

# Digital Evidence PRO

## Administrator's Guide

version 3.9.10

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L-3 Mobile-Vision ▪ 400 Commons Way, Suite F ▪ Rockaway, NJ 07866

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# 1

## Introduction

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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., *BodyVISION* 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, *BodyVISION*, 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](http://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
- Definitions, page 7
- Software Navigation, page 11
- Interview Room, page 13
- DVD File Formats, page 14
- Using the Online Help System, page 15.

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## 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
- SupervisorLvl 1
- Supervisor Lvl2
- 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
- DEP User Password (if needed)\*

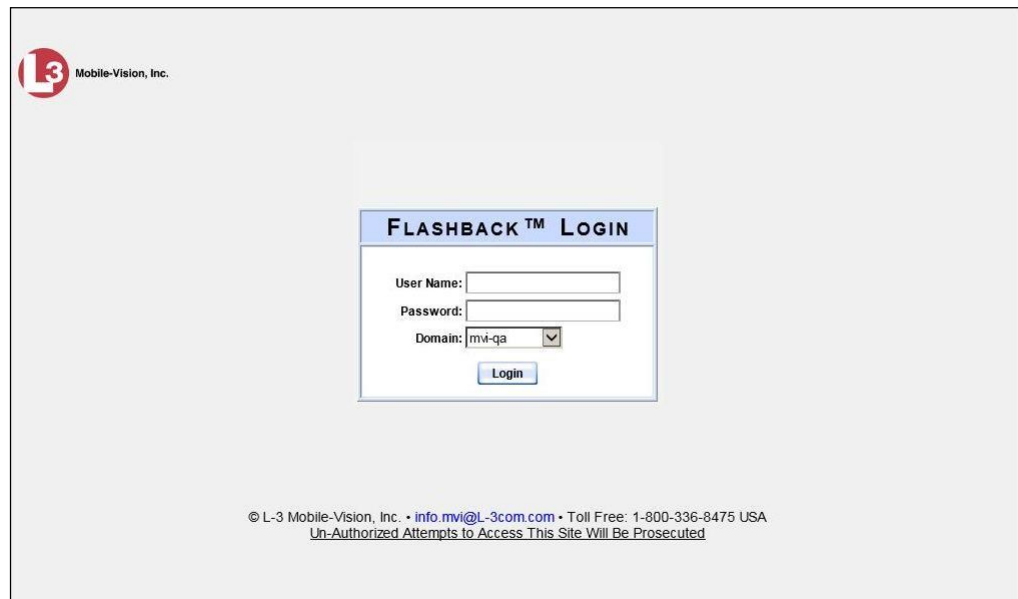
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\* If your organization is using the Active Directory Integration feature, you will not need a new password for DEP, as the application will be integrated with your existing Windows Active Directory or Novell eDirectory.



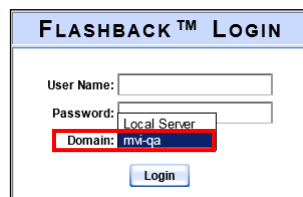


- 1 Double-click on the L-3desktop icon. The Flashback Login screen displays.

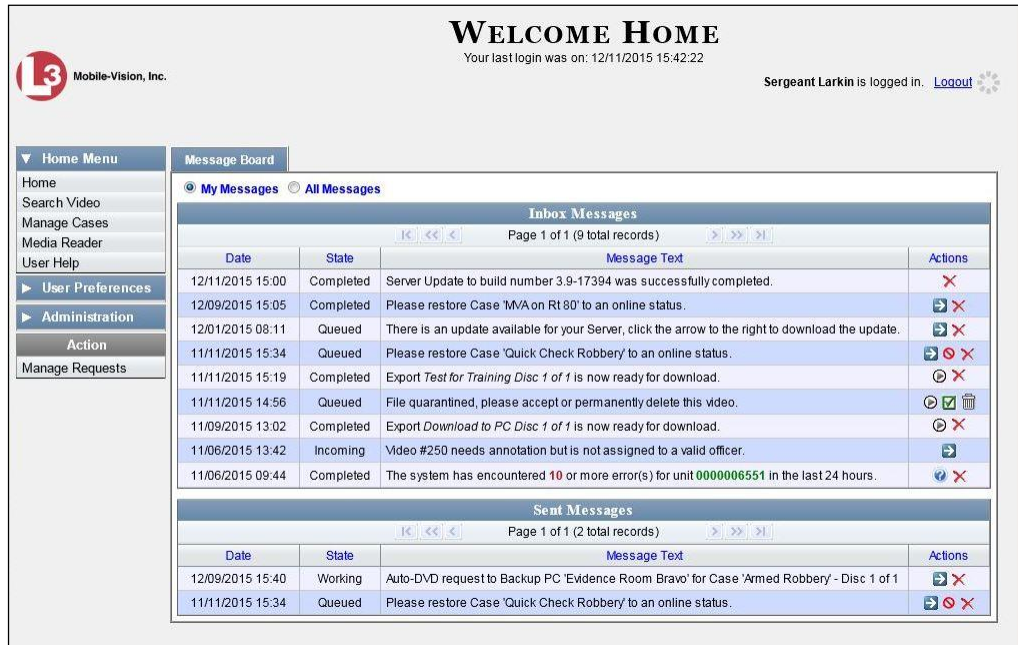


If your organization is using the Active Directory Interface, a field labeled *Domain* will also display beneath the *Password* field.

- 2 Enter your user name in the *User Name* field.
- 3 Enter your security password in the *Password* field.
  - ⇒ If your organization is using the Active Directory Interface, this is the same password that you use to login to your regular Windows network or Novell eDirectory.
  - ⇒ If your organization is *not* using the Active Directory Interface, this is the initial password that your SystemImplementation Specialist (SIS) provided you with.
- 4 If the *Domain* field appears on your screen, proceed to the next step. Otherwise skip to step 6.
- 5 Select the correct domain name from the *Domain* drop-down list.



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



**WELCOME HOME**  
Your last login was on: 12/11/2015 15:42:22

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

**Home Menu**

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

**User Preferences**

- Administration
- Action
- Manage Requests

**Message Board**

**My Messages** | **All Messages**

**Inbox Messages**  
Page 1 of 1 (9 total records)

Date	State	Message Text	Actions
12/11/2015 15:00	Completed	Server Update to build number 3.9-17394 was successfully completed.	✖
12/09/2015 15:05	Completed	Please restore Case 'MVA on Rt 80' to an online status.	➡ ✖
12/01/2015 08:11	Queued	There is an update available for your Server, click the arrow to the right to download the update.	➡ ✖
11/11/2015 15:34	Queued	Please restore Case 'Quick Check Robbery' to an online status.	➡ ✖
11/11/2015 15:19	Completed	Export Test for Training Disc 1 of 1 is now ready for download.	⌂ ✖
11/11/2015 14:56	Queued	File quarantined, please accept or permanently delete this video.	⌂ ✖
11/09/2015 13:02	Completed	Export Download to PC Disc 1 of 1 is now ready for download.	⌂ ✖
11/06/2015 13:42	Incoming	Video #250 needs annotation but is not assigned to a valid officer.	➡ ✖
11/06/2015 09:44	Completed	The system has encountered 10 or more error(s) for unit 0000006551 in the last 24 hours.	⌂ ✖

**Sent Messages**  
Page 1 of 1 (2 total records)

Date	State	Message Text	Actions
12/09/2015 15:40	Working	Auto-DVD request to Backup PC 'Evidence Room Bravo' for Case 'Armed Robbery' - Disc 1 of 1	➡ ✖
11/11/2015 15:34	Queued	Please restore Case 'Quick Check Robbery' to an online status.	➡ ✖

For a detailed description of this page, see “DEP Home Page” on page5.

## 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.

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



**ENTER NEW PASSWORD**

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

**Home Menu**

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

**User Preferences**

- Change Password
- Favorites
- DVR Login Key

**Administration**

- Action
- Clear
- Save

**Secret**

User Password:

Repeat User Password:

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

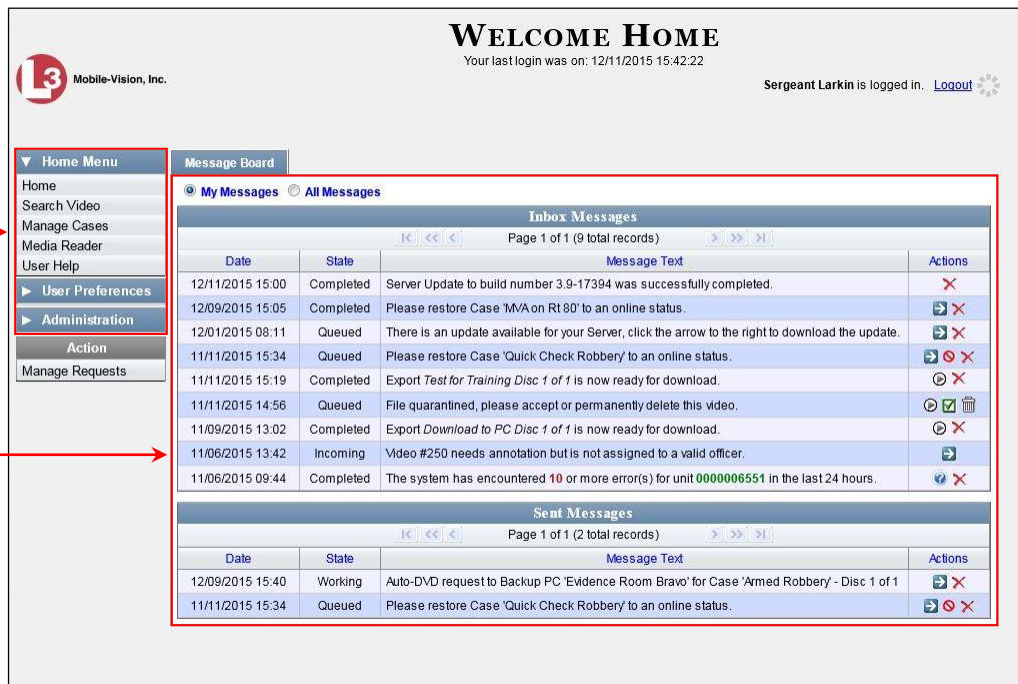
Password has been updated

## DEP Home Page

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

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

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



**WELCOME HOME**  
Your last login was on: 12/11/2015 15:42:22  
Sergeant Larkin is logged in. [Logout](#)

Inbox Messages			
Date	State	Message Text	Actions
12/11/2015 15:00	Completed	Server Update to build number 3.9-17394 was successfully completed.	✕
12/09/2015 15:05	Completed	Please restore Case 'MVA on Rt 80' to an online status.	➔ ✕
12/01/2015 08:11	Queued	There is an update available for your Server, click the arrow to the right to download the update.	➔ ✕
11/11/2015 15:34	Queued	Please restore Case 'Quick Check Robbery' to an online status.	➔ ✕
11/11/2015 15:19	Completed	Export Test for Training Disc 1 of 1 is now ready for download.	➔ ✕
11/11/2015 14:56	Queued	File quarantined, please accept or permanently delete this video.	➔ ✕
11/09/2015 13:02	Completed	Export Download to PC Disc 1 of 1 is now ready for download.	➔ ✕
11/06/2015 13:42	Incoming	Video #250 needs annotation but is not assigned to a valid officer.	➔ ✕
11/06/2015 09:44	Completed	The system has encountered 10 or more error(s) for unit 000006551 in the last 24 hours.	➔ ✕

Sent Messages			
Date	State	Message Text	Actions
12/09/2015 15:40	Working	Auto-DVD request to Backup PC 'Evidence Room Bravo' for Case 'Armed Robbery' - Disc 1 of 1	➔ ✕
11/11/2015 15:34	Queued	Please restore Case 'Quick Check Robbery' to an online status.	➔ ✕



## 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.

State
Completed
Failed
Completed
Queued
Completed
Completed
Completed
Queued
Queued
Completed

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

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

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

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

## Main Menu

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

---

## Definitions

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

### Hardware Components

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

---

#### Server

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

---

#### Flashback DVRs

Flashback DVRs are the digital video recorders that are installed inside your precinct's patrol cars and/or interview room(s). These recorders collect video evidence and store it temporarily on 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 *BodyVISION* 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 *BodyVISION* 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 and on the next page). L-3 Mobile-Vision sells two types of burners: the *Bravo*, a stand-alone unit, and the *Rimage*, a combination disc burner/computer. If you have a Rimage, you do not need a separate Backup PC.

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

---

### **Certified Backup Disc (CBD)**

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

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

---

## Software Concepts

---

### Automatic Archive

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

---

### Export

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

---

### 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.

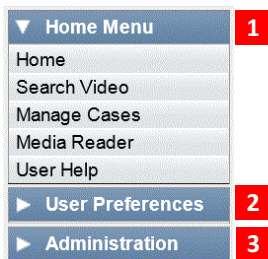
If a *case* is offline, you will be able to view the case record, but not edit or export it.

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.

---

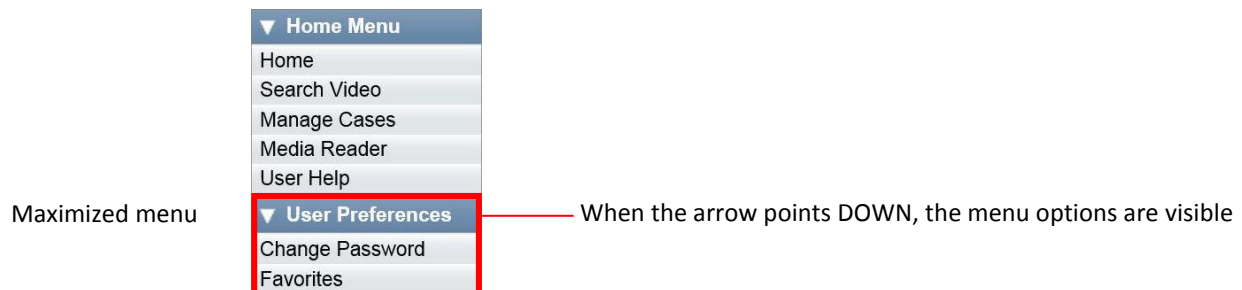
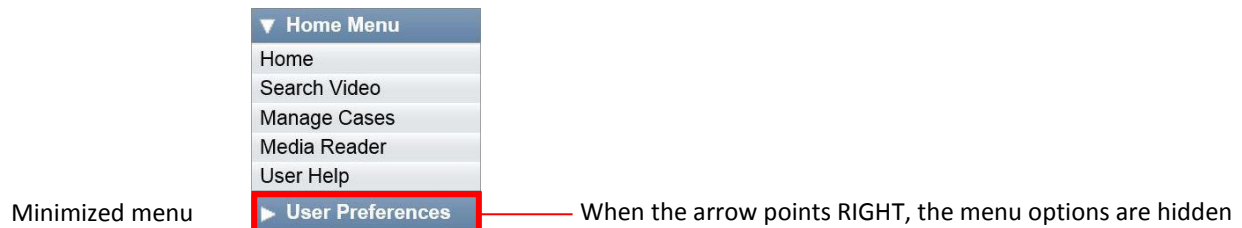
## Software Navigation

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).






### Minimizing/Maximizing Menus

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



## Scrolling Through Multiple Records


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

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

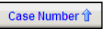
## Sorting Multiple Records

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

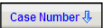
CASE SEARCH RESULTS


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

	Manage Cases					
<ul style="list-style-type: none"> <li>▼ Home Menu</li> <li>Search Video</li> <li>Manage Cases</li> <li>Media Reader</li> <li>User Help</li> <li>▼ User Preferences</li> <li>Change Password</li> <li>Favorites</li> <li>DVR Login Key</li> <li>▼ Administration</li> <li>System Setup</li> <li>System Status</li> <li>Assign Videos</li> <li>Manage DVRs</li> <li>Mobile Devices</li> <li>Manage Users</li> <li>Action</li> <li>New Search</li> <li>Create</li> <li>Back to Video</li> </ul>		Display Name	Case Number	Subject	Incident Date ▼	Status
	i	Armed Robbery	---	Multiple	12/01/2015	EVA
	i	CW-test	---	---	11/09/2015	EVA
	i	First Degree Assalt	---	Multiple	11/05/2015	EVA
	i	Test for Training	---	---	11/05/2015	EVA
	i	M/A on Rt 10	---	Multiple	11/03/2015	EVA
	i	Robbery at Quick Check	---	Multiple	11/03/2015	EVA
	i	Pedestrian Accident at Pathmark	---	Multiple	11/02/2015	EVA
	i	Mugging in Lake Hiawatha Park	---	Multiple	11/02/2015	EVA
	i	Volunteer Park Mugging	---	---	11/02/2015	EVA
	i	M/A on Rt 30	---	---	11/02/2015	EVA
	i	M/A on Rt. 23	---	---	11/02/2015	EVA
	i	M/A on Rt 80	---	Multiple	10/02/2015	EVA

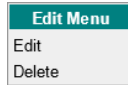
To sort a list in *ascending* order—that is, from lowest value to highest value—click *once* on the new column header you wish to sort by. An *up* arrow displays: 

– OR –

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

## Right-clicking on a Row

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



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



---

## 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

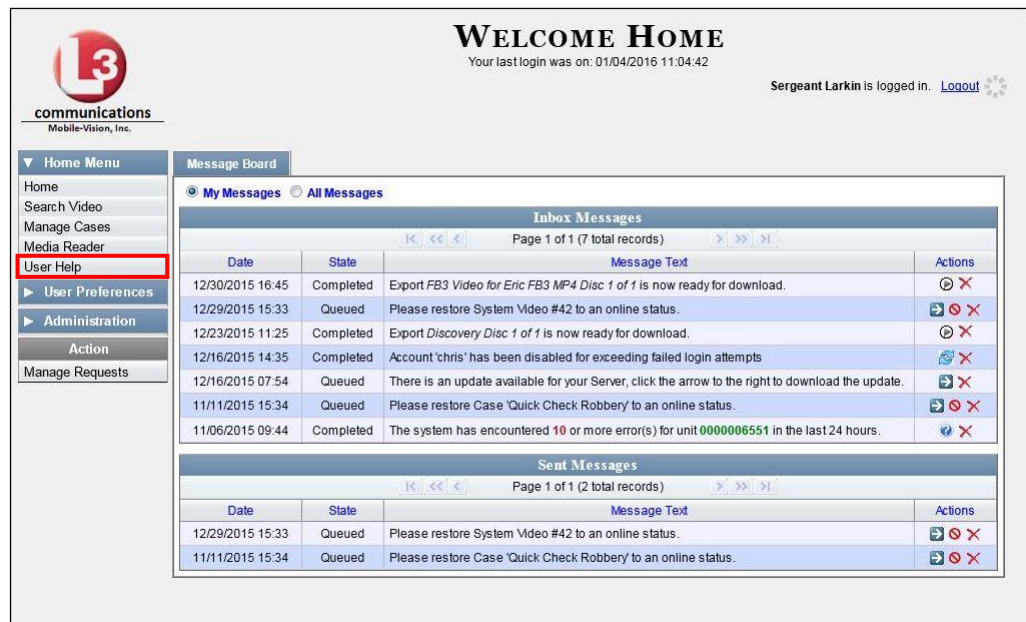
Depending on your permissions, there are several file formats that may be available to you as an administrative user: *Data DVD*, *Consumer DVD*, *Interchange Format*, and *Uncompressed Format*. Each of these formats has advantages and disadvantages, as outlined below.

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

\* Special software required, such as Power DVD.

## Using the Online Help System

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

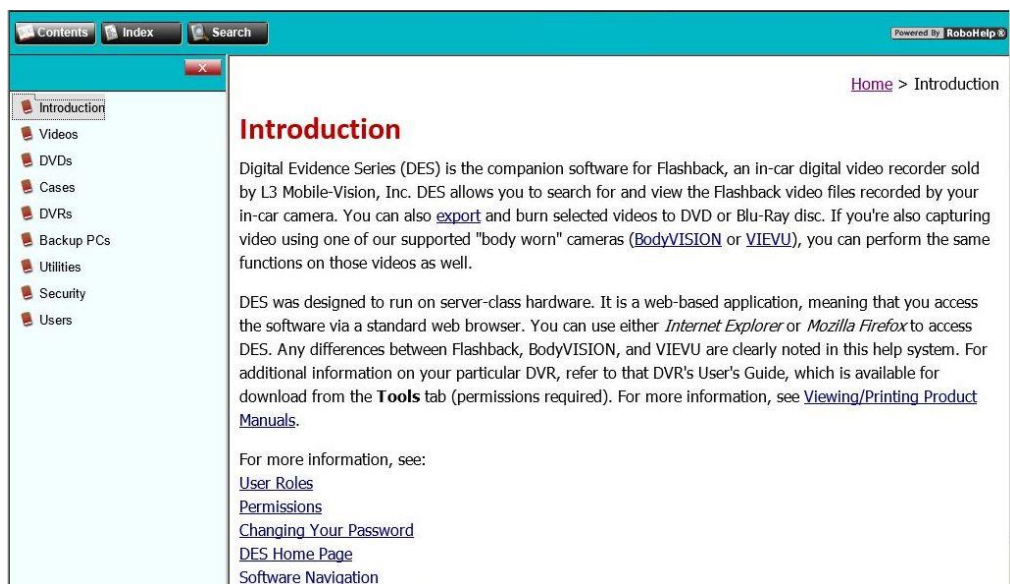


The screenshot shows a web interface titled "WELCOME HOME" with a sub-header "communications Mobile-Vision, Inc.". A navigation menu on the left includes "Home Menu", "Home", "Search Video", "Manage Cases", "Media Reader", "User Help" (highlighted with a red box), "User Preferences", "Administration", "Action", and "Manage Requests". The main content area displays a "Message Board" with "My Messages" selected. It shows two tables: "Inbox Messages" and "Sent Messages".

Date	State	Message Text	Actions
12/30/2015 16:45	Completed	Export FB3 Video for Eric FB3 MP4 Disc 1 of 1 is now ready for download.	🔄 ✖
12/29/2015 15:33	Queued	Please restore System Video #42 to an online status.	🔄 ✖
12/23/2015 11:25	Completed	Export Discovery Disc 1 of 1 is now ready for download.	🔄 ✖
12/16/2015 14:35	Completed	Account 'chris' has been disabled for exceeding failed login attempts	🔄 ✖
12/16/2015 07:54	Queued	There is an update available for your Server, click the arrow to the right to download the update.	🔄 ✖
11/11/2015 15:34	Queued	Please restore Case 'Quick Check Robbery' to an online status.	🔄 ✖
11/06/2015 09:44	Completed	The system has encountered 10 or more error(s) for unit 0000006551 in the last 24 hours.	🔄 ✖

Date	State	Message Text	Actions
12/29/2015 15:33	Queued	Please restore System Video #42 to an online status.	🔄 ✖
11/11/2015 15:34	Queued	Please restore Case 'Quick Check Robbery' to an online status.	🔄 ✖

The Help Contents page displays.



The screenshot shows the "Introduction" page of the online help system. The top navigation bar includes "Contents", "Index", and "Search". A sidebar on the left lists various help topics: "Introduction", "Videos", "DVDs", "Cases", "DVRs", "Backup PCs", "Utilities", "Security", and "Users". The main content area is titled "Introduction" and contains the following text:

Digital Evidence Series (DES) is the companion software for Flashback, an in-car digital video recorder sold by L3 Mobile-Vision, Inc. DES allows you to search for and view the Flashback video files recorded by your in-car camera. You can also export and burn selected videos to DVD or Blu-Ray disc. If you're also capturing video using one of our supported "body worn" cameras ([BodyVISION](#) or [VIEVU](#)), you can perform the same functions on those videos as well.

DES was designed to run on server-class hardware. It is a web-based application, meaning that you access the software via a standard web browser. You can use either *Internet Explorer* or *Mozilla Firefox* to access DES. Any differences between Flashback, BodyVISION, 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 **Tools** tab (permissions required). For more information, see [Viewing/Printing Product Manuals](#).

For more information, see:

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

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



## 2

# Videos

---

This chapter describes how to search for, display, and view Flashback videos, *BodyVISION* videos, and *BodyVISION* 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). *BodyVISION* videos and snapshots, on the other hand, upload to the server after an officer places the unit in a *BodyVISION* 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 video procedures described in this chapter apply to both videos and *BodyVISION* 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 28
- Displaying a Video, page 31
- Displaying a Snapshot, page 48
- Playing a Video, page 53
- Exporting a Video Frame, page 62
- Changing a Video’s Category, page 66
- Adding Predefined User Metadata to a Media File, page 67
- Adding Predefined Video Notations to a Media File, page 68
- Tagging, page 69
- Generating a Chain of Custody Report for a Video, page 71
- Reactivating an Offline Video, page 74
- Re-importing “Expired” Video, page 79
- Adding a Video to a New Case, page 83
- Manually Uploading New Videos, page 86
- Downloading Video Files to Your PC, page 94
- Exporting a Snapshot, page 113

(Continued)

- Viewing a Video's Logs, page 117
- Viewing a Snapshot's Logs, page 119
- Reassigning Video to a Different Officer, page 123
- Reassigning Video to a Different DVR, page 127
- Maintaining User Metadata, page 129
- Video Notations, page 136
- Updating Viewing Options, page 147
- Video Categories, page 155
- Installing the UMD Editor on an Officer's Mobile Data Computer, page 160
- Accepting/Rejecting Quarantined Video, page 164
- Exporting Video Activity to a Spreadsheet, page 166
- Flashback File Converter, page 168
- Recovering a Corrupt Flashback1 Video, page 174
- Installing the Windows Codec Utility for Flashback1 Videos, page 181
- Manually Installing the VIEVU Drivers, page 184
- Manually Installing the Flashback Player, page 187
- BodyVISION* Viewing Requests, page 191.

---

## Searching for Videos

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

Search Method	Used to search for video by some or all of this criteria...
Basic	<ul style="list-style-type: none"> <li>▪ Date</li> <li>▪ DVR</li> <li>▪ System ID</li> <li>▪ Owner</li> <li>▪ Category</li> </ul>
Advanced	<ul style="list-style-type: none"> <li>▪ After Date</li> <li>▪ Before Date</li> <li>▪ DVR</li> <li>▪ DVR Type</li> <li>▪ Body Worn 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>▪ Incident number</li> <li>▪ Speed Greater Than</li> <li>▪ UMD</li> </ul>



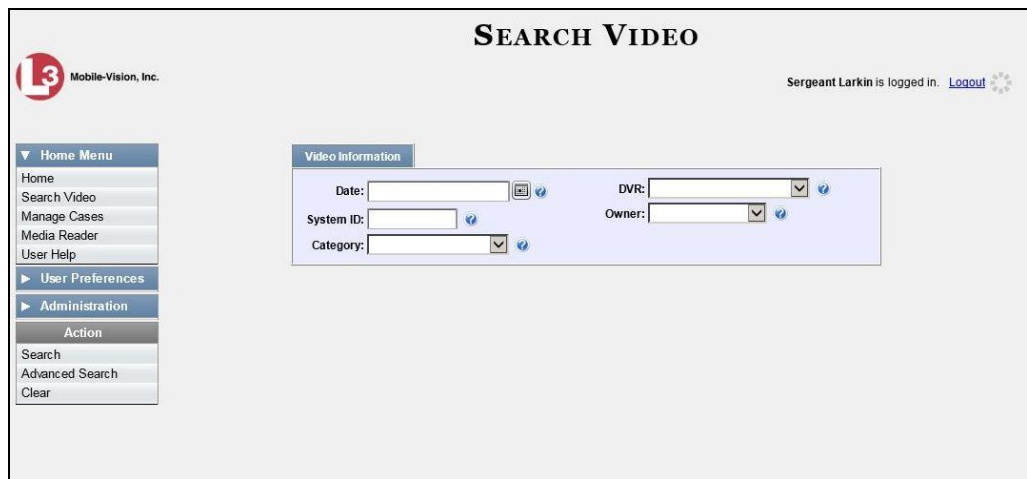
For specific instructions, see:

- Performing a Basic Video Search, below
- Performing an Advanced Video Search, page 23.

## Performing a Basic Video Search

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

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



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

Video Information	
Search Field	Description
Date	Limits your search to those videos that began recording on this date. <i>Select this date from the calendar popup OR enter directly in mm/dd/yyyy format.</i>
DVR	Limits your search to those videos that were captured by this DVR unit. For more on DVRs, see <i>DVR Name</i> in the table on page 33. <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 33.

(Continued)

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 33. <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 34. <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>BodyVISION</i> 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 23.
Clear	Remove all entries and selections from the Search form.
Previous Results	Return to the Video Search Results page, if applicable. If you have not performed a search since you logged on, this action will not display.
Back to Video	Display the Video Details of the last video you viewed or played. If you have not viewed or played a video since you logged on, this action will not display.
Back to Case	Display the Case Details of the last case you viewed. If you have not viewed a case since you logged on, this action will not display.

- 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


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

Home Menu	Videos							
Home	Page 1 of 2 (10 total records)							
Search Video	Info	Play	Owner	DVR Name	Category	Duration	Date / Time	Notes
Manage Cases			Officer Zalewski	Lance's BV Unit	Traffic Citation	3 min	11/06/2015 13:54	
Media Reader			*1 No Name@12:49:33	Lance's BV Unit	Traffic Citation	---	11/02/2015 10:33	
User Help			Officer Zalewski	Unit 1	Traffic Citation	10 min	07/18/2014 07:23	
User Preferences			Officer Zalewski	Unit 1	Traffic Citation	26 min	07/18/2014 06:56	
Administration			Officer Zalewski	Unit 1	Traffic Citation	1 min	06/24/2014 06:58	
Action			Officer Zalewski	*1 No 2@12:03:37	Traffic Citation	16 min	02/27/2014 07:10	
New Search								
Export								
Back to Video								

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.

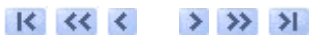
- 5 Go to the column heading you wish to sort by—*Owner*, *DVR Name*, or *Category*:

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

– OR –

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

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



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

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



*(Continued)*

### VIDEO SEARCH RESULTS

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

Info	Play	Owner	DVR Name	Category	Duration	Date / Time	Notes
		Officer Zalewski	Lance's BVUnit	Traffic Citation	3 min	11/06/2015 13:54	
		*1 No Name@12:49:33	Lance's BVUnit	Traffic Citation	---	11/02/2015 10:33	
		Officer Zalewski	Unit 1	Traffic Citation	10 min	07/18/2014 07:23	
		Officer Zalewski	Unit 1	Traffic Citation	26 min	07/18/2014 06:56	
		Officer Zalewski	Unit 1	Traffic Citation	1 min	06/24/2014 06:58	
		Officer Zalewski	*1 No 2@12:03:37	Traffic Citation	16 min	02/27/2014 07:10	

These fields are described in the table on page 29.

- 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 28.

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

### VIDEO DETAILS

mvadmin is logged in. [Logout](#)

<ul style="list-style-type: none"> <li>Home Menu</li> <li>Home</li> <li>Search Video</li> <li>Manage Cases</li> <li>Media Reader</li> <li>User Help</li> <li>User Preferences</li> <li>Administration</li> <li>Action</li> <li>Play</li> <li>Google Earth</li> <li>Edit</li> <li>Untag Video</li> <li>Export</li> <li>Add To Case</li> <li>Chain of Custody</li> <li>Previous Results</li> <li>Back to Case</li> </ul>	Status: <b>Online</b>   Video Logs   UMD			
	System Video #:	<input type="text" value="67"/>	Incident #:	<input type="text" value="09-86422"/>
	Owner:	<input type="text" value="Officer Zalewski"/>	Ingest Date:	<input type="text" value="01/12/2015 16:23"/>
	DVR Officer Name:	<input type="text" value="No Name"/>	Record Reason:	<input type="text" value="Record Button"/>
	DVR Name:	<input type="text" value="Unit 1"/>	Video Start Date:	<input type="text" value="06/24/2014 06:58"/>
	DVR Type:	<input type="text" value="Vehicle"/>	Video End Date:	<input type="text" value="06/24/2014 06:59"/>
	Category:	<input type="text" value="Search"/>	Duration (minutes):	<input type="text" value="1"/>
	Video Tagged:	<input type="text" value="Yes"/>	Maximum Speed:	<input type="text" value="0"/>
	Assigned To Case(s): <a href="#">Pedestrian Accident</a> Video Notation(s): <a href="#">Image of a child</a>			

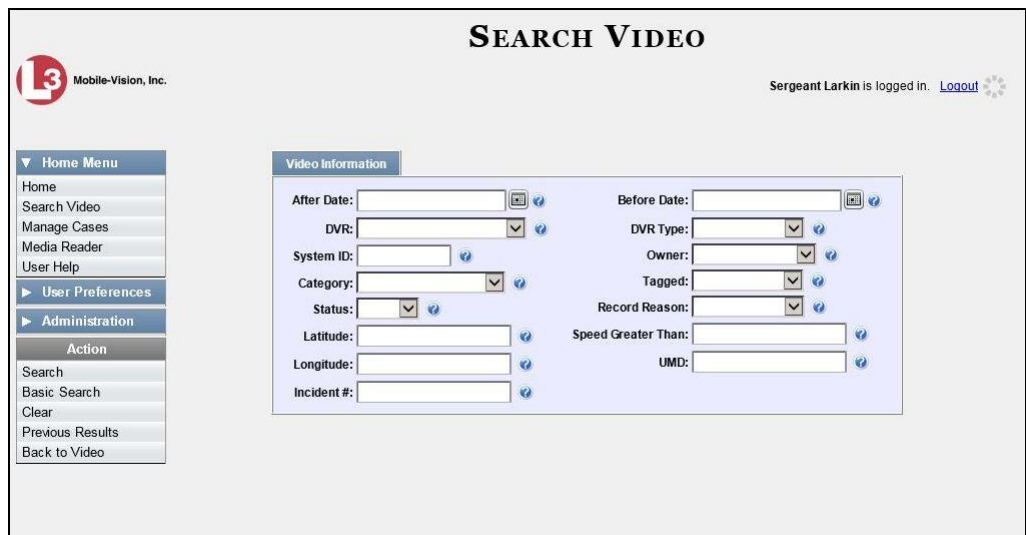
For a detailed description of the components on this page, see the table beginning on page 33.

## Performing an Advanced Video Search

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

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

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



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

*(Continued)*

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 33. <i>Select this value from the drop-down list.</i>
DVR Type	Limits your search to those videos that were captured by one of these DVR types: <ul style="list-style-type: none"> <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>BodyVISION</i>.</li> <li>▪ <i>VieVu</i>. A small, wearable DVR called <i>VIEVU</i>.</li> </ul> <i>Select this value from the drop-down list.</i>
Body Worn Mode	Limits your search to <i>BodyVISION</i> videos, <i>BodyVISION</i> snapshots, or both. This field will only display if you select a <i>DVR Type</i> of <b>Body Worn</b> . <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 33.
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 33. <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 34. <i>Select this value from the drop-down list.</i> If you are searching for a <i>VIEVU</i> video, select <b>VieVu</b> . If you are searching for a <i>BodyVISION</i> video or snapshot, select <b>Body Worn</b> .

Video Information (cont'd)	
Search Field	Description
Tagged	Limits your search to those videos that are either tagged or not tagged. For more on tagging, see “Tagging” on page 69. <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 the server due to its age, category, and/or other system settings. You can still view that video’s thumbnail image and statistics (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 36. <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 longitudinal coordinate contains this text. <i>Must be used in conjunction with the ‘Latitude’ field.</i> The <i>Display MAX Speed and GPS Data</i> permission is required to search on this field.
Incident #	Limits your search to those videos in which the Incident number contains these digits.
Speed Greater Than	Limits your search to those videos whose recorded maximum vehicle speed during a recording was greater than this value. The <i>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 129.
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 19.

Available Actions (cont'd)	
Action	Description
Clear	Remove all entries and selections from the Search form.
Previous Results	Return to the previous Video Search Results page, if applicable. If you have not performed a search since you logged on, this action will not display.
Back to Video	Display the Video Details page for the last video you viewed or played. If you have not viewed or played a video since you logged on, this action will not display.
Back to Case	Display the Case Details of the last case you viewed. If you have not viewed a case since you logged on, this action will not display.

- 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

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

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

Videos

Page 1 of 2 (10 total records)

Info	Play	Owner	DVR Name	Category	Duration	Date / Time	Notes
		Officer Zalewski	Lance's BV Unit	Traffic Citation	3 min	11/06/2015 13:54	
		*1 No Name@12:49:33	Lance's BV Unit	Traffic Citation	---	11/02/2015 10:33	
		Officer Zalewski	Unit 1	Traffic Citation	10 min	07/18/2014 07:23	
		Officer Zalewski	Unit 1	Traffic Citation	26 min	07/18/2014 06:56	
		Officer Zalewski	Unit 1	Traffic Citation	1 min	06/24/2014 06:58	
		Officer Zalewski	*1 No 2@12:03:37	Traffic Citation	16 min	02/27/2014 07:10	

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

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



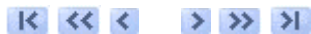
- Go to the column heading you wish to sort by—*Owner*, *DVR Name*, or *Category*:

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

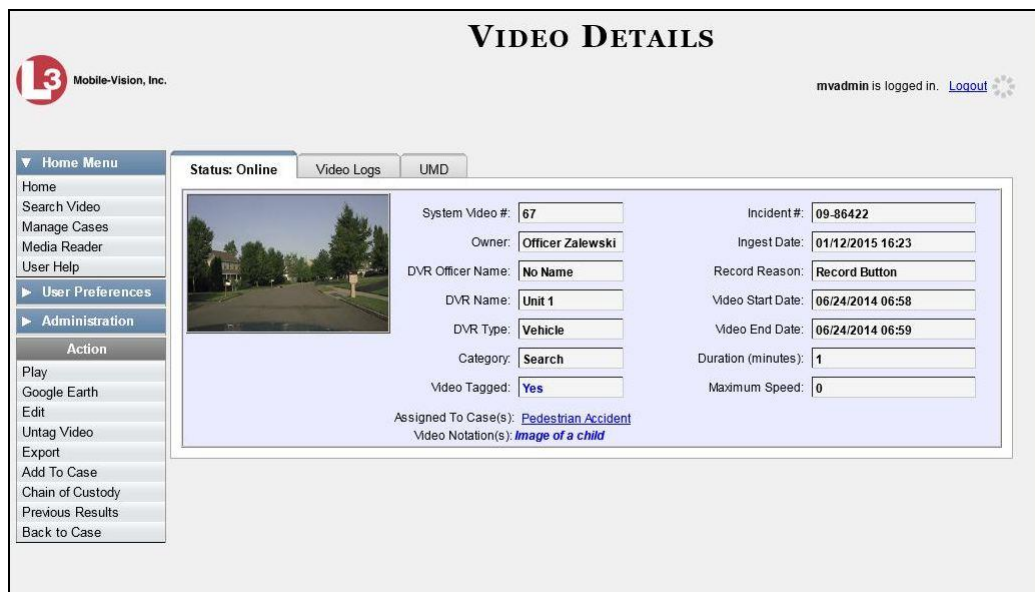
– OR –

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

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



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




**VIDEO DETAILS**

L3 Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

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

Status: Online | Video Logs | UMD

	System Video #: <input type="text" value="67"/>	Incident #: <input type="text" value="09-86422"/>
	Owner: <input type="text" value="Officer Zalewski"/>	Ingest Date: <input type="text" value="01/12/2015 16:23"/>
	DVR Officer Name: <input type="text" value="No Name"/>	Record Reason: <input type="text" value="Record Button"/>
	DVR Name: <input type="text" value="Unit 1"/>	Video Start Date: <input type="text" value="06/24/2014 06:58"/>
	DVR Type: <input type="text" value="Vehicle"/>	Video End Date: <input type="text" value="06/24/2014 06:59"/>
	Category: <input type="text" value="Search"/>	Duration (minutes): <input type="text" value="1"/>
	Video Tagged: <input type="text" value="Yes"/>	Maximum Speed: <input type="text" value="0"/>

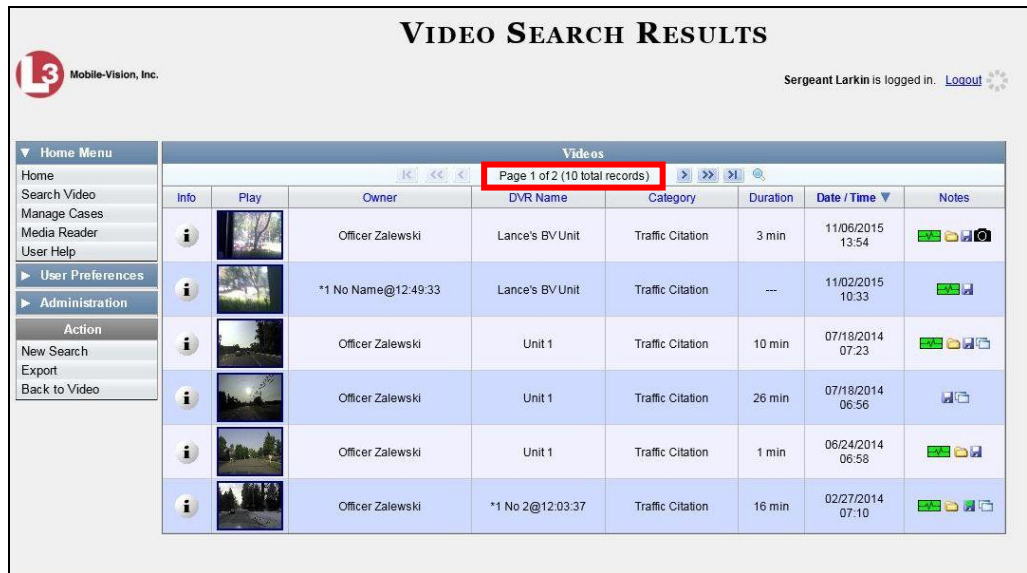
Assigned To Case(s): [Pedestrian Accident](#)  
 Video Notation(s): [image of a child](#)

For a detailed description of the components on this page, see the table beginning on page 33.

## 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 19 and “Performing an Advanced Video Search” on page 23.

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.



**VIDEO SEARCH RESULTS**

Mobile-Vision, Inc. Sergeant Larkin is logged in. [Logout](#)

Home Menu

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

User Preferences




Administration

Action


- New Search
- Export
- Back to Video

Videos							
Info	Play	Owner	DVR Name	Category	Duration	Date / Time	Notes
		Officer Zalewski	Lance's BV Unit	Traffic Citation	3 min	11/06/2015 13:54	
		*1 No Name@12:49:33	Lance's BV Unit	Traffic Citation	---	11/02/2015 10:33	
		Officer Zalewski	Unit 1	Traffic Citation	10 min	07/18/2014 07:23	
		Officer Zalewski	Unit 1	Traffic Citation	26 min	07/18/2014 06:56	
		Officer Zalewski	Unit 1	Traffic Citation	1 min	06/24/2014 06:58	
		Officer Zalewski	*1 No 2@12:03:37	Traffic Citation	16 min	02/27/2014 07:10	

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.
	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 videos or less, the navigation buttons will be grayed out.

Quick Search Icon*	
	A toggle switch used to display or collapse a row of search fields. You can use these fields to further narrow your search results (i.e., perform a “search within a search”). See <i>Quick Search Fields</i> below.  This icon only displays after you perform a <i>Basic</i> search.
Quick Search Fields*	
Search Field	Description
Owner	Limits your search to those videos that are owned by a particular officer. For a detailed description of this field, see <i>Owner</i> in the table on page 33. <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 33. <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 34. <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 display the Video Details page.
Play	Thumbnail image of video. Used to launch the Flashback Player and watch the video (online videos) or display a larger view of the <i>BodyVISION</i> snapshot, if applicable.
Owner	The name of the officer who owns this video. For more information on this field, see <i>Owner</i> in the table on page 33.
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 33.
Category	The category assigned to this video. For more on video categories, see <i>Category</i> in the table on page 34.
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>BodyVISION</i> snapshot.

(Continued)

---

\* 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 format.
Notes	<p>Status icons used to provide details on each video.</p> <ul style="list-style-type: none"> <li> The video file has been tagged by a user. For more on tagging, see “Tagging” on page 69.</li> <li> The video file is <i>online</i>.</li> <li> The video file is <i>offline</i> and has not been backed up to an archive disc.</li> <li> The video file has been burned to an archive disc.</li> <li> The video file is in the process of being burned to an archive disc.</li> <li> The video file belongs to a video group. For more on video groups, see “Viewing a Video’s Group Information” on page 40.</li> <li> The video file is assigned to a case. For more on cases, see chapter 4.</li> <li> The video record includes one or more snapshot still images. <i>Applies to BodyVISION videos only.</i></li> </ul>
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 94.
Back to Video	Display the Video Details of the last video you viewed or played. If you have not viewed or played a video since you logged on, this action will not display.
Back to Case	Display the Case Details of the last case you viewed. If you have not viewed a case since you logged on, this action will not display.

## Displaying a Video


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

For instructions on displaying a *BodyVISION* snapshot file, see “Displaying a Snapshot” on page 48 instead.

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

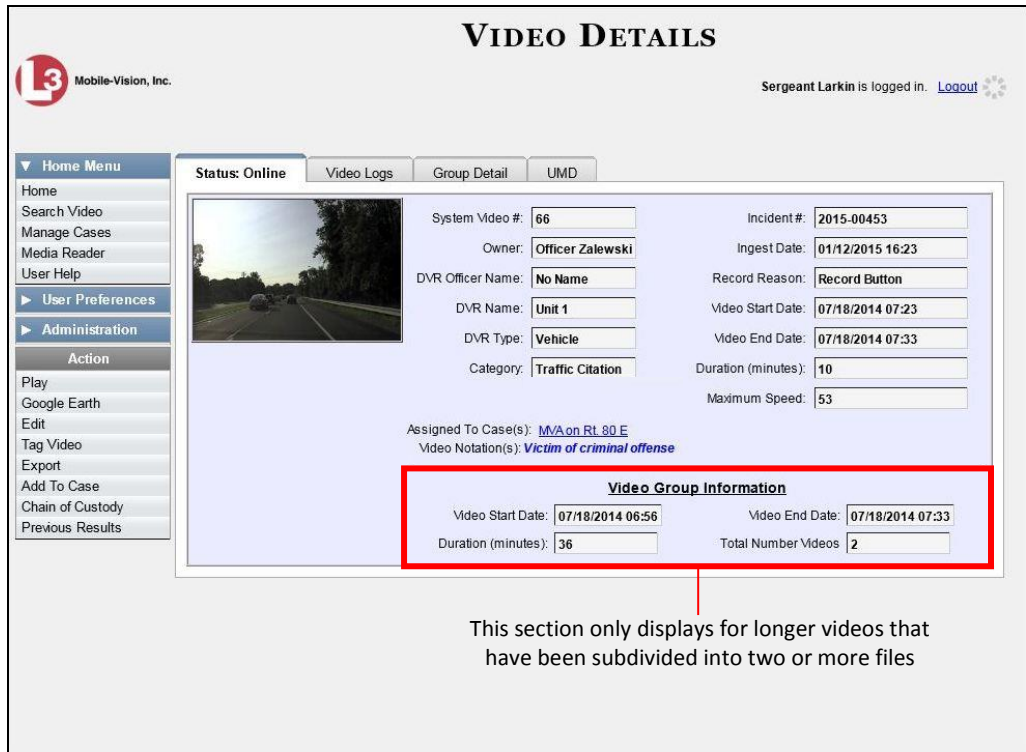


VIDEO SEARCH RESULTS							
L3 Mobile-Vision, Inc.		Sergeant Larkin is logged in. <a href="#">Logout</a>					
Videos							
Page 1 of 2 (10 total records)							
Info	Play	Owner	DVR Name	Category	Duration	Date / Time	Notes
		Officer Zalewski	Lance's BV Unit	Traffic Citation	3 min	11/06/2015 13:54	  
		*1 No Name@12:49:33	Lance's BV Unit	Traffic Citation	---	11/02/2015 10:33	 
		Officer Zalewski	Unit 1	Traffic Citation	10 min	07/18/2014 07:23	  
		Officer Zalewski	Unit 1	Traffic Citation	26 min	07/18/2014 06:56	 
		Officer Zalewski	Unit 1	Traffic Citation	1 min	06/24/2014 06:58	 
		Officer Zalewski	*1 No 2@12:03:37	Traffic Citation	16 min	02/27/2014 07:10	  

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

(Continued)

Sample Flashback Record



**VIDEO DETAILS**

L3 Mobile-Vision, Inc. Sergeant Larkin is logged in. [Logout](#)

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

Status: Online | Video Logs | Group Detail | UMD

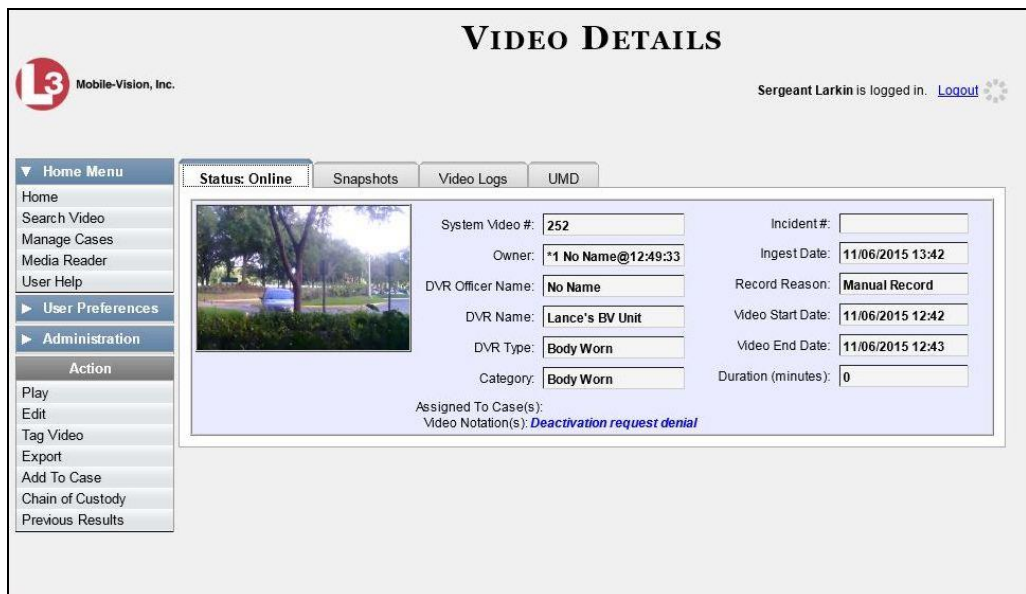
System Video #: 66 | Incident #: 2015-00453  
 Owner: Officer Zalewski | Ingest Date: 01/12/2015 16:23  
 DVR Officer Name: No Name | Record Reason: Record Button  
 DVR Name: Unit 1 | Video Start Date: 07/18/2014 07:23  
 DVR Type: Vehicle | Video End Date: 07/18/2014 07:33  
 Category: Traffic Citation | Duration (minutes): 10  
 Maximum Speed: 53

Assigned To Case(s): [M/A on Rt. 80 E](#)  
 Video Notation(s): [Victim of criminal offense](#)

**Video Group Information**  
 Video Start Date: 07/18/2014 06:56 | Video End Date: 07/18/2014 07:33  
 Duration (minutes): 36 | Total Number Videos: 2

This section only displays for longer videos that have been subdivided into two or more files

Sample BodyVISION Record



**VIDEO DETAILS**

L3 Mobile-Vision, Inc. Sergeant Larkin is logged in. [Logout](#)

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

Status: Online | Snapshots | Video Logs | UMD

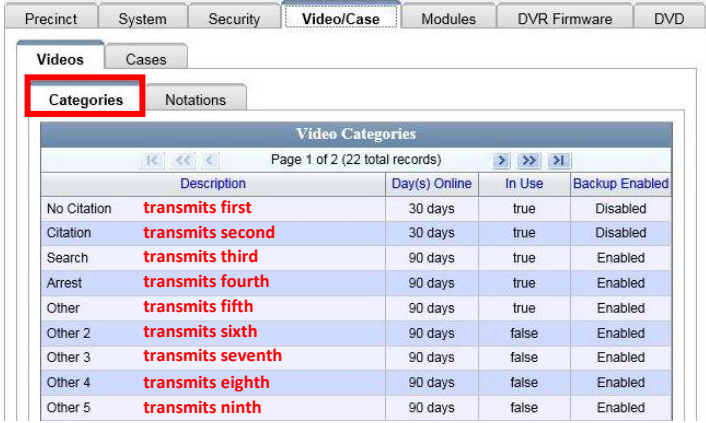
System Video #: 252 | Incident #:   
 Owner: \*1 No Name@12:49:33 | Ingest Date: 11/06/2015 13:42  
 DVR Officer Name: No Name | Record Reason: Manual Record  
 DVR Name: Lance's BV Unit | Video Start Date: 11/06/2015 12:42  
 DVR Type: Body Worn | Video End Date: 11/06/2015 12:43  
 Category: Body Worn | Duration (minutes): 0

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

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 automatically assigns to each video. Also referred to as the <i>System ID</i> .
Owner	<p>The name of the officer who owns this video. By default, the owner of a video file is the officer who was logged into the DVR unit during the recording.</p> <p>If an owner name starts with <b>*1</b>, it means that it was auto-created by the system. There are two scenarios in which the system will automatically create an owner:</p> <ol style="list-style-type: none"> <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: <b>*1 [DVR login name] @ [date/time]</b>. This name will display in the video's <i>Owner</i> field. <b>Note:</b> When officers login to Flashback DVRs using a DVR Login Key, it eliminates the possibility of typos, thus reducing the number of <b>*1</b> 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 or assigned to the DVR. In this instance, the system will assign a default owner of <b>*1 No Name@ [time at which default officer name was created]</b> to any videos that were recorded during that session.</li> </ol> <p>If necessary, you can reassign a <b>*1</b> video to its proper owner, as described in "Reassigning Video to a Different Officer" on page 123.</p>
DVR Officer Name	The name of the officer who was logged into or assigned to the DVR at the time this video was recorded. This person may or may not be the same as the video <i>Owner</i> . If no one was logged into or assigned to the DVR at the time of the recording, the system will assign a default DVR Officer Name of <b>*1 No name@[time at which default officer name was created]</b> .
DVR Name	The name of the Flashback or Body Worn unit that recorded this video.

(Continued)


Status Tab (cont'd)																																																													
Field	Description																																																												
DVR Type	<p>The type of DVR that captured this video:</p> <ul style="list-style-type: none"> <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 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>BodyVISION</i>.</li> <li>▪ <i>VieVu</i>. A small, wearable DVR called <i>VIEVU</i>.</li> </ul>																																																												
Category	<p>The category assigned to this video. A Flashback video's category determines the order in which it transmits to the server. Flashback videos will transmit in the order in which they are listed on the <b>Categories</b> tab, as demonstrated below.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;">  <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th colspan="5">Video Categories</th> </tr> <tr> <th colspan="5">Page 1 of 2 (22 total records)</th> </tr> <tr> <th></th> <th>Description</th> <th>Day(s) Online</th> <th>In Use</th> <th>Backup Enabled</th> </tr> </thead> <tbody> <tr> <td>No Citation</td> <td>transmits first</td> <td>30 days</td> <td>true</td> <td>Disabled</td> </tr> <tr> <td>Citation</td> <td>transmits second</td> <td>30 days</td> <td>true</td> <td>Disabled</td> </tr> <tr> <td>Search</td> <td>transmits third</td> <td>90 days</td> <td>true</td> <td>Enabled</td> </tr> <tr> <td>Arrest</td> <td>transmits fourth</td> <td>90 days</td> <td>true</td> <td>Enabled</td> </tr> <tr> <td>Other</td> <td>transmits fifth</td> <td>90 days</td> <td>true</td> <td>Enabled</td> </tr> <tr> <td>Other 2</td> <td>transmits sixth</td> <td>90 days</td> <td>false</td> <td>Enabled</td> </tr> <tr> <td>Other 3</td> <td>transmits seventh</td> <td>90 days</td> <td>false</td> <td>Enabled</td> </tr> <tr> <td>Other 4</td> <td>transmits eighth</td> <td>90 days</td> <td>false</td> <td>Enabled</td> </tr> <tr> <td>Other 5</td> <td>transmits ninth</td> <td>90 days</td> <td>false</td> <td>Enabled</td> </tr> </tbody> </table> </div> <p>A video's category also determines its <i>online life</i>. You can assign a number of online days to each category, as described in "Maintaining Video Categories" on page 155. 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.</p> <p>Most Flashback categories are assigned by the officer immediately after a video is done recording. However, you can also assign categories back at the precinct after you've logged onto the server, as described in "Changing a Video's Category" on page 66. The default video categories that you can assign to a video are: <i>No Citation</i>, <i>Citation</i>, <i>Search</i>, <i>Arrest</i>, <i>Other 1 – 5</i>. You have the option of customizing these default category names to meet your agency's needs, as described in "Maintaining Video Categories" on page 155.</p>	Video Categories					Page 1 of 2 (22 total records)						Description	Day(s) Online	In Use	Backup Enabled	No Citation	transmits first	30 days	true	Disabled	Citation	transmits second	30 days	true	Disabled	Search	transmits third	90 days	true	Enabled	Arrest	transmits fourth	90 days	true	Enabled	Other	transmits fifth	90 days	true	Enabled	Other 2	transmits sixth	90 days	false	Enabled	Other 3	transmits seventh	90 days	false	Enabled	Other 4	transmits eighth	90 days	false	Enabled	Other 5	transmits ninth	90 days	false	Enabled
Video Categories																																																													
Page 1 of 2 (22 total records)																																																													
	Description	Day(s) Online	In Use	Backup Enabled																																																									
No Citation	transmits first	30 days	true	Disabled																																																									
Citation	transmits second	30 days	true	Disabled																																																									
Search	transmits third	90 days	true	Enabled																																																									
Arrest	transmits fourth	90 days	true	Enabled																																																									
Other	transmits fifth	90 days	true	Enabled																																																									
Other 2	transmits sixth	90 days	false	Enabled																																																									
Other 3	transmits seventh	90 days	false	Enabled																																																									
Other 4	transmits eighth	90 days	false	Enabled																																																									
Other 5	transmits ninth	90 days	false	Enabled																																																									



Status Tab (cont'd)	
Field	Description
Category (cont'd)	<p>The following categories are assigned automatically by the system:</p> <ul style="list-style-type: none"> <li>▪ <i>Background Mode.</i> A Flashback recording session occurred when the Background Mode option was set to ON. When Background Mode is ON, it means that the Flashback DVR records continuously whenever the vehicle's ignition is on, and for X* number of minutes after the ignition is turned off.</li> <li>▪ <i>Power Failure.</i> A Flashback 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 Flashback 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>BodyVISION</i>.</li> <li>▪ <i>VieVu.</i> The video was captured using a small, wearable DVR called <i>VIEVU</i>.</li> <li>▪ <i>Firmware Upgrade.</i> An officer requested a Flashback 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 (Flashback3/FlashbackHD) or CF card (Flashback1/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, or FlashbackHD video (highly unlikely scenario).</li> <li>▪ <i>Crash Battery Died.</i> The CrashBat battery failed during an in-car Flashback recording session. The CrashBat is an optional piece of hardware used to trigger the <b>RECORD</b> function when 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 an in-car Flashback recording session. The Aggressive Driving module includes both a hardware and firmware component. If you are interested in purchasing this product, please contact L-3 Mobile-Vision Sales at 1-800-336-8475.</li> </ul>

(Continued)

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

Status Tab (cont'd)	
Field	Description
Category (cont'd)	<ul style="list-style-type: none"> <li>▪ <i>Unknown</i>. A Flashback 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>▪ <i>Non Playable</i>. A problem occurred during the recording process or video ingestion process that rendered the video unplayable.</li> </ul> <p><b>Note:</b> System-assigned categories cannot be changed.</p>
Incident #	The agency incident number associated with this video, if applicable.
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 format.
Record Reason	<p>The event or “trigger” that caused your Flashback DVR to start recording. Record reasons include:</p> <ul style="list-style-type: none"> <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  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 DVR Group” and “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 format.
Video End Date	The date and time at which the DVR stopped recording this video. Time displays in hh:mm format.

Status Tab (cont'd)	
Field	Description
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>BodyVISION</i> snapshot.
Maximum Speed	The highest vehicle speed that was reached during this Flashback recording. If you do not have the <i>Display MAX Speed and GPS Data</i> permission, this field will not display. If this video was recorded via a <i>BodyVISION</i> or VIEVU camera, this field will not display.
Assigned To Case(s)	The name of the case or cases that this video is assigned to, if applicable. For more on cases, see chapter 4.
Video Notation(s)	The name of any video notations that are assigned to this video. Video notations are agency-defined checkboxes used to categorize videos.
Video Group Information*	
Video Start Date	The date and time at which the DVR began recording the <i>first</i> video in this group. Time displays in hh:mm 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 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 48.
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 43.
Edit	Change the category, user metadata, and/or video notations saved with this video.  (Continued)

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

Available Actions (cont'd)	
Action	Description
Edit (cont'd)	For more information, see “Changing a Video’s Category” on page 66, “Adding Predefined User Metadata to a Media File” on page 67, and/or “Adding Predefined Video Notations to a Media File” on page 68.
Tag Video/ Untag Video	<b>Tag:</b> Add extra days to the video’s online life. The specific number of days depends on your system settings. For more information, see “Tagging a Video” on page 70. <b>Untag:</b> Remove the “tagged” flag from a video. For more information, see “Untagging a Video” on page 71.
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 94.
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 83 or “Adding a Video to a Case” in chapter 4.
Request Activation (Offline videos only)	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 of 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 <i>offline</i> .
Reactivate Now (Offline videos only)	Restore this video from a backup disc or tape to the server. For more information, see “Reactivating an Offline Video” on page 74. This action will only display if the video is offline <i>and</i> you have the <i>Reactivate Video</i> permission.
Chain of Custody	Generate a Chain of Custody report. For more information, see “Generating a Chain of Custody Report for a Video” on page 71.
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 113, beginning with step 2
- Viewing a Video’s User Metadata, below, beginning with step 2
- Viewing a Video’s Group Information, page 40, beginning with step 2
- Viewing a Video in Google Earth, page 43, beginning with step 2
- Viewing a Video’s Snapshots (*BodyVISION* only), page 45.

## 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 129.

- 1 Search for and display the video you wish to view. (If necessary, review “Displaying a Video” on page 31.) The Video Details page displays.




**VIDEO DETAILS**

L3 Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

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

Status: Online | Video Logs | UMD

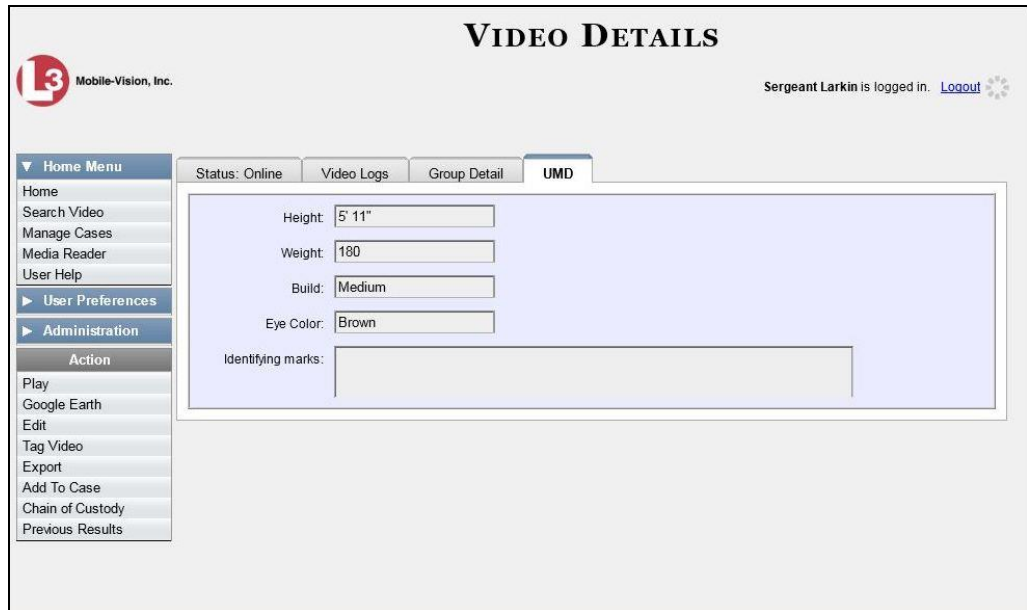


System Video #:	67	Incident #:	09-86422
Owner:	Officer Zalewski	Ingest Date:	01/12/2015 16:23
DVR Officer Name:	No Name	Record Reason:	Record Button
DVR Name:	Unit 1	Video Start Date:	06/24/2014 06:58
DVR Type:	Vehicle	Video End Date:	06/24/2014 06:59
Category:	Search	Duration (minutes):	1
Video Tagged:	Yes	Maximum Speed:	0

Assigned To Case(s): [Pedestrian Accident](#)  
Video Notation(s): [Image of a child](#)

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

(Continued)



**VIDEO DETAILS**

L3 Mobile-Vision, Inc. Sergeant Larkin is logged in. [Logout](#)

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

▶ User Preferences

▶ Administration

Action

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

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

Height:

Weight:

Build:

Eye Color:

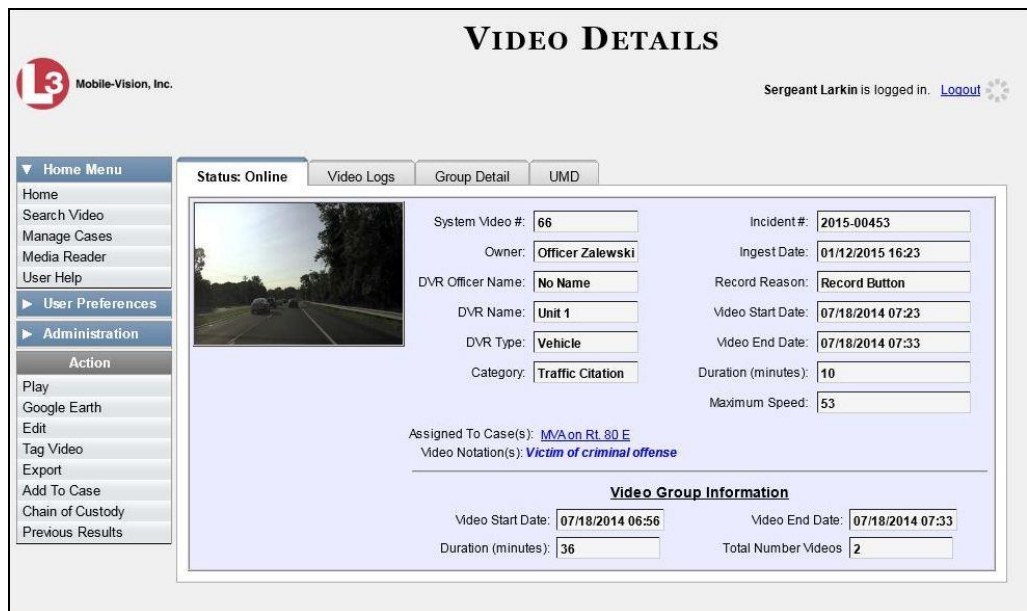
Identifying marks:

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

### Viewing a Video's Group Information

For burning purposes, videos cannot be any larger than 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 system divided the original video file into two or more files.

- 1 Search for and display the video you wish to view. (If necessary, review “Displaying a Video” on page 31.) The Video Details page displays.



**VIDEO DETAILS**

L3 Mobile-Vision, Inc. Sergeant Larkin is logged in. [Logout](#)

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

► User Preferences

► Administration

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

Status: Online | Video Logs | Group Detail | UMD

System Video #: 66 Incident #: 2015-00453  
 Owner: Officer Zalewski Ingest Date: 01/12/2015 16:23  
 DVR Officer Name: No Name Record Reason: Record Button  
 DVR Name: Unit 1 Video Start Date: 07/18/2014 07:23  
 DVR Type: Vehicle Video End Date: 07/18/2014 07:33  
 Category: Traffic Citation Duration (minutes): 10  
 Maximum Speed: 53

Assigned To Case(s): [M/A on Rt. 80 E](#)  
 Video Notation(s): [Victim of criminal offense](#)

**Video Group Information**

Video Start Date: 07/18/2014 06:56 Video End Date: 07/18/2014 07:33  
 Duration (minutes): 36 Total Number Videos: 2

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



**VIDEO DETAILS**

L3 Mobile-Vision, Inc. Sergeant Larkin is logged in. [Logout](#)

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

► User Preferences

► Administration

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

Status: Online | Video Logs | Group Detail | UMD

Owner: Officer Zalewski Video Start Date: 07/18/2014 06:56  
 DVR Name: Unit 1 Video End Date: 07/18/2014 07:33  
 Category: Traffic Citation Duration (minutes): 36

**Continuation Videos**

Page 1 of 1 (2 total records)

Info	Play	Owner	Video Number	Duration	Date / Time	Notes
		Officer Zalewski	1 of 2	26 min	07/18/2014 06:56	
		Officer Zalewski	2 of 2	10 min	07/18/2014 07:23	

The components on the Group Detail tab are described on the next page.

(Continued)

Group Detail Tab	
Field	Description
Owner	The name of the officer who was logged into or assigned to the DVR that recorded the original full-length video. For more information on this field, see <i>Owner</i> in the table on page 33.
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 33.
Category	The video category assigned to the original full-length video. For a description of this field's values, see page 34.
Video Start Date	The date and time at which the DVR began recording the original full-length video. Time displays in hh:mm format.
Video End Date	The date and time at which the DVR stopped recording the original full-length video. Time displays in hh:mm format.
Duration (minutes)	The length of the original video, in minutes. This is the sum of all minutes for all videos in the group.
Column	Description
Info	The Video Details icon. Used to display the Video Details page for this video segment.
Play	A thumbnail image of the video segment. Used to launch the Flashback Player and watch this video segment.
Group Detail Tab (cont'd)	
Column	Description
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.
Duration	The length of this video segment, in minutes.
Date/Time	The date and time at which this segment of the video began recording. Time displays in hh:mm format.
Notes	Status icons used to provide details on each video. When the system divides the original video file into multiple files, it gives each file the same status icons as the original file. For a description of these icons, see page 30.

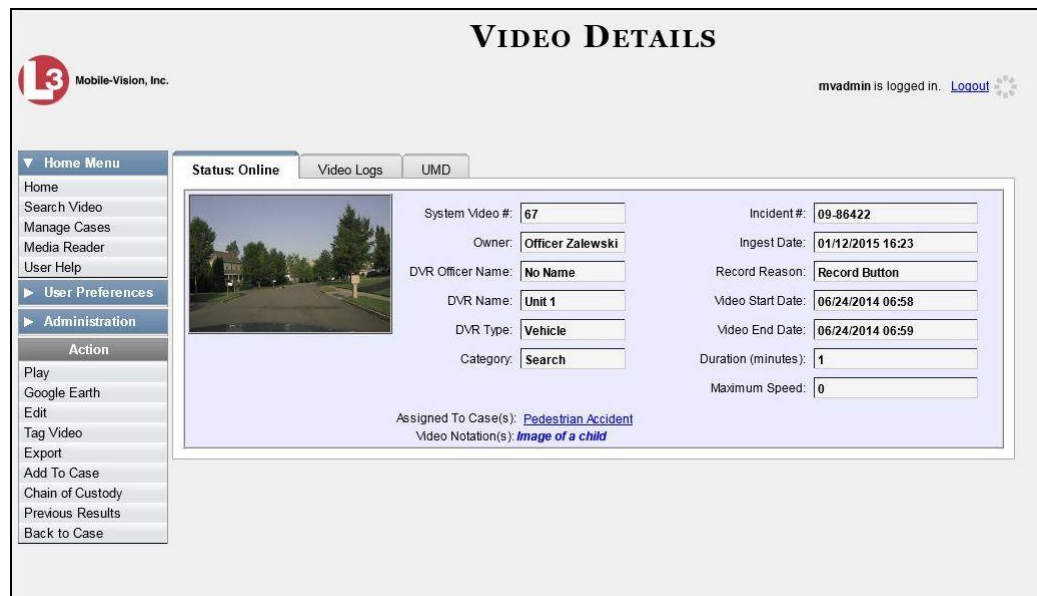


## Viewing a Video in Google Earth

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 31.) The Video Details page displays.



**VIDEO DETAILS**

L3 Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

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

▶ User Preferences

▶ Administration

**Action**

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

Status: Online | Video Logs | UMD

System Video #:  Incident #:

Owner:  Ingest Date:

DVR Officer Name:  Record Reason:

DVR Name:  Video Start Date:

DVR Type:  Video End Date:

Category:  Duration (minutes):

Maximum Speed:

Assigned To Case(s): [Pedestrian Accident](#)  
Video Notation(s): [Image of a child](#)


- 2 Go to the **Action** column and click **Google Earth**.<sup>\*</sup>
  - ⇒ If a popup message displays, proceed to the next step.
  - ⇒ If an aerial view of the video's route displays in red, skip to step 4.
- 3 Click **Open**. After a pause of a few seconds to a few minutes, an aerial view of the video's route displays in red.

*(Continued)*

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



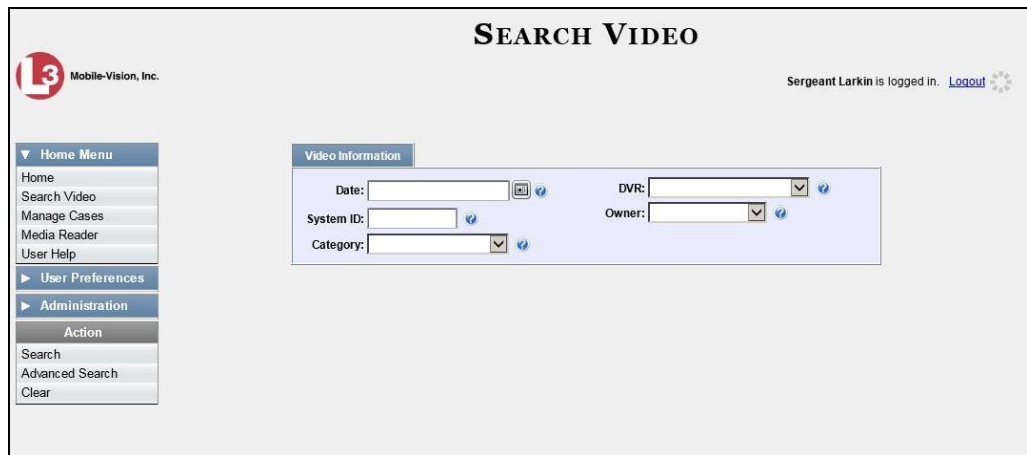
Note that the beginning and end of the video route are marked by a green and red thumbtack icon, respectively.

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

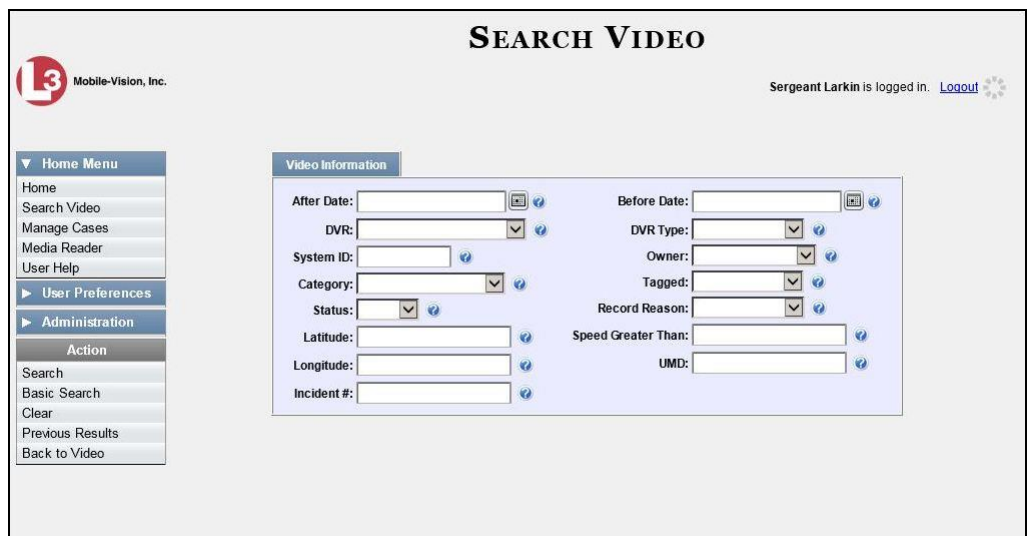
## Viewing a Video's Snapshots (*BodyVISION* only)

This section describes how to view the snapshot files that are associated with a particular *BodyVISION* record. If you wish to view the Details page for an individual snapshot, see “Displaying a Snapshot” on page 48 instead.

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



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




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

### VIDEO SEARCH RESULTS

Mobile-Vision, Inc. Sergeant Larkin is logged in. [Logout](#)

Home Menu		Videos						
Home		Page 1 of 1 (5 total records)						
Search Video	Info	Play	Owner	DVR Name	Category	Duration	Date / Time	Notes
Manage Cases			Officer Zalewski	Lance's BV Unit	Body Worn	3 min	11/06/2015 13:54	
Media Reader			Officer Zalewski	Maitland BV Unit	Body Worn	0 min	05/12/2015 13:11	
User Help			Officer Zalewski	*1 No Number@11:09:45	Body Worn	5 min	09/26/2014 17:57	
User Preferences			Officer Zalewski	*1 No Number@11:09:45	Body Worn	0 min	09/26/2014 17:56	
Administration			Officer Zalewski	*1 No Number@11:09:40	Body Worn	11 min	09/26/2014 06:57	



**HINT:** To determine if a *BodyVISION* video includes any snapshot still images, look for the  image in the *Notes* column.



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

### VIDEO DETAILS

Mobile-Vision, Inc. Sergeant Larkin is logged in. [Logout](#)

Home Menu		Status: Online	Snapshots	Video Logs	UMD
Home		System Video #: <input type="text" value="252"/>	Incident #: <input type="text"/>		
Search Video		Owner: <input type="text" value="*1 No Name@12:49:33"/>	Ingest Date: <input type="text" value="11/06/2015 13:42"/>		
Manage Cases		DVR Officer Name: <input type="text" value="No Name"/>	Record Reason: <input type="text" value="Manual Record"/>		
Media Reader		DVR Name: <input type="text" value="Lance's BV Unit"/>	Video Start Date: <input type="text" value="11/06/2015 12:42"/>		
User Help		DVR Type: <input type="text" value="Body Worn"/>	Video End Date: <input type="text" value="11/06/2015 12:43"/>		
User Preferences		Category: <input type="text" value="Body Worn"/>	Duration (minutes): <input type="text" value="0"/>		
Administration		Assigned To Case(s):			
Action		Video Notation(s): <i>Deactivation request denial</i>			
Play					
Edit					

**7** Click the **Snapshots** tab. The system displays the snapshot(s) that were captured from this video. In the example on the next page, there is only one snapshot.



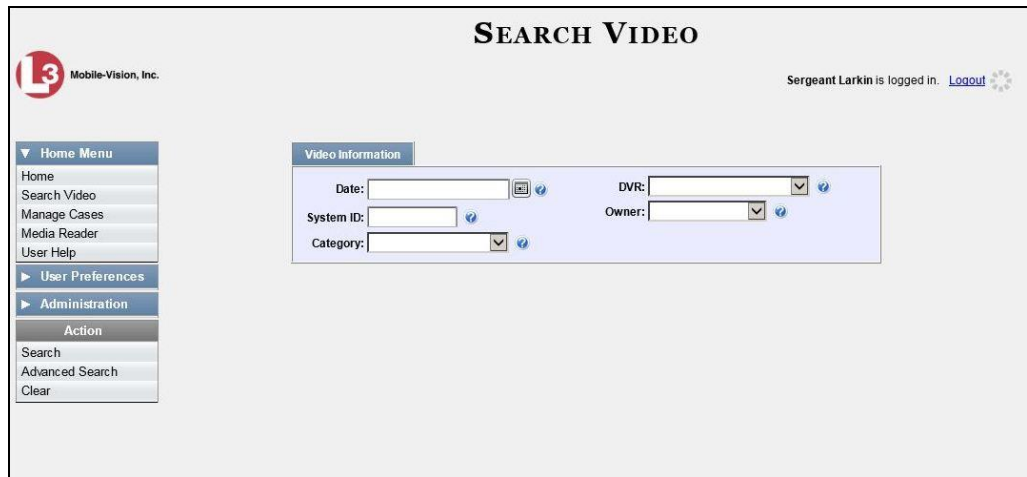
The columns on the Snapshots tab are described below.

Snapshots Tab	
Column	Description
Play	Thumbnail image of the snapshot. When you click on this image, the system will display the image in a larger format.
Owner	The name of the officer who owns this snapshot. By default, this is the officer to whom the associated <i>BodyVISION</i> unit was assigned to at the time the snapshot was captured. For more information on this field, see <i>Owner</i> in the table on page 33
DVR Name	The name of the <i>BodyVISION</i> unit that captured this snapshot. For more on DVRs, see <i>DVR Name</i> in the table on page 33.
Category	The video category that is assigned to this snapshot. All <i>BodyVISION</i> snapshot images are automatically assigned a category of <i>Body Worn</i> .
Date/Time	The date and time at which the associated <i>BodyVISION</i> captured this snapshot image. Displays in mm/dd/yyyy hh:mm:ss format.
Notes	Status icons used to provide details on this snapshot. For a description of each icon, see page 30.

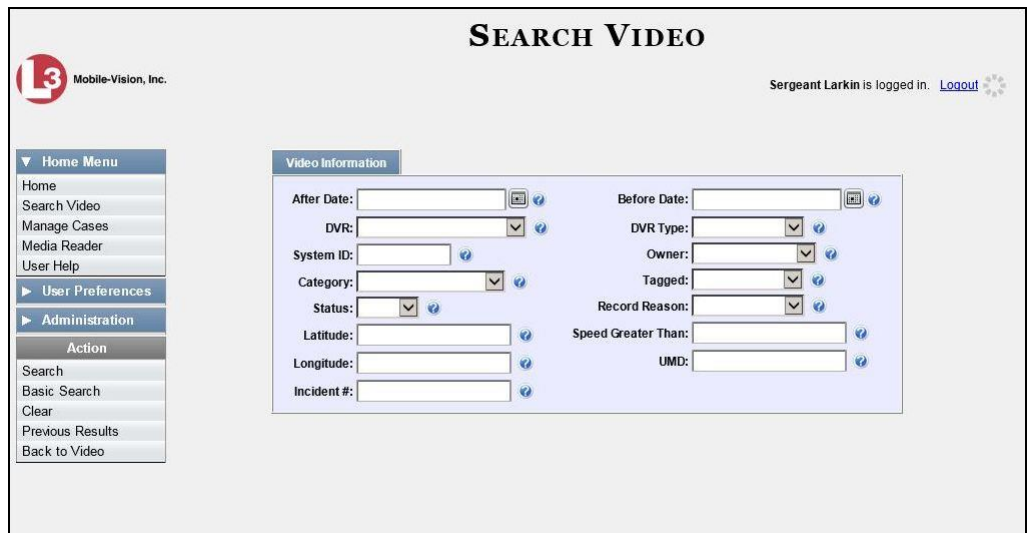
## Displaying a Snapshot

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

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



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



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

**SEARCH VIDEO**

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**Video Information**

After Date: [ ] Before Date: [ ]  
 DVR: [ ] DVR Type: Body Worn  
**Body Worn Mode: Both**  
 System ID: [ ] Owner: [ ]  
 Category: [ ] Tagged: [ ]  
 Status: [ ] Record Reason: [ ]  
 Latitude: [ ] Speed Greater Than: [ ]  
 Longitude: [ ] UMD: [ ]  
 Incident #: [ ]

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

**VIDEO SEARCH RESULTS**

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**Videos**


Page 1 of 1 (4 total records)

Info	Play	Owner	DVR Name	Category	Duration	Date / Time	Notes
		Officer Zalewski	Lance's BV Unit	Body Worn	---	11/06/2015 12:43	
		Officer Zalewski	Lance's BV Unit	Body Worn	---	11/02/2015 10:42	
		Officer Zalewski	Lance's BV Unit	Traffic Citation	---	11/02/2015 10:33	
		Officer Zalewski	Lance's BV Unit	Body Worn	---	11/02/2015 10:00	

*BodyVISION* snapshots display a dash in this column

- 7 If the snapshot you're looking for displays on this page, proceed to the next step.  
– OR –  
If the snapshot you're looking for does *not* display on this page, use the navigation arrows to scroll through the results list.
- 8 Click on the snapshot's *Info* icon. The Snapshot Details page displays.

## SNAPSHOT DETAILS


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▼ Home Menu

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


▶ User Preferences

▶ Administration

Action

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

Status: Online
Snapshot Logs
UMD



System Video #: <input type="text" value="245"/>	Incident #: <input type="text"/>
Owner: <input type="text" value="*1 No Name@12:49:33"/>	Ingest Date: <input type="text" value="11/03/2015 12:23"/>
DVR Officer Name: <input type="text" value="No Name"/>	Record Reason: <input type="text" value="Manual Record"/>
DVR Name: <input type="text" value="Lance's BV Unit"/>	Capture Date: <input type="text" value="11/02/2015 10:00"/>
DVR Type: <input type="text" value="Body Worn"/>	
Category: <input type="text" value="Body Worn"/>	

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

The fields on the Snapshot Details page are described below.

Snapshot Details	
Field	Description
System Video #	The unique identification number that the system automatically assigns to each snapshot. Also referred to as the <i>System ID</i> .
Owner	The name of the officer who owns this snapshot. For more information on this field, see <i>Owner</i> on page 33.
DVR Officer Name	The name of the officer to whom the associated <i>BodyVISION</i> unit was assigned to at the time this snapshot was captured.
DVR Name	The name of the <i>BodyVISION</i> unit from which this snapshot was captured.
DVR Type	The type of DVR that captured this snapshot. Because snapshot images are captured from <i>BodyVISION</i> cameras, the default value of the field will always be <i>Body Worn</i> .
Category	The video category that is assigned to this snapshot. All <i>BodyVISION</i> snapshot images are automatically assigned a category of <i>Body Worn</i> .
Incident #	The agency incident number associated with this snapshot.
Ingest Date	The date and time at which this snapshot was uploaded to the DEP server.

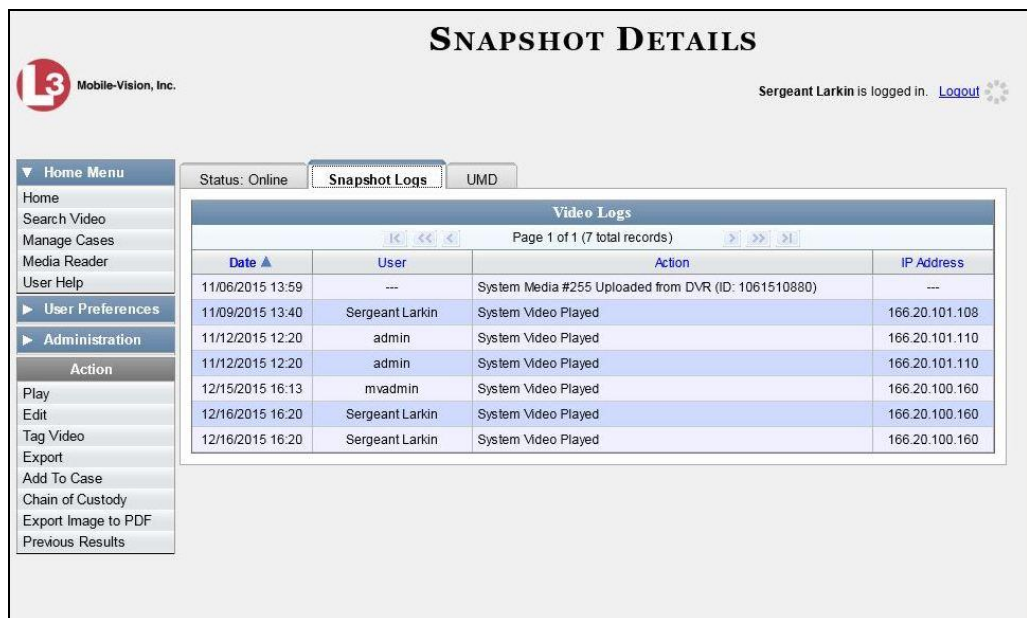


Snapshot Details (cont'd)	
Field	Description
Record Reason	The manner in which this <i>BodyVISION</i> snapshot was captured. A snapshot image is captured by manually pressing the unit's Snapshot/Tracepoint button. Therefore the value of this field will always be <i>Manual Record</i> .
Capture Date	The date and time at which this snapshot was captured from a <i>BodyVISION</i> while a recording was in progress.
Assigned To Case(s)	The name of the case or cases that this snapshot is assigned to, if applicable. For more on cases, see chapter 4.
Video Notation(s)	The name of any video notations that are assigned to this snapshot. Video notations are agency-defined checkboxes used to categorize video and snapshot files.
Actions	
Action	Description
Play	Display the snapshot image in a larger format
Edit	Change the category, user metadata, and/or video notations saved with this snapshot. For more information, see "Changing a Video Category" on page 66, "Adding Predefined User Metadata to a Media File" on page 67, and/or "Adding Predefined Video Notations to a Media File" on page 68.
Tag Video	<b>Tag:</b> Add extra days to the snapshot's online life. The specific number of days depends on your system settings. For more information, see "Tagging a Video" on page 70. <b>Untag:</b> Remove the "tagged" flag from a snapshot. For more information, see "Untagging a Video" on page 71
Export	Submit a request to burn this snapshot to DVD <i>or</i> download it to your PC as a JPG file. For more information on exporting, see chapter 3 and/or "Downloading Video Files to Your PC" on page 94. If you prefer to export a snapshot to a PDF file, select the <b>Export Image to PDF</b> option instead.
Add to Case	Add this snapshot to a new or existing case. For more information, see "Adding a Video to a New Case" on page 83 or "Adding a Video to a Case" in chapter 4.
Chain of Custody	Generate a Media Chain of Custody report for this snapshot.

(Continued)

Actions (cont'd)	
Action	Description
Export Image to PDF	Export this image to a PDF file. For more information on this topic, see “Exporting a Snapshot” on page 113. If you prefer to export a snapshot as a JPG file, select the <b>Export</b> option instead.
Previous Results	Return to the previous Video Search Results page.

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



**SNAPSHOT DETAILS**

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Status: Online | **Snapshot Logs** | UMD

**Video Logs**  
Page 1 of 1 (7 total records)

Date ▲	User	Action	IP Address
11/06/2015 13:59	---	System Media #255 Uploaded from DVR (ID: 1061510880)	---
11/09/2015 13:40	Sergeant Larkin	System Video Played	166.20.101.108
11/12/2015 12:20	admin	System Video Played	166.20.101.110
11/12/2015 12:20	admin	System Video Played	166.20.101.110
12/15/2015 16:13	mvadmin	System Video Played	166.20.100.160
12/16/2015 16:20	Sergeant Larkin	System Video Played	166.20.100.160
12/16/2015 16:20	Sergeant Larkin	System Video Played	166.20.100.160

For a description of the columns on this tab, see the table on page 122.

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

### SNAPSHOT DETAILS


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**Home Menu**

- Home
- Search Video
- Manage Cases
- Media Reader
- User Help
- User Preferences**
- Administration**
- Action**
- Play
- Edit
- Tag Video
- Export
- Add To Case
- Chain of Custody
- Export Image to PDF
- Previous Results

Status: Online
Snapshot Logs
UMD

Height:

Weight:

Build:

Eye Color:

Identifying marks:

For more information on user metadata, see “Maintaining User Metadata” on page 129.

## 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 18.) The Video Search Results page displays.

### VIDEO SEARCH RESULTS



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

**Home Menu**



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

Videos

Page 1 of 1 (5 total records)

	Info	Play	Owner	DVR Name	Category	Duration	Date / Time	Notes
			Officer Zalewski	Lance's BV Unit	Body Worn	3 min	11/06/2015 13:54	  
			Officer Zalewski	Unit 1	Traffic Citation	10 min	07/18/2014 07:23	  
			Officer Zalewski	Unit 1	Traffic Citation	1 min	06/24/2014 06:58	  
			Officer Zalewski	*1 No 2@12:03:37	Traffic Citation	16 min	02/27/2014 07:10	  
			Officer Zalewski	*1 No 2@12:03:37	Traffic Citation	41 min	11/12/2013 07:06	  

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.

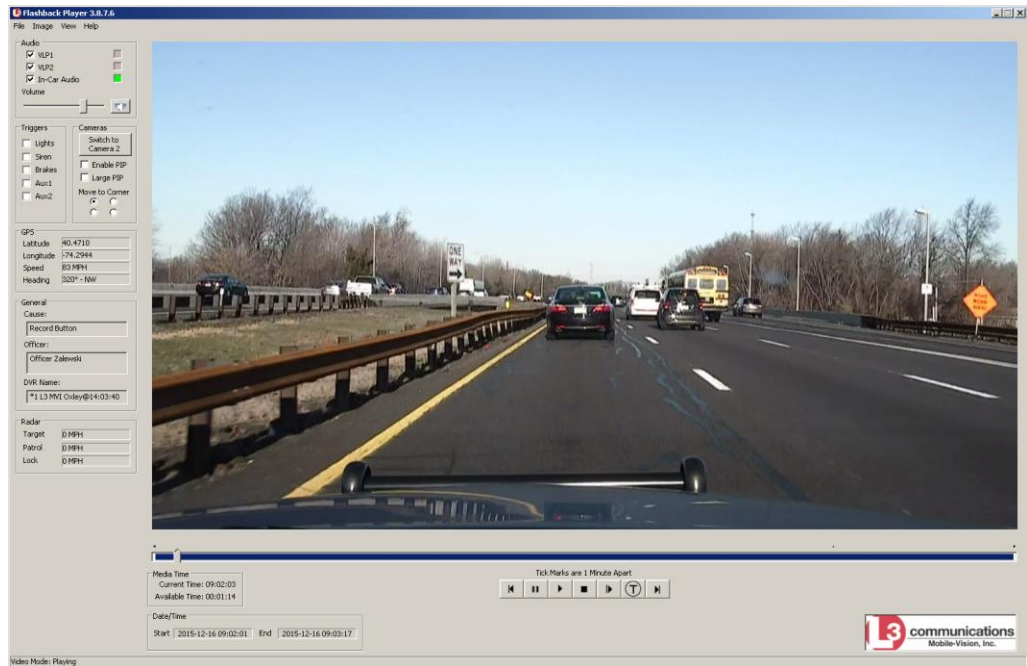
The appearance and functionality of the Flashback Player will differ slightly depending on whether you are viewing an AVD file (Flashback1 only) or a QBX file (all other DVRs), as described in “Flashback1 Player” on page 59 and “Flashback2/3/HD/BV Player” on the next page.

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






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

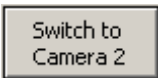

***Export a Video Frame*** To save a selected video frame as a file, press **Ctrl + S**. The Snapshot popup displays. Select a file format and any other options, then click **OK**. For a more detailed description of this procedure, see “Exporting a Video Frame” on page 62.

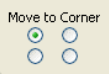
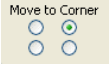
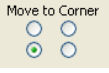

- 3 When you're finished viewing the video, select **File→Exit** from the menubar to close the Flashback Player.  
– OR –  
Click the  in the upper right corner of the Flashback Player.



## Flashback2/3/HD/BV Player








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

Flashback2/3/HD/BV Player (cont'd)	
Triggers	
<p>As you watch a video, some of the boxes in the <i>Triggers</i> column may turn red, indicating when a particular trigger or triggers were engaged. A trigger (also referred to as a <i>Record Reason</i>) is the event that causes an in-car DVR to start recording. For example, if the <i>siren</i> is one of your triggers and the <i>Siren</i> box remains red for the first five minutes of the video, it indicates that the driver had his siren on during that 5-minute time period.</p>	
Lights	This box turns red when the vehicle's emergency lights were on during the course of the video.
Siren	This box turns red when the vehicle's siren was on during the course of the video.
Brakes	<p>If brakes are one of your "triggers" (see <b>Note</b> below), this box turns red when the vehicle's breaks were activated during the course of the video.</p> <p><b>Note:</b> Brakes are technically a display option rather than a trigger.</p>
Aux 1	<p>If the Auxiliary 1 device is one of your triggers (actual device may vary), this box turns red whenever the device is triggered. For example, if your Auxiliary 1 device is the CrashBat2 crash detector, this box will turn red at the point in the video when the CrashBat2's G-force meter detected a crash.</p> <p>If the Auxiliary 1 device is <i>not</i> one of your triggers, this box will remain blank during the entire video regardless of whether the device was triggered or not.</p>
Aux 2	<p>If the Auxiliary 2 device is one of your triggers (actual device may vary), this box turns red whenever the device is triggered. If the Auxiliary 2 device is <i>not</i> one of your triggers, this box will remain blank during the entire video regardless of whether the device was triggered or not.</p>
Cameras	
	A control button used to switch to the viewpoint of Camera Channel <b>2</b> , which includes the Backseat camera and/or Bullet camera(s).
	A control button used to switch to the viewpoint of Camera Channel <b>1</b> —typically the forward facing zoom camera.
Enable PIP	A checkbox used to display ( <input checked="" type="checkbox"/> ) or hide ( <input type="checkbox"/> ) a "picture in picture" (PIP). A PIP is a small video display for video captured from the opposite Camera Channel.
Large PIP	A checkbox used to enlarge ( <input checked="" type="checkbox"/> ) or reduce ( <input type="checkbox"/> ) the size of the picture-in-picture (PIP) image. See <i>Enable PIP</i> above.

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

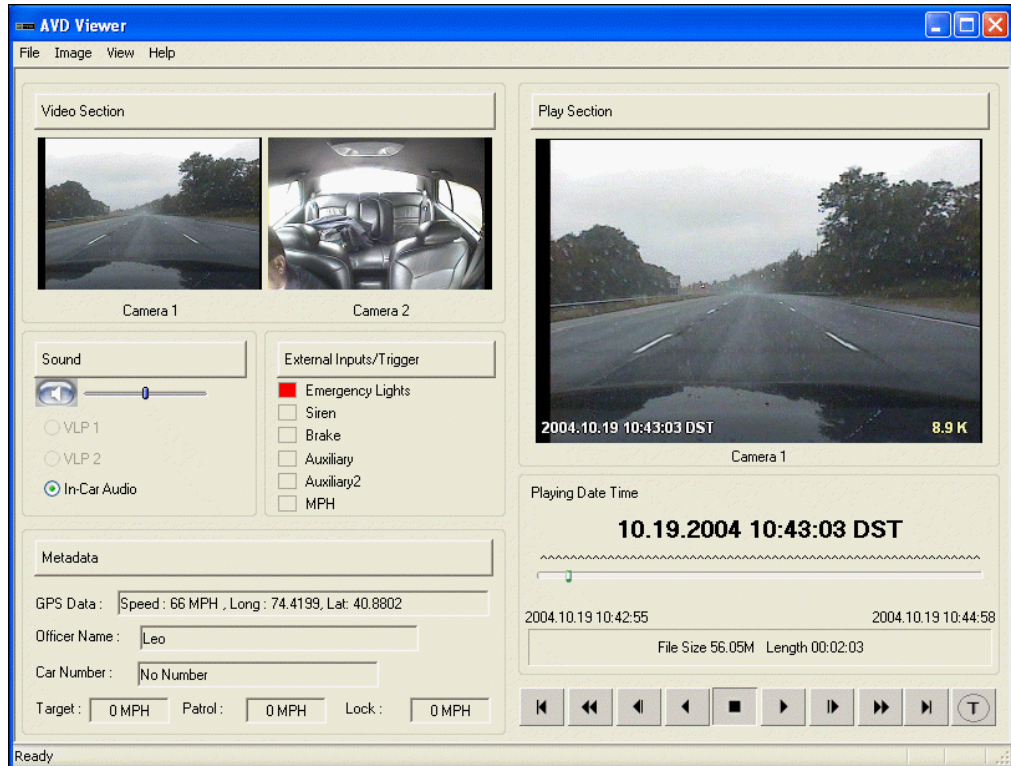
(Continued)




\* See *Enable PIP* on the previous page.

<b>Flashback2/3/HD/BV Player (cont'd)</b>	
<b>Media Time</b>	
Current Time	The time at which the video was recorded. This display changes constantly during playback to indicate the exact time of day that each video frame was recorded. Displays in hh:mm:ss format.
Available Time	The amount of time remaining on the video. Displays in hh:mm:ss format.
<b>Date/Time</b>	
Start	The date and time at which the video began recording. Displays in yyyy-mm-dd hh:mm:ss format.
End	The date and time at which the video stopped recording. Displays in yyyy-mm-dd hh:mm:ss format.
<b>Play Controls</b>	
	Go to beginning
	Pause/Unpause
	Play
	Stop
	Advance one frame at a time
	Advance to a Trace Point. A trace point is a placemaker that an officer can add to a video while it's recording.
	Go to end













## Flashback1 Player



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

Flashback1 Player (cont'd)	
External Inputs/Trigger	
Emergency Lights	This box turns red when the vehicle's emergency lights were on during the course of the video.
Siren	This box turns red when the vehicle's siren was on during the course of the video.
Brake	<p>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.</p> <p><b>Note:</b> Brakes are technically not a trigger, but you may choose to monitor brake use during a video.</p>
Auxiliary	If the <i>CrashBat</i> crash detector is one of your triggers, this box turns red at the point in the video when the CrashBat's G-force meter detected a crash. If the CrashBat crash detector is <i>not</i> one of your triggers, this checkbox will remain blank during the entire video regardless of whether there was a crash or not.
Auxiliary2	If the <i>radar detector</i> is one of your triggers, this box turns red when the vehicle's radar detector registered a pre-defined rate of speed during the course of the video. You program the rate of speed through the DVR menu. If the radar detector is <i>not</i> one of your triggers, this checkbox will remain blank during the entire video regardless of whether the speeder reached the predetermined rate of speed.
MPH/KPH	If <i>miles-per-hour</i> or <i>kilometers-per-hour</i> is one of your triggers, this box turns red when the police vehicle reached a pre-defined rate of speed during the course of the video. You set the rate of speed through the DVR menu. If MPH/KPH is <i>not</i> one of your triggers, this checkbox will remain blank during the entire video regardless of whether the vehicle reached the predetermined rate of speed.
Metadata	
GPS Data	The vehicle's exact speed and latitudinal/longitudinal coordinates during each segment of the video.
Officer Name	The name of the officer who was logged into the DVR at the time this video was recorded.
Car Number	The number of the patrol car in which this DVR was installed at the time of the recording.
Target	The MPH or KPH reading that an officer obtained after the radar device was aimed at a speeding vehicle.

<b>Flashback1 Player (cont'd)</b>	
<b>Metadata (cont'd)</b>	
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.
<b>Play</b>	
Camera 1	A viewing window for Camera Channel <b>1</b> —the Nite-Watch camera.
Playing Date Time	<ul style="list-style-type: none"> <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. Displays in yyyy.mm.dd format.</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. Displays in hh:mm:ss 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.
	Go to beginning
	Fast rewind
	Go back one frame at a time
	Slow rewind
	Stop
	Play
	Advance one frame at a time
	Fast forward
	Go to end
	Advance to a Trace Point. A trace point is a place-marker that you can add to a video while it's being recorded.

---

## Exporting a Video Frame

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

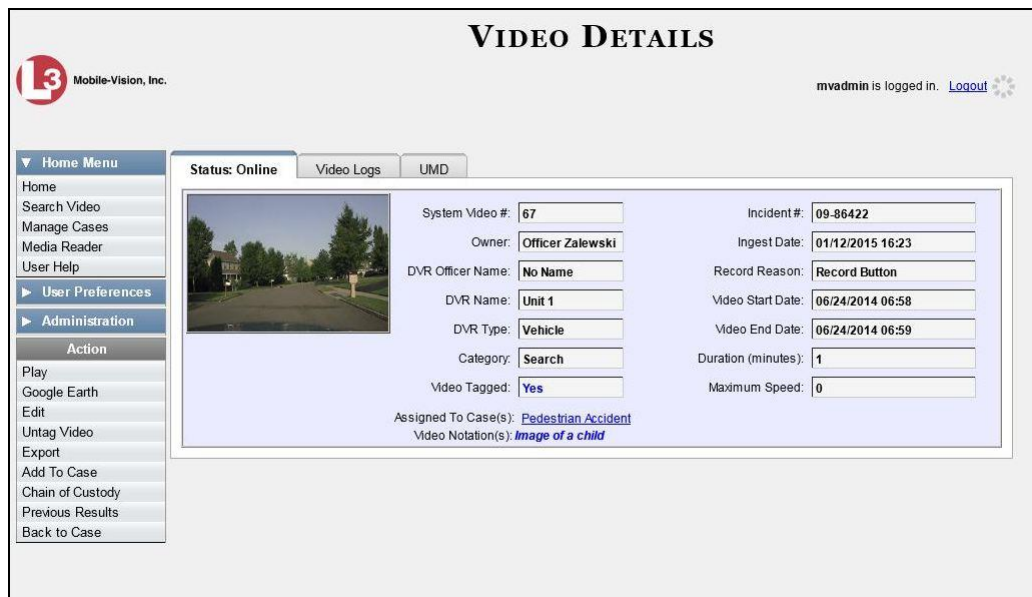
- JPEG
- GIF
- PNG
- TIF
- BMP

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

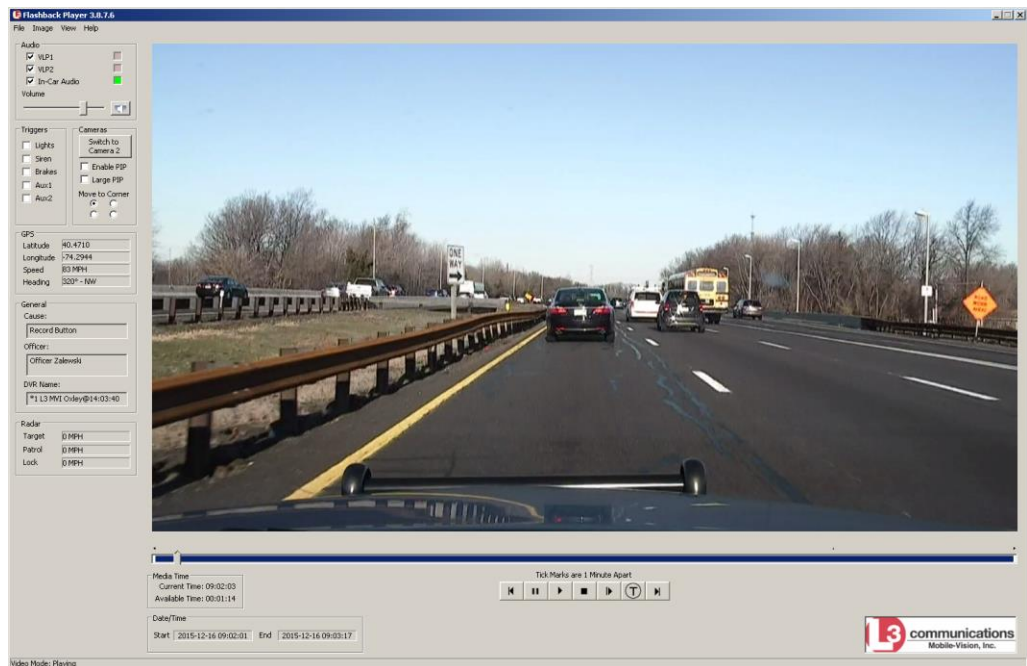
**What's the difference between a 'snapshot' and a 'video frame'?** *Snapshots* are still images that are captured from a *BodyVISION* camera while a recording is in progress. They upload to the server as separate files (that is, separate from the video from which they were captured). Snapshots are similar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

- 1 Search for and display the video from which you wish to export a frame. (If necessary, review "Displaying a Video" on page 31.)

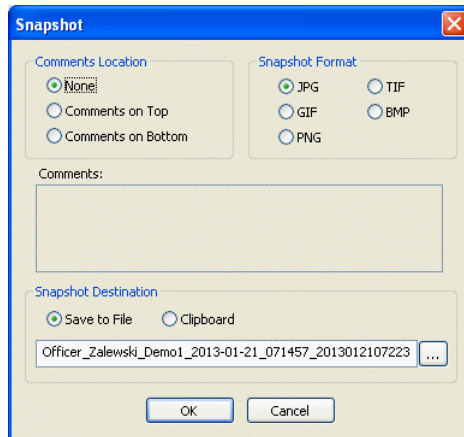
The Video Details page displays.



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



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



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

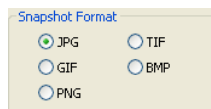
6 To attach a comment to the *top* of this frame, select the *Comments on Top* radio button.

– OR –

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

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

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



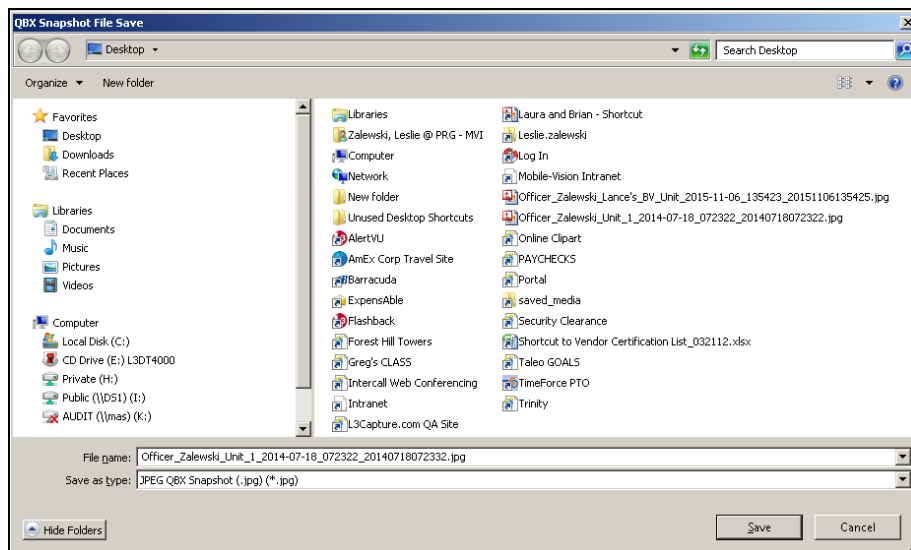
9 To save this frame to your *hard disk* (default), proceed to the next step.

– OR –

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



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



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

## Changing a Video's Category

This section describes how to change the video's category. For more information on video categories, see *Category* in the table on page 34.

- 1 Search for and display the video you wish to update. (If necessary, review "Displaying a Video" on page 31.) The Video Details page displays.



**VIDEO DETAILS**

mvadmin is logged in. [Logout](#)

Status: Online | Video Logs | UMD

System Video #: 67 | Incident #: 09-86422

Owner: Officer Zalewski | Ingest Date: 01/12/2015 16:23

DVR Officer Name: No Name | Record Reason: Record Button

DVR Name: Unit 1 | Video Start Date: 06/24/2014 06:58

DVR Type: Vehicle | Video End Date: 06/24/2014 06:59

Category: Search | Duration (minutes): 1

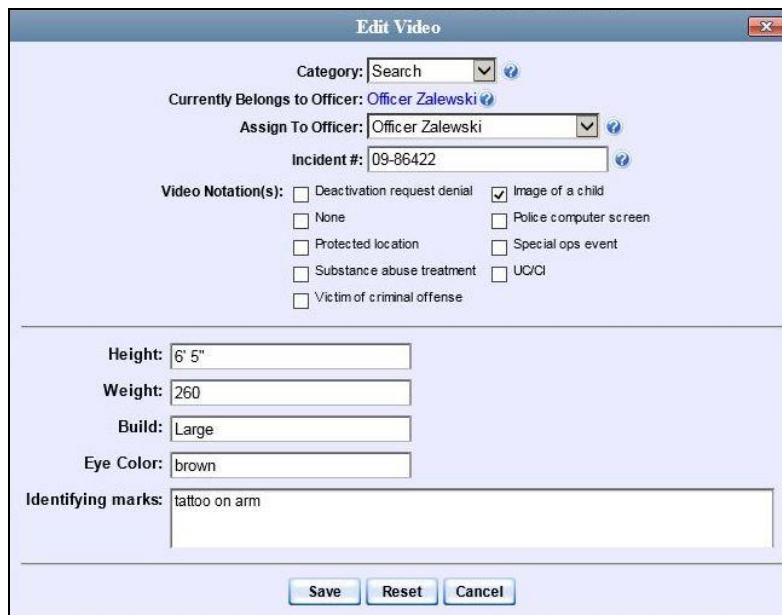
Video Tagged: Yes | Maximum Speed: 0

Assigned To Case(s): [Pedestrian Accident](#)

Video Notation(s): [Image of a child](#)

For a description of the Video Details fields, see the table on page 33.

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



**Edit Video**

Category: Search

Currently Belongs to Officer: Officer Zalewski

Assign To Officer: Officer Zalewski

Incident #: 09-86422

Video Notation(s):

- Deactivation request denial
- Image of a child
- None
- Police computer screen
- Protected location
- Special ops event
- Substance abuse treatment
- UO/CI
- Victim of criminal offense

Height: 6' 5"

Weight: 260

Build: Large

Eye Color: brown

Identifying marks: tattoo on arm

Save | Reset | Cancel



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

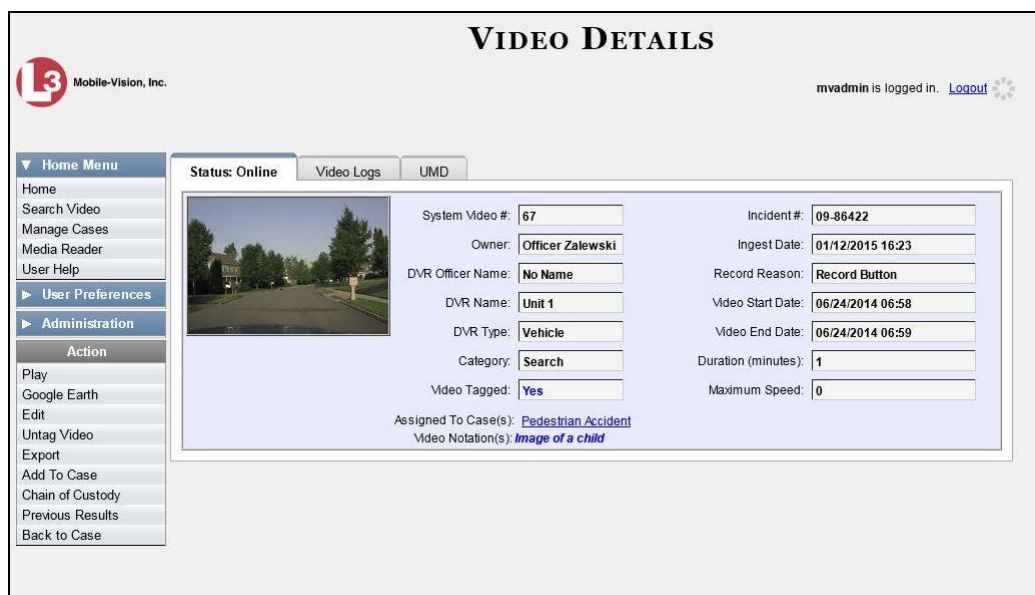
---

## Adding Predefined User Metadata to a Media File

This section describes how to use predefined user metadata (UMD) to notate a video or *BodyVISION* snapshot with custom data, such as a subject description. For instructions on adding/updating these fields, see “Maintaining User Metadata” on page 129.

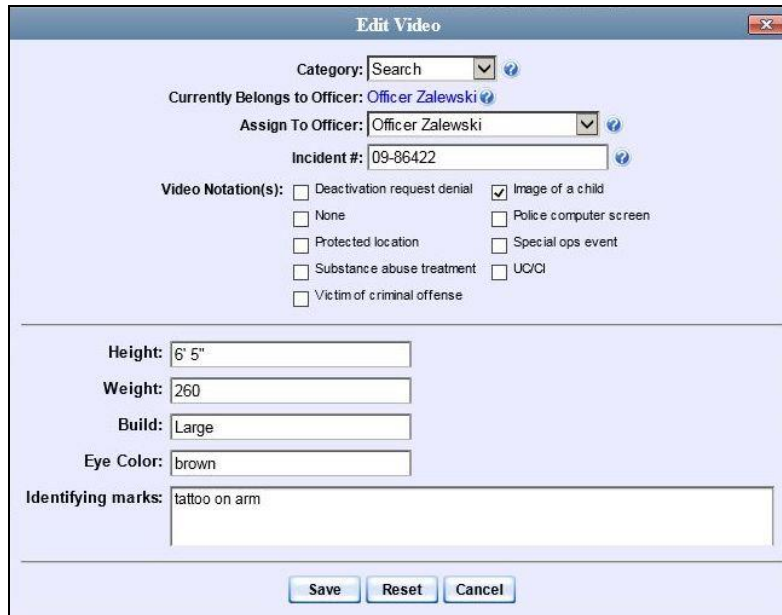
If you have a mobile data computer with the UMD Editor installed on it, you can attach UMD to a video immediately after it is finished recording. Otherwise you can use the following procedure to attach UMD back at the precinct.

- 1 Search for and display the video or snapshot you wish to add user metadata to. (If necessary, review “Displaying a Video” on page 31.) The Video Details page displays.



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

*(Continued)*



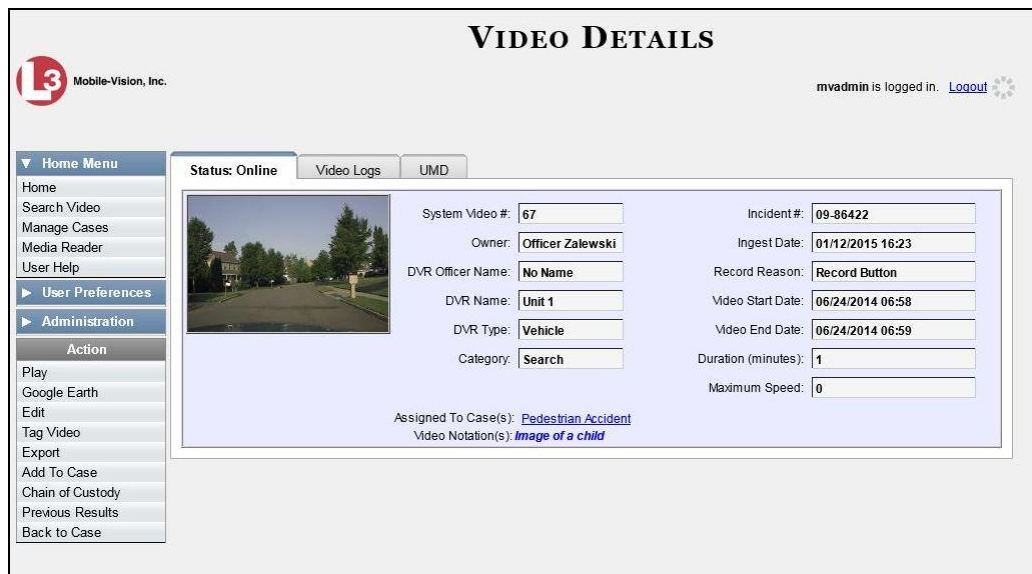
- 3 Enter your data in the appropriate fields. If you see a *Mask* field to the right of a data entry field, it indicates that your entry must adhere to a specific format. Alpha characters (a – z) are represented by an **A**, and numeric characters are represented by a pound sign (#). For example, if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

---

## Adding Predefined Video Notations to a Media File

In addition to the agency-defined *user metadata* fields, you can also notate, or *tag*, videos and *BodyVISION* snapshots using custom checkboxes that are stored in the video record. These checkboxes are referred to as *video notations*. For instructions on how to create these fields, see “Adding a Video Notation” on page 136.

- 1 Search for and display the video or snapshot you wish to notate. (If necessary, review “Displaying a Video” on page 31.) The Video Details page displays.



- 2 Go to the **Action** column and click **Edit**. The Edit Video popup displays, as pictured on the previous page. If no checkboxes display here, it indicates one of two things:
  - Your agency has not created any video notation records yet. For more information, see “Adding a Video Notation” on page 136.
  - Your agency has created video notation records, but the feature is currently inactivated. For more information, see “Turning Video Notations On/Off” on page 142.
- 3 Select all checkboxes that apply.
- 4 Click **Save**.

---

## Tagging

Tagging is a procedure used to add extra days to a video’s online life. By tagging a video, you extend the video’s online life by X number of days, where X equals the value of the *Days to extend the life of tagged video* field on the **Life-Cycle** tab. For instructions on changing this setting, see “Viewing/Changing the Online Lifecycle Settings” in chapter 7.

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

For specific instructions, see:

- Tagging a Video, next page
- Untagging a Video, page 71.

If you wish to “tag” a video using predefined checkbox notations instead, see the previous section, “Adding Predefined Video Notations to a Media File.”

## 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 31.) The Video Details page displays.

**VIDEO DETAILS**

L3 Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

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

Status: **Online** | Video Logs | UMD

	System Video #: <input type="text" value="67"/>	Incident #: <input type="text" value="09-86422"/>
	Owner: <input type="text" value="Officer Zalewski"/>	Ingest Date: <input type="text" value="01/12/2015 16:23"/>
	DVR Officer Name: <input type="text" value="No Name"/>	Record Reason: <input type="text" value="Record Button"/>
	DVR Name: <input type="text" value="Unit 1"/>	Video Start Date: <input type="text" value="06/24/2014 06:58"/>
	DVR Type: <input type="text" value="Vehicle"/>	Video End Date: <input type="text" value="06/24/2014 06:59"/>
	Category: <input type="text" value="Search"/>	Duration (minutes): <input type="text" value="1"/>
		Maximum Speed: <input type="text" value="0"/>

Assigned To Case(s): [Pedestrian Accident](#)  
Video Notation(s): [Image of a child](#)

- 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.

**VIDEO DETAILS**

L3 Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

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

Status: **Online** | Video Logs | UMD

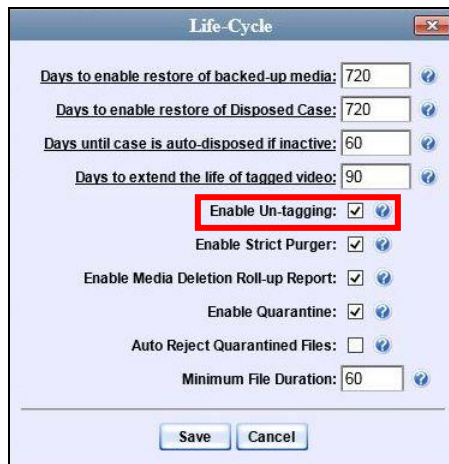
	System Video #: <input type="text" value="67"/>	Incident #: <input type="text" value="09-86422"/>
	Owner: <input type="text" value="Officer Zalewski"/>	Ingest Date: <input type="text" value="01/12/2015 16:23"/>
	DVR Officer Name: <input type="text" value="No Name"/>	Record Reason: <input type="text" value="Record Button"/>
	DVR Name: <input type="text" value="Unit 1"/>	Video Start Date: <input type="text" value="06/24/2014 06:58"/>
	DVR Type: <input type="text" value="Vehicle"/>	Video End Date: <input type="text" value="06/24/2014 06:59"/>
	Category: <input type="text" value="Search"/>	Duration (minutes): <input type="text" value="1"/>
	<b>Video Tagged: <input type="text" value="Yes"/></b>	Maximum Speed: <input type="text" value="0"/>

Assigned To Case(s): [Pedestrian Accident](#)  
Video Notation(s): [Image of a child](#)

## Untagging a Video

This section describes how to remove the “tagged” flag from a video. For a definition of tagging, see “Tagging” on page 69.

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



The screenshot shows a window titled "Life-Cycle" with several configuration options:

- Days to enable restore of backed-up media: 720
- Days to enable restore of Disposed Case: 720
- Days until case is auto-disposed if inactive: 60
- 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: 60

Buttons for "Save" and "Cancel" are at the bottom.

- 1 Search for and display the video you wish to untag. (If necessary, review “Displaying a Video” on page 31.) The Video Details page displays, as pictured on the previous page. 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

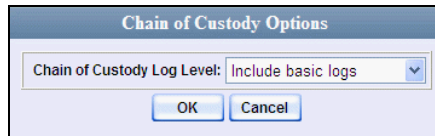
This section describes how to generate a Chain of Custody report for a selected video. The Chain of Custody report contains a log of all operations that have been performed on a video, such as the transfer of data from a vehicle to the DEP server (i.e., *System Media Uploaded from Unit*). It shows the 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 the 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 31.) The Video Details page displays.



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



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

– OR –

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

– OR –

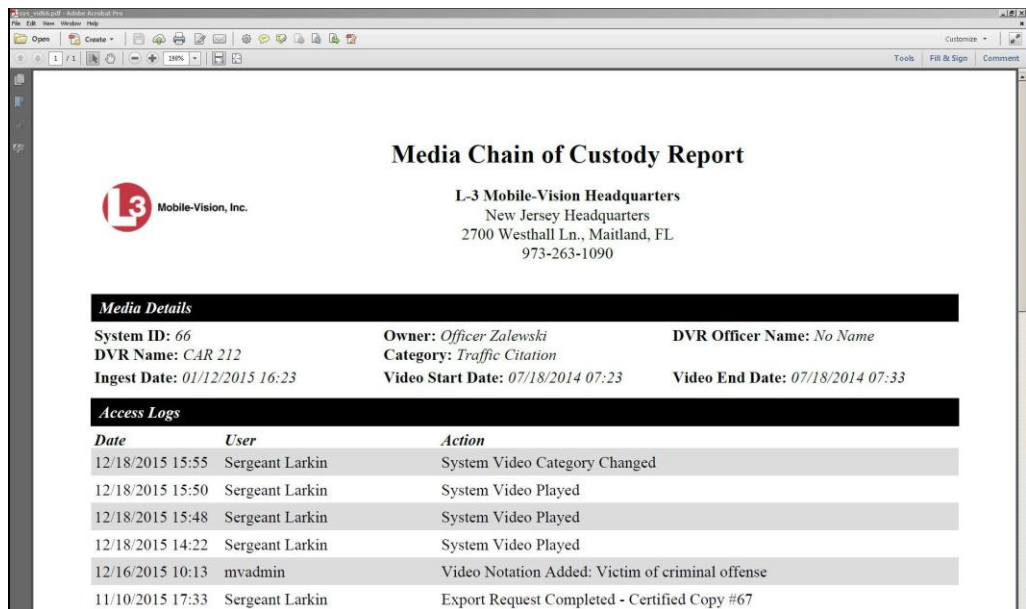
If you'd like the Chain of Custody report to include all available logs, select **Include all available logs** from the *Chain of Custody Log Level* drop-down list.

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



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

\* International Association of Chiefs of Police



**Media Chain of Custody Report**

L-3 Mobile-Vision Headquarters  
New Jersey Headquarters  
2700 Westhall Ln., Maitland, FL  
973-263-1090

---

**Media Details**

System ID: 66      Owner: Officer Zalewski      DVR Officer Name: No Name  
DVR Name: CAR 212      Category: Traffic Citation  
Ingest Date: 01/12/2015 16:23      Video Start Date: 07/18/2014 07:23      Video End Date: 07/18/2014 07:33

---

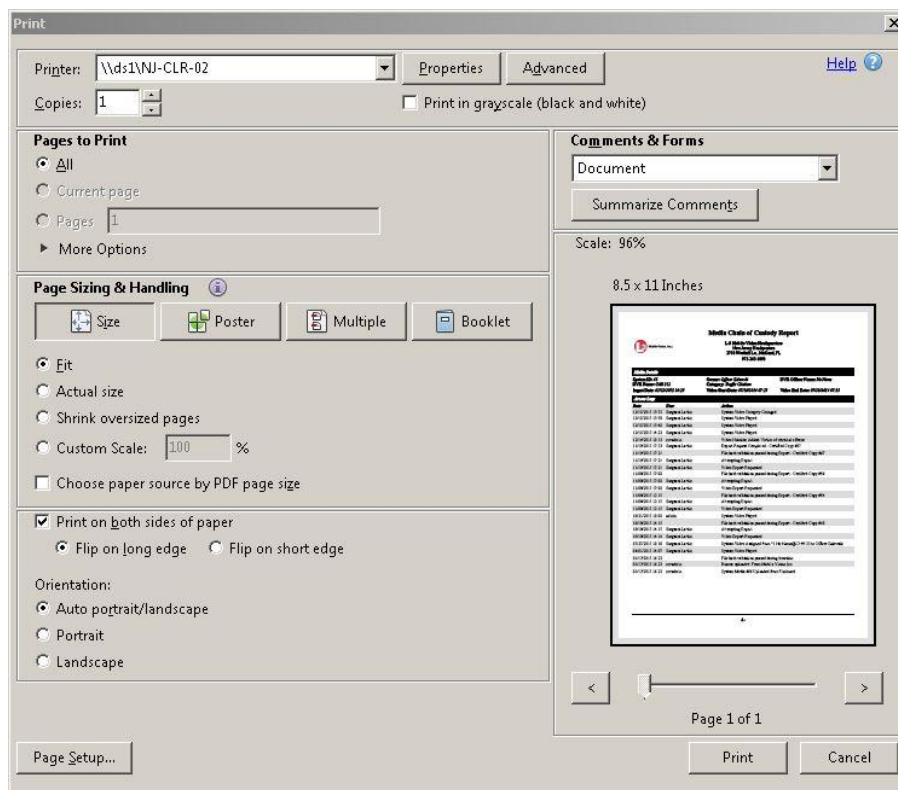
**Access Logs**

Date	User	Action
12/18/2015 15:55	Sergeant Larkin	System Video Category Changed
12/18/2015 15:50	Sergeant Larkin	System Video Played
12/18/2015 15:48	Sergeant Larkin	System Video Played
12/18/2015 14:22	Sergeant Larkin	System Video Played
12/16/2015 10:13	mvadmin	Video Notation Added: Victim of criminal offense
11/10/2015 17:33	Sergeant Larkin	Export Request Completed - Certified Copy #67

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: \\ds1\NJ-CLR-02      Properties      Advanced      Help

Copies: 1       Print in grayscale (black and white)

**Pages to Print**

All  
 Current page  
 Pages: 1  
More Options

**Page Sizing & Handling**

Size      Poster      Multiple      Booklet

Fit  
 Actual size  
 Shrink oversized pages  
 Custom Scale: 100 %  
 Choose paper source by PDF page size

Print on both sides of paper  
 Flip on long edge       Flip on short edge

Orientation:  
 Auto portrait/landscape  
 Portrait  
 Landscape

Page Setup...

**Comments & Forms**

Document  
Summarize Comments

Scale: 96%

8.5 x 11 Inches

Page 1 of 1

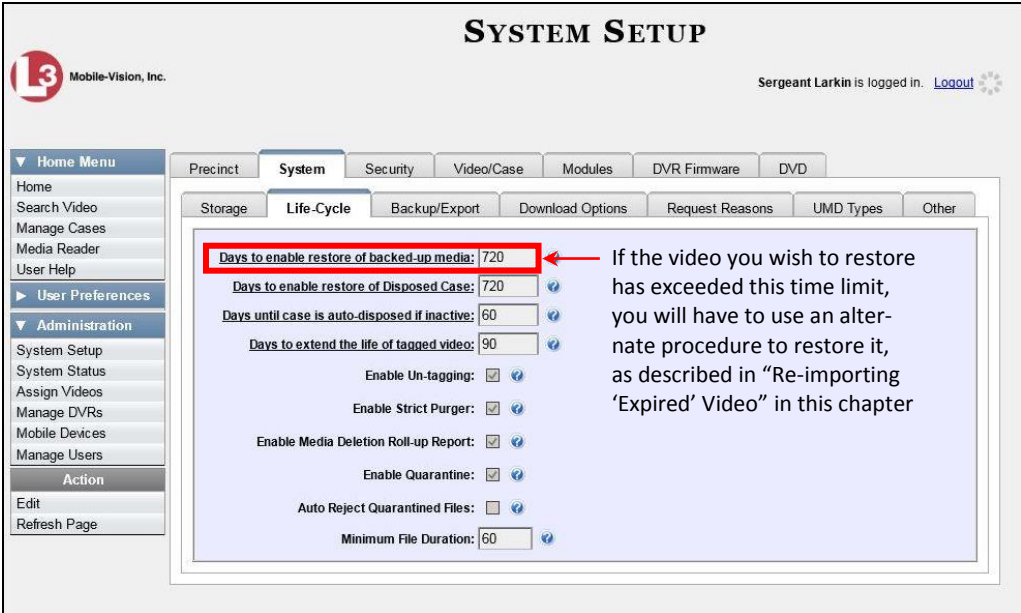
Print      Cancel

- 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 **Life-Cycle** tab, as pictured below. For instructions on changing this setting, see “Viewing/Changing the Online Lifecycle Settings” in chapter 7.



**SYSTEM SETUP**

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

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

Precinct System Security Video/Case Modules DVR Firmware DVD

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

**Days to enable restore of backed-up media:** 720

**Days to enable restore of Disposed Case:** 720

**Days until case is auto-disposed if inactive:** 60

**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: 60

If the video you wish to restore has exceeded this time limit, you will have to use an alternate procedure to restore it, as described in “Re-importing ‘Expired’ Video” in this chapter

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

For specific instructions, see:

- Reactivating a Video from a Backup Disc, next page
- Reactivating a Video from an External Backup Device, page 77.



## Reactivating a Video from a Backup Disc

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

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

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



**NOTE:** If your backup mode is set to **EXTERNAL**, you will need to use an alternate procedure. See “Reactivating a Video from an External Backup Device” on page 77 for further instructions. If you’re not sure what your backup mode is, see “View Your Backup Mode” on page 78.


- 1 To reactivate a video for your own use, search for and display the desired video. (If necessary, review “Displaying a Video” on page 31.) The Video Details page displays. Skip to step 4.

– OR –

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



- 2 Locate the reactivation request on your *Inbox Messages* list.



### WELCOME HOME

Your last login was on: 12/29/2015 11:56:32

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

- ▼ Home Menu
- Home
- Search Video
- Manage Cases
- Media Reader
- User Help
- ▶ User Preferences
- ▼ Administration
- System Setup
- System Status
- Assign Videos
- Manage DVRs
- Mobile Devices
- Manage Users
- Action
- Manage Requests

Message Board

● My Messages
○ All Messages

Inbox Messages

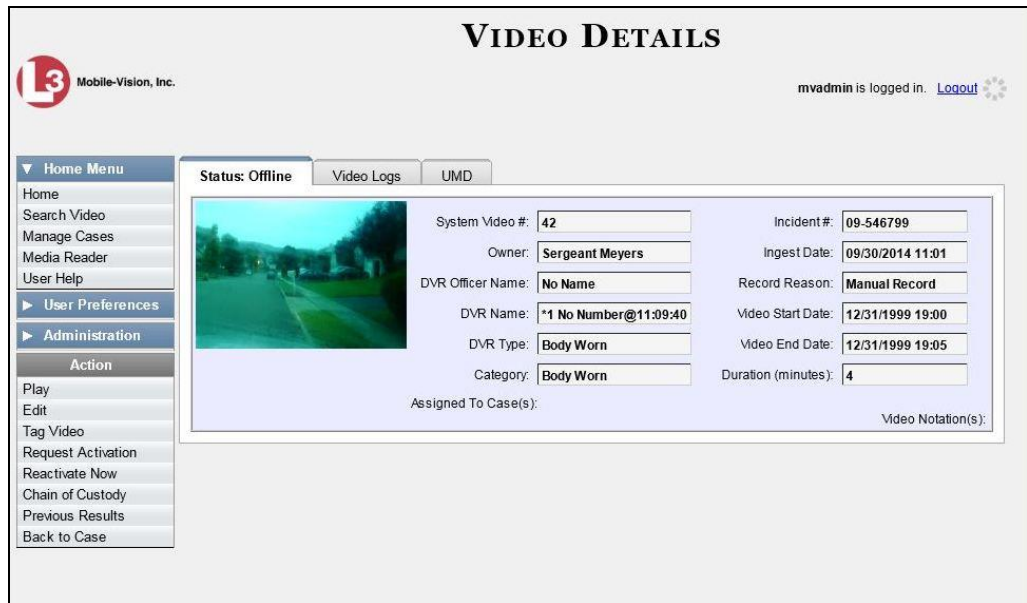
Date	State	Message Text	Actions
12/29/2015 15:33	Queued	Please restore System Video #42 to an online status.	📧 ⓧ ✖
12/23/2015 11:25	Completed	Export Discovery Disc 1 of 1 is now ready for download.	📧 ✖
12/21/2015 11:57	Completed	Server Update to build number 3.9.1-17418 was successfully completed.	✖
12/16/2015 14:35	Completed	Account 'chris' has been disabled for exceeding failed login attempts	📧 ✖
12/16/2015 07:54	Queued	There is an update available for your Server, click the arrow to the right to download the update.	📧 ✖
11/11/2015 15:34	Queued	Please restore Case 'Quick Check Robbery' to an online status.	📧 ⓧ ✖
11/06/2015 09:44	Completed	The system has encountered 10 or more error(s) for unit 000006551 in the last 24 hours.	📧 ✖

Sent Messages

Date	State	Message Text	Actions
12/29/2015 15:33	Queued	Please restore System Video #42 to an online status.	📧 ⓧ ✖
11/11/2015 15:34	Queued	Please restore Case 'Quick Check Robbery' to an online status.	📧 ⓧ ✖

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

- 3 Click the View Video Detail icon. The Video Details page displays.




**VIDEO DETAILS**

Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)


▼ Home Menu  
Home  
Search Video  
Manage Cases  
Media Reader  
User Help  
▶ User Preferences  
▶ Administration  
Action

Status: Offline | Video Logs | UMD

	System Video #: <input type="text" value="42"/>	Incident #: <input type="text" value="09-546799"/>
	Owner: <input type="text" value="Sergeant Meyers"/>	Ingest Date: <input type="text" value="09/30/2014 11:01"/>
	DVR Officer Name: <input type="text" value="No Name"/>	Record Reason: <input type="text" value="Manual Record"/>
	DVR Name: <input type="text" value="1 No Number@11:09:40"/>	Video Start Date: <input type="text" value="12/31/1999 19:00"/>
	DVR Type: <input type="text" value="Body Worn"/>	Video End Date: <input type="text" value="12/31/1999 19:05"/>
	Category: <input type="text" value="Body Worn"/>	Duration (minutes): <input type="text" value="4"/>

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

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



**REACTIVATE VIDEO**

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

▼ Home Menu  
Home  
Search Video  
Manage Cases  
Media Reader  
User Help  
▶ User Preferences  
▶ Administration  
Action

Please complete the following steps for any DVD listed below:

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

DVD(s) Required for Restore		
Precinct Name	DVD Label	Status
Mobile-Vision Inc.	1	Pending

0%

- 5 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 7.

- 6 Look at the number in the *DVD Label* column. This is the number of the Certified Backup Disc that contains the video you're looking for. Locate this disc, then proceed to the next step.
- 7 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.
- 8 Click **Read DVD** or **Restore File(s)**. After a momentary delay, the Video Details screen will redisplay, indicating that the video has been successfully restored.



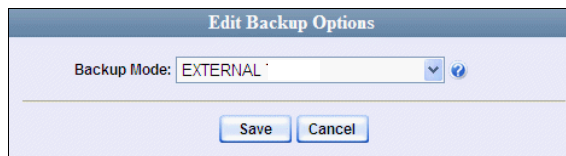
**NOTE:** If your session “times out” during the reactivation, you need to increase your Session Timeouts number. For instructions, see “Changing the Session Timeout Setting” in chapter 7.

## 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 74.

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



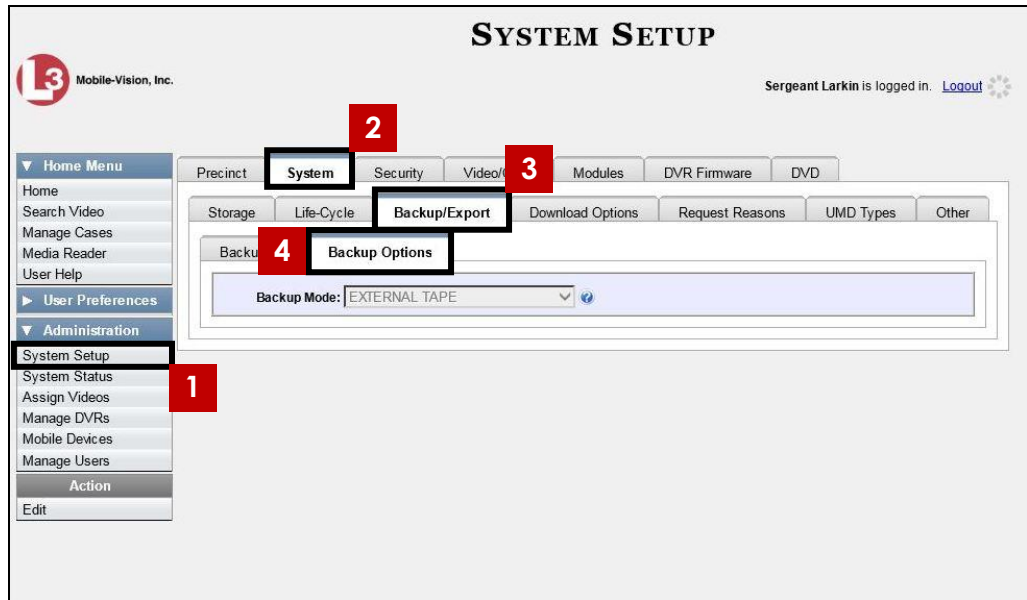
If you're not sure what your backup mode is, select the following menu options to display the **Backup Options** tab.

*(Continued)*

---

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

*View Your Backup Mode*



If your backup mode is set to something other than EXTERNAL, see “Reactivating a Video from a Backup Disc” on page 75 instead.

- 1 Search for and display the video you wish to reactivate. (If necessary, review “Displaying a Video” on page 31.) The Video Details page displays.



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



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

- 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.

---

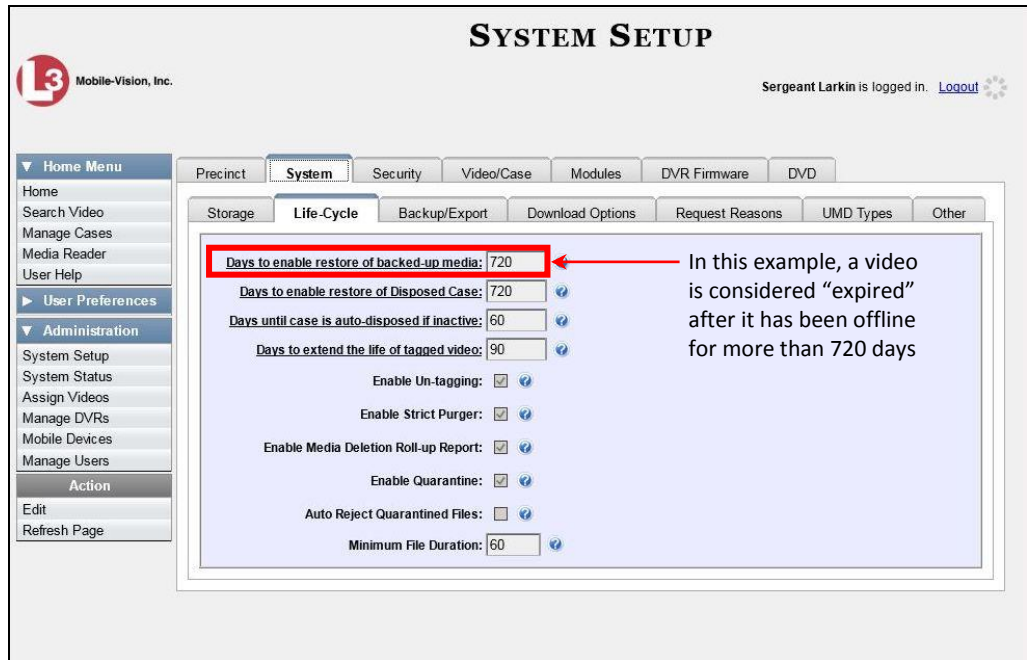
## Re-importing “Expired” Video

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 on the next page). 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 an export disc that is in **Data DVD** format.

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

This procedure is not commonly performed.



**SYSTEM SETUP**

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

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

► User Preferences

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

Action  
Edit  
Refresh Page

Precinct **System** Security Video/Case Modules DVR Firmware DVD

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

**Days to enable restore of backed-up media:** 720

Days to enable restore of Disposed Case: 720

Days until case is auto-disposed if inactive: 60

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: 60

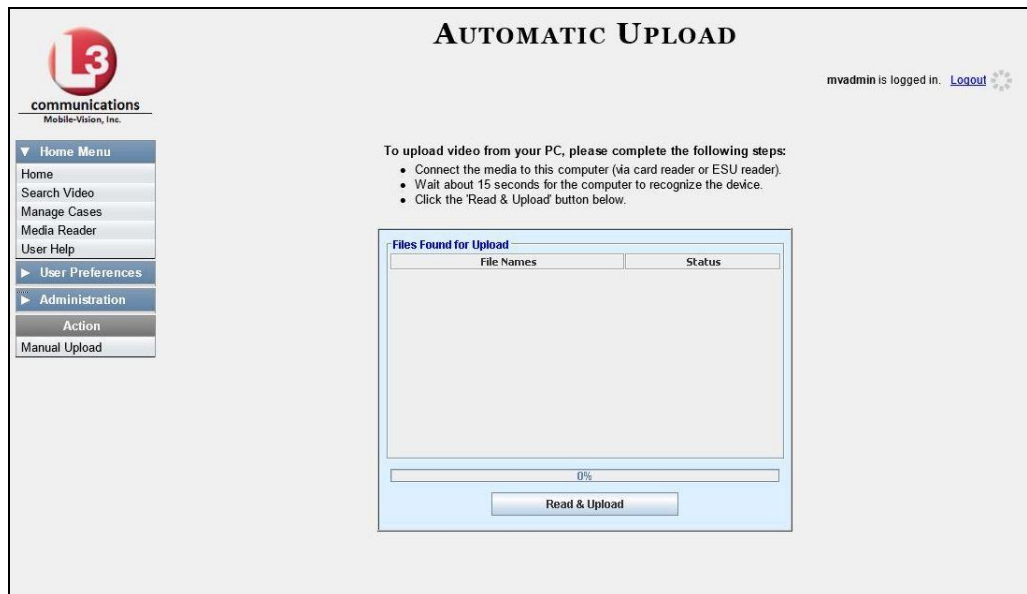
In this example, a video is considered “expired” after it has been offline for more than 720 days

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



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

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



**AUTOMATIC UPLOAD**

mvadmin is logged in. [Logout](#)

**communications**  
Mobile-Vision, Inc.

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

► User Preferences

► Administration  
Action  
Manual Upload

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

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

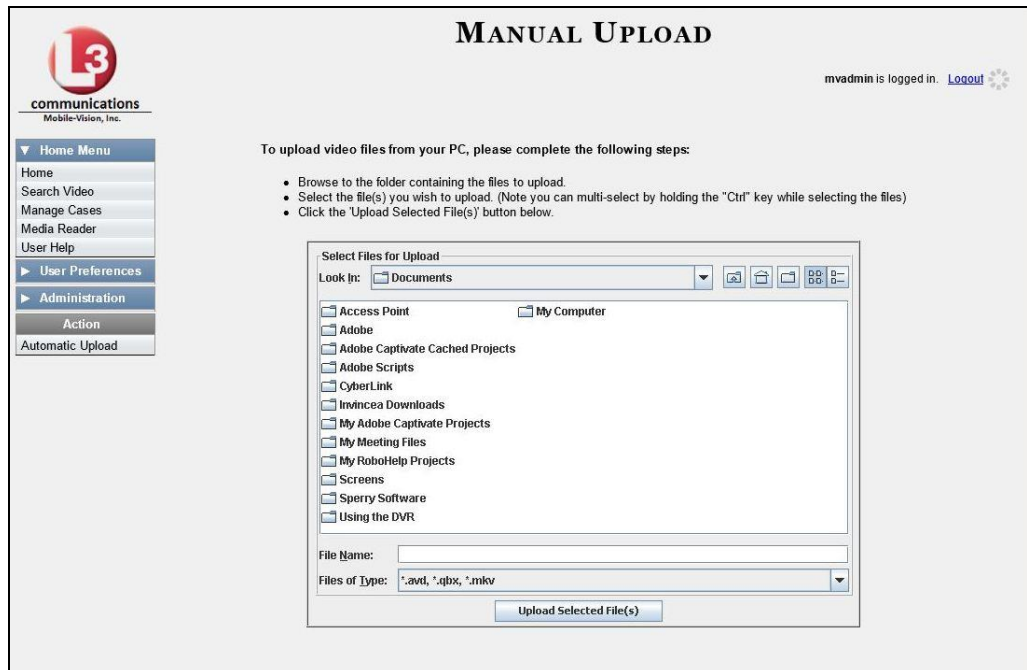
Files Found for Upload

File Names	Status

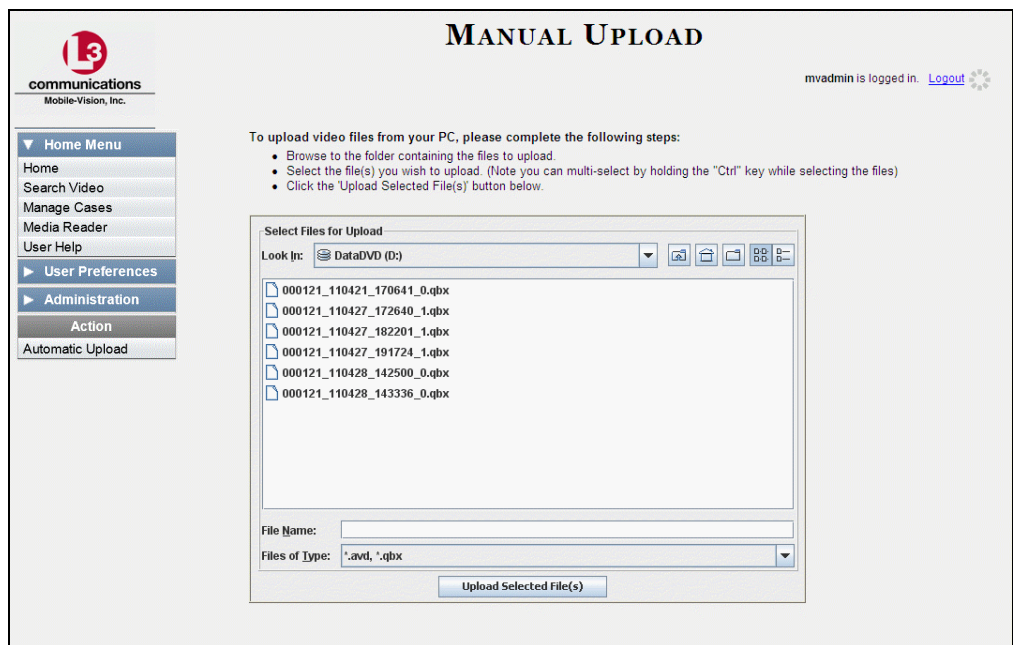
0%

Read & Upload

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



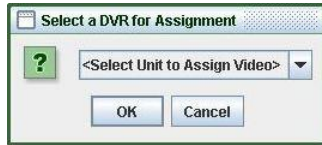
- Navigate to your PC's CD/DVD drive. The files on the backup disc display onscreen.



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

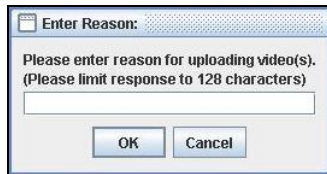
**6** Click **Upload Selected File(s)**.

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



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

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



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



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

– OR –

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



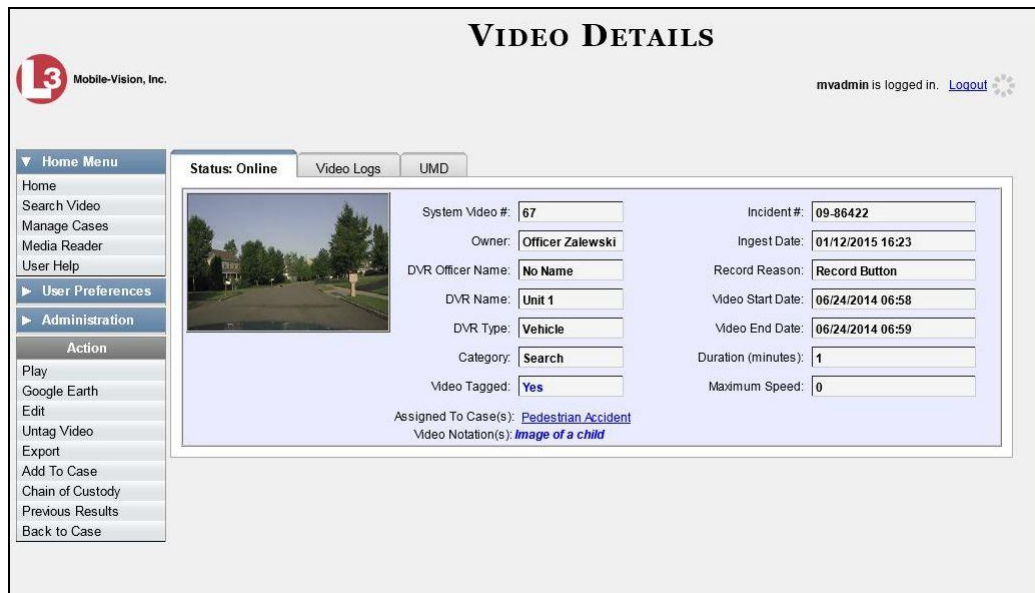
**10** Click **OK**.



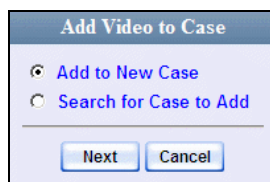
## Adding a Video to a New Case

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 31.) The Video Details page displays.




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



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



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 on the next page), select the *Do Not Dispose*\* checkbox. Otherwise proceed to the next step.

---

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

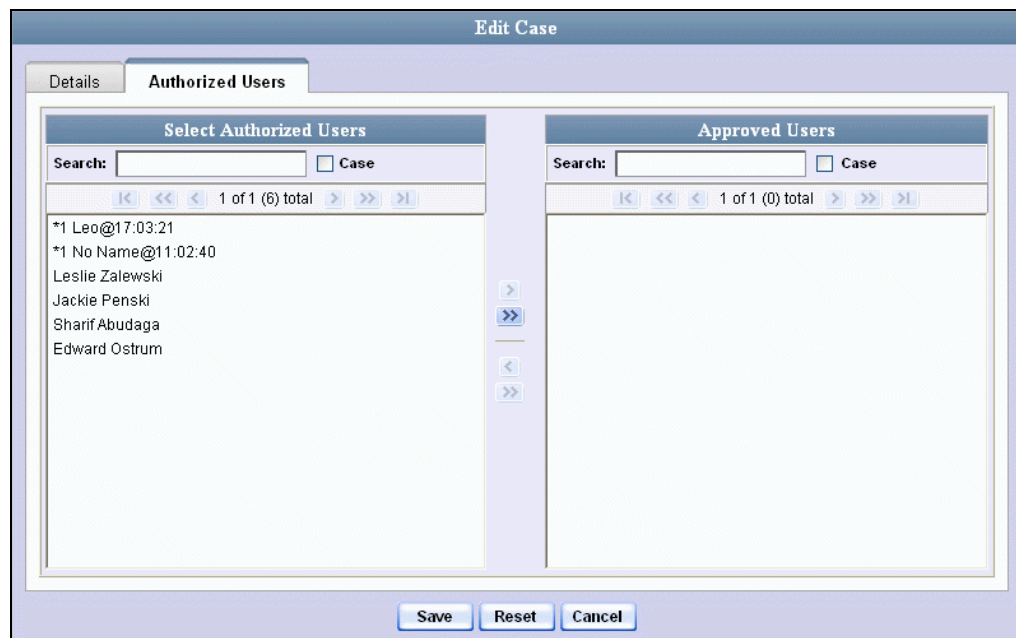
**Auto Dispose Time** is a predefined time period after which the system automatically removes a case’s attached media from the server—PDFs, images, documents, etc.—thus changing its status from *online* to *offline*. (Videos that are attached to the case will remain online as long as their categories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

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

Notations:  Argumentative  DUI

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

- 16 If you 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.



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

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

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

Case Bomb Scare at CMS successfully saved.

## Manually Uploading New Videos

Typically, Flashback videos 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 instead. Manual uploads are also used to transmit videos captured with a *Body Worn* camera, such as *BodyVISION* or *VIEVU*.

For specific instructions, see:

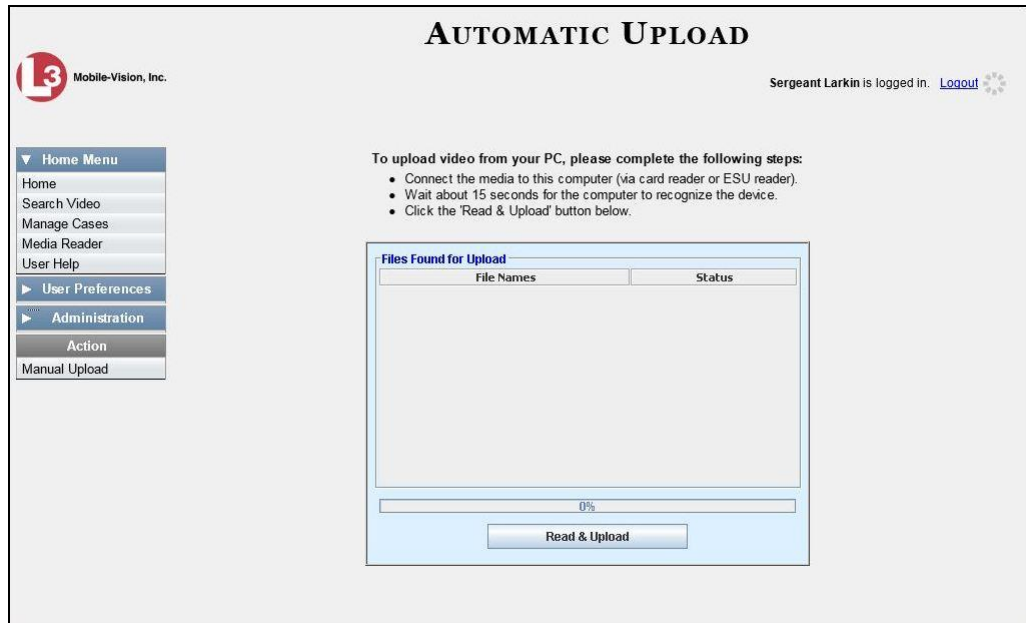
- Manually Uploading Flashback Videos, next page
- Manually Uploading VIEVU Videos, page 88
- Manually Uploading *BodyVISION* Videos. See "Downloading Videos to DES or Basic Viewer HD" in the *BodyVISION* User's Guide, which is available for download from our Online Support Center:

<http://s6.parature.com/FileManagement/Download/cb071515dc8f4051874a6522f8466c8c>

## Manually Uploading Flashback Videos

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, “Manually Uploading New Videos.”

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

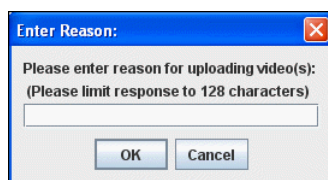


- 2 If your card reader is already connected to your PC, proceed to the next step.

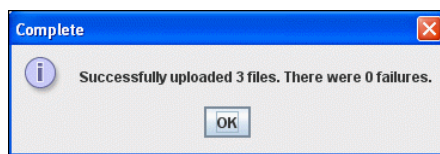
– OR –

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 card reader that’s connected to your PC.
- 5 Click the **Read & Upload** button. The Enter Reason popup displays.



- 6 Enter the reason for this video upload in the blank field provided, then click **OK**. Your entry displays for confirmation purposes.
- 7 If the displayed reason for the video upload is correct, proceed to the next step.  
– OR –  
If the displayed reason for the video upload is *not* correct, click **No**. The Enter Reason popup 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.



- 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 VIEVU Videos

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

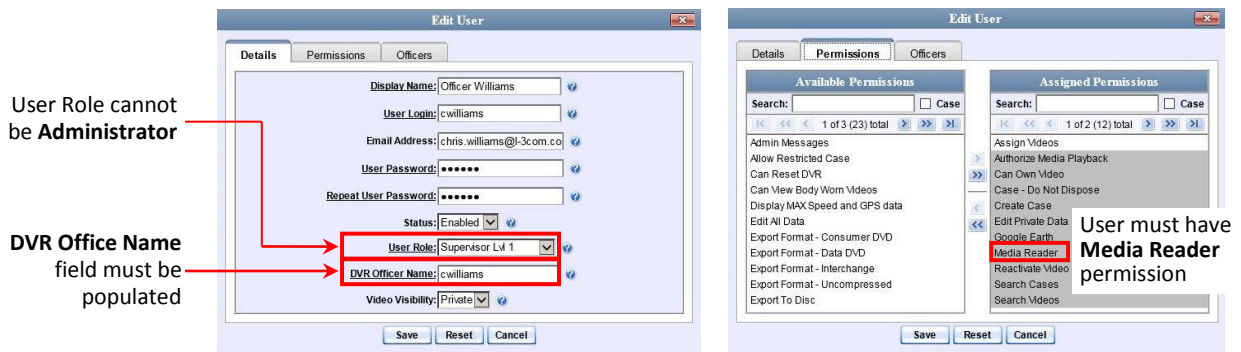
For specific instructions, see:

- Manually Uploading Videos from a VIEVU LE2, below
- Manually Uploading Videos from a VIEVU LE3, page 91.

---

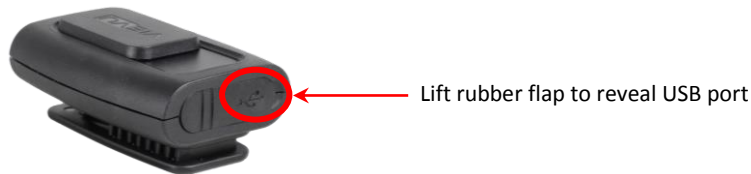
### Manually Uploading Videos from a VIEVU LE2

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 on the next page.



For instructions on Viewing/Updating user records, see “Changing a User” in chapter 9.

- 1 Login to the DEP application as a non-admin user who has a *DVR Office Name* and is assigned the *Media Reader* permission. (See illustration above.)
- 2 Take out the USB cable that came in the box with your VIEVU LE2.
- 3 Insert the smaller USB plug into the VIEVU’s USB port, as pictured below.



- 4 Insert the remaining USB plugs into any two USB ports on your PC.
- 5 If this is the first time you’ve connected the VIEVU to this PC and you are prompted to download the VIEVU drivers, proceed to the next step.

– OR –

If this is the first time you’ve connected the VIEVU to this PC and you are *not* prompted to download the VIEVU drivers, you will have to manually download them before continuing. See “Manually Installing the VIEVU Drivers” on page 184 for instructions. Once the drivers are installed, proceed to step 14 on the next page 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.



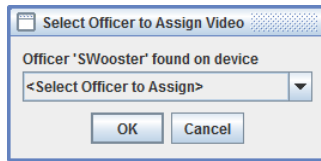
- 15 Go to **▼ Home Menu** and click **Media Reader**. The Automatic Upload page displays.



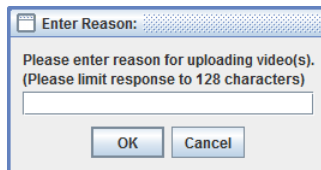
If you are also using VIEVU’s Veripatrol software, make sure the Veripatrol application is **closed** before you proceed.

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

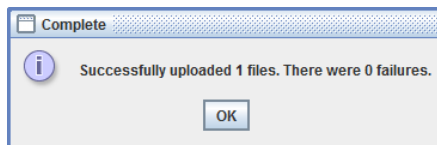




- 17 Select an officer name from the drop-down list, then click **OK**. The Enter Reason popup displays.



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



- 20 Click **OK**.

---

### Manually Uploading Videos from a VIEVU LE3

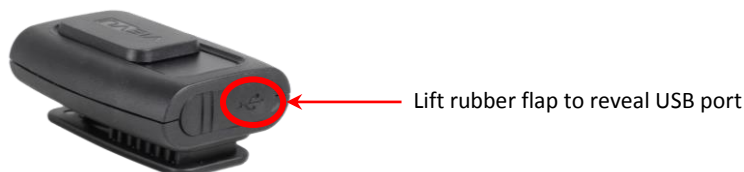
This section describes how to upload new videos from a VIEVU model LE3. This procedure must be performed by a user who has the *Media Reader* permission, such as an Administrator or Supervisor.


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



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

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

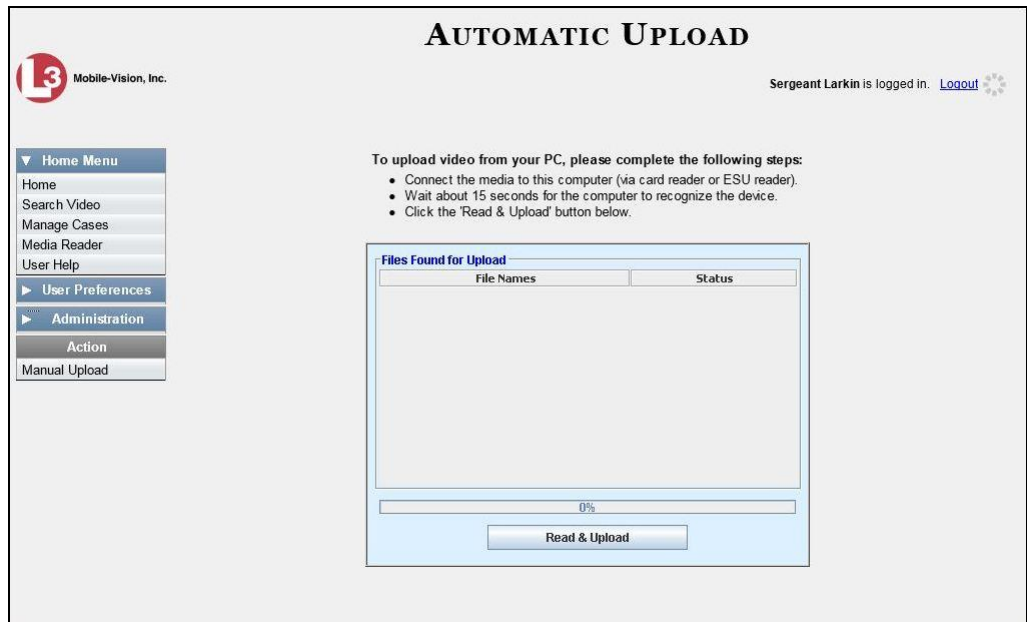


- 3 Insert the remaining USB plugs into two USB ports on your PC (i.e., the PC that you use to access DEP).
- ⇒ If this is the **first time** you've connected the VIEVU to this PC, the system will automatically begin downloading the VIEVU drivers. Once the installation of the drivers is complete, click **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.
- ⇒ 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.



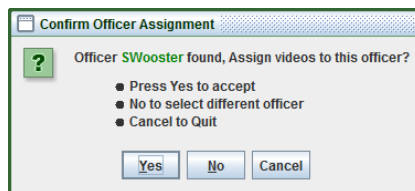
- 16 Login to DEP as an Administrator or Supervisor user.

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



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

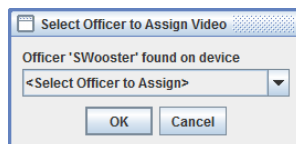
- 18 Click the **Read & Upload** button. The Confirm Officer Assignment popup displays.



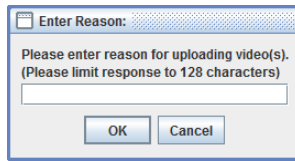
- 19 If you wish to assign videos to the officer name displayed here, click **Yes**. The Enter Reason popup displays. Skip to step 21.

– OR –

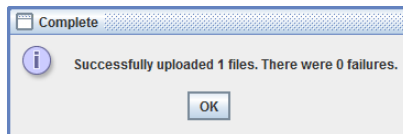
If you do *not* wish to assign videos to the officer displayed here, click **No**. The Select Officer to Assign Video popup displays.



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



- 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.



- 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 98
- Downloading Video to Your PC in Uncompressed Format, page 103
- Downloading Video to Your PC in FOIA Redacted Format, page 106.

### Downloading Video to Your PC in Data DVD Format

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

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

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

A Data DVD download will include:

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

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



Sys ID	Play	Owner	DVR Name	Category	Duration	Date / Time	Notes
247		Officer Zalewski	CW02	Body Worn	---	11/02/2015 10:42	
245		Officer Zalewski	CW02	Traffic Citation	---	11/02/2015 10:00	
67		Officer Zalewski	CW02	Traffic Citation	1 min	06/24/2014 06:58	
2		Officer Zalewski	CW02	Search	16 min	02/27/2014 07:27	
3		Officer Zalewski	CW02	Traffic Citation	16 min	02/27/2014 07:10	
4		Officer Zalewski	CW02	Traffic Citation	41 min	11/12/2013 07:06	

Owner	DVR Name	Category	Duration	Date / Time	Remove

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

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

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

(Continued)

\* If necessary, review “Searching for Videos”

Sys ID	Play	Owner	DVR Name	Category	Duration	Date / Time	Notes
247		Officer Zalewski	CW02	Body Worn	---	11/02/2015 10:42	
245		Officer Zalewski	CW02	Traffic Citation	---	11/02/2015 10:00	
67		Officer Zalewski	CW02	Traffic Citation	1 min	06/24/2014 06:58	
2		Officer Zalewski	CW02	Search	16 min	02/27/2014 07:27	
3		Officer Zalewski	CW02	Traffic Citation	16 min	02/27/2014 07:10	
4		Officer Zalewski	CW02	Traffic Citation	41 min	11/12/2013 07:06	


  

Owner	DVR Name	Category	Duration	Date / Time	Remove
Officer Zalewski	CW02	Traffic Citation	1 min	06/24/2014 06:58	
Officer Zalewski	CW02	Search	16 min	02/27/2014 07:27	

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



Video	Officer	Category	DVR ID	Duration	Date / Time
	Officer Zalewski	Search	CW02	16 min	02/27/2014 07:27
	Officer Zalewski	Traffic Citation	CW02	1 min	06/24/2014 06:58

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




- 7 Select **ZIP**.
- 8 Enter a description for this video download in the *Video Description* field.
- 9 If you'd like the Chain of Custody report to include basic logs only (default), proceed to the next step.
  - OR –
  - If you'd like the Chain of Custody report to include basic logs *and* IACP\* logs, select **Include IACP logs** from the *Chain of Custody Log Level* drop-down list.
  - OR –
  - If you'd like the Chain of Custody report to include all available logs, select **Include all available logs** from the *Chain of Custody Log Level* drop-down list.
- 10 Click **Save**. The system begins processing your request. A copy of this request will display on your Home Page under *Sent Messages*.
 

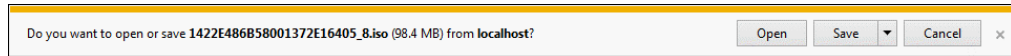
When processing is complete, a confirmation message will display on your Home Page under *Inbox Messages*.
- 11 Go to your *Inbox Messages* and look for a download icon next to the export confirmation message.

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

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

\* International Association of Chiefs of Police

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



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



## Downloading Video to Your PC in Interchange Format

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

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

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



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

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

\* If necessary, review “Searching for Videos”



**SELECT VIDEO(S) FOR EXPORT**

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

**communications**  
 Mobile-Vision, Inc.

**Home Menu**

- Home
- Search Video
- Manage Cases
- Media Reader
- User Help
- User Preferences
- Administration
- Action
- Cancel

**Videos**

Page 1 of 1 (6 total records)

Sys ID	Play	Owner	DVR Name	Category	Duration	Date / Time	Notes
247		Officer Zalewski	CW02	Body Worn	---	11/02/2015 10:42	
245		Officer Zalewski	CW02	Traffic Citation	---	11/02/2015 10:00	
67		Officer Zalewski	CW02	Traffic Citation	1 min	06/24/2014 06:58	
2		Officer Zalewski	CW02	Search	16 min	02/27/2014 07:27	
3		Officer Zalewski	CW02	Traffic Citation	16 min	02/27/2014 07:10	
4		Officer Zalewski	CW02	Traffic Citation	41 min	11/12/2013 07:06	

**Selected Videos**

Owner	DVR Name	Category	Duration	Date / Time	Remove
Officer Zalewski	CW02	Traffic Citation	1 min	06/24/2014 06:58	
Officer Zalewski	CW02	Search	16 min	02/27/2014 07:27	

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

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

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

**SELECT VIDEO(S) FOR EXPORT**

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

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**Home Menu**

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

**Videos**

Page 1 of 1 (6 total records)

Sys ID	Play	Owner	DVR Name	Category	Duration	Date / Time	Notes
247		Officer Zalewski	CW02	Body Worn	---	11/02/2015 10:42	
245		Officer Zalewski	CW02	Traffic Citation	---	11/02/2015 10:00	
67		Officer Zalewski	CW02	Traffic Citation	1 min	06/24/2014 06:58	
2		Officer Zalewski	CW02	Search	16 min	02/27/2014 07:27	
3		Officer Zalewski	CW02	Traffic Citation	16 min	02/27/2014 07:10	
4		Officer Zalewski	CW02	Traffic Citation	41 min	11/12/2013 07:06	

**Selected Videos**

Owner	DVR Name	Category	Duration	Date / Time	Remove
Officer Zalewski	CW02	Traffic Citation	1 min	06/24/2014 06:58	
Officer Zalewski	CW02	Search	16 min	02/27/2014 07:27	

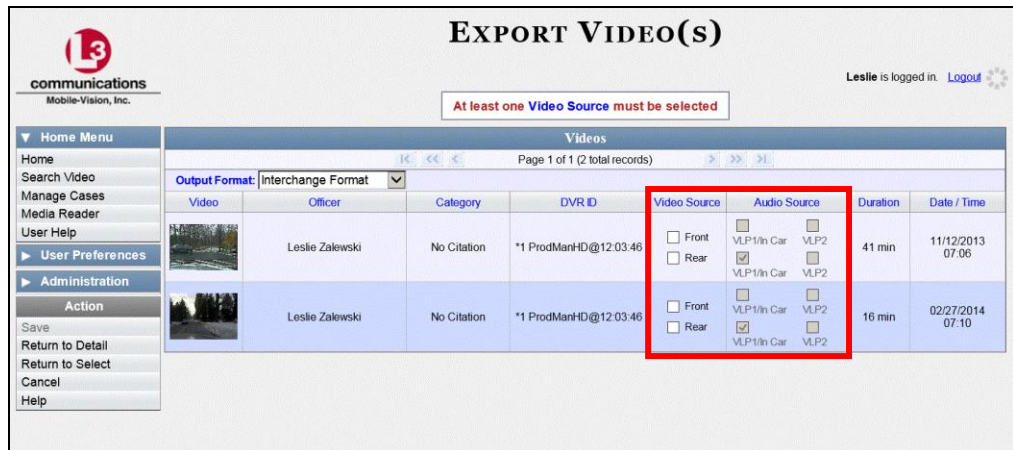
- Go to the **Action** column and click **Export Video(s)**. The Export Video(s) page displays.





The screenshot shows the 'EXPORT VIDEO(S)' page. The 'Output Format' dropdown is set to 'Data DVD'. The table below shows two video records.

Video	Officer	Category	DVR ID	Duration	Date / Time
	Officer Zalewski	Search	CW02	16 min	02/27/2014 07:27
	Officer Zalewski	Traffic Citation	CW02	1 min	06/24/2014 06:58

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



The screenshot shows the 'EXPORT VIDEO(S)' page with 'Output Format' set to 'Interchange Format'. A message box states 'At least one Video Source must be selected'. The table below shows two video records with 'Video Source' and 'Audio Source' columns highlighted in red.

Video	Officer	Category	DVR ID	Video Source	Audio Source	Duration	Date / Time
	Leslie Zalewski	No Citation	*1 ProdManHD@12:03:46	<input type="checkbox"/> Front <input type="checkbox"/> Rear	<input type="checkbox"/> VLP1/in Car <input checked="" type="checkbox"/> VLP1/in Car <input type="checkbox"/> VLP2	41 min	11/12/2013 07:06
	Leslie Zalewski	No Citation	*1 ProdManHD@12:03:46	<input type="checkbox"/> Front <input type="checkbox"/> Rear	<input type="checkbox"/> VLP1/in Car <input checked="" type="checkbox"/> VLP1/in Car <input type="checkbox"/> VLP2	16 min	02/27/2014 07:10

- If the word “Camera” displays in the *Video Source* column, proceed to the next step.  
– OR –

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

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

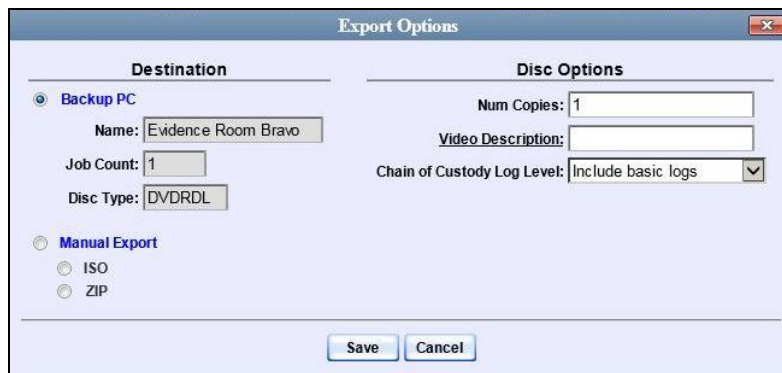
7 If the word “Camera” displays in the *Audio Source* column, proceed to the next step.

– OR –

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

- VLPI/In-car*. The audio from both the wireless microphone that’s connected to your DVR’s VLP 1 port *and* your in-car microphone (default).
- VLP2*. The audio from the wireless microphone that’s connected to your DVR’s VLP 2 port, if applicable.

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




9 Select **ZIP**.

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

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

– OR –

*(Continued)*

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



– OR –

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

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

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

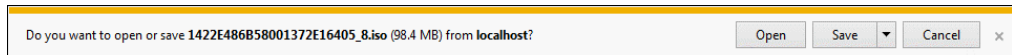
- 13 Go to your *Inbox Messages* and look for a download icon next to the export confirmation message.

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

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

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

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



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

- 16 Navigate to the disk drive location where you wish to save the video file.

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

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



\* International Association of Chiefs of Police

## Downloading Video to Your PC in Uncompressed Format

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

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

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



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

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

– OR –

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

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



Sys ID	Play	Owner	DVR Name	Category	Duration	Date / Time	Notes
247		Officer Zalewski	CW02	Body Worn	---	11/02/2015 10:42	
245		Officer Zalewski	CW02	Traffic Citation	---	11/02/2015 10:00	
67		Officer Zalewski	CW02	Traffic Citation	1 min	06/24/2014 06:58	
2		Officer Zalewski	CW02	Search	16 min	02/27/2014 07:27	
3		Officer Zalewski	CW02	Traffic Citation	16 min	02/27/2014 07:10	
4		Officer Zalewski	CW02	Traffic Citation	41 min	11/12/2013 07:06	

\* If necessary, review “Searching for Videos”

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

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

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

**SELECT VIDEO(S) FOR EXPORT**

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

**Videos**

Page 1 of 1 (6 total records)

Sys ID	Play	Owner	DVR Name	Category	Duration	Date / Time	Notes
247		Officer Zalewski	CW02	Body Worn	---	11/02/2015 10:42	
245		Officer Zalewski	CW02	Traffic Citation	---	11/02/2015 10:00	
67		Officer Zalewski	CW02	Traffic Citation	1 min	06/24/2014 06:58	
2		Officer Zalewski	CW02	Search	16 min	02/27/2014 07:27	
3		Officer Zalewski	CW02	Traffic Citation	16 min	02/27/2014 07:10	
4		Officer Zalewski	CW02	Traffic Citation	41 min	11/12/2013 07:06	

**Selected Videos**

Owner	DVR Name	Category	Duration	Date / Time	Remove
Officer Zalewski	CW02	Traffic Citation	1 min	06/24/2014 06:58	
Officer Zalewski	CW02	Search	16 min	02/27/2014 07:27	

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

**EXPORT VIDEO(S)**

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

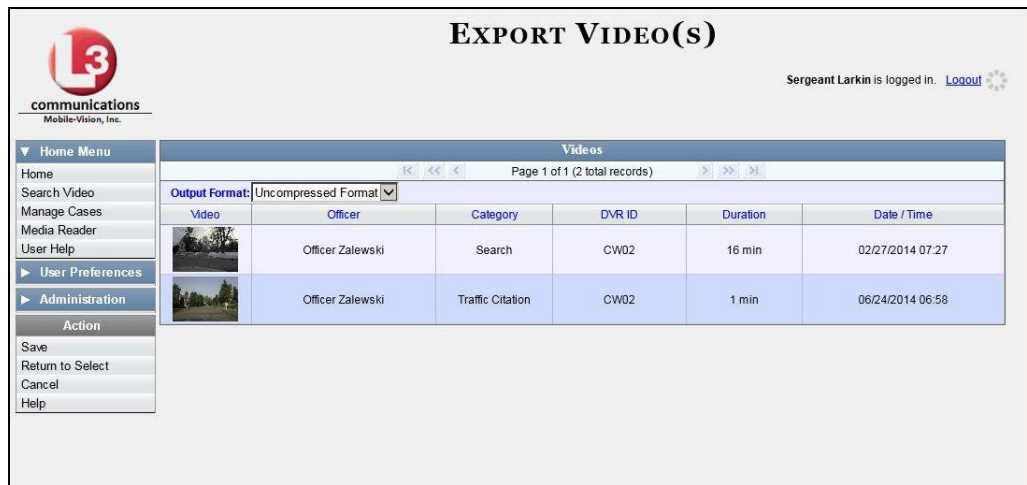
**Videos**

Page 1 of 1 (2 total records)

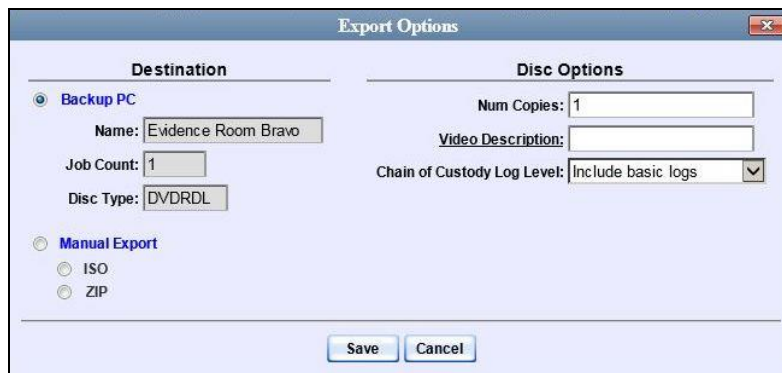
Output Format: Data DVD

Video	Officer	Category	DVR ID	Duration	Date / Time
	Officer Zalewski	Search	CW02	16 min	02/27/2014 07:27
	Officer Zalewski	Traffic Citation	CW02	1 min	06/24/2014 06:58

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



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



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

– OR –

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

– OR –



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

\* International Association of Chiefs of Police

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

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

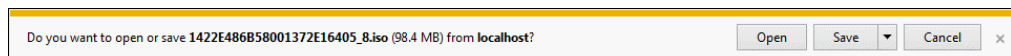
- 11 Go to your *Inbox Messages* and look for a download icon next to the export confirmation message.

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

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

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

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



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



## Downloading Video to Your PC in FOIA Redacted Format

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

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



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



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



**SELECT VIDEO(S) FOR EXPORT**

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

**Videos**  
 Page 1 of 1 (6 total records)

Sys ID	Play	Owner	DVR Name	Category	Duration	Date / Time	Notes
247		Officer Zalewski	CW02	Body Worn	---	11/02/2015 10:42	
245		Officer Zalewski	CW02	Traffic Citation	---	11/02/2015 10:00	
67		Officer Zalewski	CW02	Traffic Citation	1 min	06/24/2014 06:58	
2		Officer Zalewski	CW02	Search	16 min	02/27/2014 07:27	
3		Officer Zalewski	CW02	Traffic Citation	16 min	02/27/2014 07:10	
4		Officer Zalewski	CW02	Traffic Citation	41 min	11/12/2013 07:06	

**Selected Videos**

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

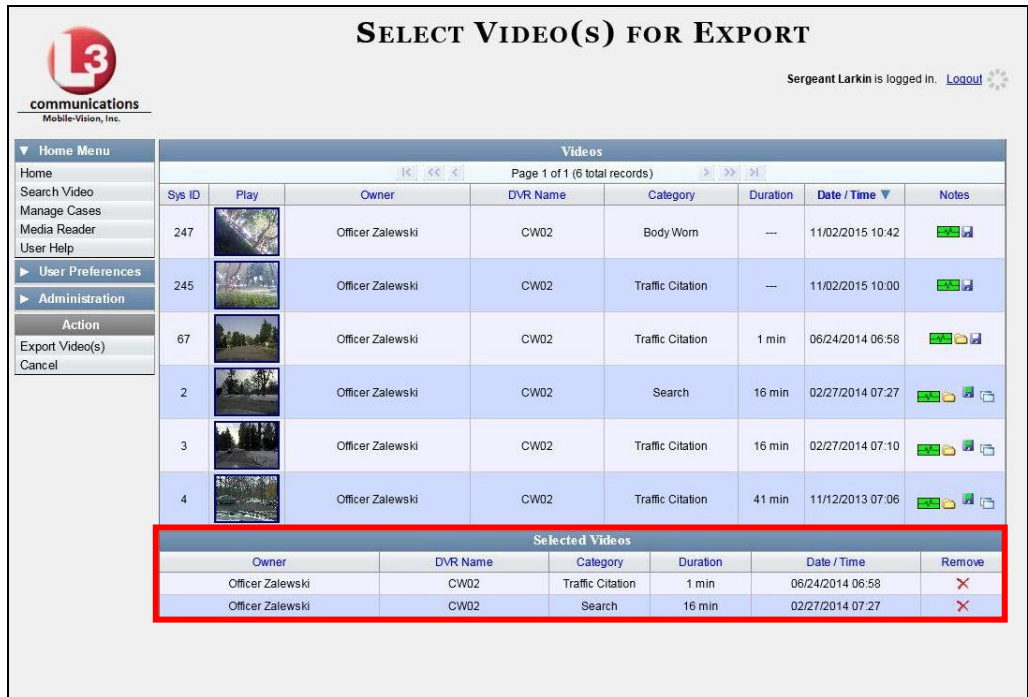
If you searched for and selected *one* video, that video record displays at the bottom of the page. Skip to step 4. Otherwise proceed to the next step.

- Go to the top of the page and click on each of the videos you wish to include in this 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” in chapter 2.



**SELECT VIDEO(S) FOR EXPORT**

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

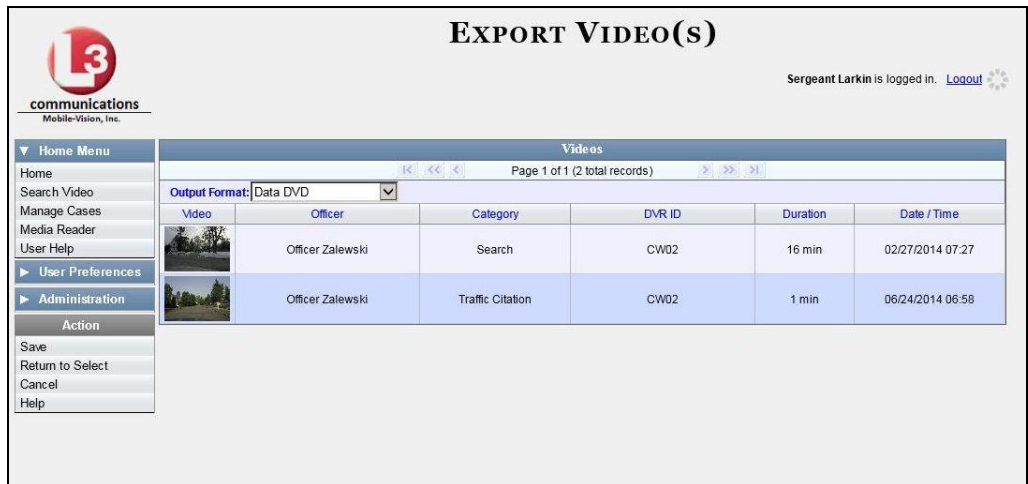
**Videos**  
Page 1 of 1 (6 total records)

Sys ID	Play	Owner	DVR Name	Category	Duration	Date / Time	Notes
247		Officer Zalewski	CW02	Body Worn	---	11/02/2015 10:42	
245		Officer Zalewski	CW02	Traffic Citation	---	11/02/2015 10:00	
67		Officer Zalewski	CW02	Traffic Citation	1 min	06/24/2014 06:58	
2		Officer Zalewski	CW02	Search	16 min	02/27/2014 07:27	
3		Officer Zalewski	CW02	Traffic Citation	16 min	02/27/2014 07:10	
4		Officer Zalewski	CW02	Traffic Citation	41 min	11/12/2013 07:06	

**Selected Videos**

Owner	DVR Name	Category	Duration	Date / Time	Remove
Officer Zalewski	CW02	Traffic Citation	1 min	06/24/2014 06:58	
Officer Zalewski	CW02	Search	16 min	02/27/2014 07:27	

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



**EXPORT VIDEO(S)**

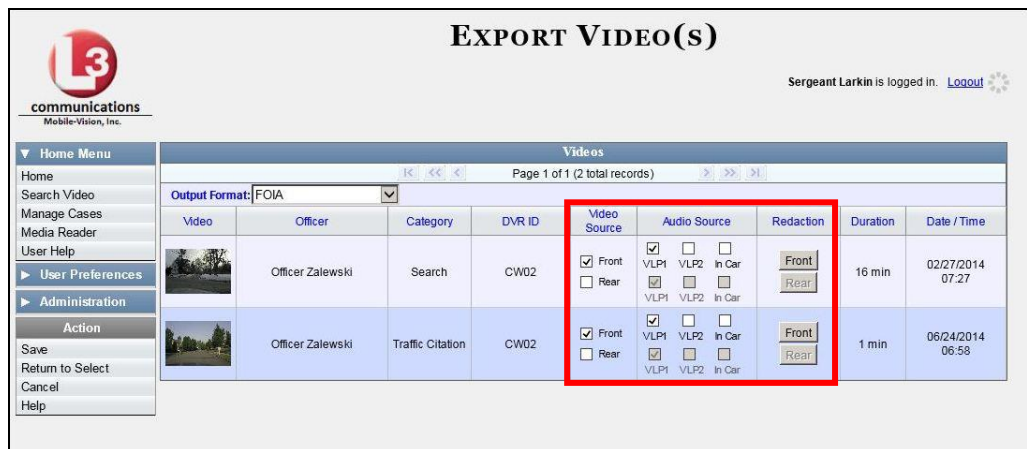
Sergeant Larkin is logged in. [Logout](#)

**Videos**  
Page 1 of 1 (2 total records)

Output Format:

Video	Officer	Category	DVR ID	Duration	Date / Time
	Officer Zalewski	Search	CW02	16 min	02/27/2014 07:27
	Officer Zalewski	Traffic Citation	CW02	1 min	06/24/2014 06:58

- Go to the *Output Format* field and select **FOIA** from the drop-down list. Three new columns display: *Video Source*, *Audio Source*, and *Redaction*.



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

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

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

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

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

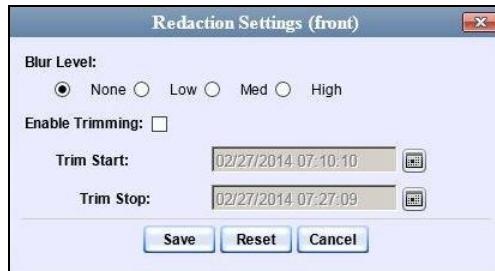
- 8 If the word “Camera” displays in the *Audio Source* column, proceed to the next step.  
 – OR –

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




- VLP1*. The audio from the wireless microphone that’s connected to your 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.

- 9 Go to the *Redaction* column and click on one of the following buttons:
- Camera.** Redact the video from a *BodyVISION* or *VIEVU* camera.
  - Front.** Redact the video from a *Flashback*'s Camera Channel 1. For in-car systems, this is the video captured with your forward facing zoom camera.
  - Rear.** Redact the video from a *Flashback*'s Camera Channel 2. For in-car systems, this is the video captured with your backseat camera and/or bullet cameras.

The Redaction Settings popup displays.



The Redaction settings are described below.

Redaction Settings	
Setting	Description
Blur Level	<p>The degree to which you wish to blur the video or video segment you are exporting. By default, the system does not blur the video at all (Blur Level = <i>None</i>). However, if you select any of the other settings (<i>Low</i>, <i>Med</i>, or <i>High</i>), the system will blur every frame of the video or video segment.</p> <div style="display: flex; justify-content: center; gap: 20px;">    </div> <div style="display: flex; justify-content: center; gap: 20px; margin-top: 5px;"> <span>Low</span> <span>Medium</span> <span>High</span> </div>
Enable Trimming	<p>A checkbox used to indicate whether you wish to export <i>all</i> of the video or a selected <i>segment</i> of the video.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Export the entire full-length video</li> <li><input checked="" type="checkbox"/> Export a segment of the full-length video</li> </ul> <p>If you select Enable Trimming, you will have to select a date/time range using the <i>Trim Start</i> and <i>Trim Stop</i> fields described below.</p>
Trim Start	<p>The beginning of the date/time range you wish to excerpt from the original full-length video. <i>Use the calendar popup to select this date/time.</i></p>
Trim Stop	<p>The end of the date/time range you wish to excerpt from the original full-length video. <i>Use the calendar popup to select this date/time.</i></p>

- 10 To blur the entire video or video segment, proceed to the next step. Otherwise skip to step 12.
- 11 Select a *Blur Level*: **Low**, **Med**, or **High** (see samples in the previous page).
- 12 To export a *segment* of the original full-length video, proceed to the next step.  
– OR –  
To export the entire full-length video, skip to step 16.
- 13 Select the *Enable Trimming* checkbox.
- 14 Proceed to the *Trim Start* field. Using the calendar popup, select the beginning of the video date/time range you wish to export.
- 15 Proceed to the *Trim Stop* field. Using the calendar popup, select the end of the video date/time range you wish to export.
- 16 Click **Save**.
- 17 To redact other videos that are included with this download, repeat steps 9 – 16. Otherwise proceed to the next step.
- 18 Go to the **Action** column and click **Save**. The Export Options popup displays.



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.

- 19 To download this video as an ISO file (default), proceed to the next step.  
– OR –  
To download this video as a *zip* file, select **ZIP**.
- 20 Enter a description for this video in the *Video Description* field.

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

– OR –

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



– OR –

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

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


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

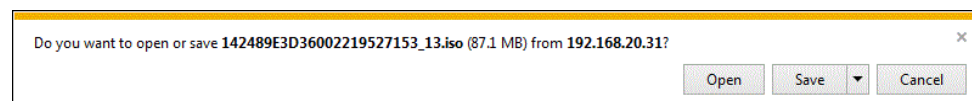
**23** Go to your *Inbox Messages* and look for a download icon next to the export confirmation message.

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

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

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

 **24** Go to the right of the export message and click the download icon. A Windows message displays.



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

**26** Navigate to the disk drive location where you wish to save the video.

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

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

\* International Association of Chiefs of Police



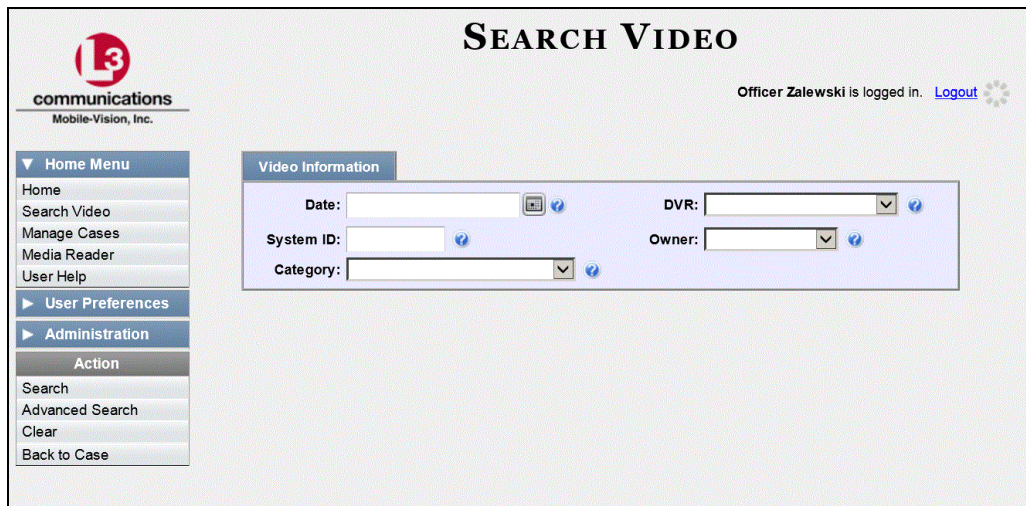
## Exporting a Snapshot

This section describes how to export a *BodyVISION* still image or “snapshot” to a PDF file.

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

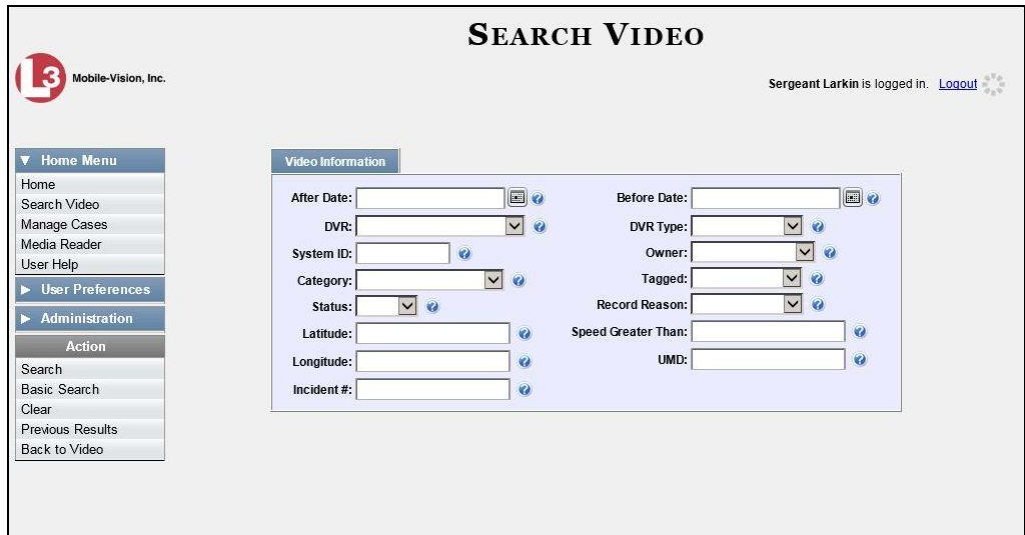
If you prefer to export a *BodyVISION* snapshot to a JPG file, see “Downloading Video Files to Your PC” on page 94 instead.

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



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

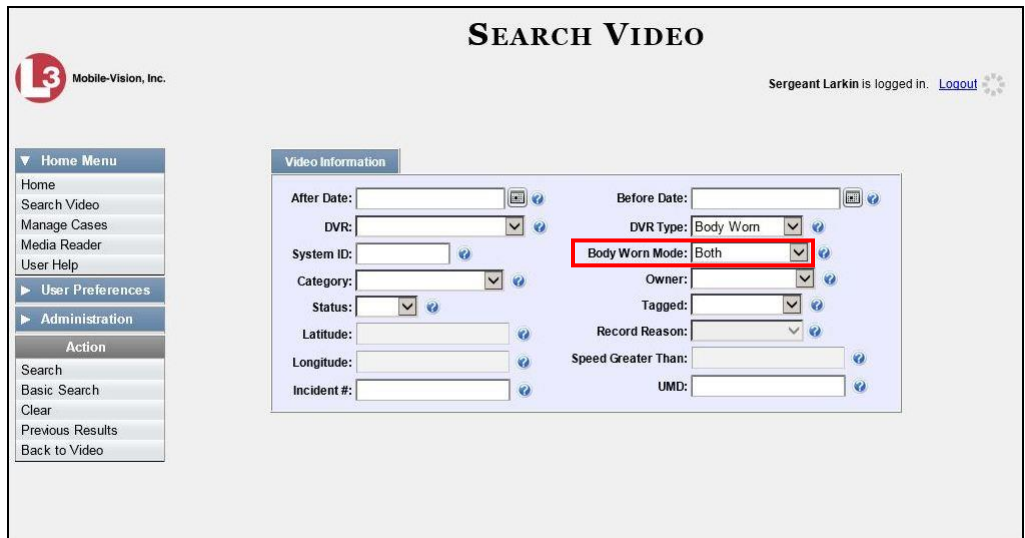
(Continued)



The screenshot shows the 'SEARCH VIDEO' interface. On the left is a navigation menu with sections: Home Menu (Home, Search Video, Manage Cases, Media Reader, User Help), User Preferences, Administration (Action, Search, Basic Search, Clear, Previous Results, Back to Video). The main area is titled 'Video Information' and contains a search form with the following fields:

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

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



This screenshot is identical to the previous one, but with the following changes:

- The *DVR Type* dropdown menu is now set to 'Body Worn'.
- A new dropdown menu labeled 'Body Worn Mode' has appeared, and its value is set to 'Both'. This dropdown is highlighted with a red rectangular box.

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



BodyVISION snapshots display a dash in this column

### VIDEO SEARCH RESULTS

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

Home Menu		Videos						
Home		Page 1 of 1 (4 total records)						
Search Video	Info	Play	Owner	DVR Name	Category	Duration	Date / Time	Notes
Manage Cases			Officer Zalewski	Lance's BV Unit	Body Worn	--	11/06/2015 12:43	
Media Reader			Officer Zalewski	Lance's BV Unit	Body Worn	--	11/02/2015 10:42	
User Help			Officer Zalewski	Lance's BV Unit	Traffic Citation	--	11/02/2015 10:33	
User Preferences			Officer Zalewski	Lance's BV Unit	Body Worn	--	11/02/2015 10:00	

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

– OR –

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

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

### SNAPSHOT DETAILS

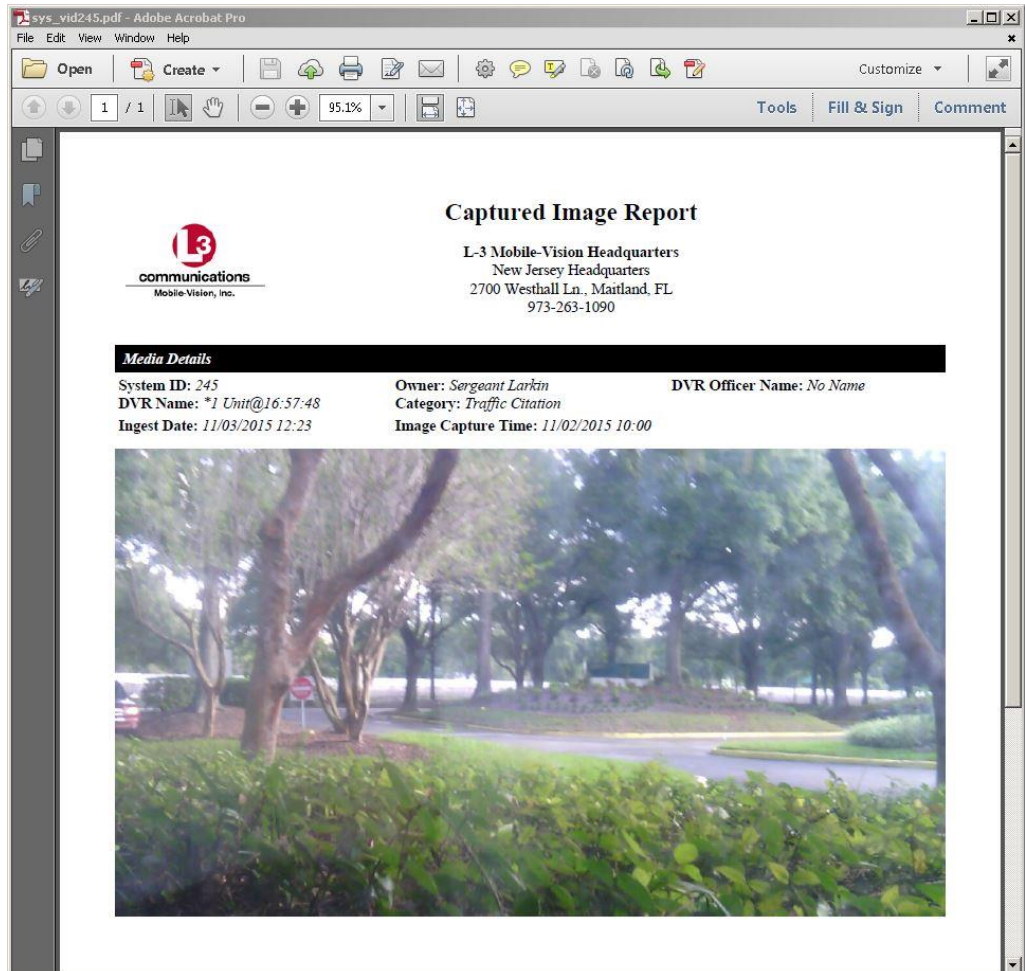
Sergeant Larkin is logged in. [Logout](#)

Home Menu	Status: Online	Snapshot Logs	UMD
Home	<div style="display: flex;"> <div style="flex: 1;"> </div> <div style="flex: 2;"> <p>System Video #: <input type="text" value="245"/></p> <p>Owner: <input type="text" value="*1 No Name@12:49:33"/></p> <p>DVR Officer Name: <input type="text" value="No Name"/></p> <p>DVR Name: <input type="text" value="Lance's BV Unit"/></p> <p>DVR Type: <input type="text" value="Body Worn"/></p> <p>Category: <input type="text" value="Body Worn"/></p> <p>Assigned To Case(s):</p> </div> <div style="flex: 1;"> <p>Incident #: <input type="text"/></p> <p>Ingest Date: <input type="text" value="11/03/2015 12:23"/></p> <p>Record Reason: <input type="text" value="Manual Record"/></p> <p>Capture Date: <input type="text" value="11/02/2015 10:00"/></p> <p>Video Notation(s):</p> </div> </div>		
Search Video			
Manage Cases			
Media Reader			
User Help			
User Preferences			
Administration			
Action			
Play			
Edit			
Tag Video			
Export			
Add To Case			
Chain of Custody			
Export Image to PDF			
Previous Results			

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

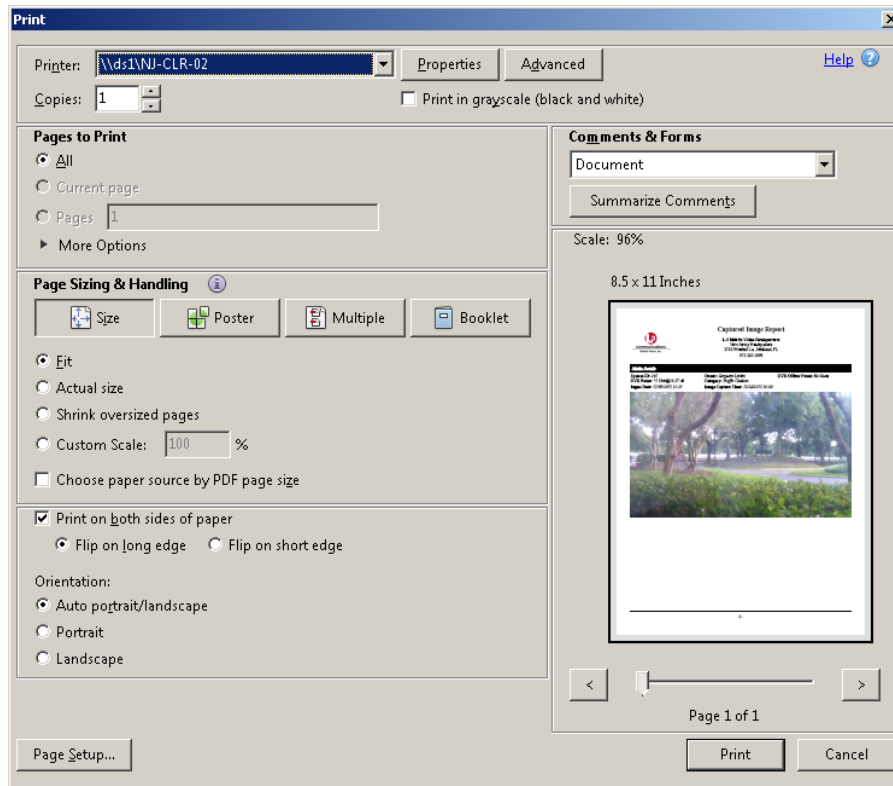



10 Click **Open**. The Captured Image Report displays.



11 To print this report, proceed to the next step. Otherwise skip to step 14.

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



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

---

## Viewing a Video's Logs

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

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

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

For instructions on viewing the logs for a *BodyVISION* snapshot, see the next section, "Viewing a Snapshot's Logs."

- 1 Search for and display the video you wish to view logs for. (If necessary, review “Displaying a Video” on page 31.) The Video Details page displays.



**VIDEO DETAILS**

mvadmin is logged in. [Logout](#)

Status: **Online** | Video Logs | UMD

System Video #: **67** | Incident #: **09-86422**

Owner: **Officer Zalewski** | Ingest Date: **01/12/2015 16:23**

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

DVR Name: **Unit 1** | Video Start Date: **06/24/2014 06:58**

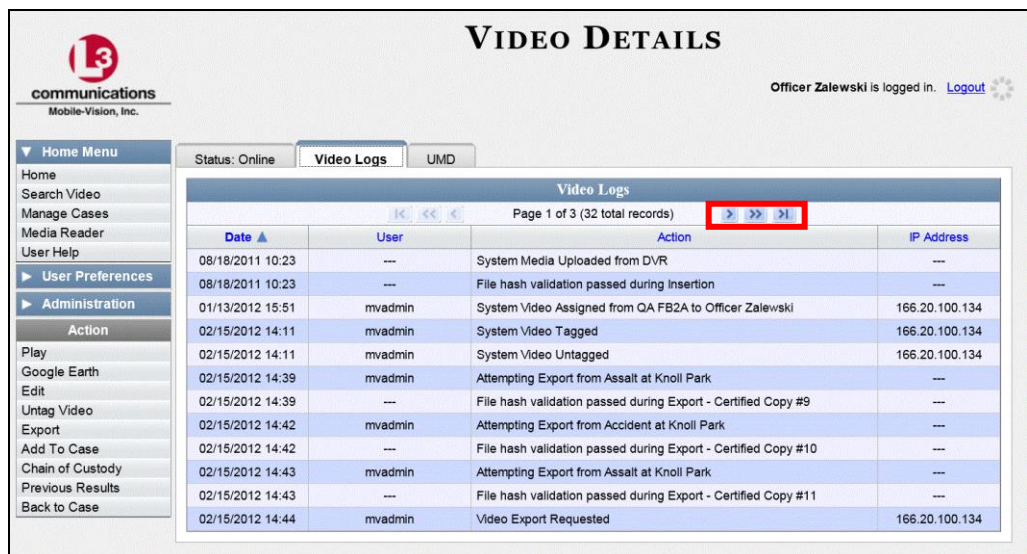
DVR Type: **Vehicle** | Video End Date: **06/24/2014 06:59**

Category: **Search** | Duration (minutes): **1**

Video Tagged: **Yes** | Maximum Speed: **0**

Assigned To Case(s): [Pedestrian Accident](#)  
Video Notation(s): [Image of a child](#)

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



**VIDEO DETAILS**

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

Status: **Online** | **Video Logs** | UMD

communications  
Mobile-Vision, Inc.

Page 1 of 3 (32 total records)

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

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

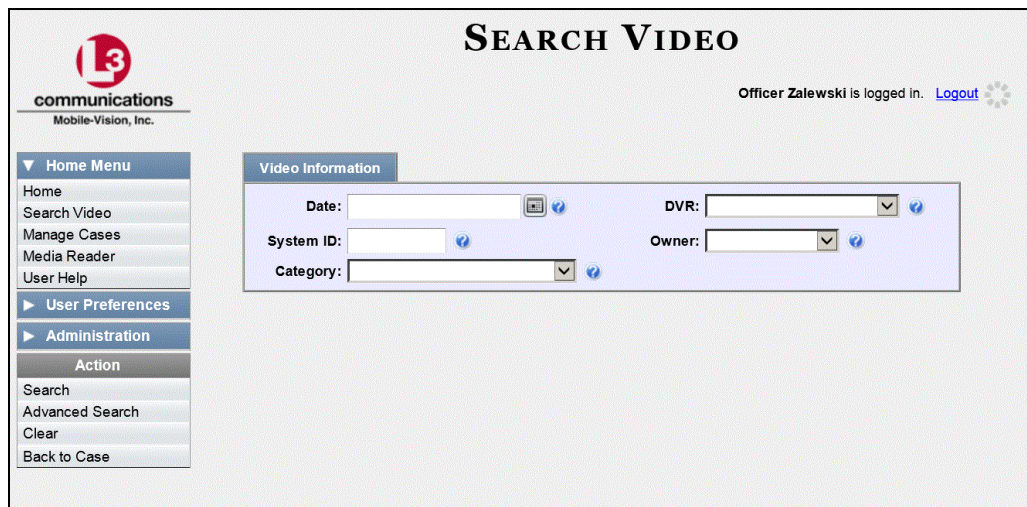
Video Logs	
Column	Description
Date	The date and time at which the action was performed on this video.
User	The name of the user who performed the action. If this column is blank, it indicates that the <i>system</i> performed this action.
Action	A description of the action performed on this video.
IP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

## Viewing a Snapshot's Logs

This section describes how to view the activity logs for a *BodyVISION* still image, referred to as a *snapshot*. The snapshot log lists the following information:

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

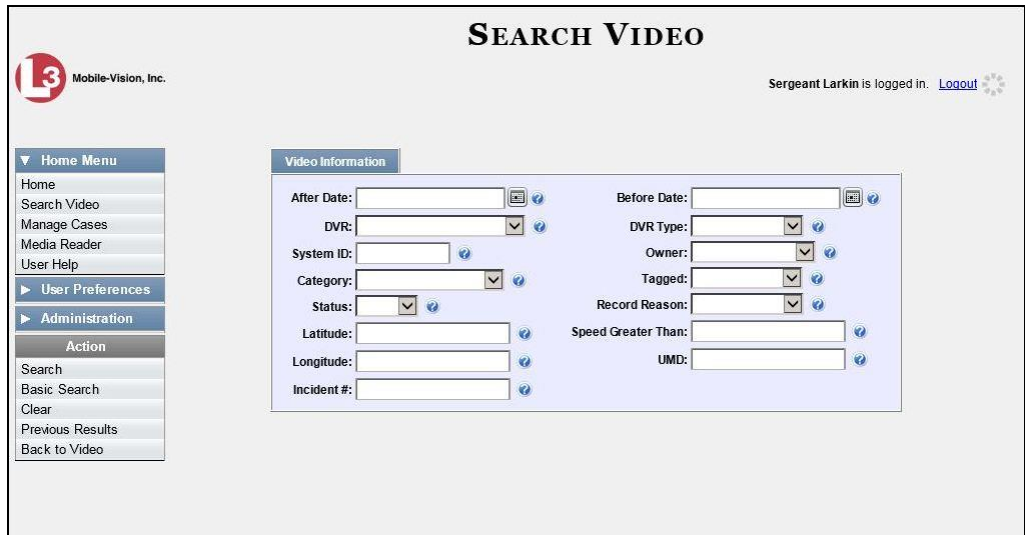
- 1 Go to [▼ Home Menu](#) and click **Search Video**. The Search Video page displays.



The screenshot shows the 'SEARCH VIDEO' interface. At the top left is the L3 Mobile-Vision logo. At the top right, it says 'Officer Zalewski is logged in. Logout'. On the left is a navigation menu with 'Home Menu' expanded to show 'Home', 'Search Video', 'Manage Cases', 'Media Reader', and 'User Help'. Below that are 'User Preferences', 'Administration', and 'Action'. The 'Action' menu is expanded to show 'Search', 'Advanced Search', 'Clear', and 'Back to Case'. The main content area is titled 'SEARCH VIDEO' and contains a 'Video Information' section with search filters: 'Date' (text input), 'DVR' (dropdown), 'System ID' (text input), 'Owner' (dropdown), and 'Category' (dropdown). Each input field has a blue circular icon to its right.

- 2 Go to the [Action](#) column and click **Advanced Search**.

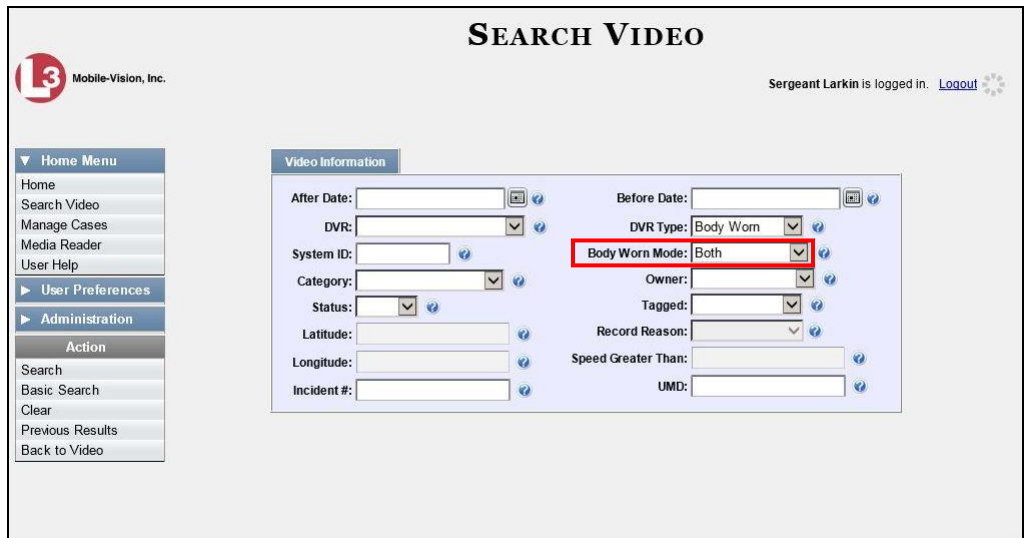
(Continued)



The screenshot shows the 'SEARCH VIDEO' interface. On the left is a navigation menu with sections: Home Menu (Home, Search Video, Manage Cases, Media Reader, User Help), User Preferences, Administration (Action, Search, Basic Search, Clear, Previous Results, Back to Video). The main area is titled 'Video Information' and contains a search form with the following fields:

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

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



This screenshot is identical to the previous one, but the 'DVR Type' dropdown menu is now set to 'Body Worn'. A red box highlights the 'Body Worn Mode' dropdown menu, which is currently set to 'Both'.

- 4 Select **Snapshots Only** from the *Body Worn Mode* drop-down list.
- 5 If desired, enter/select additional search criteria.
- 6 Go to the **Action** column and click **Search**.

All *BodyVISION* snapshot files that match your selection criteria display on the Video Search Results page.

BodyVISION snapshots display a dash in this column

### VIDEO SEARCH RESULTS

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

Home Menu		Videos						
Home		Page 1 of 1 (4 total records)						
Search Video	Info	Play	Owner	DVR Name	Category	Duration	Date / Time	Notes
Manage Cases			Officer Zalewski	Lance's BV Unit	Body Worn	--	11/06/2015 12:43	
Media Reader			Officer Zalewski	Lance's BV Unit	Body Worn	---	11/02/2015 10:42	
User Help			Officer Zalewski	Lance's BV Unit	Traffic Citation	--	11/02/2015 10:33	
User Preferences			Officer Zalewski	Lance's BV Unit	Body Worn	--	11/02/2015 10:00	

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

– OR –

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

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


### SNAPSHOT DETAILS

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

Home Menu		Status: Online		Snapshot Logs	UMD
Home		System Video #:	<input type="text" value="245"/>	Incident #:	<input type="text"/>
Search Video		Owner:	<input type="text" value="*1 No Name@12:49:33"/>	Ingest Date:	<input type="text" value="11/03/2015 12:23"/>
Manage Cases		DVR Officer Name:	<input type="text" value="No Name"/>	Record Reason:	<input type="text" value="Manual Record"/>
Media Reader		DVR Name:	<input type="text" value="Lance's BV Unit"/>	Capture Date:	<input type="text" value="11/02/2015 10:00"/>
User Help		DVR Type:	<input type="text" value="Body Worn"/>		
User Preferences		Category:	<input type="text" value="Body Worn"/>		
Administration		Assigned To Case(s):	<input type="text"/>	Video Notation(s):	<input type="text"/>
Action					
Play					
Edit					
Tag Video					
Export					
Add To Case					
Chain of Custody					
Export Image to PDF					
Previous Results					

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

## SNAPSHOT DETAILS


Mobile-Vision, Inc.
Sergeant Larkin is logged in. [Logout](#)

▼ Home Menu

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

► User Preferences

► Administration

Action

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

Status: Online    **Snapshot Logs**    UMD

**Video Logs**

Page 1 of 1 (7 total records)

Date ▲	User	Action	IP Address
11/06/2015 13:59	---	System Media #255 Uploaded from DVR (ID: 1061510880)	---
11/09/2015 13:40	Sergeant Larkin	System Video Played	166.20.101.108
11/12/2015 12:20	admin	System Video Played	166.20.101.110
11/12/2015 12:20	admin	System Video Played	166.20.101.110
12/15/2015 16:13	mvadmin	System Video Played	166.20.100.160
12/16/2015 16:20	Sergeant Larkin	System Video Played	166.20.100.160
12/16/2015 16:20	Sergeant Larkin	System Video Played	166.20.100.160

The columns on this tab are described below.

Snapshot Logs	
Column	Description
Date	The date and time at which the action was performed on this snapshot or source 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 snapshot or source video.
IP Address	The IP address of the device from which the activity was executed. For example, if an officer played the source video on a PC with an IP address of 166.20.100.160, that number will display in this field.



## Reassigning Video to a Different Officer

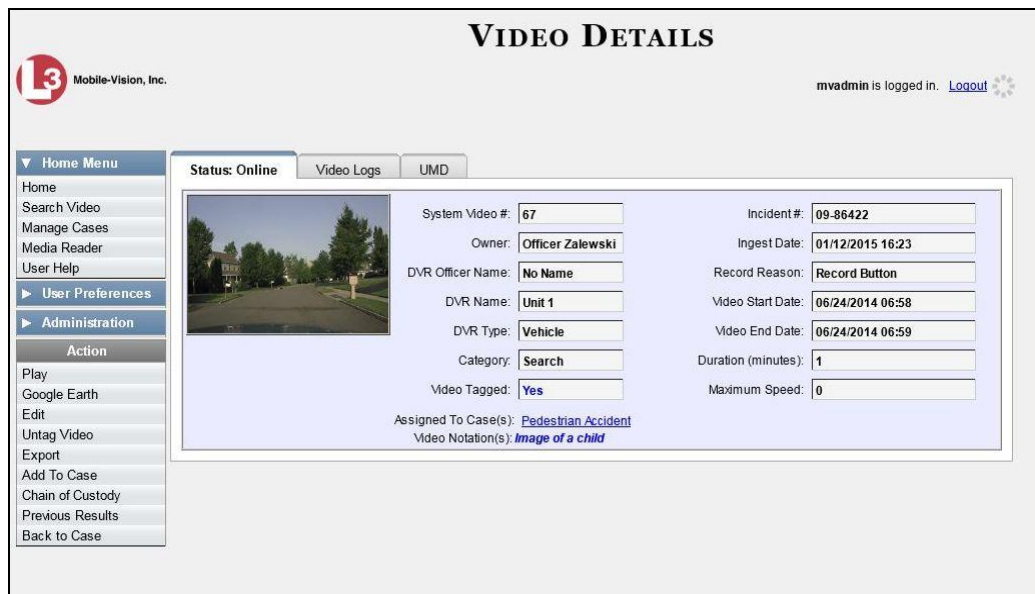
Periodically, you may need to reassign a video to a different officer. The procedures for reassigning single vs. multiple videos are slightly different. Proceed to the appropriate section for further instructions:

- Reassigning One Video to a Different Officer, below
- Reassigning Multiple Videos to a Different Officer, page 124.

### 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 31.) The Video Details page displays.




**VIDEO DETAILS**

L3 Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

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

Status: Online | Video Logs | UMD

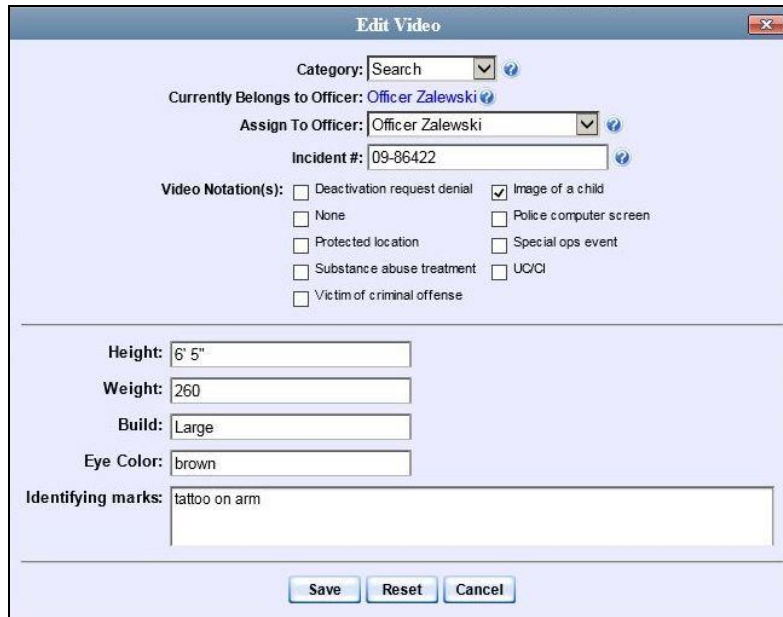
	System Video #: <input type="text" value="67"/>	Incident #: <input type="text" value="09-86422"/>
	Owner: <input type="text" value="Officer Zalewski"/>	Ingest Date: <input type="text" value="01/12/2015 16:23"/>
	DVR Officer Name: <input type="text" value="No Name"/>	Record Reason: <input type="text" value="Record Button"/>
	DVR Name: <input type="text" value="Unit 1"/>	Video Start Date: <input type="text" value="06/24/2014 06:58"/>
	DVR Type: <input type="text" value="Vehicle"/>	Video End Date: <input type="text" value="06/24/2014 06:59"/>
	Category: <input type="text" value="Search"/>	Duration (minutes): <input type="text" value="1"/>
	Video Tagged: <input type="text" value="Yes"/>	Maximum Speed: <input type="text" value="0"/>

Assigned To Case(s): [Pedestrian Accident](#)  
Video Notation(s): [Image of a child](#)

For a description of the fields on this screen, see the table on page 33.

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

*(Continued)*



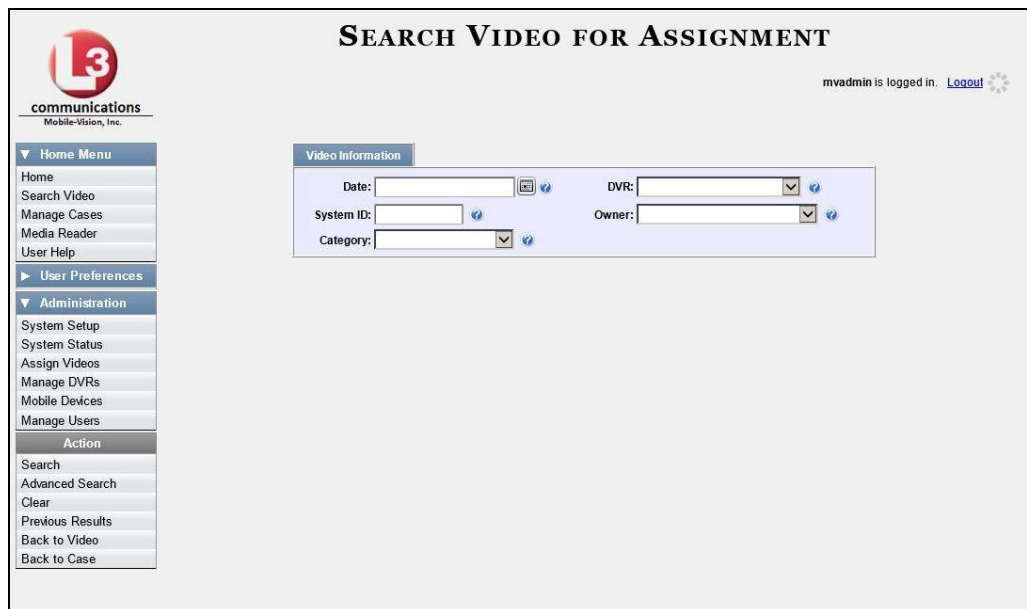
- 3 Select a new name from the *Assign To Officer* drop-down list.
- 4 Click **Save**.

### Reassigning Multiple Videos to a Different Officer

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

- 1 Go to **Administration** and click **Assign Videos**.

The Search Video for Assignment page displays.



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

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

– OR –

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

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



Video	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
	*1 Leslie Zalewski@12:49:42	Search	Interview Room	Eng Lab FB3	11/12/2013 07:06	41 min
	*1 Leslie Zalewski@12:49:42	Traffic Citation	Interview Room	Eng Lab FB3	10/28/2008 09:07	11 min

The columns and available actions on this page are described below.

Video Information	
Column	Description
Video	A thumbnail image of the video.
Owner	The name of the officer who currently owns this video. For more information on this field, see <i>Owner</i> in the table on page 33.
Category	The category assigned to this video. For more on video categories, see <i>Category</i> in the table on page 34.
DVR Type	The type of DVR that captured this video: <ul style="list-style-type: none"> <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>BodyVISION</i>.</li> <li>▪ <i>VieVu</i>. A small, wearable DVR called <i>VIEVU</i>.</li> </ul>
DVR Name	The name of the DVR that captured this video. If the DVR is a Flashback, <b>Vehicle</b> or <b>Interview Room</b> will display here. If the DVR is a <i>BodyVISION</i> , <b>Body Worn</b> will display. If the DVR is a <i>VIEVU</i> , <b>VieVu</b> will display.
Date/Time	The date and time at which this video began recording. Time displays in hh:mm:ss format.
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>BodyVISION</i> snapshot.
Available Actions	
Action	Description
Select All on Page	Highlight the videos that are currently displayed on-screen (six or less).
Assign Selected	Assign all selected (i.e., highlighted) videos to the officer shown in the <i>Assign to Officer</i> field.
Assign All # Videos	Assign all the videos in your search results to the officer shown in the <i>Assign to Officer</i> field.
Deselect	Deselect all videos that are currently selected. You can also click on a video to deselect it.

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



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

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

– OR –

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

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

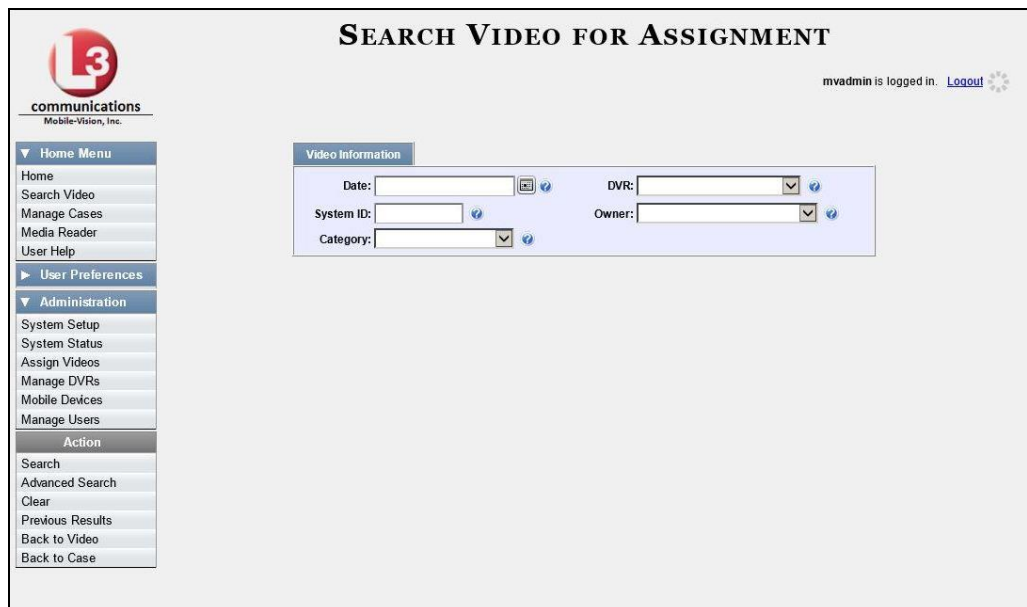
18 video(s) successfully assigned to James Ward

---

## Reassigning Video to a Different DVR

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




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



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

- 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.



Video	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
	*1 Leslie Zalewski@12:49:42	Search	Interview Room	Eng Lab FB3	11/12/2013 07:06	41 min
	*1 Leslie Zalewski@12:49:42	Traffic Citation	Interview Room	Eng Lab FB3	10/28/2008 09:07	11 min

The columns and available actions on this page are described in the table on page 126.

- 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.

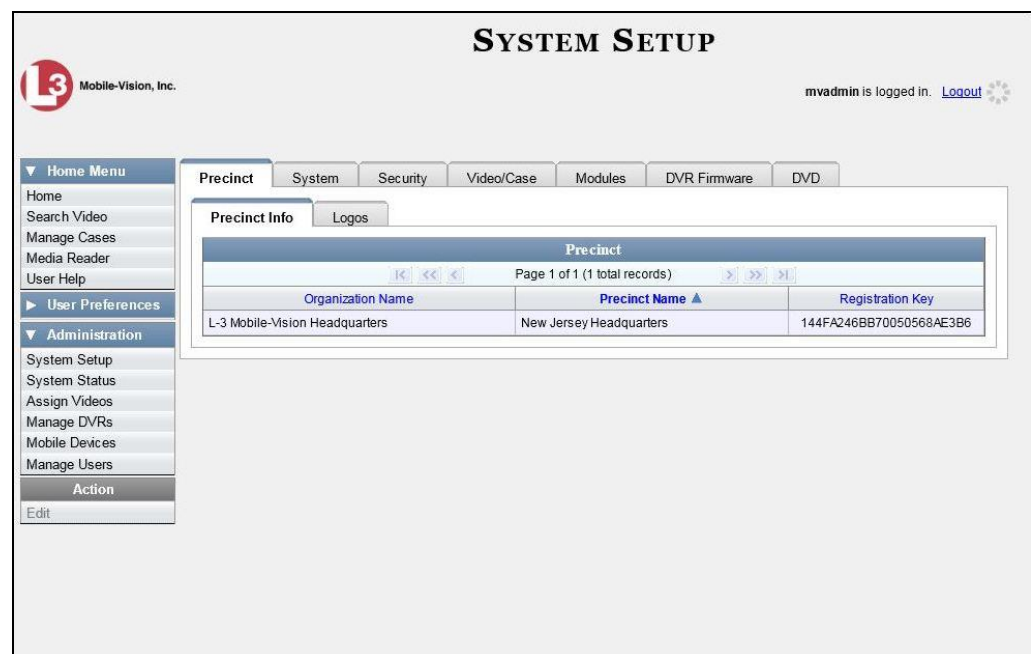
For further instructions, see:

- Displaying the UMD Types List, below
- Adding a User Metadata Field, page 131
- Changing a User Metadata Field, page 133
- Deleting a User Metadata Field, page 134
- Changing the User Metadata Display Order, page 135.

### Displaying the UMD Types List

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

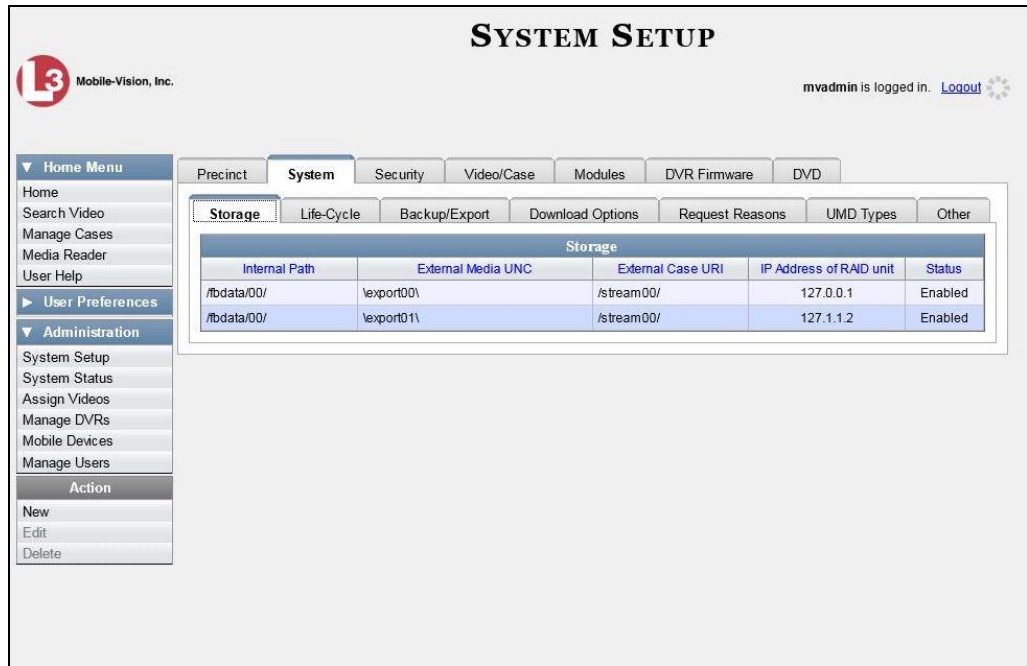
- 1 Go to **Administration** and click **System Setup**. The System Setup page displays.



The screenshot displays the 'SYSTEM SETUP' interface. On the left is a navigation menu with sections: Home Menu, User Preferences, Administration (selected), and Action. The Administration section includes System Setup, System Status, Assign Videos, Manage DVRs, Mobile Devices, and Manage Users. The main content area has tabs for Precinct, System, Security, Video/Case, Modules, DVR Firmware, and DVD. The 'Precinct' tab is active, showing a 'Precinct Info' section with a table of records. The table has columns for Organization Name, Precinct Name, and Registration Key. The first record is: L-3 Mobile-Vision Headquarters, New Jersey Headquarters, 144FA246BB70050568AE3B6.

Organization Name	Precinct Name ▲	Registration Key
L-3 Mobile-Vision Headquarters	New Jersey Headquarters	144FA246BB70050568AE3B6

- 2 Click the **System** tab.



**SYSTEM SETUP**

mvadmin is logged in. [Logout](#)

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

User Preferences

Administration: System Setup, System Status, Assign Videos, Manage DVRs, Mobile Devices, Manage Users

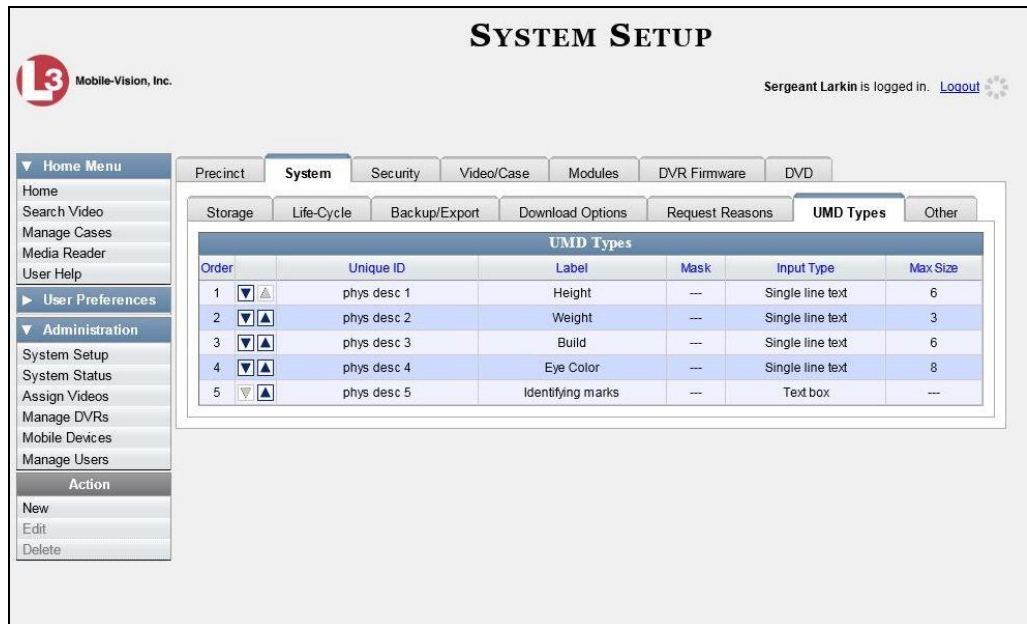
Action: New, Edit, Delete

System Setup: Precinct, **System**, Security, Video/Case, Modules, DVR Firmware, DVD

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

Storage				
Internal Path	External Media UNC	External Case URI	IP Address of RAID unit	Status
/bdata/00/	\export00\	/stream00/	127.0.0.1	Enabled
/bdata/00/	\export01\	/stream00/	127.1.1.2	Enabled

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



**SYSTEM SETUP**

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

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

User Preferences

Administration: System Setup, System Status, Assign Videos, Manage DVRs, Mobile Devices, Manage Users

Action: New, Edit, Delete

System Setup: Precinct, System, Security, Video/Case, Modules, DVR Firmware, DVD

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

UMD Types						
Order	Unique ID	Label	Mask	Input Type	Max Size	
1	phys desc 1	Height	---	Single line text	6	
2	phys desc 2	Weight	---	Single line text	3	
3	phys desc 3	Build	---	Single line text	6	
4	phys desc 4	Eye Color	---	Single line text	8	
5	phys desc 5	Identifying marks	---	Text box	---	

For further instructions, see:

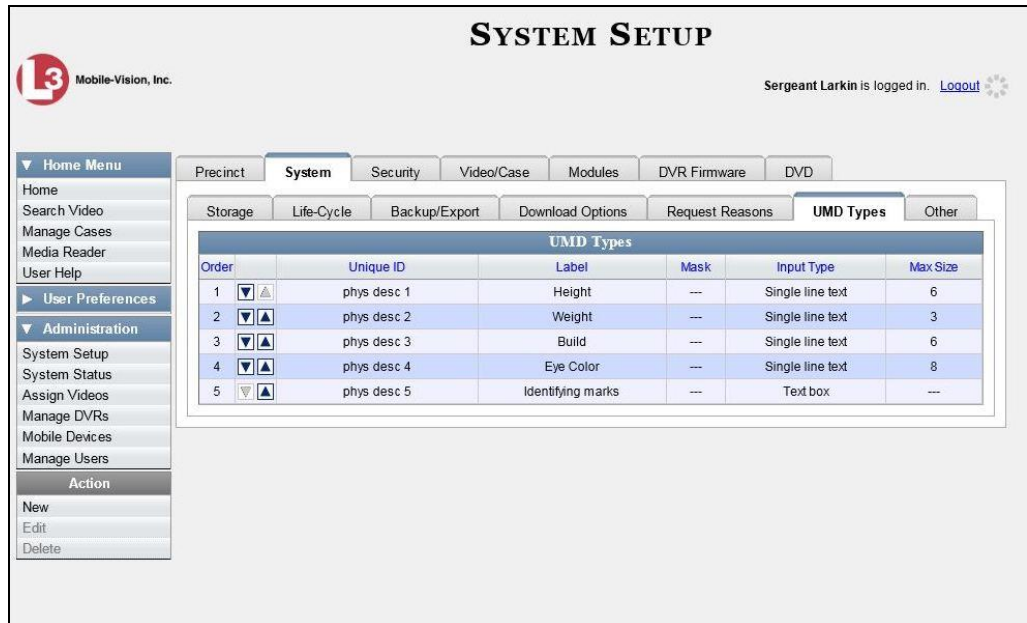
- Adding a User Metadata Field, next page, beginning with step 2
- Changing a User Metadata Field, page 133, beginning with step 2
- Deleting a User Metadata Field, page 134, beginning with step 2
- Changing the User Metadata Display Order, page 135, beginning with step 2.



## 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 129.

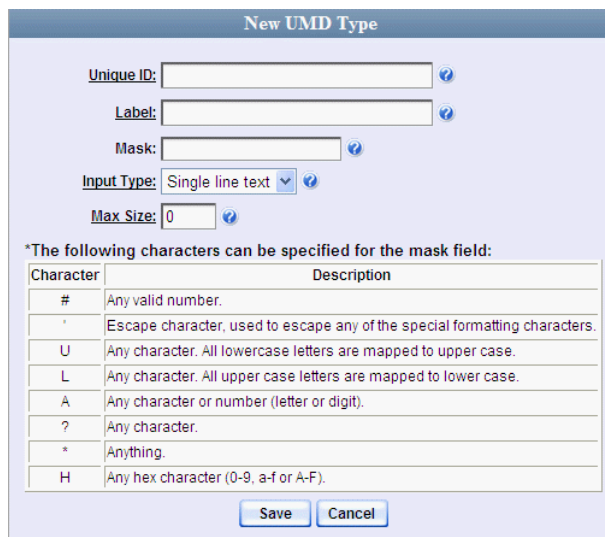
- 1 Display the UMD Types List. (If necessary, see the previous section, “Displaying the UMD Types List.”)



The screenshot shows the 'SYSTEM SETUP' page with the 'System' tab selected. Under the 'System' tab, the 'UMD Types' sub-tab is active. A table lists five UMD types:

Order	Unique ID	Label	Mask	Input Type	Max Size
1	phys desc 1	Height	---	Single line text	6
2	phys desc 2	Weight	---	Single line text	3
3	phys desc 3	Build	---	Single line text	6
4	phys desc 4	Eye Color	---	Single line text	8
5	phys desc 5	Identifying marks	---	Text box	---

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



The 'New UMD Type' form contains the following fields:

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

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

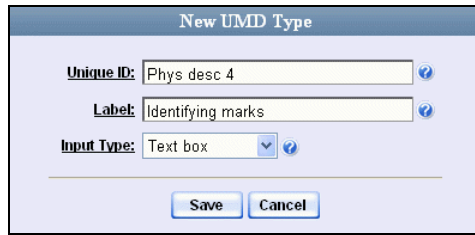
Character	Description
#	Any valid number.
*	Escape character, used to escape any of the special formatting characters.
U	Any character. All lowercase letters are mapped to upper case.
L	Any character. All upper case letters are mapped to lower case.
A	Any character or number (letter or digit).
?	Any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

Buttons:


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


New UMD Type																			
Field	Description																		
Unique ID	The internal identification code for this field. This code does not display on the 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	<p>The allowable entry for each character of the UMD field, as defined in the on-screen list pictured below. A mask allows the system to perform checks, or edits, on a particular field to make sure that the user enters the field in a predefined format. For example, you might use a mask of ##-##-#### for a date field.</p> <table border="1"> <thead> <tr> <th>Character</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>#</td> <td>Any valid number.</td> </tr> <tr> <td>*</td> <td>Escape character, used to escape any of the special formatting characters.</td> </tr> <tr> <td>U</td> <td>Any character. All lowercase letters are mapped to upper case.</td> </tr> <tr> <td>L</td> <td>Any character. All upper case letters are mapped to lower case.</td> </tr> <tr> <td>A</td> <td>Any character or number (letter or digit).</td> </tr> <tr> <td>?</td> <td>Any character.</td> </tr> <tr> <td>*</td> <td>Anything.</td> </tr> <tr> <td>H</td> <td>Any hex character (0-9, a-f or A-F).</td> </tr> </tbody> </table>	Character	Description	#	Any valid number.	*	Escape character, used to escape any of the special formatting characters.	U	Any character. All lowercase letters are mapped to upper case.	L	Any character. All upper case letters are mapped to lower case.	A	Any character or number (letter or digit).	?	Any character.	*	Anything.	H	Any hex character (0-9, a-f or A-F).
Character	Description																		
#	Any valid number.																		
*	Escape character, used to escape any of the special formatting characters.																		
U	Any character. All lowercase letters are mapped to upper case.																		
L	Any character. All upper case letters are mapped to lower case.																		
A	Any character or number (letter or digit).																		
?	Any character.																		
*	Anything.																		
H	Any hex character (0-9, a-f or A-F).																		
Input Type	The input type for this field: <i>Single line text</i> (default) or <i>Text box</i> . <i>Select this value from the drop-down list.</i>																		
Max size	The maximum number of characters that the user is allowed to enter in a single line text field. If you are using a mask, leave this field blank.																		


- 3 Enter an ID code for this UMD in the *Unique ID* field.
- 4 Enter the name of the UMD in the *Label* field. This is how the UMD field will appear on the actual data entry form.
- 5 If you wish to apply a *mask* to this UMD (see description above), proceed to the next step. Otherwise skip to step 7.
- 6 Using the appropriate characters (see onscreen list), enter a UMD mask in the *Mask* field.
- 7 If this UMD will be a *single line text field* (default), proceed to the next step.  
 – OR –  
 If this UMD will be a *text box*, select **Text box** from the *Input Type* drop-down list. The New UMD Type popup displays.



**New UMD Type**

Unique ID:  

Label:  

Input Type:  



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.

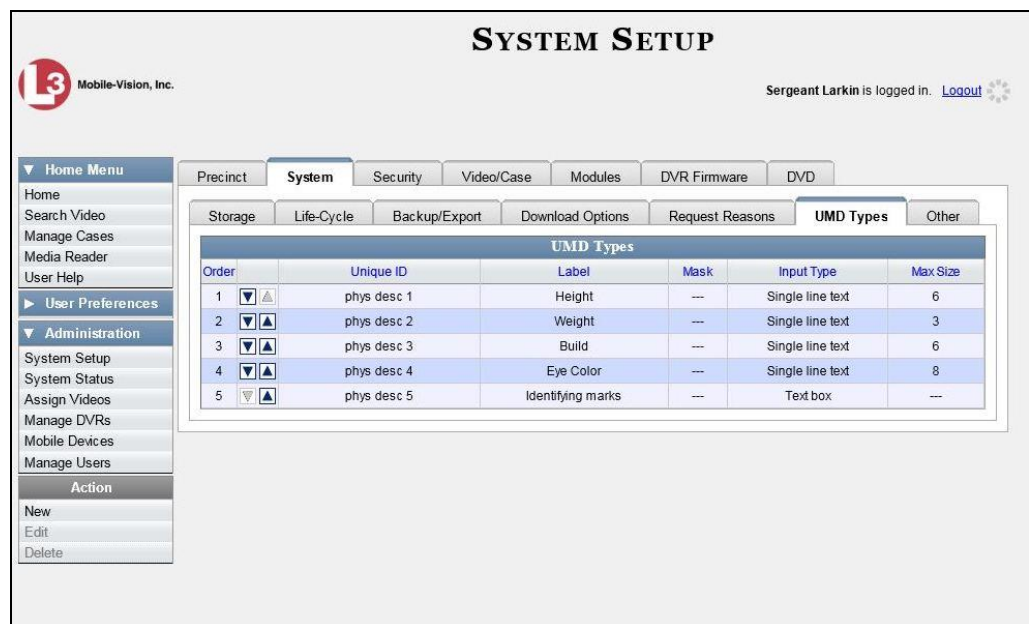
- 9 Click the **Save** button. The UMD Types List redisplay. Notice that the new record displays at the bottom of the list. Unless you move the record up or down, this is the order in which the new data field will appear on the actual UMD form.

- 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 129.

- 1 Display the UMD Types List, as described on page 129.



**SYSTEM SETUP**

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

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











▼ User Preferences

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

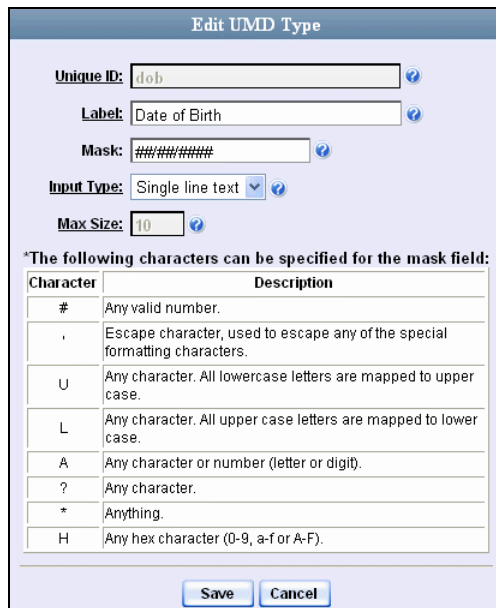
Action  
New  
Edit  
Delete

Precinct **System** Security Video/Case Modules DVR Firmware DVD

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

UMD Types						
Order	Unique ID	Label	Mask	Input Type	Max Size	
1	phys desc 1	Height	---	Single line text	6	 
2	phys desc 2	Weight	---	Single line text	3	 
3	phys desc 3	Build	---	Single line text	6	 
4	phys desc 4	Eye Color	---	Single line text	8	 
5	phys desc 5	Identifying marks	---	Text box	---	 

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



**Edit UMD Type**

Unique ID:

Label:

Mask:

Input Type:

Max Size:

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

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

For a description of the fields on this popup, see the table on page 132.

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

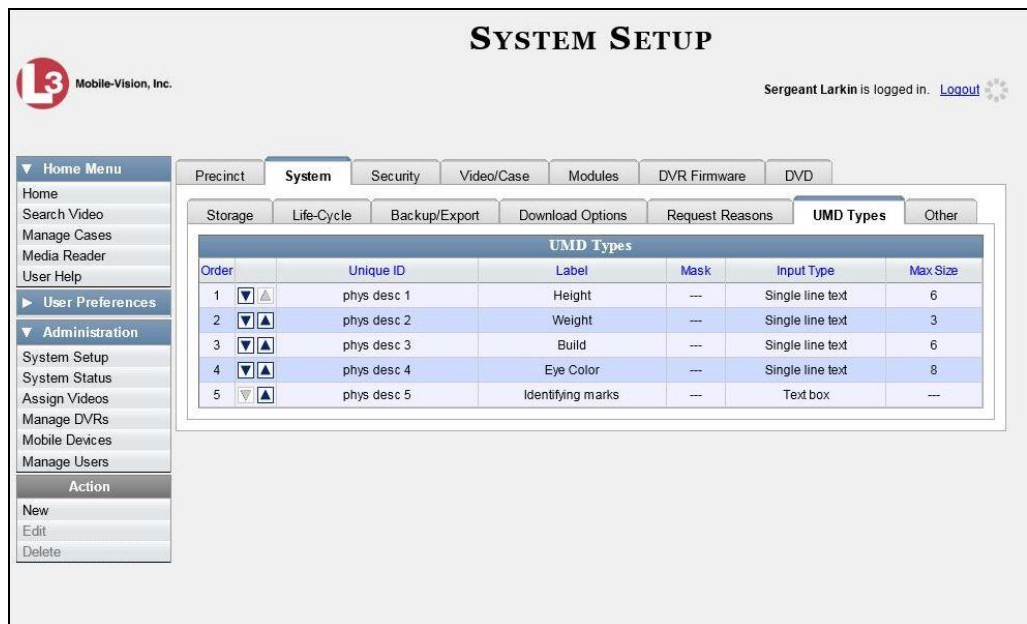
### Deleting a User Metadata Field

This section describes how to delete a user metadata field in DEP. For more on this topic, see “Maintaining User Metadata” on page 129.

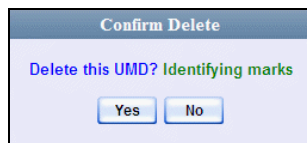


**WARNING:** If you delete a UMD field that is currently attached to one or more videos, the system will permanently remove that UMD field from those videos.

- 1 Display the UMD Types List. (If necessary, review “Displaying the UMD Types list” on page 129.)



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



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



## Changing the User Metadata Display Order

This section describes how to change the display order for your predefined user metadata fields. For more on this topic, see “Maintaining User Metadata” on page 129.

- 1 Display the UMD Types List, as pictured above. (If necessary, review “Displaying the UMD Types List” on page 129.)

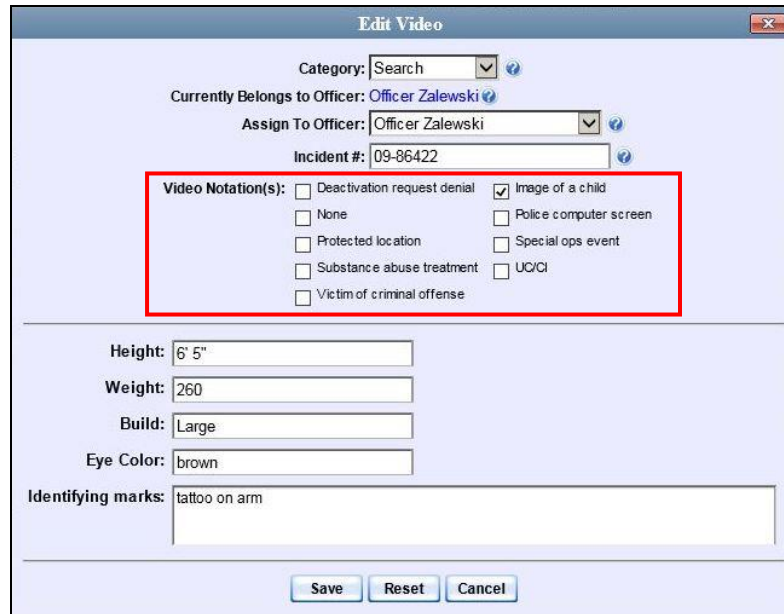
The UMD records display in the order in which they appear on the UMD form.

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

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

## Video Notations

Video notations are custom checkboxes that you can use to classify and organize videos. Once the Video Notation feature is activated (see “Turning Video Notations On/Off” on page 142), any video notations you create will display on the Edit Video form.



The screenshot shows the 'Edit Video' form with the following fields and options:

- Category: Search
- Currently Belongs to Officer: Officer Zalewski
- Assign To Officer: Officer Zalewski
- Incident #: 09-86422
- Video Notation(s):**
  - Deactivation request denial
  - Image of a child
  - None
  - Police computer screen
  - Protected location
  - Special ops event
  - Substance abuse treatment
  - UO/CI
  - Victim of criminal offense
- Height: 6' 5"
- Weight: 260
- Build: Large
- Eye Color: brown
- Identifying marks: tattoo on arm
- Buttons: Save, Reset, Cancel

For more information, see:

- Adding a Video Notation, below
- Changing a Video Notation, page 138
- Deleting a Video Notation, page 141
- Turning Video Notations On/Off, page 142
- Exporting Video Notations Activity to a Spreadsheet, page 145.

### Adding a Video Notation

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

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

### SYSTEM SETUP

mvadmin is logged in. [Logout](#)

- Home Menu
- Home
- Search Video
- Manage Cases
- Media Reader
- User Help
- User Preferences
- Administration
  - System Setup
  - System Status
  - Assign Videos
  - Manage DVRs
  - Mobile Devices
  - Manage Users
- Action
- Edit

Precinct
System
Security
Video/Case
Modules
DVR Firmware
DVD

Precinct Info
Logos

**Precinct**

Page 1 of 1 (1 total records)

Organization Name	Precinct Name ▲	Registration Key
L-3 Mobile-Vision Headquarters	New Jersey Headquarters	144FA246BB70050568AE3B6

2 Click the **Video/Case** tab.

### SYSTEM SETUP

mvadmin is logged in. [Logout](#)

- Home Menu
- Home
- Search Video
- Manage Cases
- Media Reader
- User Help
- User Preferences
- Administration
  - System Setup
  - System Status
  - Assign Videos
  - Manage DVRs
  - Mobile Devices
  - Manage Users
- Action
- Edit
- Export Categories

Precinct
System
Security
Video/Case
Modules
DVR Firmware
DVD

Videos
Cases

**Categories**

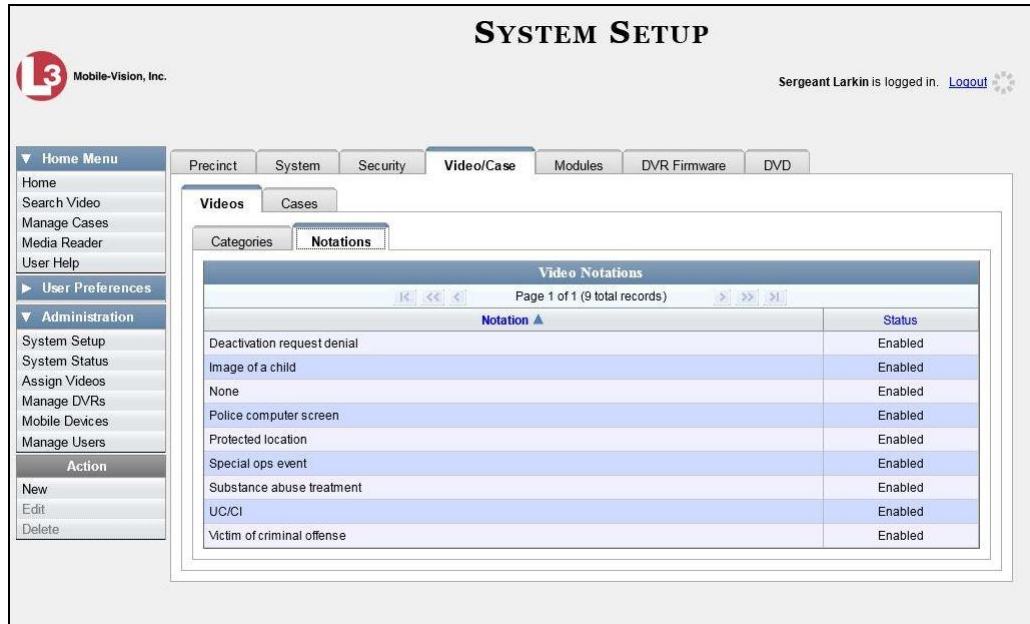
Notations

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

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Page | 137

- 3 Make sure the **Videos** tab is selected, as pictured below.
- 4 Click the **Notations** tab.



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



The 'New Video Notation' form is displayed. It has a title bar with 'New Video Notation' and a close button. Below the title bar, there is a 'Notation:' label followed by a text input field. Below that is a 'Status:' label followed by a dropdown menu currently set to 'ENABLED'. At the bottom of the form are 'Save' and 'Cancel' buttons.

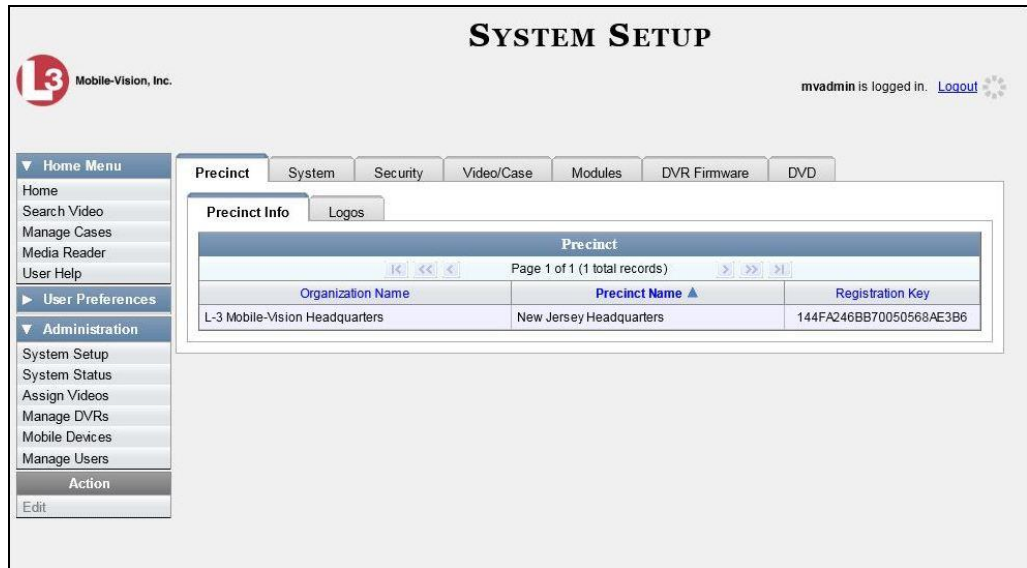
- 6 Enter a name for the checkbox in the *Notation* field.
- 7 Click **Save**. The new notation is added to the Video Notations list.

## Changing a Video Notation

This section describes how to update an existing video notation. For more on video notations and how they are used in DEP, see “Video Notations” on page 136.

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





**SYSTEM SETUP**

L3 Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

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

User Preferences

Administration: System Setup, System Status, Assign Videos, Manage DVRs, Mobile Devices, Manage Users

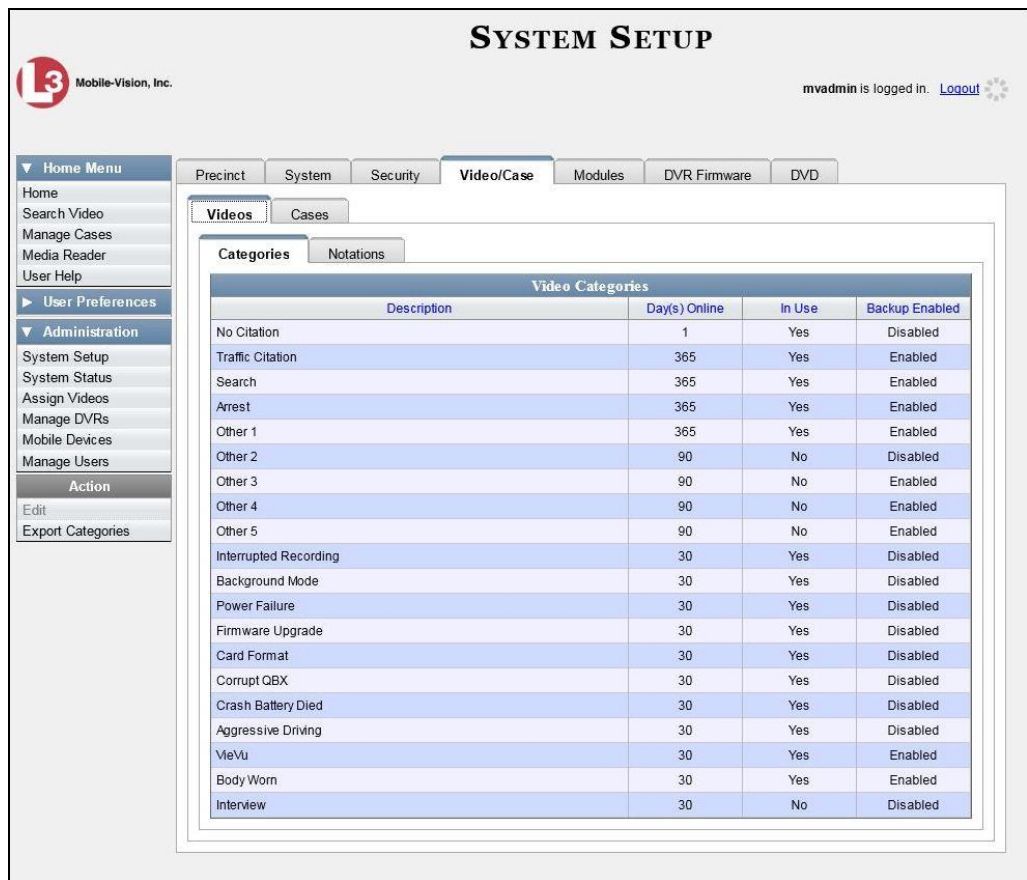
Action: Edit

Navigation: Precinct, System, Security, Video/Case, Modules, DVR Firmware, DVD

Sub-navigation: Precinct Info, Logos

Precinct		
Organization Name	Precinct Name ▲	Registration Key
L-3 Mobile-Vision Headquarters	New Jersey Headquarters	144FA246BB70050568AE3B6

2 Click the **Video/Case** tab.



**SYSTEM SETUP**

L3 Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

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

User Preferences

Administration: System Setup, System Status, Assign Videos, Manage DVRs, Mobile Devices, Manage Users

Action: Edit, Export Categories

Navigation: Precinct, System, Security, Video/Case, Modules, DVR Firmware, DVD

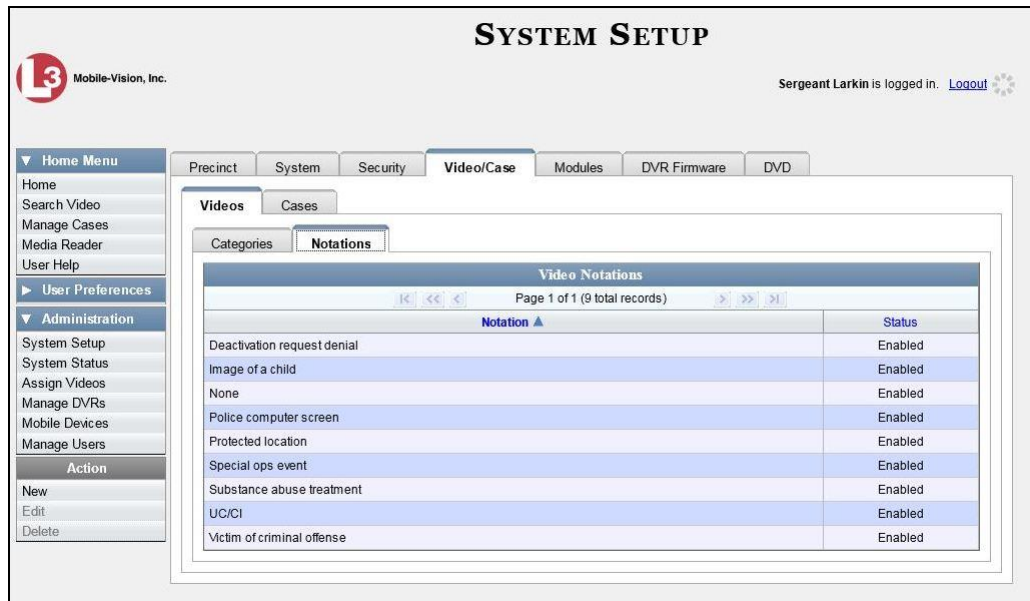
Sub-navigation: Videos, Cases

Sub-sub-navigation: Categories, Notations

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

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

- Click the **Notations** tab.



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

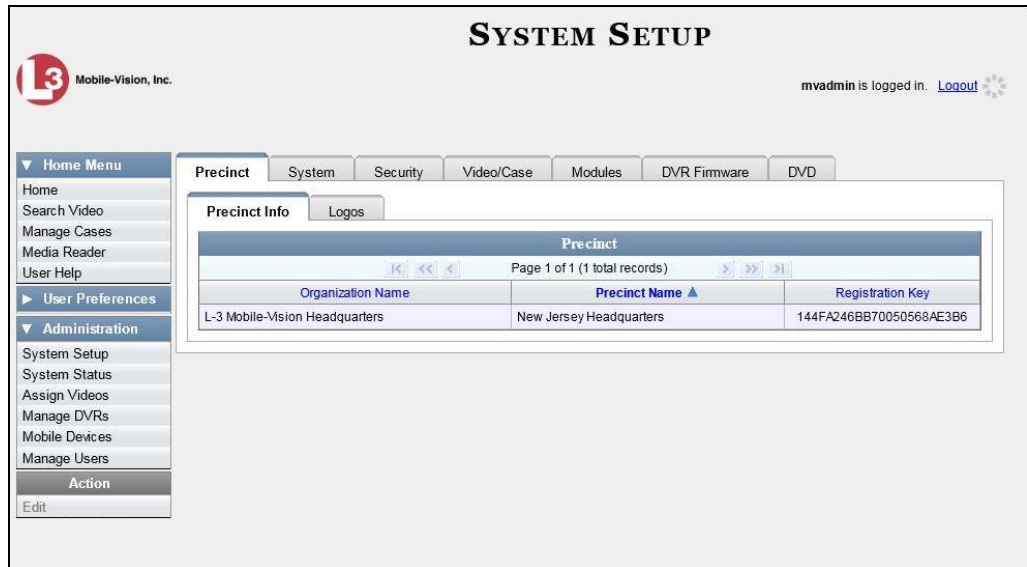


- To change the name of this video notation, enter a new value in the *Notation* field. Otherwise proceed to the next field.
- To change this video notation's status (i.e., *active* vs. *inactive*), proceed to the next step. Otherwise skip to step 9.
- To *inactivate* this video notation, select **DISABLED**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

## Deleting a Video Notation

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

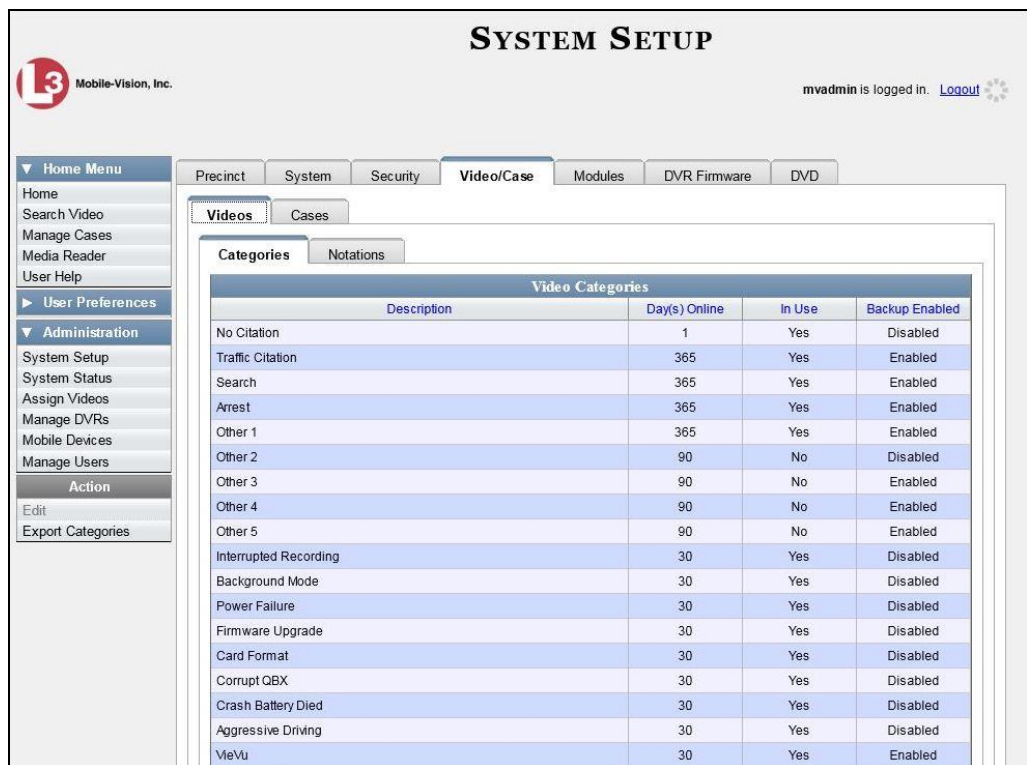
- 1 Go to **Administration** and click **System Setup**. The System Setup page displays.



The screenshot shows the 'SYSTEM SETUP' interface with the 'Precinct' tab selected. The left sidebar contains a navigation menu with 'Administration' expanded to show 'System Setup'. The main content area displays a table of precinct information.

Precinct		
Organization Name	Precinct Name ▲	Registration Key
L-3 Mobile-Vision Headquarters	New Jersey Headquarters	144FA246BB70050568AE3B6

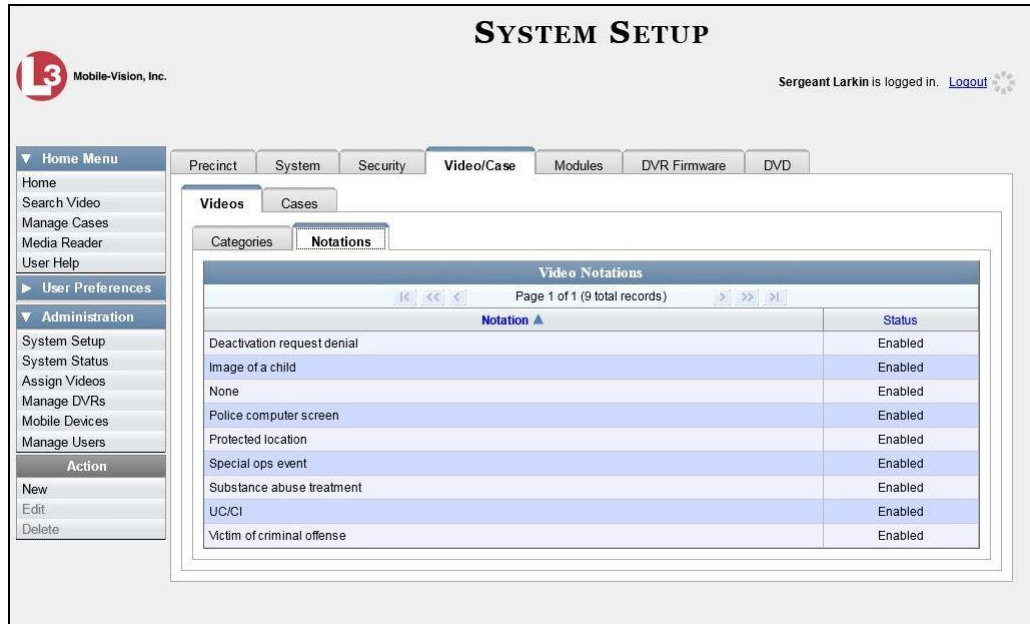
- 2 Click the **Video/Case** tab.



The screenshot shows the 'SYSTEM SETUP' interface with the 'Video/Case' tab selected. The left sidebar shows 'System Setup' selected under 'Administration'. The main content area displays a table of video categories.

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

- 3 Make sure the **Videos** tab is selected, as pictured below.
- 4 Click the **Notations** tab.



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



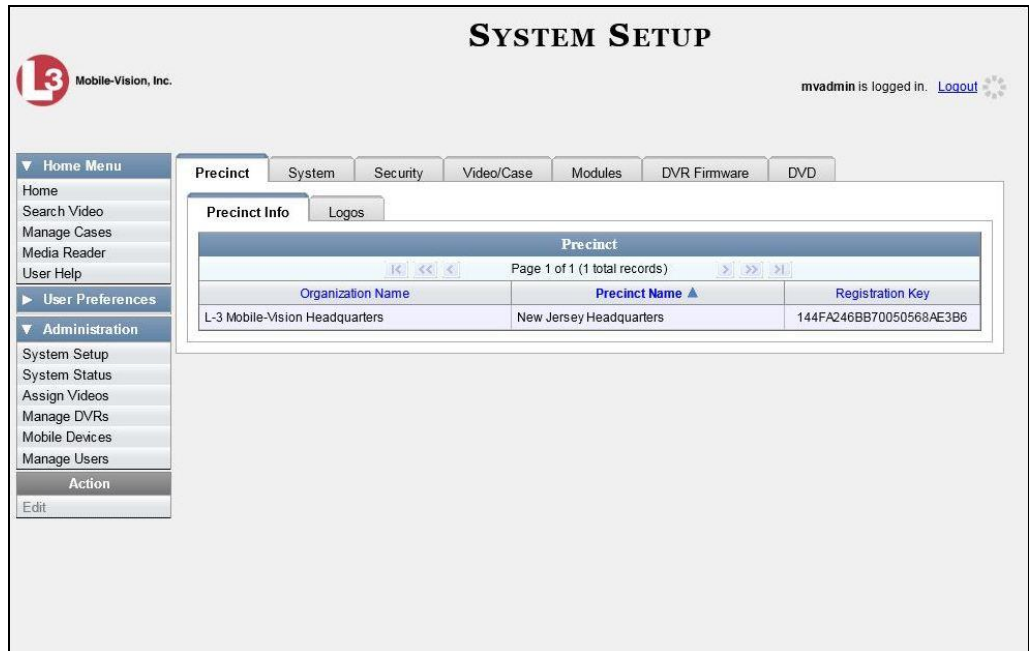
- 6 Click **Yes**. The selected record is removed from the Video Notations list.

## Turning Video Notations On/Off

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

For more on video notations and how they are used in DEP, see “Video Notations” on page 136.

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



**SYSTEM SETUP**

L3 Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

Home Menu  
Home  
Search Video  
Manage Cases  
Media Reader  
User Help

User Preferences

Administration  
System Setup  
System Status  
Assign Videos  
Manage DVRs  
Mobile Devices  
Manage Users

Action  
Edit

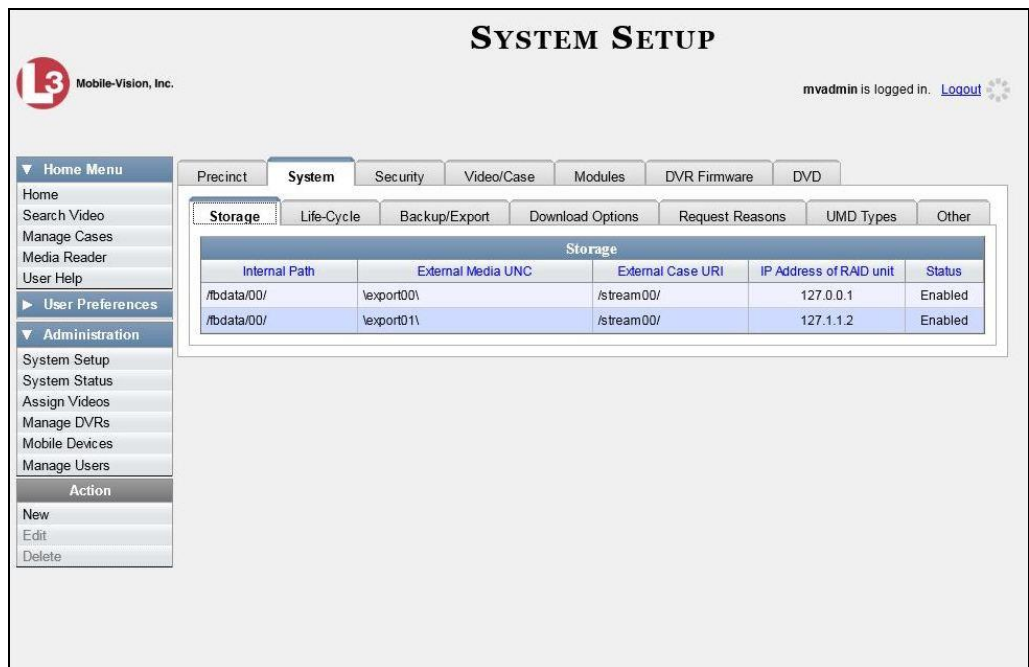
Precinct System Security Video/Case Modules DVR Firmware DVD

Precinct Info Logos

Precinct  
Page 1 of 1 (1 total records)

Organization Name	Precinct Name ▲	Registration Key
L-3 Mobile-Vision Headquarters	New Jersey Headquarters	144FA246BB70050568AE3B6

2 Click the **System** tab.



**SYSTEM SETUP**

L3 Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

Home Menu  
Home  
Search Video  
Manage Cases  
Media Reader  
User Help

User Preferences

Administration  
System Setup  
System Status  
Assign Videos  
Manage DVRs  
Mobile Devices  
Manage Users

Action  
New  
Edit  
Delete

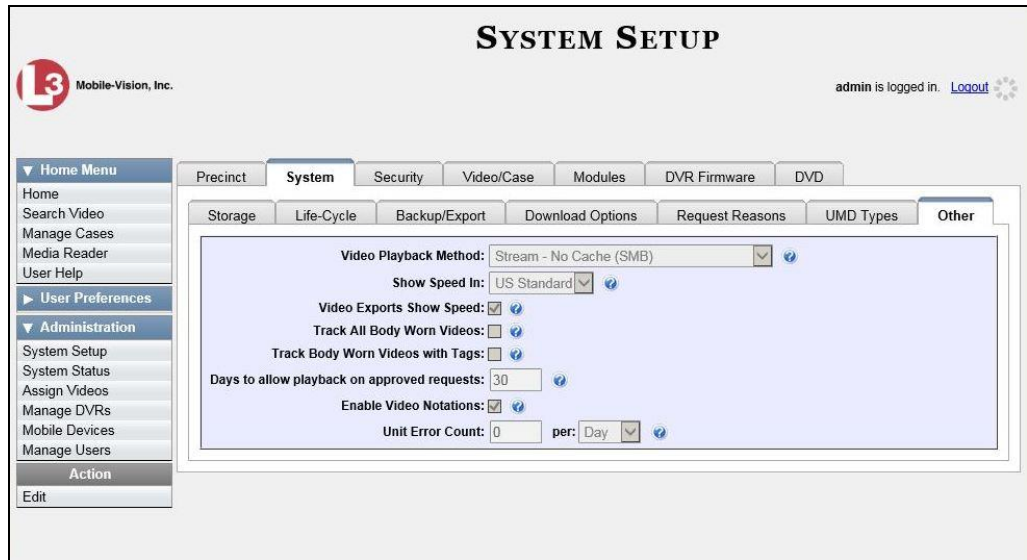
Precinct System Security Video/Case Modules DVR Firmware DVD

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

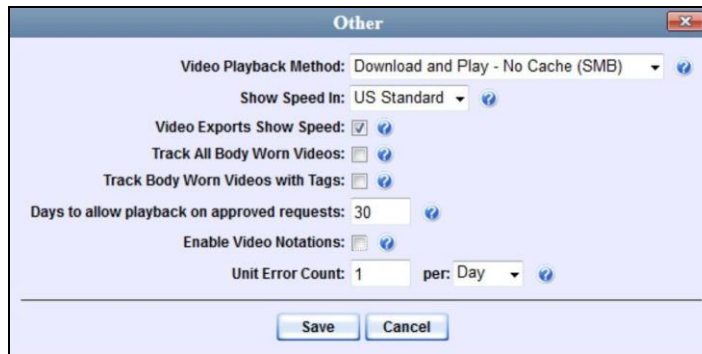
Storage

Internal Path	External Media UNC	External Case URI	IP Address of RAID unit	Status
/bdata/00/	\\export00\	/stream00/	127.0.0.1	Enabled
/bdata/00/	\\export01\	/stream00/	127.1.1.2	Enabled

3 Click the **Other** tab.



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



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

– OR –

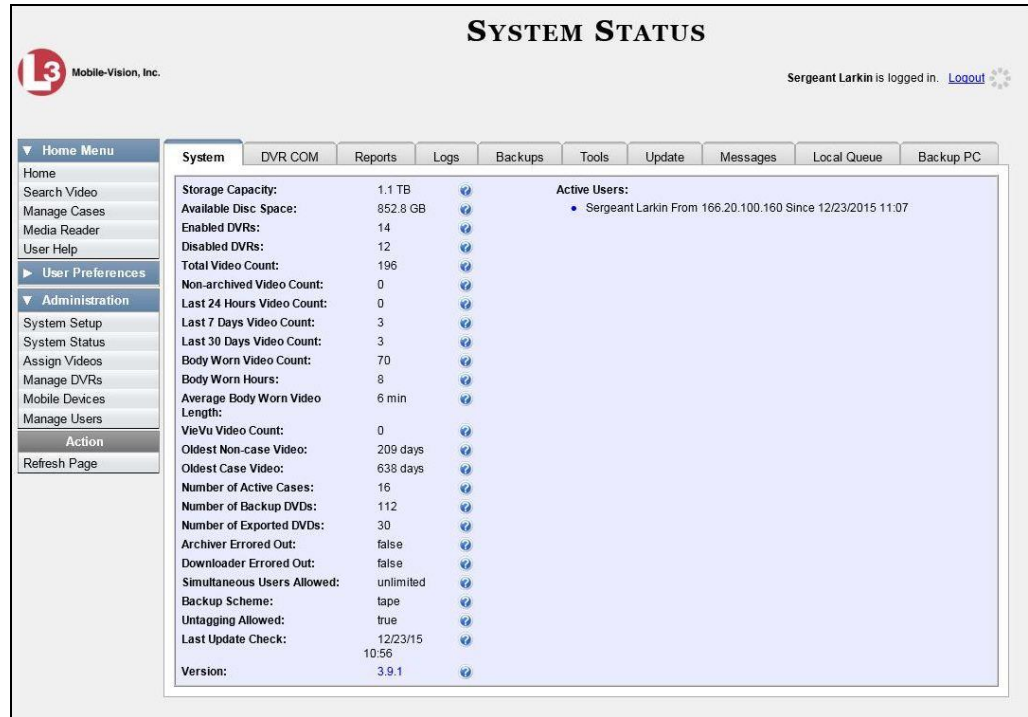
To turn the Video Notations feature *off*, deselect the *Enable Video Notations* checkbox.

- Click **Save**.

## Exporting Video Notations Activity to a Spreadsheet

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

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



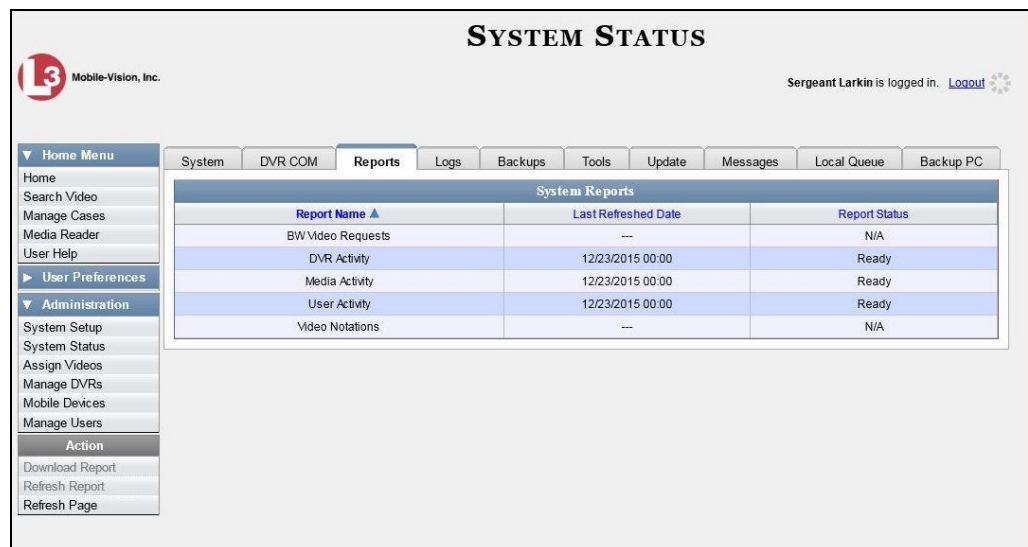
**SYSTEM STATUS**

Mobile-Vision, Inc. Sergeant Larkin is logged in. [Logout](#)

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

<b>Storage Capacity:</b>	1.1 TB	Active Users:	Sergeant Larkin From 166.20.100.160 Since 12/23/2015 11:07
<b>Available Disc Space:</b>	852.8 GB		
<b>Enabled DVRs:</b>	14		
<b>Disabled DVRs:</b>	12		
<b>Total Video Count:</b>	196		
<b>Non-archived Video Count:</b>	0		
<b>Last 24 Hours Video Count:</b>	0		
<b>Last 7 Days Video Count:</b>	3		
<b>Last 30 Days Video Count:</b>	3		
<b>Body Worn Video Count:</b>	70		
<b>Body Worn Hours:</b>	8		
<b>Average Body Worn Video Length:</b>	6 min		
<b>VieVu Video Count:</b>	0		
<b>Oldest Non-case Video:</b>	209 days		
<b>Oldest Case Video:</b>	638 days		
<b>Number of Active Cases:</b>	16		
<b>Number of Backup DVDs:</b>	112		
<b>Number of Exported DVDs:</b>	30		
<b>Archiver Errored Out:</b>	false		
<b>Downloader Errored Out:</b>	false		
<b>Simultaneous Users Allowed:</b>	unlimited		
<b>Backup Scheme:</b>	tape		
<b>Untagging Allowed:</b>	true		
<b>Last Update Check:</b>	12/23/15 10:56		
<b>Version:</b>	3.9.1		

- 2 Click the **Reports** tab.



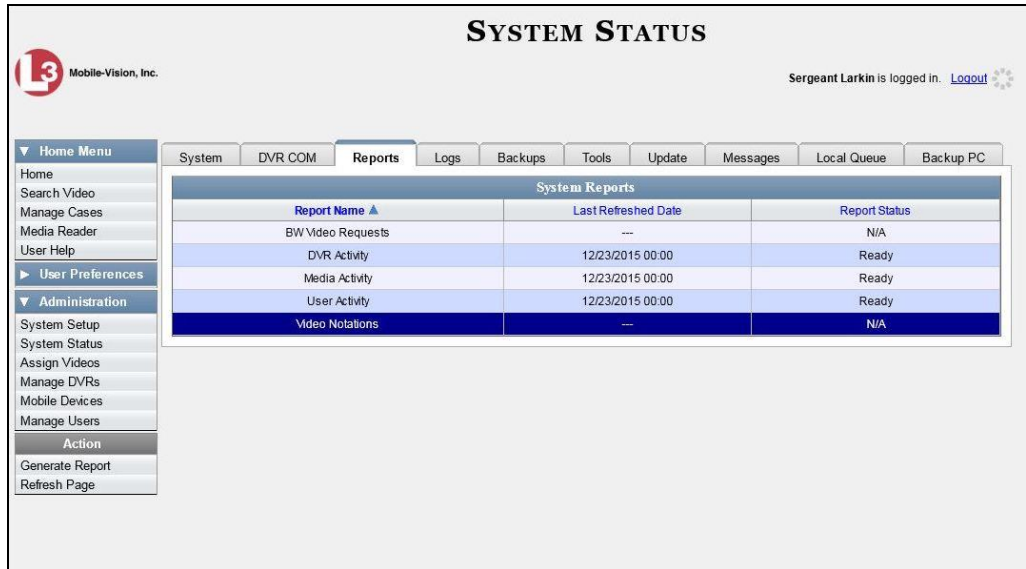
**SYSTEM STATUS**

Mobile-Vision, Inc. Sergeant Larkin is logged in. [Logout](#)

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

System Reports		
Report Name ▲	Last Refreshed Date	Report Status
BW Video Requests	---	N/A
DVR Activity	12/23/2015 00:00	Ready
Media Activity	12/23/2015 00:00	Ready
User Activity	12/23/2015 00:00	Ready
Video Notations	---	N/A

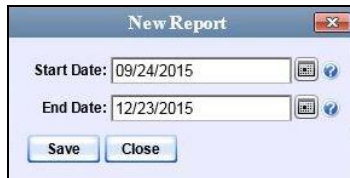
- Click on the **Video Notations** report to highlight it.



The screenshot shows the 'SYSTEM STATUS' page with the 'Reports' tab selected. A table titled 'System Reports' is displayed with the following data:

Report Name ▲	Last Refreshed Date	Report Status
BW Video Requests	---	N/A
DVR Activity	12/23/2015 00:00	Ready
Media Activity	12/23/2015 00:00	Ready
User Activity	12/23/2015 00:00	Ready
Video Notations	---	N/A

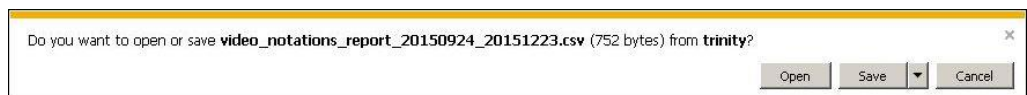
- Go to the **Action** column and click **Generate Report**. The New Report popup displays.



The 'New Report' popup window contains the following fields and buttons:

- Start Date: 09/24/2015
- End Date: 12/23/2015
- Buttons: Save, Close

- Using the *Start Date* and *End Date* fields, enter or select a date range for your report.
- Click **Save**. A Windows message displays.



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



## 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 150
- Changing the Speed Display on the Flashback Player and Video Details Page, page 153.

### 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.

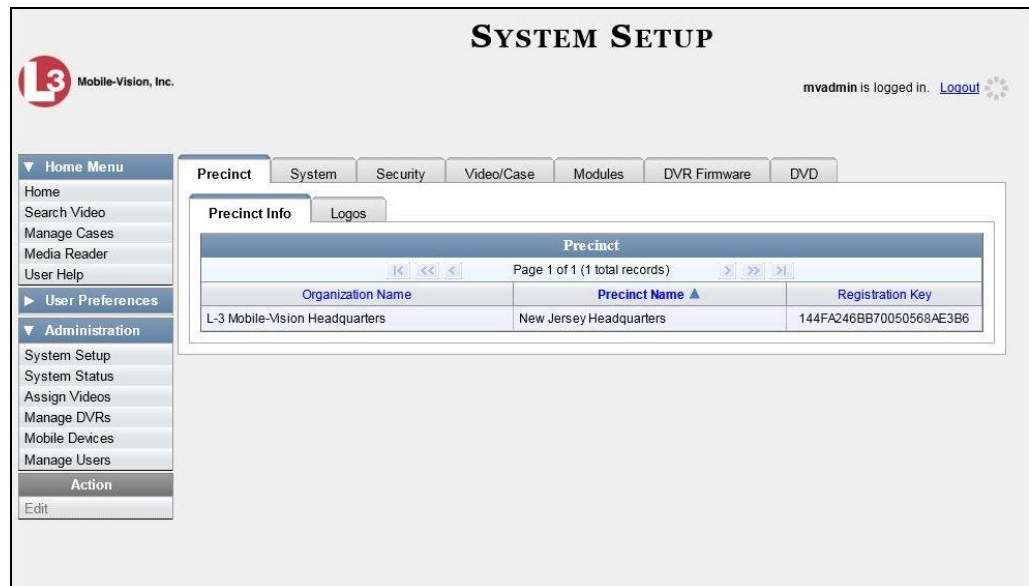
The available playback methods are described below.

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.

Video 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 **Administration** and click **System Setup**. The System Setup page displays.



**SYSTEM SETUP**

mvadmin is logged in. [Logout](#)

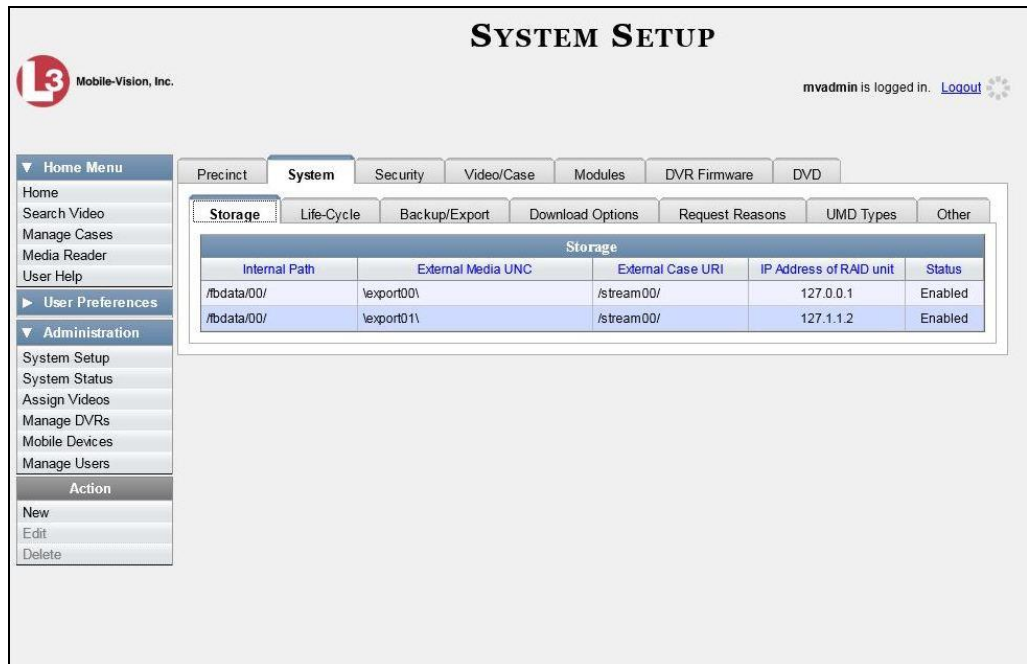
Navigation: Home Menu, User Preferences, Administration (System Setup, System Status, Assign Videos, Manage DVRs, Mobile Devices, Manage Users), Action (Edit)

System Setup: Precinct, System, Security, Video/Case, Modules, DVR Firmware, DVD

Precinct Info: Logos

Precinct		
Organization Name	Precinct Name ▲	Registration Key
L-3 Mobile-Vision Headquarters	New Jersey Headquarters	144FA246BB70050568AE3B6

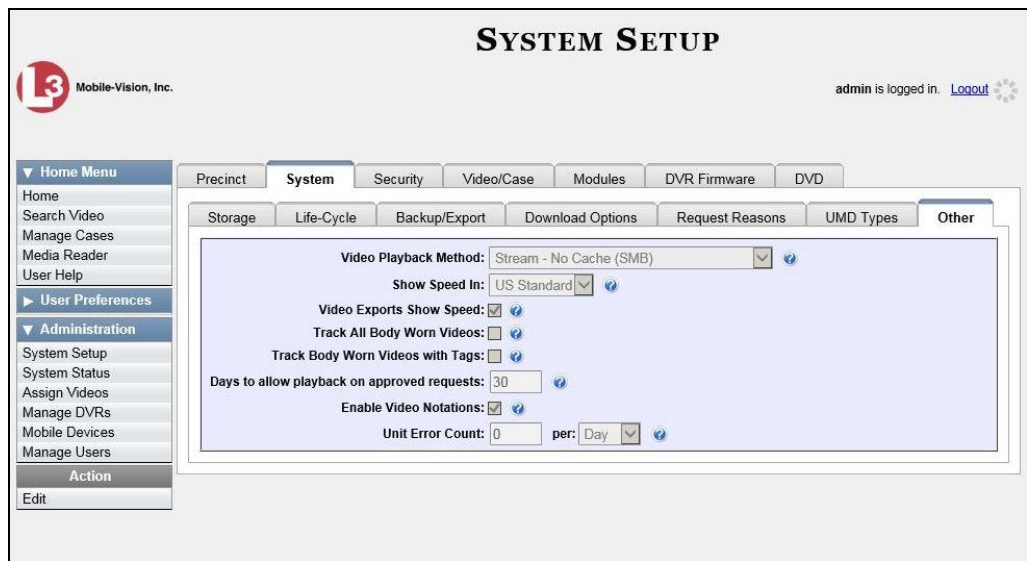
2 Click the **System** tab.



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

Internal Path	External Media UNC	External Case URI	IP Address of RAID unit	Status
/bdata/00/	\export00\	/stream00/	127.0.0.1	Enabled
/bdata/00/	\export01\	/stream00/	127.1.1.2	Enabled

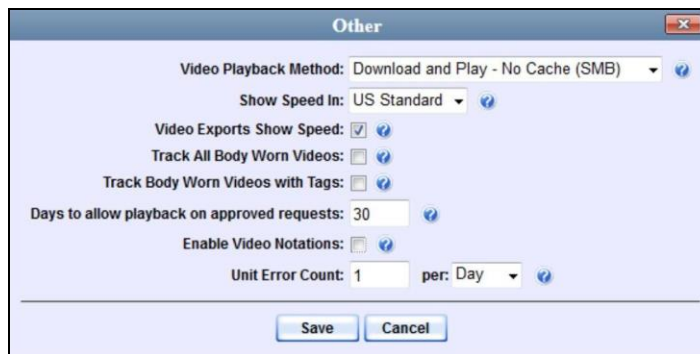
3 Click the **Other** tab.



The screenshot shows the 'SYSTEM SETUP' page with the 'System' tab selected. The 'Other' sub-tab is active, displaying the following configuration options:

- Video Playback Method: Stream - No Cache (SMB)
- Show Speed In: US Standard
- Video Exports Show Speed:
- Track All Body Worn Videos:
- Track Body Worn Videos with Tags:
- Days to allow playback on approved requests: 30
- Enable Video Notations:
- Unit Error Count: 0 per: Day

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

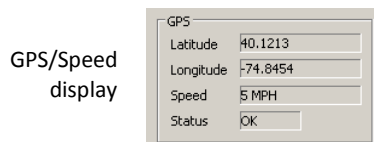


- 5 Go to the *Video Playback Method* field and select a new value from the drop-down list. The various playback methods are described in detail in the table on page 147.
- 6 Click **Save**.

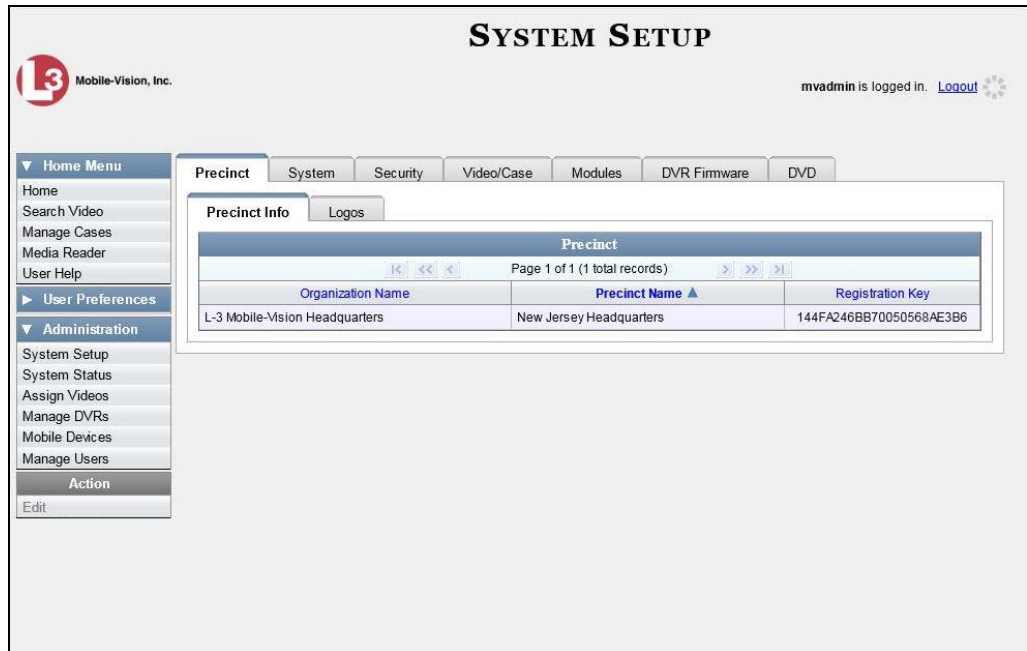
### Turning the GPS/Speed Display on the Flashback Player On/Off

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.



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



**SYSTEM SETUP**

L3 Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

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

User Preferences

Administration: System Setup, System Status, Assign Videos, Manage DVRs, Mobile Devices, Manage Users

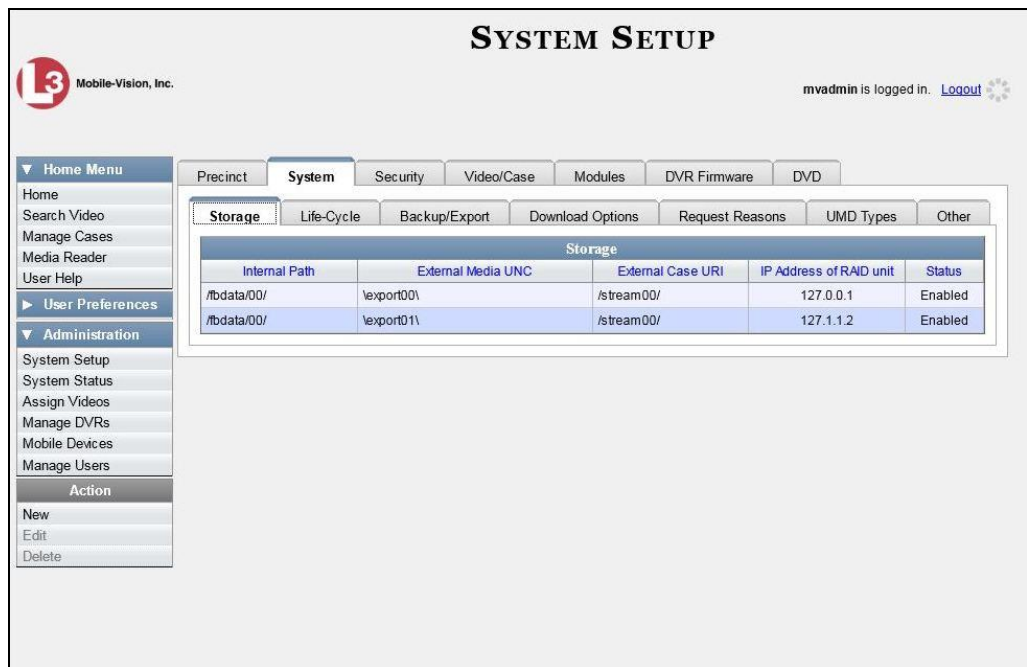
Action: Edit

System Setup Navigation: Precinct, System, Security, Video/Case, Modules, DVR Firmware, DVD

Precinct Info Logos

Precinct		
Organization Name	Precinct Name ▲	Registration Key
L-3 Mobile-Vision Headquarters	New Jersey Headquarters	144FA246BB70050568AE3B6

2 Click the **System** tab.



**SYSTEM SETUP**

L3 Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

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

User Preferences

Administration: System Setup, System Status, Assign Videos, Manage DVRs, Mobile Devices, Manage Users

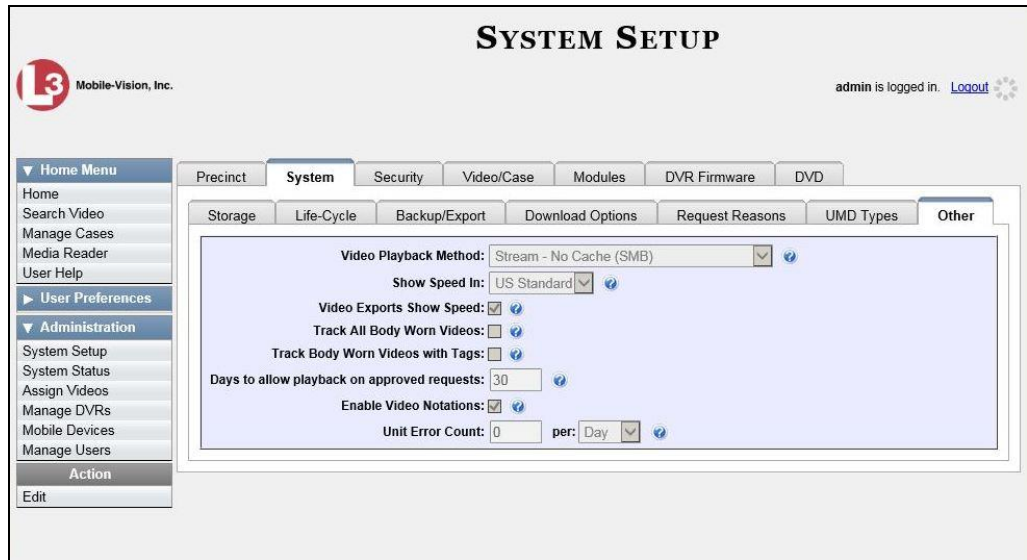
Action: New, Edit, Delete

System Setup Navigation: Precinct, System, Security, Video/Case, Modules, DVR Firmware, DVD

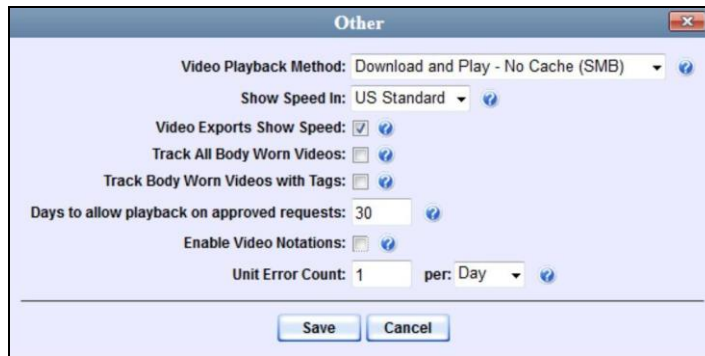
System Storage Configuration: Storage, Life-Cycle, Backup/Export, Download Options, Request Reasons, UMD Types, Other

Internal Path	External Media UNC	External Case URI	IP Address of RAID unit	Status
/bdata/00/	\\export00\	/stream00/	127.0.0.1	Enabled
/bdata/00/	\\export01\	/stream00/	127.1.1.2	Enabled

3 Click the **Other** tab.



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



- 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.
- 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: Online	Video Logs	UMD
	System Video #: 4	Incident #:
	Owner: *1 Swooster@10:08:38	Ingest Date: 05/12/2014 10:16
	DVR Officer Name: Swooster	Record Reason: Record Button
	DVR Name: *1 ProdManHD@10:05:38	Video Start Date: 05/06/2014 21:15
	Category: No Citation	Video End Date: 05/06/2014 21:26
		Duration (minutes): 11
		Maximum Speed: 9



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

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



## SYSTEM SETUP

mvadmin is logged in. [Logout](#)

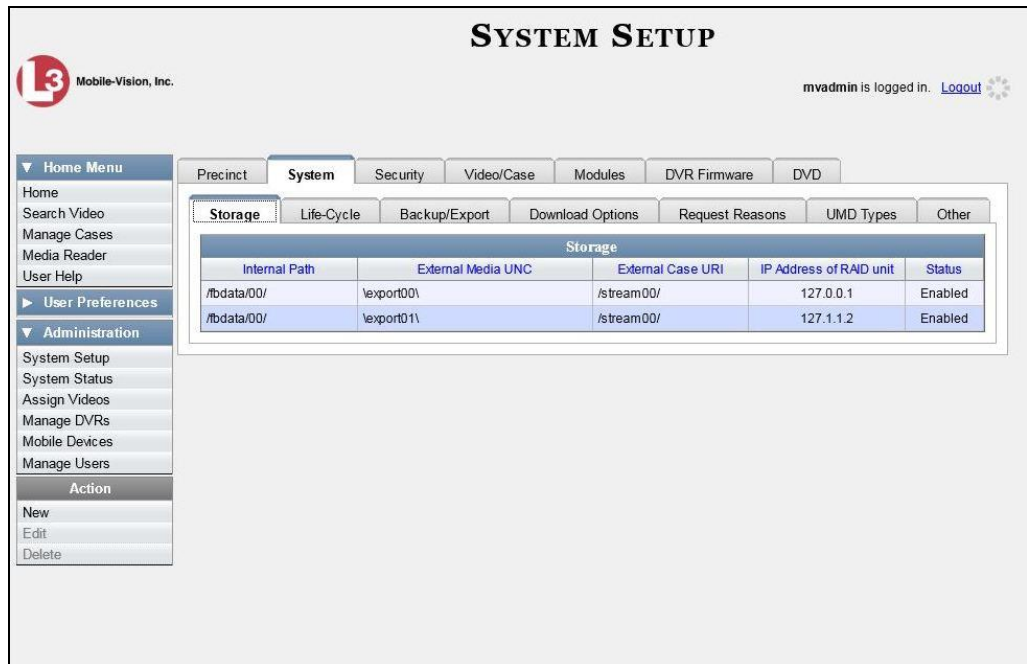
- ▼ Home Menu
- Home
- Search Video
- Manage Cases
- Media Reader
- User Help
- ▶ User Preferences
- ▼ Administration
- System Setup
- System Status
- Assign Videos
- Manage DVRs
- Mobile Devices
- Manage Users
- Action
- Edit

Precinct
System
Security
Video/Case
Modules
DVR Firmware
DVD

Precinct Info
Logos

Precinct		
Organization Name	Precinct Name ▲	Registration Key
L-3 Mobile-Vision Headquarters	New Jersey Headquarters	144FA246BB70050568AE3B6

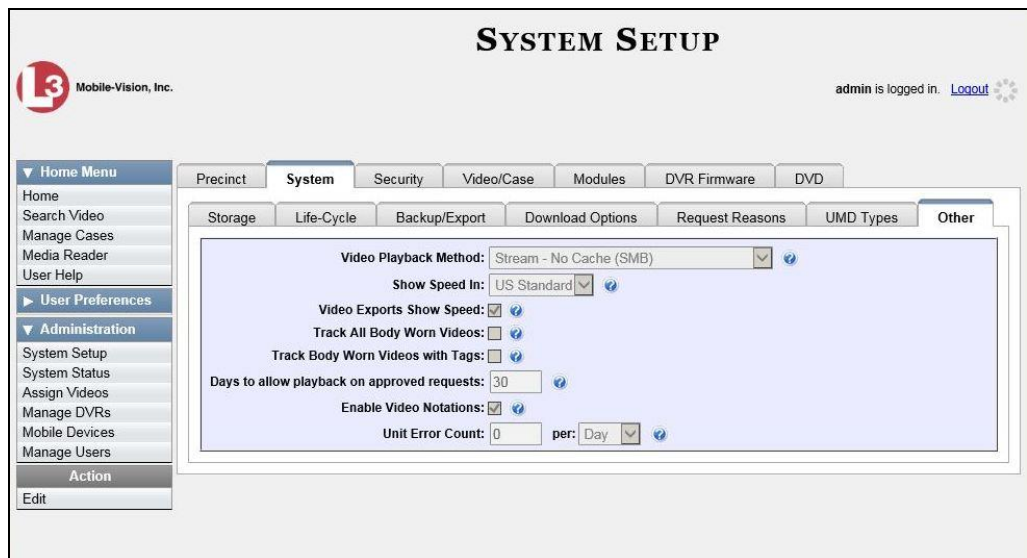
2 Click the **System** tab.



The screenshot shows the 'SYSTEM SETUP' page with the 'System' tab selected. The 'Storage' sub-tab is active, displaying a table of storage configurations.

Internal Path	External Media UNC	External Case URI	IP Address of RAID unit	Status
/bdata/00/	\export00\	/stream00/	127.0.0.1	Enabled
/bdata/00/	\export01\	/stream00/	127.1.1.2	Enabled

3 Click the **Other** tab.

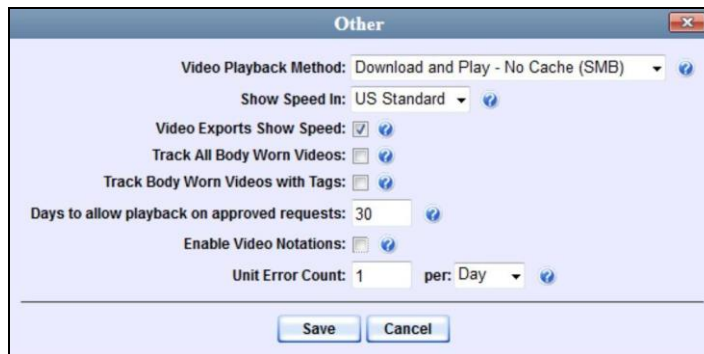


The screenshot shows the 'SYSTEM SETUP' page with the 'System' tab selected. The 'Other' sub-tab is active, displaying various system configuration options.

- Video Playback Method: Stream - No Cache (SMB)
- Show Speed In: US Standard
- Video Exports Show Speed:
- Track All Body Worn Videos:
- Track Body Worn Videos with Tags:
- Days to allow playback on approved requests: 30
- Enable Video Notations:
- Unit Error Count: 0 per: Day



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



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

---

## Video Categories

This section describes how to change and/or export the information associated with video categories. For a detailed description of video categories and how they are used in DEP, see *Category* in the table on page 34.

For specific instructions, see:

- Maintaining Video Categories, below
- Manually Exporting Video Categories, page 158.

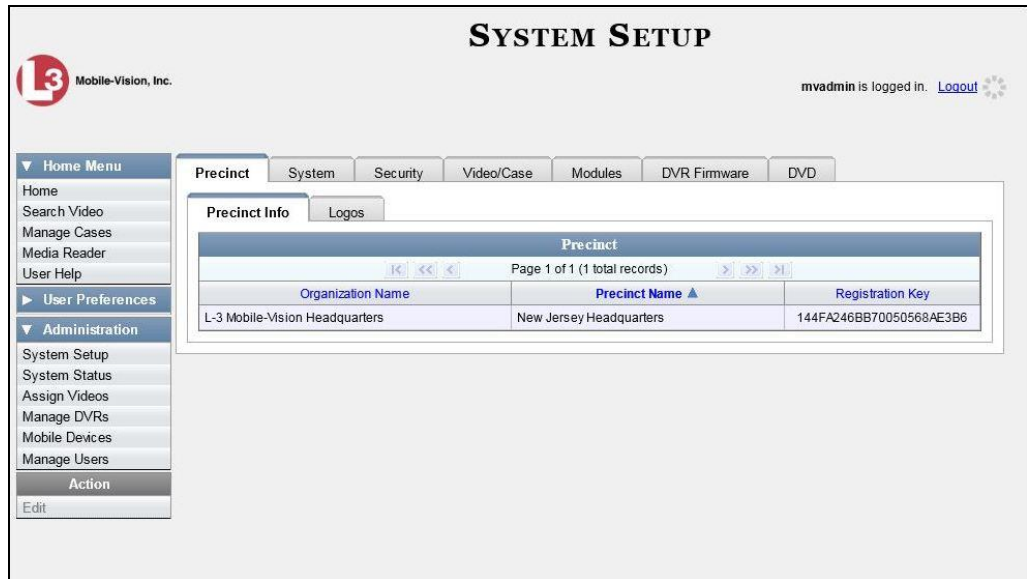
### Maintaining Video Categories

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 or snapshot of a certain category will remain online before it can be purged from the server).

For more information on video categories, see *Category* in the table on page 34.

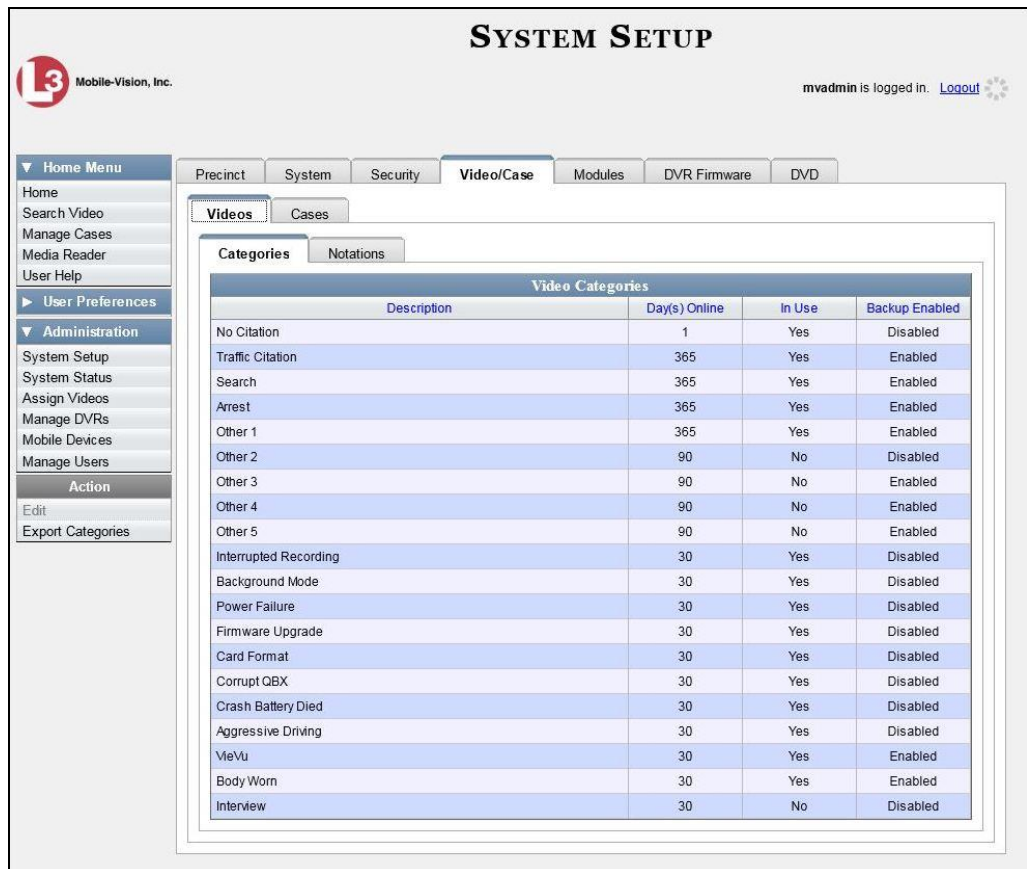
- 1 Go to **Administration** and click **System Setup**. The System Setup page displays.



The screenshot shows the 'SYSTEM SETUP' interface with the 'Precinct' tab selected. The left sidebar contains a navigation menu with 'Administration' expanded to show 'System Setup'. The main content area displays 'Precinct Info' with a table of precinct data.

Organization Name	Precinct Name ▲	Registration Key
L-3 Mobile-Vision Headquarters	New Jersey Headquarters	144FA246BB70050568AE3B6

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



The screenshot shows the 'SYSTEM SETUP' interface with the 'Video/Case' tab selected. The left sidebar contains a navigation menu with 'Administration' expanded to show 'System Setup'. The main content area displays 'Video Categories' with a table of category data.

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

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



The fields on this popup are described below.

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

- 4 To change the name of this category, enter a new name in the *Description* field. Otherwise proceed to the next step.
- 5 To change the number of days that a video or snapshot with this category will remain online before it can be purged, enter a new number in the *Day(s) Online* field. Otherwise proceed to the next step.
- 6 To change the *Backup Enabled* status for this category (see description on the previous page), select a new value from the *Backup Enabled* drop-down list. Otherwise proceed to the next step.
- 7 To change the *In Use* status for this category (see description on the previous page), select a new value from the *In Use* drop-down list. Otherwise proceed to the next step.
- 8 Click **Save**.
- 9 To update another category, repeat steps 3 – 8.

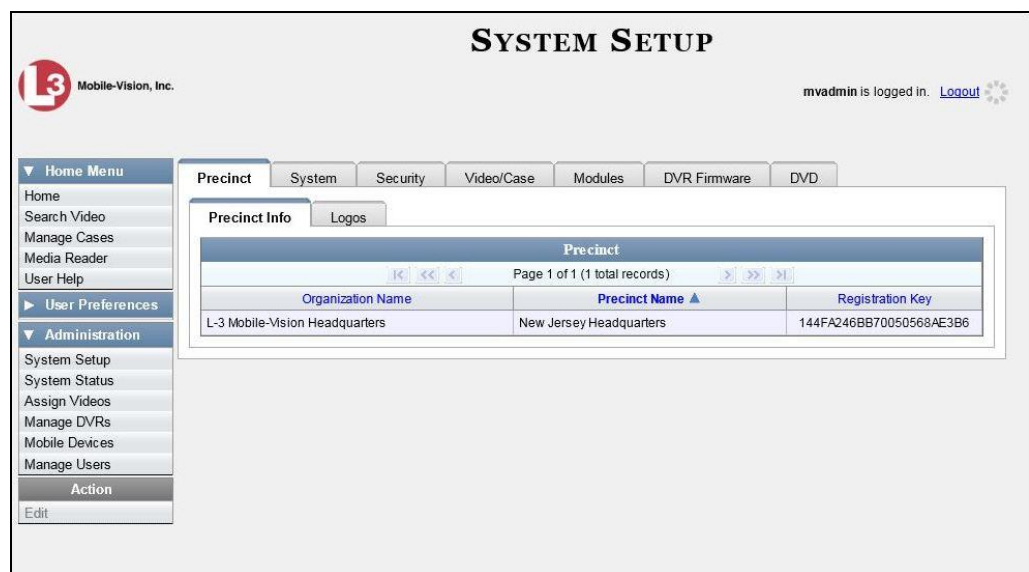
## Manually Exporting Video Categories (Flashback2s Only)

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



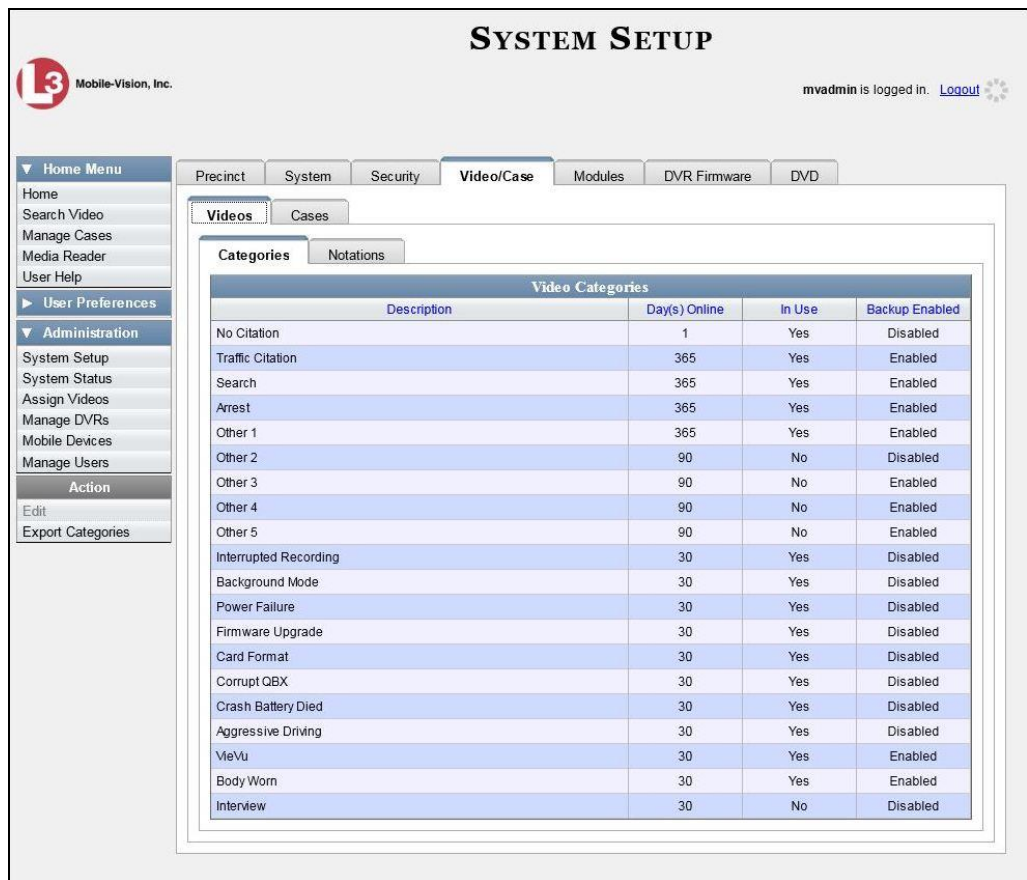
**NOTE:** This procedure applies to Flashback2s only.

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



Organization Name	Precinct Name ▲	Registration Key
L-3 Mobile-Vision Headquarters	New Jersey Headquarters	144FA246BB70050568AE3B6

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



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

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



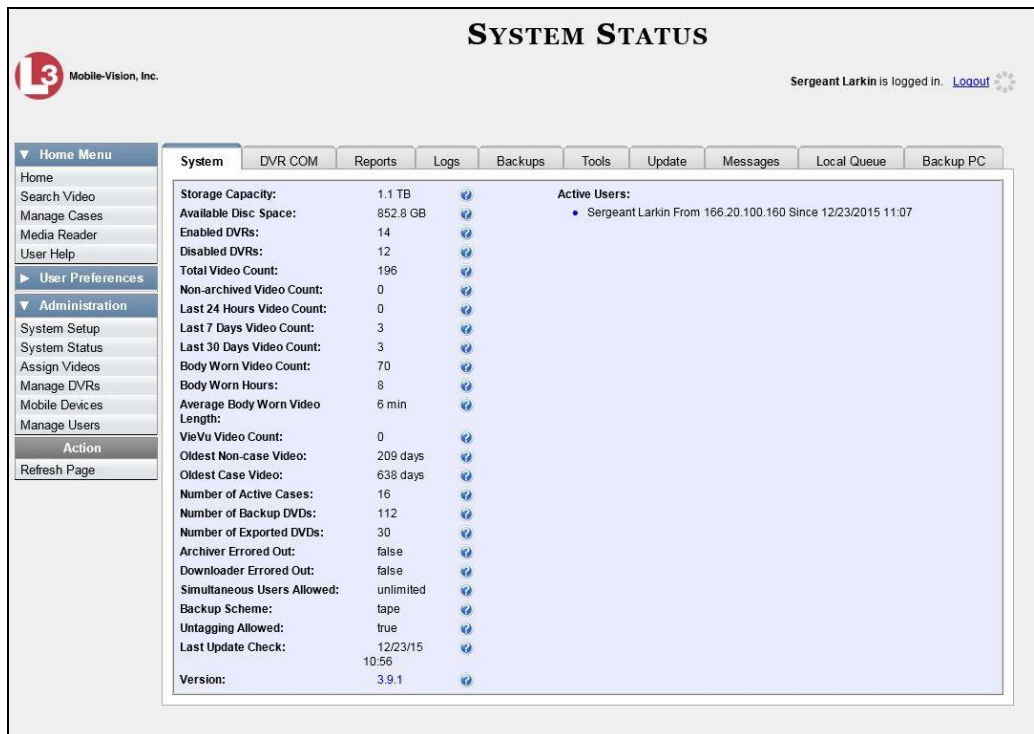
- Select **Save As** from the *Save* drop-down list. The Save As window displays.
- Navigate to your USB drive.
- Click **Save**.
- Take the USB drive and use it to load the config.xml file onto the DVR, as described in “Copying the config.xml File from a USB Drive to Your DVR” in your Flashback2 User’s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

<http://s6.parature.com/FileManagement/Download/08d05932bfd744f7ae663645203a21ac>

## 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 Flashback videos immediately after they are finished recording. However, this option requires that you install an application called the *UMD Editor* on your mobile data computers. If your agency is using *Vehicle Viewer* or *Vehicle Viewer Live*, the UMD Editor is included with those applications. Otherwise you can download the UMD Editor free of charge from the DEP **Tools** tab, as described below.

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



**SYSTEM STATUS**

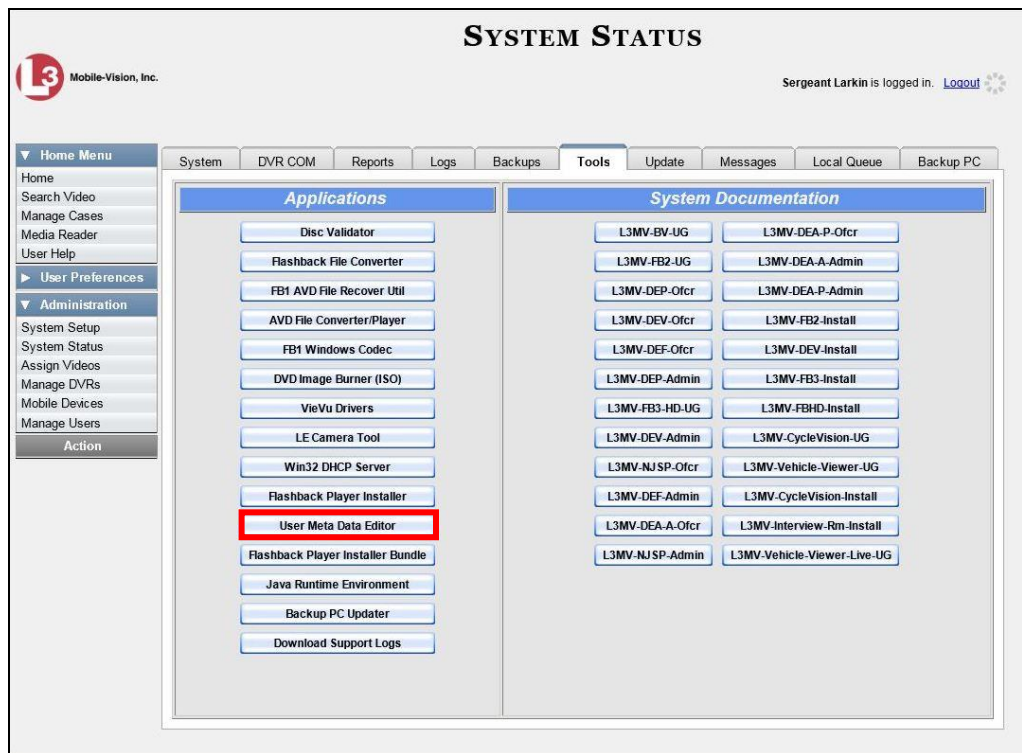
Sergeant Larkin is logged in. [Logout](#)

System	DVR COM	Reports	Logs	Backups	Tools	Update	Messages	Local Queue	Backup PC
Storage Capacity:	1.1 TB								
Available Disc Space:	852.8 GB								
Enabled DVRs:	14								
Disabled DVRs:	12								
Total Video Count:	196								
Non-archived Video Count:	0								
Last 24 Hours Video Count:	0								
Last 7 Days Video Count:	3								
Last 30 Days Video Count:	3								
Body Worn Video Count:	70								
Body Worn Hours:	8								
Average Body Worn Video Length:	6 min								
VieVu Video Count:	0								
Oldest Non-case Video:	209 days								
Oldest Case Video:	638 days								
Number of Active Cases:	16								
Number of Backup DVDs:	112								
Number of Exported DVDs:	30								
Archiver Errored Out:	false								
Downloader Errored Out:	false								
Simultaneous Users Allowed:	unlimited								
Backup Scheme:	tape								
Untagging Allowed:	true								
Last Update Check:	12/23/15 10:56								
Version:	3.9.1								

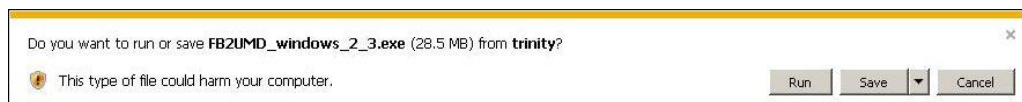
**Active Users:**

- Sergeant Larkin From 166.20.100.160 Since 12/23/2015 11:07

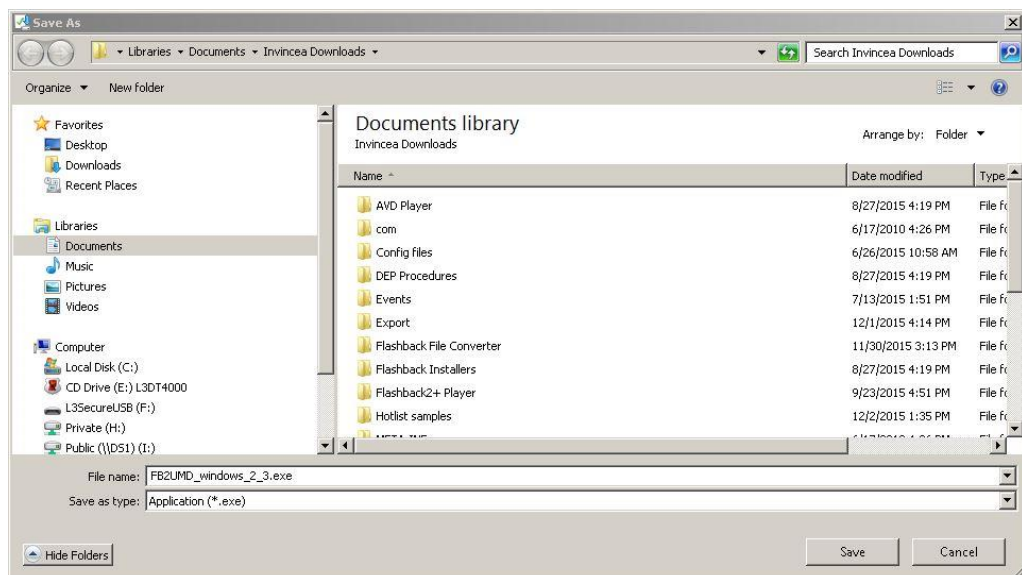
- 3 Click the **Tools** tab. An Applications list displays in the left column.



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



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



- 6 Navigate to your USB drive, then click **Save**.
- 7 If you are prompted with a security message, click **Run**. Otherwise proceed to the next step.



- 8 Click **Next**.



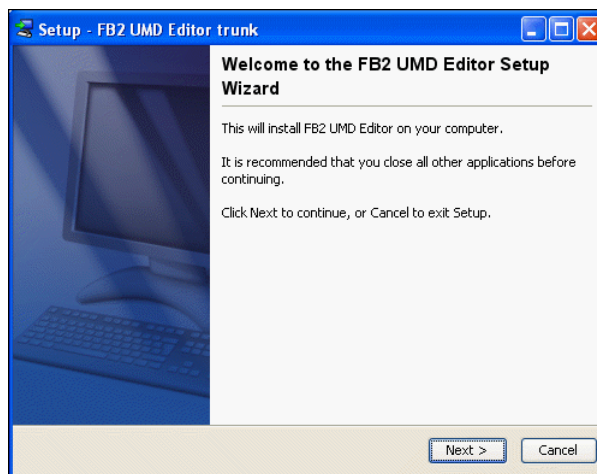
- 9 Click **Finish**. The system copies the FB2UMD\_windows\_2\_3.exe file to your USB drive.
- 10 Remove the USB drive from your PC.

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

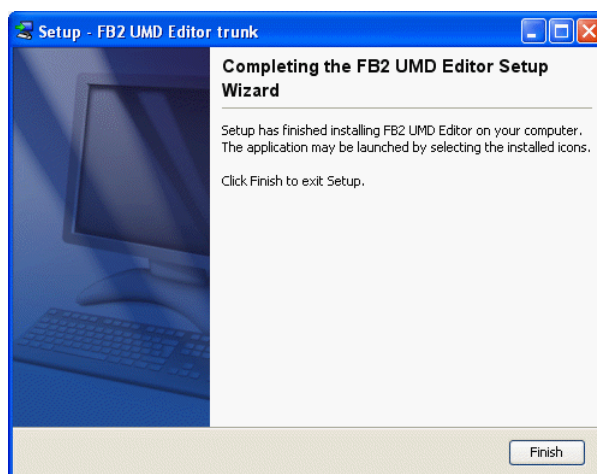
- 11 Insert the USB drive into a USB port on the in-car mobile data computer.
- 12 Login to the mobile data computer.



- 13 Navigate to the USB drive.
- 14 Click on the **FB2UMD\_windows\_2\_3.exe** file, then press **Ctrl + C** to copy it to your clipboard.
- 15 Navigate to the directory on your mobile data computer where you wish to install the UMD editor.
- 16 Press **Ctrl + V** to copy the .exe file to the selected directory.
- 17 Double-click on the **FB2UMD\_windows\_2\_3.exe** file. After a momentary delay, the Install Wizard displays.



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



- 19 Click **Finish**.

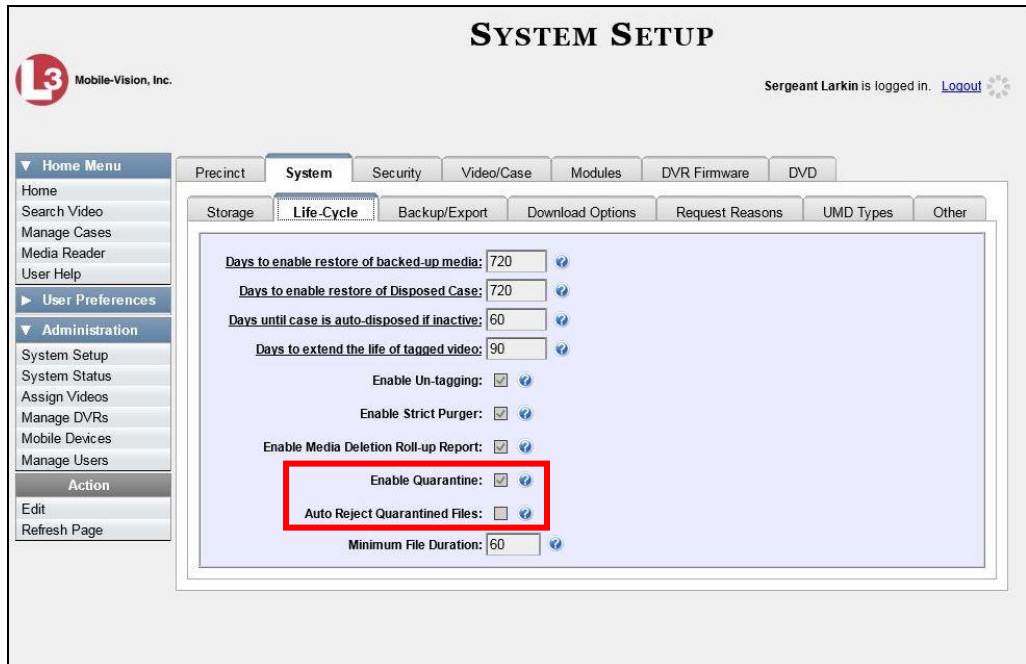
- 20 Remove the USB stick from the USB port.
- 21 Repeat steps 11 – 20 for all of the vehicles in your fleet.

---

## 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.



**SYSTEM SETUP**

L3 Mobile-Vision, Inc. Sergeant Larkin is logged in. [Logout](#)

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

User Preferences

Administration: System Setup, System Status, Assign Videos, Manage DVRs, Mobile Devices, Manage Users

Action: Edit, Refresh Page

System Setup Tabs: Precinct, System, Security, Video/Case, Modules, DVR Firmware, DVD

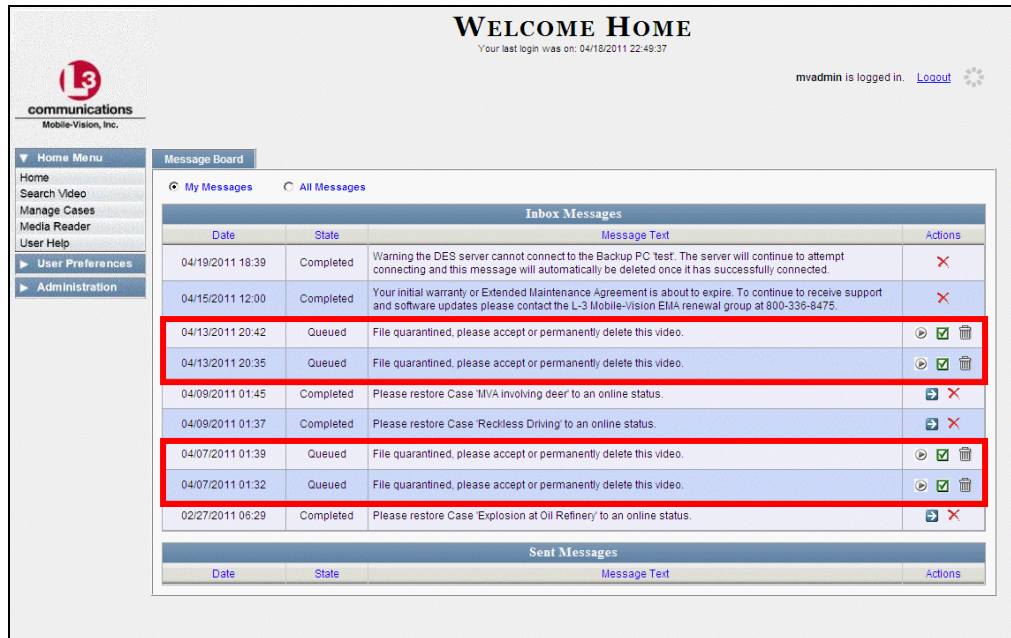
Life-Cycle Tab: Storage, Life-Cycle, Backup/Export, Download Options, Request Reasons, UMD Types, Other




Settings:

- Days to enable restore of backed-up media: 720
- Days to enable restore of Disposed Case: 720
- Days until case is auto-disposed if inactive: 60
- 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: 60

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

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




- 3 Proceed to the first file you wish to review and click the  icon to the right of that record. The Flashback Player launches and the selected video plays.
- 4 When you are finished reviewing the video, click the  in the upper right corner of the Flashback Player to close it.
- 5 If you wish to accept the new video into DEP, proceed to the next step.  
– OR –  
If you do *not* wish to accept the new video into DEP, skip to step 8..
- 6 Click the  icon to the right of that record. The following popup displays.



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



**End of Procedure.**

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



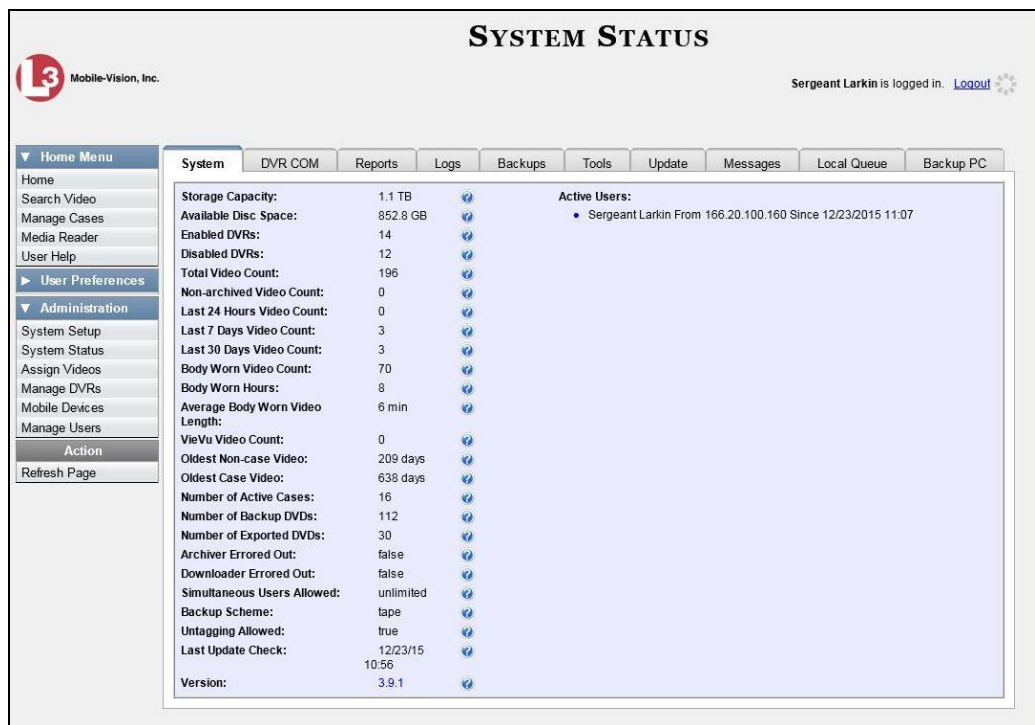
- 9 Click **Yes**. The video is permanently removed from DEP.
- 10 Repeat steps 2 – 9 for all the quarantined files on your *Inbox Messages* list.


---

## 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 Activity* report. It includes information such as the date and time of automatic video transmissions, the name of users who performed manual uploads, and video backup status. The system automatically updates this report once every day.

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





### SYSTEM STATUS

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

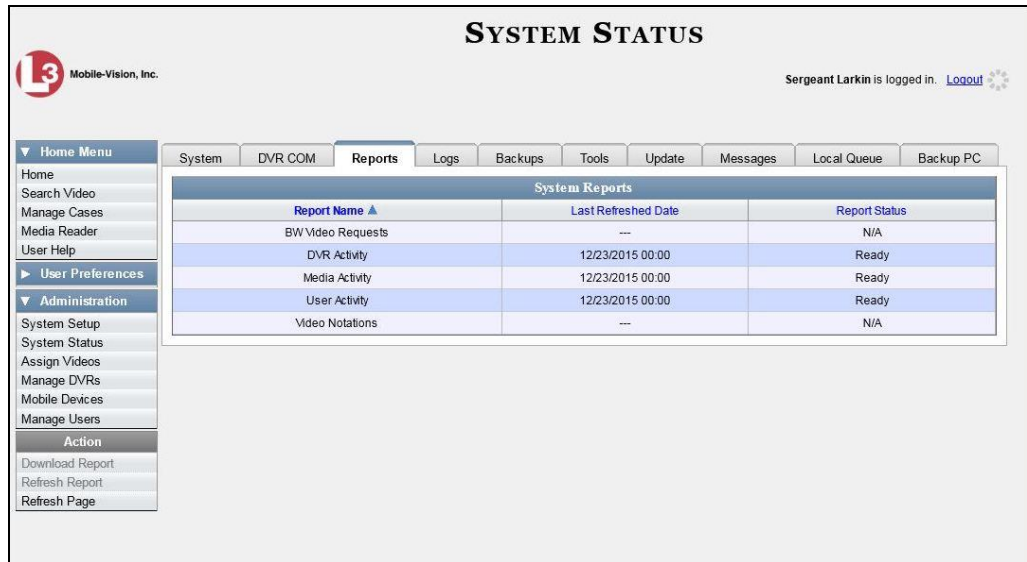
- ▼ Home Menu
- Home
- Search Video
- Manage Cases
- Media Reader
- User Help
- User Preferences
- ▼ Administration
- System Setup
- System Status
- Assign Videos
- Manage DVRs
- Mobile Devices
- Manage Users
- Action
- Refresh Page

System	DVR COM	Reports	Logs	Backups	Tools	Update	Messages	Local Queue	Backup PC
Storage Capacity:	1.1 TB								
Available Disc Space:	852.8 GB								
Enabled DVRs:	14								
Disabled DVRs:	12								
Total Video Count:	196								
Non-archived Video Count:	0								
Last 24 Hours Video Count:	0								
Last 7 Days Video Count:	3								
Last 30 Days Video Count:	3								
Body Worn Video Count:	70								
Body Worn Hours:	8								
Average Body Worn Video Length:	6 min								
VieVu Video Count:	0								
Oldest Non-case Video:	209 days								
Oldest Case Video:	638 days								
Number of Active Cases:	16								
Number of Backup DVDs:	112								
Number of Exported DVDs:	30								
Archiver Errored Out:	false								
Downloader Errored Out:	false								
Simultaneous Users Allowed:	unlimited								
Backup Scheme:	tape								
Untagging Allowed:	true								
Last Update Check:	12/23/15								
Version:	3.9.1								

**Active Users:**

- Sergeant Larkin From 166.20.100.160 Since 12/23/2015 11:07

- 2 Click the **Reports** tab.



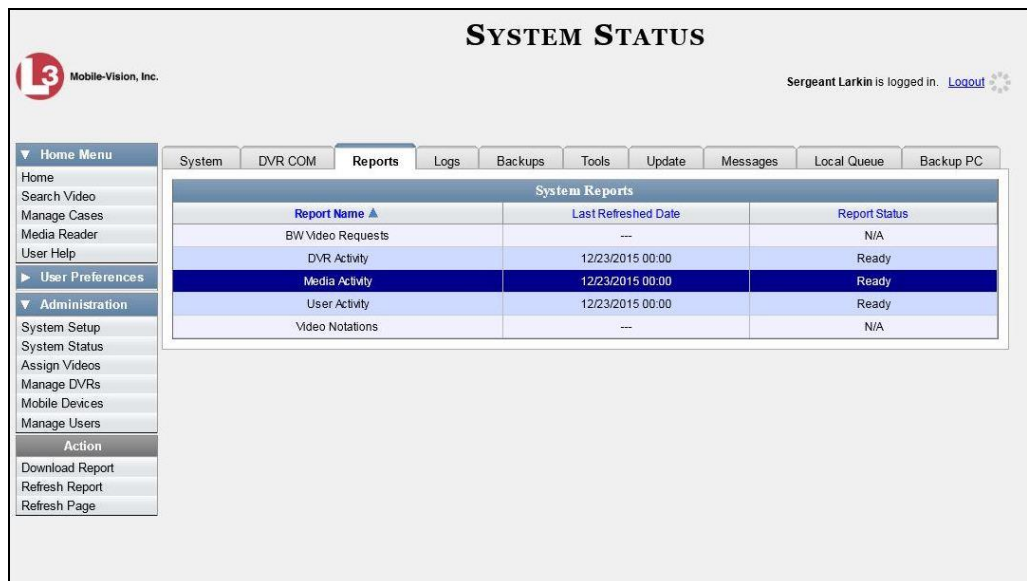
**SYSTEM STATUS**

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

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

System Reports		
Report Name ▲	Last Refreshed Date	Report Status
BW Video Requests	---	N/A
DVR Activity	12/23/2015 00:00	Ready
Media Activity	12/23/2015 00:00	Ready
User Activity	12/23/2015 00:00	Ready
Video Notations	---	N/A

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



**SYSTEM STATUS**

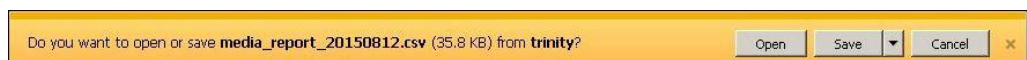
Sergeant Larkin is logged in. [Logout](#)

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

System Reports		
Report Name ▲	Last Refreshed Date	Report Status
BW Video Requests	---	N/A
DVR Activity	12/23/2015 00:00	Ready
<b>Media Activity</b>	<b>12/23/2015 00:00</b>	<b>Ready</b>
User Activity	12/23/2015 00:00	Ready
Video Notations	---	N/A

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

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



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

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

## Flashback File Converter

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

- AVD files into AVI files (Flashback1 and VIEVU videos only)
- QBX files into MP4 files (all other Flashback DVRs).

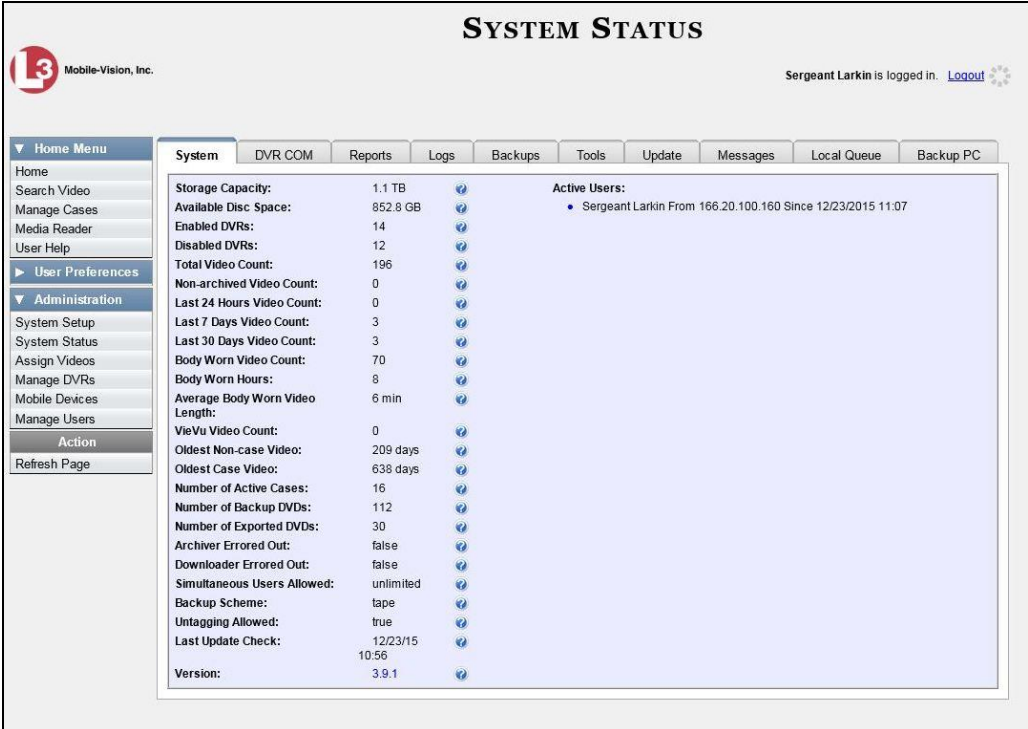
For specific instructions, see:

- Installing the Flashback File Converter, below
- Using the Flashback File Converter, page 171.

## 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, “Flashback File Converter.”

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



**SYSTEM STATUS**

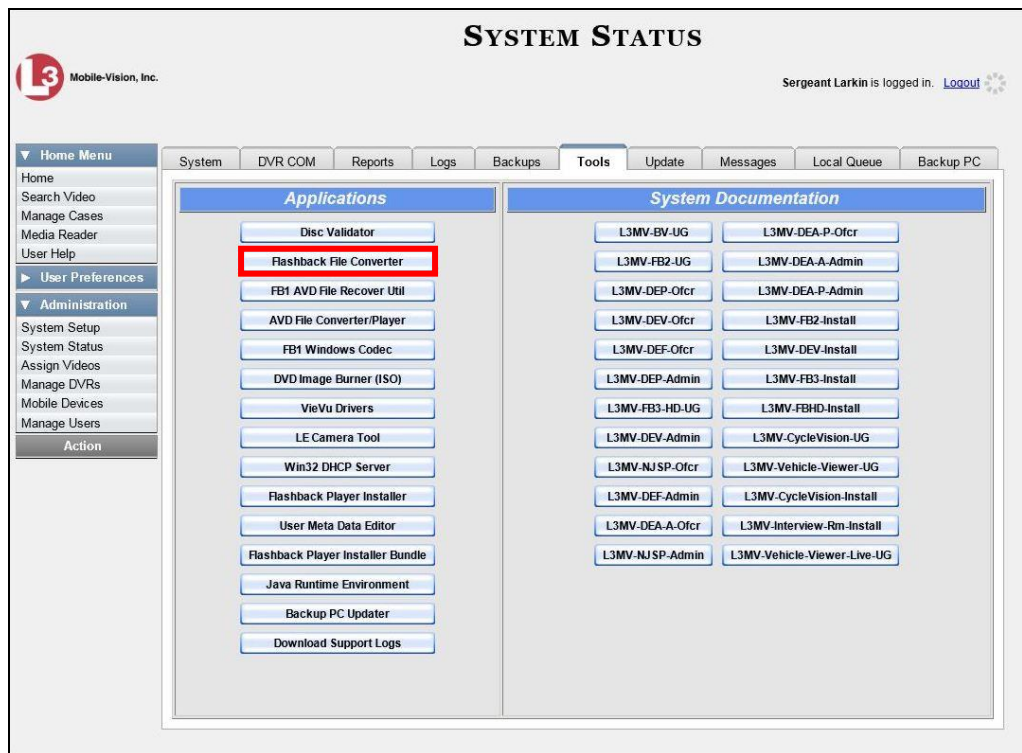
Sergeant Larkin is logged in. [Logout](#)

System	DVR.COM	Reports	Logs	Backups	Tools	Update	Messages	Local Queue	Backup PC
Storage Capacity:	1.1 TB								
Available Disc Space:	852.8 GB								
Enabled DVRs:	14								
Disabled DVRs:	12								
Total Video Count:	196								
Non-archived Video Count:	0								
Last 24 Hours Video Count:	0								
Last 7 Days Video Count:	3								
Last 30 Days Video Count:	3								
Body Worn Video Count:	70								
Body Worn Hours:	8								
Average Body Worn Video Length:	6 min								
VieVu Video Count:	0								
Oldest Non-case Video:	209 days								
Oldest Case Video:	638 days								
Number of Active Cases:	16								
Number of Backup DVDs:	112								
Number of Exported DVDs:	30								
Archiver Errored Out:	false								
Downloader Errored Out:	false								
Simultaneous Users Allowed:	unlimited								
Backup Scheme:	tape								
Untagging Allowed:	true								
Last Update Check:	12/23/15 10:56								
Version:	3.9.1								

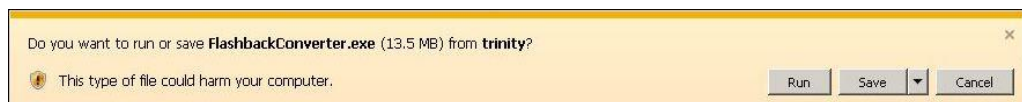
**Active Users:**

- Sergeant Larkin From 166.20.100.160 Since 12/23/2015 11:07

- 2 Click the **Tools** tab.

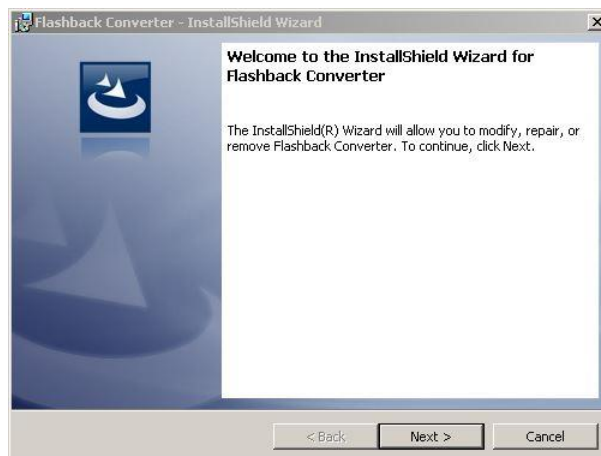


- 3 Go to the Applications column and click the **Flashback File Converter** button. A Windows message displays.



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

The Flashback Converter InstallShield Wizard displays.



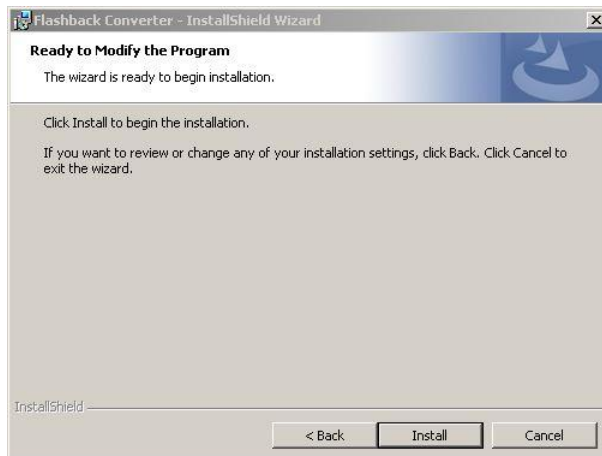
5 Click **Next**.



6 Click **Next** again.



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





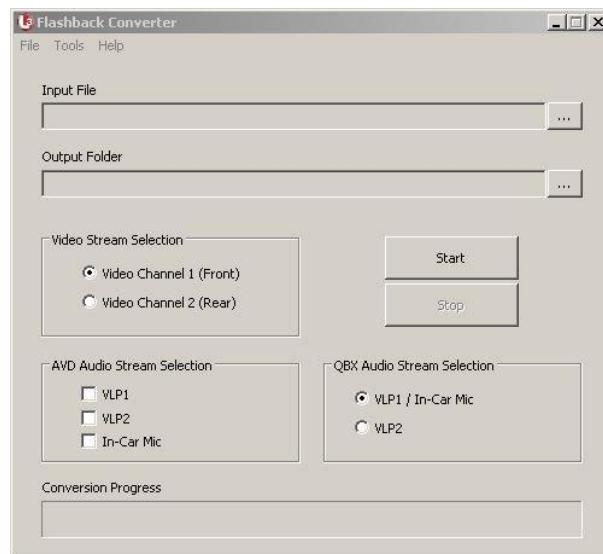
- 8 Click **Install**. The system begins installing the application. After the installation is complete, a confirmation message displays: *InstallShield Wizard Completed*.
- 9 Click **Finish**.

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

## Using the Flashback File Converter

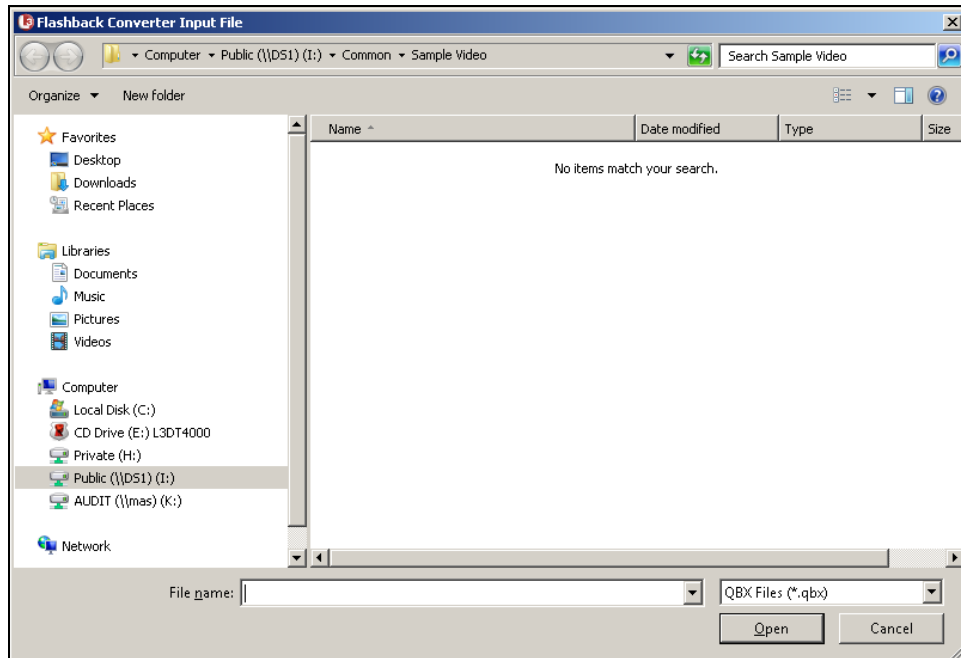
This section describes how to use the Flashback File Converter utility to convert selected video files into a format that can be used with redaction software. Specifically, you can convert AVD files into AVI files (Flashback1s and VIEVUs only) and QBX files into MP4 files (Flashback2s, Flashback3s, and FlashbackHDs).


- 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 168.
- 2 Go to your desktop and double-click on the Flashback Converter icon. The Flashback Converter application opens.

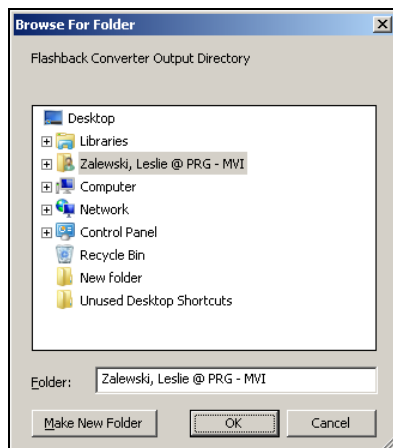


- 3 Click on the ellipsis icon to the right of the *Input File* field. The Flashback Converter Input File screen displays.

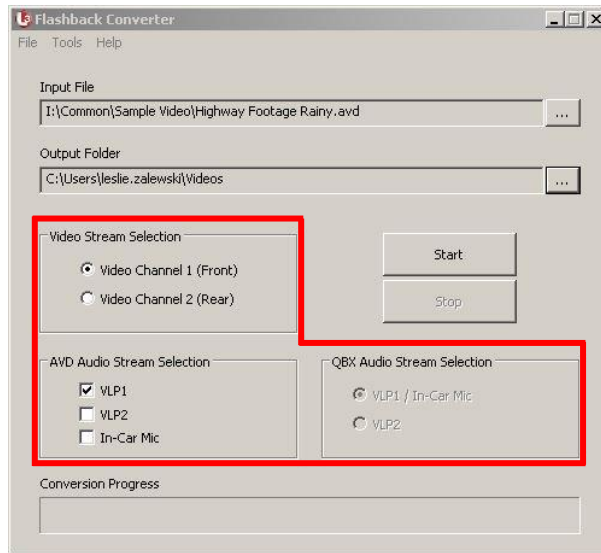
*(Continued)*



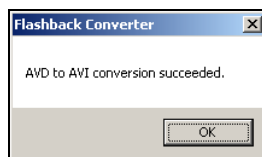
- 4 Navigate to the disk drive location where the file you wish to convert is located.
- 5 If you are converting a Flashback1 or VIEVU AVD file to AVI, select **AVD** from the *Files of type* drop-down list. Otherwise proceed to the next step.
- 6 Click on the file you wish to convert.
- 7 To change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



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



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



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

---

## Recovering a Corrupt Flashback1 Video

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

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

*How do you know if a FBI file is corrupted?*

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

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

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

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

– OR –

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

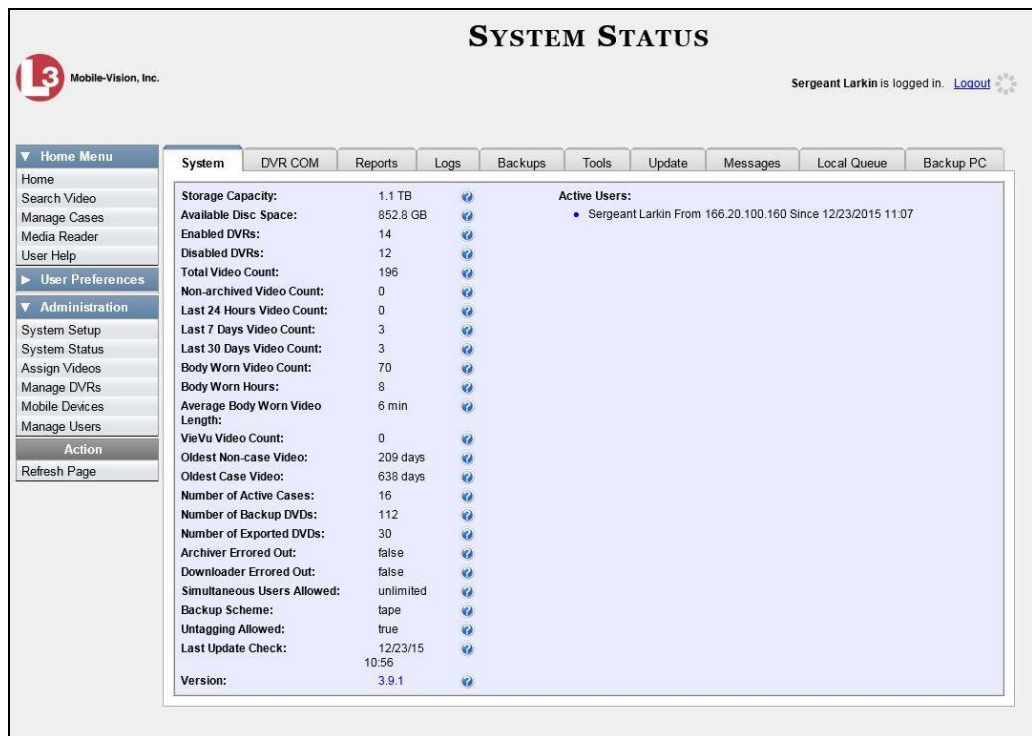
- 2** Download the corrupt file from DEP to a subdirectory on your PC, as described in “Downloading Video to Your PC in Data DVD Format” on page 94.

- 3** If you have the Flashback1 AVD File Recovery Utility installed on your PC, open that utility, then skip to step 8.

– OR –

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

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



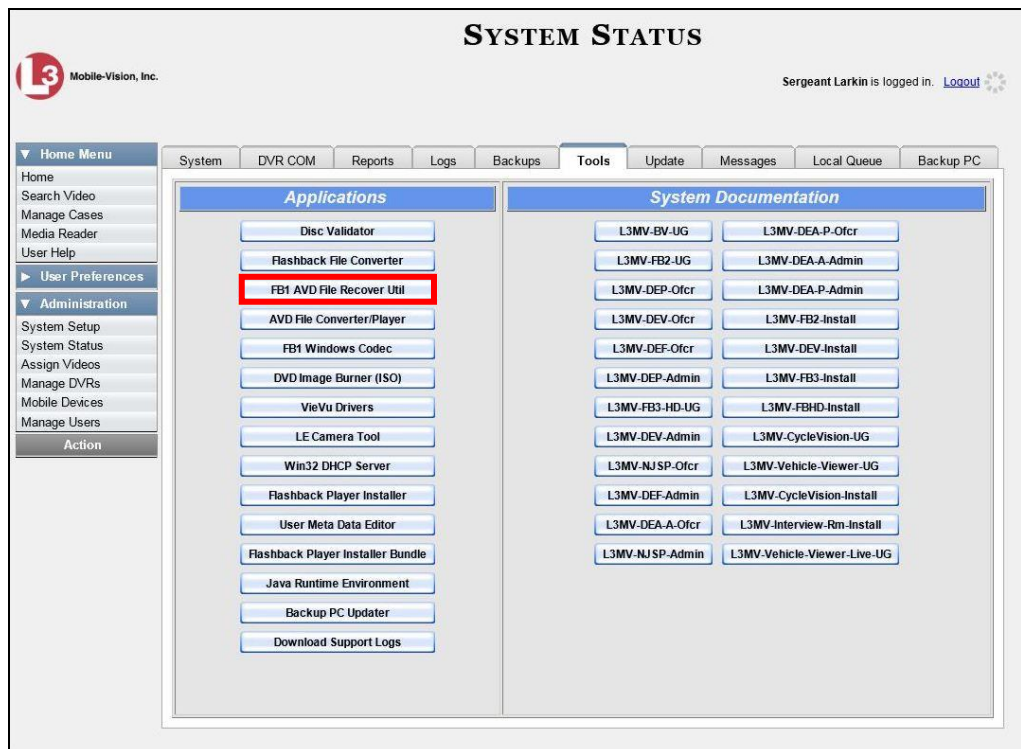
**SYSTEM STATUS**

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

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

Storage Capacity:	1.1 TB	✓	Active Users:
Available Disc Space:	852.8 GB	✓	
Enabled DVRs:	14	✓	
Disabled DVRs:	12	✓	
Total Video Count:	196	✓	
Non-archived Video Count:	0	✓	
Last 24 Hours Video Count:	0	✓	
Last 7 Days Video Count:	3	✓	
Last 30 Days Video Count:	3	✓	
Body Worn Video Count:	70	✓	
Body Worn Hours:	8	✓	
Average Body Worn Video Length:	6 min	✓	
VieVu Video Count:	0	✓	
Oldest Non-case Video:	209 days	✓	
Oldest Case Video:	638 days	✓	
Number of Active Cases:	16	✓	
Number of Backup DVDs:	112	✓	
Number of Exported DVDs:	30	✓	
Archiver Errored Out:	false	✓	
Downloader Errored Out:	false	✓	
Simultaneous Users Allowed:	unlimited	✓	
Backup Scheme:	tape	✓	
Untagging Allowed:	true	✓	
Last Update Check:	12/23/15 10:56	✓	
Version:	3.9.1	✓	

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



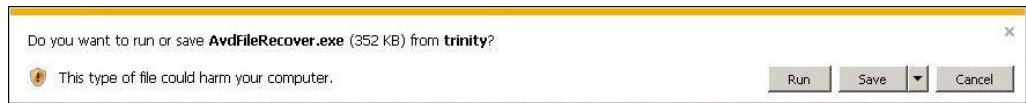
**SYSTEM STATUS**

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

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

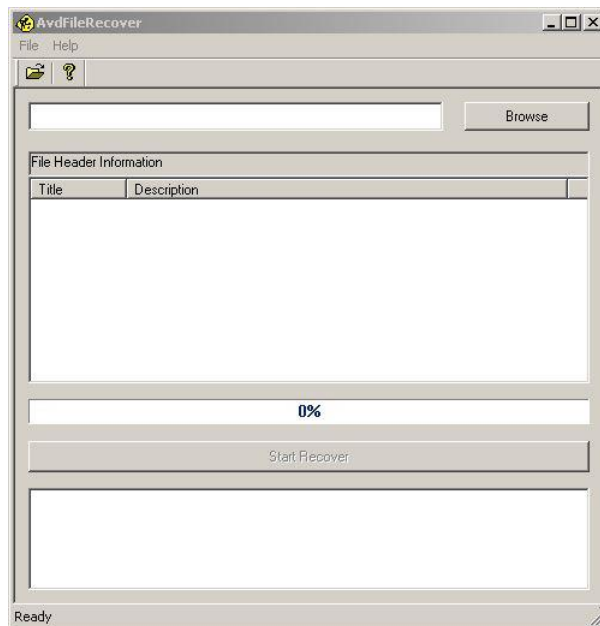
Applications	System Documentation
Disc Validator	L3MV-BV-UG
Flashback File Converter	L3MV-DEA-P-Ofcr
<b>FB1 AVD File Recover Util</b>	L3MV-FB2-UG
AVD File Converter/Player	L3MV-DEP-Ofcr
FB1 Windows Codec	L3MV-DEA-A-Admin
DVD Image Burner (ISO)	L3MV-DEV-Ofcr
VieVu Drivers	L3MV-DEB-Ofcr
LE Camera Tool	L3MV-FB3-Install
Win32 DHCP Server	L3MV-DEP-Admin
Flashback Player Installer	L3MV-FB3-HD-UG
User Meta Data Editor	L3MV-DEV-Admin
Flashback Player Installer Bundle	L3MV-FB3-Install
Java Runtime Environment	L3MV-DEV-Admin
Backup PC Updater	L3MV-FB3-HD-UG
Download Support Logs	L3MV-DEV-Admin
	L3MV-NJSP-Ofcr
	L3MV-DEF-Admin
	L3MV-DEA-A-Ofcr
	L3MV-DEA-P-Admin
	L3MV-DEB-Admin
	L3MV-DEA-A-Ofcr
	L3MV-DEA-P-Admin
	L3MV-DEV-Ofcr
	L3MV-FB2-Install
	L3MV-FB3-Install
	L3MV-FB3-HD-UG
	L3MV-FBHD-Install
	L3MV-CycleVision-UG
	L3MV-Vehicle-Viewer-UG
	L3MV-CycleVision-Install
	L3MV-Interview-Rm-Install
	L3MV-NJSP-Admin
	L3MV-Vehicle-Viewer-Live-UG

- Click the **FB1 AVD File Recover Util** button. A Windows message displays.



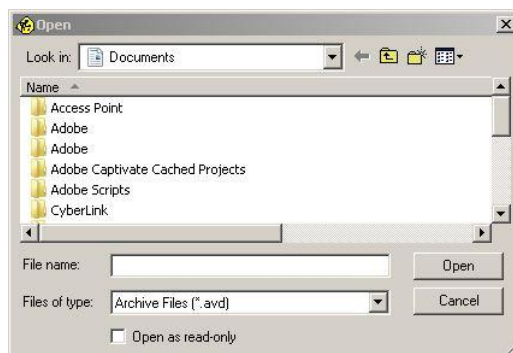
- Click **Run**. If a security message displays, click **Run** again. Otherwise proceed to the next step.

The Avd File Recover screen displays.



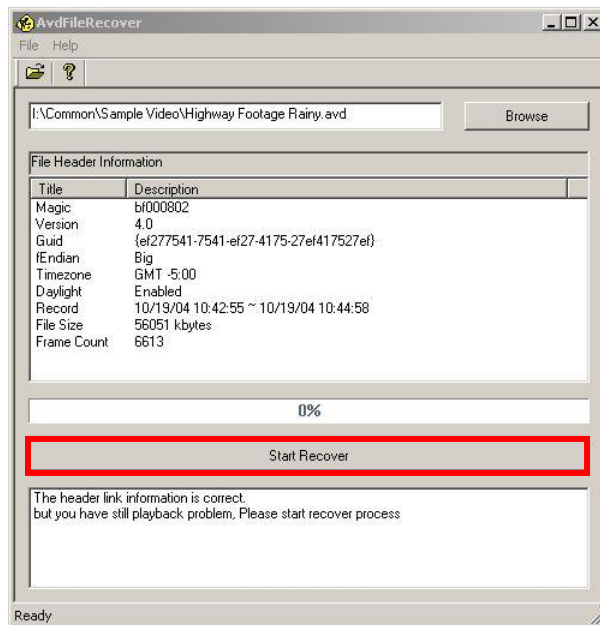
From this screen, you will restore the corrupted file, as described in steps 8 – 16.

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

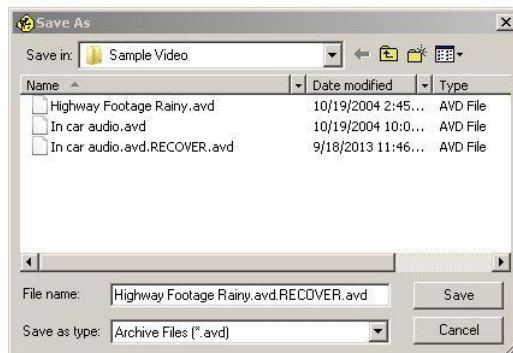


- Navigate to the disk drive location where the corrupt video is stored.

- 10 Double-click on the file you wish to restore. The file name and associated data displays on the Avd File Recover screen.




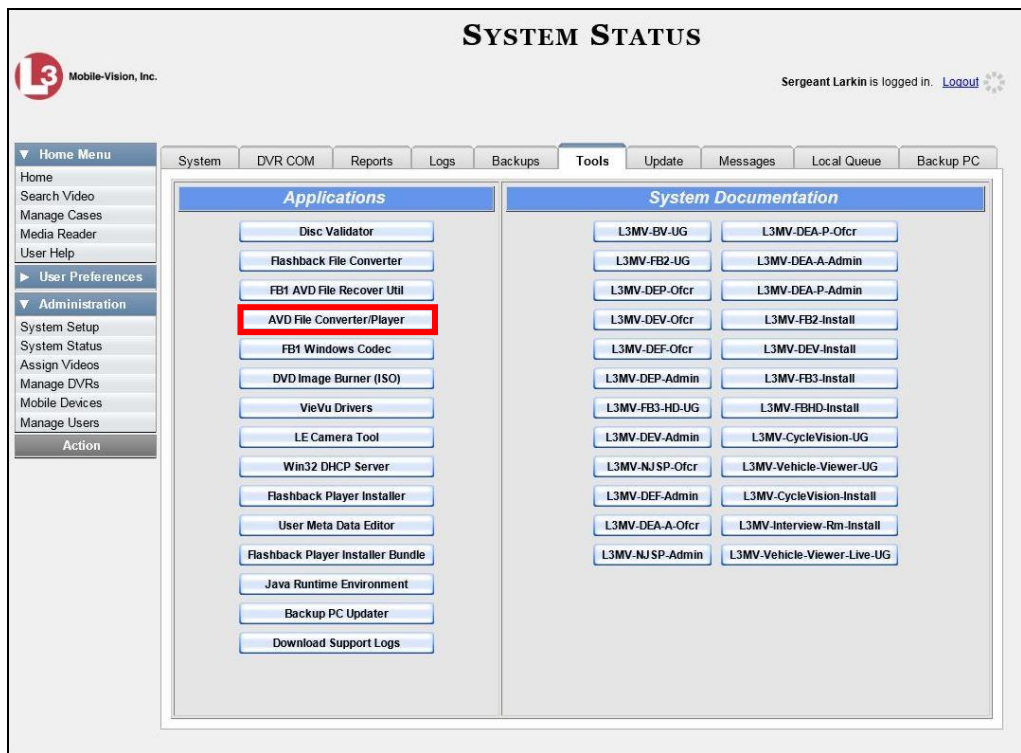
- 11 Click the **Start Recover** button. The Save As popup displays.



- 12 To save the recovered file in a different location, navigate to a new disk drive location. Otherwise proceed to the next step.
- 13 To change the file name, enter a new name in the *File name* field. Otherwise proceed to the next step.
- 14 Click **Save**. The system begins repairing the file. When processing is complete, a confirmation message displays.



- 15 Click **OK**.
- 16 Click the  in the upper right corner of the Avd File Recover utility to close it.
- 17 If you have the Flashback1 Player installed on your PC, open it, then skip to step 21.  
– OR –  
If you do *not* have the Flashback1 Player installed on your PC, proceed to the next step.
- 18 Return to the **Tools** tab in DEP and click the **AVD File Converter/Player** button.

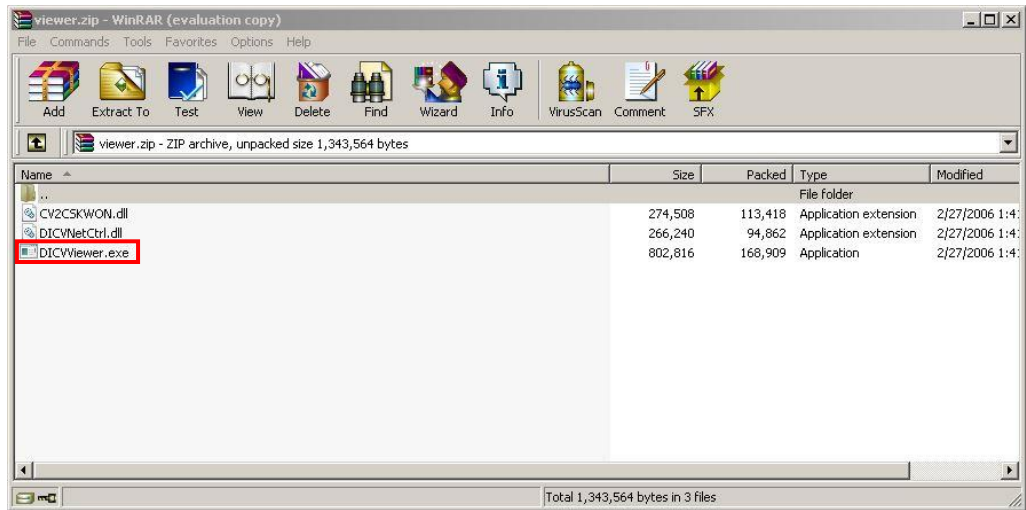


A Windows message displays.

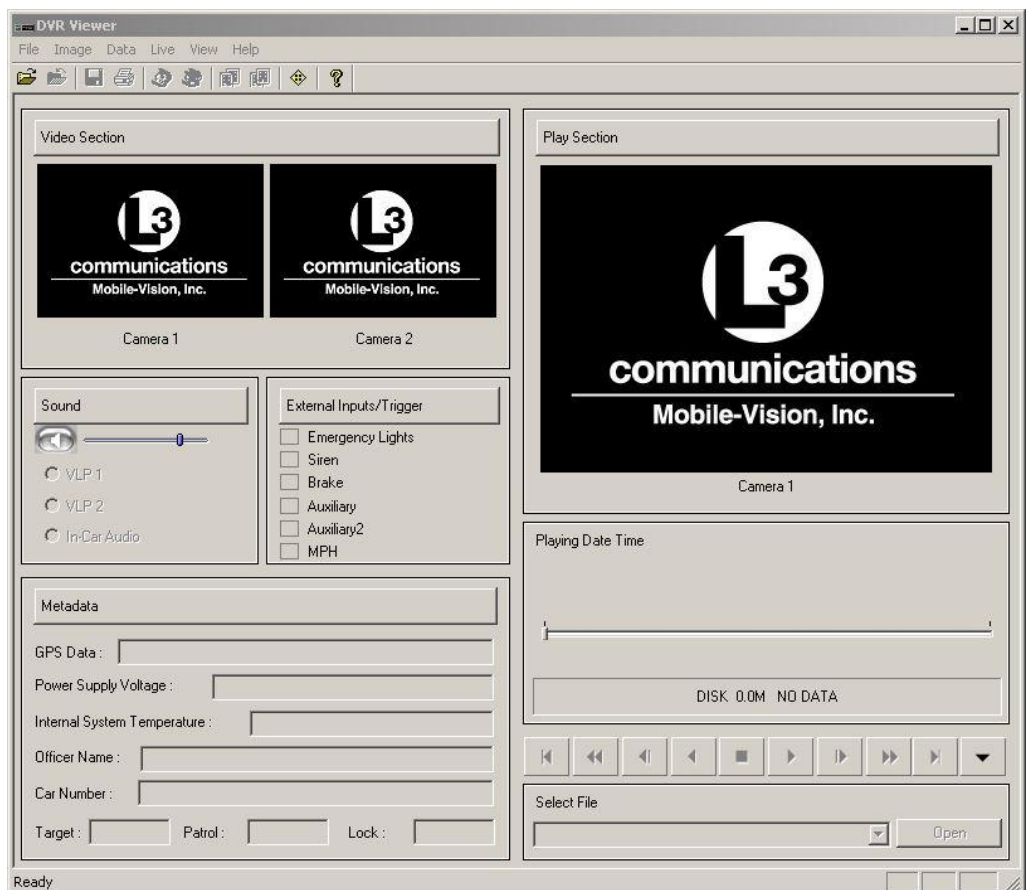


- 19 Select **Open**. The *viewer.zip* screen displays.

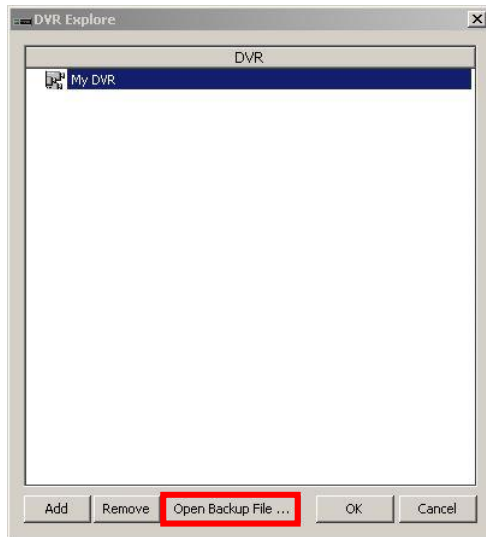




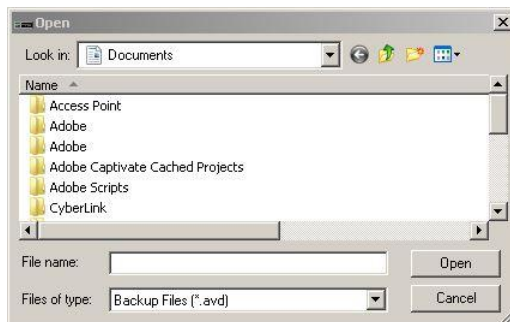
20 Double-click on the **DICViewer.exe** file. The Flashback1 Player displays.



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

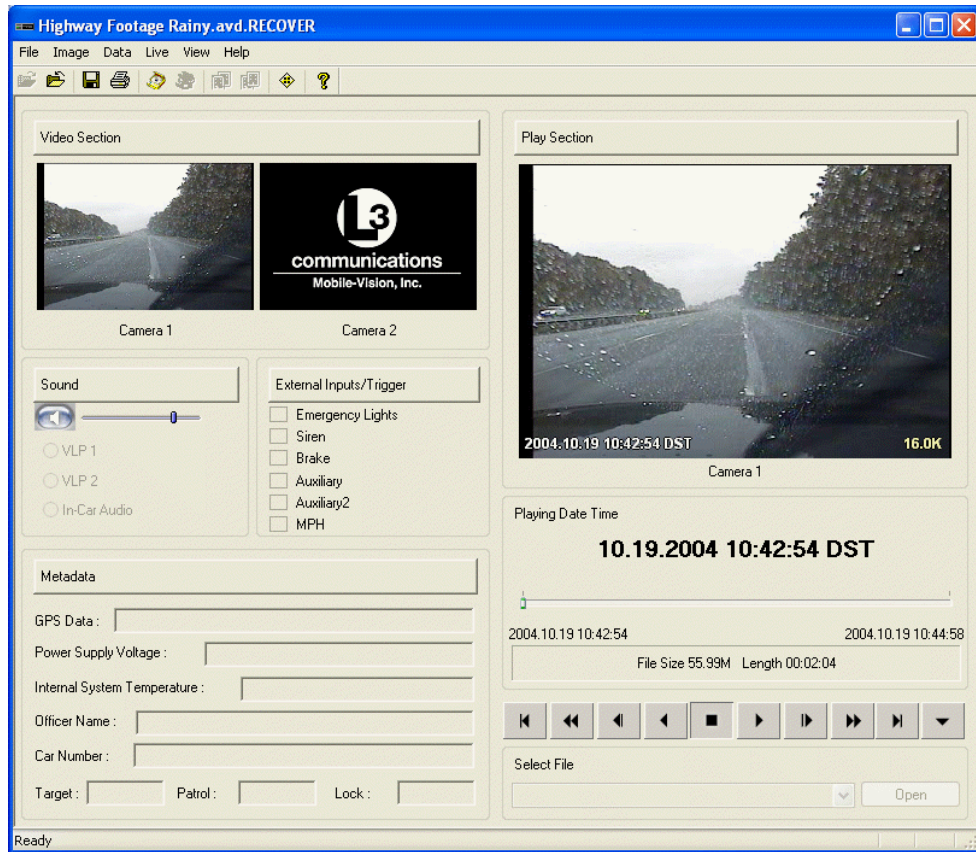


**22** Click the **Open Backup File** button. The Open popup displays.



**23** Navigate to the disk drive location where the restored file is located.

**24** 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.



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

---

## Installing the Windows Codec Utility for Flashback1 Videos

Occasionally, customers who have purchased a new PC *or* reimaged an existing PC may have difficulty playing Flashback1 videos on their PC. In this circumstance, we recommend that you install a utility called a “codec,” which restores the files that are necessary to play AVI files on a Windows PC. If this procedure does not solve your problem, please contact L-3 Mobile-Vision Support for assistance.

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

*(Continued)*

**SYSTEM STATUS**

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

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

Storage Capacity:	1.1 TB	✓	Active Users:
Available Disc Space:	852.8 GB	✓	
Enabled DVRs:	14	✓	
Disabled DVRs:	12	✓	
Total Video Count:	196	✓	
Non-archived Video Count:	0	✓	
Last 24 Hours Video Count:	0	✓	
Last 7 Days Video Count:	3	✓	
Last 30 Days Video Count:	3	✓	
Body Worn Video Count:	70	✓	
Body Worn Hours:	8	✓	
Average Body Worn Video Length:	6 min	✓	
VieVu Video Count:	0	✓	
Oldest Non-case Video:	209 days	✓	
Oldest Case Video:	638 days	✓	
Number of Active Cases:	16	✓	
Number of Backup DVDs:	112	✓	
Number of Exported DVDs:	30	✓	
Archiver Errored Out:	false	✓	
Downloader Errored Out:	false	✓	
Simultaneous Users Allowed:	unlimited	✓	
Backup Scheme:	tape	✓	
Untagging Allowed:	true	✓	
Last Update Check:	12/23/15 10:56	✓	
Version:	3.9.1	✓	

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

**SYSTEM STATUS**

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

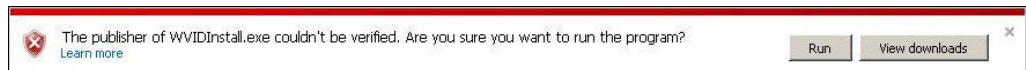
System | DVR.COM | Reports | Logs | Backups | **Tools** | Update | Messages | Local Queue | Backup PC

Applications	System Documentation
Disc Validator	L3MV-BV-UG
Flashback File Converter	L3MV-FB2-UG
FB1 AVD File Recover Util	L3MV-DEP-Ofcr
AVD File Converter/Player	L3MV-DEV-Ofcr
<b>FB1 Windows Codec</b>	L3MV-DEF-Ofcr
DVD Image Burner (ISO)	L3MV-DEP-Admin
VieVu Drivers	L3MV-FB3-HD-UG
LE Camera Tool	L3MV-DEV-Admin
Win32 DHCP Server	L3MV-NJSP-Ofcr
Flashback Player Installer	L3MV-DEF-Admin
User Meta Data Editor	L3MV-DEA-A-Ofcr
Flashback Player Installer Bundle	L3MV-DEA-P-Ofcr
Java Runtime Environment	L3MV-DEV-Install
Backup PC Updater	L3MV-FB3-Install
Download Support Logs	L3MV-FBHD-Install
	L3MV-CycleVision-UG
	L3MV-Vehicle-Viewer-UG
	L3MV-CycleVision-Install
	L3MV-Vehicle-Viewer-Live-UG

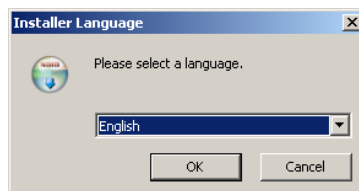
- 3 Click the **FB1 Windows Codec** button. A Windows message displays.



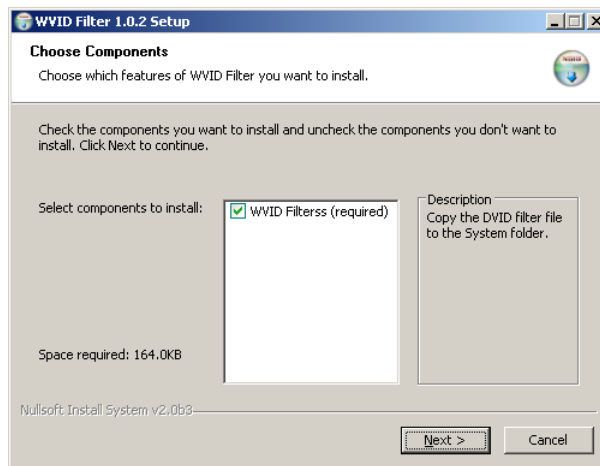
- 4 Click **Run**. A security warning displays.



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

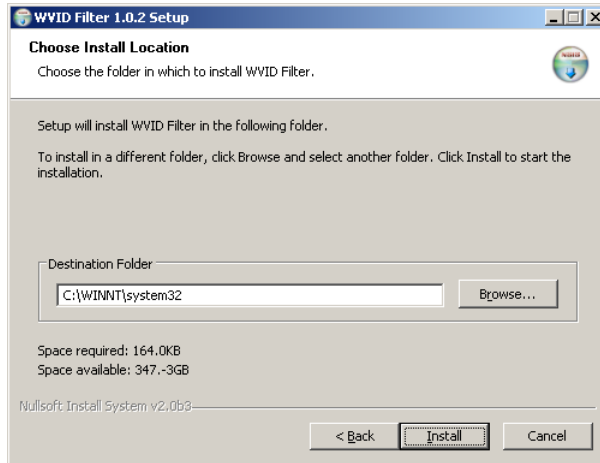


- 6 Click **OK**. The WVID Filter popup displays.

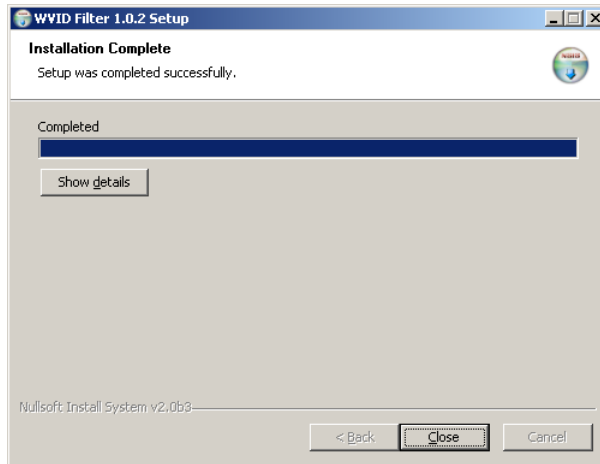


- 7 Click **Next**.

*(Continued)*



**8 Click Install.**



**9 Click Close.**

---

## Manually Installing the VIEVU Drivers

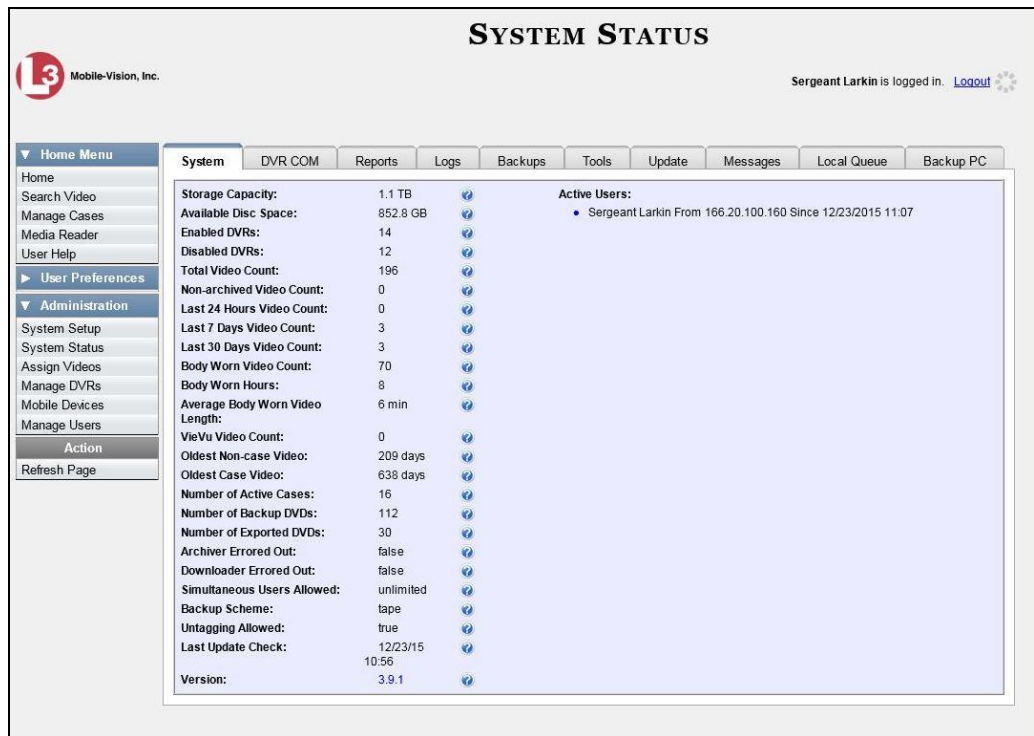
The VIEVU is a small body-worn DVR sold by L-3 Mobile-Vision. The first time you connect a VIEVU to your PC, you will typically be prompted to download two drivers that are required to operate the VIEVU. However, if your computer does not recognize the VIEVU cable or cannot automatically locate the drivers, you can *manually* download these drivers from the **Tools** tab, as described here.

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

– OR –

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

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



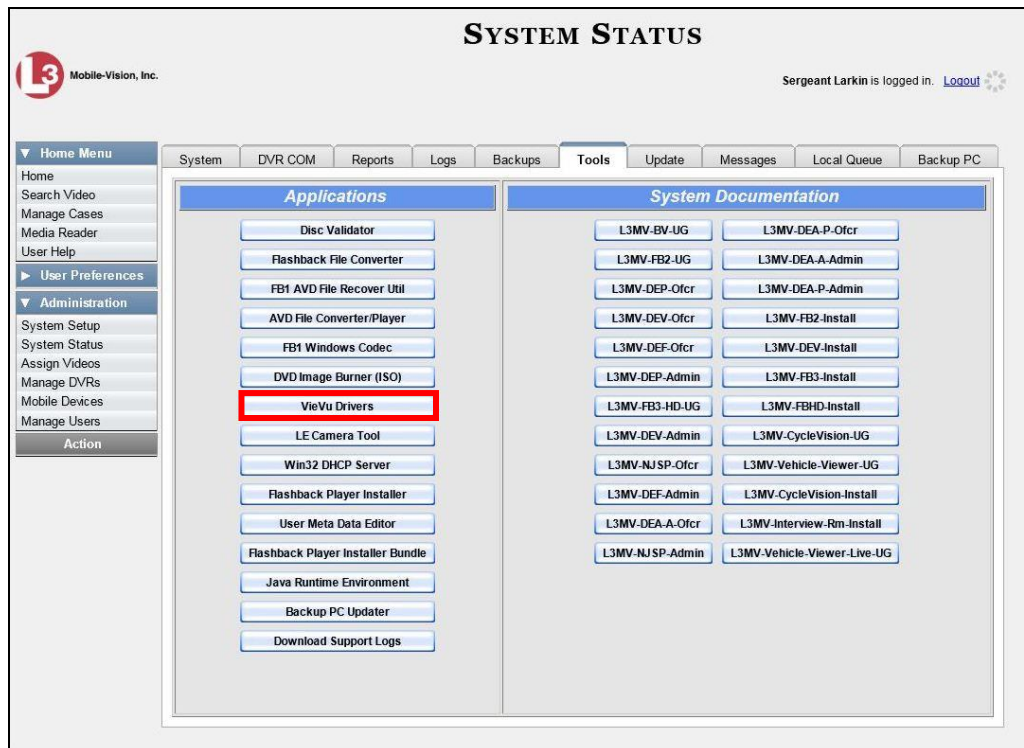
**SYSTEM STATUS**

L3 Mobile-Vision, Inc. Sergeant Larkin is logged in. [Logout](#)

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

<b>Storage Capacity:</b>	1.1 TB	Active Users:	Sergeant Larkin From 166.20.100.160 Since 12/23/2015 11:07
<b>Available Disc Space:</b>	852.8 GB		
<b>Enabled DVRs:</b>	14		
<b>Disabled DVRs:</b>	12		
<b>Total Video Count:</b>	196		
<b>Non-archived Video Count:</b>	0		
<b>Last 24 Hours Video Count:</b>	0		
<b>Last 7 Days Video Count:</b>	3		
<b>Last 30 Days Video Count:</b>	3		
<b>Body Worn Video Count:</b>	70		
<b>Body Worn Hours:</b>	8		
<b>Average Body Worn Video Length:</b>	6 min		
<b>VieVu Video Count:</b>	0		
<b>Oldest Non-case Video:</b>	209 days		
<b>Oldest Case Video:</b>	638 days		
<b>Number of Active Cases:</b>	16		
<b>Number of Backup DVDs:</b>	112		
<b>Number of Exported DVDs:</b>	30		
<b>Archiver Errored Out:</b>	false		
<b>Downloader Errored Out:</b>	false		
<b>Simultaneous Users Allowed:</b>	unlimited		
<b>Backup Scheme:</b>	tape		
<b>Untagging Allowed:</b>	true		
<b>Last Update Check:</b>	12/23/15		
<b>Version:</b>	3.9.1		

- Click the **Tools** tab.



**SYSTEM STATUS**

L3 Mobile-Vision, Inc. Sergeant Larkin is logged in. [Logout](#)

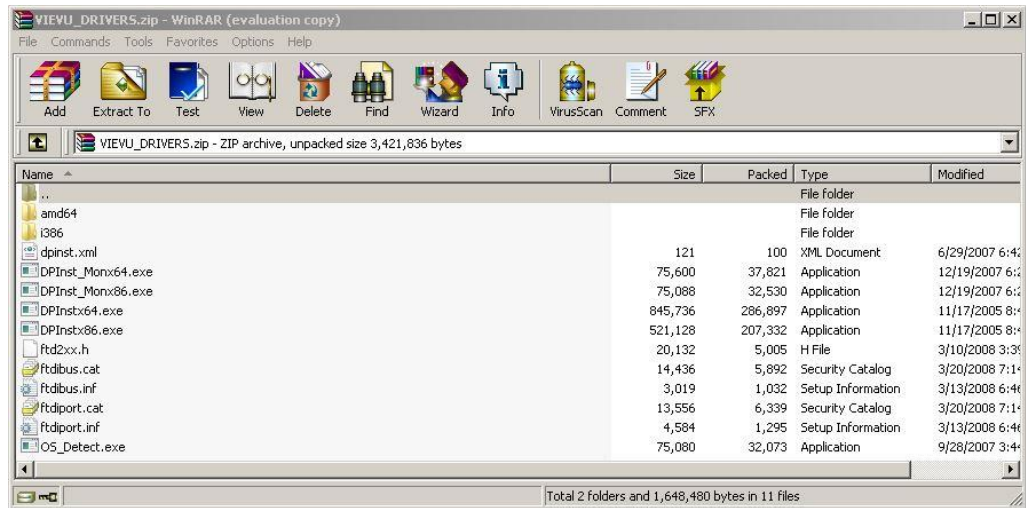
System | DVR COM | Reports | Logs | Backups | **Tools** | Update | Messages | Local Queue | Backup PC

Applications	System Documentation
Disc Validator	L3MV-BV-UG
Flashback File Converter	L3MV-DEA-P-Ofcr
FB1 AVD File Recover Util	L3MV-FB2-UG
AVD File Converter/Player	L3MV-DEP-Ofcr
FB1 Windows Codec	L3MV-DEA-A-Admin
DVD Image Burner (ISO)	L3MV-DEP-Admin
<b>VieVu Drivers</b>	L3MV-DEV-Ofcr
LE Camera Tool	L3MV-FB2-Install
Win32 DHCP Server	L3MV-DEF-Ofcr
Flashback Player Installer	L3MV-DEB-Admin
User Meta Data Editor	L3MV-FB3-Install
Flashback Player Installer Bundle	L3MV-FB3-HD-UG
Java Runtime Environment	L3MV-DEV-Admin
Backup PC Updater	L3MV-NJSP-Ofcr
Download Support Logs	L3MV-DEF-Admin
	L3MV-DEA-A-Ofcr
	L3MV-FBHD-Install
	L3MV-NJSP-Admin
	L3MV-CycleVision-UG
	L3MV-Vehicle-Viewer-UG
	L3MV-CycleVision-Install
	L3MV-Interview-Rm-Install
	L3MV-Vehicle-Viewer-Live-UG

- Go to the left column and click the **VieVu Drivers** button. A Windows message displays.



- Click **Open**. The VIEVU\_DRIVERS.zip folder opens.



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

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



**HINT:** If you aren't sure what type of operating system you have, double-click on either **DPInstx64.exe** or **DPInst\_Mon86.exe**. If you get an error message, you'll know that you selected the *wrong* file.

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

- Go to the upper right corner of the page and click **Logout** to exit DEP.
- Click the  in the upper right corner of the page to close your browser.
- Reboot your PC.
- Log back into DEP.



- 11 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 88, beginning with step 13, or
  - Manually Uploading Videos from a VIEVU LE3, page 91, beginning with step 4.

---

## Manually Installing the Flashback Player

Typically, the Flashback Player launches automatically when you attempt to play a 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)
- .zip file (*Flashback Player Installer Bundle* button).

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

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

*(Continued)*

**SYSTEM STATUS**

Mobile-Vision, Inc. Sergeant Larkin is logged in. [Logout](#)

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

Storage Capacity:	1.1 TB	✓	Active Users:	Sergeant Larkin From 166.20.100.160 Since 12/23/2015 11:07
Available Disc Space:	852.8 GB	✓		
Enabled DVRs:	14	✓		
Disabled DVRs:	12	✓		
Total Video Count:	196	✓		
Non-archived Video Count:	0	✓		
Last 24 Hours Video Count:	0	✓		
Last 7 Days Video Count:	3	✓		
Last 30 Days Video Count:	3	✓		
Body Worn Video Count:	70	✓		
Body Worn Hours:	8	✓		
Average Body Worn Video Length:	6 min	✓		
VieVu Video Count:	0	✓		
Oldest Non-case Video:	209 days	✓		
Oldest Case Video:	638 days	✓		
Number of Active Cases:	16	✓		
Number of Backup DVDs:	112	✓		
Number of Exported DVDs:	30	✓		
Archiver Errored Out:	false	✓		
Downloader Errored Out:	false	✓		
Simultaneous Users Allowed:	unlimited	✓		
Backup Scheme:	tape	✓		
Untagging Allowed:	true	✓		
Last Update Check:	12/23/15 10:56	✓		
Version:	3.9.1	✓		

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

**SYSTEM STATUS**

Mobile-Vision, Inc. 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
Flashback File Converter	L3MV-DEA-P-Ofcr
FB1 AVD File Recover Util	L3MV-FB2-UG
AVD File Converter/Player	L3MV-DEP-Ofcr
FB1 Windows Codec	L3MV-DEP-Admin
DVD Image Burner (ISO)	L3MV-DEV-Ofcr
VieVu Drivers	L3MV-DEF-Ofcr
LE Camera Tool	L3MV-DEV-Admin
Win32 DHCP Server	L3MV-FB3-UG
<b>Flashback Player Installer</b>	L3MV-FB3-Install
User Meta Data Editor	L3MV-FBHD-Install
<b>Flashback Player Installer Bundle</b>	L3MV-DEV-Install
Java Runtime Environment	L3MV-FB3-HD-UG
Backup PC Updater	L3MV-DEP-Admin
Download Support Logs	L3MV-FB3-Install
	L3MV-DEV-Admin
	L3MV-FB3-UG
	L3MV-DEP-Ofcr
	L3MV-FBHD-Install
	L3MV-DEV-Admin
	L3MV-CycleVision-UG
	L3MV-NJSP-Ofcr
	L3MV-Vehicle-Viewer-UG
	L3MV-DEF-Admin
	L3MV-CycleVision-Install
	L3MV-DEA-A-Ofcr
	L3MV-Interview-Rm-Install
	L3MV-NJSP-Admin
	L3MV-Vehicle-Viewer-Live-UG

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

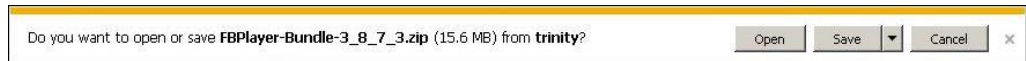
– OR –

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 you are performing a *silent* or *PC* installation.

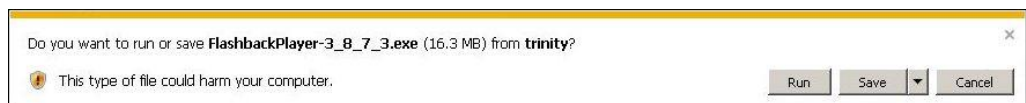
#### Silent Installation

Flashback Player Installer Bundle



#### PC Installation

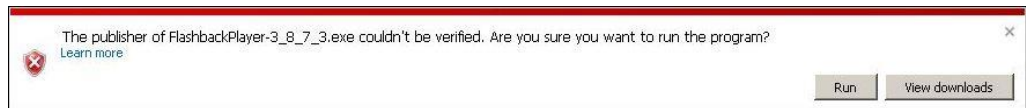
Flashback Player Installer



- 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**.



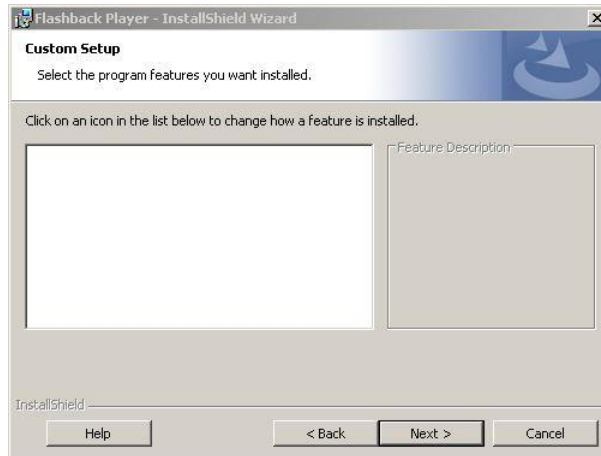
- 5 If a security message like the one pictured above displays, click **Run** again. Otherwise proceed to the next step.



- 6 Once the Install Wizard displays, click **Next**.



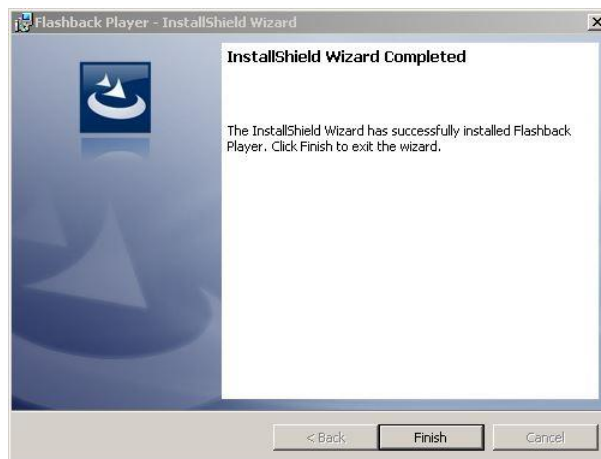
7 Click **Next** again.



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



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



- 10 Click **Finish**.
- 11 Go to the upper right corner of the page and click **Logout** to exit DEP.
- 12 Click the  in the upper right corner of the page to close your browser.
- 13 Log back into DEP.

---

## BodyVISION Viewing Requests

If desired, your agency can limit access to *BodyVISION* videos by activating one of two *BodyVISION* Tracking functions:

- Track All Body Worn Videos*. When this feature is *on*, DEP will restrict the viewing of all *BodyVISION* videos unless a user has the *Authorize Media Playback* or *Can View Body Worn Videos* permission. Users who lack the required permissions will have to submit a *viewing request* to their supervisor. The supervisor, in turn, will subsequently approve or deny their subordinate's viewing request as described in "Approving/Denying a Viewing Request" on page 191.
- Track All Body Worn Videos with Tags*. When this feature is *on*, DEP will restrict the viewing of *BodyVISION* videos that have a trace point or video notation attached to them. The only exception is for users that have the *Authorize Media Playback* or *Can View Body Worn Videos* permission. Such users will be able to view all *BodyVISION* videos, regardless of whether a video has an embedded trace point or video notation. Users who *lack* the required permissions will have to submit a *viewing request* to their supervisor, as described in the previous paragraph.

For more information, see:

- Tracking *BodyVISION* Videos, next page
- Approving/Denying a Viewing Request, page 191
- Displaying Your Active Viewing Requests, page 196
- Revoking an Active Viewing Request, page 199

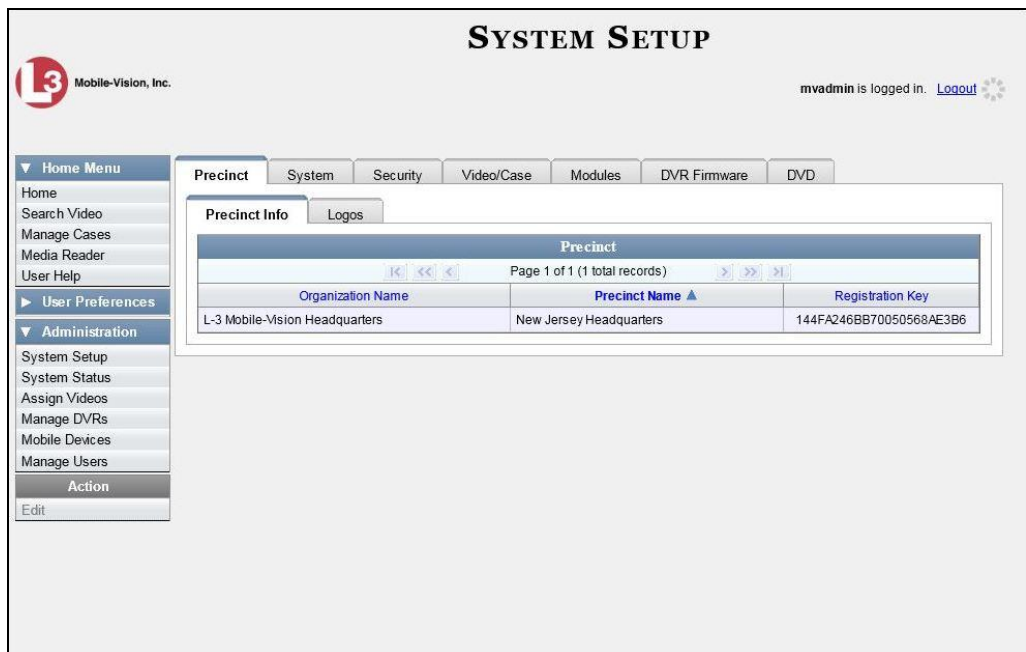
- Increasing/Decreasing the Expiration Date for Viewing Approvals, 200
- Exporting Viewing Request Activity to a Spreadsheet, page 201
- Maintaining Viewing Request Reasons, page 203.

## Tracking *BodyVISION* Videos

This section describes how to activate (turn on) one of the two functions used to limit user access to *BodyVISION* videos:

- Track All Body Worn Videos*. When this function is *on*, all users who lack the proper permissions\* will have to submit a viewing request to their supervisor in order to view any *BodyVISION* video or its associated snapshots.
- Track All Body Worn Videos with Tags*. When this function is *on*, all users who lack the proper permissions\* will have to submit a viewing request to their supervisor in order to view a *BodyVISION* video that has an embedded *trace point* or *video notation*. (For definitions, see the Glossary.)

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

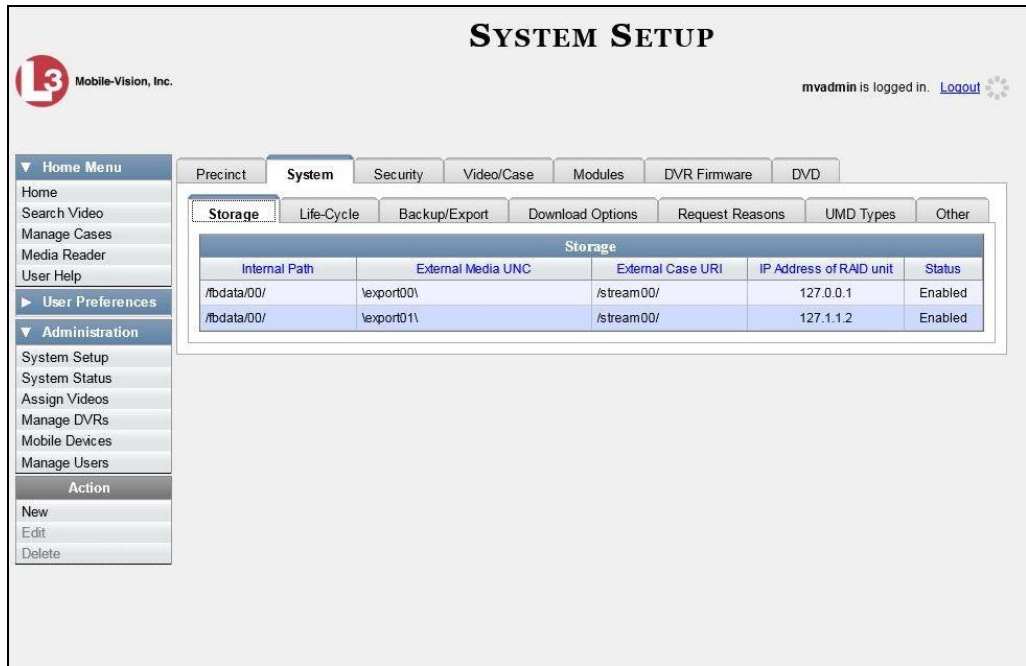


The screenshot shows the 'SYSTEM SETUP' page. The left sidebar has a menu with 'Administration' expanded, and 'System Setup' is selected. The main content area has tabs for 'Precinct', 'System', 'Security', 'Video/Case', 'Modules', 'DVR Firmware', and 'DVD'. The 'Precinct' tab is active, showing a table with one record for 'L-3 Mobile-Vision Headquarters'.

Organization Name	Precinct Name ▲	Registration Key
L-3 Mobile-Vision Headquarters	New Jersey Headquarters	144FA246BB70050568AE3B6

- 2 Click the **System** tab.

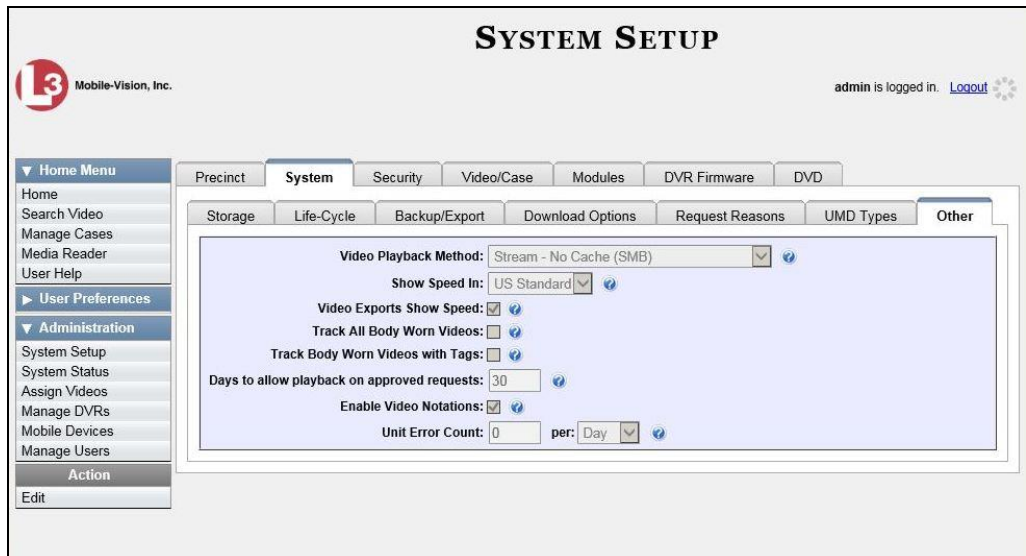
\* The *Authorize Media Playback* or *Can View Body Worn Videos* permission



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

Internal Path	External Media UNC	External Case URI	IP Address of RAID unit	Status
/fbdata/00/	\export00\	/stream00/	127.0.0.1	Enabled
/fbdata/00/	\export01\	/stream00/	127.1.1.2	Enabled

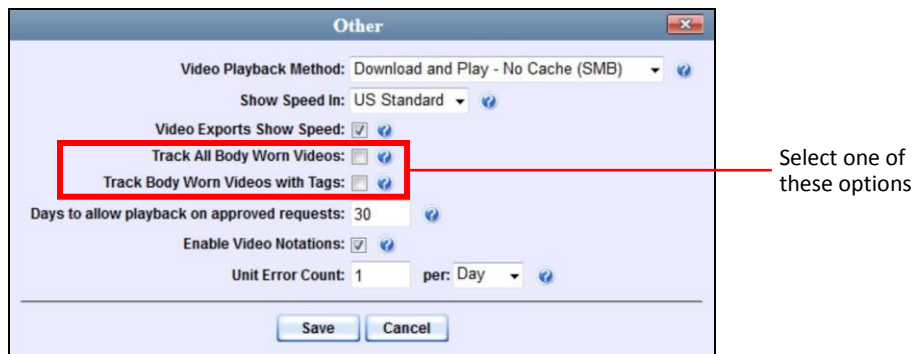
3 Click the **Other** tab.



The screenshot shows the 'SYSTEM SETUP' page with the 'System' tab selected. The 'Other' sub-tab is active, displaying the following settings:

- Video Playback Method: Stream - No Cache (SMB)
- Show Speed In: US Standard
- Video Exports Show Speed:
- Track All Body Worn Videos:
- Track Body Worn Videos with Tags:
- Days to allow playback on approved requests: 30
- Enable Video Notations:
- Unit Error Count: 0 per: Day

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



- 5 If you want all users who lack the proper permissions\* to have to submit a viewing request to their supervisor in order to view any *BodyVISION* video, select the *Track Body Worn Videos* checkbox.

– OR –

If you want all users who lack the proper permissions\* to have to submit a viewing request to their supervisor in order to view a *BodyVISION* video that has an embedded *trace point* or *video notation*, select the *Track Body Worn Videos with Tags* checkbox.


- 6 Click **Save**.

## Approving/Denying a Viewing Request

This section describes how to approve or deny a request to view a *BodyVISION* video. A user submits a viewing request to his supervisor when he wants to view a particular *BodyVISION* video or snapshot image, but lacks the required permission to do so (i.e., the *Can View Body Worn Videos* permission).

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

For more information on *viewing requests* and how they are used in DEP, see “*BodyVISION Viewing Requests*” on page 191.

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

\* The *Authorize Media Playback* or *Can View Body Worn Videos* permission



**WELCOME HOME**  
Your last login was on: 12/16/2015 13:57:20

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

**Home Menu**

- Home
- Search Video
- Manage Cases
- Media Reader
- User Help
- ▶ User Preferences
- ▶ Administration
- Action
- Manage Requests

**Message Board**

My Messages All Messages

**Inbox Messages**

Page 1 of 1 (10 total records)

Date	State	Message Text	Actions
12/17/2015 10:19	Requested	A request to view system video #252 has been sent by Officer Zalewski. (Reason: Criminal investigation)	
12/16/2015 14:35	Completed	Account 'chris' has been disabled for exceeding failed login attempts	
12/16/2015 07:54	Queued	There is an update available for your Server, click the arrow to the right to download the update.	
12/11/2015 15:00	Completed	Server Update to build number 3.9-17394 was successfully completed.	
12/09/2015 15:05	Completed	Please restore Case 'MVA on Rt 80' to an online status.	
11/11/2015 15:34	Queued	Please restore Case 'Quick Check Robbery' to an online status.	
11/11/2015 15:19	Completed	Export Test for Training Disc 1 of 1 is now ready for download.	
11/11/2015 14:56	Queued	File quarantined, please accept or permanently delete this video.	
11/09/2015 13:02	Completed	Export Download to PC Disc 1 of 1 is now ready for download.	
11/06/2015 09:44	Completed	The system has encountered 10 or more error(s) for unit 000006551 in the last 24 hours.	

**Sent Messages**

Page 1 of 1 (2 total records)

Date	State	Message Text	Actions
12/09/2015 15:40	Working	Auto-DVD request to Backup PC 'Evidence Room Bravo' for Case 'Armed Robbery' - Disc 1 of 1	
11/11/2015 15:34	Queued	Please restore Case 'Quick Check Robbery' to an online status.	

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

– OR –

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

**VIDEO DETAILS**

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

**Home Menu**

- Home
- Search Video
- Manage Cases
- Media Reader
- User Help
- ▶ User Preferences
- ▶ Administration
- Action
- Play
- Edit
- Tag Video
- Export
- Add To Case
- Chain of Custody

Status: Online Video Logs UMD



System Video #: 252

Owner: \*1 No Name@12:49:33

DVR Officer Name: No Name

DVR Name: Lance's BV Unit

DVR Type: Body Worn

Category: Body Worn

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

Incident #:

Ingest Date: 11/06/2015 13:42

Record Reason: Manual Record

Video Start Date: 11/06/2015 12:42

Video End Date: 11/06/2015 12:43

Duration (minutes): 0

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

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

- 6 Go to **Home Menu** and click **Home**. The Home page redisplay.
- 7 To *accept* the viewing request, click the  icon. A confirmation message displays at the top of the page: *Request Approved*. The system also sends an approval notice to the requestor's *Inbox Messages* list, as pictured below. **End of Procedure**.

– OR –

To *deny* the viewing request, click the icon. The Deny Request popup displays.

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

**WELCOME HOME**  
Your last login was on: 12/17/2015 10:25:18  
Officer Zalewski is logged in. [Logout](#)

**Message Board**

**Inbox Messages**  
Page 1 of 1 (4 total records)

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

**Sent Messages**  
Page 1 of 1 (1 total records)

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

Sample denial (points to the first message in the Inbox Messages table)

Sample approval (points to the second message in the Inbox Messages table)

## Displaying Your Active Viewing Requests

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

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

For more information on *viewing requests* and how they are used in DEP, see “BodyVISION Viewing Requests” on page 191.

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

Date	State	Message Text	Actions
12/17/2015 10:19	Requested	A request to view system video #252 has been sent by Officer Zalewski. (Reason: Criminal investigation)	[View] [Delete] [Refresh]
12/16/2015 14:35	Completed	Account 'chris' has been disabled for exceeding failed login attempts	[View] [Delete] [Refresh]
12/16/2015 07:54	Queued	There is an update available for your Server, click the arrow to the right to download the update.	[View] [Delete] [Refresh]
12/11/2015 15:00	Completed	Server Update to build number 3.9-17394 was successfully completed.	[View] [Delete] [Refresh]
12/09/2015 15:05	Completed	Please restore Case 'M/A on Rt 80' to an online status.	[View] [Delete] [Refresh]
11/11/2015 15:34	Queued	Please restore Case 'Quick Check Robbery' to an online status.	[View] [Delete] [Refresh]
11/11/2015 15:19	Completed	Export Test for Training Disc 1 of 1 is now ready for download.	[View] [Delete] [Refresh]
11/11/2015 14:56	Queued	File quarantined, please accept or permanently delete this video.	[View] [Delete] [Refresh]
11/09/2015 13:02	Completed	Export Download to PC Disc 1 of 1 is now ready for download.	[View] [Delete] [Refresh]
11/06/2015 09:44	Completed	The system has encountered 10 or more error(s) for unit 000006551 in the last 24 hours.	[View] [Delete] [Refresh]


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



User Name	System Video #	Reason	Authorized	Expires	Revoke
Sergeant Meyers	254	Training	12/18/2015 10:09	01/17/2016 10:09	
Elaine Ostrum	90	Discovery	12/18/2015 10:07	01/17/2016 10:07	
Officer Zalewski	252	Criminal investigation	12/17/2015 10:24	01/16/2016 10:24	

The columns on this popup are described below.


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


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

– OR –

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




- Enter the reason why you are denying this *viewing request*.
- Click **Save**. The system sends a denial notice to the requestor's *Inbox Messages* list, as pictured on page 196. That user will have an opportunity to view your denial reason by clicking the  icon.

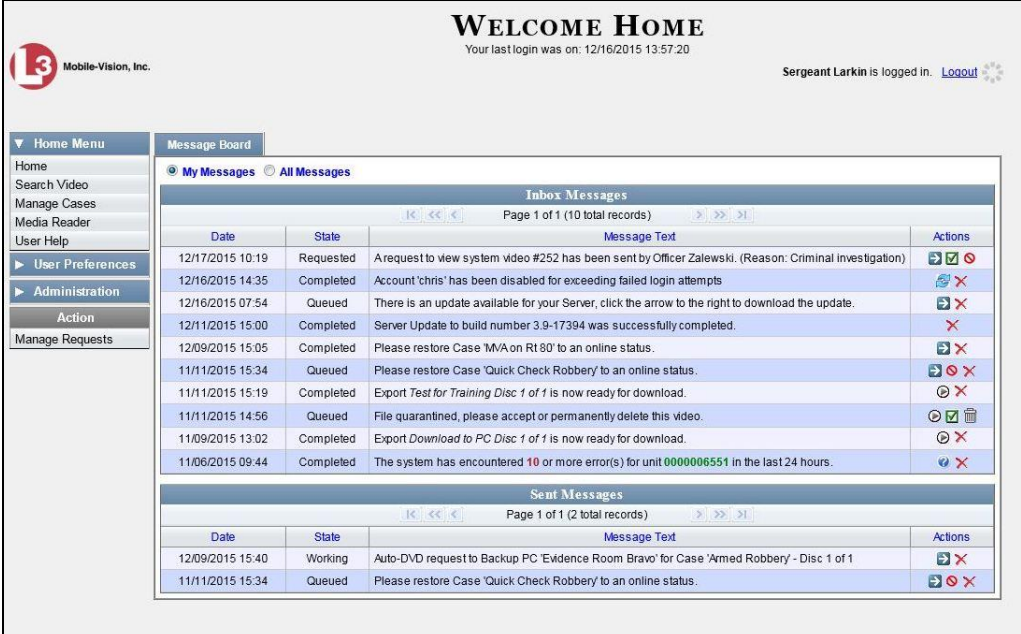
- When you are finished viewing the active viewing requests, click the  in the upper right corner of the popup.

## Revoking an Active Viewing Request

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

For more information on viewing requests and how they are used in DEP, see "*BodyVISION* Viewing Requests" on page 191.

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



**WELCOME HOME**  
Your last login was on: 12/16/2015 13:57:20  
Sergeant Larkin is logged in. [Logout](#)

**Message Board**

My Messages | All Messages

**Inbox Messages**  
Page 1 of 1 (10 total records)

Date	State	Message Text	Actions
12/17/2015 10:19	Requested	A request to view system video #252 has been sent by Officer Zalewski. (Reason: Criminal Investigation)	
12/16/2015 14:35	Completed	Account 'chris' has been disabled for exceeding failed login attempts	
12/16/2015 07:54	Queued	There is an update available for your Server, click the arrow to the right to download the update.	
12/11/2015 15:00	Completed	Server Update to build number 3.9-17394 was successfully completed.	
12/09/2015 15:05	Completed	Please restore Case 'MVA on Rt 80' to an online status.	
11/11/2015 15:34	Queued	Please restore Case 'Quick Check Robbery' to an online status.	
11/11/2015 15:19	Completed	Export Test for Training Disc 1 of 1 is now ready for download.	
11/11/2015 14:56	Queued	File quarantined, please accept or permanently delete this video.	
11/09/2015 13:02	Completed	Export Download to PC Disc 1 of 1 is now ready for download.	
11/06/2015 09:44	Completed	The system has encountered 10 or more error(s) for unit 0000006551 in the last 24 hours.	

**Sent Messages**  
Page 1 of 1 (2 total records)

Date	State	Message Text	Actions
12/09/2015 15:40	Working	Auto-DVD request to Backup PC 'Evidence Room Bravo' for Case 'Armed Robbery' - Disc 1 of 1	
11/11/2015 15:34	Queued	Please restore Case 'Quick Check Robbery' to an online status.	

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

(Continued)

Manage Approved Media View Requests					
Page 1 of 1 (3 total records)					
User Name	System Video #	Reason	Authorized	Expires	Revoke
Sergeant Meyers	254	Training	12/18/2015 10:09	01/17/2016 10:09	
Elaine Ostrum	90	Discovery	12/18/2015 10:07	01/17/2016 10:07	
Officer Zalewski	252	Criminal investigation	12/17/2015 10:24	01/16/2016 10:24	


The columns on this popup are described in the table on page 198.

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

**Deny Request**

Enter a reason below:

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



## WELCOME HOME

Your last login was on: 12/17/2015 10:25:18

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

**Home Menu**

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

**Message Board**

**Inbox Messages**

Page 1 of 1 (4 total records)

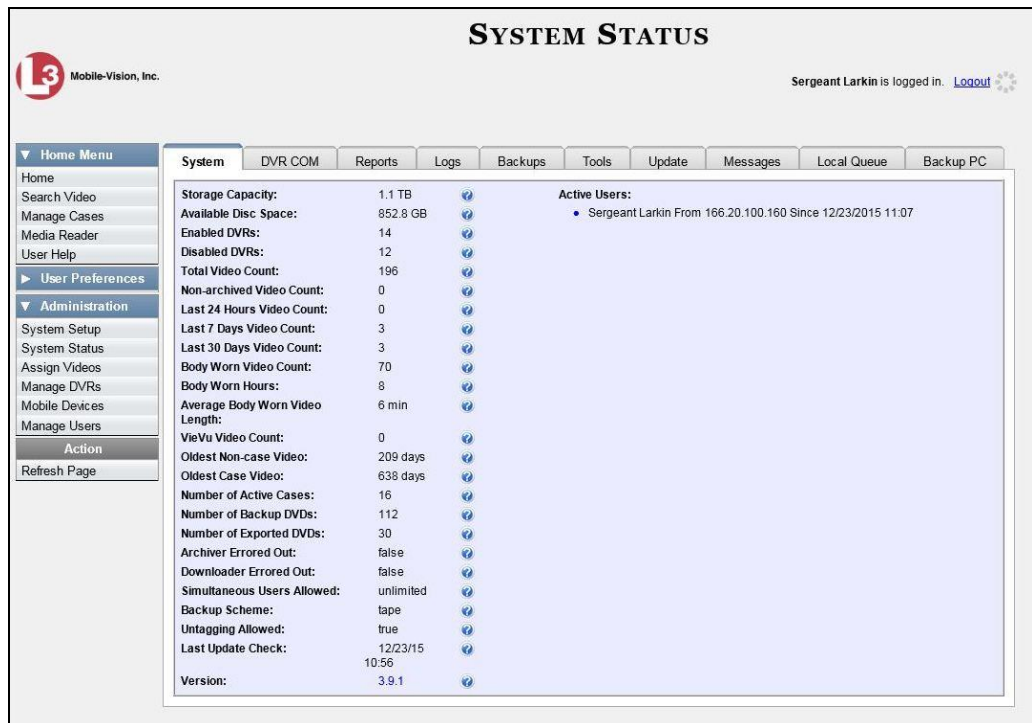
Date	State	Message Text	Actions
12/17/2015 10:28	Received	Your request to view system video #250 has been Denied by Sergeant Larkin.	
12/17/2015 10:24	Received	Your request to view system video #252 has been Approved by Sergeant Larkin.	
11/06/2015 14:01	Incoming	Video #254 needs annotation.	
06/11/2014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

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

## Exporting Viewing Request Activity to a Spreadsheet

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

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



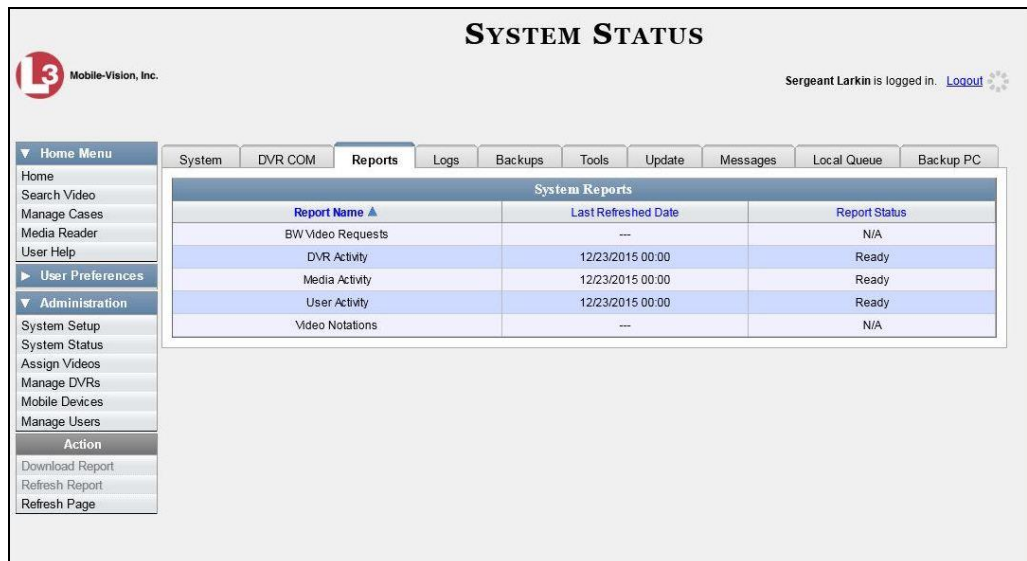
**SYSTEM STATUS**

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

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

Storage Capacity:	1.1 TB	🔍	<b>Active Users:</b>
Available Disc Space:	852.8 GB	🔍	• Sergeant Larkin From 166.20.100.160 Since 12/23/2015 11:07
Enabled DVRs:	14	🔍	
Disabled DVRs:	12	🔍	
Total Video Count:	196	🔍	
Non-archived Video Count:	0	🔍	
Last 24 Hours Video Count:	0	🔍	
Last 7 Days Video Count:	3	🔍	
Last 30 Days Video Count:	3	🔍	
Body Worn Video Count:	70	🔍	
Body Worn Hours:	8	🔍	
Average Body Worn Video Length:	6 min	🔍	
VieVu Video Count:	0	🔍	
Oldest Non-case Video:	209 days	🔍	
Oldest Case Video:	638 days	🔍	
Number of Active Cases:	16	🔍	
Number of Backup DVDs:	112	🔍	
Number of Exported DVDs:	30	🔍	
Archiver Errored Out:	false	🔍	
Downloader Errored Out:	false	🔍	
Simultaneous Users Allowed:	unlimited	🔍	
Backup Scheme:	tape	🔍	
Untagging Allowed:	true	🔍	
Last Update Check:	12/23/15	🔍	
Version:	10.56	🔍	
	3.9.1	🔍	

- 2 Click the **Reports** tab.



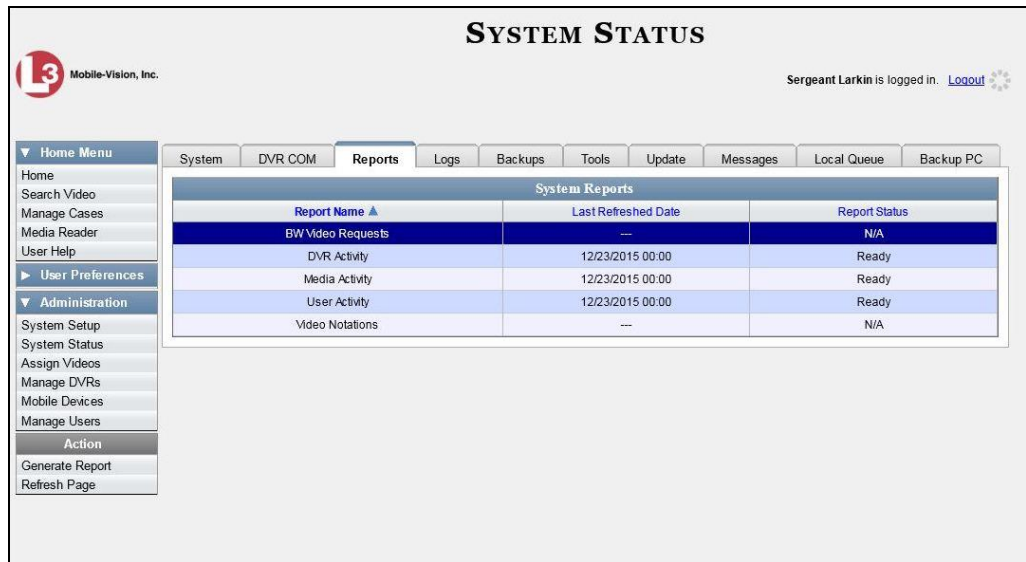
**SYSTEM STATUS**

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

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

System Reports		
Report Name ▲	Last Refreshed Date	Report Status
BW Video Requests	---	N/A
DVR Activity	12/23/2015 00:00	Ready
Media Activity	12/23/2015 00:00	Ready
User Activity	12/23/2015 00:00	Ready
Video Notations	---	N/A

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



**SYSTEM STATUS**

Mobile-Vision, Inc. Sergeant Larkin is logged in. [Logout](#)

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

System Reports		
Report Name ▲	Last Refreshed Date	Report Status
BW Video Requests	---	N/A
DVR Activity	12/23/2015 00:00	Ready
Media Activity	12/23/2015 00:00	Ready
User Activity	12/23/2015 00:00	Ready
Video Notations	---	N/A

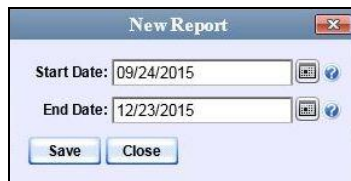
**Home Menu**  
Home  
Search Video  
Manage Cases  
Media Reader  
User Help

**User Preferences**

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

**Action**  
Generate Report  
Refresh Page

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



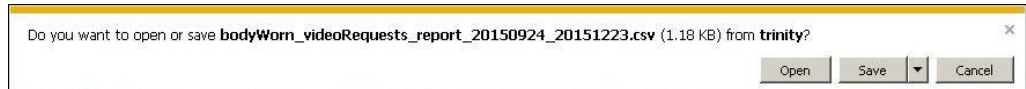
**New Report**

Start Date: 09/24/2015

End Date: 12/23/2015

Save Close

- Using the *Start Date* and *End Date* fields, enter or select a date range for your report.
- Click **Save**. A Windows message displays.



Do you want to open or save **bodyWorn\_videoRequests\_report\_20150924\_20151223.csv** (1.18 KB) from **trinity?**

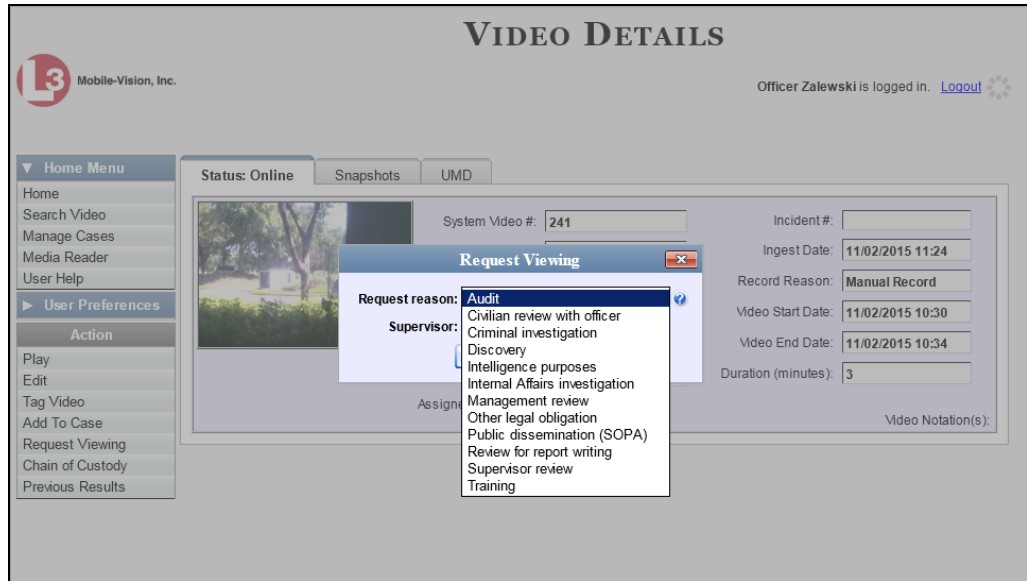
Open Save Cancel

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



## Maintaining Viewing Request Reasons

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



These agency-defined reasons are used to help create *viewing requests*, which an officer submits to his supervisor in order to obtain permission to view a *BodyVISION* video or snapshot file. For more information on viewing requests and how they are used in DEP, see “*BodyVISION Viewing Requests*” on page 191.

For specific instructions, see:

- Adding a Viewing Request Reason, below
- Changing a Viewing Request Reason, page 206
- Deleting a Viewing Request Reason, page 208.

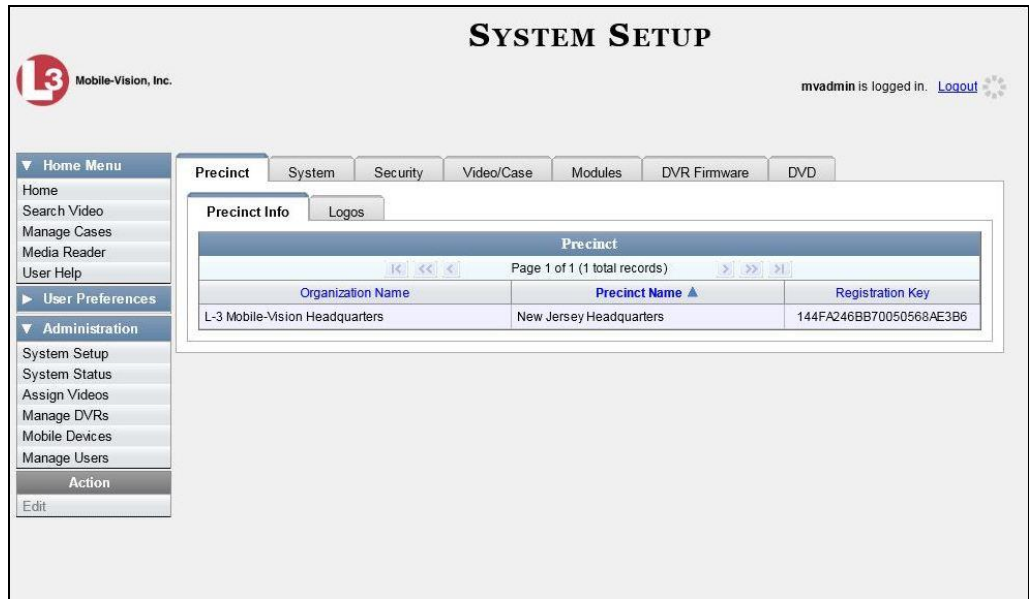
---

### Adding a Viewing Request Reason

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

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

(Continued)



**SYSTEM SETUP**

L3 Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

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

► User Preferences

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

Action  
Edit

Precinct System Security Video/Case Modules DVR Firmware DVD

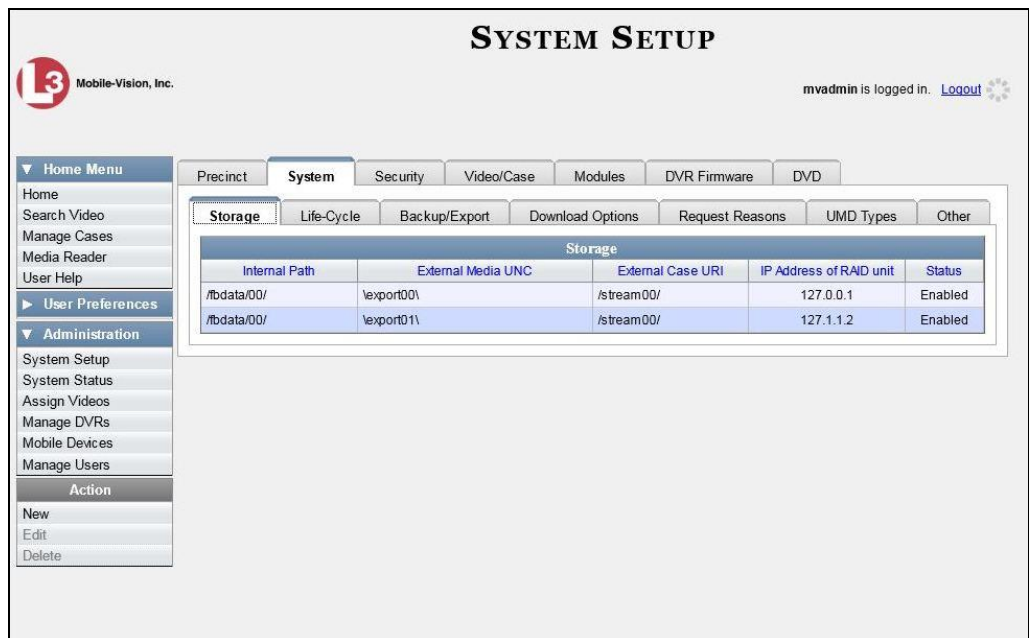
Precinct Info Logos

Precinct

Page 1 of 1 (1 total records)

Organization Name	Precinct Name ▲	Registration Key
L-3 Mobile-Vision Headquarters	New Jersey Headquarters	144FA246BB70050568AE3B6

2 Click the **System** tab.



**SYSTEM SETUP**

L3 Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

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

► User Preferences

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

Action  
New  
Edit  
Delete

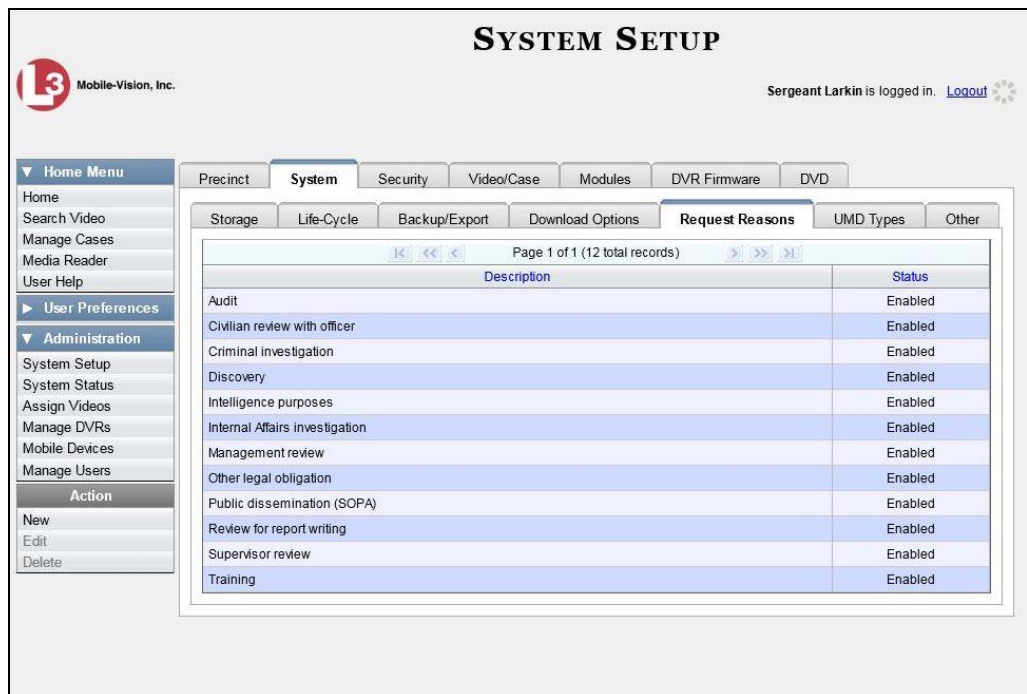
Precinct **System** Security Video/Case Modules DVR Firmware DVD

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

Storage

Internal Path	External Media UNC	External Case URI	IP Address of RAID unit	Status
/fbdata/00/	\\export00\	/stream00/	127.0.0.1	Enabled
/fbdata/00/	\\export01\	/stream00/	127.1.1.2	Enabled

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



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

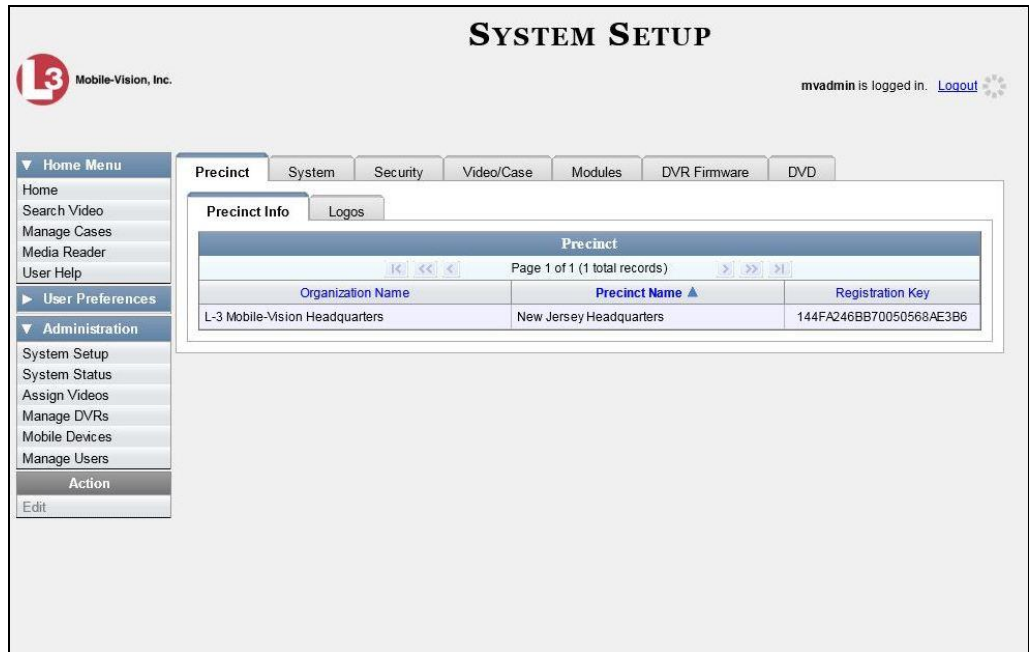


- 5 Enter a name for the *viewing request reason* in the *Notation* field.
- 6 Click **Save**. The new reason is added to the Reasons list.

## Changing a Viewing Request Reason

This section describes how to update an existing *viewing request reason* record. For more on viewing request reasons and how they are used in DEP, see “Maintaining Viewing Request Reasons” on page 203.

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



**SYSTEM SETUP**

mvadmin is logged in. [Logout](#)

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

User Preferences

Administration: System Setup, System Status, Assign Videos, Manage DVRs, Mobile Devices, Manage Users

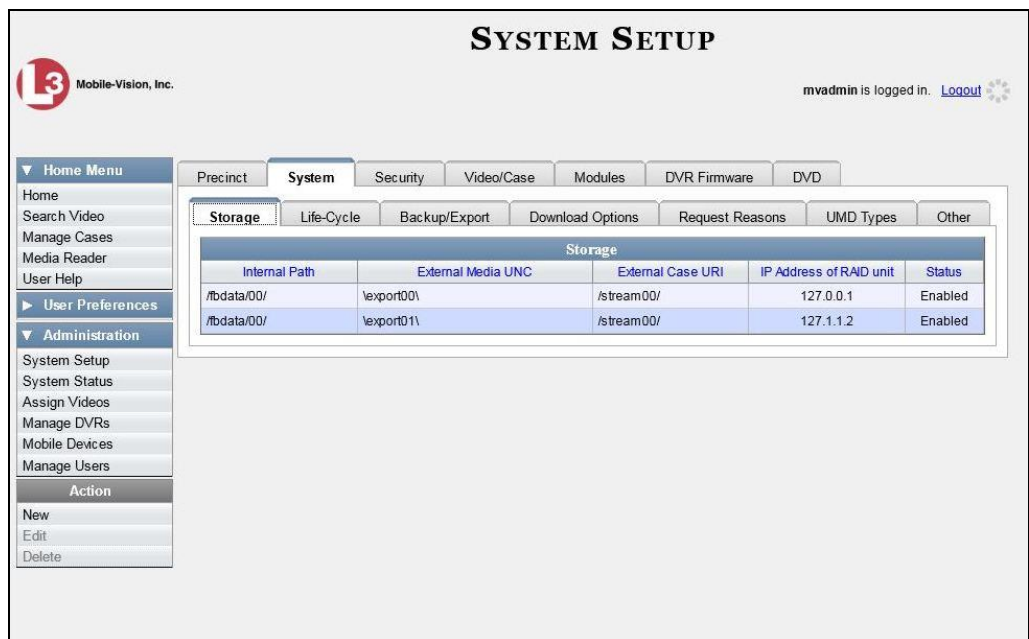
Action: Edit

System Setup Tabs: Precinct, System, Security, Video/Case, Modules, DVR Firmware, DVD

Precinct Info: Logos

Precinct		
Page 1 of 1 (1 total records)		
Organization Name	Precinct Name ▲	Registration Key
L-3 Mobile-Vision Headquarters	New Jersey Headquarters	144FA246BB70050568AE3B6

- 2 Click the **System** tab.



**SYSTEM SETUP**

mvadmin is logged in. [Logout](#)

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

User Preferences

Administration: System Setup, System Status, Assign Videos, Manage DVRs, Mobile Devices, Manage Users

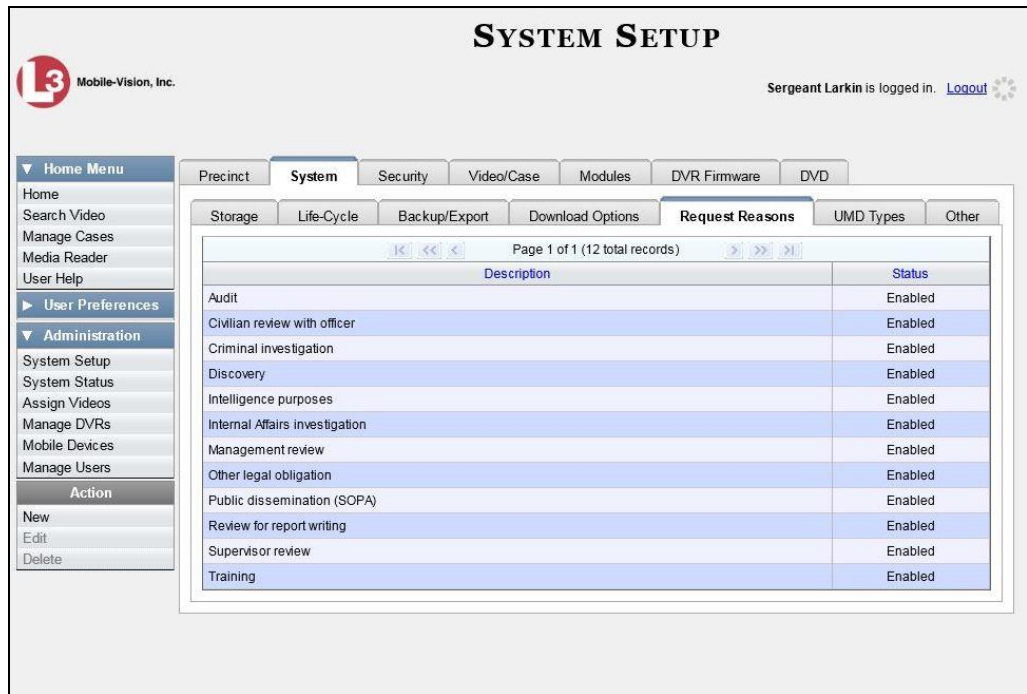
Action: New, Edit, Delete

System Setup Tabs: Precinct, System, Security, Video/Case, Modules, DVR Firmware, DVD

System Setup Sub-Tabs: Storage, Life-Cycle, Backup/Export, Download Options, Request Reasons, UMD Types, Other

Storage				
Internal Path	External Media UNC	External Case URI	IP Address of RAID unit	Status
/bdata/00/	\\export00\	/stream00/	127.0.0.1	Enabled
/bdata/00/	\\export01\	/stream00/	127.1.1.2	Enabled

- 3 Click the **Request Reasons** tab.



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

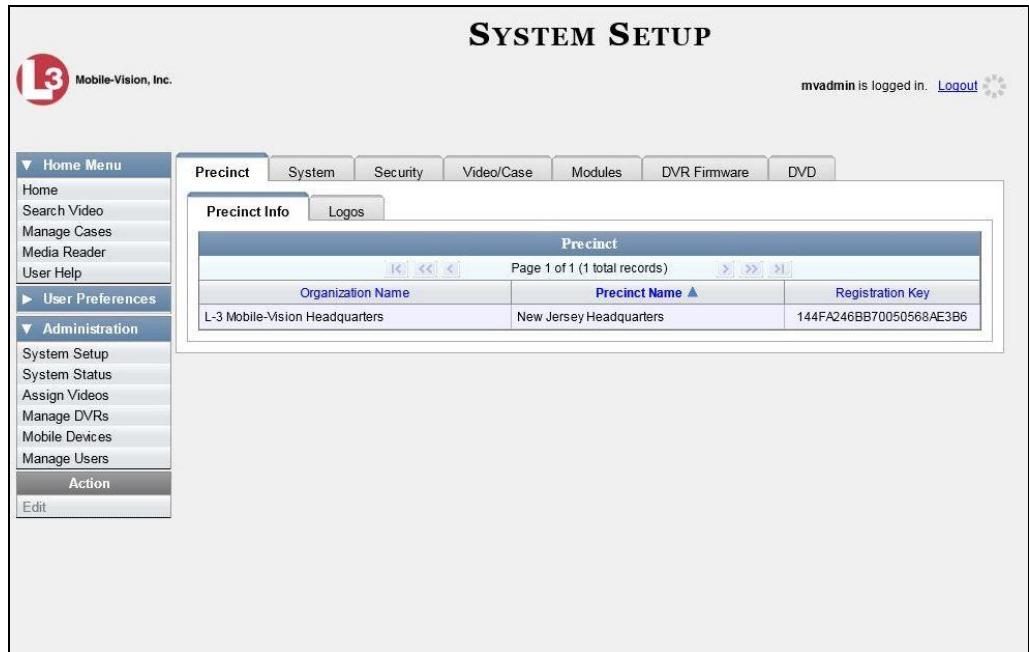


- 5 To change the name of this request reason, enter a new value in the *Description* field. Otherwise proceed to the next field.
- 6 To change the request reason's *status* (i.e., *disabled* vs. *enabled*), proceed to the next step. Otherwise skip to step 8.
- 7 To *inactivate* this request reason, select **Disabled** from the *Status* drop-down list.  
– OR –  
To *activate* this request reason, select **Enabled** from the *Status* drop-down list.
- 8 Click **Save**.

## Deleting a Viewing Request Reason

This section describes how to delete an existing *viewing request reason* record. For more on viewing request reasons and how they are used in DEP, see “Maintaining Viewing Request Reasons” on page 203.

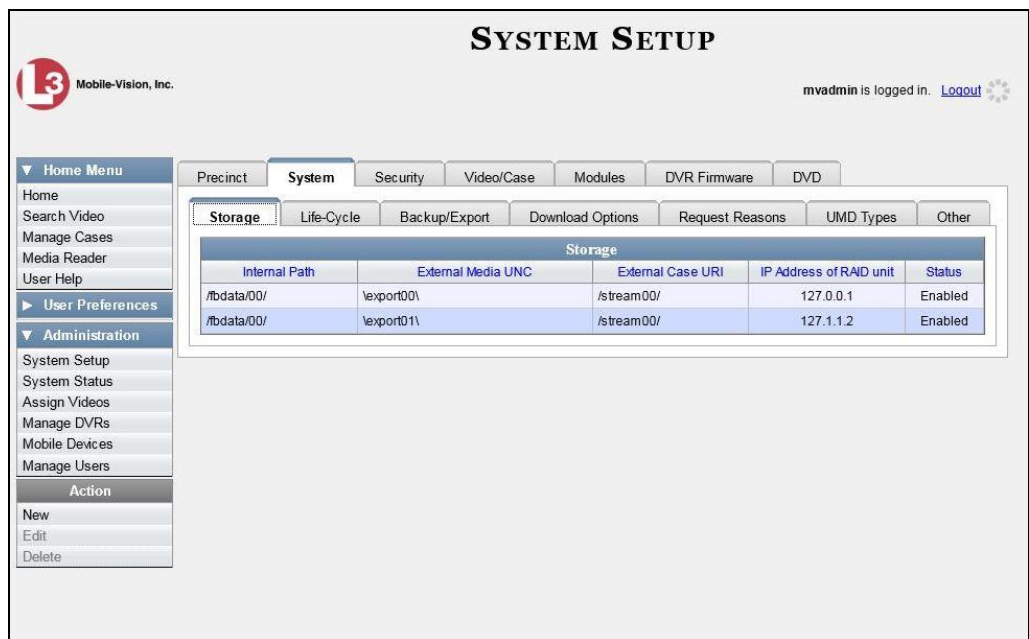
- 1 Go to **Administration** and click **System Setup**. The System Setup page displays.



The screenshot shows the 'SYSTEM SETUP' page with the 'Administration' menu expanded to 'System Setup'. The 'Precinct Info' tab is selected, displaying a table with the following data:

Organization Name	Precinct Name ▲	Registration Key
L-3 Mobile-Vision Headquarters	New Jersey Headquarters	144FA246BB70050568AE3B6

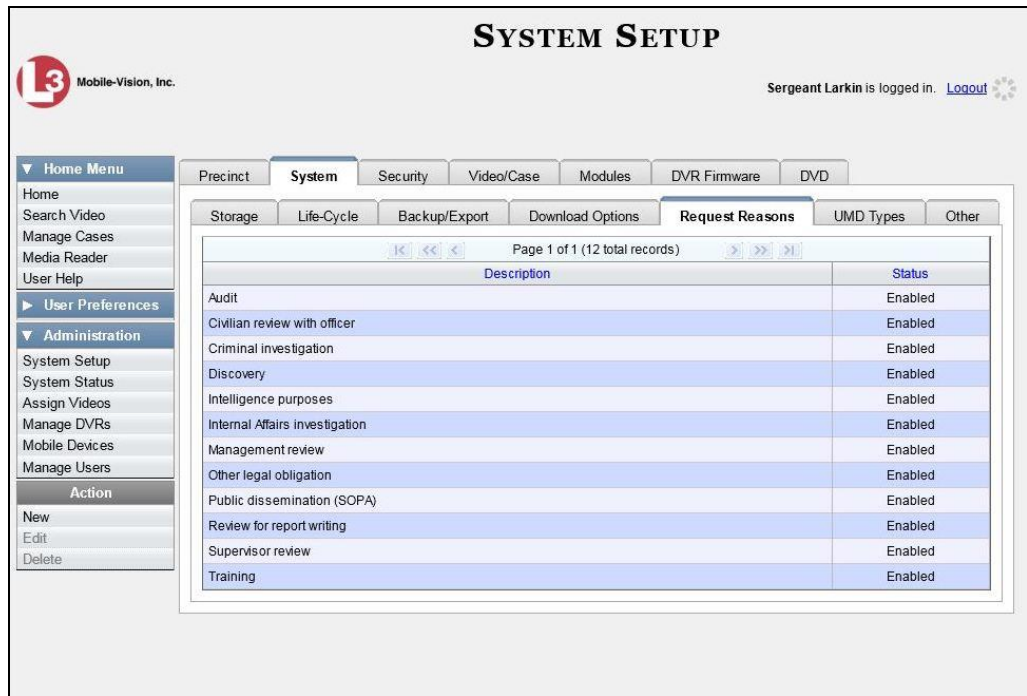
- 2 Click the **System** tab.



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

Internal Path	External Media UNC	External Case URI	IP Address of RAID unit	Status
/bdata/00/	\\export00\	/stream00/	127.0.0.1	Enabled
/bdata/00/	\\export01\	/stream00/	127.1.1.2	Enabled

- 3 Click the **Request Reasons** tab.



The screenshot shows the 'SYSTEM SETUP' interface. The 'Request Reasons' tab is selected, displaying a table with 12 records. The table has two columns: 'Description' and 'Status'. All records in the table have a status of 'Enabled'.

Description	Status
Audit	Enabled
Civilian review with officer	Enabled
Criminal investigation	Enabled
Discovery	Enabled
Intelligence purposes	Enabled
Internal Affairs investigation	Enabled
Management review	Enabled
Other legal obligation	Enabled
Public dissemination (SOPA)	Enabled
Review for report writing	Enabled
Supervisor review	Enabled
Training	Enabled

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



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

## Changing the Expiration Date for Viewing Approvals

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

For more information on viewing requests and how they are used in DEP, see “BodyVISION Viewing Requests” on page 191.

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

**SYSTEM SETUP**

Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

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

User Preferences

Administration: System Setup, System Status, Assign Videos, Manage DVRs, Mobile Devices, Manage Users

Action: Edit

Precinct System Security Video/Case Modules DVR Firmware DVD

Precinct Info Logos

Precinct

Page 1 of 1 (1 total records)

Organization Name	Precinct Name ▲	Registration Key
L-3 Mobile-Vision Headquarters	New Jersey Headquarters	144FA246BB70050568AE3B6

- 2 Click the **System** tab.

**SYSTEM SETUP**

Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

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

User Preferences

Administration: System Setup, System Status, Assign Videos, Manage DVRs, Mobile Devices, Manage Users

Action: New, Edit, Delete

Precinct System Security Video/Case Modules DVR Firmware DVD

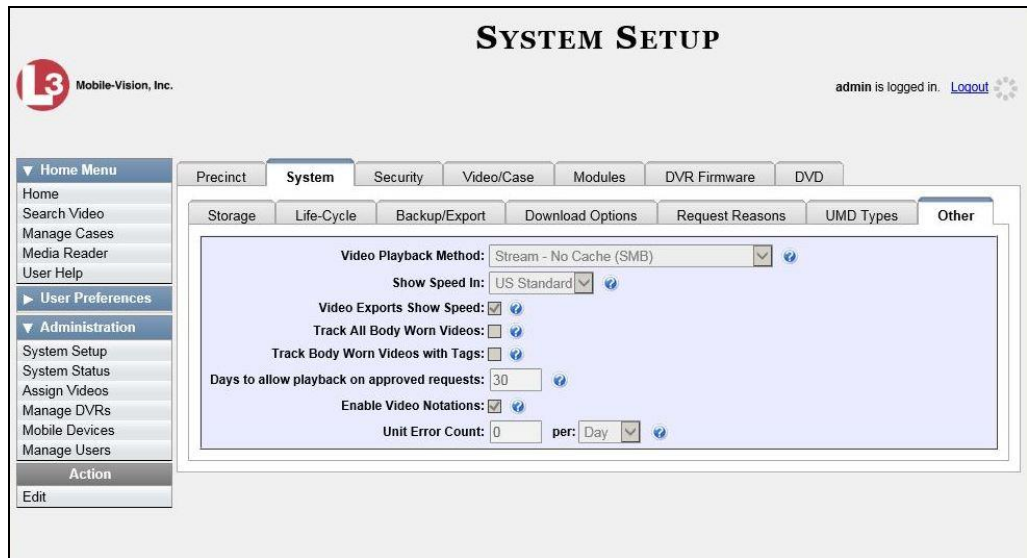
Storage Life-Cycle Backup/Export Download Options Request Reasons UMD Types Other

Storage

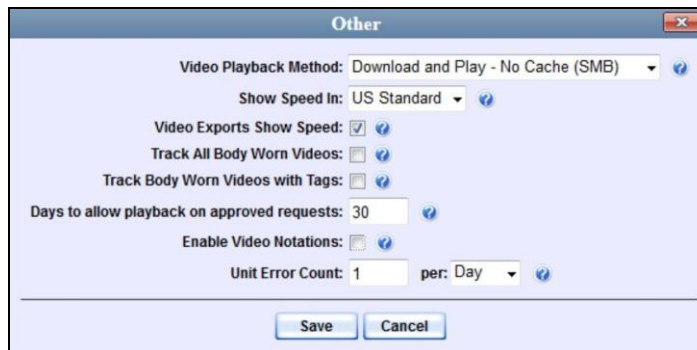
Internal Path	External Media UNC	External Case URI	IP Address of RAID unit	Status
/bdata/00/	\\export00\	/stream00/	127.0.0.1	Enabled
/bdata/00/	\\export01\	/stream00/	127.1.1.2	Enabled



- 3 Click the **Other** tab.



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



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



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

***Certified Backup Discs***

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

***User-Requested Certified Copies***

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

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

For more information, see:

- Disc Capacity, next page
- Available File Formats for User-Requested DVDs, next page
- Burning DVDs Using the Robotic DVD Burner, page 218
- Burning DVDs Using Your PC’s DVD Burner, page 250
- Viewing DVDs, page 301
- Changing the File Types that are Automatically Archived, page 307
- Customizing the Consumer DVD Menus, page 310
- Customizing DVD Labels, 321
- Viewing the Certified Backups List, 323
- Downloading a DVD Burn Application to Your PC, 325
- Validating that a Disc is Unaltered, 330
- Viewing the DVD Burn Queue, 333
- Deleting a DVD Burn Request, 338
- Changing the Default Export Type for DVDs, 339
- Generating the Video Deletion Roll-Up Report, 342.

## 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 215
- Interchange DVD Format, page 216
- Uncompressed Format (not available for Flashback1 videos), page 216.

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)*

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

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

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

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

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

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

For specific instructions, see:

- Burning a Case to a Data DVD via the Robotic DVD Burner, page 218
- Burning Video to a Data DVD via the Robotic DVD Burner, page 234
- Burning a Case to a Data DVD via Your PC's DVD Burner, page 251
- Burning Video to a Data DVD via Your PC's DVD Burner, page 275.

## 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.

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\* 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 222
- Burning Video to a Consumer DVD via the Robotic DVD Burner, page 238
- Burning a Case to a Consumer DVD via Your PC's DVD Burner, page 255
- Burning Video to a Consumer DVD via Your PC's DVD Burner, page 279

## Interchange DVD Format

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

Video from Flashback1 and VIEVU 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 214. 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 225
- Burning Video to an Interchange Format DVD via the Robotic DVD Burner, page 242
- Burning a Case to an Interchange Format DVD via Your PC's DVD Burner, page 260
- Burning Video to an Interchange Format DVD via Your PC's DVD Burner, page 285.

## 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 214), 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 229
- Burning Video to an Uncompressed Format DVD via the Robotic DVD Burner, page 246
- Burning a Case to an Uncompressed Format DVD via Your PC’s DVD Burner, page 264
- Burning Video to an Uncompressed Format DVD via Your PC’s DVD Burner, page 290.

### FOIA Redacted DVD Format

The FOIA format gives you the ability to redact video(s) prior to downloading them to your PC or external storage device. If you wish to burn redacted video(s) to DVD, you will have to use your PC's DVD burner, as this format is not supported by the robotic DVD burners.

Video from Flashback1 DVRs and VIEVU DVRs will produce videos with an extension of **AVI**. All other DVRs will produce videos with an extension of **MP4**.

For specific instructions, see:

- Burning a Case to an FOIA Redacted DVD via Your PC’s DVD Burner, page 268
- Burning Video to an FOIA Redacted DVD via Your PC’s DVD Burner, page 295.

## 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 250 instead.

For more information, see:

- Burning a Case to DVD via the Robotic DVD Burner, below
- Burning Video to DVD via the Robotic DVD Burner, page 234.

### 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 250.

For specific instructions, see:

- Burning a Case to a Data DVD via the Robotic DVD Burner, below
- Burning a Case to a Consumer DVD via the Robotic DVD Burner, page 222
- Burning a Case to an Interchange Format DVD via the Robotic DVD Burner, page 225
- Burning a Case to an Uncompressed Format DVD via the Robotic DVD Burner, page 229.

### 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 214.

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 251 instead.

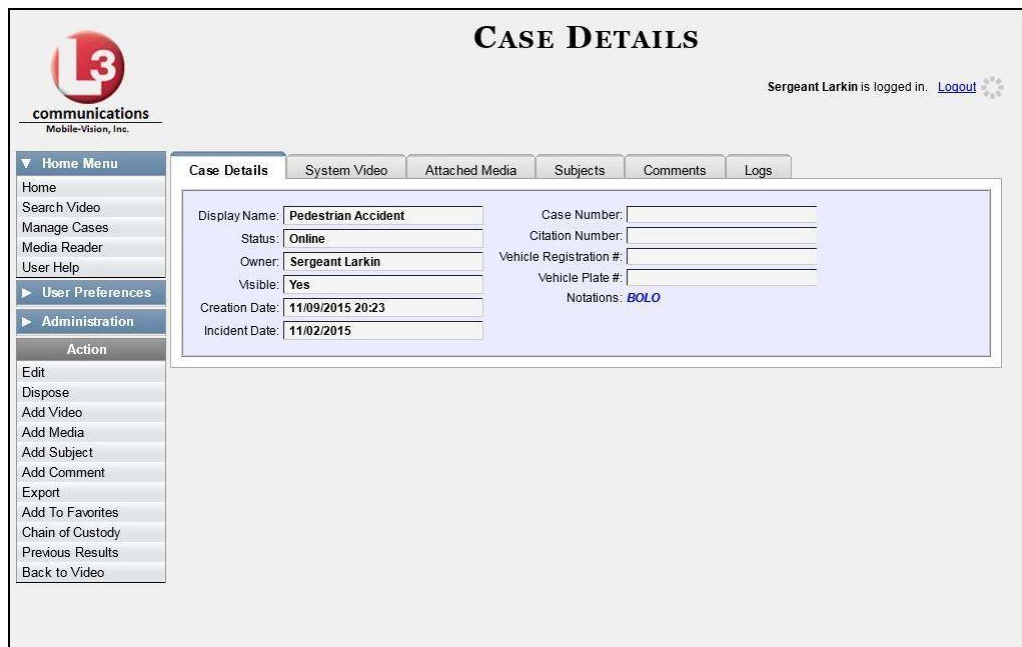
<b><i>How long will the disc take to burn?</i></b>	Single-layer DVD.....	Approximately 30 minutes for a full disc
	Double-layer DVD .....	Approximately 45 minutes for a full disc
	Single- or double-layer Blu-Ray disc .....	Variable, depending on your Backup PC’s processor speed



**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.





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



Select	Video	Officer	Category	DVR ID	Duration	Date / Time
<input type="checkbox"/>		Officer Zalewski	Traffic Citation	*1 Unit@12:51:22	16 min	02/27/2014 07:10
<input type="checkbox"/>		Officer Zalewski	Traffic Citation	*1 Unit@12:51:22	1 min	06/24/2014 06:58

- To include all of the case's videos on your DVD, click the **Select** button.

– OR –

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

- 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.



The screenshot shows the 'EXPORT CASE' interface. The 'Attached Media' tab is selected, displaying a table with the following data:

Select	Uploaded By	File Name	Date / Time
<input type="checkbox"/>	Sergeant Larkin	144711632553_SDC10196.JPG	11/09/2015 20:24
<input type="checkbox"/>	Sergeant Larkin	144711632553_SDC10201.JPG	11/09/2015 20:24


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

- 6 To include all of the case's attached media on your DVD, click the **Select** button.

– OR –

To include some, but not all, of the case's attached media on your DVD, select the checkbox to the left of each file you wish to include.

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



The 'Export Options' popup window displays the following configuration:

- Destination:** Backup PC (selected)
  - Name: Evidence Room Bravo
  - Job Count: 1
  - Disc Type: DVDRDL
- Disc Options:**
  - Num Copies: 1
  - Chain of Custody Log Level: Include basic logs
- Manual Export:**
  - ISO
  - ZIP

Buttons: 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.



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.

- 11 Select a name from the *Subject on Disc Label* drop-down list. This is the name that will print on the disc label.
- 12 If you'd like the Chain of Custody report to include basic logs only (default), proceed to the next step.

– OR –

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

– OR –

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

- 13 Click **Save**. The system places your burn request in the burn queue and displays a status message on your Home Page under *Sent Messages*.

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

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

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\* International Association of Chiefs of Police

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

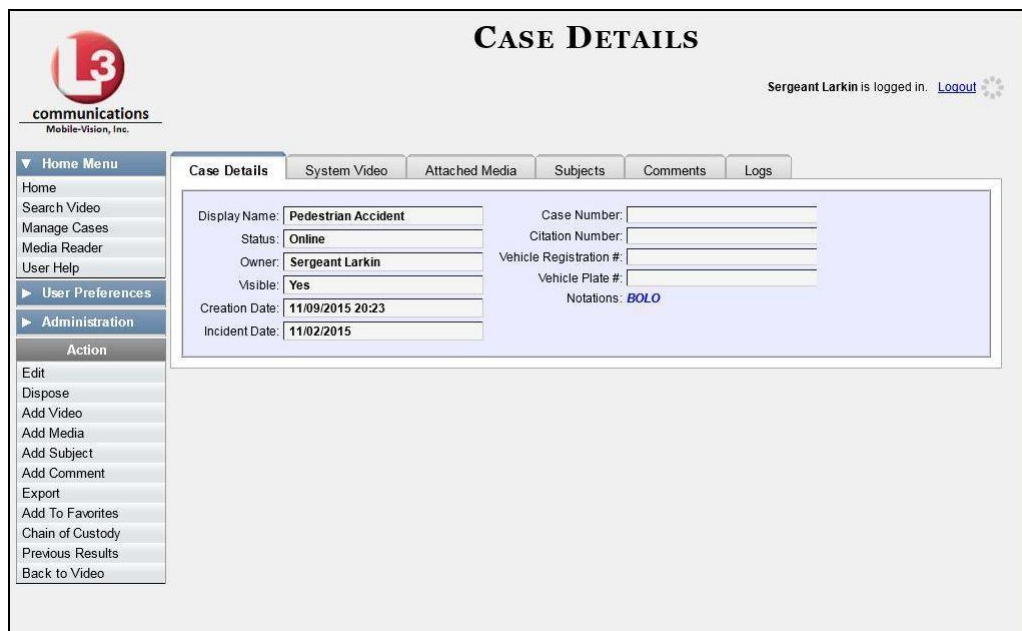
This section describes how to burn selected videos from a case to a *Consumer DVD* using your agency’s robotic DVD burner. For a definition of Consumer DVDs, see “Consumer DVD Format” on page 215.

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 Details**

Display Name: **Pedestrian Accident**      Case Number:

Status: **Online**      Citation Number:

Owner: **Sergeant Larkin**      Vehicle Registration #:

Visible: **Yes**      Vehicle Plate #:

Creation Date: **11/09/2015 20:23**      Notations: **BOLO**

Incident Date: **11/02/2015**

**Action**

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

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



**EXPORT CASE**

System Video      Attached Media

System Video

Page 1 of 1 (2 total records)

Output Format: Data DVD

Select	Video	Officer	Category	DVR ID	Duration	Date / Time
<input type="checkbox"/>		Officer Zalewski	Traffic Citation	*1 Unit@12:51:22	16 min	02/27/2014 07:10
<input type="checkbox"/>		Officer Zalewski	Traffic Citation	*1 Unit@12:51:22	1 min	06/24/2014 08:58

**Action**

- Save
- Select All 2 Videos
- Cancel
- Help

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



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

- To include all of the case’s videos on your DVD, click the **Select** button.  
 – OR –  
 To include some, but not all, of the case’s videos on your DVD, select the checkbox to the left of each video you wish to include.
- If the word “Camera” displays in the *Video Source* column, proceed to the next step.  
 – OR –  
 If two checkboxes display in the *Video Source* column, select the camera views you wish to include for each video, as described below.

Video Source Setting	Description
<input checked="" type="checkbox"/> Front <input type="checkbox"/> Rear	Copy only the video recorded from Camera Channel 1 (forward facing zoom camera).
<input type="checkbox"/> Front <input checked="" type="checkbox"/> Rear	Copy only the video recorded from Camera Channel 2 (Backseat and/or Bullet cameras).
<input checked="" type="checkbox"/> Front <input checked="" type="checkbox"/> Rear	Copy the video that was recorded from <i>both</i> Camera Channel 1 and Camera Channel 2. 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 If the word “Camera” displays in the *Audio Source* column, proceed to the next step.  
– OR –

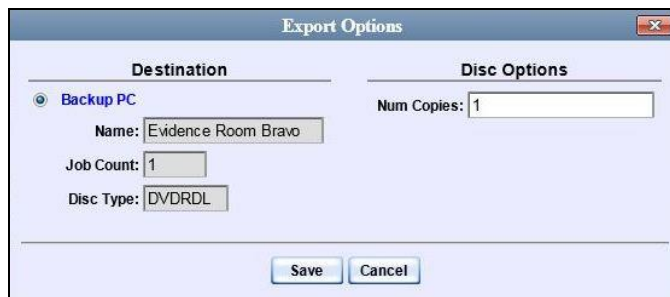
If two checkboxes display in the *Audio Source* column, select the audio sources that you wish to include for each video. You may select up to two audio sources for each video, as described below. These audio tracks will play concurrently when watching the video.

- VLP1*. The audio from the wireless microphone that’s connected to your 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.

**Note on Audio Playback:** If you choose the **VLP1** and **In Car** audio settings, you will be able to toggle back and forth between two audio streams: the stream from the wireless microphone that’s connected to your 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.

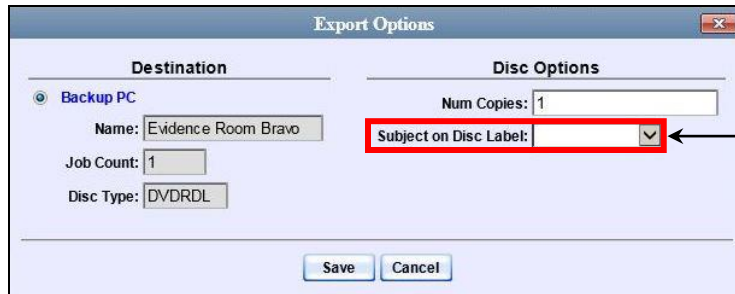
- 7 Go to the **Action** column and click **Save**. The Export Options popup displays.



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

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

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



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

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

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

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

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

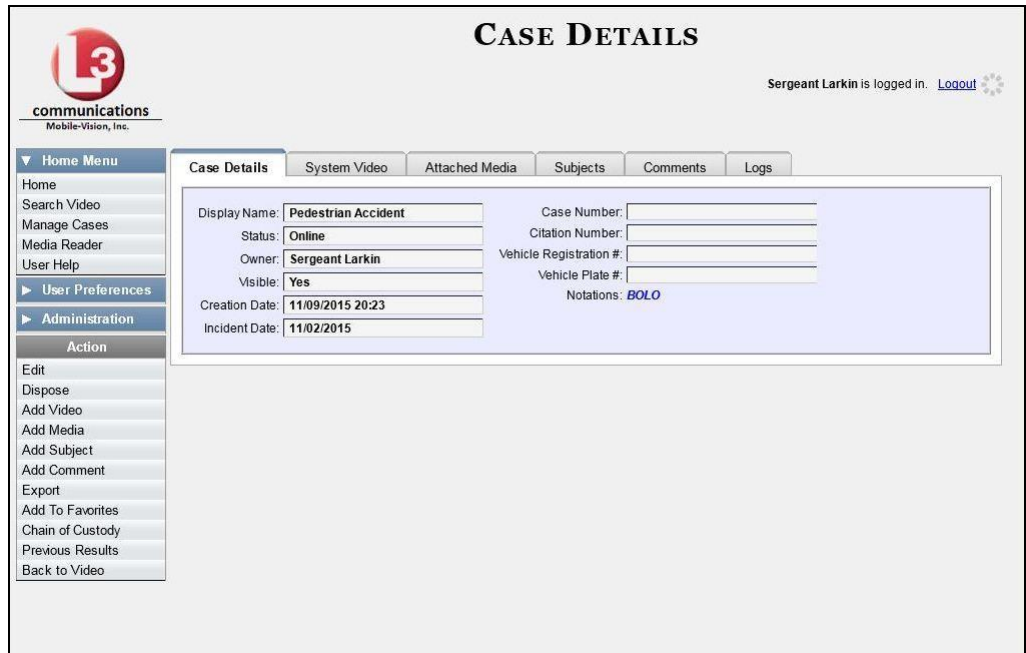
This section describes how to burn selected videos from a case to an *Interchange Format* DVD using your agency's robotic DVD burner. For a description of this format, see "Interchange Data Format" on page 216.

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 260 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.



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



Select	Video	Officer	Category	DVR ID	Duration	Date / Time
<input type="checkbox"/>		Officer Zalewski	Traffic Citation	*1 Unit@12:51:22	16 min	02/27/2014 07:10
<input type="checkbox"/>		Officer Zalewski	Traffic Citation	*1 Unit@12:51:22	1 min	06/24/2014 06:58

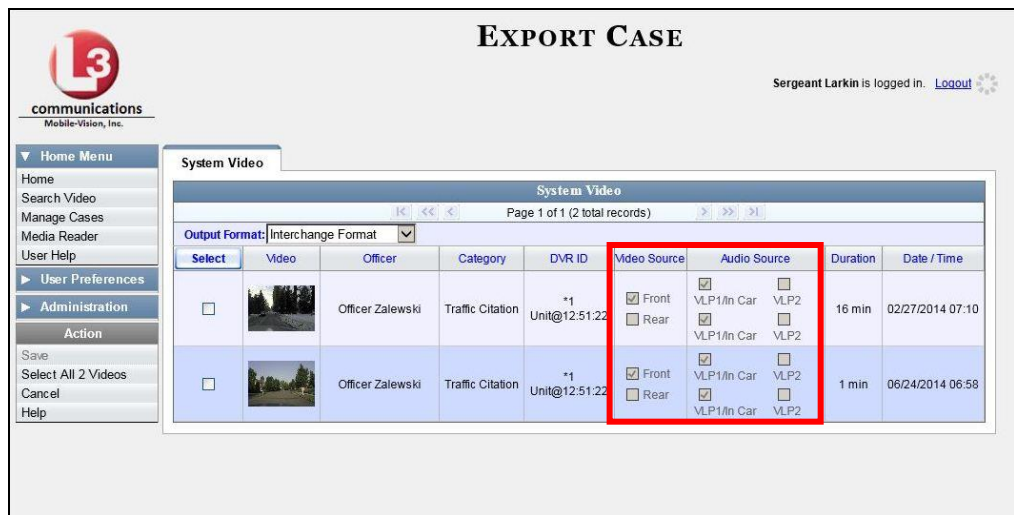
- 3 To include all of the case's videos on your DVD, click the **Select** button.

– OR –

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

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





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

– OR –

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

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

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

– OR –

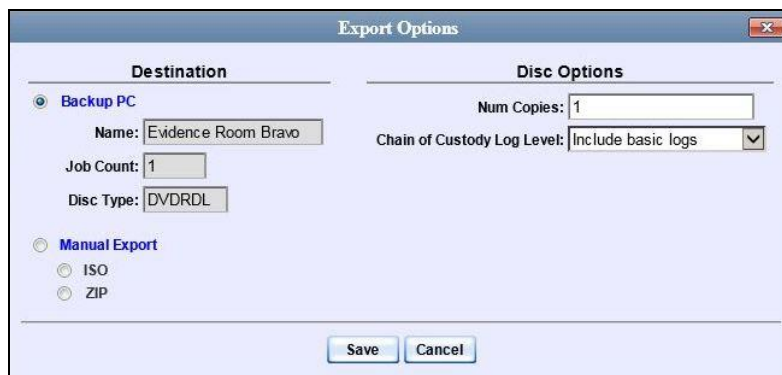
If two checkboxes display in the *Audio Source* column, select the audio source that you wish to include for each video, as described below.

- VLP1/In Car. The audio from the wireless microphone that’s connected to your 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.

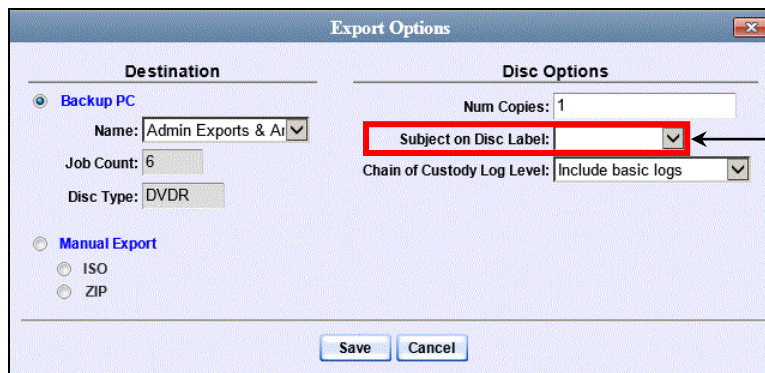
**Note on Audio Playback:** If you choose the **VLP1/In Car** audio setting, you will be able to toggle back and forth between two audio streams: the stream from the wireless microphone that's connected to your DVR's VLP 1 port, and the stream from your in-car microphone. On your DVD player, the *VLP1* 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.

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



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



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

- 11 Select a name from the *Subject on Disc Label* drop-down list. This is the name that will print on the disc label.
- 12 If you'd like the Chain of Custody report to include basic logs only (default), proceed to the next step.
  - OR –
  - If you'd like the Chain of Custody report to include basic logs *and* IACP\* logs, select **Include IACP logs** from the *Chain of Custody Log Level* drop-down list.
  - OR –
  - If you'd like the Chain of Custody report to include all available logs, select **Include all available logs** from the *Chain of Custody Log Level* drop-down list.
- 13 Click **Save**. The system places your burn request in the burn queue and displays a status message on your Home Page under *Sent Messages*.

When your request reaches the top of the list, the robotic DVD burner will automatically burn 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 216.

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\* International Association of Chiefs of Police

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 264 instead.

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



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



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

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

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



**EXPORT CASE**

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

► User Preferences  
► Administration

Action  
Save  
Select All 2 Videos  
Cancel  
Help

System Video Attached Media

System Video

Page 1 of 1 (2 total records)

Output Format: Data DVD

Select	Video	Officer	Category	DVR ID	Duration	Date / Time
<input type="checkbox"/>		Officer Zalewski	Traffic Citation	*1 Unit@12:51:22	16 min	02/27/2014 07:10
<input type="checkbox"/>		Officer Zalewski	Traffic Citation	*1 Unit@12:51:22	1 min	06/24/2014 06:58

3 To include all of the case’s videos on your DVD, click the **Select** button.

– OR –

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

4 Go to the *Output Format* field and select **Uncompressed Format** from the drop-down list.



**EXPORT CASE**

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

► User Preferences  
► Administration

Action  
Save  
Select All 2 Videos  
Cancel  
Help

System Video Attached Media

System Video

Page 1 of 1 (2 total records)

Output Format: Uncompressed Format

Select	Video	Officer	Category	DVR ID	Duration	Date / Time
<input type="checkbox"/>		Officer Zalewski	Traffic Citation	*1 Unit@12:51:22	16 min	02/27/2014 07:10
<input type="checkbox"/>		Officer Zalewski	Traffic Citation	*1 Unit@12:51:22	1 min	06/24/2014 06:58

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

(Continued)



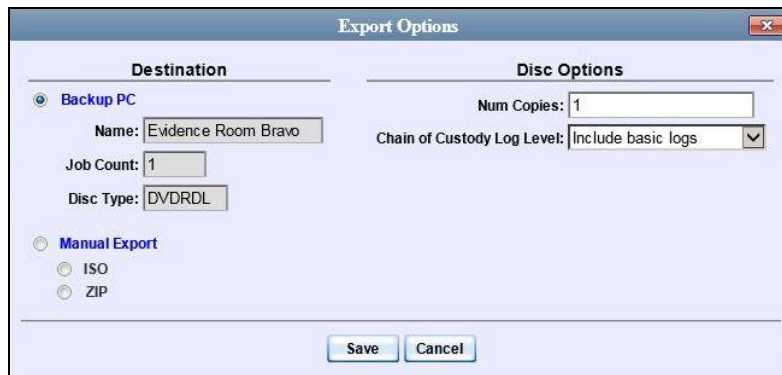
If this case does *not* have any attached media, skip to step 7.

- To include all of the case’s attached media on your DVD, click the **Select** button.

– OR –

To include some, but not all, of the case’s attached media on your DVD, select the checkbox to the left of each file you wish to include.

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



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

– OR –

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

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

– OR –

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

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



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

- 11 Select a name from the *Subject on Disc Label* drop-down list. This is the name that will print on the disc label.
- 12 If you'd like the Chain of Custody report to include basic logs only (default), proceed to the next step.  
– OR –  
If you'd like the Chain of Custody report to include basic logs *and* IACP\* logs, select **Include IACP logs** from the *Chain of Custody Log Level* drop-down list.  
– OR –  
If you'd like the Chain of Custody report to include all available logs, select **Include all available logs** from the *Chain of Custody Log Level* drop-down list.
- 13 Click **Save**. The system places your burn request in the burn queue and displays a status message on your Home Page under *Sent Messages*.

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

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

\* International Association of Chiefs of Police

## Burning 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 268.

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 disc types, see “Data DVD Format” on page 214, “Consumer DVD Format” on page 215, “Interchange Format” on page 216, and/or “Uncompressed DVD Format” on page 216.

For specific instructions, see:

- Burning Video to a Data DVD via the Robotic DVD Burner, below
- Burning Video to a Consumer DVD via the Robotic DVD Burner, page 238
- Burning Video to an Interchange Format DVD via the Robotic DVD Burner, page 242
- Burning Video to an Uncompressed Format DVD via the Robotic DVD Burner, page 246.

### 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 214.

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 275 instead.

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



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

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

– OR –

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

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



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



The screenshot displays the 'SELECT VIDEO(S) FOR EXPORT' interface. It features a navigation menu on the left, a header with the L3 logo and user information, and a main table of video records. The table has the following data:

Sys ID	Play	Owner	DVR Name	Category	Duration	Date / Time	Notes
247		Officer Zalewski	CW02	Body Worn	---	11/02/2015 10:42	
245		Officer Zalewski	CW02	Traffic Citation	---	11/02/2015 10:00	
67		Officer Zalewski	CW02	Traffic Citation	1 min	06/24/2014 06:58	
2		Officer Zalewski	CW02	Search	16 min	02/27/2014 07:27	
3		Officer Zalewski	CW02	Traffic Citation	16 min	02/27/2014 07:10	
4		Officer Zalewski	CW02	Traffic Citation	41 min	11/12/2013 07:06	

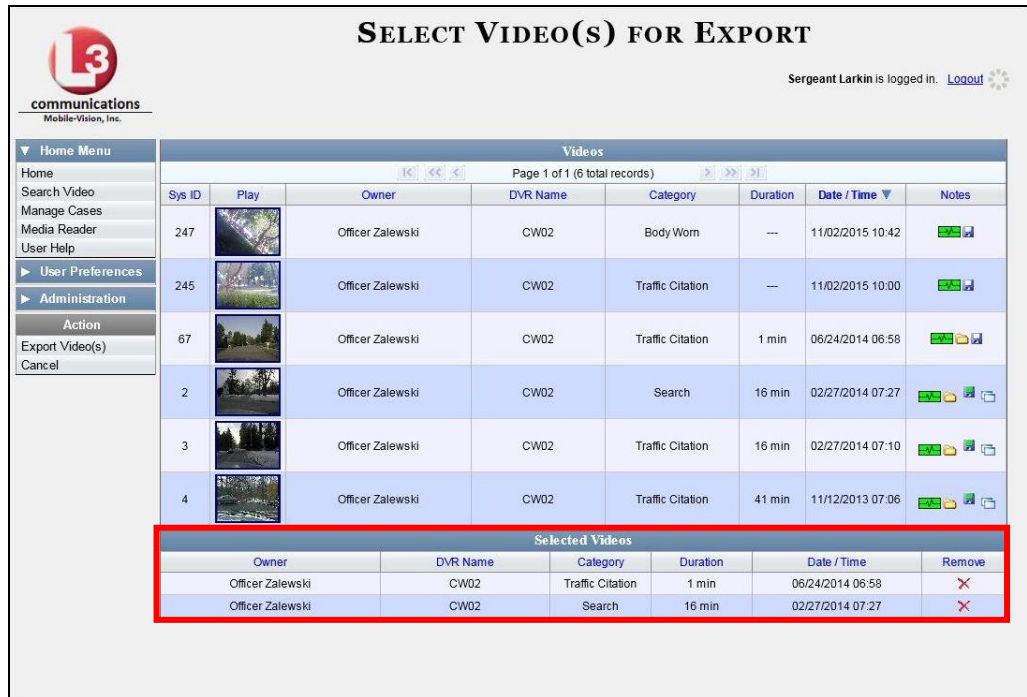
Below the table is a 'Selected Videos' section with the following columns: Owner, DVR Name, Category, Duration, Date / Time, and Remove.

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

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

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

(Continued)



**SELECT VIDEO(S) FOR EXPORT**

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**Videos**  
Page 1 of 1 (6 total records)

Sys ID	Play	Owner	DVR Name	Category	Duration	Date / Time	Notes
247		Officer Zalewski	CW02	Body Worn	---	11/02/2015 10:42	
245		Officer Zalewski	CW02	Traffic Citation	---	11/02/2015 10:00	
67		Officer Zalewski	CW02	Traffic Citation	1 min	06/24/2014 06:58	
2		Officer Zalewski	CW02	Search	16 min	02/27/2014 07:27	
3		Officer Zalewski	CW02	Traffic Citation	16 min	02/27/2014 07:10	
4		Officer Zalewski	CW02	Traffic Citation	41 min	11/12/2013 07:06	

**Selected Videos**

Owner	DVR Name	Category	Duration	Date / Time	Remove
Officer Zalewski	CW02	Traffic Citation	1 min	06/24/2014 06:58	
Officer Zalewski	CW02	Search	16 min	02/27/2014 07:27	

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



**EXPORT VIDEO(S)**

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**Videos**  
Page 1 of 1 (2 total records)

Output Format:

Video	Officer	Category	DVR ID	Duration	Date / Time
	Officer Zalewski	Search	CW02	16 min	02/27/2014 07:27
	Officer Zalewski	Traffic Citation	CW02	1 min	06/24/2014 06:58

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



- 7 If your agency has only *one* robotic DVD burner, proceed to the next step.  
– OR –  
If your agency has *more than one* robotic DVD burner, select the DVD burner that you wish to use.
- 8 If you want to burn only *one* DVD (default), proceed to the next step.  
– OR –  
If you want to burn *more than one* DVD, enter the desired quantity in the *Num Copies* field.
- 9 Enter a description for this DVD in the *Video Description* field. This text will print on the surface of the DVD.
- 10 If you'd like the Chain of Custody report to include basic logs only (default), proceed to the next step.  
– OR –  
If you'd like the Chain of Custody report to include basic logs *and* IACP\* logs, select **Include IACP logs** from the *Chain of Custody Log Level* drop-down list.  
– OR –  
If you'd like the Chain of Custody report to include all available logs, select **Include all available logs** from the *Chain of Custody Log Level* drop-down list.
- 11 Click **Save**. The system places your burn request in the burn queue and displays a status message on your Home Page under *Sent Messages*.

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

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

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\* International Association of Chiefs of Police

## 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 215.

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




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

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

– OR –

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







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



### SELECT VIDEO(S) FOR EXPORT

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- Home Menu
- Home
- Search Video
- Manage Cases
- Media Reader
- User Help
- User Preferences
- Administration
- Action
- Cancel

Videos								
Page 1 of 1 (6 total records)								
Sys ID	Play	Owner	DVR Name	Category	Duration	Date / Time	Notes	
247		Officer Zalewski	CW02	Body Worn	---	11/02/2015 10:42		
245		Officer Zalewski	CW02	Traffic Citation	---	11/02/2015 10:00		
67		Officer Zalewski	CW02	Traffic Citation	1 min	06/24/2014 06:58		
2		Officer Zalewski	CW02	Search	16 min	02/27/2014 07:27		
3		Officer Zalewski	CW02	Traffic Citation	16 min	02/27/2014 07:10		
4		Officer Zalewski	CW02	Traffic Citation	41 min	11/12/2013 07:06		

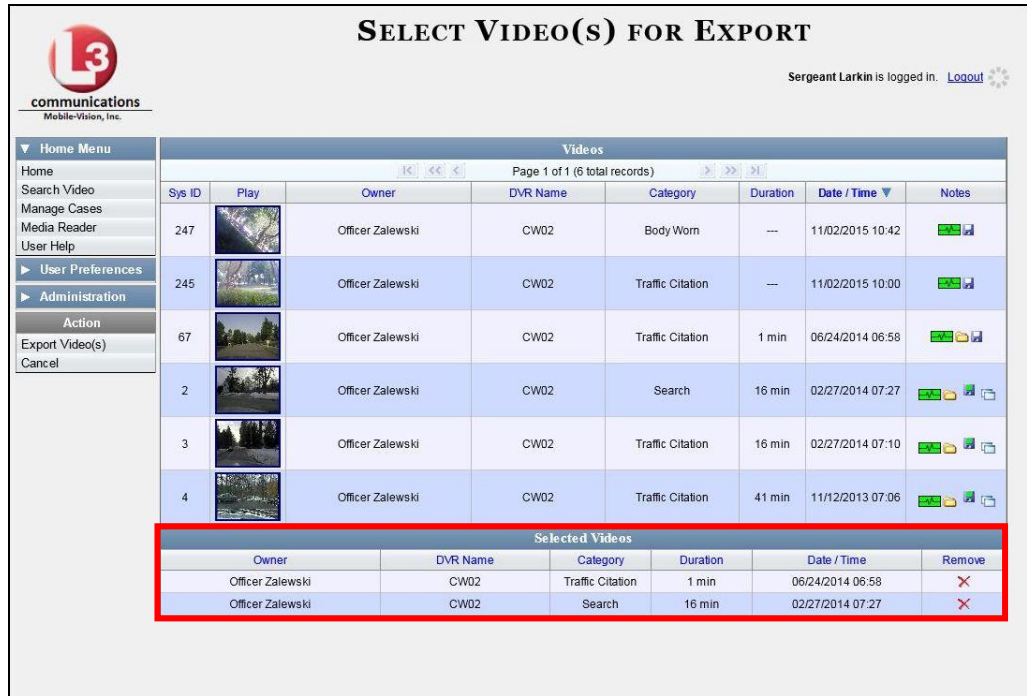
Selected Videos					
Owner	DVR Name	Category	Duration	Date / Time	Remove

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

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

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

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



**SELECT VIDEO(S) FOR EXPORT**

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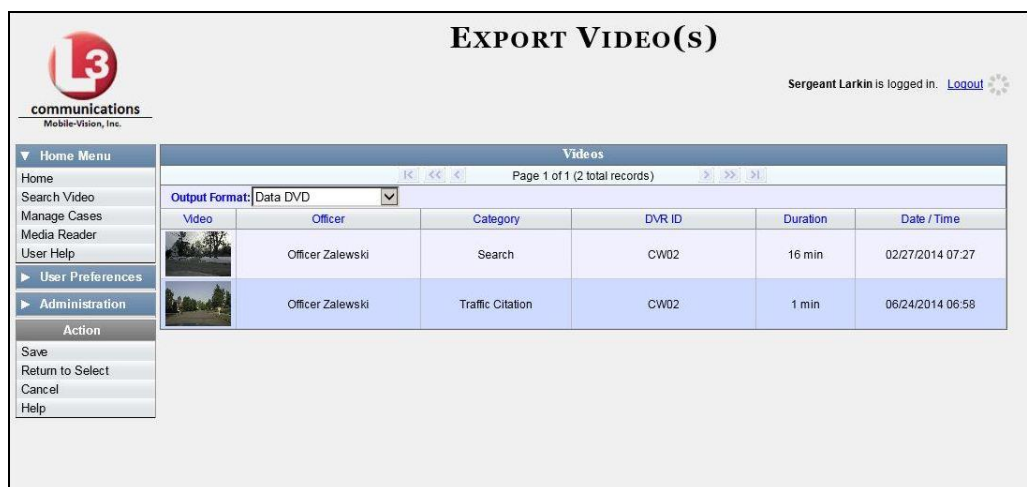
**Videos**  
 Page 1 of 1 (6 total records)

Sys ID	Play	Owner	DVR Name	Category	Duration	Date / Time	Notes
247		Officer Zalewski	CW02	Body Worn	---	11/02/2015 10:42	
245		Officer Zalewski	CW02	Traffic Citation	---	11/02/2015 10:00	
67		Officer Zalewski	CW02	Traffic Citation	1 min	06/24/2014 06:58	
2		Officer Zalewski	CW02	Search	16 min	02/27/2014 07:27	
3		Officer Zalewski	CW02	Traffic Citation	16 min	02/27/2014 07:10	
4		Officer Zalewski	CW02	Traffic Citation	41 min	11/12/2013 07:06	

**Selected Videos**

Owner	DVR Name	Category	Duration	Date / Time	Remove
Officer Zalewski	CW02	Traffic Citation	1 min	06/24/2014 06:58	
Officer Zalewski	CW02	Search	16 min	02/27/2014 07:27	

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



**EXPORT VIDEO(S)**

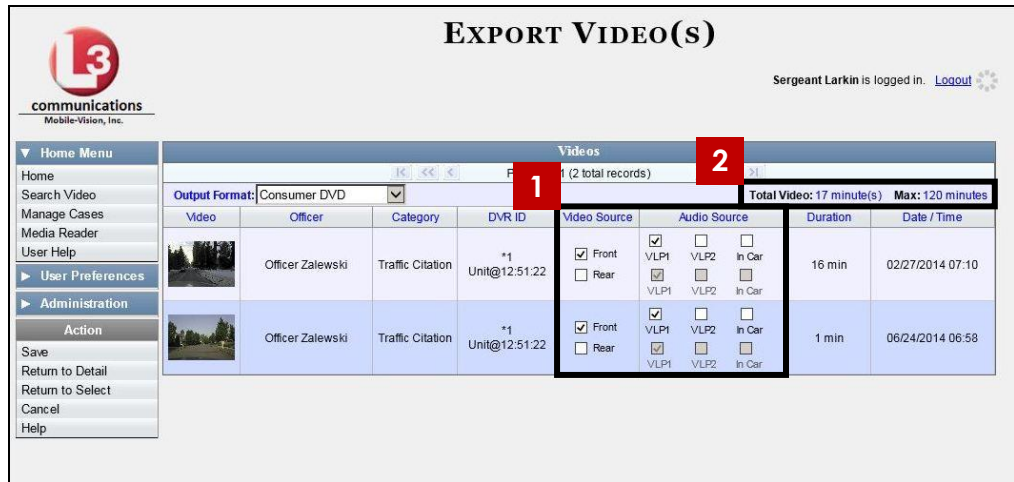
Sergeant Larkin is logged in. [Logout](#)

**Videos**  
 Page 1 of 1 (2 total records)

Output Format:

Video	Officer	Category	DVR ID	Duration	Date / Time
	Officer Zalewski	Search	CW02	16 min	02/27/2014 07:27
	Officer Zalewski	Traffic Citation	CW02	1 min	06/24/2014 06:58

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



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

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

Video Source Setting	Description
<input checked="" type="checkbox"/> Front <input type="checkbox"/> Rear	Copy only the video recorded from Camera Channel 1 (forward facing zoom camera).
<input type="checkbox"/> Front <input checked="" type="checkbox"/> Rear	Copy only the video recorded from Camera Channel 2 (Backseat and/or Bullet cameras).
<input checked="" type="checkbox"/> Front <input checked="" type="checkbox"/> Rear	Copy the video that was recorded from <i>both</i> Camera Channel 1 and Camera Channel 2. 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 If the word “Camera” displays in the *Audio Source* column, proceed to the next step.  
– OR –

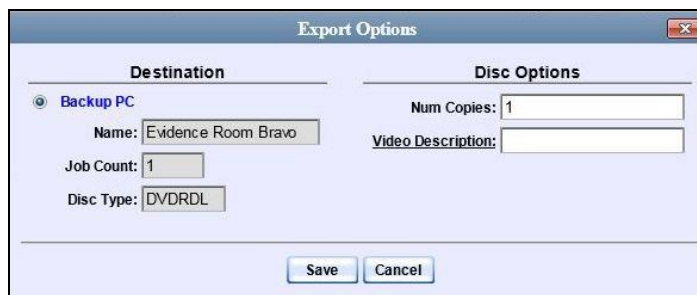
If two checkboxes display in the *Audio Source* column, select the audio sources that you wish to include for each video. You may select up to two sources for each video. These audio tracks will play concurrently when watching the video.

- VLP1*. The audio from the wireless microphone that’s connected to your 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.

**Note on Audio Playback:** If you choose the **VLP1** and **In Car** audio settings, you will be able to toggle back and forth between two audio streams: the stream from the wireless microphone that's connected to your 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.

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



- If your agency has only *one* robotic DVD burner, proceed to the next step.  
– OR –  
If your agency has *more than one* robotic DVD burner, select the DVD burner that you wish to use.
- If you want to burn only *one* DVD (default), proceed to the next step.  
– OR –  
If you want to burn *more than one* DVD, enter the desired quantity in the *Num Copies* field.
- Enter a description for this DVD in the *Video Description* field. This text will print on the surface of the DVD.
- 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 216.

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 285 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.

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

– OR –

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

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



## SELECT VIDEO(S) FOR EXPORT

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- ▼ Home Menu
- Home
- Search Video
- Manage Cases
- Media Reader
- User Help
- ▶ User Preferences
- ▶ Administration
- Action
- Cancel

Videos							
Sys ID	Play	Owner	DVR Name	Category	Duration	Date / Time	Notes
247		Officer Zalewski	CW02	Body Worn	---	11/02/2015 10:42	
245		Officer Zalewski	CW02	Traffic Citation	---	11/02/2015 10:00	
67		Officer Zalewski	CW02	Traffic Citation	1 min	06/24/2014 06:58	
2		Officer Zalewski	CW02	Search	16 min	02/27/2014 07:27	
3		Officer Zalewski	CW02	Traffic Citation	16 min	02/27/2014 07:10	
4		Officer Zalewski	CW02	Traffic Citation	41 min	11/12/2013 07:06	

Selected Videos

Owner	DVR Name	Category	Duration	Date / Time	Remove

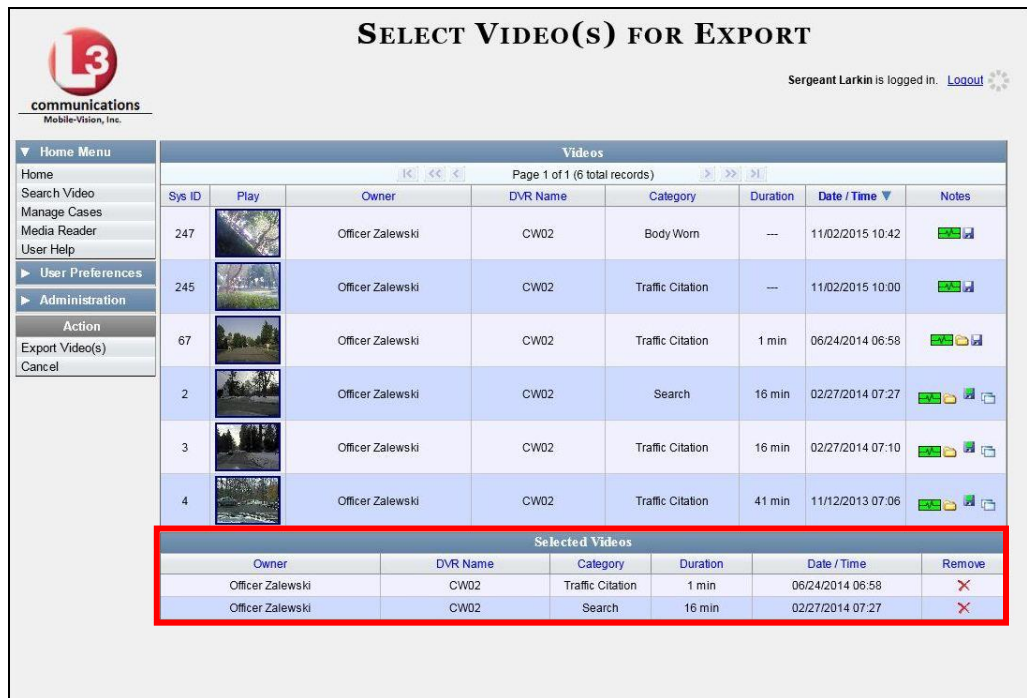
\* If necessary, review "Searching for Videos" in chapter 2.



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

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

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



**SELECT VIDEO(S) FOR EXPORT**

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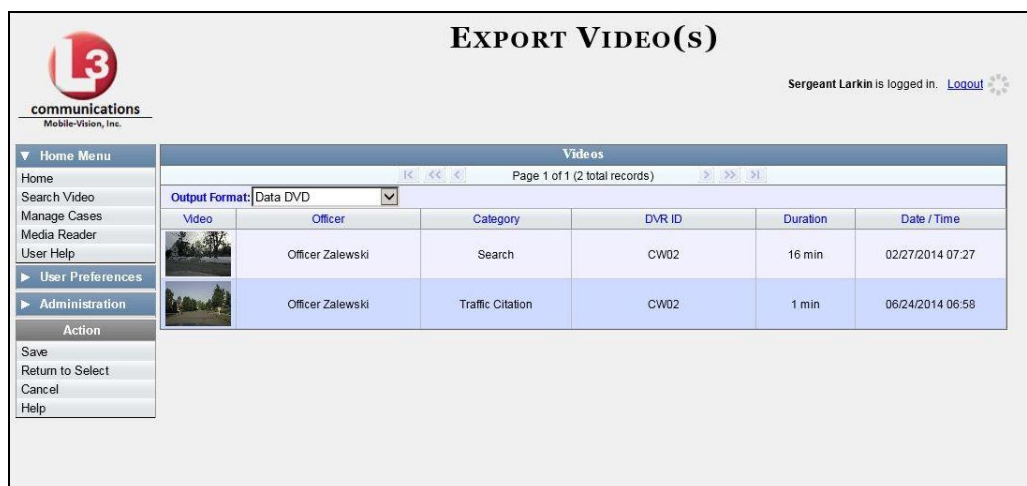
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Home Menu  
 Home  
 Search Video  
 Manage Cases  
 Media Reader  
 User Help  
 User Preferences  
 Administration  
 Action  
 Export Video(s)  
 Cancel

Sys ID	Play	Owner	DVR Name	Category	Duration	Date / Time	Notes
247		Officer Zalewski	CW02	Body Worn	---	11/02/2015 10:42	
245		Officer Zalewski	CW02	Traffic Citation	---	11/02/2015 10:00	
67		Officer Zalewski	CW02	Traffic Citation	1 min	06/24/2014 06:58	
2		Officer Zalewski	CW02	Search	16 min	02/27/2014 07:27	
3		Officer Zalewski	CW02	Traffic Citation	16 min	02/27/2014 07:10	
4		Officer Zalewski	CW02	Traffic Citation	41 min	11/12/2013 07:06	

Owner	DVR Name	Category	Duration	Date / Time	Remove
Officer Zalewski	CW02	Traffic Citation	1 min	06/24/2014 06:58	
Officer Zalewski	CW02	Search	16 min	02/27/2014 07:27	

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



**EXPORT VIDEO(S)**

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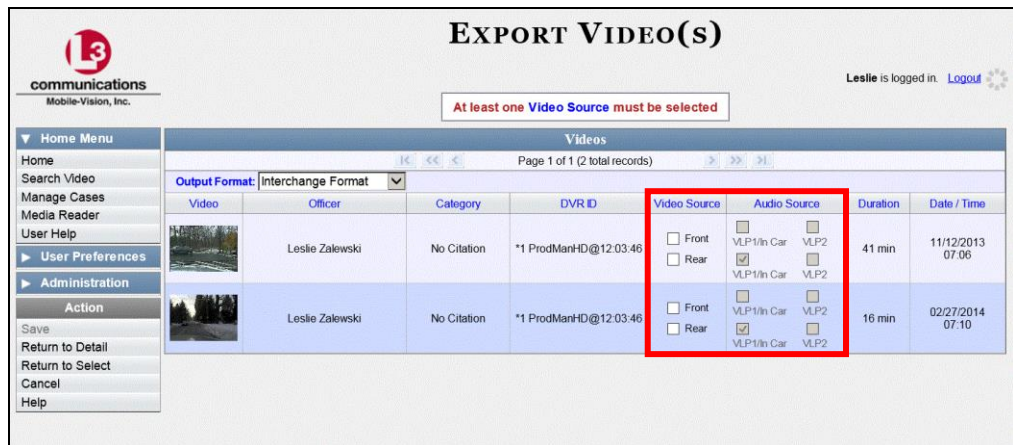
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Home Menu  
 Home  
 Search Video  
 Manage Cases  
 Media Reader  
 User Help  
 User Preferences  
 Administration  
 Action  
 Save  
 Return to Select  
 Cancel  
 Help

Output Format: Data DVD

Video	Officer	Category	DVR ID	Duration	Date / Time
	Officer Zalewski	Search	CW02	16 min	02/27/2014 07:27
	Officer Zalewski	Traffic Citation	CW02	1 min	06/24/2014 06:58

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



- If the word “Camera” displays in the *Video Source* column, proceed to the next step.  
– OR –

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

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

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

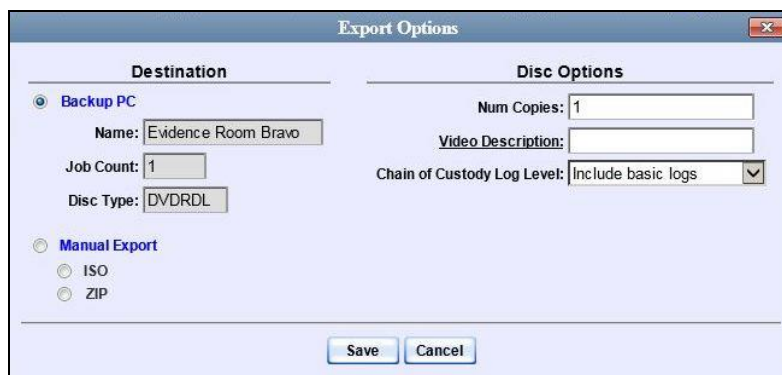
If two checkboxes display in the *Audio Source* column, select the audio source that you wish to include for each video, as described below:

- 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.



- 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.

(Continued)

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

– OR –

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

– OR –

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

**13** Click **Save**. The system places your burn request in the burn queue and displays a status message on your Home Page under *Sent Messages*.

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

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

### Burning Video to an Uncompressed Format DVD via the Robotic DVD Burner

This section describes how to burn stand-alone video information to an *Uncompressed Format DVD* using your agency's robotic DVD burner. *Stand-alone video* is video that is not linked to a case.

An uncompressed format DVD will include the same information found on a Data DVD. In addition, this type of DVD includes a button that allows you to convert the included videos into raw data format.

For more information on Uncompressed Format DVDs, see "Uncompressed DVD Format" on page 216.

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 290 instead.

<b><i>How long will the disc take to burn?</i></b>	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.

\* International Association of Chiefs of Police



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

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

– OR –

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

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



The screenshot shows the 'SELECT VIDEO(S) FOR EXPORT' page. It features a navigation menu on the left with options like Home, Search Video, Manage Cases, Media Reader, User Help, User Preferences, Administration, Action, and Cancel. The main content area displays a table of video records. The table has columns for Sys ID, Play, Owner, DVR Name, Category, Duration, Date / Time, and Notes. Below the table is a 'Selected Videos' section with columns for Owner, DVR Name, Category, Duration, Date / Time, and Remove.

Sys ID	Play	Owner	DVR Name	Category	Duration	Date / Time	Notes
247		Officer Zalewski	CW02	Body Worn	---	11/02/2015 10:42	
245		Officer Zalewski	CW02	Traffic Citation	---	11/02/2015 10:00	
67		Officer Zalewski	CW02	Traffic Citation	1 min	06/24/2014 06:58	
2		Officer Zalewski	CW02	Search	16 min	02/27/2014 07:27	
3		Officer Zalewski	CW02	Traffic Citation	16 min	02/27/2014 07:10	
4		Officer Zalewski	CW02	Traffic Citation	41 min	11/12/2013 07:06	

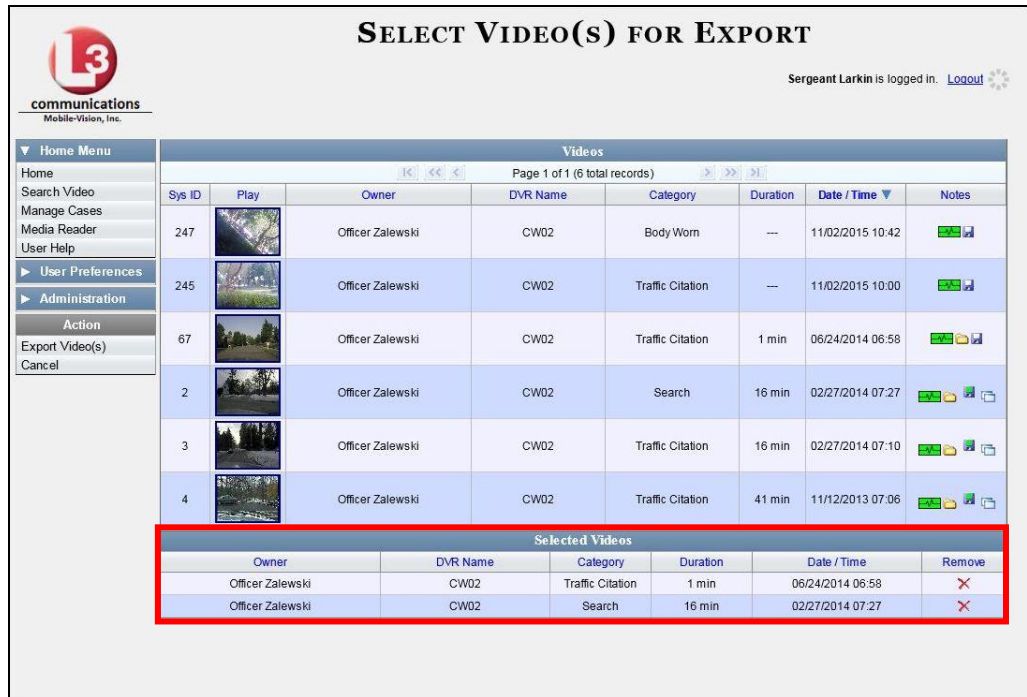
Owner	DVR Name	Category	Duration	Date / Time	Remove
-------	----------	----------	----------	-------------	--------

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

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

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

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



**SELECT VIDEO(S) FOR EXPORT**

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

**Videos**  
Page 1 of 1 (6 total records)

Sys ID	Play	Owner	DVR Name	Category	Duration	Date / Time	Notes
247		Officer Zalewski	CW02	Body Worn	---	11/02/2015 10:42	
245		Officer Zalewski	CW02	Traffic Citation	---	11/02/2015 10:00	
67		Officer Zalewski	CW02	Traffic Citation	1 min	06/24/2014 06:58	
2		Officer Zalewski	CW02	Search	16 min	02/27/2014 07:27	
3		Officer Zalewski	CW02	Traffic Citation	16 min	02/27/2014 07:10	
4		Officer Zalewski	CW02	Traffic Citation	41 min	11/12/2013 07:06	

**Selected Videos**

Owner	DVR Name	Category	Duration	Date / Time	Remove
Officer Zalewski	CW02	Traffic Citation	1 min	06/24/2014 06:58	
Officer Zalewski	CW02	Search	16 min	02/27/2014 07:27	

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



**EXPORT VIDEO(S)**

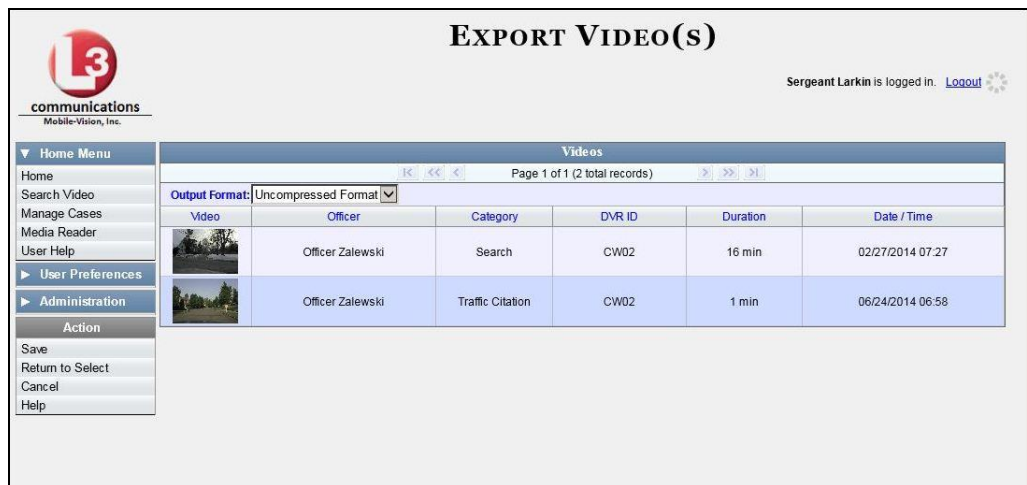
Sergeant Larkin is logged in. [Logout](#)

**Videos**  
Page 1 of 1 (2 total records)

Output Format:

Video	Officer	Category	DVR ID	Duration	Date / Time
	Officer Zalewski	Search	CW02	16 min	02/27/2014 07:27
	Officer Zalewski	Traffic Citation	CW02	1 min	06/24/2014 06:58

- 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.



- 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.

(Continued)

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

– OR –

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

– OR –

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

- 11** Click **Save**. The system places your burn request in the burn queue and displays a status message on your Home Page under *Sent Messages*.

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

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

---

## Burning 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.

If you prefer to burn a DVD using your agency's robotic DVD burner, see "Burning DVDs Using the Robotic DVD Burner" on page 218.

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 268.

### 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 218.

You can use your PC's DVD burner to burn a *Data DVD*, *Consumer DVD*, *Interchange DVD*, *Uncompressed DVD*, or *FOIA Redacted DVD*. For a definition of these disc types, see "Data DVD Format" on page 214, "Consumer DVD Format" on

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page 215, “Interchange DVD Format” on page 216, “Uncompressed DVD Format” on page 216, and/or “FOIA Redacted DVD Format” on page 217.

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 255
- Burning a Case to an Interchange Format DVD via Your PC's DVD Burner, page 260
- Burning a Case to an Uncompressed Format DVD via Your PC's DVD Burner, page 264
- Burning a Case to an FOIA Redacted DVD via Your PC's DVD Burner, page 268.


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### Burning a Case to a Data DVD via Your PC's DVD Burner

This section describes how to burn a case record to a *Data DVD* using your PC's DVD burner. For a description of Data DVDs, see “Data DVD Format” on page 214.

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 218 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.



**CASE DETAILS**

communications  
Mobile-Vision, Inc.

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

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

Display Name:	Pedestrian Accident	Case Number:	
Status:	Online	Citation Number:	
Owner:	Sergeant Larkin	Vehicle Registration #:	
Visible:	Yes	Vehicle Plate #:	
Creation Date:	11/09/2015 20:23	Notations:	BOLO
Incident Date:	11/02/2015		

**Action**

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

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



**EXPORT CASE**



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**System Video** Attached Media

System Video

Page 1 of 1 (2 total records)

Output Format: Data DVD

Select	Video	Officer	Category	DVR ID	Duration	Date / Time
<input type="checkbox"/>		Officer Zalewski	Traffic Citation	*1 Unit@12:51:22	16 min	02/27/2014 07:10
<input type="checkbox"/>		Officer Zalewski	Traffic Citation	*1 Unit@12:51:22	1 min	06/24/2014 06:58

3 To include all of the case's videos on your DVD, click the **Select** button.

– OR –

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

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**

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

**System Video** Attached Media

Attached Media

Page 1 of 1 (2 total records)

Select	Uploaded By	File Name	Date / Time
<input type="checkbox"/>	Sergeant Larkin	1447116325553_SDC10196.JPG	11/09/2015 20:24
<input type="checkbox"/>	Sergeant Larkin	1447116325553_SDC10201.JPG	11/09/2015 20:24

- To include all of the case's attached media on your DVD, click the **Select** button.  
– OR –

To include some, but not all, of the case's attached media on your DVD, select the checkbox to the left of each file you wish to include.

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



**Manual Export**

- Select **Manual Export**.

You have two file options: an **ISO** file or a **ZIP** file. If you are exporting this data for the *sole purpose* of burning a DVD, select **ISO**. Otherwise select **ZIP**, which will copy your videos and any metadata to a folder first.

- 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**.

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

– OR –

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

– OR –

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

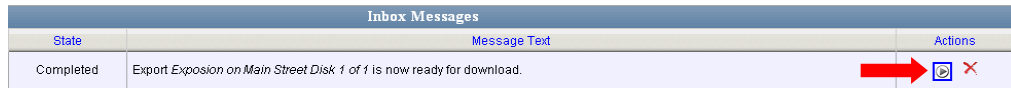
- Click **Save**. The system begins processing your request. A copy of this request will display on your Home Page under *Sent Messages*.

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

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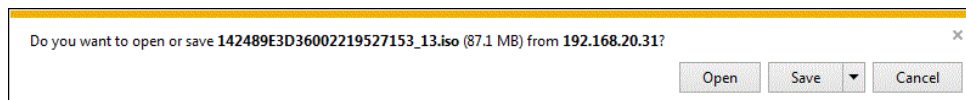
\* International Association of Chiefs of Police

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



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

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



- 14 Select **Save As** from the *Save* drop-down list. The Save As window displays.
- 15 Navigate to the disk drive location where you wish to 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. When the download is complete, a confirmation message displays.



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

---

### Burning a Case to a Consumer DVD via Your PC's DVD Burner

This section describes how to burn selected videos from a case to a *Consumer DVD* using your PC's DVD burner.

If you prefer to burn a case using your agency's robotic DVD burner, see "Burning a Case to a Consumer DVD via the Robotic DVD Burner" on page 222 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.

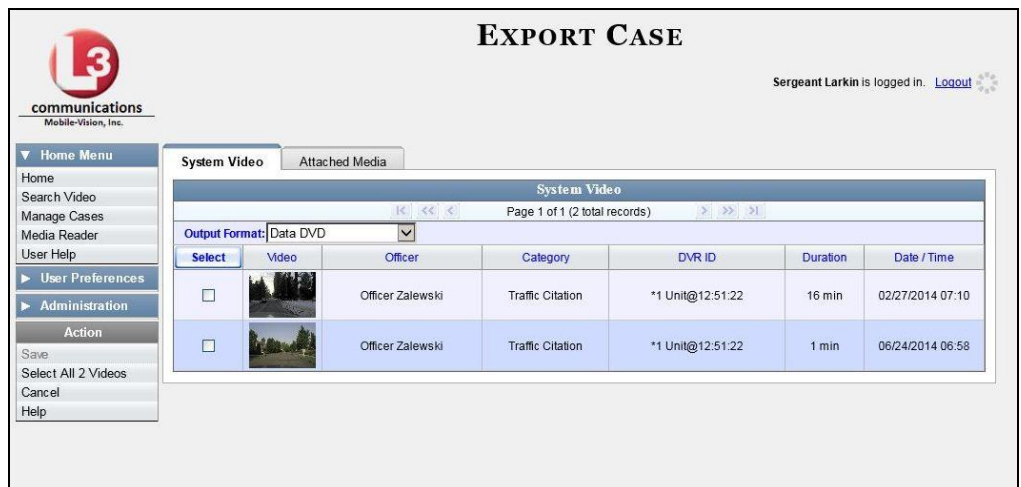
- 1 Search for and display the case you wish to burn. (If necessary, review "Searching for Cases" in chapter 4.)

The Case Details page displays.

*(Continued)*

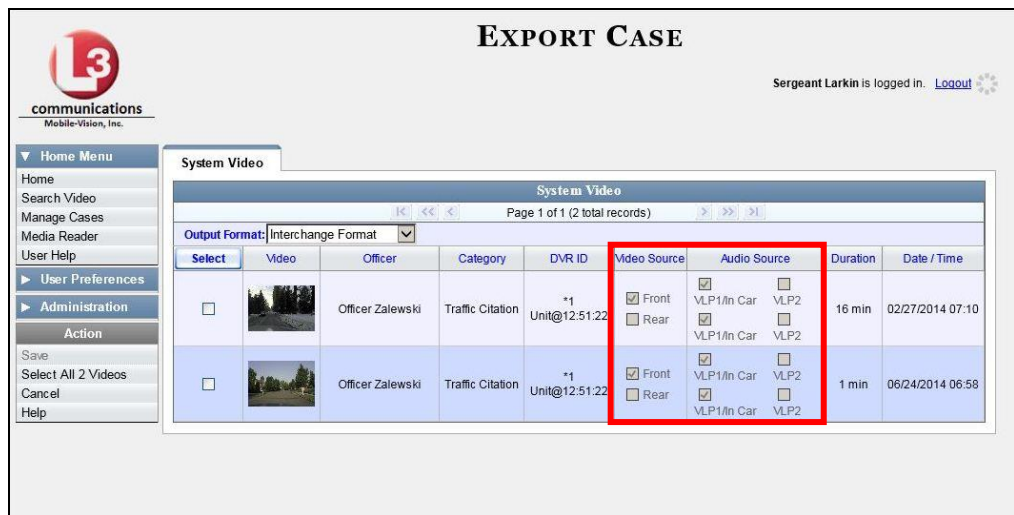


- 2 Go to the **Action** column and click **Export**. The Export Case page displays.



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

Two new columns display: *Video Source* and *Audio Source*.



- 4 To include all of the case's videos on your DVD, click the **Select** button.

– OR –

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

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

– OR –

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

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

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

– OR –

If two checkboxes display in the *Audio Source* column, select the audio source that you wish to include for each video, as described on the next page: *(Continued)*

- 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.



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

– OR –

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

– OR –

*(Continued)*

\* International Association of Chiefs of Police



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

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

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

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

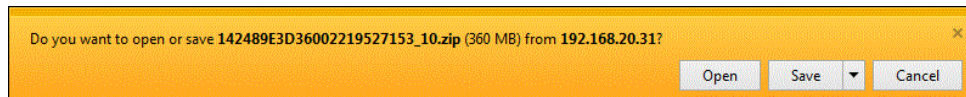


Inbox Messages		
State	Message Text	Actions
Completed	Export <i>Exposition on Main Street</i> Disk 1 of 1 is now ready for download.	 

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

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

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



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

- 14 Navigate to the disk drive location where you wish to temporarily store the 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. When the download is complete, a confirmation message displays.



- 17 Click **Open folder**.

- 18 Right-click on the .ZIP file, then select **Extract All** from the popup menu.

- 19 Using your commercial DVD burning software *or* film editing software, convert the case's video files into a format that can be played on a consumer DVD player.\* For specific instructions, refer to the documentation that came with your software.



**NOTE:** Although DEP uses the term “Consumer DVD,” other applications may use different terminology, such as “DVD Video.”

- 20 Once you've finished converting the video file(s), use the Windows Disc Image Burner (or other commercial disc burning software) to burn the case video to DVD.

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

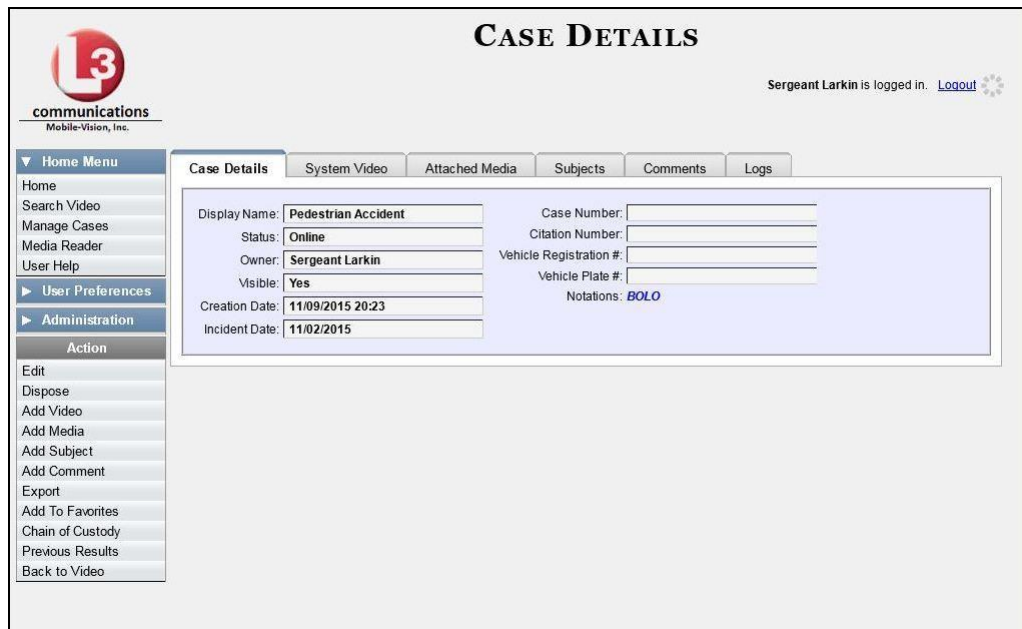
This section describes how to burn selected videos from a case to an *Interchange Format* DVD using your PC's DVD burner. For a description of this format, see “Interchange DVD Format” on page 216.

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 225 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.



**CASE DETAILS**

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

**communications**  
Mobile-Vision, Inc.

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

▶ User Preferences

▶ Administration

Action

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

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

Display Name: **Pedestrian Accident** | Case Number:

Status: **Online** | Citation Number:

Owner: **Sergeant Larkin** | Vehicle Registration #:

Visible: **Yes** | Vehicle Plate #:

Creation Date: **11/09/2015 20:23** | Notations: **BOLO**

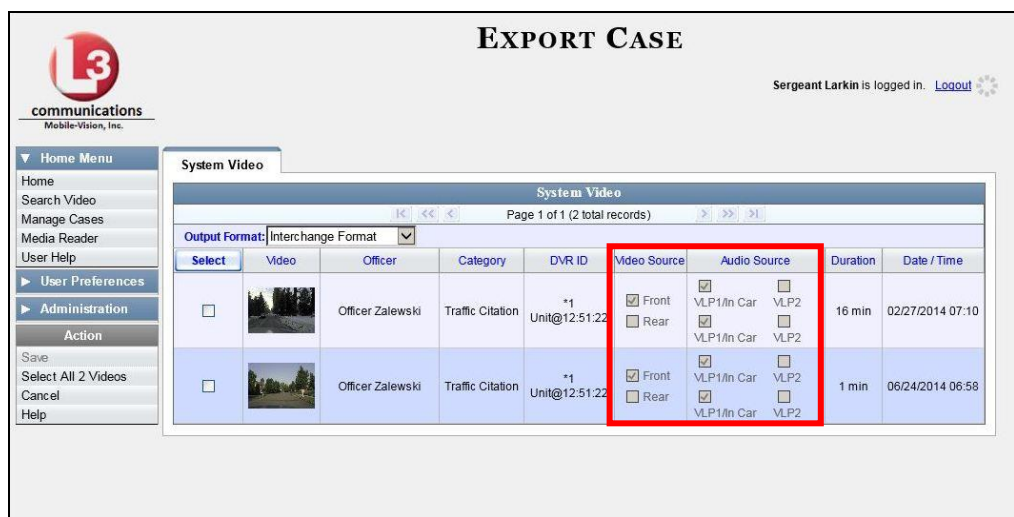
Incident Date: **11/02/2015**

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

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



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



- To include all of the case's videos on your DVD, click the **Select** button.  
 – OR –  
 To include some, but not all, of the case's videos on your DVD, select the checkbox to the left of each video you wish to include.
- If the word "Camera" displays in the *Video Source* column, proceed to the next step.  
 – OR –  
 If two checkboxes display in the *Video Source* column, select the camera views you wish to include for each video, as described on the next page.

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

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

– OR –

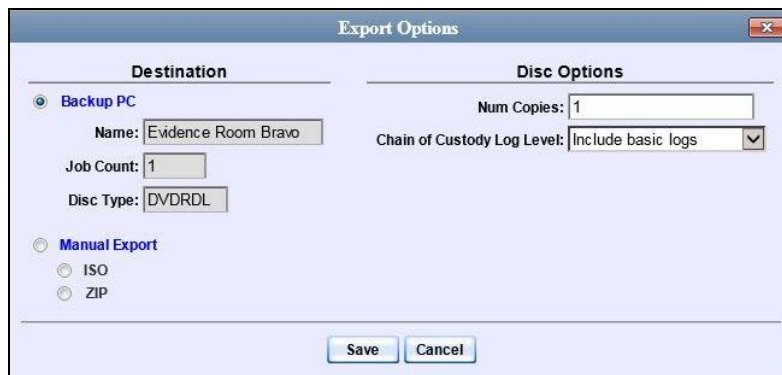
If two checkboxes display in the *Audio Source* column, select the audio source that you wish to include for each video, as described below:

- VLP1/In Car. The audio from the wireless microphone that’s connected to your 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.



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.

9 To burn this case as an ISO file (default), proceed to the next step.

– OR –

To burn this case as a *zip* file, select **ZIP**.

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

– OR –

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


– OR –

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

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

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

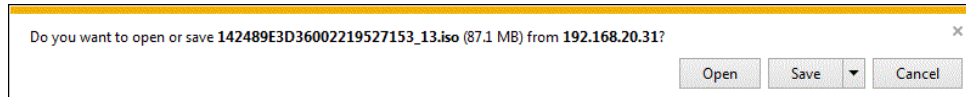
12 Go to your *Inbox Messages* and look for a download icon next to the export confirmation message.

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

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

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



- 14 Select **Save As** from the *Save* drop-down list. The Save As window displays.
- 15 Navigate to the disk drive location where you wish to 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. When the download is complete, a confirmation message displays.



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

---

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

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

For more information on Uncompressed Format DVDs, see "Uncompressed DVD Format" on page 216.

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 229 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.



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



Select	Video	Officer	Category	DVR ID	Duration	Date / Time
<input type="checkbox"/>		Officer Zalewski	Traffic Citation	*1 Unit@12:51:22	16 min	02/27/2014 07:10
<input type="checkbox"/>		Officer Zalewski	Traffic Citation	*1 Unit@12:51:22	1 min	06/24/2014 06:58

- To include all of the case's videos on your DVD, click the **Select** button.  
 – OR –  
 To include some, but not all, of the case's videos on your DVD, select the checkbox to the left of each video you wish to include.
- 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.



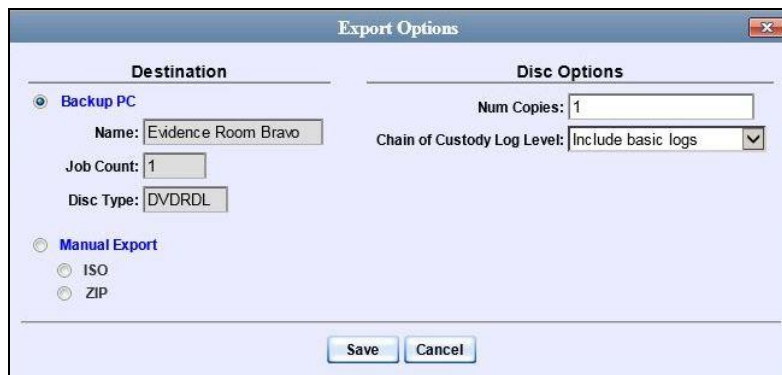
- 6 To include all of the case's attached media on your DVD, click the **Select** button.

– OR –

To include some, but not all, of the case's attached media on your DVD, select the checkbox to the left of each file you wish to include.

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





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.

9 To burn this case as an ISO file (default), proceed to the next step.

– OR –

To burn this case as a *zip* file, select **ZIP**.

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

– OR –

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



– OR –

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

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

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

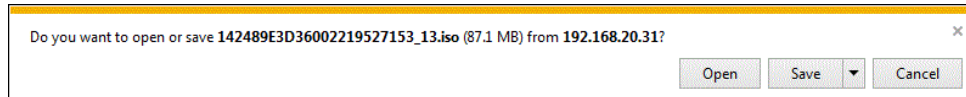
12 Go to your *Inbox Messages* and look for a download icon next to the export confirmation message.

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

\* International Association of Chiefs of Police

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

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



- 14 Select **Save As** from the *Save* drop-down list. The Save As window displays.
- 15 Navigate to the disk drive location where you wish to 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. When the download is complete, a confirmation message displays.



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

---

### Burning a Case to an FOIA Redacted DVD via Your PC's DVD Burner

This section describes how to burn selected videos from a case to an *FOIA Redacted DVD* using your PC's DVD burner. For more information on FOIA Redacted DVDs, see "FOIA Redacted DVD Format" on page 217.



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

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



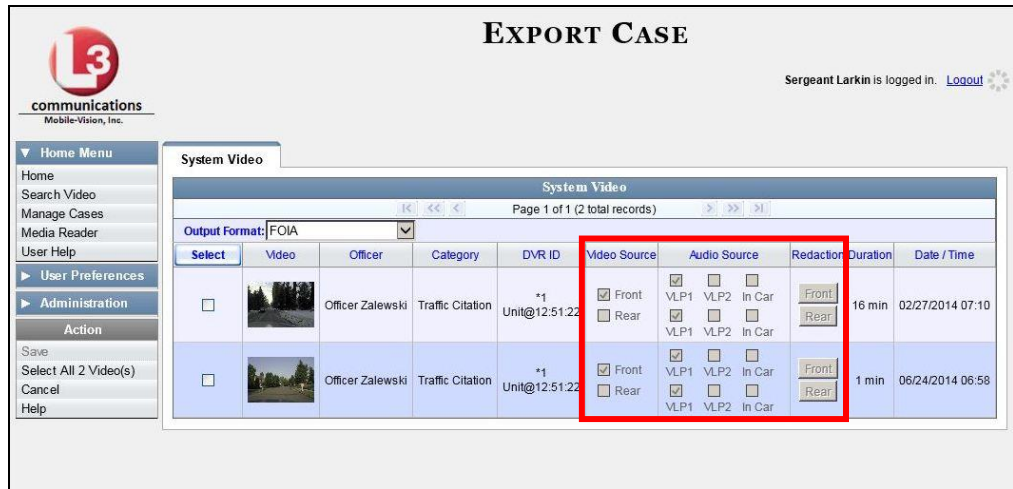
- 2 Go to the **Action** column and click **Export**. The Export Case page displays.



Select	Video	Officer	Category	DVR ID	Duration	Date / Time
<input type="checkbox"/>		Officer Zalewski	Traffic Citation	*1 Unit@12:51:22	16 min	02/27/2014 07:10
<input type="checkbox"/>		Officer Zalewski	Traffic Citation	*1 Unit@12:51:22	1 min	06/24/2014 06:58

- 3 Go to the *Output Format* field and select **FOIA** from the drop-down list. Three new columns display: *Video Source*, *Audio Source*, and *Redaction*.

(Continued)



4 To include all of the case's videos on your DVD, click the **Select** button.

– OR –

To include some, but not all, of the case's videos on your DVD, select the checkbox to the left of each video you wish to include.



5 If the word "Camera" displays in the *Video Source* column, proceed to the next step.

– OR –

If two checkboxes display in the *Video Source* column, select the camera views you wish to include for each video, as described in the following table.

Video Source Setting	Description
<input checked="" type="checkbox"/> Front <input type="checkbox"/> Rear	Copy only the video recorded from Camera Channel 1 (forward facing zoom camera).
<input type="checkbox"/> Front <input checked="" type="checkbox"/> Rear	Copy only the video recorded from Camera Channel 2 (Backseat and/or Bullet cameras).
<input checked="" type="checkbox"/> Front <input checked="" type="checkbox"/> Rear	Copy the video that was recorded from <i>both</i> Camera Channel 1 and Camera Channel 2. When you choose this option, the system will burn two separate video files on the DVD that will appear as separate menu items. This doubles your DVD space requirement.

6 To include at least one audio track with this export, proceed to the next step.

– OR –

To include *no* audio tracks with this export (i.e., omit all audio), either deselect the VLP1 checkbox or select the *Mute* checkbox. Skip to step 8.

7 If the word “Camera” displays in the *Audio Source* column, proceed to the next step.

– OR –

If two checkboxes display in the *Audio Source* column, select the audio sources that you wish to include for each video. You may select up to two sources for each video. These audio tracks will play concurrently when watching the video.

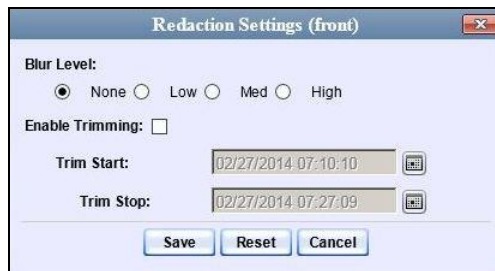
- VLP1*. The audio from the wireless microphone that’s connected to your DVR’s VLP 1 port (default)
- VLP2*. The audio from the wireless microphone that’s connected to your DVR’s VLP 2 port, if applicable
- In Car*. The audio from your in-car microphone.

**Note on Audio Playback:** If you choose the **VLP1** and **In Car** audio settings, you will be able to toggle back and forth between two audio streams: the stream from the wireless microphone that’s connected to your 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 *Redaction* column and click on one of the following buttons:
- Camera.** Redact the video from a *BodyVISION* or *VIEVU* camera.
  - Front.** Redact the video from a *Flashback's* Camera Channel 1. For in-car systems, this is the video captured with your forward facing zoom camera.
  - Rear.** Redact the video from a *Flashback's* Camera Channel 2. For in-car systems, this is the video captured with your backseat camera and/or bullet cameras.

The Redaction Settings popup displays.



The Redaction settings are described below.

Redaction Settings	
Setting	Description
Blur Level	<p>The degree to which you wish to blur the video or video segment you are exporting. By default, the system does not blur the video at all (Blur Level = <i>None</i>). However, if you select any of the other settings (<i>Low</i>, <i>Med</i>, or <i>High</i>), the system will blur every frame of the video or video segment.</p> <div style="display: flex; justify-content: space-around; align-items: center;">    </div> <div style="display: flex; justify-content: space-around; align-items: center;"> <span>Low</span> <span>Medium</span> <span>High</span> </div>
Enable Trimming	<p>A checkbox used to indicate whether you wish to export <i>all</i> of the video or a selected <i>segment</i> of the video.</p> <p><input type="checkbox"/> Export the entire full-length video  <input checked="" type="checkbox"/> Export a segment of the full-length video</p> <p>If you select Enable Trimming, you will have to select a date/time range using <i>Trim Start</i> and <i>Trim Stop</i> fields.</p>
Trim Start	<p>The beginning of the date/time range you wish to excerpt from the original full-length video. <i>Use the calendar popup to select this date/time.</i></p>
Trim Stop	<p>The end of the date/time range you wish to excerpt from the original full-length video. <i>Use the calendar popup to select this date/time.</i></p>

- 9 To blur the entire video or video segment, proceed to the next step. Otherwise skip to step 11.
- 10 Select a *Blur Level*: **Low**, **Med**, or **High** (see samples on page 272).
- 11 To export a *segment* of the original full-length video, proceed to the next step.  
– OR –  
To export the entire full-length video, skip to step 15.
- 12 Select the *Enable Trimming* checkbox.
- 13 Proceed to *Trim Start* field. Using the calendar popup, select the beginning of the video date/time range you wish to export.
- 14 Proceed to *Trim Stop* field. Using the calendar popup, select the end of the video date/time range you wish to export.
- 15 Click **Save**.
- 16 To redact other videos that are included with this case DVD, repeat steps 8 – 15. Otherwise proceed to the next step.
- 17 Go to the **Action** column and click **Save**. The Export Options popup displays.



You have two file options: an **ISO** file or a **ZIP** file. If you are exporting this data for the *sole purpose* of burning a DVD, select **ISO**. Otherwise select **ZIP**, which will copy your videos and any metadata to a folder first.

- 18 To burn this case as an ISO file (default), proceed to the next step.  
– OR –  
To burn this case as a *zip* file, select **ZIP**.

**19** If you'd like the Chain of Custody report to include basic logs only (default), proceed to the next step.

– OR –

If you'd like the Chain of Custody report to include basic logs *and* IACP\* logs, select **Include IACP logs** from the *Chain of Custody Log Level* drop-down list.



– OR –

If you'd like the Chain of Custody report to include all available logs, select **Include all available logs** from the *Chain of Custody Log Level* drop-down list.

**20** Click **Save**. The system begins processing your request. A copy of this request will display on your Home Page under *Sent Messages*.


When processing is complete, a confirmation message will display on your Home Page under *Inbox Messages*.

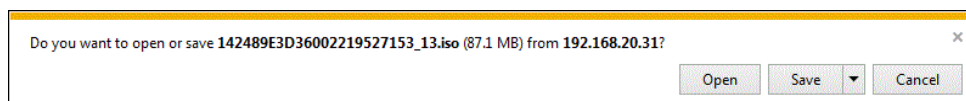
**21** Go to your *Inbox Messages* and look for a download icon next to the export confirmation message.

Inbox Messages		
State	Message Text	Actions
Completed	Export <i>Exposion on Main Street Disk 1 of 1</i> is now ready for download.	 

⇒ If you see the download icon, proceed to the next step.

⇒ If you do *not* see the download icon, the system is still processing your request. Go to **Home Menu** and click **Home** to refresh your screen. Once you see the download icon, proceed to the next step.

 **22** Go to the right of the export message and click the download icon. A Windows message displays.



**23** Select **Save as** from the *Save* drop-down list. The Save As window displays.

**24** Navigate to the disk drive location where you wish to temporarily store the case file.

**25** To change the file name, enter a new name in the *File name* field. Otherwise proceed to the next step.

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- 26 Click **Save**. The system copies your file to the selected location. When the download is complete, a confirmation message displays:



- 27 Use the Windows Disc Image Burner (or other commercial disc burning software) to burn the case video to DVD.

## 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 234.

You can use your PC's DVD burner to burn a *Data DVD*, *Consumer DVD*, *Interchange DVD*, *Uncompressed DVD*, or *FOIA Redacted DVD*. For a definition of these disc types, see "Data DVD Format" on page 214, "Consumer DVD Format" on page 215, "Interchange DVD Format" on page 216, "Uncompressed DVD Format" on page 216, and/or "FOIA Redacted DVD Format" on page 217.

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 279
- Burning Video to an Interchange Format DVD via Your PC's DVD Burner, page 285
- Burning Video to an Uncompressed Format DVD via Your PC's DVD Burner, page 290
- Burning Video to an FOIA Redacted DVD via Your PC's DVD Burner, page 295

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## 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 214.

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 234 instead.

- 1 To burn *one* video, search for and display the desired video.\* The Video Details page displays.

– OR –

To burn *more than one* video, search for the desired videos.\* The Video Search Results page displays.

---

\* If necessary, review "Searching for Videos" in chapter 2.

- Go to the **Action** column and click **Export**. The Select Video(s) for Export page displays.



## SELECT VIDEO(S) FOR EXPORT

Sergeant Larkin is logged in. [Logout](#)

- Home Menu
- Home
- Search Video
- Manage Cases
- Media Reader
- User Help
- User Preferences
- Administration
- Action
- Cancel

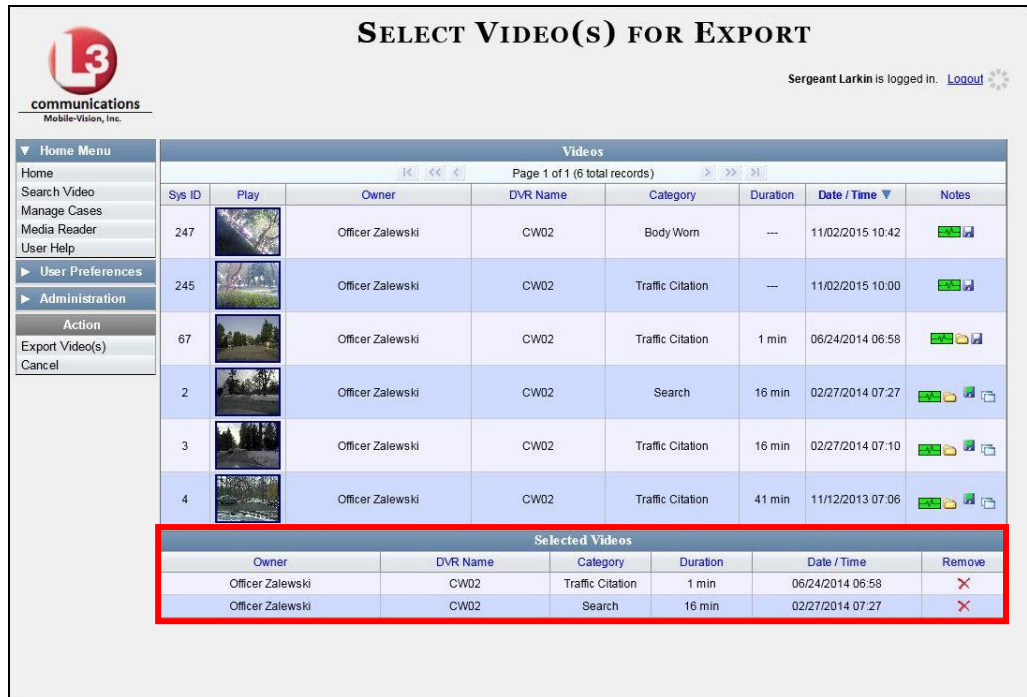
Videos							
Page 1 of 1 (6 total records)							
Sys ID	Play	Owner	DVR Name	Category	Duration	Date / Time	Notes
247		Officer Zalewski	CW02	Body Worn	---	11/02/2015 10:42	
245		Officer Zalewski	CW02	Traffic Citation	---	11/02/2015 10:00	
67		Officer Zalewski	CW02	Traffic Citation	1 min	06/24/2014 06:58	 
2		Officer Zalewski	CW02	Search	16 min	02/27/2014 07:27	  
3		Officer Zalewski	CW02	Traffic Citation	16 min	02/27/2014 07:10	  
4		Officer Zalewski	CW02	Traffic Citation	41 min	11/12/2013 07:06	  

Selected Videos					
Owner	DVR Name	Category	Duration	Date / Time	Remove

If you searched for and selected *one* video, that video record displays at the bottom of the page. Skip to step 4. Otherwise proceed to the next step.

- Go to the top of the page and click on each of the videos you wish to include on this DVD. You can click on any part of the record except the thumbnail image, as that will launch the Flashback Player.

As you select each video, it will appear in the *Selected Videos* list at the bottom of the page.



**SELECT VIDEO(S) FOR EXPORT**

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**communications**  
 Mobile-Vision, Inc.

**Videos**  
 Page 1 of 1 (6 total records)

Sys ID	Play	Owner	DVR Name	Category	Duration	Date / Time	Notes
247		Officer Zalewski	CW02	Body Worn	---	11/02/2015 10:42	
245		Officer Zalewski	CW02	Traffic Citation	---	11/02/2015 10:00	
67		Officer Zalewski	CW02	Traffic Citation	1 min	06/24/2014 06:58	
2		Officer Zalewski	CW02	Search	16 min	02/27/2014 07:27	
3		Officer Zalewski	CW02	Traffic Citation	16 min	02/27/2014 07:10	
4		Officer Zalewski	CW02	Traffic Citation	41 min	11/12/2013 07:06	

**Selected Videos**

Owner	DVR Name	Category	Duration	Date / Time	Remove
Officer Zalewski	CW02	Traffic Citation	1 min	06/24/2014 06:58	
Officer Zalewski	CW02	Search	16 min	02/27/2014 07:27	

- Go to the **Action** column and click **Export Video(s)**. The Export Video(s) page displays.



**EXPORT VIDEO(S)**

Sergeant Larkin is logged in. [Logout](#)

**communications**  
 Mobile-Vision, Inc.


**Videos**  
 Page 1 of 1 (2 total records)

Output Format:

Video	Officer	Category	DVR ID	Duration	Date / Time
	Officer Zalewski	Search	CW02	16 min	02/27/2014 07:27
	Officer Zalewski	Traffic Citation	CW02	1 min	06/24/2014 06:58

**Action**  
 Save  
 Return to Select  
 Cancel  
 Help

- If **Data DVD** displays in the *Output Format* field, proceed to the next step.  
 – OR –  
 If **Data DVD** does *not* display in the *Output Format* field, select it from the drop-down list.
- Go to the **Action** column and click **Save**. The Export Options popup displays.



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.

**8** To burn this video as an ISO file (default), proceed to the next step.

– OR –

To burn this video as a *zip* file, select **ZIP**.

**9** Enter a description for this DVD in the *Video Description* field.

**10** If you'd like the Chain of Custody report to include basic logs only (default), proceed to the next step.

– OR –

If you'd like the Chain of Custody report to include basic logs *and* IACP\* logs, select **Include IACP logs** from the *Chain of Custody Log Level* drop-down list.



– OR –

If you'd like the Chain of Custody report to include all available logs, select **Include all available logs** from the *Chain of Custody Log Level* drop-down list.

**11** Click **Save**. The system begins processing your request. A copy of this request will display on your Home Page under *Sent Messages*.

When processing is complete, a confirmation message will display on your Home Page under *Inbox Messages*.

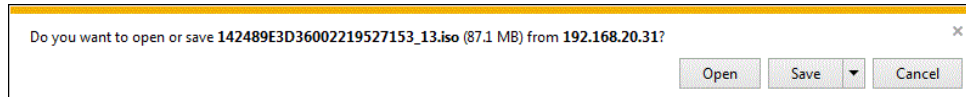
**12** Go to your *Inbox* messages and look for a download icon next to the export confirmation message.

Inbox Messages		
State	Message Text	Actions
Completed	Export Copy for DA Disk 1 of 1 is now ready for download.	 

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- ⇒ If you see the download icon, proceed to the next step.
- ⇒ If you do *not* see the download icon, the system is still processing your request. Go to **Home Menu** and click **Home** to refresh your screen. Once you see the download icon, proceed to the next step.

- 13 Go to the right of the export message and click the download icon. A Windows message displays.



- 14 Select **Save As** from the *Save* drop-down list. The Save As window displays.
- 15 Navigate to the disk drive location where you wish to 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. When the download is complete, a confirmation message displays.



- 18 Use the Windows Disc Image Burner (or other commercial disc burning software) to burn the video to DVD.

---

### 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 215.

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 238 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: (*Continued*)

Product Name	Description
Windows Live Movie Maker	Video editing software; comes standard with Windows 7 and 8
Adobe Premier Elements	Video editing software
Nero	DVD burning software
Roxio Easy DVD Copy	DVD burning software



**WARNING:** Once a video has been exported in interchange format, its authenticity can no longer be verified. Such video can be edited and tampered with using commercial video editing software.

- To burn *one* video, search for and display the desired video.\* The Video Details page displays.  
– OR –  
To burn *more than one* video, search for the desired videos.\* The Video Search Results page displays.
- Go to the **Action** column and click **Export**. The Select Video(s) for Export page displays.



**SELECT VIDEO(S) FOR EXPORT**

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**Videos**  
Page 1 of 1 (6 total records)

Sys ID	Play	Owner	DVR Name	Category	Duration	Date / Time	Notes
247		Officer Zalewski	CW02	Body Worn	---	11/02/2015 10:42	
245		Officer Zalewski	CW02	Traffic Citation	---	11/02/2015 10:00	
67		Officer Zalewski	CW02	Traffic Citation	1 min	06/24/2014 06:58	
2		Officer Zalewski	CW02	Search	16 min	02/27/2014 07:27	
3		Officer Zalewski	CW02	Traffic Citation	16 min	02/27/2014 07:10	
4		Officer Zalewski	CW02	Traffic Citation	41 min	11/12/2013 07:06	

**Selected Videos**

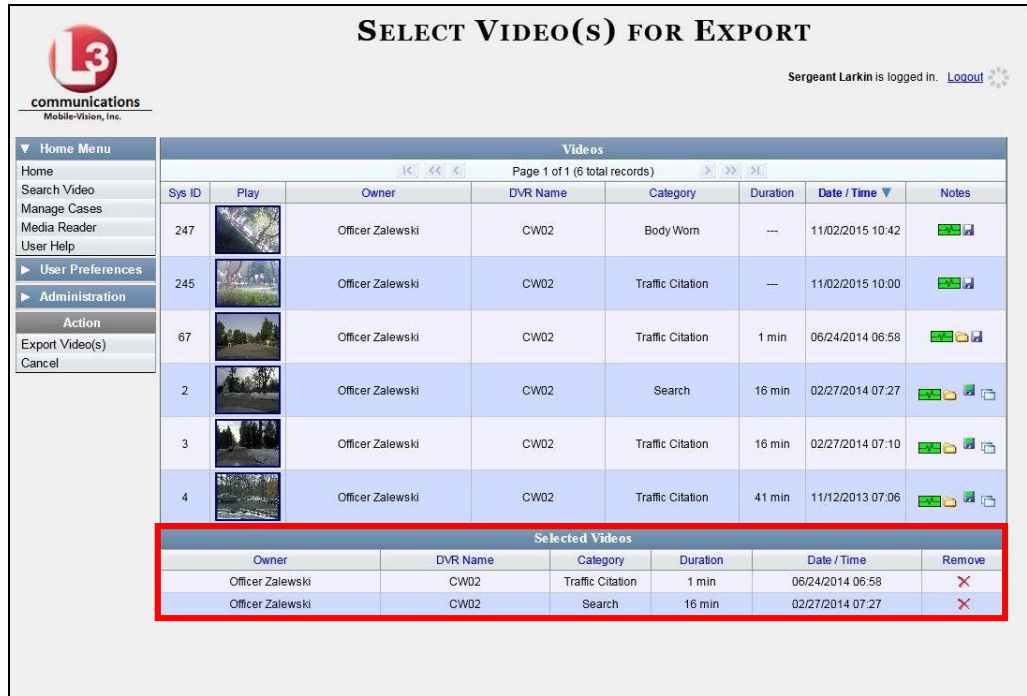
Owner	DVR Name	Category	Duration	Date / Time	Remove
Officer Zalewski	CW02	Search	16 min	02/27/2014 07:27	

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” in chapter 2.

- Go to the top of the page and click on each of the videos you wish to include on this DVD. You can click on any part of the record except the thumbnail image, as that will launch the Flashback Player.

As you select each video, it will appear in the *Selected Videos* list at the bottom of the page.



**SELECT VIDEO(S) FOR EXPORT**

Sergeant Larkin is logged in. [Logout](#)

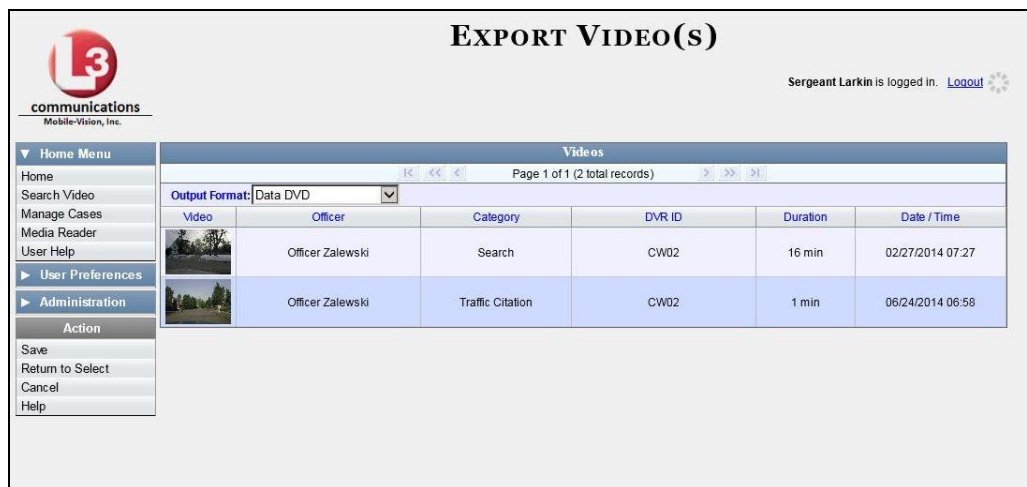
**Videos**  
 Page 1 of 1 (6 total records)

Sys ID	Play	Owner	DVR Name	Category	Duration	Date / Time	Notes
247		Officer Zalewski	CW02	Body Worn	---	11/02/2015 10:42	
245		Officer Zalewski	CW02	Traffic Citation	---	11/02/2015 10:00	
67		Officer Zalewski	CW02	Traffic Citation	1 min	06/24/2014 06:58	
2		Officer Zalewski	CW02	Search	16 min	02/27/2014 07:27	
3		Officer Zalewski	CW02	Traffic Citation	16 min	02/27/2014 07:10	
4		Officer Zalewski	CW02	Traffic Citation	41 min	11/12/2013 07:06	

**Selected Videos**

Owner	DVR Name	Category	Duration	Date / Time	Remove
Officer Zalewski	CW02	Traffic Citation	1 min	06/24/2014 06:58	
Officer Zalewski	CW02	Search	16 min	02/27/2014 07:27	

- Go to the **Action** column and click **Export Video(s)**. The Export Video(s) page displays.



**EXPORT VIDEO(S)**

Sergeant Larkin is logged in. [Logout](#)

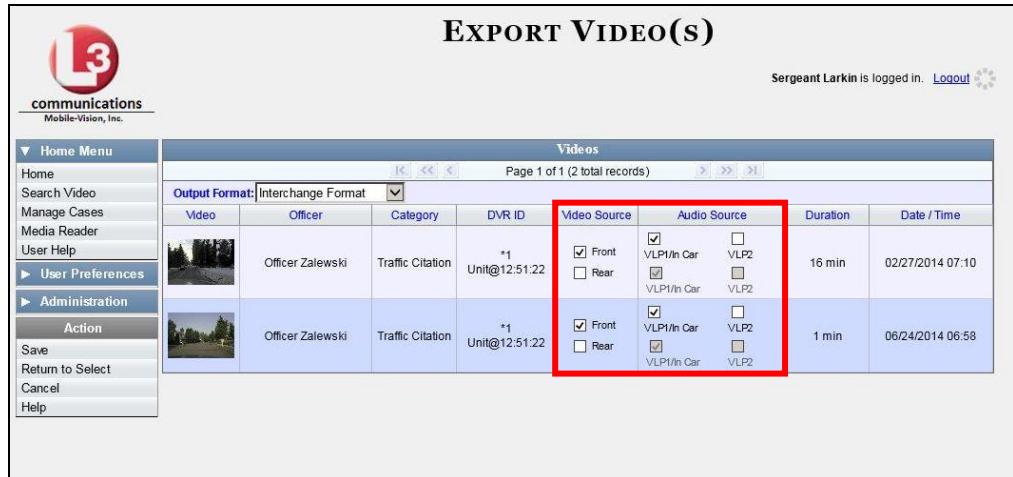
**Videos**  
 Page 1 of 1 (2 total records)

Output Format:

Video	Officer	Category	DVR ID	Duration	Date / Time
	Officer Zalewski	Search	CW02	16 min	02/27/2014 07:27
	Officer Zalewski	Traffic Citation	CW02	1 min	06/24/2014 06:58

- 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*.



- If the word “Camera” displays in the *Video Source* column, proceed to the next step.

– OR –

If two checkboxes display in the *Video Source* column, select the camera views you wish to include for each video, as described below.

Video Source Setting	Description
<input checked="" type="checkbox"/> Front <input type="checkbox"/> Rear	Copy only the video recorded from Camera Channel 1 (forward facing zoom camera).
<input type="checkbox"/> Front <input checked="" type="checkbox"/> Rear	Copy only the video recorded from Camera Channel 2 (Backseat and/or Bullet cameras).
<input checked="" type="checkbox"/> Front <input checked="" type="checkbox"/> Rear	Copy the video that was recorded from <i>both</i> Camera Channel 1 and Camera Channel 2. When you choose this option, the system will burn two separate video files on the DVD that will appear as separate menu items. This doubles your DVD space requirement.

- If the word “Camera” displays in the *Audio Source* column, proceed to the next step.

– OR –

If two checkboxes display in the *Audio Source* column, select the audio source that you wish to include for each video:

- 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.*

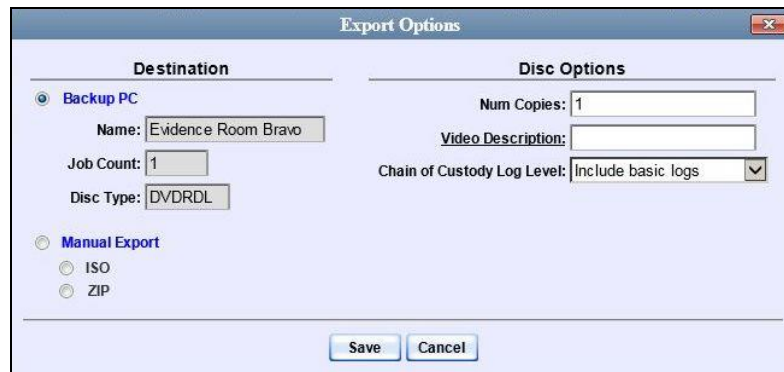


- VLP2. The audio from the wireless microphone that's connected to your DVR's VLP 2 port, if applicable.

**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.



- 9 Select **ZIP**.
- 10 Enter a description for this DVD in the *Video Description* field.
- 11 If you'd like the Chain of Custody report to include basic logs only (default), proceed to the next step.

– OR –

If you'd like the Chain of Custody report to include basic logs *and* IACP\* logs, select **Include IACP logs** from the *Chain of Custody Log Level* drop-down list.

– OR –



If you'd like the Chain of Custody report to include all available logs, select **Include all available logs** from the *Chain of Custody Log Level* drop-down list.

\* International Association of Chiefs of Police

- 12 Click **Save**. The system begins processing your request. A copy of this request will display on your Home Page under *Sent Messages*.

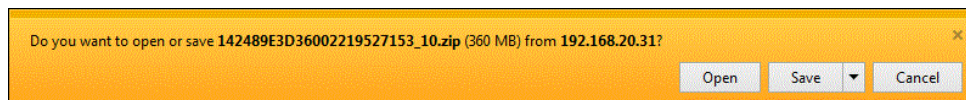
When processing is complete, a confirmation message will display on your Home Page under *Inbox Messages*.

- 13 Go to your *Inbox* messages and look for a download icon next to the export confirmation message.

Inbox Messages		
State	Message Text	Actions
Completed	Export Copy for DA Disk 1 of 1 is now ready for download.	 

- ⇒ If you see the download icon, proceed to the next step.
- ⇒ If you do *not* see the download icon, the system is still processing your request. Go to **Home Menu** and click **Home** to refresh your screen. Once you see the download icon, proceed to the next step.

- 14 Go to the right of the export message and click the download icon. A Windows message displays.



- 15 Select **Save As** from the *Save* drop-down list. The Save As window displays.
- 16 Navigate to the disk drive location where you wish to 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. When the download is complete, a confirmation message displays.



- 19 Click **Open folder**.
- 20 Right-click on the .ZIP file, then select **Extract All** from the menu.
- 21 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.

\* For example, Windows Live Movie Maker, Adobe Premier Elements, Nero, Roxio Easy DVD Copy, etc.



**NOTE:** Although DEP uses the term “Consumer DVD,” other applications may use different terminology, such as “DVD Video.”

- 22 Once you’ve finished converting your video file(s), use the Windows Disc Image Burner (or other commercial disc burning software) to burn the video to DVD.

---

### Burning Video to an Interchange Format DVD via Your PC's DVD Burner

This section describes how to burn selected stand-alone videos to an *Interchange Format* DVD using your PC's DVD burner. *Stand-alone* video is video that is not linked to a case. For a description of the Interchange format, see “Interchange DVD Format” on page 216.

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 242 instead.



**WARNING:** Once a video has been exported in interchange format, its authenticity can no longer be verified. Such video can be edited and tampered with using commercial video editing software.

- 1 To burn *one* video, search for and display the desired video.\* The Video Details page displays.  
– OR –  
To burn *more than one* video, search for the desired videos.\* The Video Search Results page displays.
- 2 Go to the **Action** column and click **Export**. The Select Video(s) for Export page displays.

*(Continued)*

---

\* If necessary, review “Searching for Videos” in chapter 2.

### SELECT VIDEO(S) FOR EXPORT

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**communications**  
Mobile-Vision, Inc.

- ▼ Home Menu
- Home
- Search Video
- Manage Cases
- Media Reader
- User Help
- ▶ User Preferences
- ▶ Administration
- Action
- Cancel

Videos							
Page 1 of 1 (6 total records)							
Sys ID	Play	Owner	DVR Name	Category	Duration	Date / Time	Notes
247		Officer Zalewski	CW02	Body Worn	---	11/02/2015 10:42	
245		Officer Zalewski	CW02	Traffic Citation	---	11/02/2015 10:00	
67		Officer Zalewski	CW02	Traffic Citation	1 min	06/24/2014 06:58	
2		Officer Zalewski	CW02	Search	16 min	02/27/2014 07:27	
3		Officer Zalewski	CW02	Traffic Citation	16 min	02/27/2014 07:10	
4		Officer Zalewski	CW02	Traffic Citation	41 min	11/12/2013 07:06	

Selected Videos					
Owner	DVR Name	Category	Duration	Date / Time	Remove
Officer Zalewski	CW02	Traffic Citation	1 min	06/24/2014 06:58	
Officer Zalewski	CW02	Search	16 min	02/27/2014 07:27	

If you searched for and selected *one* video, that video record displays at the bottom of the page. Skip to step 4. Otherwise proceed to the next step.

- Go to the top of the page and click on each of the videos you wish to include on this DVD. You can click on any part of the record except the thumbnail image, as that will launch the Flashback Player.

As you select each video, it will appear in the *Selected Videos* list at the bottom of the page.

### SELECT VIDEO(S) FOR EXPORT

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**communications**  
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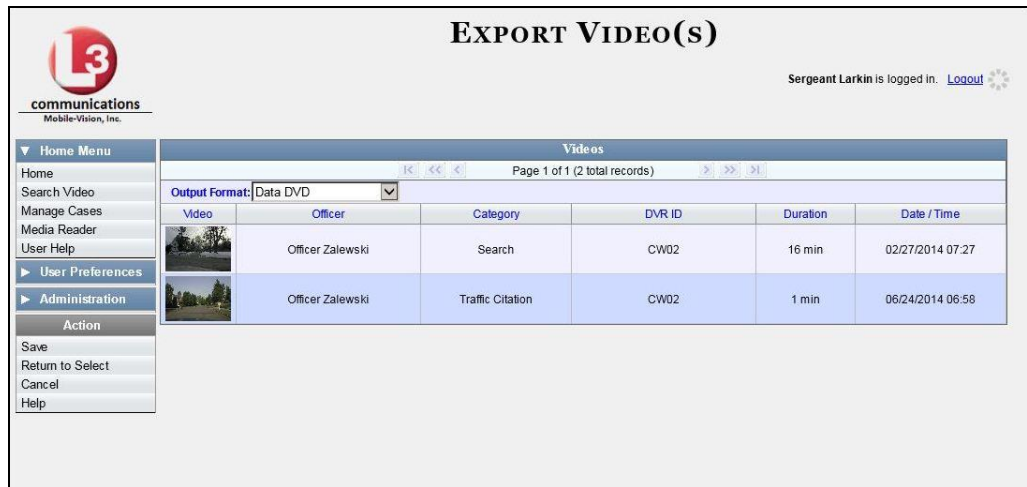
- ▼ Home Menu
- Home
- Search Video
- Manage Cases
- Media Reader
- User Help
- ▶ User Preferences
- ▶ Administration
- Action
- Export Video(s)
- Cancel

Videos							
Page 1 of 1 (6 total records)							
Sys ID	Play	Owner	DVR Name	Category	Duration	Date / Time	Notes
247		Officer Zalewski	CW02	Body Worn	---	11/02/2015 10:42	
245		Officer Zalewski	CW02	Traffic Citation	---	11/02/2015 10:00	
67		Officer Zalewski	CW02	Traffic Citation	1 min	06/24/2014 06:58	
2		Officer Zalewski	CW02	Search	16 min	02/27/2014 07:27	
3		Officer Zalewski	CW02	Traffic Citation	16 min	02/27/2014 07:10	
4		Officer Zalewski	CW02	Traffic Citation	41 min	11/12/2013 07:06	



  

Selected Videos					
Owner	DVR Name	Category	Duration	Date / Time	Remove
Officer Zalewski	CW02	Traffic Citation	1 min	06/24/2014 06:58	
Officer Zalewski	CW02	Search	16 min	02/27/2014 07:27	

- Go to the **Action** column and click **Export Video(s)**. The Export Video(s) page displays.



The screenshot shows the 'EXPORT VIDEO(S)' page. The 'Output Format' dropdown is set to 'Data DVD'. The table below shows two video records.

Video	Officer	Category	DVR ID	Duration	Date / Time
	Officer Zalewski	Search	CW02	16 min	02/27/2014 07:27
	Officer Zalewski	Traffic Citation	CW02	1 min	06/24/2014 06:58

- Go to the *Output Format* field and select **Interchange Format** from the drop-down list. Two new columns display: *Video Source* and *Audio Source*.



The screenshot shows the 'EXPORT VIDEO(S)' page with 'Output Format' set to 'Interchange Format'. A message states 'At least one Video Source must be selected'. The table below shows two video records with 'Video Source' and 'Audio Source' columns highlighted in red.

Video	Officer	Category	DVR ID	Video Source	Audio Source	Duration	Date / Time
	Leslie Zalewski	No Citation	*1 ProdManHD@12.03.46	<input type="checkbox"/> Front <input type="checkbox"/> Rear	<input type="checkbox"/> VLP1/in Car <input checked="" type="checkbox"/> VLP2 <input type="checkbox"/> VLP1/in Car <input type="checkbox"/> VLP2	41 min	11/12/2013 07:06
	Leslie Zalewski	No Citation	*1 ProdManHD@12.03.46	<input type="checkbox"/> Front <input type="checkbox"/> Rear	<input type="checkbox"/> VLP1/in Car <input checked="" type="checkbox"/> VLP2 <input type="checkbox"/> VLP1/in Car <input type="checkbox"/> VLP2	16 min	02/27/2014 07:10

- If the word "Camera" displays in the *Video Source* column, proceed to the next step.  
 – OR –  
 If two checkboxes display in the *Video Source* column, select the camera views you wish to include for each video, as described on the next page.

(Continued)

Video Source Setting	Description
<input checked="" type="checkbox"/> Front <input type="checkbox"/> Rear	Copy only the video recorded from Camera Channel 1 (forward facing zoom camera).
<input type="checkbox"/> Front <input checked="" type="checkbox"/> Rear	Copy only the video recorded from Camera Channel 2 (Backseat and/or Bullet cameras).
<input checked="" type="checkbox"/> Front <input checked="" type="checkbox"/> Rear	Copy the video that was recorded from <i>both</i> Camera Channel 1 and Camera Channel 2. When you choose this option, the system will burn two separate video files on the DVD that will appear as separate menu items. This doubles your DVD space requirement.

7 If the word “Camera” displays in the *Audio Source* column, proceed to the next step.

– OR –


If two checkboxes display in the *Audio Source* column, select the audio source that you wish to include for each video, as described below:

- VLP1/In Car. The audio from 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.



Manual Export

9 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.

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 –

If you'd like the Chain of Custody report to include basic logs *and* IACP\* logs, select **Include IACP logs** from the *Chain of Custody Log Level* drop-down list.



– OR –

If you'd like the Chain of Custody report to include all available logs, select **Include all available logs** from the *Chain of Custody Log Level* drop-down list.

13 Click **Save**. The system begins processing your request. A copy of this request will display on your Home Page under *Sent Messages*.

When processing is complete, a confirmation message will display on your Home Page under *Inbox Messages*.

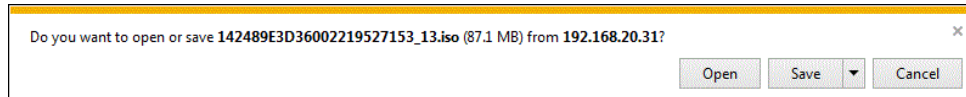
14 Go to your *Inbox* messages and look for a download icon next to the export confirmation message.

Inbox Messages		
State	Message Text	Actions
Completed	Export Copy for DA Disk 1 of 1 is now ready for download.	 

\* International Association of Chiefs of Police

- ⇒ If you see the download icon, proceed to the next step.
- ⇒ If you do *not* see the download icon, the system is still processing your request. Go to **Home Menu** and click **Home** to refresh your screen. Once you see the download icon, proceed to the next step.

- 15 Go to the right of the export message and click the download icon. A Windows message displays.



- 16 Select **Save As** from the *Save* drop-down list. The Save As window displays.
- 17 Navigate to the disk drive location where you wish to temporarily store the video file.
- 18 To change the file name, enter a new name in the *File name* field. Otherwise proceed to the next step.
- 19 Click **Save**. The system copies your file to the selected location. When the download is complete, a confirmation message displays:



- 20 Use the Windows Disc Image Burner (or other commercial disc burning software) to burn the video to DVD.

---

### Burning Video to an Uncompressed Format DVD via Your PC's DVD Burner

This section describes how to burn stand-alone video information to an *Uncompressed Format DVD* using your PC's DVD burner. *Stand-alone* video is video that is not linked to a case.

An Uncompressed Format DVD will include the same information found on a Data DVD. In addition, this type of DVD includes a button that allows you to convert the included videos into raw data format.

For a description of Uncompressed Format DVDs, see "Uncompressed DVD Format" on page 216.

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 246 instead.



**WARNING:** Once a video has been downloaded in uncompressed format and then converted to MP4 and DV files, its authenticity can no longer be verified. Such video can be edited and tampered with using commercial video editing software.



- 1 To burn *one* video, search for and display the desired video.\* The Video Details page displays.  
 – OR –  
 To burn *more than one* video, search for the desired videos.\* The Video Search Results page displays.
- 2 Go to the **Action** column and click **Export**. The Select Video(s) for Export page displays.



**SELECT VIDEO(S) FOR EXPORT**

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**communications**  
 Mobile-Vision, Inc.

Home Menu  
 Home  
 Search Video  
 Manage Cases  
 Media Reader  
 User Help  
 User Preferences  
 Administration  
**Action**  
 Cancel

Videos							
Page 1 of 1 (6 total records)							
Sys ID	Play	Owner	DVR Name	Category	Duration	Date / Time	Notes
247		Officer Zalewski	CW02	Body Worn	---	11/02/2015 10:42	
245		Officer Zalewski	CW02	Traffic Citation	---	11/02/2015 10:00	
67		Officer Zalewski	CW02	Traffic Citation	1 min	06/24/2014 06:58	
2		Officer Zalewski	CW02	Search	16 min	02/27/2014 07:27	
3		Officer Zalewski	CW02	Traffic Citation	16 min	02/27/2014 07:10	
4		Officer Zalewski	CW02	Traffic Citation	41 min	11/12/2013 07:06	

**Selected Videos**

Owner	DVR Name	Category	Duration	Date / Time	Remove
-------	----------	----------	----------	-------------	--------

If you searched for and selected *one* video, that video record displays at the bottom of the page. Skip to step 4. Otherwise proceed to the next step.

- 3 Go to the top of the page and click on each of the videos you wish to include on this DVD. You can click on any part of the record except the thumbnail image, as that will launch the Flashback Player.

As you select each video, it will appear in the *Selected Videos* list at the bottom of the page.

(Continued)

\* If necessary, review "Searching for Videos" in chapter 2.

### SELECT VIDEO(S) FOR EXPORT

Sergeant Larkin is logged in. [Logout](#)

**communications**  
Mobile-Vision, Inc.

- ▼ Home Menu
- Home
- Search Video
- Manage Cases
- Media Reader
- User Help
- ▶ User Preferences
- ▶ Administration
- Action
- Export Video(s)
- Cancel

Videos							
Page 1 of 1 (6 total records)							
Sys ID	Play	Owner	DVR Name	Category	Duration	Date / Time	Notes
247		Officer Zalewski	CW02	Body Worn	---	11/02/2015 10:42	
245		Officer Zalewski	CW02	Traffic Citation	---	11/02/2015 10:00	
67		Officer Zalewski	CW02	Traffic Citation	1 min	06/24/2014 06:58	
2		Officer Zalewski	CW02	Search	16 min	02/27/2014 07:27	
3		Officer Zalewski	CW02	Traffic Citation	16 min	02/27/2014 07:10	
4		Officer Zalewski	CW02	Traffic Citation	41 min	11/12/2013 07:06	

Selected Videos						
Owner	DVR Name	Category	Duration	Date / Time	Remove	
Officer Zalewski	CW02	Traffic Citation	1 min	06/24/2014 06:58	✖	
Officer Zalewski	CW02	Search	16 min	02/27/2014 07:27	✖	

- 4 Go to the **Action** column and click **Export Video(s)**. The Export Video(s) page displays.

### EXPORT VIDEO(S)

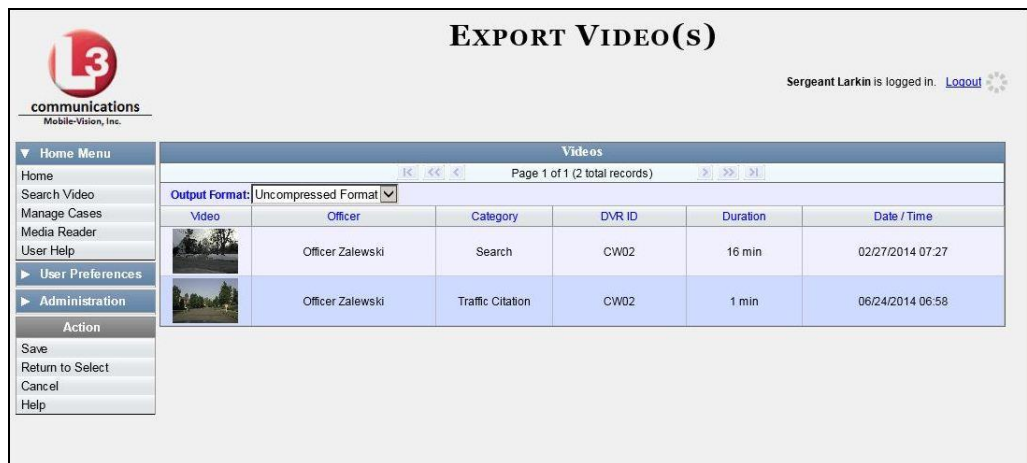
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**communications**  
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- ▼ Home Menu
- Home
- Search Video
- Manage Cases
- Media Reader
- User Help
- ▶ User Preferences
- ▶ Administration
- Action
- Save
- Return to Select
- Cancel
- Help

Videos						
Page 1 of 1 (2 total records)						
Video	Officer	Category	DVR ID	Duration	Date / Time	
	Officer Zalewski	Search	CW02	16 min	02/27/2014 07:27	
	Officer Zalewski	Traffic Citation	CW02	1 min	06/24/2014 06:58	

- 5 Go to the *Output Format* field and select **Uncompressed Format** from the drop-down list.



- Go to the **Action** column and click **Save**. The Export Options popup displays.



**Manual Export**

- 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.

- To burn this video as an ISO file (default), proceed to the next step.

– OR –

To burn this video as a *zip* file, select **ZIP**.

- Enter a description for this DVD in the *Video Description* field.

*(Continued)*

**10** If you'd like the Chain of Custody report to include basic logs only (default), proceed to the next step.

– OR –

If you'd like the Chain of Custody report to include basic logs *and* IACP\* logs, select **Include IACP logs** from the *Chain of Custody Log Level* drop-down list.



– OR –

If you'd like the Chain of Custody report to include all available logs, select **Include all available logs** from the *Chain of Custody Log Level* drop-down list.

**11** Click **Save**. The system begins processing your request. A copy of this request will display on your Home Page under *Sent Messages*.


When processing is complete, a confirmation message will display on your Home Page under *Inbox Messages*.

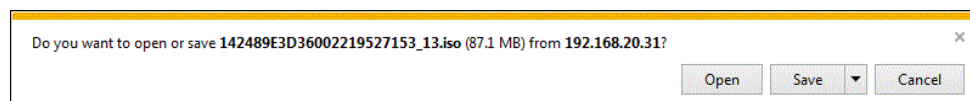
**12** Go to your *Inbox* messages and look for a download icon next to the export confirmation message.

Inbox Messages		
State	Message Text	Actions
Completed	Export Copy for DA Disk 1 of 1 is now ready for download.	 

⇒ If you see the download icon, proceed to the next step.

⇒ If you do *not* see the download icon, the system is still processing your request. Go to **Home Menu** and click **Home** to refresh your screen. Once you see the download icon, proceed to the next step.

 **13** Go to the right of the export message and click the download icon. A Windows message displays.



**14** Select **Save As** from the *Save* drop-down list. The Save As window displays.

**15** Navigate to the disk drive location where you wish to 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. When the download is complete, a confirmation message displays:

\* International Association of Chiefs of Police



- 18 Use the Windows Disc Image Burner (or other commercial disc burning software) to burn the video to DVD.

---

### Burning Video to an FOIA Redacted DVD via Your PC's DVD Burner

This section describes how to burn selected stand-alone videos to an FOIA Redacted DVD using your PC's DVD burner. *Stand-alone* video is video that is not linked to a case.

For a description of the FOIA format, see "FOIA Redacted DVD Format" on page 217.



**WARNING:** Once a video has been exported in FOIA Redacted DVD Format, its authenticity can no longer be verified. Such video can be edited and tampered with using commercial video editing software.

- 1 To burn *one* video, search for and display the desired video.\* The Video Details page displays.

– OR –

To burn *more than one* video, search for the desired videos.\* The Video Search Results page displays.

- 2 Go to the **Action** column and click **Export**. The Select Video(s) for Export page displays.

*(Continued)*

---

\* If necessary, review "Searching for Videos" in chapter 2.

### SELECT VIDEO(S) FOR EXPORT

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**communications**  
Mobile-Vision, Inc.

- ▼ Home Menu
- Home
- Search Video
- Manage Cases
- Media Reader
- User Help
- ▶ User Preferences
- ▶ Administration
- Action
- Cancel

Videos							
Page 1 of 1 (6 total records)							
Sys ID	Play	Owner	DVR Name	Category	Duration	Date / Time	Notes
247		Officer Zalewski	CW02	Body Worn	---	11/02/2015 10:42	
245		Officer Zalewski	CW02	Traffic Citation	---	11/02/2015 10:00	
67		Officer Zalewski	CW02	Traffic Citation	1 min	06/24/2014 06:58	
2		Officer Zalewski	CW02	Search	16 min	02/27/2014 07:27	
3		Officer Zalewski	CW02	Traffic Citation	16 min	02/27/2014 07:10	
4		Officer Zalewski	CW02	Traffic Citation	41 min	11/12/2013 07:06	

Selected Videos					
Owner	DVR Name	Category	Duration	Date / Time	Remove
Officer Zalewski	CW02	Traffic Citation	1 min	06/24/2014 06:58	
Officer Zalewski	CW02	Search	16 min	02/27/2014 07:27	

If you searched for and selected *one* video, that video record displays at the bottom of the page. Skip to step 4. Otherwise proceed to the next step.

- Go to the top of the page and click on each of the videos you wish to include on this DVD. You can click on any part of the record except the thumbnail image, as that will launch the Flashback Player.

As you select each video, it will appear in the *Selected Videos* list at the bottom of the page.

### SELECT VIDEO(S) FOR EXPORT

Sergeant Larkin is logged in. [Logout](#)

**communications**  
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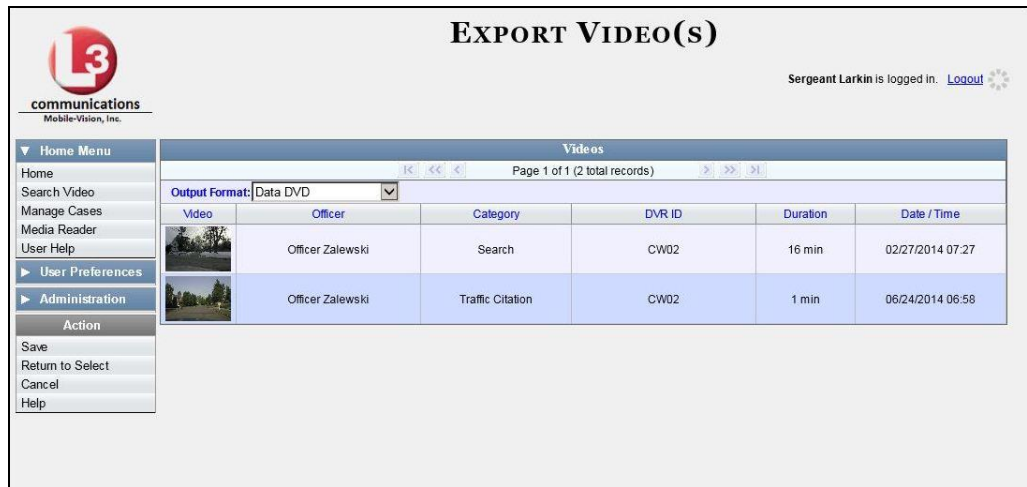
- ▼ Home Menu
- Home
- Search Video
- Manage Cases
- Media Reader
- User Help
- ▶ User Preferences
- ▶ Administration
- Action
- Export Video(s)
- Cancel

Videos							
Page 1 of 1 (6 total records)							
Sys ID	Play	Owner	DVR Name	Category	Duration	Date / Time	Notes
247		Officer Zalewski	CW02	Body Worn	---	11/02/2015 10:42	
245		Officer Zalewski	CW02	Traffic Citation	---	11/02/2015 10:00	
67		Officer Zalewski	CW02	Traffic Citation	1 min	06/24/2014 06:58	
2		Officer Zalewski	CW02	Search	16 min	02/27/2014 07:27	
3		Officer Zalewski	CW02	Traffic Citation	16 min	02/27/2014 07:10	
4		Officer Zalewski	CW02	Traffic Citation	41 min	11/12/2013 07:06	



  

Selected Videos					
Owner	DVR Name	Category	Duration	Date / Time	Remove
Officer Zalewski	CW02	Traffic Citation	1 min	06/24/2014 06:58	
Officer Zalewski	CW02	Search	16 min	02/27/2014 07:27	

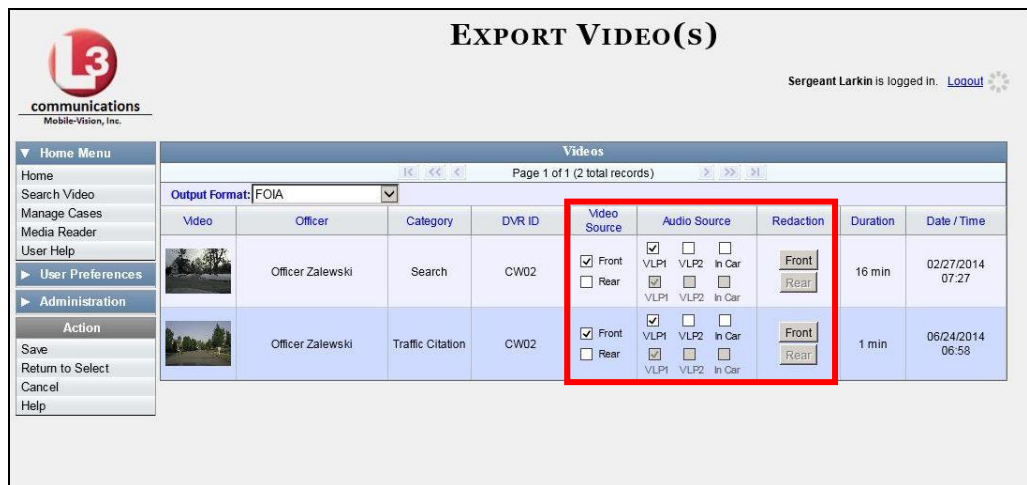
- Go to the **Action** column and click **Export Video(s)**. The Export Video(s) page displays.





The screenshot shows the 'EXPORT VIDEO(S)' page. The 'Output Format' is set to 'Data DVD'. The table below shows two video records:

Video	Officer	Category	DVR ID	Duration	Date / Time
	Officer Zalewski	Search	CW02	16 min	02/27/2014 07:27
	Officer Zalewski	Traffic Citation	CW02	1 min	06/24/2014 06:58

- Go to the *Output Format* field and select **FOIA** from the drop-down list. Three new columns display: *Video Source*, *Audio Source*, and *Redaction*.



The screenshot shows the 'EXPORT VIDEO(S)' page with 'Output Format' set to 'FOIA'. The table now includes three additional columns: 'Video Source', 'Audio Source', and 'Redaction'. A red box highlights these columns for both video records.

Video	Officer	Category	DVR ID	Video Source	Audio Source	Redaction	Duration	Date / Time
	Officer Zalewski	Search	CW02	<input checked="" type="checkbox"/> Front <input type="checkbox"/> Rear	<input checked="" type="checkbox"/> VLP1 <input type="checkbox"/> VLP2 <input type="checkbox"/> In Car	<input type="button" value="Front"/> <input type="button" value="Rear"/>	16 min	02/27/2014 07:27
	Officer Zalewski	Traffic Citation	CW02	<input checked="" type="checkbox"/> Front <input type="checkbox"/> Rear	<input checked="" type="checkbox"/> VLP1 <input type="checkbox"/> VLP2 <input type="checkbox"/> In Car	<input type="button" value="Front"/> <input type="button" value="Rear"/>	1 min	06/24/2014 06:58

- If the word "Camera" displays in the *Video Source* column, proceed to the next step.  
 – OR –

If two checkboxes display in the *Video Source* column, select the camera views you wish to include for each video, as described on the next page.

(Continued)

Video Source Setting	Description
<input checked="" type="checkbox"/> Front <input type="checkbox"/> Rear	Copy only the video recorded from Camera Channel 1 (forward facing zoom camera).
<input type="checkbox"/> Front <input checked="" type="checkbox"/> Rear	Copy only the video recorded from Camera Channel 2 (Backseat and/or Bullet cameras).
<input checked="" type="checkbox"/> Front <input checked="" type="checkbox"/> Rear	Copy the video that was recorded from <i>both</i> Camera Channel 1 and Camera Channel 2. When you choose this option, the system will burn two separate video files on the DVD that will appear as separate menu items. This doubles your DVD space requirement.

- 7 To include at least one audio track with this export, proceed to the next step.

– OR –

To include *no* audio tracks with this export (i.e., omit all audio), either deselect the VLP1 checkbox or select the *Mute* checkbox. Skip to step 9.

- 8 If the word “Camera” displays in the *Audio Source* column, proceed to the next step.

– OR –

If two checkboxes display in the *Audio Source* column, select the audio sources that you wish to include for each video. You may select up to two sources for each video. These audio tracks will play concurrently when watching the video.

- VLP1*. The audio from the wireless microphone that’s connected to your 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.

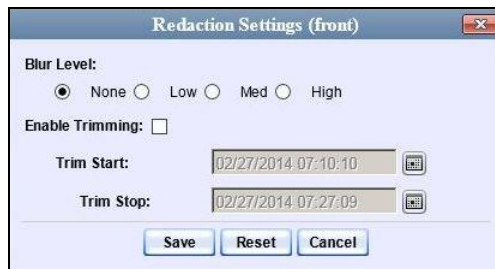
**Note on Audio Playback:** If you choose the **VLP1** and **In Car** audio settings, you will be able to toggle back and forth between two audio streams: the stream from the wireless microphone that’s connected to your DVR’s VLP 1 port, and the stream from your in-car microphone. On your DVD player, 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.



- 9 Go to the *Redaction* column and click on one of the following buttons:
  - Camera.** Redact the video from a *BodyVISION* or *VIEVU* camera.
  - Front.** Redact the video from a Flashback's Camera Channel 1. For in-car systems, this is the video captured with your forward facing zoom camera.
  - Rear.** Redact the video from a Flashback's Camera Channel 2. For in-car systems, this is the video captured with your backseat camera and/or bullet cameras.

The Redaction Settings popup displays.



The Redaction settings are described in the table on page 272.

- 10 To blur the entire video or video segment, proceed to the next step. Otherwise skip to step 12.
- 11 Select a *Blur Level*: **Low**, **Med**, or **High** (see samples on page 272).
- 12 To export a *segment* of the original full-length video, proceed to the next step.  
– OR –  
To export the entire full-length video, skip to step 16.
- 13 Select the *Enable Trimming* checkbox.
- 14 Proceed to *Trim Start* field. Using the calendar popup, select the beginning of the video date/time range you wish to export.
- 15 Proceed to *Trim Stop* field. Using the calendar popup, select the end of the video date/time range you wish to export.
- 16 Click **Save**.
- 17 To redact other videos that are included with this DVD, repeat steps 9 – 16. Otherwise proceed to the next step.
- 18 Go to the **Action** column and click **Save**. The Export Options popup displays.



The 'Export Options' dialog box is divided into two sections: 'Destination' and 'Disc Options'. In the 'Destination' section, there are two radio buttons: 'ISO' (which is selected) and 'ZIP'. In the 'Disc Options' section, there is a 'Num Copies' field with the value '1', a 'Video Description' text box, and a 'Chain of Custody Log Level' dropdown menu currently set to 'Include basic logs'. At the bottom of the dialog are 'Save' and 'Cancel' buttons.

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.

- 19** 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**.

- 20** Enter a description for this DVD in the *Video Description* field.

- 21** If you'd like the Chain of Custody report to include basic logs only (default), proceed to the next step.

– OR –

If you'd like the Chain of Custody report to include basic logs *and* IACP\* logs, select **Include IACP logs** from the *Chain of Custody Log Level* drop-down list.



– OR –

If you'd like the Chain of Custody report to include all available logs, select **Include all available logs** from the *Chain of Custody Log Level* drop-down list.

- 22** Click **Save**. The system begins processing your request. A copy of this request will display on your Home Page under *Sent Messages*.

When processing is complete, a confirmation message will display on your Home Page under *Inbox Messages*.

- 23** Go to your *Inbox* messages and look for a download icon next to the export confirmation message.

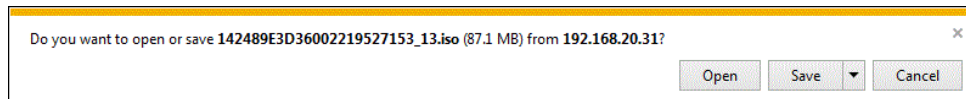
Inbox Messages		
State	Message Text	Actions
Completed	Export Copy for DA Disk 1 of 1 is now ready for download.	 

- ⇒ If you see the download icon, proceed to the next step.

\* International Association of Chiefs of Police

⇒ 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.

- 24 Go to the right of the export message and click the download icon. A Windows message displays.



- 25 Select **Save as** from the *Save* drop-down list. The Save As window displays.
- 26 Navigate to the disk drive location where you wish to temporarily store the video file.
- 27 To change the file name, enter a new name in the *File name* field. Otherwise proceed to the next step.
- 28 Click **Save**. The system copies your file to the selected location. When the download is complete, a confirmation message displays:



- 29 Use the Windows Disc Image Burner (or other commercial disc burning software) to burn the video to DVD.

---

## Viewing DVDs

This section describes how to view the videos and case information stored on your export discs, also referred to as *user-requested certified copies*. You *cannot* view videos or case information on an archive disc (Certified Backup Disc). The latter is only used to restore videos and cases to the server if/when the need arises.

The manner in which you view videos and other data on a DVD depends on the DVD's format. For specific instructions, see:

- Viewing a Data DVD, next page
- Viewing a Consumer DVD, page 303
- Viewing an Interchange Format DVD, page 304
- Viewing an Uncompressed Format DVD, page 306.

## Viewing a Data DVD

This section describes how to view information stored on an export disc (i.e., *user requested certified copy*) that is in *Data DVD* format.



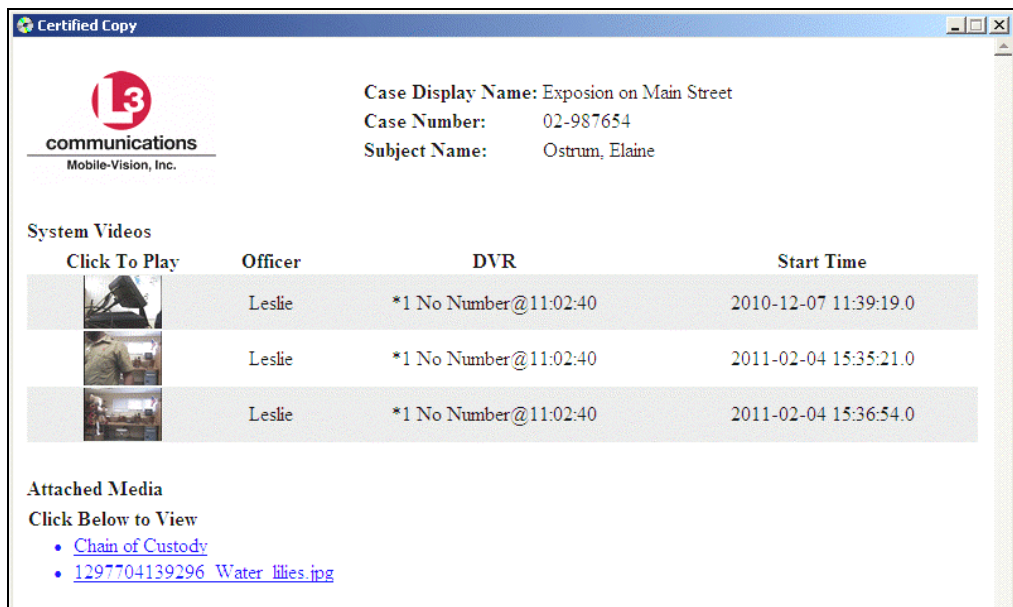
- 1 Insert the Data DVD into your PC's DVD player. In most cases, the DVD menu will display automatically. If it does *not* display, navigate to your PC's DVD/CD drive and double-click on the **AutoPlay.exe** icon.

The appearance of this menu will differ slightly depending on whether this is a *video* or *case* DVD.

*Video DVD*



*Case DVD*



- 2 To play a video, click on the thumbnail image for that video. The Flashback Player launches. This player will differ slightly depending on whether you are watching a Flashback1 or Flashback2/3/HD/BV video. For more information, see “Flashback1 Player” or “Flashback2/3/HD/BV Player” in chapter 2.

– OR –

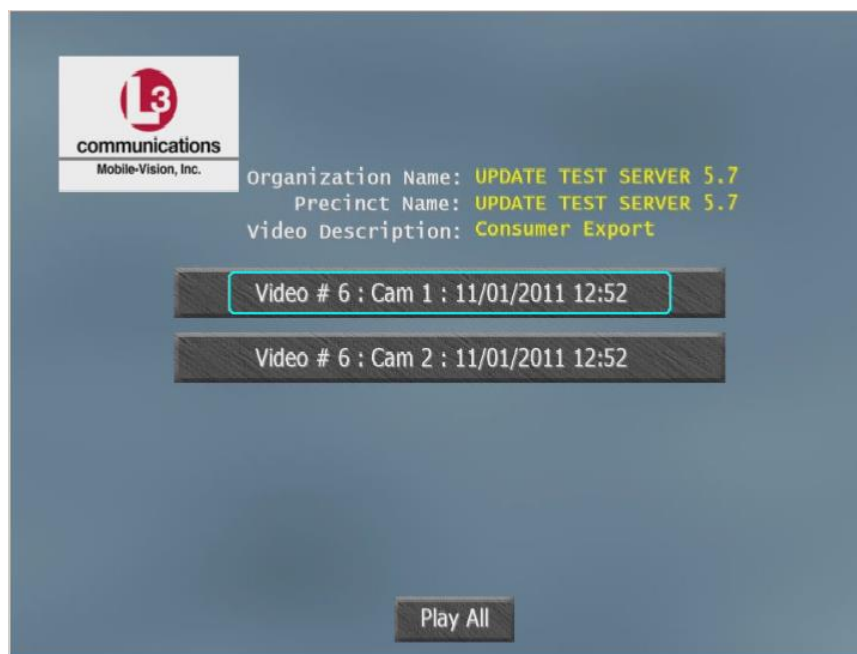
To display other information, such as the Chain of Custody Report or an attached media file, click on the appropriate hypertext link. The file will display in the associated software application, such as Adobe Reader.

- 3 When you are finished viewing the files on this DVD, click the  in the upper right corner of the 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.

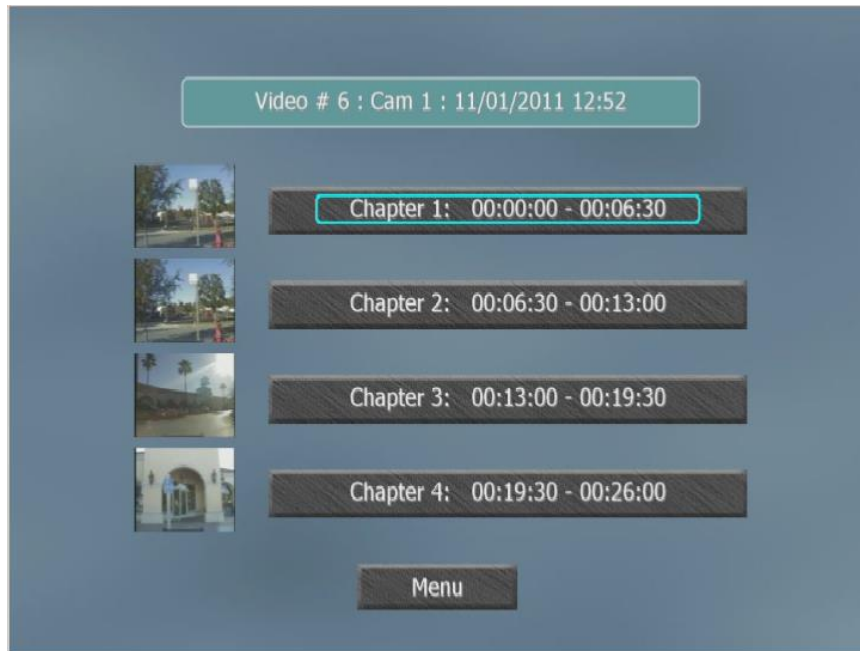


- 2 To play all the camera views one after another, click the **Play All** button. The video begins playing on your TV screen or monitor. **End of Procedure.**

– OR –

To play a particular camera view, click on the appropriate button. A submenu displays.

*(Continued)*



The system automatically divides each video into four time segments. This allows you to start viewing at a particular point in the video without having to watch the whole thing.

- 3 To play the entire video from start to finish, click the **Chapter 1** button. The video begins playing on your TV screen or monitor. **End of Procedure.**

– OR –

To start viewing the video partway in, click the **Chapter 2**, **Chapter 3**, or **Chapter 4** button. The video begins playing on your TV screen or monitor.

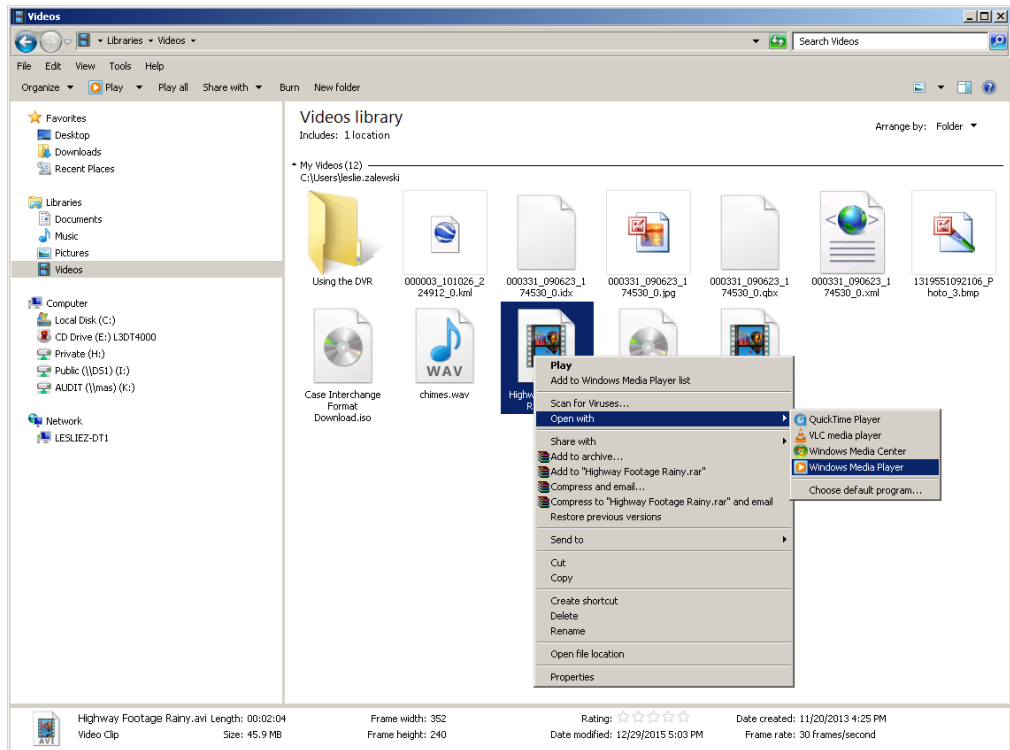
### Viewing an Interchange or FOIA Redacted Format DVD

This section describes how to view videos stored on an export disc (i.e., *user requested certified copy*) that is in *Interchange* or *FOIA Redacted* format.

- 1 Insert the *Interchange* or *FOIA Redacted* DVD into your PC's DVD drive.
- 2 Using Windows Explorer, navigate to the DVD drive.
- 3 Locate the desired video file, which will have an extension of either **.mkv** (*BodyVISION* videos), **.avi** (*Flashback1* and *VIEVU* videos), or **.mp4** (all other videos).
- 4 Right-click on the video file, then select **Open with**→[**player software**] from the popup menu. For example, to play your video on the Windows Media Player, select **Open with**→**Windows Media Player**.



**HINT:** If you are playing a *BodyVISION* video, select the **VLC media player**.



The selected video player displays.



- 5 If the video does not launch automatically, click the **Play** button.

## 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.



- 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 –

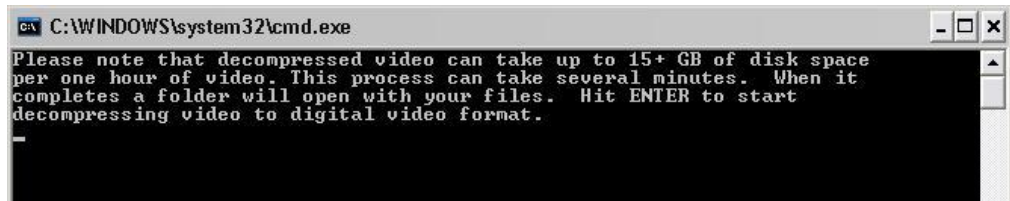
To display other information, such as the Chain of Custody Report or an attached media file, click on the appropriate hypertext link. The file will display in the associated software application, such as Adobe Reader. **End of procedure.**

– OR –

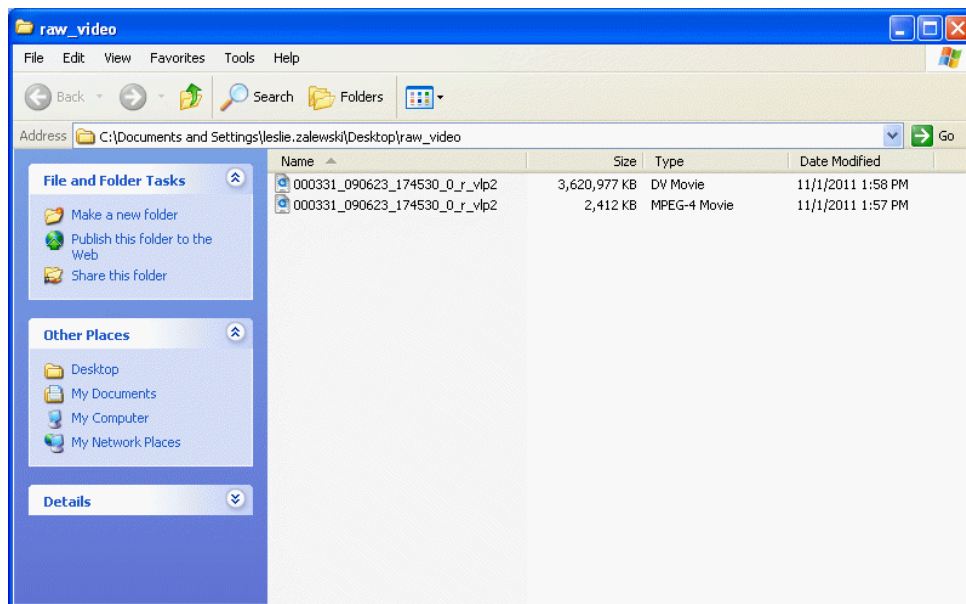
To convert a selected video to DV and MP4 files, click the **HERE** link to the left of the file you wish to convert. If a security message displays, click **Run**.

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.

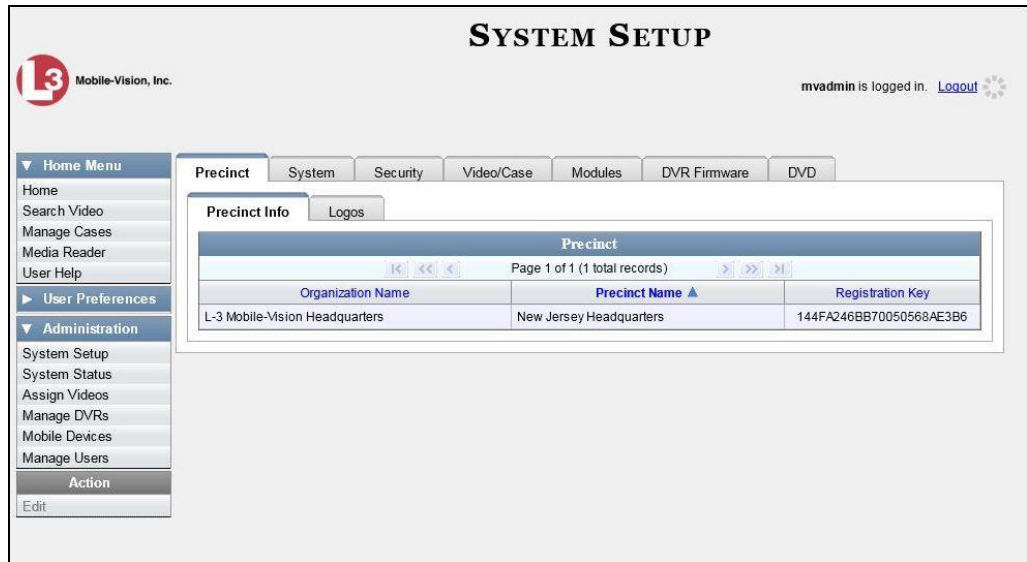


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## Changing the File Types that are Automatically Archived

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.

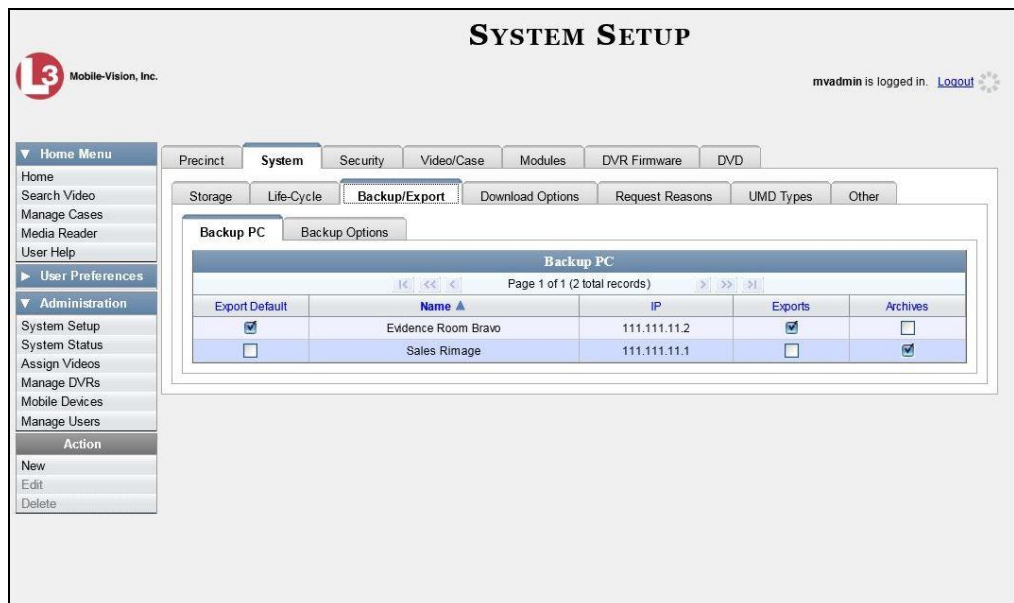
- 1 Go to **Administration** and click **System Setup**. The System Setup page displays.



The screenshot shows the 'SYSTEM SETUP' interface with the 'Precinct' tab selected. The 'Precinct Info' sub-tab is active, displaying a table with the following data:

Organization Name	Precinct Name ▲	Registration Key
L-3 Mobile-Vision Headquarters	New Jersey Headquarters	144FA246BB70050568AE3B6

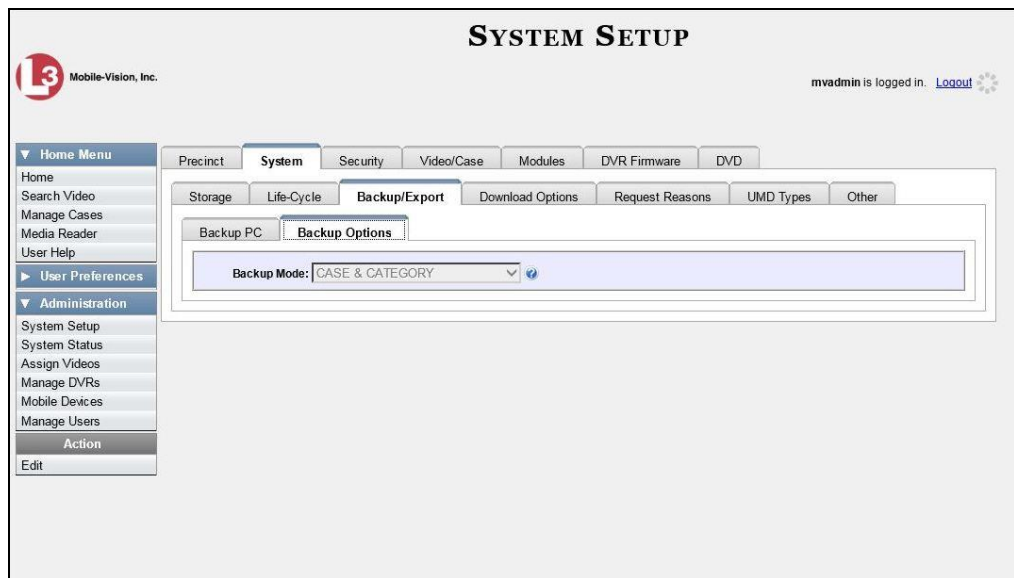
- 2 Click the **System** tab.
- 3 Click the **Backup/Export** tab.



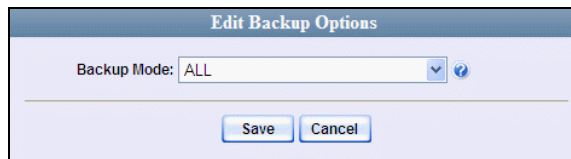
The screenshot shows the 'SYSTEM SETUP' interface with the 'System' tab selected. The 'Backup/Export' sub-tab is active, displaying a table with the following data:

Export Default	Name ▲	IP	Exports	Archives
<input checked="" type="checkbox"/>	Evidence Room Bravo	111.111.11.2	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Sales Rimage	111.111.11.1	<input type="checkbox"/>	<input checked="" type="checkbox"/>

- 4 Click the **Backup Options** tab.



- Go to the **Action** column and click **Edit**. The Edit Backup Options popup displays.



- 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	Before purging, backup: <ul style="list-style-type: none"> <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>

(Continued)

Backup Modes	
Mode	Description
CASE & CATEGORY & TAGGED	Before purging, backup: <ul style="list-style-type: none"> <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	Before purging, use an external backup device, such as the Dell Power Vault 124T*, to backup all cases and videos.
NONE	Do not backup any media. Select this option if either of the following circumstances apply: <ul style="list-style-type: none"> <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

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, next page
- Changing the Heading Text for the Consumer DVD Main Menu, page 315
- Changing the Button Values for the Consumer DVD Main Menu, page 318.

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\* Works in conjunction with the Barracuda Yosemite backup software.

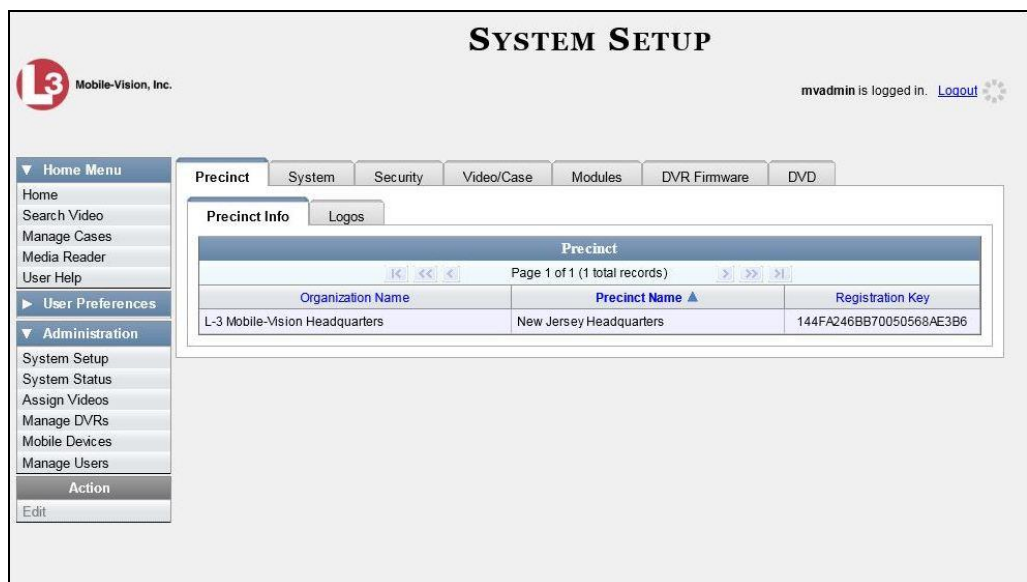
## Changing the Color & Style of the Consumer DVD Menus

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 **Administration** and click **System Setup**. The System Setup page displays.



**SYSTEM SETUP**

L3 Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

Home Menu  
Home  
Search Video  
Manage Cases  
Media Reader  
User Help

User Preferences

Administration  
System Setup  
System Status  
Assign Videos  
Manage DVRs  
Mobile Devices  
Manage Users

Action  
Edit

Precinct System Security Video/Case Modules DVR Firmware DVD

Precinct Info Logos

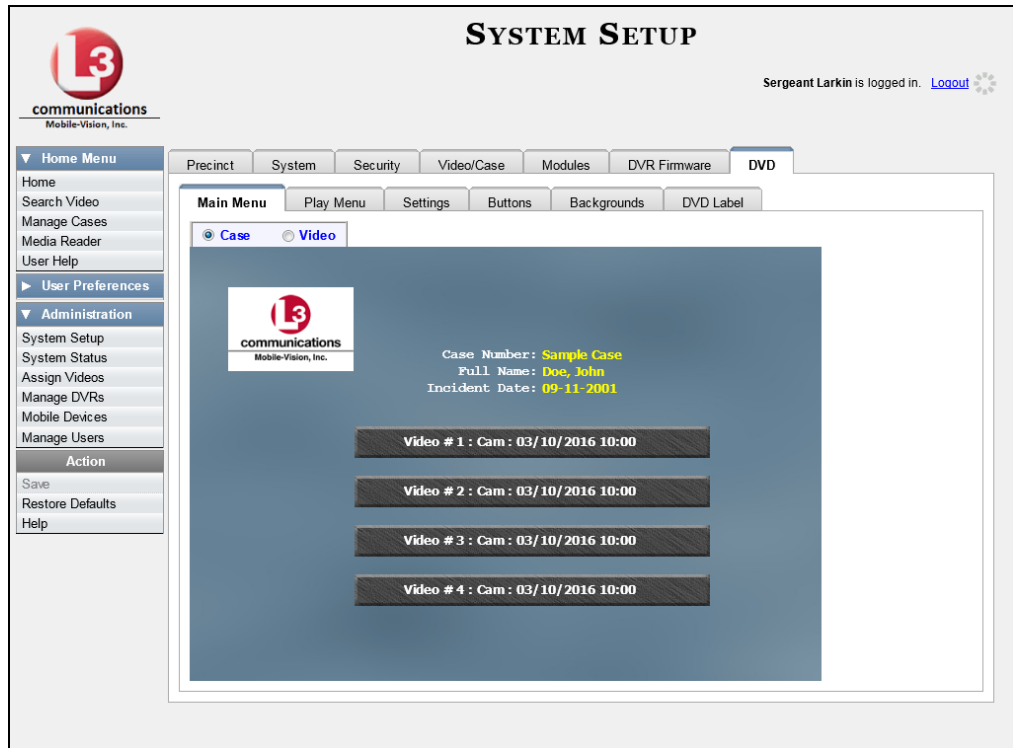
Precinct

Page 1 of 1 (1 total records)

Organization Name	Precinct Name ▲	Registration Key
L-3 Mobile-Vision Headquarters	New Jersey Headquarters	144FA246BB70050568AE3B6

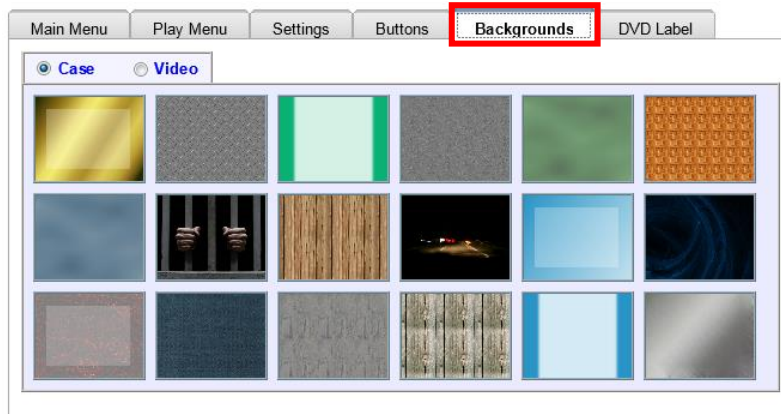
- 2 Click the **DVD** tab.

*(Continued)*



- Review the available styles/colors for buttons and backgrounds. To do so, click the **Buttons** and **Backgrounds** tabs, respectively.





**HINT:** While you are reviewing styles/colors, it's a good idea to jot down the names of the designs you like most. To do so, hover your mouse over a selected design until a yellow popup displays.

**4** Display the first menu you wish to customize:

To customize the *Case DVD Main Menu*, select  +  Case  Video

– OR –

To customize the *Case DVD Submenu*, select  +  Case  Video

– OR –

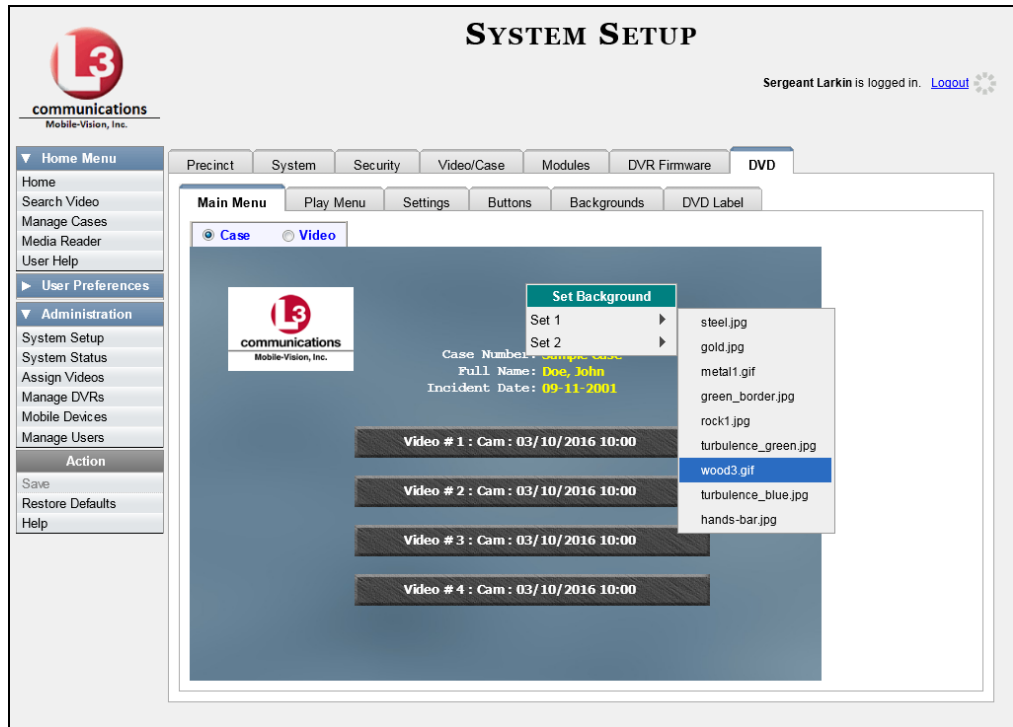
To customize the *Video DVD Main Menu*, select  +  Case  Video

– OR –

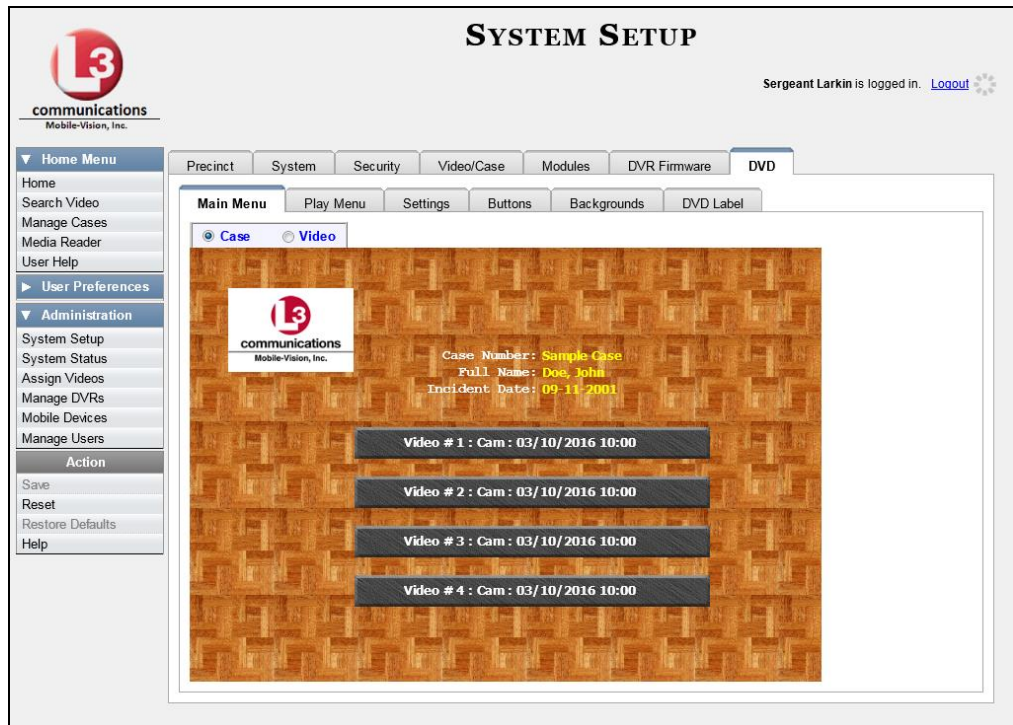
To customize the *Video DVD Submenu*, select  +  Case  Video

**5** Right-click on the menu component you wish to change (background, button, heading, etc.), then select the desired style and/or color from the drop-down list.

*(Continued)*



The system automatically applies your changes to the selected menu component.



**NOTE:** To remove the logo from a DVD menu, right-click on the logo, then select **NO-LOGO** from the drop-down list.



- 6 If desired, change the style/color of other menu components, as described in step 5.
- 7 Display the next menu you wish to customize, as described in step 4.
- 8 Repeat steps 5 – 7 until you have made all desired changes to the four Consumer DVD menus.
- 9 Go to the **Action** column and click **Save**.

## Changing the Heading Text for the Consumer DVD Main Menu

This section describes how to change the three lines of heading text that display at the top of the Consumer DVD main menus. There are two versions of this menu: A *video* version and a *case* version, as pictured below.

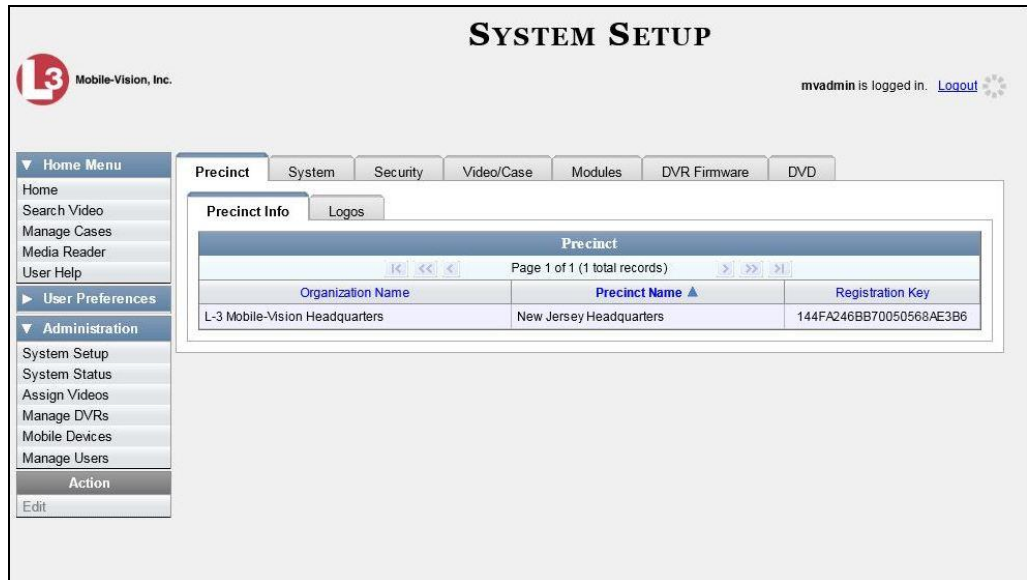


Consumer DVD Main Menu—Video Version

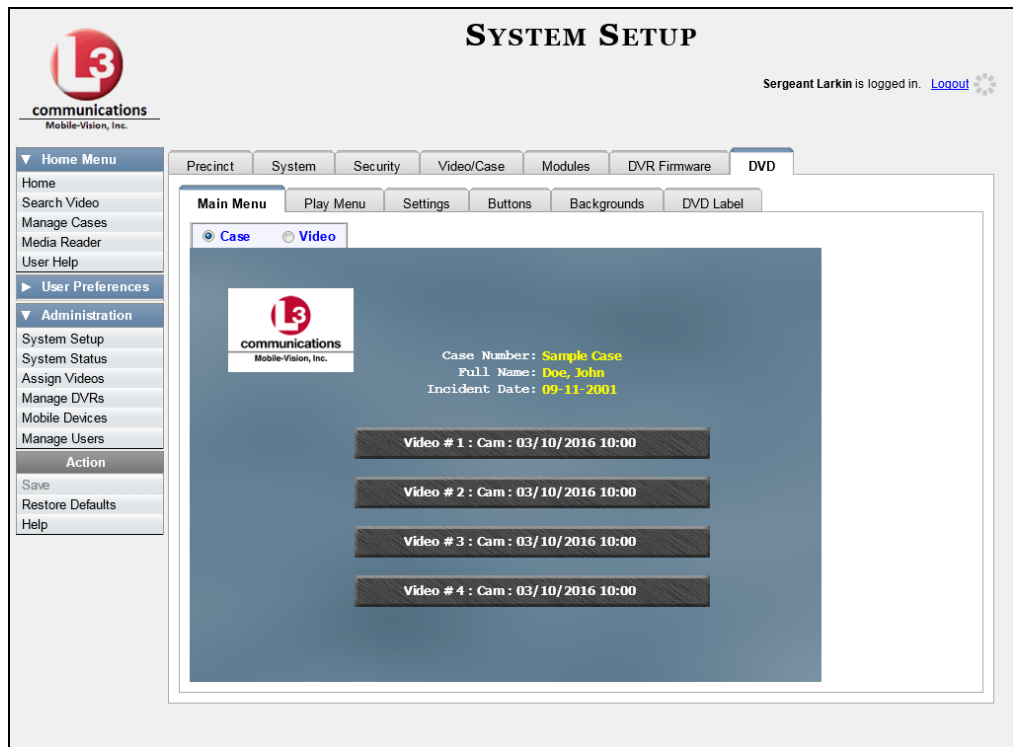


Consumer DVD Main Menu—Case Version

- 1 Go to **Administration** and click **System Setup**. The System Setup page displays.



- 2 Click the **DVD** tab.



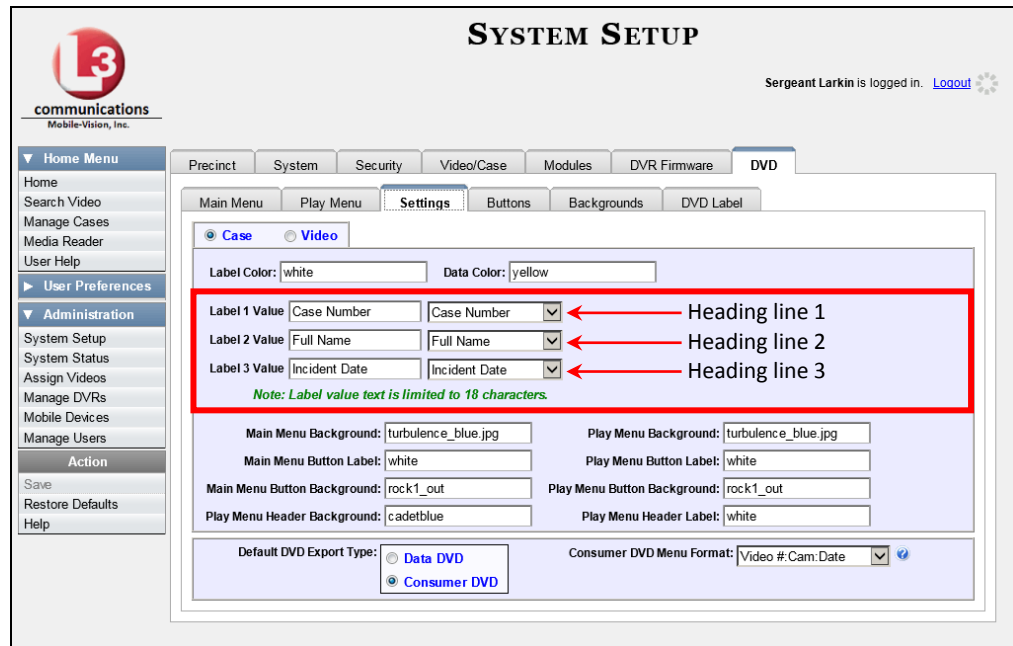
- 3 Click the **Settings** tab. Your current menu settings for the selected DVD menu display, as pictured on the next page.

Case  Video

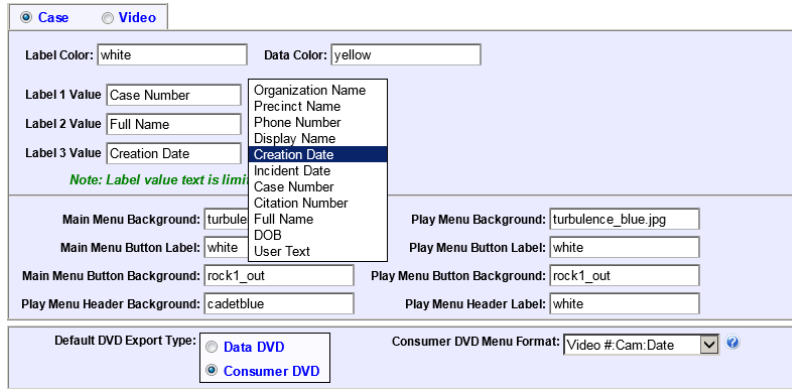
- 4 To change the main menu for the *case* DVD, select the *Case* radio button.  
– OR –

Case  Video

To change the main menu for the *video* DVD, select the *Video* radio button.



- 5 To change the *first* heading line, proceed to the next step. Otherwise skip to step 8.
- 6 Select a new label name from the *Label 1 Value* drop-down list.
- 7 To use the *default* label value, proceed to the next step.  
– OR –  
To use a *custom* label value, enter a new label value in the *Label 1 Value* field.
- 8 To change the *second* heading line, proceed to the next step. Otherwise skip to step 11.
- 9 Select a new label name from the *Label 2 Value* drop-down list.
- 10 To use the *default* label value, proceed to the next step.  
– OR –  
To use a *custom* label value, enter a new label value in the *Label 2 Value* field.
- 11 To change the *third* heading line, proceed to the next step. Otherwise skip to step 14.
- 12 Select a new label name from the *Label 3 Value* drop-down list.



- 13 To use the *default* label value, proceed to the next step.  
– OR –  
To use a *custom* label value, enter a new label value in the *Label 3 Value* field.
- 14 To change the heading text on the other main menu, repeat steps 4 – 13.
- 15 Go to the **Action** column and click **Save**.

### Changing the Button Values for the Consumer DVD Main Menu

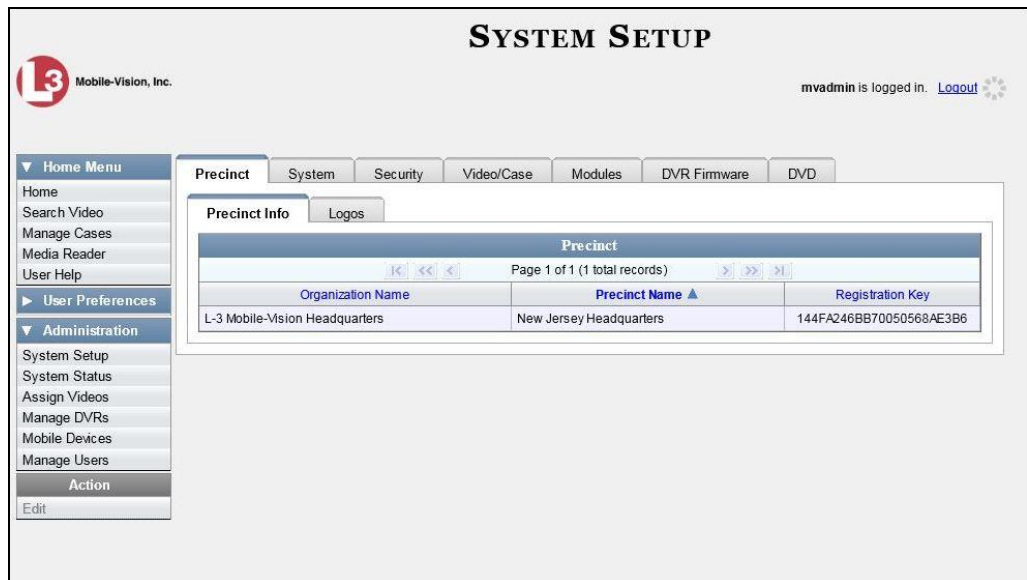
This section describes how to change the field values that display on the video selection buttons located on the Consumer DVD main menu.

Default button values: Video, Camera & Date/Time

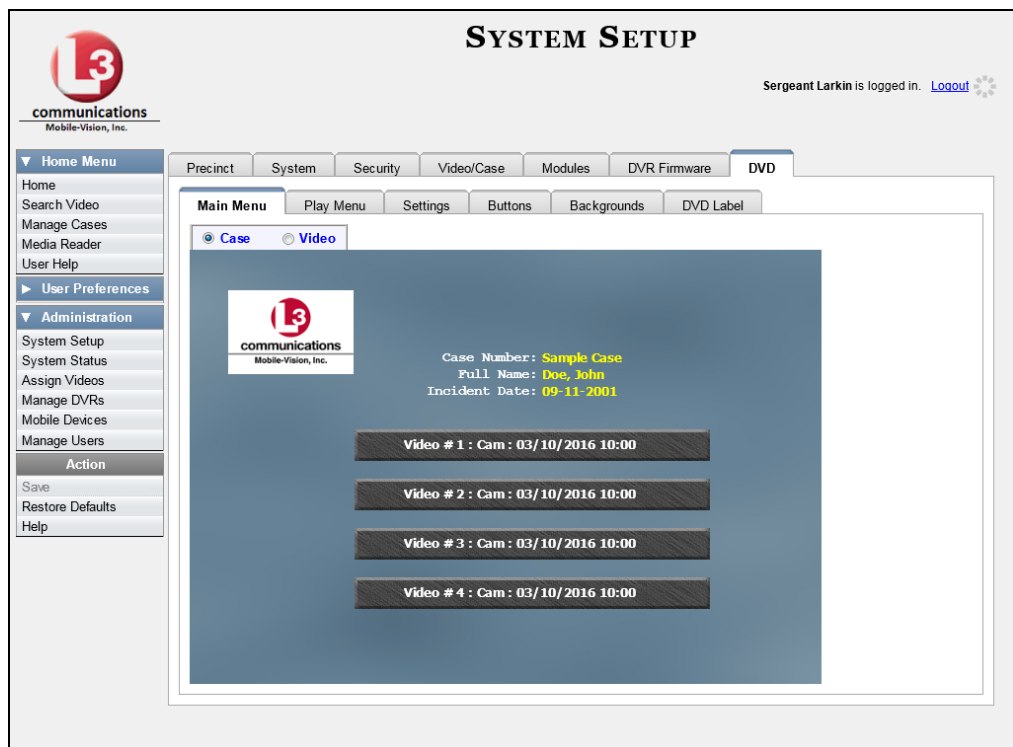


Consumer DVD Main Menu—Video Version

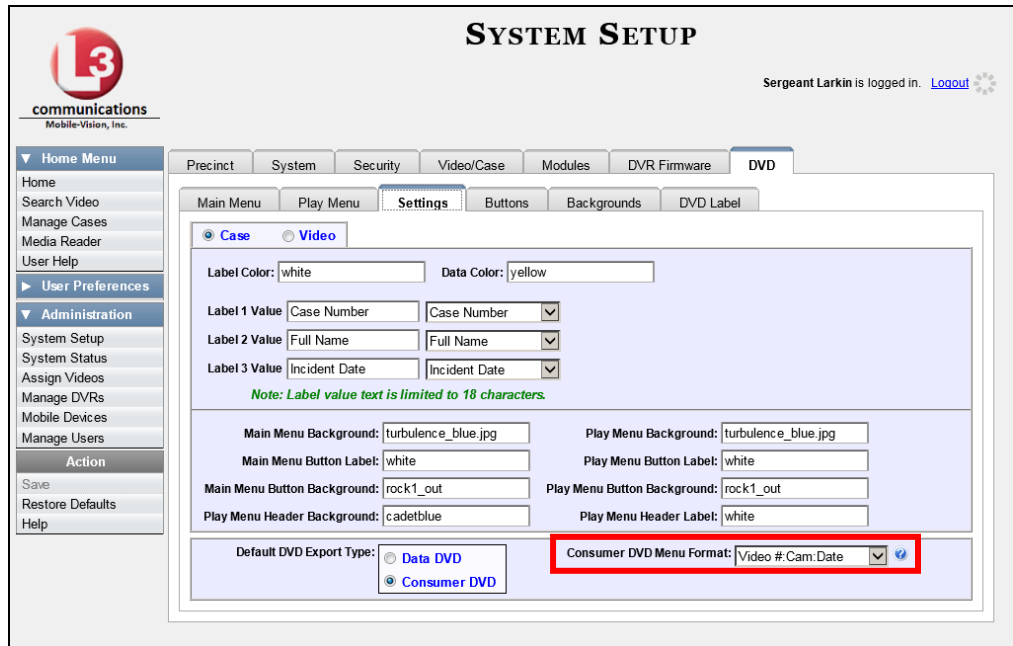
- 1 Go to **Administration** and click **System Setup**. The System Setup page displays.



- 2 Click the **DVD** tab.



- 3 Click the **Settings** tab. Your current menu settings for the selected DVD menu display, as pictured on the next page.



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> (forward facing zoom camera) or <i>Camera Channel 2</i> (Backseat and/or Bullet cameras).
Date	The date and time at which the video was recorded. 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

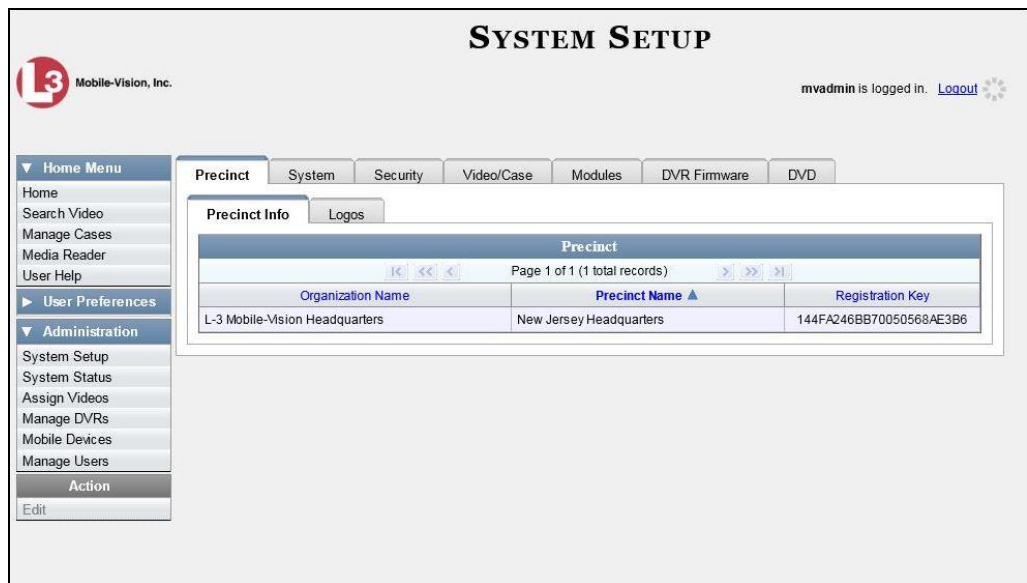
This section describes how to customize the labels for your video and case DVDs. You can design a different label for five of the DVD formats:

- Archive – Certified Backup Disc
- Data DVD – Case
- 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.

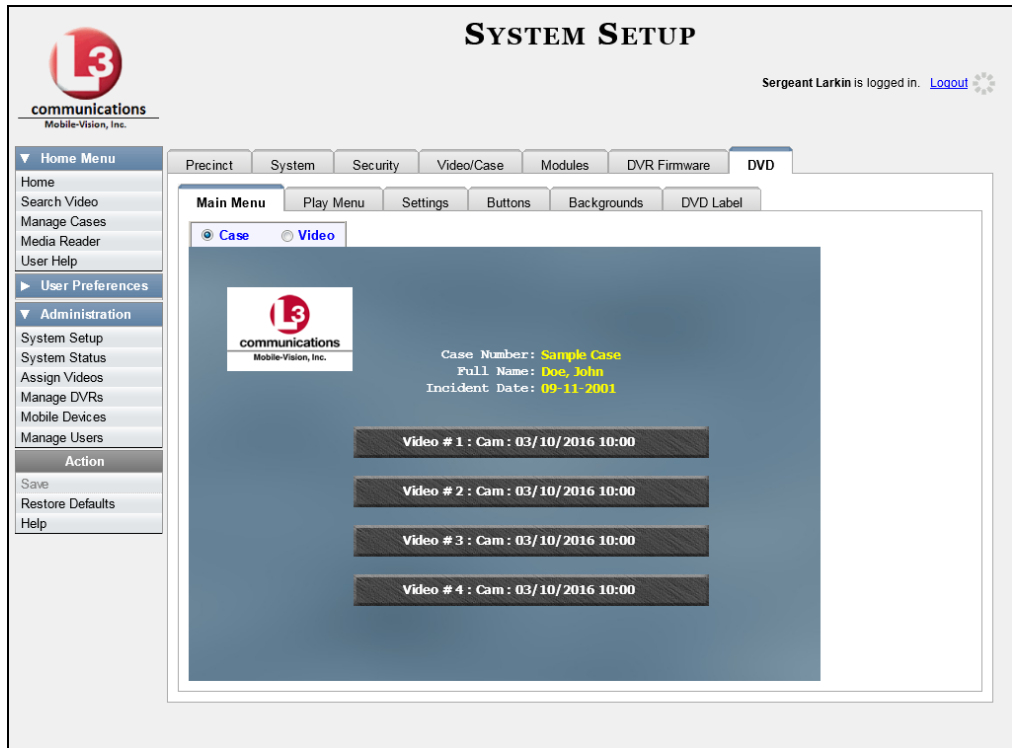
- 1 Go to **Administration** and click **System Setup**. The System Setup page displays.



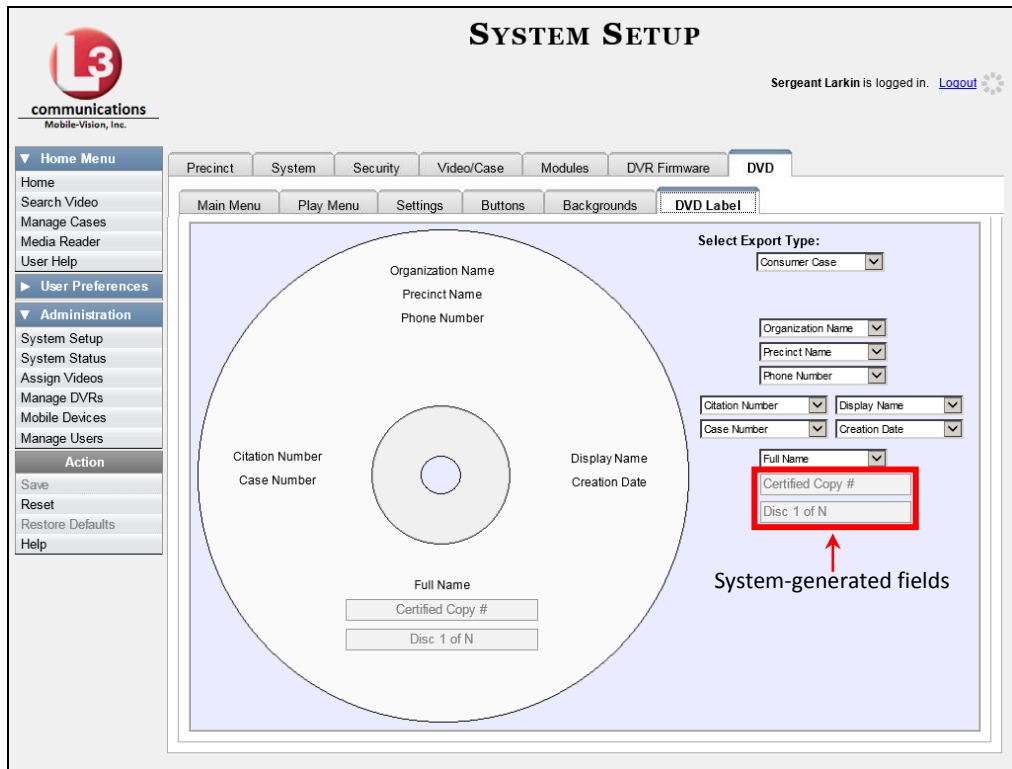
Organization Name	Precinct Name ▲	Registration Key
L-3 Mobile-Vision Headquarters	New Jersey Headquarters	144FA246BB70050568AE3B6

- 2 Click the **DVD** tab.

*(Continued)*



3 Click the **DVD Label** tab. A mock-up of a DVD label displays.

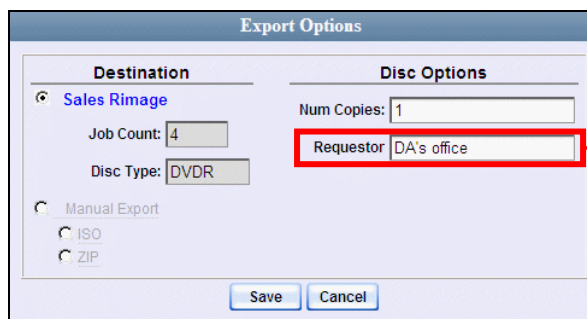




- 4 Go to the *Select Export Type* field in the upper right corner of the form and select a DVD label type from the drop-down list.
- 5 Using the other drop-down lists on this page, select values for each section of the DVD label. Note that the drop-down lists are in the exact same order and layout as the label itself. If you select one of the custom fields—**Administrator Static** or **Administrator Prompt**—you will be prompted to enter a corresponding value on the disc diagram. These fields are described in detail below.

**Administrator Static.** This field enables you to enter a label value that will always be the same, such as “For internal use only.”

**Administrator Prompt.** This field enables you to enter a label value that will be different for every disc, such as “Requestor.” When you use this type of field, the system will prompt you to enter an associated field value every time you submit a burn request (see illustration below).



Custom  
'Administrator Prompt'  
field for DVD label



**NOTE:** Two fields on the label—*Certified Copy #* and the *Disk 1 of N*—are generated automatically by the system.

- 6 Go to the **Action** column and click **Save**.

---

## Viewing the Certified Backups List

This section describes how to view a list of the following:

- All of the prior 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 **Administration** and click **System Status**. The System Status page displays.

**SYSTEM STATUS**

L3 Mobile-Vision, Inc. Sergeant Larkin is logged in. [Logout](#)

System | DVR COM | Reports | Logs | Backups | Tools | Update | Messages | Local Queue | Backup PC

**System**

- Storage Capacity: 1.1 TB
- Available Disc Space: 852.8 GB
- Enabled DVRs: 14
- Disabled DVRs: 12
- Total Video Count: 196
- Non-archived Video Count: 0
- Last 24 Hours Video Count: 0
- Last 7 Days Video Count: 3
- Last 30 Days Video Count: 3
- Body Worn Video Count: 70
- Body Worn Hours: 8
- Average Body Worn Video Length: 6 min
- View Video Count: 0
- Oldest Non-case Video: 209 days
- Oldest Case Video: 638 days
- Number of Active Cases: 16
- Number of Backup DVDs: 112
- Number of Exported DVDs: 30
- Archiver Errored Out: false
- Downloader Errored Out: false
- Simultaneous Users Allowed: unlimited
- Backup Scheme: tape
- Untagging Allowed: true
- Last Update Check: 12/23/15 10:56
- Version: 3.9.1

**Active Users:**

- Sergeant Larkin From 166.20.100.160 Since 12/23/2015 11:07

2 Click the **Backups** tab.

**SYSTEM STATUS**

L3 Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

System | DVR COM | Reports | Logs | **Backups** | Tools | Update | Messages | Local Queue | Backup PC

External Backups | DVD Backups | DVD Rollup

**External**

Page 1 of 11 (106 total records)

Label ▲	Completion Time	Purgable
Certified Backup #10	07/29/2014 04:05	No
Certified Backup #100	11/05/2014 04:05	No
Certified Backup #101	11/06/2014 04:05	No
Certified Backup #102	11/07/2014 04:05	No
Certified Backup #103	11/08/2014 04:05	No
Certified Backup #104	11/09/2014 04:05	No
Certified Backup #105	11/10/2014 04:05	No
Certified Backup #106	11/11/2014 04:05	No
Certified Backup #107	11/12/2014 04:05	No
Certified Backup #11	07/30/2014 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 number. 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	A yes/no indicator that tells you whether or not you can safely discard a backup tape or DVD based on your Online Lifecycle Settings: <ul style="list-style-type: none"><li>▪ <b>No.</b> 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>▪ <b>Yes.</b> 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 *cdertools*, as described in this section.

- 1 Go to  and click **System Status**. The System Status page displays.

(Continued)

**SYSTEM STATUS**

Sergeant Larkin is logged in. [Logout](#)

System | DVR COM | Reports | Logs | Backups | Tools | Update | Messages | Local Queue | Backup PC

<b>Storage Capacity:</b>	1.1 TB	🔍	<b>Active Users:</b>	
<b>Available Disc Space:</b>	852.8 GB	🔍	• Sergeant Larkin From 166.20.100.160 Since 12/23/2015 11:07	
<b>Enabled DVRs:</b>	14	🔍		
<b>Disabled DVRs:</b>	12	🔍		
<b>Total Video Count:</b>	196	🔍		
<b>Non-archived Video Count:</b>	0	🔍		
<b>Last 24 Hours Video Count:</b>	0	🔍		
<b>Last 7 Days Video Count:</b>	3	🔍		
<b>Last 30 Days Video Count:</b>	3	🔍		
<b>Body Worn Video Count:</b>	70	🔍		
<b>Body Worn Hours:</b>	8	🔍		
<b>Average Body Worn Video Length:</b>	6 min	🔍		
<b>VieVu Video Count:</b>	0	🔍		
<b>Oldest Non-case Video:</b>	209 days	🔍		
<b>Oldest Case Video:</b>	638 days	🔍		
<b>Number of Active Cases:</b>	16	🔍		
<b>Number of Backup DVDs:</b>	112	🔍		
<b>Number of Exported DVDs:</b>	30	🔍		
<b>Archiver Errored Out:</b>	false	🔍		
<b>Downloader Errored Out:</b>	false	🔍		
<b>Simultaneous Users Allowed:</b>	unlimited	🔍		
<b>Backup Scheme:</b>	tape	🔍		
<b>Untagging Allowed:</b>	true	🔍		
<b>Last Update Check:</b>	12/23/15 10:56	🔍		
<b>Version:</b>	3.9.1	🔍		

- 2 Click the **Tools** tab. A list of downloadable applications displays on the left side of the page.

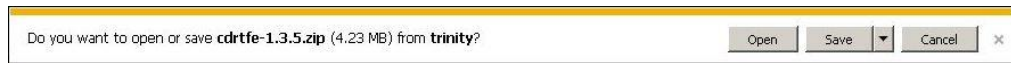
**SYSTEM STATUS**

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
Flashback File Converter	L3MV-FB2-UG
FB1 AVD File Recover Util	L3MV-DEP-Ofcr
AVD File Converter/Player	L3MV-DEP-Admin
FB1 Windows Codec	L3MV-DEV-Ofcr
<b>DVD Image Burner (ISO)</b>	L3MV-DEV-Install
VieVu Drivers	L3MV-DEF-Ofcr
LE Camera Tool	L3MV-DEP-Admin
Win32 DHCP Server	L3MV-FB3-Install
Flashback Player Installer	L3MV-FB3-HD-UG
User Meta Data Editor	L3MV-FBHD-Install
Flashback Player Installer Bundle	L3MV-DEV-Admin
Java Runtime Environment	L3MV-FB3-Install
Backup PC Updater	L3MV-DEV-UG
Download Support Logs	L3MV-NJSP-Ofcr
	L3MV-DEF-Admin
	L3MV-DEA-A-Ofcr
	L3MV-DEA-P-Ofcr
	L3MV-DEA-A-Admin
	L3MV-DEA-P-Admin
	L3MV-FB2-Install
	L3MV-DEV-Install
	L3MV-CycleVision-UG
	L3MV-Vehicle-Viewer-UG
	L3MV-CycleVision-Install
	L3MV-Interview-Rm-Install
	L3MV-Vehicle-Viewer-Live-UG

- 3 Click the **DVD Image Burner (ISO)** button. A Windows message displays.



- 4 Select **Save As** from the *Save* drop-down list. The Save As window displays.
- 5 Navigate to the disk drive location where you wish to install this application, then click **Save** again. The system copies the application files to the selected directory.

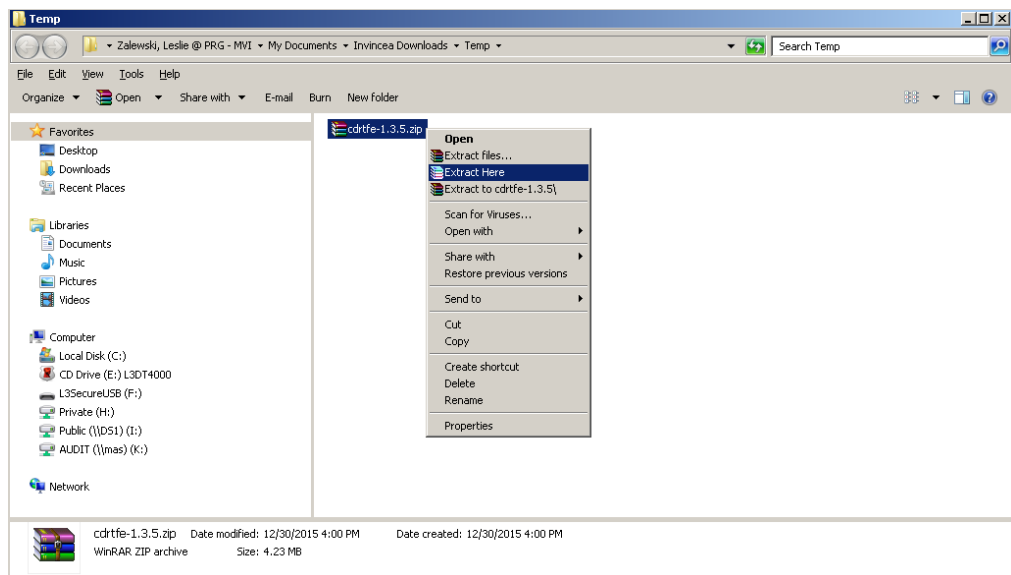


- 6 Click **Open Folder**.

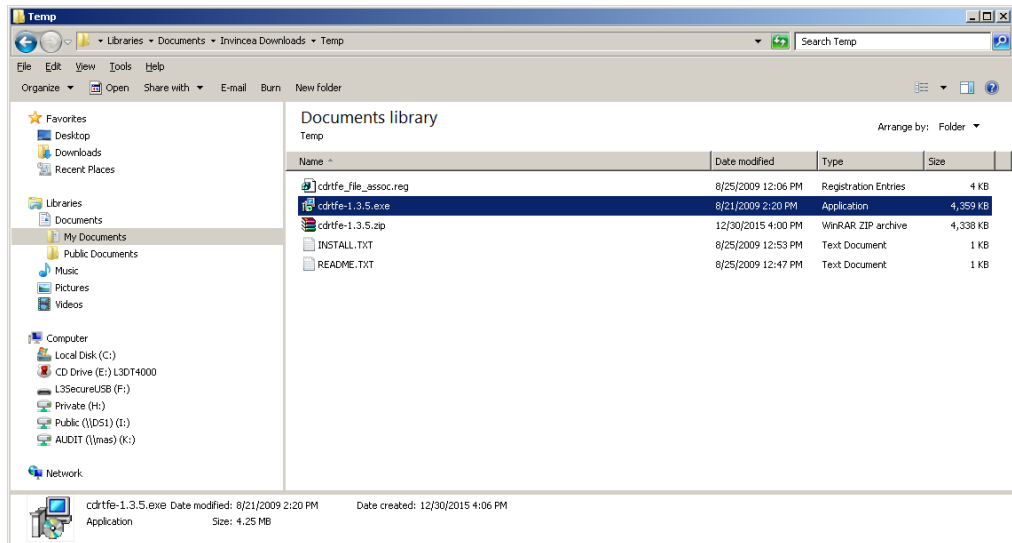
– OR –

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 Here** or **Extract All** from the popup menu.

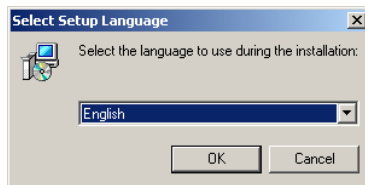


- 8 If prompted, press **Enter**. Otherwise proceed to the next step.
- 9 Double-click on the **cdrtfe-1.3.5.exe** file.

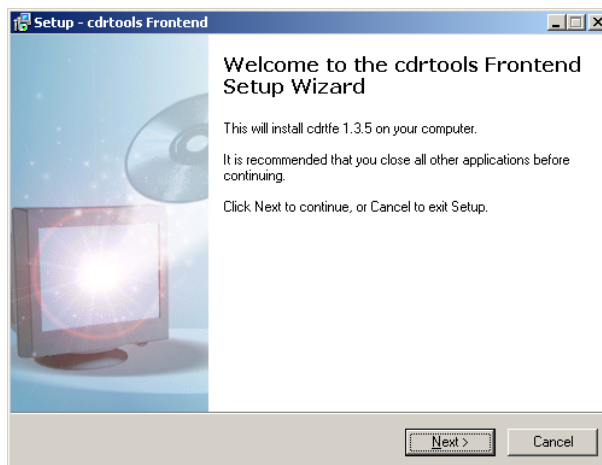


- 10 If you are prompted with a security warning, click **Run**. Otherwise proceed to the next step.

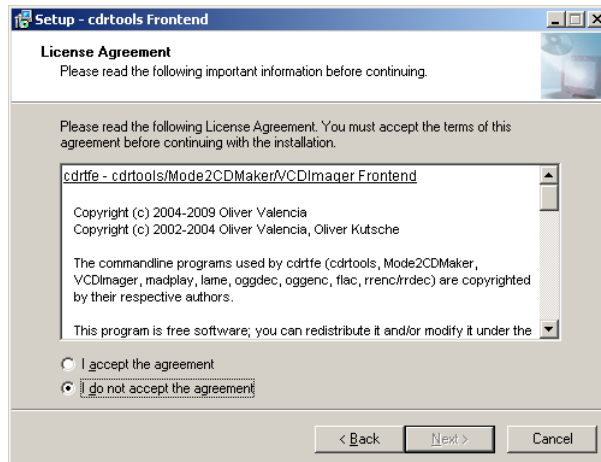
The Select Setup Language popup displays.



- 11 Click **OK**. The Setup cdrtools Frontend setup wizard displays.

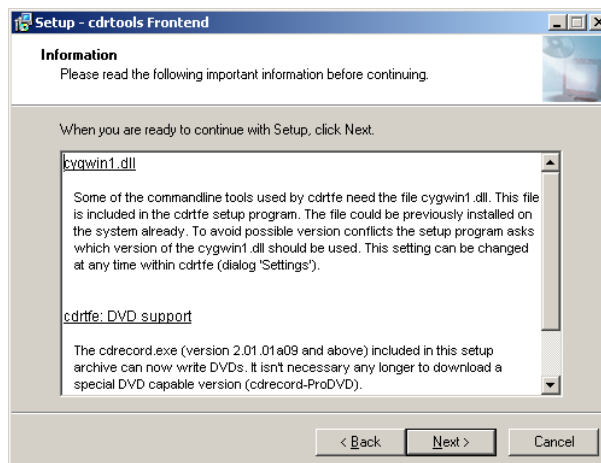


- 12 Click **Next**. A license agreement displays.



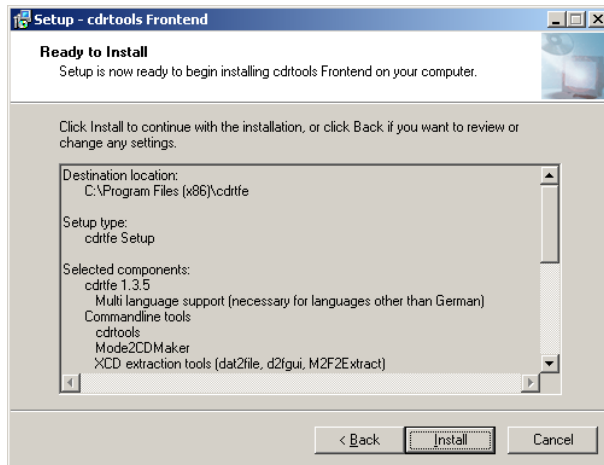
**13** Review the on-screen license agreement. If you agree with the terms, click the “I accept...” radio button.

**14** Click **Next**.

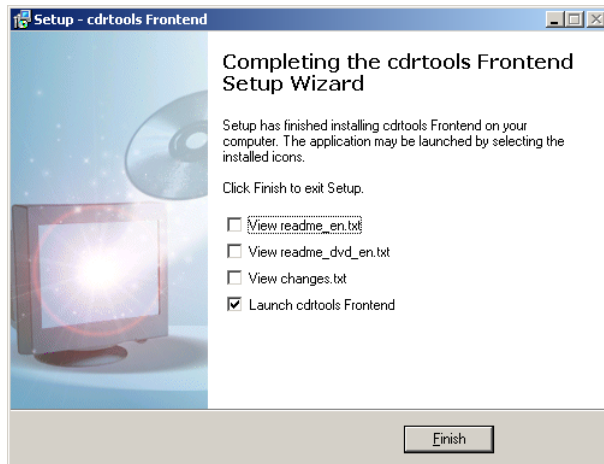


**15** Continue to click the **Next** button in response to each of the system prompts until the “Ready to Install” message displays.

*(Continued)*



- 16 Click **Install**. The system begins installing the disc burner software. When the installation is complete, a confirmation message displays.




- 17 Click **Finish**. The cdrtools Application screen displays.

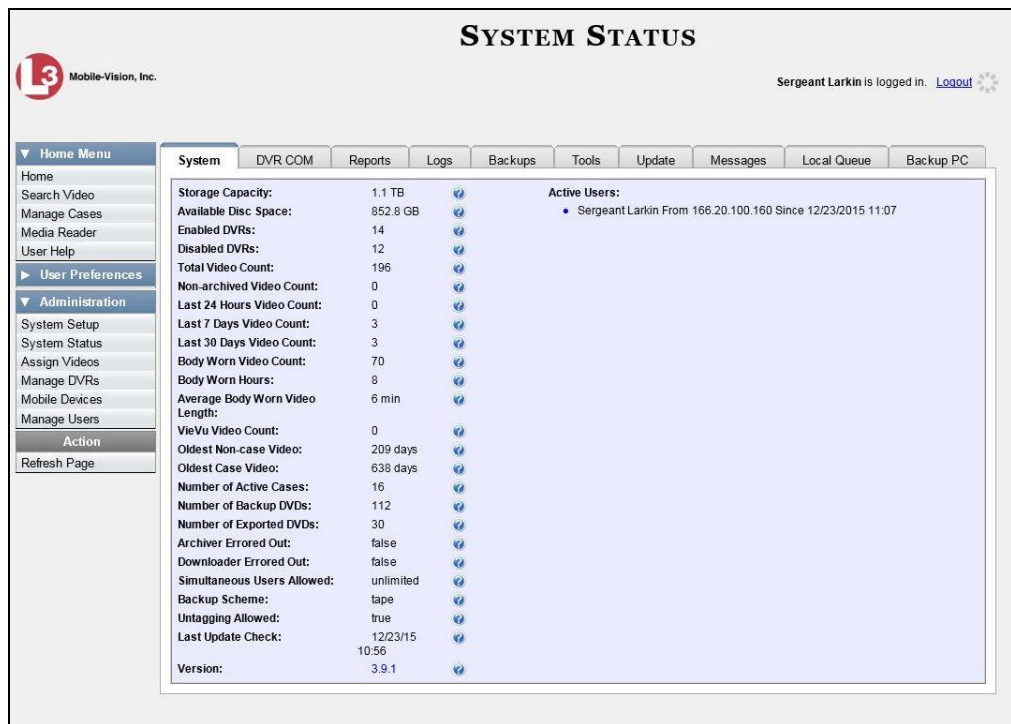
---

## Validating that a Disc is Unaltered

This section describes how to use the Disc Validator utility to verify that an evidence DVD has not been altered in any way.

- 1 Place the DVD you wish to validate in your PC's DVD tray.
- 2 Go to  **Administration** and click **System Status**. The System Status page displays.





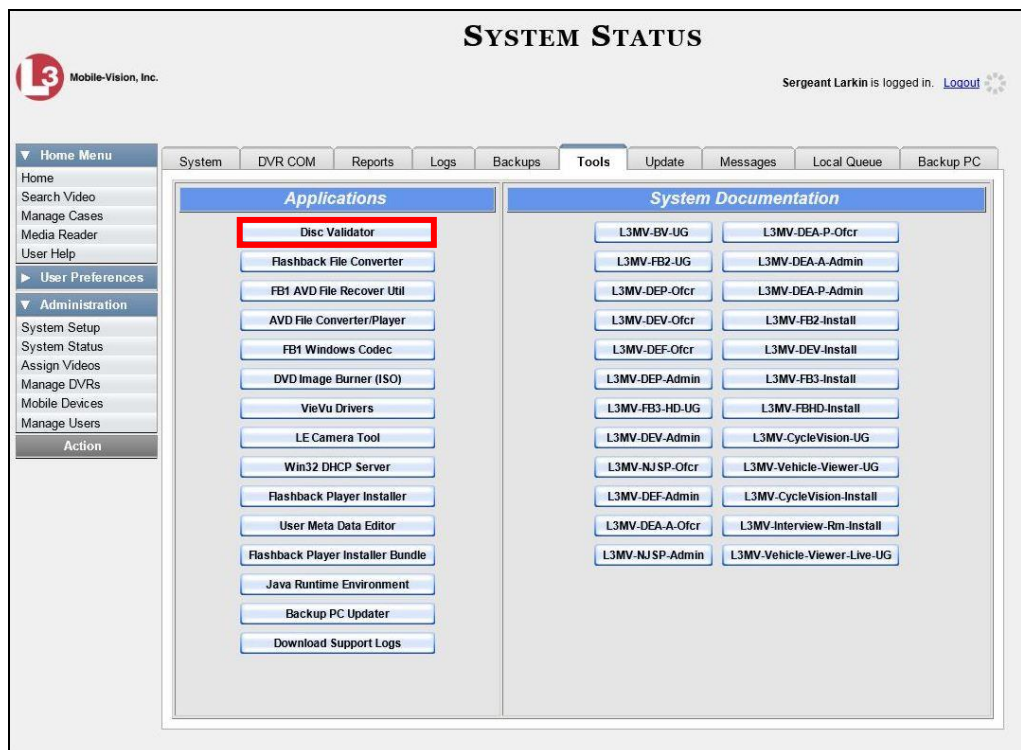
**SYSTEM STATUS**

L3 Mobile-Vision, Inc. Sergeant Larkin is logged in. [Logout](#)

System | DVR COM | Reports | Logs | Backups | Tools | Update | Messages | Local Queue | Backup PC

<b>Storage Capacity:</b>	1.1 TB	🔍	<b>Active Users:</b>	
<b>Available Disc Space:</b>	852.8 GB	🔍	• Sergeant Larkin From 166.20.100.160 Since 12/23/2015 11:07	
<b>Enabled DVRs:</b>	14	🔍		
<b>Disabled DVRs:</b>	12	🔍		
<b>Total Video Count:</b>	196	🔍		
<b>Non-archived Video Count:</b>	0	🔍		
<b>Last 24 Hours Video Count:</b>	0	🔍		
<b>Last 7 Days Video Count:</b>	3	🔍		
<b>Last 30 Days Video Count:</b>	3	🔍		
<b>Body Worn Video Count:</b>	70	🔍		
<b>Body Worn Hours:</b>	8	🔍		
<b>Average Body Worn Video Length:</b>	6 min	🔍		
<b>View Video Count:</b>	0	🔍		
<b>Oldest Non-case Video:</b>	209 days	🔍		
<b>Oldest Case Video:</b>	638 days	🔍		
<b>Number of Active Cases:</b>	16	🔍		
<b>Number of Backup DVDs:</b>	112	🔍		
<b>Number of Exported DVDs:</b>	30	🔍		
<b>Archiver Errored Out:</b>	false	🔍		
<b>Downloader Errored Out:</b>	false	🔍		
<b>Simultaneous Users Allowed:</b>	unlimited	🔍		
<b>Backup Scheme:</b>	tape	🔍		
<b>Untagging Allowed:</b>	true	🔍		
<b>Last Update Check:</b>	12/23/15 10:56	🔍		
<b>Version:</b>	3.9.1	🔍		

- 3 Click the **Tools** tab. A list of downloadable applications displays on the left side of the page.



**SYSTEM STATUS**

L3 Mobile-Vision, Inc. Sergeant Larkin is logged in. [Logout](#)

System | DVR COM | Reports | Logs | Backups | **Tools** | Update | Messages | Local Queue | Backup PC

**Applications**

- Disc Validator**
- Flashback File Converter
- FB1 AVD File Recover Util
- AVD File Converter/Player
- FB1 Windows Codec
- DVD Image Burner (ISO)
- VieVu Drivers
- LE Camera Tool
- Win32 DHCP Server
- Flashback Player Installer
- User Meta Data Editor
- Flashback Player Installer Bundle
- Java Runtime Environment
- Backup PC Updater
- Download Support Logs

**System Documentation**

- L3MV-BV-UG
- L3MV-DEA-P-Ofcr
- L3MV-FB2-UG
- L3MV-DEA-A-Admin
- L3MV-DEP-Ofcr
- L3MV-DEA-P-Admin
- L3MV-DEV-Ofcr
- L3MV-FB2-Install
- L3MV-DEF-Ofcr
- L3MV-DEV-Install
- L3MV-DEP-Admin
- L3MV-FB3-Install
- L3MV-FB3-HD-UG
- L3MV-FBHD-Install
- L3MV-DEV-Admin
- L3MV-CycleVision-UG
- L3MV-NJSP-Ofcr
- L3MV-Vehicle-Viewer-UG
- L3MV-DEF-Admin
- L3MV-CycleVision-Install
- L3MV-DEA-A-Ofcr
- L3MV-Interview-Rm-Install
- L3MV-NJSP-Admin
- L3MV-Vehicle-Viewer-Live-UG

- Click the **Disk Validator** button. A Windows message displays.

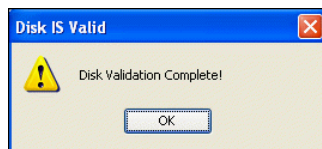


- Click **Open**. The Disk Validator screen displays.



- Click the **Load & Verify Disk Now** button. The Validator begins checking the DVD for signs of tampering. This may take several minutes, depending on the size of the disc.

- ⇒ If the validator determines that the DVD has been altered, you will be prompted with a warning message. Proceed to the next step.
- ⇒ If the validator determines that the DVD has *not* been altered, the Disk IS Valid popup will display.



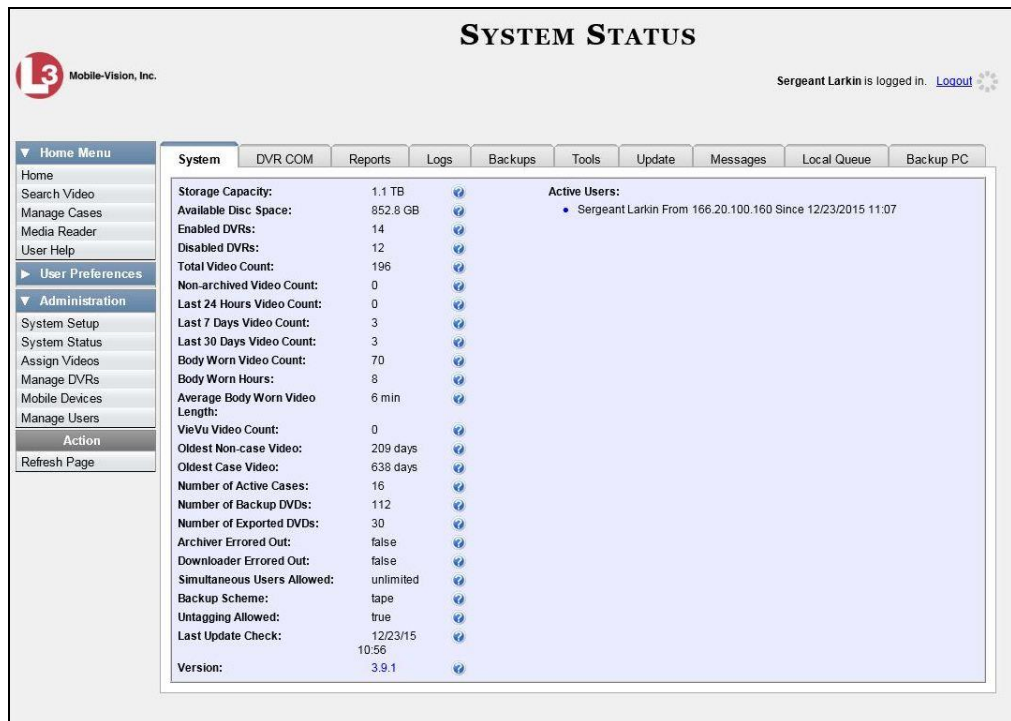
- Click **OK** to close the popup.
- Click **Quit** to close the Validator application.

If you determine that a disc has been altered, throw it away and burn a new one. You may also wish to evaluate your agency's policies/procedures for burning and storing evidence DVDs.

## Viewing the DVD Burn Queue

After a user submits a request to burn selected video and/or case files to DVD, the system sends that burn request or “job” to the local burn queue. This section describes how to view the pending burn jobs in that queue.

- 1 Go to **Administration** and click **System Status**. The System Status page displays.



**SYSTEM STATUS**

Sergeant Larkin is logged in. [Logout](#)

System | DVR.COM | Reports | Logs | Backups | Tools | Update | Messages | Local Queue | Backup PC

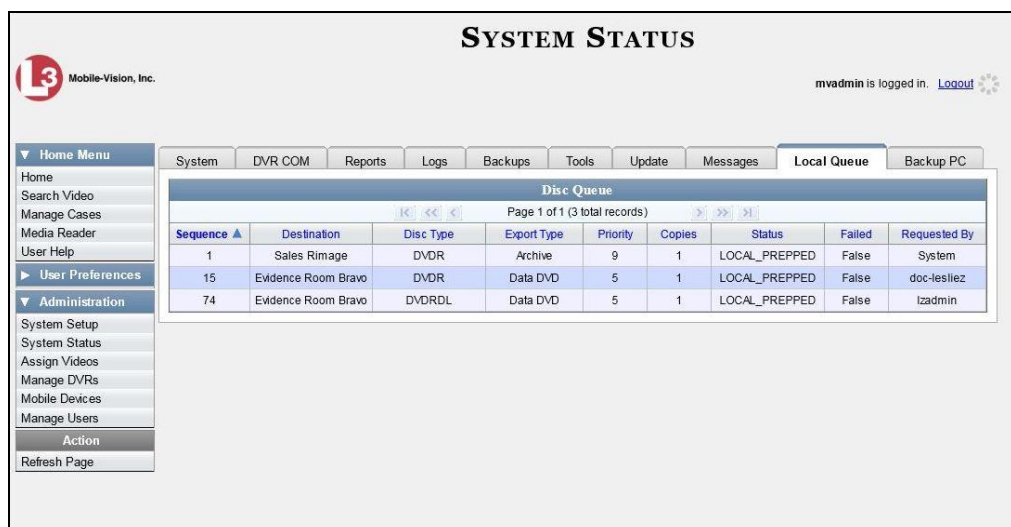
**System**

Storage Capacity:	1.1 TB	🔍
Available Disc Space:	852.8 GB	🔍
Enabled DVRs:	14	🔍
Disabled DVRs:	12	🔍
Total Video Count:	196	🔍
Non-archived Video Count:	0	🔍
Last 24 Hours Video Count:	0	🔍
Last 7 Days Video Count:	3	🔍
Last 30 Days Video Count:	3	🔍
Body Worn Video Count:	70	🔍
Body Worn Hours:	8	🔍
Average Body Worn Video Length:	6 min	🔍
View Video Count:	0	🔍
Oldest Non-case Video:	209 days	🔍
Oldest Case Video:	638 days	🔍
Number of Active Cases:	16	🔍
Number of Backup DVDs:	112	🔍
Number of Exported DVDs:	30	🔍
Archiver Errored Out:	false	🔍
Downloader Errored Out:	false	🔍
Simultaneous Users Allowed:	unlimited	🔍
Backup Scheme:	tape	🔍
Untagging Allowed:	true	🔍
Last Update Check:	12/23/15 10:56	🔍
Version:	3.9.1	🔍

**Active Users:**

- Sergeant Larkin From 166.20.100.160 Since 12/23/2015 11:07

- 2 Click the **Local Queue** tab. A list of all system-requested and user-requested burn jobs displays.



**SYSTEM STATUS**

mvadmin is logged in. [Logout](#)

System | DVR.COM | Reports | Logs | Backups | Tools | Update | Messages | **Local Queue** | Backup PC

**Disc Queue**

Page 1 of 1 (3 total records)

Sequence	Destination	Disc Type	Export Type	Priority	Copies	Status	Failed	Requested By
1	Sales Rimage	DVDR	Archive	9	1	LOCAL_PREPPED	False	System
15	Evidence Room Bravo	DVDR	Data DVD	5	1	LOCAL_PREPPED	False	doc-lesliez
74	Evidence Room Bravo	DVDRDL	Data DVD	5	1	LOCAL_PREPPED	False	tzadmin

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: DVDR.....DVD single layer disc DVDRDL.....DVD dual layer disc BD.....Blu-ray single layer disc* BDDL .....Blu-ray dual layer disc*
Export Type	The file format for this disc: <i>Archive (CBD)</i> , <i>Data DVD</i> , <i>Consumer DVD</i> , <i>Interchange Format</i> , or <i>Decompressed</i> (a.k.a. <i>Uncompressed</i> ) <i>Format</i> . For a detailed description of these file formats, see “Available File Formats for User-Requested DVDs” on page 214 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: <b>5</b> ..... User-requested export—medium priority <b>9</b> ..... System-requested archive—low priority. Most DVDs burn in the order in which they are submitted to the burn queue. However, in the event that the Backup PC processes an archive job <i>and</i> an export job at the same time, the export disc (code <b>5</b> ) will be burned first. The remaining priority codes (1-4 and 6-8) are used by your Technical Support Engineer to prioritize a backlog of DVD jobs in the event that your DVD burner is out of order for an extended period of time.
Copies	The total number of discs included in this burn job.
Status	The current status of this burn job. The status codes will differ slightly depending on the type of job that is being processed. <b>Archive jobs:</b> NEW. The system has begun processing (i.e., compiling) an archive job. <i>(Continued)</i>

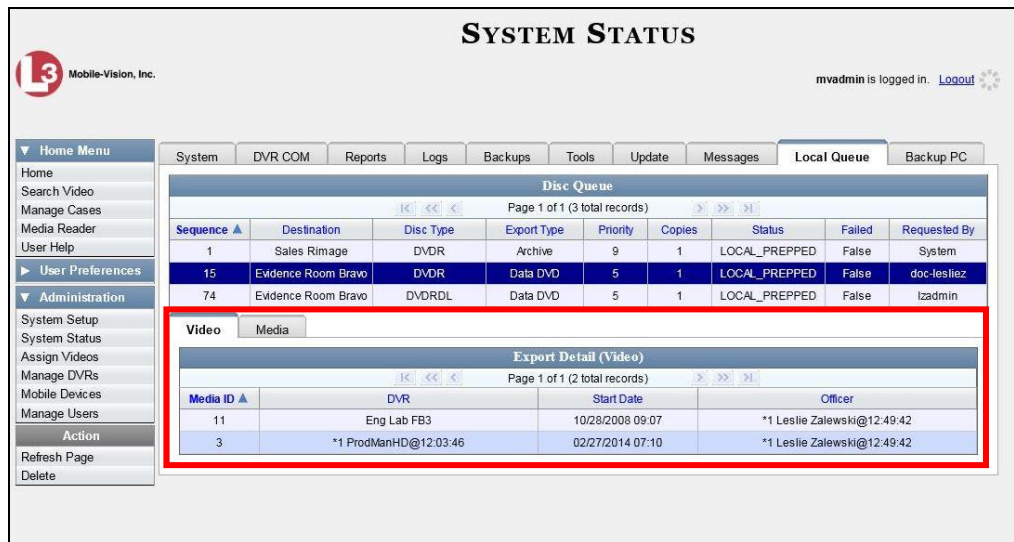
\* You must have a Blu-Ray burner to use this type of disc

Disk Queue (cont'd)	
Column	Description
Status (cont'd)	<p>LOCAL PREPPING. The system is waiting for enough video to come in to fill an archive disc.</p> <p>LOCAL PREPPED. Enough video has come in to fill an archive disc; the archive job is now waiting its turn to be transferred to the Backup PC.</p> <p>TRANSFERRING. The system is downloading the archive job from the server to the Backup PC.</p> <p>BUILDING. The Backup PC is merging the video and/or case files into one single burn job.</p> <p>BUILT. The Backup PC has finished building the burn job; the file is now waiting its turn to be burned.</p> <p>BURNING. The Backup PC has submitted the burn job to the robotic DVD burner. The archive disc is in the process of being burned.</p> <p>COMPLETE. The archive job is complete; you may retrieve the disc from your burner's output tray.</p> <p><b>Export jobs:</b></p> <p>LOCAL PREPPED. The system has prepared (i.e., compiled) the export job for transfer to the Backup PC, but the Backup PC is not ready to receive it due to a problem of some kind (e.g., Backup PC's queue is full, Backup PC's hard drive is full, Backup PC is offline, etc.).</p> <p>SUBMITTED. The system has processed (i.e., compiled) the export job on the server, then submitted a Job ID to the Backup PC. The Backup PC then performed several tasks in preparation for receipt of the archive job. (These preparatory tasks are sometimes referred to as <i>ticketing</i>.) The export job is now waiting its turn to be transferred to the Backup PC.</p> <p>TRANSFERRING. The system is in the process of downloading the export job to the Backup PC.</p> <p>TRANSCODING (applies to Consumer Exports, Interchange Exports, and/or Decompressed* Exports only). The Backup PC is converting video into Consumer DVD format, Interchange DVD format, or Decompressed* DVD format.</p> <p>BUILDING. The Backup PC is merging the video and/or case files into one single burn job.</p> <p>BUILT. The Backup PC has finished building the burn job; the file is now waiting its turn to be burned.</p> <p>BURNING. The Backup PC has submitted the burn job to the robotic DVD burner. The export disc is in the process of being burned.</p> <p>COMPLETE. The export job is complete; you may retrieve the disc from your burner's output tray.</p>

\* Same as 'Uncompressed'

Disk Queue (cont'd)	
Column	Description
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.



The screenshot shows the 'SYSTEM STATUS' page with a navigation menu on the left and a main content area. The 'Local Queue' tab is active, displaying a table of burn jobs. The 'Video' tab is selected, showing a table of video export details. The 'Video' table has columns for Media ID, DVR, Start Date, and Officer.

Disc Queue								
Sequence	Destination	Disc Type	Export Type	Priority	Copies	Status	Failed	Requested By
1	Sales Rimage	DVDR	Archive	9	1	LOCAL_PREPPED	False	System
15	Evidence Room Bravo	DVDR	Data DVD	5	1	LOCAL_PREPPED	False	doc-lesliez
74	Evidence Room Bravo	DVDRDL	Data DVD	5	1	LOCAL_PREPPED	False	Izadmin

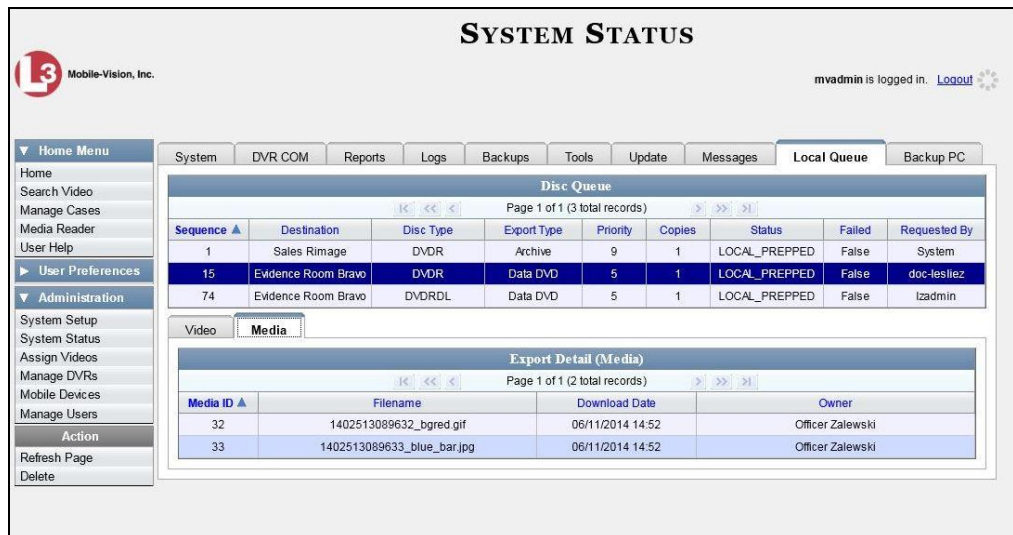
Export Detail (Video)			
Media ID	DVR	Start Date	Officer
11	Eng Lab FB3	10/28/2008 09:07	*1 Leslie Zalewski@12:49:42
3	*1 ProdManHD@12:03:46	02/27/2014 07:10	*1 Leslie Zalewski@12:49:42

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. ( <i>Continued</i> )

Video Tab (cont'd)	
Column	Description
DVR (cont'd)	If the video was recorded by a <i>BodyVISION</i> , 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.



The screenshot shows the 'SYSTEM STATUS' page with a navigation menu on the left and a main content area. The 'Local Queue' tab is active, displaying a 'Disc Queue' table with columns: Sequence, Destination, Disc Type, Export Type, Priority, Copies, Status, Failed, and Requested By. Below this, the 'Media' tab is active, displaying an 'Export Detail (Media)' table with columns: Media ID, Filename, Download Date, and Owner.

The columns on the tab **Media** tab are described below.

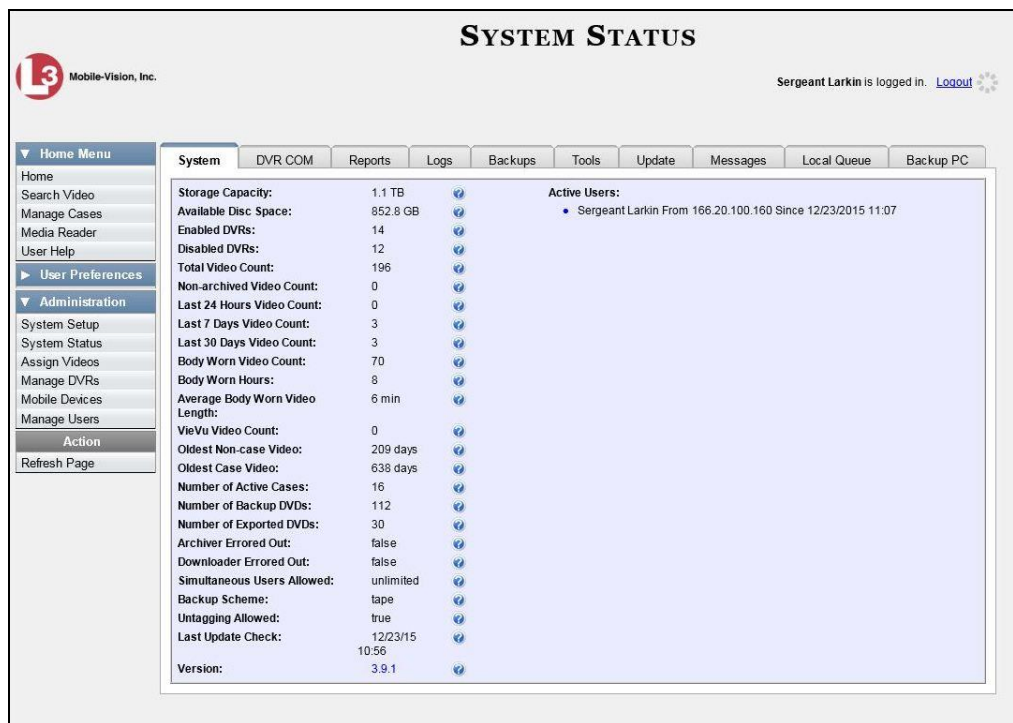
Media Tab	
Column	Description
Media ID	The unique identification number that the system assigned to this media attachment.
Filename	The name of this media file, including extension.
Download Date	The date and time at which this media file was attached to the burn job. Time displays in hh:mm 24-hour format.
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 [Administration](#) and click **System Status**. The System Status page displays.



**SYSTEM STATUS**

Sergeant Larkin is logged in. [Logout](#)

System | DVR.COM | Reports | Logs | Backups | Tools | Update | Messages | Local Queue | Backup PC

Storage Capacity:	1.1 TB	🔍	<b>Active Users:</b>
Available Disc Space:	852.8 GB	🔍	• Sergeant Larkin From 166.20.100.160 Since 12/23/2015 11:07
Enabled DVRs:	14	🔍	
Disabled DVRs:	12	🔍	
Total Video Count:	196	🔍	
Non-archived Video Count:	0	🔍	
Last 24 Hours Video Count:	0	🔍	
Last 7 Days Video Count:	3	🔍	
Last 30 Days Video Count:	3	🔍	
Body Worn Video Count:	70	🔍	
Body Worn Hours:	8	🔍	
Average Body Worn Video Length:	6 min	🔍	
VieVu Video Count:	0	🔍	
Oldest Non-case Video:	209 days	🔍	
Oldest Case Video:	638 days	🔍	
Number of Active Cases:	16	🔍	
Number of Backup DVDs:	112	🔍	
Number of Exported DVDs:	30	🔍	
Archiver Errored Out:	false	🔍	
Downloader Errored Out:	false	🔍	
Simultaneous Users Allowed:	unlimited	🔍	
Backup Scheme:	tape	🔍	
Untagging Allowed:	true	🔍	
Last Update Check:	12/23/15 10:56	🔍	
Version:	3.9.1	🔍	

- 2 Click the **Local Queue** tab. A list of all pending burn jobs displays.



**SYSTEM STATUS**

mvadmin is logged in. [Logout](#)

System | DVR COM | Reports | Logs | Backups | Tools | Update | Messages | **Local Queue** | Backup PC

**Disc Queue**

Page 1 of 1 (3 total records)

Sequence ▲	Destination	Disc Type	Export Type	Priority	Copies	Status	Failed	Requested By
1	Sales Rimage	DVDR	Archive	9	1	LOCAL_PREPPED	False	System
15	Evidence Room Bravo	DVDR	Data DVD	5	1	LOCAL_PREPPED	False	doc-lesliez
74	Evidence Room Bravo	DVDRDL	Data DVD	5	1	LOCAL_PREPPED	False	lzadmin

- Right-click on the burn job you wish to delete, then select **Delete** from the popup menu. A confirmation message displays.



- 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.

**EXPORT VIDEO(S)**

mvadmin is logged in. [Logout](#)

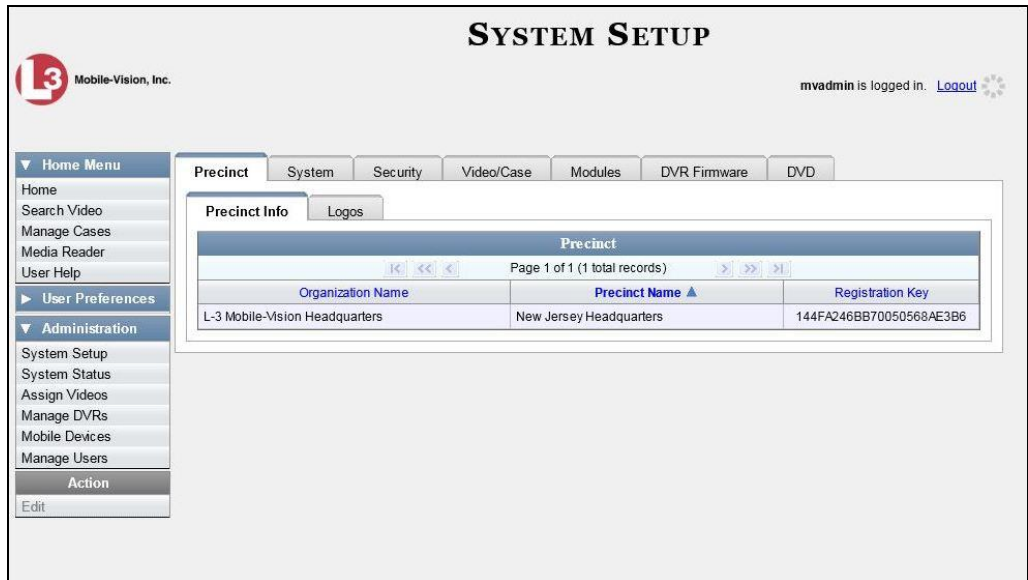
Videos

Page 1 of 1 (3 total records)

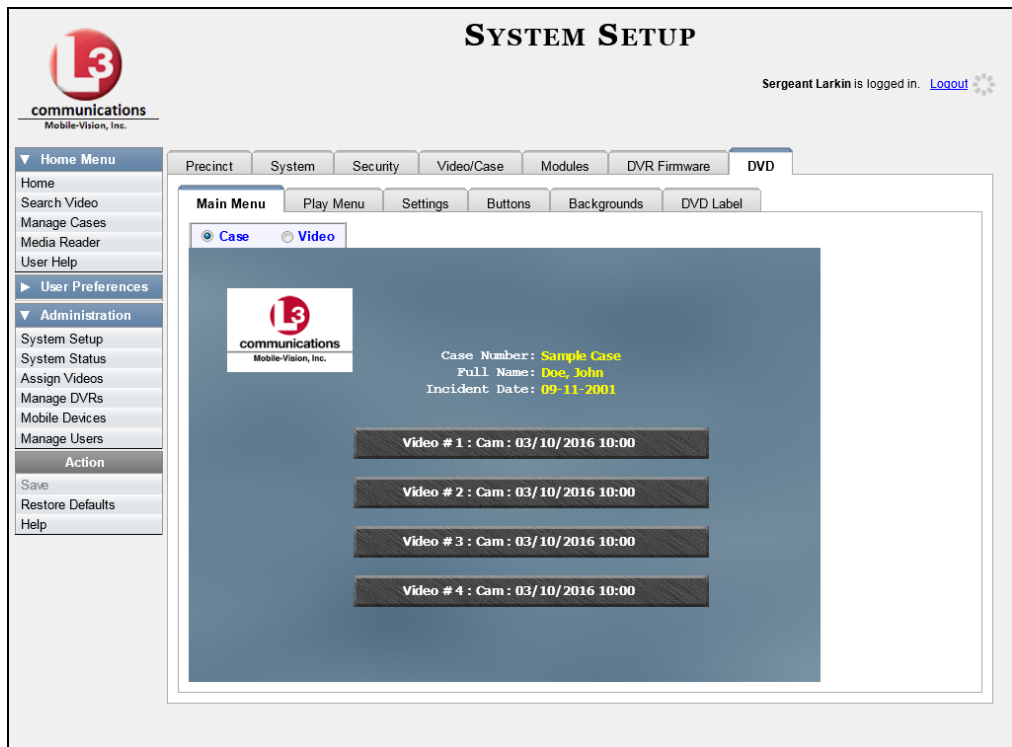
Output Format: Data DVD

Video	Officer	Category	DVR ID	Duration	Date / Time
	Officer Zalewski	Search	*1 No 2@12:03:37	41 min	11/12/2013 07:06
	Officer Zalewski	No Citation	*1 No 2@12:03:37	16 min	02/27/2014 07:10
	Officer Zalewski	Body Worn	Maitland BV Unit	0 min	05/12/2015 13:11

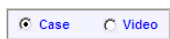
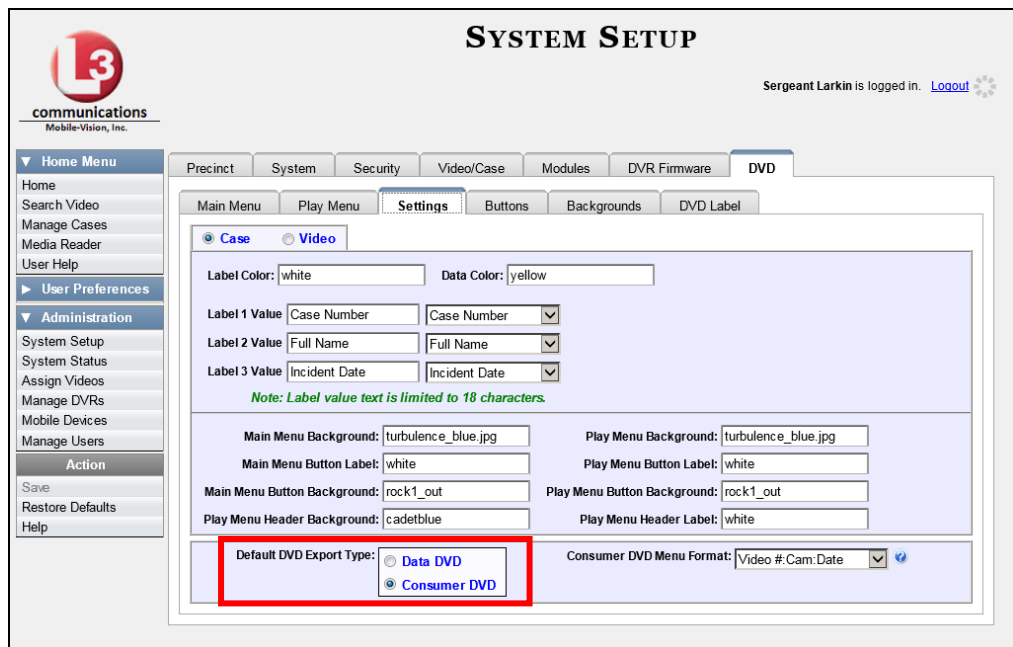
- 1 Go to **Administration** and click **System Setup**. The System Setup page displays.



- 2 Click the **DVD** tab.



- 3 Click the **Settings** tab.



- 4 To change the default *Output Format* for *case* DVDs, select the *Case* radio button.  
– OR –



- To change the default *Output Format* for *video* DVDs, select the *Video* radio button.

- 5 Go to the *Default DVD Export Type* field at the bottom of the page.
- 6 If you want the *Output Format* field to default to **Data DVDs**, select the **Data DVD** radio button.  
– OR –  
If you want the *Output Format* field to default to **Consumer DVDs**, select the **Consumer DVD** radio button.

- 7 To change the *Output Format* for the other DVD type (i.e., case or video), repeat steps 4 – 6. Otherwise proceed to the next step.

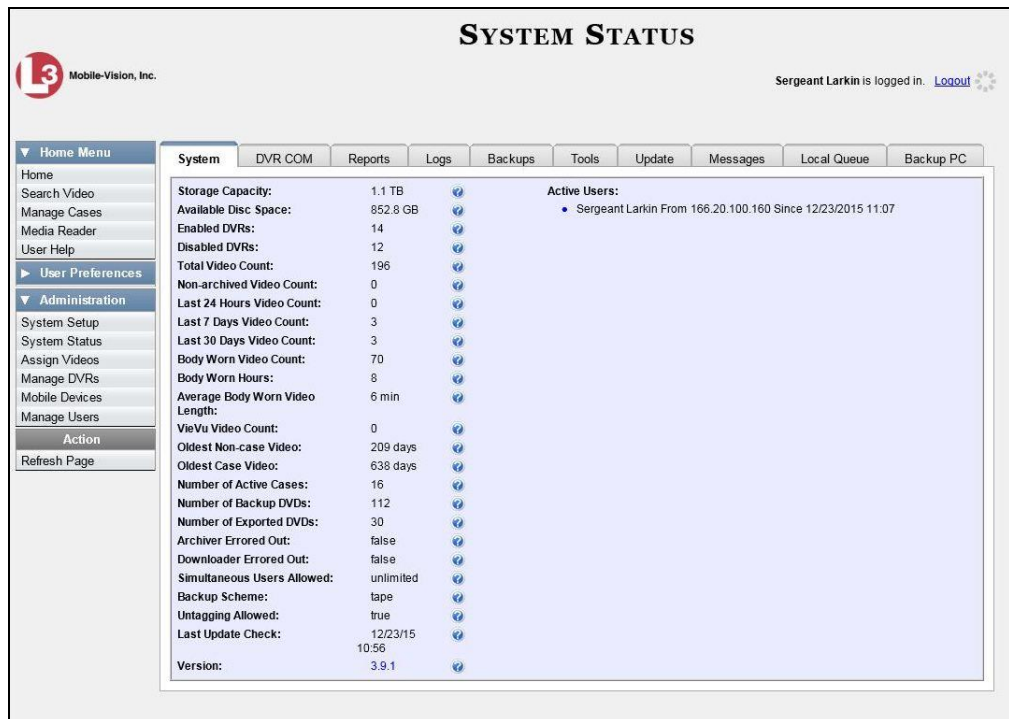
- 8 Go to the **Action** column and click **Save**.

## Generating the Video Deletion Roll-Up Report

This section describes how to view, save, and/or print the Video Deletion Roll-Up Report. This report lists information on all archived videos that the system has deleted from the server in the prior month.

This report will help you determine which archive DVDs you can safely dispose of, as the system only deletes those videos that are too old to be restored (i.e., videos that have “aged out”).

- 1 Go to **Administration** and click **System Status**. The System Status page displays.



**SYSTEM STATUS**

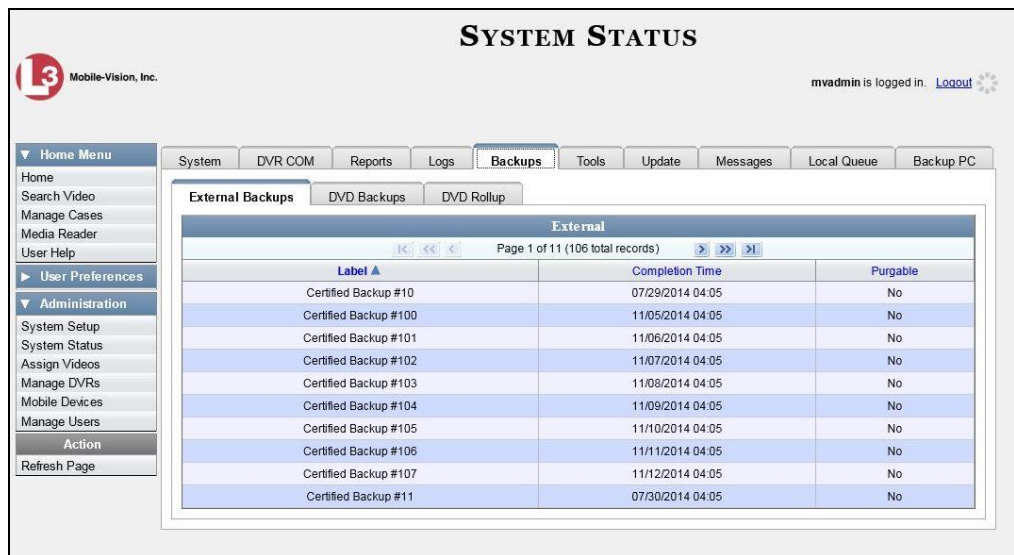
Sergeant Larkin is logged in. [Logout](#)

System	DVR COM	Reports	Logs	Backups	Tools	Update	Messages	Local Queue	Backup PC
Storage Capacity:	1.1 TB								
Available Disc Space:	852.8 GB								
Enabled DVRs:	14								
Disabled DVRs:	12								
Total Video Count:	196								
Non-archived Video Count:	0								
Last 24 Hours Video Count:	0								
Last 7 Days Video Count:	3								
Last 30 Days Video Count:	3								
Body Worn Video Count:	70								
Body Worn Hours:	8								
Average Body Worn Video Length:	6 min								
VieVu Video Count:	0								
Oldest Non-case Video:	209 days								
Oldest Case Video:	638 days								
Number of Active Cases:	16								
Number of Backup DVDs:	112								
Number of Exported DVDs:	30								
Archiver Errored Out:	false								
Downloader Errored Out:	false								
Simultaneous Users Allowed:	unlimited								
Backup Scheme:	tape								
Untagging Allowed:	true								
Last Update Check:	12/23/15 10:56								
Version:	3.9.1								

**Active Users:**

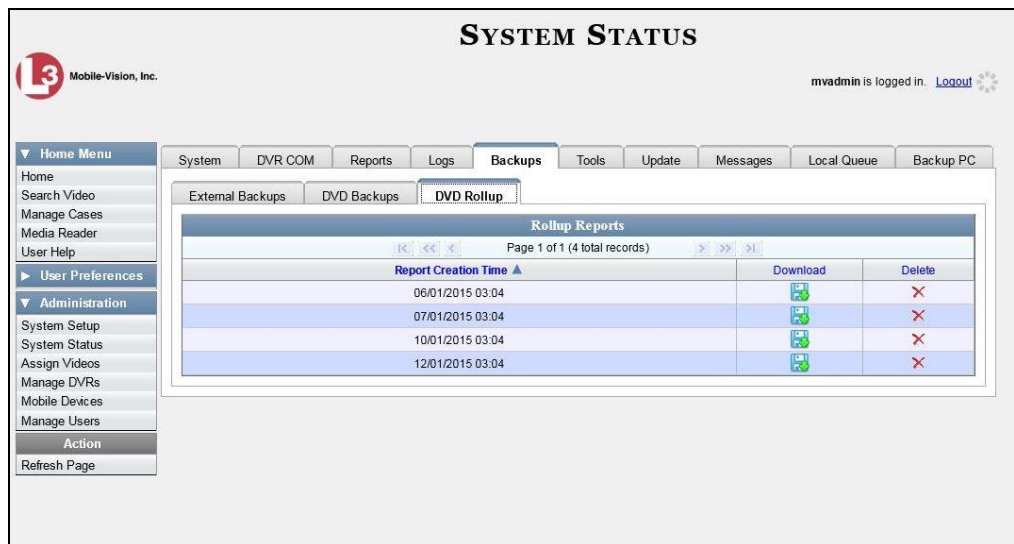
- Sergeant Larkin From 166.20.100.160 Since 12/23/2015 11:07

- 2 Click the **Backups** tab.



Label ▲	Completion Time	Purgable
Certified Backup #10	07/29/2014 04:05	No
Certified Backup #100	11/05/2014 04:05	No
Certified Backup #101	11/06/2014 04:05	No
Certified Backup #102	11/07/2014 04:05	No
Certified Backup #103	11/08/2014 04:05	No
Certified Backup #104	11/09/2014 04:05	No
Certified Backup #105	11/10/2014 04:05	No
Certified Backup #106	11/11/2014 04:05	No
Certified Backup #107	11/12/2014 04:05	No
Certified Backup #11	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.



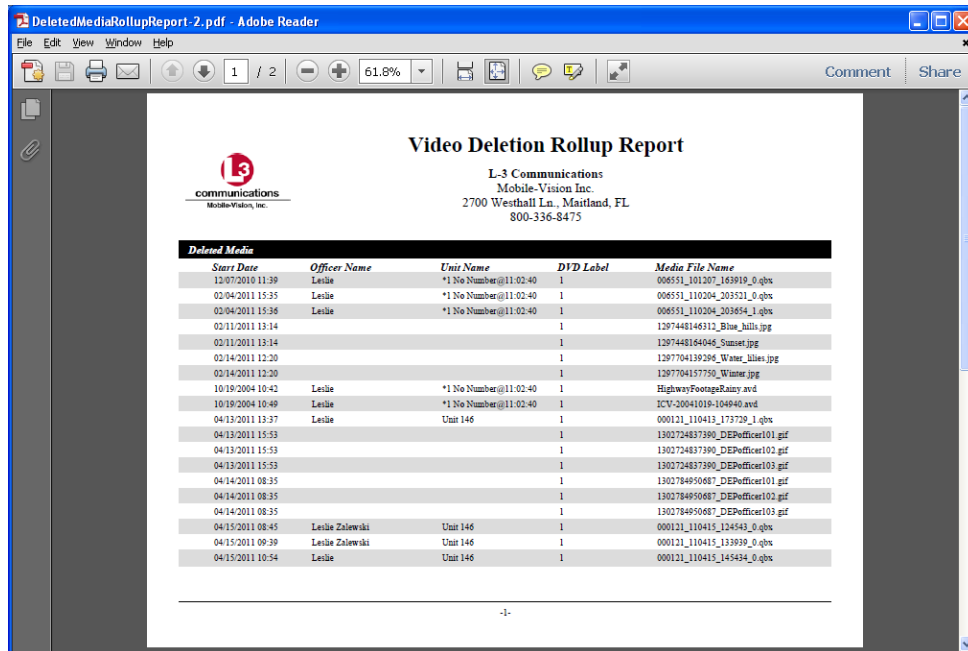
Report Creation Time ▲	Download	Delete
06/01/2015 03:04		
07/01/2015 03:04		
10/01/2015 03:04		
12/01/2015 03:04		



- 4 Locate the date for which you wish to view a report, then click on the appropriate download icon. A Windows message displays.



- 5 Click **Open**. The report displays in Adobe Acrobat.



The screenshot shows a PDF document titled "Video Deletion Rollup Report" from L-3 Communications. The report contains a table with the following data:

Start Date	Officer Name	Unit Name	DVD Label	Media File Name
12/07/2010 11:30	Leslie	*1 No Number@11:02:40	1	006551_110207_143919_0.qbx
02/04/2011 15:35	Leslie	*1 No Number@11:02:40	1	006551_110204_203531_0.qbx
02/04/2011 15:36	Leslie	*1 No Number@11:02:40	1	006551_110204_203654_1.qbx
02/11/2011 13:14			1	1297448164312_Blue_hills.jpg
02/11/2011 13:14			1	1297448164045_Sunset.jpg
02/14/2011 12:20			1	1297704139204_Water_bikes.jpg
02/14/2011 12:20			1	1297704157750_Winter.jpg
10/19/2004 10:42	Leslie	*1 No Number@11:02:40	1	HighwayFootageRazzy.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_173720_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_133930_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  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 353
- Viewing Case Search Results, page 360
- Displaying a Case, page 361
- Viewing Your List of Favorite Cases, page 373
- Updating a Case, page 374
- Adding a Case to Your List of Favorites, page 392
- Removing a Case from Your List of Favorites, page 394
- Marking a Case for Disposal, page 394
- Reactivating an Offline Case, page 395
- Generating a Chain of Custody Report for a Case, page 400
- Downloading Case Files to Your PC, page 402
- Maintaining Case Notations, page 420
- Maintaining Subject Types, page 429.

## 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 349. 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.”

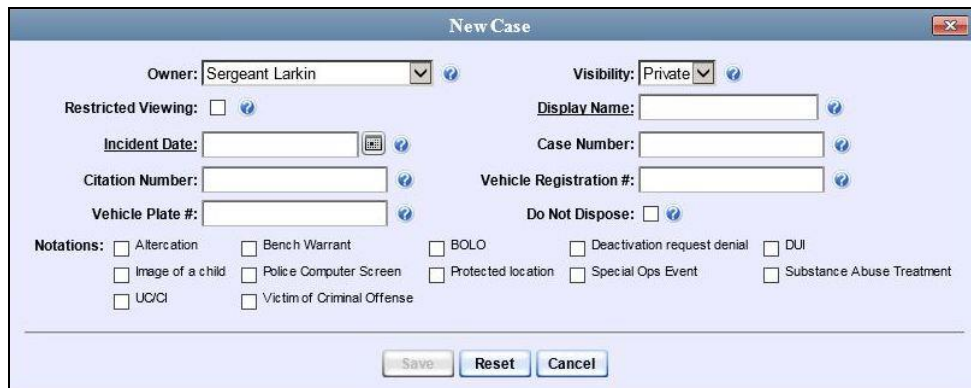
For specific instructions, see:

- Creating a Regular Case, below
- Creating a Restricted Case, page 349.

## 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 349 instead.

- 1 Go to  and click **Manage Cases**. The Search Case page displays.
- 2 Go to the  column and click **Create**. The New Case form displays.



The fields on this form are described below.


New Case Form	
Field	Description
Owner	The name of the case’s owner. By default, the owner is the person who creates the case (i.e., <i>you</i> ), but you can change this name if desired. <i>Select this value from the drop-down list.</i>
Restricted Viewing	A checkbox used to specify whether or not you want to make this a restricted case. A restricted case is one that can only be accessed by a specified list of users. For more information on this topic, see “Creating a Restricted Case” on page 349. <input checked="" type="checkbox"/> This is a restricted case <input type="checkbox"/> This is <i>not</i> a restricted case



New Case Form (cont'd)	
Field	Description
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	<p>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.</p> <p>For more information on this topic, see "Viewing/ Changing the Online Lifecycle Settings" in chapter 7.</p> <p><input checked="" type="checkbox"/> Keep this case's status as <i>online</i> even after the Auto Dispose Time expires.</p> <p><input type="checkbox"/> Change this case's status to <i>offline</i> after the Auto Dispose Time expires.</p>

\* Videos that are attached to the case will remain online as long as their categories allow

New Case Form (cont'd)	
Field	Description
Notations	User-defined checkboxes used to notate a case. You define these notations using the procedure described in “Adding a Case Notation” on page 420.  <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*\* has expired, select the *Do Not Dispose* checkbox. Otherwise proceed to the next step.

\* For more information on Auto Dispose Time, see *Do Not Dispose* in the table on page 269.



**NOTE:** Once you select the *Do Not Dispose* checkbox, the system will *not* remove the case from the server until you de-select that checkbox.

- 13 If there are any checkboxes to the right of the *Notations* field, select all that apply to this case. Otherwise proceed to the next step.

Notations:  Argumentative  DUI

These values may vary depending on which notations your agency is using.

- 14 Click **Save**. A confirmation message displays at the top of the Case Details page.

Case Bomb Score at CMS successfully saved



At this point, you may wish to perform one of the following tasks:

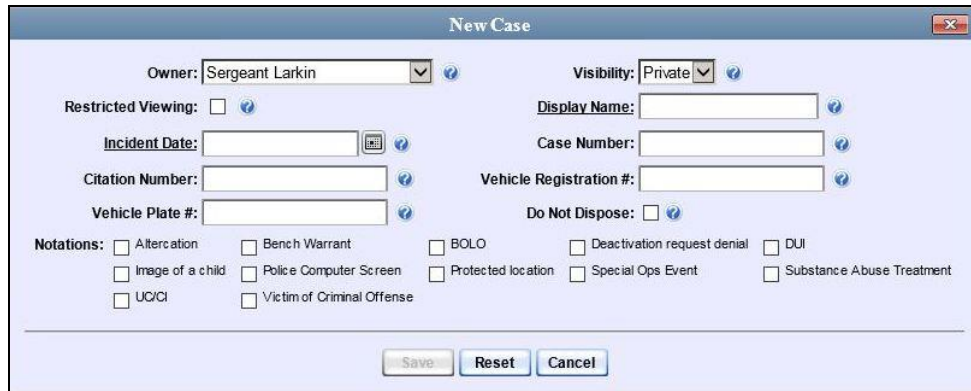
- Add a video to this case. See “Adding a Video to a Case” on page 374, beginning with step 2
- Add a media attachment to this case. See “Adding a Media Attachment to a Case” on page 378, beginning with step 2
- Add a subject name to this case. See “Adding a Subject to a Case” on page 381, beginning with step 2
- Add a comment to this case. See “Adding a Comment to a Case” on page 385, beginning with step 2
- Add this case to your “Favorites” list. See “Adding a Case to Your List of Favorites” on page 392, 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.

- 1 Go to  and click **Manage Cases**. The Search Case page displays.
- 2 Go to the  column and click **Create**. The New Case form displays.



The fields on this form are described in the table on page 346.

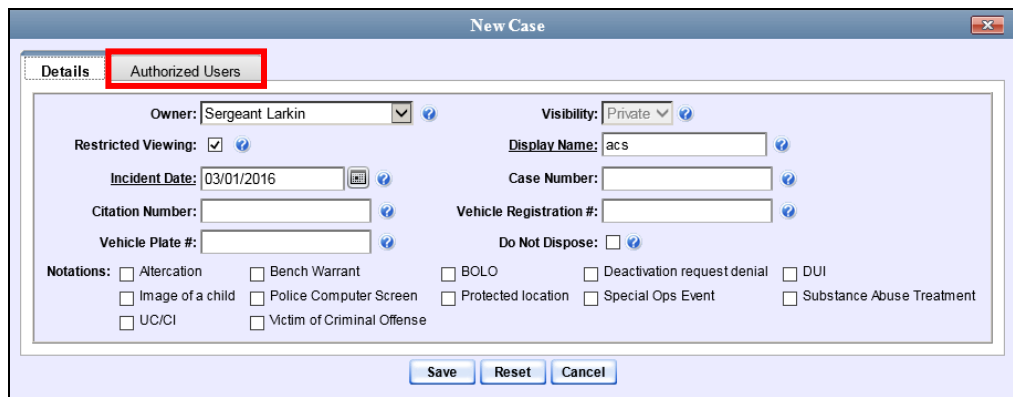
- 3 If you will be the owner of this case (default), proceed to the next step.

– 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.



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\** has expired, select the *Do Not Dispose* checkbox. Otherwise proceed to the next step.

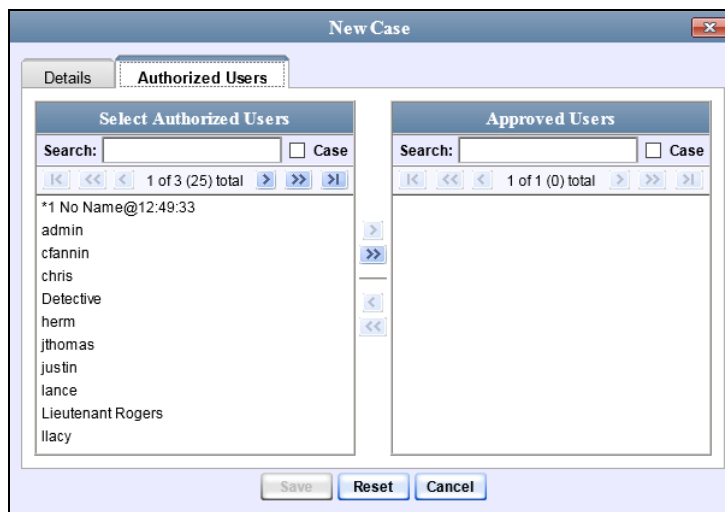


**NOTE:** Once you select the *Do Not Dispose* checkbox, the system will *not* remove the case from the server until you de-select that checkbox.

- 13 If there are any checkboxes to the right of the *Notations* field, select all that apply to this case. Otherwise proceed to the next step.

Notations:  Argumentative  DUI

- 14 Click the **Authorized Users** tab. A list of system users displays.



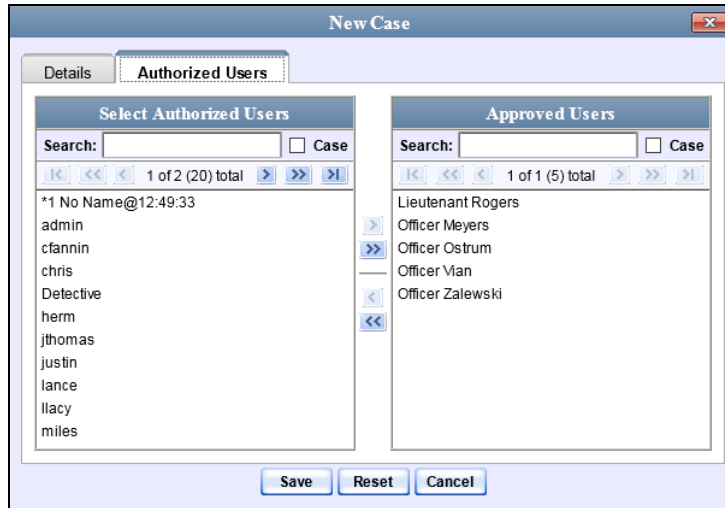
- 15 Go to the left column (Select Authorized Users) and click on each of the users that you wish to allow access to this case.



**HINT:** To scan through a large user list, use the navigation arrows at the top of the column *or* enter a user name in the *Search* field.

\* For more information on Auto Dispose Time, see *Do Not Dispose* in the table on page 273.

- 16 Once you've highlighted the desired users, click the right arrow icon in the center column. The selected users display in the right column (Approved Users).



- 17 Click **Save**. A confirmation message displays at the top of the Case Details page.

Case Assault at Knoll Park successfully saved, 2 officer(s) added, 0 officer(s) removed.

At this point, you may wish to perform one of the following tasks:

- Add a video to this case. See “Adding a Video to a Case” on page 374, beginning with step 2
- Add a media attachment to this case. See “Adding a Media Attachment to a Case” on page 378, beginning with step 2
- Add a subject name to this case. See “Adding a Subject to a Case” on page 381, beginning with step 2.
- Add a comment to this case. See “Adding a Comment to a Case” on page 385, beginning with step 2.
- Add this case to your “Favorites” list. See “Adding a Case to Your List of Favorites” on page 392, 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	<b>Case Information:</b> <ul style="list-style-type: none"> <li>▪ Incident Date</li> <li>▪ Citation #</li> <li>▪ Case #</li> <li>▪ Case Display Name</li> <li>▪ Vehicle Registration #</li> <li>▪ Owner</li> </ul>	<b>Subject Information:</b> <ul style="list-style-type: none"> <li>▪ First Name</li> <li>▪ Last Name</li> </ul>
Advanced	<b>Case Information:</b> <ul style="list-style-type: none"> <li>▪ Creation Date</li> <li>▪ After Incident Date</li> <li>▪ Before Incident Date</li> <li>▪ Citation #</li> <li>▪ Case #</li> <li>▪ Case Display Name</li> <li>▪ Vehicle Registration #</li> <li>▪ Owner</li> <li>▪ Vehicle Plate #</li> <li>▪ Comments</li> <li>▪ Notations</li> </ul>	<b>Subject Information:</b> <ul style="list-style-type: none"> <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:

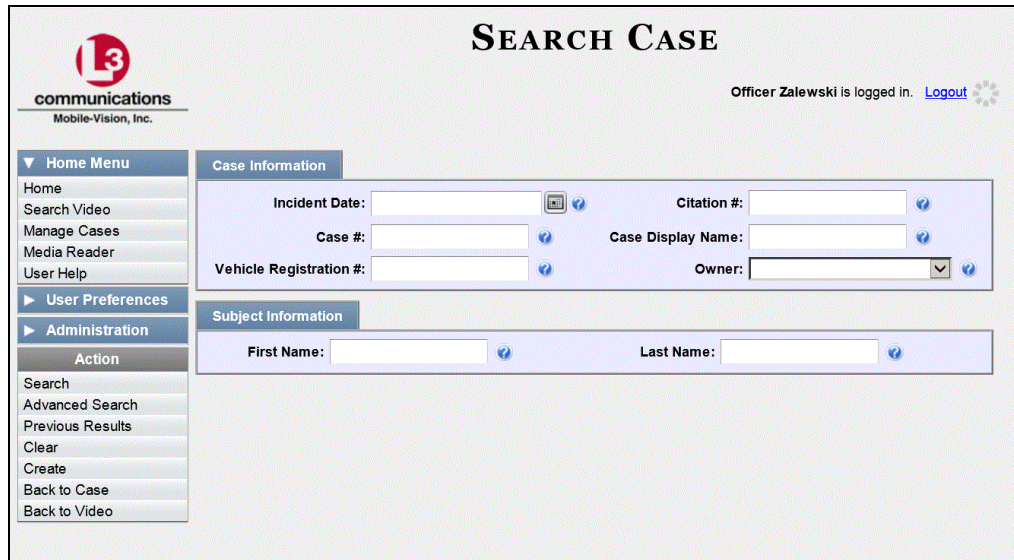
- Performing a Basic Case Search, below
- Performing an Advanced Case Search, page 356.

### Performing a Basic Case Search

This section describes how to search for a case by one or more of the following criteria:

- Incident Date
- Citation Number
- Case Number
- Case Display Name
- Vehicle Registration Number
- Owner
- Subject first/last name.

- 1 Go to [▼ Home Menu](#) and click **Manage Cases**. The Search Case page displays.



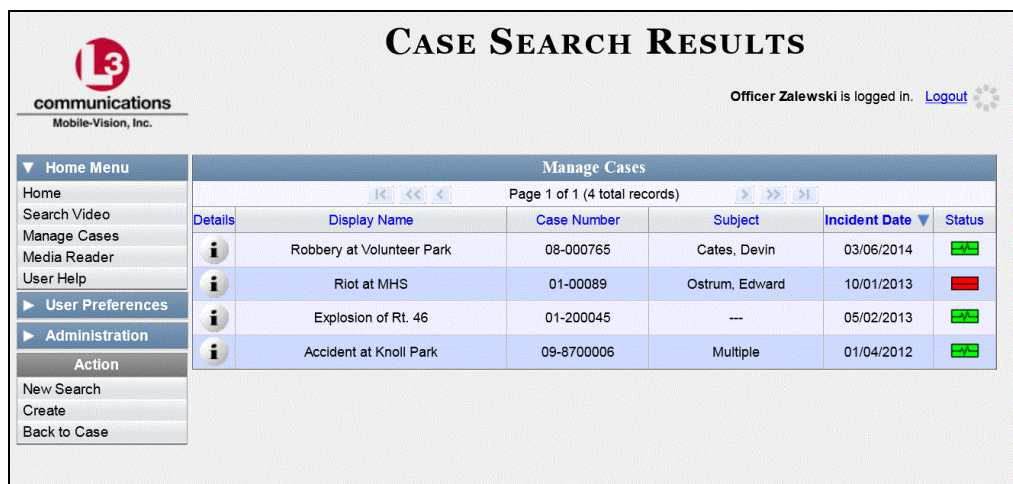
- 2 Look under the **Action** column. If the **Basic Search** option displays, click on it. Otherwise proceed to the next step.
- 3 Enter/select the field values you wish to search on, as described below.

Case Information	
Search Field	Description
Incident Date	Limits your search to those cases that involve an incident that occurred on this date. <i>Select this date from the calendar popup OR enter directly in mm/dd/yyyy format.</i>
Citation #	Limits your search to those cases in which the <i>Citation 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 Display Name	Limits your search to those cases in which the <i>Display Name</i> field contains this text.
Vehicle Registration #	Limits your search to those cases in which the <i>Vehicle Registration #</i> field contains this text.
Owner	Limits your search to those cases that are owned by a particular officer. <i>Select this value from the drop-down list.</i>
Subject Information	
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 356.
Previous Results	Return to the Case Search results, if applicable. If you have not performed a search since you logged on, this action will not display.
Clear	Remove all entries and selections from the search form.
Create	Open a new case. For more information, see “Creating a Regular Case” on page 346 and/or “Creating a Restricted Case” on page 349.
Back to Case	Display the Case Details of the last case you viewed, if applicable. If you have not viewed a case since you logged on, this action will not display.

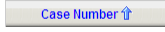
- Go to the **Action** column and click **Search**. All cases that match your selection criteria display on the Case Search Results page.



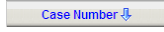
For a detailed description of the components on the Case Search Results page, see “Viewing Case Search Results” on page 360.


By default, cases are sorted chronologically by *Incident Date*. To sort the results differently, proceed to the next step. Otherwise skip to step 6.

- Go to the column heading you wish to sort by: *Display Name*, *Case Number*, or *Subject*.

To sort in *ascending* order—that is, from lowest value to highest value—click the column header *once*. An *up* arrow displays: 

– OR –

To sort in *descending* order—that is, from highest value to lowest value—click the column header *twice*. A *down* arrow displays: 

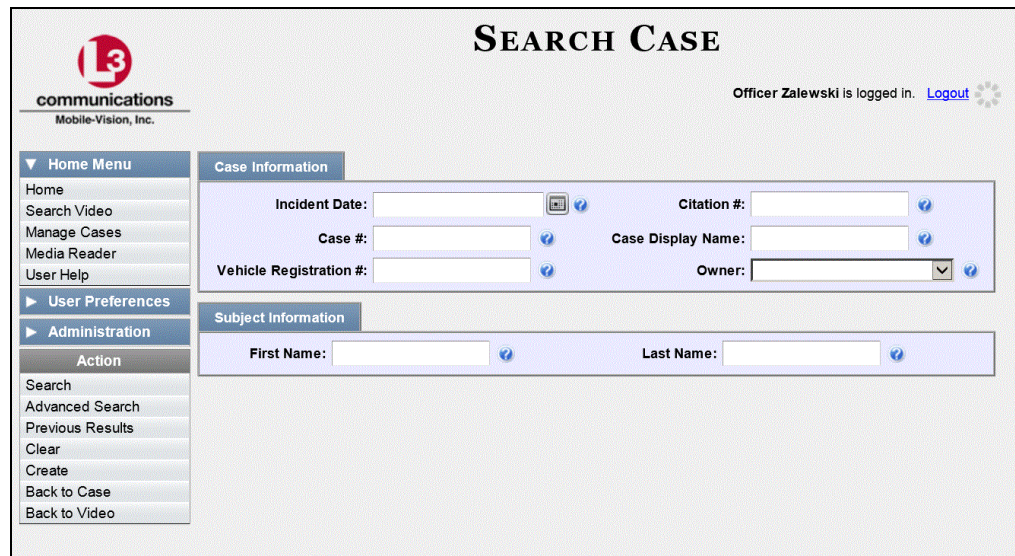
-  **6** To view a case’s details, click the Details icon to the left of that case. The Case Details page displays. For a detailed description of the components on this page, see the table beginning on page 362.

## Performing an Advanced Case Search

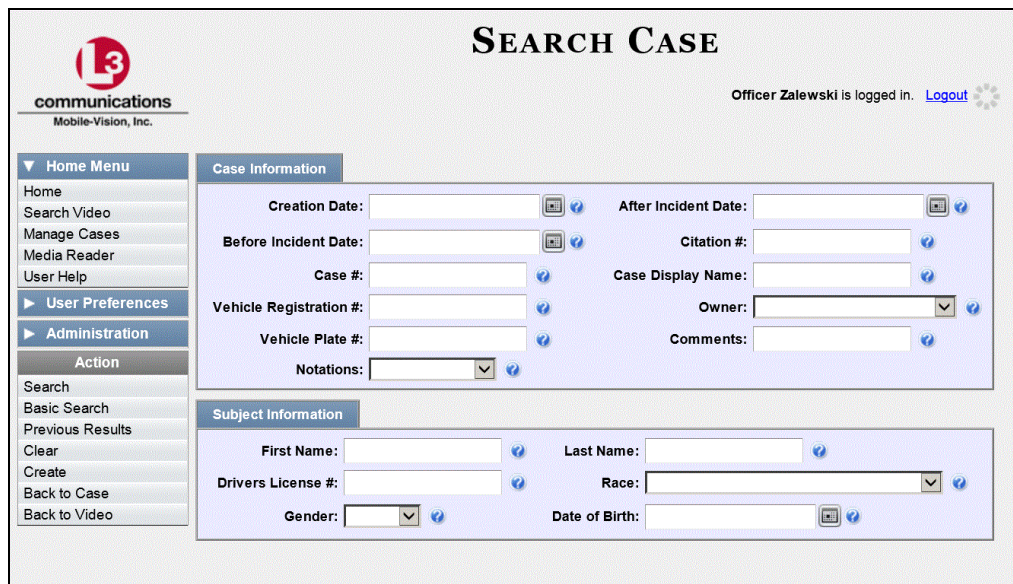
This section describes how to search for a case by one or more of the following criteria:

- |  |  |
|--|--|
| <input type="checkbox"/> Case Creation Date          | <input type="checkbox"/> Case Comments                     |
| <input type="checkbox"/> After Incident Date         | <input type="checkbox"/> Case Notations                    |
| <input type="checkbox"/> Before Incident Date        | <input type="checkbox"/> Subject’s First Name              |
| <input type="checkbox"/> Citation Number             | <input type="checkbox"/> Subject’s Last name               |
| <input type="checkbox"/> Case Number                 | <input type="checkbox"/> Subject’s Driver’s License Number |
| <input type="checkbox"/> Case Display Name           | <input type="checkbox"/> Subject’s Race                    |
| <input type="checkbox"/> Vehicle Registration Number | <input type="checkbox"/> Subject’s Gender                  |
| <input type="checkbox"/> Case Owner                  | <input type="checkbox"/> Subject’s Date of Birth           |
| <input type="checkbox"/> Vehicle Plate Number        |  |

- 1** Go to  and click **Manage Cases**. The Search Case page displays.



- 2** Look under the  column. If the **Advanced Search** option displays, click on it. Otherwise proceed to the next step.



- 3 Enter/select the field values you wish to search on, as described below.

Case Information	
Search Field	Description
Creation Date	Limits your search to those cases that were created on this date. <i>Select this date from the calendar popup OR enter directly in mm/dd/yyyy format.</i>
After Incident Date	Limits your search to those cases that involve an incident that occurred <i>after</i> this date. To search for a date <i>range</i> , use this field in combination with the <i>Before Incident Date</i> field. <i>Select this date from the calendar popup OR enter directly in mm/dd/yyyy format.</i>
Before Incident Date	Limits your search to those cases that occurred <i>before</i> this date. To search for a date <i>range</i> , use this field in combination with the <i>After Incident Date</i> field. <i>Select this date from the calendar popup OR enter directly in mm/dd/yyyy format.</i>
Citation #	Limits your search to those cases in which the <i>Citation 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 Display Name	Limits your search to those cases in which the <i>Display Name</i> field contains this text.
Vehicle Registration #	Limits your search to those cases in which the <i>Vehicle Registration #</i> field contains this text.

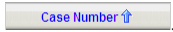
Case Information (cont'd)	
Search Field	Description
Owner	Limits your search to those cases that are owned by a particular officer. <i>Select this value from the drop-down list.</i>
Vehicle Plate #	Limits your search to those cases in which the <i>Vehicle Plate #</i> field contains this text.
Comments	Limits your search to those cases in which the comments entered on the <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.
Driver's License #	Limits your search to those cases in which the subject's driver's license number contains this text.
Race	Limits your search to those cases that involve a subject of this race. <i>Select this value from the Race drop-down list.</i>
Gender	Limits your search to those cases that involve a subject of this gender. <i>Select this value from the Gender drop-down list.</i>
Date of Birth	Limits your search to those cases that involve a subject with this date of birth. <i>Select this date from the calendar popup OR enter directly in mm/dd/yyyy format.</i>
Available Actions	
Action	Description
Search	Execute your search.
Basic Search/ Advanced Search	Toggle back and forth between the Advanced Search form and the Basic Search form. For more information on the Basic Search form, see page 353.

Available Actions (cont'd)	
Action	Description
Previous Results	Return to the previous Case Search Results page, if applicable. If you have not performed a search since you logged on, this action will not display.
Clear	Remove all entries and selections from the Advanced Search form.
Create	Open a new case. For more information, see “Creating a Case” on page 345.
Back to Case	Display the Case Details of the last case you viewed, if applicable. If you have not viewed a case since you logged on, this action will not display.


- Go to the **Action** column and click **Search**. All cases that match your selection criteria display on the Case Search Results page, as pictured on the next page. For a detailed description of the components on this page, see the next section, “Viewing Case Search Results.”


By default, cases are sorted chronologically by *Incident Date*. To sort the results differently, proceed to the next step. Otherwise skip to step 6.

- Go to the column heading you wish to sort by: *Display Name*, *Case Number*, or *Subject*.

To sort in *ascending* order—that is, from lowest value to highest value—click the column header *once*. An *up* arrow displays: 

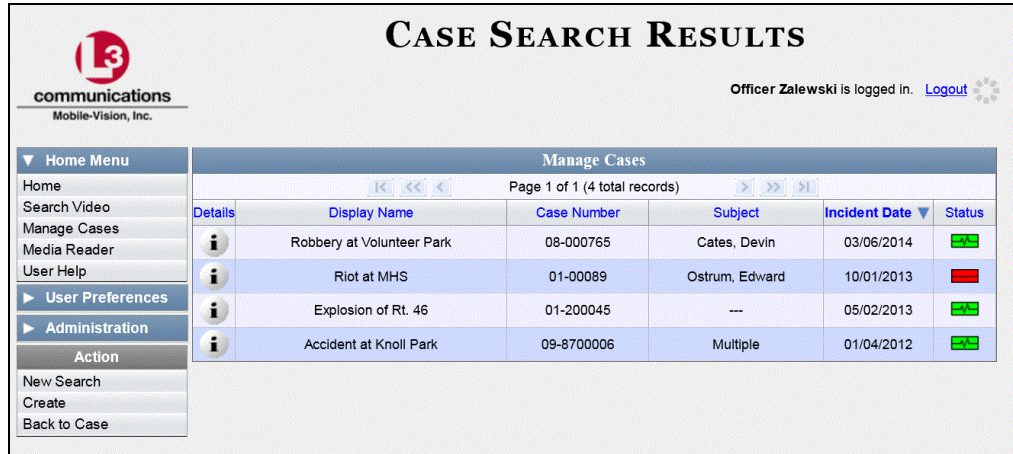
– OR –










To sort in *descending* order—that is, from highest value to lowest value—click the column header *twice*. A *down* arrow displays: 

-  To view a case’s details, click the Details icon to the left of the case. The Case Details page displays. For a detailed description of the components on this page, see the table beginning on page 362.




## 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 353 and “Performing an Advanced Case Search” on page 356. It consists of a table that contains information about each case.



CASE SEARCH RESULTS					
 communications Mobile-Vision, Inc.		Officer Zalewski is logged in. <a href="#">Logout</a>			
Manage Cases					
Page 1 of 1 (4 total records)					
Details	Display Name	Case Number	Subject	Incident Date	Status
	Robbery at Volunteer Park	08-000765	Cates, Devin	03/06/2014	
	Riot at MHS	01-00089	Ostrum, Edward	10/01/2013	
	Explosion of Rt. 46	01-200045	---	05/02/2013	
	Accident at Knoll Park	09-8700006	Multiple	01/04/2012	

The total number of cases included in your search results displays at the top of the results list. The other components of the Case Search Results page are described 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.
	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.

Case Information (cont'd0	
Column	Description
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 345.
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.

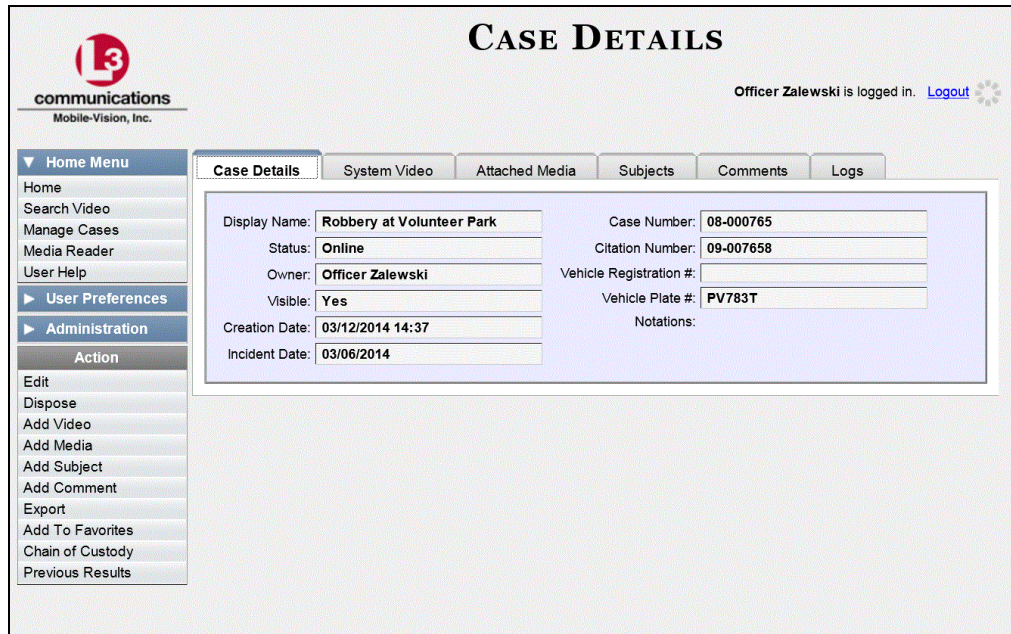
- 1 Perform a basic or advanced search, as described in “Searching for Cases” on page 353.

– OR –

Go to **▼ User Preferences** and click **Favorites** to select a case from your list of Favorites. A list of cases displays.

- i 2 Click the Details icon to the left of the case you wish to view. The Case Details page displays.

*(Continued)*



## CASE DETAILS

Officer Zalewski is logged in. [Logout](#)

**Home Menu**

- Home
- Search Video
- Manage Cases
- Media Reader
- User Help

**User Preferences**

**Administration**

**Action**

- Edit
- Dispose
- Add Video
- Add Media
- Add Subject
- Add Comment
- Export
- Add To Favorites
- Chain of Custody
- Previous Results

Case Details
System Video
Attached Media
Subjects
Comments
Logs

Display Name: <b>Robbery at Volunteer Park</b>	Case Number: <b>08-000765</b>
Status: <b>Online</b>	Citation Number: <b>09-007658</b>
Owner: <b>Officer Zalewski</b>	Vehicle Registration #: <b></b>
Visible: <b>Yes</b>	Vehicle Plate #: <b>PV783T</b>
Creation Date: <b>03/12/2014 14:37</b>	Notations: <b></b>
Incident Date: <b>03/06/2014</b>	

The information on this page is described in the following table.

Case Details Tab	
Field	Description
Display Name	The name of this case.
Status	The current status of this case: <ul style="list-style-type: none"> <li>▪ <i>Online</i>. The case is still stored on the DEP server; you can add new videos, media files, subjects, and/or comments to the case.</li> <li>▪ <i>Offline</i>. Some, but not all, of the case functions are available on the server. You can still view the case record, but you can't view its media attachments. Also, you can't export the case or add any new attachments to it (i.e., videos, media files, subjects, and/or comments). If desired, you can restore an offline case to online status within a limited time period. For more information, see "Re-activating an Offline Case" on page 395.</li> </ul>
Owner	The individual to whom this case is assigned.
Visible	The visibility status of this case: <ul style="list-style-type: none"> <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> </ul> If this is a restricted case, this field will not display.



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 347.
Notations	Agency-specific checkboxes used to notate a case. You define case notations using the procedure described in “Adding a Case Notation” on page 420.
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 374, beginning with step 2.
Add Media	Add a media file attachment to this case. For instructions, see “Adding a Media Attachment to a Case” on page 378, beginning with step 2.
Add Subject	Add a subject name or names to this case. For instructions, see “Adding a Subject to a Case” on page 381, 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 385, 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 392, 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 action will only display if the case is offline.
Reactivate Now	Restore this case from a backup disc or tape to the server. For more information, see “Reactivating an Offline Case” on page 395. 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 400, 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 367, beginning with step 2
- Viewing a Case’s Subjects, page 368, beginning with step 2
- Viewing a Case’s Comments, page 369, beginning with step 2
- Viewing a Case’s Logs, page 370, beginning with step 2
- Viewing a Restricted Case’s Authorized Users, page 372, 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 361.) The Case Details page displays.





- 2 Click the **System Video** tab. All videos that are currently linked to this case display.



Info	Play	Video	Owner	Category	DVR Type	DVR Name	Duration	Date / Time ▲	Remove
			Officer Zalewski	CAD Incident	Vehicle	Unit 147	3 min	10/29/2009 09:01	
			Officer Zalewski	Minor CAD incident	Vehicle	Unit 147	0 min	07/29/2010 08:18	

The columns on the **System Video** tab are described in the 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	<p>The officer who owns this video. By default, the owner of a video file is the officer who was logged on to the DVR unit during the recording. However, you may, in some circumstances, reassign a video to another officer.</p> <p><b>Note:</b> If the value of the <i>Owner</i> field begins with <b>*1 No 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.</p>
Category	The category assigned to this video.
DVR Type	<p>The type of DVR that captured this video:</p> <ul style="list-style-type: none"> <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>BodyVISION</i> DVR.</li> <li>▪ <i>VieVu</i>. The <i>VIEVU</i> 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.

- 
**3** To view a video's details, click the video's Info icon. Otherwise proceed to the next step.
- 
**4** To play a video, click the video's *Play* button. The Flashback Player launches in a separate window. This player will differ slightly depending on whether you are watching a Flashback1 or Flashback2/3/HD/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 361.) The Case Details page displays.



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Officer Zalewski is logged in. [Logout](#)

**CASE DETAILS**

Case Details | System Video | Attached Media | Subjects | Comments | Logs

Display Name: **Robbery at Volunteer Park** Case Number: **08-000765**  
 Status: **Online** Citation Number: **09-007658**  
 Owner: **Officer Zalewski** Vehicle Registration #:   
 Visible: **Yes** Vehicle Plate #: **PV783T**  
 Creation Date: **03/12/2014 14:37** Notations:   
 Incident Date: **03/06/2014**

- 2 Click the **Attached Media** tab. All attachment files that are currently linked to this case display.



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**CASE DETAILS**

Case Details | System Video | **Attached Media** | Subjects | Comments | Logs

**Attached Media**  
 Page 1 of 1 (3 total records)

Open	Preview	Uploaded By	Collected By	File Name ▲	Date / Time	Delete
		Sergeant Larkin	Sergeant Larkin	1440451693215_Quick_Check.JPG	08/24/2015 18:09	
		Sergeant Larkin	Sergeant Larkin	1440451743509_SDC10196.JPG	08/24/2015 18:10	
		Sergeant Larkin	Sergeant Larkin	1440451743509_SDC10201.JPG	08/24/2015 18:10	

The columns on the **Attached Media** tab are described below.

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.




- 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 361.) The Case Details page displays.



## CASE DETAILS

Officer Zalewski is logged in. [Logout](#)

**Home Menu**

- Home
- Search Video
- Manage Cases
- Media Reader
- User Help

**User Preferences**

**Administration**

Action

- Edit
- Dispose
- Add Video
- Add Media
- Add Subject
- Add Comment
- Export
- Add To Favorites
- Chain of Custody
- Previous Results

Case Details

System Video

Attached Media

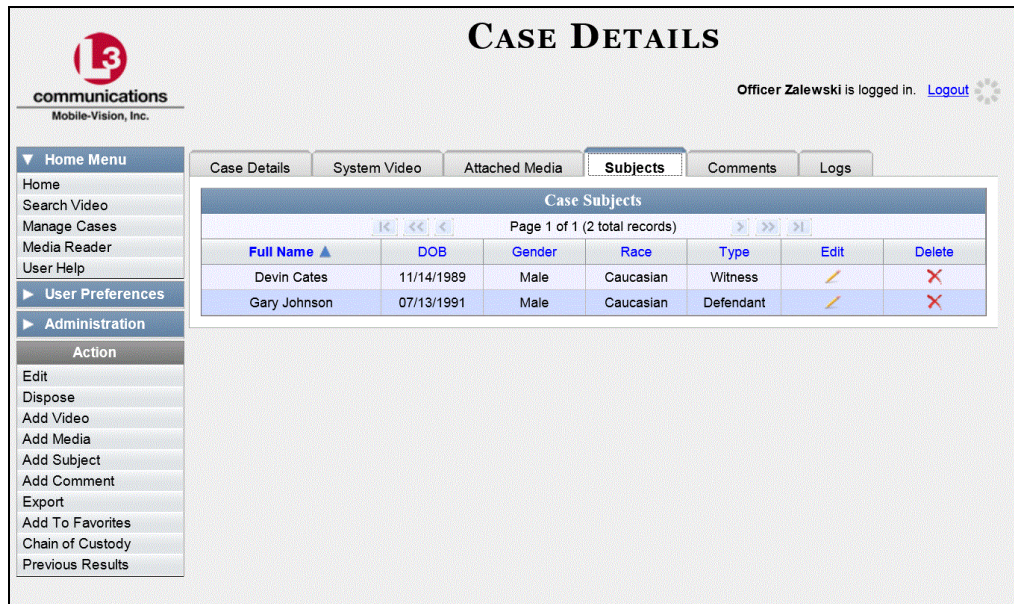
Subjects

Comments

Logs

Display Name: <b>Robbery at Volunteer Park</b>	Case Number: <b>08-000765</b>
Status: <b>Online</b>	Citation Number: <b>09-007658</b>
Owner: <b>Officer Zalewski</b>	Vehicle Registration #: <input type="text"/>
Visible: <b>Yes</b>	Vehicle Plate #: <b>PV783T</b>
Creation Date: <b>03/12/2014 14:37</b>	Notations: <input type="text"/>
Incident Date: <b>03/06/2014</b>	

- Click the **Subjects** tab. All subjects that are currently linked to this case display.



The screenshot shows the 'CASE DETAILS' interface. At the top right, it indicates 'Officer Zalewski is logged in.' with a 'Logout' link. Below the navigation tabs, the 'Subjects' tab is active, displaying a table of 'Case Subjects'. The table has two rows of data and includes 'Edit' and 'Delete' buttons for each entry.

Full Name ▲	DOB	Gender	Race	Type	Edit	Delete
Devin Cates	11/14/1989	Male	Caucasian	Witness		
Gary Johnson	07/13/1991	Male	Caucasian	Defendant		

The columns on the **Subjects** tab are described below.

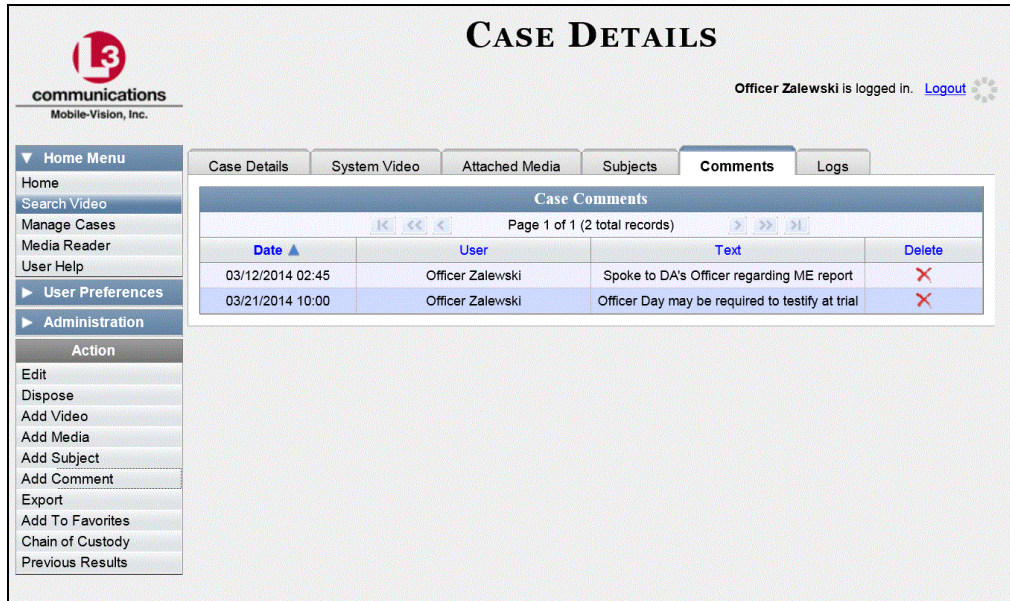
Subjects Tab	
Column	Description
Full Name	The subject's name.
DOB	The subject's date of birth.
Gender	The subject's gender.
Race	The subject's race. This field's values are defined by the System Administrator.
Type	The type of subject (e.g., <i>Witness</i> , <i>Victim</i> , <i>Defendant</i> , etc.). This field's values are defined by the System Administrator.
Edit	A button used to open this subject record in order to update it.
Delete	A button used to delete this subject record.

### Viewing a Case's Comments

This section describes how to view the comment records that are currently linked to a case.

- Search for and display the case you wish to view. (If necessary, review "Displaying a Case" on page 361.) The Case Details page displays, as pictured on the previous page.

- Click the **Comments** tab. All comments that are currently linked to this case display.



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Officer Zalewski is logged in. [Logout](#)

Home Menu  
 Home  
 Search Video  
 Manage Cases  
 Media Reader  
 User Help  
 User Preferences  
 Administration  
 Action  
 Edit  
 Dispose  
 Add Video  
 Add Media  
 Add Subject  
 Add Comment  
 Export  
 Add To Favorites  
 Chain of Custody  
 Previous Results

Case Details System Video Attached Media Subjects **Comments** Logs

**Case Comments**  
 Page 1 of 1 (2 total records)

Date ▲	User	Text	Delete
03/12/2014 02:45	Officer Zalewski	Spoke to DA's Officer regarding ME report	X
03/21/2014 10:00	Officer Zalewski	Officer Day may be required to testify at trial	X

The columns on the **Comments** tab are described below.

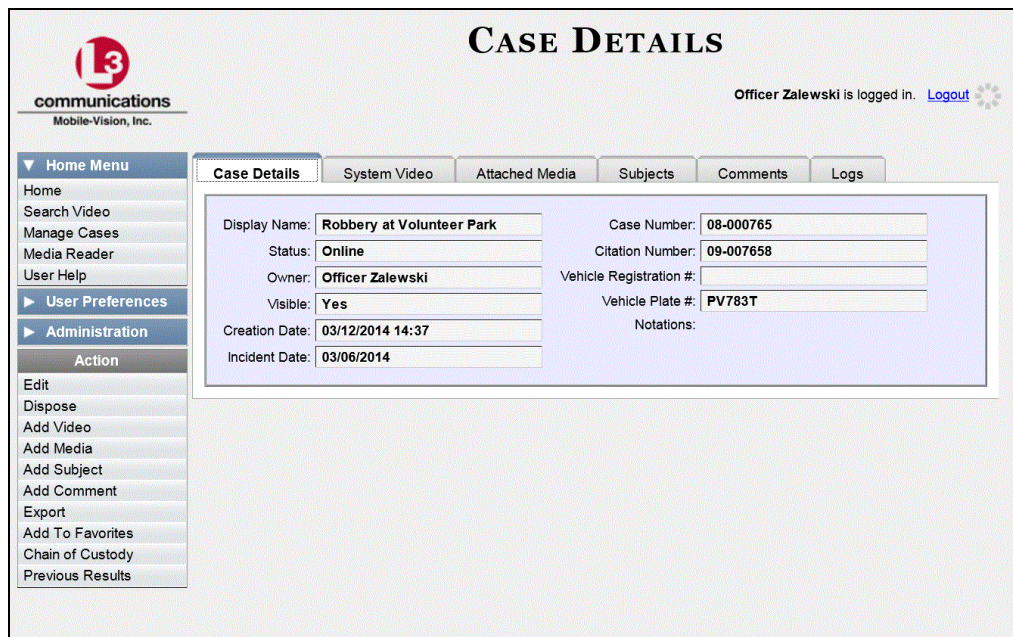
Comments Tab	
Column	Description
Date	The date and time at which this comment was added to the case. Time displays in hh:mm 24-hour format.
User	The user name of the officer who entered this comment.
Text	The comment itself.
Delete	A button used to permanently delete this comment.

## 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.

- Search for and display the case you wish to view. (If necessary, review "Displaying a Case" on page 361.) The Case Details page displays.





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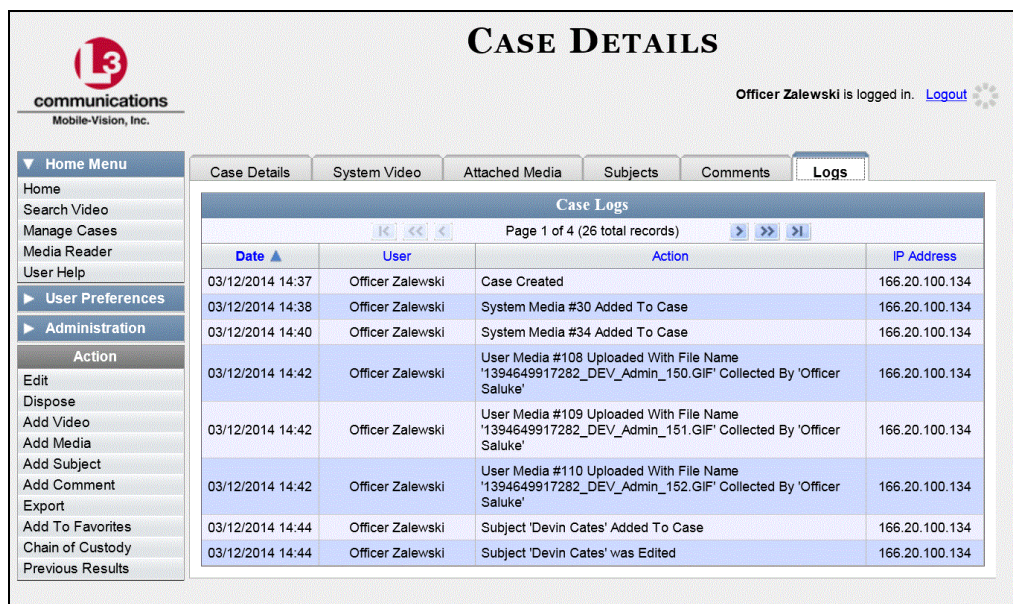
Officer Zalewski is logged in. [Logout](#)

**CASE DETAILS**

Case Details | System Video | Attached Media | Subjects | Comments | Logs

Display Name: **Robbery at Volunteer Park** Case Number: **08-000765**  
 Status: **Online** Citation Number: **09-007658**  
 Owner: **Officer Zalewski** Vehicle Registration #:   
 Visible: **Yes** Vehicle Plate #: **PV783T**  
 Creation Date: **03/12/2014 14:37** Notations:   
 Incident Date: **03/06/2014**

- 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 scroll through the list.



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**CASE DETAILS**

Case Details | System Video | Attached Media | Subjects | Comments | **Logs**

**Case Logs**

Page 1 of 4 (26 total records)

Date ▲	User	Action	IP Address
03/12/2014 14:37	Officer Zalewski	Case Created	166.20.100.134
03/12/2014 14:38	Officer Zalewski	System Media #30 Added To Case	166.20.100.134
03/12/2014 14:40	Officer Zalewski	System Media #34 Added To Case	166.20.100.134
03/12/2014 14:42	Officer Zalewski	User Media #108 Uploaded With File Name '1394649917282_DEV_Admin_150.GIF' Collected By 'Officer Saluke'	166.20.100.134
03/12/2014 14:42	Officer Zalewski	User Media #109 Uploaded With File Name '1394649917282_DEV_Admin_151.GIF' Collected By 'Officer Saluke'	166.20.100.134
03/12/2014 14:42	Officer Zalewski	User Media #110 Uploaded With File Name '1394649917282_DEV_Admin_152.GIF' Collected By 'Officer Saluke'	166.20.100.134
03/12/2014 14:44	Officer Zalewski	Subject 'Devin Cates' Added To Case	166.20.100.134
03/12/2014 14:44	Officer Zalewski	Subject 'Devin Cates' was Edited	166.20.100.134

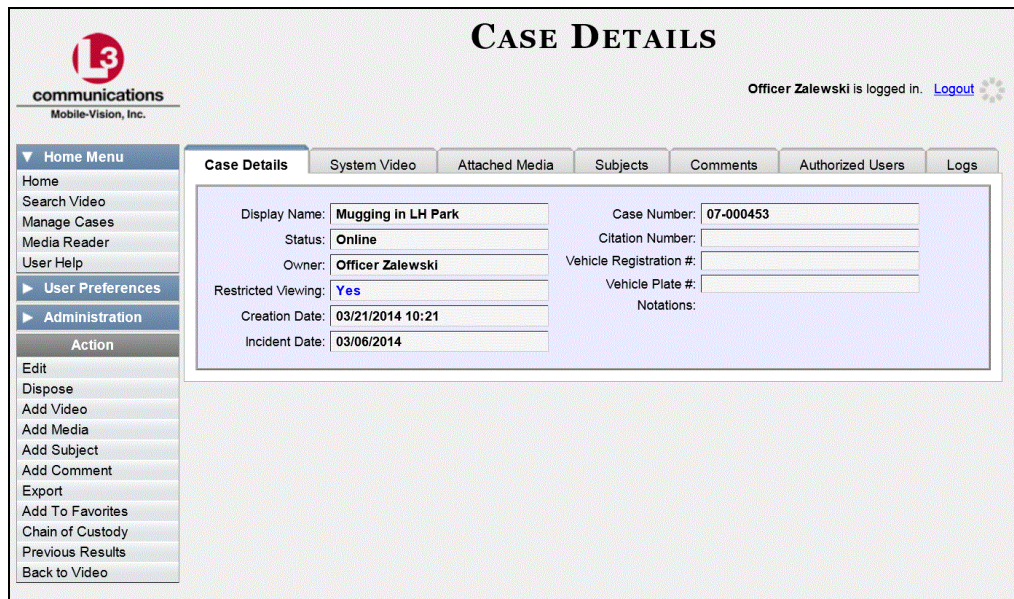
The columns on the **Logs** tab are described in the table on the next page.

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 349.

- 1 Search for and display the restricted case you wish to view. (If necessary, review “Displaying a Case” on page 361.)



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Officer Zalewski is logged in. [Logout](#)

**CASE DETAILS**

Case Details | System Video | Attached Media | Subjects | Comments | Authorized Users | Logs

Display Name: **Mugging in LH Park** Case Number: **07-000453**

Status: **Online** Citation Number:

Owner: **Officer Zalewski** Vehicle Registration #:

Restricted Viewing: **Yes** Vehicle Plate #:

Creation Date: **03/21/2014 10:21** Notations:

Incident Date: **03/06/2014**

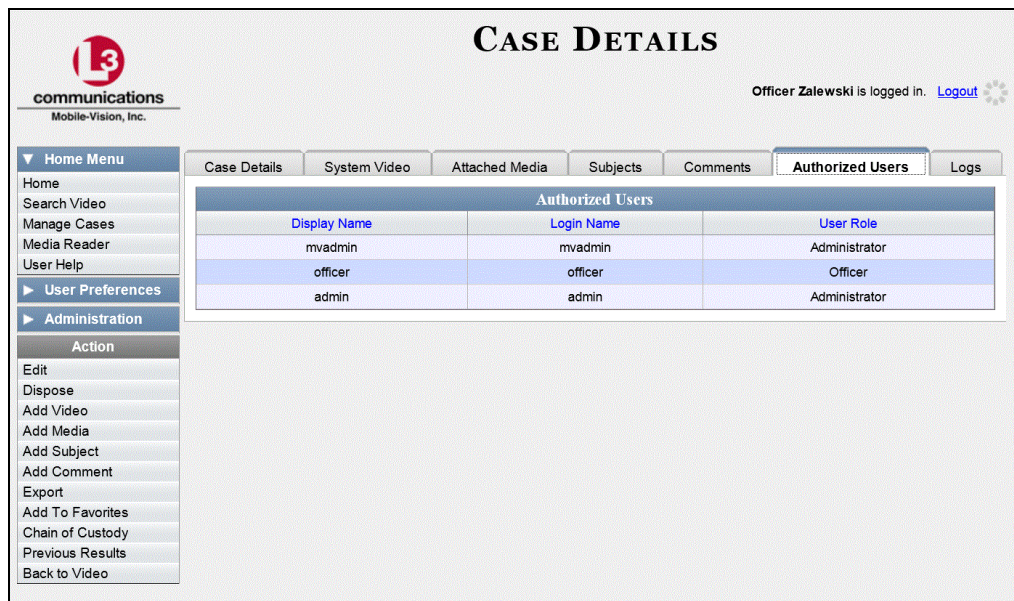
Home Menu  
Home  
Search Video  
Manage Cases  
Media Reader  
User Help

User Preferences

Administration

Action  
Edit  
Dispose  
Add Video  
Add Media  
Add Subject  
Add Comment  
Export  
Add To Favorites  
Chain of Custody  
Previous Results  
Back to Video

- 2 Click the **Authorized Users** tab. The list of authorized users for this case displays.



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Officer Zalewski is logged in. [Logout](#)

▼ Home Menu  
Home  
Search Video  
Manage Cases  
Media Reader  
User Help

► User Preferences

► Administration

Action

Edit  
Dispose  
Add Video  
Add Media  
Add Subject  
Add Comment  
Export  
Add To Favorites  
Chain of Custody  
Previous Results  
Back to Video

Case Details System Video Attached Media Subjects Comments **Authorized Users** Logs

Authorized Users		
Display Name	Login Name	User Role
mvadmin	mvadmin	Administrator
officer	officer	Officer
admin	admin	Administrator

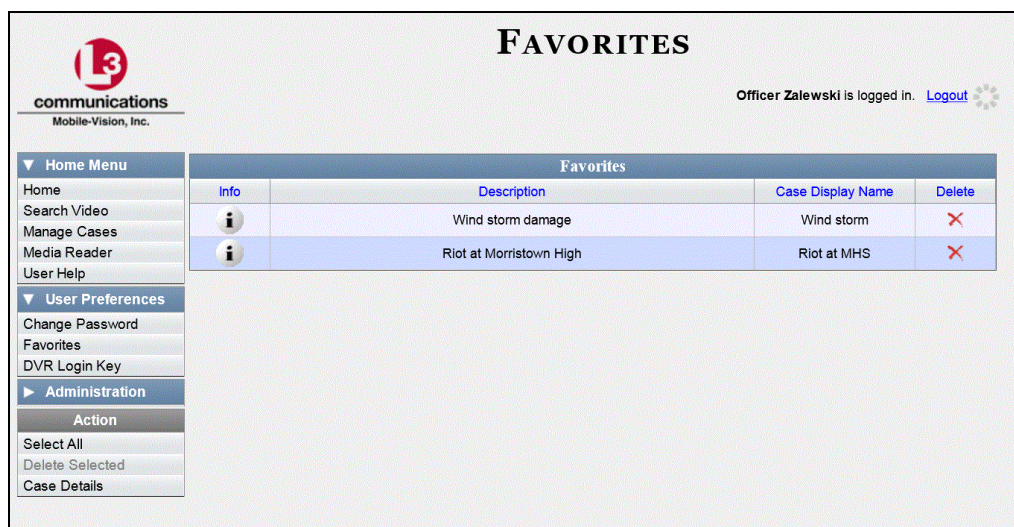
For instructions on adding/removing users from this list, refer to the following sections:

- Adding a User to a Restricted Case, page 387, beginning with step 3
- Removing a User from a Restricted Case, page 389, 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 392.

- 1 Go to **▼ User Preferences** and click **Favorites**. The Favorites page displays.



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Officer Zalewski is logged in. [Logout](#)

▼ Home Menu  
Home  
Search Video  
Manage Cases  
Media Reader  
User Help

▼ User Preferences  
Change Password  
Favorites  
DVR Login Key


► Administration

Action

Select All  
Delete Selected  
Case Details

**FAVORITES**

Favorites			
Info	Description	Case Display Name	Delete
	Wind storm damage	Wind storm	
	Riot at Morrilstown High	Riot at MHS	

-  **2** To access one of the cases on your list, click the Info icon to the left of the case you wish to view. The Case Details page displays. For a detailed description of the components on this page, see the table beginning on page 362.

For instructions on adding/removing a case from this list, see:

- Adding a Case to Your List of Favorites, page 392
- Removing a Case from Your List of Favorites, page 394, 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 377
- Adding a Media Attachment to a Case, page 378
- Removing a Media Attachment from a Case, page 381
- Adding a Subject to a Case, page 381
- Removing a Subject from a Case, page 382
- Updating a Case's Subjects, page 384
- Adding a Comment to a Case, page 385
- Removing a Comment from a Case, page 386
- Adding a User to a Restricted Case, page 387
- Removing a User from a Restricted Case, page 389.

Typically, you can only update cases that you *own*. Depending on your permissions, however, you may be able to update other cases as well.

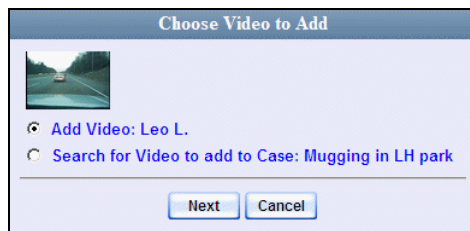
### Adding a Video to a Case

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 361.) The Case Details page displays.



- 2 Go to the **Action** column and click **Add Video**. The Choose Video to Add popup displays.



If you've viewed a video since you last logged onto the system, the most recent video you viewed will display on this popup.

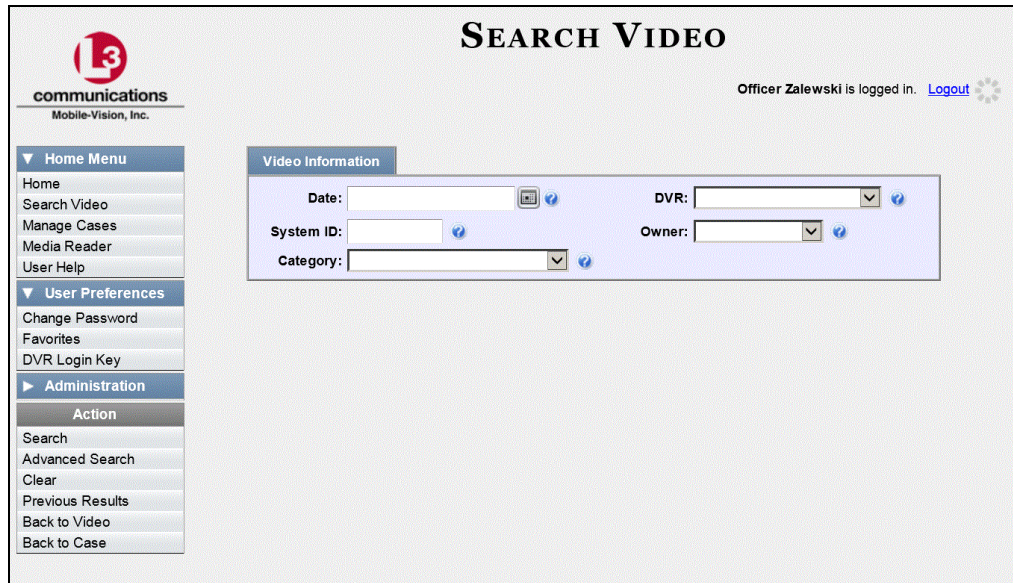
- ⇒ If *one* radio button displays on this popup, skip to step 4.
- ⇒ If *two* radio buttons display on this popup, proceed to the next step.

- 3 If you wish to add the displayed video to your case, click **Next**. Skip to step 8.

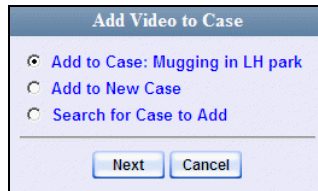
– OR –

If you do *not* wish to add the displayed video name to your case, select **Search for Video to add to Case**.

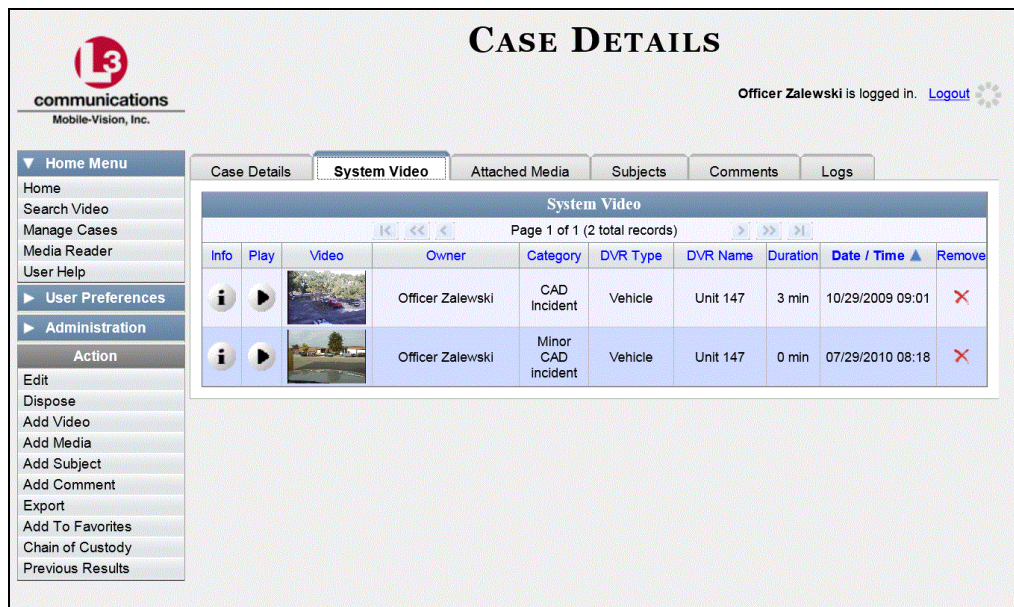
- 4 Click **Next**. The Search Video page displays.



- 5 Search for and display the video you wish to add. (If necessary, review “Searching for Videos” in chapter 2.)
- 6 Go to the **Action** column and click **Add To Case**. The Add Video to Case popup displays.



- 7 Click **Next**. The Case Details page redisplay.
- 8 Click the **System Video** tab. The new video now displays on the case’s video list.



**System Video**

Page 1 of 1 (2 total records)

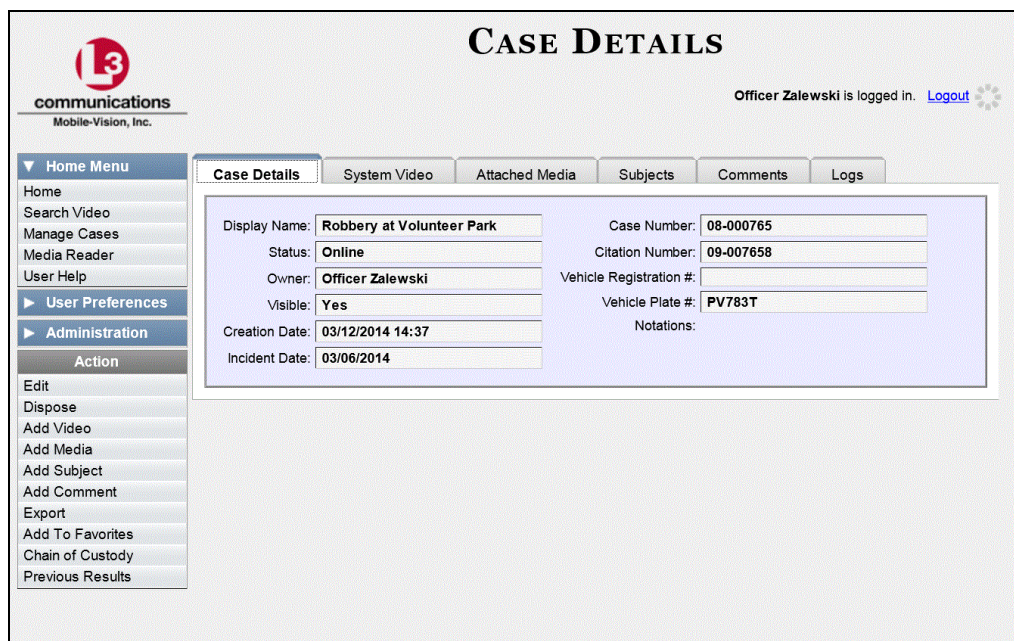
Info	Play	Video	Owner	Category	DVR Type	DVR Name	Duration	Date / Time	Remove
			Officer Zalewski	CAD Incident	Vehicle	Unit 147	3 min	10/29/2009 09:01	
			Officer Zalewski	Minor CAD Incident	Vehicle	Unit 147	0 min	07/29/2010 08:18	

- To add another video to this case, repeat steps 2 through 8.

## Removing a Video from a Case

This section describes how to remove a video from an existing case. In order to perform this task, you must be the case's owner or have *edit* permissions.

- Search for and display the case you wish to remove a video from. (If necessary, review "Displaying a Case" on page 361.) The Case Details page displays.



**Case Details**

Display Name: **Robbery at Volunteer Park** Case Number: **08-000765**

Status: **Online** Citation Number: **09-007658**

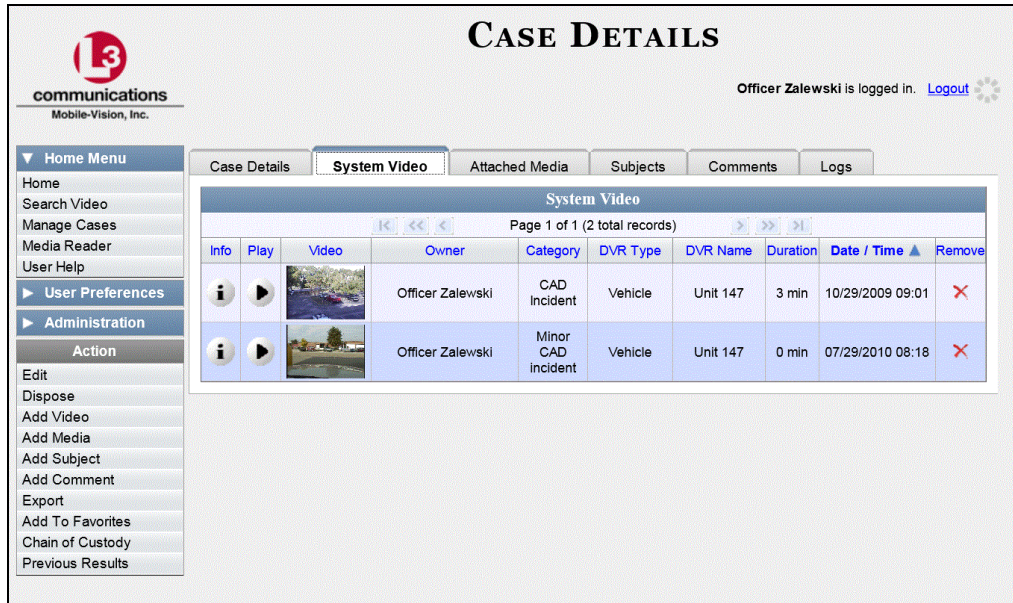
Owner: **Officer Zalewski** Vehicle Registration #: [blank]

Visible: **Yes** Vehicle Plate #: **PV783T**

Creation Date: **03/12/2014 14:37** Notations: [blank]

Incident Date: **03/06/2014**

- Click the **System Video** tab. All the videos that are currently linked to this case display.



The screenshot shows the 'CASE DETAILS' page for 'Officer Zalewski'. The 'System Video' tab is active, displaying a table with two video records. The table columns are: Info, Play, Video, Owner, Category, DVR Type, DVR Name, Duration, Date / Time, and Remove.

Info	Play	Video	Owner	Category	DVR Type	DVR Name	Duration	Date / Time	Remove
			Officer Zalewski	CAD Incident	Vehicle	Unit 147	3 min	10/29/2009 09:01	
			Officer Zalewski	Minor CAD incident	Vehicle	Unit 147	0 min	07/29/2010 08:18	

For a description of the columns on the **System Video** tab, see page 366.

- Locate the video you wish to remove, then go to the *Remove* column and click . The system removes the selected video from the case's video list.

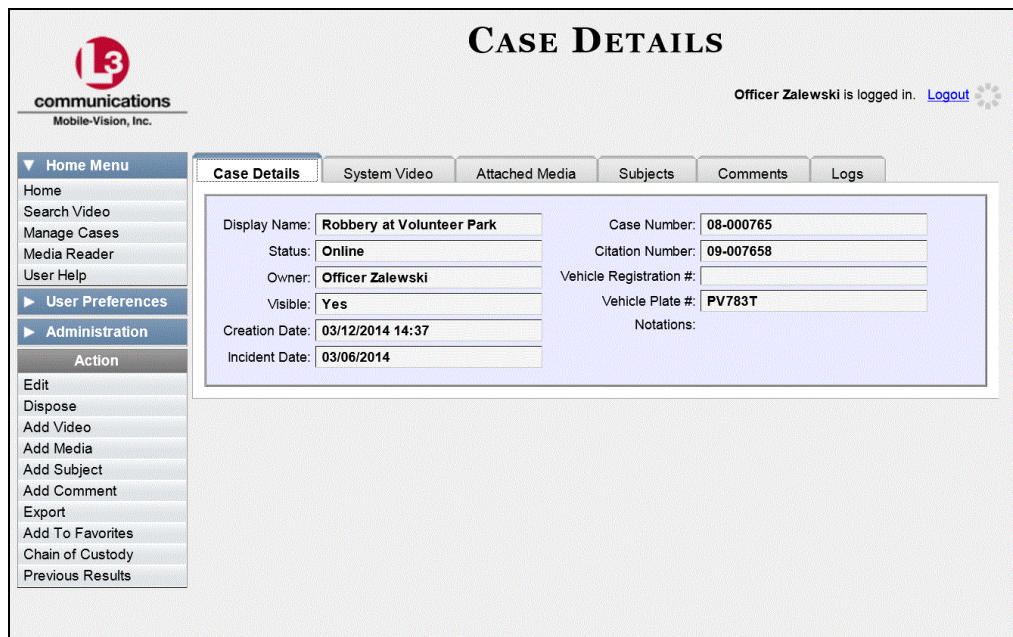
### Adding a Media Attachment to a Case

This section describes how to add an attachment file to a case, such as an evidential photograph.

In order to perform this task, you must be the case's owner or have *edit* permissions.

- Search for and display the case you wish to attach a file to. (If necessary, review "Displaying a Case" on page 361.) The Case Details page displays.





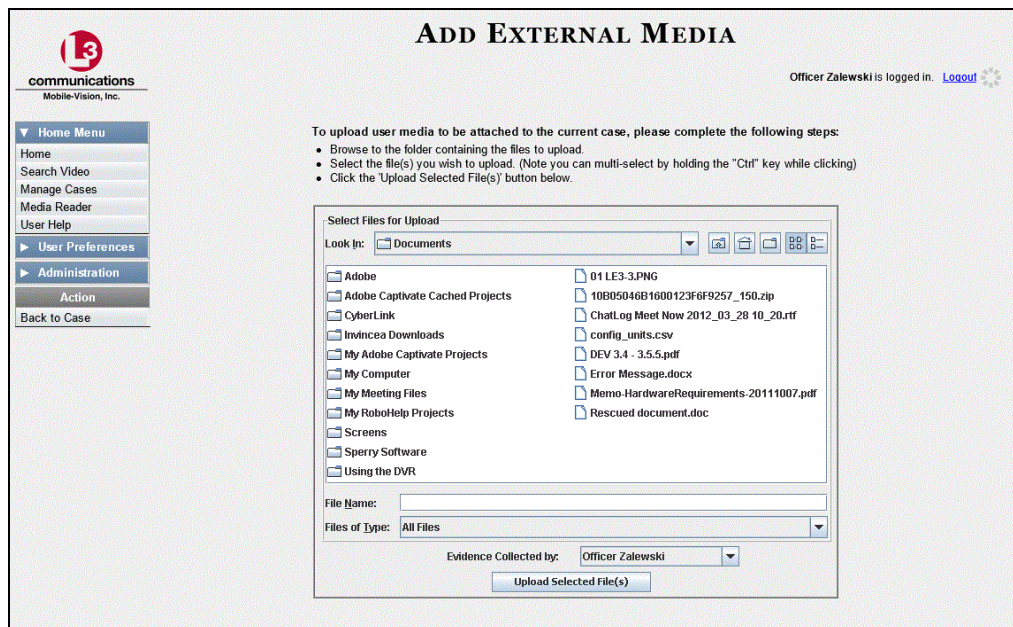
**CASE DETAILS**

Officer Zalewski is logged in. [Logout](#)

**Case Details** | System Video | Attached Media | Subjects | Comments | Logs

Display Name:	Robbery at Volunteer Park	Case Number:	08-000765
Status:	Online	Citation Number:	09-007658
Owner:	Officer Zalewski	Vehicle Registration #:	
Visible:	Yes	Vehicle Plate #:	PV783T
Creation Date:	03/12/2014 14:37	Notations:	
Incident Date:	03/06/2014		

- Go to the **Action** column and click **Add Media**. The Add External Media page displays.



**ADD EXTERNAL MEDIA**

Officer Zalewski is logged in. [Logout](#)

To upload user media to be attached to the current case, 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 "Ctrl" key while clicking)
- Click the 'Upload Selected File(s)' button below.

Select Files for Upload

Look In: Documents

Adobe	01 LE3-3.PNG
Adobe Captivate Cached Projects	10B05046B1600123F6F9257_150.zip
CyberLink	ChatLog Meet Now 2012_03_28 10_20.rtf
Invincea Downloads	config_units.csv
My Adobe Captivate Projects	DEV 3.4 - 3.5.5.pdf
My Computer	Error Message.docx
My Meeting Files	Memo-HardwareRequirements-20111007.pdf
My RoboHelp Projects	Rescued document.doc
Screens	
Sperry Software	
Using the DVR	

File Name:

Files of Type: All Files

Evidence Collected by: Officer Zalewski

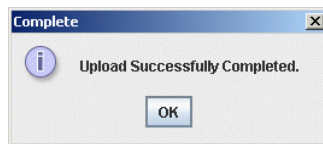
- Using the *Look in* drop-down list, navigate to the disk drive location where the file is located.
- Click on the file or files you wish to link. To select more than one file, hold the **Ctrl** key down while you click on each file.

- 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.



- 8 Click **OK**.
- 9 Go to the **Action** column and click **Back to Case**. The Case Details page redisplay.
- 10 Click the **Attached Media** tab. Your newly added files display on the Attached Media list.



## CASE DETAILS

Sergeant Larkin is logged in. [Logout](#)

- ▼ Home Menu
- Home
- Search Video
- Manage Cases
- Media Reader
- User Help
- ▶ User Preferences
- ▶ Administration
- Action
- Edit
- Dispose
- Add Video
- Add Media
- Add Subject
- Add Comment
- Export
- Add To Favorites
- Chain of Custody
- Previous Results

Case Details
System Video
Attached Media
Subjects
Comments
Logs

**Attached Media**

Page 1 of 1 (3 total records)

Open	Preview	Uploaded By	Collected By	File Name ▲	Date / Time	Delete
📁		Sergeant Larkin	Sergeant Larkin	1440451693215_Quick_Check.JPG	08/24/2015 18:09	✖
📁		Sergeant Larkin	Sergeant Larkin	1440451743509_SDC10196.JPG	08/24/2015 18:10	✖
📁		Sergeant Larkin	Sergeant Larkin	1440451743509_SDC10201.JPG	08/24/2015 18:10	✖

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## Removing a Media Attachment from a Case

This section describes how to remove a media file from a case. In order to perform this task, you must be the case's owner or have *edit* permissions.


- 1 Search for and display the case you wish to remove an attachment from. (If necessary, review "Displaying a Case" on page 361.) The Case Details page displays.



Case Details	System Video	Attached Media	Subjects	Comments	Logs
Display Name: <b>Robbery at Volunteer Park</b>	Case Number: <b>08-000765</b>				
Status: <b>Online</b>	Citation Number: <b>09-007658</b>				
Owner: <b>Officer Zalewski</b>	Vehicle Registration #: <b></b>				
Visible: <b>Yes</b>	Vehicle Plate #: <b>PV783T</b>				
Creation Date: <b>03/12/2014 14:37</b>	Notations: <b></b>				
Incident Date: <b>03/06/2014</b>					

- 2 Click the **Attached Media** tab. All files that are currently linked to this case display, as pictured on the previous page.

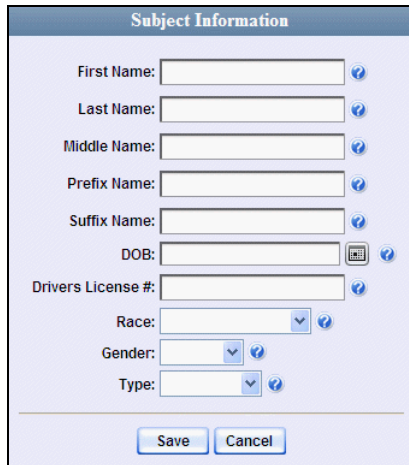
For a description of the columns on the **Attached Media** tab, see page 368.

- 3 Locate the file that you wish to remove, then go to the *Delete* column and click . The system removes the selected file from the case's Attached Media list.

## Adding a Subject to a Case

This section describes how to add a subject name to a case. In order to perform this task, you must be the case's owner or have *edit* permissions.

- 1 Search for and display the case you wish to add a subject to. (If necessary, review "Displaying a Case" on page 361.) The Case Details page displays, as pictured above.
- 2 Go to the **Action** column and click **Add Subject**. The Subject Information popup displays.



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.

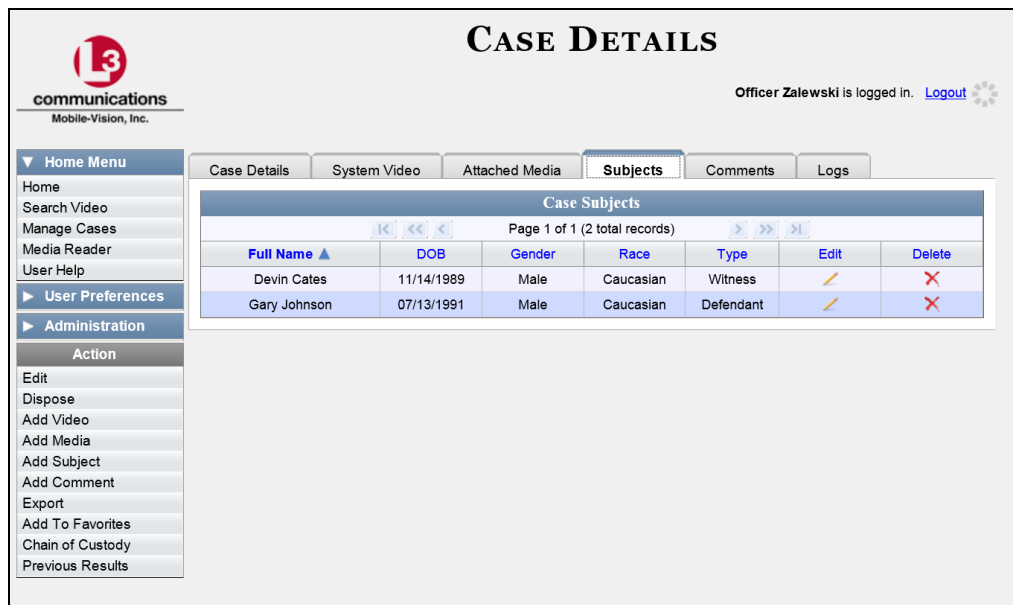
7 Select the subject's gender from the *Gender* drop-down list.

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.



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Case Details | System Video | Attached Media | **Subjects** | Comments | Logs

**Case Subjects**  
Page 1 of 1 (2 total records)

Full Name ▲	DOB	Gender	Race	Type	Edit	Delete
Devin Cates	11/14/1989	Male	Caucasian	Witness		
Gary Johnson	07/13/1991	Male	Caucasian	Defendant		

**Home Menu**  
Home  
Search Video  
Manage Cases  
Media Reader  
User Help

**User Preferences**

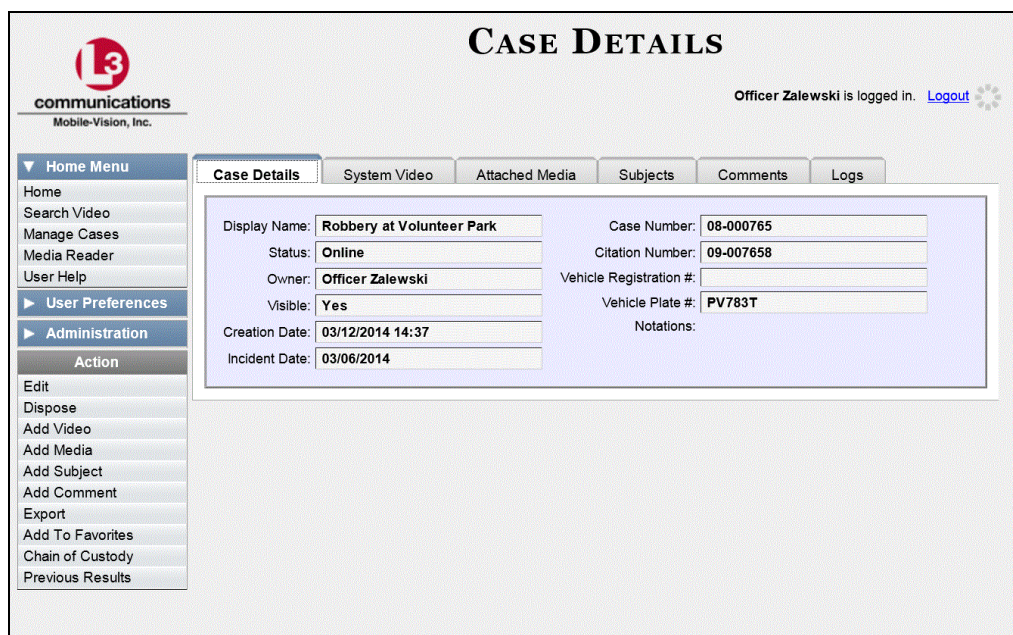
**Administration**  
Action  
Edit  
Dispose  
Add Video  
Add Media  
Add Subject  
Add Comment  
Export  
Add To Favorites  
Chain of Custody  
Previous Results

- 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.

- Search for and display the case you wish to remove a subject from. (If necessary, review "Displaying a Case" on page 361.) The Case Details page displays.



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Case Details | System Video | Attached Media | **Subjects** | Comments | Logs

Display Name: **Robbery at Volunteer Park** Case Number: **08-000765**

Status: **Online** Citation Number: **09-007658**

Owner: **Officer Zalewski** Vehicle Registration #:

Visible: **Yes** Vehicle Plate #: **PV783T**

Creation Date: **03/12/2014 14:37** Notations:

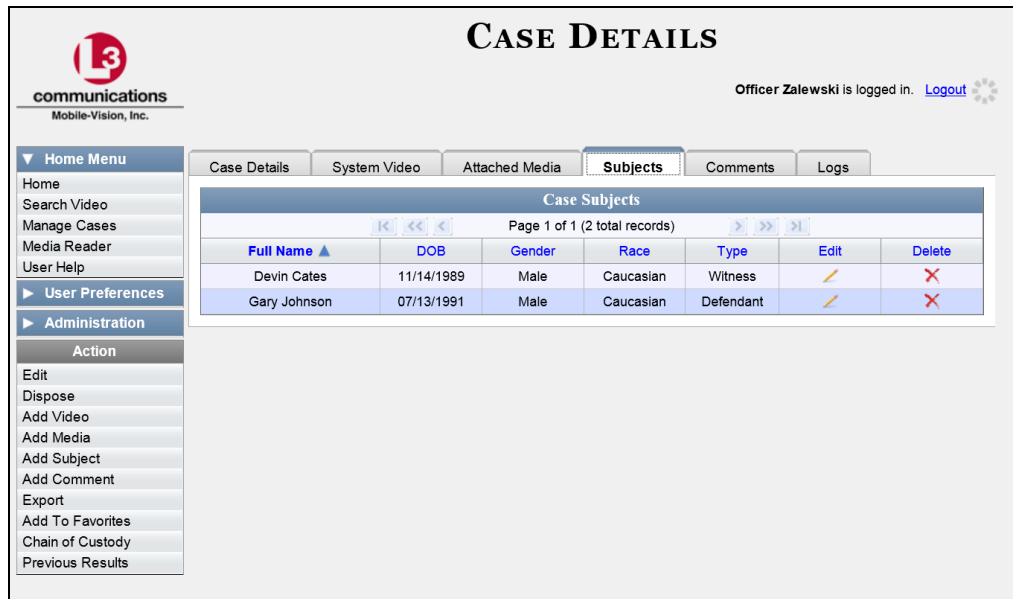
Incident Date: **03/06/2014**

**Home Menu**  
Home  
Search Video  
Manage Cases  
Media Reader  
User Help

**User Preferences**

**Administration**  
Action  
Edit  
Dispose  
Add Video  
Add Media  
Add Subject  
Add Comment  
Export  
Add To Favorites  
Chain of Custody  
Previous Results

- Click the **Subjects** tab. All subjects that are currently linked to this case display.



**CASE DETAILS**

communications Mobile-Vision, Inc. Officer Zalewski is logged in. [Logout](#)

Home Menu: Home, Search Video, Manage Cases, Media Reader, User Help, User Preferences, Administration, Action: Edit, Dispose, Add Video, Add Media, Add Subject, Add Comment, Export, Add To Favorites, Chain of Custody, Previous Results

Case Details | System Video | Attached Media | **Subjects** | Comments | Logs

**Case Subjects**

Page 1 of 1 (2 total records)

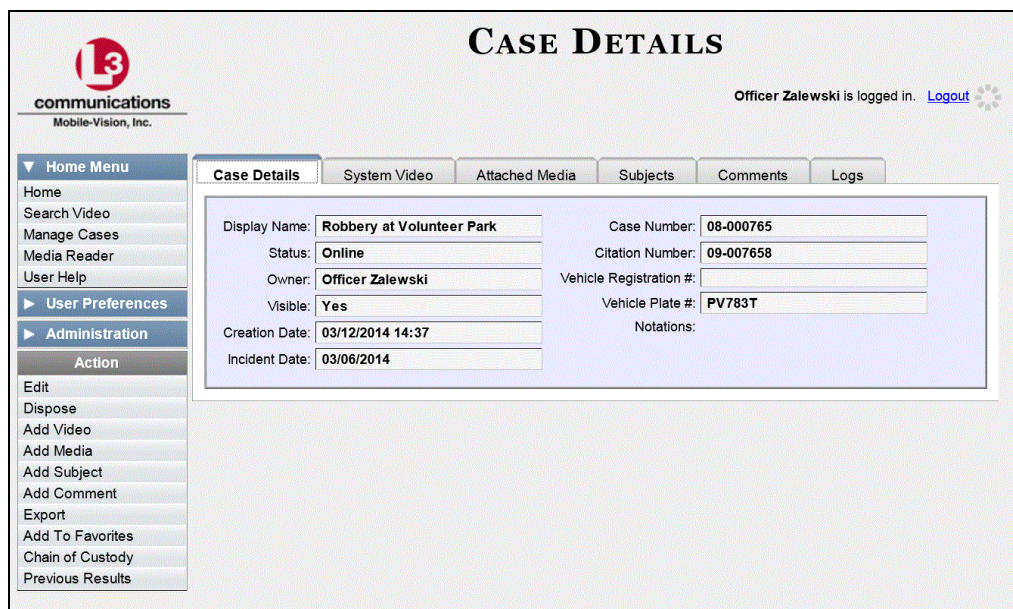
Full Name ▲	DOB	Gender	Race	Type	Edit	Delete
Devin Cates	11/14/1989	Male	Caucasian	Witness		
Gary Johnson	07/13/1991	Male	Caucasian	Defendant		

- 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.

- Search for and display the case you wish to update. (If necessary, review "Displaying a Case" on page 361.) The Case Details page displays.



**CASE DETAILS**

communications Mobile-Vision, Inc. Officer Zalewski is logged in. [Logout](#)

Home Menu: Home, Search Video, Manage Cases, Media Reader, User Help, User Preferences, Administration, Action: Edit, Dispose, Add Video, Add Media, Add Subject, Add Comment, Export, Add To Favorites, Chain of Custody, Previous Results

Case Details | System Video | Attached Media | **Subjects** | Comments | Logs

Display Name: **Robbery at Volunteer Park** Case Number: **08-000765**


Status: **Online** Citation Number: **09-007658**

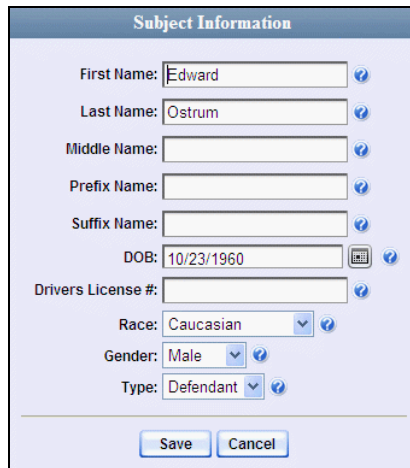
Owner: **Officer Zalewski** Vehicle Registration #:

Visible: **Yes** Vehicle Plate #: **PV783T**

Creation Date: **03/12/2014 14:37** Notations:

Incident Date: **03/06/2014**

- 2 Click the **Subjects** tab. All subjects that are currently linked to this case display, as pictured on the previous page. The columns on this tab are described in the table on page 369.
- 3 Click the  icon in the *Edit* column. The Subject Information popup displays.



The Subject Information popup form contains the following fields and controls:

- First Name:  (with a help icon)
- Last Name:  (with a help icon)
- Middle Name:
- Prefix Name:  (with a help icon)
- Suffix Name:  (with a help icon)
- DOB:  (with a calendar icon and a help icon)
- Drivers License #:  (with a help icon)
- Race:  (with a help icon)
- Gender:  (with a help icon)
- Type:  (with a help icon)

At the bottom of the form are **Save** and **Cancel** buttons.

- 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.

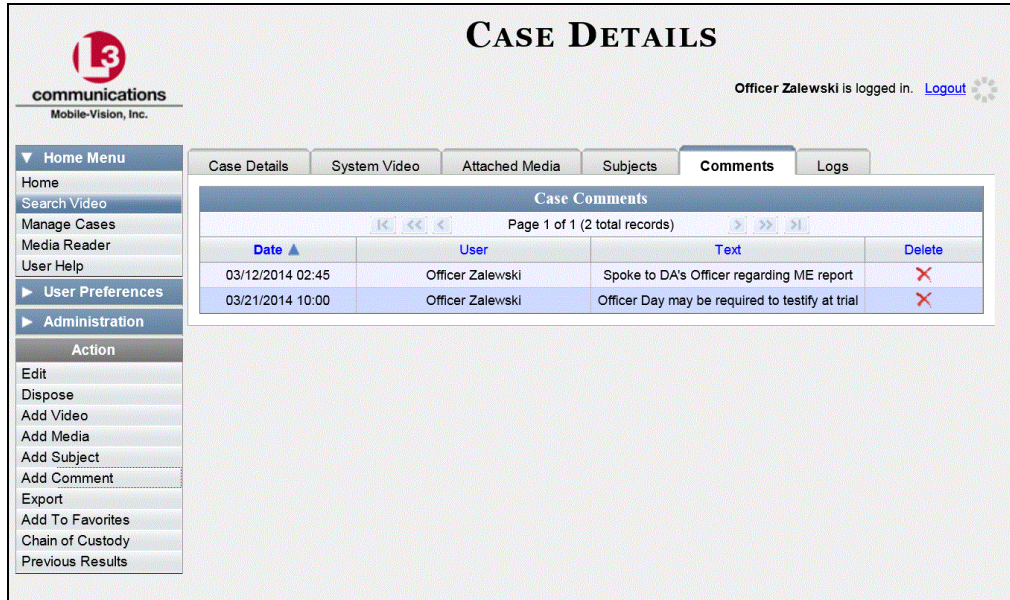
- 1 Search for and display the case you wish to add a comment to. (If necessary, review "Displaying a Case" on page 361.) The Case Details page displays, as pictured on the previous page.
- 2 Go to the **Action** column and click **Add Comment**. The Please Add Your Comment Below popup displays.



The Please Add Your Comment Below popup contains the following elements:

- A large text area for entering the comment.
- A character count: "You have 256 characters left."
- Save** and **Cancel** buttons at the bottom.

- 3 Enter your comment in the space provided, then click **Save**.
- 4 Click the **Comments** tab. The new comment displays on the *Comments* list.



**CASE DETAILS**

communications  
Mobile-Vision, Inc.

Officer Zalewski is logged in. [Logout](#)

Home Menu  
 Home  
 Search Video  
 Manage Cases  
 Media Reader  
 User Help  
 User Preferences  
 Administration  
 Action  
 Edit  
 Dispose  
 Add Video  
 Add Media  
 Add Subject  
 Add Comment  
 Export  
 Add To Favorites  
 Chain of Custody  
 Previous Results

Case Details System Video Attached Media Subjects **Comments** Logs

**Case Comments**

Page 1 of 1 (2 total records)

Date ▲	User	Text	Delete
03/12/2014 02:45	Officer Zalewski	Spoke to DA's Officer regarding ME report	X
03/21/2014 10:00	Officer Zalewski	Officer Day may be required to testify at trial	X

## 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 361.) The Case Details page displays.



**CASE DETAILS**

communications  
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Officer Zalewski is logged in. [Logout](#)

Home Menu  
 Home  
 Search Video  
 Manage Cases  
 Media Reader  
 User Help  
 User Preferences  
 Administration  
 Action  
 Edit  
 Dispose  
 Add Video  
 Add Media  
 Add Subject  
 Add Comment  
 Export  
 Add To Favorites  
 Chain of Custody  
 Previous Results

Case Details System Video Attached Media Subjects Comments Logs

Display Name: **Robbery at Volunteer Park** Case Number: **08-000765**

Status: **Online** Citation Number: **09-007658**


Owner: **Officer Zalewski** Vehicle Registration #:

Visible: **Yes** Vehicle Plate #: **PV783T**

Creation Date: **03/12/2014 14:37** Notations:

Incident Date: **03/06/2014**



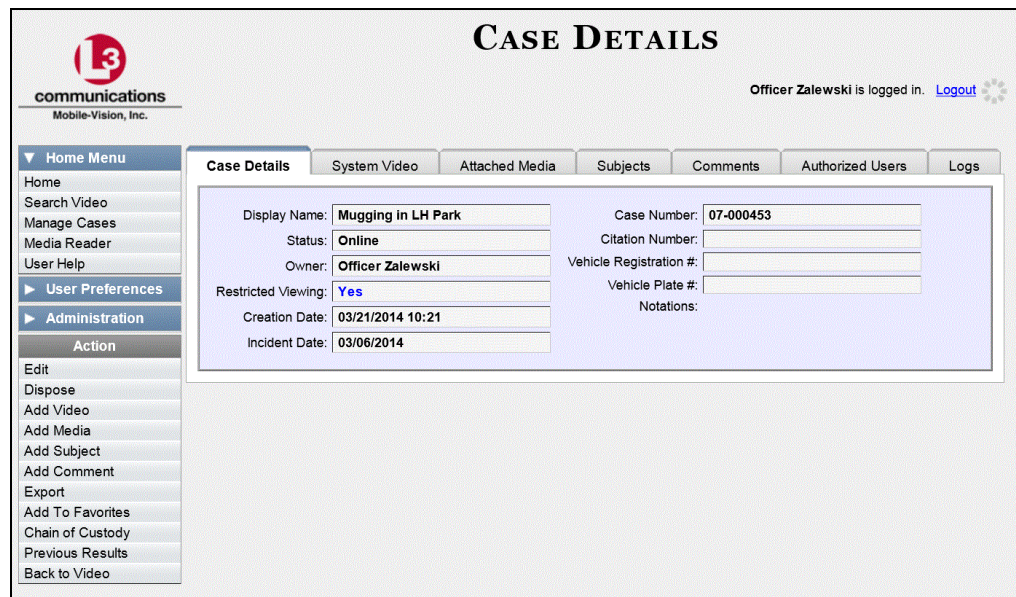
- 2 Click the **Comments** tab. All comments that are currently linked to this case display, as pictured at the top of the page. The columns on this tab are described on page 370.
- 3 Locate the comment you wish to remove, then go to the *Delete* column and click . The system removes the selected comment from the case's *Comments* list.

## Adding a User to a Restricted Case

This section describes how to add a user to the *Authorized Users* list for a restricted case. For more on restricted cases, see “Creating a Restricted Case” on page 349.

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 361.)



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Officer Zalewski is logged in. [Logout](#)

**CASE DETAILS**

Case Details | System Video | Attached Media | Subjects | Comments | Authorized Users | Logs

Display Name:	Mugging in LH Park	Case Number:	07-000453
Status:	Online	Citation Number:	
Owner:	Officer Zalewski	Vehicle Registration #:	
Restricted Viewing:	Yes	Vehicle Plate #:	
Creation Date:	03/21/2014 10:21	Notations:	
Incident Date:	03/06/2014		

**Home Menu**  
Home  
Search Video  
Manage Cases  
Media Reader  
User Help

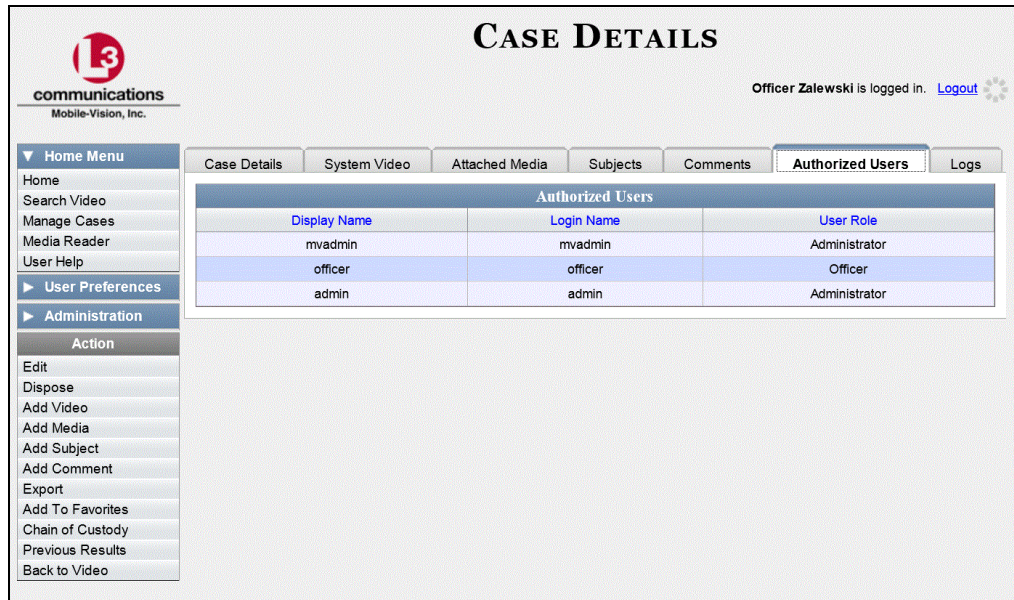
**User Preferences**

**Administration**

**Action**  
Edit  
Dispose  
Add Video  
Add Media  
Add Subject  
Add Comment  
Export  
Add To Favorites  
Chain of Custody  
Previous Results  
Back to Video

- 2 Click the **Authorized Users** tab. The list of existing authorized users for this case displays.

(Continued)



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Officer Zalewski is logged in. [Logout](#)

Case Details | System Video | Attached Media | Subjects | Comments | **Authorized Users** | Logs

Authorized Users		
Display Name	Login Name	User Role
mvadmin	mvadmin	Administrator
officer	officer	Officer
admin	admin	Administrator

**Home Menu**

- Home
- Search Video
- Manage Cases
- Media Reader
- User Help

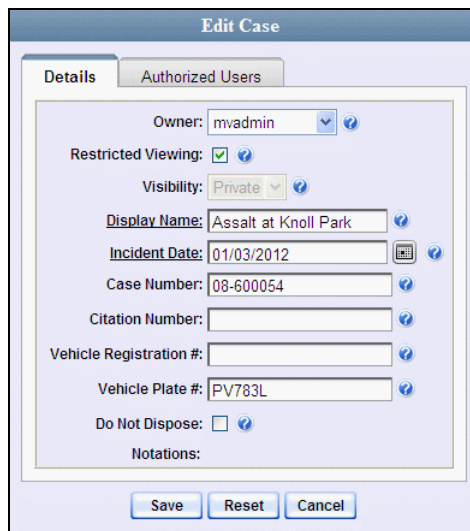
**User Preferences**

**Administration**

**Action**

- Edit
- Dispose
- Add Video
- Add Media
- Add Subject
- Add Comment
- Export
- Add To Favorites
- Chain of Custody
- Previous Results
- Back to Video

- 3 Go to the **Action** column and click **Edit**. The Edit Case form displays.



**Edit Case**

Details | Authorized Users

Owner: mvadmin

Restricted Viewing:

Visibility: Private

Display Name: Assault at Knoll Park

Incident Date: 01/03/2012

Case Number: 08-600054

Citation Number:

Vehicle Registration #:

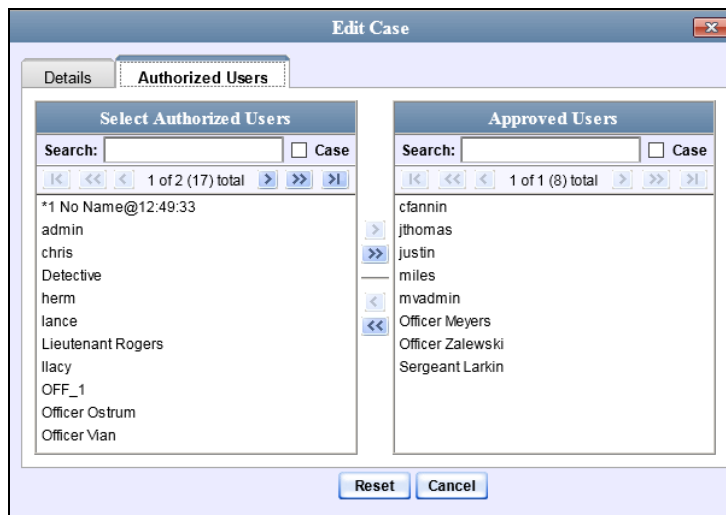
Vehicle Plate #: PV783L

Do Not Dispose:

Notations:

Save Reset Cancel

- 4 Click the **Authorized Users** tab. The Edit Case form displays.



- 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 scroll 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).
- 7 Click **Save**. A confirmation message displays at the top of the Case Details page.

Case Assault at Knoll Park successfully saved

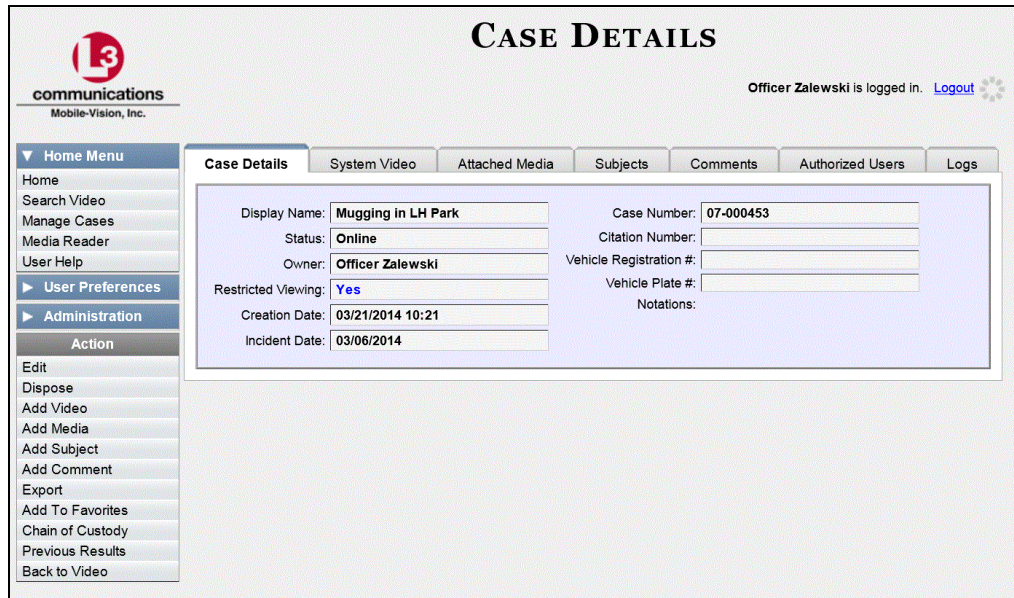
## Removing a User from a Restricted Case

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 349.

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 361.) The Case Details page displays.

*(Continued)*



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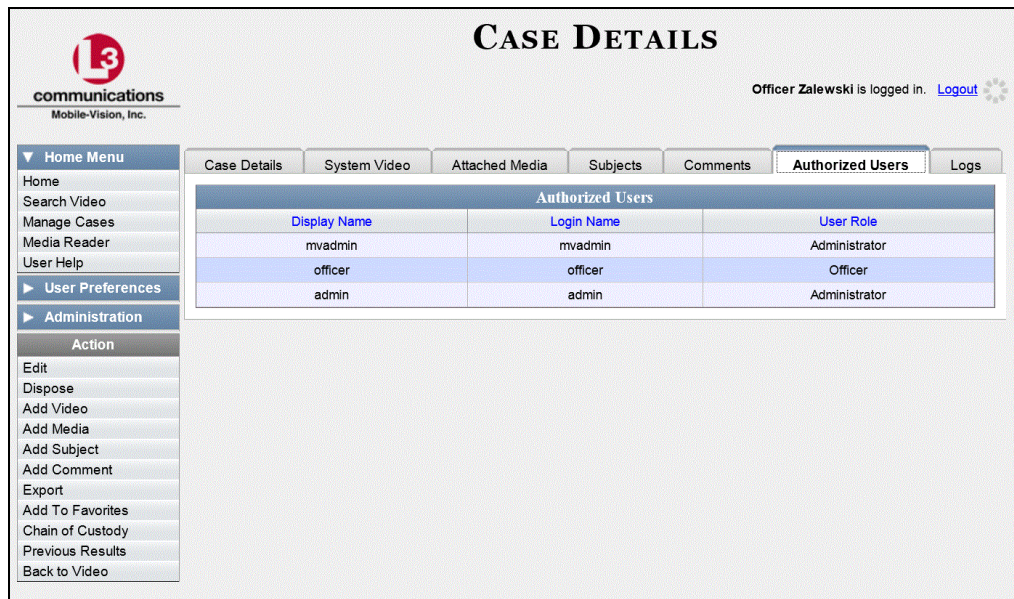
Officer Zalewski is logged in. [Logout](#)

**CASE DETAILS**

Case Details | System Video | Attached Media | Subjects | Comments | Authorized Users | Logs

Display Name:  Case Number:   
 Status:  Citation Number:   
 Owner:  Vehicle Registration #:   
 Restricted Viewing:  Vehicle Plate #:   
 Creation Date:  Notations:   
 Incident Date:

- 2 Click the **Authorized Users** tab. The list of existing authorized users for this case displays.



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Officer Zalewski is logged in. [Logout](#)

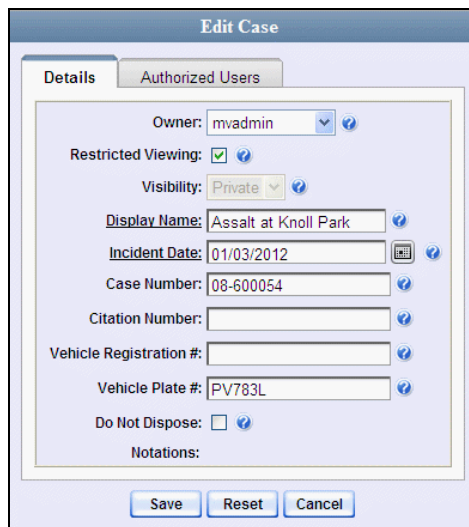
**CASE DETAILS**

Case Details | System Video | Attached Media | Subjects | Comments | **Authorized Users** | Logs

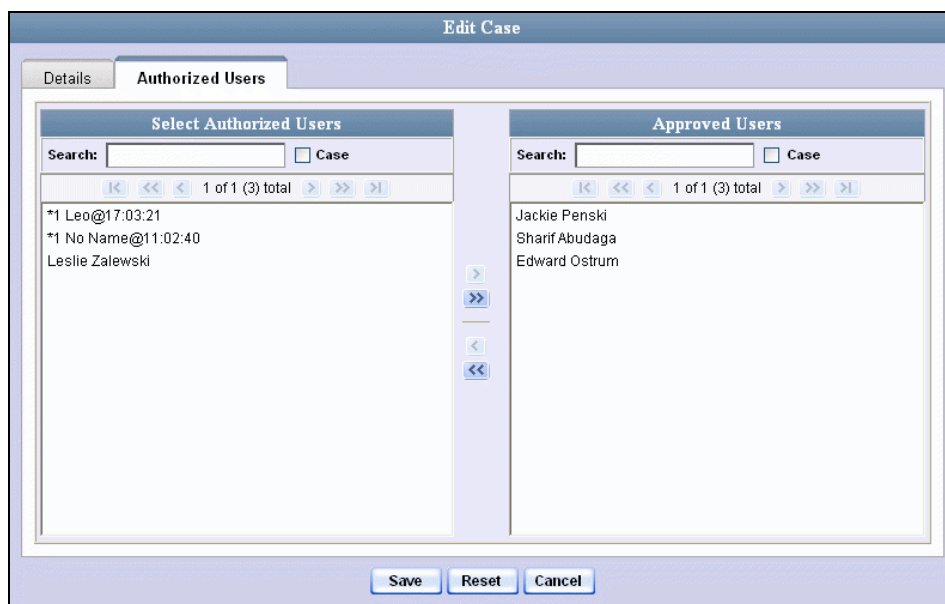
**Authorized Users**

Display Name	Login Name	User Role
mvadmin	mvadmin	Administrator
officer	officer	Officer
admin	admin	Administrator

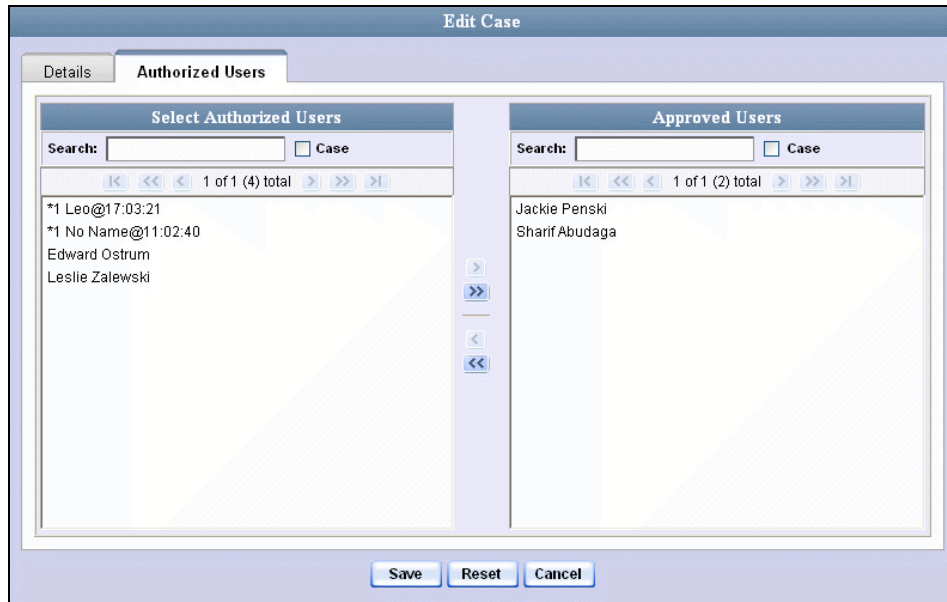
- 3 Go to the **Action** column and click **Edit**. The Edit Case form displays.



- 4 Click the **Authorized Users** tab. The Authorized Users selection form displays.



- 5 Go to the right column (Approved Users) and click on the user you wish to remove.
- 6 Once you've highlighted the correct user, click the left arrow located in the center column. The selected user is removed from the Approved Users list.



- 7 Click **Save**. A confirmation message displays at the top of the Case Details page.

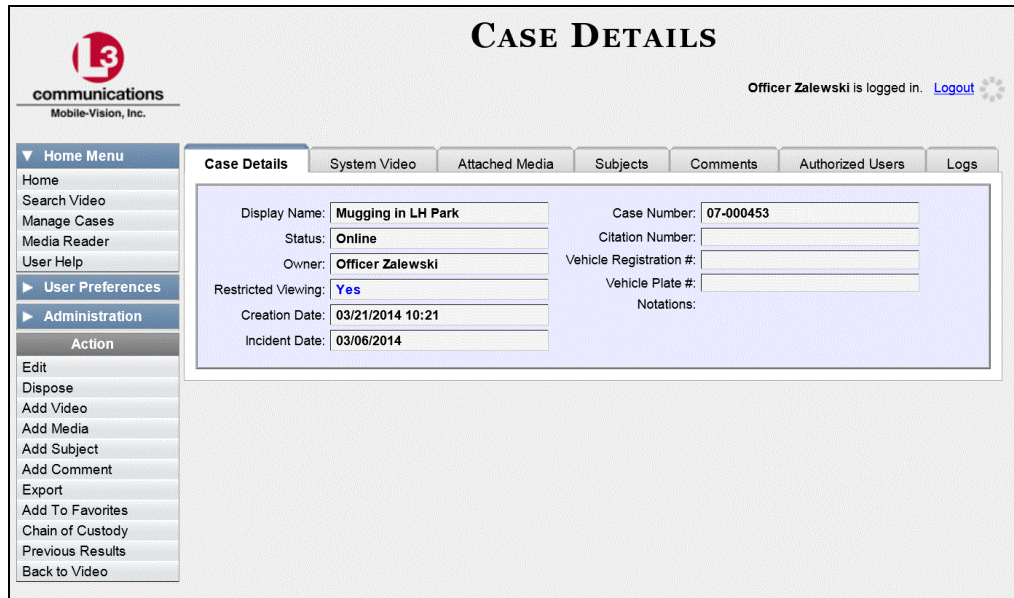
Case Assault at Knoll Park successfully saved

## Adding a Case to Your List of Favorites

This section describes how to add a case to your “Favorites” list. This feature provides you with a quick and easy method to access those cases that you refer to frequently.

In order to add a case to your Favorites list, you must be the case’s owner or have *edit* permissions.

- 1 Search for and display the case you wish to add to your Favorites list. (If necessary, review “Displaying a Case” on page 361.) The Case Details page displays.



**communications**  
Mobile-Vision, Inc.

Officer Zalewski is logged in. [Logout](#)

**CASE DETAILS**

Case Details | System Video | Attached Media | Subjects | Comments | Authorized Users | Logs

Display Name: **Mugging in LH Park** Case Number: **07-000453**

Status: **Online** Citation Number:

Owner: **Officer Zalewski** Vehicle Registration #:

Restricted Viewing: **Yes** Vehicle Plate #:

Creation Date: **03/21/2014 10:21** Notations:

Incident Date: **03/06/2014**

**Action**

- Edit
- Dispose
- Add Video
- Add Media
- Add Subject
- Add Comment
- Export
- Add To Favorites
- Chain of Custody
- Previous Results
- Back to Video

- Go to the **Action** column and click **Add To Favorites**. The Add Description for Favorite popup displays.



**Add Description for Favorite** [X]

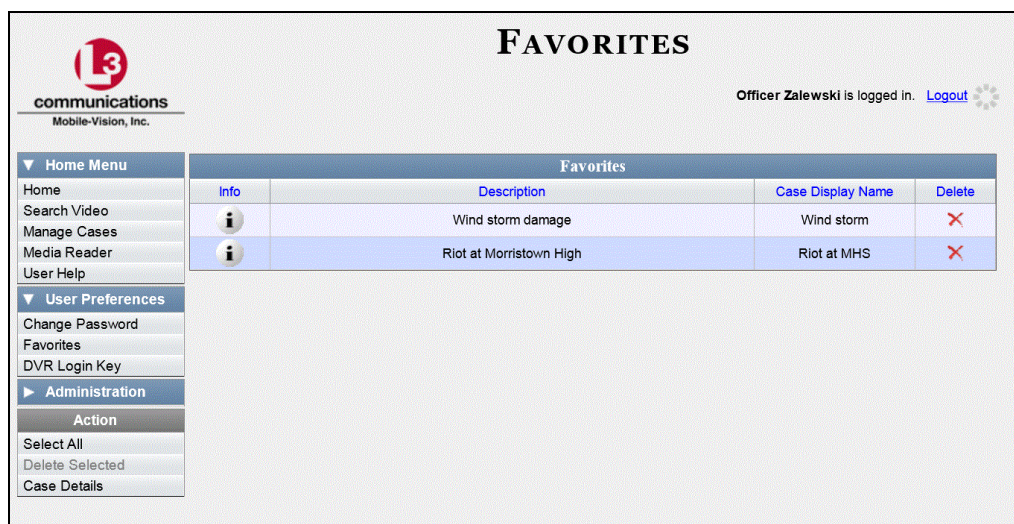
Case Display Name: Riot at MHS

Description:

**Save** **Cancel**

- Enter a description for the case in the field provided, then click **Save**. The selected case is added to your Favorites list.

To view the Favorites list, go to **User Preferences** and click **Favorites**.



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Mobile-Vision, Inc.

Officer Zalewski is logged in. [Logout](#)

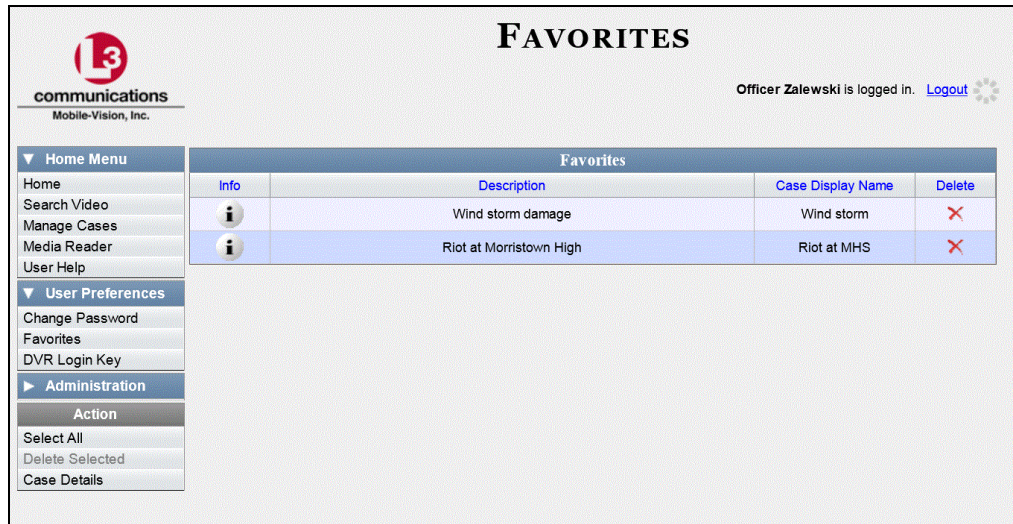
**FAVORITES**

Home Menu	Favorites			
	Info	Description	Case Display Name	Delete
Home		Wind storm damage	Wind storm	
Search Video		Riot at Morristown High	Riot at MHS	
Manage Cases				
Media Reader				
User Help				
<b>User Preferences</b>				
Change Password				
Favorites				
DVR Login Key				
<b>Administration</b>				
<b>Action</b>				
Select All				
Delete Selected				
Case Details				

## Removing a Case from Your List of Favorites

This section describes how to remove a case from your “Favorites” list.

- 1 Go to **▼ User Preferences** and click **Favorites**. Your Favorites list displays.



Home Menu		Favorites		
	Info	Description	Case Display Name	Delete
Home				
Search Video				
Manage Cases	i	Wind storm damage	Wind storm	X
Media Reader	i	Riot at Morristown High	Riot at MHS	X
User Help				
User Preferences				
Change Password				
Favorites				
DVR Login Key				
Administration				
Action				
Select All				
Delete Selected				
Case Details				

- 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 361.) The Case Details page displays.





**HINT:** Before you continue, look in the **Action** column. If the **Dispose** option does not display, it means that the dispose feature is not available for this case. Either the case is already offline, or it is too young to be disposed of. For more on the *Do Not Dispose* feature, see page 347.

- 2 Go to the **Action** column and click **Dispose**. The value of the *Status* field changes to *Offline*.

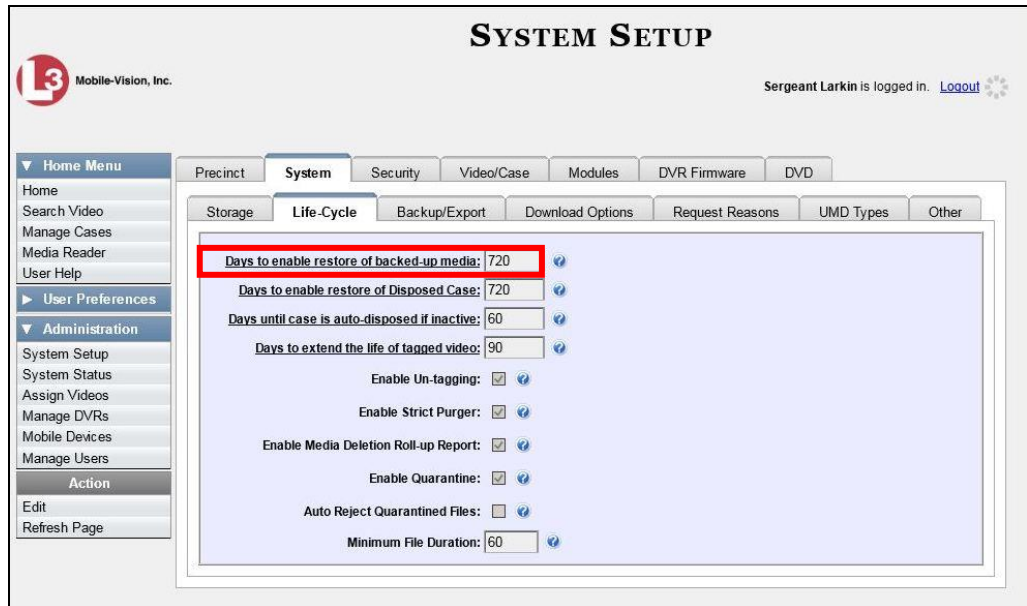
---

## 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)*



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 398.

## 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.



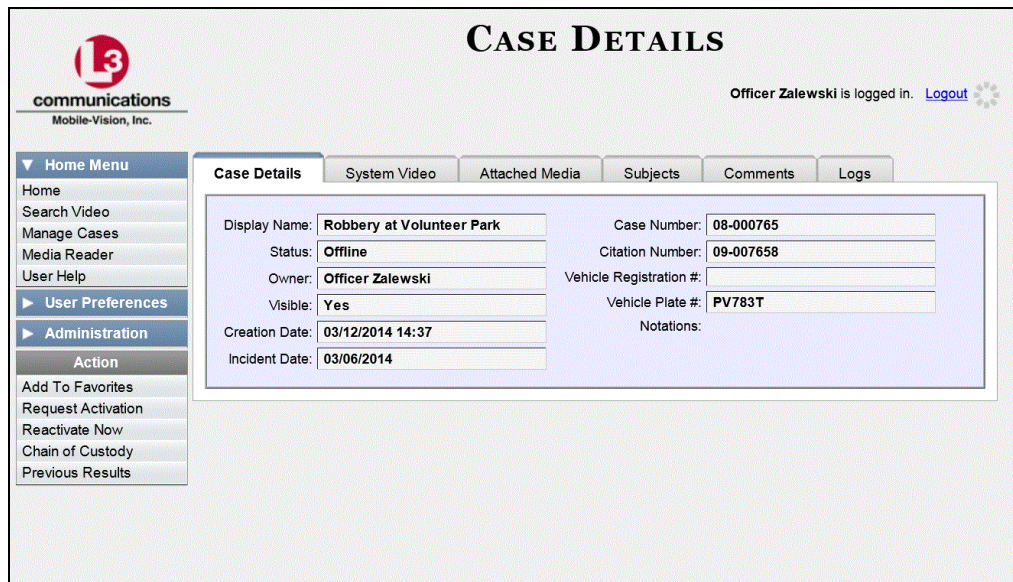
**NOTE:** If your backup mode is set to **EXTERNAL**, you will need to use a different procedure. See “Reactivating a Case from an External Backup Device” on page 398 for further instructions. If you’re not sure what your backup mode is, see “View Your Backup Mode” on page 398.

- 1 To reactivate a case for your own use, search for and display the desired case. (If necessary, review “Displaying a Case” on page 361.) The Case Details page displays. Skip to step 3.

– OR –

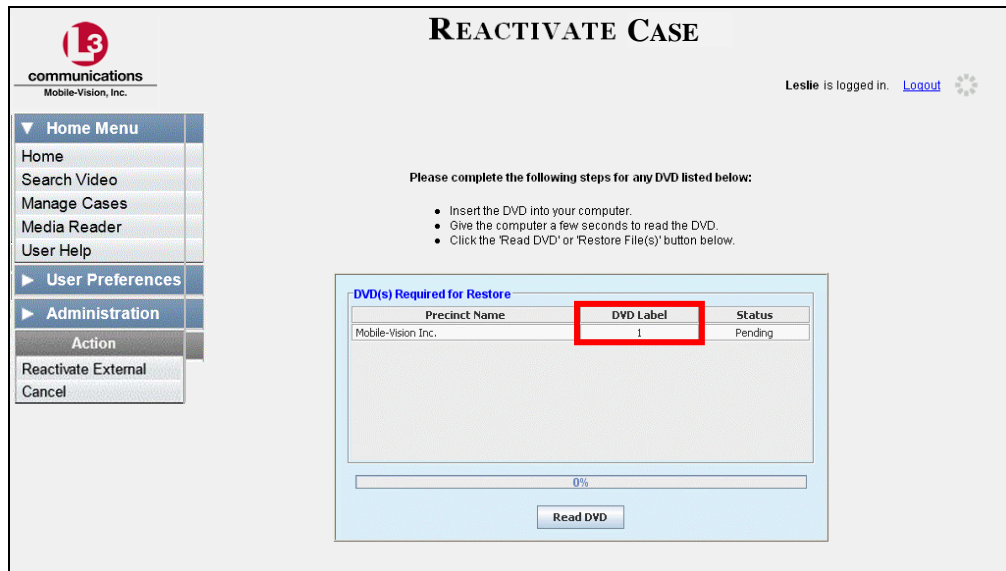
To reactivate a case for another user, go to  and click **Home**. The Home menu displays.

- 2 Locate the reactivation request on your *Inbox Messages* list, then click the View Case Detail icon. The Case Details page displays.



Case Details	System Video	Attached Media	Subjects	Comments	Logs
Display Name:	Robbery at Volunteer Park		Case Number:	08-000765	
Status:	Offline		Citation Number:	09-007658	
Owner:	Officer Zalewski		Vehicle Registration #:		
Visible:	Yes		Vehicle Plate #:	PV783T	
Creation Date:	03/12/2014 14:37		Notations:		
Incident Date:	03/06/2014				

- 3 Go to the **Action** column and click **Reactivate Now**. The Reactivate Case page displays.



Please complete the following steps for any DVD listed below:

- Insert the DVD into your computer.
- Give the computer a few seconds to read the DVD.
- Click the 'Read DVD' or 'Restore File(s)' button below.

Precinct Name	DVD Label	Status
Mobile-Vision Inc.	1	Pending

0%

Read DVD

- 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.

- 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 395.

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.

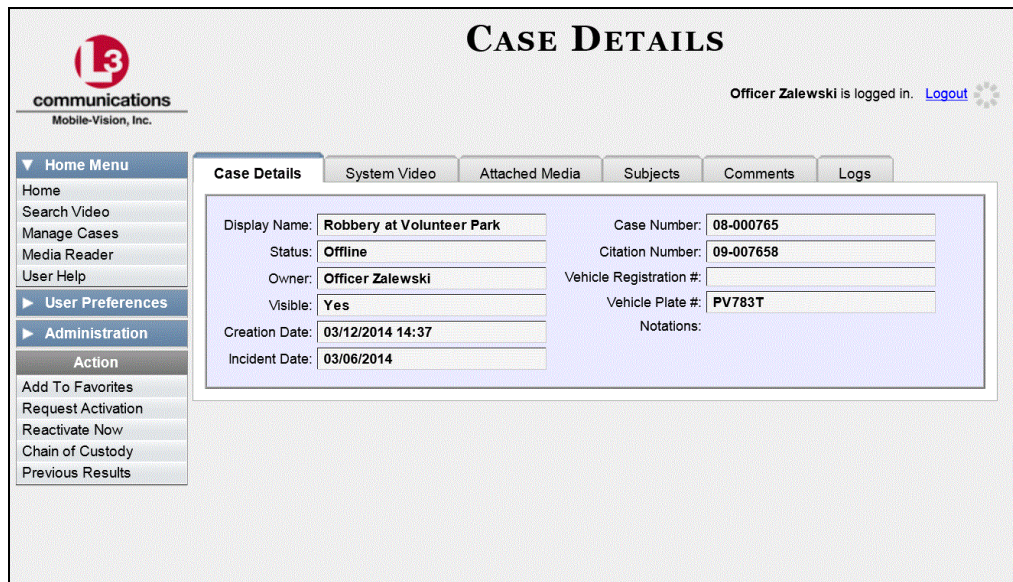
Use this procedure if your Backup Mode is set to **EXTERNAL**.

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**, see “Reactivating a Case from a Backup Disc” on page 396 instead.

- 1 Search for and display the case you wish to reactivate. (If necessary, review “Displaying a Case” on page 361.) The Case Details page displays.



**Case Details**

Display Name: **Robbery at Volunteer Park** Case Number: **08-000765**  
Status: **Offline** Citation Number: **09-007658**  
Owner: **Officer Zalewski** Vehicle Registration #:   
Visible: **Yes** Vehicle Plate #: **PV783T**  
Creation Date: **03/12/2014 14:37** Notations:   
Incident Date: **03/06/2014**

- 2 Go to the **Action** column and click **Reactivate Now**. The Directories to Restore for Reactivation page displays.



**DIRECTORIES TO RESTORE FOR REACTIVATION**

• Please use your tape backup software to restore the directory listed as 'Server Path' below.  
• Once you have restored the directory, please click the 'Continue' button.

Server Path	File Name	Backup Label
/bdata/00/media/2012/9/17/5643/	003605_120917_154608_0.qbx	298

- 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.

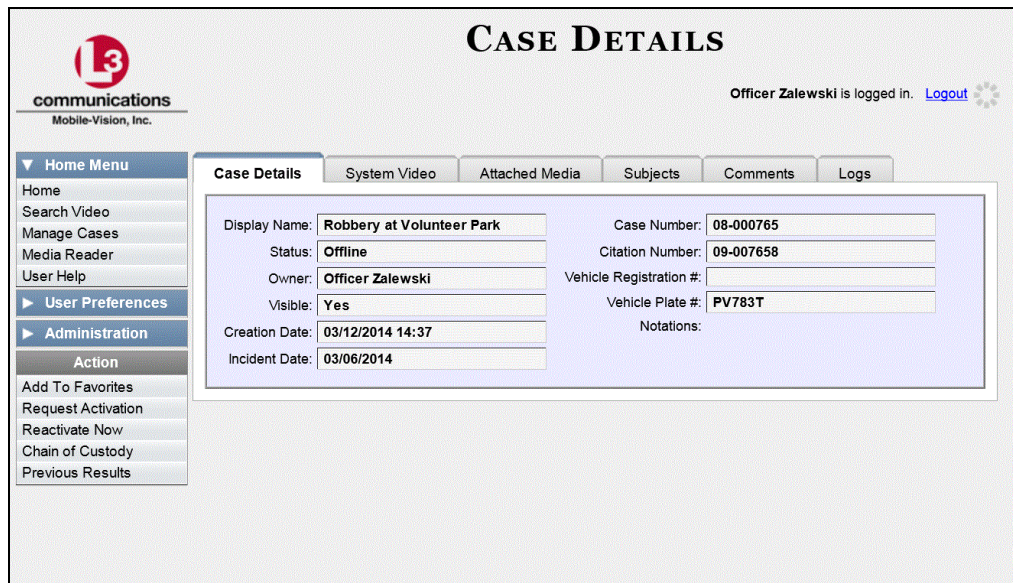
Case Reactivate Successful.

## Generating a Chain of Custody Report for a Case

This section describes how to generate a Chain of Custody Report for a selected case. This report contains a log of all operations that have been performed on the case (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 361.) The Case Details page displays.



**communications**  
Mobile-Vision, Inc.

Officer Zalewski is logged in. [Logout](#)

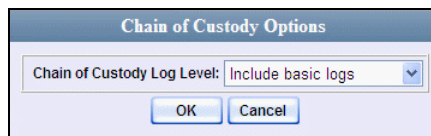
**CASE DETAILS**

Case Details | System Video | Attached Media | Subjects | Comments | Logs

Display Name: **Robbery at Volunteer Park** Case Number: **08-000765**  
 Status: **Offline** Citation Number: **09-007658**  
 Owner: **Officer Zalewski** Vehicle Registration #:   
 Visible: **Yes** Vehicle Plate #: **PV783T**  
 Creation Date: **03/12/2014 14:37** Notations:   
 Incident Date: **03/06/2014**

**Action**  
 Add To Favorites  
 Request Activation  
 Reactivate Now  
**Chain of Custody**  
 Previous Results

- 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**

**OK** **Cancel**

- 3 If you'd like the Chain of Custody report to include basic logs only (default), proceed to the next step.

– OR –

If you'd like the Chain of Custody report to include basic logs *and* IACP\* logs, select **Include IACP logs** from the *Chain of Custody Log Level* drop-down list.

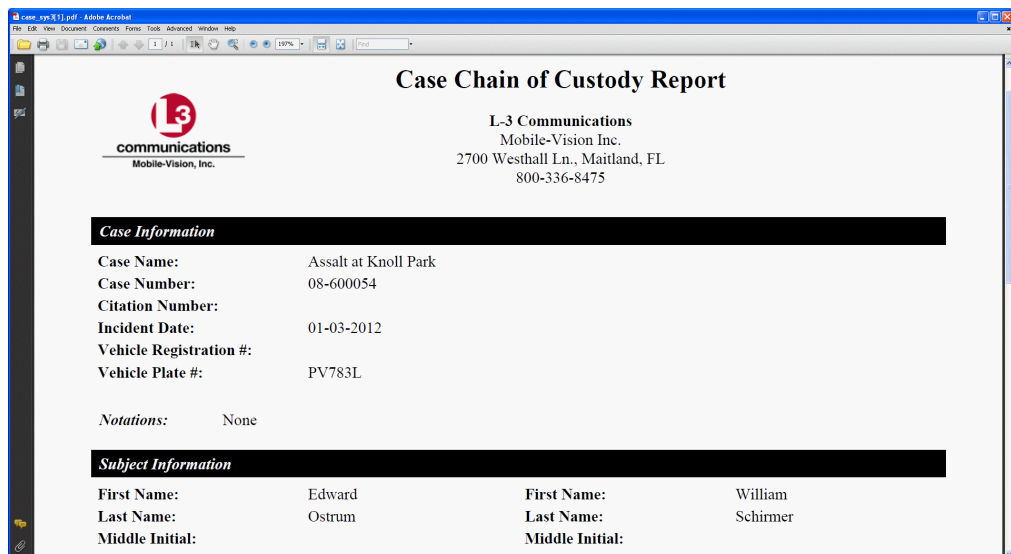
– OR –

If you'd like the Chain of Custody report to include all available logs, select **Include all available logs** from the *Chain of Custody Log Level* drop-down list.

- 4 Click **OK**. A message prompt displays.



- 5 Click **Open**. The Case Chain of Custody Report displays in Adobe Reader.



- 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 and its associated videos to your PC.

For specific instructions, see:

- Downloading a Case to Your PC in Data DVD Format, below
- Downloading a Case to Your PC in Interchange Format, page 406
- Downloading a Case to Your PC in Uncompressed Format, page 410
- Downloading a Case to Your PC in FOIA Redacted Format, page 414.

### Downloading a Case to Your PC in Data DVD Format

This section describes how to download a case record to your PC in *Data DVD* format. Perform this procedure if you wish to email a case's video, put it on a USB drive or other external device, and/or play it back locally without having to burn it to a disc. If you wish to download this case for the sole purpose of burning a DVD, see "Burning a Case to a Data DVD via Your PC's DVD Burner" in chapter 3 instead.

A Data DVD download will include some or all of the following:

- Selected videos from the case
- General information associated with the videos (Officer Name, DVR, Start/End Times, System ID)
- The Chain of Custody Report
- Selected media files attached to the case, if applicable
- A copy of the Flashback Player (if videos are included).

For more information on the Data DVD format, see "Data DVD Format" in chapter 3.

- 1 Search for and display the case you wish to download. (If necessary, review "Displaying a Case" on page 361.) The Case Details page displays.





- Go to the **Action** column and click **Export**. The Export Case page displays.



- To include all of the case's videos in your download, click the **Select** button.

– OR –

To include some, but not all, of the case's videos in your download, select the checkbox to the left of each video you wish to include.

- If **Data DVD** displays in the *Output Format* field, proceed to the next step.

– OR –

If **Data DVD** does *not* display in the *Output Format* field, select it from the drop-down list.

- Click the **Attached Media** tab. A list of the case's attached media (if any) displays.



If this case does *not* have any attached media, skip to step 7.

- To include all of the case's attachment files in your download, click the **Select** button.

– OR –

To include some, but not all, of the case's attachment files in your download, select the checkbox to the left of each video you wish to include.

- Go to the **Action** column and click **Save**. The Export Options popup displays.



- Select **ZIP**.
- If you'd like the Chain of Custody report to include basic logs only (default), proceed to the next step.

– OR –

(Continued)

If you'd like the Chain of Custody report to include basic logs *and* IACP\* logs, select **Include IACP logs** from the *Chain of Custody Log Level* drop-down list.



– OR –

If you'd like the Chain of Custody report to include all available logs, select **Include all available logs** from the *Chain of Custody Log Level* drop-down list.

- 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*.

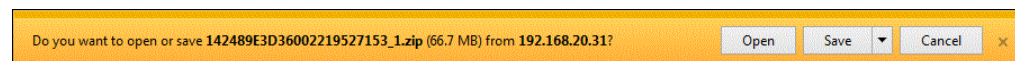
- 11 Go to your *Inbox* messages and look for a download icon next to the export confirmation message.

Inbox Messages		
State	Message Text	Actions
Completed	Export Exposition on Main Street Disk 1 of 1 is now ready for download.	 

⇒ If you see the download icon, proceed to the next step.

⇒ If you do *not* see the download icon, it means that the system is still processing your request. Go to **Home Menu** and click **Home** to refresh your screen. Once you see the download icon, proceed to the next step.

- 12 Go to the right of the export message and click the download icon. A Windows message displays.



- 13 Select **Save as** from the *Save* drop-down list. The Save As window displays.
- 14 Navigate to the disk drive location where you wish to save this file.
- 15 To change the file name, enter a new name in the *File name* field. Otherwise proceed to the next step.
- 16 Click **Save**. The system copies the ZIP file to the selected location. When the download is complete, a confirmation message displays.



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## Downloading a Case to Your PC in Interchange Format

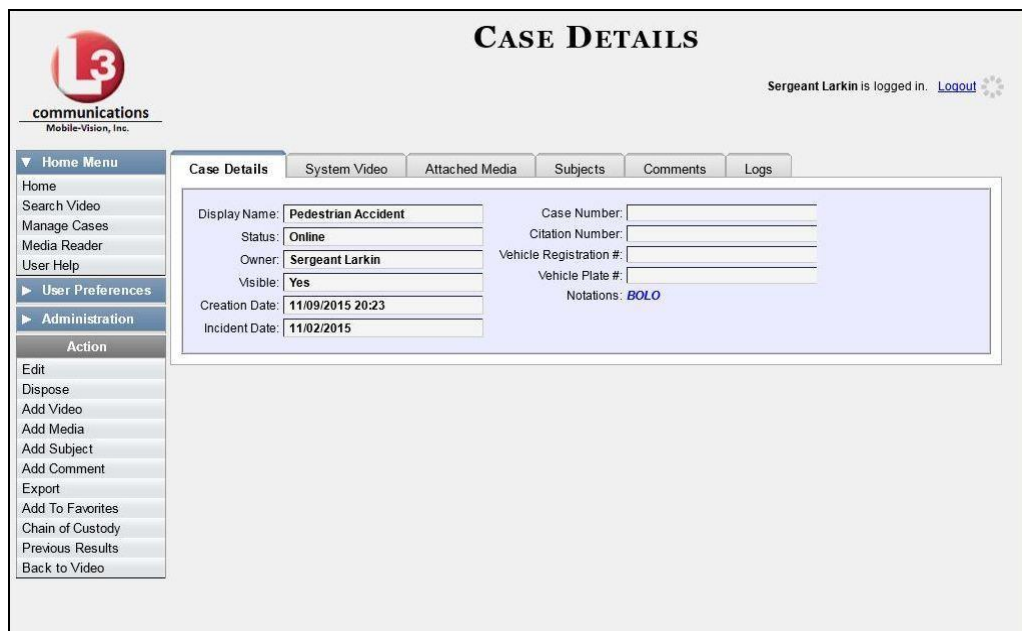
This section describes how to download selected videos from a case to your PC in *interchange format*. For a detailed description of this format, see “Interchange DVD Format” in chapter 3.

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 361.) The Case Details page displays.



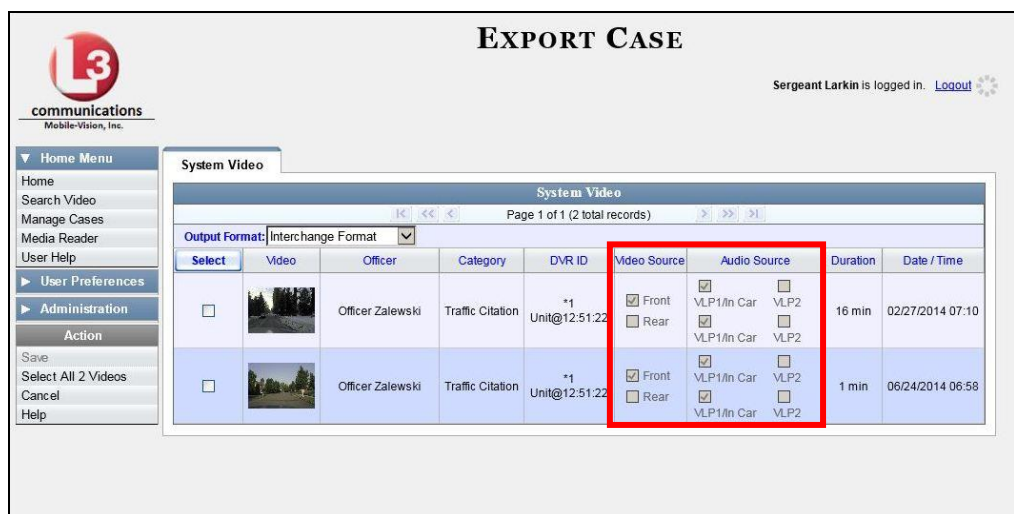
The screenshot shows the 'CASE DETAILS' page. At the top left is the L3 Mobile-Vision logo. On the right, it says 'Sergeant Larkin is logged in. Logout'. Below the logo is a navigation menu with sections: Home Menu, User Preferences, Administration, and Action. The 'Action' menu is expanded, showing options like Edit, Dispose, Add Video, Add Media, Add Subject, Add Comment, Export, Add To Favorites, Chain of Custody, Previous Results, and Back to Video. The main content area has tabs for Case Details, System Video, Attached Media, Subjects, Comments, and Logs. The 'Case Details' tab is active, showing a form with the following fields:

Display Name:	Pedestrian Accident	Case Number:	
Status:	Online	Citation Number:	
Owner:	Sergeant Larkin	Vehicle Registration #:	
Visible:	Yes	Vehicle Plate #:	
Creation Date:	11/09/2015 20:23	Notations:	BOLO
Incident Date:	11/02/2015		

- 2 Go to the **Action** column and click **Export**. The Export Case page displays.



- Go to the *Output Format* field and select **Interchange Format** from the drop-down list. Two new columns display: *Video Source* and *Audio Source*.



- To include all of the case’s videos in your download, click the **Select** button.  
 – OR –  
 To include some, but not all, of the case’s videos in your download, select the checkbox to the left of each video you wish to include.
- If the word “Camera” displays in the *Video Source* column, proceed to the next step.  
 – OR –  
 If two checkboxes display in the *Video Source* column, select the camera views you wish to include for each video, as described in the table on the next page.

Video Source Setting	Description
<input checked="" type="checkbox"/> Front <input type="checkbox"/> Rear	Copy only the video recorded from Camera Channel 1 (forward facing zoom camera).
<input type="checkbox"/> Front <input checked="" type="checkbox"/> Rear	Copy only the video recorded from Camera Channel 2 (Backseat and/or Bullet cameras).
<input checked="" type="checkbox"/> Front <input checked="" type="checkbox"/> Rear	Copy the video that was recorded from <i>both</i> Camera Channel 1 and Camera Channel 2.

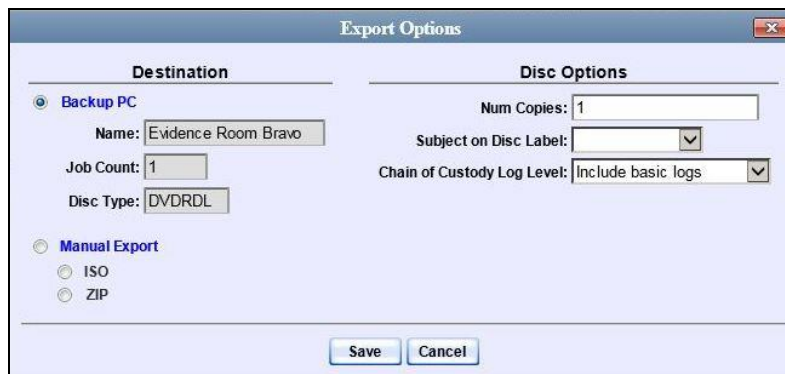
- 6 If the word “Camera” displays in the *Audio Source* column, proceed to the next step.

– OR –

If two checkboxes display in the *Audio Source* column, select the audio source that you wish to include for each video, as described below.

- VLP1/In-car. The audio from the wireless microphone that’s connected to your DVR’s VLP 1 port *and* the audio from your in-car microphone (default).
- VLP2. The audio from the wireless microphone that’s connected to your DVR’s VLP 2 port.

- 7 Go to the **Action** column and click **Save**. The Export Options popup displays.




- 8 Select **ZIP**.

- 9 If you’d like the Chain of Custody report to include basic logs only (default), proceed to the next step.

– OR –

If you’d like the Chain of Custody report to include basic logs *and* IACP\* logs, select **Include IACP logs** from the *Chain of Custody Log Level* drop-down list.

– OR –

(Continued)

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If you'd like the Chain of Custody report to include all available logs, select **Include all available logs** from the *Chain of Custody Log Level* drop-down list.

- 10 Click **Save**. The system begins processing your request. A copy of this request will display on your Home Page under *Sent Messages*.

When processing is complete, a confirmation message will display on your Home Page under *Inbox Messages*.

- 11 Go to your *Inbox Messages* and look for a download icon next to the export confirmation message.

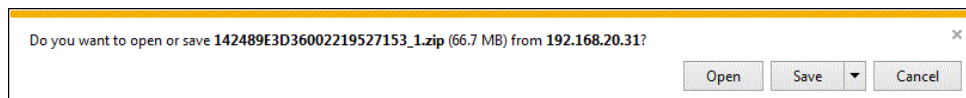


Inbox Messages		
State	Message Text	Actions
Completed	Export <i>Exposion on Main Street Disk 1 of 1</i> is now ready for download.	 

⇒ If you see the download icon, proceed to the next step.

⇒ If you do *not* see the download icon, it means that the system is still processing your request. Go to **Home Menu** and click **Home** to refresh your screen. Once you see the download icon, proceed to the next step.

- 12 Go to the right of the export message and click the download icon. A Windows message displays.



- 13 Select **Save As** from the *Save* drop-down list. The Save As window displays.

- 14 Navigate to the disk drive location where you wish to save this file.

- 15 To change the file name, enter a new name in the *File name* field. Otherwise proceed to the next step.

- 16 Click **Save**. The system copies the ZIP file to the selected location. When the download is complete, a confirmation message displays.



## Downloading a Case to Your PC in Uncompressed Format

This section describes how to download a case record to your PC in *Uncompressed* format. For a detailed description of this format, see “Uncompressed DVD Format” in chapter 3.

An Uncompressed Format download will include some or all of the following:

- Selected videos from the case
- General information associated with the case’s videos (Officer Name, DVR, Start/End Times, System ID)
- The Chain of Custody Report
- Selected media files attached to the case
- A copy of the Flashback Player (if videos are included).

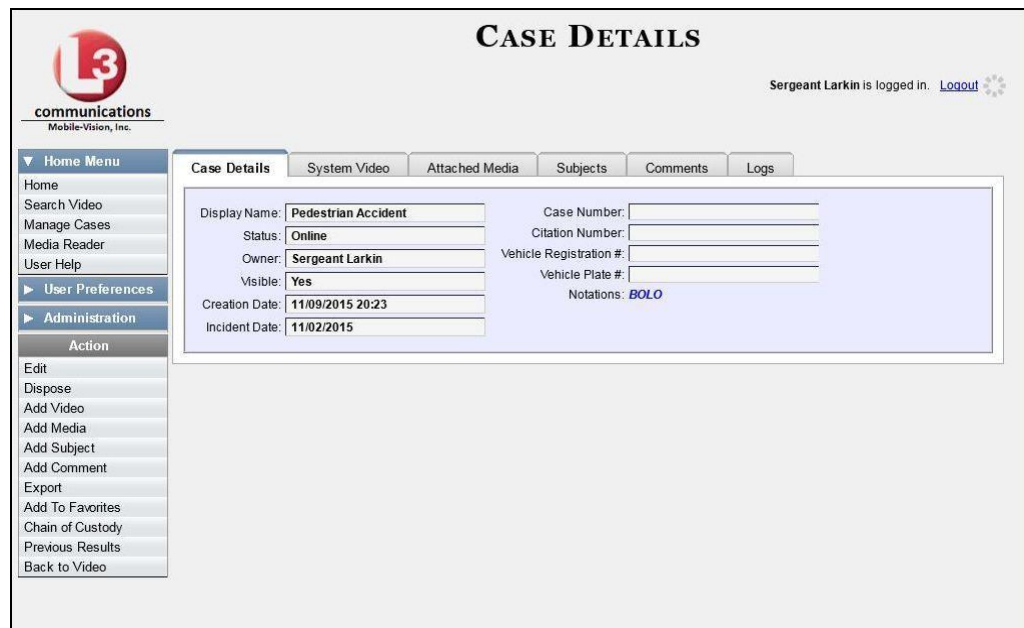
In addition, the Play Menu for this type of download includes a button that allows you to convert the case’s videos into raw data format.

Perform this procedure if you wish to email a case, put it on a USB drive or other external device, play its video back locally without burning it to a disc, and/or import the case’s video into another software application. If you wish to download a case for the sole purpose of burning a DVD, see “Burning a Case to an Uncompressed Format DVD via Your PC’s DVD Burner” in chapter 3 instead.



**WARNING:** Once a video has been converted to uncompressed format, its authenticity can no longer be verified. Such video can be edited and tampered with using commercial video editing software.

- 1 Search for and display the case you wish to download. (If necessary, review “Displaying a Case” on page 361.) The Case Details page displays.



**communications**  
 Mobile-Vision, Inc.

Sergeant Larkin is logged in. [Logout](#)

**CASE DETAILS**

Case Details | System Video | Attached Media | Subjects | Comments | Logs

Display Name: **Pedestrian Accident** | Case Number:

Status: **Online** | Citation Number:

Owner: **Sergeant Larkin** | Vehicle Registration #:

Visible: **Yes** | Vehicle Plate #:

Creation Date: **11/09/2015 20:23** | Notations: **BOLO**

Incident Date: **11/02/2015**

**Action**

- Edit
- Dispose
- Add Video
- Add Media
- Add Subject
- Add Comment
- Export
- Add To Favorites
- Chain of Custody
- Previous Results
- Back to Video



- 2 Go to the **Action** column and click **Export**. The Export Case page displays.



The screenshot shows the 'EXPORT CASE' interface. On the left is a navigation menu with 'Action' selected. The main area has two tabs: 'System Video' (active) and 'Attached Media'. Below the tabs is a table with the following data:

Select	Video	Officer	Category	DVR ID	Duration	Date / Time
<input type="checkbox"/>		Officer Zalewski	Traffic Citation	*1 Unit@12:51:22	16 min	02/27/2014 07:10
<input type="checkbox"/>		Officer Zalewski	Traffic Citation	*1 Unit@12:51:22	1 min	06/24/2014 06:58

- 3 To include all of the case's videos in your download, click the **Select** button.  
– OR –  
To include some, but not all, of the case's videos in your download, select the checkbox to the left of each video you wish to include.
- 4 Go to the *Output Format* field and select **Uncompressed Format** from the drop-down list.



This screenshot is similar to the previous one, but the 'Output Format' dropdown menu is set to 'Uncompressed Format'.

- 5 Click the **Attached Media** tab. A list of the case's attached media (if any) displays. If this case does *not* have any attached media, skip to step 7.



- 6 To include all of the case’s attachment files in your download, click the **Select** button.

– OR –

To include some, but not all, of the case’s attachment files in your download, select the checkbox to the left of each video you wish to include.

- 7 Go to the **Action** column and click **Save**. The Export Options popup displays.



- 8 Select **ZIP**.

- 9 If you’d like the Chain of Custody report to include basic logs only (default), proceed to the next step.

– OR –

If you’d like the Chain of Custody report to include basic logs *and* IACP\* logs, select **Include IACP logs** from the *Chain of Custody Log Level* drop-down list.

– OR –

(Continued)

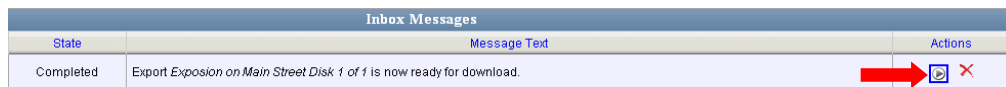
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If you'd like the Chain of Custody report to include all available logs, select **Include all available logs** from the *Chain of Custody Log Level* drop-down list.

- 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.

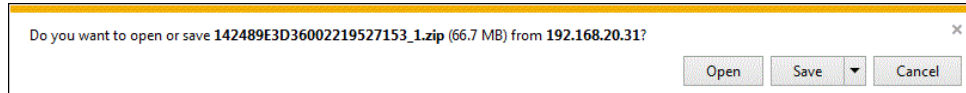


Inbox Messages		
State	Message Text	Actions
Completed	Export Exposition on Main Street Disk 1 of 1 is now ready for download.	 

⇒ If you see the download icon, proceed to the next step.

⇒ If you do *not* see the download icon, the system is still processing your request. Go to **Home Menu** and click **Home** to refresh your screen. Once you see the download icon, proceed to the next step.

- 12 Go to the right of the export message and click the download icon. A Windows message displays.



- 13 Select **Save As** from the *Save* drop-down list. The Save As window displays.

- 14 Navigate to the disk drive location where you wish to 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. When the download is complete, a confirmation message displays.



## Downloading a Case to Your PC in FOIA Redacted Format

This section describes how to download selected videos from a case to your PC in *FOIA Redacted* format. For a detailed description of this format, see “FOIA Redacted DVD Format” in chapter 3.

Perform this procedure if you wish to redact a case’s video(s) and then perform one of the following actions with it:

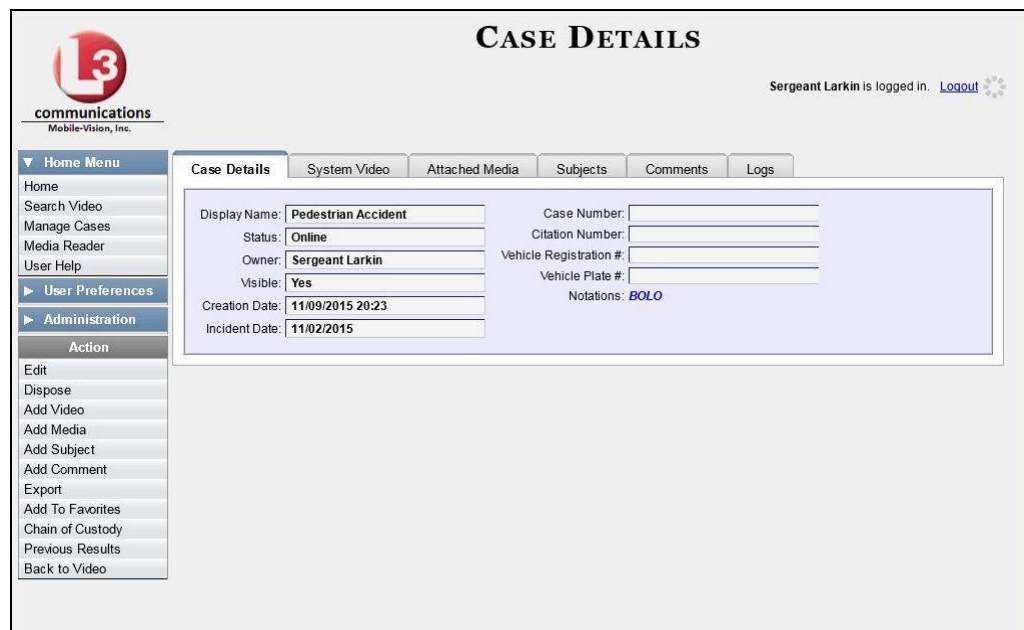
- Place the video on a USB drive or other external device
- Play the video back locally without burning it to a disc
- Import the video into another software application.

If you wish to download a case’s video for the sole purpose of burning a DVD, see “Burning a Case to an FOIA Redacted DVD via Your PC’s DVD Burner” in chapter 3 instead.



**WARNING:** Once a video has been exported in FOIA Redacted format, its authenticity can no longer be verified. Such video can be edited and tampered with using commercial video editing software.

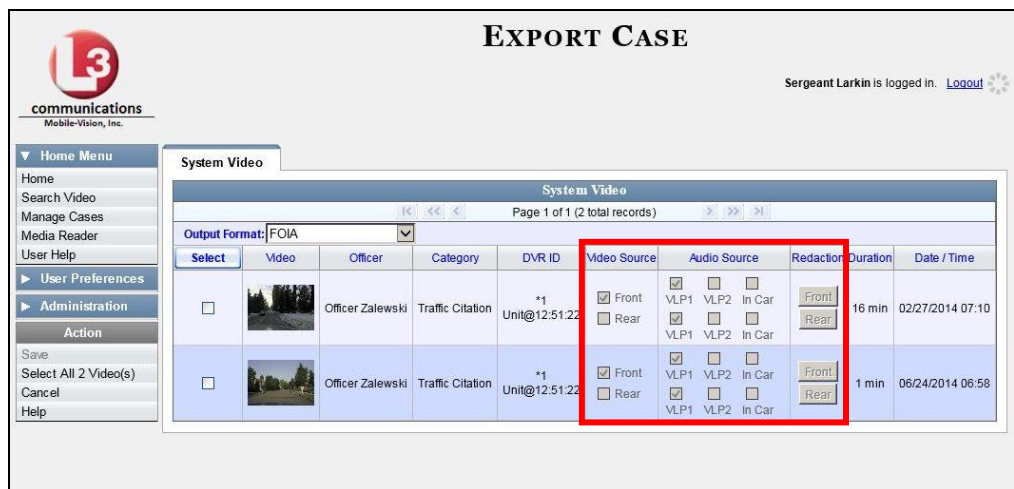
- 1 Search for and display the case you wish to download. (If necessary, review “Searching for Cases” in chapter 4.) The Case Details page displays.



- 2 Go to the **Action** column and click **Export**. The Export Case page displays.



- Go to the *Output Format* field and select **FOIA** from the drop-down list. Three new columns display: *Video Source*, *Audio Source*, and *Redaction*.



- To include all of the case's videos in your download, click the **Select** button.

– OR –

To include some, but not all, of the case's videos in your download, select the checkbox to the left of each video you wish to include.

*(Continued)*



5 If the word “Camera” displays in the *Video Source* column, proceed to the next step.

– OR –

If two checkboxes display in the *Video Source* column, select the camera views you wish to include for each video, as described below.

Video Source Setting	Description
<input checked="" type="checkbox"/> Front <input type="checkbox"/> Rear	Copy only the video recorded from Camera Channel 1 (forward facing zoom camera).
<input type="checkbox"/> Front <input checked="" type="checkbox"/> Rear	Copy only the video recorded from Camera Channel 2 (Backseat and/or Bullet cameras).
<input checked="" type="checkbox"/> Front <input checked="" type="checkbox"/> Rear	Copy the video that was recorded from <i>both</i> Camera Channel 1 and Camera Channel 2.

6 To include at least one audio track with this export, proceed to the next step.

– OR –

To include *no* audio tracks with this export (i.e., omit all audio), either deselect the VLP1 checkbox or select the *Mute* checkbox. Skip to step 8.

7 If the word “Camera” displays in the *Audio Source* column, proceed to the next step.

– OR –

If two checkboxes display in the *Audio Source* column, select the audio sources that you wish to include for each video. You may select up to two sources for each video. These audio tracks will play concurrently when watching the video.




- VLP1*. The audio from the wireless microphone that’s connected to your 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 *Redaction* column and click on one of the following buttons:
- Camera.** Redact the video from a *BodyVISION* or *VIEVU* camera.
  - Front.** Redact the video from a *Flashback*'s Camera Channel 1. For in-car systems, this is the video captured with your forward facing zoom camera.
  - Rear.** Redact the video from a *Flashback*'s Camera Channel 2. For in-car systems, this is the video captured with your backseat camera and/or bullet cameras.

The Redaction Settings popup displays.



The Redaction settings are described below.

Redaction Settings	
Setting	Description
Blur Level	<p>The degree to which you wish to blur the video or video segment you are exporting. By default, the system does not blur the video at all (Blur Level = <i>None</i>). However, if you select any of the other settings (<i>Low</i>, <i>Med</i>, or <i>High</i>), the system will blur every frame of the video or video segment.</p> <div style="display: flex; justify-content: space-around; align-items: center;">    </div> <div style="display: flex; justify-content: space-around; align-items: center;"> <span>Low</span> <span>Medium</span> <span>High</span> </div>
Enable Trimming	<p>A checkbox used to indicate whether you wish to export <i>all</i> of the video or a selected <i>segment</i> of the video.</p> <p><input type="checkbox"/> Export the entire full-length video  <input checked="" type="checkbox"/> Export a segment of the full-length video</p> <p>If you select <i>Enable Trimming</i>, you will have to select a date/time range using <i>Trim Start</i> and <i>Trim Stop</i> fields.</p>
Trim Start	<p>The beginning of the date/time range you wish to excerpt from the original full-length video. <i>Use the calendar popup to select this date/time.</i></p>
Trim Stop	<p>The end of the date/time range you wish to excerpt from the original full-length video. <i>Use the calendar popup to select this date/time.</i></p>

- 9 To blur the entire video or video segment, proceed to the next step. Otherwise skip to step 11.
- 10 Select a *Blur Level*: **Low**, **Med**, or **High** (see samples in the table on the previous page).
- 11 To export a *segment* of the original full-length video, proceed to the next step.  
– OR –  
To export the entire full-length video, skip to step 15.
- 12 Select the *Enable Trimming* checkbox.
- 13 Proceed to *Trim Start* field. Using the calendar popup, select the beginning of the video date/time range you wish to export.
- 14 Proceed to *Trim Stop* field. Using the calendar popup, select the end of the video date/time range you wish to export.
- 15 Click **Save**.
- 16 To redact other videos that are included with this case download, repeat steps 8 – 15. Otherwise proceed to the next step.
- 17 Go to the **Action** column and click **Save**. The Export Options popup displays.



You have two file options: an **ISO** file or a **ZIP** file. If you are exporting this data for the *sole purpose* of burning a DVD, select **ISO**. Otherwise select **ZIP**, which will copy your videos and any metadata to a folder first.

- 18 To burn this case as an ISO file (default), proceed to the next step.  
– OR –  
To burn this case as a *zip* file, select **ZIP**.
- 19 If you'd like the Chain of Custody report to include basic logs only (default), proceed to the next step.  
– OR –  
(Continued)



If you'd like the Chain of Custody report to include basic logs *and* IACP\* logs, select **Include IACP logs** from the *Chain of Custody Log Level* drop-down list.

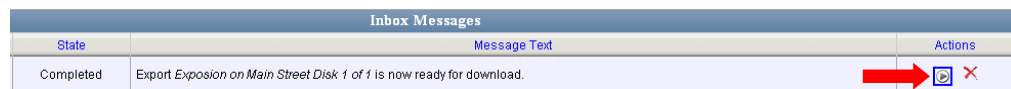
– OR –



If you'd like the Chain of Custody report to include all available logs, select **Include all available logs** from the *Chain of Custody Log Level* drop-down list.

- 20 Click **Save**. The system begins processing your request. A copy of this request will display on your Home Page under *Sent Messages*.

When processing is complete, a confirmation message will display on your Home Page under *Inbox Messages*.

- 21 Go to your *Inbox Messages* and look for a download icon next to the export confirmation message.

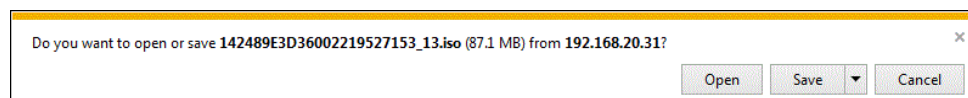


Inbox Messages		
State	Message Text	Actions
Completed	Export Exposition on Main Street Disk 1 of 1 is now ready for download.	 

⇒ If you see the download icon, proceed to the next step.

⇒ If you do *not* see the download icon, the system is still processing your request. Go to **Home Menu** and click **Home** to refresh your screen. Once you see the download icon, proceed to the next step.

- 22 Go to the right of the export message and click the download icon. A Windows message displays.



- 23 Select **Save As** from the *Save* drop-down list. The Save As window displays.

- 24 Navigate to the disk drive location where you wish to store the case file.

- 25 To change the file name, enter a new name in the *File name* field. Otherwise proceed to the next step.

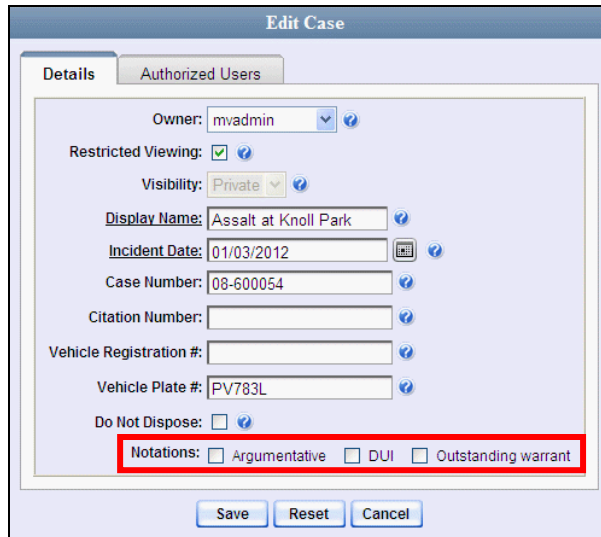
- 26 Click **Save**. The system copies your file to the selected location. When the download is complete, a confirmation message displays:



\* International Association of Chiefs of Police

## Maintaining Case Notations

Case notations are user-defined checkboxes that you can use to notate a case file. They display at the bottom of the New Case and Edit Case forms, as pictured below.



The screenshot shows the 'Edit Case' form with the following fields and options:

- Owner: mvadmin
- Restricted Viewing:
- Visibility: Private
- Display Name: Assault at Knoll Park
- Incident Date: 01/03/2012
- Case Number: 08-600054
- Citation Number: (empty)
- Vehicle Registration #: (empty)
- Vehicle Plate #: PV783L
- Do Not Dispose:
- Notations:  Argumentative  DUI  Outstanding warrant

Buttons at the bottom: Save, Reset, Cancel

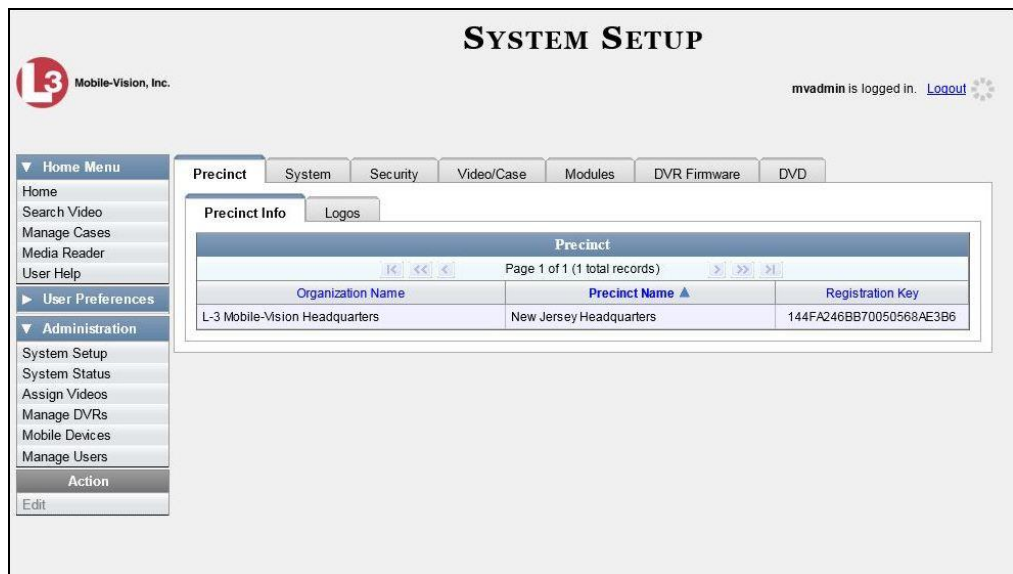
For specific instructions, see:

- Adding a Case Notation, below
- Changing a Case Notation, page 422
- Deleting a Case Notation, page 425
- Disabling a Case Notation, page 427.

### Adding a Case Notation

This section describes how to create a new case notation. Case notations are user-defined checkboxes used to notate case files.

- 1 Go to **Administration** and click **System Setup**. The System Setup page displays.



**SYSTEM SETUP**

L3 Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

Home Menu  
Home  
Search Video  
Manage Cases  
Media Reader  
User Help  
User Preferences  
Administration  
System Setup  
System Status  
Assign Videos  
Manage DVRs  
Mobile Devices  
Manage Users  
Action  
Edit

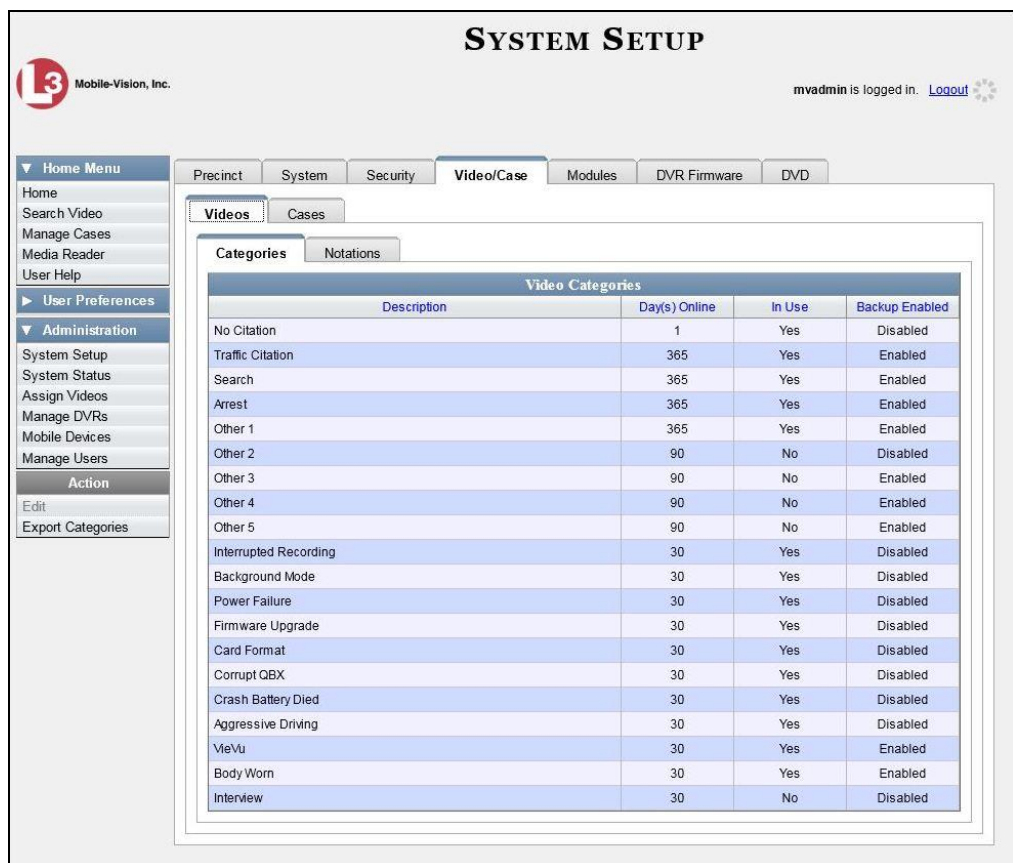
Precinct System Security Video/Case Modules DVR Firmware DVD

Precinct Info Logos

Precinct  
Page 1 of 1 (1 total records)

Organization Name	Precinct Name ▲	Registration Key
L-3 Mobile-Vision Headquarters	New Jersey Headquarters	144FA246BB70050568AE3B6

2 Click the **Video/Case** tab.



**SYSTEM SETUP**

L3 Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

Home Menu  
Home  
Search Video  
Manage Cases  
Media Reader  
User Help  
User Preferences  
Administration  
System Setup  
System Status  
Assign Videos  
Manage DVRs  
Mobile Devices  
Manage Users  
Action  
Edit  
Export Categories

Precinct System Security Video/Case Modules DVR Firmware DVD

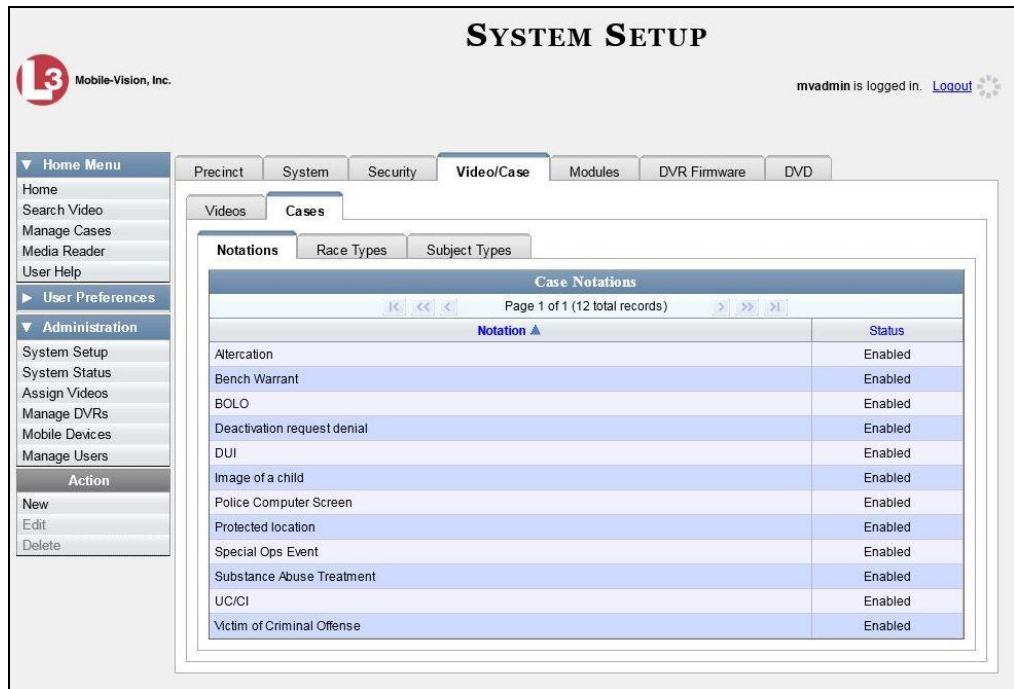
Videos Cases

Categories Notations

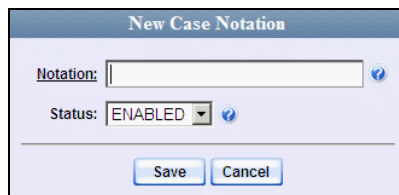
Video Categories

Description	Day(s) Online	In Use	Backup Enabled
No Citation	1	Yes	Disabled
Traffic Citation	365	Yes	Enabled
Search	365	Yes	Enabled
Arrest	365	Yes	Enabled
Other 1	365	Yes	Enabled
Other 2	90	No	Disabled
Other 3	90	No	Enabled
Other 4	90	No	Enabled
Other 5	90	No	Enabled
Interrupted Recording	30	Yes	Disabled
Background Mode	30	Yes	Disabled
Power Failure	30	Yes	Disabled
Firmware Upgrade	30	Yes	Disabled
Card Format	30	Yes	Disabled
Corrupt QBX	30	Yes	Disabled
Crash Battery Died	30	Yes	Disabled
Aggressive Driving	30	Yes	Disabled
VeVu	30	Yes	Enabled
Body Worn	30	Yes	Enabled
Interview	30	No	Disabled

- 3 Click the **Cases** tab.



- 4 Make sure the **Notations** tab is selected, as pictured above.
- 5 Go to the **Action** column and click **New**. The New Case Notation popup displays.



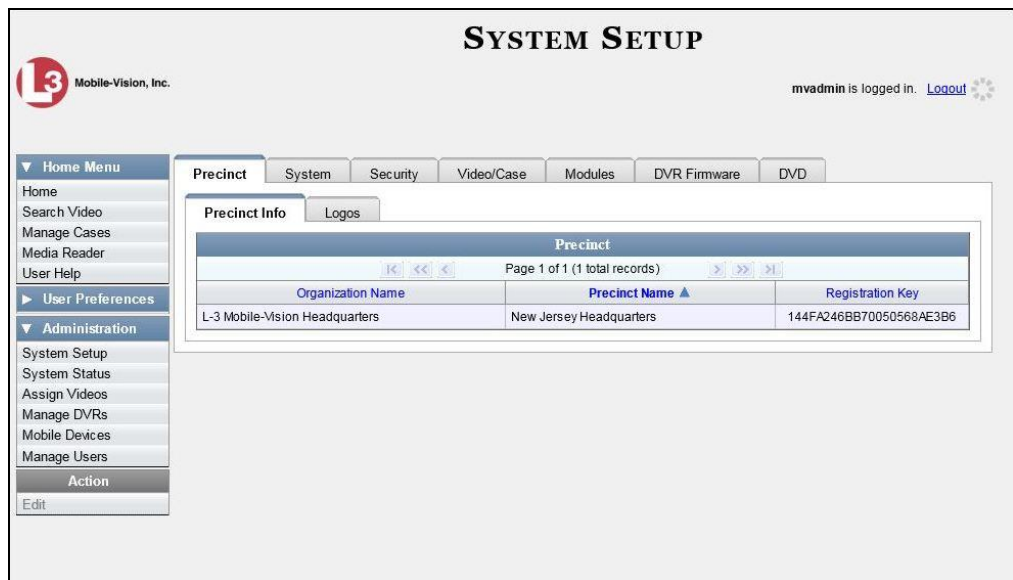
The 'New Case Notation' popup form contains a text field for 'Notation' and a dropdown menu for 'Status' set to 'ENABLED'. There are 'Save' and 'Cancel' buttons at the bottom.

- 6 Enter a name for the new notation in the *Notation* field. This is the value that will display on the New Case and Edit Case forms.
- 7 Click **Save**. The new notation displays on the Case Notations list.

## Changing a Case Notation

This section describes how to change a case notation's name or status. For more on case notations, see page 420.

- 1 Go to **Administration** and click **System Setup**. The System Setup page displays.



**SYSTEM SETUP**

L3 Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

▼ Home Menu  
Home  
Search Video  
Manage Cases  
Media Reader  
User Help

► User Preferences

▼ Administration  
System Setup  
System Status  
Assign Videos  
Manage DVRs  
Mobile Devices  
Manage Users

Action  
Edit

Precinct System Security Video/Case Modules DVR Firmware DVD

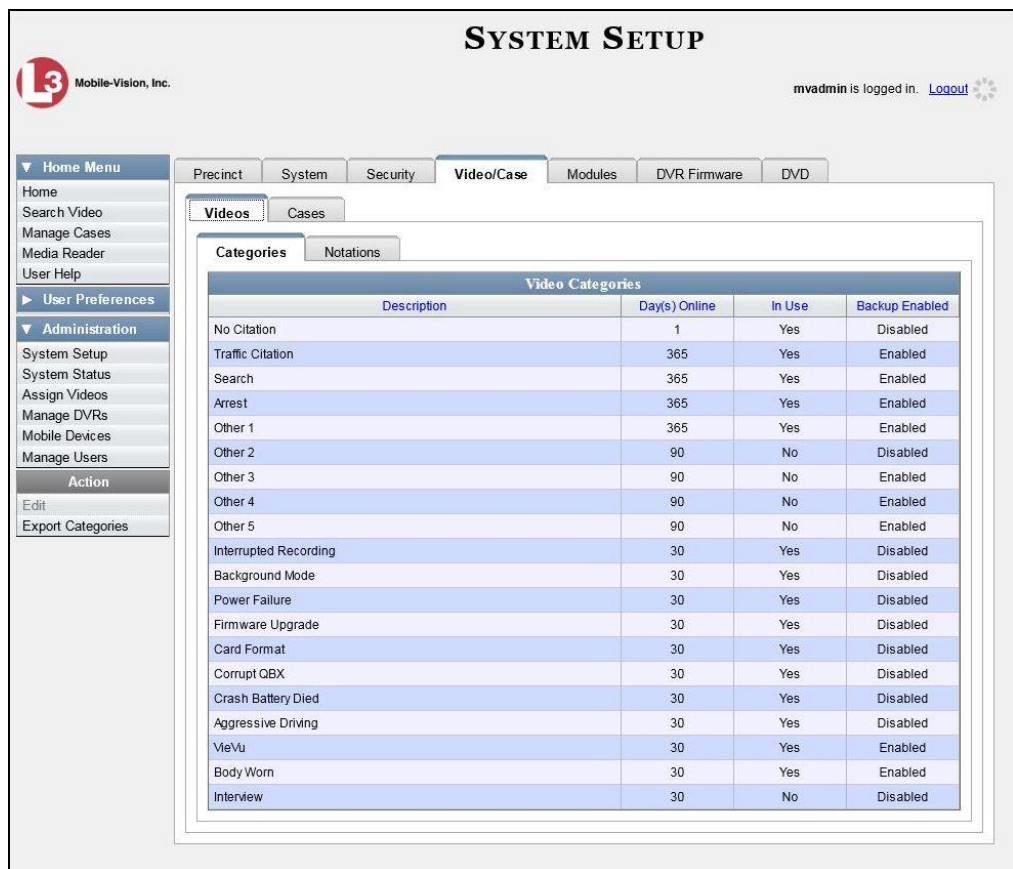
Precinct Info Logos

Precinct

Page 1 of 1 (1 total records)

Organization Name	Precinct Name ▲	Registration Key
L-3 Mobile-Vision Headquarters	New Jersey Headquarters	144FA246BB70050568AE3B6

2 Click the **Video/Case** tab.



**SYSTEM SETUP**

L3 Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

▼ Home Menu  
Home  
Search Video  
Manage Cases  
Media Reader  
User Help

► User Preferences

▼ Administration  
System Setup  
System Status  
Assign Videos  
Manage DVRs  
Mobile Devices  
Manage Users

Action  
Edit  
Export Categories

Precinct System Security Video/Case Modules DVR Firmware DVD

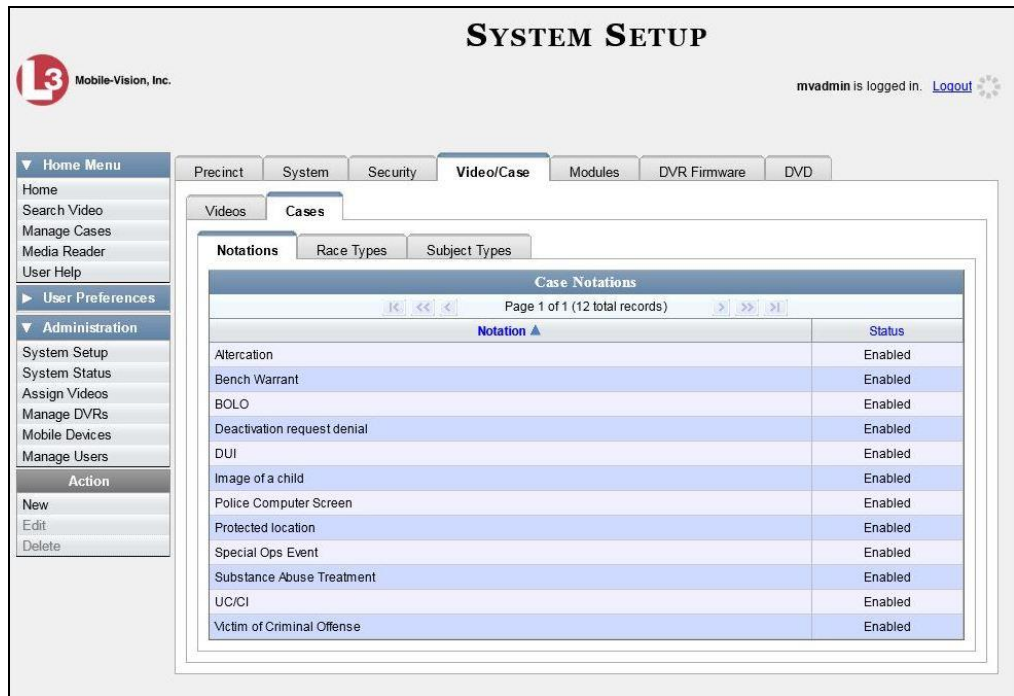
Videos Cases

Categories Notations

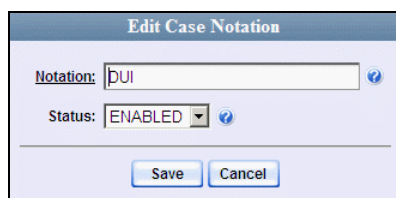
Video Categories

Description	Day(s) Online	In Use	Backup Enabled
No Citation	1	Yes	Disabled
Traffic Citation	365	Yes	Enabled
Search	365	Yes	Enabled
Arrest	365	Yes	Enabled
Other 1	365	Yes	Enabled
Other 2	90	No	Disabled
Other 3	90	No	Enabled
Other 4	90	No	Enabled
Other 5	90	No	Enabled
Interrupted Recording	30	Yes	Disabled
Background Mode	30	Yes	Disabled
Power Failure	30	Yes	Disabled
Firmware Upgrade	30	Yes	Disabled
Card Format	30	Yes	Disabled
Corrupt QBX	30	Yes	Disabled
Crash Battery Died	30	Yes	Disabled
Aggressive Driving	30	Yes	Disabled
VeVu	30	Yes	Enabled
Body Worn	30	Yes	Enabled
Interview	30	No	Disabled

- 3 Click the **Cases** tab.



- 4 Make sure the **Notations** tab is selected, as pictured above.
- 5 Right-click on the record you wish to update, then select **Edit** from the popup menu. The Edit Case Notation popup displays.

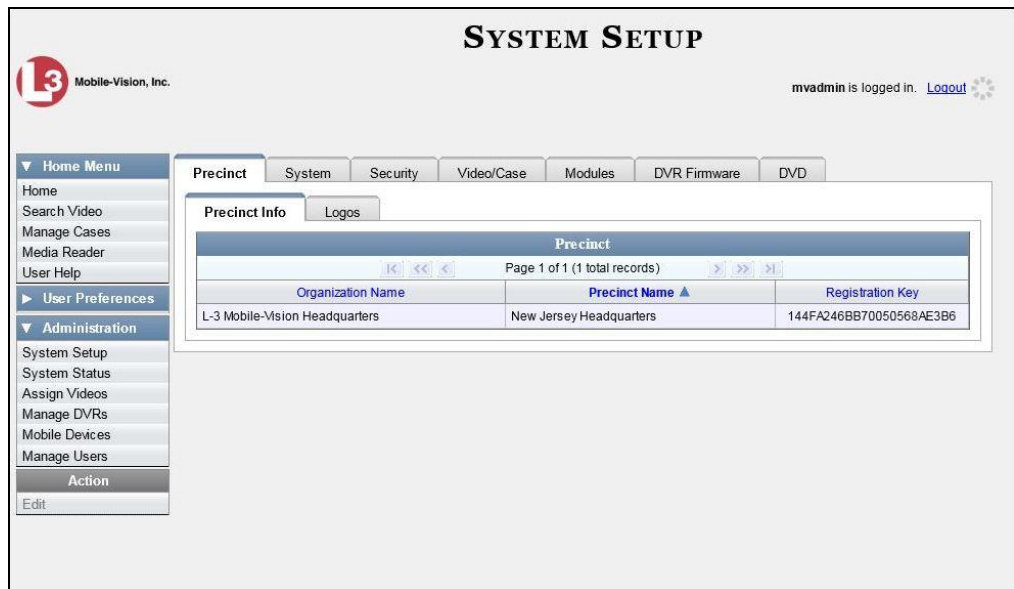


- 6 To change the checkbox's label, enter a new value in the *Notation* field. Otherwise proceed to the next step.
- 7 To change the checkbox's status, select a new value from the *Status* drop-down list. Otherwise proceed to the next step.
- 8 Click **Save**.

## Deleting a Case Notation

This section describes how to delete a case notation. You can only delete those notations that are not in use by an active case. If you wish to discontinue use of a notation but cannot delete it, see “Disabling a Case Notation” on page 427 instead.

- 1 Go to **Administration** and click **System Setup**. The System Setup page displays.



The screenshot shows the 'SYSTEM SETUP' interface. The left sidebar has a menu with 'Administration' expanded and 'System Setup' selected. The main area has tabs for 'Precinct', 'System', 'Security', 'Video/Case', 'Modules', 'DVR Firmware', and 'DVD'. The 'Precinct' tab is active, showing a table with the following data:

Organization Name	Precinct Name ▲	Registration Key
L-3 Mobile-Vision Headquarters	New Jersey Headquarters	144FA246BB70050568AE3B6

- 2 Click the **Video/Case** tab.

*(Continued)*

### SYSTEM SETUP

mvadmin is logged in. [Logout](#)

**Home Menu**

- Home
- Search Video
- Manage Cases
- Media Reader
- User Help

**User Preferences**

**Administration**

- System Setup
- System Status
- Assign Videos
- Manage DVRs
- Mobile Devices
- Manage Users

**Action**

- Edit
- Export Categories

Precinct System Security Video/Case Modules DVR Firmware DVD

Videos Cases

Categories Notations

Video Categories				
Description	Day(s) Online	In Use	Backup Enabled	
No Citation	1	Yes	Disabled	
Traffic Citation	365	Yes	Enabled	
Search	365	Yes	Enabled	
Arrest	365	Yes	Enabled	
Other 1	365	Yes	Enabled	
Other 2	90	No	Disabled	
Other 3	90	No	Enabled	
Other 4	90	No	Enabled	
Other 5	90	No	Enabled	
Interrupted Recording	30	Yes	Disabled	
Background Mode	30	Yes	Disabled	
Power Failure	30	Yes	Disabled	
Firmware Upgrade	30	Yes	Disabled	
Card Format	30	Yes	Disabled	
Corrupt QBX	30	Yes	Disabled	
Crash Battery Died	30	Yes	Disabled	
Aggressive Driving	30	Yes	Disabled	
VeVu	30	Yes	Enabled	
Body Worn	30	Yes	Enabled	
Interview	30	No	Disabled	

3 Click the **Cases** tab.

### SYSTEM SETUP

mvadmin is logged in. [Logout](#)

**Home Menu**

- Home
- Search Video
- Manage Cases
- Media Reader
- User Help

**User Preferences**

**Administration**

- System Setup
- System Status
- Assign Videos
- Manage DVRs
- Mobile Devices
- Manage Users

**Action**

- New
- Edit
- Delete

Precinct System Security Video/Case Modules DVR Firmware DVD

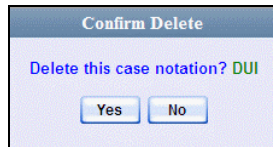
Videos Cases

Notations Race Types Subject Types

Case Notations	
Notation	Status
Altercation	Enabled
Bench Warrant	Enabled
BOLO	Enabled
Deactivation request denial	Enabled
DUI	Enabled
Image of a child	Enabled
Police Computer Screen	Enabled
Protected location	Enabled
Special Ops Event	Enabled
Substance Abuse Treatment	Enabled
UC/CI	Enabled
Victim of Criminal Offense	Enabled



- 4 Make sure the **Notations** tab is selected.
- 5 Right-click on the notation you wish to delete, then select **Delete** from the popup menu. A confirmation message displays.



- 6 Click **Yes**.
- ⇒ If the selected notation is *not* in use by an active case, the system removes it from the Case Notations list. **End of procedure.**
  - ⇒ If the selected notation *is* in use by an active case, the system displays an error message:

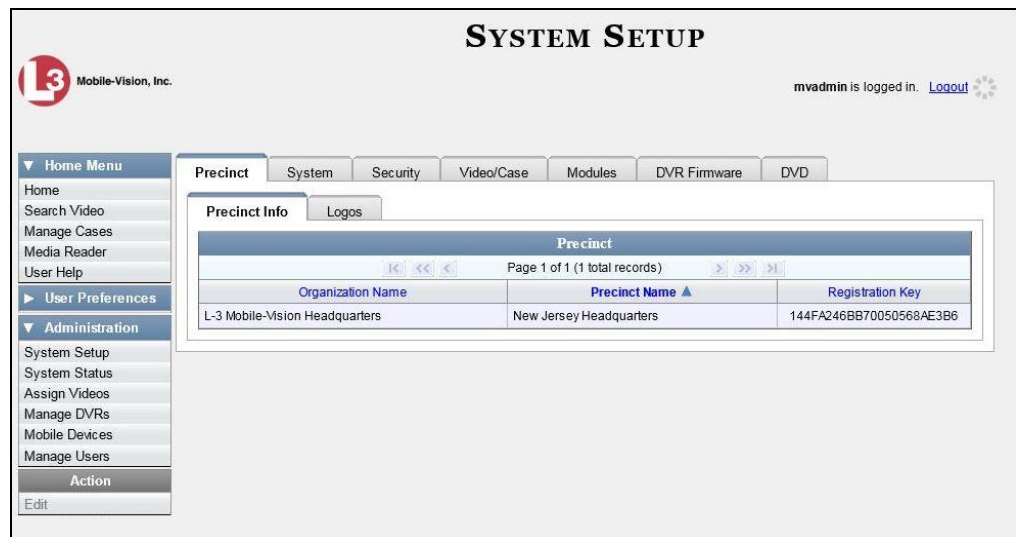
Notation **DUI** currently in use by an active case

Try disabling the notation instead, as described in the next section. Begin with step 4.

## Disabling a Case Notation

If you wish to discontinue use of a particular case notation, you may not be able to delete that notation due to the fact that it is in use by one or more active cases. If such is the case, you have the option of *disabling* the case notation so that it cannot be used to notate any future cases, as described in this section.

- 1 Go to **Administration** and click **System Setup**. The System Setup page displays.



- 2 Click the **Video/Case** tab.

### SYSTEM SETUP

mvadmin is logged in. [Logout](#)

- ▼ Home Menu
- Home
- Search Video
- Manage Cases
- Media Reader
- User Help
- ▶ User Preferences
- ▼ Administration
- System Setup
- System Status
- Assign Videos
- Manage DVRs
- Mobile Devices
- Manage Users
- Action
- Edit
- Export Categories

Precinct   System   Security   **Video/Case**   Modules   DVR Firmware   DVD

Videos   Cases

Categories   Notations

Video Categories				
Description	Day(s) Online	In Use	Backup Enabled	
No Citation	1	Yes	Disabled	
Traffic Citation	365	Yes	Enabled	
Search	365	Yes	Enabled	
Arrest	365	Yes	Enabled	
Other 1	365	Yes	Enabled	
Other 2	90	No	Disabled	
Other 3	90	No	Enabled	
Other 4	90	No	Enabled	
Other 5	90	No	Enabled	
Interrupted Recording	30	Yes	Disabled	
Background Mode	30	Yes	Disabled	
Power Failure	30	Yes	Disabled	
Firmware Upgrade	30	Yes	Disabled	
Card Format	30	Yes	Disabled	
Corrupt QBX	30	Yes	Disabled	
Crash Battery Died	30	Yes	Disabled	
Aggressive Driving	30	Yes	Disabled	
VeVu	30	Yes	Enabled	
Body Worn	30	Yes	Enabled	
Interview	30	No	Disabled	

3 Click the **Cases** tab.

### SYSTEM SETUP

mvadmin is logged in. [Logout](#)

- ▼ Home Menu
- Home
- Search Video
- Manage Cases
- Media Reader
- User Help
- ▶ User Preferences
- ▼ Administration
- System Setup
- System Status
- Assign Videos
- Manage DVRs
- Mobile Devices
- Manage Users
- Action
- New
- Edit
- Delete

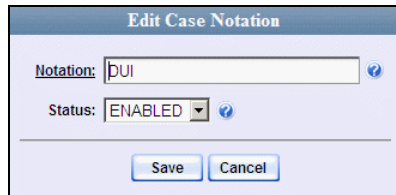
Precinct   System   Security   **Video/Case**   Modules   DVR Firmware   DVD

Videos   **Cases**

Notations   Race Types   Subject Types

Case Notations	
Notation ▲	Status
Altercation	Enabled
Bench Warrant	Enabled
BOLO	Enabled
Deactivation request denial	Enabled
DUI	Enabled
Image of a child	Enabled
Police Computer Screen	Enabled
Protected location	Enabled
Special Ops Event	Enabled
Substance Abuse Treatment	Enabled
UC/CI	Enabled
Victim of Criminal Offense	Enabled

- 4 Make sure the **Notations** tab is selected.
- 5 Right-click on the notation you wish to disable, then select **Edit** from the popup menu. The Edit Case Notation popup displays.

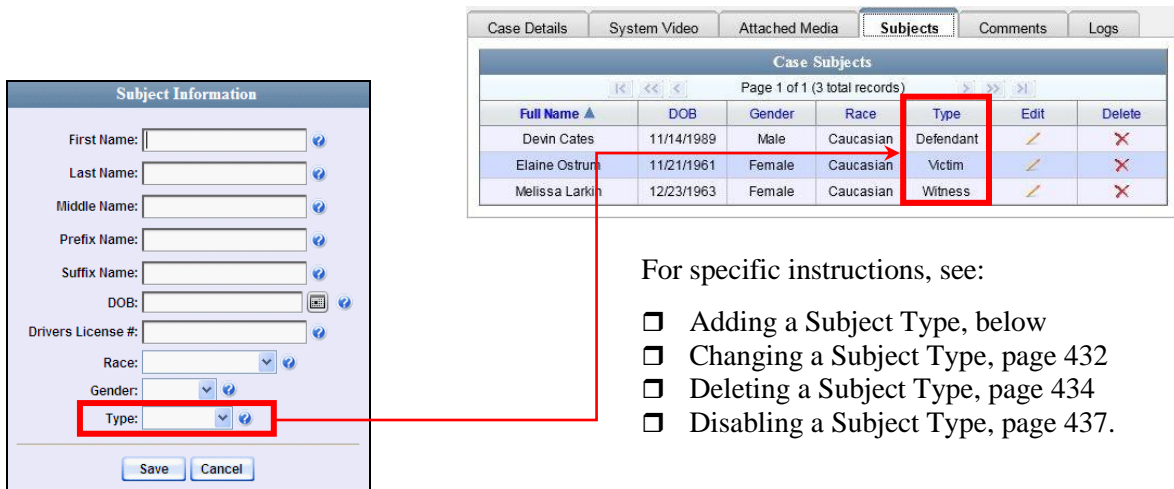


The 'Edit Case Notation' popup contains a text field for 'Notation' with the value 'DUI', a dropdown menu for 'Status' currently set to 'ENABLED', and 'Save' and 'Cancel' buttons at the bottom.

- 6 Select **DISABLED** from the *Status* drop-down list.
- 7 Click **Save**.

## Maintaining Subject Types

Subject Types are the field values that display in the *Type* drop-down list on the Subject Information form. These user-defined categories help you classify the subject names that you attach to your cases.



The image shows two screenshots. On the left is the 'Subject Information' form with a red box around the 'Type' dropdown menu. On the right is the 'Case Subjects' table with a red box around the 'Type' column. A red arrow points from the 'Type' column in the table to the 'Type' dropdown in the form.

Full Name ▲	DOB	Gender	Race	Type	Edit	Delete
Devin Cates	11/14/1989	Male	Caucasian	Defendant		
Elaine Ostrum	11/21/1961	Female	Caucasian	Victim		
Melissa Larkin	12/23/1963	Female	Caucasian	Witness		

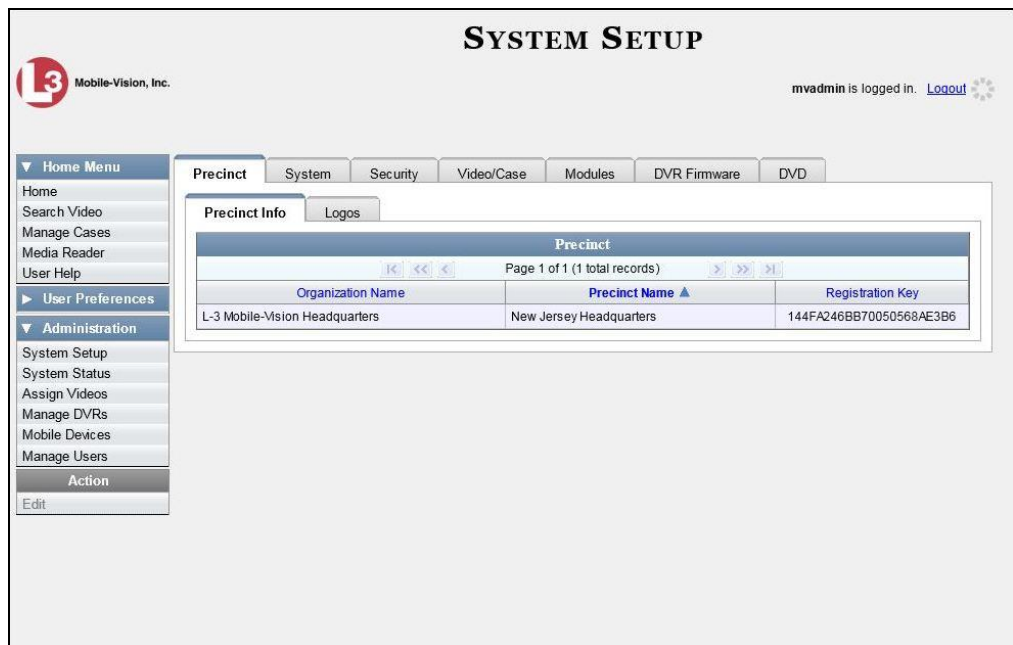
For specific instructions, see:

- Adding a Subject Type, below
- Changing a Subject Type, page 432
- Deleting a Subject Type, page 434
- Disabling a Subject Type, page 437.

### 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 **Administration** and click **System Setup**. The System Setup page displays.



**SYSTEM SETUP**

L3 Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

Home Menu  
Home  
Search Video  
Manage Cases  
Media Reader  
User Help  
User Preferences  
Administration  
System Setup  
System Status  
Assign Videos  
Manage DVRs  
Mobile Devices  
Manage Users  
Action  
Edit

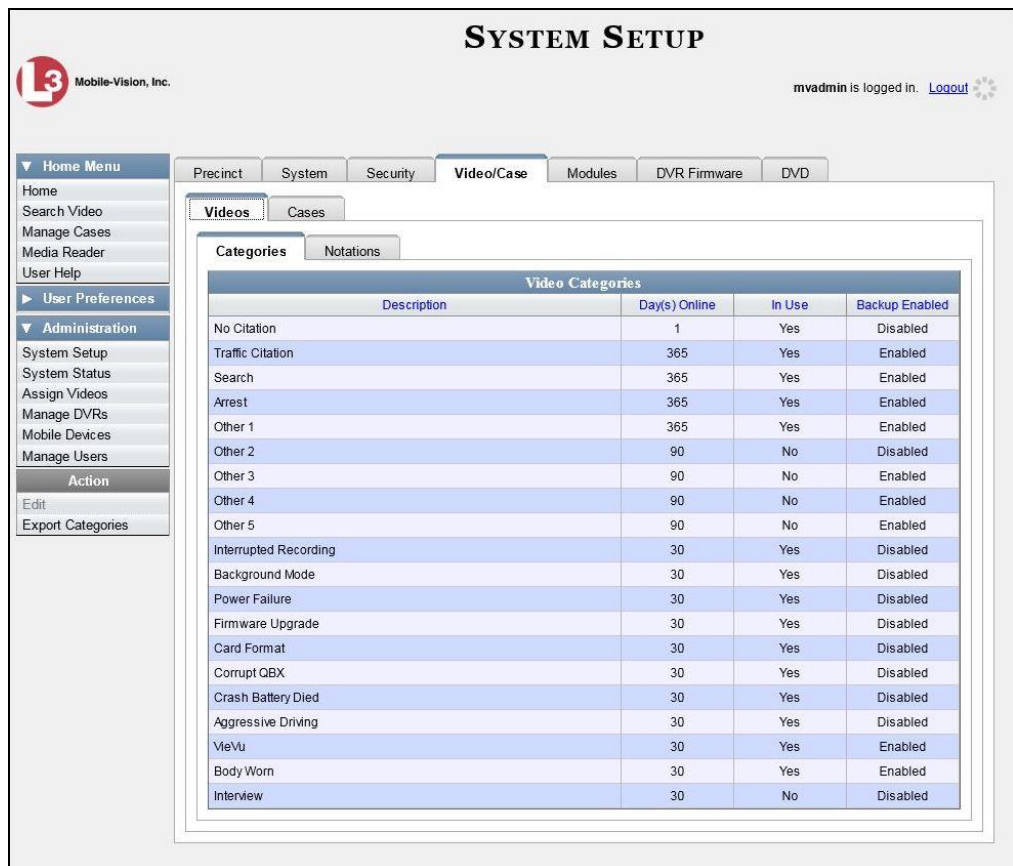
Precinct System Security Video/Case Modules DVR Firmware DVD

Precinct Info Logos

Precinct  
Page 1 of 1 (1 total records)

Organization Name	Precinct Name ▲	Registration Key
L-3 Mobile-Vision Headquarters	New Jersey Headquarters	144FA246BB70050568AE3B6

2 Click the **Video/Case** tab.



**SYSTEM SETUP**

L3 Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

Home Menu  
Home  
Search Video  
Manage Cases  
Media Reader  
User Help  
User Preferences  
Administration  
System Setup  
System Status  
Assign Videos  
Manage DVRs  
Mobile Devices  
Manage Users  
Action  
Edit  
Export Categories

Precinct System Security Video/Case Modules DVR Firmware DVD

Videos Cases

Categories Notations

Video Categories

Description	Day(s) Online	In Use	Backup Enabled
No Citation	1	Yes	Disabled
Traffic Citation	365	Yes	Enabled
Search	365	Yes	Enabled
Arrest	365	Yes	Enabled
Other 1	365	Yes	Enabled
Other 2	90	No	Disabled
Other 3	90	No	Enabled
Other 4	90	No	Enabled
Other 5	90	No	Enabled
Interrupted Recording	30	Yes	Disabled
Background Mode	30	Yes	Disabled
Power Failure	30	Yes	Disabled
Firmware Upgrade	30	Yes	Disabled
Card Format	30	Yes	Disabled
Corrupt QBX	30	Yes	Disabled
Crash Battery Died	30	Yes	Disabled
Aggressive Driving	30	Yes	Disabled
ViVu	30	Yes	Enabled
Body Worn	30	Yes	Enabled
Interview	30	No	Disabled

3 Click the **Cases** tab.

The screenshot shows the 'SYSTEM SETUP' interface with the 'Video/Case' tab selected. The 'Cases' sub-tab is active, displaying a table of 'Case Notations'. The table has two columns: 'Notation' and 'Status'. All listed notations have a status of 'Enabled'.

Notation	Status
Altercation	Enabled
Bench Warrant	Enabled
BOLO	Enabled
Deactivation request denial	Enabled
DUI	Enabled
Image of a child	Enabled
Police Computer Screen	Enabled
Protected location	Enabled
Special Ops Event	Enabled
Substance Abuse Treatment	Enabled
UC/CI	Enabled
Victim of Criminal Offense	Enabled

4 Click the **Subject Types** tab.

The screenshot shows the 'SYSTEM SETUP' interface with the 'Cases' sub-tab selected. The 'Subject Types' sub-tab is active, displaying a table of 'Subject Types'. The table has two columns: 'Subject Description' and 'Status'. All listed subject types have a status of 'Enabled'.

Subject Description	Status
Defendant	Enabled
First Responder	Enabled
Victim	Enabled
Witness	Enabled

5 Go to the **Action** column and click **New**. The New Subject Type popup displays.



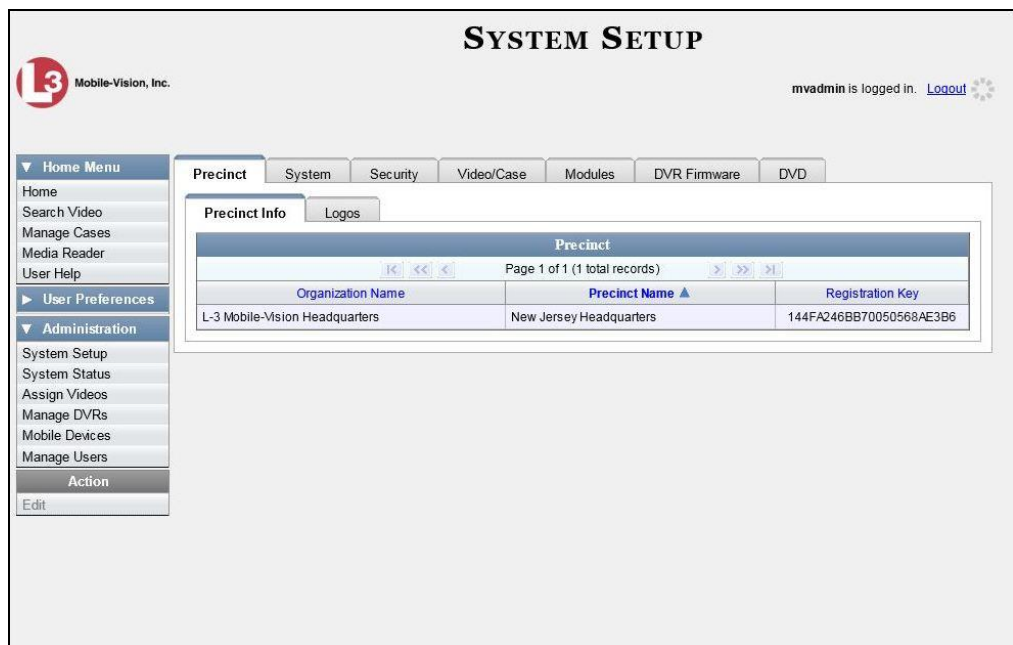
The dialog box titled "New Subject Type" contains a text input field for "Subject Description", a dropdown menu for "Status" set to "Enabled", and "Save" and "Cancel" buttons at the bottom.

- 6 Enter a name for the new subject type in the *Subject Description* field. This is the value that will display on the Subject Information form.
- 7 Click **Save**. The new subject type displays on the 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 429.

- 1 Go to **Administration** and click **System Setup**. The System Setup page displays.



The screenshot shows the "SYSTEM SETUP" page with a navigation menu on the left and a main content area. The "Administration" menu is expanded, showing "System Setup" as the selected option. The main content area displays a "Precinct" table with the following data:

Organization Name	Precinct Name ▲	Registration Key
L-3 Mobile-Vision Headquarters	New Jersey Headquarters	144FA246BB70050568AE3B6

- 2 Click the **Video/Case** tab.

### SYSTEM SETUP

mvadmin is logged in. [Logout](#)

- ▼ Home Menu
- Home
- Search Video
- Manage Cases
- Media Reader
- User Help
- ▶ User Preferences
- ▼ Administration
- System Setup
- System Status
- Assign Videos
- Manage DVRs
- Mobile Devices
- Manage Users
- Action
- Edit
- Export Categories

Precinct
System
Security
Video/Case
Modules
DVR Firmware
DVD

Videos
Cases

Categories
Notations

Video Categories				
Description	Day(s) Online	In Use	Backup Enabled	
No Citation	1	Yes	Disabled	
Traffic Citation	365	Yes	Enabled	
Search	365	Yes	Enabled	
Arrest	365	Yes	Enabled	
Other 1	365	Yes	Enabled	
Other 2	90	No	Disabled	
Other 3	90	No	Enabled	
Other 4	90	No	Enabled	
Other 5	90	No	Enabled	
Interrupted Recording	30	Yes	Disabled	
Background Mode	30	Yes	Disabled	
Power Failure	30	Yes	Disabled	
Firmware Upgrade	30	Yes	Disabled	
Card Format	30	Yes	Disabled	
Corrupt QBX	30	Yes	Disabled	
Crash Battery Died	30	Yes	Disabled	
Aggressive Driving	30	Yes	Disabled	
VeVu	30	Yes	Enabled	
Body Worn	30	Yes	Enabled	
Interview	30	No	Disabled	

3 Click the **Cases** tab.

### SYSTEM SETUP

mvadmin is logged in. [Logout](#)

- ▼ Home Menu
- Home
- Search Video
- Manage Cases
- Media Reader
- User Help
- ▶ User Preferences
- ▼ Administration
- System Setup
- System Status
- Assign Videos
- Manage DVRs
- Mobile Devices
- Manage Users
- Action
- New
- Edit
- Delete

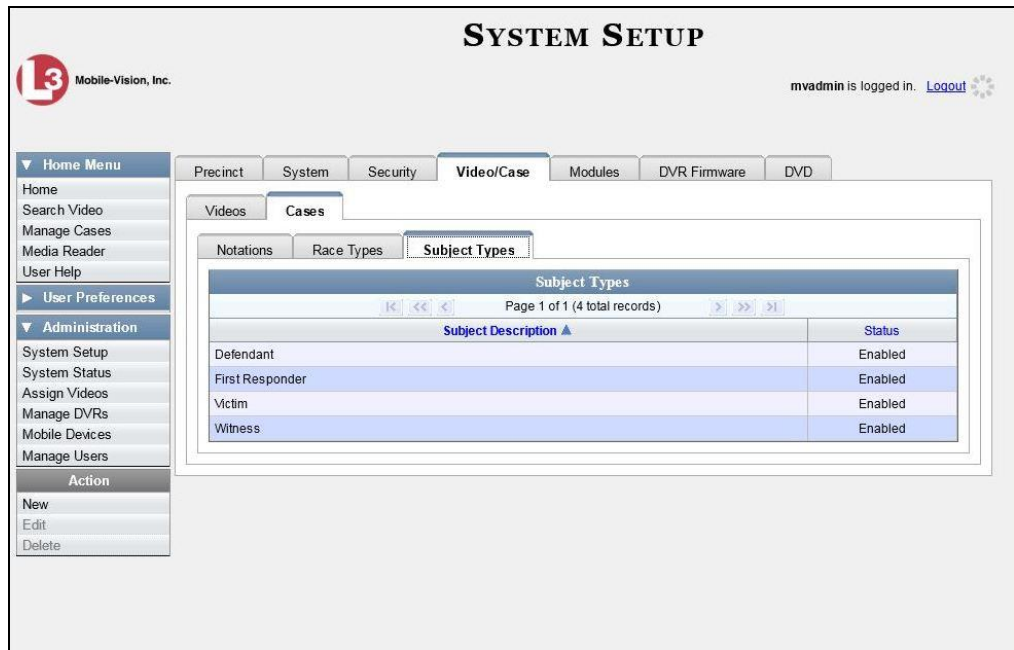
Precinct
System
Security
Video/Case
Modules
DVR Firmware
DVD

Videos
Cases

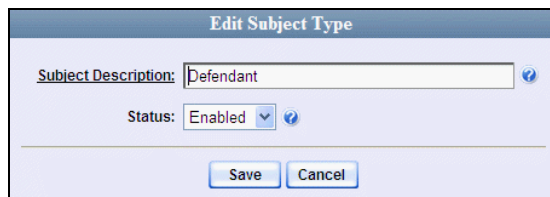
Notations
Race Types
Subject Types

Case Notations	
Notation ▲	Status
Altercation	Enabled
Bench Warrant	Enabled
BOLO	Enabled
Deactivation request denial	Enabled
DUI	Enabled
Image of a child	Enabled
Police Computer Screen	Enabled
Protected location	Enabled
Special Ops Event	Enabled
Substance Abuse Treatment	Enabled
UC/CI	Enabled
Victim of Criminal Offense	Enabled

- Click the **Subject Types** tab.



- Right-click on the record you wish to update, then select **Edit** from the popup menu. The Edit Subject Type popup displays.



- To change the description for the Subject Type, enter a new value in the *Subject Description* field. Otherwise proceed to the next step.
- To change the Subject Type's status, select a new value from the *Status* drop-down list. Otherwise proceed to the next step.
- 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 437 instead.

- Go to **Administration** and click **System Setup**. The System Setup page displays.



### SYSTEM SETUP

mvadmin is logged in. [Logout](#)

- ▼ Home Menu
- Home
- Search Video
- Manage Cases
- Media Reader
- User Help
- ▶ User Preferences
- ▼ Administration
- System Setup
- System Status
- Assign Videos
- Manage DVRs
- Mobile Devices
- Manage Users
- Action
- Edit

Precinct | System | Security | Video/Case | Modules | DVR Firmware | DVD

Precinct Info | Logos

**Precinct**

Page 1 of 1 (1 total records)

Organization Name	Precinct Name ▲	Registration Key
L-3 Mobile-Vision Headquarters	New Jersey Headquarters	144FA246BB70050568AE3B6

2 Click the **Video/Case** tab.

### SYSTEM SETUP

mvadmin is logged in. [Logout](#)

- ▼ Home Menu
- Home
- Search Video
- Manage Cases
- Media Reader
- User Help
- ▶ User Preferences
- ▼ Administration
- System Setup
- System Status
- Assign Videos
- Manage DVRs
- Mobile Devices
- Manage Users
- Action
- Edit
- Export Categories

Precinct | System | Security | Video/Case | Modules | DVR Firmware | DVD

Videos | Cases

Categories | Notations

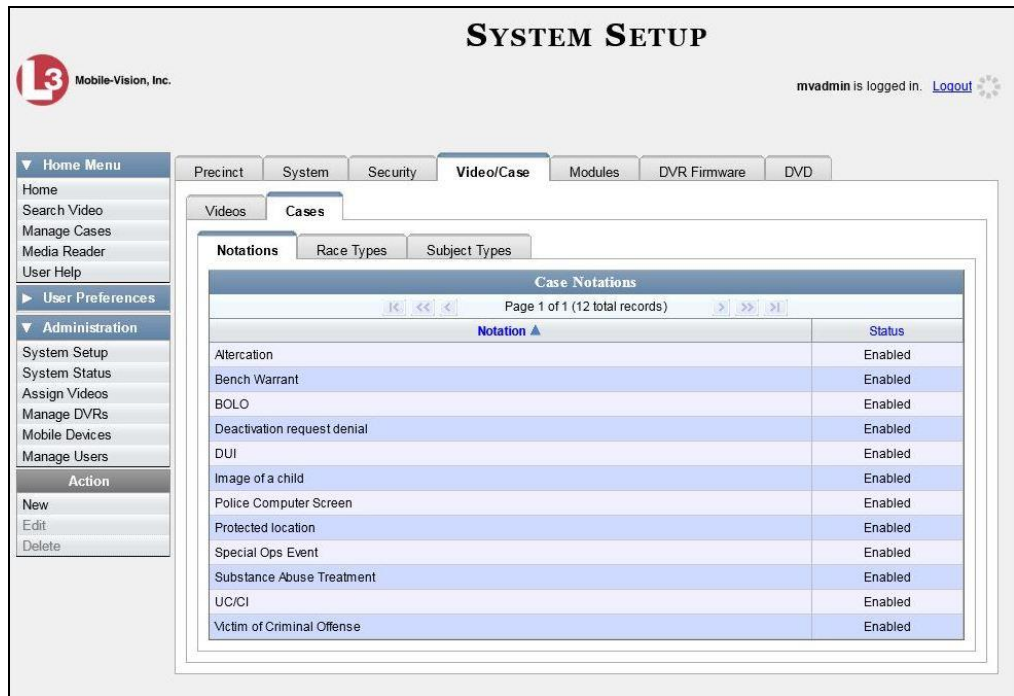
**Video Categories**

Description	Day(s) Online	In Use	Backup Enabled
No Citation	1	Yes	Disabled
Traffic Citation	365	Yes	Enabled
Search	365	Yes	Enabled
Arrest	365	Yes	Enabled
Other 1	365	Yes	Enabled
Other 2	90	No	Disabled
Other 3	90	No	Enabled
Other 4	90	No	Enabled
Other 5	90	No	Enabled
Interrupted Recording	30	Yes	Disabled
Background Mode	30	Yes	Disabled
Power Failure	30	Yes	Disabled
Firmware Upgrade	30	Yes	Disabled
Card Format	30	Yes	Disabled
Corrupt QBX	30	Yes	Disabled
Crash Battery Died	30	Yes	Disabled
Aggressive Driving	30	Yes	Disabled
ViVu	30	Yes	Enabled
Body Worn	30	Yes	Enabled
Interview	30	No	Disabled

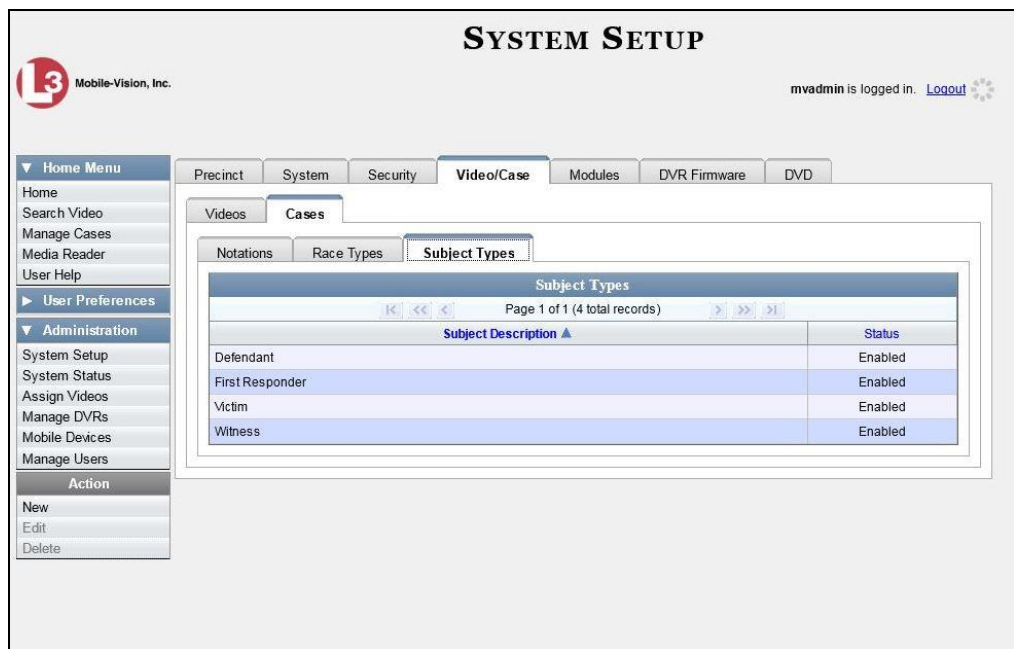
DEP Administrator's Guide  
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Page | 435

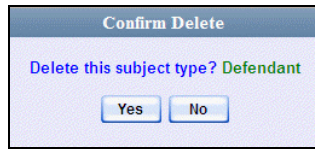
3 Click the **Cases** tab.



4 Click the **Subject Types** tab.



5 Right-click on the Subject Type you wish to delete, then select **Delete** from the popup menu. A confirmation message displays.



**6 Click Yes.**

⇒ If the selected Subject Type is *not* in use by an active case, the system removes it from the Subject Types list. **End of procedure.**

⇒ If the selected Subject Type *is* in use by an active case, the system displays an error message:

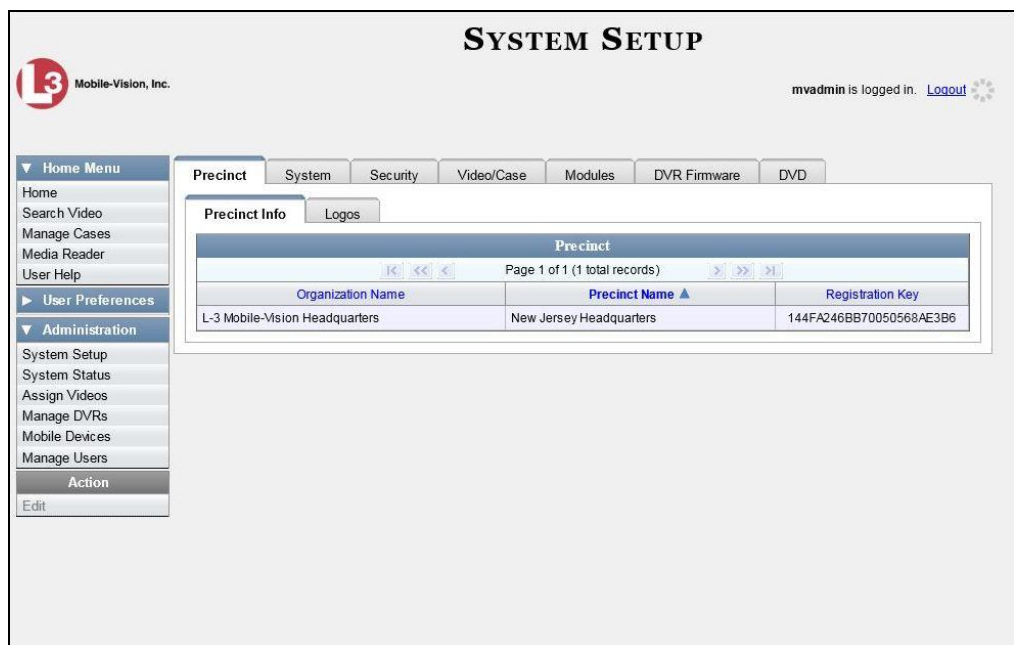


Try disabling the Subject Type instead, as described in the next section. Begin with step 4.

### 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.



**2** Click the **Video/Case** tab.

### SYSTEM SETUP

mvadmin is logged in. [Logout](#)

- ▼ Home Menu
- Home
- Search Video
- Manage Cases
- Media Reader
- User Help
- User Preferences
- ▼ Administration
- System Setup
- System Status
- Assign Videos
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- Mobile Devices
- Manage Users
- Action
- Edit
- Export Categories

Precinct   System   Security   **Video/Case**   Modules   DVR Firmware   DVD

Videos   Cases

Categories   Notations

Video Categories				
Description	Day(s) Online	In Use	Backup Enabled	
No Citation	1	Yes	Disabled	
Traffic Citation	365	Yes	Enabled	
Search	365	Yes	Enabled	
Arrest	365	Yes	Enabled	
Other 1	365	Yes	Enabled	
Other 2	90	No	Disabled	
Other 3	90	No	Enabled	
Other 4	90	No	Enabled	
Other 5	90	No	Enabled	
Interrupted Recording	30	Yes	Disabled	
Background Mode	30	Yes	Disabled	
Power Failure	30	Yes	Disabled	
Firmware Upgrade	30	Yes	Disabled	
Card Format	30	Yes	Disabled	
Corrupt QBX	30	Yes	Disabled	
Crash Battery Died	30	Yes	Disabled	
Aggressive Driving	30	Yes	Disabled	
VeVu	30	Yes	Enabled	
Body Worn	30	Yes	Enabled	
Interview	30	No	Disabled	

3 Click the **Cases** tab.

### SYSTEM SETUP

mvadmin is logged in. [Logout](#)

- ▼ Home Menu
- Home
- Search Video
- Manage Cases
- Media Reader
- User Help
- User Preferences
- ▼ Administration
- System Setup
- System Status
- Assign Videos
- Manage DVRs
- Mobile Devices
- Manage Users
- Action
- New
- Edit
- Delete

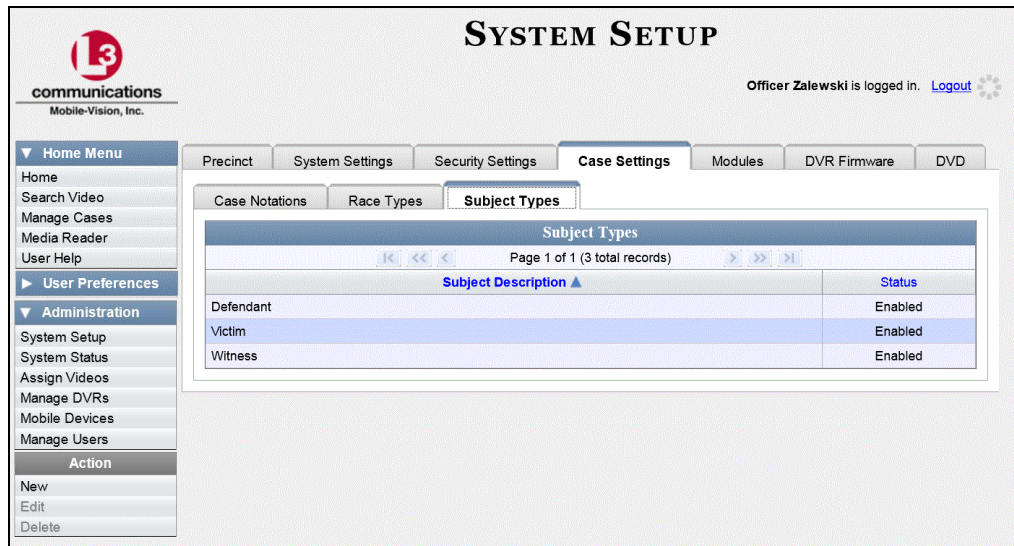
Precinct   System   Security   **Video/Case**   Modules   DVR Firmware   DVD

Videos   **Cases**

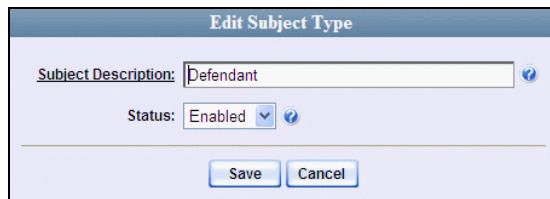
Notations   Race Types   Subject Types

Case Notations	
Notation ▲	Status
Altercation	Enabled
Bench Warrant	Enabled
BOLO	Enabled
Deactivation request denial	Enabled
DUI	Enabled
Image of a child	Enabled
Police Computer Screen	Enabled
Protected location	Enabled
Special Ops Event	Enabled
Substance Abuse Treatment	Enabled
UC/CI	Enabled
Victim of Criminal Offense	Enabled

- 4 Click the **Subject Types** tab.



- 5 Right-click on the Subject Type you wish to disable, then select **Edit** from the popup menu. The Edit Subject Type popup displays.



- 6 Select **Disabled** from the *Status* drop-down list.
- 7 Click **Save**.



This chapter describes the various procedures used to update and maintain your Flashback and *BodyVISION* 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 519
- DVR Firmware, page 561
- Viewing the DVRs' Status List, page 572
- Turning the DVR Error Notification Feature On/Off, page 574
- Troubleshooting DVR Errors, page 577
- Viewing the DVR Downloader Log, page 581
- DVR Download Options, page 583
- Generating a DVR Login Key for an Officer, page 589
- Exporting DVR Activity to a Spreadsheet, page 591.

## DVR Units

Each of your Flashback and *BodyVISION* 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 *BodyVISION* DVRs.

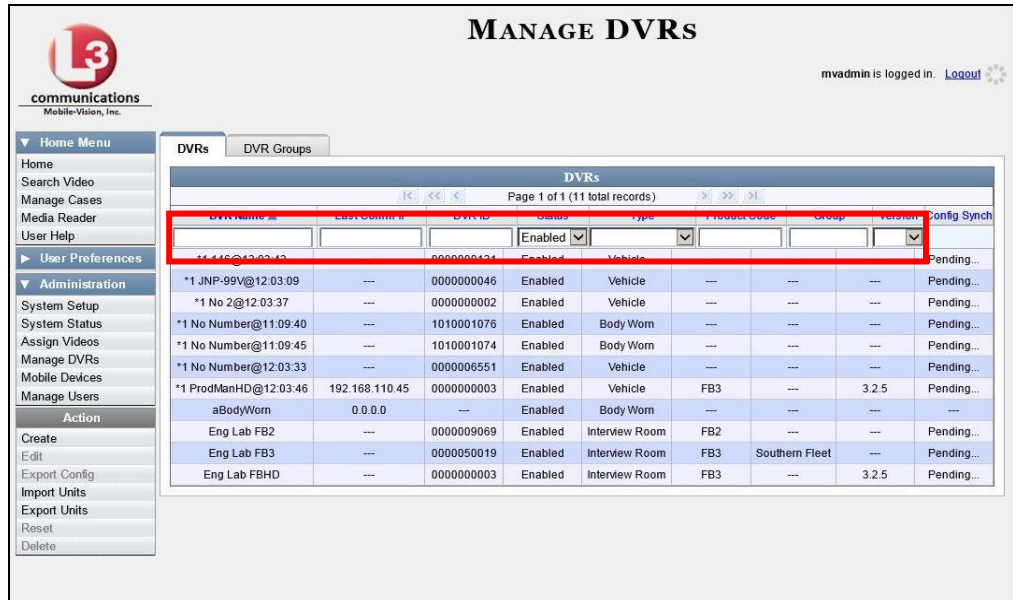
For specific instructions, see:

- Searching for a DVR, next page
- Adding Flashback DVRs, page 444
- Changing a Flashback DVR When Fleet Management is Off, page 450
- Changing a Flashback DVR When Fleet Management is On, page 450
- Replacing a Flashback DVR, page 494
- Deleting a DVR, page 495
- Exporting DVR Information, page 496
- BodyVISION* DVRs, page 497.

## Searching for a DVR

This section describes how to search for an existing DVR record by one or more of the following fields: *DVR Name*, *Last Comm IP*, *DVR ID*, *Status*, *Type*, *Product Code*, *Group*, and/or *Version*.

- 1 Go to **Administration** and click **Manage DVRs**. The Manage DVRs page displays.



The screenshot shows the 'MANAGE DVRs' page in the L3 Mobile-Vision web application. The page has a sidebar menu on the left with 'Administration' selected, and 'Manage DVRs' highlighted. The main content area displays a table of DVR records. A red box highlights the search filters at the top of the table, which include dropdown menus for 'DVR Name', 'Last Comm IP', 'DVR ID', 'Status', 'Type', 'Product Code', 'Group', and 'Version'. The table below shows several records, including one for 'ProdManHD@12:03:46' with a 'Last Comm IP' of '192.168.110.45' and a 'DVR ID' of '000000003'.

- 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>



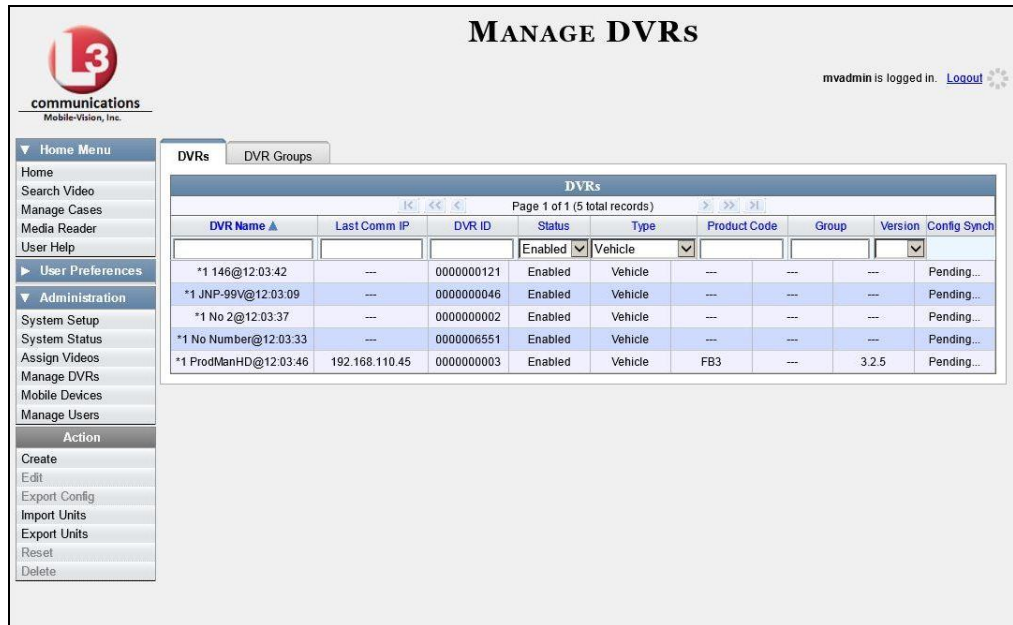
DVR Search Fields (cont'd)	
Search Field	Description
Type	Limits your search to those videos that were captured by one of these DVR types: <ul style="list-style-type: none"> <li>▪ <i>Vehicle</i>. A Flashback DVR that is installed inside a vehicle, such as a police cruiser.</li> <li>▪ <i>Interview Room</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>BodyVISION</i> DVR that is worn by an officer.</li> <li>▪ <i>VieVu</i>. A <i>VIEVU</i> DVR that is worn by an officer.</li> </ul> <i>Select this value from the drop-down list.</i>
Product Code	Limits your search to those DVR units that have this Product Code (enter one): <p><b>FB1</b> ..... Flashback1  <b>FB2</b> ..... Flashback2  <b>FB3</b> ..... Flashback3  <b>FBHD</b> ..... FlashbackHD  <b>FBBW1</b> ..... <i>BodyVISION</i></p>
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 *BodyVISION* 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.

*(Continued)*



**MANAGE DVRs**

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Home Menu  
 Home  
 Search Video  
 Manage Cases  
 Media Reader  
 User Help  
 User Preferences  
 Administration  
 System Setup  
 System Status  
 Assign Videos  
 Manage DVRs  
 Mobile Devices  
 Manage Users  
 Action  
 Create  
 Edit  
 Export Config  
 Import Units  
 Export Units  
 Reset  
 Delete

DVRs    DVR Groups

**DVRs**

Page 1 of 1 (5 total records)

DVR Name ▲	Last Comm IP	DVR ID	Status	Type	Product Code	Group	Version	Config Synchron
*1 146@12.03.42	---	0000000121	Enabled	Vehicle	---	---	---	Pending...
*1 JNP-99V@12.03.09	---	0000000046	Enabled	Vehicle	---	---	---	Pending...
*1 No 2@12.03.37	---	0000000002	Enabled	Vehicle	---	---	---	Pending...
*1 No Number@12.03.33	---	0000006551	Enabled	Vehicle	---	---	---	Pending...
*1 ProdManHD@12.03.46	192.168.110.45	0000000003	Enabled	Vehicle	FB3	---	3.2.5	Pending...

## 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 448.

### Manually Adding a Single Flashback DVR

This section describes how to manually enter a new Flashback DVR record.

Depending on your agency’s selected download options, you may or may not need to perform this procedure:

- If your agency is using the default “ping” method of DVR discovery, perform this procedure whenever you add a new DVR to your fleet.
- If your agency is using the *UDP broadcast* discovery method and the applicable “Auto Insert X Device” checkbox on the **Download Options** tab is not selected, 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 selected (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.

If these options are selected, the system will automatically insert new Flashback2, Flashback3, and/or FlashbackHD DVR records

For more information on download options, see “Changing the Discovery Method Used to Initiate Downloads” on page 585.

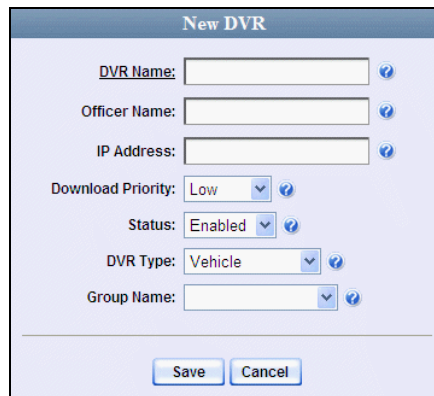


**NOTE:** If you need to add a large number of Flashback records at one time, you may prefer to import that data from a spreadsheet to save time. For more information, see “Importing Multiple Flashback DVRs from a Spreadsheet” on page 448.

- 1 Go to **Administration** and click **Manage DVRs**. The Manage DVRs page displays.

DVR Name	Last Comm IP	DVR ID	Status	Type	Product Code	Group	Version	Config Synchronicity
*1 146@12:03:42	---	0000000121	Enabled	Vehicle	---	---	---	Pending...
*1 JNP-99V@12:03:09	---	0000000046	Enabled	Vehicle	---	---	---	Pending...
*1 No 2@12:03:37	---	0000000002	Enabled	Vehicle	---	---	---	Pending...
*1 No Number@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	0000000003	Enabled	Vehicle	FB3	---	3.2.5	Pending...
aBodyWorn	0.0.0.0	---	Enabled	Body Worn	---	---	---	---
Eng Lab FB2	---	0000009069	Enabled	Interview Room	FB2	---	---	Pending...
Eng Lab FB3	---	0000050019	Enabled	Interview Room	FB3	Southern Fleet	---	Pending...
Eng Lab FBHD	---	0000000003	Enabled	Interview Room	FB3	---	3.2.5	Pending...

- 2 Go to the **Action** column and click **Create**. The New DVR form displays.



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 transmissions: <i>low</i> , <i>medium</i> , or <i>high</i> . The system uses this setting to determine the order in which videos will be transmitted to the server in the event that multiple patrol cars come into transmission range at the same time. DVRs with a <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	A system setting that determines whether or not <i>automatic</i> video transmissions are allowed for this DVR: <ul style="list-style-type: none"> <li>▪ <b>Enabled</b>. The system is allowed to automatically download video off of this DVR.</li> </ul>

DVR Form (cont'd)	
Field	Description
Status (cont'd)	<ul style="list-style-type: none"> <li>▪ <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>.</li> </ul> <p>System defaults to <b>Enabled</b>. <i>Select this value from the drop-down list.</i></p>
DVR Type	<p>The type of DVR this is:</p> <ul style="list-style-type: none"> <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>BodyVISION</i> 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	<p>The DVR group to which you wish to assign this DVR. <i>Select this value from the drop-down list.</i></p> <p>If Fleet Management is <i>disabled</i>, this field will not display.</p>

- 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 exactly 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.

*(Continued)*

- 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

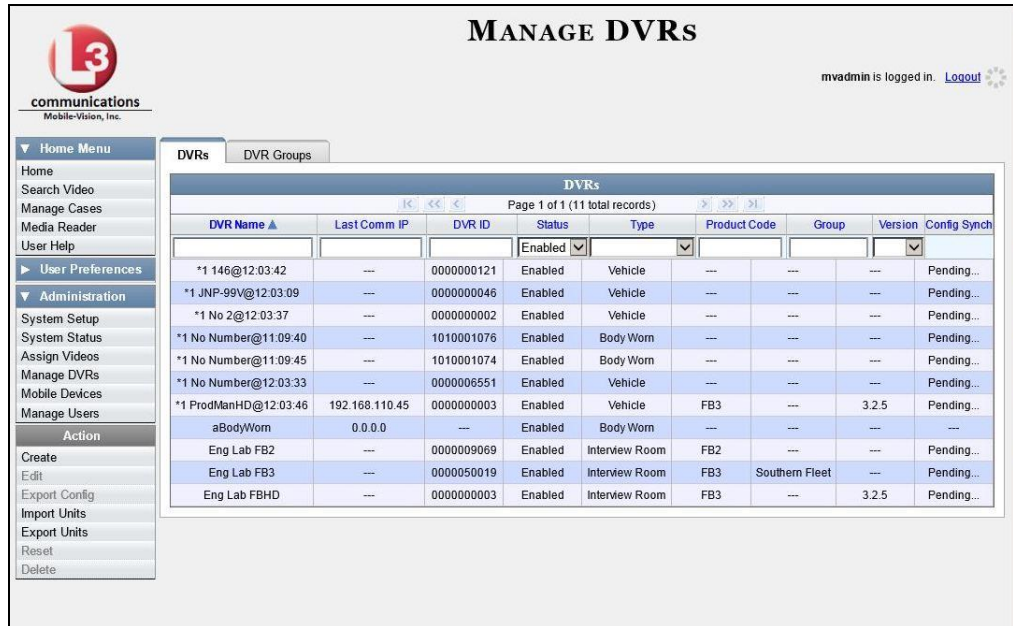
At system start-up, your System Implementation Specialist (SIS) will provide you with a spreadsheet that contains all your basic Flashback DVR records. You can import this information to DEP to save data entry time. After that, you will typically add DVR records one at a time whenever you add a new vehicle/DVR to your fleet.\*

- 1 Using Microsoft Excel, open the DVR spreadsheet provided by your System Implementation Specialist (SIS).

	VEH #	IP	FLASH CARD	ID	SERIAL #	WLAN.MAC
24						
25						
26	4312	192.168.10.101	216785	13783	29446	00.80.48.6e.68.af
27	4313	192.168.10.102	216628	13784	29447	00.80.48.6b.96.90
28		192.168.10.103	216629	13785	29448	00.80.48.6b.98.6f
29		192.168.10.104	216630	13786	29449	00.80.48.6e.68.a0
30		192.168.10.105	216631	13787	29450	00.80.48.6b.98.6b
31		192.168.10.106	216751	13788	29451	00.80.48.6e.68.b3
32		192.168.10.107	216752	13789	29452	00.80.48.6e.68.b5
33	4310	192.168.10.108	216753	13790	29453	00.80.48.6b.96.8f
34	4321	192.168.10.109	216754	13791	29454	00.80.48.6f.6f.1a
35	4315	192.168.10.110	216755	13792	29455	00.80.48.6f.75.0b
36	4316	192.168.10.111	216756	13793	29456	00.80.48.6f.75.0e
37		192.168.10.112	216757	13794	29457	00.80.48.6f.75.53
38	4328	192.168.10.113	216758	13795	29458	00.80.48.6f.75.42
39	4314	192.168.10.114	216759	13796	29459	00.80.48.6f.75.13
40	4311	192.168.10.115	216760	13797	29460	00.80.48.6f.75.11

\* 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.

- Using the Excel “Save As” function, convert the spreadsheet from **XLS** to **CSV** format.
- Go to **Administration** and click **Manage DVRs**. The Manage DVRs page displays.



**MANAGE DVRs**

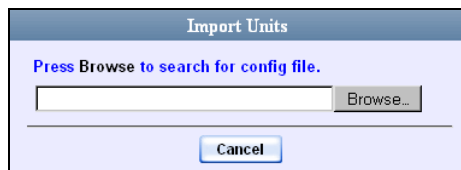
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Home Menu  
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Manage Users  
Action  
Create  
Edit  
Export Config  
Import Units  
Export Units  
Reset  
Delete

DVR Name	Last Comm IP	DVR ID	Status	Type	Product Code	Group	Version	Config Synchron
*1 146@12.03.42	---	000000121	Enabled	Vehicle	---	---	---	Pending...
*1 JNP-99V@12.03.09	---	000000046	Enabled	Vehicle	---	---	---	Pending...
*1 No 2@12.03.37	---	000000002	Enabled	Vehicle	---	---	---	Pending...
*1 No Number@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	0000000003	Enabled	Vehicle	FB3	---	3.2.5	Pending...
aBodyWorn	0.0.0.0	---	Enabled	Body Worn	---	---	---	---
Eng Lab FB2	---	0000009069	Enabled	Interview Room	FB2	---	---	Pending...
Eng Lab FB3	---	0000050019	Enabled	Interview Room	FB3	Southern Fleet	---	Pending...
Eng Lab FBHD	---	0000000003	Enabled	Interview Room	FB3	---	3.2.5	Pending...

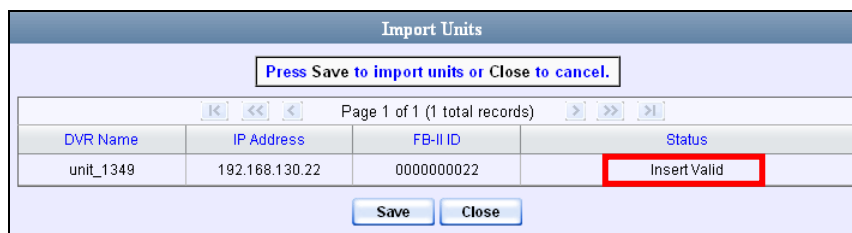
- Go to the **Action** column and click **Import Units**. The Import Units popup displays.



**Import Units**

Press **Browse** to search for config file.

- Click **Browse**.
- Navigate to the spreadsheet that contains your DVR information (config\_units.csv).
- Double-click on the spreadsheet file. A confirmation screen displays.



**Import Units**

Press **Save** to import units or **Close** to cancel.

Page 1 of 1 (1 total records)

DVR Name	IP Address	FB-II ID	Status
unit_1349	192.168.130.22	0000000022	Insert Valid

The value of the *Status* column should be **Insert Valid** for each DVR record.

- Click **Save**. A confirmation message displays.

Config file `configunits.csv` successfully loaded. 10 unit(s) added.

The default status of your imported DVRs will be set to **Disabled**. When you're ready to start using the DVRs, make sure you change their status to **Enabled**.

## 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.

- Go to **Administration** and click **Manage DVRs**. The Manage DVRs page displays.



## MANAGE DVRs

mvadmin is logged in. [Logout](#)

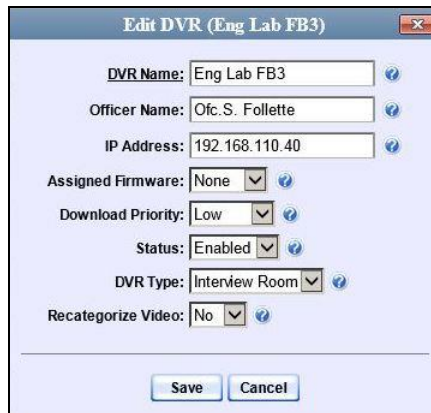
- Home Menu
- Home
- Search Video
- Manage Cases
- Media Reader
- User Help
- User Preferences
- Administration
- System Setup
- System Status
- Assign Videos
- Manage DVRs
- Mobile Devices
- Manage Users
- Action
- Create
- Edit
- Export Config
- Import Units
- Export Units
- Reset
- Delete

DVRs
DVR Groups

DVRs									
Page 1 of 1 (11 total records)									
DVR Name ▲	Last Comm IP	DVR ID	Status	Type	Product Code	Group	Version	Config	Synch
*1 146@12.03.42	---	000000121	Enabled	Vehicle	---	---	---	---	Pending...
*1 JNP-99V@12.03.09	---	000000046	Enabled	Vehicle	---	---	---	---	Pending...
*1 No 2@12.03.37	---	000000002	Enabled	Vehicle	---	---	---	---	Pending...
*1 No Number@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	0000000003	Enabled	Vehicle	FB3	---	3.2.5	---	Pending...
aBodyWorn	0.0.0.0	---	Enabled	Body Worn	---	---	---	---	---
Eng Lab FB2	---	0000009069	Enabled	Interview Room	FB2	---	---	---	Pending...
Eng Lab FB3	---	0000050019	Enabled	Interview Room	FB3	Southern Fleet	---	---	Pending...
Eng Lab FBHD	---	0000000003	Enabled	Interview Room	FB3	---	3.2.5	---	Pending...



- 2 Locate the DVR record you wish to update. If you have a large number of records to scan through, see “Searching for a DVR” on page 442, 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.



For a description of the fields on this form, see the table on page 446.

- 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 538 instead.

To update a *BodyVISION* DVR, see “Changing a *BodyVISION* DVR” on page 502 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 490.

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### 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 538 instead.

To change a *BodyVISION* DVR, see “Changing a *BodyVISION* DVR” on page 502 instead.

If your agency is not using the Fleet Management Feature, see “Changing a Flashback DVR When Fleet Management is Off” on page 450 instead.

For a definition of *discovered* vs. *undiscovered* DVRs, see the box on page 453.

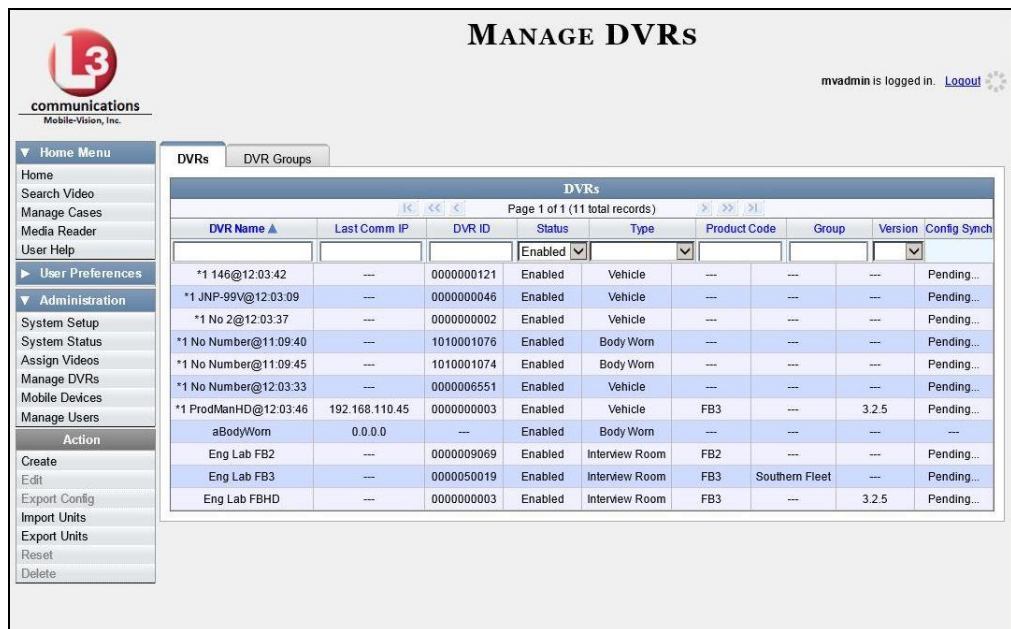
For specific instructions, see:

- Displaying the Edit DVR Popup, next page
- Changing the General DVR Settings for a Flashback DVR that is Not Assigned to a DVR Group, page 455
- Changing the IP Settings for a Flashback DVR that is Not Assigned to a DVR Group, page 459
- Changing the Audio Settings for a Flashback DVR that is Not Assigned to a DVR Group, page 473
- Changing the Video Settings for a Flashback DVR that is Not Assigned to a DVR Group, page 477.
- Changing the Triggers for a Flashback DVR that is Not Assigned to a DVR Group, page 482
- Changing the Display Options for a Flashback DVR that is Not Assigned to a DVR Group, page 485.

### Displaying the Edit DVR Popup

This section describes how to display the Edit DVR popup. This is the first step in updating a Flashback2, Flashback3, or FlashbackHD DVR record.

- 1 Go to **Administration** and click **Manage DVRs**. The Manage DVRs page displays.



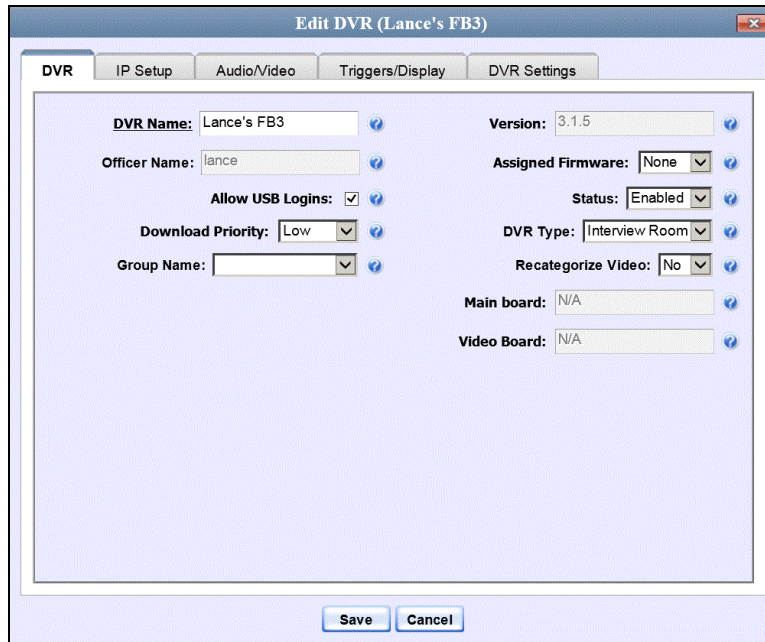
DVR Name	Last Comm IP	DVR ID	Status	Type	Product Code	Group	Version	Config Synch
*1 146@12:03:42	---	0000000121	Enabled	Vehicle	---	---	---	Pending...
*1 JNP-99V@12:03:09	---	0000000046	Enabled	Vehicle	---	---	---	Pending...
*1 No 2@12:03:37	---	0000000002	Enabled	Vehicle	---	---	---	Pending...
*1 No Number@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	0000000003	Enabled	Vehicle	FB3	---	3.2.5	Pending...
aBodyWom	0.0.0.0	---	Enabled	Body Worn	---	---	---	---
Eng Lab FB2	---	0000009069	Enabled	Interview Room	FB2	---	---	Pending...
Eng Lab FB3	---	0000050019	Enabled	Interview Room	FB3	Southern Fleet	---	Pending...
Eng Lab FBHD	---	0000000003	Enabled	Interview Room	FB3	---	3.2.5	Pending...

- 2 Locate the DVR record you wish to update. If you have a large number of records to scan through, see “Searching for a DVR” on page 442, 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.

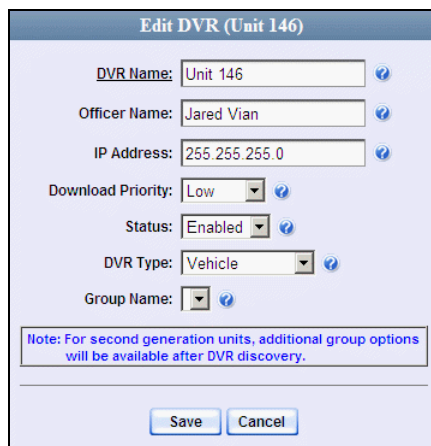
**Discovered vs. Undiscovered DVRs.** A *discovered* DVR is one that has been in communication with the server at least once. An *undiscovered* DVR is one that has not been in communication with the server yet (i.e., a DVR for which you just created a record or uploaded a record). To determine if a DVR 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.

(Continued)

Discovered DVR



Undiscovered DVR



Proceed to one of the following sections for further instructions:

- Changing the General DVR Settings for a Flashback DVR that is Not Assigned to a DVR Group, next page, beginning with step 2
- Changing the IP Settings for a Flashback DVR that is Not Assigned to a DVR Group, page 459, beginning with step 2
- Changing the Audio Settings for a Flashback DVR that is Not Assigned to a DVR Group, page 473, beginning with step 2
- Changing the Video Settings for a Flashback DVR that is Not Assigned to a DVR Group, page 477, beginning with step 2
- Changing the Triggers for a Flashback DVR that is not Assigned to a DVR Group, page 482
- Changing the Display Options for a Flashback DVR that is Not Assigned to a DVR Group, page 485, beginning with step 2.

### Changing the General DVR Settings for a Flashback DVR that is Not Assigned to a DVR Group

This section describes how to change the following settings for a discovered Flashback2, Flashback3, or FlashbackHD DVR record that is not currently assigned to a DVR group:

- DVR Name
- Officer Name
- Allow USB Logins checkbox
- Download Priority setting
- Group Name
- Assigned Firmware
- Status (*Enabled* vs. *Disabled*)
- DVR Type
- Recategorize Video setting
- Admin Login Name
- Admin Login Password
- Time Zone
- Ignition Timer

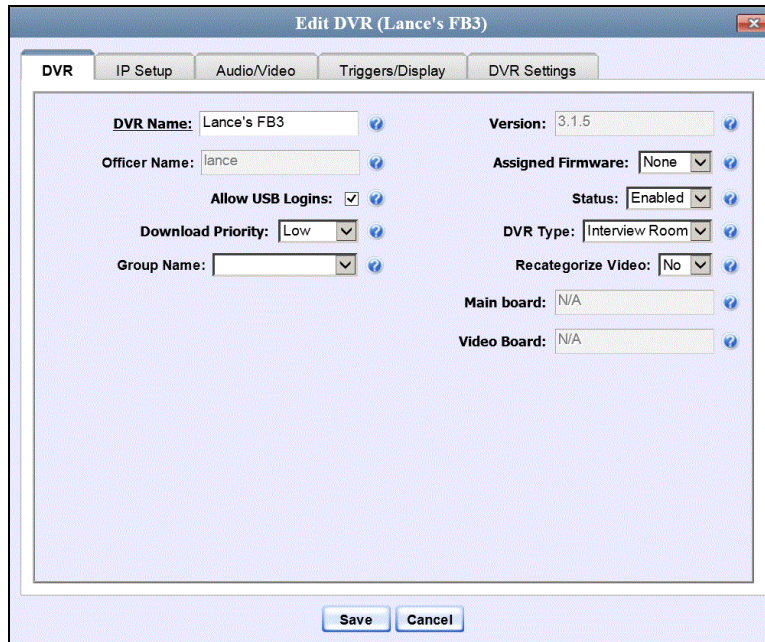
To make global changes to a *fleet* of Flashback2 or Flashback3/HD DVRs, see “Changing the General DVR Settings for a Flashback DVR Group” on page 551 instead.

If your agency is not using the Fleet Management Feature, see “Changing a Flashback DVR When Fleet Management is Off” on page 450 instead.

For a definition of *discovered* vs. *undiscovered* DVRs, see the box on page 453.

- 1 Search for and display the Flashback record you wish to change. (If necessary, review “Displaying the Edit DVR Popup” on page 453.)

*(Continued)*



The fields on the DVR tab are described below.

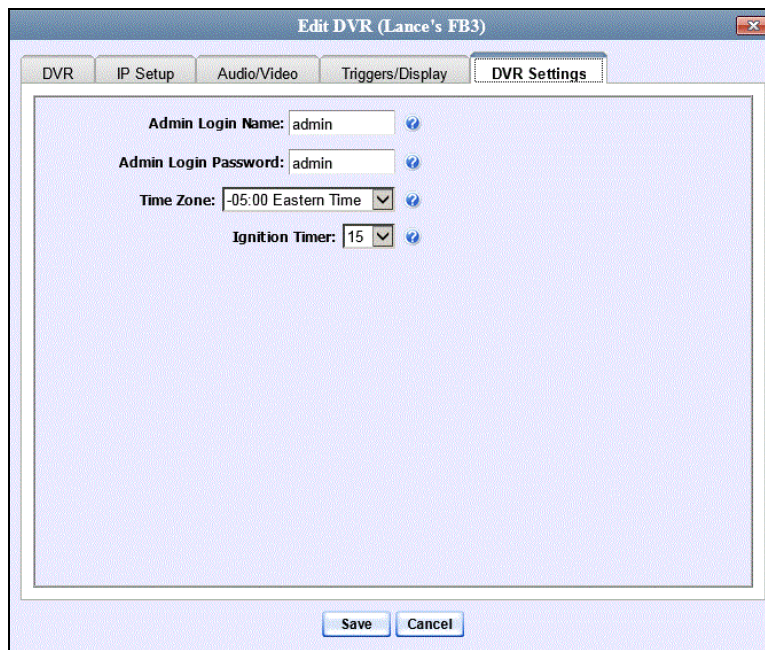
DVR Tab	
Field	Description
DVR Name	A unique name for the DVR. You may, for example, want to give the DVR the same name as the patrol car in which it is installed (e.g., Unit 146).
Version	The firmware version that is currently loaded on this DVR. <i>System-generated field.</i>
Officer Name	The default 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 ( <input checked="" type="checkbox"/> ) , different officers will be able to log in and out of this DVR using a USB login key. If this checkbox is deselected ( <input type="checkbox"/> ) , no 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	<p>A system setting that determines whether or not automatic video transmissions are allowed for this DVR:</p> <ul style="list-style-type: none"> <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> </ul> <p>System defaults to <b>Enabled</b>. <i>Select this value from the drop-down list.</i></p>
Download Priority	<p>The download priority for the DVR's video transmissions: <i>low</i>, <i>medium</i>, or <i>high</i>. The system uses this setting to determine the order in which videos will be transmitted to the server in the event that multiple patrol cars come into transmission range at the same time. DVRs with a <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></p>
DVR Type	<p>The type of DVR:</p> <ul style="list-style-type: none"> <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 a precinct interview room. This type of DVR is used in conjunction with the optional Interview Room module.</li> <li>▪ <i>Body Worn</i>. A <i>BodyVISION</i> DVR that is worn by an officer.</li> </ul> <p><i>Select <b>Vehicle</b> or <b>Interview Room</b> from the drop-down list.</i></p>
Group Name	A drop-down list used to assign this DVR to a DVR group.

(Continued)

DVR Tab (cont'd)	
Field	Description
Recategorize Video	<p>A checkbox used to recategorize all video recorded from this DVR as <i>Interview Room</i>.</p> <ul style="list-style-type: none"> <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. <i>For internal use only.</i>
Video Board	The DVR's Video Board ID. <i>For internal use only.</i>

- 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.



The screenshot shows a web-based configuration window titled "Edit DVR (Lance's FB3)". It has several tabs: "DVR", "IP Setup", "Audio/Video", "Triggers/Display", and "DVR Settings" (which is selected). The "DVR Settings" tab contains the following fields:

- Admin Login Name:  (with a help icon)
- Admin Login Password:  (with a help icon)
- Time Zone:  (with a help icon)
- Ignition Timer:  (with a help icon)

At the bottom of the window are "Save" and "Cancel" buttons.

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 to do so by an L-3 Mobile-Vision Technical Support Engineer.</i>
Admin Login Password	The Flashback login password. The system uses this ID in combination with the <i>Admin Login Name</i> to 1) wirelessly transmit videos to the server and 2) download configuration changes from the server to the DVR. <i>Do not change this value unless instructed to do so by an L-3 Mobile-Vision Technical Support Engineer.</i>
Time Zone	The time zone in which this DVR will be recording. <i>Select this value from the drop-down list.</i>
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 540 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 461.
- ❑ 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 467.

For a definition of *discovered* vs. *undiscovered* DVRs, see the box on page 453.

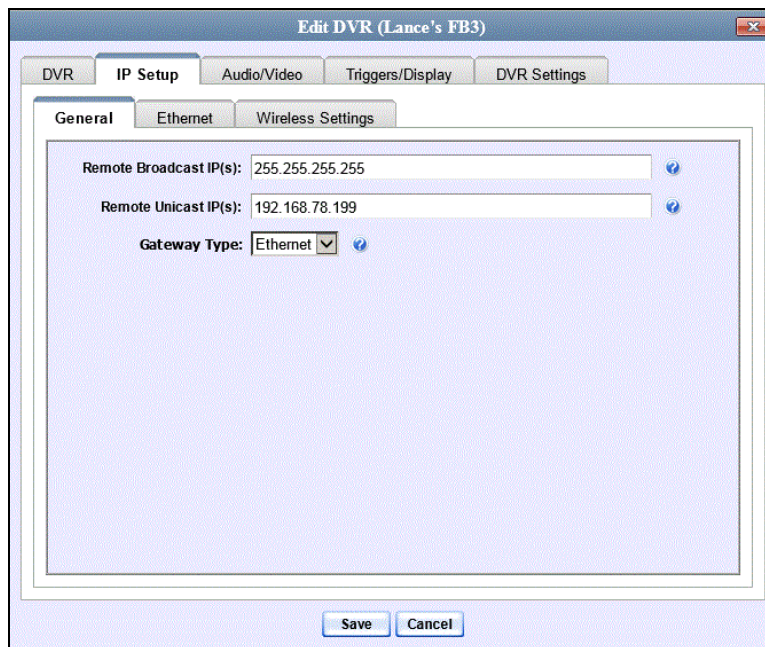
#### **Changing the General IP Settings for a Flashback DVR that is Not Assigned to a DVR Group**

This section describes how to change the following IP settings for a selected Flashback2, Flashback3, or FlashbackHD DVR.

- ❑ *Remote broadcast IP address*.<sup>\*</sup> 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 Pop-up” on page 453.)
  - 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*.



- 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 464

### 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 542.

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.

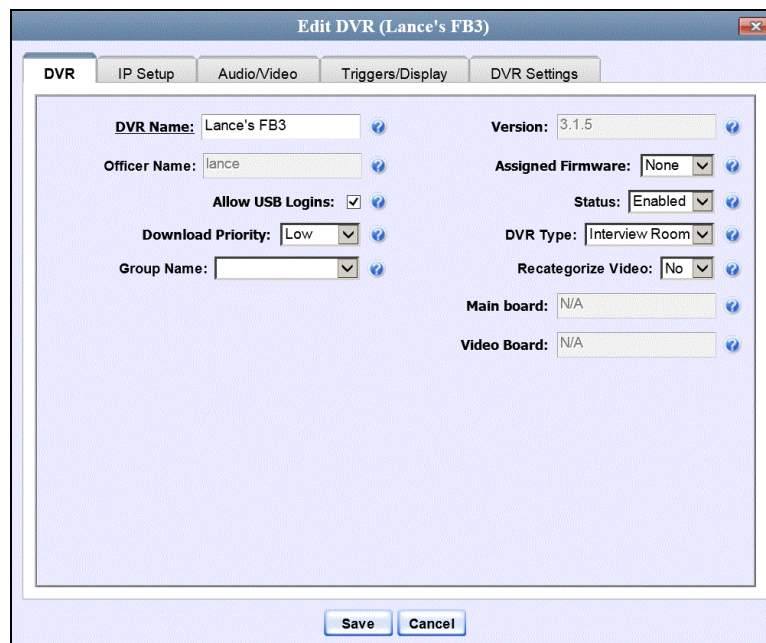
To perform this procedure, the DVR record must be *discovered*. For a definition of *discovered* vs. *undiscovered* DVRs, see the box on page 453.

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 585.



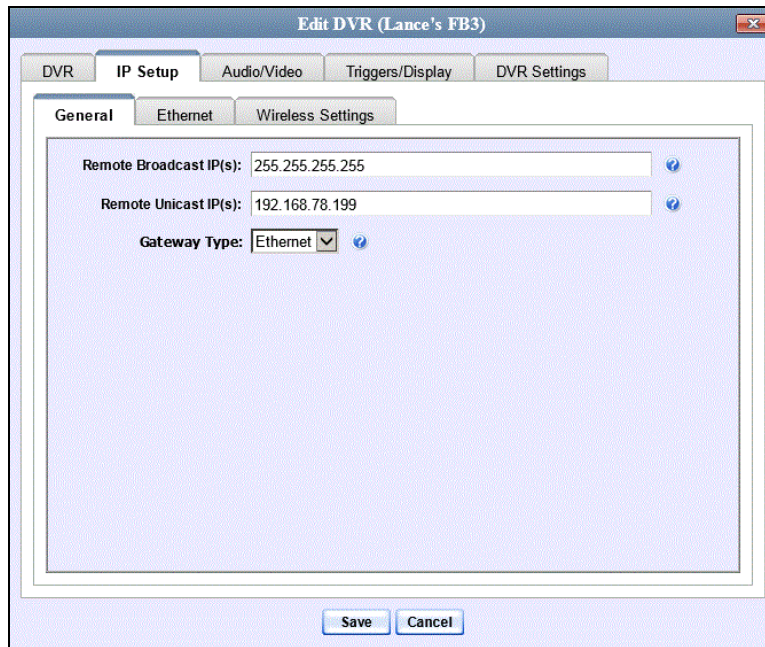
**WARNING:** Do not attempt the following procedure without the assistance of your agency's network specialist OR an L-3 Mobile-Vision Technical Support Engineer. Entering incorrect data could cause wireless transmission to fail.

- 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 453.)



Field	Value
DVR Name	Lance's FB3
Version	3.1.5
Officer Name	lance
Assigned Firmware	None
Allow USB Logins	<input checked="" type="checkbox"/>
Status	Enabled
Download Priority	Low
DVR Type	Interview Room
Group Name	
Recategorize Video	No
Main board	N/A
Video Board	N/A

- 2 Click the **IP Setup** tab. The IP options display.

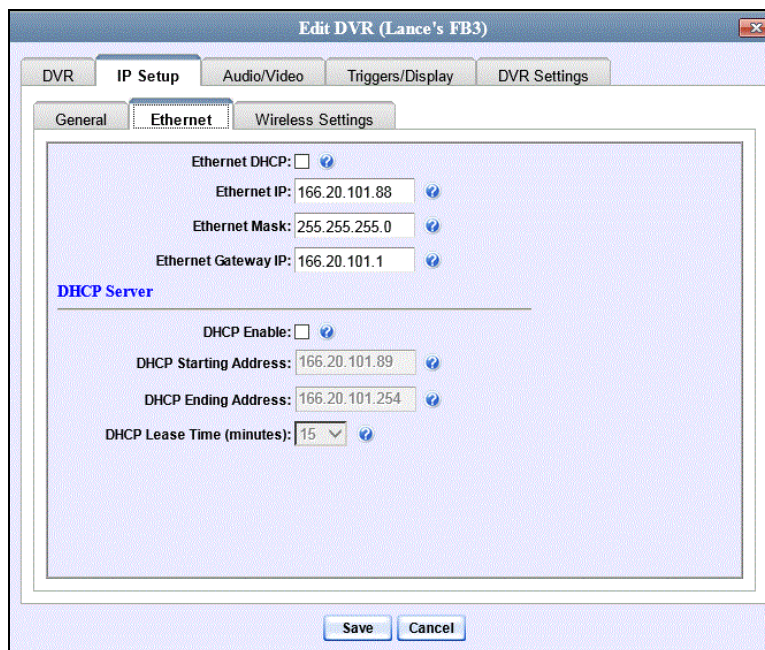


The screenshot shows the 'Edit DVR (Lance's FB3)' window with the 'IP Setup' tab selected. The 'General' sub-tab is active, showing the following fields:

- Remote Broadcast IP(s): 255.255.255.255
- Remote Unicast IP(s): 192.168.78.199
- Gateway Type: Ethernet

Buttons for 'Save' and 'Cancel' are visible at the bottom.

- 3 Click the **Ethernet** tab. The Ethernet form displays.



The screenshot shows the 'Edit DVR (Lance's FB3)' window with the 'IP Setup' tab selected. The 'Ethernet' sub-tab is active, displaying the following settings:

- Ethernet DHCP:
- Ethernet IP: 166.20.101.88
- Ethernet Mask: 255.255.255.0
- Ethernet Gateway IP: 166.20.101.1
- DHCP Server**
- DHCP Enable:
- DHCP Starting Address: 166.20.101.89
- DHCP Ending Address: 166.20.101.254
- DHCP Lease Time (minutes): 15

Buttons for 'Save' and 'Cancel' are visible at the bottom.

*(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 453.

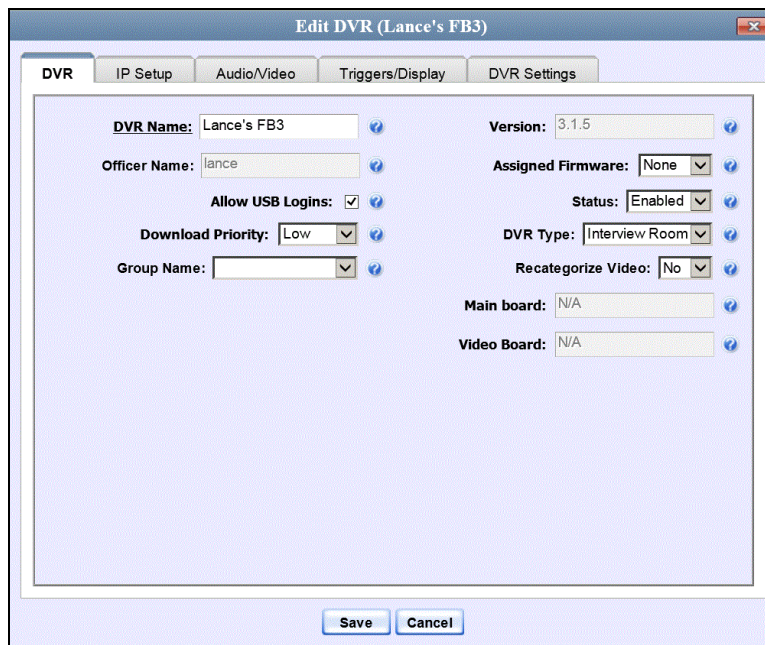
If this DVR is currently assigned to a DVR group, you will have to make these changes at the group level. For instructions, see “Configuring a Flashback DVR Group for Use with Vehicle Viewer, Vehicle Viewer Live, or the UMD Editor” on page 543 instead.

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 453.)



**Edit DVR (Lance's FB3)**

**DVR** | IP Setup | Audio/Video | Triggers/Display | DVR Settings

**DVR Name:** Lance's FB3 ⓘ

**Officer Name:** lance ⓘ

**Allow USB Logins:**  ⓘ

**Download Priority:** Low ⓘ

**Group Name:** ⓘ

**Version:** 3.1.5 ⓘ

**Assigned Firmware:** None ⓘ

**Status:** Enabled ⓘ

**DVR Type:** Interview Room ⓘ

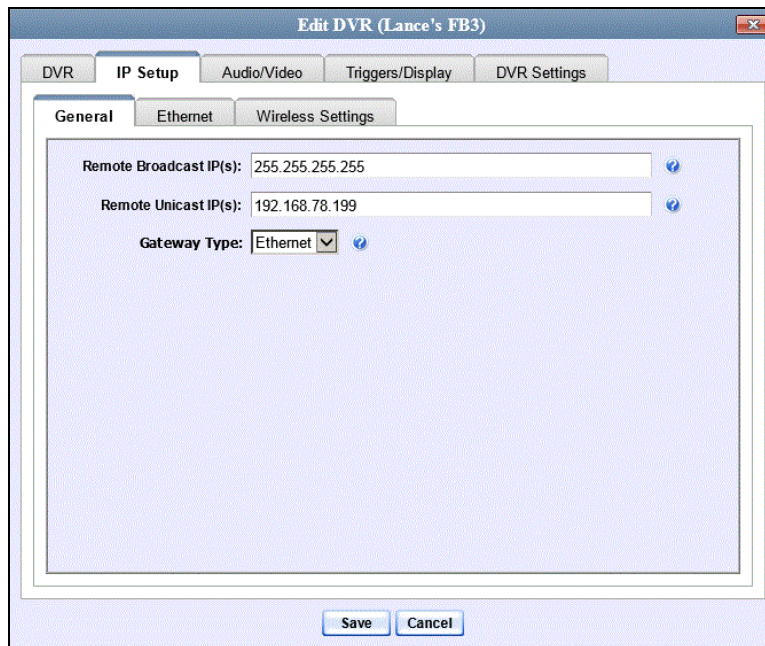
**Recategorize Video:** No ⓘ

**Main board:** N/A ⓘ

**Video Board:** N/A ⓘ

**Save** **Cancel**

2 Click the **IP Setup** tab.



**Edit DVR (Lance's FB3)**

**IP Setup** | Audio/Video | Triggers/Display | DVR Settings

**General** | Ethernet | Wireless Settings

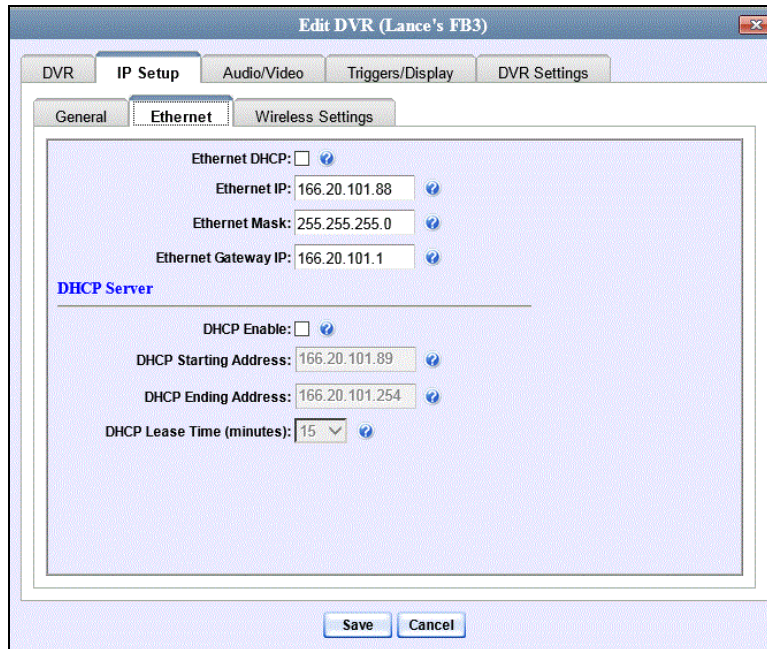
**Remote Broadcast IP(s):** 255.255.255.255 ⓘ

**Remote Unicast IP(s):** 192.168.78.199 ⓘ

**Gateway Type:** Ethernet ⓘ

**Save** **Cancel**

3 Click the **Ethernet** tab. The Ethernet form displays.



The DHCP Server options are located on the lower half of the screen.

- 4 Select the *DHCP Enable* checkbox.
- 5 Go to the *DHCP Starting Address* field and enter the first IP address that can be assigned to a device by the DVR DHCP server.
- 6 Go to the *DHCP Ending Address* field and enter the last IP address that can be assigned to a device by the DVR DHCP server.



**NOTE:** The IP range you specify in steps 5 and 6 must be outside the range of any existing DHCP servers.

- 7 Go to the *DHCP Lease Time (minutes)* drop-down list and select a *lease time* for the IP Address. This is the amount of time that the DVR DHCP server will reserve the IP address it gives your device before it puts that address back onto the unused (i.e., available) list.
- 8 Click **Save**.



### Changing the Wireless Settings for a Flashback DVR that is Not Assigned to a DVR Group

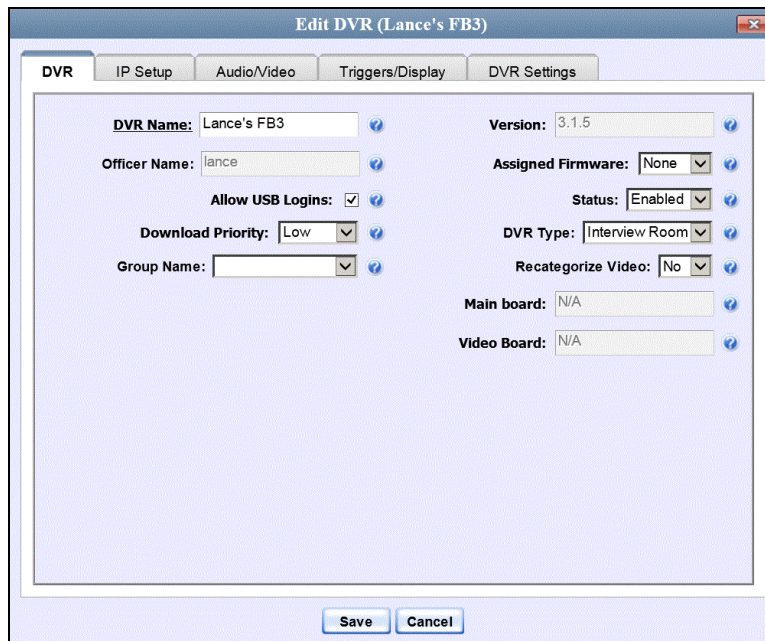
This section describes how to change the wireless settings for a discovered Flashback2, Flashback3, or FlashbackHD DVR that is not currently assigned to a DVR group.

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 545 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.

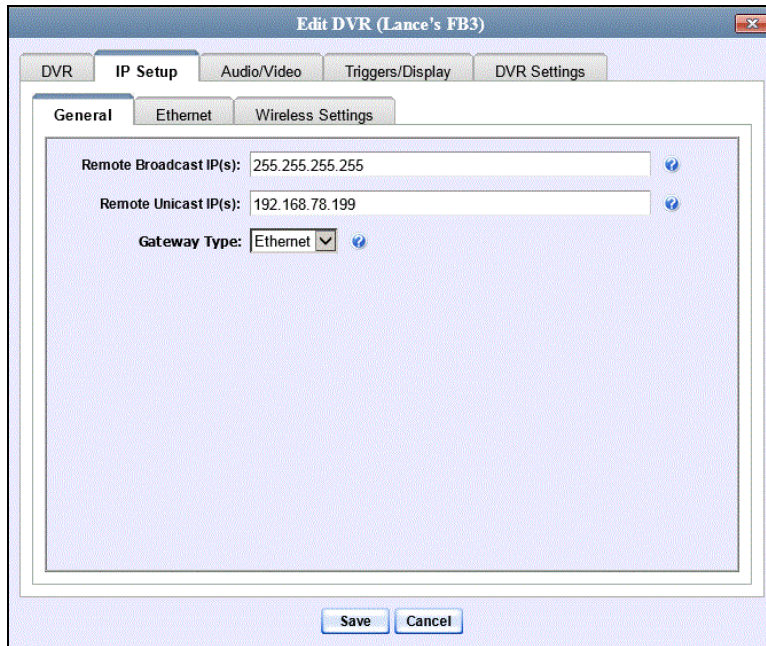
For a definition of *discovered* vs. *undiscovered* DVRs, see the box on page 453.

- 1 Search for and display the Flashback record you wish to change. (If necessary, review “Displaying the Edit DVR Popup” on page 453.)



- 2 Click the **IP Setup** tab. The IP options display.

(Continued)



**Edit DVR (Lance's FB3)**

DVR | **IP Setup** | Audio/Video | Triggers/Display | DVR Settings

General | Ethernet | **Wireless Settings**

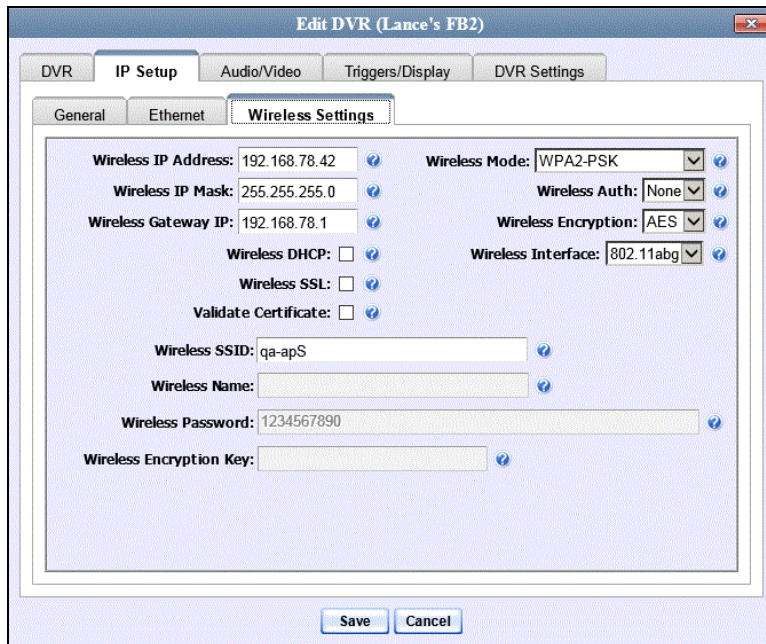
Remote Broadcast IP(s): 255.255.255.255

Remote Unicast IP(s): 192.168.78.199

Gateway Type: Ethernet

Save Cancel

3 Click the **Wireless Settings** tab. The Wireless settings display.



**Edit DVR (Lance's FB2)**

DVR | **IP Setup** | Audio/Video | Triggers/Display | DVR Settings

General | Ethernet | **Wireless Settings**

Wireless IP Address: 192.168.78.42      Wireless Mode: WPA2-PSK

Wireless IP Mask: 255.255.255.0      Wireless Auth: None

Wireless Gateway IP: 192.168.78.1      Wireless Encryption: AES

Wireless DHCP:       Wireless Interface: 802.11abg

Wireless SSL:

Validate Certificate:

Wireless SSID: qa-apS

Wireless Name:

Wireless Password: 1234567890

Wireless Encryption Key:

Save Cancel

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.* 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.* Usually set to the IP of the server.
Wireless Mode	The wireless security mode that you wish to use. If you select a wireless mode of WPA-ENTERPRISE or WPA2-ENTERPRISE, you will need to enter the associated wireless certificates on another tab. For specific instructions, see "Changing the Wireless Certificates for a Flashback DVR that is Not Assigned to a DVR Group" on page 471, beginning with step 3. <i>Select this value from the drop-down list.</i>
Wireless Auth	The authentication type used by the wireless mode displayed in the <i>Wireless Mode</i> field: NONE, OPEN, or SHARED. <i>Select this value from the drop-down list.</i>
Wireless Encryption	The wireless security type that you wish to use. <i>Select this value from the drop-down list.</i>
Wireless Interface <i>Flashback2s only</i>	The 802.11 mode that you are using on your wireless network. <i>Select this value from the drop-down list.</i>
Wireless DHCP	A checkbox used to indicate whether or not you want your DHCP server to provide the wireless IP addresses to this DVR. When this checkbox is selected, the system will automatically override the values in the <i>Wireless IP Address</i> and <i>Wireless IP Mask</i> fields. <b>Note:</b> If your agency does not have a DHCP server, leave this checkbox deselected. <input checked="" type="checkbox"/> DHCP server automatically assigns an IP address to this DVR via the <i>Wireless IP Address</i> and <i>Wireless IP Mask</i> fields <input type="checkbox"/> User manually assigns an IP address to this DVR
Wireless SSL (Secure Socket Layer)	A checkbox used to indicate whether or not you are using the SSL (Secure Socket Layer) type encryption to authenticate on your wireless network. <input checked="" type="checkbox"/> Using SSL <input type="checkbox"/> <i>Not using SSL</i>

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\* Network Interface Controller, sometimes referred to as a "network card"

Wireless Settings Tab (cont'd)	
Setting	Description
Validate Certificate	A checkbox used to indicate whether or not you are providing valid certificates for communication. <input checked="" type="checkbox"/> Providing valid certificates for communication <input type="checkbox"/> <i>Not</i> providing valid certificates for communication
Wireless SSID	The name of your wireless network, also referred to as a <i>wireless service set identifier</i> . <i>This field is required for all wireless modes.</i>
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 combination with the <i>Wireless Name</i> field. This field is required for wireless modes <b>WPA-PSK</b> and <b>WPA2-PSK</b> . Your password may contain any combination of the following characters: a b c d e f g h i j k l m n o p q r s t u v w x y z A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 0 1 2 3 4 5 6 7 8 9 ~ ! @ # % ^ * ( ) _ + . ; : { }
Wireless 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 Access Points. Do not change any of these settings unless instructed to do so by your agency's Network Administrator *or* an L-3 Mobile-Vision Technical Support Engineer.

- 4 Enter/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

instructions, see “Changing the Wireless Certificates for a Flashback DVR that is Not Assigned to a DVR Group” below, beginning with step 3.

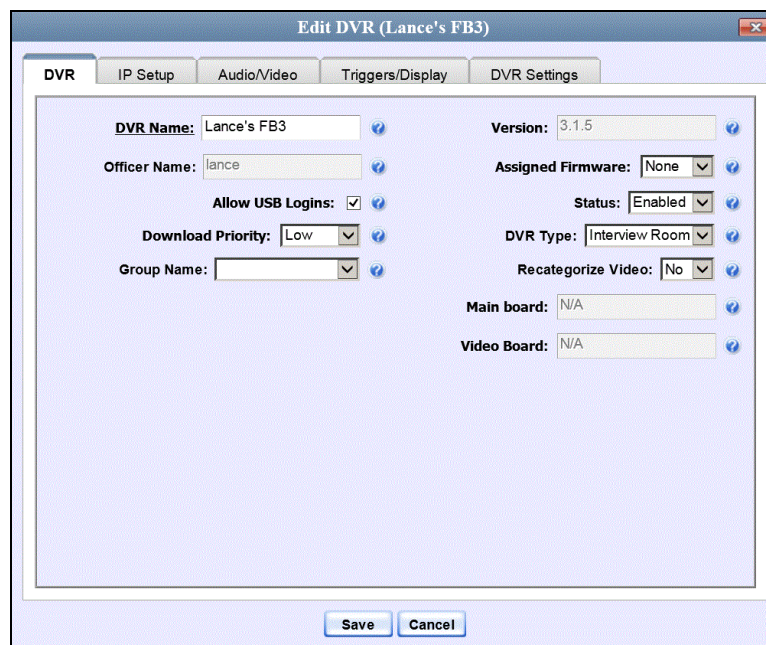
**Changing the Wireless Certificates for a Flashback DVR that is Not Assigned to a DVR Group**

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.

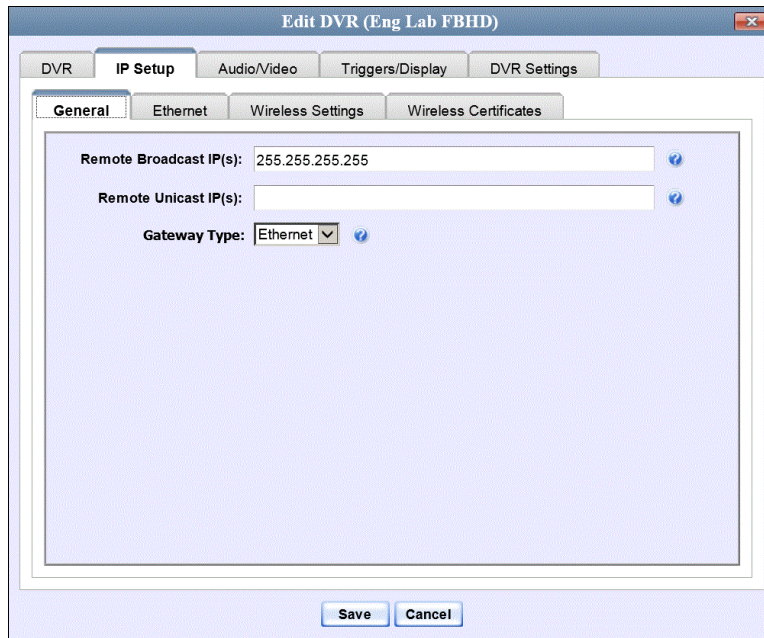
For a definition of *discovered* vs. *undiscovered* DVRs, see the box on page 453.

- 1 Search for and display the Flashback record you wish to change. (If necessary, review “Displaying the Edit DVR Popup” on page 453.) The Edit DVR popup displays.

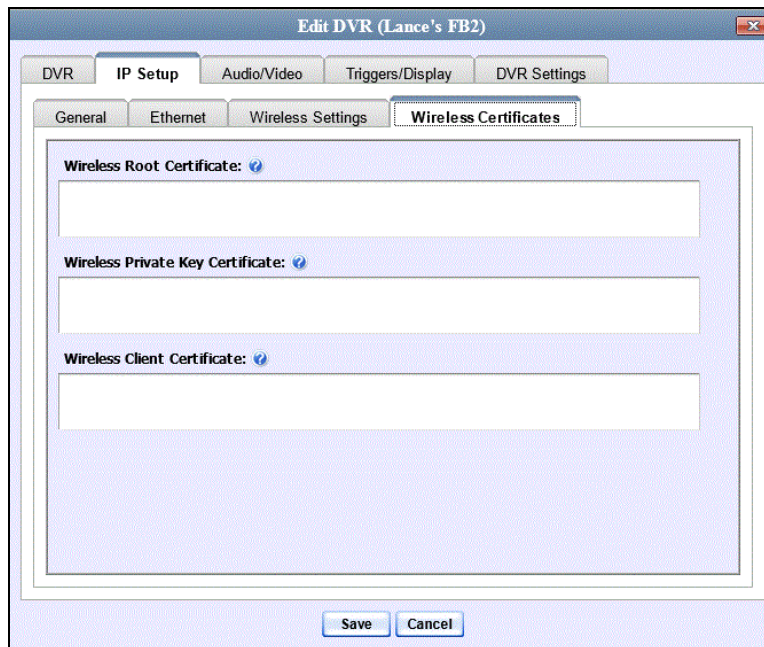


- 2 Click the **IP Setup** tab. The IP options display.

(Continued)



- 3 Click the **Wireless Certificates** tab.



- 4 Using the values provided by your agency's Networking Administrator, enter the wireless root certificate, wireless private key certificate, and wireless client certificate used for certificate verifications.
- 5 Click **Save**. A confirmation message displays.

DVR Unit 146 successfully saved.

### Changing the Audio Settings for a Flashback DVR that is Not Assigned to a DVR Group

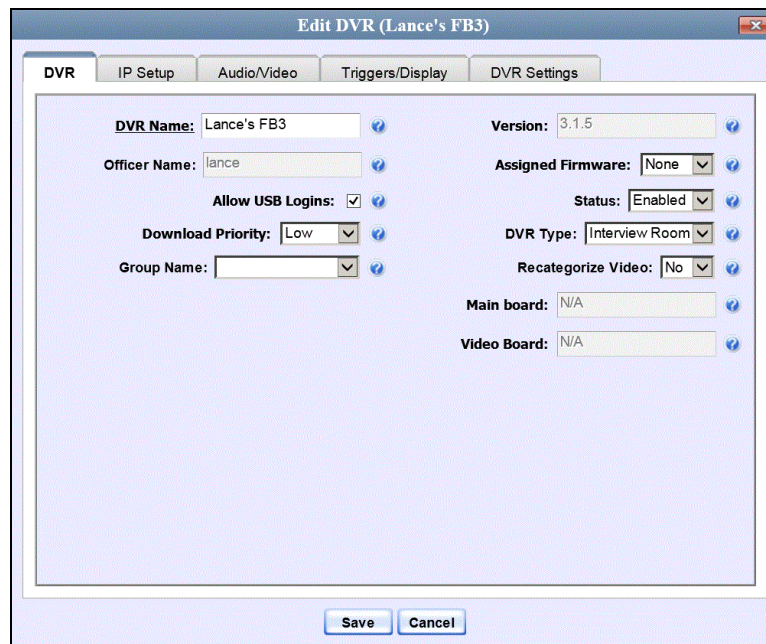
This section describes how to change the audio settings for a discovered Flashback2, Flashback3, or FlashbackHD DVR that is not currently assigned to a DVR group.

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 546 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 453.

- 1 Search for and display the Flashback record you wish to change. (If necessary, review “Displaying the Edit DVR Popup” on page 453.)



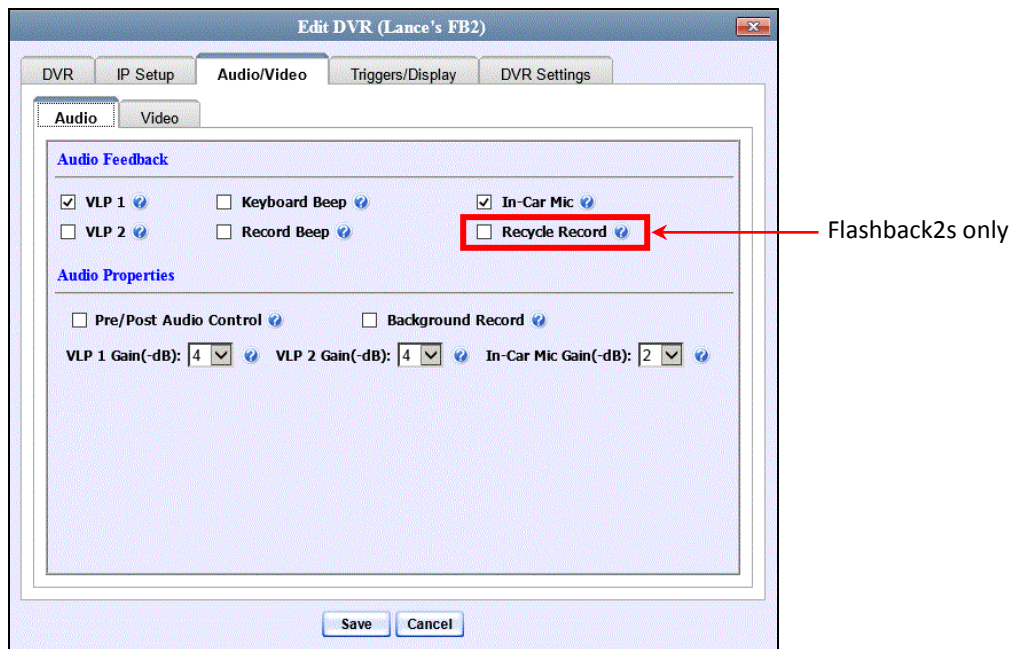
The screenshot shows a web-based configuration window titled "Edit DVR (Lance's FB3)". The window has a tabbed interface with the following tabs: "DVR", "IP Setup", "Audio/Video", "Triggers/Display", and "DVR Settings". The "DVR" tab is currently selected. The configuration fields are as follows:

DVR Name:	Lance's FB3	Version:	3.1.5
Officer Name:	lance	Assigned Firmware:	None
Allow USB Logins:	<input checked="" type="checkbox"/>	Status:	Enabled
Download Priority:	Low	DVR Type:	Interview Room
Group Name:		Recategorize Video:	No
Main board:	N/A	Video Board:	N/A

At the bottom of the window, there are "Save" and "Cancel" buttons.

- 2 Click the **Audio/Video** tab. The Audio form displays.

(Continued)



The fields on this form are described below.

Audio Tab	
Audio Feedback	
Setting	Description
VLP1	A checkbox used to indicate whether or not you wish to include the audio from the wireless microphone that's connected to the DVR's VLP 1 port. <input checked="" type="checkbox"/> Include audio from the VLP 1 port microphone <input type="checkbox"/> Do <i>not</i> include audio from the VLP 1 port microphone
VLP2	A checkbox used to indicate whether or not you wish to include the audio from the wireless microphone that's connected to the DVR's VLP 2 port, if applicable. <input checked="" type="checkbox"/> Include audio from the VLP 2 port microphone <input type="checkbox"/> Do <i>not</i> include audio from the VLP 2 port microphone
Keyboard Beep	A checkbox used to indicate whether or not you want the DVR to beep every time you press one of the buttons on the DVR or DVR monitor. <input checked="" type="checkbox"/> Make DVR beep every time a button is pressed <input type="checkbox"/> Do <i>not</i> make DVR beep every time a button is pressed
Record Beep	A checkbox used to indicate whether or not you want the DVR to beep every 30 seconds when the DVR is recording. <input checked="" type="checkbox"/> Make DVR beep every 30 seconds when recording <input type="checkbox"/> Do <i>not</i> make DVR beep every 30 seconds when recording



Audio Tab (cont'd)	
Audio Feedback (cont'd)	
Setting	Description
In-Car Mic	<p>A checkbox used to indicate whether or not you wish to include the audio from the in-car microphone.</p> <p><input checked="" type="checkbox"/> Include audio from in-car microphone  <input type="checkbox"/> Do <i>not</i> include audio from in-car microphone</p>
Recycle Record <i>Flashback2s only</i>	<p>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.</p> <p><input checked="" type="checkbox"/> Continue recording after space on CF card is used up  <input type="checkbox"/> Stop recording after space on CF card is used up</p>
Audio Properties	
Pre/Post Audio Control	<p>A checkbox used to indicate whether or not you wish to include audio in your pre- and post- recordings. Including audio in these recordings will <i>increase</i> your file size; omitting audio from these recordings will <i>reduce</i> your file size.</p> <p><input checked="" type="checkbox"/> Include audio in pre- and post-recordings  <input type="checkbox"/> Exclude audio from pre- and post-recordings</p>
Background Record	<p>A checkbox used to indicate whether or not you wish to use your wireless microphone (see <b>Note</b> below) to capture audio for Background Record videos.</p> <p><input checked="" type="checkbox"/> Use wireless microphone to capture audio for Background Record videos.  <input type="checkbox"/> Use wireless microphone to capture audio for regular (foreground) videos only.</p> <p><b>Note:</b> 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.</p>
VLP 1 Gain	<p>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:</p> <ul style="list-style-type: none"> <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> <p><i>(Continued)</i></p>

Audio Tab (cont'd)	
Audio Properties (cont'd)	
VLP 1 Gain (cont'd)	<p>Select this value from the drop-down list. 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.</p>
VLP 2 Gain	<p>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:</p> <ul style="list-style-type: none"> <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> </ul> <p>Select this value from the drop-down list. System default is <b>4</b>.</p> <p><b>Note:</b> If you notice increased distortion after changing this setting, increase the numeric value of the <i>VLP2 Gain</i> field.</p>
In-Car Mic Gain	<p>The strength of the audio line level signal into the DVR for your in-car microphone. This signal has an effect on volume:</p> <ul style="list-style-type: none"> <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> </ul> <p>Select this value from the drop-down list. System default is <b>2</b>.</p> <p><b>Note:</b> If you notice increased distortion after changing this setting, increase the numeric value of the <i>In-Car Mic Gain</i> field.</p>

**3** Enter/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

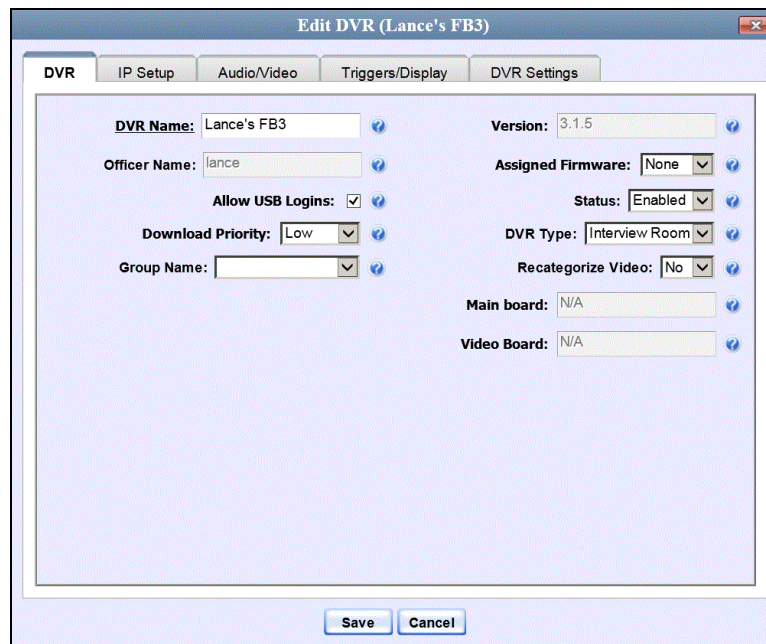
This section describes how to change the video settings for a discovered Flashback2, Flashback3, or FlashbackHD DVR that is not assigned to a DVR group.

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 547 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 453.

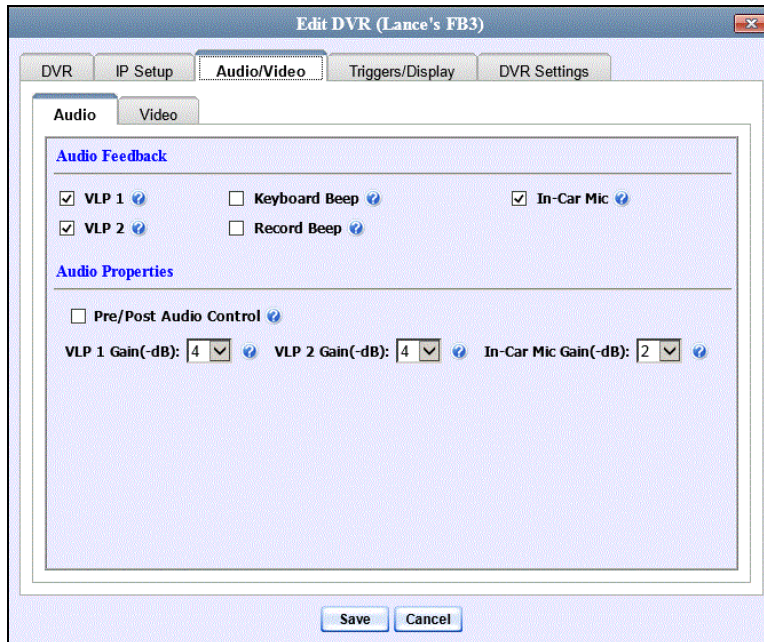
- 1 Search for and display the Flashback record you wish to change. (If necessary, review “Displaying the Edit DVR Popup” on page 453.)



The screenshot shows a web-based configuration window titled "Edit DVR (Lance's FB3)". It has several tabs: "DVR", "IP Setup", "Audio/Video", "Triggers/Display", and "DVR Settings". The "DVR" tab is active. The settings are organized into two columns. The left column includes: "DVR Name" (text field with "Lance's FB3"), "Officer Name" (text field with "lance"), "Allow USB Logins" (checkbox checked), "Download Priority" (dropdown menu with "Low"), and "Group Name" (dropdown menu). The right column includes: "Version" (text field with "3.1.5"), "Assigned Firmware" (dropdown menu with "None"), "Status" (dropdown menu with "Enabled"), "DVR Type" (dropdown menu with "Interview Room"), "Recategorize Video" (dropdown menu with "No"), "Main board" (text field with "N/A"), and "Video Board" (text field with "N/A"). At the bottom of the window are "Save" and "Cancel" buttons.

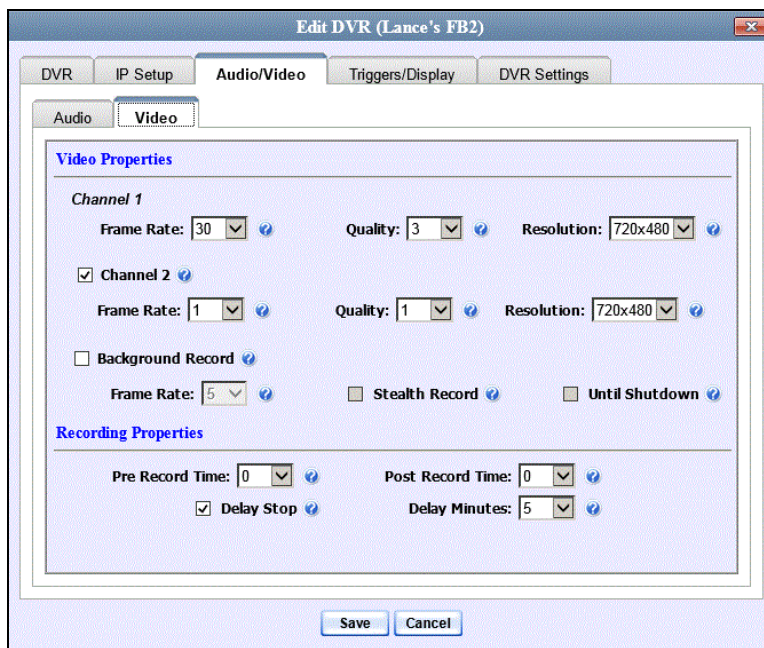
- 2 Click the **Audio/Video** tab. The Audio form displays.

*(Continued)*

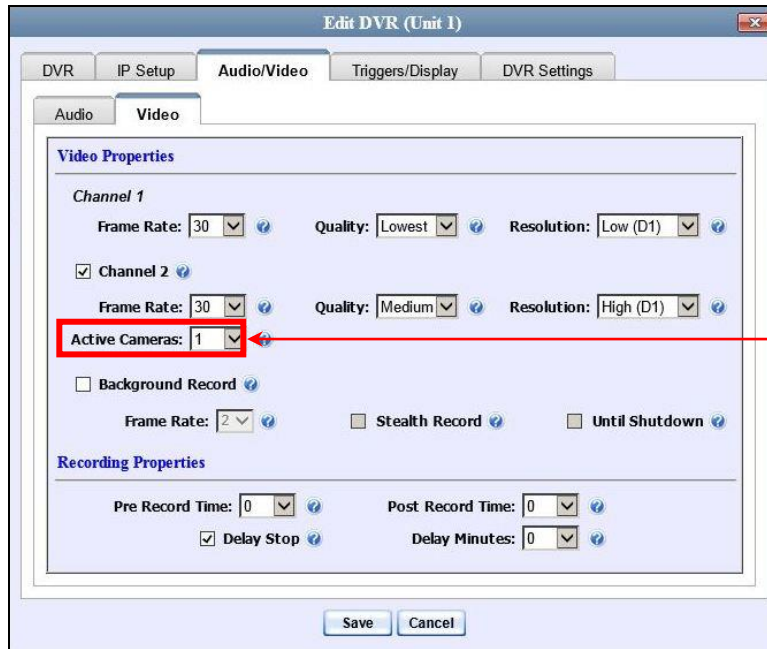


- 3 Click the **Video** tab. The Video form displays. This form will appear slightly different for Flashback2s vs. Flashback3/HDs.

Video tab:  
Flashback2  
version



Video tab:  
Flashback3/  
FlashbackHD  
version



Flashback3s &  
FlashbackHDs only

The fields on this form are described below.

Video Tab									
Video Properties									
Setting	Description								
(Channel 1) Frame Rate	The frame rate for your forward facing zoom camera videos. This is the number of frames that will display every second. The higher the number, the smoother the video's picture <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 forward facing zoom camera videos will be. This setting denotes the video's bitrates in megabits-per-second (mbps). The higher the quality setting, the better the video quality <i>and</i> the larger the video's file size. <i>Select this value from the drop-down list.</i>  <table border="0"> <tr> <td><u>Flashback2/3 Settings:</u></td> <td><u>FlashbackHD Settings:</u></td> </tr> <tr> <td>1 .....1.5 mbps</td> <td>4 .....3.0 mbps</td> </tr> <tr> <td>2 .....2.0 mbps</td> <td>6 .....4.0 mbps</td> </tr> <tr> <td>3 .....2.5 mbps</td> <td>8 .....5.0 mbps</td> </tr> </table>	<u>Flashback2/3 Settings:</u>	<u>FlashbackHD Settings:</u>	1 .....1.5 mbps	4 .....3.0 mbps	2 .....2.0 mbps	6 .....4.0 mbps	3 .....2.5 mbps	8 .....5.0 mbps
<u>Flashback2/3 Settings:</u>	<u>FlashbackHD Settings:</u>								
1 .....1.5 mbps	4 .....3.0 mbps								
2 .....2.0 mbps	6 .....4.0 mbps								
3 .....2.5 mbps	8 .....5.0 mbps								
(Channel 1) Resolution	The display resolution (pixels per inch) for your forward facing zoom camera videos. The higher the number, the clearer the video's picture <i>and</i> the larger the video's file size. <i>Select this value from the drop-down list.</i>								

(Continued)

Video Tab (cont'd)	
Video Properties (cont'd)	
Setting	Description
Channel 2	<p>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.</p> <p><input checked="" type="checkbox"/> There is at least one camera installed on camera Channel 2</p> <p><input type="checkbox"/> There are no cameras installed on camera Channel 2</p>
(Channel 2) Frame Rate	<p>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></p>
(Channel 2) Quality	<p>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 this value from the drop-down list.</i></p> <p>1 .....250 kbps            2 .....500 kbps            3 .....750 kbps            4 .....1.0 mbps            5 .....1.25 mbps</p>
(Channel 2) Resolution	<p>The display resolution (pixels per inch) for your Backseat camera videos and/or Bullet camera videos. The higher the number, the clearer the video's picture <i>and</i> the larger the video's file size. <i>Select this value from the drop-down list.</i></p>
Active Cameras <i>Flashback3s &amp; FlashbackHDs only</i>	<p>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>.</p> <p>This field will only display on Flashback3 and FlashbackHD DVR records.</p>
Background Record	<p>A checkbox used to indicate whether or not you want the Flashback2, Flashback3, or FlashbackHD to record continuously whenever the vehicle's ignition is on. Keep in mind that the use of Background Record requires a lot of disc space.</p>

Video Tab (cont'd)	
Video Properties (cont'd)	
Setting	Description
Background Record (cont'd)	<input checked="" type="checkbox"/> Turn Background Record <i>on</i> <input type="checkbox"/> Turn Background Record <i>off</i>
(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	<p>A checkbox used to indicate whether or not you want the <i>Background Record</i> indicator ( <b>B</b> ) to be hidden from view when the DVR is in <i>Background Record</i> mode. By default, <b>B</b> displays on the Flashback monitor whenever <i>Background Record</i> is ON.</p> <input checked="" type="checkbox"/> Hide <b>B</b> when <i>Background Record</i> mode is on <input type="checkbox"/> Show <b>B</b> when <i>Background Record</i> mode is on
Unit Shutdown	<p>A checkbox used to indicate whether or not you wish to continue recording <i>after</i> the vehicle's ignition is turned off but <i>before</i> the DVR automatically shuts down. The <i>Ignition Timer</i> setting will determine the exact length of this post-ignition recording. For more information on this feature, see "Programming the Ignition Timer" in your <i>Flashback User's Guide</i>.</p> <input checked="" type="checkbox"/> Continue recording after the vehicle's ignition is turned off <input type="checkbox"/> Stop recording after the vehicle's ignition is turned off
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 a value from 0 – 60 from the drop-down list.</i> If you wish to include audio on your pre-recordings, make sure the <i>Pre/Post Audio Control</i> checkbox on the <b>Audio</b> tab is selected.
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 a value from 0 – 60 from the drop-down list.</i> If you wish to include audio on your post-recordings, make sure the <i>Pre/Post Audio Control</i> checkbox on the <b>Audio</b> tab is selected. <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	<p>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.</p> <p><input checked="" type="checkbox"/> Use <i>Delay Stop</i> feature  <input type="checkbox"/> Do not use <i>Delay Stop</i> feature</p> <p>If you select this checkbox, you must enter a value in the <i>Delay Minutes</i> field.</p>
Delay Minutes	<p>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></p>

- 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.

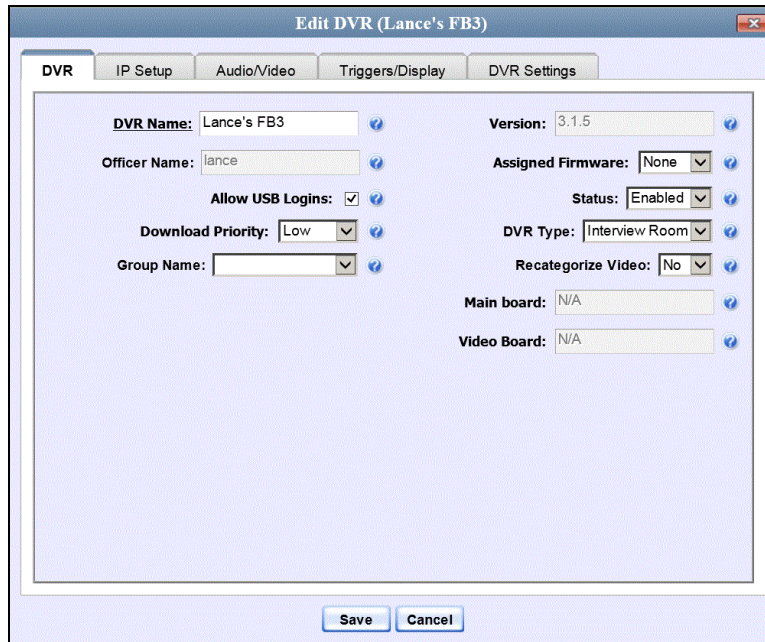
To make global changes to a *fleet* of Flashback2 or Flashback3/HD DVRs, see “Changing the Triggers for a Flashback DVR Group” on page 548548 instead.

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.

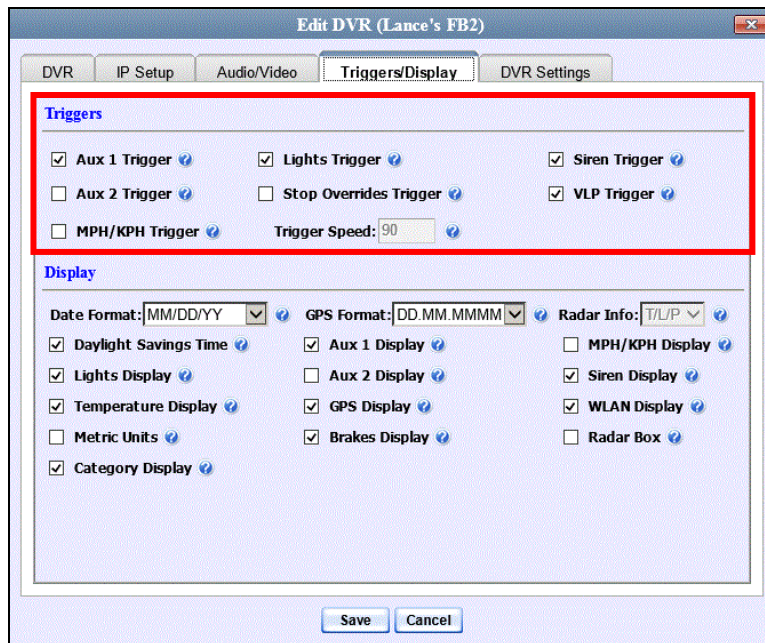
For a definition of *discovered* vs. *undiscovered* DVRs, see the box on page 453.

- 1 Search for and display the Flashback record you wish to change. (If necessary, review “Displaying the Edit DVR Popup” on page 453.)








2 Click the **Triggers/Display** tab. A list of triggers displays at the top of the form.



The available triggers are described in the table on the next page.

Triggers Tab	
Trigger Name	Description
Aux 1 Trigger	<p>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.</p> <p><input checked="" type="checkbox"/> Start recording when Aux 1 device is engaged  <input type="checkbox"/> Do <i>not</i> start recording when Aux 1 device is engaged</p>
Aux 2 Trigger	<p>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.</p> <p><input checked="" type="checkbox"/> Start recording when Aux 2 device is engaged  <input type="checkbox"/> Do <i>not</i> start recording when Aux 2 device is engaged</p>
MPH/KPH Trigger	<p>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.</p> <p><input checked="" type="checkbox"/> Start recording when police vehicle reaches <i>Trigger Speed</i>  <input type="checkbox"/> Do <i>not</i> start recording when police vehicle reaches <i>Trigger Speed</i></p>
Lights Trigger	<p>A checkbox used to indicate whether or not a recording will begin if the vehicle's emergency lights go on.</p> <p><input checked="" type="checkbox"/> Start recording when emergency lights go on  <input type="checkbox"/> Do <i>not</i> start recording when emergency lights go on</p>
Stop Overrides Trigger	<p>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.</p> <p><input checked="" type="checkbox"/> Pressing the  button when the emergency lights are on will stop a lights-triggered recording  <input type="checkbox"/> Pressing the  button when the emergency lights are on will <i>not</i> stop a lights-triggered recording</p>
Trigger Speed	<p>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.</p>
Siren Trigger	<p>A checkbox used to indicate whether or not a recording will begin if the vehicle's siren goes on.</p> <p><input checked="" type="checkbox"/> Start recording when siren goes on  <input type="checkbox"/> Do <i>not</i> start recording when siren goes on</p>
VLP Trigger	<p>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.</p> <p><input checked="" type="checkbox"/> Start recording when wireless mic is engaged  <input type="checkbox"/> Do <i>not</i> start recording when wireless mic is engaged</p>

- 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:

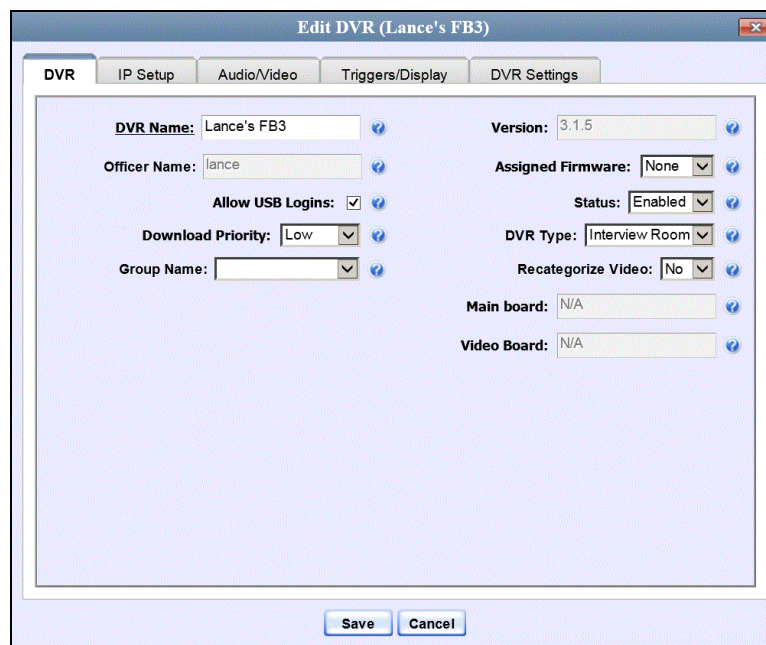
- The Flashback monitor during a recording,
- The Vehicle Viewer or Vehicle Viewer Live application while the DVR is active
- The Flashback Player while you are viewing a video off the server or off an export disc.

To make global changes to a *fleet* of Flashback2s or Flashback3/HDs, see “Changing the Display Options for a Flashback DVR Group” on page 549 instead.

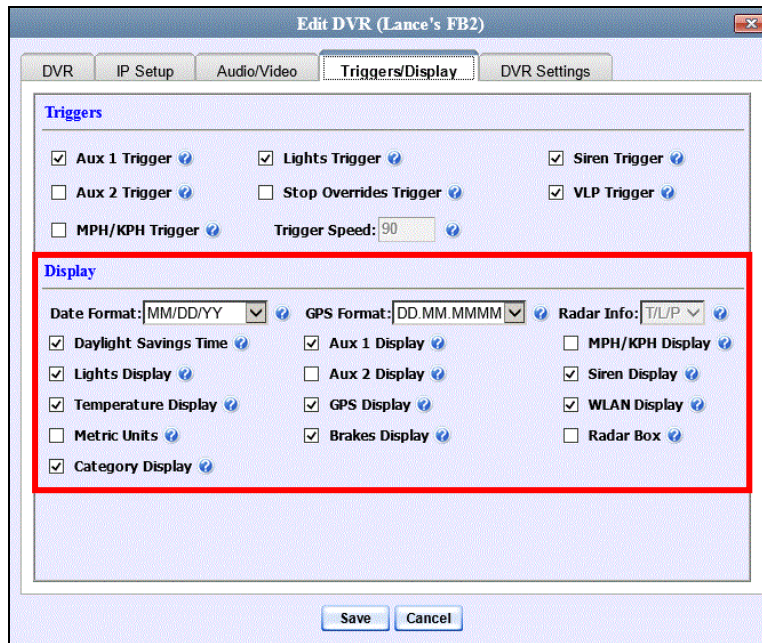
If your agency is not using the Fleet Management Feature, you will have to make these changes from the DVR itself. For instructions, refer to your Flashback User’s Guide.

For a definition of *discovered* vs. *undiscovered* DVRs, see the box on page 453.

- 1 Search for and display the Flashback record you wish to change. (If necessary, review “Displaying the Edit DVR Popup” on page 453.)







2 Click the **Triggers/Display** tab. Display options are listed at the bottom of the form.



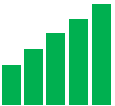
These fields are described below.

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 this value from the drop-down list.</i>
Daylight Savings Time	A checkbox used to indicate whether or not this DVR will be recording in a region that observes Daylight Savings Time. <input checked="" type="checkbox"/> Daylight Savings Time is observed in this recording region <input type="checkbox"/> Daylight Savings Time is <i>not</i> observed in this recording region
Lights Display	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. <input checked="" type="checkbox"/> Show Lights display <input type="checkbox"/> Do <i>not</i> show Lights display

Display Options (cont'd)	
Display Option	Description
Temperature Display	<p>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.</p> <p><input checked="" type="checkbox"/> Show Temperature display <input type="checkbox"/> Do <i>not</i> show Temperature display</p>
Metric Units	<p>A checkbox used to indicate whether or not you want to display readings in metric units, such as <i>kilometers-per-hour</i>.</p> <p><input checked="" type="checkbox"/> Use metric units for on-screen displays <input type="checkbox"/> Do <i>not</i> use metric units for on-screen displays</p>
Category Display <i>Flashback2s only</i>	<p>A checkbox used to indicate whether or not you want the Category Selection List to display after an officer presses the  button. If you choose to display this list, the officer will be able to assign a category to his videos immediately after stopping a recording. If you choose <i>not</i> to display this list, the officer will <i>not</i> be able to assign a category to his videos immediately after stopping a recording; instead, the <i>system</i> will automatically assign all videos the first category listed on the <b>Video Categories</b> tab, such as “No Citation”.</p> <p><input checked="" type="checkbox"/> Display the Category Selection List after an officer presses the  button. <input type="checkbox"/> Do <i>not</i> display the Category Selection List after an officer presses the  button.</p>
GPS Format <i>Flashback2s only</i>	<p>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></p>
Aux 1 Display 	<p>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.</p> <p><input checked="" type="checkbox"/> Show Aux 1 display <input type="checkbox"/> Do <i>not</i> show Aux 1 display</p>

(Continued)

Display Options (cont'd)	
Display Option	Description
Aux 2 Display <span style="color: orange; font-weight: bold; border: 1px solid orange; border-radius: 50%; padding: 2px;">A2</span>	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.  <input checked="" type="checkbox"/> Show Aux 2 display <input type="checkbox"/> Do <i>not</i> show Aux 2 display
GPS Display	A checkbox used to indicate whether or not you want to show the GPS Display during a video. This display indicates what the vehicle's longitudinal and latitudinal coordinates are at each point in the video.  <input checked="" type="checkbox"/> Show GPS display <input type="checkbox"/> Do <i>not</i> show GPS display  To access this field, you must have the <i>Display MAX Speed and GPS Data</i> permission.
Brakes Display <span style="color: green; font-weight: bold; border: 1px solid green; border-radius: 50%; padding: 2px;">B</span>	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.  <input checked="" type="checkbox"/> Show Brakes display <input type="checkbox"/> Do <i>not</i> show Brakes display
Radar Info	A type of radar reading (target, lock, and/or patrol) that will display during a video. <i>Select this value from the drop-down list.</i> <b>T</b> .....Target speed <b>L</b> .....Lock 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	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).  <input checked="" type="checkbox"/> Show MPH/KPH display <input type="checkbox"/> Do <i>not</i> show MPH/KPH display
Siren Display <span style="color: blue; font-weight: bold; border: 1px solid blue; border-radius: 50%; padding: 2px;">S</span>	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)	<input checked="" type="checkbox"/> Show siren display <input type="checkbox"/> Do <i>not</i> show siren display
WLAN Display 	A checkbox used to indicate whether or not you want to show the WLAN display during videos (see Flashback3/HD sample pictured left). This display indicates when a vehicle is within range of the wireless local area network (WLAN). <input checked="" type="checkbox"/> Show WLAN display <input type="checkbox"/> Do <i>not</i> show WLAN display
Radar Box	A checkbox used to indicate whether or not your radar device's target, lock, and/or patrol speeds will display during a video. In order for this feature to work, your radar device must be wired to the radar trigger on your Flashback DVR. <input checked="" type="checkbox"/> Show Radar display <input type="checkbox"/> Do <i>not</i> show Radar display This field is used in conjunction with the <i>Radar Info</i> field.

- 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.

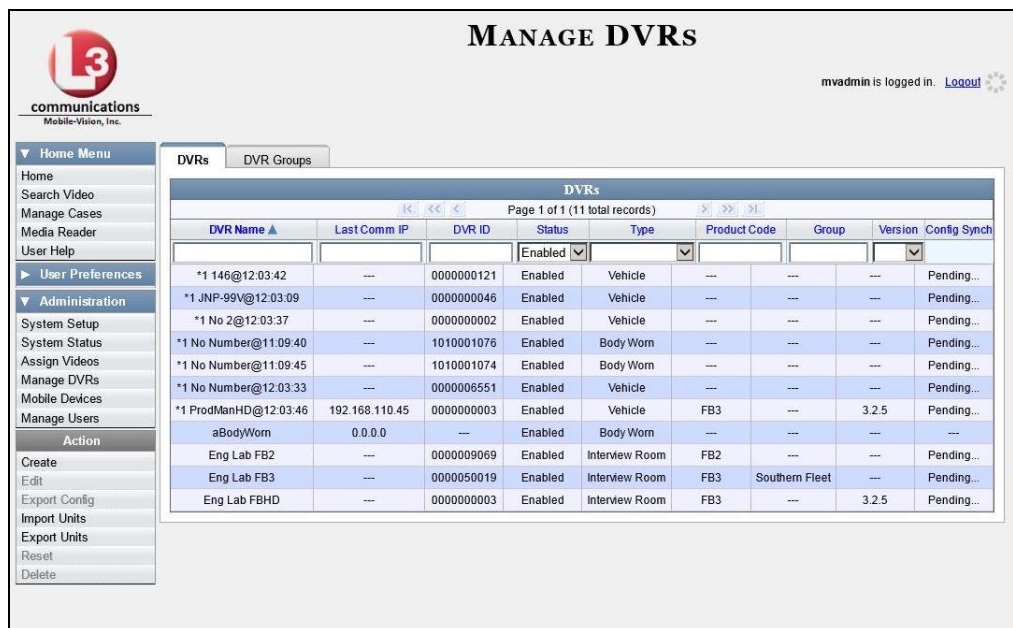
## Changing a Flashback DVR that is Assigned to a DVR Group

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 538 instead.

For a definition of *discovered* vs. *undiscovered* DVRs, see the box on page 453.

- 1 Go to **Administration** and click **Manage DVRs**. The Manage DVRs page displays.



**MANAGE DVRs**

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mvadmin is logged in. [Logout](#)

Home Menu  
Home  
Search Video  
Manage Cases  
Media Reader  
User Help

User Preferences

Administration

System Setup  
System Status  
Assign Videos  
Manage DVRs  
Mobile Devices  
Manage Users

Action  
Create  
Edit  
Export Config  
Import Units  
Export Units  
Reset  
Delete

DVRs    DVR Groups

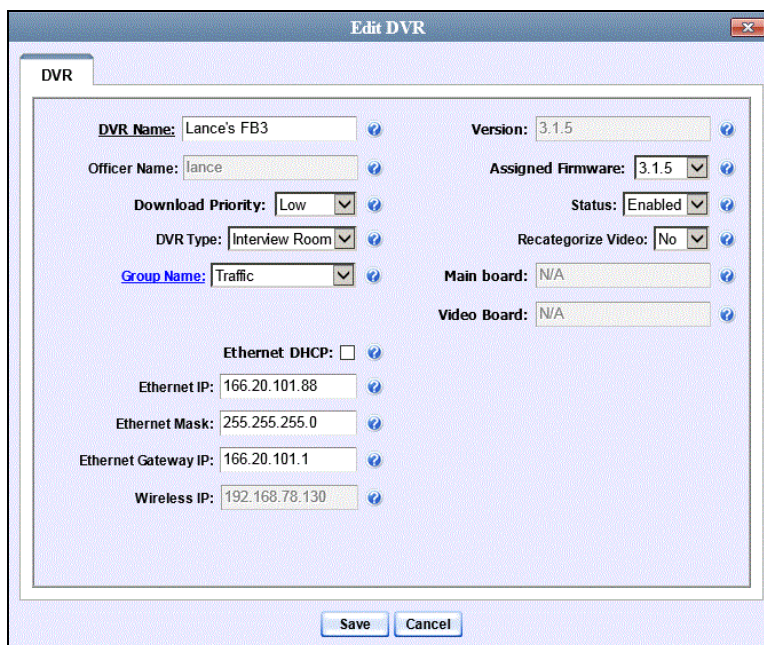
**DVRs**

Page 1 of 1 (11 total records)

DVR Name ▲	Last Comm IP	DVR ID	Status	Type	Product Code	Group	Version	Config Synchron
*1 146@12:03:42	---	0000000121	Enabled	Vehicle	---	---	---	Pending...
*1 JNP-99V@12:03:09	---	0000000046	Enabled	Vehicle	---	---	---	Pending...
*1 No 2@12:03:37	---	0000000002	Enabled	Vehicle	---	---	---	Pending...
*1 No Number@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	0000000003	Enabled	Vehicle	FB3	---	3.2.5	Pending...
aBodyWorn	0.0.0.0	---	Enabled	Body Worn	---	---	---	---
Eng Lab FB2	---	0000009069	Enabled	Interview Room	FB2	---	---	Pending...
Eng Lab FB3	---	0000050019	Enabled	Interview Room	FB3	Southern Fleet	---	Pending...
Eng Lab FBHD	---	0000000003	Enabled	Interview Room	FB3	---	3.2.5	Pending...

- 2 Locate the DVR record you wish to update. If you have a large number of records to scan through, see “Searching for a DVR” on page 442, 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.





The screenshot shows the 'Edit DVR' window with the following fields and values:

- DVR Name: Lance's FB3
- Version: 3.1.5
- Officer Name: lance
- Assigned Firmware: 3.1.5
- Download Priority: Low
- Status: Enabled
- DVR Type: Interview Room
- Recategorize Video: No
- Group Name: Traffic
- Main board: N/A
- Video Board: N/A
- Ethernet DHCP:
- Ethernet IP: 166.20.101.88
- Ethernet Mask: 255.255.255.0
- Ethernet Gateway IP: 166.20.101.1
- Wireless IP: 192.168.78.130

Buttons: Save, Cancel

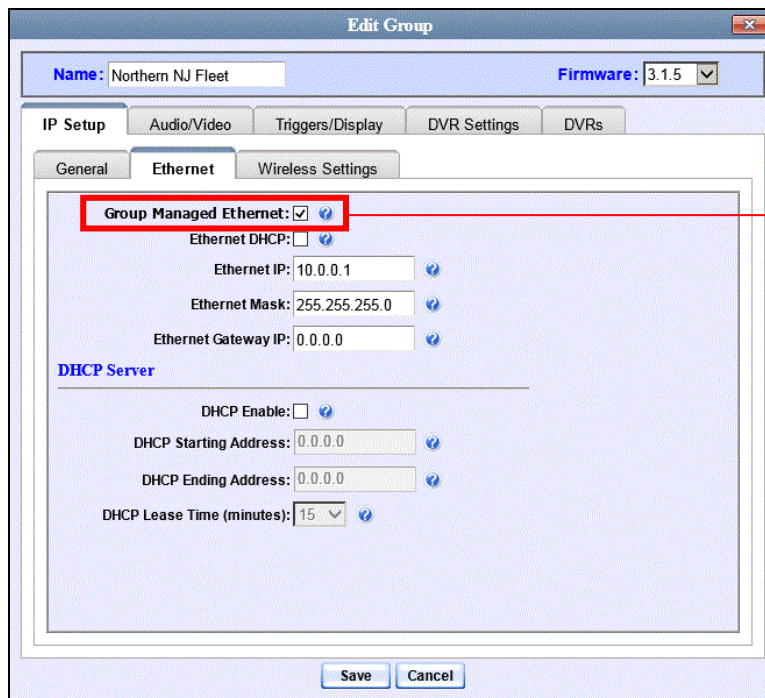
The fields on this screen are described below.

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: <i>low</i> , <i>medium</i> , or <i>high</i> . The system uses this setting to determine the order in which videos will be transmitted to the server in the event that multiple patrol cars come into transmission range at the same time. DVRs with a <b>high Download Priority</b> will transmit <i>first</i> ; DVRs with a <b>med Download Priority</b> will transmit <i>second</i> ; and DVRs with a <b>low Download Priority</b> will transmit <i>last</i> . System default is <b>low</b> . <i>Select this value from the drop-down list.</i>
DVR Type	The type of DVR: <ul style="list-style-type: none"> <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 a precinct interview room. This type of DVR is used in conjunction with the optional Interview Room module.</li> </ul>

(Continued)

DVR Tab (cont'd)	
Field	Description
DVR Type (cont'd)	<ul style="list-style-type: none"> <li>▪ <i>Body Worn.</i> A <i>BodyVISION</i> DVR that is worn by an officer.</li> </ul> Select <b>Vehicle</b> or <b>Interview Room</b> from the drop-down list.
Group Name	A drop-down list used to assign this DVR to a DVR group.
Version	The firmware version that is currently loaded on this DVR.
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	A system setting that determines whether or not video transmissions are allowed for this DVR: <ul style="list-style-type: none"> <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> </ul> System defaults to <b>Enabled</b> . <i>Select this value from the drop-down list.</i>
Recategorize Video	A checkbox used to recategorize all video recorded from this DVR as <i>Interview Room</i> . <ul style="list-style-type: none"> <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 <i>Interview Room</i> (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	A checkbox used to indicate whether or not a DHCP server will automatically provide the wireless IP address to this DVR. <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> DHCP server will automatically assign an IP address to the DVR</li> <li><input type="checkbox"/> User will manually assign an IP address to the DVR</li> </ul> If your agency does not have a DHCP server, leave this checkbox deselected.
Ethernet IP	The same Ethernet IP address that you use on your private Ethernet network.

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.



If this option is selected for the DVR's **group**, then the three ethernet fields will be grayed out on the DVR tab. To edit these fields at the group level, see "Changing the Ethernet Settings for a DVR Group" later in this chapter

- 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 538.

## 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.

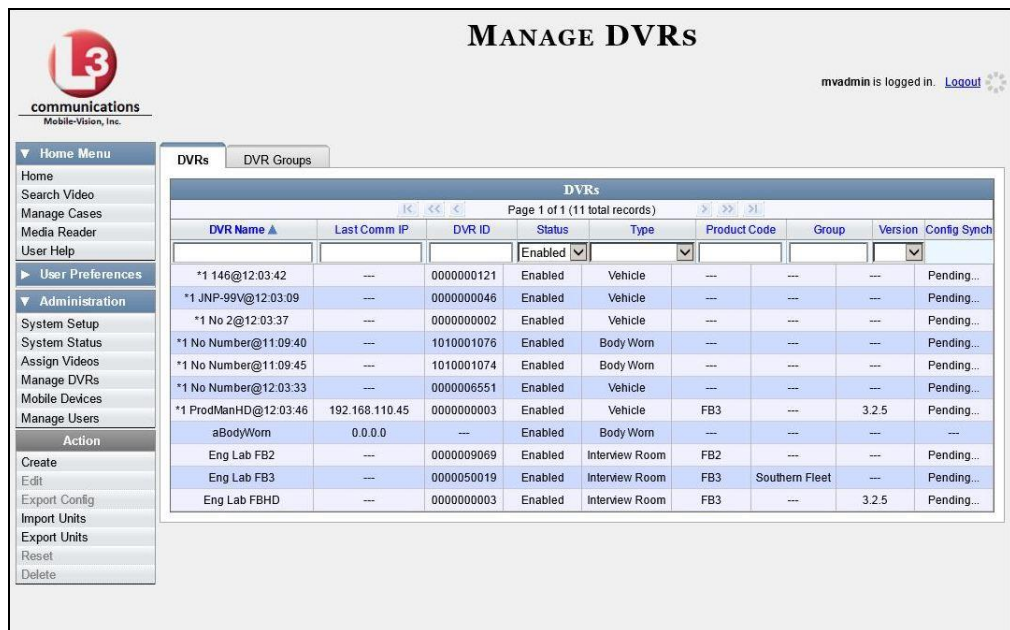
If this setting is selected, **do not** perform the DVR replacement procedure

- 1 If the DVR is located in an *Interview Room*, proceed to the next step.

– OR –

If the DVR is located in a *vehicle*, make sure that the vehicle is within transmission distance of the server (i.e., approximately 300 feet or less from 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.



**MANAGE DVRs**

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mvadmin is logged in. [Logout](#)

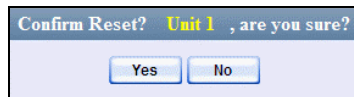
Home Menu  
Home  
Search Video  
Manage Cases  
Media Reader  
User Help  
User Preferences  
Administration  
System Setup  
Assign Videos  
Manage DVRs  
Mobile Devices  
Manage Users  
Action  
Create  
Edit  
Export Config  
Import Units  
Export Units  
Reset  
Delete

DVRs    DVR Groups

DVRs  
Page 1 of 1 (11 total records)

DVR Name ▲	Last Comm IP	DVR ID	Status	Type	Product Code	Group	Version	Config Synchronizing
*1 146@12.03.42	---	000000121	Enabled	Vehicle	---	---	---	Pending...
*1 JNP-99V@12.03.09	---	000000046	Enabled	Vehicle	---	---	---	Pending...
*1 No 2@12.03.37	---	000000002	Enabled	Vehicle	---	---	---	Pending...
*1 No Number@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	0000000003	Enabled	Vehicle	FB3	---	3.2.5	Pending...
aBodyWorn	0.0.0.0	---	Enabled	Body Worn	---	---	---	---
Eng Lab FB2	---	0000009069	Enabled	Interview Room	FB2	---	---	Pending...
Eng Lab FB3	---	0000050019	Enabled	Interview Room	FB3	Southern Fleet	---	Pending...
Eng Lab FBHD	---	0000000003	Enabled	Interview Room	FB3	---	3.2.5	Pending...

- Locate the DVR record for the unit you plan to replace. If you have a large number of records to scan through, see “Searching for a DVR” on page 442, beginning with step 2.
- Click on the DVR record to highlight it.
- Go to the **Action** column and click **Reset**. A confirmation message displays.



- Click **Yes**. A confirmation message displays.

DVR 'Unit 146' successfully reset and removed from any assigned groups.

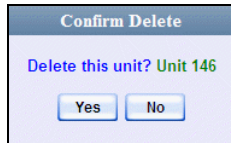
- Wait ten minutes, then return to the vehicle or interview room and connect the new DVR.

## 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.

- 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 442, 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.



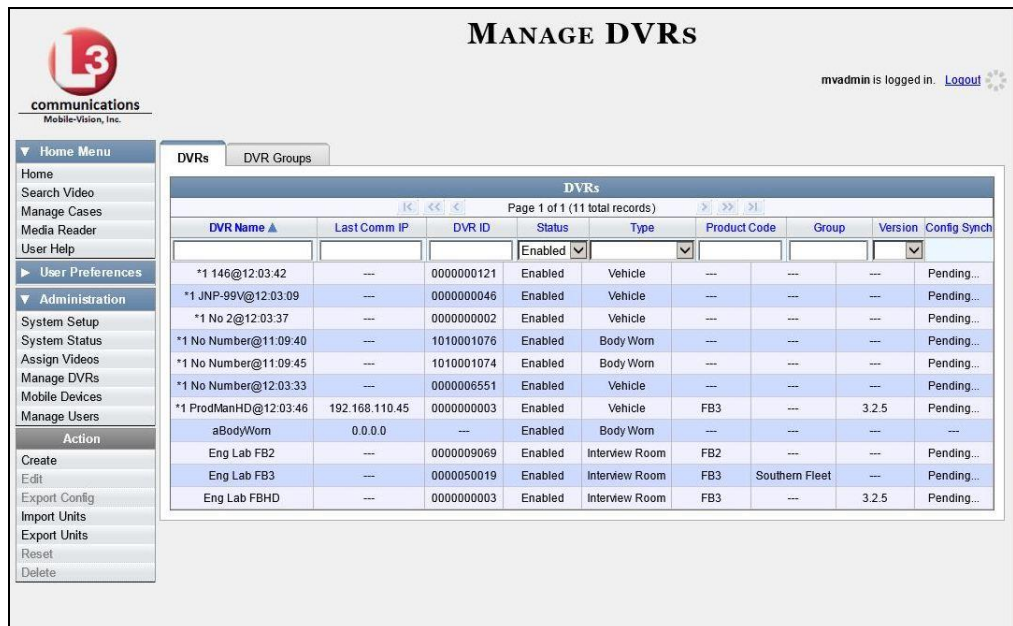
- 4 Click **Yes**. The system removes the selected record from the DVR list.

## 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*.

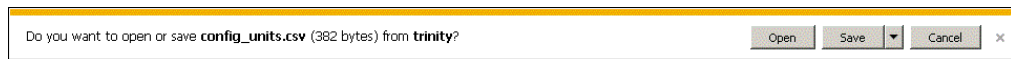
- 1 Go to **Administration** and click **Manage DVRs**. The Manage DVRs page displays.



The screenshot shows the "MANAGE DVRs" web interface. It includes a navigation menu on the left with "Administration" selected, and a main table of DVR records. The table has columns for DVR Name, Last Comm IP, DVR ID, Status, Type, Product Code, Group, Version, and Config Synchron. The table shows 11 records, with the first one selected.

DVR Name ▲	Last Comm IP	DVR ID	Status	Type	Product Code	Group	Version	Config Synchron
*1 146@12:03:42	---	000000121	Enabled	Vehicle	---	---	---	Pending...
*1 JNP-99V@12:03:09	---	000000046	Enabled	Vehicle	---	---	---	Pending...
*1 No 2@12:03:37	---	000000002	Enabled	Vehicle	---	---	---	Pending...
*1 No Number@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	0000000003	Enabled	Vehicle	FB3	---	3.2.5	Pending...
aBodyWorn	0.0.0.0	---	Enabled	Body Worn	---	---	---	---
Eng Lab FB2	---	0000009069	Enabled	Interview Room	FB2	---	---	Pending...
Eng Lab FB3	---	0000050019	Enabled	Interview Room	FB3	Southern Fleet	---	Pending...
Eng Lab FBHD	---	0000000003	Enabled	Interview Room	FB3	---	3.2.5	Pending...

- 2 Go to the **Action** column and click **Export Units**. A Windows message displays.



- 3 Select **Save As** from the *Save* drop-down list. The Save As window displays.
- 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 448 for further instructions.

### **BodyVISION DVRs**

*BodyVISION* 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 *BodyVISION* docking station.

As with Flashback videos, *BodyVISION* 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 *BodyVISION* units to different officers each shift. This allows multiple officers working different shifts to share a limited number of *BodyVISION* units. Once an officer completes his shift and places the *BodyVISION* 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” *BodyVISION* to each officer. This eliminates the need for the *Officer Dispatch* feature. Instead, you simply enter each officer’s name on their *BodyVISION* record. All videos recorded on that device in the future will then be linked to that officer.

*(Continued)*

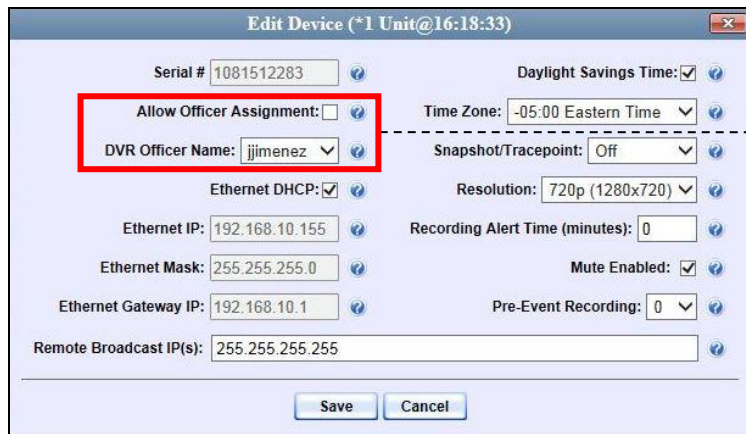
Option 1:  
Assign different  
*BodyVISION*s to  
different officers  
each shift



The screenshot shows the 'Edit Device' window for a unit with serial number 1081512283. The 'Allow Officer Assignment' checkbox is checked, and the 'DVR Officer Name' dropdown is set to 'jjimenez'. Other settings include Ethernet DHCP, IP, mask, gateway, and resolution.

**NOTE:** If Fleet Management is OFF, these fields will appear in a slightly different order on your screen

Option 2:  
Assign one  
*BodyVISION* to  
each officer



The screenshot shows the 'Edit Device' window for the same unit. The 'Allow Officer Assignment' checkbox is unchecked, and the 'DVR Officer Name' dropdown is still set to 'jjimenez'. Other settings are identical to the first screenshot.

To help you track your *BodyVISION* DVRs, DEP provides a menu option called “Mobile Devices.” This option allows you to:

- Assign an available *BodyVISION* to an officer.
- Configure a new *BodyVISION* unit when Fleet Management is *on*.
- Enable/disable a *BodyVISION*’s *Snapshot/Tracepoint* button when Fleet Management is *off*.
- View a list of all *BodyVISION* units that have been in communication with the server. (See **Mobile Inventory** tab.)
- View a list of all *BodyVISION* 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 *BodyVISION*.
- Change a *BodyVISION*’s other settings, including the *Officer Dispatch* feature, IP address, and time settings.
- View a *BodyVISION*’s DVR name, serial number, battery level, available memory, status (i.e., *idle* or *downloading*), and/or firmware version.



For more information, see:

- Configuring a New *BodyVISION* DVR, below
- Viewing the Mobile Devices Page, page 513
- Assigning a *BodyVISION* to an Officer, page 516
- BodyVISION* Battery Status Indicators, page 518
- Checking Record Time Left on Your *BodyVISION*, page 518.

All other DVR procedures, such as those that relate to Fleet Management and firmware, are the same for *BodyVISION* units as they are for Flashbacks. For more information, refer to the relevant procedures in this chapter, as listed on page 441.

---

### Configuring a New *BodyVISION* DVR

This section describes how to configure a new *BodyVISION* DVR. The configuration process consists of three steps:

- 1** Select the appropriate *BodyVISION* download options. Perform this step *after* you've purchased your first *BodyVISION* unit(s) but *before* you begin using the unit(s). For instructions, see "Selecting the *BodyVISION* Download Options," below.
- 2** Place your *BodyVISION* in one of the docking stations in your Downloading/Charging station\* so that the unit can charge and the system can discover the new DVR on the network. Charging typically takes about two hours.
- 3** Update the new *BodyVISION* record. For instructions, see "Changing a *BodyVISION* DVR" on page 502.

### Selecting the *BodyVISION* Download Options

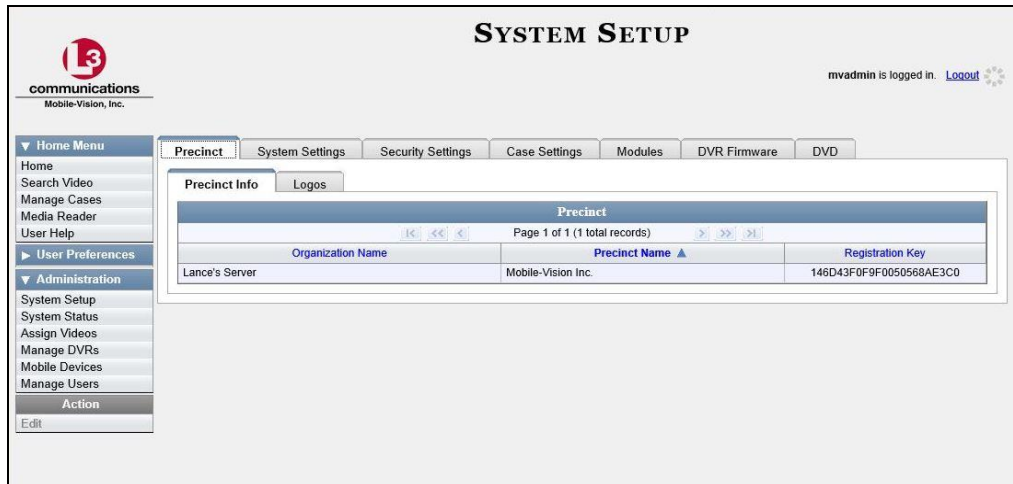
This section describes how to select the download options that are required for *BodyVISION* DVRs. You only have to perform this task *once*.

- 1** Go to  and click **System Setup**. The System Setup page displays.

(Continued)

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\* If you haven't set up a Downloading/Charging station yet, please review the "Getting Started" section of your *BodyVISION* User's Guide.



**SYSTEM SETUP**

communications Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

▼ Home Menu  
Home  
Search Video  
Manage Cases  
Media Reader  
User Help

► User Preferences

▼ Administration  
System Setup  
System Status  
Assign Videos  
Manage DVRs  
Mobile Devices  
Manage Users

Action  
Edit

Precinct System Settings Security Settings Case Settings Modules DVR Firmware DVD

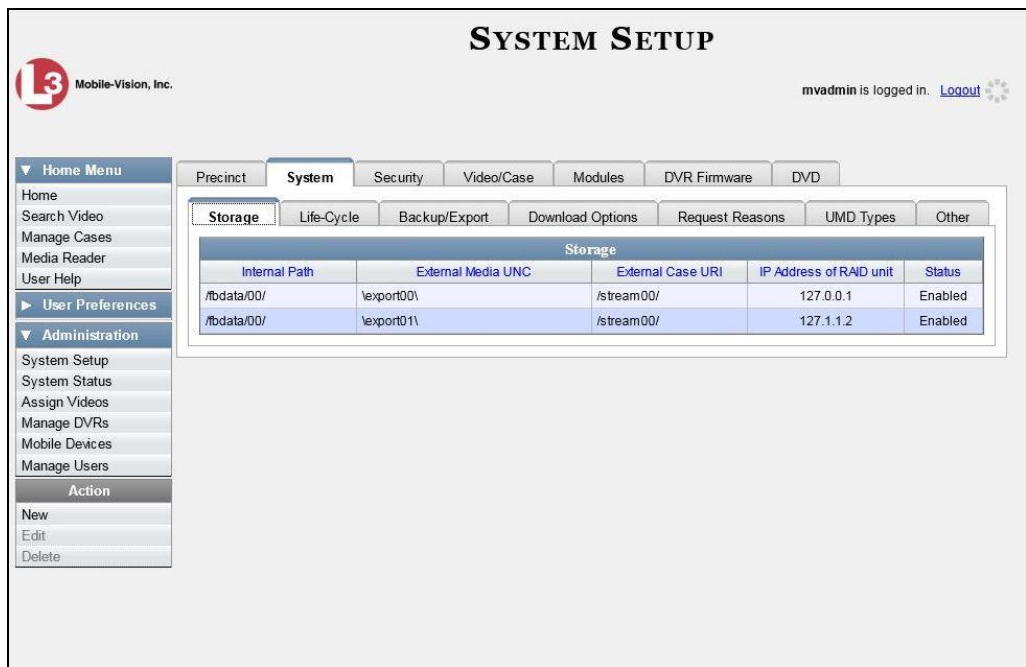
Precinct Info Logos

Precinct

Page 1 of 1 (1 total records)

Organization Name	Precinct Name ▲	Registration Key
Lance's Server	Mobile-Vision Inc.	146D43F0F9F0050568AE3C0

2 Click the **System** tab.



**SYSTEM SETUP**

communications Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

▼ Home Menu  
Home  
Search Video  
Manage Cases  
Media Reader  
User Help

► User Preferences

▼ Administration  
System Setup  
System Status  
Assign Videos  
Manage DVRs  
Mobile Devices  
Manage Users

Action  
New  
Edit  
Delete

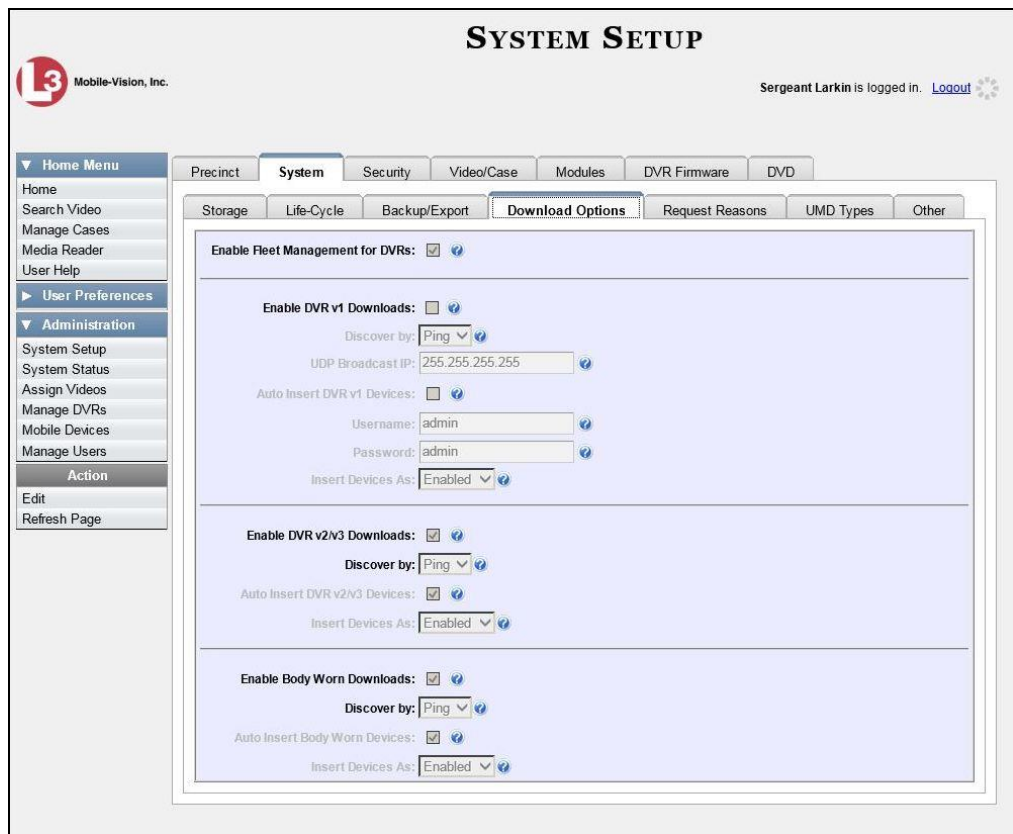
Precinct **System** Security Video/Case Modules DVR Firmware DVD

Storage Life-Cycle Backup/Export Download Options Request Reasons UMD Types Other

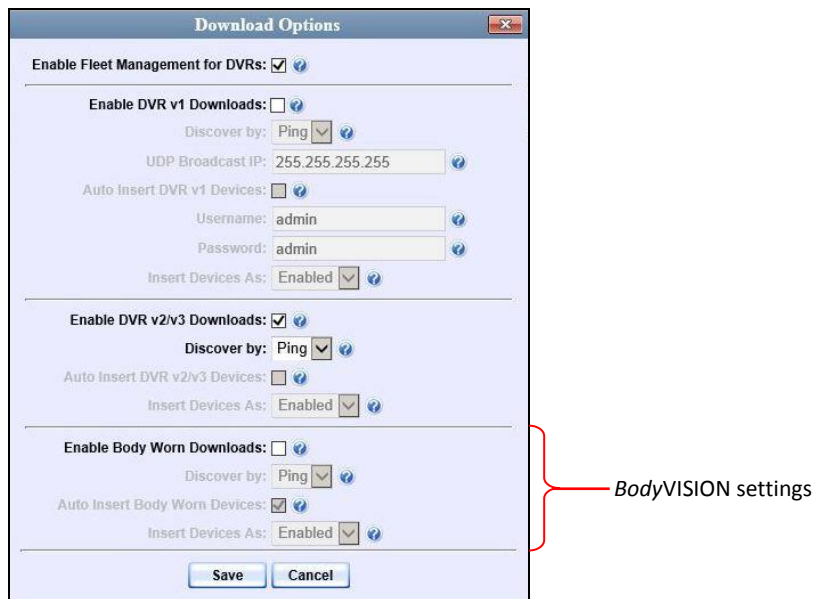
Storage

Internal Path	External Media UNC	External Case URI	IP Address of RAID unit	Status
/bdata/00/	\\export00\	/stream00/	127.0.0.1	Enabled
/bdata/00/	\\export01\	/stream00/	127.1.1.2	Enabled

3 Click the **Download Options** tab.

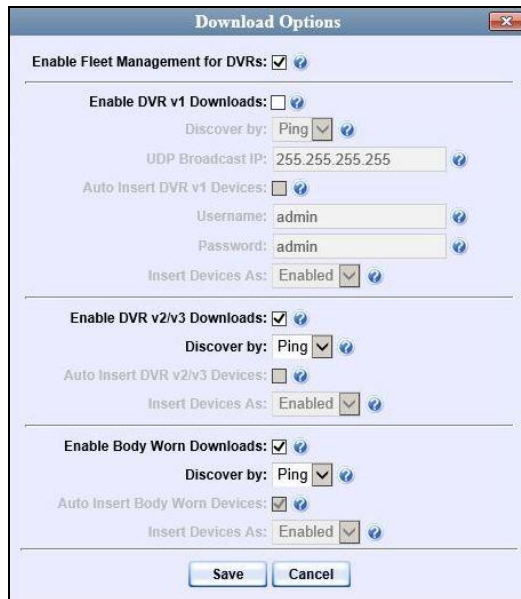


4 Go to the **Action** column and click **Edit**. The Download Options popup displays.



The settings for *BodyVISION* DVRs are on the *bottom* of this popup.

- 5 Select the *Enable Body Worn Downloads* checkbox.



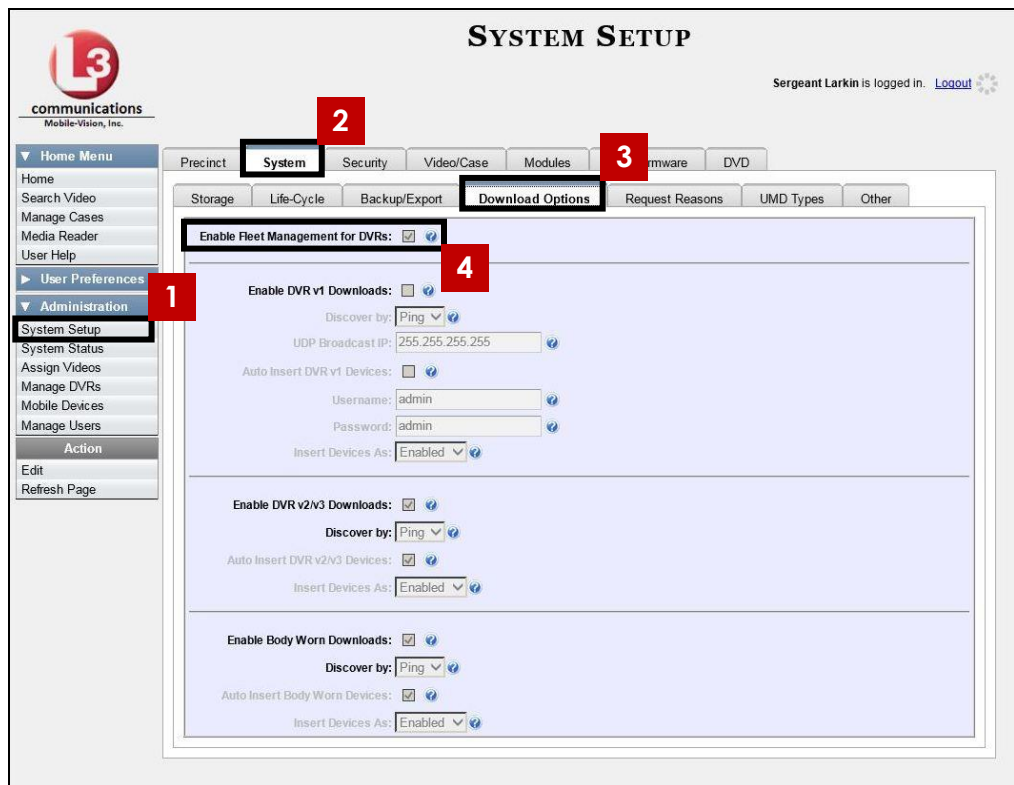
- 6 Go to the *Discover by* field at the bottom of the Download Options popup and select **UDP** from the drop-down list.
- 7 Make sure the *Auto Insert Body Worn Devices* checkbox is selected.
- 8 Go to the *Insert Devices As* field at the bottom of the Download Options popup and make sure the field value is set to **Enabled**.
- 9 Click **Save**.

Proceed to “Changing a *BodyVISION* DVR” below.

### Changing a *BodyVISION* DVR

This section describes how to update a *BodyVISION* record. This procedure differs slightly depending on whether or not your agency has Fleet Management enabled.

*Is Fleet  
Management  
On?*



For specific instructions, see:

- Changing a *BodyVISION* DVR When Fleet Management is On, below
- Changing a *BodyVISION* DVR When Fleet Management is Off, page 508.

#### **Changing a *BodyVISION* DVR When Fleet Management is On**

This section describes how to update a *BodyVISION* 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 *BodyVISION* DVR When Fleet Management is Off" on page 508 instead.

- 1 Go to **Administration** and click **Manage DVRs**. The Manage DVRs page displays.

*(Continued)*

DVR Name ▲	Last Comm IP	DVR ID	Status	Type	Product Code	Group	Version	Config Sync
*1 146@12.03.42	---	000000121	Enabled	Vehicle	---	---	---	Pending...
*1 JNP-99V@12.03.09	---	000000046	Enabled	Vehicle	---	---	---	Pending...
*1 No 2@12.03.37	---	000000002	Enabled	Vehicle	---	---	---	Pending...
*1 No Number@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	0000000003	Enabled	Vehicle	FB3	---	3.2.5	Pending...
aBodyWorn	0.0.0.0	---	Enabled	Body Worn	---	---	---	---
Eng Lab FB2	---	0000009069	Enabled	Interview Room	FB2	---	---	Pending...
Eng Lab FB3	---	0000050019	Enabled	Interview Room	FB3	Southern Fleet	---	Pending...
Eng Lab FBHD	---	0000000003	Enabled	Interview Room	FB3	---	3.2.5	Pending...

- 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 *BodyVISION* DVRs, select **Body Worn** from the *Type* drop-down list.

- 3 Right-click on the record you wish to view, then select **Edit** from the popup menu. The Edit DVR form displays.

**Edit DVR (\*1 Unit@16:18:33)**

DVR Name: \*1 Unit@16:18:33

DVR Officer Name: No Name

Allow Officer Assignment:

Status: Enabled

Group Name: [Dropdown]

Resolution: 720p (1280x720)

Ethernet DHCP:

Ethernet IP: 192.168.10.155

Ethernet Mask: 255.255.255.0

Ethernet Gateway IP: 192.168.10.1

Remote Broadcast IP(s): 255.255.255.255

Version: 1.5.0

Assigned Firmware: None

DVR ID: 1081512283

Main Board: 3.00

Time Zone: -05:00 Eastern Time

Daylight Savings Time:

Snapshot/Tracepoint: Off

Recording Alert Time (minutes): 0

Mute Enabled:

Pre-Event Recording: 0

Buttons: Save, Cancel

The fields on the Edit DVR form are described in the following table.

Edit DVR	
Column	Description
DVR Name	The name assigned to this <i>BodyVISION</i> unit.
Officer Name	The name of the officer to whom this <i>BodyVISION</i> is currently assigned, if applicable. If the <i>Allow Officer Assignment</i> checkbox is selected, this field will be grayed out. <i>Select this value from the drop-down list.</i>
Allow Officer Assignment	A checkbox used to activate ( <input checked="" type="checkbox"/> ) or deactivate ( <input type="checkbox"/> ) the <i>Officer Dispatch</i> feature. For more information on this feature, see page 497. <input checked="" type="checkbox"/> Officer Dispatch feature is activated <input type="checkbox"/> Officer Dispatch feature is deactivated
Status	A system setting that determines whether or not video downloads are allowed for this DVR: <ul style="list-style-type: none"> <li>▪ <i>Enabled.</i> The system is allowed to download video off of this <i>BodyVISION</i> 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>BodyVISION</i> when the unit is connected to the server. If you select this option, disabled <i>BodyVISION</i> 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>
Group Name	The name of the <i>BodyVISION</i> 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	A checkbox used to indicate whether or not a DHCP server will automatically provide the IP address to this <i>BodyVISION</i> DVR. <input checked="" type="checkbox"/> DHCP server will automatically assign an IP address to this DVR <input type="checkbox"/> User will manually assign an IP address to this DVR
Ethernet IP	The unique IP address that is assigned to this <i>BodyVISION</i> . 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.

Edit DVR (cont'd)	
Column	Description
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>BodyVISION</i> 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>BodyVISION</i> . <i>Select this value from the drop-down list.</i>
DVR ID	The <i>BodyVISION</i> '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. <i>For internal use only.</i>
Time Zone	The time zone in which this DVR will be recording. <i>Select this value from the drop-down list.</i>
Daylight Savings Time	<p>A checkbox used to indicate whether or not this <i>BodyVISION</i> will be recording in a region that observes Daylight Savings Time. When this checkbox is selected, <i>BodyVISION</i> will automatically adjust its videos' recording start/end times to reflect daylight savings time.</p> <p><input checked="" type="checkbox"/> Daylight Savings Time is observed in this unit's recording region  <input type="checkbox"/> Daylight Savings Time is <i>not</i> observed in this unit's recording region</p>
Snapshot/Tracepoint	<p>A field used to program the <i>BodyVISION</i> to capture a JPG still image and/or insert a "Trace Point" placemaker 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. Select a value from the drop-down list:</p> <ul style="list-style-type: none"> <li>▪ <i>Snapshot</i>. Capture a JPG still image</li> <li>▪ <i>Tracepoint</i>. Insert a "trace point" placemaker in a video</li> <li>▪ <i>Both</i>. Capture a JPG still image and insert a "trace point" placement in a video.</li> <li>▪ <i>Off</i>. Do not perform either action (default).</li> </ul>



Edit DVR (cont'd)	
Column	Description
Recording Alert Time (minutes)*	Enable the <i>recording-in-progress</i> alert, which causes the <i>BodyVISION</i> unit to vibrate 1 – 30 minutes after a recording is initiated.  System defaults to <b>0</b> (alert feature disabled). <i>To enable recording alerts, enter a number between 1 – 30; to disable recording alerts, enter 0.</i>
Mute enabled*	Enable/disable the recording mute button. <input checked="" type="checkbox"/> Officer can mute audio while a recording is in progress (default) <input type="checkbox"/> Officer <i>cannot</i> mute audio while a recording is in progress
Pre-Event Recording <i>BodyVISION R4s only</i>	If you have a <i>BodyVISION R4</i> , you may capture 30, 60, or 90 seconds of video <i>before</i> a recording session is initiated. The reason that the <i>BodyVISION</i> is able to capture video <i>before</i> a recording session even begins is because the DVR is, in fact, recording all the time—it just doesn't save all that data to the DVR's internal storage drive unless you choose to do so. Pre-event recordings are similar to the short-term memory on a computer. Before you ever click <b>Save</b> (or in this case, the <i>record</i> switch), there is still some data stored in the computer's short-term memory. <i>Select a value from the drop-down list:</i>  <ul style="list-style-type: none"> <li><b>0</b> Omit pre-event recording</li> <li><b>30</b> Capture 30 seconds of pre-event recording</li> <li><b>60</b> Capture 60 seconds of pre-event recording</li> <li><b>90</b> Capture 90 seconds of pre-event recording</li> </ul>

- 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 497)
  - If your agency is *not* using the Officer Dispatch feature, deselect the *Allow Officer Assignment* checkbox, then go to the *Officer Name* field and select the name of the officer to whom this unit is assigned.
  - If you previously created a *BodyVISION* DVR group and you wish to assign this *BodyVISION* 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.

---

\* Feature available for *BodyVISIONs* with firmware version 1.5.2 and higher

- 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 *BodyVISION*'s Snapshot/Tracepoint button, select a value from the *Snapshot/Tracepoint* drop-down list.
- 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.
- If you want the unit to vibrate X number of minutes after a recording is initiated (i.e., remind the officer that a recording is still in progress), enter a number between 1 and 30 in the *Recording Alert Time (minutes)* field.\*
- If you do *not* want officers to be able to mute audio while a recording is in progress, deselect the *Mute enabled* checkbox.\*
- BodyVISION R4s only*. If you want to capture X seconds of pre-record activity (i.e., the activity that occurs just before a recording is initiated), select 30, 60, or 90 from the *Pre-Event Recording* drop-down list.

## 5 Click **Save**.

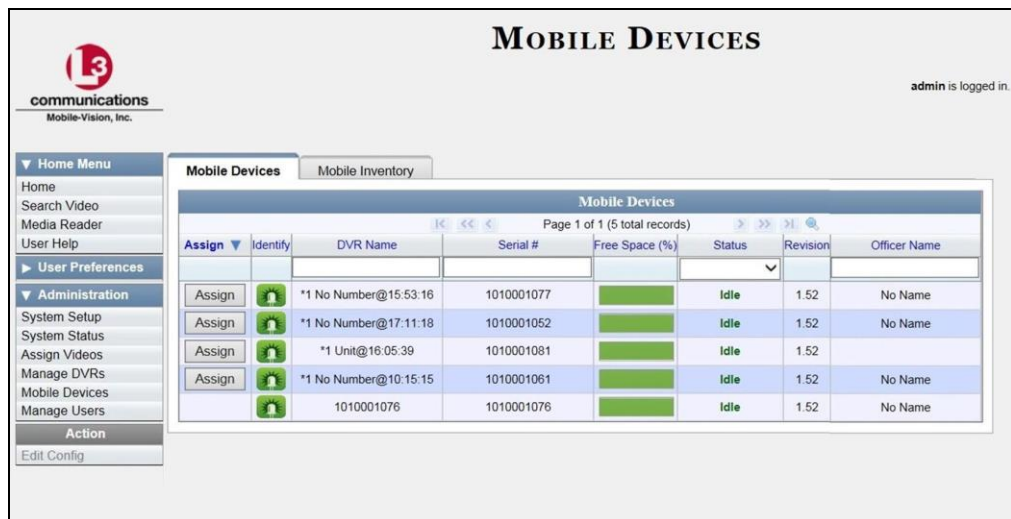
### **Changing a *BodyVISION* DVR When Fleet Management is Off**

This section describes how to update a *BodyVISION* 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 502. If the checkbox is *deselected*, use the procedure in this section. If the checkbox is *selected*, see "Changing a *BodyVISION* DVR When Fleet Management is On" on page 503 instead.

- 1 Go to  **Administration** and click **Mobile Devices**. The Mobile Devices page displays.

---

\* Feature available for *BodyVISIONs* with firmware version 1.5.2 and higher



2 If the *BodyVISION* record you wish to update displays on-screen, click on it. Skip to step 5.

– OR –

If the *BodyVISION* record you wish to update does *not* display on-screen, proceed to the next step.

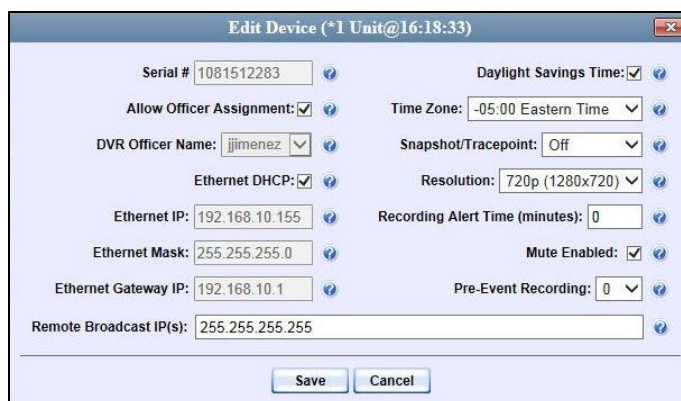
3 Use the navigation arrows at the top of the page to scroll through the DVR records.

– 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.



The fields on the Edit Device popup are described below.

Edit Device	
Column	Description
Serial #	The <i>BodyVISION</i> 's serial number. <i>Display-only field.</i>
Allow Officer Assignment	<p>A checkbox used to activate/deactivate the <i>Officer Dispatch</i> feature. For more information on this feature, see page 497.</p> <p><input checked="" type="checkbox"/> Officer Dispatch feature is activated  <input type="checkbox"/> Officer Dispatch feature is deactivated</p>
Officer Name	The name of the officer to whom this device is currently assigned, if applicable. If the <i>Allow Officer Assignment</i> checkbox is selected, this field will be grayed out. <i>Select this value from the drop-down list.</i>
Ethernet DHCP	<p>A checkbox used to indicate whether or not a DHCP server will automatically provide the IP address to this <i>BodyVISION</i> DVR.</p> <p><input checked="" type="checkbox"/> DHCP server will automatically assign an IP address to this DVR  <input type="checkbox"/> User will manually assign an IP address to this DVR</p> <p>If you are not running DEP on a DHCP network, leave this checkbox deselected.</p>
Ethernet IP*	The unique IP address that is assigned to this <i>BodyVISION</i> . This field is only required when the <i>Ethernet DHCP</i> checkbox is deselected.
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.
Remote Broadcast IP(s)	An IP address range across which the <i>BodyVISION</i> DVRs announce their identity so the server can locate them. System default is <b>255.255.255.255</b> .
Daylight Savings Time	A checkbox used to indicate whether or not this <i>BodyVISION</i> will be recording in a region that observes Daylight Savings Time. When this checkbox is selected, <i>BodyVISION</i> will automatically adjust its videos' recording start/end times to reflect daylight savings time. ( <i>Continued</i> )

---

\* This field is only required when the *Ethernet DHCP* checkbox is deselected.

Edit Device (cont'd)	
Column	Description
Daylight Savings Time (cont'd)	<input checked="" type="checkbox"/> Daylight Savings Time is observed in this unit's recording region <input type="checkbox"/> Daylight Savings Time is <i>not</i> observed in this unit's recording region
Time Zone	The time zone in which this DVR will be recording. <i>Select this value from the drop-down list.</i>
Snapshot/Tracepoint	<p>A field used to program the <i>BodyVISION</i> to capture a+ JPG still image and/or insert a "Trace Point" placemaker 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. Select a value from the drop-down list:</p> <ul style="list-style-type: none"> <li>▪ <i>Snapshot</i>. Capture a JPG still image</li> <li>▪ <i>Tracepoint</i>. Insert a "trace point" placemaker in a video</li> <li>▪ <i>Both</i>. Capture a JPG still image and insert a "trace point" placement in a video.</li> <li>▪ <i>Off</i>. Do not perform either action (default).</li> </ul>
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>
Recording Alert Time (minutes)*	Enable the <i>recording-in-progress</i> alert, which causes the <i>BodyVISION</i> unit to vibrate 1 – 30 minutes after a recording is initiated. System defaults to <b>0</b> (alert feature disabled). <i>To enable recording alerts, enter a number between 1 – 30; to disable recording alerts, enter 0.</i>
Mute enabled*	<p>Enable/disable the recording mute button.</p> <input checked="" type="checkbox"/> Officer can mute audio while a recording is in progress (default) <input type="checkbox"/> Officer <i>cannot</i> mute audio while a recording is in progress
Pre-Event Recording <i>BodyVISION R4s only</i>	If you have a <i>BodyVISION R4</i> , you may capture 30, 60, or 90 seconds of video <i>before</i> a recording session is initiated. The reason that the <i>BodyVISION</i> is able to capture video <i>before</i> a recording session even begins is because the DVR is, in fact, recording all the time—it <i>(Continued)</i>

\* Feature available for *BodyVISIONs* with firmware version 1.5.2 and higher

Edit Device (cont'd)	
Column	Description
Pre-Event Recording <i>(cont'd)</i> <i>BodyVISION R4s only</i>	just doesn't save all that data to the DVR's internal storage drive unless you choose to do so. Pre-event recordings are similar to the short-term memory on a computer. Before you ever click <b>Save</b> (or in this case, the <i>record</i> switch), there is still some data stored in the computer's short-term memory. <i>Select a value from the drop-down list:</i>  <b>0</b> Omit pre-event recording <b>30</b> Capture 30 seconds of pre-event recording <b>60</b> Capture 60 seconds of pre-event recording <b>90</b> Capture 90 seconds of pre-event recording

- 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 497.)
  - If your agency is *not* using the Officer Dispatch feature, deselect the *Allow Officer Assignment* checkbox, then go to the *Officer Name* field and select the name of the officer to whom this unit is assigned.
  - If your agency is running DEP on a DHCP network (typical), 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 *BodyVISION*'s Snapshot/Tracepoint button, select a value from the *Snapshot/Tracepoint* drop-down list.
  - 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.
  - If you want the unit to vibrate X number of minutes after a recording is initiated (i.e., remind the officer that a recording is still in progress), enter a number between 1 and 30 in the *Recording Alert Time (minutes)* field.\*
  - If you do *not* want officers to be able to mute audio while a recording is in progress, deselect the *Mute enabled* checkbox.\*
  - BodyVISION R4s only*. If you want to capture X number of seconds of pre-record activity (i.e., the activity that occurs just before a recording is initiated), select 30, 60, or 90 from the *Pre-Event Recording* drop-down list.

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\* Feature available for *BodyVISIONs* with firmware version 1.5.2 and higher

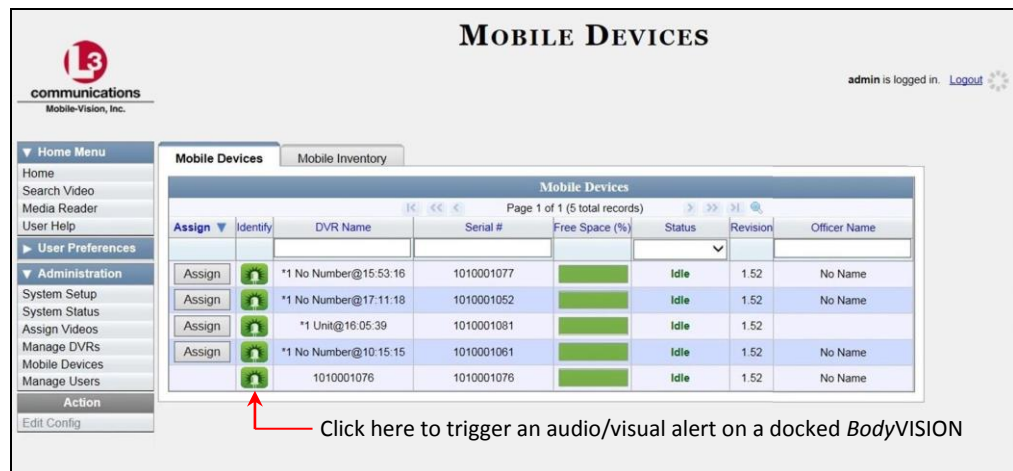
7 Click **Save**.

**Viewing the Mobile Devices Page**

This section describes how to view the Mobile Devices page, which lists the following information:

- BodyVISION* units that are currently connected to the server
- BodyVISION* units that have been in communication with the server.

- 1 Go to **Administration** and click **Mobile Devices**. The Mobile Devices page displays.



The **Mobile Devices** tab displays all *BodyVISION* 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.

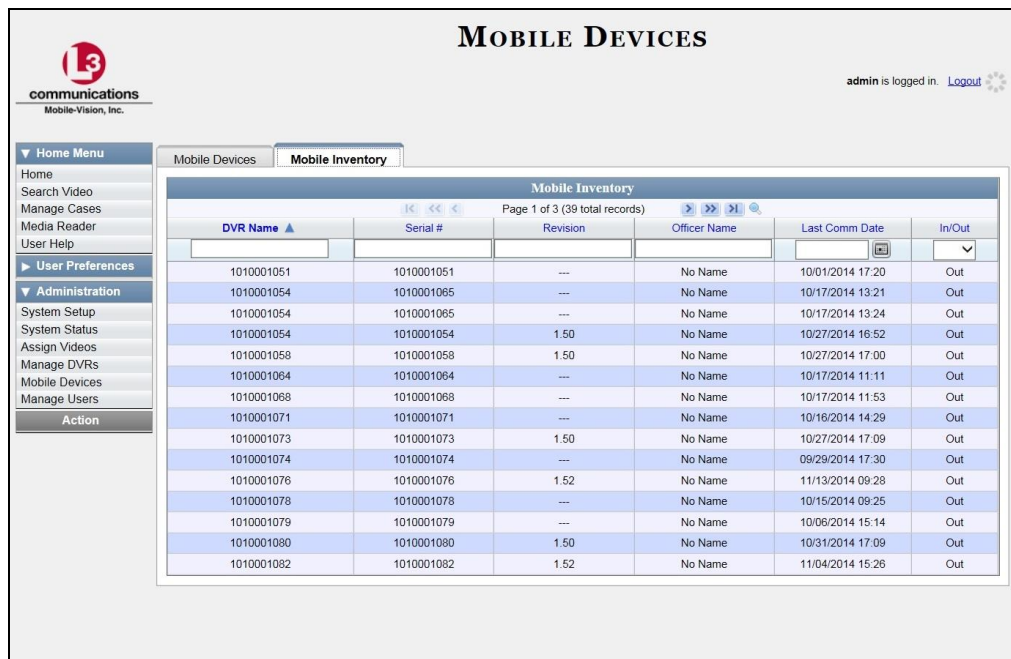
The columns on the **Mobile Devices** tab are described below.

Mobile Devices Tab	
Column	Description
Assign	A button used to assign this <i>BodyVISION</i> 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>BodyVISION</i> 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>BodyVISION</i> . 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>BodyVISION</i> 's unique serial number. The system obtains this number from the unit during the first DVR-to-server communication.
Free Space (%)	<p>The percentage of storage space remaining on this <i>BodyVISION</i>.</p> <ul style="list-style-type: none"> <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	<p>The current status of this <i>BodyVISION</i>:</p> <ul style="list-style-type: none"> <li>▪ Idle. The <i>BodyVISION</i>'s video and JPG files have been downloaded to the server.</li> <li>▪ Downloading. The system is ingesting the <i>BodyVISION</i>'s video and JPG files into the server.</li> <li>▪ Upgrading. The system is downloading firmware updates to the <i>BodyVISION</i>.</li> </ul>
Revision	The current firmware version loaded on this <i>BodyVISION</i> .
Officer Name	The name of the officer to whom this <i>BodyVISION</i> is currently assigned. If <b>No Name</b> displays here, it indicates that this <i>BodyVISION</i> is not assigned to anyone.

- 2 To view *all BodyVISION* records, including those units that are not currently connected to the server, click the **Mobile Inventory** tab.





DVR Name ▲	Serial #	Revision	Officer Name	Last Comm Date	In/Out
1010001051	1010001051	---	No Name	10/01/2014 17:20	Out
1010001054	1010001065	---	No Name	10/17/2014 13:21	Out
1010001054	1010001065	---	No Name	10/17/2014 13:24	Out
1010001054	1010001054	1.50	No Name	10/27/2014 16:52	Out
1010001058	1010001058	1.50	No Name	10/27/2014 17:00	Out
1010001064	1010001064	---	No Name	10/17/2014 11:11	Out
1010001068	1010001068	---	No Name	10/17/2014 11:53	Out
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 *BodyVISION* 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>BodyVISION</i> 's unique serial number. The system obtains this number from the unit during the first DVR-to-server communication.
Revision	The current firmware version loaded on this <i>BodyVISION</i> .
Officer Name	The name of the officer to whom this <i>BodyVISION</i> is assigned. If <b>No Name</b> displays here, it indicates that this <i>BodyVISION</i> is not assigned to anyone.
Last Comm Date	The date and time of the most recent communication between this <i>BodyVISION</i> and the server.
In/Out	An indicator used to denote whether or not this <i>BodyVISION</i> is currently connected to the server via a docking station. <ul style="list-style-type: none"> <li>▪ <i>In</i>. The <i>BodyVISION</i> is connected to the server</li> <li>▪ <i>Out</i>. The <i>BodyVISION</i> is <i>not</i> connected to the server.</li> </ul>

### Assigning a *BodyVISION* to an Officer

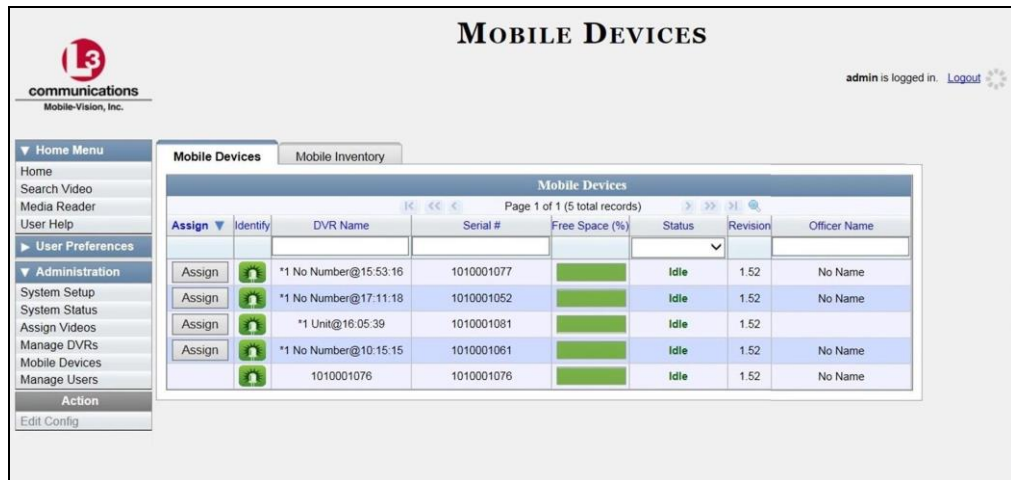
This section describes how to assign an available *BodyVISION* unit to a selected officer. In order to perform this procedure, the *Officer Dispatch* feature must be activated, as described in step 1 below.

- 1 Check to make sure the *Allow Officer Assignment* checkbox on the DVR record or DVR group record is selected, as pictured below.

In order to assign *BodyVISIONs* to your officers, this checkbox must be selected on the DVR record or DVR group record

**NOTE:** If Fleet Management is OFF, this field will display beneath the *Serial #* field

- Go to **Administration** and click **Mobile Devices**. The Mobile Devices page displays.



These are all the devices that are currently connected to the server. All DVRs that have an **Assign** button next to them are available for assignment.

For a description of the columns on this page, see the table on page 513.

- Click the **Assign** button to the left of the device you wish to assign. The Assign Officer popup displays.



- Select an officer from the *Officer Name* drop-down list.
- 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 *BodyVISION* Downloading/Charging station, you may wish to activate an audio/visual alert. This will make it easier for the officer to identify his *BodyVISION*. 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.



### BodyVISION Battery Status Indicators



Battery Status	Indicators
50% – <100% capacity	<ul style="list-style-type: none"> <li>▪ If unit is <i>idle</i>, battery LED flashes green every 5 seconds</li> <li>▪ If unit is <i>recording</i>, battery LED flashes green every 2 seconds</li> </ul>
15% – 50% capacity	<ul style="list-style-type: none"> <li>▪ If unit is <i>idle</i>, battery LED flashes yellow every 5 seconds</li> <li>▪ If unit is <i>recording</i>, LED flashes yellow every 2 seconds</li> </ul>
< 15% capacity	Battery LED displays solid red <i>and</i> unit vibrates twice every 5 minutes



**NOTE:** When possible, avoid letting the battery become completely depleted. If this does occur, you must connect the *BodyVISION* to your agency’s Charging/Downloading station before attempting to record again. This will synch the *BodyVISION* to your server, ensuring that the device’s date/time information is correct. Failure to connect to the Charging/Downloading station right away could result in inaccurate date/time information.

### Checking Record Time Left on Your BodyVISION

To determine how much record time you have left on your *BodyVISION*, make sure the unit is in idle mode (i.e., not recording), then press and release the *Stealth/Record Time* button. An LED light will display, as described in the table below.

To check your remaining record time, press and release this button



Color of Status LED tells you how much record time you have left; see table below

Time Status Indicators	Recording Time Left
Status LED is solid green for 5 seconds	> 3 hours
Status LED is solid yellow for 5 seconds	> = 1 hour and < = 3 hours
Status LED is solid red for 5 seconds	< 1 hour

---

## 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 *BodyVISION* 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 *BodyVISION*s. 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: *BodyVISION* DVRs
- Group 8: CycleVision DVRs

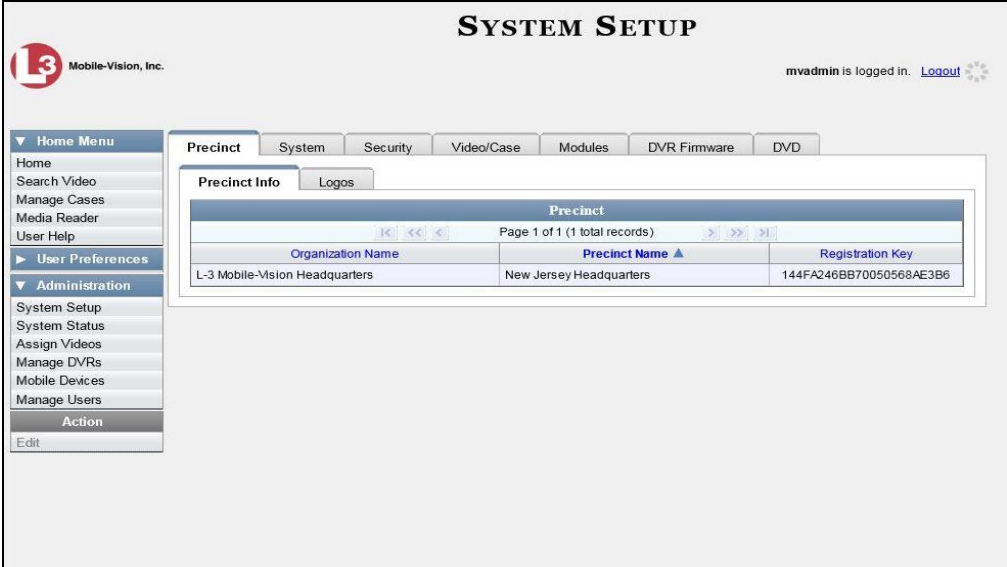
For more information, see:

- Enabling/Disabling Fleet Management, below
- Adding a DVR Group, page 522
- Exporting a DVR's config.xml File, page 537
- Changing a Flashback DVR Group, page 538
- Changing a *BodyVISION* DVR Group, page 552
- Deleting a DVR Group, page 557
- Reassigning a DVR to a Different DVR Group, page 558.

## 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 **Administration** and click **System Setup**. The System Setup page displays.



The screenshot shows the 'SYSTEM SETUP' interface. At the top, the L3 Mobile-Vision logo and 'mvadmin is logged in. Logout' are visible. Below the logo is a navigation menu with 'Administration' expanded to show 'System Setup'. The main content area has tabs for 'Precinct', 'System', 'Security', 'Video/Case', 'Modules', 'DVR Firmware', and 'DVD'. The 'Precinct' tab is active, showing a 'Precinct Info' section with a table of precincts.

Precinct		
Organization Name	Precinct Name ▲	Registration Key
L-3 Mobile-Vision Headquarters	New Jersey Headquarters	144FA246BB70050568AE3B6

- 2 Click the **System** tab.

### SYSTEM SETUP

mvadmin is logged in. [Logout](#)

- ▼ Home Menu
- Home
- Search Video
- Manage Cases
- Media Reader
- User Help
- ▶ User Preferences
- ▼ Administration
- System Setup
- System Status
- Assign Videos
- Manage DVRs
- Mobile Devices
- Manage Users
- Action
- New
- Edit
- Delete

Precinct
System
Security
Video/Case
Modules
DVR Firmware
DVD

Storage
Life-Cycle
Backup/Export
Download Options
Request Reasons
UMD Types
Other

Storage				
Internal Path	External Media UNC	External Case URI	IP Address of RAID unit	Status
/fbdata/00/	\export00\	/stream00/	127.0.0.1	Enabled
/fbdata/00/	\export01\	/stream00/	127.1.1.2	Enabled

3 Click the **Download Options** tab.

### SYSTEM SETUP

Sergeant Larkin is logged in. [Logout](#)

- ▼ Home Menu
- Home
- Search Video
- Manage Cases
- Media Reader
- User Help
- ▶ User Preferences
- ▼ Administration
- System Setup
- System Status
- Assign Videos
- Manage DVRs
- Mobile Devices
- Manage Users
- Action
- Edit
- Refresh Page

Precinct
System
Security
Video/Case
Modules
DVR Firmware
DVD

Storage
Life-Cycle
Backup/Export
Download Options
Request Reasons
UMD Types
Other

**Enable Fleet Management for DVRs:**  [?](#)

**Enable DVR v1 Downloads:**  [?](#)

Discover by: Ping [?](#)

UDP Broadcast IP: 255.255.255.255 [?](#)

**Auto Insert DVR v1 Devices:**  [?](#)

Username: admin [?](#)

Password: admin [?](#)

Insert Devices As: Enabled [?](#)

---

**Enable DVR v2/v3 Downloads:**  [?](#)

Discover by: Ping [?](#)

Auto Insert DVR v2/v3 Devices:  [?](#)

Insert Devices As: Enabled [?](#)

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**Enable Body Worn Downloads:**  [?](#)

Discover by: Ping [?](#)

Auto Insert Body Worn Devices:  [?](#)

Insert Devices As: Enabled [?](#)

- 4 Go to the **Action** column and click **Edit**. The Download Options popup displays.



- 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 *BodyVISION* 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 *BodyVISION*s), please note that Flashback2s must be in a DVR group by themselves, as do *BodyVISION*s. Only Flashback3s and FlashbackHDs may share the same group. For a list of recommended groups, see page 519.

For specific instructions, see:

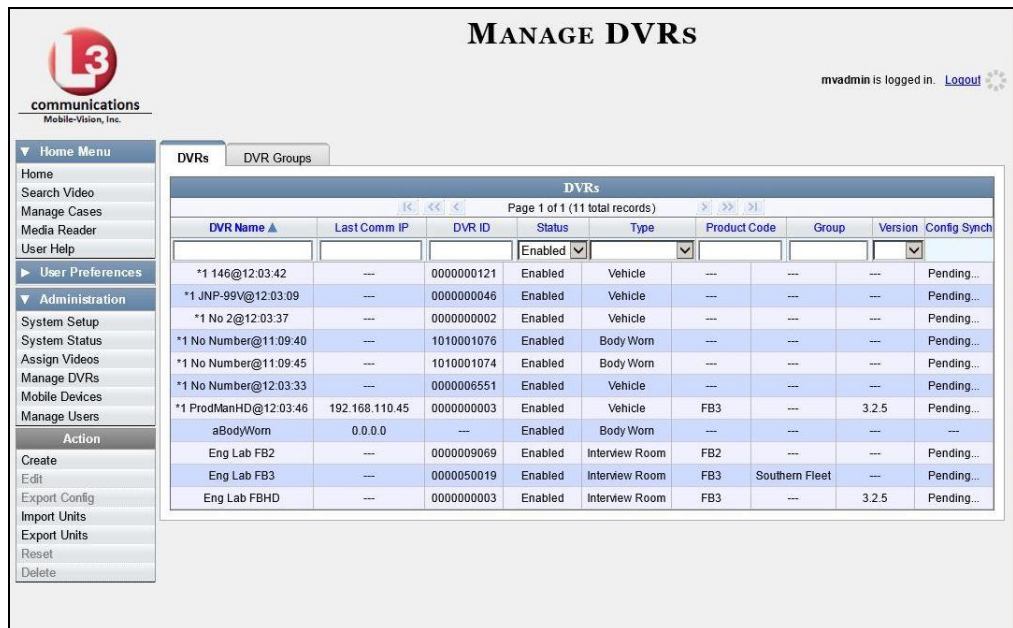
- Creating a DVR Group from an Existing DVR Group, next page
- Creating a DVR Group from an Existing DVR, page 527
- Creating a DVR Group from a DVR's config.xml File, page 532.



## Creating a DVR Group from an Existing DVR Group

This section describes how to create a new DVR group from an existing group. To do so, you simply copy the settings from an existing DVR group to a new group, then edit the new group as desired.

- 1 Go to **Administration** and click **Manage DVRs**. The Manage DVRs page displays.



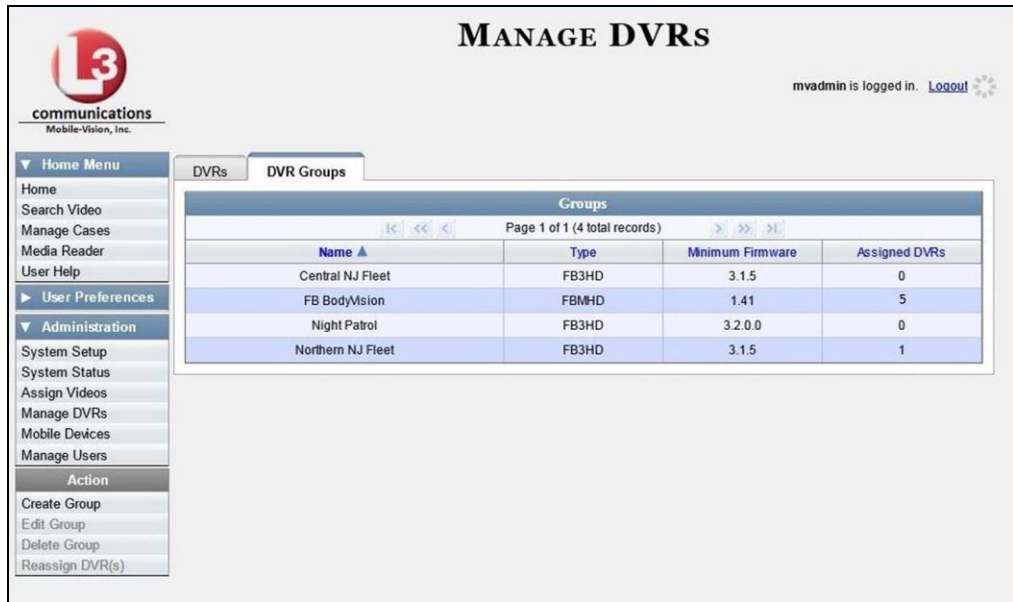
DVR Name ▲	Last Comm IP	DVR ID	Status	Type	Product Code	Group	Version	Config Synchron
*1 146@12.03.42	---	000000121	Enabled	Vehicle	---	---	---	Pending...
*1 JNP-99V@12.03.09	---	000000046	Enabled	Vehicle	---	---	---	Pending...
*1 No 2@12.03.37	---	000000002	Enabled	Vehicle	---	---	---	Pending...
*1 No Number@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	0000000003	Enabled	Vehicle	FB3	---	3.2.5	Pending...
aBodyWorn	0.0.0.0	---	Enabled	Body Worn	---	---	---	---
Eng Lab FB2	---	0000009069	Enabled	Interview Room	FB2	---	---	Pending...
Eng Lab FB3	---	0000050019	Enabled	Interview Room	FB3	Southern Fleet	---	Pending...
Eng Lab FBHD	---	0000000003	Enabled	Interview Room	FB3	---	3.2.5	Pending...

- 2 Click the **DVR Groups** tab. A list of existing groups displays, as pictured on the next page.

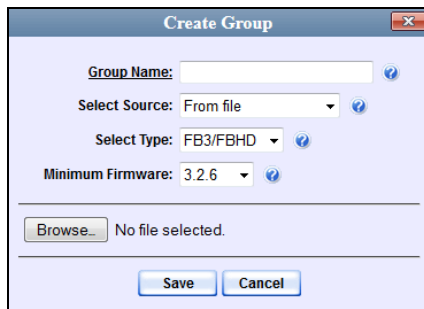


**NOTE:** If the **DVR Groups** tab does not display, it indicates that Fleet Management is currently disabled. For more information, see “Enabling/Disabling Fleet Management” on page 520.

*(Continued)*



- Go to the **Action** column and click **Create Group**. The Create Group form displays.



- Enter a unique name for this group in the *Group Name* field.
- Go to the *Select Source* drop-down list and select **From existing group**.



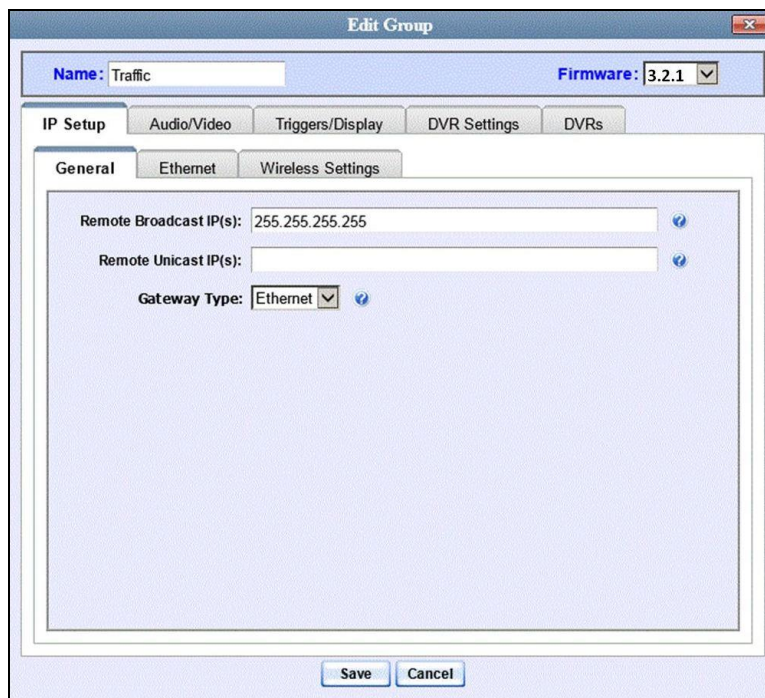
- 6 Go to the *Select Type* drop-down list and select the new group's type:
  - FB2*. This group will contain Flashback2 DVRs only
  - FB3/FBHD*. This group will contain Flashback3 and/or FlashbackHD DVRs
  - BodyVision*. This group will contain *BodyVISION* DVRs only
- 7 Go to the *Select Group* drop-down 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.

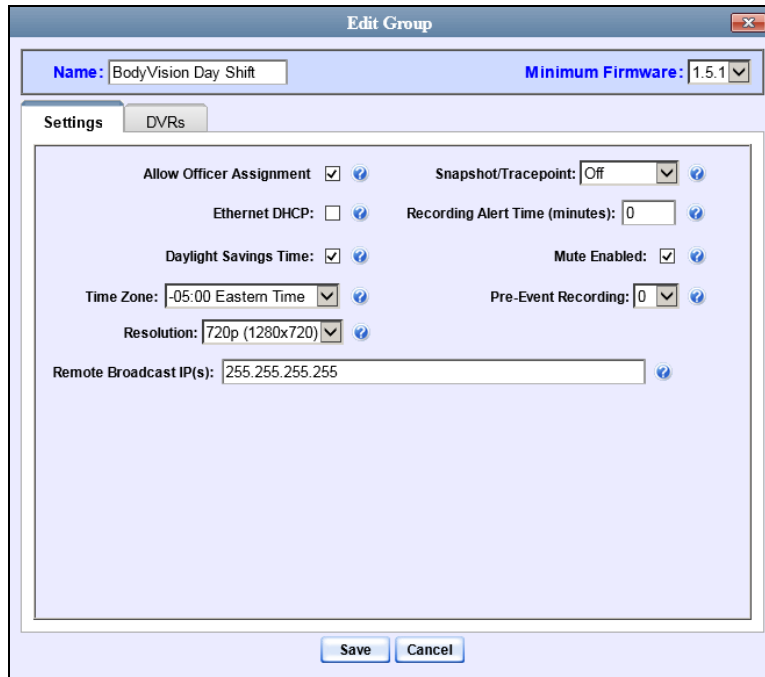
- 9 Right-click on the new group record you just created, then select **Edit** from the popup menu. The Edit Group record displays. This screen will look slightly different for Flashback records vs. *BodyVISION* records.

Flashback version of  
Edit Group record



(Continued)

BodyVISION version  
of Edit Group record

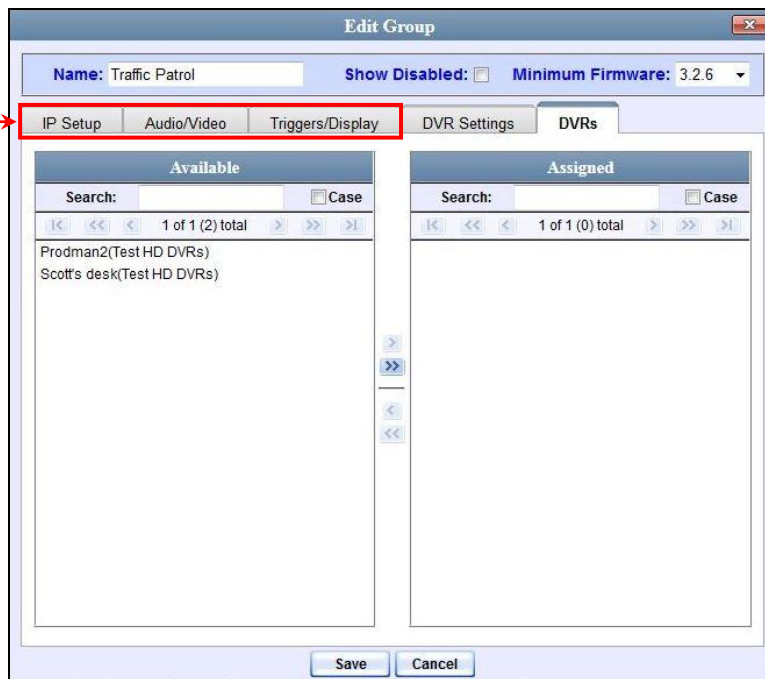


The screenshot shows the 'Edit Group' window with the following settings:

- Name: BodyVision Day Shift
- Minimum Firmware: 1.5.1
- Settings tab selected, DVRs sub-tab active.
- Allow Officer Assignment:
- Ethernet DHCP:
- Daylight Savings Time:
- Time Zone: -05:00 Eastern Time
- Resolution: 720p (1280x720)
- Remote Broadcast IP(s): 255.255.255.255
- Snapshot/Tracepoint: Off
- Recording Alert Time (minutes): 0
- Mute Enabled:
- Pre-Event Recording: 0


10 Click the **DVRs** tab. A list of available DVRs displays in the left column.

If this is a  
BodyVISION  
group, these tabs  
will not display



The screenshot shows the 'Edit Group' window with the 'DVRs' tab selected. The 'IP Setup', 'Audio/Video', and 'Triggers/Display' tabs are highlighted with a red box. The 'Available' list contains two items: 'Prodman2(Test HD DVRs)' and 'Scott's desk(Test HD DVRs)'. The 'Assigned' list is empty.

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 *BodyVISIONs*.
-  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 538 or "Changing a *BodyVISION* DVR Group" on page 552.  
– 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 *BodyVISION* 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 532 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 537. 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 532.

- 1 Go to  and click **Manage DVRs**. The Manage DVRs page displays.

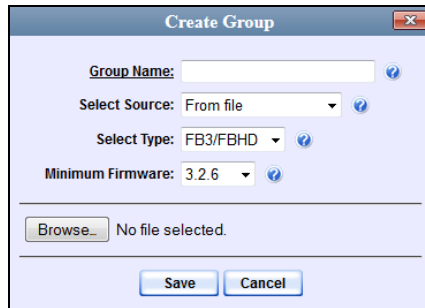
(Continued)

DVR Name ▲	Last Comm IP	DVR ID	Status	Type	Product Code	Group	Version	Config Synchron
*1 146@12.03.42	---	000000121	Enabled	Vehicle	---	---	---	Pending...
*1 JNP-99V@12.03.09	---	000000046	Enabled	Vehicle	---	---	---	Pending...
*1 No 2@12.03.37	---	000000002	Enabled	Vehicle	---	---	---	Pending...
*1 No Number@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	0000000003	Enabled	Vehicle	FB3	---	3.2.5	Pending...
aBodyWorn	0.0.0.0	---	Enabled	Body Worn	---	---	---	---
Eng Lab FB2	---	0000009069	Enabled	Interview Room	FB2	---	---	Pending...
Eng Lab FB3	---	0000050019	Enabled	Interview Room	FB3	Southern Fleet	---	Pending...
Eng Lab FBHD	---	0000000003	Enabled	Interview Room	FB3	---	3.2.5	Pending...

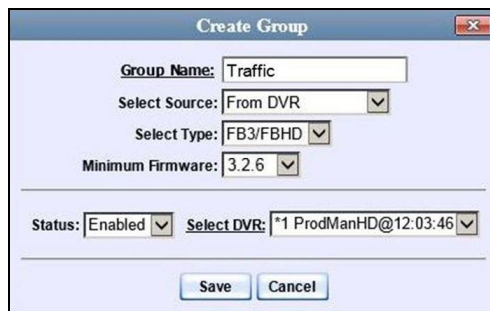
2 Click the **DVR Groups** tab. A list of existing groups displays, if any.

Name ▲	Type	Minimum Firmware	Assigned DVRs
Central NJ Fleet	FB3HD	3.1.5	0
FB BodyVision	FBMHD	1.41	5
Night Patrol	FB3HD	3.2.0.0	0
Northern NJ Fleet	FB3HD	3.1.5	1

3 Go to the **Action** column and click **Create Group**. The Create Group form displays.



- 4 Enter a unique name for this group in the *Group Name* field.
- 5 Go to the *Select Source* drop-down list and select **From DVR**.



- 6 Go to the *Select Type* drop-down list and select the new group's type:
  - FB2*. This group will contain Flashback2 DVRs only
  - FB3/FBHD*. This group will contain Flashback3 and/or FlashbackHD DVRs
  - BodyVision*. This group will contain *BodyVISION* 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.

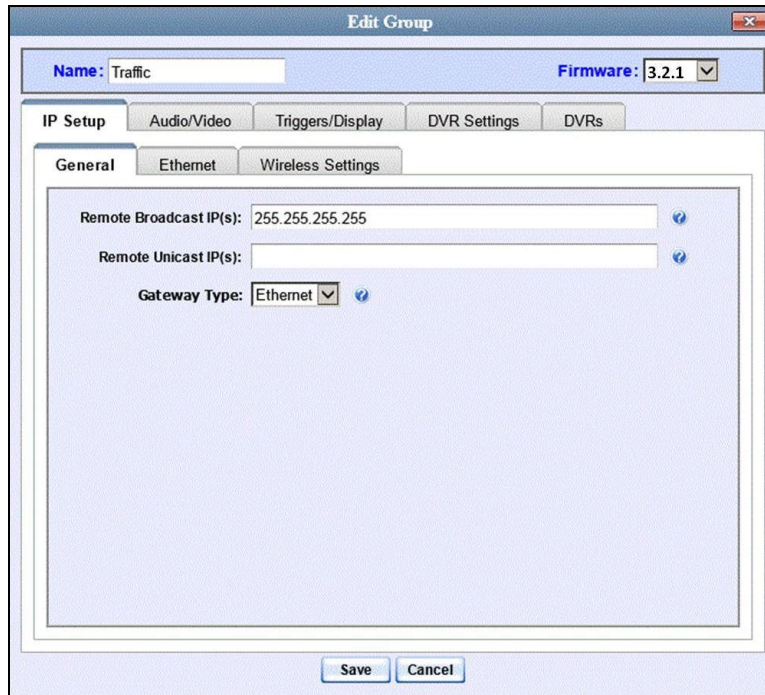
Group Traffic successfully created.

Next, you need to assign DVRs to your new group.

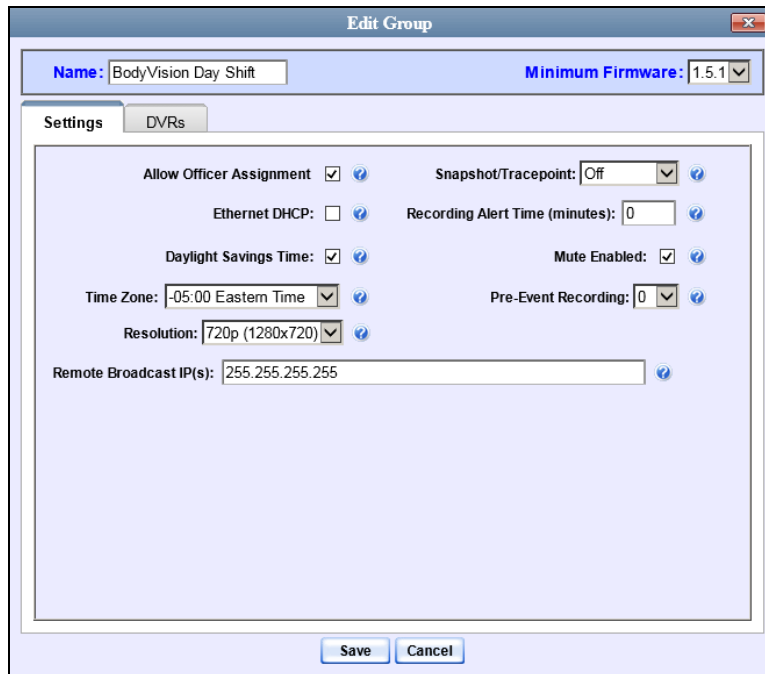
- 9 Right-click on the new group record you just created, then select **Edit** from the popup menu. The Edit Group record displays. This screen will look slightly different for Flashback records vs. *BodyVISION* records.

(Continued)

Flashback version of Edit Group record



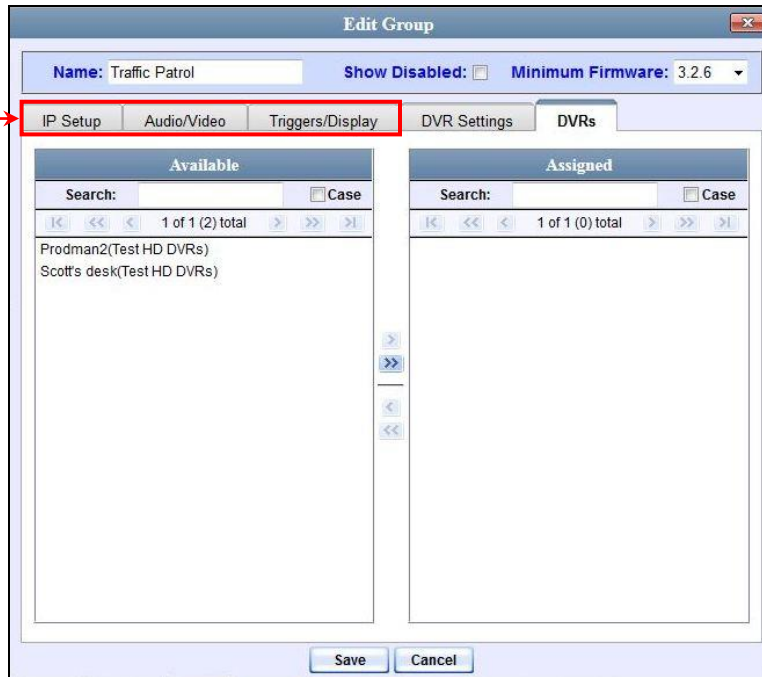
BodyVISION version of Edit Group record



**10** Click the **DVRs** tab. A list of available DVRs displays in the left column.



If this is a  
*BodyVISION*  
group, these tabs  
will not display



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 *BodyVISION*s.
  - 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 538 or "Changing a *BodyVISION* DVR Group" on page 552.
- 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.

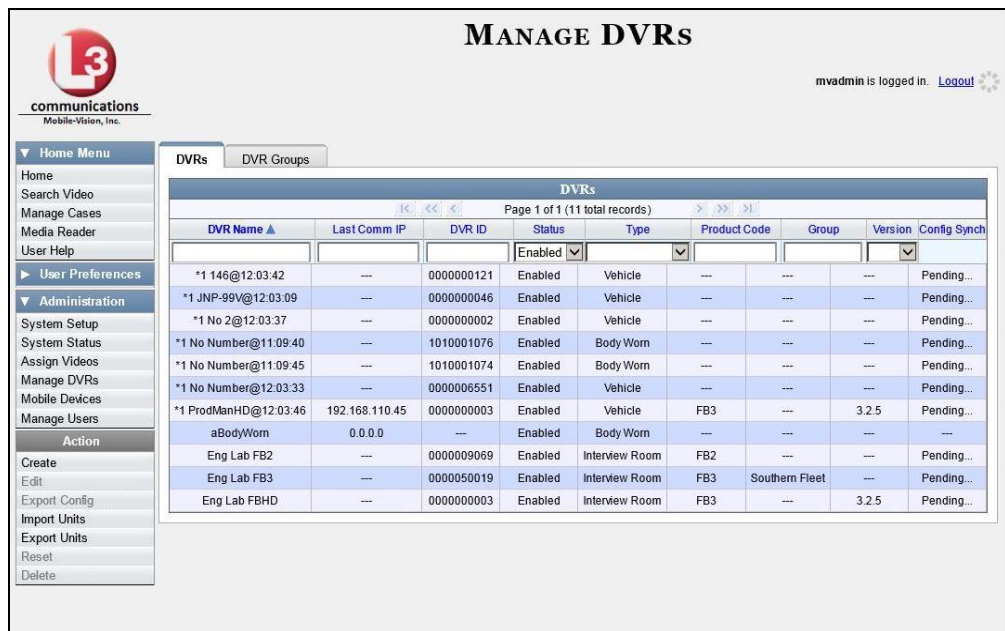
## Creating a DVR Group from a DVR's config.xml File

This section describes how to create a new DVR group from a config.xml file, which contains information on a Flashback or *BodyVISION* 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 537.

- 1 Go to **Administration** and click **Manage DVRs**. The Manage DVRs page displays.



**MANAGE DVRs**

communications  
Mobile-Vision, Inc.

mvadmin is logged in. [Logout](#)

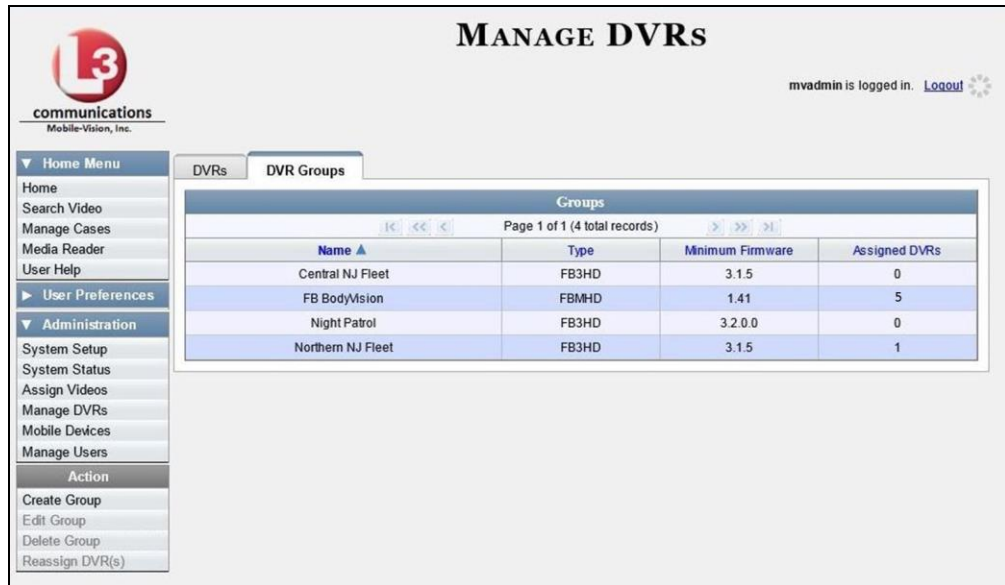
**DVRs**    **DVR Groups**

**DVRs**

Page 1 of 1 (11 total records)

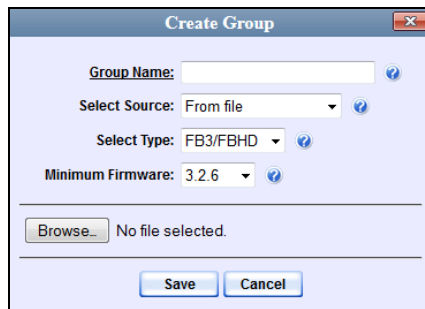
DVR Name ▲	Last Comm IP	DVR ID	Status	Type	Product Code	Group	Version	Config Synch
*1 146@12:03:42	---	000000121	Enabled	Vehicle	---	---	---	Pending...
*1 JNP-99V@12:03:09	---	000000046	Enabled	Vehicle	---	---	---	Pending...
*1 No 2@12:03:37	---	000000002	Enabled	Vehicle	---	---	---	Pending...
*1 No Number@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	0000000003	Enabled	Vehicle	FB3	---	3.2.5	Pending...
aBodyWorn	0.0.0.0	---	Enabled	Body Worn	---	---	---	---
Eng Lab FB2	---	0000009069	Enabled	Interview Room	FB2	---	---	Pending...
Eng Lab FB3	---	0000050019	Enabled	Interview Room	FB3	Southern Fleet	---	Pending...
Eng Lab FBHD	---	0000000003	Enabled	Interview Room	FB3	---	3.2.5	Pending...

- 2 Click the **DVR Groups** tab. A list of existing groups displays, if applicable.

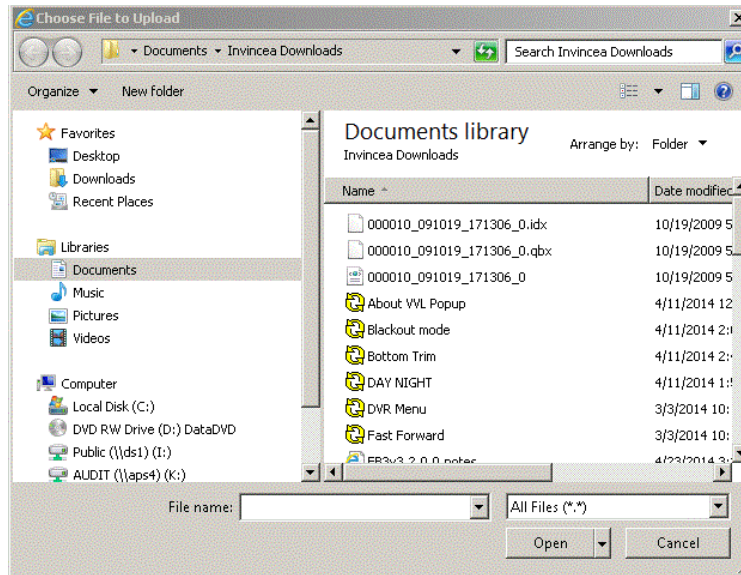


Groups			
Name ▲	Type	Minimum Firmware	Assigned DVRs
Central NJ Fleet	FB3HD	3.1.5	0
FB BodyVision	FBMHD	1.41	5
Night Patrol	FB3HD	3.2.0.0	0
Northern NJ Fleet	FB3HD	3.1.5	1

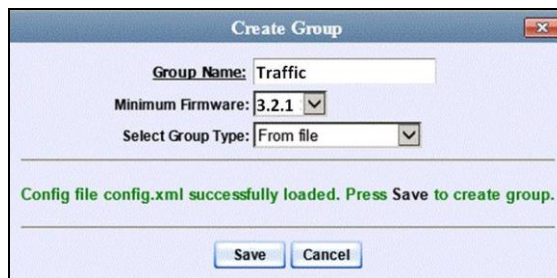
3 Go to the **Action** column and click **Create Group**. The Create Group form displays.



- 4 Enter a unique name for this group in the *Group Name* field.
- 5 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.



- 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.



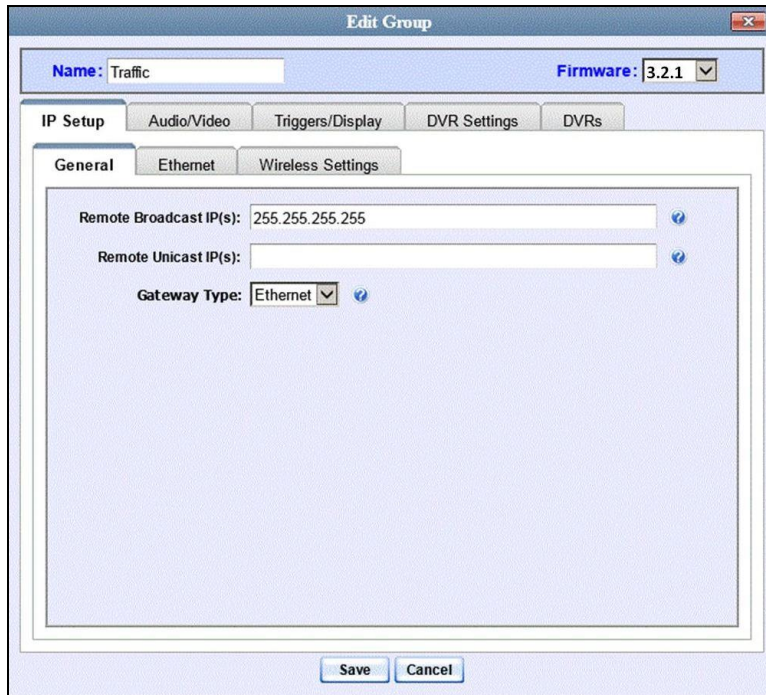
- 11 Click **Save**. A confirmation message displays.

Group save successful: Traffic.

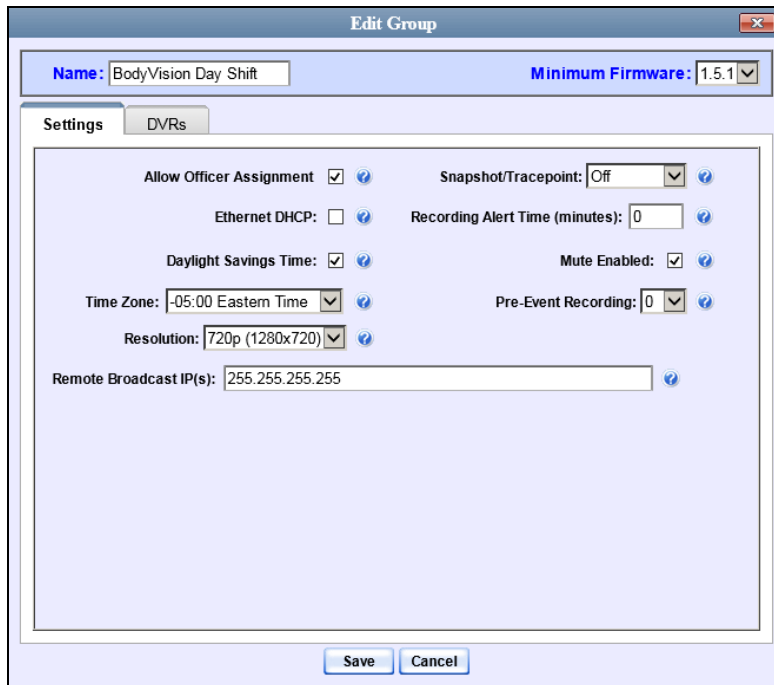
Next, you need to assign DVRs to your new group.

- 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. *BodyVISION* records.

Flashback version of  
Edit Group record

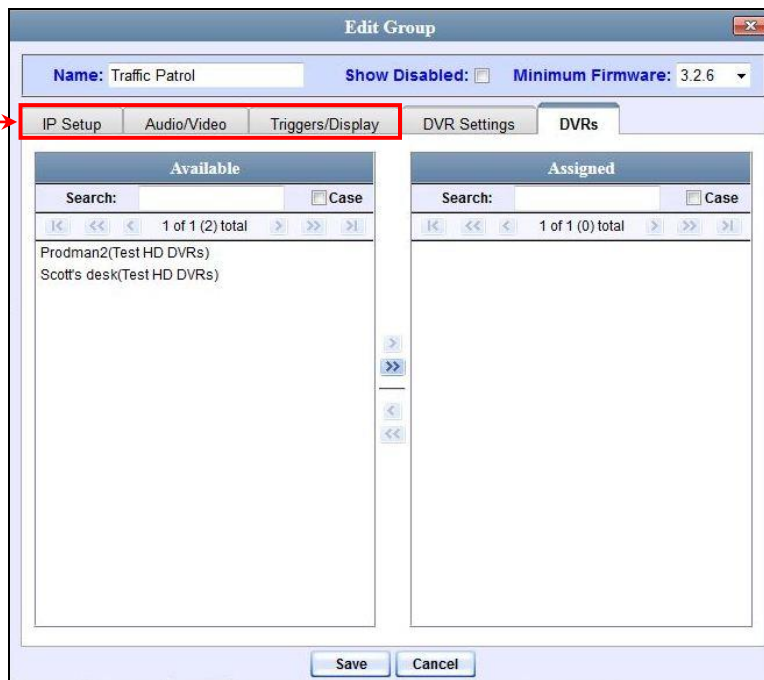


BodyVISION version  
of Edit Group record



**13** Click the **DVRs** tab. A list of available DVRs displays in the left column.

If this is a *BodyVISION* group, these tabs will not display



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 may be in the same group, but Flashback2s must be in a group by themselves, as do *BodyVISION*s.
- 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 538 or "Changing a *BodyVISION* DVR Group" on page 552.

– OR –

If you do *not* wish to make additional modifications to this record, proceed to the next step.

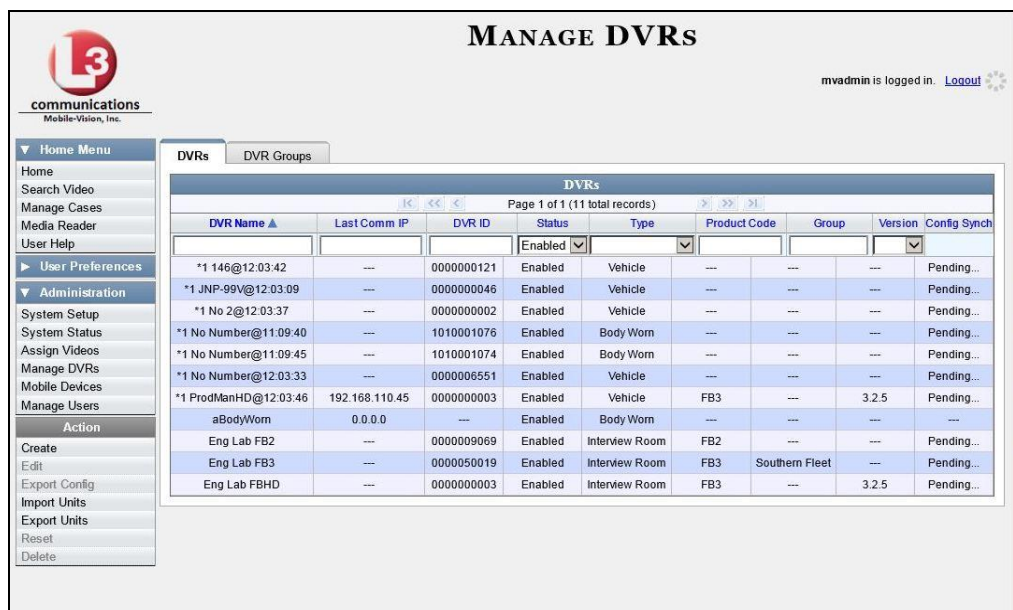
- 17 Click **Save**. A confirmation message displays.

Group **Traffic** successfully saved.

## Exporting a DVR's config.xml File

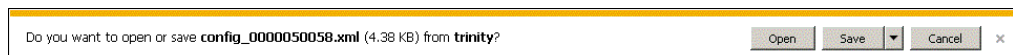
This procedure describes how to export a DVR's config.xml file from the server to a USB drive. The config.xml file contains all of a DVR's settings. This procedure is typically performed by L-3 Mobile-Vision employees. However, if your agency has more than one server, there may be a circumstance where 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 532 for further instructions.

- 1 Go to **Administration** and click **Manage DVRs**. The Manage DVRs page displays.



DVR Name	Last Comm IP	DVR ID	Status	Type	Product Code	Group	Version	Config Synch
*1 146@12.03.42	---	000000121	Enabled	Vehicle	---	---	---	Pending...
*1 JNP-99V@12.03.09	---	000000046	Enabled	Vehicle	---	---	---	Pending...
*1 No 2@12.03.37	---	000000002	Enabled	Vehicle	---	---	---	Pending...
*1 No Number@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	0000000003	Enabled	Vehicle	FB3	---	3.2.5	Pending...
aBodyWorn	0.0.0.0	---	Enabled	Body Worn	---	---	---	---
Eng Lab FB2	---	0000009069	Enabled	Interview Room	FB2	---	---	Pending...
Eng Lab FB3	---	0000050019	Enabled	Interview Room	FB3	Southern Fleet	---	Pending...
Eng Lab FBHD	---	0000000003	Enabled	Interview Room	FB3	---	3.2.5	Pending...

- 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 442, 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 window 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-to-server transmission.

If you need to change the setting(s) for a *BodyVISION* DVR group, see “Changing a *BodyVISION* DVR Group” on page 552 instead.

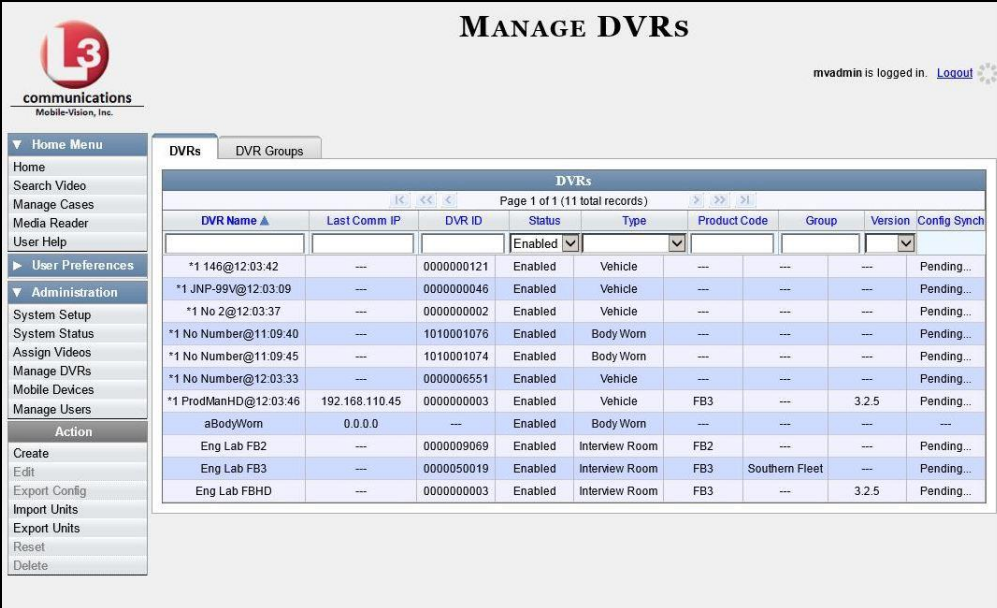
For specific instructions, see:

- Displaying the Edit Group Popup, below
- Changing the IP Settings for a Flashback DVR Group, page 540
- Changing the Audio Settings for a Flashback DVR Group, page 546
- Changing the Video Settings for a Flashback DVR Group, page 547
- Changing the Triggers for a Flashback DVR Group, page 548
- Changing the Display Options for a Flashback DVR Group, page 549
- Changing the General DVR Settings for a Flashback DVR Group, page 551.

## 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.

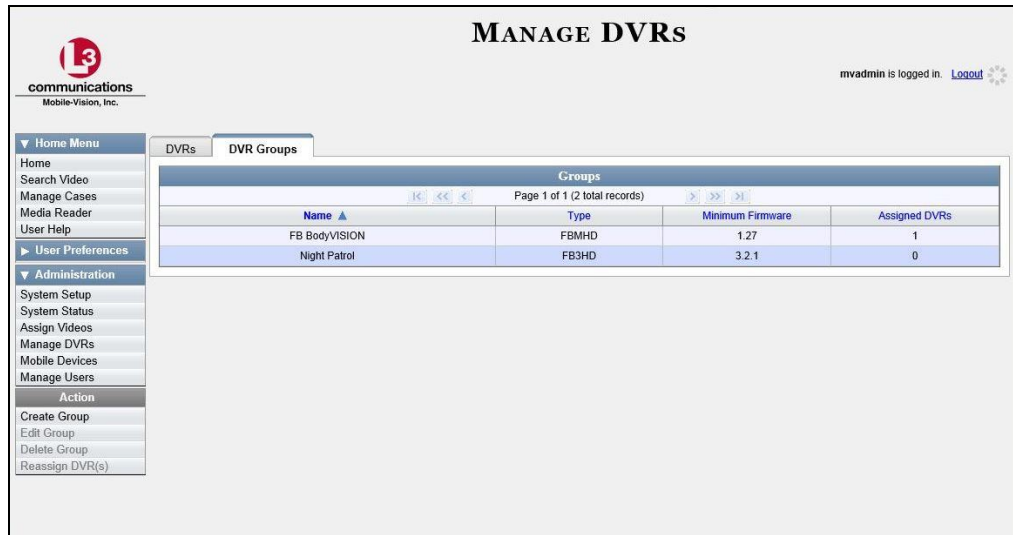
- 1 Go to **Administration** and click **Manage DVRs**. The Manage DVRs page displays.



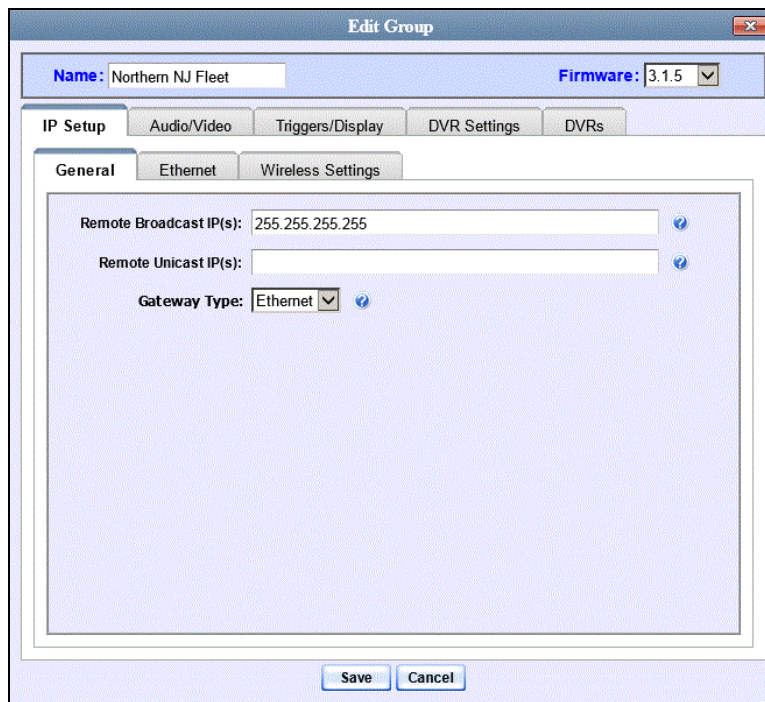
DVR Name	Last Comm IP	DVR ID	Status	Type	Product Code	Group	Version	Config Sync
*1 146@12.03.42	---	000000121	Enabled	Vehicle	---	---	---	Pending...
*1 JNP-99V@12.03.09	---	000000046	Enabled	Vehicle	---	---	---	Pending...
*1 No 2@12.03.37	---	000000002	Enabled	Vehicle	---	---	---	Pending...
*1 No Number@11.09.40	---	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	0000000003	Enabled	Vehicle	FB3	---	3.2.5	Pending...
aBodyWorn	0.0.0.0	---	Enabled	Body Worn	---	---	---	---
Eng Lab FB2	---	0000009069	Enabled	Interview Room	FB2	---	---	Pending...
Eng Lab FB3	---	0000050019	Enabled	Interview Room	FB3	Southern Fleet	---	Pending...
Eng Lab FBHD	---	0000000003	Enabled	Interview Room	FB3	---	3.2.5	Pending...

- 2 Click the **DVR Groups** tab. A list of existing groups displays.





- 3 Right-click on the group record you wish to update, then select **Edit** from the popup menu. The Edit Group record displays.



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 546
- Changing the Video Settings for a Flashback DVR Group, page 547
- Changing the Triggers for a Flashback DVR Group, page 548
- Changing the Display Options for a Flashback DVR Group, page 549
- Changing the General DVR Settings for a Flashback DVR Group, page 551.

---

## 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 541.
- 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 545.

## Changing the General IP Settings for a Flashback DVR Group

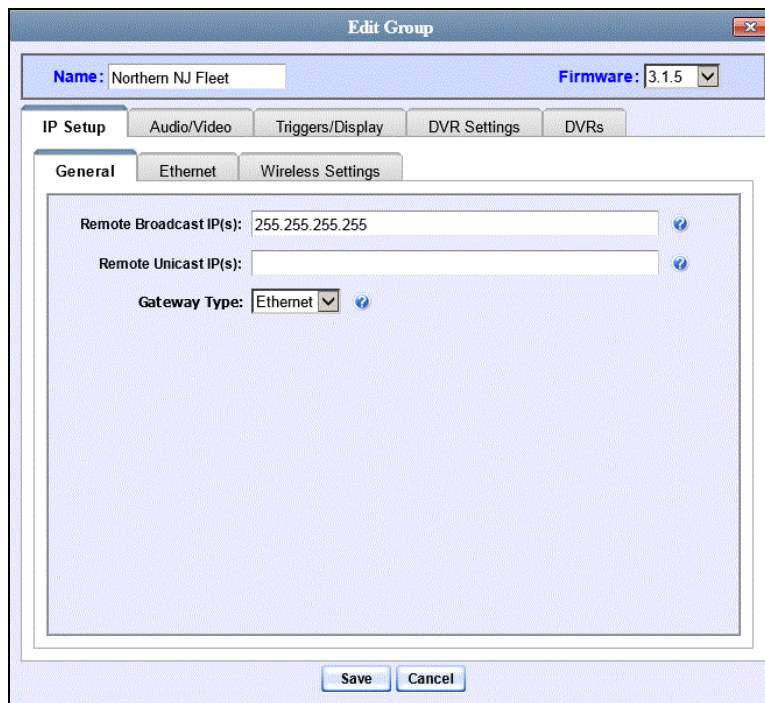
This section describes how to change the following IP settings for a selected Flashback2 or Flashback3/HD group.

- Remote broadcast IP address*.<sup>\*</sup> 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 538.)
- 2 If it is not already selected, click the **General** tab. The *Remote Broadcast IP*, *Remote Unicast IP*, and *Gateway Type* fields display.

---

<sup>\*</sup> Based on your department’s network setup and security requirements, you would enter **either** a *Remote broadcast IP address* (typical) **or** a *Remote unicast IP address*.



- 3 To change the *remote broadcast IP address*, enter a new IP address in the *Remote Broadcast IP* field. Otherwise proceed to the next step.
- 4 To change the *remote unicast IP address*, enter a new IP address in the *Remote Unicast IP* field. Otherwise proceed to the next step.
- 5 To change the *gateway type*, select a new value from the *Gateway Type* drop-down list. Otherwise proceed to the next step.
- 6 Click **Save**. A confirmation message displays.

Group Northern NJ Fleet successfully saved.

If you changed the gateway type, you may need to update your Ethernet or wireless settings. For more information, see:

- Changing the Ethernet Settings for a Flashback DVR Group, below
- Changing the Wireless Settings for a Flashback DVR Group, page 545, 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 543.

### **Configuring a Flashback DVR Group for Use with Interview Room**

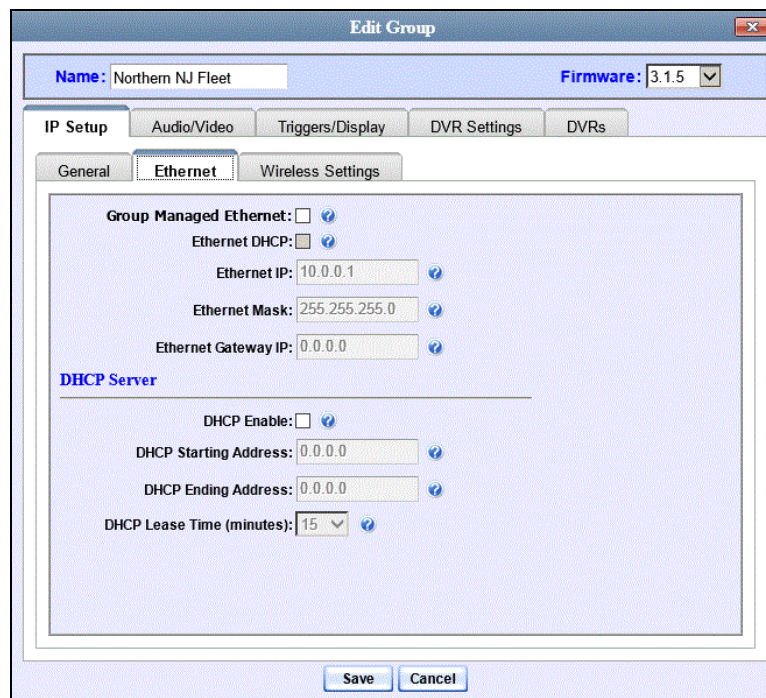
This section describes how to select the settings required to use a group of Interview Room Flashback2s or Flashback3/HDs with your agency's Ethernet network.

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 585.



**WARNING:** When using this feature, exercise extreme caution. Any incorrect entries could cause transmission problems for a group's interview room cameras, and/or conflicts with in-car mobile data computers that have Vehicle Viewer, Vehicle Viewer Live, or the UMD Editor installed on them.

- 1 Search for and display the DVR group you wish to configure for Interview Room. (If necessary, review "Displaying the Edit Group Popup" on page 538.)
- 2 Click the **Ethernet** tab. The Ethernet fields display.



- 3 If the DVRs in this group will be installed on a DHCP network, check the *Group 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.

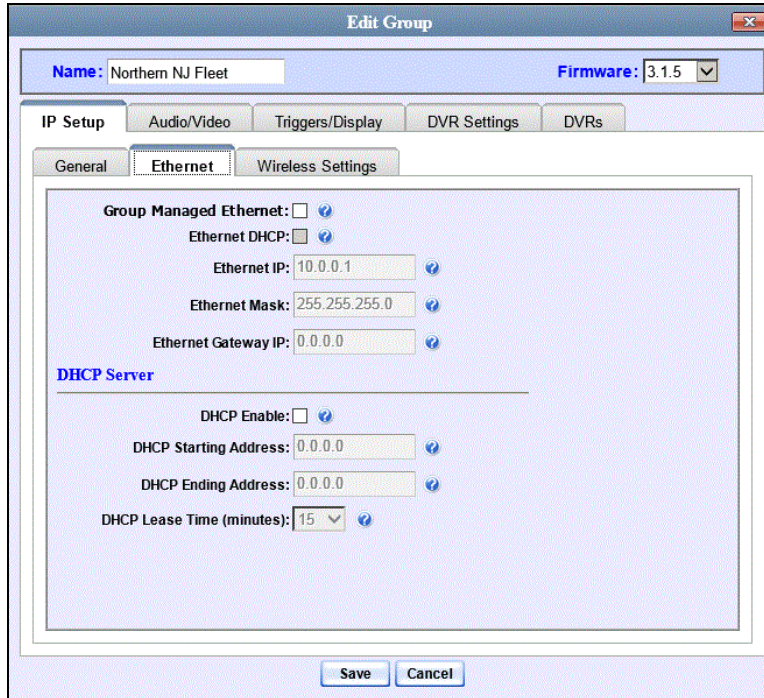
#### **Configuring a Flashback DVR Group for Use with Vehicle Viewer, Vehicle Viewer Live, or the UMD Editor**

This procedure describes how to configure a group of in-car Flashback2s or 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 538.)
- 2 Click the **Ethernet** tab. The Ethernet fields display.

(Continued)



- 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.

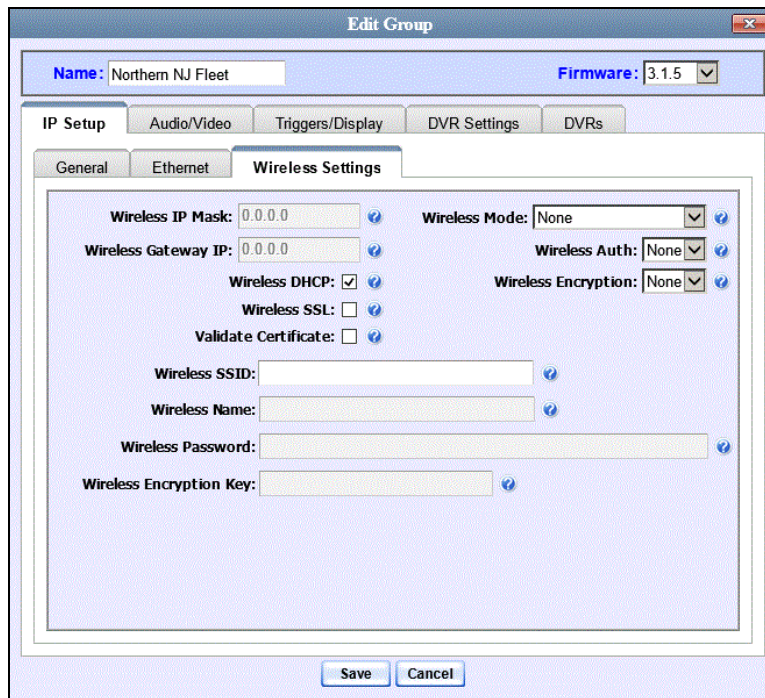
- 6 Go to the *DHCP Lease Time (minutes)* drop-down list and select a *lease time* for the IP Address. This is the amount of time that the DVR DHCP server will reserve the IP address it gives each device before it puts that address back onto the unused (i.e., available) list.
- 7 Click the **Save** button. 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.

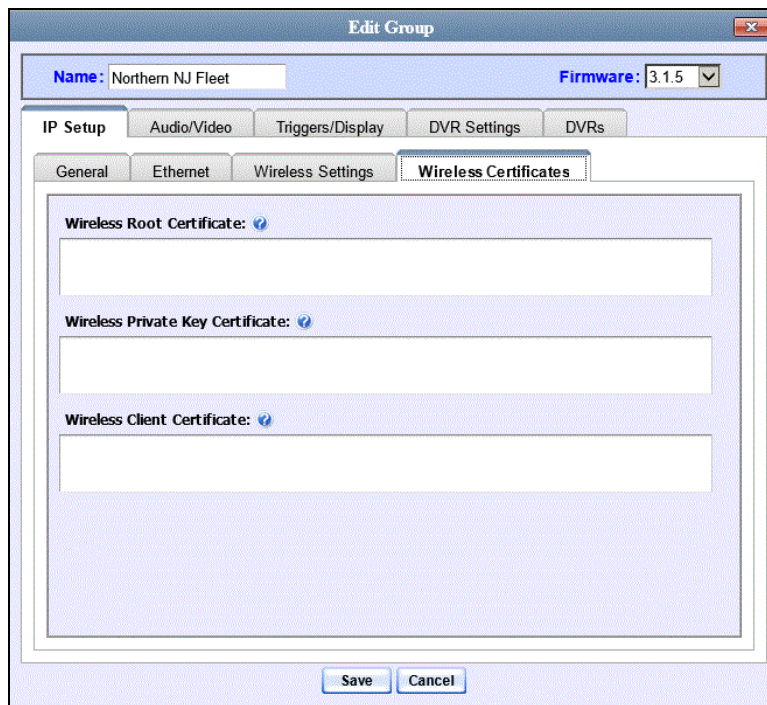
- 1 Search for and display the Flashback DVR group record you wish to update. (If necessary, review “Displaying the Edit Group Popup” on page 538.)
- 2 Click the **Wireless Settings** tab. The following fields display.



For a description of the fields on this form, see the table beginning on page 469.

- 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 469 first.
- 4 If you changed the Wireless Mode to **WPA-ENTERPRISE** or **WPA2-ENTERPRISE**, proceed to the next step. Otherwise skip to step 7.
- 5 Click the **Wireless Certificates** tab.

*(Continued)*



- 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.

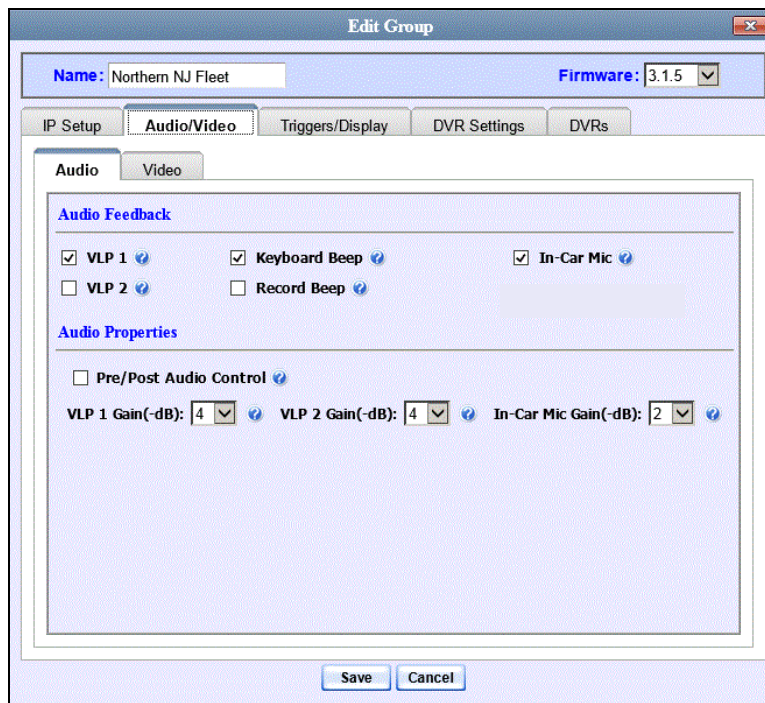
---

### 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 538.)
- 2 Click the **Audio/Video** tab. The available audio options display.





For a description of the fields on this tab, refer to the table on page 474.

- 3 Enter/select your changes in the appropriate field(s).
- 4 Click **Save**. A confirmation message displays.

Group Northern NJ Fleet successfully saved.

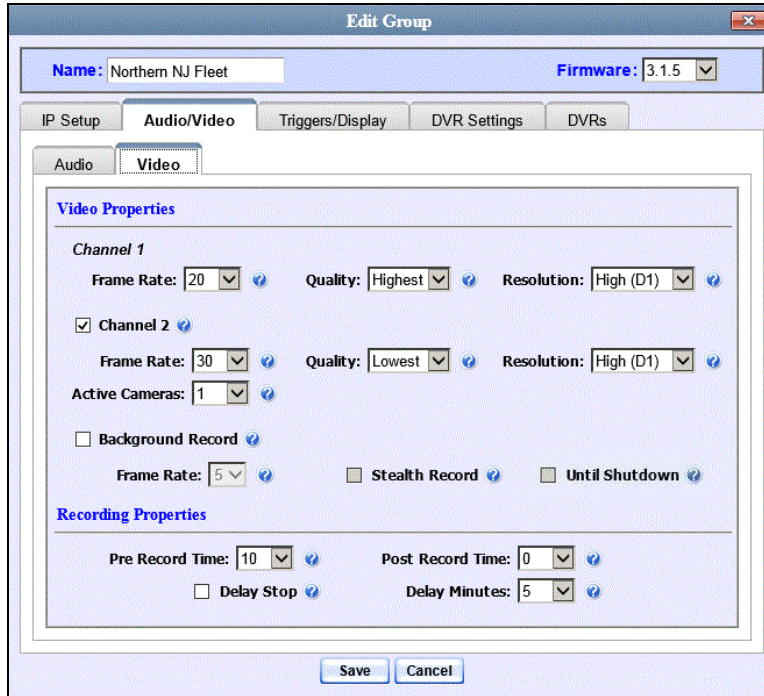
---

### 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 538.)
- 2 Click the **Audio/Video** tab. The Audio properties display.
- 3 Click the **Video** tab. The Video Properties display.

*(Continued)*



The screenshot shows the 'Edit Group' window for 'Northern NJ Fleet' with the 'Audio/Video' tab selected. The 'Video' sub-tab is active, displaying the following settings:

- Name:** Northern NJ Fleet
- Firmware:** 3.1.5
- Channel 1:** Frame Rate: 20, Quality: Highest, Resolution: High (D1)
- Channel 2:**  Channel 2, Frame Rate: 30, Quality: Lowest, Resolution: High (D1)
- Active Cameras:** 1
- Background Record:**  Background Record, Frame Rate: 5
- Stealth Record:**  Stealth Record
- Until Shutdown:**  Until Shutdown
- Recording Properties:**
  - Pre Record Time: 10
  - Post Record Time: 0
  - Delay Stop:  Delay Stop
  - Delay Minutes: 5

Buttons for 'Save' and 'Cancel' are located at the bottom of the window.

For a description of the fields on this form, see the table on page 479.

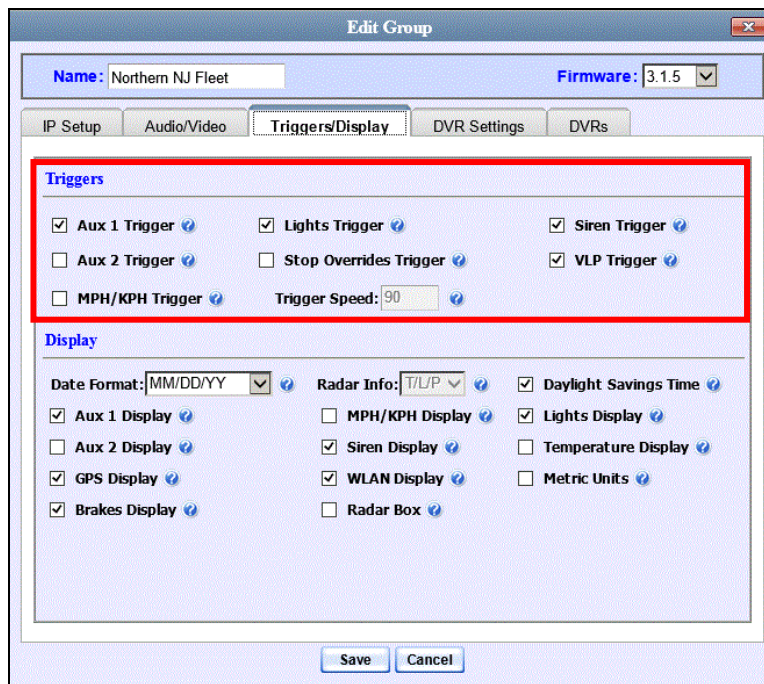
- 4 Enter/select your changes in the appropriate field(s).
- 5 Click **Save**. A confirmation message displays.

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 538.)
- 2 Click the **Triggers/Display** tab. Your trigger options display at the top of the form.



For a detailed description of all the available triggers, see the table on page 484.

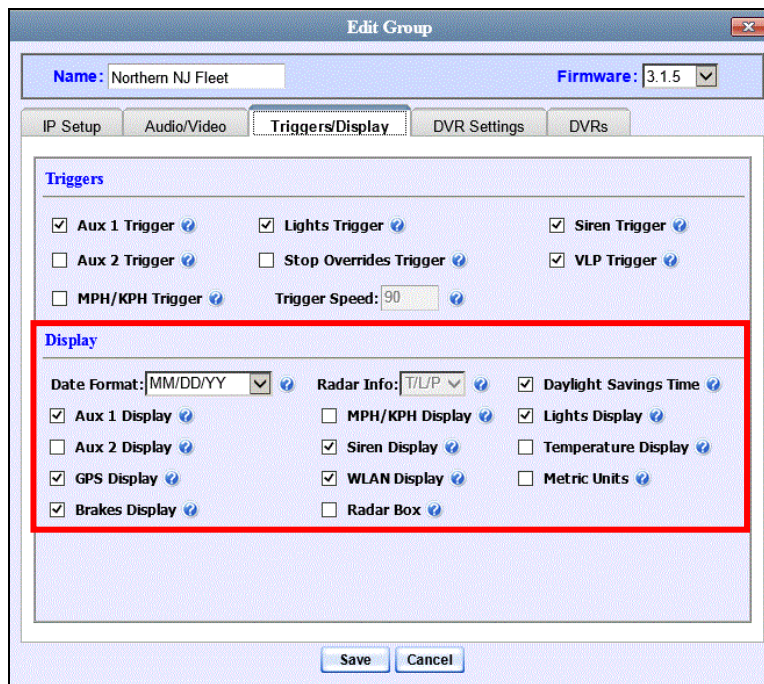
- 3 Enter/select your changes in the appropriate field(s).
- 4 Click **Save**. A confirmation message displays.

Group Northern NJ Fleet successfully saved.

### Changing the 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 538.)
  - 2 Click the **Triggers/Display** tab. The display options are listed at the bottom of the form.



These fields are described in the table on page 486.

- 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.

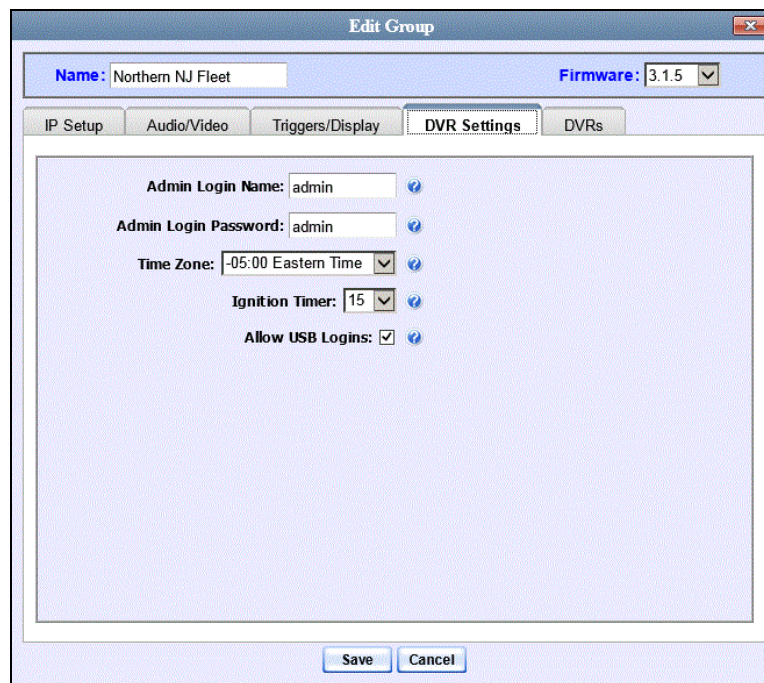
Group Northern NJ Fleet successfully saved.

## 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 538.)
- 2 Click the **DVR Settings** tab.



- 3 Enter/select your changes in the appropriate field(s).

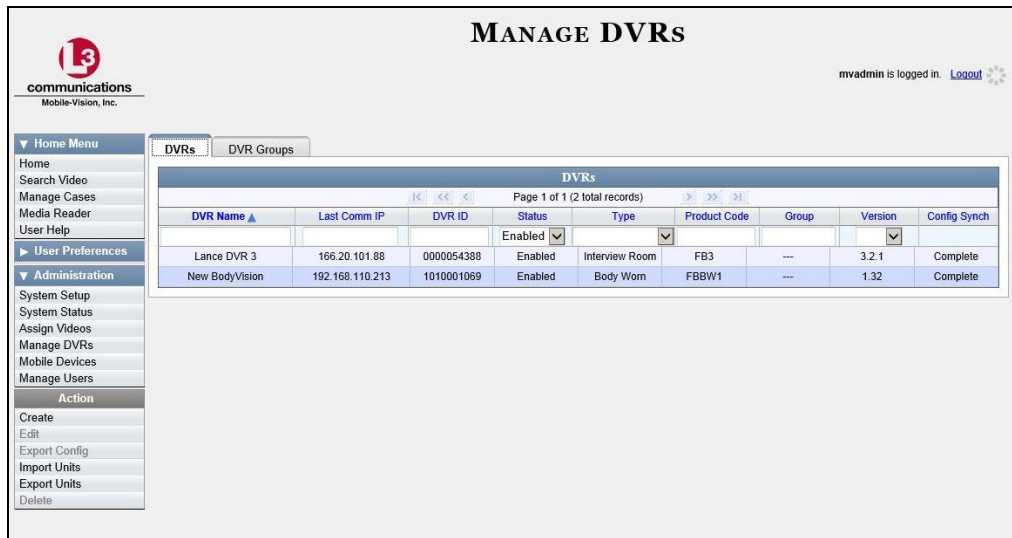
- 4 Click **Save**. A confirmation message displays.

Group Northern NJ Fleet successfully saved.

## Changing a *BodyVISION* DVR Group

This section describes how to change the attributes for a selected *BodyVISION* DVR group record. Any change you make to a *BodyVISION* group will automatically be applied to all of the *BodyVISION*s that are assigned to that group during the next DVR-to-server download.

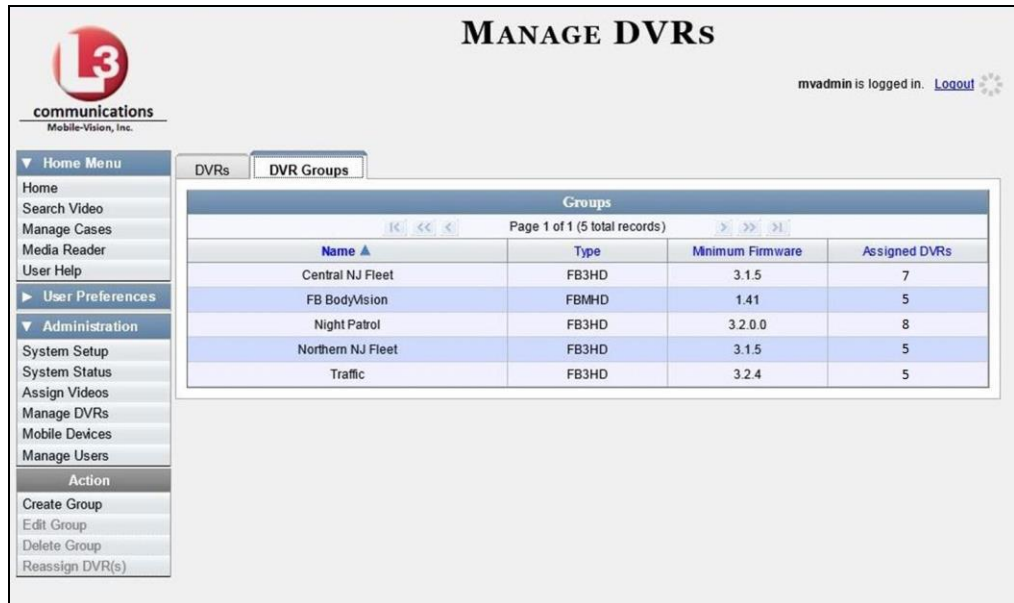
- 2 Go to **Administration** and click **Manage DVRs**. The Manage DVRs page displays.



The screenshot shows the 'MANAGE DVRs' page. On the left is a navigation menu with 'Administration' selected. The main content area has two tabs: 'DVRs' and 'DVR Groups'. The 'DVRs' tab is active, displaying a table with the following data:

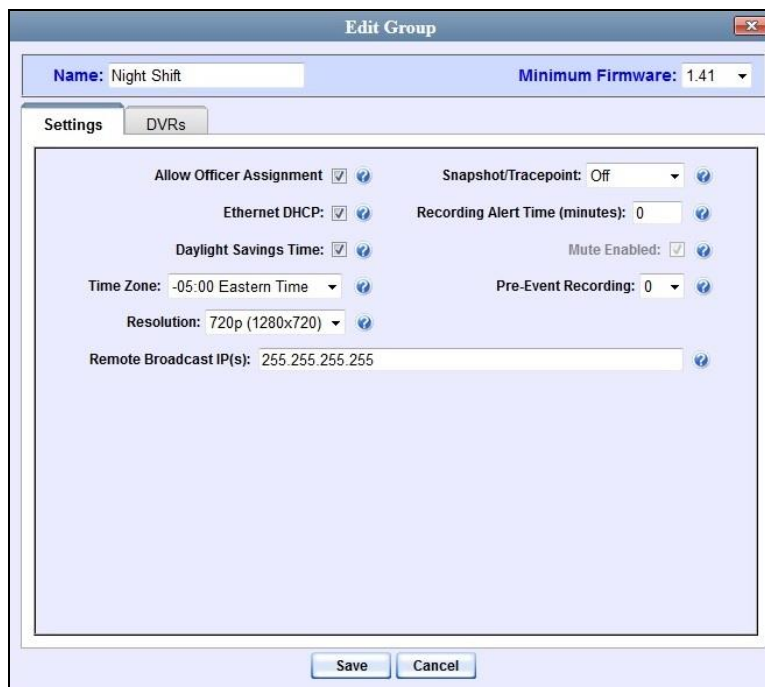
DVR Name	Last Comm IP	DVR ID	Status	Type	Product Code	Group	Version	Config Synch
Lance DVR 3	166.20.101.88	0000054388	Enabled	Interview Room	FB3	---	3.2.1	Complete
New BodyVision	192.168.110.213	1010001069	Enabled	Body Worn	FBBW1	---	1.32	Complete

- 2 Click the **DVR Groups** tab. A list of existing groups displays.



Groups			
Page 1 of 1 (5 total records)			
Name ▲	Type	Minimum Firmware	Assigned DVRs
Central NJ Fleet	FB3HD	3.1.5	7
FB BodyVision	FBMHD	1.41	5
Night Patrol	FB3HD	3.2.0.0	8
Northern NJ Fleet	FB3HD	3.1.5	5
Traffic	FB3HD	3.2.4	5

- 3 Locate the *BodyVISION* Group you wish to update. *BodyVISION* DVRs have a type of **FBWHD**.
- 4 Right-click on the *BodyVISION* record, then select **Edit** from the popup menu. The Edit Group popup displays.



**Name:** Night Shift **Minimum Firmware:** 1.41

**Settings** | **DVRs**

- Allow Officer Assignment:
- Ethernet DHCP:
- Daylight Savings Time:
- Time Zone: -05:00 Eastern Time
- Resolution: 720p (1280x720)
- Remote Broadcast IP(s): 255.255.255.255
- Snapshot/Tracepoint: Off
- Recording Alert Time (minutes): 0
- Mute Enabled:
- Pre-Event Recording: 0

**Save** **Cancel**

The fields on this popup are described in the table on the next page.

- 5 Enter/select your changes in the appropriate field(s).

Edit Group	
Field	Description
Allow Officer Assignment	A checkbox used to activate ( <input checked="" type="checkbox"/> ) or deactivate ( <input type="checkbox"/> ) the <i>Officer Assignment</i> feature for the DVRs in this group. For more information on this feature, see page 497.
Ethernet DHCP	<p>A checkbox used to indicate whether or not a DHCP server will automatically provide IP addresses to the DVRs in this group.</p> <p><input checked="" type="checkbox"/> DHCP server will automatically assign an IP address to each DVR in this group</p> <p><input type="checkbox"/> User will manually assign an IP address to each DVR in this group</p> <p>If your agency does not have a DHCP server, leave this checkbox deselected.</p>
Daylight Savings Time	<p>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.</p> <p><input checked="" type="checkbox"/> Daylight Savings Time is observed in this recording region</p> <p><input type="checkbox"/> Daylight Savings Time is <i>not</i> observed in this recording region</p>
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>
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>
Remote Broadcast IP(s)	An IP address range across which the <i>BodyVISION</i> DVRs announce their identity so the server can locate them. System default is <b>255.255.255.255</b> .
Snapshot/Tracepoint	<p>A field used to program the DVRs in this group to capture a JPG still image and/or insert a "Trace Point" placemaker 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. Select a value from the drop-down list:</p> <ul style="list-style-type: none"> <li>▪ <i>Snapshot</i>. Capture a JPG still image</li> <li>▪ <i>Tracepoint</i>. Insert a placemaker in a video</li> <li>▪ <i>Both</i>. Capture a JPG still image and insert a "trace point" placement in a video.</li> <li>▪ <i>Off</i>. Do not perform either action (default).</li> </ul>



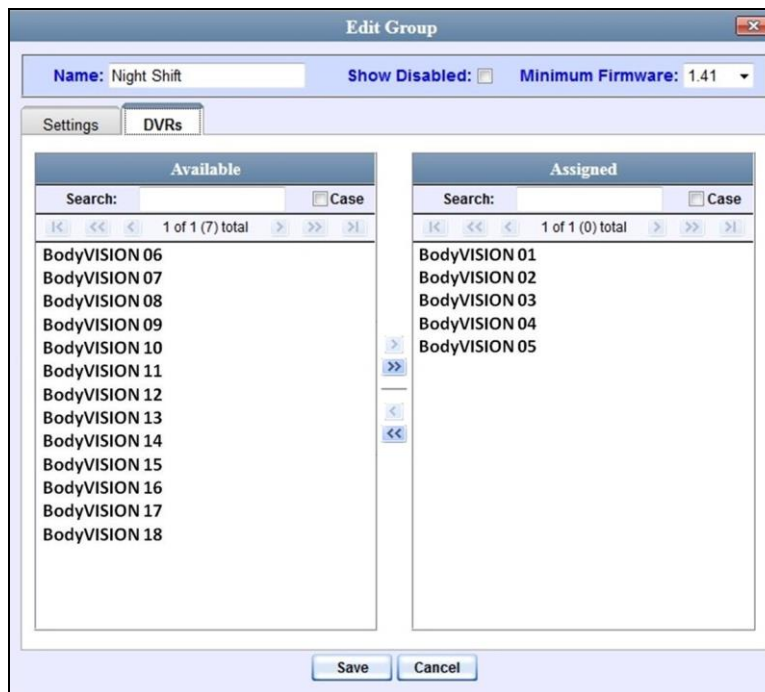
Edit Group (cont'd)	
Field	Description
Recording Alert Time (minutes)*	Enable the <i>recording-in-progress</i> alert, which causes the <i>BodyVISION</i> unit to vibrate 1 – 30 minutes after a recording is initiated. System defaults to <b>0</b> (alert feature disabled). <i>To enable recording alerts, enter a number between 1 – 30; to disable recording alerts, enter 0.</i>
Mute Enabled*	A checkbox used to enable/disable the recording mute button. <input checked="" type="checkbox"/> Officer can mute audio while a recording is in progress (default) <input type="checkbox"/> Officer <i>cannot</i> mute audio while a recording is in progress
Pre-Event Recording*	If desired, you may capture 30, 60, or 90 seconds of video <i>before</i> a recording session is initiated. The reason that the <i>BodyVISION</i> is able to capture video <i>before</i> a recording session even begins is because the DVR is, in fact, recording all the time—it just doesn't save all that data to the DVR's internal storage drive unless you choose to do so. Pre-event recordings are similar to the short-term memory on a computer. Before you ever click <b>Save</b> (or in this case, the <i>record</i> switch), there is still some data stored in the computer's short-term memory. <i>Select a value from the drop-down list:</i> <b>0</b> Omit pre-event recording <b>30</b> Capture 30 seconds of pre-event recording <b>60</b> Capture 60 seconds of pre-event recording <b>90</b> Capture 90 seconds of pre-event recording

- 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 *BodyVISION* DVRs displays in the left column.

*(Continued)*

---

\* Feature available for *BodyVISIONs* with firmware version 1.5.2 and higher



- 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.
- ◀ 13 Once you've highlighted the correct DVRs, click the left arrow located between the two columns. The selected DVRs are removed from the DVR group.

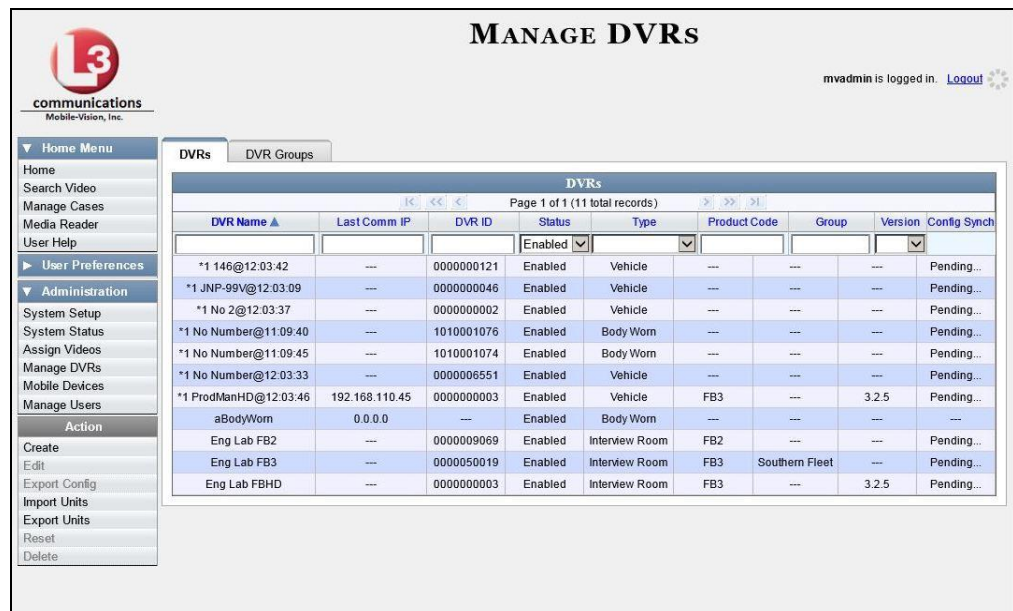
- Click **Save**. A confirmation message displays.

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 558.

- Go to **Administration** and click **Manage DVRs**. The Manage DVRs page displays.



**MANAGE DVRs**

communications  
Mobile-Vision, Inc.

mvadmin is logged in. [Logout](#)

Home Menu  
Home  
Search Video  
Manage Cases  
Media Reader  
User Help

User Preferences

Administration

System Setup  
System Status  
Assign Videos  
Manage DVRs  
Mobile Devices  
Manage Users

Action  
Create  
Edit  
Export Config  
Import Units  
Export Units  
Reset  
Delete

DVRs    DVR Groups

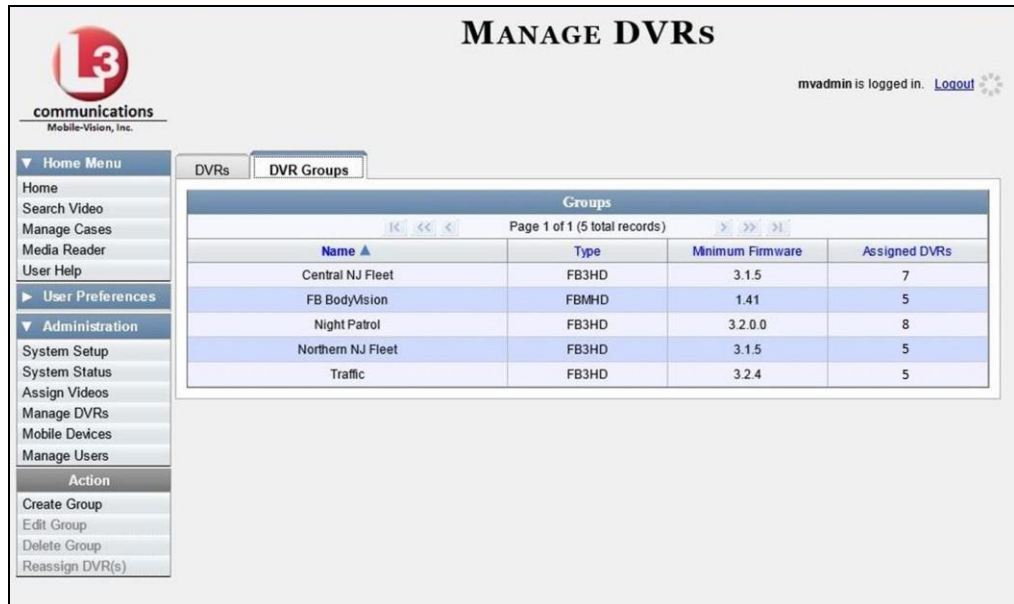
DVRs

Page 1 of 1 (11 total records)

DVR Name ▲	Last Comm IP	DVR ID	Status	Type	Product Code	Group	Version	Config Synchron
*1 146@12.03.42	---	0000000121	Enabled	Vehicle	---	---	---	Pending...
*1 JNP-99V@12.03.09	---	0000000046	Enabled	Vehicle	---	---	---	Pending...
*1 No 2@12.03.37	---	0000000002	Enabled	Vehicle	---	---	---	Pending...
*1 No Number@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	0000000003	Enabled	Vehicle	FB3	---	3.2.5	Pending...
aBodyWorn	0.0.0.0	---	Enabled	Body Worn	---	---	---	---
Eng Lab FB2	---	0000009069	Enabled	Interview Room	FB2	---	---	Pending...
Eng Lab FB3	---	0000050019	Enabled	Interview Room	FB3	Southern Fleet	---	Pending...
Eng Lab FBHD	---	0000000003	Enabled	Interview Room	FB3	---	3.2.5	Pending...

- Click the **DVR Groups** tab. A list of existing groups displays.

(Continued)



Name ▲	Type	Minimum Firmware	Assigned DVRs
Central NJ Fleet	FB3HD	3.1.5	7
FB BodyVision	FBMHD	1.41	5
Night Patrol	FB3HD	3.2.0.0	8
Northern NJ Fleet	FB3HD	3.1.5	5
Traffic	FB3HD	3.2.4	5

- 3 Right-click on the group record you wish to delete, then select **Delete** from the popup menu. A confirmation message displays.

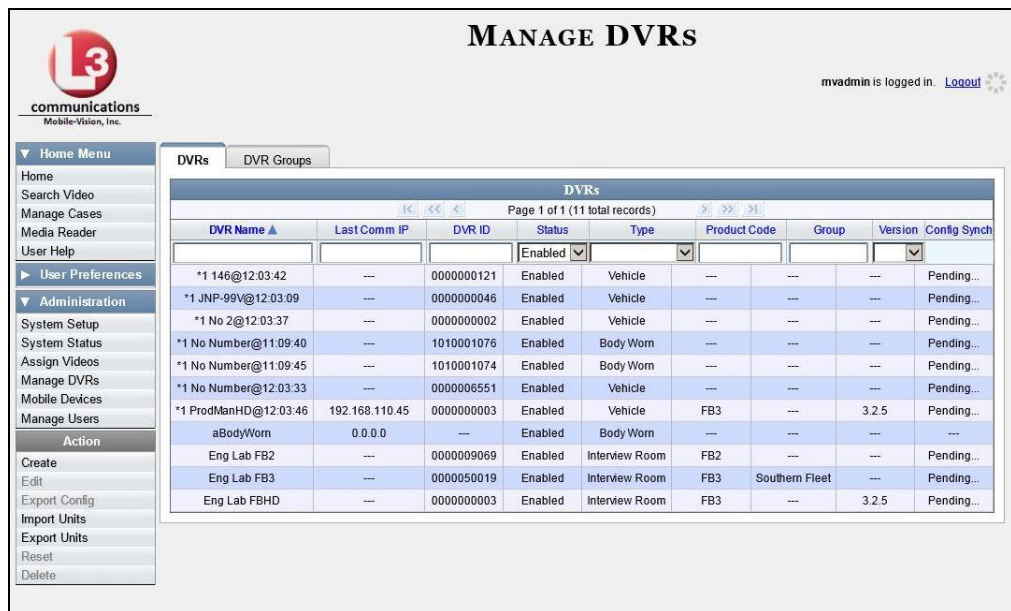


- 4 Click **Yes**. The selected DVR group is removed from the Groups list.

### 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.

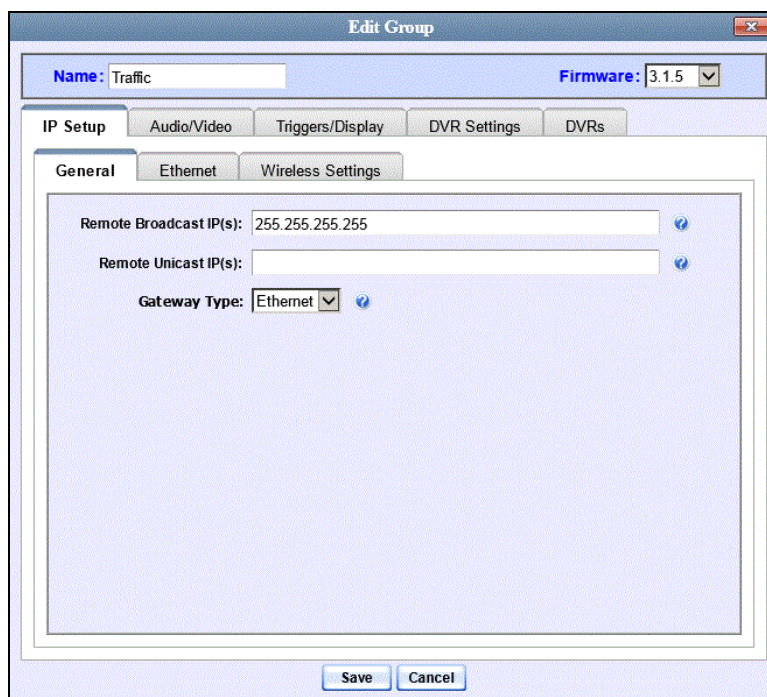
- 1 Go to **Administration** and click **Manage DVRs**. The Manage DVRs page displays.



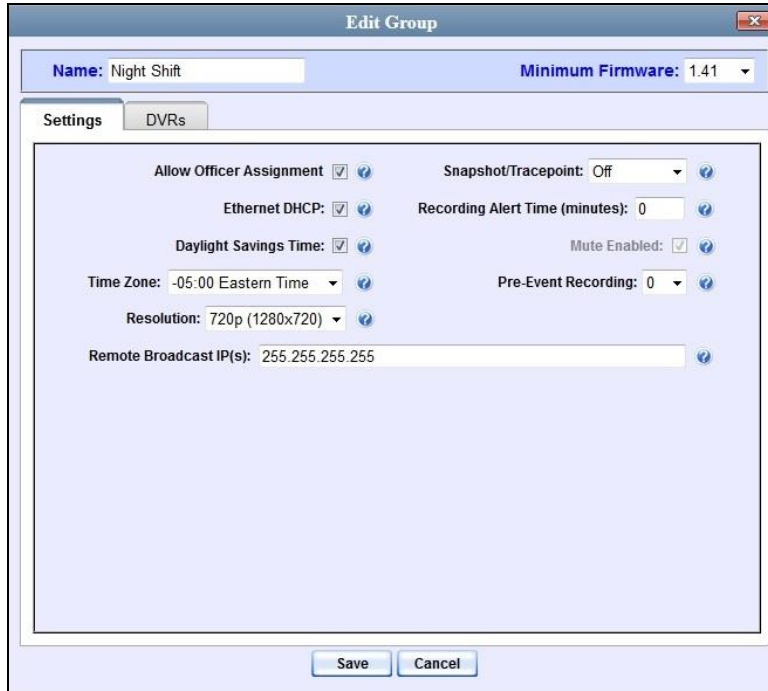
DVR Name ▲	Last Comm IP	DVR ID	Status	Type	Product Code	Group	Version	Config Synch
*1 146@12.03.42	---	000000121	Enabled	Vehicle	---	---	---	Pending...
*1 JNP-99V@12.03.09	---	000000046	Enabled	Vehicle	---	---	---	Pending...
*1 No 2@12.03.37	---	000000002	Enabled	Vehicle	---	---	---	Pending...
*1 No Number@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	0000000003	Enabled	Vehicle	FB3	---	3.2.5	Pending...
aBodyWorn	0.0.0.0	---	Enabled	Body Worn	---	---	---	---
Eng Lab FB2	---	0000009069	Enabled	Interview Room	FB2	---	---	Pending...
Eng Lab FB3	---	0000005019	Enabled	Interview Room	FB3	Southern Fleet	---	Pending...
Eng Lab FBHD	---	0000000003	Enabled	Interview Room	FB3	---	3.2.5	Pending...

- 2 Click the **DVR Groups** tab. A list of existing groups displays, as pictured on the previous page.
- 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. *BodyVISION* records.

Flashback version of Edit Group menu



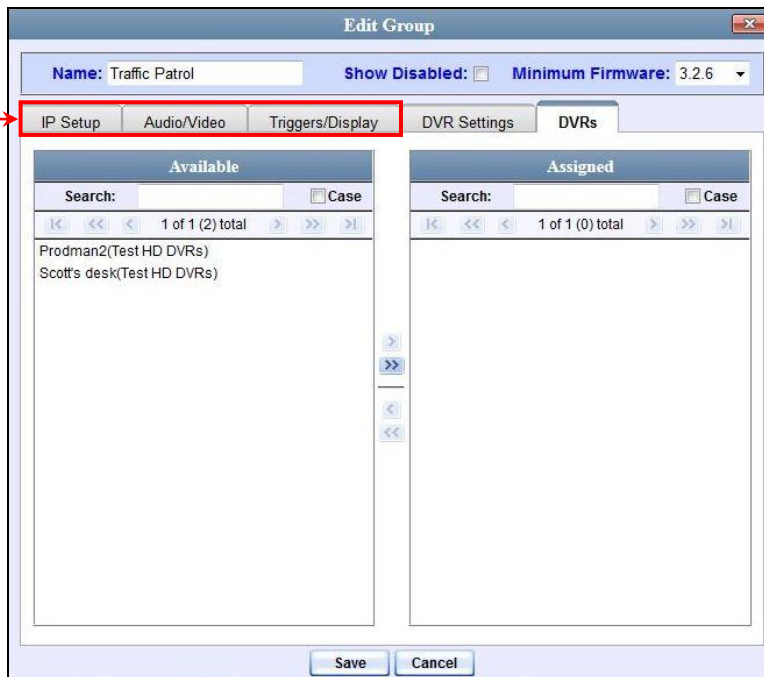
BodyVISION version  
of Edit Group menu




- 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.

If this is a  
BodyVISION  
group, these tabs  
will not display



- 5 Go to the *Available* column and click on the DVR you wish to reassign.

- 6 Click . The selected DVR moves to the *Assigned* column.
- 7 Click **Save**. A confirmation message displays.

The group **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 569.

### 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 565
- Updating the Firmware for a DVR Group Record, page 567.

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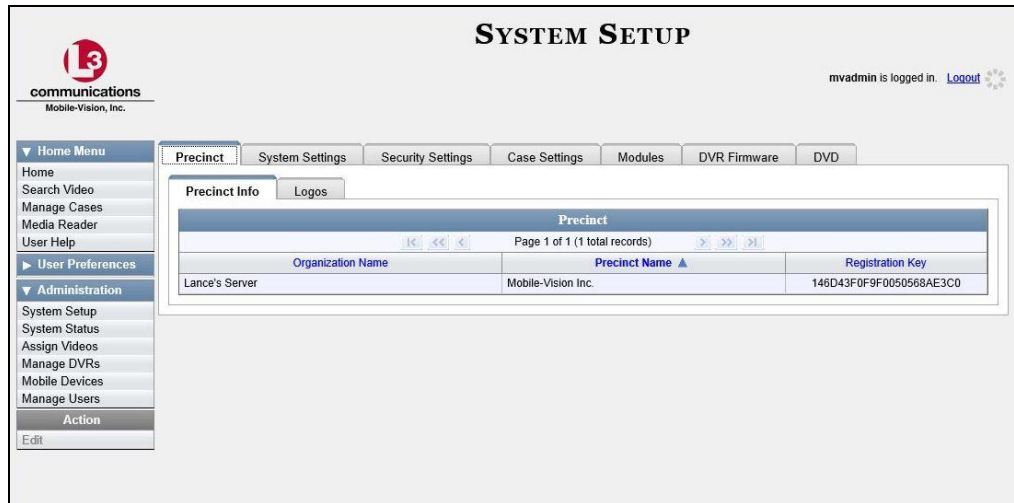
### Globally Updating Firmware for an Entire Fleet of DVRs

This section describes how to update the firmware on all of your Flashback2, Flashback3, FlashbackHD DVR, and/or *BodyVISION* 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 565.

- 1 Go to  and click **System Setup**. The System Setup page displays.



**SYSTEM SETUP**

communications  
Mobile-Vision, Inc.

mvadmin is logged in. [Logout](#)

Home Menu  
Home  
Search Video  
Manage Cases  
Media Reader  
User Help

User Preferences

Administration  
System Setup  
System Status  
Assign Videos  
Manage DVRs  
Mobile Devices  
Manage Users

Action  
Edit

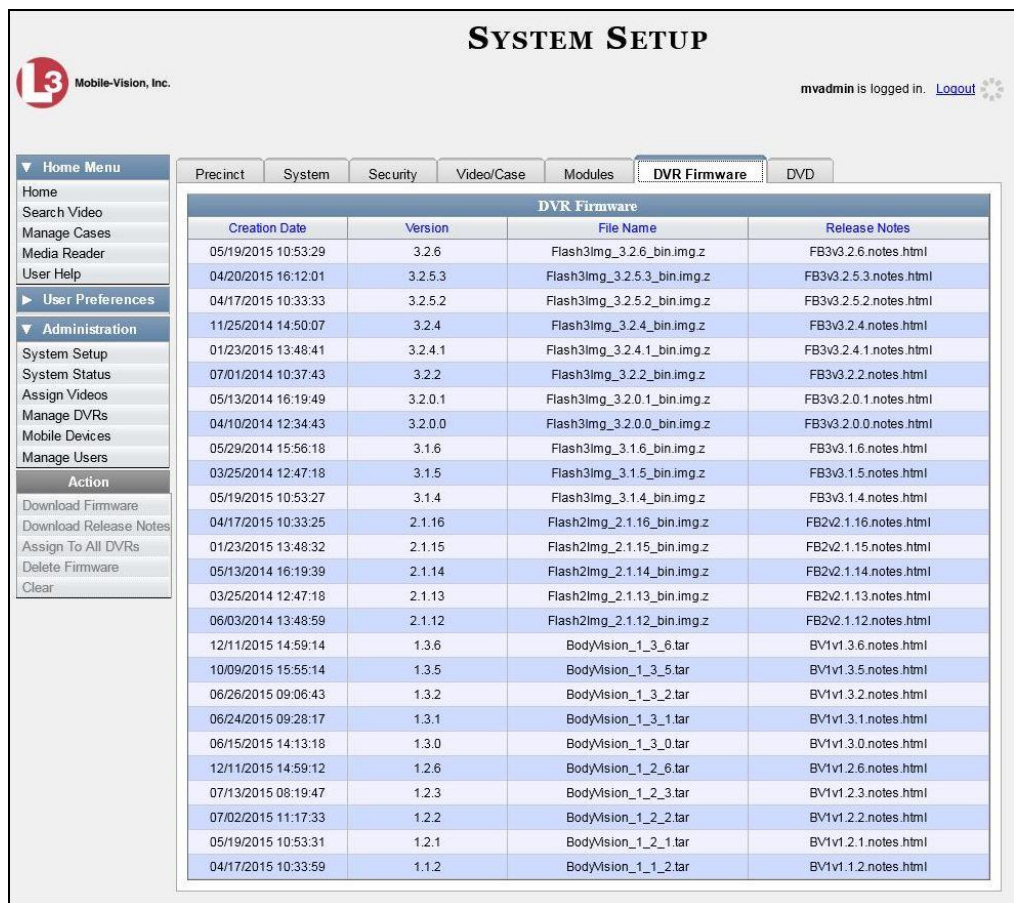
Precinct System Settings Security Settings Case Settings Modules DVR Firmware DVD

Precinct Info Logos

Precinct  
Page 1 of 1 (1 total records)

Organization Name	Precinct Name	Registration Key
Lance's Server	Mobile-Vision Inc.	146D43F0F9F0050568AE3C0

- Click the **DVR Firmware** tab. A list of the current and past firmware versions displays.



**SYSTEM SETUP**

communications  
Mobile-Vision, Inc.

mvadmin is logged in. [Logout](#)

Home Menu  
Home  
Search Video  
Manage Cases  
Media Reader  
User Help

User Preferences

Administration  
System Setup  
System Status  
Assign Videos  
Manage DVRs  
Mobile Devices  
Manage Users

Action  
Download Firmware  
Download Release Notes  
Assign To All DVRs  
Delete Firmware  
Clear

Precinct System Security Video/Case Modules **DVR Firmware** DVD

DVR Firmware

Creation Date	Version	File Name	Release Notes
05/19/2015 10:53:29	3.2.6	Flash3Img_3.2.6_bin.img.z	FB3v3.2.6.notes.html
04/20/2015 16:12:01	3.2.5.3	Flash3Img_3.2.5.3_bin.img.z	FB3v3.2.5.3.notes.html
04/17/2015 10:33:33	3.2.5.2	Flash3Img_3.2.5.2_bin.img.z	FB3v3.2.5.2.notes.html
11/25/2014 14:50:07	3.2.4	Flash3Img_3.2.4_bin.img.z	FB3v3.2.4.notes.html
01/23/2015 13:48:41	3.2.4.1	Flash3Img_3.2.4.1_bin.img.z	FB3v3.2.4.1.notes.html
07/01/2014 10:37:43	3.2.2	Flash3Img_3.2.2_bin.img.z	FB3v3.2.2.notes.html
05/13/2014 16:19:49	3.2.0.1	Flash3Img_3.2.0.1_bin.img.z	FB3v3.2.0.1.notes.html
04/10/2014 12:34:43	3.2.0.0	Flash3Img_3.2.0.0_bin.img.z	FB3v3.2.0.0.notes.html
05/29/2014 15:56:18	3.1.6	Flash3Img_3.1.6_bin.img.z	FB3v3.1.6.notes.html
03/25/2014 12:47:18	3.1.5	Flash3Img_3.1.5_bin.img.z	FB3v3.1.5.notes.html
05/19/2015 10:53:27	3.1.4	Flash3Img_3.1.4_bin.img.z	FB3v3.1.4.notes.html
04/17/2015 10:33:25	2.1.16	Flash2Img_2.1.16_bin.img.z	FB2v2.1.16.notes.html
01/23/2015 13:48:32	2.1.15	Flash2Img_2.1.15_bin.img.z	FB2v2.1.15.notes.html
05/13/2014 16:19:39	2.1.14	Flash2Img_2.1.14_bin.img.z	FB2v2.1.14.notes.html
03/25/2014 12:47:18	2.1.13	Flash2Img_2.1.13_bin.img.z	FB2v2.1.13.notes.html
06/03/2014 13:48:59	2.1.12	Flash2Img_2.1.12_bin.img.z	FB2v2.1.12.notes.html
12/11/2015 14:59:14	1.3.6	BodyMision_1_3_6.tar	BV1v1.3.6.notes.html
10/09/2015 15:55:14	1.3.5	BodyMision_1_3_5.tar	BV1v1.3.5.notes.html
06/26/2015 09:06:43	1.3.2	BodyMision_1_3_2.tar	BV1v1.3.2.notes.html
06/24/2015 09:28:17	1.3.1	BodyMision_1_3_1.tar	BV1v1.3.1.notes.html
06/15/2015 14:13:18	1.3.0	BodyMision_1_3_0.tar	BV1v1.3.0.notes.html
12/11/2015 14:59:12	1.2.6	BodyMision_1_2_6.tar	BV1v1.2.6.notes.html
07/13/2015 08:19:47	1.2.3	BodyMision_1_2_3.tar	BV1v1.2.3.notes.html
07/02/2015 11:17:33	1.2.2	BodyMision_1_2_2.tar	BV1v1.2.2.notes.html
05/19/2015 10:53:31	1.2.1	BodyMision_1_2_1.tar	BV1v1.2.1.notes.html
04/17/2015 10:33:59	1.1.2	BodyMision_1_1_2.tar	BV1v1.1.2.notes.html

- Click on the record at the top of the firmware list (i.e., the most recent firmware version).



- Go to the **Action** column and click **Assign to All DVRs**. A verification prompt displays:




- Click **Yes**. A confirmation message displays.



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.

- If your DVR fleet includes some Flashback2s, proceed to the next step for further instructions. Otherwise skip to step 10.
- Click on the highest firmware version that begins with **2.1** (e.g., 2.1.16).



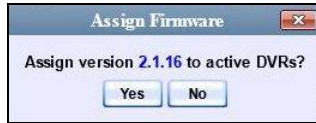
## SYSTEM SETUP

Sergeant Larkin is logged in. [Logout](#)

- ▼ Home Menu
- Home
- Search Video
- Manage Cases
- Media Reader
- User Help
- ▼ User Preferences
- ▼ Administration
- System Setup
- System Status
- Assign Videos
- Manage DVRs
- Mobile Devices
- Manage Users
- Action
- Download Firmware
- Download Release Notes
- Assign To All DVRs
- Delete Firmware
- Clear

DVR Firmware			
Creation Date	Version	File Name	Release Notes
05/19/2015 10:53:29	3.2.6	Flash3Img_3.2.6_bin.img.z	FB3v3.2.6.notes.html
04/20/2015 16:12:01	3.2.5.3	Flash3Img_3.2.5.3_bin.img.z	FB3v3.2.5.3.notes.html
04/17/2015 10:33:33	3.2.5.2	Flash3Img_3.2.5.2_bin.img.z	FB3v3.2.5.2.notes.html
11/25/2014 14:50:07	3.2.4	Flash3Img_3.2.4_bin.img.z	FB3v3.2.4.notes.html
01/23/2015 13:48:41	3.2.4.1	Flash3Img_3.2.4.1_bin.img.z	FB3v3.2.4.1.notes.html
07/01/2014 10:37:43	3.2.2	Flash3Img_3.2.2_bin.img.z	FB3v3.2.2.notes.html
05/13/2014 16:19:49	3.2.0.1	Flash3Img_3.2.0.1_bin.img.z	FB3v3.2.0.1.notes.html
04/10/2014 12:34:43	3.2.0.0	Flash3Img_3.2.0.0_bin.img.z	FB3v3.2.0.0.notes.html
05/29/2014 15:56:18	3.1.6	Flash3Img_3.1.6_bin.img.z	FB3v3.1.6.notes.html
03/25/2014 12:47:18	3.1.5	Flash3Img_3.1.5_bin.img.z	FB3v3.1.5.notes.html
05/19/2015 10:53:27	3.1.4	Flash3Img_3.1.4_bin.img.z	FB3v3.1.4.notes.html
04/17/2015 10:33:25	2.1.16	Flash2Img_2.1.16_bin.img.z	FB2v2.1.16.notes.html
01/23/2015 13:48:32	2.1.15	Flash2Img_2.1.15_bin.img.z	FB2v2.1.15.notes.html
05/13/2014 16:19:39	2.1.14	Flash2Img_2.1.14_bin.img.z	FB2v2.1.14.notes.html
03/25/2014 12:47:18	2.1.13	Flash2Img_2.1.13_bin.img.z	FB2v2.1.13.notes.html
06/03/2014 13:48:59	2.1.12	Flash2Img_2.1.12_bin.img.z	FB2v2.1.12.notes.html
08/07/2015 15:58:50	1.3.3	BodyVision_1_3_3.tar	BV1v1.3.3.notes.html
06/26/2015 09:06:43	1.3.2	BodyVision_1_3_2.tar	BV1v1.3.2.notes.html
06/24/2015 09:28:17	1.3.1	BodyVision_1_3_1.tar	BV1v1.3.1.notes.html
06/15/2015 14:13:18	1.3.0	BodyVision_1_3_0.tar	BV1v1.3.0.notes.html
07/13/2015 08:19:47	1.2.3	BodyVision_1_2_3.tar	BV1v1.2.3.notes.html
07/02/2015 11:17:33	1.2.2	BodyVision_1_2_2.tar	BV1v1.2.2.notes.html
05/19/2015 10:53:31	1.2.1	BodyVision_1_2_1.tar	BV1v1.2.1.notes.html
04/17/2015 10:33:59	1.1.2	BodyVision_1_1_2.tar	BV1v1.1.2.notes.html

- Go to the **Action** column and click **Assign to All DVRs**. A verification prompt displays:



- 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.

- If you also have *BodyVISION* DVRs, proceed to the next step.

– OR –

If you do *not* have *BodyVISION* DVRs, **End of Procedure**.

- Click on the highest firmware version that begins with the number **1** (e.g., 1.3.3).

**SYSTEM SETUP**

Sergeant Larkin is logged in. [Logout](#)

- Home Menu
- Home
- Search Video
- Manage Cases
- Media Reader
- User Help
- User Preferences
- Administration
  - System Setup
  - System Status
  - Assign Videos
  - Manage DVRs
  - Mobile Devices
  - Manage Users
- Action
  - Download Firmware
  - Download Release Notes
  - Assign To All DVRs
  - Delete Firmware
  - Clear

DVR Firmware			
Creation Date	Version	File Name	Release Notes
05/19/2015 10:53:29	3.2.6	Flash3Img_3.2.6_bin.img.z	FB3v3.2.6.notes.html
04/20/2015 16:12:01	3.2.5.3	Flash3Img_3.2.5.3_bin.img.z	FB3v3.2.5.3.notes.html
04/17/2015 10:33:33	3.2.5.2	Flash3Img_3.2.5.2_bin.img.z	FB3v3.2.5.2.notes.html
11/25/2014 14:50:07	3.2.4	Flash3Img_3.2.4_bin.img.z	FB3v3.2.4.notes.html
01/23/2015 13:48:41	3.2.4.1	Flash3Img_3.2.4.1_bin.img.z	FB3v3.2.4.1.notes.html
07/01/2014 10:37:43	3.2.2	Flash3Img_3.2.2_bin.img.z	FB3v3.2.2.notes.html
05/13/2014 16:19:49	3.2.0.1	Flash3Img_3.2.0.1_bin.img.z	FB3v3.2.0.1.notes.html
04/10/2014 12:34:43	3.2.0.0	Flash3Img_3.2.0.0_bin.img.z	FB3v3.2.0.0.notes.html
05/29/2014 15:56:18	3.1.6	Flash3Img_3.1.6_bin.img.z	FB3v3.1.6.notes.html
03/25/2014 12:47:18	3.1.5	Flash3Img_3.1.5_bin.img.z	FB3v3.1.5.notes.html
05/19/2015 10:53:27	3.1.4	Flash3Img_3.1.4_bin.img.z	FB3v3.1.4.notes.html
04/17/2015 10:33:25	2.1.16	Flash2Img_2.1.16_bin.img.z	FB2v2.1.16.notes.html
01/23/2015 13:48:32	2.1.15	Flash2Img_2.1.15_bin.img.z	FB2v2.1.15.notes.html
05/13/2014 16:19:39	2.1.14	Flash2Img_2.1.14_bin.img.z	FB2v2.1.14.notes.html
03/25/2014 12:47:18	2.1.13	Flash2Img_2.1.13_bin.img.z	FB2v2.1.13.notes.html
06/03/2014 13:48:59	2.1.12	Flash2Img_2.1.12_bin.img.z	FB2v2.1.12.notes.html
08/07/2015 15:58:50	1.3.3	BodyVision_1_3_3.tar	BV1v1.3.3.notes.html
06/26/2015 09:06:43	1.3.2	BodyVision_1_3_2.tar	BV1v1.3.2.notes.html
06/24/2015 09:28:17	1.3.1	BodyVision_1_3_1.tar	BV1v1.3.1.notes.html
06/15/2015 14:13:18	1.3.0	BodyVision_1_3_0.tar	BV1v1.3.0.notes.html
07/13/2015 08:19:47	1.2.3	BodyVision_1_2_3.tar	BV1v1.2.3.notes.html
07/02/2015 11:17:33	1.2.2	BodyVision_1_2_2.tar	BV1v1.2.2.notes.html
05/19/2015 10:53:31	1.2.1	BodyVision_1_2_1.tar	BV1v1.2.1.notes.html
04/17/2015 10:33:59	1.1.2	BodyVision_1_1_2.tar	BV1v1.1.2.notes.html

- Go to the **Action** column and click **Assign to All DVRs**. A verification prompt displays.



- 13 Click **Yes**. A confirmation message displays.

Assigned 8 active DVRs to version 1.3.3

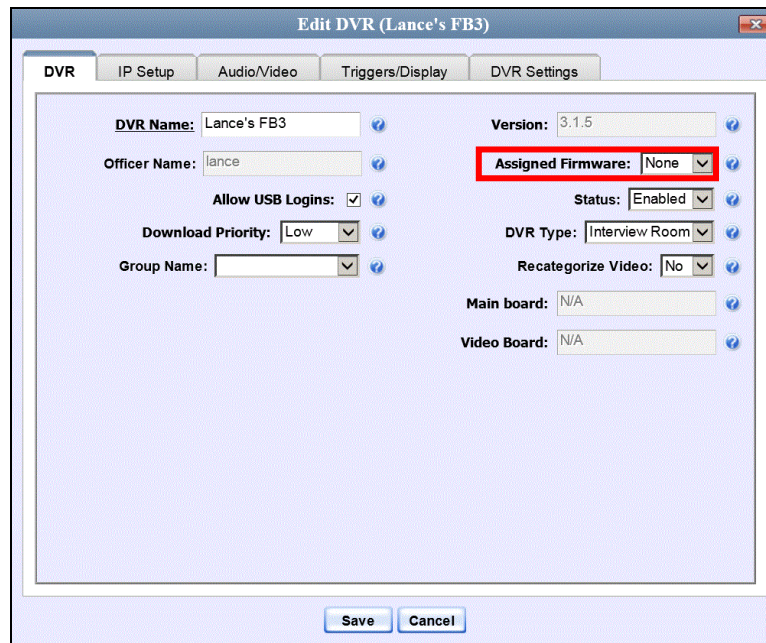
---

### 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. If your agency is using the Fleet Management feature (see description on page 519), you can perform this procedure for both Flashback and *BodyVISION* DVRs. If your agency is *not* using the Fleet Management feature, you can only perform this procedure for Flashback DVRs.

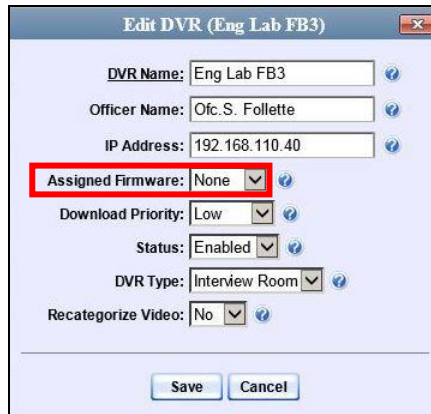
- 1 Search for and display the DVR record you wish to update. (If necessary, review “Displaying the Edit DVR Popup” on page 453.) The Edit DVR popup displays. This screen will differ slightly depending on whether this is a Flashback record vs. *BodyVISION* record, and whether Fleet Management is enabled or disabled.

Flashback version of  
Edit DVR record with  
Fleet Management  
Enabled



(Continued)

Flashback version of Edit DVR record with Fleet Management Disabled



**Edit DVR (Eng Lab FB3)**

DVR Name: Eng Lab FB3

Officer Name: Ofc. S. Follette

IP Address: 192.168.110.40

**Assigned Firmware:** None

Download Priority: Low

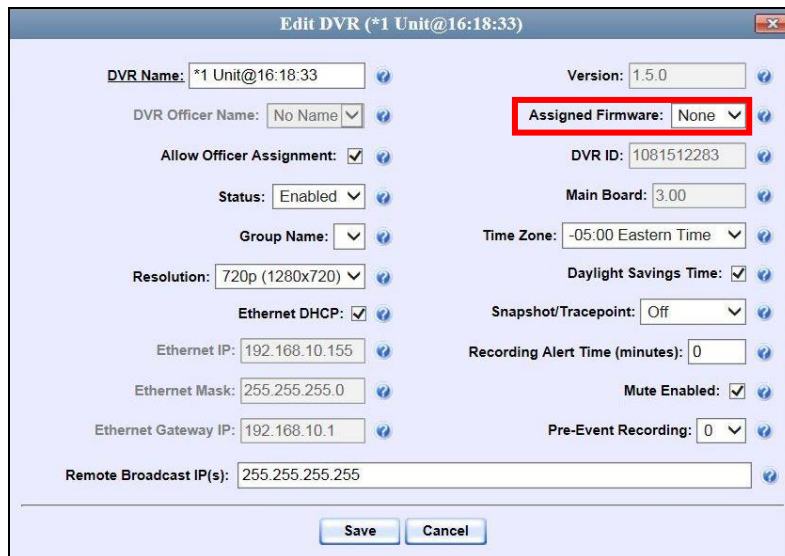
Status: Enabled

DVR Type: Interview Room

Recategorize Video: No

Save Cancel

BodyVISION version of Edit DVR record with Fleet Management Enabled



**Edit DVR (\*1 Unit@16:18:33)**

DVR Name: \*1 Unit@16:18:33

DVR Officer Name: No Name

Allow Officer Assignment:

Status: Enabled

Group Name:

Resolution: 720p (1280x720)

Ethernet DHCP:

Ethernet IP: 192.168.10.155

Ethernet Mask: 255.255.255.0

Ethernet Gateway IP: 192.168.10.1

Remote Broadcast IP(s): 255.255.255.255

Version: 1.5.0

**Assigned Firmware:** None

DVR ID: 1081512283

Main Board: 3.00

Time Zone: -05:00 Eastern Time

Daylight Savings Time:

Snapshot/Tracepoint: Off

Recording Alert Time (minutes): 0

Mute Enabled:

Pre-Event Recording: 0

Save Cancel

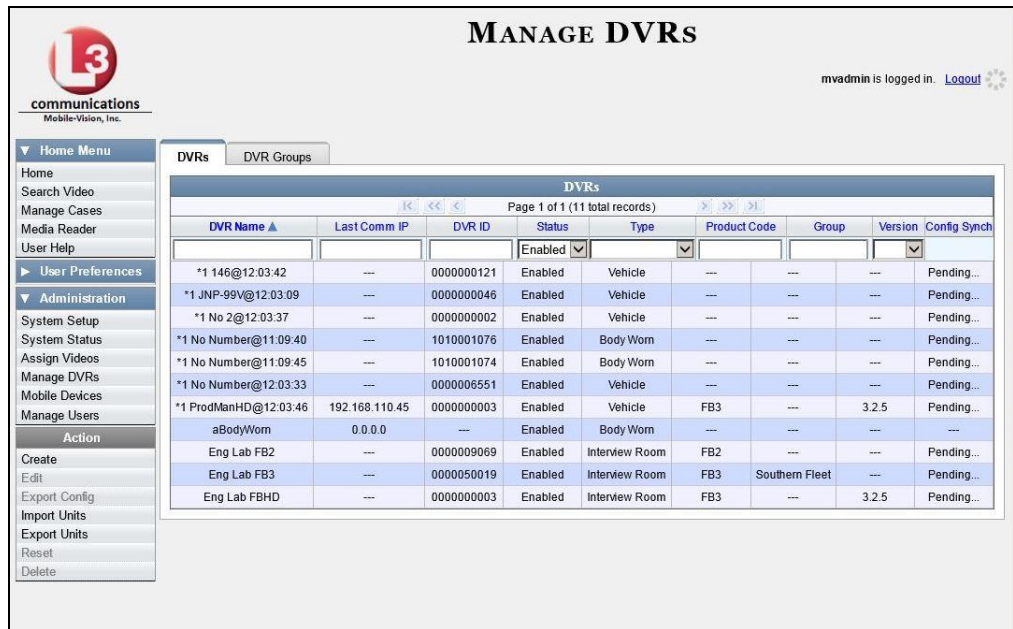
- 2 If this is a Flashback record and Fleet Management is enabled, make sure the **DVR** tab is selected. Otherwise proceed to the next step.
- 3 Go to the *Assigned Firmware* field and select the highest firmware version from the drop-down list.
- 4 Click **Save**. A confirmation message displays.

DVR 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-to-server transmission.

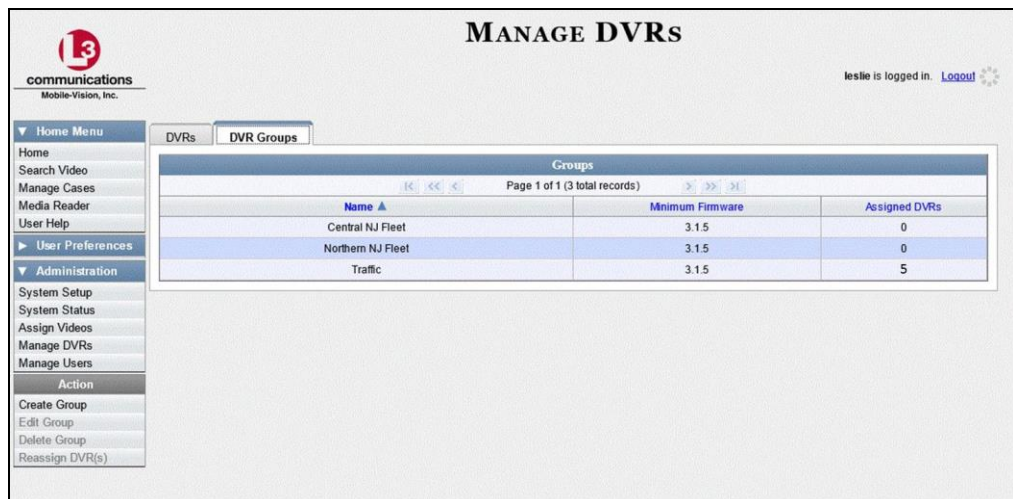
- 1 Go to **Administration** and click **Manage DVRs**. The Manage DVRs page displays.



The screenshot shows the 'MANAGE DVRs' page with the 'DVRs' tab selected. The table below lists 11 records:

DVR Name	Last Comm IP	DVR ID	Status	Type	Product Code	Group	Version	Config Synchron
*1 146@12.03.42	---	0000000121	Enabled	Vehicle	---	---	---	Pending...
*1 JNP-99V@12.03.09	---	0000000046	Enabled	Vehicle	---	---	---	Pending...
*1 No 2@12.03.37	---	0000000002	Enabled	Vehicle	---	---	---	Pending...
*1 No Number@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	0000000003	Enabled	Vehicle	FB3	---	3.2.5	Pending...
aBodyWorn	0.0.0.0	---	Enabled	Body Worn	---	---	---	---
Eng Lab FB2	---	0000009069	Enabled	Interview Room	FB2	---	---	Pending...
Eng Lab FB3	---	0000050019	Enabled	Interview Room	FB3	Southern Fleet	---	Pending...
Eng Lab FBHD	---	0000000003	Enabled	Interview Room	FB3	---	3.2.5	Pending...

- 2 Click the **DVR Groups** tab. A list of existing groups displays.

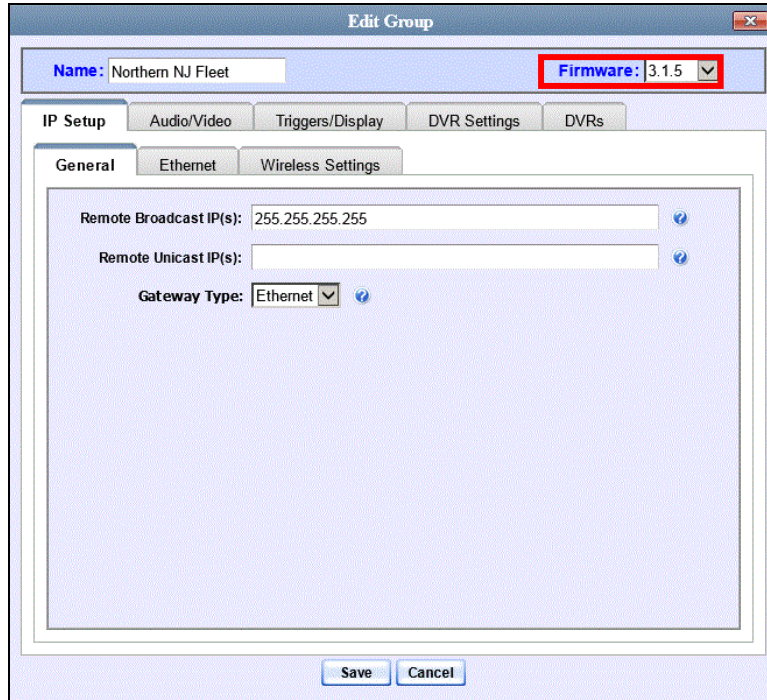


The screenshot shows the 'MANAGE DVRs' page with the 'DVR Groups' tab selected. The table below lists 3 records:

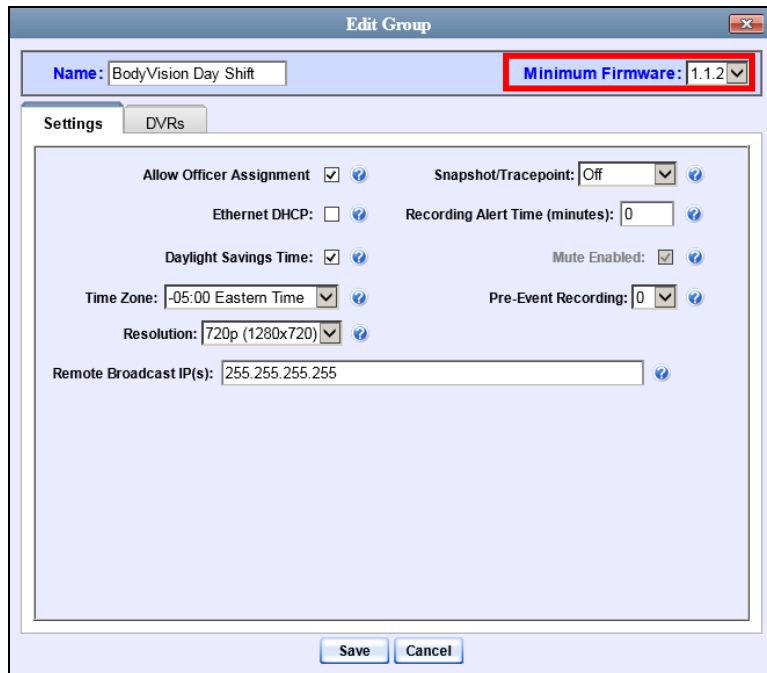
Name	Minimum Firmware	Assigned DVRs
Central NJ Fleet	3.1.5	0
Northern NJ Fleet	3.1.5	0
Traffic	3.1.5	5

- 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. *BodyVISION* records.

Flashback version of Edit Group record



*BodyVISION* version of Edit Group record



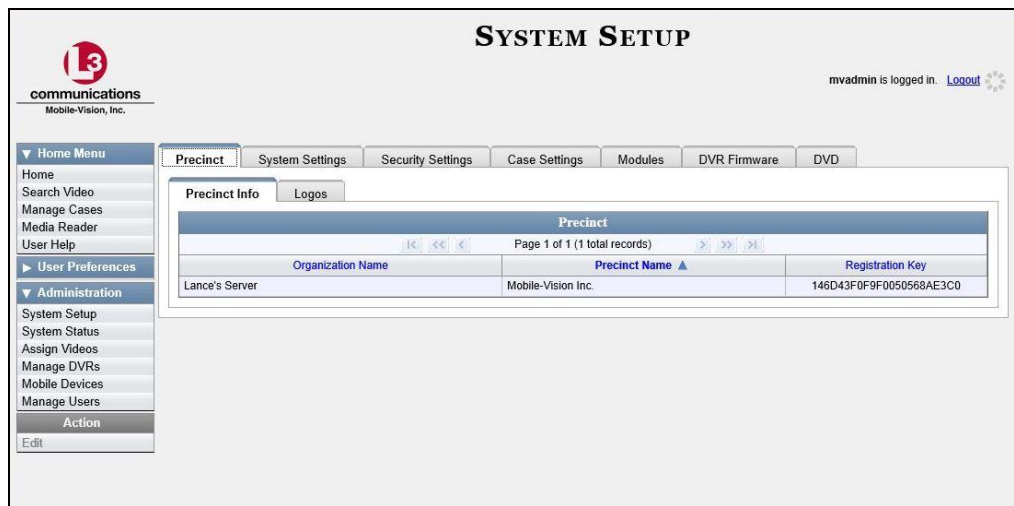
- 4 Go to the *Firmware* field in the upper right corner of the screen and select the highest firmware version from the drop-down list.
- 5 Click **Save**. A confirmation message displays.

Group Northern NJ Fleet successfully saved.

## Viewing/Printing Firmware Release Notes

This section describes how to view and/or print firmware Release Notes for Flash-back and *BodyVISION* DVRs (excludes Flashback1s). These notes describe the changes and enhancements to each new firmware version.

- 1 Go to **Administration** and click **System Setup**. The System Setup page displays.



Organization Name	Precinct Name ▲	Registration Key
Lance's Server	Mobile-Vision Inc.	146D43F0F9F0050568AE3C0

- 2 Click the **DVR Firmware** tab. One or more firmware versions display.

*(Continued)*

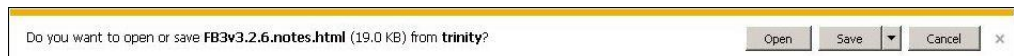
## SYSTEM SETUP

mvadmin is logged in. [Logout](#)

- ▼ Home Menu
- Home
- Search Video
- Manage Cases
- Media Reader
- User Help
- ▶ User Preferences
- ▼ Administration
- System Setup
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- Assign Videos
- Manage DVRs
- Mobile Devices
- Manage Users
- Action
- Download Firmware
- Download Release Notes
- Assign To All DVRs
- Delete Firmware
- Clear

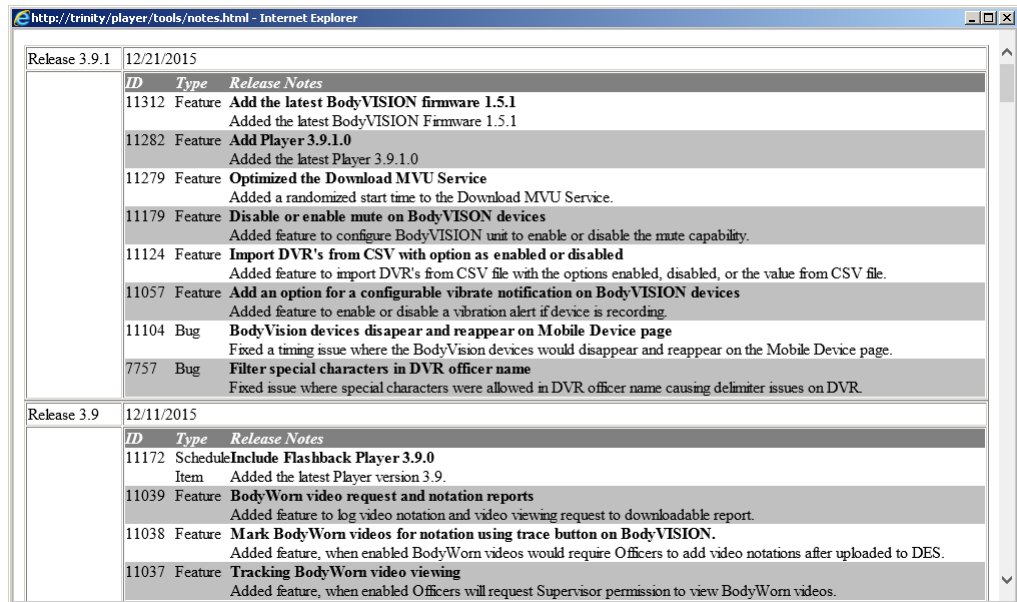
DVR Firmware			
Creation Date	Version	File Name	Release Notes
05/19/2015 10:53:29	3.2.6	Flash3lmg_3.2.6_bin.img.z	FB3v3.2.6.notes.html
04/20/2015 16:12:01	3.2.5.3	Flash3lmg_3.2.5.3_bin.img.z	FB3v3.2.5.3.notes.html
04/17/2015 10:33:33	3.2.5.2	Flash3lmg_3.2.5.2_bin.img.z	FB3v3.2.5.2.notes.html
11/25/2014 14:50:07	3.2.4	Flash3lmg_3.2.4_bin.img.z	FB3v3.2.4.notes.html
01/23/2015 13:48:41	3.2.4.1	Flash3lmg_3.2.4.1_bin.img.z	FB3v3.2.4.1.notes.html
07/01/2014 10:37:43	3.2.2	Flash3lmg_3.2.2_bin.img.z	FB3v3.2.2.notes.html
05/13/2014 16:19:49	3.2.0.1	Flash3lmg_3.2.0.1_bin.img.z	FB3v3.2.0.1.notes.html
04/10/2014 12:34:43	3.2.0.0	Flash3lmg_3.2.0.0_bin.img.z	FB3v3.2.0.0.notes.html
05/29/2014 15:56:18	3.1.6	Flash3lmg_3.1.6_bin.img.z	FB3v3.1.6.notes.html
03/25/2014 12:47:18	3.1.5	Flash3lmg_3.1.5_bin.img.z	FB3v3.1.5.notes.html
05/19/2015 10:53:27	3.1.4	Flash3lmg_3.1.4_bin.img.z	FB3v3.1.4.notes.html
04/17/2015 10:33:25	2.1.16	Flash2lmg_2.1.16_bin.img.z	FB2v2.1.16.notes.html
01/23/2015 13:48:32	2.1.15	Flash2lmg_2.1.15_bin.img.z	FB2v2.1.15.notes.html
05/13/2014 16:19:39	2.1.14	Flash2lmg_2.1.14_bin.img.z	FB2v2.1.14.notes.html
03/25/2014 12:47:18	2.1.13	Flash2lmg_2.1.13_bin.img.z	FB2v2.1.13.notes.html
06/03/2014 13:48:59	2.1.12	Flash2lmg_2.1.12_bin.img.z	FB2v2.1.12.notes.html
12/11/2015 14:59:14	1.3.6	BodyMision_1_3_6.tar	BV1v1.3.6.notes.html
10/09/2015 15:55:14	1.3.5	BodyMision_1_3_5.tar	BV1v1.3.5.notes.html
06/26/2015 09:06:43	1.3.2	BodyMision_1_3_2.tar	BV1v1.3.2.notes.html
06/24/2015 09:28:17	1.3.1	BodyMision_1_3_1.tar	BV1v1.3.1.notes.html
06/15/2015 14:13:18	1.3.0	BodyMision_1_3_0.tar	BV1v1.3.0.notes.html
12/11/2015 14:59:12	1.2.6	BodyMision_1_2_6.tar	BV1v1.2.6.notes.html
07/13/2015 08:19:47	1.2.3	BodyMision_1_2_3.tar	BV1v1.2.3.notes.html
07/02/2015 11:17:33	1.2.2	BodyMision_1_2_2.tar	BV1v1.2.2.notes.html
05/19/2015 10:53:31	1.2.1	BodyMision_1_2_1.tar	BV1v1.2.1.notes.html
04/17/2015 10:33:59	1.1.2	BodyMision_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 Windows message displays.



- 5 Click **Open**. The Release Notes display.





Release 3.9.1		12/21/2015	
ID	Type	Release Notes	
11312	Feature	<b>Add the latest BodyVISION firmware 1.5.1</b> Added the latest BodyVISION Firmware 1.5.1	
11282	Feature	<b>Add Player 3.9.1.0</b> Added the latest Player 3.9.1.0	
11279	Feature	<b>Optimized the Download MVU Service</b> Added a randomized start time to the Download MVU Service.	
11179	Feature	<b>Disable or enable mute on BodyVISION devices</b> Added feature to configure BodyVISION unit to enable or disable the mute capability.	
11124	Feature	<b>Import DVR's from CSV with option as enabled or disabled</b> Added feature to import DVR's from CSV file with the options enabled, disabled, or the value from CSV file.	
11057	Feature	<b>Add an option for a configurable vibrate notification on BodyVISION devices</b> Added feature to enable or disable a vibration alert if device is recording.	
11104	Bug	<b>BodyVision devices disappear and reappear on Mobile Device page</b> Fixed a timing issue where the BodyVision devices would disappear and reappear on the Mobile Device page.	
7757	Bug	<b>Filter special characters in DVR officer name</b> Fixed issue where special characters were allowed in DVR officer name causing delimiter issues on DVR.	
Release 3.9		12/11/2015	
ID	Type	Release Notes	
11172	Schedule Item	<b>Include Flashback Player 3.9.0</b> Added the latest Player version 3.9.	
11039	Feature	<b>BodyWorn video request and notation reports</b> Added feature to log video notation and video viewing request to downloadable report.	
11038	Feature	<b>Mark BodyWorn videos for notation using trace button on BodyVISION.</b> Added feature, when enabled BodyWorn videos would require Officers to add video notations after uploaded to DES.	
11037	Feature	<b>Tracking BodyWorn video viewing</b> Added feature, when enabled Officers will request Supervisor permission to view BodyWorn videos.	

- 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  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.

**SYSTEM STATUS**

Sergeant Larkin is logged in. [Logout](#)

System | DVR COM | Reports | Logs | Backups | Tools | Update | Messages | Local Queue | Backup PC

**System**

Storage Capacity: 1.1 TB

Available Disc Space: 852.8 GB

Enabled DVRs: 14

Disabled DVRs: 12

Total Video Count: 196

Non-archived Video Count: 0

Last 24 Hours Video Count: 0

Last 7 Days Video Count: 3

Last 30 Days Video Count: 3

Body Worn Video Count: 70

Body Worn Hours: 8

Average Body Worn Video Length: 6 min

VueVu Video Count: 0

Oldest Non-case Video: 209 days

Oldest Case Video: 638 days

Number of Active Cases: 16

Number of Backup DVDs: 112

Number of Exported DVDs: 30

Archiver Errored Out: false

Downloader Errored Out: false

Simultaneous Users Allowed: unlimited

Backup Scheme: tape

Untagging Allowed: true

Last Update Check: 12/23/15 10:56

Version: 3.9.1

**Active Users:**

- Sergeant Larkin From 166.20.100.160 Since 12/23/2015 11:07

- 2 Click the **DVR COM** tab.

**SYSTEM STATUS**

Sergeant Larkin is logged in. [Logout](#)

System | **DVR COM** | Reports | Logs | Backups | Tools | Update | Messages | Local Queue | Backup PC

**DVR Status by Last Contact Date**

Page 1 of 2 (15 total records)

DVR Name	IP Address	DL Status	Last COM Date
*1 dvr103@16:30:39	166.20.101.103	Idle	05/20/2015 17:13
Officer Hermann BV	166.20.101.95	Idle	06/01/2015 17:43
Unit 1	166.20.101.84	Idle	06/08/2015 08:15
Officer Lance BV	166.20.101.56	Idle	06/12/2015 12:13
*1 Unit@12:51:22	166.20.101.254	Idle	08/04/2015 14:38
Chris BV	192.168.110.160	Idle	08/13/2015 12:59
Maitland BV Unit	166.20.101.101	Idle	08/13/2015 15:37
*1 Unit@16:57:48	166.20.101.74	Idle	08/13/2015 15:37
*1 No Number@13:06:37	---	Idle	Never
*1 No Number@11:09:40	---	Idle	Never

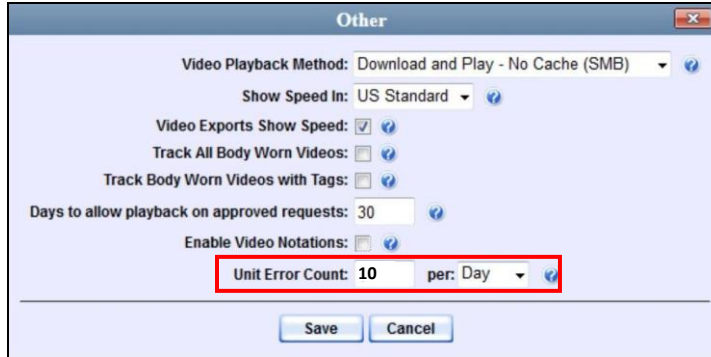
The download status of each of your DVRs displays, as described below.

DVR Status by Last Contact Date	
Column	Description
DVR Name	The name of the DVR. If a DVR name is preceded by an asterisk (*), it indicates that the DVR name is system-generated.
IP Address	The IP Address for this DVR. An IP Address is a numerical label that is required in order for the device to communicate with the DEP Server.
DL Status (To update status, click <b>Refresh Page</b> )	The current download status for this DVR, which updates after you click <b>Refresh Page</b> : <ul style="list-style-type: none"><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.

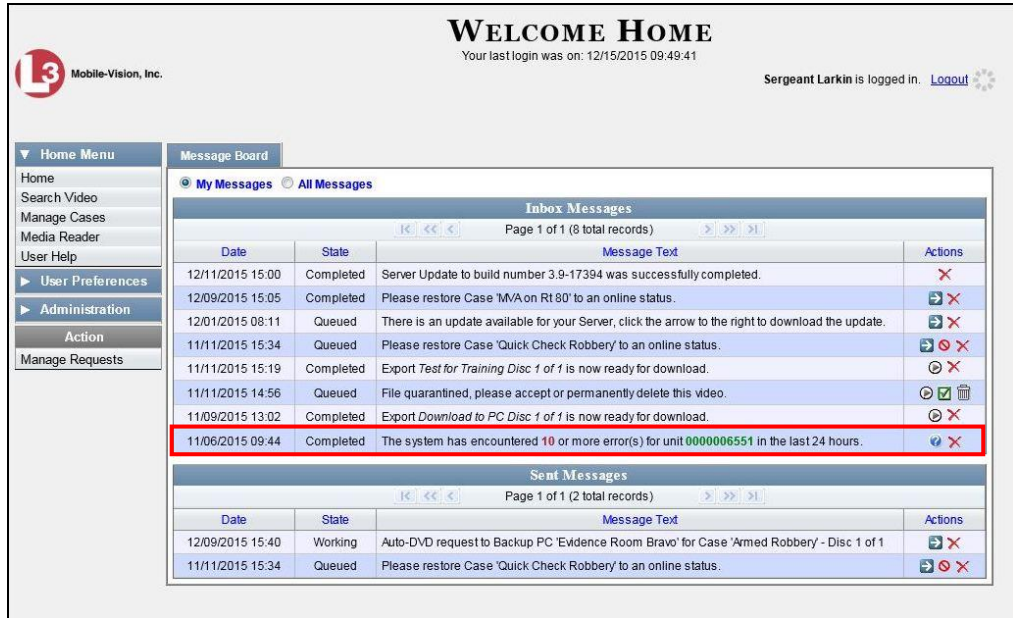
To view more detailed information on a particular transmission, see the next section, "Viewing the DVR Downloader Log," beginning with step 3.

## Turning the DVR Error Notification Feature On/Off

If desired, you can choose to have the system automatically notify you whenever one of your DVRs generates X number of “problem” videos per day or week, where X is equal to the value of the *Unit Error Count* field on the **Other** tab.

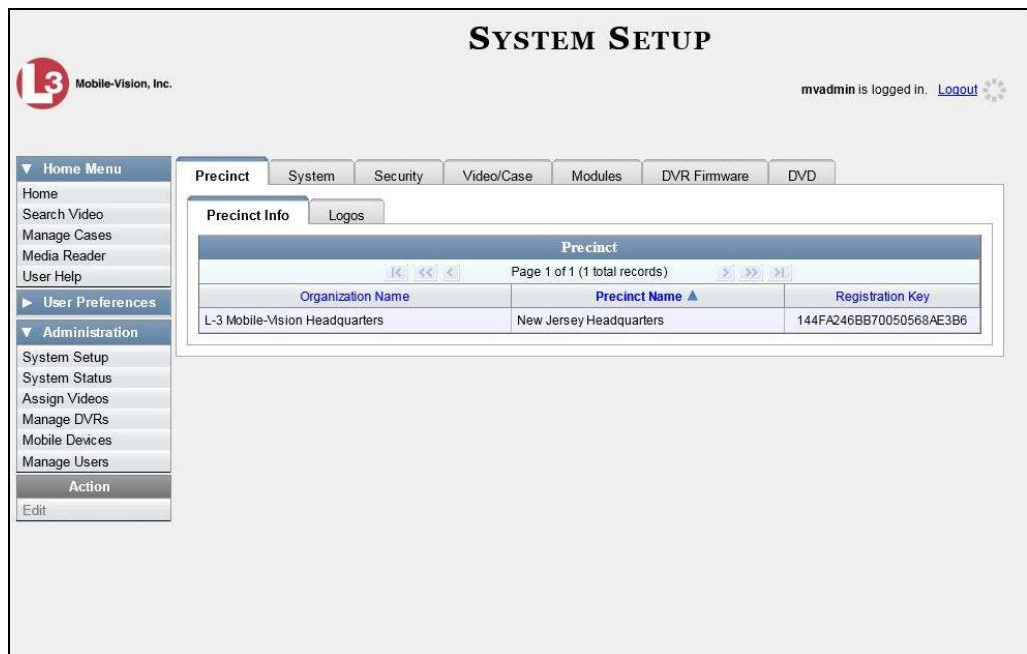


In the example above, if any of your agency’s DVRs generate 10 problem videos within a 24 hour period, the system will automatically display a notification message on the *Inbox Messages* list of all users who have the *Authorize Media Playback* permission.



This section describes how to turn this DVR error notification feature *on* or *off*.

- 1 Go to **Administration** and click **System Setup**. The System Setup page displays.



**SYSTEM SETUP**

L3 Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

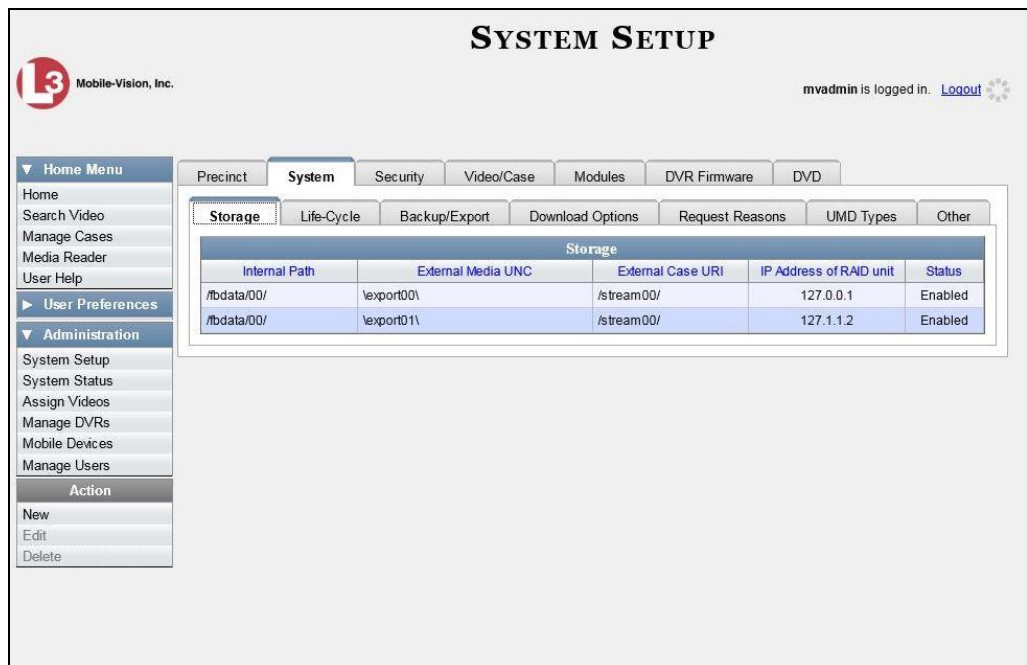
Navigation: Home Menu, Search Video, Manage Cases, Media Reader, User Help, User Preferences, Administration (System Setup, System Status, Assign Videos, Manage DVRs, Mobile Devices, Manage Users), Action (Edit)

System Setup Tabs: Precinct, System, Security, Video/Case, Modules, DVR Firmware, DVD

Precinct Info Logos

Precinct		
Organization Name	Precinct Name ▲	Registration Key
L-3 Mobile-Vision Headquarters	New Jersey Headquarters	144FA246BB70050568AE3B6

2 Click the **System** tab.



**SYSTEM SETUP**

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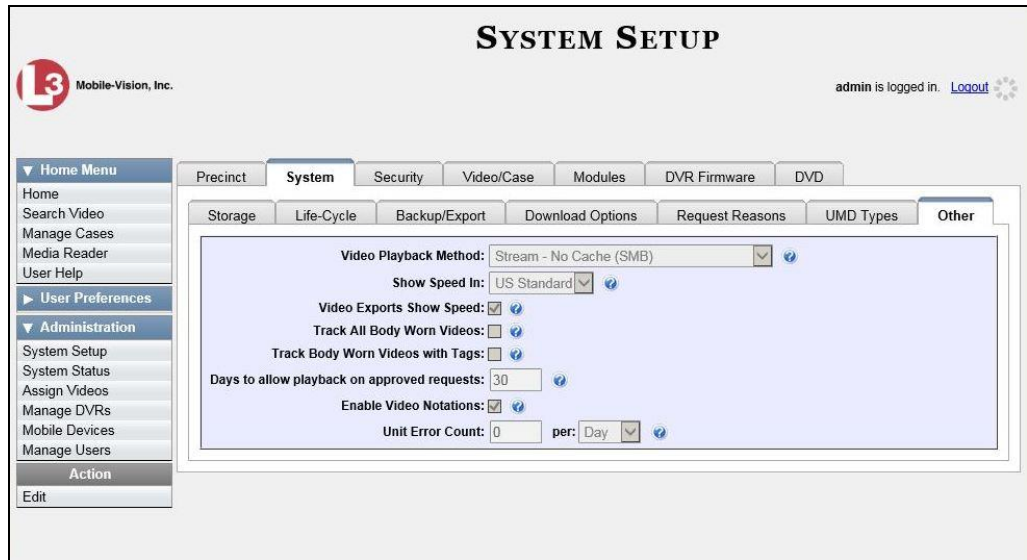
Navigation: Home Menu, Search Video, Manage Cases, Media Reader, User Help, User Preferences, Administration (System Setup, System Status, Assign Videos, Manage DVRs, Mobile Devices, Manage Users), Action (New, Edit, Delete)

System Setup Tabs: Precinct, System, Security, Video/Case, Modules, DVR Firmware, DVD

System Tab Sub-Tabs: Storage, Life-Cycle, Backup/Export, Download Options, Request Reasons, UMD Types, Other

Storage				
Internal Path	External Media UNC	External Case URI	IP Address of RAID unit	Status
/bdata/00/	\\export00\	/stream00/	127.0.0.1	Enabled
/bdata/00/	\\export01\	/stream00/	127.1.1.2	Enabled

3 Click the **Other** tab.



- Go to the **Action** column and click **Edit**. The Other popup displays.



- Go to the *Unit Error Count* field and enter the number of DVR errors that should occur each day or week before the system sends a notification message to the appropriate users (i.e., all users who have the *Authorize Media Playback* permission). If you no longer wish to receive notification messages, change this number to zero).
- If you entered **0** in the *Unit Error Count* field, skip to step 8. Otherwise proceed to the next step.
- Select the appropriate value from the *per* drop-down list (e.g., 10 errors per *day* or 10 errors per *week*).
- Click **Save**.

## Troubleshooting DVR Errors

If your agency has chosen to receive DVR error notifications, then when a particular DVR produces a predefined number of “problem” videos within a one day or one week time period, a message will display on the *Inbox Messages* list of all users who have the *Authorize Media Playback* permission. For example, if you have the *Authorize Media Playback* permission and the *Unit Error Count* field on the *Other* popup looks like this:  , then if a DVR generates 10 power failures in one 24 hour period, the system will automatically send a notification message to your *Inbox Messages* list that looks like the one below.



**WELCOME HOME**  
Your last login was on: 12/15/2015 09:49:41  
Sergeant Larkin is logged in. [Logout](#)

**Message Board**

My Messages  All Messages

**Inbox Messages**  
Page 1 of 1 (8 total records)


Date	State	Message Text	Actions
12/11/2015 15:00	Completed	Server Update to build number 3.9-17394 was successfully completed.	
12/09/2015 15:05	Completed	Please restore Case 'MVA on Rt 80' to an online status.	
12/01/2015 08:11	Queued	There is an update available for your Server, click the arrow to the right to download the update.	
11/11/2015 15:34	Queued	Please restore Case 'Quick Check Robbery' to an online status.	
11/11/2015 15:19	Completed	Export Test for Training Disc 1 of 1 is now ready for download.	
11/11/2015 14:56	Queued	File quarantined, please accept or permanently delete this video.	
11/09/2015 13:02	Completed	Export Download to PC Disc 1 of 1 is now ready for download.	
11/06/2015 09:44	Completed	The system has encountered 10 or more error(s) for unit 0000006551 in the last 24 hours.	

**Sent Messages**  
Page 1 of 1 (2 total records)

Date	State	Message Text	Actions
12/09/2015 15:40	Working	Auto-DVD request to Backup PC 'Evidence Room Bravo' for Case 'Armed Robbery - Disc 1 of 1	
11/11/2015 15:34	Queued	Please restore Case 'Quick Check Robbery' to an online status.	

Before you contact L-3 Mobile-Vision Support, we commend that you try and troubleshoot the problem yourself, as described below.



**NOTE:** The information below is also in the DES Online Help System, which you can access directly from the error message by clicking on the help icon .

- Determine if the “problem” DVR is a Flashback or a *BodyVISION*. To do so, note the value of the unit number, which is highlighted in green:
  - If the unit number begins with multiple zeros, it is a *Flashback* unit.
  - If the unit number begins with **1** or **2**, it is a *BodyVISION* unit.

2 If the unit is a *Flashback*, skip to step 4.

– OR –

If the unit is a *BodyVISION*, verify that the unit has sufficient storage space and a sufficient battery charge, as described in the following sections:

- BodyVISION* Battery Status Indicators, page 518
- Checking Record Time Left on Your *BodyVISION*, page 518

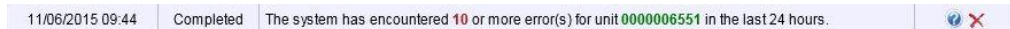
3 If you determine that the *BodyVISION* lacks sufficient storage space and/or a sufficient battery charge, immediately place it in your agency’s Charging/Down-loading station. The videos on the unit will automatically upload to the DEP server, creating more storage space. The unit’s battery will also begin to charge. You’ll know that charging is complete when the battery indicator light is solid green.

– OR –

If you determine that the *BodyVISION* has both sufficient storage space and a sufficient battery charge, contact your L-3 Mobile-Vision Support professional for assistance. To do so, call 800-336-8475 and select option **3** (Service), followed by option **1** (In-Car Components).

**End of Procedure.**

4 Proceed to the error message on your *Inbox Messages* list.



5 Highlight the green unit number and press **Ctrl + C** to copy it to your clipboard.

6 Go to **Administration** and click **Manage DVRs**. The Manage DVRs page displays.

DVR Name	Last Comm IP	DVR ID	Status	Type	Product Code	Group	Version	Config Synchron
*1 146@12.03.42	---	000000121	Enabled	Vehicle	---	---	---	Pending...
*1 JNP-99V@12.03.09	---	000000046	Enabled	Vehicle	---	---	---	Pending...
*1 No 2@12.03.37	---	000000002	Enabled	Vehicle	---	---	---	Pending...
*1 No Number@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	---	3.2.5	Pending...
aBodyWorn	0.0.0.0	---	Enabled	Body Worn	---	---	---	---
Eng Lab FB2	---	0000009069	Enabled	Interview Room	FB2	---	---	Pending...
Eng Lab FB3	---	0000050019	Enabled	Interview Room	FB3	Southern Fleet	---	Pending...
Eng Lab FBHD	---	000000003	Enabled	Interview Room	FB3	---	3.2.5	Pending...



- Position your cursor in the *DVR ID* field and press **Ctrl + V** to insert the unit number you copied from the error message. The record for the “problem” DVR displays.



**MANAGE DVRs**

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**DVRs**    DVR Groups

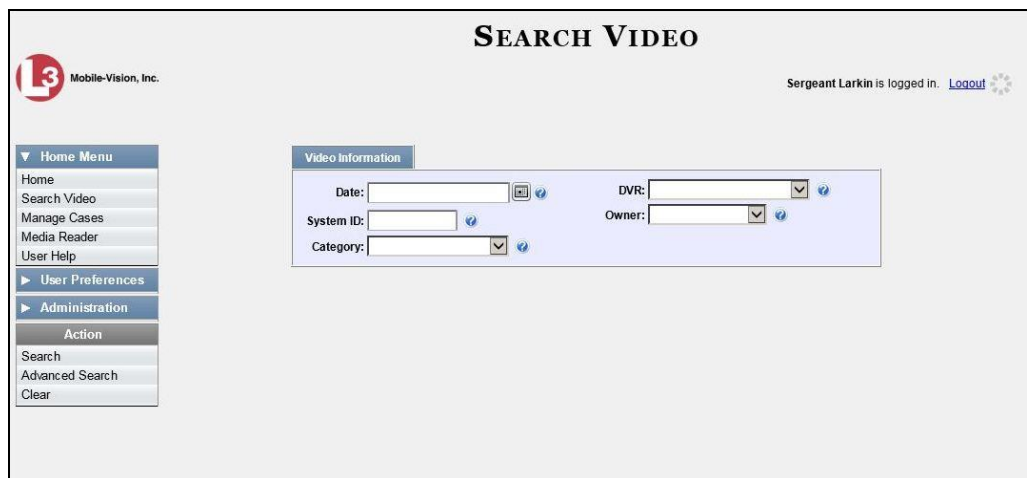
Page 1 of 1 (1 total records)

DVR Name ▲	Last Comm IP	DVR ID	Status	Type	Product Code	Group	Version	Config Synch
*1 Unit@12:51:22	166.20.101.254	000000010	Enabled	Interview Room	FB2		---	Pending...

**Home Menu**

- Home
- Search Video
- Manage Cases
- Media Reader
- User Help
- User Preferences
- Administration
  - System Setup
  - System Status
  - Assign Videos
  - Manage DVRs
  - Mobile Devices
  - Manage Users
- Action
  - Create
  - Edit
  - Export Config
  - Import Units
  - Export Units
  - Delete

- Jot down the values in the *DVR Name* and *Product Code* columns. This information will help you select the appropriate troubleshooting procedures later.
- Go to **Home Menu** and click **Search Video**. The Search Video page displays.



**SEARCH VIDEO**

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**Video Information**

Date:     DVR:

System ID:     Owner:

Category:

**Home Menu**

- Home
- Search Video
- Manage Cases
- Media Reader
- User Help
- User Preferences
- Administration
  - Search
  - Advanced Search
  - Clear

- Select the unit’s DVR name from the *DVR* drop-down list (i.e., the DVR Name that you jotted down earlier).
- Go to the **Action** column and click **Search**. All videos that were recorded by the “problem” DVR display.

 communications <small>Mobile-Vision, Inc.</small>		<b>VIDEO SEARCH RESULTS</b>							Sergeant Larkin is logged in. <a href="#">Logout</a>
Home Menu Home Search Video Manage Cases Media Reader User Help User Preferences Administration System Setup System Status Assign Videos Manage DVRs Mobile Devices Manage Users Action New Search Export Back to Video		Videos Page 1 of 1 (5 total records)							
Info	Play	Owner	DVR Name	Category	Duration	Date / Time	Notes		
		Officer Zalewski	*1 Unit@12:51:22	Traffic Citation	10 min	07/18/2014 07:23			
		Officer Zalewski	*1 Unit@12:51:22	Traffic Citation	26 min	07/18/2014 06:56			
		Officer Zalewski	*1 Unit@12:51:22	Traffic Citation	1 min	06/24/2014 06:58			
		Officer Zalewski	*1 Unit@12:51:22	Traffic Citation	16 min	02/27/2014 07:10			
		Officer Zalewski	*1 Unit@12:51:22	Traffic Citation	41 min	11/12/2013 07:06			

**12** Look in the *Category* column to determine if any of the videos share a common *system-assigned* video category (see table below):

⇒ If any of the videos share one of the system-assigned categories listed in the table below, proceed to step 13.

⇒ If any of the videos do *not* share one of the system-assigned categories listed in the table below, contact L-3 Mobile-Vision Technical Support for assistance. **End of Procedure.**

<b>Common System-Assigned Categories</b>	
<b>Category</b>	<b>Description</b>
Background Mode	A Flashback recording session occurred when the Background Mode option was set to ON. When Background Mode is ON, it means that the Flashback DVR records continuously whenever the vehicle's ignition is on, and for X, where X = the Ignition Timer setting.
Power Failure	A Flashback recording session was interrupted after a power failure occurred.
Interrupted Recording	A recording session was interrupted because the SD card (Flashback3/Flashback HD) or CF card (Flashback2) was full.
Corrupt QBX	The system detected a possible file corruption in a Flashback2, Flashback3, or FlashbackHD video.

- 13 Download the appropriate troubleshooting guide from the L-3 Mobile-Vision Online Support Center:

Flashback3 & FlashbackHD Troubleshooting Guide

<http://s6.parature.com/FileManagement/Download/4c54c51f9dfd44cebc50cfff5fed28f>

Flashback2 Troubleshooting Guide

<http://s6.parature.com/FileManagement/Download/5d676354bd92437ebc9e87c3f29a8179>



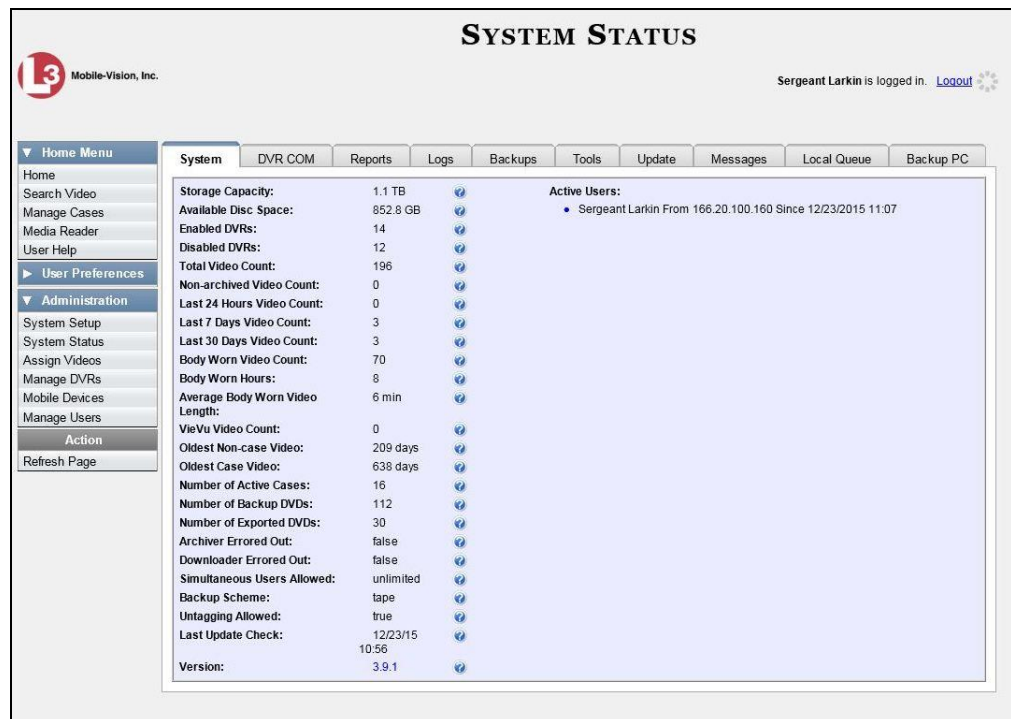
**NOTE:** If you're not sure if the DVR is a Flashback2, Flashback3, or FlashbackHD, look at the Product Code that you jotted down earlier. Flashback2s have a product code of **FB2**, Flashback3s have a product code of **FB3**, and FlashbackHDs have a product code of **FBHD**.

- 14 Once you've downloaded the appropriate troubleshooting guide, review the section(s) that relate to the video category(ies) you saw. For example, if some of the videos had a category of "Power Failure", review the section titled "Power and Boot Problems."

## Viewing the DVR Downloader Log

This section describes how to view the DVR Downloader Log. This log contains detailed information on each video transmitted to the server during a DVR's most recent download.

- 1 Go to **Administration** and click **System Status**. The System Status page displays.



**SYSTEM STATUS**

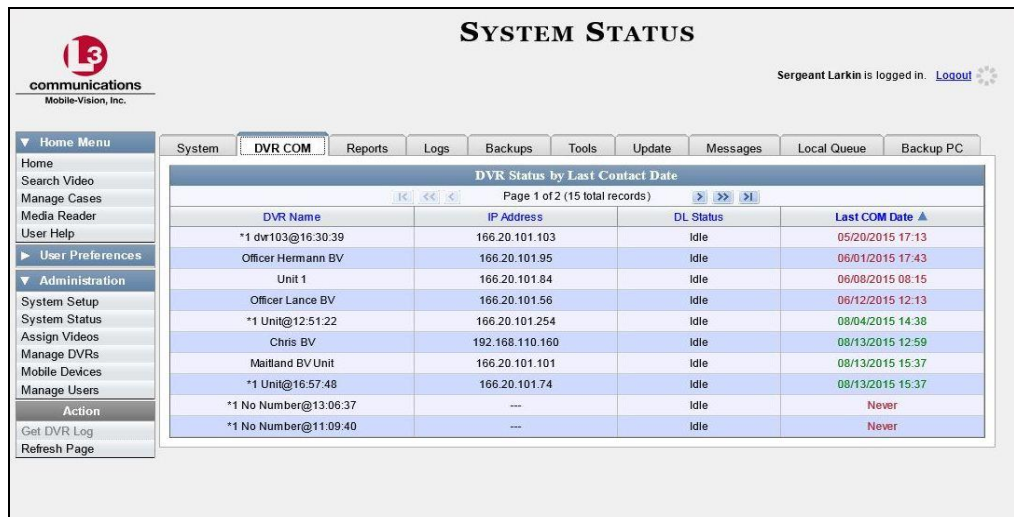
Sergeant Larkin is logged in. [Logout](#)

System	DVR COM	Reports	Logs	Backups	Tools	Update	Messages	Local Queue	Backup PC
Storage Capacity:	1.1 TB								
Available Disc Space:	852.8 GB								
Enabled DVRs:	14								
Disabled DVRs:	12								
Total Video Count:	196								
Non-archived Video Count:	0								
Last 24 Hours Video Count:	0								
Last 7 Days Video Count:	3								
Last 30 Days Video Count:	3								
Body Worn Video Count:	70								
Body Worn Hours:	8								
Average Body Worn Video Length:	6 min								
VieVu Video Count:	0								
Oldest Non-case Video:	209 days								
Oldest Case Video:	638 days								
Number of Active Cases:	16								
Number of Backup DVDs:	112								
Number of Exported DVDs:	30								
Archiver Errored Out:	false								
Downloader Errored Out:	false								
Simultaneous Users Allowed:	unlimited								
Backup Scheme:	tape								
Untagging Allowed:	true								
Last Update Check:	12/23/15								
Version:	3.9.1								

**Active Users:**

- Sergeant Larkin From 166.20.100.160 Since 12/23/2015 11:07

- Click the **DVR COM** tab. The status of each of your DVRs displays, as described in the table on page 573.



**SYSTEM STATUS**

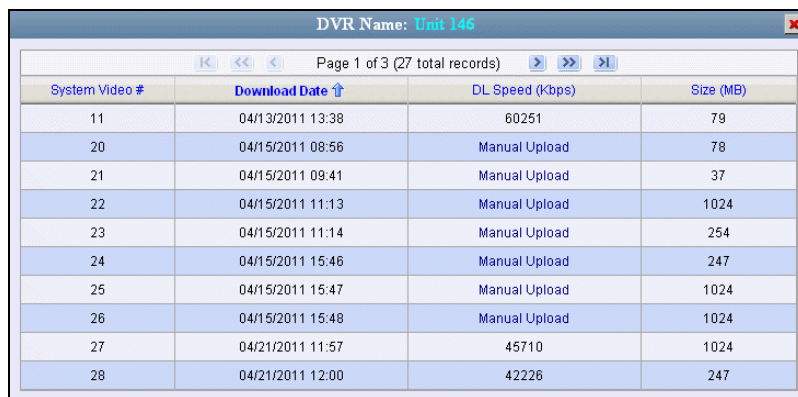
Sergeant Larkin is logged in. [Logout](#)

System **DVR COM** Reports Logs Backups Tools Update Messages Local Queue Backup PC

DVR Status by Last Contact Date  
Page 1 of 2 (15 total records)

DVR Name	IP Address	DL Status	Last COM Date ▲
*1 dvr103@16:30:39	166.20.101.103	Idle	05/20/2015 17:13
Officer Hermann BV	166.20.101.95	Idle	06/01/2015 17:43
Unit 1	166.20.101.84	Idle	06/08/2015 08:15
Officer Lance BV	166.20.101.56	Idle	06/12/2015 12:13
*1 Unit@12:51:22	166.20.101.254	Idle	08/04/2015 14:38
Chris BV	192.168.110.160	Idle	08/13/2015 12:59
Maitland BV Unit	166.20.101.101	Idle	08/13/2015 15:37
*1 Unit@16:57:48	166.20.101.74	Idle	08/13/2015 15:37
*1 No Number@13:06:37	---	Idle	Never
*1 No Number@11:09:40	---	Idle	Never

- Click on the DVR record for which you wish to view a log.
- Go to the **Action** column and click **Get DVR Log**. The DVR Log popup displays.



DVR Name: **Unit 146**

Page 1 of 3 (27 total records)

System Video #	Download Date ↑	DL Speed (Kbps)	Size (MB)
11	04/13/2011 13:38	60251	79
20	04/15/2011 08:56	Manual Upload	78
21	04/15/2011 09:41	Manual Upload	37
22	04/15/2011 11:13	Manual Upload	1024
23	04/15/2011 11:14	Manual Upload	254
24	04/15/2011 15:46	Manual Upload	247
25	04/15/2011 15:47	Manual Upload	1024
26	04/15/2011 15:48	Manual Upload	1024
27	04/21/2011 11:57	45710	1024
28	04/21/2011 12:00	42226	247

The columns on this popup are described 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

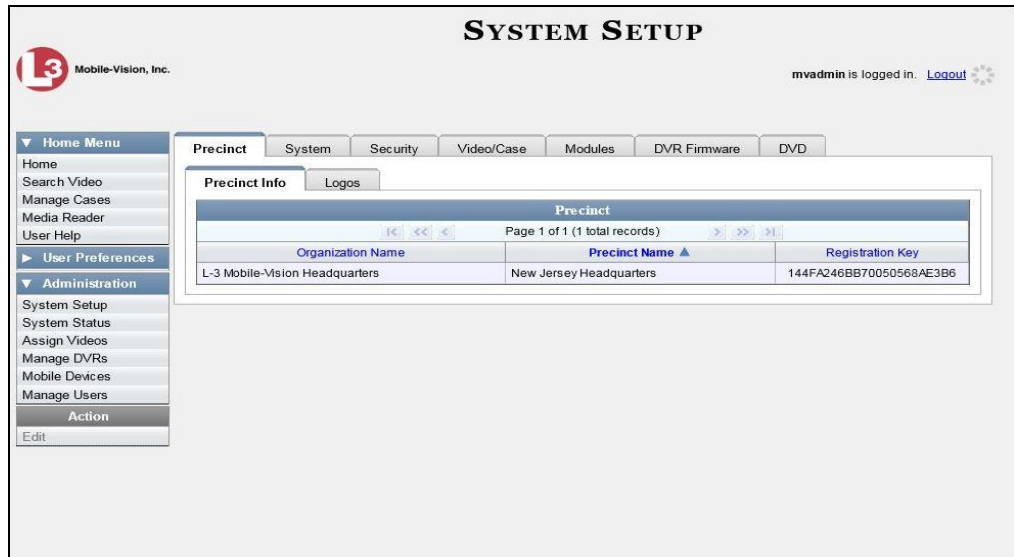
This section describes how to change the DVR download options. Specifically, you can:

- Disable/enable a category of DVRs. For instructions, see “Disabling/Enabling Your DVRs,” below.
- 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 585.

### Disabling/Enabling Your DVRs

This section describes how to disable or enable your Flashback and/or *BodyVISION* DVRs. When you disable a group of DVRs, those DVRs will no longer be able to communicate with the server.

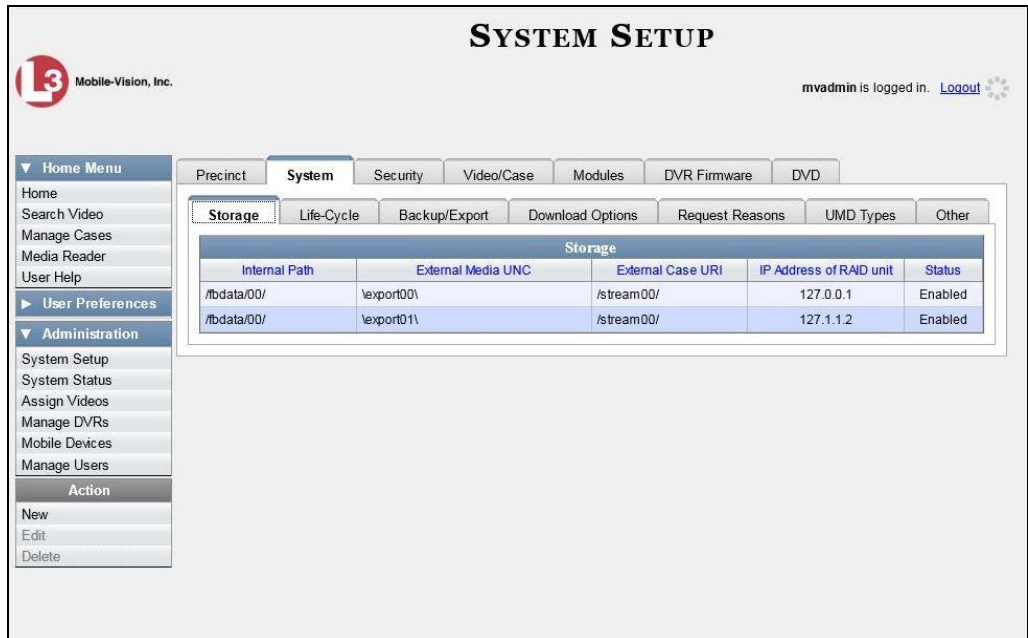
- 1 Go to  and click **System Setup**. The System Setup page displays.



Precinct		
Organization Name	Precinct Name ▲	Registration Key
L-3 Mobile-Vision Headquarters	New Jersey Headquarters	144FA246BB70050568AE3B6

- 2 Click the **System** tab.

(Continued)



**SYSTEM SETUP**

L3 Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

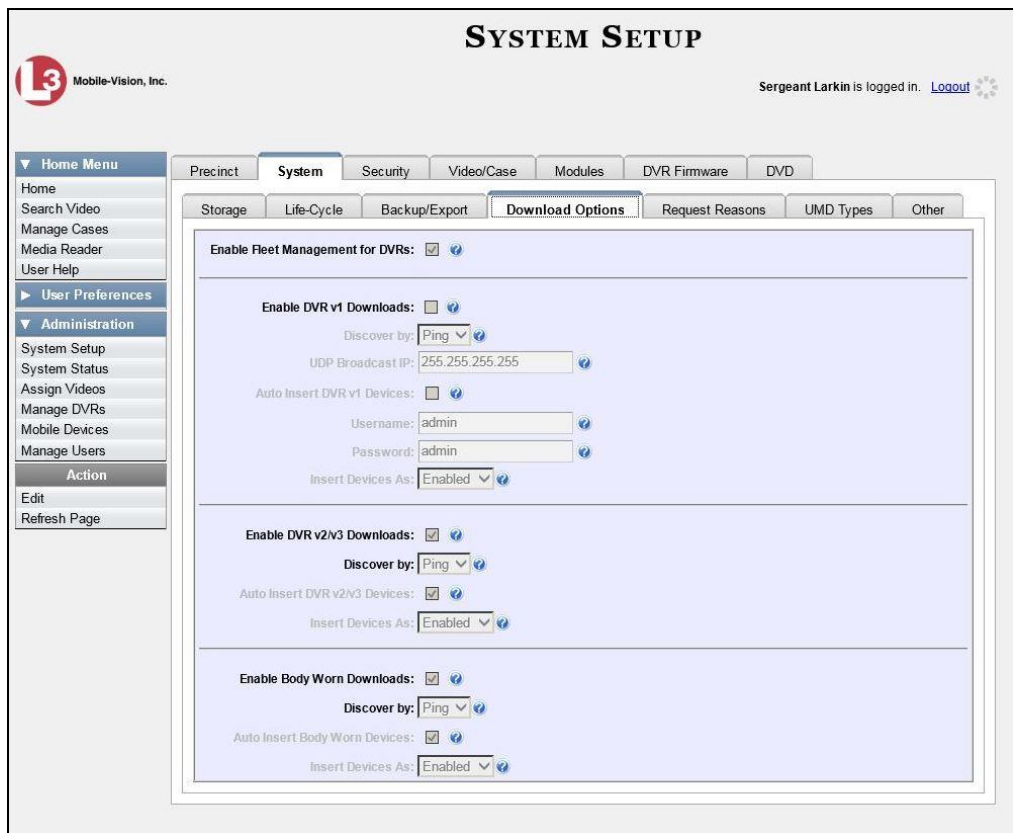
Navigation: Precinct | **System** | Security | Video/Case | Modules | DVR Firmware | DVD

Sub-navigation: **Storage** | Life-Cycle | Backup/Export | Download Options | Request Reasons | UMD Types | Other

Storage				
Internal Path	External Media UNC	External Case URI	IP Address of RAID unit	Status
/fbddata/00/	\export00\	/stream00/	127.0.0.1	Enabled
/fbddata/00/	\export01\	/stream00/	127.1.1.2	Enabled

Left Menu: Home Menu (Home, Search Video, Manage Cases, Media Reader, User Help), User Preferences, Administration (System Setup, System Status, Assign Videos, Manage DVRs, Mobile Devices, Manage Users), Action (New, Edit, Delete)

3 Click the **Download Options** tab. The Download options display.



**SYSTEM SETUP**

L3 Mobile-Vision, Inc. Sergeant Larkin is logged in. [Logout](#)

Navigation: Precinct | **System** | Security | Video/Case | Modules | DVR Firmware | DVD

Sub-navigation: Storage | Life-Cycle | Backup/Export | **Download Options** | Request Reasons | UMD Types | Other

Enable Fleet Management for DVRs:  [?](#)

Enable DVR v1 Downloads:  [?](#)

Discover by:  [?](#)

UDP Broadcast IP:  [?](#)

Auto Insert DVR v1 Devices:  [?](#)

Username:  [?](#)

Password:  [?](#)

Insert Devices As:  [?](#)

Enable DVR v2/v3 Downloads:  [?](#)

Discover by:  [?](#)

Auto Insert DVR v2/v3 Devices:  [?](#)

Insert Devices As:  [?](#)

Enable Body Worn Downloads:  [?](#)

Discover by:  [?](#)

Auto Insert Body Worn Devices:  [?](#)

Insert Devices As:  [?](#)

Left Menu: Home Menu (Home, Search Video, Manage Cases, Media Reader, User Help), User Preferences, Administration (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 Download Options form displays.



- 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 *BodyVISION* units, proceed to the next step. Otherwise skip to step 9.
- 8 To *enable* your *BodyVISION* units, select the *Enable Body Worn Downloads* checkbox.  
– OR –  
To *disable* your *BodyVISION* units, deselect the *Enable Body Worn Downloads* checkbox.
- 9 Click **Save**.

## Changing the Discovery Method Used to Initiate Downloads

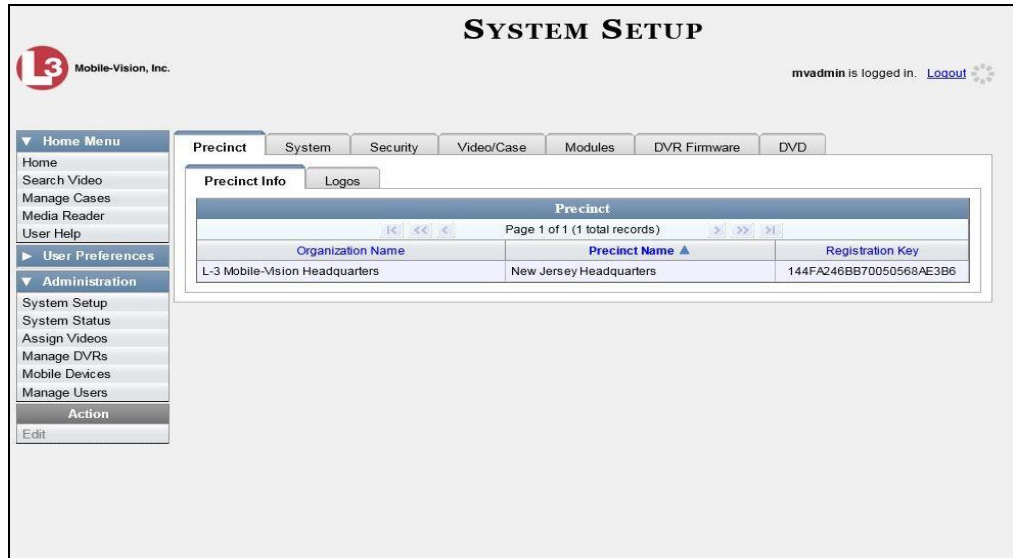
This section describes how to change the discovery method that your server uses to initiate a video download. By default, a TCP “ping” command is used to test whether a specific DVR is reachable across the network.



**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 *BodyVISION* DVRs for the first time, see “Selecting the *BodyVISION* Download Options” on page 499 instead.

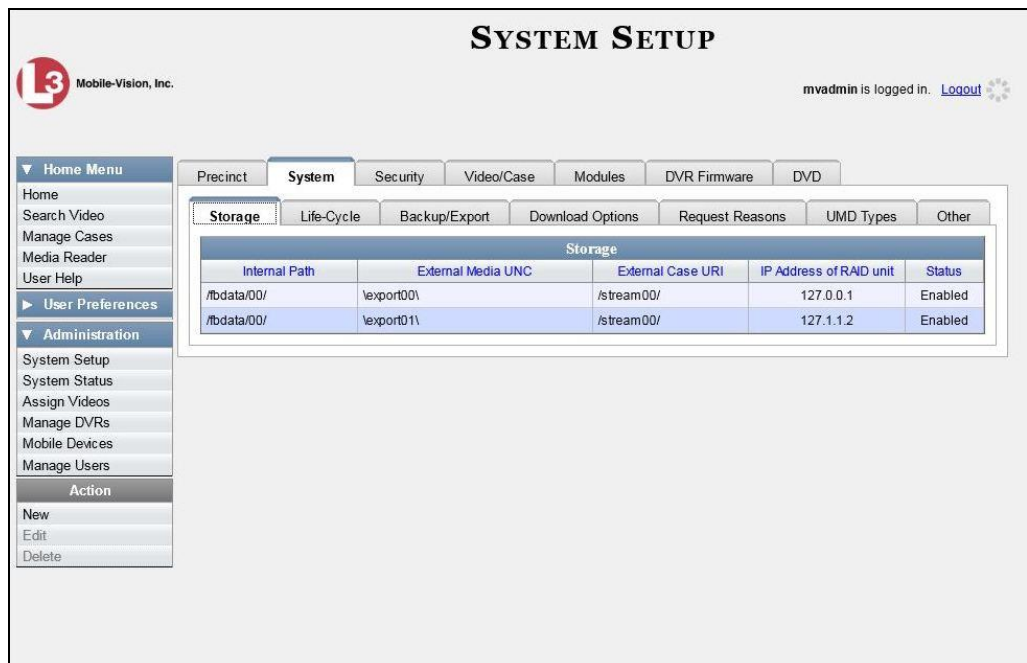
- 1 Go to **Administration** and click **System Setup**. The System Setup page displays.



The screenshot shows the SYSTEM SETUP page with the 'Administration' menu expanded to 'System Setup'. The 'Precinct Info' tab is active, displaying a table with the following data:

Organization Name	Precinct Name ▲	Registration Key
L-3 Mobile-Vision Headquarters	New Jersey Headquarters	144FA246BB70050568AE3B6

- 2 Click the **System** tab.

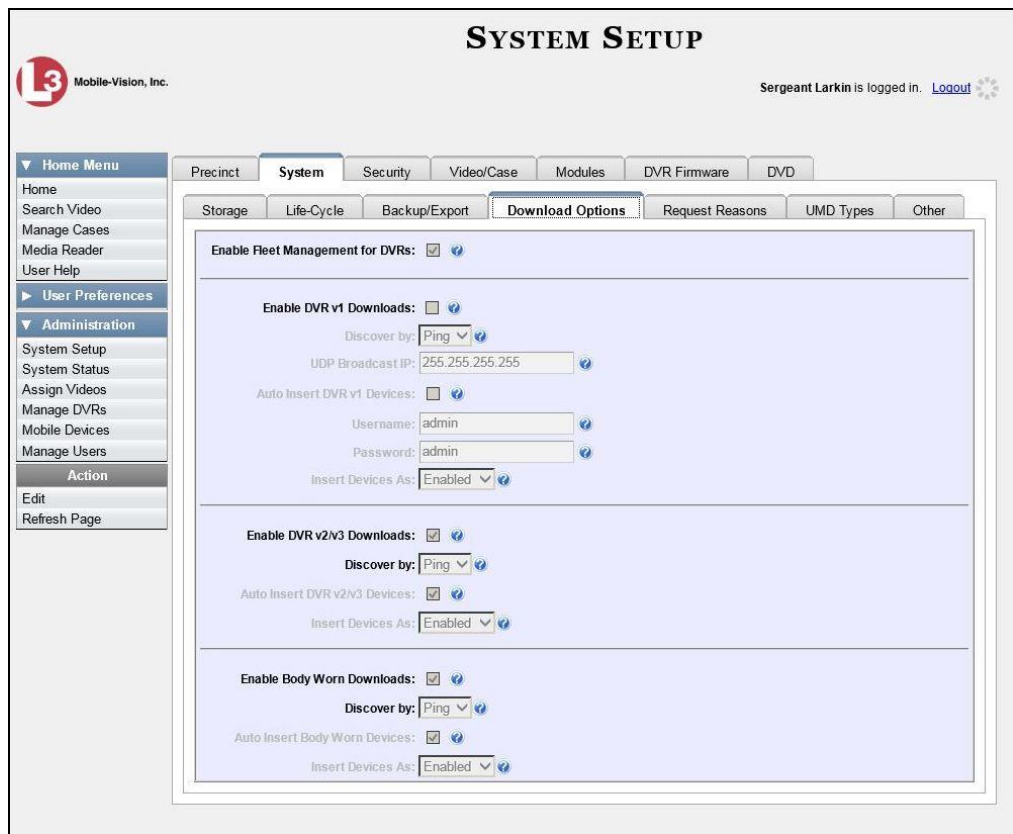


The screenshot shows the SYSTEM SETUP page with the 'System' tab selected. The 'Storage' sub-tab is active, displaying a table with the following data:

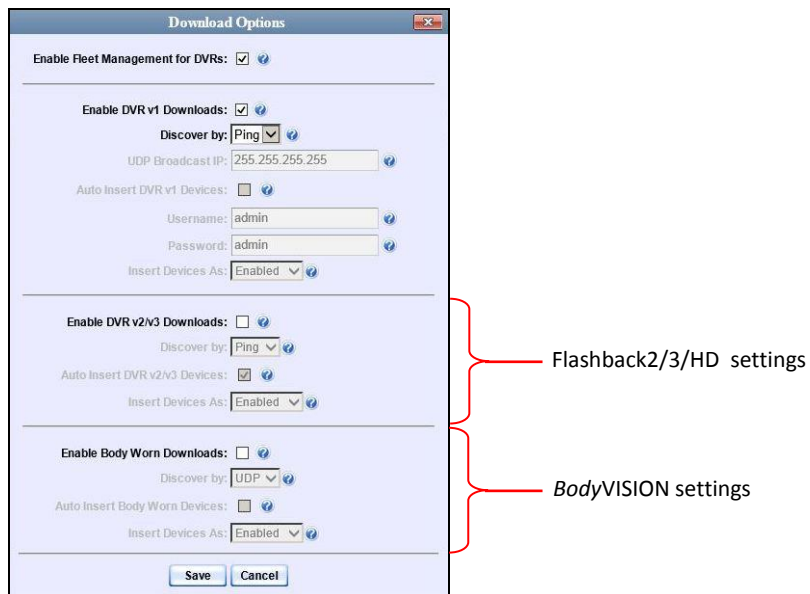
Internal Path	External Media UNC	External Case URI	IP Address of RAID unit	Status
/bdata/00/	\\export00\	/stream00/	127.0.0.1	Enabled
/bdata/00/	\\export01\	/stream00/	127.1.1.2	Enabled

- 3 Click the **Download Options** tab.





4 Go to the **Action** column and click **Edit**. The Download Options popup displays.



The settings for Flashback2, Flashback3, and FlashbackHD DVRs are in the *center* of this popup, and the settings for *BodyVISION* 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 *BodyVISION* 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 *BodyVISION* 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 *BodyVISION* 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 *BodyVISION* 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 *BodyVISION* 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.

Officers can generate this file themselves, as described in chapter 1 of the *DEP Officer's Guide*, or you can create it for them, as described in this section.

You typically need to perform this procedure only *once* at system startup.

- 1 Insert the officer's USB Login Key in one of your PC's USB ports.
- 2 Go to  **Administration** and click **Manage Users**. The Manage Users page displays.

*(Continued)*



## MANAGE USERS

mvadmin is logged in. [Logout](#)

- ▼ Home Menu
- Home
- Search Video
- Manage Cases
- Media Reader
- User Help
- ▶ User Preferences
- ▼ Administration
- System Setup
- System Status
- Assign Videos
- Manage DVRs
- Mobile Devices
- Manage Users
- Action
- Create
- Edit
- Delete
- Generate Key

Users				
Display Name ▲	User Login	User Role		Status
admin	admin	Administrator		Enabled
aUser	aLogin	Officer		Enabled
cfannin	cfannin	Administrator		Enabled
Guest	Guest	Officer		Enabled
jthomas	jthomas	Administrator		Enabled
leslie	leslie	Administrator		Enabled
llacy	llacy	Administrator		Enabled
mvadmin	mvadmin	Administrator		Enabled
Officer Zalewski	LZalewski	Officer		Enabled

- 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 Windows message displays.

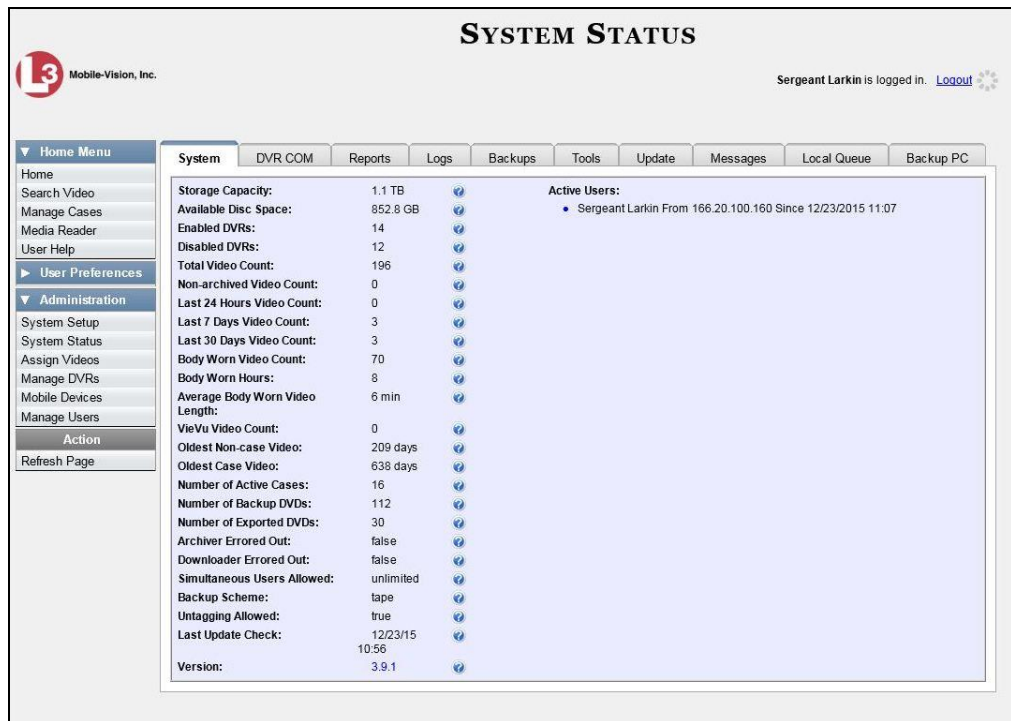


- 6 Select **Save As** from the *Save* drop-down list. The Save As window displays.
- 7 Navigate to the USB drive.
- 8 Click **Save**. The system copies the login file to the USB drive.
- 9 Remove the USB key from your PC and give it to the appropriate officer. He can then use it to login to any Flashback DVR. For more information, see “Logging into a DVR Using Your USB Login Key” in the Flashback User’s Guide.

## Exporting DVR Activity to a Spreadsheet

This section describes how to export all your DVR activity to a spreadsheet for use with another application, such as a custom reporting tool. This is referred to as the *DVR Activity* report. It includes information such as when a DVR's video was updated to the server, when a DVR setting was changed and by whom, when a DVR was added to or removed from a DVR group, etc. The system automatically updates this report once every day.

- 1 Go to **Administration** and click **System Status**. The System Status page displays.



**SYSTEM STATUS**

Sergeant Larkin is logged in. [Logout](#)

**System** | DVR COM | Reports | Logs | Backups | Tools | Update | Messages | Local Queue | Backup PC

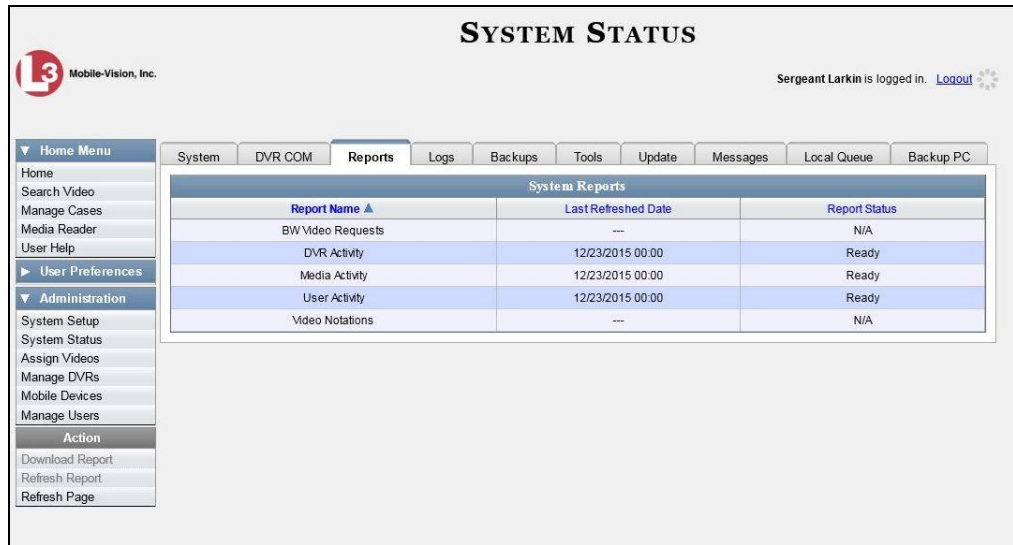
System	DVR COM	Reports	Logs	Backups	Tools	Update	Messages	Local Queue	Backup PC
Storage Capacity:	1.1 TB								
Available Disc Space:	852.8 GB								
Enabled DVRs:	14								
Disabled DVRs:	12								
Total Video Count:	196								
Non-archived Video Count:	0								
Last 24 Hours Video Count:	0								
Last 7 Days Video Count:	3								
Last 30 Days Video Count:	3								
Body Worn Video Count:	70								
Body Worn Hours:	8								
Average Body Worn Video Length:	6 min								
VieVu Video Count:	0								
Oldest Non-case Video:	209 days								
Oldest Case Video:	638 days								
Number of Active Cases:	16								
Number of Backup DVDs:	112								
Number of Exported DVDs:	30								
Archiver Errored Out:	false								
Downloader Errored Out:	false								
Simultaneous Users Allowed:	unlimited								
Backup Scheme:	tape								
Untagging Allowed:	true								
Last Update Check:	12/23/15 10:56								
Version:	3.9.1								

**Active Users:**

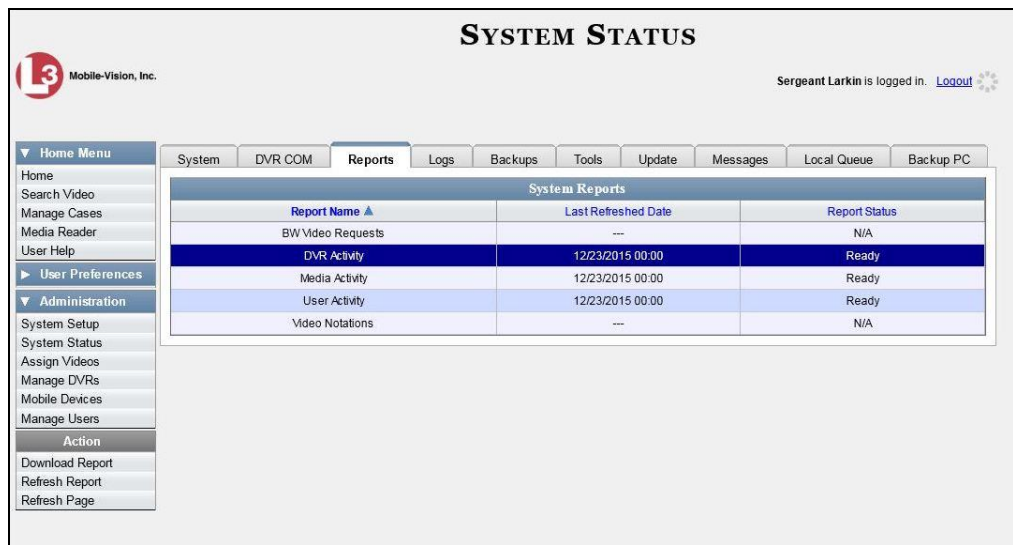
- Sergeant Larkin From 166.20.100.160 Since 12/23/2015 11:07

- 2 Click the **Reports** tab.

(Continued)



- 3 Click on the **DVR Activity** report to highlight it.



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.

- 4 Go to the **Action** column and click **Download Report**. A Windows message displays.



- 5 Click **Open**. The report displays in your default spreadsheet application, such as Microsoft Excel.

# 6

## Backup PCs

---

A Backup PC is a computer used to process DVD burn requests. Because the process of burning DVDs is resource-intensive, one PC is dedicated to this task. If you are using a *Bravo* robotic DVD burner, then the backup PC is a separate computer workstation connected to the disc burner. If you are using a *Rimage* DVD/Blu-Ray burner that combines a disc burner with a computer, the Backup PC refers to the computer component of the Rimage.

If your agency has more than one storage server, you can connect those servers to a single Backup PC. However, if your agency has more than one Bravo DVD burner, each DVD burner must have its own Backup PC. Any time you add a new Backup PC/DVD Burner to your setup, you will have to enter a new backup PC record, as described on page 597.

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 597
- Changing a Backup PC, page 602
- Deleting a Backup PC, page 604
- Viewing the Backup PC Status Page, page 606.

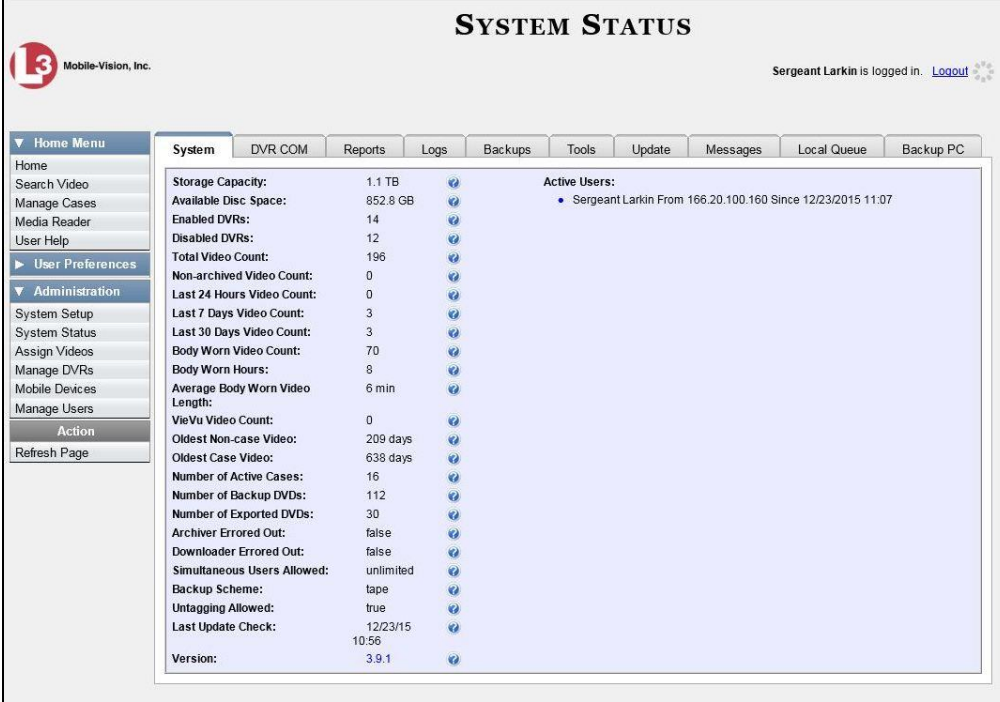
To change your auto-backup settings, see “Changing the File Types that are Automatically Archived” in chapter 3.

## Updating the Backup PC Software

Occasionally, you may need to update the software that controls your backup PC. Perform this task whenever you receive an update notification in your Inbox (*Update Required for your Backup PC*), or you are instructed to do so by an L-3 Mobile-Vision Technical Support Engineer.

The Backup PC update procedure needs to be performed on the Backup PC itself, so you need to log out of the DEP application now, then log back in from the Backup PC, as described below.

- 1 Go to the top right of the Home page and click **Logout**.
- 2 Walk to the Backup PC.
- 3 Login to DEV again from the Backup PC. (Make sure that you login as an Administrator.)
- 4 Go to **Administration** and click **System Status**. The System Status page displays.



**SYSTEM STATUS**

Sergeant Larkin is logged in. [Logout](#)

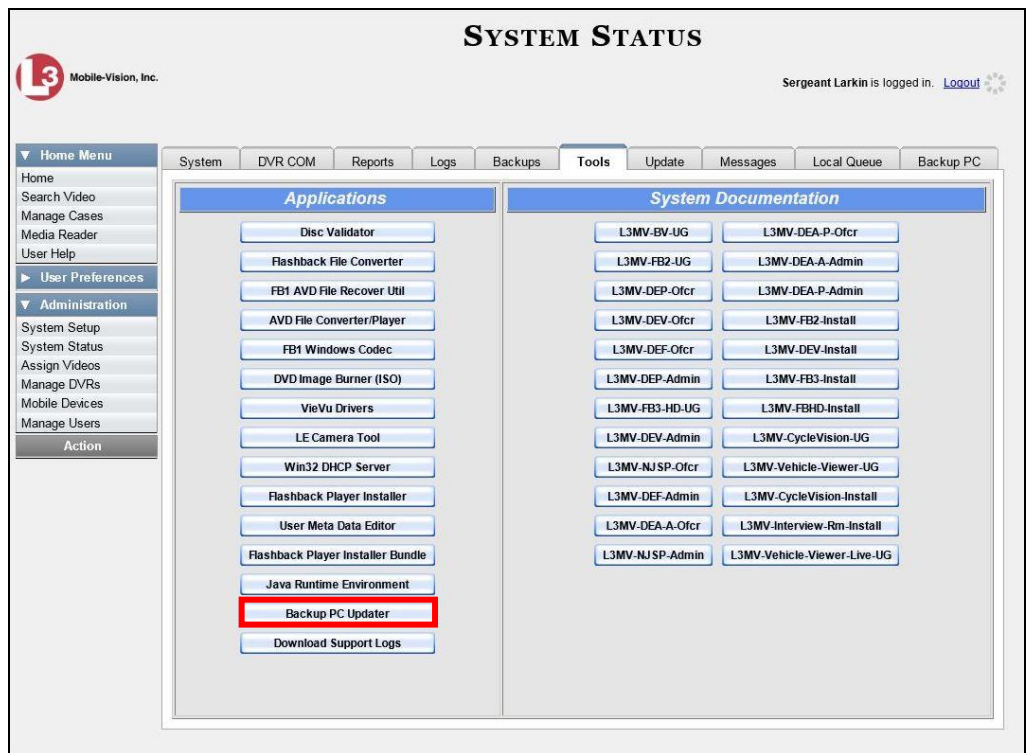
System	DVR COM	Reports	Logs	Backups	Tools	Update	Messages	Local Queue	Backup PC
Storage Capacity:	1.1 TB								
Available Disc Space:	852.8 GB								
Enabled DVRs:	14								
Disabled DVRs:	12								
Total Video Count:	196								
Non-archived Video Count:	0								
Last 24 Hours Video Count:	0								
Last 7 Days Video Count:	3								
Last 30 Days Video Count:	3								
Body Worn Video Count:	70								
Body Worn Hours:	8								
Average Body Worn Video Length:	6 min								
VieVu Video Count:	0								
Oldest Non-case Video:	209 days								
Oldest Case Video:	638 days								
Number of Active Cases:	16								
Number of Backup DVDs:	112								
Number of Exported DVDs:	30								
Archiver Errored Out:	false								
Downloader Errored Out:	false								
Simultaneous Users Allowed:	unlimited								
Backup Scheme:	tape								
Untagging Allowed:	true								
Last Update Check:	12/23/15 10:56								
Version:	3.9.1								

**Active Users:**

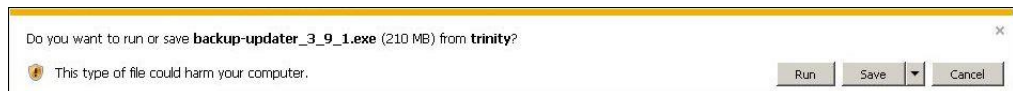
- Sergeant Larkin From 166.20.100.160 Since 12/23/2015 11:07

- 5 Click the **Tools** tab. A list of applications and system documentation displays.

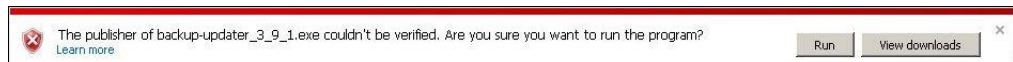




- 6 Go to the *Applications* column and click the **Backup PC Updater** button. A Windows message displays.

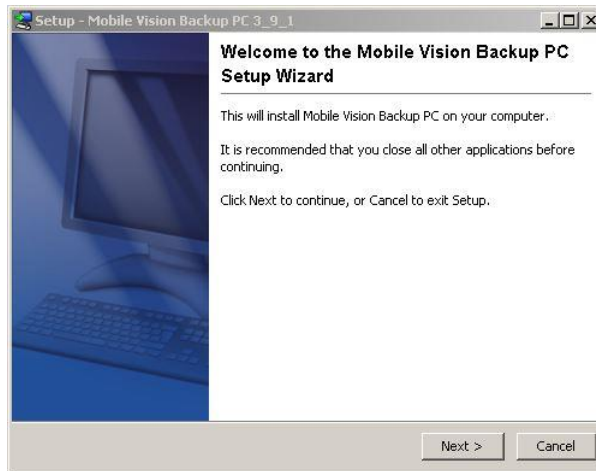


- 7 Click **Run**. The system copies some files from the server to your PC, after which a security warning message displays.

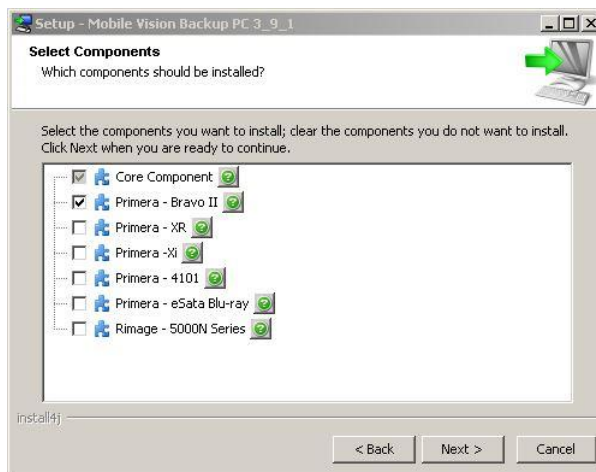


- 8 Click **Run** again. After a momentary delay, the Setup Wizard launches.

*(Continued)*



- 9 Click **Next**. A list of DVD burners displays. Notice that there is a check next to *Primera–Bravo II*. This is the system default.



- 10 If your Backup PC is connected to a *Primera–Bravo II* DVD burner (default), proceed to the next step.

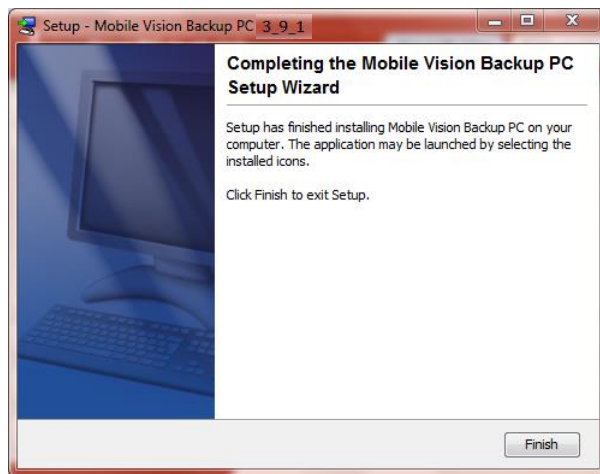
– OR –

If your Backup PC is connected to a *different* type of DVD burner, clear the *Primera–Bravo II* checkbox and select the correct checkbox. Select *only one* burner.

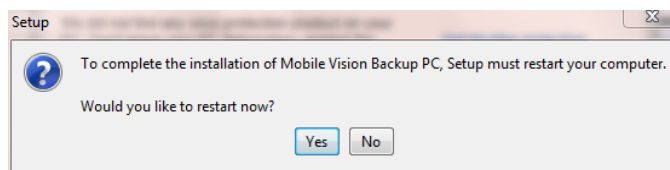


**WARNING:** If you select more than one DVD burner *or* you select the *wrong* DVD burner, or it could render your Backup PC system temporarily inoperable.

- 11 Click **Next**. The system begins updating your Backup PC. Once the software has been installed on your PC, a confirmation message displays.



- 12 Click **Finish**. The system prompts you to reboot your PC.



- 13 Close any files that you may have open on 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 593.

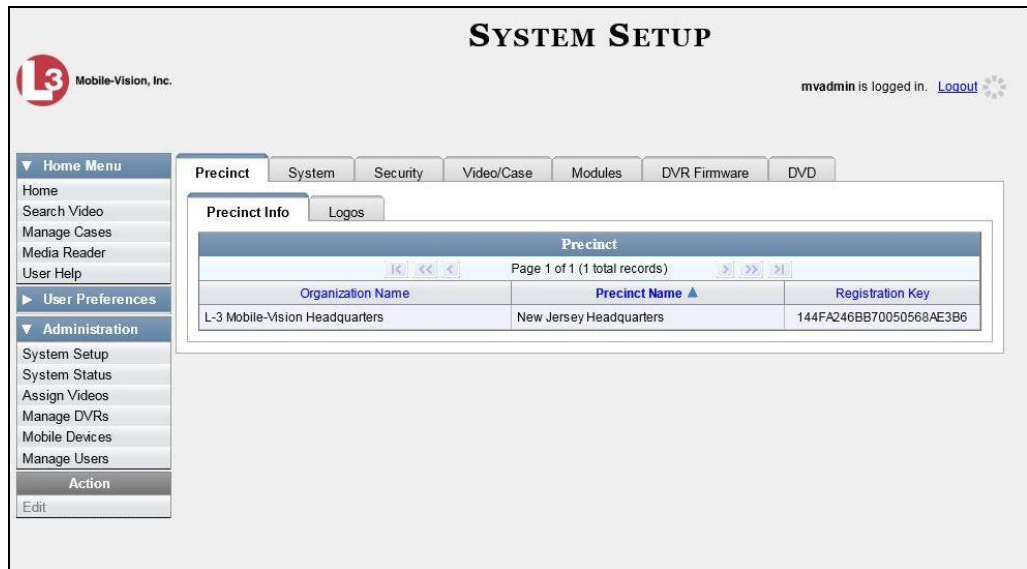
### *Regarding Bravo units*

Every Bravo DVD burner has one or two *input* bins and one *output* bin. The *input* bin is where the blank DVDs go. The *output* bin is where the robotic DVD burner places the completed DVDs.

There are two modes used to configure a Bravo DVD burner: *regular* mode and *kiosk* mode. In *regular* mode, the DVD burner's *right* bin is used as the *input* bin and the *left* bin is used as the *output* bin. In *kiosk* mode, both the right and left bins are used as *input* bins, and a center "catch" tray is used as the *output* bin. If you prefer to configure your DVD burner in *kiosk* mode, ask an L-3 Mobile-Vision Technical Support Engineer to assist you.

- 1 Contact L-3 Mobile-Vision Service at 800-336-8475 (when prompted, select the phone option for "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."

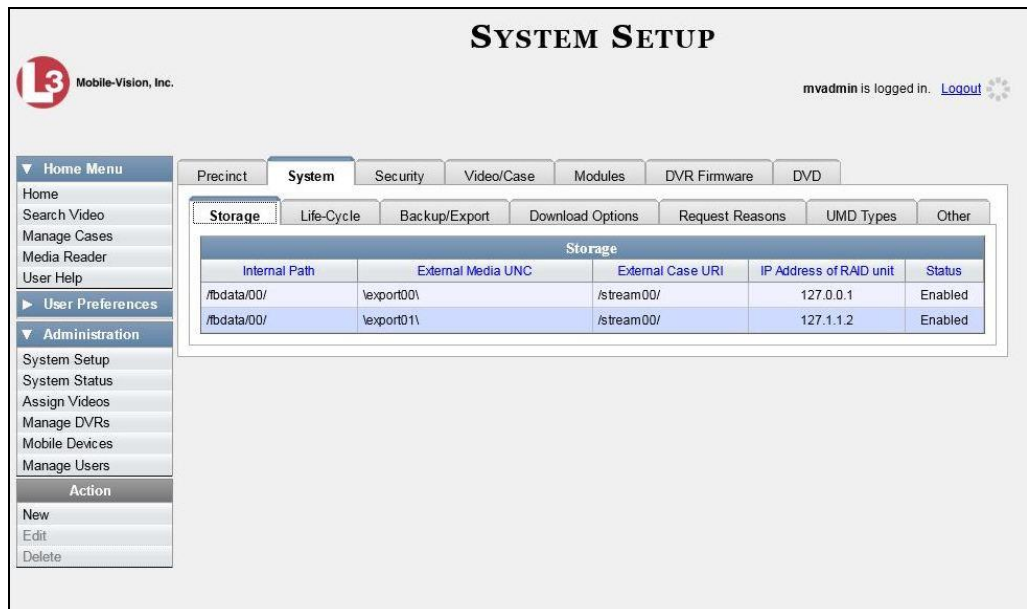
- Obtain an IP address for the new Backup PC. If the Backup PC will be connected to the Mobile-Vision network, your TSE will provide you with this address. If the Backup PC will be connected to your agency's network, your agency's Network Specialist will provide you with this address.
- Go to **Administration** and click **System Setup**. The System Setup page displays.



The screenshot shows the SYSTEM SETUP page with the 'Precinct' tab selected. The 'Precinct Info' sub-tab is active, displaying a table with the following data:

Organization Name	Precinct Name	Registration Key
L-3 Mobile-Vision Headquarters	New Jersey Headquarters	144FA246BB70050568AE3B6

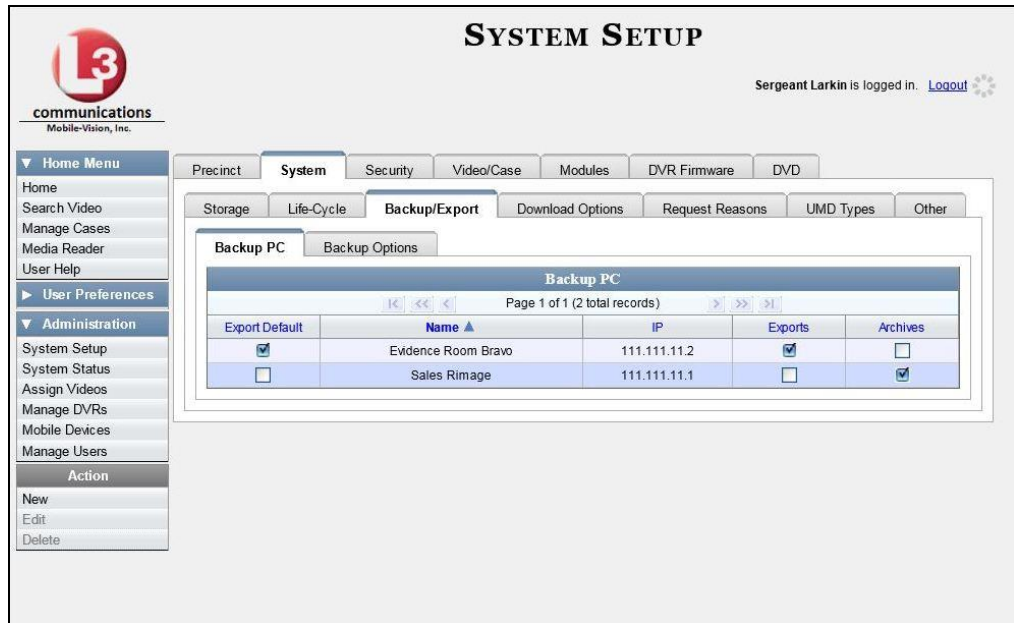
- Click the **System** tab.



The screenshot shows the SYSTEM SETUP page with the 'System' tab selected. The 'Storage' sub-tab is active, displaying a table with the following data:

Internal Path	External Media UNC	External Case URI	IP Address of RAID unit	Status
/bdata/00/	\\export00\	/stream00/	127.0.0.1	Enabled
/bdata/00/	\\export01\	/stream00/	127.1.1.2	Enabled

- Click the **Backup/Export** tab.



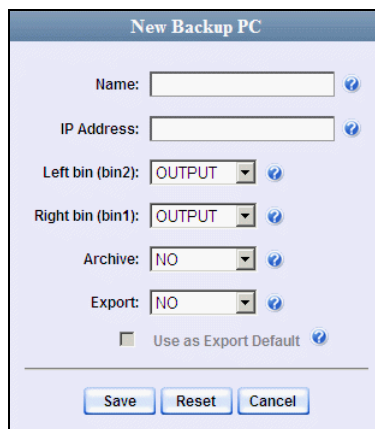
- 6 Make sure that the **Backup PC** tab is selected. The columns on this form are described below.

Backup PC	
Column	Description
Export Default	<p>If your agency is using more than one backup PC/DVD burner, this checkbox is used to indicate whether or not the system will default to this backup PC when you display the Export Options popup:</p> <p><input checked="" type="checkbox"/> Use this backup PC as the default on the Export Options popup</p> <p><input type="checkbox"/> Do <i>not</i> use this backup PC as the default on the Export Options popup</p>
Name	The name of this Backup PC.
IP	The IP address of this Backup PC.
Exports	<p>If your agency is using more than one backup PC/DVD burner, this checkbox is used to indicate whether or not you wish to enable this device to process user-requested burn jobs:</p> <p><input checked="" type="checkbox"/> Allow this Backup PC to process user-requested burn jobs</p> <p><input type="checkbox"/> Do <i>not</i> allow this Backup PC to process user-requested burn jobs</p>

(Continued)

Backup PC (cont'd)	
Column	Description
Archives	<p>If your agency is using more than one backup PC/DVD burner, this checkbox is used to indicate whether or not you wish to enable this device to process system-requested burn jobs (i.e., archives on Certified Backup Discs):</p> <p><input checked="" type="checkbox"/> Allow this Backup PC to process system-requested burn jobs</p> <p><input type="checkbox"/> Do <i>not</i> allow this Backup PC to process system-requested burn jobs</p> <p><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.</p>

- 7 Go to the **Action** column and click **New**. The New Backup PC popup displays.



The 'New Backup PC' dialog box includes the following fields and options:

- Name: [Text Input] ⓘ
- IP Address: [Text Input] ⓘ
- Left bin (bin2): [Dropdown: OUTPUT] ⓘ
- Right bin (bin1): [Dropdown: OUTPUT] ⓘ
- Archive: [Dropdown: NO] ⓘ
- Export: [Dropdown: NO] ⓘ
- Use as Export Default ⓘ
- Buttons: Save, Reset, Cancel

- 8 Enter a descriptive name for this backup PC in the *Name* field.
- 9 Enter the IP Address for this backup PC in the *IP Address* field.
- 10 If this record is for a *Bravo* burner, proceed to the next step.  
– OR –  
If this record is for a *Rimage* burner, skip to step 12.
- 11 If you plan to use the DVD burner in *kiosk* mode (see description on page 597), proceed to the next step.  
– OR –  
If you plan to use the DVD burner in *regular* mode (see description on page 597), 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.

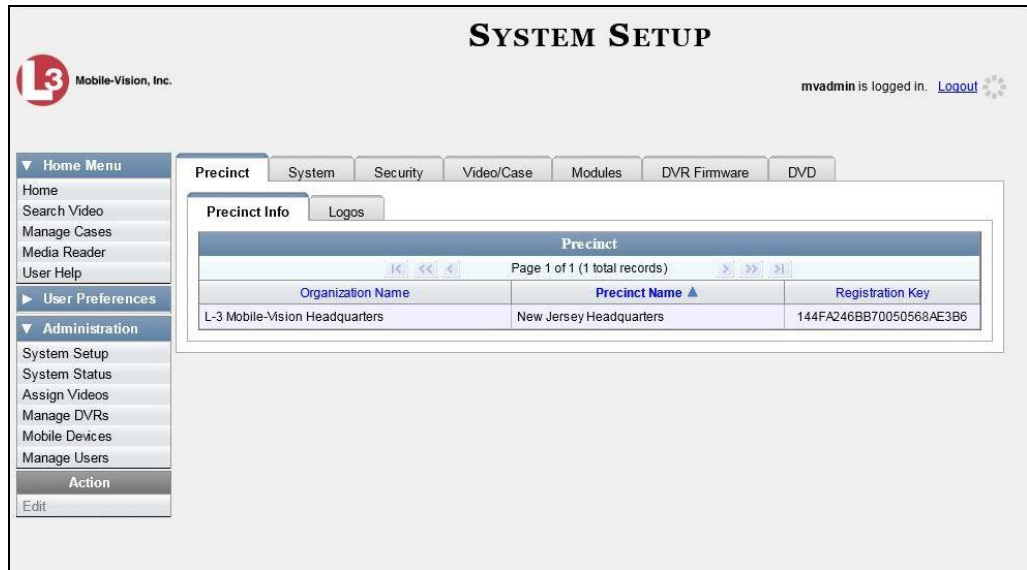
– OR –

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.

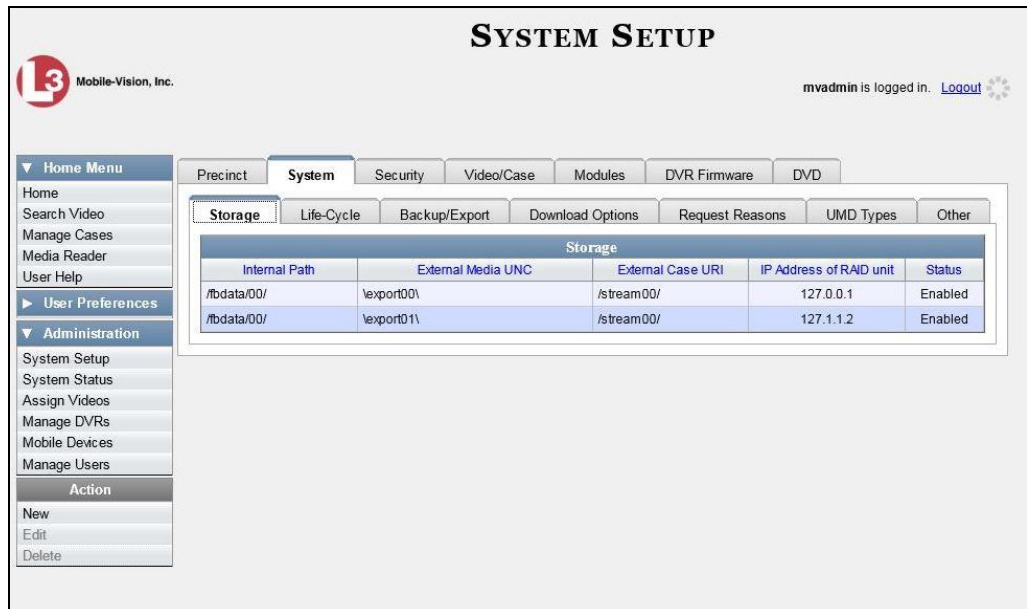
- 1 Go to **Administration** and click **System Setup**. The System Setup page displays.



The screenshot shows the SYSTEM SETUP page with the 'Precinct' tab selected. The 'Precinct Info' table is displayed below the tabs.

Precinct		
Organization Name	Precinct Name ▲	Registration Key
L-3 Mobile-Vision Headquarters	New Jersey Headquarters	144FA246BB70050568AE3B6

- 2 Click the **System** tab.

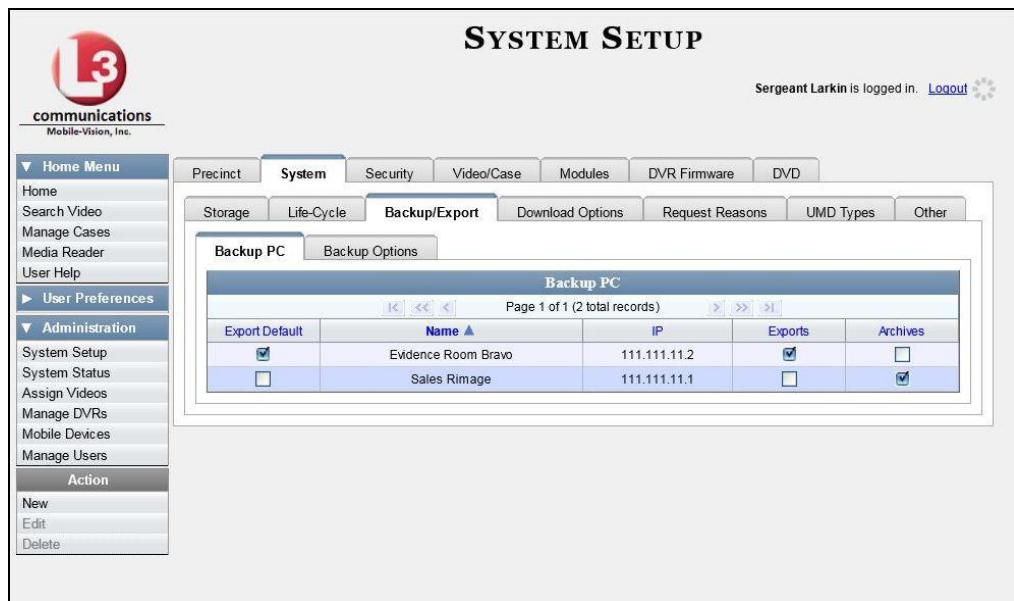


The screenshot shows the SYSTEM SETUP page with the 'System' tab selected. The 'Storage' sub-tab is active, displaying a table with storage configuration details.

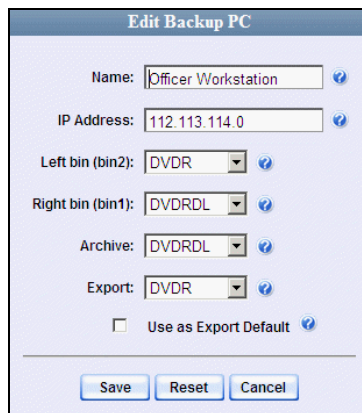
Internal Path	External Media UNC	External Case URI	IP Address of RAID unit	Status
/bdata/00/	\export00\	/stream00/	127.0.0.1	Enabled
/bdata/00/	\export01\	/stream00/	127.1.1.2	Enabled

- 3 Click the **Backup/Export** tab.





- 4 Make sure that the **Backup PC** tab is selected. For a description of the columns on this form, see the table on page 599.
- 5 Right-click on the backup PC record you wish to update, then select **Edit** from the popup menu. The Edit Backup PC popup displays.

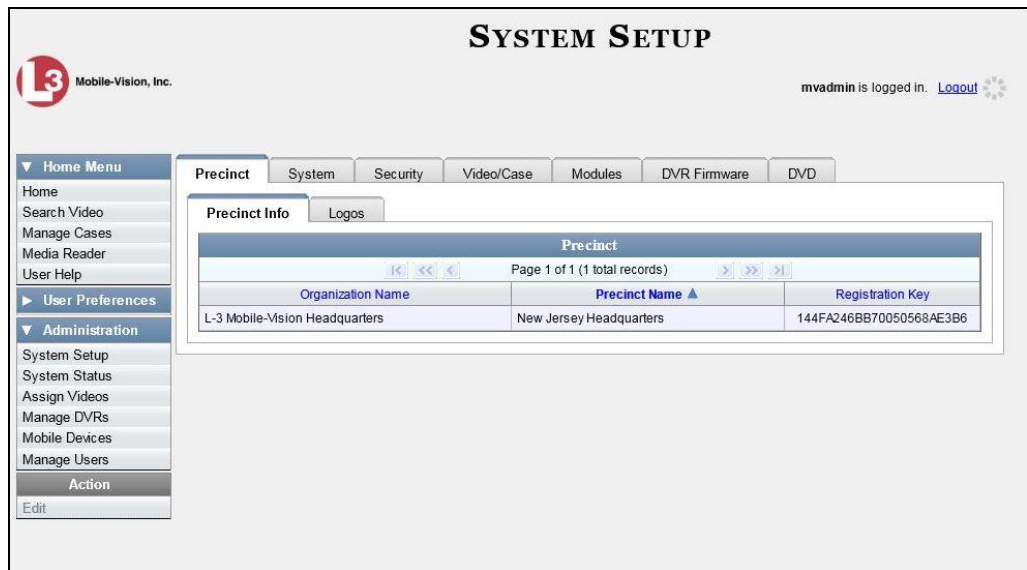


- 6 Enter/select your changes in the appropriate field(s), then click **Save**.

## Deleting a Backup PC

This section describes how to delete an existing backup PC record. Perform this task after a backup PC/DVD burner has been decommissioned, or as directed by your L-3 Mobile-Vision Technical Support Engineer.

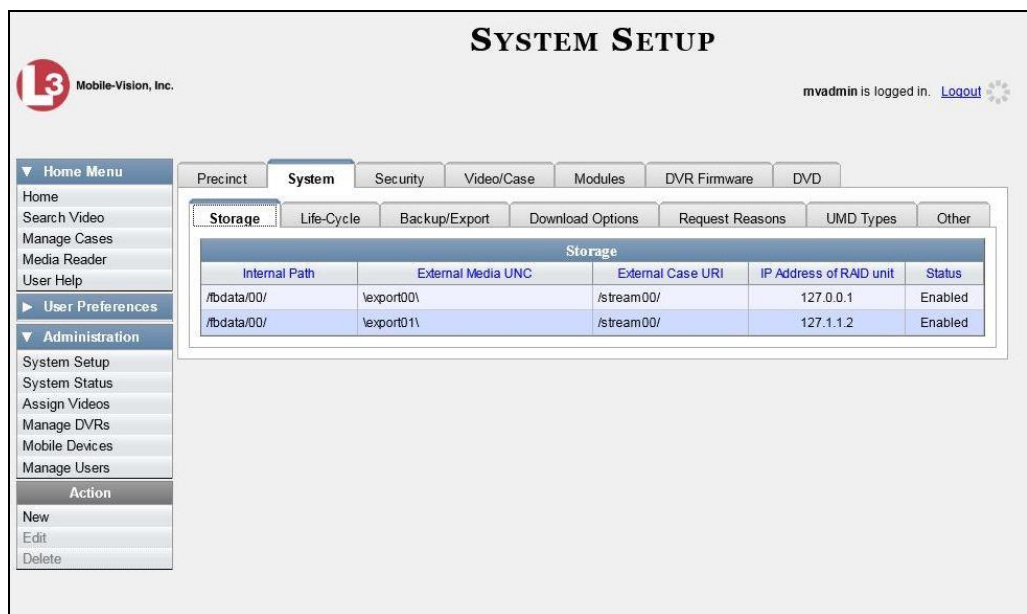
- 1 Go to **Administration** and click **System Setup**. The System Setup page displays.



The screenshot shows the SYSTEM SETUP page with the 'Precinct' tab selected. The page displays a table with the following data:

Organization Name	Precinct Name ▲	Registration Key
L-3 Mobile-Vision Headquarters	New Jersey Headquarters	144FA246BB70050568AE3B6

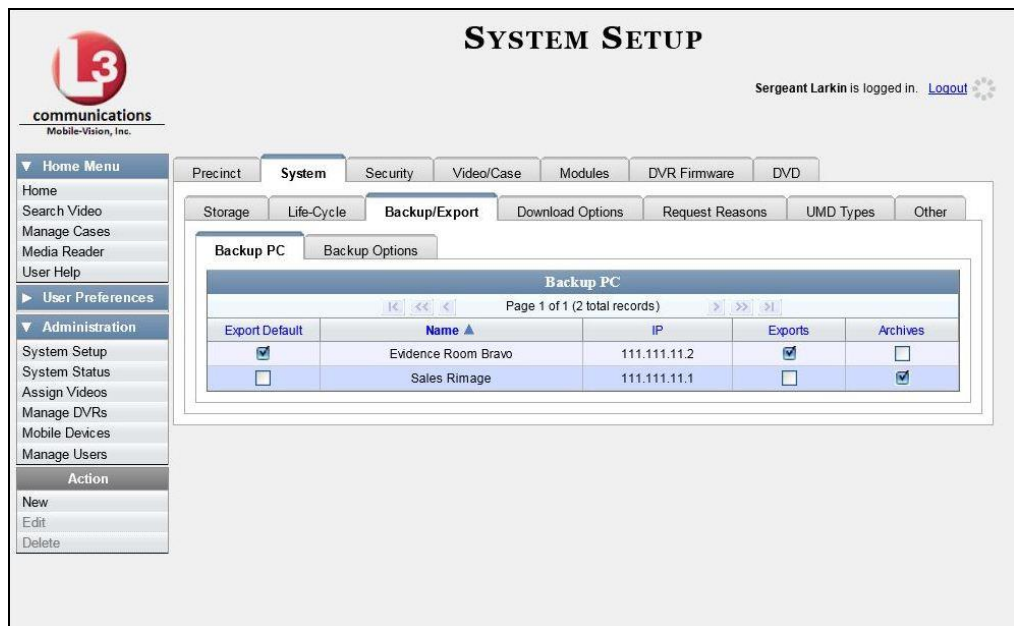
- 2 Click the **System** tab.



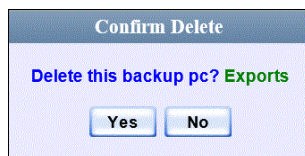
The screenshot shows the SYSTEM SETUP page with the 'System' tab selected. The 'Storage' sub-tab is active, displaying a table with the following data:

Internal Path	External Media UNC	External Case URI	IP Address of RAID unit	Status
/bdata/00/	\\export00\	/stream00/	127.0.0.1	Enabled
/bdata/00/	\\export01\	/stream00/	127.1.1.2	Enabled

- 3 Click the **Backup/Export** tab.



- 4 Make sure that the **Backup PC** tab is selected, as pictured above.
- 5 Right-click on the backup PC record you wish to delete, then select **Delete** from the popup menu. A confirmation message displays.



- 6 Click **Yes**. The selected record is removed from the system.

## Viewing the Backup PC Status Page

This section describes how to view the current status of a backup PC workstation.

- Go to **Administration** and click **System Status**. The System Status page displays.

**SYSTEM STATUS**

Sergeant Larkin is logged in. [Logout](#)

System | DVR.COM | Reports | Logs | Backups | Tools | Update | Messages | Local Queue | Backup PC

Storage Capacity:	1.1 TB	🔍	<b>Active Users:</b>
Available Disc Space:	852.8 GB	🔍	• Sergeant Larkin From 166.20.100.160 Since 12/23/2015 11:07
Enabled DVRs:	14	🔍	
Disabled DVRs:	12	🔍	
Total Video Count:	196	🔍	
Non-archived Video Count:	0	🔍	
Last 24 Hours Video Count:	0	🔍	
Last 7 Days Video Count:	3	🔍	
Last 30 Days Video Count:	3	🔍	
Body Worn Video Count:	70	🔍	
Body Worn Hours:	8	🔍	
Average Body Worn Video Length:	6 min	🔍	
View Video Count:	0	🔍	
Oldest Non-case Video:	209 days	🔍	
Oldest Case Video:	638 days	🔍	
Number of Active Cases:	16	🔍	
Number of Backup DVDs:	112	🔍	
Number of Exported DVDs:	30	🔍	
Archiver Errored Out:	false	🔍	
Downloader Errored Out:	false	🔍	
Simultaneous Users Allowed:	unlimited	🔍	
Backup Scheme:	tape	🔍	
Untagging Allowed:	true	🔍	
Last Update Check:	12/23/15 10:56	🔍	
Version:	3.9.1	🔍	

- Click the **Backup PC** tab. The current status of your backup PC displays. If there are any error messages, they will display here.

**SYSTEM STATUS**

Sergeant Larkin is logged in. [Logout](#)

System | DVR.COM | Reports | Logs | Backups | Tools | Update | Messages | Local Queue | **Backup PC**

Current Status						
Name	State	Error Message	Discs	Ribbon Count	Black/Color %	Version
Foster BUPC	READY	No Errors	6	-	94/96	3.2.7.0

The columns on the Backup PC page are described below.

Backup PC	
Column	Description
Name	The name of this Backup PC
State	The current state of this Backup PC: <ul style="list-style-type: none"> <li>▪ <b>READY.</b> Backup PC is up and running; DVD burner is ready to burn</li> <li>▪ <b>ERROR.</b> A problem has occurred that is preventing the Backup PC from processing burn request(s).</li> <li>▪ <b>OFFLINE.</b> 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 cover on the unit has been open for an extended period of time</i> ). However, if you encounter a problem that you <i>can't</i> fix on your own, feel free to contact L-3 Mobile-Vision Support for assistance.
Discs	The number of discs that are left in the DVD burner's input bin(s). When this number gets low, you need to add more discs to the input tray(s).
Ribbon Count <i>(Rimage units only)</i>	The exact number of disc labels that can still be printed using the Rimage's heat transfer printing mechanism.
Black Color % <i>(Bravo units only)</i>	The percentage of remaining ink left in the Bravo's ink jet cartridges.
Version	<i>This field is used by L-3 Mobile-Vision employees only.</i>



# 7

## Utilities

---

This chapter describes how to perform those system maintenance procedures that are not covered in any other part of this guide. Perform these procedures in response to agency needs, user requests, and/or *Inbox* messages received.

For more information, see:

- Viewing the System Logs, next page
- Viewing System Alerts from the 'Messages' Tab, page 611
- Updating Precinct Information, page 613
- Forwarding System Messages to Your Regular Mailbox, page 615
- Changing the Application Display Logo, page 617
- Maintaining Storage Devices, page 618
- Viewing/Changing the Online Lifecycle Settings, page 625
- Maintaining the 'Race' Field, page 629
- Activating the Interview Room Module, page 634
- Viewing the System Status Page, page 638
- Viewing/Printing Product Manuals, page 641
- Updating the Application, page 644
- Changing the Session Timeout Setting, page 651
- Changing the Application's Color Scheme, page 654
- Downloading the Support Logs, page 655
- Downloading the Java Runtime Environment (JRE) Application, page 657.

## Viewing the System Logs

This section describes how to view the system logs. These logs track changes and updates to the system settings.

- Go to **Administration** and click **System Status**. The System Status page displays.

**SYSTEM STATUS**

Sergeant Larkin is logged in. [Logout](#)

System | DVR COM | Reports | Logs | Backups | Tools | Update | Messages | Local Queue | Backup PC

<b>Storage Capacity:</b>	1.1 TB	🔍	<b>Active Users:</b>	
<b>Available Disc. Space:</b>	852.8 GB	🔍	• Sergeant Larkin From 166.20.100.160 Since 12/23/2015 11:07	
<b>Enabled DVRs:</b>	14	🔍		
<b>Disabled DVRs:</b>	12	🔍		
<b>Total Video Count:</b>	196	🔍		
<b>Non-archived Video Count:</b>	0	🔍		
<b>Last 24 Hours Video Count:</b>	0	🔍		
<b>Last 7 Days Video Count:</b>	3	🔍		
<b>Last 30 Days Video Count:</b>	3	🔍		
<b>Body Worn Video Count:</b>	70	🔍		
<b>Body Worn Hours:</b>	8	🔍		
<b>Average Body Worn Video Length:</b>	6 min	🔍		
<b>VieVu Video Count:</b>	0	🔍		
<b>Oldest Non-case Video:</b>	209 days	🔍		
<b>Oldest Case Video:</b>	638 days	🔍		
<b>Number of Active Cases:</b>	16	🔍		
<b>Number of Backup DVDs:</b>	112	🔍		
<b>Number of Exported DVDs:</b>	30	🔍		
<b>Archiver Errored Out:</b>	false	🔍		
<b>Downloader Errored Out:</b>	false	🔍		
<b>Simultaneous Users Allowed:</b>	unlimited	🔍		
<b>Backup Scheme:</b>	tape	🔍		
<b>Untagging Allowed:</b>	true	🔍		
<b>Last Update Check:</b>	12/23/15 10:56	🔍		
<b>Version:</b>	3.9.1	🔍		

- Click the **Logs** tab. The system logs display.

**SYSTEM STATUS**

Sergeant Larkin is logged in. [Logout](#)

System | DVR COM | Reports | **Logs** | Backups | Tools | Update | Messages | Local Queue | Backup PC

**System Logs**

Page 1 of 35 (341 total records)

Date ▲	IP Address	Event	Description
08/13/2015 15:31	166.20.100.134	User Login/out	Logged In
08/13/2015 14:21	166.20.101.150	User Login/out	Logged In
08/13/2015 14:06	166.20.100.134	User Login/out	Logged In
08/13/2015 13:04	166.20.100.134	User Report Downloaded/Refreshed	Media Report Downloaded
08/13/2015 13:02	166.20.100.134	User Report Downloaded/Refreshed	Media Report Downloaded
08/13/2015 12:47	166.20.100.134	User Report Downloaded/Refreshed	DVR Report Downloaded
08/13/2015 12:34	166.20.100.134	User Login/out	Logged In
08/13/2015 12:05	166.20.101.101	User Report Downloaded/Refreshed	Media Report Downloaded
08/13/2015 10:32	166.20.100.134	User Login/out	Logged In
08/13/2015 10:32	166.20.100.134	User Login/out	Logged 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 style="list-style-type: none"><li>▪ Name and ID number of field changed</li><li>▪ Old field value</li><li>▪ New field value</li><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* tab are grouped by *type*, whereas the messages on the *Inbox Messages* list are listed *individually*. Also, the messages on the Home page may be mixed in with other non-urgent messages, such as burn requests.

If, for example, you have fifty different 404 errors, all 404 errors would show up on the *Messages* tab as one entry with the number **50** in the *Quantity* column. Any unique information associated with these errors (e.g., the system path for the video file that threw the error) are masked out by brackets; therefore you lose any message-specific information. In contrast, on the Home page's *Inbox Messages* list, you would see all fifty 404 errors, including the actual paths to the videos that caused the errors.

As System Administrator, you may want to review the combined system messages on the *Messages* tab first, and then review individual messages on the Home page if more information is required.

- Go to **Administration** and click **System Status**. The System Status page displays.

**SYSTEM STATUS**

Sergeant Larkin is logged in. [Logout](#)

System | DVR COM | Reports | Logs | Backups | Tools | Update | Messages | Local Queue | Backup PC

Storage Capacity:	1.1 TB	🔍	<b>Active Users:</b>	
Available Disc Space:	852.8 GB	🔍	• Sergeant Larkin From 166.20.100.160 Since 12/23/2015 11:07	
Enabled DVRs:	14	🔍		
Disabled DVRs:	12	🔍		
Total Video Count:	196	🔍		
Non-archived Video Count:	0	🔍		
Last 24 Hours Video Count:	0	🔍		
Last 7 Days Video Count:	3	🔍		
Last 30 Days Video Count:	3	🔍		
Body Worn Video Count:	70	🔍		
Body Worn Hours:	8	🔍		
Average Body Worn Video Length:	6 min	🔍		
VueVu Video Count:	0	🔍		
Oldest Non-case Video:	209 days	🔍		
Oldest Case Video:	638 days	🔍		
Number of Active Cases:	16	🔍		
Number of Backup DVDs:	112	🔍		
Number of Exported DVDs:	30	🔍		
Archiver Errored Out:	false	🔍		
Downloader Errored Out:	false	🔍		
Simultaneous Users Allowed:	unlimited	🔍		
Backup Scheme:	tape	🔍		
Untagging Allowed:	true	🔍		
Last Update Check:	12/23/15 10:56	🔍		
Version:	3.9.1	🔍		

- Click the **Messages** tab. Any alert messages for the System Administrator display.

**SYSTEM STATUS**

Sergeant Larkin is logged in. [Logout](#)

System | DVR COM | Reports | Logs | Backups | Tools | Update | **Messages** | Local Queue | Backup PC

Quantity	State	Message Type	Action
2	Completed	Warning the DES server cannot connect to the Backup PC '(0)'. The server will continue to attempt connecting and this message will automatically be deleted once it has successfully connected.	✖
1	Completed	WARNING: The system has discovered multiple DVRs with serial number '(0)'. Please reconfigure your DVRs appropriately from the Manage DVRs page.	✖
1	Completed	Server Update to build number (0) was successfully completed.	✖
1	Completed	New DVR was discovered and added to your server.	✖
1	Queued	There is an update available for your Server, click the arrow to the right to download the update.	✖

The columns on this tab are described in the following table.

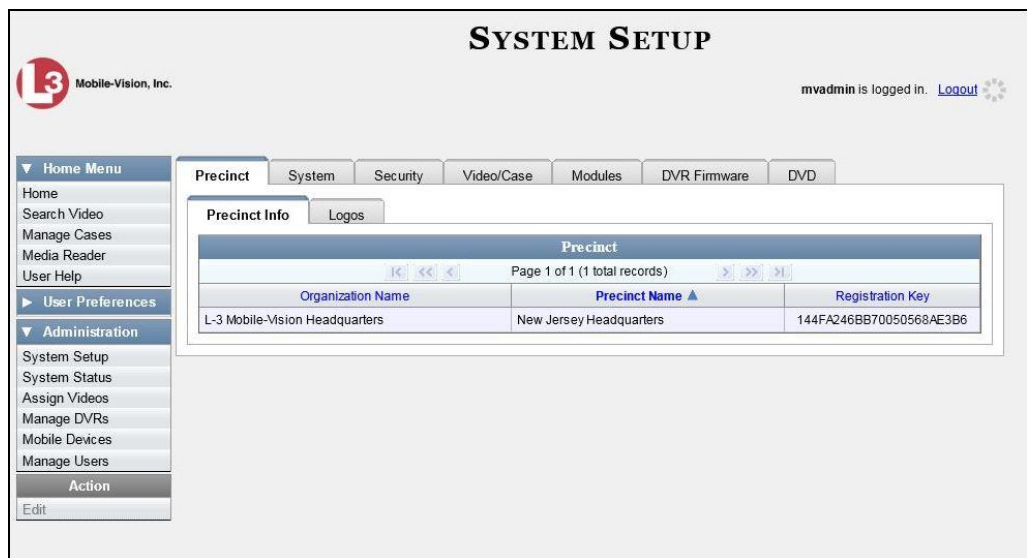
Messages Tab	
Column	Description
Quantity	The number of messages related to the issue described in the <i>Message Type</i> column.
State	The current status of the issue described in the <i>Message Type</i> column.
Message Type	A description of the system issue. Because system messages are grouped by <i>type</i> , any information that is specific to an individual message is replaced by {0}. If you want to review the specific message content, you will have to view the message from your <i>Inbox Messages</i> list on the Home Page.
Action	An icon used to delete all messages related to the issue described in the <i>Message Type</i> column.

- After you have resolved the issue associated with an alert message, click the ✕ to the right of that message to delete all messages related to that issue.

## Updating Precinct Information

During installation, your System Implementation Specialist (SIS) will enter your Precinct information into DEP. By default, the system prints some of this information on your archive DVDs, including your precinct's name and phone number. This section describes how to update your precinct information as needed.

- Go to **Administration** and click **System Setup**. The System Setup page displays.



**SYSTEM SETUP**

mvadmin is logged in. [Logout](#)

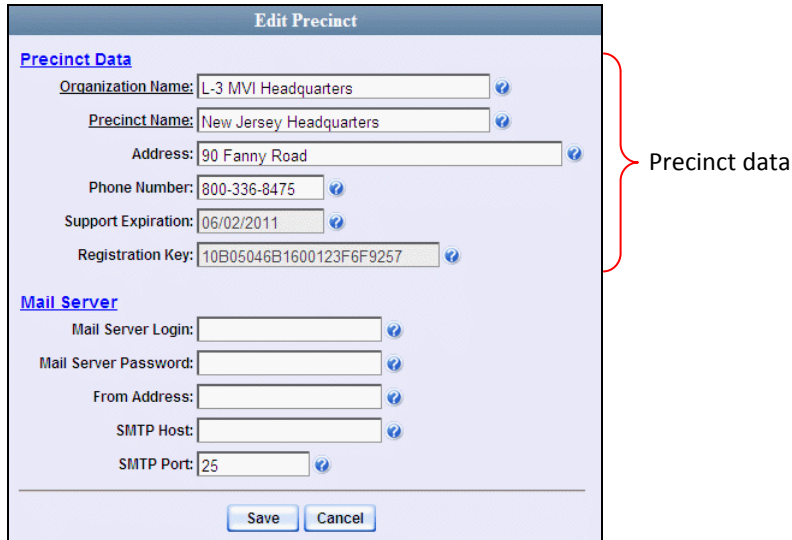
Navigation: Home Menu, User Preferences, Administration (System Setup, System Status, Assign Videos, Manage DVRs, Mobile Devices, Manage Users), Action (Edit)

System Setup Tabs: Precinct, System, Security, Video/Case, Modules, DVR Firmware, DVD

Precinct Info Logos

Precinct		
Organization Name	Precinct Name ▲	Registration Key
L-3 Mobile-Vision Headquarters	New Jersey Headquarters	144FA246BB70050568AE3B6

- 2 If it is not already selected, click the **Precinct** tab.
- 3 If it is not already selected, click the **Precinct Info** tab.
- 4 Right-click on the precinct record, then select **Edit** from the popup menu. The Edit Precinct popup displays.



The Precinct Data fields are described 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.

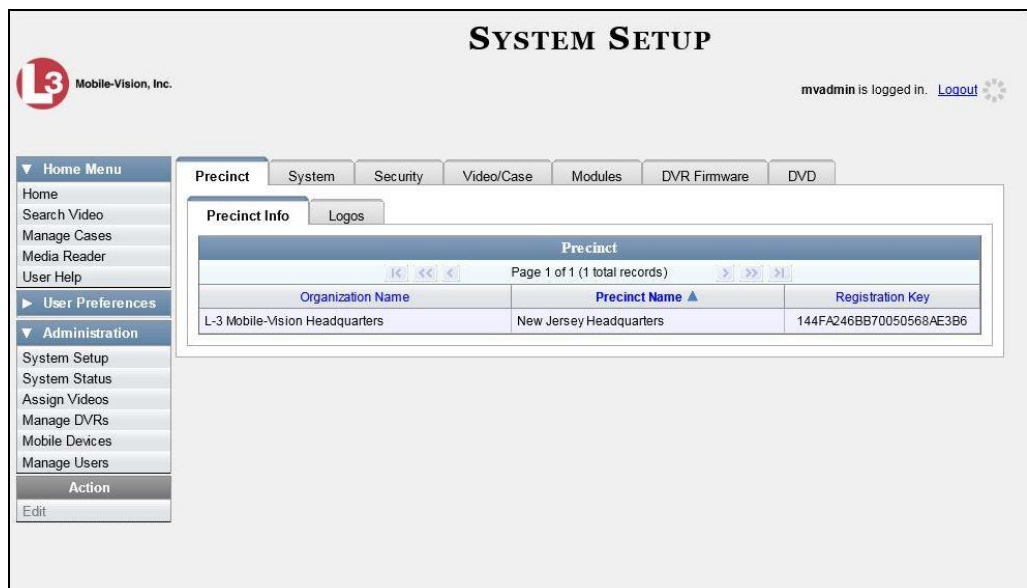
- 5 Go to the Precinct Data section of the form and enter your changes in the appropriate field(s).
- 6 Click **Save**.

---

## Forwarding System Messages to Your Regular Mailbox

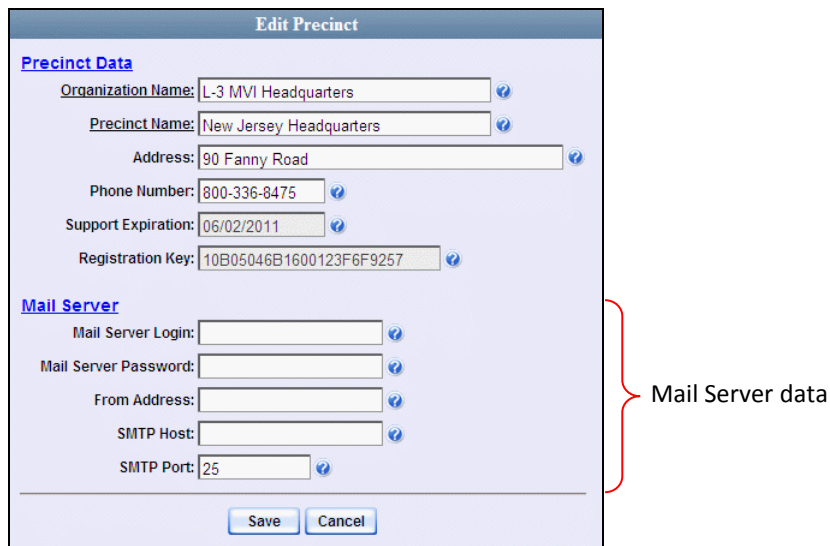
By default, DEP system messages display in the *Inbox Messages* section of the Message Board, located on the DEP Home Page. However, if your precinct has its own SMTP mail server, you can configure the system so that users’ *Inbox Messages* are also copied to their regular email accounts, as described below.

- 1 Go to **Administration** and click **System Setup**. The System Setup page displays.



- 2 If it is not already selected, click the **Precinct** tab.
- 3 If it is not already selected, click the **Precinct Info** tab.
- 4 Right-click on the precinct record, then select **Edit** from the popup menu. The Edit Precinct popup displays.

(Continued)



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 <i>Mail Server Login</i> above.
From Address	The email address that will display in the <i>From Address</i> field of the forwarded emails (e.g., System_Admin@l-3com.com).
SMTP host	The SMTP email host.
SMTP port	The SMTP email port.

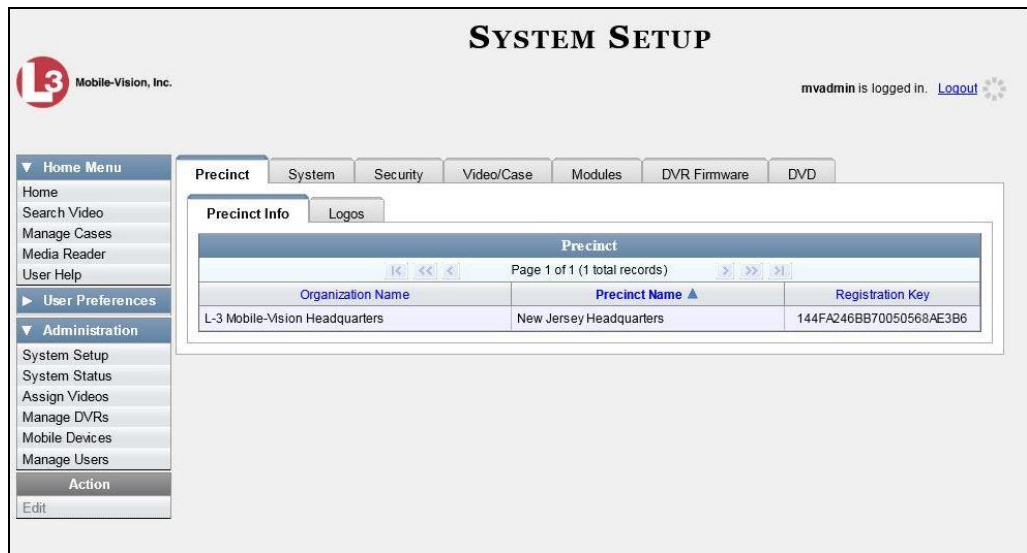
For a description of the *Precinct Data* fields, see the table on page 614.

- 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**.

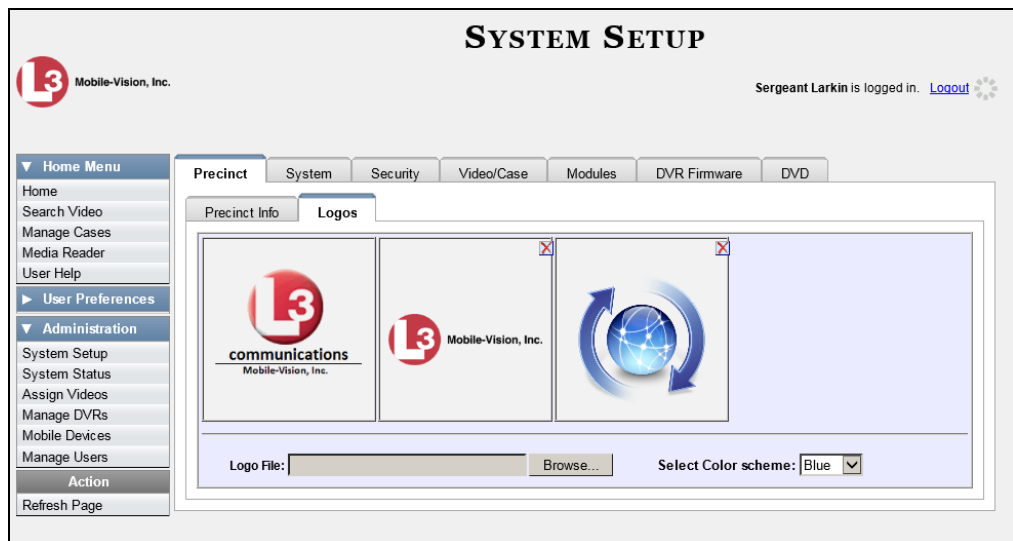
## Changing the Application Display Logo

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.

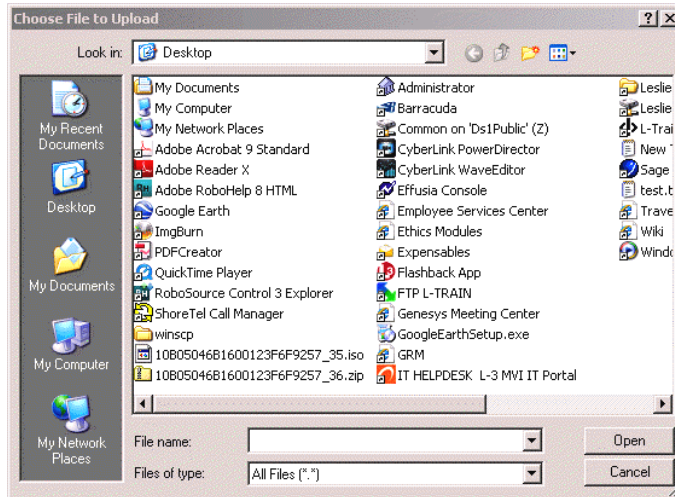
- 1 Go to **Administration** and click **System Setup**. The System Setup page displays.



- 2 If it is not already selected, click the **Precinct** tab. Your precinct record displays, as pictured above.
- 3 Click the **Logos** tab. If you previously uploaded any graphics files to DEP, a thumbnail image of those file(s) will display on-screen. Otherwise just the L-3 Mobile-Vision logo will display.



- 4 If the desired graphic already displays on-screen, skip to step 8. Otherwise proceed to the next step.
- 5 Click the **Browse** button to the right of the *Logo File* field.



- 6 Navigate to the disk drive location where the graphics file is located.
- 7 Double-click on the graphics file you wish to upload. A thumbnail image of the graphic displays in the space above the *Logo File* field.
- 8 Click on the thumbnail image of the graphic you wish to display. That graphic will appear in the upper left corner of the DEP application.

Note that the graphic you select here will display on *every* page of DEP, not just on the Home page.

---

## Maintaining Storage Devices

The **Storage** 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.

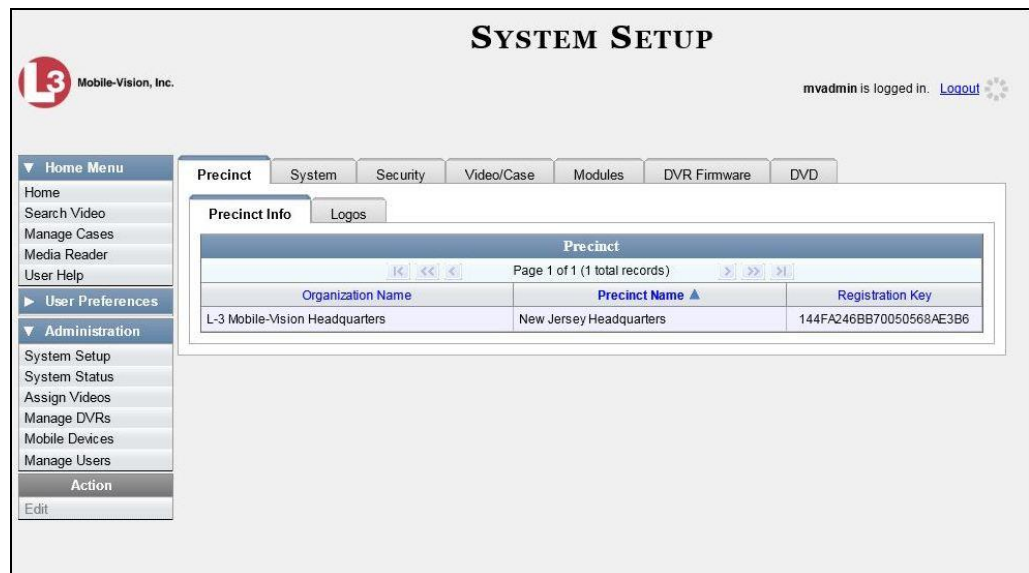
For specific instructions, see:

- Adding a Storage Device, below
- Viewing/Changing a Storage Device, page 622
- Deleting a Storage Device, page 624.

## Adding a Storage Device

This section describes how to set up a new storage device in DEP. Your System Implementation Specialist (SIS) or Technical Support Engineer (TSE) may instruct you to perform this task when your agency acquires a new RAID storage unit. For more on RAIDs, see the previous section.

- 1 Go to **Administration** and click **System Setup**. The System Setup page displays.



**SYSTEM SETUP**

L3 Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

Home Menu  
Home  
Search Video  
Manage Cases  
Media Reader  
User Help

User Preferences

Administration  
System Setup  
System Status  
Assign Videos  
Manage DVRs  
Mobile Devices  
Manage Users

Action  
Edit

Precinct System Security Video/Case Modules DVR Firmware DVD

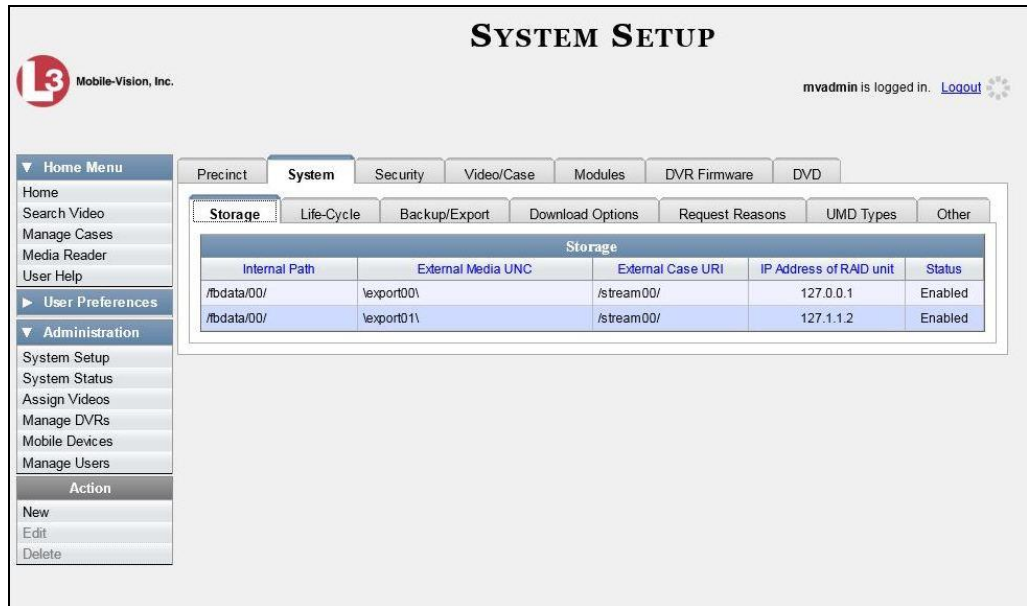
Precinct Info Logos

Precinct  
Page 1 of 1 (1 total records)

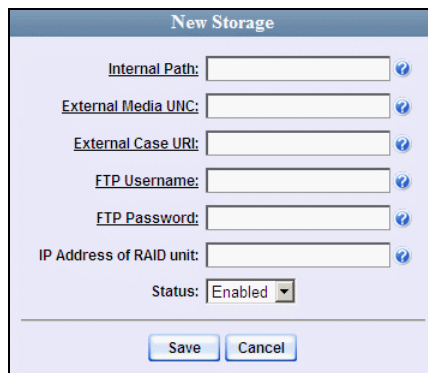
Organization Name	Precinct Name ▲	Registration Key
L-3 Mobile-Vision Headquarters	New Jersey Headquarters	144FA246BB70050568AE3B6

- 2 Click the **System** tab.
- 3 If it is not already selected, click the **Storage** tab.

*(Continued)*



4 Go to the **Action** column and click **New**. The New Storage popup displays.



The 'New Storage' popup form contains the following fields:

- Internal Path:
- External Media UNC:
- External Case URI:
- FTP Username:
- FTP Password:
- IP Address of RAID unit:
- Status:

Buttons: Save, Cancel

The fields on the New Storage popup are described below.

New Storage	
Field	Description
Internal Path	The server path to the storage machine being added.
External Media UNC	The path by which AVD (Flashback1) and QBX (Flashback2/3/HD, BodyVISION) 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/).

Edit Storage (cont'd)	
Field	Description
FTP Username	The FTP user account for this storage device.
FTP Password	The FTP password for this storage device.
IP Address of RAID unit	The IP address for the RAID unit. RAID is an acronym for <i>Redundant Array of Independent Disks</i> —a storage device that contains multiple disk drive components.
Status	<p>The current status of this storage device.</p> <ul style="list-style-type: none"> <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.

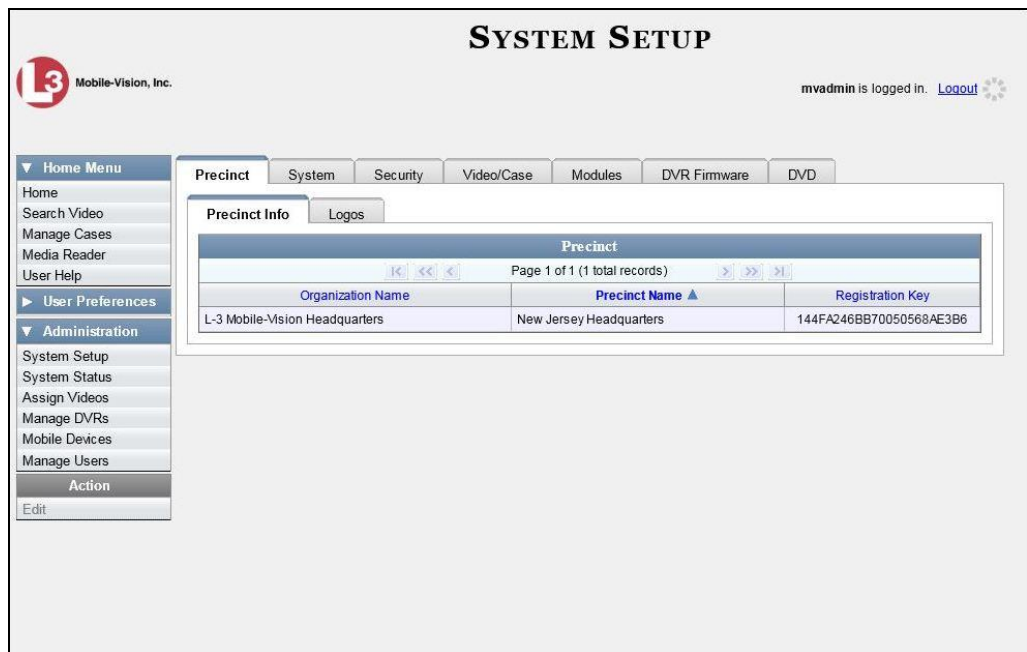
Storage save successful

## 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 618.

Because storage server data is configured by your System Implementation Specialist (SIS) during implementation, you do not need to modify this data unless the disk resources available to the server have changed.

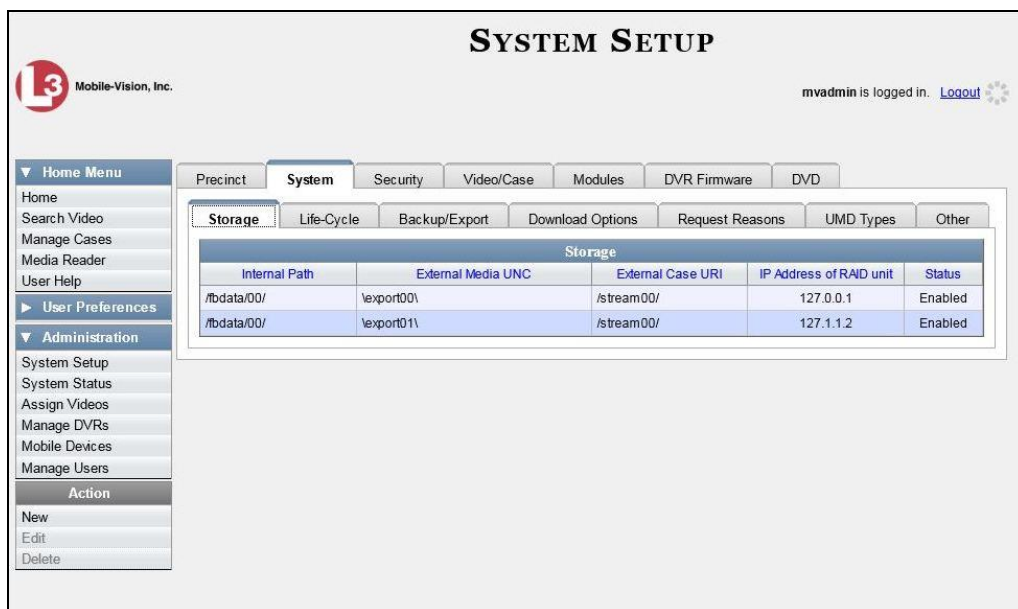
- 1 Go to **Administration** and click **System Setup**. The System Setup page displays.



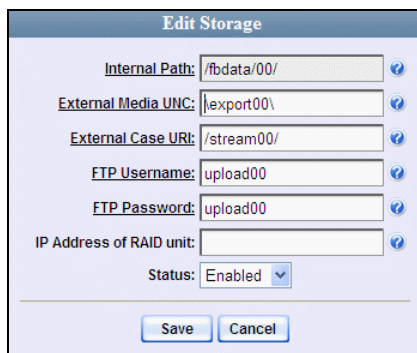
The screenshot shows the 'SYSTEM SETUP' page. The left sidebar has a menu with 'Administration' expanded to 'System Setup'. The main content area has tabs for 'Precinct', 'System', 'Security', 'Video/Case', 'Modules', 'DVR Firmware', and 'DVD'. The 'Precinct' tab is active, showing a table with the following data:

Organization Name	Precinct Name	Registration Key
L-3 Mobile-Vision Headquarters	New Jersey Headquarters	144FA246BB70050568AE3B6

- 2 Click the **System** tab.
- 3 If it is not already selected, click the **Storage** tab.



- Right-click on the storage device you wish to view/edit, then select **Edit** from the popup menu. The Edit Storage popup displays.



The 'Edit Storage' popup form contains the following fields:

- Internal Path: /fbdata/00/
- External Media UNC: \\export00\
- External Case URI: /stream00/
- FTP Username: upload00
- FTP Password: upload00
- IP Address of RAID unit: (empty)
- Status: Enabled

Buttons: Save, Cancel

For a description of the fields on this form, see the table on page 620.

- 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.

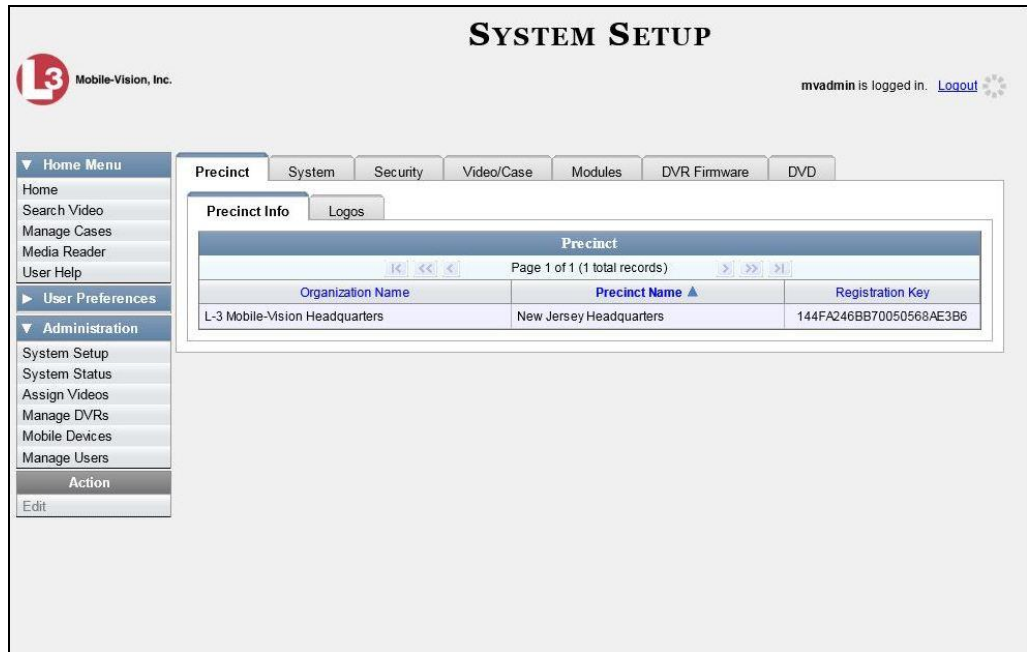
- Enter your changes in the appropriate field(s).
- Click **Save**. A confirmation message displays at the top of the page.

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.

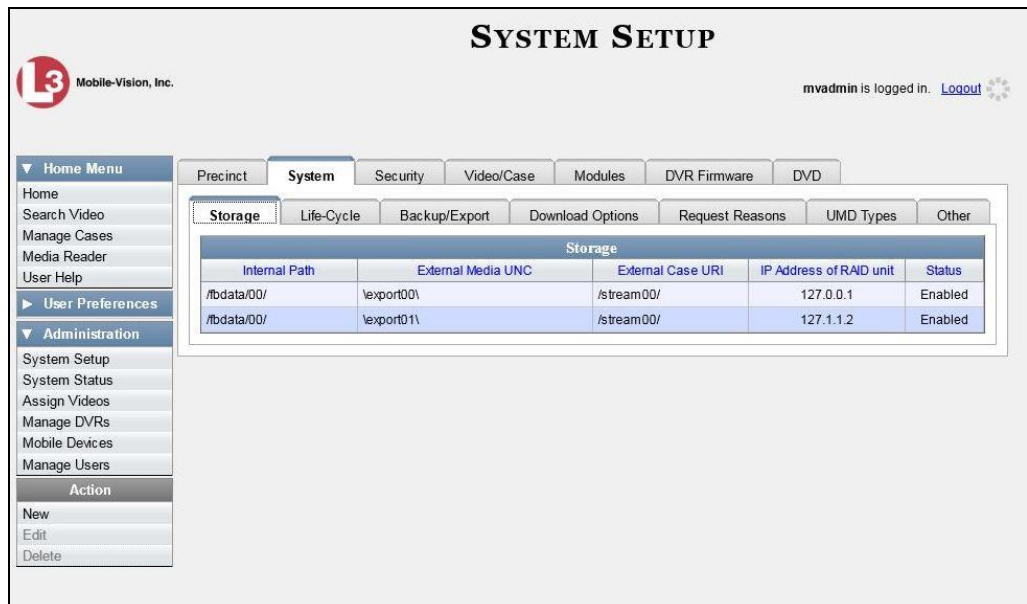
- 1 Go to **Administration** and click **System Setup**. The System Setup page displays.



The screenshot shows the SYSTEM SETUP page with the Precinct tab selected. The page header includes the L3 Mobile-Vision logo and the user 'mvadmin' is logged in. The left sidebar shows the Administration menu with 'System Setup' selected. The main content area displays the Precinct Info section with a table of precinct records.

Organization Name	Precinct Name ▲	Registration Key
L-3 Mobile-Vision Headquarters	New Jersey Headquarters	144FA246BB70050568AE3B6

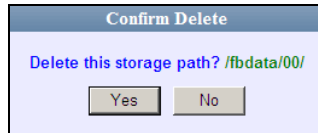
- 2 Click the **System** tab.



The screenshot shows the SYSTEM SETUP page with the System tab selected. The page header includes the L3 Mobile-Vision logo and the user 'mvadmin' is logged in. The left sidebar shows the Administration menu with 'System Setup' selected. The main content area displays the Storage section with a table of storage device records.

Internal Path	External Media UNC	External Case URI	IP Address of RAID unit	Status
/bdata/00/	\\export00\	/stream00/	127.0.0.1	Enabled
/bdata/00/	\\export01\	/stream00/	127.1.1.2	Enabled

- 3 Make sure that the **Storage** 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.



- 5 Click **Yes**. The selected storage device is removed from the Storage Machines list.

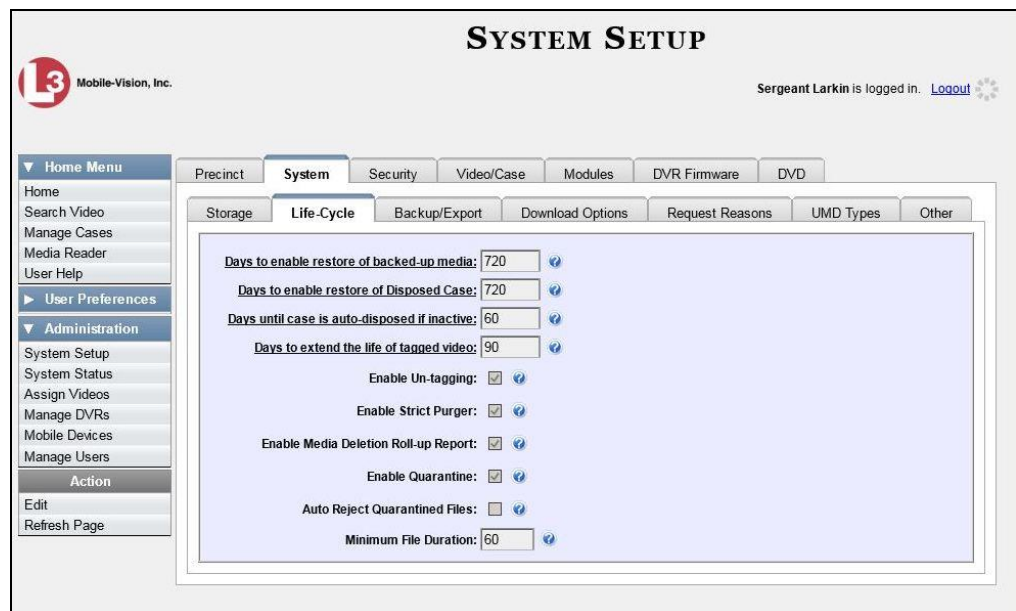
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## Viewing/Changing the Online Lifecycle Settings

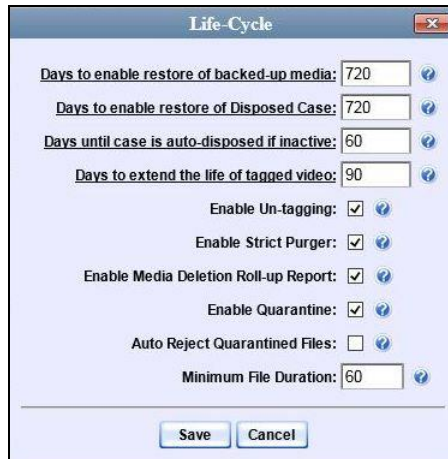
This section describes how to change the lifecycle settings for video, snapshot, and case files. These settings determine:

- How long various files will stay online
- When/if files will be purged, and
- When/if files can be restored to the server.

- 1 Go to **Administration** and click **System Setup**. The System Setup page displays, as pictured on the previous page.
- 2 Click the **System** tab, as pictured on the previous page.
- 3 Click the **Life-Cycle** tab.



- 4 Go to the **Action** column and click **Edit**. The Life-Cycle form displays.



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 or snapshot will stay in an <i>offline</i> and <i>restorable</i> state before the system permanently removes it from the database. Default is 720 days.
Days to enable restore of Disposed Case	The minimum number of days that a case will stay in an <i>offline</i> and <i>restorable</i> state before the system 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 or snapshot will stay online beyond its original life expectancy. Default is 60 days. For more on tagging, see "Tagging" in chapter 2.
Enable Un-tagging	<input checked="" type="checkbox"/> If this checkbox is selected, then users are allowed to remove the "tagged" designation from a video or snapshot (i.e., "un-tag" a previously tagged record). <input type="checkbox"/> If this checkbox is <i>not</i> selected, then users are <i>not</i> allowed to remove the "tagged" designation from a video or snapshot.



Online Lifecycle (cont'd)	
Field	Description
Enable Un-tagging (cont'd)	For more on tagging, see “Tagging” in chapter 2.
Enable Strict Purger	<p><input checked="" type="checkbox"/> If this checkbox is selected, the system will move videos and snapshots offline as soon as 1) the video or snapshot ages out, and 2) the video or snapshot has been archived, assuming that it is a backup-enabled record.</p> <p><input type="checkbox"/> If this checkbox is <i>not</i> selected, the system will move aged-out videos and snapshots offline only when space is needed on the server. Until then, they will remain online.</p>
Enable Media Deletion Roll-up Report	<p><input checked="" type="checkbox"/> If this checkbox is selected, the system will generate a Media Deletion Roll-Up Report, also referred to as a <i>Video Deletion Roll-Up Report</i>, which lists details of all media that has become “unrestorable” each month. Unrestorable media includes videos, snapshots, and cases that can no longer be restored, according to your system settings. To access this report, see “Generating the Video Deletion Roll-Up Report” in chapter 3.</p> <p><input type="checkbox"/> If this checkbox is <i>not</i> selected, the system will <i>not</i> generate a Media Deletion Roll-Up Report each month.</p>
Enable Quarantine	<p><input checked="" type="checkbox"/> 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 <b>review</b> these files, make sure the <i>Auto Reject Quarantine Files</i> checkbox is deselected. If you want the system to automatically <b>delete</b> these files, make sure the <i>Auto Reject Quarantine Files</i> checkbox is selected.</p> <p><input type="checkbox"/> If the <i>Enable Quarantine</i> checkbox is <i>not</i> selected, the system will download <b>all</b> video files to the server, regardless of their duration.</p> <p><b>What is a quarantine file?</b> A quarantine file is a video that is shorter than the <i>Minimum File Duration</i> value. Typically, a quarantine file is a small “test” video that an officer makes at the beginning of each shift to test his equipment before going out into the field.</p>
Auto Reject Quarantined Files	<p><input checked="" type="checkbox"/> If this checkbox is selected, the system will automatically delete quarantine files (see definition above) without giving you the opportunity to review them first.</p>

Online Lifecycle (cont'd)	
Field	Description
Auto Reject Quarantined Files (cont'd)	<p><input type="checkbox"/> If this checkbox is <i>not</i> selected, the system will send all quarantine files to your Home Page, where you will have the opportunity to accept or reject each file.</p> <p><b>Note:</b> If you previously de-selected the <i>Enable Quarantine</i> checkbox, the <i>Auto Reject Quarantined Files</i> checkbox will not appear on the <b>Life-cycle</b> tab.</p>
Minimum File Duration           <div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Enable Quarantine: <input type="checkbox"/></div> <div style="margin: 0 10px;">}</div> <div style="margin-left: 10px;">If the <i>Enable Quarantine</i> checkbox is de-selected, the system will automatically transfer files shorter than X seconds to the server.</div> </div> <div style="display: flex; align-items: center; margin-top: 10px;"> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Enable Quarantine: <input checked="" type="checkbox"/></div> <div style="margin: 0 10px;">+</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Auto Reject Quarantined Files: <input type="checkbox"/></div> <div style="margin: 0 10px;">}</div> <div style="margin-left: 10px;">If the <i>Enable Quarantine</i> checkbox is selected <b>and</b> the <i>Auto Reject Quarantined Files</i> checkbox is de-selected, the system will send files shorter than X seconds to your Home Page, where you will have the opportunity to accept or reject each file.</div> </div> <div style="display: flex; align-items: center; margin-top: 10px;"> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Enable Quarantine: <input checked="" type="checkbox"/></div> <div style="margin: 0 10px;">+</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Auto Reject Quarantined Files: <input checked="" type="checkbox"/></div> <div style="margin: 0 10px;">}</div> <div style="margin-left: 10px;">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.</div> </div>	<p>The minimum length (in seconds) that a video must be before it will be classified as a quarantine file. Default is 60 seconds. The system treats these files in one of several ways depending on whether or not the <i>Enable Quarantine</i> and <i>Auto Reject Quarantined Files</i> checkboxes are selected:</p>

- 5 If you wish to change any of the online lifecycle settings, enter/select your changes in the appropriate field(s), then click **Save**.

– OR –

If you do *not* wish to change any of the online lifecycle settings, click **Cancel**.

## Maintaining the 'Race' Field

The *Race* field displays on the Case form. You can add, change, or delete the values in the *Race* drop-down list. You can also temporarily disable a race so that users cannot use it to notate a case.

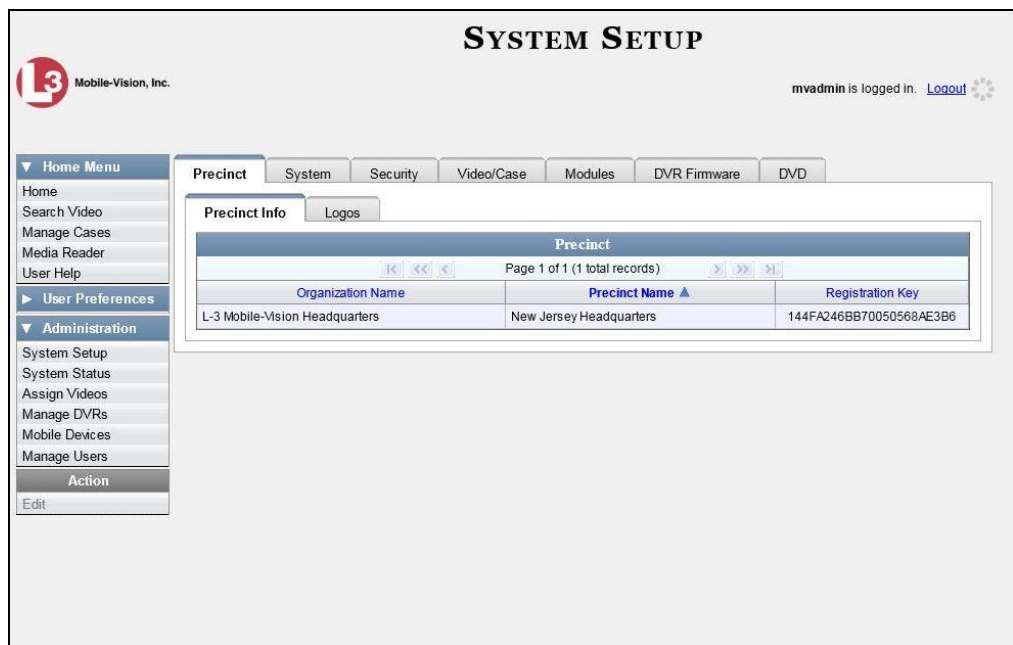
For specific instructions, see:

- Adding a Race, below
- Changing a Race, page 631
- Deleting a Race, page 632.

### Adding a Race

This section describes how to add a new value to the *Race* field's drop-down list. The *Race* field is located on the Case form.

- 1 Go to **Administration** and click **System Setup**. The System Setup page displays.



- 2 Click the **Video/Case** tab.

*(Continued)*

### SYSTEM SETUP

mvadmin is logged in. [Logout](#)

**Home Menu**

- Home
- Search Video
- Manage Cases
- Media Reader
- User Help

**User Preferences**

**Administration**

- System Setup
- System Status
- Assign Videos
- Manage DVRs
- Mobile Devices
- Manage Users

**Action**

- Edit
- Export Categories

Precinct System Security Video/Case Modules DVR Firmware DVD

Videos Cases

Categories Notations

Video Categories				
Description	Day(s) Online	In Use	Backup Enabled	
No Citation	1	Yes	Disabled	
Traffic Citation	365	Yes	Enabled	
Search	365	Yes	Enabled	
Arrest	365	Yes	Enabled	
Other 1	365	Yes	Enabled	
Other 2	90	No	Disabled	
Other 3	90	No	Enabled	
Other 4	90	No	Enabled	
Other 5	90	No	Enabled	
Interrupted Recording	30	Yes	Disabled	
Background Mode	30	Yes	Disabled	
Power Failure	30	Yes	Disabled	
Firmware Upgrade	30	Yes	Disabled	
Card Format	30	Yes	Disabled	
Corrupt QBX	30	Yes	Disabled	
Crash Battery Died	30	Yes	Disabled	
Aggressive Driving	30	Yes	Disabled	
VeVu	30	Yes	Enabled	
Body Worn	30	Yes	Enabled	
Interview	30	No	Disabled	

3 Click the **Cases** tab.

### SYSTEM SETUP

mvadmin is logged in. [Logout](#)

**Home Menu**

- Home
- Search Video
- Manage Cases
- Media Reader
- User Help

**User Preferences**

**Administration**

- System Setup
- System Status
- Assign Videos
- Manage DVRs
- Mobile Devices
- Manage Users

**Action**

- New
- Edit
- Delete

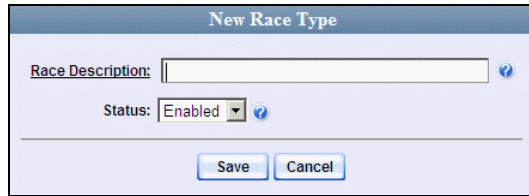
Precinct System Security Video/Case Modules DVR Firmware DVD

Videos Cases

Notations Race Types Subject Types

Case Notations	
Notation	Status
Altercation	Enabled
Bench Warrant	Enabled
BOLO	Enabled
Deactivation request denial	Enabled
DUI	Enabled
Image of a child	Enabled
Police Computer Screen	Enabled
Protected location	Enabled
Special Ops Event	Enabled
Substance Abuse Treatment	Enabled
UC/CI	Enabled
Victim of Criminal Offense	Enabled

- 4 Click the **Race Types** tab.
- 5 Go to the **Action** column and click **New**. The New Race Type popup displays.



The 'New Race Type' popup form contains the following fields and controls:

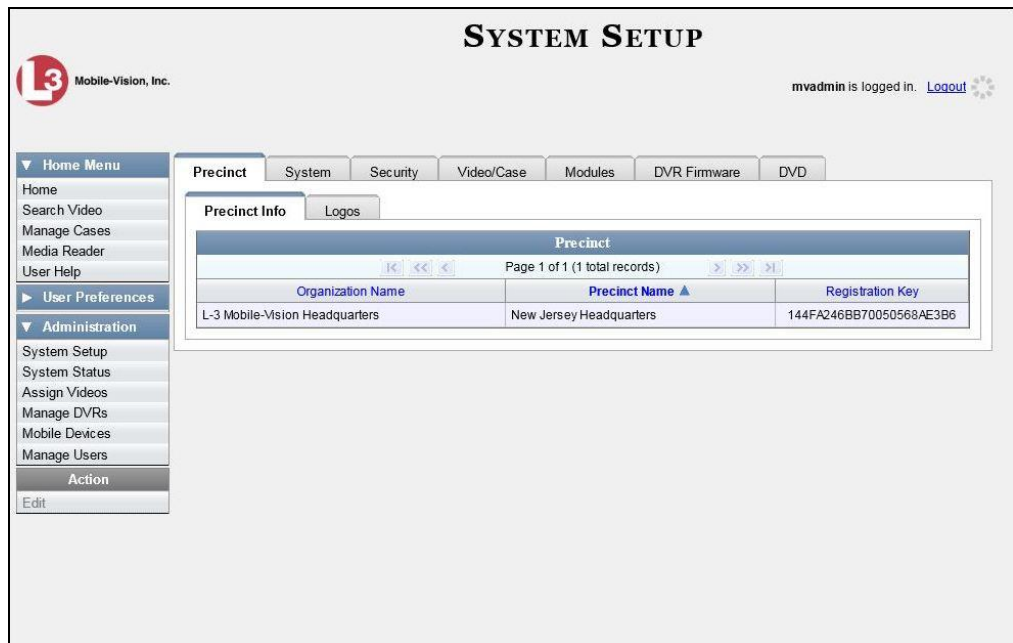
- Race Description:** A text input field with a blue question mark icon to its right.
- Status:** A dropdown menu currently set to 'Enabled' with a blue question mark icon to its right.
- Buttons:** 'Save' and 'Cancel' buttons at the bottom.

- 6 Enter the race's name in the *Race Description* field.
- 7 Click **Save**.

## Changing a Race

This section describes how to change an existing value on the *Race* field's drop-down list. The *Race* field is located on the Case form.

- 1 Go to **Administration** and click **System Setup**. The System Setup page displays.

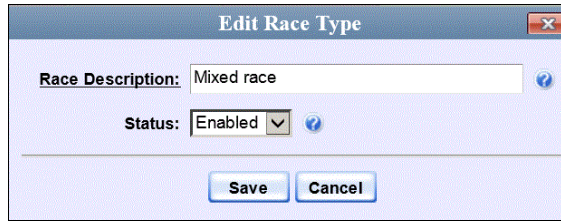


The 'SYSTEM SETUP' page features a navigation sidebar on the left and a main content area. The sidebar includes sections for 'Home Menu', 'User Preferences', and 'Administration'. The 'Administration' section is expanded, showing 'System Setup' as the selected option. The main content area has tabs for 'Precinct', 'System', 'Security', 'Video/Case', 'Modules', 'DVR Firmware', and 'DVD'. The 'Precinct' tab is active, displaying a 'Precinct Info' table with the following data:

Organization Name	Precinct Name ▲	Registration Key
L-3 Mobile-Vision Headquarters	New Jersey Headquarters	144FA246BB70050568AE3B6

- 2 Click the **Video/Case** tab, as pictured on the previous page.
- 3 Click the **Cases** tab, as pictured on the previous page.
- 4 Click the **Race Types** tab.

- 5 Right-click on the value you wish to update, then select **Edit** from the popup menu. The Edit Race Type popup displays.

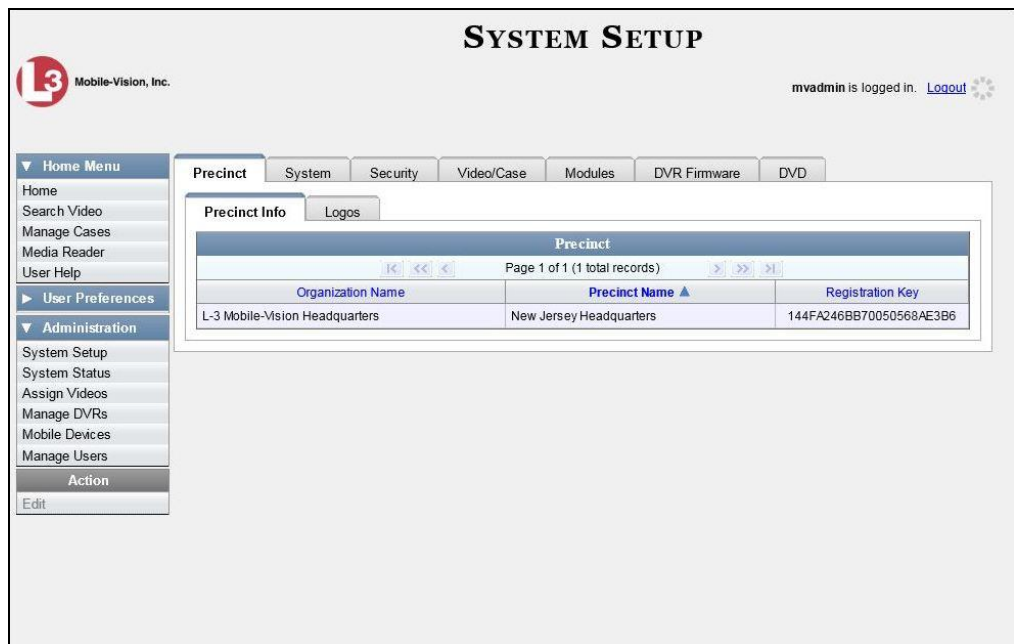


- 6 To change the race *name*, enter a new value in the *Race Description* field. Otherwise proceed to the next step.
- 7 To change the race's *status*, select a new value from the *Status* drop-down list. Otherwise proceed to the next step.
- 8 Click **Save**.

## Deleting a Race

This section describes how to delete an existing value on the *Race* field's drop-down list. The *Race* field is located on the Case form.

- 1 Go to **Administration** and click **System Setup**. The System Setup page displays.



Organization Name	Precinct Name ▲	Registration Key
L-3 Mobile-Vision Headquarters	New Jersey Headquarters	144FA246BB70050568AE3B6

- 2 Click the **Video/Case** tab.

### SYSTEM SETUP

mvadmin is logged in. [Logout](#)

- ▼ Home Menu
- Home
- Search Video
- Manage Cases
- Media Reader
- User Help
- ▶ User Preferences
- ▼ Administration
- System Setup
- System Status
- Assign Videos
- Manage DVRs
- Mobile Devices
- Manage Users
- Action
- Edit
- Export Categories

Precinct
System
Security
Video/Case
Modules
DVR Firmware
DVD

Videos
Cases

Categories
Notations

Video Categories				
Description	Day(s) Online	In Use	Backup Enabled	
No Citation	1	Yes	Disabled	
Traffic Citation	365	Yes	Enabled	
Search	365	Yes	Enabled	
Arrest	365	Yes	Enabled	
Other 1	365	Yes	Enabled	
Other 2	90	No	Disabled	
Other 3	90	No	Enabled	
Other 4	90	No	Enabled	
Other 5	90	No	Enabled	
Interrupted Recording	30	Yes	Disabled	
Background Mode	30	Yes	Disabled	
Power Failure	30	Yes	Disabled	
Firmware Upgrade	30	Yes	Disabled	
Card Format	30	Yes	Disabled	
Corrupt QBX	30	Yes	Disabled	
Crash Battery Died	30	Yes	Disabled	
Aggressive Driving	30	Yes	Disabled	
VeVu	30	Yes	Enabled	
Body Worn	30	Yes	Enabled	
Interview	30	No	Disabled	

3 Click the **Cases** tab.

### SYSTEM SETUP

mvadmin is logged in. [Logout](#)

- ▼ Home Menu
- Home
- Search Video
- Manage Cases
- Media Reader
- User Help
- ▶ User Preferences
- ▼ Administration
- System Setup
- System Status
- Assign Videos
- Manage DVRs
- Mobile Devices
- Manage Users
- Action
- New
- Edit
- Delete

Precinct
System
Security
Video/Case
Modules
DVR Firmware
DVD

Videos
Cases

Notations
Race Types
Subject Types

Case Notations	
Notation ▲	Status
Altercation	Enabled
Bench Warrant	Enabled
BOLO	Enabled
Deactivation request denial	Enabled
DUI	Enabled
Image of a child	Enabled
Police Computer Screen	Enabled
Protected location	Enabled
Special Ops Event	Enabled
Substance Abuse Treatment	Enabled
UC/CI	Enabled
Victim of Criminal Offense	Enabled

- 4 Click the **Race Types** tab.
- 5 Right click on the race code you wish to delete, then select **Delete** from the popup menu. A confirmation message displays.



- 6 Click **Yes**. The selected value is removed from the *Race* list.

---

## Activating the Interview Room Module

This section describes how to activate the Interview Room module within DEP. Interview Room allows you to set up a Flashback DVR inside your precinct's interview room(s) and record subject interviews. This module requires the purchase of additional equipment. If you're interested in this add-on, contact your L-3 Mobile-Vision Sales Representative at 800-336-8475 before proceeding.

There are two procedures used to activate Interview Room. Typically, you would use Procedure 1. However, if there is a technical problem or security issue of some kind, your L-3 Mobile-Vision Technical Support Engineer may instruct you to use Procedure 2 instead.

For specific instructions, see:

- Procedure 1: Activating Interview Room via the Update Tab, below
- Procedure 2: Activating Interview Room via the Modules Tab, page 636.

### 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.

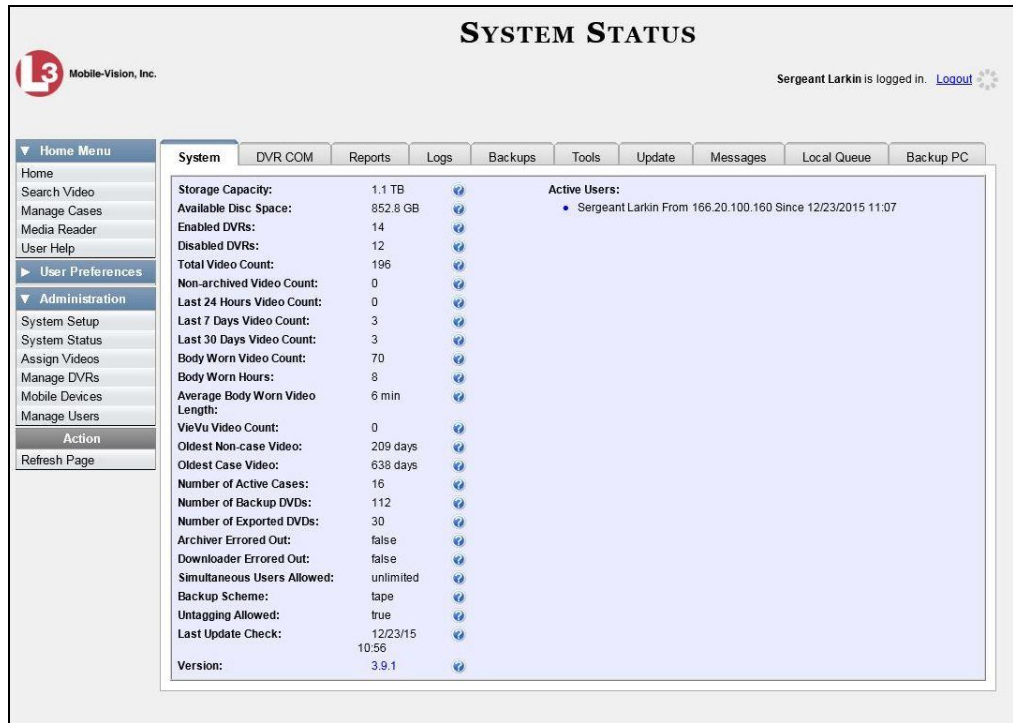
After you perform this task, the system will automatically update the software license that is required to access Interview Room.

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 636 instead.

Before performing this procedure, contact your L-3 Mobile-Vision Sales Representative.

- 1 Go to  and click **System Status**. The System Status page displays.





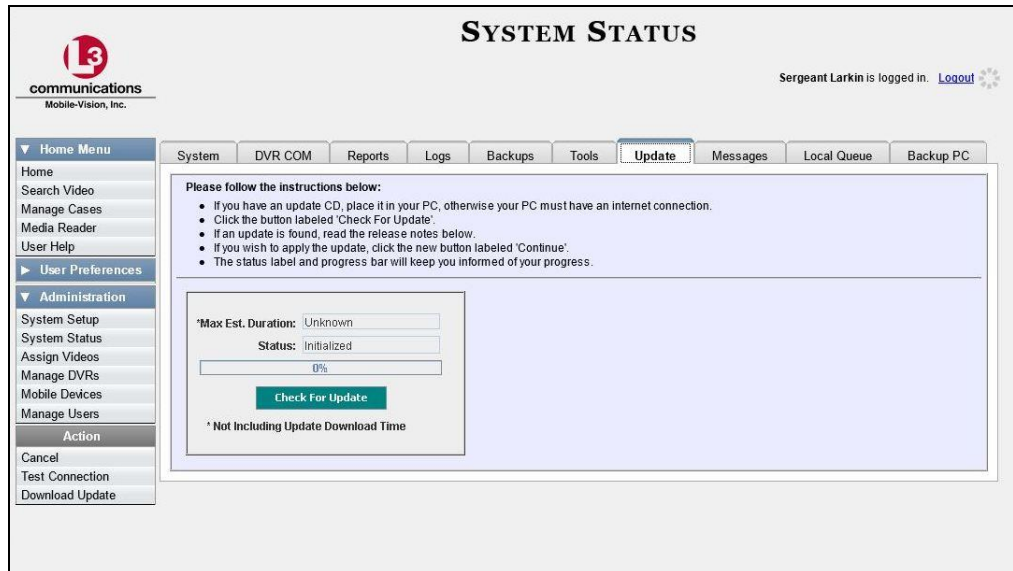
**SYSTEM STATUS**

Sergeant Larkin is logged in. [Logout](#)

System | DVR COM | Reports | Logs | Backups | Tools | **Update** | Messages | Local Queue | Backup PC

Storage Capacity:	1.1 TB	🔍	<b>Active Users:</b>
Available Disc Space:	852.8 GB	🔍	• Sergeant Larkin From 166.20.100.160 Since 12/23/2015 11:07
Enabled DVRs:	14	🔍	
Disabled DVRs:	12	🔍	
Total Video Count:	196	🔍	
Non-archived Video Count:	0	🔍	
Last 24 Hours Video Count:	0	🔍	
Last 7 Days Video Count:	3	🔍	
Last 30 Days Video Count:	3	🔍	
Body Worn Video Count:	70	🔍	
Body Worn Hours:	8	🔍	
Average Body Worn Video Length:	6 min	🔍	
View Video Count:	0	🔍	
Oldest Non-case Video:	209 days	🔍	
Oldest Case Video:	638 days	🔍	
Number of Active Cases:	16	🔍	
Number of Backup DVDs:	112	🔍	
Number of Exported DVDs:	30	🔍	
Archiver Errored Out:	false	🔍	
Downloader Errored Out:	false	🔍	
Simultaneous Users Allowed:	unlimited	🔍	
Backup Scheme:	tape	🔍	
Untagging Allowed:	true	🔍	
Last Update Check:	12/23/15 10:56	🔍	
Version:	3.9.1	🔍	

2 Click the **Update** tab.



**SYSTEM STATUS**

Sergeant Larkin is logged in. [Logout](#)

System | DVR COM | Reports | Logs | Backups | Tools | **Update** | Messages | Local Queue | Backup PC

Please follow the instructions below:

- If you have an update CD, place it in your PC, otherwise your PC must have an internet connection.
- Click the button labeled 'Check For Update'.
- If an update is found, read the release notes below.
- If you wish to apply the update, click the new button labeled 'Continue'.
- The status label and progress bar will keep you informed of your progress.

\*Max Est. Duration: Unknown

Status: Initialized

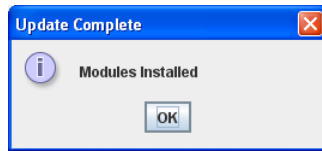
0%

**Check For Update**

\* Not Including Update Download Time

3 If our Service department provided you with an update CD, place that CD in your PC's DVD/CD tray. Otherwise proceed to the next step.

4 Click the **Check for Update** button. After a momentary delay, the Update Complete popup displays.



- 5 Click **OK**.
- 6 When the installation is complete, exit the application and restart your browser.
- 7 Log back into DEP.

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.

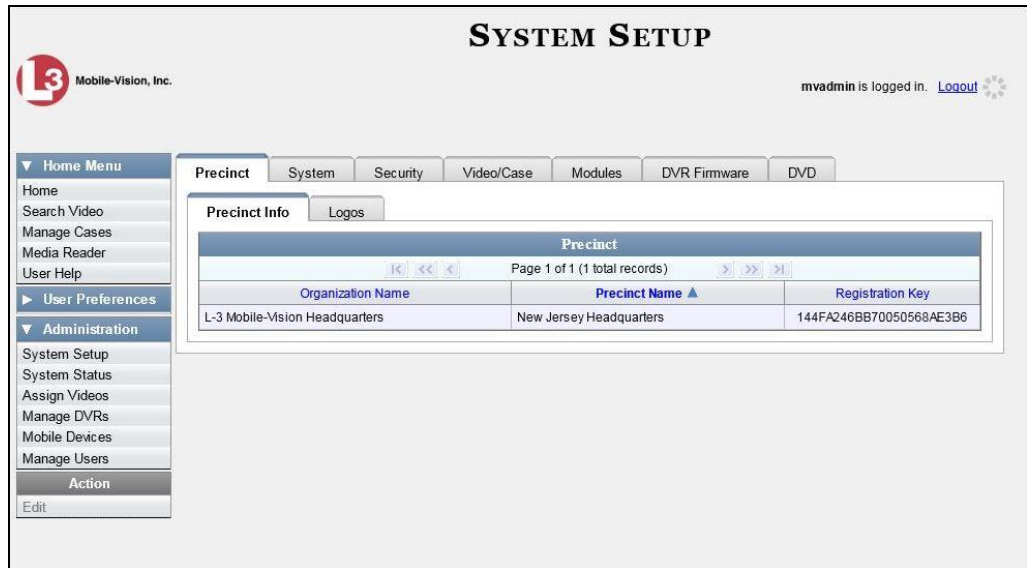
## Procedure 2: Activating Interview Room via the Modules Tab

This section describes how to activate the Interview Room module. For a description of this module, see “Activating the Interview Room Module” on page 634.

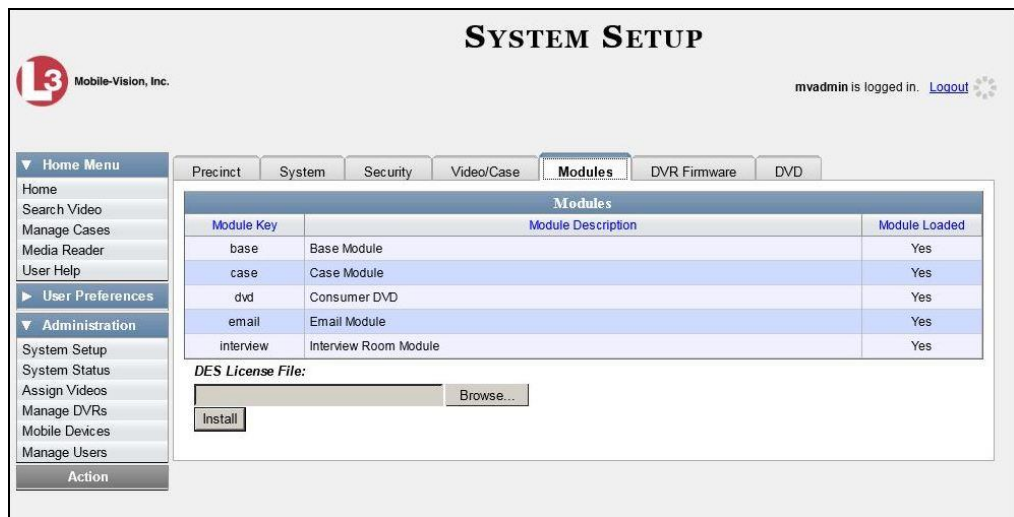
This is one of two procedures used to perform this task. Procedure 1 on page 634 is the simpler, preferred method. Only use Procedure 2 when one of the following conditions applies:

- You already tried Procedure 1 and it resulted in an error message
- Procedure 1 raises security concerns within your organization since it requires remote access to the L-3 Mobile-Vision update server
- Your L-3 Mobile-Vision Technical Support Engineer instructed you to use Procedure 2.

- 1 Call L-3 Mobile-Vision Technical Support at 800-336-8475.
- 2 Ask the Technical Support Engineer to create and email a new license file for Interview Room.
- 3 After you receive the email attachment, place the new license file on your PC’s desktop.
- 4 Go to ▼ Administration and click **System Setup**. The System Setup page displays.



5 Click the **Modules** tab.



6 Click the **Browse** button.

7 Navigate to your desktop where the installation file resides.

8 Double-click on the installation file. The file name displays in the *DES License File* field.

9 Click **Install**. The system begins installing Interview Room. When the installation is complete, a confirmation message will display.

- **Module(s) successfully installed.**

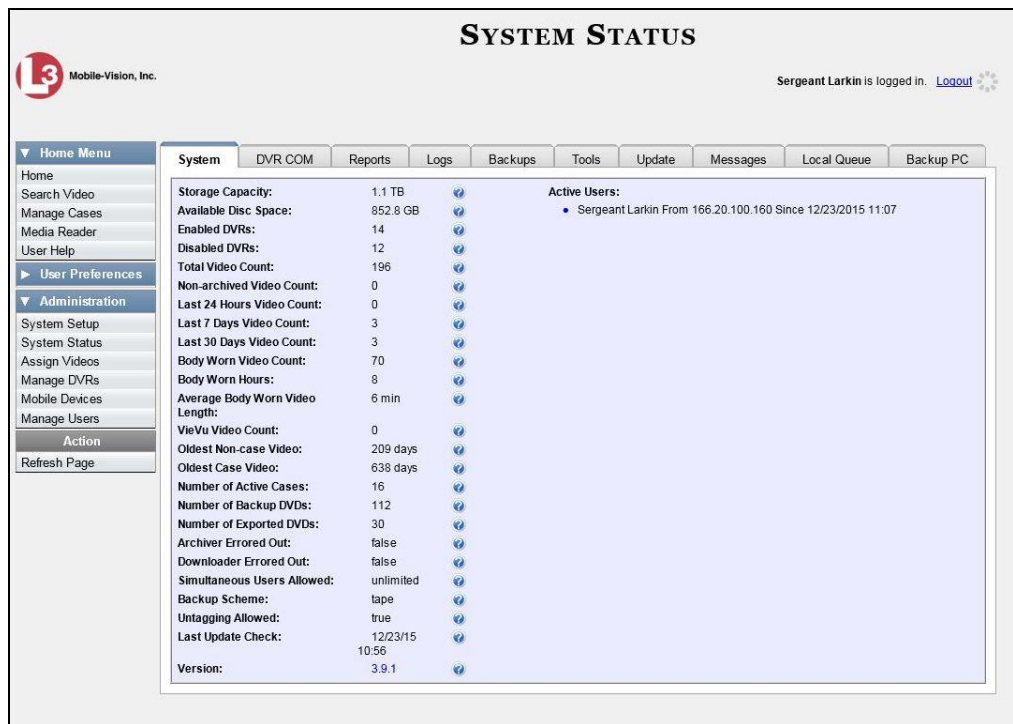
10 Log out of DEP and restart your browser.

- 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.

- 1 Go to **Administration** and click **System Status**. The System Status page displays.



The screenshot shows the 'SYSTEM STATUS' page. On the left is a navigation menu with 'Administration' selected. The main content area displays system statistics and settings. The 'System' tab is active, showing a list of metrics such as Storage Capacity, Available Disc Space, and Video Counts. An 'Active Users' section shows 'Sergeant Larkin' is logged in. At the bottom, the application version is listed as 3.9.1.

Field	Value	Action
Storage Capacity:	1.1 TB	🔍
Available Disc Space:	852.8 GB	🔍
Enabled DVRs:	14	🔍
Disabled DVRs:	12	🔍
Total Video Count:	196	🔍
Non-archived Video Count:	0	🔍
Last 24 Hours Video Count:	0	🔍
Last 7 Days Video Count:	3	🔍
Last 30 Days Video Count:	3	🔍
Body Worn Video Count:	70	🔍
Body Worn Hours:	8	🔍
Average Body Worn Video Length:	6 min	🔍
View Video Count:	0	🔍
Oldest Non-case Video:	209 days	🔍
Oldest Case Video:	638 days	🔍
Number of Active Cases:	16	🔍
Number of Backup DVDs:	112	🔍
Number of Exported DVDs:	30	🔍
Archiver Errored Out:	false	🔍
Downloader Errored Out:	false	🔍
Simultaneous Users Allowed:	unlimited	🔍
Backup Scheme:	tape	🔍
Untagging Allowed:	true	🔍
Last Update Check:	12/23/15 10:56	🔍
Version:	3.9.1	🔍

- 2 If it is not already selected, click the **System** tab, as pictured above. The statuses on this page are described below.

System Status Settings	
Field	Description
Storage Capacity	The total amount of usable space allotted for storing videos on the 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> .*

\* To view a particular DVR's status, go to **Administration** and click **Manage DVRs**.

System Status Settings (cont'd)	
Field	Description
Disabled DVRs	The number of disabled DVRs in your fleet. Disabled DVRs have a status of <i>Disabled</i> . * They cannot be used to record videos.
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>BodyVISION</i> videos that are currently in the system.
Body Worn Hours	The number of captured hours from all <i>BodyVISION</i> 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.
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	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). <i>(Continued)</i>

System Status Settings (cont'd)	
Field	Description
Archiver Errored Out (cont'd)	<ul style="list-style-type: none"> <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	<p>A true/false display that indicates whether or not there is currently a problem with the transmission of video files from DVR to server:</p> <ul style="list-style-type: none"> <li>▪ True. There is a video transmission problem.</li> <li>▪ False. There is no video transmission problem.</li> </ul>
Simultaneous Users Allowed	<p>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.</p>
Backup Scheme	<p>The current backup scheme:</p> <ul style="list-style-type: none"> <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> </ul> <p>For assistance in creating a custom backup plan, contact L-3 Mobile-Vision Support.</p>
Untagging Allowed	<p>A true/false display that indicates whether or not users are allowed to remove a tag from a previously tagged video.</p> <ul style="list-style-type: none"> <li>▪ True. Untagging is allowed. This value will display if the <i>Enable Un-tagging</i> checkbox on the <b>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>Life-Cycle</b> tab is deselected.</li> </ul>
Last Update Check	<p>The last date and time at which the DEP update service connected to the L-3 Mobile-Vision update server.</p>
Version	<p>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.</p>

System Status Settings (cont'd)	
Field	Description
Active Users	Information on the user who is currently logged into DEP: <ul style="list-style-type: none"> <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, *BodyVISION* 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.

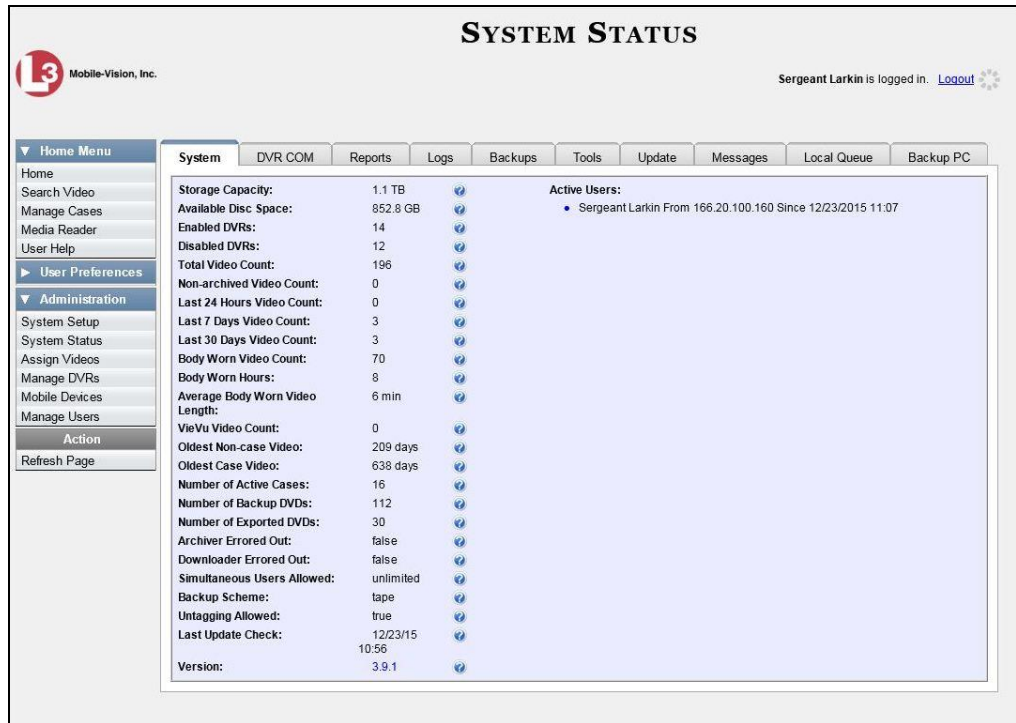
This procedure requires that you have the Adobe Reader or other .pdf reader software installed on your PC.

Please note that manuals on the **Tools** tab are updated with each software release. If you haven't had a recent software release, you may prefer to download a manual from L-3 Mobile-Vision's *Online Support Center*, which always has the most recent version of any given document:

<http://s6.parature.com/FileManagement/Download/897fb523d5f74e4683825050125dda6f>

- 1 Go to ▼ Administration and click **System Status**. The System Status page displays.

*(Continued)*



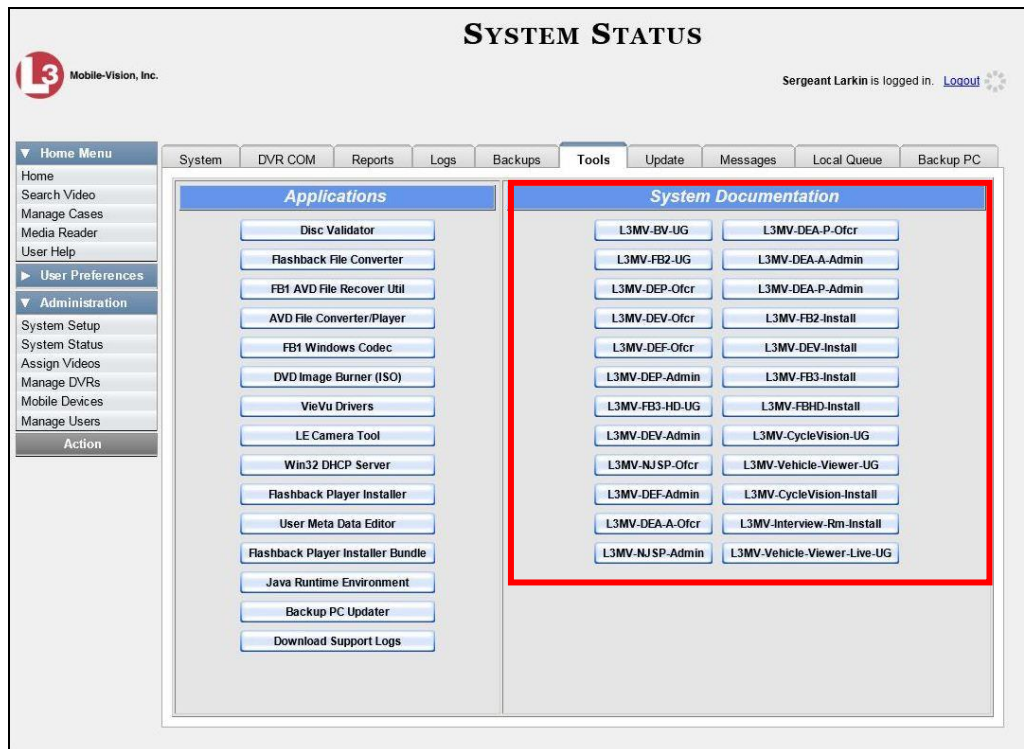
**SYSTEM STATUS**

L3 Mobile-Vision, Inc. Sergeant Larkin is logged in. [Logout](#)

System | DVR COM | Reports | Logs | Backups | Tools | Update | Messages | Local Queue | Backup PC

<b>Storage Capacity:</b>	1.1 TB		<b>Active Users:</b>
<b>Available Disc Space:</b>	852.8 GB		• Sergeant Larkin From 166.20.100.160 Since 12/23/2015 11:07
<b>Enabled DVRs:</b>	14		
<b>Disabled DVRs:</b>	12		
<b>Total Video Count:</b>	196		
<b>Non-archived Video Count:</b>	0		
<b>Last 24 Hours Video Count:</b>	0		
<b>Last 7 Days Video Count:</b>	3		
<b>Last 30 Days Video Count:</b>	3		
<b>Body Worn Video Count:</b>	70		
<b>Body Worn Hours:</b>	8		
<b>Average Body Worn Video Length:</b>	6 min		
<b>View Video Count:</b>	0		
<b>Oldest Non-case Video:</b>	209 days		
<b>Oldest Case Video:</b>	638 days		
<b>Number of Active Cases:</b>	16		
<b>Number of Backup DVDs:</b>	112		
<b>Number of Exported DVDs:</b>	30		
<b>Archiver Errored Out:</b>	false		
<b>Downloader Errored Out:</b>	false		
<b>Simultaneous Users Allowed:</b>	unlimited		
<b>Backup Scheme:</b>	tape		
<b>Untagging Allowed:</b>	true		
<b>Last Update Check:</b>	12/23/15 10:56		
<b>Version:</b>	3.9.1		

- Click the **Tools** tab. A list of available documentation downloads display in the *System Documentation* column.



**SYSTEM STATUS**

L3 Mobile-Vision, Inc. Sergeant Larkin is logged in. [Logout](#)

System | DVR COM | Reports | Logs | Backups | **Tools** | Update | Messages | Local Queue | Backup PC

**Applications**

- Disc Validator
- Flashback File Converter
- FB1 AVD File Recover Util
- AVD File Converter/Player
- FB1 Windows Codec
- DVD Image Burner (ISO)
- ViewVu Drivers
- LE Camera Tool
- Win32 DHCP Server
- Flashback Player Installer
- User Meta Data Editor
- Flashback Player Installer Bundle
- Java Runtime Environment
- Backup PC Updater
- Download Support Logs

**System Documentation**

- L3MV-BV-UG
- L3MV-DEA-P-Ofcr
- L3MV-FB2-UG
- L3MV-DEA-A-Admin
- L3MV-DEP-Ofcr
- L3MV-DEA-P-Admin
- L3MV-DEV-Ofcr
- L3MV-FB2-Install
- L3MV-DEF-Ofcr
- L3MV-DEV-Install
- L3MV-DEP-Admin
- L3MV-FB3-Install
- L3MV-FB3-HD-UG
- L3MV-FBHD-Install
- L3MV-DEV-Admin
- L3MV-CycleVision-UG
- L3MV-NJSP-Ofcr
- L3MV-Vehicle-Viewer-UG
- L3MV-DEF-Admin
- L3MV-CycleVision-Install
- L3MV-DEA-A-Ofcr
- L3MV-Interview-Rm-Install
- L3MV-NJSP-Admin
- L3MV-Vehicle-Viewer-Live-UG



The DEP documentation that may pertain to you (and your officers) is listed in the table below. If your agency has purchased additional L-3 Mobile-Vision products, you may need to print other documents as well.

Documentation	Description	Audience
<a href="#">L3MV-DEP-Ofcr</a>	Digital Evidence Pro (DEP) Officer's Guide	Non-supervisory users
<a href="#">L3MV-DEP-Admin</a>	Digital Evidence Pro (DEP) Administrator's Guide	System administrators & supervisory users
<a href="#">L3MV-FB3-HD-UG</a>	Flashback3 & FlashbackHD User's Guide	Flashback3 and/or FlashbackHD users
<a href="#">L3MV-FB3-Install</a>	Flashback3 Installation Guide	Flashback3 installers
<a href="#">L3MV-FBHD-Install</a>	FlashbackHD Installation Guide	FlashbackHD installers
<a href="#">L3MV-BV-UG</a>	BodyVISION User's Guide	BodyVISION users

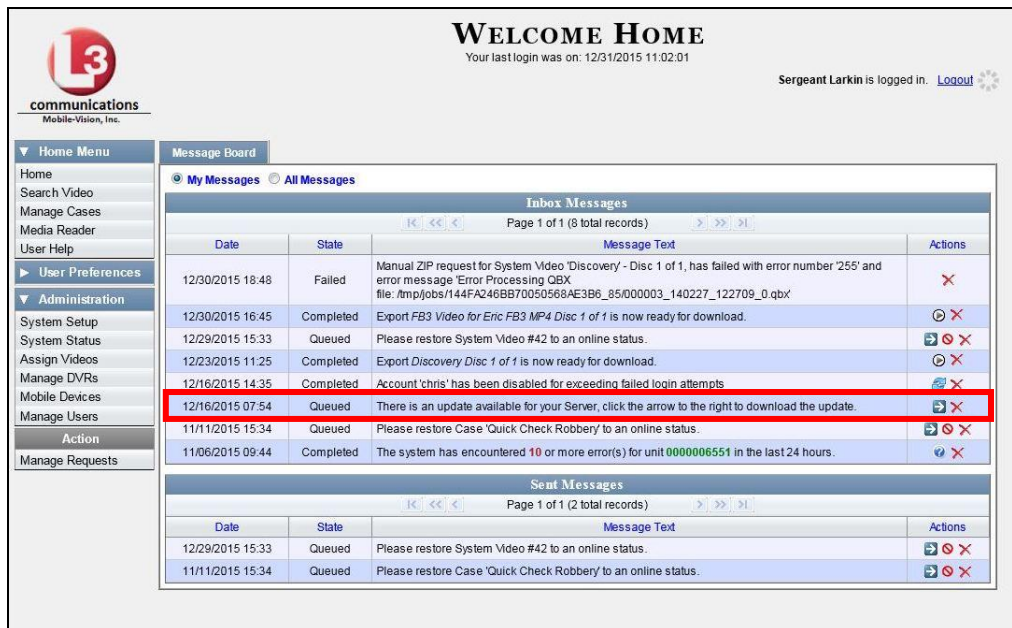
- Click on the appropriate documentation button. The first page of the selected document displays.



- 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...*”).



The screenshot shows the L3 Mobile-Vision web interface. At the top, it says "WELCOME HOME" and "Your last login was on: 12/31/2015 11:02:01". Below that, it says "Sergeant Larkin is logged in. Logout". The main content area is titled "Message Board" and shows a list of messages under "Inbox Messages". The messages are as follows:

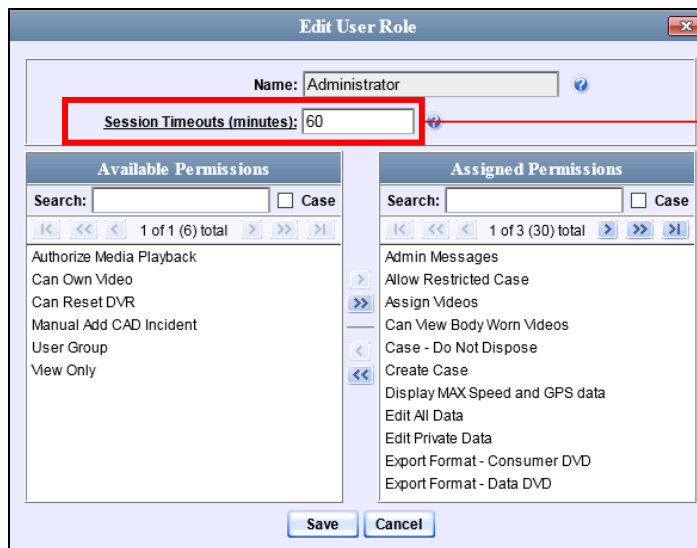
Date	State	Message Text	Actions
12/30/2015 18:48	Failed	Manual ZIP request for System Video 'Discovery - Disc 1 of 1, has failed with error number '255' and error message 'Error Processing QBX file: /tmp/jobs/144FA246BB70050568AE3B6_85/000003_140227_122709_0.qbx'	✖
12/30/2015 16:45	Completed	Export FB3 Video for Eric FB3 MP4 Disc 1 of 1 is now ready for download.	📄 ✖
12/29/2015 15:33	Queued	Please restore System Video #42 to an online status.	🔄 ✖
12/23/2015 11:25	Completed	Export Discovery Disc 1 of 1 is now ready for download.	📄 ✖
12/16/2015 14:35	Completed	Account 'chris' has been disabled for exceeding failed login attempts.	👤 ✖
12/16/2015 07:54	Queued	There is an update available for your Server, click the arrow to the right to download the update.	📄 ✖
11/11/2015 15:34	Queued	Please restore Case 'Quick Check Robbery' to an online status.	🔄 ✖
11/06/2015 09:44	Completed	The system has encountered 10 or more error(s) for unit 0000006551 in the last 24 hours.	🔊 ✖

Below the inbox messages, there is a section for "Sent Messages" with two entries:

Date	State	Message Text	Actions
12/29/2015 15:33	Queued	Please restore System Video #42 to an online status.	🔄 ✖
11/11/2015 15:34	Queued	Please restore Case 'Quick Check Robbery' to an online status.	🔄 ✖

The following procedure requires that your DEP server have internet access to our Auto Update server. If you do *not* have direct access to our update server *or* your agency does not *allow* direct access to our server for security reasons, please contact L-3 Mobile-Vision Service at 973-263-1090. A Technical Support Engineer will provide you with an alternate method for upgrading your software.


Before you begin an update, make sure that your user type has a *Session Timeout* setting of at least 60 minutes to prevent you from being logged out during the update process.

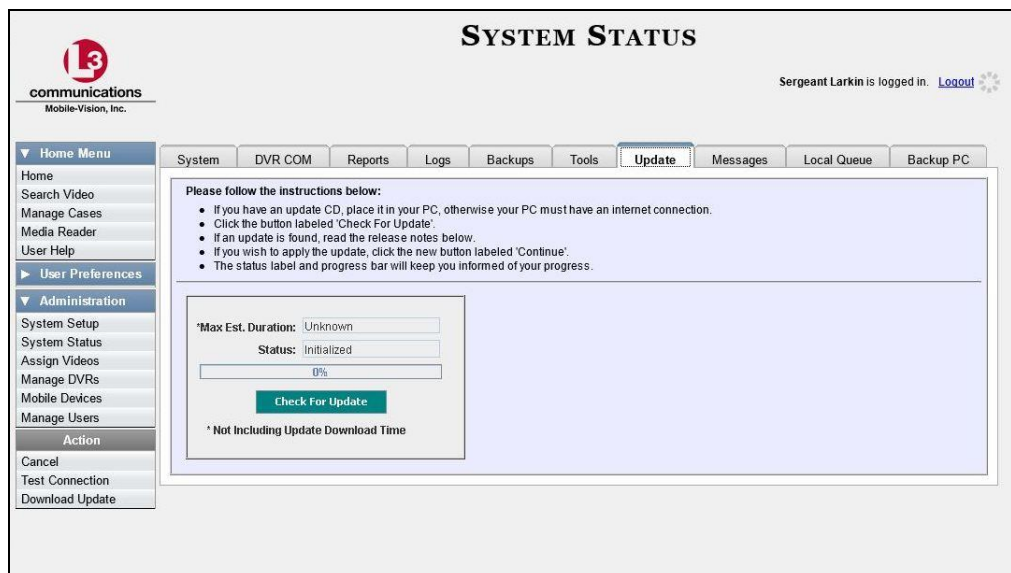


Make sure that this field is set to 60 or higher

For instructions on changing this setting, see “Changing the Session Timeout Setting” on page 651.

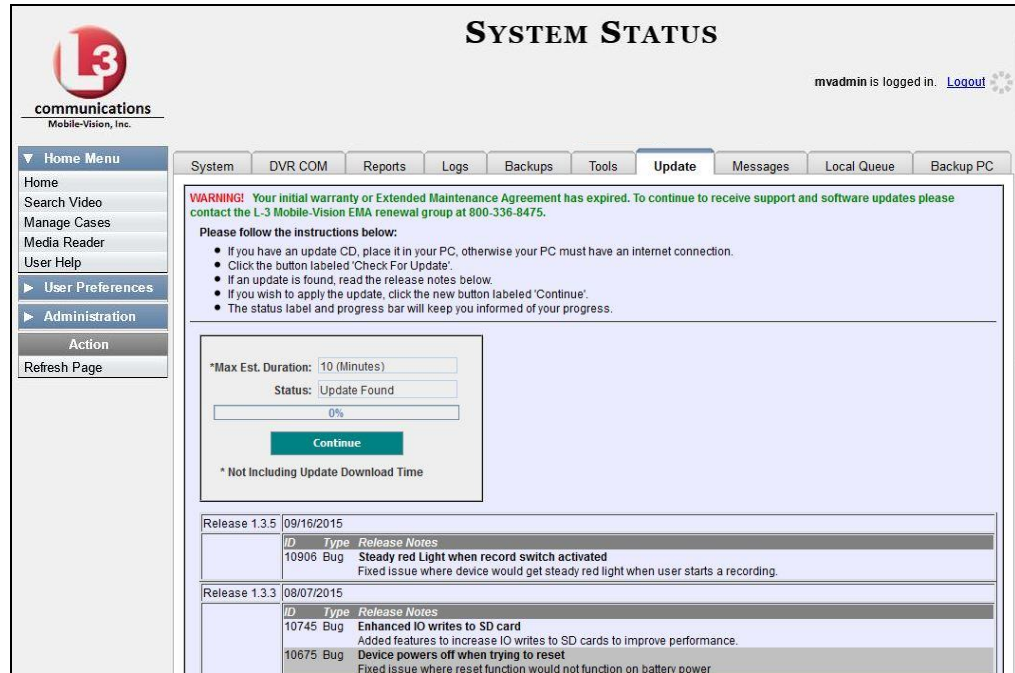
Depending on the size of the update and speed of your network connection, the update process may take up to an hour.

- 1 Make sure the Home page displays, as pictured on the previous page. (If necessary, go to  **Home** and click **Home**.)
- ➔ 2 Go to your *Inbox Messages* list and click on the arrow icon to the right of the upgrade notification message (‘*There is an update available for your Server...*’). The Update page displays.



- 3 Click the **Check for Update** button. The system searches for the new update.

Once the system locates the update, the words “Update Found” will display in the *Status* field, and the technical release notes for the update will display at the bottom of the page.



**SYSTEM STATUS**

communications  
Mobile-Vision, Inc.

mvadmin is logged in. [Logout](#)

System | DVR COM | Reports | Logs | Backups | Tools | **Update** | Messages | Local Queue | Backup PC

**WARNING!** Your initial warranty or Extended Maintenance Agreement has expired. To continue to receive support and software updates please contact the L-3 Mobile-Vision EMA renewal group at 800-336-8475.

Please follow the instructions below:

- If you have an update CD, place it in your PC, otherwise your PC must have an internet connection.
- Click the button labeled 'Check For Update'.
- If an update is found, read the release notes below.
- If you wish to apply the update, click the new button labeled 'Continue'.
- The status label and progress bar will keep you informed of your progress.

\*Max Est. Duration: 10 (Minutes)

Status: Update Found

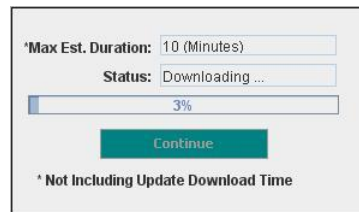
0%

**Continue**

\* Not Including Update Download Time

Release	ID	Type	Release Notes
Release 1.3.5	10906	Bug	Steady red Light when record switch activated Fixed issue where device would get steady red light when user starts a recording.
Release 1.3.3	10745	Bug	Enhanced IO writes to SD card Added features to increase IO writes to SD cards to improve performance.
	10675	Bug	Device powers off when trying to reset Fixed issue where reset function would not function on battery power

- 4 Click **Continue**. The system begins downloading the update to your PC, which is the first step in the update process.



\*Max Est. Duration: 10 (Minutes)

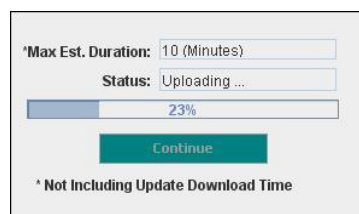
Status: Downloading ...

3%

**Continue**

\* Not Including Update Download Time

Next, the system uploads the update from your PC to the server.



\*Max Est. Duration: 10 (Minutes)

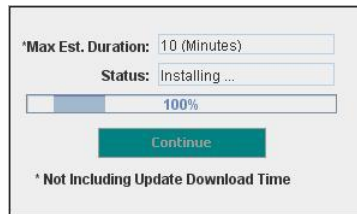
Status: Uploading ...

23%

**Continue**

\* Not Including Update Download Time

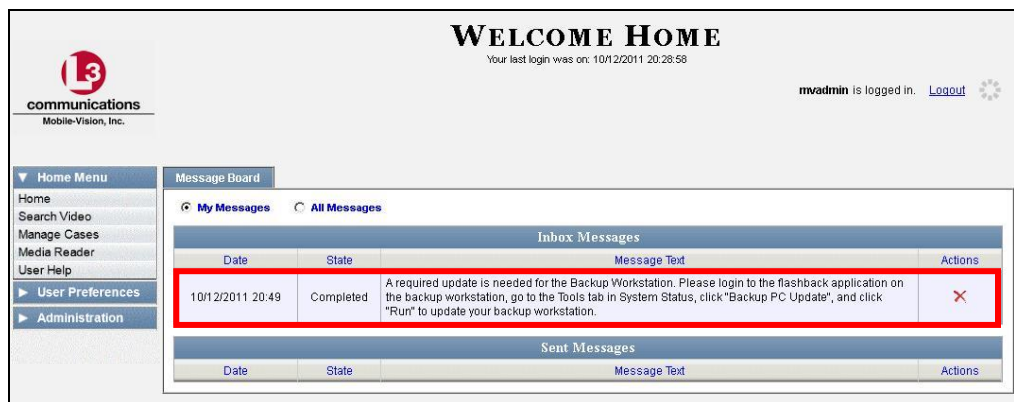
Finally, the system installs the actual application on the server.



When the update is complete, a confirmation message displays.

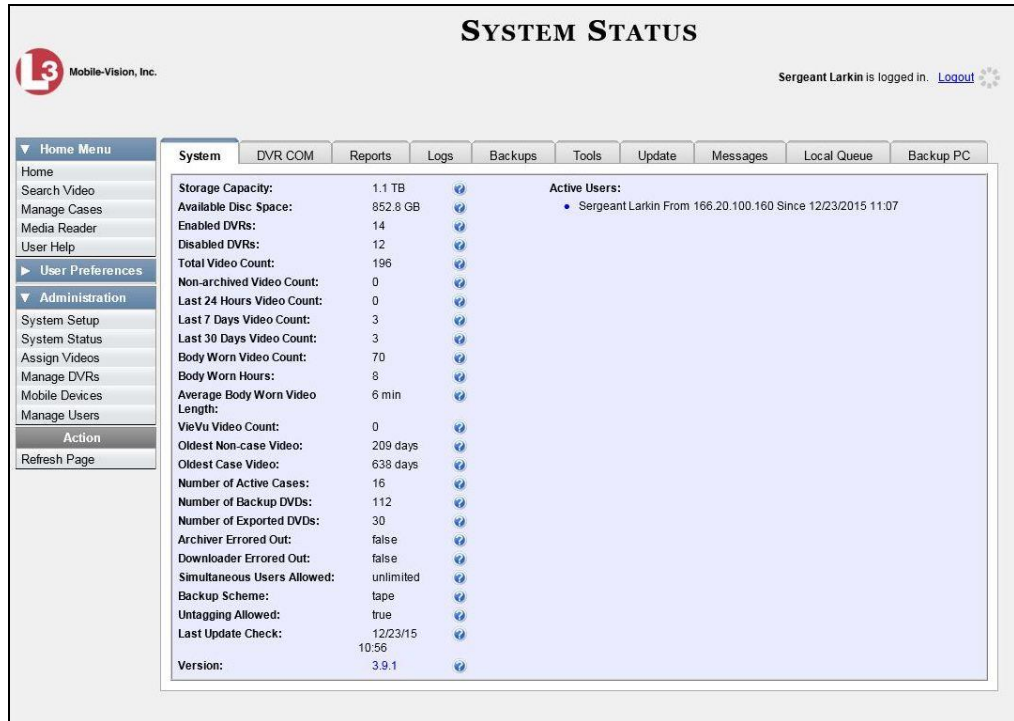


- 5 Click **OK**.
- 6 Go to the upper right corner of the page and click **Logout** to exit DEP.
- 7 Close your browser.
- 8 Login to DEP again.
- 8 Once the Home page displays, look for a new message in your Inbox that says: “A Required update is needed for the Backup Workstation...”



- ⇒ If you see the update message pictured above, it means that you have to update your Backup PC(s) in order for the new DEP update to work properly. Proceed to the next step.
- ⇒ If you do *not* see the update message pictured above, it means that you do *not* have to update your Backup PC(s). **End of Procedure.**
- 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 **Administration** and click **System Status**. The System Status page displays.



**SYSTEM STATUS**

Sergeant Larkin is logged in. [Logout](#)

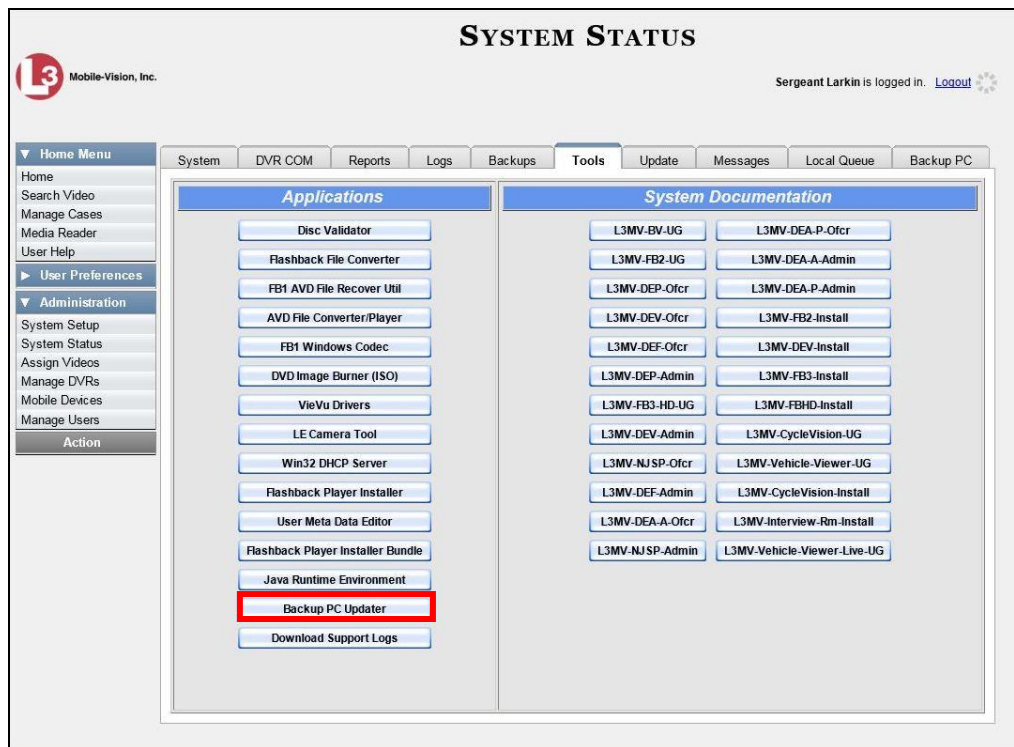
System | DVR COM | Reports | Logs | Backups | Tools | Update | Messages | Local Queue | Backup PC

System	Value	Action
Storage Capacity:	1.1 TB	🔍
Available Disc Space:	852.8 GB	🔍
Enabled DVRs:	14	🔍
Disabled DVRs:	12	🔍
Total Video Count:	196	🔍
Non-archived Video Count:	0	🔍
Last 24 Hours Video Count:	0	🔍
Last 7 Days Video Count:	3	🔍
Last 30 Days Video Count:	3	🔍
Body Worn Video Count:	70	🔍
Body Worn Hours:	8	🔍
Average Body Worn Video Length:	6 min	🔍
View Video Count:	0	🔍
Oldest Non-case Video:	209 days	🔍
Oldest Case Video:	638 days	🔍
Number of Active Cases:	16	🔍
Number of Backup DVDs:	112	🔍
Number of Exported DVDs:	30	🔍
Archiver Errored Out:	false	🔍
Downloader Errored Out:	false	🔍
Simultaneous Users Allowed:	unlimited	🔍
Backup Scheme:	tape	🔍
Untagging Allowed:	true	🔍
Last Update Check:	12/23/15 10:56	🔍
Version:	3.9.1	🔍

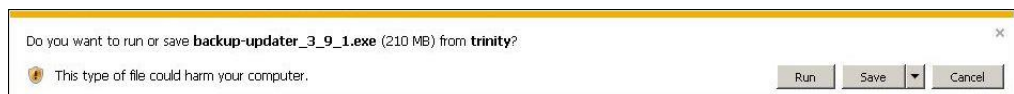
**Active Users:**

- Sergeant Larkin From 166.20.100.160 Since 12/23/2015 11:07

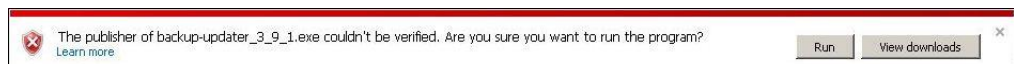
- 13 Click the **Tools** tab. An Applications list displays on the left of the page.



- 14 Go to the *Applications* column and click the **Backup PC Updater** button. A Windows message displays.

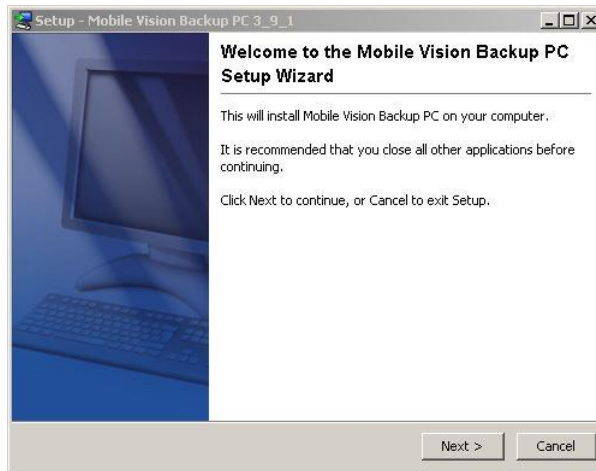


- 15 Click **Run**. The system copies some files from the server to the Backup PC, after which a security warning displays.

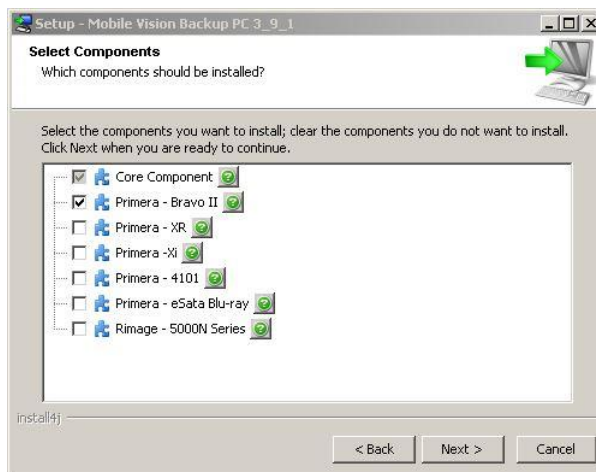


- 16 Click **Run** again. After a momentary delay, the Setup Wizard launches.

*(Continued)*



- 17** Click **Next**. A list of DVD burners displays. Notice that there is a check next to *Primera-Bravo II*. This is the system default.



- 18** If you are using a Primera Bravo II (default), proceed to the next step.

– OR –

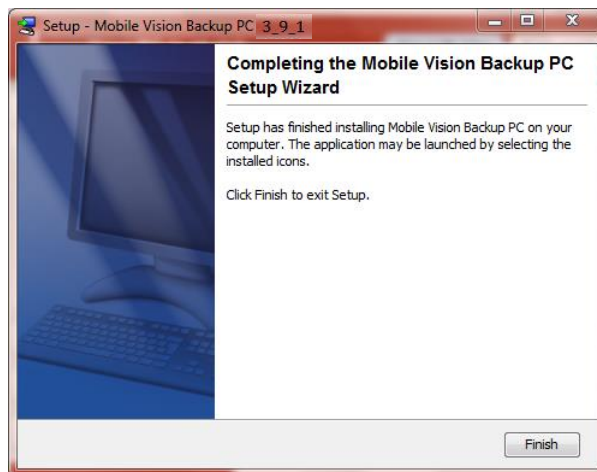
If you are *not* using a Primera Bravo II, deselect the *Primera Bravo II* checkbox, then select the correct checkbox.



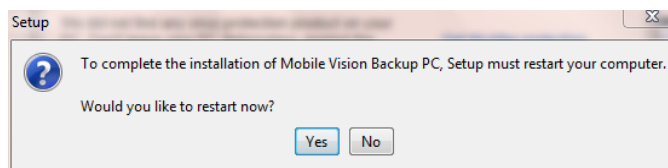
**WARNING:** If you select more than one DVD burner *or* you select the *wrong* DVD burner, or it could render your Backup PC system temporarily inoperable.

- 19** Click **Next**. The system begins updating your Backup PC. Once the software has been installed on your PC, a confirmation message displays.





- 20 Click **Finish**. The system prompts you to reboot the Backup PC.



- 21 Close any files that you may have open on the Backup PC, then click **Yes**.
  - ⇒ If you have only *one* Backup PC, **End of Procedure**.
  - ⇒ If you have *more than one* Backup PC, log out of DEP and repeat steps 10 – 20 for your other Backup PC(s).

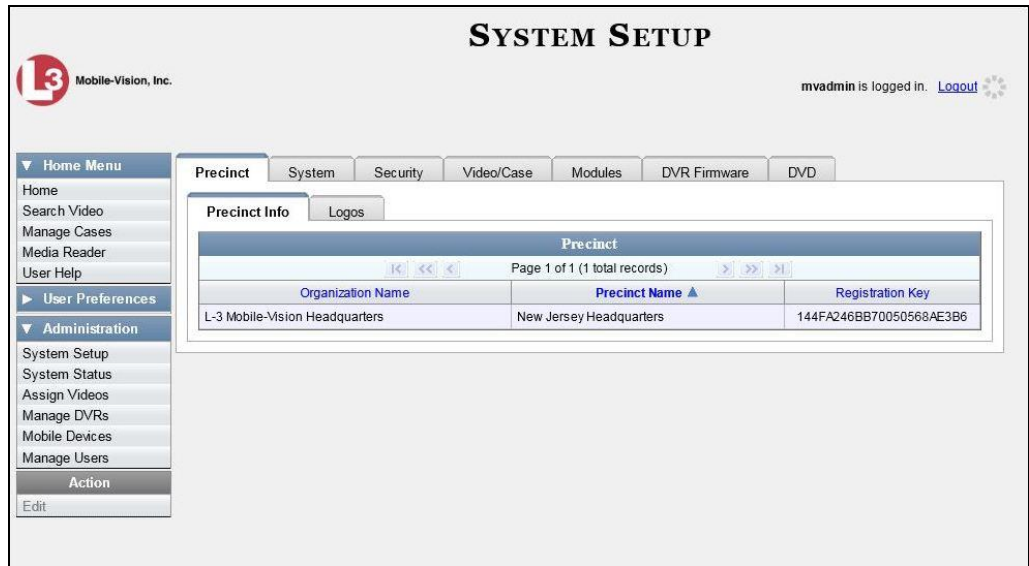
---

## Changing the Session Timeout Setting

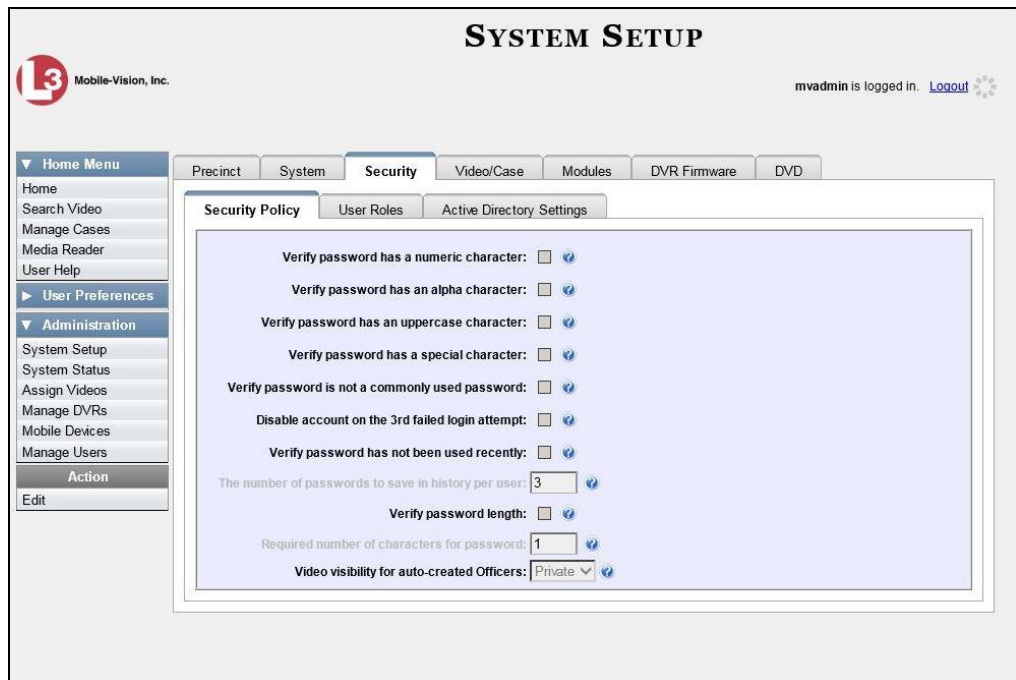
This section describes how to change the number of minutes of inactivity the system will allow before automatically logging a particular user type off the DEP application. If a user type will be performing time-intensive tasks, such as restoring cases or manually uploading videos, it's recommended that you set their session timeout to a *minimum* of 60 minutes.

- 1 Go to **Administration** and click **System Setup**. The System Setup page displays.

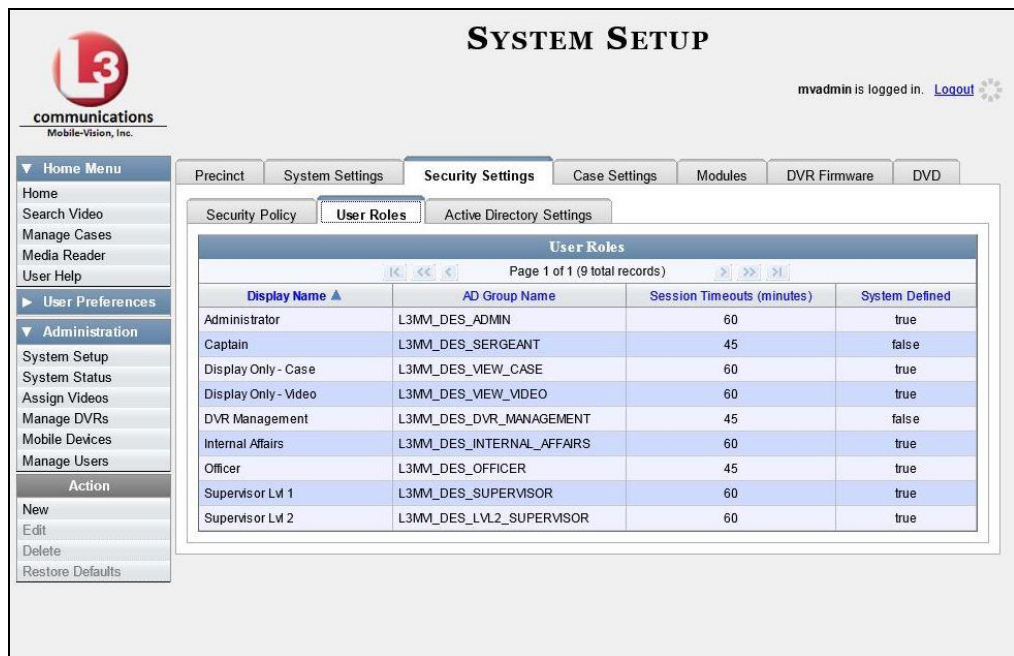
*(Continued)*



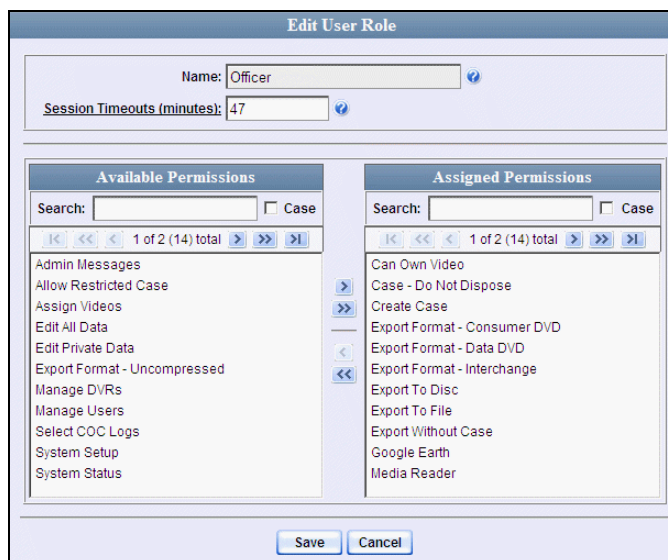
2 Click the **Security** tab.



3 Click the **User Roles** tab. A list of User Roles displays.



- Right-click on the user type you wish to update, then select **Edit** from the popup menu. The Edit User Role popup displays.



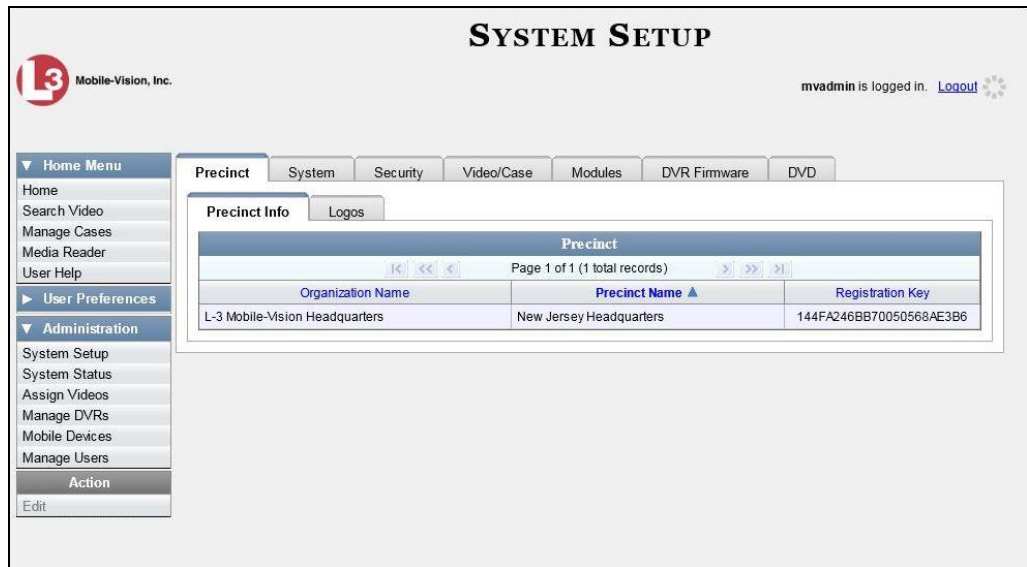
- Go to the *Session Timeouts (minutes)* field and enter the number of minutes you wish to elapse before this user type is automatically logged off the system.
- Click **Save**. A confirmation message displays:

User Role **Sergeant** successfully saved.

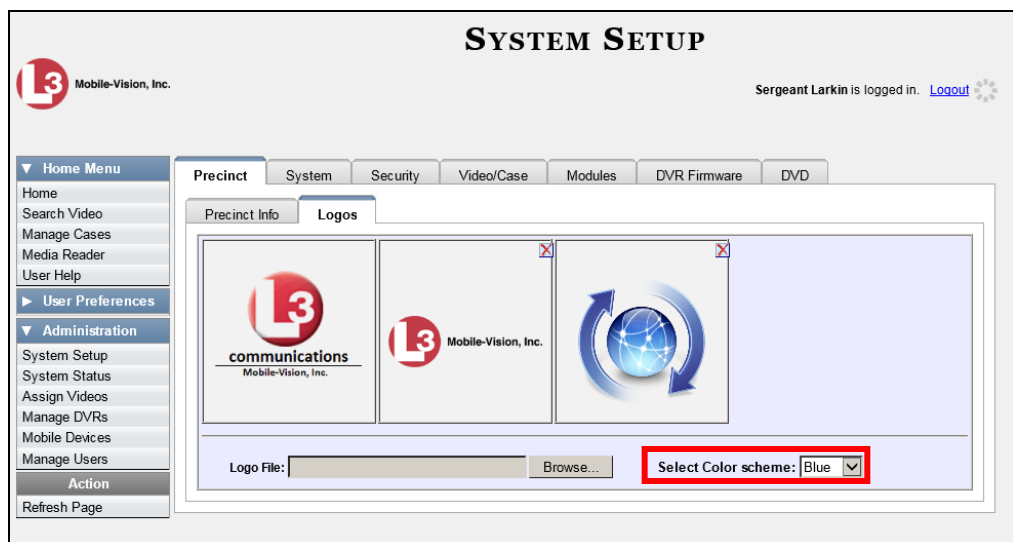
## Changing the Application's Color Scheme

This section describes how to change the application's color scheme from the current color to *blue*, *brown*, *green*, or *red*.

- 1 Go to **Administration** and click **System Setup**. The System Setup page displays.

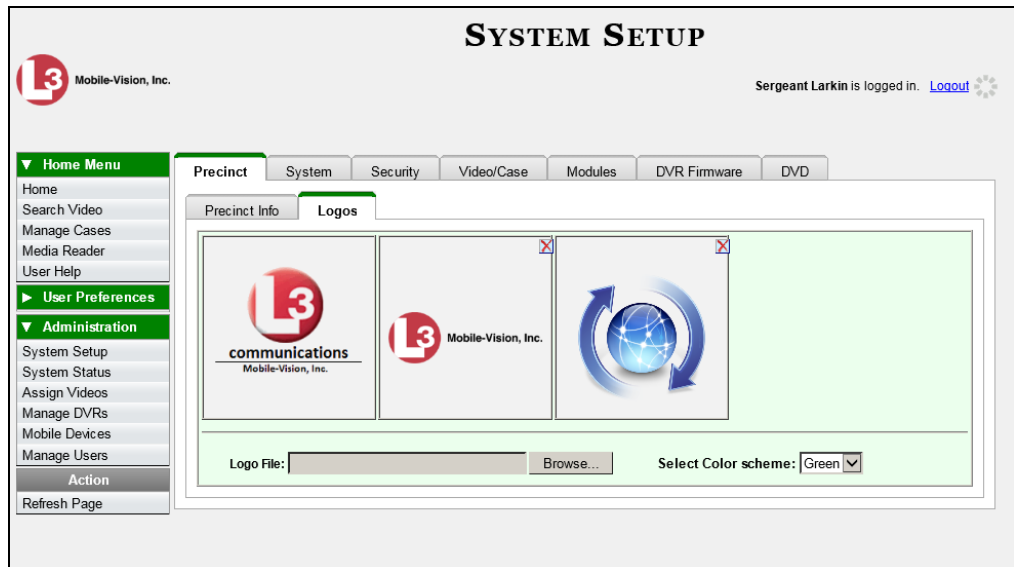


- 2 If it is not already selected, click the **Precinct** tab.
- 3 Click the **Logos** tab.



- 4 Select a new color scheme from the *Select Color scheme* drop-down list.

The new color scheme 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 **Administration** and click **System Status**. The System Status page displays.

*(Continued)*

**SYSTEM STATUS**

L3 Mobile-Vision, Inc. Sergeant Larkin is logged in. [Logout](#)

System | DVR COM | Reports | Logs | Backups | Tools | Update | Messages | Local Queue | Backup PC

<b>Storage Capacity:</b>	1.1 TB	🔍	<b>Active Users:</b>	
<b>Available Disc Space:</b>	844 GB	🔍	• Sergeant Larkin From 166.20.100.160 Since 04/06/2016 14:53	
<b>Enabled DVRs:</b>	23	🔍		
<b>Disabled DVRs:</b>	14	🔍		
<b>Total Video Count:</b>	261	🔍		
<b>Non-archived Video Count:</b>	0	🔍		
<b>Last 24 Hours Video Count:</b>	0	🔍		
<b>Last 7 Days Video Count:</b>	1	🔍		
<b>Last 30 Days Video Count:</b>	14	🔍		
<b>Body Worn Video Count:</b>	104	🔍		
<b>Body Worn Hours:</b>	8	🔍		
<b>Average Body Worn Video Length:</b>	4 min	🔍		
<b>View Video Count:</b>	1	🔍		
<b>View Hours:</b>	0	🔍		
<b>Oldest Non-case Video:</b>	314 days	🔍		
<b>Oldest Case Video:</b>	743 days	🔍		
<b>Number of Active Cases:</b>	14	🔍		
<b>Number of Backup DVDs:</b>	216	🔍		
<b>Number of Exported DVDs:</b>	68	🔍		
<b>Archiver Errored Out:</b>	false	🔍		
<b>Downloader Errored Out:</b>	false	🔍		
<b>Simultaneous Users Allowed:</b>	unlimited	🔍		
<b>Backup Scheme:</b>	all	🔍		
<b>Untagging Allowed:</b>	true	🔍		
<b>Last Update Check:</b>	4/6/16 0:00	🔍		
<b>Version:</b>	3.9.2	🔍		

2 Click the **Tools** tab. An applications list displays on the left of the page.

**SYSTEM STATUS**

L3 Mobile-Vision, Inc. Sergeant Larkin is logged in. [Logout](#)

System | DVR COM | Reports | Logs | Backups | **Tools** | Update | Messages | Local Queue | Backup PC

Applications	System Documentation
<a href="#">Disc Validator</a>	<a href="#">L3MV-BV-UG</a>
<a href="#">Flashback File Converter</a>	<a href="#">L3MV-DEA-P-Ofcr</a>
<a href="#">FB1 AVD File Recover Util</a>	<a href="#">L3MV-FB2-UG</a>
<a href="#">AVD File Converter/Player</a>	<a href="#">L3MV-DEA-A-Admin</a>
<a href="#">FB1 Windows Codec</a>	<a href="#">L3MV-DEP-Ofcr</a>
<a href="#">DVD Image Burner (ISO)</a>	<a href="#">L3MV-DEA-P-Admin</a>
<a href="#">View Video Drivers</a>	<a href="#">L3MV-DEV-Ofcr</a>
<a href="#">LE Camera Tool</a>	<a href="#">L3MV-FB2-Install</a>
<a href="#">Win32 DHCP Server</a>	<a href="#">L3MV-DEF-Ofcr</a>
<a href="#">Flashback Player Installer</a>	<a href="#">L3MV-DEV-Install</a>
<a href="#">User Meta Data Editor</a>	<a href="#">L3MV-DEP-Admin</a>
<a href="#">Flashback Player Installer Bundle</a>	<a href="#">L3MV-FB3-Install</a>
<a href="#">Java Runtime Environment</a>	<a href="#">L3MV-FB3-HD-UG</a>
<a href="#">Backup PC Updater</a>	<a href="#">L3MV-FBHD-Install</a>
<a href="#">Download Support Logs</a>	<a href="#">L3MV-DEV-Admin</a>
	<a href="#">L3MV-CycleVision-UG</a>
	<a href="#">L3MV-NJSP-Ofcr</a>
	<a href="#">L3MV-Vehicle-Viewer-UG</a>
	<a href="#">L3MV-DEF-Admin</a>
	<a href="#">L3MV-CycleVision-Install</a>
	<a href="#">L3MV-DEA-A-Ofcr</a>
	<a href="#">L3MV-Interview-Rm-Install</a>
	<a href="#">L3MV-NJSP-Admin</a>
	<a href="#">L3MV-Vehicle-Viewer-Live-UG</a>

- 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 window 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.



- 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 **Administration** and click **System Status**. The System Status page displays.

*(Continued)*

**SYSTEM STATUS**

L3 Mobile-Vision, Inc. Sergeant Larkin is logged in. [Logout](#)

System | DVR COM | Reports | Logs | Backups | Tools | Update | Messages | Local Queue | Backup PC

<b>Storage Capacity:</b>	1.1 TB	🔍	<b>Active Users:</b>	
<b>Available Disc Space:</b>	844 GB	🔍	• Sergeant Larkin From 166.20.100.160 Since 04/06/2016 14:53	
<b>Enabled DVRs:</b>	23	🔍		
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<b>Last 24 Hours Video Count:</b>	0	🔍		
<b>Last 7 Days Video Count:</b>	1	🔍		
<b>Last 30 Days Video Count:</b>	14	🔍		
<b>Body Worn Video Count:</b>	104	🔍		
<b>Body Worn Hours:</b>	8	🔍		
<b>Average Body Worn Video Length:</b>	4 min	🔍		
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<b>View Hours:</b>	0	🔍		
<b>Oldest Non-case Video:</b>	314 days	🔍		
<b>Oldest Case Video:</b>	743 days	🔍		
<b>Number of Active Cases:</b>	14	🔍		
<b>Number of Backup DVDs:</b>	216	🔍		
<b>Number of Exported DVDs:</b>	68	🔍		
<b>Archiver Errored Out:</b>	false	🔍		
<b>Downloader Errored Out:</b>	false	🔍		
<b>Simultaneous Users Allowed:</b>	unlimited	🔍		
<b>Backup Scheme:</b>	all	🔍		
<b>Untagging Allowed:</b>	true	🔍		
<b>Last Update Check:</b>	4/6/16 0:00	🔍		
<b>Version:</b>	3.9.2	🔍		

3 Click the **Tools** tab.

**SYSTEM STATUS**

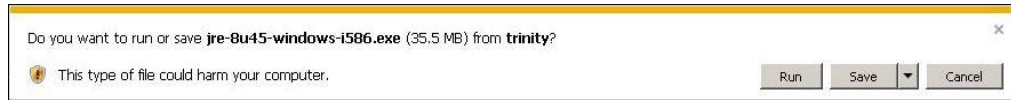
L3 Mobile-Vision, Inc. Sergeant Larkin is logged in. [Logout](#)

System | DVR COM | Reports | Logs | Backups | **Tools** | Update | Messages | Local Queue | Backup PC

Applications	System Documentation
<a href="#">Disc Validator</a>	<a href="#">L3MV-BV-UG</a>
<a href="#">Flashback File Converter</a>	<a href="#">L3MV-DEA-P-Ofcr</a>
<a href="#">FB1 AVD File Recover Util</a>	<a href="#">L3MV-FB2-UG</a>
<a href="#">AVD File Converter/Player</a>	<a href="#">L3MV-DEP-Ofcr</a>
<a href="#">FB1 Windows Codec</a>	<a href="#">L3MV-DEA-A-Admin</a>
<a href="#">DVD Image Burner (ISO)</a>	<a href="#">L3MV-DEP-Admin</a>
<a href="#">View Video Drivers</a>	<a href="#">L3MV-DEV-Ofcr</a>
<a href="#">LE Camera Tool</a>	<a href="#">L3MV-FB2-Install</a>
<a href="#">Win32 DHCP Server</a>	<a href="#">L3MV-DEF-Ofcr</a>
<a href="#">Flashback Player Installer</a>	<a href="#">L3MV-DEV-Install</a>
<a href="#">User Meta Data Editor</a>	<a href="#">L3MV-DEP-Admin</a>
<a href="#">Flashback Player Installer Bundle</a>	<a href="#">L3MV-FB3-Install</a>
<b><a href="#">Java Runtime Environment</a></b>	<a href="#">L3MV-FB3-HD-UG</a>
<a href="#">Backup PC Updater</a>	<a href="#">L3MV-FBHD-Install</a>
<a href="#">Download Support Logs</a>	<a href="#">L3MV-DEV-Admin</a>
	<a href="#">L3MV-CycleVision-UG</a>
	<a href="#">L3MV-NJSP-Ofcr</a>
	<a href="#">L3MV-Vehicle-Viewer-UG</a>
	<a href="#">L3MV-DEF-Admin</a>
	<a href="#">L3MV-CycleVision-Install</a>
	<a href="#">L3MV-DEA-A-Ofcr</a>
	<a href="#">L3MV-Interview-Rm-Install</a>
	<a href="#">L3MV-NJSP-Admin</a>
	<a href="#">L3MV-Vehicle-Viewer-Live-UG</a>



- 4 Go to the *Applications* column and click the **Java Runtime Environment** button. A Windows message displays.



- 5 Click **Run**.
- 6 If you receive a security warning, click **Run** again. Otherwise proceed to the next step.



- 7 Click **Install**.
- 8 Follow the Java system prompts. At the end of the installation process, a confirmation message will display.
- 9 Click **Close**.
- 10 Reboot your PC.



**User Roles**

DEP includes a security feature called *user roles*. A user role is simply a group of permissions that you can assign to one or more users. When a user logs 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*.

**Password Rules**

To further enhance your application security, DEP also allows you to define the rules that apply to a user password. These include password length, password complexity, and the number of logon attempts allowed before the system disables a password.

For more information, see:

- Assigning Permissions, below
- Defining Password Policies, page 682.

**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 663
- Custom User Roles, page 670
- Assigning Permissions to a User, page 679.

**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 <i>Inbox Messages</i> list
Allow Restricted Case	Enter a <i>restricted</i> case record (i.e., a case that can only be accessed by a select group of users)
Authorize Media Playback	Grant or deny user access to <i>BodyVISION</i> videos
Assign Videos	Access the Assign Video menu
Can Own Video	Own system video
Can Reset DVR	Remove a non-operational DVR's serial number from the server
Can View Body Worn Videos	View <i>BodyVISION</i> videos and snapshots without having to submit a viewing request
Case—Do not Dispose	Select the <i>Do Not Dispose</i> checkbox, therefore preventing a case from going offline.
Create Case	Enter a new case record
Display MAX Speed 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—FOIA	Export video to your PC in FOIA Redacted format
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 <i>Advanced Reporting</i> 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>BodyVISION</i> DVRS
Reactivate Video	Restore videos and cases from DVD backups

Permissions for User Roles (cont'd)	
Name of Permission	Allows the User to...
Search Cases	Search case records
Search Videos	Search video records
Select COC Logs	Select the type of information that will display on the Chain of Custody Report
System Setup	Access the System Setup menu. This permission should only be given to System Administrators.
System Status	Access the System Status menu
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 662
- Default Permissions for System-Defined User Roles, below
- Changing the Settings for a System-Defined User Role, page 665
- Restoring a System-Defined User Role to its Default Settings, page 668.

---

## Default Permissions for System-Defined User Roles

This section lists the default permissions for the system-defined user roles that come standard with DEP. For more on user roles, refer to this chapter's introduction and/or "System-Defined User Roles" above.

System Administrator								
Display-only Case								
Display-only Video								
Internal Affairs								
Officer								
Supervisor 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				✓			✓
Authorize Media Playback	Grant or deny user access to <i>BodyVISION</i> videos	✓	✓					✓
Assign Videos	Access the Assign Video menu	✓						✓
Can Own Video	Own system video	✓	✓	✓	✓			✓
Can Reset DVR	Remove a non-operational DVR's serial number from DEP							✓
Can View Body Worn Video	View <i>BodyVISION</i> files without a viewing request	✓	✓					✓
Case—Do Not Dispose	Flag a case so that it never gets deleted	✓	✓	✓	✓			✓
Create Case	Enter a new case record	✓	✓	✓	✓			✓
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							✓
Edit Private Data	View/edit video and cases that are marked as <i>private</i>	✓	✓		✓			✓
Consumer DVD Format	Export video to a Consumer DVD disc							✓
Data DVD Format	Export video and cases to a Data DVD disc							✓
FOIA Redacted Format	Export video to your PC in FOIA Redacted format							✓
Interchange Format	Export video to an .MP4 or .AVI (Flashback1 only) file							✓
Uncompressed Format	Export video to digital video (DV) and MP4 formats							✓
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 <i>Advanced Reporting</i> feature							✓
Google Earth	Download GPS data as .KML file for use with Google Earth	✓	✓		✓			✓
Manage DVRS	Access the Manage DVRS menu	✓						✓
Manage Users	Access the Manage Users menu	✓						✓
Media Reader	Upload video via the Media Reader option	✓	✓		✓			✓
Mobile Devices	Access the Mobile Devices menu							✓
Reactivate Video	Restore videos and cases from DVD backups	✓	✓		✓			✓
Search Cases	Search public case records	✓	✓	✓	✓		✓	✓
Search Videos	Search public video records	✓	✓	✓	✓	✓	✓	✓
Select COC Logs	Select logs to display on Chain of Custody Reports				✓			✓
System Setup	Access the System Setup menu (system administrators only)							✓
System Status	Access the System Status menu	✓						✓
User Group	Have other users assigned to him*	✓	✓					✓
View Data Logs	View video and case logs				✓			✓
View Only	View, but not edit, system data					✓	✓	✓

\* 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 662.

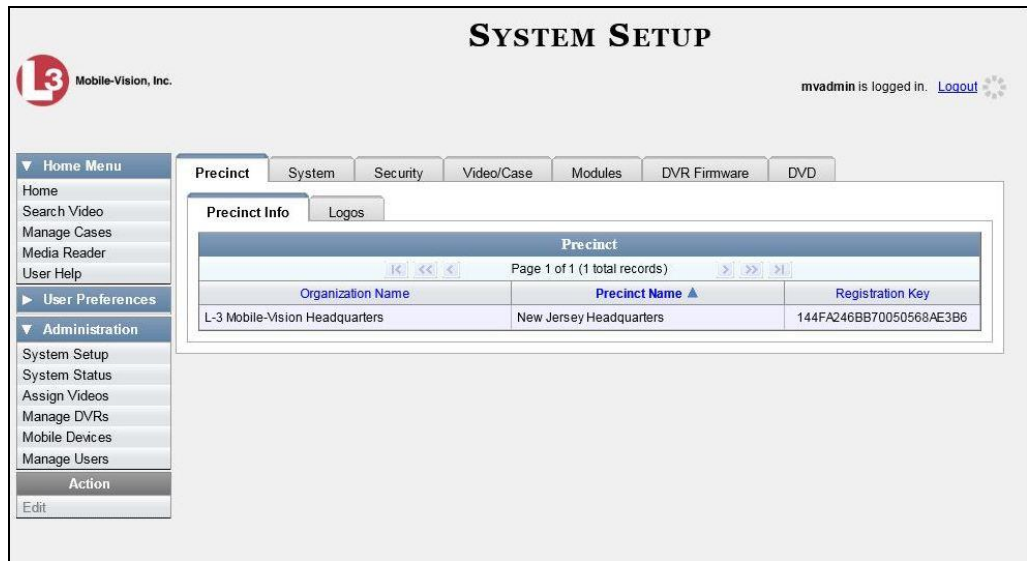
Whenever you update a user role, your changes will affect all users who share that role. For example, if you add the *Can Reset DVR* permission to the *Supervisor Lvl 1* user role, then all *Supervisor Lvl 1* users will automatically be assigned the *Can Reset DVR* permission. See FAQ below.

**FAQ: Do I need to update my user records after I modify a user role?** No. The new permissions will automatically be assigned to all users who share that user role. However, there **are** two circumstances where you should update a user's permissions from within their user record:

1. You need to change a user's assigned *user role*. For example, if an officer gets a promotion, you might want to change their user role from **Officer to Supervisor Lvl 1**. For more information, see "Changing a User" in the next chapter.
2. You want to give a user a few extra permissions that are not included with their assigned user role. For more information, see "Assigning Permissions to a User" on page 679.

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 670 instead.

- 1 Go to ▼ Administration and click **System Setup**. The System Setup page displays.



**SYSTEM SETUP**

L3 Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

▼ Home Menu  
Home  
Search Video  
Manage Cases  
Media Reader  
User Help

▶ User Preferences

▼ Administration  
System Setup  
System Status  
Assign Videos  
Manage DVRs  
Mobile Devices  
Manage Users

Action  
Edit

Precinct System Security Video/Case Modules DVR Firmware DVD

Precinct Info Logos

Precinct		
Organization Name	Precinct Name ▲	Registration Key
L-3 Mobile-Vision Headquarters	New Jersey Headquarters	144FA246BB70050568AE3B6

2 Click the **Security** tab.



**SYSTEM SETUP**

L3 Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

▼ Home Menu  
Home  
Search Video  
Manage Cases  
Media Reader  
User Help

▶ User Preferences

▼ Administration  
System Setup  
System Status  
Assign Videos  
Manage DVRs  
Mobile Devices  
Manage Users

Action  
Edit

Precinct System **Security** Video/Case Modules DVR Firmware DVD

Security Policy User Roles Active Directory Settings

Verify password has a numeric character:

Verify password has an alpha character:

Verify password has an uppercase character:

Verify password has a special character:

Verify password is not a commonly used password:

Disable account on the 3rd failed login attempt:

Verify password has not been used recently:

The number of passwords to save in history per user:

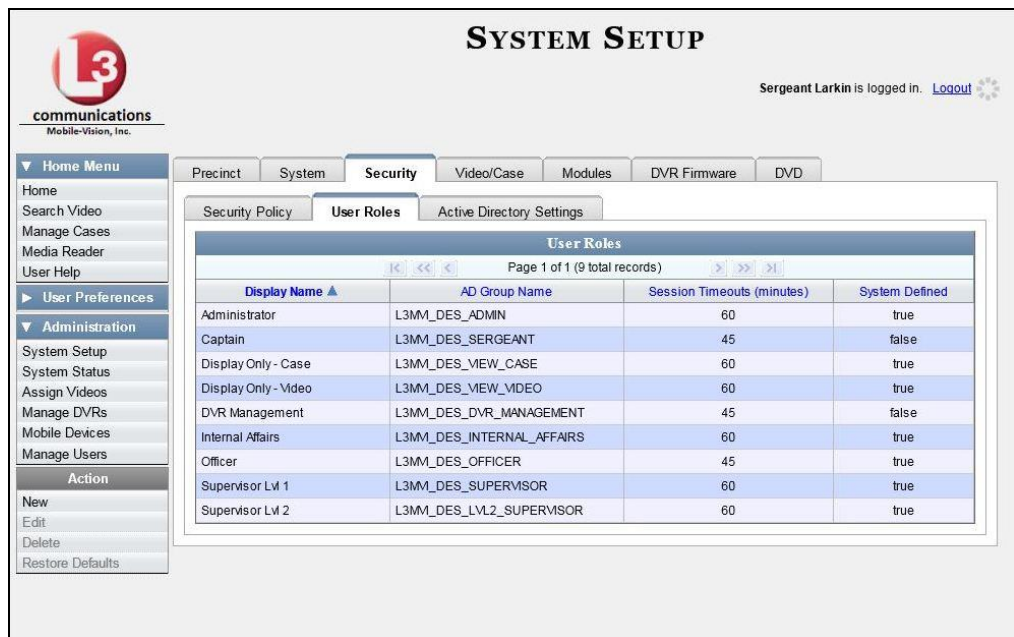
Verify password length:

Required number of characters for password:

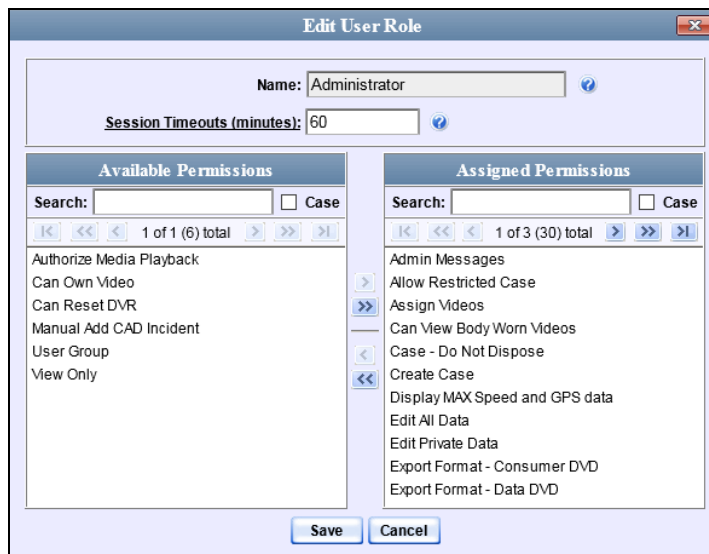
Video visibility for auto-created Officers:

3 Click the **User Roles** tab. The User Roles form displays.







- 4 Right-click on the predefined user role that you wish to update, then select **Edit** from the popup menu. The Edit User Role popup displays.



- 5 To change the *Session Timeout* setting for this user role (see definition on page 665), 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.

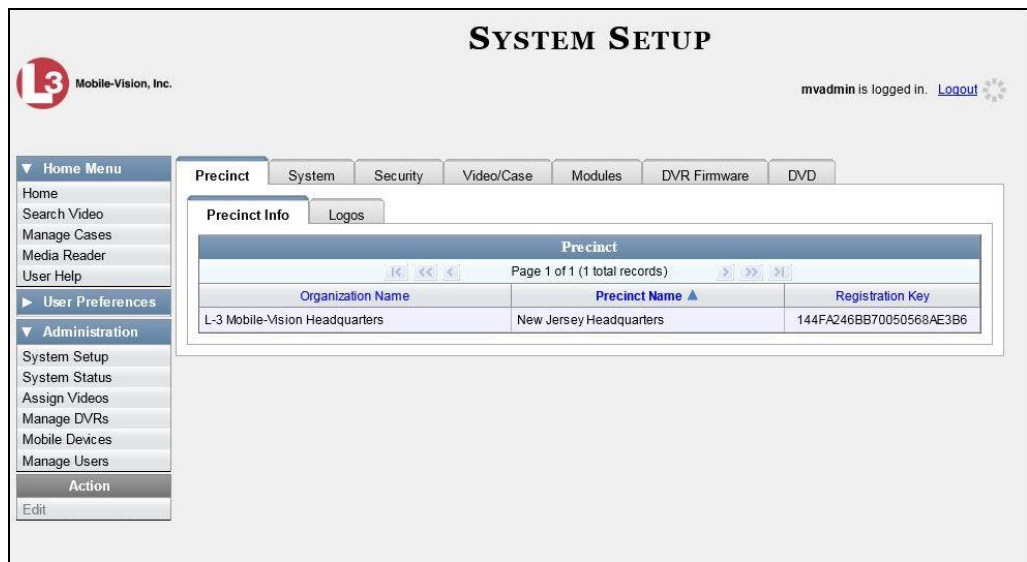
User Role **Officer** successfully saved.

---

### 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  and click **System Setup**. The System Setup page displays.



**SYSTEM SETUP**

L3 Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

▼ Home Menu  
Home  
Search Video  
Manage Cases  
Media Reader  
User Help

► User Preferences

▼ Administration  
System Setup  
System Status  
Assign Videos  
Manage DVRs  
Mobile Devices  
Manage Users

Action  
Edit

Precinct System Security Video/Case Modules DVR Firmware DVD

Precinct Info Logos

Precinct

Page 1 of 1 (1 total records)

Organization Name	Precinct Name ▲	Registration Key
L-3 Mobile-Vision Headquarters	New Jersey Headquarters	144FA246BB70050568AE3B6

2 Click the **Security** tab.



**SYSTEM SETUP**

L3 Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

▼ Home Menu  
Home  
Search Video  
Manage Cases  
Media Reader  
User Help


► User Preferences


▼ Administration  
System Setup  
System Status  
Assign Videos  
Manage DVRs  
Mobile Devices  
Manage Users


Action  
Edit


Precinct System **Security** Video/Case Modules DVR Firmware DVD


Security Policy User Roles Active Directory Settings


Verify password has a numeric character:  

Verify password has an alpha character:  


Verify password has an uppercase character:  

Verify password has a special character:  


Verify password is not a commonly used password:  


Disable account on the 3rd failed login attempt:  

Verify password has not been used recently:  

The number of passwords to save in history per user:  

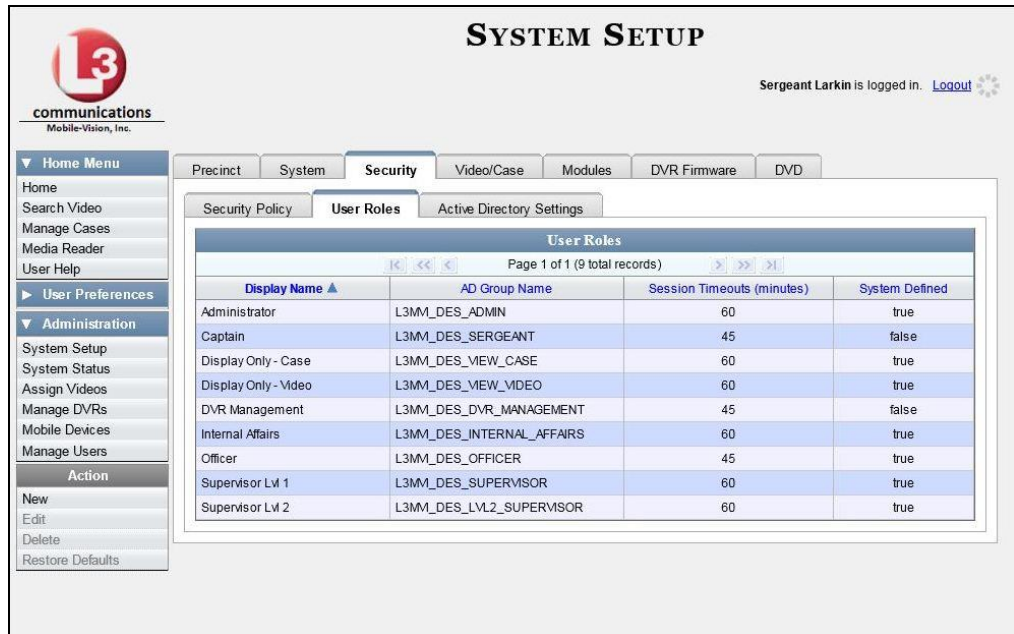
Verify password length:  

Required number of characters for password:  

Video visibility for auto-created Officers:  

3 Click the **User Roles** tab. The User Roles form displays.

*(Continued)*



The screenshot shows the 'SYSTEM SETUP' interface with the 'Security' tab selected. The 'User Roles' table is displayed, showing various roles and their configurations.

Display Name ▲	AD Group Name	Session Timeouts (minutes)	System Defined
Administrator	L3MM_DES_ADMIN	60	true
Captain	L3MM_DES_SERGEANT	45	false
Display Only - Case	L3MM_DES_VIEW_CASE	60	true
Display Only - Video	L3MM_DES_VIEW_VIDEO	60	true
DVR Management	L3MM_DES_DVR_MANAGEMENT	45	false
Internal Affairs	L3MM_DES_INTERNAL_AFFAIRS	60	true
Officer	L3MM_DES_OFFICER	45	true
Supervisor Lvl 1	L3MM_DES_SUPERVISOR	60	true
Supervisor Lvl 2	L3MM_DES_LVL2_SUPERVISOR	60	true

- Click on the user role that you wish to restore.
- Go to the **Action** column and click **Restore Defaults**. A confirmation message displays.

User Role **Officer** successfully saved.

## Custom User Roles

A *custom* user role is a group of permissions that has a unique name, that is, a name which differs from the seven default names\*. As with system-defined user roles, you can add or remove permissions from custom user roles as desired. For a list of permissions, see “Permissions for User Roles” in the table on page 662.

For specific instructions, see:

- Adding a Custom User Role, below
- Changing a Custom User Role, page 674
- Deleting a Custom User Role, page 678.

### Adding a Custom User Role

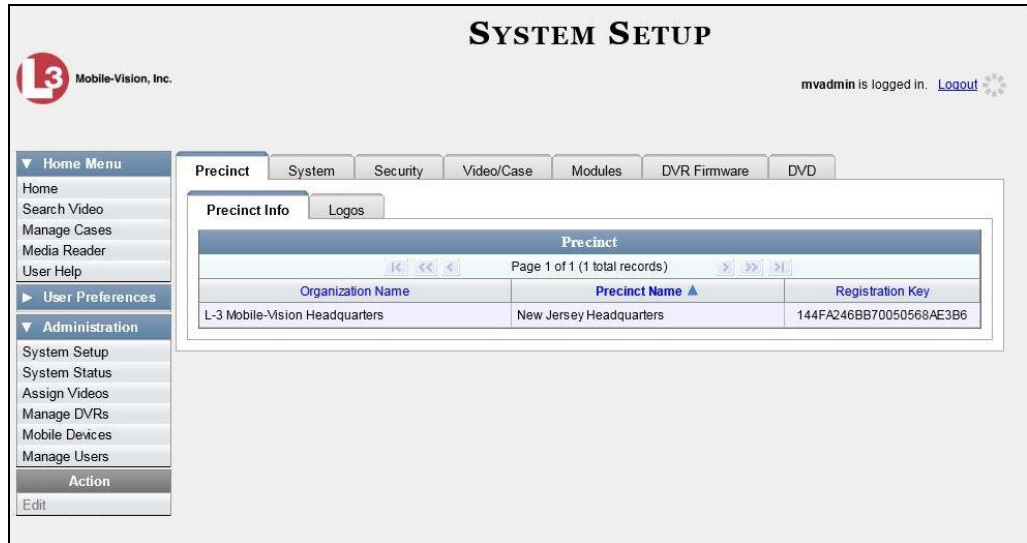
This section describes how to create a new user role. For more on user roles, refer to this chapter’s introduction and/or “Custom User Roles” above.

Perform this task when you wish to create a user role that has a *unique name*. Otherwise you can simply customize the system-defined user roles that come with

\* Officer, View-only Case, View-only Video, Supervisor Lvl 1, Supervisor Lvl 2, Internal Affairs, and System Administrator

DEP, as described in “Changing the Settings for a System-Defined User Role” on page 665.

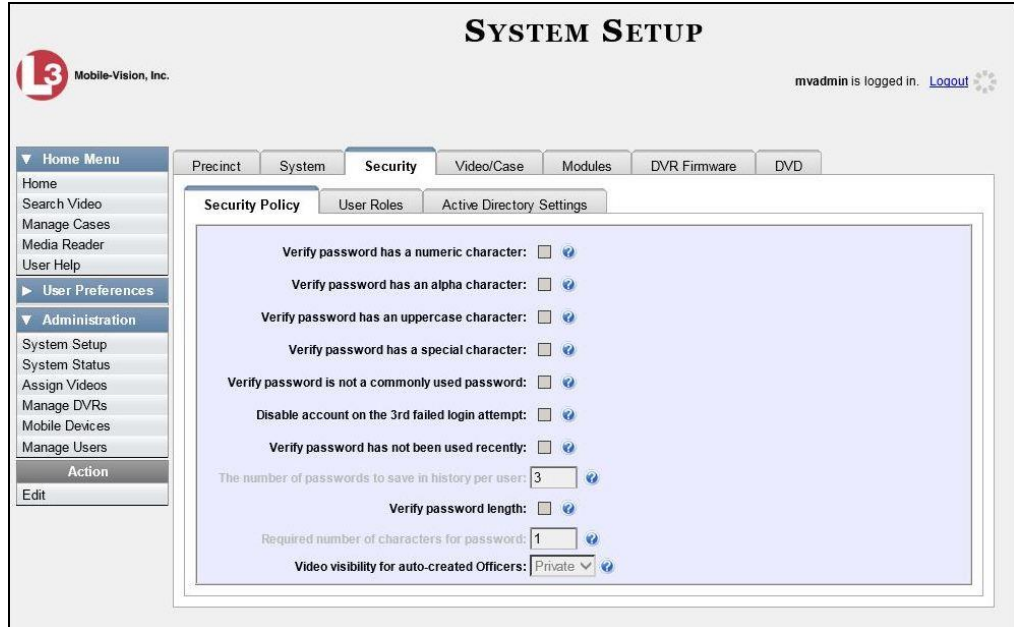
- 1 Go to **Administration** and click **System Setup**. The System Setup page displays.



The screenshot shows the SYSTEM SETUP page with the Administration menu expanded to System Setup. The Precinct tab is selected, displaying a table of Precinct information.

Organization Name	Precinct Name ▲	Registration Key
L-3 Mobile-Vision Headquarters	New Jersey Headquarters	144FA246BB70050568AE3B6

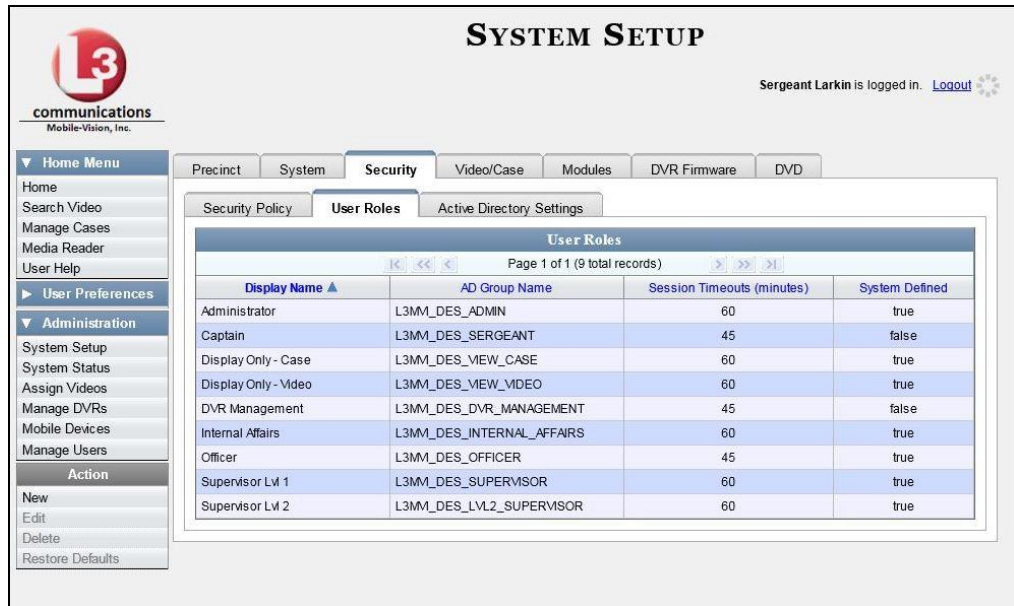
- 2 Click the **Security** tab.



The screenshot shows the SYSTEM SETUP page with the Security tab selected. The Security Policy sub-tab is active, displaying various password and account settings.

- Verify password has a numeric character:
- Verify password has an alpha character:
- Verify password has an uppercase character:
- Verify password has a special character:
- Verify password is not a commonly used password:
- Disable account on the 3rd failed login attempt:
- Verify password has not been used recently:
- The number of passwords to save in history per user:
- Verify password length:
- Required number of characters for password:
- Video visibility for auto-created Officers:

- 3 Click the **User Roles** tab. The User Roles form displays.



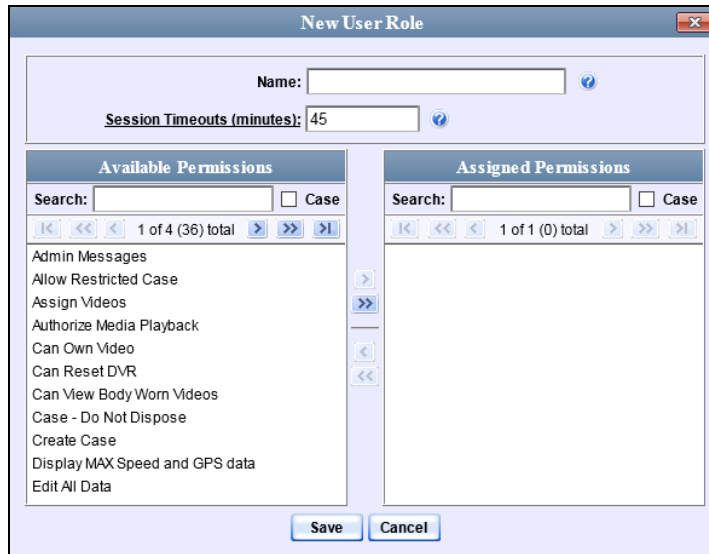
The screenshot shows the 'SYSTEM SETUP' interface with the 'Security' tab selected. The 'User Roles' sub-tab is active, displaying a table with the following data:

Display Name ▲	AD Group Name	Session Timeouts (minutes)	System Defined
Administrator	L3MM_DES_ADMIN	60	true
Captain	L3MM_DES_SERGEANT	45	false
Display Only - Case	L3MM_DES_VIEW_CASE	60	true
Display Only - Video	L3MM_DES_VIEW_VIDEO	60	true
DVR Management	L3MM_DES_DVR_MANAGEMENT	45	false
Internal Affairs	L3MM_DES_INTERNAL_AFFAIRS	60	true
Officer	L3MM_DES_OFFICER	45	true
Supervisor Lvl 1	L3MM_DES_SUPERVISOR	60	true
Supervisor Lvl 2	L3MM_DES_LVL2_SUPERVISOR	60	true

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 style="list-style-type: none"> <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.
System Defined	A true/false indicator that denotes whether or not this user role is system defined: <p><b>True</b> ..... The user role is system-defined</p> <p><b>False</b> ..... The user role is <i>not</i> system-defined (i.e., it is <i>user-defined</i>)</p>

- 4 Go to the **Action** column and click **New**. The New User Role form displays.




- 5 Go to the *Name* field and enter the name you wish to give this custom user role.
- 6 If your agency is using the Active Directory Integration feature, go to the *AD Group Name* field and select the Active Directory group that is associated with this user role.  
– OR –  
If your agency is *not* using the Active Directory Integration feature, proceed to the next step.
- 7 If you want to keep the Session Timeout setting\* at 45 minutes (default), proceed to the next step.  
– OR –  
If you want to increase/decrease the Session Timeout setting\*, go to the *Session Timeouts (minutes)* field and enter a new value.
- 8 Go to the left column (Available Permissions) and click on each of the permissions you wish to assign to this user role. If a permission you're looking for does not appear onscreen, use the *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 662.

---

\* The number of idle-time minutes that must pass before the system automatically logs a user off the system.

- 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 662.

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.

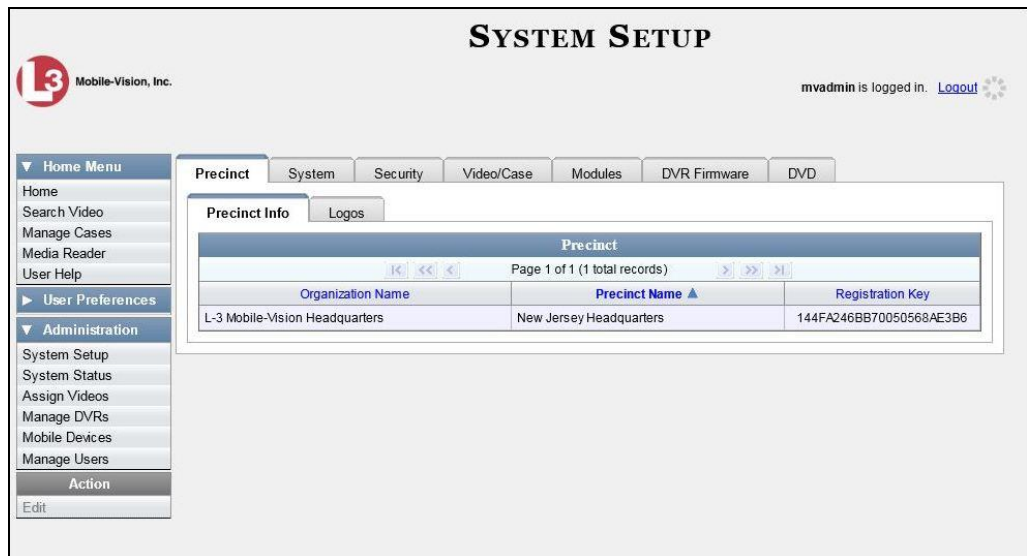
**FAQ: Do I need to update my user records after I modify a user role?** No. The new permissions will automatically be assigned to all users who share that user role. However, there **are** two circumstances where you should update a user's permissions from within their user record:

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 679.

For more on user roles, refer to this chapter's introduction and/or "Custom User Roles" on page 670.



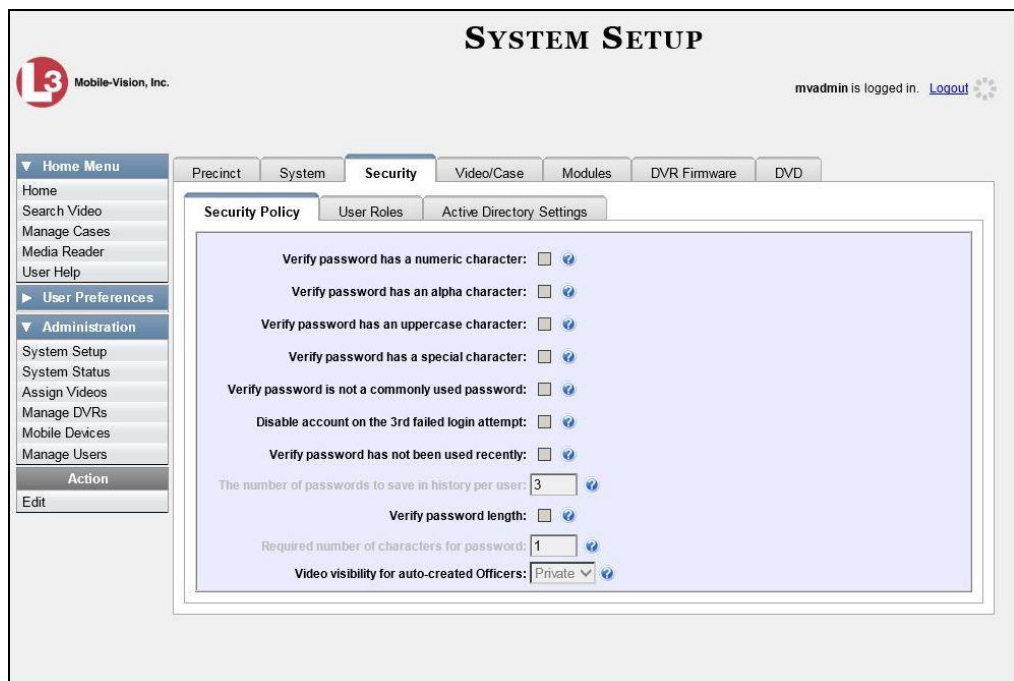
- 1 Go to **Administration** and click **System Setup**. The System Setup page displays.














The screenshot shows the SYSTEM SETUP page with the Administration menu expanded to System Setup. The Precinct tab is selected, displaying a table of Precinct information.

Organization Name	Precinct Name ▲	Registration Key
L-3 Mobile-Vision Headquarters	New Jersey Headquarters	144FA246BB70050568AE3B6

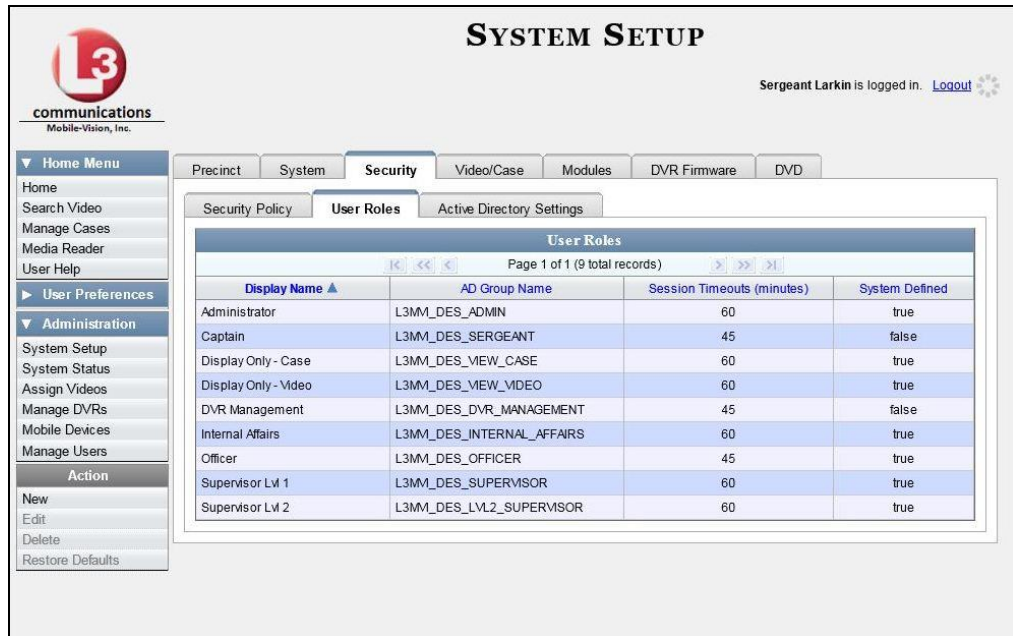
- 2 Click the **Security** tab.



The screenshot shows the SYSTEM SETUP page with the Security tab selected. The Security Policy sub-tab is active, displaying various password and account settings.

- Verify password has a numeric character:  
- Verify password has an alpha character:  
- Verify password has an uppercase character:  
- Verify password has a special character:  
- Verify password is not a commonly used password:  
- Disable account on the 3rd failed login attempt:  
- Verify password has not been used recently:  
- The number of passwords to save in history per user:  
- Verify password length:  
- Required number of characters for password:  
- Video visibility for auto-created Officers:  

- 3 Click the **User Roles** tab. The User Roles form displays.



**SYSTEM SETUP**

Sergeant Larkin is logged in. [Logout](#)

Navigation: Precinct | System | **Security** | Video/Case | Modules | DVR Firmware | DVD

Sub-navigation: Security Policy | **User Roles** | Active Directory Settings

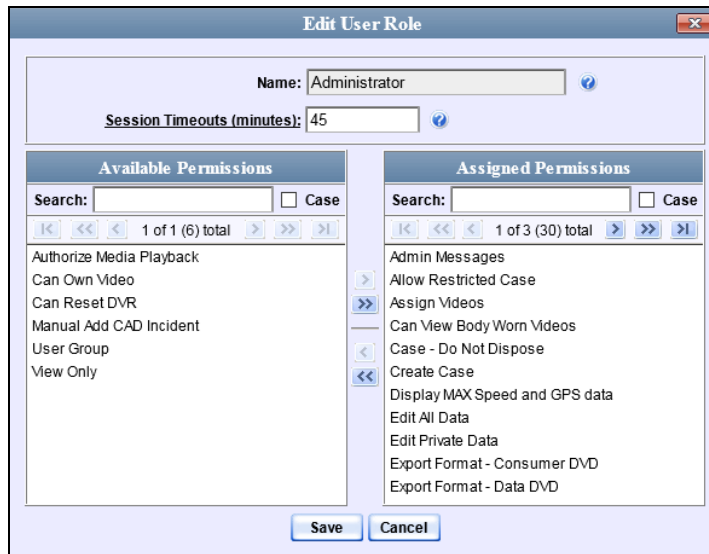
**User Roles**

Page 1 of 1 (9 total records)

Display Name ▲	AD Group Name	Session Timeouts (minutes)	System Defined
Administrator	L3MM_DES_ADMIN	60	true
Captain	L3MM_DES_SERGEANT	45	false
Display Only - Case	L3MM_DES_VIEW_CASE	60	true
Display Only - Video	L3MM_DES_VIEW_VIDEO	60	true
DVR Management	L3MM_DES_DVR_MANAGEMENT	45	false
Internal Affairs	L3MM_DES_INTERNAL_AFFAIRS	60	true
Officer	L3MM_DES_OFFICER	45	true
Supervisor Lvl 1	L3MM_DES_SUPERVISOR	60	true
Supervisor Lvl 2	L3MM_DES_LVL2_SUPERVISOR	60	true

For a description of the columns on this form, see the table on page 672.

- Right-click on the custom user role that you wish to update, then select **Edit** from the popup menu. The Edit User Role popup displays.



**Edit User Role**

Name: Administrator

Session Timeouts (minutes): 45

**Available Permissions**

Search:   Case

1 of 1 (6) total

- Authorize Media Playback
- Can Own Video
- Can Reset DVR
- Manual Add CAD Incident
- User Group
- View Only

**Assigned Permissions**



Search:   Case

1 of 3 (30) total

- Admin Messages
- Allow Restricted Case
- Assign Videos
- Can View Body Worn Videos
- Case - Do Not Dispose
- Create Case
- Display MAX Speed and GPS data
- Edit All Data
- Edit Private Data
- Export Format - Consumer DVD
- Export Format - Data DVD

Buttons: Save, Cancel

- To change the name of this user role, enter a new value in the *Name* field. Otherwise proceed to the next step.
- If your agency is using the Active Directory Integration feature, proceed to the next step. Otherwise skip to step 8.

- 7 To change the Active Directory group that is associated with this user role, select a new value from the *AD Group Name*. Otherwise proceed to the next step.
- 8 To change the Session Timeout setting\* for this user role, proceed to the next step. Otherwise skip to step 10.
- 9 Enter a new value in the *Session Timeouts (minutes)* field.
- 10 To add a permission to this user role, proceed to the next step. Otherwise skip to step 13.
- 11 Go to the left column (Available Permissions) and click on each of the permissions you wish to add. If a permission you're looking for does not appear onscreen, use the *Search* field and/or navigation arrows at the top of the column to scroll through the permissions list.
- 12 Once you've highlighted the desired permissions, click the  icon located between the two columns. The selected permissions display in the right column (Assigned Permissions).
- 13 To *remove* a permission from this user role, proceed to the next step. Otherwise skip to step 16.
- 14 Go to the right column (Assigned Permissions) and click on each of the permissions you wish to remove.
- 15 Once you've highlighted the desired permissions, click the  icon located between the two columns. The selected permissions are removed from the *Assigned Permissions* list.
- 16 Click **Save**. The system analyzes your selections to make sure that they are logical. If there are any problems, the system will prompt you to make another selection. For example, if you added the **Export Format-Consumer DVD** permission but neglected to add **Export to Disc** as well, the system will prompt you to add the latter permission, as you can't burn a Consumer DVD unless you have disc-burning permission.

Once you've saved the user role without any errors, a confirmation message displays.

User Role **Sergeant** successfully saved.

---

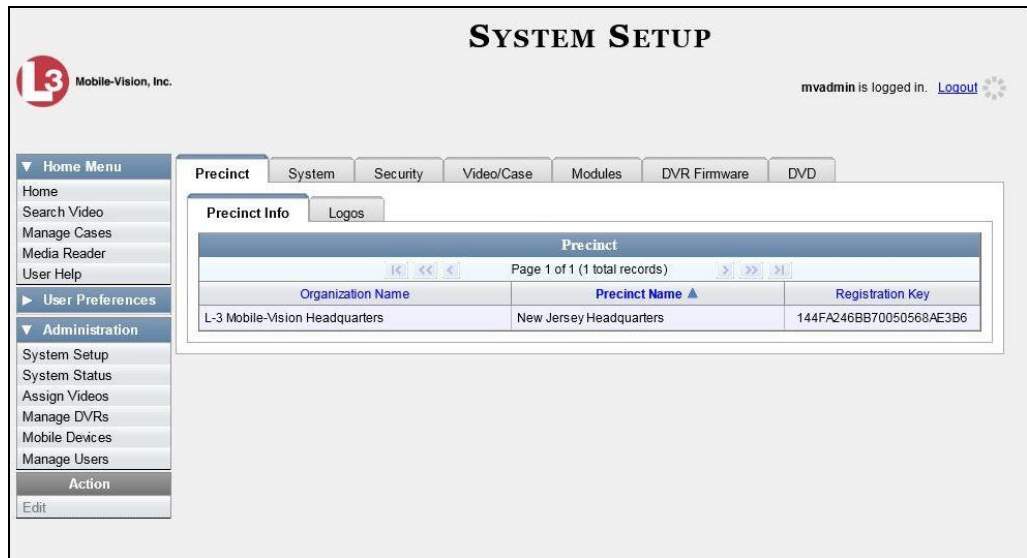
\* The number of idle-time minutes that must pass before the system automatically logs a user off the system.

## Deleting a Custom User Role

This section describes how to delete a custom user role that is not currently assigned to any users. If the user role you wish to delete *is* currently assigned to one or more users, you will have to change each user's role assignment first before you can perform this procedure.

For more information, see "Changing a User" in chapter 9.

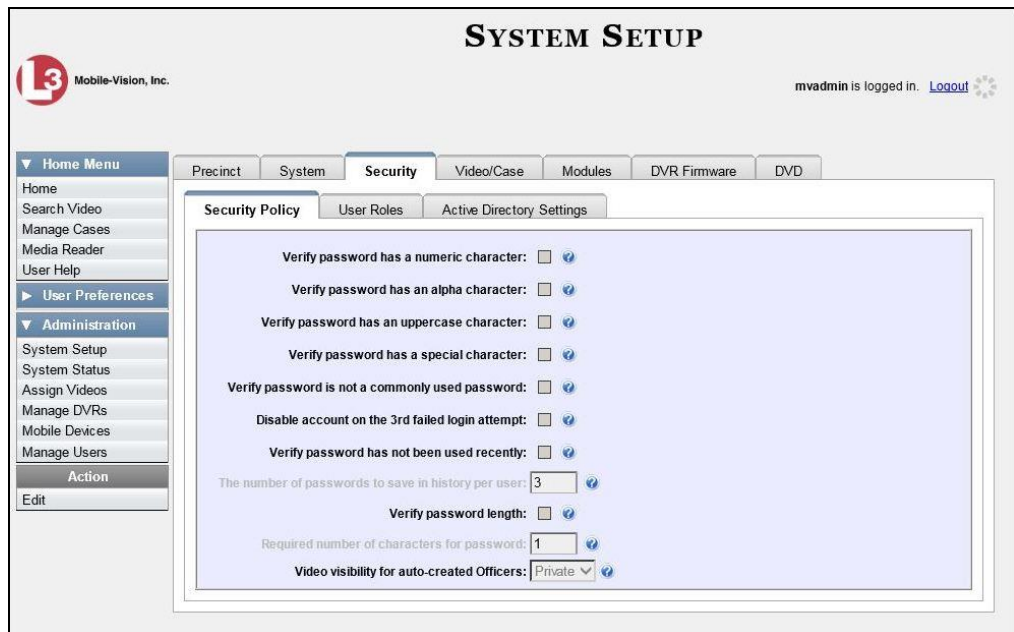
- 1 Go to **Administration** and click **System Setup**. The System Setup page displays.














The screenshot shows the SYSTEM SETUP page with the Administration menu expanded to System Setup. The Precinct Info table is displayed as follows:

Organization Name	Precinct Name ▲	Registration Key
L-3 Mobile-Vision Headquarters	New Jersey Headquarters	144FA246BB70050568AE3B6

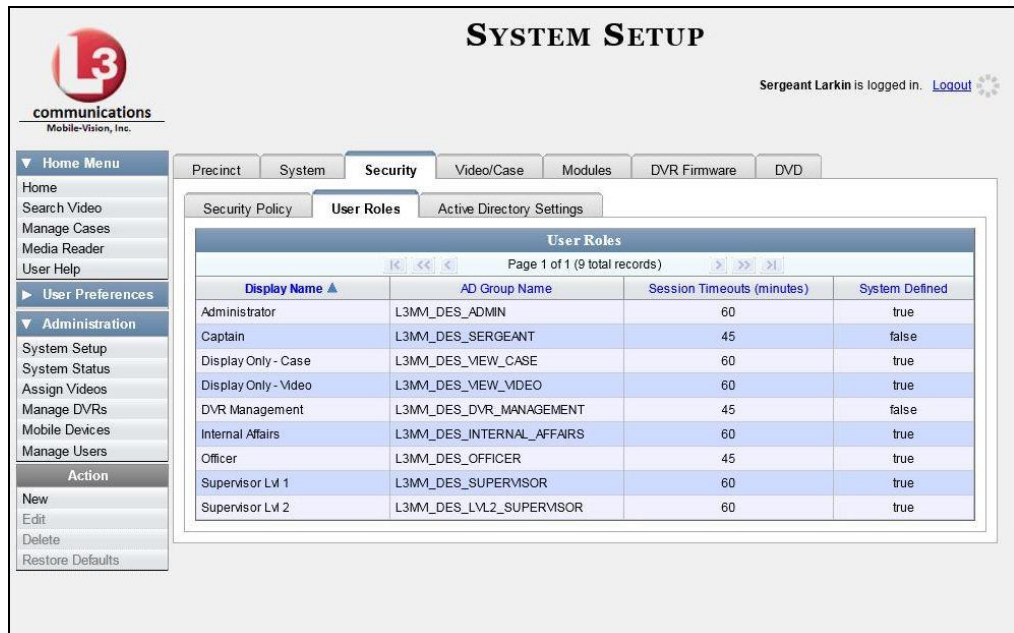
- 2 Click the **Security** tab.



The screenshot shows the SYSTEM SETUP page with the Security tab selected. The Security Policy settings are displayed as follows:

- Verify password has a numeric character:  
- Verify password has an alpha character:  
- Verify password has an uppercase character:  
- Verify password has a special character:  
- Verify password is not a commonly used password:  
- Disable account on the 3rd failed login attempt:  
- Verify password has not been used recently:  
- The number of passwords to save in history per user:  
- Verify password length:  
- Required number of characters for password:  
- Video visibility for auto-created Officers:  

- 3 Click the **User Roles** tab. The User Roles form displays.



**SYSTEM SETUP**

Sergeant Larkin is logged in. [Logout](#)

Home Menu  
Home  
Search Video  
Manage Cases  
Media Reader  
User Help

User Preferences

Administration  
System Setup  
System Status  
Assign Videos  
Manage DVRs  
Mobile Devices  
Manage Users

Action  
New  
Edit  
Delete  
Restore Defaults

Precinct System **Security** Video/Case Modules DVR Firmware DVD

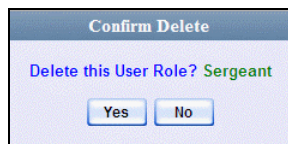
Security Policy **User Roles** Active Directory Settings

**User Roles**

Page 1 of 1 (9 total records)

Display Name ▲	AD Group Name	Session Timeouts (minutes)	System Defined
Administrator	L3MM_DES_ADMIN	60	true
Captain	L3MM_DES_SERGEANT	45	false
Display Only - Case	L3MM_DES_VIEW_CASE	60	true
Display Only - Video	L3MM_DES_VIEW_VIDEO	60	true
DVR Management	L3MM_DES_DVR_MANAGEMENT	45	false
Internal Affairs	L3MM_DES_INTERNAL_AFFAIRS	60	true
Officer	L3MM_DES_OFFICER	45	true
Supervisor Lvl 1	L3MM_DES_SUPERVISOR	60	true
Supervisor Lvl 2	L3MM_DES_LVL2_SUPERVISOR	60	true

- 4 Right-click on the custom user role that you wish to delete, then select **Delete** from the popup menu. A confirmation message displays.



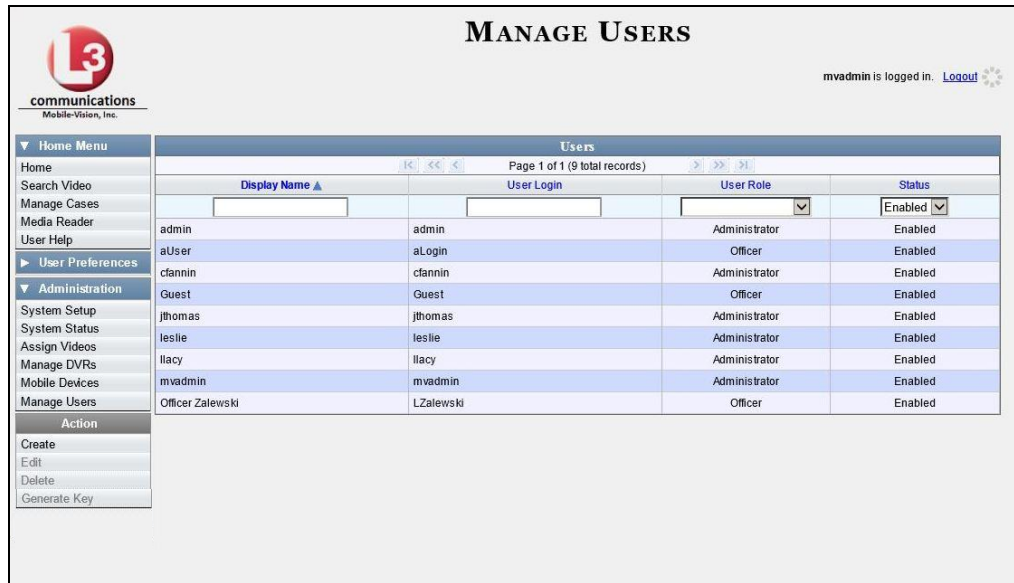
- 5 Click **Yes**. The selected user role is permanently removed from the User Roles list.

## 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 in this section.

- 1 Go to **Administration** and click **Manage Users**. The Manage Users page displays.

(Continued)



Display Name ▲	User Login	User Role	Status
admin	admin	Administrator	Enabled
aUser	aLogin	Officer	Enabled
cfannin	cfannin	Administrator	Enabled
Guest	Guest	Officer	Enabled
jthomas	jthomas	Administrator	Enabled
leslie	leslie	Administrator	Enabled
llacy	llacy	Administrator	Enabled
mvadmin	mvadmin	Administrator	Enabled
Officer Zalewski	LZalewski	Officer	Enabled

- If the user record you wish to update appears in the *Display Name* column, skip to step 4.

– OR –

If the user record you wish to update does *not* appear in the *Display Name* column, proceed to the next step.

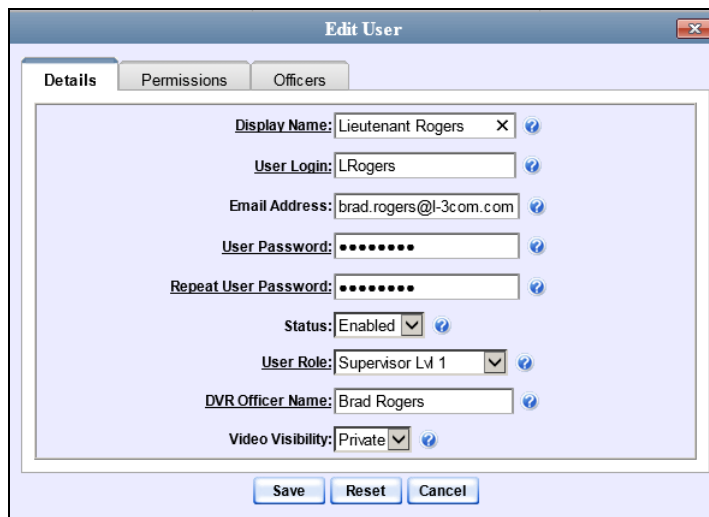
- Use the navigation arrows at the top of the form to scroll through the user list.

– OR –

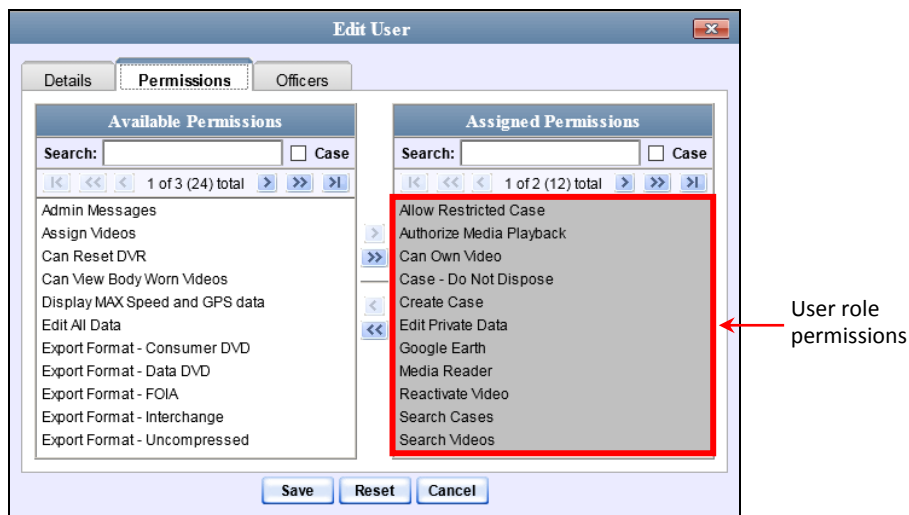
Enter/select search criteria in the search field(s) provided.

Display Name ▲	User Login	User Role	Status

- Once the desired record appears in the *Display Name* column, right-click on it, then select **Edit** from the popup menu. The Edit User popup displays.




- 5 To change this user's *user role*, select a new role from the *User Role* drop-down list. Otherwise proceed to the next step.
- 6 Click the **Permissions** tab. A list of permissions displays.



Please note that you cannot remove any of the permissions highlighted in gray. These are the permissions associated with the user's assigned *role*.

(Continued)

- 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.

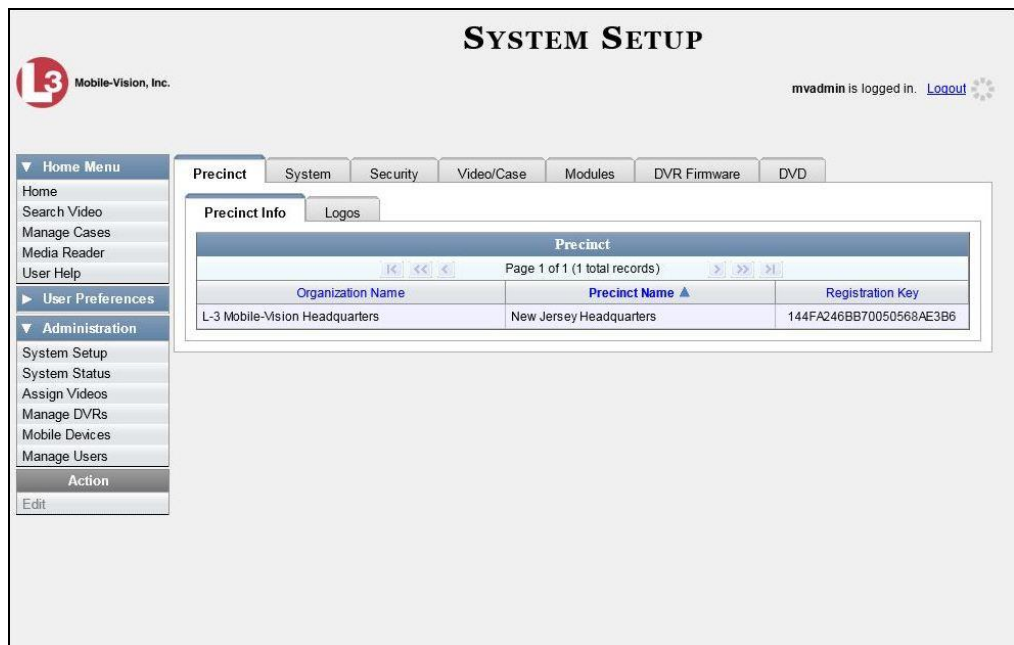
---

## Defining Password Policies

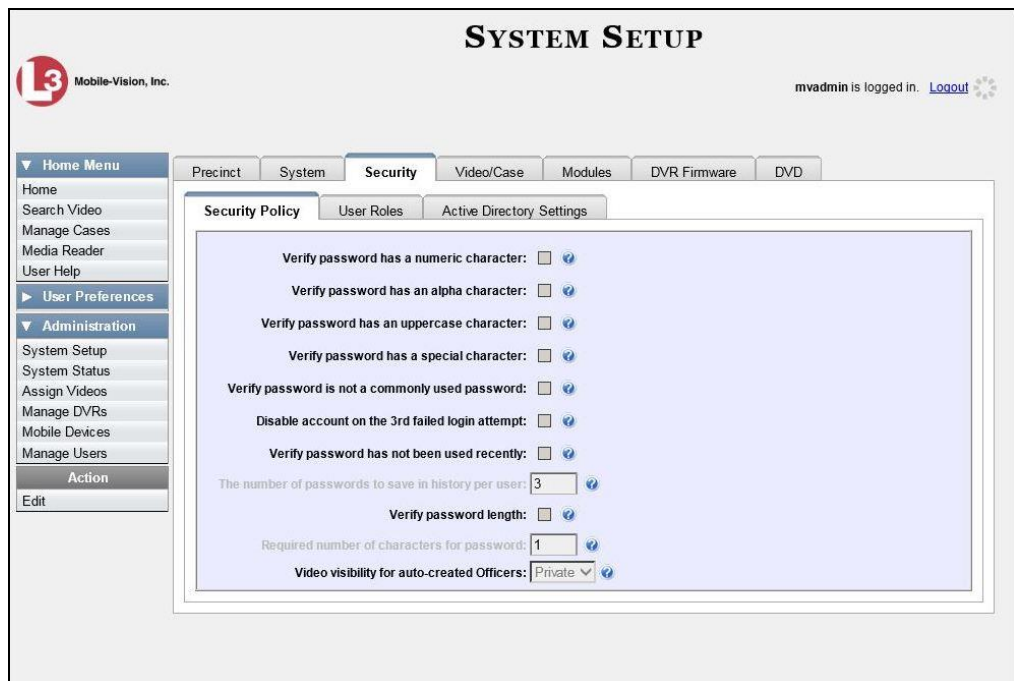
This section describes how to define the rules that apply to a user password. These include password length, password complexity, and the number of login attempts allowed before the system disables a password.

- 1 Go to  and click **System Setup**. The System Setup page displays.





2 Click the **Security** tab.



3 Make sure the **Security Policy** tab is selected, as pictured above.

4 Go to the **Action** column and click **Edit**. The Edit Security Policy popup displays.


**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:  

Verify password length:  

Required number of characters for password:  

Video visibility for auto-created Officers:  

The security options on this form are described below.

<b>Edit Security Policy</b>	
<b>Security Option</b>	<b>Description</b>
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).

Edit 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 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 minimum of <b>x</b> number of characters in length, with <b>x</b> being the number entered in the <i>Required number of characters for password</i> field.
Required number of characters for password	This password function works in conjunction with the <i>Verify password length</i> field. It indicates the required minimum length for each password. When you enter a number in this field, it means that all passwords must be a minimum of <b>x</b> characters in length, with <b>x</b> being the number entered in this field.
Video visibility for auto created officers	The default visibility to use for videos that are owned by auto-created Officers. <b>Public.</b> Allow any user to view videos that are owned by auto-created Officers. <b>Private.</b> Allow only those users who have the <i>View Private Data</i> or <i>View All Data</i> permissions to view videos owned by auto-created Officers.

- 5 Scan through the first six security options and check those security features you wish to use.



6 If you don't want your users to be able to re-use recent passwords, proceed to the next step. Otherwise skip to step 9.

7 Select the checkbox to the right of *Verify password has not been used recently*.

Verify password has not been used recently:

8 Enter the number of passwords you want each of your users to have in the *number of passwords to save in history per user* field.

The number of passwords to save in history per user:

9 To set a minimum required length for passwords, proceed to the next step. Otherwise skip to step 12.

10 Select the checkbox to the right of the *Verify password length* field.

Verify password length:

11 Enter the minimum number of characters that your passwords must have in the *Required number of characters for password* field.

Required number of characters for password:

12 To allow only those users with the *View Private Data* or *View All Data* 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:

**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 691, or through your agency’s existing internal network, as described in “Using Active Directory,” beginning on page 701.

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.

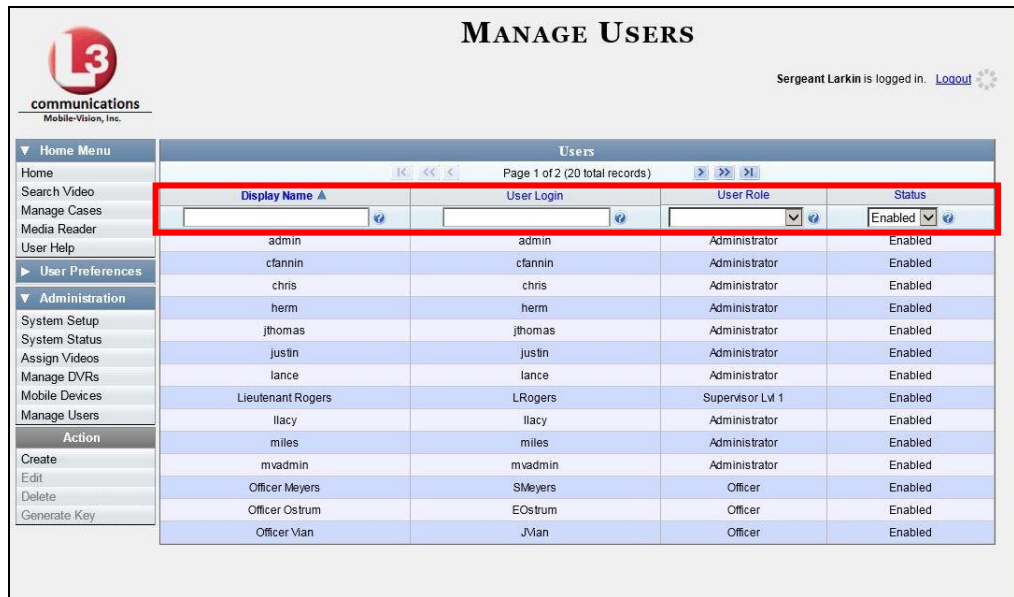
For more information, see:

- Searching for a User, next page
- Maintaining Users in DEP, page 691
- Using Active Directory, page 701
- Exporting User Activity to a Spreadsheet, page 710.

## 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*.

- Go to **Administration** and click **Manage Users**. The Manage Users page displays.



The screenshot shows the 'MANAGE USERS' page. At the top, it says 'Sergeant Larkin is logged in. Logout'. Below the header, there's a navigation menu on the left and a table of users. The table has columns for 'Display Name', 'User Login', 'User Role', and 'Status'. The search fields for these columns are highlighted with a red box.

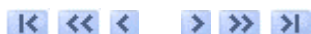
Display Name	User Login	User Role	Status
admin	admin	Administrator	Enabled
cfannin	cfannin	Administrator	Enabled
chris	chris	Administrator	Enabled
herm	herm	Administrator	Enabled
jthomas	jthomas	Administrator	Enabled
justin	justin	Administrator	Enabled
lance	lance	Administrator	Enabled
Lieutenant Rogers	LRogers	Supervisor Lvl 1	Enabled
ilacy	ilacy	Administrator	Enabled
miles	miles	Administrator	Enabled
mvadmin	mvadmin	Administrator	Enabled
Officer Meyers	SMeyers	Officer	Enabled
Officer Ostrum	EOstrum	Officer	Enabled
Officer Van	JVan	Officer	Enabled

- 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> . <i>Select the appropriate status from the drop-down list.</i>

After you enter a search value, the system will automatically display those records that match your search criteria.

- If your search results are more than one page long, use the navigation buttons at the top of the user list to scan through the remaining search results.





## Maintaining Users in DEP

This section describes how to add, change, and/or delete user records in DEP. These procedures only apply to those users who are *not* using the Active Directory Integration feature, which integrates DEP with your agency's existing internal network. If your agency *is* using the Active Directory Integration feature, see "Maintaining Users in Active Directory" on page 702 instead.

For specific instructions, see:

- Adding a User, below
- Changing a User, page 697
- Deleting a User, page 700.

### Adding a User

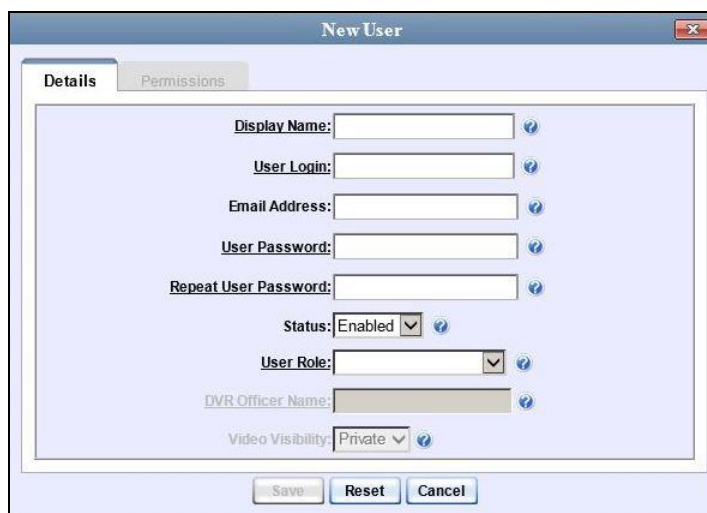
This section describes how to enter a new user record in DEP. If your agency is using the Active Directory Integration feature, see "Maintaining Users in Active Directory" on page 702 instead.

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.



The fields on the New User form are described below.

New User Form	
Field	Description
Display Name	The name used to represent this user throughout the 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	The current status of this user: <ul style="list-style-type: none"> <li>▪ <b>Enabled.</b> The user is allowed to login to the application.</li> <li>▪ <b>Disabled.</b> 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 <i>Flashback's 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 <i>Flashback's 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 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)	<p><b>Name</b> in DEP match the <b>Officer Name</b> in Flashback* . If these names match <i>exactly</i>, the system will automatically link the videos recorded on that DVR with the correct officer. If the names do <i>not</i> match exactly, the system will assign a default DVR Officer Name of *1 [No Name]@[time at which default officer name was created] to any videos that are recorded on that device.</p> <p>If the new user will be uploading VIEVU Model LE2 videos, this field must be populated.</p> <p><i>This field can only be configured on user accounts with the 'Can Own Video' permission.</i></p>
Video Visibility	<p>A flag that determines which users will be able to access this user's videos:</p> <p><b>Public.</b> The videos owned by this user will be viewable by all DEP users.</p> <p><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).</p> <p><i>This field can only be accessed by users with the 'Can Own Video' permission.</i></p>

- 3 Enter an officer display name in the *Display Name* field. This is the name that will display throughout the application.
- 4 Enter the user's login ID in the *User Name* field.
- 5 Enter the user's email address in the *Email Address* field.
- 6 Enter the user's initial login password in the *Password* field. This is password that the user will use to login to the application for the first time.
- 7 Re-enter the user's initial login password in the *Repeat User Password* field.

*(Continued)*

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\* For instructions on how to obtain this name, see "Obtaining the Officer Name from a Flashback DVR" later in this section.

- 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 *BodyVISION* or *VIEVU* body worn camera rather than a Flashback, skip to step 12.

#### Obtaining the Officer Name from a Flashback DVR

##### Flashback2:

- 1 Unlock the Flashback
- 2 Press the  button
- 3 Press the  button until **Misc. Setup** is highlighted
- 4 Press the  button
- 5 Jot down the value displayed in the *Officer Name* field

##### Flashback3 or FlashbackHD:

- 1 Unlock the Flashback
- 2 Press the  button
- 3 Press the  button until **User** is highlighted
- 4 Press the  button
- 5 Jot down the value displayed in the *Officer Name* field

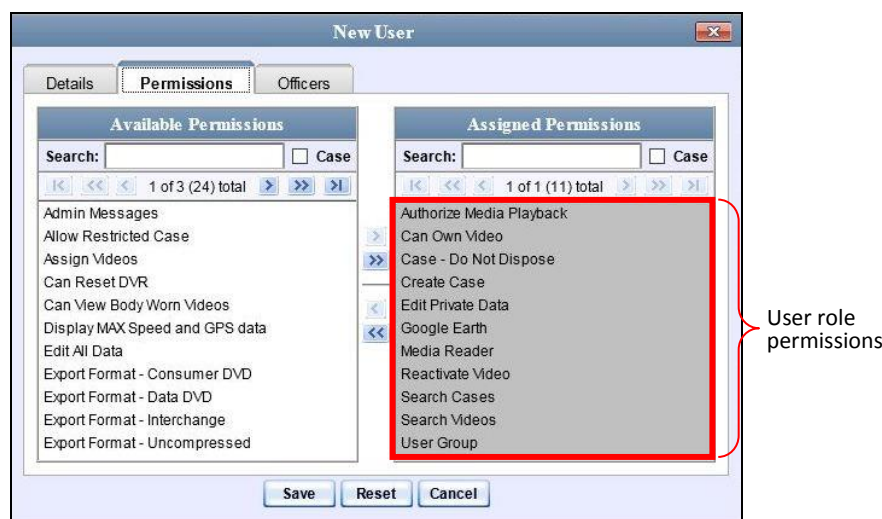
- 11 Enter the Flashback Officer Name in the *DVR Officer Name* field. *Required field.*

- 12 If you want this user's videos to be *private* (i.e., only viewable by the user himself and other users with *edit* permissions), proceed to the next step.

– OR –

If you want this user's videos to be *public* (i.e., viewable by all 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.



- 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.

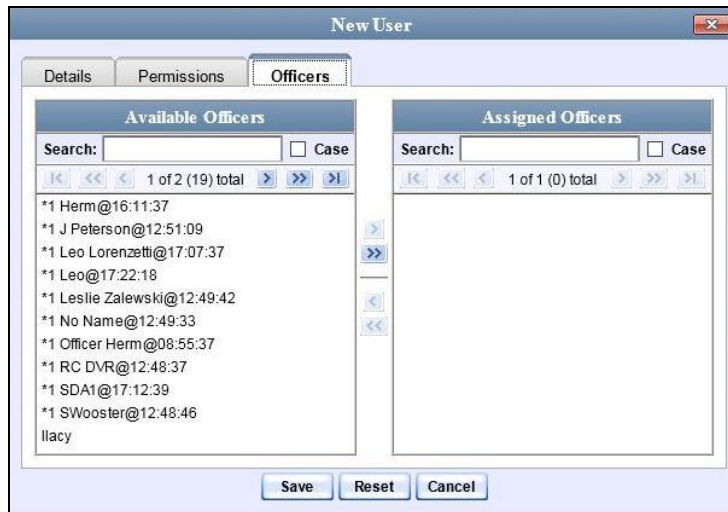
– OR –

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.



19 Go to the left column (Available Officers) and click on the appropriate users. If you don’t see a user you’re looking for, use the *Search* field and/or navigation arrows at the top of the column to scan the list.

20 Once you’ve highlighted the desired users, click the  icon located between the two columns. The selected users display in the right column (Assigned Officers).



- 21 Click **Save**. The system analyzes your selections to make sure that they are logical. If there are any problems, the system will prompt you to make another selection. 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.

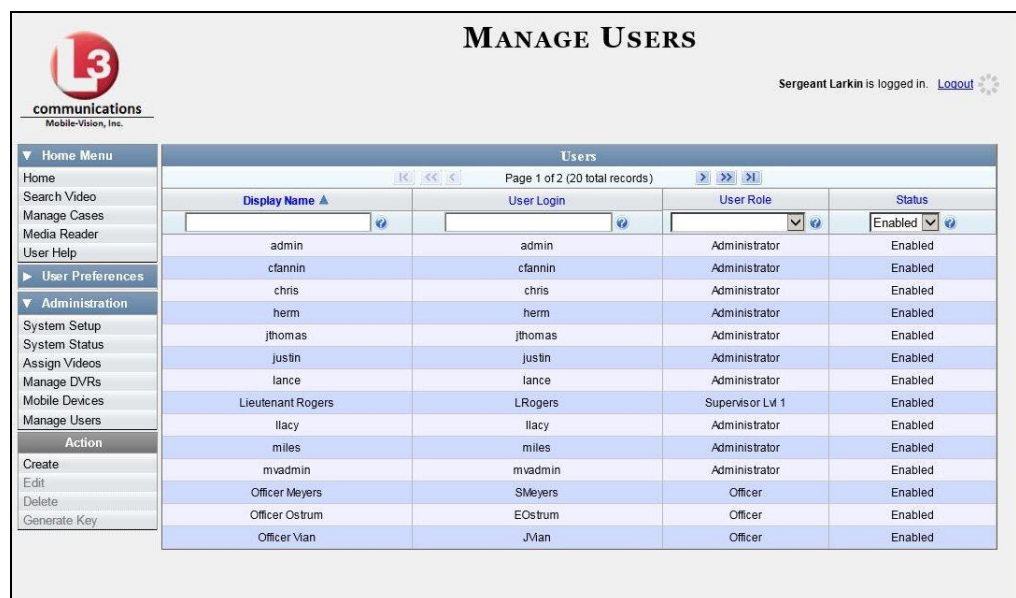
Once you've saved the user record without any errors, a confirmation message displays.

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 702 instead.

- 1 Go to **Administration** and click **Manage Users**. The Manage Users page displays.



**MANAGE USERS**

Sergeant Larkin is logged in. [Logout](#)

communications  
Mobile-Vision, Inc.

Home Menu  
Home  
Search Video  
Manage Cases  
Media Reader  
User Help  
User Preferences  
Administration  
System Setup  
System Status  
Assign Videos  
Manage DVRs  
Mobile Devices  
Manage Users  
Action  
Create  
Edit  
Delete  
Generate Key

Users  
Page 1 of 2 (20 total records)

Display Name ▲	User Login	User Role	Status
admin	admin	Administrator	Enabled
cfannin	cfannin	Administrator	Enabled
chris	chris	Administrator	Enabled
herm	herm	Administrator	Enabled
jthomas	jthomas	Administrator	Enabled
justin	justin	Administrator	Enabled
lance	lance	Administrator	Enabled
Lieutenant Rogers	LRogers	Supervisor Lvl 1	Enabled
ilacy	ilacy	Administrator	Enabled
miles	miles	Administrator	Enabled
mvadmin	mvadmin	Administrator	Enabled
Officer Meyers	SMeyers	Officer	Enabled
Officer Ostrum	EOstrum	Officer	Enabled
Officer Vian	JVian	Officer	Enabled

- 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 –

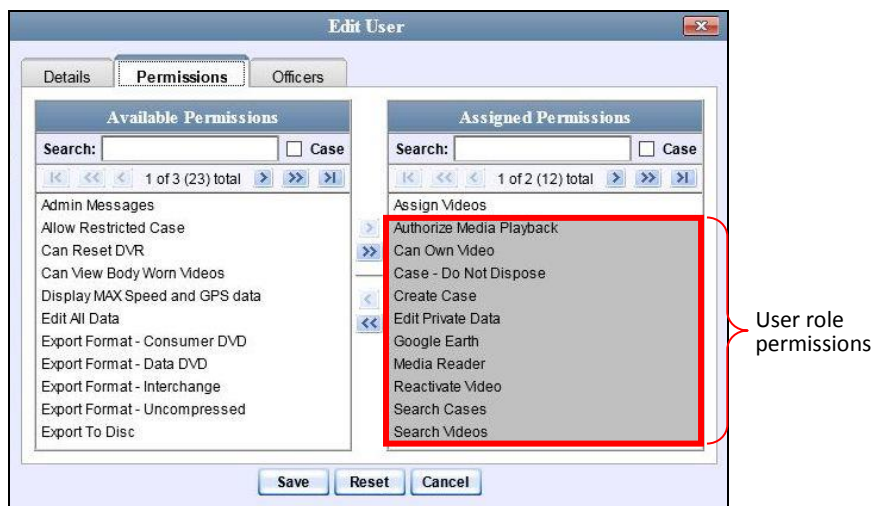
Enter/select search criteria in the search field(s) provided. For a description of these search fields, see the table on page 692.

- Once the desired record appears in the *Display Name* column, right-click on that record, then select **Edit** from the popup menu. The Edit User form displays.



The fields on this form are described in the table on page 692.

- Enter/select your desired changes in the appropriate fields.
- If you would like to assign additional permissions to this user, proceed to the next step. Otherwise skip to step 10.
- Click the **Permissions** tab. A list of permissions displays.




Please note that you cannot remove any of the permissions highlighted in gray. These are the permissions associated with the user's assigned *user role*.



- Go to the left column (Available Permissions) and click on the new permissions you wish to assign. If a permission you're looking for does not appear onscreen, use the *Search* field and/or navigation arrows at the top of the column to scan the list.

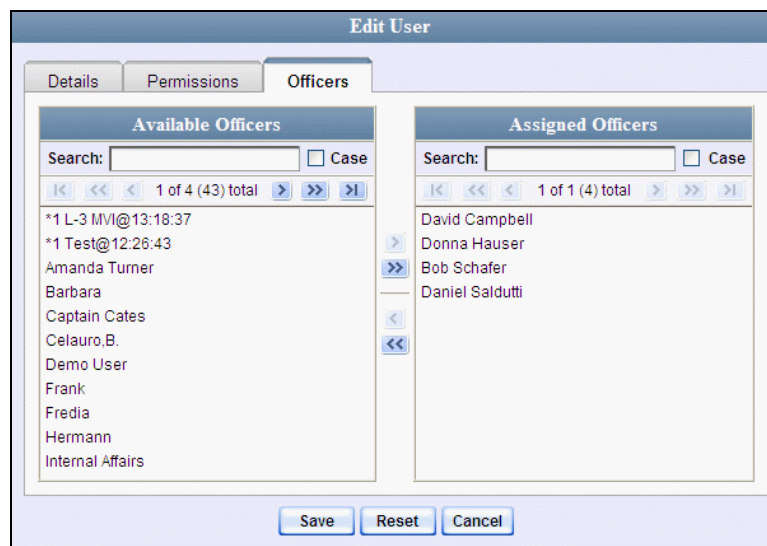



**NOTE:** If this user will be uploading VIEVU videos, they must have the *Media Reader* permission.

- 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).
- If the **Officers** tab displays, proceed to the next step.


– OR –

If the **Officers** tab does *not* display, skip to step 18.



- If you wish to assign or un-assign officers\* to this user, click on the **Officers** tab. Otherwise skip to step 18.
- To assign an officer to this user, proceed to the next step. Otherwise skip to step 15.
- 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.
- 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).

\* When an officer is assigned to you, it means that you have access to that officer's videos.

- 15 To un-assign one or more officers from this user, proceed to the next step. Otherwise skip to step 18.
- 16 Go to the right column (Assigned Officers) and click on the appropriate users. If you don't see a user you're looking for, use the *Search* field and/or navigation arrows at the top of the column to scan the list.
- 17 Once you've highlighted the desired users, click the  icon located between the two columns. The selected users display in the left column (Available Officers).
- 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 702 instead.



**NOTE:** If a user owns video or has any activity logs, they cannot be deleted.

- 1 Go to  **Administration** and click **Manage Users**. The Manage Users page displays.



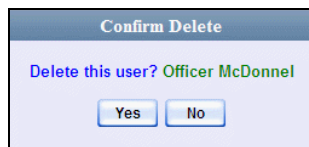
## MANAGE USERS

mvadmin is logged in. [Logout](#)

- Home Menu
- Home
- Search Video
- Manage Cases
- Media Reader
- User Help
- User Preferences
- Administration
- System Setup
- System Status
- Assign Videos
- Manage DVRs
- Mobile Devices
- Manage Users
- Action
- Create
- Edit
- Delete
- Generate Key

Users			
Display Name ▲	User Login	User Role	Status
admin	admin	Administrator	Enabled
aUser	aLogin	Officer	Enabled
ctannin	ctannin	Administrator	Enabled
Guest	Guest	Officer	Enabled
jthomas	jthomas	Administrator	Enabled
leslie	leslie	Administrator	Enabled
ilacy	ilacy	Administrator	Enabled
mvadmin	mvadmin	Administrator	Enabled
Officer Zalewski	L.Zalewski	Officer	Enabled

- 2 If the user record you wish to delete displays in the *Display Name* column, skip to step 4.  
– OR –  
If the user record you wish to delete does *not* display in the *Display Name* column, proceed to the next step.
- 3 Use the navigation arrows at the top of the form to scroll through the user list.  
– OR –  
Enter/select search criteria in the search field(s) provided. For a description of these search fields, see the table on page 692.
- 4 Once the desired record displays in the *Display Name* column, right-click on that record, then select **Delete** from the popup menu. A confirmation message displays.



- 5 Click **Yes**. The selected user record is removed from the system.

---

## Using Active Directory

If desired, you can link DEP to your agency's existing Windows Active Directory or Novell eDirectory. This feature, called *Active Directory Integration*, allows for a single password authentication with your agency's internal network, eliminating the need to maintain two sets of User IDs and passwords. This feature also allows you to import existing network users.

Your System Implementation Specialist (SIS) will assist you in setting up your Active Directory for the first time. After that, you 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 707.

## 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:

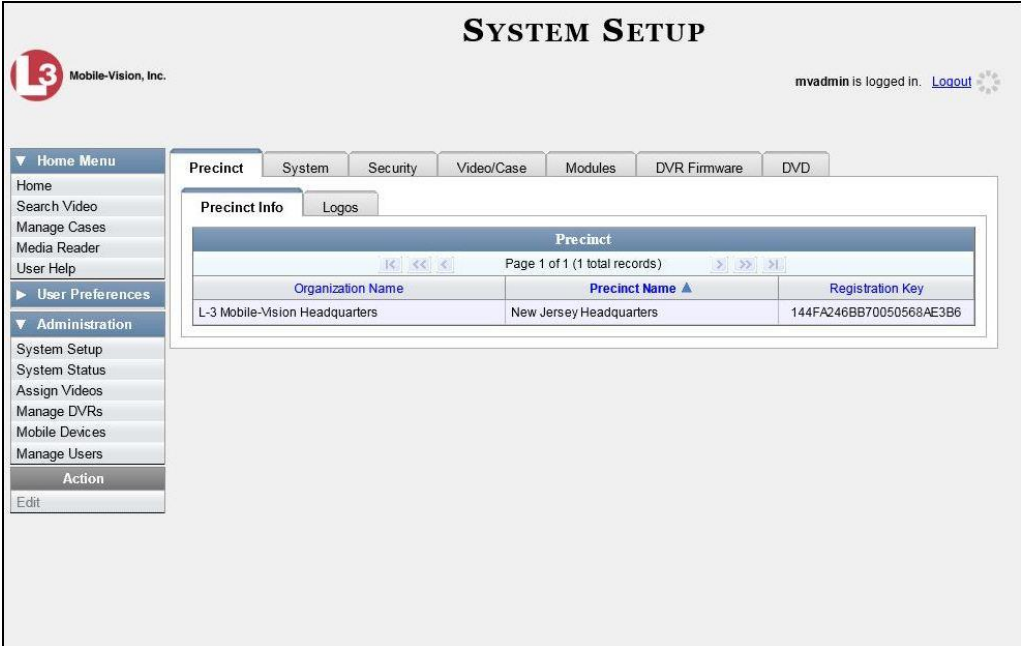
- ❑ Method 1: Auto-Creating Active Directory Users Upon Login, below
- ❑ Method 2: Manually Adding Active Directory Users En Mass, page 704.

---

### Method 1: Auto-Creating Active Directory Users Upon Login

This section describes how to set up the system so that it automatically creates a new user record in DEP whenever a new user logs in for the first time. This procedure only applies to those customers who are using the Windows Activity Directory feature.

- 1 Go to **Administration** and click **System Setup**. The System Setup page displays.



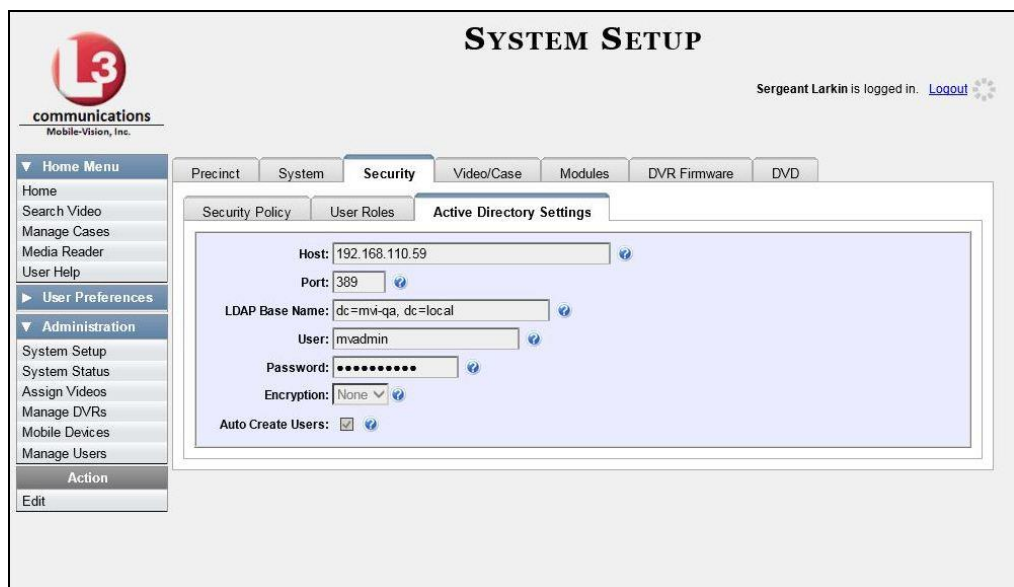
The screenshot shows the 'SYSTEM SETUP' web interface. The user 'mvadmin' is logged in. The left navigation menu shows 'Administration' expanded with 'System Setup' selected. The main content area shows the 'Precinct' tab selected, displaying a table with one record for 'L-3 Mobile-Vision Headquarters'.

Organization Name	Precinct Name ▲	Registration Key
L-3 Mobile-Vision Headquarters	New Jersey Headquarters	144FA246BB70050568AE3B6

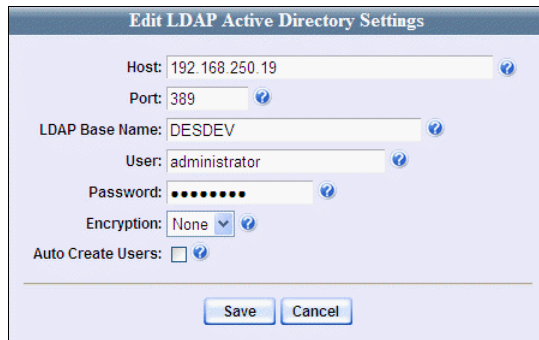
- 2 Click the **Security** tab.



3 Click the **Active Directory Settings** tab. The Active Directory form displays.



4 Go to the **Action** column and click **Edit**. The Edit LDAP Active Directory Settings popup displays.



The fields on this popup are described in the table on page 708.

- 5 Select the *Auto Create Users* checkbox.

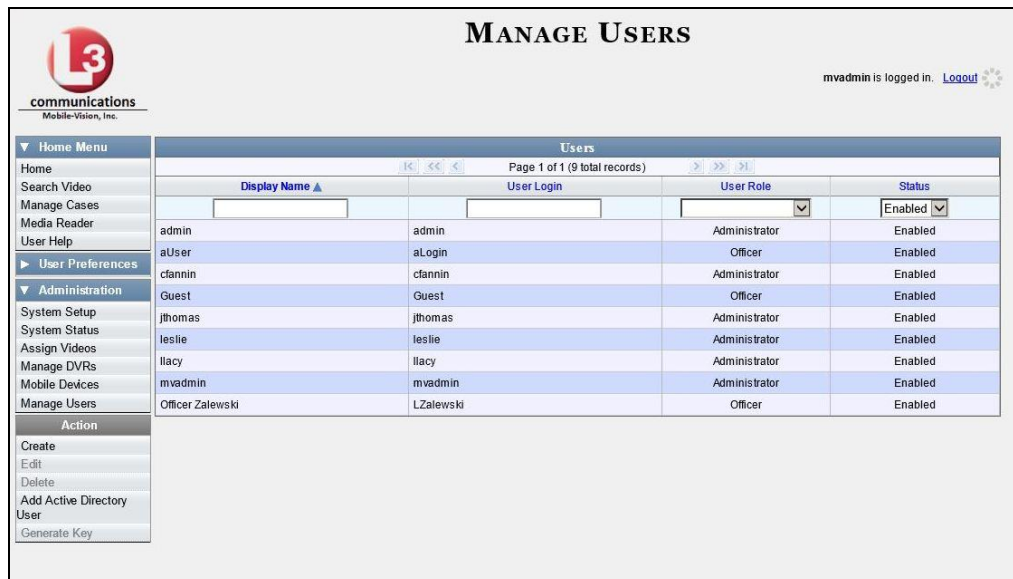
Auto Create Users:

- 6 Click **Save**.

## Method 2: Manually Adding Active Directory Users En Mass

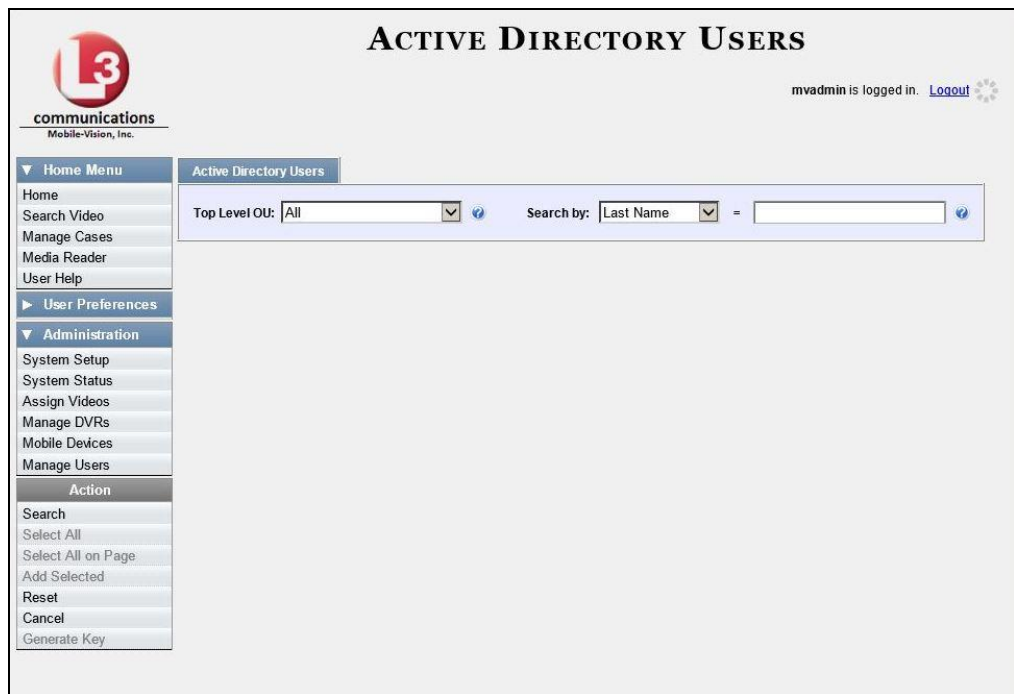
This section describes how to manually update your user list on a periodic basis. This procedure only applies to those customers who are using the Active Directory Integration feature.

- 1 Go to **Administration** and click **Manage Users**. The Manage Users page displays.



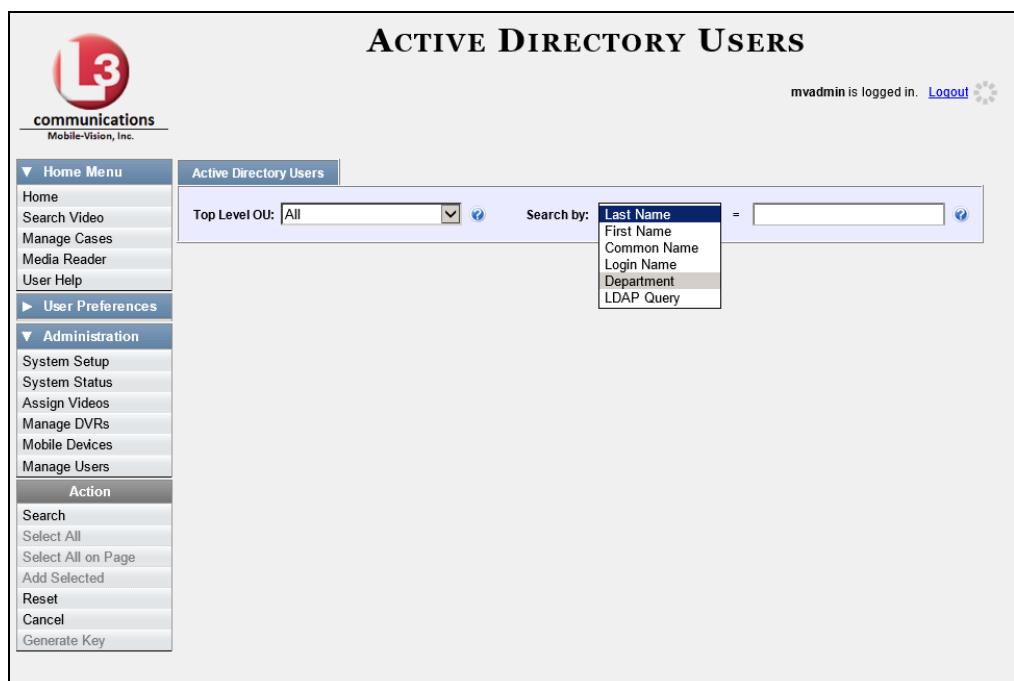
MANAGE USERS			
communications Mobile-Vision, Inc.			
mvadmin is logged in. <a href="#">Logout</a>			
Users			
Page 1 of 1 (9 total records)			
Display Name ▲	User Login	User Role	Status
admin	admin	Administrator	Enabled
aUser	aLogin	Officer	Enabled
cfannin	cfannin	Administrator	Enabled
Guest	Guest	Officer	Enabled
jthomas	jthomas	Administrator	Enabled
leslie	leslie	Administrator	Enabled
ilacy	ilacy	Administrator	Enabled
mvadmin	mvadmin	Administrator	Enabled
Officer Zalewski	LZalewski	Officer	Enabled

- 2 Go to the **Action** column and click **Add Active Directory User**. The Active Directory Users page displays.

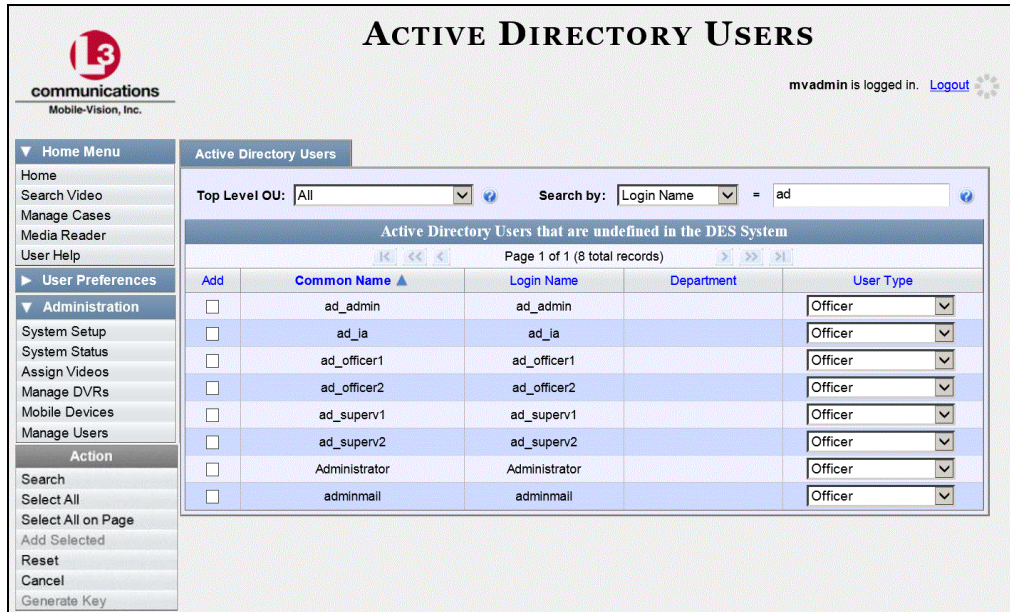


Use the Active Directory Users page to search for and select the active directory users that you wish to add to the system, as described below.

- 3 Go to the *Top Level OU* drop-down list and select the organization unit in which you wish to search for users.
- 4 Go to the *Search by* drop-down list and select the field name you wish to search by.



- Go to the blank field to the right of 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.
- Go to the **Action** column and click **Search**. The system displays all user records that match your selection criteria.



**ACTIVE DIRECTORY USERS**

communications  
Mobile-Vision, Inc.

mvadmin is logged in. [Logout](#)

Active Directory Users

Top Level OU: All Search by: Login Name = ad

Active Directory Users that are undefined in the DES System

Page 1 of 1 (8 total records)

Add	Common Name ▲	Login Name	Department	User Type
<input type="checkbox"/>	ad_admin	ad_admin		Officer ▼
<input type="checkbox"/>	ad_ia	ad_ia		Officer ▼
<input type="checkbox"/>	ad_officer1	ad_officer1		Officer ▼
<input type="checkbox"/>	ad_officer2	ad_officer2		Officer ▼
<input type="checkbox"/>	ad_superv1	ad_superv1		Officer ▼
<input type="checkbox"/>	ad_superv2	ad_superv2		Officer ▼
<input type="checkbox"/>	Administrator	Administrator		Officer ▼
<input type="checkbox"/>	adminmail	adminmail		Officer ▼

Home Menu  
Home  
Search Video  
Manage Cases  
Media Reader  
User Help

User Preferences

Administration  
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

- Select all of the users you wish to add:  
 Go to the **Action** column and click **Select All**.  
 – OR –  
 Go to the **Action** column and click **Select All on Page**.  
 – OR –  
 Go to the *Add* column and manually select the appropriate checkboxes.
- Go to the *User Type* column and select a role for each user from the drop-down list.
- 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.

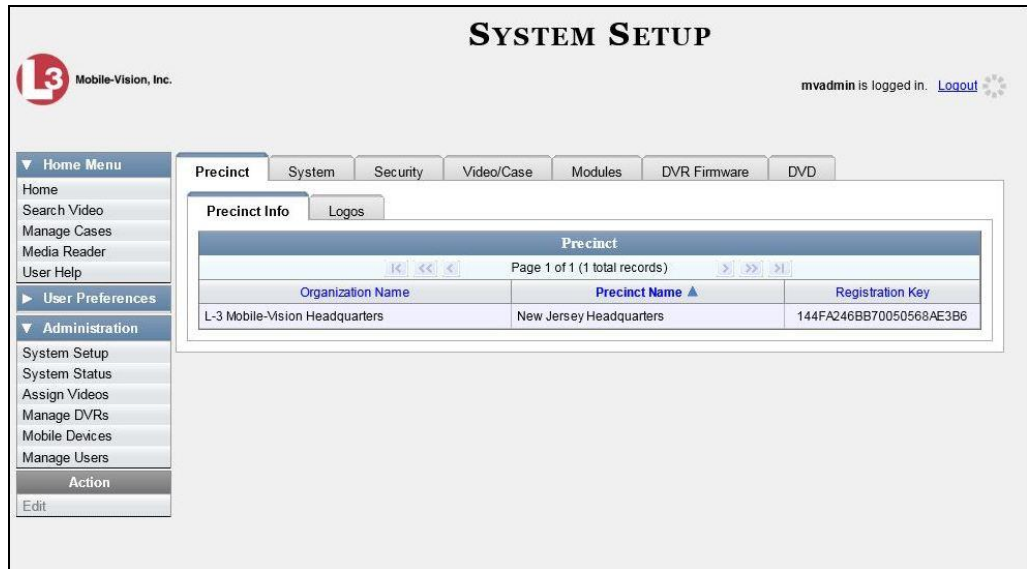
The selected users are added to your DEP users list.



## Updating the Active Directory Settings

This section describes how to update your Active Directory settings.

- 1 Go to **Administration** and click **System Setup**. The System Setup page displays.



The screenshot shows the SYSTEM SETUP page with the Administration menu expanded to System Setup. The Precinct Info tab is active, displaying a table with the following data:

Organization Name	Precinct Name ▲	Registration Key
L-3 Mobile-Vision Headquarters	New Jersey Headquarters	144FA246BB70050568AE3B6

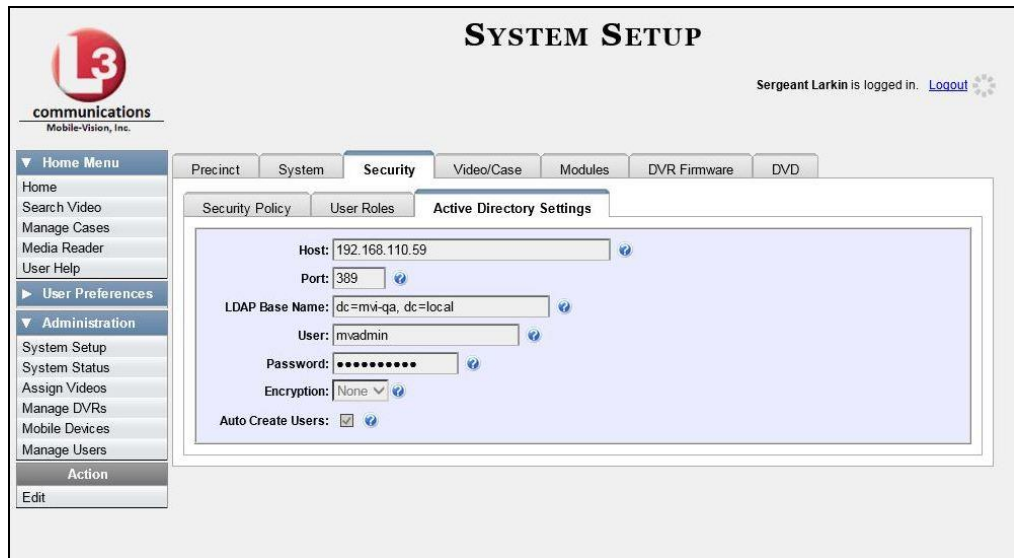
- 2 Click the **Security** tab.



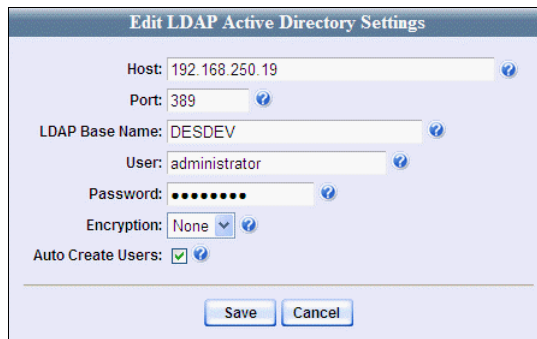
The screenshot shows the SYSTEM SETUP page with the Security tab selected. The Security Policy sub-tab is active, displaying the following settings:

- Verify password has a numeric character:
- Verify password has an alpha character:
- Verify password has an uppercase character:
- Verify password has a special character:
- Verify password is not a commonly used password:
- Disable account on the 3rd failed login attempt:
- Verify password has not been used recently:
- The number of passwords to save in history per user:
- Verify password length:
- Required number of characters for password:
- Video visibility for auto-created Officers:

- 3 Click the **Active Directory Settings** tab. The Active Directory form displays.



- 4 Go to the **Action** column and click **Edit**. The Edit LDAP Active Directory Settings popup displays.



The fields on this popup are described below.

Edit LDAP Active Directory Settings	
Field	Description
Host	The address of the host active directory server.
Port	The port to use when connecting to the Active Directory server. Default values are: <ul style="list-style-type: none"> <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

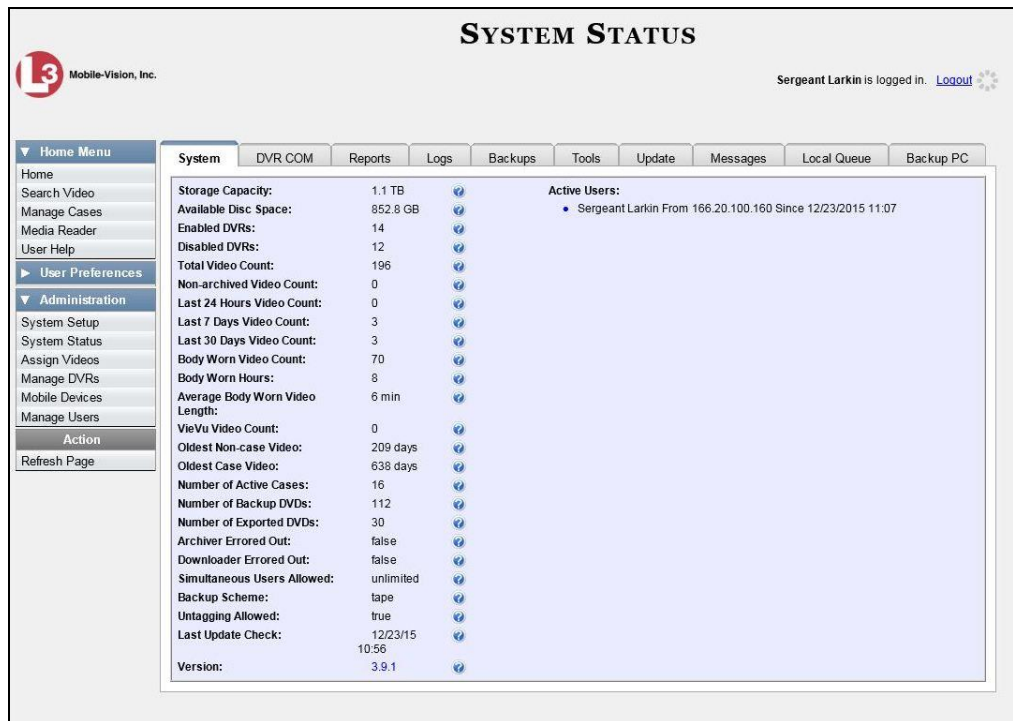
Edit LDAP Active Directory Settings (cont'd)	
Field	Description
User	The name of the user to connect to the Active Directory server. If you use our setup instructions to create the user (recommended), you may use the user's name, such as "Mark Jones." Otherwise you <b>MUST</b> use a full distinguished name, such as: CN=CraigReinen,OU=Florida,DC=MVI,DC=MyCompany,DC=com
Password	The security password that matches the <i>User</i> name above.
Encryption	The type of encryption used on the Active Directory server: <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 Directory server.

- 5 Enter/select your changes in the appropriate field(s).
- 6 Click **Save**.

## Exporting User Activity to a Spreadsheet

This section describes how to export all your user activity to a spreadsheet for use with another application, such as a custom reporting tool. This is referred to as the *User Activity* report. It includes information such as which users logged in/out of the system, played video, edited a case, etc. The system automatically updates this report once every day.

- 1 Go to **Administration** and click **System Status**. The System Status page displays.



**SYSTEM STATUS**

Sergeant Larkin is logged in. [Logout](#)

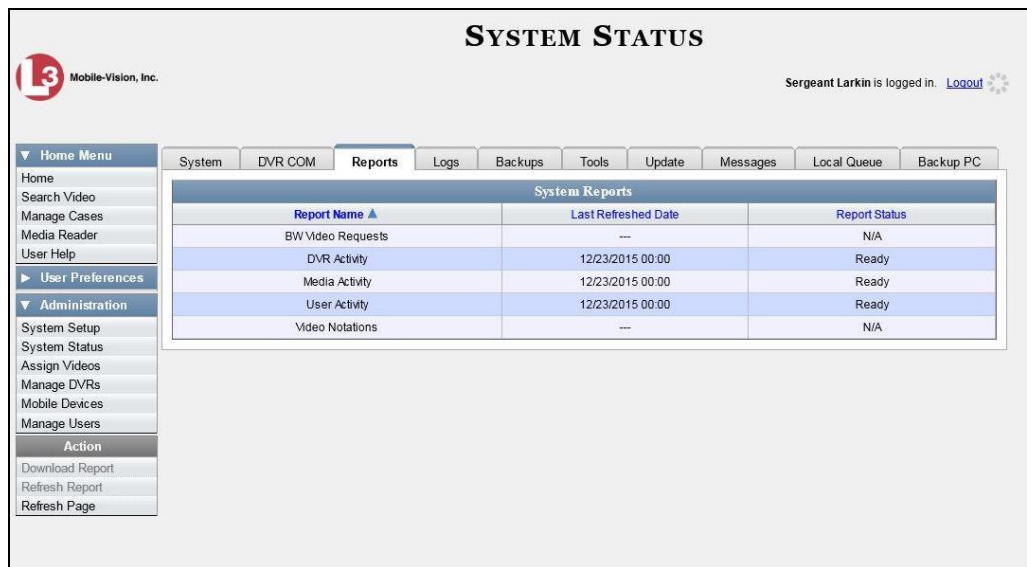
System | DVR COM | Reports | Logs | Backups | Tools | Update | Messages | Local Queue | Backup PC

System	Value	Action
Storage Capacity:	1.1 TB	
Available Disc Space:	852.8 GB	
Enabled DVRs:	14	
Disabled DVRs:	12	
Total Video Count:	196	
Non-archived Video Count:	0	
Last 24 Hours Video Count:	0	
Last 7 Days Video Count:	3	
Last 30 Days Video Count:	3	
Body Worn Video Count:	70	
Body Worn Hours:	8	
Average Body Worn Video Length:	6 min	
View Video Count:	0	
Oldest Non-case Video:	209 days	
Oldest Case Video:	638 days	
Number of Active Cases:	16	
Number of Backup DVDs:	112	
Number of Exported DVDs:	30	
Archiver Errored Out:	false	
Downloader Errored Out:	false	
Simultaneous Users Allowed:	unlimited	
Backup Scheme:	tape	
Untagging Allowed:	true	
Last Update Check:	12/23/15 10:56	
Version:	3.9.1	

**Active Users:**

- Sergeant Larkin From 166.20.100.160 Since 12/23/2015 11:07

- 2 Click the **Reports** tab.



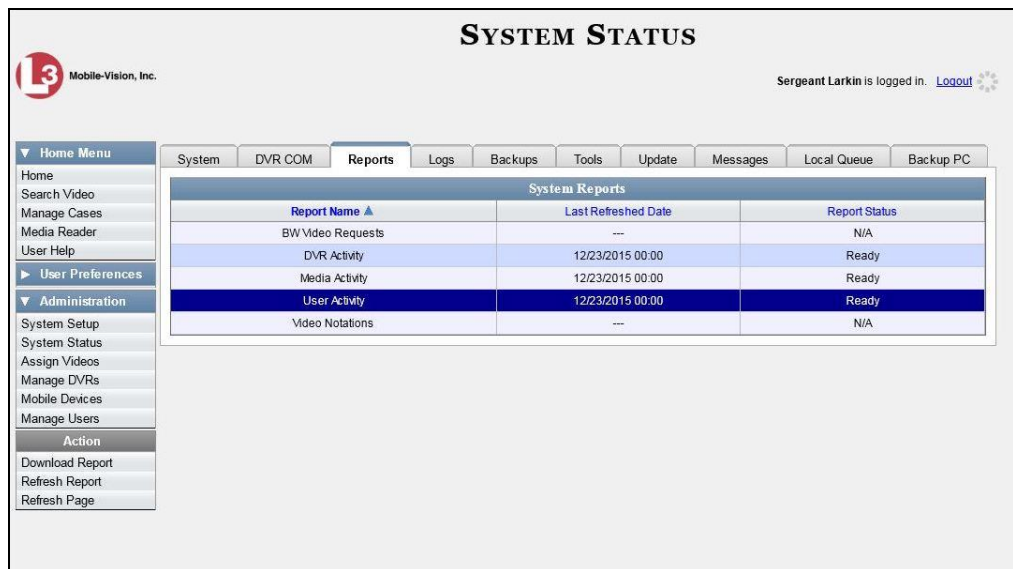
**SYSTEM STATUS**

Sergeant Larkin is logged in. [Logout](#)

System | DVR COM | **Reports** | Logs | Backups | Tools | Update | Messages | Local Queue | Backup PC

System Reports		
Report Name ▲	Last Refreshed Date	Report Status
BW Video Requests	---	N/A
DVR Activity	12/23/2015 00:00	Ready
Media Activity	12/23/2015 00:00	Ready
User Activity	12/23/2015 00:00	Ready
Video Notations	---	N/A

- 3 Click on the **User Activity** report to highlight it.



**SYSTEM STATUS**

Sergeant Larkin is logged in. [Logout](#)

System | DVR COM | **Reports** | Logs | Backups | Tools | Update | Messages | Local Queue | Backup PC

System Reports		
Report Name ▲	Last Refreshed Date	Report Status
BW Video Requests	---	N/A
DVR Activity	12/23/2015 00:00	Ready
Media Activity	12/23/2015 00:00	Ready
<b>User Activity</b>	<b>12/23/2015 00:00</b>	<b>Ready</b>
Video Notations	---	N/A

Note the date in the *Last Refreshed Date* column. The User Activity report you are about to download will contain all system user activity up to this date/time. If you prefer to report on all user activity up to the *current* time, go to the **Action** column and click **Refresh Report** first before proceeding.

- 4 Go to the **Action** column and click **Download Report**. A download message displays.



Do you want to open or save **user\_activity\_report\_20150812.csv** (49.6 KB) from **trinity**?

- 5 Click **Open**. The report displays in your default spreadsheet application, such as Microsoft Excel.





# Glossary

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## Access Point

A device used to transmit videos from your in-car DVR to your [server](#). The access point is connected to a wireless network antenna mounted on the outside of the building that houses your server. The access point itself is 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 [Transmission](#).

## Automatic Archive

A backup process that is triggered by the system based on predefined rules that you set in the application. When a video's category is set to *Backup Enabled* and that video has been online for at least five minutes, the system will automatically back that video up during the next archive session. Once there are enough files to fill up an archive disc, the robotic DVD burner will burn a [Certified Backup Disc](#). Automatic archives do not require any action on your part.

## Auto Dispose Time

A period of inactivity after which the system automatically changes a case's status from [online](#) to [offline](#).<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 [burn requests](#). Because the process of burning DVDs is resource-intensive, one PC is dedicated to this task. If you are using a *Bravo* robotic DVD burner, then the backup PC is a separate computer workstation connected to the disc burner. If you are using a *Rimage* DVD/Blu-Ray burner that combines a disc burner with a computer, the Backup PC refers to the computer component of the Rimage.

---

\* Videos that are attached to the case will remain online as long as their categories allow

## **BodyVISION**

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 [snapshot](#) images, then upload them to your [server](#) via a *BodyVISION* docking station. Videos recorded using this device are assigned the category of **Body Worn**.

## **BodyVISION Tracking Function**

A system feature that restricts the viewing of [BodyVISION](#) videos to users who have the *Authorize Media Playback* and/or *Can View Body Worn Videos* permission. All other users who are interested in viewing a *BodyVISION* video are required to submit a [viewing request](#) to their supervisor, which includes a “need to know” reason, referred to as a [viewing request reason](#).

## **Burn Request**

A request to generate a [user-requested certified copy](#), also referred to as an *export* disc. When you submit a burn request and you have burning privileges, the system will place your burn job in the [Backup PC's](#) burn queue. When you submit a burn request and you *don't* have burning privileges, the system will place your burn request in the *Inbox Messages* list of all [DEP](#) users who have burning privileges. One of those users, will, in turn, place your burn job in the Backup PC's burn queue.

## **Case**

A record that contains data that pertains to one [incident](#), such as a motor vehicle accident. [DEP's case](#) feature allows you to conveniently gather all of an incident's evidence in one record, allowing for easy viewing and archiving of evidence.

A case may contain one or more videos, media files (such as photographs), subject names, comments, and/or general information relating to the incident, such as the incident date.

## **Certified Backup Disc (CBD)**

An archive DVD used to restore videos and/or case files to the server. Also referred to as a “CBD.” The system automatically sends CBD burn requests to the [Backup PC](#) without any action on your part. The number and type of files burned to CBD is determined by your system settings. Factors such as a file's age, type, category, etc., all help determine what will be backed up. You define these backup parameters through [DEP](#). If a video file is supposed to be backed up, the system will add it to an archive job shortly after it transmits to the server (see also [transmission](#)). 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 [server](#).

## Chain of Custody Report

A log of all operations that have been performed on a particular video or case (e.g., *System Media Uploaded from Unit*). This report shows the date and time at which each activity occurred, as well as the user 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 [Flashback Player](#). When you burn a [case](#) in [Data DVD](#) format, the disc will include selected videos from the case, any [user metadata](#) attached to the case's videos, the [Chain of Custody Report](#), selected media files attached to the case (if applicable), and a copy of the Flashback Player. When you burn *videos* in Data DVD format, the disc will include selected videos, general information about the videos, the Chain of Custody Report, and a copy of the Flashback Player.

## DEP

An acronym for *Digital Evidence PRO*, the software component of L-3 Mobile-Vision's [Digital Evidence Collection System](#).

## Digital Evidence Collection System

An L-3 Mobile-Vision product that is used by law enforcement personnel to collect digital evidence. It includes the following hardware and software components:

- [Flashback DVRs](#)
- [BodyVISION DVRs](#) (optional)
- [Access point\(s\)](#)
- [Storage server\(s\)](#)
- [DEP software](#)
- [Backup PC\(s\)](#)
- [Robotic DVD burner\(s\)](#)
- [RAID storage device](#) (optional).

## Discovered DVR

A DVR that has been in communication with the [server](#) at least once.

## Download Request

A request to copy, or [export](#), a selected video file or [case](#) file to your PC. This type of request is sent from *you* to the *system*. Once the system processes your request, a download icon will appear on your *Inbox Messages* list.

## DVR

See [Flashback DVR](#), [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, [case](#) files, and/or *BodyVISION snapshots* for the purpose of burning them to DVD or downloading them to your PC. You must have the proper permissions to export files.

## FOIA Redacted Format

An export format that allows you to [redact](#) a video before you download it to your PC or external storage device. The exported video will have an extension of MP4, allowing you to play it on any MP4 player. You can also burn exported video to DVD using your PC's DVD burner.

## Flashback DVR

A digital video recorder that is installed inside a patrol car or interview room. This recorder collects video evidence and stores it temporarily on an [SD card](#) or [CF card](#) until the video can be transmitted to the [server](#). For more information on the Flashback, refer to your Flashback User's Guide.

## Flashback Player

A software application used to play video files. When you select an [online](#) video from within [DEP](#), the Flashback Player launches automatically. When you burn a [user requested certified copy](#) of a [case](#) or video in [Data DVD](#) format, that disc will include a copy of the Flashback Player.

## Incident

An event, such as a motor vehicle accident, that has digital evidence associated with it. In [DEP](#), data that pertains to an incident is stored in a [case](#) record.

## Ingest Date

The date and time at which a video file was transmitted to the [server](#) from the DVR unit.

## 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 Export

The system process used to download video and/or [case](#) files to your PC for the purpose of burning them to DVD (using your PC's DVD burner), or importing them into a third-party application. You must have the proper permissions to perform a manual export.

## Online

A status for a video or [case](#) file which indicates that all of the file's information is currently available for viewing on the [server](#).

## Offline

A status for a video or [case](#) which indicates that some, but not all, of that record's data or functions are available on the server.

If a **video** is offline, you will be able to view that video's thumbnail 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. See also [Reactivation](#).

## Private File

A video, [case](#), or [snapshot](#) that can only be viewed by its owner or a user with one of the following permissions: *Edit Private Data* or *Edit All Data*.

## Public File

A video, [case](#), or [snapshot](#) that can be viewed by *all DEP* users.

## Quarantined File

A video that is shorter than the *Minimum File Duration* value entered on the **Life-Cycle** tab. Typically, a quarantine file is a small “test” video that an officer makes at the beginning of each shift to test his equipment before going out into the field. The system automatically marks these short videos for review or disposal, depending on your system settings.


## RAID

An acronym for *Redundant Array of Independent Disks*, a storage device that contains multiple disk drives but is treated by the system as one device. When using a RAID, you are less likely to lose data than with a single disk drive.

## Reactivation

The process used to restore a video or [case](#) file that the system took [offline](#) after it was backed up to disc. There is a limited time period in which you can reactivate an archived video or case. This time period depends on a setting that you enter on the **Life-Cycle** tab.

## Record Reason

The event or “trigger” that caused a DVR to start recording. Common record reasons include pressing the  button, turning the emergency lights on, activating the siren, or reaching a particular speed, such as 90 miles per hour.

## Redaction

The process of editing a video for evidential use. In DES, the redaction feature gives you the ability to:

- Export a portion of a video rather than the entire full-length video
- Blur a video’s picture
- Remove a video’s audio track(s).

## Restricted Case

A [case](#) that can only be accessed by a predefined list of users.

## Robotic DVD Burner

A disc duplicator that burns and labels your [Certified Backup Discs](#) and [User Requested Certified Copies](#). L-3 Mobile-Vision sells two types of burners: the *Bravo*, a stand-alone unit, and the *Rimage*, a combination disc burner/computer. If you have a Rimage, you do not need a separate [Backup PC](#). Rimage units can burn CDs, DVDs, and Blu-Ray discs. Most Bravo units can burn CDs and DVDs. The higher-end Bravos can burn Blu-Ray discs as well.

## SD Card

The temporary storage device that stores Flashback3 or FlashbackHD videos until they can be transmitted to the storage [server](#).

## Server

The network computer that hosts the [DEP](#) application and stores all of your video and [case](#) data. Some larger agencies have more than one [server](#).

## Snapshot

A JPG still image captured with the [BodyVISION](#) DVR. These images are uploaded to the [server](#) along with the *BodyVISION*'s videos.

## Stand-alone Video

Video that is not currently linked to any [cases](#).

## System Implementation Specialist (SIS)

An L-3 Mobile-Vision representative who assists with the installation and configuration of the “back office” components of the Flashback [Digital Evidence Collection System](#).

## Tagging

A procedure used to add extra days to the [online](#) life of a video. By tagging a video, you extend that video's online life by a certain number of days. The exact number of days is defined by a setting on the **Life-Cycle** tab.


## Transmission

The process of transferring Flashback video files from your in-car DVR to the [server](#). This transmission can occur either *automatically* (typical) or *manually*.

- Automatic transmission.* Whenever a vehicle comes within approximately 300 feet of an [access point](#), it triggers an automatic transmission. During this transmission, all videos that are currently stored on the Flashback will wirelessly transfer to the server via an access point.
- Manual transmission.* Your Flashback holds a temporary storage device called a [CF card](#) or [SD Card](#). This card is used to temporarily store your videos until they can be transferred to the server. If necessary, you can use this card to *manually* transfer videos to your PC, assuming you have the proper permissions. You would typically use this procedure if you can't wait for an automatic file transfer to occur, or a problem has occurred that interfered with the wireless file transfer. For more information, see “Manually Uploading New Videos” in chapter 2.

## Trace Point



A placemaker that an officer can add to a video while it's recording. If you are using a Flashback, this is accomplished by pressing the  button on the Flashback menu or the **T** button on the DVR (pictured opposite). If you are using a [BodyVISION](#), this is accomplished by pressing the Snapshot/Tracepoint button on the top of the unit (configuration required). By marking a video with a Trace Point, it allows you to quickly advance to an important segment in that video during playback.

## Trigger

See “Record Reason.”

## Uncompressed DVD

A [Data DVD](#) disc that 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 [server](#) 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 [server](#). For more information, see “Adding Predefined User Metadata to a Video” in chapter 2.

## User Requested Certified Copy

A DVD that you can, with the proper permissions, create yourself using either the [robotic DVD burner](#) or your PC's DVD burner. Also referred to as an *export disc*. This type of DVD is, as its name implies, requested by the user. You create these DVDs 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 [DEP](#), the system will grant you access to various system functions according to the user role that is assigned to your User ID. As System Administrator, you are responsible for assigning permissions to each user role.

## Video Notation

A custom checkbox used to notate, or *tag*, video records and [snapshots](#). These checkboxes are defined by your agency.

## VIEVU

A small, wearable digital video recorder sold by L-3 Mobile-Vision. Videos recorded using this device are assigned the category of **VieVu**.

## Viewing Request

A request to view a [BodyVISION](#) video. Users who lack the *Can View Body Worn Videos* permission are required to submit viewing requests to their supervisor, who will then review each request and either approve or deny it.

## Viewing Request Reason

The reason why a user wants or needs to view a particular [BodyVISION](#) video. When a user submits a *BodyVISION* [viewing request](#) to their supervisor, they are required to select a reason for that request from a drop-down list. These reasons are defined by your agency.





# A

## Appendices

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### Appendix A: Ports & Protocols

#### MDC to DVR

Vehicle Viewer:

- TCP port 9003
- TCP port 9004

UMD Editor (Notes):

- Need write permission to C:\Program Files\MobileVision\FB2UMD\
- TCP port 80 (HTTP)

#### DVR to Server Downloading

UDP 54771 (if using UDP)

Server to DVR:

- TCP port 80 (HTTP)
- ICMP Echo-Reply (if using discover by ping)

#### Agency Server to Precinct Server

- TCP Port 80 (HTTP)
- TCP port 22 (FTP Passive Mode)

#### 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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