	Enabled	Body Worn		-		Pending
Assign Videos	*1 No Nu	mber@11:09:45		1010001074	Enabled	Body Worn				Pending
Manage DVRs Mobile Devices	*1 No Nu	mber@12:03:33		0000006551	Enabled	Vehicle			( \ <b></b> )	Pending
Viobile Devices Vlanage Users	*1 ProdM	anHD@12:03:46	192.168.110.45	000000003	Enabled	Vehicle	FB3		3.2.5	Pending
Action	aE	BodyWorn	0.0.0.0		Enabled	Body Worn		-		
Create	En	g Lab FB2		0000009069	Enabled	Interview Room	FB2			Pending
Edit	En	g Lab FB3		0000050019	Enabled	Interview Room	FB3	Southern Fleet		Pending
Export Config	Eng	Lab FBHD		000000003	Enabled	Interview Room	FB3		3.2.5	Pending
import Units Export Units Reset Delete										

- **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. This form may appear slightly different depending on whether the DVR is "discovered" or not. For a definition of *discovered* vs. *undiscovered* DVRs, see the box below.

**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.



			Ec	lit DVR (Lance's	FB3)		1
	DVR	IP Setup	Audio/Video	Triggers/Display	DVR Set	lings	
		Officer Name: Downloa	Allow USB Logi		DVR T	d Firmware: None V Status: Enabled V ype: Interview Room V	000000000000000000000000000000000000000
scovered DVR		Group Name	9: [		Reca Main board: Video Board:		0
				Save Cance	91		

DVR Name:	Unit 146
Officer Name:	
IP Address:	255.255.255.0
Download Priority:	Low 💌 🥝
Status:	Enabled 💌 🥝
DVR Type:	Vehicle 💽 🥝
Group Name:	• •
	ration units, additional group ( fter DVR discovery.

#### Undiscovered DVR

Proceed to one of the following sections for further instructions:

- □ Changing the General DVR Settings for a Flashback DVR that is Not Assigned to a DVR Group, next page, beginning with step 2
- Changing the IP Settings for a Flashback DVR that is Not Assigned to a DVR Group, page 369, beginning with step 2
- Changing the Audio Settings for a Flashback DVR that is Not Assigned to a DVR Group, page 383, beginning with step 2
- □ Changing the Video Settings for a Flashback DVR that is Not Assigned to a DVR Group, page 387, beginning with step 2
- □ Changing the Triggers for a Flashback DVR that is not Assigned to a DVR Group, page 392
- □ Changing the Display Options for a Flashback DVR that is Not Assigned to a DVR Group, page 395, beginning with step 2.

DVRs DVR Units



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

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

- DVR Name
- □ Officer Name
- □ Allow USB Logins checkbox
- **D** Download Priority setting
- □ Group Name
- □ Assigned Firmware
- □ Status (Enabled vs. Disabled)
- DVR Type
- □ Recategorize Video setting
- □ Admin Login Name
- □ Admin Login Password
- □ Time Zone
- □ Ignition Timer

To make global changes to a *fleet* of Flashback2 or Flashback3/HD DVRs, see "Changing the General DVR Settings for a Flashback DVR Group" on page 461 instead.

If your agency is not using the Fleet Management Feature, see "Changing a Flashback DVR When Fleet Management is Off" on page 360 instead.

For a definition of *discovered* vs. *undiscovered* DVRs, see the box on page 363.

**1** Search for and display the Flashback record you wish to change. (If necessary, review "Displaying the Edit DVR Popup" on page 362.)



DVR	IP Setup	Audio/Video	Triggers/Display	/ DVR Sett	ings	
	DVR Name:	Lance's FB3	0	Version:	3.1.5	0
	Officer Name:	lance	0	Assigned	d Firmware: None	<b>v</b> 0
		Allow USB Logir	ns: 🗹 🥝		Status: Enabled	d 🔽 🥝
	Downloa	ad Priority: Low	✓ 0	DVR Ty	/pe: Interview Room	m 🗸 🕜
	Group Name	»: [	✓ Ø	Recat	tegorize Video: No	o 🗸 🥝
				Main board:	N/A	0
				Video Board:	N/A	0

The fields on the DVR tab are described below.

	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. If the <i>Allow USB Logins</i> checkbox is selected, this field will be grayed out.
Assigned Firmware	The new firmware version that you wish to assign to this DVR during the next DVR-to-server transmission. If the value of this field is <b>None</b> (default), the firmware version will remain the same. <i>Select this value from the drop-down list</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 $(\Box)$ , different officers will be able to log in and out of this DVR using a USB login key. If this checkbox is deselected $(\Box)$ , <i>no</i> officers will be able to log in and out of this DVR using a USB login



	DVR Tab (cont'd)
Field	Description
Allow USB Logins (cont'd)	key. Select the latter option if 1) this DVR is used by only <i>one officer</i> (i.e., the officer whose name appears in the <i>Officer Name</i> field), or 2) your agency has chosen not to use USB Login Keys.
Status	<ul> <li>A system setting that determines whether or not automatic video transmissions are allowed for this DVR:</li> <li><i>Enabled.</i> The system is allowed to automatically download video off of this DVR</li> <li><i>Disabled.</i> The system is <i>not</i> allowed to automatically download video off of this DVR.</li> <li>System defaults to <b>Enabled</b>. <i>Select this value from the</i></li> </ul>
	drop-down list.
Download Priority	The download priority for the DVR's video transmis- sions: <i>low, medium</i> , or <i>high</i> . The system uses this setting to determine the order in which videos will be transmit- ted to the server in the event that multiple patrol cars come into transmission range at the same time. DVRs with a <b>high</b> <i>Download Priority</i> will transmit <i>first</i> ; DVRs with a <b>med</b> <i>Download Priority</i> will transmit <i>second</i> ; and DVRs with a <b>low</b> <i>Download Priority</i> will transmit <i>last</i> . System default is <b>Low</b> . <i>Select this value from the drop- down list</i> .
DVR Type	<ul> <li>The type of DVR:</li> <li>Vehicle. A Flashback DVR that is installed inside a vehicle, such as a police cruiser.</li> <li>Interview Room. A Flashback DVR that is installed inside a precinct interview room. This type of DVR is used in conjunction with the optional Interview Room module.</li> <li>Body Worn. A BodyVISION DVR that is worn by an officer.</li> <li>Select Vehicle or Interview Room from the drop-down list.</li> </ul>
Group Name	A drop-down list used to assign this DVR to a DVR group.



	DVR Tab (cont'd)
Field	Description
Recategorize Video	<ul> <li>A checkbox used to recategorize all video recorded from this DVR as <i>Interview Room</i>.</li> <li><i>Yes</i>. Recategorize all existing videos recorded from this DVR as <b>Interview Room</b>. Select this option if this DVR is installed in an <i>interview room</i> rather than in a <i>vehicle</i>.</li> <li><i>No</i>. Do <i>not</i> recategorize all videos recorded from this DVR as <b>Interview Room</b> (default), as this DVR is installed in a vehicle.</li> </ul>
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.

DVR	IP Setup	Audio/Video	Triggers/Display	DVR Settings	
	۵dmin	Login Name: adm	in 🕜		
	Admin Log	in Password: adm	in 🕜		
	Time Zo	ne: -05:00 Easterr	n Time 🔽 🥝		
		Ignition Time	ar: 15 🔽 🥝		
			•		

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> 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</i> <i>to do so by an L-3 Mobile-Vision Technical Support</i> <i>Engineer.</i>
Admin Login Password	The Flashback login password. The system uses this ID in combination with the <i>Admin Login Name</i> 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. Select this value from the drop-down list.
Ignition Timer	A setting which determines how many minutes this DVR will remain on in <i>idle</i> mode after a vehicle's ignition has been turned off. <i>Select this value from the drop-down list</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 Flashback DVR that is Not Assigned to a DVR Group** This section describes how to change the IP settings for a discovered Flashback2, Flashback3, or FlashbackHD DVR that is not currently assigned to a DVR group.

To make global changes to a *fleet* of Flashback2 or Flashback3/HD DVRs, see "Changing the IP Settings for a Flashback DVR Group" on page 450 instead.

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

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



- □ To change the *remote broadcast IP address*, *remote unicast IP address*, and/or *gateway type* for a Flashback DVR, see "Changing the General IP Settings for a Flashback DVR that is Not Assigned to a DVR Group" below.
- To configure a Flashback DVR for use with Interview Room, Vehicle Viewer, Vehicle Viewer Live, and/or the UMD Editor, see "Changing the Ethernet Settings for a Flashback DVR that is Not Assigned to a DVR Group" on page 371.
- To configure a Flashback DVR that does *not* interface with Vehicle Viewer, Vehicle Viewer Live, and/or the UMD Editor, see "Changing the Wireless Settings for a Flashback DVR that is Not Assigned to a DVR Group" on page 377.

For a definition of discovered vs. undiscovered DVRs, see the box on page 363.

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

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

- Remote broadcast IP address.\* An IP address range across which the Flashback DVR announces its identity so the server can locate it. System default is 255.255.255.255.
- □ *Remote unicast IP address.*<sup>\*</sup> A unique IP address to which the Flashback DVR announces its identity so that the server can locate it.
- □ *Gateway type*. The type of connection used to link this Flashback DVR to the server: *wireless* (used for in-car DVRs that do not interface with Vehicle Viewer, Vehicle Viewer Live, or the UMD Editor), or *Ethernet* (used for Interview Room DVRs and in-car DVRs that interface with Vehicle Viewer, Vehicle Viewer Live, and/or the UMD Editor).
- 1 Search for and display the Flashback DVR record you wish to update. (If necessary, review "Displaying the Edit DVR Popup" on page 362.)
- 2 If it is not already selected, click the **General** tab. The *Remote Broadcast IP*, *Remote Unicast IP*, and *Gateway Type* fields display.

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*.



		Edit DVR (Lance's FB3)	
DVR	IP Setup	Audio/Video Triggers/Display	DVR Settings
Gene	ral Etherr	t Wireless Settings	
Re	emote Broadcas	IP(s): 255.255.255.255	0
	Remote Unicas	IP(s): 192.168.78.199	<u>©</u>
	Gateway	Type: Ethernet 🔽 🕜	
		Save Cancel	

- **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.

DVR Unit 146 successfully saved.

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

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

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

For instructions, see:

- Configuring a Flashback DVR for Use with Interview Room, next page
- □ Configuring a Flashback DVR for Use with Vehicle Viewer, Vehicle Viewer Live, or the UMD Editor, page 374



#### Configuring a Flashback DVR for Use with Interview Room

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

If this DVR is currently assigned to a DVR group, you will have to make these changes at the group level. For instructions, see "Configuring a Flashback DVR Group for Use with Interview Room" on page 452.

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

To perform this procedure, the DVR record must be *discovered*. For a definition of *discovered* vs. *undiscovered* DVRs, see the box on page 363.

This configuration is typically used in conjunction with the *UDP Broadcast* discovery method. For more information, see "Changing the Discovery Method Used to Initiate Downloads" on page 486.



**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 for Interview Room. (If necessary, review "Displaying the Edit DVR Popup" on page 362.)

		Ed	it DVR (Lance's	FB3)		<b>.</b>
DVR	IP Setup	Audio/Video	Triggers/Display	DVR Sett	ings	
	DVR Name:	Lance's FB3	0	Version:	3.1.5	0
	Officer Name:	lance	0	Assigned	l Firmware: <u>N</u>	one 🔽 🥝
		Allow USB Login	is: 🗹 🥝		Status: Ena	abled 🗸 🥝
	Downloa	ad Priority: Low	✓ 0	DVR Ty	rpe: Interview P	Room 🗸 🥝
	Group Name	e:	✓ 🥝	Recat	tegorize Video:	No 🗸 🥝
				Main board:	N/A	0
				Video Board:	N/A	0
				-		
			Save Cance			

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

		Edi	it DVR (Lance's FB	3)	
OVR	IP Setup	Audio/Video	Triggers/Display	DVR Settings	
Gener	al Ethern	et Wireless	Settings		
Re	mote Broadcas	t IP(s): 255.255.2	55.255		Ø
	Remote Unicas	t IP(s): 192.168.7	8.199		0
	Gateway	Type: Ethernet	☑ 0		
			provide a second s		

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

	Edit DVR (Lar	nce's FB3)	•
OVR IP Setup A	udio/Video Triggers/E	Display DVR Settings	
General Ethernet	Wireless Settings		
Ethern	et DHCP: 🗌 🥝		
Eth	ernet IP: 166.20.101.88	0	
Ethern	et Mask: 255.255.255.0	0	
Ethernet Gat	eway IP: 166.20.101.1	0	
DHCP Server			
DHCF	Enable: 🗌 🥝		
DHCP Starting	ddress: 166.20.101.89	0	
DHCP Ending A	ddress: 166.20.101.254	0	
DHCP Lease Time (n	ninutes): 15 🗸 🕜		
	Save	Cancel	

(Continued)



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

– OR –

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

- **5** Go to the *Ethernet IP* field and enter the Ethernet IP address that this DVR will use on your network.
- **6** Go to the *Ethernet Mask* field and enter the Ethernet Mask IP address that this DVR will use on your network.
- 7 Go to the *Ethernet Gateway IP* field and enter the Ethernet gateway IP address that this DVR will use on your network.
- 8 Click Save. A confirmation message displays.

DVR Unit 146 successfully saved.

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

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

For a definition of discovered vs. undiscovered DVRs, see the box on page 363.

If this DVR is currently assigned to a DVR group, you will have to make these changes at the group level. For instructions, see "Configuring a Flashback DVR Group for Use with Vehicle Viewer, Vehicle Viewer Live, or the UMD Editor" on page 453 instead.

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



**WARNING**: Do not attempt the following procedure without the assistance of your agency's network specialist OR an L-3 Mobile-Vision Technical Support Engineer. Entering incorrect data could cause wireless transmission to fail.

**1** Search for and display the DVR you wish to configure. (If necessary, review "Displaying the Edit DVR Popup" on page 362.)

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			it DVR (Lance's			
VR	IP Setup	Audio/Video	Triggers/Display	DVR Sett	ings	
	DVR Name:	Lance's FB3	0	Version:	3.1.5	0
	Officer Name:	lance	0	Assigned	l Firmware: None 🗸	0
		Allow USB Login	s: 🗸 🕜		Status: Enabled V	0
	Download	d Priority: Low	✓ 0	DVR Ty	rpe: Interview Room 🗸	0
	Group Name:		✓ 0	Reca	tegorize Video: No 🗸	0
				Main board:	N/A	0
				Video Board:	N/A	0

2 Click the **IP Setup** tab.

/R	IP Setup	Aud	lio/Video	Triggers/Display	DVR Settings	
Gener	ral Ethern	iet	Wireless	Settings		
Re	emote Broadcas	t IP(s):	255.255.2	55.255		0
Remote Unicast IP(s):		192.168.7	8.199		0	
	Gateway	Type:	Ethernet	✓ 🥹		

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

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General E	thernet Wirele	ss Settings		
	Ethernet DHCP:	0		
	Ethernet IP:	166.20.101.88	0	
	Ethernet Mask:	255.255.255.0	0	
E	Ethernet Gateway IP:	166.20.101.1	0	
<b>DHCP</b> Server				
	DHCP Enable:	0		
DHC	P Starting Address:	166.20.101.89	0	
DH	ICP Ending Address:	166.20.101.254	0	
	ase Time (minutes):			

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

- 4 Select the *DHCP Enable* checkbox.
- **5** Go to the *DHCP Starting Address* field and enter the first IP address that can be assigned to a device by the DVR DHCP server.
- **6** Go to the *DHCP Ending Address* field and enter the last IP address that can be assigned to a device by the DVR DHCP server.



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

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

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

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

To make global changes to a *fleet* of Flashback2 or Flashback3/HD DVRs, see "Changing the Wireless Settings for a Flashback DVR Group" on page 455 instead.

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

For a definition of *discovered* vs. *undiscovered* DVRs, see the box on page 363.

**1** Search for and display the Flashback record you wish to change. (If necessary, review "Displaying the Edit DVR Popup" on page 362.)

		Ed	it DVR (Lance's l	FB3)		
DVR	IP Setup	Audio/Video	Triggers/Display	DVR Setti	ngs	
	DVR Name:	Lance's FB3	0	Version:	3.1.5	0
	Officer Name:	lance	0	Assigned	Firmware: None	<b>v</b>
		Allow USB Login	is: 🔽 🥝		Status: Enabled	<b>v</b>
	Downloa	ad Priority: Low	✓ Ø	DVR Ty	pe: Interview Room	<b>~</b> 0
	Group Name	:	✓ Ø	Recat	egorize Video: No	✓ Ø
				Main board:	N/A	0
				Video Board:	N/A	0
			Save Cancel	]		

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



0
0

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

Wireless II	P Address:	192.168.78.42	0	Wireless	Mode:	WPA2-PSK	
Wireles	s IP Mask:	255.255.255.0	0			Wireless Auth: Nor	
Wireless Ga	teway IP:	192.168.78.1	0		Wire	ess Encryption: AES	s 🗸 🕜
	W	/ireless DHCP: [		w	/ireless	Interface: 802.11ab	g 🔽 🥑
		Wireless SSL: [	0				
	Validat	te Certificate: [	0				
v	Vireless SSI	D: qa-apS				0	
w	/ireless Nan	1e:				0	
Wirele	ss Passwor	rd: 1234567890					0
Wireless En	cryption Ke	ey:			0		

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



	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. <sup>*</sup> Usually <b>255.255.255.0</b> if using the default 192.168.10.X network.
Wireless Gateway IP	The gateway address for the DVR's wireless NIC. <sup>*</sup> 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 <i>or</i> WPA2-ENTERPRISE, you will need to enter the associated wireless certificates on another tab. For specific instructions, see "Changing the Wireless Certificates for a Flashback DVR that is Not Assigned to a DVR Group" on page 381, 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. Select this value from the drop-down list.
Wireless Interface Flashback2s only	The 802.11 mode that you are using on your wireless network. <i>Select this value from the drop-down list</i> .
Wireless DHCP	<ul> <li>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.</li> <li>Note: If your agency does not have a DHCP server, leave this checkbox deselected.</li> <li>☑ DHCP server automatically assigns an IP address to this DVR via the <i>Wireless IP Address</i> and <i>Wireless IP Address</i> and <i>Wireless</i>.</li> </ul>
	<i>IP Mask</i> fields □ User manually assigns an IP address to this DVR
Wireless SSL (Secure Socket Layer)	<ul> <li>A checkbox used to indicate whether or not you are using the SSL (Secure Socket Layer) type encryption to authenticate on your wireless network.</li> <li>☑ Using SSL</li> <li>□ Not using SSL</li> </ul>

<sup>\*</sup> Network Interface Controller, sometimes referred to as a "network card"



	Wireless Settings Tab (cont'd)		
Setting	Description		
Validate Certificate	<ul> <li>A checkbox used to indicate whether or not you are providing valid certificates for communication.</li> <li>☑ Providing valid certificates for communication</li> <li>□ <i>Not</i> providing valid certificates for communication</li> </ul>		
Wireless SSID	The name of your wireless network, also referred to as a wireless service set identifier. This field is required for all wireless modes.		
Wireless Name	Your wireless username. Used in combination with the <i>Wireless Password</i> field to login to the wireless network. This field is required for wireless modes <b>WPA-PSK</b> and <b>WPA2-PSK</b> .		
Wireless Password	Your wireless password. This field is used in combina- tion with the Wireless Name field. This field is required for wireless modes WPA-PSK and WPA2-PSK. Your password may contain any combination of the following characters:		
Wireless Encryption Key	Your wireless encryption password. Only enter this field if the <i>Wireless Mode</i> is <b>WEP-PSK</b> . Your encryption key can be either 10 digits long (64 bits/ascii) or 26 digits long (128 bits/hex). It may include any combination of the characters listed above.		



**WARNING**: In order for the automatic transmission process to work properly, these settings must match those on the Wireless Acess Points. Do not change any of these settings unless instructed to do so by your agency's Network Administrator *or* an L-3 Mobile-Vision Technical Support Engineer.

- **4** Enter/select your changes in the appropriate field(s).
- 5 Click Save. A confirmation message displays.

DVR Unit 146 successfully saved.

If you selected a wireless mode of WPA-ENTERPRISE *or* WPA2-ENTERPRISE, you will need to enter the associated wireless certificates on another tab. For specific

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instructions, see "Changing the Wireless Certificates for a Flashback DVR that is Not Assigned to a DVR Group" below, beginning with step 3.

**Changing the Wireless Certificates for a Flashback 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.

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

For a definition of *discovered* vs. undiscovered DVRs, see the box on page 363.

1 Search for and display the Flashback record you wish to change. (If necessary, review "Displaying the Edit DVR Popup" on page 362.) The Edit DVR popup displays.

DVR	IP Setup	Audio/Video	Triggers/Display	DVR Setti	ings	
	DVR Name:	Lance's FB3	0	Version:	3.1.5	Q
	Officer Name:	lance	0	Assigned	l Firmware: No	ne 🗸 🕜
		Allow USB Logir	15: 🗹 🥝		Status: Enab	oled 🗸 🥑
	Downloa	ad Priority: Low	✓ 0	DVR Ty	pe: Interview R	oom 🗸 🕜
	Group Name		✓	Recat	tegorize Video:	No 🗸 🕜
				Main board:	N/A	0
				Video Board:	N/A	Q

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



	io/Video Triggers/Display DVR Setting	S
neral Ethernet	Wireless Settings Wireless Certificates	
Remote Broadcast IP(s):	255.255.255.255	0
Remote Unicast IP(s):		Ø
Gateway Type:	Ethernet 🔽 🥝	

**3** Click the **Wireless Certificates** tab.

	IP Setup	Audio/Video	Triggers/Display	DVR Settings	
Gener	al Etherne	t Wireless Se	ettings Wireles	sCertificates	
Wire	less Root Certif	ficate: 🥝			
Wire	less Private Key	/ Certificate: 🕜			
Wire	less Client Certi	ficate: 🕢			
Wire		ficate: 🕐			
Wire		ficate: 🧭			
Wire		ificate: 🥑			
Wire		ificate: 🧭			
Wire		ficate: 🧭			

- **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 Flashback 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.

To make global changes to a *fleet* of Flashback2 or Flashback3/HD DVRs, see "Changing the Audio Settings for a Flashback DVR Group" on page 456 instead.

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

For a definition of discovered vs. undiscovered DVRs, see the box on page 363.

**1** Search for and display the Flashback record you wish to change. (If necessary, review "Displaying the Edit DVR Popup" on page 362.)

			Y			
DVR	IP Setup	Audio/Video	Triggers/Display	/ DVR Sett	ings	
	DVR Name:	Lance's FB3	0	Version:	3.1.5	0
	Officer Name:	lance	0	Assigned	l Firmware: 📘	lone 🗸 🥝
		Allow USB Logi	ins: 🔽 🥝		Status: En	abled 🔽 🥝
	Downloa	d Priority: Low	<ul> <li></li> <li><td>DVR Ty</td><td>vpe: Interview</td><td>Room 🗸 🥑</td></li></ul>	DVR Ty	vpe: Interview	Room 🗸 🥑
	Group Name		✓ Ø	Recat	tegorize Video:	No 🗸 🥝
				Main board:	N/A	0
				Video Board:	N/A	0

2 Click the Audio/Video tab. The Audio form displays.



	Edi	DVR (Lance's FB	2)		×	
Audio Video	Audio/Video	Triggers/Display	DVR Settings	]		
Audio Feedback						
✓ VLP 1 Ø			In-Car Mic  Recycle Record	0 <del>&lt;</del>		— Flashback2s only
Audio Properties	dio Control 🕜	Background	Record 🥝		-	
VLP 1 Gain(-dB):	4 🔽 🥝 VLP 2 0	Gain(-dB): 4 🔽 🥝	In-Car Mic Gain(-d	B): 2 🔽 🥝		
		Save Cancel				

The fields on this form are described below.

	Audio Tab
	Audio Feedback
Setting	Description
VLP1	<ul> <li>A checkbox used to indicate whether or not you wish to include the audio from the wireless microphone that's connected to the DVR's VLP 1 port.</li> <li>☑ Include audio from the VLP 1 port microphone</li> <li>□ Do <i>not</i> include audio from the VLP 1 port microphone</li> </ul>
VLP2	<ul> <li>A checkbox used to indicate whether or not you wish to include the audio from the wireless microphone that's connected to the DVR's VLP 2 port, if applicable.</li> <li>☑ Include audio from the VLP 2 port microphone</li> <li>□ Do <i>not</i> include audio from the VLP 2 port microphone</li> </ul>
Keyboard Beep	<ul> <li>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.</li> <li>☑ Make DVR beep every time a button is pressed</li> <li>□ Do <i>not</i> make DVR beep every time a button is pressed</li> </ul>
Record Beep	<ul> <li>A checkbox used to indicate whether or not you want the DVR to beep every 30 seconds when the DVR is recording.</li> <li>☑ Make DVR beep every 30 seconds when recording</li> <li>□ Do <i>not</i> make DVR beep every 30 seconds when recording</li> </ul>



Audio Tab (cont'd) Audio Feedback (cont'd)				
In-Car Mic	<ul> <li>A checkbox used to indicate whether or not you wish to include the audio from the in-car microphone.</li> <li>☑ Include audio from in-car microphone</li> <li>□ Do <i>not</i> include audio from in-car microphone</li> </ul>			
Recycle Record Flashback2s only	<ul> <li>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.</li> <li>☑ Continue recording after space on CF card is used up</li> <li>□ Stop recording after space on CF card is used up</li> </ul>			
	Audio Properties			
Pre/Post Audio Control	<ul> <li>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.</li> <li>☑ Include audio in pre- and post-recordings</li> <li>□ Exclude audio from pre- and post-recordings</li> </ul>			
Background Record	<ul> <li>A checkbox used to indicate whether or not you wish to us your wireless microphone (see Note below) to capture audio for Background Record videos.</li> <li>☑ Use wireless microphone to capture audio for Background Record videos.</li> <li>□ Use wireless microphone to capture audio for regular (foreground) videos only.</li> <li>Note: If you have two wireless mics, only the one that's connected to the VLP 1 port on the back of your DVR will be used to capture Background Record audio.</li> </ul>			
VLP 1 Gain	<ul> <li>The strength of the audio line level signal into the DVR for the wireless microphone that's connected to your DVR's VLP 1 port. This signal has an effect on volume:</li> <li><i>Increasing</i> the numeric value of the <i>VLP1 Gain</i> field will result in <i>decreased</i> volume</li> <li><i>Decreasing</i> the numeric value of the <i>VLP1 Gain</i> field will result in <i>increased</i> volume.</li> </ul>			



	Audio Tab (cont'd)			
Audio Properties (cont'd)				
VLP 1 Gain (cont'd)	<i>Select this value from the drop-down list.</i> System default is <b>4</b> . <b>Note</b> : If you notice increased distortion after changing this setting, increase the numeric value of the <i>VLP1 Gain</i> field.			
VLP 2 Gain	<ul> <li>The strength of the audio line level signal into the DVR for the wireless microphone that's connected to your DVR's VLP 2 port. This signal has an effect on volume:</li> <li><i>Increasing</i> the numeric value of the <i>VLP2 Gain</i> field will result in <i>decreased</i> volume</li> <li><i>Decreasing</i> the numeric value of the <i>VLP2 Gain</i> field will result in <i>increased</i> volume.</li> <li><i>Select this value from the drop-down list.</i> System default is 4.</li> </ul>			
	<b>Note</b> : If you notice increased distortion after changing this setting, increase the numeric value of the <i>VLP2 Gain</i> field.			
In-Car Mic Gain	<ul> <li>The strength of the audio line level signal into the DVR for your in-car microphone. This signal has an effect on volume:</li> <li><i>Increasing</i> the numeric value of the <i>In-Car Mic Gain</i> field will result in <i>decreased</i> volume</li> <li><i>Decreasing</i> the numeric value of the <i>In-Car Mic Gain</i> field will result in <i>increased</i> volume.</li> <li><i>Select this value from the drop-down list</i>. System default is 2.</li> <li>Note: If you notice increased distortion after changing this setting, increase the numeric value of the <i>In-Car Mic Gain</i> field.</li> </ul>			

- **3** Enter/select your changes in the appropriate field(s).
- 4 Click **Save**. A confirmation message displays.

DVR Unit 146 successfully saved.





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

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

To make global changes to a *fleet* of Flashback2 or Flashback3/HD DVRs, see "Changing the Video Settings for a Flashback DVR Group" on page 457 instead.

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

For a definition of discovered vs. undiscovered DVRs, see the box on page 363.

**1** Search for and display the Flashback record you wish to change. (If necessary, review "Displaying the Edit DVR Popup" on page 362.)

			lit DVR (Lance's			Į
DVR	IP Setup	Audio/Video	Triggers/Display	DVR Setti	ngs	
	DVR Name:	Lance's FB3	0	Version:	3.1.5	0
	Officer Name:	lance	0	Assigned	l Firmware: 📘	lone 🔽 🕜
		Allow USB Logi	ns: 🗸 🥝		Status: Ena	abled 🔽 🥝
	Downloa	d Priority: Low	✓ Ø	DVR Ty	pe: Interview	Room 🗸 🕜
	Group Name		✓ 0	Recat	egorize Video:	No 🗸 🥝
				Main board:	N/A	0
				Video Board:	N/A	Ø

2 Click the Audio/Video tab. The Audio form displays.



		Edit	DVR (Lance's FB	3)	
DVR	IP Setup	Audio/Video	Triggers/Display	DVR Settings	
Audio	Video	]			
Audio	Feedback				
	LP 1 0 LP 2 0 Properties	<ul><li>Keyboard</li><li>Record Be</li></ul>		🗹 In-Car Mic 🥝	
	Pre/Post Audi 1 Gain(-dB): [		Sain(-dB): 4 💙 🥝	In-Car Mic Gain(-dB): [	2 🗸 🧕

**3** Click the **Video** tab. The Video form displays. This form will appear slightly different for Flashback2s vs. Flashback3/HDs.

	Edit DVR (Lance's FB2)
	DVR IP Setup Audio/Video Triggers/Display DVR Settings
	Audio Video
	Video Properties
	Channel 1 Frame Rate: 30 🗸 @ Quality: 3 🔽 @ Resolution: 720x480 🗸 @
ideo tab: Ishback2	✓ Channel 2 ② Frame Rate: 1 ♥ ② Quality: 1 ♥ ② Resolution: 720x480 ♥ ②
version	□ Background Record @ Frame Rate: 5 ♥ Ø □ Stealth Record Ø □ Until Shutdown Ø
	Frame Rate: 5 V Ø Stealth Record Ø Until Shutdown Ø Recording Properties
	Pre Record Time: 0 V Q Post Record Time: 0 V Q V Delay Stop Q Delay Minutes: 5 V Q
	v Delay Stop v Delay Pillittes, 5 v V
	Save Cancel





		Edit DVR (Unit 1)			
DVR IP Setup Audio Video	Audio/Video	Triggers/Display	DVR Settings	]	
Channel 2  Frame Rate:  Active Cameras:  Active Cameras:  Background Ru Frame Rate Recording Propertie Pre Record 1	0 ♥ Ø Qu ♥ ♥ ecord Ø :: 2 ♥ Ø : ime: 0 ♥ Ø	Jality: Medium 🔽 🧭 🔲 Stealth Record Post Record	Resolution: High	(D1) 🔽 🥹	Flashback3s & FlashbackHDs only
	Audio     Video       Video Properties       Channel 1       Frame Rate:       ☑       Channel 2       Frame Rate:       ③       Active Cameras:       1       Background Re       Frame Rate:       Preme Rate:       Prame Rate:	Audio Video Video Properties Channel 1 Frame Rate: 30 V @ Qu V Channel 2 @ Frame Rate: 30 V @ Qu Active Cameras: 1 V @ Background Record @ Frame Rate: 2 V @ Recording Properties	Audio       Video         Video       Properties         Channel 1       Frame Rate: 30 V @ Quality: Lowest V @         Image: Channel 2 @       Frame Rate: 2 @         Frame Rate:       30 V @ Quality: Medium V @         Active Cameras:       1 V @         Background Record @       Frame Rate:         Frame Rate:       2 V @         Stealth Record       Recording Properties         Pre Record Time:       0 V @       Post Record Time:         V Delay Stop @       Delay Mint	Audio       Video         Video Properties         Channel 1         Frame Rate: 30 V       Quality: Lowest V       Resolution: Low (         ✓ Channel 2          Frame Rate: 30 V       Quality: Medium V       Resolution: High         Active Cameras: 1       Image: Stealth Record V       Image: Stealth Record V         Background Record        Image: Stealth Record V       Image: Stealth Record V         Pre Record Time: 0       V       Post Record Time: 0       V         V Delay Stop V       Delay Minutes: 0       V	Audio       Video         Video       Properties         Channel 1       Frame Rate: 30 ♥ @ Quality: Lowest ♥ @ Resolution: Low (D1) ♥ @         ♥ Channel 2 @       Frame Rate: 30 ♥ @ Quality: Medium ♥ @ Resolution: High (D1) ♥ @         Active Cameras: 1 ♥ @       @         Background Record @       Frame Rate: 2 ♥ @         Frame Rate: 2 ♥ @       Stealth Record @         Prame Rate: 2 ♥ @       Post Record Time: 0 ♥ @

The fields on this form are described below.

Video Tab					
Video Properties					
Setting	Description				
(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 that indicates how high the quality of your Nite-Watch camera videos will be. This setting denotes the video's bitrates in megabits-per-second (mbps). The higher the quality setting, the better the video quality <i>and</i> the larger the video's file size. <i>Select this value from</i> <i>the drop-down list</i> .				
	Flashback2/3 Settings:         FlashbackHD Settings:           1         1.5 mbps         4           2         2.0 mbps         6           3         2.5 mbps         8				
(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> .				



	Video Tab (cont'd)		
	Video Properties (cont'd)		
Setting	Description		
Channel 2	<ul> <li>A checkbox used to indicate whether or not there is a Backseat camera and/or Bullet camera(s) installed on this DVR's second camera channel.</li> <li>☑ There is at least one camera installed on camera Channel 2</li> <li>□ There are no cameras installed on camera Channel 2</li> </ul>		
(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 that indicates how high the quality of your Backseat camera videos and/or Bullet camera videos will be. This setting denotes the video's bitrates in either kilobits-per-second (kbps) or megabits-per-second (mbps). The higher the quality setting, the better the video quality <i>and</i> the larger the video's file size. <i>Select</i> <i>this value from the drop-down list</i> . 1250 kbps 2		
(Channel 2) Resolution	The display resolution (pixels per inch) for your Back- seat camera videos and/or Bullet camera videos. The higher the number, the clearer the video's picture <i>and</i> the larger the video's file size. <i>Select this value from the</i> <i>drop-down list</i> .		
Active Cameras Flashback3s & FlashbackHDs only	The number of cameras that will be recording on Channel 2. You can have up to four cameras recording on this channel: the <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 <b>OFF</b> . This field will only display on Flashback3 and FlashbackHD DVR records.		
Background Record	A checkbox used to indicate whether or not you want the Flashback2, Flashback3, or FlashbackHD to record continuously whenever the vehicle's ignition is on. Keep in mind that the use of Background Record re- quires a lot of disc space.		



	Video Tab (cont'd)		
	Video Properties (cont'd)		
Setting	Description		
Background Record (cont'd)	<ul> <li>✓ Turn Background Record on</li> <li>□ Turn Background Record off</li> </ul>		
(Background Record) Frame Rate	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</i> .		
Stealth Record	<ul> <li>A checkbox used to indicate whether or not you want the <i>Background Record</i> indicator (<sup>●</sup>) to be hidden from view when the DVR is in <i>Background Record</i> mode. By default, <sup>●</sup> displays on the Flashback monitor whenever <i>Background Record</i> is ON.</li> <li>✓ Hide <sup>●</sup> when <i>Background Record</i> mode is on</li> <li>□ Show <sup>●</sup> when <i>Background Record</i> mode is on</li> </ul>		
Unit Shutdown	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>Flashback User's Guide</i> .		
	<ul> <li>Continue recording after the vehicle's ignition is turned off</li> <li>Stop recording after the vehicle's ignition is turned off</li> </ul>		
	Recording Properties		
Pre Record Time	The number of seconds of recording that you wish to capture <i>prior</i> to pressing the <b>Record</b> button on your DVR. <i>Select this value from the drop-down list</i> .		
Post Record Time	The number of seconds of recording that you wish to capture <i>after</i> pressing the <b>Stop</b> button on your DVR. <i>Select this value from the drop-down list</i> . <b>Note</b> : If you wish to continue recording for more than 60 seconds, use the <i>Delay Stop</i> feature instead, as described on the next page.		



Video Tab (cont'd)			
	Recording Properties (cont'd)		
Delay Stop	<ul> <li>A checkbox used to indicate whether or not you wish to use the <i>Delay Stop</i> feature, which enables you to continue recording for a specified number of minutes <i>after</i> pressing the <b>Stop</b> button on your DVR. This feature is used in conjunction with the Aux2 trigger.</li> <li>☑ Use <i>Delay Stop</i> feature</li> <li>□ Do <i>not</i> use <i>Delay Stop</i> feature</li> <li>If you select this checkbox, you must enter a value in the <i>Delay Minutes</i> field.</li> </ul>		
Delay Minutes	The number of minutes that you wish to continue recording <i>after</i> pressing the <b>Stop</b> button on your DVR. Used in conjunction with the <i>Delay Stop</i> field above. <i>Select this value from the drop-down list.</i>		

- **4** Enter/select your changes in the appropriate field(s).
- 5 Click Save. A confirmation message displays.

DVR Unit 146 successfully saved.

**Changing the Triggers for a Flashback DVR that is Not Assigned to a DVR Group** This section describes how to change the video record triggers for a discovered Flashback2, Flashback3, or FlashbackHD that is not assigned to a DVR group.

To make global changes to a *fleet* of Flashback2 or Flashback3/HD DVRs, see "Changing the Triggers for a Flashback DVR Group" on page 458458 instead.

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

For a definition of discovered vs. undiscovered DVRs, see the box on page 363.

**1** Search for and display the Flashback record you wish to change. (If necessary, review "Displaying the Edit DVR Popup" on page 362.)

VR	IP Setup	Audio/Video	Triggers/Display	DVR Sett	ings	
	DVR Name:	Lance's FB3	0	Version:	3.1.5	0
	Officer Name:	lance	0	Assigned	l Firmware: None 🗸	0
		Allow USB Logins	: 🗹 🥝		Status: Enabled V	0
	Downloa	d Priority: Low	✓ Ø	DVR Ty	vpe: Interview Room 🗸	0
	Group Name	:	✓	Reca	tegorize Video: No 🗸	0
				Main board:	N/A	0
				Video Board:	N/A	0

2 Click the **Triggers/Display** tab. A list of triggers displays at the top of the form.

	Edit DVR (Lance's FB2)	
DVR IP Setup Audio/Vi	deo Triggers/Display	DVR Settings
Triggers		
🗸 Aux 1 Trigger 🕜 🗸	Lights Trigger 🕜	🗹 Siren Trigger 🕜
🗌 Aux 2 Trigger 🕜 📃	Stop Overrides Trigger 😯	🗸 VLP Trigger 🕜
🗌 MPH/KPH Trigger 🥝	Trigger Speed: 90 🛛 🥝	
Display		
Date Format: MM/DD/YY	GPS Format: DD.MM.MMM	M 🔽 🥝 Radar Info: T/L/P 🗸 🥝
🗹 Daylight Savings Time 🕜	🗹 Aux 1 Display 🕜	🗌 MPH/KPH Display 🥝
🗹 Lights Display 🕜	🗌 Aux 2 Display 🕜	🗸 Siren Display 🥝
🗹 Temperature Display 🥝	🗸 GPS Display 🔮	🗸 🛛 WLAN Display 🥝
🗌 Metric Units 🥝	🔽 Brakes Display 🥝	🗌 Radar Box 🥝
🗹 Category Display 🥝		
	Save Cancel	

The available triggers are described in the table on the next page.

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	Triggers Tab
Trigger Name	Description
Aux 1 Trigger	<ul> <li>A checkbox used to indicate whether or not a recording will begin if the Auxiliary 1 device detects an event, such as a vehicle crash on vehicles equipped with the CrashBat2.</li> <li>☑ Start recording when Aux 1 device is engaged</li> <li>□ Do <i>not</i> start recording when Aux 1 device is engaged</li> </ul>
Aux 2 Trigger	<ul> <li>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.</li> <li>☑ Start recording when Aux 2 device is engaged</li> <li>□ Do <i>not</i> start recording when Aux 2 device is engaged</li> </ul>
MPH/KPH Trigger	<ul> <li>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.</li> <li>☑ Start recording when police vehicle reaches <i>Trigger Speed</i></li> <li>□ Do <i>not</i> start recording when police vehicle reaches <i>Trigger Speed</i></li> <li><i>Speed</i></li> </ul>
Lights Trigger	<ul> <li>A checkbox used to indicate whether or not a recording will begin if the vehicle's emergency lights go on.</li> <li>☑ Start recording when emergency lights go on</li> <li>□ Do <i>not</i> start recording when emergency lights go on</li> </ul>
Stop Overrides Trigger	<ul> <li>A checkbox used to indicate what will happen when the emergency lights are on and an officer tries to manually stop a lights-triggered recording. By default, officers are not allowed to stop a recording while the emergency lights are still on. If they press ●, nothing will happen. However, you can override this default by checking the <i>Stop Overrides Trigger</i> checkbox.</li> <li>☑ Pressing the ● button when the emergency lights are on will stop a lights-triggered recording</li> <li>□ Pressing the ● button when the emergency lights are on will stop a lights-triggered recording</li> </ul>
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	<ul> <li>A checkbox used to indicate whether or not a recording will begin if the vehicle's siren goes on.</li> <li>☑ Start recording when siren goes on</li> <li>□ Do <i>not</i> start recording when siren goes on</li> </ul>
VLP Trigger	<ul> <li>A checkbox used to indicate whether or not a recording will begin if the officer presses the <i>record</i> button on his wireless microphone.</li> <li>☑ Start recording when wireless mic is engaged</li> <li>□ Do <i>not</i> start recording when wireless mic is engaged</li> </ul>



- **3** Enter/select your changes in the appropriate field(s).
- 4 Click **Save**. A confirmation message displays.

DVR Unit 146 successfully saved.

# Changing the Display Options for a Flashback DVR that is Not Assigned to a DVR Group

This section describes how to change the display options for a discovered Flashback2, Flashback3, or FlashbackHD DVR that is not currently assigned to a DVR group. Display options are the status indicators that will display on the following:

- □ The Flashback monitor during a recording,
- □ The Vehicle Viewer or Vehicle Viewer Live application while the DVR is active
- □ The Flashback Player while you are viewing a video off the server or off an export disc.

To make global changes to a *fleet* of Flashback2s or Flashback3/HDs, see "Changing the Display Options for a Flashback DVR Group" on page 459 instead.

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

For a definition of discovered vs. undiscovered DVRs, see the box on page 363.

**1** Search for and display the Flashback record you wish to change. (If necessary, review "Displaying the Edit DVR Popup" on page 362.)

DVR	IP Setup	Audio/Video	Triggers/Display	DVR Sett	inas	
	DVR Name:	Lance's FB3	0	Version:	3.1.5	0
	Officer Name:	lance	0	Assigned	l Firmware: No	one 🔽 🥝
		Allow USB Logins	s: 🗹 🥝		Status: Ena	bled 🔽 🥝
	Downloa	d Priority: Low	✓ Ø	DVR Ty	vpe: Interview R	oom 🗸 🕜
	Group Name		✓ Ø	Recat	tegorize Video:	No 🗸 🥝
				Main board:	N/A	0
				Video Board:	N/A	0



2 Click the **Triggers/Display** tab. Display options are listed at the bottom of the form.

[rigger	5		
🖌 Au	x 1 Trigger 🕜 🛛 🔽	] Lights Trigger 🕜	🗹 Siren Trigger 🕜
🗌 Au	x 2 Trigger 🥝 📃	] Stop Overrides Trigger 💡	🗸 VLP Trigger 🔮
<u> </u>	PH/KPH Trigger 🥝	Trigger Speed: 90 🕜	
Display			
Date F	ormat: MM/DD/YY	GPS Format: DD.MM.MMM	M 🔽 🕜 Radar Info: T/L/P 🗸 🥝
🗸 Day	ylight Savings Time 🕜	🗹 Aux 1 Display 🥝	🗌 MPH/KPH Display 🥝
🗸 Lig	hts Display 🥝	🗌 Aux 2 Display 🕜	🗸 Siren Display 🔮
🗸 Ter	nperature Display 🥝	🗸 GPS Display 🕜	🔽 🛛 WLAN Display 🔮
🗌 Me	tric Units 🥝	🖌 Brakes Display 🥝	🗌 Radar Box 🥝
✓ Cat	egory Display 🥝		

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, Flashback2/3/HD/BV Player, and Vehicle Viewer or Vehicle Viewer Live display. <i>Select</i> <i>this value from the drop-down list</i> .		
Daylight Savings Time	<ul> <li>A checkbox used to indicate whether or not this DVR will be recording in a region that observes Daylight Savings Time.</li> <li>☑ Daylight Savings Time is observed in this recording region</li> <li>□ Daylight Savings Time is <i>not</i> observed in this recording region</li> </ul>		
Lights Display	<ul> <li>A checkbox used to indicate whether or not you want to show the <i>lights</i> display during videos (see sample pictured left). This display indicates when the vehicle's emergency lights are engaged.</li> <li>☑ Show Lights display</li> <li>□ Do <i>not</i> show Lights display</li> </ul>		



	Display Options (cont'd)
Display Option	Description
Temperature Display	<ul> <li>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.</li> <li>☑ Show Temperature display</li> <li>□ Do <i>not</i> show Temperature display</li> </ul>
Metric Units	<ul> <li>A checkbox used to indicate whether or not you want to display readings in metric units, such as <i>kilometers-perhour</i>.</li> <li>☑ Use metric units for on-screen displays</li> <li>□ Do <i>not</i> use metric units for on-screen displays</li> </ul>
Category Display Flashback2s only	<ul> <li>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, such as "No Citation".</li> <li>☑ Display the Category Selection List after an officer presses the ● button.</li> </ul>
GPS Format Flashback2s only	The format in which the video's GPS coordinates will display on the Flashback monitor. This field will only display if you have the <i>Display MAX Speed and GPS Data</i> permission. <i>Select this value from the drop-down list provided</i> .
Aux 1 Display	<ul> <li>A checkbox used to indicate whether or not you want to show the Aux 1 Display during a video (see sample pictured left). This display indicates when the Aux 1 Trigger device detected an event. For example, if your Aux 1 Trigger device is the Crashbat2 crash detector, then this display will indicate the precise time at which a vehicle crash occurred.</li> <li>☑ Show Aux 1 display</li> <li>□ Do <i>not</i> show Aux 1 display</li> </ul>



	Display Options (cont'd)
Display Option	Description
Aux 2 Display	<ul> <li>A checkbox used to indicate whether or not you want to show the Aux 2 Display during a video (see sample pictured left). This display indicates when the Aux 2 Trigger device detected an event, such as the opening of a vehicle door.</li> <li>☑ Show Aux 2 display</li> <li>□ Do <i>not</i> show Aux 2 display</li> </ul>
GPS Display	<ul> <li>A checkbox used to indicate whether or not you want to show the GPS Display during a video. This display indicates what the vehicle's longitudinal and latitudinal coordinates are at each point in the video.</li> <li>✓ Show GPS display</li> <li>□ Do <i>not</i> show GPS display</li> <li>To access this field, you must have the <i>Display MAX Speed and GPS Data</i> permission.</li> </ul>
Brakes Display	<ul> <li>A checkbox used to indicate whether or not you want to show the Brakes Display during a video (see sample pictured left). This display indicates when the vehicle's brakes are engaged during a video.</li> <li>☑ Show Brakes display</li> <li>□ Do <i>not</i> show Brakes display</li> </ul>
Radar Info	A type of radar reading (target, lock, and/or patrol) that will display during a video. <i>Select this value from the</i> <i>drop-down list.</i> <b>T</b> Target speed <b>L</b> Target speed <b>T/L</b> Target <i>and</i> lock speed <b>T/L/P</b> Target, lock, <i>and</i> patrol speed (default). This field is used in conjunction with the <i>Radar Box</i> field.
MPH/KPH Display	<ul> <li>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).</li> <li>☑ Show MPH/KPH display</li> <li>□ Do <i>not</i> show MPH/KPH display</li> </ul>
Siren Display	A checkbox used to indicate whether or not you want to show the Siren display during videos (see sample pictured left). This display indicates when a vehicle's siren is engaged.



Display Options (cont'd)				
Display Option	Description			
Siren Display (cont'd)	<ul> <li>☑ Show siren display</li> <li>□ Do <i>not</i> show siren display</li> </ul>			
WLAN Display	A checkbox used to indicate whether or not you want to show the WLAN display during videos (see Flashback3/HD sample pictured left). This display indicates when a vehicle is within range of the wireless local area network (WLAN). ☑ Show WLAN display □ Do <i>not</i> show WLAN display			
Radar Box	<ul> <li>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.</li> <li>☑ Show Radar display</li> <li>□ Do <i>not</i> show Radar display</li> <li>This field is used in conjunction with the <i>Radar Info</i> field.</li> </ul>			

- **3** To change the format for your date display, select a new value from the *Date Format* drop-down list. Otherwise proceed to the next step.
- **4** To change the format for your GPS display (permissions required), select a new value from the *GPS Format* drop-down list. Otherwise proceed to the next step.
- **5** To change the type of radar reading (target, lock, and/or patrol) that will display during a video, select a new value from the *Radar Info* drop-down list. Otherwise proceed to the next step.
- **6** Using the checkboxes provided, select those items you wish to display on the Flashback monitor, Flashback Player screen, and Vehicle Viewer/Vehicle Viewer Live screen.
- 7 Click **Save**. A confirmation message displays.

DVR Unit 146 successfully saved.



#### Changing a Flashback 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.

To make global changes to a *fleet* of Flashback2 or Flashback3/HD DVRs, see "Changing a Flashback DVR Group" on page 448 instead.

For a definition of *discovered* vs. *undiscovered* DVRs, see the box on page 363.

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

			MA	ANAGI	E DVR	ls			
communications Mobile-Vision, Inc.							mva	dmin is logg	ed in. Logout
V Home Menu	DVRs DVR Groups								
Home Search Video				DV	Rs				
Search Video Manage Cases		K	<< <	Page 1 of 1 (11	and a second	3 33	>1		
Viedia Reader	DVR Name 🛦	Last Comm IP	DVR ID	Status	Туре	Product	Code Group	Versio	n Config Synch
User Help			1	Enabled V		~			~
<ul> <li>User Preferences</li> </ul>	*1 146@12:03:42		0000000121	Enabled	Vehicle				Pending
Administration	*1 JNP-99V@12:03:09		000000046	Enabled	Vehicle		-		Pending
System Setup	*1 No 2@12:03:37		000000002	Enabled	Vehicle				Pending
System Status	*1 No Number@11:09:40		1010001076	Enabled	Body Worn				Pending
Assign Videos	*1 No Number@11:09:45		1010001074	Enabled	Body Worn				Pending
Manage DVRs	*1 No Number@12:03:33		0000006551	Enabled	Vehicle				Pending
Mobile Devices	*1 ProdManHD@12:03:46	192.168.110.45	000000003	Enabled	Vehicle	FB3		3.2.5	Pending
Manage Users Action	aBodyWorn	0.0.0.0		Enabled	Body Worn				
Create	Eng Lab FB2		0000009069	Enabled	Interview Room	FB2			Pending
Edit	Eng Lab FB3		0000050019	Enabled	Interview Room	FB3	Southern Fleet		Pending
Export Config	Eng Lab FBHD		0000000003	Enabled	Interview Room	FB3		3.2.5	Pending
mport Units			1						
Export Units									
Reset									
Delete									

- **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.

Version: 3.1.5	B3 🕜	DVR Name: Lance
Assigned Firmware: 3.1.5 🗸 🕻	0	Officer Name: lance
Status: Enabled 🗸 🕻	ity: Low 🔽 🥝	Download Pi
Recategorize Video: No 🔽 🤇	terview Room 🔽 🥝	DVR Type:
1ain board: NA	c 🔽 🥝	Group Name:
ideo Board: N/A		
	ernet DHCP: 🗌 🥝	
	.20.101.88 🕜	Ethernet IP:
	.255.255.0	Ethernet Mask:
	.20.101.1	Ethernet Gateway IP:
	2.168.78.130	Wireless IP:

The fields on this screen are described below.

	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. If your agency is using USB Login Keys, this field will be grayed out.
Download Priority	The download priority for the DVR's video transmissions: low, medium, or high. The system uses this setting to determine the order in which videos will be transmitted to the server in the event that multiple patrol cars come into transmission range at the same time. DVRs with a <b>high</b> Download Priority will transmit first; DVRs with a <b>med</b> Download Priority will transmit second; and DVRs with a <b>low</b> Download Priority will transmit last. System default is <b>low</b> . Select this value from the drop-down list.
DVR Type	<ul> <li>The type of DVR:</li> <li>Vehicle. A Flashback DVR that is installed inside a vehicle, such as a police cruiser.</li> <li>Interview Room. A Flashback DVR that is installed inside a precinct interview room. This type of DVR is used in conjunction with the optional Interview Room module.</li> </ul>

(Continued)

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	DVR Tab (cont'd)
Field	Description
DVR Type (cont'd)	<ul> <li>Body Worn. A BodyVISION DVR that is worn by an officer.</li> <li>Select Vehicle or Interview Room from the drop-down list.</li> </ul>
Group Name	A drop-down list used to assign this DVR to a DVR group.
Version	The firmware version that is currently loaded on this DVR.
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 <b>None</b> , the firmware version will remain the same. <i>Select this value from the drop-down list</i> .
Status	<ul> <li>A system setting that determines whether or not video transmissions are allowed for this DVR:</li> <li><i>Enabled.</i> The system is allowed to download video off of this DVR</li> <li><i>Disabled.</i> The system is <i>not</i> allowed to download video off of this DVR.</li> <li>System defaults to Enabled. Select this value from the drop-down list.</li> </ul>
Recategorize Video	<ul> <li>A checkbox used to recategorize all video recorded from this DVR as <i>Interview Room</i>.</li> <li><i>Yes</i>. Recategorize all existing videos recorded from this DVR as <i>Interview Room</i>. Select this option if this DVR is installed in an <i>interview room</i> rather than in a <i>vehicle</i>.</li> <li><i>No</i>. Do <i>not</i> categorize all videos recorded from this DVR as Interview Room (default).</li> </ul>
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	<ul> <li>A checkbox used to indicate whether or not a DHCP server will automatically provide the wireless IP address to this DVR.</li> <li>☑ DHCP server will automatically assign an IP address to the DVR</li> <li>□ User will manually assign an IP address to the DVR If your agency does not have a DHCP server, leave this checkbox deselected.</li> </ul>
Ethernet IP	The same Ethernet IP address that you use on your private Ethernet network.



DVR Tab (cont'd)			
Field	Description		
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.		

		Edit Gr	оф	
Name: No	rthern NJ Fleet		Firmware: 3.1.5	If this option is selected
IP Setup	Audio/Video	Triggers/Display	DVR Settings DVRs	for the DVR's <b>group</b> , then the three ethern
General	Ethernet	Wireless Settings		fields will be grayed o
Grou DHCP Ser	Ether Ethernet Ethernet Gatev	ernet: 2 0 DHCP: 0 met IP: 10.0.0.1 Mask: 255.255.255.0 way IP: 0.0.0.0	0 0 0	on the DVR tab. To ed these fields at the gro level, see "Changing tl Ethernet Settings for a DVR Group" later in th chapter
DHC	DHCP E DHCP Starting Ad DHCP Ending Ad P Lease Time (min	ldress: 0.0.0.0	0	
		Save	Cancel	

- 4 Enter/select your changes in the appropriate fields (see NOTE below).
- **5** 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 Flashback DVR Group" on page 448.



## **Replacing a Flashback DVR**

Occasionally, you may need to replace a non-operational Flashback 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."



**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.

VR IP Setup Audio/Video Trigge	rs/Display DVR Settings	
General Ethernet Wireless Settings	Wireless Certificates	1
Wireless IP Address: 192.168.0.118	Wireless Mode: WPA2-ENTERPRISE 🗹 🥝	
Wireless IP Mask: 255.255.255.0	Wireless Auth: None 🔽 🥝	
Wireless Gateway IP: 192.168.0.50 @	Wireless Encryption: None 🔽 🥝	
Wireless DHCP: 🗹 🥝		If this setting is selecte
Wireless SSL: 🗌 🥝		<b>do not</b> perform the DV
Validate Certificate: 🗌 🥝		replacement procedur
Wireless SSID: m33		
Wireless Name:	0	
Wireless Password:	0	
Wireless Encryption Key:	0	

**1** If the DVR is located in an *Interview Room*, proceed to the next step.

– OR –

If the DVR is located in a *vehicle*, make sure that the vehicle is within transmission distance of the server (i.e., approximately 300 feet or less from an access point.)

- **2** Disconnect the old DVR.
- **3** Return to the precinct and login to DEP as an administrator.
- 4 Go to **Administration** and click **Manage DVRs**. The Manage DVRs page displays.



			IVI	INAG	E DVR	19	mva	admin is logged	lin. <u>Loqout</u>
communications Mobile-Vision, Inc.									
▼ Home Menu	DVRs DVR Groups								
Home Search Video				D	VRs				
Manage Cases			<< <	Page 1 of 1 (1	1 total records)	> >>	51		10 - 10 - 20 - 20 - 20 - 20 - 20 - 20 -
Media Reader	DVR Name 🛦	Last Comm IP	DVR ID	Status	Туре	Produc	ct Code Grou	p Version	Config Synch
User Help				Enabled	-	$\overline{}$		~	]
User Preferences	*1 146@12:03:42		0000000121	Enabled	Vehicle				Pending
Administration	*1 JNP-99V@12:03:09		000000046	Enabled	Vehicle				Pending
System Setup	*1 No 2@12:03:37		000000002	Enabled	Vehicle				Pending
System Status	*1 No Number@11:09:40		1010001076	Enabled	Body Worn		-		Pending
Assign Videos	*1 No Number@11:09:45		1010001074	Enabled	Body Worn				Pending
Manage DVRs	*1 No Number@12:03:33		0000006551	Enabled	Vehicle		-		Pending
Mobile Devices Manage Users	*1 ProdManHD@12:03:46	192.168.110.45	000000003	Enabled	Vehicle	FB3		3.2.5	Pending
Action	aBodyWorn	0.0.0.0		Enabled	Body Worn		-		
Create	Eng Lab FB2		0000009069	Enabled	Interview Room	FB2			Pending
Edit	Eng Lab FB3		0000050019	Enabled	Interview Room	FB3	Southern Fleet		Pending
Export Config	Eng Lab FBHD		000000003	Enabled	Interview Room	FB3		3.2.5	Pending
mport Units Export Units Reset Delete									

- **5** 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, beginning with step 2.
- 6 Click on the DVR record to highlight it.
- 7 Go to the Action column and click **Reset**. A confirmation message displays.

Confirm Reset?	Unit 1	, are you sure?
Yes		lo

8 Click Yes. A confirmation message displays.

**9** Wait ten minutes, then return to the vehicle or interview room and connect the new DVR.

### **Deleting a DVR**

This section describes how to permanently remove a DVR record from the server. You can only delete a DVR that does not currently have any videos assigned to it. If the DVR you wish to delete *does* have video(s) assigned to it, first reassign those videos to a different DVR, as described in "Reassigning Video to a Different DVR" in chapter 2.

1 Go to ▼Administration and click Manage DVRs. The Manage DVRs page displays, as pictured above.



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



4 Click 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.

This feature is only available when Fleet Management is on.

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

13			M	ANAGI	E DVR	ls			
communications Mobile-Vision, Inc.		_					mv	admin is logge	ed in. <u>Loqout</u>
Home	DVRs DVR Groups				40-20-1				
Search Video			<u> </u>	DV		> >>			24
Manage Cases	DVR Name 🛦	Last Comm IP	DVRID	Page 1 of 1 (11 Status	total records) Type	the second second	ct Code Grou	n Maraia	n Config Synch
Media Reader Jser Help	DVR Name A	Last Commin	DVKID	Enabled V					
<ul> <li>User Preferences</li> </ul>	*1 146@12:03:42		0000000121	Enabled	Vehicle				Pending
Administration	*1 JNP-99V@12:03:09		0000000046	Enabled	Vehicle				Pending
System Setup	*1 No 2@12:03:37		000000002	Enabled	Vehicle				Pending
System Status	*1 No Number@11:09:40		1010001076	Enabled	Body Worn				Pending
Assign Videos	*1 No Number@11:09:45		1010001074	Enabled	Body Worn				Pending
Manage DVRs	*1 No Number@12:03:33		0000006551	Enabled	Vehicle				Pending
Nobile Devices	*1 ProdManHD@12:03:46	192.168.110.45	000000003	Enabled	Vehicle	FB3		3.2.5	Pending
Anage Users Action	aBodyWorn	0.0.0.0		Enabled	Body Worn		-		
Create	Eng Lab FB2		0000009069	Enabled	Interview Room	FB2			Pending
Edit	Eng Lab FB3		0000050019	Enabled	Interview Room	FB3	Southern Fleet		Pending
Export Config	Eng Lab FBHD		000000003	Enabled	Interview Room	FB3		3.2.5	Pending
nport Units Export Units Reset Delete									

2 Go to the Action column and click **Export Units**. A download message displays.

	Do you want to open or :	ave config_units.csv (382 bytes) from trinity?	Open Save ▼ Cancel X
--	--------------------------	--	----------------------



- **3** Select **Save As** from the *Save* drop-down list.
- 4 Navigate to the disk drive location where you wish to save this export file.
- 5 Click Save.
- 6 If a confirmation message displays, click **Close**.

If you wish to copy the Flashback DVR configurations to another server, first login to the second server as a System Administrator, then proceed to "Importing Multiple Flashback DVRs from a Spreadsheet" on page 358 for further instructions.

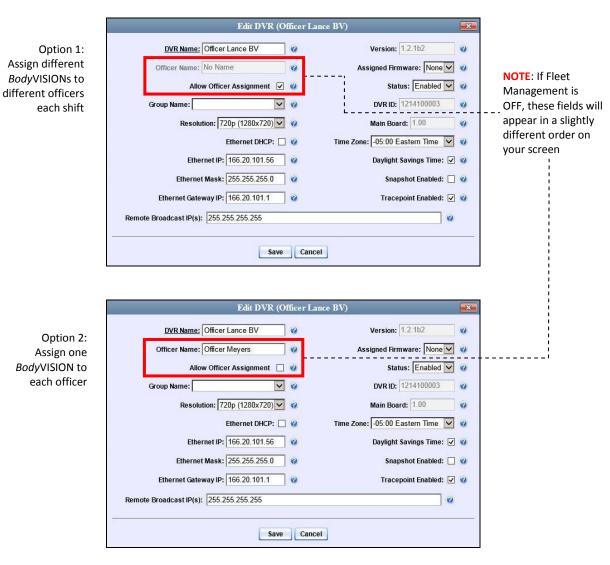
## **BodyVISION DVRs**

*Body*VISION is a small, wearable DVR sold by L-3 Mobile-Vision. This device allows you to capture both videos and JPG "snapshot" images, then download them to your DEP server via a *Body*VISION docking station.

As with Flashback videos, *Body*VISION videos (and JPG files) are typically linked to a particular officer, that is, the officer who recorded the video or captured the snapshot. To create this link, DEP includes an *Officer Dispatch* feature that is somewhat similar to the *USB Login Key* feature used with Flashbacks. Specifically, the *Officer Dispatch* feature allows you to assign different *Body*VISION units to different officers each shift. This allows multiple officers working different shifts to share a limited number of *Body*VISION units. Once an officer completes his shift and places the *Body*VISION back in its docking station, the system downloads that unit's files and flags the unit as "In" (i.e., available). You may then reassign that DVR to a different officer.

Alternately, some agencies may choose to assign one "take home" *Body*VISION to each officer. This eliminates the need for the *Officer Dispatch* feature. Instead, you simply enter each officer's name on their *Body*VISION record. All videos recorded on that device in the future will then be linked to that officer.





To help you track your *Body*VISION DVRs, DEP provides a menu option called "Mobile Devices." This option allows you to:

- □ Assign an available *Body*VISION to an officer.
- Configure a new *Body*VISION unit when Fleet Management is *on*.
- □ Enable/disable a *Body*VISION's *Snapshot/Tracepoint* button when Fleet Management is *off*.
- □ View a list of all *Body*VISION units that have been in communication with the server. (See **Mobile Inventory** tab.)
- □ View a list of all *Body*VISION units that are currently connected to the server via a docking station
- □ Activate a docked unit's audio/visual indicator, enabling you to identify a particular *Body*VISION.
- □ Change a *Body*VISION's other settings, including the *Officer Dispatch* feature, IP address, and time settings.
- □ View a *Body*VISION's DVR name, serial number, battery level, available memory, status (i.e., *idle* or *downloading*), and/or firmware version.



1

2

3



For more information, see:

- □ Configuring a New *Body*VISION DVR, below
- □ Viewing the Mobile Devices Page, page 424
- □ Assigning a *Body*VISION to an Officer, page 427

All other DVR procedures, such as those that relate to Fleet Management and firmware, are the same for *Body*VISION units as they are for Flashbacks. For more information, refer to the relevant procedures in this chapter, as listed on page 351.

#### Configuring a New BodyVISION DVR

This section describes how to configure new *Body*VISION DVRs. The configuration process consists of three steps:

Select the appropriate *Body*VISION download options. Perform this step *after* you've purchased your first *Body*VISION unit(s) but *before* you begin using the unit(s). For instructions, see "Selecting the *Body*VISION Download Options," below.

If necessary<sup>\*</sup>, create a DVR record for the new *Body*VISION device. For instructions, see "Manually Adding a New *Body*VISION Record" on page 412.

Update the new *Body*VISION record. For instructions, see "Changing a *Body*VISION DVR" on page 416.

#### Selecting the BodyVISION Download Options

This section describes how to select the download options that are required for *Body*VISION DVRs. You only have to perform this task *once*.

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

			S	SYSTEM	SETUI	2		
communications Mobile-Vision, Inc.							mva	dmin is logged in. Logout
▼ Home Menu	Precinct	System Settings	Security Settings	Case Settings	Modules	DVR Firmware	DVD	
Home	-							
Search Video	Precinct I	nfo Logos						
lanage Cases				Precin				
ledia Reader	li.		and the second second	1000		and formed formed		
Jser Help				Page 1 of 1 (1 to		<u>&gt;&gt;</u> >> >1		
User Preferences		Organization 1	Name		Precinct Name		R	egistration Key
Administration	Lance's Ser	ver		Mobile-Vision Inc.			146D43	F0F9F0050568AE3C0
System Setup								
System Status								
Assign Videos								
Aanage DVRs								
lobile Devices								
lanage Users								
Action								
and the second								
Edit								

If your agency is using the *UDP broadcast* discovery method and the "Auto Insert Body Worn Device" checkbox on the **Download Options** tab is selected, you don't need to perform this procedure, as the system will automatically create a DVR record for each new *Body*VISION that it discovers on the network.



2 Click the **System Settings** tab.

				S	YSTEM S	Setui	Р			
communications									mvadmin i	s logged in. Logo
Mobile-Vision, Inc.		_								
▼ Home Menu	Precinct	System S	ettings	Security Settings	Case Settings	Modules	DVR Firmv	ware	DVD	
Home Search Video	Storage	Machines	Viewing	Online Life-Cycle	Backup/Export	Downk	oad Options	Vido	o Categories	UMD Types
Aanage Cases	Storage	macrimes	viewnig	Online Ene-Oycle			bad Options	VIGO	o categories	OWD Types
Aedia Reader					Storage Macl	hines				
Jser Help	Ir	nternal Path		External Media UN	IC	External Cas	e URI	IP Add	ress of RAID unit	Status
User Preferences	/fbdata/00/	1	\expo	rt00\	/stre	/stream00/		127.0.0.1		Enabled
Administration										
vstem Setup										
ystem Status										
ssign Videos										
lanage DVRs										
lobile Devices										
lanage Users										
Action	i									
ew										
dit										

**3** Click the **Download Options** tab.

	System Setup									
communications Mobile-Vision, Inc.						mvadmin	is logged in. <u>Loqout</u>			
▼ Home Menu	Precinct System	Settings	Security Settings	Case Settings	Modules DVR Firm	ware DVD				
Home Search Video Manage Cases	Storage Machines	Viewing	Online Life-Cycle	Backup/Export	Download Options	Video Categories	UMD Types			
Manage Cases Media Reader User Help	Enable Fleet Managen	nent for DVRs	s: 🗹 🧿							
User Preferences     Administration     System Status     Assign Videos     Manage DVRs     Mobile Devices     Action     Edit     Refresh Page	Auto Insert DA Inse Enable DVR v2A Auto Insert DVR v2	Discover by Broadcast IP /R v1 Devices Username Password rt Devices As /3 Downloads Discover by v2/v3 Devices	Ping v     v       255.255.255.255       admin       admin       Enabled v       v       Ping v	0						
	Enable Body Wor Auto Insert Body I Inse	Discover by Worn Devices	r: Ping 🔽 🥥							

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

DVRs DVR Units



nable Fleet Management for DVRs: [	⊻ 🥝		
Enable DVR v1 Downloads: [	0		
Discover by:	Ping 🔽 🥝		
UDP Broadcast IP:	255.255.255.255	0	
Auto Insert DVR v1 Devices:	0		
Username:	admin	0	
Password:	admin	0	
Insert Devices As;	Enabled 🔽 🥝		
Enable DVR v2/v3 Downloads: [	☑ 0		
Discover by:	Ping 🗸 🥑		
	Contraction of the second s		
Auto Insert DVR v2/v3 Devices:			
Auto Insert DVR v2/v3 Devices: Insert Devices As:			
	Enabled 🔽 🥝		
Insert Devices As:	Enabled 🔽 🥹		Rod AUSION cotting
Insert Devices As: Enable Body Worn Downloads: [	Enabled 🔽 🥹 Compared and the second		BodyVISION settings

The settings for *Body*VISION DVRs are on the *bottom* of this popup.

**5** Select the *Enable Body Worn Downloads* checkbox.

Enable DVR v1 Downloads:		
	Ping V @	
	255 255 255 255	0
Auto Insert DVR v1 Devices:		
Username:		0
Password:	admin	
Insert Devices As:	Enabled 🔽 🥝	
Enable DVR v2/v3 Downloads:		
Discover by:	Ping 🗸 🥥	
Auto Insert DVR v2/v3 Devices:		
Insert Devices As:	Enabled 🔽 🥝	
Enable Body Worn Downloads:		
	Ping V	
Discover by:		
Discover by: Auto Insert Body Worn Devices:	and the second	

**6** To use the "Ping" discovery method (default), skip to step 9.

– OR –

To use the UDP broadcast discovery method, 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 *Body*VISION DVR, select the *Auto Insert Body Worn 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 *Body*VISION DVR (i.e., you prefer to enter new DVR records *manually*), leave the *Auto Insert Body Worn Devices* checkbox deselected. Skip to step 9.

8 If you want newly-discovered *Body*VISION 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 *Body*VISION 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.

If you selected the *UDP broadcast* discovery method and the "Auto Insert Body Worn Device" option, proceed to "Changing a *Body*VISION DVR" on page 416. Otherwise proceed to the next section.

#### Manually Adding a New BodyVISION Record

This section describes how to manually enter a new *Body*VISION DVR record. Depending on your agency's selected download options, you may or may not need to perform this procedure:

- □ If your agency is using the default "ping" method of DVR discovery, perform this procedure whenever you add a new *Body*VISION to your fleet.
- If your agency is using the UDP broadcast discovery method and the "Auto Insert Body Worn Device" checkbox on the Download Options tab is <u>not</u> <u>selected</u>, perform this procedure whenever you add a new *Body*VISION to your fleet.
- □ If your agency is using the *UDP broadcast* discovery method and the "Auto Insert Body Worn Device" checkbox on the **Download Options** tab is <u>selected</u> (see illustration on the next page), you don't need to perform this procedure, as the system will automatically create a DVR record for each new DVR that it discovers on the network. Proceed to "Changing a *Body*VISION DVR" on page 416 for further instructions.

DVRs DVR Units



Download Options			
Enable Fleet Management for DVRs:	<b>v</b>		
Enable DVR v1 Downloads:			
Discover by:	Ping 🗸 🕜		
UDP Broadcast IP:	255.255.255.255	0	
Auto Insert DVR v1 Devices:			
Username:	admin	0	
Password:	admin	0	
Insert Devices As:	Enabled 🔽 🥹		
Enable DVR v2/v3 Downloads:	20		
Discover by:	Ping 🗸 🧭		
Auto Insert DVR v2/v3 Devices:			
Insert Devices As:	Enabled 🔽 🥝		
Enable Body Worn Downloads:	<b>v</b> 🔞		These are the options required
Discover by: UDP 🗸 🤡			
Auto Insert Body Worn Devices: 🗹 🧭			— for the system to automaticall areasta a Reduction record
Insert Devices As:	Enabled 🗸 🥝	create a BodyVISION record	
Save	Cancel	143 	

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

			MA	ANAGI	E DVR	ls			
communications Mobile-Vision, Inc.							mva	dmin is logg	ed in. <u>Loqout</u>
Home Menu	DVRs DVR Groups								
Home									
Search Video			<u> </u>	DV					2
Manage Cases	DVD Name A			Page 1 of 1 (11		> >>	distant di	Marri	
Media Reader	DVR Name 🛦	Last Comm IP	DVR ID	Status	Туре		t Code Group		on Config Synch
Jser Help			[] <b>I</b>	Enabled V		$\checkmark$			~
<ul> <li>User Preferences</li> </ul>	*1 146@12:03:42		0000000121	Enabled	Vehicle				Pending
Administration	*1 JNP-99V@12:03:09		000000046	Enabled	Vehicle		-		Pending
System Setup	*1 No 2@12:03:37		000000002	Enabled	Vehicle				Pending
System Status	*1 No Number@11:09:40		1010001076	Enabled	Body Worn			()	Pending
Assign Videos	*1 No Number@11:09:45		1010001074	Enabled	Body Worn				Pending
Manage DVRs	*1 No Number@12:03:33		0000006551	Enabled	Vehicle				Pending
Mobile Devices	*1 ProdManHD@12:03:46	192.168.110.45	000000003	Enabled	Vehicle	FB3		3.2.5	Pending
Aanage Users	aBodworn	0.0.0.0		Enabled	Body Worn				
Action	Eng Lab FB2		0000009069		Interview Room	FB2			Pending
Create	-		0000050019		Interview Room	FB3	Southern Fleet		-
Edit	Eng Lab FB3								Pending
Export Config mport Units	Eng Lab FBHD		000000003	Enabled	Interview Room	FB3	***	3.2.5	Pending
export Units									
leset									
Delete									

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



	New DVR	
DVR Name:		0
Officer Name:		0
IP Address:		0
Download Priority:	Low 💙 🥝	
Status:	Enabled 💙 🥝	
DVR Type:	Vehicle 👻 🥝	
Group Name:	<b>v</b> 0	
S	ave Cancel	

The fields on this form are described below.

DVR Form			
Field	Description		
DVR Name	A unique name for the <i>Body</i> VISION.		
Officer Name (for agencies that are <i>not</i> using the <i>Officer</i> <i>Dispatch</i> feature)	The default officer who will be associated with this <i>Body</i> VISION's video recordings and snapshot files. If your agency is using the <i>Officer Dispatch</i> feature, leave this field blank.		
IP Address	The <i>Body</i> VISION's IP address. This number identifies the <i>Body</i> VISION to the server.		
Download Priority	The download priority for the <i>Body</i> VISION's video transmissions: <i>low, medium,</i> or <i>high.</i> The system uses this setting to determine the order in which videos will download to the server in the event that multiple <i>Body</i> - VISION units are placed in the Downloading/Charging station at the same time. <i>Body</i> VISIONs with a <b>high</b> Download Priority will download <i>first; Body</i> VISIONs with a <b>med</b> Download Priority will download <i>second;</i> and <i>Body</i> VISIONs with a <b>low</b> Download Priority will download <i>last.</i> System default is <b>Low</b> . <i>Select this value</i> <i>from the drop-down list.</i>		
Status	A system setting that determines whether or not automatic video transmissions are allowed for this <i>Body</i> VISION:		
	• <i>Enabled</i> . The system is allowed to automatically download video off of this <i>Body</i> VISION.		
	• <i>Disabled</i> . The system is <i>not</i> allowed to automatically download video off of this <i>Body</i> VISION.		
	System defaults to <b>Enabled</b> . Select this value from the drop-down list.		



DVR Form (cont'd)		
Field	Description	
DVR Type	<ul> <li>The type of DVR this is:</li> <li><i>Vehicle</i>. A Flashback DVR that is installed inside a vehicle, such as a police cruiser.</li> <li><i>Interview Room</i>. A Flashback DVR that is installed inside an interview room. This type of DVR is used in conjunction with the Interview Room module.</li> <li><i>Body Worn</i>. A <i>Body</i>VISION DVR that is worn by an officer.</li> <li>Select <b>BodyWorn</b> from the drop-down list.</li> </ul>	
Group Name	The DVR group to which you wish to assign this <i>Body</i> VISION. <i>Select this value from the drop-down list</i> . If Fleet Management is <i>disabled</i> , this field will not display.	

- **3** Enter a unique name for this *Body*VISION in the *DVR Name* field.
- 4 If your agency is using the *Officer Dispatch* feature, proceed to the next step. - OR -

If your agency is *not* using the *Officer Dispatch* feature, enter a default officer name in the *Officer Name* field.

- 5 Enter this *Body*VISION's IP address in the *IP Address* field.
- 6 If you want to change this *Body*VISION's *download priority* setting (see description on the previous page), select **Med** or **High** from the *Download Priority* drop-down list. Otherwise proceed to the next step.
- 7 If you wish to activate this *Body*VISION *right now* so that it can begin downloading videos to the server immediately (default), proceed to the next step.

– OR –

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

- 8 Select **Body Worn** from the *DVR Type* drop-down list.
- **9** If the *Group Name* field displays, proceed to the next step. Otherwise skip to step 11.
- **10** To assign this *Body*VISION to a *DVR group*, select a group from the *Group Name* drop-down list. Otherwise proceed to the next step.



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

The DVR named Body Worn 06 successfully saved.

Proceed to the next section.

		System	I SETUP
	communications Mobile-Vision, Inc.	2	mvadmin is logged in. Logout
Is Fleet Management On?	▼ Home Menu Home Search Video Manage Cases Media Reader	Precinct System Settings Security Settings Case Settin Storage Machines Viewing Online Life-Cycle Backup/E Enable Reet Management for DVRs:	
011.	User Help  Viser Preferences  Administration System Setup System Status Assign Videos Manage DVRs Mobile Devices Action Edit Refresh Page	4	

#### Changing a BodyVISION DVR

This section describes how to update a *Body*VISION record. This procedure differs slightly depending on whether or not your agency has Fleet Management enabled.

For specific instructions, see:

- Changing a BodyVISION DVR When Fleet Management is On, below
- □ Changing a BodyVISION DVR When Fleet Management is Off, page 420.

#### Changing a BodyVISION DVR When Fleet Management is On

This section describes how to update a *Body*VISION record when the Fleet Management feature is enabled (on). If you're not sure if your agency is using Fleet Management, examine the *Enable Fleet Management for DVRs* checkbox on the **Download Options** tab, as pictured above. If the checkbox is *selected*, use this procedure. If the checkbox is *deselected*, see "Changing a *Body*VISION DVR When Fleet Management is Off" on page 420 instead.

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



			MA	NAGI	E DVF	ls			
communications Mobile-Vision, Inc.							mv	admin is logge	ed in. Logout
▼ Home Menu	DVRs DVR Groups								
Home Search Video				DV	Rs				
Manage Cases		<u>, IK</u>	<u> </u>	Page 1 of 1 (11	total records)	> >>	>1		
Media Reader	DVR Name 🛦	Last Comm IP	DVR ID	Status	Туре	Produ	ct Code Grou	ip Versio	n Config Synch
User Help				Enabled V	]	$\sim$			~
<ul> <li>User Preferences</li> </ul>	*1 146@12:03:42		0000000121	Enabled	Vehicle				Pending
Administration	*1 JNP-99V@12:03:09		0000000046	Enabled	Vehicle		-		Pending
System Setup	*1 No 2@12:03:37		000000002	Enabled	Vehicle				Pending
System Status	*1 No Number@11:09:40		1010001076	Enabled	Body Worn		-		Pending
Assign Videos	*1 No Number@11:09:45		1010001074	Enabled	Body Worn				Pending
Manage DVRs	*1 No Number@12:03:33		0000006551	Enabled	Vehicle				Pending
Mobile Devices Manage Users	*1 ProdManHD@12:03:46	192.168.110.45	000000003	Enabled	Vehicle	FB3		3.2.5	Pending
Action	aBodyWom	0.0.0.0		Enabled	Body Worn				
Create	Eng Lab FB2		0000009069	Enabled	Interview Room	FB2			Pending
Edit	Eng Lab FB3		0000050019	Enabled	Interview Room	FB3	Southern Fleet		Pending
Export Config	Eng Lab FBHD		0000000003	Enabled	Interview Room	FB3		3.2.5	Pending
mport Units xport Units Reset Delete									

2 Locate the DVR record you wish to view. If you have a large number of records to scroll through, use the *Search* fields and/or navigation arrows at the top of the page to scan the list.



**HINT**: To display all *Body*VISION DVRs, select **Body Worn** from the *Type* dropdown list.

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

	Edit DVI	R (Chris	BV)	
DVR Name:	Chris BV	0	Version: 1.3.3	
Officer Name:	Officer Williams	0	Assigned Firmware: None	
Allo	ow Officer Assignment 🗌	0	Status: Enabled	
Group Name:	~	0	DVR ID: 1214100081	*
Resolu	ution: 720p (1280x720)	0	Main Board: 3.00	
	Ethernet DHCP:	0	Time Zone: -05:00 Eastern Time 🔽	
Ethe	ernet IP: 192.168.110.160	0	Daylight Savings Time: 🔽	•
Etherne	t Mask: 255.255.255.0	0	Snapshot Enabled: 🗹	•
Ethernet Gate	way IP: 192.168.110.1	0	Tracepoint Enabled: 🗹	•
Remote Broadcast IP(s)	: 255.255.255.255		0	

The fields on the Edit DVR form are described in the table on the next page.



Edit DVR				
Column	Description			
DVR Name	The name assigned to this <i>Body</i> VISION unit.			
Officer Name	The name of the officer to whom this <i>Body</i> VISION is currently assigned, if applicable. If the <i>Allow Officer Assignment</i> checkbox is selected, this field will be grayed out.			
Allow Officer Assignment	<ul> <li>A checkbox used to activate (☑) or deactivate (□) the <i>Officer Dispatch</i> feature. For more information on this feature, see page 407.</li> <li>☑ Officer Dispatch feature is activated</li> <li>□ Officer Dispatch feature is deactivated</li> </ul>			
Group Name	The name of the <i>Body</i> VISION DVR group to which this DVR is currently assigned, if applicable. <i>Select this value from the drop-down list</i> .			
Resolution	The video resolution for this DVR's recordings. By default, the system defaults to high definition (1280 x 720 pixels per inch). <i>Select this value from the drop-down list</i> .			
Ethernet DHCP	<ul> <li>A checkbox used to indicate whether or not a DHCP server will automatically provide the IP address to this <i>Body</i>VISION DVR.</li> <li>☑ DHCP server will automatically assign an IP address to this DVR</li> <li>□ User will manually assign an IP address to this DVR</li> </ul>			
Ethernet IP	The unique IP address that is assigned to this <i>Body</i> -VISION. This field is only required when the <i>Ethernet DHCP</i> checkbox is <i>not</i> selected.			
Ethernet Mask	The same Ethernet mask address that you use on your private Ethernet network.			
Ethernet Gateway IP	The same Ethernet gateway IP address that you use on your private Ethernet network.			
Remote Broadcast IP(s)	An IP address range across which the <i>Body</i> VISION DVRs announce their identity so the server can locate them. System default is <b>255.255.255.255</b> .			
Version	The current firmware version loaded on this DVR.			
Assigned Firmware	The new firmware version that you wish to assign to this <i>Body</i> VISION. <i>Select this value from the drop- down list</i> .			



Edit DVR (cont'd)				
Column	Description			
Status	A system setting that determines whether or not video downloads are allowed for this DVR:			
	<ul> <li><i>Enabled</i>. The system is allowed to download video off of this <i>Body</i>VISION when the unit is connected to the server.</li> <li><i>Disabled</i>. The system is <i>not</i> allowed to download video off of this <i>Body</i>VISION when the unit is connected to the server. If you select this option, disabled <i>Body</i>VISION units will <i>not</i> display on the Manage DVRs list unless you change the value of the <i>Status</i> search field to <b>Disabled</b>.</li> </ul>			
DVR ID	The <i>Body</i> VISION's serial number. The system obtains this number from the unit during the first DVR-to-server communication.			
Main Board	The DVR's Main Board ID. For internal use only.			
Time Zone	The time zone in which this DVR will be recording. Select this value from the drop-down list.			
Daylight Savings Time	<ul> <li>A checkbox used to indicate whether or not this <i>Body</i>-VISION will be recording in a region that observes Daylight Savings Time. When this checkbox is selected, <i>Body</i>VISION will automatically adjust its videos' recording start/end times to reflect daylight savings time.</li> <li>☑ Daylight Savings Time is observed in this unit's recording region</li> <li>□ Daylight Savings Time is <i>not</i> observed in this unit's recording region</li> </ul>			
Snapshot Enabled	A checkbox used to program the <i>Body</i> VISION to capture a JPG still image whenever a user presses the <i>Snapshot/Tracepoint</i> button on the top of the unit while a recording is in progress. If you select <b>both</b> the <i>Snapshot Enabled</i> checkbox and the <i>Tracepoint</i> <i>Enabled</i> checkbox, the system will perform both actions (see <i>Tracepoint Enabled</i> below).			
Tracepoint Enabled	A checkbox used to program the <i>Body</i> VISION to insert a "Trace Point" placemarker in a video when- ever a user presses the <i>Snapshot/Tracepoint</i> button on the top of the unit while a recording is in progress. If you select <b>both</b> the <i>Tracepoint Enabled</i> checkbox and the <i>Snapshot Enabled</i> checkbox, the system will per- form both actions (see <i>Snapshot Enabled</i> above).			



- **4** Enter/select your changes in the appropriate fields. As you do so, please keep the following guidelines in mind:
  - □ If your agency is using the Officer Dispatch feature, select the *Allow Officer Assignment* checkbox. (For more on this feature, see page 407)
  - □ If your agency is *not* using the Officer Dispatch feature, deselect the *Allow Officer Assignment* checkbox, then go to the *Officer Name* field and enter the name of the officer to whom this unit is assigned.
  - □ If you previously created a *Body*VISION DVR group and you wish to assign this *Body*VISION to that DVR group, select that group name from the *Group Name* drop-down list.
  - □ If you wish to change the video resolution from high definition (default) to medium definition, select **D1** (720 x 480) from the *Resolution* drop-down list.
  - □ If your agency is running DEP on a DHCP network, select the *Ethernet DHCP* checkbox.
  - □ If your agency is not running DEP on a DHCP network, deselect the *Ethernet DHCP* checkbox, then enter the appropriate IP addresses in the *Ethernet IP*, *Ethernet Mask*, and *Ethernet Gateway IP* fields.
  - □ If your agency plans to use the *Body*VISION's Snapshot/Tracepoint button, select the *Snapshot Enabled* and/or *Tracepoint Enabled* checkbox(es).
  - □ Verify that the time zone listed is correct. If it's *not* correct, select a new value from the *Time Zone* drop-down list.
  - □ If your agency will be recording video in a region that observes daylight savings time, select the *Daylight Savings Time* checkbox.
- 5 Click Save.

#### Changing a BodyVISION DVR When Fleet Management is Off

This section describes how to update a *Body*VISION record when the Fleet Management feature is disabled (off). If you're not sure if your agency is using Fleet Management, examine the *Enable Fleet Management for DVRs* checkbox on the **Download Options** tab, as pictured on page 416. If the checkbox is *deselected*, use the procedure in this section. If the checkbox is *selected*, see "Changing a *Body*VISION DVR When Fleet Management is On" on page 416 instead.

**1** Go to **V** Administration and click **Mobile Devices**. The Mobile Devices page displays.



Communications Mobile-Vision, Inc.								admin is logge
▼ Home Menu	Mobile De	vices	Mobile Inventory					
Home Search Video			income informery		Mobile Devices			
Media Reader			K	C Page	1 of 1 (5 total records)	> >>	31. 0	
User Help	Assign 🔻	Identify	DVR Name	Serial #	Free Space (%)	Status	Revision	Officer Name
User Preferences						~		
Administration	Assign	n	*1 No Number@15:53:16	1010001077		Idle	1.52	No Name
System Setup	Assign	n	*1 No Number@17:11:18	1010001052		Idle	1.52	No Name
System Status Assign Videos	Assign	m	*1 Unit@16:05:39	1010001081	and the second second	Idle	1.52	
Manage DVRs	Assign	n	*1 No Number@10:15:15	1010001061		Idle	1.52	No Name
Mobile Devices Manage Users		n	1010001076	1010001076		Idle	1.52	No Name

2 If the *Body*VISION record you wish to update displays on-screen, click on it. Skip to step 5.

– OR –

If the *Body*VISION record you wish to update does *not* display on-screen, proceed to the next step.

**3** Use the navigation arrows at the top of the page to scroll through the DVR records.

– OR –

Enter or select search criteria in the *DVR Name*, *Serial #*, and/or *Status* fields. The system automatically narrows the DVR list to those DVRs that match your newly entered criteria.

- 4 Once the desired record displays on-screen, click on it.
- **5** Go to the Action column and click **Edit Config**. The Edit Device popup displays.

Allow Officer Assignment:	0	Time Zone: -05:00 Eastern Time 🔽	0
Officer Name: 222	Ø	Daylight Savings Time: 🗸	0
Ethernet DHCP:	0	Snapshot Enabled: 🗸	0
Ethernet IP: 192.168.110.160	0	Tracepoint Enabled: 🔽	0
Ethernet Mask: 255.255.255.0	0	Resolution: D1 (720x480)	0
Ethernet Gateway IP: 192.168.110.1	0		
Remote Broadcast IP(s): 255.255.255.255			

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



	Edit Device
Column	Description
Allow Officer Assignment	<ul> <li>A checkbox used to activate/deactivate the <i>Officer</i></li> <li><i>Dispatch</i> feature. For more information on this feature, see page 407.</li> <li>☑ Officer Dispatch feature is activated</li> </ul>
	□ Officer Dispatch feature is deactivated
Officer Name	The name of the officer to whom this device is current- ly assigned, if applicable. If the <i>Allow Officer Assign-</i> <i>ment</i> checkbox is selected, this field will be grayed out.
Ethernet DHCP	A checkbox used to indicate whether or not a DHCP server will automatically provide the IP address to this <i>Body</i> VISION DVR.
	<ul> <li>DHCP server will automatically assign an IP address to this DVR</li> <li>User will manually assign an IP address to this DVR</li> </ul>
	If you are not running DEP on a DHCP network, leave this checkbox deselected.
Ethernet IP*	The unique IP address that is assigned to this <i>Body</i> VISION. This field is only required when the <i>Ethernet DHCP</i> checkbox is deselected.
Ethernet Mask <sup>*</sup>	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.
Remote Broadcast IP(s)	An IP address range across which the <i>Body</i> VISION DVRs announce their identity so the server can locate them. System default is <b>255.255.255.255</b> .
Time Zone	The time zone in which this DVR will be recording. Select this value from the drop-down list.
Daylight Savings Time	A checkbox used to indicate whether or not this <i>Body</i> - VISION will be recording in a region that observes Daylight Savings Time. When this checkbox is select- ed, <i>Body</i> VISION will automatically adjust its videos' recording start/end times to reflect daylight savings time. ( <i>Continued</i> )

<sup>\*</sup> This field is only required when the *Ethernet DHCP* checkbox is deselected.



	Edit Device (cont'd)
Column	Description
Daylight Savings Time (cont'd)	<ul> <li>Daylight Savings Time is observed in this unit's recording region</li> <li>Daylight Savings Time is <i>not</i> observed in this unit's recording region</li> </ul>
Snapshot Enabled	A checkbox used to program the <i>Body</i> VISION to capture a JPG still image whenever a user presses the <i>Snapshot/Tracepoint</i> button on the top of the unit while a recording is in progress. If you select <b>both</b> the <i>Snap- shot Enabled</i> checkbox and the <i>Tracepoint Enabled</i> checkbox, the system will perform both functions (see <i>Tracepoint Enabled</i> below).
Tracepoint Enabled	A checkbox used to program the <i>Body</i> VISION to insert a "Trace Point" placemarker in a video whenever a user presses the <i>Snapshot/Tracepoint</i> button on the top of the unit while a recording is in progress. If you select <b>both</b> the <i>Tracepoint Enabled</i> checkbox and the <i>Snapshot Enabled</i> checkbox, the system will perform both functions (see <i>Snapshot Enabled</i> above).
Resolution	The video resolution for this DVR's recordings. By default, the system defaults to high definition (1280 x 720 pixels per inch). <i>Select this value from the drop-down list</i> .

- **6** Enter/select your changes in the appropriate fields. As you do so, please keep the following guidelines in mind:
  - □ If your agency is using the Officer Dispatch feature, select the *Allow Officer Assignment* checkbox. (For more on this feature, see page 407.)
  - □ If your agency is *not* using the Officer Dispatch feature, deselect the *Allow Officer Assignment* checkbox, then go to the *Officer Name* field and enter the name of the officer to whom this unit is assigned.
  - □ If your agency is running DEP on a DHCP network, select the *Ethernet DHCP* checkbox.
  - □ If your agency is *not* running DEP on a DHCP network, deselect the *Ethernet DHCP* checkbox, then enter the appropriate IP addresses in the *Ethernet IP*, *Ethernet Mask*, and *Ethernet Gateway IP* fields.
  - □ If your agency plans to use the *Body*VISION's Snapshot/Tracepoint button, select the *Snapshot Enabled* and/or *Tracepoint Enabled* checkbox(es).
  - □ Verify that the time zone listed is correct. If it's *not* correct, select a new value from the *Time Zone* drop-down list.
  - □ If you wish to change the video resolution from high definition (default) to medium definition, select **D1** (720 x 480) from the *Resolution* drop-down list.
  - □ If your agency will be recording video in a region that observes daylight savings time, select the *Daylight Savings Time* checkbox.



7 Click Save.

## Viewing the Mobile Devices Page

This section describes how to view the Mobile Devices page, which lists the following information:

- □ *Body*VISION units that are currently connected to the server
- □ *Body*VISION units that have been in communication with the server.
- **1** Go to **V** Administration and click **Mobile Devices**. The Mobile Devices page displays.

				Мов	LE DEV	ICES			
communications Mobile-Vision, Inc.								admin is logg	ed in. <u>Log</u>
▼ Home Menu	Mobile De	vices	Mobile Inventory						
Home Search Video					Mobile Devices				
Media Reader			(R)	KK K Page	1 of 1 (5 total records)	2 22			
User Help	Assign 🔻	Identify	DVR Name	Serial #	Free Space (%)	Status	Revision	Officer Name	
User Preferences							-		
Administration	Assign	m	*1 No Number@15:53:16	1010001077		Idle	1.52	No Name	
System Setup System Status	Assign		*1 No Number@17:11:18	1010001052		Idle	1.52	No Name	
Assign Videos	Assign	n	*1 Unit@16:05:39	1010001081		Idle	1.52		
Manage DVRs	Assign	m	*1 No Number@10:15:15	1010001061		Idle	1.52	No Name	
Mobile Devices		m	1010001076	1010001076		Idle	1.52	No Name	

The **Mobile Devices** tab displays all *Body*VISION units that are currently connected to the server via a docking station. If necessary, use the navigation arrows and/or search fields at the top of the form to scan the full list.

The columns on the Mobile Devices tab are described below.

	Mobile Devices Tab						
Column	Description						
Assign	A button used to assign this <i>Body</i> VISION to an officer. This button will only display when the following conditions apply: 1) the <i>Officer Dispatch</i> feature is activated, and 2) this <i>Body</i> VISION is currently available for assignment. A unit is considered "available" when it is connected to the server via a docking station, downloading is complete, and it is not currently assigned to another officer.						
Identify	An icon used to activate an audio/visual alert on the <i>Body</i> -VISION. When you click this icon, the unit's alert will sound and the Status/Battery LED on the top of the unit will flash yellow/red, making it easy for an officer or evidence clerk to locate the unit.						



	Mobile Devices Tab (cont'd)				
Column	Description				
DVR Name	The DVR Name, as entered on the DVR record.				
Serial #	The <i>Body</i> VISION's unique serial number. The system obtains this number from the unit during the first DVR-to-server communication.				
Free Space (%)	<ul> <li>The percentage of storage space remaining on this <i>Body</i>VISION.</li> <li>If the <i>Free Space</i> bar is solid green, it indicates that there is 100% recording time available on this unit</li> <li>If the <i>Free Space</i> bar is partially red or yellow, it indicates that there is less than 100% recording time available on this unit</li> </ul>				
Status	<ul> <li>The current status of this <i>Body</i>VISION:</li> <li>Idle. The <i>Body</i>VISION's video and JPG files have been downloaded to the server.</li> <li>Downloading. The system is ingesting the <i>Body</i>-VISION's video and JPG files into the server.</li> <li>Upgrading. The system is downloading firmware updates to the <i>Body</i>VISION.</li> </ul>				
Revision	The current firmware version loaded on this BodyVISION.				
Officer Name	The name of the officer to whom this <i>Body</i> VISION is currently assigned. If <b>No Name</b> displays here, it indicates that this <i>Body</i> VISION is not assigned to anyone.				

**2** To view *all Body*VISION records, including those units that are not currently connected to the server, click the **Mobile Inventory** button.

(Continued)



communications		N	IOBILE DEVI	CES	<b>admin</b> is logg	ed in. <u>Logout</u>
Mobile-Vision, Inc.	Mobile Devices Mobile In	. 1				
Home	Mobile Devices Mobile In	ventory				
Search Video			Mobile Inventory			
Manage Cases Media Reader		IC (<< <	Page 1 of 3 (39 total records)	> >> >I @		
User Help	DVR Name 🛦	Serial #	Revision	Officer Name	Last Comm Date	In/Out
User Preferences						~
	1010001051	1010001051		No Name	10/01/2014 17:20	Out
Administration	1010001054	1010001065		No Name	10/17/2014 13:21	Out
System Setup	1010001054	1010001065		No Name	10/17/2014 13:24	Out
System Status Assign Videos	1010001054	1010001054	1.50	No Name	10/27/2014 16:52	Out
Manage DVRs	1010001058	1010001058	1.50	No Name	10/27/2014 17:00	Out
Mobile Devices	1010001064	1010001064	-	No Name	10/17/2014 11:11	Out
Manage Users	1010001068	1010001068		No Name	10/17/2014 11:53	Out
Action	1010001071	1010001071		No Name	10/16/2014 14:29	Out
	1010001073	1010001073	1.50	No Name	10/27/2014 17:09	Out
	1010001074	1010001074		No Name	09/29/2014 17:30	Out
	1010001076	1010001076	1.52	No Name	11/13/2014 09:28	Out
	1010001078	1010001078		No Name	10/15/2014 09:25	Out
	1010001079	1010001079		No Name	10/06/2014 15:14	Out
	1010001080	1010001080	1.50	No Name	10/31/2014 17:09	Out
	1010001082	1010001082	1.52	No Name	11/04/2014 15:26	Out

These are all the *Body*VISION units that have been in communication with the server at least once. If necessary, use the navigation arrows and/or search fields at the top of the form to scan the full list.

The columns on the **Mobile Inventory** tab are described below.

	Mobile Inventory Tab				
Column	Description				
DVR Name	The DVR Name, as entered on the DVR record.				
Serial #	The <i>Body</i> VISION's unique serial number. The system obtains this number from the unit during during the first DVR-to-server communication.				
Revision	The current firmware version loaded on this <i>Body</i> VISION.				
Officer Name	The name of the officer to whom this <i>Body</i> VISION is assigned. If <b>No Name</b> displays here, it indicates that this <i>Body</i> VISION is not assigned to anyone.				
Last Comm Date	The date and time of the most recent communication between this <i>Body</i> VISION and the server.				
In/Out	An indicator used to denote whether or not this <i>Body</i> -VISION is currently connected to the server via a docking station.				
	<ul> <li><i>In.</i> The <i>Body</i>VISION is connected to the server</li> <li><i>Out.</i> The <i>Body</i>VISION is <i>not</i> connected to the server.</li> </ul>				



## Assigning a BodyVISION to an Officer

This section describes how to assign an available *Body*VISION unit to a selected officer. In order to perform this procedure, the *Officer Dispatch* feature must be activated, as described in step 1 below.

1 Check to make sure the *Allow Officer Assignment* checkbox on the DVR record *or* DVR group record is selected, as pictured below.

	Edit DVR (Officer Lan	ice BV)	
	DVR Name: Officer Lance BV	Version: 1.2.1b2	
In order to assign	Officer Name: No Name	Assigned Firmware: None 🔽 🥝	
BodyVISIONs to	Allow Officer Assignment 🔽 🥝	Status: Enabled 🔽 🥝	
your officers, this checkbox must	Group Name:	DVR ID: 1214100003 🕢 🧿	
be selected on	Resolution: 720p (1280x720) V	Main Board: 1.00 📀	
the DVR record or	Ethernet DHCP:	Time Zone: -05:00 Eastern Time 🔽 🥝	NOTE: If Fleet
DVR group record	Ethernet IP: 166.20.101.56	Daylight Savings Time: 🗹 🥝	Management is
		<u></u>	OFF, this field will
	Ethernet Mask: 255.255.0 0	Snapshot Enabled: 🗌 🥹	display at the top
	Ethernet Gateway IP: 166.20.101.1	Tracepoint Enabled: 🗹 🥝	of on your screen
	Remote Broadcast IP(s): 255.255.255.255	0	
			÷.
	Save Cancel		
	Edit Group	X	
	Name: BodyVision Traffic Patrol	Firmware: 1.2.1 🗸	
	Settings DVRs		
	Settings DVRs		
	Allow Officer Assignment 🕑 🥡	Ethernet DHCP: 🔲 🥡	
	Time Zone: -05:00 Eastern Time 🔽 🥥		
		Snapshot Enabled: 🗹 🧑	
	Daylight Savings Time: 🔲 🍘	Tracepoint Enabled: 🗹 🥝	
	Save Cancel		
		20	



**2** Go to **Administration** and click **Mobile Devices**. The Mobile Devices page displays.

				Мов	ILE DEV	ICES			
communications Mobile-Vision, Inc.								admin is logg	ed in. <u>Logout</u>
▼ Home Menu	Mobile De	vices	Mobile Inventory						
Home			mobile intentory				_		
Search Video					Mobile Devices				
Media Reader			14	C Page	1 of 1 (5 total records)	> >>	) AL Q		
User Help	Assign 🔻	Identify	DVR Name	Serial #	Free Space (%)	Status	Revision	Officer Name	
User Preferences							-		
Administration	Assign	m	*1 No Number@15:53:16	1010001077		Idle	1.52	No Name	
System Setup	Assign	n	*1 No Number@17:11:18	1010001052		Idle	1.52	No Name	
System Status Assign Videos	Assign	n	*1 Unit@16:05:39	1010001081		Idle	1.52		
Manage DVRs	Assign	m	*1 No Number@10:15:15	1010001061		Idle	1.52	No Name	
Mobile Devices									
Manage Users		0	1010001076	1010001076		Idle	1.52	No Name	
Action									
Edit Config									

These are all the devices that are currently connected to the server. All DVRs that have an **Assign** button next to them are available for assignment.

For a description of the columns on this page, see the table on page 424.

**3** Click the **Assign** button to the left of the device you wish to assign. The Assign Officer popup displays.

A	ssign	Officer	<b>_</b> ×
Display Name:	New B	BodyVision	0
Officer Name:	office	r 🗸 🥝	
S	ave	Cancel	

- 4 Select an officer from the *Officer Name* drop-down list.
- **5** Click **Save**. The officer you just selected now displays in the *Officer Name* field. If that officer happens to be in close proximity to the *Body*VISION Downloading/ Charging station, you may wish to activate an audio/visual alert. This will make it easier for the officer to identify his *Body*VISION. To activate this alert, click the green notification icon. The unit's alert will sound and the Status/Battery LED on the top of the unit will flash yellow/red.





## **Fleet Management**

Fleet Management is a system feature that grants you access to many of the same DVR functions that are found on your Flashback2, Flashback3, and/or FlashbackHD menus. Previously, you could only access the DVR functions via the Flashback menu, which required physical access to the DVR. Now you can access these options from the server back at your precinct.

If desired, you can also use the Fleet Management feature to make global changes across multiple Flashback and *Body*VISION DVRs. This is accomplished using a feature called *DVR groups*. 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 at the same time from the server. If, for example, your agency adds an Aux 2 device, you would login to the DES application, display 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.

When Fleet Management is enabled, the DVR settings on the server always override the in-car settings. You can still change DVR settings from the DVR itself, but it's recommended that you select one method or the other: either use the Fleet Management feature to update your DVRs from the server, or use the Flashback menu to update DVRs from within the vehicles. Generally, the larger your vehicle/DVR fleet, the more sense it makes to use Fleet Management.

The Fleet Management feature is not available for Flashback1s.

When you create DVR groups, always place similar DVRs together in the same DVR group. For example, Flashback3s and FlashbackHDs may be placed in the same group, but Flashback2s must be in a group by themselves, as do *Body*VISIONs. See recommended groups below.

- Group 1: Flashback2s that are installed in a vehicle with Vehicle Viewer, Vehicle Viewer Live, or the UMD Editor
- Group 2: Flashback2s that are installed in a vehicle *without* Vehicle Viewer, Vehicle Viewer Live, or the UMD Editor
- Group 3: Flashback3s and/or FlashbackHDs that are installed in a vehicle with Vehicle Viewer, Vehicle Viewer Live, or the UMD Editor
- Group 4: Flashback3s and/or FlashbackHDs that are installed in a vehicle *without* Vehicle Viewer, Vehicle Viewer Live, or the UMD Editor
- Group 5: Flashback2s that are installed in an Interview Room
- Group 6: Flashback3s and/or FlashbackHDs that are installed in an Interview Room
- Group 7: *Body*VISION DVRs
- Group 8: CycleVision DVRs



For more information, see:

- □ Enabling/Disabling Fleet Management, below
- □ Adding a DVR Group, page 432
- □ Exporting a DVR's config.xml File, page 446
- □ Changing a Flashback DVR Group, page 448
- □ Changing a *Body*VISION DVR Group, page 462
- □ Deleting a DVR Group, page 466
- □ Reassigning a DVR to a Different DVR Group, page 467.

## **Enabling/Disabling Fleet Management**

This section describes how to enable (turn on) or disable (turn off) Fleet Management. For a detailed description of this feature, see "Fleet Management" on the previous page.

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

			S	System	SETUI	Р		
communications Mobile-Vision, Inc.							mvad	imin is logged in. Loqout
▼ Home Menu	Precinct	System Settings	Security Settings	Case Settings	Modules	DVR Firmware	DVD	
Home	Treemet ,	Oystem Octangs	Coccarry octarigs	ouse octaings	modules	Dirici minute	010	
Search Video	Precinct I	Info Logos						
Manage Cases								1
Media Reader	1			Precin	ct			
User Help			IC (<< <	Page 1 of 1 (1 to	tal records)	> >> >1		
User Preferences		Organization	Name		Precinct Name 🛦 Registration H			egistration Key
▼ Administration	Lance's Ser	rver		Mobile-Vision Inc.			146D43F	0F9F0050568AE3C0
System Setup								
System Status								
Assign Videos								
Manage DVRs								
Mobile Devices								
Manage Users								
Action								

2 Click the System Settings tab.

communications				S	YSTEM \$	Setui	P		mvadmin is	logged in. Loqout
Mobile-Vision, Inc.	Precinct	System S		Security Settings	Case Settings	Modules	DVR Firm		DVD	
Home	Precinci	je system a	settings	Security Settings	Case Settings	iniodules	DVRFIIII	iware	DVD	
Search Video	Storage I	Machines	Viewing	Online Life-Cycle	Backup/Expo	rt Downlo	ad Options	Vide	eo Categories	UMD Types
Manage Cases										
Media Reader					Storage Mac	the second s				
User Help	In	nternal Path		External Media U	NC	External Cas	e URI	IP Address of RAID unit		Status
► User Preferences	/fbdata/00/	1	\expo	ort00\	/str	eam00/			127.0.0.1	Enabled
▼ Administration	1									
System Setup										
System Status										
Assign Videos										
Manage DVRs										
Mobile Devices										
Manage Users										
Action										
New										
Edit										
COIL										



**3** Click the **Download Options** tab.

				S	ystem S	SETUP		
communications Mobile-Vision, Inc.							mvadmin is lo	gged in. Loqout
▼ Home Menu	Precinct	System	Settings	Security Settings	Case Settings	Modules DVR Firm	vare DVD	
Home Search Video Manage Cases	Storage	Machines	Viewing	Online Life-Cycle	Backup/Export	Download Options	Video Categories	UMD Types
Media Reader User Help	Enable	Fleet Manag	ement for DVR	s: 🗹 🥑				
<ul> <li>User Preferences</li> <li>Administration</li> </ul>		Enable DVI	R v1 Download					
System Setup System Status				y: Ping ∨ Ø P: 255.255.255.255	0			
Assign Videos Manage DVRs			DVR v1 Device:					
Mobile Devices			Usernam	e: admin	0			
Manage Users			Passwor	d: admin	0			
Action Edit	200	in	sert Devices A	s: Enabled 🗸 🕜				
Refresh Page	E	inable DVR v	2/v3 Download	s: 🔲 🥹				
			Discover b	y: Ping 🗸 🍪				
	At	rto Insert DV	R v2/v3 Device:	s: 🗹 🥝				
		In	sert Devices A	s: Enabled 🗸 🥥				
	En	able Body W	orn Download	s: 🔲 🥝				
			Discover b	y: UDP 🗸 🚱				
	Aut	to Insert Bod	y Worn Device	s: 🔲 🥝				
		In	sert Devices A	s: Enabled 🗸 🕜				

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

nable Fleet Management for DVRs: Cable DVR v1 Downloads: Discover by: Ping UDP Broadcast IP: 255 255 255 255 UDP Broadcast IP: 255 255 255 255 26 255 255 255 255 26 26 27 27 27 27 27 27 27 27 27 27	Download	d Options	
Discover by: Ping V V UDP Broadcast IP: 255.255.255 V Auto Insert DVR v1 Devices: V Username: admin V Password: admin V Insert Devices As: Enabled V V Discover by: Ping V Auto Insert DVR v2/v3 Devices: V Insert Devices As: Enabled V V Enable Body Worn Downloads: V	Enable Fleet Management for DVRs:	V 0	
UDP Broadcast IP: 255.255.255 Auto Insert DVR v1 Devices: Username: admin Password: admin Password: admin Insert Devices As: Enabled Discover by: Ping Discover by: Ping Linsert DVR v2/v3 Devices: Insert Devices As: Enabled Enable Body Worn Downloads: Call Content Call C	Enable DVR v1 Downloads:	<b>v</b>	
Auto Insert DVR v1 Devices: Username: admin Password: admin Insert Devices As: Enabled Discover by: Ping Discover by: Ping Linsert DVR v2/v3 Devices: Insert Devices As: Enabled Enabled Enable Body Worn Downloads: W	Discover by:	Ping 🗸 🤣	
Username: admin Password: admin Insert Devices As: Enabled Discover by: Ping Linsert DVR v2/v3 Devices: Insert Devices As: Enabled Enabled Enable Body Worn Downloads: Comparison Comp	UDP Broadcast IP:	255.255.255.255	0
Password: admin Insert Devices As: Enabled Enable DVR v2/v3 Downloads: Discover by: Ping Discover by: Ping Discover by: Ping Discover by: Ping Enabled Insert Devices As: Enabled Enabled Enable Body Worn Downloads: W	Auto Insert DVR v1 Devices:		
Insert Devices As: Enabled V V Enable DVR v2/v3 Downloads: Discover by: Ping V V Auto Insert DVR v2/v3 Devices: Insert Devices As: Enabled V V Enable Body Worn Downloads: V	Username:	admin	0
Enable DVR v2/v3 Downloads: Discover by: Ping v v Auto Insert DVR v2/v3 Devices: Insert Devices As: Enabled v v	Password:	admin	0
Discover by: Ping V V Auto Insert DVR v2/v3 Devices: V V Insert Devices As: Enabled V V	Insert Devices As:	Enabled V	
Enable Body Worn Downloads: 🔲 🥥		and the second se	
	Insert Devices As:	Enabled 🗸 🧭	
Discover by: UDP 🗸 🎯	Enable Body Worn Downloads:		
	Discover by:	UDP 🗸 🥝	
Auto Insert Body Worn Devices: 🔲 🥝	Auto Insert Body Worn Devices:		
Insert Devices As: Enabled 🗸 🖉	Insert Devices As:	Enabled 🗸 🕜	
Save Cancel	Savo	Cancel	

(Continued)



5 Go to the *Enable Fleet Management for DVRs* checkbox at the top of the form.

To *enable* the Fleet Management feature, select the *Enable Fleet Management for DVRs* checkbox.

– OR –

To *disable* the Fleet Management feature, deselect the *Enable Fleet Management for DVRs* checkbox.

6 Click Save.

# Adding a DVR Group

There are three methods for adding a new Flashback or *Body*VISION DVR group:

- 1. Create a group from an existing DVR group record
- 2. Create a group from an existing DVR record
- 3. Create a group from a DVR configuration file (config.xml).

If you have a mixed fleet of DVRs (i.e., Flashback2s, Flashback3/HDs, and/or *Body*VISIONs), please note that Flashback2s must be in a DVR group by themselves, as do *Body*VISIONs. Only Flashback3s and FlashbackHDs may share the same group. For a list of recommended groups, see page 429.

For specific instructions, see:

- Creating a DVR Group from an Existing DVR Group, below
- □ Creating a DVR Group from an Existing DVR, page 437
- Creating a DVR Group from a DVR's config.xml File, page 441.

### 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 **V** Administration and click **Manage DVRs**. The Manage DVRs page displays.



communications Mobile-Vision, Inc.			MA	ANAGI	E DVR	ls	mv	admin is logge	d in. Loqout
V Home Menu	DVRs DVR Groups								
Home Search Video				DV	Rs				
Manage Cases			<< <	Page 1 of 1 (11	total records)	> >>	N		
Vedia Reader	DVR Name 🛦	Last Comm IP	DVR ID	Status	Туре	Produc	t Code Grou	p Versio	n Config Synch
User Help				Enabled V		~			2
<ul> <li>User Preferences</li> </ul>	*1 146@12:03:42	-	0000000121	Enabled	Vehicle				Pending
Administration	*1 JNP-99V@12:03:09		0000000046	Enabled	Vehicle				Pending
System Setup	*1 No 2@12:03:37		000000002	Enabled	Vehicle				Pending
System Status	*1 No Number@11:09:40		1010001076	Enabled	Body Worn		-		Pending
Assign Videos	*1 No Number@11:09:45		1010001074	Enabled	Body Worn				Pending
Manage DVRs	*1 No Number@12:03:33		0000006551	Enabled	Vehicle		-		Pending
Mobile Devices Manage Users	*1 ProdManHD@12:03:46	192.168.110.45	000000003	Enabled	Vehicle	FB3		3.2.5	Pending
Action	aBodyWorn	0.0.0.0		Enabled	Body Worn		-		
Create	Eng Lab FB2		0000009069	Enabled	Interview Room	FB2			Pending
Edit	Eng Lab FB3		0000050019	Enabled	Interview Room	FB3	Southern Fleet		Pending
Export Config	Eng Lab FBHD		0000000003	Enabled	Interview Room	FB3		3.2.5	Pending
mport Units							A		
Export Units									
Reset Delete									

2 Click the **DVR Groups** tab. A list of existing groups displays, as pictured below.



**NOTE**: If the **DVR Groups** tab does not display, it indicates that Fleet Management is currently disabled. For more information, see "Enabling/Disabling Fleet Management" on page 430.

10			N	IANAGE D	VRs	
communications Mobile-Vision, Inc.					mvad	min is logged in. Loqout
▼ Home Menu	DVRs	DVR Groups				
Home		1		C		
Search Video				Groups		
Manage Cases			IC << <	Page 1 of 1 (4 total record	CORE ADDRESS ADDRESS	
Media Reader		Name		Туре	Minimum Firmware	Assigned DVRs
User Help	Central NJ Fleet			FB3HD	3.1.5	0
<ul> <li>User Preferences</li> </ul>	FB BodyVision		ision	FBMHD	1.41	5
<ul> <li>Administration</li> </ul>	Night Patrol		itrol	FB3HD	3.2.0.0	0
System Setup		Northern N.	J Fleet	FB3HD	3.1.5	1
System Status			27245-5422			
Assign Videos						
Manage DVRs						
Mobile Devices						
Manage Users						
Action						
Create Group						
Edit Group						
Delete Group						
Reassign DVR(s)						

**3** Go to the Action column and click **Create Group**. The Create Group form displays.



Create Group									
Group Name:		0							
Select Source:	From file 🔹 🥑								
Select Type:	FB3/FBHD 🔻 🕜								
Minimum Firmware: 3.2.6 🔹 🥝									
	Browse_ No file selected.								

- 4 Enter a unique name for this group in the *Group Name* field.
- **5** Go to the *Select Source* drop-down list and select **From existing group**.

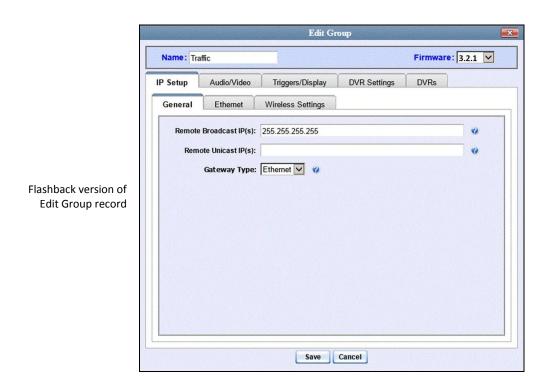
Cite	te Group
Group Name:	Traffic
Select Source:	From existing group
Select Type:	FB3/FBHD 🗸
Minimum Firmware:	3.2.6 🗸
Select Group	2: Night Patrol

- **6** Go to the *Select Type* drop-down list and select the new group's type:
  - □ *FB2*. This group will contain Flashback2 DVRs only
  - □ *FB3/FBHD*. This group will contain Flashback3 and/or FlashbackHD DVRs
  - □ *BodyVision*. This group will contain *Body*VISION DVRs only
- 7 Go to the *Select Group* drop-down list and select the DVR group that you wish to use as a template for your new group.
- 8 Click Save. A confirmation message displays.

Group Traffic successfully created.

Next, you need to assign DVRs to your new group.

**9** Right-click on the new group record you just created, then select **Edit** from the popup menu. The Edit Group record displays. This screen will look slightly different for Flashback records vs. *Body*VISION records.

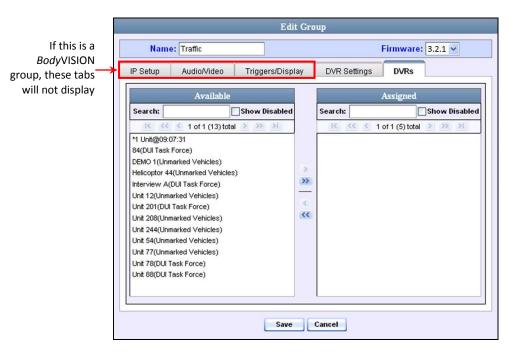


	_		Edit (	Group		
	Name: F	B BodyVision			Firmware: 1.27 🔽	
	Settings	DVRs				
			cer Dispatch: 🔲 🧿		MM/DD/YY	9
		Snap	hernet DHCP: 🗌 🥑 shot Enabled: 🗹 🥝 point Enabled: 🔲 🥝	Time Zone: -05:00 Dayli	) Eastern Time 🔽 🥥 ght Savings Time: 🗹 🥑	
V version up record		nuccp				
			Save	Cancel		

BodyVIS of Edit G

Mobile-Vision, Inc.





**10** Click the **DVRs** tab. A list of available DVRs displays in the left column.

Note that the DVRs that are currently assigned to a different group show the group's name in parentheses.

- **11** Go to the left column (Available) and click on each of the DVRs you wish to assign to this DVR group. As you do so, keep in mind that Flashback3s and FlashbackHDs may be in the same group, but Flashback2s must be in a group by themselves, as do *Body*VISIONs.
- 12 Once you've highlighted the correct DVRs, click the right arrow located between the two columns. The selected DVRs display in the right column (Assigned).
  - **13** 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 Flashback DVR Group" on page 448 or "Changing a *Body*VISION DVR Group" on page 462.

– OR –

If you do *not* wish to make additional modifications to this record, proceed to the next step.

14 Click Save. A confirmation message displays.

The group Traffic successfully saved.



## Creating a DVR Group from an Existing DVR

This section describes how to create a new DVR group from an existing Flashback or *Body*VISION DVR. To do so, you simply copy the settings from an existing DVR to a new DVR group, then edit the new group as desired.



**NOTE**: You can only copy information from a DVR that has been "discovered," that is, a DVR that has been in communication with the server at least once. If you are a new customer, some of your DVRs may not be recognized by the server yet. If such is the case, you can use the procedure titled "Creating a DVR Group from a DVR's config.xml File" on page 441 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 446. 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 441.

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

			MA	ANAGI	E DVF	ls	S				
communications Mobile-Vision, Inc.							mva	dmin is logge	ed in. Logout		
▼ Home Menu	DVRs DVR Groups										
Home	1			DV	p						
Search Video		12	<u> </u>	Page 1 of 1 (11		5 55	SU.				
Manage Cases Media Reader	DVR Name 🛦	Last Comm IP	DVR ID	Status	Type	Produc		Versio	n Config Synch		
User Help		Lustoonnin		Enabled V							
<ul> <li>User Preferences</li> </ul>	*1 146@12:03:42		0000000121	Enabled	Vehicle		1		Pending		
Administration	*1 JNP-99V@12:03:09		0000000046	Enabled	Vehicle				Pending		
System Setup	*1 No 2@12:03:37		0000000002	Enabled	Vehicle				Pending		
System Status	*1 No Number@11:09:40		1010001076	Enabled	Body Worn				Pending		
Assign Videos	*1 No Number@11:09:45		1010001074	Enabled	Body Worn				Pending		
Manage DVRs	*1 No Number@12:03:33		0000006551	Enabled	Vehicle		100 M		Pending		
Mobile Devices	*1 ProdManHD@12:03:46	192.168.110.45	0000000003	Enabled	Vehicle	FB3		3.2.5	Pending		
Manage Users	aBodyWorn	0.0.0.0		Enabled	Body Worn		-				
Action	Eng Lab FB2		0000009069	Enabled	Interview Room	FB2			Pending		
Create Fdit	Eng Lab FB3		0000050019	Enabled	Interview Room	FB3	Southern Fleet		Pending		
Export Config	Eng Lab FBHD		0000000003		Interview Room	FB3		3.2.5	Pending		
mport Units			1								
Export Units											
Reset											

2 Click the **DVR Groups** tab. A list of existing groups displays, if any.



			N	IANAGE D	VRs	
communications Mobile-Vision, Inc.					mvad	min is logged in. Logout
▼ Home Menu	DVRs	DVR Groups				
Home				Groups		
Search Video			10 34 4	Page 1 of 1 (4 total record	is) > > > >	
Manage Cases Media Reader		Name 🛦	100 000 00		Minimum Firmware	Assigned DVRs
User Help				Туре		-
<ul> <li>User Preferences</li> </ul>	Central NJ Fleet			FB3HD	3.1.5	0
<ul> <li>User Preferences</li> </ul>	FB BodyVision			FBMHD	1.41	5
Administration	Night Patrol			FB3HD	3.2.0.0	0
System Setup		Northern NJ F	leet	FB3HD	3.1.5	1
System Status						
Assign Videos						
Manage DVRs						
Mobile Devices						
Manage Users						
Action						
Create Group						
Edit Group						
Delete Group						
Reassign DVR(s)						

**3** Go to the Action column and click **Create Group**. The Create Group form displays.

Create Group							
Group Name:		0					
Select Source:	From file 🔹 🥑						
Select Type:	FB3/FBHD 🔻 🥝						
Minimum Firmware: 3.2.6 👻 🕜							
Browse_ No file selected.							
Sa	Cancel						

- 4 Enter a unique name for this group in the *Group Name* field.
- **5** Go to the *Select Source* drop-down list and select **From DVR**.

Cn	eate Group 🛛 📈
Group Name:	Traffic
Select Source:	From DVR
Select Type:	FB3/FBHD
Minimum Firmware:	
Status: Enabled V Selec	ct DVR: *1 ProdManHD@12:03:46
Sav	Ve Cancel



- **6** Go to the *Select Type* drop-down list and select the new group's type:
  - □ *FB2*. This group will contain Flashback2 DVRs only
  - □ FB3/FBHD. This group will contain Flashback3 and/or FlashbackHD DVRs
  - □ *BodyVision*. This group will contain *Body*VISION DVRs only
- 7 Go to the *Select DVR* field and select a template DVR from the drop-down list.
- 8 Click Save. A confirmation message displays.

Group Traffic successfully created.

Next, you need to assign DVRs to your new group.

**9** Right-click on the new group record you just created, then select **Edit** from the popup menu. The Edit Group record displays. This screen will look slightly different for Flashback records vs. *Body*VISION records.

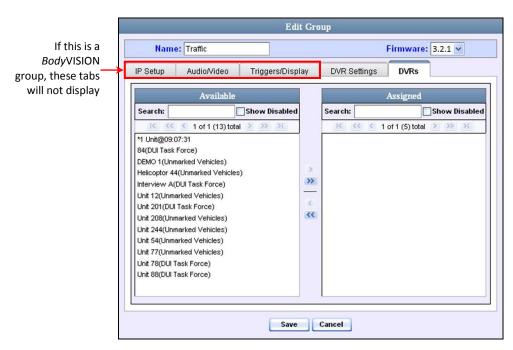
			Edit G	oup		<b></b>
	Name: Tr	affic			Firmware:	3.2.1
	IP Setup	Audio/Video	Triggers/Display	DVR Settings	DVRs	
	General	Ethernet	Wireless Settings			
		e Broadcast IP(s): lote Unicast IP(s):	255.255.255.255			0
lashback version of Edit Group record		Gateway Type:	Ethernet 🔽			
			Save	Cancel		

(Continued)



		Edit Group
	Name: FB BodyVision	Firmware: 1.27 🗸
	Settings DVRs	
odyVISION version Edit Group record	Allow Officer Dispatch: [ Ethernet DHCP: [ Snapshot Enabled: [ Tracepoint Enabled: [	Image: Ward of the state o
	E	Save Cancel

**10** Click the **DVRs** tab. A list of available DVRs displays in the left column.



Note that the DVRs that are currently assigned to a different group show the group's name in parentheses.

**11** Go to the left column (Available) and click on each of the DVRs you wish to assign to this DVR group. As you do so, keep in mind that Flashback3s and FlashbackHDs



may be in the same group, but Flashback2s must be in a group by themselves, as do *Body*VISIONs.

- > 12 Once you've highlighted the correct DVRs, click the right arrow located between the two columns. The selected DVRs display in the right column (Assigned).
  - **13** 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 Flashback DVR Group" on page 448 or "Changing a *Body*VISION DVR Group" on page 462.

– OR –

If you do *not* wish to make additional modifications to this record, proceed to the next step.

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

The group Traffic successfully saved.

### Creating a DVR Group from a DVR's config.xml File

This section describes how to create a new DVR group from a config.xml file, which contains information on a Flashback or *Body*VISION DVR unit. There are two ways in which you can acquire this file:

- □ Your L-3 Mobile-Vision Technical Support Engineer can give it to you.
- You can copy the file from a Flashback DVR to a USB drive, as described in "Copying the config.xml File from Your DVR to a USB Drive" in your Flashback User's Guide.

If your agency has more than one server and you wish to copy a DVR's config.xml file from another server, you will first have to export that config.xml file to a USB drive, as described in "Exporting a DVR's config.xml File" on page 446.

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

(Continued)



						n	wadmin is logged	in. <u>Loqout</u>
DVRs DVR Groups								
			DI	-				
	IC.	11 1	and a second sec	Contraction	5 55	21		
DVR Name 🛦	Last Comm IP	DVR ID	Status	Type			up Version	Config Synch
1		1	Enabled	7				I
*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		000000002	Enabled	Vehicle				Pending
1 No Number@11:09:40		1010001076	Enabled	Body Worn				Pending
1 No Number@11:09:45		1010001074	Enabled	Body Worn				Pending
1 No Number@12:03:33		0000006551	Enabled	Vehicle				Pending
1 ProdManHD@12:03:46	192.168.110.45	000000003	Enabled	Vehicle	FB3	114	3.2.5	Pending
aBodyWorn	0.0.0.0		Enabled	Body Worn				
Eng Lab FB2		0000009069	Enabled	Interview Room	FB2	114		Pending
Eng Lab FB3		0000050019	Enabled	Interview Room	FB3	Southern Fleet		Pending
Eng Lab FBHD		000000003	Enabled	Interview Room	FB3		3.2.5	Pending
	DVR Name ▲ *1 146@12.03.42 *1 JNP-99V@12.03.09 *1 No 2@12.03.37 1 No Number@11.09.40 1 No Number@11.09.45 1 No Number@12.03.33 1 ProdManHD@12.03.46 aBodyWom Eng Lab FB2 Eng Lab FB3	DVR Name ▲         Last Comm IP           *1 146@12.03.42            *1 JNP-99V@12.03.09            *1 No 2@12.03.37            1 No Number@11.09.45            1 No Number@12.03.33            1 No Number@12.03.34         192.168.110.45           1 ProdManHD@12.03.46         192.168.110.45           aBod/Worm         0.0.0.0           Eng Lab FB2	Image: Non-Section 1000         Image: Non-Section 10000         Image: Non-Section 100000         Image: Non-Section 100000         Image: Non-Section 100000         Image: Non-Section 100000         Image: Non-Section 1000000         Image: Non-Section 1000000000         Image: Non-Section 100000000000         Image: Non-Section 1000000000000000000000000000000000000	DX           IC         ✓         Page 1 of 1 (1           DVR Name ▲         Last Comm IP         DVR ID         Status           *1 146@12.03.42         ···         0000000121         Enabled         Status           *1 146@12.03.42         ···         0000000121         Enabled         Status           *1 No 2@12.03.09         ···         000000002         Enabled           *1 No 2@12.03.37         ···         000000002         Enabled           1 No Number@11.09.40         ···         1010001076         Enabled           1 No Number@12.03.33         ···         00000000015         Enabled           1 ProdManHD@12.03.34         192.168.110.45         0000000003         Enabled           Eng Lab FB2         ···         0000000003         Enabled           Eng Lab FB3         ···         0000000003         Enabled	DVR Name ▲         Last Comm IP         DVR ID         Status         Type           DVR Name ▲         Last Comm IP         DVR ID         Status         Type           *1 146@12.03.42          0000000121         Enabled         Vehicle           *1 NP-99V@12.03.09          000000006         Enabled         Vehicle           *1 No 2g12.03.37          000000002         Enabled         Vehicle           1 No Number@11.09.45          1010001076         Enabled         Body Worn           1 No Number@12.03.33          00000000002         Enabled         Vehicle           1 ProdManHD@12.03.46         192.168.110.45         0000000003         Enabled         Vehicle           1 ProdManHD@12.03.46         192.168.110.45         0000000003         Enabled         Dedy Worn           Eng Lab FB2          000000909         Enabled         Interview Room           Eng Lab FB3          0000000909         Enabled         Interview Room	DVR Name & Last Comm IP         DVR ID         Status         Type         Produ           DVR Name ▲         Last Comm IP         DVR ID         Status         Type         Produ           *1 146@12.03.42          0000000121         Enabled         Vehicle            *1 1NP-99V@12.03.09          0000000020         Enabled         Vehicle            *1 No 2g12.03.37          0000000002         Enabled         Vehicle            1 No Number@11.09.40          1010001076         Enabled         Body Wom            1 No Number@12.03.33          0000000000         Enabled         Vehicle            1 ProdManHD@12.03.46         192.168.110.45         0000000000         Enabled         Vehicle         FB3           aBodyWom         0.0.0          Enabled         Body Wom            Eng Lab FB2          0000000000         Enabled         Interview Room         FB2           Eng Lab FB3          00000005019         Enabled         Interview Room         FB3	DVR is interviewed	DVRs           IC         C         Page 1 of 1 (11 lotal records)         >>>>>>>>>>>>>>>>>>>>>>>>>>>>

2 Click the **DVR Groups** tab. A list of existing groups displays, if applicable.

			N	IANAGE DV	Rs	
communications Mobile-Vision, Inc.					mvad	Imin is logged in. Loqout
▼ Home Menu	DVRs	DVR Groups				
Home		,		0		
Search Video				Groups		
Manage Cases			1< << <	Page 1 of 1 (4 total records)	() () () () () () () () () () () () () (	
Media Reader		Name	A	Туре	Minimum Firmware	Assigned DVRs
User Help		Central NJ	Fleet	FB3HD	3.1.5	0
<ul> <li>User Preferences</li> </ul>		FB BodyM	sion	FBMHD	1.41	5
<ul> <li>Administration</li> </ul>		Night Pa	trol	FB3HD	3.2.0.0	0
System Setup		Northern N.	J Fleet	FB3HD	3.1.5	1
System Status						
Assign Videos						
Manage DVRs						
Mobile Devices						
Manage Users						
Action						
Create Group						
Edit Group						
Delete Group						
Reassign DVR(s)						

**3** Go to the Action column and click **Create Group**. The Create Group form displays.



С	reate Group	×
Group Name:		0
Select Source:	From file 🔹 🥝	
Select Type:	FB3/FBHD 🔻 🕜	
Minimum Firmware:	3.2.6 🔻 🕜	
Browse_ No file se	ve Cancel	

- 4 Enter a unique name for this group in the *Group Name* field.
- 5 If you are copying a config.xml file from a USB drive, insert the USB stick into a USB port on your PC. Otherwise proceed to the next step.
- 6 Make sure the value of the *Select Source* field is **From file**.
- 7 Go to the *Select Type* drop-down list and select the new group's type:
  - □ *FB2*. This group will contain Flashback2 DVRs only
  - □ *FB3/FBHD*. This group will contain Flashback3 and/or FlashbackHD DVRs
  - □ BodyVision. This group will contain BodyVISION DVRs only
- 8 Click **Browse**. The Choose File to Upload Popup displays.

rganize 🔻 New folder	88	- 🔟 🌘
☆ Favorites ■ Desktop	Documents library     Invincea Downloads     Arrange by:	Folder 🔻
📕 Downloads 🗐 Recent Places	Name *	Date modifie
Marcanic Places	000010_091019_171306_0.idx	10/19/2009
🥞 Libraries	000010_091019_171306_0.qbx	10/19/2009
Documents	@ 000010_091019_171306_0	10/19/2009
J Music	About VVL Popup	4/11/2014 1
🔚 Pictures Ħ Videos	Blackout mode	4/11/2014 2
VIGEOS	设 Bottom Trim	4/11/2014 2
🜉 Computer	🔁 DAY NIGHT	4/11/2014 1
🚢 Local Disk (C:)	DVR Menu	3/3/2014 10
💿 DVD RW Drive (D:) DataDVD	🕞 Fast Forward	3/3/2014 10
🖵 Public (\\ds1) (I:) 🖵 AUDIT (\\aps4) (K:)	FR3v3.2.0.0 poter	4/23/2014 2 
File name:	✓ All Files (*.*)	-

- **9** Navigate to the disk drive location where the config.xml file is located.
- **10** Click on the config.xml file to select it, then click **Open**. A confirmation message displays.



Cı	reate Group
<u>Group Name:</u> Minimum Firmware: Select Group Type:	3.2.1 🔽
Config file config.xml success	fully loaded. Press Save to create group.
Sa	Cancel

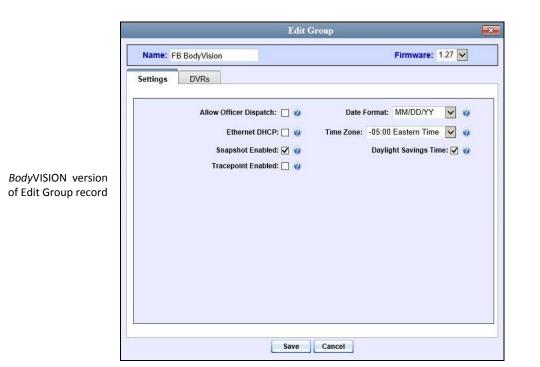
**11** Click **Save**. A confirmation message displays.

Group save successful: Traffic.

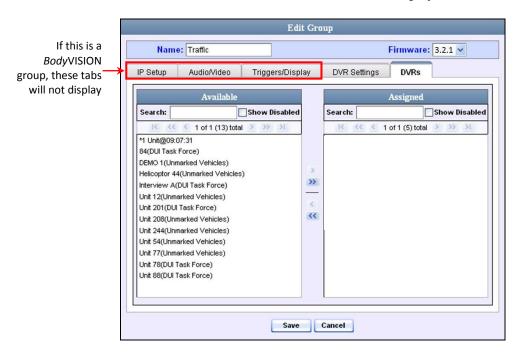
Next, you need to assign DVRs to your new group.

**12** Right-click on the new group record you just created, then select **Edit** from the popup menu. The Edit Group record displays. This screen will look slightly different for Flashback records vs. *Body*VISION records.

			Edit Gr	oup		
	Name: Tr	affic			Firmware:	3.2.1 🔽
	IP Setup	Audio/Video	Triggers/Display	DVR Settings	DVRs	
	General	Ethernet	Wireless Settings			
	Remote	e Broadcast IP(s):	255.255.255.255			0
	Rem	ote Unicast IP(s):				0
		Gateway Type:	Ethernet 🔽 🥝			
shback version of						
Edit Group record						
			Save	Cancel		
			Save	cuncer		



**13** Click the **DVRs** tab. A list of available DVRs displays in the left column.



Note that the DVRs that are currently assigned to a different group show the group's name in parentheses.

**14** Go to the left column (Available) and click on each of the DVRs you wish to add to this DVR group. As you do so, keep in mind that Flashback3s and FlashbackHDs

Mobile-Vision, Inc.



may be in the same group, but Flashback2s must be in a group by themselves, as do *Body*VISIONs.

- **15** Once you've highlighted the correct DVRs, click the right arrow located between the two columns. The selected DVRs display in the right column (Assigned).
  - **16** 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 Flashback DVR Group" on page 448 or "Changing a *Body*VISION DVR Group" on page 462.

– OR –

If you do *not* wish to make additional modifications to this record, proceed to the next step.

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

Group Traffic 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 record on *one* server as a template for creating a new DVR group on a *different* server. To do so, first perform this procedure to copy the config.xml file to a USB stick. Next, login to the other server and proceed to "Creating a DVR Group from a DVR's config.xml File" on page 441 for further instructions.

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



communications			1112	ANAG	E DVR	15	mva	ıdmin is logged	lin. <u>Loqout</u>
Mobile-Vision, Inc.	DVRs DVR Groups								
Home	DVIKS DVIK Gloups								
Search Video		12	<b></b>	DV Page 1 of 1 (1		> >>	N		2
Manage Cases Media Reader	DVR Name	Last Comm IP	DVR ID	Status	Type	the second second	t Code Grou	Version	Config Synch
User Help				Enabled V					-
User Preferences	*1 146@12:03:42		0000000121	Enabled	Vehicle				Pending
▼ Administration	*1 JNP-99V@12:03:09		0000000046	Enabled	Vehicle				Pending
System Setup	*1 No 2@12:03:37		0000000002	Enabled	Vehicle				Pending
System Status	*1 No Number@11:09:40		1010001076	Enabled	Body Worn				Pending
Assign Videos	*1 No Number@11:09:45		1010001074	Enabled	Body Worn				Pending
Manage DVRs	*1 No Number@12:03:33		0000006551	Enabled	Vehicle				Pending
Mobile Devices	*1 ProdManHD@12:03:46	192.168.110.45	0000000003	Enabled	Vehicle	FB3		3.2.5	Pending
Manage Users Action	aBodyWorn	0.0.0.0		Enabled	Body Worn				
Create	Eng Lab FB2		0000009069	Enabled	Interview Room	FB2			Pending
Edit	Eng Lab FB3		0000050019	Enabled	Interview Room	FB3	Southern Fleet	-	Pending
Export Config	Eng Lab FBHD		000000003	Enabled	Interview Room	FB3		3.2.5	Pending
Import Units							-		
Export Units									
Reset Delete									

- **2** Go to the DVRs list and click on the record you wish to export. If you have a large number of records to scan through, see "Searching for a DVR" on page 352, beginning with step 2.
- **3** Go to the Action column and click **Export Config**. The File Download popup displays.

|--|

- 4 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 Flashback DVR Group

This section describes how to change the attributes for a Flashback2 or Flashback3/ HD group record. Any change you make to a Flashback group will automatically be applied to all of the DVRs that are assigned to that group during the next DVR-toserver transmission.

If you need to change the setting(s) for a *Body*VISION DVR group, see "Changing a *Body*VISION DVR Group" on page 462 instead.

For specific instructions, see:

- □ Displaying the Edit Group Popup, below
- Changing the IP Settings for a Flashback DVR Group, page 450
- □ Changing the Audio Settings for a Flashback DVR Group, page 456
- □ Changing the Video Settings for a Flashback DVR Group, page 457
- □ Changing the Triggers for a Flashback DVR Group, page 458
- □ Changing the Display Options for a Flashback DVR Group, page 459
- □ Changing the General DVR Settings for a Flashback DVR Group, page 461.

### **Displaying the Edit Group Popup**

This section describes how to display the Edit Group popup for a Flashback2 or Flashback3/HD group. This is the first step in updating a Flashback DVR group.

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

			M	ANAGI	E DVF	<b>l</b> s			
communications Mobile-Vision, Inc.		_					mva	admin is logg	ed in. <u>Loqout</u>
▼ Home Menu Home	DVRs DVR Groups								
Search Video				DV	Rs				
Manage Cases		IK.	<< <	Page 1 of 1 (11	total records)	> >>	>1		a sa ma
Media Reader	DVR Name 🛦	Last Comm IP	DVR ID	Status	Туре	Produc	t Code Grou	p Versi	on Config Synch
User Help			1	Enabled V	]	$\checkmark$			$\overline{}$
User Preferences	*1 146@12:03:42		0000000121	Enabled	Vehicle				Pending
Administration	*1 JNP-99V@12:03:09		0000000046	Enabled	Vehicle		-		Pending
System Setup	*1 No 2@12:03:37		000000002	Enabled	Vehicle				Pending
System Status	*1 No Number@11:09:40		1010001076	Enabled	Body Worn		-		Pending
Assign Videos	*1 No Number@11:09:45		1010001074	Enabled	Body Worn				Pending
Manage DVRs	*1 No Number@12:03:33		0000006551	Enabled	Vehicle				Pending
Mobile Devices	*1 ProdManHD@12:03:46	192.168.110.45	0000000003	Enabled	Vehicle	FB3		3.2.5	Pending
Manage Users	aBodyWorn	0.0.0.0		Enabled	Body Worn				
Action	Eng Lab FB2		0000009069	Enabled	Interview Room	FB2			Pending
Create Edit	Eng Lab FB3		0000050019	Enabled	Interview Room	FB3	Southern Fleet		Pending
Export Config	Eng Lab FBHD		0000000003	Enabled	Interview Room	FB3		3.2.5	Pending
Import Units							- K		-
Export Units									
Reset									
Delete									

2 Click the DVR Groups tab. A list of existing groups displays.



(]3			N	IANAGE DVR	ls	
communications Mobile-Vision, Inc.						mvadmin is logged in. Logout
▼ Home Menu	DVRs	DVR Groups	1			
Home	DVINS	Der Gloups				
Search Video				Groups		
Manage Cases			14 × ×	Page 1 of 1 (2 total records)	3 33 31	
Media Reader		N	ame 🛦	Type	Minimum Firmware	Assigned DVRs
User Help		FB E	BodyVISION	FBMHD	1.27	1
User Preferences		N	ght Patrol	FB3HD	3.2.1	0
<ul> <li>Administration</li> </ul>						
System Setup						
System Status						
Assign Videos						
Manage DVRs						
Mobile Devices						
Manage Users						
Action						
Create Group						
Edit Group						
Delete Group						
Reassign DVR(s)						

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

		1			
P Setup	Audio/Video	Triggers/Display	DVR Settings	DVRs	
General	Ethernet	Wireless Settings			
Remote	Broadcast IP(s):	255.255.255.255			0
Rem	ote Unicast IP(s):				0

Proceed to the appropriate section:

- Changing the IP Settings for a Flashback DVR Group, next page
- Changing the Audio Settings for a Flashback DVR Group, page 456
- □ Changing the Video Settings for a Flashback DVR Group, page 457
- □ Changing the Triggers for a Flashback DVR Group, page 458
- Changing the Display Options for a Flashback DVR Group, page 459
- □ Changing the General DVR Settings for a Flashback DVR Group, page 461.



## Changing the IP Settings for a Flashback DVR Group

This section describes how to change the IP settings for a Flashback2 or Flashback3/ HD group.

Interview Room DVRs typically utilize an *Ethernet* connection, whereas in-car DVRs typically utilize a *wireless* connection. However, in-car units are still *Ethernet*-*enabled* to support Vehicle Viewer, Vehicle Viewer Live, and the UMD Editor, which require the use of the Ethernet port on the Flashback DVR.

- □ To change the *remote broadcast IP address*, *remote unicast IP address*, and/or *gateway type* for a Flashback DVR group, see "Changing the General IP Settings for a Flashback DVR Group" below.
- □ To configure a Flashback DVR group for use with Interview Room, Vehicle Viewer, Vehicle Viewer Live, and/or the UMD Editor, see "Changing the Ethernet Settings for a Flashback DVR Group" on page 451.
- □ To configure a Flashback DVR group that's comprised of in-car DVRs that do *not* interface with Vehicle Viewer, Vehicle Viewer Live, and/or the UMD Editor, see "Changing the Wireless Settings for a Flashback DVR Group" on page 455.

### Changing the General IP Settings for a Flashback DVR Group

This section describes how to change the following IP settings for a selected Flashback2 or Flashback3/HD group.

- Remote broadcast IP address.\* An IP address range across which the Flashback DVRs announce their identity so the server can locate them. System default is 255.255.255.255.
- □ *Remote unicast IP address.*<sup>\*</sup> A unique IP address to which the Flashback DVRs announce their identity so that the server can locate them.
- □ *Gateway type*. The type of connection used to link a group's Flashback DVRs to the server: *wireless* (used for in-car DVRs that do not interface with Vehicle Viewer, Vehicle Viewer Live, or the UMD Editor), or *Ethernet* (used for Interview Room DVRs and in-car DVRs that interface with Vehicle Viewer, Vehicle Viewer Live, or the UMD Editor).
- 1 Search for and display the Flashback DVR group record you wish to update. (If necessary, review "Displaying the Edit Group Popup" on page 448.)
- 2 If it is not already selected, click the **General** tab. The *Remote Broadcast IP*, *Remote Unicast IP*, and *Gateway Type* fields display.

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*.



110	orthern NJ Fleet		-		3.1.5 🔽
9 Setup	Audio/Video	Triggers/Display	DVR Settings	DVRs	
General	Ethernet	Wireless Settings			
Remote	e Broadcast IP(s):	255.255.255.255			0
Rem	ote Unicast IP(s):				0
	Gatendy Type.	Ethernet 🔽 🥡			

- **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 Flashback DVR Group, below
- □ Changing the Wireless Settings for a Flashback DVR Group, page 455, beginning with step 2.

### Changing the Ethernet Settings for a Flashback DVR Group

There are four DVR groups that utilize Ethernet settings:

- 1. Flashback2s that are installed in an Interview Room
- 2. Flashback3s and/or FlashbackHDs that are installed in an Interview Room
- 3. Flashback2s that are installed in a vehicle that is using Vehicle Viewer, Vehicle Viewer Live, or the UMD Editor.
- 4. Flashback3s and/or FlashbackHDs that are installed in a vehicle that is using Vehicle Viewer, Vehicle Viewer Live, or the UMD Editor



For instructions, see:

- **Configuring a Flashback DVR Group for Use with Interview Room, below**
- Configuring a Flashback DVR Group for Use with Vehicle Viewer, Vehicle Viewer Live, or the UMD Editor, page 453.

#### Configuring a Flashback DVR Group for Use with Interview Room

This section describes how to select the settings required to use a group of Interview Room Flashback2s or Flashback3/HDs with your agency's Ethernet network.

This configuration is typically used in conjunction with the *UDP Broadcast* discovery method. For more information, see "Changing the Discovery Method Used to Initiate Downloads" on page 486.



**WARNING**: When using this feature, exercise extreme caution. Any incorrect entries could cause transmission problems for a group's interview room cameras, and/or conflicts with in-car mobile data computers that have Vehicle Viewer, Vehicle Viewer, Vehicle Viewer Live, or the UMD Editor installed on them.

- 1 Search for and display the DVR group you wish to configure for Interview Room. (If necessary, review "Displaying the Edit Group Popup" on page 448.)
- 2 Click the **Ethernet** tab. The Ethernet fields display.

			Audio/Video	P Setup
	 	Wireless Settings	Ethernet	General
			oup Managed Ethe	Gro
	0	DHCP: 📃 🥝 net IP: 10.0.0.1		
	-			
		Mask: 255.255.255.0		
	0	vay IP: 0.0.0.0		
			rver	DHCP Ser
	_	nable: 🗌 🥝		
	0	dress: 0.0.0.0	DHCP Starting Add	
	0	dress: 0.0.0.0	DHCP Ending Add	
		utes): 15 🗸 🥝	CP Lease Time (min	DHC
		inable: 0.0.0.0 dress: 0.0.0.0 dress: 0.0.0.0	DHCP E DHCP Starting Add DHCP Ending Add	



**3** If the DVRs in this group will be installed on a DHCP network, check the *Group Managed Ethernet* and *Ethernet DHCP* checkboxes at the top of the form. Skip to step 7.

– OR –

If the DVRs in this group will *not* be installed on a DHCP network, make sure the *Group Managed Ethernet* and *Ethernet DHCP* checkboxes are deselected, then proceed to the next step.

- **4** Go to the *Ethernet IP* field and enter the Ethernet IP address that the DVRs in this group will use on their private Ethernet networks.
- **5** Go to the *Ethernet Mask* field and enter the Ethernet mask IP address that the DVRs in this group will use on their Ethernet network.
- **6** Go to the *Ethernet Gateway IP* field and enter the Ethernet gateway IP address that the DVRs in this group will use on their Ethernet network.
- 7 Click Save. A confirmation message displays.

Group Northern NJ Fleet successfully saved.

#### <u>Configuring a Flashback DVR Group for Use with Vehicle Viewer, Vehicle Viewer Live, or</u> <u>the UMD Editor</u>

This procedure describes how to configure a group of in-car Flashback2s or Flashback3/HDs for use with one of the following applications: *Vehicle Viewer*, *Vehicle Viewer Live*, or the *UMD Editor*.

If you are using private network IPs in your vehicles, you may wish to assign the same Ethernet IPs to all of the vehicles in your DVR Group in order to avoid potential IP conflicts with the wireless IP settings.

- 1 Search for and display the DVR group you wish to configure for use with Vehicle Viewer, Vehicle Viewer Live, or the UMD Editor. (If necessary, review "Displaying the Edit Group Popup" on page 448.)
- 2 Click the **Ethernet** tab. The Ethernet fields display.

(Continued)



Setup A	Audio/Video Tri	ggers/Display	DVR Settings	DVRs	
· Setup	Audio/video III	ggers/Display	DVR Settings	DVRS	
General	Ethernet Wirel	ess Settings			
Group I	Managed Ethernet:				
	Ethernet DHCP:		_		
	Ethernet IP:	10.0.0.1	0		
	Ethernet Mask:	255.255.255.0	0		
	Ethernet Gateway IP:	0.0.0.0	0		
<b>DHCP</b> Server					
	DHCP Enable:				
DHO	CP Starting Address:	0.0.0.0	0		
Dł	ICP Ending Address:	0.0.0.0	0		
DHCP Le	ase Time (minutes):	15 🗸 🕜			

- **3** Go to the *DHCP Server* section at the bottom of the form and select the *DHCP Enable* checkbox.
- **4** Go to the *DHCP Starting Address* field and enter the first IP address that can be assigned to a device by the DVR DHCP server.
- **5** Go to the *DHCP Ending Address* field and enter the last IP address that can be assigned to a device by the DVR DHCP server.



**NOTE**: The IP range you specify in steps 4 and 5 must be outside the range of any existing DHCP servers.

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

Group Northern NJ Fleet successfully saved.



## Changing the Wireless Settings for a Flashback DVR Group

This section describes how to change the wireless LAN settings for all the DVRs in a selected Flashback2 or Flashback3/HD group.

- 1 Search for and display the Flashback DVR group record you wish to update. (If necessary, review "Displaying the Edit Group Popup" on page 448.)
- 2 Click the **Wireless Settings** tab. The following fields display.

IP Setup	Audio/Video	Triggers/Display	DVR Settings DVR	WRs
General	Ethernet	Wireless Settings		
w	ireless IP Mask:	0.0.0.0	Wireless Mode: None	
Wirele	ess Gateway IP:	0.0.0.0	Wirel	ess Auth: None 🔽 🥝
	w	ireless DHCP: 🔽 🥝	Wireless En	cryption: None 🔽 🥝
		Wireless SSL: 🗌 🥝		
	Validat	e Certificate: 🗌 🥝		
	Wireless SSI	D:	0	
	Wireless Nam	e:	0	
,	Wireless Passwor	d:		Ū.
Wirele	ss Encryption Ke	y:	0	
		-		

For a description of the fields on this form, see the table beginning on page 379.

- **3** Enter/select your changes in the appropriate field(s). If you need to enter a wireless password or encryption key, be sure to review the password guidelines on page 379 first.
- 4 If you changed the Wireless Mode to **WPA-ENTERPRISE** or **WPA2-ENTER-PRISE**, proceed to the next step. Otherwise skip to step 7.
- **5** Click the **Wireless Certificates** tab.

(Continued)



		· ·	· · · · · · · · · · · · · · · · · · ·	Firmware: 3.1.5
Setup	Audio/Video	Triggers/Display	DVR Settings	DVRs
General	Ethernet	Wireless Settings	Wireless Certifica	ates
Wireless	Root Certificate:	. 0		
l				
Wireless	Private Key Certi	ificate: 🕜		
Wireless	Private Key Certi	ificate: 🕜		
	Private Key Certi Client Certificate			

- **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 Flashback DVR Group

This section describes how to change the audio settings for all the DVRs in a selected Flashback2 or Flashback3/HD group.

- **1** Search for and display the Flashback DVR group record you wish to update. (If necessary, review "Displaying the Edit Group Popup" on page 448.)
- 2 Click the Audio/Video tab. The available audio options display.



Setup	Audio/Video	Triggers/Display	DVR Settings DVRs
Audio	Video	inggoto, Diopixy	
Audio Fe	edback		
	1 🥝 🗸 🗸	Keyboard Beep 🕜	🗹 In-Car Mic 🥝
	2 🥝 🗌	Record Beep 🕜	
		Record Beep 🕜	
Audio Pr	operties /Post Audio Contr	ol @	💟 🥝 In-Car Mic Gain(-dB): 2 💟
Audio Pr	operties /Post Audio Contr	ol @	V 🥡 In-Car Mic Gain(-dB): 2 V

For a description of the fields on this tab, refer to the table on page 384.

- **3** Enter/select your changes in the appropriate field(s).
- 4 Click Save. A confirmation message displays.

Group Northern NJ Fleet successfully saved.

#### Changing the Video Settings for a Flashback DVR Group

This section describes how to change the video settings for all the DVRs in a selected Flashback2 or Flashback3/HD group.

- 1 Search for and display the Flashback DVR group record you wish to update. (If necessary, review "Displaying the Edit Group Popup" on page 448.)
- 2 Click the Audio/Video tab. The Audio properties display.
- **3** Click the **Video** tab. The Video Properties display.

(Continued)



	Edit Group
Name: Northern NJ Fleet	Firmware: 31.5 💌
P Setup Audio/Video	Triggers/Display DVR Settings DVRs
Video Properties	
Channel 1 Frame Rate: 20 V Channel 2 & Frame Rate: 30 V Active Cameras: 1 V Background Record &	Quality:     Lowest     Q     Resolution:     High (D1)     Q
Frame Rate: 5 V	🥝 🦳 Stealth Record 🥝 📃 Until Shutdown 🥝
Pre Record Time: 10	Post Record Time:     0     0       Stop ()     Delay Minutes:     5     ()
	Save Cancel

For a description of the fields on this form, see the table on page 389.

- **4** Enter/select your changes in the appropriate field(s).
- 5 Click Save. A confirmation message displays.

Group Northern NJ Fleet successfully saved.

#### Changing the Triggers for a Flashback DVR Group

This section describes how to change the trigger settings for all the DVRs in a selected Flashback2 or Flashback3/HD group. A *trigger* is the event that causes a DVR to automatically start recording.

- **1** Search for and display the Flashback DVR group record you wish to update. (If necessary, review "Displaying the Edit Group Popup" on page 448.)
- 2 Click the Triggers/Display tab. Your trigger options display at the top of the form.



Setup Audio/Video 1	riggers/Display DVR Settin	ngs DVRs
friggers		
🗹 Aux 1 Trigger 🕜 🛛 🗹	Lights Trigger 🥝	🗹 Siren Trigger 🕜
🗌 Aux 2 Trigger 🕜 📃	Stop Overrides Trigger 🥝	🗹 VLP Trigger 🥝
🗌 MPH/KPH Trigger 🕜	Trigger Speed: 90 🕜	
Display		
Date Format: MM/DD/YY	<ul> <li>Q Radar Info: T/UP ✓ Q</li> </ul>	🗹 Daylight Savings Time 🥝
🖌 Aux 1 Display 🕜	🗌 MPH/KPH Display 🥝	🗹 Lights Display 🥝
🗌 Aux 2 Display 🥝	🗹 Siren Display 🕜	🗌 Temperature Display 🥝
🗹 GPS Display 🥝	🗹 🛛 WLAN Display 🤡	🔲 Metric Units 🥝
🗹 Brakes Display 🥝	🗌 Radar Box 🥝	

For a detailed description of all the available triggers, see the table on page 394.

- **3** Enter/select your changes in the appropriate field(s).
- 4 Click Save. A confirmation message displays.



#### Changing the Display Options for a Flashback DVR Group

This section describes how to change the display options for all the DVRs in a selected Flashback2 or Flashback3/HD group. Display options are the status indicators that will display on the following:

- □ The Flashback monitor during a recording
- □ The Vehicle Viewer or Vehicle Viewer Live application while the DVR is active
- □ The Flashback Player while you are viewing a video off the server or off an export disc.
- 1 Search for and display the Flashback DVR group record you wish to update. (If necessary, review "Displaying the Edit Group Popup" on page 448.)
- 2 Click the **Triggers/Display** tab. The display options are listed at the bottom of the form.



P Setup Audio/Video	Triggers/Display DVR Setti	ngs DVRs
Triggers		
🗹 Aux 1 Trigger 🕜	🗹 Lights Trigger 🕜	🗹 Siren Trigger 🥝
🗌 Aux 2 Trigger 🕜	🗌 Stop Overrides Trigger 🥝	🗹 VLP Trigger 🥝
🗌 MPH/KPH Trigger 🕜	Trigger Speed: 90 🕜	
Display		
Date Format: MM/DD/YY	✓ 🔮 Radar Info: T/UP ✓ 🔮	🗹 Daylight Savings Time 🕜
🗹 Aux 1 Display 🕜	MPH/KPH Display 🕜	🗹 Lights Display 🕜
🗌 Aux 2 Display 🕜	🗹 Siren Display 🥝	🗌 Temperature Display 🥝
🗹 GPS Display 🥝	🗹 🛛 WLAN Display 🥝	🗌 Metric Units 🕜
🗹 Brakes Display 🕜	🗌 Radar Box 🕜	

These fields are described in the table on page 396.

- **3** To change the format for your date display, select a new value from the *Date Format* drop-down list. Otherwise proceed to the next step.
- **4** To change the format for your GPS display, select a new value from the *GPS Format* drop-down list (see **NOTE** below). Otherwise proceed to the next step.



**NOTE**: If the *GPS Format* field does not display, it indicates that you lack the *Display MAX Speed and GPS Data* permission required to display this field.

- **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/or Vehicle Viewer/Vehicle Viewer Live screen.
- 7 Click Save. A confirmation message displays.

Group Northern NJ Fleet successfully saved.



#### Changing the General DVR Settings for a Flashback DVR Group

This section describes how to change the following settings for a selected Flashback2 or Flashback3/HD group:

- □ Admin login name and password. The Flashback User ID and password used by the system to 1) wirelessly transmit videos to the server and 2) download configuration changes from the server to the 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 recording.
- □ *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 1) each DVR in a selected group is used by only *one officer*, or 2) your agency has chosen not to use DVR Login Keys.
- 1 Search for and display the DVR group record you wish to update. (If necessary, review "Displaying the Edit Group Popup" on page 448.)

		Edit G	roup	×
Name: N	orthern NJ Fleet			Firmware: 3.1.5 V
IP Setup	Audio/Video	Triggers/Display	DVR Settings	DVRs
	Admin Login N	ame: admin	0	
1	dmin Login Passw	vord: admin 00 Eastern Time 🔽	0 0	
		nition Timer: 15 🔽	0	
		Allow USB Logins: 🗹	0	
		Save	Cancel	

2 Click the **DVR Settings** tab.

**3** Enter/select your changes in the appropriate field(s).



4 Click Save. A confirmation message displays.

Group Northern NJ Fleet successfully saved.

# Changing a BodyVISION DVR Group

This section describes how to change the attributes for a selected *Body*VISION DVR group record. Any change you make to a *Body*VISION group will automatically be applied to all of the *Body*VISIONs that are assigned to that group during the next DVR-to-server download.

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

13			N	IANAG	E DVR	5			
communications								mvadmin is log	jed in. Logout
Mobile-Vision, Inc.									
▼ Home Menu	DVRs DVR Groups	1							
Home Search Video				D	VRs				
Manage Cases			1< << <	Page 1 of 1 (	2 total records)	> >> >1			
Media Reader	DVR Name	Last Comm IP	DVR ID	Status	Туре	Product Code	Group	Version	Config Synch
User Help		r		Enabled V				~	
User Preferences	Lance DVR 3	166.20.101.88	0000054388	Enabled	Interview Room	FB3		3.2.1	Complete
<ul> <li>Administration</li> </ul>	New BodyVision	192.168.110.213	1010001069	Enabled	Body Worn	FBBW1		1.32	Complete
System Setup									
System Status									
Assign Videos									
Manage DVRs									
Mobile Devices									
Manage Users									
Action									
Create									
Edit									
Edit Export Config									
Edit Export Config Import Units Export Units									

2 Click the **DVR Groups** tab. A list of existing groups displays.



			N	IANAGE D	VRs	
communications Mobile-Vision, Inc.					mvad	I <b>min</b> is logged in. <u>Loqot</u>
▼ Home Menu	DVRs	DVR Groups				
Home				Groups		
Search Video Manage Cases			16 66 6	Page 1 of 1 (5 total record	is) >>>>>	
Media Reader		Name A	and the second second	Type	Minimum Firmware	Assigned DVRs
User Help	-	Central NJ Fle	eet	FB3HD	3.1.5	7
<ul> <li>User Preferences</li> </ul>		FB BodyVisio	on	FBMHD	1.41	5
Administration	Night Patrol		1	FB3HD	3.2.0.0	8
System Setup		Northern NJ Fl	leet	FB3HD	3.1.5	5
System Status		Traffic		FB3HD	3.2.4	5
Assign Videos						
Manage DVRs						
Mobile Devices						
Manage Users						
Action						
Create Group						
Edit Group						
Delete Group						
Reassign DVR(s)						

- **3** Locate the *Body*VISION Group you wish to update. *Body*VISION DVRs have a type of **FBWHD**.
- **4** Right-click on the *Body*VISION record, then select **Edit** from the popup menu. The Edit Group popup displays.

Edit Group	
Name : FB BodyVision	Firmware: 1.1.2
Settings DVRs	
Allow Officer Assignment 🔽 🥡	Ethernet DHCP: 🗌 🥥
Time Zone: -05:00 Eastern Time 🔽 🥝	Snapshot Enabled: 🔲 🥥
Daylight Savings Time: 🗹 🕢	Tracepoint Enabled: 🔲 🕜
Save Cancel	

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



	Edit Group
Field	Description
Allow Officer Assignment	A checkbox used to activate $(\square)$ or deactivate $(\square)$ the <i>Officer Assignment</i> feature for the DVRs in this group. For more information on this feature, see page 407.
Ethernet DHCP	<ul> <li>A checkbox used to indicate whether or not a DHCP server will automatically provide IP addresses to the DVRs in this group.</li> <li>☑ DHCP server will automatically assign an IP address to each DVR in this group</li> <li>□ User will manually assign an IP address to each DVR in this group</li> <li>If your agency does not have a DHCP server, leave this checkbox deselected.</li> </ul>
Snapshot Enabled	A checkbox used to program the DVRs in this group to capture a JPG still image whenever a user presses the <i>Snapshot/Tracepoint</i> button on the top of a unit while a recording is in progress. If you select <b>both</b> the <i>Snapshot Enabled</i> checkbox and the <i>Tracepoint</i> <i>Enabled</i> checkbox, the system will perform both actions (see <i>Tracepoint Enabled</i> below).
Tracepoint Enabled	A checkbox used to program the DVRs in this group to insert a "Trace Point" placemarker in a video whenever a user presses the <i>Snapshot/Tracepoint</i> button on the top of a unit while a recording is in progress. If you select <b>both</b> the <i>Tracepoint Enabled</i> checkbox and the <i>Snapshot Enabled</i> checkbox, the system will perform both actions (see <i>Snapshot Enabled</i> above).
Date Format	The format in which the videos' start date will display on the Flashback Player: MM/DD/YY, DD/MM/YY, or MM/DD/YYYY. <i>Select this value from the drop-</i> <i>down list.</i>
Time Zone	The time zone in which the DVRs in this group will be recording. <i>Select this value from the drop-down list</i> .
Daylight Savings Time	<ul> <li>A checkbox used to indicate whether or not the DVRs in this group will be recording in a region that observes Daylight Savings Time. When this checkbox is selected, the DVRs in this group will automatically adjust their videos' recording start/ end time to reflect daylight savings time.</li> <li>☑ Daylight Savings Time is observed in this recording region</li> <li>□ Daylight Savings Time is <i>not</i> observed in this recording region</li> </ul>



- **5** Enter/select your changes in the appropriate field(s).
- **6** To add/remove DVRs from this group, proceed to the next step. Otherwise skip to step 14.
- 7 Click the **DVRs** tab. A list of available *Body*VISION DVRs displays in the left column.

E	lit Gra	oup			
Name: FB BodyVision			Firmwa	re: 1.2	27 🗸
Settings DVRs					
Available			Assigned		
Search: Case		Search:			Cas
K K 1 of 1 (1) total X X		K K K	1 of 1 (0) tota	al 🔰	>>
BodyVISION 06 BodyVISION 07 BodyVISION 08 BodyVISION 09 BodyVISION 10 BodyVISION 11 BodyVISION 12 BodyVISION 13 BodyVISION 14 BodyVISION 15 BodyVISION 16 BodyVISION 17 BodyVISION 18	× ×	BodyVISION BodyVISION BodyVISION BodyVISION BodyVISION	02 03 04		
Save		Cancel			

- 8 To *add* DVR(s) to this group, proceed to the next step. Otherwise skip to step 11.
- **9** Go to the left column (Available) and click on each of the DVRs you wish to assign to this DVR group.
- **10** Once you've highlighted the correct DVRs, click the right arrow located between the two columns. The selected DVRs display in the right column (Assigned).
  - **11** To *remove* DVR(s) from this group, proceed to the next step. Otherwise skip to step 14.
  - **12** Go to the right column (Assigned) and click on each of the DVRs you wish to remove from this DVR group.
- Conce you've highlighted the correct DVRs, click the left arrow located between the two columns. The selected DVRs are removed from the DVR group.



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

The group FB BodyVision 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 467.

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

			M	ANAGI	E DVF	Rs						
communications Mobile-Vision, Inc.							mva	ıdmin is logged	l in. <u>Loqout</u>			
▼ Home Menu	DVRs DVR Groups											
Home												
Search Video			DVRs Rege 1 of 1 (11 total records)									
Manage Cases	DVR Name 🛦	Last Comm IP	DVRID	Status	Type	Produc		Version	Config Synch			
Media Reader User Help	DVK Name A	Last Collini IF	DVRID	1								
				Enabled V	-,	~			-			
<ul> <li>User Preferences</li> </ul>	*1 146@12:03:42		0000000121	Enabled	Vehicle				Pending			
<ul> <li>Administration</li> </ul>	*1 JNP-99V@12:03:09		000000046	Enabled	Vehicle				Pending			
System Setup	*1 No 2@12:03:37		000000002	Enabled	Vehicle				Pending			
System Status	*1 No Number@11:09:40		1010001076	Enabled	Body Worn				Pending			
Assign Videos	*1 No Number@11:09:45		1010001074	Enabled	Body Worn				Pending			
Manage DVRs	*1 No Number@12:03:33		0000006551	Enabled	Vehicle				Pending			
Mobile Devices	*1 ProdManHD@12:03:46	192 168 110 45	0000000003	Enabled	Vehicle	FB3	1111	325	Pending			
Manage Users	aBodyWorn	0.0.0.0		Enabled	Body Worn							
Action	Eng Lab FB2		0000009069	Enabled	Interview Room	FB2			Pending			
Create Edit	Eng Lab FB3		0000050019	Enabled	Interview Room	FB3	Southern Fleet		Pending			
Edit Export Config	Eng Lab FBHD		0000000003	Enabled	Interview Room	FB3		3.2.5	Pending			
Import Units	Eng Lab FBHD		000000003	Enabled	merview Room	FB3		3.2.5	Pending			
Export Units												
Reset												
Delete												

2 Click the **DVR Groups** tab. A list of existing groups displays.



	MANAGE DVRs							
communications Mobile-Vision, Inc.					mvad	min is logged in. <u>Logo</u>		
▼ Home Menu	DVRs	DVR Groups						
Home Search Video				Groups				
Manage Cases			16 88 8	Page 1 of 1 (5 total record	ls) >>>>>>			
Media Reader		Name 🛦	Contract Contract Street	Туре	Minimum Firmware	Assigned DVRs		
User Help	-	Central NJ F	Fleet	FB3HD	3.1.5	7		
<ul> <li>User Preferences</li> </ul>	FB BodyVision		ion	FBMHD	1.41	5		
<ul> <li>Administration</li> </ul>	Night Patrol		ol	FB3HD	3.2.0.0	8		
System Setup		Northern NJ	Fleet	FB3HD	3.1.5	5		
System Status		Traffic		FB3HD	3.2.4	5		
Assign Videos								
Manage DVRs								
Mobile Devices								
Manage Users								
Action								
Create Group								
Edit Group								
Delete Group								
Reassign DVR(s)								

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

Confirm	a Delete
Delete this Grou	p? FB BodyVision
Yes	No

4 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.

- **1** Go to **Administration** and click **Manage DVRs**. The Manage DVRs page displays, as pictured on the previous page.
- 2 Click the **DVR Groups** tab. A list of existing groups displays.

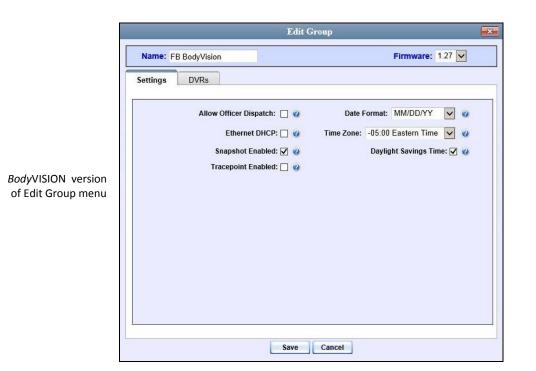
(Continued)



		MANAGE DV	Rs	
communications Mobile-Vision, Inc.			mvad	min is logged in. <u>Loqout</u>
▼ Home Menu	DVRs DVR Groups			
Home		Groups		
Search Video Manage Cases	16 . 46		) > >> >1	
Media Reader	Name A	Туре	Minimum Firmware	Assigned DVRs
User Help	Central NJ Fleet	FB3HD	3.1.5	7
▶ User Preferences	FB BodyVision	FBMHD	1.41	5
▼ Administration	Night Patrol	FB3HD	3.2.0.0	8
	Northern NJ Fleet	FB3HD	3.1.5	5
System Setup System Status				
Assign Videos	Traffic	FB3HD	3.2.4	5
Manage DVRs				
Mobile Devices				
Manage Users				
Action				
Create Group				
Edit Group				
Delete Group				
Reassign DVR(s)				

**3** Right-click on the new group record that you wish to reassign the DVR to, then select **Edit** from the popup menu. The Edit Group record displays. This screen will look slightly different for Flashback records vs. *Body*VISION records.

			Edit G	տաք	
	Name: T	raffic			Firmware: 3.1.5
	IP Setup	Audio/Video	Triggers/Display	DVR Settings	DVRs
	General	Ethernet	Wireless Settings		
	Remot	e Broadcast IP(s):	255.255.255.255		0
	Ren	note Unicast IP(s):			0
ashback version of Edit Group menu					
	·		Save	Cancel	



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.

	Ec	it Grou	ıp	
If this is a BodyVISION	Name: Traffic		Fin	nware: 3.1.5 🗸
group, these tabs	IP Setup Audio/Video Triggers/Dis	olay	DVR Settings	OVRs
will not display	Available		Ass	igned
	Search: Show Disable		Search:	Show Disabled
	K K 1 of 1 (13) total >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>			(5) total 🔰 🤉 🧾
	*1 Unit@09:07:31 84(DUI Task Force)		Unit 33 Unit 27	
	DEMO 1(Unmarked Vehicles)	1000	Traffic 01	
	Helicoptor 44(Unmarked Vehicles)	(AND)	Unit 99	
	Interview A(DUI Task Force) Unit 12(Unmarked Vehicles)	_	Truck 123	
	Unit 201(DUI Task Force)	15		
	Unit 208(Unmarked Vehicles)	<<		
	Unit 244(Unmarked Vehicles)			
	Unit 54(Unmarked Vehicles) Unit 77(Unmarked Vehicles)			
	Unit 78(DUI Task Force)			
	Unit 88(DUI Task Force)			
	Save	C	ancel	

5 Go to the *Available* column and click on the DVR you wish to reassign.

Mobile-Vision, Inc.



- 6 Click **2**. The selected DVR moves to the *Assigned* column.
- 7 Click **Save**. A confirmation message displays.

The group Traffic successfully saved.

#### **DVR Firmware**

This section describes the procedures related to 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.

It's recommended that you upgrade your firmware from the server.

For specific instructions, see:

- □ Updating DVR Firmware from the Server, below
- □ Viewing/Printing Firmware Release Notes, page 477.

## **Updating DVR Firmware from the Server**

There are several methods for updating DVR firmware from the server. You can:

- □ Update all your DVR records at the same time
- □ Update one DVR record at a time
- □ Update one DVR *group* record at a time.

For specific instructions, see:

- Globally Updating Firmware for an Entire Fleet of DVRs, below
- □ Updating the Firmware for a DVR Record, page 474
- **Updating the Firmware for a DVR Group Record, page 475.**

#### **Globally Updating Firmware for an Entire Fleet of DVRs**

This section describes how to update the firmware on all of your Flashback2, Flashback3, FlashbackHD DVR, and/or *Body*VISION 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 474.

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



	System Setup								
communications Mobile-Vision, Inc.							mvac	lmin is logged in. <u>Locout</u>	
▼ Home Menu	Precinct	System Settings	Security Settings	Case Settings	Modules	DVR Firmware	DVD		
Home		- Of Stone Ostango	Coounty County	- cube counige	moduloo	Dirici and	0.0		
Search Video	Precinct I	Info Logos							
Manage Cases									
Media Reader				Precin	ct				
User Help			14 44 4	Page 1 of 1 (1 tot	al records)	> >> >1			
User Preferences		Organization I	Name	F	Precinct Name	<b>A</b>	R	egistration Key	
▼ Administration	Lance's Ser	rver		Mobile-Vision Inc.			146D43F	0F9F0050568AE3C0	
System Setup									
System Status									
Assign Videos									
Manage DVRs									
Mobile Devices									
Manage Users									
Action									
Edit									
LUII									

2 Click the **DVR Firmware** tab. A list of the current and past firmware versions displays.

			S	ystem S	Setup			
communications Mobile-Vision, Inc.						Sergeant Larkin is logged in. Logout		
▼ Home Menu	Precinct	System Settings	Security Settings	Case Settings	Modules DVR Fi	irmware DVD		
Home	1			DVR Firmw	200			
Search Video	Cro	ation Date	Version		e Name	Release Notes		
Manage Cases Media Reader		015 10:53:29	3.2.6		_3.2.6_bin.img.z	FB3v3.2.6.notes.html		
User Help								
<ul> <li>User Preferences</li> </ul>	04/20/2015 16:12:01		3.2.5.3 3.2.5.2		3.2.5.3_bin.img.z	FB3v3.2.5.3.notes.html FB3v3.2.5.2.notes.html		
	04/17/2015 10:33:33				3.2.5.2_bin.img.z			
Administration	11/25/2014 14:50:07		3.2.4	Flash3lmg_3.2.4_bin.img.z		FB3v3.2.4.notes.html		
System Setup		015 13:48:41	3.2.4.1	Flash3lmg_3.2.4.1_bin.img.z		FB3v3.2.4.1.notes.html		
System Status		014 10:37:43	3.2.2	Flash3lmg	_3.2.2_bin.img.z	FB3v3.2.2.notes.html		
Assign Videos Manage DVRs	05/13/2	014 16:19:49	3.2.0.1	Flash3lmg_	3.2.0.1_bin.img.z	FB3v3.2.0.1.notes.html		
Mahage DVRs Mobile Devices	04/10/2	014 12:34:43	3.2.0.0	Flash3lmg_	3.2.0.0_bin.img.z	FB3v3.2.0.0.notes.html		
Manage Users	05/29/2	014 15:56:18	3.1.6	Flash3lmg_3.1.6_bin.img.z		FB3v3.1.6.notes.html		
Action	03/25/2	014 12:47:18	3.1.5	Flash3lmg	_3.1.5_bin.img.z	FB3v3.1.5.notes.html		
Download Firmware	05/19/2	015 10:53:27	3.1.4	Flash3lmg	_3.1.4_bin.img.z	FB3v3.1.4.notes.html		
Download Release Notes	04/17/2	015 10:33:25	2.1.16	Flash2lmg	2.1.16_bin.img.z	FB2v2.1.16.notes.html FB2v2.1.15.notes.html		
Assign To All DVRs	01/23/2	015 13:48:32	2.1.15	Flash2lmg_	2.1.15_bin.img.z			
Delete Firmware	05/13/2	014 16:19:39	2.1.14	Flash2lmg_	2.1.14_bin.img.z	FB2v2.1.14.notes.html		
Clear	03/25/2	014 12:47:18	2.1.13	Flash2lmg	2.1.13_bin.img.z	FB2v2.1.13.notes.html		
	06/03/2	014 13:48:59	2.1.12	Flash2lmg	2.1.12_bin.img.z	FB2v2.1.12.notes.html		
	08/07/2	015 15:58:50	1.3.3	BodyVis	ion_1_3_3.tar	BV1v1.3.3.notes.html		
	06/26/2	015 09:06:43	1.3.2	BodyVis	ion_1_3_2.tar	BV1v1.3.2.notes.html		
	06/24/2	015 09:28:17	1.3.1		ion_1_3_1.tar	BV1v1.3.1.notes.html		
	06/15/2	015 14:13:18	1.3.0		ion 1 3 0.tar	BV1v1.3.0.notes.html		
		015 08:19:47	1.2.3		ion_1_2_3.tar	BV1v1.2.3.notes.html		
		015 11:17:33	12.3		ion_1_2_2.tar	BV1v1.2.2.notes.html		
		015 10:53:31	1.2.1		ion_1_2_1.tar	BV1v1.2.1.notes.html		
		015 10:33:59	112		ion_1_1_2.tar	BV1v1.1.2.notes.html		

- **3** Click on the record at the top of the firmware list (i.e., the most recent firmware version).
- **4** Go to the Action column and click Assign to All DVRs. A verification prompt displays:





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

Assigned 11 active DVRs to version 3.2.6

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.

- **6** If your DVR fleet includes some Flashback2s, proceed to the next step for further instructions. Otherwise skip to step 10.
- 7 Click on the highest firmware version that begins with 2.1 (e.g., 2.1.16).

communications Mobile-Vision, Inc.			S	ystem S	Setup	Serg	eant Larkin i	s logged in. <u>Loqout</u> -	
▼ Home Menu	Precinct	System Settings	Security Settings	Case Settings	Modules	DVR Firmware	DVD	1	
Home		, , ,		DVR Firmw					
Search Video	Cres	ation Date	Version		le Name		Release	Notes	
Manage Cases Media Reader	05/19/2015 10:53:29		3.2.6		_3.2.6_bin.img.z		FB3v3.2.6.n		
User Help	04/20/2015 16:12:01		3.2.5.3		3.2.5.3_bin.img.z		FB3v3.2.5.3		
User Preferences	04/17/2015 10:33:33		3.2.5.2		3.2.5.2 bin.img.z		FB3v3.2.5.2		
<ul> <li>Administration</li> </ul>	11/25/2014 14:50:07		3.2.4	Flash3lmg 3.2.4 bin.img.z			FB3v3.2.5.2.hotes.html		
System Setup	01/23/2015 13:48:41		3.2.4.1	Flash3lmg_3.2.4.1_bin.img.z		FB3v3.2.4.1.notes.html			
System Status	07/01/2	014 10:37:43	3.2.2	Flash3lmg_3.2.2_bin.img.z		FB3v3.2.2.notes.html		otes.html	
Assign Videos	05/13/2014 16:19:49		3.2.0.1	Flash3lmg_3.2.0.1_bin.img.z			FB3v3.2.0.1.notes.html		
Manage DVRs	04/10/2	014 12:34:43	3.2.0.0	Flash3lmg_3.2.0.0_bin.img.z			FB3v3.2.0.0.notes.html		
Mobile Devices	05/29/2	014 15:56:18	3.1.6	Flash3lmg_3.1.6_bin.img.z			FB3v3.1.6.notes.html		
Manage Users	03/25/2	014 12:47:18	3.1.5	Flash3lmg_3.1.5_bin.img.z		FB3v3.1.5.notes.html		otes.html	
Action	05/19/2	015 10:53:27	3.1.4	Flash3lmg_3.1.4_bin.img.z		FB3v3.1.4.notes.html		otes.html	
Download Firmware Download Release Notes	04/17/2	015 10:33:25	2.1.16	Flash2lmg_2.1.16_bin.img.z		FB2v2.1.16.notes.html		notes.html	
Assign To All DVRs	01/23/2	015 13:48:32	2.1.15		_2.1.15_bin.img.z		FB2v2.1.15.notes.html		
Delete Firmware	05/13/2	014 16:19:39	2.1.14		2.1.14bin.img.z	FB2v2.1.14.notes.html			
Clear	03/25/2	014 12:47:18	2.1.13	Flash2lmg		FB2v2.1.13 notes html			
	06/03/2	014 13:48:59	2.1.12		2.1.12 bin.img.z		FB2v2.1.12.	notes.html	
	08/07/2	015 15:58:50	1.3.3	BodyVis	ion 1 3 3.tar		BV1v1.3.3.n	otes.html	
	06/26/2	015 09:06:43	1.3.2	BodyVis	ion_1_3_2.tar		BV1v1.3.2.n	otes.html	
	06/24/2	015 09:28:17	1.3.1		ion_1_3_1.tar		BV1v1.3.1.n	otes.html	
	06/15/2	015 14:13:18	1.3.0		ion_1_3_0.tar		BV1v1.3.0.notes.html		
	07/13/2	015 08:19:47	1.2.3		ion_1_2_3.tar		BV1v1.2.3.n	otes.html	
	07/02/2	015 11:17:33	1.2.2	BodyVis	ion_1_2_2.tar		BV1v1.2.2.n	otes.html	
	05/19/2	015 10:53:31	1.2.1		ion_1_2_1.tar		BV1v1.2.1.n	otes.html	
	04/17/2	015 10:33:59	1.1.2	BodyVis	ion_1_1_2.tar		BV1v1.1.2.n	otes.html	

**8** Go to the Action column and click Assign to All DVRs. A verification prompt displays:

4	Assign Fi	rmware	
Acolon	rsion 2.1.	16 to a ati	
Assign ve	15011 2.1.	to to acti	ve DVRS:



9 Click Yes. A confirmation message displays.

Assigned 5 active DVRs to version 2.1.16

The system will automatically copy the most recent Flashback2 firmware to each of your Flashback2 DVRs during the next server-to-DVR communication.

**10** If you also have *Body*VISION DVRs, proceed to the next step.

– OR –

If you do not have BodyVISION DVRs, End of Procedure.

**11** Click on the highest firmware version that begins with the number **1** (e.g., 1.3.3).

	System Setup								
communications Mobile-Vision, Inc.						Ser	geant Larkin is	logged in. Logou	ut
▼ Home Menu	Precinct	System Settings	Security Settings	Case Settings	Modules	DVR Firmware	DVD		
Home	Troomot	o jotom o ottingo	occurry contingo			Stittining	0.0	1	-
Search Video	0	ation Date	Version	DVR Firmwa	ire Name		Release	Notes	
Manage Cases	1.1.1		32.6				FB3v3 2.6 n		_
Media Reader User Help	05/19/2015 10:53:29		10000000		3.2.6_bin.img.z				
<ul> <li>User Preferences</li> </ul>	04/20/2015 16:12:01		3.2.5.3		3.2.5.3_bin.img.z		FB3v3.2.5.3.r		
	04/17/2015 10:33:33		3.2.5.2	Flash3lmg_3.2.5.2_bin.img.z		FB3v3.2.5.2.notes.html			
<ul> <li>Administration</li> </ul>	11/25/2014 14:50:07		3.2.4 3.2.4 1	Flash3Img_3.2.4_bin.img.z		FB3v3.2.4.notes.html			
System Setup		015 13:48:41	Second Second		3.2.4.1_bin.img.z	FB3v3.2.4.1.notes.html			
System Status Assign Videos	Constraint and	014 10:37:43	3.2.2		_3.2.2_bin.img.z		FB3v3.2.2.notes.html FB3v3.2.0.1.notes.html		
Manage DVRs	105405//800	014 16:19:49	3.2.0.1		3.2.0.1_bin.img.z				
Mobile Devices		014 12:34:43	3.2.0.0	Flash3lmg_3.2.0.0_bin.img.z			FB3v3.2.0.0.notes.html		
Manage Users		014 15:56:18	3.1.6		3.1.6_bin.img.z		FB3v3.1.6.notes.html		
Action		014 12:47:18	3.1.5		_3.1.5_bin.img.z		FB3v3.1.5.n		
Download Firmware	05/19/2	015 10:53:27	3.1.4	Flash3lmg_3.1.4_bin.img.z		FB3v3.1.4.notes.html		otes.html	
Download Release Notes	04/17/2	015 10:33:25	2.1.16	Flash2lmg_3	2.1.16_bin.img.z	FB2v2.1.16.notes.html			
Assign To All DVRs	01/23/2	015 13:48:32	2.1.15	Flash2lmg_3	2.1.15_bin.img.z	FB2v2.1.15.notes.html		otes.html	
Delete Firmware	05/13/2	014 16:19:39	2.1.14	Flash2lmg_3	2.1.14_bin.img.z	FB2v2.1.14.notes.html			
Clear	03/25/2	014 12:47:18	2.1.13	Flash2lmg_3	2.1.13_bin.img.z		FB2v2.1.13.n	otes.html	
	06/03/2	014 13:48:59	2.1.12	Flash2lmg_	2.1.12_bin.img.z		FB2v2.1.12.m	iotes.html	
	08/07/2	015 15:58:50	1.3.3	BodyVisio	on_1_3_3.tar		BV1v1.3.3.n	otes.html	
	06/26/2	015 09:06:43	1.3.2	BodyVisio	on_1_3_2.tar		BV1v1.3.2.n	otes.html	
	06/24/2	015 09:28:17	1.3.1	BodyVisio	on_1_3_1.tar		BV1v1.3.1.n	otes.html	
	06/15/2	015 14:13:18	1.3.0	BodyVisio	on_1_3_0.tar		BV1v1.3.0.n	otes.html	
	07/13/2	015 08:19:47	1.2.3	BodyVisio	on_1_2_3.tar		BV1v1.2.3.n	otes.html	
	07/02/2	015 11:17:33	1.2.2	BodyVisio	on_1_2_2.tar		BV1v1.2.2.n	otes.html	
	05/19/2	015 10:53:31	1.2.1	BodyVisio	on_1_2_1.tar		BV1v1.2.1.n	otes.html	
	04/17/2	015 10:33:59	1.1.2	BodyVisio	on_1_1_2.tar		BV1v1.1.2.n	otes.html	

**12** Go to the Action column and click **Assign to All DVRs**. A verification prompt displays.

Ass	ign Fi	rmware	×
Assign versi	on 1.3	.3 to activ	ve DVRs?
E	Yes	No	

**13** Click **Yes**. A confirmation message displays.

Assigned 8 active DVRs to version 1.3.3



#### Updating the Firmware for a DVR Record

This section describes how to update the firmware for a single DVR record. That firmware will then be transmitted to the DVR during the next server-to-DVR transmission.

1 Search for and display the DVR record you wish to update. (If necessary, review "Displaying the Edit DVR Popup" on page 362.) The Edit DVR popup displays. This screen will differ slightly depending on whether this is a Flashback record vs. *Body*-VISION record, and whether Fleet Management is enabled or disabled.

	Edit DVR	(Lance's FB3)
	DVR IP Setup Audio/Video Trigge	ars/Display DVR Settings
Flashback version of Edit DVR record with Fleet Management Enabled	DVR Name: Lance's FB3 Officer Name: ance Allow USB Logins: V Download Priority: Low V Group Name: V	Assigned Firmware: None V Status: Enabled V V DVR Type: Interview Room V
		(New BodyVision) Version: 1.32 Assigned Firmware: 3.2.2
	Group Name:	With the status:   Status:   Enabled   V
BodyVISION version of	Allow Officer Dispatch:	
Edit DVR record with Fleet Management	Ethernet DHCP:	

2 If this is a Flashback record, make sure the **DVR** tab is selected.

```
– OR –
```

If this is a *Body*VISION record, proceed to the next step.



- **3** Go to the *Assigned Firmware* field and select the highest firmware version from the drop-down list.
- 4 Click Save. A confirmation message displays.

DVR Unit 146 successfully saved.

#### Updating the Firmware for a DVR Group Record

This section describes how to update the firmware for a selected DVR group record. That firmware will then be transmitted to the group's DVRs during the next DVR-toserver transmission.

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

communications			MA	ANAGI	E DVR	S	mva	ıdmin is loggeo	l in. Loqout
Mobile-Vision, Inc.									
Home	DVRs DVR Groups								
Search Video				DV	and one of the second se	-			1
Manage Cases Media Reader	DVR Name	Last Comm IP	VR ID	Page 1 of 1 (11 Status	Type	> >> Product		Vorcion	Config Synch
User Help	DVICINGINE	Last commit		Enabled V				Version	-
User Preferences	*1 146@12:03:42		0000000121	Enabled	Vehicle		11		Pending
Administration	*1 JNP-99V@12:03:09		0000000046	Enabled	Vehicle				Pending
System Setup	*1 No 2@12:03:37		0000000002	Enabled	Vehicle				Pending
System Status	*1 No Number@11:09:40		1010001076	Enabled	Body Worn				Pending
Assign Videos	*1 No Number@11:09:45		1010001074	Enabled	Body Worn				Pending
Manage DVRs	*1 No Number@12:03:33		0000006551	Enabled	Vehicle				Pending
Mobile Devices	*1 ProdManHD@12:03:46	192.168.110.45	0000000003	Enabled	Vehicle	FB3		3.2.5	Pending
Manage Users	aBodWorn	0.0.0.0		Enabled	Body Worn				
Action	Eng Lab FB2		0000009069	Enabled	Interview Room	FB2			Pending
Create	Eng Lab FB3		0000050019	Enabled	Interview Room	FB3	Southern Fleet		Pending
Edit Export Config	Eng Lab FBHD		0000000003	Enabled	Interview Room	FB3		3.2.5	Pending
Import Units	Elig Lab FBHD		000000003	Lilableu	Interview Room	FB3		3.2.3	r enung
Export Units									
Reset									
Delete									

2 Click the **DVR Groups** tab. A list of existing groups displays.

(Continued)



(3					
communications Mobile-Vision, Inc.					lestie is logged in. Logoul $\frac{2}{2}$
▼ Home Menu	DVRs DVR Groups	]			
Home Search Video	State of the second second	and the second	Groups	A CONTRACTOR OF THE OWNER OWNER OF THE OWNER	Contraction of the second second second
Manage Cases		10 00 0	Page 1 of 1 (3 total records)	5 55 51	
Media Reader		Name 🛦	and the second states in	Minimum Firmware	Assigned DVRs
Jser Help		Central NJ Fleet	CONTRACTOR DESIGNATION	3.1.5	0
User Preferences		Northern NJ Fleet		3.1.5	0
Administration	non-states and saliday	Traffic		3.1.5	5
System Setup System Status Sasign Videos Manage DVRs Manage Users Action Create Group Edit Group Delete Group Reassign DVR(s)					

**3** Right-click on the group record you wish to update, then select **Edit** from the popup menu. The Edit Group record displays. This screen will look slightly different for Flashback records vs. *Body*VISION records.

			Edit Gı	оцр		×
[	Name: No	orthern NJ Fleet			Firmware: 3.1.5	~
ſ	IP Setup	Audio/Video	Triggers/Display	DVR Settings	DVRs	
	General	Ethernet	Wireless Settings			
	Remote	e Broadcast IP(s):	255.255.255.255			•
	Rem	ote Unicast IP(s):				
		Gateway Type:	Ethernet 🗸 🕜			
ashback version of						
Edit Group record						
			Save	Cancel		



		Edit Group
	Name: FB BodyVision	Firmware: 1.27 🗸
	Settings DVRs	
	Allow Officer Dispatch: [ Ethernet DHCP: ] Snapshot Enabled: [ Tracepoint Enabled: ]	Image: Weight Strain Control       -05:00 Eastern Time       Image: Weight Strain Control         Image: Weight Strain Control       Image: Weight Strain Control       Image: Weight Strain Control         Image: Weight Strain Control       Image: Weight Strain Control       Image: Weight Strain Control         Image: Weight Strain Control       Image: Weight Strain Control       Image: Weight Strain Control         Image: Weight Strain Control       Image: Weight Strain Control       Image: Weight Strain Control         Image: Weight Strain Control       Image: Weight Strain Control       Image: Weight Strain Control         Image: Weight Strain Control       Image: Weight Strain Control       Image: Weight Strain Control         Image: Weight Strain Control       Image: Weight Strain Control       Image: Weight Strain Control         Image: Weight Strain Control       Image: Weight Strain Control       Image: Weight Strain Control         Image: Weight Strain Control       Image: Weight Strain Control       Image: Weight Strain Control         Image: Weight Strain Control       Image: Weight Strain Control       Image: Weight Strain Control         Image: Weight Strain Control       Image: Weight Strain Control       Image: Weight Strain Control         Image: Weight Strain Control       Image: Weight Strain Control       Image: Weight Strain Control         Image: Weight Strain Control       Image: Weight St
yVISION version dit Group record		
	F	Save Cancel

- **4** Go to the *Firmware* field in the upper right corner of the screen and select the highest firmware version from the drop-down list.
- **5** Click **Save**. A confirmation message displays.

Group Northern NJ Fleet successfully saved.

### **Viewing/Printing Firmware Release Notes**

This section describes how to view and/or print firmware Release Notes for Flashback and *Body*VISION DVRs (excludes Flashback1s). These notes describe the changes and enhancements to each new firmware version.

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

(Continued)



communications Mobile-Vision, Inc.							mvad	nin is logged in. Loqout
Home Menu		<b>h</b>	Y	Y	í	Y	· · · · · · · · · · · · · · · · · · ·	
Home	Precinct	System Settings	Security Settings	Case Settings	Modules	DVR Firmware	DVD	
Search Video	Precinct	lafa Lanza						
Vanage Cases	Frecinct	Info Logos						
Media Reader	<u>ş</u>			Precin	et			
Jser Help			[ <b>X</b> ] ( <b>XX</b> ] ( <b>X</b> ]		1			
User Preferences	Organization Name			Page 1 of 1 (1 tol	Precinct Name		Re	gistration Key
Administration	Lance's Se			Mobile-Vision Inc.	Iobile-Vision Inc.			0F9F0050568AE3C0
ystem Setup								
System Status								
Assign Videos								
lanage DVRs								
lobile Devices								
lanage Users								
Action	ĺ							

2 Click the **DVR Firmware** tab. One or more firmware versions display.

	System Setup								
communications Mobile-Vision, Inc.					Sergeant Larkin is logged in. Logout				
▼ Home Menu	Precinct	System Settings	Security Settings	Case Settings Modules	DVR Firmware DVD				
Home	T			DVR Firmware					
Search Video	Crea	tion Date	Version	File Name	Release Notes				
Manage Cases Media Reader		015 10:53:29	3.2.6	Flash3lmg 3.2.6 bin.img					
User Help	CONTRACTOR OF	015 16:12:01	3253	Flash3lmg_3.2.5.3_bin.im					
User Preferences		015 10:33:33	3252	Flash3lmg_3.2.5.2_bin.im					
Administration	11/25/2014 14:50:07		3.2.4	Flash3lmg_3.2.4_bin.img					
System Setup		015 13:48:41	3.2.4.1	Flash3lmg_3.2.4.1_bin.im					
System Status	07/01/2014 10:37:43		3.2.2	Flash3lmg 3.2.2 bin img					
Assign Videos	05/13/2	014 16:19:49	3.2.0.1	Flash3lmg_3.2.0.1_bin.im					
Manage DVRs	04/10/2014 12:34:43		3.2.0.0	Flash3lmg_3.2.0.0_bin.im					
Mobile Devices	05/29/2014 15:56:18		3.1.6	Flash3lmg_3.1.6_bin.img					
Manage Users	03/25/2	014 12:47:18	3.1.5	Flash3lmg_3.1.5_bin.img					
Action	05/19/2	015 10:53:27	3.1.4	Flash3lmg_3.1.4_bin.img					
Download Firmware Download Release Notes	04/17/2	015 10:33:25	2.1.16	Flash2lmg_2.1.16_bin.img	FB2v2.1.16.notes.html				
Assign To All DVRs	01/23/2	015 13:48:32	2.1.15	Flash2lmg_2.1.15_bin.img					
Delete Firmware	05/13/2	014 16:19:39	2.1.14	Flash2lmg_2.1.14_bin.img	FB2v2.1.14.notes.html				
Clear	03/25/2	014 12:47:18	2.1.13	Flash2lmg 2.1.13 bin.img					
	06/03/2	014 13:48:59	2.1.12	Flash2lmg 2.1.12 bin imc	FB2v2.1.12.notes.html				
	08/07/2	015 15:58:50	1.3.3	BodyVision_1_3_3.tar	BV1v1.3.3.notes.html				
	06/26/2	015 09:06:43	1.3.2	BodyVision_1_3_2.tar	BV1v1.3.2.notes.html				
	06/24/2	015 09:28:17	1.3.1	BodyVision_1_3_1.tar	BV1v1.3.1.notes.html				
	06/15/2	015 14:13:18	1.3.0	BodyVision_1_3_0.tar	BV1v1.3.0.notes.html				
	07/13/2	015 08:19:47	1.2.3	BodyVision_1_2_3.tar	BV1v1.2.3.notes.html				
	07/02/2	015 11:17:33	1.2.2	BodyVision_1_2_2.tar	BV1v1.2.2.notes.html				
	05/19/2	015 10:53:31	1.2.1	BodyVision_1_2_1.tar	BV1v1.2.1.notes.html				
	04/17/2	015 10:33:59	1.1.2	BodyVision_1_1_2.tar	BV1v1.1.2.notes.html				

**3** Click on the newest firmware record at the top of the list.



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

Do you want to open or save FB3v3.2.4.1.notes.html (9.98 KB) from 166.20.101.81?				×
	Open	Save	<b>-</b>	Cancel

5 Click Save, then click **Open**. The Release Notes display.

	renero de sensitivamento		ta\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\E - Protected by L-3 Internet Iso	
x 📆 Convert	+ 🐻 Sele	ect		
<b>\$</b>			han v 🖂 🖶 v Page v Safety v Tools v 😢	- 🛍
Release 3.2.4.	1 12/12	/2014		٦,
	<i>ID</i> 9763	<i>Type</i> Feature	Release Notes e Integrate support for the new Kingston SGB USB Login Dongle Added support for the new 8GB Kingston DataTraveler 100 USB Drive.	
Release 3.2.4	11/17/	2014		
	<i>ID</i> 9618	Bug 1	Release Notes Some FBHDs are intermittently rebooting within a 2 to 5 minute period. Fixed an issue found in 3.2.3 where some DVRs would reboot on their own without cause. In FB3s, some users found that the graphical interface would intermittently become sluggish and unresponsive. FBHDs no longer reboot erratically and the FB3 GUI is now stable.	ıt
Release 3.2.3	09/26/	2014		
		Type	Release Notes	
	9329	Feature	<ul> <li>Improve the way the DVR generates a Thumbnail Streamlined the way we create video thumbnails that are used in the DVR's playlist screen. This change improves SD card performance during long, multi-video, recordings.</li> </ul>	ľ
	9519	Bug	Radar data is not updated while playing back on the DVR Fixed an issue where radar speed detector data was not properly showing on the DVR's display during video playback. Radar data from the video is now visible on the screen when playing back a video and radar data is present.	
	9437	Bug	The DVR is sending an incorrect log list when a DES server asks for logs by date Fixed an issue where log information from the DVR to DES would be inaccurate. This lead to an unnecessary duplication of loss on the DES Server. DES now pulls the correct amount of loss for FB3 and FB-HD units.	1
	9358	Bug	0 Byte remnant files are present after a download / resume session Fixed an issue where, under certain conditions, 0 byte files would be generated on the DVR causing "Error 500s" on the DES Servers.	•
	9343	Bug	DVR Recording durations are off by significant amounts	
			Fixed an issue where, under certain conditions, the DVR would produce QBX metadata files with large video duration values. This was more apparent with clients using Background Record. This issue did not affect the actual video's duration or the integrity of the content. QBX metadata files now report the correct duration.	

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 click the  $\boxtimes$  in the upper right corner of the page.



# Viewing the DVRs' Status List

This section describes how to view information on your DVRs' most recent download to the server.

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

				5	SYSTE	м <b>S</b> 7	ratus	5		
communications Mobile-Vision, Inc.								3	Sergeant Larkin is lo	ogged in. Logout
▼ Home Menu	System	DVR COM	Reports Lo	ogs	Backups	Tools	Update	Messages	Local Queue	Backup PC
Home Search Video	Storage Ca	nacity:	1.1 TB	0	٨c	tive Users:				
	Available D		810.4 GB				Larkin From 1	66 20 100 160 Sir	nce 09/21/2015 17:10	1
Manage Cases Media Reader	Enabled DV		11	0		e engeum				
User Help	Disabled DV		11	0						
	Total Video		183	0						
<ul> <li>User Preferences</li> </ul>		ed Video Count:	167	0						
Administration	Last 24 Hou	urs Video Count:	0	0						
System Setup	Last 7 Days	s Video Count:	2	0						
System Status	Last 30 Day	ys Video Count:	3	0						
Assign Videos	Body Worn	Video Count:	62	0						
Manage DVRs	Body Worn	Hours:	7	0						
Nobile Devices	Average Bo	ody Worn Video Lengt	th: 7 min	0						
Manage Users	VieVu Vide	o Count:	0	0						
Action	Oldest Non	-case Video:	545 days	0						
Refresh Page	Oldest Cas	e Video:	545 days	0						
tonoon rago	Number of	Active Cases:	6	0						
	Number of	Backup DVDs:	106	0						
	100000000000000000000000000000000000000	Exported DVDs:	20	0						
	Archiver Er	rored Out:	false	0						
		r Errored Out:	false	0						
		ous Users Allowed:	unlimited	0						
	Backup Sci		some_cm	0						
	Untagging /		true	0						
	Last Update	e Check:	9/21/15 6:30	0 🕜						
	Version:		3.8.7	0						

#### 2 Click the **DVR COM** tab.

communications Mobile-Vision, Inc.									Sergeant Larkin is I	ogged in. <u>Loqout</u>	
▼ Home Menu	System	DVR COM	Reports	Logs	Backups	Tools	Update	Messages	Local Queue	Backup PC	
Home				3-				j			
Search Video				and the second strength	DVR Status by Last Contact Date						
Manage Cases				( <u>&lt;&lt;</u> (							
Media Reader	DVR Name				IP Address		DL	. Status		M Date 🔺	
User Help	*1 dw103@16:30:39			166.20.101.10	3		Idle	05/20/20	)15 17:13		
<ul> <li>User Preferences</li> </ul>	Officer Hermann BV			166.20.101.9			Idle	06/01/20	)15 17:43		
Administration	Unit 1			166.20.101.8			Idle	06/08/20	015 08:15		
System Setup		Officer Lance B	v		166.20.101.56			Idle	06/12/20	15 12:13	
System Status		*1 Unit@12:51:2	2	166.20.101.254		Idle		08/04/2015 14:38			
Assign Videos		Chris BV		192.168.110.160			idle		08/13/2015 12:59		
Manage DVRs		Maitland BV Un	t		166 20 101 101			Idle	08/13/20	15 15:37	
Mobile Devices		*1 Unit@16:57:4			166.20.101.74			Idle		015 15:37	
Manage Users	*-	1 No Number@13:						Idle		aver	
Action								0000			
Get DVR Log		1 No Number@11:	09:40					Idle		ever	
Refresh 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 numeri- cal label that is required in order for the device to com- municate with the DEP Server.
DL Status (To update status, click <b>Refresh Page</b> )	<ul> <li>The current download status for this DVR, which updates after you click <b>Refresh Page</b>:</li> <li><i>Idle</i>. Download is not currently in progress.</li> <li><i>Downloading</i>. Download is currently in progress.</li> </ul>
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.

The download status of each of your DVRs displays, as described below.

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.

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

	System Status										
communications Mobile-Vision, Inc.									Sergeant Larkin is lo	ogged in. Logout	
▼ Home Menu	System	DVR COM	Reports Lo	ogs	Backups	Tools	Update	Messages	Local Queue	Backup PC	
Home				100							
Search Video	Storage Ca		1.1 TB	0		tive Users:				9	
lanage Cases	Available D		810.4 GB	0		<ul> <li>Sergeant</li> </ul>	Larkin From 1	66.20.100.160 Si	nce 09/21/2015 17:10	)	
Media Reader	Enabled DV		11	0							
Jser Help	Disabled D		11	0							
<ul> <li>User Preferences</li> </ul>	Total Video	Count: ed Video Count:	183 167	0							
Administration		urs Video Count:	0	0							
System Setup		s Video Count:	2	0							
System Status	100000000000000000000000000000000000000	vs Video Count:	3	0							
Assign Videos		Video Count:	62	0							
Manage DVRs	Body Worn	Hours:	7	0							
Mobile Devices	Average Bo	dy Worn Video Lengt	h: 7 min	0							
Manage Users	VieVu Vide	o Count:	0	0							
Action	Oldest Non	-case Video:	545 days	0							
Refresh Page	Oldest Cas	e Video:	545 days	0							
Reliesh Page	Number of	Active Cases:	6	0							
	Number of	Backup DVDs:	106	0							
	Number of	Exported DVDs:	20	0							
	Archiver Er	rored Out:	false	0							
	Downloade	r Errored Out:	false	0							
	Simultaneo	us Users Allowed:	unlimited	0							
	Backup Sci	heme:	some_cm	0							
	Untagging /	Allowed:	true	0							
	Last Update	e Check:	9/21/15 6:30	0							
	Version:		3.8.7	0							

2 Click the **DVR COM** tab. The status of each of your DVRs displays, as described in the table on the previous page.

	System Status										
communications Mobile-Vision, Inc.								Sergeant Larkin is I	ogged in. Loqout		
▼ Home Menu	System DVR COM	Reports	Logs	Backups	Tools	Update	Messages	Local Queue	Backup PC		
Home				DVR Status	by Last Co	untact Date					
Search Video		100	(	DVR Status by Last Contact Date							
Manage Cases Media Reader	DVB Name			IP Address DI Status			Last COM Date				
User Help			-				Idle				
<ul> <li>User Preferences</li> </ul>	*1 dw103@16:30:39			166.20.101.10					15 17:13		
	Officer Hermann BV			166.20.101.9			Idle		15 17:43		
Administration	Unit 1			166.20.101.84	P.		Idle	06/08/20	15 08:15		
System Setup	Officer Lance B	V		166.20.101.56			Idle	06/12/20	15 12:13		
System Status	*1 Unit@12:51:2	2	166.20.101.254		Idle		08/04/2015 14:38				
Assign Videos	Chris BV		192.168.110.160		Idle		08/13/2015 12:59				
Manage DVRs	Maitland BV Un	it	166 20 101 101			Idle		08/13/20	15 15:37		
Mobile Devices	*1 Unit@16:57:4	8		166.20.101.74			Idle		15 15:37		
Manage Users	*1 No Number@13:						Idle		ver		
Action	*1 No Number@11:09:40						Idle				
Get DVR Log	1 NO NUMBER (011.	09.40					Idle	le Never			
Refresh Page											



- **3** Click on the DVR record for which you wish to view a log.
- 4 Go to the Action column and click Get DVR Log. The DVR Log popup displays.

	DVR Name	e: Unit 146	
	🔣 < 🖌 Page 1 of 3 (.	27 total records) 🛛 🔊 刘	
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 below.

	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 hh:mm 24-hour format.
DL Speed (Kbps)	The download speed for this video clip, in kilobits per second.
Size (MB)	The size of this video clip, in megabytes.

**5** When you are finished viewing the DVR Log, click the in the upper right corner of the popup.

### **DVR Download Options**

This section describes how to change the DVR download options. Specifically, you can:

- □ Disable/enable a category of DVRs. For instructions, see "Disabling/Enabling Your 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 486.



# **Disabling/Enabling Your DVRs**

This section describes how to disable or enable your Flashback and/or *Body*VISION DVRs. When you disable a group of DVRs, those DVRs will no longer be able to communicate with the server.

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

	System Setup										
communications							mvad	lmin is logged in. Loqout			
Mobile-Vision, Inc.											
▼ Home Menu	Precinct	System Settings	Security Settings	Case Settings	Modules	DVR Firmware	DVD				
Home	-		, , , ,								
Search Video	Precinct I	nfo Logos									
Manage Cases	1				100			1			
Media Reader	1			Precin	10/2/						
Jser Help			1< << <	Page 1 of 1 (1 tol	al records)	> >> >1					
User Preferences		Organization	Name	1	Precinct Name	A	R	egistration Key			
Administration	Lance's Ser	rver		Mobile-Vision Inc.		146D43F0F9F0050568AE3C0					
System Setup											
System Status											
Assign Videos											
Manage DVRs											
Nobile Devices											
Manage Users											
Action											
Edit											
ter CATTA											

2 Click the **System Settings** tab.

				S	YSTEM	SETU	Р			
communications									mvadmin i	s logged in. Logoul
Mobile-Vision, Inc.		~								
▼ Home Menu	Precinct	System S	Settings	Security Settings	Case Settings	Modules	DVR Firm	ware	DVD	
Home Search Video	Storage Machines Viewing		Online Life-Cycle	e Backup/Expo	xport Download Options			Calaandaa		
Manage Cases	Storage	wachines	viewing	Online Life-Cycle	lioad Options	ions Video Categories UMD Types				
Media Reader					Storage Ma	chines				
User Help	h	nternal Path		External Media U	UNC	External Ca	ase URI	IP Add	Iress of RAID unit	Status
► User Preferences	/fbdata/00	V	\exp	prt00\	ream00/			127.0.0.1	Enabled	
▼ Administration										
System Setup										
System Status										
Assign Videos										
Manage DVRs										
Mobile Devices										
Manage Users										
Action										
New										
Edit										

**3** Click the **Download Options** tab. The Download options display.



				S	ystem S	ETUP		
communications Mobile-Vision, Inc.							<b>mvadmin</b> is	logged in. <u>Loqou</u>
Home Menu	Precinct	System	Settings	Security Settings	Case Settings	Modules DVR Firm	ware DVD	
lome earch Video Ianage Cases	Storage I	Vachines	Viewing	Online Life-Cycle	Backup/Export	Download Options	Video Categories	UMD Types
ledia Reader ser Help	Enable I	Fleet Manag	ement for DVR	s: 🗹 🤣				
User Preferences Administration		Enable DV	R v1 Download	_				
/stem Setup				y: Ping 🗸 🥝				
stem Status			OP Broadcast II	P: 255.255.255.255	0			
sign Videos		Auto Insert	DVR v1 Device:	s: 🔲 🕜				
anage DVRs			Usernam	admin	0			
anage Users								
Action		In	Password sert Devices A	s: Enabled V	0			
nt fresh Page	E	nable DVR v	2/v3 Download	s: 🔲 🥹				
				y: Ping 🗸 🕢				
	1992			Record of the second se				
	Au		R v2/v3 Device					
		In	sert Devices A	s: Enabled 🗸 🧿				
	En	able Body W	/orn Download	s: 🔲 🥝				
			Discover b	y: UDP 🗸 🕜				
	Aut	o Insert Bod	y Worn Device	s: 🔲 🥝				
		In	sert Devices A	s: Enabled V				
		10	and we neve the	1				

**4** Go to the Action column and click **Edit**. The Download Options form displays.

Enable Fleet Management for DVRs:		
Enable DVR v1 Downloads:	V 🕢	
Discover by:	Ping 🗸 🥝	
UDP Broadcast IP:	255.255.255.255	0
Auto Insert DVR v1 Devices:		
Username:	admin	0
Password:	admin	0
Insert Devices As:	Enabled 🗸 🕜	
Discover by: Auto Insert DVR v2/v3 Devices: Insert Devices As:		
Enable Body Worn Downloads:		
Discover by:	UDP 🗸 🥹	
Auto Insert Body Worn Devices:		
	Enabled V	

**5** To enable/disable your Flashback2/3/HD units, proceed to the next step. Otherwise skip to step 8.



**6** To *enable* your Flashback2/3/HD units, select the *Enable DVR v2/v3 Downloads* checkbox.

– OR –

To *disable* your Flashback2/3/HD units, deselect the *Enable DVR v2/v3 Downloads* checkbox.

- 7 To enable/disable your *Body*VISION units, proceed to the next step. Otherwise skip to step 9.
- **8** To *enable* your *Body*VISION units, select the *Enable Body Worn Downloads* checkbox.

– OR –

To *disable* your *Body*VISION units, deselect the *Enable Body Worn Downloads* checkbox.

9 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.

If you are using *Body*VISION DVRs for the first time, see "Selecting the *Body*VISION Download Options" on page 409 instead.

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

communications Mobile-Vision, Inc.	-	mva	dmin is logged in. Loqout					
▼ Home Menu	Precinct	System Settings	Security Settings	Case Settings	Modules	DVR Firmware	DVD	
Home					1			
Search Video	Precinct Inf	o Logos						
Manage Cases Media Reader				Precin	ct			
User Help			ાર ડર રા	Page 1 of 1 (1 to	1993	<b>5 55 51</b>		1
		Organization !			Precinct Name	D	egistration Key	
User Preferences			vame		Precinct Name			
Administration	Lance's Serve	er		Mobile-Vision Inc.		146043	F0F9F0050568AE3C0	
System Setup								
System Status								
Assign Videos								
Manage DVRs								
Nobile Devices								
Vanage Users								
Action	Ī							
	•							
Edit								



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

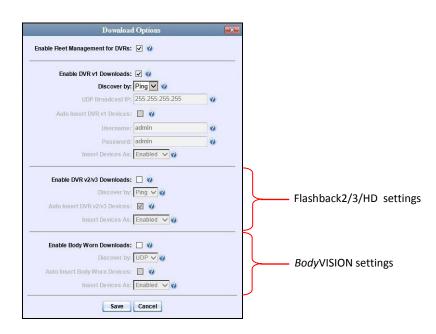
		System Setup											
communications									mvadmin is	logged in. Logo			
Mobile-Vision, Inc.													
▼ Home Menu	Precinct	System 9	Settings	Security Settings	Case Settings	Modules	DVR Firm	ware	DVD				
Home Search Video	Storage Machines Vie		Viewing	Online Life-Cycle	Backup/Expo	rt Downle	oad Options	Vide	eo Categories	UMD Types			
Manage Cases					Storage Ma	hiner							
Media Reader	In	ternal Path		External Media UN		External Cas	I I RI	IR Add	ress of RAID unit	Status			
User Help	/fbdata/00/		\expo			eam00/	e oru	IF AUG	127.0.0.1	Enabled			
User Preferences	/ibuata/00/		lexpo	1001	/50	eamour			127.0.0.1	Enabled			
Administration													
System Setup													
System Status													
Assign Videos													
Manage DVRs													
Nobile Devices													
Manage Users													
Action													
New													
Edit													

**3** Click the **Download Options** tab.

				S	ystem S	SETUP	)		
communications Mobile-Vision, Inc.								mvadmin is	s logged in. <u>Loqout</u>
▼ Home Menu Home	Precinct	System	Settings	Security Settings	Case Settings	Modules	DVR Firmv	vare DVD	
Search Video	Storage	Machines	Viewing	Online Life-Cycle	Backup/Export	Downloa	ad Options	Video Categories	UMD Types
Aanage Cases Aedia Reader Jser Help	Enable	Fleet Manag	ement for DVR	s: 🗹 🤣					
User Preferences Administration		Enable DVI	R v1 Download	_					
ystem Setup				y: Ping ∨ Ø					
ystem Status ssign Videos				P: 255.255.255.255	0				
anage DVRs		Auto Insert	DVR v1 Device	s: 🔲 🕜					
bile Devices			Usernam	e: admin	0				
anage Users			Passwor	d: admin	0				
Action lit		In	sert Devices A	s: Enabled 🗸 🕜					
fresh Page	E	inable DVR v	2/v3 Download	s: 🔲 🥝					
			Discover b	iy: Ping 🗸 🥝					
	AL	rto Insert DV	R v2/v3 Device	s: 🗹 🥝					
		In	sert Devices A	s: Enabled 🗸 🥥					
	En	able Body W	orn Download	s: 🔲 🥝					
			Discover b	y: UDP 🗸 🕢					
	Aut	lo Insert Bod	y Worn Device	s: 🔲 🥝					
		in	sert Devices A	s: Enabled 🗸 🍘					
		413	and are noted in						

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





The settings for Flashback2, Flashback3, and FlashbackHD DVRs are in the *center* of this popup, and the settings for *Body*VISION DVRs are on the *bottom* of this popup.

- **5** To change the settings for Flashback2s, Flashback3s, and/or FlashbackHDs, proceed to the next step. Otherwise skip to step 11.
- 6 Make sure the *Enable DVR v2/v3 Downloads* checkbox is selected.
- 7 To change the discovery method from *UDP broadcast* to *Ping*, go to the *Discover by* field in the center of the Download Options popup and select **Ping** from the drop-down list. Skip to step 10.

– OR –

To change the discovery method from *Ping* to *UDP broadcast*, go to the *Discover by* field in the center of the Download Options popup and select **UDP** from the drop-down list.

8 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*), deselect the *Auto Insert DVR v2/v3 Devices* checkbox. Skip to step 10.



**9** If you want newly-discovered Flashback2/3/HD DVRs to have a default status of *Disabled*, go to the *Insert Devices As* field in the center of the Download Options popup and select **Disabled** from the drop-down list.

– OR –

If you want newly-discovered Flashback2/3/HD DVRs to have a default status of *Enabled*, go to the *Insert Devices As* field in the center of the Download Options popup and select **Enabled** from the drop-down list.

- **10** To change the settings for *Body*VISION DVRs, proceed to the next step. Otherwise skip to step 15.
- **11** Make sure the *Enable Body Worn Downloads* checkbox is selected.
- **12** 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 15.

– 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.

**13** If you want the system to automatically create a new DVR record whenever it discovers a new *Body*VISION DVR, select the *Auto Insert Body Worn 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 *Body*VISION DVR (i.e., you prefer to enter the new DVR record *manually*), deselect the *Auto Insert Body Worn Devices* checkbox. Skip to step 15.

14 If you want newly-discovered *Body*VISION 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 *Body*VISION 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.

15 Click Save.



## Generating a DVR Login Key for an Officer

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

Officer's *Guide*, or you can create it for them, as described in this section.

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

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

Mobile-Vision, Inc.				
▼ Home Menu		Users		
Home		Page 1 of 1 (9 total re	Contraction of the second statement of the second stat	
Search Video	Display Name 🛦	User Login	User Role	Status
Manage Cases				Enabled 🔽
Media Reader	admin	admin	Administrator	Enabled
User Help	aUser	aLogin	Officer	Enabled
<ul> <li>User Preferences</li> </ul>	cfannin	cfannin	Administrator	Enabled
Administration	Guest	Guest	Officer	Enabled
System Setup	ithomas	ithomas	Administrator	Enabled
System Status	leslie	leslie	Administrator	Enabled
Assign Videos				
Manage DVRs	llacy	llacy	Administrator	Enabled
Mobile Devices	mvadmin	mvadmin	Administrator	Enabled
Manage Users	Officer Zalewski	LZalewski	Officer	Enabled
Action				
Create				
Edit				
Delete				
Generate Key				

- **3** 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.
- 4 Click on the user record to highlight it.
- 5 Go to the Action column and click Generate Key. A download message displays.

Do you want to open or save userid.dat (194 bytes) from trinity?

Open Save 🔻 Cancel



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

## **Exporting DVR Activity to a Spreadsheet**

This section describes how to export all your DVR activity to a spreadsheet for use with another application, such as a custom reporting tool. This is referred to as the *DVR Activity* report. It includes information such as when a DVR's video was updated to the server, when a DVR setting was changed and by whom, when a DVR was added to or removed from a DVR group, etc. The system automatically updates this report once every day.

			S	SYSTEM STATUS
communications Mobile-Vision, Inc.				Sergeant Larkin is logged in. Logout
V Home Menu	System DVR COM Re	ports Lo	gs	Backups Tools Update Messages Local Queue Backup PC
Home			100	
Search Video	Storage Capacity:	1.1 TB	0	Active Users:
Manage Cases	Available Disc Space:	810.4 GB	0	<ul> <li>Sergeant Larkin From 166.20.100.160 Since 09/21/2015 17:10</li> </ul>
Media Reader	Enabled DVRs:	11	0	
User Help	Disabled DVRs:	11	0	
User Preferences	Total Video Count:	183	0	
Administration	Non-archived Video Count:	167	0	
	Last 24 Hours Video Count:	0	0	
System Setup	Last 7 Days Video Count:	2	0	
System Status	Last 30 Days Video Count:	3	0	
Assign Videos	Body Worn Video Count:	62	0	
Manage DVRs	Body Worn Hours:	7	0	
Mobile Devices	Average Body Worn Video Length:	7 min	0	
Manage Users	VieVu Video Count:	0	0	
Action	Oldest Non-case Video:	545 days	0	
Refresh Page	Oldest Case Video:	545 days	0	
	Number of Active Cases:	6	0	
	Number of Backup DVDs:	106	0	
	Number of Exported DVDs:	20	0	
	Archiver Errored Out:	false	0	
	Downloader Errored Out:	false	0	
	Simultaneous Users Allowed:	unlimited	0	
	Backup Scheme:	some_cm	0	
	Untagging Allowed:	true	0	
	Last Update Check:	9/21/15 6:30	0	
	Version:	3.8.7	0	

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

2 Click the **Reports** tab.



				5	SYSTE	м S1	TATUS				
communications Mobile-Vision, Inc.								s	ergeant Larkin is lo	gged in. Logout	
▼ Home Menu	System	DVR COM	Reports	Logs	Backups	Tools	Update	Messages	Local Queue	Backup PC	
Home Search Video				g-		em Report		, in the second s			
Manage Cases		Report	Name 🛦			Last Refre		1	Report State	IS	
Media Reader		DVR				08/12/20	and the second		Ready		
User Help		Media				08/12/20			Ready		
<ul> <li>User Preferences</li> </ul>			ser			08/12/20			Ready		
▼ Administration									,,		
System Setup											
System Status											
Assign Videos											
Manage DVRs											
Mobile Devices											
Manage Users											
wanage users											
Action											
Action											
-											

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

**3** Click on the **DVR** report to highlight it.

communications Mobile-Vision, Inc.	SYSTEM STATUS Sergeant Larkin is logged in.										
▼ Home Menu	System	DVR COM	Reports	Logs	Backups	Tools	Update	Messages	Local Queue	Backup PC	
Home			and Provide					,			
Search Video	System Reports										
Manage Cases		Report Name 🔺				Last Refreshed Date			Report Status		
Media Reader		DVR				08/12/20	15 10:27		Ready		
User Help		Media				08/12/2015 10:28			Ready		
<ul> <li>User Preferences</li> </ul>		U	ser			08/12/2015 11:00			Ready		
▼ Administration											
System Setup											
System Status											
Assign Videos											
Manage DVRs											
Manage DVRs Mobile Devices											
Manage DVRs Mobile Devices											
Manage DVRs Mobile Devices Manage Users Action											
Manage DVRs Mobile Devices Manage Users											

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

Do you want to open or save dvr_activity_report_20150812.csv (20.3 KB) from trinity?	Open	Save	-	Cancel	×
--	------	------	---	--------	---

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

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 497.

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 497
- □ Changing a Backup PC, page 501
- □ Deleting a Backup PC, page 503
- □ Viewing the Backup PC Status Page, page 504.

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 **V** Administration and click **System Status**. The System Status page displays.

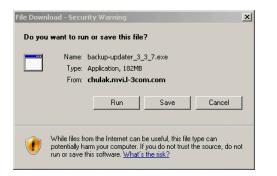
	System Status										
communications Mobile-Vision, Inc.							5	Sergeant Larkin is lo	gged in. Logout		
▼ Home Menu	System DVR COM F	Reports L	ogs	Backups	Tools	Update	Messages	Local Queue	Backup PC		
Home			1000								
Search Video	Storage Capacity:	1.1 TB	0		ive Users:				9		
Manage Cases	Available Disc Space:	810.4 GB	0		Sergeant	Larkin From 1	56.20.100.160 SIF	ice 09/21/2015 17:10			
Media Reader	Enabled DVRs:	11	0								
User Help	Disabled DVRs:	11	0								
User Preferences	Total Video Count:	183	0								
<ul> <li>Administration</li> </ul>	Non-archived Video Count:	167	0								
and the second se	Last 24 Hours Video Count:	0	0								
System Setup	Last 7 Days Video Count:	2	0								
System Status	Last 30 Days Video Count:	3	0								
Assign Videos	Body Worn Video Count:	62	0								
Manage DVRs	Body Worn Hours:	7	0								
Mobile Devices	Average Body Worn Video Length		0								
Manage Users	VieVu Video Count:	0	0								
Action	Oldest Non-case Video:	545 days	Ø								
Refresh Page	Oldest Case Video:	545 days	0								
	Number of Active Cases:	6	0								
	Number of Backup DVDs:	106	0								
	Number of Exported DVDs:	20	0								
	Archiver Errored Out:	false	0								
	Downloader Errored Out:	false	0								
	Simultaneous Users Allowed:	unlimited	0								
	Backup Scheme:	some_cm	0								
	Untagging Allowed:	true	0								
	Last Update Check:	9/21/15 6:3	100								
	Version:	3.8.7	0								

5 Click the **Tools** tab. A list of applications and system documentation displays.



				5	Syste	м S1	TATUS			
communications								S	ergeant Larkin is log	ged in. Logout
Mobile-Vision, Inc.										
▼ Home Menu	System	DVR COM	Reports	Logs	Backups	Tools	Update	Messages	Local Queue	Backup PC
Home	oyotom	Britoom	reporto	Logo	Duckupo		opulito	mooolagoo	Local Goodo	Duckup i o
Search Video		Appli	cations				System	Documen	ntation	1
Manage Cases		1		-		-		-		
Media Reader		Disc	Validator				3MV-BV-UG	L3M	V-DEA-P-Ofcr	
User Help		Flashback	File Converter				3MV-FB2-UG	L3MV	-DEA-A-Admin	
User Preferences		-								
Administration		FB1 AVD H	le Recover Util				MV-DEP-Ofcr	L3MV	-DEA-P-Admin	
System Setup		AVD File Co	onverter/Player			L3	MV-DEV-Ofcr	L3M	V-FB2-Install	
System Status		FB1 Wine	dows Codec				MV-DEF-Ofcr	13M	V-DEV-Install	
Assign Videos		-						-		
Manage DVRs		DVD Image	e Burner (ISO)			L3I	WV-DEP-Admin	L3M	V-FB3-Install	
Mobile Devices		VieVu	u Drivers			L3I	WV-FB3-HD-UG	L3MV	/-FBHD-Install	
Manage Users			-					-		
Action		LECar	mera Tool			LJI	WV-DEV-Admin	L3MV-	CycleVision-UG	
		Win32 D	HCP Server			L3	MV-NJSP-Ofcr	L3MV-Ve	hicle-Viewer-UG	
		Flashback I	Player Installer			L3I	MV-DEF-Admin	L3MV-C)	vcleVision-Install	
		Flashback Play	ver Installer Bur	ndle		L3	V-DEA-A-Ofcr	L3MV-Inte	erview-Rm-Install	
		Java Runtin	ne Environment			L3N	IV-NJSP-Admin	L3MV-Vehi	cle-Viewer-Live-UG	
		User Met	a Data Editor							
		Backup	PC Updater							
		Download	Support Logs							
		-								

**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

- Setup Mobile Vision Backup PC 3\_3\_7 Welcome to the Mobile Vision Backup PC Setup Wizard This will install Mobile Vision Backup PC on your computer. It is recommended that you close all other applications before continuing Click Next to continue, or Cancel to exit Setup. Next > Cancel
- 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.

Click Actions→Run anyway. After a momentary delay, the Setup Wizard launches.

	nents you want to i ou are ready to cor		components y	ou do not want to	install.
	Component 🙆				
- 🔽 📩 Prime	ra - Bravo II 🔞				
- The Prime					
	ge - 5300N/5400 🧕	2			

**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.



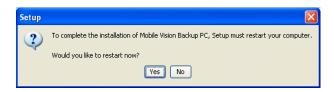
WARNING: If you select more than one DVD burner or you select the wrong DVD burner, or it could render your Backup PC system temporarily inoperable.

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 the Backup PC, then click **Yes**.

## Adding a Backup PC

This section describes how to enter a new record for a Backup PC. This information will be used to control your robotic DVD burner. For more on Backup PCs and how they are used in DEP, see page 493.

Every Bravo DVD burner has one or two *input* bins and one *output* bin. The *input* bin is where the blank DVDs go. The *output* bin is where the robotic DVD burner places the completed DVDs.

Regarding<br/>Bravo unitsThere are two modes used to configure a Bravo DVD burner: regular mode and kiosk<br/>mode. In regular mode, the DVD burner's right bin is used as the input bin and the<br/>left bin is used as the output bin. In kiosk mode, both the right and left bins are used<br/>as input bins, and a center "catch" tray is used as the output bin. If you prefer to<br/>configure your DVD burner in kiosk mode, ask an L-3 Mobile-Vision Technical<br/>Support Engineer to assist you.



- 1 Contact L-3 Mobile-Vision Service at 800-336-8475 (when prompted, select the phone option for "Service", then "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 **V** Administration and click **System Setup**. The System Setup page displays.

communications Mobile-Vision, Inc.	SYSTEM SETUP mvadmin is logg									
▼ Home Menu	Precinct	System Settings	Security Settings	Case Settings	Modules	DVR Firmware	DVD			
Home Search Video	Precinct I	Info Logos								
Manage Cases Media Reader	1			Precin	ct					
User Help	81.		ારાં કરાં હાં	Page 1 of 1 (1 to	tal records)	> >> >1				
User Preferences		Organization		-	Precinct Name	the second second second	Re	gistration Key		
Administration	Lance's Ser	rver		Mobile-Vision Inc.				0F9F0050568AE3C0		
System Setup										
System Status										
Assign Videos										
Anage DVRs										
Aobile Devices										
lanage Users										
Action										
dit										
All I										

4 Click the System Settings tab.

communications Mobile-Vision, Inc.	-			S	YSTEM \$	Setui	P		mvadmin is	logged in. Loqout
▼ Home Menu	Precinct System Settings		Security Settings	Case Settings	Modules DVR Firmwar		ware	DVD		
Home Search Video					~			Y		
Manage Cases	Storage I	Machines	Viewing	Online Life-Cycle	Backup/Expor	t   Downlo	ad Options	eo Categories	UMD Types	
Media Reader					Storage Mac	hines				
User Help	Internal Path			External Media UI	External Cas	e URI	IP Add	Iress of RAID unit	Status	
► User Preferences	/fbdata/00/		\expo	ort00\	/stream00/			127.0.0.1	Enabled	
▼ Administration	1									
System Setup										
System Status										
Assign Videos										
Manage DVRs										
Mobile Devices										
Manage Users										
Action										
New										
Edit	1									

5 Click the **Backup/Export** tab.



	System Setup										
communications Mobile-Vision, Inc.								mvadmi	n is logged in. <u>Loqout</u>		
▼ Home Menu	Precinct	System	Settings	Security Settings	Case Settings	Modules	DVR Firmwar	e DVD	1		
Home Search Video	Storage N	lachines	Viewing	Online Life-Cycle	Backup/Export	Downloa	ad Options	/ideo Categorio	es UMD Types		
Manage Cases	~				a secondariant sec						
Media Reader	Backup	PC E	Backup Optio	ns							
User Help				#92.52	Backup PC						
User Preferences		Page 1 of 1 (2 total records)									
Administration	Ехро	rt Default		Name 🛦		IP	and the second	xports	Archives		
System Setup		•		Evidence Room Bravo	111.111.11.2		2	1			
System Status				Sales Rimage		111.111.11.1			•		
Assign Videos		<u> </u>									
Manage DVRs											
Nobile Devices											
Manage Users											
Action											
New											
Edit											

6 Make sure that the **Backup PC** tab is selected. The columns on this form are described below.

	Backup PC
Column	Description
Export Default	<ul> <li>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:</li> <li>☑ Use this backup PC as the default on the Export Options popup</li> </ul>
	<ul> <li>Do <i>not</i> use this backup PC as the default on the Export Options popup</li> </ul>
Name	The name of this Backup PC.
IP	The IP address of this Backup PC.
Exports	<ul> <li>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:</li> <li>☑ Allow this Backup PC to process user-requested burn jobs</li> <li>□ Do <i>not</i> allow this Backup PC to process user-requested burn jobs</li> </ul>

(Continued)



	Backup PC (cont'd)
Column	Description
Archives	<ul> <li>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):</li> <li>☑ Allow this Backup PC to process system-requested burn jobs</li> <li>□ Do <i>not</i> allow this Backup PC to process system-requested burn jobs</li> </ul>
	<b>Note</b> : If you have more than one robotic DVD burner, it's recommended that you allocate <i>only one</i> DVD burner for system archives.

7 Go to the Action column and click New. The New Backup PC popup displays.

Ν	ew Backup PC	
Name:		0
IP Address:		0
Left bin (bin2):		
Right bin (bin1):	OUTPUT 👤 🥝	
Archive:	NO 🔽 🥝	
Export:	NO 🔽 🥝	
Γ	Use as Export Default 🥝	
Save	Reset Cancel	

- 8 Enter a descriptive name for this backup PC in the *Name* field.
- 9 Enter the IP Address for this backup PC in the *IP Address* field.
- **10** If this record is for a *Bravo* burner, proceed to the next step.

– OR –

If this record is for a *Rimage* burner, skip to step 12.

**11** If you plan to use the DVD burner in *kiosk* mode (see description on page 497), proceed to the next step.

– OR –

If you plan to use the DVD burner in *regular* mode (see description on page 497), 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 **V** Administration and click **System Setup**. The System Setup page displays.

(Continued)



	System Setup									
communications Mobile-Vision, Inc.						mvac	lmin is logged in. Logout			
▼ Home Menu	Precinct System Settings	Security Settings	Case Settings	Modules	DVR Firmware	DVD				
Home		, , , ,								
Search Video	Precinct Info Logos									
Manage Cases							1			
Media Reader			Precin	et						
User Help		I< << <	Page 1 of 1 (1 to	tal records)	> >> >1					
User Preferences	Organization	Name		Precinct Name		R	egistration Key			
<ul> <li>Administration</li> </ul>	Lance's Server		Mobile-Vision Inc.			146D43F	0F9F0050568AE3C0			
System Setup										
System Status										
Assign Videos										
Manage DVRs										
Nobile Devices										
Manage Users										
Action										
Edit										
Lun										

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

communications				S	YSTEM	Setu	P		mvadmin i	s logged in. Loqout
▼ Home Menu	Precinct	System S	Settings	Security Settings	Case Settings	Modules	DVR Firm	ware	DVD	
Home	Troomor	J. Official		occurry octango	ouoo ootungo	modulos	Dittin	inuro	515	
Search Video	Storage	Machines	Viewing	Online Life-Cycle	Backup/Expo	rt Downl	oad Options	Vid	eo Categories	UMD Types
Manage Cases		_			Storage Ma					1
Media Reader					Contraction Contraction Contraction	and the product of the second		10.44	10400	011
User Help		nternal Path		External Media U	External Case URI			Iress of RAID unit		
User Preferences	/fbdata/00	1	\expc	rt00\ /str		ream00/			127.0.0.1	Enabled
▼ Administration										
System Setup										
System Status										
Assign Videos										
Manage DVRs										
Mobile Devices										
Manage Users										
Action										
New										
Edit										
Delete										

**3** Click the **Backup/Export** tab.

		System Setup										
communications Mobile-Vision, Inc.								mvadmin	is logged in. Logout			
▼ Home Menu	Precinct	System	Settings	Security Settings	Case Settings	Modules	DVR Firm	vare DVD				
Home Search Video	Storage M	laabinaa	Viewing	Online Life-Cycle	Backup/Export	Downlow	ad Options	Video Cotogorio	s UMD Types			
Manage Cases	Storage W	acrimes	viewing	Unime Life-Cycle		Downios		Video Categories	s   Own Types			
Media Reader	Backup	PC	Backup Option	ns								
User Help												
<ul> <li>User Preferences</li> </ul>				16 38 4	Backup PC Page 1 of 1 (2 total re	cords)	<b>N N</b>					
<ul> <li>Administration</li> </ul>	Expor	rt Default		Name A	IP	in an an	Exports	Archives				
System Setup		1		Evidence Room Bravo	Evidence Room Bravo 111.11			1				
System Status				Sales Rimage		111.111.11.1			•			
Assign Videos				ouros Minage			8					
Manage DVRs												
Mobile Devices	-											
Manage Users												
Action												
New												
Edit												
Delete												



- 4 Make sure that the **Backup PC** tab is selected. For a description of the columns on this form, see the table on page 499.
- **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.

E	dit Backup PC
Name:	Officer Workstation
IP Address:	112.113.114.0
Left bin (bin2):	DVDR 🔽 🥝
Right bin (bin1):	DVDRDL 💌 🕜
Archive:	DVDRDL 🔽 🥝
Export:	DVDR 🔽 🥝
	Use as Export Default 🛛 🥝
Save	Reset Cancel

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, as pictured on the previous page.
- 2 Click the System Settings tab, as pictured on the previous page.
- **3** Click the **Backup/Export** tab, as pictured on the previous page.
- 4 Make sure that the **Backup PC** tab is selected, as pictured on the previous page.
- **5** Right-click on the backup PC record you wish to delete, then select **Delete** from the popup menu. A confirmation message displays.

Confirm	Delete	
is back	up pc?	Exports
Yes	No	]
	iis back	Confirm Delete iis backup pc? Yes No

6 Click Yes. The selected record is removed from the system.



# Viewing the Backup PC Status Page

This section describes how to view the current status of a backup PC workstation.

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

				S	SYSTE	M ST	<b>FATUS</b>	5		
communications Mobile-Vision, Inc.								3	Sergeant Larkin is Ic	igged in. Loqout
🗸 Home Menu	System	DVR COM	Reports Lo	ogs	Backups	Tools	Update	Messages	Local Queue	Backup PC
Home Search Video	Storage Ca	nacity	1.1 TB	0	٨٥	tive Users:				
	Available Di	S	810.4 GB	0				66 20 100 160 90	nce 09/21/2015 17:10	1
Manage Cases Media Reader	Enabled DV		11	0		ocigean	Commit From F	00.20.100.100 01	100 0012 112010 11.11	
Viedia Reader User Help	Disabled DV		11	0						
	Total Video		183	0						
<ul> <li>User Preferences</li> </ul>		ed Video Count:	167	0						
<ul> <li>Administration</li> </ul>		urs Video Count:	0	0						
System Setup		Video Count:	2	0						
System Status	Last 30 Day	s Video Count:	3	0						
Assign Videos	Body Worn	Video Count:	62	0						
Manage DVRs	Body Worn	Hours:	7	0						
Mobile Devices	Average Bo	dy Worn Video Leng	th: 7 min	0						
Manage Users	VieVu Video	o Count:	0	0						
Action	Oldest Non-	-case Video:	545 days	0						
Refresh Page	Oldest Case	e Video:	545 days	0						
rtellesti Faye	Number of A	Active Cases:	6	0						
	Number of I	Backup DVDs:	106	0						
	Number of I	Exported DVDs:	20	0						
	Archiver Er	rored Out:	false	0						
	Downloader	r Errored Out:	false	0						
		us Users Allowed:	unlimited	0						
	Backup Sch		some_cm	0						
	Untagging A		true	0						
	Last Update	e Check:	9/21/15 6:30	0 🕜						
	Version:		3.8.7	0						

2 Click the **Backup PC** tab. The current status of your backup PC displays. If there are any error messages, they will display here.

(3)		System Status									
communications Mobile-Vision, Inc.	-								Sergeant Larkin is lo	gged in. <u>Loqout</u>	
▼ Home Menu	System	DVR COM	Reports	Logs	Backups	Tools	Update	Messages	Local Queue	Backup PC	
Home						rrent Statu					
Search Video		Name	State	Error Message		COLUMN STREET,	12	Ribbon Count	Black/Color %	Version	
Manage Cases										100 March 100	
Media Reader User Help	Fos	ster BUPC	READY	No Errors			6 -		94/96	3.2.7.0	
<ul> <li>Administration</li> <li>System Setup</li> </ul>											
System Status Assign Videos Manago DVRs											
Assign Videos Manage DVRs											
Assign Videos Manage DVRs Mobile Devices											
Assign Videos Manage DVRs											
Assign Videos Manage DVRs Mobile Devices Manage Users											



	Backup PC
Column	Description
Name	The name of this Backup PC
State	<ul> <li>The current state of this Backup PC:</li> <li>READY. Backup PC is up and running; DVD burner is ready to burn</li> <li>ERROR. A problem has occurred that is preventing the Backup PC from processing burn request(s).</li> <li>OFFLINE. The Backup PC and/or robotic DVD burner is turned off.</li> </ul>
Error Message	A description of the error that has occurred, if applicable. You can fix many of these problems yourself (for example, <i>The color cartridge is in the black cartridge holder</i> , or <i>The</i> <i>cover on the unit has been open for an extended period of</i> <i>time</i> ). However, if you encounter a problem that you can't fix on your own, feel free to contact 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 (Rimage units only)	The exact number of disc labels that can still be printed using the Rimage's heat transfer printing mechanism.
Black Color % (Bravo units only)	The percentage of remaining ink left in the Bravo's ink jet cartridges.
Version	This field is used by L-3 Mobile-Vision employees only.

The columns on the Backup PC page are described below.

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 509
- □ Updating Precinct Information, page 511
- □ Forwarding System Messages to Your Regular Mailbox, page 513
- □ Changing the Application Display Logo, page 515
- □ Maintaining Storage Devices, page 516
- □ Viewing/Changing the Online Lifecycle Settings, page 522
- □ Maintaining the 'Race' Field, page 526
- □ Activating the Interview Room Module, page 531
- □ Viewing the System Status Page, page 535
- □ Viewing/Printing Product Manuals, page 538
- □ Updating the Application, page 541
- □ Changing the Session Timeout Setting, page 548
- □ Changing the Application's Color Scheme, page 550
- □ Downloading the Support Logs, page 552
- Downloading the Java Runtime Environment (JRE) Application, page 554.



# Viewing the System Logs

This section describes how to view the system logs. These logs track changes and updates to the system settings.

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

			S	Syste	м <b>S</b>	FATUS	5		
communications Mobile-Vision, Inc.							•	Sergeant Larkin is lo	gged in. Loqout
V Home Menu	System DVR COM R	leports Lo	igs	Backups	Tools	Update	Messages	Local Queue	Backup PC
Search Video	Storage Capacity:	1.1 TB	0	Ac	tive Users:				
Manage Cases	Available Disc Space:	810.4 GB	0				66.20.100.160 Sir	nce 09/21/2015 17:10	)
Viedia Reader	Enabled DVRs:	11	0						
User Help	Disabled DVRs:	11	0						
<ul> <li>User Preferences</li> </ul>	Total Video Count:	183	0						
<ul> <li>User Preferences</li> </ul>	Non-archived Video Count:	167	0						
Administration	Last 24 Hours Video Count:	0	0						
System Setup	Last 7 Days Video Count:	2	0						
System Status	Last 30 Days Video Count:	3	0						
Assign Videos	Body Worn Video Count:	62	0						
Manage DVRs	Body Worn Hours:	7	0						
Nobile Devices	Average Body Worn Video Length	: 7 min	0						
Manage Users	VieVu Video Count:	0	0						
Action	Oldest Non-case Video:	545 days	0						
Refresh Page	Oldest Case Video:	545 days	0						
vellean i age	Number of Active Cases:	6	0						
	Number of Backup DVDs:	106	0						
	Number of Exported DVDs:	20	0						
	Archiver Errored Out:	false	0						
	Downloader Errored Out:	false	0						
	Simultaneous Users Allowed:	unlimited	0						
	Backup Scheme:	some_cm	0						
	Untagging Allowed:	true	0						
	Last Update Check:	9/21/15 6:30	0						
	Version:	3.8.7	0						

2 Click the Logs tab. The system logs display.

				S	Syste	м S	TATUS		Sergeant Larkin is lo	ogged in. <u>Loqout</u>		
Mobile-Vision, Inc.	<u> </u>		Ý	- ( <b>-</b>			Y	Υ	Υ	()		
Home	System	DVR COM	Reports	Logs	Backups	Tools	Update	Messages	Local Queue	Backup PC		
Search Video		System Logs										
Manage Cases				K X X	Page 1 of 3	15 (341 tota	l records)	× >> >				
Media Reader	Date 🛦	IP /	ddress	Event				Des	cription			
User Help	08/13/2015 1	5:31 166.2	0.100.134	User Login/out			gged In					
<ul> <li>User Preferences</li> </ul>	08/13/2015 1	4:21 166.2	0.101.150	User Login/out		Lo	gged In					
Administration	08/13/2015 1	4:06 166.2	0.100.134	User Login/out		Lo	gged In					
System Setup	08/13/2015 1	3:04 166.2	0.100.134	User Report Do	ownloaded/Refr	eshed Me	Media Report Downloaded					
System Status	08/13/2015 1	3:02 166.2	0.100.134	User Report Do	ownloaded/Refr	eshed Me	Media Report Downloaded					
Assign Videos	08/13/2015 1	2:47 166.2	0.100.134	User Report Downloaded/Refreshed			DVR Report Downloaded					
Manage DVRs	08/13/2015 1	2-34 166.2	0 100 134	User Login/out			Loaged In					
Mobile Devices	08/13/2015 1		0.101.101	-	ownloaded/Refr							
Manage Users	08/13/2015 1		0.100.134	Construction Construction			and the second second	niloadeu				
Action				User Login/out		57783	Logged In					
Refresh Page	08/13/2015 1	0:32 166.2	0.100.134	User Login/out		Lo	gged Out					



The columns on the Logs tab are described below.

	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><li>Name and ID number of field changed</li><li>Old field value</li></ul>
	<ul><li>New field value</li></ul>
	<ul> <li>User who made the change</li> </ul>

**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* list are grouped by *type*, whereas the messages on the *Inbox Messages* list are listed *individually*. Also, the messages on the Home page may be mixed in with other non-urgent messages, such as burn requests.

If, for example, you have fifty different 404 errors, all 404 errors would show up on the *Messages* tab as one entry with the number **50** in the *Quantity* column. Any unique information associated with these errors (e.g., the system path for the video file that threw the error) are masked out by brackets; therefore you lose any message-specific information. In contrast, on the Home page's *Inbox Messages* list, you would see all fifty 404 errors, including the actual paths to the videos that caused the errors.

As System Administrator, you may want to review the combined system messages on the *Messages* tab first, and then review individual messages on the Home page if more information is required.



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

				S	SYSTE	м <b>S</b> 7	TATUS	5		
communications Mobile-Vision, Inc.									Sergeant Larkin is lo	gged in. Logout
▼ Home Menu	System	DVR COM	Reports Lo	ogs	Backups	Tools	Update	Messages	Local Queue	Backup PC
Home				1000						
Search Video	Storage Ca		1.1 TB	0		tive Users:				
Manage Cases	Available D		810.4 GB	0		<ul> <li>Sergeant</li> </ul>	Larkin From 1	66.20.100.160 Sir	nce 09/21/2015 17:10	)
Media Reader	Enabled DV		11	0						
User Help	Disabled D	10770	11	0						
User Preferences	Total Video		183	0						
▼ Administration		ed Video Count: urs Video Count:	167 0	0						
System Setup		s Video Count:	2	0						
System Status		ys Video Count:	3	0						
Assign Videos		Video Count:	62	0						
Manage DVRs	Body Worn		7	0						
Mobile Devices		ody Worn Video Lengt	h: 7 min	0						
Manage Users	VieVu Vide		0	ä						
		-case Video:	545 days	0						
Action	Oldest Cas	e Video:	545 days	0						
Refresh Page	Number of	Active Cases:	6	0						
		Backup DVDs:	106	0						
		Exported DVDs:	20	0						
	Archiver Er		false	0						
	Downloade	r Errored Out:	false	0						
	Simultaneo	ous Users Allowed:	unlimited	0						
	Backup Sci	heme:	some_cm	0						
	Untagging /	Allowed:	true	0						
	Last Update		9/21/15 6:30	0						
	Version:		3.8.7	0						

2 Click the Messages tab. Any alert messages for the System Administrator display.

communications Mobile-Vision, Inc.								5	Sergeant Larkin is logg	ed in. Logout			
▼ Home Menu	System	DVR COM	I Reports	Logs	Backups	Tools	Update	Messages	Local Queue	Backup PC			
Home	1			Notify Admin Type Messages									
Search Video	Quantity	State		Message Type									
Manage Cases Media Reader User Help	2	Completed		aming the DES server cannot connect to the Backup PC "(0)". The server will continue to attempt connecting and this essage will automatically be deleted once it has successfully connected.									
<ul> <li>User Preferences</li> </ul>	1	Completed		ARNING: The system has discovered multiple DVRs with serial number "(0)". Please reconfigure your DVRs propriately from the Manage DVRs page.									
Administration	1	Completed	Server Update to I	build numbe	r {0} was succes	sfully comple	eted.			×			
System Setup	1	Completed	New DVR was dis	covered and	d added to your s	erver.				×			
System Status Assign Videos	1	Queued	There is an updat	e available f	or your Server, cli	ck the arrow	to the right to c	lownload the upda	te.	×			
Manage DVRs Mobile Devices													
Manage Users													
Action													
ACUOI													

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 <b>{0</b> }. If you want to review the specific message content, you will have to view the message from your <i>Inbox Messages</i> list on the Home Page.
Action	An icon used to delete all messages related to the issue described in the <i>Message Type</i> column.

3 After you have resolved the issue associated with an alert message, click the x to the right of that message to delete all messages related to that issue.

#### **Updating Precinct 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.

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

	System Setup										
communications							mvadmi	n is logged in. Logout			
Mobile-Vision, Inc.	Precinct	System Settings	Security Settings	Case Settings	Modules	DVR Firmware	DVD	1			
Home	Flecinci	System Settings	Security Settings	Case Settings	wouldes	DVRTIIIIware	DVD				
Search Video	Precinct I	nfo Logos									
Manage Cases	1										
Media Reader				Precinct							
User Help			K (( (	Page 1 of 1 (1 total	records)	> >> >1					
User Preferences		Organization Na	ame	Pre	ecinct Name 🔺		Regi	stration Key			
Administration	L-3 Commu	unications		Mobile-Vision Inc.			144FA246BB70050568AE3B6				
System Setup											
System Status											
Assign Videos											
Manage DVRs											
Mobile Devices											
Manage Users											
Action											
Edit											



- 2 If it is not already selected, click the **Precinct** tab.
- **3** If it is not already selected, click the **Precinct Info** tab.
- **4** Right-click on the precinct record, then select **Edit** from the popup menu. The Edit Precinct popup displays.

	Edit Precinct		
Precinct Data			h
Organization Name	L-3 MVI Headquarters	0	
Precinct Name	New Jersey Headquarters	0	
Address	90 Fanny Road	0	Precinct da
Phone Number	800-336-8475		
Support Expiration	06/02/2011		
Registration Key	10B05046B1600123F6F9257		J
Mail Server			<b>-</b>
Mail Server Login			
Mail Server Password			
From Address			
SMTP Host			

The Precinct Data fields are described below.

	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 DEP 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 **V**Administration and click **System Setup**. The System Setup page displays.

		S	ystem S	SETUP			
communications Mobile-Vision, Inc.						mvadmin	is logged in. Logout
▼ Home Menu Home	Precinct System Settings	Security Settings	Case Settings	Modules	DVR Firmware	DVD	
Search Video	Precinct Info Logos						
Manage Cases			Precinct				
Media Reader		14 44 4	Page 1 of 1 (1 total	records)	<b>S S</b>		
User Help	Organization N	Provide Barrier A. Provide Provide Barrier		ecinct Name 🛦	and a state of the second	Regis	tration Key
<ul> <li>User Preferences</li> </ul>	L-3 Communications		Mobile-Vision Inc.			- 1475 W	70050568AE3B6
Administration							
System Setup							
System Status							
Assign Videos							
Manage DVRs							
Mobile Devices							
Manage Users							
Action							
Edit							
An OF S							

- 2 If it is not already selected, click the **Precinct** tab.
- 3 If it is not already selected, click the **Precinct Info** tab.
- **4** Right-click on the precinct record, then select **Edit** from the popup menu. The Edit Precinct popup displays.

(Continued)



data

Edit Precinct				
Precinct Data				
Organization Name: L-3 MVI Headquarters		0		
Precinct Name: New Jersey Headquarte	rs	0		
Address: 90 Fanny Road			0	
Phone Number: 800-336-8475				
Support Expiration: 06/02/2011				
Registration Key: 10B05046B1600123F6F	9257 🕜			
Mail Server Login:	0			
Mail Server Password:				
From Address:	0			- Mail Ser
SMTP Host:	0			
SMTP Port: 25				
Save Cancel				

The Mail Server fields are described below.

Mail Server					
Field	Description				
Mail Server Login	A User ID that has send-mail privileges in your mail system.				
Mail Server Password	The security password for the Mail Server Login above.				
From Address	The email address that will display in the <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 512.

- **5** Position your cursor in the *Mail Server Login* field. Enter a User ID that has send-mail privileges in your mail system, then press **Tab**.
- 6 Enter the security password for the *Mail Server Login*, then press **Tab**.
- 7 Enter the email address that you wish to display in the messages' *From* field, then press **Tab**.
- 8 Enter the name of the SMPT email host, then press **Tab**.
- **9** Enter the port number of the SMPT email host.
- 10 Click Save.



# **Changing the Application Display Logo**

This section describes how to change the graphics file that displays in the upper left corner of the DEP application. You may, for example, want to replace the default logo with your agency's logo.

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

communications Mobile-Vision, Inc.			S	ystem S	Setup		mvadmi	n is logged in. Loqout
▼ Home Menu	Precinct	System Settings	Security Settings	Case Settings	Modules	DVR Firmware	DVD	1
Home	Treemer	oystem oettings	occurry octungo	ouse octaingo	modulos	orrerainware	010	
Search Video	Precinct I	nfo Logos						
Manage Cases	3							
Media Reader				Precinct				
User Help			K XX X	Page 1 of 1 (1 total	records)	> >> >1		
User Preferences		Organization Na	ame	Pre	ecinct Name 🔺		Reg	istration Key
▼ Administration	L-3 Commu	unications		Mobile-Vision Inc.			144FA246BB70050568AE3B6	
System Setup								
System Status								
Assign Videos								
Manage DVRs								
Mobile Devices								
Manage Users								
Action								
Edit								

- 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.

			Syst	гем Sет	ЧUР		
communications Mobile-Vision, Inc.						mvadmin is	logged in. Logout
▼ Home Menu Home	Precinct	System Settings	Security Settings	Case Settings	Modules	DVR Firmware	DVD
Search Video	Precinct In	fo Logos					
Manage Cases				ione.			
Media Reader							
User Help							
User Preferences							
Administration		9					
and a second a second		nunications					
System Setup System Status	Mobi	le-Vision, Inc.					
Assign Videos							
Manage DVRs							
Mobile Devices							
Manage Users							
Action	Logo Fi	ne:		Browse S	elect Color sc	heme: Blue 🔽	
Refresh Page							



- **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 520
- □ Deleting a Storage Device, page 521.

## 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 **V** Administration and click **System Setup**. The System Setup page displays.

			S	ystem S	SETUP			
communications Mobile-Vision, Inc.							mvadmin	is logged in. Loqout
▼ Home Menu	Precinct	System Settings	Security Settings	Case Settings	Modules	DVR Firmware	DVD	
Home	Treemer	Oystem Settings	Decunty Dettings	Case Detailigs	Woules	Dvittimiware	0.0	
Search Video	Precinct	Info Logos						
Manage Cases								3
Media Reader				Precinct				
User Help			IK <u>KK</u> K	Page 1 of 1 (1 total	records)	> >> >1		
User Preferences		Organization N	ame	Precinct Name 🛦			Registration Key	
<ul> <li>Administration</li> </ul>	L-3 Comm	unications		Mobile-Vision Inc.			144FA246BB70050568AE3B6	
System Setup	-							
System Status								
Assign Videos								
Manage DVRs								
Mobile Devices								
Manage Users								
Action								
Edit								
Lun								

- 2 Click the System Settings tab.
- 3 If it is not already selected, click the **Storage Machines** tab.

(Continued)



				S	YSTEM S	Setui	P			
communications Mobile-Vision, Inc.									mvadmin is	logged in. Logout
▼ Home Menu	Precinct	System S	ettings	Security Settings	Case Settings	Modules	DVR Fim	nware	DVD	
Home		_	r			· · · ·		· · · ·		Y
Search Video	Storage	Machines	Viewing	Online Life-Cycle	e Backup/Expo	rt Downl	oad Options	Vide	eo Categories	UMD Types
Manage Cases					Storage Mac	hines				
Media Reader	In	nternal Path		External Media U		External Case URI		IP Address of RAID unit		Status
User Help	/fbdata/00	V	\expo	art00\ /s		/stream00/		127.0.0.1		Enabled
<ul> <li>User Preferences</li> </ul>	/fbdata/00					stream00/		127.1.1.2		Enabled
Administration	/ibuata/00	1	1exho	pono na sueamou			(3	27.1.1.2	Ellapieo	
System Setup										92
System Status										
Assign Videos										
Manage DVRs										
Nobile Devices										
Manage Users										
Action										
New										
Edit										
Delete										

**4** Go to the Action column and click **New**. The New Storage popup displays.

New	Storage
Internal Path:	0
External Media UNC:	0
External Case URI:	0
FTP Username:	0
FTP Password:	0
IP Address of RAID unit:	0
Status:	Enabled 💌
Save	Cancel

The fields on the New Storage popup are described below.

	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 (Flashback2/3/HD, <i>Body</i> VISION) 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.					



	Edit Storage (cont'd)					
Field	Description					
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	<ul> <li>The current status of this storage device.</li> <li><i>Enabled</i>. This storage device is available to receive videos.</li> <li><i>Disabled</i>. The storage device is <i>not</i> available to receive videos.</li> </ul>					



**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 516.

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 **V** Administration and click **System Setup**. The System Setup page displays.

	System Setup							
communications Mobile-Vision, Inc.							mvadmi	n is logged in. Logout
▼ Home Menu	Precinct	System Settings	Security Settings	Case Settings	Modules	DVR Firmware	DVD	1
Home	· · · · · · · · · · · · · · · · · · ·		,,					
Search Video	Precinct In	fo Logos						
Manage Cases	3			-				1
Media Reader				Precinct				
User Help			IK   KK   K	Page 1 of 1 (1 total	records)	> >> >1		
User Preferences		Organization N	ame	Precinct Name 🛦			Registration Key	
<ul> <li>Administration</li> </ul>	L-3 Commu	nications		Mobile-Vision Inc.			144FA246BB70050568AE3B6	
System Setup								
System Status								
Assign Videos								
Manage DVRs								
Mobile Devices								
Manage Users								
Action								

- 2 Click the **System Settings** tab.
- **3** If it is not already selected, click the **Storage Machines** tab.

	System Setup									
communications Mobile-Vision, Inc.									mvadmin is lo	ogged in. <u>Loqout</u>
▼ Home Menu	Precinct	System S	ettings	Security Settings	Case Settings	Modules	DVR Fin	nware	DVD	
Home Search Video	Etomore	Machines	Viewing	Online Life-Cycle	Backup/Expor	• Devenie	ad Ontiona	A A A	eo Categories	UMD Types
Manage Cases	Storage	wachines	viewing	Online Lite-Cycle	Backup/Expoi	ort Download Options		VID	eo Categories	UND Types
Manage Cases Media Reader					Storage Mach	ines				
User Help	Internal Path			External Media UNC		External Case URI		IP Address of RAID unit		Status
	/fbdata/00/		\expor	ort00\ /stre		am00/		127.0.0.1		Enabled
<ul> <li>User Preferences</li> </ul>	/fbdata/00/	i i	\export01\		/stre	/stream00/		127.1.1.2		Enabled
Administration										
System Setup										
System Status										
Assign Videos										
Manage DVRs										
Mobile Devices										
Manage Users										
Action										
New										
Edit										
Delete										



**4** Right-click on the storage device you wish to view/edit, then select **Edit** from the popup menu. The Edit Storage popup displays.

Int	ernal Path: /fbdata/00/	<u> </u>
External I	Media UNC: Nexport00\	G
Externa	I Case URI: /stream00/	G
FTP	Username: upload00	G
FTP	Password: upload00	•
IP Address o	f RAID unit:	
	Status: Enabled 🐱	

For a description of the fields on this form, see the table on page 518.

**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, as pictured on the previous page.
- 2 Click the System Settings tab, as pictured on the previous page.
- **3** Make sure that the **Storage Machines** tab is selected, as pictured on the previous page. A list of your existing storage machine(s) displays.
- **4** Right-click on the storage device you wish to delete, then select **Delete** from the popup menu. A confirmation message displays.



Confirm Delete						
Delete this storage path? /fbdata/00/						

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
- $\Box$  When/if files can be restored to the server.
- **1** Go to **Administration** and click **System Setup**. The System Setup page displays.

			S	ystem S	SETUP			
communications							mvadmi	in is logged in. Loqout
Mobile-Vision, Inc.  V Home Menu	Precinct	System Settings	Security Settings	Case Settings	Modules	DVR Firmware	DVD	
Home Search Video	Precinct I	nfo Logos						
Manage Cases Media Reader				Precinct				1
User Help			1< << <	Page 1 of 1 (1 total	records)	> >> >1		
User Preferences		Organization N	ame	Pre	ecinct Name 🔺	Registration Key		
▼ Administration	L-3 Commi	unications		Mobile-Vision Inc.		144FA246BB70050568AE3B6		
System Setup	-							
System Status								
Assign Videos								
Manage DVRs								
Mobile Devices								
Manage Users Action								
Edit								

2 Click the System Settings tab.



				S	YSTEM S	SETUR	,	mvadmir	ı is logged in. <u>Loqout</u>
communications Mobile-Vision, Inc.									
▼ Home Menu	Precinct	System S	ettings	Security Settings	Case Settings	Modules	DVR Fin	mware DVD	
Home				~ .	~	· .		· · ·	- x
Search Video	Storage	Machines	Viewing	Online Life-Cycle	Backup/Expo	nt Downlo	ad Options	Video Categorie	s UMD Types
Manage Cases					Storage Mac	hines			1
Media Reader	Internal Path			External Media UNC		External Case URI		IP Address of RAID u	nit Status
Jser Help	/fbdata/00/		low			/stream00/		127.0.0.1	Enabled
<ul> <li>User Preferences</li> </ul>	Walker and Statements			\export00\					
Administration	/fbdata/00/	t.	/expoi	\export01\		/stream00/		127.1.1.2	Enabled
System Setup	1								
System Status									
Assign Videos									
Manage DVRs									
Nobile Devices									
Aanage Users									
Action									
Vew									
dit									
Delete									

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

	System Setup							
communications Mobile-Vision, Inc.	mvadmin is logged Precinct System Settings Security Settings Case Settings Modules DVR Firmware DVD	d in. Logout						
Home	Trecinct System Settings Settings Case Settings Woldles SYNT Innware SYS							
Search Video	Storage Machines Viewing Online Life-Cycle Backup/Export Download Options Video Categories U	JMD Types						
Manage Cases								
Media Reader	Days to enable restore of backed-up media: 720							
Jser Help								
<ul> <li>User Preferences</li> </ul>	Days to enable restore of Disposed Case: 720							
Administration	Days until case is auto-disposed if inactive: 60							
system Setup	Days to extend the life of tagged video; 60							
System Status	Enable Un-tagging: 🥑 🤣							
Assign Videos								
/lanage DVRs	Enable Strict Purger: 📝 😵							
Nobile Devices	Enable Media Deletion Roll-up Report: 🔽 🛷							
lanage Users								
Action	Enable Quarantine: 🗹 😵							
dit	Auto Reject Quarantined Files:							
Refresh Page	Minimum File Duration: 60							
	۲							

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

(Continued)



Online Life-Cycle
Days to enable restore of backed-up media: 30 🔗
Days to enable restore of Disposed Case: 1
Days until case is auto-disposed if inactive: 1
Days to extend the life of tagged video: 90
Enable Un-tagging: 🔲 🧭
Enable Strict Purger: 📃 🧭
Enable Media Deletion Roll-up Report: 🔽 🧭
Enable Quarantine: 🔽 🧭
Auto Reject Quarantined Files: 🔲 🧭
Minimum File Duration: 3000 🛛 😵
Save Cancel

The fields on this form are described below.

	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 <b>30</b> 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.
Enable Un-tagging	<ul> <li>☑ 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).</li> <li>□ If this checkbox is <i>not</i> selected, then users are <i>not</i> allowed to remove the "tagged" designation from a video.</li> <li>For more on tagging, see "Tagging" in chapter 2.</li> </ul>



	Online Lifecycle (cont'd)
Field	Description
Enable Strict Purger	<ul> <li>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.</li> <li>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.</li> </ul>
Enable Media Deletion Roll-up Report	<ul> <li>☑ 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.</li> <li>□ If this checkbox is <i>not</i> selected, the system will <i>not</i> generate a Media Deletion Roll-Up Report each month.</li> </ul>
Enable Quarantine	<ul> <li>☑ If this checkbox is selected, the system will set aside all quarantine files (see definition below) so that they can either be reviewed or automatically deleted. If you want to review these files, make sure the Auto Reject Quarantine Files checkbox is deselected. If you want the system to automatically delete these files, make sure the Auto Reject Quarantine Files checkbox is selected.</li> <li>□ If the Enable Quarantine checkbox is not selected, the system will download all video files to the server, regardless of their duration.</li> <li>What is a quarantine file? A quarantine file is a video that is shorter than the Minimum File Duration value. Typically, a quarantine file is a small "test" video that an officer makes at the beginning of each shift to test his equipment before going out into the field.</li> </ul>
Auto Reject Quarantined Files	<ul> <li>If this checkbox is selected, the system will automatically delete quarantine files (see definition above) without giving you the opportunity to review them first.</li> <li>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. (<i>Continued</i>)</li> </ul>



	Online Lifecycle (cont'd)
Field	Description
Auto Reject Quarantined Files (cont'd)	<b>Note</b> : If you previously de-selected the <i>Enable</i> <i>Quarantine</i> checkbox, the <i>Auto Reject Quarantined</i> <i>Files</i> checkbox will not appear on the <b>Online Life</b> - <b>cycle</b> tab.
Minimum File Duration	The minimum length (in seconds) that a video must be before it will be classified as a quarantine file. Default is 60 seconds. The system treats these files in one of several ways depending on whether or not the <i>Enable</i> <i>Quarantine</i> and <i>Auto Reject Quarantined Files</i> checkboxes are selected:
Enable Quarantine:	If the <i>Enable Quarantine</i> checkbox is de-selected, the system will automatically transfer files shorter than X seconds to the server.
Enable Quarantine: 🗹 + Auto Reject Quarantined Files: 🗌	If the <i>Enable Quarantine</i> checkbox is selected <b>and</b> the <i>Auto Reject Quarantined Files</i> checkbox is deselected, the system will send files shorter than X seconds to your Home Page, where you will have the opportunity to accept or reject each file.
Enable Quarantine: 🔽 + Auto Reject Quarantined Files: 💟	If the <i>Enable Quarantine</i> checkbox is selected <b>and</b> the <i>Auto Reject Quarantined Files</i> checkbox is also selected, the system will automatically delete files shorter than X seconds.

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, next page
- □ Changing a Race, page 528
- □ Deleting a Race, page 530.



# 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.

			S	ystem S	Setup			
communications Mobile-Vision, Inc.							mvadmi	n is logged in. Loqout
▼ Home Menu Home	Precinct	System Settings	Security Settings	Case Settings	Modules	DVR Firmware	DVD	
Search Video	Precinct Info	Logos						
Manage Cases		5						3
Media Reader				Precinct				
User Help			IX XX X	Page 1 of 1 (1 total I	records)	> >> >1		
User Preferences		Organization Na	ame	Pre	cinct Name 🛦		Regi	stration Key
▼ Administration	L-3 Communic	ations	Mobile-Vision Inc.				144FA246BB70050568AE3B6	
System Setup								
System Status								
Assign Videos								
Manage DVRs								
Mobile Devices								
Manage Users								
Action								
Edit								
LUII								

2 Click the **Case Settings** tab.

	System Setup								
communications Mobile-Vision, Inc.		mvadmin is logged in. Logout							
▼ Ноте Мепи	Precinct System Settings Security Settings Case Settings Modules DVR Firmware	DVD							
Home									
Search Video	Case Notations Race Types Subject Types								
Manage Cases	Case Notations								
Media Reader									
User Help	Page 1 of 1 (4 total records)								
User Preferences	Notation 🛦	Status							
Administration	Argumentative	Enabled							
System Setup	Bench Warrant	Enabled							
System Status	DUI	Enabled							
Assign Videos	Fight	Enabled							
Manage DVRs									
Mobile Devices									
Manage Users									
Action									
New									
Edit									
Delete									

**3** Click the **Race Types** tab. The current race list displays.



	System Setup							
communications Mobile-Vision, Inc.						n	wadmin is l	ogged in. Loqout
▼ Home Menu	Precinct S	vstem Settings	Security Settings	Case Settings	Modules	DVR Firmware	DVD	1
Home		Jotom Cottingo		- outo oo ungo	moduloo	ontraindeo	0.0	
Search Video	Case Notations	s Race Type	s Subject Types					
Manage Cases	Current Race Types							
Media Reader	IC << C Page 1 of 1 (9 total records) >>>> >1							
User Help							Status	
User Preferences	Race Description A					Disabled		
Administration	American Indian and Alaska Native							
System Setup	Asian						Enabled	
System Status	Black or African American						Enabled	
Assign Videos	Hispanic						Enabled	
Manage DVRs	Miscellaneous						E	nabled
Mobile Devices	Mixed race						Enabled	
Manage Users	Native Hawaijan and Other Pacific Islander						Enabled	
Action	Other						Enabled	
New	White						Enabled	
Edit	white							inableu
Delete								

**4** Go to the Action column and click **New**. The New Race Type popup displays.

New Race Type	
Race Description: Status: Enabled 💌 🧭	0
Save Cancel	

- **5** Enter the race's name in the *Race Description* field.
- 6 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.



		S	ystem S	Setup			
communications Mobile-Vision, Inc.						mvadmin	is logged in. Loqout
▼ Home Menu	Precinct System Settings	Security Settings	Case Settings	Modules	DVR Firmware	DVD	
Home		2.00					
Search Video	Precinct Info Logos						
Manage Cases	2		Precinct				1
Media Reader			17/02/05/2015/20X		Sector Sector		
User Help		RKK	Page 1 of 1 (1 total r	Constanting of the second s	N 201		
User Preferences	Organization 1	Vame	Pre	cinct Name 🔺		Regis	stration Key
Administration	L-3 Communications		Mobile-Vision Inc.			144FA246B	370050568AE3B6
System Setup							
System Status							
Assign Videos							
Manage DVRs							
Mobile Devices							
Manage Users							
Action							

2 Click the **Case Settings** tab.

				S	STEM S	ETUP			
communications Mobile-Vision, Inc.							n	nvadmin is	logged in. Logout
▼ Home Menu	Precinct	Syster	n Settings	Security Settings	Case Settings	Modules	DVR Firmware	DVD	1
Home Search Video	Case Not	tations	Race Type	es Subject Types					
Manage Cases Media Reader User Help				IC ( C	Case Notation Page 1 of 1 (4 total red		স সা সা		
► User Preferences				Notati					Status
	Argumenta	ative						1	Enabled
<ul> <li>Administration</li> </ul>	Bench Wa	rrant						1	Enabled
System Setup System Status	DUI							1	Enabled
Assign Videos Manage DVRs	Fight							1	Enabled
Mobile Devices									
Manage Users Action									
New Edit									
Delete									

- **3** Click the **Race Types** tab, as pictured on the previous page. 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 **V** Administration and click **System Setup**. The System Setup page displays.

13			S	ystem S	SETUP			
communications							mvadmi	in is logged in. Loqout
Mobile-Vision, Inc.								
▼ Home Menu	Precinct	System Settings	Security Settings	Case Settings	Modules	DVR Firmware	DVD	1
Home			,					
Search Video	Precinct	Info Logos						
Manage Cases				Precinct				4
Media Reader								
User Help			IK (K) (K)	Page 1 of 1 (1 total	records)	> >> >1		
User Preferences		Organization N	ame	Pre	ecinct Name 🛦		Reg	istration Key
Administration	L-3 Comm	unications		Mobile-Vision Inc.			144FA246E	3B70050568AE3B6
System Setup								
System Status								
Assign Videos								
Manage DVRs								
Mobile Devices								
Manage Users								
Action								
Edit								
the GHTS								

2 Click the Case Settings tab.

			Sy	STEM S	ETUP			
communications						m	vadmin is logg	ged in. <u>Loqou</u>
Mobile-Vision, Inc. Home Menu	Precinct Sys	tem Settings	Security Settings	Case Settings	Modules	DVR Firmware	DVD	
eme earch Video	Case Notations	Race Type	es Subject Types					
nage Cases	cuse notations	Trace Type	S Oubject Types					
dia Reader				Case Notation				
er Help			IC << <	Page 1 of 1 (4 total rec	ords)	> >> >1		
User Preferences			Notati	on 🔺			Sta	itus
A destadante	Argumentative						Ena	bled
Administration	Bench Warrant						Ena	bled
stem Setup	DUI						Ena	bled
stem Status sign Videos	Fight						Ena	bled
nage DVRs								bio u
bile Devices								
nage Users								
Action								
V								
,								
16.								



**3** Click the **Race Types** tab. The current list of races displays.

				Sy	STEM S	ETUP				
communications Mobile-Vision, Inc.							r	nvadmin is	logged in. Logout	
▼ Home Menu	Precinct	System	Settings	Security Settings	Case Settings	Modules	DVR Firmware	DVD	]	
Home	-			,				1		
Search Video	Case Not	ations	Race Types	Subject Types						
Aanage Cases					Current Race Ty	TOF				
Media Reader				and and and						
Jser Help		R C Page 1 of 1 (9 total records) S								
User Preferences				Race Desc	ription 🛦				Status	
Administration	American	Indian and A	Naska Native					1	Disabled	
	Asian								Enabled	
System Setup System Status	Black or A	frican Ameri	can						Enabled	
Assign Videos	Hispanic								Enabled	
Manage DVRs	Miscellane	eous							Enabled	
Nobile Devices	Mixed race								Enabled	
Manage Users		Native Hawaiian and Other Pacific Islander								
Action										
lew		Other								
dit	White							6	Enabled	
Delete										

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

	Confirm	Delete
Dele	te this rac	e type? Other
	Yes	No

5 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, next page
- □ Procedure 2: Activating Interview Room via the Modules Tab, page 533.



# 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.

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 533 instead.

Before performing this procedure, contact your L-3 Mobile-Vision Sales Representative.

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

			S	YSTE	M S	<b>FATUS</b>	3		
communications Mobile-Vision, Inc.								Sergeant Larkin is lo	gged in. Logout
▼ Home Menu	System DVR COM	Reports Lo	gs	Backups	Tools	Update	Messages	Local Queue	Backup PC
Home	Storage Capacity:	1.1 TB	0		tive Users:				
Search Video	Available Disc Space:	810.4 GB	0				66 20 100 160 Sir	nce 09/21/2015 17:10	1
Manage Cases	Enabled DVRs:	810.4 GB	0		• Gergean	Canar FIUIT 1	00.20.100.100 30	100 0012 112010 17.10	,
Media Reader User Help	Disabled DVRs:	11	0						
	Total Video Count:	183	ö						
<ul> <li>User Preferences</li> </ul>	Non-archived Video Count:	167	0						
<ul> <li>Administration</li> </ul>	Last 24 Hours Video Count:	0	0						
System Setup	Last 7 Days Video Count:	2	0						
System Status	Last 30 Days Video Count:	3	0						
Assign Videos	Body Worn Video Count:	62	0						
Manage DVRs	Body Worn Hours:	7	0						
Mobile Devices	Average Body Worn Video Lengt	th: 7 min	0						
Manage Users	VieVu Video Count:	0	0						
Action	Oldest Non-case Video:	545 days	0						
Refresh Page	Oldest Case Video:	545 days	0						
Reliesti Faye	Number of Active Cases:	6	0						
	Number of Backup DVDs:	106	0						
	Number of Exported DVDs:	20	0						
	Archiver Errored Out:	false	0						
	Downloader Errored Out:	false	0						
	Simultaneous Users Allowed:	unlimited	0						
	Backup Scheme:	some_cm	0						
	Untagging Allowed:	true	0						
	Last Update Check:	9/21/15 6:30	0						
	Version:	3.8.7	0						

2 Click the **Update** tab.



				1	Syste	M S	<b>FATUS</b>			
communications Mobile-Vision, Inc.								•	Sergeant Larkin is lo	gged in. Loqout
' Home Menu	System	DVR COM	Reports	Logs	Backups	Tools	Update	Messages	Local Queue	Backup PC
lome Search Video	Please fo	llow the instruction	ns below:				21			
lanage Cases ledia Reader ser Help User Preferences	<ul> <li>Clic</li> <li>If an</li> <li>If yo</li> </ul>	u have an update ( k the button labele update is found, r u wish to apply the status label and p	d 'Check For Up ead the release update, click th	odate'. e notes belo ie new butto	w. n labeled 'Contir	ue'.	nternet connect	ion.		
Administration stem Setup stem Status sign Videos	*Max E	st. Duration: Unki Status: Initia								
anage DVRs obile Devices		0% Check For								
anage Users Action	* Not	Including Update I		i.						
ancel st Connection										

- **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, log out of DEP and restart your browser. 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 531.

This is one of two procedures used to perform this task. Procedure 1 on page 532 is the simpler, preferred method. Only use Procedure 2 when one of the following conditions applies: (*Continued*)



- □ 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 **V** Administration and click **System Setup**. The System Setup page displays.

		S	ystem S	SETUP			
communications Mobile-Vision, Inc.						mvadmi	n is logged in. Logout
▼ Home Menu	Precinct System Settings	Security Settings	Case Settings	Modules	DVR Firmware	DVD	]
Home Search Video	Precinct Info Logos						
Manage Cases	Precinct Info Logos						
Manage Cases Media Reader			Precinct				
User Help		K K K	Page 1 of 1 (1 total	records)	5 55 St		
User Preferences	Organization N	ame	Pre	ecinct Name 🛦		Regi	stration Key
▼ Administration	L-3 Communications		Mobile-Vision Inc.			144FA246B	B70050568AE3B6
System Setup							
System Status							
Assign Videos							
Manage DVRs							
Mobile Devices							
Manage Users							
Action							
Edit							
Lun							

**5** Click the **Modules** tab.

comunications Mobile-Vision, Inc.				Sy	STEM S	ETUP	mv	admin is logged in. L
7 Home Menu	Precinct	Sys	tem Settings	Security Settings	Case Settings	Modules	DVR Firmware	DVD
ome					Modules			
earch Video anage Cases	Module	Key			Module Descriptio	on		Module Loa
edia Reader	bas	e	Base Module					Yes
er Help	cas	8	Case Module					Yes
User Preferences	dvd		Consumer DV	/D				Yes
Administration	ema	.0	Email Module					Yes
stem Setup	intervi	ew	Interview Room	m Module				Yes
stem Status	DES Licer	se File	:					
ssign Videos lanage DVRs lobile Devices	Install			Browse				
lanage Users								
Action								



- 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 DEP and restart your browser.
- **11** Log back into DEP.

### 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.

			S	SYSTE	м <b>S</b> т	ATUS	5		
communications Mobile-Vision, Inc.								Sergeant Larkin is lo	gged in. Logout
▼ Home Menu	System DVR COM Re	eports [	ogs	Backups	Tools	Update	Messages	Local Queue	Backup PC
Home			100						
Search Video	Storage Capacity:	1.1 TB	0		tive Users:				
Manage Cases	Available Disc Space:	810.4 GB	0		<ul> <li>Sergeant</li> </ul>	Larkin From 1	66.20.100.160 Sir	nce 09/21/2015 17:10	)
Media Reader	Enabled DVRs:	11	0						
User Help	Disabled DVRs:	11	0						
<ul> <li>User Preferences</li> </ul>	Total Video Count: Non-archived Video Count:	183 167	0						
Administration	Last 24 Hours Video Count:	0	0						
System Setup	Last 7 Days Video Count:	2	0						
System Status	Last 30 Days Video Count:	3	0						
Assign Videos	Body Worn Video Count:	62	0						
Manage DVRs	Body Worn Hours:	7	0						
Mobile Devices	Average Body Worn Video Length:	7 min	0						
Manage Users	VieVu Video Count:	0	0						
Action	Oldest Non-case Video:	545 days	0						
Refresh Page	Oldest Case Video:	545 days	0						
Reliesti Fage	Number of Active Cases:	6	0						
	Number of Backup DVDs:	106	0						
	Number of Exported DVDs:	20	0						
	Archiver Errored Out:	false	0						
	Downloader Errored Out:	false	0						
	Simultaneous Users Allowed:	unlimited	0						
	Backup Scheme:	some_cm	0						
	Untagging Allowed:	true	0						
	Last Update Check:	9/21/15 6:3	80 🍘						
	Version:	3.8.7	0						

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

2 If it is not already selected, click the **System** tab, as pictured above. The statuses on this page are described in the table on the next page.



S	ystem 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> . <sup>*</sup> They cannot be used to record videos.
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 <i>Body</i> VISION videos that are currently in the system.
Body Worn Hours	The number of captured hours from all <i>Body</i> -VISION devices that are currently in the system.
VieVu Video Count	The number of VIEVU videos that are currently in the system.
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.

<sup>\*</sup> To view a particular DVR's status, go to ▼Administration and click Manage DVRs.



Syste	em Status Settings (cont'd)
Field	Description
Number of Exported DVDs	The total number of export DVDs (i.e., <i>user requested certified copies</i> ) that users have requested since DEP was installed. This type of disc is burned manually as needed.
Archiver Errored Out	<ul> <li>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).</li> <li>True. There is an error with the archive service.</li> <li>False. There is no error with the archive service.</li> </ul>
Downloader Errored Out	<ul> <li>A true/false display that indicates whether or not there is currently a problem with the transmission of video files from DVR to server:</li> <li>True. There is a video transmission problem.</li> <li>False. There is no video transmission problem.</li> </ul>
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 <b>unlimited</b> for DEP users.
Backup Scheme	<ul> <li>The current backup scheme:</li> <li>NONE. Backup nothing</li> <li>ALL. Backup everything</li> <li>TAPE. Backup everything to a Dell PowerVault tape backup device (optional add-on)</li> <li>CASE. Backup any case video and media</li> <li>CATEGORY. Backup any video that has a video category that is <i>Backup Enabled</i></li> <li>TAGGED. Backup any video that is tagged by a user</li> <li>For assistance in creating a custom backup plan, contact L-3 Mobile-Vision Support.</li> </ul>
Untagging Allowed	<ul> <li>A true/false display that indicates whether or not users are allowed to remove a tag from a previously tagged video.</li> <li>True. Untagging is allowed. This value will display if the <i>Enable Un-tagging</i> checkbox on the <b>Online Life-Cycle</b> tab is selected.</li> <li>False. Untagging is <i>not</i> allowed. This value will display if the <i>Enable Un-tagging</i> checkbox on the <b>Online Life-Cycle</b> tab is deselected.</li> </ul>



Syste	m Status Settings (cont'd)
Field	Description
Last Update Check	The last date and time at which the DEP update service connected to the L-3 Mobile-Vision update server.
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.
Active Users	<ul> <li>Information on the user who is currently logged into DEP:</li> <li>User ID</li> <li>IP address of the PC from which the user logged in</li> <li>Date and time at which the user last logged in. Time displays in hh:mm 24-hour format.</li> </ul>
	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**

DEP includes documentation for the Flashback DVR, *Body*VISION 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 those users *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 ou 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/FileManagement/Download/897fb523d5f74e4683825050125dda6f

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



				S	SYSTE	м S1	TATUS	5		
communications Mobile-Vision, Inc.								•	Sergeant Larkin is lo	gged in. Loqout
V Home Menu	System	DVR COM	Reports Lo	ogs	Backups	Tools	Update	Messages	Local Queue	Backup PC
Home				18						
Search Video	Storage Ca	S	1.1 TB	0		tive Users:				
Manage Cases	Available Di	Contraction and the second	810.4 GB	0		<ul> <li>Sergeant</li> </ul>	Larkin From 1	66.20.100.160 SIF	ice 09/21/2015 17:10	
Media Reader	Enabled DV		11	0						
User Help	Disabled DV		11	0						
User Preferences	Total Video		183	0						
Administration		ed Video Count: urs Video Count:	167 0	0						
System Setup		Video Count:	2	0						
System Status	100000000000000000000000000000000000000	/s Video Count:	3	0						
Assign Videos		Video Count:	62	0						
Manage DVRs	Body Worn		7	ö						
Mobile Devices		dy Worn Video Leng		0						
Manage Users	VieVu Video		0	0						
		-case Video:	545 days							
Action	Oldest Case		545 days	0						
Refresh Page	Number of	Active Cases:	6	0						
	Number of I	Backup DVDs:	106	0						
	Number of I	Exported DVDs:	20	0						
	Archiver Er		false	0						
	Downloader	r Errored Out:	false	0						
	Simultaneo	us Users Allowed:	unlimited	0						
	Backup Sch	heme:	some_cm	0						
	Untagging A	Allowed:	true	0						
	Last Update	e Check:	9/21/15 6:30	0 0						
	Version:		3.8.7	0						

2 Click the **Tools** tab. A list of available documentation downloads display in the *System Documentation* column.

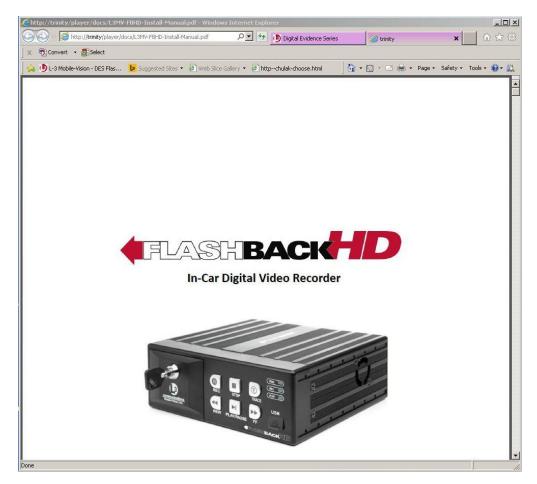
(3)				1	Syste	м St	ATUS		Sergeant Larkin is log	not in Longuit
communications Mobile-Vision, Inc.									sergeant Larkin is logi	ged III. <u>Loqout</u>
▼ Home Menu	System	DVR COM	Reports	Logs	Backups	Tools	Update	Messages	Local Queue	Backup PC
Home Search Video		Applie	cations				System	Docume	ntation	
Manage Cases Media Reader		Disc V	/alidator				3MV-BV-UG	] [L3M	V-DEA-P-Ofcr	
User Help User Preferences		L	File Converter				3MV-FB2-UG		-DEA-A-Admin	
Administration			e Recover Util				MV-DEP-Ofcr		-DEA-P-Admin	
System Setup System Status		-	nverter/Player	3			MV-DEV-Ofcr MV-DEF-Ofcr		V-FB2-Install V-DEV-Install	
Assign Videos Manage DVRs			Burner (ISO)				IV-DEP-Admin		V-FB3-Install	
Mobile Devices Manage Users		VieVu	ı Drivers			L3I	NV-FB3-HD-UG	L3M	/-FBHD-Install	
Action		LE Can	nera Tool			L3M	IV-DEV-Admin	L3MV-	CycleVision-UG	
		Win32 D	HCP Server			L3I	WV-NJSP-Ofcr	L3MV-V	ehicle-Viewer-UG	
		-	Player Installer				IV-DEF-Admin		ycleVision-Install	
		Flashback Play	er Installer Bun ie Environment				IV-DEA-A-Ofcr V-NJSP-Admin		erview-Rm-Install	
			a Data Editor			Lon	-no sr -Mainin			
		Backup	PC Updater							
		Download	Support Logs							



The DEP documentation that may pertain to you (and your officers) is listed in the table on the next page. 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-Ofcr	Digital Evidence Pro (DEP) Officer's Guide	Non-supervisory users
L3MV-DEP-Admin	Digital Evidence Pro (DEP) Administrator's Guide	System administrators & supervisory users
L3MV-FB3-FBHD- UG	Flashback3 & FlashbackHD User's Guide	Flashback3 and/or FlashbackHD users
L3MV-FB3-Install	Flashback3 Installation Guide	Flashback3 installers
L3MV-BV-UG	BodyVISION User's Guide	BodyVISION users

**3** Click on the appropriate documentation button. The first page of the selected document displays.





- **4** To print this manual, proceed to the next step. Otherwise skip to step 7.
- **5** Press **Ctrl** + **P**. The Print form displays.
- 6 Select your printer options, then click **OK**. The document is directed to your active printer.
- 7 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..."*).

communications Mobile-Vision, Inc.			WELCOME HOME Your last login was on: 09/17/2014 09:01:19 mvadmin is logged	in. <u>Logout</u>
▼ Home Menu	Message Board			
Home Search Video	My Messages	All Messag	85	
Manage Cases			Inbox Messages	
Media Reader	Date	State	Message Text	Actions
Jser Help	09/12/2014 14:13	Queued	There is an update available for your Server, click the arrow to the right to download the update.	🔁 🗙
<ul> <li>User Preferences</li> <li>Administration</li> </ul>	07/15/2014 16:31	Completed	Export Quick Check Robbery Disc 1 of 1 is now ready for download.	
			Sent Messages	
	Date	State	Message Text	Actions
	08/13/2014 14:50	Working	Auto-DVD request to Backup PC 'Evidence Room Bravo' for Case 'Street Fight' - Disc 1 of 1	

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.



Edit	User	Role	
Name: Administrator Session Timeouts (minutes): 90	0	0	Make sure that this field is set 60 or higher
Available Permissions Search: Case Can Own Video User Group View Only	> >> <<<	Assigned Permissions Search: Case Case Case Case Admin Messages Alow Restricted Case Assign Videos Case - Do Not Dispose Create Case Edit All Data Edit Private Data Export Format - Consumer DVD Export Format - Data DVD Export Format - Interchange Export Format - Uncompressed	
Save		J Cancel	

For instructions on changing this setting, see "Changing the Session Timeout Setting" on page 548.

Depending on the size of the update and speed of your network connection, the update process may take up to an hour.

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

communications Mobile-Vision, Inc.			mvadmin is logged	ın. <u>Loqou</u>
Home Menu	Message Board			
łome Search Video	My Messages	All Messag	jes	
Manage Cases			Inbox Messages	
Media Reader	Date	State	Message Text	Actions
Jser Help	09/12/2014 14:13	Queued	There is an update available for your Server, click the arrow to the right to download the update.	
<ul> <li>User Preferences</li> <li>Administration</li> </ul>	07/15/2014 16:31	Completed	Export Quick Check Robbery Disc 1 of 1 is now ready for download.	►×
			Sent Messages	
	Date	State	Message Text	Actions
	08/13/2014 14:50	Working	Auto-DVD request to Backup PC 'Evidence Room Bravo' for Case 'Street Fight' - Disc 1 of 1	

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.



				5	Syste	M S	<b>FATUS</b>	Ê		
communications Mobile-Vision, Inc.	<b>1</b> 1							•	<b>Sergeant Larkin</b> is lo	gged in. Logout
Home Menu	System	DVR COM	Reports	Logs	Backups	Tools	Update	Messages	Local Queue	Backup PC
ome earch Video	Dioaco fo	llow the instruction	ne holow:							
arch video nage Cases		u have an update (		our PC othe	rwise your PC m	ust have an i	nternet connect	ion		
dia Reader	Clic	k the button labele	d'Check For Up	odate".		dormato uni				
er Help	<ul> <li>If an</li> <li>If your</li> </ul>	update is found, r u wish to apply the	ead the release	e notes belo	W. p. labeled "Contin	uuo'				
User Preferences	• The	status label and p	rogress bar wil	l keep you in	nformed of your p	rogress.				
Administration										
stem Setup	*Max E	st. Duration: Unkr	Iown							
stem Status		Status: Initia	lized							
sign Videos		0%								
anage DVRs		078								
bile Devices		Check For	Update							
anage Users	^ Not	Including Update [	ownload Time							
	not	including opdate i	/ownload mine	· .						
Action										
Action ancel st Connection				71						

**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.

				S	STEN	A STA	TUS	muadmir	n is logged in. Log	out
communications Mobile-Vision, Inc.								invadim	13 logged III. <u>Log</u>	our
V Home Menu	System	DVR COM	Logs	Backups	Tools	Update	Messages	Local Queue	Backup PC	
lome iearch Video Ianage Cases Iedia Reader Iser Help • User Preferences	<ul> <li>If you f</li> <li>Click ti</li> <li>If an uj</li> <li>If you v</li> </ul>	he button label pdate is found, vish to apply th	CD, place it ed 'Check Fo read the rele e update, cli		w. n labeled 'Cor	ntinue'.	internet connectio	n.		
Administration Action effesh Page	* Not Inc	Duration: 10 Status: Up 0 Cont Cluding Update	date Found % inue Download 1	ime						
	Release 3.	7.5 09/22/2014	74							
		ID Typ 9488 Fea	ture Add the	e Notes Hatest Flashba he latest Flashb		rsion 3 7 0 25				
		9421 Fea	ture Add the The line	FB-ID of the vio	leo's DVR of o	rigin in the Ch report that sho	ange of Custody r	eport o was inserted into th	ne system now sho	ws
		9473 Bug	System Fixed a	videos played caching issue t	through the '\ hat would pre-	/ideo List' pag /ent the proper	e are not updated logging of 'Video F	in the Activity Logs Play' events from the ideo logs appropriat	'Search Results' so	ree
	Release 3.	7.1 08/20/2014	1							_
		ID Typ		e Notes						
		9327 Fea	Users		official Archive	Discs from an	other DES Server	using the Media Rea /e Disc created by oth		
		9379 Bug	DVR un Fixed a	it information is n intermittent is s led with information	cached caus sue where, on	creation of a n	entries when crea ew DVR Unit, the F		pe fields would be	



4 Click **Continue**. The system begins downloading the update to your PC, which is the first step in the update process.

	Continue date Download Time
	3%
Status:	Downloading
Aax Est. Duration:	10 (Minutes)

Next, the system uploads the update from your PC to the server.

t Not Inc	luding Up	date Download Time
	1	Continue
		23%
	Status:	Uploading
'Max Est. I	Duration:	10 (Minutes)

Finally, the system installs the actual application on the server.

Continue * Not Including Update Download Time								
	100%							
Status:	Installing							
Max Est. Duration:	10 (Minutes)							

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...*"



communications Mobile-Vision, Inc.			WELCOME HOME Vour last login was on: 10/12/2011 20:28:58 mvadmin is logged in.	Logout
▼ Home Menu	Message Board			
Home Search Video	My Messages	C All Message	s	
Manage Cases			Inbox Messages	
Media Reader User Help	Date	State	Message Text	Actions
User Preferences     Administration	10/12/2011 20:49	Completed	A required update is needed for the Backup Workstation. Please login to the flashback application on the backup workstation, go to the Tools tab in System Status, click "Backup PC Update", and click "Run" to update your backup workstation.	×
			Sent Messages	
	Date	State	Message Text	Actions

- $\Rightarrow$  If you see the update message pictured above, it means that you have to update your Backup PC(s) in order for the new DEP update to work properly. Proceed to the next step.
- $\Rightarrow$  If you do *not* see the update message pictured above, it means that you do *not* have to update your Backup PC(s). **End of Procedure**.
- **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. (Be sure to login as an Administrator.)
- **12** Go to **V** Administration and click **System Status**. The System Status page displays.

				5	Syste	м Sı	TATUS	5		
communications Mobile-Vision, Inc.									Sergeant Larkin is lo	gged in. Logout
🛚 Home Menu	System	DVR COM	Reports	Logs	Backups	Tools	Update	Messages	Local Queue	Backup PC
Home				100						
Search Video	Storage Ca		1.1 TB	0	Ad	tive Users:				9
Manage Cases	Available D		810.4 GB	0		<ul> <li>Sergeant</li> </ul>	Larkin From 1	66.20.100.160 SH	nce 09/21/2015 17:10	
Media Reader	Enabled DV		11	0						
Jser Help	Disabled D		11	0						
<ul> <li>User Preferences</li> </ul>	Total Video		183	0						
	A CONTRACTOR	ed Video Count:	167	0						
Administration		urs Video Count:	0	0						
System Setup	000000000000000000000000000000000000000	s Video Count:	2	0						
System Status		ys Video Count:	3	0						
Assign Videos		Video Count:	62	0						
Manage DVRs	Body Worn		7	•						
Nobile Devices	Average Bo	ody Worn Video Leng	<b>)th:</b> 7 min	0						
Aanage Users	VieVu Vide	o Count:	0	0						
Action	Oldest Non	-case Video:	545 days	0						
Refresh Page	Oldest Cas	e Video:	545 days	0						
tellean i age	Number of	Active Cases:	6	0						
	Number of	Backup DVDs:	106	0						
	Number of	Exported DVDs:	20	0						
	Archiver Er	rrored Out:	false	0						
	Downloade	er Errored Out:	false	0						
	Simultaneo	ous Users Allowed:	unlimited	0						
	Backup Sc	heme:	some_cm	0						
	Untagging	Allowed:	true	0						
	Last Updat	e Check:	9/21/156:	30 🍘						
	Version:		3.8.7	0						



communications	Si	SYSTEM STATUS Sergeant Larkin is logged in. Logout											
Mobile-Vision, Inc.													
▼ Home Menu	System DVR COM Reports Logs E	Backups Tools Update Messages Local Queue Backup PC											
Home Search Video	Applications	System Documentation											
Manage Cases	Disc Validator	L3MV-BV-UG L3MV-DEA-P-Ofcr											
Media Reader User Help													
<ul> <li>User Preferences</li> </ul>	Flashback File Converter	L3MV-FB2-UG L3MV-DEA-A-Admin											
<ul> <li>Administration</li> </ul>	FB1 AVD File Recover Util	L3MV-DEP-Ofcr L3MV-DEA-P-Admin											
System Setup	AVD File Converter/Player	L3MV-DEV-Ofcr L3MV-FB2-Install											
System Status	FB1 Windows Codec	L3MV-DEF-Ofcr L3MV-DEV-Install											
Assign Videos													
Manage DVRs	DVD Image Burner (ISO)	L3MV-DEP-Admin L3MV-FB3-Install											
Mobile Devices Manage Users	VieVu Drivers	L3MV-FB3-HD-UG L3MV-FBHD-Install											
Action	LE Camera Tool	L3MV-DEV-Admin L3MV-CycleVision-UG											
	Win32 DHCP Server	L3MV-NJSP-Ofcr L3MV-Vehicle-Viewer-UG											
	Hashback Player Installer	L3MV-DEF-Admin L3MV-CycleVision-Install											
	Hashback Player Installer Bundle	L3MV-DEA-A-Ofcr L3MV-Interview-Rm-Install											
	Java Runtime Environment	L3MV-NJSP-Admin L3MV-Vehicle-Viewer-Live-UG											
	User Meta Data Editor												
	Backup PC Updater												
	Download Support Logs												

**13** Click the **Tools** tab. An applications list displays on the left of the page.

**14** Go to the *Applications* column and click the **Backup PC Updater** button. A download message displays.

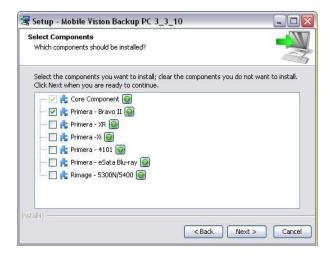


**15** Select **Actions→Run anyway**. The system copies some files from the server to the Backup PC, after which a security warning displays.





**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.

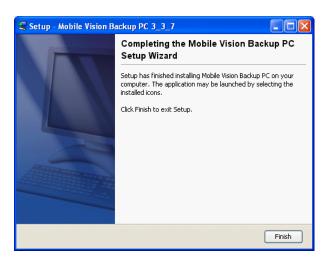
– OR –

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 the Backup PC.





- 20 Close any files that you may have open on the Backup PC, then click Yes.
- $\Rightarrow$  If you have only *one* Backup PC, **End of Procedure**.
- $\Rightarrow$  If you have *more than one* Backup PC, log out of 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 **V** Administration and click **System Setup**. The System Setup page displays.

	System Setup										
communications Mobile-Vision, Inc.						mvadmin	is logged in. Loqout				
♥ Home Menu	Precinct System Settings	Security Settings	Case Settings	Modules	DVR Firmware	DVD					
Home											
Search Video	Precinct Info Logos										
Manage Cases			Precinct								
Media Reader			0.0000000000000000000000000000000000000		and the second second						
User Help		K K K	Page 1 of 1 (1 total		> >> >1						
User Preferences	Organization Na	Pre	ecinct Name 🔺		Regis	stration Key					
Administration	L-3 Communications		Mobile-Vision Inc.		144FA246BB70050568AE3B6						
System Setup											
System Status											
Assign Videos											
Manage DVRs											
Mobile Devices											
Manage Users											
Action											

2 Click the Security Settings tab.



Weddie-Vraien, Inc.         Weddie-Vraien, Inc.         Veriewer Help         Search Video         Manage Cases         Wedia Reader         User Help         Verify password has a numeric character:         Verify password has a special character:         Verify password has a special character:         Verify password has a special character:         Verify password has not been used recently:         Manage Uses         Verify password has not been used recently:         Verify pass					Syst	TEM SE	TUP		
Joint       System Settings       Security Settings       Case Settings       Modules       DVR Finitivate       DVD         Search Video       Manage Cases       Media Reader       Security Policy       User Roles       Active Directory Settings         Jser Help       Verify password has a numeric character:       @            User Preferences       Verify password has an alpha character:       @            System Setup       Verify password has a special character:       @             System Setup       Verify password has a special character:       @								mvadmin is log	ged in. <mark>Logout</mark>
Search Video       Aanage Cases         Adanage Cases       Verify password has a numeric character:         Jser Help       Verify password has a numeric character:         Viser Preferences       Verify password has an alpha character:         Y Administration       Verify password has an uppercase character:         System Satus       Verify password has a special character:         Verify password has a special character:       Image Cases         Verify password has not been used recently:       Image Cases         Action       The number of passwords to save in history per user:       Image Cases         Kequired number of characters for password:       Image Cases       Image Cases         Required number of characters for password:       Image Cases       Image Cases         Verify password has not been used recently:       Image Cases       Image Cases         Action       The number of characters for password:       Image Cases         Verify password is not acters for password:       Image Cases       Image Cases         Verify password is not acters for password:       Image Cases       Image Cases	7 Home Menu	Precinct	Syster	m Settings	Security Settings	Case Settin	gs Modules	DVR Firmware	DVD
iedia Reader       Verify password has a numeric character:       ?         ser Help       Verify password has an alpha character:       ?         User Preferences       Verify password has an alpha character:       ?         Administration       Verify password has an uppercase character:       ?         ystem Setup       Verify password has a special character:       ?         ystem Status       Verify password has a special character:       ?         sign Videos       Verify password has a special character:       ?         lanage DVRs       Disable account on the 3rd failed login attempt:       ?         lobile Devices       Verify password has not been used recently:       ?         Action       The number of passwords to save in history per user:       ?         dit       Verify password longth:       ?         Required number of characters for password;       ?	earch Video	Security	Policy	User Role	es Active Director	Settings			
index preferences       Verify password has an uppercase character:       Image: Comparison of the second s	ledia Reader		Verify	password ha	as a numeric character:	. 0			
System Setup       Verify password has a special character: <ul> <li>Image: Constant of the set of t</li></ul>	<ul> <li>User Preferences</li> </ul>		Veri	fy password h	has an alpha character:				
Vystem Status     Verify password has a special character:       issign Videos     Verify password is not a commonly used password:       Ianage UVRs     Disable account on the 3rd failed login attempt:       Ianage Users     Verify password has not been used recently:       Action     The number of passwords to save in history per user:       Idit     Verify password login attempt:       Required number of characters for password:     Image User	Administration	18	Verify pas	sword has ar	n uppercase character:	. 0			
Anange DVRs Abile Devices Anange Users Action Citit C									
toble Devices     Disable account on the 3rd failed login attempt:     ?       Manage Users     Verify password has not been used recently:     ?       Action     The number of passwords to save in history per user:     ?       idit     Verify password length:     ?       Required number of characters for password:     ?		Verify	passwor	d is not a com	nmonly used password:				
Action The number of passwords to save in history per user: 3 3 Control of the number of password longth: 0 Control of the number of characters for password: 1 Control of the number of characters for password: 1 Control of the number of the		E	Disable ac	count on the 3	3rd failed login attempt:	. 0			
Edit     Verify password length:     Image: Comparison of the second sec	Aanage Users		Verify pa	assword has i	not been used recently:				
Required number of characters for password:		The nur	mber of pa						
	1			,	Verify password length:				
Mide a visibility for a vite second of Office and Deficiency (1)			Required	number of ch	aracters for password:	1 🕜			
Video visibility for auto-created Officers: Private V			Vide	eo visibility for	r auto-created Officers:	Private 🗸 🥥			

**3** Click the **User Roles** tab. A list of User Roles displays.

communications Mobile-Vision, Inc.				Syst	em Set	UP	mvadmin	is logged in. <u>Loqout</u>	
▼ Home Menu	Precinct	DVR Firmw	mware DVD						
Home	(	System S		Security Settings	Case Settings				
Search Video	Security I	Policy	lser Roles	Active Directory S	Settings				
Manage Cases				1	User Roles				
Media Reader User Help			16	<< < C Page 1	of 1 (9 total records)	> >>	50		
► User Preferences	Dis	splay Name 🔺		AD Group Nam		sion Timeouts (n	in the second	System Defined	
	Administra		13	WM DES ADMIN	C 2.75%	60		true	
<ul> <li>Administration</li> </ul>	Captain			WM DES SERGEANT		45		false	
System Setup	Display Or	ly - Case		WM DES MEW CASE		60		true	
System Status	Display Or			VM_DES_VIEW_VIDEO		60		true	
Assign Videos									
Manage DVRs Mobile Devices	DVR Mana			L3MM_DES_DVR_MANAGEMENT		45		false	
	Internal Aff	lairs	L3I	WM_DES_INTERNAL_A	FFAIRS	60		true	
Manage Users	Officer		L3I	WM_DES_OFFICER		45		true	
Action	Supervisor	r Lvi 1	L3I	WM_DES_SUPERVISOR	2	60		true	
New	Supervisor	r Lví 2	L3I	VM_DES_LVL2_SUPER	MSOR	60		true	
Edit Delete									
Restore Defaults									

**4** Right-click on the user type you wish to update, then select **Edit** from the popup menu. The Edit User Role popup displays.



Edit	User 1	Role
Name: Officer Session Timeouts (minutes): 47	0	9
Available Permissions		Assigned Permissions
Search: Case		Search: Case
K K 1 of 2 (14) total > >> >1	1	K K I of 2 (14) total >>> >>
Admin Messages		Can Own Video
Allow Restricted Case	>	Case - Do Not Dispose
Assign Videos	>>	Create Case
Edit All Data	_	Export Format - Consumer DVD
Edit Private Data	3	Export Format - Data DVD
Export Format - Uncompressed	<<	Export Format - Interchange
Manage DVRs		Export To Disc
Manage Users		Export To File
Select COC Logs		Export Without Case
System Setup		Google Earth
System Status		Media Reader
I		1
Save	•	Cancel

- **5** Go to the *Session Timeouts (minutes)* field and enter the number of minutes you wish to elapse before this user type is automatically logged off the system.
- 6 Click Save. A confirmation message displays:

User Role Sergeant successfully saved.

# **Changing the Application's Color Scheme**

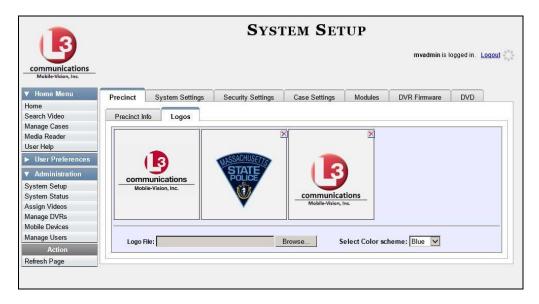
This section describes how to change the application's color scheme from the current color to *blue, brown, green*, or *red*.

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

	System Setup										
communications Mobile-Vision, Inc.						mvadmi	in is logged in. Logout				
▼ Home Menu Home	Precinct System Settings	Security Settings	Case Settings	Modules	DVR Firmware	DVD	]]				
Search Video	Precinct Info Logos										
Manage Cases			Precinct								
Media Reader			100000000000000000000000000000000000000								
User Help		N XX X	Page 1 of 1 (1 total	records)	> >> >1						
User Preferences	Organization Na	ame	Pre	ecinct Name 🛦		Regi	istration Key				
<ul> <li>Administration</li> </ul>	L-3 Communications		Mobile-Vision Inc.			144FA246E	3B70050568AE3B6				
System Setup											
System Status											
Assign Videos											
Manage DVRs											
Mobile Devices											
Manage Users											
Action											
Edit											
L_083											



- 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.

communications			
Mobile-Vision, Inc.			

The new color scheme will immediately take 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 **V** Administration and click **System Status**. The System Status page displays.

	System Status											
communications Mobile-Vision, Inc.								1	Sergeant Larkin is lo	gged in. Logout		
▼ Home Menu	System	DVR COM	Reports Lo	ogs	Backups	Tools	Update	Messages	Local Queue	Backup PC		
Home				100								
Search Video	Storage Ca		1.1 TB	0		tive Users:			nce 09/21/2015 17:10	S		
Manage Cases	Available D		810.4 GB	0		<ul> <li>Sergeant</li> </ul>	Lanon From 1	00.20.100.100 SI	ICE 09/21/2015 17.10	,		
ledia Reader	Enabled DV Disabled D		11 11	0								
Jser Help	Total Video	10170	183	0								
<ul> <li>User Preferences</li> </ul>		ed Video Count:	167	0								
Administration		urs Video Count:	0	0								
System Setup		s Video Count:	2	0								
System Status	0.000	ys Video Count:	3	0								
Assign Videos		Video Count:	62	0								
Manage DVRs	Body Worn		7	0								
Vobile Devices	Average Bo	ody Worn Video Lengt	h: 7 min	0								
Manage Users	VieVu Vide	o Count:	0	0								
Action	Oldest Non	-case Video:	545 days	0								
Refresh Page	Oldest Cas	e Video:	545 days	0								
ketresn Page	Number of	Active Cases:	6	0								
	Number of	Backup DVDs:	106	0								
	Number of	Exported DVDs:	20	0								
	Archiver Er	rored Out:	false	0								
	Downloade	r Errored Out:	false	0								
	Simultaneo	ous Users Allowed:	unlimited	0								
	Backup Sc	heme:	some_cm	0								
	Untagging A	Allowed:	true	0								
	Last Updat	e Check:	9/21/156:30	0								
	Version:		3.8.7	0								

2 Click the **Tools** tab. An applications list displays on the left of the page.



Communications Mobile-Vision, Inc.								S	ergeant Larkin is log	ged in. Logout
▼ Home Menu	System	DVR COM	Reports	Logs	Backups	Tools	Update	Messages	Local Queue	Backup PC
Home	oyotom	Diffeoin	reports	Logo	Duckups	10013	opune	messages	Local Goode	Duckupio
Search Video		Appli	cations				System	Documen	ntation	
Manage Cases		and in pass							debut de	
Media Reader		Disc	Validator				.3MV-BV-UG	L3M\	/-DEA-P-Ofcr	
User Help		Bashback	File Converter				3MV-FB2-UG	I 3MV	-DEA-A-Admin	
User Preferences		TRUSTIDUCK	The converter				51117-1 02-00	LJIII		
		FB1 AVD Fil	le Recover Util			L3	MV-DEP-Ofcr	L3MV	-DEA-P-Admin	
<ul> <li>Administration</li> </ul>		AVD File Co	nverter/Player			[13	MV-DEV-Ofcr	130	V-FB2-Install	
System Setup			interterin layer	_					The mount	
System Status		FB1 Wind	lows Codec			L3	MV-DEF-Ofcr	L3M	V-DEV-Install	
Assign Videos		DVD Image	Burner (ISO)			130	IV-DEP-Admin	13M	V-FB3-Install	
Manage DVRs		DVD intege	burner (130)				NY-DEI -Aumin	LJM		
Mobile Devices		VieVu	u Drivers			L3I	WV-FB3-HD-UG	L3MV	/-FBHD-Install	
Manage Users		LECar	nera Tool			13	IV-DEV-Admin	L 3MV	CycleVision-UG	
Action		EE Gui				Lor	IV-DEV-Mainin	LJIIIV	cycle vision-od	
		Win32 D	HCP Server			L3I	WV-NJSP-Ofcr	L3MV-Ve	hicle-Viewer-UG	
		Flashback F	Player Installer			L3I	WV-DEF-Admin	L3MV-Cy	cleVision-Install	
		Flashback Play	er Installer Bun	dle		L3N	IV-DEA-A-Ofcr	L3MV-Inte	erview-Rm-Install	
		Java Runtim	ne Environment			L3M	IV-NJ SP-Admin	L3MV-Vehi	cle-Viewer-Live-UG	
		User Met	a Data Editor							
		Backup	PC Updater							
		Download	Support Logs							

**3** Go to the *Applications* column and click the **Download Support Logs** button. The following message displays.

#### **Compressing logs. Please wait**

After a delay of a few seconds to a few minutes, a Windows message displays.



- 4 Select Save As from the Save drop-down list. The Save As popup displays.
- 5 Navigate to the disk drive location where you wish to temporarily store the log file. (You will be emailing or uploading this file to L-3 Mobile-Vision.)
- 6 Click **Save**. The system copies the logs4u.mvi file to the selected location. When the process is complete, a confirmation message will display.

The logs4u.mvi download has completed.	Open	-	Open folder	View downloads	×
		_			

- 7 Click **Open folder** to display the file.
- **8** Upload the file to 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 **V** Administration and click **System Status**. The System Status page displays.

				S	SYSTE	м <b>S</b> т	TATUS	5		
communications Mobile-Vision, Inc.									Sergeant Larkin is lo	gged in. <u>Loqout</u> -
V Home Menu	System DV		Reports Lo	ogs	Backups	Tools	Update	Messages	Local Queue	Backup PC
Home	Change Conseits		1.1 TB	(2)		tive Users:				
Search Video	Storage Capacity:		810.4 GB	0			Lodin From 1	ee 20 400 4e0 ei-	ice 09/21/2015 17:10	
Manage Cases	Available Disc Spa Enabled DVRs:	ace:	810.4 GB	0		• Sergeant	Lainin Fioni i	00.20.100.100 30	100 09/2 1/2015 17.10	
Vledia Reader	Disabled DVRs:		11	0						
User Help	Total Video Count		183	0						
User Preferences	Non-archived Vide		167	0						
Administration	Last 24 Hours Vid		0	0						
System Setup	Last 7 Days Video		2	0						
System Status	Last 30 Days Vide		3	0						
Assign Videos	Body Worn Video		62	0						
Manage DVRs	Body Worn Hours		7	0						
Vobile Devices	Average Body Wo	rn Video Lengti	h: 7 min							
Manage Users	VieVu Video Coun		0	0						
Action	Oldest Non-case	Video:	545 days	0						
AV682252020	Oldest Case Video	o:	545 days	0						
Refresh Page	Number of Active	Cases:	6	0						
	Number of Backu	p DVDs:	106	0						
	Number of Export	ed DVDs:	20	0						
	Archiver Errored	Out:	false	0						
	Downloader Error	ed Out:	false	0						
	Simultaneous Use	ers Allowed:	unlimited	0						
	Backup Scheme:		some_cm	0						
	Untagging Allowe	d:	true	0						
	Last Update Chec	k:	9/21/15 6:30	0						
	Version:		3.8.7	0						

**3** Click the **Tools** tab.



	Syst	EM STATUS		
			Sergeant Larkin is log	ged in. <u>Loqout</u>
System DVR COM Reports	Logs Backup	s Tools Update	Messages Local Queue	Backup PC
Applications		System	Documentation	
Diec Validator		13MV DV UG	1 3MV DEA D Ofer	
Disc valuator		LJWV-DV-UU	LJWV-DEA-P-OICI	
Flashback File Converte	er	L3MV-FB2-UG	L3MV-DEA-A-Admin	
FB1 AVD File Recover U	til	L3MV-DEP-Ofcr	L3MV-DEA-P-Admin	
AVD File Converter/Play	er	L3MV-DEV-Ofcr	L3MV-FB2-Install	
FB1 Windows Codec		L3MV-DEF-Ofcr	L3MV-DEV-Install	
DVD Image Durner (ISO		1 2MM DED Admin	1 2MB/ FD2 Install	
DvD image Burner (ISO	<u></u>	L3MV-DEP-Admin	LJMV-FBJ-INSTAII	
VieVu Drivers		L3MV-FB3-HD-UG	L3MV-FBHD-Install	
LE Camera Tool		1 3MV DEV Admin	1 3MV CycleVision LIG	
			<u> </u>	
Win32 DHCP Server		L3MV-NJSP-Ofcr	L3MV-Vehicle-Viewer-UG	
Hashback Player Install	er	L3MV-DEF-Admin	L3MV-CycleVision-Install	
Flashback Player Installer B	Bundle	L3MV-DEA-A-Ofcr	L3MV-Interview-Rm-Install	
Java Runtime Environme	ent	L3MV-NJSP-Admin	L3MV-Vehicle-Viewer-Live-UG	
User Meta Data Editor				
Backup PC Updater				
	Applications Disc Validator Rashback File Converter/Play FB1 AVD File Recover U AVD File Converter/Play FB1 Windows Codec DVD Image Burner (ISC VieVu Drivers LE Camera Tool Win32 DHCP Server Rashback Player Install Flashback Player Install Flashback Player Installer E Java Runtime Environm User Meta Data Editor	System         DVR COM         Reports         Logs         Backups           Applications         Disc Validator         Bashback File Converter         Bashback Player         Bashback Player         Bashback Player Installer         Bash	Applications       System         Disc Validator       L3MV-BV-UG         Flashback File Converter       L3MV-FB2-UG         FB1 AVD File Recover Util       L3MV-DEP-Ofcr         AVD File Converter/Player       L3MV-DEP-Ofcr         FB1 Windows Codec       L3MV-DEP-Ofcr         DVD Image Burner (ISO)       L3MV-DEP-Ofcr         UEVu Drivers       L3MV-DEP-Ofcr         L13MV-DEF-Ofcr       L3MV-DEP-Ofcr         DVD Image Burner (ISO)       L3MV-DEP-Ofcr         L13MV-DEF-Ofcr       L3MV-DEP-Ofcr         Bashback Player Installer       L3MV-DEF-Ofcr         Java Runtime Environment       L3MV-DEF-Admin         User Meta Data Editor       L3MV-NJSP-Admin	System         DVR COM         Reports         Logs         Backups         Tools         Update         Messages         Local Queue           Applications         System         DVR VDEA-P-Ofcr           Disc Validator         L3MV-BPJ-UG         L3MV-DEA-P-Ofcr           Bashback File Converter         L3MV-DEP-Ofcr         L3MV-DEA-P-Ofcr           HP1 AVD File Recover Util         L3MV-DEP-Ofcr         L3MV-DEA-P-Ofcr           AVD File Converter(Flayer         L3MV-DEP-Ofcr         L3MV-DEA-P-Ofcr           DVD Image Burner (ISO)         L3MV-DEP-Admin         L3MV-DEA-Instali           DVD Image Burner (ISO)         L3MV-DEF-Admin         L3MV-Vehicle-Viewer-UG           UNV DEF Admin         L3MV-Vehicle Vision-Instali         L3MV-DEF-Admin         L3MV-Vehicle-Viewer-UG           Bashback Player Installer         L3MV-DEF-Admin         L3MV-Vehicle-Viewer-UG         L3MV-DEF-Admin         L3MV-Vehicle-Viewer-UG           Bashback Player Installer         L3MV-DEF-Admin         L3MV-Vehicle-Viewer-Like-UG         L3MV-Moref-Admin         L3MV-Vehicle-Viewer-Like-UG           Bave Runtme Environment         L3MV-DEF-Admin         L3MV-Vehicle-Viewer-Like-UG         L3MV-Moref-Admin         L3MV-Vehicle-Viewer-Like-UG           Bave Matheme Environment         L3MV-Moref-Admin         L3MV-Vehicle-Viewer-Like-UG         L3

**4** Go to the *Applications* column and click the **Java Runtime Environment** button. A download message displays.

Do you want to run or save jre-8u45-windows-i586.exe (35.5 MB) from trinity?				×
It is type of file could harm your computer.	Run	Save	•	Cancel

- 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 into 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*.

PasswordTo further enhance your application security, DEP also allows you to define the rules<br/>that apply to a user password. These include password length, password complexity,<br/>and the number of logon attempts allowed before the system disables a password.

For more information, see:

- □ Assigning Permissions, below
- □ Defining Password Policies, page 578.

#### **Assigning Permissions**

Users are granted access to various system functions by assigning them a *user role*. There are two types of user roles: *system-defined* and *custom*.

For more information, see:

- □ Permissions for User Roles, below
- □ System-Defined User Roles, page 559
- □ Custom User Roles, page 566
- □ Assigning Permissions to a User, page 576.

### **Permissions for User Roles**

As System Administrator, you need to determine which options you want each *user role* to have access to. If an officer's assigned user role allows him to perform a particular task, he will have access to that function. Otherwise he will *not* have access to that function.

The table on the next page describes all the system tasks that are permission-driven.



	Permissions for User Roles
Name of Permission	Allows the User to
Admin Messages	Send administrator messages to the user's Inbox Messages list
Allow Restricted Case	Enter a <i>restricted</i> case record (i.e., a case that can only be accessed by a select group of users)
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
Case—Do not Dispose	Select the <i>Do Not Dispose</i> checkbox, therefore preventing a case from going offline.
Create Case	Enter a new case record
Display MAX Speed 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
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 Format—Consumer DVD	Export video to a Consumer DVD disc
Export Format—Data DVD	Export video and cases to a Data DVD disc
Export Format—Interchange	Export video to an .MP4 or .AVI (Flashback1 only) file
Export Format—Uncompressed	Export video to .MP4 and digital video (DV) format
Export To Disc	Export video and cases to a DVD disc
Export To File	Export video and cases to a ZIP or ISO file
Export Without Case	Export video that is not linked to any case
Generate Reports	Access the Advanced Reporting feature.
Google Earth	Download GPS data in a KML file format for use with Google Earth
Manage DVRS	Access the Manage DVRs menu
Manage Users	Access the Manage Users menu
Media Reader	Upload video via the Media Reader option
Mobile Devices	Access the Mobile Devices menu, which is used to track <i>Body</i> VISION DVRs
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



Permissions for User Roles (cont'd)						
Name of Permission Allows the User to						
System Setup	Access the System Setup menu. This permission should only be given to System Administrators.					
System Status	Access the System Status menu					
User Group	Have other users assigned to him. This limits his video searches to 1) public videos and 2) videos owned by users in his group.					
View Data Logs	View video and case logs					
View Only	View, but not edit, system data					

## **System-Defined User Roles**

*System-Defined User Roles* are the pre-defined user groups that come standard with DEP. These include:

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

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

For more information, see:

- □ Permissions for User Roles, page 558
- Default Permissions for System-Defined User Roles, below
- □ Changing the Settings for a System-Defined User Role, page 561
- **D** Restoring a System-Defined User Role to its Default Settings, page 564.

#### **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.

(Continued)



System Administrator								
Display-only Case								
Display-only Video								
Internal Affairs								
Officer								
Supervisor Lvl 1								
Supervisor Lvl 2								
Name of Permission	Allows the User to							
Admin Messages	Access administrator messages	✓						✓
Allow Restricted Case	Enter a <i>restricted</i> case record				✓			$\checkmark$
Assign Videos	Access the Assign Video menu	✓						$\checkmark$
Can Own Video	Own system video	✓	✓	✓	✓			
Can Reset DVR	Remove a non-operational DVR's serial number from DEP							
Case—Do Not Dispose	Flag a case so that it never gets deleted	✓	✓	✓	✓			$\checkmark$
Create Case	Enter a new case record	✓	✓	✓	✓			<b>√</b>
Display Max Speed/GPS	Display/search on/export maximum speed and GPS data							✓
Edit All Data	View/edit all video and cases, including restricted cases							$\checkmark$
Edit Private Data	View/edit video and cases that are marked as private	<ul> <li>✓</li> </ul>	✓		✓			$\checkmark$
Consumer DVD Format	Export video to a Consumer DVD disc							$\checkmark$
Data DVD Format	Export video and cases to a Data DVD disc							<ul> <li>Image: A set of the set of the</li></ul>
Interchange Format	Export video to an .MP4 or .AVI (Flashback1 only) file							<ul> <li>Image: A set of the set of the</li></ul>
Uncompressed Format	Export video to digital video (DV) and MP4 formats							<b>√</b>
Export To Disk	Export video and cases to a DVD disc							✓
Export To File	Export video and cases to a .ZIP or .ISO file							✓
Export Without Case	Export video that is not linked to any case							✓
Generate Reports	Access the Advanced Reporting feature							✓
Google Earth	Download GPS data as .KML file for use with Google Earth	✓	✓		✓			$\checkmark$
Manage DVRS	Access the Manage DVRs menu	✓						✓
Manage Users	Access the Manage Users menu	<b>~</b>						<b>~</b>
Media Reader	Upload video via the Media Reader option	<ul> <li>✓</li> </ul>	✓		✓			$\checkmark$
Mobile Devices	Access the Mobile Devices menu							$\checkmark$
Reactivate Video	Restore videos and cases from DVD backups	<ul> <li>✓</li> </ul>	✓		✓			$\checkmark$
Search Cases	Search public case records	✓	✓	✓	✓		<	$\checkmark$
Search Videos	Search public video records	<ul> <li>✓</li> </ul>	✓	✓	✓	<b>&gt;</b>	$\checkmark$	$\checkmark$
Select COC Logs	Select logs to display on Chain of Custody Reports				✓			$\checkmark$
System Setup	Access the System Setup menu (system administrators only)							$\checkmark$
System Status	Access the System Status menu	✓						$\checkmark$
User Group	Have other users assigned to him <sup>*</sup>	✓	✓					
View Data Logs	View video and case logs				✓			$\checkmark$
View Only	View, but not edit, system data					<b>&gt;</b>	<	

\*

This limits the user's video searches to 1) public videos and 2) videos owned by users in his group.



### 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 Lvl 1
- □ Supervisor Lvl 2
- Internal Affairs
- □ System Administrator.

You can change a user role's *session timeout setting* and/or its *permissions*, as described below.

- □ Session Timeout. The session timeout setting is the number of idle-time minutes that must pass before the system automatically logs a user off the system. If a user type will be performing time-intensive tasks, such as restoring cases or 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 558.

Whenever you update a user role, your changes will affect all users who share that role. For example, if you add the *Can Reset DVR* permission to the *Supervisor Lvl 1* user role, then all *Supervisor Lvl 1* users will automatically be assigned the *Can Reset DVR* permission. See FAQ below.

**FAQ: Do I need to update my user records after I modify a user role?** No. The new permissions will automatically be assigned to all users who share that user role. However, there **are** two circumstances where you should update a user's permissions from within their user record:

You need to change a user's assigned *user role*. For example, if an officer gets a promotion, you might want to change their user role from **Officer** to **Supervisor Lvl 1**. For more information, see "Changing a User" in the next chapter.
 You want to give a user a few extra permissions that are not included with their assigned user role. For more information, see "Assigning Permissions to a User" on page 576.

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 567 instead.

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



Vector     Precinct     System Status       Assign Videos     Manage URes       Manage URes     Mobile Devices				S	ystem S	SETUP			
Home Search Video Manage Cases Media Reader User Help     Precinct Info     Logos       > User Preferences     Page 1 of 1 (1 total records)     >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>								mvadmir	n is logged in. Logout
Search Video     Precinct Info     Logos       Manage Cases     Media Reader     Page 1 of 1 (1 total records)     >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>		Precinct	System Settings	Security Settings	Case Settings	Modules	DVR Firmware	DVD	1
Manage Cases         Media Reader         User Help         ► User Preferences         V Administration         System Setup         System Setup         System Setup         System Setup         System Setup         Mobile Devices         Manage Users		Precinct l	nfo Logos						
Media Reader       Precinct         User Help       Registration Key         • User Preferences       Organization Name       Precinct Name A       Registration Key         L-3 Communications       Mobile-Vision Inc.       144FA246BB70050568AE3B6         System Status       Assign Videos       Hange UVRs       Nobile Devices         Mobile Devices       Manage USers       Exercise       Exercise		Treemeen	Logos						
User Preferences     Organization Name     Precinct Name ▲     Registration Key       L-3 Communications     Mobile-Mision Inc.     144FA246BB70050568AE3B6       System Status     Assign Videos       Manage DVRs     Mobile Poinces       Manage Users     Action					Precinct				
V Soft Preferences       V Administration       System Satus       Assign Videos       Manage DVRs       Mobile Devices       Manage Users	User Help			K XX X	Page 1 of 1 (1 total	records)	S >> >1		
Administration     L-3 Communications     Mobile-Msion Inc.     144FA246BB70050568AE3B6       System Status       Assign Videos       Manage DVRs       Mobile Devices       Manage Users	User Preferences		Organization Na	ame	Precinct Name 🛦				stration Key
System Setup System Status Assign Videos Manage DVRs Mobile Devices Manage Users Action		L-3 Commu	inications		Mobile-Vision Inc.		144FA246BB70050568AE3B6		
System Status Assign Videos Manage DVRs Mobile Devices Manage Users Action	System Setup	L							
Assign Videos Manage DVRs Manage Users Action									
Mobile Devices Manage Users Action									
Action Action	Manage DVRs								
Action	Mobile Devices								
	Manage Users								
Edit	Action								
	Edit								

**2** Click the **Security Settings** tab.

12				S	YSTI	em Set	UP		
communications Mobile-Vision, Inc.								mvadmin is log	ged in. Logout
▼ Home Menu	Precinct	Syste	m Settings	Security	Settings	Case Settings	Modules	DVR Firmware	DVD
Home Search Video	Security		User Role	es Active	Directory S	ettings			
Manage Cases Media Reader User Help		Verify	y password ha	s a numeric ch	naracter:	] @			
<ul> <li>User Preferences</li> </ul>		Ver	ify password h	nas an alpha ch	naracter: [	] 🥝			
Administration	3	Verify pa	ssword has ar	n uppercase ch	naracter:	] @			
System Setup System Status		Veri	fy password h	as a special ch	naracter: 🔲	] @			
Assign Videos	Verify	y passwoi	rd is not a com	imonly used pa	ssword:	] 🥝			
Manage DVRs Mobile Devices		Disable ad	ccount on the 3	Brd failed login	attempt: [	] 🥝			
Manage Users		Verify p	assword has i	not been used i	recently: [	] @			
Action	The nu	mber of p	asswords to s	ave in history p	per user: 3	0			
Edit			١	/erify passwor	d length:	] @			
		Required	number of ch	aracters for pa	ssword: 1	0			
				auto-created					

**3** Click the **User Roles** tab. The User Roles form displays.



B		5481	EM SET	UP	mvadmin is log	ged in. <u>Loqout</u>
communications Mobile-Vision, Inc.	Precinct System Settin	gs Security Settings	Case Settings	Modules	DVR Firmware	DVD
Home Search Video	Security Policy User	Roles Active Directory S	ettinge			
Manage Cases Media Reader User Help			User Roles of 1 (9 total records)	४ ४४ अ	1	
User Preferences	Display Name 🔺	AD Group Name	e Ses	sion Timeouts (min	utes) Syste	em Defined
Administration	Administrator	L3MM_DES_ADMIN		60		true
	Captain	L3MM_DES_SERGEANT		45		false
System Setup System Status	Display Only - Case	L3MM_DES_VIEW_CASE	L3MM_DES_VIEW_CASE 60			true
Assign Videos	Display Only - Video	L3MM_DES_VIEW_VIDEO	M_DES_VIEW_VIDEO 60			true
Manage DVRs	DVR Management	L3MM_DES_DVR_MANAG	I DES DVR MANAGEMENT 45			false
Mobile Devices	Internal Affairs	L3MM_DES_INTERNAL_A	- NTERNAL AFFAIRS 60			true
Manage Users	Officer	L3MM DES OFFICER		45		true
Action	Supervisor Lvl 1	L3MM_DES_SUPERVISOR		60		true
New Edit	Supervisor Lvl 2	L3MM_DES_LVL2_SUPER		60		true
Delete Restore Defaults						

**4** Right-click on the predefined user role that you wish to update, then select **Edit** from the popup menu. The Edit User Role popup displays.

Edit	User ]	Role					
Name: Officer 🛛 🛛							
Available Permissions Assigned Permissions							
Search: Case		Search: Case					
K << 1 of 2 (14) total > >> >1		K << < 1 of 2 (14) total > >> >1					
Admin Messages		Can Own Video					
Allow Restricted Case	>	Case - Do Not Dispose					
Assign Videos	>>	Create Case					
Edit All Data		Export Format - Consumer DVD					
Edit Private Data	3	Export Format - Data DVD					
Export Format - Uncompressed	<<	Export Format - Interchange					
Manage DVRs		Export To Disc					
Manage Users		Export To File					
Select COC Logs		Export Without Case					
System Setup		Google Earth					
System Status		Media Reader					
Save	• 0	Cancel					

- **5** To change the *Session Timeout* setting for this user role (see definition on page 561), proceed to the next step. Otherwise skip to step 7.
- 6 Enter a new value in the Session Timeouts (minutes) field.



- 7 To *add* a permission to this user role, proceed to the next step. Otherwise skip to step 10.
- **8** Go to the left column (Available Permissions) and click on each of the permissions you wish to add. If a permission you're looking for does not appear onscreen, use the *Search* field and/or navigation arrows at the top of the column to scroll through the permissions list.
- 9 Once you've highlighted the desired permissions, click the ≥ icon located between the two columns. The selected permissions display in the right column (Assigned Permissions).
- **10** To *remove* a permission from this user role, proceed to the next step. Otherwise skip to step 13.
- **11** Go to the right column (Assigned Permissions) and click on each of the permissions you wish to remove.
- 12 Once you've highlighted the desired permissions, click the ≤ icon located between the two columns. The selected permissions are removed from the *Assigned Permissions* list.
- 13 Click Save. The system analyzes your selections to make sure that they are logical. If there are any problems, the system will prompt you to make another selection. 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 **V** Administration and click **System Setup**. The System Setup page displays.



		System Setup							
communications Mobile-Vision, Inc.						mvadmi	n is logged in. Logout		
Home Menu Home Search Video	Precinct System Settings Precinct Info Logos	Security Settings	Case Settings	Modules	DVR Firmware	DVD			
Manage Cases Media Reader		and lower load	Precinct	• •	Verific and				
User Help User Preferences	Organization N	ame	Page 1 of 1 (1 total records) S S S				stration Key		
▼ Administration	L-3 Communications		Mobile-Vision Inc.			144FA246B	B70050568AE3B6		
System Setup System Status Assign Videos									
Manage DVRs Mobile Devices									
Manage Users Action Edit									

**2** Click the **Security Settings** tab.

				Sys	TEM SE	ГUР		
communications Mobile-Vision, Inc.							mvadmin is log	ged in. Loqout
▼ Home Menu	Precinct	Syste	em Settings	Security Setting	Case Setting	Modules	DVR Firmware	DVD
Home Search Video Manage Cases	Security	Policy	User Role	es Active Directo	ry Settings			
Media Reader User Help		Verif	y password ha	as a numeric character	: 🔲 🥝			
<ul> <li>User Preferences</li> </ul>		Ver	ify password I	has an alpha character	: 🔲 🥝			
Administration		Verify pa	ssword has a	n uppercase character	: 🔲 🥝			
System Setup System Status				nas a special character				
Assign Videos	Verif	y passwo	rd is not a com	nmonly used password	: 🔲 🥝			
Manage DVRs Mobile Devices		Disable a	ccount on the 3	3rd failed login attempt	: 🔲 🥝			
Manage Users		Verify p	assword has	not been used recently	: 🔲 🥝			
Action Edit	The nu	imber of p	asswords to s	save in history per user	3 🕜			
Luit			١	Verify password length	: 🔲 🥝			
		Required	I number of ch	aracters for password	. 1 🕜			
				r auto-created Officers				
	L							

**3** Click the **User Roles** tab. The User Roles form displays.

(Continued)

communications Mobile-Vision, Inc.						mvadmin is log	gged in. <u>Loqou</u> t		
7 Home Menu	Precinct System S	Settings	Security Settings	Case Settings	Modules	DVR Firmware	DVD		
Home			1						
Search Video	Security Policy	User Roles	Active Directory S	ettings					
vlanage Cases vledia Reader				User Roles					
User Help	TC CC Page 1 of 1 (9 total records)								
<ul> <li>User Preferences</li> </ul>	Display Name 🔺		AD Group Nam	e Ses	Session Timeouts (minutes)		tem Defined		
	Administrator		M_DES_ADMIN		60		true		
Administration	Captain	L3	M_DES_SERGEANT		45		false		
System Setup System Status	Display Only - Case	L3	M_DES_MEW_CASE		60		true		
Assign Videos	Display Only - Video	L3	M_DES_MEW_MDEO		60		true		
Manage DVRs	DVR Management	L3	M DES DVR MANAG	EMENT	45		false		
Nobile Devices	Internal Affairs	L3I	M DES INTERNAL A	FAIRS	60		true		
Manage Users	Officer	L3I	M DES OFFICER		45		true		
Action	Supervisor Lvl 1		M DES SUPERVISOF		60		true		
New Edit	Supervisor Lvl 2		M_DES_LVL2_SUPER		60		true		
Delete									
Restore Defaults									

- 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<sup>\*</sup>. 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 558.

For specific instructions, see:

- □ Adding a Custom User Role, next page
- □ Changing a Custom User Role, page 570
- □ Deleting a Custom User Role, page 574.

Officer, View-only Case, View-only Video, Supervisor Lvl 1, Supervisor Lvl 2, Internal Affairs, and System Administrator



#### 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" on the previous page.

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 561.

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

communications Mobile-Vision, Inc.		S	ystem S	SETUP		mvadmi	n is logged in. <u>Loqout</u>
▼ Home Menu	Precinct System Settings	Security Settings	Case Settings	Modules	DVR Firmware	DVD	1
Home		a county county	ence continge				
Search Video	Precinct Info Logos						
Manage Cases			Precinct				
Media Reader		and the set of the	1.0000000000000000000000000000000000000				
User Help		R 8	Page 1 of 1 (1 total r		> >> >1		
User Preferences	Organization N	ame	Pre	cinct Name 🔺		Regi	istration Key
▼ Administration	L-3 Communications		Mobile-Vision Inc.			144FA246E	B70050568AE3B6
System Setup	L.						
System Status							
Assign Videos							
Manage DVRs							
Mobile Devices							
Manage Users							
Action							
Edit							

2 Click the Security Settings tab.

Wabile-Vision, Inc.         V Home Menu         Nome         Search Video         Manage Cases         Media Reader         User Preferences         V Administration         System Setup         System Status         Assign Videos         Manage DVRs         Manage Users         Action         Edit         Verify password has not been used recently:         Verify password los to save in history per user:         Verify password los to save in history per user:         Verify password los to save in history per user:         Verify password los to save in history per user:         Verify password los to save in history per user:         Verify password los to save in history per user:         Verify password los to save in history per user:         Verify password los to save in history per user:         Verify password los to save in history per user:         Verify password los to save in history per user:         Verify password los to save in history per user:         Verify password los to save in history per user:         Verify password los to save in history per user:         Verify password los to save in history per user:         Verify password los to save in history per user:		System Setup	
Home Menu       Precinct       System Settings       Case Settings       Modules       DVR Firmware       DVD         Home       Search Video       Manage Cases       Modules       DVR Firmware       DVD         Security Policy       User Roles       Active Directory Settings       Security Policy       User Roles       Active Directory Settings         User Help       User Preferences       Verify password has a numeric character:       @         V Administration       System Satus       Verify password has an uppercase character:       @         System Satus       Verify password has a special character:       @         System Satus       Verify password has a to been used password:       @         Manage DVRs       Disable account on the 3rd failed login attempt:       @         Module Devices       Manage Users       Verify password has not been used recently:       @         Action       The number of passwords to save in history per user:       3       @         Required number of characters for password:       1       @			mvadmin is logged in. Logout
Home         Search Video         Manage Cases         Media Reader         User Help         User Preferences         Verify password has a numeric character:         Varify password has an alpha character:         Verify password has an uppercase character:         Verify password has an uppercase character:         Verify password has a special character:         Verify password is not a commonly used password:         Verify password has not been used recently:         Verify password has not been used recently:         Verify password length:         Verify password length:         Verify password length:	V Home Menu	Precinct System Settings Security Settings Case Settings Modules	DVR Firmware DVD
Manage Cases         Media Reader         User Help         User Preferences         Verify password has an uppercase character:         Q         Verify password has an uppercase character:         Q         System Setup         System Status         Assign Videos         Manage DVRs         Mobile Devices         Verify password has not been used recently:         Q         Action         Edit         Verify password length:         Q         Required number of characters for password:         Q         Required number of characters for password:			
Media Reader       Verify password has a numeric character:       ?         User Help       Verify password has an alpha character:       ?         Vuerify password has an uppercase character:       ?       ?         Administration       Verify password has an uppercase character:       ?         System Setup       Verify password has a special character:       ?         System Status       Verify password is not a commonly used password:       ?         Assign Videos       Verify password has not been used recently:       ?         Manage DVRs       Disable account on the 3rd failed login attempt:       ?         Mobile Devices       Verify password has not been used recently:       ?         Action       The number of passwords to save in history per user:       ?         Cdit       Verify password length:       ?         Required number of characters for password:       ?       ?		Security Policy User Roles Active Directory Settings	
Jser Help       Verny password has a numeric character:       Image: Character: <td></td> <td></td> <td></td>			
User Preferences       Verify password has an alpha character:       ?         Y Administration       Verify password has an uppercase character:       ?         System Setup       Verify password has a special character:       ?         System Setup       Verify password has a special character:       ?         System Setup       Verify password has a special character:       ?         System Setup       Verify password has a special character:       ?         Manage DVRs       Disable account on the 3rd failed login attempt:       ?         Manage Users       Verify password has not been used recently:       ?         Action       The number of passwords to save in history per user:       ?         Edit       Verify password length:       ?         Required number of characters for password:       ?		Verify password has a numeric character: 🔲 🔞	
Vacinitistration       Verify password has an uppercase character:       Image: Control of Con		Verify password has an alpha character:	
System Setup       Verify password has a special character:       Image System Status         Assign Videos       Verify password is not a commonly used password:       Image System Status         Manage DVRs       Disable account on the 3rd failed login attempt:       Image System Status         Manage Users       Verify password has not been used recently:       Image System Status         Action       The number of passwords to save in history per user:       Image System Status         Edit       Verify password length:       Image System Status         Required number of characters for password:       Image System Status			
System Status     Verify password is of a commonly used password:     Image Users       Manage DVRs     Disable account on the 3rd failed login attempt:     Image Users       Action     Verify password has not been used recently:     Image Users       Edit     Verify password login history per user:     Image Users       Required number of characters for password:     Image Users	<ul> <li>Administration</li> </ul>	Verify password has an uppercase character: 🔲 🔮	
Assign Videos     Verify password is not a commonly used password: <ul> <li></li></ul>		Verify password has a special character: 📃 🔞	
Manage DVRs       Disable account on the 3rd failed login attempt:       Image Disable account on the 3rd failed login attempt:         Edit			
Mobile Devices     Disable account on the 3rd raied login attempt:     Image Users       Manage Users     Verify password has not been used recently:     Image Users       Action     The number of passwords to save in history per user:     Image Users       Edit     Verify password length:     Image Users       Required number of characters for password:     Image Q		Verify password is not a commonly used password:	
Manage Users     Verify password has not been used recently:     Image: Comparison of the number of password in history per user:       Edit     The number of password to save in history per user:     Image: Comparison of the number of password length:       Edit     Verify password length:     Image: Comparison of the number of characters for password:		Disable account on the 3rd failed login attempt: 🔲 🥑	
Action Edit The number of passwords to save in history per user: 3 3 Verify password length: 0 Required number of characters for password: 1		Verify password has not been used recently:	
Edit Verify password length:   Required number of characters for password:	•		
Verify password length: 🔲 🍪	A REAL PROPERTY AND A REAL	The number of passwords to save in history per user: 3	
	Luit	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.

communications Mobile-Vision, Inc.			Syst	EM SETU	U <b>P</b>	mvadmin is logi	ged in. <u>Loqout</u> «
▼ Home Menu	Precinct	System Settings	Security Settings	Case Settings	Modules	DVR Firmware	DVD
Home Search Video	Security Polic	User Roles	Active Directory S	ottings			
Manage Cases	Security Police	y Oser Koles					
Media Reader				User Roles		-	
User Help			a second second	of 1 (9 total records)	> >> >1		
User Preferences		Name 🔺	AD Group Nam	e Sess	sion Timeouts (min	utes) Syste	em Defined
Administration	Administrator	1	.3MM_DES_ADMIN		60		true
System Setup	Captain	l	.3MM_DES_SERGEANT		45		false
System Status	Display Only - 0	Case L	.3MM_DES_MEW_CASE		60		true
Assign Videos	Display Only - V	/ideo l	3MM_DES_MEW_MDEO		60		true
Vanage DVRs	DVR Managem	ent L	.3MM_DES_DVR_MANAG	EMENT	45		false
Mobile Devices	Internal Affairs	1	.3MM_DES_INTERNAL_A	FAIRS	60		true
Manage Users	Officer	1	.3MM_DES_OFFICER		45		true
Action	Supervisor Lvl	1 1	3MM_DES_SUPERVISOR		60		true
New	Supervisor Lvl .		.3MM_DES_LVL2_SUPER		60		true
Edit							
Perfective Section in the section in the section of the							
Delete Restore Defaults							

The columns on this form are described below.

	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> <li>Administrator</li> <li>Display Only – Case</li> <li>Display Only – Video</li> <li>Internal Affairs</li> <li>Officer</li> <li>Supervisor Lvl 1</li> <li>Supervisor Lvl 2</li> </ul>
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.



	User Roles (cont'd)
Column	Description
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.

New	User l	Role
Name:	0	0
Available Permissions		Assigned Permissions
Search: Case		Search: Case
K K 1 of 3 (28) total > >> >>		K K 1 of 1 (0) total > >> >1
Admin Messages		
Allow Restricted Case		
Assign Videos	>>	
Can Own Video		
Case - Do Not Dispose		
Create Case	1	
Edit All Data		
Edit Private Data		
Export Format - Consumer DVD		
Export Format - Data DVD		
Export Format - Interchange		
 Save		ancel

- **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.

(Continued)



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<sup>\*</sup>, go to the *Session Timeouts (minutes)* field and enter a new value.

8 Go to the left column (Available Permissions) and click on each of the permissions you wish to assign to this user role. If a permission you're looking for does not appear onscreen, use the *Search* field and/or navigation arrows at the top of the column to scroll through the permissions list.

For a detailed description of permissions, see "Permissions for User Roles" on page 558.

- 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.

#### 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 558.

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



Whenever you update a user role, your changes will affect all users who share that role. For example, if you add the *Can Reset DVR* permission to the *Captain* user role, then all *Captain* users will automatically be assigned the *Can Reset DVR* permission. See FAQ below.

**FAQ: Do I need to update my user records after I modify a user role?** No. The new permissions will automatically be assigned to all users who share that user role. However, there **are** two circumstances where you should update a user's permissions from within their user record:

1. You need to change a user's assigned *user role*. For more information, see "Changing a User" in the next chapter.

2. You want to give a user a few extra permissions that are not included with their assigned user role. For more information, see "Assigning Permissions to a User" on page 576.

For more on user roles, refer to this chapter's introduction and/or "Custom User Roles" on page 566.

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

		S	ystem S	SETUP			
communications						mvadm	in is logged in. Loqout
Mobile-Vision, Inc.  V Home Menu	Precinct System Settin	gs Security Settings	Case Settings	Modules	DVR Firmware	DVD	
Home							
Search Video	Precinct Info Logos						
Manage Cases			Precinct				
Media Reader							
Jser Help		K 🔨 🤇	Page 1 of 1 (1 total	records)	> >> >1		
User Preferences	Organizat	Precinct Name 🛦			Reg	istration Key	
Administration	L-3 Communications		Mobile-Vision Inc.			144FA246I	3B70050568AE3B6
System Setup							
System Status							
Assign Videos							
Aanage DVRs							
Nobile Devices							
Manage Users							
Action Edit							

2 Click the Security Settings tab.

(Continued)



communications Mobile-Vision, Inc.         Home Menu       Precinct       System Settings       Security Settings       Case Settings       Modules       DVR Firmwar         Iome       earch Video       Security Policy       User Roles       Active Directory Settings         Ianage Cases       Iedia Reader       Verify password has a numeric character:       @         User Preferences       Verify password has an alpha character:       @	logged in. <u>Loqout</u> e DVD
Mobile-Vision, Inc.         Home Menu       Precinct       System Settings       Security Settings       Case Settings       Modules       DVR Firmwar         Iome       earch Video       Security Policy       User Roles       Active Directory Settings       DVR Firmwar         Ianage Cases       Ideader       Verify password has a numeric character:       @         User Preferences       Verify password has an alpha character:       @	e DVD
orme     Precinct     System settings     Security Settings     Case Settings     Modules     DVR Firmwar       earch Video     Security Policy     User Roles     Active Directory Settings       lanage Cases     Ideader     Verify password has a numeric character:     Image Cases       User Preferences     Verify password has an alpha character:     Image Cases	e DVD
Jome     Security Policy     User Roles     Active Directory Settings       Ianage Cases     Verify password has a numeric character:     Image Cases       Verify password has a numeric character:     Image Cases       User Preferences     Verify password has an alpha character:     Image Cases	
Ianage Cases     Verify password has a numeric character:       Ideal Reader     Verify password has a numeric character:       Verify password has an alpha character:     Verify password has an alpha character:	
ledia Reader     Verify password has a numeric character:     ??       ser Help     Verify password has an alpha character:     ??       User Preferences     Verify password has an alpha character:     ??	
Ser Help Verify password has a numeric character: 0 User Preferences Verify password has an alpha character: 0	
User Preferences     Verify password has an alpha character:      @	
oser melenences	
Administration Verify password has an uppercase character: 🔲 😧	
System Setup Verify password has a special character:	
system Status	
Assign Videos Verify password is not a commonly used password:	
Anage DVRs Disable account on the 3rd failed login attempt:	
Abbile Devices	
Anage Users Verify password has not been used recently:	
Action The number of passwords to save in history per user; 3	
dit	
Verify password length: 🔲 🍪	
Required number of characters for password:	
Video visibility for auto-created Officers: Private 🗸 🧭	

**3** Click the **User Roles** tab. The User Roles form displays.

communications Mobile-Vision, Inc.		Syst	EM SETU	UP	mvadmin is log	ged in. <u>Loqout</u>
▼ Home Menu	Precinct System Settin	gs Security Settings	Case Settings	Modules	DVR Firmware	DVD
Home						
Search Video Manage Cases	Security Policy User	Roles Active Directory S	ettings			
Media Reader			User Roles			
User Help		Reference Page 1	of 1 (9 total records)	> >> >>	0	
User Preferences	Display Name 🔺	AD Group Nam	e Sess	sion Timeouts (mir	nutes) Syste	em Defined
Administration	Administrator	L3MM_DES_ADMIN		60		true
	Captain	L3MM_DES_SERGEANT		45		false
System Setup System Status	Display Only - Case	L3MM_DES_VIEW_CASE		60		true
Assign Videos	Display Only - Video	L3MM_DES_VIEW_VIDEO		60		true
Manage DVRs	DVR Management	L3MM_DES_DVR_MANAG	EMENT	45		false
Mobile Devices	Internal Affairs	L3MM_DES_INTERNAL_A	FAIRS	60		true
Manage Users	Officer	L3MM DES OFFICER		45		true
Action	Supervisor Lvl 1	L3MM_DES_SUPERVISOR		60		true
New	Supervisor Lvl 2	L3MM_DES_LVL2_SUPER		60		true
Edit						
Delete Restore Defaults						
Restore Detaults						

For a description of the columns on this form, see the table on page 568.

**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.



Name: Sergeant Session Timeouts (minutes): 45	0	0
Available Permissions		Assigned Permissions
Search: Case		Search:
K K 1 of 2 (18) total > >> >1		K K 1 of 1 (10) total > >> >
Admin Messages		Assign Videos
Allow Restricted Case		Can Own Video
Export Format - Uncompressed	>>	Case - Do Not Dispose
Export To File		Create Case
Export Without Case	1	Edit All Data
Google Earth	<<	Edit Private Data
Manage DVRs		Export Format - Consumer DVD
Manage Users		Export Format - Data DVD
Media Reader		Export Format - Interchange
Reactivate Video		Export To Disc
Search Cases		

- **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<sup>\*</sup> for this user role, proceed to the next step. Otherwise skip to step 10.
- **9** Enter a new value in the *Session Timeouts (minutes)* field.
- **10** To add a permission to this user role, proceed to the next step. Otherwise skip to step 13.
- **11** Go to the left column (Available Permissions) and click on each of the permissions you wish to add. If a permission you're looking for does not appear onscreen, use the *Search* field and/or navigation arrows at the top of the column to scroll through the permissions list.
- **12** Once you've highlighted the desired permissions, click the ≥ icon located between the two columns. The selected permissions display in the right column (Assigned Permissions).

<sup>\*</sup> 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 **V** Administration and click **System Setup**. The System Setup page displays.

			S	ystem S	SETUP			
communications Mobile-Vision, Inc.							mvadmi	in is logged in. Loqout
▼ Home Menu Home	Precinct	System Settings	Security Settings	Case Settings	Modules	DVR Firmware	DVD	1
Search Video	Precinct I	nfo Logos						
Manage Cases				Precinct				
Media Reader				1 A A A A A A A A A A A A A A A A A A A		Section of the sect		
User Help			K K K	Page 1 of 1 (1 total		> >> >>		
User Preferences		Organization Na	ame		ecinct Name 🔺		107.7	istration Key
▼ Administration	L-3 Commu	unications		Mobile-Vision Inc.		Q	144FA246E	3B70050568AE3B6
System Setup								
System Status								
Assign Videos								
Manage DVRs								
Mobile Devices								
Manage Users								
Action								
Edit								
And the second s								



2 Click the **Security Settings** tab.

	System Setup			
communications	mvadmin is logged in. Logout			
Mobile-Vision, Inc. 7 Home Menu	Precinct System Settings Security Settings Case Settings Modules DVR Firmware DVD			
lome search Video fanage Cases	Security Policy User Roles Active Directory Settings			
/ledia Reader Jser Help	Verify password has a numeric character: 🔲 🔞			
User Preferences	Verify password has an alpha character: 🔲 🥝			
Administration	Verify password has an uppercase character: 🔲 🥝			
System Setup System Status	Verify password has a special character: 🔲 🥥			
Assign Videos	Verify password is not a commonly used password: 🔲 🥝			
Nanage DVRs Nobile Devices	Disable account on the 3rd failed login attempt: 🔲 🕜			
Aanage Users	Verify password has not been used recently: 📃 🕜			
Action Edit	The number of passwords to save in history per user: 3			
	Verify password length: 🔲 🥑			
	Required number of characters for password:			
	Video visibility for auto-created Officers: Private 🗸 👔			

**3** Click the **User Roles** tab. The User Roles form displays.

			mva	dmin is logged in. Logout
Precinct System Settin	gs Security Settings	Case Settings	Modules DVR I	Firmware DVD
Security Dellay	Balas Astin Directory P	attings		
Security Policy User				
		User Roles		
	Page 1	of 1 (9 total records)	> >> >1	
Display Name 🔺	AD Group Name	e Sess	ion Timeouts (minutes)	System Defined
Administrator	L3MM_DES_ADMIN		60	true
Captain	L3MM_DES_SERGEANT		45	false
Display Only - Case	L3MM_DES_MEW_CASE		60	true
Display Only - Video	L3MM_DES_MEW_MDEO		60	true
DVR Management	L3MM_DES_DVR_MANAGE	EMENT	45	false
Internal Affairs	L3MM_DES_INTERNAL_A	FAIRS	60	true
Officer	L3MM DES OFFICER		45	true
Supervisor Lvl 1	L3MM DES SUPERVISOR		60	true
Supervisor Lvl 2			60	true
	Security Policy User Display Name A Administrator Captain Display Only - Case Display Only - Video DVR Management Internal Affairs Officer Supervisor Lvi 1	Precinct     System Settings     Security Settings       Security Policy     User Roles     Active Directory S       Image: Complexity Policy     Image: Complexity Policy     Page 1       Image: Complexity Policy     Image: Complexity Policy     Page 1       Image: Complexity Policy     Image: Complexity Policy     Image: Complexity Policy       Image: Complexity Policy     Image: Complexity Policy     Image: Complexity Policy       Internal Affairs     Image: Complexity Policy     Image: Complexity Policy       Internal Affairs     Image: Complexity Policy     Image: Complexity Policy       Internal Affairs     Image: Complexity Policy     Image: Complexity Policy       Supervisor Lvi 1     Image: Complexity Policy     Image: Complexity Policy	Precinct         System Settings         Security Settings         Case Settings           Security Policy         User Roles         Active Directory Settings           User Roles           User Roles           Viser Roles           Objetay Name ▲         AD Group Name         Sess           Administrator         L3MM_DES_ADMN         Captain         L3MM_DES_SERGEANT           Display Only - Case         L3MM_DES_VIEW_CASE         Display Only - Video         L3MM_DES_VIEW_VIDEO           DVR Management         L3MM_DES_INTERNAL_AFFAIRS         Cofficer         L3MM_DES_OFFICER         Supervisor Lut 1	User Roles         Modules         DVR I           Security Policy         User Roles         Modules         DVR I           User Roles           User Roles           User Roles           Display Name ▲         AD Group Name         Session Timeouts (minutes)           Administrator         L3MM_DES_ADMIN         60         60           Captain         L3MM_DES_VEW_CASE         60         0           Display Only - Case         L3MM_DES_VEW_CASE         60         0           DVrK Management         L3MM_DES_NEW_MADEO         60         0           DVrK Management         L3MM_DES_OFFICER         45         5           Supervisor Lv1         L3MM_DES_SUPERVISOR         60         0

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





5 Click Yes. The selected user role is permanently removed from the User Roles list.

### **Assigning Permissions to a User**

There are two ways in which you can assign permissions to a user. First, you can assign permissions at the same time you create a user. This method is described in chapter 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.

1 Go to **V** Administration and click **Manage Users**. The Manage Users page displays.

		MANAGE		vadmin is logged in. <u>Loqout</u> -
communications Mobile-Vision, Inc.			~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	
/ Home Menu		Users	records)	
lome Search Video	Display Name 🛦	K K Page 1 of 1 (9 total     User Login	User Role	Status
Aanage Cases		User Lugin		Enabled V
Aedia Reader	admin	admin	Administrator	Enabled
Jser Help	aumin aUser	aLogin	Officer	Enabled
User Preferences				
Administration	cfannin	cfannin	Administrator	Enabled
system Setup	Guest	Guest	Officer	Enabled
System Status	jthomas	jthomas	Administrator	Enabled
ssign Videos	leslie	leslie	Administrator	Enabled
lanage DVRs	llacy	llacy	Administrator	Enabled
Iobile Devices	mvadmin	mvadmin	Administrator	Enabled
Aanage Users	Officer Zalewski	LZalewski	Officer	Enabled
Action				
Create				
dit				
)elete Generate Key				

2 If the user record you wish to update appears in the *Display Name* column, skip to step 4.

– OR –

If the user record you wish to update does *not* appear in the *Display Name* column, proceed to the next step.

**3** Use the navigation arrows at the top of the form to scroll through the user list.

– OR –

Enter/select search criteria in the search field(s) provided.





4 Once the desired record appears in the *Display Name* column, right-click on it, then select **Edit** from the popup menu. The Edit User popup displays.

	Edit User
Details	Permissions
	Display Name: Daniel Saldutti
	User Name: Daniel
	Email Address: daniel.saldutti@l-3com.cd 🥝
	User Password:
	Repeat User Password:
	Status: Enabled 🔽 🧭
	User Role: Officer 🔽 🗭
	Video Visibility: Public V
	Save Reset Cancel

- **5** To change this user's *user role*, select a new role from the *User Role* drop-down list. Otherwise proceed to the next step.
- 6 Click the **Permissions** tab. A list of permissions displays.

Edit User						
Details Permissions	Details Permissions					
Available Permissions		Assigned Permissi	ons			
Search: Case		Search:	Case			
K K I of 3 (23) total > >> >>		K < 1 of 1 (5) total	>][>>][>]			
Admin Messages Allow Restricted Case Assign Videos Edit All Data Edit Private Data Export Format - Consumer DVD Export Format - Data DVD Export Format - Interchange Export Format - Uncompressed Export To Disc Export To File	<ul> <li></li> <li><th>Can Own Video Case - Do Not Dispose Create Case Search Cases Search Videos User role permissions</th><th></th></li></ul>	Can Own Video Case - Do Not Dispose Create Case Search Cases Search Videos User role permissions				
Save						

Please note that you cannot remove any of the permissions highlighted in gray. These are the permissions associated with the user's assigned *role*.



7 Review the current list of permissions for this user.

If you want to assign *additional* permissions to this user, proceed to the next step.

– OR –

If you do *not* want to assign additional permissions to this user (i.e., the default permissions are sufficient), skip to step 10.

- **8** Go to the left column (Available Permissions) and click on the new permissions you wish to assign. If a permission you're looking for does not appear onscreen, use the *Search* field and/or navigation arrows at the top of the column to scroll through the permissions list.
- 9 Once you've highlighted the desired permissions, click the ≥ icon located between the two columns. The selected permissions display in the right column (Assigned Permissions).
- **10** Click **Save**. The system analyzes your selections to make sure that they are logical. If there are any problems, the system will prompt you to make another selection. 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 **V** Administration and click **System Setup**. The System Setup page displays.



communications Mobile-Vision, Inc.			S	ystem S	Setup		mvadmi	in is logged in. Loqout
Mobile-Vision, Inc.   Home Menu Home	Precinct	System Settings	Security Settings	Case Settings	Modules	DVR Firmware	DVD	1
Search Video	Precinct	Info Logos						
Manage Cases	T TO CHILDE	Logoo						
Media Reader				Precinct				
User Help			× × ×	Page 1 of 1 (1 total	records)	> >> >I		
User Preferences		Organization N	ame	Pre	ecinct Name 🛦		Reg	istration Key
▼ Administration	L-3 Comm	unications		Mobile-Vision Inc.			144FA246E	B70050568AE3B6
System Setup								
System Status								
Assign Videos								
Manage DVRs								
Mobile Devices								
Manage Users Action Edit								

**2** Click the **Security Settings** tab.

Watching loss         V Home Manu         Home         Search Video         Manage Cases         Manage Cases         Verify password has a numeric character:         Verify password has a numeric character:         Verify password has a numeric character:         Verify password has a special character:         Verify password has not been used recenty:         Verify password length:         Verif	Verify password has a numeric character:       Image: Construction of the second				
Home       Precinct       System Settings       Case Settings       Modules       DVR Firmware       DVD         Search Video       Manage Cases       Media Reader       User Relp       Verify password has a numeric character:       @         V Liser Preferences       Verify password has an alpha character:       @       Werify password has an alpha character:       @         V Administration       System Satus       Verify password has a special character:       @         System Satus       Verify password has a special character:       @         Mobile Devices       Manage UVRs       Disable account on the 3rd failed login attempt:       @         Mohile Devices       Verify password has not been used recently:       @       Werify password login attempt:       @         Edit       Verify password login attempt:       @       @       Required number of characters for password:       1       @	Home     Precinct     System Settings     Security Settings     Case Settings     Modules     DVR Hin       Search Video     Manage Cases     Media Reader     Verify password has a numeric character:     @       User Help     Verify password has a numeric character:     @       Verify password has an alpha character:     @       Verify password has an uppercase character:     @       Verify password has a special character:     @	nin is logged in. Logout			
Search Video       Security Policy       User Roles       Active Directory Settings         Manage Cases       Verify password has a numeric character:       @         User Help       Verify password has a nuper character:       @         V Administration       Verify password has an upper case character:       @         System Setup       Verify password has a special character:       @         System Status       Verify password has a special character:       @         Assign Videos       Verify password has not a commonly used password:       @         Manage DVRs       Disable account on the 3rd failed login attempt:       @         Mobile Devices       Verify password has not been used recently:       @         Action       Edit       Verify password is not a commonly used password:       @         Verify password has not been used recently:       @       @         Required number of characters for password:       1       @	Search Video     Security Policy     User Roles     Active Directory Settings       Manage Cases     Media Reader     Verify password has a numeric character:     Image: Cases       User Help     Verify password has a numeric character:     Image: Cases     Image: Cases       V Lear Preferences     Verify password has an alpha character:     Image: Cases       V Administration     Verify password has an uppercase character:     Image: Cases       System Setup     Verify password has a special character:     Image: Cases	mware DVD			
Media Reader       Verify password has a numeric character:       ?         User Help       Verify password has an alpha character:       ?         V Leser Preferences       Verify password has an alpha character:       ?         Y Administration       Verify password has an uppercase character:       ?         System Setup       Verify password has a special character:       ?         System Status       Verify password has a special character:       ?         Assign Videos       Verify password has not a commonly used password:       ?         Manage DVRs       Disable account on the 3rd failed login attempt:       ?         Mobile Devices       Verify password has not been used recently:       ?         Action       The number of passwords to save in history per user:       ?         Edit       Verify password length:       ?         Required number of characters for password:       ?	Media Reader     Verify password has a numeric character:     ?       User Help     Verify password has an alpha character:     ?       Verify password has an alpha character:     ?     ?       Administration     Verify password has an uppercase character:     ?       System Setup     Verify password has a special character:     ?				
Observe for the telefactors       Verify password has an uppercase character:       Image: Comparison of the telefactors         System Status       Verify password has a special character:       Image: Comparison of telefactors         System Status       Verify password has a special character:       Image: Comparison of telefactors         Manage DVRs       Disable account on the 3rd failed login attempt:       Image: Comparison of telefactors         Manage Users       Verify password has not been used recently:       Image: Comparison of telefactors         Action       The number of passwords to save in history per user:       Image: Comparison of telefactors         Edit       Verify password is not characters for password:       Image: Comparison of telefactors	Vser Fleibrences     Verify password has an uppercase character:     Ø       System Setup     Verify password has a special character:     Ø				
System Setup       Verify password has a special character:       ?         System Status       Assign Videos       Verify password is not a commonly used password:       ?         Manage DVRs       Disable account on the 3rd failed login attempt:       ?       ?         Manage Users       Verify password has not been used recently:       ?       ?         Action       The number of passwords to save in history per user:       ?       ?         Edit       Verify password length:       ?       ?         Required number of characters for password:       1       ?	System Setup Verify password has a special character:				
System Status     Verify password has a special character.       Assign Videos     Verify password is not a commonly used password:       ØManage DVRs     Disable account on the 3rd failed login attempt:       ØManage Users     Verify password has not been used recently:       Ø     Ø       Action     The number of passwords to save in history per user:       Edit     Verify password length:       Ø     Required number of characters for password:	verny password has a special character.				
Manage DVRs       Disable account on the 3rd failed login attempt:       Image DVRs         Mobile Devices       Verify password has not been used recently:       Image DVRs         Action       The number of passwords to save in history per user:       Image DVRs         Edit       Verify password length:       Image DVRs         Required number of characters for password:       Image DVRs	System Status				
Mobile Devices     Disable account on the 3rd failed login attempt:     ?       Manage Users     Verify password has not been used recently:     ?       Action     The number of passwords to save in history per user:     ?       Edit     Verify password length:     ?       Required number of characters for password:     ?	Assign Videos Verify password is not a commonly used password:	Verify password is not a commonly used password: 📃 🥡			
Action The number of passwords to save in history per user: 3 3 Edit Verify password length: 0 Required number of characters for password: 1	Disable account on the 3rd failed login attempt.	Disable account on the 3rd failed login attempt: 🔲 🥨			
Edit Verify password length: 0 Required number of characters for password: 1	Manage Users Verify password has not been used recently:	Verify password has not been used recently: 📃 🥝			
Verify password length:   Verify password:  Required number of characters for password:	The number of passwords to save in rustory per user: 5				
	Verify password length: 🔲 🥝				
Video visibility for auto-created Officers: Private V	Required number of characters for password: 1				
	Video visibility for auto-created Officers: Private V				

- **3** Make sure the **Security Policy** tab is selected, as pictured above.
- **4** Go to the Action column and click **Edit**. The Edit Security Policy popup displays.



Edit Security Policy
Verify password has a numeric character: 🔽 🤣
Verify password has an alpha character: 🔲 🤕
Verify password has an uppercase character: 🔲 🕜
Verify password has a special character: 🔲 🕜
Verify password is not a commonly used password: 🔲 🕜
Disable account on the 3rd failed login attempt: 🔲 🕜
Verify password has not been used recently: 🔲 🕡
The number of passwords to save in history per user: 3
Verify password length: 🧮 🤕
Required number of characters for password: 6
Video visibility for auto-created Officers: Private 💌 🥥
Save Cancel

The security options on this form are described below.

	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 <sup>rd</sup> 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).



Ed	it Security Policy (cont'd)
Security Option	Description
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 <b>x</b> number of times, with <b>x</b> being the number entered in the <i>number of passwords to save</i> <i>in history per user</i> field.
The number of passwords to save in history per user	This password function works in conjunction with the <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 <b>x</b> number of times their password was changed, with <b>x</b> 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. When you select this checkbox, the system will check to make sure that a password is a mini- mum of <b>x</b> number of characters in length, with <b>x</b> being the number entered in the <i>Required number</i> of characters for password field.
Required number of characters for password	This password function works in conjunction with the <i>Verify password length</i> field. It indicates the required minimum length for each password. When you enter a number in this field, it means that all passwords must be a minimum of $\mathbf{x}$ characters in length, with $\mathbf{x}$ being the number entered in this field.
Video visibility for auto created officers	<ul> <li>The default visibility to use for videos that are owned by auto-created Officers.</li> <li>Public. Allow any user to view videos that are owned by auto-created Officers.</li> <li>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.</li> </ul>

**5** Scan through the first six security options and check those security features you wish to use.



Edit Security Policy
Verify password has a numeric character: 🔽 🕡
Verify password has an alpha character: 🔲 🕜
Verify password has an uppercase character: 🔽 🕜
Verify password has a special character: 🔽 🕜
Verify password is not a commonly used password: 🔲 🕜
Disable account on the 3rd failed login attempt: 🛛 👔
Verify password has not been used recently: 🔲 🧭
The number of passwords to save in history per user: 3
Verify password length: 🧮 🕢
Required number of characters for password: 6
Required number of characters for password: [6 0

- 6 If you don't want your users to be able to re-use recent passwords, proceed to the next step. Otherwise skip to step 9.
- 7 Select the checkbox to the right of *Verify password has not been used recently*.

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:	3

- **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:	6
---	---

**12** To allow only those users with the *View Private Data* **or** *View All Data* permission to view videos owned by auto-created Officers (see box on the next page), 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: Public 💌



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 587, or through your agency's existing internal network, as described in "Using Active Directory," beginning on page 598.

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 only have to update the user list periodically as needed.

For more information, see:

- □ Searching for a User, next page
- □ Maintaining Users in DEP, page 587
- □ Using Active Directory, page 598
- □ Exporting User Activity to a Spreadsheet, page 606.



# Searching for a User

This section describes how to search for an existing user record by one or more of the following fields: *Display Name*, *User Login*, *User Role*, and/or *Status*.

**1** Go to **V** Administration and click **Manage Users**. The Manage Users page displays.

	MANAGE USERS				
communications Mobile-Vision, Inc.	-		n	avadmin is logged in. Logout	
▼ Home Menu		Users			
Home		Rege 1 of 1 (9 total reg			
Search Video	Display Name 🛦	User Login	User Role	Status	
Manage Cases				Enabled 🗸	
Vledia Reader Jser Help	admin	admin	Administrator	Enabled	
	aUser	aLogin	Officer	Enabled	
<ul> <li>User Preferences</li> </ul>	cfannin	cfannin	Administrator	Enabled	
Administration	Guest	Guest	Officer	Enabled	
System Setup	jthomas	jthomas	Administrator	Enabled	
System Status	leslie	leslie	Administrator	Enabled	
Assign Videos Manage DVRs	llacy	llacy	Administrator	Enabled	
Mobile Devices	mvadmin	mvadmin	Administrator	Enabled	
Manage Users	Officer Zalewski	LZalewski	Officer	Enabled	
Action Create Edit Delete Generate Key					

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

Search Field	Description
Display Name	Limits your search to those users who have this text in their display name.
User Login	Limits your search to those users who have this text in their User ID.
User Role	Limits your search to those users who are assigned this user role. For more on user roles, see chapter 8. <i>Select the appropriate role from the drop-down list.</i>
Status	Limits your search to those users who have a status of either <b>Enabled</b> or <b>Disabled</b> . Select the appropriate status from the drop-down list.

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

**3** If your search results are more than one page long, use the navigation buttons at the top of the user list to scan through the remaining search results.

K << < > >> >I



# **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 599 instead.

For specific instructions, see:

- □ Adding a User, below
- □ Changing a User, page 593
- □ Deleting a User, page 597.

## 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 599 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 Lvl 1* or *Supervisor Lvl 2*) whose *DVR Officer Name* field is populated and who is assigned the *Media Reader* permission.

- 1 Go to ▼Administration and click Manage Users. The Manage Users page displays, as pictured on the previous page.
- 2 Go to the Action column and click Create. The New User popup displays.

	N	ew User	
Details	Permissions		
	Display Name:		0
	User Name:		0
	Email Address:		0
	User Password:		0
	Repeat User Password:		0
	Status:	Enabled 🔽 🥝	
	User Role:	*	0
Generate Key	DVR Officer Name:		0
	Video Visibility:	Private \star 🕜	
L	Save	Reset Cancel	



	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. <b>Note</b> : After a new user logs into the application for the first time, he should change his user password, as described in "Changing Your Password" in chapter 1.
Repeat User Password	Same as <i>User Password</i> above. The system requires that you type the password a second time to verify your entry.
Status	<ul> <li>The current status of this user:</li> <li>Enabled. The user is allowed to login to the application.</li> <li>Disabled. The user is <i>not</i> allowed to login to the application.</li> </ul>
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 DVR device. If this user logs into a <i>Flashback</i> DVR using a USB login key, the system will automatically populate the Flashback's <i>Officer Name</i> field with the DVR Officer Name value. This ensures that all videos recorded during that officer's shift will be linked to the correct officer. If an officer uses the same patrol car every day, the Flashback's <i>Officer Name</i> field will typically be entered manually during system start-up. In this circumstance, it's important that the <b>DVR Officer</b> <i>(Continued)</i>

The fields on the New User form are described below.

The name you enter here should match the Officer Name entered on the Flashback2's 'Misc. Setup' menu or the Flashback3/HD's 'User' menu



	New User Form (cont'd)
Field	Description
DVR Officer Name (cont'd)	Name in DEP match the Officer Name in Flashback <sup>*</sup> . If these names match <i>exactly</i> , the system will auto- matically link the videos recorded on that DVR with the correct officer. If the names do <i>not</i> match exactly, the system will assign a default DVR Officer Name of *1 [No Name]@[time at which default officer name was created] to any videos that are recorded on that device. If the new user will be uploading VIEVU Model LE2 videos, this field must be populated. <i>This field can only be configured on user accounts</i>
Video Visibility	with the 'Can Own Video' permission. A flag that determines which users will be able to
	access this user's videos: <b>Public</b> . The videos owned by this user will be viewable by all DEP users.
	<b>Private</b> . The videos owned by this user will be viewable by the user and other users who have the proper <i>edit</i> permissions (i.e., the <i>Edit Private Data</i> or <i>Edit All Data</i> permission).
	This field can only be accessed by users with the 'Can Own Video' permission.

- **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.

(Continued)

<sup>\*</sup> For instructions on how to obtain this name, see "Obtaining the Officer Name from a Flashback DVR" later in this section.



8 If you want this user to be able to login to the application immediately (default), proceed to the next step.

– OR –

If you do *not* want this user to be able to login to the application immediately, select **Disabled** from the *Status* drop-down list. If you do so, remember that you must enable the account before the user will be allowed to login.

- 9 Select a user role from the *User Role* drop-down list.
- ⇒ If the user role you selected includes the *Can Own Video* permission, the *DVR Officer Name* and *Video Visibility* fields will become accessible. Proceed to the next step.
- ⇒ If the user role you selected does *not* include the *Can Own Video* permission, the *DVR Officer Name* and *Video Visibility* fields will remain grayed-out. Skip to step 13.
- **10** If this user will be using a USB login key to login to a Flashback DVR each shift, enter a DVR officer name in the *DVR Officer Name* field. Skip to step 12.

– OR –

If this user will *not* be using a USB login key to login to a Flashback DVR each shift, go to the actual Flashback unit and jot down the display name located in the Flashback's *Officer Name* field (see box below). Proceed to the next step.

– OR –

If this user will *only* be using a *Body*VISION or VIEVU body worn camera rather than a Flashback, skip to step 12.

Obtaining the Officer Name from a Flashback DVR
Flashback2:

Unlock the Flashback
Press the button
Press the button until Misc. Setup is highlighted
Press the button
Jot down the value displayed in the Officer Name field

Flashback3 or FlashbackHD:

Unlock the Flashback
Press the button
Press the button
Press the button

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 below. These are the permissions associated with the user's assigned *user role* (i.e., the role you just selected from the *User Role* drop-down list). You cannot remove any of these permissions. However, you *can* assign additional permissions to the user.

Details Permissions Officers			1
Available Permissions		Assigned Permissions	
Search: Case		Search: Case	
K << 1 of 2 (19) total >>>>		K << 1 of 1 (10) total > >> >1	
Admin Messages		Can Own Video	
Allow Restricted Case	>	Case - Do Not Dispose	
Assign Videos	>>	Create Case	
Can Reset DVR		Edit Private Data	
Edit All Data	<	Google Earth	User role
Export Format - Consumer DVD	<<	Media Reader	permissions
Export Format - Data DVD		Reactivate Video	
Export Format - Interchange		Search Cases	
Export Format - Uncompressed		Search Videos	
Export To Disc		User Group	
Export To File			

**14** Review the current list of permissions for the new user (highlighted in gray).

If you wish to assign *additional* permissions to this user, proceed to the next step.

– OR –

If you do *not* wish to assign additional permissions to this user (i.e., the permissions displayed in the right column are sufficient), skip to step 17.

**15** Go to the left column (Available Permissions) and click on the new permissions you wish to assign. If you don't see a permission you're looking for, use the *Search* field and/or navigation arrows at the top of the column to scan the list.



**NOTE**: If this user will be uploading VIEVU videos, they must have the *Media Reader* permission.

**16** Once you've highlighted the desired permissions, click the **>** icon located between the two columns. The selected permissions display in the right column (Assigned Permissions).



**17** If the **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.

	New U	Ne	
	,	Permissions Officers	Details
ssigned Officers		Available Officers	
Case	ase	Case	Search:
1 of 1 (0) total > > 刘	>	< 1 of 5 (47) total >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	<b>X</b>
		aj13:18:37	*1 L-3 MVI@
	>	2:26:43	*1 Test@1
	>>	Irner	Amanda Tu
			Barbara
	<	er	Bob Schafe
	<<		Celauro,B.
		llis	Christa Co
		Jutti	Daniel Salo
		pbell	David Cam
		r	Demo Use
		iser	Donna Hau
	Res		

- **19** Go to the left column (Available Officers) and click on the appropriate users. If you don't see a user you're looking for, use the *Search* field and/or navigation arrows at the top of the column to scan the list.
- 20 Once you've highlighted the desired users, click the ≥ icon located between the two columns. The selected users display in the right column (Assigned Officers).



Assigned Officers Search: Case Case Case Case Case Case Case Case
Search: Case
K     K     I of I (4) total       Amanda Turner       Donna Hauser       Daniel Saldutti
Amanda Turner Donna Hauser Daniel Saldutti
Donna Hauser Daniel Saldutti
Daniel Saldutti
Christa Collis

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 599 instead.

**1** Go to **V** Administration and click **Manage Users**. The Manage Users page displays.

(Continued)



▼ Home Menu		Use	15	and the second		
Home		K S Page 1 of 1 (9	Page 1 of 1 (9 total records)		3 33 3L	
Search Video	Display Name 🛦	User Login		User Role	Status	
Manage Cases				$\checkmark$	Enabled 🔽	
Media Reader	admin	admin		Administrator	Enabled	
User Help	aUser	aLogin		Officer	Enabled	
<ul> <li>User Preferences</li> </ul>	cfannin	cfannin		Administrator	Enabled	
Administration	Guest	Guest		Officer	Enabled	
System Setup	ithomas	ithomas		Administrator	Enabled	
System Status	leslie	leslie		Administrator	Enabled	
Assign Videos	llacy	llacy		Administrator	Enabled	
Manage DVRs Mobile Devices	mvadmin	myadmin		Administrator	Enabled	
Manage Users	Officer Zalewski	LZalewski		Officer	Enabled	
Action				Gilloot	Lindbird	
Create						
Edit						
Delete						

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 588.

4 Once the desired record appears in the *Display Name* column, right-click on that record, then select **Edit** from the popup menu. The Edit User form displays.

	Edit User
Details	Permissions Officers
	Display Name: Christa Collis
	User Name: christa.collis
	Email Address: ccollis@l-3com.com
	User Password:
	Repeat User Password: ••••••
	Status: Enabled 💟 🧭
	User Role: Supervisor 🛛 🗸 🥡
	DVR Officer Name: Officer Collis
	Video Visibility: Private 🖌 🧭
	Save Reset Cancel

The fields on this form are described in the table on page 588.

- **5** Enter/select your desired changes in the appropriate fields.
- **6** If you would like to assign additional permissions to this user, proceed to the next step. Otherwise skip to step 10.
- 7 Click the **Permissions** tab. A list of permissions displays.

E	lit Us	er	Careto Kalendar	
Details Permissions Officers			_	
Available Permissions		Assigned Permissions		
Search: Case		Search: Case		
K K K 1 of 2 (19) total >>> >>		K << 1 of 1 (10) total > >> >1		
Admin Messages		Can Own Video		
Allow Restricted Case	>	Case - Do Not Dispose		
Assign Videos	>>	Create Case		
Can Reset DVR		Edit Private Data		
Edit All Data	<	Google Earth		User role
Export Format - Consumer DVD	<<	Media Reader		permissions
Export Format - Data DVD		Reactivate Video		
Export Format - Interchange		Search Cases		
Export Format - Uncompressed		Search Videos		
Export To Disc		User Group		)
Export To File			1	
Save	Rese	et Cancel		

Please note that you cannot remove any of the permissions highlighted in gray. These are the permissions associated with the user's assigned *user role*.

8 Go to the left column (Available Permissions) and click on the new permissions you wish to assign. If a permission you're looking for does not appear onscreen, use the *Search* field and/or navigation arrows at the top of the column to scan the list.

Mobile-Vision, Inc.





**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.

Details	Permissions	Officers		
	Available Office	rs		Assigned Officers
Search:		Case		Search: Case
IK (K	1 of 4 (43) total	> >> >>		K << 1 of 1 (4) total > >> >1
*1 L-3 MVI@	@13:18:37			David Campbell
*1 Test@1	2:26:43		>	Donna Hauser
Amanda Tu	irner		>>	Bob Schafer
Barbara				Daniel Saldutti
Captain Ca	ites		<	
Celauro,B.			<<	
Demo Use	r			
Frank				
Fredia				
Hermann				
Internal Affa	airs			

- **11** If you wish to assign or un-assign officers<sup>\*</sup> 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 *Search* field and/or navigation arrows at the top of the column to scan the list.
- 14 Once you've highlighted the desired users, click the ≥ icon located between the two columns. The selected users display in the right column (Assigned Officers).
- **15** To un-assign one or more officers from this user, proceed to the next step. Otherwise skip to step 18.
- **16** Go to the right column (Assigned Officers) and click on the appropriate users. If you don't see a user you're looking for, use the *Search* field and/or navigation arrows at the top of the column to scan the list.

<sup>\*</sup> When an officer is assigned to you, it means that you have access to that officer's videos.



- 17 Once you've highlighted the desired users, click the **s** 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.

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 599 instead.



**NOTE**: If a user owns video or has any activity logs, they cannot be deleted.

**1** Go to **V** Administration and click **Manage Users**. The Manage Users page displays.

communications Mobile-Vision, Inc.				mva	i <b>dmin</b> is logged in. Loqout
▼ Home Menu			Users		
Home		K X X	Page 1 of 1 (9 total records)	5 35 5I	
Search Video	Display Name 🛦		User Login	User Role	Status
Manage Cases					Enabled 🔽
Media Reader User Help	admin	admin		Administrator	Enabled
•	aUser	aLogin		Officer	Enabled
<ul> <li>User Preferences</li> </ul>	cfannin	cfannin		Administrator	Enabled
Administration	Guest	Guest		Officer	Enabled
System Setup	jthomas	jthomas		Administrator	Enabled
System Status	leslie	leslie		Administrator	Enabled
Assign Videos Manage DVRs	llacy	llacy		Administrator	Enabled
Mobile Devices	mvadmin	mvadmin		Administrator	Enabled
Manage Users	Officer Zalewski	LZalewski		Officer	Enabled
Action Create				-le contrar le	
Edit					
Delete					
Generate Key					

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 588.

4 Once the desired record displays in the *Display Name* column, right-click on that record, then select **Delete** from the popup menu. A confirmation message displays.

Confirm Delete
Delete this user? Officer McDonnel
Yes No

**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 only have to 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 604.



## **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 601.

#### 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 **V** Administration and click **System Setup**. The System Setup page displays.

communications Mobile-Vision, Inc.			5151	EM SET	01	mvadmin is log	ged in. <u>Loqout</u>
▼ Home Menu	Precinct	System Settings	Security Settings	Case Settings	Modules	DVR Firmware	DVD
Home Search Video	Precinct						
Manage Cases	Precinct	Info Logos					
Media Reader				Precinct			
User Help		K	K Page 1	of 1 (1 total records)	× >>	51	
<ul> <li>User Preferences</li> </ul>		Organization Name		Precinct Nam	Registration Key		
▼ Administration	L-3 Comm	unications	Mobile	e-Vision Inc.	144FA246BB70050568AE3B6		
System Setup							
System Status							
Assign Videos							
Manage DVRs							
Mobile Devices							
Manage Users							
Action							

2 Click the Security Settings tab.



			Syst	EM SETU	UP		
communications Mobile-Vision, Inc.						mvadmin is logi	ged in. <mark>Logout</mark>
7 Home Menu	Precinct Sys	tem Settings	Security Settings	Case Settings	Modules	DVR Firmware	DVD
lome	-		,				
earch Video	Security Policy	User Role	s Active Directory S	Settings			
anage Cases							
edia Reader	Ver	ify password has	s a numeric character:	0			
lser Help	V	rifu pageword b	as an alpha character: 「	0			
User Preferences	ve	any passworu n	as an aipna character.				
Administration	Verify p						
system Setup	Vo	rify naceword ha	as a special character:				
System Status	ve	my password ne		_ •			
ssign Videos	Verify passw	ord is not a com	monly used password:	0			
lanage DVRs	Disable	account on the 3	rd failed login attempt:				
lobile Devices	Disubic	account on the 5	ra lanca login attempt.	_ <u>*</u>			
lanage Users	Verify						
Action	The number of	passwords to sa	ave in history per user: 3	0			
dit							
		v	erify password length:				
	Require	d number of cha	racters for password: 1	0			
	v	ideo visibility for	auto-created Officers:	rivate 🗸 🙆			

**3** Click the **Active Directory Settings** tab. The Active Directory form displays.

				Sys	STEN					
communications Mobile-Vision, Inc.								mvadmin is log	ged in. <u>Loqou</u> t	<u>d</u> 200
▼ Home Menu	Precinct	Syst	em Settings	Security Settir	igs Ci	ase Settings	Modules	DVR Firmware	DVD	
Home			~ <b>°</b>							
Search Video	Security F	olicy	User Roles	Active Direc	tory Settir	gs				
Manage Cases	-									-
Media Reader		н	lost: 192.168.11	0.59		0				
User Help			Port: 389							
<ul> <li>User Preferences</li> </ul>		,	Port: 389							
	LDAP	Base Na	me: dc=mvi-qa,	dc=local	0					
<ul> <li>Administration</li> </ul>		U.	ser: mvadmin	<u> </u>	0					
System Setup										
System Status		Passw	ord:	•• Ø						
Assign Videos		Encrypt	tion: None 🗸 🌾							
Manage DVRs										
Mobile Devices	Auto Cr	eate Us	ers: 🔲 🕜							
Manage Users										10
Action										-
Edit										
Luit										

**4** Go to the Action column and click **Edit**. The Edit LDAP Active Directory Settings popup displays.



Host	: 192.168.2	50.19				0
Port	: 389	0				
LDAP Base Name	DESDEV	0				
User	administra	ator		0		
Password		•	0			
Encryption	: None 💌	0				
Auto Create Users	: 🔲 🕜					

The fields on this popup are described in the table on page 605.

**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.

		Manage Us		dmin is logged in. Logout
▼ Home Menu		Users		
Home	E	Page 1 of 1 (9 total record	is) 🔰 💥 🕅	
Search Video	Display Name 🛦	User Login	User Role	Status
Manage Cases				Enabled V
Media Reader	admin	admin	Administrator	Enabled
User Help	aUser	aLogin	Officer	Enabled
<ul> <li>User Preferences</li> </ul>	cfannin	cfannin	Administrator	Enabled
<ul> <li>Administration</li> </ul>	Guest	Guest	Officer	Enabled
System Setup	ithomas	ithomas	Administrator	Enabled
System Status	leslie	leslie	Administrator	Enabled
Assign Videos	llacy	llacy	Administrator	Enabled
Manage DVRs Mobile Devices	mvadmin	mvadmin	Administrator	Enabled
Manage Users	Officer Zalewski	LZalewski	Officer	Enabled
Action	Temesterionero			
Create				
Edit				
Delete				
Add Active Directory Jser				
Generate Key				

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

**2** Go to the Action column and click **Add Active Directory User**. The Active Directory Users page displays.



		ACTIVE	DIRECTORY	USE	RS	
communications Mobile-Vision, Inc.					mvadmin is logged in.	<u>Loqout</u>
▼ Home Menu	Active Directory Users					
Home						
Search Video	Top Level OU: All	V 0	Search by: Last Name	<b>~</b> =		0
Manage Cases	1					
Media Reader						
User Help						
<ul> <li>User Preferences</li> </ul>						
<ul> <li>Administration</li> </ul>						
System Setup						
System Status						
Assign Videos						
Manage DVRs						
Mobile Devices						
Manage Users						
Action	Ī					
Search						
Select All						
Select All on Page						
Add Selected						
Reset						
Cancel						
Generate Key						

Use the Active Directory Users page to search for and select the active directory users that you wish to add to the system, as described below.

- **3** Go to the *Top Level OU* drop-down list and select the organization unit in which you wish to search for users.
- **4** Go to the *Search by* drop-down list and select the field name you wish to search by.

		<b>ACTIVE</b>	Direc	TORY USI	ERS
					mvadmin is logged in. Logout
communications					- II +
Mobile-Vision, Inc.					
▼ Home Menu	Active Directory Users				
Home					
Search Video	Top Level OU: All	✓ ②	Search by:	Last Name =	
Manage Cases				First Name	
Media Reader				Common Name Login Name	
User Help				Department	
<ul> <li>User Preferences</li> </ul>				LDAP Query	
<ul> <li>Administration</li> </ul>					
System Setup					
System Status					
Assign Videos					
Manage DVRs					
Mobile Devices					
Manage Users					
Action					
Search					
Select All					
Select All on Page					
Add Selected					
Reset					
Cancel					
Generate Key					



- 5 Go to the blank field to the right of the *Search by* field and enter the field value you wish to search by. This value should correspond to the selected *Search by* value. For example, if you entered **Department** in the *Search by* field, you might enter **Traffic Patrol** in the search field.
- 6 Go to the Action column and click **Search**. The system displays all user records that match your selection criteria.

13		Астг	VE DIRECT	ORY USE	RS	
communications Mobile-Vision, Inc.					mvadmin is logged in	n. <u>Logout</u>
▼ Home Menu	Active Dire	ectory Users				
Home Search Video Manage Cases	Top Level	ou: All	Search by:	Login Name 🗸 =	ad	0
Media Reader		Active Dir	ectory Users that are und	efined in the DES Syste	m	
User Help		<b>5</b> 55 51	Page 1 of 1 (8 total r	records)	21	
User Preferences	Add	Common Name 🛦	Login Name	Department	User Type	
Administration		ad_admin	ad_admin		Officer	~
System Setup		ad_ia	ad_ia		Officer	$\overline{}$
System Status		ad officer1	ad officer1		Officer	
Assign Videos Manage DVRs		ad officer2	ad officer2		Officer	
Mobile Devices		ad superv1	ad superv1		Officer	
Manage Users		ad_superv2	ad_superv2		Officer	
Action						
Search		Administrator	Administrator		Officer	~
Select All		adminmail	adminmail		Officer	~
Select All on Page						
Add Selected						
Reset						
Cancel						
Generate Key						

7 Select all of the users you wish to add:

Go to the Action column and click Select All.

– OR –

Go to the Action column and click **Select All on Page**.

– OR –

Go to the Add column and manually select the appropriate checkboxes.

- 8 Go to the User Type column and select a role for each user from the drop-down list.
- **9** Once the desired users are selected and their *User Types* are set to the correct values, go to the Action column and click **Add Selected**. A confirmation message displays.

9 user(s) successfully saved.

The selected users are added to your DEP users list.



# **Updating the Active Directory Settings**

This section describes how to update your Active Directory settings.

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

		Syst	EM SET	UP		
					mvadmin is log	ged in. Logout
Precinct	System Settings	Security Settings	Case Settings	Modules	DVR Firmware	DVD
Precinct I	nfo Logos					
			Precinct			
	12	Page 1	of 1 (1 total records)	8 8	N	
				The second second		ion Koy
L-3 Commu	Inications	MODII	e-vision inc.	144FA246BB700	J50568AE3B6	
	Precinct I	Precinct Info Logos	Precinct System Settings Security Settings Precinct Info Logos Page 1 Organization Name	Precinct System Settings Security Settings Case Settings Precinct Info Logos Precinct Precinct Page 1 of 1 (1 total records) Organization Name Precinct Nam	Precinct     System Settings     Security Settings     Case Settings     Modules       Precinct Info     Logos     Precinct     Image: Security Settings     Image: Security Settings     Security Settings     Modules       Precinct Info     Logos     Precinct     Image: Security Settings     Security Settings     Security Settings       Image: Security Settings     Precinct Security Settings     Precinct Security Settings     Security Settings       Image: Security Settings     Image: Security Settings     Precinct Security Settings     Security Settings       Image: Security Settings     Image: Security Settings     Image: Security Settings     Security Settings       Image: Security Settings     Image: Security Settings     Image: Security Settings     Security Security Settings       Image: Security Settings     Image: Security Settings     Image: Security Settings     Image: Security Settings       Image: Security Settings     Image: Security Settings     Image: Security Settings     Image: Security Settings       Image: Setting Settings     Image: Security Settings     Image: Security Settings     Image: Security Settings       Image: Setting Seting Setting Setting Setting Seting Se	Precinct     System Settings     Security Settings     Case Settings     Modules     DVR Firmware       Precinct Info     Logos     Precinct     Image: Security Settings     Image: Security Setings     Image

2 Click the Security Settings tab.

(3)			210	TEM SET				
communications Mobile-Vision, Inc.						mvadmin i	s logged in. Loc	<u>10ut</u>
▼ Home Menu	Precinct	System Settings	Security Settings	Case Settings	Modules	DVR Firmware	DVD	
Home	2							
Search Video	Security	Policy User R	Roles Active Directory	Settings				
Manage Cases								
Media Reader		Verify password	has a numeric character:					
User Help		Verify personation	rd has an alpha character:					
User Preferences		verny passwor	ru nas an aipna character:					
Administration		Verify password has	s an uppercase character:					
System Setup		Verify passwore	d has a special character:					
System Status	5745 - 1122C			_ •				
Assign Videos	Verify	password is not a c	ommonly used password:					
Manage DVRs	0	Disable account on th	he 3rd failed login attempt:					
Mobile Devices								
Manage Users		Verify password ha	as not been used recently:					
Action	The num	nber of passwords t	o save in history per user:	3 🕜				
Edit			Verify password length:					
			characters for password:					
		Video visibility	for auto-created Officers:	Private 🗸 🧭				
	J.							

**3** Click the **Active Directory Settings** tab. The Active Directory form displays.



				Sys	гем Set	TUP			
communications Mobile-Vision, Inc.							mvadmin is	s logged in. L	oqout
▼ Home Menu	Precinct	System	n Settings	Security Settings	Case Settings	Modules	DVR Firmware	DVD	
Home Search Video Manage Cases	Security	Policy	User Roles	Active Directory	Settings				_
Manage Cases Media Reader User Help User Preferences Administration System Status Assign Videos Manage DVRs Mobile Devices Manage Users Manage Users Action Edit		Por P Base Nam Use Passwor	it: 192.168.11 tt: 389 @ e: dc=mvi-qa, r: mvadmin d: ••••••• n: None ♥ @ s: ■ @	) dc=local ♀ ●					

**4** Go to the Action column and click **Edit**. The Edit LDAP Active Directory Settings popup displays.

Eatt	LDAP Act	ive Dire	ectory S	ernng	S	
Host:	192.168.25	0.19				0
Port:	389	0				
LDAP Base Name:	AP Base Name: DESDEV					
User:	administrat	or		0		
Password:	•••••		0			
Encryption:	None 🔽 🤇	2				
Auto Create Users:	V 🔮					
	Sav	e Ca	ncel			

The fields on this popup are described below.

	Edit LDAP Active Directory Settings
Field	Description
Host	The address of the host active directory server.
Port	<ul> <li>The port to use when connecting to the Active Directory server. Default values are:</li> <li>No encryption - 389</li> <li>SSL encryption - 636</li> </ul>
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

(Continued)



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 <b>MUST</b> use a full distin- guished name, such as: CN=CraigReinen,OU=Florida,DC =MVI,DC=MyCompany,DC=com					
Password	The security password that matches the <i>User</i> name above.					
Encryption	The type of encryption used on the Active Directory server: <b>None</b> or <b>SSL</b> . <i>Select this value from the drop-down list</i> .					
Auto Create Users	A checkbox used to indicate whether or not the system will automatically create users. If this box is selected, the system will automatically create users at login time if the user's credentials authenticate against the Active Direc- tory server.					

- **5** Enter/select your changes in the appropriate field(s).
- 6 Click Save.

#### **Exporting User Activity to a Spreadsheet**

This section describes how to export all your user activity to a spreadsheet for use with another application, such as a custom reporting tool. This is referred to as the *User Activity* report. It includes information such as which users logged in/out of the system, played video, edited a case, etc. The system automatically updates this report once every day.

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



			S	SYSTE	м S1	CATUS	•		
communications Mobile-Vision, Inc.							•	Sergeant Larkin is lo	gged in. <u>Loqout</u>
V Home Menu	System DVR COM R	eports L	.ogs	Backups	Tools	Update	Messages	Local Queue	Backup PC
Home Search Video	Storage Capacity:	1.1 TB	0	٨٣	tive Users:				
Manage Cases	Available Disc Space:	810.4 GB	ö			Larkin From 1	56 20 100 160 Sir	nce 09/21/2015 17:10	
vlanage Cases vledia Reader	Enabled DVRs:	11	0		oorgount	culturi rom r	50.20.100.100 0		
User Help	Disabled DVRs:	11	0						
	Total Video Count:	183	ö						
<ul> <li>User Preferences</li> </ul>	Non-archived Video Count:	167	0						
Administration	Last 24 Hours Video Count:	0	0						
System Setup	Last 7 Days Video Count:	2	0						
System Status	Last 30 Days Video Count:	3	0						
Assign Videos	Body Worn Video Count:	62	0						
Manage DVRs	Body Worn Hours:	7	0						
Nobile Devices	Average Body Worn Video Length:	7 min	0						
Manage Users	VieVu Video Count:	0	0						
Action	Oldest Non-case Video:	545 days	0						
Refresh Page	Oldest Case Video:	545 days	0						
Reliesti Page	Number of Active Cases:	6	0						
	Number of Backup DVDs:	106	0						
	Number of Exported DVDs:	20	0						
	Archiver Errored Out:	false	0						
	Downloader Errored Out:	false	0						
	Simultaneous Users Allowed:	unlimited	0						
	Backup Scheme:	some_cm	0						
	Untagging Allowed:	true	0						
	Last Update Check:	9/21/15 6:3	0 🕜						
	Version:	3.8.7	0						

2 Click the **Reports** tab.

	System Status									
communications Mobile-Vision, Inc.						s	Sergeant Larkin is logged in. Logout			
▼ Home Menu	System	DVR COM	Reports	Logs	Backups	Tools	Update	Messages	Local Queue	Backup PC
Home				Logo						
Search Video					Syst	em Report		1		
Manage Cases	Report Name 🛦			Last Refreshed Date			Report Status			
Media Reader	DVR			08/12/2015 10:27			Ready			
User Help	Media			08/12/2015 10:28			Ready			
<ul> <li>User Preferences</li> </ul>	User			08/12/2015 10:04			Ready			
<ul> <li>Administration</li> </ul>										
System Setup										
System Status										
Assign Videos										
Manage DVRs										
Mobile Devices										
Manage Users										
Action										
Download Report										
Download Report Refresh Report										

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

**3** Click on the **User** report to highlight it.



				5	Syste	м S1	TATUS			
communications Mobile-Vision, Inc.				5	Sergeant Larkin is logged in. Logout					
▼ Home Menu	System	DVR COM	Reports	Logs	Backups	Tools	Update	Messages	Local Queue	Backup PC
Home			1 AND DATES	3-				3		
Search Video					Syst	em Report				
Manage Cases			Name 🔺			Last Refreshed Date			Report Status	
Media Reader	DVR				08/12/2015 10:27			Ready		
User Help	Media				08/12/2015 10:28			Ready		
<ul> <li>User Preferences</li> </ul>	User			08/12/2015 11:00			Ready			
▼ Administration									2	
System Setup										
System Status										
Assign Videos										
Manage DVRs										
Mobile Devices										
Manage Users										
munuge obero										
Action										
Action										

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



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

# Glossary

#### **Access Point**

A device used to transmit videos from your in-car DVR to your <u>server</u>. 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 typically 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. Some smaller agencies do not use Access Points, as they download all their videos manually. See also <u>Transmission</u>.

## **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 <u>Certified Backup Disc</u>. 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 <u>online</u> to <u>offline</u>.<sup>\*</sup> 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 <u>burn requests</u>. Because the process of burning DVDs is resource-intensive, one PC is dedicated to this task. If you are using a *Bravo* 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



## **Body**VISION

A small, wearable digital video recorder manufactured and sold by L-3 Mobile-Vision. This device allows officers to capture both high definition videos and JPG <u>snapshot</u> images, then upload them to your <u>server</u> via a *Body*VISION docking station. Videos recorded using this device are assigned the category of **Body Worn**.

## **Burn Request**

A request to generate a <u>user-requested certified copy</u>, also referred to as an *export* disc. When you submit a burn request and you have burning privileges, the system will place your burn job in the <u>Backup PC's</u> burn queue. When you submit a burn request and you *don't* have burning privileges, the system will place your burn request in the *Inbox Messages* list of all <u>DEP</u> 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 <u>incident</u>, such as a motor vehicle accident. <u>DEP's</u> *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 <u>Backup PC</u> without any action on your part. The number and type of files burned to CBD is determined by your system settings. Factors such as a file's age, type, category, etc., all help determine what will be backed up. You define these backup parameters through <u>DEP</u>. 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 (see also <u>transmission</u>). 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 Flashback1 and/or Flashback2 videos until they can be transmitted to your agency's <u>server</u>.

## **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

Glossary



activity occurred, as well as the user name 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 <u>Flashback Player</u>. When you burn a <u>case</u> in <u>Data DVD</u> format, the disc will include selected videos from the case, any <u>user metadata</u> attached to the case's videos, the <u>Chain of Custody</u> <u>Report</u>, selected media files attached to the case (if applicable), and a copy of the Flashback Player. When you burn *videos* in Data DVD format, the disc will include selected videos, general information about the videos, the Chain of Custody Report, and a copy of the Flashback Player.

#### DEP

An acronym for *Digital Evidence PRO*, the software component of L-3 Mobile-Vision's <u>Digital Evidence Collection System</u>.

#### **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
- □ <u>BodyVISION DVRs</u> (optional)
- □ <u>Access point(s)</u>
- □ <u>Storage server(s)</u>
- DEP software
- $\Box \quad \underline{Backup PC(s)}$
- □ <u>Robotic DVD burner(s)</u>
- □ <u>RAID storage device</u> (optional).

#### **Discovered DVR**

A DVR that has been in communication with the server at least once.

#### **Download Request**

A request to copy, or <u>export</u>, a selected video file or <u>case</u> file to your PC. This type of request is sent from *you* to the *system*. Once the system processes your request, a download icon will appear on your *Inbox Messages* list.



#### DVR

See Flashback DVR, BodyVISION, or VIEVU.

## **DVR Login Key**

A file on a USB drive that contains your user information. You insert this flash drive in your Flashback's USB port at the beginning of each shift, then log in. This identifies you as the owner of all videos recorded on that DVR while you are logged in.

## Export

The system process used to copy video files, <u>case</u> files, and/or *Body*VISION <u>snapshots</u> for the purpose of burning them to DVD *or* downloading them to your PC. 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 <u>SD card</u> or <u>CF card</u> until the video can be transmitted to the <u>server</u>. For more information on the Flashback, refer to your Flashback User's Guide.

# **Flashback Player**

A software application used to play video files. When you select an <u>online</u> video from within <u>DEP</u>, the Flashback Player launches automatically. When you burn a <u>user requested certified copy</u> of a <u>case</u> or video in <u>Data DVD</u> format, that disc will include a copy of the Flashback Player.

## Incident

An event, such as a motor vehicle accident, that has digital evidence associated with it. In <u>DEP</u>, data that pertains to an incident is stored in a <u>case</u> record.

#### **Ingest Date**

The date and time at which a video file was transmitted to the <u>server</u> from the DVR unit.

## **Interchange Format**

A disc format that allows you to import videos into various third-party applications, such as video editing software. If your agency has Flashback1 DVRs, your Interchange format videos will have an extension of **AVI**. All other 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 <u>case</u> 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 <u>case</u> file which indicates that all of the file's information is currently available for viewing on the <u>server</u>.

#### Offline

A status for a video or <u>case</u> 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 image and statistics (category, duration, record reason, etc.), but not the video itself. Also, you cannot edit or <u>export</u> an offline video.

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

You can, in some cases, reactivate an offline file. See also Reactivation.

#### **Private File**

A video, <u>case</u>, or <u>snapshot</u> that can only be viewed by its owner or a user with one of the following permissions: *Edit Private Data* or *Edit All Data*.

#### **Public File**

A video, <u>case</u>, or <u>snapshot</u> that can be viewed by *all* <u>DEP</u> users.

#### **Quarantined File**

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



#### RAID

An acronym for *Redundant Array of Independent Disks*, a storage device that contains multiple disk drives but is treated by the system as one device. 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 <u>case</u> file that the system took <u>offline</u> after it was backed up to disc. There is a limited time period in which you can reactivate an archived video or case. This time period depends on a setting that you enter on the **Online Life-Cycle** tab.

## **Record Reason**

The event or "trigger" that caused a DVR to start recording. Common record reasons include pressing the **R** button, turning the emergency lights on, activating the siren, or reaching a particular speed, such as 90 miles per hour.

## **Restricted Case**

A <u>case</u> that can only be accessed by a predefined list of users.

## **Robotic DVD Burner**

A disc duplicator that burns and labels your <u>Certified Backup Discs</u> and <u>User</u> <u>Requested Certified Copies</u>. 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 <u>Backup PC</u>. Rimage units can burn CDs, DVDs, and Blu-Ray discs. Most Bravo units can burn CDs and DVDs. The higherend Bravos can burn Blu-Ray discs as well.

## SD Card

The temporary storage device that stores Flashback3 or FlashbackHD videos until they can be transmitted to the storage <u>server</u>.

#### Server

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

## Snapshot

A JPG still image captured with the <u>BodyVISION</u> DVR. These images are uploaded to the <u>server</u> along with the <u>Body</u>VISION's videos.

## **Stand-alone Video**

Video that is not currently linked to any <u>cases</u>.



## 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 <u>Digital Evidence Collection</u> <u>System</u>.

# Tagging

A procedure used to add extra days to the <u>online</u> life of a video. By tagging a video, you extend that video's online life by a certain number of days. The exact number of days is defined by a setting on the **Online Life-Cycle** tab.

## Transmission

The process of transferring Flashback video files from your in-car DVR to the <u>server</u>. This transmission can occur either *automatically* (typical) or *manually*.

- □ Automatic transmission. Whenever a vehicle comes within approximately 300 feet of an access point, it triggers an automatic transmission. During this transmission, all videos that are currently stored on the Flashback will wirelessly transfer to the server via an access point.
- Manual transmission. Your Flashback holds a temporary storage device called a <u>CF card</u> or <u>SD Card</u>. 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 placemarker that an officer can add to a video while it's recording. If you are using a Flashback, this is accomplished by pressing the **()** button on the Flashback menu or the **T** button on the DVR (pictured opposite). If you are using a <u>BodyVISION</u> or <u>VIEVU</u>, this is accomplished by sliding the Record switch to the ON position.

By marking a video with a Trace Point, it allows you to quickly advance to an important segment in that video during playback.

# Trigger

T

See "Record Reason."

# **Uncompressed DVD**

A <u>Data DVD</u> 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. Uncompressed DVDs are available for Flashback2, Flashback3, and FlashbackHD videos.



# **Undiscovered DVR**

A DVR that has not been in communication with the <u>server</u> yet (i.e., a DVR for which you just created or uploaded a record).

# User Metadata (UMD)

Custom data fields that an officer can link to a video. You define these fields on the **UMD Types** tab. Their purpose is to allow officers to annotate their videos with custom data, such as a subject description. If you have a mobile data computer with the UMD Editor installed on it, you have the option of attaching UMD to a video immediately after it is finished recording. Otherwise you can attach UMD back at the precinct when you connect to the <u>server</u>. 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 <u>robotic DVD burner</u> 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 as needed 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 <u>DEP</u>, 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, wearable digital video recorder sold by L-3 Mobile-Vision. Videos recorded using this device are assigned the category of **VieVu**.



#### **Appendix A: Active Directory Setup**

Appendix A describes how to integrate DEP with your existing Windows Active Directory or Novell eDirectory. Typically, your System Implementation 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 619
- □ Using an Existing Active Directory User, page 620
- □ Using the Auto Create User Feature, page 620.

#### **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.



onnection Browse	ons Utilities	
nnection Browse	Idap_open("localhost", 389);         Idap_open("localhost", 389);         Ibilished connection to localhost.         iewing base DSA information         uit <0-: (null)         ihed DNs:         ing 1 entries:         '' > currentTime: 2/19/2010 13:19:50 Eastern Standard Time Eastern Daylight Time;         1 > currentTime: 2/19/2010 13:19:50 Eastern Standard Time Eastern Daylight Time;         1 > currentTime: 2/19/2010 13:19:50 Eastern Standard Time Eastern Daylight Time;         1 > dsServiceName: CN=NTDS         ngs, CN=DEV-AD, CN=Servers, CN=Default-First-Site-Name, CN=Sites, CN=Configuration, DC=DESDEV;         5 > namingContext: DC=DESDEV; CN=Configuration, DC=DESDEV;         5 > comainContext: DC=DESDEV;         1 > defaultNamingContext: DC=DESDEV;         1 > defaultNamingContext: DC=DESDEV;         1 > configurationNamingContext: CN=DeESDEV;         1 > configurationNamingContext: CN=DeESDEV;         2 > configurationNamingContext: DC=DESDEV;         2 > c	556.1.4.528; 305; .1339; .1.4.1504; innections; axValRange;

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.

Edit LDAP Active Directory Settings	
Host:	
Port: 389	
LDAP Base Name:	<ul> <li>Enter the rootDomainNamingContext label here</li> </ul>
User:	
Password:	
Encryption: None 💌 🧭	
Auto Create Users: 🔲 🥝	
Save Cancel	



## **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.

→ 🖻 💽	* <b>C</b> × <b>C C C</b>	2 💷 🛛 📆 💆 🕍	741	
Console Root	Name	Туре	Description	
Active Director	Core r donshors	User Security Group Security Group	Built-in account for admini Members of this group are	
DESDEV     DESDEV	ting DnsAdmins DnsUpdateProxy Domain Admins	Security Group Security Group Security Group	DNS clients who are permi Designated administrators	
🕀 🙆 Develo 🕀 🙆 Domain 🕀 🤐 Foreign	pers Controlle	rs Security Group Security Group	All workstations and serve All domain controllers in th All domain guests All domain users	
E 🙆 rcOrg		Security Group s Security Group	Designated administrators	
	D <u>e</u> legate Control ea Find	a Security Group User	Members in this group can Built-in account for guest	
	New All Tasks	Computer Contact	Group for the Help and Su IIS Worker Process Group Built-in account for anony	
	⊻iew New <u>W</u> indow from Here	Group InetOrgPerson MSMQ Queue Alias	Built-in account for Intern Servers in this group can Designated administrators	
	New <u>T</u> askpad View	Printer	Designated administrators This is a vendor's account	
	Refresh Export List	User Shared Folder	Members of this group ha	

The New Object - User form displays.

			_	
<u>F</u> irst name:	mvadmin		Initials:	
Last name:				
Full name:	mvadmin			
User logon name				
mvadmin		@DESDEV	ŧ	•
User logon name	e (pre- <u>W</u> indows 2	2000):		
DESDEV\		mvadmin		



- **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.

	Host:			0
	Port:	389 🕜		
LDAP	Base Name:		0	
Г	User:		•	
	Password:	0		
	Encryption:	None 💌 🥝		
Auto C	Create Users:			

## 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 DES *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.

ew Object - Group		×
Create in: DESE	EV/rcOrg	
Group name:		
L3MVI_DES_OFFICER		
Group name (pre- <u>W</u> indows 20	100).	
L3MVI_DES_OFFICER		
Group scope	Group type	
C Domain local	Security	
Global	C Distribution	
C Universal		
	OK Can	cel

To use the *Auto Create Users* feature, you also need to select the *Auto Create Users* checkbox under the **Active Directory Settings** tab.

Edit 1	LDAP Active Directory Setting	gs
Host:		0
Port:	389 🕜	
LDAP Base Name:		0
User:	0	
Password:	0	
Encryption:	None 💌 🧭	
Auto Create Users:		
	Save Cancel	



## **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)



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For a list of third party software licenses, please click on the following link:

http://s6.parature.com/FileManagement/Download/e387d3538564423fbdbdc7057a64c820

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